

Meeting Announcement and Agenda
Cambridge City Council - City Hall Council Chambers
Special Meeting, Monday, August 1, 2016 - 2:00 pm

AGENDA

1.	Call to Order
2.	Review Applications Submitted and Develop Recommendation for Appointment to the City Council Vacancy
3.	Adjourn

Meeting Announcement and Agenda
Cambridge City Council - City Hall Council Chambers
Regular Meeting, Monday, August 1, 2016 - 3:00 pm

Members of the audience are encouraged to follow the agenda. Copies of the agenda are on the table outside the Council Chambers door. When addressing the Council, please state your name and address for the official record.

AGENDA

1.	Call to Order
2.	Pledge of Allegiance
3.	Approval of Agenda (p. 1)
4.	Consent Agenda Approvals <ul style="list-style-type: none"> A. Regular and Summary City Council Minutes for July 18, 2016 and Special Meeting Minutes for July 11, 2016 (p. 5) B. Draft June 2016 Financial Statements (p. 16) C. Approve Resolution R16-061 Application for Payment #1 from Minnesota Ice LLC for Cambridge Ice Rinks Project (p. 76) D. Personnel Policy Updates (p. 80)
5.	Work Session
6.	Unfinished Business

	A. City Council Appointment and Swearing In of Appointee (verbal)
7.	New Business
	<p>A. Approve 2016 Budget Revisions</p> <ol style="list-style-type: none"> 1. Approve Resolution R16-062 General Fund Budget Amendment (p. 133) 2. Approve Resolution R16-063 Capital Fund Budget Amendment (p. 146) <p>B. Approve Resolution R16-064 Authorizing Inter-Fund Transfers (p. 149)</p> <p>C. Set Date for 2016 Election City Canvassing Board (p. 151)</p> <p>D. Determine Date to Seat Person Elected at the Special Election (p. 152)</p>
8.	Committee Reports
	<p>A. Airport Advisory Board - No Meeting</p> <p>B. Allina Community Engagement Council (verbal)</p> <p>C. Bike Isanti County (p. 155)</p> <p>D. Community Education Advisory Council (verbal)</p> <p>E. Cambridge Action Community Team (ACT on Alzheimer's) (p. 162)</p> <p>F. Cambridge Downtown Task Force (p. 171)</p> <p>G. Cambridge Fire Department (p. 176)</p> <p>H. Cambridge Parks, Trails, and Recreation – No Meeting</p> <p>I. Cambridge Planning Commission (p. 182)</p> <p>J. Cambridge Public Library Task Force (p. 193)</p> <p>K. CI District 911 Communications Task Force (p. 198)</p> <p>L. Comprehensive Plan Steering Committee (p. 230)</p> <p>M. East Central Regional Development Commission (ECRDC) (p. 232)</p> <p>N. Heartland Express Transportation Advisory Committee (TAC) (verbal)</p> <p>O. Highway 95 Design Advisory Task Force (p. 265)</p> <p>P. Isanti County EDA – No Meeting</p> <p>Q. Isanti County Initiative on Collaboration, Leadership, & Efficiency (ICICLE) No Meeting</p> <p>R. Northern Lights Express (NLX) – No Meeting</p> <p>S. North Highway 65 Corridor Coalition (p. 267)</p> <p>T. North 65 Chamber of Commerce (p. 271)</p> <p>U. Toward Zero Death (TZD) (p. 272)</p>
9.	Mayor's Report
10.	Council Concerns
11.	City Administrator's Report
12.	Adjourn

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

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

Upcoming Meetings

<u>Date</u>	<u>Time</u>	<u>Description</u>
Aug 2	7:00 pm	Planning Commission
Aug 8	3:30 pm	Library Task Force
Aug 9	7:00 am – 8:00 pm	Primary Election – NO PUBLIC MEETINGS MAY TAKE PLACE (NOTE: No Parks, Recreation & Trails Meeting due to primary)
Aug 11	8:00 am	City Council Long Range Planning Meeting
Aug 15	6:00 pm	City Council
Aug 16	5:00 pm	Downtown Task Force
Aug 22	6:00 pm	Fire Dept. Meeting (Training Room)

Upcoming Events

<u>Date</u>	<u>Time</u>	<u>Description</u>
Aug 2	4:00 pm	National Night Out
Sept 10		Two Cities, One Community Event
Sept 16	4:00 pm	Customer Appreciation Event
Sept 17	All Day	Cambridge City-Wide Garage Sales
Sept 24	9:00 am	Fall Electronic Recycling Event

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

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

**Regular City Council Meeting
July 18, 2016**

Members Present: Mayor Marlys Palmer, Council Members Joe Morn, Lisa Iverson and Howard Lewis

Members Absent: None

- Meeting was called to order at 6:01 pm. Agenda and consent agenda were approved as presented.
- Council awarded proposal for refrigerated ice links to Minnesota Ice, purchase of dasher boards from Becker Arena Products, and lighting from Musco Lighting Systems.
- Council approved request for additional \$1,000.00 for the costs of Yuasa Sister City Visit August 22-27, 2016.
- Council accepted proposal from Community Collaborations to assist with Downtown visioning.
- Council approved requests from Grace Pointe Crossing with respect to a development on County Road 14 and Highway 95. They are Resolution No. R16-054A, Ordinance No. 625, Resolution No. R16-055, Resolution No. R16-056, Resolution No. R16-057, Resolution No. R16-058, Resolution No. R16-059 and Resolution No. R16-060.
- Authorized staff to give verbal commitment to Cambridge Township for participation in resurfacing project on 329 Ave NE and to draft maintenance agreements for all sections of town line road shared with Cambridge Township.
- Approved having an application process to fill the vacant Council seat with the deadline for applications being 3:00 pm on July 27, 2016.
- Adjourned regular meeting at 9:49 pm.

**Cambridge City Council Meeting Minutes
Monday, July 18, 2016**

A regular meeting of the Cambridge City Council was held on Monday, July 18, 2016, at Cambridge City Hall Council Chambers, 300 3rd Avenue NE, Cambridge, Minnesota, 55008.

Members Present: Mayor Marlys Palmer; Council Members Lisa Iverson, Howard Lewis and Joe Morin.

Members Absent: None.

Staff Present: City Administrator Woulfe, Community Development Director Westover, Economic Development Director Gustafson, Deputy Fire Chief Pennings, Public Works-Utilities Director Schwab and Engineer Blank.

Call to Order & Pledge of Allegiance

Palmer called the meeting to order at 6:01 pm and led the public in the Pledge of Allegiance.

Citizens Forum

Council heard from several city residents regarding the proposed ice rink. Jeremy Reinhardt, President of the Cambridge-Isanti Hockey Association, 440 Ashland St. N, vowed the rink will be used by numerous groups in Cambridge and not limited to just hockey. Rich Brown, 342 Cypress St S., explained that community members have been working on this project for a number of years and thanked the Council for continued support.

Robert Nelson, 2645 Oak Circle, clarified that he supported an aquatic center and had told Council members this at the recently held MN Design Team dinner and he does not support the ice rink proposal.

Palmer stated the Council would be addressing the ice rink proposal on the agenda later in the meeting so additional people would be able to speak at that time.

Approval of the Agenda

Morin moved, seconded by Lewis, to approve the agenda as presented. Motion carried unanimously.

Consent Agenda

Iverson moved, seconded by Morin, to approve consent agenda Items A-F.

- A. Regular and Summary City Council Minutes for July 5, 2016
- B. Warrants # - # and ACH/Wire items totaling \$1,319, 658.46
- C. Resolution R16-051 Certify Delinquent Amounts to Tax Roll
- D. LMCIT Liability Coverage Waiver
- E. Resolution R16-052 Application for Payment #3 from A-1 Excavating Inc. for 2016 Street Improvements

F. Resolution R16-053 Accepting Donation from Mystic Riders Snowmobile Club to Fire Department for trailer purchase

Upon call of the roll, Palmer, Morin, Lewis and Iverson voted aye, no nays. Motion carried unanimously.

Work Session

No work session business.

Unfinished Business

Ice Rink Project

Woulfe explained Council had adopted as one of its priorities the construction of refrigerated ice rinks back in 2013. Woulfe reminded Council this is the number one priority from the Cambridge Parks, Trails, and Recreation Commission according to their respective park project priorities. At the April 18, 2016 City Council meeting, the Council authorized staff to seek bids for the refrigerated rinks.

Mike McDevitt and Chris Schneider, Minnesota Ice LLC introduced themselves to Council as the proposed ice rink contractors. McDevitt explained that he builds hockey rinks all around the country that are all sizes and in a variety of locations. McDevitt stated this often opens doors for other recreational opportunities within a community. Steve Borer, Zero Zone Inc. indicated they build the ice rink chiller system and he lives in Isanti County and is an active part of the CI Youth Hockey Program.

The following people spoke in favor of moving forward with the ice rink project and authorizing the construction of refrigerated ice rinks: Jared Ziebarth, CI Youth Hockey Association President; Corey Bustrom, Varsity Girls Hockey Coach; Aiden Brown, Cambridge resident and CI Hockey Association participant; Beth Brown, Cambridge resident and hockey mom; Jake Brown, Cambridge resident and CI Hockey Association participant; Jared Knutson, Cambridge area resident, CI Girls coach. Those who spoke recognized benefits such as providing exercise opportunity, giving families a winter activity, kids not having to travel as much for ice time, longer skating season and a place for broomball, ice skating and hockey.

Councilmember Iverson spoke in support stating this isn't just for hockey kids; it's for kids to get out and get moving and it can be used for broomball, figure skating. Iverson reminded that the rinks will be used in the summer time for alternate things like pickle ball, tennis court etc.

Chad Caza, Mike Bandfield, Robert Nelson, Cambridge residents, indicated they were not in favor of moving forward with construction of the refrigerated rinks and did not want their tax dollars spent on this venture. They desire to have a community center, such as a YMCA, and with Cambridge's already high tax rate they oppose building something not everyone would use.

Lewis indicated there is another way we can build a library, hockey rink and an outdoor pool. Lewis suggested modification of the current referendum question to \$12 million and pay for it with the .005

cent sales tax that all the people will pay. Lewis asserted this option would work for everyone, the community working together, all with the same goal and helping each other.

Iverson moved, seconded by Morin, to award proposal for refrigerated ice rinks to Minnesota Ice, the purchase of dasher boards from Becker Arena Products, and a lighting lease from Musco Lighting Systems as outlined in the staff report contingent on preparation and execution of a contract. Morin, Iverson and Palmer aye; Lewis Nay. Motion carried 3/1.

Yuasa Budget

Morin presented that 12 people are coming from Yuasa, Japan ranging in age from 57 to 81 from August 22 through August 27, 2016. Morin stated this year is the 30th anniversary of the sister city relationship.

Iverson moved, seconded by Palmer, to approve request for additional \$1000 for the costs of Yuasa Sister City visit August 22- August 27, 2016 for a total of \$2500.00 and directed staff to prepare a budget adjustment to accommodate the additional expense. Motion carried unanimously.

Proposal from Community Collaborations

Todd Streeter presented a proposal from Community Collaborations. Streeter is the principal of Community Collaborations and was a member of the City's recent Minnesota Design Team visit. Streeter explained, he realizes the Minnesota Design Team process dumped an awful lot of information on the City and wanted to come back and provide support to help usher in downtown revitalization. Streeter stated the challenge is to try to get everyone to think about the future and not stuck on the past. Streeter maintained that this is a different process that will create ownership and a culture of movement within the business community.

Lewis acknowledged Community Collaborations has shown they have the expertise and it is exciting to think about what can be done downtown. The following people spoke in favor of Community Collaborations working with the city: Jeremy Ellingson, Downtown Council Member; Bob Roby, Chair of the Downtown Task Force, and Eric Champion, President of the North 65 Chamber of Commerce.

Lewis moved, seconded by Morin, to accept the proposal from Community Collaborations and appoint two Councilmembers to work with this group as it moves forward.

Iverson asked for an amendment to the motion to include a 60 day termination clause in the contract but she hopes will not have to be used. Lewis amended his motion to establish a contract with Community Collaborations and to require a progress update from Community Collaborations at the October 17 City Council meeting. Morin amended the second. Motion carried 4/0.

Morin moved, seconded by Lewis, to take a ten minute break at 8:25 pm. Motion carried 4/0.

Council reconvened at 8:35 pm.

New Business

Public Hearing Grandview Christian Home Refinancing

Resolution 16-054A – A Resolution Consenting To The Issuance Of Revenue Bonds By The Cities Of Milaca And Bethel Under Minnesota Statutes, Chapter 462C, for a Bond Refunding and for a Combination Housing Program, All Undertaken By Grandview Christian Home, a Minnesota Nonprofit Corporation, or an Affiliate, and Approving the Combination Housing Program

Woulfe presented that in 2013 the City of Cambridge assisted Grandview Christian Homes conduit debt financing related to its property in Cambridge. With the upcoming project the conduit financing will be done by the cities of Milaca and Bethel. Woulfe stated the City of Cambridge is certifying the type of project being financed in Resolution 16-054A. Woulfe stated the City Council is required by law to hold a public hearing on this matter. Palmer opened the public hearing at 8:41 PM. No one appeared to speak at the public hearing regarding Grandview Christian Home Refinancing. At 8:42 pm, Council closed the public hearing. Morin moved, seconded by Iverson to approve Resolution R16-054 as presented without deletions related to the Grandview Christian Home Refinancing. Motion carried 4/0.

Ordinance No. 625 – An Ordinance Approving A Conditional Use Permit Planned Unit Development Amendment Scenic River II District Redevelopment of a Previously Built Site

Resolution No. R16-055 Granting a Variance for Building Height Grace Pointe Crossing

**Resolution No. R16-056 Granting a Variance - PUD Tier Density Transfers
Scenic Rum River Grace Pointe Crossing**

Resolution No. R16-057 Approving the Vacation of Public Streets (Grandview West Plat)

Resolution No. R16-058 Approving the Vacation of Drainage and Utility Easements (Grandview West Plat)

Resolution No. R16-059 Approving a Preliminary Plat for Grace Pointe Crossing

Resolution No. R16-060 Approving a Final Plat for Grace Pointe Crossing

Steve Nornes, Project Developer, Presbyterian Homes Council provided an overview of the proposed \$51 million project. Nornes described features such as a Town Center that will be a space to bring people together, an auditorium and chapel that will hold at least 100 people, memory care, independent living, and nursing home facility. Nornes explained the project would begin construction in October of 2016.

Morin moved, seconded by Iverson to approve Ordinance No. 625, Resolution No. R16-055, Resolution No. R16-056, Resolution No. R16-057, Resolution No. R16-058, Resolution No. R16-059 and Resolution No. R16-060 as presented. Motion carried unanimously.

City-County-School District Meeting

Iverson reported at last Cambridge Isanti Communications Advisory Task Force Meeting, Mark Ziebarth discussed the past practice of holding City-County-School District meetings to discuss future activities taking place at both entities. Council expressed interest and Council member Iverson will follow up with information.

No further action was taken.

Request from Cambridge Township for Maintenance Dollars for 329th Avenue

Staff met with Dale Anderson, Cambridge Township Chairman to discuss a project that Cambridge Township has proposed for 329th Avenue NE (Airport Road). The project would run from Spirit River Drive (County Road 70) west to the Springvale Township line. The scope of the project would include milling the existing pavement, widening the existing road to a 22' top, and repaving the road. Cambridge Township has solicited bids to have the project completed in 2016. One bid was received for the project from Knife River in the amount of \$152,239.25.

The City shares 329th Avenue NE with Cambridge Township as a town line road in the section of road that abuts the airport property. The town line section represents approximately 18% of the total project ROW. Cambridge Township is requesting \$27,403 or 18% of the total project cost. The \$27,403 would be paid in two equal payments to the township in 2017 and 2018.

Iverson moved, seconded by Morin, to authorize staff to give verbal commitment to Cambridge Township for the participation in the resurfacing project on 329th Avenue NE in the amount of \$27,403 to be paid in two equal payments in 2017 & 2018 and to authorize staff to draft maintenance agreements for all the sections of town line road shared with Cambridge Township. Motion carried 4/0.

City Council Vacancy Appointment Process

Woulfe stated the Council needs to determine how to fill the vacancy as a result of Councilmember Kafer's resignation until the results of the special election are known. Woulfe clarified, the Minnesota Attorney General has opined that the vacancy shall be filled, not may be filled, so appointing someone to the vacancy is required.

Council discussed options of filling the vacant position. Lewis reminded in a previous situation, Council had an application process and asked questions. Lewis stated Council should do that again considering those who have participated in an election before and received support of the people.

Lewis moved, seconded by Iverson, to make an application available until 3:00 pm on July 27 to fill vacated position by Tiffany Kafer, with a decision to be made at August 1 Council meeting. Motion carried 4/0.

Update 2016 Councilmember Committee Appointments

Woulfe inquired if City Council wanted to make temporary appointments to cover Kafer's former committees. Council decided to wait until the new person was appointed.

Mayors Report

Palmer provided an update on meetings attended and upcoming meetings/events.

Council Concerns

Lewis reported the Rotary club will make a donation presentation July 28 at 9:45 am at the City Park in front of the new bathrooms.

City Attorney's Report

There was no City Attorney's Report.

City Administrator's Report

Woulfe stated that the Council asked for an informational handout that Councilmembers and City staff can share on the local option sales tax referendum question. Woulfe has asked the City Attorney to review the handout and if approved, it will be shared with the public. Woulfe has said she is getting questions on the street and has responded that she is not allowed to lobby for or against pursuant to the Minnesota Fair Campaign Finance Act, but can provide people the information sheet to answer their technical questions.

Adjournment of Council Meeting

Being no further business before the City Council, Morin moved, seconded by Lewis, to adjourn the regular meeting at 9:49 pm. Motion carried 4/0.

Marlys A. Palmer, Mayor

ATTEST:

Lynda J. Woulfe, City Administrator

**Cambridge City Council Special Meeting Minutes
Monday, July 11, 2016**

A special meeting of the Cambridge City Council was held on Monday, July 11, 2016, at Cambridge City Hall Council Chambers, 300 3rd Avenue NE, Cambridge, Minnesota, 55008.

Members Present: Mayor Marlys Palmer; Council Members Lisa Iverson, Howard Lewis, and Joe Morin

Members Absent: None.

Staff Present: City Administrator Woulfe, Finance Director Moe, Community Development Director Westover, Economic Development Director Gustafson, Deputy Fire Chief Pennings, Police Chief Dwyer and Public Works-Utilities Director Schwab

Call to Order

Palmer called the meeting to order at 9:10 am.

Resolution R16-054 Accepting East Central Regional Arts Council Grant for Summer Concerts

Westover stated the City Council was awarded a grant from the East Central Regional Arts Council for the City's concerts in the park series. Westover confirmed that in accordance with the grant's terms, the project will start after July 15, 2016 and the first performance will be on July 28, 2016. Westover stated concerts are on each Thursday through September 1, 2016.

Lewis moved, seconded by Morin, to approve Resolution R16-054 accepting the grant funding in the amount of \$7,929 from the East Central Regional Arts Council and the Cultural Heritage Fund Organization (Grant # 16-7E-120). The motion carried unanimously.

Webinar on Balancing Act

City Councilmembers listened to a presentation on an internet tool entitled "Balancing Act". Chris Adams from Balancing Act stated the program is a fun and easy way for residents to learn about public budgets and the choices their elected officials face in the budgeting process. It allows participants to try allocating funds while expressing their priorities and preferences but also requires balance spending and revenue. Woulfe stated she felt the Balancing Act program could allow citizens to take an informed, yet active role in decided how tax dollars are spent.

Chris Adams stated that budgets are probably the most direct way a community expresses what is important by voting for spending priorities. It require a citizen to balance parks and recreation versus Police versus housing versus street improvement projects. Balancing Act brings people and government officials closer together in an informed conversation about what priorities are in everyone's best interests. Because it is online it is accessible to anyone at anytime and is far more convenient than a traditional public meeting or budget hearing.

After the presentation Councilmembers briefly discussed the monthly cost of \$200 per month and did not desire to pursue such technology.

Long Range Financial Plan and 2017 Budget Draft

Moe provided an overview of the proposed 2017 budget and updated long range financial plan. Moe stated that department heads submitted their 2017 budget requests along with their updates to the capital plans for 2017-2026 and all of the information has been updated. Woulfe reviewed the information submitted by department heads and reduced expenses by \$185,000 to bring the 2017 general fund budget into balance to ensure that revenues equaled expenses as follows:

Reduced PD Capital contribution from \$140K to \$70K Requirements to fund MNDOT capital improvements added significantly to PD Capital Fund.	(\$70,000)
Removed funding for part-time police officers.	(\$30,000)
Not filling Building Inspector position for 3 months	(\$22,000)
Savings in public works budget salary used to offset public works capital needs.	(\$30,000)
Reduced expenditure for flyover pictures	(\$25,000)
Other minor line item changes	(\$5,000)

Woulfe stated this information was shared with department heads prior to submission to City Council. Woulfe stated she highly recommends the Council sell the former MNDOT building and pledge those sale proceeds to building a new garage facility for police needs. Otherwise, the Council must budget for replacing the roof and make other repairs to the building to keep it functional which requires a levy.

Woulfe stated she understood it was the Council's desire to have only a two percent levy and that even with these moves, the levy increase is still at 3.5%. Therefore, the Council will also need to determine whether or not it will replace the retiring officer next year.

Moe stated that 72% of the general fund expenditures are related to salary and benefit costs; therefore, cutting the budget further will involve cutting staffing. Councilmembers received a copy of the wages for each full-time and regular part-time staff as requested by Council and there are no new positions in the budget. Moe noted the 2017 budget anticipates replacement of a full-time police officer that is expected to retire by July 1, 2017. The budget also has some police overtime for some shift coverage but not an amount adequate to guarantee two officers and a supervisor on duty at all times.

Councilmembers discussed the Library and refrigerated ice rinks new projects that will have an impact on all future budgets and the importance of being able to sustain the expenses for these projects.

Moe highlighted the City's investment in infrastructure replacement. Moe stated that absent any major technological advances, the City will continue to replace vehicles, equipment, streets and other infrastructure. Woulfe and Moe stated Council needs to recognize that the City's current tax burden is due in part to the replacement of infrastructure. However, just as other communities have passed Cambridge in utility rates when they began their utility infrastructure replacement, we expect other communities will catch up to Cambridge's tax rate when they address infrastructure replacement issues. Woulfe stated she has been working with Todd Schwab and Todd Blank on decreasing some of the street project burdens from 2018 and forward. This information will be available at the August long range planning meeting.

As we dive into the details of the long range plan, we want Council to understand we are not satisfied with the tax levy increases in the plan at this point and are continuing to work on other options to bring down levy requests. But at this point for 2017, we would be recommending a 3.5% increase in the levy or approximately \$175K of increase. Major drivers for the increase are as follows:

1. The 2017 budget was prepared assuming the refrigerated ice rink project will be completed in the fall of 2016. Ice rink operating costs for 2017 are expected to be \$50K next year as opposed to the \$6K in the 2016 budget, or an increase in the levy of \$44K to fund. There also may be some shifting on the ice rink budget costs in future years as we are analyzing whether all costs of the ice rink are being coded to that department or if some costs are being absorbed by streets or other departments.
2. The 2017 levy was prepared with \$50K of abatement levy in the calculation for the Motek and Main Street BP as per the agreements approved by Council. Improvements to these properties should have tax base generating additional taxes to offset these amounts but we do not have property valuations from Isanti Co for 2017 at this point.
3. The remaining \$80K of levy increase (of 1.6% of levy increase) represents amounts to keep up with inflation for operational costs to the general fund and any changes related to debt service levies.

Palmer moved, seconded by Iverson, to take a break from 10:57 am to 11:02 am. The motion carried unanimously.

Woulfe asked Councilmembers for their priorities for the 2017 budget. Morin stated he wants to retain part-time police officer, build the ice sheets, replace the building inspector for the full year, hire an administrative assistant for the City Administrator, and he knows that means more than a 3.5% levy increase. Morin stated the City could save a lot of money if it did away with compensatory time because it would reduce absences and the need to bring someone else in on overtime for coverage.

Iverson stated she would like to retain the part-time officers, build the ice sheets, hire an administrative assistant for the City Administrator, trusts in the staff's recommendation on waiting to fill the building inspector position until April, and is open to a levy increase to support these priorities.

Lewis stated he would like to reduce the levy by one percent, not build the ice sheets, not replace the officer that is retiring, and keep the part time police officers.

Palmer stated she would like to keep the part time officers, not fill the building inspector position until April 1, may need to further reduce staff since she will not support a 3.5% levy increase.

Adjournment

Being no further business before the City Council, Lewis moved, seconded by Morin, to adjourn the regular meeting at 12:07 pm. Motion carried unanimously.

Mariys A. Palmer, Mayor

ATTEST:

Lynda J. Woulfe, City Administrator

DRAFT

Prepared by: Caroline Moe, Director of Finance

Background

Attached for your review are the **Draft** Monthly Financial Reports for the six months ended June 30, 2016. Included in the Monthly Financial Reports are the following components:

General Fund - Amended 2016 Budget Compared to Actual

Special Revenue Funds:

Airport Operating Fund – Adopted 2016 Compared to Actual

Debt Service Fund Summary: Adopted 2016 Budget Compared to Actual

Capital Fund Summary:

Amended 2016 Budget Compared to Actual

Enterprise Funds:

Water Utility - Adopted 2016 Budget Compared to Actual

Wastewater Utility - Adopted 2016 Budget Compared to Actual

Stormwater Utility- Adopted 2016 Budget Compared to Actual

Liquor Store – Adopted 2016 Budget Compared to Actual.

Council Action Requested

NONE REQUIRED - For discussion only.

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2016

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
REVENUE						
TAXES	4,139,386.00	4,134,993.00	.00	(4,134,993.00)	.00	4,281,835.28
LICENSES AND PERMITS	224,150.00	224,150.00	192,640.62	(31,509.38)	85.94	385,331.95
INTERGOVERNMENTAL REVENUES	1,024,144.00	1,009,784.00	64,933.02	(944,850.98)	6.43	1,043,929.10
CHARGES FOR SERVICES	101,072.00	112,316.00	113,586.00	1,270.00	101.13	103,378.56
FINES AND FORFEITURES	46,750.00	41,230.00	21,208.58	(20,021.42)	51.44	49,342.43
OTHER	19,737.00	49,030.00	11,332.04	(37,697.96)	23.11	92,836.39
OTHER FINANCING SOURCES	506,500.00	506,500.00	.00	(506,500.00)	.00	515,000.00
TOTAL FUND REVENUE	6,061,739.00	6,078,003.00	403,700.26	(5,674,302.74)	6.64	6,471,653.71
EXPENDITURES						
GENERAL GOVERNMENT						
MAYOR AND CITY COUNCIL	43,875.00	43,875.00	14,717.71	(29,157.29)	33.54	37,984.52
ADMINISTRATION	233,748.00	243,141.00	117,237.98	(125,903.02)	48.22	217,685.71
ELECTIONS	8,750.00	8,750.00	.00	(8,750.00)	.00	775.00
FINANCE/MIS	297,489.00	297,818.00	170,032.98	(127,785.02)	57.09	277,788.46
LEGAL	94,000.00	94,000.00	39,556.17	(54,443.83)	42.08	93,563.79
BUILDING DEPARTMENT	282,424.00	282,918.00	152,785.33	(130,132.67)	54.00	300,641.70
ENGINEERING	30,000.00	24,000.00	11,418.25	(12,581.75)	47.58	22,517.54
PLANNING	341,404.00	462,007.00	189,321.19	(272,685.81)	40.98	288,993.76
NEW CITY HALL BUILDING	130,330.00	130,412.00	65,297.10	(65,114.90)	50.07	123,842.64
TOTAL GENERAL GOVERNMENT	1,462,020.00	1,586,921.00	760,366.71	(826,554.29)	47.91	1,363,793.12
PUBLIC SAFETY						
POLICE DEPARTMENT	1,890,853.00	1,920,689.00	950,366.61	(970,322.39)	49.48	1,815,219.98
FIRE DEPARTMENT	289,912.00	291,296.00	133,825.16	(157,470.84)	45.94	324,083.14
EMERGENCY MANAGEMENT	7,700.00	16,300.00	10,689.79	(5,610.21)	65.58	3,700.00
ANIMAL CONTROL	6,000.00	6,000.00	2,000.00	(4,000.00)	33.33	4,800.00
TOTAL PUBLIC SAFETY	2,194,465.00	2,234,285.00	1,096,881.56	(1,137,403.44)	49.09	2,147,803.12
STREETS						
STREETS	1,194,493.00	1,197,310.00	549,749.70	(647,560.30)	45.92	1,077,629.03
STREET LIGHTING	179,500.00	179,500.00	81,781.25	(97,718.75)	45.56	201,123.57
MAINTENANCE BUILDING	23,500.00	23,500.00	8,927.11	(14,572.89)	37.99	15,337.85
TOTAL STREETS	1,397,493.00	1,400,310.00	640,458.06	(759,851.94)	45.74	1,294,090.45
PARK AND RECREATION						
ICE RINK	6,650.00	6,650.00	2,908.25	(3,741.75)	43.73	2,190.61
PARKS & RECREATION	293,433.00	308,760.00	136,747.27	(172,012.73)	44.29	325,521.24
TOTAL PARK AND RECREATION	300,083.00	315,410.00	139,655.52	(175,754.48)	44.28	327,711.85
UNALLOCATED EXPENDITURES						

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2016

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TRANSFERS OUT	707,678.00	709,678.00	2,000.00	(707,678.00)	.28	1,165,916.00
TOTAL UNALLOCATED EXPENDITURES	707,678.00	709,678.00	2,000.00	(707,678.00)	.28	1,165,916.00
 TOTAL FUND EXPENDITURES	<u>6,061,739.00</u>	<u>6,246,604.00</u>	<u>2,639,361.85</u>	<u>(3,607,242.15)</u>	<u>42.25</u>	<u>6,299,314.54</u>
 NET REVENUE OVER EXPENDITURES	<u>.00</u>	<u>(168,601.00)</u>	<u>(2,235,661.59)</u>	<u>2,067,080.59</u>	<u>(7.54)</u>	<u>172,339.17</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2016

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>TAXES</u>						
101-31010 TAXES - CURRENT	4,109,386.00	4,109,386.00	.00	4,109,386.00	.00	4,195,184.16
101-31020 TAXES - DELINQUENT	25,000.00	23,607.00	.00	23,607.00	.00	16,085.37
101-31050 EXCESS TAX INCREMENTS	.00	.00	.00	.00	.00	17,662.64
101-31060 PENALTIES AND INTEREST	5,000.00	2,000.00	.00	2,000.00	.00	3,009.17
101-31061 TAX ON FORFEITED PROP PURCHAS	.00	.00	.00	.00	.00	49,893.94
TOTAL TAXES	4,139,386.00	4,134,993.00	.00	4,134,993.00	.00	4,281,835.28
<u>LICENSES AND PERMITS</u>						
101-32110 LIQUOR LICENSES	14,000.00	14,000.00	14,675.00	(675.00)	104.82	14,000.00
101-32111 BEER AND SET-UPS	.00	.00	.00	.00	.00	1,200.00
101-32180 CIGARETTES	3,000.00	3,000.00	400.00	2,600.00	13.33	3,326.00
101-32184 CABLE FRANCHISE FEES	52,000.00	52,000.00	24,943.24	27,056.76	47.97	60,916.56
101-32185 REFUSE HAULER FRANCHISE FEE	1,250.00	1,250.00	1,250.00	.00	100.00	1,250.00
101-32199 OTHER BUS LIC & PERMITS	1,900.00	1,900.00	.00	1,900.00	.00	3,000.00
101-32218 CITY SHARE ELEC INSPECTIONS	2,000.00	2,050.00	2,797.20	(747.20)	136.45	197.60
101-32219 RETAINAGE OF BLDG SURCHARGE	100.00	100.00	53.86	46.14	53.86	476.36
101-32220 BUILDING PERMITS	130,000.00	125,274.00	122,549.75	2,724.25	97.83	244,682.51
101-32222 MECHANICAL PERMITS	10,000.00	12,537.00	13,328.77	(791.77)	106.32	26,151.82
101-32225 INVESTIGATION (PENALTY FEE)	100.00	300.00	600.00	(300.00)	200.00	660.00
101-32226 CONTRACTOR LIC VERIFICATIONFEE	300.00	300.00	290.00	10.00	96.67	640.00
101-32230 PLUMBING PERMITS	5,000.00	6,939.00	8,012.30	(1,073.30)	115.47	21,227.88
101-32240 SIGN PERMITS	1,500.00	1,500.00	700.50	799.50	46.70	1,339.37
101-32299 PLANNING & ZONING FEES	3,000.00	3,000.00	3,040.00	(40.00)	101.33	6,263.85
TOTAL LICENSES AND PERMITS	224,150.00	224,150.00	192,640.62	31,509.38	85.94	385,331.95
<u>INTERGOVERNMENTAL REVENUES</u>						
101-33165 FEDERAL GRANTS - OTHER	750.00	2,363.00	2,363.22	(.22)	100.01	11,126.60
101-33401 LOCAL GOVERNMENT AID (LGA)	739,066.00	739,066.00	.00	739,066.00	.00	725,399.00
101-33404 STATE AID - OTHER	7,779.00	7,779.00	.00	7,779.00	.00	6,866.00
101-33405 PERA AID	5,822.00	5,822.00	.00	5,822.00	.00	5,822.00
101-33418 MSA - MAINTENANCE	25,000.00	25,000.00	12,500.00	12,500.00	50.00	25,000.00
101-33421 POLICE STATE AID	100,000.00	100,000.00	.00	100,000.00	.00	121,308.63
101-33422 SCHOOL DIST COST FOR OFFICER	125,727.00	125,727.00	14,885.00	110,842.00	11.84	72,523.87
101-33424 SCHOOL DIST ASST SRO#2	.00	.00	31,157.50	(31,157.50)	.00	55,515.00
101-33610 CTY GRANTS & AIDS FOR HWYS	4,000.00	4,027.00	4,027.30	(.30)	100.01	4,368.00
101-33620 OTHER COUNTY GRANTS AND AIDS	16,000.00	.00	.00	.00	.00	16,000.00
TOTAL INTERGOVERNMENTAL REVE	1,024,144.00	1,009,784.00	64,933.02	944,850.98	6.43	1,043,929.10

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2016

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	20.00	20.00	.00	20.00	.00	.00
101-34105 SALES - MAPS, COPIES, ETC.	160.00	496.00	546.25	(50.25)	110.13	488.25
101-34201 POLICE DEPARTMENT REPORTS	2,000.00	2,000.00	1,741.50	258.50	87.08	2,611.00
101-34202 POLICE ADMINISTRATION FEES	1,000.00	1,445.00	1,720.00	(275.00)	119.03	2,760.00
101-34205 PAWN SHOP TRANSACTION REVENUE	5,000.00	5,000.00	6,222.50	(1,222.50)	124.45	6,215.00
101-34206 FIRE PROT TOWNSHIP CONTRACT	85,000.00	101,666.00	101,666.75	(.75)	100.00	87,958.91
101-34210 FIRE PROTECTION ADMINISTRATION	1,700.00	1,689.00	1,689.00	.00	100.00	1,658.00
101-34951 SALE OF SERVICE AND SUPPLIES	6,192.00	.00	.00	.00	.00	1,687.40
TOTAL CHARGES FOR SERVICES	101,072.00	112,316.00	113,586.00	(1,270.00)	101.13	103,378.56
<u>FINES AND FORFEITURES</u>						
101-35101 COURT FINES	44,000.00	38,000.00	10,458.58	27,541.42	27.52	38,266.15
101-35102 PARKING FINES	500.00	980.00	1,000.00	(20.00)	102.04	1,380.00
101-35104 ANIMAL CONTROL FINES	1,750.00	1,750.00	725.00	1,025.00	41.43	1,700.00
101-35105 ADMINISTRATIVE CITATION FINE	500.00	500.00	9,025.00	(8,525.00)	1,805.00	7,996.28
TOTAL FINES AND FORFEITURES	46,750.00	41,230.00	21,208.58	20,021.42	51.44	49,342.43
<u>OTHER</u>						
101-36200 MISCELLANEOUS	2,437.00	2,437.00	700.29	1,736.71	28.74	12,678.13
101-36210 INTEREST EARNINGS	13,600.00	20,000.00	.00	20,000.00	.00	30,858.45
101-36220 FACILITY RENTAL	3,200.00	16,284.00	8,651.75	7,632.25	53.13	23,818.50
101-36230 DONATIONS	.00	350.00	450.00	(100.00)	128.57	1,010.00
101-36234 ARTS GRANT FOR CONCERT SERIES	.00	7,929.00	.00	7,929.00	.00	.00
101-36240 PATRONAGE CAPITAL	500.00	500.00	.00	500.00	.00	593.13
101-36241 FIRE DEPT PRIVATE GRANTS	.00	780.00	780.00	.00	100.00	.00
101-36242 ALLINA WELLNESS GRANT	.00	750.00	750.00	.00	100.00	670.00
101-36501 SALE OF PROPERTY	.00	.00	.00	.00	.00	23,208.18
TOTAL OTHER	19,737.00	49,030.00	11,332.04	37,697.96	23.11	92,836.39
<u>OTHER FINANCING SOURCES</u>						
101-39203 TRANSFERS FROM OTHER FUNDS	506,500.00	506,500.00	.00	506,500.00	.00	515,000.00
TOTAL OTHER FINANCING SOURCES	506,500.00	506,500.00	.00	506,500.00	.00	515,000.00
TOTAL FUND REVENUE	6,061,739.00	6,078,003.00	403,700.26			6,471,653.71

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2016

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
MAYOR AND CITY COUNCIL						
<i>PERSONAL SERVICES</i>						
101-41110-101 FULL-TIME EMPLOYEES - REGULAR	21,400.00	21,400.00	10,700.10	(10,699.90)	50.00	21,400.20
101-41110-122 FICA/MEDICARE (EMPLOYER)	1,638.00	1,638.00	818.41	(819.59)	49.96	1,636.87
101-41110-151 WORKERS' COMPENSATION PREMIU	87.00	87.00	44.63	(42.37)	51.30	91.73
TOTAL PERSONAL SERVICES	23,125.00	23,125.00	11,563.14	(11,561.86)	50.00	23,128.80
<i>SUPPLIES</i>						
101-41110-200 MISCELLANEOUS OFFICE SUPPLIES	100.00	100.00	.00	(100.00)	.00	.00
101-41110-210 MISCELLANEOUS OPER SUPPLIES	300.00	300.00	.00	(300.00)	.00	.00
101-41110-213 CITIZEN'S ACADEMY COSTS	1,500.00	.00	.00	.00	.00	.00
101-41110-214 EMPLOYEE RECOGNITION	1,500.00	1,500.00	97.98	(1,402.02)	6.53	245.19
TOTAL SUPPLIES	3,400.00	1,900.00	97.98	(1,802.02)	5.16	245.19
<i>OTHER SERVICES AND CHARGES</i>						
101-41110-304 MISC PROFESSIONAL SERVICES	1,000.00	500.00	405.00	(95.00)	81.00	800.00
101-41110-331 TRAVEL/MEALS/LODGING	1,500.00	1,500.00	983.67	(516.33)	65.58	1,708.24
101-41110-334 MILEAGE REIMBURSEMENT	150.00	150.00	52.92	(97.08)	35.28	.00
101-41110-340 ADVERTISING	50.00	50.00	.00	(50.00)	.00	.00
101-41110-360 INSURANCE AND BONDS	1,000.00	1,000.00	.00	(1,000.00)	.00	807.04
TOTAL OTHER SERVICES AND CHA	3,700.00	3,200.00	1,441.59	(1,758.41)	45.05	3,315.28
<i>MISCELLANEOUS</i>						
101-41110-430 MISCELLANEOUS	100.00	100.00	.00	(100.00)	.00	25.00
101-41110-433 DUES AND SUBSCRIPTIONS	50.00	50.00	.00	(50.00)	.00	.00
101-41110-440 SCHOOLS AND MEETINGS	1,500.00	1,500.00	1,275.00	(225.00)	85.00	1,164.00
101-41110-441 SISTER CITY ACTIVITIES	1,500.00	1,500.00	290.00	(1,210.00)	19.33	.00
101-41110-455 FIREWORKS DISPLAY EXPENSES	10,500.00	12,500.00	50.00	(12,450.00)	.40	10,106.25
TOTAL MISCELLANEOUS	13,650.00	15,650.00	1,615.00	(14,035.00)	10.32	11,295.25
TOTAL MAYOR AND CITY COUNCIL	43,875.00	43,875.00	14,717.71	(29,157.29)	33.54	37,984.52

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2016

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
ADMINISTRATION						
<i>PERSONAL SERVICES</i>						
101-41320-101	FULL-TIME EMPLOYEES - REGULAR	110,282.00	112,684.00	56,305.61 (56,378.39)	49.97	116,566.28
101-41320-102	FULL-TIME EMPLOYEES - OVERTIME	300.00	300.00	.00 (300.00)	.00	17.73
101-41320-103	PART-TIME - REGULAR	28,763.00	37,153.00	16,704.54 (20,448.46)	44.96	20,713.02
101-41320-105	TEMP/SEAS EMPLOYEES - OVERTIME	.00	.00	.00 .00	.00	12.72
101-41320-121	PERA (EMPLOYER)	10,608.00	10,794.00	5,301.94 (5,492.06)	49.12	10,221.44
101-41320-122	FICA/MEDICARE (EMPLOYER)	10,821.00	11,463.00	5,401.71 (6,061.29)	47.12	10,203.16
101-41320-131	MEDICAL/DENTAL/LIFE (EMPLOYER)	15,129.00	15,304.00	9,533.65 (5,770.35)	62.30	15,931.53
101-41320-132	ADMIN-LONGEVITY PAY	2,402.00	.00	.00 .00	.00	.00
101-41320-133	ADMIN--INS DEDUCTIBLE CONTRIB	1,200.00	1,200.00	575.36 (624.64)	47.95	2,546.33
101-41320-151	WORKERS' COMPENSATION PREMIU	1,193.00	1,193.00	519.10 (673.90)	43.51	1,073.92
101-41320-153	CITY WIDE RE-EMPLOY COMPENSATI	1,000.00	1,000.00	.00 (1,000.00)	.00	.00
101-41320-154	HRA/FLEX FEES	200.00	200.00	135.55 (64.45)	67.78	152.12
	TOTAL PERSONAL SERVICES	181,898.00	191,291.00	94,477.46 (96,813.54)	49.39	177,438.25
<i>SUPPLIES</i>						
101-41320-201	OFFICE SUPPLIES - ACCESSORIES	1,600.00	1,200.00	698.42 (501.58)	58.20	1,112.30
101-41320-202	DUPLICATING & COPYING SUPPLIES	2,000.00	2,000.00	1,196.31 (803.69)	59.82	1,466.55
101-41320-203	CITY NEWSLETTER COSTS	5,000.00	4,450.00	842.72 (3,607.28)	18.94	1,361.60
101-41320-204	STATIONARY, FORMS & ENVELOPES	500.00	500.00	.00 (500.00)	.00	612.00
101-41320-209	SOFTWARE UPDATES	750.00	1,700.00	2,291.90 591.90	134.82	948.99
101-41320-210	MISCELLANEOUS OPER SUPPLIES	1,000.00	1,000.00	420.00 (580.00)	42.00	497.64
101-41320-221	REPAIR & MAINT SUPP - VEH/EQ	500.00	500.00	.00 (500.00)	.00	110.23
101-41320-240	SMALL TOOLS AND MINOR EQUIPME	1,000.00	1,000.00	647.99 (352.01)	64.80	1,854.95
	TOTAL SUPPLIES	12,350.00	12,350.00	6,097.34 (6,252.66)	49.37	7,964.26
<i>OTHER SERVICES AND CHARGES</i>						
101-41320-304	MISC PROFESSIONAL SERVICES	3,000.00	3,000.00	388.75 (2,611.25)	12.96	1,032.32
101-41320-322	POSTAGE	5,000.00	5,000.00	1,000.00 (4,000.00)	20.00	2,952.68
101-41320-331	TRAVEL/MEALS/LODGING	750.00	750.00	456.78 (293.22)	60.90	492.55
101-41320-334	MILEAGE REIMBURSEMENT	300.00	300.00	101.52 (198.48)	33.84	28.80
101-41320-340	ADVERTISING	100.00	100.00	.00 (100.00)	.00	742.41
101-41320-351	LEGAL NOTICES/ORD PUBLISHING	1,000.00	1,000.00	433.15 (566.85)	43.32	432.86
101-41320-360	INSURANCE AND BONDS	2,000.00	2,000.00	.00 (2,000.00)	.00	1,895.25
	TOTAL OTHER SERVICES AND CHA	12,150.00	12,150.00	2,380.20 (9,769.80)	19.59	7,576.87

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2016

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	300.00	300.00	.00	(300.00)	.00	120.00
101-41320-409 MAINT CONTRACTS - OFFICE EQUIP	11,000.00	11,000.00	9,259.00	(1,741.00)	84.17	11,264.99
101-41320-430 MISCELLANEOUS	300.00	150.00	.00	(150.00)	.00	.00
101-41320-433 DUES AND SUBSCRIPTIONS	300.00	450.00	448.98	(1.02)	99.77	461.34
101-41320-437 CITY WIDE DUES & SUBSCRIPTIONS	12,250.00	12,250.00	3,750.00	(8,500.00)	30.61	12,762.00
101-41320-440 SCHOOLS AND MEETINGS	2,200.00	2,200.00	825.00	(1,375.00)	37.50	98.00
101-41320-489 OTHER CONTRACTED SERVICES	1,000.00	1,000.00	.00	(1,000.00)	.00	.00
<i>TOTAL MISCELLANEOUS</i>	<u>27,350.00</u>	<u>27,350.00</u>	<u>14,282.98</u>	<u>(13,067.02)</u>	<u>52.22</u>	<u>24,706.33</u>
TOTAL ADMINISTRATION	<u><u>233,748.00</u></u>	<u><u>243,141.00</u></u>	<u><u>117,237.98</u></u>	<u><u>(125,903.02)</u></u>	<u><u>48.22</u></u>	<u><u>217,685.71</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2016

FUND 101 - GENERAL FUND

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>ELECTIONS</u>							
<i>PERSONAL SERVICES</i>							
101-41410-104	TEMP/SEAS EMPLOYEES - REGULAR	6,500.00	6,500.00	.00	(6,500.00)	.00	.00
	<i>TOTAL PERSONAL SERVICES</i>	6,500.00	6,500.00	.00	(6,500.00)	.00	.00
<i>SUPPLIES</i>							
101-41410-200	MISCELLANEOUS OFFICE SUPPLIES	500.00	500.00	.00	(500.00)	.00	.00
	<i>TOTAL SUPPLIES</i>	500.00	500.00	.00	(500.00)	.00	.00
<i>OTHER SERVICES AND CHARGES</i>							
101-41410-331	TRAVEL/MEALS/LODGING	250.00	250.00	.00	(250.00)	.00	.00
101-41410-351	LEGAL NOTICES/ORD PUBLISHING	300.00	300.00	.00	(300.00)	.00	.00
	<i>TOTAL OTHER SERVICES AND CHA</i>	550.00	550.00	.00	(550.00)	.00	.00
<i>MISCELLANEOUS</i>							
101-41410-408	MAINT CONTRACTS - MACH/EQUIP	1,200.00	1,200.00	.00	(1,200.00)	.00	775.00
	<i>TOTAL MISCELLANEOUS</i>	1,200.00	1,200.00	.00	(1,200.00)	.00	775.00
	TOTAL ELECTIONS	8,750.00	8,750.00	.00	(8,750.00)	.00	775.00

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2016

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>FINANCE/MIS</u>						
<i>PERSONAL SERVICES</i>						
101-41500-101	FULL-TIME EMPLOYEES - REGULAR	149,136.00	153,627.00	76,472.84 (77,154.16)	49.78	149,591.18
101-41500-102	FULL-TIME EMPLOYEES - OVERTIME	100.00	100.00	.00 (100.00)	.00	.00
101-41500-121	PERA (EMPLOYER)	11,485.00	11,485.00	5,735.46 (5,749.54)	49.94	11,131.92
101-41500-122	FICA/MEDICARE (EMPLOYER)	11,715.00	11,715.00	5,686.13 (6,028.87)	48.54	10,844.28
101-41500-131	MEDICAL/DENTAL/LIFE (EMPLOYER)	28,396.00	28,725.00	19,080.54 (9,644.46)	66.42	27,323.94
101-41500-132	FINANCE LONGEVITY PAY	4,491.00	.00	.00 .00	.00	.00
101-41500-133	FINANCE INS DEDUCTIBLE CONTRIB	2,400.00	2,400.00	1,328.68 (1,071.32)	55.36	2,142.65
101-41500-151	WORKERS' COMPENSATION PREMIU	1,291.00	1,291.00	543.53 (747.47)	42.10	1,224.42
101-41500-154	HRA/FLEX FEES	200.00	200.00	90.40 (109.60)	45.20	147.42
	<i>TOTAL PERSONAL SERVICES</i>	<u>209,214.00</u>	<u>209,543.00</u>	<u>108,937.58 (100,605.42)</u>	<u>51.99</u>	<u>202,405.81</u>
<i>SUPPLIES</i>						
101-41500-201	OFFICE SUPPLIES - ACCESSORIES	2,100.00	2,100.00	490.64 (1,609.36)	23.36	1,161.30
101-41500-204	STATIONARY, FORMS & ENVELOPES	2,800.00	2,800.00	.00 (2,800.00)	.00	3,404.84
101-41500-209	SOFTWARE UPDATES	1,000.00	1,000.00	675.00 (325.00)	67.50	675.00
101-41500-210	MISCELLANEOUS OPER SUPPLIES	500.00	500.00	478.77 (21.23)	95.75	96.11
101-41500-240	SMALL TOOLS AND MINOR EQUIPME	2,000.00	2,000.00	.00 (2,000.00)	.00	999.00
	<i>TOTAL SUPPLIES</i>	<u>8,400.00</u>	<u>8,400.00</u>	<u>1,644.41 (6,755.59)</u>	<u>19.58</u>	<u>6,336.25</u>
<i>OTHER SERVICES AND CHARGES</i>						
101-41500-301	AUDITING AND ACCOUNTING	30,000.00	30,000.00	28,605.87 (1,394.13)	95.35	29,000.00
101-41500-304	MISC PROFESSIONAL SERVICES	2,000.00	2,000.00	.00 (2,000.00)	.00	.00
101-41500-308	ISANTI CO ASSESSMENT MGMT FEE	.00	.00	565.00 565.00	.00	.00
101-41500-309	EDP PROFESSIONAL SERVICES	23,000.00	23,000.00	14,360.38 (8,639.62)	62.44	19,755.50
101-41500-331	TRAVEL/MEALS/LODGING	500.00	500.00	22.00 (478.00)	4.40	287.40
101-41500-334	MILEAGE REIMBURSEMENT	210.00	210.00	207.90 (2.10)	99.00	616.98
101-41500-351	LEGAL NOTICES/ORD PUBLISHING	250.00	250.00	379.05 129.05	151.62	242.54
101-41500-360	INSURANCE AND BONDS	1,600.00	1,600.00	.00 (1,600.00)	.00	1,451.44
	<i>TOTAL OTHER SERVICES AND CHA</i>	<u>57,560.00</u>	<u>57,560.00</u>	<u>44,140.20 (13,419.80)</u>	<u>76.69</u>	<u>51,353.86</u>
<i>MISCELLANEOUS</i>						
101-41500-409	MAINT CONTRACTS - OFFICE EQUIP	17,750.00	17,750.00	13,808.00 (3,942.00)	77.79	13,808.00
101-41500-430	MISCELLANEOUS	365.00	365.00	(250.61) (615.61) (88.66)	(88.66)	164.15
101-41500-433	DUES AND SUBSCRIPTIONS	2,200.00	2,200.00	1,231.40 (968.60)	55.97	1,702.39
101-41500-440	SCHOOLS AND MEETINGS	2,000.00	2,000.00	522.00 (1,478.00)	26.10	2,018.00
	<i>TOTAL MISCELLANEOUS</i>	<u>22,315.00</u>	<u>22,315.00</u>	<u>15,310.79 (7,004.21)</u>	<u>68.61</u>	<u>17,692.54</u>
	TOTAL FINANCE/MIS	<u>297,489.00</u>	<u>297,818.00</u>	<u>170,032.98 (127,785.02)</u>	<u>57.09</u>	<u>277,788.46</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2016

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>LEGAL</u>						
<i>OTHER SERVICES & CHARGES</i>						
101-41610-304	LEGAL FEES	53,000.00	53,000.00	23,097.02	(29,902.98)	43.58
101-41610-305	PROSECUTION SERVICES	41,000.00	41,000.00	16,459.15	(24,540.85)	40.14
	<i>TOTAL OTHER SERVICES & CHARG</i>	<u>94,000.00</u>	<u>94,000.00</u>	<u>39,556.17</u>	<u>(54,443.83)</u>	<u>42.08</u>
	TOTAL LEGAL	<u><u>94,000.00</u></u>	<u><u>94,000.00</u></u>	<u><u>39,556.17</u></u>	<u><u>(54,443.83)</u></u>	<u><u>42.08</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2016

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
BUILDING DEPARTMENT						
<i>PERSONAL SERVICES</i>						
101-41920-101 FULL-TIME EMPLOYEES - REGULAR	181,896.00	184,994.00	97,115.33	(87,878.67)	52.50	203,577.41
101-41920-102 FULL-TIME EMPLOYEES - OVERTIME	.00	50.00	14.89	(35.11)	29.78	.00
101-41920-121 PERA (EMPLOYER)	13,875.00	13,875.00	7,284.76	(6,590.24)	52.50	15,243.12
101-41920-122 FICA/MEDICARE (EMPLOYER)	14,153.00	14,153.00	7,157.54	(6,995.46)	50.57	15,017.58
101-41920-131 MEDICAL/DENTAL/LIFE	42,592.00	43,086.00	28,622.55	(14,463.45)	66.43	45,602.70
101-41920-132 BLDG DEPT LONGEVITY PAY	3,098.00	.00	.00	.00	.00	.00
101-41920-133 BLDG DEPT INS DEDUCTIBLE CONTR	3,600.00	3,600.00	3,315.92	(284.08)	92.11	1,825.21
101-41920-151 WORKERS' COMPENSATION PREMIU	1,610.00	1,610.00	918.28	(691.72)	57.04	2,056.80
101-41920-154 HRA/FLEX FEES	.00	230.00	135.55	(94.45)	58.93	230.53
TOTAL PERSONAL SERVICES	260,824.00	261,598.00	144,564.82	(117,033.18)	55.26	283,553.35
<i>SUPPLIES</i>						
101-41920-201 OFFICE SUPPLIES	750.00	750.00	204.53	(545.47)	27.27	585.84
101-41920-209 SOFTWARE UPDATES	500.00	420.00	.00	(420.00)	.00	117.55
101-41920-210 MISCELLANEOUS OPER SUPPLIES	1,200.00	1,200.00	587.72	(612.28)	48.98	265.11
101-41920-212 GASOLINE/FUEL/LUBRICANTS/ADDIT	2,600.00	2,600.00	509.82	(2,090.18)	19.61	962.49
101-41920-221 REPAIRS & MAINT SUPP VEH/EQUIP	800.00	600.00	113.98	(486.02)	19.00	512.75
101-41920-240 SMALL TOOLS & MINOR EQUIPMENT	300.00	300.00	.00	(300.00)	.00	449.99
TOTAL SUPPLIES	6,150.00	5,870.00	1,416.05	(4,453.95)	24.12	2,893.73
<i>OTHER CHARGES & SERVICES</i>						
101-41920-309 EDP PROFESSIONAL SERVICES	1,500.00	1,500.00	1,648.12	148.12	109.87	2,156.25
101-41920-321 TELEPHONE/CELLULAR PHONES	2,700.00	2,700.00	906.44	(1,793.56)	33.57	1,706.13
101-41920-331 TRAVEL/MEALS/LODGING	300.00	300.00	290.09	(9.91)	96.70	64.95
101-41920-334 MILEAGE REIMBURSEMENT	700.00	700.00	255.96	(444.04)	36.57	757.28
101-41920-360 INSURANCE AND BONDS	2,500.00	2,500.00	.00	(2,500.00)	.00	2,054.25
TOTAL OTHER CHARGES & SERVIC	7,700.00	7,700.00	3,100.61	(4,599.39)	40.27	6,738.86
<i>MISCELLANEOUS</i>						
101-41920-404 REPAIRS & MAINT LABOR VEH & EQ	250.00	250.00	.00	(250.00)	.00	188.71
101-41920-409 MAINT CONTRACTS-OFFICE EQUIP	2,500.00	2,500.00	2,090.00	(410.00)	83.60	2,090.00
101-41920-430 MISCELLANEOUS	200.00	200.00	.00	(200.00)	.00	.00
101-41920-432 CREDIT CARD FEES-BLDG PERMITS	600.00	600.00	104.85	(495.15)	17.48	600.00
101-41920-433 DUES AND SUBSCRIPTIONS	1,400.00	1,400.00	448.00	(952.00)	32.00	2,387.05
101-41920-440 SCHOOLS & MEETINGS	2,800.00	2,800.00	1,061.00	(1,739.00)	37.89	2,190.00
TOTAL MISCELLANEOUS	7,750.00	7,750.00	3,703.85	(4,046.15)	47.79	7,455.76
TOTAL BUILDING DEPARTMENT	282,424.00	282,918.00	152,785.33	(130,132.67)	54.00	300,641.70

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2016

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>ENGINEERING</u>						
<i>OTHER CHARGES & SERVICES</i>						
101-41925-303 ENGINEERING FEES	30,000.00	24,000.00	11,418.25	(12,581.75)	47.58	22,517.54
<i>TOTAL OTHER CHARGES & SERVIC</i>	30,000.00	24,000.00	11,418.25	(12,581.75)	47.58	22,517.54
TOTAL ENGINEERING	30,000.00	24,000.00	11,418.25	(12,581.75)	47.58	22,517.54

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2016

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
PLANNING						
<i>PERSONAL SERVICES</i>						
101-41935-101	219,461.00	227,640.00	112,922.40	(114,717.60)	49.61	198,407.81
101-41935-112	2,500.00	2,500.00	1,110.00	(1,390.00)	44.40	1,715.00
101-41935-121	16,842.00	17,076.00	8,469.18	(8,606.82)	49.60	14,834.64
101-41935-122	17,179.00	17,419.00	8,292.12	(9,126.88)	47.60	14,739.66
101-41935-131	45,592.00	46,121.00	28,619.07	(17,501.93)	62.05	34,078.68
101-41935-132	3,679.00	.00	.00	.00	.00	.00
101-41935-133	3,600.00	3,600.00	2,262.97	(1,337.03)	62.86	1,868.21
101-41935-151	1,951.00	2,051.00	618.92	(1,432.08)	30.18	1,397.81
101-41935-154	300.00	300.00	135.55	(164.45)	45.18	180.32
TOTAL PERSONAL SERVICES	311,104.00	316,707.00	162,430.21	(154,276.79)	51.29	267,222.13
<i>SUPPLIES</i>						
101-41935-201	700.00	700.00	480.62	(219.38)	68.66	817.06
101-41935-204	.00	.00	.00	.00	.00	2.10
101-41935-209	1,200.00	1,477.00	1,476.76	(.24)	99.98	1,400.00
101-41935-210	200.00	600.00	420.00	(180.00)	70.00	15.22
101-41935-212	350.00	350.00	143.98	(206.02)	41.14	455.92
101-41935-221	200.00	200.00	16.00	(184.00)	8.00	136.84
101-41935-240	250.00	495.00	495.00	.00	100.00	437.13
TOTAL SUPPLIES	2,900.00	3,822.00	3,032.36	(789.64)	79.34	3,264.27
<i>OTHER CHARGES & SERVICES</i>						
101-41935-301	2,500.00	1,578.00	.00	(1,578.00)	.00	.00
101-41935-304	2,500.00	2,500.00	280.00	(2,220.00)	11.20	225.00
101-41935-309	1,000.00	1,000.00	745.00	(255.00)	74.50	1,593.75
101-41935-321	1,500.00	1,500.00	587.56	(912.44)	39.17	1,284.30
101-41935-331	500.00	500.00	213.65	(286.35)	42.73	112.50
101-41935-334	250.00	250.00	.00	(250.00)	.00	47.15
101-41935-351	750.00	750.00	101.17	(648.83)	13.49	127.46
101-41935-360	11,000.00	11,000.00	.00	(11,000.00)	.00	10,459.82
TOTAL OTHER CHARGES & SERVIC	20,000.00	19,078.00	1,927.38	(17,150.62)	10.10	13,849.98

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2016

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>MISCELLANEOUS</i>						
101-41935-404 REPAIRS & MAINT LABOR VEH/EQUI	300.00	300.00	.00	(300.00)	.00	.00
101-41935-409 MAINT CONTRACTS-OFFICE EQUIP	3,000.00	3,000.00	2,990.00	(10.00)	99.67	2,990.00
101-41935-430 MISCELLANEOUS	1,000.00	1,000.00	(903.61)	(1,903.61)	(90.36)	(1,700.88)
101-41935-431 PROPERTY SECURING EXP	.00	.00	135.00	135.00	.00	2,075.55
101-41935-432 ABATEMENT COSTS	.00	.00	2,546.96	2,546.96	.00	.00
101-41935-433 DUES AND SUBSCRIPTIONS	600.00	765.00	764.87	(.13)	99.98	445.00
101-41935-440 SCHOOL AND MEETINGS	1,500.00	1,335.00	282.00	(1,053.00)	21.12	717.71
101-41935-488 COMP PLAN UPDATE	.00	85,000.00	16,116.02	(68,883.98)	18.96	.00
101-41935-489 OTHER CONTRACTED SERVICES	1,000.00	1,000.00	.00	(1,000.00)	.00	130.00
101-41935-490 FLYOVER PICTURES	.00	30,000.00	.00	(30,000.00)	.00	.00
TOTAL MISCELLANEOUS	7,400.00	122,400.00	21,931.24	(100,468.76)	17.92	4,657.38
TOTAL PLANNING	341,404.00	462,007.00	189,321.19	(272,685.81)	40.98	288,993.76

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2016

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
NEW CITY HALL BUILDING						
<i>PERSONAL SERVICES</i>						
101-41950-101 FULL-TIME EMPLOYEES - REGULAR	23,837.00	24,001.00	11,990.06	(12,010.94)	49.96	23,672.92
101-41950-102 FULL-TIME EMPLOYEES - OVERTIME	1,000.00	1,000.00	.00	(1,000.00)	.00	.00
101-41950-121 PERA (EMPLOYER)	1,875.00	1,875.00	899.25	(975.75)	47.96	1,717.86
101-41950-122 FICA/MEDICARE (EMPLOYER)	1,913.00	1,913.00	885.61	(1,027.39)	46.29	1,749.94
101-41950-131 MEDICAL/DENTAL/LIFE	7,099.00	7,181.00	4,767.16	(2,413.84)	66.39	6,835.05
101-41950-132 LONGEVITY PAY	164.00	.00	.00	.00	.00	.00
101-41950-133 DEDUCTIBLE CONTRIBUTION	600.00	600.00	.00	(600.00)	.00	716.83
101-41950-151 WORKERS' COMPENSATION PREMIU	1,571.00	1,571.00	638.21	(932.79)	40.62	1,496.13
101-41950-154 HRA/FLEX FEES	50.00	50.00	22.65	(27.35)	45.30	36.85
TOTAL PERSONAL SERVICES	38,109.00	38,191.00	19,202.94	(18,988.06)	50.28	36,225.58
<i>SUPPLIES</i>						
101-41950-212 GASOLINE/FUEL	200.00	200.00	.00	(200.00)	.00	36.32
101-41950-215 MAINTENANCE SUPPLIES	13,000.00	13,000.00	3,241.34	(9,758.66)	24.93	8,489.15
101-41950-240 SMALL TOOLS & EQUIPMENT	1,500.00	1,500.00	.00	(1,500.00)	.00	.00
TOTAL SUPPLIES	14,700.00	14,700.00	3,241.34	(11,458.66)	22.05	8,525.47
<i>OTHER SERVICES AND CHARGES</i>						
101-41950-321 TELEPHONE/CELLULAR PHONES	15,000.00	15,000.00	7,046.14	(7,953.86)	46.97	17,404.61
101-41950-360 INSURANCE AND BONDS	2,500.00	2,500.00	.00	(2,500.00)	.00	2,274.66
101-41950-381 ELECTRIC UTILITIES	11,500.00	11,500.00	4,326.58	(7,173.42)	37.62	10,276.00
101-41950-382 WATER/WASTEWATER UTILITIES	1,100.00	1,100.00	654.54	(445.46)	59.50	1,236.25
101-41950-383 GAS UTILITIES	10,000.00	10,000.00	2,674.80	(7,325.20)	26.75	6,077.02
101-41950-384 REFUSE HAULING	8,000.00	8,000.00	3,290.88	(4,709.12)	41.14	7,120.32
TOTAL OTHER SERVICES AND CHA	48,100.00	48,100.00	17,992.94	(30,107.06)	37.41	44,388.86
<i>MISCELLANEOUS</i>						
101-41950-401 REPAIRS & MAINT LABOR - BLDGS	12,000.00	12,000.00	13,130.12	1,130.12	109.42	19,326.49
101-41950-405 JANITOR SERVICES	.00	.00	.00	.00	.00	115.00
101-41950-409 MAINT CONTRACTS - OFFICE EQUIP	2,921.00	2,921.00	2,595.42	(325.58)	88.85	2,693.10
101-41950-413 RENTALS - OFFICE EQUIPMENT	14,000.00	14,000.00	8,812.24	(5,187.76)	62.94	12,299.89
101-41950-430 MISCELLANEOUS	500.00	500.00	322.10	(177.90)	64.42	268.25
TOTAL MISCELLANEOUS	29,421.00	29,421.00	24,859.88	(4,561.12)	84.50	34,702.73
TOTAL NEW CITY HALL BUILDING	130,330.00	130,412.00	65,297.10	(65,114.90)	50.07	123,842.64

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2016

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
POLICE DEPARTMENT						
<i>PERSONAL SERVICES</i>						
101-42100-101	FULL-TIME EMPLOYEES - REGULAR	1,021,157.00	1,004,044.00	488,302.61 (515,741.39)	48.63	1,005,027.97
101-42100-102	FULL-TIME EMPLOYEES - OVERTIME	53,000.00	53,000.00	37,000.66 (15,999.34)	69.81	44,162.05
101-42100-103	PART-TIME EMPLOYEES - REGULAR	19,458.00	27,408.00	12,858.46 (14,549.54)	46.91	19,203.64
101-42100-104	TEMP/SEAS EMPLOYEES - REGULAR	.00	50,000.00	8,571.77 (41,428.23)	17.14	.00
101-42100-110	HOURS WORKED HOLIDAY	.00	.00	6,422.37 6,422.37	.00	17,475.95
101-42100-111	OVERTIME COURT	.00	.00	.00 .00	.00	978.87
101-42100-112	OVERTIME-SHIFT COVERAGE	.00	.00	.00 .00	.00	498.83
101-42100-113	OVERTIME CALL HOLD OVER	.00	.00	.00 .00	.00	1,894.00
101-42100-114	OVERTIME-TRAINING & MEETINGS	.00	.00	.00 .00	.00	3,999.34
101-42100-115	CALL-IN PAY	.00	.00	.00 .00	.00	142.07
101-42100-116	ON-CALL PAY	.00	.00	.00 .00	.00	1,482.58
101-42100-117	SHIFT DIFFERENTIAL	.00	.00	3,729.85 3,729.85	.00	6,107.30
101-42100-118	SEVERENCE	.00	.00	.00 .00	.00	14,354.85
101-42100-121	PERA (EMPLOYER)	175,353.00	177,003.00	86,499.83 (90,503.17)	48.87	171,708.02
101-42100-122	FICA/MEDICARE (EMPLOYER)	20,513.00	21,123.00	10,180.07 (10,942.93)	48.19	19,964.33
101-42100-131	MEDICAL/DENTAL/LIFE (EMPLOYER)	227,159.00	229,794.00	152,504.04 (77,289.96)	66.37	218,506.32
101-42100-132	POLICE LONGEVITY PAY	25,887.00	.00	.00 .00	.00	.00
101-42100-133	POLICE INS DEDUCTIBLE CONTRIB	19,200.00	19,200.00	9,434.62 (9,765.38)	49.14	15,017.25
101-42100-151	WORKERS' COMPENSATION PREMIU	48,264.00	48,625.00	19,557.24 (29,067.76)	40.22	46,813.26
101-42100-154	HRA/FLEX FEES	1,500.00	1,500.00	722.80 (777.20)	48.19	1,179.32
	TOTAL PERSONAL SERVICES	1,611,491.00	1,631,697.00	835,784.32 (795,912.68)	51.22	1,588,515.95
<i>SUPPLIES</i>						
101-42100-201	OFFICE SUPPLIES - ACCESSORIES	3,100.00	3,100.00	1,349.39 (1,750.61)	43.53	3,134.32
101-42100-202	DUPLICATING & COPYING SUPPLIES	1,000.00	1,000.00	1,121.88 121.88	112.19	522.03
101-42100-209	SOFTWARE UPDATES	5,250.00	5,250.00	229.00 (5,021.00)	4.36	4,901.40
101-42100-210	MISCELLANEOUS OPER SUPPLIES	7,000.00	7,000.00	3,474.71 (3,525.29)	49.64	5,620.61
101-42100-212	GASOLINE/FUEL/LUB/ADDITIVES	50,000.00	50,000.00	15,788.00 (34,212.00)	31.58	32,775.51
101-42100-213	AMMUNITION	4,000.00	4,000.00	2,532.00 (1,468.00)	63.30	3,186.40
101-42100-214	CRIME SCENE SUPPLIES	500.00	500.00	1,085.23 585.23	217.05	906.89
101-42100-217	PROMOTIONAL EVENTS/MCGRUFF E	3,500.00	3,500.00	546.85 (2,953.15)	15.62	1,835.31
101-42100-221	REPAIR & MAINT SUPP - VEH/EQ	16,500.00	16,500.00	7,548.60 (8,951.40)	45.75	17,606.03
101-42100-231	UNIFORM ALLOWANCE	21,400.00	26,930.00	11,977.26 (14,952.74)	44.48	21,780.15
101-42100-232	UNIFORMS-RESERVES	2,000.00	2,000.00	2,770.37 770.37	138.52	1,960.95
101-42100-240	SMALL TOOLS AND MINOR EQUIP	7,000.00	7,000.00	4,826.76 (2,173.24)	68.95	6,465.79
	TOTAL SUPPLIES	121,250.00	126,780.00	53,250.05 (73,529.95)	42.00	100,695.39

CITY OF CAMBRIDGE
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FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>OTHER SERVICES AND CHARGES</i>						
101-42100-304 MISC PROFESSIONAL SERVICES	15,000.00	15,000.00	5,120.25	(9,879.75)	34.14	10,365.86
101-42100-305 APPLICANT TESTING	.00	6,100.00	4,300.00	(1,800.00)	70.49	1,500.00
101-42100-321 TELEPHONE/CELLULAR PHONES	12,568.00	12,568.00	6,061.21	(6,506.79)	48.23	12,122.42
101-42100-322 POSTAGE	300.00	300.00	.00	(300.00)	.00	611.79
101-42100-331 TRAVEL/MEALS/LODGING	5,380.00	5,380.00	1,262.22	(4,117.78)	23.46	6,565.68
101-42100-334 MILEAGE REIMBURSEMENT	200.00	200.00	108.54	(91.46)	54.27	109.25
101-42100-360 INSURANCE AND BONDS	34,000.00	34,000.00	.00	(34,000.00)	.00	33,892.47
101-42100-381 ELECTRIC UTILITIES	11,400.00	11,400.00	2,225.09	(9,174.91)	19.52	5,284.80
101-42100-383 GAS UTILITIES	8,724.00	8,724.00	1,317.46	(7,406.54)	15.10	2,993.14
101-42100-391 POLICE-OLD MNDOT ELECTRIC	.00	.00	1,775.27	1,775.27	.00	596.24
101-42100-392 POLICE-OLD MNDOT WATER/SEWER	1,200.00	1,200.00	834.18	(365.82)	69.52	247.76
TOTAL OTHER SERVICES AND CHA	88,772.00	94,872.00	23,004.22	(71,867.78)	24.25	74,289.41
<i>MISCELLANEOUS</i>						
101-42100-404 REPAIR & MAINT LABOR - VEH/EQ	8,000.00	8,000.00	2,232.95	(5,767.05)	27.91	7,124.15
101-42100-409 MAINT CONTRACTS - OFFICE EQUIP	21,500.00	21,500.00	15,708.17	(5,791.83)	73.06	17,401.90
101-42100-410 POLICE RESERVE ACTIVITY	1,500.00	1,500.00	836.01	(663.99)	55.73	88.18
101-42100-411 POLICE-AUTO PAWN SERVICE	2,700.00	2,700.00	1,160.10	(1,539.90)	42.97	2,067.30
101-42100-413 RENTALS - OFFICE EQUIPMENT	2,750.00	2,750.00	.00	(2,750.00)	.00	.00
101-42100-429 MNDOT FACILITY OPERATING COSTS	12,000.00	12,000.00	4,685.27	(7,314.73)	39.04	4,791.47
101-42100-430 MISCELLANEOUS	500.00	500.00	.00	(500.00)	.00	.00
101-42100-433 DUES AND SUBSCRIPTIONS	6,750.00	6,750.00	3,507.42	(3,242.58)	51.96	6,084.57
101-42100-440 SCHOOLS AND MEETINGS	13,000.00	11,000.00	9,526.68	(1,473.32)	86.61	13,312.77
101-42100-489 OTHER CONTRACTED SERVICES	640.00	640.00	671.42	31.42	104.91	848.89
TOTAL MISCELLANEOUS	69,340.00	67,340.00	38,328.02	(29,011.98)	56.92	51,719.23
TOTAL POLICE DEPARTMENT	1,890,853.00	1,920,689.00	950,366.61	(970,322.39)	49.48	1,815,219.98

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
FIRE DEPARTMENT						
<i>PERSONAL SERVICES</i>						
101-42200-101	70,346.00	70,639.00	35,284.84	(35,354.16)	49.95	67,693.44
101-42200-103	47,000.00	47,000.00	21,218.00	(25,782.00)	45.14	50,713.00
101-42200-121	11,444.00	11,444.00	5,716.13	(5,727.87)	49.95	10,914.89
101-42200-122	9,000.00	9,000.00	2,122.85	(6,877.15)	23.59	4,905.62
101-42200-131	14,198.00	14,363.00	9,542.01	(4,820.99)	66.43	13,661.97
101-42200-132	293.00	.00	.00	.00	.00	.00
101-42200-133	1,200.00	1,200.00	.00	(1,200.00)	.00	641.00
101-42200-151	32,981.00	32,981.00	14,781.54	(18,199.46)	44.82	29,922.72
101-42200-154	100.00	100.00	45.20	(54.80)	45.20	73.70
<i>TOTAL PERSONAL SERVICES</i>	<i>186,562.00</i>	<i>186,727.00</i>	<i>88,710.57</i>	<i>(98,016.43)</i>	<i>47.51</i>	<i>178,526.34</i>
<i>SUPPLIES</i>						
101-42200-201	800.00	800.00	.00	(800.00)	.00	711.06
101-42200-204	100.00	100.00	.00	(100.00)	.00	.00
101-42200-210	7,500.00	7,500.00	4,100.31	(3,399.69)	54.67	7,151.58
101-42200-212	7,700.00	7,700.00	2,990.97	(4,709.03)	38.84	6,589.45
101-42200-221	6,500.00	6,500.00	6,959.04	459.04	107.06	28,040.88
101-42200-223	1,000.00	1,000.00	40.00	(960.00)	4.00	516.40
101-42200-231	13,000.00	13,000.00	8,570.65	(4,429.35)	65.93	11,906.82
101-42200-240	4,000.00	4,000.00	252.94	(3,747.06)	6.32	2,227.72
<i>TOTAL SUPPLIES</i>	<i>40,600.00</i>	<i>40,600.00</i>	<i>22,913.91</i>	<i>(17,686.09)</i>	<i>56.44</i>	<i>57,143.91</i>
<i>OTHER SERVICES AND CHARGES</i>						
101-42200-301	1,000.00	1,000.00	.00	(1,000.00)	.00	6,579.00
101-42200-304	7,500.00	7,500.00	7,733.50	233.50	103.11	7,502.45
101-42200-307	10,000.00	10,000.00	.00	(10,000.00)	.00	10,000.00
101-42200-321	1,500.00	1,500.00	410.04	(1,089.96)	27.34	610.00
101-42200-331	1,000.00	1,000.00	752.22	(247.78)	75.22	498.63
101-42200-334	500.00	500.00	.00	(500.00)	.00	98.90
101-42200-340	150.00	150.00	.00	(150.00)	.00	.00
101-42200-360	9,000.00	9,000.00	.00	(9,000.00)	.00	7,483.85
101-42200-381	15,500.00	14,800.00	6,179.69	(8,620.31)	41.75	14,675.47
101-42200-382	500.00	500.00	266.82	(233.18)	53.36	600.43
101-42200-383	3,800.00	4,500.00	4,054.41	(445.59)	90.10	379.40
<i>TOTAL OTHER SERVICES AND CHA</i>	<i>50,450.00</i>	<i>50,450.00</i>	<i>19,396.68</i>	<i>(31,053.32)</i>	<i>38.45</i>	<i>48,428.13</i>

CITY OF CAMBRIDGE
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FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>MISCELLANEOUS</i>						
101-42200-401 REPAIR & MAINT LABOR - BLDGS	1,500.00	1,500.00	.00	(1,500.00)	.00	764.00
101-42200-404 REPAIR & MAINT LABOR - VEH/EQ	1,500.00	1,500.00	.00	(1,500.00)	.00	3,047.25
101-42200-430 MISCELLANEOUS	.00	.00	.00	.00	.00	134.22
101-42200-433 DUES AND SUBSCRIPTIONS	1,300.00	1,300.00	515.00	(785.00)	39.62	1,785.00
101-42200-440 SCHOOLS AND MEETINGS	8,000.00	8,000.00	1,070.00	(6,930.00)	13.38	2,067.00
101-42200-441 GRANT FUNDED SCHOOLS	.00	1,219.00	1,219.00	.00	100.00	5,466.00
<i>TOTAL MISCELLANEOUS</i>	<u>12,300.00</u>	<u>13,519.00</u>	<u>2,804.00</u>	<u>(10,715.00)</u>	<u>20.74</u>	<u>13,263.47</u>
<i>FUNCTION 9</i>						
101-42200-999 ARLINGTON FIRE COSTS	.00	.00	.00	.00	.00	26,721.29
<i>TOTAL FUNCTION 9</i>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>26,721.29</u>
TOTAL FIRE DEPARTMENT	<u><u>289,912.00</u></u>	<u><u>291,296.00</u></u>	<u><u>133,825.16</u></u>	<u><u>(157,470.84)</u></u>	<u><u>45.94</u></u>	<u><u>324,083.14</u></u>

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
EMERGENCY MANAGEMENT							
<i>SUPPLIES</i>							
101-42300-201	OFFICE SUPPLIES	500.00	500.00	.00	(500.00)	.00	.00
101-42300-202	DUPLICATING & COPYING SUPPLIES	500.00	500.00	.00	(500.00)	.00	.00
101-42300-210	MISCELLANEOUS OPER SUPPLIES	500.00	500.00	403.97	(96.03)	80.79	49.96
101-42300-240	SMALL TOOLS AND MINOR EQUIP	3,000.00	11,000.00	9,524.50	(1,475.50)	86.59	1,859.00
	TOTAL SUPPLIES	4,500.00	12,500.00	9,928.47	(2,571.53)	79.43	1,908.96
<i>OTHER SERVICES AND CHARGES</i>							
101-42300-304	MISC PROF SERVICES	.00	.00	.00	.00	.00	1,468.75
101-42300-321	TELEPHONE	200.00	200.00	70.02	(129.98)	35.01	140.04
101-42300-331	TRAVEL/MEALS/LODGING	500.00	500.00	91.30	(408.70)	18.26	182.25
	TOTAL OTHER SERVICES AND CHA	700.00	700.00	161.32	(538.68)	23.05	1,791.04
<i>MISCELLANEOUS</i>							
101-42300-440	SCHOOLS AND MEETINGS	2,500.00	2,500.00	.00	(2,500.00)	.00	.00
101-42300-441	GRANT FUNDED SCHOOLS	.00	600.00	600.00	.00	100.00	.00
	TOTAL MISCELLANEOUS	2,500.00	3,100.00	600.00	(2,500.00)	19.35	.00
	TOTAL EMERGENCY MANAGEMENT	7,700.00	16,300.00	10,689.79	(5,610.21)	65.58	3,700.00

CITY OF CAMBRIDGE
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FUND 101 - GENERAL FUND

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>ANIMAL CONTROL</u>							
<i>OTHER SERVICES & CHARGES</i>							
101-42700-310	ANIMAL CONTROL SERVICES	6,000.00	6,000.00	2,000.00	(4,000.00)	33.33	4,800.00
	<i>TOTAL OTHER SERVICES & CHARG</i>	6,000.00	6,000.00	2,000.00	(4,000.00)	33.33	4,800.00
	TOTAL ANIMAL CONTROL	6,000.00	6,000.00	2,000.00	(4,000.00)	33.33	4,800.00

CITY OF CAMBRIDGE
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FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
STREETS						
<i>PERSONAL SERVICES</i>						
101-43001-101 FULL-TIME EMPLOYEES - REGULAR	556,389.00	574,044.00	262,251.16	(311,792.84)	45.68	530,368.88
101-43001-102 FULL-TIME EMPLOYEES - OVERTIME	30,000.00	30,000.00	806.04	(29,193.96)	2.69	874.28
101-43001-104 TEMP/SEAS EMPLOYEES REGULAR	11,892.00	13,292.00	3,606.52	(9,685.48)	27.13	6,588.15
101-43001-105 TEMP/SEAS EMPLOYEES - OVERTIME	.00	.00	7.41	7.41	.00	.00
101-43001-111 OVERTIME-SNOWPLOWING	.00	.00	10,782.76	10,782.76	.00	8,677.44
101-43001-112 OVERTIME MOSQUITO SPRAYING	.00	.00	582.42	582.42	.00	1,829.43
101-43001-121 PERA (EMPLOYER)	42,160.00	42,160.00	20,619.88	(21,540.12)	48.91	39,162.89
101-43001-122 FICA/MEDICARE (EMPLOYER)	43,914.00	43,914.00	20,725.45	(23,188.55)	47.20	39,648.78
101-43001-131 MEDICAL/DENTAL/LIFE (EMPLOYER)	122,150.00	123,567.00	82,648.69	(40,918.31)	66.89	118,376.11
101-43001-132 STREETS LONGEVITY PAY	17,655.00	.00	.00	.00	.00	.00
101-43001-133 STREETS INS DEDUCTIBLE CONTRIB	10,400.00	10,400.00	5,312.32	(5,087.68)	51.08	5,364.34
101-43001-151 WORKERS' COMPENSATION PREMIU	54,308.00	54,308.00	21,841.65	(32,466.35)	40.22	54,882.07
101-43001-154 HRA/FLEX FEES	725.00	725.00	391.25	(333.75)	53.97	650.10
TOTAL PERSONAL SERVICES	889,593.00	892,410.00	429,575.55	(462,834.45)	48.14	806,422.47
<i>SUPPLIES</i>						
101-43001-201 OFFICE SUPPLIES-ACCESSORIES	500.00	1,000.00	908.85	(91.15)	90.89	529.32
101-43001-202 DUPLICATING AND COPYING SUPPLI	100.00	100.00	29.99	(70.01)	29.99	23.20
101-43001-204 STATIONERY, FORMS & ENVELOPES	100.00	100.00	.00	(100.00)	.00	.00
101-43001-209 SOFTWARE UPDATES	1,000.00	500.00	.00	(500.00)	.00	890.00
101-43001-210 MISCELLANEOUS OPER SUPPLIES	12,000.00	12,000.00	4,736.24	(7,263.76)	39.47	10,263.19
101-43001-212 GASOLINE/FUEL/LUB/ADDITIVES	50,000.00	50,000.00	16,029.83	(33,970.17)	32.06	26,759.47
101-43001-215 SHOP MAINTENANCE SUPPLIES	500.00	500.00	64.38	(435.62)	12.88	900.50
101-43001-219 SNOW REMOVAL MATERIALS	60,000.00	60,000.00	18,284.93	(41,715.07)	30.47	84,391.04
101-43001-221 REPAIR & MAINT SUPP-VEH/EQ	44,000.00	44,000.00	32,385.78	(11,614.22)	73.60	40,421.60
101-43001-224 REPAIR & MAINT-INFRASTRUCTURE	15,000.00	15,000.00	12,635.55	(2,364.45)	84.24	11,756.19
101-43001-226 SIGNS	7,000.00	7,000.00	1,944.68	(5,055.32)	27.78	7,110.44
101-43001-240 SMALL TOOLS AND MINOR EQUIP	4,000.00	4,000.00	2,854.86	(1,145.14)	71.37	3,570.63
TOTAL SUPPLIES	194,200.00	194,200.00	89,875.09	(104,324.91)	46.28	186,615.58
<i>OTHER SERVICES AND CHARGES</i>						
101-43001-304 MISC PROFESSIONAL FEES	5,000.00	5,000.00	4,205.42	(794.58)	84.11	5,733.26
101-43001-321 TELEPHONE/CELLULAR PHONES	4,000.00	4,000.00	5,223.98	1,223.98	130.60	11,260.91
101-43001-331 TRAVEL/MEALS/LODGING	500.00	500.00	.00	(500.00)	.00	60.38
101-43001-340 ADVERTISING	400.00	400.00	.00	(400.00)	.00	137.25
101-43001-360 INSURANCE AND BONDS	20,500.00	20,500.00	.00	(20,500.00)	.00	18,651.63
101-43001-381 ELECTRIC UTILITIES	400.00	400.00	150.31	(249.69)	37.58	360.00
101-43001-382 WATER/WASTEWATER UTILITIES	600.00	600.00	400.89	(199.11)	66.82	357.69
TOTAL OTHER SERVICES AND CHA	31,400.00	31,400.00	9,980.60	(21,419.40)	31.79	36,561.12

CITY OF CAMBRIDGE
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FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>MISCELLANEOUS</i>						
101-43001-404 REPAIR & MAINT LABOR-VEH/EQ	4,000.00	4,000.00	.00	(4,000.00)	.00	356.00
101-43001-405 EMERG MGMT REP & MAINT	500.00	500.00	.00	(500.00)	.00	.00
101-43001-406 PAINTING AND STRIPING	18,000.00	18,000.00	.00	(18,000.00)	.00	15,694.65
101-43001-413 BNSF PARKING LEASE	3,000.00	3,000.00	.00	(3,000.00)	.00	2,088.81
101-43001-417 RENTALS - UNIFORMS	12,000.00	12,000.00	3,272.83	(8,727.17)	27.27	7,142.56
101-43001-430 MISCELLANEOUS	2,500.00	2,500.00	30.00	(2,470.00)	1.20	126.00
101-43001-433 DUES AND SUBSCRIPTIONS	800.00	800.00	717.34	(82.66)	89.67	965.78
101-43001-440 SCHOOLS AND MEETINGS	1,500.00	1,500.00	510.00	(990.00)	34.00	356.33
101-43001-444 INSECT CONTROL	7,000.00	7,000.00	.00	(7,000.00)	.00	4,516.80
101-43001-445 DISEASED TREE PROGRAM	10,000.00	7,500.00	.00	(7,500.00)	.00	7,987.40
101-43001-446 WEED CONTROL	2,500.00	2,500.00	1,274.00	(1,226.00)	50.96	1,469.18
101-43001-447 DOWNTOWN DECORATIONS	2,500.00	5,000.00	4,271.43	(728.57)	85.43	1,055.97
101-43001-489 OTHER CONTRACTED SERVICES	15,000.00	15,000.00	10,242.86	(4,757.14)	68.29	6,270.38
<i>TOTAL MISCELLANEOUS</i>	<u>79,300.00</u>	<u>79,300.00</u>	<u>20,318.46</u>	<u>(58,981.54)</u>	<u>25.62</u>	<u>48,029.86</u>
TOTAL STREETS	<u><u>1,194,493.00</u></u>	<u><u>1,197,310.00</u></u>	<u><u>549,749.70</u></u>	<u><u>(647,560.30)</u></u>	<u><u>45.92</u></u>	<u><u>1,077,629.03</u></u>

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
<u>STREET LIGHTING</u>							
<i>SUPPLIES</i>							
101-43160-238	REPAIR & MAINT SUPP - INFRAST	13,000.00	13,000.00	8,499.60	(4,500.40)	65.38	29,111.29
	<i>TOTAL SUPPLIES</i>	13,000.00	13,000.00	8,499.60	(4,500.40)	65.38	29,111.29
<i>OTHER SERVICES & CHARGES</i>							
101-43160-381	ELECTRIC UTILITIES	165,000.00	165,000.00	73,281.65	(91,718.35)	44.41	172,012.28
	<i>TOTAL OTHER SERVICES & CHARG</i>	165,000.00	165,000.00	73,281.65	(91,718.35)	44.41	172,012.28
<i>MISCELLANEOUS</i>							
101-43160-402	SIGNAL LIGHT REPAIRS	1,500.00	1,500.00	.00	(1,500.00)	.00	.00
	<i>TOTAL MISCELLANEOUS</i>	1,500.00	1,500.00	.00	(1,500.00)	.00	.00
	TOTAL STREET LIGHTING	179,500.00	179,500.00	81,781.25	(97,718.75)	45.56	201,123.57

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2016

FUND 101 - GENERAL FUND

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>MAINTENANCE BUILDING</u>							
<i>SUPPLIES</i>							
101-43170-215	SHOP MAINTENANCE SUPPLIES	1,000.00	1,000.00	.00	(1,000.00)	.00	127.86
<i>TOTAL SUPPLIES</i>		1,000.00	1,000.00	.00	(1,000.00)	.00	127.86
<i>OTHER SERVICES AND CHARGES</i>							
101-43170-381	ELECTRIC UTILITIES	3,000.00	3,000.00	969.50	(2,030.50)	32.32	2,197.25
101-43170-382	WATER/WASTEWATER UTILITIES	2,000.00	2,000.00	842.71	(1,157.29)	42.14	1,670.73
101-43170-383	GAS UTILITIES	15,000.00	15,000.00	6,273.90	(8,726.10)	41.83	11,342.01
<i>TOTAL OTHER SERVICES AND CHA</i>		20,000.00	20,000.00	8,086.11	(11,913.89)	40.43	15,209.99
<i>MISCELLANEOUS</i>							
101-43170-401	REPAIR & MAINT LABOR - BLDGS	1,500.00	1,500.00	841.00	(659.00)	56.07	.00
101-43170-430	MISCELLANEOUS	1,000.00	1,000.00	.00	(1,000.00)	.00	.00
<i>TOTAL MISCELLANEOUS</i>		2,500.00	2,500.00	841.00	(1,659.00)	33.64	.00
TOTAL MAINTENANCE BUILDING		23,500.00	23,500.00	8,927.11	(14,572.89)	37.99	15,337.85

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2016

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
ICE RINK						
<i>SUPPLIES</i>						
101-45127-210 MISCELLANEOUS OPER SUPPLIES	500.00	500.00	.00	(500.00)	.00	34.65
101-45127-215 SHOP MAINTENANCE SUPPLIES	200.00	200.00	.00	(200.00)	.00	.00
101-45127-221 REPAIR & MAINT SUPP - VEH/EQ	3,000.00	1,400.00	.00	(1,400.00)	.00	135.87
101-45127-223 REPAIR & MAINT SUPP - BLDGS	500.00	500.00	.00	(500.00)	.00	25.00
TOTAL SUPPLIES	4,200.00	2,600.00	.00	(2,600.00)	.00	195.52
<i>OTHER SERVICES AND CHARGES</i>						
101-45127-382 WATER/WASTEWATER UTILITIES	350.00	350.00	.00	(350.00)	.00	.00
101-45127-383 GAS UTILITIES	1,000.00	3,200.00	2,698.25	(501.75)	84.32	1,585.09
TOTAL OTHER SERVICES AND CHA	1,350.00	3,550.00	2,698.25	(851.75)	76.01	1,585.09
<i>MISCELLANEOUS</i>						
101-45127-401 REPAIR & MAINT LABOR - BLDGS	400.00	.00	.00	.00	.00	200.00
101-45127-415 RENTALS - OTHER EQUIPMENT	500.00	500.00	210.00	(290.00)	42.00	210.00
101-45127-430 MISCELLANEOUS	200.00	.00	.00	.00	.00	.00
TOTAL MISCELLANEOUS	1,100.00	500.00	210.00	(290.00)	42.00	410.00
TOTAL ICE RINK	6,650.00	6,650.00	2,908.25	(3,741.75)	43.73	2,190.61

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2016

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
PARKS & RECREATION						
<i>PERSONAL SERVICES</i>						
101-45200-101	FULL-TIME EMPLOYEES - REGULAR	96,932.00	98,077.00	53,721.60 (44,355.40)	54.77	105,300.72
101-45200-102	FULL-TIME EMPLOYEES - OVERTIME	1,000.00	1,000.00	120.65 (879.35)	12.07	219.27
101-45200-104	TEMP/SEAS EMPLOYEES - REGULAR	11,892.00	11,892.00	4,510.00 (7,382.00)	37.92	6,339.76
101-45200-105	TEMP/SEAS EMPLOYEES - OVERTIME	.00	.00	3.75 3.75	.00	.00
101-45200-112	PARKS & REC COMM STIPENDS	3,000.00	3,000.00	530.00 (2,470.00)	17.67	1,610.00
101-45200-121	PERA (EMPLOYER)	8,180.00	8,180.00	4,038.17 (4,141.83)	49.37	7,863.01
101-45200-122	FICA/MEDICARE (EMPLOYER)	9,483.00	9,483.00	4,346.41 (5,136.59)	45.83	8,332.29
101-45200-131	MEDICAL/DENTAL/LIFE	28,188.00	28,515.00	19,084.02 (9,430.98)	66.93	27,323.94
101-45200-132	PARKS LONGEVITY PAY	1,145.00	.00	.00 .00	.00	.00
101-45200-133	PARKS INSUR DEDUCTIBLE CONTRIB	2,400.00	2,400.00	777.50 (1,622.50)	32.40	2,351.18
101-45200-151	WORKERS' COMPENSATION PREMIU	5,883.00	5,883.00	2,322.46 (3,560.54)	39.48	5,266.36
101-45200-154	HRA/FLEX FEES	80.00	200.00	90.40 (109.60)	45.20	147.42
	TOTAL PERSONAL SERVICES	168,183.00	168,630.00	89,544.96 (79,085.04)	53.10	164,753.95
<i>SUPPLIES</i>						
101-45200-210	MISCELLANEOUS OPER SUPPLIES	3,600.00	3,480.00	1,446.48 (2,033.52)	41.57	4,019.06
101-45200-212	GASOLINE/FUEL/LUB/ADDITIVES	5,000.00	5,000.00	3,957.32 (1,042.68)	79.15	7,339.16
101-45200-221	REPAIR & MAINT SUPP - VEH/EQ	6,000.00	6,000.00	3,030.35 (2,969.65)	50.51	8,085.76
101-45200-223	REPAIR & MAINT SUPP - BLDG/INF	5,000.00	5,000.00	6,140.70 1,140.70	122.81	11,115.25
101-45200-226	SIGNS	1,000.00	1,000.00	.00 (1,000.00)	.00	440.72
101-45200-230	MASTER GARDENERS SUPPLIES	200.00	200.00	250.00 50.00	125.00	250.04
101-45200-240	SMALL TOOLS & MINOR EQUIP	300.00	300.00	397.21 97.21	132.40	959.17
	TOTAL SUPPLIES	21,100.00	20,980.00	15,222.06 (5,757.94)	72.56	32,209.16
<i>OTHER SERVICES AND CHARGES</i>						
101-45200-304	PROFESSIONAL SERV-PARK STUDY	.00	.00	555.00 555.00	.00	.00
101-45200-305	PARK CONTRACTED SERVICES	500.00	500.00	361.00 (139.00)	72.20	3,900.00
101-45200-321	TELEPHONE/CELLULAR PHONES	1,200.00	.00	.00 .00	.00	.00
101-45200-340	ADVERTISING	350.00	350.00	.00 (350.00)	.00	658.35
101-45200-351	LEGAL NOTICES/ORD PUBLISHING	200.00	200.00	.00 (200.00)	.00	16.64
101-45200-360	INSURANCE AND BONDS	20,000.00	20,000.00	.00 (20,000.00)	.00	18,991.96
101-45200-381	ELECTRIC UTILITIES	19,000.00	24,000.00	5,917.95 (18,082.05)	24.66	24,028.51
101-45200-382	WATER/WASTEWATER UTILITIES	3,000.00	2,000.00	125.35 (1,874.65)	6.27	1,499.96
	TOTAL OTHER SERVICES AND CHA	44,250.00	47,050.00	6,959.30 (40,090.70)	14.79	49,095.42

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2016

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>MISCELLANEOUS</i>						
101-45200-401 REPAIR & MAINT LABOR - BLDGS	1,500.00	1,275.00	4,590.00	3,315.00	360.00	765.00
101-45200-403 R & M - TENNIS COURTS	.00	.00	.00	.00	.00	127.53
101-45200-415 RENTALS - OTHER EQUIPMENT	8,000.00	6,000.00	1,830.00	(4,170.00)	30.50	5,927.50
101-45200-417 RENTALS - UNIFORMS	.00	.00	78.48	78.48	.00	.00
101-45200-430 MISCELLANEOUS	500.00	500.00	.00	(500.00)	.00	619.77
101-45200-440 SCHOOLS AND MEETINGS	100.00	100.00	.00	(100.00)	.00	.00
101-45200-445 WEED CONTROL AND FERTILIZER	12,000.00	11,000.00	5,388.40	(5,611.60)	48.99	9,374.40
101-45200-485 PROPERTY TAXES	3,000.00	3,000.00	3,106.00	106.00	103.53	4,423.92
101-45200-486 SUMMER RECREATION	1,800.00	1,800.00	.00	(1,800.00)	.00	1,509.00
101-45200-488 LIBRARY EXPENSES	28,000.00	26,000.00	9,621.10	(16,378.90)	37.00	23,790.99
101-45200-489 SENIOR ACTIVITY CENTER EXP	.00	.00	.00	.00	.00	366.00
101-45200-491 LIBRARY CONCEPT DESIGN	.00	.00	.00	.00	.00	10,963.92
101-45200-492 AQUATIC CENTER STUDY	.00	.00	.00	.00	.00	18,499.68
101-45200-493 YOGA GRANT FOR HERITAGE GRPAR	500.00	500.00	.00	(500.00)	.00	670.00
101-45200-494 CAMB/ISANTI FALL COMM EVENT	.00	2,425.00	(1,395.72)	(3,820.72)	(57.56)	2,425.00
101-45200-495 SKI TRAIL MAINTENANCE AGREEMEN	4,500.00	4,500.00	1,687.50	(2,812.50)	37.50	.00
101-45200-496 SUMMER CONCERT/PARK ACTIVITY	.00	15,000.00	115.19	(14,884.81)	.77	.00
TOTAL MISCELLANEOUS	59,900.00	72,100.00	25,020.95	(47,079.05)	34.70	79,462.71
TOTAL PARKS & RECREATION	293,433.00	308,760.00	136,747.27	(172,012.73)	44.29	325,521.24

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2016

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	707,678.00	709,678.00	2,000.00	(707,678.00)	.28	1,165,916.00
<i>TOTAL TRANSFERS</i>	<u>707,678.00</u>	<u>709,678.00</u>	<u>2,000.00</u>	<u>(707,678.00)</u>	<u>.28</u>	<u>1,165,916.00</u>
TOTAL TRANSFERS OUT	<u><u>707,678.00</u></u>	<u><u>709,678.00</u></u>	<u><u>2,000.00</u></u>	<u><u>(707,678.00)</u></u>	<u><u>.28</u></u>	<u><u>1,165,916.00</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2016

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	6,061,739.00	6,246,604.00	2,639,361.85			6,299,314.54
NET REVENUES OVER EXPENDITURE	.00	(168,601.00)	(2,235,661.59)			172,339.17

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2016

FUND 211 - AIRPORT OPERATING FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
REVENUE						
CHARGES FOR SERVICES	64,000.00	64,000.00	24,326.31	39,673.69	263.09	71,793.67
OTHER	200.00	200.00	.00	200.00	.00	243.13
TOTAL FUND REVENUE	64,200.00	64,200.00	24,326.31	39,873.69	263.91	72,036.80
EXPENDITURES						
AIRPORT OPERATING						
AIRPORT OPERATING	61,200.00	61,200.00	24,390.28	(36,809.72)	39.85	73,219.52
TRANSFERS OUT	3,000.00	3,000.00	.00	(3,000.00)	.00	.00
TOTAL AIRPORT OPERATING	64,200.00	64,200.00	24,390.28	(39,809.72)	37.99	73,219.52
TOTAL FUND EXPENDITURES	64,200.00	64,200.00	24,390.28	(39,809.72)	37.99	73,219.52
NET REVENUE OVER EXPENDITURES	.00	.00	(63.97)	63.97	.00	(1,182.72)

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2016

FUND 211 - AIRPORT OPERATING FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>CHARGES FOR SERVICES</u>						
211-34920 HANGER LEASE & TIE DOWN FEES	9,000.00	9,000.00	9,306.64	(306.64)	103.41	9,699.04
211-34921 MAINT REIMBURSEMENT - STATE	21,000.00	21,000.00	.00	21,000.00	.00	24,733.00
211-34925 AIRPLANE FUEL SALES	34,000.00	34,000.00	15,019.67	18,980.33	44.18	37,361.63
TOTAL CHARGES FOR SERVICES	64,000.00	64,000.00	24,326.31	39,673.69	38.01	71,793.67
<u>OTHER</u>						
211-36210 INTEREST EARNINGS	200.00	200.00	.00	200.00	.00	243.13
TOTAL OTHER	200.00	200.00	.00	200.00	.00	243.13
TOTAL FUND REVENUE	64,200.00	64,200.00	24,326.31			72,036.80

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2016

FUND 211 - AIRPORT OPERATING FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
AIRPORT OPERATING						
<i>SUPPLIES</i>						
211-49000-210 MISCELLANEOUS OPER SUPPLIES	500.00	500.00	1,133.52	633.52	226.70	444.11
211-49000-212 GASOLINE/FUEL/ADDATIVES	1,200.00	1,200.00	.00	(1,200.00)	.00	.00
211-49000-215 SHOP MAINTENANCE SUPPLIES	.00	.00	.00	.00	.00	15.46
211-49000-221 REPAIR/MAINT VEHICLES & EQUIP	1,500.00	1,500.00	2,215.70	715.70	147.71	40.86
211-49000-223 REPAIR & MAINT SUPP - BLDGS	250.00	250.00	705.02	455.02	282.01	499.09
211-49000-226 SIGNS	150.00	150.00	.00	(150.00)	.00	.00
211-49000-228 REPAIR & MAINT SUPP - INFRAST	2,500.00	2,500.00	363.23	(2,136.77)	14.53	1,203.39
211-49000-251 AIRPLANE FUEL COST OF SALES	32,300.00	32,300.00	14,916.93	(17,383.07)	46.18	35,781.58
TOTAL SUPPLIES	38,400.00	38,400.00	19,334.40	(19,065.60)	50.35	37,984.49
<i>OTHER SERVICES & CHARGES</i>						
211-49000-304 LEGAL FEES	250.00	250.00	.00	(250.00)	.00	.00
211-49000-321 TELEPHONE/CELLULAR PHONES	1,750.00	1,750.00	685.80	(1,064.20)	39.19	1,363.51
211-49000-331 TRAVEL/MEALS/LODGING	500.00	500.00	.00	(500.00)	.00	.00
211-49000-351 LEGAL NOTICES/ORD PUBLISHING	100.00	100.00	4.01	(95.99)	4.01	17.42
211-49000-360 INSURANCE AND BONDS	4,300.00	4,300.00	.00	(4,300.00)	.00	3,095.59
211-49000-381 ELECTRIC UTILITIES	6,800.00	6,800.00	2,617.55	(4,182.45)	38.49	5,617.38
TOTAL OTHER SERVICES & CHARG	13,700.00	13,700.00	3,307.36	(10,392.64)	24.14	10,093.90
<i>MISCELLANEOUS</i>						
211-49000-401 REPAIR & MAINT LABOR - BLDGS	750.00	750.00	.00	(750.00)	.00	390.78
211-49000-403 REPAIR & MAINT LABOR - INFRAST	5,000.00	5,000.00	.00	(5,000.00)	.00	22,109.08
211-49000-404 REPAIR & MAINT LABOR - VEH/EQ	1,000.00	1,000.00	811.00	(189.00)	81.10	.00
211-49000-430 MISCELLANEOUS	2,000.00	2,000.00	512.52	(1,487.48)	25.63	1,853.87
211-49000-431 UNCOLLECTIBLE ACCOUNT EXPENS	.00	.00	.00	.00	.00	392.40
211-49000-433 DUES AND SUBSCRIPTIONS	150.00	150.00	25.00	(125.00)	16.67	150.00
211-49000-440 SCHOOLS AND MEETINGS	200.00	200.00	.00	(200.00)	.00	245.00
211-49000-441 MPCA PERMITS	.00	.00	400.00	400.00	.00	.00
TOTAL MISCELLANEOUS	9,100.00	9,100.00	1,748.52	(7,351.48)	19.21	25,141.13
TOTAL AIRPORT OPERATING	61,200.00	61,200.00	24,390.28	(36,809.72)	39.85	73,219.52

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2016

FUND 211 - AIRPORT OPERATING FUND

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>TRANSFERS OUT</u>							
<i>TRANSFERS</i>							
211-49300-720	TRANSFERS OUT - OPERATING	3,000.00	3,000.00	.00	(3,000.00)	.00	.00
	<i>TOTAL TRANSFERS</i>	3,000.00	3,000.00	.00	(3,000.00)	.00	.00
	TOTAL TRANSFERS OUT	<u>3,000.00</u>	<u>3,000.00</u>	<u>.00</u>	<u>(3,000.00)</u>	<u>.00</u>	<u>.00</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2016

FUND 211 - AIRPORT OPERATING FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	64,200.00	64,200.00	24,390.28			73,219.52
NET REVENUES OVER EXPENDITURE	.00	.00	(63.97)			(1,182.72)

CITY OF CAMBRIDGE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2016

FUNDS 303-397 - DEBT SERVICE

	ADOPTED BUDGET	AMENDED BUDGET	UNUSED/ YTD ACTUAL	% OF UNEARNED
<u>PROPERTY TAX</u>				
31010 CURRENT	558,845.00	558,845.00	.00	558,845.00
	558,845.00	558,845.00	.00	558,845.00
<u>SPECIAL ASSESSMENTS</u>				
36100 PREPAID	.00	.00	23,485.07	(23,485.07)
36101/36102 "PRINCIPAL, INT & PENALTIES"	454,870.00	454,870.00	29.03	454,840.97
	454,870.00	454,870.00	23,514.10	431,355.90
<u>OTHER FINANCING SOURCES</u>				
36210 INTEREST EARNINGS	500.00	500.00	.00	500.00
	500.00	500.00	.00	500.00
<u>TRANSFERS</u>				
39200-39204 GENERAL FUND TRANSFER IN	.00	.00	33,860.00	(33,860.00)
	.00	.00	33,860.00	(33,860.00)
TOTAL REVENUE	1,014,215.00	1,014,215.00	57,374.10	956,840.90

CITY OF CAMBRIDGE
EXPENSES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2016

FUNDS 303-397 - DEBT SERVICE

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET
<u>DEBT SERVICE</u>						
47000601-610	PRINCIPAL	1,582,168.00	1,582,168.00	3,722,465.36	2,140,297.36	
47000611	INTEREST	187,586.00	187,586.00	165,868.10	(21,717.90)	88.42
47000620	OTHER FEES	2,268.00	2,268.00	2,250.00	(18.00)	99.21
		<u>1,772,022.00</u>	<u>1,772,022.00</u>	<u>3,890,583.46</u>	<u>2,118,561.46</u>	<u>219.56</u>
TOTAL EXPENSES		<u>1,772,022.00</u>	<u>1,772,022.00</u>	<u>3,890,583.46</u>	<u>2,118,561.46</u>	<u>219.56</u>
NET REVENUES						
OVER(UNDER) EXPENSES		<u>(757,807.00)</u>	<u>(757,807.00)</u>	<u>(3,833,209.36)</u>		

CITY OF CAMBRIDGE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2016

FUNDS 400-499 - CAPITAL PROJECTS

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET
<u>SPECIAL ASSESSMENTS & TAXES</u>					
36101/36102 "PRINCIPAL, INT & PENALTIES"	11,861.00	11,861.00	.00	11,861.00	.00
	11,861.00	11,861.00	.00	11,861.00	.00
<u>CHARGES FOR SERVICE</u>					
36230 TOWNSHIP FIRE CONTRACTS	35,220.00	34,819.00	34,819.00	.00	100.00
37XXX,34404 AREA CHARGES & PARK DEDICATION FEES	.00	.00	32,509.02	(32,509.02)	.00
	35,220.00	34,819.00	67,328.02	(32,509.02)	193.37
<u>INTERGOVERNMENTAL</u>					
33419-33429 STATE AID	444,000.00	444,000.00	429,223.28	14,776.72	96.67
33160-33169 FEDERAL AID	135,000.00	135,000.00	6,647.02	128,352.98	4.92
	579,000.00	579,000.00	435,870.30	143,129.70	75.28
<u>OTHER FINANCING SOURCES</u>					
36210 INTEREST EARNINGS	1,500.00	1,500.00	.00	1,500.00	.00
36501-36505 PROPERTY SALES	3,500.00	3,500.00	.00	3,500.00	.00
36230 DONATIONS	500.00	19,940.00	28,254.00	(8,314.00)	141.70
32299 UTILITY PERMITS	.00	.00	986.23	(986.23)	.00
31050 BOND PROCEEDS	1,777,000.00	1,777,000.00	1,340,000.00	437,000.00	75.41
	1,782,500.00	1,801,940.00	1,369,240.23	432,699.77	75.99
<u>TRANSFERS</u>					
39200-39204 GENERAL FUND TRANSFER IN	732,678.00	739,139.00	.00	739,139.00	.00
	732,678.00	739,139.00	.00	739,139.00	.00
TOTAL REVENUE	3,141,259.00	3,166,759.00	1,872,438.55	1,294,320.45	59.13

CITY OF CAMBRIDGE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2016

FUNDS 400-499 - CAPITAL PROJECTS

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET
<u>EXPENDITURES</u>						
<u>CAPITAL OUTLAY</u>						
415-45200-560	PARK UPDATES	30,000.00	30,000.00	.00	(30,000.00)	.00
415-41520-591	CITY PARK IMPROVEMENTS	.00	.00	42,856.70	42,856.70	.00
417-42100-550	POLICE CAR EQUIPMENT	49,000.00	49,000.00	10,322.50	(38,677.50)	21.07
417-42100-551	SQUAD CAR CAMERA EQUIPMENT	.00	44,394.00	.00	(44,394.00)	.00
417-42100-580	OTHER POLICE DEPT EQUIPMENT	7,500.00	7,500.00	2,384.86	(5,115.14)	31.80
417-42100-590	EMERGENCY OPER CENTER EXPEND	6,000.00	16,000.00	.00	(16,000.00)	.00
417-42100-570	TECHNOLOGY UPDATES	10,000.00	10,000.00	.00	(10,000.00)	.00
418-43001-550	PW VEHICLE & EQUIPMENT	274,000.00	324,000.00	53,765.00	(270,235.00)	16.59
419-41320-580	ADMIN OTHER EQUIPMENT	2,500.00	2,500.00	.00	(2,500.00)	.00
419-41500-570	FINANCE EQUIPMENT	17,500.00	17,500.00	.00	(17,500.00)	.00
420-42200-540	FIRE EQUIPMENT	9,700.00	19,300.00	.00	(19,300.00)	.00
420-42200-550	VEHICLE	275,000.00	269,000.00	200,000.00	(69,000.00)	74.35
423-48000-530	CI BIKE TRAIL	.00	15,000.00	775.00	(14,225.00)	5.17
443-48000-223	CRACK SEALING	50,000.00	50,000.00	49,990.00	(10.00)	99.98
443-48000-224	SEAL COATING	120,000.00	120,000.00	.00	(120,000.00)	.00
443-48000-225	OVERLAYS	448,750.00	448,750.00	.00	(448,750.00)	.00
444-48000-530	AIRPORT PROJECTS	170,000.00	170,000.00	.00	(170,000.00)	.00
424-48000-303	ENGINEERING 2016 STREET PROJECT	.00	.00	236,460.77	236,460.77	.00
424-48000-304	MISC PROF SERVICES 2016 STREET PROJE	.00	.00	8,861.99	8,861.99	.00
424-48000-351	LEGAL ADVERTISING 2016 STREET PROJE	.00	.00	280.34	280.34	.00
424-48000-530	2016 STREET PROJECT	2,221,000.00	2,221,000.00	793,084.75	(1,427,915.25)	35.71
		<u>3,690,950.00</u>	<u>3,813,944.00</u>	<u>1,398,781.91</u>	<u>(2,415,162.09)</u>	<u>36.68</u>
<u>TRANSFERS OUT</u>						
401-48000-720	TRANSFERS OUT TO WATER FUND	100,000.00	100,000.00	.00	(100,000.00)	.00
418-49300-720	TRANSFERS OUT	15,000.00	15,000.00	.00	(15,000.00)	.00
		<u>115,000.00</u>	<u>115,000.00</u>	<u>.00</u>	<u>(115,000.00)</u>	<u>.00</u>
TOTAL EXPENDITURES		<u><u>3,805,950.00</u></u>	<u><u>3,928,944.00</u></u>	<u><u>1,398,781.91</u></u>	<u><u>(2,530,162.09)</u></u>	<u><u>35.60</u></u>
NET REVENUES						
OVER(UNDER) EXPENDITURES		<u><u>(664,691.00)</u></u>	<u><u>(762,185.00)</u></u>	<u><u>473,656.64</u></u>		

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2016

FUND 601 - WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
REVENUE						
SA & INTEREST EARNINGS	10,000.00	10,000.00	.00	10,000.00	.00	26,298.50
OPERATING REVENUE	1,624,925.00	1,624,925.00	838,607.26	786,317.74	193.76	1,702,106.71
OTHER FINANCING SOURCES	100,000.00	100,000.00	.00	100,000.00	.00	100,000.00
TOTAL FUND REVENUE	1,734,925.00	1,734,925.00	838,607.26	896,317.74	206.88	1,828,405.21
EXPENDITURES						
WATER FUND EXPENDITURES						
EXPENSE 400	1,746,427.30	1,746,427.30	331,765.92	(1,414,661.38)	19.00	1,556,874.80
TOTAL WATER FUND EXPENDITURES	1,746,427.30	1,746,427.30	331,765.92	(1,414,661.38)	19.00	1,556,874.80
TOTAL FUND EXPENDITURES	1,746,427.30	1,746,427.30	331,765.92	(1,414,661.38)	19.00	1,556,874.80
NET REVENUE OVER EXPENDITURES	(11,502.30)	(11,502.30)	506,841.34	(518,343.64)	(2.27)	271,530.41

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2016

FUND 601 - WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>SA & INTEREST EARNINGS</u>						
601-36102 SPEC ASSESSMENTS - INT/PEN	.00	.00	.00	.00	.00	1,477.80
601-36104 SPEC ASSMT INT/PENALTY	.00	.00	.00	.00	.00	470.19
601-36210 INTEREST EARNINGS	10,000.00	10,000.00	.00	10,000.00	.00	24,350.51
TOTAL SA & INTEREST EARNINGS	10,000.00	10,000.00	.00	10,000.00	.00	26,298.50
<u>OPERATING REVENUE</u>						
601-37110 METERED WATER SALES	1,554,925.00	1,554,925.00	793,893.26	761,031.74	51.06	1,608,499.15
601-37120 SALES OF METERS & SUPPLIES	10,000.00	10,000.00	12,790.31	(2,790.31)	127.90	30,541.00
601-37160 PENALTIES ETC.	35,000.00	35,000.00	17,919.81	17,080.19	51.20	36,748.80
601-37165 CERTIFICATION PENALTY	.00	.00	75.00	(75.00)	.00	375.00
601-37170 OTHER REVENUE	25,000.00	25,000.00	13,928.88	11,071.12	55.72	25,942.76
TOTAL OPERATING REVENUE	1,624,925.00	1,624,925.00	838,607.26	786,317.74	51.61	1,702,106.71
<u>OTHER FINANCING SOURCES</u>						
601-39203 TRANSFERS FROM OTHER FUNDS	100,000.00	100,000.00	.00	100,000.00	.00	100,000.00
TOTAL OTHER FINANCING SOURCES	100,000.00	100,000.00	.00	100,000.00	.00	100,000.00
TOTAL FUND REVENUE	1,734,925.00	1,734,925.00	838,607.26			1,828,405.21

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2016

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	255,626.00	255,626.00	105,860.41	(149,765.59)	41.41	223,715.14
601-49400-102 FULL-TIME EMPLOYEES - OVERTIME	15,000.00	15,000.00	3,675.78	(11,324.22)	24.51	5,586.46
601-49400-104 TEMP/SEAS EMPLOYEES - REGULAR	5,574.00	5,574.00	1,405.44	(4,168.56)	25.21	2,991.84
601-49400-110 HOURS WORKED HOLIDAY	.00	.00	708.64	708.64	.00	1,724.42
601-49400-115 CALL-IN PAY	.00	.00	751.53	751.53	.00	3,689.78
601-49400-116 ON-CALL PAY	.00	.00	5,720.41	5,720.41	.00	9,533.13
601-49400-121 PERA (EMPLOYER)	21,277.00	21,277.00	8,753.80	(12,523.20)	41.14	18,125.40
601-49400-122 FICA/MEDICARE (EMPLOYER)	22,129.00	22,129.00	8,787.77	(13,341.23)	39.71	18,334.27
601-49400-131 MEDICAL/DENTAL/LIFE (EMPLOYER)	54,423.00	54,423.00	30,074.77	(24,348.23)	55.26	45,343.79
601-49400-132 LONGEVITY PAY	13,064.00	13,064.00	.00	(13,064.00)	.00	.00
601-49400-133 INSUR DEDUCTIBLE CONTRIBUTION	4,600.00	4,600.00	1,530.61	(3,069.39)	33.27	1,653.28
601-49400-151 WORKERS' COMPENSATION PREMIU	13,713.00	13,713.00	2,778.10	(10,934.90)	20.26	6,261.40
601-49400-154 HRA/FLEX FEES	300.00	300.00	142.75	(157.25)	47.58	245.42
TOTAL PERSONAL SERVICES	405,706.00	405,706.00	170,190.01	(235,515.99)	41.95	337,204.33
<i>SUPPLIES</i>						
601-49400-200 WATER LAB SUPPLIES	4,000.00	4,000.00	2,152.07	(1,847.93)	53.80	2,423.44
601-49400-201 OFFICE SUPPLIES - ACCESSORIES	1,000.00	1,000.00	53.20	(946.80)	5.32	302.61
601-49400-204 STATIONARY, FORMS AND ENVELOP	1,000.00	1,000.00	.00	(1,000.00)	.00	1,057.03
601-49400-210 MISCELLANEOUS OPER SUPPLIES	15,000.00	15,000.00	3,764.46	(11,235.54)	25.10	8,150.53
601-49400-212 GASOLINE/FUEL/LUB/ADDITIVES	10,000.00	10,000.00	2,400.92	(7,599.08)	24.01	4,687.21
601-49400-213 OPER SUPPLIES - PLANT EQUIP	500.00	500.00	87.00	(413.00)	17.40	174.00
601-49400-216 CHEMICALS & CHEMICAL PRODUCTS	40,000.00	40,000.00	19,051.59	(20,948.41)	47.63	46,268.71
601-49400-217 TESTING	500.00	500.00	.00	(500.00)	.00	.00
601-49400-221 REPAIR & MAINT SUPP - VEH/EQ	5,000.00	5,000.00	1,555.04	(3,444.96)	31.10	2,272.17
601-49400-227 UTILITY SYSTEM MAINTENANCE SUP	500.00	500.00	.00	(500.00)	.00	.00
601-49400-240 SMALL TOOLS AND MINOR EQUIP	6,000.00	6,000.00	3,753.10	(2,246.90)	62.55	2,467.98
601-49400-270 METERS AND REPAIRS	20,000.00	20,000.00	29,413.25	9,413.25	147.07	40,052.20
TOTAL SUPPLIES	103,500.00	103,500.00	62,230.63	(41,269.37)	60.13	107,855.88

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2016

FUND 601 - WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>OTHER SERVICES & CHARGES</i>						
601-49400-304 MISC PROFESSIONAL SERVICES	5,000.00	5,000.00	922.50	(4,077.50)	18.45	2,464.78
601-49400-306 GIS PROJECT CONTRACT EXP	8,000.00	8,000.00	.00	(8,000.00)	.00	334.50
601-49400-310 GOPHER STATE ONE CALL	1,000.00	1,000.00	591.34	(408.66)	59.13	1,024.43
601-49400-321 TELEPHONE/CELLULAR PHONES	6,000.00	6,000.00	2,713.95	(3,286.05)	45.23	6,777.99
601-49400-322 POSTAGE	6,500.00	6,500.00	2,107.50	(4,392.50)	32.42	6,225.00
601-49400-331 TRAVEL/MEALS/LODGING	1,000.00	1,000.00	519.72	(480.28)	51.97	995.86
601-49400-334 MILEAGE REIMBURSEMENT	200.00	200.00	59.40	(140.60)	29.70	166.75
601-49400-340 ADVERTISING	500.00	500.00	564.30	64.30	112.86	761.68
601-49400-351 LEGAL NOTICES/ORD PUBLISHING	500.00	500.00	173.85	(326.15)	34.77	111.84
601-49400-360 INSURANCE AND BONDS	22,000.00	22,000.00	.00	(22,000.00)	.00	17,996.73
601-49400-381 ELECTRIC UTILITIES	95,000.00	95,000.00	34,018.47	(60,981.53)	35.81	84,305.23
601-49400-382 WATER/WASTEWATER UTILITIES	1,200.00	1,200.00	563.52	(636.48)	46.96	1,152.20
601-49400-383 GAS UTILITIES	9,000.00	9,000.00	2,069.45	(6,930.55)	22.99	4,393.43
TOTAL OTHER SERVICES & CHARG	155,900.00	155,900.00	44,304.00	(111,596.00)	28.42	126,710.42
<i>MISCELLANEOUS</i>						
601-49400-404 REPAIR & MAINT LABOR - VEH/EQ	3,000.00	3,000.00	.00	(3,000.00)	.00	.00
601-49400-406 REPAIR & MAINT - PLANT	28,000.00	28,000.00	6,306.91	(21,693.09)	22.52	11,630.39
601-49400-407 REPAIRS & MAINTENANCE - HYDR	10,000.00	10,000.00	.00	(10,000.00)	.00	4,420.27
601-49400-408 REPAIR & MAINT - WATER SYSTEM	10,000.00	10,000.00	2,181.60	(7,818.40)	21.82	11,521.86
601-49400-409 MAINT CONTRACTS - OFFICE EQUIP	500.00	500.00	.00	(500.00)	.00	404.36
601-49400-410 WELL PROTECTION PLAN	5,000.00	5,000.00	7,588.27	2,588.27	151.77	.00
601-49400-415 AUTOMATIC METER READ PROJECT	75,000.00	75,000.00	.00	(75,000.00)	.00	.00
601-49400-420 DEPRECIATION	700,000.00	700,000.00	.00	(700,000.00)	.00	714,453.19
601-49400-430 MISCELLANEOUS	500.00	500.00	.00	(500.00)	.00	.00
601-49400-432 CREDIT CARD FEES	12,500.00	12,500.00	10,641.26	(1,858.74)	85.13	19,810.40
601-49400-433 DUES AND SUBSCRIPTIONS	1,000.00	1,000.00	557.10	(442.90)	55.71	876.03
601-49400-440 MEETINGS AND SCHOOLS	2,000.00	2,000.00	557.00	(1,443.00)	27.85	1,441.34
601-49400-441 DNR DEPARTMENT OF HEALTH FEE	5,000.00	5,000.00	2,577.56	(2,422.44)	51.55	2,908.54
601-49400-489 OTHER CONTRACTED SERVICES	6,000.00	6,000.00	190.00	(5,810.00)	3.17	7,784.83
TOTAL MISCELLANEOUS	858,500.00	858,500.00	30,599.70	(827,900.30)	3.56	775,251.21
<i>DEBT SERVICE</i>						
601-49400-615 2001 PFA LOAN INTEREST	33,089.00	33,089.00	.00	(33,089.00)	.00	36,140.31
601-49400-617 BOND DISCOUNT	.00	.00	7,688.40	7,688.40	.00	.00
601-49400-619 INTEREST-WATER TREATMENT 2005	118,100.00	118,100.00	.00	(118,100.00)	.00	136,710.06
601-49400-620 FISCAL AGENT FEES	450.00	450.00	.00	(450.00)	.00	450.00
601-49400-621 BOND ISSUE COSTS	.00	.00	16,753.18	16,753.18	.00	3,789.41
601-49400-627 INTEREST-2007 STREET BONDS	4,090.00	4,090.00	.00	(4,090.00)	.00	4,748.88
601-49400-631 2011 BOND INT EXP	5,994.30	5,994.30	.00	(5,994.30)	.00	6,807.03
601-49400-632 2012 BOND INTEREST EXPENSE	6,864.00	6,864.00	.00	(6,864.00)	.00	(24,337.65)
601-49400-634 INEREST EXP 2014 IMPROV	23,902.00	23,902.00	.00	(23,902.00)	.00	24,709.56
601-49400-635 INTEREST EXP 2015 BONDS	17,832.00	17,832.00	.00	(17,832.00)	.00	8,335.36
TOTAL DEBT SERVICE	210,321.30	210,321.30	24,441.58	(185,879.72)	11.62	197,352.96

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2016

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	12,500.00	12,500.00	.00	(12,500.00)	.00	12,500.00
<i>TOTAL TRANSFERS</i>	12,500.00	12,500.00	.00	(12,500.00)	.00	12,500.00
TOTAL EXPENSE 400	1,746,427.30	1,746,427.30	331,765.92	(1,414,661.38)	19.00	1,556,874.80

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2016

FUND 601 - WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	1,746,427.30	1,746,427.30	331,765.92			1,556,874.80
NET REVENUES OVER EXPENDITURE	(11,502.30)	(11,502.30)	506,841.34			271,530.41

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2016

FUND 602 - WASTEWATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
REVENUE						
SA & INTEREST EARNINGS	30,000.00	30,000.00	106.76	29,893.24	28,100.41	38,226.11
OPERATING REVENUE	2,233,151.00	2,233,151.00	1,177,213.12	1,055,937.88	189.70	2,406,287.72
TOTAL FUND REVENUE	2,263,151.00	2,263,151.00	1,177,319.88	1,085,831.12	192.23	2,444,513.83
EXPENDITURES						
WASTEWATER FUND EXPENDITURES EXPENSE 450	2,695,961.00	2,695,961.00	510,494.98	(2,185,466.02)	18.94	2,047,551.44
TOTAL WASTEWATER FUND EXPENDITURE	2,695,961.00	2,695,961.00	510,494.98	(2,185,466.02)	18.94	2,047,551.44
TOTAL FUND EXPENDITURES	2,695,961.00	2,695,961.00	510,494.98	(2,185,466.02)	18.94	2,047,551.44
NET REVENUE OVER EXPENDITURES	(432,810.00)	(432,810.00)	666,824.90	(1,099,634.90)	(64.91)	396,962.39

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2016

FUND 602 - WASTEWATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>SA & INTEREST EARNINGS</u>						
602-36102 SPEC ASSESSMENTS - INT/PEN	.00	.00	.00	.00	.00	1,477.82
602-36210 INTEREST EARNINGS	30,000.00	30,000.00	106.76	29,893.24	.36	36,748.29
TOTAL SA & INTEREST EARNINGS	30,000.00	30,000.00	106.76	29,893.24	.36	38,226.11
<u>OPERATING REVENUE</u>						
602-37210 SEWER CHARGES - CITY	2,198,151.00	2,198,151.00	1,090,031.34	1,108,119.66	49.59	2,168,620.38
602-37250 SAC CHARGES	.00	.00	67,053.50	(67,053.50)	.00	198,887.50
602-37260 PENALTIES	35,000.00	35,000.00	20,128.28	14,871.72	57.51	38,779.84
TOTAL OPERATING REVENUE	2,233,151.00	2,233,151.00	1,177,213.12	1,055,937.88	52.72	2,406,287.72
TOTAL FUND REVENUE	2,263,151.00	2,263,151.00	1,177,319.88			2,444,513.83

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2016

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	441,068.00	441,068.00	179,014.82	(262,053.18)	40.59	378,625.84
602-49450-102 FULL-TIME EMPLOYEES - OVERTIME	21,000.00	21,000.00	9,071.77	(11,928.23)	43.20	14,730.81
602-49450-104 TEMP/SEAS EMPLOYEES - REGULAR	11,148.00	11,148.00	761.60	(10,386.40)	6.83	11,101.00
602-49450-110 HOURS WORKED HOLIDAY	.00	.00	1,073.05	1,073.05	.00	3,249.89
602-49450-115 CALL-IN PAY	.00	.00	1,600.12	1,600.12	.00	7,397.25
602-49450-116 ON-CALL PAY	.00	.00	9,649.15	9,649.15	.00	20,384.22
602-49450-121 PERA (EMPLOYER)	35,745.00	35,745.00	14,953.56	(20,791.44)	41.83	31,628.55
602-49450-122 FICA/MEDICARE (EMPLOYER)	37,313.00	37,313.00	14,977.10	(22,335.90)	40.14	32,477.65
602-49450-131 MEDICAL/DENTAL/LIFE (EMPLOYER)	97,016.00	97,016.00	53,134.41	(43,881.59)	54.77	84,291.31
602-49450-132 LONGEVITY PAY	14,535.00	14,535.00	.00	(14,535.00)	.00	.00
602-49450-133 INSURANCE DEDUCT CONTRIB	8,200.00	8,200.00	4,222.76	(3,977.24)	51.50	6,867.19
602-49450-151 WORKERS' COMPENSATION PREMIU	25,160.00	25,160.00	11,713.79	(13,446.21)	46.56	26,856.35
602-49450-154 HRA/FLEX FEES	500.00	500.00	269.75	(230.25)	53.95	457.91
TOTAL PERSONAL SERVICES	691,685.00	691,685.00	300,441.88	(391,243.12)	43.44	618,067.97
<i>SUPPLIES</i>						
602-49450-200 LAB SUPPLIES & REPLACEMENT	15,000.00	15,000.00	9,567.40	(5,432.60)	63.78	17,849.03
602-49450-201 OFFICE SUPPLIES - ACCESSORIES	500.00	500.00	658.15	158.15	131.63	523.61
602-49450-204 STATIONARY, FORMS AND ENVELOP	1,500.00	1,500.00	.00	(1,500.00)	.00	1,057.04
602-49450-210 MISCELLANEOUS OPER SUPPLIES	7,000.00	7,000.00	3,673.86	(3,326.14)	52.48	7,364.56
602-49450-212 GASOLINE/FUEL/LUB/ADDITIVES	10,000.00	10,000.00	2,408.24	(7,591.76)	24.08	6,755.53
602-49450-213 OPER SUPPLIES - PLANT EQUIP	1,000.00	1,000.00	87.00	(913.00)	8.70	174.00
602-49450-216 CHEMICALS & CHEMICAL PRODUCTS	118,000.00	118,000.00	22,701.88	(95,298.12)	19.24	75,909.89
602-49450-217 TESTING	11,000.00	11,000.00	2,920.00	(8,080.00)	26.55	10,722.75
602-49450-221 REPAIR & MAINT SUPP - VEH/EQ	5,000.00	5,000.00	6,046.94	1,046.94	120.94	6,357.71
602-49450-240 SMALL TOOLS & MINOR EQUIP	7,000.00	7,000.00	3,662.54	(3,337.46)	52.32	6,615.59
TOTAL SUPPLIES	176,000.00	176,000.00	51,726.01	(124,273.99)	29.39	133,329.71
<i>OTHER SERVICES & CHARGES</i>						
602-49450-304 MISC PROFESSIONAL SERVICES	7,000.00	7,000.00	2,805.25	(4,194.75)	40.08	5,753.94
602-49450-306 GIS PROJECT CONTRACT EXP	8,000.00	8,000.00	.00	(8,000.00)	.00	334.50
602-49450-310 GOPHER STATE ONE CALL	1,000.00	1,000.00	575.99	(424.01)	57.60	1,024.42
602-49450-321 TELEPHONE/CELLULAR PHONES	5,000.00	5,000.00	1,134.96	(3,865.04)	22.70	2,337.62
602-49450-322 POSTAGE	4,000.00	4,000.00	2,139.33	(1,860.67)	53.48	6,240.44
602-49450-331 TRAVEL/MEALS/LODGING	1,000.00	1,000.00	.00	(1,000.00)	.00	708.96
602-49450-334 MILEAGE REIMBURSEMENT	200.00	200.00	.00	(200.00)	.00	.00
602-49450-340 ADVERTISING	150.00	150.00	401.70	251.70	267.80	.00
602-49450-360 INSURANCE AND BONDS	34,000.00	34,000.00	.00	(34,000.00)	.00	32,655.71
602-49450-381 ELECTRIC UTILITIES	120,000.00	120,000.00	40,753.44	(79,246.56)	33.96	107,367.72
602-49450-382 WATER/WASTEWATER UTILITIES	3,000.00	3,000.00	688.59	(2,311.41)	22.95	2,920.34
602-49450-383 GAS UTILITIES	20,000.00	20,000.00	14,099.95	(5,900.05)	70.50	24,378.40
602-49450-385 POWER - LIFT STATIONS	15,000.00	15,000.00	7,805.45	(7,194.55)	52.04	16,565.39
TOTAL OTHER SERVICES & CHARG	218,350.00	218,350.00	70,404.66	(147,945.34)	32.24	200,287.44

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2016

FUND 602 - WASTEWATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>MISCELLANEOUS</i>						
602-49450-402 REPAIR & MAINT - SAN SEWER	5,000.00	5,000.00	279.23	(4,720.77)	5.58	659.78
602-49450-404 REPAIR & MAINT LABOR - VEH/EQ	5,000.00	5,000.00	.00	(5,000.00)	.00	3,322.00
602-49450-406 REPAIR & MAINT - PLANT	30,000.00	30,000.00	8,081.90	(21,918.10)	26.94	33,080.54
602-49450-407 REPAIR & MAINT - LIFT STATIONS	7,000.00	7,000.00	6,335.49	(664.51)	90.51	3,902.04
602-49450-408 REPAIRS & MAINTENANCE - SEWER	.00	.00	1,341.81	1,341.81	.00	.00
602-49450-409 MAINT CONTRACTS - OFFICE EQUIP	1,000.00	1,000.00	.00	(1,000.00)	.00	1,213.09
602-49450-420 DEPRECIATION	1,295,000.00	1,295,000.00	.00	(1,295,000.00)	.00	823,766.38
602-49450-430 MISCELLANEOUS	1,000.00	1,000.00	.00	(1,000.00)	.00	10.00
602-49450-433 DUES AND SUBSCRIPTIONS	2,000.00	2,000.00	449.10	(1,550.90)	22.46	2,398.83
602-49450-440 MEETINGS AND SCHOOLS	2,500.00	2,500.00	1,129.00	(1,371.00)	45.16	1,903.33
602-49450-441 MPCA FEES	10,000.00	10,000.00	7,163.00	(2,837.00)	71.63	8,278.69
602-49450-489 OTHER CONTRACTED SERVICES	75,000.00	75,000.00	50,185.60	(24,814.40)	66.91	50,241.18
TOTAL MISCELLANEOUS	1,433,500.00	1,433,500.00	74,965.13	(1,358,534.87)	5.23	928,775.86
<i>DEBT SERVICE</i>						
602-49450-610 2013 WWTP REHAB INTEREST EXP	108,000.00	108,000.00	.00	(108,000.00)	.00	103,885.79
602-49450-613 INTEREST - WASTE WATER BONDS	3,186.00	3,186.00	.00	(3,186.00)	.00	3,433.20
602-49450-617 BOND DISCOUNT	.00	.00	4,032.58	4,032.58	.00	.00
602-49450-621 BOND ISSUE COSTS	.00	.00	8,924.72	8,924.72	.00	1,705.17
602-49450-623 INTEREST XYLITE BOND 2005	.00	.00	.00	.00	.00	661.63
602-49450-627 INTEREST-2007 STREET BONDS	3,715.00	3,715.00	.00	(3,715.00)	.00	4,312.83
602-49450-632 2012 BOND INTEREST EXP	5,186.00	5,186.00	.00	(5,186.00)	.00	5,562.66
602-49450-634 INTEREST EXP 2014 IMPROV	10,816.00	10,816.00	.00	(10,816.00)	.00	6,278.41
602-49450-635 INTEREST EXP 2015 BOND EXP	8,023.00	8,023.00	.00	(8,023.00)	.00	3,750.77
TOTAL DEBT SERVICE	138,926.00	138,926.00	12,957.30	(125,968.70)	9.33	129,590.46
<i>TRANSFERS</i>						
602-49450-720 TRANSFERS OUT - OPER TRANSFER	37,500.00	37,500.00	.00	(37,500.00)	.00	37,500.00
TOTAL TRANSFERS	37,500.00	37,500.00	.00	(37,500.00)	.00	37,500.00
TOTAL EXPENSE 450	2,695,961.00	2,695,961.00	510,494.98	(2,185,466.02)	18.94	2,047,551.44

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2016

FUND 602 - WASTEWATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	<u>2,695,961.00</u>	<u>2,695,961.00</u>	<u>510,494.98</u>			<u>2,047,551.44</u>
NET REVENUES OVER EXPENDITURE	<u>(432,810.00)</u>	<u>(432,810.00)</u>	<u>666,824.90</u>			<u>396,962.39</u>

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2016

FUND 603 - STORM WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
REVENUE						
SA & INTEREST EARNINGS	.00	.00	.00	.00	.00	79.90
OPERATING REVENUES	326,000.00	326,000.00	168,333.33	157,666.67	193.66	328,218.95
TOTAL FUND REVENUE	326,000.00	326,000.00	168,333.33	157,666.67	193.66	328,298.85
EXPENDITURES						
STORM SEWER FUND EXPENDITURES						
EXPENSE 500	50,650.00	50,650.00	17,658.99	(32,991.01)	34.86	407,715.85
TOTAL STORM SEWER FUND EXPENDITURE	50,650.00	50,650.00	17,658.99	(32,991.01)	34.86	407,715.85
TOTAL FUND EXPENDITURES	50,650.00	50,650.00	17,658.99	(32,991.01)	34.86	407,715.85
NET REVENUE OVER EXPENDITURES	275,350.00	275,350.00	150,674.34	124,675.66	182.75	(79,417.00)

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2016

FUND 603 - STORM WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>SA & INTEREST EARNINGS</u>						
603-36210 INTEREST EARNINGS	.00	.00	.00	.00	.00	79.90
TOTAL SA & INTEREST EARNINGS	.00	.00	.00	.00	.00	79.90
<u>OPERATING REVENUES</u>						
603-37310 STORM WATER CHARGES	320,000.00	320,000.00	164,391.14	155,608.86	51.37	321,444.94
603-37360 PENALTIES	6,000.00	6,000.00	3,942.19	2,057.81	65.70	6,774.01
TOTAL OPERATING REVENUES	326,000.00	326,000.00	168,333.33	157,666.67	51.64	328,218.95
TOTAL FUND REVENUE	326,000.00	326,000.00	168,333.33			328,298.85

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2016

FUND 603 - STORM WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
EXPENSE 500						
<i>SUPPLIES</i>						
603-49500-204 STATIONARY, FORMS & ENVELOPES	500.00	500.00	.00	(500.00)	.00	.00
<i>TOTAL SUPPLIES</i>	500.00	500.00	.00	(500.00)	.00	.00
<i>OTHER SERVICES & CHARGES</i>						
603-49500-304 MISC PROFESSIONAL SERVICES	1,500.00	1,500.00	3,355.00	1,855.00	223.67	620.00
603-49500-352 GEN INFO & PUBLIC NOTICES	250.00	250.00	25.64	(224.36)	10.26	196.56
<i>TOTAL OTHER SERVICES & CHARG</i>	1,750.00	1,750.00	3,380.64	1,630.64	193.18	816.56
<i>MISCELLANEOUS</i>						
603-49500-403 REPAIRS & MAINT - STORM SEWER	8,000.00	8,000.00	534.33	(7,465.67)	6.68	6,627.94
603-49500-420 DEPRECIATION	.00	.00	.00	.00	.00	371,785.64
603-49500-430 MISCELLANEOUS	1,000.00	1,000.00	.00	(1,000.00)	.00	1,215.16
603-49500-440 SCHOOLS AND MEETINGS	500.00	500.00	.00	(500.00)	.00	400.00
<i>TOTAL MISCELLANEOUS</i>	9,500.00	9,500.00	534.33	(8,965.67)	5.62	380,028.74
<i>DEBT SERVICE</i>						
603-49500-611 INTEREST EXP 2004 STORM BONDS	4,164.00	4,164.00	.00	(4,164.00)	.00	4,727.13
603-49500-617 BOND DISCOUNT	.00	.00	4,157.55	4,157.55	.00	.00
603-49500-621 BOND ISSUE COSTS	.00	.00	9,121.58	9,121.58	.00	1,921.96
603-49500-623 INTEREST-XYLITE BOND 2005	.00	.00	.00	.00	.00	976.82
603-49500-627 INTEREST-2007 STREET BONDS	2,989.00	2,989.00	.00	(2,989.00)	.00	3,470.56
603-49500-628 INTEREST EXP 2008 BONDS	1,171.00	1,171.00	.00	(1,171.00)	.00	1,394.37
603-49500-629 2009 STORM BOND INT EXP	2,122.00	2,122.00	464.89	(1,657.11)	21.91	2,324.22
603-49500-634 INTEREST EXP 2014 STORM IMPROV	12,151.00	12,151.00	.00	(12,151.00)	.00	7,827.85
603-49500-635 INTEREST EXP 2015 BONDS	9,043.00	9,043.00	.00	(9,043.00)	.00	4,227.64
603-49500-699 INTEREST EXP-INTER FUND LOAN	7,260.00	7,260.00	.00	(7,260.00)	.00	.00
<i>TOTAL DEBT SERVICE</i>	38,900.00	38,900.00	13,744.02	(25,155.98)	35.33	26,870.55
TOTAL EXPENSE 500	50,650.00	50,650.00	17,658.99	(32,991.01)	34.86	407,715.85

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2016

FUND 603 - STORM WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	50,650.00	50,650.00	17,658.99			407,715.85
NET REVENUES OVER EXPENDITURE	275,350.00	275,350.00	150,674.34			(79,417.00)

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2016

FUND 610 - LIQUOR STORE FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
REVENUE						
INTEREST & LOTTERY SALES	88,884.00	88,884.00	45,825.57	43,058.43	193.96	84,692.16
OPERATING REVENUES	5,019,562.00	5,019,562.00	2,466,998.51	2,552,563.49	203.47	5,118,299.89
TOTAL FUND REVENUE	5,108,446.00	5,108,446.00	2,512,824.08	2,595,621.92	203.30	5,202,992.05
EXPENDITURES						
LIQUOR STORE EXPENDITURES						
LIQUOR STORE	5,108,446.00	5,108,446.00	2,298,124.93	(2,810,321.07)	44.99	5,203,754.69
TOTAL LIQUOR STORE EXPENDITURES	5,108,446.00	5,108,446.00	2,298,124.93	(2,810,321.07)	44.99	5,203,754.69
TOTAL FUND EXPENDITURES	5,108,446.00	5,108,446.00	2,298,124.93	(2,810,321.07)	44.99	5,203,754.69
NET REVENUE OVER EXPENDITURES	.00	.00	214,699.15	(214,699.15)	.00	(762.64)

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2016

FUND 610 - LIQUOR STORE FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTEREST & LOTTERY SALES</u>						
610-36200 MISCELLANEOUS REVENUES	400.00	400.00	196.50	203.50	49.13	2,498.50
610-36210 INTEREST EARNINGS	50.00	50.00	20.13	29.87	40.26	4,607.72
610-36220 LOTTERY SALES	88,434.00	88,434.00	45,608.94	42,825.06	51.57	77,585.94
TOTAL INTEREST & LOTTERY SALES	88,884.00	88,884.00	45,825.57	43,058.43	51.56	84,692.16
<u>OPERATING REVENUES</u>						
610-37811 SALES - LIQUOR	1,648,320.00	1,648,320.00	802,198.91	846,121.09	48.67	1,655,582.89
610-37812 SALES - BEER	2,266,440.00	2,266,440.00	1,136,622.51	1,129,817.49	50.15	2,342,855.36
610-37813 SALES - WINE	832,401.00	832,401.00	396,395.53	436,005.47	47.62	847,651.18
610-37815 SALES - NON-TAXABLE	133,926.00	133,926.00	69,268.65	64,657.35	51.72	144,886.59
610-37816 SALES - TAXABLE	142,167.00	142,167.00	63,211.06	78,955.94	44.46	130,579.97
610-37820 MACHINE COMMISSIONS	100.00	100.00	.00	100.00	.00	.00
610-37830 DISCOUNTS, DEPOSITS & RETURNS	(2,856.00)	(2,856.00)	(263.45)	(2,592.55)	(9.22)	(2,087.47)
610-37840 CASH OVER AND SHORT	(936.00)	(936.00)	(434.70)	(501.30)	(46.44)	(1,168.63)
TOTAL OPERATING REVENUES	5,019,562.00	5,019,562.00	2,466,998.51	2,552,563.49	49.15	5,118,299.89
TOTAL FUND REVENUE	5,108,446.00	5,108,446.00	2,512,824.08			5,202,992.05

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2016

FUND 610 - LIQUOR STORE FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
LIQUOR STORE						
<i>PERSONAL SERVICES</i>						
610-49750-101	FULL-TIME EMPLOYEES - REGULAR	232,973.00	232,973.00	124,738.27 (108,234.73)	53.54	248,148.79
610-49750-102	FULL-TIME EMPLOYEES - OVERTIME	7,000.00	7,000.00	1,886.61 (5,113.39)	26.95	4,928.76
610-49750-103	PART-TIME EMPLOYEES - REGULAR	127,396.00	127,396.00	61,022.27 (66,373.73)	47.90	107,521.40
610-49750-106	PART-TIME EMPLOYEES - OVERTIME	7,581.00	7,581.00	.00 (7,581.00)	.00	.00
610-49750-110	HOURS WORKED HOLIDAY	.00	.00	4,306.43 4,306.43	.00	9,942.06
610-49750-121	PERA (EMPLOYER)	29,272.00	29,272.00	14,396.55 (14,875.45)	49.18	27,529.31
610-49750-122	FICA/MEDICARE (EMPLOYER)	29,858.00	29,858.00	14,302.16 (15,555.84)	47.90	27,551.91
610-49750-131	MEDICAL/DENTAL/LIFE (EMPLOYER)	56,376.00	56,376.00	38,168.04 (18,207.96)	67.70	55,880.88
610-49750-132	LONGEVITY PAY	12,348.00	12,348.00	.00 (12,348.00)	.00	.00
610-49750-133	INSURANCE DEDUCTIBLE CONTRIB	4,800.00	4,800.00	1,427.12 (3,372.88)	29.73	3,815.81
610-49750-151	WORKERS' COMPENSATION PREMIU	13,298.00	13,298.00	5,497.17 (7,800.83)	41.34	12,549.23
610-49750-153	UNEMPLOYMENT COMPENSATION	250.00	250.00	2.76 (247.24)	1.10	2.99
610-49750-154	HRA/FLEX FEES	300.00	300.00	180.70 (119.30)	60.23	294.84
	TOTAL PERSONAL SERVICES	521,452.00	521,452.00	265,928.08 (255,523.92)	51.00	498,165.98
<i>SUPPLIES</i>						
610-49750-201	OFFICE SUPPLIES - ACCESSORIES	3,500.00	3,500.00	600.81 (2,899.19)	17.17	1,728.56
610-49750-210	MISCELLANEOUS OPER SUPPLIES	20,000.00	20,000.00	10,162.71 (9,837.29)	50.81	21,871.33
610-49750-220	MAINTENANCE & REPAIR SUPPLIES	20,000.00	20,000.00	15,162.15 (4,837.85)	75.81	19,112.60
610-49750-251	PURCHASES - LIQUOR	1,218,191.00	1,218,191.00	600,660.74 (617,530.26)	49.31	1,219,684.99
610-49750-252	PURCHASES - BEER	1,744,689.00	1,744,689.00	866,750.45 (877,938.55)	49.68	1,793,704.21
610-49750-253	PURCHASES WINE	588,809.00	588,809.00	281,331.87 (307,477.13)	47.78	592,625.20
610-49750-259	PURCHASES - MISCELLANEOUS	215,342.00	215,342.00	105,601.47 (109,740.53)	49.04	219,025.20
610-49750-260	FREIGHT & DRAY	31,000.00	31,000.00	17,177.89 (13,822.11)	55.41	30,481.67
610-49750-262	BREAKAGE & SHRINKAGE	1,200.00	1,200.00	.00 (1,200.00)	.00	.00
610-49750-263	INVENTORY PRICE ADJ	1,138.00	1,138.00	.00 (1,138.00)	.00	.00
	TOTAL SUPPLIES	3,843,869.00	3,843,869.00	1,897,448.09 (1,946,420.91)	49.36	3,898,233.76
<i>OTHER SERVICES & CHARGES</i>						
610-49750-304	MISC PROFESSIONAL SERVICES	2,500.00	2,500.00	1,417.45 (1,082.55)	56.70	4,873.70
610-49750-321	TELEPHONE/CELLULAR PHONES	3,500.00	3,500.00	1,805.89 (1,694.11)	51.60	3,615.04
610-49750-331	TRAVEL/MEALS/LODGING	500.00	500.00	.00 (500.00)	.00	10.00
610-49750-334	MILEAGE REIMBURSEMENT	300.00	300.00	.00 (300.00)	.00	275.43
610-49750-340	ADVERTISING	38,115.00	38,115.00	18,901.74 (19,213.26)	49.59	36,366.30
610-49750-341	WINE TASTING EVENT COSTS	3,000.00	3,000.00	2,114.96 (885.04)	70.50	3,754.98
610-49750-360	INSURANCE AND BONDS	15,500.00	15,500.00	.00 (15,500.00)	.00	13,830.93
610-49750-381	ELECTRIC UTILITIES	27,000.00	27,000.00	9,537.05 (17,462.95)	35.32	24,488.87
610-49750-382	WATER/WASTEWATER UTILITIES	750.00	750.00	382.42 (367.58)	50.99	727.60
610-49750-383	GAS UTILITIES	2,500.00	2,500.00	701.16 (1,798.84)	28.05	1,375.37
	TOTAL OTHER SERVICES & CHARG	93,665.00	93,665.00	34,860.67 (58,804.33)	37.22	89,418.22

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2016

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	5,659.00	5,659.00	2,881.22	(2,777.78)	50.91	5,963.38
610-49750-413 RENTALS - OFFICE EQUIPMENT	.00	.00	.00	.00	.00	390.00
610-49750-420 DEPRECIATION	50,000.00	50,000.00	.00	(50,000.00)	.00	50,811.87
610-49750-430 FISCAL/BANK/MISCELLANEOUS CHG	102,637.00	102,637.00	52,792.63	(49,844.37)	51.44	101,827.49
610-49750-433 DUES AND SUBSCRIPTIONS	3,234.00	3,234.00	.00	(3,234.00)	.00	3,043.00
610-49750-440 MEETINGS AND SCHOOLS	900.00	900.00	.00	(900.00)	.00	943.71
610-49750-453 TAXES AND LICENSES	500.00	500.00	.00	(500.00)	.00	200.00
610-49750-461 LOTTERY SWEEP	48,960.00	48,960.00	26,968.63	(21,991.37)	55.08	45,033.68
610-49750-475 LOTTERY PAID OUT	34,170.00	34,170.00	16,711.00	(17,459.00)	48.91	26,875.30
610-49750-489 CONTRACT MAINTENANCE	3,400.00	3,400.00	534.61	(2,865.39)	15.72	4,848.30
TOTAL MISCELLANEOUS	249,460.00	249,460.00	99,888.09	(149,571.91)	40.04	239,936.73
<i>TRANSFERS</i>						
610-49750-720 TRANSFERS OUT - OPER TRANSFER	400,000.00	400,000.00	.00	(400,000.00)	.00	400,000.00
610-49750-721 TRANSFER OUT--PARK IMPROV FUN	.00	.00	.00	.00	.00	78,000.00
TOTAL TRANSFERS	400,000.00	400,000.00	.00	(400,000.00)	.00	478,000.00
TOTAL LIQUOR STORE	5,108,446.00	5,108,446.00	2,298,124.93	(2,810,321.07)	44.99	5,203,754.69

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2016

FUND 610 - LIQUOR STORE FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	5,108,446.00	5,108,446.00	2,298,124.93			5,203,754.69
NET REVENUES OVER EXPENDITURE	.00	.00	214,699.15			(762.64)

BACKGROUND

Minnesota Ice LLC is submitting Pay Request #1 for work completed through August 1, 2016, on the 2016 Street Improvements. City staff has reviewed the pay request and is recommending payment in the amount of \$358,322.16.

The Council awarded this contract to Minnesota Ice LLC at its July 18, 2016, meeting and construction has begun with the ordering of the chiller unit.

COUNCIL ACTION

Staff recommends to Council to authorize partial payment request No. 1 Minnesota Ice LLC for \$358,322.16

ATTACHMENTS

Resolution R16-061 Authorizing Partial Payment to Minnesota Ice for the Cambridge Ice Rinks Project.

Resolution R16-61

**RESOLUTION ACCEPTING WORK AND AUTHORIZING
PARTIAL PAYMENT TO MINNESOTA ICE LLC
(CAMBRIDGE ICE RINK PROJECT)**

WHEREAS, pursuant to a written contract signed with the City of Cambridge, Minnesota Ice LLC has satisfactorily completed a portion of the Cambridge Ice Rinks Project in accordance with such contract and;

WHEREAS, City staff has reviewed the work through August 1, and recommends payment in the amount of \$358,322.16(Partial Payment #1);

NOW THEREFORE, BE IT RESOLVED by the City Council of Cambridge, Minnesota, that the work completed to date under said contract is hereby accepted and approved and;

BE IT FURTHER RESOLVED that the City Administrator is hereby directed to authorize payment on such contract in the amount of \$358,322.16.

Adopted by the Cambridge City Council this 1st day of August, 2016.

Marlys A. Palmer, Mayor

ATTEST:

Lynda J. Woulfe, City Administrator

APPLICATION AND CERTIFICATE FOR PAYMENT

TO OWNER:
 City of Cambridge
 300 Third Ave NE
 Cambridge, MN 55008
 FROM CONTRACTOR:
 Minnesota Ice LLC
 13540 Flagstaff Ave
 Apple Valley, MN 55124

PROJECT:
 Cambridge Ice Rinks Project
 18th Ave SW
 Cambridge, MN 55008
 VIA ENGINEER:

APPLICATION #: 1
 PERIOD TO: 08/04/16
 PROJECT NOS: Cambridge
 CONTRACT DATE: 07/22/16

Distribution to:
 Owner
 Const. Mgr
 Architect
 Contractor
 ENGINEER

CONTRACT FOR: City of Cambridge

CONTRACTOR'S APPLICATION FOR PAYMENT

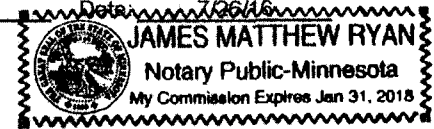
Application is made for payment, as shown below, in connection with the Contract.
 Continuation Sheet is attached.

1. ORIGINAL CONTRACT SUM-----	\$	1,031,953.22
2. Net change by Change Orders-----	\$	
3. CONTRACT SUM TO DATE (Line 1 +/- 2)	\$	1,031,953.22
4. TOTAL COMPLETED & STORED TO DATE-\$ (Column G on Continuation Sheet)		377,181.22
5. RETAINAGE:		
a. 5.0% of Completed Work (Columns D+E on Continuation Sheet)	\$	18,859.06
b. _____ of Stored Material (Column F on Continuation Sheet)	\$	
Total Retainage (Line 5a + 5b or Total in Column 1 of Continuation Sheet-----	\$	18,859.06
6. TOTAL EARNED LESS RETAINAGE----- (Line 4 less Line 5 Total)	\$	358,322.16
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)-----		
8. CURRENT PAYMENT DUE-----	\$	358,322.16
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	673,631.06

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown therein is now due.

CONTRACTOR:

By: Minnesota Ice LLC



State of: MINNESOTA
 County of: Dakota

Subscribed and sworn to before
 me this 26th day of July

Notary Public: James Ryan
 My Commission expires: Jan 31st 2018

CERTIFICATE FOR PAYMENT

In accordance with Contract Documents, based on on-site observations and the data comprising application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED _____ \$ _____
 (Attach explanation if amount certified differs from the amount applied for. Initial all figures on this application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner of Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		
TOTALS		
NET CHANGES by Change Order		

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CONTINUATION SHEET

ATTACHMENT TO PAY APPLICATION

APPLICATION NUMBER: 1

PROJECT:

APPLICATION DATE: 08/04/16

Cambridge Ice Rinks Project

PERIOD TO: 4-Aug-16

18th Ave SW

ARCHITECT'S PROJECT NO: Cambridge

Cambridge, MN 55008

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		F Materials Presently Stored (Not In D or E)	G		H Balance To Finish (C - G)	I Retainage
			From Previous Application (D + E)	This Period		Total Completed And Stored To Date (D + E + F)	% (G/C)		
1	Mobilization	\$ 30,000.00		\$ 25,000.00		25,000.00	83%	5,000.00	1,250.00
2	Mains Materials (Sub Floor and Main Floor)	\$ 44,000.00		\$ 44,000.00		44,000.00	100%		2,200.00
3	Mains Insulation Materials	\$ 25,000.00		\$ 25,000.00		25,000.00	100%		1,250.00
4	Mains and Mains Insulation Labor	\$ 21,000.00		\$ -				21,000.00	
5	Full Flow Pumps	\$ 19,000.00		\$ 19,000.00		19,000.00	100%		950.00
6	Supply Headers (Sub Floor & Main Floor)	\$ 35,000.00		\$ 35,000.00		35,000.00	100%		1,750.00
7	Install Headers Labor (Sub Floor & Main Floor)	\$ 16,000.00		\$ -				16,000.00	
8	Level Sub Floor Grade Labor	\$ 8,000.00		\$ -				8,000.00	
9	Supply Floor Insulation	\$ 45,000.00		\$ 45,000.00		45,000.00	100%		2,250.00
10	Install Floor Insulation Labor	\$ 13,000.00		\$ -				13,000.00	
11	Supply Vapor Barrier	\$ 9,000.00		\$ 9,000.00		9,000.00	100%		450.00
12	Install Labor Vapor Barrier	\$ 9,000.00		\$ -				9,000.00	
13	Supply Tubing Chairs	\$ 47,000.00		\$ -				47,000.00	
14	Install Labor Tubing Chairs	\$ 5,000.00		\$ -				5,000.00	
15	Supply Tubing (Sub Floor & Main Floor)	\$ 83,000.00		\$ -				83,000.00	
16	Install Labor Tubing (Sub Floor & Main Floor)	\$ 22,000.00		\$ -				22,000.00	
17	Supply Return Bends	\$ 35,000.00		\$ 35,000.00		35,000.00	100%		1,750.00
18	Install Labor Return Bends	\$ 5,000.00		\$ -				5,000.00	
19	Main Floor Ancillary Materials	\$ 25,300.00		\$ 12,000.00		12,000.00	47%	13,300.00	600.00
20	Supply and Install Concrete Floors	\$ 180,000.00		\$ -				180,000.00	
21	Supply Zero Zone Refrigeration System	\$ 279,472.00		\$ 100,000.00		100,000.00	36%	179,472.00	5,000.00
22	Install Labor Zero Zone Refrigeration System	\$ 25,000.00		\$ -				25,000.00	
23	Supply and Install Ethylene Glycol	\$ 18,000.00		\$ -				18,000.00	
24	Supply and Install the Expansion Joint	\$ 5,000.00		\$ -				5,000.00	
25	Performance and Payment Bond	\$ 28,181.22		\$ 28,181.22		28,181.22	100%		1,409.06
26									
SUBTOTALS PAGE 2		1,031,953.22		377,181.22		377,181.22	37%	654,772.00	18,859.06

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Prepared by: Lynda Woulfe, City Administrator

Background

From time to time, I conduct a periodic review of the City's *Personnel Policies* to ensure continued compliance with state and federal laws and to update areas as directed by the City Council. The following is a list of amendments proposed:

Section 1

Follows the League of Minnesota Cities Model Personnel Policy and ensures an "at will" relationship for all non-union employees. This is simply a language update from previous versions of the City's Personnel Policy which also created the same "at will" relationship.

Section 2

Adds clarifying language to existing definitions. One new definition is direct deposit. The City has used direct deposit for payroll for several years, but we did not include a definition of direct deposit in our personnel policies because it was an administrative directive.

Section 3

Language added is on pre-employment testing. These tests are currently being done, but I felt it was important to have formal language contained in our personnel policies. The language proposed here is a combination of language from the League of Minnesota Cities Model Personnel Policy and language recommended by our City Attorney's office.

Section 8

Language added simply formalizes our electronic timekeeping system process and completes a requirement from Minnesota Statutes to have specific language on an employee being able to disclose their own wages if they choose.

Section 13 (d) & (e)

Provides the desired changes to compensatory time balances for non-union staff.

Section 14

Language changes ensures the City will remain complaint with respect to the federal health care reform act and hours worked by part-time employees.

Section 15

Eliminates the top tier of the vacation schedule for employees hired after August 1, 2002. Sets the maximum earning at 240 hours and states no vacation will be earned above the 240 hour maximum. (Please note the City should give employees until December 1, 2017 to bring their balances down to an appropriate level.)

Section 18 (g)

Language change addresses if the amount is less than \$200 the City can provide a check to the employee instead of going through all the paperwork to set up the health care savings plan with the Minnesota State Retirement System (MSRS). This dollar amount was recommended by MSRS.

Section 28

Language change is to ensure this section matches up with the same complaint channels as the City's sexual harassment complaint reporting system.

Section 40

Language changes simply update terms to current information technology language for remote access.

Recommendation

Adopt revisions as presented.



PERSONNEL POLICIES

Adopted JUNE 6, 2005

Amended on:
August 20, 2007
February 17, 2009
January 3, 2011
December 3, 2012
July 1, 2013
October 5, 2015
February 1, 2016
August 1, 2016

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Sec. 1. Purpose.

It is the purpose of these policies to establish a uniform and equitable system of personnel administration for employees of the City of Cambridge. Their provisions do not establish terms and shall not be construed as contractual provisions. They are not intended to be all-inclusive or to cover every situation that may arise. These policies may be amended at any time at the sole discretion of the City and they will supersede all previous personnel policies. Revisions and amendments shall become effective upon approval by the City Council.

~~The purpose of this Personnel Policy is to establish personnel procedures for the City of Cambridge. All employees of the City shall be covered by the Personnel Policy. However, if the policy conflicts with the terms of any collective bargaining agreement or employment contract of any employee, the terms of such agreement or contract control. The provisions of this policy do not establish terms and shall not be considered as contractual provisions. Unless stated otherwise in specific sections of this policy, the following positions shall not be covered by this policy:~~

- (1) Elected officials.
- (2) Members of boards and commissions.
- (3) Other positions so designated.
 - (a) It is further the policy of the City of Cambridge to ensure that the City's employment process shall not be based on political considerations, but on the qualifications and responsibilities of the position.
 - (b) The Cambridge City Council reserves the right to modify the Personnel Policy as needed.
 - (c) The City Council hereby provides the City Administrator, or designee, with the responsibility and authority to interpret and administer the Personnel Policy, and promulgate appropriate rules, regulations, and implement administrative policies and procedures.

If any specific provisions of the personnel policies conflict with any current union agreement or civil service rules, the union agreement or civil service rules will prevail. Union employees are encouraged to consult their collective bargaining agreement first for information about their employment conditions. Nothing in these policies is intended to modify or supersede any applicable provision of state or federal law.

These policies serve as an information guide to help employees become better informed and to make their experience with the city more rewarding. Departments may have special work rules deemed necessary by the supervisor and approved by the city administrator for the achievement of objectives of that department. Each employee will be given a copy of such work rules by the department upon hiring and such rules will be further explained and enforcement discussed with the employee by the immediate supervisor.

Data Practices Advisory

Employee records are maintained in a location designated by the city administrator. Personnel data is retained in personnel files, finance files, and benefit/medical files. Information is used to administer employee salary and benefit programs, process payroll, complete state and federal reports, document employee performance, etc.

Employees have the right to know what data is retained, where it is kept, and how it is used. All employee data will be received, retained, and disseminated according to the Minnesota Government Data Practices Act.

Sec. 2. Definitions.

When used in this Chapter the following terms shall have the meanings ascribed to them:

Calendar Year: Beginning January 1 and ending December 31.

City: Shall refer to the City of Cambridge as the employer, the City Council and its agents.

Direct Deposit: As permitted by state law, all city employees are required to participate in direct deposit.

Employee: An individual employed in a ~~permanent~~ position that has successfully completed their learning and evaluation period.

Full-time Employee: An individual employed in a ~~permanent~~ position that is regularly scheduled for a 40 hour work week.

Part-time Employee: An individual employed in a ~~permanent~~ position that is scheduled for less than 40 hours per work week and is not a seasonal employee.

Seasonal Employee: An individual employed in a position that is scheduled for work based on the needs of the City related to the time of year regardless of the number of hours scheduled per work week. Seasonal employment is not considered permanent employment.

Exempt Employee: An employee who is "exempt" from the overtime provisions of the Fair Labor Standards Act.

Non-exempt Employee: An employee who is non-exempt from the overtime provisions of the Fair Labor Standards Act.

Immediate Family: Mother, father, husband, wife, son, daughter, brother, sister, son-in law, daughter-in-law, grandchild or grandparent of the employee or employee's spouse.

Initial Date of Employment: An employee's initial date of employment shall be based on the first date of consecutive employment in the employee's current position, except as may be modified by other provisions and actions affecting an employee's anniversary date.

Sec. 3. Employment Practices and Procedures.

- (a) Applications for employment shall be encouraged from all interested parties.
- (b) Selection of a candidate for a vacancy shall be made on the basis of merit and fitness for the position, regardless of race, color, creed, religion, national origin, marital status, disability status, status related to public assistance, political affiliation, sex, age, and sexual orientation.
- (c) Procedures for recruitment, interviewing, and selection of personnel shall be under the direction and authority of the City Administrator in compliance with all applicable statutes, rules, and regulations.

Pre-Employment Medical Exams

A pre-employment medical examination, which may include a psychological evaluation, is necessary to determine fitness to perform the essential functions of any city position. Where a medical examination is required, an offer of employment is contingent upon successful completion of the medical exam. Information obtained from the medical exam will be treated as confidential medical records.

When required, the medical exam will be conducted by a licensed physician designated by the city with the cost of the exam paid by the city. (Psychological/psychiatric exams will be conducted by a licensed psychologist or psychiatrist). The physician will notify the city administrator or designee that a candidate either is or isn't medically able to perform the essential functions of the job, with or without accommodations, and whether the candidate passed a drug test, if applicable. If the candidate requires accommodation to perform one or more of the essential functions of the job, the city administrator or designee will confer with the physician and candidate regarding reasonable and acceptable accommodations. If a candidate is rejected for employment based on the results of the medical exam, he/she will be notified of this determination.

Pre-Employment Financial Background Check Policy

Offers of employment will be conditioned on the successful completion of a credit history check for those positions that regularly engage in handling credit cards, cash transactions, or preparing checks from City funds, or as required under law. While the City will not base its hiring decision entirely on the contents of the credit history report, if the candidate is not offered employment based in part on the information contained in the credit report, the City will comply with all adverse action requirements under federal and state law. This includes:

1. Before taking adverse action
 - a. Provide the applicant with a copy of the report, and
 - b. Provide the applicant with a copy of the document, "A Summary of Your Rights Under the Fair Credit Reporting Act"
2. Upon taking adverse action
 - a. Provide written or electronic notice of the adverse action,

- b. Provide the applicant with a copy of the document, "A Summary of Your Rights Under the Fair Credit Reporting Act"
- c. Provide the applicant with the name, address, and telephone number of the consumer reporting agency that furnished the report,
- d. Include a statement that the consumer reporting agency did not make the decision to take adverse action and is unable to provide information as to why the adverse action was taken,
- e. Provide the applicant with written or electronic notice of their right to obtain a free copy of the report from the consumer reporting agency within 60 days, and
- f. Provide the applicant with written or electronic notice of their right to dispute with a consumer reporting agency the accuracy or completeness of the report.

The City will contract with a third party agency to conduct a pre-employment credit history check. As a candidate for employment you have a right to automatically receive a copy of this report by notifying the City that you would like a copy of the report when executing the Credit History Check Authorization Form.

Background Checks

All finalists for employment with the city will be subject to a background check to confirm information submitted as part of application materials and to assist in determining the candidate's suitability for the position. Except where already defined by state law, the city administrator will determine the level of background check to be conducted based on the position being filled.

- (d) Position vacancies within the City shall be posted internally when applicable, at the discretion of the City.
- (e) Except where the application of this policy would violate state or federal anti-discrimination laws, at no time will any relative work in the same City department or be supervised by a relative. A relative means any two individuals who reside in the same dwelling unit and share a common household or who are related by blood, marriage, or adoption where one of the individuals is the spouse, parent, grandparent, child, brother, or sister of the other. Persons employed prior to the date of adoption of this policy are exempted from this provision. This provision does not apply to members of the Cambridge Fire Department or volunteers of the Cambridge Police Reserves.
- (f) Employment in any position is subject to approval by the City Council. However, at the discretion of the City Administrator or designee, a provisional appointment may be approved until the Council's employment action.
- (g) Section 3 shall apply to all full-time, part-time, and seasonal positions of the City of Cambridge including those represented by a bargaining unit.
- (h) The City will fully comply with all applicable requirements of the Americans with Disabilities Act.
- (i) When required by law or by the City Administrator, merit and fitness for a position shall be ascertained by written, oral, or other examinations designed to evaluate the ability of

the candidate to satisfactorily perform the duties of the position. This includes drug and alcohol testing, when appropriate as determined by the City.

Sec. 4. Learning and Evaluation Period.

- (a) All newly appointed employees or promoted employees shall serve a 12 month learning and evaluation period.
- (b) At any time during the learning and evaluation period, an employee may be discharged at the sole discretion of the City. In the case of promoted employees, the City may, in its discretion, re-appoint an employee to his/her previous position if that position is open.
- (c) After six months of employment, the employee shall receive a 6-month evaluation performed by the Employee's department head. If the department head is satisfied that the Employee is satisfactorily performing all job functions, the department head may recommend to the City Administrator that the employee's learning and evaluation period be ended. The decision of the City Administrator to end the learning and evaluation period or to require the full learning and evaluation period is final.
- (d) The City, in its discretion, may extend the one-year learning and evaluation period for up to an additional six months if the City Administrator, department head, or City Council feel that more time is needed to evaluate the employee to determine if the employee will ultimately succeed in his/her position. Written notice of the extension including the reasons for the extension will be provided to the employee prior to the expiration of the original learning and evaluation period.
- (e) An employee who has completed the learning and evaluation period and who has not received a written notice from the department head or City administrator that his or her services are terminated shall be considered to have successfully completed the learning and evaluation period and gained employment status under this policy.
- (f) An employee in the learning and evaluation period shall not receive a step increase under the City pay plan. Any step increase will be applied after the learning and evaluation period has been successfully completed. Any step increase will not be applied retroactively.

Sec. 5. Resignations.

- (a) An employee wishing to resign from the City in good standing shall provide the City with a notice of resignation at least 14 calendar days in advance of the effective date of the resignation. This provision may be waived at the discretion of the City.
- (b) Failure to comply with the above procedure may be cause for denying future employment by the City and denying severance pay.
- (c) Section 5 shall apply to all full-time, part-time, and seasonal employees of the City of Cambridge.

Sec. 6. Dismissals, Suspensions and Demotions.

- (a) Except as restricted by statute or applicable labor agreement, employees of the City of Cambridge are employed "at will." At the discretion of the City, disciplinary actions may be imposed progressively. The following are deemed appropriate forms of discipline; however, the level and order of discipline shall be at the discretion of the City, based upon the nature of the infraction:
 - (1) Oral reprimand;
 - (2) Written reprimand;
 - (3) Suspension without pay;
 - (4) Demotion; or
 - (5) Discharge.
- (b) Written reprimands, suspensions, demotions, and terminations shall be issued in writing.
- (c) In accordance with Minnesota Statute, an employee may request a written statement of the reasons for discharge from employment within 15 working days of such discharge.
- (d) Disciplinary actions in accordance with sub-sections 6(a) (1) and 6(a) (2) may be carried out by the appropriate supervisor. Additionally, a supervisor may temporarily relieve an employee of duties for the remainder of a shift or work assignment with pay.
- (e) Disciplinary actions in accordance with sub-sections 6(a) (3), 6(a) (4), and 6(a) (5) may be carried out by the City Administrator or designee.
- (f) The Council shall take final action relative to the discharge of an employee as recommended by the City Administrator.
- (g) Section 6 shall apply to full-time and part-time and seasonal employees of the City of Cambridge.
- (h) Section 6 does not apply to employees represented by a bargaining unit.

Sec. 7. Lay offs.

- (a) The City of Cambridge may lay off employees whenever such action is necessary due to the discontinuance of a position, budget constraints, or any other reason deemed appropriate by the City Council.
- (b) A full-time employee who is laid off from employment shall be provided with immediate notice of such lay off and will be compensated 160 hours of severance pay at their regular rate of pay.
- (c) A laid off full-time employee shall have rights to recall to the same position from which the employee was laid off for up to 180 days following the layoff. At the conclusion of the 180-day recall status, the employee shall be separated from employment with the City. Time spent in layoff status will not count as time in service for purposes of pay, seniority or accrual of benefits. Employees in layoff status are not full-time employees and are not

entitled to any employee benefits. However, an employee in layoff status may continue medical insurance coverage at the employee's expense pursuant to COBRA requirements. Vacation leave and sick leave to which the employee would be entitled if employment were terminated on the date of commencement of layoff will be paid at the time of termination of employment at the end of the 180-day recall period or the effective date of termination of employment by resignation, whichever occurs first.

- (d) Part-time and seasonal employees may be separated from employment due to a lay off without advance notice and shall have no rights of recall.
- (e) For all collective bargaining employees, the union contract supersedes this section of the Personnel Policy.

Sec. 8. Personnel Pay Plan.

- (a) The City's Personnel Pay Plan shall be adopted separately by the City Council. Employees of the city will be compensated according to schedules adopted by the City Council. Unless approved by the Council, employees will not receive any amount from the city in addition to the pay authorized for the positions to which they have been appointed. Expense reimbursement, travel expenses, or a cell phone stipend are not compensation.

Under the Minnesota Wage Disclosure Protection Law, employees have the right to tell any person the amount of their own wages. While the Minnesota Government Data Practices Act (Minn. Stat. §13.43), specifically lists an employee's actual gross salary and salary range as public personnel data, Minnesota law also requires wage disclosure protection rights and remedies to be included in employer personnel handbooks. To that end, and in accordance with Minn. Stat. §181.172, employers may not:

- Require nondisclosure by an employee of his or her wages as a condition of employment.
- Require an employee to sign a waiver or other document which purports to deny an employee the right to disclose the employee's wages.
- Take any adverse employment action against an employee for disclosing the employee's own wages or discussing another employee's wages which have been disclosed voluntarily.
- Retaliate against an employee for asserting rights or remedies under Minn. Stat. §181.172, subd. 3.

The city cannot retaliate against an employee for disclosing his/her own wages. An employee's remedies under the Wage Disclosure Protection Law are to bring a civil action against the city and/or file a complaint with the Minnesota Department of Labor and Industry at (651) 284-5070 or (800) 342-5354.

- (b) Time Clocks. To comply with the provisions of the federal and state Fair Labor Standards Acts, hours worked and any leave time used by employees are to be recorded through the City's electronic time keeping system. Employees are to punch in for work, punch in and out for lunch, and punch out at the end of the work day.

Employees must submit their electronic timecard to their supervisor in accordance with the City's bi-weekly payroll schedule prior to 8:15 am on the day that time reporting is due. Submitting your timecard for supervisory approval acts as the employee's electronic signature verifying that the electronic timecard is true and correct and all hours of work or leave are reported on the electronic timecard. Reporting false information may be cause for immediate termination. Failure to submit your electronic timecard to you supervisor by the deadline will result in the employee's payroll deposit being delayed to the next payroll cycle.

Supervisors are responsible for reviewing the accuracy of electronic timecards submitted and approving them by 10:00 am on the day that time reporting is due.

(c) **Direct Deposit.** As provided for in Minnesota law, all employees are required to participate in direct deposit. Employees are responsible for notifying the city administrator of any change in status, including changes in banking institution, address, phone number, names of beneficiaries, marital status, etc.

(b d) If the employee is a member of a bargaining unit, the union contract controls ~~matters~~ related to wages and benefits pay.

Sec. 9. Transfer.

- (a) In the event an employee or seasonal employee transfers to a different position, either voluntarily or involuntarily, the employee's placement on the appropriate salary schedule shall be at the discretion of the City.
- (b) Any transferred employee shall serve a learning and evaluation period as described in Section 4 in any job classification in which the employee has not previously served a learning and evaluation period.
- (c) Section 9 applies to all employees, including those represented by a bargaining unit.

Sec. 10. Reassignment.

- (a) The City retains the full right and authority to assign and/or reassign job duties consistent with the tasks of the position.
- (b) Section 10 applies to full-time, part-time, and seasonal employees, including those represented by a bargaining unit.

Sec. 11. Temporary Duty Assignment.

The purpose of this section is to establish a policy for temporary duty assignments for employees consistent with the City's responsibility to provide services to its citizens:

- (a) Employees who become temporarily unable to perform the essential duties of their jobs and who have the medical expectation of returning to full duty within a reasonable period of time may be assigned to duties consistent with their restricted status for a limited period of time. The department or City must have a need for a service the employee

can provide within the constraints and limits of the employee's skill, experience, knowledge, and physical ability.

- (b) No assignment may be made to temporary duty status without a written approval statement from the treating physician. The City may require further examination of an employee by a physician designated by the City before temporary duty status begins.
- (c) Any illness or injury that could inhibit full performance of the temporary duties shall be reported to the appropriate supervisor.
- (d) The appropriate supervisor shall determine work assignments and schedules for an employee on temporary duty in accordance with the department's or City's needs. The temporary duty may or may not be full time.
- (e) Temporary work assignments shall not exceed 30 working days. An extension may be granted at the discretion of the City.
- (f) Temporary duty assignments for employees unable to perform the essential functions of their job will be withdrawn at the time it is determined by the City that the employee is unable to return to the employee's former full-time position.
- (g) This section shall not be construed or interpreted to mean any employee has a right to a temporary duty assignment nor that the City is compelled to assign an individual to temporary duty status.
- (h) Section 11 shall apply to all full-time employees, including those represented by a bargaining unit.

Sec. 12. Regular Hours of Work.

- (a) The standard work period for a full-time, non-exempt employee of the City shall be five eight-hour work days (40 hours) Monday through Friday, except as otherwise established by the department head in accordance with custom and the needs of the department head.

City Hall hours are from 8:00 a.m. to 4:30 p.m. City Hall employees are expected to work during City Hall hours. Public Works hours are from 7:30 a.m. to 4:00 p.m. The employee's department head may require the employee to work alternate hours in lieu of the standard hours during a work week to accommodate schedules required of the position, i.e., night meetings or other City functions, in order to avoid the accumulation of overtime or compensatory time.

- (b) Full-time employees are entitled to one paid fifteen minute break for each four hours worked and one unpaid thirty minute lunch break. An employee who works from 8:00 am to 4:30 pm may combine their paid breaks and unpaid lunch for a one-hour lunch break. Breaks are not to be taken at the beginning of the day if an employee arrives late or at the end of the day in order to leave early.

Department heads have the discretion to set their personal work schedule but a majority of their work hours must fall between 9:00 am and 3:00 pm.

- (c) The City's work period for the purpose of determining overtime shall generally be calculated from Saturday through the following Friday except for non-union, police command positions. For non-union, police command positions, the work period will be defined as a 14-day period. The City may unilaterally modify the work period for any or all positions or classes of positions.
- (d) Requests to accommodate modest City and personal schedules may be approved in advance at the discretion of the department head.
- (e) Section 12 shall apply to full-time, part-time, and seasonal employees, unless otherwise noted.
- (f) Section 12 applies to all employees, including those represented by a bargaining unit.

Sec. 13. Overtime and Compensatory Time.

- (a) In emergencies and during peak workloads, a City employee may be required to work overtime at the discretion of the department head or City Administrator.
- (b) Overtime-eligible employees, except for non-union police command positions, will be compensated at the rate of time and one-half for all hours worked over 40 in one workweek. For non-union police command positions, hours worked over 80 hours in a 14 day pay period will be considered overtime. Vacation and paid holidays do not count toward "hours worked". Compensation will take the form of either time and one-half pay or compensatory time. Compensatory time is paid time off at the rate of one and one-half hours off for each hour of overtime worked.
- (c) The employee's supervisor must approve overtime or compensatory hours in writing on an approved form in advance. An employee who works overtime without prior approval may be subject to disciplinary action. Overtime or compensatory time earned will be paid at the rate of time and one-half. Overtime will be paid on the next regular payroll date. The department head and employee may mutually agree in advance that the overtime will be banked as compensatory time in lieu of payment.
- (d) The maximum time allowed to accumulate in an employee's compensatory time bank shall not exceed ~~80~~ 60 hours, unless a lower amount is established by the department head. The maximum hours in the compensatory time bank shall be measured quarterly. Employees may request and use compensatory time off in one hour increments, in the same manner as other leave requests.
- (e) Exempt employees under the FLSA are expected to work whatever hours are necessary in order to meet the performance expectations of their position. Generally, to meet these expectations and for reasons of public accountancy, an exempt employee shall work a minimum of 40 hours per week. Full-time exempt employees are eligible for compensatory time at straight time for hours worked in excess of 80 hours in a pay

period under the policies set out in paragraph (d) of this section. Vacation and paid holidays do not count toward "hours worked".

Exempt employees forfeit any compensatory time accrued in excess of ~~80~~ 40 hours, measured quarterly. Upon termination from employment, either voluntarily or involuntarily, exempt employees forfeit any accumulated compensatory time without payment.

- (f) Requests for use of compensatory time off for more than eight hours must be submitted to their supervisor a minimum of two weeks in advance.
- (g) Only sub-sections 13(a), (b), (c) and (d) shall apply to part-time and seasonal employees. Section 13, in its entirety, shall apply to appropriate full-time employees as defined.
- (h) For all collective bargaining employees, the union contract supersedes this section of the Personnel Policy.

Sec. 14. Group Insurance.

- (a) The selection of carriers and determination of benefits for employee group insurance plans shall be at the discretion of the City. The City shall determine annually the amount of City contribution toward the cost of such insurance and the cost of insurance payable by the employee. The cost of insurance payable by union employees is that set forth in the Collective Bargaining Agreement.

The city makes a competitive monthly contribution toward group health, dental, and life insurance benefits. Employees are encouraged to look closely at this contribution as part of their overall compensation package with the city.

In accordance with federal health care reform laws and regulations, the city shall offer health insurance benefits to eligible employees and their dependents that work on average or are expected to work 30 or more hours per week or the equivalent of 130 hours or more per month. In order to comply with health care reform law while avoiding penalties, part-time employees will be scheduled with business needs and in a manner that ensures positions retain part-time status as intended.

Sec. 15. Employee Benefits.

- (a) Full-time employees shall be eligible to receive sick leave, vacation, annual leave, insurance benefits, paid holidays, and other benefits as defined under the appropriate provisions of this ordinance. If a full-time employee has their hours reduced to 24 hours per week or more due to budgetary constraints, that employee will remain eligible for benefits on a pro-rated basis.
- (b) Unless specifically stated to the contrary, part-time and seasonal employees shall not be eligible to receive City-provided benefits.

- (c) Longevity Pay. Full-time employees will be entitled to longevity pay using the following formula: $(.0025 \times \text{base wage rate}) \times \text{years of service}$ (maximum years of service for this calculation are 25 years). Longevity for full-time will be calculated from date of hire.
- (d) Employee benefits for employees represented by a collective bargaining agreement shall be as set forth in the collective bargaining agreement.

Sec. 16. Holidays.

- (a) A full-time employee shall be provided the following paid holidays except as otherwise provided in this section. Paid holiday hours equal eight hours for each holiday.

New Year's Day	Veteran's Day
Martin Luther King's Birthday	Thanksgiving Day
President's Day	Day after Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	Two Floating Holidays

- (b) Whenever one of the above listed holidays falls on a Sunday, the following day shall be observed as a holiday, and, whenever one of the above listed holidays falls on a Saturday, the preceding day shall be observed as a holiday.
- (c) Exceptions to section 16(b) for holiday observances in divisions regularly scheduled for operation on Saturday and/or Sunday will be determined at the discretion of the City.
- (d) If a non-exempt employee is scheduled to work on a holiday observed by the City, the employee shall be compensated for the time worked at 1 ½ times the employee's regular base hourly rate of pay for those hours actually worked on such holiday, unless otherwise specified in a collective bargaining agreement.
- (e) Section 16 applies to all employees, including those represented by a collective bargaining agreement.

Sec. 17. Vacation Leave.

- (a) Full-time employees shall be eligible to earn vacation leave in accordance with the following schedule. The City Administrator or designee may authorize modification of an employee's vacation accumulation schedule only with Council approval.

For Full-Time Employees Hired Before 08-01-2002:

Years of Service	Accumulation Per Pay Period
0 through 1 year	2.31 hours each 2 weeks of work (1 ½ weeks annually)
2 through 5 years	3.08 hours each 2 weeks of work (2 weeks annually)
6 through 9 years	4.62 hours each 2 weeks of work (3 weeks annually)
10 through 14 years	6.16 hours each 2 weeks of work (4 weeks annually)
15+ years	7.69 hours each 2 weeks (5 weeks annually)

For Full-Time Employees hired after 08-01-2002:

Years of Service	Accumulation Per Pay Period
0 through 1 year	2.31 hours each 2 weeks of work (1 ½ weeks annually)
2 through 5 years	3.08 hours each 2 weeks of work (2 weeks annually)
6 through 9 years	4.62 hours each 2 weeks of work (3 weeks annually)
10+ years through 14 years	6.16 hours each 2 weeks of work (4 weeks annually)
15+ years	7.69 hours each 2 weeks (5 weeks annually)

- (b) Employees should be encouraged to take vacations on a regular basis; however, employees shall be allowed to accumulate up to a maximum of 240 hours vacation leave ~~determined as of December 31 of each year. Employees shall forfeit any vacation in excess of 240 hours on December 31 unless given prior approval by the City Administrator to carry excess vacation leave into the next year for use within the following 30-day period. Any excess vacation leave not used will be forfeited. Once an employee hits the 240 hour maximum, no additional vacation leave will be earned until the balance falls below 240 hours.~~
- (c) An employee's initial date of employment shall be used to determine the appropriate hours of vacation leave to be accrued.
- (d) Vacation leave may be used as earned with advance prior approval of the employee's supervisor and/or department head. An employee requesting to use accrued vacation leave or compensatory time shall submit an electronic time off request through EKlock. ~~complete a Request for Leave form.~~ However, vacation leave may be denied or approval withdrawn when the granting of such vacation leave would result in insufficient personnel to carry out necessary functions as deemed appropriate by the City.
- (e) An employee who leaves the employment of the City in good standing shall be compensated for vacation leave accrued and unused at the time of the termination. An employee who does not complete ~~6 months~~ of the learning and evaluation period shall not be eligible for compensation in accordance with this clause.
- (f) An employee shall not be permitted to waive vacation leave for the purpose of receiving double pay.
- (g) For those employees represented by a collective bargaining unit, the collective bargaining agreement supersedes Section 17.

Sec. 18. Sick Leave.

- (a) **Rate of accrual:** Full-time employees shall earn sick leave at the rate of 3.69 hours for each 2 weeks (1 day per calendar month) of service. An employee shall be eligible to use sick leave as accrued and accumulated, in accordance with the sick leave policy.
- (b) **Sick Leave Usage:** Sick leave may be used only for personal injury, illness, legal quarantine, or preventive medical care. Sick leave may also be used to care for your child, step child, adult child, spouse, sibling, parent, grandparent, or stepparent as defined by state law. Sick leave useage to care for an adult child, spouse, sibling, parent, grandparent, or stepparent is limited to 160 hours per year. For the purposes of

this policy, "year" is defined as a rolling 12-month period measured backward from the first date an employee uses sick leave for this purpose.

Sick leave is authorized absence from work with pay, granted to qualified full-time and part-time employees. Sick leave is a privilege, not a right. Employees are to use this paid leave only when they are unable to work for medical reasons and under the conditions explained below. Sick leave does not accrue during an unpaid leave of absence.

Sick leave may be used only for days when the employee would otherwise have been at work. It cannot be used for scheduled days off.

Sick leave may be used as follows:

- When an employee is unable to perform work duties due to illness or disability (including pregnancy).
- For medical, dental or other care provider appointments.
- When an employee has been exposed to a contagious disease of such a nature that his/her presence at the work place could endanger the health of others.
- To care for the employee's injured or ill children, including stepchildren or foster children, for such reasonable periods as the employee's attendance with the child may be necessary.
- To take children, or other family members to a medical, dental or other care provider appointment.

After accrued sick leave has been exhausted, vacation leave may be used upon approval of the City Administrator, to the extent the employee is entitled to such leave.

Employees must normally use sick leave prior to using paid vacation, or compensatory time and prior to an unpaid leave of absence during a medical leave, except where Parenting Leave under Minnesota law and the medical leave overlap.

- (c) **Employee Responsibility:** To be eligible for sick leave pay, the employee will:
- Communicate with his/her immediate supervisor, either before or as soon as possible after the scheduled start of the work day, for each and every day absent;
 - Keep his/her immediate supervisor informed of the status of the illness/injury or the condition of the ill family member;
 - Submit a physician's statement upon request.
- (d) **Medical Doctor Certificate:** After an absence, a physician's statement may be required on the employee's first day back to work, indicating the nature of the illness or medical condition and attesting to the employee's ability to return to work and safely perform the essential functions of the job with or without reasonable accommodation.

The employee shall provide a medical doctor's certificate including verification of illness or use of sick leave and/or ability to return to work for any use of sick leave in excess of three days within a two week period. The medical doctor's certificate shall be provided to the employee's department head.

The City has the right to obtain a second medical opinion to determine the validity of an employee's worker's compensation or sick leave claim, or to obtain information related to restrictions or an employee's ability to work. The City will arrange and pay for an appropriate medical evaluation when it is required by the City.

Any work restrictions must be stated clearly on the return-to-work form. Employees who have been asked to provide such a statement may not be allowed to return to work until they comply with this provision. Sick leave may be denied for any employee required to provide a doctor's statement until such a statement is provided.

- (e) **Accumulation:** Sick leave shall accumulate with no maximum limit on the number of days allowed to accrue.
- (f) **False claims:** An inappropriate claim of sick leave may be cause for disciplinary action up to and including discharge. (For example, spending down sick leave balance while not sick prior to termination or retirement). Employees are not allowed to manipulate sick leave or other types of leave in order to accumulate overtime or compensatory time. (For example, calling in sick and then working an overtime shift.)
- (g) **Sick Leave Severance Payment:** Upon termination of employment, an employee with at least 10 years of employment with the City of Cambridge who leaves employment in good standing shall be eligible to receive 50% of a maximum of 800 unused sick leave hours as severance pay upon termination of employment. For all non-union employees, 100% of the employee severance payment must be payable to a health care savings plan through the Minnesota State Retirement System provided the severance payment is more than \$200.00. If the payment is less than \$200, the severance payment will be paid directly to the employee.

Non-union employees are eligible to participate in the Minnesota Post Employment Health Care Savings Plan (HCSP) established under Minnesota Statutes, §352.98 (Minn. Supp. 2001) and as outlined in the Minnesota State Retirement System's Trust and Plan Documents. All funds collected by the employer on the behalf of the employee will be deposited into the employee's post-employment health care savings plan account.

- (h) **Sick Leave Donation:** Extended sick pay may be granted through the voluntary donation and transfer of accrued sick leave from other employees. An employee may donate up to a maximum of 3 days of accumulated sick leave per calendar year per employee. An employee may receive a donation of up to 30 working days sick leave for any one occurrence. Donated sick leave may only be used for the employee's sick leave under this policy, not for the sickness of family members. Sick leave shall be donated and received on an hour for an hour basis. No consideration for differences in wage rates shall be applied to the transfer.

Before the extended sick pay begins, all of the employee's sick leave, vacation, compensatory time, and floating holiday must have been taken, either prior to or during the illness.

- (i) **Use after notice of resignation:** Sick leave will normally not be approved after an employee gives notice that he or she will be terminating employment. Exceptions must be approved by the City Administrator.
- (j) Section 18 applies to all permanent full-time non-union employees.

Sec. 19. Injured on Duty.

- (a) **Reporting of Injuries:** An employee injured on the job shall notify his or her supervisor immediately. The supervisor must submit a "First Report of Injury" to the City Administrator the day the injury occurs or on the first business day following the injury if not during regular City Hall hours. If the injury requires attendance by a medical doctor, the employee is directed to seek immediate medical attention.
- (b) **Injured on Duty:** An employee injured during the performance of job duties and unable to work shall be paid according to the Minnesota Workers Compensation Regulations. An injury that does not result in compensation under the Workers' Compensation law shall not be compensable in accordance with this section. An employee injured on the job in the service of the City and collecting worker's compensation may draw from the employee's accumulated sick or annual leave for the fraction of the day(s) not covered by worker's compensation. In no instance shall the total amount of monies received by an employee exceed the employee's current base rate of pay.
- (c) Section 19 applies to all full-time, part-time, and seasonal employees of the City of Cambridge, including those represented by a collective bargaining unit.

Sec. 20. Cell Phone Policy

Purpose

The purpose of this policy is to identify which employees/positions are required to carry a cellular telephone, required levels coverage and costs associated, and acceptable and unacceptable practices of cellular phone/data usage.

General Provisions

The Department Head and City Administrator will jointly determine which employees are required to carry a cellular telephone for City business based on the criteria listed below. Cellular telephones will be assigned to employees who must remain accessible due to the nature of their duties and/or those who must be available for emergency response or consultation.

Criteria

The determination to issue cellular phones will be determined by the following criteria:

- . Public Demand and Response
- . Emergency Responsibilities
- . Time Spent Out of Office
- . After Hours Staff Demands
- . Efficiency in Position

To ensure proper cellular telephone levels, this policy and criteria will be reviewed whenever there is a change in an employee's position and/or responsibilities.

City Expectations

Employees are expected to keep their cellular telephones turned on during their designated working and on-call hours to assure they can be reached. Incoming and outgoing personal calls during work hours should be limited to emergencies so as not to interfere with City business or the performance of the employee's job.

City owned phone records are considered public data and subject to review. Excessive personal use on City owned phones will be cause for disciplinary action. Employees will be charged associated fees for any overages to minutes due to personal use or other fees associated with usage of texting and data outside of their approved plan.

Use of a cellular telephone must comply with all applicable state and federal laws (e.g. no texting while driving, etc.).

All Minnesota State laws regarding usage of a cellular telephone while driving must be followed. Any violations of this policy and its guidelines will be cause for disciplinary action in accordance with the City's discipline policy.

Data Plans

These systems are not to be used for personal gain or to support or advocate for non-city-related purposes. Personal use is permitted on a limited basis, similar to phone calls. Like personal phone calls, personal use should be infrequent, of limited duration, and not in violation of any City policies, department work rules, or laws.

Certain Internet sites should never be accessed using City equipment or on City time. These include pornographic sites, non-work-related chat rooms, sites containing what would generally be considered objectionable material, or any other site that would violate the sexual harassment policy or other personnel policies. In addition, no sites should be accessed for non-city-related use during working hours.

While the City recognizes that the Internet contains a wealth of information that can and is being put to good use in the City, we are aware that it is very easy to lose hours of work time checking into web sites and researching information. Internet access, even for legitimate research purposes should be limited to that which is reasonable and necessary.

Any misuse of the data plan will be cause for disciplinary action in accordance with the City's discipline policy.

Expectations for Data Plan Usage

1. Follow established network etiquette. Many sites have posted rules, which users must follow and all sites expect professional communication etiquette by all users. It is the user's responsibility to follow these rules of etiquette.
2. Safeguard confidential and non-public information. The Data Practices Act applies to data collected, used, and stored on a City provided cell phone.

3. Use for work-related research and communication purposes, not for sending and receiving jokes.
4. Do not send, access, or display text or graphics that would be a violation of the Personnel Policies.
5. Obey the law and regulations in their application to copyright, licensed software and data.
6. Access only non-commercial sites on the Internet. ("non-commercial" = sites free of charge)
7. Downloading of software off the internet or installation of personal software is strictly prohibited without review and approval from the City Administrator and IT staff.
8. Use of the Internet to solicit charitable donations is prohibited.

Cellular Telephone Assignment and Replacement

Selection of the model of cellular telephone assigned will be at the discretion of the administrative staff. All telephones assigned will meet the minimum of the approved plan. Any special requests to purchase upgraded models must be approved by the City Administrator prior to purchase.

For City issued cellular phones, the City will pay the initial cost of the cellular telephone and approved accessories for all City owed telephones. Cellular telephones will be replaced at the discretion of the administrative staff and in coordination with plan stipulations. Generally, telephones will be replaced when they no longer work properly.

The City reserves the right to charge an employee the full replacement cost of a telephone and/or accessories if lost or damaged due to misuse.

Upon termination employees must return their cellular telephone and all accessories to their supervisor. The City reserves the right to deduct the replacement cost for any lost or unreturned equipment.

Monthly Stipend Option

Any Department Head or First Line Supervisor required by the City to carry a cellular telephone for work purposes will have the option to receive a monthly cellular telephone stipend of \$45 in lieu of a City cellular telephone. The monthly allowance is intended to cover the cellular telephone expenses related to the employee's work duties.

Employees who choose the stipend option acknowledge that personal use during work hours should be limited. Employees who choose the stipend option are responsible for payment of monthly invoices to the provider and any overage charges and late fees associated with their account.

Initial purchase of the cell phone, accessory equipment, and activation fees will be the responsibility of the employee. The employee will pay all costs exceeding the amount of the cellular telephone allowance.

Employees are responsible for obtaining and maintaining cellular telephone service through a reliable provider who provides service in the local calling area of Cambridge. Department Heads are responsible for reporting their cell phone numbers to the City Administrator.

No allowance will be paid when an employee is in a leave status exceeding 60 days, unless approved by the City Council. Employees are responsible for providing documentation in a manner prescribed by the Finance Department to activate and maintain monthly allowance payments.

Cellular telephone allowances are subject to tax treatment per IRS guidelines.

Acknowledgement

A Policy Acknowledgment and Election Form will be required prior to receiving a City cell phone or a stipend.

Sec. 21. Funeral Leave.

- (a) Employees with a death in their immediate family may take up to 3 days (Paid) funeral leave. Funeral leave taken shall be deducted from the employee's sick leave. If the employee does not have an adequate accumulation of sick leave, the leave may be taken without pay.
- (b) Section 21 applies to all employees, including those represented by a collective bargaining unit and seasonal employees.

Sec. 22. Military Leave.

- (a) The City shall comply with the minimum requirements imposed by the laws of the State of Minnesota, Section 192.261 and any future amendments thereto, and the laws of the United States. Military leaves shall not count against an employee's vacation time.

Sec. 23. Jury Duty Leave.

- (a) The City shall provide employees with paid leave for jury duty. Employees shall be granted an amount of compensation equal to the difference between the employee's regular base pay and per diem compensation received for jury duty. This shall not include reimbursement for expenses incurred as a result of the jury duty.
- (b) The City shall provide seasonal employees approved leave without pay for jury duty in compliance with Minnesota Statutes.
- (c) Time spent on jury duty shall not be counted as time worked for purposes of computing overtime or compensatory time.

- (d) Employees are required to notify their supervisor as soon as possible after receiving notices of jury duty, and are required to report to their regular duties as soon as is reasonably possible after being released from jury duty.
- (e) Section 23 applies to all employees, including those represented by a collective bargaining unit.

Sec. 24. Discretionary Leave of Absence Without Pay.

- (a) An employee may request, and the City may grant a leave of absence without pay. The reason for granting or denying a request for a leave of absence without pay shall be at the sole discretion of the City.
- (b) A non-paid leave of absence shall not exceed 6 months. Upon return to work, the employee shall be returned to a similar position held by the employee at the time of the leave. If an employee does not return to active employment at the conclusion of the leave period, the City shall consider it a voluntary resignation on the part of the employee.
- (c) No annual leave, vacation, or sick leave benefits shall accrue during a leave of absence without pay. However, the employee shall be eligible to continue group insurance at the employee's own expense.
- (d) A leave of absence without pay shall require the advance approval of the City Administrator or designee.
- (e) The City may cancel a leave of absence at any time upon written notice to the employee.
- (f) Section 24 shall apply to all employees, including those represented by a collective bargaining unit.

Sec. 25. Family and Medical Leave.

- (a) Twelve-week Leave. Regular full-time and part-time employees who have been employed by the City for at least 12 months and have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
 - a. Birth of the employee's child;
 - b. Placement of an adopted or foster child with the employee;
 - c. To care for the employee's spouse, son, daughter, or parent with a serious health condition; and/or
 - d. The employee's serious health condition makes the employee unable to perform the essential functions of the employee's job.

- (b) For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee uses any FMLA leave.
- (c) A "serious health condition" is defined by federal law, but typically requires either incapacity and inpatient care or continuing treatment by or under the supervision of a health care provider. Family and medical leave generally is not intended to cover short term conditions for which treatment and recovery are very brief.
- (d) Eligible spouses employed by the City are limited to an aggregate of twelve weeks of leave during any 12-month period for the birth or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the City does not apply to leave taken by one spouse to care for the other spouse who is seriously ill, to care for a child with a serious health condition, or because of the employee's own serious health condition.
- (e) Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the City or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the City may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position and which has equivalent pay and benefits.
- (f) If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 10 days from the date of the request or as soon as practicable under the circumstances.
- (g) If the City has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the City's expense. If the opinions of the first and second health care providers differ, the City may require certification from a third health care provider at the City's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work. The second or third opinions shall be by a healthcare provider, not regularly associated with the City.
- (h) Requests for leave shall be made to the City. Employees must give 30 days' written notice of a leave of absence where practicable. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the City, subject to and in coordination with the health care provider.
- (i) During the period of a leave permitted under this policy (which does not exceed a total of 12 work weeks in the applicable 12 month period), the City will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for

payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage.

- (j) During FMLA leave, employees must use accrued sick leave, vacation leave, and compensatory time prior to taking unpaid leave unless their medical condition is covered by workers' compensation or the absence qualifies under the State's parental leave law.
- (k) Employees returning from a leave permitted under this policy (which does not exceed a total of 12 work weeks in the applicable 12 month period) are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.
- (l) An employee who does not return to work after leave may, in some situations, be required to reimburse the City for the cost of the health plan premiums paid by it.
- (m) The provisions of this policy are intended to comply with applicable law, including the Family and Medical Leave Act of 1993 ("FMLA") and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by that Act and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.
- (n) The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the City regarding family and medical leaves (if any) shall be followed.
- (o) Six-week Leave. An employee who does not qualify for leave under Paragraph A above may qualify for a six-week unpaid parenting leave for birth or adoption of a child. The employee may qualify if he or she has worked for the City for at least 12 consecutive months and has worked an average number of hours per week equal to one-half fulltime equivalent. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs.
- (p) Dissemination of Policy. This policy shall be conspicuously posted in each City work location in areas accessible to employees.
- (q) This policy will be reviewed at least annually for compliance with state and federal law.
- (r) The provisions of this section shall apply to employees represented by a collective bargaining unit, unless the collective bargaining agreement provides greater benefits.

Sec. 26. Parenting Leave.

- (a) The City shall provide an unpaid parental leave for up to 6 months to employees working 20 or more hours per week during the prior 12 months, including those represented by a bargaining unit, who is a biological or adoptive parent in conjunction with the birth or adoption of a child. Such leave shall commence at a time requested by the employee but will not begin later than 1 year after the birth or adoption of a child. Upon return to

work, the employee shall be returned to a similar position held by the employee at the time of the leave.

- (b) If an eligible employee has family and medical leave remaining at the time this leave commences, the two leaves will run simultaneously until the 12 week family and medical leave eligibility is exhausted. In no instance shall the total family and medical and parental leave exceed 6 months.
- (c) Beyond what is provided in accordance with family and medical leave, City provided benefits shall not accrue during an unpaid parental leave. However, the employee shall be eligible to continue group insurance at the employee's own expense.
- (d) If an employee does not return to active employment at the conclusion of the approved parental leave, the City shall consider it a voluntary resignation on the part of the employee.
- (e) All pregnancy-related disabilities shall be treated the same as all other disabilities in accordance with appropriate provisions section of this ordinance.
- (f) A part-time or seasonal employee shall be provided parental leave in compliance with Minnesota Statutes.

Sec. 27. Unapproved Absences.

- (a) An employee must receive prior approval for an absence from work. An employee absent from duty without approval of the employee's department head, or designee, may be subject to disciplinary action up to and including discharge.
- (b) An employee who is absent from work without approval for 2 consecutive work days shall be considered to have voluntarily resigned from employment with the City, unless circumstances beyond the employee's control can be provided to the department head and/or City Administrator
- (c) Section 27 shall apply to full-time, part-time, and seasonal employees, including those represented by a collective bargaining unit.

Sec. 28. Employee Complaint Procedure.

Purpose: All employees have a right to be heard relative to concerns or complaints pertaining to employment.

Procedure: The following steps shall be utilized to facilitate an orderly process for allowing an employee's concerns to be heard:

- (a) **Immediate Supervisor:** The employee shall discuss the concern with their immediate supervisor in an attempt to resolve the concern. If the employee is not satisfied, the employee may file a complaint with the department head or designee.

- (b) **Department head:** In filing a complaint with the department head, or designee, the employee shall forward a written complaint to the department head. Upon receipt of the written complaint, the department head, or designee, shall meet with the employee in a timely manner to hear and consider the complaint. A written response will be given the employee in a timely manner. The department head, or designee, shall take steps to investigate the employee's complaint and take necessary actions, such as:
- (1) Take action appropriate to the authority of the department head, or designee, to resolve the employee complaint, or;
 - (2) Inform the employee there is no basis for City action.
- (c) **Administrative Level:** If the employee is not satisfied, the employee may submit the complaint to the City Administrator, or designee. The City Administrator, or designee, shall review as necessary and issue a written statement of disposition of the complaint in a timely manner. The decision of the City Administrator is final.
- (d) City Administrator: If the complaint involves the City Administrator, the employee shall submit the complaint to the City Attorney. The City Attorney shall review as necessary and report to the City Council their findings.**
- (d e) Section 28 applies to all employees, including seasonal employees, unless the employee is subject to a collective bargaining agreement that provides a different employee complaint procedure.

Sec. 29. Employee Conduct.

- (a) Employees are expected to use available working hours to the best advantage in carrying out work-related duties.
- (b) The conduct of an employee on the job shall not bring negative public opinion upon the City.
- (c) Employees are expected to treat each other in a professional, respectful manner. Hurtful, disparaging, cutting remarks intended to defame, demoralize, disrespect or otherwise demean others will not be tolerated. Instructive comments and suggestions for improvement are encouraged, provided they are given in a positive, constructive way.
- (d) Following are general rules of behavior relative to an employee's political activities.
 - (1) An employee of the City may express personal opinions on political subjects and candidates and take an active part in political management and campaigns as long as it does not interfere with job performance or duties and such activities occur outside of the workplace.
 - (2) An employee of the City may not, directly or indirectly, during working hours or on City property, solicit or receive funds for political purposes.

- (3) An employee of the City may not, at any time, use authority or official influence as a result of their employment to compel any person to do any of the following: apply for membership in any political organization; pay or promise to pay any assessment (other than their own), subscription, or contribution for political purposes; or take part in any political activity.
- (e) Section 29 applies to all full-time, part-time, and seasonal employees, including those represented by a collective bargaining agreement.

Sec. 30. Outside Employment.

The purpose of this section is to establish standards for the reporting of outside employment to protect both the City and employees from engaging in an activity that might be construed to be a conflict of interest between the employee's regular duties with the City and the outside employment.

- (a) Full-time employees are required to provide a written disclosure of outside employment to the City Administrator, or designee, prior to engaging in any other employment, activity, or enterprise for private gain.
- (b) The City Administrator shall monitor and may prohibit the outside employment, activity, or enterprise of employees for private gain. Consideration will be given to the following conditions:
 - (1) The outside activity could interfere with the employee's ability to perform required job duties for the City.
 - (2) If private gain or advantage could be realized from the use of City time, staff, facilities, equipment, supplies, or influence of City employees.
- (c) At the discretion of the City Administrator, approval of outside employment for private gain may be withdrawn if it appears the outside employment is no longer appropriate.
- (d) An employee's failure to disclose participation in non-City employment that is or may be construed to be a conflict of interest may be grounds for disciplinary action up to and including discharge.
- (e) Use of City time, staff, facilities, equipment, supplies, or influence of City employees for private gain or advance is prohibited. Such occurrences may be grounds for disciplinary action up to and including discharge.
- (f) Section 31 shall apply to all full-time employees, including those represented by a bargaining unit.

Sec. 31. Solicitations.

The purpose of this section is to set up standards for employees soliciting donations, contributions, or promoting appropriate fundraising activities.

- (a) Employees may solicit donations, contributions, or promote appropriate fundraising activities by posting the event or item in a neutral location in the City, i.e. lunchroom, whereby an employee may voluntarily make a donation or participate in the activity.
- (b) An employee may not directly solicit donations, contributions, or request participation in a fundraising activity from other employees.
- (c) Certain fundraising activities sponsored by the City may be exempted from this provision.
- (d) The home addresses and home telephone numbers of City employees shall be withheld from all persons, businesses, or organizations.
- (e) Section 31 shall apply to all employees, part-time, and seasonal employees, including those represented by a bargaining unit.

Sec. 32. Tuition Reimbursement Program.

Purpose: The City of Cambridge encourages its employees to improve skills and knowledge through education. To assist employees in obtaining personal job related education and career goals, the City offers the following tuition reimbursement program to eligible employees.

- (a) **Eligibility:** Eligibility for the reimbursement program shall be based on the following criteria:
 - (1) Full-time employees, including those represented by a bargaining unit, upon successful completion of the initial learning and evaluation period with the City, or as individually agreed, shall be eligible to apply for reimbursement of job related educational courses under the City's tuition reimbursement program.
 - (2) This program is voluntary and, as such, all course work shall be completed outside normal working hours.
 - (3) In order to be considered for tuition reimbursement, the course or degree program must be directly related to the employee's current job or to a position to which the employee could be directly promoted within the City.
 - (4) Tuition reimbursement shall be considered only for course work taken at recognized accredited colleges, vocational schools, or approved adult educational programs.
 - (5) Tuition reimbursement forms are available from the City Administrator.
- (b) **Approval:** In order to be eligible for tuition reimbursement, all requests for course work or a degree program must receive prior written approval from the appropriate department head and City Administrator, subject to budgetary considerations.
- (c) **Reimbursement:** An employee shall be eligible for reimbursement in accordance with the following.

- (1) Upon successful completion (C grade or better) of a pre-approved educational course, the City shall reimburse the employee for cost of the course tuition and other associated fees not to exceed the equivalent of the cost of tuition at the University of Minnesota for comparable courses. An employee may only request reimbursement for one educational course per educational semester. At the discretion of the City, the tuition reimbursement maximum may be waived for certain job-related accelerated undergraduate degree programs. The City shall not reimburse the employee for necessary textbooks and materials, meals, or travel expenses. Expenses for which the employee could be compensated through other educational incentive programs, such as the GI Bill, will not be covered. Doctorate and law school programs shall not be eligible for tuition reimbursement under this policy.
 - (2) If the employee leaves employment within three years from the date of completion of the educational course or completion of a degree, the employee shall reimburse the City for the cost of the educational course or the cost to the City in obtaining the degree. The costs may be withdrawn from any accrued severance pay under the employment policy.
- (d) Section 32 shall apply to all full-time employees, including those represented by a bargaining unit.

Sec. 33 Convention Attendance

- (a) Conventions, seminars, workshops, or conferences of a national scope or regional (multi-state) gathering of national groups, may be attended by department heads. In some cases, a division head or department head's assistant (someone frequently designated to act in his or her absence) may attend a conference if the gathering is specifically related to his or her technical area. In all cases, specific approval by the department head and City Administrator is necessary. In all cases, the individual attending national conferences will be on his or her own time for all travel related time.
- (b) In-State or pre-approved bordering state conventions, seminars, workshops, and conferences may be attended by department and division heads or their designated representatives. Attendees may include any employee if the convention directly relates to their area of work. In all cases, specific approval by the department head and City Administrator is necessary.
- (c) Employees should be aware at all times that they are representing the City of Cambridge while attending any conference, meeting seminar, or convention. Employees should conduct themselves as if they were at work. Improper conduct at any City authorized or sponsored event reflects poorly on the City and will be subject to disciplinary action as if it occurred during regular working hours.
- (d) Any costs associated with the conference or travel that exceeds budgeted amounts shall be the responsibility of the employee.
- (e) Section 33 applies to all permanent employees, including those represented by a collective bargaining unit.

Sec. 34 Travel Reimbursement

The City of Cambridge may reimburse employees, including those represented by a bargaining unit, part-time employees, seasonal workers, volunteers, appointed, and elected employees (hereafter referred to as Employees) for actual expenses incurred while acting as a representative of the City. Unless otherwise required by law, the following conditions must be met in order to qualify for reimbursement:

- (a) The expenditure must qualify as a public purpose expenditure as determined by State law and the City of Cambridge for which the City may use public funds.
- (b) Prior supervisory approval from the department head or City Administrator must be received before reimbursement will be made.
- (c) Reimbursement shall be made in accordance with the rules stated in this policy.
- (d) All requests for travel involving an overnight stay must be submitted in writing. A copy of the seminar information should be attached to the request.
- (e) An employee shall use a City vehicle when a City vehicle is available. Mileage allowance reimbursements will be established at the current IRS rates.
- (f) An employee shall be reimbursed for meals when necessary as part of the operations of the City or as part of training or "business lunches." For local meals including beverage, employees shall be reimbursed up to \$7.00 for breakfast, \$9.50 for lunch, or \$12.00 for dinner. When an employee attends out-of-state meetings or training in a "metropolitan area," the employee shall be reimbursed at the IRS reimbursement rates. Reimbursement will not be provided for alcoholic beverages under any circumstance.
- (g) Receipts for miscellaneous travel expenses (i.e. parking fees, cab fares) are necessary for the employee to be reimbursed.

Sec. 35 Mileage Reimbursement.

- (a) The City of Cambridge shall reimburse employee's travel expenses whenever an employee is required to use his own vehicle for official City business.
- (b) Reimbursement shall be made to the employee at the rate established by the Internal Revenue Service each year.
- (c) A City vehicle is always the first preference for travel use. This limits the City's costs in terms of mileage reimbursement. If for some reason, a City vehicle is not available (e.g. checked out by another City employee for a conference or meeting), an employee is able to use their personal vehicle and request mileage reimbursement at the current IRS mileage reimbursement rate.

If this situation occurs, the mileage reimbursement request should be based upon the shortest trip distance. If you leave and return from City Hall/Police Department/Fire Station, Public Works, or Northbound Liquor then you would count mileage from door to

door. If you leave from your home and the distance is shorter from your home to the destination, then you should submit the shorter distance for reimbursement. If you leave from your home and the distance is greater than the door to door distance from a City building to your destination, you should submit the mileage as if you were departing from the City building because that is the shortest distance.

Sec. 36. Inclement Weather.

- (a) Whenever non-exempt employees are unable to report to their assigned work place for the time periods designated by the City due to weather conditions (such as, but not limited to, snow, flooding, ice, etc.), such employees will not be compensated for time not worked.
- (b) Employees desiring to use accumulated compensatory time and/or vacation time for such non-work time may do so.
- (c) Exempt employees are responsible for the performance of any duties not performed due to their temporary inability to report to their work place for assigned duties due to inclement weather.
- (d) Section 36 applies to all full-time, part-time, and seasonal employees, including those represented by a collective bargaining unit.

Sec. 37. Sexual Harassment Prevention Policy.

Sexual harassment and sex discrimination are against the law. It is the policy of the City of Cambridge to abide by the federal and state laws that prohibit sexual harassment, intimidation, or coercion. The supervisory and management personnel of the City are responsible for implementing this policy. The City of Cambridge will investigate all complaints of actual or perceived sexual harassment formal or informal, written, or verbal.

Sexual harassment is a form of sex discrimination that is unlawful under Title VII of the Civil Rights Act of 1964 and Minn. Stat. § 363, the Minnesota Human Rights Act. A charge of discrimination may be filed by a person or group of people who believe they are victims of unlawful sex discrimination.

Sexual harassment demeans people and creates unacceptable stress for the entire organization. The City will not tolerate sexual harassment of its employees by anyone, including supervisors, other employees, elected officials, and members of the public. Sexual harassment is defined as any unwelcome sexual advance, request for sexual favor or other verbal or physical conduct of a sexual nature when:

- (a) submission to such conduct is made, either explicitly or implicitly, a term or condition of employment.
- (b) submission to or rejection of such conduct is used as a factor in any employment decision affecting any individual; or

- (c) such conduct has the purpose or effect of unreasonably interfering with any employee's work performance or creating an intimidating, hostile or offensive working environment.

All employees should be careful to treat their co-workers, subordinates and supervisors with respect at all times.

Definition of Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Following are examples of conduct that may be legally actionable sexual harassment. These examples are not all inclusive:

- (a) Use of demeaning terms that have sexual connotation.
- (b) Objectionable physical proximity or physical contact.
- (c) Unwelcome suggestions regarding, or invitations to, social engagements or events.
- (d) Any indication, express or implied, that an employee's job security, job assignment, conditions of employment, or opportunities for advancement depend or may depend on the granting of sexual favors to any other employee, supervisor, or manager.
- (e) Any action relating to any employee's job status that is, in fact, affected by consideration of the granting or refusal of social or sexual favors.
- (f) The deliberate or careless creation of an atmosphere of sexual harassment or intimidation.
- (g) The deliberate or careless expression of jokes or remarks of a sexual nature to or in the presence of employees who may find such jokes or remarks offensive.
- (h) The deliberate or careless dissemination of materials (such as cartoons, articles, pictures, etc.) that have a sexual content and which are not necessary for work to employees who may find such materials offensive.
- (i) Unwelcome behavior or words directed at an individual because of gender.

Employee Responsibility

All employees shall be careful to treat their co-workers, subordinates, and supervisors with respect at all times.

Reporting

Any employee who feels that (s)he is a victim of sexual harassment or who believes (s)he has witnessed sexual harassment or who knows of activities which constitute sexual harassment is expected to immediately report such actions in accordance with the following procedure:

- 1) Any employee who feels that he or she is being subjected to sexual harassment in any form, shall, if the aggrieved employee feels comfortable in doing so, inform the person engaging in the sexual harassing conduct or communication that such conduct or communication is offensive, against City policy, and must stop. Any employee who has witnessed or believes that (s)he is a victim of sexual harassment or knows of activities that constitute sexual harassment is expected to report the act immediately to their Department Head, City Administrator, or City Attorney.

- 2) If the employee does not feel comfortable informing the person engaging in sexual harassing conduct an employee may contact the employee's supervisor or department head if the employee is comfortable in doing so. The employee may also contact:

City Administrator
City Attorney

- 3) Any employee who becomes aware or is concerned about a perceived incident of sexual harassment must report this activity to a manager, department head, or the City Administrator. If the incident involves the City Administrator, the employee should report the incident to the City Attorney.

- 4) Any supervisor, manager, or department head receiving a report must contact the City Administrator or the City Attorney in cases where the complaint involves the City Administrator.

- 5) Any employee who believes he or she has been subjected to sexual harassment may also contact:
 - i. Isanti County Human Rights Commission
555 18th Ave. SW
Cambridge, MN 55008
763-689-3859

 - ii. Minnesota Department of Human Rights
190 East 5th Street, Suite 700
Saint Paul, MN 55101
Phone: 651-296-5663 or 800-657-3704
TTY: 651-296-1283
Fax: 651-296-9042

 - iii. The Equal Employment Opportunities Commission
500 West Madison Street, Suite 2000
Chicago, Illinois 60661
Phone: 1-800-669-4000
Fax: 312-886-1168
TTY: 1-800-669-6820

Investigation

Any employee or supervisor who has been found to have sexually harassed another employee may be subject to appropriate disciplinary action, up to and including immediate discharge.

If a formal investigation of a complaint is warranted, the City will conduct the investigation in a discreet manner. The City recognizes that every investigation requires a determination based on all the facts in the matter. The City also recognizes the serious impact a false accusation can have.

The City will not tolerate retaliation against an employee who files a complaint alleging sexual harassment. The City will discipline any employee who retaliates against another employee who files a complaint alleging sexual harassment or who testifies, assists, or participates in any manner in any investigation into a complaint alleging sexual harassment. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

Discipline

Sexual harassment of any employee, or volunteer, of the City by another employee, elected official, volunteer, or contractor of the City will not be tolerated. If investigation of a complaint of sexual harassment produces evidence that such harassment has occurred, appropriate disciplinary action will be taken up to and including discharge.

Section 37 shall apply to all full-time, part-time, and seasonal employees, including those represented by a bargaining unit.

Sec. 38 Workplace Use of Physical Force by Employees.

- (a) All employees of the City of Cambridge are prohibited from any use of physical force or physical enforcement unless the employee determines that any of the following conditions exist.
 - (1) Physical force is necessary to protect the health and welfare of the person involved.
 - (2) Physical force is necessary to protect the health and welfare of others.
 - (3) Physical force is necessary to protect the health and welfare of the employee in self-defense.
- (b) Section 38 shall apply to all full-time, part-time, and seasonal employees, including those represented by a bargaining unit. This policy does not apply to the Police Department in the conduct of law enforcement activities. The Police Department's Use of Force policy applies for law enforcement activities.

Sec. 39 Workplace Violence Prevention.

- (a) The City of Cambridge is committed to preventing workplace violence and to maintaining a safe work environment. The City has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

- (b) All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous hazardous devices or substances are prohibited from the facilities of the City without proper authorization.
- (c) Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, sexual orientation, or any characteristic protected by federal, state, or local law.
- (d) All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to an employee's immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, the employee should be as specific and detailed as possible. All suspicious activities should also be reported as soon as possible to a supervisor. An employee should not place himself or herself in peril. If an employee sees or hears a commotion or disturbance near the employee's workstation, the employee should not try to intercede or see what is happening.
- (e) The City may take appropriate action when dealing with customers, former employees, or visitors to the facility who engage in violent behavior. Such action may include notifying the police or other law enforcement personnel and prosecuting violators of this policy to the maximum extent of the law.
- (f) The City will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the City may suspend employees, either with or without pay, pending investigation.
- (g) Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.
- (h) The City encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the City Administrator before the situation escalates into potential violence. The City is eager to assist the resolution of employees' disputes and will not discipline employees for raising such concerns.
- (i) Section 39 applies to all full-time, part-time, and seasonal employees, including those represented by a collective bargaining unit.

Sec. 40. Computer Usage.

The purpose of these policies is to assist the City in protecting its computer system security and assets, to protect the privacy rights of employees, to manage City resources, and to

protect the rights of third parties for appropriate access to City files. These policies address access and use of computer hardware, software, data, and electronic mail messages. It also sets forth the City's policies with regard to disclosure of computer files, created or received, or electronic mail messages sent or received by City employees with the use of the City's computer resources or electronic mail system.

These policies set forth the proper use of computer hardware, software, data, and the electronic mail system provided by the City. The City intends to honor these policies but reserves the right to change them as the City may deem reasonable under the circumstances. All employees that will work with the City's computers are responsible for reading and adhering to these policies.

Storage of Data

All data shall be stored on the network server. Tape drives are provided for back-up purposes - this does not back-up the workstation hard drives [the "C" drive]. The process of re-configuring workstations as the environment changes may at any time result in the loss of data stored on the workstations hard drive.

Management of Files

Because the storage capacity of the networks is limited, all users are responsible for deleting outdated files. Files that are older than three years in employees' personal directories or shared City Hall are considered outdated. Administration will periodically, without warning, delete any files that are outdated.

Portable Files

To facilitate off-site work, employees may copy appropriate files to and from USB storage devices. Appropriate files include word processing documents, electronic spreadsheets and presentation graphic files (examples include files created in Word for Windows, Excel or PowerPoint). No other files may be copied from or to City computers.

Work Product Ownership

All information developed on a City computer system or introduced to a City computer system is the property of the City of Cambridge, regardless of where it was created.

Likewise, all information developed by a Cambridge employee on computers outside of the City, if in conjunction with his or her employment with the City, is the property of the City of Cambridge. Copies of such files must be provided to the City, which has exclusive rights to retain, maintain and modify files.

Virus Protection

Users shall not change their system's configuration or take other steps to defeat virus protection devices or systems. Individual employees are responsible for verifying that disks used or received from outside computers are scanned for viruses prior to their use in City computers. Contact MIS for assistance in having the diskettes checked.

Configuration

Individual workstations are configured to operate in a complex, networked environment. Users may not change their system's setup files. Users who believe their setup files are not configured properly should contact MIS staff for assistance.

Use

The information system at the City of Cambridge shall be used to conduct City business, except as outlined in *Personal Use of City PC's*. Before leaving work, users must log off the network. Users must shut-down their individual workstations every Friday for the weekend and before going on vacation.

Licensed Software

The City of Cambridge complies with all software copyrights and terms of all software licenses. City employees may not duplicate licensed software or related documentation. Any such duplication may subject employees and/or the City to both civil and criminal penalties under the United States Copyright Act. Personal software may be installed *only* at the direction and with the approval of MIS staff. Unapproved software or downloads may compromise the City's computer system, and maybe removed by MIS staff without notice. City-owned software may not be loaded on external systems unless the license agreement allows such use and the MIS Coordinator approves.

SECURITY

Overview

Electronic information is a significant asset of the City of Cambridge. The goal of information system security is to protect information from unauthorized or inappropriate access or modification.

Control of Security

Users, with the exception of the City Administrator, shall not add additional security, such as passwords, to their workstations or files. Users who believe they have security needs that go beyond current information technology standards and tools should contact the MIS Coordinator.

User Access Controls/Network Passwords

Computer users shall identify themselves to the system by signing on with their assigned user name. Users shall never attempt to sign on to the system with any other user name. All users shall maintain passwords as required by MIS. Passwords shall not be shared with anyone for any reason. If a user forgets the password, the MIS Coordinator will facilitate assigning a new password. Network passwords will change every three months. It is the responsibility of the individual to select their password.

Access to Data

The user's ability to view, add, or modify information in network files is based on access rights configured by MIS staff. The MIS Coordinator may change user access rights as necessary to the transaction of City business.

SOFTWARE USE AND THE LAW

In addition to authorized roles regarding software, the legal implications for improper handling of software can be significant:

According to U.S. Copyright Law, illegal reproduction of software can be subject to civil damages of as much as \$100,000 per work copied, and criminal penalties, including fines

and imprisonment. The City of Cambridge does not condone the illegal duplication of software or any other form of criminal activity. Employees who engage in such activity are also subject to discipline using City personnel policies and union contracts.

Employees should contact MIS if you-need more information on software use and the law.

PERSONAL USE OF CITY PC's

The City currently allows personal use of City PCs **only by City employees** during non-work hours when the PCs are not being used for City business. Employees are to provide their own paper and store their personal files only on their personal data storage devices.

City PCs are not to be used to manage any part of a private business for personal gain, political issues, or criminal activity. No personal software is to be used on City PC's. Supervisors who determine that such uses are interfering with City business or are otherwise engaged in use that is inconsistent with a positive public image may prohibit specific personal uses. *Other organizations will not use the City of Cambridge computers.*

PORTABLE COMPUTER USAGE

Portable personal computer(s) can be used for City business, outside of City facilities, after normal working hours provided these procedures are followed:

The building the portable personal computer is located in has first priority.

The City Administrator or MIS Coordinator must approve other employees' usage of the portable personal computer after normal working hours.

Portable computers will be "checked out" on a first come, first served basis. The following are the "librarians" at City Hall:

MIS Coordinator
City Administrator

The employee must read and sign the Employee Portable Computer Agreement. It is the "librarian's" responsibility to ensure this is done.

If a portable computer is stolen while outside of the City facilities, an insurance claim should first be submitted to the individual's insurance company.

If their insurance company pays for the theft, the check should be signed over to the City and given to the Director of Finance. If the insurance company does not pay, the letter of denial should be forwarded to the Director of Finance.

An employee may only use the City's portable personal computer(s) for personal work within City facilities and in conformance with *Personal Use Policy*.

ELECTRONIC MAIL AND OTHER PRIVACY ISSUES

City e-mails exist for work-related use. Any personal e-mails received by an employee could be considered public under the State Data Practices Act. Following are basic guidelines for using electronic mail (E-mail) **or any other form of storing data** as a City employee:

- Tact counts. If there is any doubt whether E-mail is the right medium for a message, use another form of communication.
- If you are a supervisor, never deliver a reprimand via E-mail
- Never gossip or provide personal information about yourself or someone else or emotional responses to business memos.
- The use of insensitive language, or derogatory, offensive, or insulting remarks maybe subject to discipline per City personnel policies and practices and Union contracts.
- The use of harassing language, including sexually harassing language or any remarks that may be misinterpreted as such maybe subject to discipline per City personnel policies and practices and Union contracts.
- E-mail **IS NOT** confidential, is subject to the Minnesota Data Practices Act, and will be periodically reviewed.
- The MIS department may periodically require a user to clean out their in-box and sent items to save server space. Prior to deletion, the records retention schedule should be consulted to see if it must be stored as correspondence in Laserfiche.
- E-mail should be checked at least daily, unless the individual is away from the office.

In other words, use common sense and focus on City business. At this time, not all-individual employees will have individual e-mail accounts.

INTERNET USE

The use of the Internet during work hours should be limited to those subjects that are directly related to an individual's job duties for the City of Cambridge. Employees are advised to exercise discretion when using the Internet for personal business since any use can be monitored by individuals outside the organization, and will be monitored by MIS staff.

The primary function of the computer system is to assist in service delivery to our residents and customers. Allowing employees to spend personal time learning how to use and conduct research on the Internet will ultimately result in improved performance as employees for the City of Cambridge.

To that end, employees may access web sites for personal use after business hours or during non-work time such as lunch. This use is limited to web sites that are considered "business appropriate" and employees are expected to exercise good judgment when accessing sites. Employees may not intentionally access any site that is inappropriate for a public sector employee, or which could cause embarrassment to the organization or the employee. If this occurs, employees are expected to notify their supervisor. Public sector organizations are held to a high standard of scrutiny and ethical behavior. Some examples of inappropriate sites include adult entertainment, sexually explicit material, web sites promoting

violence or terrorism, illegal use of controlled substances (drugs) and intolerance of other people/races/religions, etc.

Large files downloaded from the Internet must be copied to a USB storage device and printed at home.

Department Heads will determine which employees are given access to the Internet.

Except as specifically provided here, employees are not allowed to utilize social media or instant messaging on City computers for personal use purposes.

WEBSITE

The City of Cambridge has a web site on the Internet. The City of Cambridge web site is designed to be a fast, convenient way to communicate to people.

Information Format

Departments will be required to review their information at least quarterly to ensure it is accurate and current. If information changes between the quarterly reviews, it should be updated immediately by submitting the updates to the individual maintaining the City's website.

Meeting Information

All meetings that are open to the public should be included on the web site. It is the responsibility of the department staffing the meeting to get the meeting dates/times on the website. Information may include agendas, letters sent to residents, bulletins placed in newspapers, etc.

Meeting information should, when possible, be put on the City's website a minimum of two full working days prior to the meeting date if it is to appear on the web site. For example, agendas for Wednesday night meetings should be posted by Monday morning. As with anything, the sooner the information is posted the better.

Links to Other Sites

The City of Cambridge's web site is for informational purposes only. It is not intended to be a venue for advertisements or endorsements. Our web site will provide links to other web sites only if the web site is for a governmental or quasi-governmental entity. Quasi-governmental organizations include libraries, license bureaus, etc. The City will not create a link to other businesses or non-profit organizations, with the exception of those businesses included in the Business Directory.

Web Space to Other Organizations

The City of Cambridge will not provide web space to other businesses or organizations. The web site is leased on an annual basis, from an outside vendor. To allow others access to this space would be logistically difficult and opens the City information up to security issues and additional costs.

Business Directory

The City of Cambridge's web site does include a Business Directory. This is provided as a service to current and potential residents and will include only businesses such as electric,

gas, telephone, cable and County services. It is not a means of allowing businesses to advertise their services. Information included in this portion of the site is: business or organization name, address and location, phone number, brief description of services provided and a link to their web site, if applicable. No Company logos, graphics or pictures will be included in the Business Directory.

E-mail

The City's web site allows visitors to send us e-mail. The City's general e-mail address is cambridge@ci.cambridge.mn.us. The City's e-mail will be checked daily for new messages and messages will be distributed to the appropriate City department. All efforts should be made to respond to e-mail requests in a timely manner.

Occasionally, the City will receive e-mail requests that more properly belong to another agency or organization. While City staff will attempt to contact the appropriate party with the request, we are not responsible for conveying non-City-related information to outside organizations. In the event that City staff cannot find the appropriate contact, the requestor should be notified that we are unable to forward their request.

ELECTRONIC AND VOICE MAIL COMMUNICATIONS

Electronic communications can take a variety of forms such as telephone messages, voice mail, facsimile, electronic mail and similar computer-based documents.

Electronic communication is any message or data sent or received electronically. There are two main categories of electronic communication currently being utilized by the City: Electronic mail and voice mail. Electronic mail or e-mail is computer based and involves receiving and delivering some type of computer output (messages, letters, memos, spreadsheets, etc.) via the City network and phone lines. Voice mail is a system whereby sounds, usually voices, are digitally recorded, transmitted, and stored. The City of Cambridge e-mail and voice mail systems are provided to facilitate City business communication among employees and other business associates. To assure the continued benefits that e-mail and voice mail makes possible it is necessary for all employees using these forms of communication to adhere to uniform policies.

Proper Use

The e-mail and voice mail systems are City property and are intended for City business. The systems are not to be used for employee personal gain, illegal activities, or political activities. All data and other electronic messages within these systems are the property of the City of Cambridge. Limited and brief personal use of e-mail and voice mail is acceptable.

Privacy

As a matter of routine, the City will not monitor e-mail or voice mail messages. However, the City, through its managers, supervisors and MIS staff, reserves the right to and may periodically review the contents of employee's e-mail or voice mail files. Also, employees may not intentionally intercept, eavesdrop, record, alter, or receive other persons e-mail without proper authorization.

Sensitive Issues

Avoid language that is insensitive, insulting, offensive, derogatory, harassing, or discriminatory. If you are in doubt whether electronic communication is the proper medium for a message, use another form of communication.

Checking E-mail and Voice Mail

Both e-mail and voice mail should be checked at least daily. If the message requests a response the response should be sent as soon as possible.

Day Long Absence

For absences of one day or longer the "Out of Office Assistant" (OOA) should be used for the e-mail system. The OOA is found under the "Tools" menu when using the "in-box". A temporary voice mail greeting should also be activated for the voice mail system. When leaving a message in the OOA or in the temporary voice mail greeting, please remember to state what day or days you will be gone and leave the name of someone who can be contacted in your absence. Remember to make arrangements with your alternate contact on days when you will be gone.

Deleting Messages

Generally, voice mail messages are temporary communications, which are non-vital and may be discarded routinely. However, depending on the content of the message, it may be considered a more formal record and should be retained pursuant to a departments record retention schedule. E-mails will fall under the City's record retention schedule.

E-mail Address

To facilitate use of the e-mail system, you may give your individual e-mail address to professional associates, vendors, and other business contacts.

Junk Mail (Spam)

Delete junk mail as soon as possible. If you do not desire mail from any sender you may reply with an e-mail that asks to be deleted from any e-mail list.

Graphics

Graphics require a lot of memory. Distribution of graphics should be limited to those who are necessary recipients. Messages with a graphic should be deleted as soon as possible. Animations require large amounts of memory and should be avoided.

Voice Mail Greetings

Voice mail greetings should include information such as "Hello you have reached xxx, I am sorry I missed your call. Please leave me your message after the tone and I will return your call. If you need immediate assistance please press zero and the receptionist can redirect your call."

If you will be out of the office for longer than eight hours your greeting should reflect that you will be out of the office and when you will return. All electronic communications reflect the City of Cambridge and should be business oriented and professional in content. In other words, use common sense and focus on City business.

CALENDAR/SCHEDULER USE

All employees who have Microsoft Outlook program should use the calendar/scheduler program to schedule all appointments and meetings. All meetings, vacations, and appointments should be updated on calendars daily.

Using the "set up meeting" function to schedule meetings with other staff or groups can be productive. Schedule time as busy, not tentative, when you are scheduling your own time as well as using the Meeting Planner.

When scheduling a meeting, be sure the reminder option is turned on. Set the reminder to come on prior to the meeting time. Staff will get a reminder for the meeting and won't be late.

Travel time should be included when scheduling time for you or through the Meeting Planner. When you create the meeting, you can note the meeting time and travel time in the comment section.

The City Events Calendar should also be used to reserve a specific meeting room and equipment.

DIAL-IN REMOTE ACCESS FROM HOME

~~This portion of the MIS Computer Policy may become a part of a telecommuting policy, if the City of Cambridge begins having employees telecommute. Dial-in access will allow employees to access files and e-mail from their homes, using their phone line. If approved by the City Administrator, an employee may be authorized to have remote access to the City's Microsoft Exchange server via a cellular device. If approved by the City Administrator, an employee may be authorized to access the City's main server through their home computer via an internet connection. All remote access connections must be checked by the City's IT consultant to ensure proper setup, to ensure that virus protection is enabled on all devices accessing the City's servers, and to ensure there are no security vulnerabilities.~~

~~If approval is given for remote access, work off City premises must be approved in advance by either the Department Head or City Administrator.~~

Employees Eligible

~~Only exempt employees are eligible to have dial-in access from their home. An employee that wishes to have dial-in access must have supervisor, department head and MIS approval.~~

Dial-in Time

~~The employee's supervisor will determine the time frames when the employee can utilize dial-in access.~~

Data Accessible

~~Dial-in access will be used for accessing an employee's files and e-mail. Staff will not be able to run programs from the network through the dial-in connection. The dial-in connection uses a traditional phone line; it is too slow to allow for programs to run over the line. However, file and e-mail retrieval speeds are at acceptable levels. All files and e-mail use should follow the City's regular policies. Additionally, staff dialing-in should disconnect from the City's network after retrieving or saving their information. This will free the modem up on the City's end for other staff to dial-in as well as free the employee's phone line.~~

System Requirements

~~The employee's home computer must be equipped with a modem and have access to a phone line. The computer's operating system must be sufficiently current. If an employee wants to use the Microsoft Office Suite, they must purchase it and install it on their computer. All files they create and save on the City's system should conform to the current operating system. Due to the speed of changing technology, the City's IT Consultant will determine system requirements for virus protection and other security measures to ensure the safety of the City's servers and information stored on these servers. The system requirements issued by the IT Consultant must be followed in order for access to be granted. If the system requirements are not met, remote access will not be granted and can also be revoked.~~

Employee Responsibilities

The employee is responsible for keeping their computer ~~dial-in access~~ secure against unauthorized use. They are responsible for any activity that is generated on the City of Cambridge's network by their computer. ~~Dial-in~~ Remote access use is always subject to all other computer policies.

Internet Access

~~Internet access from home requires additional approval. This will not be automatically set up.~~

GLOSSARY

Electronic Mail (E-mail): A network application that allows the network users to exchange electronic messages with one another. E-mail can allow users to attach computer files to the message, print a message and send the same message to many users at once.

File Server: A computer that provides network stations with controlled access to shareable resources.

Local: Any device that is physically present at your workstation. The term refers most often to hard disk and floppy disk drives.

Local-Area-Network (LAN): Describes a method of linking, generally by cables, personal computers in a specific work area, such as, a department of office. Networked PCs can share data and resources such as file storage space, software and printers.

Management Information Systems (MIS) Committee: A review and approval committee comprised of City of Cambridge staff.

Microcomputer (Micro): Computers that use miniature chips or microprocessors. Microcomputers are also called personal computers, PCs or workstations.

Multi-user Access: More than one computer user can access an application or database concurrently.

Network Administrator/MIS Coordinator: In this document, the term Network Administrator/MIS Coordinator refers to the Director of Finance.

Personal Computer (PC): See Microcomputer.

Personal Storage Devices: This refers to computer hard disks, floppy disks, tapes, compact disks (CDs), or any other media used to store data used on portable computers or microcomputers.

Remote Computer Services: Computer services that are part of the organization's data processing and can be accessed only through a wide-area-network or modem.

Virus: A segment of replicating computer code that attaches itself to application programs or other executable system components. These code segments copy themselves and spread from program to program and from computer to computer.

Voice Mail: A system whereby sounds, usually voices, are digitally recorded, transmitted, and stored.

Wide-Area-Network (WAN): A long-distance network distributed geographically but connected via telecommunication links.

Workstation: A personal computer that performs local processing and network services.

Sec. 41. Drugs and Alcohol in the Workplace

In accordance with Federal Law, the City of Cambridge has adopted the following policy on drugs in the workplace:

- a) Employees are expected and required to report to work on time and in appropriate mental and physical condition. It is the City's intent and obligation to provide a drug-free, safe and secure work environment.
- b) The unlawful manufacture, distribution, possession, or use of a controlled substance on City property or while conducting City business is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.
- c) The City recognizes drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use their health insurance plans, as appropriate.
- d) Employees must, as a condition of employment, abide by the terms of this policy and must report any conviction under a criminal drug statute for violations occurring on or off work premises while conducting City business. A report of the conviction must be made within five (5) days after the conviction as required by the Drug-Free Workplace Act of 1988.
- e) Employees shall follow the City of Cambridge DRUG AND ALCOHOL TESTING POLICY originally adopted September 16, 1999, and any amendments that may be made from time to time. Violation of the drug and alcohol policy may result in disciplinary action, up to and including termination from employment.

Sec. 42. Communications Policy for Employees

The City of Cambridge strives to provide the public accurate and timely information, communicated in a professional manner, and in accordance with the laws regarding public information and data practices.

This policy provides guidelines for all external communications from the City using various mediums including:

- Printed materials such as newsletters, articles, and brochures.
- Electronic materials such as email, postings to web sites or social media sites.
- Media relations such as requests for interviews, news releases, and media inquiries.

The City also recognizes that employees may sometimes comment on City matters outside of their official role as an employee of the City of Cambridge. Therefore, this policy also provides guidelines for employees when communicating as a private citizen on matters pertaining to City business.

GENERAL GUIDELINES FOR ALL COMMUNICATIONS (OFFICIAL AND PERSONAL)

All City employees have a responsibility to help communicate accurate and timely information to the public in a professional manner. Any employee who identifies a mistake in reporting should bring the error to the City Administrator or other appropriate staff. Regardless of whether the communication is in the employee's official City role or in a personal capacity, employees must comply with all laws related to trademark, copyright, software use etc. Employees must also follow all City policies that may apply. Examples of relevant policies include:

- **Technology and Computer Use Policy.** See Section 40 Computer Usage.
- **Respectful Workplace Policy.** For example, employees cannot publish information that is discriminatory, harassing, threatening, or sexually explicit. This policy should be reviewed and complied with in full.
- **Data Practices Policy.** For example, employees cannot disclose private or confidential information and must route data practices requests to the responsible authority. This policy should be reviewed and complied with in full.
- **Political Activity Policy.** For example, employees cannot use City resources or participate in personal political activity while on City time or while discharging City responsibilities. No employee may act in a manner that suggests that the City either supports a particular candidate or political issue, or endorses the personal political opinions of the employee. This policy should be reviewed and complied with in full.

ADDITIONAL GUIDELINES FOR OFFICIAL CITY COMMUNICATIONS

Handling General Requests:

All staff are responsible for communicating basic and routine information to the public in relation to their specific job duties. Requests for private data or information outside of the scope of an individual's job duties should be routed to the City's responsible authority under the State's Data Practices Act.

Handling Media Requests:

With the exception of routine events and basic information that is readily available to the public, all requests for interviews or information from the media are to be routed to the City Administrator. Media requests include anything intended to be published or viewable to others in some form such as television, radio, newspapers, newsletters, and web sites.

When responding to media requests, employees should follow these steps:

1. If the request is for routine or public information (such as a meeting time or agenda) provide the information.
2. If the request is regarding information about City personnel, potential litigation, controversial issues, an opinion on a City matter, or if you are unsure if it is a "routine" question, forward the request to the City Administrator. If it involves a police matter the request should be referred to the Chief of Police. An appropriate response would be, "I'm sorry, I don't have the full information regarding that issue. Let me take some basic information and submit your request to the appropriate person who will get back to you as soon as he/she can."
 - Ask for the media representative's name, questions, deadline, and contact information (phone number and e-mail).

Communicating on behalf of the City

The Mayor, Acting Mayor, City Administrator, City Attorney, and Department Heads are authorized to communicate on behalf of the City in interviews, publications, news releases, on social media sites, and related communications. If the communication involves an on-camera interview, department heads shall seek the approval of the City Administrator prior to the interview. Other employees may represent the City if approved by one of these individuals to communicate on a specific topic. When speaking on behalf of the City:

- Employees must identify themselves as representing the City. Account names on social media sites must clearly be connected to the City and approved by the City Administrator.
- All information must be respectful, professional and truthful. Corrections must be issued when needed.
- Personal opinions generally don't belong in official City statements. One exception is communication related to promoting a City service. For example, if an employee posted on the City's Facebook page, "My family visited Hill Park this weekend and really enjoyed the new band shelter". Employees who have been approved to use social media sites on behalf of the City should seek assistance from their department head on this topic.

- Employees should be aware that the data transmitted on a City computer is subject to the Data Practices Act.

ADDITIONAL GUIDELINES FOR PERSONAL COMMUNICATIONS

It is important for employees to remember that the personal communications of employees may reflect on the City, especially if employees are commenting on City business. The following guidelines apply to personal communications including various forms such as social media (Facebook, Twitter, blogs, YouTube, etc.), letters to the editor of newspapers, and personal endorsements.

- Remember that what you write is public, and will be so for a long time. It may also be spread to large audiences. Use common sense when using email or social media sites. It is a good idea to refrain from sending or posting information that you would not want your boss or other employees to read, or that you would be embarrassed to see in the newspaper.
- The City of Cambridge expects its employees to be truthful, courteous and respectful towards supervisors, co-workers, citizens, customers and other persons associated with the City. Do not engage in name-calling or personal attacks.
- If you publish something related to City business, identify yourself and use a disclaimer such as, "I am an employee of the City of Cambridge. However, these are my own opinions and do not represent those of the City."
- City resources, working time, or official City positions cannot be used for personal profit or business interests, or to participate in personal political activity. For example, a building inspector could not use the City's logo, email, or working time to promote his/her side business as a plumber.
- Personal social media account names or email names should not be tied to the City (e.g. CambridgeCop)

Sec. 43. Take Home Policy for City Vehicles

Purpose and Scope

The City of Cambridge may assign city-owned vehicles to employees through a take-home vehicle plan. Vehicles will be driven so as to prolong the operational life of the vehicle by avoiding unnecessary wear and tear. Maintenance will be performed to achieve safe operation and maximum utilization of department vehicles.

The purposes of the program is to:

- Provide a faster response for a wide variety of emergencies that may exist within the City
- To enhance the City's ability to have off duty employees respond directly to City emergencies in vehicles equipped to directly deal with the emergency.

Assignment of City Owned Vehicles

Assignment of take home vehicles shall be governed by the City Administrator as approved by the City Council. Take home vehicles may be assigned to the Police Chief, Fire Chief, Assistant Fire Chief, Deputy Fire Chief-Emergency Manager, Public Works-Utilities Director, Assistant Public Works Director, and Assistant Utilities Director.

The City Council may amend this policy at any time and a take home vehicle is not a condition of employment. IRS regulations with respect to taxability of tax home vehicles will be followed.

Security of City Vehicles

Off-street parking must be available at the employee's residence. Vehicles shall be locked when not attended. Keys must not be left in the vehicle.

When an employee is on vacation or out of the area for more than five business days, the vehicle shall be kept at either City Hall or Public Works.

Personal Use of City Vehicles

Employees are not entitled to use their City issued vehicle for personal reasons. However, incidental stops on the way to and from work is acceptable as long as the route does not deviate more than five (5) miles.

Family members are allowed to ride with the employee if they are going to the same destination or to a location within the City limits.

Prepared by: Caroline Moe, Director of Finance

Background

Staff is recommending that the 2016 budget be amended for the following:

We recommend the following change to the 2016 general fund budgeted revenue sources:

Revenue Source Impacted	Amount of increase (decrease)	Rationale
Tax Revenue	\$46,681	Unexpected revenue received with first half tax settlement from sale of forfeited properties and excess TIF increments.
License & Permits	(1,347)	Adjustment to reflect actual activity to date plus allowed for refund of Isanti Co building permit if desired by Council.
Charges for Service	1,547	Minor budget changes.
Fines & Forfeitures	(4,435)	Fine revenue has been lower than prior year—adjust budget to reflect expected actual.
Interest Income & other income	(1,637)	Minor budget changes.
Transfer from other funds	(6,000)	Reduce transfer from EDA fund due to Community Collaboration funding.
Total	\$34,809	

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

Dept Impacted	Amount of increase (decrease)	Rationale
General Government	\$10	Minor line item changes only.
Public Safety	\$2,666	Minor line item changes only.
Public Works	\$0	Minor line item changes only.
Parks & Recreation	\$0	Minor line item changes only.
Transfers out	\$171,000	Transfer funds to ice rink project.
Total	\$173,676	

Council Action

Approve Resolution No. R16-062 2016 General Fund Budget Revision

Resolution No. R16-062

RESOLUTION APPROVING AMENDMENTS TO THE 2016 GENERAL FUND BUDGET

WHEREAS, the Cambridge City Council passed Resolution R15-074 adopting the 2016 General Fund Budget; and

WHEREAS, the Cambridge City Council passed Resolution R16-011 amending the 2016 General Fund Budget; and

WHEREAS, the Cambridge City Council passed Resolution R16-037 amending the 2016 General Fund Budget; and

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

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

GENERAL FUND REVENUES AND TRANSFERS IN:

An amendment of the 2016 budget is sought from \$6,078,003 to \$6,112,812 a total net increase of \$34,809:

	<i>2016 Amended Budget 6/6/16</i>	<i>Proposed 2016 Amended Budget 8/1/16</i>	
Revenues:			
Taxes	\$4,134,993	\$4,181,674	46,681
Licenses and Permits	224,150	222,803	(1,347)
Intergovernmental Revenues	1,009,784	1,009,784	0
Charges for Services	112,316	113,863	1,547
Fines and Forfeitures	41,230	36,795	(4,435)
Other	49,030	47,393	(1,637)
Transfers From Other Funds	<u>506,500</u>	<u>500,500</u>	<u>(6,000)</u>
Total Revenues	<u>\$6,078,003</u>	<u>\$6,078,003</u>	<u>\$34,809</u>

GENERAL FUND EXPENDITURES AND TRANSFERS OUT:

An amendment of the 2016 budget is sought from \$6,246,604 to \$6,420,280 a total net increase of \$173,676:

Operating Expenditures:	2016 Amended Budget 6/6/16	2016 Proposed Amended Budget 8/1/16	Increase (decrease)
General Government	\$1,586,921	\$1,586,931	\$10
Public Safety	2,234,285	2,236,951	2,666
Public Works	1,400,310	1,400,310	0
Parks and Recreation	315,410	315,410	0
Transfers to Other Funds	<u>709,678</u>	<u>880,678</u>	<u>171,000</u>
Total Operating Expenditures	<u>\$6,246,604</u>	<u>\$6,246,604</u>	<u>\$173,676</u>

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

Adopted this 1st Day of August, 2016

Marlys A. Palmer, Mayor

Attest:

Lynda J. Woulfe, City Administrator

CITY OF CAMBRIDGE
General Fund Budget Report - Fund #101
Proposed 2016 Budget Request

	6/6/2016 Amended Budget <u>2016</u>	8/1/16 Proposed Amended Budget <u>2016</u>	7/31/2016 YTD <u>Actual 2016</u>	YTD <u>Actual 2015</u>
REVENUES AND TRANSFERS IN				
REVENUES				
Taxes	4,134,993	4,181,674	2,255,394.92	4,281,835.28
Licenses and Permits -				
Business	72,150	70,925	46,575.66	83,692.56
Non-Business	152,000	151,878	165,509.91	301,639.39
Intergovernmental Revenues	1,009,784	1,009,784	452,151.02	1,043,929.10
Charges for Services				
General Government	516	566	547.50	488.25
Public Safety	111,800	113,297	113,081.50	101,202.91
Other	0	0	0.00	1,687.40
Fines and Forfeitures	41,230	36,795	23,497.79	49,342.43
Other	49,030	47,393	21,346.04	92,836
<i>Total Revenues</i>	<u>5,571,503</u>	<u>5,612,312</u>	<u>3,078,104.34</u>	<u>5,956,653.71</u>
TRANSFERS IN	506,500	500,500	0.00	515,000
<i>TOTAL REVENUES AND TRANSFERS IN</i>	<u>6,078,003</u>	<u>6,112,812</u>	<u>3,078,104.34</u>	<u>6,471,653.71</u>
EXPENDITURES AND TRANSFERS OUT				
EXPENDITURES				
General Government				
Mayor and Council	43,875	43,875	28,685.87 \$	37,984.52
Administration	243,141	238,810	124,905.38 \$	217,685.71
Elections	8,750	8,750	11.40 \$	775.00
Finance	297,818	301,124	177,571.46 \$	277,788.46
Legal	94,000	94,000	39,556.17 \$	93,563.79
Community Development	768,925	769,960	371,871.25 \$	612,153.00
New City Hall Buildings	130,412	130,412	67,061.03 \$	123,842.64
<i>Total General Government</i>	<u>1,586,921</u>	<u>1,586,931</u>	<u>809,662.56 \$</u>	<u>1,363,793.12</u>
Public Safety				
Police Department	1,920,689	1,923,355	1,002,520.51 \$	1,815,219.98
Fire Department	291,296	291,296	146,879.47 \$	324,083.14
Emergency Management	16,300	16,300	10,089.79 \$	3,700.00
Animal Control	6,000	6,000	2,585.00 \$	4,800.00
<i>Total Public Safety</i>	<u>2,234,285</u>	<u>2,236,951</u>	<u>1,162,074.77 \$</u>	<u>2,147,803.12</u>
Public Works				
Street Maintenance	1,197,310	1,197,310	582,781.35 \$	1,077,629.03
Street Lighting	179,500	179,500	81,781.25 \$	201,123.57
Maintenance Building	23,500	23,500	9,050.82 \$	15,337.85
<i>Total Public Works</i>	<u>1,400,310</u>	<u>1,400,310</u>	<u>673,613.42 \$</u>	<u>1,294,090.45</u>
Parks and Recreation				
Ice Rink	6,650	6,650	2,908.25 \$	2,190.61
Parks and Recreation	308,760	308,760	146,722.93 \$	325,521.24
<i>Total Parks and Recreation</i>	<u>315,410</u>	<u>315,410</u>	<u>149,631.18 \$</u>	<u>327,711.85</u>
<i>Total Expenditures</i>	<u>5,536,926</u>	<u>5,539,602</u>	<u>2,794,981.93 \$</u>	<u>5,133,398.54</u>
TRANSFERS OUT	709,678	880,678	2,000.00 \$	1,165,916.00
<i>TOTAL EXPENDITURES & TRANSFERS OUT</i>	<u>6,246,604</u>	<u>6,420,280</u>	<u>2,796,981.93 \$</u>	<u>6,299,314.54</u>
NET INCREASE (DECREASE) IN FUNDS	<u>(168,601)</u>	<u>(307,468)</u>	<u>281,122.41 \$</u>	<u>172,339.17</u>

CITY OF CAMBRIDGE
General Fund Budget Report - Fund #101
Proposed 2016 Budget Request

	6/6/2016 Amended Budget <u>2016</u>	8/1/16 Proposed Amended Budget <u>2016</u>	7/31/2016 YTD Actual 2016	YTD Actual 2015	
REVENUES					
TAXES					
01-31010	Taxes - Current	4,109,386	4,109,386	2,183,737.09	4,195,184.16
01-31020	Taxes - Delinquent	23,607	28,938	28,938.42	16,085.37
01-31030	Taxes-Market Value Credit Refund			0.00	
01-31050	Taxes - Excess Tax Increments		3,904	3,904.00	17,662.64
01-31051	Decert TIF District Proceeds			0.00	
01-31061	Taxes & Assessments on Sale of Foreclosed Property		37,446	37,446.46	49,893.94
01-31062	Taxes Abated by Isanti Co			0.00	
01-31063	Taxes & Assessments on Sale of Foreclosed Property Future			0.00	
01-31060	Penalties and Interest	2,000	2,000	1,368.95	3,009.17
	TOTAL TAXES	<u>4,134,993</u>	<u>4,181,674</u>	<u>2255394.92</u>	<u>4,281,835.28</u>
LICENSES AND PERMITS					
<i>Business</i>					
01-32110	Liquor	14,000	14,675	14,675.00	15,200.00
01-32180	Cigarettes	3,000	3,000	400.00	3,326.00
01-32184	Cable Franchise Fees	52,000	52,000	30,250.66	60,916.56
01-32185	Trash Franchise Fees	1,250	1,250	1,250.00	1,250.00
01-32199	Other Business Licenses and Permits	1,900	0	0.00	3,000.00
	Total Business	<u>72,150</u>	<u>70,925</u>	<u>46,575.66</u>	<u>83,692.56</u>
<i>Non-Business</i>					
01-32218	City Share of Electrical Inspections	2,050	2,880	2,880.40	197.60
01-32219	Local Share of Building Surcharge	100	53	53.86	476.36
01-32220	Building Permits	125,274	121,599	135,218.33	244,682.51
01-32221	Excavating Permits			0.00	
01-32222	Mechanical and Gas Permits	12,537	13,898	13,898.77	26,151.82
01-32223	Fire Protection Permits			0.00	
01-32225	Investigation (Penalty Fee)	300	650	650.00	660.00
01-32226	Contractor Verification Fee	300	310	320.00	640.00
01-32230	Plumbing Permits	6,939	8,532	8,532.30	21,227.88
01-32240	Sign Permits	1,500	916	916.25	1,339.37
01-32299	Other Non-Business Licenses and Permits	3,000	3,040	3,040.00	6,263.85
	Total Non-Business	<u>152,000</u>	<u>151,878</u>	<u>165,509.91</u>	<u>301,639.39</u>
	TOTAL LICENSES AND PERMITS	<u>224,150</u>	<u>222,803</u>	<u>212,085.57</u>	<u>385,331.95</u>
INTERGOVERNMENTAL REVENUES					
01-33165	Federal Grants-Other	2,363	2,363	2,363.22	11,126.60
01-33401	Local Government Aid (LGA)	739,066	739,066	369,533.00	725,399.00
01-33404	State Aid - Other	7,779	7,779	2,274.00	6,866.00
01-33405	PERA Aid	5,822	5,822	2,911.00	5,822.00
01-33418	MSA - Maintenance	25,000	25,000	25,000.00	25,000.00
01-33420	Fire Relief			0.00	
01-33421	Police State Aid	100,000	100,000	0.00	121,308.63
01-33422	School District-School Officer Assistance--SRO#	70,212	70,212	14,885.00	72,523.87
01-33424	School District-School Officer Assistance--SRO#:	55,515	55,515	31,157.50	55,515.00
01-33610	County Grants & Aids for Highways	4,027	4,027	4,027.30	4,368.00
01-33620	Other County Aid	0	0	0.00	16,000.00
	TOTAL INTERGOVERNMENTAL REVENUE:	<u>1,009,784</u>	<u>1,009,784</u>	<u>452,151.02</u>	<u>1,043,929.10</u>
01-33610	County Grants & Aids for Highways				
CHARGES FOR SERVICES					
<i>General Governments</i>					
01-34102	Filing Fees	20	20	0.00	
01-34105	Sale of Maps, Copies	496	546	547.50	488.25
01-34106	Street Light O&M			0.00	
	Total General Government	<u>516.00</u>	<u>566.00</u>	<u>547.50</u>	<u>488.25</u>
<i>Public Safety</i>					
01-34201	Police Department Reports	2,000	2,000	1,783.25	2,611.00
01-34202	Police Department Administration Fees	1,445	1,720	1,720.00	2,760.00
01-34205	Police Department Pawn Shop Revenue	5,000	6,222	6,222.50	6,215.00
01-34204	PD-Pay Reimb Fee			0.00	
01-34206	Fire Protection - Township Contracts	101,666	101,666	101,666.75	87,958.91
01-34208	Fire Protection - Fire Runs			0.00	
01-34210	Fire Protection - Admin	1,689	1,689	1,689.00	1,658.00
	Total Public Safety	<u>111,800</u>	<u>113,297</u>	<u>113,081.50</u>	<u>101,202.91</u>
<i>Other</i>					
01-34951	Sale of Service and Supplies	0	0	0.00	1,687.40
01-34953	Escrow Administration Fee	0	0	0.00	
01-34954	Plan review/administrative charge	0	0	0.00	
01-34955	Base Map updating fee	0	0	0.00	
01-34956	Annexation Fee	0	0	0.00	
01-34957	Nextel Tower Lease	0	0	0.00	
	Total Other	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,687.40</u>
	TOTAL CHARGES FOR SERVICES	<u>112,316</u>	<u>113,863</u>	<u>113,629.00</u>	<u>103,378.56</u>
FINES AND FORFEITURES					
01-35101	Court Fines	38,000	25,000	12,502.79	38,266.15
01-35102	Parking Fines	980	1,020	1,020.00	1,380.00
01-35104	Animal Control Fines	1,750	1,750	950.00	1,700.00

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01-35105 Admin Citation	500	9,025	9,025.00	7,996.28
TOTAL FINES AND FORFEITURES	41,230	36,795	23,497.79	49,342.43
OTHER				
01-36101 Special Assessment Principal Payment				
01-36200 Miscellaneous	2,437	700	700.29	12,678.13
01-36210 Interest on Investments	20,000	20,000	0.00	30,858.45
01-36220 Facility Rentals	16,284	16,284	10,736.75	23,818.50
01-36221 AFRC Rental	0	0	0.00	
01-36222 AFRC Supervision Fee	0	0	0.00	
01-36223 AFRC Misc Inc			0.00	
01-36230 Donations	350	450	450.00	1,010.00
01-36233 Operation Round Up Grant			0.00	
01-36234 Arts Grant for Concert Series	7,929	7,929	7,929.00	
01-36240 Patronage Capital	500	500	0.00	593.13
01-36241 Fire Dept Private Grants	780	780	780.00	
01-36242 Wellness Grant	750	750	750.00	670.00
01-36250 Telephone Commissions			0.00	
01-36501 Sale of Property			0.00	23,208.18
01-36999 Fire on the Run In & Out			0.00	0
Total non-mail other revenue	49,030	47,393	21,346.04	92836.39
TOTAL OTHER	49,030	47,393	21,346.04	92836.39
TOTAL REVENUES	5,571,503	5,612,312	3,078,104.34	5956653.71
TRANSFERS IN				
01-39203 Liquor Fund	400,000	400,000	0.00	415,000.00
01-39203 Other Funds	106,500	100,500	0.00	100,000.00
TOTAL TRANSFERS IN	506,500	500,500	0.00	515,000.00
TOTAL REVENUES AND TRANSFERS IN	6,078,003	6,112,812	3,078,104.34	6471653.71
EXPENDITURES				
GENERAL GOVERNMENT				
<i>Council - #41110</i>				
Personal Services				
-41110-101 Salaries	21,400	21,400	12,483.45	21,400.20
-41110-122 FICA/Medicare Employer Share/Employee Benef	1,638	1,638	954.82	1,636.87
-41110-151 Worker's Comp - Ins Premiums	87	87	44.63	91.73
Total Personal Services	23,125	23,125	13,482.90	23,128.80
Supplies				
-41110-200 Office Supplies - Accessories	100	100	0.00	
-41110-210 Miscellaneous Operating Supplies	300	300	0.00	
-41110-213 Citizens Academy	0	0	0.00	
-41110-214 Employee Recognition	1,500	500	97.98	245.19
Total Supplies	1,900	900	97.98	245.19
Other Services and Charges				
-41110-304 Miscellaneous Professional Services	500	500	405.00	800.00
-41110-331 Travel/Meals/Lodging	1,500	1,500	1,032.07	1,708.24
-41110-334 Mileage Reimbursements	150	150	52.92	
-41110-340 Advertising	50	50	0.00	
-41110-360 Insurance and Bonds	1,000	1,000	0.00	807.04
-41110-430 Miscellaneous	100	100	0.00	25.00
-41110-433 Dues and Subscriptions	50	50	0.00	
-41110-440 Schools and Meetings	1,500	1,500	1,275.00	1,164.00
-41110-441 Sister City Activities	1,500	2,500	290.00	
-41110-455 Fireworks Display Expenses	12,500	12,500	12,050.00	10,106.25
-41110-499 Tomlison Special Assmt Agreement	0	0	0.00	-
Total Other Services and Charges	18,850	19,850	15,104.99	14,610.53
Total Council	43,875	43,875	28,685.87	37,984.52
<i>Administration - #41320</i>				
Personal Services				
-41320-101 Salaries	112,684	112,684	60,642.41	116,566.28
-41320-102 Overtime	300	300	0.00	17.73
-41320-103 Part-time Regular	37,153	37,153	17,801.49	20,713.02
-41320-105 Temp/Seasonal			0.00	12.72
-41320-121 PERA Employer Share	10,794	10,794	5,709.48	10,221.44
-41320-122 FICA/Medicare Employer Share/Employee Benef	11,463	11,463	5,802.95	10,203.16
-41320-131 Medical/Dental/Life Employer Share	15,304	15,482	9,474.06	15,931.53
-41320-132 Longevity	0	0	0.00	
-41320-133 Deductible Contribution	1,200	1,200	875.33	2,546.33
-41320-151 Workers' Compensation Insurance	1,193	1,193	519.10	1,073.92
-41320-153 City Wide Re-employment Compensation	1,000	1,000	0.00	
-41320-154 HRA/Flex Fees	200	200	149.65	152.12
Total Personal Services	191,291	191,469	100,974.47	177,438.25
Supplies				
-41320-201 Office Supplies - Accessories	1,200	1,200	734.48	1,112.30
-41320-202 Duplicating Supplies and Copy Paper	2,000	2,000	1,316.27	1,466.55
-41320-203 Newsletter Costs	4,450	3,350	842.72	1,361.60
-41320-204 Stationary, Forms and Envelopes	500	500	0.00	612.00
-41320-209 Software Updates	1,700	2,291	2,291.90	948.99
-41320-210 Miscellaneous Operating Supplies	1,000	1,000	420.00	497.64
-41320-221 Repairs and Maintenance - Equipment	500	500	0.00	110.23
-41320-240 Small Tools & Minor Equipment	1,000	1,000	647.99	1,854.95
Total Supplies	12,350	11,841	6,253.36	7,964.26

CITY OF CAMBRIDGE
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	6/6/2016 Amended Budget <u>2016</u>	8/1/16 Proposed Amended Budget <u>2016</u>	7/31/2016 YTD Actual 2016	YTD Actual 2015
Other Services and Charges				
-41320-304 Miscellaneous Professional Services	3,000	1,000	388.75	1,032.32
-41320-313 Marco IT Mgmt & Backup			0.00	
-41320-321 Telephone/Cellular Phones			0.00	
-41320-322 Postage	5,000	4,000	1,500.00	2,952.68
-41320-331 Travel/Meals/Lodging	750	750	456.78	492.55
-41320-334 Mileage Reimbursement	300	300	101.52	28.80
-41320-340 Advertising	100	100	0.00	742.41
-41320-351 Legal Notices/Ordinance Publication	1,000	1,000	454.52	432.86
-41320-360 Insurance and Bonds	2,000	2,000	0.00	1,895.25
-41320-404 Repairs and Maintenance	300	300	0.00	120.00
-41320-409 Maintenance Contracts - Office Equipment	11,000	11,000	9,259.00	11,264.99
-41320-430 Miscellaneous	150	150	0.00	
-41320-433 Dues and Subscriptions	450	450	448.98	461.34
-41320-437 City Wide-Dues & Subscriptions	12,250	12,250	4,243.00	12,762.00
-41320-440 Schools and Meetings	2,200	2,200	825.00	98.00
-41320-441 Web Site Enhancement			0.00	
-41320-489 Contracted Services	1,000	0	0.00	
Total Other Services and Charges	39,500	35,500	17,677.55	32,283.20
Total Administration	243,141.00	238,810.00	124,905.38	217,685.71
Elections - #41410				
Personal Services				
-41410-104 Salaries - Temporary Election Judges	6,500	6,500	0.00	
-41410-122 FICA/Medicare Employer Share/Employee Benef	0	0	0.00	
-41410-151 Workers' Compensation Insurance			0.00	
Total Personal Services	6,500	6,500		-
Supplies				
-41410-200 Miscellaneous Office Supplies	500	500	0.00	
-41410-201 Office Supplies - Accessories	0	0	0.00	
Total Supplies	500	500	-	-
Other Services and Charges				
-41410-331 Travel/Meals/Lodging	250	250	0.00	
-41410-351 Legal Notices/Ordinance Publication	300	300	11.40	
-41410-404 Repairs & Maintenance - Voting Equipment			0.00	
-41410-408 Maintenance Contracts - Mach/Equipment	1,200	1,200	0.00	775.00
-41410-412 Rentals - Buildings			0.00	
-41410-430 Miscellaneous			0.00	
Total Other Services and Charges	1,750	1,750	11.40	775.00
Total Elections	8,750	8,750	11.40	775.00
Finance - #41500				
Personal Services				
-41500-101 Salaries	153,627	153,627	82,356.84	149,591.18
-41500-102 Overtime	100	100	0.00	
-41500-103 Part-time Regular			0.00	
-41500-121 PERA Employer Share	11,485	11,485	6,176.76	11,131.92
-41500-122 FICA/Medicare Employer Share/Employee Benef	11,715	11,715	6,123.00	10,844.28
-41500-131 Medical/Dental/Life Employer Share	28,725	29,058	18,960.20	27,323.94
-41500-132 Longevity	0	0	0.00	
-41500-133 Deductible Contribution	2,400	2,400	1,328.68	2,142.65
-41500-151 Workers' Compensation Insurance	1,291	1,291	543.53	1,224.42
-41500-154 HRA/Flex Fees	200	200	99.80	147.42
Total Personal Services	209,543	209,876	115,588.81	202,405.81
Supplies				
-41500-201 Office Supplies - Accessories	2,100	2,100	490.64	1,161.30
-41500-204 Stationary, Forms and Envelopes	2,800	2,800	0.00	3,404.84
-41500-209 Software Updates	1,000	1,000	675.00	675.00
-41500-210 Miscellaneous Operating Supplies	500	600	478.77	96.11
-41500-240 Small Tools	2,000	2,000	0.00	999.00
Total Supplies	8,400	8,500	1,644.41	6,336.25
Other Services and Charges				
-41500-301 Auditing and Accounting	30,000	29,000	28,605.87	29,000.00
-41500-304 Miscellaneous Professional Services	2,000	0	0.00	
-41500-308 Isanti Co Assessment Mgmt Fee		565	565.00	
-41500-309 EDP Professional Services	23,000	32,000	15,247.63	19,755.50
-41500-321 Telephone/Cellular Phones			0.00	
-41500-331 Travel/Meals/Lodging	500	500	22.00	287.40
-41500-334 Mileage Reimbursement	210	210	207.90	616.98
-41500-340 Advertising	0	0	0.00	
-41500-351 Legal Notices/Ordinance Publishing	250	500	379.05	242.54
-41500-360 Insurance and Bonds	1,600	1,600	0.00	1,451.44
-41500-409 Maintenance Contracts - Office Equipment	17,750	13,808	13,808.00	13,808.00
-41500-420 Wellness			0.00	
-41500-430 Miscellaneous	365	365	-250.61	164.15
-41500-432 Property Finders Fee			0.00	
-41500-433 Dues and Subscriptions	2,200	2,200	1,231.40	1,702.39
-41500-440 Schools and Meetings	2,000	2,000	522.00	2,018.00
Total Other Services and Charges	79,875	82,748	60,338.24	69,046.40

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	6/6/2016 Amended Budget 2016	8/1/16 Proposed Amended Budget 2016	7/31/2016 YTD Actual 2016	YTD Actual 2015
<i>Total Finance</i>	297,818	301,124	177,571.46	277,788.46
<i>Legal - #41610</i>				
<i>Other Services and Charges</i>				
-41610-304 Legal Fees	53,000	53,000	23,097.02	54,061.83
-41610-307 Study Fees			0.00	
-41610-305 Prosecution Services	41,000	41,000	16,459.15	39,501.96
<i>Total Other Services and Charges</i>	94,000	94,000	39,556.17	93,563.79
<i>Total Legal</i>	94,000	94,000	39,556.17	93,563.79
<i>Community Development</i>				
<i>Building Department - #41920</i>				
<i>Personal Services</i>				
-41920-101 Salaries	184,994	184,994	104,585.73	203,577.41
-41920-102 Overtime	50	50	14.89	
-41920-121 PERA Employer Share	13,875	13,875	7,845.04	15,243.12
-41920-122 FICA/Medicare Employer Share/Employee Benef	14,153	14,153	7,707.06	15,017.58
-41920-131 Medical/Dental/Life Employer Share	43,086	43,586	28,442.62	45,602.70
-41920-132 Longevity	0	0	0.00	
-41920-133 Deductible Contribution	3,600	3,600	3,315.92	1,825.21
-41920-151 Workers' Compensation Insurance	1,610	1,610	918.28	2,056.80
-41920-154 HRA/Flex Fees	230	230	149.65	230.53
<i>Total Personal Services</i>	261,598	262,098	152,979.19	283,553.35
<i>Supplies</i>				
-41920-201 Office Supplies - Accessories	750	750	204.53	585.84
-41920-204 Stationary, Forms and Envelopes	0	0	0.00	
-41920-209 Software Updates	420	420	0.00	117.55
-41920-210 Miscellaneous Operating Supplies	1,200	1,200	587.72	265.11
-41920-212 Gasoline/Fuel/Lubricants/Additives	2,600	2,600	509.82	962.49
-41920-221 Repair and Maintenance Supplies - Vehicles	600	600	113.98	512.75
-41920-240 Small Tools and Minor Equipment	300	300	0.00	449.99
<i>Total Supplies</i>	5,870	5,870	1,416.05	2,893.73
<i>Other Services and Charges</i>				
-41920-304 Miscellaneous Professional Services	0	0	0.00	
-41920-309 EDP Professional Services	1,500	2,000	1,648.12	2,156.25
-41920-313 Marco IT Mgmt & Backup			0.00	
-41920-321 Telephone/Cellular Phones	2,700	2,200	906.44	1,706.13
-41920-331 Travel/Meals/Lodging	300	300	290.09	64.95
-41920-334 Mileage Reimbursement	700	700	255.96	757.28
-41920-340 Advertising			0.00	
-41920-351 Legal Notices/Ordinance Publishing			0.00	
-41920-360 Insurance	2,500	2,500	0.00	2,054.25
-41920-404 Repairs and Maintenance	250	250	0.00	188.71
-41920-409 Maintenance Contracts - Office Equipment	2,500	2,500	2,090.00	2,090.00
-41920-430 Miscellaneous	200	200	0.00	
-41920-432 Credit Card Fees	600	600	104.85	600.00
-41920-433 Dues and Subscriptions	1,400	1,400	448.00	2,387.05
-41920-440 Schools and Meetings	2,800	2,800	1,061.00	2,190.00
<i>Total Other Services and Charges</i>	15,450	15,450	6,804.46	14,194.62
<i>Total Building Department</i>	282,918	283,418	161,199.70	300,641.70
<i>Engineering</i>				
-41925-303 Engineering Contracted Expense	24,000	24,000	11,418.25	22,517.54
<i>Planning - #41935</i>				
<i>Personal Services</i>				
-41935-101 Salaries	227,640	227,640	121,676.01	198,407.81
-41935-102 Overtime	0	0	0.00	
-41935-112 Planning Commission Salaries	2,500	2,500	1,145.00	1,715.00
-41935-121 PERA Employer Share	17,076	17,076	9,125.70	14,834.64
-41935-122 FICA/Medicare Employer Share/Employee Benef	17,419	17,419	8,935.79	14,739.66
-41935-131 Medical/Dental/Life Employer Share	46,121	46,656	28,439.14	34,078.68
-41935-132 Longevity	0	0	0.00	
-41935-133 Deductible Contribution	3,600	3,600	2,272.11	1,868.21
-41935-151 Workers' Compensation Insurance	2,051	2,051	618.92	1,397.81
-41935-154 HRA/Flex Fees	300	300	149.65	180.32
<i>Total Personal Services</i>	316,707	317,242	172,362.32	267,222.13
<i>Supplies</i>				
-41935-201 Office Supplies - Accessories	700	700	480.62	817.06
-41935-204 Stationary, Forms and Envelopes	0	0	0.00	2.10
-41935-209 Software Updates	1,477	1,477	1,476.76	1,400.00
-41935-210 Miscellaneous Operating Supplies	600	600	420.00	15.22
-41935-212 Gasoline/Fuel/Lubricants/Additives	350	350	143.98	455.92
-41935-221 Repair and Maintenance Supplies - Vehicles	200	200	16.00	136.84
-41935-240 Small Tools and Minor Equipment	495	495	495.00	437.13
<i>Total Supplies</i>	3,822	3,822	3,032.36	3,264.27
<i>Other Services and Charges</i>				
-41935-301 Special Projects	1,578	1,578	0.00	
-41935-303 Comp Plan Update			0.00	
-41935-304 Miscellaneous Professional Services	2,500	2,500	280.00	225.00

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-41935-306 Transportation Study Consulting			0.00	
-41935-307 Rail Study			0.00	
-41935-308 Lakes & Pines Mgmt--Sml I Cities Grant			0.00	
-41935-309 EDP Professional Services	1,000	1,000	745.00	1,593.75
-41935-313 Marco IT Mgmt & Backup			0.00	
-41935-321 Telephone/Cellular Phones	1,500	1,500	587.56	1,284.30
-41935-322 Code Enforcement Mailing	0	0	0.00	
-41935-331 Travel/Meals/Lodging	500	500	213.65	112.50
-41935-334 Mileage Reimbursement	250	250	0.00	47.15
-41935-340 Advertising			0.00	
-41935-351 Legal Notices/Ordinance Publishing	750	750	101.17	127.46
-41935-360 Insurance	11,000	11,000	0.00	10,459.82
-41935-404 Repairs and Maintenance	300	300	0.00	
-41935-409 Maintenance Contracts - Office Equipment	3,000	3,000	2,990.00	2,990.00
-41935-430 Miscellaneous	1,000	1,000	-903.61	374.67
-41935-431 Property Securing Exp			135.00	
-41935-432 Abatement Costs			2,546.96	
-41935-433 Dues and Subscriptions	765	765	764.87	445.00
-41935-440 Schools and Meetings	1,335	1,335	282.00	717.71
-41935-487 Flyover Pictures--share from Isanti Co	30,000	30,000	0.00	
-41935-488 Other Contracted Services--Comp Plan Update	85,000	85,000	16,116.02	
-41935-489 Other Contracted Services-GIS Maint	1,000	1,000	0.00	130.00
Total Other Services and Charges	141,478	141,478	23,858.62	18,507.36
Total Planning	462,007	462,542	199,253.30	288,993.76
Total Community Development	768,925	769,960	371,871.25	612,153.00
<i>City Hall Buildings - #41950</i>				
Personal Services				
-41950-101 Salaries	24,001	24,001	12,913.67	23,672.92
-41950-102 Overtime	1,000	917	0.00	
-41950-121 PERA Employer Share	1,875	1,875	968.52	1,717.86
-41950-122 FICA/Medicare Employer Share/Employee Benef	1,913	1,913	953.67	1,749.94
-41950-131 Medical/Dental/Life Employer Share	7,181	7,264	4,736.10	6,835.05
-41950-132 Longevity	0	0	0.00	
-41950-133 Deductible Contribution	600	600	0.00	716.83
-41950-151 Workers' Compensation Insurance	1,571	1,571	638.21	1,496.13
-41950-154 HRA/Flex Fees	50	50	25.00	36.85
Total Personal Services	38,191	38,191	20,235.17	36,225.58
-41950-210 Miscellaneous Operating Supplies				
-41950-212 Gasoline/Fuel	200	200	0.00	36.32
-41950-215 Maintenance Supplies	13,000	10,000	3,270.43	8,489.15
-41950-240 Small Tools & Equipment	1,500	1,500	0.00	
Total Supplies	14,700	11,700	3,270.43	8,525.47
Other Services and Charges				
-41950-321 Telephone/Cellular Phones	15,000	15,000	7,046.14	17,404.61
-41950-360 Insurance	2,500	2,500	0.00	2,274.66
-41950-381 Electric Utilities	11,500	11,500	4,326.58	10,276.00
-41950-382 Water/Wastewater	1,100	1,100	768.70	1,236.25
-41950-383 Gas Utilities	10,000	10,000	2,674.80	6,077.02
-41950-384 Refuse and Recycling	8,000	8,000	3,815.33	7,120.32
-41950-401 Repairs and Maintenance -Buildings/Structures	12,000	15,000	13,130.12	19,326.49
-41950-405 Janitor Services	0	0	0.00	115.00
-41950-409 Maintenance Contracts - Office Equip	2,921	2,921	2,595.42	2,693.10
-41950-411 Cement Replacement			0.00	
-41950-413 Rentals - Office Equipment [copier-new]	14,000	14,000	8,812.24	12,299.89
-41950-430 Miscellaneous	500	500	386.10	268.25
Total Other Services and Charges	77,521	80,521	43,555.43	79,091.59
Total City Hall Buildings	130,412	130,412	67,061.03	123,842.64
TOTAL GENERAL GOVERNMENT	1,586,921	1,586,931	809,662.56	1,363,793.12
PUBLIC SAFETY				
<i>Police Department - #42100</i>				
Personal Services				
-42100-101 Salaries	1,004,044	995,372	526,071.12	1,025,490.12
-42100-102 Overtime	53,000	39,000	38,145.93	70,633.69
-42100-103 Salaries - Part-Time Regular--Office	27,408	27,408	13,873.48	19,203.64
-42100-104 Salaries - Part-Time Regular--Police	50,000	50,000	10,509.78	
-42100-110 Hours Worked Holiday		14,000	7,299.69	
-42100-117 Shift Differential		8,672	4,019.66	
-42100-121 PERA Employer Share	177,003	177,003	93,059.21	171,708.02
-42100-122 FICA/Medicare Employer Share/Employee Benef	21,123	21,123	10,962.57	19,964.33
-42100-131 Medical/Dental/Life Employer Share	229,794	232,460	151,549.44	218,506.32
-42100-132 Longevity	0	0	0.00	
-42100-133 Deductible Contribution	19,200	19,200	10,901.10	15,017.25
-42100-151 Workers' Compensation Insurance	48,625	48,625	19,557.24	46,813.26
-42100-154 HRA/Flex Fees	1,500	1,500	798.00	1,179.32
Total Personal Services	1,631,697	1,634,363	886,747.22	1,588,515.95
Supplies				
-42100-201 Office Supplies - Accessories	3,100	2,600	1,349.39	3,134.32
-42100-202 Duplicating Supplies and Copy Paper	1,000	1,500	1,121.88	522.03
-42100-209 Software Updates	5,250	5,250	229.00	4,901.40

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-42100-210 Miscellaneous Operating Supplies	7,000	7,000	3,682.80	5,620.61
-42100-212 Gasoline/Fuel/Lubricants/Additives	50,000	48,000	15,788.00	32,775.51
-42100-213 Ammunition	4,000	4,000	2,604.51	3186.4
-42100-214 Crime Scene Supplies	500	1,500	1,085.23	906.89
-42100-217 Promotional Events	3,500	3,500	810.35	1,835.31
-42100-221 Repairs and Maintenance Supplies - Squads	16,500	16,500	7,647.52	17,606.03
-42100-231 Uniform Allowance	26,930	26,930	11,977.26	21,780.15
-42100-232 Uniform--Reserves	2,000	3,000	2,770.37	1,960.95
-42100-240 Small Tools/Minor Equipment	7,000	7,000	4,826.76	6,465.79
Total Supplies	126,780	126,780	53,893.07	100,695.39
Other Services and Charges				
-42100-304 Miscellaneous Professional Services	15,000	15,000	5,120.25	10,365.86
-42100-305 Applicant Testing	6,100	6,100	4,300.00	1,500.00
-42100-313 Marco IT Mgmt & Backup			0.00	
-42100-321 Telephone/Cellular Phones	12,568	12,568	6,241.21	12,122.42
-42100-322 Postage	300	300	0.00	611.79
-42100-331 Travel/Meals/Lodging	5,380	5,380	1,262.22	6,565.68
-42100-334 Mileage Reimbursement	200	200	108.54	109.25
-42100-340 Advertising	0	0	0.00	
-42100-360 Insurance	34,000	34,000	0.00	33,892.47
-42100-381 Electric Utilities	11,400	11,400	2,225.09	5,284.80
-42100-383 Gas Utilities	8,724	8,724	1,317.46	2,993.14
-42100-391 Old MNDOT Electric		3,000	1,775.27	596.24
-42100-392 Old MNDOT Water/Sewer	1,200	1,200	976.30	247.76
-42100-404 Maintenance and Repair -Vehicles/ Equipment	8,000	8,000	2,232.95	7,124.15
-42100-409 Maintenance Contracts-Office Equipment	21,500	21,500	15,930.15	17,401.90
-42100-410 Police Reserve Program Activities	1,500	1,500	836.01	88.18
-42100-411 Auto Pawn	2,700	2,700	1,160.10	2,067.30
-42100-413 Office Equipment Rentals	2,750	2,690	0.00	
-42100-429 Old MNDOT Maint Costs	12,000	9,000	4,689.15	4,791.47
-42100-430 Miscellaneous	500	500	0.00	
-42100-433 Dues and Subscriptions	6,750	6,750	3,507.42	6,084.57
-42100-440 Schools and Meetings	11,000	11,000	9,526.68	13,312.77
-42100-441 Training--Grant funded			0.00	
-42100-455 Jail and Medical Expenses	0	0	0.00	
-42100-489 Other Contracted Services	640	700	671.42	848.89
Total Other Services and Charges	162,212	162,212	61,880.22	126,008.64
Total Police Department	1,920,689	1,923,355	1,002,520.51	1,815,219.98
Fire Department - 42200				
Personal Services				
-42200-101 Salaries	70,639	70,639	38,004.04	67,693.44
-42200-103 Salaries	47,000	47,000	25,672.00	50,713.00
-42200-121 PERA Employer Share	11,444	11,444	6,156.64	10,914.89
-42200-122 FICA/Medicare Employer Share/Employee Benef	9,000	9,000	2,502.00	4,905.62
-42200-131 Medical/Dental/Life Employer Share	14,363	14,530	9,482.42	13,661.97
-42200-132 Fire Longevity Pay	0	0	0.00	
-42200-133 Deductible Contribution	1,200	1,200	0.00	641.00
-42200-151 Worker's Comp - Ins Premiums	32,981	32,981	14,781.54	29,922.72
-42200-154 Flex Fees	100	100	49.90	73.70
Total Personal Services	186,727.00	186,894.00	96,648.54	178,526.34
Supplies				
-42200-201 Office Supplies - Accessories	800	200	0.00	711.06
-42200-204 Stationary, Forms and Envelopes	100	0	0.00	
-42200-210 Miscellaneous Operating Supplies	7,500	7,500	4,100.31	7,151.58
-42200-211 Grant Funded Supplies			0.00	
-42200-212 Gasoline/Fuel/Lubricants/Additives	7,700	7,700	2,990.97	6,589.45
-42200-213 Operation Round Up Computer Exp			0.00	
-42200-215 Shop Maintenance Supplies			0.00	
-42200-221 Repairs and Maintenance Supplies - Trucks	6,500	9,000	8,439.54	28,040.88
-42200-223 Repairs and Maintenance Supplies - Buildings	1,000	1,000	40.00	516.40
-42200-231 Uniform Allowance	13,000	13,000	8,570.65	11,906.82
-42200-240 Small Tools	4,000	1,116	252.94	2,227.72
-42200-241 Small Tools-Grant Funded	0	2,884	2,883.91	
Total Supplies	40,600	42,400	27,278.32	57,143.91
Other Services and Charges				
-42200-301 Auditing and Accounting	1,000	350	0.00	6,579.00
-42200-304 Miscellaneous Professional Services	7,500	7,750	7,733.50	7,502.45
-42200-306 Fire Relief--Pension Pass Through	0	0	0.00	
-42200-307 Fire Relief--Pension City Share	10,000	10,000	0.00	10,000.00
-42200-313 Marco IT Mgmt & Backup			0.00	
-42200-321 Telephone/Cellular Phones	1,500	1,433	455.04	610.00
-42200-331 Travel/Meals/Lodging	1,000	1,000	752.22	498.63
-42200-334 Mileage Reimbursement	500	500	0.00	98.90
-42200-340 Advertising	150	150	0.00	
-42200-360 Insurance	9,000	9,000	0.00	7,483.85
-42200-381 Electric Utilities	14,800	14,800	6,179.69	14,675.47
-42200-382 Water/Wastewater Utilities	500	500	323.75	600.43
-42200-383 Gas Utilities	4,500	4,500	4,054.41	379.40
-42200-401 Repairs and Maintenance - Buildings	1,500	1,000	0.00	764.00
-42200-404 Repairs and Maintenance - Equipment/Radios/Pa	1,500	1,500	0.00	3,047.25
-42200-405 Janitorial			0.00	
-42200-430 Miscellaneous			0.00	134.22

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-42200-433 Dues and Subscriptions	1,300	1,300	1,165.00	1,785.00
-42200-440 Schools and Meetings	8,000	7,000	1,070.00	2,067.00
-42200-441 Schools and Meetings Grant Funded	1,219	1,219	1,219.00	5,466.00
-42200-999 Arlington Fire Costs			0.00	26,721.29
Total Other Services and Charges	63,969	62,002	22,952.61	88,412.89
Total Fire Department	291,296	291,296	146,879.47	324,083.14
Emergency Management - #42300				
Supplies				
-42300-201 Office Supplies - Accessories	500	500	0.00	
-42300-202 Duplicating Supplies and Copy Paper	500	500	0.00	
-42300-210 Miscellaneous Operating Supplies	500	500	403.97	49.96
-42300-240 Small Tools & Minor Equip	11,000	11,000	9,524.50	1,859.00
Total Supplies	12,500	12,500	9,928.47	1,908.96
Other Services and Charges				
-42300-304 Misc Prof Serv				1,468.75
-42300-321 Telephone/Cellular Phones	200	200	70.02	140.04
-42300-331 Travel/Meals/Lodging	500	500	91.30	182.25
-42300-440 Schools and Meetings	2,500	2,500	0.00	
-42300-440 Grant Funded Schools and Meetings	600	600	0.00	
Total Other Services and Charges	3,800	3,800	161	1791.04
Total Emergency Management	16,300	16,300	10,089.79	3,700.00
Animal Control - #42700				
Supplies				
-42700-310 Miscellaneous Operating Supplies	6,000	6,000	2,585.00	4,800.00
-42700-340 Advertising			0.00	
Total Supplies	6,000.00	6,000.00	2,585.00	4,800.00
Total Animal Control	6,000	6,000	2,585.00	4,800.00
TOTAL PUBLIC SAFETY	2,234,285	2,236,951	1,162,074.77	2,147,803.12
PUBLIC WORKS				
Street Maintenance - #43000				
Personal Services				
-43001-101 Salaries	574,044	574,044	282,571.69	530,368.88
-43001-102 Overtime	30,000	16,500	854.87	11,381.15
-43001-104 Temporary/Seasonal	13,292	13,284	5,194.75	6,588.15
-43001-105 Temp/Seasonal Overtime		8	7.41	
-43001-111 Overtime-Snowplowing		12,000	10,782.76	
-43001-112 Overtime-Mosquito Spraying		1,500	791.03	
-43001-121 PERA Employer Share	42,160	42,160	22,163.23	39,162.89
-43001-122 FICA/Medicare Employer Share/Employee Benef	43,914	43,914	22,374.00	39,648.78
-43001-131 Medical/Dental/Life Employer Share	123,567	125,000	82,134.33	118,376.11
-43001-132 Longevity	0	0	0.00	
-43001-133 Deductible Contribution	10,400	10,400	5,745.46	5,364.34
-43001-151 Workers' Compensation Insurance	54,308	54,308	21,841.65	54,882.07
-43001-154 HRA/Flex Fees	725	725	431.95	650.10
Total Personal Services	892,410	893,843	454,893.13	806,422.47
Supplies				
-43001-201 Office Supplies - Accessories	1,000	1,000	908.85	529.32
-43001-202 Duplicating and Copying Supplies	100	100	29.99	23.20
-43001-204 Stationary, Forms and Envelopes	100	200	173.75	
-43001-209 Software Updates	500	400	0.00	890.00
-43001-210 Miscellaneous Operating Supplies	12,000	12,000	5,216.50	10,263.19
-43001-212 Gasoline/Fuel/Lubricants/Additives	50,000	43,000	16,029.83	26,759.47
-43001-215 Shop Maintenance Supplies	500	500	104.34	900.50
-43001-219 Snow Removal - Material	60,000	60,000	18,284.93	84,391.04
-43001-221 Repairs and Maintenance Supplies - Equipment	44,000	44,000	34,129.71	40,421.60
-43001-224 Repairs and Maintenance - Infrastructure	15,000	15,000	12,640.73	11,756.19
-43001-226 Signs	7,000	7,000	1,944.68	7,110.44
-43001-240 Small Tools and Minor Equipment	4,000	4,000	2,854.86	3,570.63
Total Supplies	194,200	187,200	92,318.17	186,615.58
Other Services and Charges				
-43001-304 Miscellaneous Professional Services	5,000	5,000	4,205.42	5,733.26
-43001-313 Marco IT Mgmt & Backup			0.00	
-43001-321 Telephone/Cellular Phones	4,000	11,260	5,268.98	11,260.91
-43001-331 Travel/Meals/Lodging	500	500	0.00	60.38
-43001-334 Mileage Reimbursement			0.00	
-43001-340 Advertising	400	400	0.00	137.25
-43001-351 Legal Notices/Publications			0.00	
-43001-360 Insurance	20,500	20,000	0.00	18,651.63
-43001-381 Electric Utilities	400	400	150.31	360.00
-43001-382 Water/Wastewater Utilities	600	600	550.90	357.69
-43001-404 Repairs and Maintenance - Vehicles/Equipment	4,000	3,307	0.00	356.00
-43001-405 Emergency Mgmt Rep & Maint	500	500	0.00	
-43001-406 Painting and Striping	18,000	18,000	0.00	15,694.65
-43001-413 BNSF Parking Lot Lease	3,000	2,500	0.00	2,088.81
-43001-415 Equipment Rental			0.00	
-43001-417 Uniform Rental	12,000	12,000	3,514.11	7,142.56
-43001-430 Miscellaneous	2,500	2,500	30.00	126.00
-43001-433 Dues and Subscriptions	800	800	717.34	965.78

CITY OF CAMBRIDGE
General Fund Budget Report - Fund #101
Proposed 2016 Budget Request

	6/6/2016 Amended Budget <u>2016</u>	8/1/16 Proposed Amended Budget <u>2016</u>	7/31/2016 YTD <u>Actual 2016</u>	YTD <u>Actual 2015</u>
-43001-440 Schools and Meetings	1,500	1,500	510.00	356.33
-43001-444 Insect Control	7,000	7,000	4,516.80	4,516.80
-43001-445 Diseased Tree Program	7,500	7,500	0.00	7,987.40
-43001-446 Weed Control	2,500	2,500	1,591.90	1,469.18
-43001-447 Downtown Decorations	5,000	5,000	4,271.43	1,055.97
-43001-451 Springvale Assessment			0.00	
-43001-449 Paver Repair			0.00	
-43001-489 Other Contracted Services	15,000	15,000	10,242.86	6,270.38
Total Other Services and Charges	110,700	116,267	35,570.05	84,590.98
Total Street Maintenance	1,197,310	1,197,310	582,781.35	1,077,629.03
<i>Street Lighting - #43160</i>				
Supplies				
-43160-238 Repairs and Maintenance Supplies - Infrastructure	13,000	13,000	8,499.60	29,111.29
Total Supplies	13,000	13,000	8,499.60	29,111.29
Other Services and Charges				
-43160-381 Utilities	165,000	165,000	73,281.65	172,012.28
-43160-402 Signal Light Repairs	1,500	1,500	0.00	
Total Other Services and Charges	166,500	166,500	73,281.65	172,012.28
Total Street Lighting	179,500	179,500	81,781.25	201,123.57
<i>Maintenance Building - #43170</i>				
Supplies				
-43170-215 Maintenance Supplies	1,000	1,000	0.00	127.86
Total Supplies	1,000	1,000	-	127.86
Other Services and Charges				
-43170-321 Telephone/Cellular Phones	0	0	0.00	
-43170-381 Electric Utilities	3,000	3,000	969.50	2,197.25
-43170-382 Water/Wastewater Utilities	2,000	2,000	966.42	1,670.73
-43170-383 Gas Utilities	15,000	15,000	6,273.90	11,342.01
-43170-401 Repairs and Maintenance - Buildings/Structures	1,500	1,500	841.00	
-43170-430 Miscellaneous	1,000	1,000	0.00	
Total Other Services and Charges	22,500	22,500	9,050.82	15,209.99
Total Maintenance Building	23,500	23,500	9,050.82	15,337.85
TOTAL PUBLIC WORKS	1,400,310	1,400,310	673,613.42	1,294,090.45
PARKS AND RECREATION				
<i>Ice Rink - #45127</i>				
Supplies				
-45127-210 Miscellaneous Operating Supplies	500	500	0.00	34.65
-45127-212 Gasoline/Fuel/Lubricants/Additives	0	0	0.00	
-45127-215 Shop Maintenance Supplies	200	200	0.00	
-45127-221 Repairs and Maintenance Supplies - Equipment	1,400	1,400	0.00	135.87
-45127-223 Repairs and Maintenance Supplies - Buildings	500	500	0.00	25.00
Total Supplies	2,600	2,600	-	195.52
Other Services and Charges				
-45127-321 Telephone/Cellular Phones			0.00	
-45127-360 Insurance			0.00	
-45127-381 Electric Utilities			0.00	
-45127-382 Water/Wastewater Utilities	350	350	0.00	
-45127-383 Gas Utilities	3,200	3,200	2,698.25	1,585.09
-45127-401 Repairs and Maintenance - Structures	0	0	0.00	200.00
-45127-415 Equipment Rental	500	500	210.00	210.00
-45127-430 Miscellaneous	0	0	0.00	
Total Other Services and Charges	4,050	4,050	2,908.25	1,995.09
Total Ice Rink	6,650	6,650	2,908.25	2,190.61
<i>Parks and Recreation - 45200</i>				
Personal Services				
-45200-101 Full-time Salaries	98,077	98,077	57,911.20	105,300.72
-45200-102 FT Overtime	1,000	1,000	120.65	219.27
-45200-104 Salaries - Temporary/Seasonal	11,892	11,888	5,870.00	6,339.76
-45200-105 Overtime-Seasonal		4	3.75	
-45200-112 Parks & Rec Commission Stipends	3,000	3,000	530.00	1,610.00
-45200-121 PERA (Employer)	8,180	8,180	4,352.39	7,863.01
-45200-122 FICA/Medicare Employer Share/Employer Benef	9,483	9,483	4,760.56	8,332.29
101-45200 Medical/Dental/Life Employer Share	28,515	28,846	18,964.84	27,323.94
-45200-132 Longevity	0	0	0.00	
-45200-133 Deductible Contribution	2,400	2,400	777.50	2,351.18
-45200-151 Workers' Compensation Insurance	5,883	5,883	2,322.46	5,266.36
-45200-154 HRA/Flex Fees	200	200	99.80	147.42
Total Personal Services	168,630	168,961	95,713.15	164,753.95
Supplies				
-45200-210 Miscellaneous Operating Supplies	3,480	3,480	2,683.41	4,019.06
-45200-212 Gasoline/Fuel/Lubricants/Additives	5,000	5,954	3,957.32	3,339.16
-45200-221 Repairs and Maintenance Supplies - Equipment	6,000	6,000	3,088.29	8,085.76
-45200-223 Repairs and Maintenance Supplies - Buildings	5,000	7,000	6,140.70	11,115.25

CITY OF CAMBRIDGE
General Fund Budget Report - Fund #101
Proposed 2016 Budget Request

	6/6/2016 Amended Budget <u>2016</u>	8/1/16 Proposed Amended Budget <u>2016</u>	7/31/2016 YTD Actual 2016	YTD Actual 2015
-45200-226 Signs	1,000	1,000	0.00	440.72
-45200-230 Master Garden Supplies	200	250	250.00	250.04
-45200-240 Small Tools and Minor Equipment	300	400	397.21	959.17
Total Supplies	20,980	24,084	16,516.93	32,209.16
Other Services and Charges				
-45200-304 Professional Services-Park Study		555	555.00	
-45200-305 Park Contracted Services	500	500	361.00	3,900.00
-45200-321 Telephone/Cellular Phones			0.00	
-45200-306 Misc Prof Serv			0.00	
-45200-306 Park Commission Activities			0.00	
-45200-340 Advertising	350	350	0.00	658.35
-45200-351 Legal Notices	200	200	0.00	16.64
-45200-360 Insurance	20,000	20,000	0.00	18,991.96
-45200-381 Electric Utilities	24,000	23,000	5,917.95	24028.51
-45200-382 Water & Wastewater Utilities	2,000	2,000	331.79	1,499.96
-45200-401 Repairs and Maintenance - Structures	1,275	5,000	4,590.00	765.00
-45200-403 R&M Tennis Court	0	0	0.00	127.53
-45200-415 Equipment Rental	6,000	6,000	3,510.00	5,927.50
-45200-417 Rentals-Uniforms		250	104.64	
-45200-430 Miscellaneous	500	500	0.00	619.77
-45200-440 Schools & Meetings	100	100	0.00	
-45200-445 Weed Control and Fertilizer	11,000	11,000	5,388.40	9,374.40
-45200-485 Property Taxes--donated park land	3,000	3,106	3,106.00	4,423.92
-45200-486 Summer Recreation	1,800	1,800	0.00	1,509.00
-45200-484 Library Study			0.00	10,963.92
-45200-488 Library	26,000	26,000	9,621.10	23,790.99
-45200-492 Aquatic Center			0.00	18,499.68
-45200-493 Yoga Grant Expense	500	500	0.00	670.00
-45200-494 Camb/Isanti Fall Comm Event	2,425	2,425	-1,245.72	2,425.00
-45200-495 Ski Trail Maintenance Agreement	4,500	4,500	1,687.50	
-45200-496 Summer Park Entertainment & Activities	15,000	7,929	565.19	
-45200-489 Senior Activity Center	0	0	0.00	366.00
Total Other Services and Charges	119,150	115,715	34,492.85	128,558.13
Total Parks and Recreation	308,760	308,760	146,722.93	325,521.24
TOTAL PARKS AND RECREATION	315,410	315,410	149,631.18	327,712
TOTAL EXPENDITURES	5,536,926.00	5,539,602.00	2,794,981.93	5,133,398.54
TRANSFERS OUT				
-49300-720				
Fire Equipment Revolving Fund - #420	52,678	52,678		51,653.00
Transfer to Cap fund 415 Park Improv	55,000	55,000		55,000.00
Transfer to Cap fund 417 Police	35,000	35,000		119,000.00
Transfer to Cap fund 418 Public Works	200,000	200,000		250,000.00
Transfer to Cap fund 419 City Hall	30,000	30,000		90,000.00
Transfer for CI Bike / Walk Trail-fund capital	8,340	8,340		15,000.00
Transfer to CI Bike/ Walk Trail Oper Fund	6,660	6,660		6,660.00
Transfer to Capital Fund for Ice Rink Project		171,000		150,000.00
Transfer to Special Response Team Fund #220	2,000	2,000	2,000.00	
Transfer to 339				181,000.00
Transfer to 220 SRT for 2015 Dues				1,000.00
Pavement Management Fund - #443	320,000	320,000		160,000.00
OTHER Transfers Out				86,603.00
TOTAL TRANSFERS OUT	709,678	880,678	2,000.00	1,165,916.00
TOTAL EXPENDITURES & TRANSFERS OU	6,246,604	6,420,280	2,796,981.93	6,299,314.54

Prepared by: Caroline Moe, Director of Finance

Background

Staff is recommending that the 2016 capital budget be amended to reflect the addition of ice rink project for \$1,173,025 (Fund 426) as approved by Council on July 18, 2016.

Council Action

Approve Resolution No. R16-063 2016 Capital Fund Budget Revision

Resolution No. R16-063

RESOLUTION APPROVING AMENDMENTS TO THE 2016 CAPITAL FUND BUDGET

WHEREAS, the Cambridge City Council passed Resolution R15-077 adopting the 2016 Capital Fund Budget; and

WHEREAS, the Cambridge City Council passed Resolution R16-038 amending the 2016 Capital Fund Budget;
and

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

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

<u>CAPITAL FUNDS</u>	2016 Amended Budget 6/6/16	Proposed 2016 Amended Budget 8/1/16
Revenues:		
Charges for Services	\$ 51,459	\$ 51,459
Special Assessments	\$ 11,861	\$ 11,861
Inter-governmental	\$ 579,000	\$ 579,000
Other Financing Sources	\$ 1,801,761	\$ 1,811,761
Transfers from Other Funds	<u>\$ 722,678</u>	<u>\$ 1,885,703</u>
Total Revenues	<u>\$3,166,759</u>	<u>\$4,339,784</u>
Expenditures:		
Capital Outlay	\$ 3,813,944	\$ 4,986,969
Transfer Out	<u>115,000</u>	<u>823,024</u>
Total Expenditures	<u>\$3,928,944</u>	<u>\$5,809,993</u>

*Planned draw on Fund balance.

This resolution shall become effective immediately upon its passage without publication. Adopted this 1st Day of August 2016.

Marlys A. Palmer, Mayor

Attest: _____
Lynda J. Woulfe, City Administrator

CITY OF CAMBRIDGE
Capital Fund
Proposed 2016 Budget Request

ib Fund #	Total Proposed Budget 2016	Water Treatment Fund 401	Parkland Conversion Fund 414	Park Improv Fund 415	Police Capital Fund 417	Public Works Capital Fund 418	City Hall Capital Fund 419	Fire Dept Capital Fund 420	Park Dedication Fund 421	2016 Street Improv Capital Fund 424	Ice Rink Project 426	444 Airport Capital Fund 444	Pavement Mgmt Fund 443
SPECIAL ASSESSMENTS													
36100	Prepaid	-											
36101/36102	Principal, Int & Penalties	11,861											11,861
	TOTAL SPECIAL ASSESSMENTS	11,861											11,861
CHARGES FOR SERVICE													
	Township Fire Contracts/School Dist Contract	51,459			16,640			34,819					
INTERGOVERNMENTAL													
	State Aid	444,000								444,000			
	Federal Aid	135,000										135,000	
	TOTAL INTERGOVERNMENTAL	579,000								444,000		135,000	
OTHER FINANCING SOURCES													
36210	Interest Earnings	1,500						500					1,000
36230	Donations	13,300						3,300			10,000		
3xxxx	Bond Proceeds	1,777,000								1,777,000			
3xxxx	Sale of Property	3,500			3,500								
3xxxx	Admin Fines	16,461			16,461								
	TOTAL OTHER FINANCING SOURCES	1,811,761			19,961			3,800		1,777,000	10,000		1,000
	Transfer In from other fund	1,007,025									992,025	15,000	
34-39203	Wastewater Fund Transfer In	-											
CX-39203	General Fund Transfer In	878,678		70,000	35,000	200,000	30,000	52,678			171,000		320,000
	TOTAL TRANSFERS IN	1,885,703		70,000	35,000	200,000	30,000	52,678			1,163,025	15,000	320,000
	TOTAL REVENUES AND TRANSFERS IN	4,339,784		70,000	71,601	200,000	30,000	91,297		2,221,000	1,173,025	150,000	332,861
Capital Outlay													
	Admin Computer	2,500					2,500						
	Finance Computer and Laserfiche upgrades	17,500					17,500						
	Community Development	-											
	Park Updates	30,000		30,000									
	Bike Trail Maintenance	15,000		15,000									
	Deputy Chief Vehicle	49,000						49,000					
	Computer Replacement & Office Equipment	10,000			10,000								
	Squad Replacement	49,000			49,000								
	Squad Computer Replacement/Interview Room AV	7,500			7,500								
	Squad Camera	44,394			44,394								
	Emergency Operations Center	16,000			16,000								
	Crosswind Sweeper Replacement	250,000				250,000							
	Backhoe Replacement	50,000				50,000							
	Mechanic Shop Upgrade	24,000				24,000							
	Airport Projects	170,000										170,000	
	Fire Dept Air Tank Replacement	19,300						19,300					
	Fire Dept Tanker/Pumper	220,000						220,000					
	2016 Street Improv Project (excluding utilities)	2,221,000								2,221,000			
	Ice Rink Project	1,173,025									1,173,025		
	Overlays	448,750											448,750
	Crack Sealing	50,000											50,000
	Seal Coating	120,000											120,000
	Total Capital Outlay	4,986,969		45,000	126,894	324,000	20,000	288,300		2,221,000	1,173,025	170,000	618,750
	Transfers out	823,024	100,000	464,864	150,000		15,000					93,160	
	Total Expenditures and Transfers Out	5,809,993	100,000	464,864	195,000	126,894	339,000	20,000	288,300	93,160	2,221,000	1,173,025	170,000
	Revenues over (under) expense	(1,470,209)	(100,000)	(464,864)	(125,000)	(55,293)	(139,000)	10,000	(197,003)	(93,160)		(20,000)	(285,889)

* Planned draw on fund balance

Prepared by: Caroline Moe, Director of Finance

Background

As detailed in the attached resolution, we are recommending that a certain 2016 fund transfers be approved at this time.

Council Action Requested

Adopt Resolution R16-064 Approving Inter-fund Transfers

Resolution No. R16-064

RESOLUTION AUTHORIZING 2016 INTERFUND TRANSFERS

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CAMBRIDGE, ISANTI COUNTY, STATE OF MINNESOTA, that the Director of Finance be directed to make the following 2016 Inter-fund Transfers on the City of Cambridge books of record for 2016:

<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>	<u>PURPOSE</u>
General Fund (#101)	Fund #426 Ice Rink Capital Project Fund	\$171,000.00	Move funding to Ice Rink Capital Project fund detailed as part of July 18 staff report--\$130K is one time fund balance draw and \$41K is from taxes collected on sales of forfeited property purchases and excess tax increments collected on first half 2016 tax settlement from Isanti Co.
Fund #414 Parkland Conversion	Fund #426 Ice Rink Capital Project Fund	\$464,864.01	Move funding to Ice Rink Capital Project fund detailed as part of July 18 staff report.
Fund #421 Park Dedication Fund	Fund #426 Ice Rink Capital Project Fund	\$93,160.44	Move funding to Ice Rink Capital Project fund detailed as part of July 18 staff report.
Fund #704 Property/Casualty Self Insurance Fund	Fund #426 Ice Rink Capital Project Fund	\$159,000.00	One Time transfer of excess funds available to help fund project--detailed as part of July 18 staff report.
Fund #415 Park Capital Project Fund	Fund #426 Ice Rink Capital Project Fund	\$150,000.00	Move 2015 funding from Northbound Liquor earmarked for ice rink project--detailed as part of July 18 staff report.
Fund #610 Northbound Liquor Fund	Fund #426 Ice Rink Capital Project Fund	\$125,000.00	Move funding to Ice Rink Capital Project fund detailed as part of July 18 staff report.
	Ice Rink Subtotal	\$1,163,024.45	Excludes donation received directly to fund from Cambridge-Isanti Hockey Association.
General Fund (#101)	Fund #420 Fire Capital Fund	\$52,678.00	Approve transfer as per budget and long range financial plan.
General Fund (#101)	Fund #415 Park Capital Fund	\$55,000.00	Approve transfer as per budget and long range financial plan.
General Fund (#101)	Fund #417 Police Capital Fund	\$35,000.00	Approve transfer as per budget and long range financial plan.
General Fund (#101)	Fund #418 Public Works Capital Fund	\$200,000.00	Approve transfer as per budget and long range financial plan.
General Fund (#101)	Fund #419 City Hall Capital Fund	\$30,000.00	Approve transfer as per budget and long range financial plan.
General Fund (#101)	CI Bike Walk Trail Operating Fund	\$6,660.00	Approve transfer as per budget and long range financial plan.
General Fund (#101)	CI Bike Walk Trail Capital Fund	\$8,340.00	Approve transfer as per budget and long range financial plan.
General Fund (#101)	Fund #443 Pavement Management Fund	\$320,000.00	Approve transfer as per budget and long range financial plan.
		\$1,870,702.45	

This resolution shall become effective immediately upon its passage without publication. Adopted this 1st day of August, 2016

Marlys A. Palmer, Mayor

ATTEST:

Lynda J. Woulfe, City Administrator

Prepared by: Lynda Woulfe, City Administrator

Background

The City Council serves as the canvassing board for City elections. The Secretary of State’s City Clerk Election Guide states:

3.2 CANVASSING OF THE RETURNS

The city council serves as the canvassing board for city elections. The council must meet to canvass the returns and declare the results within three to 10 days after a general election.

The steps to canvass the results are:

- the clerk prepares a canvassing report (abstract) to accumulate results from multiple precincts; this report may be available from the state Election Reporting System (ERS)
- the canvass board publicly canvasses the election returns by reviewing the abstract and write-in reports
- the board may ask to examine summary statements before it declares the results;
- when satisfied that the abstract reports are correct, the board signs the abstracts and they become the official results;
- in the case of a tie vote, the canvassing board determines the winner by lot;
- errors by election judges in counting may be corrected by following specific procedures as prescribed by law

Given the parameters of within three to ten days of the election, here are the dates available to meet as the Canvassing Board:

- November 14
- November 15
- November 16
- November 17
- November 18

Please note that November 11 is Veterans Day which is a legal holiday so no official City business can be conducted on that day. Generally, the Canvassing Board meeting takes less than 30 minutes. I **recommend you meet on November 14 at 5:00 pm.**

7D Determine Date to Seat Person Elected at the Special Election August 1, 2016

Prepared by: Lynda Woulfe, City Administrator

Background

The City Council has accepted Tiffany Kafer's resignation from City Council and has declared by resolution that a special election will be held in conjunction with the general election on November 8, 2016. The City Council still needs to formally decide when the individual winning the special election shall take office.

You have two options:

1. Seat the person on the first Monday in January when all other newly elected Councilmembers will take their seats.

OR

2. In a special election to fill a vacancy, the new council member is eligible to qualify and take office upon receipt of an election certificate. An Attorney General's opinion issued in 2004 states that when a special election is conducted to fill a Council vacancy, the newly elected person can begin to serve upon receiving their election certificate which can happen after the results are canvassed by the City Council. (Please see attached Attorney General's opinion).

A certificate of election can be issued after the time for recounts and contesting election results has passed, any contested elections for this race resolved, and after confirming that all required campaign financial reports due from the successful candidate are on file. Please note that with Option 2, the person appointed to fill the vacancy until the special election is held would terminate on the day the newly elected Councilmember is sworn in. If City Council supports Option 2, I would recommend that you administer the Oath of Office at the November 21, 2016 City Council meeting.

Recommendation

It appears that the Attorney General's opinion should be the guiding principle for this decision and I recommend the City Council follow this opinion.

41581
A.G. Op
11-23-1999

STATUTORY CITY COUNCIL: VACANCY IN OFFICE: Person elected to fill remainder of unexpired mayoral term may assume office upon receipt of certificate of election. Minn. Stat. § 412.02, subd. 2, 2a.

471-m

November 23, 1999

Patrick J. Kelly
Stephen Kelly
BANNIGAN & KELLY, P.A.
Maplewood City Attorneys
1750 North Central Life Tower
445 Minnesota Street
St. Paul, MN 55101-2132

Dear Messrs. Kelly:

In your letter you present substantially the following:

FACTS

In November 1997, A was re-elected at regular election to the position of Mayor of Maplewood, a statutory city, for a 4 year term. Before taking the oath in January of 1998, Mayor A was appointed District Court Judge and resigned. Therefore a vacancy occurred in the position of Mayor. Pursuant to Minn. Stat. § 412.02, subd. 2a, the Council filled the vacancy by appointing Mayor B to the position. Because Mayor A resigned before January 1, 1998, the tenure of Mayor B ran from January 1998 until qualification of a successor elected at the next general election, held November 2, 1999. There was roughly 2 years left of the original term of Mayor A.

You then ask substantially the following:

QUESTION

When a person is appointed to fill a vacancy in the office of mayor of a statutory city, and an election is held to fill the unexpired term of that position, when does the term of the appointed mayor end and the term of the mayor elected to fill the unexpired term begin?

OPINION

In our opinion the person elected to fill the unexpired mayoral term is eligible to qualify and assume office upon receipt of an election certificate, and the tenure of the appointee terminates when the elected person so qualifies. Minn. Stat. § 412.02 subd. 2 and 2a (Supp. 1999) provide in pertinent part:

Subd. 2. Term. Terms of elective officers shall commence on the first Monday in January following the election at which the officer is chosen. All officers chosen and qualified as such shall hold office until their successors qualify.

Subd. 2a. Vacancy. Except as otherwise provided in subdivision 2b, a vacancy in an office shall be filled by council appointment until an election is held as provided in this subdivision. In case of a tie vote in the council, the mayor shall make the appointment. If the vacancy occurs before the first day to file affidavits of candidacy for the next regular city election and more than two years remain in the unexpired term, a special election shall be held at or before the next regular city election and the appointed person shall serve until the qualification of a successor elected at a special election to fill the unexpired portion of the term.

Pursuant to subdivision 2 the "terms" of elective city offices begin on the first Monday of January following election. However, in the case of filling a vacancy, as here, the time of commencement of the "term" of office is not at issue. There is no question that the term of the office of mayor commenced in January of 1998 and will end in January of 2002. The election held in November of 1999 was to choose someone to serve for the remainder of that term. Therefore, the January date has no special significance in these circumstances. By the terms of subdivision 2a, the appointed mayor may only serve until qualification of the successor elected to fill the remainder of the term. There would seem no impediment to the person recently elected taking the oath and assuming office at any time after receiving a certificate of election.

While we are aware of no previous opinions directly addressing this question as applied to Minn. Stat. § 412.02 subd. 2a, this conclusion is consistent with a number of previous opinions that have construed similar statutory language as applied to vacancies in other offices. *See e.g.*, Ops. Atty. Gen. 161-A-25, February 6, 1958 (school board); 126H, September 2, 1950 and November 8, 1952 (county board) and 371-A-5, October 21, 1944 (railroad and warehouse commission). The September 2, 1950 opinion acknowledged that some previous opinions had reached a different conclusion. However it noted that:

The opinions contrary to this view have been based upon the provision in Art. 7, Sec. 9 of the State Constitution, that all terms of office shall terminate on the first Monday in January of each year. It appears clear to us that this applies only to the statutory term for which officers are elected and does not apply to vacancies which are filled pending an election for an unexpired term of office.

Thus, the previous inconsistent opinions were reversed.

For these reasons it is our opinion that the person elected on November 2, 1999 may now qualify and assume office if he or she has received a certificate of election. Upon that person's qualifying, the tenure of appointed mayor B will terminate.

Very truly yours,

MIKE HATCH
Attorney General
State of Minnesota

KENNETH E.
RASCHKE, JR.
Assistant Attorney
General

Bike Isanti County
Isanti County Government Center-Room EOC (lower level)

July 11th 10:00-11:00am

Agenda

Present:

1. Goals for 2016
 - a. **Master Trail Plan Needs** (Wright County Master Trail Plan+ Example)-Barry shared the purpose of the MP would open up opportunities to funding sources and help with Regional/State designations for Parks and Trails. Group decided this would be good next step.
 - i. **Shared Wright County RFP asked member review the document and provided feedback for next meeting. IC will update current RFP.**
 - ii. **Funding**-members will continue to search for funding for Master Trail Plan- Initiative Foundation, County Funds, potentially City funds for match and organizations.
 - b. **Mission and Vision of the Committee**-see attachment
 - c. **Connecting the Northside of Cambridge/Isanti Trail** – there has been discussion that current existing trail agreement to extend it on both sides.
 - d. **Searching for funds**-TAP Grants, Legacy Trail Funds, Neigh hood Connections Grant
 - e. **Promote 2 Cities 1 Community** (September 10th)
2. Other
 - a. **Networking sharing about your organization-**
3. Meetings for 2016 hosted at Isanti County Government Center-Room EOC
 - a. **September 12th 10am**
 - b. **November 14th 10am**

Bike Isanti County
Isanti County Government Center-Room EOC (lower level)

May 2nd 10:00-11:00am

Minutes

Present: Barry Wendorf, Darcy Rylander, Eric Champion, Marcia Westover, Melissa Carstensen, Dana Erickson.

Facilitator: Melissa Carstensen

Minutes: Dana Erickson

Accomplishments of 2015 (reviewed through list for guests)

- A. Bike Isanti County Brochure
- B. Signage project – Helping direct biker to heads of the trails.
- C. Cambridge-Isanti Event
- 1. From January Regional Trail Committee Meetings –There has not been any meeting since March meeting.
- 2. Goals for 2016
 - a. **Master Trail Plan Needs** (Wright County Master Trail Plan+ Example)-Barry shared the purpose of the MP would open up opportunities to funding sources and help with Regional/State designations for Parks and Trails. Group decided this would be good next step.
 - i. **Shared Wright County RFP asked member review the document and provided feedback for next meeting. IC will update current RFP.**
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 - d. **Searching for funds**-TAP Grants, Legacy Trail Funds, Neigh hood Connections Grant
 - e. **Promote 2 Cities 1 Community** (September 10th)
- 3. Other
 - a. **Isanti County Parks Events** – Spring Bird Event, Plants Exchange and Park Event, Barry will email out copies to the group.
 - b. **Networking sharing about your organization**-
 - i. Eric from the Chamber shared Race the Rum- Super Hero Theme on Saturday, May 21.

4. Meetings for 2016 hosted at Isanti County Government Center-Room EOC
 - a. July 11th 10am
 - b. September 12th 10am
 - c. November 14th 10am

Bike Isanti County

May 2nd and March 7th

Melissa will send out by email for other membership who were not present at the meeting to get their feedback.

Mission: (please select one)

**A. Community partners collaborating together to develop safe routes through out Isanti County.
(Group liked the most)**

B. Communities connecting, promoting and educating on bike routes through Isanti County.

C. Connecting our community by developing safe bike routes in Isanti County.

Vision:

A. Promoting opportunities for our communities to be active (group liked the most)

B. Connecting communities together by safe bike routes

Marketing Idea:

Connect, Community, Bike

Be Active Be Community

Logo Idea: Connecting with students from local school to design a Logo for a group.

Brain Storming from March 7th Meeting:

What does bike trails mean to you professionally?

- Being healthy & active
- Family/Individual Recreation
- Being outdoors
- Being "green" saving money on grass
- Access to businesses
- Being visitor to our area
- Community connections
- Access to State or other Regional Trails
- It's FREE

How do trails help out community?

- Connection
- Leading effort and coordination resources together to create a Master Trail Plan

- Continue promotion bike related activities
- Growth of enthusiasm with in the community
- Engagement of the Public/Community

Isanti County Parks & Public Health Department
Bike Isanti County
555 18th Avenue SW
Cambridge, MN 55008
763-689-8220/763-689-4071

Date:

To:

From:

Re: Request for Proposal/Quote to develop a Trail, Bikeway and Active Living Plan for Isanti County.

Project Overview

Isanti County is working to improve quality of life, community and individual health and to enhance options for active living (integration of physical activity into people's daily lives). As part of this active living effort and with the assistance of State Health Improvement Program (SHIP) funds, the County seeks the services of an experience trail, bikeway and active living planning consultant to update the Isanti County Trail Plan and to engage the community in trail and active living planning.

The Trail Plan Update is to:

- Raise awareness of trails, complete streets, walking, biking and active living benefits.
- Integrate strategies to assure the active living and health benefits of trail use.
- Analyze the road network, destinations, barriers, and opportunities.
- Engage the public, staff and officials in the process and gather input on trail issues, needs and opportunities.
- Assure that new trails and bikeways meet the needs and desires of County residents.
- Work closely with cities, townships, the MN DNR and stakeholders to coordinate County, State, township, and city plans.
- Engage the County Board of Commissioners (County Board), Commissions and staff in reviewing and shaping the Plan content.
- Identify efficient routes and improvements to connect cities, parks and scenic and natural amenities.
- Make connections to existing and planned trails in surrounding counties.
- Prepare a new trail plan with recommended trail and bikeway routes, trail, bikeway and complete street policies, trail and bikeway design guidelines and standards, trailhead locations, way-finding and an implementation plan (priorities, cost estimates and funding options).
- Include a communication element for trail maps, route signage and way-finding.
- Plan for trail maintenance and operations.

The goal is to prepare an exceptional plan for Isanti County trails and bikeways that leads to; efficient implementation and operation, a comprehensive connected network of trails, increased use of trails, and enhanced health that fosters active living. The Plan will focus on walking and biking trails and

bikeways as these facilities play a crucial role in fostering active living and fit with the goals. However, the Trail Plan should be coordinated with other trail uses such as snowmobiling, ATV riding and horseback riding. The Trail Plan is to be completed by Month Day, 2016 in accordance with funding requirements.

Please include in your proposal the following items:

1. Your approach
 - a. Process for conducting a comprehensive assessment.
 - b. How you will engage the public and stakeholders, methods to engage input and ideas, methods to engage area cities and townships, and how you will build support from the public, staff, partners and officials.
 - c. How you will arrive at your recommendations on needs and opportunities by evaluating opportunities, barriers and connections, identifying best routes, and design standards.
 - d. How your plan will be delivered, including communication elements, priority recommendations, and funding options.
2. Work Plan, Process and Deliverables
 - a. Plan phases, include detailed work program.
 - b. Time lines for each phase.
 - c. Deliverables for each phase
3. Conclusion
 - a. How the plan will be a clear guide to trail and bikeway policies, development, funding options, and overall implementation.
4. Qualifications and Roles
 - a. Consultant team members.
 - b. County/Staff roles and responsibilities to provide information and coordination.
5. Plan Budget
 - a. Staff
 - b. Materials
 - c. Other

Please submit 5 hard copies of your proposal by 4:30 p.m. on Tuesday, Month Day, 2016 to:

Isanti County
555 18th Avenue SW
Cambridge, MN 55008

Your proposal along with any others submitted will be reviewed by a committee. The review process will be based on:

1. Extent of public involvement/engagement (25%)
2. Methods of gathering input and ideas (15%)
3. Firms experience with active living and SHIP goals (10%)
4. Deliverables in each planning phase (10%)
5. Plan outcome (20%)
6. Cost analysis (20%)

Notice of acceptance or denial will be sent by DATE, 2016.

Please feel free to contact me with any questions at 763-689-XXXX. Thank you for your time and efforts.

Act on Alz

Marcia Westover

From: Jayne Mund <JayneM@familypathways.org>
Sent: Wednesday, July 20, 2016 9:39 AM
To: Julie Tooker (jtook@preshomes.org); Marcia Westover; Peggy Carpenter (PCARPEN2@Fairview.org); Judy Foster (rfoster@genesiswireless.us); 'Shirley Karstens'; lisab4mk@usfamily.net
Subject: August ACT article
Attachments: CambridgeACT on AlzheimerAug2016.docx

Hello Everyone,

I hope you are all well on this summery Wednesday morning.

Here is the August article for you to review. It's a bit longer, but a very important topic.

I will need your feedback no later than 4:30 PM on Tuesday July 26th.

Thank you everyone!

Peace,
Jayne

Jayne Mund
Caregiver Consultant
Phone 763-689-8811
Fax 763-689-1636
JayneM@Familypathways.org
1575 1st Ave E Cambridge, MN, 55008

"Celebrate what's right with the world."



Web



Facebook



Give



Volunteer



Live United



Informed Giver

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Cambridge

CambridgeACT on Alzheimer's:

In an effort to raise awareness, educate our community and assist families who have been touched by Alzheimer's disease, this month's article will highlight some tips to help communicate effectively with Healthcare professionals.

When you are providing care for a parent, spouse/partner, family member or friend, you are often involved with visits to the doctor. Sometimes you need to help the person you are caring for in the communication process with healthcare professionals. At other times, you may need to directly communicate on behalf of this person in the case of dementia. As a family caregiver, you need to be acknowledged and treated as part of the health management team. Toward this end, you and the medical professionals with whom you work need to be more aware of each other. This mutual awareness may not bring perfect solutions, but will lessen frustration, and in the end, the person you are caring for benefits. In all situations, there is much to be gained by improving communications with healthcare providers.

Here are some general guidelines that can improve communications:

Before the Visit:

- Write down questions so you won't forget them.
- Identify current symptoms of the person you are caring for.
- Educate yourself about the person you are caring for's disease or disability.
- Have your loved one's health history and medications documented.

During the Visit:

- Bring your list of questions and completed health/medication history
- Help describe symptoms accurately
- Ask your questions. Participate in the discussion of recommendations.
- Record doctor's answers and instructions
- Verify any follow up

After the Visit:

- Discuss the visit and review your notes with the person you are caring for if appropriate
- Check prescriptions
- Mark the calendar for any follow up visits
- Call for test results, if necessary (you may need a **Release of Information** to do this)

Understanding the doctor's responses is essential to good communication:

- If you don't understand the doctor's responses, ask questions until you do understand.
- Take notes, or get a friend or family member to take notes for you.
- Ask the doctor to write down his or her instructions to you.
- Ask the doctor for printed material about the condition.
- If you still have trouble understanding the doctor's answers, ask where you can go for more information.
- Let the doctor know you are his/her patient's primary caregiver.
- Fill out **Release of Information** forms so that you will be able to communicate openly and receive necessary information from the health care team on behalf of the person you are caring for. Carry a copy with, if you receive resistance to your request for information.
- Ask the doctor what is the preferred way to communicate with him or her if you should have additional questions or concerns.
- Do not be afraid to request a family conference or meeting, many physicians are happy to accommodate this request.
- In the case of memory loss of care receiver; ask for a note to be added to the care receiver's medical record that you are the primary caregiver and must be informed of appointments and other pertinent medical information.
- In the case of memory loss, if you are having trouble with the care receiver answering calls and not being able to relay an accurate message; give the health care team a number where only you can be reached such as a cell phone number.
- Do find your **own** doctor with whom you can share that you are caring for another person. Find a primary doctor, family physician, or medical provider who is trained to talk with you and has some time allotted to do so. Finding your own trusted medical provider will ensure that you have an advocate in your caregiving journey.

Other members of your health care team, such as Nurses, Social Workers, Clinic & Hospital Patient Advocates and Pharmacists, can be good sources of information. Talk to them, too.

Alzheimer's Caregiver Support Group

*Alzheimer's Support Group
Meets 3rd Tuesday of the month 10-11:30 a.m.
GracePointe Commons*

*1575 RiverHills Pkwy
Cambridge, MN 55008
Contact Molly Carlson for more information
mcarlson@preshomes.org
763-691-6172*

For more information about the CambridgeACT on Alzheimer's call Julie Tooker at **763-691-6192**.

For information about local resources to assist you in caring for yourself while you are caring for another person contact Jayne Mund at **763-689-8811**.

Your input and assistance is valuable! Let's ACT together to create and sustain a dementia friendly community. *There is Hope. There is Help.*

Submitted by: The CambridgeACT on Alzheimer's Survey Team

Act on Alzheimers

Marcia Westover

From: Julie Tooker <jtookер@preshomes.org>
Sent: Thursday, May 19, 2016 9:58 AM
To: Alicia Chapman; Andrea Gruber-Alferness; Audrey Clough; Becky Poppen; Ben Dummer (dumm0033@umn.edu); Bruce Hildebrandt; Chris Caulk; Collette Colucci; Craig Rempp; Diane Sibley; Ellie Madison; Emily Farrah-Miller; Emily Hawkins; Eric Champion; Gina Hennen; Greg Anderson; Heidi Vandermey; Jayne Mund; Jim Rostberg; Joyce Wallace; Judy Foster; Julie Keller; Julie Tooker; Justin Navratil; Karen Carlson; Karen Muhlhauser; Kate Spakyak; Kathy Gilbride; Kimberly Radel; Lisa Budnick; Lisa Lovering; Lori Dimitry; Lynda Woulfe; Marcia Westover; Marge Burns; Martha Ahlschlager; Mary Disney; Mary Martin; Matt Larson; Molly Carlson; Nancy Johnson; Natalie Matthewson; Nicki Klanderud; Peggy Carpenter; Rachel Kytönen; Rich Smith; Sarah Brown; Shirley Karstens; Susan Morris; Tim Dwyer; Todd Klein; Tony Buttacavoli; Tricia O'Donovan; Vicki Ostrom
Subject: ACT on ALZ updates!
Importance: High

Good morning Cambridge ACT Team!

I am forwarding this email from Emily I received this morning (please see below) to you. Great video (I did see Chris Caulk on it and a few others) 😊

We enjoyed the book discussion of "Still Alice" that was led by Vicki Ostrom this week at Scout and Morgan book store. Thank you Vicki!!

Molly Carlson showed the movie, "I'll Be Me" the Glen Campbell story with her support group this week...she even had popcorn to go with the movie.

Have you checked out the Brain Fitness Kits at the East Central Regional Library yet? I encourage you to check them out.

Enjoy the sunshine!

Be the light!

Julie

Julie Tooker
Community Relations Director
GracePointe Crossing
135 Fern Street North
Cambridge, MN 55008
763-691-6192

"Our mission is to honor God by enriching the lives and touching the hearts of older adults."

The Alzheimer's Association raised more than \$189,000 (with money still coming in the door) at its recent Purple Gala to support the work of dementia friendly communities. Funds will be used to support the current 40+ communities with technical assistance from ACT on Alzheimer's and the Alzheimer's Association through resources, expertise and project assistance.

The Alzheimer's Association was proud to share with gala attendees the incredible work of our current dementia friendly communities and we are grateful to the communities for letting us share their stories.

Check out the video shown at the Alzheimer's Association Purple Gala highlighting this work: [Dementia Friendly Minnesota - Alzheimer's Association Purple Gala 2016](#).

There was also a great article printed this week in LeadingAge magazine highlighting MN communities.

New Collaboration Aims to Create Dementia-Friendly Cities

http://www.leadingage.org/New_Collaboration_Aims_to_Create_Dementia-Friendly_Cities_V6N3.aspx

Thank you for your good work in creating dementia friendly communities!

Thanks, Emily

Emily Farah-Miller

Program Developer/Executive Co-Lead ACT on Alzheimers

METROPOLITAN AREA AGENCY ON AGING

2365 N. McKnight Road, North St. Paul, MN 55109

DIRECT 651-245-2927 | MAIN 651-641-8612 | FAX

EMAIL efmiller@metroaging.org

www.metroaging.org

Changing aging in our communities.

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Marcia Westover

From: Julie Tooker <jtookер@preshomes.org>
Sent: Thursday, May 19, 2016 3:12 PM
To: Alicia Chapman; Andrea Gruber-Alferness; Audrey Clough; Becky Poppen; Ben Dummer (dumm0033@umn.edu); Bruce Hildebrandt; Chris Caulk; Collette Colucci; Craig Rempp; Diane Sibley; Ellie Madison; Emily Farrah-Miller; Emily Hawkins; Eric Champion; Gina Henchen; Greg Anderson; Heidi Vandermey; Jayne Mund; Jim Rostberg; Joyce Wallace; Judy Foster; Julie Keller; Julie Tooker; Justin Navratil; Karen Carlson; Karen Muhlhauser; Kate Spakyak; Kathy Gilbride; Kimberly Radel; Lisa Budnick; Lisa Lovering; Lori Dimitry; Lynda Woulfe; Marcia Westover; Marge Burns; Martha Ahlschlager; Mary Disney; Mary Martin; Matt Larson; Molly Carlson; Nancy Johnson; Natalie Matthewson; Nicki Klanderud; Peggy Carpenter; Rachel Kytonen; Rich Smith; Sarah Brown; Shirley Karstens; Susan Morris; Tim Dwyer; Todd Klein; Tony Buttacavoli; Tricia O'Donovan; Vicki Ostrom
Subject: A Real Alzheimer's Story
Attachments: SKMBT_C36016051915000.pdf
Importance: High

Sorry to send a second email today, but this one is a "gem."

Please read the attached story that was published in the Isanti County News this week. Leif Sundberg is the nephew of Vicki Ostrom from our Cambridge ACT on Alzheimer's team.

What a story!

Be the light!

Julie

Julie Tooker
Community Relations Director
GracePointe Crossing
135 Fern Street North
Cambridge, MN 55008
763-691-6192

"Our mission is to honor God by enriching the lives and touching the hearts of older adults."

Love one another

"So now I am giving you a new commandment: Love each other. Just as I have loved you, you should love each other." John 13:34



TOWNHOMES | SENIOR APARTMENTS | ASSISTED LIVING | MEMORY CARE | RESPITE | SHORT TERM CARE | LONG TERM CARE

The Swedish Ninja is headed to primetime



Leif Sundberg flies into action while training at Ninjas United.

Photos supplied

Mike Bleninger
mike.bleninger@ecm-inc.com

A young man with ties to the Isanti County area is ready to put his physical skills to the ultimate test on the upcoming season of "American Ninja Warrior."

Leif Sundberg, aka The Swedish Ninja, has passed



the final round of tryouts in Indianapolis and will be taking his talents to Season 8 of "American Ninja Warrior," which returns June 1 on NBC. Sundberg is the son of Craig Sundberg, of Cambridge, and the late Glori Dawn Becklin Sundberg, who died in

October 2013. American Ninja Warrior is an American adaptation of the Japanese show Sasuke. The show consists of multiple contestants taking their turn at competing a strenuous obstacle course. Not

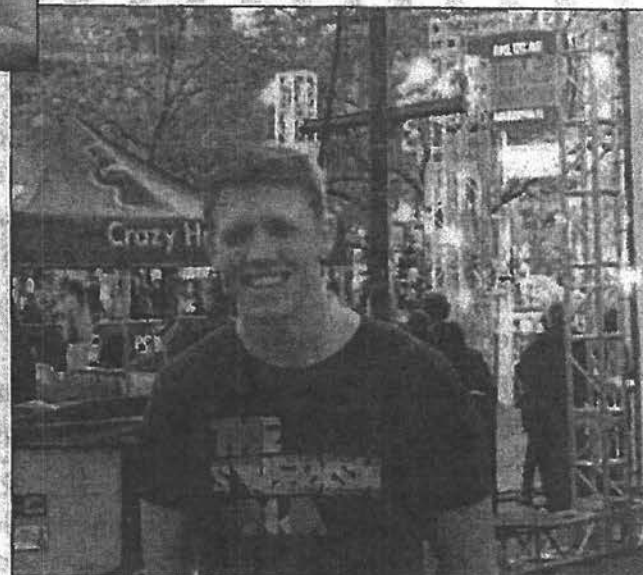
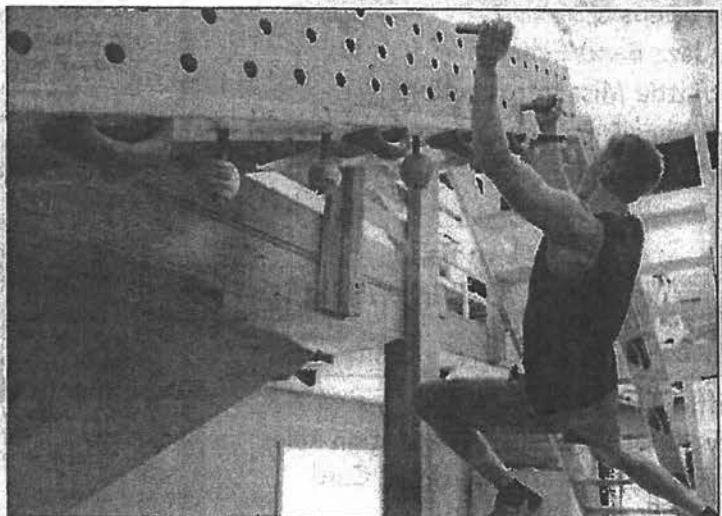
See NINJA on page 5



Leif Sundberg meets with Eric Perkins from KARE 11 for a "Perk at Play" segment.



More practice on the ropes as Leif Sundberg practices his upper body strength.



Leif Sundberg pictured at the American Ninja Warrior qualifying

Ninja

Continued from front

everybody completes the course, but those who do are then judged based on how fast they go. The top athletes are then chosen to compete for the ultimate prize, a shot at conquering the ultimate obstacle course, Mt. Midoriyama, and a grand prize of \$1 million.

Sundberg has always been a fan of the show seeing both Sasuke and other seasons of American Ninja Warrior. His athletic ability was never the issue for him while preparing, as he is a lifelong athlete. Sundberg played soccer and baseball for most of his life, even competing at the collegiate level for soccer at Bethel University.

For Sundberg, the motivation to compete is personal.

"My main motivation was my mother," he said. "She had passed away in 2013 from Alzheimer's disease."

Watching what she went through every day while struggling with Alzheimer's is what pushed him to compete and train the way he has.

"Watching that battle re-

ally motivated me," he added.

After finding his purpose, the next step was training. Sundberg has done most of his preparation at Ninja's United in Buffalo. As the name suggests, this is the type of gym one should train at before competing on a show such as American Ninja Warrior.

"It is a gym dedicated to training on Ninja Warrior obstacles," he said.

Sundberg is a regular at the gym, training there every weekend as well as teaching classes. His workouts consist of mainly upper body, core and grip strength exercises. While you need to be strong to compete the course, this challenge is more about endurance. While training, it is important to build that muscular endurance to perform on consecutive obstacles. Sundberg does not have a traditional coach, but he does work closely with the other members of the gym. Counting himself, the gym has six elite "ninjas" who work to push each other.

Sundberg got his first taste of Ninja Warrior action while competing at the qualifying event April 27-28 in Indianapolis. The course was nothing new, but the atmosphere gave him a taste of what the show will be like.

"The whole city shuts down for the show," he said. "There is really nothing you can do to prepare to do this in front of so many people."

Tunnel vision kicked in, and that may be exactly what he needed. Able to ignore the crowd, Sundberg put on a performance that earned him a place for the upcoming season.

Since being selected for the show, Sundberg has also started a fundraiser for Alzheimer's called Ninja Warrior Against Alzheimer's. He will raise money for the Alzheimer's Association. His site can be found at tinyurl.com/ninjaalz.

To learn more about American Ninja Warrior or how to train like a ninja, visit nbc.com/american-ninja-warrior or ninjasunited.com.

**DT TASK FORCE AGENDA
July 12, 2016**

I. Introductions

II. Creating design standards for the downtown district:

- a. What themes exist now?
- b. What standards exist in the City Code?
- c. What existing themes or styles would we like to see more of?
- d. What don't we see that we want?

III. Communication Strategies

a. What is already being done:

- i. _____
- ii. _____
- iii. _____
- iv. _____

b. What we could be doing:

- i. _____
- ii. _____
- iii. _____
- iv. _____

IV. Monte and Julie funding options – ideas?

V. Next City Council meeting on July 18th who can be there to support the Streeter proposal?

OUR NEXT MEETING: AUGUST 9TH AT 5:00 P.M.

DT TASK FORCE MEETING MINUTES
June 21st, 2016

- 1. Introductions – Lynda Woulfe, Stan Gustafson, Bob Roby, Becky Roby, Howard Lewis, Judith Kissner, Rhonda Becker, Larry Fredlund, Monte Dyvbig, Jeremy Ellingson, Eric Champion, Julie Immel, Gayle Cupit.**

- 2. Review of Task Force Structure:**

Bob presented an overview of the structure of the Downtown Task Force. There have been numerous similar attempts at a similar task force. It seems as much of the resistance or pessimism from current business people may be from these previous attempts. There have been a variety of concepts but all came at a cost. The barrier was lack of funding.

The current Downtown Task Force has members who are on the Comprehensive Plan Steering Committee. The goals are to explore larger strategies and options, identify obstacles and determine individual vs community interests, as well as long term vs immediate needs. The Design Team was brought in to help bring business owners to the table and make the vision broader for downtown as well as help determine the role of the Task Force. The recommendations of the Design Team focused on the downtown area.

Stan spoke about the revolving loan program the city has for business owners. The funds can be accessed for health and safety issues, code violations and curb appeal. Howard spoke about a program in Brooklyn Park where the city has been purchasing and rehabbing properties to resell. There was talk as to how this may apply in Cambridge.

It was also discussed that there is a wrong perception that there are empty properties on main street. There are only 2 spots currently (one is the Ace Tack building that will not be leased) and the Ben Franklin building will likely be vacated in August.

- 3. Library Task Force:**

Judith presented the wording regarding the Library Task Force motion.

“Because of the information collected on the economic impact of having the library in the downtown business district, the Library Task Force supports the current library block for the construction of the new library due to the community’s demonstrated value of the tradition of having the library building downtown.”

The Library Task Force had been split on this decision - it was tough to lose the vision of the Heritage Green location. In the end, the Library Task Force members all voted in favor of keeping it downtown except for one abstention. Larry’s work to provide three designs that showed ways to utilize the current sight were appreciated. Thanks go to those who provided the funding for this effort!

The City Council meeting was held Monday, June 20th. The motion was approved unanimously by the city council. The also included language in the motion to lay the groundwork for the process so hopefully there won’t be delays due to this decision.

- The library now needs downtown businesses to support the resolution and the library. The downtown needs to be vibrant and active.
- The next step is the local sales tax option referendum that needs to pass.
- Education is a key component – educating people on the number of visits and the potential for more visitors once the library has room to expand services and programs. The summer reading program has 150 signed up in 24 hours, and over 400 signed up during the first week of registration.
- The Library Task Force has an arrangement with the paper to have “guest” articles published every other week through October. The task force members have been assigned articles and time slots to accomplish this.

4. Streeter Proposal:

Previously the proposal to hire Todd Streeter to assist in building a strategy for fulfilling the goals for Downtown was voted down by the city council. As Councilman Lewis was not at that meeting the issue was able to be brought up again. The Streeter proposal is \$13,000 for a 12-month contract. The proposal is to formalize the Downtown Task Force, generate business owner interest and garner financial investment. Todd’s strategy is mobilizing private entities to create a vision to present to the city and assist with fundraising, etc. The concept is to have a professional to help bring the two sides together instead of it being the City vs downtown businesses. It is also a great time to capitalize on the library momentum. The time commitment required to make timely progress toward necessary goals is too much for volunteers to handle it

all, and there is a need for an experienced person to bring the non-engaged business owners to the table.

The council approved having Todd Streeter attend the July 18th City Council meeting and make the proposal in person. Suggested changes to the contract were to add “not to exceed” language, and a cancellation clause if local businesses do not engage with the process. It was brought up that again education may be key – the narrative can be changed from the Design Team itself to the 150 local stakeholders who took 2-3 days of their time to provide input on the direction of our City.

5. Communication Options:

There was discussion of Facebook groups and how to best utilize them. Who is the target audience – is it the public in general? Business owners? Is it for fundraising and surveys, or an official information dump. The issue of incorrect information being spread on Facebook was also brought up and reinforced the concept that at least an official info dump would be a good idea. Eric also indicated that the Chamber will have some opportunities to present at future Chamber luncheons, beginning in September.

There was discussion of having coordinated articles like the Library Task Force - Lynda indicated the paper would likely cooperate with that type of effort. She also gave examples of how Gilbert, AZ created a digital newsroom to help address community concerns (mostly in emergency situations) and how it may be adapted to generate interest for downtown.

6. Funding Options:

Monte asked about the \$13,000 needed for the Streeter Proposal and possibilities of having local business people fund that amount. If 26 business kicked in \$500 the cost is covered. The concept of splitting the cost with the city was also brought up as then both sides are stakeholders. He mentioned how there are business people in the area who are likely looking at legacy endowments, etc. and that accessing that money may be an option as well for the Downtown Task Force initiatives.

7. Downtown Mall Options:

As time was running short Larry agreed to present on this next meeting.

Action Items:

- Next Meeting is Tuesday, July 12th at 5 pm.
- First item on agenda next time needs to be **creating design standards** for the downtown district.
- **Larry** will bring in some examples of city standards for a downtown mall.
- Downtown Task Force members are encouraged to attend the next City Council meeting on July 18th and support the Streeter proposal.
- **Jeremy** will work on communication strategy with **Judith** and **Eric**.
- **Monte** and **Julie** will work on funding options.

Next meeting: **July 12th, 2016 at 5:00 p.m. City Council Chambers**

Cambridge Fire Department General Meeting

April 24, 2016

Call to Order

18:30 by Sean Okerlund

Members Present

C. Barnes, K. Becker, C. Bustrom, C. Carlson, R. Dale, J. Devries, B. Dorsey, S. , J. Henderson, N. Jenissen, S. Kirkeide, J. Lentz, C. Lindquist, L. Milz, D. Matchinsky, S. Minar, S. Okerlund, W. Pennings, D. Schultz, G. Schlichting, N. Shatek T. Schwab, T. Tomczik, D. Vellenga, L. Woulfe.

Others present

Approval of March 2016 Minutes

Motion – Bustrom/ Lindquist, all approved

New Business

- A. Pennings gave an update on the confined space rescue training.
- B. Updates were given on the Spring into preparedness event at the college
- C. Chips Memorial will be May23rd

Old Business

- A. Carlson updated that we would be receiving a check from Isanti County Sportsman's club for the purchase of a new trailer for the Ranger.
- B. Pennings gave an update on the weather and prescribed burns to attempt to get done.
- C. The SOG committee would be meeting in May.
- D. CFD received update on the status of the New Tender Truck.

Officer Reports

Squad 2 is doing truck checks for Jan. Squad 2 is scheduled for Feb. Template is to receive email with your truck assignment with E1 being a team exercise

Motion to adjourn

Motion: Matchinsky / Schwab 19:15

CAMBRIDGE FIRE



DEPT.

CAMBRIDGE FIRE DEPARTMENT

SEAN OKERLUND, FIRE CHIEF (763) 286-8633
TODD TOMCZIK, ASST. CHIEF (651) 248-8388
300 Third Avenue Northeast (763) 689-3211
Cambridge, MN 55008 (763) 689-0810 FAX
firedept@ci.cambridge.mn.us

CAMBRIDGE FIRE



DEPT.



Agenda

Cambridge Fire Department Monthly Meeting June 27, 2016 6:00 PM

1. **Call to Order**
2. **Approval of April, 2016 Minutes**
3. **New Business**
 - A. Fourth of July Weekend coverage and events.
 - B. Vote on Department SOG for Full time response to Medicals.
 - C. Trailer purchase.
 - D. Kid's day at the Fair.
 - E. St. Croix valley boat trip. July 14th.
 - F. Bullet point reminders on Fire Reports Dispatcher.
 - G. Set date for Open House committee meeting.
 - H. Event Reminders.
4. **Old Business**
 - A. Fire on the Rum.
 - B. Stark Summer Stroll.
 - C. Water shuttle for Isanti's burn.
 - D. Investigators class at the Station. (Share the Article)
5. **Officers Report**
 - A. Call review.
 - B. Training.
 - C. Safety.
 - D. Equipment. (Ladder Truck)
6. **Relief Association Update**



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Agenda

Cambridge Fire Department Monthly Meeting July 25, 2016 6:00 PM

1. **Call to Order**
2. **Approval of June, 2016 Minutes**
3. **New Business**
 - A. National Night Out.
 - B. Call Percentages through 2 quarters.
 - C. Tender Update.
 - D. Trailer
 - E. Heat and Hydration.
 - F. Social Media.
4. **Old Business**
 - A. St. Croix Boat Trip.
 - B. Independence Day.
 - C. Open House Committee.
 - D. Review of Fair activity.
5. **Officers Report**
 - A. Call review.
 - B. Training.
 - C. Safety.
 - D. Equipment. (Ladder Truck)
6. **Relief Association Update**
7. **Adjourn**

Cambridge Fire Department General Meeting

June 27, 2016

Call to Order

1801 by Sean Okerlund

Members Present

K. Becker, C. Carlson, R. Dale, B. Dorsey, C. Haley, S. Kirkeide, J. Lentz, C. Lindquist, A. Mix, S. Okerlund, W. Pennings, B. Reents, G. Schlichting, D. Schultz, T. Schwab, T. Tomczik, N. Shatek, S. Duong

Others present

Howie Lewis, Lynda Woulfe

Not present

C. Barnes, C. Bustrom, J. DeVries, J. Henderson, N. Jennissen, J. Kowalik, D. Matchinsky, L. Milz, S. Minar, E. Raati, T. Schwab, D. Vellenga

Approval of April 2016 Minutes

Motion Mix, Second Tomczik Passed

New Business

- A. Pennings mentioned the need for personnel and apparatus to be available for the Fireworks at the Fairgrounds. Thanks to those that volunteered.
- B. Motion by Lindquist Second by Shatek. To amend the Department SOG reflecting medical response for full time staff.
- C. Pennings briefed the Department on the trailer we were purchasing through M and G trailer sales of Ramsey.
- D. Pennings talked about the Kids day at the Fair noting the 4 County were getting together planning to unify resources and message delivered.
- E. Pennings reminded the department of the St. Croix regional meeting on the river boat at Taylors Falls. The date of the trip will be July 14th.
- F. Chief Tomczik reiterated the importance of the bullet points on the Fire Reports.
- G. July 11th was the date agreed upon for the Open House committee to meet.
- H. Pennings went through event dates with the department.

Old Business

- A. We had a review of our participation in the Fire Investigation class, Stark Summer Stroll, water shuttle for Isanti Fire.

Review of Calls

Went over response to Peterson Mill.

Officer Reports

Training – Mention was made of upcoming training.

Equipment – No Report.

Technical Rescue -- No report

PIO – No report

Relief Update

No Report

Motion to adjourn

Motion Carlson/Seconded Mix /Passed 1858

PLANNING COMMISSION MEETING MINUTES

Tuesday, July 6, 2016

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Planning Commission was held at Cambridge City Hall, 300 – 3rd Avenue NE, Cambridge, Minnesota.

Members Present: John Klossner, Shirley Basta, Bob Erickson, Joe Morin, Chad Struss, and Robert Nelson

Members Absent: Jim Godfrey (Absent)

Staff Present: Marcia Westover, Community Development Director/City Planner

CALL TO ORDER and PLEDGE OF ALLEGIANCE

Klossner called the meeting to order at 7:00 pm and led the Commission in the Pledge of Allegiance.

APPROVAL OF AGENDA

Struss moved, seconded by Basta to approve the agenda as presented. The motion carried 6/0.

APPROVAL OF MINUTES

June 7, 2016 Regular Meeting Minutes

Basta moved, seconded by Erickson to approve the June 7, 2016 meeting minutes as presented. Motion carried 6/0.

PUBLIC COMMENT

Klossner opened the public comment period at 7:02 pm and without comments, closed the public comment period at 7:03 pm.

NEW BUSINESS

Westover stated several representatives from Presbyterian Homes and the Grandview West project were present at the meeting and, before the technical details of the Public Hearing agenda items were discussed by the Commission, they would like to give a brief overview of the project.

Steve Nornes of Grandview West, Inc. introduced the people who were with him: Sally Layde, Principal Architect; Lisa Albain Developer with Senior Housing Partners (a division of Presbyterian Homes); Laurie Sykes, Cambridge Campus Administrator; and Brent Kelsey, the Project Engineer.

Nornes gave a brief presentation of the history of Presbyterian Homes and an overview of the proposed project. Both Grandview Christian Homes and Presbyterian Homes have been in the Cambridge community for a very long time. Grandview Christian Homes was first opened up in 1963, Mill Ridge Assisted Living/Nursing Home was opened in 1988 and River Hills, the campus they are developing, was opened in 1999. An affiliation with Presbyterian Homes occurred in 2007 to help take on the leadership of the legacy and long history of Grandview Christian Homes and in 2008, the Cambridge community was acquired. Presbyterian Homes has been around since 1955 with many affiliations across Minnesota and several states. Presbyterian Homes also does nonprofit consulting throughout the nation.

Nornes stated Gables East and Gables West are doing great today as far as the level of care being offered but are outdated and need to be replaced with something new and vibrant for the future. Mill Ridge will stay and be part of the River Hills Campus. Although no specific plans or dates are in place on the timeline, Gables East and West will be repositioned and sold in the future.

Nornes explained the current plan for the new campus is to eventually locate all the buildings across the Rum River to the River Hills Campus, and includes a mixed use of residential and professional/commercial including Independent Living Units, Town Homes, Assisted Living, Skilled Nursing, a Town Center, a Clinic and a Fitness Center. Four existing Village Homes will need to be removed for the first phase in order to add the proposed independent living apartments. Laurie Sykes has worked with all residents and transition plans are in place for all.

Nornes went on to explain the many planned amenities, operational efficiencies, easy access to parking, outpatient therapy, training space for staff, and centralization of the campus. A proposed timeline for start of construction is October or November of 2016. The proposed construction phase will last for 17 months. The proposed opening would be the first quarter of 2018.

Klossner thanked Nornes for his presentation.

Westover stated the Commission would review each public hearing one by one.

A. PUBLIC HEARING – A request by Steve Nornes, Grandview West, Inc., for a Conditional Use Permit (CUP) for a Planned Unit Development (PUD) for redevelopment of a previously built site in the Scenic River II District.

Westover stated in 1998, Grandview Christian West, Inc. received approval and proceeded with a Planned Unit Development (PUD) that included 60 assisted living units with common and community space and also 50 duplex and four-plex units for independent living. At that time, the overall plan reserved a two acre parcel for future commercial development (on the corner of Highway 95 and County Road 14), which is still vacant today. In 2003, an amendment to the PUD was approved to incorporate the

7.89 acre parcel on the north and turn the existing house into the meeting/conference building known today as the Heritage Center.

Westover stated the property is currently zoned in the Scenic Rum River II district. Redevelopment of the existing site is proposed with 98 new independent living units (24 existing townhome units will remain), a 123,000 square-foot skilled Care Center, 42,000 square feet of lower level garage space, and a 23,000 square-foot Town Center. Two variances are being requested along with this request in addition to street and easement vacations, and the preliminary and final plats. The applications and staff reports are being reviewed contiguously.

Westover stated city staff and the applicant have been discussing this project for over a year. City staff met with the Department of Natural Resources at the very beginning of the discussions to obtain some initial feedback and direction. Since these initial meetings, the developer has reduced the overall height of the buildings from 4-stories (55 feet) to 3 stores (41 feet), and pushed the buildings as far from the river as possible.

Westover stated the proposed use is appropriate in the Scenic Rum River Ordinance because Residential Planned Units and professional/commercial areas designed to serve the residents are allowed through a Conditional Use Permit. The use is not necessarily more appropriate in any other zoning district as shown by the Scenic River II purpose statement which is: to provide for medium to high density residential development within the urban corridor of the City while preserving and protecting the Rum River and its adjacent lands by encouraging: (1) higher standards of site and building design; (2) municipal sanitary sewer and water utilities; and (3) preservation and enhancement of desirable site characteristics and open-space through the use of Planned Unit Developments.

Westover stated as part of this Planned Unit Development, the setbacks will be met, green space will be preserved by building up rather than out, and extra measures for storm water management are being incorporated.

Westover said previously, the Planned Unit Development was designed with 2 acres of commercial. These 2 acres were never developed. In addition, the 7.8 acres (Heritage Center site) was acquired by the owner since the original Planned Unit Development was done. The site has these measurable components to consider in determining the future use of the site.

Westover stated that Presbyterian Homes currently has 3 separate facilities it operates. Two of the facilities are on the east side of the river. The overall proposal includes vacating the two facilities on the east side of the river and therefore expanding the current site being discussed west of the river. The vacation of the two buildings on the east side of the river provides an opportunity for the City to plan some much needed Highway 95 road acquisition. MNDOT's long range plan includes Highway 95 widening into a 4 lane highway. The current proposal by Presbyterian Homes provides the City with re-development and planning opportunities for the future.

Westover stated the proposed project meets a need in the City of Cambridge for the high demand of additional senior living and care center facilities. The proposed project is consistent with the City's Comprehensive Plan. Specifically, the project meets Housing Goal #1 of the Comprehensive Plan: *Promote a variety of housing types in Cambridge for all of its citizens.* It further meets Policy #3, #4, and #7 under the Housing Goal #1 in the Comprehensive Plan.

Westover stated overall, the City finds the proposal to develop the site acceptable and finds that it meets the intent of the Scenic Rum River Ordinance.

Klossner asked for any questions for staff or the applicant. Struss asked where the people would go when they are displaced during the construction period. Nornes explained some will move to the townhomes, which are ready at the present time. Others will move to Mill Ridge, near the nursing homes. Laurie Sykes has worked out all the details with Gentle Transitions to take care of moving all people living in the current areas that will be removed and plans for a seamless transition for all involved.

Klossner opened the public hearing period at 7:22 pm.

Curtis Anderson, 605 Sunset Lane, Cambridge, MN, stated he is overall very much for this proposed project. There are two areas that he has comments on. First, looking at the demolition and the new construction, most of the new independent living is in Phase II, which does not have a definite scheduled date yet. Anderson hopes the Phase II completion is earlier rather than later. Secondly, he is disappointed in the significant reduction of independent living units due to reducing building from four stories to three stories. The Governments should have allowed four stories, especially considering the Governments allowed the nearby new Hwy. 95 concrete bridge to be built which is much more intrusive and also considering the present discussions regarding widening Hwy. 95 to four lanes.

Jeanette Mir, 320 River Hills Court N, Cambridge, MN, asked whether the residents would be given new addresses. Westover stated that River Hills Court will now become a private street but believes Presbyterian Homes will continue to use the street name. Nornes stated they will not change the addresses; the addresses will stay the same. Mir also asked about problems getting around the construction. Nornes stated they will make sure that safety is the number one priority and that people who live there will have access in and out at all times,

Nornes stated a safety plan is required for every phase. Adolfson & Peterson, the contractor, will communicate the details of the safety plan with Laurie Sykes and staff. Residents will always have access to and from their homes. Nornes stated they will *inform before they perform.* The entire project will take approximately 17 months. For residents who live on the site, communications will occur regularly, via postings, emails or meetings. Mir stated one main concern is gas. Nornes said there will always be

heating for residents and stressed that life safety and how residents are cared for will be the number one priority.

Klossner closed the public hearing period at 7:32 pm. Klossner brought the discussion back to the Commission for discussion, questions or motions. Nelson moved, seconded by Struss to approve the recommendation. Motion carried 6/0.

B. PUBLIC HEARING – A request by Steve Nornes, Grandview West, Inc., for a variance to allow the building height to exceed the maximum of 35' in the Scenic River II District.

Westover stated the maximum building height in this district is 35 feet. The applicant is requesting the highest building to be 41 feet high. The Care Center is proposed to be 41 feet high and the Independent Living is proposed to be 38 feet-5 inches high.

Westover stated City Staff and the applicant have been discussing this project for over a year. City Staff met with the Department of Natural Resources at the very beginning of the discussions to obtain some initial feedback and direction. Since these initial meetings, the developer has reduced the overall height of the buildings from 4-stories (55 feet) to 3 stories (41 feet). This modification was made to best meet the ordinance while still providing the most practical use of the property to meet the needs of the community.

Westover explained the proposed structures and heights are consistent with other established uses in the area, and therefore will not create a significant change in visual aesthetics along the river or along the highways. The architectural and site design of the project will be in keeping with the design standards set forth in the Scenic Rum River Land Use District.

Westover stated the visual sight lines from the river will not change. A general line of sight modeling was conducted by Anderson Passe & Associates, the project engineer. The diagrams indicate that a 4-story building would not be visible even if a modest 6-foot tree screen were placed along the river bank. However, the existing mature trees are likely 3 to 5 times taller than the modeled tree.

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

Klossner opened the public hearing period at 7:36 pm. With no comments, Klossner closed the public hearing at 7:37 pm. Klossner asked staff for any questions, comments or motions. Morin moved, seconded by Basta to recommend the approval of the recommended resolution. Motion carried 6/0.

C. PUBLIC HEARING – A request by Steve Nornes, Grandview West, Inc. for a variance to allow more density in tier 3 of the Planned Unit Development (PUD) density evaluation.

Westover stated that in order to determine how many dwelling units/dwelling site density is allowed for a Planned Unit Development (PUD) in the Scenic Rum River zoning district, a PUD Density Evaluation needed to be done. The PUD Density Evaluation is determined by a specified measurement of "tiers". The project parcel is divided into tiers by locating one or more lines approximately parallel to a line that identifies the ordinary high water level of the river at intervals proceeding landward by 300 feet (for the Scenic River II district). A mathematical equation determines the number of allowed units per tier.

Westover stated that according to Section 153.133 of the City code, allowable densities may be transferred from any tier to any other tier further from the water body, but must not be transferred to any other tier closer (to the water body). Tier 1 is closest to the water body (Rum River), and Tier 5 is furthest away from the water body. Tier 3 is the one that has too many units proposed and needs the variance. In Tier 3, 60.25 units would be allowed, but 81.5 units are proposed. The placement of the majority of the Independent Living building falls within tier 3. The Independent Living building has the largest number of dwelling units.

Westover stated all other tiers have extra allowed units. Tier 1 and Tier 2 together have 16.15 extra units. According to the City code, these units can be transferred to Tier 3 since Tier 3 is further from the water body. However, 16.15 extra units is not enough; the developer needs 5.1 more units. The developer is requesting to transfer these 5.1 needed units from Tier 4 and Tier 5, which is moving closer to the water body and a variance is required. Tier 4 and Tier 5 have a total of 37.8 extra units.

Westover stated that with a total transfer from all tiers, the proposed development would be under the overall site total allowed. Total density allowed, if all tiers are added, is 138 units. The actual units proposed are 122.

Westover explained for the purposes of determining the units, staff identified the Independent Living Units and Town Homes as residential units. The Assisted Living, Skilled nursing, and Town Center are all considered professional/commercial as they are specifically designed and intended to serve the residents of the Planned Unit Development.

Westover explained the Independent Living building is 500+ feet from the river. The structure setback requirement according to City code is 150'. The developer worked to push the buildings back as far away from the river as possible in an attempt to best meet the ordinance with the number of units they are proposing. Furthermore, the Care Center was pushed back to be 700+ feet back from the river. The visual sight lines from the river will not change as stated previously.

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

Klossner opened the public hearing period at 7:41 pm. With no comment, Klossner closed the public hearing at 7:42 pm. Klossner asked the Commission for any questions, comments or motions.

Nelson asked as it relates to density, how many units are in Gables East and West that will, over time, be eliminated and moved to the River Hills Campus? How does that number compare? Are we gaining or losing or staying the same? Nornes responded that they are slightly reducing down. Nornes stated the number of units was 198 and 179 units are what is being recommended.

Struss moved, seconded by Erickson to recommend the approval of the resolution to grant the variance as drafted by staff. Motion carried 6/0.

D. PUBLIC HEARING – A request by Steve Nornes, Grandview West, Inc., for vacation of public streets.

Westover stated the new plat will create one large lot and will be completely reconfigured with the redevelopment of the buildings and parking lots/drive areas. The owner has agreed to take responsibility for all streets and utilities and they will be privately owned and maintained. Ownership of the utilities and drives is common for all of the applicants other properties. The public streets and easements will no longer be necessary due to the re-platting concurrently taking place with the Grace Pointe Crossing plat. All standard and required easements will be replaced on the new Grace Pointe Crossing plat.

Klossner asked if there are any questions for staff or the applicant. Morin expressed his caution regarding giving away easements and streets for this when the City just had to buy one back. Morin asked why the public street would not just stay a public street.

Westover stated this is a different situation because the proposed project is all one lot under one corporate ownership and it will specifically be listed on the plat that these easement and streets are privately owned and privately maintained. Westover stated the City Engineer, Public Works staff and other City staff have reviewed and approved this plan.

Klossner opened the public hearing for the vacation of public streets at 7:48 pm. With no comment, Klossner closed the public hearing at 7:49 pm. Klossner asked Commission for any comments, questions, or motions.

Nelson moved, seconded by Struss to recommend the approval of the resolution for vacation of the streets. Motion carried 6/0.

E. PUBLIC HEARING – A request by Steve Nornes, Grandview West, Inc., for vacation of public easement.

Westover stated that the public streets and easements will no longer be necessary due to the re-platting concurrently taking place with the Grace Pointe Crossing plat. The owner has agreed to take responsibility for all streets and utilities and they will be privately owned and maintained. Ownership of the utilities and drives is common for all of the applicants other properties. All standard and required easements will be replaced on the new Grace Pointe Crossing plat.

Klossner opened the public hearing period at 7:51 pm. With no comment, Klossner closed the public hearing at 7:52 pm. Klossner asked staff for any questions, comments or motions.

Morin stated he thought it would be hard for the City Council to agree to this and asked if Todd Blank, the City Engineer, could explain this to the Council. Nelson stated he thought that giving up the easement meant the City's responsibility is over and now it becomes the applicant's responsibility. Brent Roshell, explained this project is bordered by highways and by the Rum River and extensions would not be a problem. Morin stated from the City Council's perspective, he could see questions arising. Westover stated she will request Todd Blank to attend the City Council meeting.

Nelson moved, seconded by Basta to recommend the approval of the resolution as drafted by staff. Motion carried 6/0.

F. & G. PUBLIC HEARING (Preliminary Plat)– A request by Steve Nornes, Grandview West, Inc., for a Preliminary Plat and a Final Plat of Grace Pointe Crossing.

Westover stated the future land use of the subject property is High Density Residential and the current zoning is Scenic River II district. The property to the north and west is not within the City limits. The future land use shows the area to the north as low density

residential and the area to the west (Walter E. Olson, etc.) as commercial. The future land use shows the area to the south (College) as public, with the corner parcel (on the south of Hwy 95 and west of Spirit River Dr.) as commercial.

Westover stated the applicant is proposing a preliminary and final plat. The plat will combine several lots into one large lot and block. The total lot area is 29.46 acres. This plat will include all property as described herein. In 1998, a Planned Unit Development was approved for 60 assisted living units with common and community space and also 50 duplex and four-plex units for independent living. At that time, the overall plan reserved a two acre parcel for future commercial development (on the corner of Highway 95 and County Road 14), which is still vacant today. In 2003, an amendment to the PUD was approved to incorporate the 7.89 acre parcel on the north (Heritage Center site).

Redevelopment of the existing site is proposed with 98 new independent living units (24 existing townhome units will remain), a 123,000 square-foot skilled Care Center, 42,000 square feet of lower level garage space, and a 23,000 square-foot Town Center all on the entire combined 29.26 acres.

Westover stated staff finds that the final plat is consistent with the preliminary plat. No new public infrastructure is proposed with this project therefore the preliminary and final plat can be reviewed simultaneously. All utilities on the parcel will be owned and maintained by the property owner. The current streets and easements are being vacated.

Westover stated a public hearing is required for the Preliminary Plat, however the two items can be heard together and voted on simultaneously.

Klossner opened the public hearing period at 7:57 pm.

Jeanette Mir brought up the possibility that this area might change and stated she visualizes more stores would build in this area. Westover stated that if that were the case, there is a lengthy process to get to that point. Ms. Mir stated she believes the City is going to grow and visualized more people moving over that part of the City.

Klossner closed the public hearing at 8:02 pm.

Morin moved, seconded by Basta to recommend approval of the resolutions presented by staff. Motion passed 6/0.

OTHER BUSINESS / MISCELLANEOUS

City Council Update

Westover updated the Commission on the previous City Council meetings. Morin reported the City has purchased land for a new water tower up near the Anoka County

Community College and the Armed Forces Reserve Center. Morin added that Councilmember Kafer has turned in her resignation and Council has not decided whether the vacancy will be filled before the November election.

Parks, Trails, and Recreation Commission Update

Westover stated the swingset at Water Tower Park has been installed. The public restrooms at City Park are almost completed, and construction on the fishing pier in City Park will begin next week. Work on the tennis courts and pickleball courts at Central Green has started as well.

ADJOURNMENT

Morin moved, seconded by Erickson, to adjourn the meeting at 8:05 pm. The motion carried 6/0.

John Klossner
Cambridge Planning Commission Vice Chair

ATTEST:

Marcia Westover
City Planner

Meeting Announcement and Agenda of the Cambridge Planning Commission
City Hall Council Chambers

Regular Meeting, Tuesday, August 2, 2016, **7:30 pm**

Members of the audience are encouraged to follow the agenda. When addressing the Commission, please state your name and address for the official record.

AGENDA

1. Call to Order and Pledge of Allegiance
2. Approval of Agenda (p. 1)
3. Approval of Minutes
 - A. XXX, 2016 Regular Meeting (p. 3)
4. Public Comment: For items not on the agenda, speakers may not exceed 5 minutes each.
5. New Business
 - A. In-Law Apartments
 - B. Accessory Structure under 200 sq. ft. requirements
6. Other Business/Miscellaneous
 - A. City Council Update
 - B. Parks, Trails, and Recreation Commission (PTRC) Update
7. Adjourn

Notice to the hearing impaired: Upon request to City staff, assisted hearing devices are available for public use.

Accommodations for wheelchair access, Braille, large print, etc. can be made by calling City Hall at 763-689-3211 at least three days prior to the meeting.

Minutes Library Task Force
June 13, 2016

Attendance: Susan Morris, Isanti County Commissioner, Mike Warring, Isanti County Commissioner Karen Lee, Friends of the Library, Barbara Misselt & Carla Lyndon, East Central Regional Library, Nancy Dunbar, Cambridge Public Library, Judith Kissner, Scout & Morgan Books, Joe Morin, City Council, Lynn Dablow, Isanti County Historical Society Kim Erickson, Cambridge State Bank

Guest: Larry Fredlund, LSF Design

Staff: Lynda Woulfe & Stan Gustafson

Woulfe opened the meeting at 3:35 PM and asked members to review the minutes. No changes were requested so they were approved by unanimous consent.

City Administrator Woulfe provided a brief review of the Heritage Greens site. Larry Fredlund was invited by Kim Erickson to provide potential building concepts for the block where the current library exists to ensure an adequate building could be built within that area if that location was chosen for a new library. Larry Fredlund provided three different concepts of building and parking within the area where the library currently exists.

Concept one: Consists of a two-story building of approximately 21,344 sq. ft. on the main level, 21,344 sq. ft. on the upper level which includes headquarters of approximately 6000 sq. ft. This concept covers the North East portion of the block, it includes a secured outdoor play area, public outdoor space, the historic courthouse would still stay within the block, and the large tree that is adjacent to the current parking lot right now may need to be removed. Additional parking stalls would be on the south eastern portion of the block and southwestern portion where the existing library sets now and the existing library be taken down. This concept would utilize on street parking.

Concept two: Concept is one story and covers the eastern half of the block, approximately 37,000 Sq. ft. with enough space for both library and headquarters. Includes underground parking and on street parking. This concept also includes a public outdoor space and a secured outdoor play area. Because the courthouse square building has 10 parking spaces dedicated for their building there would be need to be a designated parking stalls in the underground parking ramp.

Concept three: Adds to the existing library, this would be one story building of approximately 11,000 sq. ft. on the main level and approximately the same amount for the lower-level. The existing parking would be utilized and on street parking, most of the trees will be saved.

The concept that Mr. Fredlund provided is to show the library task force that there is space available on the site if this site is chosen for the new library. Fredlund stressed these are concept plans and not building plans.

Comments received from task force members on how many handicap stalls provided, possibly 6 to 10, the lower-level parking needs to be lighted well, public meeting study rooms should be on main level.

Lee questioned if there is only \$8 million dollars to work with what can we build? For new construction the cost is approximately \$225 per square foot, so the construction cost on the current side would be approximately the same but the difference would be property acquisition and demolition. Members were encouraged to think about the library building for the next 50 years and that it will take you 20

years to pay off the debt. Members wanted to make sure there was an ability to build the foundation and the walls strong enough to allow an additional floor in the future for expansion.

Concern was raised over having to utilize on-street parking on all sides and because it's in a downtown business district parking is on a first-come first-served basis.

Woulfe stated the County needs to determine whether or not it would commit to using the existing building for this project. Questions for the County are: 1) Do you desire to retain the building and remodel it for East Central Regional Headquarters space? 2) If a one story concept is picked, will the County donate the existing building and land to the project or what would be their price tag? Warring and Morris stated they will talk with the Isanti County Commissioners to determine a potential price for the sale of the existing library.

Comments from task force members: if it was strictly this site it would be option one or two, take down the old building build new, you don't want to inherit old problems.

Option two, build strong enough to go second story underground parking.

Option one or two does not like option three is not a great concept, library needs to be assessable, people equate going along Highway 95, if community room is upstairs all rooms need to be supervised.

Option one or two is workable do not take option three, does not like underground parking, good lighting and cameras.

Option three is top choice with the visual of courthouse square otherwise option one would be good as well.

Option three could potentially be the least expensive and options one to two could go on any block.

Any option would be good underground parking, could assist with bad weather and leave up to library staff for appropriate alignment.

Heritage Green site, option three if all issues are taking care of with the existing building.

Option number three, there is park across the street.

Lee stated that fundraising still needs to continue and the county still needs to be a partner. At this time we are banking on all the same leadership from the City Mayor, County and Headquarters

Erickson stated that local businesses have been making contact with staff and council. The area Minnesota Design Team presented were where some buildings are not for sale and some are for sale. Erickson stated she felt the current location is the best to expand and she spoke with Myron Lindstrom from the Deputy Registrar's Office and he was thinking about options to move to.

Morin stated that if all goes well with property purchases he expects it to take between three to five years to get this project a reality.

Woulfe stated that if the local option sales tax does not go through the only other option would be general obligation bonds. If the local option sales tax passes it has to be used for the library. Once the election is over a new Council could change location. The process steps are that the question is submitted to the voters at the 2016 general election and if the local sales tax is approved it goes to the

Legislature for a bill in 2017. When the bill is approved the City Council approval needs to acknowledge the legislation and put the tax into place.

Woulfe stated one of the largest cons for this project is acquisition and potential relocation benefits for parties you need to relocate. Woulfe stated relocation expenses are not limited to moving within the City of Cambridge; they can move any place. Investment in downtown is still important. If we are going to build the library the sales tax option he the best, the most frugal would be downtown and promote this effort.

Lee stated the friends of the library was asked to raise \$1 million if we go with the Heritage Green site it could be an uphill battle with the downtown location. Walmart has said if the local option sales tax passes jobs and bonuses will be gone.

Erickson noted that there are several other fundraising efforts going on at this time Cambridge such as Cambridge Lutheran Church and Allina Hospital.

Woulfe stated the Task Force needs to make a recommendation to the City Council on whether to stay with the Heritage Greens site or the current library block.

Kissner moved, seconded by Erickson, to recommend to the City Council to construct the new library on the current library site because of the information collected on the economic impact of having the library the downtown business district and the community's demonstrated value of the tradition of having the library building downtown.

A role call vote was made with Joe Morin, Mike Warring, Nancy Dunbar, Judith Kissner, Kim Erickson, Lynn Dablow, and Barb Misslet voting aye. Karen Lee abstained. Susan Morris arrived late from another meeting and did not participate in the vote.

(Commissioner Morris arrived to the meeting) The group decided to move agenda Items 5, 6 & 7 to the next meeting.

Next meeting July 11, 2016 @ 3:30 to 5:00 PM City Hall Council Chambers.

Minutes Library Task Force
July 11, 2016

Attendance: Susan Morris, Isanti County Commissioner, Mike Warring, Isanti County Commissioner Karen Lee, Friends of the Library, Barbara Misselt & Carla Lyndon, East Central Regional Library, Nancy Dunbar, Cambridge Public Library, Judith Kissner, Scout & Morgan Books, Joe Morin, City Council, Lynn Dablow, Isanti County Historical Society

Guest: Larry Fredlund, LSF Design & Shannon Kirkeide, Dean of Academic and Community outreach

Staff: Lynda Woulfe & Stan Gustafson

Woulfe opened the meeting at 3:37 PM and asked members to review the minutes. One change was requested; Susan Morris arrived late from another meeting and did not participate in the vote. Minutes stand approved.

City Administrator Woulfe announced Adan Crook and Kim Erickson were unable to attend today's meetings. Introductions were made with Shannon Kirkeide Anoka Ramsey Community College taking the place of Michael Werner.

Woulfe provided a brief background on the library for Shannon Kirkeide, new library would stay in current area and build a new building but property acquisition would need to take pace and local option sales tax pass and headquarters would stay in the current building and the county would most likely remodel.

Information was made available on the tables for agendas and handouts article for the newspaper and lobbying information by the friends of the library.

Mike Warring provided a preliminary update on the current County on building that houses the Library and Regional Headquarters. There is no one with the county commissioners that would say no to the continued use of the building for the Regional Headquarters. If the Regional Headquarters moves upstairs there may be a request for additional rent. There was some talk about selling the property for one dollar to the city or whomever as part of their contribution for the library. No details have been finalized on this concept. Set time for a joint meeting with County and city Council for further discussion and requirements. An early August date would be probably acceptable to meet with both parties Lynda will contact Kevin County Administrator.

Barb asked if this meeting could be held at the library they would serve coffee, Lynda indicated all City Council meetings need to be recorded. It seems appropriate if we were talking about the building to hold a meeting in the building.

The Friends of the Library are trying to raise funds for furniture and fixtures and Karen Lee will provide an update. Plans were to start earlier on fundraising but with numerous other groups raising funds for their projects they had not started yet. Karen did have a brief conversation with Library Strategies on prior fundraising before the November vote and they recommended wait until after the first of the year. Why start fundraising prior to knowing that you have a project. We do have at this time \$122,500 in an account, if anybody knows persons that would be interested in donating to the library can certainly do so and making contingent upon a successful project.

Several campaigns are going on right now for fundraising but the church project has been completed and Alina is still working on their project.

One thing you could work on to continue the momentum and excitement is a brochure for the square foot club and have Library Strategies assist you with this. Another idea would be to have small bricks made up and sell. The original theory was to have name placed in books for the square foot club in larger donations their names would go on a plaque. Make no mention of the referendum in the brochure for the square foot club. An article could be placed in the newspaper thanking people for their donations. Other idea was similar to the ice bucket challenge, I donated \$250 how about you and make this a competition amongst people or groups. The website has been tested Finance Director Caroline Moe donated \$250 to test the website as she knows the importance of libraries. The website has been set up and you can make donations, the credit card fee is in addition to your donation and if the project doesn't succeed we have a way to track who made donations so they would receive a refund less the credit card fee. If we push this for this year and the end of the year a lot of people look at areas to where they can donate money and this would be one of them. The city cannot participate in the fundraising role.

A legal determination would need to be made of how the library and/or friends of the library can/or cannot participate in fund-raising efforts. The board would need to determine how to proceed with fundraising efforts based off of an attorney's opinion.

Barb provided information on some logos and wording that could be potentially used, Libraries Transform Minnesota and she added "One Community at a Time", Libraries Transforming Communities they would need to have permission to use these.

An article was presented by Judith Kissner on Cambridge Public libraries good for business. Linda read the article to the group rather than each individual reading it. A comment was made to add historic in front of downtown. Nancy's article will be next and she will have that ready for the next meeting on how children's programs benefit the community.

For the next meeting provide a one page handout with local option sales tax fact sheet this to be completed by Linda, square foot club brochure, Nancy's article, use of logo and serve on a vote yes committee.

Due to time the agenda Item 5 will be moved to the next meeting.

Next meeting August 8, 2016 @ 3:30 to 5:00 PM City Hall Council Chambers.

Lynda Woulfe

From: lisaanniverson@aol.com
Sent: Monday, June 27, 2016 11:30 AM
To: Lynda Woulfe
Subject: Fwd: CAC Meeting on the 27th
Attachments: CI Calendar_draft_1617.pdf

Hi Lynda,
Here is the agenda for our meeting today. 😊

Lisa Iverson
Cambridge City Council
763-689-5399

-----Original Message-----

From: Shawna Carpentier <scarpentier@c-ischools.org>
To: Davidson Blanchard <dblanchard@c-ischools.org>; Diane Rasmussen <Diane.Rasmussen@allina.com>; Heidi Sprandel <hsprandel@c-ischools.org>; Joell Tvedt <jtvedt@c-ischools.org>; Kristin Daniels <kdaniels@c-ischools.org>; Lisa Iverson <lisaanniverson@aol.com>; Mark Ziebarth <mziebarth@c-ischools.org>; Pam Mix <pmix@c-ischools.org>; Raymond Sperl <rsperl2@c-ischools.org>; Sue Conrad <sconrad@c-ischools.org>; Terri Elvendahl <telvendahl@c-ischools.org>; Vicki Courts <vcourts@c-ischools.org>
Sent: Thu, Jun 23, 2016 6:22 pm
Subject: RE: CAC Meeting on the 27th

Hello,

This is later than I anticipated. It has not yet been fully edited and there are still some modifications to be made.

Here's a sneak peak nonetheless.

Thanks for any feedback you may have!

Shawna Carpentier



Communications Coordinator
763-689-6191
Education Services Center
625A Main Street North
Cambridge, MN 55008
763-689-6239 Fax



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From: Shawna Carpentier

Sent: Tuesday, June 21, 2016 9:22 AM

To: Davidson Blanchard; Diane Rasmussen ; Heidi Sprandel; Joell Tvedt; Kristin Daniels; Lisa Iverson ; Mark Ziebarth; Pam Mix; Raymond Sperl; Sue Conrad; Terri Elvendahl; Vicki Courts

Subject: CAC Meeting on the 27th

Good Morning All,

I ended up being out of the office during the attempt a meeting reschedule. I will hold the meeting on Monday, June 27th as planned. The meeting will begin at 4 p.m. and we will primarily focus on the calendar as well as talk about the surveys that are underway (findings and feedback so far) and the marketing video project which will be shot when school is back in session in September. Agenda will be completed tomorrow; again, you can feel free to add an agenda item if you have a fitting item.

I will try to keep the meeting concise. We will wrap up no later than 5:30.

Also, please keep an eye out for the calendar draft which I will send to you no later than tomorrow. We are in the final push for the calendar and I have been working with the printer to make a few modifications. I will need to give the printer final approval with any modifications after our meeting on the 27th. We are sending out the calendar about 15 days sooner than in years past so hence the tight timeline.

I hope everyone has been enjoying the sun.

Thanks again for taking your time to help with this!

Shawna Carpentier



Communications Coordinator

763-689-6191

Education Services Center

625A Main Street North

Cambridge, MN 55008

763-689-6239 Fax



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system. If you are not the intended recipient, you are hereby notified that disclosing, copying, distributing or taking any action in reliance on the contents of this e-mail message is strictly prohibited.

Discount Available for NLC University Leadership Summit in Madison, WI

City officials can receive a discount on registration to NLC University's Annual Leadership Summit: Leading Collaborative Communities, scheduled to be held in Madison, Wisconsin Sept. 28-Oct. 1.

The Leadership Summit is a three-day program that will bring together city and state officials, private sector representatives and nonprofit leaders involved in municipal initiatives that require collaboration across sectors. Attendees will gain valuable perspective on the different sectors and will work in collaboration to address some of today's complex problems—from infrastructure to public safety to public health. Solving these issues will require collaborative, multi-sector efforts and leadership that understands the motivations and unique contributions of the various actors and can align common agendas, incentives and outcomes. Registration for the conference, as well as registration for accommodations, agendas and presenter information are available on the National League of City's website. Apply the code "League150" for a \$150 discount.

2016 NLC University Leadership Summit: Leading Collaborative Communities (*Link to: <http://www.nlc.org/build-skills-and-networks/education-and-training/2016-nlc-university-leadership-summit>*)

Read the latest issue of the Cities Bulletin (*Link to: <http://www.lmc.org/page/1/cities-bulletin-newsletter.jsp>*)

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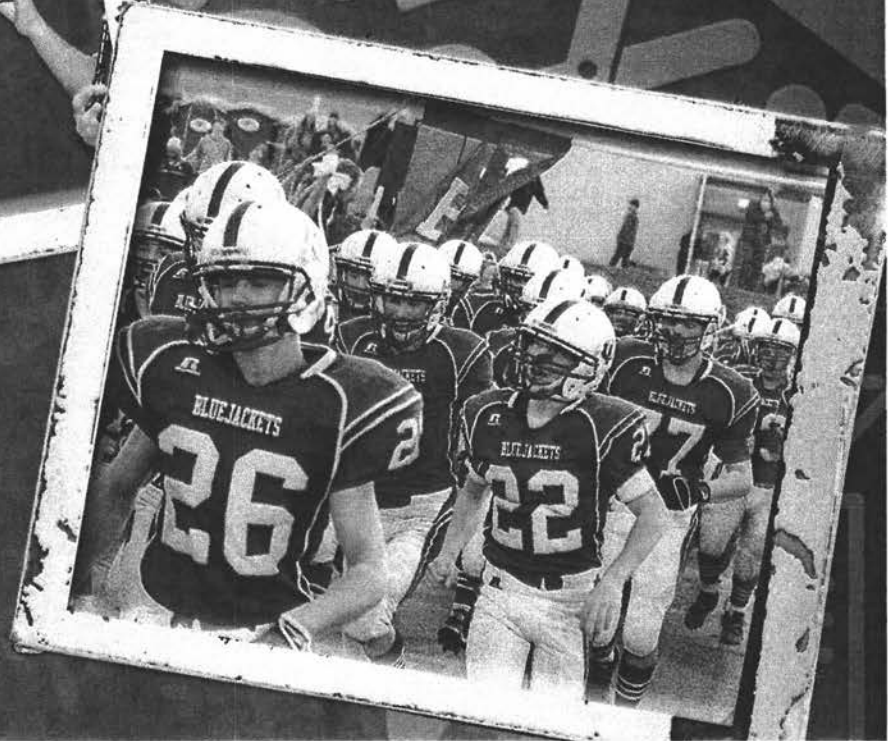
Click here for more information

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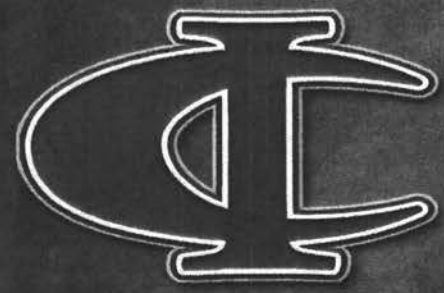
(*Link to: <http://www.lmc.org/ads/102701>*)

2016-2017

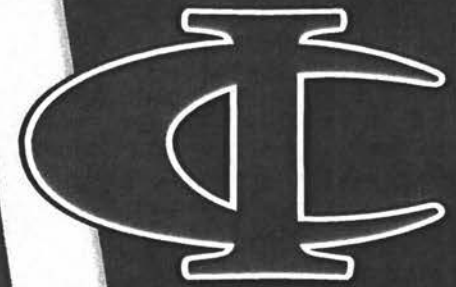
Activities Calendar



202



CAMBRIDGE
ISANTI *Schools*
EVERY STUDENT, EVERY DAY



Mission:

The mission of Cambridge-Isanti Schools, as the leader in innovative education, offering unlimited options and opportunities is to develop well-rounded individuals who excel in leadership, achieve at the highest levels, and are responsible citizens through highly effective staff addressing the unique needs of each individual in partnership with parents, students, and a unified community.

203

To: Cambridge - Isanti Schools

Subject: Superintendent's Message

I continue to be grateful to be a part of a great school system and community as I begin my fourth year as Superintendent of Cambridge-Isanti Schools and a proud member of the Bluejacket family.

Cambridge-Isanti Schools is a place where we focus on every student, every day. To all who help to foster a sense of caring, passion, and purpose in our students, thank you!

Educating the minds along with the unique passions, dreams, and goals of all our students is a calling. This year our schools greatly anticipate sharing how we are working together to make our mission a reality.

I look forward to celebrating all of the accomplishments of this year with you as we help each of our students learn and grow.

Thank you for caring for our students and for supporting them on their educational journeys.

Here is to an exciting, adventure-filled 2016-17 school year for our students, staff members, families, and community members!

Every day is a great day to be a Bluejacket. Go Big Blue!

Sincerely,

Dr. Ray Queener

Cambridge-Isanti Schools
Superintendent



You can find



Cambridge-Isanti Schools

in the app store.





2015-16 Bus Routes

Bus routes for the 2016-17 school year will be posted to Family Access on August 26th. Please be sure to review your student's bus number and transfer bus. For students in primary school we recommend placing a bus tag on your student's backpack with the route information on it.

Varsity Sports

- Football:**
15 Varsity Start of Season
- Soccer (Boys):**
15 Varsity Start of Season
25 4 pm Away vs. Duluth Denfeld
27 1 pm Rockford
- Soccer (Girls):**
15 Varsity Start of Season
25 5 pm Sauk Rapids - Rice
27 3 pm Rockford
30 7 pm Away vs. Becker
- Swim/Dive (Girls):**

- 15 Varsity/JV Start of Season
- Tennis (Girls):**
15 Varsity Start of Season
23 9 am Triangular: Hermantown, Hibbing
23 10 pm Varsity Quad, Away vs. North Branch Area Public Schools, Hermantown, Hibbing
- 25 9 am Tournament Away vs. Delano
27 9 am Triangular: Andover, Cloquet, North Branch
- Volleyball:**
15 Varsity Start of Season
22 9 am Away vs. Forest Lake
27 1 pm Tournament Away vs. Waconia
30 7 pm Away vs. Forest Lake

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
July S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 SFAS Open House from 5-6 pm MNC Open House Year Round Program New Teacher Workshop	2 Year Round Program New Teacher Workshop	3 Year Round Program First Day of School	4 	5 	<i>Calendar activities are subject to change or cancellation</i> 6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
	CIS Office Opens Fall Community Education Registration Begins		CMS Office Re-Opens	School Board Meeting 7 pm		
21	22	23	24	25	26	27
	SFAS Fall Conferences 4:00-7:45 CIHS Link Crew Training	SFAS Fall Conferences 4:00-7:45	SFAS Fall Conferences 4:00-7:45 CIHS New Teacher Workshop CIHS Link Crew Training			
28	29	30	31	September S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30		
	NO SCHOOL - Year Round Program All Staff Workshop (Teacher 1/2 day In-service)	IPS Open House 6-7 pm CPS Grades 1 & 2 Open House CIS Open House (Teacher 1/2 In-Service, 1/2 Workday)	IIS & SFAS PTO Meeting 7pm IIS Grade 3 Open House; 5:30-6:30 IIS Grade 4 & 5 Open House; 6-7 IMS 7/8 Open House IMS 6th Grade Open House CMS WEB Leader Orientation (Teacher Full Workday)			

206



W.E.B. and Link Crew

W.E.B. and Link Crew help students transition into our middle and high schools by teaming upper classmen with younger peers.

Football:		10	1 pm	St. John's Prep	12	4:15 pm	Away vs. Annandale
2	7 pm	13	5 pm	Away vs. Big Lake	13	4 pm	North Branch
9	6 pm	15	7 pm	Rogers	15	4 pm	Away vs. Princeton
16	7 pm	20	7 pm	Away vs. St. Michael-Albertville	19	4 pm	Big Lake
23	7 pm	22	7 pm	Buffalo	20	4 pm	Rogers
30	7 pm	27	5 pm	Away vs. Monticello	22	4 pm	Away vs. St. Francis
		29	7 pm	St. Francis	27	4 pm	St. Michael-Albertville
					29	4 pm	Away vs. Buffalo
Soccer (Boys):		Swim/Dive (Girls):		Volleyball:			
1	5 pm	1	5 pm	Away vs. Princeton	1	7 pm	Away vs. North Branch
8	7 pm	8	6 pm	Monticello	3	9 am	Away vs. Eden Prairie
13	7 pm	15	6 pm	Buffalo	6	7 pm	Away vs. East Ridge
15	7 pm	22	6 pm	Princeton	8	7 pm	Away vs. Rogers
20	7 pm	27	6 pm	Forest Lake	13	7 pm	St. Francis
22	7 pm	29	6 pm	Away vs. Rogers	15	7 pm	Away vs. St. Michael-Albertville
24	1 pm				17	9 am	Away vs. Chanassen
27	7 pm				22	7 pm	Buffalo
29	7 pm				27	7 pm	Away vs. Chisago Lakes
					29	7 pm	Big Lake
Soccer (Girls):		Tennis (Girls):					
1	7 pm	1	9 am	Becker, Duluth Denfeld, Osseo			
8	5 pm	6	4 pm	Chisago Lakes			
		8	4 pm	Away vs. Monticello			
		10	9 am	St. Paul Harding, Anoka			

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY																																																	
			<p align="center">August</p> <table border="1"> <tr> <td>S</td><td>M</td><td>T</td><td>W</td><td>TH</td><td>F</td><td>S</td> </tr> <tr> <td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td> </tr> <tr> <td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td> </tr> <tr> <td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td> </tr> <tr> <td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td> </tr> <tr> <td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td> </tr> </table>	S	M	T	W	TH	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				1	2	3 <small>Calendar activities are subject to change or cancellation</small>							
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4	5 NO SCHOOL - Year Round Program Break Labor Day Buildings closed	6 First Day of School - Traditional No School Grades 7, 8, 10, 11, 12 IPS PTO Meeting Kindergarten Entrance	7 Kindergarten Entrance All Grades in Session	8 First Day of T/Th Preschool	9 Teachers day off	10																																																	
11	12 CPIS PTO ECFE Fall Session Begins	13 CIHS Picture Day CIHS Auditions for Musical	14	15 CIHS 7AA Fall Music Meeting	16	17																																																	
18	19	20 IIS & SFAS PTO Meeting 7pm MNC Conferences CIHS Pre-Season Robotics Training Early Childhood Parent Advisory Council Meeting, CIS EC Parent Rm 6:30-8pm	21 IPS Dates for Club's Choice CMS Fall Picture Day	22 School Board Meeting 7 pm MNC Selected Conferences	23 CIHS College Fair	24																																																	
25	26 CIS Preschool Picture Day CIS Gr 5 to Cedar Creek CIS/CPS Fundraiser Kickoff	27 CIS Preschool Picture Day CIS Gr 5 to Cedar Creek	28 IPS Preschool Picture Day CIS Picture Day CPS Fall Picture Day	29 IPS Preschool Picture Day IPS Pictures CIS Grade 5 to Cedar Creek	30 NO SCHOOL Teacher 1/2 In-Service, 1/2 Workday CIS Grade 5 to Cedar Creek	<p align="center">October</p> <table border="1"> <tr> <td>S</td><td>M</td><td>T</td><td>W</td><td>TH</td><td>F</td><td>S</td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td>1</td> </tr> <tr> <td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td> </tr> <tr> <td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td> </tr> <tr> <td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td> </tr> <tr> <td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td> </tr> <tr> <td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td> </tr> </table>	S	M	T	W	TH	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
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208

October 2016

BLUEJACKETS



**School For All Seasons
and Minnesota Center**

The School For All Seasons and Minnesota Center have an emphasis on STEAM-Science, Technology, Environment, Arts, and Math allowing students to have hands-on, creative learning experiences that integrate all content areas.

**Every day is a great day to be a Bluejacket!
Go Big Blue!**

Football:

- 7 7:00PM Buffalo HOMECOMING
- 14 7:00PM Away vs. Rogers
- 19 7:00PM North Branch
- 25 TBA Varsity Section Quarterfinals

Soccer (Boys):

- 4 7:00PM North Branch
- 6 7:00PM Away vs. Chisago Lakes
- 11 TBA Varsity Section Quarterfinals
- 13 TBA Varsity Section Semi-Finals
- 18 TBA Varsity Section Finals
- 25 TBA Varsity State Tournament

Soccer (Girls):

- 4 7:00PM Away vs. North Branch
- 6 7:00PM Chisago Lakes
- 11 TBA Varsity Section Quarterfinals
- 13 TBA Varsity Section Semi-Finals
- 18 TBA Varsity Section Finals

- 25 TBA Varsity State Tournament

Swim/Dive (Girls):

- 1 12:30PM Away vs. Centennial
- 1 1:00PM Elk River, Ogilvie, Princeton, Rogers, Spring Lake Park
- 6 6:00PM Away vs. St. Michael-Alberville
- 11 6:00PM Duluth East
- 13 6:00PM Chisago Lakes
- 18 6:00PM Away vs. Big Lake
- 25 6:00PM Ogilvie
- 27 5:00PM Away vs. Big Lake, Buffalo, Chisago Lakes, Monticello, Princeton, St. Michael-Alberville
- 28 5:00PM Away vs. St. Michael-Alberville, Big Lake, Buffalo, Chisago Lakes, Monticello, Princeton

Tennis (Girls):

- 10 TBA Varsity Section Team
- 11 TBA Varsity Section Quarterfinals
- 13 TBA Varsity Section Individuals
- 15 TBA Varsity Section Semi-Finals
- 17 TBA Varsity Section Finals
- 2 TBA Varsity State Tournament
- 26 TBA Varsity State Tournament
- 27 TBA Varsity State Tournament
- 28 TBA Varsity State Tournament

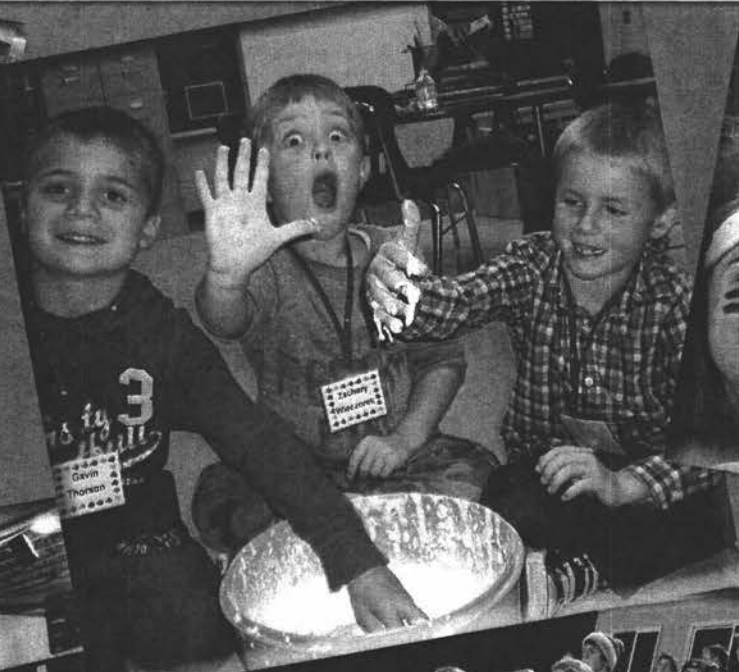
Volleyball:

- 6 7:00PM Monticello
- 7 4:00PM Away vs. St. Michael-Alberville
- 8 8:00AM Away vs. St. Michael-Alberville
- 11 7:00PM Away vs. North Branch
- 18 7:00PM Princeton
- 26 TBA Varsity Subsection
- 28 TBA Varsity Section Quarterfinals

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					September S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<i>Calendar activities are subject to change or cancellation</i> 1 CIS Grade 5 to Cedar Creek
2	3 CPIS PTO Homecoming Week	4 IPS PTO Meeting CIS Gr 3 Vision/Hearing Screening Homecoming Week	5 IMS/MNC Fall Pictures Homecoming Week	6 CIS Grade 3 Bully Buster Program CIS Gr 5 Vision/Hearing Screening Superintendent Advisory Committee Homecoming Week	7 Parent Advisory Committee Homecoming vs. Buffalo 7 pm	8
9	10 NO SCHOOL - Year Round Program Break	11 NO SCHOOL - Year Round Program Break IPS Conferences IIS Fall Conferences-4:00-7:45 pm IMS Conferences CIS Parent/Teacher Conferences	12 NO SCHOOL - Year Round Program Break IIS Fall Conferences-4:00-7:45 pm CIS/CPS Fundraiser Orders Due	13 NO SCHOOL - Year Round Program Break IPS Conferences School Board Meeting 7 pm CIHS Parent/Teacher Conferences CPS Conferences IMS Selected Conferences CIS Parent/Teacher Conferences	14 NO SCHOOL - Year Round Program Break First Day of Trimester 2 - Year Round Program	15
16	17 NO SCHOOL - Year Round Program Break CIHS Fall Choir Concert Preschool Parent Conferences	18 NO SCHOOL - Year Round Program Break IPS Conferences IIS & SFAS PTO Meeting 7pm IIS Fall Conferences-4:00-7:45 CIS Parent/Teacher Conferences Preschool Parent Conferences Early Childhood Parent Advisory Council Meeting, CIS EC Parent Rm 6:30-8pm	19 NO SCHOOL - Year Round Program Break CIHS Picture Retake Day CIHS PSAT/NMSQT Test Preschool Parent Conferences	20 NO SCHOOL - Traditional & SFAS Professional Conventions	21 NO SCHOOL - Traditional & SFAS Professional Conventions	22
23	24 CIHS NHS Induction Ceremony	25	26 CIHS Region 7AA Treble Choir Festival	27	28 IPS PTO Reading Night IIS & SFAS Haunted Hallway / PTO Family Party Early Childhood Halloween Bash, CIS 6-7:30pm	29 CIHS ACDA Men's/Women's Chorus Festival
30	31 CMS 6th grade Long Lake Field Trip	November S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30				

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November 2016



College Credits!

Students have the opportunity to earn over 48 college credits while attending Cambridge-Isanti High School. Over 16 college courses and four advanced placement (AP) courses are offered at CIHS.

C-I Schools provides educational opportunities for all students to help them reach their full potential. We want to personally challenge our students while supporting their unique needs.

Football:

4 TBA Varsity Section Finals
10 TBA Varsity State Tournament

Swim/Dive (Girls):

10 6:00PM Varsity/JV Section Prelims
11 6:00PM Varsity/JV Sections
12 2:00 PM Varsity/JV Section Finals

Volleyball:

2 TBA Varsity Section Semi-Finals
5 TBA Varsity Section Finals
10 TBA Varsity State Tournament
11 TBA Varsity State Tournament
12 TBA Varsity State Tournament

Basketball (Boys):

21 Boys Varsity Start of Season

Basketball (Girls):

14 Girls Varsity Start of Season
26 3:00PM Faribault
29 7:00PM Away vs. Coon Rapids

Hockey (Boys):

14 Boys Varsity Start of Season
26 3:00PM Bloomington Kennedy
29 7:00PM Andover

Wrestling:

21 Varsity Start of Season

Swim/Dive (Boys):

28 Varsity/JV Start of Season

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	October	1	2	3	4	5
	S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		IPS PTO Meeting CPS Picture Retakes IMS/MNC 6th Grade Choir Concert IMS/MNC 7/8 Choir Concert	CIS Picture Retakes CIS/CPS Fundraiser Delivery		CMS 6th grade Long Lake Field Trip
6	7	8	9	10	11	12
	CIHS Math League Meet #1 CPIS PTO Parent Advisory Committee 7 pm	CMS Picture Re-take day	IPS Pictures Retakes	Superintendent Advisory Committee	End of Trimester 1 - Year Round Veterans Day	
13	14	15	16	17	18	19
212	First day of Trimester 2 - SFAS	IIS & SFAS PTO Meeting 7pm Early Childhood Parent Advisory Council Meeting, CIS EC Parent Rm 6:30-8pm	CIHS Speech Team Practice Begins	School Board Meeting 7 pm CIHS Musical Performance	CIHS 9th Grade Recognition Breakfast (Character) CIHS Musical Performance	CIHS Musical Performance
20	21	22	23	24	25	26
CIHS Musical Performance	CIHS Fall Band Concert	IMS/MNC Picture Retakes	CIHS Senior Yearbook Pictures & Senior Messages Due	NO SCHOOL Buildings Closed Thanksgiving	NO SCHOOL Buildings Closed	
27	28	29	30	December		
	CIHS Math League Meet #2	CIHS Auditions for One Act Play		S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		



Five Character Traits

At Isanti Primary School there is a school-wide focus on demonstrating the district's Five Character Traits, every day. A Bluejacket Pride initiative rewards students who are "caught being good." Students are issued Bluejacket Pride tickets for displaying exemplary character. Once students earn enough tickets, a school-wide celebration is held.



Partnering with parents, students, staff members, and community members in the educational journeys of our students is necessary to accomplish our mission. Thank you for joining us!

Basketball (Boys):

2	7:15PM	Blaine
6	7:15PM	Away vs. White Bear Lake
8	7:15PM	Brainerd
10	3:00PM	Away vs. Forest Lake
13	7:30PM	Away vs. Zimmerman
20	7:15PM	Coon Rapids
28	TBD	Tournament Away vs. Hibbing
29	TBD	Tournament Away vs. Hibbing
30	TBD	Tournament Away vs. Hibbing

Basketball (Girls):

2	5:45PM	Blaine
3	3:00PM	St. Paul Central
6	7:15PM	St. Croix Lutheran
10	3:00PM	Little Falls
15	7:15PM	Forest Lake
17	3:00PM	Away vs. Brainerd
20	7:15PM	Away vs. Mounds View
22	7:15PM	St. Cloud Tech

Hockey (Boys):

6	7:00PM	Away vs. St. Francis
8	7:00PM	Pequot Lakes
10	3:00PM	Como Park
17	TBD	North Branch
20	7:00PM	Chaska
22	7:00PM	Away vs. Chisago Lakes

Wrestling:

2	5:00PM	Away vs. Elk River
3	9:00AM	Away vs. Chisago Lakes
9	7:00PM	Princeton
10	9:30AM	Away vs. Park
10	10:00AM	Away vs. Andover (Sending JV wrestlers)
16	5:15PM	Wrestling: Varsity Triangular North Branch
		5:15 CI vs. North Branch;
		6:15 Andover vs. North

Branch;

17	11:00AM	7:15 CI vs. Andover
		Away vs. Frazee

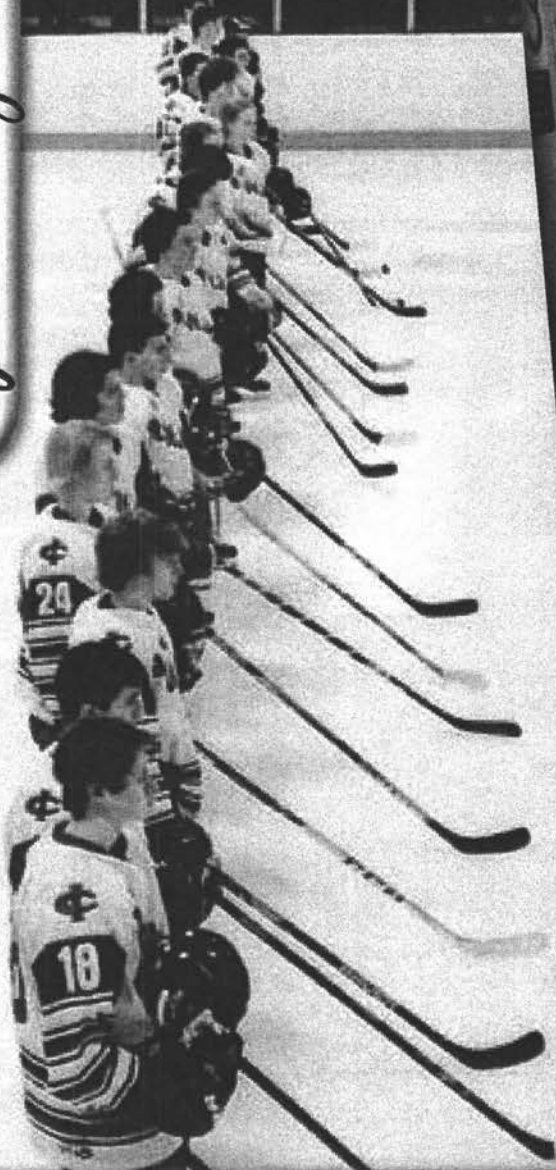
Swim/Dive (Boys):

8	5:00PM	Boys Varsity/JV Conference Relays
		Buffalo, Chisago Lakes, Monticello, Princeton, St. Michael-Albertville, St. Michael-Albertville
15	6:00PM	Away vs. Duluth East
20	6:00PM	

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY																																																																																					
	<p align="center">November</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>TH</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </table>		S	M	T	W	TH	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				<p align="center">January</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>TH</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table>		S	M	T	W	TH	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					1	2	3
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				CIS Grade 5 Choir Concert IMS/MNC 6/7/8 Choir Concert End of Trimester 1 - Traditional	NO SCHOOL Teacher 1/2 In-Service, 1/2 Workday Parent Advisory Committee	CIHS Symphonic Band with Lake Wobegon Brass Band																																																																																					
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	CIHS Concert Choir/Symphonic Band Winter Concert			School Board Meeting 7 pm IMS/MNC 7th & 8th Grade Band Concert																																																																																							
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Calendar activities are subject to change or cancellation

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Renaissance Program

Recognizing students' character and academic achievement is a priority of our schools. At Cambridge Middle School students' achievement is celebrated each trimester through the Renaissance program.

Our educators are encouraged to use fresh, creative, and engaging tools for learning that helps redefine ordinary education for students.

Basketball (Boys):

3	7:00PM	Away vs. Andover
5	7:15PM	Duluth East
10	7:15PM	St. Michael-Albertville
13	7:15PM	Rogers
17	7:15PM	Minneapolis Roosevelt
20	7:15PM	Away vs. Princeton
24	7:15PM	North Branch
27	7:15PM	Away vs. Chisago Lakes
31	7:15PM	Buffalo

Basketball (Girls):

3	7:15PM	North Branch
10	7:15PM	Away vs. St. Michael-Albertville
13	7:15PM	Away vs. Rogers
20	7:15PM	Princeton
24	7:15PM	Away vs. North Branch
27	7:15PM	Chisago Lakes
31	7:15PM	Away vs. Buffalo

Hockey (Boys):

3	7:00PM	Duluth Marshall
5	7:00PM	Princeton
10	7:00PM	Hutchinson
12	7:00PM	Away vs. Buffalo
14	TBD	Rogers
19	7:00PM	St. Francis
24	7:00PM	Away vs. St. Michael-Albertville
26	7:00PM	Away vs. Moose-MAML
Boys Hockey		

Wrestling:

6	7:00PM	Monticello
7	10:30AM	Alexandria, Brainerd, Champlin Park, Elk River, Little Falls, St. Francis, St. Peter
12	7:00PM	Away vs. Chisago Lakes
14	10:00AM	Away vs. Stillwater
19	7:00PM	Away vs. St. Francis

21 9:00AM

Benilde-St. Margaret's, Moorhead, Mora, Pierz, Prior Lake, Rocori, Sartell Conference Tournament Buffalo HS Main Gym

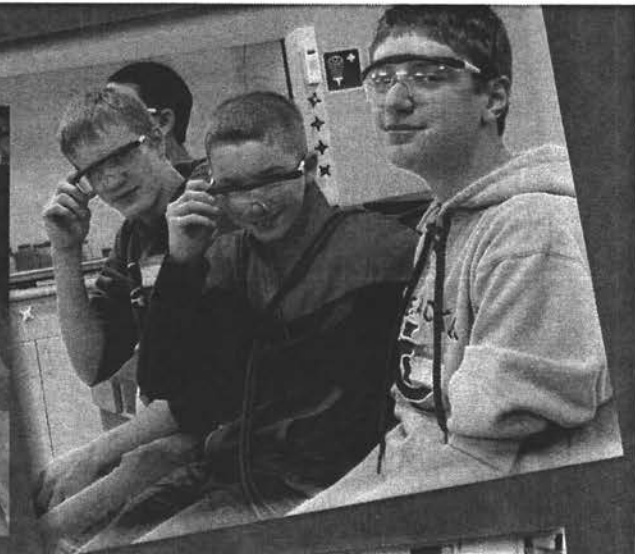
27 3:00PM

Swim/Dive (Boys):

5	6:00PM	Away vs. Monticello
7	9:00AM	Away vs. Spring Lake Park
12	6:00PM	Away vs. Buffalo
14	1:00PM	Away vs. Duluth East
19	6:00PM	Chisago Lakes
26	6:00PM	Princeton
28	1:00PM	Champlin Park, Chisago Lakes, Coon Rapids, Duluth East, Duluth Marshall, Elk River, Forest Lake, Princeton, Superior High School

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY																																																																																				
1	2 NO SCHOOL WINTER BREAK Buildings closed	3 NO SCHOOL - Year Round Program Break IPS PTO Meeting	4 NO SCHOOL - YEAR ROUND PROGRAM BREAK	5 NO SCHOOL - Year Round Program Break School Reorganization Board Meeting CIHS Mississippi 8 Honor Rehearsals	6 NO SCHOOL - Year Round Program Break	7 Calendar activities are subject to change or cancellation CIHS Bluejacket Robotics (FRC) Season Kick Off																																																																																				
8	9 CPIS PTO CIHS Financial Aid Night Year Round Program Return to Classes Winter/Spring Community Education Registration Begins	10	11	12 Superintendent Advisory Committee	13 Parent Advisory Committee	14																																																																																				
15	16 NO SCHOOL Martin Luther King, Jr. Day CIHS Mississippi 8 Honor Band & Honor Choir	17 NO SCHOOL Teachers Professional Development Day Early Childhood Parent Advisory Council Meeting, CIS EC Parent Rm 6:30-8pm	18	19 School Board Meeting 7 pm	20	21 CIHS Mississippi 8 Conference One Act Festival Early Childhood Olympics, CPS 9-10am																																																																																				
22	23 ECFE Winter/Spring Session Begins CIHS Math League Meet #4	24 IIS & SFAS PTO Meeting 7pm	25	26 CIHS Parent/Teacher Conferences	27 CIHS One Act Play Public Performance	28 CIHS One Act Play Section 7AA Semi-Finals																																																																																				
29	30 CIHS Jazz Concert	31	<p style="text-align: center;">December</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>TH</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table>	S	M	T	W	TH	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<p style="text-align: center;">February</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>TH</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	TH	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28					
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Student Team Projects

Isanti Intermediate School offers students grades 3-5 opportunities to explore, be a part of a team, and use resources creatively. Students get the opportunity to participate in projects like building gingerbread houses, bluebird house construction, and in 5th grade, students take a trip to Long Lake Conservation Center in Palisade, MN.

Basketball (Boys):

4	7:30PM	Away vs. St. Francis
7	7:15PM	Away vs. Big Lake
10	7:15PM	Away vs. Monticello
14	7:15PM	Princeton
17	7:15PM	Chisago Lakes
18	5:00PM	Away vs. Edina
24	7:15PM	St. Francis
28	7:15PM	Away vs. North Branch

Basketball (Girls):

4	5:45PM	Away vs. St. Francis
7	7:15PM	Big Lake
10	7:15PM	Monticello
14	7:15PM	Away vs. Princeton
17	7:15PM	Away vs. Chisago Lakes
18	3:00PM	Duluth East
24	7:15PM	Away vs. St. Francis

Hockey (Boys):

4	TBD	Chisago Lakes
11	7:00PM	Away vs. North Branch
16	7:00PM	Away vs. Princeton
18	TBD	Boys Varsity Sections
21	TBD	Section Quarterfinals
25	TBD	Section Semi-Finals

Wrestling:

3	7:00PM	TBD
4	12:00PM	Forest Lake
10	5:00PM	Away vs. Milaca, Annandale Schools
17	TBA	Varsity Section Team
24	TBA	Varsity Section Individuals
25	TBA	Section Individuals

Swim/Dive (Boys):

3	5:00PM	Varsity/IV JV
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Championship-Diving

Away vs. Saint Michael-Albertville, Buffalo, Chisago Lakes, Monticello, Princeton		
Varsity/IV JV Championship - Swimming		
Away vs. St. Michael-Albertville, Buffalo, Chisago Lakes, Monticello, Princeton		
Varsity/IV Section Prelims Diving		
Varsity/IV Sections Diving		
Varsity/IV Section Finals Diving		

4 11:00AM

23 6:00PM

24 6:00PM

25 2:00PM

C-I Schools prides itself on providing the best for every student, every day!

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		January S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1	2	3	4 <small>Calendar activities are subject to change or cancellation</small>
5	6 SFAS Winter Conferences-4:00-7:45 CPIS PTO	7 IPS PTO Meeting SFAS Winter Conferences-4:00-7:45 IIS Winter Conferences-4:00-7:45 CIS Parent/Teacher Conferences	8 CIHS Region 7AA Mixed Choir Festival	9 IIS Winter Conferences-4:00-7:45 CIS Parent/Teacher Conferences Groundhog Day	10 Early Childhood Valentine's Sock Hop, CIS 6-7:30pm	11 CIHS One Act Play Section 7AA Finals
12	13 CIHS Math League Meet #5	14 CIHS Large Group Band Contest CIHS Auditions for Spring Play	15	16 SFAS Winter Conferences-4:00-7:45 IIS Winter Conferences-4:00-7:45 CIS Parent/Teacher Conferences CIHS One Act Play State Festival IMS/MNC Conferences MNC STEAM Fair	17 NO SCHOOL Teacher 1/2 In-Service, 1/2 Workday	18 CIHS Speech Tournament
19	20 NO SCHOOL Buildings closed Presidents' Day	21 IIS & SFAS PTO Meeting 7pm CIHS Robotics 'Stop Build Day' End of Season Build Early Childhood Parent Advisory Council Meeting, CIS EC Parent Rm 6:30-8pm	22	23 School Board Meeting 7 pm CIHS Vocal Solo & Ensemble Contest	24 IPS PTO Reading Night	25 CIHS Speech Tournament Early Childhood A Morning with the WonderWeavers!, CPS 9:30-10:30am
26 Choir Major Works Concert	27 CIHS Band Concert	28 IPS Conferences CPS Conferences IMS/MNC Spring Pictures CIHS 9th Grade Registration Night CIHS Region 7AA Jazz Ensemble Contest	March S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30			

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Power Hour

Power Hour offers students at Isanti Middle School the opportunity to take electives such as cooking, crafting, yoga, community involvement, book and media club, and strategic games (to name a few) as they explore interests that help to empower them in all of their classes.

Growth and opportunity are embraced by C-I Schools to provide new opportunities for students to learn.

Basketball (Boys):

- 9 TBD Section Quarterfinals
- 14 TBD Section Semi-Finals
- 17 TBD Section Finals
- 22 TBD State Tournament

Basketball (Girls):

- 3 TBD Section Quarterfinals
- 4 TBD Section Semi-Finals
- 8 TBD Section Finals
- 14 TBD State Tournament

Hockey (Boys):

- 2 TBD Section Finals
- 8 TBD State Tournament

Wrestling:

- 2 TBD State Meet
- 3 TBD State Meet
- 4 TBD State Meet

Softball:

- 13 TBD Start of Season

Golf (Boys):

- 20 TBD Start of Season

Golf (Girls):

- 20 TBD Start of Season

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		February S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	1	2	3	<i>Calendar activities are subject to change or cancellation</i> 4
5	6 CPS PTO First Day of Trimester 3 - Year Round Preschool Parent Conferences	7 IPS Conferences CPS Conferences CPS Spring Pictures Preschool Parent Conferences	8 Preschool Parent Conferences	9 End of Trimester 2 - Traditional CIS Spring Picture Day Superintendent Advisory Committee Preschool Parent Conferences	10 NO SCHOOL Teacher 1/2 In-Service, 1/2 Workday	11 CIS Speech Tournament
12	13 NO SCHOOL SPRING BREAK CIS State Math League Meet	14 NO SCHOOL SPRING BREAK	15 NO SCHOOL SPRING BREAK	16 NO SCHOOL SPRING BREAK	17 NO SCHOOL SPRING BREAK	18 CIS Speech Tournament
19	20 NO SCHOOL - Year Round Program Break Start of Trimester 3 - Traditional 2017-2018 Preschool Registration Begins	21 NO SCHOOL - Year Round Program Break IPS PTO Meeting IIS & SFAS PTO Meeting 7pm Speech Tournament Early Childhood Parent Advisory Council Meeting, CIS EC Parent Rm 6:30-8pm	22 NO SCHOOL - Year Round Program Break CMS Spring Picture Day	23 School Board Meeting 7 pm NO SCHOOL - Year Round Program Break	24 NO SCHOOL - Year Round Program Break IPS Pictures	25 CIS Speech Tournament Early Childhood Family Garage Sale, CPS & CIS 8am - 12 noon
26	27 Year Round Program Return to Classes CIS Academic Lettering Ceremony	28	29	30 IMS DC Trip	31 IMS DC Trip	April S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

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Buddy Bench

The Buddy Bench at Cambridge Primary School encourages students to play with others. Students can sit on the bench to signal they are looking for someone to play with. This is one way CPS is helping to promote inclusiveness and social skills among students.



Softball:

4	4:30pm	Away vs. St. Francis
6	4:30pm	Away vs. Chisago Lakes
7	4:30pm	Princeton
13	4:30pm	North Branch
18	4:30pm	Rogers
20	4:30pm	Away vs. St. Michael-Albertville
25	4:30pm	Buffalo
27	4:30pm	Away vs. Big Lake

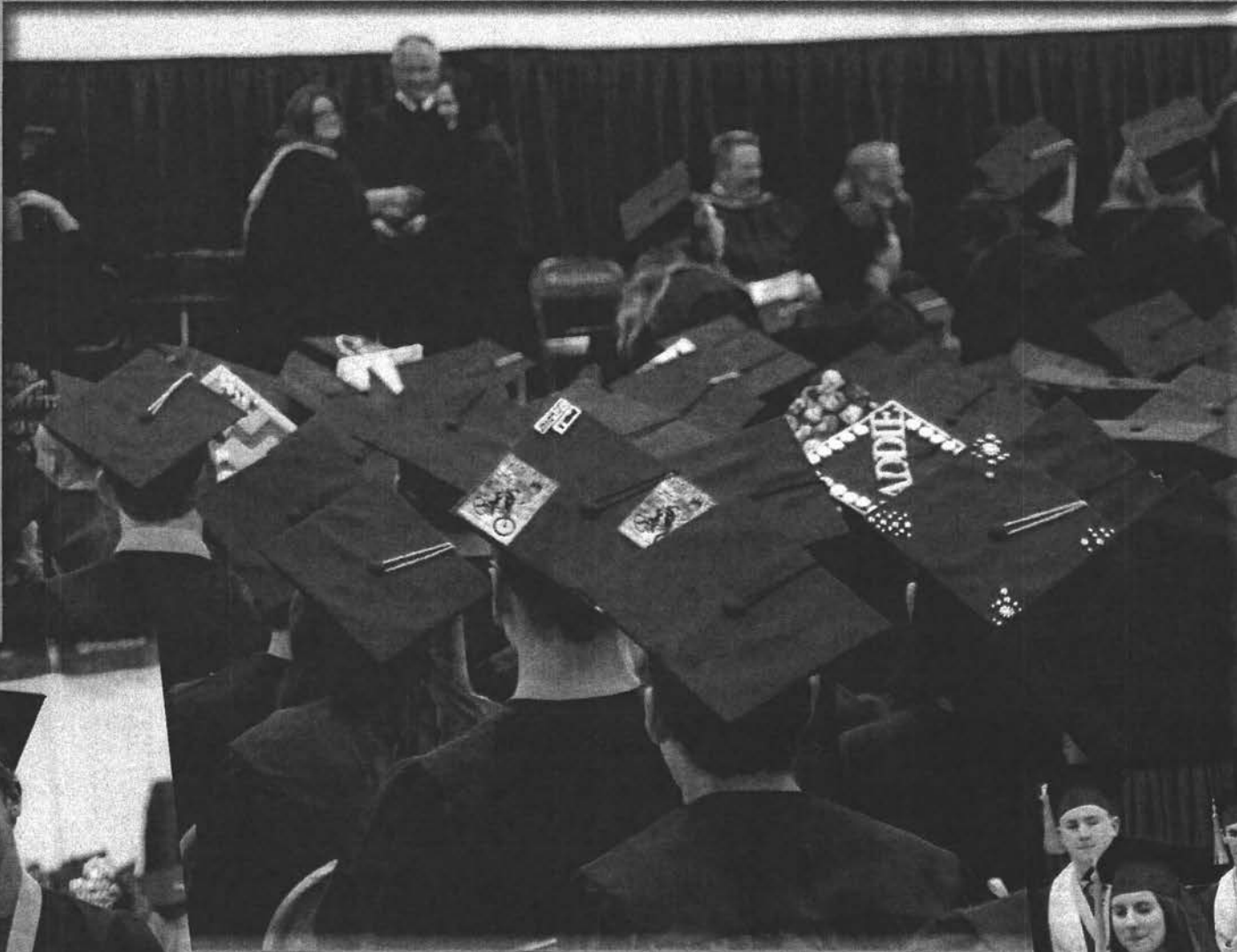
Tennis (boys):

11	4:00pm	St. Francis
18	4:00pm	Away vs. St. Michael-Albertville
20	4:00pm	Buffalo
25	3:45pm	Away vs. Big Lake
27	4:00pm	Away vs. Chisago Lakes

An education at Cambridge-Isanti Schools is only the beginning for our students. We want to inspire and equip our students to be passionate life-long learners and responsible citizens.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					March S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<i>Calendar activities are subject to change or cancellation</i> 1 IMS DC Trip CIHS Section 7AA Speech Tournament
2	3	4	5	6	7	8
	CIHS Dollars for Scholars Phon-A-Thon CPIS PTO	IPS PTO Meeting CIHS Dollars for Scholars Phon-A-Thon		CIHS Instrumental Solo & Ensemble Contest CIHS Spring Play Performance	CIHS Spring Play Performance Parent Advisory Committee	CIHS Spring Play Performance
9	10	11	12	13	14	15
	CIHS April Mayhem	CIHS 7AA Spring Meeting		NO SCHOOL - Year Round Program Break Superintendent Advisory Committee	NO SCHOOL Buildings closed	
16	17	18	19	20	21	22
	NO SCHOOL Teacher Professional Development Day - Buildings Closed Tax Day	IIS & SFAS PTO Meeting 7pm Early Childhood Parent Advisory Council Meeting, CIS EC Parent Rm 6:30-8pm		School Board Meeting 7 pm	CIHS State Speech Tournament	CIS / CPS SPRING FLING CPIS Spring Fling and Book Fair
22	24	25	26	27	28	29
Inspired to the Top Dinner, CIHS Academic Booster Week of the Young Child CIHS Academic Booster	Week of the Young Child	Week of the Young Child	CIHS Large Group Vocal Contest Week of the Young Child	IPS Kindergarten Round Up CIHS Parent/Teacher Conferences Large CIHS Group Band Contest CPS Power Night Week of the Young Child	Week of the Young Child	CIHS Grand March CIHS Prom Week of the Young Child Early Childhood Community Do Good Together Event, CIS 9:00 – 10:00am
30	May S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31					
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Enrichment Opportunities

Cambridge Intermediate School provides many enrichment opportunities for students throughout the year. Some of these include Math Masters, Earth Balloon, Wolf Center, Connexus Energy Safety, Orchestra Hall, West Riverside School, and Cedar Creek Natural History Center.

The Cambridge-Isanti community provides invaluable support of our schools. Thank you for all that you do for students 365 days of the year!

Softball:

2	4:30pm	Monticello
4	4:30pm	St. Francis
9	4:30pm	Chisago Lake
11	4:30pm	Away vs. Princeton
12	4:00pm	Hermantown
18	4:30pm	Away vs. North Branch
25	TBD	Sections
27	TBD	Sections
31	TBD	Sections

Tennis (boys):

02	4:00pm	Monticello
04	4:00pm	Away vs. North Branch
09	4:00pm	Princeton
11	3:45pm	Away vs. Rogers
22	TBD	Team quarters and semis
23	TBD	Team quarters and semis
25	TBD	Section Individual singles and doubles

29	TBD	Team Semis & Finals
30	TBD	Finals Individuals

Golf (Boys):

8	1:00pm	Invitational - Cambridge
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Golf (Girls):

8	1:00pm	Invitational - Cambridge
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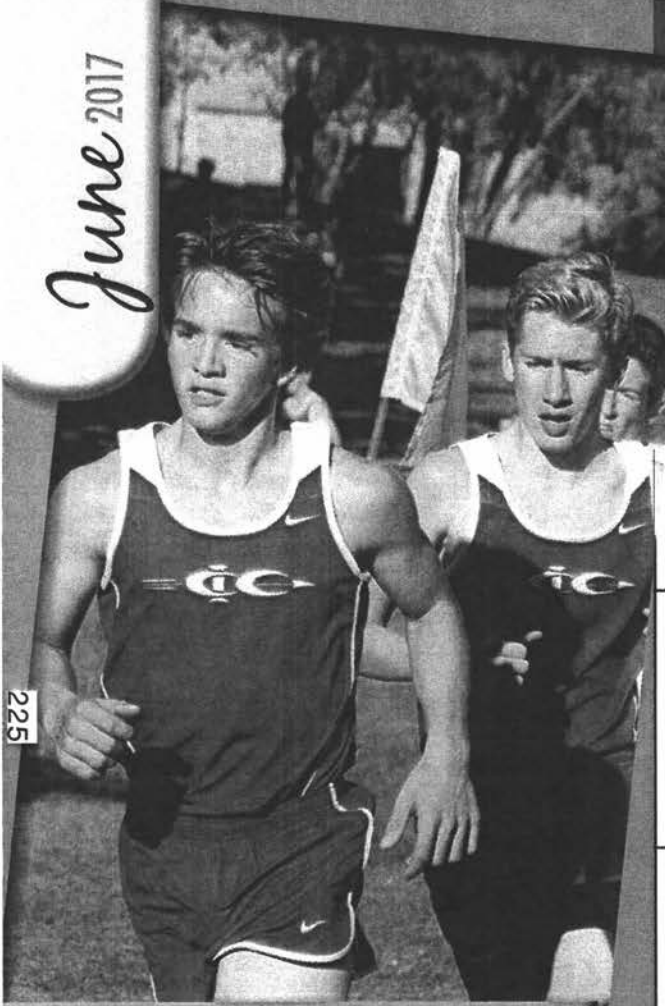
SUNDAY							MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY				
April							1	2	3	4	5	6				
S	M	T	W	TH	F	S						<i>Calendar activities are subject to change or cancellation</i>				
						1										
2	3	4	5	6	7	8										
9	10	11	12	13	14	15										
16	17	18	19	20	21	22	IIS Variety Show 6:30 p.m. CIHS Jazz Concert CPIS PTO		MNC Long Lake Trip CIHS AP Literature Exam CMS 8th Grade Panoramic Picture Day							
23	24	25	26	27	28	29	CIHS 'Night of the Stars' Speech and Drama Awards	MNC Long Lake Trip IPS PTO Meeting		Kindergarten Round-Up SFAS 5:30 pm	CIHS AP U.S. History Exam Parent Advisory Committee					
30																
7							8	9	10	11	12	13				
							CIHS Spring Choir Concert		CIHS AP Language Exam	CIS Grade 4 Choir Concert CIHS AP World History Exam Superintendent Advisory Committee	CIHS 9th Grade Recognition Breakfast (4.0 GPA) CIHS PSEO Deadline					
14							15	16	17	18	19	20				
							CIHS Concert Choir/Symphonic Band Spring Concert	IIS & SFAS PTO Meeting 7pm		School Board Meeting 7 pm IMS/MNC 6th, 7th, 8th Choir Concert						
21							22	23	24	25	26	27				
							CIHS Spring Band Concert	Last Day of T/Th Preschool	CIHS Link Crew May Day Last Day of M/W/F Preschool	IMS/MNC 6th, 7th, 8th Grade Band Concert						
28							29	30	31	June						
										S	M	T	W	TH	F	S
														1	2	3
										4	5	6	7	8	9	10
										11	12	13	14	15	16	17
										18	19	20	21	22	23	24
										25	26	27	28	29	30	
							NO SCHOOL Buildings Closed John F. Kennedy's Birthday Memorial Day	CIHS Senior Scholarship Night	Year Round End of Year Program 6:00 pm							

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June 2017

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
May						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
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						16 17 18 19 20 21 22
						23 24 25 26 27 28 29
						30

Softball:
 1 TBD Sections
 8 TBD State Tournament

Tennis (boys):
 9 TBD State Tournament

Baseball:
 1 TBD Sections
 3 TBD Sections
 6 TBD Sections
 7 TBD Sections
 8 TBD Sections
 15 TBD State Tournament
 16 TBD State Tournament

Golf (Boys):
 1 TBD Section Prelims
 2 TBD Section Finals
 13 TBD State Meet

Golf (Girls):
 1 TBD Section Prelims
 2 TBD Section Finals
 13 TBD State Meet
 14 TBD State Meet

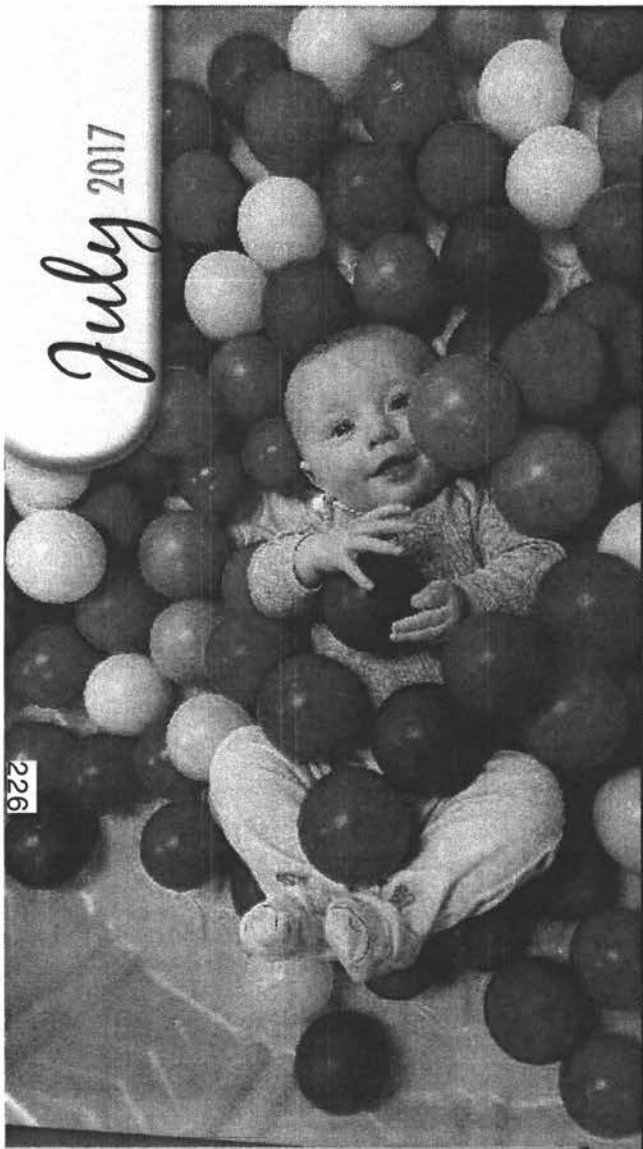
14 TBD State Meet

By the time C-I students graduate they have the opportunity to participate in more than 65 athletics and activities and have earned at least 52 course credits.

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July 2017

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
June S M T W TH F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	August S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30				

School Board Meeting
7 pm

Our early childhood program awarded 115 full and partial scholarships in 2015-16 and we are on track to do the same (or more) next year. Early childhood scholarships benefit higher-need students and help prepare them for kindergarten entrance.



Notes:

Cambridge-Isanti Schools

School	Address	Phone	Hours
Education Services Center <i>Departments:</i> Superintendent's Office Business Office Teaching and Learning Food Service Community Education	625A Main St. N, Cambridge, 55008 625B Main St. N	Office: 763-689-6188 Fax: 763-689-6200 763-689-6202 763-689-6198 763-689-6210 Office: 763-689-6189; Fax: 763-689-6239	Hours: 8-4:30 pm Summer Hours: 7:30-4 pm
Cambridge Primary School <i>Principal, Rhonda Malecha</i>	310 Elm St. N, Cambridge, 55008	Office: 763-691-6500 Attendance Line: 763-691-6510 Fax: 763-691-6599	Office Hours: 7:30-4 pm School Day: 8:15-2:50 pm
Isanti Primary School <i>Principal, Shane Dordal</i>	301 Heritage Blvd. NW, Isanti, 55040	Office: 763-691-8778 Attendance Line: 763-691-8770 Fax: 763-691-8700	Office Hours: 7:30-4 pm School Day: 8:15-2:57 pm
Cambridge Intermediate School <i>Principal, Scott Peterson</i>	428 2nd Ave. NW, Cambridge, 55008	Office: 763-691-6600 Attendance Line: 763-691-6610 Fax: 763-691-6699	Office Hours: 7:30-4 pm School Day: 8:15-2:50 pm
Isanti Intermediate School - School For All Seasons <i>Principal, Mark Ziebarth</i>	101 9th Ave. NE, Isanti, 55040	Office: 763-552-8800 Attendance Line: 763-552-8810 Fax: 763-552-8899	Office Hours: 7:30-4 pm School Day: 7:45-3:10 pm
Cambridge Middle School <i>Principal, Charlie Burroughs</i> <i>Dean of Students, Tricia Anderson</i>	31374 Xylite St. NE, Cambridge, 55008	Office: 763-552-6300 Attendance Line: 763-552-6310 Fax: 763-552-6399	Office Hours: 7-4 pm School Day: 8-3:12 pm
Isanti Middle School - Minnesota Center <i>Principal, Randy Pauly</i> <i>Dean of Students, John Droubie</i>	201 Centennial Dr., Isanti, 55040	Office: 763-691-8600 Attendance Line: 763-691-8661 Fax: 763-691-8662	Office Hours: 7:30-4 pm School Day: 8:10-2:56 pm
Cambridge-Isanti High School <i>Principal, Brenda Damiani</i> <i>Assistant Principal, Pam Austad</i> <i>Assistant Principal, Chad Gerlach</i> <i>Athletics and Activities Director, Mark Solberg</i>	430 8th Ave. NW, Cambridge, 55008	Office: 763-689-6066 Attendance Line: 763-689-6090 Fax: 763-689-6060	Office Hours: 7:30-4 pm School Day: 8:20-2:50 pm
Early Childhood	428 NW 2nd Ave. NW, Cambridge, 55008	763-691-6691	Office Hours: 8-3:30 pm
Transportation	635 18th Ave. SW, Cambridge, 55008	Office: 763-552-6287 Fax: 763-552-6299	Office Hours: 6-5 pm
Adult Enrichment Center	540 5th Ave. NW, Cambridge, 55008	763-689-6228	Office Hours: 8-4:30 pm
Rum River Special Ed. Co-op	140 Buchanan St. N Suite 150 Cambridge, 55008	Office: 763-552-7733 Fax: 763-552-7739 Rum River South: 763-552-6700 Rum River East: 763-552-6800 Rum River North: 320-983-7351	Office Hours: 7:30-4:30 pm Office Hours: 7:30-3:30 pm Office Hours: 7:30-3:30 pm Office Hours: 7:30-3:30 pm
Alternative Learning Center	625C Main St. N, Cambridge, 55008	Office: 763-552-6262 Attendance Line: 763-552-6251 Fax: 763-552-6269	Office Hours: 7:30-4pm

On the Web:
Visit Cambridge-Isanti Schools at www.C-ISchools.org

District Receptionist:
Call Cambridge-Isanti Schools at 763-689-6188



Cabinet

Dr. Ray Queener, Superintendent
Greg Winter, Director of Teaching and Learning
Kris Crocker, Director of Finance and Operations
Julia Lines, Director of Administrative Services and Human Resources
Dave Maurer, Director of Community Education
Shawna Carpentier, Communications Coordinator
Ray Sperl, Technology Coordinator

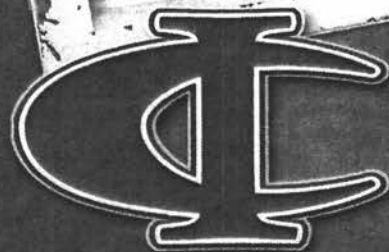
School Board

Tim Hitchings, Chair
Gary Hawkins, Vice Chair
Lynn Wedlund, Clerk
Heidi Sprandel, Treasurer
Jenni Caulk, Director
Darcy Winsor, Director

2016-2017

Activities Calendar

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**CAMBRIDGE
ISANTI Schools**
EVERY STUDENT, EVERY DAY

Cambridge-Isanti Schools

Cambridge-Isanti Schools
625A Main Street N
Cambridge, MN 55008

www.C-ISchools.org



**2016 CITY OF CAMBRIDGE
COMPREHENSIVE PLAN STEERING COMMITTEE MEETING MINUTES
Tuesday, June 7, 2016**

A meeting of the 2016 Cambridge Comprehensive Plan Steering Committee was held at Cambridge City Hall, 300 – 3rd Avenue NE, Cambridge, Minnesota.

ATTENDANCE

Steering Committee Members Present: John Klossner, Joe Morin, Shirley Basta, Chad Struss, Robert Nelson, Neal Anderson, Greg Carlson, Melissa Carstensen, Carron Day, Tiffany Determan, Monte Dybvig, Kim Erickson, Larry Fredlund, Julie Immel, Dave Oslund, Bob Roby, Todd Schwab, Gary Shaw, Marcia Westover, and Lynda Woulfe. Mark Ziebarth joined the meeting at 6:50 pm. Jim Godfrey and Bill Lindberg were both excused.

WELCOME AND INTRODUCTIONS

Marcia Westover called the meeting to order at 6:00 pm and welcomed everyone. Carron Day from Stantec was present to facilitate the meeting.

PROJECT OVERVIEW

Carron Day described the evening's activities, explaining the maps of the City of Cambridge on four different tables. Participants divided up around the tables with a group facilitator at each table.

ISSUES MAPPING EXERCISE

Day stated the mapping activity was directed at identifying conditions or locations within the City that deserve attention. This activity is important in determining areas for improvement and investment in the future to address health, safety, traffic, and community image concerns.

Participants were asked to place different colored dots on the following locations:

- 1) Where they live.
- 2) Besides their home, their favorite place in Cambridge.
- 3) Locations having features that should be kept and/or copied in other parts of the City.
- 4) Locations that need attention (for any reason).
- 5) Miscellaneous to address anything that does not fall into the other categories.

Once the colored dots were placed on the map, each participant had a chance to look at the map and address whatever else they feel is needed.

Group facilitators (Day, Schwab, Westover and Woulfe) kept track of issues by the numbers on the dots and took notes on the additional issues discussed in each group.

REPORTS FROM EACH GROUP

Each group facilitator gave a short summary of what their group had discussed, where they had placed the dots and some of the issue areas they see in the City. Ms. Day will compile all the comments into a document which will be shared with all the members of the committee in a future meeting.

PREVIEW OF THE GOALS AND POLICIES MEETING

Day encouraged all committee members to read the *Cambridge, MN Comprehensive Plan Update Steering Committee Preview to the August 2nd Goals and Policies Workshop* handout for the August 2, 2016, meeting at 6:00 p.m.

WHAT'S NEXT/QUESTIONS AND DISCUSSION

The next Steering Committee meeting is scheduled for Tuesday, August 2, 2016, starting at 6:00 p.m. where the committee members will be concentrating on the Goals and Policies for the Comprehensive Plan. In addition, Bob Rogers of SEH, the City Engineering Firm, has reviewed the "Transportation Section" of the Goals and Policies and has made notes/comments for that section. Day encouraged the Steering Committee members to review the information provided regarding the goals/policies review and also Bob Rogers notes/comments before the next meeting.

Day thanked everyone for their attendance. The meeting was adjourned at 7:30 p.m.



East Central

Regional
Development
Commission

100 Park Street South
Mora, MN 55051

(320) 679-4065
FAX: (320) 679-4120
e-mail: ecrdc@ecrdc.org
www.region7Erdc.org

*Provider of
technical planning
assistance to units
of government in
East Central
Minnesota*

*Committee
Reports
August*

**AGENDA
ANNUAL MEETING
Braham Event Center
655 8th St SW, Braham, MN 55006
June 27, 2016
5:30 P.M.**

AGENDA

1. Call to Order – Chairman Ben Montzka
2. Pledge of Allegiance, Introductions
3. Approve Agenda
4. Approve Minutes of 4-25-16 Meeting
5. Treasurers Report
6. Executive Director's Report – Robert Voss
7. Personnel & Budget Committee Report
 - a. Public Hearing 5:45 p.m. - Approval of 2016-2017 Work Program and Budget/Indirect Cost Plan
 - b. Designate Neighborhood National Bank as Financial Depository
 - c. Approve Inventory Deletions/Additions
 - d. Approve Amendment to Health Insurance Policy to Authorize Payment of Medicare Premiums as Allowed by IRS Rules
 - e. Approve Payment to Central MN Council on Aging for Administrative Match
8. Election of Officers
 - a. Nominations
 - b. Voting of Chair, Vice-Chair, Secretary/Treasurer
 - c. Appoint RDC Liaison's to Program Committees (Transportation and RLF)
 - d. Caucus/Appoint Personnel & Budget Committee Members

Program Reports

9. Transportation – Bob Bollenbeck
 - a. DPS Resolutions for Kanabec, Isanti, and Mille Lacs Counties Safe Roads Projects
 - b. MnDOT Annual Planning Grant Resolution
10. Economic Development – Jordan Zeller
11. Community Development – Penny Simonsen
12. Next Meeting – August 22, 2016 ECRDC Offices
13. Adjournment (Dinner, Presentation)



EAST CENTRAL REGIONAL DEVELOPMENT COMMISSION

100 Park Street South

Mora, MN 55051

April 25, 2016

7:00 P.M.

Commission Members Present:

Karen Amundson – Kanabec Co. Public Interest
Greg Anderson – Isanti Co. Commissioner
Loren Davis – Isanti Co. Public Interest
Steve Hallan – Pine Co. Commissioner
Richard Hansen – Isanti Co. Townships
Kirsten Kennedy – City of North Branch
Jeannette Kester – Pine Co. Public Interest
Steven Kimmel – Chisago Co. Public Interest
Diane Larkin – Chisago Co. Townships
Ben Montzka – Chisago Co. Commissioner
Steve Odegard – Northern School Board
Marlys Palmer – Isanti Co. Municipalities
Dave Patenaude – Kanabec Co. Townships
Genny Reynolds – Mille Lacs Co. Commissioner
Thom Walker – Mille Lacs Co. Municipalities
Glen Williamson – Pine Co. Townships

Commission Members Absent:

Carla Dunkley – Tribal Representative
Kathi Ellis – Kanabec Co. Commissioner
Tim Franklin – Pine Co. Municipalities
Linda Evans – Mille Lacs Co. Public Interest
Gordon Gullixson – Kanabec Co. Municipalities
Tom Lawlor – Southern School Board
Bill Schlumbohm, Sr. – Chisago Co. Municipal
Barb Welty – Mille Lacs Co. Townships

Staff Present:

Bob Voss – Executive Director
Bob Bollenbeck – Transportation/TZD Program
Trish Rydlund – Office Manager
Penny Simonsen – Community Development

Others Present:

Brian Scholin – Pine Co. Municipalities
Kathy Blomquist – City of North Branch

1. **WELCOME:** Chairman Montzka called to order the meeting of the East Central Regional Development Commission at 7:00 p.m. The Pledge of Allegiance was recited.
2. **AGENDA APPROVAL:** Moved by Palmer to approve the agenda as presented. Davis seconded – motion carried.
3. **MINUTES APPROVAL:** Kimmel moved to approve the minutes of the February 22, 2016 meeting. Hansen seconded – motion carried.
4. **TREASURERS REPORT:** Executive Director Voss presented the February and March 2016 Treasurer's report. Reynolds moved to approve the Treasurer's Report to include the checks written along with ACH payments from February 1 through March 31, 2016, check #8905 through #8956. Davis seconded – motion carried. General Journals were reviewed and approved for the time period February 1 through March 31, 2016.
5. **EXECUTIVE DIRECTOR'S/ECONOMIC DEVELOPMENT REPORT:**
 - a. Mille Lacs Scenic Byway: A proposal was submitted to MnDOT District 3 on March 24th. The total request was \$76,550 and includes staff time, meeting supplies, documentation production, travel, and consultant fees. The ECRDC plans to engage the Arrowhead RDC and Region 5 RDC to accomplish this project. The ECRDC will

be the lead agency providing fiscal and administrative management functions. The project would start on July 1, 2016 and be completed by June 30, 2017 which coincides with the ECRDC's next fiscal year. The request received preliminary approval and recommendation from MnDOT District 3 and was forwarded to MnDOT's Central Office in St. Paul for final consideration.

- b. Revolving Loan Fund (RLF): The RLF approved a loan with the loan closing held on March 25th to W&T Enterprises (Isanti Rental) in Isanti, MN. The loan amount was \$34,000 with a 10 year amortization at 6% interest with a 5 year balloon. A recreational property in Mille Lacs County was used as collateral and a mortgage was prepared and filed at Mille Lacs County showing the ECRDC as the mortgage payee.
 - c. ECRDC Board Vacancies: The Pine County Municipalities has been filled by Tim Franklin of Sandstone and the Pine County Public Interest was filled by Jeanette Kester who was approved at the last ECRDC meeting. To date all positions are filled on the ECRDC board.
 - d. Building Maintenance: The complete interior of the ECRDC offices were spackled and painted at a total cost of \$3,788 (labor & materials) which was under the \$5,000 budgeted.
 - e. CEDS Update: Began holding county Economic Development meetings to get input for CEDS. Pine County on March 28; Mille Lacs on April 21st including County Board work session.
6. **PERSONNEL AND BUDGET COMMITTEE (P&B)**: The P&B held a conference call on April 18th to discuss the applications for the Economic Development position. Advertising was done and the deadline for applications was April 8, 2016. The P&B determined the best candidate for the position was Jordan Zeller. Zeller accepted the position and will be working 32 hours per week, 80% time. Starting salary – Pay Grade D Step 12, \$26.91 per hour with pro-rated vacation based on 5.5 hours FTE and sick leave based on 4.5 hours FTE. Start date will be June 13, 2016 with an anniversary date of June 15th.
7. **COMMUNITY DEVELOPMENT**: Simonsen brought forth a resolution to enter into agreement with the Minnesota Department of Transportation to complete Safe Routes to School plans. Reynolds moved to approve the resolution. Walker seconded - motion carried.
- a. A new Safe Routes to School funding cycle was announced the end of 2015. Taylors Falls applied for and received notification of SRTS planning funding, which the ECRDC will provide that work beginning in July.
8. **TRANSPORTATION**: Bollenbeck reported the Isanti and Kanabec County traffic safety programs sponsored Matt Logan community presentations April 11 & 12. The focus of these was the Distracted Driving issue. There was much positive feedback about the forums including the use of the AAA Distracted Driving Simulator.

The Office of Transit informed the ECRDC that they will be funding all transit vehicle replacements in the State Transportation Improvement Program. This applies to all vehicles programmed through the ECRDC. This means that our Region will reallocate transit funds starting in FY 2017. It is the intention of the Transportation Advisory Committee to reallocate the transit funds to Region 7E projects already in the STIP. Local road projects will receive the same additional funds in each year of the STIP.

9. **TOPICS OF REGIONAL INTEREST:** Mn/DOT is exploring implementing the idea of establishing 8 – 10 Regional Transit Coordinating Councils (RTCCs) in Minnesota. The RTCCs will coordinate transit services, planning and funding will be explored. How this will happen is still in development. The concept would involve the use of regional boards made up of a variety of interests from the community including human services and transit providers, as well as others. The Commission authorized staff to proceed in exploring the implementation of the Regional Transit Coordinating Council for this region. The Commission also discussed broadband needs in the region (i.e. Borgholm Township); North Branch’s “Shovel Ready” industrial park; and the State’s Legacy Funding.
10. **ADJOURNMENT:** Chairman Montzka announced the next meeting held will be the Annual Meeting on June 27, 2016 at 5:30 p.m. Location will be determined. Palmer moved to adjourn the regular meeting of the ECRDC. Amundson seconded – motion carried.

Robert L. Voss, Executive Director

Ben Montzka, Chairman



Executive Director's Report
East Central Regional Development Commission
June 27, 2016

1. **Mille Lacs Scenic Byway:** Received word from Holly Slagel at the MN Scenic Byway office that we have tentative approval for funding the Lake Mille Lacs Area Scenic Byway Designation Study. The total cost of the project is estimated at \$76,500. Holly is working on identifying a source for the 20% financial match required for the project. Work is scheduled to begin on July 1st.
2. **Regional Transit Coordination Councils:** Continuing to track the progress of MnDOT's effort to better align transportation resources through the creation of Regional Transit Coordination Councils (RTCC). Bob Bollenbeck and I have registered for another stakeholder workshop to be held on July 21st at MnDOT in St. Cloud. Preliminary maps shows Regions 7E and 7W potentially combined into one geographic area for RTCC. Noel Shugart of MnDOT has been actively working on this project and will be presenting at our annual meeting.
3. **Sandstone Comprehensive Plan:** Submitted proposal to City of Sandstone to draft a new comprehensive plan. Several new things since the ECRDC assisted with the plan in 2002 including 181 acre Business and Medical Park; NLX Station Planning; expansion to Federal Correctional Institute, various tourism related activities, etc. Consultant interviews are scheduled for June 20th and the final selection is set to take place on July 6th.
4. **Region 7W Update:** Provided a background presentation on the CEDS project to a group of Region 7W economic development stakeholders on May 11th at the Central MN Jobs & Training offices in Monticello. Lee Shirey from EDA Chicago also presented to the group on the benefits of establishing an Economic Development District (EDD). The ECRDC received \$50,000 in 2010 to assist 7W with pursuing a federal EDD designation from EDA. CMJTS has taken on the role of the governing board for the EDD and is applying for a short term planning grant to develop a new CEDS. Our involvement in the project is now complete and has been removed from our annual work program.
5. **MADO Executive Meeting:** Participated in MADO Executive Directors meeting on May 3-4 at Breezy Point Resort. Covered a number of topics including the upcoming 5 Year RDC Assessment, Staff training opportunities, Broadband, DevelopMN Communication plan, regional branding, etc. We also shared information on projects/initiatives we do with other organizations. It is our turn to plan the next meeting on August 8-9 which will likely be in St. Cloud.
6. **Other Items:**
 - a. Met with the new PTCC President Joe Mulford on April 29th to discuss regional economic development initiatives especially workforce training;
 - b. attended the City of Isanti Business Appreciation event on June 6th;
 - c. Presented DevelopMN/CEDS information to the Isanti County EDA on April 26th; and
 - d. The MnDOT program review meeting has been scheduled for June 29th at the ECRDC offices.



**MINUTES
PERSONNEL & BUDGET COMMITTEE
EAST CENTRAL REGIONAL DEVELOPMENT COMMISSION
JUNE 3, 2016
9:00 A.M.**

1. **ATTENDANCE:** Steve Hallan, Karen Amundson, Richard Hansen, Steve Odegard, Steve Odegard, Kathi Ellis, and Tom Lawlor (via phone). Also present was Executive Director Bob Voss.
2. **MINUTES APPROVAL:** Ellis moved to approve the minutes of the February 22, 2016 and the April 18, 2016 meetings as presented. Hansen seconded – motion carried.
3. **FY 2016-2017 WORK PROGRAM, BUDGET, & INDIRECT COST PLAN:** Voss provided highlights of a draft work program for FY 2016-2017. This included anticipated contract work of Safe Routes to School planning in Taylors Falls; Safe Roads/TZD projects in Isanti, Kanabec, and Mille Lacs Counties; Scenic Byway Planning for the Lake Mille Lacs Area; and a MnDOT sponsored regional transit coordination study. The proposed budget reflected a 3% tax levy increase; a 3% increase on the staff salary schedule; and an indirect cost rate of 54.26%. The total agency budget anticipates revenues of \$580,248 and expenses of \$526,781. Includes in the expenses is a \$12,121 administrative match for the Central MN Council on Aging. Odegard moved to recommend approval of the proposed a) work program with the addition of a work item relating broadband planning under Community Development; b) the draft budget as presented; and c) the revised indirect cost plan. Walker seconded – motion carried.
4. **MEDICARE CONTRIBUTION:** Voss reported that he received a request from an employee wishing to discontinue with the ECRDC group health insurance plan and sign up for Medicare in October when he becomes eligible. Further, that the Commission consider paying the premiums in lieu of the regular group plan. This would result in a significant cost savings to both the employee and the ECRDC and provide broader coverage. Voss stated that Finance Officer Tammie Bremer checked with an employee benefits specialist at CliftonLarsonAllen, the Commission's auditing CPA firm and was told that IRS rules allow small organizations to do this as long as there are fewer than 2 employees participating. The Commission, however, would need to include this in their payment plan for employee health insurance. Amundson moved to recommend approval the request and amend the Commission's employee health insurance payment plan to provide for payments for Medicare premiums as allowed by IRS rules. Hansen seconded – motion carried.
5. **INVENTORY DELETIONS AND ADDITIONS:** Ellis moved to recommend approval of the annual inventory deletions of \$161.51 and additions of \$426.43(attached) in preparation for the ECRDC's year-end financial audit. Odegard seconded – motion carried.

6. **EMPLOYEE TERM LIFE INSURANCE UPDATE:** Voss reported that Office Manager Trish Rydlund called Lincoln Mutual, the company that writes the employee's term life insurance policies, to clarify information that they would no longer allow groups with fewer than 10 employees to participate. This information, provided previously by insurance agent Bill Singer, was apparently not true and the ECRDC will be allowed to continue with the policy with fewer than 10 employees and at current rates, etc. at the time of renewal.

7. **VOSS ANNUAL PERFORMANCE APPRAISAL:** The Committee reviewed and discussed Voss's accomplishments for the past year and performance objectives for the coming year. The Committee expressed overall satisfaction with the accomplishments for the year. Going forward Voss was urged to continue monitoring the Commission budget; ensure Commission seats continue to be filled; provide either written or oral reports on Commission activities to the County Boards; and strive to make the ECRDC the regional authority on economic development.

8. **ADJOURNMENT:** Being no further business, the meeting was adjourned at 11:40 a.m.

Respectfully submitted,

Robert L. Voss
Executive Director

EAST CENTRAL REGIONAL DEVELOPMENT COMMISSION

FY 2017 INDIRECT COST PROPOSAL (ICP)

This ICP is for fiscal year 2017 (July 1, 2016 through June 30, 2017). It is based on the FY2017 projected budget and the allocation assumptions used in developing yearly indirect cost plans from FY1979 through FY2017.

This ICP addresses all elements of cost incurred by the East Central Regional Development Commission (ECRDC) and identifies common or shared costs that require consistent and sound allocation in order to be equitably shared by all work elements. The proposal will not increase common or shared costs, but will provide for their identification and equitable distribution on an agency-wide basis, rather than through the assignment or negotiation of costs as a part of individual grant and contract budget development.

Three categories of shared or indirect costs are identified by this proposal. They are combined to calculate a single indirect cost rate which can be applied against a common base to distribute indirect cost proportionately so that each project bears a fair share as envisioned by applicable Federal Cost Principles.

Individual elements of cost have been classified as direct or indirect in accordance with principles contained in Office of Management and Budget's (OMB) 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (UG), applicable to grants and contracts with state, local and federally recognized Indian tribal governments. ECRDC developed the Cost Allocation Plan using allowable costs by OMB 2 CFR Part 200.413 Direct costs, Part 200.414 Indirect (Facilities & Administration) costs, and Part 200.416 Cost allocation plans and indirect cost proposals in order to delineate the direct and indirect characteristics of each cost category.

The ICP establishes the basis for the issuance of provisional rates for FY2017 that begins July 1, 2016. During the year the accounting system will produce indirect rates based on actual expenditures on a cumulative year to date basis. At the end of the fiscal year (June 30, 2017), the ending rate will serve as the indirect rate distributed among all projects.

The cost allocation structure contained in this proposal provides the agency with an improved ability to monitor the various components of allocated costs. It also provides the basis for a consistent budgetary, accounting and reporting structure for the agency so that all components of the financial management system are compatible.

This ICP and supporting methodology will allow the agency to establish and maintain improved accountability for each grant or contract regardless of when received. It envisions an integrated financial management structure that will treat all costs consistently thereby enhancing the quality and value of audit to the agency and its funding sources.

June 6, 2016

Direct Costs

Costs that can be identified specifically with a particular work element are budgeted and accounted for as direct charges. The budget for direct costs is provided within each work element through the budgetary process. The agency's accounting system records actual direct costs incurred in the work element cost center and these remain within each work element without further distribution.

Indirect Costs

Indirect costs are incurred for a common purpose benefiting or supporting all agency work element activity and are not readily assignable directly. In most cases, attempts to charge these costs directly involve arbitrary decision-making or require effort disproportionate to the benefits derived. Indirect cost pools or centers have been identified in the ICP and are related to bases to facilitate an equitable, rational, and consistent distribution of indirect costs to work elements. In the accounting system, indirect cost pool accumulates actual expenditures on an annual basis and is allocated to work elements monthly using the indirect cost rate for reporting purposes. Through this mechanism, the accounting system is able to generate actual indirect cost rates for comparison with the rates proposed herein. Indirect costs are spread to work elements using the indirect cost rate and pools disappear when the final distribution is made at the end of the fiscal year. ***Through this procedure, the agency will be reimbursed for no more than actual indirect costs incurred.*** The very best it can do is to break even by obtaining reimbursement from each work element based on its fair share. Equitable sharing is assured through the principles embodied in this proposal and carried out in the Agency's accounting system.

Cost Pools and Rates

The ECRDC proposes to use three pools or cost centers for the accumulation of costs that will be allocated. The leave pool does not require the issuance of a rate since leave is budgeted as a part of salaries. However, the proposal identifies the treatment of leave as an allocated cost and later describes the accounting methodology.

FY2017 rates are being proposed for fringe benefits and indirect costs as follows:

Cost Category	Base for Distribution	Provisional Rates
Fringe Benefits	Full-time Salaries	31%
Fringe Benefits	Part-time Salaries	28%
Fringe Benefits	Temporary Salaries	0
Indirect Costs	Direct Salaries & Fringe	54.26%

Each category of allocated cost is discussed in the sections that follow, the rate is calculated, and the accounting treatment and rationale for distribution is described.

June 6, 2016

Leave

Leave time is considered to be a salary cost within the financial management system in order to synchronize budgeting, accounting and financial reporting for salaries. Leave is the first allocation made in the system in order to distribute leave salary costs on the basis of in-service salary charges to each work element and to the management and administrative support work elements. The distribution of leave costs is an internal routine within the category of salary expenditures. By recognizing leave in this manner, the agency is able to monitor the actual costs of leave based on organizational personnel policies, and the procedure precludes the need for employees to arbitrarily charge leave directly to work elements. Leave charges are related to direct salary charges and together are equivalent to the budgeted annual salaries of employees. In addition, the financial management system reflects, in monetary terms, the personnel policies of the agency. All work elements will share leave costs based on consistent rates.

The organization's leave policies are generally consistent with those of other public sector agencies and are not dissimilar to Federal, State and Local government leave policies. The policies have been approved by the Agency's governing body and are applicable to employees according to classification.

Employees are classified in the following categories because of differing leave and fringe benefits.

- Class 1 Permanent Full-time Employees
- Class 4 Permanent Part-time Employees
- Class 5 Temporary Employees

Leave benefits are provided to employees.

<u>Leave Benefits</u>	<u>Class 1</u>	<u>Class 4</u>	<u>Class 5</u>
Annual Leave	Yes	Yes	No
Sick Leave	Yes	Yes	No
Holiday Leave	Yes	Yes	No
Compensatory Leave	Yes	No	No
Jury Leave	Yes	Yes	No
Military Leave	Yes	Yes	No

The cost of leave policies is developed below based upon FY2017 anticipated salaries cost and an examination of documentation undergirding the leave system.

June 6, 2016

Annual Leave

Permanent full-time employees and part-time permanent employees (pro-rated) annual leave is earned at the following rates:

<u>Years of Service</u>	<u>Accumulation Rate</u>
0 - 5	13.50 days per year
5 - 8	16.50 days per year
8 - 15	22.50 days per year
15 - 25	24.00 days per year
25+	25.50 days per year

Based on tenure, the composite full-time employee average earning rate is 21.62 days per year (FY17 staffing 5.4 FTE). The average annual rate for full-time employees is 8.3% (172.96 average hours annually divided by 2,080 hours). The part-time employees for FY2017 average earning rate is 4.13 days per year. This is an average annual rate for part-time employees of 5.5% (33 average hours annually divided by 600 hours). There are no leave costs assumed for class 5 during FY2017.

Employees are entitled to be paid for annual leave earned when taken during employment or as a lump sum payment at termination of employment after a successful 6-month probation period. **Therefore, annual leave is considered to be a cost at the time earned.** The Agency's cost of annual leave based on the average accrual rate is calculated as follows:

	Class 1	Class 4	Class 5	Total
Total FY2017 Salaries	\$ 327,875	\$ 13,302	0	\$341,177
X Average Annual Rate	8.3%	5.5%		8.19%
Estimated Annual Leave Cost	\$ 27,214	\$ 732	0	\$ 27,946

Sick Leave Taken

Assuming a 100% usage of sick leave granted is equivalent to a composite full-time employee's average of 13.5 days annually. Thus, the equivalent annual full-time rate is 5.19% (107.96 average hours annually divided by 2,080 hours). The part-time employee average usage rate is 3.38 days per year. This is an average annual rate for part-time employees of 4.5% (27 hours used annually divided by 600 total part-time hours). There are no costs assumed for class 5 during FY2017. Sick Leave is considered to be a cost when taken. The Agency's cost of sick leave taken is calculated as follows:

Sick Leave Taken	Class 1	Class 4	Class 5	Total
Total FY2017 Salaries	\$ 327,875	\$ 13,302	0	\$ 341,177
X Average Experience Rate	5.19%	4.5%		5.16%
Estimated Sick Leave Cost	\$ 17,017	\$ 599	0	\$ 17,616

June 6, 2016

Holiday Leave

The Agency observes ten holidays annually. All full-time employees are eligible for the benefit and part-time permanent employees are eligible on a pro-rated basis. Holiday leave is considered to be a cost in the period in which the holiday falls. On an annual basis, the cost of holiday leave is the same in the accrued or granted basis and is equivalent to an annual full-time rate of 4.0% (80 hours annually divided by 2,080 hours). The cost of holiday leave is pro-rated for part-time employees of 3.3% (20 hours annually divided by 600 hours). There are no costs assumed for class 5 during FY2017. The Agency's cost of holiday leave is calculated as follows:

	<u>Class 1</u>	<u>Class 4</u>	<u>Class 5</u>	<u>TOTAL</u>
Total FY2017 Salaries	\$ 327,875	\$ 13,302	0	\$ 341,177
X Average Annual Rate	4.0%	3.3%		3.97%
Estimated Holiday Leave	\$ 13,115	\$ 443	0	\$ 13,558

Jury (Legal) Leave

Permanent full and part-time employees are eligible for leave to serve on jury duty or appear as a witness in any civil or criminal legal proceeding. Jury leave becomes a cost at the time and to the extent granted. Experience has been negligible in prior years, therefore, no cost is assumed for FY2017 for the purposes of this proposal. The accounting system will accumulate actual costs as they are incurred during the year that will be reflected in actual leave rates.

Overtime Compensatory Time

Compensatory time is charged to the programs when earned. Compensatory time is considered to be leave when taken however is excluded in the ECRDC leave rate. Permanent full-time employees are eligible to receive this benefit. Part-time and Temporary employees are ineligible for this benefit. The maximum compensatory time a full-time employee is allowed to accumulate is 40 hours.

Military Leave

Permanent full and part-time employees are eligible for military leave if they are members of the Armed Forces Reserve or National Guard and are required to report for duty. Military leave is limited to a maximum of 15 calendar days per fiscal year and is considered to be a cost at the time and to the extent granted. Experience has been negligible in prior years, therefore, no cost is assumed for FY2017 for the purposes of this proposal. The accounting system will accumulate actual costs as they are incurred during the year that will be reflected in actual leave rates.

June 6, 2016

Based on the foregoing, the cost of leave for all categories is summarized:

	<u>Class 1</u>	<u>Class 4</u>	<u>Class 5</u>	<u>TOTAL</u>
Annual Leave Earned	\$ 27,214	\$ 732	0	\$ 27,946
Sick Leave Taken	\$ 17,017	\$ 599	0	\$ 17,616
Holiday Leave Granted	\$13,115	\$ 443	0	\$ 13,558
Compensatory Leave Taken	0	0	0	0
Jury Leave Taken	0	0	0	0
Military Leave Taken	0	0	0	0
Total Leave Costs	\$ 57,346	\$ 1,774	0	\$ 59,120
Total FY2017 Salaries	\$327,875	\$ 13,302	0	\$341,177
Less: Leave Costs	\$ 57,346	\$ 1,774	0	\$ 59,120
Total Chargeable Salaries	\$270,529	\$ 11,528	0	\$282,057
Leave Rate	17.5%	13.3%	0%	17.3%
Leave Costs / Chargeable Salaries				

The preceding identification and allocation of leave costs will be a part of the accounting for salaries. Provisional rates for leave will not be necessary for budgeting purposes since salaries are budgeted in terms of annual salaries without distinction between services and leave time. However, it is necessary to recognize the internal accounting treatment of leave costs that involves an allocation process within the category of salaries cost. This approach assures greater equity through the use of leave rates consistently applied. The accounting system will develop actual leave costs and rates for the year that will be verified as a part of audit. The description of the leave procedures in the proposal establishes the principles and practices that will be used to account for leave costs. The procedure replaces the direct charging of leave salaries that results in significant disparities.

June 6, 2016

Fringe Benefits

Fringe benefits are established by the Agency's Board of Directors and are documented in the personnel policy manual.

Fringe benefits will be accumulated in the accounting system on an accrual basis. The accumulated pool costs are distributed to each work element through a rate that represents the ratio of fringe costs to total salaries. This consistent allocation procedure precludes the time-consuming process of calculating and distributing fringe benefit costs by individuals.

Benefits are provided as follows:

	<u>Class 1</u>	<u>Class 4</u>	<u>Class 5</u>
FICA/Medicare	Yes	Yes	Yes
State Unemployment	Yes	Yes	No
Workers Compensation	Yes	Yes	No
PERA	Yes	Yes	No
Dental Insurance	Yes	Yes	No
Health Insurance / HSA	Yes	Yes	No
Life Insurance	Yes	Yes	No

Fringe benefit costs from supporting accounting documentation to the budget are as follows:

	<u>Class 1</u>	<u>Class 4</u>	<u>Class 5</u>	<u>TOTAL</u>
FICA/Medicare	\$25,082	\$ 1,018	0	\$26,100
State Unemployment Insurance (equivalent)	0	0	0	0
Workers Compensation	932	33		965
PERA	24,591	998	0	25,589
Dental Insurance	4,772	166	0	4,938
Health Ins / HSA / Life Insurance	46,613	1,478	0	48,091
Total Fringe	\$ 101,990	\$ 3,693	0	\$105,683
Fringe Benefit Rates	31%	28%	0%	

The preceding rates will distribute benefit costs in a consistent manner in consonance with the organization's fringe benefit policies.

June 6, 2016

Indirect Costs

This category of costs consists of Management and Administrative (M & A) salaries, fringe benefits related to M & A salaries, and non-salary support costs necessary to accomplish all work elements. These categories of cost are developed individually and then are combined to compute a single rate. Each category is described below:

- **Personnel** includes all charges for employee salaries. Personnel charges are allocated to work elements based on semi-monthly timesheets. Personnel charges for functions that benefit all work elements are charged to indirect. These may include a percentage of the executive director, the finance officer, and office manager's time.
- **Fringe Benefits** include all charges for PERA, FICA, Medicare, Health Savings Account (HSA), health, dental, and life insurance, unemployment compensation paid and worker's compensation insurance. Actual fringe benefit costs are allocated to personnel charges based on the method described with this plan.
- **Copying** includes internal copying costs and is charged directly to programs at the current rate. Copying for administration that benefit all programs are charged to indirect.
- **Audit** includes the cost of an annual outside audit the ECRDC's general administration and programs. The cost of this annual audit is charged to indirect.
- **Insurance and Bonds** includes the cost of insuring the building and contents which is charged to indirect. Cost of bond insurance, directors and officers insurance and car insurance are charged to the general fund.
- **Office Supplies** include purchases such as: pens, pencils, paper, folders, ink cartridges, etc. All charges for general agency use are charged to indirect. Special supply purchases directly related to a work element are charged directly.
- **Janitorial & Hospitality Supplies** include hand towels, toilet tissue, soaps, hospitality supplies (cups, plates, napkins, coffee, etc.) and miscellaneous cleaning supplies. All charges for general agency use are charged to indirect. Special supply purchases directly related to a work element are charged directly.
- **Employees Travel** includes charges for mileage, airfare, lodging, meals, taxi, etc. by employees. All travel expenses are charged direct to programs based on timesheets and expense vouchers.
- **Registrations** include registrations for workshops, conferences, meetings, etc. relating to M&A of ECRDC are charged to indirect.

June 6, 2016

- **Telephone/Fax/Internet** includes telephone service, long distance charges, conference call charges, telephone maintenance costs and internet charges. Internet costs, telephone service, long distance charges, and telephone maintenance costs are charged to indirect. Conference Call costs are charged directly to programs. Off site phone expenses charged directly to programs.
- **Postage** includes postage meter lease, supplies, and postage. Postage meter lease, supplies, and regular postage benefiting all programs are charged to indirect. Postage directly related to a work element is charged directly.
- **Services Technical Consultant** include charges for accounting, online timesheets, bank fees, computer repair, other consultants, software and software maintenance that benefit all work elements are charged to indirect. Charges for legal are charged directly to the general fund and affected programs. Charges directly related to a work element are charged directly.
- **Printing and Publications** includes internal and outsourced printing. Printing for administrative activities is charged to indirect. Printing costs directly related to a work element are charged directly. Internal printing includes special paper and ink cartridges.
- **Building Maintenance** includes parts, supplies, and labor to maintain the building and property. These costs are charged to indirect.
- **Memberships/Subscriptions** include magazines, newspapers, pamphlets, etc. that benefits all programs and are charged to indirect. Subscriptions and memberships directly related to a work element are charged directly.
- **Garbage Pickup** includes weekly garbage pickup, document shredding, and disposal of discarded electronics and is charged to indirect.
- **Cleaning Service** includes general office cleaning services including window and carpet cleaning and is charged to indirect.
- **Heating and Air Conditioning of Building** includes gas and maintenance of furnace and air conditioner. These costs are charged to indirect.
- **Utilities-Electricity/Water/Sewer** includes monthly electric, water, and sewer costs and is charged to indirect.
- **Building Use Allowance** is charged to indirect. It is based on two percent (2%) of acquisition/remodeling cost of building (\$217,000).
- **Equipment Use Allowance** Use allowance of equipment is charged to indirect. It is based on six and two thirds (6 2/3%) percent of total acquisition costs of equipment minus any equipment purchased with federal funds.

June 6, 2016

- **Security Monitoring** Cost to monitor security system is charged to indirect.
- **Interest on Loans** Interest charged on agreements where the ECRDC's building or vehicle(s) are used as collateral is charged to indirect.

Indirect Costs will be accumulated in the accounting system on an accrual basis. The accumulated pool costs are distributed to each work element through a rate that represents the ratio of indirect costs to direct salaries plus fringe benefits.

The indirect cost rate is applied consistently to all work elements for administrative funds and not to pass through funds such as RLF loans.

Indirect costs are as follows:

Indirect Personnel	\$ 97,868	
Fringe Benefits	<u>30,395</u>	
Subtotal	128,263	
Other Indirect Costs	<u>42,088</u>	
Total Indirect Costs		\$172,351
Base:		
Total Salaries	\$341,177	
Less Indirect Salaries	<u>(97,868)</u>	
Direct Salaries		\$243,309
Total Fringe Benefits	\$105,683	
Less Indirect Fringe	<u>(30,395)</u>	
Direct Fringe		<u>\$75,288</u>
Total Base (Direct Salaries & Fringe)		\$318,597
 Indirect Cost Rate (Indirect costs / base)		 54.26%

June 6, 2016

PROJECTED ECRDC INDIRECT EXPENSES - FY2017

*SALARIES	\$ 97,868
FRINGES	30,395
AUDIT	9,200
INSURANCE	1,800
OFFICE SUPPLIES	900
TELEPHONE / INTERNET	2,400
POSTAGE / SHIPPING	1,300
SOFTWARE / TECH SERV	4,500
PRINTING / PUBLICATIONS	3,000
MAINTENANCE (PAVE PARKING LOT)	5,000
BANK FEES	700
SUBSCRIPTIONS / MEMBERSHIP	200
GARBAGE SERVICE	500
SNOW REMOVAL SERVICE	500
MISC SUPPLIES	1,000
SECURITY SERVICE	250
NATURAL GAS	1,500
ELECTRIC/ WATER /SEWER	2,300
LINE OF CREDIT INTEREST	500
USE ALLOWANCE - BUILDING	4,340
USE ALLOWANCE - EQUIPMENT	<u>2,200</u>
TOTAL INDIRECT BUDGET	\$170,351

**Detail of Indirect Salaries*

<i>Finance Officer</i>	<i>80% FTE</i>	<i>\$37,932</i>
<i>Office Manager</i>	<i>80% FTE</i>	<i>\$35,813</i>
<i>Executive Director</i>	<i>30% FTE</i>	<i>\$24,123</i>
	FTE = Full-time Equivalent	

June 6, 2016

CERTIFICATION

This is to certify that I have reviewed the cost allocation plan submitted herewith and to the best of my knowledge and belief:

(1) All costs included in this proposal dated June 27, 2016 to establish cost allocations or billings for the period July 1 2016 through June 30, 2017 are allowable in accordance with the requirements of this Part and the Federal award(s) to which they apply. Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

(2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the Federal awards to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently.

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Organization: East Central Regional Development Commission

Signature: _____

Name of Official: Robert L. Voss

Title of Official: Executive Director

Date of Execution: June 27, 2016

Commission Approval: See Minutes ECRDC Meeting June 27, 2016

June 6, 2016

June 2016 Transportation Program Report
Bob Bollenbeck, Transportation Planner

ATP

ECRDC continues to actively participate in the Area Transportation P processes in District 3 and Metro, advocating for funds for Region 7E transportation projects. Several projects recommended by the TAC and ECRDC are being included in the STIP making them eligible for funding.

Transit Vehicle Funding

The Mn/DOT Office of Transit will now be funding all of the transit vehicles including those through the ATP process. This means that the replacement vehicles for local systems in our region will now be procured through Office of Transit instead of the ATP process. Our TAC/RDC will not be programming transit vehicles; at least in the near term. Staff would like the current transit representatives on our TAC to continue participating so we continue to have transit representation regionally.

Traffic Safety

The TZD/Safe Roads programs are doing well in our Region. This year, one of the signal events was the community presentations by Matt Logan regarding Distracted Driving. Presentations were made in Braham and Mora. Matt lost a daughter to distracted driving a few years ago. His story was powerful and thought-provoking for all in attendance.

In recent weeks much effort was given to developing grant applications for TZD/Safe Roads funding through the Office of Traffic Safety. Applications have been submitted for projects in Isanti, Kanabec, and Mille Lacs Counties. New projects will start October 1st.

TZD/Safe Roads Coordinators (Bob/Michele/Penny) participated in the Regional TZD Workshop held May 16 in St. Cloud.

Bike Route/Oberstar Trail Planning

US Bicycle Route 41 & Oberstar Trail planning is underway with MN/DOT leading the process. Transportation Planner, Bob Bollenbeck, participated in Hinckley and Pine City meetings regarding development of these trail systems. Bob will continue to participate in this process. The intent is to have an identified bike trail system from the Twin Cities to Grand Portage.

Transportation Planners meetings

Bob Bollenbeck participated in the Transportation Planners meeting held May 18/19 in Bemidji. A number of pertinent transportation topics were discussed.

Safe Cab Impact in Isanti County

The Isanti County Safe Cab continues to provide service through two vendors. To date, more than 17,000 people have received rides. Recent statistics from the Dept. of Public Safety shows only 49 DUI arrests as of June 1, 2016. When Safe Cab started (2006) there were literally hundreds of DUI arrests every year. Now, Isanti County Safe Cab provides hundreds of safe rides to bar patrons in the county. Credit goes to Loren Davis for his dedication to the Safe Cab program.

The Safe Cab program has supported services in other counties. A total of 12,780 rides have been provided to more than 23,000 passengers.

East Central TZD Region

Fatal and Serious Injury Crashes, 2011-2015

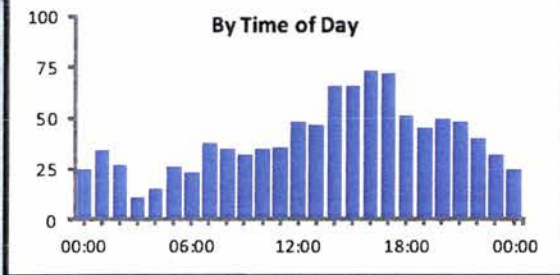
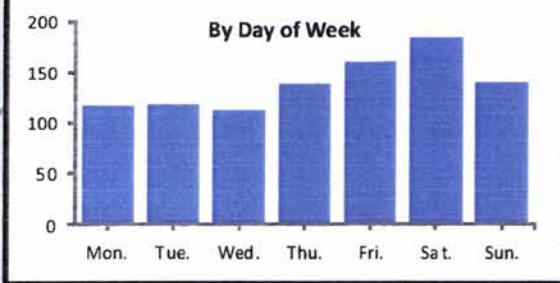
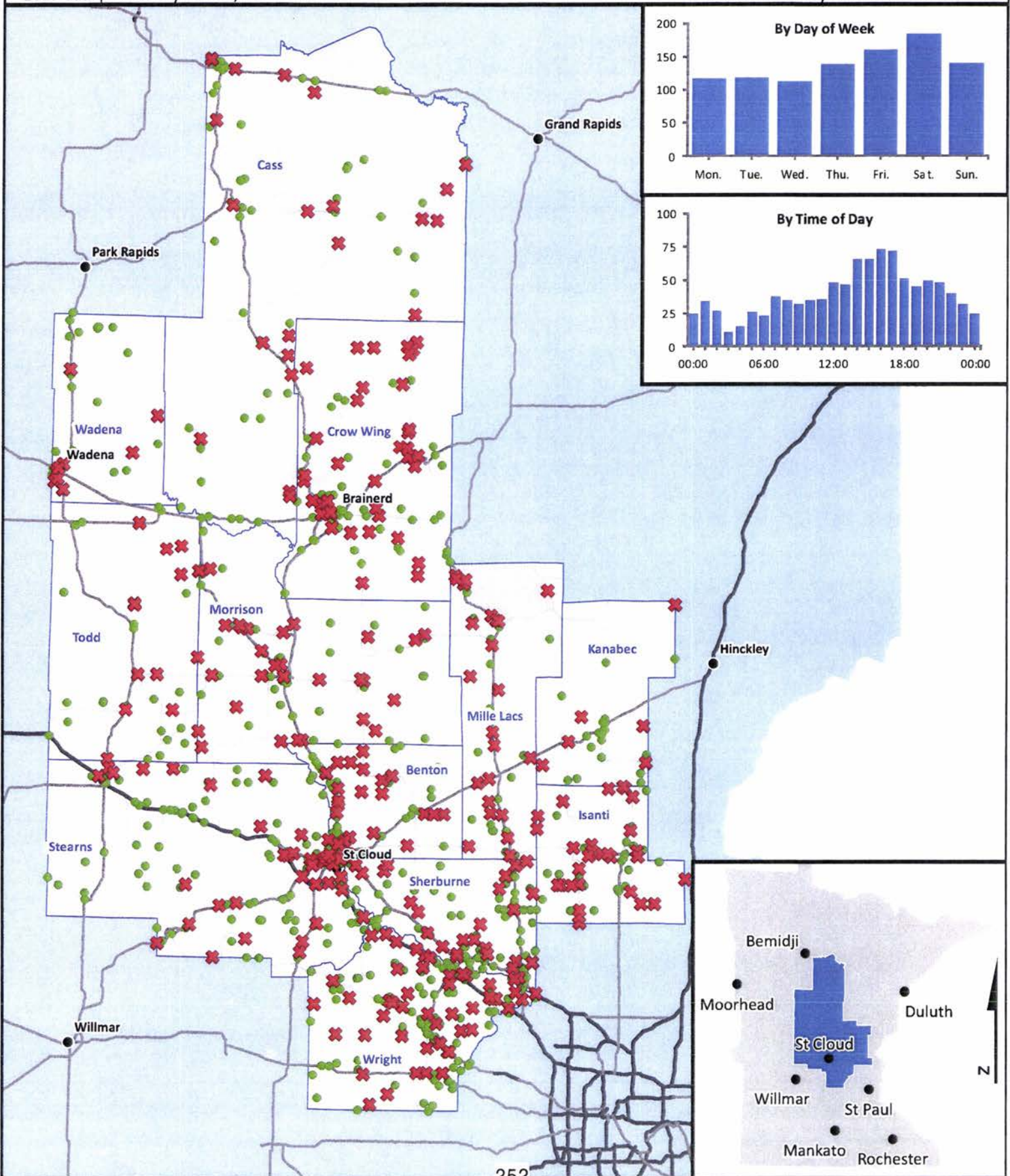


- ✕ Fatal Crash
- Serious Injury Crash



2015 data preliminary: March, 2016.

Not all crashes may be visible at this scale.

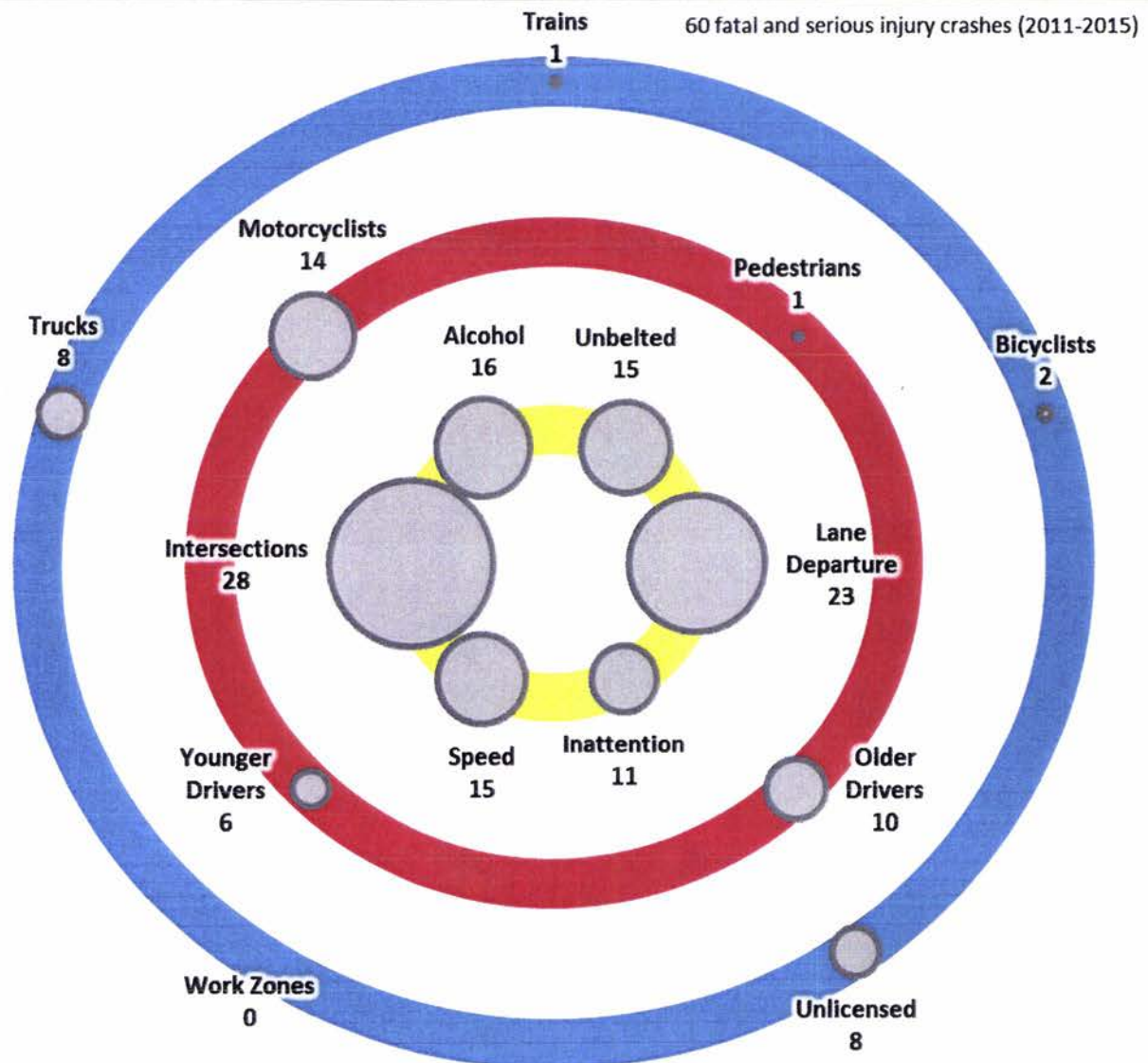


Isanti County

Fatal and Serious Injury Crashes, 2011-2015



2015 data preliminary: March, 2016.



For more information: www.mndot.gov/trafficeng/safety/shsp

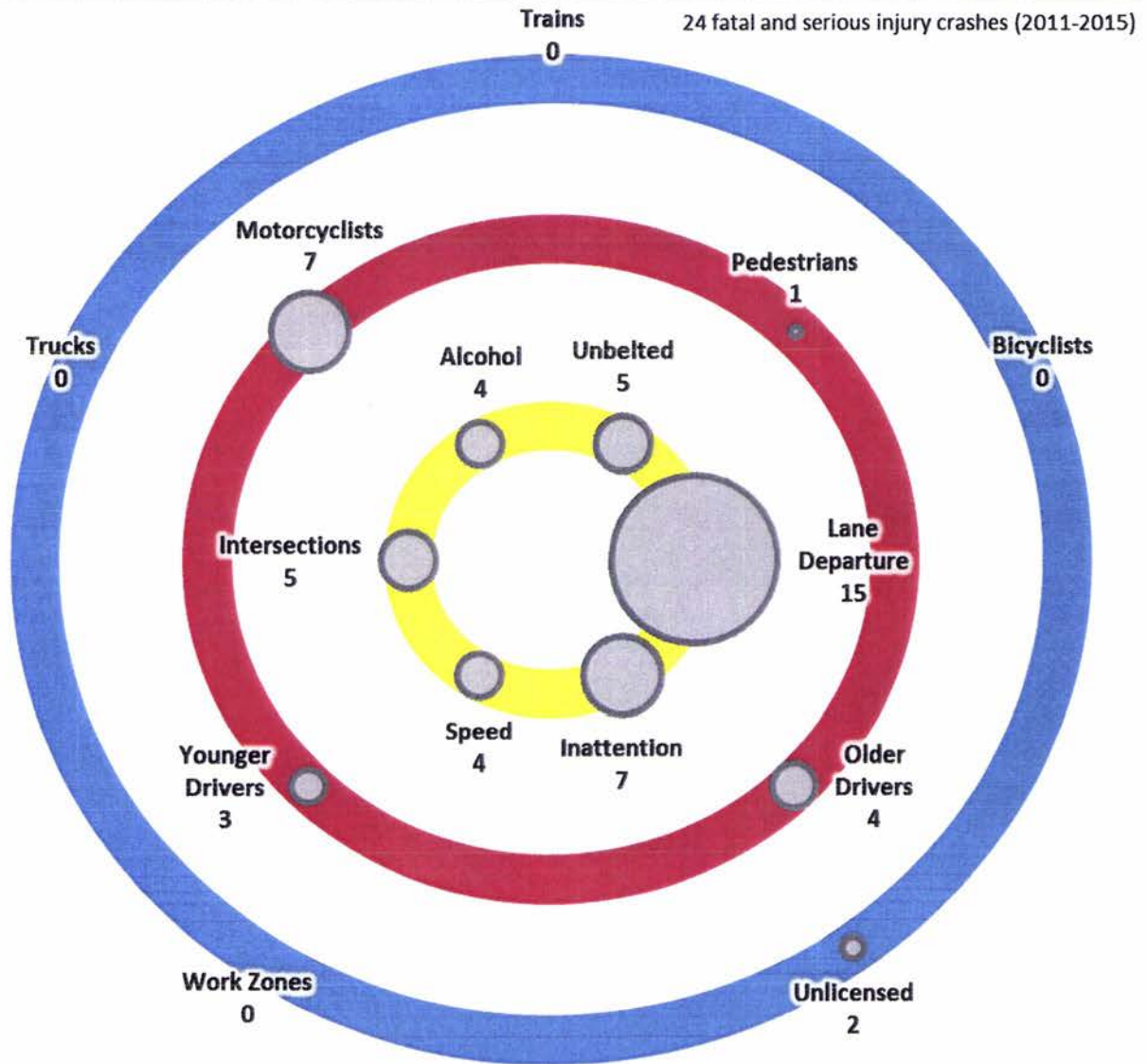
Top 7 Focus Areas	Isanti Co.		East Central Region		Minnesota	
	Crashes	Rank	Crashes	Rank	Crashes	Rank
Intersections	28	1	380	2	2,647	2
Lane Departure	23	2	502	1	2,976	1
Alcohol	16	3	280	3	1,609	3
Unbelted	15	4	244	4	1,383	4
Speed	15	4	201	5	1,193	5
Motorcyclists	14	6	180	6	1,124	7
Inattention	11	7	178	8	1,167	6

Kanabec County

Fatal and Serious Injury Crashes, 2011-2015



2015 data preliminary: March, 2016.



For more information: www.mndot.gov/trafficeng/safety/shsp

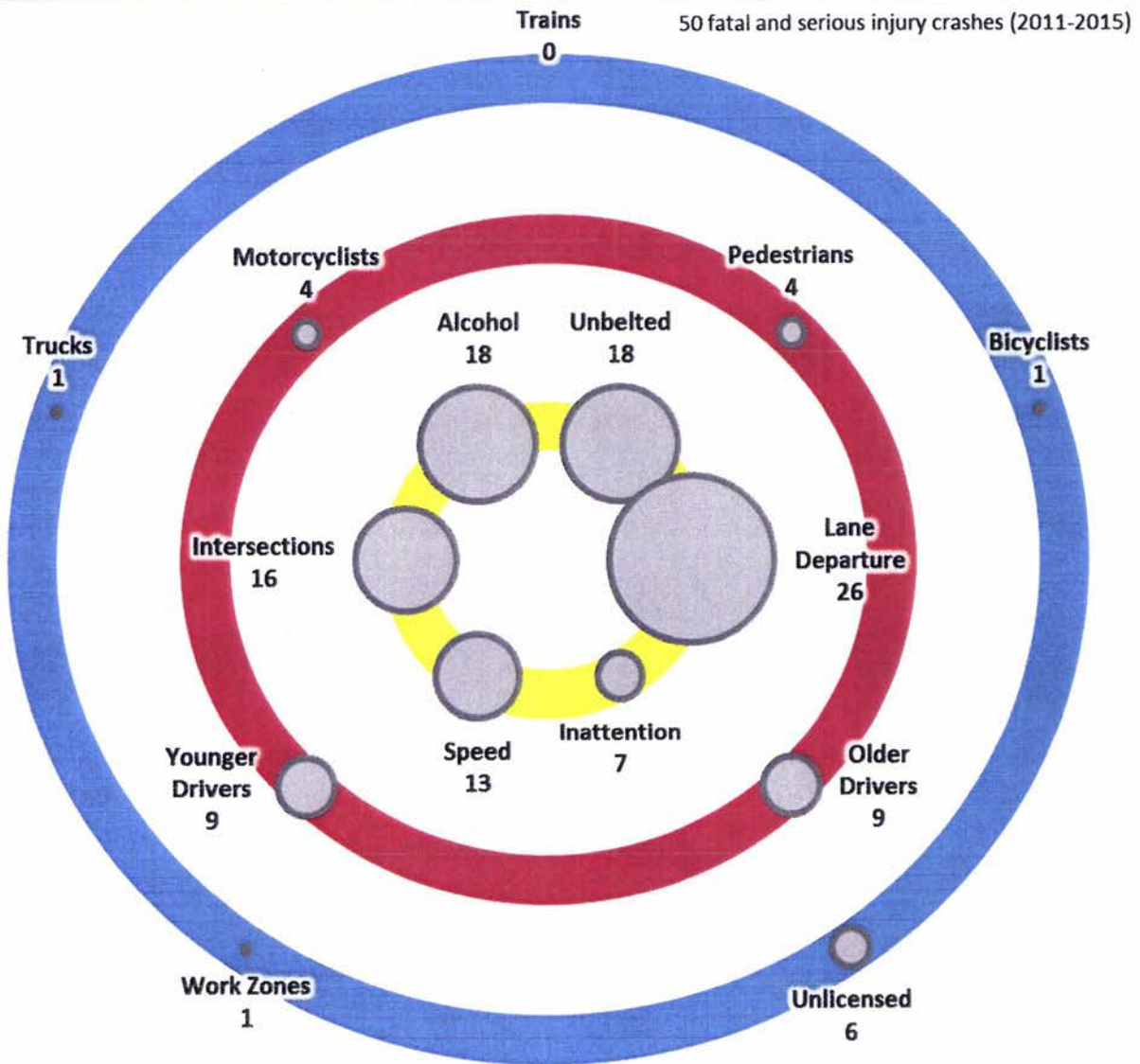
Top 7 Focus Areas	Kanabec Co.		East Central Region		Minnesota	
	Crashes	Rank	Crashes	Rank	Crashes	Rank
Lane Departure	15	1	502	1	2,976	1
Motorcyclists	7	2	180	6	1,124	7
Inattention	7	2	178	8	1,167	6
Intersections	5	4	380	2	2,647	2
Unbelted	5	4	244	4	1,383	4
Alcohol	4	6	280	3	1,609	3
Speed	4	6	201	5	1,193	5

Mille Lacs County

Fatal and Serious Injury Crashes, 2011-2015



2015 data preliminary: March, 2016.



For more information: www.mndot.gov/trafficeng/safety/shsp

Top 7 Focus Areas	Mille Lacs Co.		East Central Region		Minnesota	
	Crashes	Rank	Crashes	Rank	Crashes	Rank
Lane Departure	26	1	502	1	2,976	1
Alcohol	18	2	280	3	1,609	3
Unbelted	18	2	244	4	1,383	4
Intersections	16	4	380	2	2,647	2
Speed	13	5	201	5	1,193	5
Younger Drivers	9	6	180	6	1,086	8
Older Drivers	9	6	171	9	1,085	9

East Central Regional Development Commission
- Serving Chisago, Isanti, Kanabec, Mille Lacs & Pine Counties -
Office of Economic Development
June, 2016 Update

Comprehensive Economic Development Strategy (CEDS)

ECRDC staff will soon begin drafting the region's new five-year CEDS document. For the first time ever, all EDA Districts in MN will be using a common framework for this document. We anticipate working with the CEDS Strategy Committee this summer to garner input as we begin drafting this document. We anticipate the document will be available for public review / comment in late fall, and put forth for adoption by the Commission at their December meeting.

Clerks / Administrators / Developers Luncheon

We are beginning to prepare for a Clerks, Administrators Luncheon for late summer. These events are good opportunities to familiarize attendees with the ECRDC's programs and services, as well as bring in a presenter to raise participant's skill sets.

RLF

The ECRDC Revolving Loan Fund (RLF) currently has funds to lend to new, growing or relocating business in East Central Minnesota. Current loan portfolio details:

Loans outstanding: 11

All loans are making payments as agreed to.

Cash available to lend: \$90,439.14

Outstanding balance on loans: \$286,242.10

Interest rate range: 5.75% - 7.25%

Average loan made: approximately \$40,000.00

Online

The ECRDC is growing our online footprint in an effort to better market our programs and services. The ECRDC has a Linked page – “follow” us for updates, etc. The ECRDC also has a Facebook page – linked off our ECRDC website: www.ecrdc.org, and a Twitter account: @ecrdc – we try to update these pages several times per week.



Monthly Unemployment Numbers. * Non Seasonally Adjusted.

Location	Feb., 2016	March, 2016	April, 2016	April, 2015
Chisago	5.4%	5.4%	4.2%	4.1%
Isanti	5.8%	6.1%	4.7%	4.1%
Kanabec	9.9%	10.1%	7.9%	7.2%
Mille Lacs	8.0%	8.3%	6.3%	5.9%
Pine	7.8%	8.0%	6.2%	5.8%
Region 7E	6.8%	7.0%	5.3%	5.0%
Minn	4.4%	4.6%	3.8%	3.6%
USA	5.2%	5.1%	4.7%	5.1%

Source: MN Department of Employment & Economic Development (DEED).

<http://www.positivelyminnesota.com/apps/lmi/laus/>



COMMUNITY DEVELOPMENT PROGRESS REPORT June 2016

SAFE ROUTES TO SCHOOL

- The community of Taylors Falls applied for SRTS planning funding and received notification they were selected. The ECRDC will provide the planning services to begin after July 1, 2016. Braham ended up not applying for infrastructure funding, and opting to use local dollars to support their project. Lindstrom applied for SRTS infrastructure funding and received notification of approval for their project. Milaca schools were awarded funding in a past round for student crossing at Highway 23, but decided not to proceed with the project.

HAZARD MITIGATION

- Our work with Kanabec County's All-Hazard Mitigation Plan is at the final stages...approval by HSEM and FEMA.
- Work with Mille Lacs County Hazard Mitigation Plan began last spring. This work spans 18 months, similar to Isanti and Kanabec counties projects. Current work includes updating data, conducting surveys and meeting with key staff/agencies to report progress and bring new information to the project. We're over 75% complete.
- As a planning agency, the ECRDC would like to have the opportunity to provide the planning services for the five Region 7E Hazard Mitigation Plan processes. We'll begin the reminder process for all five counties updates, as some plans will be expiring over the next 36-48 months with the hope we'll be invited to work with the counties to complete their plans.

BLANDIN BROADBAND COMMUNITIES

In December of 2015 the ECRDC applied for and received \$13,000 funding to work with up to 5 townships in Pine, Kanabec or Mille Lacs County to bring more internet services to the townships. Presently, we are working with Wilma Township, Pine County on a MESH model implementation.

As part of the Blandin projects, we are working with PCs for People to distribute 50 computers within the Pine/Kanabec/Mille Lacs county communities.

TZD-SAFE ROADS

- The newly formed Mille Lacs County TZD/Safe Roads Coalition meets every other month. We submitted an application to continue the work into 2017. Responsible server training was the primary effort identified in the 2016 work plan, with 3 bars agreeing to participate. Next year, we'll be out and about to local units of government presenting information about the coalition. Aspects of the TZD-Safe Roads Coalition work will be part of the Mille Lacs Scenic By-Way assessment project slated to begin later this summer.

UPCOMING/POTENTIAL NEW PROJECTS: Mille Lacs Scenic By-Way Assessment, Regional Transit Coordination Study, and (potential) Sandstone Comprehensive Plan

--Submitted by Penny Simonsen

Regional Transportation Coordination Councils of Minnesota

Regional Transportation Coordination Councils of Minnesota

The Minnesota Departments of Transportation and Human Services, in collaboration with other state agencies, are working with the Metropolitan Council and other local governments and organizations to create regional transportation coordination councils as appropriate throughout Minnesota. Coordination between transportation providers and service agencies has been a goal and strategy to fill transportation gaps, provide more service with the same or fewer resources, streamline access to transportation and provide customers more options of where and when to travel.

Goal for Regional Transportation Coordination Councils

The state agencies would provide support for creating a statewide framework of 8-10 Regional Transportation Coordination Councils throughout Minnesota in order to break down transportation barriers and offer a seamless system of transportation services. The Regional Transportation Coordination Councils would be responsible for coordinating transportation services through a network of existing public, private and non-profit transportation providers.

Regional Transportation Coordination Councils will be developed in Greater Minnesota after consultation with stakeholders through a webinar and regional stakeholder meetings. Development of a structure for coordination in the seven-county Metropolitan Area will be guided by feedback received through the Twin Cities stakeholder meeting.

Potential Tasks of the Regional Transportation Coordination Councils

- Lead activities to and advance coordination throughout region.
- Exercise the authority to make change based on a formal governing framework.
- Employ dedicated staff to implement change.
- Provide technical assistance to facilitate human service program vehicle sharing.
- Establish transportation provider performance standards for service, vehicles, and personnel.
- Actively participate in and/or lead the FTA required local transportation coordination plan process.
- Utilize a cost accounting system to accurately reflect the full costs of providing transportation services.
- Share quality assurance data and uniform reporting among stakeholders.
- Develop or promote existing van pool or rideshare services.
- Oversee volunteer driver programs or coordination of volunteer programs.
- Establish or promote existing travel training programs.
- Provide feedback to the Minnesota Council on Transportation Access (MCOTA) as to what is working and where state level assistance may be needed.

Regional Transportation Coordination Council Benefits

- Increase efficiencies that may be achieved through more grouping of individuals traveling to the same destination or reduced duplication of services and/or vehicles.
- Enhanced access to social and health services, education and employment.
- Improved use of resources: For example, if the same services can be provided with fewer vehicles, then funds spent on insurance and capital is reduced. Other resources that could be shared include staff training, computer software, or call center staff.
- Coordination and collaboration can result in providing transportation in ways that contribute to livable communities and a vital economy.

MINNESOTA
BOARD ON AGING



METROPOLITAN
COUNCIL



Regional Transportation Coordination Councils of Minnesota

Stakeholder engagement

- **Statewide webinar: April 16, 2015**
www.CoordinateMNTransit.org/events
Webinar that outlined the needs and concepts for regional transportation coordination councils.
- **Regional workshops:**
Facilitated workshops to share stakeholder perspectives on what activities potential coordination councils might undertake to implement and/or oversee the provision of coordinated transportation.

Round 1

Spring 2015

- Duluth: April 23
- St. Cloud: April 30
- Mankato: May 13
- St. Paul: May 14

Fall 2015

- Marshall: October 5
- Rochester: October 26
- Bemidji: November 2

Round 2

Spring 2016

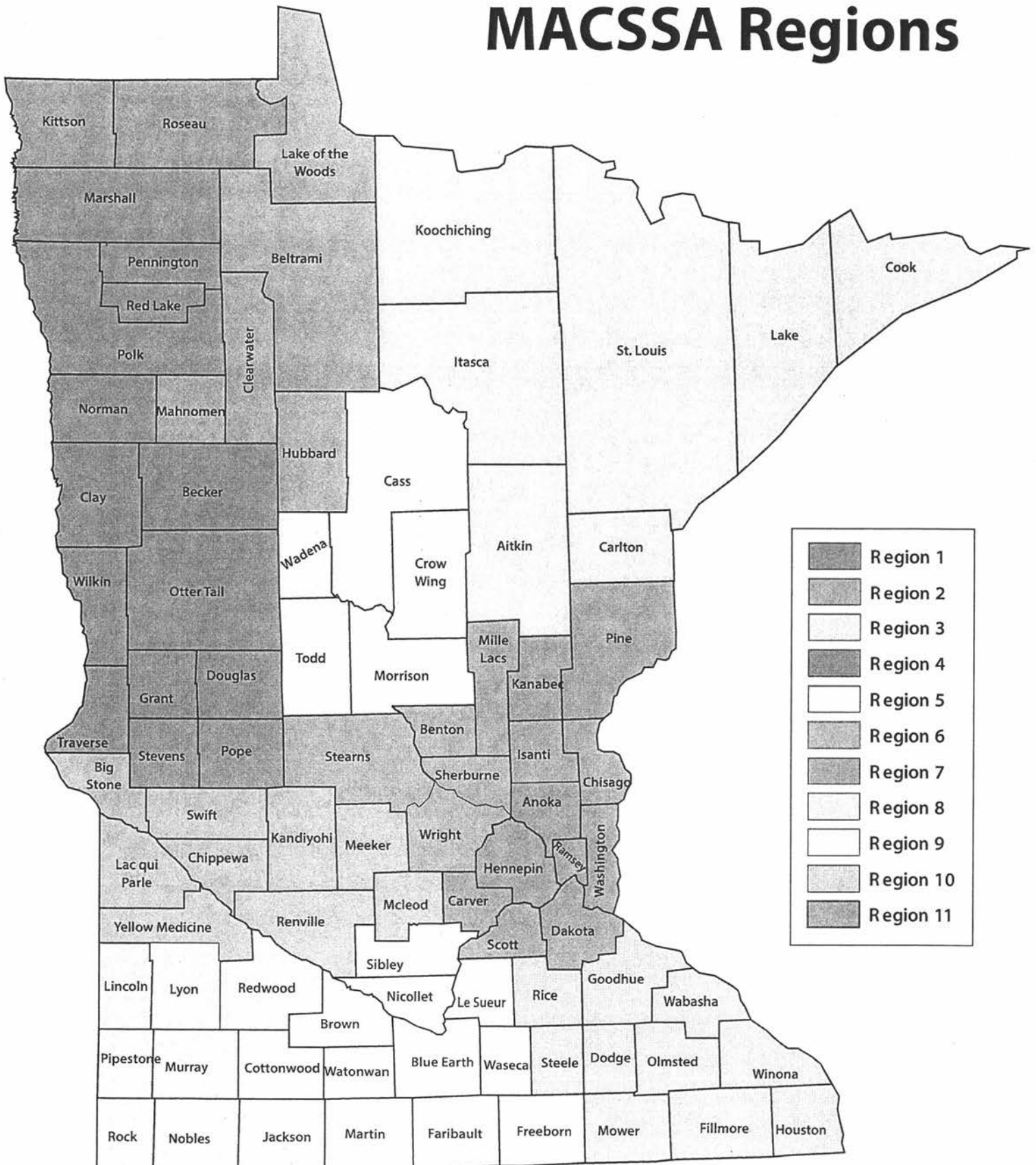
- Rochester: June
- Marshall: June 6
- Duluth: July 14
- Bemidji: July 11
- Mankato: July 18
- Fergus Falls: July 20
- St. Cloud: July 21

More information at www.CoordinateMNTransit.org.

**MINNESOTA
BOARD ON AGING**

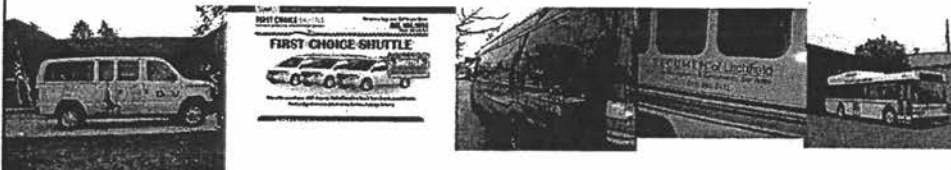


MACSSA Regions





2016 Local Human Service Transit Coordination Plans



Region 7E Meeting
6.27.16

Your Destination... Our Priority



Coordination Planning

A locally developed, coordinated public transit-human services transportation plan identifies the transportation needs of individuals with disabilities, older adults, and people with low incomes, provides strategies for meeting those local needs, and prioritizes transportation services for funding and implementation.





2016 Coordination Plan Overview

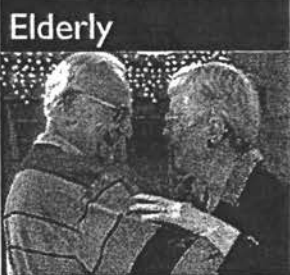
- Oversight by Mn/DOT
- Conducted regionally
 - Regional Development Commission adopts final plan
- Timeline: Aug 2016 - June 2017
- Update to 2011 Local Human Service Transit Coordination Plan



3



Target Populations



4



Stakeholders

- Area transportation planning agencies
- Public transportation providers
- Private transportation providers
- Non profit transportation providers
- Past or current organizations funded under the JARC or Section 5310 program
- ***Passengers*** and advocates
- Human service partners, including Area Agencies on Aging
- Veterans transportation agencies
- Others interested in transporting target populations




5



Key Stakeholders

- **County Human Service Directors**
- **Centers for Independent Living**
- **Area Agencies on Aging**
- **Passengers (Consumers)**







Plan Elements

Needs Assessment

- Mapping: transit dependent populations, key destinations, and transit routes
- Transportation provider inventory
- Strengths & Weaknesses analysis
- Assessment of 2011 plan strategies: action, no action, some action




7



Plan Elements

Outreach

- **Consumers**
 - Focus Groups
 - Elderly
 - Persons With Disabilities
 - Survey
 - Needs
 - Priorities



8



MEETING SUMMARY

Highway 95 Task Force
Preliminary Design and Environmental Review Meeting #4
July 19, 2016
Cambridge City Hall

Meeting Chair: Loren Davis

Summary by: Bob Rogers

Members Present: Mayor Marlys Palmer, Lynda Woulfe, Marcia Westover, Todd Schwab, Lisa Iverson, Bob Voss, Loren Davis, Greg Carlson, Mark Anderson, Representative Brian Johnson, Rick Olseen, Todd Blank, and Bob Rogers

Copies to: Task Force Members

- I. Call Meeting to Order – Task Force Vice-Chair Loren Davis called the meeting to order.
- II. Approve Meeting Agenda and Previous Meeting Minutes – a motion was made by Todd Schwab seconded by Mark Anderson to approve the agenda and previous meeting minutes; All ayes, motioned carried.
- III. Comments from the Floor – Representative Johnson provided an update on how the 2016 legislative session closed and that talks continue for a special session with a target date of late August. Special funding for the TH 95 project remains a consideration and supported by House Speaker Daudt and Representative Johnson.
- IV. Preliminary Geometric Layout Update
 - A. Bob Rogers highlighted a few minor changes to the layout, which include some lane configuration at the TH 95 and CSAH 154/Spirit River Drive intersection and minor widening the bridge over the Rum River to maintain the divided highway section. Bob also mentioned some ongoing coordination with MnDOT and the BNSF regarding access and the relocation of the railroad switch, respectively.
 - B. The Task Force discussed the proposed access conditions in the area of Birch Street and Cypress Street. Allowing full access at both locations was raised as a concern by MnDOT due in part to the short left turn lane lengths provided. A special sub-area traffic study and safety assessment may be required in this area if it is determined that full access at both locations is not desirable. The Task Force also discussed options for creating a more pedestrian friendly design including the possibility of removing right turn lanes at select intersection and/or creating a pedestrian plaza along portions of Main Street. A motion was made by Todd Schwab seconded by Mayor Marlys Palmer to endorse the preferred alignment, proposed right-of-way, and preliminary geometrics of the TH 95 Project. All ayes, motioned carried.
- V. Environmental Assessment Worksheet (EAW)
 - A. Bob provided an overview of the EAW that has been drafted. All technical reviews have been completed.

- B. Bob highlighted a few recent findings including a review completed by the MnDOT Cultural Resources Unit that determined the Peoples Bank Building should be further studied as it is “potentially-eligible” for listing on the National Register of Historic Places. Also, the detailed noise analysis concluded that a noise wall in the area of GracePointe Crossing/Presbyterian Homes is both feasible and cost-reasonable and that additional coordination from benefitted receptors in the area shall occur to determine the desire for a noise wall in this area. Bob indicated that further outreach (and a voting process) will occur during the official public/agency comment period on the EAW.

VI. Project Schedule Update

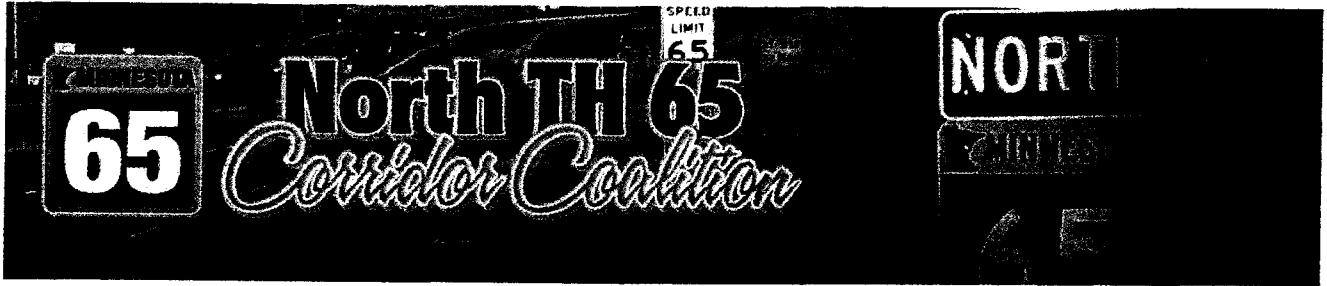
- A. Bob indicated that the preliminary layout was submitted to MnDOT in late June and that comments are anticipated by the end of July. The EAW is also being reviewed by MnDOT and the plan is for final reviews/approval early August and the comment period to occur in Aug./Sept. 2016.

VII. Next Meeting

- A. The Task Force tentatively set the meeting for September 20, 2016. (at 3:30 pm in Council Chambers). A meeting confirmation message and any handouts will be distributed prior to the meeting.

VIII. Adjournment – a motion was made by Mark Anderson, seconded by Greg Carlson to adjourn the meeting; motion carried

SEH believes that this document accurately reflects the business transacted during the meeting. If any attendee believes that there are any inconsistencies, omissions or errors, they should notify the writer at once. Unless objections are raised at the next TH 95 Task Force Meeting, we will consider this account accurate and acceptable to all. **Changes should be directed to Bob Rogers at 651-765-2945 or via e-mail: brogers@sehinc.com**



7:00 pm
8:25 Adjourn

North TH 65 Corridor Coalition

Agenda

June 23, 2016 at 7:00 P.M.
Isanti County Government Center
Cambridge, MN

next meeting
August 25th
7:00 pm.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call / Establish Quorum
 - a. Counties: Anoka, Isanti, Kanabec
 - b. Cities: Blaine, Cambridge, East Bethel, Ham Lake, Mora
 - c. Townships: Arthur, Athens, Brunswick, Cambridge, Comfort, Knife Lake
4. Approval of Minutes from the April 28, 2016 Annual Meeting m/ 2nd
5. Treasurer's Report - m/ 2nd
6. Presentation on Issue/Projects on Hwy 65 in Blaine
7. Programmed Projects
 - a. Metro District
 - b. District 3
8. 2016 Work Plan

eliminate "T" cross sections on 65

Converting Ham Lake & East Bethel
no signals
RCI's → J-turns
Same thing

2019-2020 project

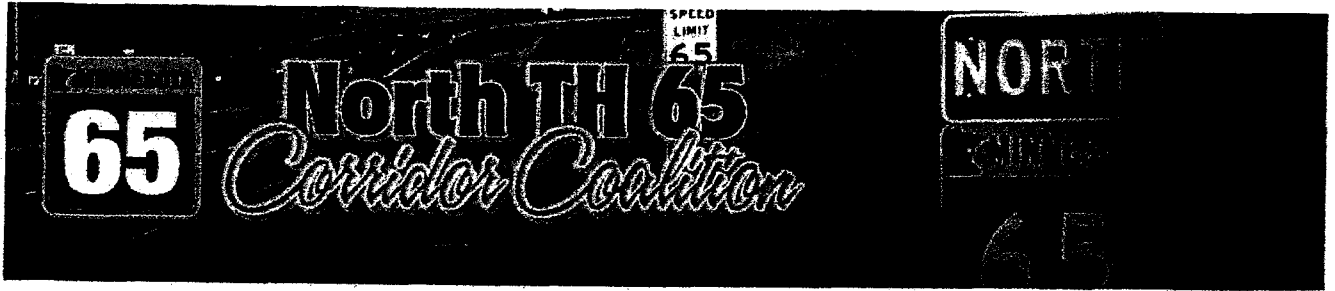
6-7 intersections

- a. Isanti County EDA - Manufacturer's Survey - update - Jana King
Talking to trucking firms (Fed Ex, etc.) making progress
- b. Comments/Ideas for web page - any new comments/ideas
9. Community Updates
plan → MNDOT will have models (simulating models)
for info. on things we are talking about - J-turns
10. Adjourn

By September or October invite local papers to meeting
get Chamber here

RCI (Reduced Conflict Intersections)

could also use J-turns } - Co. Rd. 9
- John Deere Dealer - these can be very dangerous intersections
- Hwy. 53
267



Meeting Minutes

Isanti County Government Center
Cambridge, MN

April 28, 2016

1. Call to Order and 2. Pledge of Alligiance: Co-Chair Turnquist called the meeting to order at 7:00 p.m. and called for participation in reciting the Pledge of Allegiance.

3. Roll Call/Establish Quorum

Members Present:	Terry Turnquist	Isanti County
	Dennis McNally	Kanabec County
	Tom Ryan	City of Blaine
	Howard Lewis	City of Cambridge
	Jack Davis	City of East Bethel
	Beth Thorp	City of Mora
	John Erlandson	Cambridge Township
	Ken Mattson	Knife Lake Township

Others Present:	Janna King	Isanti County EDA
	Brian Kary	MnDOT Metro District
	Jim McCarthy	Federal Highway Administration
	Will Stein	Federal Highway Administration
	Marcia Westover	City of Cambridge
	Carolyn Braun	Coalition Administrator

Co-Chair Turnquist declared a quorum to be present.

4. Approval of Minutes: Thorp made a motion approving the minutes of the March 24, 2016 Meeting. Davis seconded the motion. Motion carried.

5. Treasurer's Report: Thorpe gave a Treasurer's Report, indicating a bank balance of \$21,432.71. Carolyn Braun was paid recently for services in 2015 and the first half of 2016. Payment was also made for web page maintenance. Motion by McNally, seconded by Ryan to accept the report. Motion carried.

6. Presentation on Reduced Conflict Intersections: Will Stein with the Federal Highway Administration presented information on safety and roadway design, focusing on a reduced conflict intersection near Cologne, MN (US 212 and MN 284), which has reduced both the number and severity of crashes. The severity of crashes is reduced because they are less likely to be right angle (T-bone) crashes. The cost of a reduced conflict intersection averages \$8,000,000 compared with \$100,000,000 for a full interchange.

Ham Lake had a high concentration of right angle crashes. Since the reduced conflict intersection has been introduced, there are few crashes and they are less severe.

Braham has experienced a spike of right angle crashes including four fatal crashes; two occurred since the 2010 improvements to the intersection of TH 65 and TH 109. District 3 is in conversation with Braham officials re: reduced conflict intersection options. Several people commented that the change from two-lane to one of very few four-lane segments on TH 65 near Braham motivates drivers to pass near that intersection.

Jim McCarthy with the Federal Highway Administration focused on traffic operations and how the the conversion of principal arteries to super streets can improve capacity at relatively low cost compared to conversion to freeways. Freeway operations reduce the number of access points to the corridor and limit access to expensive interchanges. Superstreets do not require right of way acquisition; reduce the need for signalization; improve safety and provide significant capacity improvements.

There was discussion of how reduced conflict intersections function for pedestrians. One benefit cited is that vehicles adjacent to the pedestrian island are slower moving – typically 20-30 mph compared with traffic at 60-70 mph. McCarthy showed photos that provided insight into the pedestrian experience.

McCarthy noted that Federal Safety Funds have constructed most of the existing Reduced Conflict Intersections in Minnesota to date, often in conjunction with the MNDOT safety fund. Because the reduced conflict intersections are new and not familiar to citizens, there are challenges with public acceptance.

7. Programmed Projects: Brian Kary from the MNDOT metro district provided an update of construction projects affecting the TH 65 corridor in the metro district. No update was available for District 3.

8. 2016 Work Plan:

a. Isanti County EDA – Manufacturers Survey: Isanti County economic development consultant Janna King shared a five page draft summarizing the results of the survey of manufacturers in the corridor. She indicated that the next step will be to tabulate additional surveys from Athens Township, Ham Lake and reach out to contract carriers and delivery services identified by survey respondents.

b. Comments/ideas for web page.

9. Community Updates: Coalition members provided updates and discussed next steps for the coalition.

Co-Chair Turnquist inquired about topics for future agendas. King noted that the information on reduced conflict intersections provides important insight into how traffic flow can be improved in areas like Ham Lake, East Bethel and Braham. The congestion that has been identified as especially troublesome for manufacturers are intersections in Blaine. A presentation from Blaine will be sought for the next meeting. Another future agenda item could be a discussion of the role the TH 65 Corridor Coalition could play in increasing understanding and acceptance of reduced conflict intersections.

Co-Chair Terry Turnquist indicated that some conflicts had been identified for the proposed May meeting date and asked the group for their thoughts on the frequency of meetings. The group is concerned that too much momentum would be lost if meetings are held quarterly. **The next meeting was scheduled for Thursday June 23 at 7 pm at the Isanti County Government Center.**

10. Adjourn: No other business was identified for the coalition. Motion by Lewis, seconded by Thorp to adjourn the meeting. Motion approved and the meeting was adjourned.

NORTH 65 CHAMBER OF COMMERCE



AGENDA

North 65 Chamber Board Meeting

July 13, 2016

11:30 A.M. -1:00 P.M

Chamber Office

11:30 – 11:35 a.m.

Call to Order

Tracy

Approval of Agenda

Approval of June Minutes

11:35-11:45 a.m. City Reports (5 minutes each)

George/Lynda Woulfe

11:45 a.m. – 12:30 p.m.

Visioning and Strategic Planning - May 11 Retreat review

Data Collection-Survey review

12:30 – 12:45 p.m.

Financial Report

Jon

12:45 – 1:00 p.m.

Board Business

Tracy

Approval of Shannon Kirkeide to replace Diane Sibley-Anderson as director

August Luncheon coordination

Chamber Cup Golf update and coordination

Keep It Local Update

Oktoberfest Lead

Upcoming Dates to Remember:

Ribbon Cutting @ Warriors Forge 8:30am Friday, July 22nd

Chamber Cup Golf Outing July 25th

Chamber Membership picnic @ New Hope August 17

The North 65 Chamber of Commerce

VISION

Bridging members together to enhance pride and quality of community by advocating for business prosperity

MISSION

North 65 Chamber of Commerce, led by its members, promotes business growth, provides resources, and enhances partnerships to support a thriving community.



East Central

Regional
Development
Commission

100 Park Street South
Mora, MN 55051

(320) 679-4065
FAX: (320) 679-4120
e-mail: ecrdc@ecrdc.org
www.region7Erdc.org

*Provider of
technical planning
assistance to units
of government in
East Central
Minnesota*

Date: June 28, 2016
To: Isanti County TZD Coalition
From: Bob Bollenbeck
Re: **Next Isanti Co TZD Meeting**
Wednesday, July 6, 2016
Cambridge City Hall, Noon

Enclosed are the materials for the next TZD meeting in Isanti County. We do have a number of items to discuss including mobilizations, our grant application for continued funding, and safe cab. Feel free to bring your lunch. I'll provide some beverages. I look forward to seeing you July 6 in Cambridge. Feel free to contact me should you have a question. Thanks & have a good day!

Isanti County Toward Zero Deaths Program

Summary of the May 4, 2016 Coalition Meeting

Present: Denny O'Brien, Terry Turnquist, Wade Book, Tim Dwyer, Bob Knowles, Dan Owl, Joell Tvedt, Marlys Palmer, Scott Fredell, Gene Hill, Dave Maurer, Dave McKeen, Craig Rempp

Staff: Bob Bollenbeck, Coordinator

The meeting was called to order by Bob Bollenbeck, Coordinator. Chief Knowles was welcomed back and discussed his recent crash. Introductions were then made. The Summary of the March 4, 2016 coalition meeting was reviewed and approved, without changes, by consensus.

State and local crash data was discussed. Bob Bollenbeck reported that OTS showed 106 fatalities to date in 2016 compared to 100 at the same time last year. We seem to be on pace statewide to equal or surpass the 411 total number in 2015. There was also discussion of local crashes. Scott Fredell mentioned that there have been three fatal crashes in Isanti County so far this year. This was noted as an improvement over last year. The outcome of a recent crash on Highway 95 west of Cambridge was briefly discussed.

Under Mobilizations, the Coalition discussed the Matt Logan event. Bob reviewed the evaluation survey taken at the event. The coalition then evaluated the event on April 12. It was agreed that Mr. Logan's presentation was excellent and powerful. It was suggested that students locally hear his story. One observation on the event was that Matt's daughter knew the dangers of "texting & driving" and, yet, she did a grave mistake. The coalition was pleased with Logan event and thought it could be done again. Discussion followed on the event details including the facility used, radio coverage, announcements and such. Denny noted he went to many churches with flyers and was surprised more youth groups didn't attend. Discussion followed.

Activities also focused Distracted Driving included a traffic information table at the High School on April 27 and Judge Dehn's poster/table top contest at the middle school. It was announced that the finished table top tents for judging will be on display Monday, May 9 at 4:30 at the Courthouse.

A mock crash in Braham on April 15 was also discussed. Officer Jesse Peck talked about the Student Seat Belt Challenge. He described the event and mentioned the participation of students. Discussion followed.

Next, the May "Click It or Ticket" seat belt wave was announced for May 23 to June 4. A radio interview on KBEK is scheduled for May 17. Chief Dwyer and Sheriff Caulk have agreed to be interviewed. Bob said he would get a script/talking points to them prior to airtime. Bob also said he would get a press release out on the mobilization.

A brief Safe Cab report was given. Bob stated that, according to OTS, there have only been 29 DUI arrests in Isanti County from January 1 to May 1, 2016. The coalition members then discussed the Implied Consent rule and legal implications of blood testing. Much discussion followed.

Under other business, Bob mentioned the RFP for next year's TZD/Safe Roads grant applications is now available. He noted some of the requirements such as the number of coalition and Fatality Review Committee meetings, Letters of Support, and others. The issues facing Isanti County, based on the data,

include speed, Distracted Driving, Alcohol, and Unbelted. Bob asked for suggestions of ideas for possible activities to address these issues. Marlys said that events like this year seem to be well received and could continue. After discussion, Bob said he would send follow-up emails to the Coalition for grant development.

The next meeting was scheduled for July 6 in Cambridge. With no further business, the meeting was adjourned.

Isanti County Toward Zero Deaths Program

Summary of the May 4, 2016 Fatality Review Committee Meeting

Present: Scott Fredell, Dan Owl, Bob Knowles, Craig Rempp, Richard Heilman, Marlys Palmer, Denny O'Brien, Bob Bollenbeck

Chair Scott Fredell called the meeting to order. He noted we have three fatal crashes to review.

The First crash was a "head-on" collision on Highway 65 near Braham between a pick-up truck and passenger car. The driver of the car was killed. This happened on January 6, 2016. Both vehicles were driven by males. The person killed was 28 years old. The truck apparently crossed the center line and caused the crash; but the truck driver was not killed. It happened about 3:45 PM. It was reported the truck driver was driving under the influence of drugs and he is currently in jail. The weather was clear at the time and both drivers were wearing their belts. It was also noted that the person causing the crash was more concerned about his dog than the person he killed. Much discussion followed. The FRC concluded that impaired driving is a frequently reoccurring theme in many fatal crashes. Messages to the public would include to NOT drive under the influence of drugs or alcohol, and to pay attention to the roadway.

The Second crash involved a single vehicle in rural Isanti County. This was a run-off-the-road crash involving one vehicle. It was determined the driver failed to stop at a T intersection and drove into a pond. The male driver was 71 years old and got out of his vehicle, but died likely as a result of hypothermia. The crash happened during the night and the driver was not found until daylight. Further discussion followed as to the speed of the vehicle to be found some 50 yards off the roadway. Signage at this intersection was discussed. This intersection did not have a rumble strip. Following discussion, it was determined that messages to the public include paying attention and speed.

The Third crash involved two elderly people at a birthday celebration. This involved two women where a pedestrian was accidentally run over. No drugs/alcohol were involved. It seemed that the person killed had slipped and fell. The driver of the other vehicle did not see the pedestrian. The ages of the persons involved were 86 and 92. The FRC concluded this was a tragic event. Distraction could have played a role.

Based on these crashes, a Plan of Action includes more publicity about the dangers of impaired driving, the need to pay attention to driving, and observing posted speed limits. Bob said he could get a press release out on this. With no further business, the meeting was adjourned.

- Respectfully submitted by Bob Bollenbeck, Coordinator

Isanti County Toward Zero Deaths Coalition

July 6, 2016

Cambridge City Hall

Noon

Preliminary Agenda

1. Call to Order & Introductions
2. Introduce Dan Meinen, Mn/DOT & Tony Buttacavoli, Public Health
 - Discuss how we can work together
3. Review/discuss State & Local Crash Data
4. Discuss Mobilizations
 - Review CIOT seat belt wave (May 23-June 5)
 - Speed Mobilization, July 8 -22
 - What activities can we do? Speed display boards?
 - Discuss August Impaired Driving wave activities
5. Discuss results of Slogan/poster contest on Distracted Driving
6. Current work plan review
7. 2017 TZD/Safe Roads grant activities
8. Safe Cab report
9. Discuss Supreme Court decision on "Implied Consent"
10. Other Business – next meeting
11. Adjourn

Isanti County Toward Zero Deaths Coalition

July 6, 2016

Cambridge City Hall

Noon

Preliminary Agenda

1. Call to Order & Introductions *X. dummy - approval*
2. Introduce Dan Meinen, Mn/DOT & Tony Buttacavoli, Public Health
 - Discuss how we can work together ✓
3. Review/discuss State & Local Crash Data ✓
4. Discuss Mobilizations
 - Review CIOT seat belt wave (May 23-June 5) ✓
 - Speed Mobilization, July 8 -22 ✓
 - What activities can we do? Speed display boards? ✓
 - Discuss August Impaired Driving wave activities *Aug 19 - start Sept 5 - end*
5. Discuss results of Slogan/poster contest on Distracted Driving ✓
6. Current work plan review ✓
7. 2017 TZD/Safe Roads grant activities ✓
8. Safe Cab report ✓
9. Discuss Supreme Court decision on "Implied Consent" ✓
10. Other Business – next meeting ✓ *Sept 7-16*
11. Adjourn

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