

Cambridge City Council Meeting Announcement and Agenda
Monday, November 6, 2023 6:00 PM
 Cambridge City Hall, 300 3rd Avenue NE

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

Tentative Time	Agenda Item
6:00 pm	1. Call to Order
	2. Pledge of Allegiance
6:02 pm	3. Approval of Agenda
	4. Consent Agenda
	A. Approval of Regular City Council Meeting Minutes for October 2, 2023 (p. 3)
	B. Draft September 2023 Financial Statements (p. 12)
	C. Approval of the 2023-2024 Snow Plowing and Removal Contract for Bridge Park and Northbound Liquor with DW Companies LLC. (p. 82)
	D. Resolution R23-096 Accept Restricted Donation—Bike Rack for Library (p. 85)
	E. Accept Retirement of Chief of Police (p. 88)
	5. Work Session
	A. Discussion of Police Chief Position and vote on recommended next steps (p. 91)
	B. Recommended Personnel Policy Updates (p. 95):
	a. Earned Sick and Safe Time Policy
	b. Dress for your Day Policy
	6. Unfinished Business
	7. New Business
	A. Downtown Façade Grant Application - 120 Main St. N (p. 101)
	B. Downtown Façade Grant Application – 219 Main St. S (p. 109)
	C. Discussion of Street Lights in Alleys of Taft Loop Area (p. 115)
	D. Municipal H2O Risk Management Compliance Agreement (p. 116)
	8. Mayor’s Report
	9. Council Concerns
	10. City Attorney’s Report

	11. City Administrator's Report
	A. Closed Session - This portion of the City Council Meeting will be closed under Minnesota Statute 13D.05 subd(3) for the annual evaluation of Evan C Vogel – The City Administrator. A summary of the conclusion of this review will be presented at the City Council meeting on November 20 th , 2023.
	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 and Events		
Date	Time	Meeting/Event
November 8, 2023	7:00 pm	Planning Commission – NOTE Wednesday date
November 20, 2023	5:45 pm	EDA
November 20, 2023	6:00 pm	City Council
December 4, 2023	6:00 pm	City Council
December 5, 2023	7:00 pm	Planning Commission
December 18, 2023	5:45 pm	EDA
December 18, 2023	6:00 pm	City Council
January 2, 2024	6:00 pm	City Council – NOTE Tuesday date
January 3, 2024	7:00 pm	Planning Commission – NOTE Wednesday date
January 8, 2024	7:00 pm	Parks, Trails, and Recreation Committee
January 16, 2024	5:45 pm	EDA – NOTE Tuesday date
January 16, 2024	6:00 pm	City Council – NOTE Tuesday date
See all of our upcoming meetings at www.ci.cambridge.mn.us		

Cambridge City Council Meeting Minutes

Monday, October 16, 2023

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

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

Staff Present: City Administrator Vogel, Deputy City Administrator Smith, Police Chief Schuster, Finance Director Moe, Community Development Director Westover, City Engineer Blank, City Engineer Schmitz, Housing Supervisor Barrett, and Assistant to the City Administrator Seiberlich.

Call to Order

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

Citizens Forum

Bill Stickels III, 534 South Fern Street, editor of the Isanti-Chisago County STAR Newspaper. Stickels said the results of the 4th Annual Readers' Choice have been released. This year there were 125 different categories, with 48,000 votes cast, this is three times as many votes as in prior years. The Cambridge Arts & Crafts Fair won Best Craft/Art Show; Cambridge Customer Appreciation was a finalist in Best Outdoor Event and Best Celebration/Festival; Cambridge City Park was a finalist for Best Local Park, Best Scenic Spot, and Best Place to Take a Visitor; and the Cambridge Public Library was a finalist in Best Public Restrooms. Stickels presented Council with the Reader's Choice Best of Certificates.

Aliecia Larson, 345 Roosevelt Street South, Unit H. Larson expressed concern over the upcoming winter parking restrictions, which leave her neighborhood struggling to find overnight parking. She asked if Council knew of other resources to help alleviate the parking issues.

Duke Weisbrod, 2730 Davis Street South. Weisbrod stated he appreciated the investment and support from the city on the development of Sandquist Family Park. He noted many teams come from out of state for the tournaments and leagues, he often hears comments on how beautiful the park is. It has been called the nicest park in the nation. The weekly leagues are around 100 teams, including local teams, local and surrounding area church teams, and teams from out of state. Many teams come from Illinois because they cannot find a well-structured tournament with five fields and a lot of events. Weisbrod asked Council to install lights on fields One and Five in the future, and asked if the city would help communicate with the township to keep the lights on past 10:15 pm during summer events. Godfrey noted Councilmembers attended a park dedication before the meeting and learned there were 60 volunteers that helped build the park and saved city \$35,000 or more. He thanked those that volunteered.

Approval of Agenda

Ziebarth moved, seconded by Iverson, to approve the agenda. All voted aye, no nays, motion passed unanimously.

Consent Agenda

Berg requested to pull Item A. Approval of Regular City Council Meeting Minutes for October 2, 2023.

Iverson moved, seconded by Ziebarth, to approve consent agenda Items B-G:

- B. Warrants # 127118 - # 127359 and ACH/Wire items totaling \$3,938,383.38
- C. Resolution R23-090 Certify Delinquent Accounts
- D. Resolution R23-091 Application for Payment #2 from Traut Companies
- E. Resolution R23-092 Application for Payment #4 from Douglas-Kerr Underground, LLC for 2nd Avenue SW Street Improvements
- F. Approve 2024 Streets Sewer Televising Quote from Hydro-Klean LLC
- G. Resolution R23-093 Approve Restricted Donation to Cambridge Fire Dept

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

A. Approval of Regular City Council Meeting Minutes for October 2, 2023

Berg requested to amend the vote for Item C - BNSF Crossing Surface Installation Agreement to reflect he voted nay.

Berg motioned, seconded by Iverson, to approve the amended minutes for October 2, 2023. All voted aye, motion passed unanimously.

Work Session

A Proclamation for Manufacturing Month

Councilmembers read the proclamation as follows: Manufacturing is a dynamic and robust industry, crucial to health and strength of Minnesota's diverse economy; Manufacturing contributed \$58.7 billion to Minnesota's economy in 2022, representing 13% of the state's gross domestic product; Manufactured exports brought \$24 billion into the Minnesota economic in 2022; Workers took home \$24.9 billion in wages from Minnesota manufacturing jobs in 2022, the second-largest total payroll among private sector industries; Manufacturing in Minnesota pays an average annual wage of \$76,950, which is 10% higher than the state's overall average wage; Manufacturing provides 325,000 highly skilled, well-paying jobs, which significantly contribute to Minnesota's high standard of living and economic vitality; Minnesota added more than 10,000 manufacturing jobs from 2021 to 2022, and the manufacturing industry set a new record with nearly 19,000 job vacancies in 2022; Minnesota manufacturers will have more than 75,000 job openings for production occupations through 2030 as older workers retire. Now Therefore I, James A. Godfrey, Mayor of the City of Cambridge, Minnesota, do hereby proclaim October 2023 as National Manufacturing Month. Godfrey thanked the manufacturers in the city.

Unfinished Business

No unfinished business

New Business

A 2024 Street Improvements-Improvement Hearing and Assessment Hearing

Blank and Schmitz spoke on the 2024 Street Improvements. An improvement public hearing and an assessment public hearing must be held by the city to allow the affected property owners the

opportunity to address their concerns regarding the project. Blank asked for direction on the proposed sidewalk on the south side of 32nd Avenue, which has received opposition from the surrounding property owners. Kenwood Place has also received pushback since the street is newer than the others in the project.

Zach reviewed streets included in the project: East Rum River Drive from Central Avenue to 32nd Avenue SW; Norway Circle west of South Laurel St; South Laurel Street from Central Avenue to 32nd Avenue SW; South Kenwood Street from Central Avenue to 32nd Avenue SW; Kenwood Court north of 34th Avenue SW; Kenwood Pl south of 34th Avenue SW; South Juniper Street from Central Avenue to 34th Avenue SW; South Ivy Street from Central Avenue to 32nd Avenue SW; South Holly Street from Central Avenue to 32nd Avenue SW; Central Avenue from East Rum River Drive to South Main St; 32nd Avenue SW from East Rum River Drive to South Holly St; 34th Avenue SW from South Laurel Street to South Juniper St; East Rum River Circle from Polk Street to Polk St; East Rum River Court to Rum River Circle.

Schmitz said plans were to spot repair the curb and replace the pavement on Kenwood Place. A trail is planned east of Maple to 34th and to widen Ivy Street for an on-street trail from 32nd to 34th. A sidewalk is proposed for the south side of 32nd from East Rum River Drive to Central Drive. The project will be done in two or three phases with the attempt to make a minimal impact on access to homes in the area.

The estimated cost of the project is \$7.3 million dollars. \$1.25 million dollars will come from state aid funds, such as gas tax. Of the remainder of the project cost, 83% will be funded by the city, while 17% will be assessed onto benefiting properties. The cost to install the sidewalk on 32nd Avenue is approximately \$250,000.

Godfrey asked how many properties were affected by the sidewalk versus how many were opposed to it, Blank said there are 13 properties affected and nine opposed.

Zeibarth asked if 32nd could be widened instead of installing a sidewalk, Blank replied with the lesser traffic volume he did not feel it was necessary.

Shogren asked if there was currently a sidewalk on 32nd Ave, Blank said there was not one.

Godfrey if the sidewalk would connect to other trails, Blank said it would connect on west side, but there is currently nothing on the east side. Vogel said the proposed location of the Cambridge-Isanti Bike-Walk trail is on the east side, but pedestrians would have to go around East Rum River Drive to connect, while Ivy would provide a more direct path and most likely be used.

Shogren asked if the bike-walk trail on Central Drive was part of this project, Blank said it was a separate project.

Improvement Public Hearing

Godfrey opened the Improvement Public Hearing at 6:32 pm.

Ted Martin, 1420 32nd Avenue SW. Martin stated he built his home in 1983. At that time, the first improvements to 32nd made the street better and safer. Martin questioned what the objections to

the 2024 street improvement project were. Blank asked Martin if he was located on the north side of 32nd, Martin said he was. During the August meeting at Brown Park one possible solution made was to move the sidewalk to the north side. Martin felt this was not a solution, but only moving the problem and building the sidewalk on the south side would provide the least amount of disruption. Blank agreed, stating that is why the sidewalk is proposed on the south side rather than the north.

Mike McDonald, 1500 32nd Avenue SW. McDonald stated he lives on north side of 32nd Avenue and that he was against the sidewalk, reasoning the traffic flow is not heavy and the stop sign at Laurel controls traffic well. He also stated he felt the topography on the north side of 32nd was not conducive to sidewalk.

Randy Keillor, 2905 East Rum River Drive South. Keillor said he has biked and walked the neighborhood for many years and did not feel a sidewalk on 32nd Avenue is needed.

Angie Lind, 1465 32nd Avenue SW. Lind resides on the south side of 32nd Avenue and said she felt a sidewalk is not needed. They would lose parking spaces on their driveway and a tree. Neighbors in the area say there has never been an incident with pedestrians on the street.

Gordie Beaman, 1315 34th Avenue SW. Beaman said he walks and bikes in the neighborhood, 32nd has very little traffic and he has never had issues. He stated it was not necessary to spend extra for a sidewalk.

Suzi Beaman, 1315 34th Avenue SW. Beaman felt there is not a need for the sidewalk, even during the city-wide garage sales she was able to walk the area and people were courteous of pedestrians.

Robert Erickson, 3175 East Rum River Drive South. Erickson said there was not a need for the sidewalk, his wife walks the street daily and he feels it is safe. He asked Blank if the overhead power utilities would be buried along East Rum River Drive. Blank said that was not part of the project and the power company, Connexus, would be the one to make that decision.

Julie Wells, 3140 Ivy Street South. Wells resides on the corner lot on Ivy and 32nd. She noted the original plan was to pave Central Drive and add a bike lane on the south side of her yard. She asked to not pave the bike trail if Central Drive does not get paved as well. Blank noted the bike trail was a separate project. Wells asked if there would be a marked trail from 32nd to Ivy, Blank said the trail would stay on the road and there were no plans for an off-road trail. Schmitz clarified there will be an off-road trail in the area, but there cannot be a marked trail on 32nd due to the traffic volume. Blank noted he has not worked on the Central Drive project as much as Schmitz and was not aware of the traffic volume requirements for on-street trails. Wells requested minimal impact on her yard.

Rod Jackson, 1055 32nd Avenue SW. Jackson, who lives on the south side of 32nd, said he has been a resident for 23 years. When reviewing past minutes he noted Schmitz had said 32nd does not have heavy traffic. He recapped the meeting where it was said the sidewalk would cost \$250,000, and nine of the 13 affected residents are opposed. He continued, in 2022 Council listened to the residents opposing the sidewalk on Holly, they should listen to those opposed for 32nd as well.

Diane Larrabee, 2830 Ivy Street South. Larrabee asked if the walk-bike trail was staying on the west side to follow the line of the current bike trail, Schmitz replied there will be parking on one side and a

trail on the other, but staff had not finalized the plans yet. The plan is to widen Ivy by one to two feet on both sides and possibly raise street to alleviate some impact on the driveways. Larrabee noted the signage is poor on the trail and people speed down the hill. She asked if it were possible to improve signage in the area, Schmitz replied staff would ensure the area was properly marked.

Steve Ouverson, 1355 32nd Avenue SW. Ouverson noted he was against sidewalk on the south side.

Kevin Garey, 3320 Juniper St. South. Garey asked if sections of his concrete driveway would be torn up, and if so, repaired. Schmitz said they would need to take out one to four feet to replace the curb, but would repair the concrete immediately after the curb is placed to limit disruption. Garey asked if the assessment per property would be adjusted if the sidewalk was not approved, Godfrey requested Garey hold his question for assessment public hearing to be held next.

Vogel requested Council read two letters that were handed out, from Deanna Williams and Lori Larson, and consider those objections as well.

No one else approached to speak, Godfrey closed the Public Improvement Hearing at 6:58 pm.

Shogren asked if the proposed trail connection between Central Drive and Ivy could be moved to the south side, Schmitz replied the south side was not in city limits and there would be more impacts due to topography. Shogren asked how much more it would cost if put on the south side, Schmitz said it would be approximately \$5,000 more, but the logistics were more concerning. Shogren asked if the city owned a right-of-way on both sides of 32nd, Blank said yes according to county records but that should be confirmed by staff. Due to the topography, grading outside of the right-of-way could be needed, that would require permission from the property owner. Shogren asked if it would be possible to use a retaining wall, Blank said that was possible but would also increase the cost.

Shogren motioned, seconded by Berg, to approve R23-094 Ordering 2024 Street Improvements and Preparation of Plans; excluding the sidewalk on 32nd Avenue SW. Shogren requested to amend motion to move trail to the south side of 32nd Avenue SW between Central Drive and Ivy Street, Berg agreed to the amendment. All voted aye, no nays.

Assessment Public Hearing

Blank reiterated that the city is covering 83% of the project cost, while the assessments represent 17%. This is the policy that has been used since 2001. Each affected lot has one assessment of \$6,000, except the those on East Rum River Court, East Rum River Circle and Kenwood Place which are assessed \$4,200 due to not replacing the curb. Assessments are considered a loan from the city, if not paid in full 6% interest will accrue. The assessment can be paid in full before October 15, 2024 without interest. After that the assessment will be certified with Isanti County and can be paid with property taxes with interest. The assessment can be paid off at any time at City Hall.

Godfrey asked if it was possible to reduce the 17% assessment using the savings from not building the sidewalk, Blank responded assessments not tied into actual construction costs, and the sidewalk was in the city-funded column so those savings could be applied to future project costs.

Godfrey opened the Assessment Public Hearing at 7:09 pm.

Gordie Beaman, 1315 34th Avenue SW. Beaman asked clarification on their assessment, since some properties were assessed \$6,000 and some \$4,200, Blank said his property would be \$6,000 since gutter and curb would be replaced. Beaman asked if he would be charged twice since his home sits on two parcels, Blank said there would be only one assessment since it was not possible to add another conforming home on the property.

Robert Erickson, 3175 East Rum River Drive South. Erickson said he supported moving the trail to south side of 32nd Avenue SW, and stated he would have no problem paying full assessment to make that happen. The trail would take up a large portion of the lots to the north, while it would be less impact on the south property.

Kevin Garey, 3320 Juniper Street South. Garey asked if it was possible to reconsider the assessment amount since they chose to not put in the sidewalk and the contracts have not been bid yet. He feels residents deserve a second look into the assessment amounts once the bids have been received. Garey also noted that moving the pathway to the south the side of 32nd Avenue would be on county property and may create an issue. Blank stated they had discussed how assessments are independent of construction costs. The city bears the risk if the bids come in higher, the city will not assess those properties for more. Vogel noted the language of assessments for street projects says an assessment cannot be levied against the property in excess of the benefit to the property. Blank said the city owns a right-of-way on the south side of 32nd, but staff will research this.

No one else approached to speak, Godfrey closed the Assessment Hearing at 7:18 pm.

Iverson motioned, seconded by Shogren, to adopt Resolution R23-095 Adopting 2024 Street Improvements Final Assessments. Blank requested to add approving the SEH proposal for preparing plans and specifications and assisting with bidding. Iverson and Shogren agreed to amend the motion. All voted aye, no nays. Motion passed unanimously.

Berg motioned, seconded by Iverson, to take a 5-minute recess. All voted aye, motion passed.

Godfrey called the meeting back to order at 7:25 pm

B Highway 95 Reconstruction-Lighting, Signals and Tree Planting Review

Blank summarized previous discussions regarding lighting options on the Hwy 95 corridor. He said Council opted for decorative lighting throughout the project from Fern Street to Emmerson St, which would add \$65,000 to the cost of the project. Council decided against decorative signals due to the added cost of \$120,000, and opted for the standard galvanized signals. Vogel clarified, during the second discussion on this topic Blank was absent, Ziebarth had questions that staff were unable to answer at that time.

Ziebarth questioned the long-term cost of upkeep of the decorative lighting and if there were other options to choose from, or if it was just the decorative or galvanized options. Blank replied the best options were either galvanized or decorative. Ziebarth asked if the city could paint the industrial signals, Blank said they could, but it would end up costing as much as the decorative lights. He said the MnDOT standard galvanized lights offered a lesser cost with much less future maintenance.

Berg noted he was opposed to decorative lighting or signals but respected the decision of the Council.

Blank said the city also has the option to plant about 15 trees in the wider right-of-way on both sides of the street between Ashland and Adams Street, instead of installing concrete. In the future there could be planted pots, benches, etc. in the area as well. The estimated cost of this, which was not budgeted for, would be about \$55,000 and would include electrical outlets for string lighting.

Vogel stated grass in this area was not a feasible option due to the harsh environment such as plowing salt, etc. The trees could be funded using excess Northbound Liquor profits. Vogel was in favor of adding trees, stating it was consistent with Strategic Plan, and the lighting is beautiful during the holidays and appreciated by the community. Currently the plans include a six-foot wide sidewalk with a four-foot boulevard. If Council chose to not plant trees, that would add 10 to 14 additional feet of concrete, making the full width 20 to 24 feet of concrete. The future option of adding raised planters, benches, etc. would create a welcoming feel to the area.

Berg asked if there was a warranty for the trees, Blank stated they are usually warrantied for one to two years, but the city would have to get bids for the project and each contractor is different. Berg asked how the trees would react to the chemicals and salt during plowing, Vogel same it was the same as on Main Street where the trees are doing well and almost too big. Blank noted the other trees downtown are right up against the curb in a smaller four-foot area. These trees would have a 10-foot planting area and be farther away from the road, so they would have a better chance than other downtown trees.

Shogren said that businesses are good at cleaning snow per the ordinance, which also helps the trees. Pubic Works could clear snow on the sidewalk in a timely manner to help prevent damage.

Godfrey was in favor of adding trees. He stated it was consistent with the rest of downtown, added shade which is nice on summer days, and provides small-town feel. Not having trees would create an industrial look with too much concrete. He also liked the idea of future benches and planters.

Shogren agreed with Berg, a warranty on the trees was important.

Godfrey motioned, seconded by Iverson, to approve planting trees along Hwy 95 as presented.

Iverson noted the downtown trees have a rubber mulch and asked if water could get into the soil, Blank replied the rubber mulch is porous to allow water in.

Upon vote, all voted aye, motion passed unanimously.

C & D Preliminary and Final Plat- Hayden Estates

Westover presented the request by Bradley Schmidt to plat 2015 Old Main Street South. The parcel is currently identified in metes and bounds with the County. Because of this a plat is required as opposed to a standard lot split. The plat identifies two single family lots, sized 30,335 square feet and 17,405 square feet. Lot One will contain the existing house and the remainder of the lot will be dedicated as road rights-of-way. Both lots meet the minim requirements. The Planning Commission recommended to approve both the Preliminary and Final plats as presented with no conditions on a 6/0 vote.

Ziebarth motioned, seconded by Shogren, to approve R23-071 Preliminary Plat and R23-072 Final Plat of Hayden Estates with no conditions. All voted aye, no nays, motion passed unanimously.

E Cornerstone Addition-Easement Vacation

Westover said Council had previously approved the PUD amendment, plats, and street vacation. During staff's review of the documents and site plans, it was discovered that the existing easements within the Cornerstone Addition plat must also be formally vacated. The necessary easements required will be reinstated with the Cornerstone Second Addition plat that was recently approved.

Staff have identified the same conditions as placed on the original PUD amendment, plats, and street vacation. The Planning Commission, on a 6/0 vote, recommended approval of the easement vacation as presented.

Due to a power outage Iverson motioned, seconded by Shogren, to take a recess at 7:46 pm.

Godfrey called the meeting back to order at 7:52 pm.

Iverson motioned, seconded by Ziebarth, to approve Resolution R23-089 as presented. All voted aye, no nays, motion passed unanimously.

F Ordinance Amendment- Zoning Code Review Part 1

Westover said staff will be undertaking a full review of the Zoning Code. The goals of doing so are to correct any typos, grammatical errors, and strengthen and clarify language already in the code. The code will be reviewed in sections and changes presented in upcoming meetings.

Westover presented the first proposed changes, a large majority were language clarifications with one addition to allow the Zoning Administrator to determine the feasibility of when newly annexed parcels would be required to have a city street address. The Planning Commission recommended approval of the Ordinance on a 6/0 vote.

Iverson motioned, seconded by Berg, to approve the Ordinance 774 as presented and allow for Summary Publication.

Shogren stated he was opposed to changing city addressing for newly annexed parcels.

Godfrey, Ziebarth, Iverson, and Berg voted aye, Shogren voted nay. Motion passed 4/1.

G Utility Customer Appeal

Moe said a utility customer appealed their shutoff status. Attempts to contact the customer to notify them the appeal would be scheduled for this meeting went unanswered. This customer has had significant issues with their payment history. Due to this, staff requested to deny the appeal and confirm staff's actions to shut off utilities.

Berg motioned, seconded by Shogren, to deny customers appeal and confirm the decision to shut-off utility services due to non-payment and customer's poor payment history.

Mayor’s Report

Vogel noted his review was coming up at the first meeting in November, which will be held in a closed session after the regular meeting. Forms were sent out the previous week.

Council Concerns

No Council concerns

City Attorney’s Report

No City Attorney’s report

City Administrator’s Report

Vogel attended the Northern Lights Express Alliance Board meeting, at that meeting the current chair announced he was stepping down from the board seat. A Commissioner from St. Louis County was selected as a new board chair. The board is anticipating news on the Corridor Identification Grant before the end of the year, and an update on the Federal State Partnership Grant in the first half of next year. Overall, the project is moving, albeit slowly due to working with big entities such as Federal Government Agencies and BNSF.

Vogel also announced Emergency Management Director/Deputy Fire Chief Benzen started that day, it was good to have him in house and getting settled in. Shogren asked if there would be a swearing in ceremony for the Deputy Fire Chief position, Vogel asked direction from Council. Shogren motioned to have a swearing in ceremony at the next meeting.

Adjournment of Council Meeting

Being no further business before the City Council, Berg moved, seconded by Shogren, to adjourn the regular meeting at 8:03 pm. All voted aye, no nays, motion passed unanimously.

James A. Godfrey, Mayor

ATTEST:

Evan Vogel, City Administrator

Prepared by: Caroline Moe, Director of Finance

Background

Attached for your review are the **Draft** Monthly Financial Reports for the nine months ended September 30, 2023. Included in the Monthly Financial Reports are the following components:

Financial Snapshot

Outstanding City Debt

General Fund – Amended 2023 Budget Compared to Actual

Special Revenue Funds:

Airport Operating Fund – Adopted 2023 Compared to Actual

Debt Service Fund Summary: Adopted 2023 Budget Compared to Actual

Capital Fund Summary:

Adopted 2023 Budget Compared to Actual

Enterprise Funds:

Water Utility - Adopted 2023 Budget Compared to Actual

Wastewater Utility - Adopted 2023 Budget Compared to Actual

Stormwater Utility- Adopted 2023 Budget Compared to Actual

Street Light Utility- Adopted 2023 Budget Compared to Actual

Liquor Store – Adopted 2023 Budget Compared to Actual.

Cash and Investment Summary

Park Expenditure Breakdown Report

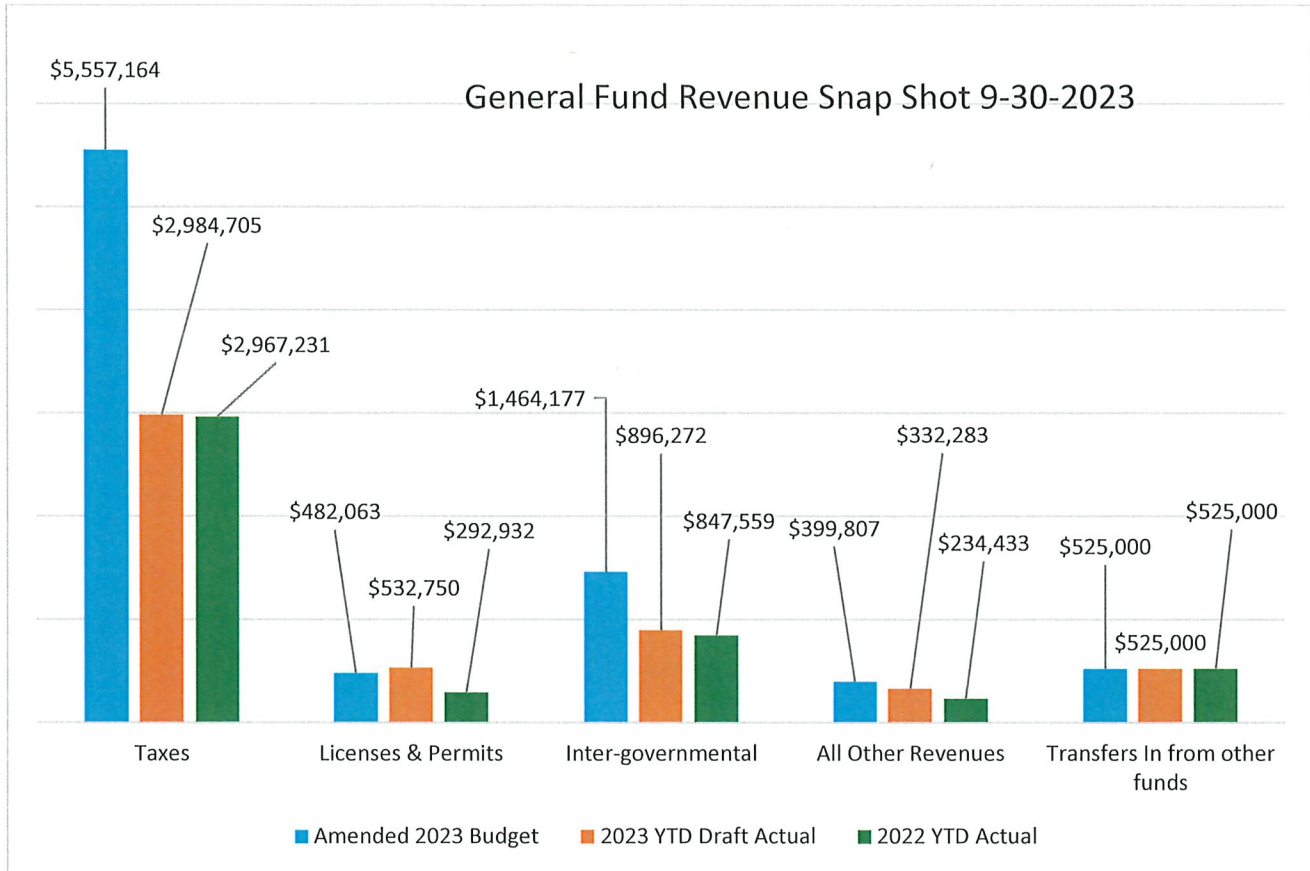
Compatibility with Strategic Goals:

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

Council Action Requested

NONE REQUIRED - For discussion only.

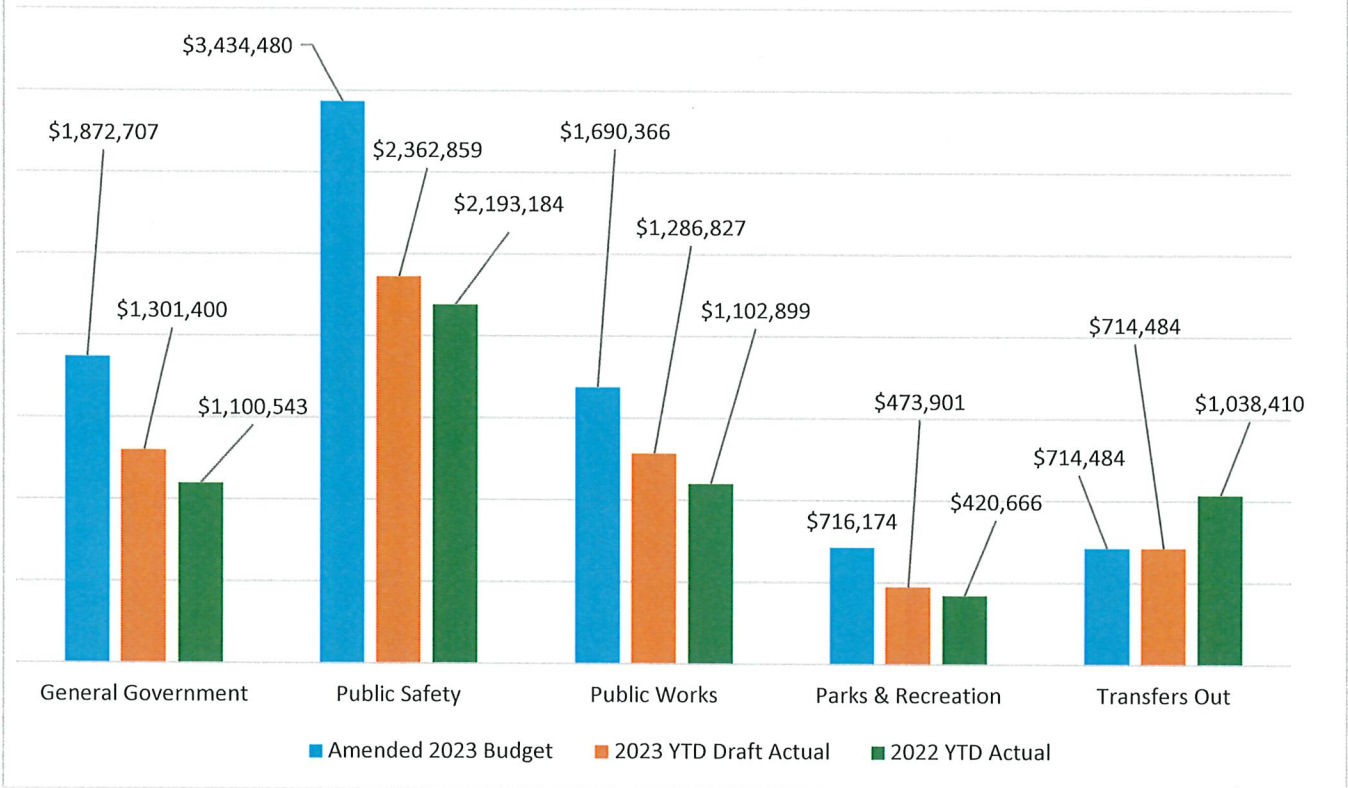
Council Financial Snapshot



Notes—

- Tax revenue is only received in July and December from Isanti County.
- Permit activity picked up significantly in May and July 2023 with the issuance of permits related to an apartment building projects in each of those months.
- Inter-governmental revenue is primarily received in July, October and December.
- Other revenue is slightly higher than previous years as township fire contract billings were higher than prior year due to terms of new service contract.

General Fund Expenditure Snap Shot 9-30-2023



Notes—Increase in General Government expenditures over prior year reflects full staffing of positions in 2023 versus staffing vacancies in certain positions in 2022. Public Works expenditures are up in 2023 as compared to 2022 due to costs related to SNOW removal—plowing overtime, fuel for vehicles and snow removal materials. Park costs higher than last year due to higher utility and maintenance costs.

Behind the numbers—

16/2

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

Behind the numbers—

57/6

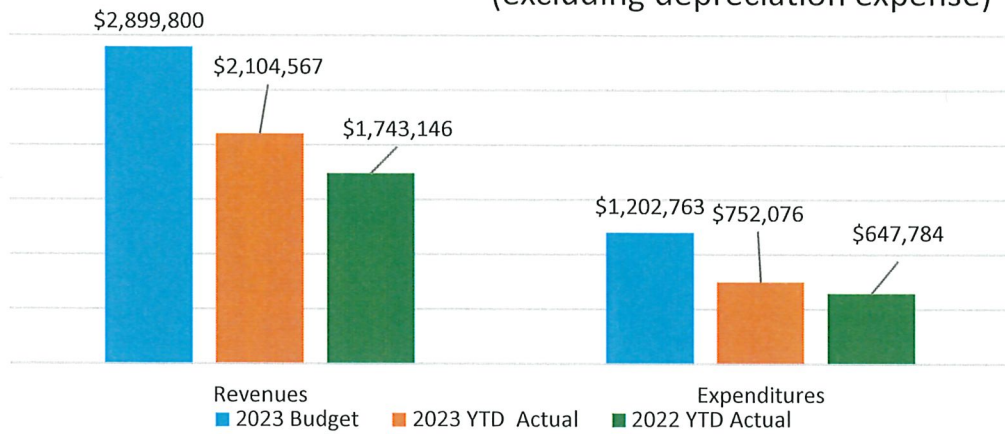
Cambridge maintains fifty-seven miles of streets with six snow plows, two loaders, and two sidewalk machines. The Street Dept plows when two inches or more of snow is received. The Street Dept also sands/salts when conditions are slippery. To report street concerns, call 689-1800.

Behind the numbers—

18

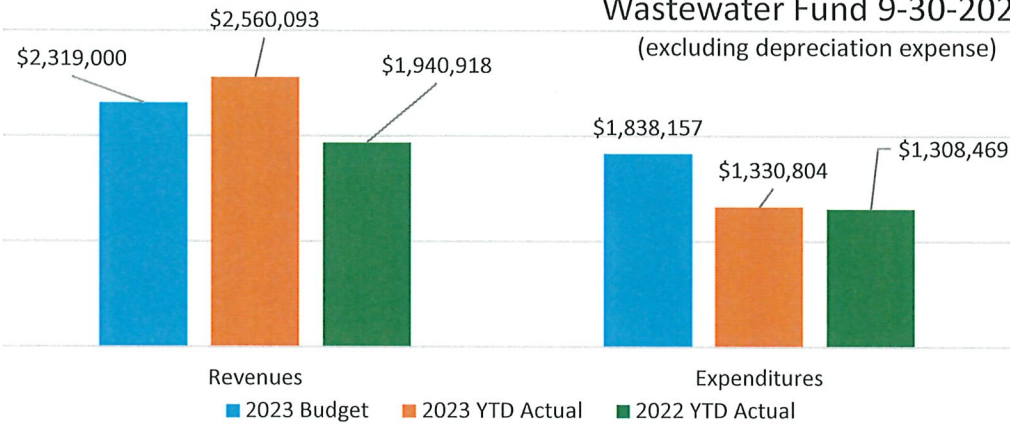
Cambridge has eighteen parks. Park locations and amenities can be found on the City's website at www.ci.cambridge.mn.us

Water Fund 9-30-2023 (excluding depreciation expense)



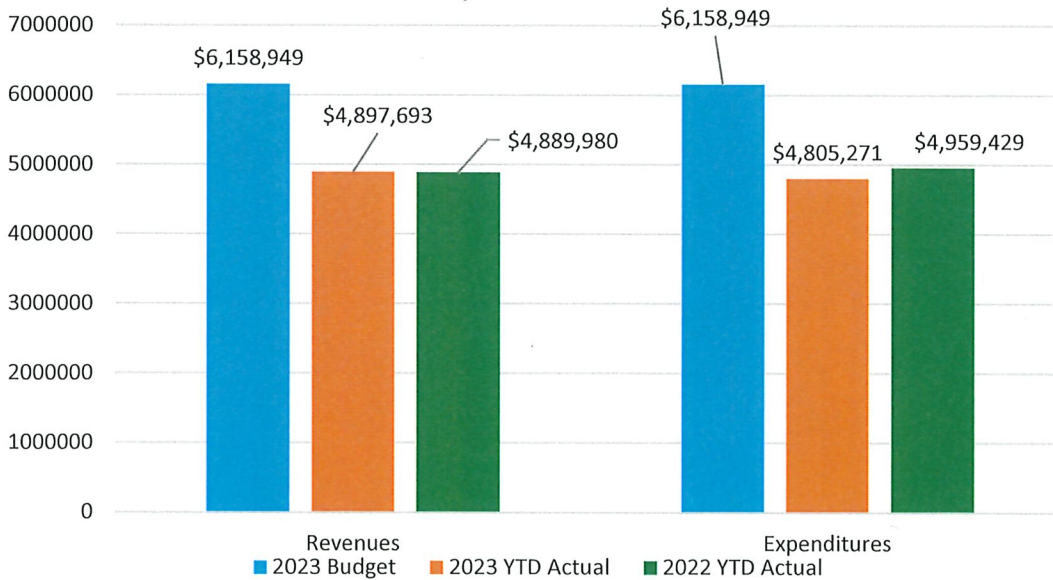
Water Fund Notes— Revenue and expense on track for 2023. Revenue picked up pace during the summer due to additional sales of water due to dry conditions as more property owners are watering vegetation. Expenses up over prior year due to costs for meter replacement project.

Wastewater Fund 9-30-2023 (excluding depreciation expense)



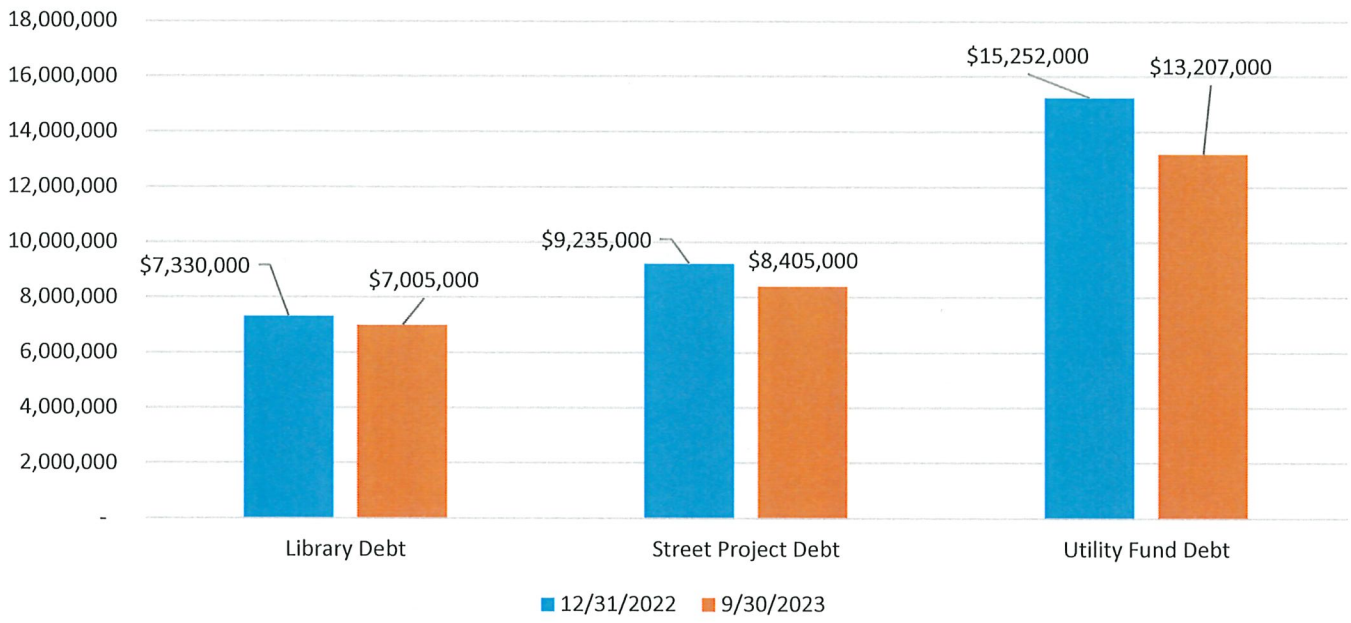
Wastewater Fund Notes— Revenues and expenses are on track for 2023. Increase in revenue due to sewer access charges collected related to new apartment buildings now under construction.

Northbound Liquor 9-30-2023



Northbound Liquor- Revenues and Expenditures on track thus far in 2023.

Outstanding City Debt 9/30/2023



CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
REVENUE						
TAXES	5,557,164.00	5,557,164.00	2,984,705.11	(2,572,458.89)	53.71	5,593,724.35
LICENSES AND PERMITS	337,850.00	482,063.00	532,749.51	50,686.51	110.51	678,365.00
INTERGOVERNMENTAL REVENUES	1,469,590.00	1,464,177.00	896,272.19	(567,904.81)	61.21	1,518,434.56
CHARGES FOR SERVICES	144,011.00	246,317.00	242,368.20	(3,948.80)	98.40	149,642.41
FINES AND FORFEITURES	42,000.00	42,405.00	38,307.50	(4,097.50)	90.34	48,782.36
OTHER	83,508.00	111,085.00	51,607.27	(59,477.73)	46.46	89,744.30
OTHER FINANCING SOURCES	525,000.00	525,000.00	525,000.00	.00	100.00	625,000.00
TOTAL FUND REVENUE	8,159,123.00	8,428,211.00	5,271,009.78	(3,157,201.22)	62.54	8,703,692.98
EXPENDITURES						
GENERAL GOVERNMENT						
MAYOR AND CITY COUNCIL	64,460.00	64,680.00	52,288.91	12,391.09	80.84	58,872.38
ADMINISTRATION	425,130.00	425,671.00	287,548.69	138,122.31	67.55	338,765.63
ELECTIONS	3,200.00	5,000.00	4,355.00	645.00	87.10	7,587.70
FINANCE/MIS	369,873.00	367,873.00	278,613.44	89,259.56	75.74	337,828.31
LEGAL	126,000.00	126,000.00	64,068.55	61,931.45	50.85	111,739.94
BUILDING DEPARTMENT	338,505.00	340,005.00	237,161.87	102,843.13	69.75	450,005.95
ENGINEERING	40,000.00	40,000.00	27,679.80	12,320.20	69.20	32,575.47
PLANNING	342,982.00	343,282.00	253,658.04	89,623.96	73.89	269,260.76
NEW CITY HALL BUILDING	160,196.00	160,196.00	96,025.98	64,170.02	59.94	139,849.78
TOTAL GENERAL GOVERNMENT	1,870,346.00	1,872,707.00	1,301,400.28	571,306.72	69.49	1,746,485.92
PUBLIC SAFETY						
POLICE DEPARTMENT	2,979,147.00	2,972,030.00	2,021,150.99	950,879.01	68.01	2,597,788.09
FIRE DEPARTMENT	430,280.00	452,745.00	335,509.19	117,235.81	74.11	487,629.69
EMERGENCY MANAGEMENT	4,600.00	4,705.00	2,598.74	2,106.26	55.23	3,895.58
ANIMAL CONTROL	5,000.00	5,000.00	3,600.00	1,400.00	72.00	4,800.00
TOTAL PUBLIC SAFETY	3,419,027.00	3,434,480.00	2,362,858.92	1,071,621.08	68.80	3,094,113.36
STREETS						
STREETS	1,625,177.00	1,690,366.00	1,286,826.57	403,539.43	76.13	1,478,843.22
TOTAL STREETS	1,625,177.00	1,690,366.00	1,286,826.57	403,539.43	76.13	1,478,843.22
PARK AND RECREATION						
PARKS & RECREATION	572,562.00	586,874.00	389,426.14	197,447.86	66.36	437,901.02
LIBRARY	128,800.00	129,300.00	84,474.55	44,825.45	65.33	117,932.93
TOTAL PARK AND RECREATION	701,362.00	716,174.00	473,900.69	242,273.31	66.17	555,833.95
UNALLOCATED EXPENDITURES						
TRANSFERS OUT	543,211.00	714,484.00	714,484.00	.00	100.00	1,659,767.77

CITY OF CAMBRIDGE
 SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
 FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL UNALLOCATED EXPENDITURES	543,211.00	714,484.00	714,484.00	.00	100.00	1,659,767.77
TOTAL FUND EXPENDITURES	8,159,123.00	8,428,211.00	6,139,470.46	2,288,740.54	72.84	8,535,044.22
NET REVENUE OVER EXPENDITURES	.00	.00	(868,460.68)	868,460.68		168,648.76

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TAXES						
101-31010 TAXES - CURRENT	5,525,620.00	5,525,620.00	2,967,469.16	2,558,150.84	53.70	5,547,626.70
101-31020 TAXES - DELINQUENT	30,000.00	30,000.00	15,692.96	14,307.04	52.31	29,022.32
101-31060 PENALTIES AND INTEREST	1,544.00	1,544.00	1,542.99	1.01	99.93	1,513.21
101-31061 TAX ON FORFEITED PROP PURCHAS	.00	.00	.00	.00	.00	15,562.12
TOTAL TAXES	5,557,164.00	5,557,164.00	2,984,705.11	2,572,458.89	53.71	5,593,724.35
LICENSES AND PERMITS						
101-32110 LIQUOR LICENSES	14,000.00	16,000.00	.00	16,000.00	.00	18,800.00
101-32180 CIGARETTES	3,000.00	4,200.00	.00	4,200.00	.00	4,200.00
101-32184 CABLE FRANCHISE FEES	60,000.00	62,000.00	39,645.23	22,354.77	63.94	62,303.25
101-32185 REFUSE HAULER FRANCHISE FEE	2,550.00	2,550.00	.00	2,550.00	.00	2,550.00
101-32199 OTHER BUS LIC & PERMITS	500.00	2,250.00	2,500.00	(250.00)	111.11	1,575.00
101-32218 CITY SHARE ELEC INSPECTIONS	5,000.00	4,976.00	5,482.80	(506.80)	110.18	55,844.90
101-32219 RETAINAGE OF BLDG SURCHARGE	300.00	314.00	624.13	(310.13)	198.77	604.66
101-32220 BUILDING PERMITS	195,000.00	327,932.00	414,585.35	(86,653.35)	126.42	405,258.21
101-32221 EXCAVATING PERMITS	.00	108.00	108.00	.00	100.00	108.00
101-32222 MECHANICAL PERMITS	22,000.00	25,926.00	29,989.00	(4,063.00)	115.67	24,895.91
101-32225 INVESTIGATION (PENALTY FEE)	.00	600.00	800.00	(200.00)	133.33	1,402.00
101-32226 CONTRACTOR LIC VERIFICATIONFEE	500.00	20.00	20.00	.00	100.00	430.00
101-32230 PLUMBING PERMITS	14,000.00	16,204.00	22,497.00	(6,293.00)	138.84	16,139.20
101-32240 SIGN PERMITS	1,000.00	770.00	830.00	(60.00)	107.79	1,250.00
101-32298 RENTAL REGISTRATION FEE	10,000.00	10,000.00	3,250.00	6,750.00	32.50	13,425.00
101-32299 PLANNING & ZONING FEES	10,000.00	8,213.00	12,418.00	(4,205.00)	151.20	69,578.87
TOTAL LICENSES AND PERMITS	337,850.00	482,063.00	532,749.51	(50,686.51)	110.51	678,365.00
INTERGOVERNMENTAL REVENUES						
101-33165 FEDERAL GRANTS - OTHER	.00	5,682.00	5,682.44	(.44)	100.01	6,741.74
101-33401 LOCAL GOVERNMENT AID (LGA)	1,120,317.00	1,111,338.00	555,669.00	555,669.00	50.00	1,059,979.00
101-33404 STATE AID - OTHER	8,273.00	7,295.00	7,295.13	(.13)	100.00	5,910.00
101-33418 MSA - MAINTENANCE	50,000.00	50,000.00	50,000.00	.00	100.00	50,000.00
101-33420 FIRE STATE AID (2% INS PREM.)	.00	.00	.00	.00	.00	99,739.59
101-33421 POLICE STATE AID	150,000.00	140,000.00	187,671.58	(47,671.58)	134.05	144,240.95
101-33422 SCHOOL DIST COST FOR OFFICER	136,000.00	143,000.00	83,091.87	59,908.13	58.11	146,091.31
101-33610 CTY GRANTS & AIDS FOR HWYS	5,000.00	6,862.00	6,862.17	(.17)	100.00	5,731.97
TOTAL INTERGOVERNMENTAL REVE	1,469,590.00	1,464,177.00	896,272.19	567,904.81	61.21	1,518,434.56

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>CHARGES FOR SERVICES</u>						
101-34102 FILING FEES	.00	.00	.00	.00	.00	90.00
101-34105 SALES - MAPS, COPIES, ETC.	100.00	100.00	47.25	52.75	47.25	71.00
101-34106 STREET LIGHT O&M	.00	.00	.00	.00	.00	3,000.00
101-34110 SOLAR LEASE REVENUE	7,500.00	7,500.00	.00	7,500.00	.00	7,959.06
101-34116 INSPECTION FEES	.00	.00	108.00	(108.00)	.00	.00
101-34201 POLICE DEPARTMENT REPORTS	500.00	500.00	500.00	.00	100.00	599.00
101-34202 POLICE ADMINISTRATION FEES	2,500.00	3,895.00	4,195.00	(300.00)	107.70	3,365.00
101-34205 PAWN SHOP TRANSACTION REVENUE	2,000.00	2,000.00	3,000.00	(1,000.00)	150.00	3,000.00
101-34206 FIRE PROT TOWNSHIP CONTRACT	120,000.00	163,556.00	163,556.15	(.15)	100.00	117,906.35
101-34210 FIRE PROTECTION ADMINISTRATION	2,411.00	3,483.00	3,483.00	.00	100.00	2,442.00
101-34925 PARK ACTIVITY FEES	6,000.00	4,180.00	6,130.00	(1,950.00)	146.65	6,255.00
101-34930 ART FAIR.FEES	1,000.00	910.00	1,155.00	(245.00)	126.92	1,085.00
101-34951 SALE OF SERVICE AND SUPPLIES	.00	.00	.00	.00	.00	2,590.00
101-34954 PLAN REVIEW/ENGINEER/ADMIN CH	.00	59,233.00	59,233.80	(.80)	100.00	.00
101-34958 ICE RINK LEASE REVENUE	2,000.00	960.00	960.00	.00	100.00	1,280.00
TOTAL CHARGES FOR SERVICES	144,011.00	246,317.00	242,368.20	3,948.80	98.40	149,642.41
<u>FINES AND FORFEITURES</u>						
101-35101 COURT FINES	40,000.00	40,000.00	32,556.94	7,443.06	81.39	40,687.36
101-35102 PARKING FINES	1,000.00	1,000.00	960.00	40.00	96.00	1,630.00
101-35104 ANIMAL CONTROL FINES	1,000.00	1,405.00	1,645.00	(240.00)	117.08	3,190.00
101-35105 ADMINISTRATIVE CITATION FINE	.00	.00	3,145.56	(3,145.56)	.00	3,275.00
TOTAL FINES AND FORFEITURES	42,000.00	42,405.00	38,307.50	4,097.50	90.34	48,782.36
<u>OTHER</u>						
101-36102 SPECIAL ASSESSMENT INTEREST	.00	101.00	101.36	(.36)	100.36	68.26
101-36200 MISCELLANEOUS	.00	772.00	772.60	(.60)	100.08	41.67
101-36210 INTEREST EARNINGS	5,000.00	20,000.00	.00	20,000.00	.00	71,041.68
101-36215 UNREALIZED MKT VALUE GAIN/LOSS	.00	.00	.00	.00	.00	(77,542.62)
101-36220 FACILITY RENTAL	3,600.00	8,600.00	3,375.03	5,224.97	39.24	10,638.37
101-36230 DONATIONS	2,000.00	2,000.00	300.00	1,700.00	15.00	4,565.00
101-36231 LIBRARY LEASE RENT	72,708.00	72,708.00	40,354.00	32,354.00	55.50	71,708.00
101-36235 LIBRARY ROOM RENTAL	.00	1,671.00	1,671.28	(.28)	100.02	2,640.00
101-36240 PATRONAGE CAPITAL	200.00	200.00	.00	200.00	.00	583.94
101-36241 FIRE DEPT PRIVATE GRANTS	.00	.00	.00	.00	.00	6,000.00
101-36501 SALE OF PROPERTY	.00	5,033.00	5,033.00	.00	100.00	.00
TOTAL OTHER	83,508.00	111,085.00	51,607.27	59,477.73	46.46	89,744.30

CITY OF CAMBRIDGE
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>OTHER FINANCING SOURCES</u>						
101-39203 TRANSFERS FROM OTHER FUNDS	525,000.00	525,000.00	525,000.00	.00	100.00	625,000.00
TOTAL OTHER FINANCING SOURCES	525,000.00	525,000.00	525,000.00	.00	100.00	625,000.00
 TOTAL FUND REVENUE	 8,159,123.00	 8,428,211.00	 5,271,009.78			 8,703,692.98

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
MAYOR AND CITY COUNCIL						
<i>PERSONAL SERVICES</i>						
101-41110-101 FULL-TIME EMPLOYEES - REGULAR	29,900.00	29,900.00	22,425.12	(7,474.88)	75.00	29,900.16
101-41110-122 FICA/MEDICARE (EMPLOYER)	2,290.00	2,290.00	1,715.28	(574.72)	74.90	2,287.16
101-41110-151 WORKERS' COMPENSATION PREMIU	170.00	170.00	129.39	(40.61)	76.11	114.36
TOTAL PERSONAL SERVICES	32,360.00	32,360.00	24,269.79	(8,090.21)	75.00	32,301.68
<i>SUPPLIES</i>						
101-41110-200 MISCELLANEOUS OFFICE SUPPLIES	100.00	100.00	.00	(100.00)	.00	.00
101-41110-210 MISCELLANEOUS OPER SUPPLIES	250.00	250.00	.00	(250.00)	.00	21.99
101-41110-214 EMPLOYEE RECOGNITION	500.00	500.00	.00	(500.00)	.00	419.66
TOTAL SUPPLIES	850.00	850.00	.00	(850.00)	.00	441.65
<i>OTHER SERVICES AND CHARGES</i>						
101-41110-304 MISC PROFESSIONAL SERVICES	1,000.00	1,000.00	.00	(1,000.00)	.00	325.00
101-41110-331 TRAVEL/MEALS/LODGING	2,500.00	2,500.00	2,710.13	210.13	108.41	1,725.72
101-41110-334 MILEAGE REIMBURSEMENT	150.00	150.00	581.64	431.64	387.76	.00
101-41110-340 ADVERTISING	200.00	200.00	.00	(200.00)	.00	.00
101-41110-360 INSURANCE AND BONDS	400.00	400.00	224.23	(175.77)	56.06	272.93
TOTAL OTHER SERVICES AND CHA	4,250.00	4,250.00	3,516.00	(734.00)	82.73	2,323.65
<i>MISCELLANEOUS</i>						
101-41110-430 MISCELLANEOUS	100.00	100.00	.00	(100.00)	.00	.00
101-41110-433 DUES AND SUBSCRIPTIONS	100.00	100.00	30.00	(70.00)	30.00	30.00
101-41110-440 SCHOOLS AND MEETINGS	2,800.00	3,000.00	3,000.00	.00	100.00	978.00
101-41110-441 SISTER CITY ACTIVITIES	500.00	500.00	.00	(500.00)	.00	160.00
101-41110-455 FIREWORKS DISPLAY EXPENSES	18,500.00	18,500.00	18,275.00	(225.00)	98.78	17,275.00
101-41110-456 ART FESTIVAL	2,000.00	2,000.00	678.12	(1,321.88)	33.91	837.00
101-41110-457 DOWNTOWN BANNERS & SIGNAGE	500.00	500.00	.00	(500.00)	.00	.00
101-41110-458 DOWNTOWN FLOWER BASKET PROJ	2,500.00	2,520.00	2,520.00	.00	100.00	4,525.40
TOTAL MISCELLANEOUS	27,000.00	27,220.00	24,503.12	(2,716.88)	90.02	23,805.40
TOTAL MAYOR AND CITY COUNCIL	64,460.00	64,680.00	52,288.91	(12,391.09)	80.84	58,872.38

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

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	192,601.00	193,531.00	138,999.10	(54,531.90)	71.82	165,221.79
101-41320-103 PART-TIME - REGULAR	41,593.00	41,593.00	28,470.66	(13,122.34)	68.45	33,449.65
101-41320-121 PERA (EMPLOYER)	17,635.00	17,635.00	12,560.19	(5,074.81)	71.22	14,723.14
101-41320-122 FICA/MEDICARE (EMPLOYER)	17,987.00	17,987.00	12,584.09	(5,402.91)	69.96	14,876.15
101-41320-131 MEDICAL/DENTAL/LIFE (EMPLOYER)	37,847.00	37,847.00	32,108.52	(5,738.48)	84.84	31,431.34
101-41320-132 ADMIN-LONGEVITY PAY	930.00	.00	.00	.00	.00	.00
101-41320-133 ADMIN-INS DEDUCTIBLE CONTRIB	3,300.00	3,300.00	790.34	(2,509.66)	23.95	780.00
101-41320-151 WORKERS' COMPENSATION PREMIU	1,937.00	1,937.00	1,309.65	(627.35)	67.61	816.83
101-41320-153 CITY WIDE RE-EMPLOY COMPENSATI	7,500.00	2,500.00	.00	(2,500.00)	.00	13,623.61
101-41320-154 HRA/FLEX FEES	200.00	200.00	118.26	(81.74)	59.13	130.66
TOTAL PERSONAL SERVICES	321,530.00	316,530.00	226,940.81	(89,589.19)	71.70	275,053.17
<i>SUPPLIES</i>						
101-41320-201 OFFICE SUPPLIES - ACCESSORIES	1,500.00	1,500.00	1,175.76	(324.24)	78.38	1,809.15
101-41320-202 DUPLICATING & COPYING SUPPLIES	2,000.00	2,000.00	1,131.43	(868.57)	56.57	1,485.03
101-41320-203 CITY NEWSLETTER COSTS	5,500.00	5,500.00	.00	(5,500.00)	.00	.00
101-41320-204 STATIONARY, FORMS & ENVELOPES	250.00	268.00	544.00	276.00	202.99	178.45
101-41320-209 SOFTWARE UPDATES	800.00	800.00	738.13	(61.87)	92.27	1,621.28
101-41320-210 MISCELLANEOUS OPER SUPPLIES	500.00	500.00	.00	(500.00)	.00	78.89
101-41320-221 REPAIR & MAINT SUPP - VEH/EQ	200.00	200.00	.00	(200.00)	.00	27.36
101-41320-240 SMALL TOOLS AND MINOR EQUIPME	3,000.00	3,000.00	1,325.61	(1,674.39)	44.19	4,674.32
TOTAL SUPPLIES	13,750.00	13,768.00	4,914.93	(8,853.07)	35.70	9,874.48
<i>OTHER SERVICES AND CHARGES</i>						
101-41320-304 MISC PROFESSIONAL SERVICES	32,000.00	32,000.00	118.44	(31,881.56)	.37	862.20
101-41320-313 IT MGMT & BACKUP	5,600.00	5,600.00	4,107.77	(1,492.23)	73.35	5,330.40
101-41320-322 POSTAGE	3,500.00	3,500.00	3,000.00	(500.00)	85.71	3,026.95
101-41320-331 TRAVEL/MEALS/LODGING	2,000.00	4,000.00	1,437.10	(2,562.90)	35.93	1,354.73
101-41320-334 MILEAGE REIMBURSEMENT	600.00	600.00	424.64	(175.36)	70.77	681.24
101-41320-340 ADVERTISING	2,000.00	.00	.00	.00	.00	.00
101-41320-351 LEGAL NOTICES/ORD PUBLISHING	1,200.00	1,200.00	299.62	(900.38)	24.97	.00
101-41320-360 INSURANCE AND BONDS	2,300.00	2,300.00	1,788.28	(511.72)	77.75	2,581.96
TOTAL OTHER SERVICES AND CHA	49,200.00	49,200.00	11,175.85	(38,024.15)	22.72	13,837.48
<i>MISCELLANEOUS</i>						
101-41320-409 MAINT CONTRACTS - OFFICE EQUIP	20,000.00	20,523.00	25,536.92	5,013.92	124.43	23,284.20
101-41320-430 MISCELLANEOUS	50.00	50.00	.00	(50.00)	.00	39.95
101-41320-433 DUES AND SUBSCRIPTIONS	600.00	1,600.00	1,310.35	(289.65)	81.90	752.70
101-41320-437 CITY WIDE DUES & SUBSCRIPTIONS	18,000.00	18,000.00	15,978.00	(2,022.00)	88.77	15,253.65
101-41320-440 SCHOOLS AND MEETINGS	2,000.00	6,000.00	1,691.83	(4,308.17)	28.20	670.00
TOTAL MISCELLANEOUS	40,650.00	46,173.00	44,517.10	(1,655.90)	96.41	40,000.50

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL ADMINISTRATION	425,130.00	425,671.00	287,548.69	(138,122.31)	67.55	338,765.63

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

FUND 101 - GENERAL FUND

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>ELECTIONS</u>							
<i>PERSONAL SERVICES</i>							
101-41410-104	TEMP/SEAS EMPLOYEES - REGULAR	.00	.00	.00	.00	.00	5,190.63
	<i>TOTAL PERSONAL SERVICES</i>	.00	.00	.00	.00	.00	5,190.63
<i>SUPPLIES</i>							
101-41410-201	OFFICE SUPPLIES - ACCESSORIES	.00	.00	.00	.00	.00	17.24
	<i>TOTAL SUPPLIES</i>	.00	.00	.00	.00	.00	17.24
<i>OTHER SERVICES AND CHARGES</i>							
101-41410-331	TRAVEL/MEALS/LODGING	.00	.00	.00	.00	.00	131.45
101-41410-351	LEGAL NOTICES/ORD PUBLISHING	.00	.00	.00	.00	.00	236.26
	<i>TOTAL OTHER SERVICES AND CHA</i>	.00	.00	.00	.00	.00	367.71
<i>MISCELLANEOUS</i>							
101-41410-408	MAINT CONTRACTS - MACH/EQUIP	3,200.00	5,000.00	4,355.00	(645.00)	87.10	2,012.12
	<i>TOTAL MISCELLANEOUS</i>	3,200.00	5,000.00	4,355.00	(645.00)	87.10	2,012.12
	TOTAL ELECTIONS	3,200.00	5,000.00	4,355.00	(645.00)	87.10	7,587.70

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

FUND 101 - GENERAL FUND

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>FINANCE/MIS</i>							
<i>PERSONAL SERVICES</i>							
101-41500-101	FULL-TIME EMPLOYEES - REGULAR	196,873.00	205,278.00	149,975.29	(55,302.71)	73.06	192,896.37
101-41500-121	PERA (EMPLOYER)	15,396.00	15,396.00	11,248.14	(4,147.86)	73.06	14,511.78
101-41500-122	FICA/MEDICARE (EMPLOYER)	15,704.00	15,704.00	11,130.93	(4,573.07)	70.88	14,217.68
101-41500-131	MEDICAL/DENTAL/LIFE (EMPLOYER)	34,564.00	34,564.00	29,189.58	(5,374.42)	84.45	33,183.84
101-41500-132	FINANCE LONGEVITY PAY	8,405.00	.00	.00	.00	.00	.00
101-41500-133	FINANCE INS DEDUCTIBLE CONTRIB	3,000.00	3,000.00	1,500.00	(1,500.00)	50.00	2,567.20
101-41500-151	WORKERS' COMPENSATION PREMIU	1,691.00	1,691.00	1,238.66	(452.34)	73.25	1,004.29
101-41500-154	HRA/FLEX FEES	200.00	200.00	106.60	(93.40)	53.30	136.00
<i>TOTAL PERSONAL SERVICES</i>		<u>275,833.00</u>	<u>275,833.00</u>	<u>204,389.20</u>	<u>(71,443.80)</u>	<u>74.10</u>	<u>258,517.16</u>
<i>SUPPLIES</i>							
101-41500-201	OFFICE SUPPLIES - ACCESSORIES	1,600.00	1,600.00	1,493.75	(106.25)	93.36	869.89
101-41500-204	STATIONARY, FORMS & ENVELOPES	3,500.00	3,500.00	2,239.49	(1,260.51)	63.99	3,510.58
101-41500-209	SOFTWARE UPDATES	1,000.00	1,000.00	800.00	(200.00)	80.00	775.00
101-41500-210	MISCELLANEOUS OPER SUPPLIES	500.00	500.00	.00	(500.00)	.00	69.81
101-41500-240	SMALL TOOLS AND MINOR EQUIPME	3,000.00	3,000.00	197.00	(2,803.00)	6.57	626.73
<i>TOTAL SUPPLIES</i>		<u>9,600.00</u>	<u>9,600.00</u>	<u>4,730.24</u>	<u>(4,869.76)</u>	<u>49.27</u>	<u>5,852.01</u>
<i>OTHER SERVICES AND CHARGES</i>							
101-41500-301	AUDITING AND ACCOUNTING	38,000.00	35,500.00	35,500.00	.00	100.00	36,000.00
101-41500-304	MISC PROFESSIONAL SERVICES	4,500.00	5,000.00	4,716.50	(283.50)	94.33	3,588.00
101-41500-308	ISANTI CO ASSESSMENT MGMT FEE	1,000.00	1,000.00	691.00	(309.00)	69.10	349.00
101-41500-309	EDP PROFESSIONAL SERVICES	7,000.00	7,000.00	4,711.50	(2,288.50)	67.31	6,125.25
101-41500-313	IT MGMT & BACKUP	6,000.00	6,000.00	4,107.77	(1,892.23)	68.46	5,330.40
101-41500-321	TELEPHONE/CELLULAR PHONES	540.00	540.00	405.00	(135.00)	75.00	540.00
101-41500-331	TRAVEL/MEALS/LODGING	500.00	500.00	15.00	(485.00)	3.00	15.00
101-41500-334	MILEAGE REIMBURSEMENT	300.00	300.00	125.76	(174.24)	41.92	120.00
101-41500-351	LEGAL NOTICES/ORD PUBLISHING	600.00	600.00	270.74	(329.26)	45.12	243.96
101-41500-360	INSURANCE AND BONDS	2,500.00	2,500.00	1,286.73	(1,213.27)	51.47	1,302.50
<i>TOTAL OTHER SERVICES AND CHA</i>		<u>60,940.00</u>	<u>58,940.00</u>	<u>51,830.00</u>	<u>(7,110.00)</u>	<u>87.94</u>	<u>53,614.11</u>
<i>MISCELLANEOUS</i>							
101-41500-409	MAINT CONTRACTS - OFFICE EQUIP	18,000.00	18,000.00	16,266.00	(1,734.00)	90.37	15,931.00
101-41500-420	WELLNESS ACTIVITIES	500.00	500.00	.00	(500.00)	.00	.00
101-41500-430	MISCELLANEOUS	250.00	250.00	.00	(250.00)	.00	76.53
101-41500-433	DUES AND SUBSCRIPTIONS	1,750.00	1,750.00	1,140.00	(610.00)	65.14	1,391.50
101-41500-440	SCHOOLS AND MEETINGS	3,000.00	3,000.00	258.00	(2,742.00)	8.60	2,446.00
<i>TOTAL MISCELLANEOUS</i>		<u>23,500.00</u>	<u>23,500.00</u>	<u>17,664.00</u>	<u>(5,836.00)</u>	<u>75.17</u>	<u>19,845.03</u>
TOTAL FINANCE/MIS		<u><u>369,873.00</u></u>	<u><u>367,873.00</u></u>	<u><u>278,613.44</u></u>	<u><u>(89,259.56)</u></u>	<u><u>75.74</u></u>	<u><u>337,828.31</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

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	65,000.00	65,000.00	26,322.82	(38,677.18)	40.50	66,200.97
101-41610-305 PROSECUTION SERVICES	50,000.00	50,000.00	37,500.03	(12,499.97)	75.00	45,293.27
101-41610-307 TOWNSHIP ANNEXATION PAYMENTS	11,000.00	11,000.00	245.70	(10,754.30)	2.23	245.70
<i>TOTAL OTHER SERVICES & CHARG</i>	<u>126,000.00</u>	<u>126,000.00</u>	<u>64,068.55</u>	<u>(61,931.45)</u>	<u>50.85</u>	<u>111,739.94</u>
TOTAL LEGAL	<u><u>126,000.00</u></u>	<u><u>126,000.00</u></u>	<u><u>64,068.55</u></u>	<u><u>(61,931.45)</u></u>	<u><u>50.85</u></u>	<u><u>111,739.94</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

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	214,128.00	214,903.00	146,808.87	(68,094.13)	68.31	130,603.37
101-41920-121 PERA (EMPLOYER)	16,118.00	16,118.00	11,010.66	(5,107.34)	68.31	9,602.57
101-41920-122 FICA/MEDICARE (EMPLOYER)	16,440.00	16,440.00	10,893.98	(5,546.02)	66.27	9,627.46
101-41920-131 MEDICAL/DENTAL/LIFE	51,846.00	51,846.00	43,773.93	(8,072.07)	84.43	35,220.92
101-41920-132 BLDG DEPT LONGEVITY PAY	775.00	.00	.00	.00	.00	.00
101-41920-133 BLDG DEPT INS DEDUCTIBLE CONTR	4,500.00	4,500.00	1,327.25	(3,172.75)	29.49	.00
101-41920-151 WORKERS' COMPENSATION PREMIU	2,098.00	2,098.00	1,430.72	(667.28)	68.19	645.67
101-41920-154 HRA/FLEX FEES	300.00	300.00	159.90	(140.10)	53.30	160.20
TOTAL PERSONAL SERVICES	306,205.00	306,205.00	215,405.31	(90,799.69)	70.35	185,860.19
<i>SUPPLIES</i>						
101-41920-201 OFFICE SUPPLIES	1,000.00	1,300.00	787.77	(512.23)	60.60	1,467.80
101-41920-209 SOFTWARE UPDATES	500.00	500.00	341.35	(158.65)	68.27	146.88
101-41920-210 MISCELLANEOUS OPER SUPPLIES	800.00	800.00	339.60	(460.40)	42.45	478.00
101-41920-212 GASOLINE/FUEL/LUBRICANTS/ADDIT	2,500.00	2,500.00	785.12	(1,714.88)	31.40	719.57
101-41920-221 REPAIRS & MAINT SUPP VEH/EQUIP	1,000.00	1,000.00	806.01	(193.99)	80.60	231.64
101-41920-240 SMALL TOOLS & MINOR EQUIPMENT	5,000.00	5,000.00	1,762.94	(3,237.06)	35.26	2,918.81
TOTAL SUPPLIES	10,800.00	11,100.00	4,822.79	(6,277.21)	43.45	5,962.70
<i>OTHER CHARGES & SERVICES</i>						
101-41920-304 MISC. PROFESSIONAL FEES	750.00	750.00	.00	(750.00)	.00	273.50
101-41920-305 CONTRACTED BUILDING INSPECTIO	.00	775.00	2,420.55	1,645.55	312.33	244,465.46
101-41920-313 IT MGMT & BACKUP	5,800.00	5,800.00	4,107.77	(1,692.23)	70.82	5,330.40
101-41920-321 TELEPHONE/CELLULAR PHONES	1,800.00	1,800.00	360.09	(1,439.91)	20.01	569.58
101-41920-331 TRAVEL/MEALS/LODGING	600.00	600.00	.00	(600.00)	.00	.00
101-41920-334 MILEAGE REIMBURSEMENT	500.00	500.00	.00	(500.00)	.00	.00
101-41920-340 ADVERTISING	200.00	200.00	.00	(200.00)	.00	.00
101-41920-351 LEGAL NOTICES/ORDINANCE PUBLIS	200.00	200.00	.00	(200.00)	.00	.00
101-41920-360 INSURANCE AND BONDS	2,800.00	2,800.00	2,121.24	(678.76)	75.76	3,763.70
TOTAL OTHER CHARGES & SERVIC	12,650.00	13,425.00	9,009.65	(4,415.35)	67.11	254,402.64
<i>MISCELLANEOUS</i>						
101-41920-404 REPAIRS & MAINT LABOR VEH & EQ	250.00	250.00	140.37	(109.63)	56.15	.00
101-41920-409 MAINT CONTRACTS-OFFICE EQUIP	2,900.00	2,900.00	2,685.00	(215.00)	92.59	2,685.00
101-41920-430 MISCELLANEOUS	300.00	300.00	.00	(300.00)	.00	115.10
101-41920-432 CREDIT CARD FEES-BLDG PERMITS	500.00	25.00	8.25	(16.75)	33.00	17.60
101-41920-433 DUES AND SUBSCRIPTIONS	1,400.00	1,400.00	520.00	(880.00)	37.14	397.72
101-41920-440 SCHOOLS & MEETINGS	3,500.00	4,400.00	4,570.50	170.50	103.88	565.00
TOTAL MISCELLANEOUS	8,850.00	9,275.00	7,924.12	(1,350.88)	85.44	3,780.42
TOTAL BUILDING DEPARTMENT	338,505.00	340,005.00	237,161.87	(102,843.13)	69.75	450,005.95

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

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	40,000.00	40,000.00	27,679.80	(12,320.20)	69.20	32,575.47
<i>TOTAL OTHER CHARGES & SERVIC</i>	40,000.00	40,000.00	27,679.80	(12,320.20)	69.20	32,575.47
TOTAL ENGINEERING	40,000.00	40,000.00	27,679.80	(12,320.20)	69.20	32,575.47

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
PLANNING						
<i>PERSONAL SERVICES</i>						
101-41935-101 FULL-TIME EMPLOYEES - REGULAR	200,269.00	204,992.00	149,185.18	(55,806.82)	72.78	176,031.22
101-41935-112 PLANNING COMMISSION PAYMENTS	2,500.00	2,500.00	1,365.00	(1,135.00)	54.60	2,520.00
101-41935-121 PERA (EMPLOYER)	15,374.00	15,374.00	11,188.87	(4,185.13)	72.78	13,164.75
101-41935-122 FICA/MEDICARE (EMPLOYER)	15,684.00	15,684.00	11,176.00	(4,508.00)	71.26	13,134.92
101-41935-131 MEDICAL/DENTAL/LIFE	43,210.00	43,210.00	36,414.76	(6,795.24)	84.27	32,694.42
101-41935-132 PLANNING LONGEVITY PAY	4,723.00	.00	.00	.00	.00	.00
101-41935-133 PLANNING INS DEDUCTIBLE CONTRI	3,750.00	3,750.00	1,897.26	(1,852.74)	50.59	3,070.47
101-41935-151 WORKERS' COMPENSATION PREMIU	2,042.00	2,042.00	1,547.99	(494.01)	75.81	1,009.51
101-41935-154 HRA/FLEX FEES	300.00	300.00	133.25	(166.75)	44.42	130.95
TOTAL PERSONAL SERVICES	287,852.00	287,852.00	212,908.31	(74,943.69)	73.96	241,756.24
<i>SUPPLIES</i>						
101-41935-201 OFFICE SUPPLIES	2,100.00	2,100.00	1,590.12	(509.88)	75.72	2,353.18
101-41935-204 STATIONERY, FORMS & ENVELOPES	150.00	150.00	.00	(150.00)	.00	.00
101-41935-209 SOFTWARE UPDATES	9,300.00	9,300.00	808.00	(8,492.00)	8.69	1,508.32
101-41935-210 MISCELLANEOUS OPER SUPPLIES	200.00	50.00	.00	(50.00)	.00	.00
101-41935-212 GASOLINE/FUEL/LUBRICANTS/ADDIT	350.00	500.00	303.80	(196.20)	60.76	359.94
101-41935-221 REPAIRS & MAINT SUPP-VEH/EQUIP	350.00	350.00	22.81	(327.19)	6.52	6.30
101-41935-240 SMALL TOOLS & MINOR EQUIPMENT	2,500.00	2,500.00	28.97	(2,471.03)	1.16	1,619.27
TOTAL SUPPLIES	14,950.00	14,950.00	2,753.70	(12,196.30)	18.42	5,847.01
<i>OTHER CHARGES & SERVICES</i>						
101-41935-301 PLANNING SPECIAL PROJECTS	2,500.00	2,500.00	56.00	(2,444.00)	2.24	.00
101-41935-304 MISC PROFESSIONAL FEES	1,500.00	1,500.00	.00	(1,500.00)	.00	190.63
101-41935-313 IT MGMT & BACKUP	5,330.00	5,330.00	4,107.77	(1,222.23)	77.07	5,330.40
101-41935-331 TRAVEL/MEALS/LODGING	600.00	600.00	175.36	(424.64)	29.23	202.98
101-41935-334 MILEAGE REIMBURSEMENT	250.00	250.00	.00	(250.00)	.00	.00
101-41935-340 ADVERTISING	200.00	200.00	.00	(200.00)	.00	.00
101-41935-351 LEGAL NOTICE/ORD PUBLISH	1,500.00	1,500.00	113.46	(1,386.54)	7.56	217.08
101-41935-360 INSURANCE AND BONDS	12,000.00	12,000.00	7,855.37	(4,144.63)	65.46	9,961.31
TOTAL OTHER CHARGES & SERVIC	23,880.00	23,880.00	12,307.96	(11,572.04)	51.54	15,902.40
<i>MISCELLANEOUS</i>						
101-41935-404 REPAIRS & MAINT LABOR VEH/EQUI	300.00	300.00	.00	(300.00)	.00	.00
101-41935-409 MAINT CONTRACTS-OFFICE EQUIP	5,100.00	5,100.00	2,990.00	(2,110.00)	58.63	2,990.00
101-41935-430 MISCELLANEOUS	1,000.00	.00	17,945.30	17,945.30	.00	51.36
101-41935-431 PROPERTY SECURING EXP	.00	1,000.00	2,032.26	1,032.26	203.23	872.15
101-41935-433 DUES AND SUBSCRIPTIONS	1,000.00	1,300.00	719.25	(580.75)	55.33	829.60
101-41935-440 SCHOOL AND MEETINGS	2,700.00	2,700.00	2,001.26	(698.74)	74.12	662.00
101-41935-489 OTHER CONTRACTED SERVICES	1,200.00	1,200.00	.00	(1,200.00)	.00	350.00
101-41935-490 FLYOVER PICTURES	5,000.00	5,000.00	.00	(5,000.00)	.00	.00
TOTAL MISCELLANEOUS	16,300.00	16,600.00	25,688.07	9,088.07	154.75	5,755.11

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL PLANNING	342,982.00	343,282.00	253,658.04	(89,623.96)	73.89	269,260.76

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

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	29,193.00	29,905.00	21,845.64	(8,059.36)	73.05	29,731.60
101-41950-102 FULL-TIME EMPLOYEES - OVERTIME	1,000.00	1,000.00	.00	(1,000.00)	.00	.00
101-41950-121 PERA (EMPLOYER)	2,318.00	2,318.00	1,638.42	(679.58)	70.68	2,154.84
101-41950-122 FICA/MEDICARE (EMPLOYER)	2,364.00	2,364.00	1,619.66	(744.34)	68.51	2,198.24
101-41950-131 MEDICAL/DENTAL/LIFE	8,642.00	8,642.00	7,277.94	(1,364.06)	84.22	8,269.92
101-41950-132 LONGEVITY PAY	712.00	.00	.00	.00	.00	.00
101-41950-133 DEDUCTIBLE CONTRIBUTION	750.00	750.00	.00	(750.00)	.00	.00
101-41950-151 WORKERS' COMPENSATION PREMIU	2,518.00	2,518.00	1,918.14	(599.86)	76.18	1,577.48
101-41950-154 HRA/FLEX FEES	100.00	100.00	26.65	(73.35)	26.65	34.00
TOTAL PERSONAL SERVICES	47,597.00	47,597.00	34,326.45	(13,270.55)	72.12	43,966.08
<i>SUPPLIES</i>						
101-41950-212 GASOLINE/FUEL	200.00	200.00	.00	(200.00)	.00	.00
101-41950-215 MAINTENANCE SUPPLIES	9,000.00	9,000.00	3,022.50	(5,977.50)	33.58	5,434.66
101-41950-240 SMALL TOOLS & EQUIPMENT	1,500.00	1,500.00	3,135.84	1,635.84	209.06	262.86
TOTAL SUPPLIES	10,700.00	10,700.00	6,158.34	(4,541.66)	57.55	5,697.52
<i>OTHER SERVICES AND CHARGES</i>						
101-41950-321 TELEPHONE/CELLULAR PHONES	19,000.00	19,000.00	12,513.85	(6,486.15)	65.86	18,633.01
101-41950-360 INSURANCE AND BONDS	2,100.00	2,100.00	2,530.66	430.66	120.51	2,211.55
101-41950-381 ELECTRIC UTILITIES	14,000.00	14,000.00	7,253.55	(6,746.45)	51.81	10,735.67
101-41950-382 WATER/WASTEWATER UTILITIES	5,000.00	5,000.00	4,657.00	(343.00)	93.14	4,059.21
101-41950-383 GAS UTILITIES	7,500.00	7,500.00	3,303.89	(4,196.11)	44.05	8,384.42
TOTAL OTHER SERVICES AND CHA	47,600.00	47,600.00	30,258.95	(17,341.05)	63.57	44,023.86
<i>MISCELLANEOUS</i>						
101-41950-401 REPAIRS & MAINT LABOR - BLDGS	37,000.00	37,000.00	15,487.45	(21,512.55)	41.86	32,897.33
101-41950-409 MAINT CONTRACTS - OFFICE EQUIP	4,800.00	4,800.00	4,553.00	(247.00)	94.85	4,513.00
101-41950-413 RENTALS - OFFICE EQUIPMENT	12,000.00	12,000.00	4,748.60	(7,251.40)	39.57	8,354.47
101-41950-430 MISCELLANEOUS	499.00	499.00	493.19	(5.81)	98.84	397.52
TOTAL MISCELLANEOUS	54,299.00	54,299.00	25,282.24	(29,016.76)	46.56	46,162.32
TOTAL NEW CITY HALL BUILDING	160,196.00	160,196.00	96,025.98	(64,170.02)	59.94	139,849.78

CITY OF CAMBRIDGE
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FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
POLICE DEPARTMENT						
<i>PERSONAL SERVICES</i>						
101-42100-101 FULL-TIME EMPLOYEES - REGULAR	1,522,958.00	1,574,610.00	1,045,620.42	(528,989.58)	66.41	1,423,095.40
101-42100-102 FULL-TIME EMPLOYEES - OVERTIME	100,000.00	100,000.00	81,011.03	(18,988.97)	81.01	111,180.21
101-42100-104 TEMP/SEAS EMPLOYEES - REGULAR	20,000.00	20,000.00	1,181.20	(18,818.80)	5.91	3,426.83
101-42100-110 HOURS WORKED HOLIDAY	35,000.00	35,000.00	21,842.76	(13,157.24)	62.41	29,342.97
101-42100-117 SHIFT DIFFERENTIAL	9,636.00	9,636.00	7,578.00	(2,058.00)	78.64	11,300.30
101-42100-121 PERA (EMPLOYER)	295,203.00	295,203.00	190,559.65	(104,643.35)	64.55	265,911.94
101-42100-122 FICA/MEDICARE (EMPLOYER)	32,905.00	32,905.00	21,833.27	(11,071.73)	66.35	29,608.66
101-42100-131 MEDICAL/DENTAL/LIFE (EMPLOYER)	362,717.00	330,000.00	264,207.76	(65,792.24)	80.06	310,671.70
101-42100-132 POLICE LONGEVITY PAY	51,652.00	.00	.00	.00	.00	.00
101-42100-133 POLICE INS DEDUCTIBLE CONTRIB	28,500.00	28,500.00	8,998.95	(19,501.05)	31.58	11,250.66
101-42100-151 WORKERS' COMPENSATION PREMIU	193,926.00	193,926.00	129,185.68	(64,740.32)	66.62	89,182.17
101-42100-154 HRA/FLEX FEES	1,600.00	1,600.00	917.10	(682.90)	57.32	1,235.90
TOTAL PERSONAL SERVICES	2,654,097.00	2,621,380.00	1,772,935.82	(848,444.18)	67.63	2,286,206.74
<i>SUPPLIES</i>						
101-42100-201 OFFICE SUPPLIES - ACCESSORIES	2,000.00	2,000.00	691.73	(1,308.27)	34.59	2,512.69
101-42100-202 DUPLICATING & COPYING SUPPLIES	1,500.00	1,500.00	170.03	(1,329.97)	11.34	481.13
101-42100-209 SOFTWARE UPDATES	3,500.00	3,500.00	518.00	(2,982.00)	14.80	250.00
101-42100-210 MISCELLANEOUS OPER SUPPLIES	3,000.00	3,000.00	3,284.75	284.75	109.49	2,357.63
101-42100-212 GASOLINE/FUEL/LUB/ADDITIVES	50,000.00	60,000.00	34,377.55	(25,622.45)	57.30	54,831.37
101-42100-213 AMMUNITION	4,500.00	4,500.00	4,498.91	(1.09)	99.98	2,493.12
101-42100-214 CRIME SCENE SUPPLIES	4,000.00	4,000.00	136.84	(3,863.16)	3.42	478.46
101-42100-217 PROMOTIONAL EVENTS/MCGRUFF E	4,000.00	4,000.00	1,765.09	(2,234.91)	44.13	5,088.27
101-42100-221 REPAIR & MAINT SUPP - VEH/EQ	15,000.00	20,000.00	18,839.11	(1,160.89)	94.20	15,178.57
101-42100-231 UNIFORM ALLOWANCE	22,000.00	22,000.00	11,692.89	(10,307.11)	53.15	26,029.52
101-42100-232 UNIFORMS-RESERVES	1,800.00	1,800.00	.00	(1,800.00)	.00	.00
101-42100-240 SMALL TOOLS AND MINOR EQUIP	20,800.00	20,800.00	9,123.81	(11,676.19)	43.86	18,280.01
TOTAL SUPPLIES	132,100.00	147,100.00	85,098.71	(62,001.29)	57.85	127,980.77
<i>OTHER SERVICES AND CHARGES</i>						
101-42100-304 MISC PROFESSIONAL SERVICES	7,500.00	7,500.00	10,067.43	2,567.43	134.23	13,597.18
101-42100-313 IT MGMT & BACKUP	25,000.00	25,000.00	18,237.53	(6,762.47)	72.95	23,985.60
101-42100-321 TELEPHONE/CELLULAR PHONES	14,500.00	10,000.00	7,161.61	(2,838.39)	71.62	13,394.51
101-42100-322 POSTAGE	600.00	600.00	.00	(600.00)	.00	342.20
101-42100-331 TRAVEL/MEALS/LODGING	2,000.00	2,300.00	2,515.68	215.68	109.38	2,071.49
101-42100-334 MILEAGE REIMBURSEMENT	500.00	200.00	603.26	403.26	301.63	171.41
101-42100-340 ADVERTISING	100.00	100.00	.00	(100.00)	.00	.00
101-42100-360 INSURANCE AND BONDS	63,500.00	63,500.00	48,101.48	(15,398.52)	75.75	59,961.60
101-42100-381 ELECTRIC UTILITIES	6,800.00	6,800.00	3,725.13	(3,074.87)	54.78	5,521.20
101-42100-383 GAS UTILITIES	4,000.00	4,000.00	1,627.30	(2,372.70)	40.68	4,129.65
TOTAL OTHER SERVICES AND CHA	124,500.00	120,000.00	92,039.42	(27,960.58)	76.70	123,174.84

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>						
101-42100-404 REPAIR & MAINT LABOR - VEH/EQ	10,000.00	15,000.00	15,121.84	121.84	100.81	11,325.77
101-42100-409 MAINT CONTRACTS - EQUIPMENT	26,000.00	26,000.00	20,865.91	(5,134.09)	80.25	20,928.43
101-42100-410 POLICE RESERVE ACTIVITY	1,000.00	1,000.00	.00	(1,000.00)	.00	.00
101-42100-411 POLICE-AUTO PAWN SERVICE	2,400.00	3,500.00	2,819.00	(681.00)	80.54	2,442.13
101-42100-432 CREDIT CARD FEES-POLICE DEPT	50.00	50.00	.00	(50.00)	.00	.00
101-42100-433 DUES AND SUBSCRIPTIONS	15,000.00	27,000.00	23,222.69	(3,777.31)	86.01	14,225.36
101-42100-440 SCHOOLS AND MEETINGS	14,000.00	11,000.00	9,047.60	(1,952.40)	82.25	11,504.05
<i>TOTAL MISCELLANEOUS</i>	<i>68,450.00</i>	<i>83,550.00</i>	<i>71,077.04</i>	<i>(12,472.96)</i>	<i>85.07</i>	<i>60,425.74</i>
TOTAL POLICE DEPARTMENT	2,979,147.00	2,972,030.00	2,021,150.99	(950,879.01)	68.01	2,597,788.09

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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 FULL-TIME EMPLOYEES - REGULAR	102,294.00	104,510.00	76,357.60	(28,152.40)	73.06	98,683.73
101-42200-103 PART-TIME EMPLOYEES - REGULAR	75,000.00	75,000.00	54,490.00	(20,510.00)	72.65	62,881.00
101-42200-121 PERA (EMPLOYER)	18,498.00	18,498.00	13,515.37	(4,982.63)	73.06	17,197.79
101-42200-122 FICA/MEDICARE (EMPLOYER)	7,252.00	7,252.00	5,246.18	(2,005.82)	72.34	6,276.20
101-42200-131 MEDICAL/DENTAL/LIFE INS	17,282.00	17,282.00	14,584.35	(2,697.65)	84.39	16,578.00
101-42200-132 FIRE LONGEVITY PAY	2,216.00	.00	.00	.00	.00	.00
101-42200-133 DEDUCTIBLE CONTRIBUTION	1,500.00	1,500.00	.00	(1,500.00)	.00	225.00
101-42200-151 WORKERS' COMPENSATION PREMIU	54,988.00	54,988.00	39,503.71	(15,484.29)	71.84	37,549.89
101-42200-154 HRA/FLEX FEES	150.00	150.00	53.30	(96.70)	35.53	68.00
TOTAL PERSONAL SERVICES	279,180.00	279,180.00	203,750.51	(75,429.49)	72.98	239,459.61
<i>SUPPLIES</i>						
101-42200-201 OFFICE SUPPLIES - ACCESSORIES	50.00	50.00	138.50	88.50	277.00	70.32
101-42200-210 MISCELLANEOUS OPER SUPPLIES	9,500.00	9,500.00	8,136.47	(1,363.53)	85.65	7,249.30
101-42200-212 GASOLINE/FUEL/LUB/ADDITIVES	8,500.00	12,000.00	4,894.39	(7,105.61)	40.79	9,349.97
101-42200-215 SHOP MAINTENANCE SUPPLIES	200.00	200.00	.00	(200.00)	.00	.00
101-42200-221 REPAIR & MAINT SUPP - VEH/EQ	20,000.00	20,000.00	16,831.53	(3,168.47)	84.16	10,778.52
101-42200-223 REPAIR & MAINT SUPP - BLDGS	2,000.00	2,000.00	384.12	(1,615.88)	19.21	115.89
101-42200-231 UNIFORM ALLOWANCE	10,000.00	27,000.00	20,617.23	3,617.23	113.40	15,669.15
101-42200-232 UNIFORM ALLOWANCE GRANT FUND	.00	.00	.00	.00	.00	23,056.28
101-42200-240 FIRE DEPT SMALL TOOLS	10,000.00	10,000.00	3,507.84	(6,492.16)	35.08	791.80
TOTAL SUPPLIES	60,250.00	80,750.00	64,510.08	(16,239.92)	79.89	67,081.23
<i>OTHER SERVICES AND CHARGES</i>						
101-42200-304 MISC PROFESSIONAL SERVICES	15,000.00	15,000.00	15,724.95	724.95	104.83	15,188.65
101-42200-306 FIRE RELIEF PENSION PASS THRU	.00	.00	.00	.00	.00	99,739.59
101-42200-307 CITY FUNDED PENSION CONTRIB	10,000.00	10,000.00	6,031.00	(3,969.00)	60.31	10,000.00
101-42200-313 IT MGMT & BACKUP	5,600.00	5,600.00	4,107.77	(1,492.23)	73.35	5,330.40
101-42200-321 TELEPHONE/CELLULAR PHONES	1,400.00	1,400.00	675.18	(724.82)	48.23	900.34
101-42200-331 TRAVEL/MEALS/LODGING	1,000.00	1,000.00	963.99	(36.01)	96.40	934.84
101-42200-334 MILEAGE REIMBURSEMENT	300.00	400.00	360.25	(39.75)	90.06	.00
101-42200-340 ADVERTISING	250.00	375.00	615.00	240.00	164.00	119.60
101-42200-360 INSURANCE AND BONDS	7,500.00	7,500.00	6,806.63	(693.37)	90.76	7,747.17
101-42200-381 ELECTRIC UTILITIES	18,000.00	18,000.00	9,915.47	(8,084.53)	55.09	14,881.68
101-42200-382 WATER/WASTEWATER UTILITIES	600.00	600.00	462.42	(137.58)	77.07	404.03
101-42200-383 GAS UTILITIES	5,000.00	5,000.00	4,266.88	(733.12)	85.34	4,032.06
TOTAL OTHER SERVICES AND CHA	64,650.00	64,875.00	49,929.54	(14,945.46)	76.96	159,278.36

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	2,500.00	2,500.00	871.20	(1,628.80)	34.85	912.50
101-42200-404 REPAIR & MAINT LABOR - VEH/EQ	16,000.00	16,000.00	9,672.86	(6,327.14)	60.46	5,991.74
101-42200-433 DUES AND SUBSCRIPTIONS	1,700.00	1,700.00	1,235.00	(465.00)	72.65	1,235.00
101-42200-440 SCHOOLS AND MEETINGS	6,000.00	6,000.00	.00	(6,000.00)	.00	2,635.00
101-42200-441 GRANT FUNDED SCHOOLS	.00	1,740.00	5,540.00	3,800.00	318.39	11,036.25
<i>TOTAL MISCELLANEOUS</i>	<u>26,200.00</u>	<u>27,940.00</u>	<u>17,319.06</u>	<u>(10,620.94)</u>	<u>61.99</u>	<u>21,810.49</u>
TOTAL FIRE DEPARTMENT	<u><u>430,280.00</u></u>	<u><u>452,745.00</u></u>	<u><u>335,509.19</u></u>	<u><u>(117,235.81)</u></u>	<u><u>74.11</u></u>	<u><u>487,629.69</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	100.00	100.00	.00	(100.00)	.00	.00
101-42300-210 MISCELLANEOUS OPER SUPPLIES	500.00	500.00	500.00	.00	100.00	257.28
101-42300-240 SMALL TOOLS AND MINOR EQUIP	1,500.00	1,500.00	837.94	(662.06)	55.86	2,186.62
<i>TOTAL SUPPLIES</i>	2,100.00	2,100.00	1,337.94	(762.06)	63.71	2,443.90
<i>OTHER SERVICES AND CHARGES</i>						
101-42300-331 TRAVEL/MEALS/LODGING	300.00	300.00	.00	(300.00)	.00	.00
<i>TOTAL OTHER SERVICES AND CHA</i>	300.00	300.00	.00	(300.00)	.00	.00
<i>MISCELLANEOUS</i>						
101-42300-433 DUES AND SUBSCRIPTIONS	200.00	305.00	305.00	.00	100.00	305.00
101-42300-440 SCHOOLS AND MEETINGS	500.00	500.00	.00	(500.00)	.00	.00
101-42300-489 OTHER CONTRACTED SERVICES	1,500.00	1,500.00	875.00	(625.00)	58.33	775.00
<i>TOTAL MISCELLANEOUS</i>	2,200.00	2,305.00	1,180.00	(1,125.00)	51.19	1,080.00
<i>FUNCTION 9</i>						
101-42300-999 COVID 19 EMERGENCY MANAGEMEN	.00	.00	80.80	80.80	.00	371.68
<i>TOTAL FUNCTION 9</i>	.00	.00	80.80	80.80	.00	371.68
TOTAL EMERGENCY MANAGEMENT	4,600.00	4,705.00	2,598.74	(2,106.26)	55.23	3,895.58

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	5,000.00	5,000.00	3,600.00	(1,400.00)	72.00	4,800.00
<i>TOTAL OTHER SERVICES & CHARG</i>	5,000.00	5,000.00	3,600.00	(1,400.00)	72.00	4,800.00
TOTAL ANIMAL CONTROL	5,000.00	5,000.00	3,600.00	(1,400.00)	72.00	4,800.00

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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	666,576.00	692,666.00	516,835.51	(175,830.49)	74.62	655,415.19
101-43001-102 FULL-TIME EMPLOYEES - OVERTIME	5,000.00	5,000.00	4,914.20	(85.80)	98.28	5,059.49
101-43001-104 TEMP/SEAS EMPLOYEES REGULAR	52,064.00	52,064.00	30,681.69	(21,382.31)	58.93	16,449.21
101-43001-105 TEMP/SEAS EMPLOYEES - OVERTIME	.00	100.00	24.41	(75.59)	24.41	119.00
101-43001-111 OVERTIME-SNOWPLOWING	38,000.00	38,000.00	37,264.54	(735.46)	98.06	28,366.02
101-43001-112 OVERTIME MOSQUITO SPRAYING	2,000.00	2,000.00	391.77	(1,608.23)	19.59	646.57
101-43001-115 CALL-IN PAY	.00	500.00	293.37	(206.63)	58.67	704.67
101-43001-121 PERA (EMPLOYER)	55,324.00	55,324.00	42,111.34	(13,212.66)	76.12	51,531.00
101-43001-122 FICA/MEDICARE (EMPLOYER)	60,414.00	60,414.00	44,201.23	(16,212.77)	73.16	52,615.99
101-43001-123 CENTRAL PENSION FUND CONTRIB	16,640.00	16,640.00	12,341.24	(4,298.76)	74.17	16,261.65
101-43001-131 MEDICAL/DENTAL/LIFE (EMPLOYER)	146,289.00	146,289.00	127,744.07	(18,544.93)	87.32	143,776.17
101-43001-132 STREETS LONGEVITY PAY	26,090.00	.00	.00	.00	.00	.00
101-43001-133 STREETS INS DEDUCTIBLE CONTRIB	14,500.00	14,500.00	5,570.31	(8,929.69)	38.42	5,325.45
101-43001-151 WORKERS' COMPENSATION PREMIU	82,030.00	82,030.00	57,104.93	(24,925.07)	69.61	42,435.54
101-43001-154 HRA/FLEX FEES	750.00	750.00	523.54	(226.46)	69.81	669.80
TOTAL PERSONAL SERVICES	1,165,677.00	1,166,277.00	880,002.15	(286,274.85)	75.45	1,019,375.75
<i>SUPPLIES</i>						
101-43001-201 OFFICE SUPPLIES-ACCESSORIES	1,500.00	1,500.00	.00	(1,500.00)	.00	395.48
101-43001-202 DUPLICATING AND COPYING SUPPLI	200.00	200.00	.00	(200.00)	.00	178.14
101-43001-204 STATIONERY, FORMS & ENVELOPES	200.00	200.00	.00	(200.00)	.00	.00
101-43001-209 SOFTWARE UPDATES	500.00	500.00	.00	(500.00)	.00	24.48
101-43001-210 MISCELLANEOUS OPER SUPPLIES	10,000.00	10,000.00	12,097.18	2,097.18	120.97	14,682.72
101-43001-212 GASOLINE/FUEL/LUB/ADDITIVES	55,000.00	80,000.00	53,549.06	(26,450.94)	66.94	82,026.31
101-43001-215 SHOP MAINTENANCE SUPPLIES	1,500.00	1,500.00	.00	(1,500.00)	.00	1,359.64
101-43001-219 SNOW REMOVAL MATERIALS	70,000.00	70,000.00	60,626.00	(9,374.00)	86.61	68,876.54
101-43001-221 REPAIR & MAINT SUPP-VEH/EQ	75,000.00	75,000.00	85,854.72	10,854.72	114.47	82,243.15
101-43001-224 REPAIR & MAINT-INFRASTRUCTURE	15,000.00	28,000.00	18,429.77	(9,570.23)	65.82	17,660.86
101-43001-226 SIGNS	15,000.00	15,000.00	3,915.40	(11,084.60)	26.10	11,012.30
101-43001-240 SMALL TOOLS AND MINOR EQUIP	12,000.00	12,000.00	10,092.95	(1,907.05)	84.11	10,275.52
TOTAL SUPPLIES	255,900.00	293,900.00	244,565.08	(49,334.92)	83.21	288,735.14

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

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>OTHER SERVICES AND CHARGES</i>						
101-43001-304 MISC PROFESSIONAL FEES	3,500.00	3,500.00	2,962.79	(537.21)	84.65	2,406.30
101-43001-313 IT MGMT & BACKUP	4,000.00	5,600.00	4,870.07	(729.93)	86.97	6,608.15
101-43001-321 TELEPHONE/CELLULAR PHONES	6,000.00	6,000.00	3,254.01	(2,745.99)	54.23	4,757.69
101-43001-331 TRAVEL/MEALS/LODGING	500.00	500.00	.00	(500.00)	.00	.00
101-43001-334 MILEAGE REIMBURSEMENT	200.00	200.00	.00	(200.00)	.00	.00
101-43001-340 ADVERTISING	400.00	400.00	11.03	(388.97)	2.76	744.25
101-43001-360 INSURANCE AND BONDS	19,000.00	19,000.00	12,775.37	(6,224.63)	67.24	16,799.30
101-43001-381 ELECTRIC UTILITIES	8,000.00	8,000.00	5,421.25	(2,578.75)	67.77	7,090.98
101-43001-382 WATER/WASTEWATER UTILITIES	3,200.00	3,200.00	2,436.99	(763.01)	76.16	3,026.75
101-43001-383 GAS UTILITIES	14,000.00	18,000.00	16,846.68	(1,153.32)	93.59	18,035.72
101-43001-384 REFUSE HAULING	3,500.00	3,500.00	2,656.59	(843.41)	75.90	1,963.09
101-43001-386 EV CHARGING STATION POWER	.00	10,000.00	7,975.50	(2,024.50)	79.76	.00
TOTAL OTHER SERVICES AND CHA	62,300.00	77,900.00	59,210.28	(18,689.72)	76.01	61,432.23
<i>MISCELLANEOUS</i>						
101-43001-401 REPAIR & MAINT LABOR-BLDGS	2,000.00	2,000.00	444.00	(1,556.00)	22.20	1,519.00
101-43001-404 REPAIR & MAINT LABOR-VEH/EQ	5,000.00	10,000.00	9,059.08	(940.92)	90.59	13,487.67
101-43001-405 EMERG MGMT REP & MAINT	700.00	.00	.00	.00	.00	.00
101-43001-406 PAINTING AND STRIPING	30,000.00	30,000.00	27,652.28	(2,347.72)	92.17	24,103.55
101-43001-407 BRIDGE REPAIR	2,000.00	2,000.00	.00	(2,000.00)	.00	.00
101-43001-408 SIDEWALK REPAIRS	5,000.00	5,000.00	6,800.00	1,800.00	136.00	2,432.00
101-43001-413 BNSF PARKING LEASE	3,100.00	3,384.00	3,383.24	(.76)	99.98	3,284.69
101-43001-414 EQUIPMENT RENTAL	8,000.00	8,000.00	5,000.00	(3,000.00)	62.50	6,571.87
101-43001-417 RENTALS - UNIFORMS	8,000.00	8,000.00	6,797.98	(1,202.02)	84.97	8,717.17
101-43001-430 MISCELLANEOUS	1,000.00	1,000.00	.00	(1,000.00)	.00	.00
101-43001-433 DUES AND SUBSCRIPTIONS	1,000.00	1,000.00	459.25	(540.75)	45.93	789.55
101-43001-440 SCHOOLS AND MEETINGS	1,500.00	1,500.00	565.00	(935.00)	37.67	120.00
101-43001-443 CITY GARDEN/FLOWER OPER EXP	1,000.00	405.00	404.64	(.36)	99.91	.00
101-43001-444 INSECT CONTROL	18,000.00	18,000.00	14,077.86	(3,922.14)	78.21	9,942.11
101-43001-445 DISEASED TREE PROGRAM	15,000.00	22,000.00	11,015.25	(10,984.75)	50.07	4,707.00
101-43001-446 WEED CONTROL	5,000.00	5,000.00	2,703.87	(2,296.13)	54.08	3,533.13
101-43001-447 DOWNTOWN DECORATIONS	15,000.00	10,000.00	626.49	(9,373.51)	6.26	12,856.12
101-43001-449 SOD REPLACEMENT PROJECT	5,000.00	5,000.00	.00	(5,000.00)	.00	.00
101-43001-489 OTHER CONTRACTED SERVICES	15,000.00	20,000.00	14,060.12	(5,939.88)	70.30	17,236.24
TOTAL MISCELLANEOUS	141,300.00	152,289.00	103,049.06	(49,239.94)	67.67	109,300.10
TOTAL STREETS	1,625,177.00	1,690,366.00	1,286,826.57	(403,539.43)	76.13	1,478,843.22

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

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	167,918.00	172,121.00	109,866.22	(62,254.78)	63.83	137,890.73
101-45200-102 FULL-TIME EMPLOYEES - OVERTIME	2,000.00	2,000.00	301.03	(1,698.97)	15.05	278.95
101-45200-104 TEMP/SEAS EMPLOYEES - REGULAR	42,778.00	42,778.00	29,600.27	(13,177.73)	69.20	25,538.42
101-45200-105 TEMP/SEAS EMPLOYEES - OVERTIME	.00	.00	.00	.00	.00	66.78
101-45200-112 PARKS & REC COMM STIPENDS	3,000.00	3,000.00	560.00	(2,440.00)	18.67	947.50
101-45200-121 PERA (EMPLOYER)	13,059.00	13,059.00	8,262.55	(4,796.45)	63.27	10,429.84
101-45200-122 FICA/MEDICARE (EMPLOYER)	16,819.00	16,819.00	10,489.94	(6,329.06)	62.37	12,237.71
101-45200-123 CENTRAL PENSION FUND CONTRIB	4,160.00	4,160.00	2,534.19	(1,625.81)	60.92	3,379.44
101-45200-131 MEDICAL/DENTAL/LIFE	38,686.00	38,686.00	29,544.20	(9,141.80)	76.37	29,910.77
101-45200-132 PARKS LONGEVITY PAY	4,203.00	.00	.00	.00	.00	.00
101-45200-133 PARKS INSUR DEDUCTIBLE CONTRIB	3,750.00	3,750.00	25.00	(3,725.00)	.67	1,394.47
101-45200-151 WORKERS' COMPENSATION PREMIU	17,489.00	17,489.00	12,201.80	(5,287.20)	69.77	7,255.34
101-45200-154 HRA/FLEX FEES	.00	120.00	119.87	(.13)	99.89	143.75
TOTAL PERSONAL SERVICES	313,862.00	313,982.00	203,505.07	(110,476.93)	64.81	229,473.70
<i>SUPPLIES</i>						
101-45200-210 MISCELLANEOUS OPER SUPPLIES	12,000.00	12,000.00	8,639.15	(3,360.85)	71.99	6,635.62
101-45200-212 GASOLINE/FUEL/LUB/ADDITIVES	15,000.00	20,000.00	12,927.93	(7,072.07)	64.64	18,220.68
101-45200-221 REPAIR & MAINT SUPP - VEH/EQ	10,000.00	10,000.00	5,706.59	(4,293.41)	57.07	15,421.58
101-45200-223 REPAIR & MAINT SUPP - BLDG/INF	15,000.00	25,000.00	25,993.96	993.96	103.98	17,453.31
101-45200-226 SIGNS	1,000.00	1,000.00	.00	(1,000.00)	.00	1,110.38
101-45200-228 ADOPT A PARK SUPPLIES	.00	.00	505.76	505.76	.00	.00
101-45200-230 MASTER GARDENERS SUPPLIES	1,000.00	192.00	191.74	(.26)	99.86	348.90
101-45200-240 SMALL TOOLS & MINOR EQUIP	4,000.00	4,000.00	3,687.37	(312.63)	92.18	1,611.98
TOTAL SUPPLIES	58,000.00	72,192.00	57,652.50	(14,539.50)	79.86	60,802.45
<i>OTHER SERVICES AND CHARGES</i>						
101-45200-304 PROFESSIONAL SERV-PARK STUDY	1,000.00	1,000.00	934.32	(65.68)	93.43	990.90
101-45200-305 PARK CONTRACTED SERVICES	500.00	500.00	.00	(500.00)	.00	800.00
101-45200-321 TELEPHONE/CELLULAR PHONES	1,000.00	1,000.00	552.40	(447.60)	55.24	828.18
101-45200-340 ADVERTISING	200.00	200.00	.00	(200.00)	.00	.00
101-45200-351 LEGAL NOTICES/ORD PUBLISHING	200.00	200.00	.00	(200.00)	.00	30.98
101-45200-360 INSURANCE AND BONDS	32,000.00	32,000.00	11,144.61	(20,855.39)	34.83	24,261.60
101-45200-381 ELECTRIC UTILITIES	75,000.00	75,000.00	58,022.07	(16,977.93)	77.36	60,100.37
101-45200-382 WATER/WASTEWATER UTILITIES	15,000.00	15,000.00	4,913.95	(10,086.05)	32.76	3,805.76
101-45200-383 GAS UTILITIES	2,000.00	2,000.00	1,008.49	(991.51)	50.42	1,087.39
101-45200-384 REFUSE HAULING	500.00	500.00	351.20	(148.80)	70.24	351.20
101-45200-386 EV CHARGING STATION POWER	2,500.00	2,500.00	.00	(2,500.00)	.00	.00
TOTAL OTHER SERVICES AND CHA	129,900.00	129,900.00	76,927.04	(52,972.96)	59.22	92,256.38

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

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	6,000.00	6,000.00	5,556.15	(443.85)	92.60	9,728.09
101-45200-415 RENTALS - OTHER EQUIPMENT	9,000.00	9,000.00	5,267.00	(3,733.00)	58.52	8,446.11
101-45200-417 RENTALS - UNIFORMS	800.00	800.00	719.87	(80.13)	89.98	911.30
101-45200-445 WEED CONTROL AND FERTILIZER	20,000.00	20,000.00	6,937.88	(13,062.12)	34.69	6,964.74
101-45200-485 PROPERTY TAXES	.00	.00	6,394.00	6,394.00	.00	.00
101-45200-495 SKI TRAIL MAINTENANCE AGREEMEN	5,000.00	5,000.00	3,675.00	(1,325.00)	73.50	2,435.50
101-45200-496 PARKS ARTS & PROGRAMMING	30,000.00	30,000.00	22,791.63	(7,208.37)	75.97	26,882.75
<i>TOTAL MISCELLANEOUS</i>	70,800.00	70,800.00	51,341.53	(19,458.47)	72.52	55,368.49
TOTAL PARKS & RECREATION	572,562.00	586,874.00	389,426.14	(197,447.86)	66.36	437,901.02

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
LIBRARY						
<i>SUPPLIES</i>						
101-45400-210 MISCELLANEOUS OPER SUPPLIES	3,500.00	3,500.00	3,303.72	(196.28)	94.39	5,906.18
101-45400-223 REPAIR & MAINT SUPP - BLDG/INF	5,000.00	5,000.00	1,796.08	(3,203.92)	35.92	1,033.64
101-45400-240 SMALL TOOLS & MINOR EQUIP	1,000.00	1,500.00	1,224.60	(275.40)	81.64	.00
<i>TOTAL SUPPLIES</i>	<u>9,500.00</u>	<u>10,000.00</u>	<u>6,324.40</u>	<u>(3,675.60)</u>	<u>63.24</u>	<u>6,939.82</u>
<i>OTHER SERVICES AND CHARGES</i>						
101-45400-360 INSURANCE AND BONDS	5,500.00	5,500.00	7,263.18	1,763.18	132.06	5,897.55
101-45400-381 ELECTRIC UTILITIES	34,000.00	34,000.00	22,828.49	(11,171.51)	67.14	32,713.28
101-45400-382 WATER/WASTEWATER UTILITIES	2,500.00	2,500.00	3,152.56	652.56	126.10	2,564.98
101-45400-383 GAS UTILITIES	6,000.00	6,000.00	6,023.58	23.58	100.39	6,790.67
101-45400-384 REFUSE HAULING	1,800.00	1,800.00	513.20	(1,286.80)	28.51	901.48
<i>TOTAL OTHER SERVICES AND CHA</i>	<u>49,800.00</u>	<u>49,800.00</u>	<u>39,781.01</u>	<u>(10,018.99)</u>	<u>79.88</u>	<u>48,867.96</u>
<i>MISCELLANEOUS</i>						
101-45400-401 REPAIR & MAINT LABOR - BLDGS	4,000.00	4,000.00	2,604.99	(1,395.01)	65.12	1,217.04
101-45400-404 REPAIR & MAINT LABOR-CAMB LIBR	60,000.00	60,000.00	32,706.21	(27,293.79)	54.51	56,634.74
101-45400-409 MAINT CONTRACTS - BLDG & EQUIP	5,000.00	5,000.00	3,057.94	(1,942.06)	61.16	4,273.37
101-45400-430 MISCELLANEOUS	500.00	500.00	.00	(500.00)	.00	.00
<i>TOTAL MISCELLANEOUS</i>	<u>69,500.00</u>	<u>69,500.00</u>	<u>38,369.14</u>	<u>(31,130.86)</u>	<u>55.21</u>	<u>62,125.15</u>
TOTAL LIBRARY	<u><u>128,800.00</u></u>	<u><u>129,300.00</u></u>	<u><u>84,474.55</u></u>	<u><u>(44,825.45)</u></u>	<u><u>65.33</u></u>	<u><u>117,932.93</u></u>

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

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	543,211.00	714,484.00	714,484.00	.00	100.00	1,659,767.77
<i>TOTAL TRANSFERS</i>	<u>543,211.00</u>	<u>714,484.00</u>	<u>714,484.00</u>	<u>.00</u>	<u>100.00</u>	<u>1,659,767.77</u>
TOTAL TRANSFERS OUT	<u><u>543,211.00</u></u>	<u><u>714,484.00</u></u>	<u><u>714,484.00</u></u>	<u><u>.00</u></u>	<u><u>100.00</u></u>	<u><u>1,659,767.77</u></u>

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	8,159,123.00	8,428,211.00	6,139,470.46			8,535,044.22
NET REVENUES OVER EXPENDITURE	.00	.00	(868,460.68)			168,648.76

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

FUND 211 - AIRPORT OPERATING FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
REVENUE						
INTERGOVERNMENTAL REVENUES	.00	.00	11,054.00	(11,054.00)	.00	33,946.00
CHARGES FOR SERVICES	87,000.00	87,000.00	76,882.21	10,117.79	88.37	130,748.43
OTHER FINANCING SOURCES	45,883.00	45,883.00	45,883.00	.00	100.00	.00
TOTAL FUND REVENUE	132,883.00	132,883.00	133,819.21	(936.21)	100.70	164,694.43
EXPENDITURES						
AIRPORT OPERATING						
AIRPORT OPERATING	132,883.00	132,883.00	83,652.75	49,230.25	62.95	157,546.11
TOTAL AIRPORT OPERATING	132,883.00	132,883.00	83,652.75	49,230.25	62.95	157,546.11
TOTAL FUND EXPENDITURES	132,883.00	132,883.00	83,652.75	49,230.25	62.95	157,546.11
NET REVENUE OVER EXPENDITURES	.00	.00	50,166.46	(50,166.46)		7,148.32

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

FUND 211 - AIRPORT OPERATING FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	. PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>						
211-33180 AIRPORT ARPA A3001-C3 GRANTREV	.00	.00	11,054.00	(11,054.00)	.00	20,946.00
211-33181 AIRPORT CRRSA3001-C2 GRANT REV	.00	.00	.00	.00	.00	13,000.00
TOTAL INTERGOVERNMENTAL REVE	.00	.00	11,054.00	(11,054.00)	.00	33,946.00
<u>CHARGES FOR SERVICES</u>						
211-34920 HANGER LEASE & TIE DOWN FEES	14,000.00	14,000.00	13,437.30	562.70	95.98	13,212.30
211-34921 MAINT REIMBURSEMENT - STATE	21,000.00	21,000.00	9,512.25	11,487.75	45.30	42,639.75
211-34925 AIRPLANE FUEL SALES	52,000.00	52,000.00	53,932.66	(1,932.66)	103.72	74,896.38
TOTAL CHARGES FOR SERVICES	87,000.00	87,000.00	76,882.21	10,117.79	88.37	130,748.43
<u>OTHER FINANCING SOURCES</u>						
211-39203 TRANSFERS IN - OPERATING	45,883.00	45,883.00	45,883.00	.00	100.00	.00
TOTAL OTHER FINANCING SOURCES	45,883.00	45,883.00	45,883.00	.00	100.00	.00
TOTAL FUND REVENUE	132,883.00	132,883.00	133,819.21			164,694.43

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

FUND 211 - AIRPORT OPERATING FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
AIRPORT OPERATING						
<i>PERSONAL SERVICES</i>						
211-49000-101 FULL-TIME EMPLOYEES - REGULAR	14,495.00	14,495.00	13,233.51	(1,261.49)	91.30	22,146.36
211-49000-104 TEMP/SEAS EMPLOYEES - REGULAR	20,000.00	20,000.00	.00	(20,000.00)	.00	.00
211-49000-111 OVERTIME SNOWPLOWING	.00	.00	411.79	411.79	.00	116.01
211-49000-121 PERA (EMPLOYER)	2,587.00	2,587.00	998.29	(1,588.71)	38.59	1,663.22
211-49000-122 FICA/MEDICARE (EMPLOYER)	2,639.00	2,639.00	991.94	(1,647.06)	37.59	1,659.51
211-49000-123 CENTRAL PENSION FUND CONTRIB	500.00	500.00	49.95	(450.05)	9.99	217.12
211-49000-131 MEDICAL/DENTAL/LIFE	2,577.00	2,577.00	2,177.87	(399.13)	84.51	2,473.80
211-49000-132 PARKS LONGEVITY PAY	683.00	683.00	.00	(683.00)	.00	.00
211-49000-133 AIRPORT INS DEDUCTIBLE CONTRIB	180.00	180.00	.00	(180.00)	.00	.00
211-49000-151 WORKERS' COMPENSATION PREMIU	1,583.00	1,583.00	.00	(1,583.00)	.00	.00
TOTAL PERSONAL SERVICES	45,244.00	45,244.00	17,863.35	(27,380.65)	39.48	28,276.02
<i>SUPPLIES</i>						
211-49000-210 MISCELLANEOUS OPER SUPPLIES	1,000.00	1,000.00	611.06	(388.94)	61.11	549.86
211-49000-212 GASOLINE/FUEL/ADDATIVES	100.00	100.00	.00	(100.00)	.00	.00
211-49000-215 SHOP MAINTENANCE SUPPLIES	500.00	500.00	.00	(500.00)	.00	.00
211-49000-221 REPAIR/MAINT VEHICLES & EQUIP	5,000.00	5,000.00	8,559.27	3,559.27	171.19	5,335.50
211-49000-223 REPAIR & MAINT SUPP - BLDGS	1,000.00	1,000.00	.00	(1,000.00)	.00	17.18
211-49000-226 SIGNS	500.00	500.00	.00	(500.00)	.00	.00
211-49000-228 REPAIR & MAINT SUPP - INFRAST	1,500.00	1,500.00	230.61	(1,269.39)	15.37	2,108.99
211-49000-251 AIRPLANE FUEL COST OF SALES	50,000.00	50,000.00	43,023.61	(6,976.39)	86.05	75,944.17
TOTAL SUPPLIES	59,600.00	59,600.00	52,424.55	(7,175.45)	87.96	83,955.70
<i>OTHER SERVICES & CHARGES</i>						
211-49000-321 TELEPHONE/CELLULAR PHONES	1,560.00	1,560.00	1,007.41	(552.59)	64.58	1,507.25
211-49000-331 TRAVEL/MEALS/LODGING	200.00	200.00	.00	(200.00)	.00	.00
211-49000-351 LEGAL NOTICES/ORD PUBLISHING	200.00	200.00	.00	(200.00)	.00	180.20
211-49000-360 INSURANCE AND BONDS	3,600.00	3,600.00	2,640.31	(959.69)	73.34	3,483.85
211-49000-381 ELECTRIC UTILITIES	11,000.00	11,000.00	3,381.81	(7,618.19)	30.74	5,311.30
211-49000-383 GAS UTILITIES	4,000.00	4,000.00	1,481.47	(2,518.53)	37.04	2,593.59
TOTAL OTHER SERVICES & CHARG	20,560.00	20,560.00	8,511.00	(12,049.00)	41.40	13,076.19

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

FUND 211 - AIRPORT OPERATING FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>MISCELLANEOUS</i>						
211-49000-401 REPAIR & MAINT LABOR - BLDGS	1,000.00	1,000.00	.00	(1,000.00)	.00	.00
211-49000-403 REPAIR & MAINT LABOR - INFRAST	3,000.00	3,000.00	780.00	(2,220.00)	26.00	28,323.00
211-49000-404 REPAIR & MAINT LABOR - VEH/EQ	1,000.00	1,000.00	1,893.00	893.00	189.30	406.25
211-49000-408 MAINT CONTRACTS - MACH/EQUIP	.00	.00	.00	.00	.00	551.25
211-49000-430 MISCELLANEOUS	379.00	379.00	.00	(379.00)	.00	.00
211-49000-433 DUES AND SUBSCRIPTIONS	300.00	300.00	190.00	(110.00)	63.33	264.00
211-49000-440 SCHOOLS AND MEETINGS	300.00	300.00	.00	(300.00)	.00	.00
211-49000-441 STATE PERMITS & FEES	500.00	500.00	400.00	(100.00)	80.00	407.50
211-49000-489 OTHER CONTRACTED SERVICES	1,000.00	1,000.00	1,590.85	590.85	159.09	2,286.20
<i>TOTAL MISCELLANEOUS</i>	<u>7,479.00</u>	<u>7,479.00</u>	<u>4,853.85</u>	<u>(2,625.15)</u>	<u>64.90</u>	<u>32,238.20</u>
TOTAL AIRPORT OPERATING	<u><u>132,883.00</u></u>	<u><u>132,883.00</u></u>	<u><u>83,652.75</u></u>	<u><u>(49,230.25)</u></u>	<u><u>62.95</u></u>	<u><u>157,546.11</u></u>

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

FUND 211 - AIRPORT OPERATING FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	132,883.00	132,883.00	83,652.75			157,546.11
NET REVENUES OVER EXPENDITURE	.00	.00	50,166.46			7,148.32

CITY OF CAMBRIDGE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

FUNDS 303-397 - DEBT SERVICE

		ADOPTED BUDGET	AMENDED BUDGET	UNUSED/ YTD ACTUAL	% OF UNEARNED
<u>PROPERTY TAX</u>					
31010	CURRENT	596,147.00	596,147.00	319,315.93	276,831.07
31020	DELINQUENT	.00	.00	674.01	(674.01)
		<u>596,147.00</u>	<u>596,147.00</u>	<u>319,989.94</u>	<u>276,157.06</u>
<u>SPECIAL ASSESSMENTS</u>					
36100	PREPAID	.00	.00	20,223.81	(20,223.81)
36101/36102	"PRINCIPAL, INT & PENALTIES"	393,993.00	393,993.00	188,825.24	205,167.76
		<u>393,993.00</u>	<u>393,993.00</u>	<u>209,049.05</u>	<u>184,943.95</u>
<u>TRANSFERS</u>					
39200-39204	GENERAL FUND TRANSFER IN	800,000.00	800,000.00	800,000.00	.00
		<u>800,000.00</u>	<u>800,000.00</u>	<u>800,000.00</u>	<u>.00</u>
TOTAL REVENUE		<u><u>1,790,140.00</u></u>	<u><u>1,790,140.00</u></u>	<u><u>1,329,038.99</u></u>	<u><u>461,101.01</u></u>

CITY OF CAMBRIDGE
EXPENSES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

FUNDS 303-397 - DEBT SERVICE

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET
<u>DEBT SERVICE</u>						
47000601-610	PRINCIPAL	1,155,000.00	1,155,000.00	1,155,000.00	.00	
47000611	INTEREST	447,025.00	447,025.00	447,025.02	.02	100.00
47000620	OTHER FEES	7,225.00	7,225.00	5,673.28	(1,551.72)	78.52
		<u>1,609,250.00</u>	<u>1,609,250.00</u>	<u>1,607,698.30</u>	<u>(1,551.70)</u>	<u>99.90</u>
	TOTAL EXPENSES	<u>1,609,250.00</u>	<u>1,609,250.00</u>	<u>1,607,698.30</u>	<u>(1,551.70)</u>	<u>99.90</u>
	NET REVENUES					
	OVER(UNDER) EXPENSES	<u>180,890.00</u>	<u>180,890.00</u>	<u>(278,659.31)</u>		

CITY OF CAMBRIDGE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

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"	18,507.00	18,507.00	1,903.83	16,603.17	10.29
	18,507.00	18,507.00	1,903.83	16,603.17	10.29
<u>CHARGES FOR SERVICE</u>					
362XX CONTRACTED SERVICES	39,333.00	39,333.00	49,610.00	(10,277.00)	126.13
37XXX,34404 AREA CHARGES & PARK DEDICATION FEES	.00	.00	676,034.00	(676,034.00)	.00
	39,333.00	39,333.00	725,644.00	(686,311.00)	1,844.87
<u>INTERGOVERNMENTAL</u>					
33419-33429 STATE AID	134,400.00	134,400.00	535,928.43	(401,528.43)	398.76
33160-33169 FEDERAL AID	2,065,950.00	2,065,950.00	280,334.60	1,785,615.40	13.57
	2,200,350.00	2,200,350.00	816,263.03	1,384,086.97	37.10
<u>OTHER FINANCING SOURCES</u>					
36210 INTEREST EARNINGS	2,350.00	2,350.00	2.51	2,347.49	.11
36501 PROPERTY SALES	.00	.00	12,162.30	(12,162.30)	.00
36230 DONATIONS	70,000.00	70,000.00	105,850.00	(35,850.00)	151.21
32299 UTILITY PERMITS	2,000.00	2,000.00	9,445.43	(7,445.43)	472.27
	74,350.00	74,350.00	127,460.24	(53,110.24)	171.43
<u>TRANSFERS</u>					
39200-39204 GENERAL FUND TRANSFER IN	510,688.00	510,688.00	827,206.57	(316,518.57)	161.98
	510,688.00	510,688.00	827,206.57	(316,518.57)	161.98
TOTAL REVENUE	2,843,228.00	2,843,228.00	2,498,477.67	344,750.33	87.87

CITY OF CAMBRIDGE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

FUNDS 400-499 - CAPITAL PROJECTS

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET
401-48000-720 TRANSFERS OUT TO OTHER FUNDS	125,000.00	125,000.00	100,000.00	(25,000.00)	80.00
402-49300-720 TRANSFERS OUT- OPERATING TRANS	130,000.00	130,000.00	130,000.00	.00	100.00
415-45200-560 PARK IMPROVEMENTS	10,000.00	10,000.00	1,045.01	(8,954.99)	10.45
415-45200-580 OTHER EQUIPMENT	10,000.00	10,000.00	.00	(10,000.00)	.00
415-45200-591 CITY PARK IMPROVEMENTS	.00	.00	168.00	168.00	.00
417-42100-550 VEHICLES	110,000.00	110,000.00	5,142.62	(104,857.38)	4.68
417-42100-551 SQUAD CAMERA	11,000.00	11,000.00	12,650.00	1,650.00	115.00
417-42100-580 OTHER EQUIPMENT	.00	.00	3,703.28	3,703.28	.00
417-42100-590 EMERGENCY OPERATIONS	6,000.00	6,000.00	.00	(6,000.00)	.00
418-43001-550 PW VEHICLES & EQUIPMENT	164,000.00	164,000.00	40,590.00	(123,410.00)	24.75
419-41320-580 ADMIN OTHER EQUIPMENT	10,000.00	10,000.00	.00	(10,000.00)	.00
419-41320-581 CITY HALL BUILDING PROJECT	196,000.00	196,000.00	.00	(196,000.00)	.00
419-41500-570 FINANCE OFFICE EQUIPMENT	12,500.00	12,500.00	.00	(12,500.00)	.00
419-41920-540 COMM DEV VEHICLE	27,000.00	27,000.00	.00	(27,000.00)	.00
419-41920-580 OTHER EQUIPMENT	16,000.00	16,000.00	.00	(16,000.00)	.00
420-42200-540 EQUIPMENT	.00	.00	11,490.91	11,490.91	.00
420-42200-550 VEHICLES	665,000.00	665,000.00	49,247.80	(615,752.20)	7.41
422-49300-720 TRANSFER OUT	.00	.00	215,265.57	215,265.57	.00
423-48000-530 C-I BIKE TRAIL IMPROVEMENTS	50,000.00	50,000.00	.00	(50,000.00)	.00
443-48000-223 STREET CRACK SEALING	70,000.00	70,000.00	35,000.00	(35,000.00)	50.00
443-48000-224 STREET SEAL COATING	40,000.00	40,000.00	.00	(40,000.00)	.00
443-48000-225 PVMT MGMT OVERLAYS	140,000.00	140,000.00	.00	(140,000.00)	.00
443-48000-226 DOWNTOWN PAVER/TREE REPAIR	50,000.00	50,000.00	26,076.97	(23,923.03)	52.15
443-48000-535 SECOND AVESW CONSTRUCTION & EN	.00	.00	498,249.56	498,249.56	.00
443-48000-536 CITY PARKING LOT REHAB	.00	.00	148,171.04	148,171.04	.00
444-48000-303 ENGINEERING FEES	.00	.00	238,860.00	238,860.00	.00
444-48000-530 IMPR OTHER THAN BUILDINGS	2,303,000.00	2,303,000.00	1,397,435.52	(905,564.48)	60.68
484-48000-303 ENGINEERING EXP	.00	.00	45,515.40	45,515.40	.00
484-48000-307 ENGINEERING EXP-CENTRAL AVE TR	.00	.00	17,596.90	17,596.90	.00
484-48000-351 LEGAL NOTICE/PUBLISHING	.00	.00	27.86	27.86	.00
486-48000-303 ENGINEERING EXP	.00	.00	17,482.00	17,482.00	.00
499-48000-210 MISCELLANEOUS OPER SUPPLIES	.00	.00	1,499.80	1,499.80	.00
499-48000-305 DOWNTOWN WAYFINDING STUDY	.00	.00	13,838.50	13,838.50	.00
499-48000-510 LAND PURCHASE	.00	.00	215,265.57	215,265.57	.00
TOTAL FUND EXPENDITURES	4,145,500.00	4,145,500.00	3,224,322.31	(921,177.69)	77.78
TOTAL EXPENDITURES	4,145,500.00	4,145,500.00	3,224,322.31	(921,177.69)	77.78
NET REVENUES					
OVER(UNDER) EXPENDITURES	(1,302,272.00)	(1,302,272.00)	(725,844.64)		

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

FUND 601 - WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
REVENUE						
SOURCE 33	700,000.00	700,000.00	.00	700,000.00	.00	.00
SA & INTEREST EARNINGS	.00	.00	2,038.67	(2,038.67)	.00	(46,615.94)
OPERATING REVENUE	2,074,800.00	2,074,800.00	1,871,016.88	203,783.12	90.18	2,104,644.72
OTHER FINANCING SOURCES	125,000.00	125,000.00	231,511.11	(106,511.11)	185.21	100,000.00
TOTAL FUND REVENUE	2,899,800.00	2,899,800.00	2,104,566.66	795,233.34	72.58	2,158,028.78
EXPENDITURES						
WATER FUND EXPENDITURES						
EXPENSE 400	2,057,763.00	2,057,763.00	752,076.10	1,305,686.90	36.55	1,801,135.31
TOTAL WATER FUND EXPENDITURES	2,057,763.00	2,057,763.00	752,076.10	1,305,686.90	36.55	1,801,135.31
TOTAL FUND EXPENDITURES	2,057,763.00	2,057,763.00	752,076.10	1,305,686.90	36.55	1,801,135.31
NET REVENUE OVER EXPENDITURES	842,037.00	842,037.00	1,352,490.56	(510,453.56)		356,893.47

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

FUND 601 - WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
601-33161 ARPA GRANT FUNDS	700,000.00	700,000.00	.00	700,000.00	.00	.00
TOTAL SOURCE 33	700,000.00	700,000.00	.00	700,000.00	.00	.00
 <u>SA & INTEREST EARNINGS</u>						
601-36102 SPEC ASSESSMENTS - INT/PEN	.00	.00	2,038.67	(2,038.67)	.00	4,610.95
601-36210 INTEREST EARNINGS	.00	.00	.00	.00	.00	19,232.18
601-36215 UNREALIZED MKT VALUE GAIN/LOSS	.00	.00	.00	.00	.00	(70,459.07)
TOTAL SA & INTEREST EARNINGS	.00	.00	2,038.67	(2,038.67)	.00	(46,615.94)
 <u>OPERATING REVENUE</u>						
601-37110 METERED WATER SALES	1,990,000.00	1,990,000.00	1,799,163.31	190,836.69	90.41	1,999,804.75
601-37120 SALES OF METERS & SUPPLIES	30,000.00	30,000.00	15,160.60	14,839.40	50.54	36,557.00
601-37160 PENALTIES ETC.	26,000.00	26,000.00	33,614.48	(7,614.48)	129.29	38,193.31
601-37165 CERTIFICATION PENALTY	.00	.00	600.00	(600.00)	.00	1,425.00
601-37170 OTHER REVENUE	28,800.00	28,800.00	22,478.49	6,321.51	78.05	28,664.66
TOTAL OPERATING REVENUE	2,074,800.00	2,074,800.00	1,871,016.88	203,783.12	90.18	2,104,644.72
 <u>OTHER FINANCING SOURCES</u>						
601-39102 GAIN/LOSS ON DISPOSAL OF FA	.00	.00	1,511.11	(1,511.11)	.00	.00
601-39203 TRANSFERS FROM OTHER FUNDS	125,000.00	125,000.00	230,000.00	(105,000.00)	184.00	100,000.00
TOTAL OTHER FINANCING SOURCES	125,000.00	125,000.00	231,511.11	(106,511.11)	185.21	100,000.00
 TOTAL FUND REVENUE	 2,899,800.00	 2,899,800.00	 2,104,566.66			 2,158,028.78

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

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	293,265.00	293,265.00	194,104.20	(99,160.80)	66.19	256,179.35
601-49400-102 FULL-TIME EMPLOYEES - OVERTIME	10,000.00	10,000.00	3,168.20	(6,831.80)	31.68	5,071.96
601-49400-104 TEMP/SEAS EMPLOYEES - REGULAR	9,426.00	9,426.00	5,861.27	(3,564.73)	62.18	6,028.89
601-49400-105 TEMP/SEAS EMPLOYEES - OVERTIME	.00	.00	6.10	6.10	.00	.00
601-49400-110 HOURS WORKED HOLIDAY	3,000.00	3,000.00	690.88	(2,309.12)	23.03	652.16
601-49400-115 CALL-IN PAY	2,500.00	2,500.00	923.92	(1,576.08)	36.96	1,255.75
601-49400-116 ON-CALL PAY	14,000.00	14,000.00	4,950.23	(9,049.77)	35.36	6,622.55
601-49400-121 PERA (EMPLOYER)	25,357.00	25,357.00	15,287.74	(10,069.26)	60.29	19,819.16
601-49400-122 FICA/MEDICARE (EMPLOYER)	28,167.00	28,167.00	15,728.68	(12,438.32)	55.84	20,574.57
601-49400-123 CENTRAL PENSION FUND CONTRIB	3,120.00	3,120.00	1,502.80	(1,617.20)	48.17	2,065.14
601-49400-131 MEDICAL/DENTAL/LIFE (EMPLOYER)	59,981.00	59,981.00	44,447.31	(15,533.69)	74.10	50,417.84
601-49400-132 LONGEVITY PAY	15,322.00	15,322.00	.00	(15,322.00)	.00	.00
601-49400-133 INSUR DEDUCTIBLE CONTRIBUTION	5,750.00	5,750.00	1,435.00	(4,315.00)	24.96	1,719.08
601-49400-151 WORKERS' COMPENSATION PREMIU	13,298.00	13,298.00	6,303.26	(6,994.74)	47.40	4,514.96
601-49400-154 HRA/FLEX FEES	300.00	300.00	168.41	(131.59)	56.14	214.90
<i>TOTAL PERSONAL SERVICES</i>	<i>483,486.00</i>	<i>483,486.00</i>	<i>294,578.00</i>	<i>(188,908.00)</i>	<i>60.93</i>	<i>375,136.31</i>
<i>SUPPLIES</i>						
601-49400-200 WATER LAB SUPPLIES	2,000.00	2,000.00	1,011.75	(988.25)	50.59	1,258.26
601-49400-201 OFFICE SUPPLIES - ACCESSORIES	1,000.00	1,000.00	51.23	(948.77)	5.12	494.69
601-49400-204 STATIONARY, FORMS AND ENVELOPE	1,000.00	1,000.00	3,276.94	2,276.94	327.69	1,341.52
601-49400-210 MISCELLANEOUS OPER SUPPLIES	12,000.00	12,000.00	8,236.73	(3,763.27)	68.64	10,774.81
601-49400-212 GASOLINE/FUEL/LUB/ADDITIVES	12,000.00	12,000.00	7,722.86	(4,277.14)	64.36	12,003.74
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	65,000.00	65,000.00	48,623.18	(16,376.82)	74.80	40,531.66
601-49400-217 TESTING	2,000.00	2,000.00	1,516.04	(483.96)	75.80	1,990.05
601-49400-221 REPAIR & MAINT SUPP - VEH/EQ	3,000.00	3,000.00	6,115.76	3,115.76	203.86	841.41
601-49400-240 SMALL TOOLS AND MINOR EQUIP	6,000.00	6,000.00	892.40	(5,107.60)	14.87	5,549.44
601-49400-270 METERS AND REPAIRS	15,000.00	15,000.00	1,406.63	(13,593.37)	9.38	17,096.93
<i>TOTAL SUPPLIES</i>	<i>119,500.00</i>	<i>119,500.00</i>	<i>78,940.52</i>	<i>(40,559.48)</i>	<i>66.06</i>	<i>92,056.51</i>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

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	8,000.00	8,000.00	2,289.32	(5,710.68)	28.62	771.00
601-49400-306 GIS PROJECT CONTRACT EXP	32,000.00	32,000.00	11,010.00	(20,990.00)	34.41	28,010.00
601-49400-307 WELL ABANDONMENT	65,000.00	65,000.00	.00	(65,000.00)	.00	.00
601-49400-310 GOPHER STATE ONE CALL	1,200.00	1,200.00	746.01	(453.99)	62.17	989.58
601-49400-313 IT MGMT & BACKUP	5,600.00	5,600.00	4,107.77	(1,492.23)	73.35	5,330.40
601-49400-321 TELEPHONE/CELLULAR PHONES	8,000.00	8,000.00	3,979.94	(4,020.06)	49.75	5,877.45
601-49400-322 POSTAGE	.00	.00	6,180.90	6,180.90	.00	6,282.15
601-49400-331 TRAVEL/MEALS/LODGING	2,000.00	2,000.00	866.89	(1,133.11)	43.34	358.16
601-49400-334 MILEAGE REIMBURSEMENT	200.00	200.00	268.55	68.55	134.28	248.04
601-49400-340 ADVERTISING	1,000.00	1,000.00	1,711.38	711.38	171.14	1,886.70
601-49400-351 LEGAL NOTICES/ORD PUBLISHING	500.00	500.00	.00	(500.00)	.00	193.73
601-49400-360 INSURANCE AND BONDS	23,000.00	23,000.00	23,981.67	981.67	104.27	21,449.68
601-49400-381 ELECTRIC UTILITIES	110,000.00	110,000.00	69,226.01	(40,773.99)	62.93	89,023.35
601-49400-382 WATER/WASTEWATER UTILITIES	1,500.00	1,500.00	916.72	(583.28)	61.11	1,129.93
601-49400-383 GAS UTILITIES	7,500.00	7,500.00	6,663.14	(836.86)	88.84	6,441.65
TOTAL OTHER SERVICES & CHARG	265,500.00	265,500.00	131,948.30	(133,551.70)	49.70	167,991.82
<i>MISCELLANEOUS</i>						
601-49400-404 REPAIR & MAINT LABOR - VEH/EQ	3,000.00	3,000.00	5,013.00	2,013.00	167.10	2,934.25
601-49400-406 REPAIR & MAINT - PLANT	30,000.00	30,000.00	24,394.52	(5,605.48)	81.32	21,081.02
601-49400-407 REPAIRS & MAINTENANCE - HYDR	15,000.00	15,000.00	11,384.45	(3,615.55)	75.90	16,171.92
601-49400-408 REPAIR & MAINT - WATER SYSTEM	10,000.00	10,000.00	9,947.68	(52.32)	99.48	9,435.61
601-49400-409 MAINT CONTRACTS - OFFICE EQUIP	500.00	500.00	.00	(500.00)	.00	429.00
601-49400-410 WELL PROTECTION PLAN	15,000.00	15,000.00	.00	(15,000.00)	.00	.00
601-49400-415 AUTOMATIC METER READ PROJECT	75,000.00	75,000.00	144,371.25	69,371.25	192.50	110,298.29
601-49400-420 DEPRECIATION	855,000.00	855,000.00	.00	(855,000.00)	.00	846,876.87
601-49400-430 MISCELLANEOUS	500.00	500.00	.00	(500.00)	.00	.00
601-49400-432 CREDIT CARD FEES	8,500.00	8,500.00	5,985.95	(2,514.05)	70.42	8,158.10
601-49400-433 DUES AND SUBSCRIPTIONS	1,000.00	1,000.00	931.00	(69.00)	93.10	2,926.25
601-49400-440 MEETINGS AND SCHOOLS	3,000.00	3,000.00	447.00	(2,553.00)	14.90	760.00
601-49400-441 DNR DEPARTMENT OF HEALTH FEE	5,000.00	5,000.00	3,253.36	(1,746.64)	65.07	3,648.18
601-49400-489 OTHER CONTRACTED SERVICES	5,000.00	5,000.00	13,819.00	8,819.00	276.38	9,104.07
TOTAL MISCELLANEOUS	1,026,500.00	1,026,500.00	219,547.21	(806,952.79)	21.39	1,031,823.56
<i>DEBT SERVICE</i>						
601-49400-619 INTEREST-WATER TREATMENT 2005	24,088.00	24,088.00	.00	(24,088.00)	.00	14,316.56
601-49400-620 FISCAL AGENT FEES	6,000.00	6,000.00	2,062.07	(3,937.93)	34.37	1,575.00
601-49400-634 INEREST EXP 2014 IMPROV	4,842.00	4,842.00	.00	(4,842.00)	.00	2,842.36
601-49400-635 INTEREST EXP 2015 BONDS	7,186.00	7,186.00	.00	(7,186.00)	.00	3,712.26
601-49400-636 INTEREST EXP 2016 WATER BONDS	8,089.00	8,089.00	.00	(8,089.00)	.00	5,407.44
601-49400-638 INTEREST EXPESE 2018 BONDS	10,938.00	10,938.00	.00	(10,938.00)	.00	11,110.64
601-49400-639 INTEREST EXP 2019 BONDS W TOWE	66,284.00	66,284.00	.00	(66,284.00)	.00	61,553.23
601-49400-640 INTEREST EXPENSE 2020 IMPROV	10,350.00	10,350.00	.00	(10,350.00)	.00	8,609.62
TOTAL DEBT SERVICE	137,777.00	137,777.00	2,062.07	(135,714.93)	1.50	109,127.11

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

FUND 601 - WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>TRANSFERS</i>						
601-49400-720 TRANSFERS OUT - OPER TRANSFER	25,000.00	25,000.00	25,000.00	.00	100.00	25,000.00
<i>TOTAL TRANSFERS</i>	25,000.00	25,000.00	25,000.00	.00	100.00	25,000.00
TOTAL EXPENSE 400	2,057,763.00	2,057,763.00	752,076.10	(1,305,686.90)	36.55	1,801,135.31

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

FUND 601 - WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	<u>2,057,763.00</u>	<u>2,057,763.00</u>	<u>752,076.10</u>			<u>1,801,135.31</u>
NET REVENUES OVER EXPENDITURE	<u>842,037.00</u>	<u>842,037.00</u>	<u>1,352,490.56</u>			<u>356,893.47</u>

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

FUND 602 - WASTEWATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
REVENUE						
SA & INTEREST EARNINGS	.00	.00	309.99	(309.99)	.00	(87,277.13)
OPERATING REVENUE	2,319,000.00	2,319,000.00	2,525,283.15	(206,283.15)	108.90	2,611,297.68
OTHER FINANCING SOURCES	.00	.00	34,500.00	(34,500.00)	.00	13,153.64
TOTAL FUND REVENUE	2,319,000.00	2,319,000.00	2,560,093.14	(241,093.14)	110.40	2,537,174.19
EXPENDITURES						
WASTEWATER FUND EXPENDITURES						
EXPENSE 450	3,438,157.00	3,438,157.00	1,330,804.15	2,107,352.85	38.71	3,477,126.39
TOTAL WASTEWATER FUND EXPENDITURES	3,438,157.00	3,438,157.00	1,330,804.15	2,107,352.85	38.71	3,477,126.39
TOTAL FUND EXPENDITURES	3,438,157.00	3,438,157.00	1,330,804.15	2,107,352.85	38.71	3,477,126.39
NET REVENUE OVER EXPENDITURES	(1,119,157.00)	(1,119,157.00)	1,229,288.99	(2,348,445.99)		(939,952.20)

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

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	285.85	(285.85)	.00	879.66
602-36210 INTEREST EARNINGS	.00	.00	24.14	(24.14)	.00	33,235.44
602-36215 UNREALIZED MKT VALUE GAIN/LOSS	.00	.00	.00	.00	.00	(121,392.23)
TOTAL SA & INTEREST EARNINGS	.00	.00	309.99	(309.99)	.00	(87,277.13)
<u>OPERATING REVENUE</u>						
602-37210 SEWER CHARGES - CITY	2,244,000.00	2,244,000.00	1,919,520.24	324,479.76	85.54	2,507,554.14
602-37250 SAC CHARGES	50,000.00	50,000.00	575,069.00	(525,069.00)	1,150.14	68,190.00
602-37260 PENALTIES	25,000.00	25,000.00	30,693.91	(5,693.91)	122.78	35,553.54
TOTAL OPERATING REVENUE	2,319,000.00	2,319,000.00	2,525,283.15	(206,283.15)	108.90	2,611,297.68
<u>OTHER FINANCING SOURCES</u>						
602-39102 GAIN/LOSS ON DISPOSAL OF FA	.00	.00	34,500.00	(34,500.00)	.00	13,153.64
TOTAL OTHER FINANCING SOURCES	.00	.00	34,500.00	(34,500.00)	.00	13,153.64
TOTAL FUND REVENUE	2,319,000.00	2,319,000.00	2,560,093.14			2,537,174.19

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

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	545,586.00	545,586.00	448,353.13	(97,232.87)	82.18	616,441.06
602-49450-102 FULL-TIME EMPLOYEES - OVERTIME	25,000.00	25,000.00	20,106.52	(4,893.48)	80.43	25,286.36
602-49450-104 TEMP/SEAS EMPLOYEES - REGULAR	10,413.00	10,413.00	7,666.41	(2,746.59)	73.62	9,748.67
602-49450-105 TEMP/SEAS EMPLOYEES - OVERTIME	.00	.00	.00	.00	.00	75.28
602-49450-110 HOURS WORKED HOLIDAY	4,500.00	4,500.00	2,963.32	(1,536.68)	65.85	5,117.98
602-49450-115 CALL-IN PAY	3,000.00	3,000.00	2,237.50	(762.50)	74.58	4,021.34
602-49450-116 ON-CALL PAY	29,000.00	29,000.00	23,258.35	(5,741.65)	80.20	29,635.36
602-49450-121 PERA (EMPLOYER)	46,835.00	46,835.00	37,269.05	(9,565.95)	79.58	48,123.83
602-49450-122 FICA/MEDICARE (EMPLOYER)	50,149.00	50,149.00	37,750.47	(12,398.53)	75.28	51,103.51
602-49450-123 CENTRAL PENSION FUND CONTRIB	9,360.00	9,360.00	9,051.57	(308.43)	96.70	12,386.40
602-49450-131 MEDICAL/DENTAL/LIFE (EMPLOYER)	111,015.00	111,015.00	109,355.16	(1,659.84)	98.50	123,656.16
602-49450-132 LONGEVITY PAY	17,360.00	17,360.00	.00	(17,360.00)	.00	.00
602-49450-133 INSURANCE DEDUCT CONTRIB	11,500.00	11,500.00	4,478.69	(7,021.31)	38.95	4,978.63
602-49450-151 WORKERS' COMPENSATION PREMIU	29,543.00	29,543.00	26,339.92	(3,203.08)	89.16	21,825.64
602-49450-154 HRA/FLEX FEES	600.00	600.00	436.03	(163.97)	72.67	556.30
<i>TOTAL PERSONAL SERVICES</i>	<i>893,861.00</i>	<i>893,861.00</i>	<i>729,266.12</i>	<i>(164,594.88)</i>	<i>81.59</i>	<i>952,956.52</i>
<i>SUPPLIES</i>						
602-49450-200 LAB SUPPLIES & REPLACEMENT	8,000.00	8,000.00	11,653.90	3,653.90	145.67	24,535.10
602-49450-201 OFFICE SUPPLIES - ACCESSORIES	1,500.00	1,500.00	838.11	(661.89)	55.87	1,986.60
602-49450-204 STATIONARY, FORMS AND ENVELOPE	2,000.00	2,000.00	3,276.95	1,276.95	163.85	1,341.52
602-49450-210 MISCELLANEOUS OPER SUPPLIES	7,500.00	7,500.00	11,026.09	3,526.09	147.01	9,677.25
602-49450-212 GASOLINE/FUEL/LUB/ADDITIVES	15,000.00	15,000.00	10,642.81	(4,357.19)	70.95	17,609.27
602-49450-213 OPER SUPPLIES - PLANT EQUIP	200.00	200.00	87.00	(113.00)	43.50	174.00
602-49450-216 CHEMICALS & CHEMICAL PRODUCTS	180,000.00	180,000.00	168,002.47	(11,997.53)	93.33	190,687.78
602-49450-217 TESTING	9,000.00	9,000.00	7,665.61	(1,334.39)	85.17	9,617.14
602-49450-221 REPAIR & MAINT SUPP - VEH/EQ	6,000.00	6,000.00	5,568.07	(431.93)	92.80	6,696.17
602-49450-240 SMALL TOOLS & MINOR EQUIP	7,000.00	7,000.00	9,940.17	2,940.17	142.00	7,345.68
<i>TOTAL SUPPLIES</i>	<i>236,200.00</i>	<i>236,200.00</i>	<i>228,701.18</i>	<i>(7,498.82)</i>	<i>96.83</i>	<i>269,670.51</i>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

FUND 602 - WASTEWATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>OTHER SERVICES & CHARGES</i>						
602-49450-304 MISC PROFESSIONAL SERVICES	5,000.00	5,000.00	3,865.24	(1,134.76)	77.30	2,243.54
602-49450-306 GIS PROJECT CONTRACT EXP	35,000.00	35,000.00	11,010.00	(23,990.00)	31.46	28,010.00
602-49450-310 GOPHER STATE ONE CALL	1,200.00	1,200.00	745.99	(454.01)	62.17	989.57
602-49450-313 IT MGMT & BACKUP	5,600.00	5,600.00	4,107.77	(1,492.23)	73.35	5,330.40
602-49450-321 TELEPHONE/CELLULAR PHONES	6,000.00	6,000.00	6,570.19	570.19	109.50	9,479.61
602-49450-322 POSTAGE	7,000.00	7,000.00	6,234.81	(765.19)	89.07	6,504.44
602-49450-331 TRAVEL/MEALS/LODGING	2,500.00	2,500.00	69.71	(2,430.29)	2.79	873.83
602-49450-334 MILEAGE REIMBURSEMENT	200.00	200.00	268.55	68.55	134.28	256.25
602-49450-340 ADVERTISING	200.00	200.00	.00	(200.00)	.00	.00
602-49450-360 INSURANCE AND BONDS	48,000.00	48,000.00	33,646.16	(14,353.84)	70.10	43,414.39
602-49450-381 ELECTRIC UTILITIES	136,000.00	136,000.00	81,559.00	(54,441.00)	59.97	136,344.00
602-49450-382 WATER/WASTEWATER UTILITIES	1,600.00	1,600.00	1,095.21	(504.79)	68.45	1,396.07
602-49450-383 GAS UTILITIES	40,000.00	40,000.00	34,329.52	(5,670.48)	85.82	41,376.11
602-49450-384 REFUSE HAULING	5,000.00	5,000.00	2,273.27	(2,726.73)	45.47	3,166.44
602-49450-385 POWER - LIFT STATIONS	16,000.00	16,000.00	10,146.97	(5,853.03)	63.42	15,692.52
TOTAL OTHER SERVICES & CHARG	309,300.00	309,300.00	195,922.39	(113,377.61)	63.34	295,077.17
<i>MISCELLANEOUS</i>						
602-49450-402 REPAIR & MAINT - SAN SEWER	10,000.00	10,000.00	1,325.00	(8,675.00)	13.25	29,923.20
602-49450-404 REPAIR & MAINT LABOR - VEH/EQ	7,000.00	7,000.00	4,211.00	(2,789.00)	60.16	5,522.54
602-49450-406 REPAIR & MAINT - PLANT	45,000.00	45,000.00	28,099.89	(16,900.11)	62.44	44,150.18
602-49450-407 REPAIR & MAINT - LIFT STATIONS	10,000.00	10,000.00	9,833.62	(166.38)	98.34	594.46
602-49450-408 REPAIRS & MAINTENANCE - SEWER	2,500.00	2,500.00	1,895.19	(604.81)	75.81	7,053.83
602-49450-409 MAINT CONTRACTS - OFFICE EQUIP	1,400.00	1,400.00	.00	(1,400.00)	.00	1,286.95
602-49450-418 KENWOOD LIFT STATION	.00	.00	(3,882.24)	(3,882.24)	.00	.00
602-49450-420 DEPRECIATION	1,600,000.00	1,600,000.00	.00	(1,600,000.00)	.00	1,591,010.53
602-49450-430 MISCELLANEOUS	1,000.00	1,000.00	.00	(1,000.00)	.00	.00
602-49450-433 DUES AND SUBSCRIPTIONS	5,000.00	5,000.00	3,073.00	(1,927.00)	61.46	5,798.25
602-49450-440 MEETINGS AND SCHOOLS	4,000.00	4,000.00	1,881.18	(2,118.82)	47.03	2,155.00
602-49450-441 MPCA FEES	15,000.00	15,000.00	8,456.00	(6,544.00)	56.37	8,412.00
602-49450-489 OTHER CONTRACTED SERVICES	115,000.00	115,000.00	45,749.41	(69,250.59)	39.78	100,769.40
TOTAL MISCELLANEOUS	1,815,900.00	1,815,900.00	100,642.05	(1,715,257.95)	5.54	1,796,676.34
<i>DEBT SERVICE</i>						
602-49450-610 2013 WWTP REHAB INTEREST EXP	61,666.00	61,666.00	.00	(61,666.00)	.00	67,727.06
602-49450-620 FISCAL AGENT FEES	2,500.00	2,500.00	1,272.41	(1,227.59)	50.90	1,100.00
602-49450-634 INTEREST EXP 2014 IMPROV	2,191.00	2,191.00	.00	(2,191.00)	.00	1,275.64
602-49450-635 INTEREST EXP 2015 BOND EXP	3,234.00	3,234.00	.00	(3,234.00)	.00	1,670.50
602-49450-636 INTEREST EXP 2016 SEWER BONDS	4,927.00	4,927.00	.00	(4,927.00)	.00	3,296.02
602-49450-638 INTEREST EXPESE 2018 BONDS	3,800.00	3,800.00	.00	(3,800.00)	.00	3,881.60
602-49450-640 INTEREST EXPENSE 2020 IMP BOND	22,400.00	22,400.00	.00	(22,400.00)	.00	8,795.03
602-49450-641 INTEREST EXPENSE 2022 IMP BOND	7,178.00	7,178.00	.00	(7,178.00)	.00	.00
TOTAL DEBT SERVICE	107,896.00	107,896.00	1,272.41	(106,623.59)	1.18	87,745.85

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

FUND 602 - WASTEWATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>TRANSFERS</i>						
602-49450-720 TRANSFERS OUT - OPER TRANSFER	75,000.00	75,000.00	75,000.00	.00	100.00	75,000.00
<i>TOTAL TRANSFERS</i>	<u>75,000.00</u>	<u>75,000.00</u>	<u>75,000.00</u>	<u>.00</u>	<u>100.00</u>	<u>75,000.00</u>
TOTAL EXPENSE 450	<u>3,438,157.00</u>	<u>3,438,157.00</u>	<u>1,330,804.15</u>	<u>(2,107,352.85)</u>	<u>38.71</u>	<u>3,477,126.39</u>

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

FUND 602 - WASTEWATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	3,438,157.00	3,438,157.00	1,330,804.15			3,477,126.39
NET REVENUES OVER EXPENDITURE	(1,119,157.00)	(1,119,157.00)	1,229,288.99			(939,952.20)

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

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	(10,843.19)
OPERATING REVENUES	418,700.00	418,700.00	339,700.42	78,999.58	81.13	404,250.68
TOTAL FUND REVENUE	418,700.00	418,700.00	339,700.42	78,999.58	81.13	393,407.49
EXPENDITURES						
STORM SEWER FUND EXPENDITURES						
EXPENSE 500	647,774.00	647,774.00	20,933.11	626,840.89	3.23	524,782.24
TOTAL STORM SEWER FUND EXPENDITURE	647,774.00	647,774.00	20,933.11	626,840.89	3.23	524,782.24
TOTAL FUND EXPENDITURES	647,774.00	647,774.00	20,933.11	626,840.89	3.23	524,782.24
NET REVENUE OVER EXPENDITURES	(229,074.00)	(229,074.00)	318,767.31	(547,841.31)		(131,374.75)

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

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	4,070.87
603-36215 UNREALIZED MKT VALUE GAIN/LOSS	.00	.00	.00	.00	.00	(14,914.06)
TOTAL SA & INTEREST EARNINGS	.00	.00	.00	.00	.00	(10,843.19)
<u>OPERATING REVENUES</u>						
603-37310 STORM WATER CHARGES	413,700.00	413,700.00	333,208.71	80,491.29	80.54	396,996.17
603-37360 PENALTIES	5,000.00	5,000.00	6,491.71	(1,491.71)	129.83	7,254.51
TOTAL OPERATING REVENUES	418,700.00	418,700.00	339,700.42	78,999.58	81.13	404,250.68
TOTAL FUND REVENUE	418,700.00	418,700.00	339,700.42			393,407.49

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

FUND 603 - STORM WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
EXPENSE 500						
<i>PERSONAL SERVICES</i>						
603-49500-101 FULL-TIME EMPLOYEES - REGULAR	63,253.00	63,253.00	.00	(63,253.00)	.00	.00
603-49500-102 FULL-TIME EMPLOYEES - OVERTIME	250.00	250.00	.00	(250.00)	.00	.00
603-49500-121 PERA (EMPLOYER)	4,744.00	4,744.00	.00	(4,744.00)	.00	.00
603-49500-122 FICA/MEDICARE (EMPLOYER)	4,839.00	4,839.00	.00	(4,839.00)	.00	.00
603-49500-131 MEDICAL/DENTAL/LIFE INS	17,283.00	17,283.00	.00	(17,283.00)	.00	.00
603-49500-132 LONGEVITY PAY	330.00	330.00	.00	(330.00)	.00	.00
603-49500-133 DEDUCTIBLE CONTRIBUTION	1,500.00	1,500.00	.00	(1,500.00)	.00	.00
603-49500-151 WORKERS' COMPENSATION PREMIU	650.00	650.00	.00	(650.00)	.00	.00
603-49500-154 HRA/FLEX FEES	100.00	100.00	.00	(100.00)	.00	.00
<i>TOTAL PERSONAL SERVICES</i>	<u>92,949.00</u>	<u>92,949.00</u>	<u>.00</u>	<u>(92,949.00)</u>	<u>.00</u>	<u>.00</u>
<i>SUPPLIES</i>						
603-49500-201 OFFICE SUPPLIES	200.00	200.00	.00	(200.00)	.00	24.48
603-49500-212 FUEL AND GAS	500.00	500.00	.00	(500.00)	.00	.00
<i>TOTAL SUPPLIES</i>	<u>700.00</u>	<u>700.00</u>	<u>.00</u>	<u>(700.00)</u>	<u>.00</u>	<u>24.48</u>
<i>OTHER SERVICES & CHARGES</i>						
603-49500-304 MISC PROFESSIONAL SERVICES	5,000.00	5,000.00	4,439.75	(560.25)	88.80	10,391.25
603-49500-352 GEN INFO & PUBLIC NOTICES	200.00	200.00	.00	(200.00)	.00	9.45
<i>TOTAL OTHER SERVICES & CHARG</i>	<u>5,200.00</u>	<u>5,200.00</u>	<u>4,439.75</u>	<u>(760.25)</u>	<u>85.38</u>	<u>10,400.70</u>
<i>MISCELLANEOUS</i>						
603-49500-403 REPAIRS & MAINT - STORM SEWER	60,000.00	60,000.00	13,037.93	(46,962.07)	21.73	37,001.01
603-49500-420 DEPRECIATION	432,000.00	432,000.00	.00	(432,000.00)	.00	428,749.64
603-49500-430 MISCELLANEOUS	1,000.00	1,000.00	1,713.19	713.19	171.32	1,995.42
603-49500-440 SCHOOLS AND MEETINGS	3,000.00	3,000.00	.00	(3,000.00)	.00	.00
<i>TOTAL MISCELLANEOUS</i>	<u>496,000.00</u>	<u>496,000.00</u>	<u>14,751.12</u>	<u>(481,248.88)</u>	<u>2.97</u>	<u>467,746.07</u>
<i>DEBT SERVICE</i>						
603-49500-617 BOND DISCOUNT	.00	.00	.00	.00	.00	1,233.37
603-49500-620 FISCAL AGENT FEES	.00	.00	1,742.24	1,742.24	.00	.00
603-49500-621 BOND ISSUE COSTS	.00	.00	.00	.00	.00	3,176.98
603-49500-634 INTEREST EXP 2014 STORM IMPROV	2,462.00	2,462.00	.00	(2,462.00)	.00	1,428.93
603-49500-635 INTEREST EXP 2015 BONDS	3,645.00	3,645.00	.00	(3,645.00)	.00	1,882.92
603-49500-636 INTEREST EXP 2016 STORM BONDS	4,685.00	4,685.00	.00	(4,685.00)	.00	3,134.79
603-49500-638 INTEREST EXPESE 2018 BONDS	14,425.00	14,425.00	.00	(14,425.00)	.00	14,594.08
603-49500-640 INTEREST EXPENSE 2020 IMP BOND	20,800.00	20,800.00	.00	(20,800.00)	.00	17,287.09
603-49500-641 INTEREST EXPENSE 2022 IMP BOND	6,908.00	6,908.00	.00	(6,908.00)	.00	3,872.83
<i>TOTAL DEBT SERVICE</i>	<u>52,925.00</u>	<u>52,925.00</u>	<u>1,742.24</u>	<u>(51,182.76)</u>	<u>3.29</u>	<u>46,610.99</u>
TOTAL EXPENSE 500	<u><u>647,774.00</u></u>	<u><u>647,774.00</u></u>	<u><u>20,933.11</u></u>	<u><u>(626,840.89)</u></u>	<u><u>3.23</u></u>	<u><u>524,782.24</u></u>

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

FUND 603 - STORM WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	647,774.00	647,774.00	20,933.11			524,782.24
NET REVENUES OVER EXPENDITURE	(229,074.00)	(229,074.00)	318,767.31			(131,374.75)

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

FUND 604 - STREET LIGHT UTILITY

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
REVENUE						
SOURCE 36	.00	.00	.00	.00	.00	(1,077.89)
OPERATING REVENUES	246,900.00	246,900.00	188,647.70	58,252.30	76.41	248,110.84
TOTAL FUND REVENUE	246,900.00	246,900.00	188,647.70	58,252.30	76.41	247,032.95
EXPENDITURES						
STREET LIGHT UTILITY EXP EXPENSE 550	240,000.00	240,000.00	128,164.32	111,835.68	53.40	215,734.93
TOTAL STREET LIGHT UTILITY EXP	240,000.00	240,000.00	128,164.32	111,835.68	53.40	215,734.93
TOTAL FUND EXPENDITURES	240,000.00	240,000.00	128,164.32	111,835.68	53.40	215,734.93
NET REVENUE OVER EXPENDITURES	6,900.00	6,900.00	60,483.38	(53,583.38)		31,298.02

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

FUND 604 - STREET LIGHT UTILITY

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
604-36210 INTEREST EARNINGS	.00	.00	.00	.00	.00	404.67
604-36215 UNREALIZED MKT VALUE GAIN/LOSS	.00	.00	.00	.00	.00	(1,482.56)
TOTAL SOURCE 36	.00	.00	.00	.00	.00	(1,077.89)
 <u>OPERATING REVENUES</u>						
604-37360 PENALTIES	3,000.00	3,000.00	4,003.25	(1,003.25)	133.44	4,636.93
604-37410 STREET LIGHT UTILITY FEES	243,900.00	243,900.00	184,644.45	59,255.55	75.70	238,905.91
604-37470 OTHER REVENUE	.00	.00	.00	.00	.00	4,568.00
TOTAL OPERATING REVENUES	246,900.00	246,900.00	188,647.70	58,252.30	76.41	248,110.84
 TOTAL FUND REVENUE	 246,900.00	 246,900.00	 188,647.70			 247,032.95

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

FUND 604 - STREET LIGHT UTILITY

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>OTHER SERVICES & CHARGES</i>						
604-49550-381 STREET LIGHT ELECTRIC	180,000.00	180,000.00	118,062.08	(61,937.92)	65.59	175,713.06
<i>TOTAL OTHER SERVICES & CHARG</i>	180,000.00	180,000.00	118,062.08	(61,937.92)	65.59	175,713.06
<i>MISCELLANEOUS</i>						
604-49550-402 STREET LIGHT AND SIGNAL REPAIR	60,000.00	60,000.00	10,102.24	(49,897.76)	16.84	40,021.87
<i>TOTAL MISCELLANEOUS</i>	60,000.00	60,000.00	10,102.24	(49,897.76)	16.84	40,021.87
TOTAL EXPENSE 550	240,000.00	240,000.00	128,164.32	(111,835.68)	53.40	215,734.93

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

FUND 604 - STREET LIGHT UTILITY

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	240,000.00	240,000.00	128,164.32			215,734.93
NET REVENUES OVER EXPENDITURE	6,900.00	6,900.00	60,483.38			31,298.02

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

FUND 610 - LIQUOR STORE FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
REVENUE						
INTEREST & LOTTERY SALES	85,240.00	85,240.00	64,343.83	20,896.17	75.49	82,801.63
OPERATING REVENUES	6,073,709.00	6,073,709.00	4,833,349.31	1,240,359.69	79.58	6,645,854.52
TOTAL FUND REVENUE	6,158,949.00	6,158,949.00	4,897,693.14	1,261,255.86	79.52	6,728,656.15
EXPENDITURES						
LIQUOR STORE EXPENDITURES						
LIQUOR STORE	6,158,949.00	6,158,949.00	4,805,270.77	1,353,678.23	78.02	6,735,069.10
TOTAL LIQUOR STORE EXPENDITURES	6,158,949.00	6,158,949.00	4,805,270.77	1,353,678.23	78.02	6,735,069.10
TOTAL FUND EXPENDITURES	6,158,949.00	6,158,949.00	4,805,270.77	1,353,678.23	78.02	6,735,069.10
NET REVENUE OVER EXPENDITURES	.00	.00	92,422.37	(92,422.37)		(6,412.95)

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

FUND 610 - LIQUOR STORE FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTEREST & LOTTERY SALES</u>						
610-36200 MISCELLANEOUS REVENUES	240.00	240.00	179.50	60.50	74.79	386.05
610-36210 INTEREST EARNINGS	.00	.00	.00	.00	.00	3,825.84
610-36215 UNREALIZED MKT VALUE GAIN/LOSS	.00	.00	.00	.00	.00	(14,016.35)
610-36220 LOTTERY SALES	85,000.00	85,000.00	64,164.33	20,835.67	75.49	92,606.09
TOTAL INTEREST & LOTTERY SALES	85,240.00	85,240.00	64,343.83	20,896.17	75.49	82,801.63
<u>OPERATING REVENUES</u>						
610-37811 SALES - LIQUOR	2,167,325.00	2,167,325.00	1,735,048.21	432,276.79	80.05	2,406,470.46
610-37812 SALES - BEER	2,718,665.00	2,718,665.00	2,222,071.51	496,593.49	81.73	2,987,568.32
610-37813 SALES - WINE	853,175.00	853,175.00	610,475.84	242,699.16	71.55	889,837.80
610-37815 SALES - NON-TAXABLE	185,838.00	185,838.00	137,167.72	48,670.28	73.81	193,383.18
610-37816 SALES - TAXABLE	154,906.00	154,906.00	130,978.75	23,927.25	84.55	173,018.86
610-37830 DISCOUNTS, DEPOSITS & RETURNS	(5,000.00)	(5,000.00)	(2,657.00)	(2,343.00)	(53.14)	(4,026.50)
610-37840 CASH OVER AND SHORT	(1,200.00)	(1,200.00)	264.28	(1,464.28)	22.02	(397.60)
TOTAL OPERATING REVENUES	6,073,709.00	6,073,709.00	4,833,349.31	1,240,359.69	79.58	6,645,854.52
TOTAL FUND REVENUE	6,158,949.00	6,158,949.00	4,897,693.14			6,728,656.15

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

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	270,360.00	270,360.00	244,526.69 (25,833.31)	90.44	268,238.61
610-49750-102	FULL-TIME EMPLOYEES - OVERTIME	8,470.00	8,470.00	3,608.99 (4,861.01)	42.61	3,934.17
610-49750-103	PART-TIME EMPLOYEES - REGULAR	175,000.00	175,000.00	89,393.21 (85,606.79)	51.08	165,664.32
610-49750-106	PART-TIME EMPLOYEES - OVERTIME	200.00	200.00	.00 (200.00)	.00	179.43
610-49750-110	HOURS WORKED HOLIDAY	12,800.00	12,800.00	6,981.95 (5,818.05)	54.55	9,171.95
610-49750-121	PERA (EMPLOYER)	35,784.00	35,784.00	24,705.15 (11,078.85)	69.04	30,862.23
610-49750-122	FICA/MEDICARE (EMPLOYER)	36,501.00	36,501.00	24,765.26 (11,735.74)	67.85	33,518.07
610-49750-131	MEDICAL/DENTAL/LIFE (EMPLOYER)	69,130.00	69,130.00	70,115.80 985.80	101.43	64,969.94
610-49750-132	LONGEVITY PAY	10,301.00	10,301.00	.00 (10,301.00)	.00	.00
610-49750-133	INSURANCE DEDUCTIBLE CONTRIB	4,800.00	4,800.00	1,965.71 (2,834.29)	40.95	1,933.70
610-49750-151	WORKERS' COMPENSATION PREMIU	24,530.00	24,530.00	15,870.47 (8,659.53)	64.70	12,425.33
610-49750-153	UNEMPLOYMENT COMPENSATION	250.00	250.00	19.40 (230.60)	7.76	.00
610-49750-154	HRA/FLEX FEES	350.00	350.00	246.10 (103.90)	70.31	267.30
TOTAL PERSONAL SERVICES		648,476.00	648,476.00	482,198.73 (166,277.27)	74.36	591,165.05
<i>SUPPLIES</i>						
610-49750-201	OFFICE SUPPLIES - ACCESSORIES	2,000.00	2,000.00	2,170.64 170.64	108.53	1,259.20
610-49750-210	MISCELLANEOUS OPER SUPPLIES	21,000.00	21,000.00	11,906.77 (9,093.23)	56.70	24,136.22
610-49750-220	MAINTENANCE & REPAIR SUPPLIES	30,000.00	30,000.00	15,227.86 (14,772.14)	50.76	21,070.22
610-49750-240	SMALL TOOLS AND MINOR EQUIPME	3,000.00	3,000.00	3,685.71 685.71	122.86	1,044.00
610-49750-251	PURCHASES - LIQUOR	1,582,147.00	1,582,147.00	1,237,649.75 (344,497.25)	78.23	1,735,761.85
610-49750-252	PURCHASES - BEER	2,093,372.00	2,093,372.00	1,697,844.59 (395,527.41)	81.11	2,279,240.95
610-49750-253	PURCHASES WINE	597,223.00	597,223.00	412,098.91 (185,124.09)	69.00	606,014.74
610-49750-259	PURCHASES - MISCELLANEOUS	279,410.00	279,410.00	210,762.86 (68,647.14)	75.43	286,453.20
610-49750-260	FREIGHT & DRAY	38,000.00	38,000.00	30,057.49 (7,942.51)	79.10	41,946.14
TOTAL SUPPLIES		4,646,152.00	4,646,152.00	3,621,404.58 (1,024,747.42)	77.94	4,996,926.52
<i>OTHER SERVICES & CHARGES</i>						
610-49750-304	MISC PROFESSIONAL SERVICES	3,500.00	3,500.00	3,087.65 (412.35)	88.22	1,499.85
610-49750-313	IT MGMT & BACKUP	6,000.00	6,000.00	4,107.77 (1,892.23)	68.46	5,330.40
610-49750-321	TELEPHONE/CELLULAR PHONES	8,000.00	8,000.00	4,862.62 (3,137.38)	60.78	7,203.75
610-49750-331	TRAVEL/MEALS/LODGING	200.00	200.00	.00 (200.00)	.00	.00
610-49750-334	MILEAGE REIMBURSEMENT	300.00	300.00	61.92 (238.08)	20.64	408.70
610-49750-340	ADVERTISING	40,000.00	40,000.00	33,443.08 (6,556.92)	83.61	43,231.33
610-49750-341	WINE TASTING EVENT COSTS	3,200.00	3,200.00	.00 (3,200.00)	.00	258.68
610-49750-360	INSURANCE AND BONDS	18,000.00	18,000.00	11,309.63 (6,690.37)	62.83	15,158.43
610-49750-381	ELECTRIC UTILITIES	27,000.00	27,000.00	15,979.21 (11,020.79)	59.18	23,132.54
610-49750-382	WATER/WASTEWATER UTILITIES	1,200.00	1,200.00	597.97 (602.03)	49.83	779.46
610-49750-383	GAS UTILITIES	3,500.00	3,500.00	2,619.02 (880.98)	74.83	2,920.81
610-49750-384	REFUSE HAULING	6,500.00	6,500.00	4,022.38 (2,477.62)	61.88	5,268.84
TOTAL OTHER SERVICES & CHARG		117,400.00	117,400.00	80,091.25 (37,308.75)	68.22	105,192.79

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

FUND 610 - LIQUOR STORE FUND

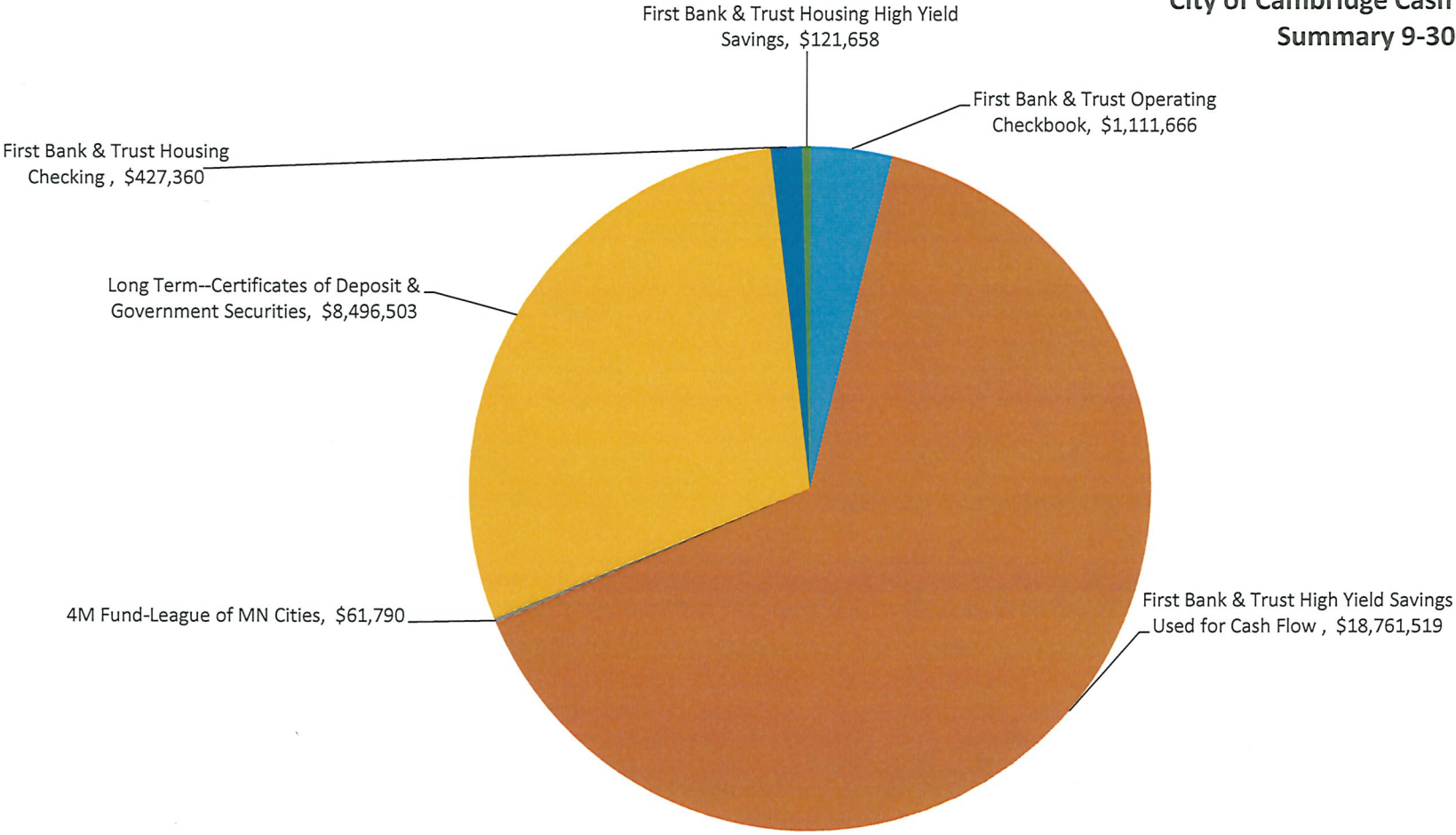
	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>MISCELLANEOUS</i>						
610-49750-405 JANITOR SERVICES	8,000.00	8,000.00	5,704.56	(2,295.44)	71.31	6,776.64
610-49750-420 DEPRECIATION	64,000.00	64,000.00	.00	(64,000.00)	.00	61,853.08
610-49750-430 FISCAL/BANK/MISCELLANEOUS CHG	150,671.00	150,671.00	114,577.50	(36,093.50)	76.04	147,906.37
610-49750-433 DUES AND SUBSCRIPTIONS	6,500.00	6,500.00	6,144.00	(356.00)	94.52	6,122.00
610-49750-440 MEETINGS AND SCHOOLS	3,000.00	3,000.00	150.00	(2,850.00)	5.00	1,454.00
610-49750-453 TAXES AND LICENSES	250.00	250.00	.00	(250.00)	.00	20.00
610-49750-461 LOTTERY SWEEP	50,000.00	50,000.00	35,069.76	(14,930.24)	70.14	49,453.81
610-49750-475 LOTTERY PAID OUT	32,000.00	32,000.00	29,684.03	(2,315.97)	92.76	38,548.03
610-49750-489 CONTRACT MAINTENANCE	7,500.00	7,500.00	5,246.36	(2,253.64)	69.95	4,650.81
<i>TOTAL MISCELLANEOUS</i>	<u>321,921.00</u>	<u>321,921.00</u>	<u>196,576.21</u>	<u>(125,344.79)</u>	<u>61.06</u>	<u>316,784.74</u>
<i>TRANSFERS</i>						
610-49750-720 TRANSFERS OUT - OPER TRANSFER	425,000.00	425,000.00	425,000.00	.00	100.00	525,000.00
610-49750-724 TRANSFER TO SPECIAL REV FUNDS	.00	.00	.00	.00	.00	200,000.00
<i>TOTAL TRANSFERS</i>	<u>425,000.00</u>	<u>425,000.00</u>	<u>425,000.00</u>	<u>.00</u>	<u>100.00</u>	<u>725,000.00</u>
TOTAL LIQUOR STORE	<u><u>6,158,949.00</u></u>	<u><u>6,158,949.00</u></u>	<u><u>4,805,270.77</u></u>	<u><u>(1,353,678.23)</u></u>	<u><u>78.02</u></u>	<u><u>6,735,069.10</u></u>

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

FUND 610 - LIQUOR STORE FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	6,158,949.00	6,158,949.00	4,805,270.77			6,735,069.10
NET REVENUES OVER EXPENDITURE	.00	.00	92,422.37			(6,412.95)

**City of Cambridge Cash & Investment
Summary 9-30-2023**



City of Cambridge		
General Fund Park Expenses		
on Park Specific Basis		
Name of Park		Costs 1/1/2023-9/30/2023
City Park		\$45,545.50
Ice Rink		\$72,720.97
Sandquist Park		\$97,317.15
Central Greens		\$20,326.99
Brown Park		\$4,809.68
Peterson Park		\$9,818.41
Pioneer Park		\$10,409.04
Water Tower Park		\$6,619.17
Preserve Park		\$179.70
Dog Park		\$7,981.15
Honeysuckle Park		\$4,660.65
Parkwood Park		\$10,841.41
Veteran's Park		\$435.50
Not Location Specific Expense		\$97,760.82
Total		\$389,426.14
Difference		\$0.00
Total Per General Ledger		\$389,426.14
Notes:		
Generally, salaries are allocated to each park based on a time estimate received from our Public Works Director. During the year, as the seasons change, the allocations change to reflect current park activity.		
Not location specific expenses includes things that would be too difficult to allocate to a specific park like park liability insurance, gas for park vehicles, small tools, vehicle repairs, and park commission expense.		

4C Approval of the 2023-2024 Snow Plowing and Removal Contract for Bridgepark and Northbound Liquor with DW Companies

November 6, 2023

Prepared By Todd Schwab, Public Works/Utilities Director

Background

Staff solicited Requests for Proposals (RFP) for snow plowing and removal services for Bridge Park and Northbound Liquor. The deadline for the RFP submittal was October 20, 2023. Staff received 3 completed RFPs. The low quotation of services of the submitted RFPs was provided by DW Companies.

Recommendation

Approve the 2023-2024 Snow Plowing and Removal Contract for Bridgepark and Northbound Liquor with DW Companies.

Included

Contract

Contract For Snow Plowing and Removal

Between the City of Cambridge

And

DW Companies LLC

November 1, 2023 through May 1, 2024

DW Companies LLC. (herein after referred to as “Contractor”) will perform the following scope of services for the City of Cambridge:

1. Snow Removal from designated City Streets after plowing – the City of Cambridge Public Works Department stockpiles snow in certain areas of the City. Upon notice from the Assistant Public Works Director (or his designee), the contractor may be contacted to assist in removing the stockpiles and transporting the snow to a designated snow collection point.
2. Plowing and Salting Bridge Park Apartments – The Cambridge Economic Development Authority (EDA), a political subdivision of the City of Cambridge, owns and manages Bridge Park Apartments at 121 South Fern Street (see attached map). The EDA desires to have the parking lot for Bridge Park Apartments plowed when a snowfall event exceeds 1 inch in depth. The contractor is allowed to plow around vehicles that may remain in the parking lot and EDA staff will periodically designate a time when all the vehicles will be moved to facilitate a total clean-up of the lot. Also, the contractor is responsible for the removal of snow from all sidewalks and applying salt to the parking lot. The application of straight salt and the plowing of the parking lot must be completed by 8:00 a.m.
3. Liquor Store – The City of Cambridge owns and manages the Northbound Liquor Store at 1655 East 1st Avenue (see attached map). The City desires to have the parking lot for the Northbound Liquor Store plowed when a snowfall exceeds 1 inch in depth. Snow must be plowed to areas designated by the Assistant Public Works Director (see attached map). The Contractor is allowed to plow around vehicles that may remain in the parking lot and city staff will be responsible for removing snow between vehicles. Also, the contractor is responsible for the removal of snow from all sidewalks. The application of straight salt and the plowing of the parking lot and sidewalks must be completed by 7:30 a.m.
4. Salting – Salt application must be done in a manner and with materials that will not damage grass, plantings and trees in the landscaped areas.

5. Term of the Agreement – The proposal shall cover services from November 1, 2023 – May 31, 2024. The contract will be reviewed in May of 2024 and may be extended to the 2024-2025 season. The Contractor must provide proof of insurance in a manner determined by the City Attorney. The City of Cambridge reserves the right to terminate this agreement for any reason with a 30-day written notice.

6. Billing – The Contractor must submit a detailed billing statement so that the City can separate each type of service received – snow removal, Bridge Park service, and Liquor Store. The City will pay from the billing statement submitted on a monthly basis on net 30 terms.

Description of Services:

(Snow Removal from Designated Areas)

- | | |
|---|----------------------|
| 1. Hourly Rate for Snow Removal for Dump Trucks | <u>\$115.00/Hour</u> |
| 2. Hourly Rate for Skidsteer | <u>\$120.00/Hour</u> |
| 3. Hourly Rate for a Pickup and Plow | <u>\$110.00/Hour</u> |
| 4. Hourly Rate for a Front-End Loader | <u>\$185.00/Hour</u> |
| 5. Hourly Rate for a Salt/Sand Truck | <u>\$300.00/Hour</u> |
| 6. Hourly Rate for Sidewalk Snow Removal | <u>\$98.00/Hour</u> |

In Witness Whereof, DW Company and the City of Cambridge have executed this Agreement the 6th day of November, 2023.

DW Companies LLC.

 Steve Strandlund Jr.

City of Cambridge

 Evan Vogel, City Administrator

Prepared by: Caroline Moe, Director of Finance

BACKGROUND

The Cambridge Library has received a donation of a Book Worm bike rack (see attached pictures) from Parkitect.

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

Compatibility with Strategic Goals:

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

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

COUNCIL ACTION

Officially accept the donations by approving the attached resolution.

Attachments

Resolution No. R23-096



Pictures of Book Worm
Bike Rack Donated to
Cambridge Library



RESOLUTION NO. R23-096

*Resolution Accepting Restricted Donation
Of a Book Worm Bike Rack to the Cambridge Library*

WHEREAS, a donation of a Book Work Bike Rack has been given to the Cambridge Library;

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

Adopted this 6th day of November, 2023.

James Godfrey, Mayor

ATTEST:

Evan Vogel, City Administrator

Prepared by: Evan C Vogel, City Administrator

Background:

On September 5, 2023 Chief of Police, Todd Schuster, gave notice of his retirement. Chief Schuster has spent the overwhelming majority of his 27-year career with the City of Cambridge. He has served as a patrol officer, detective, sergeant, and the Chief of Police. Chief Schuster has provided tremendous leadership and stability since becoming the chief in November of 2017. I hope we all wish him well, as he looks towards retirement.

Recommendation:

Accept Chief Schuster's Notice of Retirement

Attachments:

Chief Schuster's September 5, 2023 Retirement Announcement



CAMBRIDGE POLICE DEPARTMENT

Todd S. Schuster
Chief of Police

300 3rd Avenue N.E.
Cambridge, MN 55008
PHONE: (763) 689-9567

Shawn Machin
Deputy Chief

RETIREMENT ANNOUNCEMENT

September 5, 2023

To: City Administrator Evan Vogel, Deputy Administrator Alex Smith
Mayor Jim Godfrey and Cambridge City Council Members

It is with excitement that I am announcing my retirement. My last day with the City of Cambridge and the Cambridge Police Department will be June 3, 2024.

I have been employed by the city since July 1, 1997 and in law enforcement since March, 1996. I have been honored to serve in multiple capacities during my career. I have held the ranks of Patrol Officer, Detective, Sergeant and Chief of Police. I have also had several assignments including FTO, Evidence Room Technician, Firearms Instructor and Special Response Team Operator.

I am not going to lie; since I was selected as your Chief of Police in November 2017, there have been some difficult and trying times. Things were going good until a global pandemic hit and we had to change the way we police on the fly. Then we had the George Floyd and Daunte Wright incidents and the civil unrest that ensued (thankfully not here) and that evolved into a call to “defund the police” (again, thankfully not here). Even with the vast amount of support for law enforcement here in Cambridge and the surrounding area, those incidents again led to changes in the way that we police our citizens and required new training and procedures. All of this has led to the latest dilemma, the inability to attract new candidates to the profession of law enforcement.

Part of my intention in announcing this so early is to allow the city the opportunity to explore its options on replacing me and choosing the candidate that you feel will best serve this position. My personal recommendation is to hire Deputy Chief Shawn Machin from within the department, but again, the process that you choose is entirely your decision. The enormous upside with Shawn is that he knows the inner workings of the police department and the continuity of services would not be disrupted.

I want to conclude by saying Thank You! Thank you for giving me the opportunity to work here and progress through the ranks up to Chief of Police. Thank you for your full

support throughout my career. The city administration, mayor, council and especially the citizens, have always had tremendous support for their police department. Looking into the future, that is going to need to continue. This is a necessary and hard profession and the men and women that step up to serve deserve to be commended. Thank you to all of my present and former co-workers, I have learned from all of you! Thank you to all of the city staff that work here now and those that have worked here in the past.

People ask what I am going to do next. I don't have any concrete plans. My wife Alicia and I have made Cambridge our home where we raised our 2 boys, Joshua and Jacob. We will continue to live here for the time being, but our dream for several years has been to relocate to Arizona. I have my parents there and frankly; we are getting tired of the harsh winters (we will roll the dice with harsh summers 😊).

Respectfully Submitted,

A handwritten signature in black ink that reads "Todd S. Schuster". The signature is fluid and cursive, with a large initial "T" and "S".

Todd S. Schuster
Chief of Police

Prepared by: Evan C Vogel, City Administrator

Background:

With the acceptance of the retirement of Chief Todd Schuster it is important to discuss next steps with the department. The most pressing item is understanding what should be done to fill the position of Chief of Police, as well as any corresponding changes that come from that.

I am recommending that the Cambridge City Council appoint current Deputy Chief Shawn Machin as the next Chief of Police for the Cambridge Police Department. DC Machin has served in his current role since 2021 and has done so expertly. He has handled many complex issues, policy changes, and new initiatives very well. He has been with the Cambridge Police Department since 2004, has all of the experience and qualifications that are needed for this position, and I believe he has every ability to be highly successful. Additionally, I believe that there is significant benefit to the department as a whole by promoting from within the department both for continuity of leadership and as an example for what you can accomplish here if you do your job well consistently.

If Council approves the conditional offer letter attached to this staff report that will fill a critical need within the City’s leadership structure, and ensure that we have a good plan in place for our police department. If approved, it would then create a corresponding vacancy on June 3 for the Deputy Chief position. This is also a role that is critically important for the department. I would like the council to discuss its comfort level with providing staff semi-broad authority to review the position description for the deputy chief, consider changes if needed, and post at an appropriate time. I’d like to compare this position to other departments so that we ensure have appropriate standards and qualifications for a prospective Deputy Chief. Once that is complete we would like to post in the beginning of the new year to make sure we are taking every opportunity possible to have the new Chief, and Deputy Chief have a fully staffed department as they step into their new roles.

Recommendation:

Approve the attached conditional offer letter to Shawn Machin to become the next Chief of Police for the Cambridge Police Department

Provide Administrator Vogel authority to make changes to the deputy chief position and post when appropriate.

Attachments:

Conditional Offer Letter to Shawn Machin

October 25, 2023

Shawn Machin


Dear Mr. Machin,

It is my distinct pleasure to provide you with a conditional offer to be the next Chief of Police for the City of Cambridge Police Department. As you are aware Chief Todd Schuster has given notice of his pending retirement, and his last day will be June 3, 2024. This is a conditional offer with the following condition: that the Cambridge City Council approve your appointment to this position, and that you remain an employee, in good standing for the full term before assuming the Chief of Police role.

Salary

Under the City's current pay structure you would be placed at Grade 17, Step 8. Your salary will be at least \$57.74 per hour, which is approximately \$120,099 per year.

The actual salary will be higher if the City Council adopts the recommended salaries in the 2023 Classification and Compensation Study. If the recommendations are adopted, you would be placed at Grade 22, Step 1, with starting pay at \$58.16 per hour, which is approximately \$120,972.80.

At the end of your learning and evaluation period, you would be eligible for a step increase, and then on January 1 of each year thereafter.

Requested Start Date

June 3, 2024

Pay Periods

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

Schedule

40 hours per week

Learning and Evaluation Period

All newly appointed or promoted employees serve a 12-month learning and evaluation period. At any time during the learning and evaluation period, an employee may be returned to their previous position at the sole discretion of the City.

Health, Dental, and Vision Insurance

Insurance Benefits are defined by the International Union of Operating Engineers Local 49 contract. Currently, the City offers health, dental, and vision insurance through the current union contract. The monthly premium currently is \$1,602.00 and the employee pays ten percent of the monthly premium

(\$160.20). Health insurance premiums generally increase each March and employee share changes accordingly.

Vacation/Sick Leave

The current vacation accrual schedule is:

Years of Service	Accumulation Per Pay Period
0 through 1 year	2.31 hours each 2 weeks of work (1½ weeks annually)
2 through 5 years	3.08 hours each 2 weeks of work (2 weeks annually)
6 through 9 years	4.62 hours each 2 weeks of work (3 weeks annually)
10 through 14 years	6.16 hours each 2 weeks of work (4 weeks annually)
15+ years	7.69 hours each 2 weeks of work (5 weeks annually)

Full-time employees earn sick leave at a rate of 3.69 hours for each pay period or 1 day per calendar month of service. A portion of this leave will be classified as Earned Sick and Safe Leave at accrual rates consistent with applicable state law.

Fair Labor Standards Act - Overtime

The Police Chief is classified as an exempt position. The City’s current personnel policies state the following:

“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 hours, measured biannually. Upon termination from employment, either voluntarily or involuntarily, exempt employees forfeit any accumulated compensatory time without payment.”

Pension

You will be enrolled in the Public Employees Retirement Association Police and Fire plan. The employee's contribution towards the PERA plan is 11.8% of gross salary and the City contributes 17.7% of your gross salary. From time to time, the Minnesota Legislature adjusts the contribution amounts to ensure the plan is funded appropriately.

Use of Time Clock

Employees must follow the City’s personnel policy on recording of time worked which states:

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, and punch out at the end of the work day.

Payroll Deductions

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

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

Language Other Than English

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

This offer is not a contract for employment for a definite or indefinite period of time. This position is at-will. Employment terms are governed by the City’s personnel policies (a copy is enclosed). We sincerely hope that you will accept this offer. To accept the offer, please sign below and return it to me by October 31, 2023.

Sincerely,

Evan Vogel
City Administrator
City of Cambridge

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

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

Shawn Machin

Date

Prepared by: Evan C Vogel, City Administrator

Background:

As has become practice we will begin talking about one to two personnel policy items per meeting before the final meeting in December. I will ask that Council give a thumbs up or down on whether or not they support the specific item or not, and all supported items will be placed on a slate for approval at the final meeting in December. Any that are more contentious can be discussed further at that final meeting.

The first two items for discussion are amendments to Section 18, Sick Leave, as well as the creation of a “Dress for your day” policy. I will summarize both immediately below, and have the full redlined versions attached as well.

- **Section 18 Sick Leave**
 - The changes to this policy are required because of the new state law pertaining to Earned Sick and Safe Leave. There are several different ways that employers can handle these new requirements, as will be described, but the recommended changes are that employees earn this leave in a per hours worked basis, and that it be built into our existing safe leave policy. I am recommending that employees accrue ESST as a prorated portion of their sick leave accrual, and then once the maximum allowed ESST has been earned they are only able to accrue traditional sick leave. Additionally, employees will be required to use ESST before traditional sick leave. The changes you see will bring the City fully into compliance with state law, though minor tweaks may be needed if errors are discovered.
- **Dress for your Day Policy**
 - This is part of a continued push to establish Cambridge as an “employer of choice”. I think it is important for eligible employees to feel comfortable in their work place, and to be allowed, without concern for discipline, to dress appropriately for that. This is a relatively minor, straight forward policy providing that employees may dress more comfortably, especially on days they know they will not be interacting with the public. This does not mean band t-shirts, ripped jeans, shorts, etc, but does allow for more generally comfortable, though still professional, attire.

Recommendation:

Approve both policies as recommended.

Attachments:

Red Line Edits to Section 18

Policy Recommendation for “Dress for your Day” Policy

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. Part-Time employees who are regularly scheduled to work a minimum of 20 hours per pay ~~period-week~~ shall earn sick leave at a rate of 1.85 hours for each two weeks (1 part-time 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 is~~ [Section. Earned Sick and Safe Leave will be deducted from the employee's earned sick leave under this Section, as explained in Section 18A.](#)
- (b) **Sick Leave Usage:** Sick leave may be used only for:
- personal injury,
 - when an employee is unable to perform work duties due to illness or disability (including pregnancy),
 - legal quarantine or 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,
 - medical, dental or other care provider appointments whether for the employee or an immediate family member,
 - to care for ~~you~~ [the employee's](#) child, step child, adult child, spouse, sibling, parent, grandparent, or stepparent as defined by state law. Sick leave usage 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 may also be used for [up to](#) two personal days per year. Personal leave must be previously approved by a department head. Two days is hereby defined as two regular shifts: for Full-Time employees this means 16 hours per year, for Part-Time employees who regularly work 20 hours per week this means 8 hours per year.

Sick leave is an authorized absence from work with pay, granted to qualified 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 in this Section. 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.

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~~must:

- 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 employee's illness/injury or the condition of the ill family member;
- 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'slicensed medical provider certificate must be provided to the employee's department head.
- After an absence due to surgery, prolonged illness, or injury, a licensed medical providerphysician's statement is required prior to 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. If reasonable accommodations are necessary, see Sec. 18(d) section on Light or Modified Duty Assignment.

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.

Sick leave may be denied for any employee required to provide a licensed medical providerdoctor's statement until such a statement is provided.

- (e) **Accumulation:** Sick leave will 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 200 unused sick leave hours as severance pay upon termination of employment. For an employee that is retiring (will be receiving a pension from PERA or Social Security) and is in good standing shall be eligible to receive 75% of a maximum of 400 unused sick leave hours or shall receive 75% of 900

unused sick leave hours provided that the employee provides a minimum of 8 weeks advance notice of their pending retirement as severance pay upon retirement. Department head level employees who provide at least 26 weeks' notice of pending retirement shall be eligible to receive 100% of up to 1040 unused sick leave hours as severance pay upon retirement.

For all non-union employees, 100% of the employee severance payment ~~must be payable~~will be paid into 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. 18A. Earned Sick and Safe Time (Minn. Stat. §§ 181.9445-9448)

Effective beginning January 1, 2024.

- (a) **Eligibility.** Any employee who works for the City more than 80 hours per year is eligible for Earned Sick and Safe Time ("ESST") consistent with this Section. For employees also eligible for Sick Leave pursuant to Section 18 or a Collective Bargaining Agreement, the

ESST will be deducted from the earned Sick Leave and available to the employee to use consistent with the terms of this section.

Example 1: A full-time employee who works 40 hours per week accrues 3.694 hours of sick leave per 80-hour pay period pursuant to Section 18. The rate of earning ESST is 1 hour for every 30 hours worked, or 2.67 hours per 80-hour pay period. In a two-week pay period, the employee will have earned 2.67 hours of ESST and 1.0323 hours of sick leave.

Example 2: A part-time employee who works 20 hours per week accrues 1.852 hours of sick leave per 40-hour pay period pursuant to Section 18. The rate of earning ESST is 1 hour for every 30 hours worked, or 1.33 hours per 40-hour pay period. In a two-week pay period, the employee will have earned 1.33 hours of ESST and .5267 hours of sick leave.

Example 3: A Full-Time employee who works 120 hours in a pay period accrues 4 hours of ESST (1 for every 30 hours worked) and as a result of accruing ESST in excess of the typical sick leave accrual would earn 0 sick hours in that pay period.

Example 4: An employee who works 2040 hours per week is not eligible for sick leave. They earn .67 hours of ESST per 20-hour pay period.

- (b) Rate of Earning ESST. Employees earn ESST at a rate of 1 hour of ESST for every 30 hours worked. ~~ESST is not earned when an employee uses paid leave.~~ An employee exempt from federal overtime requirements works 40 hours per week for the purpose of calculating ESST.
- (c) Maximum Earning and Accrual. An employee may earn a maximum of 48 hours of ESST per year. ESST hours carry over from year-to-year up to a maximum accumulation of 80 hours.
- (d) Use of ESST. ESST may be used for any of the reasons identified in Minnesota Statutes Section 181.9447. The definitions in Minnesota Statutes Section 181.9445 apply. If an employee is eligible to use either ESST or sick leave for a specific absence, the employee must use ESST until accrued ESST is exhausted.
- (e) Documentation. The City may request documentation related to an employee's use of ESST consistent with the requirements of Minnesota Statutes Section 181.9447, subd. 3.

Dress and Appearance Policy

The City follows a “Dress For Your Day Policy” allowing employees discretion to select appropriate dress for the business of each workday. While dress for your day is intended to be relaxed, the expectation is that employees will nevertheless wear clothing appropriate for their work environment.

This policy is meant to provide a more generally relaxed expectation for employee attire, and no dress code can cover all contingencies, so employees are required to exercise sound judgment in the choice of clothing to wear to work.

- No torn, excessively faded, dirty, patched, or frayed clothing
- No clothing containing words, terms, or pictures that may be offensive to others.
- No clothing which displays political messaging of any kind
- No pants/shorts with slogans of any sort written across the buttocks
- No shorts
- No tank tops or sleeveless shirts
- No clothing that reveals an employee’s stomach, bare back, chest cleavage, or underwear
- No mini skirts
- No athleisure or athleticwear
- No pajama wear

Certain employees in Public Services and Community Development (Building Inspections) are required to wear identifiable City logo apparel, provided by the City, as approved by the department director.

The City will administer this policy in accordance with the Minnesota Human Rights Act and all other applicable Federal and State laws.

The City Administrator and Department Heads will be responsible for enforcing this policy.

Prepared by: Alex Smith, Deputy City Administrator

Background:

Micah Melander, the owner of 120 Main St. N (currently leased by Cambridge Floral and upstairs residential), have applied for the Downtown Grant requesting to receive the maximum award amount of \$15,000.00 in assistance to be used for tuck pointing, window replacement, awning repair, signage. This amount is 50% of the \$8,400.00 total cost they have been quoted by Ben Hentges Masonry for the work. The current Downtown Grant Program guidelines authorize City Council to award a 50% match up to \$15,000 for eligible façade improvement costs.

The project includes:

Permits, drawings, tuck pointing, flashing	\$ 2,621.59
Painting, caulking, drip cap, ladders	\$ 2,051.76
Signage	\$ 774.00
15 Windows and Trim	\$ 22,022.04
Cedar Shakes & Roof	\$ 8,133.77
<u>Tax and Contractor fees</u>	<u>\$ 7,134.42</u>
Total	\$ 35,603.16

Fiscal Note:

The Downtown Grant Fund currently has \$145,850, with \$15,000 allocated for previously awarded grant that has not yet been paid out, leaving a total of **\$130,850**.

There is sufficient funding to approve the request of \$15,000.

Council Action:

Review application and vote to approve the Downtown Grant request for 120 Main St N.

Attachments:

1. Melander Downtown Grant Application
2. Yares Renovation Services Work estimate

Downtown Grant Fund Application

General Business Information	
Business Name	TEND, LLC
Business Address	PO Box 644
City, State Zip	Cambridge, MN 55008
Property Address	120 Main St. #N
Trade Name or DBA	
Contact Person	Micah Melander
Telephone	[REDACTED]
Email	[REDACTED]
Type of Business	Commercial - downtown
Corporation (list type)	
<input checked="" type="radio"/> Sole Owner <input type="radio"/> Partnership <input type="radio"/> Other	
This is a <input type="radio"/> New Business / Startup <input checked="" type="radio"/> Existing Business (How many years in business? <u>3</u>)	
Description of business	
The core tenant is Cambridge Floral, I own and operate the building. There are 4 residential apartment units upstairs	
Number of Employees	Full Time _____ Part Time <u>10+</u> (Cambridge Floral)

Please briefly describe the proposed project

Facade improvements (see attached estimate /
scope of work)
Exterior Tuck-pointing
Painting Sutter board / caulking / sealing
Window replacements
Replacing cedar roof on exterior awning

Project Budget (attach contractor's bids)	\$
Scope of Work	Cost
See attached.	\$
permits, drawings, tuck pointing, flashing	\$ 2,162
Painting, caulking, strip cap, ladders	\$ 2,051
Signage - removal + replace back/res	\$ 774
Cedar shakes-	\$ 8,133
15 Windows + Trim	\$ 22,022
Tax + Contractor fee/profit	\$ ~ 7,200
Total project cost	\$ 35,603

Sources of Funds (the City will pay 50% match, up to \$15,000 but you need to identify where your other funds are coming from. Grant proceeds are paid after proof of payment to contractor and project is 100% complete.)

Personal/Business Cash	\$ 20,603
Bank Loan Amount	\$
Grant Request (maximum \$15,000)	\$ 15,000
Total Funds	\$ 35,603

Proposed Project Start Date 11/7/2023

Proposed Project Completion Date 4/15/2024 (windows)

Please note that grant guidelines require the project to be fully completed within one year.



 Signature of Company Official

10/20/2023

 Date

By signing this form, I am assuring the City of Cambridge that I have the legal right to bind my company to a legal agreement.

Please return the completed form to: Alex Smith
 Deputy City Administrator
 300 3rd Avenue NE
 Cambridge, MN 55008

Yares Renovation Services LLC

2150 3rd Street, Suite 1
White Bear Lake, MN 55110

MICAH_MAIN_ST_3

General Conditions

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
1. Taxes, insurance, permits & fees (Bid Item)	1.00 EA		0.00	550.00	0.00	110.00	660.00
Drawings, documents, inspections, etc.							
34. Re-point masonry along sides and anywhere cracks are forming.	30.00 SF		0.00	9.77	0.24	58.66	352.00
36. R&R Flash parapet wall only - up to 3' Along top of exterior wall to seal from top.	50.00 LF		3.04	16.48	9.85	197.18	1,183.03
43. Single axle dump truck - per load - including dump fees	1.00 EA		355.46	0.00	0.00	71.10	426.56
Totals: General Conditions					10.09	436.94	2,621.59

Siding

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
13. Exterior - paint two coats	450.00 SF		0.00	1.59	16.77	146.46	878.73
16. Caulking - silicone	20.00 LF		0.00	4.97	0.51	19.98	119.89
17. Metal Z flashing / drip cap	50.00 LF		0.00	4.09	3.28	41.56	249.34
18. Two ladders with jacks and plank (per day)	2.00 DA		0.00	130.33	0.00	52.14	312.80
38. R&R Trim board - 1" x 6" - installed (pine)	50.00 LF		0.62	7.17	19.66	81.84	491.00
Totals: Siding					40.22	341.98	2,051.76

Signage

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
19. Detach & Reset Exterior sign - wired in	1.00 EA	645.00	0.00	0.00	0.00	129.00	774.00
This line is a rough cost - to be adjusted once a formal bid is received from a sign company / electrician.							
Totals: Signage					0.00	129.00	774.00

Cedar Roof

Yares Renovation Services LLC

2150 3rd Street, Suite 1
White Bear Lake, MN 55110

CONTINUED - Cedar Roof

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
28. Remove Wood shakes/shingles - tapersawn - #1 cedar - no felt	3.30 SQ		95.89	0.00	0.00	63.28	379.72
29. Wood shakes/shingles - tapersawn - #1 cedar - no felt	3.30 SQ		0.00	1,468.62	300.35	1,029.38	6,176.18
30. Ice & water barrier	330.00 SF		0.00	2.30	15.82	154.96	929.78
31. Drip edge	62.00 LF		0.00	3.64	6.38	46.42	278.48
33. Flashing, 14" wide	50.00 LF		0.00	5.98	9.01	61.60	369.61
Along top of roof where it connects to wall.							
Totals: Cedar Roof					331.56	1,355.64	8,133.77

Windows

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
40. R&R Wood window - double hung, 9-12 sf	15.00 EA		51.63	825.42	783.64	2,787.88	16,727.27
Five Front facing windows of building. 10 South facing windows of building. Includes exterior and interior trims / casing needed, and finishing of raw wood.							
42. Add. charge for a retrofit window, 12-23 sf - difficult	15.00 EA		0.00	291.82	35.01	882.46	5,294.77
Totals: Windows					818.65	3,670.34	22,022.04
Line Item Totals: MICAH_MAIN_ST_3					1,200.52	5,933.90	35,603.16

Yares Renovation Services LLC

2150 3rd Street, Suite 1
White Bear Lake, MN 55110

Summary

Line Item Total	28,468.74
Matl Sales Tax Reimb	1,200.52
Subtotal	29,669.26
Overhead	2,966.95
Profit	2,966.95
Replacement Cost Value	\$35,603.16
Net Claim	\$35,603.16

Anthony Yares
Estimator

Yares Renovation Services LLC

2150 3rd Street, Suite 1
White Bear Lake, MN 55110

Client: MICAH MELANDER - MAIN ST - 3
Property: 122 Main St N
Cambridge, MN 55008

Home: (763) 242-3956

Operator: TONY

Estimator: Anthony Yares
Position: Estimator
Company: Yares Renovation Services
Business: 2150 3rd Street, Suite 1
White Bear Lake, MN 55110

Business: (651) 333-0007
E-mail: tony@yaresservices.com

Type of Estimate: Other

Date Entered: 10/8/2023

Date Assigned:

Price List: MNMN8X_SEP23

Labor Efficiency: Restoration/Service/Remodel

Estimate: MICAH_MAIN_ST_3

Prepared by: Alex Smith, Deputy City Administrator

Background:

Karen Chilson, the owner of 219 Main St. S (Chilson Jewelers), have applied for the Downtown Grant requesting to receive the amount of \$12,375.00 in assistance to be used for replacing 6 windows and removing and replacing siding on the back half of the building in order to better match the front half. This amount is 50% of the \$24,750.00 total cost they have been quoted by C&H Siding and Remodeling for the work. The current Downtown Grant Program guidelines authorize City Council to award a 50% match up to \$15,000 for eligible façade improvement costs.

The project includes:

Permits	\$ 250.00
Replacing 6 Windows	\$ 8,100.00
Remove and Replace Siding	\$ 16,400.00
Total	\$ 24,750.00

Fiscal Note:

The Downtown Grant Fund currently has \$145,850, with \$15,000 allocated for previously awarded grant that has not yet been paid out, leaving a total of **\$130,850**. There is sufficient funding to approve the request of \$12,375.

Council Action:

Review application and vote to approve the Downtown Grant request.

Attachments:

1. Chilson Downtown Grant Application
2. C&H Siding and Remodeling Estimate

Downtown Grant Fund Application

General Business Information			
Business Name	Chilson Jewelers		
Business Address	219 Main St. S		
City, State Zip	Cambridge, MN 55008		
Property Address	219 Main St. S, Cambridge		
Trade Name or DBA	Chilson Jewelers		
Contact Person	Karen Chilson		
Telephone		Email	
Type of Business	Retail Store		
Corporation (list type)			
<input checked="" type="radio"/> Sole Owner <input type="radio"/> Partnership <input type="radio"/> Other			
This is a <input type="radio"/> New Business / Startup <input checked="" type="radio"/> Existing Business (How many years in business? <u>47</u>)			
Description of business			
Retail Jewelry Store			
Number of Employees			
Full Time <u>4</u> Part Time _____			

Please briefly describe the proposed project

We updated \$ the front 1/2 of our building a few years back, we are now planning to update the back half so the two parts match more closely. This will include new siding + windows.

Project Budget (attach contractor's bids)	\$ 24,750.00
Scope of Work	Cost
Replace 6 windows	\$ 8100.00
Remove + Replace siding	\$ 16400.00
	\$
	\$
	\$
	\$
	\$
Total project cost	\$ 24,750.00

Sources of Funds (the City will pay 50% match, up to \$15,000 but you need to identify where your other funds are coming from. Grant proceeds are paid after proof of payment to contractor and project is 100% complete.)

Personal/Business Cash	\$ 12,375.00
Bank Loan Amount	\$
Grant Request (maximum \$15,000)	\$
Total Funds	\$ 12,375.00

Proposed Project Start Date Fall 2023

Proposed Project Completion Date Fall 2023

Please note that grant guidelines require the project to be fully completed within one year.

Karen Carlson

Signature of Company Official

10/5/23

Date

By signing this form, I am assuring the City of Cambridge that I have the legal right to bind my company to a legal agreement.

Please return the completed form to: Alex Smith
Deputy City Administrator
300 3rd Avenue NE
Cambridge, MN 55008



BANKEASY

October 17, 2023

To Whom it May Concern,

Chilson Jewelers has been a customer of First Bank & Trust since November of 1982. We have never experienced any payment delays or issues with outstanding balances. As a result, we have no hesitation in recommending Chilson Jewelers for any financial transactions they may wish to pursue.

If you require any further information or clarification, please do not hesitate to contact me. I am more than happy to provide additional details regarding business dealings with Chilson Jewelers.

I hope this letter will be helpful in your assessment of credit worthiness.

Sincerely,

A handwritten signature in black ink, appearing to read 'AG', followed by a horizontal line.

Allen Goldsmith
Vice President | Business Banker

First Bank & Trust | NMLS #480159 | Bank #409296
234 East First Avenue | Cambridge, MN 55008
763.691.7116 Office | 763.639.8215 Mobile



Estimate

Date	Estimate No.
9/9/2023	578

Bill to Address

Chilson Jewelers
219 Main ST S
Cambridge MN 55008

Job Address

Chilson Jewelers
219 Main ST S
Cambridge, MN 55008

C&H Siding and Remodeling
33700 Polk St Ne
Cambridge MN 55008

Phone# 763.689.4757
Fax# 763.689.4757
Email: chsiding@gmail.com

Description	Qty	Rate	Total
Permits		250.00	250.00
Replace 6 Double hung windows with Lindsay brand white vinyl replacement units	1	8,100.00	8,100.00
Option for woodgrain interior window option. ADD 1200.00 TO WINDOW PRICE			0.00
Siding on alley side of building. Remove existing siding, install building wrap as per code, reside back of building, lower 4' to be smartside, upper section to be American legend vinyl siding.		16,400.00	16,400.00

We look forward to working with you

We propose hereby to furnish material and labor – complete in accordance with the above specifications for the sum of: **Total** \$24,750.00

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Payment terms: 1/2 down, 1/2 upon completion

Signature Karen Chilson

Date 10/5/23

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Prices good for 15 days

Prepared By: Todd Schwab, Public Works/Utilities Director

Background:

I was asked to obtain pricing to install street lights in the alleys in the Taft Loop Area. This request was generated from a question that Council Member Iverson had posed to Administrator Vogel. I received an estimate from ECE to install 6 street lights in the locations listed. The red lines are the paths the electric services would need to follow to feed power to the lights. The cost is as follows:

6 Street lights and fixtures - \$5400.00

Boring Costs - \$3000.00

\$8.00/Ft. Wire - \$6000.00

Frost Charge if done after November 1 – \$4300.00

Total - \$18,700 if done this year – \$4300.00 if done next year.



Prepared By: Todd Schwab, Public Works/Utilities Director

Background:

Staff solicited Municipal H2O (MHC) to conduct an audit of the current Chlorine Risk Management Program. The requested audit was conducted with Assistant Utilities Director Fedor and MHC Staff on 10/03/23. The cost of that onetime audit was \$3000.00.

The audit brought light to several deficiencies in the current Risk Management Plan. All of the deficiencies were the result of new rules being enacted recently by OSHA. MHC supplied staff with a list of deficiencies and what resources were needed to reconcile the deficiencies.

MHC offers an ongoing service that would assist staff in assuring that the city is in full compliance with the Environmental Protection Agency’s (EPA) Chlorine Risk Management program as well as all Occupational Safety and Health Agency’s (OSHA) Process Safety Management program requirements.

The Scope of Services are included in the attached agreement.

Fiscal Note:

The cost of the compliance service is \$4800 per year. The annual fee would be funded by the Wastewater Operating Budget. There are adequate funds to support the expenditure.

Core Strategy #2: Deliver exceptional public services.

** Provide proper equipment/training to effectively and safely perform job duties.*

Recommendation:

Authorize staff to enter into agreement with AssureCo Risk Management and Regulatory Compliance LLC dba Municipal H2O to supply Chlorine Compliance Services.

Included:

Agreement

PROFESSIONAL SERVICES AGREEMENT

This AGREEMENT is entered into by City of Cambridge, located in Cambridge, MN, (“CLIENT”) and AssureCo Risk Management and Regulatory Compliance LLC dba MunicipalH2O (“MHC”). In consideration of the terms and conditions herein, the parties agree as follows:

- 1. SERVICES.** In accordance with the terms of this AGREEMENT, MHC will perform the services specified in Exhibit A (“Services”) for CLIENT for the site(s) listed below (“Site” or “Sites”).

Cambridge Wastewater Treatment Facility	300 3 rd Ave NE	Cambridge	MN
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MHC shall provide Services as an independent contractor, not as an employee of the CLIENT. Services will be performed by MHC or under its supervision. CLIENT agrees a) MHC can normally perform Services remotely via telephone, email, and the online services at www.MunicipalH2O.com, b) Services are dependent upon the information provided by CLIENT being complete and accurate, and c) to provide such cooperation and support as reasonably necessary to allow MHC to timely and efficiently complete Services.

- 2. COMPENSATION.** In addition to payment for the completed one-time RMP Compliance Audit for \$3,000 in October of 2023, CLIENT agrees to pay MHC **\$4,800** for Services during the initial twelve-month Term of this Agreement. Thereafter, the total annual cost, including all fees, is at the monthly rate of **\$400** or annual rate of **\$4,800**. Payments are due within thirty (30) days. CLIENT agrees to pay via ACH, wire or check (ACH preferred). If CLIENT requires any changes to Services, CLIENT and MHC shall agree on the scope, cost and timing of such Changes and add them to this Agreement as an Addendum signed by both parties prior to the initiation of such work. For any agreed upon Site visits, the CLIENT agrees to pay for all travel expenses. MHC reserves the right to increase our standard fees in the future and will provide reasonable prior notice before any such increase is to take effect.

- 3. TERM AND TERMINATION.** The AGREEMENT is effective on the date of signature by CLIENT and MHC (“Effective Date”) for twelve (12) calendar months from the Effective Date (“Term”), during which the AGREEMENT may only be terminated in the event of a material breach, which the defaulting party fails to cure within ten (10) business days of written notice. The Term will automatically renew for an additional one-year term on the anniversary of the Effective Date, unless written notice is provided to the other party by the party wishing to terminate at least thirty (30) days prior to the renewal date.

- 4. GUARANTEE, WARRANTY, DISCLAIMERS, WAIVER AND LIMITATION OF LIABILITY.** MHC will provide the Compliance Guarantee specified in Exhibit B for Services. MHC warrants that it will use commercially reasonable efforts to provide accurate and timely Services, based on laws and regulations governing Services as of the Effective Date, at a manner no less consistent with that level of care, skill, diligence, thoroughness, and competence ordinarily exercised by industry professionals currently practicing in the same location under similar conditions. THE WARRANTY STATED ABOVE IS A LIMITED WARRANTY AND IS THE ONLY WARRANTY MADE BY MHC AND IS EXPRESSLY MADE SUBJECT TO THE LIMITATIONS CONTAINED IN THIS PARAGRAPH. MHC DOES NOT MAKE, AND CLIENT HEREBY EXPRESSLY WAIVES TO THE FULLEST EXTENT PERMITTED BY LAW, ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED. CLIENT AGREES SERVICES ARE NOT LEGAL ADVICE. IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER PARTY FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES (INCLUDING, WITHOUT LIMITATION, INDIRECT, SPECIAL, PUNITIVE, OR EXEMPLARY DAMAGES FOR LOSS OF BUSINESS, LOSS OF PROFITS, BUSINESS INTERRUPTION, OR LOSS OF BUSINESS INFORMATION) ARISING OUT OF THIS AGREEMENT, THE USE OF OR INABILITY TO USE THE PRODUCTS, EVEN IF THE PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER PARTY FOR FAILURES OR DELAYS IN THE PERFORMANCE OF ITS OBLIGATIONS HEREUNDER ARISING OUT OF OR CAUSED BY, DIRECTLY OR INDIRECTLY, FORCES BEYOND ITS CONTROL, INCLUDING WITHOUT LIMITATION, ACTS OF GOD, ACTS OF WAR OR TERRORISM, CIVIL OR MILITARY DISTURBANCES, NUCLEAR OR NATURAL CATASTROPHES, AND INTERRUPTIONS, LOSS OR MALFUNCTIONS OF UTILITIES, COMMUNICATIONS OR COMPUTER (SOFTWARE AND HARDWARE) SERVICES; IT BEING UNDERSTOOD THAT THE PARTY SHALL USE REASONABLE EFFORTS WHICH ARE CONSISTENT WITH ACCEPTED INDUSTRY PRACTICES TO RESUME PERFORMANCE AS SOON AS PRACTICABLE UNDER THE CIRCUMSTANCES. IN NO EVENT SHALL MHC'S LIABILITY ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT EXCEED THE TOTAL PAYMENTS MADE BY CLIENT TO MHC PURSUANT TO THIS AGREEMENT DURING THE TWELVE MONTHS PRECEDING IMPOSITION OF SUCH LIABILITY.
- 5. OWNERSHIP.** MHC will perform Services using its prior knowledge and experience, intellectual property, processes, procedures, templates, formats, software, and online platforms ("Prior Works"). Ownership of those Prior Works and any derivations thereof, whether modified or not during the performance of Services, shall remain exclusively in MHC. CLIENT agrees not to a) make, have made, modify, reverse engineering, create derivative

works of, copy, publicly display, use, or distribute such Prior Works or derivations thereof, b) sell or be compensated in any way for such Prior Works or derivations thereof either directly or through third-parties, sublicensees or any parties not a party to this Agreement and, c) use such Prior Works or derivations thereof other than in connection with the Site(s). All documents, data, studies, surveys, drawings, specifications, notes, maps, models, photographs and reports pertaining to Services prepared, assembled, finished and/or unfinished by MHC for Client under this Agreement, with the exception of Prior Works, shall be deemed works made for hire under the United States copyright law, become the sole property of the Client, and all right, title and interest in and to such shall vest automatically in the Client. MHC may retain copies.

6. CONFIDENTIALITY. CLIENT and MHC agree that neither they nor their employees, agents and assigns shall disclose any information pertaining to the business affairs, finances, methods of operation, computer programs or any personal information of the other, whether written, oral, or otherwise, except where required by law or upon express consent of the other party. This shall not apply to any information that was in the public domain at the time of disclosure or becomes part of the public domain without breach of these Confidentiality terms.

7. NOTICES. Any notices required pursuant to this AGREEMENT shall be mailed or emailed to the parties at the following addresses:

To MHC:

MunicipalH2O
815 Technology Drive, #242568
Little Rock, AR 72223
Attn: MHC Business Operations
Email: service@municipalh2o.com

To CLIENT:

Name: City of Cambridge
Address: 300 3rd Ave NE
City: Cambridge, MN 55008
Attn: Luke Fedor
Email: lfedor@ci.cambridge.mn.us

8. MISCELLANEOUS. Nothing under this AGREEMENT shall be construed to give any rights or benefits in this AGREEMENT to anyone other than CLIENT and MHC, and all duties and responsibilities undertaken pursuant to this AGREEMENT will be for the sole and exclusive benefit of CLIENT and MHC and not for the benefit of any other party. If any provision of this AGREEMENT is found or deemed by a court of competent jurisdiction to be invalid or unenforceable, it shall be considered severable from the remainder of this AGREEMENT and shall not cause the remainder to be invalid or unenforceable. In such event, the parties shall reform this AGREEMENT to replace such stricken provision with a valid and enforceable provision with comes as close as legally possible to expressing the intention of the stricken

provision. This AGREEMENT is governed by the laws of the State of Arkansas and any legal action brought shall be brought in Pulaski County, Arkansas.

This AGREEMENT, together with Exhibit A and Exhibit B attached hereto, constitutes the entire AGREEMENT between CLIENT and MHC and supersedes all prior written or oral understandings. This AGREEMENT is executed in two counterparts.

IN TESTIMONY HEREOF, the duly authorized representatives of the parties have executed this AGREEMENT as shown below:

City of Cambridge (CLIENT)

_____	_____
Print Name	Date

Signature	

Title	

AssureCo Risk Management and Regulatory Compliance LLC dba MunicipalH2O

_____	_____
Print Name	Date

Signature	

Title	

EXHIBIT A
Scope of Services

In accordance with the terms of this AGREEMENT, MHC will provide the following Services:

Compliance Set-up Services for the listed Facilities:

1. Conduct a Compliance Audit and Hazard Review for compliance with Site and level applicable EPA/state RMP and/or OSHA PSM requirements, provide a report of findings, and develop an action plan for correcting any deficiencies.
2. Create new Management System, Prevention Program and Hazard Assessment documents with Site and level applicable EPA/state RMP and/or OSHA PSM requirements.
3. Compilation and review of a RMP Binder to organize all RMP compliance documents.
4. Setup CLIENT's MyMHC online portal to alert CLIENT of pending compliance requirements.
5. Provide training to CLIENT on the online tools and resources available on MyMHC.

Ongoing Compliance Maintenance Services:

1. Assist in the conducting, updating and documentation of the recurring, level applicable requirements of the RMP regulations.
2. Conduct an annual RMP Compliance Review of the Site(s) and processes for ongoing compliance and update documentation as needed. Annual Compliance Reviews shall be conducted by telephone or web-conference.
3. Comprehensive review of all RMP documents for the Sites prior to an EPA inspection so RMP program elements are in order and up-to-date, and guidance on how to be better prepared on the day of the inspection.
4. In the event of loss of CLIENT's key RMP personnel, MHC works with new personnel to educate and train them on RMP regulations and activities required to remain in continuous compliance.
5. Year-round availability of professional RMP consulting services during normal business hours.
6. Provide the MHC Compliance Guarantee in Exhibit B.
7. Maintain and update CLIENT's MyMHC online portal as needed to reflect any changes affecting RMP compliance requirements that occur in the Site(s) or operations of CLIENT.
8. Online tools and advance notification emails to remind Site personnel of required RMP activity deadlines and assistance in completing work prior to the deadline.
9. Monthly Tips and Guidance emails to keep Site personnel up to date on RMP compliance information and issues to help maintain their RMP program and compliance.
10. Access to safety videos, quizzes, and chemical specific guidance documents for use in training.
11. Provide online access to all CLIENT's RMP compliance documents via MyMHC
12. Store and back up CLIENT's RMP compliance documents in an off-site data storage facility.

EXHIBIT B
MHC RMP Compliance Guarantee and Requirements

COMPLIANCE GUARANTEE. MHC agrees to pay any and all fines related to the Environmental Protection Agency's ("EPA") Risk Management Program rule or the state's equivalent of RMP ("RMP") imposed by the EPA, or in OSHA-delegated states the responsible agency ("State") provided that a) the fine is for Client's failure to comply with RMP at Site(s) resulting from MHC's error or omission in Services, b) the fine is imposed during the term of this Agreement and after MHC's completion of the Compliance Set-up Services in Exhibit A, c) any fine levied for a violation resulting from any error or omission of CLIENT to maintain equipment or properly document such maintenance covered by RMP requirements (e.g. such as hoists and chlorine detectors) according to procedures specified by the manufacturer in the owner's manual or to provide in a timely manner operator procedures training for new operators and refresher training for existing operators and properly document such training as required by RMP shall be excluded from this guaranty, and d) the Client has fully complied with the Compliance Guarantee Requirements below (collectively "Compliance Guarantee").

COMPLIANCE GUARANTEE REQUIREMENTS. CLIENT understands and agrees that the Compliance Guarantee is invalidated and becomes immediately null and void ex post facto if CLIENT does not consistently and promptly perform the following requirements (collectively "Compliance Guarantee Requirements"):

1. CLIENT agrees to promptly notify MHC if CLIENT's non-compliance with RMP requirements and/or a fine covered by this Compliance Guarantee is communicated, proposed or levied in any way by the EPA and/or State. CLIENT further agrees to provide MHC with copies of all related items in a format acceptable to MHC and to allow MHC to communicate directly with the EPA or State to attempt to negotiate a reduction in the amount of said fine or otherwise mitigate the amount thereof, should MHC, in its sole discretion, choose to do so.
2. CLIENT agrees to provide MHC with complete, accurate and timely information for the initial setup, ongoing maintenance and all changes in treatment processes, personnel, equipment used, operating procedures, equipment maintenance procedures, quantities of chemicals used, and any other matters relevant to Services at Site(s) or new sites.
3. CLIENT agrees to promptly implement and adequately document the performance of any Service requirements specified by MHC to CLIENT.
4. CLIENT agrees to promptly implement and adequately document the performance of all actions needed for RMP compliance provided to CLIENT by MHC whether online and/or by email, mail or overnight courier and to provide such documentation to MHC.
5. CLIENT agrees to always provide MHC with the most current information regarding CLIENT's designated compliance contact person, an alternate contact person in the event the primary contact person is not available, and the telephone number(s) and email address(es) appropriate for Service-related communications.
6. CLIENT agrees to promptly reply to any MHC's telephone calls or emails related to Services and to do so based on MHC leaving one voicemail and sending one email.