

**Meeting Announcement and Agenda
Cambridge City Council - City Hall Council Chambers
Regular Meeting, Monday, May 2, 2016
3:00 pm**

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

AGENDA	
1.	Call to Order
2.	Pledge of Allegiance
3.	Approval of Agenda (p. 1)
4.	Consent Agenda Approvals <ul style="list-style-type: none"> A. Special, Regular, and Summary City Council Minutes for April 18, 2016; Special City Council Minutes for April 19, 2016 (p. 3) B. Draft March 2016 Financial Statements (p. 14) C. Approve purchase agreement for 105 Cypress St. South (p. 75) D. Resolution R16-031 Certify Delinquent Amounts to Tax Roll (p. 94) E. Resolution R16-032 Accepting Part-Time Police Officers for PERA (p. 97) F. Approval of Joint Powers Agreement with Sherburne Co for LE Intelligence Data (p. 99) G. Approval of Memorandum of Understanding with Minnesota State Colleges & Universities – Various Criminal Investigations (p. 144) H. Approve Public Works Seasonal Employees contingent upon successful completion of required pre-employment testing (p. 154)
5.	Work Session
6.	Unfinished Business
7.	New Business <ul style="list-style-type: none"> A. Presentation by the YMCA (verbal)

	B. Administrative Hearing Officer Contract (p. 155)
	C. Street Closure Request from Cambridge Bar and Grill, July 30, 2016 (p. 158)
	D. Approve Comprehensive Plan Steering Committee Members (p. 166)
8.	Mayor's Report
9.	Council Concerns
10.	City Administrator's Report
	A. Schedule Closed Session to prepare for Labor Negotiations (p. 170)
11.	Temporarily Adjourn to Convene EDA Meeting
12.	Reconvene City Council Meeting after Adjournment of EDA Meeting
13.	Police Department Visioning
14.	Adjournment

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

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

Upcoming Meetings

<u>Date</u>	<u>Time</u>	<u>Description</u>
May 3	6:00 pm	Comprehensive Plan Steering Committee Meeting
May 3	7:30 pm	Planning Commission Meeting
May 4	12:00 pm	Toward Zero Death (TZD) Committee
May 9	9:00 am	ICICLE Meeting (Isanti County Gov't Center Training Room)
May 9	3:30 pm	Library Task Force Meeting
May 10	3:30 pm	Allina Community Engagement Council (CMC Board Room)
May 10	7:00 pm	Cambridge Parks, Trails and Recreation Commission Meeting
May 16	6:00 pm	City Council Meeting
May 17	3:30 pm	Highway 95 Design Advisory Task Force
May 19	5:00 pm	Downtown Task Force Meeting

Upcoming Events

<u>Date</u>	<u>Time</u>	<u>Description</u>
May 21		Cambridge Day Out/Race the Rum 2016
June 10 & 11		Fire on the Rum
June 14-17		LMC Annual Conference (Howie Lewis, Lisa Iverson, Joe Morin, & Lynda W.)
July 4	Dusk	Fireworks
Sept 16	4:00 pm	Customer Appreciation Event
Sept 17	All Day	Cambridge City-Wide Garage Sales

SUMMARY PUBLICATION OF THE PROCEEDINGS OF THE CAMBRIDGE CITY COUNCIL

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

Regular City Council Meeting April 18, 2016

Members Present: Mayor Marlys Palmer, Council Members Joe Monn, Tiffany Kafer, Howard Lewis, and Lisa Iverson

- Meeting was called to order at 6:03 pm. Agenda and consent agenda were approved.
- Brandon Grell presented Council with a petition to add the YMCA onto the 2016 ballot as a referendum question.
- Bruce Hildebrandt with Allina presented Officer Owl, Investigator Harvey, and Deputy Fire Chief Pennings a Life Saving Award.
- Approved Resolution R16-029 Awarding the Sale of the 2016 General Obligation Bonds.
- Approved the audit for the fiscal year ending December 31, 2015.
- Received GFOA Certificate of Excellence for Financial Reporting in 2014.
- Authorized Landworks Construction, Inc. to proceed with work to repair the erosion in City Park not to exceed \$26,015.00 and authorized staff to purchase the materials needed to construct the trail steps and fencing for an amount of \$11,500.00.
- Approved GIS proposal from Community GIS Services, Inc. and authorized staff to start the hiring process for a GIS Coordinator – Technician position.
- Directed staff to go out for an RFP for ice rinks with an option to refuse all bids if necessary.
- Authorized staff to enter into contract with Upper Midwest Athletic Construction to resurface the Honeysuckle and Pioneer Park tennis courts for an amount not to exceed \$20,000.
- Adopted the amendment to the City's Drug and Alcohol Testing Policy as presented.
- Scheduled long range plan update meetings for July 11 at 9:00 am and August 11, 2016 at 8:00 am.
- Adjourned regular meeting at 8:35 pm.

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

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

Members Present: Mayor Marlys Palmer; Council Members, Lisa Iverson, Howard Lewis, Tiffany Kafer, and Joe Morin. All present, no absences.

Staff Present: City Administrator Woulfe, Patrol Officer Owl, Detective Harvey, Deputy Fire Chief Pennings, Finance Director Moe, Utilities/Public Works Director Schwab, Community Development Administrative Assistant Levitski,

Call to Order & Pledge of Allegiance

Palmer called the meeting to order at 6:03 pm and led the public in the Pledge of Allegiance.

Citizens Forum

Brandon Grell of 795 Elin's Lake Rd SE, Cambridge, Minnesota 55008 presented Council with a petition from residents and surrounding area residents requesting the City Council put on the November, 2016 ballot, a referendum to add a local option sales tax of .5% to fund a YMCA.

Approval of the Agenda

Woulfe added "2016 Street Project Work Hours" and "Closed Session to develop offers on properties located along Highway 95" to City Administrator's report. Lewis added "Neonicotinoids" to Council Concerns.

Morin moved, seconded by Kafer to approve the agenda as amended. Motion carried unanimously.

Consent Agenda

Morin moved, seconded by Lewis, to approve consent agenda Items A-H:

- A. Regular and Summary City Council Minutes for April 4, 2016
- B. Warrants #102337 - #102451 and March 2016 ACH/Wire items totaling \$718,022.68
- C. Approve Resolution R16-025 for a Preliminary Plat of Garfield Business Park
- D. Approve Resolution R16-026 for a Final Plat of Garfield Business Park
- E. Resolution R16-027 Accepting Restricted Donations for Fire Dept
- F. Resolution R16-028 Accepting Restricted Donations for Park Dept. from C-I Hockey Association
- G. Purchase Agreement Baas Properties LLC (\$156,940)
- H. East Central Sanitation Refuse Collection Contract

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

Work Session

Allina Presenting Officer Dan Owl, Investigator Jason Harvey, and Deputy Fire Chief Pennings Life Saving Award

Allina Ambulance Operations Manager Bruce Hildebrandt awarded Owl, Harvey, and Pennings a Life Saving Award for saving the life of Steve Sigfrid.

Unfinished Business

There was no unfinished business.

New Business

Approve Resolution R16-029 Awarding Sale of Bonds

Moe introduced Nick Anhut of Ehlers. Anhut reviewed the results of the bids for the 2016 General Obligation Bonds that were received on Monday April 18, 2016. Anhut stated that Piper Jaffray was the winning bid for the bonds with an interest rate of 1.37 percent and that prior to the sale the City's AA bond rating was affirmed by the rating agency. Anhut reminded Council the bonds are issued to finance the 2016 Street Improvement Project as well as to refinance the temporary bond for the 2015 street improvement project. Council thanked Ehlers and staff.

Lewis moved, seconded by Morin to approve Resolution R16-029 Awarding the Sale of the 2016 General Obligation Bonds. Motion carried unanimously.

2015 Audit Report Presentation Comprehensive Annual Financial Report for the Year Ended December 31, 2015 Schedule of Expenditures of Federal Awards and Independent Auditor's Reports Audit Management Letter

Moe introduced Dave Mol, an audit partner from Redpath & Company. Mol presented Council the 2015 audit report and stated there were no adverse findings. Mol stated the City received a clean audit opinion.

Morin moved, seconded by Kafer to approve the comprehensive annual financial report (audit) for the year ending December 31, 2015 for the City of Cambridge. Motion carried unanimously.

Kafer moved, seconded by Iverson to approve the Schedule of Expenditures of Federal Awards and Independent Auditor's Reports along with the Audit Management letter. Motion carried unanimously.

Presentation of GFOA Certificate of Excellence for Financial Reporting for 2014

Moe presented Council with an award the Finance Department received for excellence in financial reporting. Council thanked the Finance Department. Moe recognized Joleen Kriesel, Linda Gerlach, and Ginny Bustrom for their support in the Finance Department.

City Park Erosion Control Measures

Schwab reported staff has been developing a plan to correct an erosion issue that has occurred in City Park. Schwab explained the location of the erosion that is west of the overlook at 3rd Ave SW and the erosion is the result of foot traffic from residents using the hillside to access City Park from 3rd Ave. Schwab reported the erosion needs to be corrected because it has become a safety issue and is concerned about a water main that provides water to all of 3rd Ave. Schwab explained the water main originally was constructed with seven feet of ground cover but as a result of the erosion, it has been reduced to four feet. Schwab stated he is concerned the water pipe will freeze with the limited ground cover.

Schwab reported staff met with the Isanti Soil and Water Conservation District and the Isanti County Park Director on March 1, 2016 to develop an erosion control site plan. Schwab explained the group's consensus was the erosion repair would only be a short term fix unless the City addressed the larger problem of pedestrian traffic down the hill to get to City Park from the overlook area. Staff agreed that a trail needed to be developed from the 3rd Avenue overlook to City Park. Schwab explained the best location for the trail was determined to be north of the overlook, ending up in the old tennis court location which is now a parking area.

Schwab reviewed the quotes solicited and reported that Landworks Construction was the apparent low bidder. Schwab noted staff also solicited prices for the materials needed to construct the steps on the new trail and fencing to block the use of the repaired area which was \$11,500.00. Schwab added staff will install the steps and the fencing using Public Works equipment.

Schwab noted staff will educate the public to encourage them to use the trail and steps. Schwab indicated they will place a fence and signs for instruction.

Lewis moved, seconded by Iverson, to authorize Landworks Construction to proceed with erosion repairs as outlined in the City's erosion control plan for City Park not to exceed \$26,015.00 and authorized staff to purchase the materials needed to construct the trail steps and fencing for an amount not to exceed \$11,500.00. Motion carried unanimously.

Proposal from Community GIS for upgrading the City's Geographic Information Systems Database Authorize Hiring Process for GIS – Stormwater Technician

Levitski identified the uses and importance of GIS identified in the staff report. Schwab reviewed the new proposed new position that would begin after June 1, 2016. Kafer confirmed the position is funded by the utility funds, not the general levy.

Lewis moved, seconded by Iverson to approve the proposal from Community GIS Services, Inc. to provide the development, training, support, and hosting of an Enterprise GIS System as presented and to authorize staff to initiate the hiring process for a GIS Coordinator – Technician position at Grade 12 with a start date no earlier than June 1, 2016. Motion carried unanimously.

Refrigerated Ice Rinks Project

Woulfe reported the City Council adopted the construction of refrigerated ice rinks as one of its priorities back in 2013. Woulfe explained at the December 15, 2014 City Council meeting, Council authorized staff to seek bids for the refrigerated rinks, however, the City was contacted shortly thereafter by the Cambridge Curling Club to consider a new curling facility so staff has not sought official bids as of yet.

Woulfe explained with the general election coming this November and with the need to still finance the construction of the refrigerated hockey rinks, she asked Council if they desire to add the hockey rink project to the referendum question on the local option sales tax or if they desire to scrap the project until additional funding can be achieved. Woulfe reported the City currently has approximately \$700,000 set aside in a dedicated account for this project and noted the funding gap is approximately \$500,000, depending upon how much labor the Hockey Association can arrange to donate during the construction of the rinks.

Woulfe reviewed the number of days the City has had skateable ice over the past several years on the current rinks. Woulfe noted the cost to operate the rinks this past season was approximately \$45,000 which turns out to cost \$1,000 per day based on the 45 skateable days this last season.

Palmer asked staff to provide options for the gap in funding. Woulfe explained Northbound Liquor could have additional funds each year and Council could earmark those funds to help with the funding gap.

Iverson asked if the Cambridge Curling Club was still interested in partnering with the City on their new building. Woulfe explained they are currently exploring partnering with the Isanti County Historical Society or the Purple Hawk for a new clubhouse. The Curling Club would still consider the Central Green location as a last option.

Lewis voiced concern about placing this on the ballot for a sales tax referendum because of the library. Lewis reported the Library Committee has stated they do not want anything else on the ballot. Morin explained the Library Committee voiced their opposition of a YMCA being on the ballot, but they did not mention anything about ice rinks.

Rich Brown from Cambridge-Isanti Hockey Association announced there was approximately 300 hockey players this past season. Brown asked what the City considers as skateable ice. Woulfe clarified the City tallied each day the rinks were open. Brown noted that just because the rinks were open, did not mean there was skateable ice because there were times the ice was open, but not safe to skate.

Discussion ensued regarding possible funding sources. Woulfe suggested the City send it out for bidding, then they would get an idea of true out of pocket cost. Council requested a funding plan for the project gap from Director of Finance Moe.

Iverson moved, seconded by Lewis to direct staff to go out for an RFP for ice rinks with an option to refuse all bids if necessary. Motion carried unanimously.

Repair of Pioneer Park and Honeysuckle Park Courts

Schwab reported the Honeysuckle Park and Pioneer Park tennis courts were built in 2001 and as the areas have been built out, have seen increased use. Schwab explained the Pioneer Park court has seen an extreme amount of use since it was adapted for pickle ball.

Schwab indicated the 2016 street project includes the construction of tennis and pickle ball courts in Central Greens. Schwab explained staff has requested a proposal from Upper Midwest for the resurfacing of the Honeysuckle and Pioneer courts. Their quote came back very favorable at \$20,000 for the both courts.

Schwab explained the funding for the resurfacing of the courts would come from the Park Department Capital Improvement Plan and added by resurfacing the courts, it would considerably extend the life of the courts.

Kafer moved, seconded by Lewis to authorize staff to enter into contract with Upper Midwest Athletic Construction to resurface the Honeysuckle and Pioneer Park tennis courts for an amount not to exceed \$20,000. Morin confirmed the courts will also be striped for pickleball. Motion carried unanimously.

Amendment to the City of Cambridge Drug & Alcohol Testing Policy

Woulfe explained in December 2015, all supervisors participated in a Minnesota Safety Council training on Supervisor's Drug Awareness and Testing and as part of that training the trainer discussed how the illegal use of prescription drugs is on the rise. Woulfe stated they have reviewed the City's current policy with Squires to make sure there was a solid definition of illegal drugs and Squires proposed an amendment to the definition of illegal drugs. Woulfe reviewed this amendment with Council.

Morin moved, seconded by Kafer to adopt the amendment to the City's Drug and Alcohol Testing Policy as presented. Lewis questioned who in the City has the power to direct staff to take a drug and/or alcohol test. Woulfe explained her, as the City Administrator, along with supervisors and department heads. Palmer confirmed that Councilmembers were not considered City employees pursuant to the resolution adopted by City Council. Motion carried unanimously.

Morin moved, seconded by Kafer to break from 7:38 pm until 7:48 pm. Motion carried unanimously.

Mayor's Report

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

Council Concerns

Neonicotinoids

Lewis stated he is concerned about the use of Neonicotinoids for killing mosquitoes because it also kills bees and butterflies. Woulfe stated she believed that Public Works has found an alternative and is using a new product this year.

City Attorney's Report

Fair Campaign Finance Act Presentation

Squires reviewed the Fair Campaign Finance Act and encouraged the City to review its election materials to ensure that it is educating voters, not advocating for the passage of the referendum. Squires reviewed limitations on campaigning practices.

Squires recommended the City develop a fact sheet for council to adopt and advised they go off of that fact sheet for anything related to the referendum. Squires stated it would be a good idea for a script to be developed for when Council members are approached on the subject. Squires noted, the role of a City and City Council is to educate the public, not advocate for a referendum.

Lewis commented that he would be campaigning in support of this referendum when he campaigns this fall for re-election. Squires explained there is a difference between campaigning vs. wearing the hat of a council member and it would be a good idea to have the fact sheet and agree on a script.

City Administrator's Report

Update of Community Development Staffing Changes

Woulfe stated at the Community Development visioning session, it was recommended that Sue Lawrence work an additional 10 hours per week on a short term basis in an effort to help the Community Development department through staff transitions this summer and help with code enforcement administrative activities. In order to keep Council informed of ongoing changes, Woulfe stated that she and Westover are requesting Lawrence to take over Council meetings and minutes to relieve Levitski of this duty so Levitski can in turn help Westover with Planning and Parks duties, including extra park activities happening this summer.

Schedule Long Range Plan Update Meetings (July & August)

Council scheduled long range plan update meetings on July 11, 2016 at 9:00 am to 12:30 pm and on August 11, 2016 at 8:00 am to 12:00 pm. Lewis stated they can lower taxes by increasing the number of residents on the tax roll and increasing the number of businesses. Lewis stated he would like Council to look at inefficiencies and he would like to see department heads bring 1 – 2 % levy cuts to the meeting as well.

Street Project Hours

Woulfe explained the Zoning ordinance states: "156.075 Vibration – No activity or operation shall be established which will cause earth vibrations perceptible beyond the limits of the immediate site of such operation. Temporary construction activity causing vibration beyond the limits of the immediate site may be permitted between the hours of 7:00 am to 7:00 pm Monday through Saturday. Any damage caused as a result of the temporary construction activities shall be the responsibility and liability of the contractor."

Woulfe reported the 2016 Street Contractor would like to work between the hours of 7:00 am – 8:30 pm so they can finish the project sooner and a majority of this project is in the SE Industrial Park and on McKinley Street. Woulfe added, the mill and overlays are also in a business district. Woulfe requested Council grant an extension on work hours from 7:00 pm to 8:30 pm for the 2016 street improvement projects. Woulfe noted, there are times they are working and there is no vibration effect so they are in a little bit of a grey area here. Council consensus was to allow them to work later unless the City receives complaints.

Council entered into closed session at 8:15 pm.

Closed Session – Discuss purchase of real property

The City Council entered into closed session under Minnesota Statutes §13d.05, to develop or consider offers for the purchase/sale of 105 Cypress Street South and 313 1st Ave W in Cambridge, Minnesota.

Kafer moved, seconded by Lewis, to adjourn the closed session at 8:35 pm. The motion carried unanimously.

Adjournment of Council Meeting

Being no further business before the City Council, Kafer moved, seconded by Lewis, to adjourn the regular meeting at 8:35 pm. Motion carried unanimously.

Marlys A. Palmer, Mayor

ATTEST:

Lynda J. Woulfe, City Administrator

**Cambridge City Council Special Meeting Minutes
Monday, April 18, 2016**

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

Members Present: Mayor Marlys Palmer; Council Members, Lisa Iverson, Howard Lewis, Tiffany Kafer, and Joe Morin. All present, no absences.

Staff Present: City Administrator Woulfe, City Engineer Blank

Call to Order & Pledge of Allegiance

Palmer called the special meeting to order at 4:32 pm.

Approval of Agenda

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

Results of Minnesota Design Team Visit

Council reviewed the slides presented by the Minnesota Design Team. Discussion ensued regarding how to make downtown a thriving civic center. Ideas were exchanged with the possibilities of renovating existing buildings to include better housing and the possibility of underground parking.

Discussion as to where the library should be located ensued. Woulfe reviewed the cost of redevelopment and there were many concerns regarding the loss in tax base and jobs. Council expressed concern on whether or not the businesses would relocate in the City of Cambridge, specifically downtown, or move to another community.

It was confirmed the Library Task Force was split between considering moving the proposed project to the Downtown area as opposed to Heritage Greens. Concern was raised at the urgency that the proposed library needs to be constructed now because of the condition of the existing building and the Design Team's plan would take a long time to complete.

Discussion occurred on the possibility of a partnership with Allina to have a bike rental in the downtown area.

Council discussed the amount of downtown parking and agreed although there is ample parking downtown, citizens feel there should be additional parking immediately in front of the businesses. Lewis suggested informational signs indicating where public parking exists could be helpful. Woulfe stated this concept was presented to the Downtown Task Force last year and was hopeful they would bring up discussions on it again.

Council discussed the need for additional restaurants. Woulfe explained they have approached many restaurants and our area is not meeting their required demographic requirements. Woulfe noted that she has asked Stan Gustafson to reach out to the Sara Treiber with the Mille Lacs Band of Ojibway to see if she and Stan can arrange a meeting

with Robert Irvine who will be at the Hinckley Casino in May to discuss how the City could attract restaurants to Cambridge.

Adjournment

Being no further business before the City Council for the special meeting, Lewis moved, seconded by Kafer, to adjourn the special meeting at 5:45 pm. Motion carried unanimously.

Marlys A. Palmer, Mayor

ATTEST:

Lynda J. Woulfe, City Administrator

DRAFT

**Cambridge City Council Special Meeting Minutes
Tuesday, April 19, 2016**

A special meeting of the Cambridge City Council was held on Tuesday, April 19, 2016, at 5:00 pm at Cambridge City Hall Council Chambers, 300 3rd Avenue NE, Cambridge, Minnesota, 55008 for the purposes of meeting with the Downtown Task Force.

Members Present: Mayor Marlys Palmer; Council Members, Lisa Iverson, Howard Lewis, Tiffany Kafer, and Joe Morin. All present, no absences.

Staff Present: City Administrator Woulfe, City Engineer Blank

Call to Order

Palmer called the special meeting to order at 5:02 pm.

Approval of Agenda

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

Results of Minnesota Design Team Visit

Todd Streeter with the Minnesota Design Team reviewed the slides presented by the April 2, 2016 MDT Community Presentation Event. Discussion ensued regarding how to make downtown a thriving civic center, where the library project should be located, how Highway 95 is going to be improved, the width of Highway 95 at Main Street, and ways the group can move forward on some of the Minnesota Design Team's recommendations.

It was confirmed the Library Task Force was split between considering moving the proposed project to the Downtown area as opposed to Heritage Greens. Concern was raised at the urgency that the proposed library needs to be constructed now because of the condition of the existing building and the Design Team's plan would take a long time to complete.

The Downtown Task Force and Council concluded that a strategy needs to be laid out and conversation continued on how to move forward in making the downtown a thriving civic center.

Adjournment

Being no further business before the City Council for the special meeting, Iverson moved, seconded by Palmer, to adjourn the special meeting at 6:35 pm. Motion carried unanimously.

Marlys A. Palmer, Mayor

ATTEST:

Lynda J. Woulfe, City Administrator

Prepared by: Caroline Moe, Director of Finance

Background

Attached for your review are the **Draft** Monthly Financial Reports for the three months ended March 31, 2016. Included in the Monthly Financial Reports are the following components:

General Fund - Amended 2016 Budget Compared to Actual

Special Revenue Funds:

Airport Operating Fund – Adopted 2016 Compared to Actual

Debt Service Fund Summary: Adopted 2016 Budget Compared to Actual

Capital Fund Summary:

Amended 2016 Budget Compared to Actual

Enterprise Funds:

Water Utility - Adopted 2016 Budget Compared to Actual

Wastewater Utility - Adopted 2016 Budget Compared to Actual

Stormwater Utility- Adopted 2016 Budget Compared to Actual

Liquor Store – Adopted 2016 Budget Compared to Actual.

Council Action Requested

NONE REQUIRED - For discussion only.

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 101 - GENERAL FUND

<u>REVENUE</u>	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TAXES	4,139,386.00	4,139,386.00	.00	(4,139,386.00)	.00	4,281,835.28
LICENSES AND PERMITS	224,150.00	224,150.00	53,284.10	(170,865.90)	23.77	385,331.95
INTERGOVERNMENTAL REVENUES	1,024,144.00	1,024,144.00	58,542.50	(965,601.50)	5.72	1,043,929.10
CHARGES FOR SERVICES	101,072.00	101,072.00	109,844.75	8,772.75	108.68	103,378.56
FINES AND FORFEITURES	46,750.00	46,750.00	7,967.48	(38,782.52)	17.04	49,342.43
OTHER	19,737.00	19,737.00	7,197.10	(12,539.90)	36.47	92,836.39
OTHER FINANCING SOURCES	506,500.00	506,500.00	.00	(506,500.00)	.00	515,000.00
TOTAL FUND REVENUE	6,061,739.00	6,061,739.00	236,835.93	(5,824,903.07)	3.91	6,471,653.71

EXPENDITURES

GENERAL GOVERNMENT

MAYOR AND CITY COUNCIL ADMINISTRATION	43,875.00	43,875.00	5,976.24	(37,898.76)	13.62	37,984.52
ELECTIONS	8,750.00	8,750.00	.00	(8,750.00)	.00	775.00
FINANCE/MIS	297,489.00	297,489.00	76,811.91	(220,677.09)	25.82	277,788.46
LEGAL	94,000.00	94,000.00	14,667.32	(79,332.68)	15.60	93,563.79
BUILDING DEPARTMENT	282,424.00	282,424.00	74,911.02	(207,512.98)	26.52	300,641.70
ENGINEERING	30,000.00	30,000.00	1,537.60	(28,462.40)	5.13	22,517.54
PLANNING	341,404.00	456,404.00	85,201.96	(371,202.04)	18.67	288,993.76
NEW CITY HALL BUILDING	130,330.00	130,330.00	36,501.48	(93,828.52)	28.01	123,842.64

TOTAL GENERAL GOVERNMENT

1,462,020.00	1,577,020.00	356,993.18	(1,220,026.82)	22.64	1,363,793.12
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PUBLIC SAFETY

POLICE DEPARTMENT	1,890,853.00	1,918,054.00	461,009.94	(1,457,044.06)	24.04	1,815,219.98
FIRE DEPARTMENT	289,912.00	289,912.00	67,163.47	(222,748.53)	23.17	324,083.14
EMERGENCY MANAGEMENT	7,700.00	15,700.00	9,964.29	(5,735.71)	63.47	3,700.00
ANIMAL CONTROL	6,000.00	6,000.00	800.00	(5,200.00)	13.33	4,800.00

TOTAL PUBLIC SAFETY

2,194,465.00	2,229,666.00	538,937.70	(1,690,728.30)	24.17	2,147,803.12
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STREETS

STREETS	1,194,493.00	1,195,893.00	288,109.54	(907,783.46)	24.09	1,077,629.03
STREET LIGHTING	179,500.00	179,500.00	30,907.23	(148,592.77)	17.22	201,123.57
MAINTENANCE BUILDING	23,500.00	23,500.00	4,683.53	(18,816.47)	19.93	15,337.85

TOTAL STREETS

1,397,493.00	1,398,893.00	323,700.30	(1,075,192.70)	23.14	1,294,090.45
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PARK AND RECREATION

ICE RINK	6,650.00	6,650.00	1,648.85	(5,001.15)	24.79	2,190.61
PARKS & RECREATION	293,433.00	308,433.00	52,200.95	(256,232.05)	16.92	325,521.24

TOTAL PARK AND RECREATION

300,083.00	315,083.00	53,849.80	(261,233.20)	17.09	327,711.85
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UNALLOCATED EXPENDITURES

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TRANSFERS OUT	707,678.00	709,678.00	2,000.00	(707,678.00)	.28	1,165,916.00
TOTAL UNALLOCATED EXPENDITURES	707,678.00	709,678.00	2,000.00	(707,678.00)	.28	1,165,916.00
TOTAL FUND EXPENDITURES	<u>6,061,739.00</u>	<u>6,230,340.00</u>	<u>1,275,480.98</u>	<u>(4,954,859.02)</u>	<u>20.47</u>	<u>6,299,314.54</u>
NET REVENUE OVER EXPENDITURES	<u>.00</u>	<u>(168,601.00)</u>	<u>(1,038,645.05)</u>	<u>870,044.05</u>	<u>(16.23)</u>	<u>172,339.17</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 101 - GENERAL FUND

ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
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FOR ADMINISTRATION USE ONLY

25 % OF THE FISCAL YEAR HAS ELAPSED

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FOR ADMINISTRATION USE ONLY

25 % OF THE FISCAL YEAR HAS ELAPSED

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CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>TAXES</u>						
101-31010 TAXES - CURRENT	4,109,386.00	4,109,386.00	.00	4,109,386.00	.00	4,195,184.16
101-31020 TAXES - DELINQUENT	25,000.00	25,000.00	.00	25,000.00	.00	16,085.37
101-31050 EXCESS TAX INCREMENTS	.00	.00	.00	.00	.00	17,662.64
101-31060 PENALTIES AND INTEREST	5,000.00	5,000.00	.00	5,000.00	.00	3,009.17
101-31061 TAX ON FORFEITED PROP PURCHAS	.00	.00	.00	.00	.00	49,893.94
TOTAL TAXES	4,139,386.00	4,139,386.00	.00	4,139,386.00	.00	4,281,835.28
<u>LICENSES AND PERMITS</u>						
101-32110 LIQUOR LICENSES	14,000.00	14,000.00	1,175.00	12,825.00	8.39	14,000.00
101-32111 BEER AND SET-UPS	.00	.00	.00	.00	.00	1,200.00
101-32180 CIGARETTES	3,000.00	3,000.00	.00	3,000.00	.00	3,326.00
101-32184 CABLE FRANCHISE FEES	52,000.00	52,000.00	10,081.20	41,918.80	19.39	60,916.56
101-32185 REFUSE HAULER FRANCHISE FEE	1,250.00	1,250.00	1,250.00	.00	100.00	1,250.00
101-32199 OTHER BUS LIC & PERMITS	1,900.00	1,900.00	.00	1,900.00	.00	3,000.00
101-32218 CITY SHARE ELEC INSPECTIONS	2,000.00	2,000.00	620.00	1,380.00	31.00	197.60
101-32219 RETAINAGE OF BLDG SURCHARGE	100.00	100.00	.00	100.00	.00	476.36
101-32220 BUILDING PERMITS	130,000.00	130,000.00	36,002.05	93,997.95	27.69	244,682.51
101-32222 MECHANICAL PERMITS	10,000.00	10,000.00	1,470.85	8,529.15	14.71	26,151.82
101-32225 INVESTIGATION (PENALTY FEE)	100.00	100.00	200.00	(100.00)	200.00	660.00
101-32226 CONTRACTOR LIC VERIFICATIONFEE	300.00	300.00	115.00	185.00	38.33	640.00
101-32230 PLUMBING PERMITS	5,000.00	5,000.00	1,500.00	3,500.00	30.00	21,227.88
101-32240 SIGN PERMITS	1,500.00	1,500.00	210.00	1,290.00	14.00	1,339.37
101-32299 PLANNING & ZONING FEES	3,000.00	3,000.00	660.00	2,340.00	22.00	6,263.85
TOTAL LICENSES AND PERMITS	224,150.00	224,150.00	53,284.10	170,865.90	23.77	385,331.95
<u>INTERGOVERNMENTAL REVENUES</u>						
101-33165 FEDERAL GRANTS - OTHER	750.00	750.00	.00	750.00	.00	11,126.60
101-33401 LOCAL GOVERNMENT AID (LGA)	739,066.00	739,066.00	.00	739,066.00	.00	725,399.00
101-33404 STATE AID - OTHER	7,779.00	7,779.00	.00	7,779.00	.00	6,866.00
101-33405 PERA AID	5,822.00	5,822.00	.00	5,822.00	.00	5,822.00
101-33418 MSA - MAINTENANCE	25,000.00	25,000.00	12,500.00	12,500.00	50.00	25,000.00
101-33421 POLICE STATE AID	100,000.00	100,000.00	.00	100,000.00	.00	121,308.63
101-33422 SCHOOL DIST COST FOR OFFICER	125,727.00	125,727.00	14,885.00	110,842.00	11.84	72,523.87
101-33424 SCHOOL DIST ASST SRO#2	.00	.00	31,157.50	(31,157.50)	.00	55,515.00
101-33610 CTY GRANTS & AIDS FOR HWYS	4,000.00	4,000.00	.00	4,000.00	.00	4,368.00
101-33620 OTHER COUNTY GRANTS AND AIDS	16,000.00	16,000.00	.00	16,000.00	.00	16,000.00
TOTAL INTERGOVERNMENTAL REVE	1,024,144.00	1,024,144.00	58,542.50	965,601.50	5.72	1,043,929.10

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>CHARGES FOR SERVICES</u>						
101-34102 FILING FEES	20.00	20.00	.00	20.00	.00	.00
101-34105 SALES - MAPS, COPIES, ETC.	160.00	160.00	117.75	42.25	73.59	488.25
101-34201 POLICE DEPARTMENT REPORTS	2,000.00	2,000.00	931.25	1,068.75	46.56	2,611.00
101-34202 POLICE ADMINISTRATION FEES	1,000.00	1,000.00	950.00	50.00	95.00	2,760.00
101-34205 PAWN SHOP TRANSACTION REVENUE	5,000.00	5,000.00	4,490.00	510.00	89.80	6,215.00
101-34206 FIRE PROT TOWNSHIP CONTRACT	85,000.00	85,000.00	101,666.75	(16,666.75)	119.61	87,958.91
101-34210 FIRE PROTECTION ADMINISTRATION	1,700.00	1,700.00	1,689.00	11.00	99.35	1,658.00
101-34951 SALE OF SERVICE AND SUPPLIES	6,192.00	6,192.00	.00	6,192.00	.00	1,687.40
TOTAL CHARGES FOR SERVICES	101,072.00	101,072.00	109,844.75	(8,772.75)	108.68	103,378.56
<u>FINES AND FORFEITURES</u>						
101-35101 COURT FINES	44,000.00	44,000.00	4,787.48	39,212.52	10.88	38,266.15
101-35102 PARKING FINES	500.00	500.00	960.00	(460.00)	192.00	1,380.00
101-35104 ANIMAL CONTROL FINES	1,750.00	1,750.00	220.00	1,530.00	12.57	1,700.00
101-35105 ADMINISTRATIVE CITATION FINE	500.00	500.00	2,000.00	(1,500.00)	400.00	7,996.28
TOTAL FINES AND FORFEITURES	46,750.00	46,750.00	7,967.48	38,782.52	17.04	49,342.43
<u>OTHER</u>						
101-36200 MISCELLANEOUS	2,437.00	2,437.00	27.60	2,409.40	1.13	12,678.13
101-36210 INTEREST EARNINGS	13,600.00	13,600.00	.00	13,600.00	.00	30,858.45
101-36220 FACILITY RENTAL	3,200.00	3,200.00	5,289.50	(2,089.50)	165.30	23,818.50
101-36230 DONATIONS	.00	.00	350.00	(350.00)	.00	1,010.00
101-36240 PATRONAGE CAPITAL	500.00	500.00	.00	500.00	.00	593.13
101-36241 FIRE DEPT PRIVATE GRANTS	.00	.00	780.00	(780.00)	.00	.00
101-36242 ALLINA WELLNESS GRANT	.00	.00	750.00	(750.00)	.00	670.00
101-36501 SALE OF PROPERTY	.00	.00	.00	.00	.00	23,208.18
TOTAL OTHER	19,737.00	19,737.00	7,197.10	12,539.90	36.47	92,836.39
<u>OTHER FINANCING SOURCES</u>						
101-39203 TRANSFERS FROM OTHER FUNDS	506,500.00	506,500.00	.00	506,500.00	.00	515,000.00
TOTAL OTHER FINANCING SOURCES	506,500.00	506,500.00	.00	506,500.00	.00	515,000.00
TOTAL FUND REVENUE	6,061,739.00	6,061,739.00	236,835.93			6,471,653.71

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
MAYOR AND CITY COUNCIL						
<i>PERSONAL SERVICES</i>						
101-41110-101 FULL-TIME EMPLOYEES - REGULAR	21,400.00	21,400.00	5,350.05	(16,049.95)	25.00	21,400.20
101-41110-122 FICA/MEDICARE (EMPLOYER)	1,638.00	1,638.00	409.20	(1,228.80)	24.98	1,636.87
101-41110-151 WORKERS' COMPENSATION PREMIU	87.00	87.00	22.12	(64.88)	25.43	91.73
<i>TOTAL PERSONAL SERVICES</i>	<i>23,125.00</i>	<i>23,125.00</i>	<i>5,781.37</i>	<i>(17,343.63)</i>	<i>25.00</i>	<i>23,128.80</i>
<i>SUPPLIES</i>						
101-41110-200 MISCELLANEOUS OFFICE SUPPLIES	100.00	100.00	.00	(100.00)	.00	.00
101-41110-210 MISCELLANEOUS OPER SUPPLIES	300.00	300.00	.00	(300.00)	.00	.00
101-41110-213 CITIZEN'S ACADEMY COSTS	1,500.00	1,500.00	.00	(1,500.00)	.00	.00
101-41110-214 EMPLOYEE RECOGNITION	1,500.00	1,500.00	29.00	(1,471.00)	1.93	245.19
<i>TOTAL SUPPLIES</i>	<i>3,400.00</i>	<i>3,400.00</i>	<i>29.00</i>	<i>(3,371.00)</i>	<i>.85</i>	<i>245.19</i>
<i>OTHER SERVICES AND CHARGES</i>						
101-41110-304 MISC PROFESSIONAL SERVICES	1,000.00	1,000.00	.00	(1,000.00)	.00	800.00
101-41110-331 TRAVEL/MEALS/LODGING	1,500.00	1,500.00	165.87	(1,334.13)	11.06	1,708.24
101-41110-334 MILEAGE REIMBURSEMENT	150.00	150.00	.00	(150.00)	.00	.00
101-41110-340 ADVERTISING	50.00	50.00	.00	(50.00)	.00	.00
101-41110-360 INSURANCE AND BONDS	1,000.00	1,000.00	.00	(1,000.00)	.00	807.04
<i>TOTAL OTHER SERVICES AND CHA</i>	<i>3,700.00</i>	<i>3,700.00</i>	<i>165.87</i>	<i>(3,534.13)</i>	<i>4.48</i>	<i>3,315.28</i>
<i>MISCELLANEOUS</i>						
101-41110-430 MISCELLANEOUS	100.00	100.00	.00	(100.00)	.00	25.00
101-41110-433 DUES AND SUBSCRIPTIONS	50.00	50.00	.00	(50.00)	.00	.00
101-41110-440 SCHOOLS AND MEETINGS	1,500.00	1,500.00	.00	(1,500.00)	.00	1,164.00
101-41110-441 SISTER CITY ACTIVITIES	1,500.00	1,500.00	.00	(1,500.00)	.00	.00
101-41110-455 FIREWORKS DISPLAY EXPENSES	10,500.00	10,500.00	.00	(10,500.00)	.00	10,106.25
<i>TOTAL MISCELLANEOUS</i>	<i>13,650.00</i>	<i>13,650.00</i>	<i>.00</i>	<i>(13,650.00)</i>	<i>.00</i>	<i>11,295.25</i>
TOTAL MAYOR AND CITY COUNCIL	43,875.00	43,875.00	5,976.24	(37,898.76)	13.62	37,984.52

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
ADMINISTRATION						
<i>PERSONAL SERVICES</i>						
101-41320-101 FULL-TIME EMPLOYEES - REGULAR	110,282.00	110,282.00	25,958.40	(84,323.60)	23.54	116,566.28
101-41320-102 FULL-TIME EMPLOYEES - OVERTIME	300.00	300.00	.00	(300.00)	.00	17.73
101-41320-103 PART-TIME - REGULAR	28,763.00	28,763.00	8,451.27	(20,311.73)	29.38	20,713.02
101-41320-105 TEMP/SEAS EMPLOYEES - OVERTIME	.00	.00	.00	.00	.00	12.72
101-41320-121 PERA (EMPLOYER)	10,608.00	10,608.00	2,422.65	(8,185.35)	22.84	10,221.44
101-41320-122 FICA/MEDICARE (EMPLOYER)	10,821.00	10,821.00	2,547.77	(8,273.23)	23.54	10,203.16
101-41320-131 MEDICAL/DENTAL/LIFE (EMPLOYER)	15,129.00	15,129.00	5,979.98	(9,149.02)	39.53	15,931.53
101-41320-132 ADMIN-LONGEVITY PAY	2,402.00	2,402.00	.00	(2,402.00)	.00	.00
101-41320-133 ADMIN--INS DEDUCTIBLE CONTRIB	1,200.00	1,200.00	.00	(1,200.00)	.00	2,546.33
101-41320-151 WORKERS' COMPENSATION PREMIU	1,193.00	1,193.00	264.95	(928.05)	22.21	1,073.92
101-41320-153 CITY WIDE RE-EMPLOY COMPENSATI	1,000.00	1,000.00	.00	(1,000.00)	.00	.00
101-41320-154 HRA/FLEX FEES	200.00	200.00	93.25	(106.75)	46.63	152.12
TOTAL PERSONAL SERVICES	181,898.00	181,898.00	45,718.27	(136,179.73)	25.13	177,438.25
<i>SUPPLIES</i>						
101-41320-201 OFFICE SUPPLIES - ACCESSORIES	1,600.00	1,600.00	303.14	(1,296.86)	18.95	1,112.30
101-41320-202 DUPLICATING & COPYING SUPPLIES	2,000.00	2,000.00	651.57	(1,348.43)	32.58	1,466.55
101-41320-203 CITY NEWSLETTER COSTS	5,000.00	5,000.00	842.72	(4,157.28)	16.85	1,361.60
101-41320-204 STATIONARY, FORMS & ENVELOPES	500.00	500.00	.00	(500.00)	.00	612.00
101-41320-209 SOFTWARE UPDATES	750.00	750.00	1,693.90	943.90	225.85	948.99
101-41320-210 MISCELLANEOUS OPER SUPPLIES	1,000.00	1,000.00	.00	(1,000.00)	.00	497.64
101-41320-221 REPAIR & MAINT SUPP - VEH/EQ	500.00	500.00	.00	(500.00)	.00	110.23
101-41320-240 SMALL TOOLS AND MINOR EQUIPME	1,000.00	1,000.00	49.99	(950.01)	5.00	1,854.95
TOTAL SUPPLIES	12,350.00	12,350.00	3,541.32	(8,808.68)	28.67	7,964.26
<i>OTHER SERVICES AND CHARGES</i>						
101-41320-304 MISC PROFESSIONAL SERVICES	3,000.00	3,000.00	100.00	(2,900.00)	3.33	1,032.32
101-41320-322 POSTAGE	5,000.00	5,000.00	500.00	(4,500.00)	10.00	2,952.68
101-41320-331 TRAVEL/MEALS/LODGING	750.00	750.00	47.18	(702.82)	6.29	492.55
101-41320-334 MILEAGE REIMBURSEMENT	300.00	300.00	.00	(300.00)	.00	28.80
101-41320-340 ADVERTISING	100.00	100.00	.00	(100.00)	.00	742.41
101-41320-351 LEGAL NOTICES/ORD PUBLISHING	1,000.00	1,000.00	314.90	(685.10)	31.49	432.86
101-41320-360 INSURANCE AND BONDS	2,000.00	2,000.00	.00	(2,000.00)	.00	1,895.25
TOTAL OTHER SERVICES AND CHA	12,150.00	12,150.00	962.08	(11,187.92)	7.92	7,576.87

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>MISCELLANEOUS</i>						
101-41320-404 REPAIR & MAINT LABOR - VEH/EQ	300.00	300.00	.00	(300.00)	.00	120.00
101-41320-409 MAINT CONTRACTS - OFFICE EQUIP	11,000.00	11,000.00	6,565.00	(4,435.00)	59.68	11,264.99
101-41320-430 MISCELLANEOUS	300.00	300.00	.00	(300.00)	.00	.00
101-41320-433 DUES AND SUBSCRIPTIONS	300.00	300.00	448.98	148.98	149.66	461.34
101-41320-437 CITY WIDE DUES & SUBSCRIPTIONS	12,250.00	12,250.00	3,750.00	(8,500.00)	30.61	12,762.00
101-41320-440 SCHOOLS AND MEETINGS	2,200.00	2,200.00	400.00	(1,800.00)	18.18	98.00
101-41320-489 OTHER CONTRACTED SERVICES	1,000.00	1,000.00	.00	(1,000.00)	.00	.00
<i>TOTAL MISCELLANEOUS</i>	<u>27,350.00</u>	<u>27,350.00</u>	<u>11,163.98</u>	<u>(16,186.02)</u>	<u>40.82</u>	<u>24,706.33</u>
TOTAL ADMINISTRATION	<u><u>233,748.00</u></u>	<u><u>233,748.00</u></u>	<u><u>61,385.65</u></u>	<u><u>(172,362.35)</u></u>	<u><u>26.26</u></u>	<u><u>217,685.71</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 101 - GENERAL FUND

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

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
FINANCE/MIS						
<i>PERSONAL SERVICES</i>						
101-41500-101 FULL-TIME EMPLOYEES - REGULAR	149,136.00	149,136.00	35,284.83	(113,851.17)	23.66	149,591.18
101-41500-102 FULL-TIME EMPLOYEES - OVERTIME	100.00	100.00	.00	(100.00)	.00	.00
101-41500-121 PERA (EMPLOYER)	11,485.00	11,485.00	2,646.36	(8,838.64)	23.04	11,131.92
101-41500-122 FICA/MEDICARE (EMPLOYER)	11,715.00	11,715.00	2,623.90	(9,091.10)	22.40	10,844.28
101-41500-131 MEDICAL/DENTAL/LIFE (EMPLOYER)	28,396.00	28,396.00	11,959.96	(16,436.04)	42.12	27,323.94
101-41500-132 FINANCE LONGEVITY PAY	4,491.00	4,491.00	.00	(4,491.00)	.00	.00
101-41500-133 FINANCE INS DEDUCTIBLE CONTRIB	2,400.00	2,400.00	436.19	(1,963.81)	18.17	2,142.65
101-41500-151 WORKERS' COMPENSATION PREMIU	1,291.00	1,291.00	271.69	(1,019.31)	21.04	1,224.42
101-41500-154 HRA/FLEX FEES	200.00	200.00	62.20	(137.80)	31.10	147.42
TOTAL PERSONAL SERVICES	209,214.00	209,214.00	53,285.13	(155,928.87)	25.47	202,405.81
<i>SUPPLIES</i>						
101-41500-201 OFFICE SUPPLIES - ACCESSORIES	2,100.00	2,100.00	405.71	(1,694.29)	19.32	1,161.30
101-41500-204 STATIONARY, FORMS & ENVELOPES	2,800.00	2,800.00	.00	(2,800.00)	.00	3,404.84
101-41500-209 SOFTWARE UPDATES	1,000.00	1,000.00	675.00	(325.00)	67.50	675.00
101-41500-210 MISCELLANEOUS OPER SUPPLIES	500.00	500.00	58.77	(441.23)	11.75	96.11
101-41500-240 SMALL TOOLS AND MINOR EQUIPME	2,000.00	2,000.00	.00	(2,000.00)	.00	999.00
TOTAL SUPPLIES	8,400.00	8,400.00	1,139.48	(7,260.52)	13.57	6,336.25
<i>OTHER SERVICES AND CHARGES</i>						
101-41500-301 AUDITING AND ACCOUNTING	30,000.00	30,000.00	5,750.00	(24,250.00)	19.17	29,000.00
101-41500-304 MISC PROFESSIONAL SERVICES	2,000.00	2,000.00	.00	(2,000.00)	.00	.00
101-41500-309 EDP PROFESSIONAL SERVICES	23,000.00	23,000.00	9,036.00	(13,964.00)	39.29	19,755.50
101-41500-331 TRAVEL/MEALS/LODGING	500.00	500.00	12.00	(488.00)	2.40	287.40
101-41500-334 MILEAGE REIMBURSEMENT	210.00	210.00	.00	(210.00)	.00	616.98
101-41500-351 LEGAL NOTICES/ORD PUBLISHING	250.00	250.00	.00	(250.00)	.00	242.54
101-41500-360 INSURANCE AND BONDS	1,600.00	1,600.00	.00	(1,600.00)	.00	1,451.44
TOTAL OTHER SERVICES AND CHA	57,560.00	57,560.00	14,798.00	(42,762.00)	25.71	51,353.86
<i>MISCELLANEOUS</i>						
101-41500-409 MAINT CONTRACTS - OFFICE EQUIP	17,750.00	17,750.00	6,904.00	(10,846.00)	38.90	13,808.00
101-41500-430 MISCELLANEOUS	365.00	365.00	(.40)	(365.40)	(.11)	164.15
101-41500-433 DUES AND SUBSCRIPTIONS	2,200.00	2,200.00	685.70	(1,514.30)	31.17	1,702.39
101-41500-440 SCHOOLS AND MEETINGS	2,000.00	2,000.00	.00	(2,000.00)	.00	2,018.00
TOTAL MISCELLANEOUS	22,315.00	22,315.00	7,589.30	(14,725.70)	34.01	17,692.54
TOTAL FINANCE/MIS	297,489.00	297,489.00	76,811.91	(220,677.09)	25.82	277,788.46

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>LEGAL</u>						
<i>OTHER SERVICES & CHARGES</i>						
101-41610-304 LEGAL FEES	53,000.00	53,000.00	8,083.66	(44,916.34)	15.25	54,061.83
101-41610-305 PROSECUTION SERVICES	41,000.00	41,000.00	6,583.66	(34,416.34)	16.06	39,501.96
<i>TOTAL OTHER SERVICES & CHARG</i>	<u>94,000.00</u>	<u>94,000.00</u>	<u>14,667.32</u>	<u>(79,332.68)</u>	<u>15.60</u>	<u>93,563.79</u>
TOTAL LEGAL	<u><u>94,000.00</u></u>	<u><u>94,000.00</u></u>	<u><u>14,667.32</u></u>	<u><u>(79,332.68)</u></u>	<u><u>15.60</u></u>	<u><u>93,563.79</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
BUILDING DEPARTMENT						
<i>PERSONAL SERVICES</i>						
101-41920-101 FULL-TIME EMPLOYEES - REGULAR	181,896.00	181,896.00	44,822.47	(137,073.53)	24.64	203,577.41
101-41920-121 PERA (EMPLOYER)	13,875.00	13,875.00	3,361.68	(10,513.32)	24.23	15,243.12
101-41920-122 FICA/MEDICARE (EMPLOYER)	14,153.00	14,153.00	3,303.45	(10,849.55)	23.34	15,017.58
101-41920-131 MEDICAL/DENTAL/LIFE	42,592.00	42,592.00	17,939.94	(24,652.06)	42.12	45,602.70
101-41920-132 BLDG DEPT LONGEVITY PAY	3,098.00	3,098.00	.00	(3,098.00)	.00	.00
101-41920-133 BLDG DEPT INS DEDUCTIBLE CONTR	3,600.00	3,600.00	610.85	(2,989.15)	16.97	1,825.21
101-41920-151 WORKERS' COMPENSATION PREMIU	1,610.00	1,610.00	459.08	(1,150.92)	28.51	2,056.80
101-41920-154 HRA/FLEX FEES	.00	.00	93.25	93.25	.00	230.53
TOTAL PERSONAL SERVICES	260,824.00	260,824.00	70,590.72	(190,233.28)	27.06	283,553.35
<i>SUPPLIES</i>						
101-41920-201 OFFICE SUPPLIES	750.00	750.00	120.85	(629.15)	16.11	585.84
101-41920-209 SOFTWARE UPDATES	500.00	500.00	.00	(500.00)	.00	117.55
101-41920-210 MISCELLANEOUS OPER SUPPLIES	1,200.00	1,200.00	.00	(1,200.00)	.00	265.11
101-41920-212 GASOLINE/FUEL/LUBRICANTS/ADDIT	2,600.00	2,600.00	181.51	(2,418.49)	6.98	962.49
101-41920-221 REPAIRS & MAINT SUPP VEH/EQUIP	800.00	800.00	32.00	(768.00)	4.00	512.75
101-41920-240 SMALL TOOLS & MINOR EQUIPMENT	300.00	300.00	.00	(300.00)	.00	449.99
TOTAL SUPPLIES	6,150.00	6,150.00	334.36	(5,815.64)	5.44	2,893.73
<i>OTHER CHARGES & SERVICES</i>						
101-41920-309 EDP PROFESSIONAL SERVICES	1,500.00	1,500.00	.00	(1,500.00)	.00	2,156.25
101-41920-321 TELEPHONE/CELLULAR PHONES	2,700.00	2,700.00	437.40	(2,262.60)	16.20	1,706.13
101-41920-331 TRAVEL/MEALS/LODGING	300.00	300.00	197.86	(102.14)	65.95	84.95
101-41920-334 MILEAGE REIMBURSEMENT	700.00	700.00	184.68	(515.32)	26.38	757.28
101-41920-360 INSURANCE AND BONDS	2,500.00	2,500.00	.00	(2,500.00)	.00	2,054.25
TOTAL OTHER CHARGES & SERVIC	7,700.00	7,700.00	819.94	(6,880.06)	10.65	6,738.86
<i>MISCELLANEOUS</i>						
101-41920-404 REPAIRS & MAINT LABOR VEH & EQ	250.00	250.00	.00	(250.00)	.00	188.71
101-41920-409 MAINT CONTRACTS-OFFICE EQUIP	2,500.00	2,500.00	2,090.00	(410.00)	83.60	2,090.00
101-41920-430 MISCELLANEOUS	200.00	200.00	.00	(200.00)	.00	.00
101-41920-432 CREDIT CARD FEES-BLDG PERMITS	600.00	600.00	.00	(600.00)	.00	600.00
101-41920-433 DUES AND SUBSCRIPTIONS	1,400.00	1,400.00	235.00	(1,165.00)	16.79	2,387.05
101-41920-440 SCHOOLS & MEETINGS	2,800.00	2,800.00	841.00	(1,959.00)	30.04	2,190.00
TOTAL MISCELLANEOUS	7,750.00	7,750.00	3,166.00	(4,584.00)	40.85	7,455.76
TOTAL BUILDING DEPARTMENT	282,424.00	282,424.00	74,911.02	(207,512.98)	26.52	300,641.70

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
<u>ENGINEERING</u>						
<i>OTHER CHARGES & SERVICES</i>						
101-41925-303 ENGINEERING FEES	30,000.00	30,000.00	1,537.60	(28,462.40)	5.13	22,517.54
<i>TOTAL OTHER CHARGES & SERVIC</i>	30,000.00	30,000.00	1,537.60	(28,462.40)	5.13	22,517.54
TOTAL ENGINEERING	30,000.00	30,000.00	1,537.60	(28,462.40)	5.13	22,517.54

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
PLANNING						
<i>PERSONAL SERVICES</i>						
101-41935-101	219,461.00	219,461.00	51,766.40	(167,694.60)	23.59	198,407.81
101-41935-112	2,500.00	2,500.00	430.00	(2,070.00)	17.20	1,715.00
101-41935-121	16,842.00	16,842.00	3,882.48	(12,959.52)	23.05	14,834.64
101-41935-122	17,179.00	17,179.00	3,799.90	(13,379.10)	22.12	14,739.66
101-41935-131	45,592.00	45,592.00	17,936.46	(27,655.54)	39.34	34,078.68
101-41935-132	3,679.00	3,679.00	.00	(3,679.00)	.00	.00
101-41935-133	3,600.00	3,600.00	705.51	(2,894.49)	19.60	1,868.21
101-41935-151	1,951.00	1,951.00	306.92	(1,644.08)	15.73	1,397.81
101-41935-154	300.00	300.00	93.25	(206.75)	31.08	180.32
<i>TOTAL PERSONAL SERVICES</i>	<i>311,104.00</i>	<i>311,104.00</i>	<i>78,920.92</i>	<i>(232,183.08)</i>	<i>25.37</i>	<i>267,222.13</i>
<i>SUPPLIES</i>						
101-41935-201	700.00	700.00	66.79	(633.21)	9.54	817.06
101-41935-204	.00	.00	.00	.00	.00	2.10
101-41935-209	1,200.00	1,200.00	1,476.76	276.76	123.06	1,400.00
101-41935-210	200.00	200.00	.00	(200.00)	.00	15.22
101-41935-212	350.00	350.00	100.00	(250.00)	28.57	455.92
101-41935-221	200.00	200.00	16.00	(184.00)	8.00	136.84
101-41935-240	250.00	250.00	495.00	245.00	198.00	437.13
<i>TOTAL SUPPLIES</i>	<i>2,900.00</i>	<i>2,900.00</i>	<i>2,154.55</i>	<i>(745.45)</i>	<i>74.29</i>	<i>3,264.27</i>
<i>OTHER CHARGES & SERVICES</i>						
101-41935-301	2,500.00	2,500.00	.00	(2,500.00)	.00	.00
101-41935-304	2,500.00	2,500.00	130.00	(2,370.00)	5.20	225.00
101-41935-309	1,000.00	1,000.00	.00	(1,000.00)	.00	1,593.75
101-41935-321	1,500.00	1,500.00	310.07	(1,189.93)	20.67	1,284.30
101-41935-331	500.00	500.00	213.65	(286.35)	42.73	112.50
101-41935-334	250.00	250.00	.00	(250.00)	.00	47.15
101-41935-351	750.00	750.00	61.27	(688.73)	8.17	127.46
101-41935-360	11,000.00	11,000.00	.00	(11,000.00)	.00	10,459.82
<i>TOTAL OTHER CHARGES & SERVIC</i>	<i>20,000.00</i>	<i>20,000.00</i>	<i>714.99</i>	<i>(19,285.01)</i>	<i>3.57</i>	<i>13,849.98</i>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>MISCELLANEOUS</i>						
101-41935-404	300.00	300.00	.00	(300.00)	.00	.00
101-41935-409	3,000.00	3,000.00	2,990.00	(10.00)	99.67	2,990.00
101-41935-430	1,000.00	1,000.00	(150.96)	(1,150.96)	(15.10)	(1,700.88)
101-41935-431	.00	.00	.00	.00	.00	2,075.55
101-41935-432	.00	.00	70.96	70.96	.00	.00
101-41935-433	600.00	600.00	304.50	(295.50)	50.75	445.00
101-41935-440	1,500.00	1,500.00	197.00	(1,303.00)	13.13	717.71
101-41935-488	.00	85,000.00	.00	(85,000.00)	.00	.00
101-41935-489	1,000.00	1,000.00	.00	(1,000.00)	.00	130.00
101-41935-490	.00	30,000.00	.00	(30,000.00)	.00	.00
<i>TOTAL MISCELLANEOUS</i>	<u>7,400.00</u>	<u>122,400.00</u>	<u>3,411.50</u>	<u>(118,988.50)</u>	<u>2.79</u>	<u>4,657.38</u>
TOTAL PLANNING	<u>341,404.00</u>	<u>456,404.00</u>	<u>85,201.96</u>	<u>(371,202.04)</u>	<u>18.67</u>	<u>288,993.76</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
NEW CITY HALL BUILDING						
<i>PERSONAL SERVICES</i>						
101-41950-101	23,837.00	23,837.00	5,527.22	(18,309.78)	23.19	23,672.92
101-41950-102	1,000.00	1,000.00	.00	(1,000.00)	.00	.00
101-41950-121	1,875.00	1,875.00	414.54	(1,460.46)	22.11	1,717.86
101-41950-122	1,913.00	1,913.00	408.30	(1,504.70)	21.34	1,749.94
101-41950-131	7,099.00	7,099.00	2,989.96	(4,109.04)	42.12	6,835.05
101-41950-132	164.00	164.00	.00	(164.00)	.00	.00
101-41950-133	600.00	600.00	.00	(600.00)	.00	716.83
101-41950-151	1,571.00	1,571.00	317.71	(1,253.29)	20.22	1,496.13
101-41950-154	50.00	50.00	15.60	(34.40)	31.20	36.85
TOTAL PERSONAL SERVICES	38,109.00	38,109.00	9,673.33	(28,435.67)	25.38	36,225.58
<i>SUPPLIES</i>						
101-41950-212	200.00	200.00	.00	(200.00)	.00	36.32
101-41950-215	13,000.00	13,000.00	925.23	(12,074.77)	7.12	8,489.15
101-41950-240	1,500.00	1,500.00	.00	(1,500.00)	.00	.00
TOTAL SUPPLIES	14,700.00	14,700.00	925.23	(13,774.77)	6.29	8,525.47
<i>OTHER SERVICES AND CHARGES</i>						
101-41950-321	15,000.00	15,000.00	2,813.50	(12,186.50)	18.76	17,404.61
101-41950-360	2,500.00	2,500.00	.00	(2,500.00)	.00	2,274.66
101-41950-381	11,500.00	11,500.00	1,702.95	(9,797.05)	14.81	10,276.00
101-41950-382	1,100.00	1,100.00	312.06	(787.94)	28.37	1,236.25
101-41950-383	10,000.00	10,000.00	1,246.08	(8,753.92)	12.46	6,077.02
101-41950-384	8,000.00	8,000.00	1,576.75	(6,423.25)	19.71	7,120.32
TOTAL OTHER SERVICES AND CHA	48,100.00	48,100.00	7,651.34	(40,448.66)	15.91	44,388.86
<i>MISCELLANEOUS</i>						
101-41950-401	12,000.00	12,000.00	11,322.13	(677.87)	94.35	19,326.49
101-41950-405	.00	.00	.00	.00	.00	115.00
101-41950-409	2,921.00	2,921.00	1,971.42	(949.58)	67.49	2,693.10
101-41950-413	14,000.00	14,000.00	4,830.68	(9,169.32)	34.50	12,299.89
101-41950-430	500.00	500.00	127.35	(372.65)	25.47	268.25
TOTAL MISCELLANEOUS	29,421.00	29,421.00	18,251.58	(11,169.42)	62.04	34,702.73
TOTAL NEW CITY HALL BUILDING	130,330.00	130,330.00	36,501.48	(93,828.52)	28.01	123,842.64

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
POLICE DEPARTMENT						
<i>PERSONAL SERVICES</i>						
101-42100-101	FULL-TIME EMPLOYEES - REGULAR	1,021,157.00	978,157.00	223,579.69 (754,577.31)	22.86	1,005,027.97
101-42100-102	FULL-TIME EMPLOYEES - OVERTIME	53,000.00	53,000.00	14,070.77 (38,929.23)	26.55	44,162.05
101-42100-103	PART-TIME EMPLOYEES - REGULAR	19,458.00	27,408.00	5,664.46 (21,743.54)	20.67	19,203.64
101-42100-104	TEMP/SEAS EMPLOYEES - REGULAR	.00	50,000.00	.00 (50,000.00)	.00	.00
101-42100-110	HOURS WORKED HOLIDAY	.00	.00	4,693.50 4,693.50	.00	17,475.95
101-42100-111	OVERTIME COURT	.00	.00	.00 .00	.00	978.87
101-42100-112	OVERTIME-SHIFT COVERAGE	.00	.00	.00 .00	.00	498.83
101-42100-113	OVERTIME CALL HOLD OVER	.00	.00	.00 .00	.00	1,894.00
101-42100-114	OVERTIME-TRAINING & MEETINGS	.00	.00	.00 .00	.00	3,999.34
101-42100-115	CALL-IN PAY	.00	.00	.00 .00	.00	142.07
101-42100-116	ON-CALL PAY	.00	.00	.00 .00	.00	1,482.58
101-42100-117	SHIFT DIFFERENTIAL	.00	.00	1,745.69 1,745.69	.00	6,107.30
101-42100-118	SEVERENCE	.00	.00	.00 .00	.00	14,354.85
101-42100-121	PERA (EMPLOYER)	175,353.00	177,003.00	38,943.71 (138,059.29)	22.00	171,708.02
101-42100-122	FICA/MEDICARE (EMPLOYER)	20,513.00	21,123.00	4,574.26 (16,548.74)	21.66	19,964.33
101-42100-131	MEDICAL/DENTAL/LIFE (EMPLOYER)	227,159.00	227,159.00	95,647.64 (131,511.36)	42.11	218,506.32
101-42100-132	POLICE LONGEVITY PAY	25,887.00	25,887.00	.00 (25,887.00)	.00	.00
101-42100-133	POLICE INS DEDUCTIBLE CONTRIB	19,200.00	19,200.00	2,187.70 (17,012.30)	11.39	15,017.25
101-42100-151	WORKERS' COMPENSATION PREMIU	48,264.00	48,625.00	9,181.46 (39,443.54)	18.88	46,813.26
101-42100-154	HRA/FLEX FEES	1,500.00	1,500.00	497.20 (1,002.80)	33.15	1,179.32
	TOTAL PERSONAL SERVICES	1,611,491.00	1,629,062.00	400,786.08 (1,228,275.92)	24.60	1,588,515.95
<i>SUPPLIES</i>						
101-42100-201	OFFICE SUPPLIES - ACCESSORIES	3,100.00	3,100.00	832.08 (2,267.92)	26.84	3,134.32
101-42100-202	DUPLICATING & COPYING SUPPLIES	1,000.00	1,000.00	933.90 (66.10)	93.39	522.03
101-42100-209	SOFTWARE UPDATES	5,250.00	5,250.00	.00 (5,250.00)	.00	4,901.40
101-42100-210	MISCELLANEOUS OPER SUPPLIES	7,000.00	7,000.00	1,026.56 (5,973.44)	14.67	5,620.61
101-42100-212	GASOLINE/FUEL/LUB/ADDITIVES	50,000.00	50,000.00	4,389.17 (45,610.83)	8.78	32,775.51
101-42100-213	AMMUNITION	4,000.00	4,000.00	2,532.00 (1,468.00)	63.30	3,186.40
101-42100-214	CRIME SCENE SUPPLIES	500.00	500.00	901.87 401.87	180.37	906.89
101-42100-217	PROMOTIONAL EVENTS/MCGRUFF E	3,500.00	3,500.00	.00 (3,500.00)	.00	1,835.31
101-42100-221	REPAIR & MAINT SUPP - VEH/EQ	16,500.00	16,500.00	3,906.24 (12,593.76)	23.67	17,606.03
101-42100-231	UNIFORM ALLOWANCE	21,400.00	26,930.00	5,698.19 (21,231.81)	21.16	21,780.15
101-42100-232	UNIFORMS-RESERVES	2,000.00	2,000.00	1,445.19 (554.81)	72.26	1,960.95
101-42100-240	SMALL TOOLS AND MINOR EQUIP	7,000.00	7,000.00	2,857.81 (4,142.19)	40.83	6,465.79
	TOTAL SUPPLIES	121,250.00	126,780.00	24,523.01 (102,256.99)	19.34	100,695.39

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>OTHER SERVICES AND CHARGES</i>						
101-42100-304 MISC PROFESSIONAL SERVICES	15,000.00	15,000.00	1,407.75	(13,592.25)	9.39	10,365.86
101-42100-305 APPLICANT TESTING	.00	6,100.00	3,250.00	(2,850.00)	53.28	1,500.00
101-42100-321 TELEPHONE/CELLULAR PHONES	12,568.00	12,568.00	2,956.72	(9,611.28)	23.53	12,122.42
101-42100-322 POSTAGE	300.00	300.00	.00	(300.00)	.00	611.79
101-42100-331 TRAVEL/MEALS/LODGING	5,380.00	5,380.00	452.62	(4,927.38)	8.41	6,565.68
101-42100-334 MILEAGE REIMBURSEMENT	200.00	200.00	.00	(200.00)	.00	109.25
101-42100-360 INSURANCE AND BONDS	34,000.00	34,000.00	.00	(34,000.00)	.00	33,892.47
101-42100-381 ELECTRIC UTILITIES	11,400.00	11,400.00	875.80	(10,524.20)	7.68	5,284.80
101-42100-383 GAS UTILITIES	8,724.00	8,724.00	613.75	(8,110.25)	7.04	2,993.14
101-42100-391 POLICE-OLD MNDOT ELECTRIC	.00	.00	550.55	550.55	.00	596.24
101-42100-392 POLICE-OLD MNDOT WATER/SEWER	1,200.00	1,200.00	423.48	(776.52)	35.29	247.76
<i>TOTAL OTHER SERVICES AND CHA</i>	<u>88,772.00</u>	<u>94,872.00</u>	<u>10,530.67</u>	<u>(84,341.33)</u>	<u>11.10</u>	<u>74,289.41</u>
<i>MISCELLANEOUS</i>						
101-42100-404 REPAIR & MAINT LABOR - VEH/EQ	8,000.00	8,000.00	1,428.85	(6,571.15)	17.86	7,124.15
101-42100-409 MAINT CONTRACTS - OFFICE EQUIP	21,500.00	21,500.00	13,470.38	(8,029.62)	62.65	17,401.90
101-42100-410 POLICE RESERVE ACTIVITY	1,500.00	1,500.00	436.01	(1,063.99)	29.07	88.18
101-42100-411 POLICE-AUTO PAWN SERVICE	2,700.00	2,700.00	536.40	(2,163.60)	19.87	2,067.30
101-42100-413 RENTALS - OFFICE EQUIPMENT	2,750.00	2,750.00	.00	(2,750.00)	.00	.00
101-42100-429 MNDOT FACILITY OPERATING COSTS	12,000.00	12,000.00	2,691.37	(9,308.63)	22.43	4,791.47
101-42100-430 MISCELLANEOUS	500.00	500.00	.00	(500.00)	.00	.00
101-42100-433 DUES AND SUBSCRIPTIONS	6,750.00	6,750.00	3,003.17	(3,746.83)	44.49	6,084.57
101-42100-440 SCHOOLS AND MEETINGS	13,000.00	11,000.00	3,479.00	(7,521.00)	31.63	13,312.77
101-42100-489 OTHER CONTRACTED SERVICES	640.00	640.00	125.00	(515.00)	19.53	848.89
<i>TOTAL MISCELLANEOUS</i>	<u>69,340.00</u>	<u>67,340.00</u>	<u>25,170.18</u>	<u>(42,169.82)</u>	<u>37.38</u>	<u>51,719.23</u>
TOTAL POLICE DEPARTMENT	<u><u>1,890,853.00</u></u>	<u><u>1,918,054.00</u></u>	<u><u>461,009.94</u></u>	<u><u>(1,457,044.06)</u></u>	<u><u>24.04</u></u>	<u><u>1,815,219.98</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

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	70,346.00	70,346.00	16,272.02 (54,073.98)	23.13	67,693.44
101-42200-103	PART-TIME EMPLOYEES - REGULAR	47,000.00	47,000.00	10,094.00 (36,906.00)	21.48	50,713.00
101-42200-121	PERA (EMPLOYER)	11,444.00	11,444.00	2,636.06 (8,807.94)	23.03	10,914.89
101-42200-122	FICA/MEDICARE (EMPLOYER)	9,000.00	9,000.00	1,002.62 (7,997.38)	11.14	4,905.62
101-42200-131	MEDICAL/DENTAL/LIFE INS	14,198.00	14,198.00	5,979.98 (8,218.02)	42.12	13,661.97
101-42200-132	FIRE LONGEVITY PAY	293.00	293.00	.00 (293.00)	.00	.00
101-42200-133	DEDUCTIBLE CONTRIBUTION	1,200.00	1,200.00	.00 (1,200.00)	.00	641.00
101-42200-151	WORKERS' COMPENSATION PREMIU	32,981.00	32,981.00	7,389.94 (25,591.06)	22.41	29,922.72
101-42200-154	HRA/FLEX FEES	100.00	100.00	31.10 (68.90)	31.10	73.70
	TOTAL PERSONAL SERVICES	186,562.00	186,562.00	43,405.72 (143,156.28)	23.27	178,526.34
<i>SUPPLIES</i>						
101-42200-201	OFFICE SUPPLIES - ACCESSORIES	800.00	800.00	.00 (800.00)	.00	711.06
101-42200-204	STATIONARY, FORMS AND ENVELOP	100.00	100.00	.00 (100.00)	.00	.00
101-42200-210	MISCELLANEOUS OPER SUPPLIES	7,500.00	7,500.00	3,095.42 (4,404.58)	41.27	7,151.58
101-42200-212	GASOLINE/FUEL/LUB/ADDITIVES	7,700.00	7,700.00	1,003.64 (6,696.36)	13.03	6,589.45
101-42200-221	REPAIR & MAINT SUPP - VEH/EQ	6,500.00	6,500.00	3,724.82 (2,775.18)	57.30	28,040.88
101-42200-223	REPAIR & MAINT SUPP - BLDGS	1,000.00	1,000.00	40.00 (960.00)	4.00	516.40
101-42200-231	UNIFORM ALLOWANCE	13,000.00	13,000.00	1,375.90 (11,624.10)	10.58	11,906.82
101-42200-240	FIRE DEPT SMALL TOOLS	4,000.00	4,000.00	141.80 (3,858.20)	3.55	2,227.72
	TOTAL SUPPLIES	40,600.00	40,600.00	9,381.58 (31,218.42)	23.11	57,143.91
<i>OTHER SERVICES AND CHARGES</i>						
101-42200-301	AUDITING AND ACCOUNTING	1,000.00	1,000.00	.00 (1,000.00)	.00	6,579.00
101-42200-304	MISC PROFESSIONAL SERVICES	7,500.00	7,500.00	5,412.50 (2,087.50)	72.17	7,502.45
101-42200-307	CITY FUNDED PENSION CONTRIB	10,000.00	10,000.00	.00 (10,000.00)	.00	10,000.00
101-42200-321	TELEPHONE/CELLULAR PHONES	1,500.00	1,500.00	170.01 (1,329.99)	11.33	610.00
101-42200-331	TRAVEL/MEALS/LODGING	1,000.00	1,000.00	256.80 (743.20)	25.68	498.63
101-42200-334	MILEAGE REIMBURSEMENT	500.00	500.00	.00 (500.00)	.00	98.90
101-42200-340	ADVERTISING	150.00	150.00	.00 (150.00)	.00	.00
101-42200-360	INSURANCE AND BONDS	9,000.00	9,000.00	.00 (9,000.00)	.00	7,483.85
101-42200-381	ELECTRIC UTILITIES	15,500.00	15,500.00	2,451.55 (13,048.45)	15.82	14,675.47
101-42200-382	WATER/WASTEWATER UTILITIES	500.00	500.00	131.02 (368.98)	26.20	600.43
101-42200-383	GAS UTILITIES	3,800.00	3,800.00	3,850.29 50.29	101.32	379.40
	TOTAL OTHER SERVICES AND CHA	50,450.00	50,450.00	12,272.17 (38,177.83)	24.33	48,428.13

CITY OF CAMBRIDGE
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FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>MISCELLANEOUS</i>						
101-42200-401 REPAIR & MAINT LABOR - BLDGS	1,500.00	1,500.00	.00	(1,500.00)	.00	764.00
101-42200-404 REPAIR & MAINT LABOR - VEH/EQ	1,500.00	1,500.00	.00	(1,500.00)	.00	3,047.25
101-42200-430 MISCELLANEOUS	.00	.00	.00	.00	.00	134.22
101-42200-433 DUES AND SUBSCRIPTIONS	1,300.00	1,300.00	515.00	(785.00)	39.62	1,785.00
101-42200-440 SCHOOLS AND MEETINGS	8,000.00	8,000.00	370.00	(7,630.00)	4.63	2,067.00
101-42200-441 GRANT FUNDED SCHOOLS	.00	.00	1,219.00	1,219.00	.00	5,466.00
<i>TOTAL MISCELLANEOUS</i>	<u>12,300.00</u>	<u>12,300.00</u>	<u>2,104.00</u>	<u>(10,196.00)</u>	<u>17.11</u>	<u>13,263.47</u>
<i>FUNCTION 9</i>						
101-42200-999 ARLINGTON FIRE COSTS	.00	.00	.00	.00	.00	26,721.29
<i>TOTAL FUNCTION 9</i>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>26,721.29</u>
TOTAL FIRE DEPARTMENT	<u><u>289,912.00</u></u>	<u><u>289,912.00</u></u>	<u><u>67,163.47</u></u>	<u><u>(222,748.53)</u></u>	<u><u>23.17</u></u>	<u><u>324,083.14</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 101 - GENERAL FUND

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>EMERGENCY MANAGEMENT</u>							
<i>SUPPLIES</i>							
101-42300-201	OFFICE SUPPLIES	500.00	500.00	.00	(500.00)	.00	.00
101-42300-202	DUPLICATING & COPYING SUPPLIES	500.00	500.00	.00	(500.00)	.00	.00
101-42300-210	MISCELLANEOUS OPER SUPPLIES	500.00	500.00	278.47	(221.53)	55.69	49.96
101-42300-240	SMALL TOOLS AND MINOR EQUIP	3,000.00	11,000.00	9,524.50	(1,475.50)	86.59	1,859.00
	<i>TOTAL SUPPLIES</i>	4,500.00	12,500.00	9,802.97	(2,697.03)	78.42	1,908.96
<i>OTHER SERVICES AND CHARGES</i>							
101-42300-304	MISC PROF SERVICES	.00	.00	.00	.00	.00	1,468.75
101-42300-321	TELEPHONE	200.00	200.00	70.02	(129.98)	35.01	140.04
101-42300-331	TRAVEL/MEALS/LODGING	500.00	500.00	91.30	(408.70)	18.26	182.25
	<i>TOTAL OTHER SERVICES AND CHA</i>	700.00	700.00	161.32	(538.68)	23.05	1,791.04
<i>MISCELLANEOUS</i>							
101-42300-440	SCHOOLS AND MEETINGS	2,500.00	2,500.00	.00	(2,500.00)	.00	.00
	<i>TOTAL MISCELLANEOUS</i>	2,500.00	2,500.00	.00	(2,500.00)	.00	.00
	TOTAL EMERGENCY MANAGEMENT	7,700.00	15,700.00	9,964.29	(5,735.71)	63.47	3,700.00

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FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>ANIMAL CONTROL</u>						
<i>OTHER SERVICES & CHARGES</i>						
101-42700-310 ANIMAL CONTROL SERVICES	6,000.00	6,000.00	800.00	(5,200.00)	13.33	4,800.00
<i>TOTAL OTHER SERVICES & CHARG</i>	6,000.00	6,000.00	800.00	(5,200.00)	13.33	4,800.00
TOTAL ANIMAL CONTROL	6,000.00	6,000.00	800.00	(5,200.00)	13.33	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	556,389.00	556,389.00	120,256.79	(436,132.21)	21.61	530,368.88
101-43001-102 FULL-TIME EMPLOYEES - OVERTIME	30,000.00	30,000.00	266.18	(29,733.82)	.89	874.28
101-43001-104 TEMP/SEAS EMPLOYEES REGULAR	11,892.00	13,292.00	.00	(13,292.00)	.00	6,588.15
101-43001-111 OVERTIME-SNOWPLOWING	.00	.00	10,782.76	10,782.76	.00	8,677.44
101-43001-112 OVERTIME MOSQUITO SPRAYING	.00	.00	.00	.00	.00	1,829.43
101-43001-121 PERA (EMPLOYER)	42,160.00	42,160.00	9,873.48	(32,286.52)	23.42	39,162.89
101-43001-122 FICA/MEDICARE (EMPLOYER)	43,914.00	43,914.00	9,800.35	(34,113.65)	22.32	39,648.78
101-43001-131 MEDICAL/DENTAL/LIFE (EMPLOYER)	122,150.00	122,150.00	51,796.51	(70,353.49)	42.40	118,376.11
101-43001-132 STREETS LONGEVITY PAY	17,655.00	17,655.00	.00	(17,655.00)	.00	.00
101-43001-133 STREETS INS DEDUCTIBLE CONTRIB	10,400.00	10,400.00	1,733.71	(8,666.29)	16.67	5,364.34
101-43001-151 WORKERS' COMPENSATION PREMIU	54,308.00	54,308.00	11,278.40	(43,029.60)	20.77	54,882.07
101-43001-154 HRA/FLEX FEES	725.00	725.00	269.15	(455.85)	37.12	650.10
TOTAL PERSONAL SERVICES	889,593.00	890,993.00	216,057.33	(674,935.67)	24.25	806,422.47
<i>SUPPLIES</i>						
101-43001-201 OFFICE SUPPLIES-ACCESSORIES	500.00	500.00	837.91	337.91	167.58	529.32
101-43001-202 DUPLICATING AND COPYING SUPPLI	100.00	100.00	29.99	(70.01)	29.99	23.20
101-43001-204 STATIONERY, FORMS & ENVELOPES	100.00	100.00	.00	(100.00)	.00	.00
101-43001-209 SOFTWARE UPDATES	1,000.00	1,000.00	.00	(1,000.00)	.00	890.00
101-43001-210 MISCELLANEOUS OPER SUPPLIES	12,000.00	12,000.00	2,205.17	(9,794.83)	18.38	10,263.19
101-43001-212 GASOLINE/FUEL/LUB/ADDITIVES	50,000.00	50,000.00	9,655.77	(40,344.23)	19.31	26,759.47
101-43001-215 SHOP MAINTENANCE SUPPLIES	500.00	500.00	64.38	(435.62)	12.88	900.50
101-43001-219 SNOW REMOVAL MATERIALS	60,000.00	60,000.00	18,284.93	(41,715.07)	30.47	84,391.04
101-43001-221 REPAIR & MAINT SUPP-VEH/EQ	44,000.00	44,000.00	21,413.75	(22,586.25)	48.67	40,421.60
101-43001-224 REPAIR & MAINT-INFRASTRUCTURE	15,000.00	15,000.00	6,101.10	(8,898.90)	40.67	11,756.19
101-43001-226 SIGNS	7,000.00	7,000.00	635.56	(6,364.44)	9.08	7,110.44
101-43001-240 SMALL TOOLS AND MINOR EQUIP	4,000.00	4,000.00	1,140.46	(2,859.54)	28.51	3,570.63
TOTAL SUPPLIES	194,200.00	194,200.00	60,369.02	(133,830.98)	31.09	186,615.58
<i>OTHER SERVICES AND CHARGES</i>						
101-43001-304 MISC PROFESSIONAL FEES	5,000.00	5,000.00	422.50	(4,577.50)	8.45	5,733.26
101-43001-321 TELEPHONE/CELLULAR PHONES	4,000.00	4,000.00	2,228.77	(1,771.23)	55.72	11,260.91
101-43001-331 TRAVEL/MEALS/LODGING	500.00	500.00	.00	(500.00)	.00	60.38
101-43001-340 ADVERTISING	400.00	400.00	.00	(400.00)	.00	137.25
101-43001-360 INSURANCE AND BONDS	20,500.00	20,500.00	.00	(20,500.00)	.00	18,651.63
101-43001-381 ELECTRIC UTILITIES	400.00	400.00	60.00	(340.00)	15.00	360.00
101-43001-382 WATER/WASTEWATER UTILITIES	600.00	600.00	119.59	(480.41)	19.93	357.69
TOTAL OTHER SERVICES AND CHA	31,400.00	31,400.00	2,830.86	(28,569.14)	9.02	36,561.12

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FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>MISCELLANEOUS</i>						
101-43001-404 REPAIR & MAINT LABOR-VEH/EQ	4,000.00	4,000.00	.00	(4,000.00)	.00	356.00
101-43001-405 EMERG MGMT REP & MAINT	500.00	500.00	.00	(500.00)	.00	.00
101-43001-406 PAINTING AND STRIPING	18,000.00	18,000.00	.00	(18,000.00)	.00	15,694.65
101-43001-413 BNSF PARKING LEASE	3,000.00	3,000.00	.00	(3,000.00)	.00	2,088.81
101-43001-417 RENTALS - UNIFORMS	12,000.00	12,000.00	1,663.85	(10,336.15)	13.87	7,142.56
101-43001-430 MISCELLANEOUS	2,500.00	2,500.00	.00	(2,500.00)	.00	126.00
101-43001-433 DUES AND SUBSCRIPTIONS	800.00	800.00	110.55	(689.45)	13.82	965.78
101-43001-440 SCHOOLS AND MEETINGS	1,500.00	1,500.00	510.00	(990.00)	34.00	356.33
101-43001-444 INSECT CONTROL	7,000.00	7,000.00	.00	(7,000.00)	.00	4,516.80
101-43001-445 DISEASED TREE PROGRAM	10,000.00	10,000.00	.00	(10,000.00)	.00	7,987.40
101-43001-446 WEED CONTROL	2,500.00	2,500.00	.00	(2,500.00)	.00	1,469.18
101-43001-447 DOWNTOWN DECORATIONS	2,500.00	2,500.00	4,271.43	1,771.43	170.86	1,055.97
101-43001-489 OTHER CONTRACTED SERVICES	15,000.00	15,000.00	2,296.50	(12,703.50)	15.31	6,270.38
TOTAL MISCELLANEOUS	79,300.00	79,300.00	8,852.33	(70,447.67)	11.16	48,029.86
TOTAL STREETS	1,194,493.00	1,195,893.00	288,109.54	(907,783.46)	24.09	1,077,629.03

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FUND 101 - GENERAL FUND

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>STREET LIGHTING</u>							
<i>SUPPLIES</i>							
101-43160-238	REPAIR & MAINT SUPP - INFRASTR	13,000.00	13,000.00	1,877.02	(11,122.98)	14.44	29,111.29
	<i>TOTAL SUPPLIES</i>	13,000.00	13,000.00	1,877.02	(11,122.98)	14.44	29,111.29
<i>OTHER SERVICES & CHARGES</i>							
101-43160-381	ELECTRIC UTILITIES	165,000.00	165,000.00	29,030.21	(135,969.79)	17.59	172,012.28
	<i>TOTAL OTHER SERVICES & CHARG</i>	165,000.00	165,000.00	29,030.21	(135,969.79)	17.59	172,012.28
<i>MISCELLANEOUS</i>							
101-43160-402	SIGNAL LIGHT REPAIRS	1,500.00	1,500.00	.00	(1,500.00)	.00	.00
	<i>TOTAL MISCELLANEOUS</i>	1,500.00	1,500.00	.00	(1,500.00)	.00	.00
	TOTAL STREET LIGHTING	179,500.00	179,500.00	30,907.23	(148,592.77)	17.22	201,123.57

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FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>MAINTENANCE BUILDING</u>						
<i>SUPPLIES</i>						
101-43170-215 SHOP MAINTENANCE SUPPLIES	1,000.00	1,000.00	.00	(1,000.00)	.00	127.86
<i>TOTAL SUPPLIES</i>	1,000.00	1,000.00	.00	(1,000.00)	.00	127.86
<i>OTHER SERVICES AND CHARGES</i>						
101-43170-381 ELECTRIC UTILITIES	3,000.00	3,000.00	419.14	(2,580.86)	13.97	2,197.25
101-43170-382 WATER/WASTEWATER UTILITIES	2,000.00	2,000.00	434.93	(1,565.07)	21.75	1,670.73
101-43170-383 GAS UTILITIES	15,000.00	15,000.00	3,829.46	(11,170.54)	25.53	11,342.01
<i>TOTAL OTHER SERVICES AND CHA</i>	20,000.00	20,000.00	4,683.53	(15,316.47)	23.42	15,209.99
<i>MISCELLANEOUS</i>						
101-43170-401 REPAIR & MAINT LABOR - BLDGS	1,500.00	1,500.00	.00	(1,500.00)	.00	.00
101-43170-430 MISCELLANEOUS	1,000.00	1,000.00	.00	(1,000.00)	.00	.00
<i>TOTAL MISCELLANEOUS</i>	2,500.00	2,500.00	.00	(2,500.00)	.00	.00
TOTAL MAINTENANCE BUILDING	23,500.00	23,500.00	4,683.53	(18,816.47)	19.93	15,337.85

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>ICE RINK</u>						
<i>SUPPLIES</i>						
101-45127-210 MISCELLANEOUS OPER SUPPLIES	500.00	500.00	.00	(500.00)	.00	34.65
101-45127-215 SHOP MAINTENANCE SUPPLIES	200.00	200.00	.00	(200.00)	.00	.00
101-45127-221 REPAIR & MAINT SUPP - VEH/EQ	3,000.00	3,000.00	.00	(3,000.00)	.00	135.87
101-45127-223 REPAIR & MAINT SUPP - BLDGS	500.00	500.00	.00	(500.00)	.00	25.00
<i>TOTAL SUPPLIES</i>	<u>4,200.00</u>	<u>4,200.00</u>	<u>.00</u>	<u>(4,200.00)</u>	<u>.00</u>	<u>195.52</u>
<i>OTHER SERVICES AND CHARGES</i>						
101-45127-382 WATER/WASTEWATER UTILITIES	350.00	350.00	.00	(350.00)	.00	.00
101-45127-383 GAS UTILITIES	1,000.00	1,000.00	1,438.85	438.85	143.89	1,585.09
<i>TOTAL OTHER SERVICES AND CHA</i>	<u>1,350.00</u>	<u>1,350.00</u>	<u>1,438.85</u>	<u>88.85</u>	<u>106.58</u>	<u>1,585.09</u>
<i>MISCELLANEOUS</i>						
101-45127-401 REPAIR & MAINT LABOR - BLDGS	400.00	400.00	.00	(400.00)	.00	200.00
101-45127-415 RENTALS - OTHER EQUIPMENT	500.00	500.00	210.00	(290.00)	42.00	210.00
101-45127-430 MISCELLANEOUS	200.00	200.00	.00	(200.00)	.00	.00
<i>TOTAL MISCELLANEOUS</i>	<u>1,100.00</u>	<u>1,100.00</u>	<u>210.00</u>	<u>(890.00)</u>	<u>19.09</u>	<u>410.00</u>
TOTAL ICE RINK	<u><u>6,650.00</u></u>	<u><u>6,650.00</u></u>	<u><u>1,648.85</u></u>	<u><u>(5,001.15)</u></u>	<u><u>24.79</u></u>	<u><u>2,190.61</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
PARKS & RECREATION						
<i>PERSONAL SERVICES</i>						
101-45200-101	FULL-TIME EMPLOYEES - REGULAR	96,932.00	96,932.00	24,576.00 (72,356.00)	25.35	105,300.72
101-45200-102	FULL-TIME EMPLOYEES - OVERTIME	1,000.00	1,000.00	30.47 (969.53)	3.05	219.27
101-45200-104	TEMP/SEAS EMPLOYEES - REGULAR	11,892.00	11,892.00	.00 (11,892.00)	.00	6,339.76
101-45200-112	PARKS & REC COMM STIPENDS	3,000.00	3,000.00	350.00 (2,650.00)	11.67	1,610.00
101-45200-121	PERA (EMPLOYER)	8,180.00	8,180.00	1,845.49 (6,334.51)	22.56	7,863.01
101-45200-122	FICA/MEDICARE (EMPLOYER)	9,483.00	9,483.00	1,832.42 (7,650.58)	19.32	8,332.29
101-45200-131	MEDICAL/DENTAL/LIFE	28,188.00	28,188.00	11,959.96 (16,228.04)	42.43	27,323.94
101-45200-132	PARKS LONGEVITY PAY	1,145.00	1,145.00	.00 (1,145.00)	.00	.00
101-45200-133	PARKS INSUR DEDUCTIBLE CONTRIB	2,400.00	2,400.00	193.74 (2,206.26)	8.07	2,351.18
101-45200-151	WORKERS' COMPENSATION PREMIU	5,883.00	5,883.00	1,191.27 (4,691.73)	20.25	5,266.36
101-45200-154	HRA/FLEX FEES	80.00	80.00	62.20 (17.80)	77.75	147.42
	TOTAL PERSONAL SERVICES	168,183.00	168,183.00	42,041.55 (126,141.45)	25.00	164,753.95
<i>SUPPLIES</i>						
101-45200-210	MISCELLANEOUS OPER SUPPLIES	3,600.00	3,600.00	251.69 (3,348.31)	6.99	4,019.06
101-45200-212	GASOLINE/FUEL/LUB/ADDITIVES	5,000.00	5,000.00	1,783.14 (3,216.86)	35.66	7,339.16
101-45200-221	REPAIR & MAINT SUPP - VEH/EQ	6,000.00	6,000.00	570.05 (5,429.95)	9.50	8,085.76
101-45200-223	REPAIR & MAINT SUPP - BLDG/INF	5,000.00	5,000.00	1,640.17 (3,359.83)	32.80	11,115.25
101-45200-226	SIGNS	1,000.00	1,000.00	.00 (1,000.00)	.00	440.72
101-45200-230	MASTER GARDENERS SUPPLIES	200.00	200.00	.00 (200.00)	.00	250.04
101-45200-240	SMALL TOOLS & MINOR EQUIP	300.00	300.00	.00 (300.00)	.00	959.17
	TOTAL SUPPLIES	21,100.00	21,100.00	4,245.05 (16,854.95)	20.12	32,209.16
<i>OTHER SERVICES AND CHARGES</i>						
101-45200-305	PARK CONTRACTED SERVICES	500.00	500.00	.00 (500.00)	.00	3,900.00
101-45200-321	TELEPHONE/CELLULAR PHONES	1,200.00	.00	.00 .00	.00	.00
101-45200-340	ADVERTISING	350.00	350.00	.00 (350.00)	.00	658.35
101-45200-351	LEGAL NOTICES/ORD PUBLISHING	200.00	200.00	.00 (200.00)	.00	16.64
101-45200-360	INSURANCE AND BONDS	20,000.00	20,000.00	.00 (20,000.00)	.00	18,991.96
101-45200-381	ELECTRIC UTILITIES	19,000.00	24,000.00	962.18 (23,037.82)	4.01	24,028.51
101-45200-382	WATER/WASTEWATER UTILITIES	3,000.00	2,000.00	.00 (2,000.00)	.00	1,499.96
	TOTAL OTHER SERVICES AND CHA	44,250.00	47,050.00	962.18 (46,087.82)	2.05	49,095.42

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>MISCELLANEOUS</i>						
101-45200-401 REPAIR & MAINT LABOR - BLDGS	1,500.00	1,275.00	.00	(1,275.00)	.00	765.00
101-45200-403 R & M - TENNIS COURTS	.00	.00	.00	.00	.00	127.53
101-45200-415 RENTALS - OTHER EQUIPMENT	8,000.00	6,000.00	990.00	(5,010.00)	16.50	5,927.50
101-45200-430 MISCELLANEOUS	500.00	500.00	.00	(500.00)	.00	619.77
101-45200-440 SCHOOLS AND MEETINGS	100.00	100.00	.00	(100.00)	.00	.00
101-45200-445 WEED CONTROL AND FERTILIZER	12,000.00	11,000.00	982.40	(10,017.60)	8.93	9,374.40
101-45200-485 PROPERTY TAXES	3,000.00	3,000.00	.00	(3,000.00)	.00	4,423.92
101-45200-486 SUMMER RECREATION	1,800.00	1,800.00	.00	(1,800.00)	.00	1,509.00
101-45200-488 LIBRARY EXPENSES	28,000.00	26,000.00	4,375.49	(21,624.51)	16.83	23,790.99
101-45200-489 SENIOR ACTIVITY CENTER EXP	.00	.00	.00	.00	.00	366.00
101-45200-491 LIBRARY CONCEPT DESIGN	.00	.00	.00	.00	.00	10,963.92
101-45200-492 AQUATIC CENTER STUDY	.00	.00	.00	.00	.00	18,499.68
101-45200-493 YOGA GRANT FOR HERITAGE GRPAR	500.00	500.00	.00	(500.00)	.00	670.00
101-45200-494 CAMB/ISANTI FALL COMM EVENT	.00	2,425.00	(1,395.72)	(3,820.72)	(57.56)	2,425.00
101-45200-495 SKI TRAIL MAINTENANCE AGREEMEN	4,500.00	4,500.00	.00	(4,500.00)	.00	.00
101-45200-496 SUMMER CONCERT/PARK ACTIVITY	.00	15,000.00	.00	(15,000.00)	.00	.00
TOTAL MISCELLANEOUS	59,900.00	72,100.00	4,952.17	(67,147.83)	6.87	79,462.71
TOTAL PARKS & RECREATION	293,433.00	308,433.00	52,200.95	(256,232.05)	16.92	325,521.24

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>TRANSFERS OUT</u>						
<i>TRANSFERS</i>						
101-49300-720 TRANSFERS OUT - OPER TRANSFER	707,678.00	709,678.00	2,000.00	(707,678.00)	.28	1,165,916.00
<i>TOTAL TRANSFERS</i>	<u>707,678.00</u>	<u>709,678.00</u>	<u>2,000.00</u>	<u>(707,678.00)</u>	<u>.28</u>	<u>1,165,916.00</u>
TOTAL TRANSFERS OUT	<u><u>707,678.00</u></u>	<u><u>709,678.00</u></u>	<u><u>2,000.00</u></u>	<u><u>(707,678.00)</u></u>	<u><u>.28</u></u>	<u><u>1,165,916.00</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	6,061,739.00	6,230,340.00	1,275,480.98			6,299,314.54
NET REVENUES OVER EXPENDITURE	.00	(168,601.00)	(1,038,645.05)			172,339.17

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 211 - AIRPORT OPERATING FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
REVENUE						
CHARGES FOR SERVICES	64,000.00	64,000.00	14,776.78	49,223.22	433.11	71,793.67
OTHER	200.00	200.00	.00	200.00	.00	243.13
TOTAL FUND REVENUE	64,200.00	64,200.00	14,776.78	49,423.22	434.47	72,036.80
EXPENDITURES						
AIRPORT OPERATING						
AIRPORT OPERATING	61,200.00	61,200.00	10,383.71	(50,816.29)	16.97	73,219.52
TRANSFERS OUT	3,000.00	3,000.00	.00	(3,000.00)	.00	.00
TOTAL AIRPORT OPERATING	64,200.00	64,200.00	10,383.71	(53,816.29)	16.17	73,219.52
TOTAL FUND EXPENDITURES	64,200.00	64,200.00	10,383.71	(53,816.29)	16.17	73,219.52
NET REVENUE OVER EXPENDITURES	.00	.00	4,393.07	(4,393.07)	.00	(1,182.72)

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 211 - AIRPORT OPERATING FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>CHARGES FOR SERVICES</u>						
211-34920 HANGER LEASE & TIE DOWN FEES	9,000.00	9,000.00	9,306.64	(306.64)	103.41	9,699.04
211-34921 MAINT REIMBURSEMENT - STATE	21,000.00	21,000.00	.00	21,000.00	.00	24,733.00
211-34925 AIRPLANE FUEL SALES	34,000.00	34,000.00	5,470.14	28,529.86	16.09	37,361.63
TOTAL CHARGES FOR SERVICES	64,000.00	64,000.00	14,776.78	49,223.22	23.09	71,793.67
<u>OTHER</u>						
211-36210 INTEREST EARNINGS	200.00	200.00	.00	200.00	.00	243.13
TOTAL OTHER	200.00	200.00	.00	200.00	.00	243.13
TOTAL FUND REVENUE	64,200.00	64,200.00	14,776.78			72,036.80

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 211 - AIRPORT OPERATING FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
AIRPORT OPERATING						
<i>SUPPLIES</i>						
211-49000-210 MISCELLANEOUS OPER SUPPLIES	500.00	500.00	.00 (500.00)	.00	444.11
211-49000-212 GASOLINE/FUEL/ADDATIVES	1,200.00	1,200.00	.00 (1,200.00)	.00	.00
211-49000-215 SHOP MAINTENANCE SUPPLIES	.00	.00	.00	.00	.00	15.46
211-49000-221 REPAIR/MAINT VEHICLES & EQUIP	1,500.00	1,500.00	2,215.70	715.70	147.71	40.86
211-49000-223 REPAIR & MAINT SUPP - BLDGS	250.00	250.00	465.67	215.67	186.27	499.09
211-49000-226 SIGNS	150.00	150.00	.00 (150.00)	.00	.00
211-49000-228 REPAIR & MAINT SUPP - INFRAST	2,500.00	2,500.00	.00 (2,500.00)	.00	1,203.39
211-49000-251 AIRPLANE FUEL COST OF SALES	32,300.00	32,300.00	5,326.68 (26,973.32)	16.49	35,781.58
TOTAL SUPPLIES	38,400.00	38,400.00	8,008.05 (30,391.95)	20.85	37,984.49
<i>OTHER SERVICES & CHARGES</i>						
211-49000-304 LEGAL FEES	250.00	250.00	.00 (250.00)	.00	.00
211-49000-321 TELEPHONE/CELLULAR PHONES	1,750.00	1,750.00	342.93 (1,407.07)	19.60	1,363.51
211-49000-331 TRAVEL/MEALS/LODGING	500.00	500.00	.00 (500.00)	.00	.00
211-49000-351 LEGAL NOTICES/ORD PUBLISHING	100.00	100.00	4.01 (95.99)	4.01	17.42
211-49000-360 INSURANCE AND BONDS	4,300.00	4,300.00	.00 (4,300.00)	.00	3,095.59
211-49000-381 ELECTRIC UTILITIES	6,800.00	6,800.00	1,284.54 (5,515.46)	18.89	5,617.38
TOTAL OTHER SERVICES & CHARG	13,700.00	13,700.00	1,631.48 (12,068.52)	11.91	10,093.90
<i>MISCELLANEOUS</i>						
211-49000-401 REPAIR & MAINT LABOR - BLDGS	750.00	750.00	.00 (750.00)	.00	390.78
211-49000-403 REPAIR & MAINT LABOR - INFRAST	5,000.00	5,000.00	.00 (5,000.00)	.00	22,109.08
211-49000-404 REPAIR & MAINT LABOR - VEH/EQ	1,000.00	1,000.00	453.25 (546.75)	45.33	.00
211-49000-430 MISCELLANEOUS	2,000.00	2,000.00	265.93 (1,734.07)	13.30	1,853.87
211-49000-431 UNCOLLECTIBLE ACCOUNT EXPENS	.00	.00	.00	.00	.00	392.40
211-49000-433 DUES AND SUBSCRIPTIONS	150.00	150.00	25.00 (125.00)	16.67	150.00
211-49000-440 SCHOOLS AND MEETINGS	200.00	200.00	.00 (200.00)	.00	245.00
TOTAL MISCELLANEOUS	9,100.00	9,100.00	744.18 (8,355.82)	8.18	25,141.13
TOTAL AIRPORT OPERATING	61,200.00	61,200.00	10,383.71 (50,816.29)	16.97	73,219.52

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 211 - AIRPORT OPERATING FUND

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

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 211 - AIRPORT OPERATING FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	64,200.00	64,200.00	10,383.71			73,219.52
NET REVENUES OVER EXPENDITURE	.00	.00	4,393.07			(1,182.72)

CITY OF CAMBRIDGE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUNDS 303-397 - DEBT SERVICE

		ADOPTED BUDGET	AMENDED BUDGET	UNUSED/ YTD ACTUAL	% OF UNEARNED
<u>PROPERTY TAX</u>					
31010	CURRENT	558,845.00	558,845.00	.00	558,845.00
		558,845.00	558,845.00	.00	558,845.00
<u>SPECIAL ASSESSMENTS</u>					
36100	PREPAID	.00	.00	10,794.35	(10,794.35)
36101/36102	"PRINCIPAL, INT & PENALTIES"	454,870.00	454,870.00	29.03	454,840.97
		454,870.00	454,870.00	10,823.38	444,046.62
<u>OTHER FINANCING SOURCES</u>					
36210	INTEREST EARNINGS	500.00	500.00	.00	500.00
		500.00	500.00	.00	500.00
<u>TRANSFERS</u>					
39200-39204	GENERAL FUND TRANSFER IN	.00	.00	33,860.00	(33,860.00)
		.00	.00	33,860.00	(33,860.00)
	TOTAL REVENUE	1,014,215.00	1,014,215.00	44,683.38	969,531.62

CITY OF CAMBRIDGE
EXPENSES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUNDS 303-397 - DEBT SERVICE

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET
<u>DEBT SERVICE</u>						
47000601-610	PRINCIPAL	1,582,168.00	1,582,168.00	2,190,335.36	608,167.36	
47000611	INTEREST	187,586.00	187,586.00	91,822.74	(95,763.26)	48.95
47000620	OTHER FEES	2,268.00	2,268.00	2,250.00	(18.00)	99.21
		<u>1,772,022.00</u>	<u>1,772,022.00</u>	<u>2,284,408.10</u>	<u>512,386.10</u>	<u>128.92</u>
	TOTAL EXPENSES	<u>1,772,022.00</u>	<u>1,772,022.00</u>	<u>2,284,408.10</u>	<u>512,386.10</u>	<u>128.92</u>
	NET REVENUES					
	OVER(UNDER) EXPENSES	<u>(757,807.00)</u>	<u>(757,807.00)</u>	<u>(2,239,724.72)</u>		

CITY OF CAMBRIDGE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUNDS 400-499 - CAPITAL PROJECTS

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET
<u>SPECIAL ASSESSMENTS & TAXES</u>					
36101/36102 "PRINCIPAL, INT & PENALTIES"	11,861.00	11,861.00	.00	11,861.00	.00
	11,861.00	11,861.00	.00	11,861.00	.00
<u>CHARGES FOR SERVICE</u>					
36230 TOWNSHIP FIRE CONTRACTS	35,220.00	35,220.00	34,819.00	401.00	98.86
37XXX,34404 AREA CHARGES & PARK DEDICATION FEES	.00	.00	10,469.02	(10,469.02)	.00
	35,220.00	35,220.00	45,288.02	(10,068.02)	128.59
<u>INTERGOVERNMENTAL</u>					
33419-33429 STATE AID	444,000.00	444,000.00	428,854.00	15,146.00	96.59
33160-33169 FEDERAL AID	135,000.00	135,000.00	.00	135,000.00	.00
	579,000.00	579,000.00	428,854.00	150,146.00	74.07
<u>OTHER FINANCING SOURCES</u>					
36210 INTEREST EARNINGS	1,500.00	1,500.00	.00	1,500.00	.00
36230 DONATIONS	500.00	500.00	10,704.00	(10,204.00)	2,140.80
32299 UTILITY PERMITS	.00	.00	155.35	(155.35)	.00
31050 BOND PROCEEDS	1,777,000.00	1,777,000.00	.00	1,777,000.00	.00
	1,779,000.00	1,779,000.00	10,859.35	1,768,140.65	.61
<u>TRANSFERS</u>					
39200-39204 GENERAL FUND TRANSFER IN	732,678.00	732,678.00	.00	732,678.00	.00
	732,678.00	732,678.00	.00	732,678.00	.00
TOTAL REVENUE	3,137,759.00	3,137,759.00	485,001.37	2,652,757.63	15.46

CITY OF CAMBRIDGE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUNDS 400-499 - CAPITAL PROJECTS

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET
<u>EXPENDITURES</u>						
<u>CAPITAL OUTLAY</u>						
415-45200-560	PARK UPDATES	30,000.00	30,000.00	.00	(30,000.00)	.00
417-42100-550	POLICE CAR EQUIPMENT	49,000.00	49,000.00	.00	(49,000.00)	.00
417-42100-580	OTHER POLICE DEPT EQUIPMENT	7,500.00	7,500.00	2,384.86	(5,115.14)	31.80
417-42100-590	EMERGENCY OPER CENTER EXPEND	6,000.00	6,000.00	.00	(6,000.00)	.00
417-42100-570	TECHNOLOGY UPDATES	10,000.00	10,000.00	.00	(10,000.00)	.00
418-43001-550	PW VEHICLE & EQUIPMENT	274,000.00	274,000.00	53,765.00	(220,235.00)	19.62
419-41320-580	ADMIN OTHER EQUIPMENT	2,500.00	2,500.00	.00	(2,500.00)	.00
419-41500-570	FINANCE EQUIPMENT	17,500.00	17,500.00	.00	(17,500.00)	.00
420-42200-540	FIRE EQUIPMENT	9,700.00	9,700.00	.00	(9,700.00)	.00
420-42200-550	VEHICLE	275,000.00	275,000.00	200,000.00	(75,000.00)	72.73
443-48000-223	CRACK SEALING AND SEAL COATING	50,000.00	50,000.00	.00	(50,000.00)	.00
444-48000-530	AIRPORT PROJECTS	170,000.00	170,000.00	.00	(170,000.00)	.00
		<u>901,200.00</u>	<u>901,200.00</u>	<u>256,149.86</u>	<u>(645,050.14)</u>	<u>28.42</u>
<u>TRANSFERS OUT</u>						
401-48000-720	TRANSFERS OUT TO WATER FUND	100,000.00	100,000.00	.00	(100,000.00)	.00
		<u>100,000.00</u>	<u>100,000.00</u>	<u>.00</u>	<u>(100,000.00)</u>	<u>.00</u>
TOTAL EXPENDITURES		<u><u>1,001,200.00</u></u>	<u><u>1,001,200.00</u></u>	<u><u>256,149.86</u></u>	<u><u>(745,050.14)</u></u>	<u><u>25.58</u></u>
NET REVENUES						
OVER(UNDER) EXPENDITURES		<u><u>2,136,559.00</u></u>	<u><u>2,136,559.00</u></u>	<u><u>228,851.51</u></u>		

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 601 - WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
REVENUE						
SA & INTEREST EARNINGS	10,000.00	10,000.00	.00	10,000.00	.00	26,298.50
OPERATING REVENUE	1,624,925.00	1,624,925.00	360,980.82	1,263,944.18	450.14	1,702,106.71
OTHER FINANCING SOURCES	100,000.00	100,000.00	.00	100,000.00	.00	100,000.00
TOTAL FUND REVENUE	1,734,925.00	1,734,925.00	360,980.82	1,373,944.18	480.61	1,828,405.21
EXPENDITURES						
WATER FUND EXPENDITURES EXPENSE 400	1,746,427.30	1,746,427.30	148,745.34	(1,597,681.96)	8.52	1,556,874.80
TOTAL WATER FUND EXPENDITURES	1,746,427.30	1,746,427.30	148,745.34	(1,597,681.96)	8.52	1,556,874.80
TOTAL FUND EXPENDITURES	1,746,427.30	1,746,427.30	148,745.34	(1,597,681.96)	8.52	1,556,874.80
NET REVENUE OVER EXPENDITURES	(11,502.30)	(11,502.30)	212,235.48	(223,737.78)	(5.42)	271,530.41

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 601 - WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>SA & INTEREST EARNINGS</u>						
601-36102 SPEC ASSESSMENTS - INT/PEN	.00	.00	.00	.00	.00	1,477.80
601-36104 SPEC ASSMT INT/PENALTY	.00	.00	.00	.00	.00	470.19
601-36210 INTEREST EARNINGS	10,000.00	10,000.00	.00	10,000.00	.00	24,350.51
TOTAL SA & INTEREST EARNINGS	10,000.00	10,000.00	.00	10,000.00	.00	26,298.50
<u>OPERATING REVENUE</u>						
601-37110 METERED WATER SALES	1,554,925.00	1,554,925.00	343,351.37	1,211,573.63	22.08	1,608,499.15
601-37120 SALES OF METERS & SUPPLIES	10,000.00	10,000.00	2,121.75	7,878.25	21.22	30,541.00
601-37160 PENALTIES ETC.	35,000.00	35,000.00	8,286.76	26,713.24	23.68	36,748.80
601-37165 CERTIFICATION PENALTY	.00	.00	75.00	(75.00)	.00	375.00
601-37170 OTHER REVENUE	25,000.00	25,000.00	7,145.94	17,854.06	28.58	25,942.76
TOTAL OPERATING REVENUE	1,624,925.00	1,624,925.00	360,980.82	1,263,944.18	22.22	1,702,106.71
<u>OTHER FINANCING SOURCES</u>						
601-39203 TRANSFERS FROM OTHER FUNDS	100,000.00	100,000.00	.00	100,000.00	.00	100,000.00
TOTAL OTHER FINANCING SOURCES	100,000.00	100,000.00	.00	100,000.00	.00	100,000.00
TOTAL FUND REVENUE	1,734,925.00	1,734,925.00	360,980.82			1,828,405.21

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 601 - WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>PERSONAL SERVICES</i>						
601-49400-101 FULL-TIME EMPLOYEES - REGULAR	255,626.00	255,626.00	48,754.50	(206,871.50)	19.07	223,715.14
601-49400-102 FULL-TIME EMPLOYEES - OVERTIME	15,000.00	15,000.00	1,439.64	(13,560.36)	9.60	5,586.46
601-49400-104 TEMP/SEAS EMPLOYEES - REGULAR	5,574.00	5,574.00	.00	(5,574.00)	.00	2,991.84
601-49400-110 HOURS WORKED HOLIDAY	.00	.00	708.64	708.64	.00	1,724.42
601-49400-115 CALL-IN PAY	.00	.00	400.71	400.71	.00	3,689.78
601-49400-116 ON-CALL PAY	.00	.00	2,573.02	2,573.02	.00	9,533.13
601-49400-121 PERA (EMPLOYER)	21,277.00	21,277.00	4,040.78	(17,236.22)	18.99	18,125.40
601-49400-122 FICA/MEDICARE (EMPLOYER)	22,129.00	22,129.00	4,007.40	(18,121.60)	18.11	18,334.27
601-49400-131 MEDICAL/DENTAL/LIFE (EMPLOYER)	54,423.00	54,423.00	18,848.00	(35,575.00)	34.63	45,343.79
601-49400-132 LONGEVITY PAY	13,064.00	13,064.00	.00	(13,064.00)	.00	.00
601-49400-133 INSUR DEDUCTIBLE CONTRIBUTION	4,600.00	4,600.00	1,173.51	(3,426.49)	25.51	1,653.28
601-49400-151 WORKERS' COMPENSATION PREMIU	13,713.00	13,713.00	1,372.44	(12,340.56)	10.01	6,261.40
601-49400-154 HRA/FLEX FEES	300.00	300.00	98.20	(201.80)	32.73	245.42
<i>TOTAL PERSONAL SERVICES</i>	<i>405,706.00</i>	<i>405,706.00</i>	<i>83,416.84</i>	<i>(322,289.16)</i>	<i>20.56</i>	<i>337,204.33</i>
<i>SUPPLIES</i>						
601-49400-200 WATER LAB SUPPLIES	4,000.00	4,000.00	1,488.23	(2,511.77)	37.21	2,423.44
601-49400-201 OFFICE SUPPLIES - ACCESSORIES	1,000.00	1,000.00	53.20	(946.80)	5.32	302.61
601-49400-204 STATIONARY, FORMS AND ENVELOP	1,000.00	1,000.00	.00	(1,000.00)	.00	1,057.03
601-49400-210 MISCELLANEOUS OPER SUPPLIES	15,000.00	15,000.00	1,881.64	(13,118.36)	12.54	8,150.53
601-49400-212 GASOLINE/FUEL/LUB/ADDITIVES	10,000.00	10,000.00	1,276.63	(8,723.37)	12.77	4,687.21
601-49400-213 OPER SUPPLIES - PLANT EQUIP	500.00	500.00	43.50	(456.50)	8.70	174.00
601-49400-216 CHEMICALS & CHEMICAL PRODUCTS	40,000.00	40,000.00	9,057.41	(30,942.59)	22.64	46,268.71
601-49400-217 TESTING	500.00	500.00	.00	(500.00)	.00	.00
601-49400-221 REPAIR & MAINT SUPP - VEH/EQ	5,000.00	5,000.00	72.54	(4,927.46)	1.45	2,272.17
601-49400-227 UTILITY SYSTEM MAINTENANCE SUP	500.00	500.00	.00	(500.00)	.00	.00
601-49400-240 SMALL TOOLS AND MINOR EQUIP	6,000.00	6,000.00	826.94	(5,173.06)	13.78	2,467.98
601-49400-270 METERS AND REPAIRS	20,000.00	20,000.00	15,660.41	(4,339.59)	78.30	40,052.20
<i>TOTAL SUPPLIES</i>	<i>103,500.00</i>	<i>103,500.00</i>	<i>30,360.50</i>	<i>(73,139.50)</i>	<i>29.33</i>	<i>107,855.88</i>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 601 - WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>OTHER SERVICES & CHARGES</i>						
601-49400-304 MISC PROFESSIONAL SERVICES	5,000.00	5,000.00	310.00	(4,690.00)	6.20	2,464.78
601-49400-306 GIS PROJECT CONTRACT EXP	8,000.00	8,000.00	.00	(8,000.00)	.00	334.50
601-49400-310 GOPHER STATE ONE CALL	1,000.00	1,000.00	176.26	(823.74)	17.63	1,024.43
601-49400-321 TELEPHONE/CELLULAR PHONES	6,000.00	6,000.00	1,085.70	(4,914.30)	18.10	6,777.99
601-49400-322 POSTAGE	6,500.00	6,500.00	2,000.00	(4,500.00)	30.77	6,225.00
601-49400-331 TRAVEL/MEALS/LODGING	1,000.00	1,000.00	419.72	(580.28)	41.97	995.86
601-49400-334 MILEAGE REIMBURSEMENT	200.00	200.00	59.40	(140.60)	29.70	166.75
601-49400-340 ADVERTISING	500.00	500.00	.00	(500.00)	.00	761.68
601-49400-351 LEGAL NOTICES/ORD PUBLISHING	500.00	500.00	.00	(500.00)	.00	111.84
601-49400-360 INSURANCE AND BONDS	22,000.00	22,000.00	.00	(22,000.00)	.00	17,996.73
601-49400-381 ELECTRIC UTILITIES	95,000.00	95,000.00	14,420.45	(80,579.55)	15.18	84,305.23
601-49400-382 WATER/WASTEWATER UTILITIES	1,200.00	1,200.00	269.22	(930.78)	22.44	1,152.20
601-49400-383 GAS UTILITIES	9,000.00	9,000.00	1,107.04	(7,892.96)	12.30	4,393.43
TOTAL OTHER SERVICES & CHARG	155,900.00	155,900.00	19,847.79	(136,052.21)	12.73	126,710.42
<i>MISCELLANEOUS</i>						
601-49400-404 REPAIR & MAINT LABOR - VEH/EQ	3,000.00	3,000.00	.00	(3,000.00)	.00	.00
601-49400-406 REPAIR & MAINT - PLANT	28,000.00	28,000.00	448.57	(27,551.43)	1.60	11,630.39
601-49400-407 REPAIRS & MAINTENANCE - HYDR	10,000.00	10,000.00	.00	(10,000.00)	.00	4,420.27
601-49400-408 REPAIR & MAINT - WATER SYSTEM	10,000.00	10,000.00	1,864.55	(8,135.45)	18.65	11,521.86
601-49400-409 MAINT CONTRACTS - OFFICE EQUIP	500.00	500.00	.00	(500.00)	.00	404.36
601-49400-410 WELL PROTECTION PLAN	5,000.00	5,000.00	4,155.70	(844.30)	83.11	.00
601-49400-415 AUTOMATIC METER READ PROJECT	75,000.00	75,000.00	.00	(75,000.00)	.00	.00
601-49400-420 DEPRECIATION	700,000.00	700,000.00	.00	(700,000.00)	.00	714,453.19
601-49400-430 MISCELLANEOUS	500.00	500.00	.00	(500.00)	.00	.00
601-49400-432 CREDIT CARD FEES	12,500.00	12,500.00	5,191.28	(7,308.72)	41.53	19,810.40
601-49400-433 DUES AND SUBSCRIPTIONS	1,000.00	1,000.00	400.55	(599.45)	40.06	876.03
601-49400-440 MEETINGS AND SCHOOLS	2,000.00	2,000.00	482.00	(1,518.00)	24.10	1,441.34
601-49400-441 DNR DEPARTMENT OF HEALTH FEE	5,000.00	5,000.00	2,577.56	(2,422.44)	51.55	2,908.54
601-49400-489 OTHER CONTRACTED SERVICES	6,000.00	6,000.00	.00	(6,000.00)	.00	7,784.83
TOTAL MISCELLANEOUS	858,500.00	858,500.00	15,120.21	(843,379.79)	1.76	775,251.21
<i>DEBT SERVICE</i>						
601-49400-615 2001 PFA LOAN INTEREST	33,089.00	33,089.00	.00	(33,089.00)	.00	36,140.31
601-49400-619 INTEREST-WATER TREATMENT 2005	118,100.00	118,100.00	.00	(118,100.00)	.00	136,710.06
601-49400-620 FISCAL AGENT FEES	450.00	450.00	.00	(450.00)	.00	450.00
601-49400-621 BOND ISSUE COSTS	.00	.00	.00	.00	.00	3,789.41
601-49400-627 INTEREST-2007 STREET BONDS	4,090.00	4,090.00	.00	(4,090.00)	.00	4,748.88
601-49400-631 2011 BOND INT EXP	5,994.30	5,994.30	.00	(5,994.30)	.00	6,807.03
601-49400-632 2012 BOND INTEREST EXPENSE	6,864.00	6,864.00	.00	(6,864.00)	.00	(24,337.65)
601-49400-634 INEREST EXP 2014 IMPROV	23,902.00	23,902.00	.00	(23,902.00)	.00	24,709.56
601-49400-635 INTEREST EXP 2015 BONDS	17,832.00	17,832.00	.00	(17,832.00)	.00	8,335.36
TOTAL DEBT SERVICE	210,321.30	210,321.30	.00	(210,321.30)	.00	197,352.96

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 601 - WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>TRANSFERS</i>						
601-49400-720 TRANSFERS OUT - OPER TRANSFER	12,500.00	12,500.00	.00	(12,500.00)	.00	12,500.00
<i>TOTAL TRANSFERS</i>	12,500.00	12,500.00	.00	(12,500.00)	.00	12,500.00
TOTAL EXPENSE 400	1,746,427.30	1,746,427.30	148,745.34	(1,597,681.96)	8.52	1,556,874.80

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 601 - WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	1,746,427.30	1,746,427.30	148,745.34			1,556,874.80
NET REVENUES OVER EXPENDITURE	(11,502.30)	(11,502.30)	212,235.48			271,530.41

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 602 - WASTEWATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
REVENUE						
SA & INTEREST EARNINGS	30,000.00	30,000.00	106.76	29,893.24	28,100.41	38,226.11
OPERATING REVENUE	2,233,151.00	2,233,151.00	573,490.23	1,659,660.77	389.40	2,406,287.72
TOTAL FUND REVENUE	2,263,151.00	2,263,151.00	573,596.99	1,689,554.01	394.55	2,444,513.83
EXPENDITURES						
WASTEWATER FUND EXPENDITURES						
EXPENSE 450	2,695,961.00	2,695,961.00	222,694.22	(2,473,266.78)	8.26	2,047,551.44
TOTAL WASTEWATER FUND EXPENDITURE	2,695,961.00	2,695,961.00	222,694.22	(2,473,266.78)	8.26	2,047,551.44
TOTAL FUND EXPENDITURES	2,695,961.00	2,695,961.00	222,694.22	(2,473,266.78)	8.26	2,047,551.44
NET REVENUE OVER EXPENDITURES	(432,810.00)	(432,810.00)	350,902.77	(783,712.77)	(123.34)	396,962.39

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 602 - WASTEWATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>SA & INTEREST EARNINGS</u>						
602-36102 SPEC ASSESSMENTS - INT/PEN	.00	.00	.00	.00	.00	1,477.82
602-36210 INTEREST EARNINGS	30,000.00	30,000.00	106.76	29,893.24	.36	36,748.29
TOTAL SA & INTEREST EARNINGS	30,000.00	30,000.00	106.76	29,893.24	.36	38,226.11
<u>OPERATING REVENUE</u>						
602-37210 SEWER CHARGES - CITY	2,198,151.00	2,198,151.00	541,927.45	1,656,223.55	24.65	2,168,620.38
602-37250 SAC CHARGES	.00	.00	21,593.50	(21,593.50)	.00	198,887.50
602-37260 PENALTIES	35,000.00	35,000.00	9,969.28	25,030.72	28.48	38,779.84
TOTAL OPERATING REVENUE	2,233,151.00	2,233,151.00	573,490.23	1,659,660.77	25.68	2,406,287.72
TOTAL FUND REVENUE	2,263,151.00	2,263,151.00	573,596.99			2,444,513.83

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 602 - WASTEWATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>PERSONAL SERVICES</i>						
602-49450-101 FULL-TIME EMPLOYEES - REGULAR	441,068.00	441,068.00	86,859.32	(354,208.68)	19.69	378,625.84
602-49450-102 FULL-TIME EMPLOYEES - OVERTIME	21,000.00	21,000.00	3,622.50	(17,377.50)	17.25	14,730.81
602-49450-104 TEMP/SEAS EMPLOYEES - REGULAR	11,148.00	11,148.00	.00	(11,148.00)	.00	11,101.00
602-49450-110 HOURS WORKED HOLIDAY	.00	.00	695.20	695.20	.00	3,249.89
602-49450-115 CALL-IN PAY	.00	.00	43.59	43.59	.00	7,397.25
602-49450-116 ON-CALL PAY	.00	.00	4,575.48	4,575.48	.00	20,384.22
602-49450-121 PERA (EMPLOYER)	35,745.00	35,745.00	7,198.61	(28,546.39)	20.14	31,628.55
602-49450-122 FICA/MEDICARE (EMPLOYER)	37,313.00	37,313.00	7,131.06	(30,181.94)	19.11	32,477.65
602-49450-131 MEDICAL/DENTAL/LIFE (EMPLOYER)	97,016.00	97,016.00	35,920.97	(61,095.03)	37.03	84,291.31
602-49450-132 LONGEVITY PAY	14,535.00	14,535.00	.00	(14,535.00)	.00	.00
602-49450-133 INSURANCE DEDUCT CONTRIB	8,200.00	8,200.00	1,690.52	(6,509.48)	20.62	6,867.19
602-49450-151 WORKERS' COMPENSATION PREMIU	25,160.00	25,160.00	6,086.77	(19,073.23)	24.19	26,856.35
602-49450-154 HRA/FLEX FEES	500.00	500.00	192.00	(308.00)	38.40	457.91
TOTAL PERSONAL SERVICES	691,685.00	691,685.00	154,016.02	(537,668.98)	22.27	618,067.97
<i>SUPPLIES</i>						
602-49450-200 LAB SUPPLIES & REPLACEMENT	15,000.00	15,000.00	6,925.92	(8,074.08)	46.17	17,849.03
602-49450-201 OFFICE SUPPLIES - ACCESSORIES	500.00	500.00	502.98	2.98	100.60	523.61
602-49450-204 STATIONARY, FORMS AND ENVELOP	1,500.00	1,500.00	.00	(1,500.00)	.00	1,057.04
602-49450-210 MISCELLANEOUS OPER SUPPLIES	7,000.00	7,000.00	2,562.44	(4,437.56)	36.61	7,364.56
602-49450-212 GASOLINE/FUEL/LUB/ADDITIVES	10,000.00	10,000.00	1,283.93	(8,716.07)	12.84	6,755.53
602-49450-213 OPER SUPPLIES - PLANT EQUIP	1,000.00	1,000.00	43.50	(956.50)	4.35	174.00
602-49450-216 CHEMICALS & CHEMICAL PRODUCTS	118,000.00	118,000.00	6,393.86	(111,606.14)	5.42	75,909.89
602-49450-217 TESTING	11,000.00	11,000.00	1,698.25	(9,301.75)	15.44	10,722.75
602-49450-221 REPAIR & MAINT SUPP - VEH/EQ	5,000.00	5,000.00	1,474.08	(3,525.92)	29.48	6,357.71
602-49450-240 SMALL TOOLS & MINOR EQUIP	7,000.00	7,000.00	820.13	(6,179.87)	11.72	6,615.59
TOTAL SUPPLIES	176,000.00	176,000.00	21,705.09	(154,294.91)	12.33	133,329.71
<i>OTHER SERVICES & CHARGES</i>						
602-49450-304 MISC PROFESSIONAL SERVICES	7,000.00	7,000.00	512.50	(6,487.50)	7.32	5,753.94
602-49450-306 GIS PROJECT CONTRACT EXP	8,000.00	8,000.00	.00	(8,000.00)	.00	334.50
602-49450-310 GOPHER STATE ONE CALL	1,000.00	1,000.00	160.92	(839.08)	16.09	1,024.42
602-49450-321 TELEPHONE/CELLULAR PHONES	5,000.00	5,000.00	567.07	(4,432.93)	11.34	2,337.62
602-49450-322 POSTAGE	4,000.00	4,000.00	2,024.48	(1,975.52)	50.61	6,240.44
602-49450-331 TRAVEL/MEALS/LODGING	1,000.00	1,000.00	.00	(1,000.00)	.00	708.96
602-49450-334 MILEAGE REIMBURSEMENT	200.00	200.00	.00	(200.00)	.00	.00
602-49450-340 ADVERTISING	150.00	150.00	234.00	84.00	156.00	.00
602-49450-360 INSURANCE AND BONDS	34,000.00	34,000.00	.00	(34,000.00)	.00	32,655.71
602-49450-381 ELECTRIC UTILITIES	120,000.00	120,000.00	16,325.48	(103,674.52)	13.60	107,367.72
602-49450-382 WATER/WASTEWATER UTILITIES	3,000.00	3,000.00	359.34	(2,640.66)	11.98	2,920.34
602-49450-383 GAS UTILITIES	20,000.00	20,000.00	7,396.05	(12,603.95)	36.98	24,378.40
602-49450-385 POWER - LIFT STATIONS	15,000.00	15,000.00	3,454.17	(11,545.83)	23.03	16,565.39
TOTAL OTHER SERVICES & CHARG	218,350.00	218,350.00	31,034.01	(187,315.99)	14.21	200,287.44

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 602 - WASTEWATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>MISCELLANEOUS</i>						
602-49450-402 REPAIR & MAINT - SAN SEWER	5,000.00	5,000.00	.00	(5,000.00)	.00	659.78
602-49450-404 REPAIR & MAINT LABOR - VEH/EQ	5,000.00	5,000.00	.00	(5,000.00)	.00	3,322.00
602-49450-406 REPAIR & MAINT - PLANT	30,000.00	30,000.00	4,803.63	(25,196.37)	16.01	33,080.54
602-49450-407 REPAIR & MAINT - LIFT STATIONS	7,000.00	7,000.00	4,822.06	(2,177.94)	68.89	3,902.04
602-49450-408 REPAIRS & MAINTENANCE - SEWER	.00	.00	176.86	176.86	.00	.00
602-49450-409 MAINT CONTRACTS - OFFICE EQUIP	1,000.00	1,000.00	.00	(1,000.00)	.00	1,213.09
602-49450-420 DEPRECIATION	1,295,000.00	1,295,000.00	.00	(1,295,000.00)	.00	823,766.38
602-49450-430 MISCELLANEOUS	1,000.00	1,000.00	.00	(1,000.00)	.00	10.00
602-49450-433 DUES AND SUBSCRIPTIONS	2,000.00	2,000.00	338.55	(1,661.45)	16.93	2,398.83
602-49450-440 MEETINGS AND SCHOOLS	2,500.00	2,500.00	494.00	(2,006.00)	19.76	1,903.33
602-49450-441 MPCA FEES	10,000.00	10,000.00	1,240.00	(8,760.00)	12.40	8,278.69
602-49450-489 OTHER CONTRACTED SERVICES	75,000.00	75,000.00	4,064.00	(70,936.00)	5.42	50,241.18
TOTAL MISCELLANEOUS	1,433,500.00	1,433,500.00	15,939.10	(1,417,560.90)	1.11	928,775.86
<i>DEBT SERVICE</i>						
602-49450-610 2013 WWTP REHAB INTEREST EXP	108,000.00	108,000.00	.00	(108,000.00)	.00	103,885.79
602-49450-613 INTEREST - WASTE WATER BONDS	3,186.00	3,186.00	.00	(3,186.00)	.00	3,433.20
602-49450-621 BOND ISSUE COSTS	.00	.00	.00	.00	.00	1,705.17
602-49450-623 INTEREST XYLITE BOND 2005	.00	.00	.00	.00	.00	661.63
602-49450-627 INTEREST-2007 STREET BONDS	3,715.00	3,715.00	.00	(3,715.00)	.00	4,312.83
602-49450-632 2012 BOND INTEREST EXP	5,186.00	5,186.00	.00	(5,186.00)	.00	5,562.66
602-49450-634 INTEREST EXP 2014 IMPROV	10,816.00	10,816.00	.00	(10,816.00)	.00	6,278.41
602-49450-635 INTEREST EXP 2015 BOND EXP	8,023.00	8,023.00	.00	(8,023.00)	.00	3,750.77
TOTAL DEBT SERVICE	138,926.00	138,926.00	.00	(138,926.00)	.00	129,590.46
<i>TRANSFERS</i>						
602-49450-720 TRANSFERS OUT - OPER TRANSFER	37,500.00	37,500.00	.00	(37,500.00)	.00	37,500.00
TOTAL TRANSFERS	37,500.00	37,500.00	.00	(37,500.00)	.00	37,500.00
TOTAL EXPENSE 450	2,695,961.00	2,695,961.00	222,694.22	(2,473,266.78)	8.26	2,047,551.44

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 602 - WASTEWATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	2,695,961.00	2,695,961.00	222,694.22			2,047,551.44
NET REVENUES OVER EXPENDITURE	(432,810.00)	(432,810.00)	350,902.77			396,962.39

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 603 - STORM WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
REVENUE						
SA & INTEREST EARNINGS	.00	.00	.00	.00	.00	79.90
OPERATING REVENUES	326,000.00	326,000.00	85,732.79	240,267.21	380.25	328,218.95
TOTAL FUND REVENUE	326,000.00	326,000.00	85,732.79	240,267.21	380.25	328,298.85
EXPENDITURES						
STORM SEWER FUND EXPENDITURES						
EXPENSE 500	50,650.00	50,650.00	3,819.89	(46,830.11)	7.54	407,715.85
TOTAL STORM SEWER FUND EXPENDITURE	50,650.00	50,650.00	3,819.89	(46,830.11)	7.54	407,715.85
TOTAL FUND EXPENDITURES	50,650.00	50,650.00	3,819.89	(46,830.11)	7.54	407,715.85
NET REVENUE OVER EXPENDITURES	275,350.00	275,350.00	81,912.90	193,437.10	336.15	(79,417.00)

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 603 - STORM WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>SA & INTEREST EARNINGS</u>						
603-36210 INTEREST EARNINGS	.00	.00	.00	.00	.00	79.90
TOTAL SA & INTEREST EARNINGS	.00	.00	.00	.00	.00	79.90
<u>OPERATING REVENUES</u>						
603-37310 STORM WATER CHARGES	320,000.00	320,000.00	83,794.43	236,205.57	26.19	321,444.94
603-37360 PENALTIES	6,000.00	6,000.00	1,938.36	4,061.64	32.31	6,774.01
TOTAL OPERATING REVENUES	326,000.00	326,000.00	85,732.79	240,267.21	26.30	328,218.95
TOTAL FUND REVENUE	326,000.00	326,000.00	85,732.79			328,298.85

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 603 - STORM WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
EXPENSE 500						
<i>SUPPLIES</i>						
603-49500-204 STATIONARY, FORMS & ENVELOPES	500.00	500.00	.00	(500.00)	.00	.00
<i>TOTAL SUPPLIES</i>	500.00	500.00	.00	(500.00)	.00	.00
<i>OTHER SERVICES & CHARGES</i>						
603-49500-304 MISC PROFESSIONAL SERVICES	1,500.00	1,500.00	3,355.00	1,855.00	223.67	620.00
603-49500-352 GEN INFO & PUBLIC NOTICES	250.00	250.00	.00	(250.00)	.00	196.56
<i>TOTAL OTHER SERVICES & CHARG</i>	1,750.00	1,750.00	3,355.00	1,605.00	191.71	816.56
<i>MISCELLANEOUS</i>						
603-49500-403 REPAIRS & MAINT - STORM SEWER	8,000.00	8,000.00	.00	(8,000.00)	.00	6,627.94
603-49500-420 DEPRECIATION	.00	.00	.00	.00	.00	371,785.64
603-49500-430 MISCELLANEOUS	1,000.00	1,000.00	.00	(1,000.00)	.00	1,215.16
603-49500-440 SCHOOLS AND MEETINGS	500.00	500.00	.00	(500.00)	.00	400.00
<i>TOTAL MISCELLANEOUS</i>	9,500.00	9,500.00	.00	(9,500.00)	.00	380,028.74
<i>DEBT SERVICE</i>						
603-49500-611 INTEREST EXP 2004 STORM BONDS	4,164.00	4,164.00	.00	(4,164.00)	.00	4,727.13
603-49500-621 BOND ISSUE COSTS	.00	.00	.00	.00	.00	1,921.96
603-49500-623 INTEREST-XYLITE BOND 2005	.00	.00	.00	.00	.00	976.82
603-49500-627 INTEREST-2007 STREET BONDS	2,989.00	2,989.00	.00	(2,989.00)	.00	3,470.56
603-49500-628 INTEREST EXP 2008 BONDS	1,171.00	1,171.00	.00	(1,171.00)	.00	1,394.37
603-49500-629 2009 STORM BOND INT EXP	2,122.00	2,122.00	464.89	(1,657.11)	21.91	2,324.22
603-49500-634 INTEREST EXP 2014 STORM IMPROV	12,151.00	12,151.00	.00	(12,151.00)	.00	7,827.85
603-49500-635 INTEREST EXP 2015 BONDS	9,043.00	9,043.00	.00	(9,043.00)	.00	4,227.64
603-49500-699 INTEREST EXP-INTER FUND LOAN	7,260.00	7,260.00	.00	(7,260.00)	.00	.00
<i>TOTAL DEBT SERVICE</i>	38,900.00	38,900.00	464.89	(38,435.11)	1.20	26,870.55
TOTAL EXPENSE 500	50,650.00	50,650.00	3,819.89	(46,830.11)	7.54	407,715.85

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 603 - STORM WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	50,650.00	50,650.00	3,819.89			407,715.85
NET REVENUES OVER EXPENDITURE	275,350.00	275,350.00	81,912.90			(79,417.00)

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 610 - LIQUOR STORE FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
REVENUE						
INTEREST & LOTTERY SALES	88,884.00	88,884.00	24,895.70	63,988.30	357.03	84,692.16
OPERATING REVENUES	5,019,562.00	5,019,562.00	1,087,300.03	3,932,261.97	461.65	5,118,299.89
TOTAL FUND REVENUE	5,108,446.00	5,108,446.00	1,112,195.73	3,996,250.27	459.31	5,202,992.05
EXPENDITURES						
LIQUOR STORE EXPENDITURES						
LIQUOR STORE	5,108,446.00	5,108,446.00	1,030,466.56	(4,077,979.44)	20.17	5,203,754.69
TOTAL LIQUOR STORE EXPENDITURES	5,108,446.00	5,108,446.00	1,030,466.56	(4,077,979.44)	20.17	5,203,754.69
TOTAL FUND EXPENDITURES	5,108,446.00	5,108,446.00	1,030,466.56	(4,077,979.44)	20.17	5,203,754.69
NET REVENUE OVER EXPENDITURES	.00	.00	81,729.17	(81,729.17)	.00	(762.64)

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 610 - LIQUOR STORE FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTEREST & LOTTERY SALES</u>						
610-36200 MISCELLANEOUS REVENUES	400.00	400.00	170.50	229.50	42.63	2,498.50
610-36210 INTEREST EARNINGS	50.00	50.00	9.88	40.12	19.76	4,607.72
610-36220 LOTTERY SALES	88,434.00	88,434.00	24,715.32	63,718.68	27.95	77,585.94
TOTAL INTEREST & LOTTERY SALES	88,884.00	88,884.00	24,895.70	63,988.30	28.01	84,692.16
<u>OPERATING REVENUES</u>						
610-37811 SALES - LIQUOR	1,648,320.00	1,648,320.00	370,458.88	1,277,861.12	22.47	1,655,582.89
610-37812 SALES - BEER	2,266,440.00	2,266,440.00	470,385.51	1,796,054.49	20.75	2,342,855.36
610-37813 SALES - WINE	832,401.00	832,401.00	191,369.07	641,031.93	22.99	847,651.18
610-37815 SALES - NON-TAXABLE	133,926.00	133,926.00	28,027.32	105,898.68	20.93	144,886.59
610-37816 SALES - TAXABLE	142,167.00	142,167.00	27,794.47	114,372.53	19.55	130,579.97
610-37820 MACHINE COMMISSIONS	100.00	100.00	.00	100.00	.00	.00
610-37830 DISCOUNTS, DEPOSITS & RETURNS	(2,856.00)	(2,856.00)	(549.95)	(2,306.05)	(19.26)	(2,087.47)
610-37840 CASH OVER AND SHORT	(936.00)	(936.00)	(185.27)	(750.73)	(19.79)	(1,168.63)
TOTAL OPERATING REVENUES	5,019,562.00	5,019,562.00	1,087,300.03	3,932,261.97	21.66	5,118,299.89
TOTAL FUND REVENUE	5,108,446.00	5,108,446.00	1,112,195.73			5,202,992.05

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 610 - LIQUOR STORE FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
LIQUOR STORE						
<i>PERSONAL SERVICES</i>						
610-49750-101 FULL-TIME EMPLOYEES - REGULAR	232,973.00	232,973.00	57,402.43	(175,570.57)	24.64	248,148.79
610-49750-102 FULL-TIME EMPLOYEES - OVERTIME	7,000.00	7,000.00	526.67	(6,473.33)	7.52	4,928.76
610-49750-103 PART-TIME EMPLOYEES - REGULAR	127,396.00	127,396.00	26,736.54	(100,659.46)	20.99	107,521.40
610-49750-106 PART-TIME EMPLOYEES - OVERTIME	7,581.00	7,581.00	.00	(7,581.00)	.00	.00
610-49750-110 HOURS WORKED HOLIDAY	.00	.00	3,423.49	3,423.49	.00	9,942.06
610-49750-121 PERA (EMPLOYER)	29,272.00	29,272.00	6,606.69	(22,665.31)	22.57	27,529.31
610-49750-122 FICA/MEDICARE (EMPLOYER)	29,858.00	29,858.00	6,562.98	(23,295.02)	21.98	27,551.91
610-49750-131 MEDICAL/DENTAL/LIFE (EMPLOYER)	56,376.00	56,376.00	23,919.92	(32,456.08)	42.43	55,880.88
610-49750-132 LONGEVITY PAY	12,348.00	12,348.00	.00	(12,348.00)	.00	.00
610-49750-133 INSURANCE DEDUCTIBLE CONTRIB	4,800.00	4,800.00	217.01	(4,582.99)	4.52	3,815.81
610-49750-151 WORKERS' COMPENSATION PREMIU	13,298.00	13,298.00	2,730.77	(10,567.23)	20.54	12,549.23
610-49750-153 UNEMPLOYMENT COMPENSATION	250.00	250.00	.00	(250.00)	.00	2.99
610-49750-154 HRA/FLEX FEES	300.00	300.00	124.30	(175.70)	41.43	294.84
TOTAL PERSONAL SERVICES	521,452.00	521,452.00	128,250.80	(393,201.20)	24.59	498,165.98
<i>SUPPLIES</i>						
610-49750-201 OFFICE SUPPLIES - ACCESSORIES	3,500.00	3,500.00	258.99	(3,241.01)	7.40	1,728.56
610-49750-210 MISCELLANEOUS OPER SUPPLIES	20,000.00	20,000.00	5,286.57	(14,713.43)	26.43	21,871.33
610-49750-220 MAINTENANCE & REPAIR SUPPLIES	20,000.00	20,000.00	4,108.95	(15,891.05)	20.54	19,112.60
610-49750-251 PURCHASES - LIQUOR	1,218,191.00	1,218,191.00	277,067.94	(941,123.06)	22.74	1,219,684.99
610-49750-252 PURCHASES - BEER	1,744,689.00	1,744,689.00	360,058.05	(1,384,630.95)	20.64	1,793,704.21
610-49750-253 PURCHASES WINE	588,809.00	588,809.00	136,712.80	(452,096.20)	23.22	592,625.20
610-49750-259 PURCHASES - MISCELLANEOUS	215,342.00	215,342.00	44,602.31	(170,739.69)	20.71	219,025.20
610-49750-260 FREIGHT & DRAY	31,000.00	31,000.00	8,488.26	(22,511.74)	27.38	30,481.67
610-49750-262 BREAKAGE & SHRINKAGE	1,200.00	1,200.00	.00	(1,200.00)	.00	.00
610-49750-263 INVENTORY PRICE ADJ	1,138.00	1,138.00	.00	(1,138.00)	.00	.00
TOTAL SUPPLIES	3,843,869.00	3,843,869.00	836,583.87	(3,007,285.13)	21.76	3,898,233.76
<i>OTHER SERVICES & CHARGES</i>						
610-49750-304 MISC PROFESSIONAL SERVICES	2,500.00	2,500.00	701.95	(1,798.05)	28.08	4,873.70
610-49750-321 TELEPHONE/CELLULAR PHONES	3,500.00	3,500.00	771.13	(2,728.87)	22.03	3,615.04
610-49750-331 TRAVEL/MEALS/LODGING	500.00	500.00	.00	(500.00)	.00	10.00
610-49750-334 MILEAGE REIMBURSEMENT	300.00	300.00	.00	(300.00)	.00	275.43
610-49750-340 ADVERTISING	38,115.00	38,115.00	8,013.47	(30,101.53)	21.02	36,366.30
610-49750-341 WINE TASTING EVENT COSTS	3,000.00	3,000.00	.00	(3,000.00)	.00	3,754.98
610-49750-360 INSURANCE AND BONDS	15,500.00	15,500.00	.00	(15,500.00)	.00	13,930.93
610-49750-381 ELECTRIC UTILITIES	27,000.00	27,000.00	3,894.95	(23,105.05)	14.43	24,488.87
610-49750-382 WATER/WASTEWATER UTILITIES	750.00	750.00	197.72	(552.28)	26.36	727.60
610-49750-383 GAS UTILITIES	2,500.00	2,500.00	445.01	(2,054.99)	17.80	1,375.37
TOTAL OTHER SERVICES & CHARG	93,665.00	93,665.00	14,024.23	(79,640.77)	14.97	89,418.22

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 610 - LIQUOR STORE FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>MISCELLANEOUS</i>						
610-49750-405 JANITOR SERVICES	5,659.00	5,659.00	1,258.64	(4,400.36)	22.24	5,963.38
610-49750-413 RENTALS - OFFICE EQUIPMENT	.00	.00	.00	.00	.00	390.00
610-49750-420 DEPRECIATION	50,000.00	50,000.00	.00	(50,000.00)	.00	50,811.87
610-49750-430 FISCAL/BANK/MISCELLANEOUS CHG	102,637.00	102,637.00	26,299.17	(76,337.83)	25.62	101,827.49
610-49750-433 DUES AND SUBSCRIPTIONS	3,234.00	3,234.00	.00	(3,234.00)	.00	3,043.00
610-49750-440 MEETINGS AND SCHOOLS	900.00	900.00	.00	(900.00)	.00	943.71
610-49750-453 TAXES AND LICENSES	500.00	500.00	.00	(500.00)	.00	200.00
610-49750-461 LOTTERY SWEEP	48,960.00	48,960.00	16,046.85	(32,913.15)	32.78	45,033.68
610-49750-475 LOTTERY PAID OUT	34,170.00	34,170.00	8,003.00	(26,167.00)	23.42	26,875.30
610-49750-489 CONTRACT MAINTENANCE	3,400.00	3,400.00	.00	(3,400.00)	.00	4,848.30
<i>TOTAL MISCELLANEOUS</i>	<i>249,460.00</i>	<i>249,460.00</i>	<i>51,607.66</i>	<i>(197,852.34)</i>	<i>20.69</i>	<i>239,936.73</i>
<i>TRANSFERS</i>						
610-49750-720 TRANSFERS OUT - OPER TRANSFER	400,000.00	400,000.00	.00	(400,000.00)	.00	400,000.00
610-49750-721 TRANSFER OUT--PARK IMPROV FUN	.00	.00	.00	.00	.00	78,000.00
<i>TOTAL TRANSFERS</i>	<i>400,000.00</i>	<i>400,000.00</i>	<i>.00</i>	<i>(400,000.00)</i>	<i>.00</i>	<i>478,000.00</i>
TOTAL LIQUOR STORE	5,108,446.00	5,108,446.00	1,030,466.56	(4,077,979.44)	20.17	5,203,754.69

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 610 - LIQUOR STORE FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	5,108,446.00	5,108,446.00	1,030,466.56			5,203,754.69
NET REVENUES OVER EXPENDITURE	.00	.00	81,729.17			(762.64)



MOLINE REALTY, INC

ADDENDUM TO PURCHASE AGREEMENT: COUNTEROFFER

This form approved by the Minnesota Association of REALTORS®, which disclaims any liability arising out of use or misuse of this form. © 2015 Minnesota Association of REALTORS®, Edina, MN

1. Date 04/22/2016
2. Page 10
3. Addendum to Purchase Agreement between parties, dated Apr 19, 2016
4. pertaining to the purchase and sale of the Property located at 105 Cypress Street S
5. Cambridge MN 55008

6. This Counteroffer does not include the terms or conditions in any previous Counteroffer(s).
7. The Purchase Agreement is rejected and the following Counteroffer is hereby made. All terms and conditions remain the same, as stated in the Purchase Agreement, except the following:

- 9. (Select appropriate changes from original offer.)
10. [X] Sale price shall be \$ 132,000.00
11. [] Earnest money shall be a total of \$
12. [] Cash of at least percent (%) of the sale price, which includes the earnest money; PLUS;
13. [] Financing, the total amount secured against the Property to fund the purchase, not to exceed percent (%) of the sale price.
14. [] Closing date shall be on/before July 8th, 2016
15. [X] Closing date shall be on/before July 8th, 2016
16. [] Seller agrees to complete all FHA/Lender required repairs, not to exceed \$
17. [] Seller shall pay Buyer's closing costs, prepaids, insurance and
18. not to exceed \$

19. [X] Other: Seller acknowledges that it listed the Property prior to Buyer indicating any interest in the Property. Seller agrees to execute a waiver of relocation benefits as provided in Minn. Stat. 117.521 as an integral element of this Agreement. Seller also represents that it has, and not as an inducement of this agreement, terminated any preexisting leases with any tenants of the Property, and agrees to defend and indemnify Buyer from any claims of tenants, including but not limited to those for relocation assistance under Minn. Stat. 117.52.

27. Authentication Ward D Pierson 4/22/2016 (Date) (Seller) 4/22/2016 3:58:11 PM CDT

(Buyer) Marlys A Palmer, Mayor 4/22/16 (Date)

28. Authentication Laura L Reichle 4/22/2016 (Date) (Seller) 4/22/2016 6:56:19 PM CDT

(Buyer) Lynda Woulfe, City Administrator 4/22/16 (Date)

29. ATTACH ONLY THE FINAL COUNTEROFFER ADDENDUM TO THE PURCHASE AGREEMENT.
30. THIS IS A LEGALLY BINDING CONTRACT BETWEEN BUYER(S) AND SELLER(S).
31. IF YOU DESIRE LEGAL OR TAX ADVICE, CONSULT AN APPROPRIATE PROFESSIONAL.



MOLINE REALTY, INC

PURCHASE AGREEMENT

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1. Date 4/19/2016
2. Page 1 of _____

3. BUYER (S): _____ City of Cambridge
4. _____

5. Buyer's earnest money in the amount of _____
6. Five Thousand Dollars (\$ 5,000.00)

7. shall be delivered to listing broker no later than two (2) Business Days after Final Acceptance Date of this Purchase
8. Agreement. Buyer and Seller agree that listing broker shall deposit any earnest money in the listing broker's trust
9. account within three (3) Business Days of receipt of the earnest money or Final Acceptance Date of this Purchase
10. Agreement, whichever is later.

11. Said earnest money is part payment for the purchase of the property located at
12. Street Address: 105 Cypress Street S
13. City of Cambridge, County of Isanti

14. State of Minnesota, legally described as
GILES BLOCK 1 LOT 7 & E/2 OF LOT 8 BLK 1
15. PID: 150550060

16. Said purchase shall include all improvements, fixtures, and appurtenances on the property, if any, including but not
17. limited to, the following (collectively the "Property"): garden bulbs, plants, shrubs, trees, and lawn watering system;
18. shed; storm sash, storm doors, screens and awnings; window shades, blinds; traverse, curtain, and drapery
19. rods, valances, drapes, curtains, window coverings and treatments; towel rods; attached lighting and bulbs; fan fixtures;
20. plumbing fixtures; garbage disposals; water softener; water treatment system; water heating systems, heating systems;
21. air exchange system; radon mitigation system; sump pump; TV antenna/cable TV jacks and wiring/TV wall mounts;
22. wall/ceiling-mounted speakers and mounts; carpeting; mirrors; garage door openers and all controls; smoke detectors;
23. fireplace screens, door and heatilators; BUILT-INS: dishwashers; refrigerators; wine/beverage refrigerators; trash
24. compactors; ovens; cook-top stoves; warming drawers; microwave ovens; hood fans; shelving; work benches; intercoms;
25. speakers; air conditioning equipment; electronic air filter; humidifier/dehumidifier; liquid fuel tanks (and controls);
26. pool/spa equipment; propane tank (and controls); security system equipment; TV satellite dish; AND the following
27. personal property shall be transferred with no additional monetary value, and free and clear of all liens and encumbrances:
28. All existing appliances

29. _____
30. _____

31. Notwithstanding the foregoing, leased fixtures are not included.
32. Notwithstanding the foregoing, the following item(s) are excluded from the purchase:
33. _____
34. _____

35. Seller has agreed to sell the Property to Buyer for the sum of (\$ 122,000.00)
36. One Hundred Twenty-Two Thousand Dollars,

37. which Buyer agrees to pay in the following manner:

- 38. 1. CASH of 100 percent (%) of the sale price, or more in Buyer's sole discretion, which includes the earnest
39. money; PLUS
- 40. 2. FINANCING of 0 percent (%) of the sale price, which will be the total amount secured against this
41. Property to fund this purchase.

42. Such financing shall be (check one) a first mortgage; a contract for deed; or a first mortgage with
43. subordinate financing, as described in the attached Addendum:
44. Conventional FHA DVA Assumption Contract for Deed Other: _____
(Check one.)

45. The date of closing shall be on/before Jun 3, 20 16.



MOLINE REALTY, INC

PURCHASE AGREEMENT

46. Page 2 Date 4/19/2016

47. Property located at 105 Cypress Street S Cambridge MN 55008

48. SALE OF BUYER'S PROPERTY CONTINGENCY: This Purchase Agreement IS IS NOT subject to an (Check one.)

49. Addendum to Purchase Agreement: Sale of Buyer's Property Contingency. (If answer is IS, see attached Addendum.)
50. (If answer is IS NOT, the closing of Buyer's property, if any, may still affect Buyer's ability to obtain financing, if
51. financing is applicable.)

52. This Purchase Agreement IS IS NOT subject to cancellation of a previously written purchase agreement (Check one.)

53. dated _____, 20_____. (If answer is IS, said cancellation shall be obtained no later than
54. _____, 20_____. If said cancellation is not obtained by said date, this Purchase Agreement

55. is canceled. Buyer and Seller shall immediately sign a Cancellation of Purchase Agreement confirming said cancellation
56. and directing all earnest money paid hereunder to be refunded to Buyer.)

57. Buyer has been made aware of the availability of Property inspections. Buyer Elects Declines to have a (Check one.)

58. Property inspection performed at Buyer's expense.

59. INSPECTION CONTINGENCY: This Purchase Agreement IS IS NOT subject to an Addendum to Purchase (Check one.)

60. Agreement: Inspection Contingency. (If answer is IS, see attached Addendum.)

61. DEED/MARKETABLE TITLE: Upon performance by Buyer, Seller shall deliver a (check one):

62. Warranty Deed, Personal Representative's Deed, Contract for Deed, Trustee's Deed, or

63. Other: _____ Deed joined in by spouse, if any, conveying marketable title, subject to

- 64. (a) building and zoning laws, ordinances, and state and federal regulations;
- 65. (b) restrictions relating to use or improvement of the Property without effective forfeiture provisions;
- 66. (c) reservation of any mineral rights by the State of Minnesota;
- 67. (d) utility and drainage easements which do not interfere with existing improvements;

68. (e) rights of tenants as follows (unless specified, not subject to tenancies): _____

69. _____; and

70. (f) others (must be specified in writing): _____

71. _____

72. REAL ESTATE TAXES: Seller shall pay on the date of closing all real estate taxes due and payable in all prior years
73. including all penalties and interest.

74. Buyer shall pay PRORATED FROM DAY OF CLOSING _____ 12ths OF ALL NO real estate taxes due (Check one.)

75. and payable in the year 20 16 _____.

76. Seller shall pay PRORATED TO DAY OF CLOSING _____ 12ths OF ALL NO real estate taxes due and (Check one.)

77. payable in the year 20 16 _____. If the closing date is changed, the real estate taxes paid shall, if prorated, be adjusted
78. to the new closing date. If the Property tax status is a part- or non-homestead classification in the year of closing, Seller

79. SHALL SHALL NOT pay the difference between the homestead and non-homestead. (Check one.)

80. Buyer shall pay real estate taxes due and payable in the year following closing and thereafter, the payment of which
81. is not otherwise herein provided. No representations are made concerning the amount of subsequent real estate taxes.

82. DEFERRED TAXES/SPECIAL ASSESSMENTS:

83. BUYER SHALL PAY SELLER SHALL PAY on date of closing any deferred real estate taxes (e.g., Green (Check one.)

84. Acres) or special assessments, payment of which is required as a result of the closing of this sale.

85. BUYER AND SELLER SHALL PRORATE AS OF THE DATE OF CLOSING SELLER SHALL PAY ON (Check one.)

86. DATE OF CLOSING all installments of special assessments certified for payment, with the real estate taxes due and
87. payable in the year of closing.



MOLINE REALTY, INC

PURCHASE AGREEMENT

88. Page 3 Date 4/19/2016

89. Property located at 105 Cypress Street S Cambridge MN 55008
90. BUYER SHALL ASSUME SELLER SHALL PAY on date of closing all other special assessments levied as
(Check one.)
91. of the date of this Purchase Agreement.
92. BUYER SHALL ASSUME SELLER SHALL PROVIDE FOR PAYMENT OF special assessments pending as
(Check one.)
93. of the date of this Purchase Agreement for improvements that have been ordered by any assessing authorities. (Seller's
94. provision for payment shall be by payment into escrow of two (2) times the estimated amount of the assessments
95. or less, as required by Buyer's lender.)
96. Buyer shall pay any unpaid special assessments payable in the year following closing and thereafter, the payment of
97. which is not otherwise herein provided.
98. As of the date of this Purchase Agreement, Seller represents that Seller HAS HAS NOT received a notice
(Check one.)
99. regarding any new improvement project from any assessing authorities, the costs of which project may be assessed
100. against the Property. Any such notice received by Seller after the date of this Purchase Agreement and before closing
101. shall be provided to Buyer immediately. If such notice is issued after the date of this Purchase Agreement and on
102. or before the date of closing, then the parties may agree in writing, on or before the date of closing, to pay, provide
103. for the payment of or assume the special assessments. In the absence of such agreement, either party may declare
104. this Purchase Agreement canceled by written notice to the other party, or licensee representing or assisting the other
105. party, in which case this Purchase Agreement is canceled. If either party declares this Purchase Agreement canceled,
106. Buyer and Seller shall immediately sign a *Cancellation of Purchase Agreement* confirming said cancellation and
107. directing all earnest money paid hereunder to be refunded to Buyer.
108. **POSSESSION:** Seller shall deliver possession of the Property no later than immediately after closing.
109. Seller agrees to remove ALL DEBRIS AND ALL PERSONAL PROPERTY NOT INCLUDED HEREIN from the Property
110. by possession date.
111. **LINKED DEVICES:** Seller warrants that Seller shall permanently disconnect or discontinue Seller's access or service
112. to any device or system on or serving the property that is connected or controlled wirelessly, via internet protocol ("IP")
113. to a router or gateway or directly to the cloud no later than delivery of possession as specified in this Purchase
114. Agreement.
115. **PRORATIONS:** All interest; unit owners' association dues; rents; and charges for city water, city sewer, electricity and
116. natural gas shall be prorated between the parties as of date of closing. Buyer shall pay Seller for remaining gallons of
117. fuel oil or liquid petroleum gas on the day of closing, at the rate of the last fill by Seller.
118. **TITLE AND EXAMINATION:** As quickly as reasonably possible after Final Acceptance Date of this Purchase Agreement:
119. (a) Seller shall deliver any abstract of title and a copy of any owner's title insurance policy for the Property, if
120. in Seller's possession or control, to Buyer or Buyer's designated title service provider. Any abstract of title or
121. owner's title insurance policy provided shall be immediately returned to Seller, or licensee representing or
122. assisting Seller, upon cancellation of this Purchase Agreement; and
123. (b) Buyer shall obtain the title services determined necessary or desirable by Buyer or Buyer's lender, including
124. but not limited to title searches, title examinations, abstracting, a title insurance commitment or an attorney's
125. title opinion at Buyer's selection and cost and provide a copy to Seller.
126. Seller shall use Seller's best efforts to provide marketable title by the date of closing. Seller agrees to pay all costs
127. and fees necessary to convey marketable title including obtaining and recording all required documents, subject to the
128. following:
129. In the event Seller has not provided marketable title by the date of closing, Seller shall have an additional 30 days to
130. make title marketable, or in the alternative, Buyer may waive title defects by written notice to Seller. In addition to
131. the 30-day extension, Buyer and Seller may, by mutual agreement, further extend the closing date. Lacking such
132. extension, either party may declare this Purchase Agreement canceled by written notice to the other party, or
133. licensee representing or assisting the other party, in which case this Purchase Agreement is canceled. If either
134. party declares this Purchase Agreement canceled, Buyer and Seller shall immediately sign a *Cancellation of*
135. *Purchase Agreement* confirming said cancellation and directing all earnest money paid hereunder to be refunded
136. to Buyer.

MN:PA-3 (8/15)

InstanetFORMS



MOLINE REALTY, INC

PURCHASE AGREEMENT

137. Page 4 Date 4/19/2016

138. Property located at 105 Cypress Street S Cambridge MN 55008

139. **SUBDIVISION OF LAND, BOUNDARIES, AND ACCESS:** If this sale constitutes or requires a subdivision of land
140. owned by Seller, Seller shall pay all subdivision expenses and obtain all necessary governmental approvals. Seller
141. warrants that the legal description of the real property to be conveyed has been or shall be approved for recording as
142. of the date of closing. Seller warrants that the buildings are or shall be constructed entirely within the boundary lines
143. of the Property. Seller warrants that there is a right of access to the Property from a public right-of-way.

144. **MECHANIC'S LIENS:** Seller warrants that prior to the closing, payment in full will have been made for all labor, materials,
145. machinery, fixtures or tools furnished within the 120 days immediately preceding the closing in connection with
146. construction, alteration or repair of any structure on, or improvement to, the Property.

147. **NOTICES:** Seller warrants that Seller has not received any notice from any governmental authority as to condemnation
148. proceedings, or violation of any law, ordinance or regulation. If the Property is subject to restrictive covenants, Seller
149. warrants that Seller has not received any notice from any person or authority as to a breach of the covenants. Any
150. such notices received by Seller shall be provided to Buyer immediately.

151. **DIMENSIONS:** Buyer acknowledges any dimensions, square footage or acreage of land or improvements provided
152. by Seller, third party, or broker representing or assisting Seller are approximate. Buyer shall verify the accuracy of
153. information to Buyer's satisfaction, if material, at Buyer's sole cost and expense.

154. **ACCESS AGREEMENT:** Seller agrees to allow reasonable access to the Property for performance of any surveys or
155. inspections agreed to herein.

156. **RISK OF LOSS:** If there is any loss or damage to the Property between the date hereof and the date of closing for any
157. reason, including fire, vandalism, flood, earthquake or act of God, the risk of loss shall be on Seller. If the Property
158. is destroyed or substantially damaged before the closing date, this Purchase Agreement is canceled, at Buyer's option,
159. by written notice to Seller or licensee representing or assisting Seller. If Buyer cancels this Purchase Agreement,
160. Buyer and Seller shall immediately sign a *Cancellation of Purchase Agreement* confirming said cancellation and
161. directing all earnest money paid hereunder to be refunded to Buyer.

162. **TIME OF ESSENCE:** Time is of the essence in this Purchase Agreement.

163. **CALCULATION OF DAYS:** Any calculation of days begins on the first day (calendar or Business Days as specified)
164. following the occurrence of the event specified and includes subsequent days (calendar or Business Days as specified)
165. ending at 11:59 P.M. on the last day.

166. **BUSINESS DAYS:** "Business Days" are days which are not Saturdays, Sundays or state or federal holidays unless
167. stated elsewhere by the parties in writing.

168. **RELEASE OF EARNEST MONEY:** Buyer and Seller agree that the listing broker shall release earnest money from the
169. listing broker's trust account: 1) at or upon the successful closing of the Property; 2) pursuant to written agreement
170. between the parties, which may be reflected in a *Cancellation of Purchase Agreement* executed by both Buyer and
171. Seller; 3) upon receipt of an affidavit of a cancellation under MN Statute 559.217; or 4) upon receipt of a court order.

172. **DEFAULT:** If Buyer defaults in any of the agreements herein, Seller may cancel this Purchase Agreement, and any
173. payments made hereunder, including earnest money, shall be retained by Seller as liquidated damages and Buyer
174. and Seller shall affirm the same by a written cancellation agreement.

175. If Buyer defaults in any of the agreements hereunder, Seller may terminate this Purchase Agreement under the
176. provisions of either MN Statute 559.21 or MN Statute 559.217, whichever is applicable. If either Buyer or Seller defaults
177. in any of the agreements hereunder or there exists an unfulfilled condition after the date specified for fulfillment, either
178. party may cancel this Purchase Agreement under MN Statute 559.217, Subd. 3. Whenever it is provided herein that
179. this Purchase Agreement is canceled, said language shall be deemed a provision authorizing a Declaratory Cancellation
180. under MN Statute 559.217, Subd. 4.

181. If this Purchase Agreement is not canceled or terminated as provided hereunder, Buyer or Seller may seek actual
182. damages for breach of this Purchase Agreement or specific performance of this Purchase Agreement; and, as to
183. specific performance, such action must be commenced within six (6) months after such right of action arises.

MN:PA-4 (8/15)

InstantFORMS



MOLINE REALTY, INC

PURCHASE AGREEMENT

184. Page 5 Date 4/19/2016

185. Property located at 105 Cypress Street S Cambridge MN 55008

186. BUYER HAS THE RIGHT TO A WALK-THROUGH REVIEW OF THE PROPERTY PRIOR TO CLOSING TO
 187. ESTABLISH THAT THE PROPERTY IS IN SUBSTANTIALLY THE SAME CONDITION AS OF THE DATE OF
 188. THIS PURCHASE AGREEMENT.

189. BUYER HAS RECEIVED A (check any that apply): DISCLOSURE STATEMENT: SELLER'S PROPERTY OR A
 190. DISCLOSURE STATEMENT: SELLER'S DISCLOSURE ALTERNATIVES FORM.

191. DESCRIPTION OF PROPERTY CONDITION: See Disclosure Statement: Seller's Property or Disclosure Statement:
 192. Seller's Disclosure Alternatives for description of disclosure responsibilities and limitations, if any.

193. BUYER HAS RECEIVED THE INSPECTION REPORTS, IF REQUIRED BY MUNICIPALITY.

194. BUYER IS NOT RELYING ON ANY ORAL REPRESENTATIONS REGARDING THE CONDITION OF THE PROPERTY
 195. AND ITS CONTENTS.

196. (Check appropriate boxes.)
 197. SELLER WARRANTS THAT THE PROPERTY IS EITHER DIRECTLY OR INDIRECTLY CONNECTED TO:
 198. CITY SEWER YES NO / CITY WATER YES NO
 199. **SUBSURFACE SEWAGE TREATMENT SYSTEM**
 200. SELLER DOES DOES NOT KNOW OF A SUBSURFACE SEWAGE TREATMENT SYSTEM ON OR
 (Check one.)
 201. SERVING THE PROPERTY. (If answer is DOES, and the system does not require a state permit, see Disclosure
 202. Statement: Subsurface Sewage Treatment System.)

203. **PRIVATE WELL**
 204. SELLER DOES DOES NOT KNOW OF A WELL ON OR SERVING THE PROPERTY.
 (Check one.)
 205. (If answer is DOES and well is located on the Property, see Disclosure Statement: Well.)

206. THIS PURCHASE AGREEMENT IS IS NOT SUBJECT TO AN ADDENDUM TO PURCHASE AGREEMENT:
 (Check one.)
 207. **SUBSURFACE SEWAGE TREATMENT SYSTEM AND WELL INSPECTION CONTINGENCY.**
 208. (If answer is IS, see attached Addendum.)

209. IF A WELL OR SUBSURFACE SEWAGE TREATMENT SYSTEM EXISTS ON THE PROPERTY, BUYER HAS
 210. RECEIVED A DISCLOSURE STATEMENT: WELL AND/OR A DISCLOSURE STATEMENT: SUBSURFACE SEWAGE
 211. TREATMENT SYSTEM.

212. NOTICE REGARDING PREDATORY OFFENDER INFORMATION: Information regarding the predatory offender
 213. registry and persons registered with the predatory offender registry under MN Statute 243.166 may be obtained
 214. by contacting the local law enforcement offices in the community where the Property is located or the Minnesota
 215. Department of Corrections at (651) 361-7200, or from the Department of Corrections web site at
 216. www.corr.state.mn.us.

217. **HOME PROTECTION/WARRANTY PLAN:** Buyer and Seller are advised to investigate the various home protection/
 218. warranty plans available for purchase. Different home protection/warranty plans have different coverage options,
 219. exclusions, limitations and service fees. Most plans exclude pre-existing conditions. (Check one.)

220. A Home Protection/Warranty Plan will be obtained by BUYER SELLER and paid for by
 (Check one.)
 221. BUYER SELLER to be issued by _____ at a cost
 (Check one.)
 222. not to exceed \$ _____
 223. No Home Protection/Warranty Plan is negotiated as part of this Purchase Agreement. However, Buyer may elect
 224. to purchase a Home Protection/Warranty Plan.



MOLINE REALTY, INC

PURCHASE AGREEMENT

225. Page 6 Date 4/19/2016

226. Property located at 105 Cypress Street S Cambridge MN 55008

227. NOTICE
228. Katherine R Willmert is Seller's Agent Buyer's Agent Dual Agent Facilitator.
(Licensee) (Check one.)

229. Century 21 Moline
(Real Estate Company Name)

230. Carrie Gibbs is Seller's Agent Buyer's Agent Dual Agent Facilitator.
(Licensee) (Check one.)

231. Century 21 Moline
(Real Estate Company Name)

232. THIS NOTICE DOES NOT SATISFY MINNESOTA STATUTORY AGENCY DISCLOSURE REQUIREMENTS.

233. DUAL AGENCY REPRESENTATION

234. PLEASE CHECK ONE OF THE FOLLOWING SELECTIONS:

235. Dual Agency representation DOES NOT apply in this transaction. Do not complete lines 236-252.

236. Dual Agency representation DOES apply in this transaction. Complete the disclosure in lines 237-252.

237. Broker represents both the Seller(s) and the Buyer(s) of the Property involved in this transaction, which creates a
238. dual agency. This means that Broker and its salespersons owe fiduciary duties to both Seller(s) and Buyer(s). Because
239. the parties may have conflicting interests, Broker and its salespersons are prohibited from advocating exclusively for
240. either party. Broker cannot act as a dual agent in this transaction without the consent of both Seller(s) and Buyer(s).

241. Seller(s) and Buyer(s) acknowledge that

242. (1) confidential information communicated to Broker which regards price, terms, or motivation to buy or sell will
243. remain confidential unless Seller(s) or Buyer(s) instructs Broker in writing to disclose this information. Other
244. information will be shared;

245. (2) Broker and its salespersons will not represent the interest of either party to the detriment of the other; and

246. (3) within the limits of dual agency, Broker and its salespersons will work diligently to facilitate the mechanics of
247. the sale.

248. With the knowledge and understanding of the explanation above, Seller(s) and Buyer(s) authorize and instruct Broker
249. and its salespersons to act as dual agents in this transaction.

250. Seller Ward D Pierson
4/21/2016 11:38:19 AM CDT

Buyer [Signature]
4/19/2016 11:18:34 PM CDT

251. Seller Laura L Reichle
4/21/2016 1:25:34 PM CDT

Buyer [Signature]
4/19/2016 11:18:34 PM CDT

252. Date 4/21/2016

Date 4/19/2016 11:18:34 PM CDT

253. CLOSING COSTS: Buyer or Seller may be required to pay certain closing costs, which may effectively increase the
254. cash outlay at closing or reduce the proceeds from the sale.

255. FOREIGN INVESTMENT IN REAL PROPERTY TAX ACT ("FIRPTA"): Section 1445 of the Internal Revenue Code
256. provides that a transferee ("Buyer") of a United States real property interest must be notified in writing and must withhold
257. tax if the transferor ("Seller") is a foreign person and no exceptions from FIRPTA withholding apply. Buyer and Seller
258. agree to comply with FIRPTA requirements under Section 1445 of the Internal Revenue Code.

259. Seller shall represent and warrant, under the penalties of perjury, whether Seller is a "foreign person" (as the same
260. is defined within FIRPTA), prior to closing. Any representations made by Seller with respect to this issue shall survive
261. the closing and delivery of the deed.

262. Buyer and Seller shall complete, execute, and deliver, on or before closing, any instrument, affidavit, or statement
263. reasonably necessary to comply with the FIRPTA requirements, including delivery of their respective federal taxpayer
264. identification numbers or Social Security numbers.

265. Due to the complexity and potential risks of failing to comply with FIRPTA, including the Buyer's responsibility for
266. withholding the applicable tax, Buyer and Seller should seek appropriate legal and tax advice regarding FIRPTA
267. compliance, as the respective licensee's representing or assisting either party will be unable to assure either
268. party whether the transaction is exempt from FIRPTA withholding requirements.



PURCHASE AGREEMENT

269. Page 7 Date 4/19/2016

270. Property located at 105 Cypress Street S Cambridge MN 55008

271. **ENTIRE AGREEMENT:** This Purchase Agreement and any addenda or amendments signed by the parties shall
272. constitute the entire agreement between Buyer and Seller. Any other written or oral communication between Buyer and
273. Seller, including, but not limited to, e-mails, text messages, or other electronic communications are not part of this
274. Purchase Agreement. This Purchase Agreement can be modified or canceled only in writing signed by Seller and
275. Buyer or by operation of law. All monetary sums are deemed to be United States currency for purposes of this Purchase
276. Agreement.

277. **ELECTRONIC SIGNATURES:** The parties agree the electronic signature of any party on any document related to this
278. transaction constitute valid, binding signatures.

279. **FINAL ACCEPTANCE:** To be binding, this Purchase Agreement must be fully executed by both parties and a copy
280. must be delivered.

281. **SURVIVAL:** All warranties specified in this Purchase Agreement shall survive the delivery of the deed or contract
282. for deed.

283. **OTHER:**
284. **Tenants will need to vacate the Property prior to closing. All debris**
285. **and personal property, belonging to the Tenants and/or Landlords,**
286. **shall be removed prior to closing.**

286.

287.

288.

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296.

297. **ADDENDA AND PAGE NUMBERING:** Attached addenda are a part of this Purchase Agreement.
298. **Enter total number of pages of this Purchase Agreement, including addenda, on line two (2) of page one (1).**
299. **NOTE: Disclosures and optional Arbitration Agreement are not part of this Purchase Agreement and should**
300. **not be part of the page numbering.**

MN:PA-7 (8/15)



PURCHASE AGREEMENT

301. Page 8 Date 4/19/2016

302. Property located at 105 Cypress Street S Cambridge MN 55008

303. I, the owner of the Property, accept this Purchase
304. Agreement and authorize the listing broker to withdraw
305. said Property from the market, unless instructed
306. otherwise in writing.
307. I have reviewed all pages of this Purchase Agreement.

I agree to purchase the Property for the price and on
the terms and conditions set forth above
I have reviewed all pages of this Purchase
Agreement.

308. If checked, this Agreement is subject to attached
309. Addendum to Purchase Agreement: Counteroffer.

310. FIRPTA: Seller represents and warrants, under penalty
311. of perjury, that Seller IS IS NOT a foreign person (i.e., a
----- (Check one.) -----

312. non-resident alien individual, foreign corporation, foreign
313. partnership, foreign trust, or foreign estate for purposes of
314. income taxation. (See lines 255-268.) This representation
315. and warranty shall survive the closing of the transaction
316. and the delivery of the deed.

317. X Ward D Pierson 4/21/2016
(Seller's Signature) (Date)
4/21/2016 11:38:20 AM CDT

X Marlys A Palmer (Date)
(Buyer's Signature)

318. X Ward D Pierson
(Seller's Printed Name)

X Marlys A Palmer, Mayor
(Buyer's Printed Name)

319. X Married
(Marital Status)

X _____
(Marital Status)

320. X Laura L Reichle 4/21/2016
(Seller's Signature) (Date)
4/21/2016 11:38:25 PM CDT

X Lynda Woulfe 04/19/2016
(Buyer's Signature) (Date)
4/19/2016 11:38:35 PM CDT

321. X Laura L Reichle
(Seller's Printed Name)

X Lynda Woulfe, City Administrator
(Buyer's Printed Name)

322. X Married
(Marital Status)

X _____
(Marital Status)

323. FINAL ACCEPTANCE DATE: 4/22/2016 The Final Acceptance Date
324. is the date on which the fully executed Purchase Agreement is delivered.

325. THIS IS A LEGALLY BINDING CONTRACT BETWEEN BUYER(S) AND SELLER(S).
326. IF YOU DESIRE LEGAL OR TAX ADVICE, CONSULT AN APPROPRIATE PROFESSIONAL.

327. I ACKNOWLEDGE THAT I HAVE RECEIVED AND HAVE HAD THE OPPORTUNITY TO REVIEW THE DISCLOSURE
328. STATEMENT: ARBITRATION DISCLOSURE AND RESIDENTIAL REAL PROPERTY ARBITRATION AGREEMENT,
329. WHICH IS AN OPTIONAL, VOLUNTARY AGREEMENT AND IS NOT PART OF THIS PURCHASE AGREEMENT.
330. SELLER(S) Ward D Pierson BUYER(S) Marlys A Palmer
4/21/2016 11:38:25 AM CDT 4/19/2016 11:38:35 PM CDT
331. SELLER(S) Laura L Reichle BUYER(S) Lynda Woulfe 04/19/2016
4/21/2016 11:38:25 PM CDT 4/19/2016 11:38:35 PM CDT



**ADDENDUM TO PURCHASE AGREEMENT:
BUYER PURCHASING "AS IS" AND
LIMITATION OF SELLER LIABILITY**

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1. Date 04/19/2016
2. Page 9

3. **IN THE EVENT SELLER HAS COMPLETED, AND BUYER HAS RECEIVED, A**
4. **SELLER'S PROPERTY DISCLOSURE STATEMENT, DO NOT USE THIS**
5. **ADDENDUM WITHOUT FIRST SEEKING LEGAL ADVICE.**

6. Addendum to Purchase Agreement between parties, dated Apr 19, 20 16,
7. pertaining to the purchase and sale of the Property located at 105 Cypress Street S
8. Cambridge MN 55008

9. Limitation of Seller Liability: The Property is being sold in its existing condition. Buyer acknowledges that the Property,
10. including all improvements, is being sold on an "As-Is" and "Where-Is" basis, with all existing faults. Prior to closing,
11. Buyer will make such inspections of the Property as are consistent with the terms of this Purchase Agreement in order
12. to satisfy Buyer as to the condition of the Property. The Seller warranties contained in the Purchase Agreement shall
13. remain unmodified by this Addendum.

14. The "Risk of Loss" provisions of the Purchase Agreement (lines 156-161) shall remain unmodified by this Addendum.

15. Seller and Buyer shall execute a *Seller's Disclosure Alternatives* with the "Waiver" section completed. Seller remains
16. obligated to make "Other Required Disclosures" in the *Disclosure Statement: Seller's Disclosure Alternatives*. Except
17. for "Other Required Disclosures," Buyer acknowledges that Seller has not made any oral or written representations
18. regarding the condition of the Property subject to this Purchase Agreement. By accepting delivery of the deed at closing,
19. Buyer will be deemed to have accepted the condition of the Property subject to this Purchase Agreement as satisfactory
20. to Buyer, and Seller shall have no liability with respect to the condition of such Property. Buyer waives any claims
21. related in any way to the condition of the Property.

22. **WARNING: THIS ADDENDUM WILL AFFECT THE LEGAL RIGHTS OF BUYER**
23. **AND SELLER. BUYER AND SELLER ARE STRONGLY ENCOURAGED TO OBTAIN**
24. **LEGAL ADVICE BEFORE AGREEING TO THIS ADDENDUM.**

25. Ward D Pierson 4/21/2016
(Seller's Signature) (Date)
4/21/2016 9:38:28 AM CDT

Marys A Palmer, Mayor 04/19/2016
(Buyer's Signature) (Date)

26. Laura L Reichle 4/21/2016
(Seller's Signature) (Date)
4/21/2016 1:25:37 PM CDT

Lynnda Woulfe 04/19/2016
(Buyer's Signature) (Date)
4/19/2016 11:58:11 AM CDT

27. **THIS IS A LEGALLY BINDING CONTRACT BETWEEN BUYER(S) AND SELLER(S).**
28. **IF YOU DESIRE LEGAL OR TAX ADVICE, CONSULT AN APPROPRIATE PROFESSIONAL.**

MN:APA:AI (8/15)



**ADDENDUM TO PURCHASE AGREEMENT
DISCLOSURE OF INFORMATION ON
LEAD-BASED PAINT AND LEAD-BASED
PAINT HAZARDS**

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1. Date 2/8/16
2. Page 10

3. Addendum to Purchase Agreement between parties, dated 4/19/2016
4. pertaining to the purchase and sale of the property at 105 CYPRESS ST S
5. CAMBRIDGE, MN 55008

6. Section I: Lead Warning Statement

7. Every buyer of any interest in residential real property on which a residential dwelling was built prior to 1978 is notified
8. that such property may present exposure to lead from lead-based paint that may place young children at risk of
9. developing lead poisoning. Lead poisoning in young children may produce permanent neurological damage, including
10. learning disabilities, reduced intelligence quotient, behavioral problems and impaired memory. Lead poisoning also
11. poses a particular risk to pregnant women. The seller of any interest in residential real property is required to provide
12. the buyer with any information on lead-based paint hazards from risk assessments or inspections in the seller's
13. possession and notify the buyer of any known lead-based paint hazards. A risk assessment or inspection for possible
14. lead-based paint hazards is recommended prior to purchase.

15. Seller's Disclosure (initial)

16. WP MC (a) Presence of lead-based paint and/or lead-based paint hazards.
17. (Check one below.)

18. Known lead-based paint and/or lead-based paint hazards are present in the housing
19. (explain):
20. _____

21. Seller has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

22. WP MC (b) Records and reports available to the seller.
23. (Check one below.)

24. Seller has provided Buyer with all available records and reports pertaining to lead-based paint
25. and/or lead-based paint hazards in the housing (list documents below):
26. _____

27. Seller has no reports or records pertaining to lead-based paint and/or lead-based paint hazards
28. in the housing.

29. Buyer's Acknowledgment (initial)

30. WP MC (c) Buyer has received copies of all information listed under (b) above.

31. WP MC (d) Buyer has received the pamphlet, *Protect Your Family from Lead in Your Home*.

32. WP MC (e) Buyer has (check one below):

33. Received a 10-day opportunity (or mutually agreed-upon period) to conduct a risk assessment
34. or inspection for the presence of lead-based paint and/or lead-based paint hazards (if checked,
35. see Section II on page 2); or

36. Waived the opportunity to conduct a risk assessment or inspection for the presence of lead-
37. based paint and/or lead-based paint hazards.



**ADDENDUM TO PURCHASE AGREEMENT
DISCLOSURE OF INFORMATION ON
LEAD-BASED PAINT AND LEAD-BASED
PAINT HAZARDS**

38. Page 11

39. Property located at 105 CYPRESS

40. **Real Estate Licensee's Acknowledgement (Initial)**

41. KW (f) Real estate licensee has informed Seller of Seller's obligations under 42 U.S.C. 4852(d) and is aware
42. of licensee's responsibility to ensure compliance.

43. **Certification of Accuracy**

44. The following parties have reviewed the information above and certify, to the best of their knowledge, that the information
45. provided by the signatory is true and accurate.

46. And D. Pien 2/9/16
(Seller) (Date)

Mark D. Palmer
(Buyer) (Date)

47. James M. Hill 8 Feb 16
(Seller) (Date)

Authentication
Lynda Wolfe 04/19/2016
(Buyer) (Date)
APR 19 2016 11:18:44 PM CDT

48. Kathleen Wilmet 2/9/16
(Real Estate Licensee) (Date)

Carrie R. Hill 4/24/16
(Real Estate Licensee) (Date)

49. **Section II: Contingency (Initial only if first box under (a) is checked in Buyer's Acknowledgment above.)**
50. This contract is contingent upon a risk assessment or an inspection of the property for the presence of lead-based paint and/or lead-based paint hazards to be conducted at Buyer's expense. The assessment or inspection
51. shall be completed within ten (10) _____ calendar days after Final Acceptance of the Purchase Agreement.
52. (Check one.)
53. This contingency shall be deemed removed, and the Purchase Agreement shall be in full force and effect, unless Buyer or
54. real estate licensee representing or assisting Buyer delivers to Seller or real estate licensee representing or assisting
55. Seller, within three (3) calendar days after the assessment or inspection is timely completed, a written list of the specific
56. deficiencies and the corrections required, together with a copy of any risk assessment or inspection report. If Seller
57. and Buyer have not agreed in writing within three (3) calendar days after delivery of the written list of required corrections
58. that: (A) some or all of the required corrections will be made; or (B) Buyer waives the deficiencies; or (C) an adjustment to
59. the purchase price will be made; this Purchase Agreement is canceled. Buyer and Seller shall immediately sign a
60. **Cancellation of Purchase Agreement** confirming said cancellation and directing all earnest money paid hereunder to
61. be refunded to Buyer. It is understood that Buyer may unilaterally waive deficiencies or defects, or remove this contingency,
62. providing that Buyer or real estate licensee representing or assisting Buyer notifies Seller or real estate licensee
63. representing or assisting Seller of the waiver or removal, in writing, within the time specified.

TLX:SALE-2 (8/09)





**DISCLOSURE STATEMENT: ARBITRATION
DISCLOSURE AND RESIDENTIAL REAL
PROPERTY ARBITRATION AGREEMENT**

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1. Page 1

ARBITRATION DISCLOSURE

2.

3. You have the right to choose whether to have any disputes about disclosure of material facts affecting the use
4. or enjoyment of the property that you are buying or selling decided by binding arbitration or by a court of law. By agreeing
5. to binding arbitration, **you give up your right to go to court.** By signing the RESIDENTIAL REAL PROPERTY
6. ARBITRATION AGREEMENT ("ARBITRATION AGREEMENT") on page two (2), you agree to binding arbitration under the
7. Residential Real Property Arbitration System ("Arbitration System") administered by National Center for Dispute Settlement
8. ("NCDS") and endorsed by the Minnesota Association of REALTORS® ("MNAR"). The ARBITRATION AGREEMENT is
9. enforceable only if it is signed by all buyers, sellers and licensees representing or assisting the buyers and the sellers.
10. The ARBITRATION AGREEMENT is not part of the *Purchase Agreement*. Your *Purchase Agreement* will still be
11. valid whether or not you sign the ARBITRATION AGREEMENT.

12. The Arbitration System is a private dispute resolution system offered as an alternative to the court system. It
13. is not government sponsored. NCDS and the MNAR jointly adopt the rules that govern the Arbitration System. NCDS
14. and the MNAR are not affiliated. Under the ARBITRATION AGREEMENT you must use the arbitration services of
15. NCDS.

16. All disputes about or relating to disclosure of material facts affecting the use or enjoyment of the property, excluding
17. disputes related to title issues, are subject to arbitration under the ARBITRATION AGREEMENT. This includes claims
18. of fraud, misrepresentation, warranty and negligence. Nothing in this Agreement limits other rights you may have under
19. MN Statute 327A (statutory new home warranties) or under private contracts for warranty coverage. An agreement to
20. arbitrate does not prevent a party from contacting the Minnesota Department of Commerce, the state agency that
21. regulates the real estate profession, about licensee compliance with state law.

22. The administrative fee for the Arbitration System varies depending on the amount of the claim, but it is more
23. than initial court filing fees. In some cases, conciliation court is cheaper than arbitration. The maximum claim allowed
24. in conciliation court is \$15,000. This amount is subject to future change. In some cases, it is quicker and less expensive
25. to arbitrate disputes than to go to court, but the time to file your claim and pre-hearing discovery rights are limited. The
26. right to appeal an arbitrator's award is very limited compared to the right to appeal a court decision.

27. **A request for arbitration must be filed within 24 months of the date of the closing on the property or**
28. **else the claim cannot be pursued. In some cases of fraud, a court or arbitrator may extend the 24-month**
29. **limitation period provided herein.**

30. A party who wants to arbitrate a dispute files a Demand, along with the appropriate administrative fee, with
31. NCDS. NCDS notifies the other party, who may file a response. NCDS works with the parties to select and appoint an arbitrator
32. to hear and decide the dispute. A three-arbitrator panel will be appointed instead of a single arbitrator at the request
33. of any party. The party requesting a panel must pay an additional fee. Arbitrators have backgrounds in law, real estate,
34. architecture, engineering, construction or other related fields.

35. Arbitration hearings are usually held at the home site. Parties are notified about the hearing at least 14 days
36. in advance. A party may be represented by a lawyer at the hearing, at the party's own expense, if he or she gives five
37. (5) days advance notice to the other party and to NCDS. Each party may present evidence, including documents or
38. testimony by witnesses. The arbitrator must make any award within 30 days from the final hearing date. The award must
39. be in writing and may provide any remedy the arbitrator considers just and equitable that is within the scope of the
40. parties' agreement. The arbitrator does not have to make findings of fact that explain the reason for granting or denying
41. an award. The arbitrator may require the party who does not prevail to pay the administrative fee.

42. **This Arbitration Disclosure provides only a general description of the Arbitration System and a general**
43. **overview of the Arbitration System rules.** For specific information regarding the administrative fee, please see the
44. Fee Schedule located in the NCDS Rules. Copies of the Arbitration System rules are available from NCDS by calling
45. (800) 777-8119 or (866) 727-8119 or on the Web at www.ncdsusa.org or from your REALTOR®. If you have any questions
46. about arbitration, call NCDS at (800) 777-8119 or (866) 727-8119 or consult a lawyer.



DISCLOSURE STATEMENT: ARBITRATION
DISCLOSURE AND RESIDENTIAL REAL
PROPERTY ARBITRATION AGREEMENT
47. Page 2

48. THIS IS AN OPTIONAL, VOLUNTARY AGREEMENT.
49. READ THE ARBITRATION DISCLOSURE ON PAGE ONE (1) IN FULL BEFORE SIGNING.
50. RESIDENTIAL REAL PROPERTY ARBITRATION AGREEMENT

51. For the property located at 105 Cypress Street S

52. City of Cambridge, County of Isanti, State of Minnesota.

53. Any dispute between the undersigned parties, or any of them, about or relating to material facts affecting the use or
54. enjoyment of the property, excluding disputes related to title issues of the property covered by the *Purchase Agreement*
55. dated Apr 19, 20 16, including claims of fraud, misrepresentation, warranty and
56. negligence, shall be settled by binding arbitration. National Center for Dispute Settlement shall be the arbitration service
57. provider. The rules adopted by National Center for Dispute Settlement and the Minnesota Association of REALTORS®
58. shall govern the proceeding(s). The rules that shall govern the proceeding(s) are those rules in effect at the time the
59. Demand for Arbitration is filed and include the rules specified in the Arbitration Disclosure on page one (1). This
60. Agreement shall survive the delivery of the deed or contract for deed in the *Purchase Agreement*. This Agreement is
61. only enforceable if all buyers, sellers and licensees representing or assisting the buyers and sellers have agreed to
62. arbitrate as acknowledged by signatures below. For purposes of this Agreement, the signature of one licensee of a
63. broker shall bind the broker and all licensees of that broker.

64. **Decline**

(Seller's Signature) (Date)

65. _____
(Seller's Printed Name)

66. **Decline**

(Seller's Signature) (Date)

67. _____
(Seller's Printed Name)

68. _____
(Licensee Representing or Assisting Seller) (Date)
Katherine R Willmert

69. Century 21 Moline
(Company Name)

Decline

(Buyer's Signature) (Date)

Merlys A Palmer
(Buyer's Printed Name)

Decline

(Buyer's Signature) (Date)

Lynda Woulfe
(Buyer's Printed Name)

(Licensee Representing or Assisting Buyer) (Date)
Caryle Gibbs

Century 21 Moline
(Company Name)

70. THE RESIDENTIAL REAL PROPERTY ARBITRATION AGREEMENT IS A LEGALLY BINDING CONTRACT
71. BETWEEN BUYERS, SELLERS AND LICENSEES. IF YOU DESIRE LEGAL ADVICE, CONSULT A LAWYER.



**DISCLOSURE STATEMENT:
SELLER'S DISCLOSURE ALTERNATIVES**
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- 1. Date 2/8/16
- 2. Page 1 of _____ pages; RECORDS AND
- 3. REPORTS, IF ANY, ARE ATTACHED HERETO AND
- 4. MADE A PART HEREOF

5. Property located at 105 Cypress
 6. City of Cambridge, County of Isant, State of Minnesota.

7. **NOTICE:** Sellers of residential property, with limited exceptions, are obligated to satisfy the requirements of MN Statutes
 8. 513.52 through 513.60. To comply with the statute, Seller must provide either a written disclosure to the
 9. prospective Buyer (see *Disclosure Statement: Seller's Property Disclosure Statement*) or satisfy one of the
 10. following two options. Disclosures made herein, if any, are not a warranty or guarantee of any kind by Seller or
 11. licensee(s) representing or assisting any party in this transaction and are not a substitute for any inspections or
 12. warranties the party(ies) may wish to obtain.

13. (Select one option only.)

14. 1) **QUALIFIED THIRD-PARTY INSPECTION:** Seller shall provide to prospective Buyer a written report that
 15. discloses material information relating to the real property that has been prepared by a qualified third party.
 16. "Qualified third party" means a federal, state or local governmental agency, or any person whom Seller or
 17. prospective Buyer reasonably believe has the expertise necessary to meet the industry standards of practice
 18. for the type of inspection or investigation that has been conducted by the third party in order to prepare the
 19. written report.

20. Seller shall disclose to prospective Buyer material facts known by Seller that contradict any information
 21. that is included in a written report, or material facts known by Seller that are not included in the
 22. report.

23. The inspection report was prepared by _____
 24. _____
 25. and dated _____, 20_____.

26. Seller discloses to Buyer the following material facts known by Seller that contradict any information included
 27. in the above referenced inspection report.

28. _____
 29. _____

30. _____
 31. Seller discloses to Buyer the following material facts known by Seller that are not included in the above
 32. referenced inspection report.

33. _____
 34. _____

35. _____
 36. 2) **WAIVER:** The written disclosure required may be waived if Seller and prospective Buyer agree in writing. Seller
 37. and Buyer hereby waive the written disclosure required under MN Statutes 513.52 through 513.60.

38. **NOTE:** If both Seller and prospective Buyer agree, in writing, to waive the written disclosure required under
 39. MN Statutes 513.52 through 513.60, Seller is not obligated to disclose ANY material facts of which Seller
 40. is aware that could adversely and significantly affect the Buyer's use or enjoyment of the property or any
 41. intended use of the property, other than those disclosure requirements created by any other law. Seller is
 42. not obligated to update Buyer on any changes made to material facts of which Seller is aware that could
 43. adversely and significantly affect the Buyer's use or enjoyment of the property or any intended use of the
 44. property that occur, other than those disclosure requirements created by any other law.

45. Waiver of the disclosure required under MN Statutes 513.52 through 513.60 does not waive, limit or
 46. abridge any obligation for Seller disclosure created by any other law.





**DISCLOSURE STATEMENT:
SELLER'S DISCLOSURE ALTERNATIVES**

47. Page 2

48. Property located at 105 Cypress

49. **OTHER REQUIRED DISCLOSURES:**

50. **NOTE:** In addition to electing one of the above alternatives to the material fact disclosure, Minnesota law also requires sellers to provide other disclosures to prospective buyers, such as those disclosures listed below.
51.
52. Additionally, there may be other required disclosures by federal, state, local or other governmental entities
53. that are not listed below.

54. **A. SUBSURFACE SEWAGE TREATMENT SYSTEM DISCLOSURE:** (A subsurface sewage treatment system
55. disclosure is required by MN Statute 115.55.) (Check appropriate box.)

56. Seller certifies that Seller DOES DOES NOT know of a subsurface sewage treatment system on or serving
57. the above-described real property. (if answer is DOES, and the system does not require a state permit, see
58. Disclosure Statement: Subsurface Sewage Treatment System.)

59. There is a subsurface sewage treatment system on or serving the above-described real property.
60. (See Disclosure Statement: Subsurface Sewage Treatment System.)

61. There is an abandoned subsurface sewage treatment system on the above-described real property.
62. (See Disclosure Statement: Subsurface Sewage Treatment System.)

63. **B. PRIVATE WELL DISCLOSURE:** (A well disclosure and Certificate are required by MN Statute 103I.235.)
64. (Check appropriate box.)

65. Seller certifies that Seller does not know of any wells on the above-described real property.

66. Seller certifies there are one or more wells located on the above-described real property.
67. (See Disclosure Statement: Well.)

68. Are there any wells serving the above-described property that are not located on the property? Yes No

69. To your knowledge, is the property in a Special Well Construction Area? Yes No

70. Comments: _____

71. _____

72. _____

73. **C. VALUATION EXCLUSION DISCLOSURE:** (Required by MN Statute 273.11, Subd. 16)

74. There IS IS NOT an exclusion from market value for home improvements on this property. Any valuation
75. exclusion shall terminate upon sale of the property, and the property's estimated market value for property tax purposes
76. shall increase. If a valuation exclusion exists, Buyers are encouraged to look into the resulting tax
77. consequences.

78. Additional comments: _____

79. _____

80. _____

81. **D. METHAMPHETAMINE PRODUCTION DISCLOSURE:**

82. (A methamphetamine production disclosure is required by MN Statute 152.0275, Subd. 2 (m).)

83. Seller is not aware of any methamphetamine production that has occurred on the property.

84. Seller is aware that methamphetamine production has occurred on the property.

85. (See Disclosure Statement: Methamphetamine Production.)



**DISCLOSURE STATEMENT:
SELLER'S DISCLOSURE ALTERNATIVES**

86. Page 3

87. Property located at 105 Cypress

88. E. RADON DISCLOSURE:

89. (The following Seller disclosure satisfies MN Statute 144.496.)

90. **RADON WARNING STATEMENT:** The Minnesota Department of Health strongly recommends that ALL
91. homebuyers have an indoor radon test performed prior to purchase or taking occupancy, and recommends having
92. the radon levels mitigated if elevated radon concentrations are found. Elevated radon concentrations can easily
93. be reduced by a qualified, certified, or licensed, if applicable, radon mitigator.

94. Every buyer of any interest in residential real property is notified that the property may present exposure to
95. dangerous levels of indoor radon gas that may place occupants at risk of developing radon-induced lung cancer.
96. Radon, a Class A human carcinogen, is the leading cause of lung cancer in nonsmokers and the second leading
97. cause overall. The seller of any interest in residential real property is required to provide the buyer with any
98. information on radon test results of the dwelling.

99. **RADON IN REAL ESTATE:** By signing this Statement, Buyer hereby acknowledges receipt of the Minnesota
100. Department of Health's publication entitled *Radon in Real Estate Transactions*, which can be found at
101. www.health.state.mn.us/divs/eh/indoorair/radon/rnrealestateweb.pdf.

102. A seller who fails to disclose the information required under MN Statute 144.496, and is aware of material facts
103. pertaining to radon concentrations in the property, is liable to the Buyer. A buyer who is injured by a violation of MN
104. Statute 144.496 may bring a civil action and recover damages and receive other equitable relief as determined by
105. the court. Any such action must be commenced within two years after the date on which the buyer closed the
106. purchase or transfer of the real property.

107. **SELLER'S REPRESENTATIONS:** The following are representations made by Seller to the extent of Seller's actual
108. knowledge.

109. (a) Radon test(s) HAVE **HAVE NOT** occurred on the property.

(Check one.)

110. (b) Describe any known radon concentrations, mitigation, or remediation. **NOTE: Seller shall attach the most**
111. **current records and reports pertaining to radon concentration within the dwelling:**

112. _____
113. _____
114. _____

115. (c) There IS **IS NOT** a radon mitigation system currently installed on the property.

(Check one.)

116. If "IS," Seller shall disclose, if known, information regarding the radon mitigation system, including system
117. description and documentation.

118. _____
119. _____
120. _____

121. **F. NOTICE REGARDING AIRPORT ZONING REGULATIONS:** The property may be in or near an airport safety zone
122. with zoning regulations adopted by the governing body that may affect the property. Such zoning regulations are
123. filed with the county recorder in each county where the zoned area is located. If you would like to determine if such
124. zoning regulations affect the property, you should contact the county recorder where the zoned area is located.

125. G. NOTICE REGARDING CARBON MONOXIDE DETECTORS:

126. MN Statute 299F.51 requires Carbon Monoxide Detectors to be located within ten (10) feet from all sleeping
127. rooms. Carbon Monoxide Detectors may or may not be personal property and may or may not be included in the
128. sale of the home.





**DISCLOSURE STATEMENT:
SELLER'S DISCLOSURE ALTERNATIVES**
129. Page 4

130. Property located at 105 Cypress

131. **H. WATER INTRUSION AND MOLD GROWTH:** Recent studies have shown that various forms of water intrusion
132. affect many homes. Water intrusion may occur from exterior moisture entering the home and/or interior moisture
133. leaving the home.

134. Examples of exterior moisture sources may be
- 135. • Improper flashing around windows and doors,
 - 136. • Improper grading,
 - 137. • flooding,
 - 138. • roof leaks.

139. Examples of interior moisture sources may be
- 140. • plumbing leaks,
 - 141. • condensation (caused by indoor humidity that is too high or surfaces that are too cold),
 - 142. • overflow from tubs, sinks or toilets,
 - 143. • firewood stored indoors,
 - 144. • humidifier use,
 - 145. • inadequate venting of kitchen and bath humidity,
 - 146. • improper venting of clothes dryer exhaust outdoors (including electrical dryers),
 - 147. • line-drying laundry indoors,
 - 148. • houseplants—watering them can generate large amounts of moisture.

149. In addition to the possible structural damage water intrusion may do to the property, water intrusion may also result
150. in the growth of mold, mildew and other fungi. Mold growth may also cause structural damage to the property.
151. Therefore, it is very important to detect and remediate water intrusion problems.

152. Fungi are present everywhere in our environment, both indoors and outdoors. Many molds are beneficial to humans.
153. However, molds have the ability to produce mycotoxins that may have a potential to cause serious health problems,
154. particularly in some immunocompromised individuals and people who have asthma or allergies to mold.

155. To complicate matters, mold growth is often difficult to detect, as it frequently grows within the wall structure. If you
156. have a concern about water intrusion or the resulting mold/mildew/fungi growth, you may want to consider having
157. the property inspected for moisture problems before entering into a purchase agreement or as a condition of your
158. purchase agreement. Such an analysis is particularly advisable if you observe staining or any musty odors on the
159. property.

160. For additional information about water intrusion, indoor air quality, moisture or mold issues, please view the
161. Minnesota Association of REALTORS® Desktop Reference Guide at www.mnrealtor.com.

162. **I. NOTICE REGARDING PREDATORY OFFENDER INFORMATION:** Information regarding the predatory
163. offender registry and persons registered with the predatory offender registry under MN Statute 243.166
164. may be obtained by contacting the local law enforcement offices in the community where the property is
165. located or the Minnesota Department of Corrections at (651) 361-7200, or from the Department of Corrections
166. web site at www.corr.state.mn.us.

MN:DS:SDA-4 (8/14)





**DISCLOSURE STATEMENT:
SELLER'S DISCLOSURE ALTERNATIVES**

167. Page 5

168. Property located at 105 Cypress

169. J. SELLER'S STATEMENT:

- 170. (To be signed at time of listing.)
- 171. Seller(s) hereby authorizes any licensee(s) representing or assisting any party(ies) in this transaction to provide
- 172. a copy of this Disclosure Statement to any person or entity in connection with any actual or anticipated sale of the
- 173. property. A seller may provide this Disclosure Statement to a real estate licensee representing or assisting a
- 174. prospective buyer. The Disclosure Statement provided to the real estate licensee representing or assisting a
- 175. prospective buyer is considered to have been provided to the prospective buyer. If this Disclosure Statement is
- 176. provided to the real estate licensee representing or assisting the prospective buyer, the real estate licensee must
- 177. provide a copy to the prospective buyer.

178. **QUALIFIED THIRD-PARTY INSPECTION:** If Seller has made a disclosure under the Qualified Third-Party
 179. inspection, Seller is obligated to disclose to Buyer in writing of any new or changed facts of which Seller is aware
 180. that could adversely and significantly affect the Buyer's use or enjoyment of the property or any intended use of
 181. the property that occur up to the time of closing. To disclose new or changed facts, please use the *Amendment to*
 182. *Disclosure Statement* form.

183. **WAIVER:** If Seller and Buyer agree to waive the seller disclosure requirement, Seller is NOT obligated to disclose
 184. and will NOT disclose any new or changed information regarding facts.

185. **OTHER REQUIRED DISCLOSURES (Sections A-E):** Whether Seller has elected a Qualified-Third Party Inspection
 186. or Waiver, Seller is obligated to notify Buyer, in writing, of any new or changed facts regarding Other Required
 187. Disclosures up to the time of closing. To disclose new or changed facts, please use the *Amendment to Seller's*
 188. *Disclosure* form.

189. Walter P. ... 2/8/16 Laura ... Steble
 (Seller) (Date) (Seller) (Date)

190. K. BUYER'S ACKNOWLEDGEMENT:

- 191. (To be signed at time of purchase agreement.)
- 192. I/We, the Buyer(s) of the property, acknowledge receipt of this *Seller's Disclosure Alternatives* form and agree to
- 193. the seller's disclosure option selected in this form. I/We further agree that no representations regarding facts have
- 194. been made, other than those made in this form.

195. Mary ... Authentication
Lynda Wolfe 04/19/2016
 (Buyer) (Date) (Buyer) 04/19/2016 11:18:39 PM CDT (Date)

196. **LISTING BROKER AND LICENSEES MAKE NO REPRESENTATIONS HEREIN AND ARE**
197. **NOT RESPONSIBLE FOR ANY CONDITIONS EXISTING ON THE PROPERTY.**

MN:DS:SDA-5 (8/14)



Prepared by: Caroline Moe, Director of Finance

Background

Certify Delinquent Municipal Charges

Attached for your review is a certification of delinquent amounts to be certified to the Isanti County Auditor for the Assessment to the Real Estate Taxes due in 2017.

Certification of delinquent charges allows the City to retain its ability to collect the outstanding balance even though in the future a property may be a part of a foreclosure or bankruptcy action. Once certified, amounts become a lien that stay with the property until paid.

Recommended Council Action—*Approve Resolution R16-030 certifying debts to the Isanti County Auditor for the Assessment to the Real Estate Taxes due in 2017.*

Attachments:

1. Resolution R16-030 for certification of delinquent account balances.
2. Listing of delinquent amounts for certification.

Resolution No. R16-030

**RESOLUTION CERTIFYING DELINQUENT DEBTS TO THE ISANTI COUNTY
AUDITOR FOR ASSESSMENT TO THE REAL PROPERTY TAXES DUE IN 2017 FOR
THE PROPERTY SERVED**

WHEREAS, Minnesota State Law and Cambridge City Code authorize the City Council to certify delinquent and unpaid charges to Isanti County for collection with ad valorem taxes;

WHEREAS, the Cambridge City Council has determined the attached certification of municipal charges delinquent and unpaid;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CAMBRIDGE, ISANTI COUNTY, STATE OF MINNESOTA, that the owners of the properties located on the attached certification are delinquent in his/her payments to the City of Cambridge for municipal services and other services and the City Council of Cambridge, Minnesota shall have the delinquent amounts along with certification fees, as applicable, certified to the Isanti County Auditor for assessment to the real property taxes as imposed by the Isanti County Auditor, due in 2017 for the property served.

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

Adopted this 2nd Day of May, 2016.

Marlys A. Palmer, Mayor

ATTEST:

Lynda J. Woulfe, City Administrator

City of Cambridge								
Certification to Tax Roll Delinquent Accounts								
5/2/2016								
Customer Name	Service Address	Account #	Inv #	PIN #	Delinquent Amount	Penalty	Total to Tax Roll	Comments
PHH Mortg Corp	1344 Willow Wood Dr SE	2537	2834	15.094.0160	\$ 2,000.00		\$ 2,000.00	Admin Citation 4/18/16
Todd & Christina Hunziker	2445 Holly St S	2449	2835	15.249.0080	\$ 99.90		\$ 99.90	Abatement 4/18/16
							\$ 2,099.90	

Prepared by: Caroline Moe

Background

PERA requires the City of Cambridge to specifically petition via resolution the participation of part-time police officers in the Police and Fire Plan.

Recommended Council Action

Approve resolution allowing three part-time police officers to participate in the Police and Fire Plan of PERA.

Attachment:

1. Resolution R16-031 accepting part-time police officers for PERA.

Resolution No. R16-031

***Resolution Accepting Part-Time Police Officers,
Brant Standridge, John Gillquist, Robert Berg as Members of the
Public Employees Police and Fire Plan***

WHEREAS, the policy of the State of Minnesota as declared in Minnesota Statutes 353.63 is to give special consideration to employees who perform hazardous work and devote their time and skills to protecting the property and personal safety of others; and

WHEREAS, Minnesota Statutes Section 353.64 permits governmental subdivisions to request coverage in the Public Employees Police and Fire plan for eligible employees of police or sheriff departments whose position duties meet the requirements stated therein and listed below.

BE IT RESOLVED that the City Council of the City of Cambridge hereby declares that the position of Part Time Patrol Officer, currently held by *Brant Standridge, John Gillquist, and Robert Berg*, meets all of the following Police and Fire Plan membership requirements:

1. Said position requires a license by the Minnesota peace officer standards and training board under sections 626.84 to 626.863 and this employee is so licensed;
2. Said position's primary (over 50%) duty is to enforce the general criminal laws of the state;
3. Said position charges this employee with the prevention and detection of crime;
4. Said position gives this employee the full power of arrest, and
5. Said position is assigned to a designated police department.

BE IT FURTHER RESOLVED that this governing body hereby requests that the named employee be accepted as a member of the Public Employees Police and Fire Plan effective the date of this employee's initial Police and Fire Plan salary deduction by the governmental subdivision.

Adopted by the Cambridge City Council this 2nd day of May, 2016.

Marlys A. Palmer, Mayor

ATTEST:

Lynda J. Woulfe, City Administrator

Prepared by: Police Chief Timothy Dwyer

Background:

The Sherburne County Sheriff's Department has been a valuable partner in facilitating a Regional Criminal Tracking and Analysis data base (RCTAG), which allows regional law enforcement investigative personnel to share resources and information in their efforts to further the safety of residents within the communities we serve. With their leadership, Sherburne County is inviting regional law enforcement agencies to share and receive criminal intelligence information from their jurisdictions, identifying patterns and modes of criminal activity through this new RCTAG program and data base. Investigators already meet on a monthly basis to compare cases and look for possible links in criminal activity, but the ability to review and have all this data in one place is a huge asset.

With the sharing of this data, much of which is protected information under Minnesota Statute 13.02, joint powers agreements and policies must be in place for the proper handling and the safeguarding of information by employees, subcontractors, and authorized agents of the protected information that is collected, used, maintained, and disclosed on the behalf of agencies.

Sherburne County Sheriff Joel Brott has already done all the background work to facilitate the collection and sharing of this data base information and has developed detailed policies and procedures for this RCTAG Analysis program and the auditing of the processes. They will also provide necessary training for those select Cambridge Police Department and other agency employees who will have access rights. Sherburne Co has created (37) pages of Lexipol policy and procedures which cover all the bases and processes involved in this RCTAG program.

Cambridge would be required only to provide the resources to carry out the purposes of this agreement, which currently involves no additional funding, with the use of an existing Detective to collect, enter, review, and post investigative data. The City of Cambridge would also be required to provide evidence of insurance and trust agreements which provides coverage for the parties to this agreement. The City of Cambridge is currently covered by and through the League of Minnesota Cities Insurance Trust (LMCIT). The City may cancel their involvement and agreement at any time with reasonable notice.

Current participants in this agreement are Sherburne Co, Mille Lacs Co, Hennepin Co, Stearns Co, Wright County Sheriff's Offices, as well as the Big Lake, Becker, Elk River, Princeton, St. Cloud Police Departments.

Recommendation:

Council approval of the Joint Powers Agreement with Sherburne County for participation in the Regional Criminal Tracking and Analysis Group (RCTAG) data base program, which will enhance and regulate the sharing of law enforcement intelligence information regionally, allowing us to better fight crime and serve our communities.

JOINT POWERS AGREEMENT

WHEREAS, the Sherburne County Sheriff seeks to further his collaboration with the area law enforcement agencies in the sharing of intelligence information for the identification of patterns and modes of criminal activity; and

WHEREAS, the Sherburne County sheriff has developed a web site for Regional Criminal Tracking and Analysis (RCTAG) for criminal activity; and

WHEREAS, the local area Chief Law Enforcement Officers have expressed an interest in joining together to share resources and information in their effort to further the safety in the communities that we all share; and

WHEREAS, the above-entitled entities have the ability to join together pursuant to Minnesota State §471.59 (Joint exercise of powers act for law enforcement activities);

NOW, THEREFORE, the Sherburne County Sheriff Joel Brott and the Chief Law Enforcement Officer Timothy Dwyer for the jurisdiction of City of Cambridge, State of Minnesota hereby enter into the following Joint Powers Agreement:

1. The purpose of this agreement is for area law enforcement agencies to share intelligence information by identifying patterns and modes of criminal activity through a Regional Criminal Tracking Analysis (RCTAG). In carrying out the duties of the law enforcement function of sharing such information, the City of Cambridge Police Department will be handling one or more types of information that is confidential data on individuals as

defined by Minnesota Statute §13.02, subd. 3, and shall be deemed "protected information" under this Agreement.

The parties agree that it is imperative for both parties that they are responsible for the proper handling of information and the safeguarding of information by its employees, subcontractors and authorized agents of the protected information that is collected, created, used, maintained or disclosed on behalf of the agency. This responsibility means that each agent, employee and subcontractor shall be properly trained regarding the handling of the information. This includes training on all applicable laws for the access to any of the information in the criminal justice system. Specifically, the City of Cambridge Police Department shall agree to the following policies and laws:

- a. The Sherburne County Sheriff's Office Policy Manual Regional Criminal Tracking and Analysis Group (including any future amendments to the same) (attached and made part of this agreement); and
- b. The Sherburne County Sheriff's Policy covering its Mission Statement, Privacy Policy Purpose, Definition, Governance and Oversight, Policy Applicability and Legal Compliance, Information, Acquiring and Receiving Information, Information Quality Assurance, Collation and Analysis, merging of records, Use of Information by the RCTAG, Disclosure of Information Outside the RCTAG, Redress, Security Standards, Information Retention and Destruction, Accountability and Enforcement and Training requirements (including any future amendments to the same) (attached and made part of this agreement).

In the use of such information, the City of Cambridge Police Department, shall:

- Not use or further disclose the protected information that has been created, collected, received, store, used, maintained or disseminated in the course of this agreement other than in accordance with the proscribed policies.

- Ensure that the dissemination of the protected information is controlled by policy and any deviation of such policy shall be subject to the direct approval of the Sherburne County Sheriff.

- Use appropriate safeguards to prevent the use or disclosure of the protected information by its employees, subcontractors and agents other than as provided by policy set by the Sherburne County Sheriff's Office. The safeguards shall include physical protection of the information as well as secure internet for the sharing of such information.

- Immediately report any breach of the policy of inappropriate use of the information which would include: the attempted or successful unauthorized access, use, disclosure, modification or destruction of information or interference with the system operations. Any breach shall be reported immediately once known with a follow up within five business days in a written format. This report shall be made to: the RCTAG Unit Supervisor. The report shall identify the nature of the non-permitted use/disclosure, the identity if known or the person(s) who breached the system, the manner of such breach, actions taken to prevent the reoccurrence of the breach, actions taken to minimize the impact of the breach and any other information requested by the Sheriff's Office.

The Sherburne County Sheriff shall have the right to audit any of the records or information created, maintained, assembled or held in any other form by the City of Cambridge Police Department as it pertains to this agreement and intelligence information from RCTAG.

The City of Cambridge Police Department shall be responsible for actions, inactions, negligent or intentional act(s) of its agents, employees or subcontractors who have had or had access to the information found on the Regional Criminal Tracking and Analysis and shall defend and hold harmless the County of Sherburne, its elected officials, its employees, its agents and subcontractors from any and all claims, damages or other loss sustained by the County or third persons as a result of the City of Cambridge Police Department's agents, employees or subcontractors or others under its direction and control.

This Agreement shall be continued for an indefinite term until cancelled by either party with reasonable notice. Such notice shall be in writing and shall be directed to the chief law enforcement officer of the agency.

The parties shall be required to provide such public funds and resources necessary to carry out the purposes of this agreement. No funds or assets shall be comingled, but shall be maintained by each agency for the purposes of insuring each party's ability to fulfill its responsibilities of this agreement.

If the Sherburne County Sheriff and the Chief of City of Cambridge Police Department agree to allow exercise of authority of an officer appointed by one governmental unit within the jurisdiction of the other, the officer so designated by both the Sheriff and the Chief of

Police shall have full and complete authority as if appointed by both units of government after administration of oath. Such officer shall have completed the professionally recognized Peace Officer Pre-Employment education with the Minnesota Board of Peace Officer Standard Training as found comparable to the Minnesota Peace Officer Pre-Employment education and, the officer is duly licensed or certified by the police licensing or certification authority of the jurisdiction in which the officer's appointing authority is located.

Any data practices requests shall be directed to the entity which initially created the data and shall be handled by their responsible authority.

That all documentation promulgated pursuant to this agreement shall be retained by the respective parties and shall be subject to the data retention schedule for their legal entities.

Both parties to the agreement have provided evidence of insurance or trust agreements which provides coverage for the parties to this agreement. Such coverage shall include, but not be limited to worker's compensation, general liability coverage and business automobile liability coverage. The Sherburne County Sheriff is covered through the Minnesota Counties Intergovernmental Trust. The City of Cambridge Police Department is covered by/through the League of Minnesota Cities Insurance Trust (LMCIT).

This Agreement was entered into on the _____ day of April, 2016 (the last signature notwithstanding).

For the Sherburne County Sheriff's Office

By: Joel L. Brott
Sheriff

For The Sherburne County Commissioners

By: Ewald Petersen
Chairman

For the City of Cambridge Police Department

By: Timothy Dwyer
Chief of Police

For The City of Cambridge

By: Mariys Palmer
Mayor

Sherburne County Sheriff's Office Policy Manual

Regional Criminal Tracking and Analysis Group

800.1 POLICY

It shall be the policy of the Office that all employees adhere to the standards established for the collection, retention, dissemination, and disposition of criminal intelligence information, as it relates to the essential function of law enforcement and the use of the Regional Criminal Tracking and Analysis Group (RCTAG).

800.2 DEFINITIONS

RCTAG Means the Regional Criminal Tracking and Analysis Group; consisting of analysts, training and liaison officers, managers and a secure website used to disseminate information of recent criminal activity, maintained by the Sheriff's Office.

RCTAG Database Means the archived information which is stored for five years from the date of posting on the website.

RCTAG Unit Supervisor Is an Investigative Sergeant of the Sheriff's Office CID, appointed by the Investigative Captain.

RCTAG Privacy Officer Is the Sheriff's Office Records Supervisor, or their designee, who will provide privacy training and ensure compliance with the Data Privacy Statutes.

Criminal Intelligence Analyst An employee of the Sheriff's Office that performs a wide range of analysis of information relating to criminal activities in support of law enforcement and criminal investigations.

Criminal Intelligence Information Information compiled, analyzed and/or disseminated in an effort to anticipate, prevent, or monitor criminal activity.

Reasonable Suspicion of Criminal Activity Reasonable suspicion is present when sufficient facts are established to give a trained law enforcement officer or criminal investigative agency officer, investigator, or employee a basis to believe that there is, or has been, a reasonable possibility that an individual or organization is involved in a definable criminal activity or enterprise.

800.3 PURPOSE

The Regional Criminal Tracking and Analysis Group (RCTAG) develops information for and by Participating and Stakeholder Agencies. The decisions by agencies to participate in the RCTAG and which databases to provide for RCTAG use are voluntary and are controlled by the laws and rules governing those individual agencies, as well as a memorandum of understanding signed by all participating agencies.

Sherburne County Sheriff's Office

Policy Manual

The RCTAG provides timely sharing and exchange of crime-related information. A primary focus of the RCTAG is developing and disseminating criminal investigative information. A process of information collection, integration, evaluation, analysis and dissemination is used for law enforcement purposes and in the interest of public safety. The information is made available to law enforcement agencies and certain other entities consistent with Minnesota Statutes, Chapter 13, 28 CFR part 23, and other applicable state and federal law.

800.4 OBJECTIVES

Be an active participant in the information sharing environment.

Increase public safety and security in Sherburne County and the surrounding communities, the State of Minnesota and the United States of America.

Mitigate or minimize the threat and risk of injury to all members of the public safety and health care communities.

Mitigate or minimize the threat and risk of damage to real or personal property.

Protect the individual privacy rights, civil rights or other protected interests a person or persons may have.

Protect the integrity of the criminal investigative, criminal intelligence, and justice system processes and information.

Foster relationships with persons or groups of people in an effort to promote cooperation between law enforcement and the community which it serves.

Make the most effective use of public safety resources.

Provide liaison, coordination, and resource assistance in the collection, exchange, or dissemination, and analysis of criminal information or criminal intelligence in an on-going investigation or prosecution to specific areas of criminal activity.

Participate in local, regional, and national networks whose missions support and exchange sharing of criminal intelligence information.

Support active or on-going criminal investigations by providing information, analysis, or technical assistance for case-support.

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Regional Crime Tracking and Analysis Group

800.5 USE OF INFORMATION

The Office's Regional Crime Tracking and Analysis Group Unit (RCTAG) establishes internal controls for the collection, retention, integration, evaluation, analysis and dissemination through established procedures for law enforcement purposes, in the interest of public safety, and in compliance with state and federal laws.

800.6 CRIME ANALYSIS REPORT

Crime analysis reports shall be prepared by Criminal Information Analysts. Such reports may address and document the following crime factors:

- (a) Frequency by type
- (b) Geographic distribution
- (c) Victim and target descriptions
- (d) Identify relationships and associations
- (e) Identify patterns and trends
- (f) Suspect descriptions
- (g) Suspect vehicle descriptions
- (h) Physical evidence
- (i) Property loss

The reports will be used to provide officer safety information, and to support criminal investigations. The reports may be provided to the Sheriff, Chief Deputy, Commanders and all licensed deputy staff, as well as other law enforcement agencies or additional office personnel where appropriate.

800.7 DISSEMINATION OF INFORMATION

Criminal intelligence information shall not be released to the news media or public without prior approval from the Sheriff or designee.

Criminal intelligence information shall only be shared with other law enforcement agencies with the approval of the RCTAG Unit's Supervisor. The agency and/or officer receiving the information shall agree to be bound by the RCTAG Unit's policy relating to the storage, retrieval, and dissemination of the information provided. Criminal intelligence information shared with law enforcement personnel may include information about individuals who:

- Are suspected of being or having been involved in planning, organizing, financing, or committing of criminal acts; or
- Are suspected of being or having been involved in criminal activities with known or suspected criminal organization.
- Have active wants or warrants out for their detention or arrest.

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Regional Crime Tracking and Analysis Group

Organizations, businesses, and groups that:

- Are suspected of being or having been involved in planning, organizing, financing, or committing of criminal acts; or
- Are suspected of being or having been illegally operating, controlling, financed, or infiltrated by known or suspected criminal organizations.
- Use illegal activities and/or enterprises as a principal means to obtain resources, support for their existence or further their organizational goals
- Case sensitive criminal intelligence information shall only be shared with other law enforcement agency members, with the approval of the RCTAG Unit's supervisor.
- The release of electronic surveillance and/or any photographic information pertaining to criminal intelligence information to any authorized law enforcement personnel shall be made only with the approval of the RCTAG Unit's supervisor and with the stipulation that such information shall not be duplicated or otherwise disseminated.

800.8 INFORMATION COLLECTION

No employee of the Sheriff's Office shall collect criminal intelligence information about the political, religious, or social views, associations or activities of any individual or any group, association, corporation, business, partnership, or other organization unless such information directly relates to criminal conduct or activity and there is reasonable suspicion that the subject of the information is or may be involved in criminal conduct or activity.

Information collected by employees of the Sheriff's Office must meet the following guidelines:

- (a) The source of the information is reliable.
- (b) The information is accurate and current.
- (c) The information is verifiable.
- (d) There exists a reasonable suspicion that the individual or organization is involved in criminal conduct, and the information is relevant to that conduct.
- (e) Information was collected in a lawful manner, and investigative techniques were only as intrusive as necessary to collect sufficient information to prevent criminal conduct or the planning of criminal conduct.

800.9 RETENTION OF INFORMATION

All information retained in the RCTAG website shall be retained for five (5) years from the date the information is posted on the site and in compliance with state and federal law. After that time the information will be deleted.

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Regional Crime Tracking and Analysis Group

Only lawfully collected information based on reasonable suspicion of criminal activity may be stored in the RCTAG web site. Specifically, the following types of material may not be retained:

- (a) Information on an individual or group based solely on the fact that such individual or group support unpopular causes.
- (b) Information on an individual or group based solely upon the race, gender, age, or ethnic background of a individual or group members.
- (c) Information on an individual based solely on personal habits and/or predilections that do not break any laws or threaten the safety of others.
- (d) Information obtained in violation of any applicable federal, state, or local rules statues or ordinances.

800.10 AUDIT/PURGING DOCUMENTS

The RCTAG Unit supervisor is responsible for ensuring that all criminal information documents posted on the RCTAG website fit the criteria for posting. Reviewing of these documents will be done on an on-going basis. The maximum retention period is five (5) years and after that time, documents must be removed from the system. The Sheriff's Office maintains the right to update and/or revalidate the submissions made by this office and other participating agencies.

Any information that is found to be inaccurate, misleading, obsolete, or otherwise unreliable will be purged. All paper documents that are purged shall be shredded.

800.11 PRIVACY OFFICER

The RCTAG Privacy Officer will be responsible for information regarding privacy issues, including implementation of Privacy Policy requirements. The RCTAG Privacy Officer or their designee will facilitate an annual review and update of the privacy policy.

800.12 DATA REQUEST REPONSES FOR THE RCTAG

Subd. 1. **Data practices act governs.** The provisions of chapter 13 apply to this section.

Subd. 2. **Data classification; general rule; changes in classification; audit trail.**

(a) The classification of data in the law enforcement agency does not change after the data is submitted to RCTAG. If RCTAG is the only source of data made public by section 13.82, subdivisions 2, 3, 6, and 7, data described in those subdivisions must be downloaded and made available to the public as required by section 13.03.

(b) Data on individuals created, collected, received, maintained, or disseminated by RCTAG is classified as confidential data on individuals as defined in section 13.02, subdivision 3, and

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section 13.82, subdivision 25, and becomes private data on individuals as defined in section 13.02, subdivision 12, as provided by this section.

(c) Data not on individuals created, collected, received, maintained, or disseminated by RCTAG is classified as protected nonpublic data as defined in section 13.02, subdivision 13, and becomes nonpublic data as defined in section 13.02, subdivision 9, as provided by this section.

(d) Confidential or protected nonpublic data created, collected, received, maintained, or disseminated by RCTAG must automatically change classification from confidential data to private data or from protected nonpublic data to nonpublic data on the earlier of the following dates:

(1) upon receipt by RCTAG of notice from a law enforcement agency that an investigation has become inactive; or

(2) when the data has not been updated by the law enforcement agency that submitted it for a period of 120 days.

(e) For the purposes of this section, an investigation becomes inactive upon the occurrence of any of the events listed in section 13.82, subdivision 7, clauses (a) to (c).

(f) A law enforcement agency that submits data to RCTAG must notify RCTAG if an investigation has become inactive so that the data is classified as private data or nonpublic data. The law enforcement agency must provide this notice to RCTAG within ten days after an investigation becomes inactive.

(h) All queries and responses and all actions in which data is submitted to RCTAG, changes classification, or is disseminated by RCTAG to any law enforcement agency must be recorded in the RCTAG audit trail.

Subd. 3. Access to RCTAG data by law enforcement agency personnel. Only law enforcement agency personnel that have signed the appropriate Memorandum of Understanding may enter, update, or access RCTAG data. The ability of particular law enforcement agency personnel to enter, update, or access RCTAG data must be limited by the official duties and training level of the personnel.

Subd. 4. Access to RCTAG data by data subject. (a) Upon request to the Sherburne County Sheriff's Office or to a law enforcement agency participating in RCTAG an individual shall be informed whether the individual is the subject of private or confidential data held by RCTAG. An individual who is the subject of private data held by RCTAG may obtain access to the data by making a request to the Sherburne County Sheriff's Office or to a participating law enforcement agency. Private data provided to the subject under this subdivision must also include the name of the law enforcement agency that submitted the data to RCTAG and the name, telephone number, and address of the responsible authority for the data. If the data that

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is in RCTAG originated from a law enforcement agency other than the Sherburne County Sheriff's Office, the data subject will be referred to the originating agency to obtain the data.

(b) If an individual who is the subject of private data held by RCTAG requests access to the data or release of the data to a third party, the individual must appear in person at the Sherburne County Sheriff's Office or a participating law enforcement agency to give informed consent to the data access or release.

Subd. 5. **Challenge to completeness and accuracy of data.** An individual who is the subject of public or private data held by RCTAG and who wants to challenge the completeness or accuracy of the data under section 13.04, subdivision 4, must notify in writing the responsible authority for the data. A law enforcement agency must notify the Sherburne County Sheriff's Office when data held by RCTAG is challenged. The notification must identify the data that was challenged and the subject of the data. RCTAG must include any notification received under this paragraph whenever disseminating data about which no determination has been made. When the responsible authority of a law enforcement agency completes, corrects, or destroys successfully challenged data, the corrected data must be submitted to RCTAG and any future dissemination must be of the corrected data.

**POLICY AND PROCEDURE
FOR
CRIMINAL INTELLIGENCE ANALYST**

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MISSION STATEMENT

The mission of the Sherburne County Sheriff's Office Criminal Intelligence Analyst - is to interface with federal, state, military, tribal and local law enforcement agencies, by being a primary point of contact for collection, evaluation, analysis, and dissemination of intelligence data and criminal background information in a timely and effective manner in order to detect and/or prevent criminal or terrorist activity, and to solve crimes. This mission shall remain consistent with the National Criminal Intelligence Sharing Plan. The purpose (goal) of the Sheriff's Office Criminal Intelligence Analyst is to ensure protection of the privacy, civil rights, and civil liberties of individuals and organizations pursuant to 28 C.F.R. Part 23, and, Minnesota Statutes, Chapter 13.

- The goal of establishing and maintaining a Criminal Intelligence Analyst position is to further the following purposes:
- Be an active participant in the Information Sharing Environment.
- Increase public safety and security in Sherburne County and the surrounding communities, the State of Minnesota and the United States of America.
- Mitigate or minimize the threat and risk of injury to all members of the public safety and health care communities.
- Mitigate or minimize the threat and risk of damage to real or personal property.
- Protect the individual privacy rights, civil rights or other protected interests a person or persons may have.
- Protect the integrity of the criminal investigative, criminal intelligence, and justice system processes and information.
- Foster relationships with persons or groups of people in an effort to promote cooperation between law enforcement and the community which it serves.
- Make the most effective use of public safety resources.

I. **Criminal Intelligence Analyst Purpose:**

The Criminal Intelligence Analyst develops information for the Sherburne County Sheriff's Office and any other law enforcement agencies based on their request.

The Criminal Intelligence Analyst provides timely sharing and exchange of crime-related information. A primary focus of the Criminal Intelligence Analyst is developing and disseminating criminal investigative information. A process of information collection, integration, evaluation, analysis and dissemination is used for law enforcement purposes and in the interest of public safety. The information is made available to law enforcement agencies and certain other entities consistent with Minnesota Statutes, Chapter 13, 28 CFR part 23, and other applicable state and federal law.

II. **Privacy Policy Purpose:**

The Criminal Intelligence Analyst recognizes the importance and will ensure the protection of individual constitutional rights, civil liberties, civil rights, and privacy interests throughout the information gathering and sharing process. This privacy policy states the legal requirements that will be met as well as the organizational procedures that will be used to ensure that these rights and interests are protected.

III. **Definitions:** The following terms are used in this Privacy Policy and are defined below.

- A. "Case File" means a reasonable suspicion exists that criminal activity has occurred, could occur or is being planned. Additionally one or more of the following must occur for a case to be created.
- (1) The reported information does not support a current ongoing criminal investigation.
 - (2) A determination is made that further criminal investigation is needed and that this additional investigative effort would exceed the review done for a Request for Information or a Suspicious Activity Report.
- B. "Critical Infrastructure Key Resource" or "CIKR" means the assets, systems, and networks, whether physical or virtual, so vital to the United States or the state that their incapacitation or destruction would have a debilitating effect on security, national economic security, public health or safety, or any combination thereof and the publicly or privately controlled resources essential to the minimal operations of the economy and government.
- C. "Investigative Sergeant Supervisor" means a designee appointed by the Investigative Captain to oversee the management of the Criminal Intelligence Analyst activities including product development, analysis, dissemination and records management.

- D. "Disclosure" means the sharing of data or information in any manner authorized by the Criminal Intelligence Investigative Sergeant supervisor.
- E. The Criminal Intelligence Analyst is assigned to collect, integrate, evaluate, analyze and disseminate data and information from state, local and federal law enforcement agencies, including fusion centers operating in other states.
- F. "Information Sharing Environment (ISE)" means the trusted partnership among all levels of government, the private sector and foreign partners to detect, prevent, preempt, and mitigate the effects of terrorism against the territory, people, and interests of the United States of America. This partnership enables the trusted, secure, and appropriate exchange of terrorism information, in the first instance, across the five federal communities, to and from state, local, and tribal governments, foreign allies, and the private sector, and at all levels of security classification.
- G. "Information Sharing Environment (ISE) and Suspicious Activity Report (SAR) (ISE-SAR) means a suspicious activity report that has been determined, pursuant to a two-part process, to have a potential terrorism nexus. ISE-SAR business rules will serve as a unifying process to support the reporting, tracking, processing, storage and retrieval of terrorism-related suspicious activity reports across the ISE.
- H. "Criminal Intelligence Database" means the case management system used by the Criminal Intelligence Analyst to store, documents, and audit RCTAG information.
- I. "Criminal Intelligence Analyst Privacy Officer" means the Sherburne County Sheriff's Office Records Supervisor, or their designee, to provide privacy training and ensure compliance with the Privacy Policy.
- J. "Criminal Intelligence Analyst - Suspicious Activity Report/Tips and Leads" or "SAR" means any reported behavior or activity that may result in reasonable suspicion that a crime has occurred, could occur or is being planned.
- K. "Need to Know" means the prospective recipient requires access to specific information in order to perform or assist in a lawful and authorized governmental or public safety function. In other words, access is required for the performance of official duties.
- L. "Personal Data" means any data or information relating to an identifiable individual.
- M. "Protected Information" means information about individuals and

organizations subject to legal protections, including the U.S. and Minnesota constitutions; applicable federal statutes and regulations, such as civil rights laws and 28 CFR Part 23; and applicable state laws.

- N. "Reasonable Suspicion" means that sufficient facts are established to give a trained law enforcement officer a basis to believe there is a reasonable possibility an individual or organization is involved in a definable criminal activity or enterprise.
- O. "Requestor" means the state, local or federal law enforcement officer or agency making a Request for Information from, or reporting an incident to, the Criminal Intelligence Analyst.
- P. "Request for Information" or "RFI" means a request from a law enforcement, Agency to the Criminal Intelligence Analyst for information the requesting agency needs in support of an ongoing criminal investigation. It also means a non-criminal homeland security information request.
- Q. "Right to Know" means any agency or organization authorized by federal law or state statute to have access to the data or information. See Minn. Stat. §13.05, subd. 4(b) and 9.
- R. "Suspicious Activity Report" or "SAR" means any reported behavior or activity that may result in the reasonable suspicion that a crime has occurred, could occur or is being planned. It also means a bulletin or brief from the Criminal Intelligence Analyst, law enforcement intelligence unit or federal agency to provide situational awareness to Minnesota agencies.

IV. **Governance and Oversight**

The Criminal Intelligence Analyst is part of the Criminal Investigative Division (CID) and is ultimately controlled by the Sherburne County Sheriff. The Criminal Intelligence Analyst reports directly to the Investigative Sergeant Supervisor. The Criminal Intelligence Analyst is law enforcement personnel for purposes of Minnesota Statutes, Chapter 13.

In order to preserve privacy, civil rights and civil liberties, the sheriff has designated a privacy officer to ensure that safeguards and sanctions are in place to protect Personal Data in conformance with Minnesota Statutes, Chapter 13 and other applicable law.

The privacy officer, or their designee, will examine and recommended standards the Criminal Intelligence Analyst should follow for the collection, use, and security of information and technology, as well as accountability guidelines for the management of the information. The Privacy Policy incorporates fair information practices and principles.

The privacy officer, or their designee, will be responsible for information privacy

issues, including implementation of privacy policy requirements. The privacy officer, or their designee, will facilitate an annual review and update of the privacy policy pertaining to the work products created by the Criminal Intelligence Analyst.

The privacy officer, or their designee, will provide a point of contact and coordination for alleged data or information errors, complaints, privacy policy violations and liaison for the ISE.

The privacy officer, or their designee, will coordinate conflict resolution under Criminal Intelligence Analyst's redress policy and enforcement and sanctions outlined in the Accountability and Enforcement section of this policy (see section XVI).

The privacy officer can be contacted at the following address: Sherburne County Sheriff's Office web site. The privacy officer will work with the Criminal Intelligence Analyst to ensure that privacy and civil rights are appropriately protected by the Criminal Intelligence Analyst information acquisition, dissemination and retention practices.

V. **Policy Applicability and Legal Compliance**

The Criminal Intelligence Analyst and those county employees providing technical services, with direct access to Criminal Intelligence Data bases are required to abide by this privacy policy. These individuals and any other recipient of criminal intelligence information must also follow all applicable laws which govern the treatment of the information the Criminal Intelligence Analyst collects, receives, maintains, archives, accesses, discloses, or disseminates, including information within the ISE.

The Criminal Intelligence Analyst will make a printed or electronic copy of this policy available to all criminal intelligence and non-criminal intelligence personnel who provide services. All individuals will be required to provide both a written acknowledgement of receipt of this policy and a written agreement to comply with this policy. Nothing in this policy is intended to create a private right of action for any member of the public or alter existing or future federal and state law requirements.

The laws referenced in this policy are listed in Appendix C.

VI. **Information**

All Personal Data collected by the Criminal Intelligence Analyst, regardless of whether it meets the reasonable suspicion standard in 28 Code of Federal Regulations Part 23, will be retained in compliance with the operating policies of that Federal Regulation, Minnesota Statutes, Chapter 13 (Data Practices), the approved Minnesota Records Retention Schedule (currently 09-141 and 012-014), and any other applicable federal or state laws governing information practices. The Criminal Intelligence Analyst will strive to follow guidelines

established under the National Criminal Intelligence Sharing Plan (NCISP) and, to the extent they do not conflict with Minnesota law, the privacy principles put forth in the Organization for Economic Co-operation and Development's Fair Information Practices.

A. Collection Requirements:

Information collected by the Criminal Intelligence Analyst should meet all of the following requirements:

1. The source of the information is reliable and verifiable,
2. The information supports a reasonable suspicion that the individual or organization is involved in criminal conduct, and the information is relevant to that conduct,
3. The information was collected in a lawful manner, and
4. The information is accurate and current.

The Criminal Intelligence Analyst will retain SARs that do not meet the Reasonable Suspicion threshold for one (1) year to permit the possible development of Reasonable Suspicion. If Reasonable Suspicion is not developed during that year, the SARs are purged as required by the Criminal Intelligence Analyst approved records retention schedule (unofficial compilation attached as Appendix D). During the year, these SARs are stored as temporary files and are disclosed as required or permitted by law. If disclosed, they are clearly labeled as a SAR that does not meet the Reasonable Suspicion standard. SARs are stored in the Criminal Intelligence Database so the SARs are secured in the same way as all other data.

The Criminal Intelligence Analyst incorporates the gathering, processing, reporting, analyzing and sharing of terrorism-related suspicious activities and incidents into the processes and systems used to manage all other Criminal Intelligence information. The Criminal Intelligence Analyst identifies and reviews Protected Information that may be disclosed by the Criminal Intelligence Analyst prior to sharing it through the ISE and provides notice through data field labels to enable authorized users to determine the nature of the information and how to handle it in accordance with applicable legal requirements.

The Criminal Intelligence Analyst will abide by daily operating procedures for the initial collection and verification of information, including the screening process by an analyst to develop how the four criteria above are met. There is a subsequent review by the Investigative Sergeant Supervisor or his/her designee to substantiate the analysis and to approve the documentation that has been developed. Suspicious Activity Reports that

do not meet all the above standards will not be retained for more than one year. The four criteria above also apply to Sherburne County Sheriff's Office Case Files. If the criteria are not met, the Criminal Intelligence Analyst will not open a Sherburne County Sheriff's Office Case File.

A Request for Information may meet all four of the criteria above. An RFI may also involve a request that is supported by a homeland security issue, rather than a reasonable suspicion. If homeland security concerns support the RFI, then all of the other criteria above must be met.

Lawfully collected information that meets Sherburne County Sheriff's Office's Privacy Policy will be stored in the Criminal Intelligence Database. All information is managed according to the approved records retention schedule. When the information describes an individual or organization involved in activities protected by the First Amendment, the information cannot be maintained unless there is specific indication that the individual or organization has, is about to, or has threatened to engage in conduct that constitutes a crime and the First Amendment activities are relevant to the criminal conduct. Specifically excluded material includes:

1. Information on an individual or group merely on the basis that such individual or group support unpopular causes;
2. Information on an individual or group merely on the basis of race, gender, age, citizenship, disability, sexual orientation, place of origin, or ethnic background;
3. Information on an individual or group merely on the basis of religious or political affiliations, or beliefs;
4. Information on an individual or group merely on the basis of personal habits and/or predictions that do not break any laws or threatens the safety of others; or
5. Information obtained in violation of any applicable federal or state rules or statutes.

All criminal intelligence information is managed through the Criminal Intelligence Database and under the direction of the Investigative Sergeant Supervisor. Open files will be reviewed no less frequently than every 180 days by the Criminal Intelligence Investigative Sergeant supervisor or investigative sergeant supervisor's designee to determine the file's status and whether it should be changed. A yearly records review of the Criminal Intelligence Database will be conducted by the Criminal Intelligence Investigative Supervisor and records that may be purged will be disposed. Additional information about records destruction can be found in Section XV of this policy.

On receipt of information, Criminal Intelligence Analyst will assess the

information to determine its nature, usability, and quality and assign it to an operating file (See B, below). At the time a decision is made to retain information, including contributing ISE-SAR information to the shared space, the Criminal Intelligence Analyst will label it (by record, data set or system of records and to the extent feasible, consistent with the current version of the ISE Functional Standard for SAR) pursuant to applicable limitations on access and disclosure in order to: protect an individual's right of privacy, civil rights and civil liberties; protect confidential sources, law enforcement undercover techniques and methods; prevent interference with or the compromise of pending criminal investigations; and provide any legally required protection based on the classification of the data.

B. Types of Operating Files

There are four types of operating files within the Criminal Intelligence unit. They are:

1. Criminal Intelligence Case File. A Criminal Intelligence Case File is created when the Investigative Sergeant Supervisor determines that one should be created. A Criminal Intelligence Case File is entered in the Criminal Intelligence Database and a Criminal Intelligence case number is automatically generated.
2. Request for Information (RFI). An RFI must be supported by a reasonable suspicion or homeland security concern that is provided to the Criminal Intelligence Analyst. Criminal Intelligence Analyst cannot answer an RFI unless it contains a Reasonable Suspicion or homeland security concern.
3. Suspicious Activity Report (SAR). A SAR will be entered into the Criminal Intelligence Database. A SAR should be reported to the Criminal Intelligence Analyst by a law enforcement entity or security related to a CIKR site once it has been reported to a local law enforcement agency. The Criminal Intelligence Analyst receives SARs by the following means:
 - The secure information-sharing platform
 - Fax
 - Telephone
 - Email
4. Dissemination Log (LOG). The LOG is used as a tracking device or bulletins, briefs and assessments disseminated by Criminal Intelligence Analyst. LOG entries will include weekly bulletins and special assessments. Copies of products are attached to the LOG entry. The analysts that disseminate either Law Enforcement (LE) or Critical Infrastructure (CI) Briefs will log the dissemination of these products. Any special bulletin, brief or assessment will be logged by the

disseminating analyst. Special assessments do not need a separate LOG entry if attached as part of the LE Brief or CI Brief labels

C. Labels

The Criminal Intelligence files require certain basic descriptive information to be entered and electronically associated with information, including terrorism-related information and that information shared through the ISE, for which there are special laws, rules, or policies restricting access, use, and disclosure. The types of information include:

1. The name of the submitting agency.
2. The name of the justice information system from which the information is disseminated or that the information was disseminated from the Criminal Intelligence Database.
3. The date the information was collected and, where feasible, the date its accuracy was last verified.
4. The title and contact information for the person to whom questions regarding the information should be directed.

The Criminal Intelligence Analyst will attach specific labels and descriptive metadata to information that will be used, accessed, or disseminated to clearly indicate whether the information is Protected Information and any legal restrictions on information sharing based on information sensitivity or classification. The Criminal Intelligence Analyst will keep a record of the source of all information sought and collected by it.

VII. Acquiring and Receiving Information

Information obtained from or through the Criminal Intelligence Analyst can only be used for official and lawful purposes. A lawful purpose means the request for information can be directly linked to a law enforcement agency's active criminal investigation; and is a response to confirm information that requires intervention to prevent a criminal act or threat to public safety, and is in compliance with Minnesota Statutes, Chapter 13 disclosure requirements. This includes disclosing records to those responsible for public protection, public safety, or public health in the performance of their official duties when permitted by Minnesota law. An audit trail sufficient to allow the identification of individuals to whom such records are disclosed and the nature of the information disclosed will be kept by the Criminal Intelligence Analyst.

The information maintained by the Criminal Intelligence Analyst is obtained through local, state, federal agencies, and tribal law enforcement and open source resources. Individual users of the Criminal Intelligence Analyst work

product are solely responsible for the interpretation, further dissemination, and use of information developed in the research process. Additionally, it is the responsibility of the user to ensure the accuracy, validity, completeness and security of all information obtained prior to official action being taken.

External governmental agencies, that access and share information with the Criminal Intelligence Analyst are governed by the laws and rules governing those individual agencies, as well as by applicable federal and state laws.

The Sherburne County Sheriff's Office will contract with commercial database entities that provide an assurance that their methods for gathering Personal Data comply with applicable state and federal laws and that these methods are not based on misleading information collection practices.

The Criminal Intelligence Analyst will not directly or indirectly receive, seek, accept, or retain information from:

- An individual who or information provider that is legally prohibited from obtaining or disclosing the information; or
- An individual who or nongovernmental entity that may or may not receive a fee or benefit for providing the information, except as expressly authorized by law or Criminal Intelligence Analyst policy.

VIII. **Information Quality Assurance**

The Criminal Intelligence Analyst is required by Minn. Stat. §13.05, subd. 5, to assure that data is accurate, complete, current and secure. The Criminal Intelligence Analyst will make every reasonable effort to ensure that standard is met, and, that the information is merged with other information about the same individual or organization only when the applicable standard outlined in the Merging Records section of this policy has been met.

The Criminal Intelligence Analyst will determine the accuracy of information received through database searches, by cross-checks with other data systems, and open source information. At the time of retention in the system, the information will be labeled regarding its level of quality (accuracy, completeness, currency, and confidence [verifiability and reliability]).

Information files will be labeled to protect sources, investigations, and an individual's right to privacy, as well as to control access to information. Classification and data labeling shall be reevaluated whenever new information is added to an existing file.

The Criminal Intelligence ISE-SAR process provides for human review and vetting to ensure that information is both legally gathered and, where applicable, determined to have a potential terrorism nexus. The Criminal

Intelligence Analyst will be trained to recognize those behaviors and incidents that are indicative of criminal activity related to terrorism. This training will be the same made available to law enforcement officers around the state.

The Criminal Intelligence ISE-SAR process includes safeguards so that only information about incidents and behaviors that indicate criminal activity related to terrorism but without personal identifiers are documented and shared through the ISE. These safeguards will ensure that the unintentional or inadvertent disclosure of information that could violate civil rights or civil liberties does not occur.

When a choice of investigative techniques is available, information, including information documented as a SAR, should be acquired or investigated using the least intrusive feasible means, taking into account the effect on individual privacy and potential damage to reputation. The Criminal Intelligence Analyst will also adhere to this standard although it is not an operational agency conducting investigations.

When determining information confidence, the Criminal Intelligence Analyst will use the following confidence labeling standards for source reliability and content validity.

1. Source Reliability

The source is the person or agency who gives the Criminal Intelligence Analyst the information. The source's reliability is evaluated according to the following.

- (a) Reliable means the source is unquestioned or has been tested in the past. All law enforcement agencies are classified as completely reliable.
- (b) Usually Reliable means the majority of the information provided by the source in the past has proved to be reliable.
- (c) Unreliable means the source has provided reliable information sporadically in the past.
- (d) Unknown means the reliability of the source cannot be judged. The authenticity or trustworthiness of the source has not yet been determined by either experience or investigation.

2. Content Validity

The validity of information is an indicator of the accuracy or truthfulness of the information. The validity of the information is assessed as follows.

- (a) Confirmed means the information has been corroborated by an

investigator or another reliable, independent source.

- (b) Probable means the information is consistent with past accounts.
- (c) Doubtful means the information is inconsistent with past accounts.
- (d) Cannot be judged means the authenticity of the information has not yet been determined by either experience or investigation.

3. Classification

The Criminal Intelligence Analyst uses two classifications or sensitivity structures since the Intelligence Analyst maintains federal, state, and local data and information. Classification or sensitivity levels control the handling, dissemination, and release of materials and products. The laws that govern access to and classification of information at the federal level and in other states are different from Minnesota law. When determining classification and sensitivity, the Criminal Intelligence Analyst must determine whether there is a federal law that requires restrictions on access to or dissemination of the data or information or if Minnesota law applies.

When labeling case files and information, the Criminal Intelligence Analyst must use one or more of the following:

1. Federal Classification

- (a) Classified (not public): document is restricted to individuals who have a security clearance of secret or higher.
- (b) Unclassified/Law Enforcement Sensitive (LES) (not public): document is viewable by law enforcement agencies only with the Right to Know and Need to Know. The document may contain information related to sources, methods, evidence, and active investigations.
- (c) Unclassified/For Official Use Only (FOUO) (not public): document is viewable by anyone who is authorized under "Official Use Only" status. User has a Right to Know, and Need to Know. The document is not disseminated to or viewed by the general public or media.

2. Minnesota Classifications

The Minnesota Government Data Practice Act, Minnesota Statutes, Chapter 13, contains the presumption that all government data are public unless there is a federal law or state statute that classifies the data. The following are Minnesota data classifications.

- (a) Private data on individuals are about living human beings, not accessible to the public but are accessible by the individual. An individual may consent to the release of private data to a third party. A statute may also authorize the dissemination of private data on individuals to a third party.
 - (b) Confidential data on individuals are not accessible to the public or the individual. Confidential data on individuals can only be shared with those that have statutory authority to have access.
 - (c) Nonpublic data are about anything that is not a living human being, are not accessible by the public and are accessible by the subject of the data, if any. The subject can consent to the release of the data to a third party. A statute may also authorize the dissemination of nonpublic data to a third party.
 - (d) Protected nonpublic data are about anything that is not a living human being and are not accessible to the public or the subject of the data. Protected nonpublic data may be shared with those that have statutory authority to have access.
3. In addition to using the labels and classification structures listed above, the Criminal Intelligence Analyst will utilize the following standards to ensure that data quality is maintained.
- (a) The Criminal Intelligence Analyst investigates, in a timely manner, alleged errors and deficiencies and corrects, deletes, or refrains from using information found to be erroneous or deficient.
 - (b) The labeling of retained information will be reevaluated by the Criminal Intelligence Analyst when new information is gathered that have an impact on the confidence (source reliability and content validity) of previously retained information.
 - (c) The Criminal Intelligence Analyst will make every reasonable effort to ensure that information will be corrected, deleted from the system, or not used when it learns that the information are erroneous, misleading, obsolete, or otherwise unreliable; the source of the information did not have authority to gather the information or to provide the information to the agency; or the source used prohibited means to gather the information, except when the source did not act as an agent to a bona fide law enforcement officer.
 - (d) Originating agencies are responsible for the quality and accuracy of the information accessed by or provided to the Criminal Intelligence Analyst. The Criminal Intelligence Analyst

will advise the appropriate contact person in the originating agency, in writing, if its information is alleged, suspected, or found to be inaccurate, incomplete, out of date, or unverifiable.

- (e) When information is found to be inaccurate, incomplete, out of date or unverifiable, the Criminal Intelligence Analyst will notify recipient agencies in writing and will maintain documentation of the notification.

IX. Collation and Analysis

Access to the Criminal Intelligence Analyst information sources for the purpose of analysis is limited to those individuals who have been selected, approved, and trained accordingly.

Access to information contained within the Criminal Intelligence Database files will be granted only to fully authorized personnel who have been screened with state and national fingerprint-based background checks, as well as any additional background standards that may be established by the Sherburne County Sheriff or his designee.

Access to federally controlled, classified information and systems are based on the individual user's federal security clearance and need to know.

Information subject to collation and analysis is identified in the Information Section.

The Criminal Intelligence Analyst position serves as a central clearing house for information sharing focusing on homeland security, organized criminal activity, and all-hazards within Sherburne County and surrounding areas, the State of Minnesota and the United States of America. The Criminal Intelligence Analyst will accomplish this through:

- Management and developing of information sharing through approved web portal
- Production and dissemination of bulletins and assessments
- Investigation and analysis of suspicious activity reports in support of criminal investigations.
- Response to RFI's.
- Collaboration with federal, state, and local agencies to produce joint products.
- The coordination and facilitation of regional training opportunities in support of the Criminal Intelligence Analyst mission.

- The identification of crime patterns and trend.

X. **Merging Records**

Multiple records about an individual may be merged when reasonable steps indicate that they are about the same person. Data elements that are used to determine that the same individual is the subject of the multiple records include the name (full or partial) and one or more of the following:

- Date of birth;
- State identification number issued by the BCA (SID);
- Offender identification number issued by the Minnesota Department of Corrections (OID)
- Fingerprints
- Photographs
- Physical description
- Height
- Weight
- Eye and hair color
- Race
- Ethnicity
- Scars, marks, or tattoos
- Social Security number
- Driver's license number
- DNA profile
- Retinal scan
- Facial recognition

The identifiers or characteristics that, when combined, could clearly establish that the information from multiple records is about the same organization may include the name, federal or state tax ID number, office address, and telephone number.

If the matching requirements are not fully met but there is a partial match, the information may be associated if accompanied by a clear statement that it has not been adequately established that the information relates to the same individual or organization.

XI. **Use of Information by the Criminal Intelligence Analyst**

Information obtained from or through the Criminal Intelligence Analyst can only be used for official and lawful purposes. A lawful purpose means the Request for Information can be directly linked to a law enforcement agency's active criminal investigation, or is a response to confirmed information that requires intervention to prevent a criminal act or threat to public safety.

The Criminal Intelligence Analyst will use information on a "Need to Know"

basis, and in accordance with applicable laws.

Credentialed, role-based access criteria will be used by Criminal Intelligence Analyst, as appropriate, to control:

- The information to which a particular group or class of users can have access based on the group or class.
- The information a class of users can add, change, delete, or print.
- To whom, individually, the information can be disclosed and under what circumstances.

The Criminal Intelligence Analyst who has access to Criminal Intelligence information will be trained as to those regulations and agree to the following:

1. Individual passwords will not be disclosed to any other person, except as authorized by Investigative Sergeant Supervisor, Investigative Captain, the Chief Deputy or the Sheriff.
2. Individual passwords of authorized personnel will be changed if the password is compromised or improperly disclosed.
3. Background checks will be completed on personnel who will have direct access to the Criminal Intelligence information at a level determined by the Investigative Sergeant Supervisor, Investigative Captain, Chief Deputy or Sheriff, and, pursuant to department policy.
4. Use of the Criminal Intelligence data in an unauthorized or illegal manner will subject the requestor to denial of further use of the Criminal Intelligence data; discipline by the requestor's employing agency, and/or criminal prosecution.

The Investigative Sergeant Supervisor reserves the right to deny access to any Criminal Intelligence user who fails to comply with the applicable restrictions and limitations.

The Criminal Intelligence Analyst will adhere to the current version of the ISE-SAR Functional Standard for its suspicious activity reporting process, as that is defined in this policy as an ISE-SAR. This includes the use of a standard reporting format and commonly accepted data collection codes and a sharing process that complies with the ISE-SAR Functional Standard for suspicious activity potentially related to terrorism.

XII. Disclosure of Information Outside the Sherburne County Sheriff's Office:

There are two regular briefs that are produced and disseminated by the Criminal Intelligence Analyst which will follow all classification procedures:

- (1) The Law Enforcement Brief (LE Brief) is a law enforcement sensitive brief compiled from Criminal Intelligence information, and other federal, state, and local reports which may contain comprehensive law enforcement data. This brief is disseminated to law enforcement personnel.
- (2) The Critical Infrastructure Brief (CI Brief) is non-law enforcement; sensitive information brief compiled from open source internet sites and other federal, state, and local reports. A CI Brief may contain U/For Official Use Only documents and materials. This brief is disseminated to first responder, government, and private sector personnel.

No briefs or assessments can be disseminated outside the Sherburne County Sheriff's Office by the Criminal Intelligence Analyst unless reviewed by the Investigative Sergeant Supervisor. When reviewing briefs and assessments, particular attention will be focused on content, classification, and compliance with this policy. All attached documents will have the permission of the originating agency for use prior to inclusion in the brief or assessment and dissemination will be limited to Stakeholder Agencies.

All information that is disclosed shall be recorded within the Criminal Intelligence Database. A Stakeholder Agency may not re-disclose information from the Criminal Intelligence Analyst until it has received permission from the Investigative Sergeant Supervisor.

Access to the Criminal Intelligence Database requires authorization from the Investigative Sergeant Supervisor, Investigative Captain, Chief Deputy or the Sheriff and the issuance of a user name and password, that is fully auditable and tracks record access.

XIII. **Redress**

A. **Disclosure to a Data Subject**

An individual who is the subject of data in the Criminal Intelligence Database has a number of rights that are found in Minn. Stat. §13.04, subd. 3. Those rights include the right to know data exist, to inspect the data in the Criminal Intelligence file, to have copies of the data, and to have the meaning of the data explained. When data are classified as private, the Criminal Intelligence Analyst must verify the identity of the individual data subject using one of the identification methods specified in the data practices policies and procedures. After consulting with the Investigative Sergeant Supervisor, the Privacy Officer must respond to an individual data subject within the appropriate time frames allowed by statute.

The Data Practices Policies and Procedures are available at the Sherburne County Sheriff Office web site.

A record of these disclosures is kept by the Privacy Officer.

B. Disclosure to the Public

The public has the right to access public data maintained at the Sherburne County Sheriff's Office. See Minn. Stat. §13.03, subd. 3. The rights granted by section 13.03 include the right to inspect, to have copies and to have the meaning of the data explained. After consulting with the Investigative Sergeant Supervisor, the Privacy Officer is required to respond in an amount of time that is appropriate, prompt and reasonable. See Minn. Stat. §13.03, subd. 2(a) and Minn. Rules 1205.0300, subp. 3. The Privacy Officer keeps a record of these disclosures.

All media requests shall be forwarded to the Investigative Sergeant Supervisor for referral to the Investigative Captain.

C. Corrections

An individual data subject is authorized by Minn. Stat. §13.04, subd. 4, to challenge the accuracy and/or completeness of public or private data. The terms "accuracy" and "completeness" are defined in Minn. Rules 1205.1500, subd. 2. Section 13.04, subd.4, which requires any challenge to the accuracy or completeness of data to be made to the "responsible authority." The responsible authority is the Sherburne County Sheriff.

The Investigative Sergeant Supervisor has 30 days to respond to a data challenge and either change the data or indicate that the data are accurate or complete. If the individual data subject does not agree with the Sheriff's determination, the individual has the right to appeal the determination to the Sherburne County Sheriff.

The appeal process is described in Minn. Rules 1205.1600.

A record will be kept of all requests for corrections and the resulting action, if any.

D. Complaints

If an individual has a complaint about the accuracy or completeness of terrorism-related information that is:

- classified as confidential by state or federal law;
- held by the Criminal Intelligence Analyst; and
- allegedly has resulted in demonstrable harm to the complainant,

A complaint may be filed with the Investigative Sergeant Supervisor. The terrorism-related information in the Criminal Intelligence Database that can be remedied under this paragraph will be identified.

On receipt of the complaint at Sherburne County Sheriff's Office web site, the Privacy Officer (Sherburne County Sheriff's Office Records Supervisor) will acknowledge the complaint and will state that the complaint will be reviewed. If the complaint includes a request from the individual to know if confidential data exist, the Privacy Officer will, following appropriate identification of the individual, as required by Minn. Stat. §13.04, subd. 3, coordinate the response with appropriate personnel (Investigative Sergeant Supervisor and the Criminal Intelligence Analyst).

If the information originated in another agency, the Privacy Officer will give written notification of the complaint to that agency. That notification will occur within 10 business days of receipt of the complaint. The Privacy Officer will ask that the complaint be investigated and the Criminal Intelligence Analyst will inform the Privacy Officer within 30 days whether changes need to be made to make the information accurate or complete.

On receipt of the complaint, information held by the Criminal Intelligence Analyst that are covered by this paragraph will be flagged as having an outstanding complaint and the fact that a complaint has been made will be shared with any party to whom the information is disclosed.

If there is no resolution within 30 days, the Criminal Intelligence Analyst will not further share the information until such time as the complaint has been resolved. Once the complaint has been reviewed and a determination made to change the information or that it is accurate or complete, the flag will be removed and any recipients of the information notified of any change in response to the complaint.

A record of complaints and the resulting action taken will be kept by the Criminal Intelligence Analyst.

E. Criminal Intelligence Analyst Principles

Information gathered or collected and records retained by Criminal Intelligence Analyst will not be:

- Sold, published, exchanged, or disclosed for commercial purposes.
- Disclosed without prior notice to the originating agency unless disclosure is required by law.
- Disclosed to persons not authorized to access or use the information.

The Criminal Intelligence Analyst shall not confirm the existence or nonexistence of information to any person or agency that would not be eligible to receive the information unless otherwise required by law.

XIV. **Security Safeguards**

Sherburne County Sheriff, or his designee, will identify the technical resources to establish a secure office space for the Criminal Intelligence Analyst. In addition, Sherburne County Sheriff, or his designee will identify the technological support for secure internal and external safeguards against network intrusion of the Criminal Intelligence information systems.

Access to the Criminal Intelligence Database from outside of the facility will only be allowed over secure CJDN network lines.

Criminal Intelligence will be maintained in such a way that it cannot be stored, modified, destroyed, accessed, or purged without prior authorization.

SARs information will be stored in the same system as that for all other data, but will be clearly labeled as to its classification when disclosed. This system is compliant with 28 CFR Part 23 security requirements.

All Criminal Intelligence Analyst documents or software will be stored on Criminal Intelligence Analyst computer systems or storage devices and in compliance with SCSO/RCTAG policies. To prevent public records disclosure, risk and vulnerability assessments will not be stored with publically available information.

Minnesota law requires that if a breach of the security of private or confidential data occurs, the state agency that maintains the data must notify the individuals whose data were disclosed. Methods of notice are provided for in the statute along with the ability, in the appropriate circumstances, to delay notification to permit an active criminal investigation to occur without impediment. Minn. Stat. §13.055.

XV. **Information Retention and Destruction**

The Minnesota Records Management Act, Minn. Stat. §138.17, requires that an approved records retention schedule be in place before records can be destroyed. An approved records retention schedule for Criminal Intelligence records is in place and authorizes the destruction of certain records. The retention period varies by record series type. For any records series not on the approved records retention schedule, approval would need to be received before destruction could occur. That approval could be in the form of a new approved records retention schedule or a one-time permission from the Investigative Sergeant Supervisor to destroy records that are no longer collected. See Appendix D for a copy of the approved records retention schedule.

The Criminal Intelligence Database is the record of information to be reviewed for retention or destruction. Destruction occurs in a secure manner appropriate to the classification or sensitivity of the information. Thus, if information is classified as something other than public, secure destruction, such as shredding, must be used. Destruction must also be in compliance with

state policies governing destruction of electronic information. The Criminal Intelligence Analyst does not notify the originating agency, if any, when destruction occurs, nor is originating agency approval required. A records destruction report is required by state law. Minn. Stat. §138.17.

XVI. **Accountability and Enforcement**

The Criminal Intelligence Analyst will make this Privacy Policy available for public review, when requested.

The Investigative Sergeant Supervisor, in conjunction with the Privacy Officer, will be responsible for receiving and responding to inquiries and complaints about privacy, civil rights, and civil liberties protections in the information system. The Privacy Officer can be contacted at the following address: Sherburne County Sheriff's Office web site.

Queries made to the Criminal Intelligence Database will be auditable and be logged, identifying the user initiating the query. Criminal Intelligence information application logs will be made available for audit. When information is disseminated outside of the Criminal Intelligence Office, a secondary dissemination log will be created in order to capture updated information and provide an appropriate audit trail, as required by applicable law. Secondary dissemination of information can only be to a law enforcement agency for investigative purposes or to other agencies as provided by law.

The Criminal Intelligence secondary dissemination log will include:

1. Date of release.
2. The subject of the information
3. To whom the information was released, including address and telephone number.
4. An identification number or other indicator that clearly identifies the information released.
5. The purpose for which the information was requested.

The Investigative Sergeant Supervisor will be responsible for conducting or coordinating annual and random internal or Criminal Intelligence external audits, including audits by the legislative auditor, and for investigating misuse of Criminal Intelligence information systems. All confirmed or suspected violations of Criminal Intelligence policies will be reported to the Investigative Captain, who will determine the appropriate avenue of investigation and report confirmed violations to the Chief Deputy and Sheriff. If verified, violations will be sanctioned in accordance with the Sherburne County Sheriff's Office discipline policies.

The Criminal Intelligence Analyst will prepare an annual report to the Investigative Sergeant Supervisor regarding Privacy Policy status and information access issues.

XVIII. Training:

The Criminal Intelligence Analyst is required to attend annual Privacy Policy training conducted by the Privacy Officer or their designee.

The Criminal Intelligence Analyst and any personnel providing information technology services to the Criminal Intelligence Database will participate in training programs regarding implementation of and adherence to this privacy, civil rights, and civil liberties policy

- The Privacy Policy training program will cover:
- Purposes of the privacy policy.
- Substance and intent of the provisions of the policy relating to collection, use, analysis, retention, destruction, sharing, and disclosure of SAR and ISE-SAR information maintained or submitted by the Criminal Intelligence Analyst to local, state, federal and tribal law enforcement agencies.
- How to implement the policy in the day-to-day work environment with local, state, federal, tribal law enforcement agencies.
- The impact of improper activities associated with violations of the policy.
- Mechanisms for reporting violations of the policy.
- The possible penalties for policy violations, including transfer, dismissal, and criminal liability, if any.

Criminal Intelligence Analyst Privacy Policy

Appendix A

Criminal Intelligence Analyst Memo of Understanding

The establishment of an integrated system of gathering, analyzing and reporting all-crimes, all-hazards information must be a high priority for all local, state, and federal law enforcement agencies operating within the State of Minnesota. Pursuant to the Omnibus Crime Control and the Safe Streets Act of 1968, 42 U.S.C. 3711 et. seq. as amended and in accordance with 28 CFR Part 23; a facility is established to assist local, state and federal law enforcement and private sector resources. The entities involved include local, state and federal law enforcement; first responders; emergency management; and private sector entities. This facility is created through federal law in cooperation with and for the benefit of participating entities and must comply with all state and federal laws. Information will be shared pursuant to federal and state law to identify all-crimes, all-hazards. To this end the Criminal Intelligence Analyst is an investigative position at the Sherburne County Sheriff's Office.

I. Participants:

Present Participants:

- Sherburne County Sheriff's Office
- Hennepin County Sheriff's Office (CISA/MRIC)
- Becker Police Department
- Big Lake Police Department
- Elk River Police Department
- Mille Lacs County Sheriff's Office
- Princeton Police Department
- Saint Cloud Police Department
- Stearns County Sheriff's Office
- Wright Count Sheriff's Office

Near Future Participants:

- Benton County Sheriff's Office
- Isanti County Sheriff's Office
- Mille Lacs Tribal Police Department

Distance Future:

- Sartell Police Department
- Sauk Rapids Police Department

II. Responsibilities

A. The Criminal Intelligence Analyst will be guided by the following mission statement:

The mission of the Criminal Intelligence Analyst is to collect, evaluate, analyze and disseminate information regarding organized criminal, terrorist, and all hazards activity in the State of Minnesota while complying with state and federal law to ensure the rights and privacy of all.

B. The roles of the Criminal Intelligence Analyst include but are not limited to:

- i. Regional Infrastructure Development: This includes maintaining a regional user base for reviewing and sharing data received and made available by local and regional law enforcement agencies through the Sherburne County Sheriff's Office website and connecting with different groups to add members to Regional Criminal Tracking Analyst Group. Of special importance is establishing a link to the critical infrastructure group.
- ii. Bulletin Production and Dissemination: With the approval of the data originator, the Criminal Intelligence Analyst will produce timely and meaningful bulletins to share with a local, regional audience. No approval will be required for open source information.
- iii. Provide Basic investigation and analysis of Submissions to the Regional Criminal Tracking Analyst Group: The Criminal Intelligence Analyst will review the submissions initially using open source data bases and agency/state data bases brought into the analyst group to try to determine if submissions should move to the FBI's Intelligence Program or other appropriate agency(s). Criminal Intelligence Analyst with the appropriate clearances could perform other checks by utilizing FBI databases, as maintained and approved by the FBI. Additionally, the Criminal Intelligence Analyst will provide assistance for the FBI Intelligence Program pursuant to applicable state and federal law.
- iv. Response to Request for Information (RFI): Provide a timely response to requests from agencies, fusion centers, and the U.S. Department of Homeland Security (DHS) for information and services available through Criminal Intelligence Analyst to include but not limited to assessments, analytical products, and open source background materials.
- v. RCTAG Establishment: The Criminal Intelligence Analyst will assist with the building of the Regional Criminal Tracking Analyst Group website, and the appropriate policy and procedure development.
- vi. Training: The Criminal Intelligence Analyst will coordinate training relative to the function of the Regional Criminal Tracking Analyst Group.

III. Limitations

- A. Nothing in this Memo of Understanding is intended or shall be construed, to modify or be in conflict with Minnesota State Statutes, federal law or Code of Federal Regulations. The Criminal Intelligence Analyst must adhere to the applicable state and federal law and US Attorney General Guidelines and Title 28, Code of Federal Regulations (CFR) in the lawful collection, maintenance and dissemination of information for and on behalf of the federal authorities. The Criminal Intelligence Analyst will maintain a written policy regarding the handling of data that complies with applicable state and federal law.

- B. Information and documents/files maintained or accessed by the Criminal Intelligence Analyst shall remain the property and in the constructive possession of the originating agency. Dissemination of information or documents outside the Sherburne County Sheriff's Office not accessible to the general public shall require permission of the originating agency and comply with all applicable state and federal law.

Criminal Intelligence Analyst Privacy Policy

Appendix B

Criminal Intelligence Analyst Hot sheet Notice

What follows is the text from the Sherburne County Sheriff's Office Criminal Intelligence Analyst Hot sheet registration forms. The registrant has to click on a separate box to agree and continue with the registration process. The notice explains the need to comply with the Privacy Policy.

I agree to not share my log-on and password with another party.

I agree to abide by all classification and dissemination terms that are placed on all products produced by the Criminal Intelligence Analyst and those that the Criminal Intelligence Analyst disseminates for other agencies. Those terms include but are not limited to:

No portion of Criminal Intelligence Analyst documents should be released to the media or general public.

Criminal Intelligence Analyst documents contain data protected by state and federal law and are subject to distribution restrictions.

Criminal Intelligence Analyst authorization is required prior to disseminating any Criminal Intelligence Analyst document or portion of outside of the intended recipients' agency.

I understand that any release of this information could adversely affect or jeopardize investigative activities.

Criminal Intelligence Analyst Privacy Policy

Appendix C

List of Applicable Statutes

The following is a list of legal provisions that affect the operation of the Criminal Intelligence Analyst, the classification of data it holds and how access and dissemination of that data occurs.

This list is current as of the date it is developed and will be routinely reviewed and modified.

Federal Provisions:

United States Constitution, including the Bill of Rights.
Brady Handgun Violence Prevention Act, 18 U.S.C. §§ 921, 922, 924, and 925A
Computer Matching and Privacy Act of 1988, 5 U.S.C. § 552a(a); see also Office of Management and Budget, Memorandum M-01-05, "Guidance on Interagency Sharing of Personal Data—Protecting Personal Privacy," December 20, 2000
Confidentiality of Identifiable Research and Statistical Information, 28 CFR Part 22
Crime Identification Technology, 42 U.S.C. § 14601
Criminal History Records Exchanged for Noncriminal Justice Purposes, 42 U.S.C. § 14611
Criminal Intelligence Systems Operating Policies, 28 CFR Part 23
Criminal Justice Information Systems, 28 CFR Part 20
Disposal of Consumer Report Information and Records, 16 CFR Part 682
Electronic Communications Privacy Act of 1986, 18 U.S.C. §§ 2510–2522, 2701–2709
Fair Credit Reporting Act, 15 U.S.C. § 1681
Federal Civil Rights laws, 42 U.S.C. § 1983
Federal Records Act, 44 U.S.C. § 3301
Freedom of Information Act (FOIA), 5 U.S.C.
Indian Civil Rights Act of 1968, 25 U.S.C. § 1301 IRTPA, as amended by the 9/11 Commission Act National Child Protection Act of 1993, Pub. L. 103-209 (December 20, 1993
National Crime Prevention and Privacy Compact, 42 U.S.C. § 14616
Privacy Act of 1974, 5 U.S.C. § 552a,
Privacy of Consumer Financial Information, 16 CFR Part 313
Protection of Human Subjects, 28 CFR Part 46,
Safeguarding Customer Information, 16 CFR Part 314
Sarbanes-Oxley Act of 2002, 15 U.S.C. § 7201
USA PATRIOT Act, Public Law No. 107-56 (October 26, 2001)

Minnesota Provisions

Minnesota Constitution
Minnesota Government Data Practices Act,
Minnesota Statutes, Chapter 13 and enabling rules found in Minnesota Rules, Chapter 1205
Official Records Act, Minnesota Statutes, section 15.17
Records Management Act, Minnesota Statutes, section 138.0163. et. seq.
Minnesota Health Records Act, Minnesota Statutes, section 144.291, et. seq.
Minnesota Statutes, Chapter 243 - corrections

Minnesota Statutes, Chapter 260B - juveniles alleged or adjudicated delinquent
Minnesota Statutes, Chapter 299C - Bureau of Criminal Apprehension
Minnesota Statutes, Chapters 609-643 -provisions relate to crimes and offenses,
rehabilitation and incarceration

Criminal Intelligence Analyst Privacy Policy

Appendix D

Criminal Intelligence Records Retention Schedule

1. Division/Section
Sherburne County Sheriff's Office Regional Criminal Tracking and Analysis
Group (RCTAG)
2. Address 13880 Business Center Drive Elk River, MN 55330
3. Information developed and maintained by the Criminal Analyst will be
stored and accessible for five (5) years.
4. Agency Records Management Officer
Sue Kuiper
5. Agency Head or Designee
Inv. Sgt. Paul Novotny
(763) 765-3511

4G Approval of Memorandum of Understanding with Minnesota State Colleges And Universities for the Investigation of Various Crimes **May 2, 2016**

Prepared by: Police Chief Timothy Dwyer

Background:

Recently I was contacted by the Director of Public Safety from Anoka-Ramsey Community College regarding new legislation on sexual harassment and violence policies. One feature of the revisions requires each of the Minnesota State Colleges and Universities (MNSCU) to enter into a memorandum of understanding with local law enforcement by January 1, 2017. The memorandum defines the needed cooperation of MNSCU with local law enforcement during criminal events and clearly delineates the roles and responsibilities of each agency on the investigation of certain crimes including sexual assaults. It includes the protocols for such investigations, notification requirements, and the sharing of investigative data as allowed by the law.

This has already been done informally as part of our continued and strong working relationship with the Cambridge Campus of the Anoka Ramsey Community College, but Statute 135A.15 now requires memorandums of understanding to be formally in place.

MNSCU has drafted a memorandum of understanding agreement, which is standard across the State of Minnesota with local jurisdictions. There are no financial responsibilities for the City of Cambridge and nothing within this document is anything we are not currently doing in cooperation with the Cambridge Campus of Anoka-Ramsey Community College.

Recommendation:

Council approval of the Memorandum of Understanding between the Minnesota State Colleges and Universities (Anoka-Ramsey Community College) and the City of Cambridge Police Department for the coordination of criminal investigations into various crimes, specifically sexual harassment and assaults, as well as the sharing of crime data pursuant to Minnesota State Statute and Government Data Practices.



Minnesota
STATE COLLEGES
& UNIVERSITIES

SYSTEM OFFICE
OFFICE OF GENERAL COUNSEL

30 7TH ST. E., SUITE 350
ST. PAUL, MN 55101-7804

ph 651.201.1800
www.mnscu.edu

Date: January 7, 2016

To: Chief Student Affairs Officers
Chief Diversity Officers
Security Directors
Chief Human Resources Officers

From: Gary Cunningham
General Counsel
651-201-1818

Scott Goings
Assistant General Counsel
651-201-1753

Subject: ***New Minnesota Campus Sexual Assault Legislation – Sample Memorandum of Understanding***

As we wrote this past summer, the Minnesota Legislature made substantial revisions to Minn. Stat. §135A.15 Sexual Harassment and Violence Policy during the last legislative session. 2015 Minn. Laws, Ch. 69, Art. 4, Sec. 2. One feature of the revisions requires each of our institutions to enter into a memorandum of understanding (MOU) with local law enforcement by January 1, 2017, or, in the alternative, form a sexual assault protocol team with local law enforcement. This memorandum provides further information on these requirements as well as a sample MOU.

Specifically, the new legislation states that:

Subd. 4. Coordination with local law enforcement. (a) A postsecondary institution must enter into a memorandum of understanding *with the primary local law enforcement agencies¹ that serve its campus*. The memorandum must be entered into no later than *January 1, 2017, and updated every two years thereafter*. This memorandum shall clearly delineate responsibilities and require information sharing, in accordance with applicable state and federal privacy laws, about certain crimes including, but not limited to sexual assault. This memorandum of understanding shall provide:

¹ The statute uses the plural “agencies,” which means that an institution might have to enter into more than one MOU or that the MOU could be with more than one partner.

- (1) Delineation and sharing protocols of investigative responsibilities:
- (2) Protocols for investigations, including standards for notification and communication and measures to promote evidence preservation; and
- (3) A method of sharing information about specific crimes, when directed by the victim, and a method of sharing crime details anonymously in order to better protect overall campus safety.

Minn. Stat. §135A.15, Subd. 4(a) (emphasis added).

In addition, the legislation requires the institution, before the start of each academic year, to distribute an electronic copy of the MOU to all employees on the campus that are subject to the MOU. Minn. Stat. §135A.15, Subd. 4(b).

An institution is exempt from the MOU requirement if the “institution and local or county law enforcement agencies establish a *sexual assault protocol team* to facilitate effective cooperation and collaboration between the institution and law enforcement.” Minn. Stat. §135A.15, Subd. 4(c) (emphasis added). If an institution chooses to establish a protocol team, then no formal written MOU or governing document is required by the legislation. For this reason, institutions may wish to explore this option with local law enforcement in lieu of the entering into a formal MOU.

Finally, the legislation creates an obligation on the part of local law enforcement agencies to cooperate with postsecondary institutions regarding the MOU. Specifically, the legislation states that:

COOPERATION WITH POSTSECONDARY INSTITUTIONS.

Local law enforcement agencies, including law enforcement agencies operated by statutory cities, home rule charter cities, and counties must enter into and honor the memoranda of understanding required under section 135A.15.

Minn. Stat. §626.891; Laws 2015, Ch. 69, Art. 4, Sec. 3.

Although it is early in relation to the January 1, 2017 deadline, please find a sample MOU for your review and that can be used as a basis for discussion with local law enforcement. We will post a word version of the MOU on the OGC website at www.ogc.mnscu.edu. If your institution already has an existing MOU with local law enforcement, or prefers to use another model MOU, please review that MOU for compliance with these new requirements and update accordingly. If it would aid in the discussion, please feel free to share this memorandum with local law enforcement, particularly the language of the cooperation section, Minn. Stat. §626.891; Laws 2015, Ch. 69, Art. 4, Sec. 3.

Please contact Scott Goings at scott.goings@so.mnscu.edu (651-201-1753) or Tracy Worsley at tracy.worsley@so.mnscu.edu (651-201- 1797) from the system office working group if you have questions about this memorandum or sample MOU.

In order for us to coordinate compliance efforts, please send a copy of your completed MOU with the primary local law enforcement agencies that serve your campus or send notice that your institution is exempt because you have established a sexual assault protocol team with local or county law enforcement agencies to Amanda Bohnhoff at amanda.bohnhoff@so.mnscu.edu.

cc. Ron Anderson, Vice Chancellor for Academic and Student Affairs
Laura King, Vice Chancellor for Finance and Administration
Mark Carlson, Vice Chancellor for Human Resources
Leon Rodrigues, Chief Diversity Officer
Brian Yolitz, Associate Vice Chancellor for Facilities
Nancy Joyer, Chief of Staff
Don Beckering, State Director Fire/EMS Safety
Work Group Members
Presidents

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING is made and entered into effective March 1, 2016, by and between the State of Minnesota by and through its Board of Trustees of the Minnesota State Colleges and Universities on behalf of Anoka Ramsey Community College (“College/University”)² and Cambridge (“City”). The City and the College/University may, from time to time herein, be collectively referred to as “the Parties.”

WHEREAS, the City and the College/University have a long history of cooperation regarding their shared mutual interests in a strong, safe, and vibrant community;

WHEREAS, the City has a department, the Cambridge Police Department (PD), that is the principal law enforcement agency in the City of Cambridge, Minnesota, that exercises such authority and jurisdiction granted by the laws of the State of Minnesota; and

WHEREAS, the Minnesota Legislature recently passed legislation, Minn. Stat. § 135A.15, 2015 Minn. Laws, Ch. 69, Art. 4, Sec. 2, addressing campus sexual assault that, among other things, requires postsecondary institutions and local law enforcement agencies to enter into a memorandum of understanding that delineates responsibilities and requires certain information sharing, in accordance with applicable state and federal privacy laws, about certain crimes.

WHEREAS, the recently passed legislation also requires that local law enforcement agencies cooperate with postsecondary institutions by entering into and honoring the memoranda of understanding required by the new legislation, Minn. Stat. §626.891, 2015 Minn. Laws, Ch. 69, Art. 4, Sec. 3.

WHEREAS, the College/University has an administrator that serves as the Title IX Coordinator and is responsible for investigating complaints of discrimination and sexual harassment, which includes sexual assault, domestic violence, dating violence and stalking;

WHEREAS, the City and the College/University agree that crime occurring on campus and in certain areas off campus is a serious problem that warrants the parties’ continued cooperation, collaboration, and communication, to the extent allowable under law, and further agree to assist crime victims and ensure appropriate prosecution of responsible persons when a crime affecting a College/University student or employee occurs in the City;

² Please substitute “College” for “University,” “County” for “City,” etc., as appropriate.

WHEREAS, in recognition of the College/University's obligations under federal law and acknowledgment that the City may, but is not legally required to, provide information to the College/University, the purpose of this MOU is to acknowledge shared interests between the City and the College/University and to promote and maintain a continued, harmonious working relationship and cooperative effort between the parties. It is not intended to make one entity responsible or liable for the actions or omissions of any personnel from the other entity, and any such liability or responsibility is expressly denied by the parties; and

WHEREAS, the parties desire to further clarify how the parties may cooperate in the future in certain circumstances as more fully described herein.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties agree as follows:

1. **Sexual Assault and other forms of Sexual Violence.** As set forth herein, the parties agree to confer and cooperate, to the extent permitted by law, regarding incidents of sexual violence involving a College/University student-victim or student-suspect. For purposes of this MOU sexual violence means a continuum of conduct that includes sexual assault, sexual battery, dating and relationship violence, stalking, as well as aiding acts of sexual violence. Nothing in this MOU shall be construed as requiring PD to share information with the College/University if PD reasonably believes that doing so would jeopardize its criminal investigation.
 - a. The College/University and PD will communicate regularly during their respective investigations, to the extent permitted by law. The parties recognize the need to balance the interests of the criminal process and the College/University's obligations under state and federal law.
 - b. If necessary to prevent interference with its criminal investigation, PD will provide the College/University a report of sexual violence involving a College/University student-victim. PD will provide College/University with the victim's name and basic information about the incident upon the written consent of the victim(s). In some cases, the College/University may need to take immediate interim action to protect the victim(s) and keep the campus safe. However, upon PD's request, College/University will delay taking action to the extent reasonably possible to prevent interference with the criminal

investigation. Upon such notice by PD, the College/University will limit information regarding the incident to only those administrative units with a need to know to protect the campus community. In such cases, PD will notify College/University when it has completed its initial investigation and notification to the parties by College/University will not interfere with the criminal investigation.

- c. When College/University receives a report of sexual violence, it will inform the victim of its coordination with PD and will make the victim aware of the victim's right to make a criminal report, if the victim desires. If the victim requests, the College/University will coordinate and assist the victim in contacting PD.
 - d. The College/University will provide PD with information regarding the College/University's administrative complaint process, protective measures, campus resources, and information provided to victims regarding preservation of evidence. PD agrees that its investigators will strive to provide this information to student-victims interviewed in cases involving sexual violence.
 - e. Upon request, the parties will provide one another with information and records to the extent allowed or required by law and in accordance with applicable policy.
2. **Domestic Violence and Stalking.** The College/University agrees to provide PD information about campus resources for victims of domestic violence and/or stalking. PD agrees that its investigators will strive to provide this information to student-victims as appropriate.
3. **Collection of Crime Statistics.** The College/University is required by federal law to collect and publish statistics for reports of certain crimes, including crimes that occur on and around campus. As part of that obligation, the College/University must request crime statistics from PD annually. PD agrees to cooperate with the College/University and undertake reasonable efforts to respond to the College/University's request for crime statistics.

4. Emergency Notification and Crime Alerts.

- a. The parties acknowledge that the College/University is required by federal law to have an emergency notification process to alert the campus community about significant emergencies or dangerous situations that pose an immediate threat to the health or safety of students or employees occurring on campus. The College/University is also required by federal law to issue timely warnings to alert the campus community about crimes that pose a serious or continuing threat to safety when a crime is ongoing or may be repeated.
- b. If PD is aware of a significant emergency, dangerous situation, or ongoing crime that poses an immediate threat to the health and safety of the College/University's students, faculty or staff, PD may notify the College/University so that the College/University can determine whether an emergency notification or timely warning should be issued by the College/University.

5. Training. The parties agree to collaborate to provide education and training opportunities of interest to the parties. Specific education and training opportunities will be separately agreed to by the parties, and may include the following.

- a. The parties agree to share information about education and training opportunities that may be of interest to the other party and to share information from training sessions of mutual interest.
- b. The College/University agrees to provide training to PD personnel regarding the College/University's obligations under federal law, including Title IX, to respond to incidents of sexual violence involving members of the College/University community. This training may include information about College/University policies and procedures, the differences between the College/University's administrative process and the criminal process, College/University resources, and other information that would be of value to PD.

- c. PD agrees to provide training to College/University employees, including those with responsibility for investigating and responding to matters of sexual violence and those providing support services to parties involved in matters of sexual violence on agreed upon topics such as preservation of evidence.
 - d. Upon mutual agreement by the representatives of the parties who are coordinating an education or training program, the parties may extend invitations to community partners to participate in the program.
- 6. **Periodic Meetings.** The parties agree to meet annually at agreed upon times, or as otherwise agreed to by the parties, to discuss matters relating to this MOU, including:
 - a. Critically evaluate and discuss the effectiveness of the cooperation of the parties pursuant to this MOU and identify areas for improvement;
 - b. Review and confirm the accuracy of the information contained on materials (such as the information sheet and victim resource card) handed out pursuant to this MOU; and
 - c. Discuss any other matters of importance to the parties.
- 7. **Term.** This MOU is effective on ~~March~~ ^{June} 1, 2016 or upon the date the final required signature is obtained by College/University, whichever occurs later, and shall remain in effect until December 31, 2019. The parties shall endeavor to examine this MOU as the end date approaches to ensure compatibility and effectiveness with any changes in laws, policies, or circumstances.
- 8. **Termination.** Either party to the MOU may terminate it upon 30 days' prior written notice without necessity of demonstrating cause; provided, however, that either party may terminate this MOU immediately upon written notice to the other party in the event that such action is necessary for significant health or safety issues or to comply with applicable law.
- 9. **Modification.** This MOU may be modified only in a writing signed by both parties.

10. **Severability.** If any provision of this MOU is held by a court of competent jurisdiction to be illegal or unenforceable, the remaining provisions of this MOU shall not be affected and shall be read as if the MOU did not contain the particular provision held to be invalid, unless to do so would contravene the present valid and legal intent of the parties.

11. **Assignment.** Neither party may assign nor transfer any rights or obligations under this MOU without the prior written consent of the other party.

12. **Liability.** Each party is responsible for its own acts and behavior and the results thereof. College/University's liability is governed by the Minnesota Tort Claims Act, Minn. Stat. §3.736, and other applicable law.

13. **No Third Party Beneficiary.** This MOU is not intended to benefit any third party, nor shall any person who is not now or in the future a party hereto be entitled to enforce any of the rights or obligations of a party under this MOU.

14. **Government Data Practices Act.** The Parties must comply with the Minnesota Government Data Practice Act, Minnesota Statutes Chapter 13, as it applies to this MOU.

15. **Applicable Law.** This MOU shall be governed and interpreted in accordance with the laws of the State of Minnesota.

IN WITNESS WHEREOF, the undersigned hereto have executed this Memorandum of Understanding this ___ day of _____, 2016.

THE CITY OF Cambridge

COLLEGE/UNIVERSITY

Prepared by: Todd Schwab, Public Works-Utilities Director

Background

The following is a list of seasonal help for the 2016 summer. Listed below are the seasonal help and their wage based on years of service.

1. Streets Department
 - a. Alyssa Rapp (\$10.25 – fourth year step)
 - b. Alex Spizman (\$9.52 – first year step)
 - c. Kyle Porter (\$9.52 – first year step)

2. Parks Department
 - a. Peter Dunbar (\$10.00 third year step)
 - b. Spencer Simon (\$10.00 – third year step)

3. Wastewater/Water Departments
 - a. Michael Seafolk (\$9.76 – second year step)
 - b. Michael Larson (\$9.52 – first year step)

Recommendation

Approve season help as listed above contingent upon the successful completion of a pre-employment drug test and criminal history background check.

Item #7B Administrative Hearing Officer Contract

May 2, 2016

Author: Carri Levitski

Background

The City's current contract with Robert Roby as administrative hearing officer expired March 1, 2016.

Since staff has been very pleased with Mr. Roby's service as the administrative hearing officer, we found no reason to go out for proposals. Mr. Roby has been a fair and impartial hearing officer. Mr. Roby is honoring the same fee of \$75.00 per hearing which has been the same fee for the last two years and staff feels is reasonable.

Mr. Roby has extensive experience as an attorney and mediator meeting our qualification criteria. Mr. Roby has reviewed the contract and is in agreement with its content.

City Council Action:

Approve attached Service Provider Agreement with Robert Roby as the Administrative Hearing Officer for the term of March 1, 2016 to March 1, 2018y.

Attachments

1. Contract

Administrative Hearing Officer
Service Provider Agreement

The City of Cambridge and Robert Roby hereby enter into a contract for administrative hearing officer services. The administrative hearing officer will handle administrative citation appeal hearings for administrative citations pursuant to Minnesota Statutes which requires cities to provide a "civil process" for citation appeals and retain a "neutral third party to hear and rule on challenges" to a citation. Under this agreement, these services may be provided to another governmental entity pursuant to a Joint Powers Agreement through the City of Cambridge.

Duties

Act as the neutral presiding officer who conducts the appeal hearing, actively listen to the evidence and arguments of the parties, and issue a final decision. The Administrative Hearing Officer must prepare written findings of facts at the conclusion of the hearing supporting their decision as to whether or not the appeal was granted or denied by applying deductive and inductive reasoning. The written findings of fact must be provided to the City and appellant within two weeks of the hearing date.

Hearings must be tape recorded on recording equipment and tapes provided by the entity hosting the hearing location. The proceedings will not be as formal as a court of law, but should be modeled after an administrative law judge proceeding. Other municipal jurisdictions, such as the City of Isanti, may be served under the terms of this agreement.

Compensation

Compensation will be based upon a per citation hearing basis of \$75 per appeal hearing.

The City of Cambridge will schedule hearings for a maximum of one day every other month between the hours of 8:00 am – 4:30 pm. Hearing locations will alternate between the Cambridge City Hall and the Isanti City Hall. The hearing schedule will depend upon the demand for appeal hearings. Hearings will be booked in 20 minute increments and scheduled so that there are not gaps in the hearing schedule. Hearing dates will be negotiated between the governmental entities and the administrative hearing officer so we can develop a mutually agreed upon schedule.

Contract Period

March 1, 2016 – March 1, 2018.

Termination

Either the City of Cambridge or the Service Provider may terminate this agreement upon 60 days written notice prior to the effective date of termination of the agreement.

The agreement shall thereafter be deemed terminated as of the effective date specified in said notice, or as of the 60th day following the date said notice is hand delivered or mailed by first class US Mail, postage prepaid from the party electing to terminate the agreement to the other part, whichever of said dates is later.

For the City of Cambridge:

For the Service Provider:

Marlys A. Palmer, Mayor

Robert Roby

ATTEST:

Lynda J. Woulfe, City Administrator

7C Street Closure Request from Cambridge Bar and Grill for July 30, 2016 May 2, 2016

Prepared by: Lynda J. Woulfe, City Administrator

Background

Cambridge Bar and Grill has applied for a street closure on July 30, 2016. They will be hosting an outdoor event (Block Party & Grand Opening) with a band. The American Legion will be helping with the event. The streets they are requesting closed are:

Main Street from 2nd Avenue S to 3rd Avenue South
2nd Avenue S and 3rd Avenue S from Main Street to Adams Street

The proper forms have been submitted and Sean & Jody Okerlund have secured the approval signatures from the adjoining business owners affected by the closures. Public Works and the Police Department have reviewed the closure request and have approved of the request. Work orders are in for the necessary barricades.

Recommendation

Approve request as submitted.

Route
through
please →

City use only:
Approval:
 Police Dept.
 Public Works
 Admin
 Council

REQUEST FOR STREET CLOSURE

Applicant's Name: Cambridge Bar & Grill
 Address: 216 Main ST S
 City: Cambridge State: MN Zip: 55008
 Telephone: Home 320 396 5046 Work 763 689 4052
 Cell 763 286 8633
 E-mail Address: _____

Event Dates: July 30th
 Beginning Time of Event: 0900 Ending Time: 0100 July 31st

Description of Event: Grand Opening
 Sponsored by Whom: CP & G

What street is to be barricaded? Main ST From 2nd ST S to 3rd St South
 What cross streets define the barricaded area? 2nd + 3rd South
 Address barricades are to be left: 216 S main ST

Adult supervision must be maintained at all times during the event. The City is not responsible for damages or injuries incurred in connection with or as a result of the event. The applicant will be required to sign a hold-harmless agreement. The applicant(s) agree(s) to indemnify and hold harmless the City of Cambridge, Minnesota, its agents and employees from any and all claims, demands, actions or cause of action of whatsoever nature or character arising out of or by reason of, the conduct of the block party in any respect, including, but not limited to costs, attorney's fees, expenses, etc., incurred in connection with the defense or settlement of any claims for injuries or damage resulting from or connected with the block party.

I have read and understand the information contained in this request packet. I agree to comply with all terms as stated. I understand that the City of Cambridge may revoke approval to close a street at any time.

Name (please print) Jan Oberlund Date 14 APR 16
 Signature [Handwritten Signature]

City use only:
 Street Closure Event Checklist:
 City approvals received
 All forms signed and completed
 Sheriff's dispatch notified of closure location and date
 \$50 deposit for barricades
 Police detail needed
 Other _____

RELEASE AND INDEMNIFICATION AGREEMENT

**THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT.
SPECIAL EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.**

In consideration of being permitted to engage in the following special event activities on city property and/or right of way:

CEG Block Party Grand Opening
(Description of Event e.g. block party)

Special Events Holder hereby acknowledges, represents, and agrees as follows:

By signing this RELEASE AND INDEMNIFICATION AGREEMENT, I/we, as the event organizer, hereby expressly assume all such risks of injury, loss, or damage to us or any third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of (City), its officers, its employees, or by any other cause.

(Special Events Holder Initials here) 

By signing this RELEASE AND INDEMNIFICATION AGREEMENT, we further hereby exempt, release and discharge (City), its officers, and its employees, from any and all claims, demands, and actions for such injury, loss, or damage to us or to any third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of (City), its officers, its employees, or by any other cause.

(Special Events Holder Initials here) 

We further agree to defend, indemnify and hold harmless (City), its officers, employees, insurers, and self insurance pool, from and against all liability, claims, and demands, court costs and attorneys fees, including those arising from any third party claim asserted against (City), its officers, employees, insurers or self insurance pool, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property damage or loss, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above described activities, whether or not caused by our act, omission, negligence, or other fault of (City), its officers, its employees, or by any other cause.

(Special Events Holder Initials here) 

By signing this RELEASE AND INDEMNIFICATION AGREEMENT, we hereby acknowledge and agree that said Agreement extends to all acts omissions, negligence, or other fault of (City), its officers, and/or its employees, and that said Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Minnesota. If any portion thereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

(Special Events Holder Initials here) SD

We understand and agree that this RELEASE AND INDEMNIFICATION AGREEMENT shall be governed by the laws of the State of Minnesota and that jurisdiction and venue for any suit or cause of action under this agreement shall lie in the courts.

(Special Events Holder Initials here) SD

This RELEASE AND INDEMNIFICATION AGREEMENT shall be effective as of the date or dates of the applicable special event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, our successors, representatives, heirs, and executors.

(Special Events Holder Initials here) SD

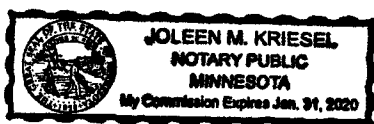
IN WITNESS THEREOF, THIS RELEASE AND INDEMNIFICATION AGREEMENT is executed by the special events holder, acting by and through the undersigned, who represents that he or she is properly authorized to bind the Special Events Holder hereto.

PRINTED NAME OF SPECIAL EVENTS HOLDER: Cambridge Bar & Grill

Signature: [Signature] Date 2016 13 APR 16

Subscribed and sworn to before me, this 13th day of April, 2016.

(SEAL)



[Signature]
Notary Signature

CITY OF CAMBRIDGE

APPROVAL FOR STREET CLOSURE BY RESIDENTS AND BUSINESSES

By signing you are consenting to the street closure.

Closed street: Main St @ 2nd Ave between these streets or locations: to 3rd Ave

Date of closure: 30 JULY 2016 Hours: From: 0800 to: ~~0800~~ 31 JULY 16

Name (please print)	Street Address	Name of Business (if applicable)	Signature
		Autie 2111	
N/A		Legion Post 0290	
Tonyo Orbock	234 So. Main	Scotsman	Tonyo Orbock
Maui Wickstrom	709 MAIN ST S	USPS	Maui Wickstrom
Brian Chilson	219 Main ST S	Chilson's Jewelers	Brian Chilson
Jamie Schumacher	227 S Main St. S	State Farm Ins	Jamie Schumacher
		North Star Wealth Mgmt	
Michelle VanderSchueren	245 Main St. S.	North Star Wealth Mgmt	Michelle VanderSchueren
N/A		Paul Smith DDS	
Central Lakes OHS	244 Main ST S		
Dawn Heald	244 Main ST S	Central Lakes OHS	Dawn Heald
Heather Anderson	208 Main ST S	Hair Lounge	Heather Anderson
Sandy Wagar for Chris Hill	202 S Main St	C21 Moline	Sandy Wagar

REQUEST FOR STREET CLOSURE

INSTRUCTION SHEET

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY AND PROVIDE ALL REQUESTED INFORMATION IN THIS PACKET.

INCOMPLETE REQUEST PACKETS OR MISSING ITEMS WILL RESULT IN AN AUTOMATIC DENIAL OF YOUR REQUEST.

REQUESTS MUST BE SUBMITTED AT LEAST THREE WEEKS PRIOR TO THE DATE OF THE STREET CLOSURE. THIS PROVIDES TIME FOR REVIEW BY CITY STAFF AND APPROVAL BY THE CITY COUNCIL AT A COUNCIL MEETING.

1. Read and INITIAL the Street Closure General Requirements form.
2. Complete all sections of the Request for Street Closure form and SIGN the form at the bottom.
3. Read and complete the Release and Indemnification Agreement form. INITIAL all sections as required on the form. Print your name, sign and date the form, and have the form NOTARIZED.
4. Complete the top section of the Approval for Street Closure by Residents and Businesses form. Meet with ALL residents and businesses located within the closure area and have them provide their name, address, business name, and signature.
5. Return the fully completed packet with all forms to the Cambridge Police Department.

Below is a checklist for your use to ensure that you have completed the packet.

- I have read and initialed the Street Closure General Requirements form.
- I have completed all sections of the Request for Street Closure form.
- I have signed the Request for Street Closure form.
- I have read, completed, and initialed all sections of the Release and Indemnification Agreement form.
- I have signed the Release and Indemnification Agreement form and had it notarized.
- I have completed the top section of the Approval for Street Closure by Residents and Businesses form.
- I have had all residents and businesses located within the closure area provide their name, address, business name, and signature on the Approval for Street Closure by Residents and Businesses form.

STREET CLOSURE GENERAL REQUIREMENTS

1. To request a street closure for a neighborhood party, street dance, parade, or special event, please complete a Street Closure Request packet. Packets must be submitted to the Police Department a minimum of three weeks prior to the planned event to provide time for review by city staff and approval by the city council at a council meeting.
2. Street closures can only be conducted on low-volume residential streets, dead-end streets, or cul-de-sacs. No thoroughfares or collector streets may be used, unless the street closure is for a City-Wide function and an exception is granted by the City Council. In addition, access to public facilities shall not be blocked. Road closures will only be granted upon determination that the closure will not have adverse effects on the safety and general welfare of people in the City and the function of the roadway.
3. All residents and businesses on the street or block for which the event is planned shall approve the street closure by signing the Approval for Street Closure by Residents and Businesses form.
4. Barricade equipment is required and can be provided by the City. A \$50.00 damage deposit is required and is refunded to the applicant after the barricades have been returned in good condition. Barricades may be picked up at the Public Works Building the last working day before the event by 4:00 pm and returned to the Public Works Building the first working day after the event by 4:00 pm. Barricades for the event may also be delivered to a pre-arranged location by Public Works. As an alternative, the applicant may rent barricade equipment from a vendor. In any case, setup and takedown of the barricades shall be the responsibility of the applicant.

In addition to barricade requirements:
 - a. No stakes or penetration may be made through the asphalt.
 - b. The barricades used must be easy to remove.
 - c. The barricades must be noticeably visible during daytime hours and evening hours.
 - d. No penetration by stakes, poles, posts in or behind a boulevard without first checking with Gopher State One Call at (651) 454-0002
 - e. No disposal of anything in storm sewers.
 - f. Any marking on the street can be done in chalk or washable material. No paint or permanent markings can be used.
5. A minimum twelve-foot (12') aisle must be maintained in the street to permit passage of emergency vehicles or vehicles of residents unless an exception is granted by the City Council for a City-Wide event. Failure to maintain a twelve-foot aisle during the entire period of the event will result in denial of requests for subsequent street closures. Law enforcement personnel will monitor the event for strict adherence to this rule.
6. Adult supervision must be maintained at all times during the event. The City is not responsible for damages or injuries incurred in connection with or as a result of the event. The applicant will be required to sign a hold-harmless agreement. The applicant(s) agree(s) to indemnify and hold harmless the City of Cambridge, Minnesota, its agents and employees from any and all claims, demands, actions or cause of action of whatsoever nature or character arising out of or by

reason of, the conduct of the block party in any respect, including, but not limited to costs, attorney's fees, expenses, etc., incurred in connection with the defense or settlement of any claims for injuries or damage resulting from or connected with the block party.

For City-sponsored functions the City will cover the event under its liability insurance (Downtown Customer Appreciation Day, Snowflake Parade).

7. Applicant shall be responsible for the pick-up of trash and garbage immediately after the end of the event.
8. Streets may not be barricaded later than 10:00 p.m. unless the street closure is for a City-Wide function and an exception is granted by the City Council.
9. No residents of the area designated shall be denied access to the event.
10. No loud speaker system shall be used which is audible beyond the block designated for the party. Residents and guests shall be in compliance with public peace statutes and ordinances.
11. The City of Cambridge reserves the right to approve or deny any request, or to revoke approval of any request.

INITIALS: 

Item #7D Comprehensive Plan Steering Committee

May 2, 2016

Prepared by: Marcia Westover

Background

We have begun the Comprehensive Planning update process with Stantec. The first mission is to form a Steering Committee made up of our Planning Commission and members of the community. Staff met with Stantec and came up with an overall list of community partners that could sit on this committee. Attached is a list of those that were invited. Also attached is the invitation letter that was sent.

Staff is recommending that Council approve the members shown on the Comp Plan Steering Committee-2016 list. Most of these people have committed to the group we are only waiting for a few to respond.

City Council Action:

Approve the attached Comprehensive Plan Steering Committee Member list.

Attachments

1. Comprehensive Plan Steering Committee-2016 Member list
2. Invitation Letter
3. Community Partners Invitation List

Comp Plan Steering Committee-2016

- 1) Greg Carlson Grace Pointe Crossing
- 2) Melissa Carstensen Isanti County Public Health
- 3) Tiffany Determan SWCD
- 4) Gary Shaw Allina (President)
- 5) Bill Lindberg Cambridge Resident
- 6) Bob Roby Downtown Action Team
- 7) Julie Immel Wells Fargo
- 8) Alecia Cox Rum River Special Education
- 9) Kim Erickson Cambridge State Bank
- 10) Raymond Queener School District
- 11) Trina Bergloff Isanti County
- 12) Dave Oslund Isanti County Commissioner
- 13) Neil Anderson Cambridge Resident
- 14) Planning Commissioners:
 - Jim Godfrey
 - John Klossner
 - Bob Erickson
 - Robert Nelson
 - Chad Struss
 - Shirley Basta
 - Joe Morin (Council representative)

Comprehensive Plan Update-Steering Committee Members Needed!

Dear Community Partners:

The City of Cambridge has begun the process of updating our Comprehensive Plan. The Comprehensive Plan guides the city in future development. The Plan was last updated 15 years ago and has become outdated in many important areas. It is also time to reengage our community to update our goals and agree on strategies to allow us to realize the many opportunities that lie ahead.

The City Council, Planning Commission, and staff are committed to conducting an open process and providing multiple ways for everyone to stay informed and provide their input into this process. Another important way to ensure a broad base of participation is through the creation of a Steering Committee. This committee will consist of the Planning Commission and also representatives from numerous community organizations and groups who share a stake in the City's future. We would like to invite you to nominate a representative to sit on this Steering Committee.

The Committee will meet approximately 8 times over the course of the next 14 months. It will meet on the same nights as the regular Planning Commission meetings (1st Tuesday of the Month at 6:00 p.m.) and will run no longer than 2 hours. A light dinner will be served. There will be no meetings held during June and July out of respect for people's summer schedules.

In addition to attending the meetings we will also provide information for your representative to bring back to share with the rest of your members. By doing this with representatives of numerous community groups we hope to broaden awareness and increase participation.

Finally, it is important that whomever you choose as your representative understands the nature of this commitment and can attend all of the meetings. Comprehensive planning is a process that proceeds through a series of stages and every stage builds on the work that was done before. It is very difficult to participate effectively without consistent attendance. Obviously things come up that can't be avoided and we will be happy to help members catch up if they have to miss a meeting, but please do not nominate someone who knows that they can only commit to sporadic attendance.

Please send the name, phone number and email address for your nominee to City Planner, Marcia Westover at: MWestover@ci.cambridge.mn.us . Thanks in advance for helping us to prepare a great plan for Cambridge.

Community Partners- Invitation List

Alecia Cox
barry.wendorf
Bergloff, Trina (CO-Isanti)

Bill Lindberg
Bob Rogers
Bob Roby
Cambridge Lutheran Church
Cambridge Township-Darrell Vosika
Dee Gross-Allina
DNR
Don Hansen
Doug Mlinar
Eric Champion
Father Gabriel-Christ the King Catholic Church

First Baptist Church
Greg Carlson
Jeff Anlauf

Joe Morley
John Erlandson-Fannie Lake Improvement District

Julie Immel
Kim Erickson

Loren W. Davis
Lynda Woulfe
Marcia Westover
Melissa Carstensen
Monte Dybvig

New Hope Church
Nicole Klanderud
Patty-Christ the King Catholic Church

Planning Commission Members
Raymond Queener
Robert Voss
Scott Thune-Cambridge Christian School

Sgt. Bryan Robin
Shaw, Gary A
Tiffany Determan-SWCD
Todd Blank (SEH)
Todd Schwab

Prepared by: Lynda Woulfe, City Administrator

Background

The City's labor relations contracts with Law Enforcement Labor Services (LELS) and the International Brotherhood of Electrical Workers (IBEW) are set to expire on December 31, 2016. LELS covers patrol officers and detective positions and IBEW covers a public works and utilities employees with the exception of Todd Schwab, Rob Bredeson, Lucas Milz, and Betsy Potrament. The current contracts have been in effect since January 1, 2014. Negotiations on new labor contracts should begin by September 1 of the year the contract expires.

Therefore, the City Council needs to schedule a closed session so it can outline its bargaining position prior September 1. This session usually takes about two hours and can be done either prior to or at the end of a Council meeting. Council can also select a specific date to hold a special meeting for this purpose if you choose.

Request

Pick a date prior to August 23 to schedule a closed session for the purposes of labor negotiations.

Unanswered Questions on the YMCA

April 27, 2016

Dear Honorable Mayor Marlys Palmer and Council Members Lisa Iverson, Tiffany Kafer, Howard Lewis and Joe Morin:

There are too many unanswered questions on the proposed YMCA coming to the City of Cambridge. I feel that the following questions and many more need to be addressed prior to any public vote to fund a facility with taxpayer dollars. All the facts, both positive and negative, need to be thoroughly vetted so the City Council and the residents of Cambridge actually know what they are voting for or against.

Why are public tax dollars needed?

The YMCA is a big business. Per the Young Men's Christian Association (YMCA) of the Greater Twin Cities 2014 tax Form 990 Part I, which is the most recent tax form available, it shows the YMCA had a net profit (revenue less expenses) of \$16,227,784 on \$146,821,708 of revenue and net assets of \$203,725,769. On Part VII of the same form, the President and CEO's compensation and benefits for 2014 was \$567,630 and the top 10 highest paid employees averaged compensation and benefits of over \$260,000.

If Cambridge is a good market for the YMCA, they have significant assets, talented people and resources to fund the facility and its operations without any taxpayer money.

How many residents of Cambridge can afford to go to the YMCA?

It's not free! An annual family membership will cost approximately \$1,570 per year (\$122/month + tax per the YMCA website). That does not include extra costs for summer camps, swim lessons or other activities.

Cambridge demographics (US Census Bureau):

2010 Total Population – 8,111

2014 Total Population – 8,323 (Population estimate within 5 miles of downtown Cambridge is approximately 11,958)

2014 Median Household Income \$47,766 – 21.5% lower than the state (MN Median Household Income \$60,828)

Compare Cambridge to Forest Lake who is in the process of opening a YMCA

Forest Lake demographics:

2010 Total Population – 18,375

2014 Total Population – 19,399

2014 Median Household Income \$71,995 – 18.4% higher than the state (MN Median Household Income \$60,828)

As was concluded in the Aquatic Center study just last fall, the Cambridge community does not currently have the demographics to support a facility of this type. In addition to the proposed increased sales tax, there could be additional property tax dollars required to fund its ongoing operations.

How many residents of Cambridge will become members of the YMCA?

Who knows? Should 95% of the population fund a facility that only 5% will actually use?

What new services/amenities can a YMCA bring to Cambridge?

Almost every service listed on the YMCA web site is currently being provided in Cambridge. We have fitness facilities, fitness classes, personal training studios, swimming, basketball courts, and community education classes all available to our residents. Why spend \$10 to \$14 million on a facility when nearly everything they can bring to the table already exists in our community? How about promote the City's existing businesses and non-profits that currently provide these services?

What are the contract terms between the City of Cambridge and the YMCA?

Without the City Council and the City's attorneys doing extensive due diligence, negotiations and research into the operating terms with the YMCA it would be reckless and irresponsible to move forward and ask for any taxpayer money. Without this information, how would the citizens of Cambridge actually know what they are voting for or against?

Could property taxes go up because of the YMCA?

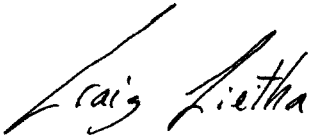
Cambridge already has the highest property tax rates in Isanti County. Without knowing any details on the contract terms with the YMCA, it could be very likely that property taxes could go up to fund any number of operating costs.

Could the YMCA back out after a \$10 million to \$14 million facility is built?

Absolutely! They will probably have an exit clause in their contract that allows them to back out, leaving the residents of Cambridge with an empty facility and increased property taxes.

Thank you for your time and I look forward to a thorough discussion of these questions by the Council during the scheduled meeting on Monday May 2nd.

Sincerely,



Craig Lietha, CPA
Owner
Snap Fitness

Form **990**

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

OMB No. 1545-0047

2014

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

Do not enter social security numbers on this form as it may be made public.

Information about Form 990 and its instructions is at www.irs.gov/form990 and ending

A For the 2014 calendar year, or tax year beginning

B Check if applicable:

- Address change
- Name change
- Initial return
- Final return/terminal year
- Amended return
- Application pending

C Name of organization
YOUNG MENS CHRISTIAN ASSOCIATION OF THE GREATER TWIN CITIES

Doing business as

Number and street (or P.O. box if mail is not delivered to street address) Room/suite
2125 EAST HENNEPIN AVENUE

City or town, state or province, country, and ZIP or foreign postal code
MINNEAPOLIS, MN 55413

F Name and address of principal officer: **GLEN GUNDERSON**
SAME AS C ABOVE

D Employer identification number
45-2563299

E Telephone number
612-465-0450

G Gross receipts \$ **221,139,393.**

H(a) Is this a group return for subordinates? Yes No

H(b) Are all subordinates included? Yes No
If "No," attach a list. (see instructions)

I Tax-exempt status: 501(c)(3) 501(c) () (Insert no.) 4947(a)(1) or 527

J Website: **WWW.YMCATWINCITIES.ORG**

H(e) Group exemption number

K Form of organization: Corporation Trust Association Other

L Year of formation: **2011** **M** State of legal domicile: **MN**

Part I Summary

Activities & Governance

- 1** Briefly describe the organization's mission or most significant activities: **TO PUT CHRISTIAN PRINCIPLES INTO PRACTICE THROUGH PROGRAMS THAT BUILD HEALTHY SPIRIT, MIND AND BODY.**
- 2** Check this box if the organization discontinued its operations or disposed of more than 25% of its net assets.
- 3** Number of voting members of the governing body (Part VI, line 1a) **3**
- 4** Number of independent voting members of the governing body (Part VI, line 1b) **4**
- 5** Total number of individuals employed in calendar year 2014 (Part V, line 2a) **7403**
- 6** Total number of volunteers (estimate if necessary) **7857**
- 7a** Total unrelated business revenue from Part VIII, column (C), line 12 **-19,119.**
- 7b** Net unrelated business taxable income from Form 990-T, line 34 **-19,619.**

Revenue

	Prior Year	Current Year
8 Contributions and grants (Part VIII, line 1h)	14,720,898.	21,328,944.
9 Program service revenue (Part VIII, line 2g)	112,221,536.	118,984,811.
10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	2,764,104.	4,457,727.
11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	2,524,565.	2,050,226.
12 Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	132,231,103.	146,821,708.

Expenses

	Prior Year	Current Year
13 Grants and similar amounts paid (Part IX, column (A), lines 1-3)	8,373,381.	8,054,604.
14 Benefits paid to or for members (Part IX, column (A), line 4)	0.	0.
15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	71,463,675.	74,305,423.
16a Professional fundraising fees (Part IX, column (A), line 11a)	61,165.	47,349.
b Total fundraising expenses (Part IX, column (D), line 25) 5,022,908.		
17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	45,979,928.	48,186,548.
18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	125,878,149.	130,593,924.
19 Revenue less expenses. Subtract line 18 from line 12	6,352,954.	16,227,784.

Net Assets or Fund Balances

	Beginning of Current Year	End of Year
20 Total assets (Part X, line 16)	264,845,220.	286,294,354.
21 Total liabilities (Part X, line 26)	81,201,641.	82,568,585.
22 Net assets or fund balances. Subtract line 21 from line 20	183,643,579.	203,725,769.

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here Signature of officer: *[Signature]* Date: **7/16/15**
GREGORY WAIBEL, CFO
 Type or print name and title

Paid Preparer Use Only Print/Type preparer's name: **JOHN TAUER** Preparer's signature: *[Signature]* Date: **7/16/15** Check if not employed: PTIN: **P00294068**
 Firm's name: **CLIFTONLARSONALLEN LLP** Firm's EIN: **41-0746749**
 Firm's address: **220 SOUTH SIXTH STREET, SUITE 300 MINNEAPOLIS, MN 55402** Phone no.: **612-376-4500**

May the IRS discuss this return with the preparer shown above? (see instructions) Yes No

**YOUNG MENS CHRISTIAN ASSOCIATION OF THE
GREATER TWIN CITIES**

45-2563299

Form 990

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (check all that apply)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(47) RONALD J. TOUCHETTE BOARD MEMBER	1.00 0.00	X						0.	0.	0.
(48) SCOTT S. HULTS BOARD MEMBER	1.00 0.00	X						0.	0.	0.
(49) SCOTT PETERSON BOARD MEMBER	1.00 0.00	X						0.	0.	0.
(50) STEVE W. MEADE BOARD MEMBER	1.00 0.00	X						0.	0.	0.
(51) TOM FORSYTHE BOARD MEMBER	1.00 0.00	X						0.	0.	0.
(52) TY W. ERICKSON BOARD MEMBER	1.00 0.00	X						0.	0.	0.
(53) VICTORIA A. REINHARDT BOARD MEMBER	1.00 0.00	X						0.	0.	0.
(54) WALTER T. CHESLEY BOARD MEMBER	1.00 0.00	X						0.	0.	0.
(55) WENDY S. LOVELL-SMITH BOARD MEMBER	1.00 0.00	X						0.	0.	0.
(56) WILLIAM F. SHARPE, III BOARD MEMBER	1.00 0.00	X						0.	0.	0.
(57) GLEN GUNDERSON PRESIDENT AND CEO	40.00 0.00			X				516,273.	0.	51,357.
(58) GREGORY WAIBEL CFO	40.00 0.00			X				243,865.	0.	49,373.
(59) TODD TIBBITS COO	40.00 0.00			X				273,161.	0.	46,396.
(60) SHARON BERGLUND CHRO	40.00 0.00			X				196,185.	0.	43,956.
(61) ROBERT THOMAS CEO	40.00 0.00			X				215,605.	0.	23,982.
(62) ANITA LANCELLO BYDLON VP	40.00 0.00					X		172,036.	0.	23,043.
(63) NATHAN MAERREN VP	40.00 0.00					X		186,579.	0.	8,432.
(64) STEPHANIE CHAUSSE VP	40.00 0.00					X		143,657.	0.	27,292.
(65) PATRICIA RIEMERSMA VP	40.00 0.00					X		144,639.	0.	25,130.
(66) ELIZABETH FENTON VP	40.00 0.00					X		179,452.	0.	32,299.
Total to Part VII, Section A, line 1e								2,271,452.		331,260.