
Cambridge City Council - City Hall Council Chambers
Regular Meeting, Monday, February 4, 2019
Meeting Announcement and Agenda
3:30 pm

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

1. Call to Order

2. Pledge of Allegiance

3. Approval of Agenda (p.)

4. Consent Agenda Approvals

- A. Regular and Summary City Council Meeting Minutes for January 22, 2019 (p. 1)
- B. Draft December 2018 Financial Statements (p. 16)
- C. Resolution R19-007 Accepting restricted donations for Fire Department (p. 86)
- D. Resolution R19-008 Approve Inter-fund Transfers (p. 88)
- E. Accept soil boring proposal from Braun Intertec for new water tower construction (p. 90)

5. Work Session

- A. Water Quality Fluoridation Award (p. 99)

6. Unfinished Business

7. New Business

- A. Request from Cambridge Isanti School District - Water Tower Lettering (p. 101)
- B. Airport Advisory Commission Appointments (p. 104)
- C. Airport Environmental Assessment for Taxiway Reconstruction and Land Acquisition (verbal)
- D. Airport Engineering Services Contract (p. 120)
- E. Ordinance 684 Massage Therapy (p. 124)
- F. Ordinance 687 Licenses, Fees, and Permits for 2019 amending Ordinance 682 (p. 147)

8. Committee Reports

- A. Airport Advisory Board (no meeting – no materials)
- B. Allina Community Engagement Council (p. 166)
- C. Community Education Advisory Council and C-I Communications Task Force (p. 171)

- D. Cambridge Action Community Team (ACT on Alzheimer's) (verbal)
- E. Cambridge Downtown Executive Committee (p. 197)
- F. Cambridge Fire Department (p. 200)
- G. Isanti County EDA (p. 205)
- H. Isanti County Initiative on Collaboration, Leadership, and Efficiency (ICICLE) (verbal)
- I. NLX (p. 207)
- J. North Highway 65 Corridor Coalition (p. 222)
- K. North Highway 65 Chamber of Commerce (Verbal)
- L. Toward Zero Death (TZD) (p. 229)
- M. Cambridge Sister City Commission (p. 231)

9. Council Concerns

10. Mayor's Report

11. City Attorney's Report

12. City Administrator's Report

13. Adjourn

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

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

Upcoming Meetings

<u>Date</u>	<u>Time</u>	<u>Description</u>
Feb. 5	7:00pm	Cambridge Planning Commission Meeting
Feb. 11	3:30 pm	EOC Documentation Training (Lisa Iverson needs to attend)
Feb. 11	5:00 pm	Community Education Advisory Council (Educ. Center Room 118)
Feb. 12	7:00pm	Cambridge Parks, Trails, and Recreation Commission
Feb. 19	5:30pm	Economic Development Authority Meeting
Feb. 19	6:00pm	City Council Meeting (NOTE THIS IS A TUESDAY)

Upcoming Events

<u>Date</u>	<u>Time</u>	<u>Description</u>
Feb. 15	4:00 pm	City Council Visioning
Feb. 16	9:00 am	City Council Visioning
Feb. 18	All Day	City Hall Offices Closed for Presidents Day
Feb. 20	Noon	Cambridge State of the City Address at Cambridge Lutheran Church

Cambridge City Council Meeting Minutes
Tuesday, January 22, 2019

A regular meeting of the Cambridge City Council was held on Tuesday, January 22, 2019, at Cambridge City Hall Council Chambers, 300 3rd Avenue NE, Cambridge, Minnesota, 55008.

Members Present: Acting Mayor Lisa Iverson; Council Members Kersten Conley, Bob Shogren, and Marlys Palmer.

Members Absent: Mayor Jim Godfrey.

Staff Present: City Administrator Woulfe, Attorney Squires, Police Chief Schuster, Community Development Director Westover, and Utilities/Public Works Director Schwab.

Call to Order, Pledge of Allegiance, and Approval of Agenda.

Iverson called the meeting to order at 6:00 pm and led the public in the Pledge of Allegiance. Shogren moved, seconded by Conley, to approve the agenda with the addition of movies in the park popcorn under Council Concerns. Motion carried unanimously.

Consent Agenda

Palmer moved, seconded by Shogren, to approve consent agenda Items A-H:

- A. Regular and Summary City Council Meeting Minutes for January 7, 2019
- B. Warrants #112237 - #112552 and ACH/Wire items totaling \$1,924,776.93
- C. Purchases of Replacement Mowers for Public Work
- D. Purchase of Replacement Plow Truck for Public Works
- E. Resolution R19-005 Approve Inter-fund Transfers
- F. Temporary Inter-fund Borrowing
- G. Accept resignation of Joe Devries effective January 13, 2019 from Cambridge Fire
- H. One-Day Temporary Liquor License for Cambridge Fire Relief Association for Saturday, February 16 and Saturday, March 16, 2019, Cambridge Armed Forces and Reserve Center, 505 Spirit River Drive

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

Citizens Forum

There were no citizens that chose to speak at the forum.

Work Session

Swearing In Ceremony – Tanner Hagen

Acting Mayor Iverson conducted the swearing in ceremony for Patrol Officer Tanner Hagen. Chief Schuster shared information on Tanner's past work and volunteer history. Hagen's mother pinned his Cambridge patrol officer badge on his uniform.

Unfinished Business

Solar Garden Lease

Woulfe reported that City staff and City Attorney Squires worked through the Solar Energy Lease and Easement Agreement (shown in the packet). Woulfe stated the lease has annual payments of \$7,500 per year (\$500 an acre for 15 acres). Woulfe explained over the 25-year period of the lease, it brings in a total of \$187,500.00. Woulfe explained in addition to the lease payment, property taxes would also be paid by the leaseholder for the improvements to Isanti County and Cambridge Township (unless this property is annexed into the City limits and then the taxes would be paid to the City of Cambridge). Woulfe cited that currently, the land is rented to Paul Sjodin at \$80 an acre totaling \$1,200 per year.

Woulfe reported the solar garden is far enough away from the Cambridge Municipal Airport that it will not interfere with take offs or landings and building permits for this project will be issued through Isanti County Zoning Department.

Woulfe stated the utilization of the funds within the City's budget can be made by City Council during the 2019 long-range financial plan update discussions.

Woulfe explained City Attorney Squires negotiated the lease language and is comfortable with the final draft.

Andrew Dahlen from Engie addressed council stating Engie has worked with Great River Energy on projects that are operational across Minnesota and Wisconsin. Dahlen explained what's unique about this project is Engie plants pollinator habitats at the base of all of their arrays and assuming a 15-acre project, it would be equivalent to 9,000 backyard gardens, which look nice, but also have the added bonus of the pollinators.

Conley moved, seconded by Palmer, to approve the Solar Energy Lease and Easement Agreement and Memorandum of Solar Energy Lease and Easement Agreement as presented. Motion carried unanimously.

Sprinkler Account-1380 10th Ave SE

Woulfe stated on January 7, 2019, the City Council considered an appeal from the property owner at 1380 10th Ave SE related to his water account status. Woulfe explained during the appeal, the property owner indicated he had returned his sprinkler meter in the summer of 2018 but the Public Works Department had no record of the return. Woulfe reported after the appeal, the Public Works Department located the meter in their offices.

Woulfe stated on January 10, 2019, the Public Works Department gained access to the property and inspected the meter removal which had been properly removed and the Public Works staff had no concern of impairment of the City's water system.

Woulfe explained since neither the property owner nor the Public Works Department can determine the date the sprinkler meter was removed, we are recommending that all sprinkler account charges be removed effective May 31, 2018 to make sure the customer was not overcharged on this account. Woulfe stated the balance on the sprinkler account at May 31, 2018 was \$146.29 and recommends that the customer be given until March 31, 2019 to satisfy the outstanding at the balance. Woulfe explained if the sprinkler account is not satisfied by March 31, 2019, City Council will direct Public Works staff to shut-off the account for non-payment status.

Schwab stated the Public Works staff has received additional training related to meter return procedures on January 10, 2019 to prevent this situation from occurring in the future.

Conley moved, seconded by Palmer, to authorize the write-off of all sprinkler account charges after May 31, 2018 for 1380 10th Ave SE and that the property owner be given until March 31, 2019 to pay the sprinkler account in full. Motion carried unanimously.

New Business

Resolution R19-006 River of Life Interim Use Permit Renewal

Westover reported River of Life Church was granted an Interim Use Permit (IUP) on January 21, 2014. Westover explained in late fall of 2018, the current Interim Use Permits (IUPs) were reviewed a database built in order to effectively track expiration dates for IUPs. Westover stated as a result of this project, it was discovered River of Life Church’s IUP was discontinued on January 21, 2018. Westover explained a letter was immediately sent to Pastor Mark Radeke and he filled out the application and promptly sent it and the application fee back to the City.

Westover reported the River of Life holds the following services and groups:

Day	Time	Activity	Average Attendance
Sunday	10:15 am	Sunday Service	42
Monday	7:30-9:00 pm	High School Youth Group	16
Wednesday	6:30-8:00 pm	Bible Study	8-12
Saturday	7:00-8:00 am	Bible Study	8-10

Westover explained all weddings, funerals, or other special occasion meetings are scheduled in a manner that does not conflict with the other businesses located in Westside Commons Mall.

Westover stated River of Life holds a positive relationship with the businesses in the mall since locating there in 2014; contact with current tenants expressed no concern about parking. Westover explained the majority of the businesses in the mall operate Monday–Friday 8am–5pm and that she checked with the owner of the property and they support the request, as well staff has not received complaints regarding this use to date.

Westover explained the purpose of an interim use is to allow a use that reasonably utilizes the property for a limited period of time or allow a use that is presently acceptable but with anticipated development or other changes will not be acceptable in the future. Westover stated interim use

permits terminate upon a specific date, but can be extended upon re-application before the Planning Commission and City Council. Westover stated a four (4) year interim use permit for River of Life Church is acceptable with the conditions included in Resolution R19-006 as follows:

1. The Interim Use for the Place of Worship shall only be used by River of Life Church and shall discontinue after four years from the date of approval (January 22, 2023).
2. River of Life Church shall work with the owner and other tenants in the buildings at all times to assure parking demands for all tenants are met.
3. If parking demand exceeds the parking provided, the interim use shall cease.
4. If traffic congestion, noise, or any other complaints are received, the City Council shall review the Interim Use Permit and determine if the use shall cease.

Shogren moved, seconded by Palmer, to Approve Resolution R19-006 Interim Use Permit for River of Life Church upon satisfying the conditions. Motion carried unanimously.

Request from Cypress Street South resident for sidewalk snow removal

Schwaab reported on January 8, 2019 staff received a request from a resident requesting that South Cypress sidewalks from 2nd Avenue Southwest to 5th Avenue Southwest be cleared by City Staff. Schwaab explained the letter also included a petition from residents that live at this section of South Cypress Street; the reason being residents age, health issues, and absence in the winter.

Schwaab stated that City staff currently clears snow from all sidewalks located in the Sidewalk Improvement District which is defined by ordinance § 94.31 SIDEWALK IMPROVEMENT DISTRICT ESTABLISHED and § 94.35 ICE AND SNOW A NUISANCE.

Woulfe noted that City staff does not have limitless resources to keep adding streets unless additional seasonal help is hired and a second sidewalk clearing machine is purchased. However, Council can make a determination to add smaller sections of sidewalks in areas the City is already clearing,

Timing of taking care of sidewalks is dependent upon the amount of snow that falls, whether it is heavy/wet snow or light/fluffy snow, equipment available, and length of time it takes to plow roads. Most importantly, ice and snow removal is ultimately the responsibility of the home or business owner as addressed in our ordinance language.

Shogren moved, seconded by Conley, that the section of sidewalk on South Cypress Street from 2nd Avenue Southwest to 5th Avenue Southwest be added to the sidewalks that are cleared on an "as time allows basis". Motion carried unanimously.

Purchase Agreement for 548 1st Avenue West (Cambridge Public Library)

Woulfe reported at the January 7, 2019 City Council meeting, the Council directed staff to negotiate a purchase agreement for 548 1st Avenue W from Brian Baas for the Cambridge Public Library and East Central Regional Headquarters for a price not to exceed \$8.2 million.

Woulfe explained City Attorney Squires drafted the purchase and sale agreement (included in the packet) after discussions with Woulfe and proposed revisions by Mr. Baas. Woulfe reported the pertinent details:

- Purchase price is \$8.2 million for a turn-key facility as proposed to City Council (Exhibit A and H from Leo A. Daly Feasibility Report)
- Parking lot, sidewalk, and outdoor plaza work would be done in conjunction with the 2020 street improvement project at the City's expense.
- Earnest money is \$300,000 which is nonrefundable and is used to pay for the creation of plans, drawings, design consultants, civil engineering, mechanical engineering, etc. (see 14d on page 10 of the agreement).
- If the earnest money is not sufficient to pay these expenses and if the City cancels the project after signing the agreement the City is liable for up to another \$200,000 in expenses. (14d on page 10 of the agreement).

Woulfe explained the City Council needs to determine if the City desires to enter into this agreement at the January 22, 2019 meeting. Woulfe stated since the local option sales tax legislation is not an assured source of revenue, executing this purchase agreement could add \$640,000 per year to the City's property tax levy to pay for the facility. Woulfe stated staff continues to work with Senator Koran and Representative Johnson on the legislation.

Woulfe reported if the local option sales tax legislation does not come through and the City needs to pay for the facility through general obligation debt, the City's tax rate could increase from .765144395 to .8593625783 unless other structural changes were made to the 2020 budget to reduce the City's overall levy.

Woulfe noted she attended a County Board Committee of the Whole meeting and requested Isanti County partner with the City of Cambridge if general obligation debt would need to be issued. Woulfe requested \$1 million from Isanti County over a 20-year period. Woulfe explained the County Board promised an answer on this request prior to our January 22, 2019 meeting, but no official response was received.

Woulfe reported, the East Central Regional Library Board voted unanimously to move headquarters into the new facility if Council approves the project.

Woulfe outlined the benefits of doing this project now as:

- Site is 3.9 acres.
- The building is 44,328 square feet which meets library needs for an excellent level of service.
- The building is sprinkled and has generator back-up power.
- With this parcel there is room for future expansion and sufficient parking stalls.
- This project will cost at least \$4 million less than new construction. New construction of a similar size building is estimated at \$12 million dollars given current construction costs.
- Reuses a vacant building.

- This parcel is already exempt from property taxes so the location will not reduce the City's tax capacity.

Woulfe outlined the risks of doing this project now as:

- The passage of the local option sales tax is uncertain.
- Issuing general obligation debt adds to the City's levy.

Woulfe stated if the City Council decides to proceed with the library project as presented, Finance Director Moe recommends funding the \$300,000 escrow deposit as follows:

- Unspent funds of \$251,668.34 from the completed 2018 Street Improvement Project Capital Fund. The 2018 Street Improvement Project was completed under the projected amount and all obligations have been paid on the project.
- Draw from general fund balance of \$48,331.66.

Woulfe explained a formal resolution related to these transfers will be brought to City Council at a future meeting if the recommendations are acceptable.

Woulfe explained that legislation isn't final until the end of May of 2019, but by the end of March, 2018 Council would have a better idea of where the local option sales tax stands from a legislative perspective.

Palmer requested Baas to approach Council and questioned if the City was out of time in making this decision. Baas explained he still wants to see the Library proposal move forward, but due to his holding costs, he will have to entertain other offers should Council decline the purchase agreement.

Bass requested Squires clarify the language stated in the purchase agreement regarding usage of the earnest money.

Squires referenced paragraphs 3(c) and 14(d), which defines the 45-day due diligence in which cancellation of the purchase agreement is agreeable and results in reimbursement of earnest money minus the expenses as written. Squires stated the motion should include approval with the amendments of paragraph 3(c) and 14(d) so it reflects all the earnest money as refundable during the 45-day due diligence period as follows:

Buyer may terminate this Agreement for any reason and have all Earnest Money paid hereunder immediately refunded minus those amounts which are the responsibility of the Buyer as set forth in Paragraph 14(d) provided that the Buyer provides evidence of payment of all work performed during its investigation, and the parties shall have no further obligations to each other except as to those obligations which specifically survive termination.

Palmer moved, seconded by Shogren, to approve Purchase Agreement for 548 1st Avenue West with the amendments as discussed. Motion carried unanimously.

*Approve Proposal for replacing the current lights to LED in the remaining part of
City Hall and Police Department*

Gustafson reported continued efforts to reduce energy consumption within City Hall and Police Department are planned in the 2019 budget for retrofitting our current lights to LED lights within the remaining areas. Gustafson stated staff contacted two companies to provide bids to retrofit the lights. Gustafson reported each bid had varying information including cost of installation, product, recycling and the estimated rebate, which is not available yet from ECE but the companies will assist in the rebate process. Gustafson explained not only will this help save money over time but also maintenance time needed to change the lights and ballasts.

Gustafson explained the old electronic ballasts and lights will be taken off site and recycling is included in each quote. Gustafson stated although it isn't likely any ballasts are remaining prior to the PCB restrictions from the 80's, as a disclaimer, the quotes do not include any that may.

Shogren moved, seconded by Conley, to approve proposal from Apadana LLC for retrofitting lights, recycling cost and lift rental \$13,799.00 and authorized the Mayor and City Administrator to sign the proposal. Motion carried unanimously.

Approve Proposal for painting areas of City Hall and Police Department

Gustafson reported staff received two quotes for painting of areas of City Hall entrance ceiling, Police and Fire Department doors and frames and exterior garage door on the east side of the Police Department. Gustafson stated the quotes indicate labor only the paint is separate and will be purchased by city staff and colors will match accordingly.

- Affordable Painting— \$4,105.00 quote for repair and paint ceilings in City Hall entrance, Police and Fire Department steel doors and garage door frames and exterior garage door on the east side of the Police Department. Labor only no pain included.
- Lindstrom's Painting – \$2,685.00 quote for repair and paint ceilings in City Hall entrance, Police and Fire Department steel doors and garage door frames and exterior garage door on the east side of the Police Department. Labor only no pain included.

Gustafson explained the project is part of our planned capital improvement project and funds have been set aside for this expense 101-41950-401.

Palmer moved, seconded by Conley, to approve the quote submitted by Lindstrom Painting in the amount of \$2,685.00 and authorized the Mayor and City Administrator to authorize staff to contact the contractor. Motion carried unanimously.

Approve Ordinance No. 685 Rezoning 430 1st Ave E and 130 Cleveland St. N. from I-3 General Industrial District to BT Business Transition district

Westover reported on November 7, 2018, the Planning Commission discussed the Interim Use Permit request for RVS Performance located at 430 1st Avenue E. Westover stated currently, the property is zoned I-3 General Industrial district, if the property is rezoned to BT Business Transition district, then an Interim Use Permit wouldn't be required for the retail sales and service. Westover stated the Planning Commission ultimately recommends that rezoning be reviewed at a future date.

Westover explained on January 2, 2019, the Planning Commission further discussed the rezoning request and that the property is adjacent to Highway 95 (1st Avenue E) and near an existing Business Transition zoning district. Westover noted the properties abutting Highway 95 in this area are subject to redevelopment in the future and would be best suited for commercial (business) use.

Westover referenced the map (shown in the packet) which shows the existing zoning districts. Westover explained the Polzin (Recycling) property is located in between 430 1st Ave E (RVS Performance) and the existing Business Transition district and the property at 130 Cleveland Street N needs to be rezoned along with 430 1st Avenue E to eliminate spot zoning.

Westover explained the rezoning isn't a requirement and the owner of 430 1st Ave E can continue to request Interim Use Permit extensions to operate the business. Westover explained looking at future growth and the widening of 1st Ave E (Highway 95), the area may be best suited for future commercial development and a rezoning would make sense at this time. Westover stated the Future Land Use Map identifies this area as commercial.

Westover reported the owner of 130 Cleveland Street N is concerned that by rezoning the property, the taxes will be increased. Westover checked with Michelle Moen, Isanti County Assessor, and she explained that zoning does not affect the classification for tax purposes, so the taxes will not be raised because of rezoning.

Shogren moved, seconded by Conley, to approve Ordinance No. 685 rezoning of the properties located at 430 1st Avenue E. and 130 Cleveland Street N. from I-3 General Industrial District to BT Business Transitional district. Motion carried unanimously.

2019 Planning Commission Appointments

Westover reported the term of Planning Commissioner Chad Struss will expire on January 31, 2019 and he has decided not to re-apply. Westover reported Commissioner Mike Stylski has resigned effective December 29, 2018. Westover reported Commissioner Arianna Weiler filled a 2018 vacancy seat and her term ends January 31, 2019; Ms. Weiler has reapplied for a Planning Commission seat.

Westover explained staff placed ads in the local newspapers and on our social media sites in December and January soliciting applications for the open positions. Westover stated five applications were received, although one applicant lives outside of the extraterritorial area identified

in the comprehensive plan and is not a township supervisor. Westover stated the four (4) applications qualified for consideration are included in the packet and the applicant names are as follows:

Aaron Berg
Michael Liddy
Arianna Weiler
Robert Boese

Conley moved, seconded by Shogren, to reappoint Arianna Weiler to a three-year general term (expiring January 31, 2022) on the Planning Commission. Motion carried unanimously.

Shogren moved, seconded by Conley to appoint Aaron Berg to the remainder of Mike Stylski's term on the Planning Commission. Motion carried unanimously.

Palmer moved, seconded by Conley to appointment Robert Boese to a three-year general term (expiring January 31, 2022) on the Planning Commission. Motion carried unanimously.

2019 Parks, Trails, and Recreation Commission Appointments

Westover reported the City Council is requested to consider one appointment to the Parks, Trails, and Recreation Commission for the regular member at large seat currently held by Kelli Klossner.

Westover explained Ms. Klossner's term expires on January 31, 2019, she has served two full terms but she did not re-apply.

Westover stated staff placed ads in the local newspapers and on our social media sites in December soliciting applications for this position and Two (2) applications were received and are included in the packet for consideration and the applicant names are as follows:

Kriste Ericsson
Steve Nelson

After reviewing the information provided on the applications, Palmer moved, seconded by Iverson, to appoint Kriste Ericsson to a three-year general term (expiring January 31, 2022) on the Parks, Trails, and Recreation Commission. Motion carried unanimously.

Approve Resolution R19-004 supporting of a Job Creation Fund Application for Stars Hollow Company

Gustafson reported staff has been working with Stars Hollow Company (SHC) over the past year on building a new facility in the Cambridge Opportunity Industrial Park. Gustafson stated the Council approved the original Job Creation Fund (JCF) Resolution in September 17, 2017 and due to setbacks with the construction company and financing the JCF fell out of compliance.

Gustafson reported he is working with Haider on a new application for Job Creation Funds (JCF) through the Department of Employment and Economic Development (DEED). Gustafson stated they

meet the eligibility criteria to obtain these funds and the City of Cambridge City Council needs to adopt the Resolution in support of the application and assist them through the process and annual reporting.

Gustafson reported the Job Creation Fund is designed to provide rebates to eligible business for investing at least \$500,000 in capital improvements to real property and performance-based job creation. Gustafson stated they need to create a minimum of 10 new jobs, and pay at least \$13.27 in wages and benefits (wage increases will be required through DEED annually). Gustafson explained annual reporting is required to DEED, prevailing wages may be required and after they have fulfilled their obligation, they will qualify for a rebate for real property improvements and jobs created.

Shogren moved, seconded by Palmer, to approve Resolution R19-004 in Support of a Job Creation Fund Application to the Department of Employment and Economic Development (DEED) in connection with Stars Hollow Company. Authorize the Mayor and City Administrator to sign the resolution. Motion carried unanimously.

Authorize purchase of 800 MHz radios for Police Department

Schuster reported the ability for officers to communicate with other officers and dispatch is imperative in day-to-day operations, but more importantly, in emergency situations. Schuster explained staff rely heavily on portable radios (the ones we wear on our belts) because they are out of their squad cars often.

Schuster explained the current portable radios are no longer under warranty and are outside of the 5-year window which guarantees parts will be available post manufacturing of the model. Schuster explained, as a result, there is a good chance existing portable radios are not able to be repaired in the event of a malfunction.

Schuster explained previous budget discussions were had and it was determined that some of the proceeds (\$105,000) from the MN DOT building would be set aside to replace the portable radios. Schuster reported the dollar figure was determined based on a quote from state contract (contract #119587) authorized vendor, Granite Electronics in May, 2018. Schuster reported at that time, to replace all of the radios for both sworn and non-sworn personnel and get all of the necessary accessories was \$103,701.79.

Schuster explained the quote was only valid for 60 days, as a result Schuster contacted the representative who was able to get a better deal from Motorola than was quoted to us in May, 2018. Schuster stated the total is now \$97,957.79 plus \$1,220.00 for programming for a total of \$99,177.79.

Shogren questioned if the old radios may be tradeable or if the old set could be used as spares or by the Fire Department. Schuster stated he could check with Granite to address a potential trade-in and amend the recommendation accordingly.

Shogren moved, seconded by Palmer, to authorize Chief Schuster to replace the department's portable radios (and necessary accessories) with new radios purchased through Granite Electronics at the MN Contract price of \$97,957.79 plus \$1,220.00 for programming. Motion carried unanimously.

Approve SEH Proposal for Preparing Ace Tack Demolition Bidding Documents

Woulfe reported the City has been working with representatives from the Minnesota Department of Transportation to tackle the demolition of the Ace Tack Building. Schuster stated the State has set aside \$100,000.00 to accomplish the demolition of this property to make way for the additional lanes for Highway 95 and the City has some remaining funds in the DEED grant if the costs should exceed \$100,000.

Woulfe explained the State of Minnesota will enter into an agreement with the City for the demolition of the property but the first step is to have SEH draft the demolition plans and specifications. Woulfe advised after this is done, the State will draft a contract with the City to solicit bids for the demolition work and ultimately the demolition work.

Woulfe stated the scope of the work is to prepare a bidding package for the demolition of the aboveground structure, conduct a hazardous and regulated materials pre-demolition survey, solicit bids, and administer destruction. Woulfe explained SEH will assess structure conditions and draft the bidding package to minimize any impact on the shared common wall between the Ace Tack and Anytime Fitness building.

Woulfe reported \$31,800 will be taken from the Highway 95 ROW Funds.

Conley moved, seconded by Shogren, to approve the SEH proposal for \$31,800 to prepare all documents needed for the bidding and demolition of the Ace Tack Building. Motion carried unanimously.

Approve SEH Proposal for Preparing 2nd Avenue SW Right of Way Plat

Woulfe reported with the purchase of the 2nd Avenue SW extension now completed, the next step is to have a right of way plat created and recorded with Isanti County. Woulfe referenced the proposal from SEH (included in the packet) and stated it will accomplish this action. Woulfe stated SHE was asked for the proposal because they had provided all the legal descriptions for the purchase agreement, did the survey work for the ROW area, and is doing the engineering on the new water tower.

Woulfe stated the proposal is for \$5,900 which includes all reimbursable expenses.

Woulfe explained this will come from 2019 budgeted funds for professional services in the Water-Wastewater Operating Budget.

Shogren moved, seconded by Palmer, to approve proposal not to exceed \$5,900 for SEH to prepare the 2nd Avenue SW ROW plat. Motion carried unanimously.

Approve Cover Up of No Parking Signs for High School Event

Woulfe reported Cambridge-Isanti High School is having the Mississippi 8 Wrestling Tournament at their facilities on January 25, 2019 in which a large crowd is anticipated. Woulfe explained the event will begin prior to school release and the parking lot will not have the vehicle capacity to support the tournament. Woulfe stated the School District is requesting that the "No Parking" signs be covered on January 25, 2019 from noon-10:00 pm along Fern Street, Dellwood Street, Maple Dell Road, and Sunset Lane.

Shogren moved, seconded by Conley, to approve request from Cambridge-Isanti High School and direct Public Works staff to cover the "No Parking" signs on January 25, 2019 from noon-10:00 pm along Fern Street, Dellwood Street, Maple Dell Road, and Sunset Lane. Motion carried unanimously.

There were no Committee Reports

Mayor's Report

Carpooling on February 1-2 to Experienced Officials Conference

Woulfe (on behalf of Godfrey) asked Shogren and Conley if they were interested in carpooling for the conference. Woulfe to convey to Godfrey via email the arrangement made with Conley.

City Administrator's Performance Evaluation

Woulfe reported (on behalf of Godfrey) the proposed form for the 2018 City Administrator Progress Report was included in the Council packet and Godfrey is requesting Councilmembers bring their completed forms to the retreat to compile a single report and complete the progress report at that time.

Council Concerns

Palmer stated when she retired as Mayor, she was given a cash gift and would like to donate her gift and partially match it to provide popcorn for Movies in the Park for summer 2019.

There was no City Attorney's Report

City Administrator's Report

Street Improvement Capital Program

Woulfe stated they are working on drafting the legislation for the local option sales tax. Woulfe explained they are requesting a specific City Council motion that would adopt the proposed Street Capital Improvement Program for 2019-2032. Woulfe stated nothing has changed on the document, but the motion is needed. Woulfe noted that if the Council wants to change the street priorities it would need legislative approval if sales tax funds were going to be spent on the project.

Shogren moved, seconded by Conley, to Approve the City of Cambridge Street Capital Improvement Program for 2019-2032 as presented. Motion carried unanimously.

Park Improvement Capital Program

Woulfe stated a motion is needed for the Park Improvement Capital Program from 2019-2043. Woulfe noted that if the Council wants to change the parks priorities it would need legislative approval if sales tax funds were going to be spent on the project.

Shogren moved, seconded by Conley, to approve the City of Cambridge Park Improvement Program from 2019-2043 as presented. Motion carried unanimously.

Adjournment of Council Meeting

Being no further business before the City Council, Palmer moved, seconded by Conley, to adjourn the regular meeting at 8:19 pm. Motion carried unanimously.

James A. Godfrey, Mayor

ATTEST:

Lynda J. Woulfe, City Administrator

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

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

**Regular City Council Meeting
January 22, 2019**

Members Present: Acting Mayor Lisa Iverson; Council Members Kersten Conley, Marlys Palmer and Bob Shogren. Mayor Jim Godfrey absent.

- Meeting called to order at 6:00 pm.
- Approved Agenda and Consent Agenda.
- Patrol Officer Tanner Hagen was sworn in.
- Approve the Solar Energy Lease and Easement Agreement and Memorandum of Solar Energy Lease and Easement Agreement.
- Authorized the write-off of all charges subsequent to May 31, 2018 on the sprinkler account at 1380 10th Ave SE and that the property owner be given until March 31, 2019 to pay the sprinkler account in full.
- Approved Resolution R19-006 Interim Use Permit for River of Life Church.
- Authorized the section of sidewalk on South Cypress Street from 2nd Avenue Southwest to 5th Avenue Southwest be added to the sidewalks that are cleared on an “as time allows basis”.
- Approved Purchase Agreement for 548 1st Avenue West with the two amendments to paragraph 3(c) and paragraph 14(d), as discussed and presented.
- Approved proposal from Apadana LLC for retrofitting lights, recycling cost and lift rental \$13,799.00.
- Approved the quote submitted by Lindstrom Painting in the amount of \$2,685.00.
- Approved Ordinance No. 685 Rezoning of the properties located at 430 1st Avenue E. and 130 Cleveland Street N. from I-3 General Industrial District to BT Business Transitional district.
- Reappointed Arianna Weiler to a three-year general term (expiring January 31, 2022) on the Planning Commission.
- Appointed Aaron Berg to the remainder of Mike Stylski’s term on the Planning Commission.
- Appointed Robert Boese to a three-year general term (expiring January 31, 2022) on the Planning Commission.
- Appointed Kriste Ericsson to a three-year general term (expiring January 31, 2022) on the Parks, Trails, and Recreation Commission.
- Approved Resolution R19-004 in Support of a Job Creation Fund Application to the Department of Employment and Economic Development (DEED) in connection with Stars Hollow Company.
- Authorized Chief Schuster to replace the department’s portable radios (and necessary accessories) with new radios purchased through Granite Electronics at the MN Contract price of \$97,957.79 plus \$1,220.00 for programming.
- Approved the SEH proposal for \$31,800 to prepare all documents needed for the bidding and demolition of the Ace Tack Building.
- Approved proposal not to exceed \$5,900 for SEH to prepare the 2nd Avenue SW ROW plat.

- Approved request from Cambridge-Isanti High School and direct Public Works staff to cover the “No Parking” signs on January 25, 2019 from noon-10:00 pm along Fern Street, Dellwood Street, Maple Dell Road, and Sunset Lane.
- Approved the City of Cambridge Street Capital Improvement Program for 2019-2032.
- Approved the City of Cambridge Park Improvement Program from 2019-2043.
- Adjourned at 8:19 pm.

Prepared by: Caroline Moe, Director of Finance

Background

Attached for your review are the **Draft** Monthly Financial Reports for the twelve months ended December 30, 2018. Included in the Monthly Financial Reports are the following components:

Budget Snapshot

General Fund - Amended 2018 Budget Compared to Actual

Special Revenue Funds:

Airport Operating Fund – Adopted 2018 Compared to Actual

Debt Service Fund Summary: Adopted 2018 Budget Compared to Actual

Capital Fund Summary:

Adopted 2018 Budget Compared to Actual

Enterprise Funds:

Water Utility - Adopted 2018 Budget Compared to Actual

Wastewater Utility - Adopted 2018 Budget Compared to Actual

Stormwater Utility- Adopted 2018 Budget Compared to Actual

Street Light Utility- Adopted 2018 Budget Compared to Actual

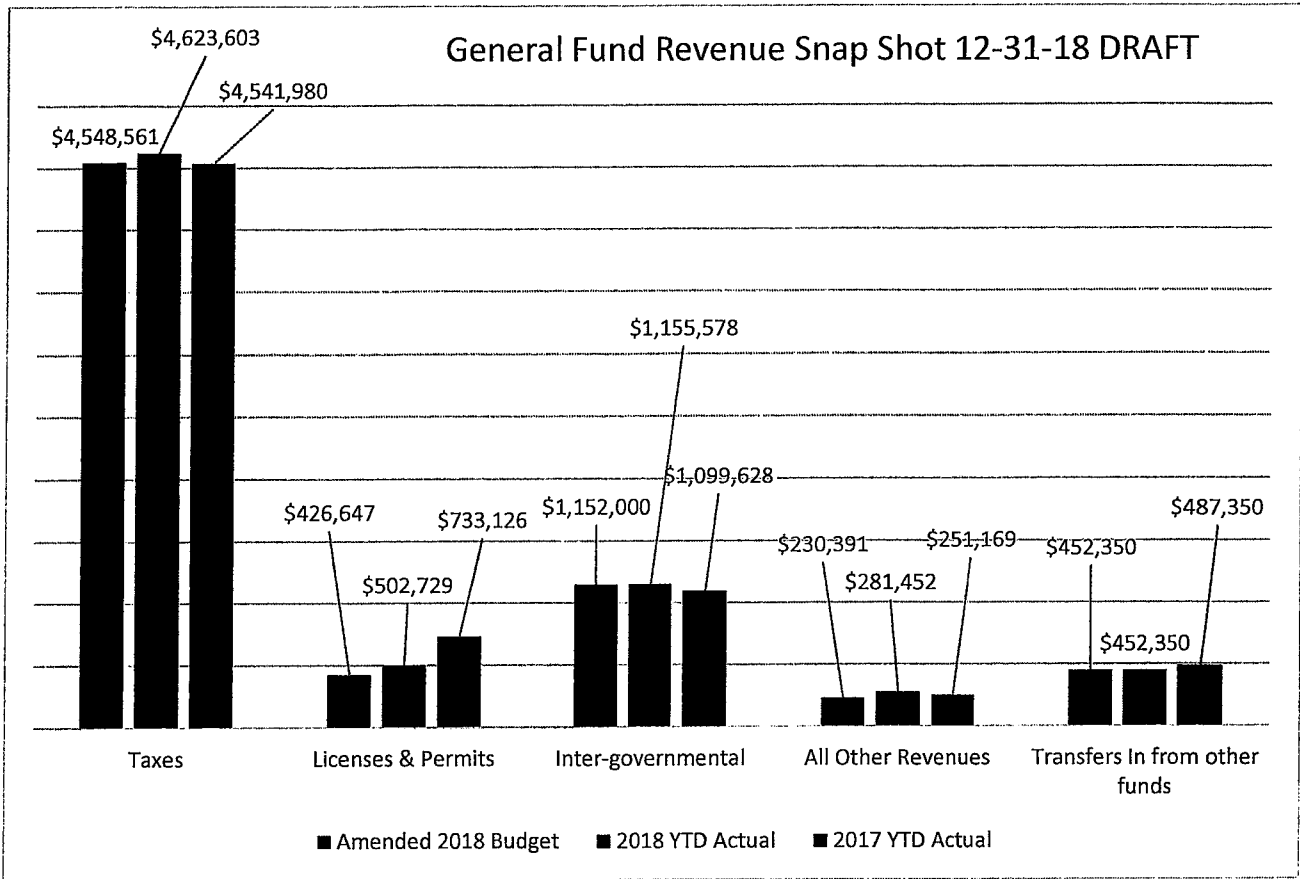
Liquor Store – Adopted 2018 Budget Compared to Actual.

Cash and Investment Summary

Council Action Requested

NONE REQUIRED - For discussion only.

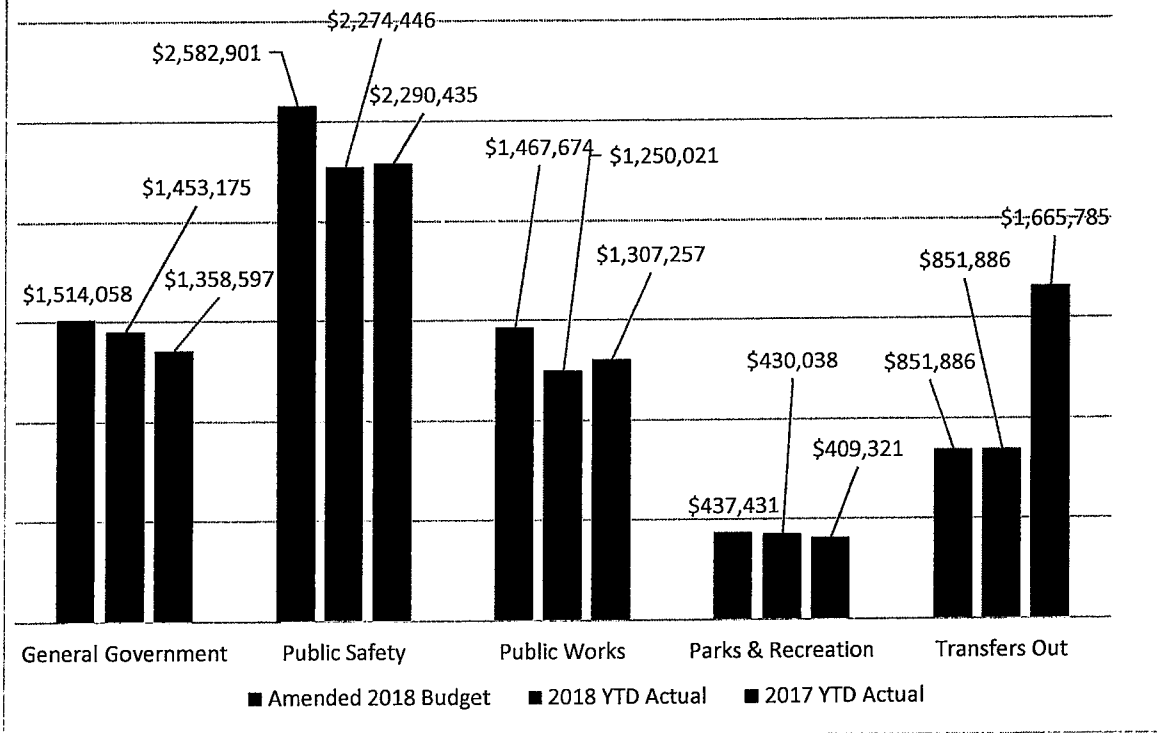
Council Financial Snap Shot



Notes—

- Tax revenue is only received in July and December from Isanti County.
- Inter-governmental revenue is primarily received in July, October and December.
- Permit revenue typically is slow at the beginning of the year and picks up late spring and summer. In 2017, large permit for Gracepoint pulled in February which was unusual. Permits for 2018 are in good shape, but 2017 was exceptionally active, accounting for the difference compared to last year.
- Other revenue—on track as expected.

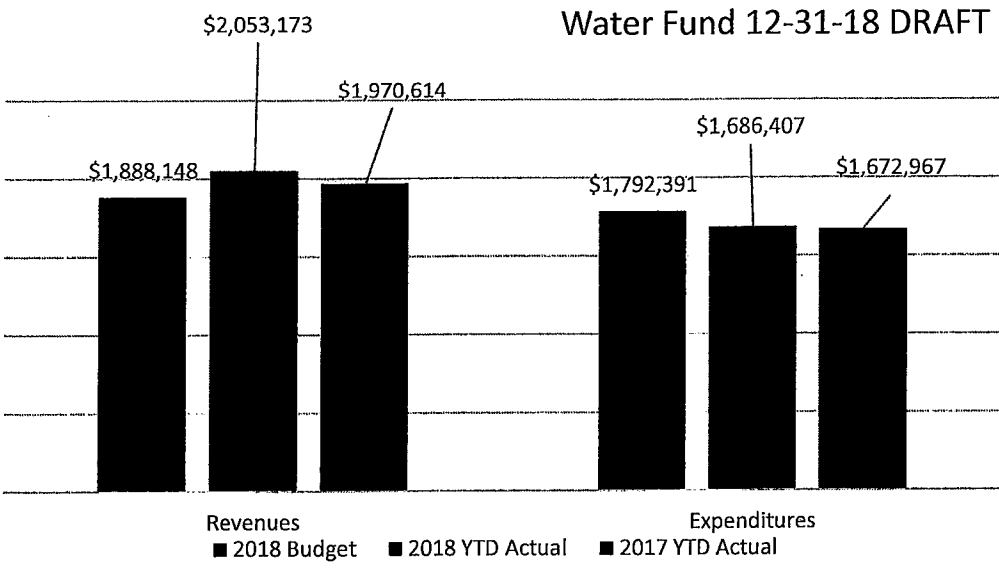
General Fund Expenditure Snap Shot 12-31-18 DRAFT



Notes—

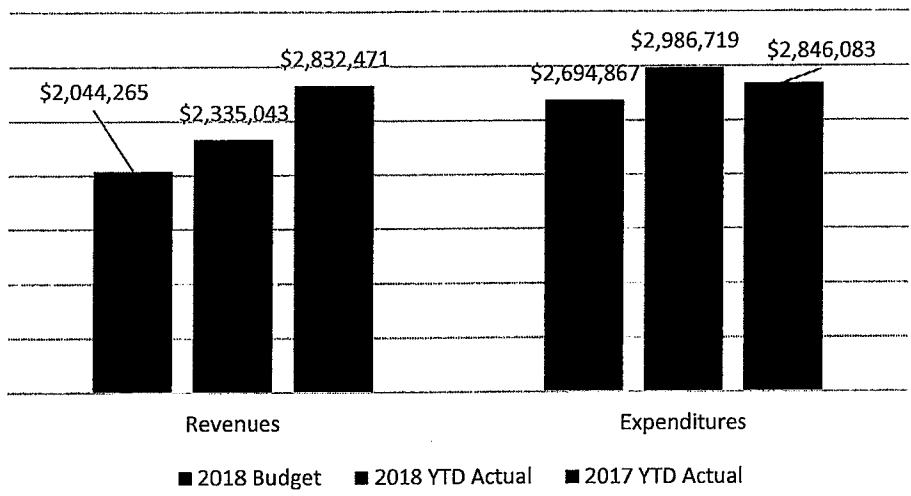
- Expenses generally trending as expected.

Water Fund 12-31-18 DRAFT



Notes—
No concerns with revenues or expenditures at this time.

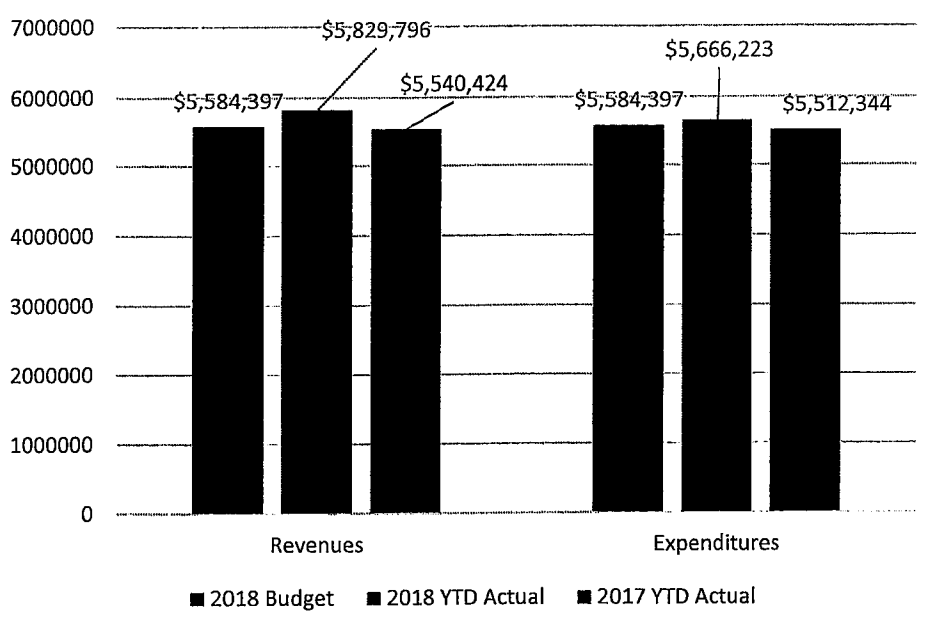
Wastewater Fund 12-31-18 DRAFT



Notes—
No concerns with revenues or expenditures at this time. In 2017, the City received significant sewer connection charge fees related to the Gracepoint construction project. Revenues for 2018 on track.

Expenses in 2018 trending higher due to Force Main relocation project and higher depreciation (non-cash expenditure).

Northbound Liquor 12-31-18 DRAFT



No concerns with revenues or expenditures at this time.

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

DRAFT

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
REVENUE						
TAXES	4,456,101.00	4,548,561.00	4,623,602.69	75,041.69	101.65	4,641,604.11
LICENSES AND PERMITS	286,800.00	426,647.00	502,728.59	76,081.59	117.83	733,126.21
INTERGOVERNMENTAL REVENUES	1,130,274.00	1,152,000.00	1,155,577.78	3,577.78	100.31	1,099,628.16
CHARGES FOR SERVICES	129,011.00	125,817.00	127,981.65	2,164.65	101.72	130,856.79
FINES AND FORFEITURES	40,770.00	78,751.00	92,898.94	14,147.94	117.97	54,474.24
OTHER	30,600.00	25,823.00	60,572.14	34,749.14	234.57	65,549.05
MISC REVENUE	.00	.00	.00	.00	.00	288.31
OTHER FINANCING SOURCES	452,350.00	452,350.00	452,350.00	.00	100.00	487,350.00
TOTAL FUND REVENUE	6,525,906.00	6,809,949.00	7,015,711.79	205,762.79	103.02	7,212,876.87
EXPENDITURES						
GENERAL GOVERNMENT						
MAYOR AND CITY COUNCIL	56,025.00	83,809.00	61,860.62	21,948.38	73.81	151,409.32
ADMINISTRATION	253,523.00	264,223.00	257,164.88	7,058.12	97.33	248,784.18
ELECTIONS	8,450.00	10,250.00	8,559.26	1,690.74	83.50	775.00
FINANCE/MIS	311,256.00	311,256.00	308,457.39	2,798.61	99.10	299,297.53
LEGAL	97,805.00	97,805.00	101,375.26	(3,570.26)	103.65	80,501.82
BUILDING DEPARTMENT	302,210.00	299,808.00	291,004.85	8,803.15	97.06	280,192.20
ENGINEERING	25,000.00	25,000.00	26,256.07	(1,256.07)	105.02	28,134.56
PLANNING	254,756.00	251,604.00	240,481.25	11,122.75	95.58	243,887.24
NEW CITY HALL BUILDING	140,059.00	170,303.00	158,015.27	12,287.73	92.78	125,236.46
TOTAL GENERAL GOVERNMENT	1,449,084.00	1,514,058.00	1,453,174.85	60,883.15	95.98	1,458,218.31
PUBLIC SAFETY						
POLICE DEPARTMENT	2,282,728.00	2,252,728.00	1,957,647.88	295,080.12	86.90	1,990,403.97
FIRE DEPARTMENT	310,891.00	317,473.00	304,889.76	12,583.24	96.04	287,289.47
EMERGENCY MANAGEMENT	7,700.00	7,700.00	7,108.04	591.96	92.31	7,862.56
ANIMAL CONTROL	5,500.00	5,000.00	4,800.00	200.00	96.00	4,879.13
TOTAL PUBLIC SAFETY	2,606,819.00	2,582,901.00	2,274,445.68	308,455.32	88.06	2,290,435.13
STREETS						
STREETS	1,247,561.00	1,448,874.00	1,231,455.40	217,418.60	84.99	1,105,983.39
STREET LIGHTING	.00	.00	.00	.00	.00	186,667.67
MAINTENANCE BUILDING	20,000.00	18,800.00	18,565.50	234.50	98.75	14,600.82
TOTAL STREETS	1,267,561.00	1,467,674.00	1,250,020.90	217,653.10	85.17	1,307,251.88
PARK AND RECREATION						
ICE RINK	79,760.00	69,063.00	69,523.17	(460.17)	100.67	67,851.56
PARKS & RECREATION	350,796.00	368,368.00	360,514.98	7,853.02	97.87	341,476.64

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

DRAFT

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL PARK AND RECREATION	430,556.00	437,431.00	430,038.15	7,392.85	98.31	409,328.20
UNALLOCATED EXPENDITURES TRANSFERS OUT	771,886.00	851,886.00	851,886.00	.00	100.00	1,665,785.00
TOTAL UNALLOCATED EXPENDITURES	771,886.00	851,886.00	851,886.00	.00	100.00	1,665,785.00
TOTAL FUND EXPENDITURES	6,525,906.00	6,853,950.00	6,259,565.58	594,384.42	91.33	7,131,018.52
NET REVENUE OVER EXPENDITURES	.00	(44,001.00)	756,146.21	(800,147.21)		81,858.35

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

DRAFT

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TAXES						
101-31010 TAXES - CURRENT	4,428,061.00	4,428,061.00	4,520,758.28	(92,697.28)	102.09	4,416,951.35
101-31020 TAXES - DELINQUENT	25,000.00	52,041.00	34,330.76	17,710.24	65.97	36,766.91
101-31050 EXCESS TAX INCREMENTS	.00	54.00	110.79	(56.79)	205.17	4,483.68
101-31051 DECERT TIF DISTRICT PROCEE	.00	24,586.00	24,586.73	(.73)	100.00	(17,661.58)
101-31060 PENALTIES AND INTEREST	3,040.00	3,040.00	3,036.14	3.86	99.87	6,699.85
101-31061 TAX ON FORFEITED PROP PURCHAS	.00	40,779.00	40,779.99	(.99)	100.00	194,363.90
TOTAL TAXES	4,456,101.00	4,548,561.00	4,623,602.69	(75,041.69)	101.65	4,641,604.11
LICENSES AND PERMITS						
101-32110 LIQUOR LICENSES	14,000.00	21,900.00	21,900.00	.00	100.00	13,500.00
101-32111 BEER AND SET-UPS	.00	.00	.00	.00	.00	1,600.00
101-32180 CIGARETTES	3,200.00	2,800.00	2,800.00	.00	100.00	2,600.00
101-32184 CABLE FRANCHISE FEES	62,000.00	65,000.00	68,718.25	(3,718.25)	105.72	67,199.34
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	2,000.00	729.00	729.00	.00	100.00	5,000.00
101-32218 CITY SHARE ELEC INSPECTIONS	2,000.00	7,972.00	8,755.20	(783.20)	109.82	8,800.35
101-32219 RETAINAGE OF BLDG SURCHARGE	250.00	348.00	516.89	(168.89)	148.53	626.76
101-32220 BUILDING PERMITS	155,800.00	253,786.00	320,214.50	(66,428.50)	126.18	514,320.58
101-32222 MECHANICAL PERMITS	25,000.00	25,417.00	29,083.79	(3,666.79)	114.43	52,770.28
101-32225 INVESTIGATION (PENALTY FEE)	300.00	1,338.00	1,338.00	.00	100.00	1,284.00
101-32226 CONTRACTOR LIC VERIFICATIONFEE	500.00	755.00	820.00	(65.00)	108.61	975.00
101-32230 PLUMBING PERMITS	13,000.00	16,485.00	16,807.00	(322.00)	101.95	29,813.40
101-32240 SIGN PERMITS	1,500.00	1,560.00	1,560.00	.00	100.00	2,970.00
101-32298 RENTAL REGISTRATION FEE	.00	10,925.00	10,937.50	(12.50)	100.11	18,900.00
101-32299 PLANNING & ZONING FEES	6,000.00	16,382.00	17,298.46	(916.46)	105.59	11,516.50
TOTAL LICENSES AND PERMITS	286,800.00	426,647.00	502,728.59	(76,081.59)	117.83	733,126.21
INTERGOVERNMENTAL REVENUES						
101-33165 FEDERAL GRANTS - OTHER	.00	3,684.00	9,026.45	(5,342.45)	245.02	6,382.41
101-33401 LOCAL GOVERNMENT AID (LGA)	802,352.00	802,352.00	802,355.00	(3.00)	100.00	744,292.00
101-33404 STATE AID - OTHER	3,100.00	6,245.00	6,245.90	(.90)	100.01	11,447.43
101-33405 PERA AID	5,822.00	5,822.00	5,822.00	.00	100.00	5,822.00
101-33418 MSA - MAINTENANCE	50,000.00	50,000.00	50,000.00	.00	100.00	50,000.00
101-33421 POLICE STATE AID	125,000.00	139,549.00	139,549.45	(.45)	100.00	130,440.76
101-33422 SCHOOL DIST COST FOR OFFICER	75,000.00	75,000.00	71,509.10	3,490.90	95.35	75,191.50
101-33424 SCHOOL DIST ASST SRO#2	65,000.00	65,000.00	66,721.06	(1,721.06)	102.65	67,480.00
101-33610 CTY GRANTS & AIDS FOR HWYS	4,000.00	4,348.00	4,348.82	(.82)	100.02	4,972.06
101-33620 OTHER COUNTY GRANTS AND AIDS	.00	.00	.00	.00	.00	3,600.00
TOTAL INTERGOVERNMENTAL REVE	1,130,274.00	1,152,000.00	1,155,577.78	(3,577.78)	100.31	1,099,628.18

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

DRAFT

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	10.00	120.00	120.00	.00	100.00	.00
101-34105 SALES - MAPS, COPIES, ETC.	401.00	131.00	131.75 (.75)	100.57	366.50
101-34201 POLICE DEPARTMENT REPORTS	2,400.00	2,895.00	2,950.75 (55.75)	101.93	3,285.00
101-34202 POLICE ADMINISTRATION FEES	1,500.00	4,225.00	4,660.00 (435.00)	110.30	4,330.00
101-34205 PAWN SHOP TRANSACTION REVENU	6,000.00	4,000.00	5,512.50 (1,512.50)	137.81	7,267.50
101-34206 FIRE PROT TOWNSHIP CONTRACT	110,000.00	96,877.00	96,877.65 (.65)	100.00	109,503.39
101-34210 FIRE PROTECTION ADMINISTRATION	2,300.00	2,345.00	2,345.00	.00	100.00	2,345.00
101-34925 PARK ACTIVITY FEES	.00	5,135.00	5,135.00	.00	100.00	2,743.00
101-34930 ART FAIR FEES	.00	770.00	770.00	.00	100.00	.00
101-34951 SALE OF SERVICE AND SUPPLIES	.00	1,679.00	1,679.00	.00	100.00	816.40
101-34956 ANNEXATION FEE	.00	.00	.00	.00	.00	200.00
101-34958 ICE RINK LEASE REVENUE	6,400.00	7,640.00	7,800.00 (160.00)	102.09	.00
TOTAL CHARGES FOR SERVICES	129,011.00	125,817.00	127,981.65 (2,164.65)	101.72	130,856.79
<u>FINES AND FORFEITURES</u>						
101-35101 COURT FINES	38,000.00	75,531.00	86,538.94 (11,007.94)	114.57	48,554.24
101-35102 PARKING FINES	1,570.00	790.00	1,670.00 (880.00)	211.39	1,620.00
101-35104 ANIMAL CONTROL FINES	1,200.00	1,080.00	1,540.00 (460.00)	142.59	1,500.00
101-35105 ADMINISTRATIVE CITATION FINE	.00	1,350.00	3,150.00 (1,800.00)	233.33	2,800.00
TOTAL FINES AND FORFEITURES	40,770.00	78,751.00	92,898.94 (14,147.94)	117.97	54,474.24
<u>OTHER</u>						
101-36102 SPECIAL ASSESSMENT INTEREST	.00	57.00	182.78 (125.78)	320.67	371.70
101-36200 MISCELLANEOUS	.00	.00	885.20 (885.20)	.00	482.53
101-36210 INTEREST EARNINGS	20,000.00	4,049.00	27,235.82 (23,186.82)	672.66	18,414.80
101-36220 FACILITY RENTAL	9,600.00	12,663.00	20,018.00 (7,355.00)	158.08	19,304.75
101-36230 DONATIONS	500.00	4,506.00	4,506.11 (.11)	100.00	3,200.00
101-36234 ARTS GRANT FOR CONCERT/PAINTIN	.00	2,500.00	2,500.00	.00	100.00	17,000.00
101-36240 PATRONAGE CAPITAL	500.00	423.00	3,619.23 (3,196.23)	855.61	3,883.27
101-36241 FIRE DEPT PRIVATE GRANTS	.00	235.00	235.00	.00	100.00	.00
101-36242 ALLINA WELLNESS GRANT	.00	886.00	886.00	.00	100.00	2,892.00
101-36501 SALE OF PROPERTY	.00	504.00	504.00	.00	100.00	.00
TOTAL OTHER	30,600.00	25,823.00	60,572.14 (34,749.14)	234.57	65,549.05
<u>MISC REVENUE</u>						
101-37200 MISCELLANEOUS	.00	.00	.00	.00	.00	288.31
TOTAL MISC REVENUE	.00	.00	.00	.00	.00	288.31

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

DRAFT

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>OTHER FINANCING SOURCES</u>						
101-39203 TRANSFERS FROM OTHER FUNDS	452,350.00	452,350.00	452,350.00	.00	100.00	487,350.00
TOTAL OTHER FINANCING SOURCES	452,350.00	452,350.00	452,350.00	.00	100.00	487,350.00
 TOTAL FUND REVENUE	 <u>6,525,906.00</u>	 <u>6,809,949.00</u>	 <u>7,015,711.79</u>			 <u>7,212,876.87</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

DRAFT

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL	
MAYOR AND CITY COUNCIL							
<i>PERSONAL SERVICES</i>							
101-41110-101	FULL-TIME EMPLOYEES - REGULAR	29,900.00	29,900.00	29,900.16	.16	100.00	29,900.16
101-41110-122	FICA/MEDICARE (EMPLOYER)	2,290.00	2,290.00	2,287.06	(2.94)	99.87	2,287.07
101-41110-151	WORKERS' COMPENSATION PREMIU	135.00	135.00	119.38	(15.62)	88.43	125.14
	TOTAL PERSONAL SERVICES	32,325.00	32,325.00	32,306.60	(18.40)	99.94	32,312.37
<i>SUPPLIES</i>							
101-41110-200	MISCELLANEOUS OFFICE SUPPLIES	100.00	76.00	107.81	31.81	141.86	39.50
101-41110-210	MISCELLANEOUS OPER SUPPLIES	250.00	400.00	350.00	(50.00)	87.50	1,076.00
101-41110-214	EMPLOYEE RECOGNITION	1,000.00	496.00	495.57	(.43)	99.91	312.75
	TOTAL SUPPLIES	1,350.00	972.00	953.38	(18.62)	98.08	1,428.25
<i>OTHER SERVICES AND CHARGES</i>							
101-41110-304	MISC PROFESSIONAL SERVICES	1,500.00	.00	.00	.00	.00	.00
101-41110-331	TRAVEL/MEALS/LODGING	1,500.00	1,278.00	392.65	(885.35)	30.72	2,246.19
101-41110-334	MILEAGE REIMBURSEMENT	150.00	.00	.00	.00	.00	.00
101-41110-340	ADVERTISING	1,000.00	.00	.00	.00	.00	.00
101-41110-360	INSURANCE AND BONDS	1,000.00	259.00	258.12	(.88)	99.66	206.47
	TOTAL OTHER SERVICES AND CHA	5,150.00	1,537.00	650.77	(886.23)	42.34	2,452.66
<i>MISCELLANEOUS</i>							
101-41110-430	MISCELLANEOUS	100.00	100.00	.00	(100.00)	.00	.00
101-41110-433	DUES AND SUBSCRIPTIONS	100.00	100.00	30.00	(70.00)	30.00	30.00
101-41110-440	SCHOOLS AND MEETINGS	1,500.00	.00	.00	.00	.00	2,150.00
101-41110-441	SISTER CITY ACTIVITIES	1,500.00	1,500.00	300.00	(1,200.00)	20.00	1,137.23
101-41110-455	FIREWORKS DISPLAY EXPENSES	14,000.00	12,275.00	12,275.00	.00	100.00	12,275.00
101-41110-456	ART FESTIVAL	.00	3,500.00	2,412.62	(1,087.38)	68.93	.00
101-41110-457	DOWNTOWN BANNERS & SIGNAGE	.00	14,500.00	4,903.00	(9,597.00)	33.81	.00
101-41110-458	DOWNTOWN FLOWER BASKET PROJ	.00	17,000.00	8,029.25	(8,970.75)	47.23	.00
101-41110-499	SPECIAL ASSMT AGREEMT TAX FOR	.00	.00	.00	.00	.00	99,623.81
	TOTAL MISCELLANEOUS	17,200.00	48,975.00	27,949.87	(21,025.13)	57.07	115,216.04
	TOTAL MAYOR AND CITY COUNCIL	56,025.00	83,809.00	61,860.62	(21,948.38)	73.81	151,409.32

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

DRAFT

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	114,756.00	124,756.00	127,649.86	2,893.86	102.32	115,866.32
101-41320-102 FULL-TIME EMPLOYEES - OVERTIME	300.00	.00	.00	.00	.00	.00
101-41320-103 PART-TIME - REGULAR	39,275.00	29,730.00	28,386.79	(1,343.21)	95.48	28,294.08
101-41320-121 PERA (EMPLOYER)	11,779.00	12,642.00	11,553.80	(1,088.20)	91.39	10,743.59
101-41320-122 FICA/MEDICARE (EMPLOYER)	12,018.00	12,898.00	11,442.59	(1,455.41)	88.72	10,690.71
101-41320-131 MEDICAL/DENTAL/LIFE (EMPLOYER)	16,648.00	19,203.00	18,793.32	(409.68)	97.87	15,317.52
101-41320-132 ADMIN-LONGEVITY PAY	3,072.00	3,072.00	.00	(3,072.00)	.00	.00
101-41320-133 ADMIN-INS DEDUCTIBLE CONTRIB	1,200.00	1,400.00	1,200.00	(200.00)	85.71	1,200.00
101-41320-151 WORKERS' COMPENSATION PREMIU	1,195.00	1,270.00	950.35	(319.65)	74.83	959.48
101-41320-153 CITY WIDE RE-EMPLOY COMPENSATI	3,000.00	.00	866.77	866.77	.00	2,192.28
101-41320-154 HRA/FLEX FEES	230.00	230.00	159.05	(70.95)	69.15	220.15
TOTAL PERSONAL SERVICES	203,473.00	205,201.00	201,002.53	(4,198.47)	97.95	185,484.13
<i>SUPPLIES</i>						
101-41320-201 OFFICE SUPPLIES - ACCESSORIES	1,500.00	1,500.00	1,570.11	70.11	104.67	1,450.32
101-41320-202 DUPLICATING & COPYING SUPPLIES	2,000.00	1,000.00	1,009.58	9.58	100.96	1,114.13
101-41320-203 CITY NEWSLETTER COSTS	2,000.00	.00	.00	.00	.00	.00
101-41320-204 STATIONARY, FORMS & ENVELOPES	250.00	250.00	145.00	(105.00)	58.00	.00
101-41320-209 SOFTWARE UPDATES	.00	139.00	139.00	.00	100.00	1,417.99
101-41320-210 MISCELLANEOUS OPER SUPPLIES	500.00	200.00	.00	(200.00)	.00	145.70
101-41320-221 REPAIR & MAINT SUPP - VEH/EQ	200.00	200.00	.00	(200.00)	.00	.00
101-41320-240 SMALL TOOLS AND MINOR EQUIPME	1,000.00	3,617.00	3,616.40	(.60)	99.98	950.92
TOTAL SUPPLIES	7,450.00	6,906.00	6,480.09	(425.91)	93.83	5,079.06
<i>OTHER SERVICES AND CHARGES</i>						
101-41320-304 MISC PROFESSIONAL SERVICES	2,000.00	12,500.00	11,987.97	(512.03)	95.90	23,336.76
101-41320-313 IT MGMT & BACKUP	3,000.00	2,825.00	2,709.72	(115.28)	95.92	2,483.91
101-41320-322 POSTAGE	4,500.00	3,800.00	2,950.00	(850.00)	77.63	3,489.21
101-41320-331 TRAVEL/MEALS/LODGING	600.00	600.00	264.46	(335.54)	44.08	550.91
101-41320-334 MILEAGE REIMBURSEMENT	300.00	224.00	34.44	(189.56)	15.38	134.82
101-41320-340 ADVERTISING	1,500.00	1,500.00	1,960.83	460.83	130.72	.00
101-41320-351 LEGAL NOTICES/ORD PUBLISHING	1,000.00	841.00	904.61	63.61	107.56	895.84
101-41320-360 INSURANCE AND BONDS	1,900.00	1,700.00	1,696.18	(3.82)	99.78	1,592.09
TOTAL OTHER SERVICES AND CHA	14,800.00	23,990.00	22,508.21	(1,481.79)	93.82	32,483.54

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

DRAFT

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	200.00	.00	.00	.00	.00	.00
101-41320-409 MAINT CONTRACTS - OFFICE EQUIP	11,500.00	12,700.00	13,214.93	514.93	104.05	11,235.15
101-41320-430 MISCELLANEOUS	100.00	150.00	119.96	(30.04)	79.97	.00
101-41320-433 DUES AND SUBSCRIPTIONS	500.00	576.00	575.16	(.84)	99.85	528.60
101-41320-437 CITY WIDE DUES & SUBSCRIPTIONS	14,000.00	14,000.00	13,249.00	(751.00)	94.64	13,148.00
101-41320-440 SCHOOLS AND MEETINGS	1,000.00	500.00	15.00	(485.00)	3.00	825.70
101-41320-489 OTHER CONTRACTED SERVICES	500.00	200.00	.00	(200.00)	.00	.00
<i>TOTAL MISCELLANEOUS</i>	<u>27,800.00</u>	<u>28,126.00</u>	<u>27,174.05</u>	<u>(951.95)</u>	<u>96.62</u>	<u>25,737.45</u>
TOTAL ADMINISTRATION	<u>253,523.00</u>	<u>264,223.00</u>	<u>257,164.88</u>	<u>(7,058.12)</u>	<u>97.33</u>	<u>248,784.18</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

DRAFT

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
ELECTIONS						
<i>PERSONAL SERVICES</i>						
101-41410-104 TEMP/SEAS EMPLOYEES - REGULAR	7,000.00	6,930.00	6,012.50	(917.50)	86.76	.00
<i>TOTAL PERSONAL SERVICES</i>	<u>7,000.00</u>	<u>6,930.00</u>	<u>6,012.50</u>	<u>(917.50)</u>	<u>86.76</u>	<u>.00</u>
<i>SUPPLIES</i>						
101-41410-201 OFFICE SUPPLIES - ACCESSORIES	250.00	250.00	115.76	(134.24)	46.30	.00
101-41410-240 SMALL TOOLS AND MINOR EQUIPME	.00	1,800.00	1,797.68	(2.32)	99.87	.00
<i>TOTAL SUPPLIES</i>	<u>250.00</u>	<u>2,050.00</u>	<u>1,913.44</u>	<u>(136.56)</u>	<u>93.34</u>	<u>.00</u>
<i>OTHER SERVICES AND CHARGES</i>						
101-41410-331 TRAVEL/MEALS/LODGING	100.00	100.00	97.44	(2.56)	97.44	.00
101-41410-351 LEGAL NOTICES/ORD PUBLISHING	100.00	181.00	180.88	(.12)	99.93	.00
<i>TOTAL OTHER SERVICES AND CHA</i>	<u>200.00</u>	<u>281.00</u>	<u>278.32</u>	<u>(2.68)</u>	<u>99.05</u>	<u>.00</u>
<i>MISCELLANEOUS</i>						
101-41410-408 MAINT CONTRACTS - MACH/EQUIP	1,000.00	989.00	355.00	(634.00)	35.89	775.00
<i>TOTAL MISCELLANEOUS</i>	<u>1,000.00</u>	<u>989.00</u>	<u>355.00</u>	<u>(634.00)</u>	<u>35.89</u>	<u>775.00</u>
TOTAL ELECTIONS	<u><u>8,450.00</u></u>	<u><u>10,250.00</u></u>	<u><u>8,559.26</u></u>	<u><u>(1,690.74)</u></u>	<u><u>83.50</u></u>	<u><u>775.00</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

DRAFT

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	157,788.00	157,788.00	163,311.25	5,523.25	103.50	157,803.33
101-41500-102	FULL-TIME EMPLOYEES - OVERTIME	100.00	.00	.00	.00	.00	.00
101-41500-121	PERA (EMPLOYER)	12,206.00	12,206.00	12,197.70	(8.30)	99.93	11,829.54
101-41500-122	FICA/MEDICARE (EMPLOYER)	12,450.00	12,450.00	11,980.50	(469.50)	96.23	11,730.84
101-41500-131	MEDICAL/DENTAL/LIFE (EMPLOYER)	33,297.00	32,929.00	32,157.84	(771.16)	97.66	30,627.04
101-41500-132	FINANCE LONGEVITY PAY	4,860.00	4,860.00	.00	(4,860.00)	.00	.00
101-41500-133	FINANCE INS DEDUCTIBLE CONTRIB	.00	2,400.00	2,400.00	.00	100.00	2,400.00
101-41500-151	WORKERS' COMPENSATION PREMIU	.00	1,239.00	1,014.99	(224.01)	81.92	946.72
101-41500-154	HRA/FLEX FEES	.00	200.00	146.80	(53.20)	73.40	146.80
	TOTAL PERSONAL SERVICES	220,701.00	224,072.00	223,209.08	(862.92)	99.61	215,484.27
<i>SUPPLIES</i>							
101-41500-201	OFFICE SUPPLIES - ACCESSORIES	1,400.00	700.00	820.02	120.02	117.15	1,071.53
101-41500-204	STATIONARY, FORMS & ENVELOPES	3,500.00	3,510.00	3,609.01	99.01	102.82	2,230.06
101-41500-209	SOFTWARE UPDATES	1,000.00	700.00	700.00	.00	100.00	675.00
101-41500-210	MISCELLANEOUS OPER SUPPLIES	500.00	27.00	.00	(27.00)	.00	126.65
101-41500-240	SMALL TOOLS AND MINOR EQUIPME	2,000.00	1,599.00	1,599.00	.00	100.00	.00
	TOTAL SUPPLIES	8,400.00	6,536.00	6,728.03	192.03	102.94	4,103.24
<i>OTHER SERVICES AND CHARGES</i>							
101-41500-301	AUDITING AND ACCOUNTING	32,000.00	32,000.00	32,000.00	.00	100.00	32,080.00
101-41500-304	MISC PROFESSIONAL SERVICES	2,000.00	3,588.00	3,584.69	(3.31)	99.91	2,838.00
101-41500-308	ISANTI CO ASSESSMENT MGMT FEE	750.00	750.00	.00	(750.00)	.00	471.00
101-41500-309	EDP PROFESSIONAL SERVICES	25,000.00	20,178.00	19,998.82	(179.18)	99.11	20,505.00
101-41500-313	IT MGMT & BACKUP	.00	3,000.00	2,935.53	(64.47)	97.85	2,483.91
101-41500-331	TRAVEL/MEALS/LODGING	500.00	42.00	42.00	.00	100.00	93.92
101-41500-334	MILEAGE REIMBURSEMENT	440.00	140.00	129.71	(10.29)	92.65	300.12
101-41500-351	LEGAL NOTICES/ORD PUBLISHING	500.00	400.00	365.38	(34.62)	91.35	398.81
101-41500-360	INSURANCE AND BONDS	1,600.00	1,492.00	1,491.85	(.15)	99.99	1,432.96
	TOTAL OTHER SERVICES AND CHA	62,790.00	61,590.00	60,547.98	(1,042.02)	98.31	60,603.72
<i>MISCELLANEOUS</i>							
101-41500-409	MAINT CONTRACTS - OFFICE EQUIP	15,000.00	15,458.00	15,458.00	.00	100.00	15,458.00
101-41500-430	MISCELLANEOUS	365.00	100.00	.00	(100.00)	.00	2.00
101-41500-433	DUES AND SUBSCRIPTIONS	2,000.00	1,600.00	1,564.30	(35.70)	97.77	1,564.30
101-41500-440	SCHOOLS AND MEETINGS	2,000.00	1,900.00	950.00	(950.00)	50.00	2,082.00
	TOTAL MISCELLANEOUS	19,365.00	19,058.00	17,972.30	(1,085.70)	94.30	19,106.30
	TOTAL FINANCE/MIS	311,256.00	311,256.00	308,457.39	(2,798.61)	99.10	299,297.53

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

DRAFT

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	47,000.00	47,000.00	51,068.52	4,068.52	108.66	40,999.86
101-41610-305 PROSECUTION SERVICES	40,000.00	40,000.00	39,501.96	(498.04)	98.75	39,501.96
101-41610-307 TOWNSHIP ANNEXATION PAYMENTS	10,805.00	10,805.00	10,804.78	(.22)	100.00	.00
<i>TOTAL OTHER SERVICES & CHARG</i>	<u>97,805.00</u>	<u>97,805.00</u>	<u>101,375.26</u>	<u>3,570.26</u>	<u>103.65</u>	<u>80,501.82</u>
TOTAL LEGAL	<u><u>97,805.00</u></u>	<u><u>97,805.00</u></u>	<u><u>101,375.26</u></u>	<u><u>3,570.26</u></u>	<u><u>103.65</u></u>	<u><u>80,501.82</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

DRAFT

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	190,486.00	190,486.00	195,231.52	4,745.52	102.49	187,317.42
101-41920-102	FULL-TIME EMPLOYEES - OVERTIME	100.00	100.00	.00	(100.00)	.00	.00
101-41920-121	PERA (EMPLOYER)	14,591.00	14,591.00	14,592.31	1.31	100.01	13,998.66
101-41920-122	FICA/MEDICARE (EMPLOYER)	14,883.00	14,883.00	14,354.33	(528.67)	96.45	13,615.23
101-41920-131	MEDICAL/DENTAL/LIFE	49,945.00	49,945.00	48,222.84	(1,722.16)	96.55	45,927.44
101-41920-132	BLDG DEPT LONGEVITY PAY	4,057.00	4,057.00	.00	(4,057.00)	.00	.00
101-41920-133	BLDG DEPT INS DEDUCTIBLE CONTR	3,600.00	3,600.00	2,469.32	(1,130.68)	68.59	1,765.19
101-41920-151	WORKERS' COMPENSATION PREMIU	1,198.00	1,198.00	989.48	(208.52)	82.59	998.58
101-41920-154	HRA/FLEX FEES	250.00	250.00	220.15	(29.85)	88.06	220.15
	TOTAL PERSONAL SERVICES	279,110.00	279,110.00	276,079.95	(3,030.05)	98.91	263,842.67
<i>SUPPLIES</i>							
101-41920-201	OFFICE SUPPLIES	750.00	750.00	583.78	(166.22)	77.84	629.04
101-41920-209	SOFTWARE UPDATES	500.00	500.00	.00	(500.00)	.00	.00
101-41920-210	MISCELLANEOUS OPER SUPPLIES	1,200.00	900.00	211.16	(688.84)	23.46	127.00
101-41920-212	GASOLINE/FUEL/LUBRICANTS/ADDIT	2,600.00	2,000.00	1,176.00	(824.00)	58.80	1,250.59
101-41920-221	REPAIRS & MAINT SUPP VEH/EQUIP	800.00	645.00	220.41	(424.59)	34.17	330.70
101-41920-240	SMALL TOOLS & MINOR EQUIPMENT	300.00	455.00	460.37	5.37	101.18	3,205.64
	TOTAL SUPPLIES	6,150.00	5,250.00	2,651.72	(2,598.28)	50.51	5,542.97
<i>OTHER CHARGES & SERVICES</i>							
101-41920-304	MISC. PROFESSIONAL FEES	.00	200.00	196.68	(3.32)	98.34	148.75
101-41920-309	EDP PROFESSIONAL SERVICES	.00	.00	.00	.00	.00	101.25
101-41920-313	IT MGMT & BACKUP	3,000.00	2,800.00	2,709.72	(90.28)	96.78	2,563.91
101-41920-321	TELEPHONE/CELLULAR PHONES	2,700.00	2,700.00	2,255.00	(445.00)	83.52	1,723.47
101-41920-331	TRAVEL/MEALS/LODGING	300.00	300.00	79.58	(220.42)	26.53	.00
101-41920-334	MILEAGE REIMBURSEMENT	700.00	700.00	599.50	(100.50)	85.64	542.06
101-41920-360	INSURANCE AND BONDS	2,500.00	2,013.00	2,012.10	(.90)	99.96	2,063.35
	TOTAL OTHER CHARGES & SERVIC	9,200.00	8,713.00	7,852.58	(860.42)	90.12	7,142.79
<i>MISCELLANEOUS</i>							
101-41920-404	REPAIRS & MAINT LABOR VEH & EQ	250.00	250.00	.00	(250.00)	.00	.00
101-41920-409	MAINT.CONTRACTS-OFFICE EQUIP	2,500.00	2,685.00	2,685.00	.00	100.00	2,090.00
101-41920-430	MISCELLANEOUS	200.00	200.00	.00	(200.00)	.00	7.28
101-41920-432	CREDIT CARD FEES-BLDG PERMITS	600.00	600.00	.00	(600.00)	.00	.00
101-41920-433	DUES AND SUBSCRIPTIONS	1,400.00	1,000.00	535.60	(464.40)	53.56	496.49
101-41920-440	SCHOOLS & MEETINGS	2,800.00	2,000.00	1,200.00	(800.00)	60.00	1,070.00
	TOTAL MISCELLANEOUS	7,750.00	6,735.00	4,420.60	(2,314.40)	65.64	3,663.77
	TOTAL BUILDING DEPARTMENT	302,210.00	299,808.00	291,004.85	(8,803.15)	97.06	280,192.20

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

DRAFT

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	25,000.00	25,000.00	26,256.07	1,256.07	105.02	28,134.56
<i>TOTAL OTHER CHARGES & SERVIC</i>	25,000.00	25,000.00	26,256.07	1,256.07	105.02	28,134.56
TOTAL ENGINEERING	25,000.00	25,000.00	26,256.07	1,256.07	105.02	28,134.56

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

DRAFT

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
PLANNING						
<i>PERSONAL SERVICES</i>						
101-41935-101	FULL-TIME EMPLOYEES - REGULAR	147,597.00	147,597.00	152,643.03	5,046.03	103.42 143,593.18
101-41935-112	PLANNING COMMISSION PAYMENTS	2,500.00	2,010.00	2,135.00	125.00	106.22 1,925.00
101-41935-121	PERA (EMPLOYER)	11,410.00	11,410.00	11,401.20 (8.80)	99.92	10,869.48
101-41935-122	FICA/MEDICARE (EMPLOYER)	11,639.00	11,639.00	11,040.12 (598.88)	94.85	10,558.92
101-41935-131	MEDICAL/DENTAL/LIFE	33,297.00	33,297.00	32,157.84 (1,139.16)	96.58	30,635.04
101-41935-132	PLANNING LONGEVITY PAY	4,539.00	4,539.00	.00 (4,539.00)	.00	.00
101-41935-133	PLANNING INS DEDUCTIBLE CONTRI	2,400.00	2,400.00	2,211.11 (188.89)	92.13	1,978.62
101-41935-151	WORKERS' COMPENSATION PREMIU	1,044.00	1,044.00	812.45 (231.55)	77.82	812.39
101-41935-154	HRA/FLEX FEES	230.00	230.00	146.80 (83.20)	63.83	146.80
	TOTAL PERSONAL SERVICES	214,656.00	214,166.00	212,547.55 (1,618.45)	99.24	200,519.43
<i>SUPPLIES</i>						
101-41935-201	OFFICE SUPPLIES	700.00	985.00	1,002.09	17.09	101.74 751.64
101-41935-209	SOFTWARE UPDATES	2,000.00	3,235.00	3,232.50 (2.50)	99.92	1,382.50
101-41935-210	MISCELLANEOUS OPER SUPPLIES	200.00	150.00	35.28 (114.72)	23.52	127.00
101-41935-212	GASOLINE/FUEL/LUBRICANTS/ADDIT	350.00	350.00	155.13 (194.87)	44.32	134.20
101-41935-221	REPAIRS & MAINT SUPP-VEH/EQUIP	200.00	570.00	568.67 (1.33)	99.77	675.57
101-41935-240	SMALL TOOLS & MINOR EQUIPMENT	8,250.00	7,450.00	1,508.71 (5,941.29)	20.25	18.12
	TOTAL SUPPLIES	11,700.00	12,740.00	6,502.38 (6,237.62)	51.04	3,089.03
<i>OTHER CHARGES & SERVICES</i>						
101-41935-301	PLANNING SPECIAL PROJECTS	2,500.00	500.00	56.00 (444.00)	11.20	.00
101-41935-304	MISC PROFESSIONAL FEES	2,500.00	1,500.00	421.69 (1,078.31)	28.11	.00
101-41935-309	EDP PROFESSIONAL SERV	.00	.00	.00	.00	101.25
101-41935-313	IT MGMT & BACKUP	3,000.00	2,735.00	2,709.72 (25.28)	99.08	2,483.91
101-41935-331	TRAVEL/MEALS/LODGING	500.00	300.00	135.62 (164.38)	45.21	141.36
101-41935-334	MILEAGE REIMBURSEMENT	250.00	250.00	125.57 (124.43)	50.23	47.62
101-41935-351	LEGAL NOTICE/ORD PUBLISH	750.00	500.00	678.91	178.91	135.78 271.64
101-41935-360	INSURANCE AND BONDS	11,500.00	9,808.00	9,807.38 (.62)	99.99	10,132.66
	TOTAL OTHER CHARGES & SERVIC	21,000.00	15,593.00	13,934.89 (1,658.11)	89.37	13,178.44
<i>MISCELLANEOUS</i>						
101-41935-404	REPAIRS & MAINT LABOR VEH/EQUI	300.00	150.00	.00 (150.00)	.00	.00
101-41935-409	MAINT CONTRACTS-OFFICE EQUIP	3,000.00	5,355.00	5,354.98 (.02)	100.00	2,990.00
101-41935-430	MISCELLANEOUS	1,000.00	250.00	(388.20) (638.20) (155.28) (4,991.50)		
101-41935-431	PROPERTY SECURING EXP	.00	750.00	710.65 (39.35)	94.75	4,175.00
101-41935-432	ABATEMENT COSTS	.00	.00	.00	.00	940.00
101-41935-433	DUES AND SUBSCRIPTIONS	600.00	874.00	874.00	.00	100.00 871.60
101-41935-440	SCHOOL AND MEETINGS	1,500.00	726.00	345.00 (381.00)	47.52	405.00
101-41935-488	COMP PLAN UPDATE	.00	.00	.00	.00	22,160.24
101-41935-489	OTHER CONTRACTED SERVICES	1,000.00	1,000.00	600.00 (400.00)	60.00	550.00
	TOTAL MISCELLANEOUS	7,400.00	9,105.00	7,496.43 (1,608.57)	82.33	27,100.34

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

DRAFT

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL PLANNING	254,756.00	251,604.00	240,481.25	(11,122.75)	95.58	243,887.24

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

FUND 101 - GENERAL FUND

DRAFT

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
NEW CITY HALL BUILDING							
<i>PERSONAL SERVICES</i>							
101-41950-101	FULL-TIME EMPLOYEES - REGULAR	26,063.00	27,063.00	26,463.80	(599.20)	97.79	25,681.93
101-41950-102	FULL-TIME EMPLOYEES - OVERTIME	1,000.00	.00	.00	.00	.00	.00
101-41950-121	PERA (EMPLOYER)	2,053.00	2,053.00	1,977.60	(75.40)	96.33	1,886.34
101-41950-122	FICA/MEDICARE (EMPLOYER)	2,094.00	2,094.00	1,949.39	(144.61)	93.09	1,859.55
101-41950-131	MEDICAL/DENTAL/LIFE	8,325.00	8,325.00	8,024.28	(300.72)	96.39	7,643.52
101-41950-132	LONGEVITY PAY	310.00	310.00	.00	(310.00)	.00	.00
101-41950-133	DEDUCTIBLE CONTRIBUTION	600.00	600.00	539.61	(60.39)	89.94	.00
101-41950-151	WORKERS' COMPENSATION PREMIU	1,503.00	1,503.00	1,372.88	(130.12)	91.34	1,346.04
101-41950-154	HRA/FLEX FEES	40.00	40.00	36.75	(3.25)	91.88	36.75
	TOTAL PERSONAL SERVICES	41,988.00	41,988.00	40,364.31	(1,623.69)	96.13	38,454.13
<i>SUPPLIES</i>							
101-41950-212	GASOLINE/FUEL	200.00	200.00	.00	(200.00)	.00	74.97
101-41950-215	MAINTENANCE SUPPLIES	13,000.00	10,500.00	3,207.50	(7,292.50)	30.55	4,243.49
101-41950-240	SMALL TOOLS & EQUIPMENT	1,500.00	1,500.00	1,286.00	(214.00)	85.73	1,385.50
	TOTAL SUPPLIES	14,700.00	12,200.00	4,493.50	(7,706.50)	36.83	5,703.96
<i>OTHER SERVICES AND CHARGES</i>							
101-41950-321	TELEPHONE/CELLULAR PHONES	17,500.00	17,500.00	18,411.33	911.33	105.21	17,163.09
101-41950-360	INSURANCE AND BONDS	3,000.00	1,594.00	1,593.24	(.76)	99.95	1,690.95
101-41950-381	ELECTRIC UTILITIES	12,000.00	10,000.00	9,900.09	(99.91)	99.00	9,488.09
101-41950-382	WATER/WASTEWATER UTILITIES	1,450.00	3,000.00	2,876.43	(123.57)	95.88	1,469.44
101-41950-383	GAS UTILITIES	10,000.00	6,700.00	6,190.87	(509.13)	92.40	5,207.95
101-41950-384	REFUSE HAULING	.00	800.00	531.25	(268.75)	66.41	.00
	TOTAL OTHER SERVICES AND CHA	43,950.00	39,594.00	39,503.21	(90.79)	99.77	35,019.52
<i>MISCELLANEOUS</i>							
101-41950-401	REPAIRS & MAINT LABOR - BLDGS	22,000.00	60,300.00	58,528.31	(1,771.69)	97.06	30,612.14
101-41950-409	MAINT CONTRACTS - OFFICE EQUIP	2,921.00	4,705.00	4,704.08	(.92)	99.98	4,501.68
101-41950-413	RENTALS - OFFICE EQUIPMENT	14,000.00	11,016.00	10,098.61	(917.39)	91.67	10,657.33
101-41950-430	MISCELLANEOUS	500.00	500.00	323.25	(176.75)	64.65	287.70
	TOTAL MISCELLANEOUS	39,421.00	76,521.00	73,654.25	(2,866.75)	96.25	46,058.85
	TOTAL NEW CITY HALL BUILDING	140,059.00	170,303.00	158,015.27	(12,287.73)	92.78	125,236.46

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

DRAFT

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	1,180,106.00	1,168,873.00	1,030,781.11	(138,091.89)	88.19	1,050,778.05
101-42100-102	FULL-TIME EMPLOYEES - OVERTIME	60,000.00	60,000.00	57,742.92	(2,257.08)	96.24	64,050.98
101-42100-103	PART-TIME EMPLOYEES - REGULAR	25,011.00	31,011.00	30,598.72	(412.28)	98.67	27,642.15
101-42100-104	TEMP/SEAS EMPLOYEES - REGULAR	.00	11,693.00	11,851.64	158.64	101.36	20,937.60
101-42100-110	HOURS WORKED HOLIDAY	16,000.00	16,000.00	19,725.57	3,725.57	123.28	18,073.99
101-42100-116	ON-CALL PAY	38,412.00	38,412.00	37,460.07	(951.93)	97.52	34,842.90
101-42100-117	SHIFT DIFFERENTIAL	8,672.00	8,672.00	7,139.86	(1,532.14)	82.33	7,623.24
101-42100-121	PERA (EMPLOYER)	201,427.00	203,064.00	184,593.03	(18,470.97)	90.90	188,769.53
101-42100-122	FICA/MEDICARE (EMPLOYER)	23,391.00	23,561.00	21,925.44	(1,635.56)	93.06	22,100.19
101-42100-131	MEDICAL/DENTAL/LIFE (EMPLOYER)	301,625.00	271,625.00	258,257.12	(13,367.88)	95.08	256,328.74
101-42100-132	POLICE LONGEVITY PAY	32,438.00	32,438.00	.00	(32,438.00)	.00	.00
101-42100-133	POLICE INS DEDUCTIBLE CONTRIB	19,200.00	19,200.00	13,354.36	(5,845.64)	69.55	13,181.94
101-42100-151	WORKERS' COMPENSATION PREMIU	62,771.00	62,771.00	47,010.44	(15,760.56)	74.89	52,481.48
101-42100-154	HRA/FLEX FEES	1,500.00	1,500.00	1,109.95	(390.05)	74.00	1,138.15
	TOTAL PERSONAL SERVICES	1,970,553.00	1,948,820.00	1,721,550.23	(227,269.77)	88.34	1,757,948.94
<i>SUPPLIES</i>							
101-42100-201	OFFICE SUPPLIES - ACCESSORIES	3,300.00	3,300.00	1,229.83	(2,070.17)	37.27	2,630.39
101-42100-202	DUPLICATING & COPYING SUPPLIES	1,500.00	1,500.00	546.90	(953.10)	36.46	427.30
101-42100-209	SOFTWARE UPDATES	7,800.00	7,800.00	.00	(7,800.00)	.00	1,194.16
101-42100-210	MISCELLANEOUS OPER SUPPLIES	7,000.00	7,000.00	2,888.61	(4,111.39)	41.27	4,769.91
101-42100-212	GASOLINE/FUEL/LUB/ADDITIVES	45,000.00	44,800.00	37,612.44	(7,187.56)	83.96	32,784.51
101-42100-213	AMMUNITION	5,500.00	5,700.00	5,617.40	(82.60)	98.55	5,119.92
101-42100-214	CRIME SCENE SUPPLIES	5,375.00	5,375.00	4,244.16	(1,130.84)	78.96	1,270.12
101-42100-217	PROMOTIONAL EVENTS/MCGRUFF E	4,500.00	4,500.00	3,738.34	(761.66)	83.07	2,481.36
101-42100-221	REPAIR & MAINT SUPP - VEH/EQ	18,500.00	18,500.00	12,273.20	(6,226.80)	66.34	14,692.25
101-42100-231	UNIFORM ALLOWANCE	29,600.00	17,600.00	19,412.79	1,812.79	110.30	20,101.55
101-42100-232	UNIFORMS-RESERVES	3,000.00	3,000.00	398.20	(2,601.80)	13.27	2,031.65
101-42100-240	SMALL TOOLS AND MINOR EQUIP	16,000.00	28,000.00	18,906.70	(9,093.30)	67.52	11,300.75
	TOTAL SUPPLIES	147,075.00	147,075.00	106,868.57	(40,206.43)	72.66	98,783.87

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

DRAFT

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	11,830.00	6,170.96	(5,659.04)	52.16	3,839.25
101-42100-305 APPLICANT TESTING	1,700.00	2,585.00	2,581.56	(3.44)	99.87	2,793.00
101-42100-313 IT MGMT & BACKUP	13,000.00	13,000.00	12,193.08	(806.92)	93.79	11,256.99
101-42100-321 TELEPHONE/CELLULAR PHONES	14,500.00	14,500.00	13,295.43	(1,204.57)	91.69	14,177.05
101-42100-322 POSTAGE	300.00	300.00	285.90	(14.10)	95.30	280.30
101-42100-331 TRAVEL/MEALS/LODGING	5,000.00	5,000.00	1,764.85	(3,235.15)	35.30	323.31
101-42100-334 MILEAGE REIMBURSEMENT	200.00	600.00	586.98	(13.02)	97.83	85.60
101-42100-340 ADVERTISING	.00	630.00	628.51	(1.49)	99.76	.00
101-42100-360 INSURANCE AND BONDS	36,000.00	40,603.00	40,602.65	(.35)	100.00	34,656.56
101-42100-381 ELECTRIC UTILITIES	6,100.00	6,100.00	5,091.49	(1,008.51)	83.47	4,879.57
101-42100-383 GAS UTILITIES	4,000.00	4,000.00	3,049.22	(950.78)	76.23	2,565.09
101-42100-391 POLICE-OLD MNDOT ELECTRIC	2,000.00	.00	.00	.00	.00	2,013.26
101-42100-392 POLICE-OLD MNDOT WATER/SEWER	1,500.00	.00	.00	.00	.00	1,173.57
TOTAL OTHER SERVICES AND CHA	99,300.00	99,148.00	86,250.63	(12,897.37)	86.99	78,043.55
<i>MISCELLANEOUS</i>						
101-42100-404 REPAIR & MAINT LABOR - VEH/EQ	10,000.00	9,600.00	4,641.26	(4,958.74)	48.35	5,516.67
101-42100-409 MAINT CONTRACTS - OFFICE EQUIP	21,500.00	21,500.00	18,639.48	(2,860.52)	86.70	18,052.20
101-42100-410 POLICE RESERVE ACTIVITY	1,500.00	1,500.00	1,412.50	(87.50)	94.17	688.57
101-42100-411 POLICE-AUTO PAWN SERVICE	2,700.00	2,700.00	2,171.70	(528.30)	80.43	2,248.20
101-42100-429 MNDOT FACILITY OPERATING COSTS	10,000.00	.00	.00	.00	.00	3,857.11
101-42100-433 DUES AND SUBSCRIPTIONS	6,700.00	9,700.00	6,929.75	(2,770.25)	71.44	7,488.48
101-42100-440 SCHOOLS AND MEETINGS	12,000.00	12,000.00	8,860.00	(3,140.00)	73.83	12,314.98
101-42100-489 OTHER CONTRACTED SERVICES	1,400.00	685.00	323.76	(361.24)	47.26	5,461.40
TOTAL MISCELLANEOUS	65,800.00	57,685.00	42,978.45	(14,706.55)	74.51	55,627.61
TOTAL POLICE DEPARTMENT	2,282,728.00	2,252,728.00	1,957,647.88	(295,080.12)	86.90	1,990,403.97

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

DRAFT

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	76,877.00	76,877.00	77,940.71	1,063.71	101.38	74,624.90
101-42200-103	PART-TIME EMPLOYEES - REGULAR	47,000.00	47,000.00	44,661.00	(2,339.00)	95.02	45,760.00
101-42200-121	PERA (EMPLOYER)	12,569.00	12,569.00	12,568.27	(.73)	99.99	11,992.11
101-42200-122	FICA/MEDICARE (EMPLOYER)	9,530.00	9,530.00	4,757.12	(4,772.88)	49.92	4,293.66
101-42200-131	MEDICAL/DENTAL/LIFE INS	16,649.00	16,649.00	16,078.92	(570.08)	96.58	15,317.52
101-42200-132	FIRE LONGEVITY PAY	705.00	705.00	.00	(705.00)	.00	.00
101-42200-133	DEDUCTIBLE CONTRIBUTION	1,200.00	1,200.00	.00	(1,200.00)	.00	.00
101-42200-151	WORKERS' COMPENSATION PREMIU	36,061.00	36,061.00	32,206.04	(3,854.96)	89.31	33,042.22
101-42200-154	HRA/FLEX FEES	100.00	100.00	73.35	(26.65)	73.35	73.35
	TOTAL PERSONAL SERVICES	200,691.00	200,691.00	188,285.41	(12,405.59)	93.82	185,103.76
<i>SUPPLIES</i>							
101-42200-201	OFFICE SUPPLIES - ACCESSORIES	.00	.00	.00	.00	.00	533.45
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	6,416.56	(1,083.44)	85.55	9,598.02
101-42200-211	GRANT FUNDED SUPPLIES	.00	156.00	156.00	.00	100.00	5,887.00
101-42200-212	GASOLINE/FUEL/LUB/ADDITIVES	7,500.00	6,500.00	6,889.44	389.44	105.99	6,102.91
101-42200-215	SHOP MAINTENANCE SUPPLIES	200.00	100.00	.00	(100.00)	.00	8.99
101-42200-221	REPAIR & MAINT SUPP - VEH/EQ	7,000.00	11,017.00	12,796.16	1,779.16	116.15	8,653.28
101-42200-223	REPAIR & MAINT SUPP - BLDGS	100.00	1,450.00	1,421.72	(28.28)	98.05	393.83
101-42200-231	UNIFORM ALLOWANCE	13,000.00	13,000.00	12,103.60	(896.40)	93.10	10,396.33
101-42200-232	UNIFORM ALLOWANCE GRANT FUND	.00	1,500.00	1,500.00	.00	100.00	.00
101-42200-240	FIRE DEPT SMALL TOOLS	7,000.00	7,000.00	4,513.02	(2,486.98)	64.47	1,161.68
101-42200-241	SMALL TOOLS GRANT FUNDED	.00	1,834.00	1,833.84	(.16)	99.99	.00
	TOTAL SUPPLIES	42,400.00	50,157.00	47,630.34	(2,526.66)	94.96	42,735.49
<i>OTHER SERVICES AND CHARGES</i>							
101-42200-304	MISC PROFESSIONAL SERVICES	7,500.00	12,000.00	11,887.15	(112.85)	99.06	8,736.60
101-42200-307	CITY FUNDED PENSION CONTRIB	10,000.00	10,000.00	10,000.00	.00	100.00	10,000.00
101-42200-313	IT MGMT & BACKUP	3,000.00	2,800.00	2,709.72	(90.28)	96.78	2,483.91
101-42200-321	TELEPHONE/CELLULAR PHONES	900.00	1,350.00	1,380.24	30.24	102.24	1,345.23
101-42200-331	TRAVEL/MEALS/LODGING	750.00	1,600.00	1,726.27	126.27	107.89	681.75
101-42200-334	MILEAGE REIMBURSEMENT	500.00	650.00	643.10	(6.90)	98.94	.00
101-42200-340	ADVERTISING	200.00	120.00	119.25	(.75)	99.38	758.77
101-42200-360	INSURANCE AND BONDS	9,000.00	7,048.00	7,047.92	(.08)	100.00	7,223.00
101-42200-381	ELECTRIC UTILITIES	16,000.00	13,700.00	13,820.38	120.38	100.88	13,374.09
101-42200-382	WATER/WASTEWATER UTILITIES	650.00	650.00	390.64	(259.36)	60.10	409.26
101-42200-383	GAS UTILITIES	7,000.00	5,000.00	3,599.52	(1,400.48)	71.99	2,812.98
	TOTAL OTHER SERVICES AND CHA	55,500.00	54,918.00	53,324.19	(1,593.81)	97.10	47,825.59

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

DRAFT

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	.00	2,125.00	2,125.00	.00	330.00
101-42200-404	REPAIR & MAINT LABOR - VEH/EQ	1,500.00	1,500.00	845.63	(654.37)	56.38	2,965.21
101-42200-433	DUES AND SUBSCRIPTIONS	1,300.00	1,587.00	1,587.00	.00	100.00	3,117.00
101-42200-440	SCHOOLS AND MEETINGS	8,000.00	5,045.00	2,117.19	(2,927.81)	41.97	1,080.35
101-42200-441	GRANT FUNDED SCHOOLS	.00	3,575.00	8,975.00	5,400.00	251.05	4,132.07
	<i>TOTAL MISCELLANEOUS</i>	<u>12,300.00</u>	<u>11,707.00</u>	<u>15,649.82</u>	<u>3,942.82</u>	<u>133.68</u>	<u>11,624.63</u>
	TOTAL FIRE DEPARTMENT	<u><u>310,891.00</u></u>	<u><u>317,473.00</u></u>	<u><u>304,889.76</u></u>	<u><u>(12,583.24)</u></u>	<u><u>96.04</u></u>	<u><u>287,289.47</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

DRAFT

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
EMERGENCY MANAGEMENT						
<i>SUPPLIES</i>						
101-42300-201 OFFICE SUPPLIES	500.00	578.00	26.90 (551.10)	4.65	.00
101-42300-202 DUPLICATING & COPYING SUPPLIES	500.00	.00	.00	.00	.00	.00
101-42300-209 SOFTWARE UPDATES	500.00	.00	.00	.00	.00	.00
101-42300-210 MISCELLANEOUS OPER SUPPLIES	500.00	700.00	695.98 (4.02)	99.43	2,157.00
101-42300-240 SMALL TOOLS AND MINOR EQUIP	3,000.00	3,000.00	3,082.00	82.00	102.73	3,350.07
TOTAL SUPPLIES	5,000.00	4,278.00	3,804.88 (473.12)	88.94	5,507.07
<i>OTHER SERVICES AND CHARGES</i>						
101-42300-304 MISC PROF SERVICES	500.00	130.00	52.00 (78.00)	40.00	540.00
101-42300-321 TELEPHONE	200.00	.00	.00	.00	.00	.00
101-42300-331 TRAVEL/MEALS/LODGING	500.00	823.00	822.16 (.84)	99.90	289.98
101-42300-340 ADVERTISING	.00	195.00	195.00	.00	100.00	.00
TOTAL OTHER SERVICES AND CHA	1,200.00	1,148.00	1,069.16 (78.84)	93.13	829.98
<i>MISCELLANEOUS</i>						
101-42300-433 DUES AND SUBSCRIPTIONS	.00	1,095.00	1,095.00	.00	100.00	130.00
101-42300-440 SCHOOLS AND MEETINGS	1,500.00	540.00	500.00 (40.00)	92.59	42.00
101-42300-489 OTHER CONTRACTED SERVICES	.00	639.00	639.00	.00	100.00	1,353.51
TOTAL MISCELLANEOUS	1,500.00	2,274.00	2,234.00 (40.00)	98.24	1,525.51
TOTAL EMERGENCY MANAGEMENT	7,700.00	7,700.00	7,108.04 (591.96)	92.31	7,862.56

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

DRAFT

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>ANIMAL CONTROL</u>						
<i>OTHER SERVICES & CHARGES</i>						
101-42700-310 ANIMAL CONTROL SERVICES	5,500.00	5,000.00	4,800.00	(200.00)	96.00	4,879.13
<i>TOTAL OTHER SERVICES & CHARG</i>	5,500.00	5,000.00	4,800.00	(200.00)	96.00	4,879.13
TOTAL ANIMAL CONTROL	5,500.00	5,000.00	4,800.00	(200.00)	96.00	4,879.13

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

DRAFT

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	551,997.00	549,497.00	569,366.94	19,869.94	103.62	535,891.70
101-43001-102	FULL-TIME EMPLOYEES - OVERTIME	3,000.00	3,000.00	3,365.00	365.00	112.17	3,382.61
101-43001-104	TEMP/SEAS EMPLOYEES REGULAR	12,684.00	11,839.00	11,838.09	(.91)	99.99	14,266.42
101-43001-105	TEMP/SEAS EMPLOYEES - OVERTIME	.00	.00	11.42	11.42	.00	.00
101-43001-110	HOURS WORKED HOLIDAY	.00	2,500.00	341.81	(2,158.19)	13.67	2,173.93
101-43001-111	OVERTIME-SNOWPLOWING	24,000.00	55,000.00	52,411.20	(2,588.80)	95.29	19,286.02
101-43001-112	OVERTIME MOSQUITO SPRAYING	3,000.00	2,000.00	1,087.42	(912.58)	54.37	674.56
101-43001-121	PERA (EMPLOYER)	45,247.00	45,247.00	46,295.61	1,048.61	102.32	41,560.91
101-43001-122	FICA/MEDICARE (EMPLOYER)	47,122.00	47,122.00	46,905.83	(216.17)	99.54	42,531.66
101-43001-131	MEDICAL/DENTAL/LIFE (EMPLOYER)	160,934.00	160,934.00	137,866.86	(23,067.14)	85.67	126,031.14
101-43001-132	STREETS LONGEVITY PAY	21,290.00	21,290.00	.00	(21,290.00)	.00	.00
101-43001-133	STREETS INS DEDUCTIBLE CONTRIB	11,600.00	11,600.00	5,804.92	(5,795.08)	50.04	5,423.03
101-43001-151	WORKERS' COMPENSATION PREMIU	58,737.00	58,737.00	47,955.42	(10,781.58)	81.64	46,124.15
101-43001-154	HRA/FLEX FEES	700.00	700.00	635.45	(64.55)	90.78	635.45
	TOTAL PERSONAL SERVICES	940,311.00	969,466.00	923,885.97	(45,580.03)	95.30	837,961.58
<i>SUPPLIES</i>							
101-43001-201	OFFICE SUPPLIES-ACCESSORIES	1,000.00	1,000.00	454.06	(545.94)	45.41	1,275.96
101-43001-202	DUPLICATING AND COPYING SUPPLI	100.00	100.00	20.00	(80.00)	20.00	58.98
101-43001-204	STATIONERY, FORMS & ENVELOPES	100.00	100.00	.00	(100.00)	.00	.00
101-43001-209	SOFTWARE UPDATES	750.00	750.00	.00	(750.00)	.00	544.00
101-43001-210	MISCELLANEOUS OPER SUPPLIES	12,000.00	12,000.00	11,258.11	(741.89)	93.82	8,526.25
101-43001-212	GASOLINE/FUEL/LUB/ADDITIVES	30,000.00	39,000.00	36,662.62	(2,337.38)	94.01	22,552.00
101-43001-215	SHOP MAINTENANCE SUPPLIES	1,000.00	1,000.00	.00	(1,000.00)	.00	870.51
101-43001-219	SNOW REMOVAL MATERIALS	60,000.00	60,000.00	43,868.30	(16,131.70)	73.11	51,587.36
101-43001-221	REPAIR & MAINT SUPP-VEH/EQ	45,000.00	56,850.00	61,812.12	4,962.12	108.73	52,379.88
101-43001-224	REPAIR & MAINT-INFRASTRUCTURE	15,000.00	15,000.00	10,495.90	(4,504.10)	69.97	11,005.90
101-43001-226	SIGNS	6,000.00	6,000.00	9,573.14	3,573.14	159.55	4,484.20
101-43001-240	SMALL TOOLS AND MINOR EQUIP	5,000.00	6,000.00	6,400.60	400.60	106.68	5,335.79
	TOTAL SUPPLIES	175,950.00	197,800.00	180,544.85	(17,255.15)	91.28	158,620.83
<i>OTHER SERVICES AND CHARGES</i>							
101-43001-304	MISC PROFESSIONAL FEES	5,000.00	4,000.00	3,112.04	(887.96)	77.80	2,283.68
101-43001-313	IT MGMT & BACKUP	8,000.00	4,000.00	2,709.72	(1,290.28)	67.74	2,523.91
101-43001-321	TELEPHONE/CELLULAR PHONES	6,000.00	12,000.00	12,633.34	633.34	105.28	12,331.05
101-43001-331	TRAVEL/MEALS/LODGING	500.00	.00	.00	.00	.00	53.50
101-43001-340	ADVERTISING	400.00	.00	.00	.00	.00	.00
101-43001-360	INSURANCE AND BONDS	20,000.00	15,678.00	15,677.47	(.53)	100.00	15,601.54
101-43001-381	ELECTRIC UTILITIES	400.00	400.00	396.86	(3.14)	99.22	362.50
101-43001-382	WATER/WASTEWATER UTILITIES	800.00	900.00	933.95	33.95	103.77	564.52
101-43001-384	REFUSE HAULING	8,000.00	3,000.00	2,688.44	(311.56)	89.61	2,871.32
	TOTAL OTHER SERVICES AND CHA	49,100.00	39,978.00	38,151.82	(1,826.18)	95.43	36,592.02

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

DRAFT

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	3,880.00	662.90	(3,217.10)	17.09	100.00
101-43001-405 EMERG MGMT REP & MAINT	500.00	.00	.00	.00	.00	.00
101-43001-406 PAINTING AND STRIPING	18,000.00	17,000.00	15,557.61	(1,442.39)	91.52	14,964.51
101-43001-407 BRIDGE REPAIR	.00	40,000.00	12,000.00	(28,000.00)	30.00	.00
101-43001-413 BNSF PARKING LEASE	3,000.00	3,000.00	.00	(3,000.00)	.00	2,918.41
101-43001-414 EQUIPMENT RENTAL	.00	12,000.00	12,000.00	.00	100.00	6,000.00
101-43001-417 RENTALS - UNIFORMS	9,000.00	7,000.00	6,581.80	(418.20)	94.03	6,497.72
101-43001-430 MISCELLANEOUS	2,500.00	100.00	39.99	(60.01)	39.99	.00
101-43001-433 DUES AND SUBSCRIPTIONS	1,200.00	700.00	732.20	32.20	104.60	644.70
101-43001-440 SCHOOLS AND MEETINGS	1,000.00	1,570.00	1,570.00	.00	100.00	1,195.00
101-43001-443 CITY GARDEN/FLOWER OPER EXP	.00	.00	2,552.02	2,552.02	.00	.00
101-43001-444 INSECT CONTROL	8,000.00	6,000.00	4,754.38	(1,245.62)	79.24	5,523.00
101-43001-445 DISEASED TREE PROGRAM	13,000.00	7,000.00	6,550.00	(450.00)	93.57	5,292.00
101-43001-446 WEED CONTROL	3,000.00	3,000.00	2,718.80	(281.20)	90.63	2,612.34
101-43001-447 DOWNTOWN DECORATIONS	7,000.00	8,500.00	10,342.87	1,842.87	121.68	6,801.05
101-43001-451 TOWNSHIP PAVEMENT ASSESSMENT	.00	.00	.00	.00	.00	13,491.72
101-43001-452 STREET LT REPLMT & SIGNAL PAIN	.00	116,880.00	.00	(116,880.00)	.00	.00
101-43001-489 OTHER CONTRACTED SERVICES	12,000.00	15,000.00	12,810.19	(2,189.81)	85.40	6,768.51
TOTAL MISCELLANEOUS	82,200.00	241,630.00	88,872.76	(152,757.24)	36.78	72,808.96
TOTAL STREETS	1,247,561.00	1,448,874.00	1,231,455.40	(217,418.60)	84.99	1,105,983.39

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

DRAFT

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
STREET LIGHTING						
<i>SUPPLIES</i>						
101-43160-238 REPAIR & MAINT SUPP - INFRAS	.00	.00	.00	.00	.00	12,743.89
<i>TOTAL SUPPLIES</i>	.00	.00	.00	.00	.00	12,743.89
<i>OTHER SERVICES & CHARGES</i>						
101-43160-381 ELECTRIC UTILITIES	.00	.00	.00	.00	.00	165,823.78
<i>TOTAL OTHER SERVICES & CHARG</i>	.00	.00	.00	.00	.00	165,823.78
<i>MISCELLANEOUS</i>						
101-43160-402 SIGNAL LIGHT REPAIRS	.00	.00	.00	.00	.00	8,100.00
<i>TOTAL MISCELLANEOUS</i>	.00	.00	.00	.00	.00	8,100.00
TOTAL STREET LIGHTING	.00	.00	.00	.00	.00	186,667.67

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

DRAFT

FUND 101 - GENERAL FUND

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
MAINTENANCE BUILDING							
<i>SUPPLIES</i>							
101-43170-215	SHOP MAINTENANCE SUPPLIES	500.00	500.00	.00	(500.00)	.00	143.59
	TOTAL SUPPLIES	500.00	500.00	.00	(500.00)	.00	143.59
<i>OTHER SERVICES AND CHARGES</i>							
101-43170-381	ELECTRIC UTILITIES	3,000.00	2,500.00	2,562.27	62.27	102.49	2,321.99
101-43170-382	WATER/WASTEWATER UTILITIES	2,000.00	1,680.00	1,522.07	(157.93)	90.60	1,501.50
101-43170-383	GAS UTILITIES	12,000.00	12,000.00	12,400.16	400.16	103.33	9,133.74
	TOTAL OTHER SERVICES AND CHA	17,000.00	16,180.00	16,484.50	304.50	101.88	12,957.23
<i>MISCELLANEOUS</i>							
101-43170-401	REPAIR & MAINT LABOR - BLDGS	1,500.00	1,600.00	1,561.00	(39.00)	97.56	1,500.00
101-43170-430	MISCELLANEOUS	1,000.00	520.00	520.00	.00	100.00	.00
	TOTAL MISCELLANEOUS	2,500.00	2,120.00	2,081.00	(39.00)	98.16	1,500.00
	TOTAL MAINTENANCE BUILDING	20,000.00	18,800.00	18,565.50	(234.50)	98.75	14,600.82

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

FUND 101 - GENERAL FUND

DRAFT

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
ICE RINK						
<i>PERSONAL SERVICES</i>						
101-45127-104	TEMP/SEAS EMPLOYEES - REGULAR	7,917.00	4,917.00	2,015.44 (2,901.56)	40.99	998.41
101-45127-121	PERA (EMPLOYER)	.00	20.00	9.13 (10.87)	45.65	.00
101-45127-122	FICA/MEDICARE (EMPLOYER)	606.00	306.00	140.40 (165.60)	45.88	76.37
101-45127-151	WORKERS' COMPENSATION PREMIU	437.00	137.00	39.51 (97.49)	28.84	.00
	TOTAL PERSONAL SERVICES	8,960.00	5,380.00	2,204.48 (3,175.52)	40.98	1,074.78
<i>SUPPLIES</i>						
101-45127-210	MISCELLANEOUS OPER SUPPLIES	1,000.00	1,000.00	1,745.32 745.32	174.53	1,966.47
101-45127-215	SHOP MAINTENANCE SUPPLIES	300.00	300.00	.00 (300.00)	.00	.00
101-45127-221	REPAIR & MAINT SUPP - VEH/EQ	2,500.00	2,300.00	4,225.34 1,925.34	183.71	5,466.24
101-45127-223	REPAIR & MAINT SUPP - BLDGS	500.00	700.00	645.58 (54.42)	92.23	436.41
	TOTAL SUPPLIES	4,300.00	4,300.00	6,616.24 2,316.24	153.87	7,869.12
<i>OTHER SERVICES AND CHARGES</i>						
101-45127-321	TELEPHONE/CELLULAR PHONES	.00	1,500.00	900.00 (600.00)	60.00	1,157.81
101-45127-360	INSURANCE AND BONDS	2,500.00	.00	.00 .00	.00	.00
101-45127-381	ELECTRIC UTILITIES	55,000.00	50,000.00	54,881.92 4,881.92	109.76	50,759.76
101-45127-382	WATER/WASTEWATER UTILITIES	1,000.00	1,000.00	810.90 (189.10)	81.09	625.69
101-45127-383	GAS UTILITIES	6,000.00	5,000.00	2,837.06 (2,162.94)	56.74	4,054.26
	TOTAL OTHER SERVICES AND CHA	64,500.00	57,500.00	59,429.88 1,929.88	103.36	56,597.52
<i>MISCELLANEOUS</i>						
101-45127-401	REPAIR & MAINT LABOR - BLDGS	1,000.00	1,000.00	589.00 (411.00)	58.90	1,868.00
101-45127-415	RENTALS - OTHER EQUIPMENT	500.00	600.00	683.57 83.57	113.93	442.14
101-45127-430	MISCELLANEOUS	500.00	283.00	.00 (283.00)	.00	.00
	TOTAL MISCELLANEOUS	2,000.00	1,883.00	1,272.57 (610.43)	67.58	2,310.14
	TOTAL ICE RINK	79,760.00	69,063.00	69,523.17 460.17	100.67	67,851.56

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

DRAFT

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	117,737.00	117,737.00	119,121.41	1,384.41	101.18	114,808.47
101-45200-102	FULL-TIME EMPLOYEES - OVERTIME	1,000.00	1,000.00	1,022.75	22.75	102.28	193.66
101-45200-104	TEMP/SEAS EMPLOYEES - REGULAR	19,027.00	11,800.00	11,764.17	(35.83)	99.70	6,925.67
101-45200-105	TEMP/SEAS EMPLOYEES - OVERTIME	.00	.00	7.61	7.61	.00	.00
101-45200-112	PARKS & REC COMM STIPENDS	3,000.00	1,500.00	980.00	(520.00)	65.33	1,245.00
101-45200-121	PERA (EMPLOYER)	8,978.00	8,978.00	8,976.47	(1.53)	99.98	8,519.65
101-45200-122	FICA/MEDICARE (EMPLOYER)	10,843.00	11,143.00	9,818.03	(1,324.97)	88.11	8,990.65
101-45200-131	MEDICAL/DENTAL/LIFE	33,323.00	33,323.00	32,143.92	(1,179.08)	96.46	30,630.40
101-45200-132	PARKS LONGEVITY PAY	1,975.00	1,975.00	.00	(1,975.00)	.00	.00
101-45200-133	PARKS INSUR DEDUCTIBLE CONTRIB	2,400.00	2,400.00	1,395.11	(1,004.89)	58.13	2,598.13
101-45200-151	WORKERS' COMPENSATION PREMIU	7,663.00	7,663.00	6,490.42	(1,172.58)	84.70	6,045.76
101-45200-154	HRA/FLEX FEES	200.00	200.00	146.80	(53.20)	73.40	146.80
	TOTAL PERSONAL SERVICES	206,146.00	197,719.00	191,866.69	(5,852.31)	97.04	180,104.19
<i>SUPPLIES</i>							
101-45200-210	MISCELLANEOUS OPER SUPPLIES	3,500.00	11,000.00	10,320.31	(679.69)	93.82	5,834.98
101-45200-212	GASOLINE/FUEL/LUB/ADDITIVES	6,000.00	10,000.00	10,232.71	232.71	102.33	6,789.35
101-45200-221	REPAIR & MAINT SUPP - VEH/EQ	6,000.00	7,500.00	8,670.66	1,170.66	115.61	7,845.77
101-45200-223	REPAIR & MAINT SUPP - BLDG/INF	5,000.00	15,000.00	14,088.34	(911.66)	93.92	8,752.02
101-45200-226	SIGNS	1,000.00	1,000.00	777.65	(222.35)	77.77	.00
101-45200-227	CITY PARK LIGHT POLE PROJECT	.00	.00	.00	.00	.00	8,333.77
101-45200-230	MASTER GARDENERS SUPPLIES	300.00	.00	.00	.00	.00	665.09
101-45200-240	SMALL TOOLS & MINOR EQUIP	500.00	1,192.00	1,255.85	63.85	105.36	888.14
	TOTAL SUPPLIES	22,300.00	45,692.00	45,345.52	(346.48)	99.24	38,909.12
<i>OTHER SERVICES AND CHARGES</i>							
101-45200-304	PROFESSIONAL SERV-PARK STUDY	.00	285.00	285.00	.00	100.00	447.00
101-45200-305	PARK CONTRACTED SERVICES	500.00	1,500.00	1,223.75	(276.25)	81.58	5,266.00
101-45200-321	TELEPHONE/CELLULAR PHONES	500.00	.00	.00	.00	.00	.00
101-45200-340	ADVERTISING	350.00	.00	.00	.00	.00	.00
101-45200-351	LEGAL NOTICES/ORD PUBLISHING	200.00	.00	63.25	63.25	.00	.00
101-45200-360	INSURANCE AND BONDS	20,000.00	21,187.00	21,186.73	(.27)	100.00	18,051.16
101-45200-381	ELECTRIC UTILITIES	24,000.00	24,000.00	23,981.72	(18.28)	99.92	25,056.42
101-45200-382	WATER/WASTEWATER UTILITIES	1,700.00	3,000.00	2,402.90	(597.10)	80.10	3,125.70
	TOTAL OTHER SERVICES AND CHA	47,250.00	49,972.00	49,143.35	(828.65)	98.34	51,946.28

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

DRAFT

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	3,000.00	2,507.27	(492.73)	83.58	2,265.23
101-45200-415 RENTALS - OTHER EQUIPMENT	6,000.00	6,117.00	7,197.00	1,080.00	117.66	6,091.79
101-45200-417 RENTALS - UNIFORMS	.00	700.00	654.85	(45.15)	93.55	648.51
101-45200-430 MISCELLANEOUS	500.00	.00	.00	.00	.00	77.69
101-45200-440 SCHOOLS AND MEETINGS	100.00	.00	.00	.00	.00	.00
101-45200-445 WEED CONTROL AND FERTILIZER	14,000.00	16,416.00	16,415.58	(.42)	100.00	9,470.40
101-45200-485 PROPERTY TAXES	.00	.00	.00	.00	.00	1,639.00
101-45200-486 SUMMER RECREATION	2,000.00	.00	.00	.00	.00	.00
101-45200-488 LIBRARY EXPENSES	26,000.00	26,000.00	24,633.58	(1,366.42)	94.74	22,233.08
101-45200-489 SENIOR ACTIVITY CENTER EXP	.00	.00	.00	.00	.00	225.00
101-45200-493 YOGA GRANT FOR HERITAGE GRPAR	500.00	800.00	800.00	.00	100.00	840.00
101-45200-495 SKI TRAIL MAINTENANCE AGREEMEN	4,500.00	2,175.00	2,175.00	.00	100.00	3,075.00
101-45200-496 PARKS ARTS & PROGRAMMING	20,000.00	19,777.00	19,776.14	(.86)	100.00	20,899.35
101-45200-497 ISANTI CO MASTER TRAIL CONTRIB	.00	.00	.00	.00	.00	1,000.00
101-45200-498 PICKLEBALL GRANT EXPENDITURES	.00	.00	.00	.00	.00	2,052.00
<i>TOTAL MISCELLANEOUS</i>	<u>75,100.00</u>	<u>74,985.00</u>	<u>74,159.42</u>	<u>(825.58)</u>	<u>98.90</u>	<u>70,517.05</u>
TOTAL PARKS & RECREATION	<u><u>350,796.00</u></u>	<u><u>368,368.00</u></u>	<u><u>360,514.98</u></u>	<u><u>(7,853.02)</u></u>	<u><u>97.87</u></u>	<u><u>341,476.64</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

DRAFT

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	771,886.00	851,886.00	851,886.00	.00	100.00	1,665,785.00
	<i>TOTAL TRANSFERS</i>	771,886.00	851,886.00	851,886.00	.00	100.00	1,665,785.00
	TOTAL TRANSFERS OUT	<u>771,886.00</u>	<u>851,886.00</u>	<u>851,886.00</u>	<u>.00</u>	<u>100.00</u>	<u>1,665,785.00</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

DRAFT

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	6,525,906.00	6,853,950.00	6,259,565.58			7,131,018.52
NET REVENUES OVER EXPENDITURE	.00	(44,001.00)	756,146.21			81,858.35

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

DRAFT

FUND 211 - AIRPORT OPERATING FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
REVENUE						
CHARGES FOR SERVICES	65,000.00	65,000.00	98,326.41	(33,326.41)	151.27	80,230.25
OTHER	200.00	200.00	495.95	(295.95)	247.98	355.88
TOTAL FUND REVENUE	65,200.00	65,200.00	98,822.36	(33,622.36)	151.57	80,586.13
EXPENDITURES						
AIRPORT OPERATING						
AIRPORT OPERATING	62,200.00	62,200.00	104,382.19	(42,182.19)	167.82	60,788.60
TRANSFERS OUT	3,000.00	3,000.00	.00	3,000.00	.00	15,000.00
TOTAL AIRPORT OPERATING	65,200.00	65,200.00	104,382.19	(39,182.19)	160.10	75,788.60
TOTAL FUND EXPENDITURES	65,200.00	65,200.00	104,382.19	(39,182.19)	160.10	75,788.60
NET REVENUE OVER EXPENDITURES	.00	.00	(5,559.83)	5,559.83		4,797.53

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

DRAFT

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	11,346.16	(2,346.16)	126.07	9,306.64
211-34921 MAINT REIMBURSEMENT - STATE	21,000.00	21,000.00	25,394.00	(4,394.00)	120.92	24,733.00
211-34925 AIRPLANE FUEL SALES	35,000.00	35,000.00	61,586.25	(26,586.25)	175.96	46,190.61
TOTAL CHARGES FOR SERVICES	65,000.00	65,000.00	98,326.41	(33,326.41)	151.27	80,230.25
<u>OTHER</u>						
211-36210 INTEREST EARNINGS	200.00	200.00	495.95	(295.95)	247.98	355.88
TOTAL OTHER	200.00	200.00	495.95	(295.95)	247.98	355.88
TOTAL FUND REVENUE	65,200.00	65,200.00	98,822.36			80,586.13

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

DRAFT

FUND 211 - AIRPORT OPERATING FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
AIRPORT OPERATING						
<i>SUPPLIES</i>						
211-49000-210	MISCELLANEOUS OPER SUPPLIES	1,000.00	1,000.00	801.71 (198.29)	80.17	471.20
211-49000-212	GASOLINE/FUEL/ADDITIVES	1,000.00	1,000.00	.00 (1,000.00)	.00	.00
211-49000-215	SHOP MAINTENANCE SUPPLIES	500.00	500.00	2,753.26	550.65	.00
211-49000-221	REPAIR/MAINT VEHICLES & EQUIP	5,000.00	5,000.00	963.05 (4,036.95)	19.26	2,408.04
211-49000-223	REPAIR & MAINT SUPP - BLDGS	500.00	500.00	3,703.87	740.77	777.82
211-49000-226	SIGNS	200.00	200.00	816.85	408.43	.00
211-49000-228	REPAIR & MAINT SUPP - INFRAST	2,500.00	2,500.00	4,485.00	179.40	315.02
211-49000-251	AIRPLANE FUEL COST OF SALES	31,000.00	31,000.00	55,088.03	177.70	39,845.16
	TOTAL SUPPLIES	41,700.00	41,700.00	68,611.77	164.54	43,817.24
<i>OTHER SERVICES & CHARGES</i>						
211-49000-304	LEGAL FEES	150.00	150.00	.00 (150.00)	.00	1,368.32
211-49000-321	TELEPHONE/CELLULAR PHONES	1,500.00	1,500.00	1,392.39 (107.61)	92.83	1,438.79
211-49000-331	TRAVEL/MEALS/LODGING	500.00	500.00	.00 (500.00)	.00	208.47
211-49000-334	MILEAGE REIMBURSEMENT	.00	.00	.00	.00	128.40
211-49000-351	LEGAL NOTICES/ORD PUBLISHING	100.00	100.00	78.32 (21.68)	78.32	21.37
211-49000-360	INSURANCE AND BONDS	3,800.00	3,800.00	3,014.50 (785.50)	79.33	3,070.35
211-49000-381	ELECTRIC UTILITIES	6,000.00	6,000.00	6,436.22	107.27	6,328.74
211-49000-383	GAS UTILITIES	.00	.00	1,199.20	.00	719.60
	TOTAL OTHER SERVICES & CHARG	12,050.00	12,050.00	12,120.63	70.63	13,284.04
<i>MISCELLANEOUS</i>						
211-49000-401	REPAIR & MAINT LABOR - BLDGS	1,500.00	1,500.00	1,185.00 (315.00)	79.00	.00
211-49000-403	REPAIR & MAINT LABOR - INFRAST	3,000.00	3,000.00	18,000.00	600.00	.00
211-49000-404	REPAIR & MAINT LABOR - VEH/EQ	1,000.00	1,000.00	.00 (1,000.00)	.00	1,032.88
211-49000-430	MISCELLANEOUS	2,000.00	2,000.00	2,676.79	133.84	1,745.44
211-49000-431	UNCOLLECTIBLE ACCOUNT EXPENS	.00	.00	299.00	.00	.00
211-49000-433	DUES AND SUBSCRIPTIONS	150.00	150.00	94.00 (56.00)	62.67	284.00
211-49000-440	SCHOOLS AND MEETINGS	300.00	300.00	.00 (300.00)	.00	225.00
211-49000-441	MPCA PERMITS	.00	.00	400.00	.00	400.00
211-49000-489	OTHER CONTRACTED SERVICES	500.00	500.00	995.00	199.00	.00
	TOTAL MISCELLANEOUS	8,450.00	8,450.00	23,649.79	279.88	3,687.32
	TOTAL AIRPORT OPERATING	62,200.00	62,200.00	104,382.19	167.82	60,788.60

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

DRAFT

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	15,000.00
	<i>TOTAL TRANSFERS</i>	3,000.00	3,000.00	.00	(3,000.00)	.00	15,000.00
	TOTAL TRANSFERS OUT	3,000.00	3,000.00	.00	(3,000.00)	.00	15,000.00

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

DRAFT

FUND 211 - AIRPORT OPERATING FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	65,200.00	65,200.00	104,382.19			75,788.60
NET REVENUES OVER EXPENDITURE	.00	.00	(5,559.83)			4,797.53

CITY OF CAMBRIDGE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

DRAFT

FUNDS 303-397 - DEBT SERVICE

	ADOPTED BUDGET	AMENDED BUDGET	UNUSED/ YTD ACTUAL	% OF UNEARNED
<u>PROPERTY TAX</u>				
31010 CURRENT	665,755.00	665,755.00	678,408.64	(12,653.64)
31020 DELINQUENT	.00	.00	5,257.30	(5,257.30)
31050 TAX INCREMENT	.00	.00	347,306.88	(347,306.88)
	<u>665,755.00</u>	<u>665,755.00</u>	<u>1,030,972.82</u>	<u>(365,217.82)</u>
<u>SPECIAL ASSESSMENTS</u>				
36100 PREPAID	5,850.00	5,850.00	201,030.62	(195,180.62)
36101/36102 "PRINCIPAL, INT & PENALTIES"	343,166.00	343,166.00	336,891.59	6,274.41
	<u>349,016.00</u>	<u>349,016.00</u>	<u>537,922.21</u>	<u>(188,906.21)</u>
<u>OTHER FINANCING SOURCES</u>				
36210 INTEREST EARNINGS	1,500.00	1,500.00	16,812.18	(15,312.18)
31050 BOND PROCEEDS	.00	.00	347,306.88	(347,306.88)
	<u>1,500.00</u>	<u>1,500.00</u>	<u>364,119.06</u>	<u>(362,619.06)</u>
<u>TRANSFERS</u>				
39200-39204 GENERAL FUND TRANSFER IN	2,233.00	2,233.00	116,831.30	(114,598.30)
	<u>2,233.00</u>	<u>2,233.00</u>	<u>116,831.30</u>	<u>(114,598.30)</u>
TOTAL REVENUE	<u><u>1,018,504.00</u></u>	<u><u>1,018,504.00</u></u>	<u><u>2,049,845.39</u></u>	<u><u>(1,031,341.39)</u></u>

CITY OF CAMBRIDGE
EXPENSES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

DRAFT

FUNDS 303-397 - DEBT SERVICE

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET
DEBT SERVICE						
47000601-610	PRINCIPAL	1,138,591.00	1,138,591.00	1,138,590.91	(.09)	
47000611	INTEREST	139,135.00	139,135.00	139,136.07	1.07	100.00
47000620	OTHER FEES	2,818.00	2,818.00	2,000.00	(818.00)	70.97
49300720	TRANSFERS OUT	2,233.00	2,233.00	.00	(2,233.00)	.00
		<u>1,282,777.00</u>	<u>1,282,777.00</u>	<u>1,279,726.98</u>	<u>(3,050.02)</u>	<u>99.76</u>
	TOTAL EXPENSES	<u>1,282,777.00</u>	<u>1,282,777.00</u>	<u>1,279,726.98</u>	<u>(3,050.02)</u>	<u>99.76</u>
	NET REVENUES					
	OVER(UNDER) EXPENSES	<u>(264,273.00)</u>	<u>(264,273.00)</u>	<u>770,118.41</u>		

CITY OF CAMBRIDGE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

DRAFT

FUNDS 400-499 - CAPITAL PROJECTS

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET
<u>SPECIAL ASSESSMENTS</u>					
36100 PREPAID	.00	.00	5,375.07	(5,375.07)	.00
36101/36102 "PRINCIPAL, INT & PENALTIES"	11,861.00	11,861.00	39,877.62	(28,016.62)	336.21
	<u>11,861.00</u>	<u>11,861.00</u>	<u>45,252.69</u>	<u>(33,391.69)</u>	<u>381.53</u>
<u>CHARGES FOR SERVICE</u>					
36230 TOWNSHIP FIRE CONTRACTS	38,853.00	37,721.00	37,721.00	.00	100.00
37XXX,34404 AREA CHARGES & PARK DEDICATION FEES	.00	.00	157,993.28	(157,993.28)	.00
34301 SEALCOATING FEES	1,000.00	.00	.00	.00	.00
	<u>39,853.00</u>	<u>37,721.00</u>	<u>195,714.28</u>	<u>(157,993.28)</u>	<u>518.85</u>
<u>INTERGOVERNMENTAL</u>					
33419-33429 STATE AID	590,793.00	590,793.00	524,011.03	66,781.97	88.70
33160-33169 FEDERAL AID	112,500.00	112,500.00	122,760.45	(10,260.45)	109.12
	<u>703,293.00</u>	<u>703,293.00</u>	<u>646,771.48</u>	<u>56,521.52</u>	<u>91.96</u>
<u>OTHER FINANCING SOURCES</u>					
36210 INTEREST EARNINGS	1,750.00	.00	31,199.06	(31,199.06)	.00
36501 SALE OF PROPERTY	3,000.00	.00	12,330.00	(12,330.00)	.00
36230 DONATIONS	500.00	66,700.00	77,686.33	(10,986.33)	116.47
32299 UTILITY PERMITS	.00	.00	4,327.43	(4,327.43)	.00
31050 BOND PROCEEDS	1,626,103.00	1,970,000.00	1,970,000.00	.00	100.00
	<u>1,631,353.00</u>	<u>2,036,700.00</u>	<u>2,095,542.82</u>	<u>(58,842.82)</u>	<u>102.89</u>
<u>TRANSFERS</u>					
39200-39204 GENERAL FUND TRANSFER IN	700,226.00	780,226.00	870,226.00	(90,000.00)	111.54
	<u>700,226.00</u>	<u>780,226.00</u>	<u>870,226.00</u>	<u>(90,000.00)</u>	<u>111.54</u>
TOTAL REVENUE	<u><u>3,086,586.00</u></u>	<u><u>3,569,801.00</u></u>	<u><u>3,853,507.27</u></u>	<u><u>(283,706.27)</u></u>	<u><u>107.95</u></u>

CITY OF CAMBRIDGE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

DRAFT

FUNDS 400-499 - CAPITAL PROJECTS

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET
<u>EXPENDITURES</u>					
<u>CAPITAL OUTLAY</u>					
415-45200-540	PARK MOWER & EQUIPMENT	107,500.00	107,500.00	98,563.53 (8,936.47)	91.69
415-45200-560	PARK UPDATES	30,000.00	64,000.00	77,047.12 13,047.12	120.39
417-42100-550	POLICE CAR EQUIPMENT	100,000.00	100,000.00	83,659.00 (16,341.00)	83.66
417-42100-551	POLICE CAR SQUAD CAMERA	5,300.00	5,400.00	5,399.00 (1.00)	99.98
417-42100-590	EMERGENCY OPER CENTER EXPEND	11,000.00	31,000.00	15,380.01 (15,619.99)	49.61
418-43001-550	PW VEHICLE & EQUIPMENT	45,000.00	45,000.00	33,940.30 (11,059.70)	75.42
419-41320-581	CITY HALL KEYLESS ENTRY PROJECT	27,800.00	36,000.00	.00 (36,000.00)	.00
419-41320-580	ADMIN OTHER EQUIPMENT	20,000.00	20,000.00	6,120.00 (13,880.00)	30.60
419-41500-570	FINANCE EQUIPMENT	12,500.00	12,500.00	.00 (12,500.00)	.00
419-41920-580	COMM DEV EQUIPMENT	30,000.00	35,800.00	33,351.28 (2,448.72)	93.16
419-41920-540	COMM DEV VEHICLE	.00	27,000.00	26,300.94 (699.06)	97.41
419-41410-580	ELECTION EQUIPMENT	15,000.00	15,000.00	.00 (15,000.00)	.00
420-42200-540	FIRE EQUIPMENT	.00	165,000.00	168,715.36 3,715.36	102.25
420-42200-550	VEHICLE	.00	174,000.00	183,895.40 9,895.40	105.69
443-48000-223	CRACK SEALING	190,000.00	190,000.00	82,423.00 (107,577.00)	43.38
444-48000-303	AIRPORT PROJECTS-ENGINEERING	.00	.00	44,823.00 44,823.00	.00
444-48000-530	AIRPORT PROJECTS	125,000.00	125,000.00	112,527.50 (12,472.50)	90.02
428-48000-303	ENGINEERING 2014 STREET PROJECT	.00	.00	635,765.02 635,765.02	.00
428-48000-530	2018 STREET PROJECT	2,781,500.00	2,781,500.00	2,246,293.86 (535,206.14)	80.76
443-48000-225	2018 STREET OVERLAY	32,144.00	32,144.00	.00 (32,144.00)	.00
		<u>3,532,744.00</u>	<u>3,966,844.00</u>	<u>3,854,204.32 (112,639.68)</u>	<u>97.16</u>
<u>TRANSFERS OUT</u>					
401-48000-720	TRANSFERS OUT TO WATER FUND	100,000.00	100,000.00	100,000.00 .00	100.00
		<u>100,000.00</u>	<u>100,000.00</u>	<u>100,000.00 .00</u>	<u>100.00</u>
	TOTAL EXPENDITURES	<u><u>3,632,744.00</u></u>	<u><u>4,066,844.00</u></u>	<u><u>3,954,204.32 (112,639.68)</u></u>	<u><u>97.23</u></u>
	NET REVENUES				
	OVER(UNDER) EXPENDITURES	<u><u>(546,158.00)</u></u>	<u><u>(497,043.00)</u></u>	<u><u>(100,697.05)</u></u>	

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

FUND 601 - WATER UTILITY FUND

DRAFT

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
REVENUE						
SA & INTEREST EARNINGS	20,000.00	20,000.00	18,385.74	1,614.26	91.93	14,054.67
OPERATING REVENUE	1,768,148.00	1,768,148.00	1,933,167.64	(165,019.64)	109.33	1,856,559.08
OTHER FINANCING SOURCES	100,000.00	100,000.00	101,620.00	(1,620.00)	101.62	100,000.00
TOTAL FUND REVENUE	1,888,148.00	1,888,148.00	2,053,173.38	(165,025.38)	108.74	1,970,613.75
EXPENDITURES						
WATER FUND EXPENDITURES						
EXPENSE 400	1,792,391.00	1,792,391.00	1,686,406.64	105,984.36	94.09	1,672,966.29
TOTAL WATER FUND EXPENDITURES	1,792,391.00	1,792,391.00	1,686,406.64	105,984.36	94.09	1,672,966.29
TOTAL FUND EXPENDITURES	1,792,391.00	1,792,391.00	1,686,406.64	105,984.36	94.09	1,672,966.29
NET REVENUE OVER EXPENDITURES	95,757.00	95,757.00	366,766.74	(271,009.74)		297,647.46

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

FUND 601 - WATER UTILITY FUND

DRAFT

	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	492.75
601-36210 INTEREST EARNINGS	20,000.00	20,000.00	18,385.74	1,614.26	91.93	13,561.92
TOTAL SA & INTEREST EARNINGS	20,000.00	20,000.00	18,385.74	1,614.26	91.93	14,054.67
<u>OPERATING REVENUE</u>						
601-37110 METERED WATER SALES	1,703,148.00	1,703,148.00	1,831,367.36	(128,219.36)	107.53	1,750,987.77
601-37120 SALES OF METERS & SUPPLIES	10,000.00	10,000.00	37,906.14	(27,906.14)	379.06	38,630.25
601-37160 PENALTIES ETC.	30,000.00	30,000.00	34,504.94	(4,504.94)	115.02	34,371.76
601-37165 CERTIFICATION PENALTY	.00	.00	1,125.00	(1,125.00)	.00	675.00
601-37170 OTHER REVENUE	25,000.00	25,000.00	28,264.20	(3,264.20)	113.06	31,894.30
TOTAL OPERATING REVENUE	1,768,148.00	1,768,148.00	1,933,167.64	(165,019.64)	109.33	1,856,559.08
<u>OTHER FINANCING SOURCES</u>						
601-39102 GAIN/LOSS ON DISPOSAL OF FA	.00	.00	1,620.00	(1,620.00)	.00	.00
601-39203 TRANSFERS FROM OTHER FUNDS	100,000.00	100,000.00	100,000.00	.00	100.00	100,000.00
TOTAL OTHER FINANCING SOURCES	100,000.00	100,000.00	101,620.00	(1,620.00)	101.62	100,000.00
TOTAL FUND REVENUE	1,888,148.00	1,888,148.00	2,053,173.38			1,970,613.75

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

DRAFT

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	240,888.00	240,888.00	264,502.92	23,614.92	109.80	246,955.03
601-49400-102 FULL-TIME EMPLOYEES - OVERTIME	15,000.00	15,000.00	10,557.90	(4,442.10)	70.39	10,895.32
601-49400-104 TEMP/SEAS EMPLOYEES - REGULAR	5,946.00	5,946.00	3,832.40	(2,113.60)	64.45	2,791.63
601-49400-110 HOURS WORKED HOLIDAY	2,000.00	2,000.00	2,217.64	217.64	110.88	241.28
601-49400-115 CALL-IN PAY	2,000.00	2,000.00	1,474.82	(525.18)	73.74	1,160.27
601-49400-116 ON-CALL PAY	10,000.00	10,000.00	11,377.69	1,377.69	113.78	11,119.22
601-49400-121 PERA (EMPLOYER)	21,225.00	21,225.00	20,950.66	(274.34)	98.71	20,264.64
601-49400-122 FICA/MEDICARE (EMPLOYER)	23,502.00	23,502.00	21,389.40	(2,112.60)	91.01	20,300.48
601-49400-131 MEDICAL/DENTAL/LIFE (EMPLOYER)	61,061.00	61,061.00	58,828.34	(2,232.66)	96.34	56,011.90
601-49400-132 LONGEVITY PAY	13,099.00	13,099.00	.00	(13,099.00)	.00	.00
601-49400-133 INSUR DEDUCTIBLE CONTRIBUTION	4,600.00	4,600.00	3,332.96	(1,267.04)	72.46	2,541.24
601-49400-151 WORKERS' COMPENSATION PREMIU	10,886.00	10,886.00	5,831.97	(5,054.03)	53.57	5,744.92
601-49400-154 HRA/FLEX FEES	300.00	300.00	268.60	(31.40)	89.53	268.60
TOTAL PERSONAL SERVICES	410,507.00	410,507.00	404,565.30	(5,941.70)	98.55	378,294.53
<i>SUPPLIES</i>						
601-49400-200 WATER LAB SUPPLIES	4,000.00	4,000.00	560.11	(3,439.89)	14.00	884.66
601-49400-201 OFFICE SUPPLIES - ACCESSORIES	1,000.00	1,000.00	1,209.73	209.73	120.97	515.69
601-49400-204 STATIONARY, FORMS AND ENVELOP	1,000.00	1,000.00	1,036.05	36.05	103.61	1,054.81
601-49400-210 MISCELLANEOUS OPER SUPPLIES	12,000.00	12,000.00	9,096.82	(2,903.18)	75.81	10,982.59
601-49400-212 GASOLINE/FUEL/LUB/ADDITIVES	8,000.00	8,000.00	6,339.59	(1,660.41)	79.24	4,295.51
601-49400-213 OPER SUPPLIES - PLANT EQUIP	500.00	500.00	174.00	(326.00)	34.80	174.00
601-49400-216 CHEMICALS & CHEMICAL PRODUCTS	55,000.00	55,000.00	45,223.35	(9,776.65)	82.22	51,577.12
601-49400-217 TESTING	500.00	500.00	1,654.50	1,154.50	330.90	.00
601-49400-221 REPAIR & MAINT SUPP - VEH/EQ	5,000.00	5,000.00	3,309.36	(1,690.64)	66.19	2,915.36
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	4,557.10	(1,442.90)	75.95	2,681.52
601-49400-270 METERS AND REPAIRS	30,000.00	30,000.00	15,465.40	(14,534.60)	51.55	32,718.47
TOTAL SUPPLIES	123,500.00	123,500.00	88,626.01	(34,873.99)	71.76	107,799.73

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

DRAFT

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	5,507.47	507.47	110.15	10,611.08
601-49400-306	GIS PROJECT CONTRACT EXP	8,000.00	8,000.00	12,200.03	4,200.03	152.50	5,615.83
601-49400-310	GOPHER STATE ONE CALL	1,000.00	1,000.00	1,027.46	27.46	102.75	1,082.07
601-49400-313	IT MGMT & BACKUP	.00	.00	2,709.72	2,709.72	.00	2,563.91
601-49400-321	TELEPHONE/CELLULAR PHONES	9,000.00	9,000.00	6,872.69	(2,127.31)	76.36	6,570.72
601-49400-322	POSTAGE	4,500.00	4,500.00	4,257.21	(242.79)	94.60	4,236.55
601-49400-331	TRAVEL/MEALS/LODGING	1,000.00	1,000.00	2,187.83	1,187.83	218.78	1,280.76
601-49400-334	MILEAGE REIMBURSEMENT	300.00	300.00	397.37	97.37	132.46	161.00
601-49400-340	ADVERTISING	500.00	500.00	774.25	274.25	154.85	1,380.90
601-49400-351	LEGAL NOTICES/ORD PUBLISHING	500.00	500.00	169.88	(330.12)	33.98	.00
601-49400-360	INSURANCE AND BONDS	19,000.00	19,000.00	15,855.73	(3,144.27)	83.45	14,941.78
601-49400-381	ELECTRIC UTILITIES	95,000.00	95,000.00	91,109.58	(3,890.42)	95.90	86,035.67
601-49400-382	WATER/WASTEWATER UTILITIES	1,400.00	1,400.00	1,109.78	(290.22)	79.27	1,205.87
601-49400-383	GAS UTILITIES	4,000.00	4,000.00	6,181.48	2,181.48	154.54	4,788.84
601-49400-384	REFUSE HAULING	2,000.00	2,000.00	1,442.10	(557.90)	72.11	1,274.00
	TOTAL OTHER SERVICES & CHARG	151,200.00	151,200.00	151,802.58	602.58	100.40	141,748.98
<i>MISCELLANEOUS</i>							
601-49400-404	REPAIR & MAINT LABOR - VEH/EQ	3,000.00	3,000.00	211.90	(2,788.10)	7.06	.00
601-49400-406	REPAIR & MAINT - PLANT	28,000.00	28,000.00	10,457.20	(17,542.80)	37.35	23,135.19
601-49400-407	REPAIRS & MAINTENANCE - HYDR	10,000.00	10,000.00	10,813.65	813.65	108.14	5,263.36
601-49400-408	REPAIR & MAINT - WATER SYSTEM	10,000.00	10,000.00	10,179.55	179.55	101.80	6,388.94
601-49400-409	MAINT CONTRACTS - OFFICE EQUIP	500.00	500.00	428.99	(71.01)	85.80	428.99
601-49400-410	WELL PROTECTION PLAN	15,000.00	15,000.00	.00	(15,000.00)	.00	9,728.38
601-49400-415	AUTOMATIC METER READ PROJECT	75,000.00	75,000.00	57,120.80	(17,879.20)	76.16	48,925.43
601-49400-420	DEPRECIATION	745,000.00	745,000.00	768,369.30	23,369.30	103.14	755,830.79
601-49400-430	MISCELLANEOUS	500.00	500.00	.00	(500.00)	.00	.00
601-49400-432	CREDIT CARD FEES	8,000.00	8,000.00	5,541.40	(2,458.60)	69.27	5,324.90
601-49400-433	DUES AND SUBSCRIPTIONS	1,000.00	1,000.00	919.20	(80.80)	91.92	752.20
601-49400-440	MEETINGS AND SCHOOLS	2,000.00	2,000.00	730.00	(1,270.00)	36.50	1,162.50
601-49400-441	DNR DEPARTMENT OF HEALTH FEE	5,000.00	5,000.00	2,878.82	(2,121.18)	57.58	2,850.43
601-49400-489	OTHER CONTRACTED SERVICES	6,000.00	6,000.00	4,709.70	(1,290.30)	78.50	12,322.64
	TOTAL MISCELLANEOUS	909,000.00	909,000.00	872,360.51	(36,639.49)	95.97	872,113.75

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

DRAFT

FUND 601 - WATER UTILITY FUND

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>DEBT SERVICE</i>							
601-49400-615	2001 PFA LOAN INTEREST	20,977.00	20,977.00	20,976.25	(.75)	100.00	26,233.43
601-49400-617	BOND DISCOUNT	.00	.00	3,919.53	3,919.53	.00	.00
601-49400-619	INTEREST-WATER TREATMENT 2005	90,963.00	90,963.00	66,991.56	(23,971.44)	73.65	79,094.00
601-49400-620	FISCAL AGENT FEES	800.00	800.00	1,550.00	750.00	193.75	1,101.91
601-49400-621	BOND ISSUE COSTS	.00	.00	7,521.64	7,521.64	.00	.00
601-49400-627	INTEREST-2007 STREET BONDS	150.00	150.00	149.53	(.47)	99.69	(889.91)
601-49400-631	2011 BOND INT EXP	.00	.00	.00	.00	.00	2,385.88
601-49400-632	2012 BOND INTEREST EXPENSE	4,690.00	4,690.00	4,454.09	(235.91)	94.97	4,364.00
601-49400-634	INEREST EXP 2014 IMPROV	18,497.00	18,497.00	13,596.41	(4,900.59)	73.51	16,047.50
601-49400-635	INTEREST EXP 2015 BONDS	19,659.00	19,659.00	13,356.26	(6,302.74)	67.94	17,072.38
601-49400-636	INTEREST EXP 2016 WATER BONDS	18,923.00	18,923.00	13,779.37	(5,143.63)	72.82	15,100.11
601-49400-638	INTEREST EXPESE 2018 BONDS	11,025.00	11,025.00	9,062.57	(1,962.43)	82.20	.00
	TOTAL DEBT SERVICE	185,684.00	185,684.00	155,357.21	(30,326.79)	83.67	160,509.30
<i>TRANSFERS</i>							
601-49400-720	TRANSFERS OUT - OPER TRANSFER	12,500.00	12,500.00	13,500.00	1,000.00	108.00	12,500.00
601-49400-799	LOSS ON DISPOSAL OF ASSET	.00	.00	195.03	195.03	.00	.00
	TOTAL TRANSFERS	12,500.00	12,500.00	13,695.03	1,195.03	109.56	12,500.00
	TOTAL EXPENSE 400	1,792,391.00	1,792,391.00	1,686,406.64	(105,984.36)	94.09	1,672,966.29

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

DRAFT

FUND 601 - WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	1,792,391.00	1,792,391.00	1,686,406.64			1,672,966.29
NET REVENUES OVER EXPENDITURE	95,757.00	95,757.00	366,766.74			297,647.46

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

DRAFT

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	39,779.00	(9,779.00)	132.60	27,590.08
OPERATING REVENUE	2,014,265.00	2,014,265.00	2,293,643.79	(279,378.79)	113.87	2,804,880.28
OTHER FINANCING SOURCES	.00	.00	1,620.00	(1,620.00)	.00	.00
TOTAL FUND REVENUE	2,044,265.00	2,044,265.00	2,335,042.79	(290,777.79)	114.22	2,832,470.36
EXPENDITURES						
WASTEWATER FUND EXPENDITURES						
EXPENSE 450	2,694,867.00	2,694,867.00	2,986,718.98	(291,851.98)	110.83	2,846,081.03
TOTAL WASTEWATER FUND EXPENDITURE	2,694,867.00	2,694,867.00	2,986,718.98	(291,851.98)	110.83	2,846,081.03
TOTAL FUND EXPENDITURES	2,694,867.00	2,694,867.00	2,986,718.98	(291,851.98)	110.83	2,846,081.03
NET REVENUE OVER EXPENDITURES	(650,602.00)	(650,602.00)	(651,676.19)	1,074.19		(13,610.67)

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

DRAFT

FUND 602 - WASTEWATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>SA & INTEREST EARNINGS</u>						
602-36101	SPEC ASSESSMENTS - PRINCIPAL	.00	.00	2,556.00 (2,556.00)	.00	.00
602-36102	SPEC ASSESSMENTS - INT/PEN	.00	.00	10.00 (10.00)	.00	492.73
602-36210	INTEREST EARNINGS	30,000.00	30,000.00	37,213.00 (7,213.00)	124.04	27,097.35
	TOTAL SA & INTEREST EARNINGS	30,000.00	30,000.00	39,779.00 (9,779.00)	132.60	27,590.08
<u>OPERATING REVENUE</u>						
602-37210	SEWER CHARGES - CITY	1,979,265.00	1,979,265.00	2,001,024.95 (21,759.95)	101.10	2,216,180.72
602-37250	SAC CHARGES	.00	.00	263,051.45 (263,051.45)	.00	555,316.63
602-37260	PENALTIES	35,000.00	35,000.00	29,567.39 5,432.61	84.48	33,382.93
	TOTAL OPERATING REVENUE	2,014,265.00	2,014,265.00	2,293,643.79 (279,378.79)	113.87	2,804,880.28
<u>OTHER FINANCING SOURCES</u>						
602-39102	GAIN/LOSS ON DISPOSAL OF FA	.00	.00	1,620.00 (1,620.00)	.00	.00
	TOTAL OTHER FINANCING SOURCES	.00	.00	1,620.00 (1,620.00)	.00	.00
	TOTAL FUND REVENUE	2,044,265.00	2,044,265.00	2,335,042.79		2,832,470.36

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

DRAFT

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	411,107.00	411,107.00	416,198.99	5,091.99	101.24	397,610.99
602-49450-102	FULL-TIME EMPLOYEES - OVERTIME	21,000.00	21,000.00	21,278.15	278.15	101.32	18,470.65
602-49450-104	TEMP/SEAS EMPLOYEES - REGULAR	12,684.00	12,684.00	5,163.12	(7,520.88)	40.71	4,345.05
602-49450-110	HOURS WORKED HOLIDAY	2,000.00	2,000.00	3,310.80	1,310.80	165.54	4,283.59
602-49450-115	CALL-IN PAY	5,000.00	5,000.00	2,685.49	(2,314.51)	53.71	2,607.22
602-49450-116	ON-CALL PAY	21,000.00	21,000.00	20,560.35	(439.65)	97.91	20,516.97
602-49450-121	PERA (EMPLOYER)	36,500.00	36,500.00	34,500.82	(1,999.18)	94.52	33,324.71
602-49450-122	FICA/MEDICARE (EMPLOYER)	39,000.00	39,000.00	34,387.49	(4,612.51)	88.17	33,339.08
602-49450-131	MEDICAL/DENTAL/LIFE (EMPLOYER)	111,006.00	111,006.00	106,195.28	(4,810.72)	95.67	98,679.12
602-49450-132	LONGEVITY PAY	13,693.00	13,693.00	.00	(13,693.00)	.00	.00
602-49450-133	INSURANCE DEDUCT CONTRIB	8,000.00	8,000.00	6,453.20	(1,546.80)	80.67	6,591.95
602-49450-151	WORKERS' COMPENSATION PREMIU	21,437.00	21,437.00	22,224.88	787.88	103.68	21,866.64
602-49450-154	HRA/FLEX FEES	500.00	500.00	480.80	(19.20)	96.16	471.40
	TOTAL PERSONAL SERVICES	702,927.00	702,927.00	673,439.37	(29,487.63)	95.81	642,107.37
<i>SUPPLIES</i>							
602-49450-200	LAB SUPPLIES & REPLACEMENT	18,000.00	18,000.00	16,941.85	(1,058.15)	94.12	24,756.53
602-49450-201	OFFICE SUPPLIES - ACCESSORIES	2,000.00	2,000.00	2,052.29	52.29	102.61	795.58
602-49450-204	STATIONARY, FORMS AND ENVELOP	1,500.00	1,500.00	1,036.05	(463.95)	69.07	1,054.82
602-49450-210	MISCELLANEOUS OPER SUPPLIES	8,000.00	8,000.00	7,507.22	(492.78)	93.84	8,862.93
602-49450-212	GASOLINE/FUEL/LUB/ADDITIVES	8,000.00	8,000.00	7,155.97	(844.03)	89.45	7,040.87
602-49450-213	OPER SUPPLIES - PLANT EQUIP	1,000.00	1,000.00	174.00	(826.00)	17.40	174.00
602-49450-216	CHEMICALS & CHEMICAL PRODUCTS	110,000.00	110,000.00	86,659.17	(23,340.83)	78.78	61,098.67
602-49450-217	TESTING	11,000.00	11,000.00	7,934.00	(3,066.00)	72.13	7,731.00
602-49450-221	REPAIR & MAINT SUPP - VEH/EQ	8,500.00	8,500.00	5,162.30	(3,337.70)	60.73	6,890.62
602-49450-240	SMALL TOOLS & MINOR EQUIP	7,000.00	7,000.00	5,889.18	(1,110.82)	84.13	9,029.12
	TOTAL SUPPLIES	175,000.00	175,000.00	140,512.03	(34,487.97)	80.29	127,434.14

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

DRAFT

FUND 602 - WASTEWATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>OTHER SERVICES & CHARGES</i>						
602-49450-304 MISC PROFESSIONAL SERVICES	5,000.00	5,000.00	5,414.27	414.27	108.29	3,008.94
602-49450-306 GIS PROJECT CONTRACT EXP	8,000.00	8,000.00	11,217.55	3,217.55	140.22	5,615.84
602-49450-310 GOPHER STATE ONE CALL	1,000.00	1,000.00	1,253.25	253.25	125.33	1,082.08
602-49450-313 IT MGMT & BACKUP	4,000.00	4,000.00	2,483.91	(1,516.09)	62.10	2,563.91
602-49450-321 TELEPHONE/CELLULAR PHONES	5,000.00	5,000.00	2,581.02	(2,418.98)	51.62	2,281.59
602-49450-322 POSTAGE	5,000.00	5,000.00	4,354.25	(645.75)	87.09	4,245.70
602-49450-331 TRAVEL/MEALS/LODGING	1,000.00	1,000.00	3,068.24	2,068.24	306.82	2,369.78
602-49450-334 MILEAGE REIMBURSEMENT	250.00	250.00	120.51	(129.49)	48.20	287.58
602-49450-340 ADVERTISING	400.00	400.00	.00	(400.00)	.00	.00
602-49450-360 INSURANCE AND BONDS	34,000.00	34,000.00	36,511.40	2,511.40	107.39	32,441.79
602-49450-381 ELECTRIC UTILITIES	120,000.00	120,000.00	129,960.88	9,960.88	108.30	120,935.68
602-49450-382 WATER/WASTEWATER UTILITIES	2,000.00	2,000.00	1,275.89	(724.11)	63.79	1,379.91
602-49450-383 GAS UTILITIES	25,000.00	25,000.00	23,932.85	(1,067.15)	95.73	19,788.02
602-49450-384 REFUSE HAULING	2,500.00	2,500.00	1,396.32	(1,103.68)	55.85	1,274.24
602-49450-385 POWER - LIFT STATIONS	17,000.00	17,000.00	16,683.51	(316.49)	98.14	15,348.51
TOTAL OTHER SERVICES & CHARG	230,150.00	230,150.00	240,253.85	10,103.85	104.39	212,623.57
<i>MISCELLANEOUS</i>						
602-49450-402 REPAIR & MAINT - SAN SEWER	5,000.00	5,000.00	.00	(5,000.00)	.00	494.38
602-49450-404 REPAIR & MAINT LABOR - VEH/EQ	5,000.00	5,000.00	2,093.00	(2,907.00)	41.86	3,926.00
602-49450-406 REPAIR & MAINT - PLANT	35,000.00	35,000.00	34,227.47	(772.53)	97.79	46,158.99
602-49450-407 REPAIR & MAINT - LIFT STATIONS	7,000.00	7,000.00	6,817.41	(182.59)	97.39	5,070.86
602-49450-408 REPAIRS & MAINTENANCE - SEWER	3,000.00	3,000.00	1,920.68	(1,079.32)	64.02	2,250.45
602-49450-409 MAINT CONTRACTS - OFFICE EQUIP	1,400.00	1,400.00	1,352.04	(47.96)	96.57	1,286.96
602-49450-416 FORCE MAIN RELOCATION PROJECT	.00	.00	25,778.18	25,778.18	.00	.00
602-49450-418 KENWOOD LIFT STATION	.00	.00	18,450.09	18,450.09	.00	.00
602-49450-420 DEPRECIATION	1,250,000.00	1,250,000.00	1,552,486.55	302,486.55	124.20	1,541,153.87
602-49450-430 MISCELLANEOUS	2,000.00	2,000.00	46.00	(1,954.00)	2.30	1,965.10
602-49450-433 DUES AND SUBSCRIPTIONS	1,000.00	1,000.00	4,333.96	3,333.96	433.40	4,847.58
602-49450-440 MEETINGS AND SCHOOLS	2,500.00	2,500.00	2,565.00	65.00	102.60	2,402.50
602-49450-441 MPCA FEES	9,000.00	9,000.00	7,925.00	(1,075.00)	88.06	8,352.97
602-49450-489 OTHER CONTRACTED SERVICES	85,000.00	85,000.00	111,409.68	26,409.68	131.07	81,690.41
TOTAL MISCELLANEOUS	1,405,900.00	1,405,900.00	1,769,405.06	363,505.06	125.86	1,699,600.07

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

DRAFT

FUND 602 - WASTEWATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>DEBT SERVICE</i>						
602-49450-610 2013 WWTP REHAB INTEREST EXP	91,391.00	91,391.00	91,390.19	(.81)	100.00	97,161.88
602-49450-617 BOND DISCOUNT	.00	.00	1,387.44	1,387.44	.00	.00
602-49450-620 FISCAL AGENT FEES	800.00	800.00	1,550.00	750.00	193.75	1,501.92
602-49450-621 BOND ISSUE COSTS	.00	.00	2,662.53	2,662.53	.00	.00
602-49450-623 INTEREST XYLITE BOND 2005	.00	.00	(106.22)	(106.22)	.00	.00
602-49450-627 INTEREST-2007 STREET BONDS	136.00	136.00	135.80	(.20)	99.85	(807.96)
602-49450-631 2011 BOND INT EXP	.00	.00	.00	.00	.00	1,605.42
602-49450-632 2012 BOND INTEREST EXP	3,544.00	3,544.00	3,329.34	(214.66)	93.94	4,232.06
602-49450-634 INTEREST EXP 2014 IMPROV	8,370.00	8,370.00	6,141.98	(2,228.02)	73.38	7,139.52
602-49450-635 INTEREST EXP 2015 BOND EXP	8,846.00	8,846.00	6,010.12	(2,835.88)	67.94	6,782.10
602-49450-636 INTEREST EXP 2016 SEWER BONDS	11,527.00	11,527.00	8,395.71	(3,131.29)	72.84	9,200.94
602-49450-638 INTEREST EXPESE 2018 BONDS	18,776.00	18,776.00	3,208.42	(15,567.58)	17.09	.00
TOTAL DEBT SERVICE	143,390.00	143,390.00	124,105.31	(19,284.69)	86.55	126,815.88
<i>TRANSFERS</i>						
602-49450-720 TRANSFERS OUT - OPER TRANSFER	37,500.00	37,500.00	38,850.00	1,350.00	103.60	37,500.00
602-49450-799 LOSS ON DISPOSAL OF ASSET	.00	.00	153.36	153.36	.00	.00
TOTAL TRANSFERS	37,500.00	37,500.00	39,003.36	1,503.36	104.01	37,500.00
TOTAL EXPENSE 450	2,694,867.00	2,694,867.00	2,986,718.98	291,851.98	110.83	2,846,081.03

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

DRAFT

FUND 602 - WASTEWATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	2,694,867.00	2,694,867.00	2,986,718.98			2,846,081.03
NET REVENUES OVER EXPENDITURE	(650,602.00)	(650,602.00)	(651,676.19)			(13,610.67)

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

DRAFT

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	1,892.58	(1,892.58)	.00	875.56
OPERATING REVENUES	336,000.00	336,000.00	350,438.83	(14,438.83)	104.30	340,242.18
TOTAL FUND REVENUE	336,000.00	336,000.00	352,331.41	(16,331.41)	104.86	341,117.74
EXPENDITURES						
STORM SEWER FUND EXPENDITURES						
EXPENSE 500	469,114.00	469,114.00	466,977.06	2,136.94	99.54	437,085.17
TOTAL STORM SEWER FUND EXPENDITURE	469,114.00	469,114.00	466,977.06	2,136.94	99.54	437,085.17
TOTAL FUND EXPENDITURES	469,114.00	469,114.00	466,977.06	2,136.94	99.54	437,085.17
NET REVENUE OVER EXPENDITURES	(133,114.00)	(133,114.00)	(114,645.65)	(18,468.35)		(95,967.43)

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

DRAFT

FUND 603 - STORM WATER UTILITY FUND

	<u>ADOPTED BUDGET</u>	<u>AMENDED BUDGET</u>	<u>YTD ACTUAL</u>	<u>UNUSED/ UNEARNED</u>	<u>% OF BUDGET</u>	<u>PRIOR YR YTD ACTUAL</u>
<u>SA & INTEREST EARNINGS</u>						
603-36210 INTEREST EARNINGS	.00	.00	1,892.58	(1,892.58)	.00	875.56
TOTAL SA & INTEREST EARNINGS	.00	.00	1,892.58	(1,892.58)	.00	875.56
<u>OPERATING REVENUES</u>						
603-37310 STORM WATER CHARGES	330,000.00	330,000.00	344,250.48	(14,250.48)	104.32	334,312.37
603-37360 PENALTIES	6,000.00	6,000.00	6,188.35	(188.35)	103.14	5,929.81
TOTAL OPERATING REVENUES	336,000.00	336,000.00	350,438.83	(14,438.83)	104.30	340,242.18
TOTAL FUND REVENUE	<u>336,000.00</u>	<u>336,000.00</u>	<u>352,331.41</u>			<u>341,117.74</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

DRAFT

FUND 603 - STORM WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
EXPENSE 500						
<i>OTHER SERVICES & CHARGES</i>						
603-49500-304 MISC PROFESSIONAL SERVICES	3,000.00	3,000.00	1,007.50	(1,992.50)	33.58	8,585.00
603-49500-352 GEN INFO & PUBLIC NOTICES	250.00	250.00	11.25	(238.75)	4.50	6.26
TOTAL OTHER SERVICES & CHARG	3,250.00	3,250.00	1,018.75	(2,231.25)	31.35	8,591.26
<i>MISCELLANEOUS</i>						
603-49500-403 REPAIRS & MAINT - STORM SEWER	28,000.00	28,000.00	13,127.17	(14,872.83)	46.88	6,102.11
603-49500-420 DEPRECIATION	390,000.00	390,000.00	399,276.92	9,276.92	102.38	389,887.88
603-49500-430 MISCELLANEOUS	1,000.00	1,000.00	2,294.52	1,294.52	229.45	5,280.88
603-49500-440 SCHOOLS AND MEETINGS	3,000.00	3,000.00	1,250.00	(1,750.00)	41.67	.00
TOTAL MISCELLANEOUS	422,000.00	422,000.00	415,948.61	(6,051.39)	98.57	401,270.87
<i>DEBT SERVICE</i>						
603-49500-611 INTEREST EXP 2004 STORM BONDS	1,542.00	1,542.00	.00	(1,542.00)	.00	2,766.18
603-49500-617 BOND DISCOUNT	.00	.00	5,168.23	5,168.23	.00	.00
603-49500-621 BOND ISSUE COSTS	.00	.00	9,917.92	9,917.92	.00	.00
603-49500-623 INTEREST-XYLITE BOND 2005	.00	.00	(159.28)	(159.28)	.00	.00
603-49500-627 INTEREST-2007 STREET BONDS	110.00	110.00	(63.00)	(173.00)	(57.27)	(650.89)
603-49500-631 2011 BOND INT EXP	.00	.00	.00	.00	.00	347.10
603-49500-634 INTEREST EXP 2014 STORM IMPROV	9,404.00	9,404.00	8,437.40	(966.60)	89.72	7,978.22
603-49500-635 INTEREST EXP 2015 BONDS	9,971.00	9,971.00	6,774.28	(3,196.72)	67.94	7,644.94
603-49500-636 INTEREST EXP 2016 STORM BONDS	10,961.00	10,961.00	7,984.01	(2,976.99)	72.84	9,137.49
603-49500-638 INTEREST EXPESE 2018 BONDS	11,876.00	11,876.00	11,950.14	74.14	100.62	.00
TOTAL DEBT SERVICE	43,864.00	43,864.00	50,009.70	6,145.70	114.01	27,223.04
TOTAL EXPENSE 500	469,114.00	469,114.00	466,977.06	(2,136.94)	99.54	437,085.17

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

DRAFT

FUND 603 - STORM WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	469,114.00	469,114.00	466,977.06			437,085.17
NET REVENUES OVER EXPENDITURE	(133,114.00)	(133,114.00)	(114,645.65)			(95,967.43)

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

DRAFT

FUND 604 - STREET LIGHT UTILITY

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
REVENUE						
OPERATING REVENUES	200,000.00	200,000.00	204,162.37	(4,162.37)	102.08	.00
TOTAL FUND REVENUE	<u>200,000.00</u>	<u>200,000.00</u>	<u>204,162.37</u>	<u>(4,162.37)</u>	<u>102.08</u>	<u>.00</u>
EXPENDITURES						
STREET LIGHT UTILITY EXP EXPENSE 550	200,000.00	200,000.00	197,237.86	2,762.14	98.62	.00
TOTAL STREET LIGHT UTILITY EXP	<u>200,000.00</u>	<u>200,000.00</u>	<u>197,237.86</u>	<u>2,762.14</u>	<u>98.62</u>	<u>.00</u>
TOTAL FUND EXPENDITURES	<u>200,000.00</u>	<u>200,000.00</u>	<u>197,237.86</u>	<u>2,762.14</u>	<u>98.62</u>	<u>.00</u>
NET REVENUE OVER EXPENDITURES	<u>.00</u>	<u>.00</u>	<u>6,924.51</u>	<u>(6,924.51)</u>		<u>.00</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

DRAFT

FUND 604 - STREET LIGHT UTILITY

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>OPERATING REVENUES</u>						
604-37360 PENALTIES	.00	.00	3,598.03	(3,598.03)	.00	.00
604-37410 STREET LIGHT UTILITY FEES	200,000.00	200,000.00	188,900.40	11,099.60	94.45	.00
604-37470 OTHER REVENUE	.00	.00	11,663.94	(11,663.94)	.00	.00
TOTAL OPERATING REVENUES	200,000.00	200,000.00	204,162.37	(4,162.37)	102.08	.00
 TOTAL FUND REVENUE	200,000.00	200,000.00	204,162.37			.00

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

DRAFT

FUND 604 - STREET LIGHT UTILITY

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
	<i>SUPPLIES</i>						
604-49550-238	REPAIR & MAINT SUPP - INFRAST	.00	.00	17,045.60	17,045.60	.00	.00
	<i>TOTAL SUPPLIES</i>	.00	.00	17,045.60	17,045.60	.00	.00
	<i>OTHER SERVICES & CHARGES</i>						
604-49550-381	STREET LIGHT ELECTRIC	180,000.00	180,000.00	164,936.19	(15,063.81)	91.63	.00
	<i>TOTAL OTHER SERVICES & CHARG</i>	180,000.00	180,000.00	164,936.19	(15,063.81)	91.63	.00
	<i>MISCELLANEOUS</i>						
604-49550-402	STREET LIGHT AND SIGNAL REPAIR	20,000.00	20,000.00	15,256.07	(4,743.93)	76.28	.00
	<i>TOTAL MISCELLANEOUS</i>	20,000.00	20,000.00	15,256.07	(4,743.93)	76.28	.00
	TOTAL EXPENSE 550	200,000.00	200,000.00	197,237.86	(2,762.14)	98.62	.00

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

DRAFT

FUND 604 - STREET LIGHT UTILITY

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	200,000.00	200,000.00	197,237.86			.00
NET REVENUES OVER EXPENDITURE	.00	.00	6,924.51			.00

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

FUND 610 - LIQUOR STORE FUND

DRAFT

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
REVENUE						
INTEREST & LOTTERY SALES	84,740.00	84,740.00	110,046.24	(25,306.24)	129.86	96,358.09
OPERATING REVENUES	5,499,657.00	5,499,657.00	5,719,749.57	(220,092.57)	104.00	5,524,944.34
TOTAL FUND REVENUE	5,584,397.00	5,584,397.00	5,829,795.81	(245,398.81)	104.39	5,621,302.43
EXPENDITURES						
LIQUOR STORE EXPENDITURES						
LIQUOR STORE	5,584,397.00	5,584,397.00	5,666,222.96	(81,825.96)	101.47	5,593,219.68
TOTAL LIQUOR STORE EXPENDITURES	5,584,397.00	5,584,397.00	5,666,222.96	(81,825.96)	101.47	5,593,219.68
TOTAL FUND EXPENDITURES	5,584,397.00	5,584,397.00	5,666,222.96	(81,825.96)	101.47	5,593,219.68
NET REVENUE OVER EXPENDITURES	.00	.00	163,572.85	(163,572.85)		28,082.75

DRAFT

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

DRAFT

FUND 610 - LIQUOR STORE FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTEREST & LOTTERY SALES</u>						
610-36200 MISCELLANEOUS REVENUES	240.00	240.00	402.00	(162.00)	167.50	999.96
610-36210 INTEREST EARNINGS	1,500.00	1,500.00	4,063.74	(2,563.74)	270.92	2,624.95
610-36220 LOTTERY SALES	83,000.00	83,000.00	105,580.50	(22,580.50)	127.21	92,733.18
TOTAL INTEREST & LOTTERY SALES	84,740.00	84,740.00	110,046.24	(25,306.24)	129.86	96,358.09
<u>OPERATING REVENUES</u>						
610-37811 SALES - LIQUOR	1,826,383.00	1,826,383.00	1,928,152.83	(101,769.83)	105.57	1,842,377.09
610-37812 SALES - BEER	2,452,187.00	2,452,187.00	2,596,926.14	(144,739.14)	105.90	2,508,467.32
610-37813 SALES - WINE	929,175.00	929,175.00	891,711.99	37,463.01	95.97	891,914.54
610-37815 SALES - NON-TAXABLE	155,818.00	155,818.00	167,643.28	(11,825.28)	107.59	154,686.05
610-37816 SALES - TAXABLE	140,294.00	140,294.00	141,288.68	(994.68)	100.71	133,862.81
610-37830 DISCOUNTS, DEPOSITS & RETURNS	(3,000.00)	(3,000.00)	(4,669.40)	1,669.40	(155.65)	(5,271.40)
610-37840 CASH OVER AND SHORT	(1,200.00)	(1,200.00)	(1,303.95)	103.95	(108.66)	(1,092.07)
TOTAL OPERATING REVENUES	5,499,657.00	5,499,657.00	5,719,749.57	(220,092.57)	104.00	5,524,944.34
TOTAL FUND REVENUE	5,584,397.00	5,584,397.00	5,829,795.81			5,621,302.43

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

DRAFT

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	221,708.00	221,708.00	237,778.39	16,070.39	107.25	237,224.91
610-49750-102 FULL-TIME EMPLOYEES - OVERTIME	7,569.00	7,569.00	3,097.14	(4,471.86)	40.92	4,331.24
610-49750-103 PART-TIME EMPLOYEES - REGULAR	146,718.00	146,718.00	140,899.59	(5,818.41)	96.03	139,771.00
610-49750-106 PART-TIME EMPLOYEES - OVERTIME	9,000.00	9,000.00	703.99	(8,296.01)	7.82	1,241.54
610-49750-110 HOURS WORKED HOLIDAY	10,000.00	10,000.00	11,193.35	1,193.35	111.93	9,929.19
610-49750-121 PERA (EMPLOYER)	29,690.00	29,690.00	29,245.91	(444.09)	98.50	27,967.35
610-49750-122 FICA/MEDICARE (EMPLOYER)	30,284.00	30,284.00	29,128.89	(1,155.11)	96.19	27,872.66
610-49750-131 MEDICAL/DENTAL/LIFE (EMPLOYER)	66,594.00	66,594.00	64,301.76	(2,292.24)	96.56	60,033.98
610-49750-132 LONGEVITY PAY	9,981.00	9,981.00	.00	(9,981.00)	.00	.00
610-49750-133 INSURANCE DEDUCTIBLE CONTRIB	4,800.00	4,800.00	3,404.25	(1,395.75)	70.92	3,320.65
610-49750-151 WORKERS' COMPENSATION PREMIU	26,000.00	26,000.00	15,269.75	(10,730.25)	58.73	15,503.20
610-49750-153 UNEMPLOYMENT COMPENSATION	250.00	250.00	.00	(250.00)	.00	.00
610-49750-154 HRA/FLEX FEES	300.00	300.00	293.50	(6.50)	97.83	288.80
TOTAL PERSONAL SERVICES	562,894.00	562,894.00	535,316.52	(27,577.48)	95.10	527,484.52
<i>SUPPLIES</i>						
610-49750-201 OFFICE SUPPLIES - ACCESSORIES	3,500.00	3,500.00	1,751.56	(1,748.44)	50.04	1,801.85
610-49750-210 MISCELLANEOUS OPER SUPPLIES	22,000.00	22,000.00	14,131.44	(7,868.56)	64.23	13,430.36
610-49750-220 MAINTENANCE & REPAIR SUPPLIES	24,000.00	24,000.00	26,233.63	2,233.63	109.31	29,966.25
610-49750-240 SMALL TOOLS AND MINOR EQUIPME	1,000.00	1,000.00	1,322.03	322.03	132.20	.00
610-49750-251 PURCHASES - LIQUOR	1,369,728.00	1,369,728.00	1,407,240.62	37,512.62	102.74	1,354,137.00
610-49750-252 PURCHASES - BEER	1,910,548.00	1,910,548.00	1,981,381.06	70,833.06	103.71	1,932,569.28
610-49750-253 PURCHASES WINE	645,795.00	645,795.00	613,985.56	(31,809.44)	95.07	620,298.40
610-49750-259 PURCHASES - MISCELLANEOUS	235,328.00	235,328.00	254,363.20	19,035.20	108.09	229,226.25
610-49750-260 FREIGHT & DRAY	35,904.00	35,904.00	34,870.49	(1,033.51)	97.12	36,323.62
610-49750-262 BREAKAGE & SHRINKAGE	1,200.00	1,200.00	.00	(1,200.00)	.00	.00
TOTAL SUPPLIES	4,249,003.00	4,249,003.00	4,335,279.59	86,276.59	102.03	4,217,753.01
<i>OTHER SERVICES & CHARGES</i>						
610-49750-304 MISC PROFESSIONAL SERVICES	1,500.00	1,500.00	812.39	(687.61)	54.16	1,766.42
610-49750-313 IT MGMT & BACKUP	3,000.00	3,000.00	2,483.91	(516.09)	82.80	2,483.91
610-49750-321 TELEPHONE/CELLULAR PHONES	8,000.00	8,000.00	9,180.55	1,180.55	114.76	9,606.08
610-49750-331 TRAVEL/MEALS/LODGING	200.00	200.00	.00	(200.00)	.00	151.70
610-49750-334 MILEAGE REIMBURSEMENT	150.00	150.00	271.96	121.96	181.31	187.26
610-49750-340 ADVERTISING	40,000.00	40,000.00	42,600.39	2,600.39	106.50	42,605.92
610-49750-341 WINE TASTING EVENT COSTS	3,000.00	3,000.00	2,558.42	(441.58)	85.28	3,713.77
610-49750-360 INSURANCE AND BONDS	15,000.00	15,000.00	13,460.21	(1,539.79)	89.73	13,246.47
610-49750-381 ELECTRIC UTILITIES	28,000.00	28,000.00	23,691.96	(4,308.04)	84.61	23,451.93
610-49750-382 WATER/WASTEWATER UTILITIES	800.00	800.00	671.26	(128.74)	83.91	711.87
610-49750-383 GAS UTILITIES	2,000.00	2,000.00	1,484.58	(515.42)	74.23	1,103.55
610-49750-384 REFUSE HAULING	2,500.00	2,500.00	1,396.20	(1,103.80)	55.85	1,385.00
TOTAL OTHER SERVICES & CHARG	104,150.00	104,150.00	98,611.83	(5,538.17)	94.68	100,413.88

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

DRAFT

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	7,000.00	7,000.00	6,128.08	(871.92)	87.54	6,556.25
610-49750-420 DEPRECIATION	57,000.00	57,000.00	59,436.76	2,436.76	104.28	59,866.25
610-49750-430 FISCAL/BANK/MISCELLANEOUS CHG	116,500.00	116,500.00	125,429.63	8,929.63	107.66	117,847.37
610-49750-433 DUES AND SUBSCRIPTIONS	3,500.00	3,500.00	4,142.00	642.00	118.34	4,162.00
610-49750-440 MEETINGS AND SCHOOLS	900.00	900.00	879.43	(20.57)	97.71	680.00
610-49750-453 TAXES AND LICENSES	250.00	250.00	.00	(250.00)	.00	200.00
610-49750-461 LOTTERY SWEEP	50,000.00	50,000.00	54,990.10	4,990.10	109.98	49,036.64
610-49750-475 LOTTERY PAID OUT	30,000.00	30,000.00	43,257.06	13,257.06	144.19	38,205.08
610-49750-489 CONTRACT MAINTENANCE	3,200.00	3,200.00	2,751.96	(448.04)	86.00	2,014.68
TOTAL MISCELLANEOUS	268,350.00	268,350.00	297,015.02	28,665.02	110.68	278,568.27
<i>TRANSFERS</i>						
610-49750-720 TRANSFERS OUT - OPER TRANSFER	400,000.00	400,000.00	400,000.00	.00	100.00	435,000.00
610-49750-721 TRANSFER OUT--PARK IMPROV FUN	.00	.00	.00	.00	.00	34,000.00
TOTAL TRANSFERS	400,000.00	400,000.00	400,000.00	.00	100.00	469,000.00
TOTAL LIQUOR STORE	5,584,397.00	5,584,397.00	5,666,222.96	81,825.96	101.47	5,593,219.68

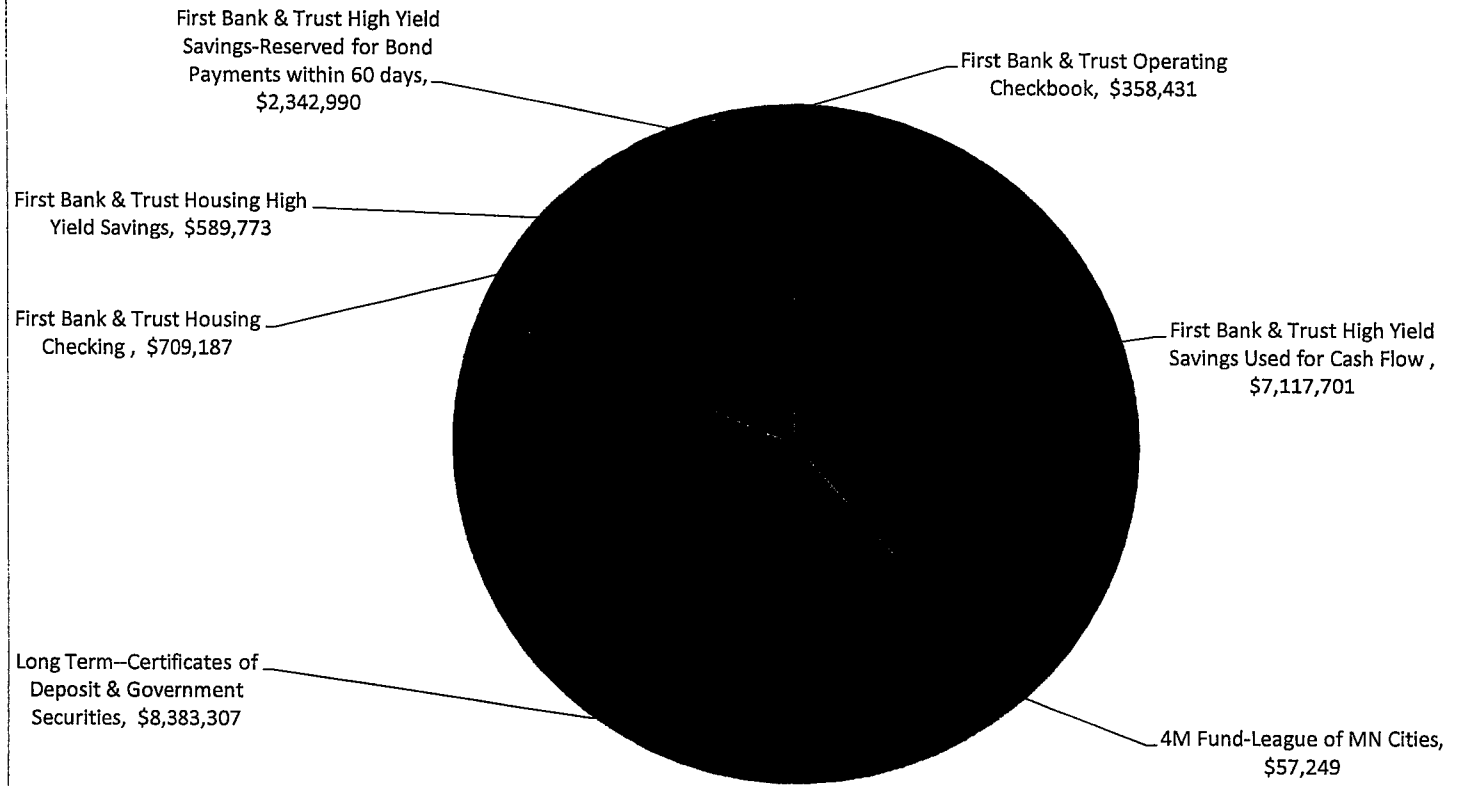
CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

DRAFT

FUND 610 - LIQUOR STORE FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	5,584,397.00	5,584,397.00	5,666,222.96			5,593,219.68
NET REVENUES OVER EXPENDITURE	.00	.00	163,572.85			28,082.75

City of Cambridge Cash & Investment Summary 12-31-18



Prepared by: Caroline Moe, Director of Finance

BACKGROUND

The City of Cambridge Fire Department has received a donation of \$145.36 from Cambridge Bar & Grill to reimburse the costs of serving chili at the open house last fall. As required by MN State Statute, restricted donations must be officially accepted by the City Council and thus we are including it for action on this agenda.

COUNCIL ACTION

Officially accept the donations by approving the following resolution.

Attachments

Resolution No. R19-007

RESOLUTION NO. R19-007

*Resolution Accepting Restricted Donation
to the City of Cambridge Fire Department for Community Support Supplies*

WHEREAS, Cambridge Bar & Grill has made a donation in the amount of \$145.36 with the restriction that the funds be used for reimbursing costs for the chili served at the Open House for the Cambridge Fire Department;

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

Adopted this 4th day of February, 2019.

James Godfrey, Mayor

ATTEST:

Lynda J. Woulfe, City Administrator

Prepared by: Caroline Moe, Director of Finance

Background

As detailed in the attached resolution, we are recommending that a certain 2018 fund transfers be approved at this time.

Council Action Requested

Adopt Resolution R19-008 Approving Inter-Fund Transfers

Resolution No. R19-008

RESOLUTION AUTHORIZING 2018 INTERFUND TRANSFERS

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CAMBRIDGE, ISANTI COUNTY, STATE OF MINNESOTA, that the Director of Finance be directed to make the following 2018 Inter-fund Transfers on the City of Cambridge books of record for 2018:

<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>	<u>PURPOSE</u>
2018 Street Improvement Capital Project Fund (#428)	Library Capital Project Fund (#425)	\$251,668.34	Transfer excess funds from completed 2018 street project to Library Project to fund escrow payment.
General Fund (#101)	Library Capital Project Fund (#425)	\$48,331.66	Transfer funds Library Project to fund escrow payment.
		\$300,000.00	

This resolution shall become effective immediately upon its passage without publication. Adopted this 4th day of February, 2019.

James Godfrey, Mayor

ATTEST:

Lynda J. Woulfe, City Administrator

Prepared by Todd Blank, City Engineer

Background

In order to design the proposed new water tower, soil boring and lab testing services are required. Proposals were solicited from American Engineering Testing and Braun Intertec who routinely perform services for projects like this.

Braun Intertec is the only firm that responded. Their proposal is complete, and the cost of \$5,830 is reasonable for this work (it is slightly less than recent very similar services provided for a new tower in Brainerd).

Recommendation

1. Staff recommends accepting the soil boring proposal from Braun Intertec to provide geotechnical services for a fee of \$5,830.

Attachments

Soil boring services proposal from Braun Intertec.

F:\CC\Staff Reports\2019\2-4-2019\4E New Water Tower soil boring proposal.doc

January 25, 2019

Proposal QTB093209

Todd Blank, PE
City of Cambridge
300 Third Avenue NE
Cambridge, MN 55008

Re: Proposal for a Geotechnical Evaluation
Proposed Cambridge Water Tower
County Road 70
Cambridge, Minnesota

Dear Todd:

Braun Intertec Corporation respectfully submits this proposal to complete a geotechnical evaluation for the proposed water tower at the referenced site.

Our Understanding of Project

Per your request, we understand the City of Cambridge is designing a new water tower. The project is located near the intersection of County Road 70 and Trunk Highway 95.

Purpose

The purpose of our geotechnical evaluation will be to characterize subsurface geologic conditions at selected exploration locations and evaluate their impact on the design and construction of the water tower.

Scope of Services

The following tasks are proposed to help achieve the stated purpose. If unfavorable or unforeseen conditions are encountered at any point during the completion of the tasks that lead us to recommend an expanded scope of services, we will contact you to discuss the conditions before resuming work.

Environmental Well Notification

This proposal contains provisions for characterizing subsurface conditions to depths of 15 feet or deeper. Auger borings, cores and cone penetration test soundings advanced to such depths, whether instrumented for monitoring or not, are considered environmental wells by the Minnesota Department of Health (MDH), and need to be made known as such to the MDH *before they are completed*. This requires that applicable MDH notification forms be signed by the well owner, or representative/agent, and returned to us. *Braun Intertec cannot mobilize equipment and crews until an MDH notification form has been signed and submitted.* An MDH notification form is attached for this purpose.

AA/EOE

Site Access, Staking and Utility Clearance

Drilling services will be performed by Braun Intertec Drilling, LLC, a subsidiary of Braun Intertec Corporation. Based on your site description and our review of google maps, we assumed the site is accessible to a truck-mounted drill rig.

Tree clearing, debris or obstruction removal, grading of navigable paths, and snow plowing are not included in our scope of services.

We will stake prospective subsurface exploration locations and obtain surface elevations at those locations using GPS (Global Positioning System) technology. For purposes of linking the GPS data to an appropriate reference, we request that you provide CAD files indicating location/elevation references appropriate for this project, or give us contact information for the consultant that might have such information.

Depending on access requirements, ground conditions or potential utility conflicts, our field crew may alter the exploration locations from those proposed to facilitate accessibility.

Prior to drilling or excavating, we will contact Gopher State One Call and arrange for notification to the appropriate utility vendors to mark and clear the exploration locations of public underground utilities. You, or your authorized representative, are responsible to notify us before we begin our work of the presence and location of any underground objects or private utilities that are not the responsibility of public agencies.

Penetration Test Borings

As requested, we will drill 3 standard penetration test borings for the water tower, extending 2 borings to a depth of 30 feet and 1 boring to a depth of 60 feet. Standard penetration tests will be performed at 2 1/2-foot vertical intervals to a depth of about 15 feet, and at 5-foot intervals at greater depths.

If groundwater is encountered in the boreholes, the depth where it is observed will be recorded on the boring logs.

If existing fill, organic materials or other structurally unfavorable soils are not penetrated above the intended boring termination depths, we will extend the borings to obtain at least 5 feet of penetration into more competent materials at greater depths. The additional information will help evaluate such issues as excavation depth, consolidation settlement, and foundation alternatives, among others. If deeper borings (or additional borings) are needed, we will contact you prior to increasing our total estimated drilled footage and submit a Change Order summarizing the anticipated additional effort and the associated cost, for your review and authorization.

Borehole Abandonment

Minnesota Well Code requires that environmental wells that are 15 feet deep or deeper be sealed. Based on our proposed subsurface characterization depths, we will seal 120 linear feet of borings with grout and prepare associated sealing records which must also be submitted to the MDH.

Sealing with grout as directed by the MDH will prevent us from disposing of auger boring cuttings in the completed boreholes. Unless otherwise directed, we intend to thin-spread the cuttings around the boreholes. If cuttings cannot be thin-spread, they will be containerized and left on site. Off-site disposal of the cuttings can be performed for an additional fee.

Over time, subsidence of borehole (core) backfill may occur, requiring surface grades to be re-leveled or bituminous or concrete patches to be replaced. Braun Intertec is not assuming responsibility for re-leveling or re-patching subsequent to initial backfilling and patching long term.

Our drilling activities may also impact the vegetation and may rut the surface to access boring locations. Restoration of vegetation and turf is not part of our scope of services.

Sample Review and Laboratory Testing

Recovered samples will be returned to our laboratory, where they will be visually classified and logged by a geotechnical engineer. To help classify the materials encountered and estimate their engineering properties, we have budgeted to perform 5 moisture content tests and 5 mechanical analyses (through a #200 sieve only).

Reporting

Data obtained from the borings and laboratory tests will be used to evaluate the subsurface profile and groundwater conditions, perform engineering analyses related to structure design and performance and prepare a report, including:

- A CAD sketch showing project components, limits, and exploration locations.
- Logs of the borings describing the materials encountered and presenting the results of our groundwater measurements and laboratory tests.
- A summary of the subsurface profile and groundwater conditions.
- Discussion identifying the site conditions that will impact structure design and performance, qualifying the nature of their impact, and outlining alternatives for mitigating their impact.
- Discussion regarding the reuse of on-site materials during construction and the impact of groundwater on construction.
- Recommendations for preparing structure subgrades, including excavation support, if applicable, and the selection, placement and compaction of excavation backfill and other structural fill.
- Recommendations for the design of a spread footing foundation for the water tower.

Only an electronic copy of our report will be submitted to you unless you request otherwise. At your request, the report can also be sent to additional project team members.

Cost

We will furnish the services described in this proposal for a lump sum fee of \$5,830. A summary of our costs is provided in the table below.

Service	Cost
GPS Staking and Utility Meet	\$660
Soil Borings	2,825
Laboratory Testing	375
Engineering and Report	1,970
Total	\$5,830

Our work may extend over several invoicing periods. As such, for work that is performed during the course of each invoicing period, we will submit partial progress invoices.

Schedule

We anticipate the field exploration can begin within approximately 2 weeks of written authorization; the field exploration will take 1 day to complete. Sample classification, laboratory testing, engineering analyses and report preparation will likely take an additional 2 weeks. We will pass along results, however, as they are obtained and reviewed.

If our proposed scope of services cannot be completed according to this schedule due to circumstances beyond our control, we may need to revise this proposal prior to completing the remaining tasks.

General Remarks

We will be happy to meet with you to discuss our proposed scope of services further and clarify the various scope components.

We appreciate the opportunity to present this proposal to you. ***Please sign and return a copy to us in its entirety.***

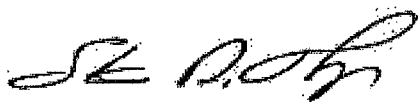
The proposed fee is based on the scope of services described and the assumptions that our services will be authorized within 30 days and that others will not delay us beyond our proposed schedule.

We include the Braun Intertec General Conditions, which provide additional terms and are a part of our agreement.

To have questions answered or schedule a time to meet and discuss our approach to this project further, please contact Steve Thayer at 320.908.3187 or sthayer@braunintertec.com.

Sincerely,

BRAUN INTERTEC CORPORATION



Steve A. Thayer, PE
Associate Principal/Senior Engineer

Attachments:
MDH Notification Form
General Conditions (1/1/18)

The proposal is accepted, and you are authorized to proceed.

Authorizer's Firm

Authorizer's Signature

Authorizer's Name (please print or type)

Authorizer's Title

Date

January 25, 2019

Proposal QTB093209

Todd Blank, PE
City of Cambridge
300 Third Avenue NE
Cambridge, MN 55008

Re: Proposal for a Geotechnical Evaluation
Proposed Cambridge Water Tower
County Road 70
Cambridge, Minnesota

Dear Todd:

Please have the property owner, representative or agent complete the "Well Owner" section only of the Minnesota Department of Health (MDH) Well Sealing Notification form below and return it to Braun Intertec along with the signed proposal. We will complete the remainder of the form and submit it to the MDH.

NOTE: This form must be completed and returned to Braun Intertec prior to us scheduling the mobilization of our equipment and crews to the project site.

WELL SEALING NOTIFICATION-WELL SEALING NOTIFICATION IS VALID FOR 18 MONTHS Send notification form and payment (check, money order, or credit card information) to: Minnesota Department of Health, Well Management Section, P.O. Box 64502, St. Paul, Minnesota 55164-0502. ATTN: CASHIER Well Management Section Fax Number: (651) 201-4599.		Minnesota Unique Well No. or W-series No. <small>(Leave blank if not known)</small>	Minnesota Well and Boring Sealing No. H
<input type="checkbox"/> Well Sealing Notification (269)		Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Discover Exp. Date _____ Print Cardholder Name _____	
Check Well Type: <input type="checkbox"/> Water-Supply Well <input type="checkbox"/> Monitoring Well <input type="checkbox"/> Other _____		Card Number _____ 3-Digit Security Code <small>(Printed on back side of card.)</small>	
Check Box II: <input type="checkbox"/> Well is Multiple Cased <input type="checkbox"/> Larger than 8-Inch Inside Diameter		Authorized Signature _____	
WELL LOCATION	County _____ Township Name _____ Township No. _____ Range No. _____ Section No. _____ Fraction (sm. → lg.) <small>¼ ½ ¾</small>	Est. Depth _____ Casing Diameter _____	
	Well Location Address _____ City _____ State _____ Zip Code _____		
WELL OWNER	Well Owner Name (Print) _____ Daytime Telephone Number _____ <small>()</small>		
	Well Owner Street Address _____ City _____ State _____ Zip Code _____		
	Well Owner Signature _____ Date _____		
WELL CONTRACTOR	Well Contractor Company Name (Print) Braun Intertec Corporation	Certified Rep. Signature _____ Date _____	Company License No. 1323
<small>Failure to provide proper identification and fee prior to the beginning of well sealing is a violation of Minnesota Statutes, Chapter 103I, and may result in the assessment of an administrative penalty. Notification is not required to seal a boring.</small>			

Section 1: Agreement

1.1 Our agreement with you consists of these General Conditions and the accompanying written proposal or authorization ("Agreement"). This Agreement is the entire agreement between you and us. It supersedes prior agreements. It may be modified only in a writing signed by us, making specific reference to the provision modified.

1.2 The words "you," "we," "us," and "our" include officers, employees, and subcontractors.

1.3 In the event you use a purchase order or other documentation to authorize our scope of work ("Services"), any conflicting or additional terms are not part of this Agreement. Directing us to start work prior to execution of this Agreement constitutes your acceptance. If, however, mutually acceptable terms cannot be established, we have the right to terminate this Agreement without liability to you or others, and you will compensate us for fees earned and expenses incurred up to the time of termination.

Section 2: Our Responsibilities

2.1 We will provide Services specifically described in this Agreement. You agree that we are not responsible for services that are not expressly included in this Agreement. Unless otherwise agreed in writing, our findings, opinions, and recommendations will be provided to you in writing. You agree not to rely on oral findings, opinions, or recommendations without our written approval.

2.2 In performing our professional services, we will use that degree of care and skill ordinarily exercised under similar circumstances by reputable members of our profession practicing in the same locality. If you direct us to deviate from our recommended procedures, you agree to hold us harmless from claims, damages, and expenses arising out of your direction. If during the one year period following completion of Services it is determined that the above standards have not been met and you have promptly notified us in writing of such failure, we will perform, at our cost, such corrective services as may be necessary, within the original scope in this Agreement, to remedy such deficiency. Remedies set forth in this section constitute your sole and exclusive recourse with respect to the performance or quality of Services.

2.3 We will reference our field observations and sampling to available reference points, but we will not survey, set, or check the accuracy of those points unless we accept that duty in writing. Locations of field observations or sampling described in our report or shown on our sketches are based on information provided by others or estimates made by our personnel. You agree that such dimensions, depths, or elevations are approximations unless specifically stated otherwise in the report. You accept the inherent risk that samples or observations may not be representative of things not sampled or seen and further that site conditions may vary over distance or change over time.

2.4 Our duties do not include supervising or directing your representatives or contractors or commenting on, overseeing, or providing the means and methods of their services unless expressly set forth in this Agreement. We will not be responsible for the failure of your contractors, and the providing of Services will not relieve others of their responsibilities to you or to others.

2.5 We will provide a health and safety program for our employees, but we will not be responsible for contractor, owner, project, or site health or safety.

2.6 You will provide, at no cost to us, appropriate site safety measures as to work areas to be observed or inspected by us. Our employees are authorized by you to refuse to work under conditions that may be unsafe.

2.7 Unless a fixed fee is indicated, our price is an estimate of our project costs and expenses based on information available to us and our experience and knowledge. Such estimates are an exercise of our professional judgment and are not guaranteed or warranted. Actual costs may vary. You should allow a contingency in addition to estimated costs.

Section 3: Your Responsibilities

3.1 You will provide us with prior environmental, geotechnical and other reports, specifications, plans, and information to which you have access about the site. You agree to provide us with all plans, changes in plans, and new information as to site conditions until we have completed Services.

3.2 You will provide access to the site. In the performance of Services some site damage is normal even when due care is exercised. We will use reasonable care to minimize damage to the site. We have not included the cost of restoration of damage in the estimated charges.

3.3 You agree to provide us, in a timely manner, with information that you have regarding buried objects at the site. We will not be responsible for locating buried objects at the site. *You agree to hold us harmless, defend, and indemnify us from claims, damages, losses, penalties and expenses (including attorney fees) involving buried objects that were not properly marked or identified or of which you had knowledge but did not timely call to our attention or correctly show on the plans you or others furnished to us.*

3.4 You will notify us of any knowledge or suspicion of the presence of hazardous or dangerous materials present on any work site or in a sample provided to us. You agree to provide us with information in your possession or control relating to such materials or samples. If we observe or suspect the presence of contaminants not anticipated in this Agreement, we may terminate Services without liability to you or to others, and you will compensate us for fees earned and expenses incurred up to the time of termination.

3.5 Neither this Agreement nor the providing of Services will operate to make us an owner, operator, generator, transporter, treater, storer, or a disposal facility within the meaning of the Resource Conservation Recovery Act, as amended, or within the meaning of any other law governing the handling, treatment, storage, or disposal of hazardous substances. *You agree to hold us harmless, defend, and indemnify us from any damages, claims, damages, penalties or losses resulting from the storage, removal, hauling or disposal of such substances.*

3.6 Monitoring wells are your property, and you are responsible for their permitting, maintenance, and abandonment unless expressly set forth otherwise in this Agreement.

3.7 You agree to make all disclosures required by law. In the event you do not own the project site, you acknowledge that it is your duty to inform the owner of the discovery or release of contaminants at the site. *You agree to hold us harmless, defend, and indemnify us from claims, damages, penalties, or losses and expenses, including attorney fees, related to failures to make disclosures, disclosures made by us that are required by law, and from claims related to the informing or failure to inform the site owner of the discovery of contaminants.*

Section 4: Reports and Records

4.1 Unless you request otherwise, we will provide our report in an electronic format.

4.2 Our reports, notes, calculations, and other documents and our computer software and data are instruments of our service to you, and they remain our property. We hereby grant you a license to use the reports and related information we provide only for the related project and for the purposes disclosed to us. You may not transfer our reports to others or use them for a purpose for which they were not prepared without our written approval. *You agree to indemnify, defend, and hold us harmless from claims, damages, losses, and expenses, including attorney fees, arising out of such a transfer or use.*

4.3 If you do not pay for Services in full as agreed, we may retain work not yet delivered to you and you agree to return to us all of our work that is in your possession or under your control.

4.4 Samples and field data remaining after tests are conducted and field and laboratory equipment that cannot be adequately cleansed of contaminants are and continue to be your property. They may be discarded or returned to you, at our discretion, unless within 15 days of the report date you give us written direction to store or transfer the materials at your expense.

4.5 Electronic data, reports, photographs, samples, and other materials provided by you or others may be discarded or returned to you, at our discretion, unless within 15 days of the report date you give us written direction to store or transfer the materials at your expense.

Section 5: Compensation

5.1 You will pay for Services as stated in this Agreement. If such payment references our Schedule of Charges, the invoicing will be based upon the most current schedule. An estimated amount is not a firm figure. You agree to pay all sales taxes and other taxes based on your payment of our compensation. Our performance is subject to credit approval and payment of any specified retainer.

5.2 You will notify us of billing disputes within 15 days. You will pay undisputed portions of invoices upon receipt. You agree to pay interest on unpaid balances beginning 30 days after invoice dates at the rate of 1.5% per month, or at the maximum rate allowed by law.

5.3 If you direct us to invoice a third party, we may do so, but you agree to be responsible for our compensation unless the third party is creditworthy (in our sole opinion) and provides written acceptance of all terms of this Agreement.

5.4 Your obligation to pay for Services under this Agreement is not contingent on your ability to obtain financing, governmental or regulatory agency approval, permits, final adjudication of any lawsuit, your successful completion of any project, receipt of payment from a third party, or any other event. No retainage will be withheld.

5.5 If you do not pay us in accordance with this Agreement, you agree to reimburse all costs and expenses for collection of the moneys invoiced, including but not limited to attorney fees and staff time.

5.6 You agree to compensate us in accordance with our Schedule of Charges if we are asked or required to respond to legal process arising out of a proceeding related to the project and as to which we are not a party.

5.7 If we are delayed by factors beyond our control, or if project conditions or the scope or amount of work changes, or if changed labor conditions result in increased costs, decreased efficiency, or delays, or if the standards or methods change, we will give you timely notice, the schedule will be extended for each day of delay, and we will be compensated for costs and expenses incurred in accordance with our Schedule of Charges.

5.8 If you fail to pay us in accordance with this Agreement, we may consider the default a total breach of this Agreement and, at our option, terminate our duties without liability to you or to others, and you will compensate us for fees earned and expenses incurred up to the time of termination.

5.9 In consideration of our providing insurance to cover claims made by you, you hereby waive any right to offset fees otherwise due us.

Section 6: Disputes, Damage, and Risk Allocation

6.1 Each of us will exercise good faith efforts to resolve disputes without litigation. Such efforts will include, but not be limited to, a meeting(s)

attended by each party's representative(s) empowered to resolve the dispute. Before either of us commences an action against the other, disputes (except collections) will be submitted to mediation.

6.2 Notwithstanding anything to the contrary in this Agreement, neither party hereto shall be responsible or held liable to the other for punitive, indirect, incidental, or consequential damages, or liability for loss of use, loss of business opportunity, loss of profit or revenue, loss of product or output, or business interruption.

6.3 You and we agree that any action in relation to an alleged breach of our standard of care or this Agreement shall be commenced within one year of the date of the breach or of the date of substantial completion of Services, whichever is earlier, without regard to the date the breach is discovered. Any action not brought within that one year time period shall be barred, without regard to any other limitations period set forth by law or statute. We will not be liable unless you have notified us within 30 days of the date of such breach and unless you have given us an opportunity to investigate and to recommend ways of mitigating damages. You agree not to make a claim against us unless you have provided us at least 30 days prior to the institution of any legal proceeding against us with a written certificate executed by an appropriately licensed professional specifying and certifying each and every act or omission that you contend constitutes a violation of the standard of care governing our professional services. Should you fail to meet the conditions above, you agree to fully release us from any liability for such allegation.

6.4 For you to obtain the benefit of a fee which includes a reasonable allowance for risks, you agree that our aggregate liability for all claims will not exceed the fee paid for Services or \$50,000, whichever is greater. If you are unwilling to accept this allocation of risk, we will increase our aggregate liability to \$100,000 provided that, within 10 days of the date of this Agreement, you provide payment in an amount that will increase our fees by 10%, but not less than \$500, to compensate us for the greater risk undertaken. This increased fee is not the purchase of insurance.

6.5 You agree to indemnify us from all liability to others in excess of the risk allocation stated herein and to insure this obligation. In addition, all indemnities and limitations of liability set forth in this Agreement apply however the same may arise, whether in contract, tort, statute, equity or other theory of law, including, but not limited to, the breach of any legal duty or the fault, negligence, or strict liability of either party.

6.6 This Agreement shall be governed, construed, and enforced in accordance with the laws of the state in which our servicing office is located, without regard to its conflict of laws rules. The laws of the state of our servicing office will govern all disputes, and all claims shall be heard in the state or federal courts for that state. Each of us waives trial by jury.

6.7 No officer or employee acting within the scope of employment shall have individual liability for his or her acts or omissions, and you agree not to make a claim against individual officers or employees.

Section 7: General Indemnification

7.1 We will indemnify and hold you harmless from and against demands, damages, and expenses of others to the comparative extent they are caused by our negligent acts or omissions or those negligent acts or omissions of persons for whom we are legally responsible. You will indemnify and hold us harmless from and against demands, damages, and expenses of others to the comparative extent they are caused by your negligent acts or omissions or those negligent acts or omissions of persons for whom you are legally responsible.

7.2 To the extent it may be necessary to indemnify either of us under Section 7.1, you and we expressly waive, in favor of the other only, any immunity or exemption from liability that exists under any worker compensation law.

7.3 You agree to indemnify us against losses and costs arising out of claims of patent or copyright infringement as to any process or system that is specified or selected by you or by others on your behalf.

Section 8: Miscellaneous Provisions

8.1 We will provide a certificate of insurance to you upon request. Any claim as an Additional Insured shall be limited to losses caused by our negligence.

8.2 You and we, for ourselves and our insurers, waive all claims and rights of subrogation for losses arising out of causes of loss covered by our respective insurance policies.

8.3 Neither of us will assign or transfer any interest, any claim, any cause of action, or any right against the other. Neither of us will assign or otherwise transfer or encumber any proceeds or expected proceeds or compensation from the project or project claims to any third person, whether directly or as collateral or otherwise.

8.4 This Agreement may be terminated early only in writing. You will compensate us for fees earned for performance completed and expenses incurred up to the time of termination.

8.5 If any provision of this Agreement is held invalid or unenforceable, then such provision will be modified to reflect the parties' intention. All remaining provisions of this Agreement shall remain in full force and effect.

8.6 No waiver of any right or privilege of either party will occur upon such party's failure to insist on performance of any term, condition, or instruction, or failure to exercise any right or privilege or its waiver of any breach.

Prepared By: Todd Schwab Public Works/Utilities Director

Background

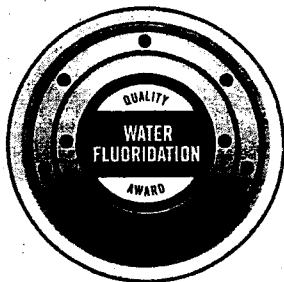
The Minnesota Department of Health has announced that the City of Cambridge has been awarded a Water Fluoridation Quality Award from the U.S. Centers for Disease Control and Prevention (CDC) for the year 2017. Fluoridation is the adjustment of fluoride in drinking water to a level that is effective for preventing tooth decay. The award recognized those communities that achieved excellence in community water fluoridation by maintaining a consistent level of fluoride in drinking water throughout 2017.

CDC initiated the Water Fluoridation Quality Awards program to recognize outstanding performance in fluoridation management by public water systems. In Minnesota, 233 of 605 possible fluoridating community public water systems (PWSs) are receiving awards for 2017.

This is the 6th straight year that the Cambridge Water Utility has received this award.

Included

2017 Water Fluoridation Award



2017

Water Fluoridation Quality Award

CAMBRIDGE

Minnesota

The Centers for Disease Control and Prevention commends this water system for its consistent and professional adjustment of the fluoride content to the recommended level for oral health for 12 consecutive months in 2017. High quality water fluoridation, as demonstrated by this water system, is a safe and effective method to prevent tooth decay and improve the oral health of all community residents.

Handwritten signature of Casey Hannan in black ink.

Casey Hannan, MPH

Director Acting, Division of Oral Health

National Center for Chronic Disease Prevention and Health Promotion
Centers for Disease Control and Prevention

Handwritten signature of Kip Duchon in black ink.

Kip Duchon, MS, PE

National Fluoridation Engineer, Division of Oral Health

National Center for Chronic Disease Prevention and Health Promotion
Centers for Disease Control and Prevention



U.S. Department of
Health and Human Services
Centers for Disease
Control and Prevention

Prepared By: Todd Schwab, Public Works/Utilities Director

Background:

On 1/22/19 staff received a request from Cambridge Isanti Schools. Cambridge Isanti Schools are requesting that the lettering on the new water tower includes, “Home of the Bluejackets”. I have included the 1/22/19 letter and an example of the logo on the St. Michael Albertville.

I have contacted Chad Katzeberger, with SEH, to obtain a cost estimate. The following is his response:

We have found that if a proposed logo is included in the bidding documents and clear instructions given, the cost for logo upgrades is nominal. They seem to get more expensive when requested after the contract had been awarded.

With that being said, I think your current tower logo and lettering is one that is of typical complexity, as would be the addition of the school slogan. (Going with either would be similar in price)

If I had to assign a number I'd say a typical one color text logo placement would be in the \$3K-\$5k range per side, whereas a multicolored more detailed logo might be \$6-8k per side and go up from there based on complexity.

Recommendation:

Information Only

Included:

Request Letter
Lettering Example



Education Services Center
625A Main Street North
Cambridge, MN 55008
763-689-6188
Fax 763-689-6200

Tuesday, January 22, 2019

Todd Schwab, Public Works Director
300 Third Avenue NE
Cambridge, MN 55008

Dear Mr. Schwab,

We were recently made aware that the City of Cambridge is considering a water tower for our community and looking into design. We respectfully submit, for your considering, adding to the new water tower lettering in Cambridge, "Home of the Bluejackets". There are towns in Minnesota, (Barnum, Hastings, and St. Michael/Albertville to name a few) that reflect the pride of the local public high school. I believe such a statement reflects strong working partnerships between the cities and the school district. Please see attached photo as a reference.

Thank you for your consideration of our proposal,



Ray Queener, Superintendent

cc: Lynda Wolfe, City Administrator
Cambridge City Council
Cambridge-Isanti School Board

School Board

Timothy J. Hitchings, *Chair*

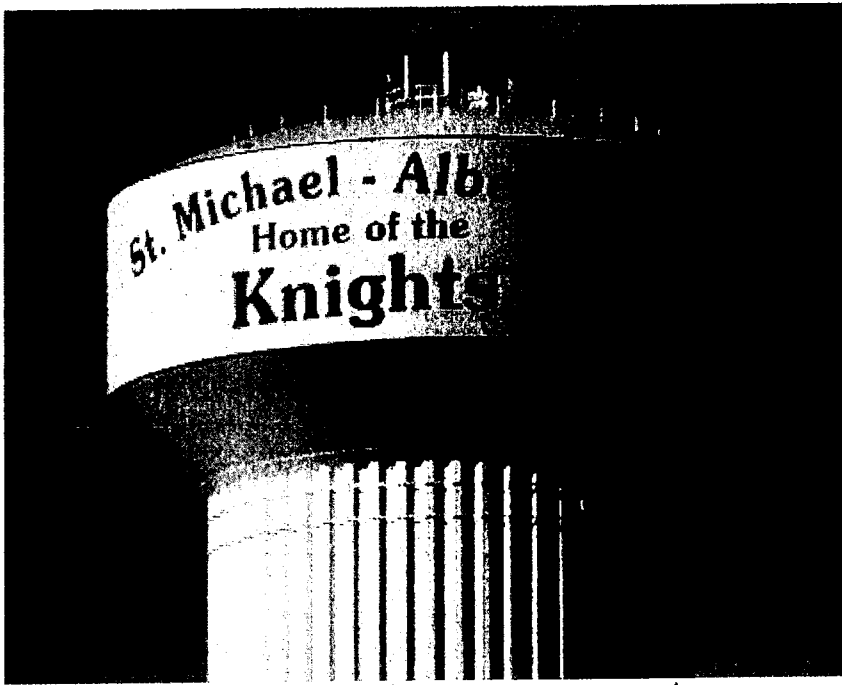
Gary Hawkins, *Vice-Chair* Lynn Wedlund, *Clerk*
Heidi Sprandel, *Treasurer* Aaron Berg, *Director*
Nikki Johnson, *Director* Carri Levitski, *Director*

District Administration

Dr. Ray Queener, *Superintendent*

Dr. Brenda Damiani, *Teaching & Learning*
Julia Pines, *Admin Svcs & HR*
Shawna Carpentier, *Communications*

Kris Crocker, *Finance and Operations*
Julie Williams, *Student Support Services*



Prepared by: Todd Schwab, Public Works/Utilities Director

Background

At the December 17th City Council meeting, the Council unanimously approved Airport Commission Ordinance Number 683. At that same meeting Councilman Godfrey moved and Councilman Morin seconded to Appoint Marvin Timm with a term expiration of January of 2020, Gary Bye with a term expiration of January 2021, Kurt Daudt as ex-officio to the new Airport Commission. Councilperson Iverson will be the Council Representative on the Commission. Council also advised Staff to solicit applications for the other four positions. Three of the 4 Members need to reside in the City of Cambridge and the last Member of the four has to reside in Isanti County.

Staff solicited applications for the remaining positions on the Airport Advisory Commission. Staff received a total of 5 applications for the position, they include the following:

- Greg Regnier – City of Cambridge Resident
- Steven Wegwerth – City of Cambridge Resident
- David Morell – City of Cambridge Resident
- Brandon Grell – Isanti County Resident
- Kent Shutte – Isanti County Resident

The term limits for the new positions are as follows:

- 1 – Member term expiration date of January 2020
- 1 – Member term expiration date of January 2021
- 2 – Members term Expiration date of January 2022

During the Airport Engineer interviews, it was discussed how the Engineer could inform the new Airport Advisory Commission members about the Airport’s long-range plan. Two of the firms suggested an orientation session for the new Commission and that City Council should attend as well. Therefore, we are recommending that the Council call for a special meeting for March 15 at 6:00 pm to have a joint meeting with the new Airport Advisory Commission. At this meeting, the Commission and Council can have in-depth discussions about the airport layout plan, capital improvements, airport operations, and airport goals. This type of meeting should set the stage for the long-term success of the Commission.

Recommendation:

Appoint up to three City Residents and one Isanti County Resident to the Airport Advisory Commission. Schedule an Airport Advisory Commission Orientation Meeting on March 16, 2019, at 6:00 pm, at Cambridge City Hall.

Included:

Applications

Application for Appointment to Cambridge Municipal Airport Commission

Do you live within the City limits of Cambridge? Yes No

If you are not a City resident, do you live within Isanti County? Yes No

Name Steven Wegwerth Date 1-8-2019

Address _____
Street # _____ Street Name _____ City, State, Zip Cambridge MN 55008

Preferred Phone #: _____

Email address: _____

Appointment Guidelines are: Members other than the City Council shall be appointed from among persons in a position to represent the general aviation interest. One member may reside outside the City limits of the Cambridge, but shall live within Isanti County.

Responsibilities of the Airport Commission are:

- Develop, review, and update the Cambridge Municipal Airport layout plan as requested by the Airport Manager.
- Work with the Community Development Director as requested to promote the public interest and understanding of the Airport Zoning and physical development of the Municipal Airport.
- Provide information to the Airport Manager for sharing with the Minnesota Department of Aeronautics and with Federal Aviation Administration in the development, maintenance and operation of the Cambridge Municipal Airport and with all other Federal and State authorities. Attend meetings as requested by the Airport Manager.
- Work with the Airport Manager to develop and submit to the City Council for adoption policies pertaining to the general management of the Airport and the use of Airport facilities, and to recommend various fees and rates for the use of the Airport facilities.

Please tell us about your background (work history, education, etc.)

30 yrs Director of Public Works Cambridge
Airport Manager Cambridge
Cambridge Fireman 25 yrs

What are your aviation interests? (attach additional sheet if necessary)

I became interested after being appointed airport manager

Why do you want to serve on the Airport Commission?

I feel with my background I could add much to the planning and development of the airport.

Please tell us about your other volunteer activities.

25 yrs. Cambridge Volunteer Fire Department

Comments (Briefly describe other qualifications, experience, and other information which you would like the City to consider or which you believe are particularly relevant to the appointment you are seeking. Use additional pages as necessary).

During my years as Airport Manager I attended MnDOT Aeronautics Training for managers and maintenance personnel.
Also attended Airport Conferences.

Please return application form to:

Lucas Milz, City of Cambridge
300 3rd Avenue NE
Cambridge, MN 55008

Application are retained for one year from date of receipt. Date Received _____

Data Privacy Information

The information provided by you on this application will be used solely and exclusively for providing you with information pertaining to your application for this commission and, if selected, the information necessary to perform your duties as a member of this commission, in connection therewith, a list containing your name, address, and telephone number(s) will be distributed to appropriate staff. Participation as a commission member is strictly voluntary, and you are not required by law to furnish any of the information requested on this application; if you do not furnish this information, however, we may have trouble contacting you with information regarding your application and, if selected, with your duties on the commission. (If selected, information related to personal economic interests will be requested in accordance with the City of Cambridge Code of Ethics Policy.)

The City of Cambridge considers all of the information requested on this application to be private data with the exception of your name, address, and city-state-zip code, and said private data will be accessible only to you, pertinent City of Cambridge staff and other appropriate commission members or as provided by Minnesota State Statutes.

Application for Appointment to Cambridge Municipal Airport Commission

Do you live within the City limits of Cambridge? Yes No

If you are not a City resident, do you live within Isanti County? Yes No

Name Brandon Grell Date 1/4/19

Address _____
Street # Street Name City, State, Zip
Cambridge, MN 55008

Preferred Phone #: _____

Email address: _____

Appointment Guidelines

Members other than the City Council shall be appointed from among persons in a position to represent the general aviation interest. One member may reside outside the City limits of the Cambridge, but shall live within Isanti County.

Responsibilities of the Airport Commission

- Develop, review, and update the Cambridge Municipal Airport layout plan as requested by the Airport Manager.
- Work with the Community Development Director as requested to promote the public interest and understanding of the Airport Zoning and physical development of the Municipal Airport.
- Provide information to the Airport Manager for sharing with the Minnesota Department of Aeronautics and with Federal Aviation Administration in the development, maintenance and operation of the Cambridge Municipal Airport and with all other Federal and State authorities. Attend meetings as requested by the Airport Manager.
- Work with the Airport Manager to develop and submit to the City Council for adoption policies pertaining to the general management of the Airport and the use of Airport facilities, and to recommend various fees and rates for the use of the Airport facilities.

Please tell us about your background (work history, education, etc.)

In 2005 I received my degree in Aviation Airframe and Powerplant Maintenance from Westwood College of Aviation Technology located in Broomfield, Colorado. Along with that degree I also obtained my FAA Mechanics License rating. After school I went to work for a regional airline in Charlotte, NC. With that company I worked on a team that opened a new base in Chicago and started new operations in Hawaii and China. After the airline I went into the general aviation field working for a company providing maintenance to the largest charter Companies in the country. We provided maintenance for them all over the country at numerous airports small and large. I currently work for an Aircraft Charter company based at the Saint Paul Downtown Airport. We operate 8 private jets for charter and our facility has two hangars including a 20,000 gallon JET-A fuel farm.

What are your aviation interests? (attach additional sheet if necessary)

I've had a passion for aviation as long as I can remember. I have worked in aviation loading passenger bags for an airline in Denver, supporting Boeing 747 Cargo stops in Chicago, assisted in starting operations for airline Ventures in Xi'an China and Honolulu and now managing maintenance on Business Jets in Saint Paul I have always sought to learn every aspect of my field. I am also a member of the Minnesota Business Aviation Association.

Why do you want to serve on the Airport Commission?

I grew up in Cambridge and took my very first flight at the Cambridge Municipal Airport. I was first appointed to an Airport Advisory Board term in 2016. Being on the board has been a great way to serve my community in a field I am passionate about. I would like to serve on the Commission assisting the Airport Manager and City Council To make sure the Airport continues to operate efficiently and economically.

Please tell us about your volunteer activities.

I currently volunteer at my local church and I also am part of the Discover Downtown Cambridge Promotion Group

Comments (Briefly describe other qualifications, experience, and other information which you would like the City to consider or which you believe are particularly relevant to the appointment you are seeking. Use additional pages as necessary).

In addition to being an Aircraft Maintenance Technician at my company I am also the Safety Manager. I am responsible for compliance with all FAA, NFPA, OSHA and other regulations that affect our operations. I manage our Emergency Response Plan and run emergency drills with the airport, fire, and our other partners. I deal with the local FAA FSDO office on a continual basis regarding our Safety Management System. I was trained in Aviation Safety Management at the Mitre Corporation in McLean, VA. In Oct. 2018 I attended the Bombardier Safety Stand Down which focuses on Aviation Safety in General Aviation. I maintain our fuel farm facility and have Fuel Quality Assurance and 14 CFR Part 139 Fire Training from the AVFuel Corporation in Lansing, MI. I am not a pilot but do bring qualifications and experience to continue to work with the Airport Manager on the maintenance and operation of the airport if appointed.

Please return application form to:

*Lucas Milz, City of Cambridge
300 3rd Avenue NE
Cambridge, MN 55008*

Application are retained for one year from date of receipt.

Date Received _____

Data Privacy Information

The information provided by you on this application will be used solely and exclusively for providing you with information pertaining to your application for this commission and, if selected, the information necessary to perform your duties as a member of this commission, in connection therewith, a list containing your name, address, and telephone number(s) will be distributed to appropriate staff. Participation as a commission member is strictly voluntary, and you are not required by law to furnish any of the information requested on this application; if you do not furnish this information, however, we may have trouble contacting you with information regarding your application and, if selected, with your duties on the commission. (If selected, information related to personal economic interests will be requested in accordance with the City of Cambridge Code of Ethics Policy.)

The City of Cambridge considers all of the information requested on this application to be private data with the exception of your name, address, and city-state-zip code, and said private data will be accessible only to you, pertinent City of Cambridge staff and other appropriate commission members or as provided by Minnesota State Statutes.

Application for Appointment to Cambridge Municipal Airport Commission

Do you live within the City limits of Cambridge? Yes No

If you are not a City resident, do you live within Isanti County? Yes No

Name Kent Schutte Date 12/29/2018

Address _____
Street # Street Name City, State, Zip
Cambridge MN 55008

Preferred Phone #: _____

Email address: _____

Appointment Guidelines

Members other than the City Council shall be appointed from among persons in a position to represent the general aviation interest. One member may reside outside the City limits of the Cambridge, but shall live within Isanti County.

Responsibilities of the Airport Commission

- Develop, review, and update the Cambridge Municipal Airport layout plan as requested by the Airport Manager.
- Work with the Community Development Director as requested to promote the public interest and understanding of the Airport Zoning and physical development of the Municipal Airport.
- Provide information to the Airport Manager for sharing with the Minnesota Department of Aeronautics and with Federal Aviation Administration in the development, maintenance and operation of the Cambridge Municipal Airport and with all other Federal and State authorities. Attend meetings as requested by the Airport Manager.
- Work with the Airport Manager to develop and submit to the City Council for adoption policies pertaining to the general management of the Airport and the use of Airport facilities, and to recommend various fees and rates for the use of the Airport facilities.

Please tell us about your background (work history, education, etc.)

Born poor Iowa farmer, Iowa State University 1976-1977 farmed 1975-1985 sold out to Father and Brother
Stillwater mn 1985-1989 Horace Mann Insurance companies
Moved Cambridge 1993 Worked for Educators Financial Assurance 1993-1999
Purchased company 1999 currently Own with wife Lynn, EFS Advisors, Educators Benefit Consultants (EBC), Advanced Advisor Group and 50% owner of Educators Lifetime Solutions
Currently employe approximately 50 individuals and contract 47 Financial Advisors

What are your aviation interests? (attach additional sheet if necessary)

Currently own N170LA, Piper Meridian, N3464X, Mooney and 1/2 interest in N213JP, Piper Malibu
Business use is approximately 85% of the time. Own 2 hangers, 3125 Airport PKWY and 1375 Airport PKWY, Cambridge MN 55008

Why do you want to serve on the Airport Commission?

On a personal level, to add efficiencies for companies and personal use.
On a community level, to increase commerce for the city of Cambridge while maintaining efficient use of the City of Cambridge, State of MN and federal funds.

Please tell us about your volunteer activities.

Board Member -Farm Bureau, Independence Iowa 1980-1984
Was an active member and past president of Optimist club, Stillwater MN
Past President of National Tax Deferred-Savings Association (NTSA)-Specializes in 457 and 403(b) plans for governmental employees
Past Board Member of the American Retirement Association (ARA)

Comments (Briefly describe other qualifications, experience, and other information which you would like the City to consider or which you believe are particularly relevant to the appointment you are seeking. Use additional pages as necessary).

I would be humbled and honored to be allowed the opportunity to work in partnership with the city, creating an airport facility, everyone would be proud of.

Please return application form to:

*Lucas Milz, City of Cambridge
300 3rd Avenue NE
Cambridge, MN 55008*

*Application are retained for one year from date of receipt.
2018*

Date Received 12-29-

Data Privacy Information

The information provided by you on this application will be used solely and exclusively for providing you with information pertaining to your application for this commission and, if selected, the information necessary to perform your duties as a member of this commission, in connection therewith, a list containing your name, address, and telephone number(s) will be distributed to appropriate staff. Participation as a commission member is strictly voluntary, and you are not required by law to furnish any of the information requested on this application; if you do not furnish this information, however, we may have trouble contacting you with information regarding your application and, if selected, with your duties on the commission. (If selected, information related to personal economic interests will be requested in accordance with the City of Cambridge Code of Ethics Policy.)

The City of Cambridge considers all of the information requested on this application to be private data with the exception of your name, address, and city-state-zip code, and said private data will be accessible only to you, pertinent City of Cambridge staff and other appropriate commission members or as provided by Minnesota State Statutes.

Application for Appointment to Cambridge Municipal Airport Commission

Do you live within the City limits of Cambridge? Yes No

If you are not a City resident, do you live within Isanti County? Yes No

Name DAVID MORELL Date 1/8/19

Address _____
Street # Street Name City, State, Zip
~~CAMBRIDGE, MN 55008~~

Preferred Phone # _____

Email address: _____

Appointment Guidelines

Members other than the City Council shall be appointed from among persons in a position to represent the general aviation interest. One member may reside outside the City limits of the Cambridge, but shall live within Isanti County.

Responsibilities of the Airport Commission

- Develop, review, and update the Cambridge Municipal Airport layout plan as requested by the Airport Manager.
- Work with the Community Development Director as requested to promote the public interest and understanding of the Airport Zoning and physical development of the Municipal Airport.
- Provide information to the Airport Manager for sharing with the Minnesota Department of Aeronautics and with Federal Aviation Administration in the development, maintenance and operation of the Cambridge Municipal Airport and with all other Federal and State authorities. Attend meetings as requested by the Airport Manager.
- Work with the Airport Manager to develop and submit to the City Council for adoption policies pertaining to the general management of the Airport and the use of Airport facilities, and to recommend various fees and rates for the use of the Airport facilities.

Please tell us about your background (work history, education, etc.)

RETIRED

What are your aviation interests? (attach additional sheet if necessary)

PRIVATE PILOT
MEMBER OF THE AVIATION BOOSTER CLUB THAT
PURCHASED THE LAND FOR THE AIRPORT AND DONATED
IT TO THE CITY

Why do you want to serve on the Airport Commission?

FORMER MEMBER OF THE ADVISORY COMMITTEE

Please tell us about your volunteer activities.

Comments (Briefly describe other qualifications, experience, and other information which you would like the City to consider or which you believe are particularly relevant to the appointment you are seeking. Use additional pages as necessary).

Please return application form to:

*Lucas Milz, City of Cambridge
300 3rd Avenue NE
Cambridge, MN 55008*

Application are retained for one year from date of receipt. Date Received _____

Data Privacy Information

The information provided by you on this application will be used solely and exclusively for providing you with information pertaining to your application for this commission and, if selected, the information necessary to perform your duties as a member of this commission, in connection therewith, a list containing your name, address, and telephone number(s) will be distributed to appropriate staff. Participation as a commission member is strictly voluntary, and you are not required by law to furnish any of the information requested on this application; if you do not furnish this information, however, we may have trouble contacting you with information regarding your application and, if selected, with your duties on the commission. (If selected, information related to personal economic interests will be requested in accordance with the City of Cambridge Code of Ethics Policy.)

The City of Cambridge considers all of the information requested on this application to be private data with the exception of your name, address, and city-state-zip code, and said private data will be accessible only to you, pertinent City of Cambridge staff and other appropriate commission members or as provided by Minnesota State Statutes.

Application for Appointment to Cambridge Municipal Airport Commission

Do you live within the City limits of Cambridge? Yes No

If you are not a City resident, do you live within Isanti County? Yes No

Name Greg Regnier Date 1-14-19

Address _____
Street # Street Name City, State, Zip
Cambridge MN 55008

Preferred Phone #. _____

Email address: _____

Appointment Guidelines are: Members other than the City Council shall be appointed from among persons in a position to represent the general aviation interest. One member may reside outside the City limits of the Cambridge, but shall live within Isanti County.

Responsibilities of the Airport Commission are:

- Develop, review, and update the Cambridge Municipal Airport layout plan as requested by the Airport Manager.
- Work with the Community Development Director as requested to promote the public interest and understanding of the Airport Zoning and physical development of the Municipal Airport.
- Provide information to the Airport Manager for sharing with the Minnesota Department of Aeronautics and with Federal Aviation Administration in the development, maintenance and operation of the Cambridge Municipal Airport and with all other Federal and State authorities. Attend meetings as requested by the Airport Manager.
- Work with the Airport Manager to develop and submit to the City Council for adoption policies pertaining to the general management of the Airport and the use of Airport facilities, and to recommend various fees and rates for the use of the Airport facilities.

Please tell us about your background (work history, education, etc.)

U.S. Air Force veteran. B.S. degree in Business Admin.
Retired from 21 years of employment at Emerson
Process Management as a documentation specialist. 10
years of experience in the private security industry.
Associate degree in Security Management.

What are your aviation interests? (attach additional sheet if necessary)

I enjoy giving rides to friends to share the joy of
flying with others. I also enjoy going to fly-ins in the
local area. I have given over 200 rides to kids
through the Experimental Aircraft Association (EAA)
"Young Eagles" program.

Why do you want to serve on the Airport Commission?

I would like to see Municipal Airports remain
relevant and vital elements to the community. I think
pilots and aircraft owners are uniquely qualified
to provide end-user input to city officials regarding
certain airport operations.

Please tell us about your other volunteer activities.

Various activities through our church. Initiated and
organized 3 annual Young Eagles events designed
exclusively for kids with special needs and their
families. Regularly volunteer at Ruby's Pantry and
Feed My Starving Children as well as New Pathways.

Comments (Briefly describe other qualifications, experience, and other information which you would like the City to consider or which you believe are particularly relevant to the appointment you are seeking. Use additional pages as necessary).

I've been an aircraft owner for 15 years. A pilot for 45 years, longtime member of EAA and Aircraft Owners and Pilots Association (AOPA). I have flown regularly from 4 different Municipal Airports in Minnesota. I have owned a hangar at CBL for 3 years. I would like to see more activities that would expose the larger community to the value and rewards of General Aviation.

Please return application form to:

Lucas Milz, City of Cambridge
300 3rd Avenue NE
Cambridge, MN 55008

Application are retained for one year from date of receipt.

Date Received _____

Data Privacy Information

The information provided by you on this application will be used solely and exclusively for providing you with information pertaining to your application for this commission and, if selected, the information necessary to perform your duties as a member of this commission, in connection therewith, a list containing your name, address, and telephone number(s) will be distributed to appropriate staff. Participation as a commission member is strictly voluntary, and you are not required by law to furnish any of the information requested on this application; if you do not furnish this information, however, we may have trouble contacting you with information regarding your application and, if selected, with your duties on the commission. (If selected, information related to personal economic interests will be requested in accordance with the City of Cambridge Code of Ethics Policy.)

The City of Cambridge considers all of the information requested on this application to be private data with the exception of your name, address, and city-state-zip code, and said private data will be accessible only to you, pertinent City of Cambridge staff and other appropriate commission members or as provided by Minnesota State Statutes.

Prepared by Todd Schwab, Public Works/Utilities Director

Background:

The Federal Aviation Administration (FAA) requires that Municipal Airports periodically solicit for Airport Engineering and Architectural Services. Staff has completed much of the preliminary work to complete this process. The following timeline has guided this process:

January 9, 2019	RFQ Submission Due
January 16, 2019	Firm Interviews
January 28, 2019	Professional Services Agreement Finalized
February 4, 2019	Firm Selection Submitted to City Council for Final Approval

At the submittal date of January 9, 2019 staff received RFQs from the following firms:

- Bollig Inc.
1700 Technology Drive NE, Suite 124
Willmar, MN 56201
- Bolton & Menk
7533 Sunwood Drive NW, Suite 206
Ramsey, MN 55303-5119
- Short Elliott Hendrickson Inc
3535 Vadnais Center Drive
St. Paul, MN 55110-5196

Staff reviewed the submitted RFQs and used a grading system to assign a point value to each RFQ. Staff determined that all the RFQs submitted met the minimum required point value and interviews were scheduled.

Administrator Woulfe, Airport Manager Milz, and Public Works/Utilities Director Schwab conducted firm interviews on January 16 at Cambridge City Hall. As a result of those interviews staff has unanimously agreed to recommend that SEH continue as the Airport Engineer effective February 4, 2019.

Recommendation

Staff recommends that the City Council approve SEH to provide Engineering and Architectural services and approve the included Master Agreement for Professional Aviation Services.

Included:

Professional Services Agreement

SHORT ELLIOTT HENDRICKSON INC.
Master Agreement for Professional Aviation Services

This Master Agreement for Professional Aviation Services is effective as of February 4, 2019 between the City of Cambridge, Minnesota (Client) and Short Elliott Hendrickson Inc. (SEH®) and covers services related to the Cambridge Municipal Airport.

By entering into this Agreement, Client agrees to utilize the professional services of SEH and SEH agrees to provide the professional services described in this Agreement, exhibits or attachments. The attached General Conditions of the Agreement for Professional Services (General Conditions Rev. 10.21.10) shall apply to all work performed by SEH on behalf of Client. Individual projects requested by Client on an as needed basis and accepted by SEH will be described in Supplemental Letter Agreements (SLA) with other optional exhibits and attachments cited. Nothing herein shall be deemed to require Client to retain SEH or require SEH to provide services beyond those specified in Supplemental Letter Agreements.

The following optional exhibits may be attached to an SLA: Exhibit A-1 for Hourly Payments, Exhibit A-2 for Lump Sum Payments, and Exhibit B for Resident Project Representative Duties/Responsibilities.

This Master Agreement for Professional Services, General Conditions, Exhibits, and Attachments to Exhibits (collectively referred to as the "Agreement") represent the entire understanding between Client and SEH and supersedes all prior contemporaneous oral or written agreements with respect to the services to be provided by SEH hereunder. In the event of a conflict between the documents, this document and the attached General Conditions shall take precedence over all Exhibits unless alternate terms have been specifically agreed to on the SLA under "Other Terms and Conditions". The Supplemental Letter Agreement shall take precedence over Exhibits. This Agreement may not be amended except by written agreement signed by the authorized representatives of each party.

Short Elliott Hendrickson Inc.

By: Todd M. Blank
Todd M. Blank, PE
Title: Principal

City of Cambridge

By: _____
Lynda J. Woulfe
Title: City Administrator

By: _____
Title: _____

By: _____
James A. Godfrey
Title: Mayor

General Conditions of the Agreement for Professional Services

SECTION I – SERVICES OF SEH

A. General

1. SEH agrees to perform professional services as set forth in the Agreement for Professional Services or Supplemental Letter Agreement (“Basic Services”). Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or the Consultant. The Consultant’s services under this Agreement are being performed solely for the Client’s benefit, and no other party or entity shall have any claim against the Consultant because of this Agreement or the performance or nonperformance of services hereunder.

B. Schedule

1. Unless specific periods of time or dates for providing services are specified, SEH’s obligation to render services hereunder will be for a period which may reasonably be required for the completion of said services.
2. If Client has requested changes in the scope, extent, or character of the Project or the services to be provided by SEH, the time of performance and compensation for SEH’s services shall be adjusted equitably. The Client agrees that SEH is not responsible for damages arising directly or indirectly from delays beyond SEH’s control. If the delays resulting from such causes increase the cost or the time required by SEH to perform its services in accordance with professional skill and care, then SEH shall be entitled to a equitable adjustment in schedule and compensation.

C. Additional Services

1. If SEH determines that any services it has been directed or requested to perform are beyond the scope as set forth in the Agreement or that, due to changed conditions or changes in the method or manner of administration of the Project, SEH’s effort required to perform its services under this Agreement exceeds the stated fee for Basic Services, then SEH shall promptly notify the Client regarding the need for additional services. Upon notification and in the absence of a written objection, SEH shall be entitled to additional compensation for the additional services, and to an extension of time for completion of additional services absent written objection by Client.
2. Additional services shall be billed in accord with agreed upon rates, or if not addressed, then at SEH’s standard rates.

D. Suspension and Termination

1. If SEH’s services are delayed or suspended in whole or in part by Client, or if SEH’s services are delayed by actions or inactions of others for more than 60 days through no fault of SEH, then SEH shall be entitled to either terminate its agreement upon 7 days written notice or, at its option, accept an equitable adjustment of rates and amounts of compensation provided for elsewhere in this Agreement to reflect reasonable costs incurred by SEH.
2. This Agreement may be terminated by either party upon seven days written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination.
3. This Agreement may be terminated by either party upon thirty days’ written notice without cause. All provisions of this Agreement allocating responsibility or liability between the Client and SEH shall survive the completion of the services hereunder and/or the termination of this Agreement.
4. In the event of termination, SEH shall be compensated for services performed prior to termination date, including charges for expenses and equipment costs then due and all termination expenses.

SECTION II – CLIENT RESPONSIBILITIES

A. General

1. The Client shall, in proper time and sequence and where appropriate to the Project, at no expense to SEH, provide full information as to Client’s requirements for the services provided by SEH and access to all public and private lands required for SEH to perform its services.
2. The Client shall provide all legal, accounting, financial and insurance counseling and other special services as may be required for the Project, along with all data (and professional interpretations thereof) prepared by or services performed by others pertinent to SEH’s services, including but not limited to, previous reports; sub-surface explorations; laboratory tests and inspection of samples; environmental assessment and impact statements, surveys, property descriptions; zoning, deed and other land use restrictions; as-built drawings, electronic data base and maps. The costs associated with correcting, creating or recreating any data that is provided by the Client that contains inaccurate or unusable information shall be the responsibility of the Client. Nothing above, however, shall be construed to create an obligation on Client to defend or indemnify SEH for its alleged negligent or wrongful acts.
3. Client shall provide prompt written notice to SEH whenever the Client observes or otherwise becomes aware of any changes in the Project or any defect in SEH’s services. Client shall promptly examine all studies, reports, sketches, opinions of construction costs, specifications, drawings, proposals, change orders, supplemental agreements and other documents presented by SEH and render the necessary decisions and instructions so that SEH may provide services in a timely manner. Failure to provide prompt written notice, however, shall not relieve SEH from its obligations hereunder.
4. Client shall require all utilities with facilities within the Client’s Project site to locate and mark said utilities upon request, relocate and/or protect said utilities as determined necessary to accommodate work of the Project, submit a schedule of the necessary relocation/protection activities to the Client for review and comply with agreed upon schedule. SEH shall not be liable for damages which arise out of SEH’s reasonable reliance on the information or services furnished by utilities to Client or others hired by Client.
5. SEH shall be entitled to rely on the accuracy and completeness of information or services furnished by the Client or others employed by the Client and shall not be liable for damages arising from reasonable reliance on such materials. SEH shall promptly notify the Client if SEH discovers that any information or services furnished by the Client is in error or is inadequate for its purpose.

SECTION III – PAYMENTS

A. Invoices

1. Undisputed portions of invoices are due and payable within 30 days. Client must notify SEH in writing of any disputed items within 15 days from receipt of invoice. SEH reserves the right to retain instruments of Service until all invoices are paid in full. SEH will not be liable for any claims of loss, delay, or damage by Client for reason of withholding services or Instruments of Service until all invoices are paid in full.
2. Should taxes, fees or costs be imposed, they shall be in addition to SEH’s agreed upon compensation.

SECTION IV – GENERAL CONSIDERATIONS

A. Standards of Performance

1. The standard of care for all professional engineering and related services performed or furnished by SEH under this Agreement will be the care and skill ordinarily exercised by members of SEH's profession practicing under similar circumstances at the same time and in the same locality. SEH makes no warranties, express or implied, under this Agreement or otherwise, in connection with its services.
2. SEH neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform the work in accordance with its construction contract or the construction documents prepared by SEH. Client acknowledges SEH will not direct, supervise or control the work of construction contractors or their subcontractors at the site or otherwise. SEH shall have no authority over or responsibility for the contractor's acts or omissions, nor for its means, methods or procedures of construction. SEH's services do not include review or evaluation of the Client's, contractor's or subcontractor's safety measures, or job site safety or furnishing or performing any of the Contractor's work.
3. If requested in the scope of a Supplemental Letter Agreement, then SEH may provide an Opinion of Probable Construction Cost. SEH's Opinions of Probable Construction Cost provided for herein are to be made on the basis of SEH's experience and qualifications and represent SEH's best judgment as a professional generally familiar with the industry. However, since SEH has no control over the cost of labor, materials, equipment or service furnished by others, or over the Contractor's methods of determining prices, or over competitive bidding or market conditions, SEH cannot and does not guarantee that proposals, bids or actual construction cost will not vary from Opinions of Construction Cost prepared by SEH. If Client wishes greater assurance as to probable Construction Cost, Client shall employ an independent cost estimator or negotiate additional services and fees with SEH.

B. Indemnity for Environmental Issues

1. SEH is not a user, generator, handler, operator, arranger, storer, transporter or disposer of hazardous or toxic substances, therefore the Client agrees to hold harmless, indemnify and defend SEH and SEH's officers, directors, subconsultant(s), employees and agents from and against any and all claims, losses, damages, liability and costs, including but not limited to costs of defense, arising out of or in any way connected with, the presence, discharge, release, or escape of hazardous or toxic substances, pollutants or contaminants of any kind at the site. Notwithstanding the above, Client shall not be required to hold harmless, defend or indemnify SEH if the claim, loss, damage, or cost is alleged to be caused in whole or in part by the alleged negligence or wrongful act of SEH.

C. Limitations on SEH's Liability

1. It is intended by the parties to this Agreement that SEH's services shall not subject SEH's employees, officers or directors to any personal legal exposure for the risks associated with this Agreement. The Client agrees that as the Client's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against SEH, and not against any of SEH's individual employees, officers or directors, and Client knowingly waives all such claims against SEH individual employees, officers or directors.

D. Assignment

1. Neither party to this Agreement shall transfer, subcontract or assign any rights under, or interests in, this Agreement or claims based on this Agreement without the prior written consent of the other party. Any assignment in violation of this subsection shall be null and void.

SECTION V – DISPUTE RESOLUTION

A. Mediation

1. Any dispute between Client and SEH arising out of or relating to this Agreement or services provided under this Agreement, (except for unpaid invoices which are governed by Section III), shall be submitted to nonbinding mediation as a precondition to

litigation unless the parties mutually agree otherwise. Mediation shall occur within 60 days of a written demand for mediation unless SEH and Client mutually agree otherwise.

B. Litigation – Choice of Venue and Jurisdiction

1. Any dispute not settled through mediation shall be settled through litigation in the state where the Project at issue is located.

SECTION VI – INTELLECTUAL PROPERTY

A. Proprietary Information

1. All documents, including reports, drawings, calculations, specifications, CADD materials, computers software or hardware or other work product prepared by SEH pursuant to this Agreement are SEH's Instruments of Service ("Instruments of Service") and SEH retains all ownership interests in Instruments of Service, including all available copyrights.
2. SEH shall retain all of its rights in its proprietary information including, without limitation, its methodologies and methods of analysis, ideas, concepts, expressions, inventions, know how, methods, techniques, skills, knowledge and experience possessed by SEH prior to, or acquired by SEH during, the performance of this Agreement and the same shall not be deemed to be Work Product or Work for Hire and SEH shall not be restricted in any way with respect thereto.

B. Client Use of Instruments of Service,

1. Provided that SEH has been paid in full for its services, Client shall have the right in the form of a license to use Instruments of Service resulting from SEH's efforts on the Project. SEH shall retain full rights to electronic data and the drawings, specifications, including those in electronic form, prepared by SEH and its subconsultants and the right to reuse component information contained in them in the normal course of SEH's professional activities. SEH shall be deemed to be the author of such Instruments of Service, electronic data or documents, and shall be given appropriate credit in any public display of such Instruments of Service.
2. Records requests or requests for additional copies of Instruments of Service outside of the scope of services are available to Client subject to SEH's current rate schedule.

C. Reuse of Documents

1. All Instruments of Service prepared by SEH pursuant to this Agreement are not intended or represented to be suitable for reuse by the Client or others on extensions of the Project or on any other Project. Any reuse of the Instruments of Service without written consent or adaptation by SEH for the specific purpose intended will be at the Client's sole risk and without liability or legal exposure to SEH; and the Client shall release SEH from all claims arising from such use. Client shall also defend, indemnify and hold harmless SEH from all claims, damages, losses and expenses including attorneys' fees arising out of or resulting from reuse of SEH documents without written consent.

7E and 7F Ordinance 684 Massage Therapy / Ordinance 687 Licenses, Fees, and Permits for 2019

Prepared by: Lynda J. Woulfe, City Administrator and Todd Schuster, Chief of Police

Background

Jason Harvey has been participating in the State's Human Trafficking Coalition and after discussing with colleagues about the difficulties that other communities have had with questionable massage places, he requested the City draft an ordinance to regulate massage therapy within the City. Todd Schuster and I researched what several other cities in Minnesota have adopted and the attached ordinance closely models those ordinances.

The intent of this ordinance is to ensure all massage businesses and therapists are legitimate enterprises and not a cover for human trafficking or prostitution. I want to stress that we believe our current massage therapy businesses are absolutely legitimate businesses but it is important to keep an eye towards the future. Recently, problems have popped up in cities that don't have this type of ordinance in place and then are frustrated about their lack of ability to regulate and enforce against suspected criminal activity.

We ask for Council support of this ordinance as presented. If Council does adopt the ordinance, you would also need to adopt Ordinance 687 which adds the licensing and background investigation fees to the City's 2019 fee schedule.

The proposed ordinance has been posted on the City's official bulletin board and on the City's website for more than ten days as is required by State law. The attached letter has also been sent to existing businesses within Cambridge that would most likely have massage therapy as part of their business. The letter invited their comments and informed them of the Council's consideration of this ordinance

Recommendation

Adopt Ordinance 684 and 687 as presented.

Attachments

Letter to businesses with respect to Ordinance 684

Ordinance 684

Ordinance 687

January 25, 2019

Massage & Natural Healing Center
1535 MN 95
Cambridge, MN 55008

The Cambridge City Council is looking at an ordinance that would regulate massage therapy within the Cambridge City limits. The intent of this ordinance is to ensure all massage businesses and therapists are legitimate enterprises and not a cover for human trafficking or prostitution. We fully acknowledge that our current businesses are absolutely legitimate businesses but we are keeping an eye out for the future. Recently, problems have popped up in cities that don't have this type of ordinance in place and then are frustrated about their lack of ability to regulate and enforce against suspected criminal activity.

Enclosed is a copy of the proposed ordinance that will be on the February 4, 2019 City Council agenda for consideration. The meeting begins at 3:30 pm and is held at Cambridge City Hall, 300 3rd Avenue NE. This ordinance was developed after looking at similar ordinances in several other Minnesota cities.

If you have comments on the proposed ordinances you can either email them to me at lwoulfe@ci.cambridge.mn.us or Chief Todd Schuster at tschuster@ci.cambridge.mn.us . You can also give us a call at 763-689-3211 if you have questions.

Sincerely,

Sincerely,

Lynda J. Woulfe
City Administrator

Todd Schuster
Chief of Police

Ordinance 684

Amending Title XI Business Regulations, Chapter 116

The City Council of the City of Cambridge hereby amends Title XI Business Regulations, Chapter 116 Reserved as follows:

Contents	Page
§116.001 PURPOSE	1
§116.002 FINDINGS OF THE CITY COUNCIL	2
§116.003 DEFINITIONS	2
§116.004 LICENSE REQUIRED; NUMBER OF LICENSES.	4
§116.005 EXCEPTIONS.....	4
§116.007 LICENSES.....	5
§116.008 LICENSE FEES.....	10
§116.009 LICENSE APPLICATION VERIFICATION AND CONSIDERATION	10
§116.010 PERSONS INELIGIBLE FOR LICENSE	11
§116.011 LOCATIONS INELIGIBLE FOR LICENSE.....	13
§116.012 LICENSE RESTRICTIONS.....	13
§116.013 RESTRICTIONS REGARDING SANITATION, HEALTH AND SAFETY	16
§116.014 TERM, RENEWAL OF LICENSE	17
§116.015 FINES, SUSPENSION, OR REVOCATION.....	18
§116.016 ABILITY TO REAPPLY AFTER REVOCATION OR DENIAL	19
§116.017 VIOLATIONS AND PENALTIES	20
§116.018 SEVERABILITY	20

Chapter 116 ~~Reserved~~ Massage Therapy Regulation and Licensing

§116.001 PURPOSE

The purpose of this Chapter of the City Code is to promote and protect the public health safety, and welfare by prohibiting massage businesses and services to the public except those licensed as therapeutic massage enterprises and massage therapists pursuant to this section. The licensing regulations prescribed herein are necessary in order to protect businesses that are operating legitimate enterprises and to prevent criminal activity. The purpose of this section is not to impose restrictions or limitations on the freedom of protected speech or expression.

§116.002 FINDINGS OF THE CITY COUNCIL

The City Council of the City of Cambridge makes the following findings regarding the need to license therapeutic massage enterprises and therapists and to prohibit all other types of massage businesses and services to the public:

(1) Persons who have bona fide and standardized training in therapeutic massage, health, and hygiene can provide a legitimate and necessary service to the general public.

(2) Health and sanitation regulations governing therapeutic massage enterprises and therapists can minimize the risk of the spread of communicable diseases and can promote overall health and sanitation.

(3) Limiting the number of therapeutic massage enterprise licenses and license qualifications for the restrictions on therapeutic massage enterprises and therapists can minimize the risk that such businesses and persons will facilitate prostitution, human trafficking, and other criminal activity in the community.

(4) Massage services provided by persons with no specialized and standardized training in massage can endanger citizens by facilitating the spread of communicable diseases, by exposing citizens to unhealthy and unsanitary conditions, and by increasing the risk of personal injury.

(5) Massage businesses which employ persons with no specialized and standardized training can tax city law enforcement services because such businesses are more likely to be operated as fronts for prostitution and other criminal activity than operations established by persons with standardized training.

(6) The training of professional massage therapists at accredited institutions is an important means of ensuring the fullest measure of protecting the public health, safety, and welfare.

§116.003 DEFINITIONS

The following words and terms when used in this section shall have the following meanings unless the context clearly indicates otherwise:

Accredited institution means an educational institution holding accredited status approved by the United States Department of Education or Minnesota Office of Higher Education.

Accredited program means a professional massage program or educational institution accredited by the Commission on Massage Therapy Accreditation (COMTA).

Business Licensee means the individual who has obtained a valid therapeutic massage enterprise license from the City, on their behalf or on behalf of a business entity, and is designated to be responsible for the enterprise's compliance with all aspects of this Chapter.

Clean means the absence of dirt, grease, rubbish, garbage, and other offensive, unsightly, or extraneous matter.

Chair Massage is a massage provided to a fully-clothed individual, and limited to the neck, shoulders, arms, and back.

Good repair means free of corrosion, breaks, cracks, chips, pitting, excessive wear and tear, leaks, obstructions, and similar defects so as to constitute a good and sound condition.

Issuing authority means the City of Cambridge Chief of Police or designee.

Massage means any method of pressure on, or friction against, or the rubbing, stroking, kneading, tapping, pounding, vibrating, stimulating, or rolling of the external parts of the human body with the hands or with the aid of any mechanical or electrical apparatus, or other appliances or devices, with or without such supplementary aids as rubbing alcohol, liniment, antiseptic, oil, powder, cream, lotion, ointment, or other similar preparations.

Massage therapist means an individual who practices or administers massage to the public who can demonstrate to the issuing authority that he or she:

(1) Has current insurance coverage of \$1,000,000.00 for professional liability in the practice of massage;

(2) Is affiliated with, employed by, or owns a therapeutic massage enterprise licensed by the city; and

(3) Has completed 500 hours of certified therapeutic massage training with content that includes the subjects of anatomy, physiology, hygiene, ethics, massage theory and research, and massage practice from an accredited program, accredited institution, or a program or institution licensed or verified by a state licensing board or agency that has been approved by the issuing authority. These training hours must be authenticated by a single provider through a certified copy of the transcript of academic record from the school issuing the training, degree or diploma.

In the event the accredited program or accredited institution is no longer in existence, in the sole discretion of the city, a certified copy of the transcript of academic record may be accepted directly from the applicant with an affidavit stating said transcript of academic record is authentic. The transcript of academic record must be from a program or institution that was once accredited and approved by the issuing authority. The certified copy of the transcript of academic record must contain the applicant's name, last address of the accredited institution at

the time of closing, and reflect the 500 hours of certified therapeutic massage training with content that includes the subjects of anatomy, physiology, hygiene, ethics, massage theory and research, and massage practice as required.

Operate means to own, manage, or conduct, or to have control, charge, or custody over.

Person means any individual, firm, association, partnership, corporation, joint venture, or combination of individuals.

Therapeutic massage enterprise means an entity which operates a business which hires only licensed therapeutic massage therapists to provide therapeutic massage to the public. The owner/operator of a therapeutic massage enterprise need not be licensed as a therapeutic massage therapist if he or she does not at any time practice or administer massage to the public. A therapeutic massage enterprise may employ other individuals such as cosmetologists and estheticians, and these individuals are not required to have a massage therapist license as long as they are not providing therapeutic massage to the public.

Within the city means includes physical presence as well as telephone referrals such as phone-a-massage operations in which the business premises, although not physically located within the city, serves as a point of assignment of employees who respond to requests for services from within the city.

§116.004 LICENSE REQUIRED; NUMBER OF LICENSES.

(A) Therapeutic massage enterprise license. It shall be unlawful for any person or entity to own, operate, engage in, or carry on, within the city, any type of massage services to the public for consideration without first having obtained a therapeutic massage enterprise license from the city pursuant to this section. The City Council shall issue therapeutic massage enterprise licenses in such a manner that the number of therapeutic massage enterprise licenses shall not exceed ten. Existing licenses shall remain in effect until through attrition the maximum number of licenses is met. The City Council is not required to issue the full number of therapeutic massage enterprise licenses that it has available.

(B) Massage therapist license. It shall be unlawful for any individual to practice, administer, or provide massage services to the public for consideration within the city without first having obtained a massage therapist license from the city pursuant to this section.

§116.005 EXCEPTIONS

A therapeutic massage enterprise or therapist license is not required for the following persons and places:

(1) Persons duly licensed by this state to practice medicine, surgery, osteopathy, chiropractic, physical therapy, or podiatry, or professional practices licensed or registered by

this state and regulated by a governmental body with a board where concerns and complaints could be directed, provided the massage is administered in the regular course of the medical business and not provided as part of a separate and distinct massage business.

(2) Persons duly licensed by this state as beauty culturists or barbers, provided such persons do not hold themselves out as giving massage treatments and provided the massage by beauty culturists is limited to the head, hand, neck, and feet and the massage by barbers is limited to the head and neck.

(3) Persons working solely under the direction and control of a person duly licensed by this state to practice medicine, surgery, osteopathy, chiropractic, physical therapy, or podiatry or professional practices licensed or registered by this state and regulated by a governmental body with a board where concerns and complaints could be directed.

(4) Places duly licensed or operating as a hospital, nursing home, hospice, sanitarium, or group home established for the hospitalization or care of human beings.

(5) Students of an accredited institution who are performing massage services in the course of a clinical component of an accredited program of study, provided that the students are performing the massage services at the location of the accredited institution or provided the students are limited to performing massage therapy only on owners or staff of licensed massage enterprises and not on members of the public.

(6) Individuals licensed in another municipality performing massage services as part of a wellness event/expo where such event will not be more than three days in length. Written notice must be provided to the city and must include dates, times, and location(s) of such event.

(7) Athletic trainers, certified by the National Association of Athletic Trainers (NAAT) or State of Minnesota, when working with an amateur, semiprofessional or professional athlete or athletic team.

§116.007 LICENSES

(A) *Therapeutic massage enterprise license application.* An application for a therapeutic massage enterprise license shall be made on a form supplied by the Chief of Police and shall request the following information:

(1) *All applicants.* For all applicants:

a. Whether the applicant is an individual, corporation, partnership, or other form of organization.

b. The legal description of the premises to be licensed together with a plan of the area showing dimensions, location of buildings, street access, and parking facilities.

c. The floor number, street number, suite number(s) and rooms where the massage services are to be conducted.

d. Whether all real estate and personal property taxes that are due and payable for the premises to be licensed have been paid, and if not paid, the years and amounts that are unpaid.

e. Whenever the application is for premises either planned or under construction or undergoing substantial alteration, the application shall be accompanied by a set of preliminary plans showing the design of the proposed premises to be licensed. If the plans for design are on file with the city's building and inspection department, no plans need be submitted to the issuing authority.

f. The name, street address, and suite number(s) of the business if it is to be conducted under a designation, name, or style other than the name of the applicant, and a certified copy of the certificate as required by Minn. Stat. § 333.02.

g. The amount of the investment that the applicant has in the business, buildings, premises, fixtures, furniture, and equipment, and proof of the source of such investment. The identity of all other persons investing in the business, building, premises, fixture, furniture and equipment, the amount of their investment and proof of the source of such investment.

h. All applications for licenses, whether enterprise or individual applications, shall be signed and sworn to. If the application is that of a natural person, it shall be signed and sworn to by such person; if by a corporation, by an officer thereof; if by an incorporated association, by the manager or officer thereof; if by a limited liability company (LLC), by a member thereof. Any falsification of information on the license application shall result in the denial of the license and the applicant may be subject to prosecution for forgery as defined by Minnesota State Statute.

i. Whether the applicant has had an interest in, as an individual or as part of a corporation, partnership, association, enterprise, business or firm, a massage license that was denied, revoked or suspended within the last ten years of the date the license application is submitted to the issuing authority.

j. Such application must identify a responsible party relative to each license who shall be responsible for the conduct of the business. If the responsible party for a licensee will change, an application for the change shall be provided to the Chief of Police at least 30 days prior to such change and shall be treated the same as an application for a new license. In the event that a 30-day prior notice is not feasible,

a written explanation will be submitted to the Chief of Police within one week of the known change documenting the reason(s) for the deviation; this is subject to approval by the police chief or his/her designee. Failure to file a timely application or explanation for a change in responsible party shall be grounds for revocation, suspension or non-renewal of any license.

k. Whether the applicant has ever been engaged in the operation of massage services. If so, applicant shall furnish information as to the name, place, dates and length of time of the involvement of any and all such establishments.

l. Federal and state income tax returns, business and personal, for the previous three years.

m. Such other information as the City Council or issuing authority shall require.

n. Applicant is responsible for reading and understanding the city ordinance regarding therapeutic massage and for communicating and providing interpretation when necessary to all massage therapists licensed at the enterprise to ensure compliance.

(2) *Individuals.* For applicants who are individuals:

a. The name, place and date of birth, and street residence address of the applicant.

b. Whether the applicant has ever used or been known by a name other than the applicant's name, and if so, the name or names and information concerning dates and places where used.

c. Whether the applicant is a citizen of the United States or a resident alien or has the legal authority to work in the United States.

d. Street addresses and dates at which the applicant has lived during the preceding ten years.

e. The type, name, location, and dates of every business or occupation the applicant has been engaged in during the preceding ten years.

f. Whether the applicant is currently licensed in other communities to perform massage therapy, and if so, where.

g. Names, addresses, contact information and dates of the applicant's employers for the preceding ten years.

h. Whether the applicant has ever been arrested, charged or convicted of any felony, crime, or violation of any ordinance other than a minor traffic offense. If so, the applicant shall furnish information as to the date, time, place and offense for which arrests, charges or convictions were had.

i. Whether the applicant has had an interest in, as an individual or as part of a corporation, partnership, association, enterprise, business or firm, a massage license that was revoked or suspended within the last ten years of the date the license application is submitted to the issuing authority.

j. Whether the applicant has ever been engaged in the operation of massage services. If so, applicant shall furnish information as to the name, dates, place and length of time of the involvement in such an establishment.

k. Such other information as the City Council or issuing authority shall require.

(3) Partnerships. For the applicants that are partnerships: the names and addresses of all general and limited partners and all information concerning each general partner as is required in paragraph (2) of this section of this Code. The managing partners shall be designated and the interest of each general and limited partner in the business shall be disclosed. A true copy of the partnership agreement shall be submitted with the application, and if the partnership is required to file a certificate as to a trade name under Minn. Stat. § 333.02, a certified copy of such certificate shall be submitted. The license shall be issued in the name of the partnership.

(4) Corporations and other organizations. For applicants that are corporations or other types of organizations:

a. The name of the organization, and if incorporated, the state of incorporation.

b. A true copy of the certificate of incorporation, and, if a foreign corporation, a certificate of authority as described in Minn. Stat. § 303.02.

c. The name of the general manager, corporate officers, proprietor, and other person in charge of the premises to be licensed, and all the information about said persons as is required in paragraph (2) of this section of this Code.

d. A list of all persons who own or control an interest in the corporation or organization or who are officers of said corporation or organization, together with their addresses and all the information regarding such persons as is required in paragraph (2) of this section of this Code.

(B) Massage therapist license application. An application for a massage therapist license shall be made on a form supplied by the Chief of Police and shall request the following information:

- (1) The applicant's name and current address.
- (2) The applicant's current employer.
- (3) The applicant's employers for the previous ten years, including the employer's name, address and dates of employment.
- (4) The applicant's addresses and dates for the previous ten years.
- (5) The applicant's date of birth, home telephone number, weight, height, color of eyes, and color of hair. A color photocopy of the applicant's MN driver's license or MN I.D. front and back, or any other government-issued I.D. If the photocopy is not acceptable to the police chief, the police department may take photographs for the file.
- (6) Whether the applicant has ever been arrested, charged or convicted of any felony, crime, or violation of any ordinance other than a minor traffic offense and, if so, the time, place, date(s) and offense for which arrests, charges or convictions were had.
- (7) Whether the applicant has had an interest in, as an individual or as part of a corporation, partnership, association, enterprise, business or firm, a massage license that was denied, revoked or suspended within the last ten years of the date the license application is submitted to the issuing authority.
- (8) The names, resident and business addresses and contact information of those residents of the metropolitan area, of good moral character, not related to the applicant or financially interested in the premises of the business, who may be referred to as a character reference for the applicant..
- (9) Whether the applicant is a U.S. citizen or resident alien or has the legal authority to work in the United States.
- (10) Whether the applicant has ever used or been known by a name other than the applicant's name, and if so, the name or names and information concerning dates and places where used.
- (11) Whether the applicant has met the definition of a massage therapist in section 22-423 of this Code.
- (12) Whether the applicant has ever been the subject of an investigation, public or private, criminal or non-criminal, regarding massage therapy.
- (13) Such other information as the City Council or issuing authority shall require.

§116.008 LICENSE FEES

The fees for a therapeutic massage enterprise and therapist licenses shall be \$50 per licensed therapist. An investigation fee of \$50 shall be charged for therapeutic massage enterprise licenses and an individual therapeutic massage license.

Each application for a license shall be accompanied by payment in full of the required license and investigation fees of \$100 plus \$15 for each massage therapist being licensed. No investigation fee shall be refunded.

§116.009 LICENSE APPLICATION VERIFICATION AND CONSIDERATION

(A) *Therapeutic massage enterprise license.*

(1) All applications shall be referred to the Chief of Police, or his or her designee, and such other city departments as the city administrator shall deem necessary for verification and investigation of the facts set forth in the application. The Chief of Police, or his or her designee, is empowered to conduct any and all investigations to verify the information on the application, including ordering a computerized criminal history inquiry and/or a driver's license history inquiry on the applicant.

The Chief of Police, or his or her designee, is authorized to access data maintained in the Minnesota Bureau of Criminal Apprehensions Computerized Criminal History information system in accordance with BCA policy. The Chief of Police, or his or her designee, and other consultants shall make a written recommendation to the City Council as to the issuance or non-issuance of the license. The City Council or Chief of Police or his or her designee may order and conduct such additional investigation as it deems necessary, including but not limited to contacting other state agencies. In addition, all applications must include results of a comprehensive national criminal background check from a background investigative provider approved by the city. The national criminal background check is to be obtained and paid for by the therapeutic massage enterprise licensee upon signed release from employee. Upon completion of its investigation, the council shall grant or deny the license.

(B) *Massage therapist license.*

(1) *Verification and consideration.* Within a reasonable period after receipt of a complete application and applicable fees for a massage therapist license, the issuing authority shall make recommendation to grant or deny the application. The issuing authority is empowered to conduct any and all investigations to verify the information on the application, including ordering a computerized criminal history inquiry, background check, and/or a driver's license history inquiry on the applicant.

The City Council or Chief of Police or his or her designee may order and conduct such additional investigation as it deems necessary, including but not limited to contacting other state agencies. In addition, all applications must include results of a comprehensive national criminal background check from a background investigative provider approved by the city. The national criminal background check is to be obtained and paid for by the therapeutic massage enterprise licensee upon signed release from employee. Notice shall be sent by the Chief of Police by regular mail to the applicant upon a denial informing the applicant of the right to appeal to the City Council within 20 days. If an appeal is properly made, the matter shall be scheduled before a hearing officer, on behalf of the City Council, for consideration and conclusion.

(2) Photo I.D. cards. All individuals receiving a license shall have a State issued photo identification card or Tribal issued identification card available for inspection by the City of Cambridge Police Department at all times.

§116.010 PERSONS INELIGIBLE FOR LICENSE

(A) Therapeutic massage enterprise license. No therapeutic massage enterprise license shall be issued to an individual or entity which:

(1) Is not 18 years of age or older at the time the application is submitted to the issuing authority;

(2) Has been arrested, charged or convicted of any crime directly related to the occupation licensed as prescribed by Minn. Stat. § 364.03, subd. 2, and who has not shown competent evidence of sufficient rehabilitation and present fitness to perform the duties and responsibilities of a licensee as prescribed by Minn. Stat. § 364.03, subd. 3;

(3) Has had an interest in, as an individual or as part of a corporation, partnership, association, enterprise, business or firm, a massage license that was denied, revoked or suspended within the last ten years of the date the license application is submitted to the issuing authority;

(4) Is not a citizen of the United States or a resident alien, or is legally prohibited from working in the United States;

(5) Is not of good moral character or repute;

(6) Is not the real party in interest of the enterprise;

(7) Has knowingly misrepresented or falsified information on a license application at any time in the preceding ten years;

(8) Cannot meet the definition of therapeutic massage enterprise as defined in Section 116.003 Definitions;

(9) Owes taxes or assessments to the state, county, school district, or city that are due and delinquent; or

(10) Is the spouse of a person whose massage-related license has been denied, suspended or revoked in the past ten years.

(11) Allowed a license to expire or surrendered a license, unless, at the sole discretion of the city, a license application is submitted for consideration. The application shall be treated the same as an application for a new license, subject to all ordinance regulations and review.

(B) *Massage therapist license.* No massage therapist license shall be issued to a person who:

(1) Is not 18 years of age or older at the time the application is submitted to the issuing authority;

(2) Has been arrested, charged or convicted of any crime directly related to the occupation licensed as prescribed by Minn. Stat. § 364.03, subd. 2, and who has not shown competent evidence of sufficient rehabilitation and present fitness to perform the duties and responsibilities of a licensee as prescribed by Minn. Stat. § 364.03, subd. 3;

(3) Whether the applicant has had an interest in, individually or as part of a corporation, partnership, association, enterprise, business or firm, a massage license that was denied, revoked or suspended within the last ten years of the date the license application is submitted to the issuing authority;

(4) Is not a citizen of the United States or a resident alien, or is legally prohibited from working in the United States;

(5) Is not of good moral character or repute;

(6) Has knowingly misrepresented or falsified information on a license application at any time in the preceding ten years;

(7) Is not affiliated with, employed by, or does not own a therapeutic massage enterprise licensed by the city; or

(8) Cannot meet the definition of massage therapist in section 22-423 of this Code.

(9) Allowed a license to expire or surrendered a license, unless, at the sole discretion of the city, a license application is submitted for consideration. The application shall be treated the same as an application for a new license, subject to all ordinance regulations and review.

§116.011 LOCATIONS INELIGIBLE FOR THERAPEUTIC MASSAGE ENTERPRISE LICENSE

(A) *Delinquent taxes.* No therapeutic massage enterprise shall be licensed if such enterprise is located on property on which taxes, assessments, or other financial claims to the state, county, school district, or city are due and delinquent. In the event a suit has been commenced under Minn. Stat. § 278.01—278.13, questioning the amount or validity of taxes, the City Council may on application waive strict compliance with this provision; no waiver may be granted, however, for taxes or any portion thereof, which remain unpaid for a period exceeding one year after becoming due.

(B) *Improper zoning.* No therapeutic massage enterprise shall be licensed if the location of such enterprise is not in conformance with the city's zoning code.

(C) *Building, fire, and code compliance violations.* No therapeutic massage enterprise shall be licensed if the location of such enterprise is not in compliance with State Building and Fire Codes in addition to this Code.

(D) *Distinct entrance.* No therapeutic massage enterprise, unless a home-based enterprise, shall be licensed if the location of such enterprise does not have a distinct, front-facing, public entrance. A distinct, front-facing public entrance for an entire building is required for enterprise locations with multiple suites.

(E) *Previous license infractions.* No therapeutic massage enterprise license shall be issued or renewed if the massage therapy enterprise has employed two or more massage therapists whose licenses have been suspended and/or revoked within any 12-month period during period of employment.

§116.012 LICENSE RESTRICTIONS

(A) *Posting of license.* A therapeutic massage enterprise license issued must be posted in a conspicuous place on the premises for which it is used. A person licensed as a massage therapist shall also post their massage therapist license, with color photo, in a conspicuous place on the premises at which the therapist is associated. A person licensed as a massage therapist shall have readily available at all times that therapeutic massage services are rendered, the photo identification card issued by the issuing authority. The photo identification card issued by the issuing authority must be presented to each client when providing massage off-site.

(B) Licensed premises. A therapeutic massage enterprise license is only effective for the compact and contiguous space specified in the approved license application. If the licensed premises is enlarged, altered, or extended, the licensee shall inform the Chief of Police within ten business days. A massage therapist license shall entitle the licensed therapist to perform on-site massage at the therapeutic massage enterprise they are licensed for, the place of residence of the licensed massage therapist or client, or at an office, business, park or institution excluding hotel and motel guest rooms.

(C) It shall be the continuing duty of each licensee to properly notify the Chief of Police, within ten business days, of any change in the information or facts required to be furnished on the application for license and failure to comply with this section shall constitute cause for revocation or suspension of such license. All therapeutic massage must be performed within a building with a valid certificate of occupancy and not in or upon any vacant lot, lot, motor vehicle, trailer, tent or railroad car, including but not limited to structures not meant for human habitation.

(D) Transfer of license prohibited. The license issued is for the person or the premises named on the approved license application. No transfer of a license shall be permitted from place to place or from person to person without complying with the requirements of an original application. Transfer of ownership of a current licensed therapeutic massage enterprise in good standing may be applied for but does not ensure approval of a new therapeutic massage enterprise. The council is not required to issue the full number of therapeutic massage enterprise licenses that it has available.

(E) Affiliation with enterprise required. A massage therapist shall be employed by, affiliated with, or own a massage enterprise business licensed by the city, unless a person or place is specifically exempted from obtaining a therapeutic massage enterprise license in this Code.

(F) Employment of unlicensed massage therapists prohibited. No therapeutic massage enterprise shall employ or use any person to perform massage who is not licensed as a therapeutic massage therapist under this section, unless the person is specifically exempted from obtaining a therapist license in this Code.

(G) Coverage of genitals during massage. The licensee shall require that the person who is receiving the massage shall completely cover at all times genitals with non-transparent material or clothing. Licensees must also give the person receiving the massage the option of covering breasts with non-transparent clothing.

(H) Therapist dress/uniform requirements. Any therapist performing massage shall at all times be fully dressed. Therapists shall not wear bikinis, any type of swimwear, or transparent clothing.

(I) Effect of license suspension or revocation. No licensee shall solicit business or offer to perform massage services while under license suspension or revocation by the city.

(J) *Massage of certain body parts prohibited.* At no time shall the massage therapist intentionally massage or offer to massage the penis, scrotum, mons veneris, vulva, vaginal area or breasts of a person, unless massage of pectoral muscles is requested by customer or patron.

(K) *Restrictions regarding hours of operation.* No therapeutic massage enterprise shall be open for business, nor will any therapeutic massage therapist offer massage services, before 7:00 a.m. or after 10:00 p.m. any day of the week. No customers or patrons shall be allowed to remain upon the licensed premises after 10:30 p.m. and before 7:00 a.m. daily. Therapeutic massage enterprises located within Northtown Mall, 398 Northtown Drive, Cambridge, shall coincide with mall hours of operations. Support activities such as cleaning, maintenance and bookkeeping are allowed outside of business hours.

(L) *Proof of local residency required.* In the case of a therapeutic massage enterprise, the licensee, managing partner, or manager of the licensed premise must show proof of residency in one of the following counties: Anoka, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott, Sherburne, Washington and Wright in Minnesota, and St. Croix, Pierce, or Polk in Wisconsin or proof of residency within 150 miles of the city. In the case of therapeutic massage therapists, the licensee must show proof of residing in one of the following counties: Anoka, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott, Sherburne, Washington and Wright in Minnesota, and St. Croix, Pierce, or Polk in Wisconsin or proof of residing within 150 miles of the city.

(M) *Inspections.* In light of the high risk of involvement with illegal conduct an establishment providing massage therapy poses to the general public, the issuing authority, environmental health department or designee, and/or the city police department shall have the right to enter, inspect, and search the licensed premises during the hours in which the licensed premises is open for business to ensure compliance with all provisions of this section. Any search of the licensed premises are subject to reasonableness standards as recognized by the courts; search warrants will be secured when applicable. Any entry into a private residence will require either consent, exigent circumstances, or a search warrant. With reasonable notice, the business records of the licensee, including income tax returns, shall be available for inspection during the hours in which the licensed premises is open for business. The licensee is subject to a \$250.00 fee for a third inspection, if orders to correct are issued to the licensee and those orders are not corrected upon re-inspection. Licenses shall be granted only to establishments which can meet the safety and sanitary requirements of the city and of the building code regulations of the city and state.

(N) *Posting of rates.* All massage enterprise businesses must post their rates for service in a prominent place in the entrance or lobby of the business.

(O) *Illegal activities.* In addition to the license restrictions set forth in this section, any advertising by a licensee or representative of licensee of any potential unlawful, misleading, sexually explicit, obscene or erotic conduct at the licensed establishment shall be prohibited. A

licensee under this chapter shall be strictly responsible for the conduct of the business being operated in compliance with all applicable laws and ordinances, including the actions of any employee or agent of the licensee on the licensed premises. No audio or visual recording is allowed at anytime.

(P) *Restrictions involving minors.* No person under the age of 18 shall be permitted at any time to be in or on the licensed premises as a customer, guest, or employee, unless accompanied by his/her parent or guardian.

(Q) *Food preparation.* Food preparation on site shall only occur in locations specifically designed for that purpose and with proper building permits having been obtained. Food preparation is limited to use for employees during breaks during the regular shift.

(R) *Habitation.* Massage enterprises shall not contain nor allow the use by any person of sleeping quarters or living spaces of any kind intended for habitation, including but not limited to beds, cots, or mattresses. Home-based enterprises shall not contain nor allow the use by any person of sleeping quarters or living spaces of any kind intended for habitation, including but not limited to beds, cots, or mattresses in any area where massage is performed.

(S) *Intoxicating alcoholic beverages.* Per Minn. Stat. § 340A.401, no person may directly or indirectly, on any pretense or by any device, sell, barter, keep for sale, charge for possession or otherwise dispose of intoxicating alcoholic beverages onsite. Intoxicating alcoholic beverages does not include alcohol used in direct conjunction with massage therapy such as in cleaning.

(T) *Sign permit required.* In the event of transfer or new ownership of any existing massage enterprise.

§116.013 RESTRICTIONS REGARDING SANITATION, HEALTH AND SAFETY

(A) *Toilet room requirements.* A licensed therapeutic massage enterprise shall be equipped with adequate and conveniently located toilet rooms for the accommodation of its employees and patrons. The toilet room shall be well ventilated by natural or mechanical methods and be enclosed with a door. The toilet room shall be kept clean and in good repair and shall be adequately lighted.

(B) *Paper/linen requirements.* A licensed therapeutic massage enterprise shall provide single-service disposal paper or clean linens to cover the massage therapy table or, chair, on which the patron receives the massage; or in the alternative, if the massage therapy table or, chair, on which the patron receives the massage is made of material impervious to moisture, such massage therapy table or, chair shall be properly sanitized after each massage.

(C) *Washing of hands required.* The massage therapist shall wash his or her hands and arms with water and soap, anti-bacterial scrubs, alcohol, or other disinfectants prior to and following each massage service performed.

(D) *Door latches and locks.* Doors on massage therapy rooms shall not be locked or capable of being locked. Locks, latches or other devices intended to secure a door so as to prevent it from being opened by any person from either side of the door with or without a key cannot be present on any doors of rooms intended for massage therapy.

(E) *Equipment.* All modalities shall be performed on a raised massage therapy table or chair; no bed, mattress or other similar type equipment shall be allowed onsite except for a mat similar to those used in yoga. No modality may be performed that requires a massage therapist to stand on the massage therapy table or chair unless necessary due to size ratio of massage therapist/client.

(F) *Prohibited modalities.* Modalities involving work performed on the floor or requiring a massage therapist to stand on a massage therapy table, including but not limited to Shiatsu are strictly prohibited unless completely clothed and massage therapist is certified in Shiatsu or other modality by an accredited institution or program.

§116.014 TERM, RENEWAL OF LICENSE

(A) The term of a massage therapist license and a therapeutic massage enterprise license is one year from January 1 to December 31. The license fee for a partial calendar year may be prorated to one-half of the annual fee if an application is filed with the City after June 30 with no reduction in the investigation fee.

(B) Licenses must be renewed annually. A massage therapist license issued under this section expires on December 31 of the year of issuance of the license. A therapeutic massage enterprise license issued under this section expires on December 31 of the year of issuance. An application for the renewal of an existing license shall be made at least 75 days prior to the expiration date of the license and shall be made in such form as the issuing authority requires.

(C) An application for a renewal of an enterprise or individual license shall be made in the same manner as the original application. The license and investigation fees for a renewal shall be the same as those contained in §116.008. If the license holder is a corporation, licenses must also be renewed within 30 days whenever more than ten percent of the corporation's stock is transferred. If the license holder is a partnership, the license must also be renewed within 30 days whenever a new partner is added to the partnership. If the license holder is an LLC, the license must be renewed within 30 days whenever a change in membership or chief manager occurs.

(D) In the event there is a license infraction or a pending citation involving a licensed establishment and/or a licensed massage therapist, the city may, at its option, choose to not to

take action on any license or renewal application until such infraction or pending citation has been resolved. The applicant for a massage enterprise license or massage therapist license may not be eligible to reapply for a license for a period of five years if the licensee is arrested, charged or convicted of any violation of the ordinance.

(E) After the completion of the renewal license verification process, the issuing authority shall present the enterprise license application to the City Council in accordance with this section. If the application is denied, the Chief of Police shall notify the applicant of the determination in writing and by regular mail to the address provided on the application form. The notice shall inform the applicant of the right, within 20 days after receipt of the notice by the applicant, to request an appeal of the denial. If an appeal is timely received by the Chief of Police, the hearing before a hearing officer, on behalf of the City Council, shall take place within a reasonable period of receipt of the appeal by the issuing authority.

(F) After the completion of the renewal license verification process, the issuing authority shall issue the massage therapist license in accordance with this section. If the application is denied, the Chief of Police shall notify the applicant of the determination in writing and by regular mail to the address provided on the application form. The notice shall inform the applicant of the right, within 20 days after receipt of the notice by the applicant, to request an appeal of the denial. If an appeal is timely received by the Chief of Police, the hearing before a hearing officer, on behalf of the City Council, shall take place within a reasonable period of receipt of the appeal by the issuing authority.

(G) The council is not required to issue the full number of therapeutic massage enterprise licenses that it has available.

§116.015 FINES, SUSPENSION, OR REVOCATION

The Chief of Police or his or her designee may immediately suspend a license, pending a hearing, if the licensee, or any person working on behalf of the licensee, is determined to be conducting business in an unlawful manner, any manner that constitutes a breach of the peace or a menace to the health, safety, or general welfare of the public, or after repeated complaints received regarding conduct of business practices or method of solicitation.

The hearing officer, on behalf of the City Council may impose an administrative penalty, suspend, or revoke a license issued pursuant to this section, at its discretion, for:

(1) A violation related to fraud, misrepresentation, or false statement contained in a license application or a renewal application.

(2) A violation related to fraud, misrepresentation, or false statement made in the course of carrying on the licensed occupation or business.

(3) Any violation of this section or state law.

(4) A violation by any licensee or individual that is directly related to the occupation or business licensed as defined by Minn. Stat. § 364.03, subd. 2.

(5) Conducting the licensed business or occupation in an unlawful manner or in such a manner as to constitute a breach of the peace or to constitute a menace to the health, safety, or general welfare of the community.

(6) If the owner, manager, lessee or any of the employees are found to be in control or possession of an alcoholic beverage, a narcotic drug or controlled substance on the premises, other than drugs which may be purchased over the counter without a prescription or those for which the individual has a prescription.

(7) If the holder of an enterprise license fails to maintain with the issuing authority a current list of all employees of such licensed premises. The list shall include all massage therapists licensed under this section.

(8) A material variance in the actual plan and design of the premises from the plans submitted.

(9) Neither the charging of a criminal violation nor a criminal conviction is required in order for the hearing officer on behalf of the council or issuing authority to impose an administrative penalty or suspend, deny or revoke a license.

(10) In the event of multiple massage enterprise locations, any license suspension/revocation shall apply to any and all massage enterprise locations within the City of Cambridge.

A revocation or suspension by the hearing officer, on behalf of the City Council, shall be preceded by written notice to the licensee and a hearing. The notice shall give at least ten days' notice of the time and place of the hearing and shall state the nature of the charges against the licensee. The notice shall be mailed by regular mail to the licensee at the most recent address listed on the license application.

§116.016 ABILITY TO REAPPLY AFTER REVOCATION OR DENIAL

The holder of a massage enterprise license or massage therapist license may not reapply for a new license for a period of five years if their license is revoked under this section.

The applicant for a massage enterprise license or massage therapist license may not reapply for a license for a period of five years if the applicant's license has previously been denied due to fraud, misrepresentation, or false statement contained in a previous license or renewal application.

In the event there is a license infraction or a pending citation involving a licensed establishment and/or a licensed massage therapist, the city may, at its option, choose not to take action on any license or renewal application until such infraction or pending citation has been resolved. The applicant for a massage enterprise license or massage therapist license may not be eligible to reapply for a license for a period of five years if the licensee is arrested, charged or convicted of any violation of the ordinance.

§116.017 VIOLATIONS AND PENALTIES

Any person or entity violating the provisions of this section is guilty of a misdemeanor under Minnesota law, and shall be punished by a fine or by imprisonment, or both, together with the costs of prosecution. Each violation of this section shall constitute a separate offense. Arrests, charges, or conviction of a violation of this section, while not required, may be grounds for the nonrenewal, suspension, denial or revocation of any license issued under this section.

§116.018 SEVERABILITY

If any section, subsection, sentence, clause, or phrase of this section is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this section. The City Council hereby declares that it would have adopted the each section, subsection, sentence, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared invalid.

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

Adopted by the Cambridge City Council this 4th of February, 2019.

Jim Godfrey, Mayor

ATTEST:

Lynda J. Woulfe, City Administrator

Date of Publication: February 14, 2019

Summary Ordinance for Publication

The City Council of the City of Cambridge adopted Ordinance 684 amending Title XI Business Regulations, Chapter 116 Massage Therapy massage businesses and services to the public except those licensed as therapeutic massage enterprises and massage therapists pursuant to

this section. The licensing regulations prescribed herein are necessary in order to protect businesses that are operating legitimate enterprises, to prevent criminal activity and to protect the health and welfare of the community. The complete ordinance is available for public inspection at the office of the City Administrator, 300 3rd Ave NE, Cambridge, Minnesota.

ATTEST:

Lynda J. Woulfe, City Administrator

ORDINANCE NO. 687

Licenses, Fees, and Permits for 2019

The City Council of Cambridge, Minnesota, ordains the following amendment to Ordinance 682 License, Fees, and Permits for 2019:

Title III – Administration Fees

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

P147

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

	Transcription of audio recordings/statements *Except if you are the victim or the legal guardian of the victim for the crime committed	Minimum 1 hour; then 15 min. intervals	\$22.00 per hour
POLICE	Copying of squad car or body camera video, as permitted by Minnesota Statute	Minimum 30 minutes per video requested	\$40.00 per hour
POLICE	Copying of other video/audio (store surveillance/evidence/other)	Minimum 30 minutes per video requested	\$40.00 per hour
POLICE	Labor Rate – Overtime (Special Events/Other) includes squad car**	Minimum 2 hours per LELS Contract	\$56.00 per hour
POLICE	Labor Rate – Overtime (Court/Civil Subpoena Summons/Civil Depositions) Rates will be charged to the party of the attorney's office which requested the subpoena City reserves the right to request payment for minimum hours prior to any court appearance If appearance is needed within 5 hours of the officers regularly scheduled shift AND court is canceled, the requesting parties will be charged for a minimum of 3 hours of OT regardless of whether they had to appear or not. This is per LELS contract	Minimum of 3 hours overtime or actual time worked per LELS Contract	\$56.00 per hour
POLICE	Reserve Officer & Squad Car (Special Events)	Per Hour	\$70.00

p149

Title V – Public Works Fees

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

	Supplemental connection charges will be collected at the time of connection from parcels identified and in the amounts specified in Ordinance No. 452		
51.02	Water Rate: SFR Unit Basic Service Charge Cost Per 1,000 gallons: 0 – 6,000 gallons 6,001 – 20,000 gallons Over 20,001 gallons FF Charge Annual System Per Unit Volume – 73,000 gallons	Per Month Per Month Per Month Per Month Per Month	\$13.31 \$4.24 \$4.82 \$5.39 \$0.53
51.15	5/8" x 3/4" T-10 Meter 3/4" Short Meter 1" Meter 1 1/2" Meter	Per Meter Per Meter Per Meter Per Meter	\$253.00 \$308.00 \$388.00 \$689.00
51.15	2" Tru Flow Compound Meter 3" Tru Flow Compound Meter 4" Tru Flow Compound Meter 6" Tru Flow Compound Meter	Per Meter Per Meter Per Meter Per Meter	\$2,055.00 \$2,937.00 \$3,733.00 \$6,105.00
51.15	2" HP Turbo Meter 3" HP Turbo Meter 4" HP Turbo Meter 6" HP Turbo Meter	Per Meter Per Meter Per Meter Per Meter	\$950.00 \$1,585.00 \$1,789.00 \$3,214.00
51.15	Meter Connections: 3/4" Meter Spuds 1" Meter Spuds 1 1/2" Brass Flange Kit 2" Brass Flange Kit 3" Brass Flange Kit 4" Brass Flange Kit 5/8" & 3/4" Short Meter Horn, Swivels 3/4" Meter Horn, Swivels 1" Meter Horn, Swivels	Each Each Pair Pair Pair Pair Each Each Each	\$10.00 \$15.00 \$95.00 \$130.00 \$242.00 \$447.00 \$67.00 \$80.00 \$107.00
51.15	Radio Transmitter: Neptune R900	Each for use with Neptune	\$109.38

51.15	Typical Non-Sprinkler Residential Setup:		\$320.00	Priced Per Setup depending upon meter size above
51.15	Typical Sprinkler/House Meter New Construction Setup:		\$640.00	Priced Per Setup depending upon meter size above
51.15	Irrigation Meter on an already established house – no charge for the radio		\$253.00	Priced Per Setup depending upon meter size above
51.15	Meter no connections – frozen meters, etc.		\$253.00	See meter pricing above
51.15	Meter Test Charge	Per Meter		\$50.00
51.15	Curb Stop Cover for sloped driveways	Each		\$97.00
51.15	Fire Hydrant Replacement Kit	Each		\$261.00
51.15 (G)	Tampering with the City water system (misdemeanor offense)	Per offense		\$300.00
51.16	Water/Sewer Bill Certify to tax levy fee	1 st time		\$75.00
	Certify to tax levy fee – 2 nd and subsequent certifications	2 nd and subsequent certifications		\$150.00
51.16	Water Reconnection Fee	Each		\$60.00
51.18	Water/Sewer Penalty Fees			5% with \$5.00 minimum penalty
52.141	Sewer: Sewer Trunk Area Charge Sewer Access Charge	Per Acre Per REU		\$2,240.00 \$2,273.00
	Supplemental connection charges will be collected at the time of connection from parcels identified and in the amounts specified in Ordinance No. 452			
52.141	Sewer Rates: SFR Unit Basic Service Charge	Per Month, per REU		\$22.00
	Cost per 1,000 gallons: 0 – 6,000 gallons	Per Month Per Month		\$4.00

P151

	6,001 – 20,000 gallons Over 20,001 gallons	Per Month	\$4.50 \$5.00
52.141	Septage Dumping Fee	Per gallon	\$ 0.07
53.02	Administrative Citation – Illicit Discharge	Per day after citation is issued for noncompliance	\$200.00
53.015	Storm Sewer Rates	Month per storm unit	\$4.58
54.10	Street Light Utility Fee	Per month per single family residential unit	\$4.27
Public Works	Labor Rate – Regular Time	Per hour, minimum charge of ½ hour	\$42.00
Public Works	Labor Rate – Over Time	Per hour, minimum charge of 2 hours	\$63.00
Public Works	Wheel Loader	Per hour	\$90.00
Public Works	Wheel Loader w/Snow Go Blower	Per hour	\$130.00
Public Works	Dump Truck	Per hour	\$85.00
Public Works	Street Sweeper	Per hour	\$85.00
Public Works	Bucket Truck (two people required per OSHA)	Per hour	\$90.00
Public Works	Flail Mower	Per hour	\$65.00
Public Works	Progressive Mower	Per Hour	\$65.00
Public Works	One-ton truck	Per hour	\$65.00
Public Works	Weed Whip	Per hour	\$45.00
Public Works	Vac Con Sewer Cleaning Truck (two people required per OSHA)	Per hour	\$95.00
Public Works	Airport Hangar Lease	Per square foot of lease area	\$0.13
Public Works	Airport Tie Down Fee	Per Month	\$17.00

Public Works	Assessable current services: snow, ice, dirt, and rubbish removal on sidewalk	Each occurrence	\$100.00
--------------	---	-----------------	----------

Title VII –Traffic Fees

70.01	Recreational Motor Vehicles	Per offense	\$100
70.02	Motor Vehicles and Motorcycles Prohibited on School Property	Per offense	\$100
70.05	Trucks Prohibited on Certain Streets	Per offense	\$100
70.06	Stop Intersections	Per offense	\$80
70.07	Through Streets and One-Way Streets	Per offense	\$80
70.08	Turning Restrictions	Per offense	\$80
70.09	U-turns Restricted	Per offense	\$80
70.10	Excessive Noise	Per offense	\$80
70.11	Exhibition Driving Prohibited	Per offense	\$80
70.12	Cruising Prohibited	Per offense	\$80
70.40	Public Conduct During Parades	Per offense	\$100
71.03	No parking zone	Per offense	\$20.00
71.04	Parking violation – Commercial vehicle in residential area	Per offense	\$20.00
71.05	Parking violation – parking in alley	Per offense	\$20.00
71.08	Parking violation – fire lane parking prohibited	Per offense	\$50.00
71.08	Fire Lanes & Emergency Vehicle Access Roads	Per citation	\$50.00 plus subject to tow
71.65	Impounded vehicle storage fees (non-forfeitures)	Per vehicle	\$200
71.99	Parking Fees: Overtime Parking Improper Parking Parking in Alley Parking in Prohibited Area Parking Against Traffic Winter Parking Restrictions Handicapped Parking	Per citation Per citation Per citation Per citation Per citation Per citation Per citation	\$20.00 \$20.00 \$20.00 plus subject to tow \$20.00 plus subject to tow \$20.00 plus subject to tow \$20.00 plus subject to tow \$100.00 plus subject to tow

P153

73.03	Application of Traffic Ordinances	Per offense	\$80
73.04	Restrictions	Per offense	\$80
73.05	Stopping & Yielding	Per offense	\$80
73.06	Persons Under 18	Per offense	\$80
73.07	Equipment	Per offense	\$60
73.08	Unattended Snowmobiles	Per offense	\$60
73.10	Operation on Private Property	Per offense	\$100

Title IX – General Regulation Fees

90.28 E (1)	Fire Department Coverage for Events held by Organizations Outside Cambridge's Fire Service Area	Per Hour	\$100.00
90.28 (D)	Motor vehicle accidents and motor vehicles on fire (aka CarBQ)	If more than one vehicle is involved, each vehicle owner will be invoiced an equal share of the \$500 service charge.	\$500.00
91.03	Alarms – false alarms	Per false alarm after second false alarm at the same address	\$50.00
92.17 (V)	Engine Breaking violation – nuisances affecting peace and safety	Per offense	\$60.00
92.22	Administrative Costs for Abatements	Per Abatement Case/Property	\$10.00
92.22	Mowing Abatement	1 st time/same season 2 nd time/same season 3 rd + time/same season	\$70.00 \$100.00 \$150.00
94.57	Excavation Permit (ROW)		<u>\$35 minimum permit fee plus \$7.50 per 100 Feet disturbed</u>
94.58	Right-of-Way Permit Fees	Application Fee Per 100 feet of right-of-way	\$35.00 \$7.50
94.64	Small Wireless Facility Permit	Per Pole	\$1,500.00
95.02	Dog and Cat with Metallic Tag Duplicate tag/lost tag	Life	\$20.00 \$5.00
95.02	Domestic Animals at Large Administrative Citation	\$50.00 - 1 st Offense \$100.00 - 2 nd Offense	

95.05	<p>Animal Impound Fees:</p> <p>Boarding Fee per day/animal Pickup & Delivery Fee*</p> <p>*The pickup and delivery fee for animals that are picked up more than once from the same owner will be doubled</p> <p>Medicine</p> <p>Euthanasia/Disposal</p>	<p>Per Day During regular hours Each Way Outside animal control contract hours</p> <p>Per Day</p>	<p>\$25.00 \$60.00 \$90.00</p> <p>Actual costs charged to the City</p> <p>Actual costs charged by Veterinary Clinic</p>
95.06	Dog Kennel License (Required for Five (5) or More Dogs)	Per Year	\$50.00
95.11 (A)	Attack by Animal (misdemeanor offense)	Per offense	\$300.00
95.12	Dangerous Dog Certificate of Registration Fee (MSS 347.51)	Per Year	\$150.00
98.03	<p>Park User Fees</p> <p>Park Shelters/Park Space Reserved</p> <p>Softball Association</p> <p>Baseball Association</p> <p>Football Association</p> <p>Soccer Association</p> <p>Ice Rinks</p> <p>Softball Fields</p>	<p>\$25 Resident \$50 Non-Resident</p> <p>\$75 per team Summer League \$50 per team Fall League</p> <p>\$250 per year</p> <p>\$200 per year</p> <p>\$200 per year</p> <p>\$40 per hour</p> <p>\$40 per hour</p>	

	Baseball Fields	\$40 per hour
	Football/Soccer Fields	\$40 per hour
	Tennis Courts	\$200 per year for organized play/practice schedule or \$40/hour
	Pickleball Courts	\$250 per year for organized play/practice schedule or \$40/hour
	Large organized groups using the city's facilities for several consecutive weeks can be charged the same as an association	
99.03	Rental Housing Registration Fee	\$25 per living unit
99.04	Rental Housing Inspection Fee. If violations are found during the inspection, the fee shall be charged to the property owner. If violations are not found during the inspection, the fee may be charged to the person requesting the inspection. If legal action is necessary, legal costs shall be added to the inspection fee.	\$50 to include initial inspection and reinspection once violations are corrected.

P156

Section 96.21 – Building Permit Fees

Subd. 1. Permits, inspections, and fees: the issuance of permits and the collection of fees shall be as authorized in Minnesota Statutes, Section 326B.148, and Section 326B.151 and as provided in this Ordinance. The minimum fee for any building permit is \$54.00.

Total Valuation	Fee
\$1.00 to \$500.00	\$54.00
\$501.00 to \$2,000	\$25 for the first \$500 plus \$3.50 for each additional \$100.00, or fraction thereof
\$2,001 to \$25,000	\$78.00 for the first \$2,000.00 plus \$15.00 for each additional \$1,000.00 or fraction thereof

\$25,001 to \$50,000	\$425 for the first \$25,000 plus \$11 for each additional \$1,000.00 or fraction thereof
\$50,001 to \$100,000	\$700 for the first \$50,000.00 plus \$8 for each additional \$1,000.00 or fraction thereof
\$100,001 to \$500,000	\$1,100 for the first \$100,000.00 plus \$6 for each additional \$1,000.00 or fraction thereof
\$500,001 to \$1,000,000	\$3,500 for the first \$500,000.00 plus \$5.00 for each additional \$1,000.00 or fraction thereof
\$1,000,001 and up	\$6,000 for the first \$1,000,000.00 plus \$4.00 for each additional \$1,000.00 or fraction thereof

Subd. 2. Plan Review Valuation Determination: valuation shall be determined by the Building Valuation Data established by the State of Minnesota Department of Labor and Industry printed annually and/or as determined by the Community Development Director and the Building Official. For circumstances not listed by the State of Minnesota Department of Labor and Industry or in this ordinance, it is the discretion of the Community Development Director and the Building Official to establish the value of a specific job.

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

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

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

Section 96.21 – Mechanical Permit Fees

ONE AND TWO FAMILY DWELLINGS (THREE STORIES OR LESS & TOWNHOMES)		
New Home	Includes HVAC system, mechanical ventilation system, and clothes dryer	\$75.00 / unit
Replacement	HVAC (air exchanger, furnace, air conditioner, ventilation system separately or complete system	\$54.00
Additional Permit Fees	Basement Finish Mechanical Permit	\$54.00
	Fireplace	\$54.00
	Garage Heater	\$54.00

	Gas Piping	\$54.00
	Miscellaneous Mechanical Appliance	\$54.00
	All other minor mechanical work	\$54.00
ALL BUILDINGS EXCEPT ONE AND TWO FAMILY DWELLINGS (THREE STORIES OR LESS) & TOWNHOMES		
Mechanical Permit Fee	All Permits	Refer to Subd. 1 Table – 65% Plan Review May Apply

Section 98.04 – Plumbing Permit Fees

ONE AND TWO FAMILY DWELLINGS (THREE STORIES OR LESS & TOWNHOMES)	
New Construction	\$154.00
Lawn Sprinkler System – including backflow protection	\$54.00
Association / Multi-Family Irrigation System	2% of value
Miscellaneous Plumbing Fixtures	\$54.00
Replacement/Remodeling:	
Bathroom Remodel	\$54.00
Water Heater	\$54.00
Gas Piping	\$54.00
Lawn Sprinkler System – including backflow prevention	\$54.00
ALL BUILDINGS EXCEPT ONE AND TWO FAMILY DWELLINGS (THREE STORIES OR LESS) & TOWNHOMES	
Plumbing Permit Fee	Refer to Subd. 1 Table – 65% Plan Review May Apply
Fire Suppression System	Refer to Subd. 1 Table – 65% Plan Review May Apply
Initial Storm Drain	Refer to Subd. 1 Table – 65% Plan Review May Apply
Sewage Treatment System Permits:	
Septic Tank or Holding Tank	\$150.00
Residential Septic System Permit	\$300.00
Additional Drain Field to an Existing (Compliant Drain Field)	\$150.00
Mid-Size Commercial and Community System	\$500.00
Large Commercial and Community System in Excess of 10,000 gallons per day	\$600.00 (or contracted fees actually charged plus \$50.00 administration fee, whichever is greater)
Performance System	\$250.00

Performance System – Operating Permit	\$50.00
Performance System – Annual Operating Renewal Permit	\$10.00
Septic System Repair	\$50.00
RPZ REBUILD	\$54.00

Section 97.02 – Electrical Inspection Fees

All Services		Circuits and Feeders	
Residential Service Change \$100.00, this includes 1 inspection. Or the below rates.		The inspection fee for the installation, addition, alteration, or repair of each circuit, feeder, feeder tap, or set of transformer secondary conductors:	
0 to 300 amp	\$50.00	0 to 30 amp	\$8.00
400 amp	\$58.00	31 to 100	\$10.00
500 amp	\$72.00	101 to 200 amp	\$15.00
600 amp	\$86.00	300 amp	\$20.00
800 amp	\$114.00	400 amp	\$25.00
1000 amp	\$142.00	500 amp	\$30.00
1100 amp	\$156.00	600 amp	\$35.00
1200 amp	\$170.00	700 amp	\$40.00
Add \$15.00 for each additional 100 amps		Add \$5.00 for each additional 100 amps	
Minimum permit fee		\$50.00	
Minimum fee for rough-in inspection and final		\$100.00	
Maximum fee for single family dwelling not over 200 amps		\$150.00	
Maximum of 2 rough-in inspections and one final inspection			
Apartment Buildings: Maximum fee per unit of an apartment or condominium complex is This does not cover service and house wiring. A separate permit must be issued for house wiring.		\$100.00.	
Swimming Pools:		\$100.00 this includes 2 inspections	
Traffic Signals:		\$10.00 per each standard	
Street Lighting:		\$5.00 per each standard	
Transformers/Generators:		\$10.00 per unit + \$0.50 per KVA	
Retro Fit Lighting:		\$0.75 cents per fixture	
Sign Transformer:		\$10.00	
Remote Control/Signal Circuits:		\$1.00 per device	
Re-inspection Fees:		\$54.00	
Breaker Re-hook Fee		\$3.00 each breaker	

Solar PV System Inspection Fee Chart

PT 159

0 – 5,000 watts	\$60
5,000 – 10,000 watts	\$100
10,001 – 20,000 watts	\$150
20,001 – 30,000 watts	\$200
30,001 – 40,000 watts	\$250
40,001 and larger	\$250, and \$25 for each additional 100 watts
The watt rating is the total estimated alternating current (ac) energy output of the solar system. The total dc energy output is not used	
The solar PV inspection fees shall include inverters, modules, panels, combiners, converters, charge controllers, disconnecting means and electrical conductors between the inverter and the ac panelboard for stand-alone solar PV systems, or the conductors between the inverter and the service equipment or other power production, distribution and utilization system, such as a utility system and its connected loads, that is external to and not controlled by the solar PV power system	
In addition to the basic solar PV inspection fees, additional inspection fees may be applicable on large-scale projects for the inspection of additional electrical infrastructure between the inverter output circuit and the electrical production and distribution network. The inspection fees shall be calculated according to Minnesota Statute 326B.37, Subdivisions 2, 3, 4, and 6, paragraphs (d), (f), (j), and (k)	
When a plan review is required or performed the plan review fee is \$80 per hour.	
*Fees may be doubled if the work starts before the permit is issued	

Section 96.21 – Other Permit Fees

Residential Demolition	\$104.00
Commercial Demolition	\$204.00
Structure Moving	\$54.00
Underground Storage Tanks	2% of value
Inspections outside of normal business hours	\$54.00 /hour Minimum charge two (2) hours
Re-inspection Fees	\$54.00/trip
Inspections for which no fee is specifically indicated	\$54.00/trip
Additional plan review required by changes, additions, or revisions to approved plans	\$54.00/hour
Special Investigation Fee	\$75.00
Residential Roofing	\$109.00
Residential Siding	\$109.00
Residential Window/Door New Installation	\$109.00
Residential Window/Door Replacement	
1 – 5 windows/doors	\$54.00
5+ windows/doors	\$109.00

PT60

Residential Roofing, Siding & Window Replacement Permits obtained at the same time by the same contractor/owner in any combination thereof	\$154.00
One and Two Family Dwellings (three stories or less) & Townhomes above ground or below ground swimming pool permit	\$109.00
All Buildings Except One and Two Family Dwellings (three stories or less) & Townhomes above ground or below ground swimming pool permit	Based on value of work plus state surcharge
Any state license or bond verification Fee	\$5.00 each verification
Sewer Connection Permit	\$54.00
Water Connection Permit	\$54.00
Manufacture Home Permit (foundation and connections)	\$154.00 or as determined by the Building Official or their designee
Permit Transfer/Reissuance	Based on value of work
Requested Fire Inspections	30 minutes = \$54.00 60 minutes = \$104.00
Fire Alarm New/Replacement Alarm	\$154.00
Additional Alarm	\$54.00

P16T

Title XI – Business Regulation Fees

Code Section	Type of License/Fee	Term	Fee
111.001	Carnivals, Circuses, Tent Show Fees	Per Day	\$25.00
111.012	Administrative Citation for Prohibited Paraphernalia	Per offense	\$100.00
111.040	Administrative Citation for Fireworks	Per offense	\$80.00
111.040	Fireworks Sales & Display Fees Fireworks Display	Per Display	\$34.00
	<u>Consumer Fireworks Retailer License Fee</u>	<u>Per Year</u>	\$350.00
	Indoor Sales	Per Year	\$50.00
	Outdoor Sales	Per Year	\$350.00
112.03	Peddler or Transient Merchant License	Per Day Per Week	\$25.00 \$50.00

		Annual	\$200.00
112.07	Solicitor Administrative Citation	Per Offense	\$80.00
114	Possession/Consumption of alcohol on publicly owned or operated property	First offense	\$80.00
		Second offense	\$100.00
114.002	Administrative Citation for Possession, Consumption, and Sale of Alcoholic Beverages on Public Owned or Operated Property Prohibited	\$80.00 – First offense	
		\$100 – Second offense	
114.018	Non-Intoxicating Malt Liquor License		
	Regular On-Sale	Per Year	\$400.00
	Temporary On-Sale	Per Day	\$25.00
	Off-Sale	Per Year	\$400.00
114.043	Wine On-Sale License	Per Year	\$400.00
114.043	Liquor On-Sale License	Per Year	\$2,500.00
114.043	Special Club License	Per Year	\$650.00
114.043	License Sunday	Per Year	\$200.00
114.044	Liquor On-Sale Application Investigation Fee	Each	\$500.00
114.044	Outside State Liquor On-Sale Application Investigation Fee	Each	Initial investigation fee + actual cost not to exceed \$10,000.00
114.102	Liquor Setups	Per Year	\$200.00
115.04	Cigarette / Tobacco License	Per Year	\$200.00
115.11	Administrative Citation for Tobacco including: illegal sales, illegal possession, illegal use, illegal procurement, and use of false identification	\$25.00 – 1 st Offense	
		\$50.00 – 2 nd Offense	
117.03	Pawnbroker License		
	Class A License	Per Year	\$3,000.00
	Class B License	Per Year	\$3,000.00
	Billable Transaction License Fee	On-Going	\$2.50
	Investigation Fee		\$1,000.00 deposit credited towards \$500.00 initial investigation fee plus actual cost not to exceed \$10,000.00
117.16	Violation – pawning property that they do not own (misdemeanor offense)	Per offense	\$300.00
118	Adult Businesses	Per Year	\$5,000
		Investigation fee (non-refundable)	\$2,000

Title XIII: General Offenses Administrative Citations

130.02	Defrauding Innkeeper and Others Prohibited	Per offense	\$100.00
130.02	Disorderly conduct	Per offense	\$100.00
130.03	Discharge of Firearms	Per offense	\$100.00
130.05	Hunting Prohibited	Per offense	\$100.00
130.07	Curfew	First offense - \$25.00 Second offense - \$50.00 Third offense - \$75.00 Parental Allowance of curfew violation per offense - \$50.00	
130.20	Disorderly Conduct	Per offense	\$100.00
130.21	Disturbing Meetings	Per offense	\$100.00
130.28	Obstructing Police Officers	Per offense	\$100.00
130.30	Discharge of Firearms	Per offense	\$100.00
130.31	Dangerous Sidewalks and Openings	Per offense	\$50.00
130.32	Spitting on Sidewalk	Per offense	\$25.00
130.33	Animals on Sidewalk	Per offense	\$25.00
130.34	Park Rules within all Public Parks in the City of Cambridge	Per offense	\$80.00
130.35	Loitering	Per offense	\$50.00
130.351	Loitering – Circumstances cause alarm	Per offense	\$50.00
130.352	Loitering – Intent to Commit Crime	Per offense	\$50.00
130.36	Public Nudity Prohibited	Per offense	\$100.00
130.37	Social Host	Per offense	\$200.00
130.38	Synthetic Cannabinoid Prohibited	Per offense	\$100.00

Title XV – Land Use Fees

Code Section	Type	Non-Refundable Base Fees	Escrow Deposit
155.018	Preliminary Plat	\$500.00	
155.018	Final Plat Mapping Fee Recorded Plat Fee (pdf)	\$100.00 + \$10.00/lot \$20.00/lot \$15.00	
155.018	Lot Split Mapping Fee	\$100.00 + \$10.00/lot \$20.00/lot	

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

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

Effective Date: This ordinance shall be in full force and effect from and after its passage and publication according to law. Adopted by the Cambridge City Council this 4th day of February, 2019.

James A. Godfrey, Mayor

ATTEST:

Lynda J. Woulfe, City Administrator

Summary Ordinance for Publication

The City Council of the City of Cambridge adopted Ordinance 686 amending Ordinance 682 settings fees for Consumer Fireworks Retailer licenses. The complete ordinance is available for public inspection at the office of the City Administrator, 300 3rd Ave NE, Cambridge, Minnesota.

ATTEST:

Lynda J. Woulfe, City Administrator

Date of Publication: February 14, 2019



**Community Health Needs Assessment
Root Causes Meeting
Thursday, January 24, 2018 12 pm-3 pm
Foundation Room- Cambridge Medical Center**

AGENDA

1. Welcome
 - Goals for meeting/description of process
 - i. Identify
 - ii. root causes/underlying patterns for all three health priority issues
 - iii. Identify factors, programs, collaborations in the community that are helping these health issues (assets)
 - iv. Identify partners who can help identify and implement effective strategies and solutions (identifying strategies/solutions for each health issue to happen at a later meeting)
2. Health priority issue 1: Social connectedness
3. Health priority issue 2: Mental Health
 - Adult mental wellbeing
 - Youth mental wellbeing
4. Health priority issue 3: Youth Substance Use
 - Youth alcohol use
 - Youth tobacco use (including e-cigarettes)
5. Closing/next steps

Vision

We commit to having a vibrant, engaged, and compassionate community in which all individuals achieve their ideal physical, mental, spiritual, social, and economic well-being.

Values

Whole Person Care- Our community will promote healthy behaviors which will improve physical, mental, spiritual, social, and economic well-being of individuals.

Access- Individuals will have equal access to opportunities and resources which support their ideal well-being.

Compassion- We value a mindset of respect, honesty, acceptance, and a desire to serve others.

Innovation- Our community will strive for generational change through engaged and visionary leaders.

Shared Responsibility- Individuals will take responsibility for their well-being in a community which collaborates to provide and maintain system of community support.

Social Connectedness

Social Associations (Number of membership associations per 10,000 population) County Health Rankings-

<http://www.countyhealthrankings.org/app/minnesota/2017/measure/factors/140/data>

	Isanti County	Minnesota	Top U.S. Performers (90 th percentile)
2012	13.1	13.2	22.0
2013	12.6	13.2	22.1
2014	12.5	13.1	22.1
2015	12.2	13.0	22.1

Social Associations measures the number of organizations per 10,000 population in a county. The numerator is the number of organizations or associations in a county. Associations include membership organizations such as civic organizations, bowling centers,

golf clubs, fitness centers, sports organizations, political organizations, labor organizations, business organizations, and professional organizations. The denominator is the population of a county.

Unemployment- Minnesota Department of Employment and Economic Development, Unemployment based on November of each year. <https://mn.gov/deed/data/regional-lmi/central-lmi.jsp>

	2012	2013	2014	2015	2016	2017	2018
Isanti County	5.7%	4.6%	4.1%	3.4%	3.9%	3.5%	2.5%
Central Minnesota	5.1%	4.3%	3.8%	3.3%	3.6%	2.9%	2.4%
Minnesota	4.7%	4%	3.3%	3%	3.3%	2.8%	2.2%

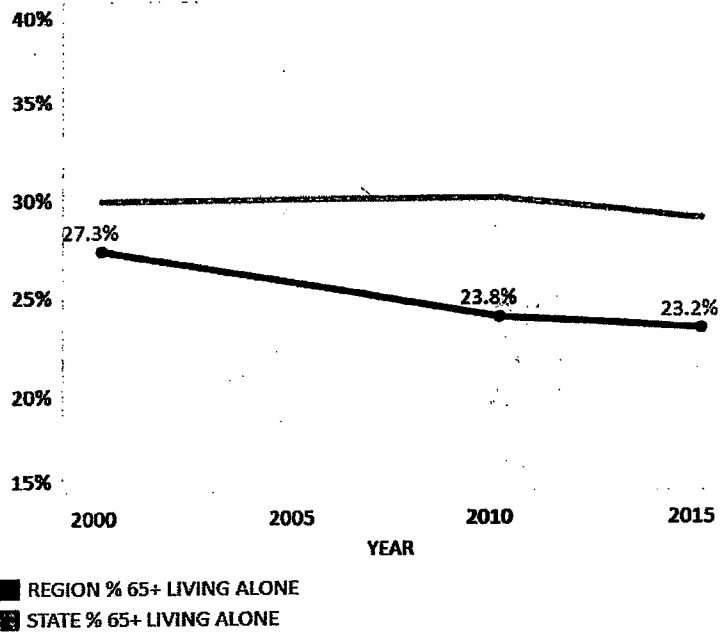
Household Size- 2013-2017 American Community Survey 5-Year Estimates-Percent of 1-person households (percent occupied housing units)

<https://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?src=CF>

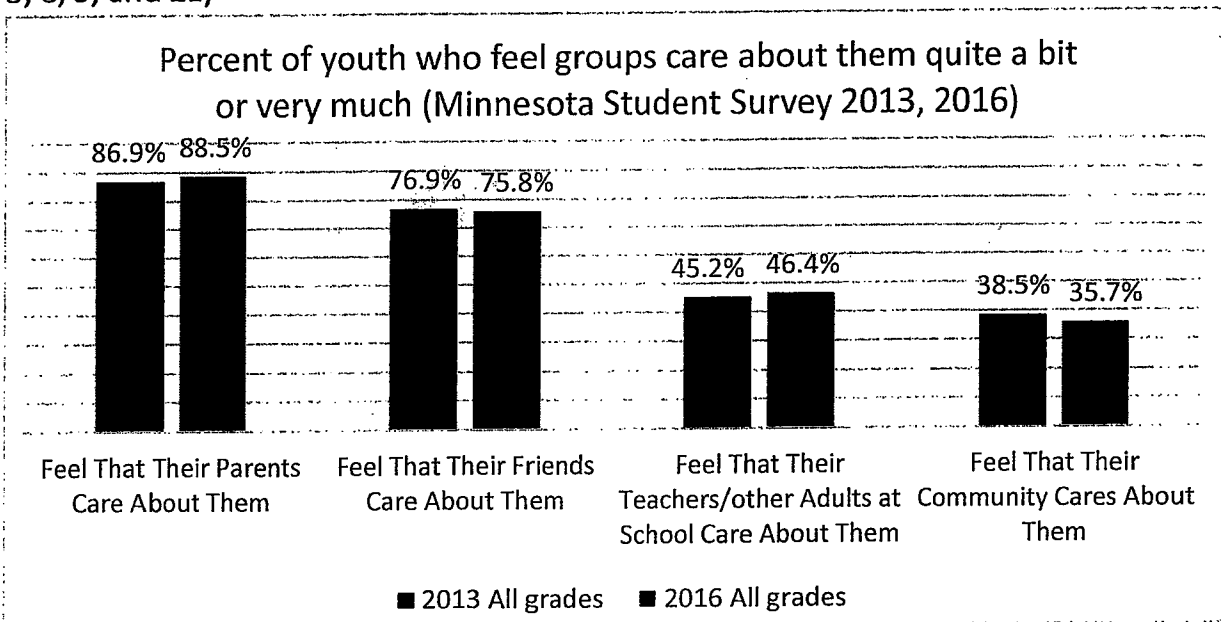
	2013	2014	2015	2016	2017
Isanti County	23.0%	22.8%	23.7%	24.5%	24.0%
Owner Occupied	18.6%	19.1%	19.6%	21.0%	20.4%
Renter Occupied	42.2%	39.2%	41.2%	40.0%	39.6%
United States	27.5%	27.6%	27.6%	27.7%	27.7%
Owner Occupied	22.4%	22.5%	22.6%	22.7%	22.7%
Renter Occupied	36.8%	36.6%	36.5%	36.4%	36.5%

Isanti County Older Adults Living Alone- Minnesota Department of Human Services Aging Data Profiles

GRAPH: PERCENT 65+ LIVING ALONE



Percent of Students who feel their parents, friends, adults at school, and community care about them quite a bit or very much (all grades: 5, 8, 9, and 11)

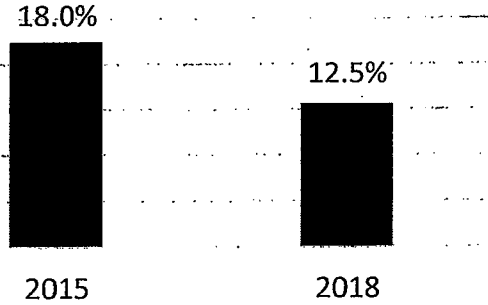


Parental incarceration (2016) -arrows indicate whether rates have increased or decreased since 2013 (Minnesota Student Survey)

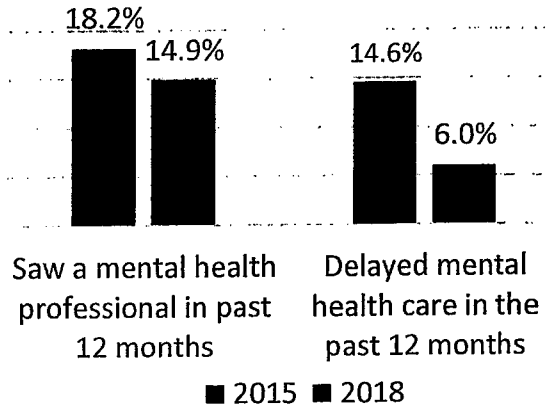
	8 th Grade	9 th Grade	11 th Grade
Parents or guardians ever been in jail or prison	27.8% in the past ↓ 4.5% currently ↑	32.4% in the past ↑ 3.9% currently ↓	28.1% in the past ↑ 2.9% currently ↑
	MN (16.0% in the past, 2.3% currently)	MN (15.2% in the past, 2.0% currently)	MN (14.0% in the past, 1.5% currently)

Mental Health

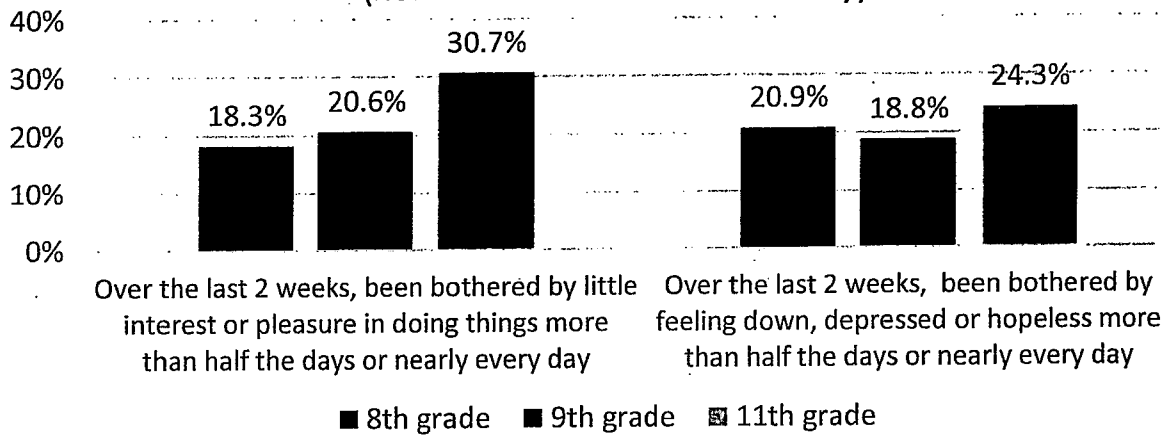
Isanti County Adults who felt sad, blue, or depressed 10 or more days of the past 30 days (East Central Regional Survey)



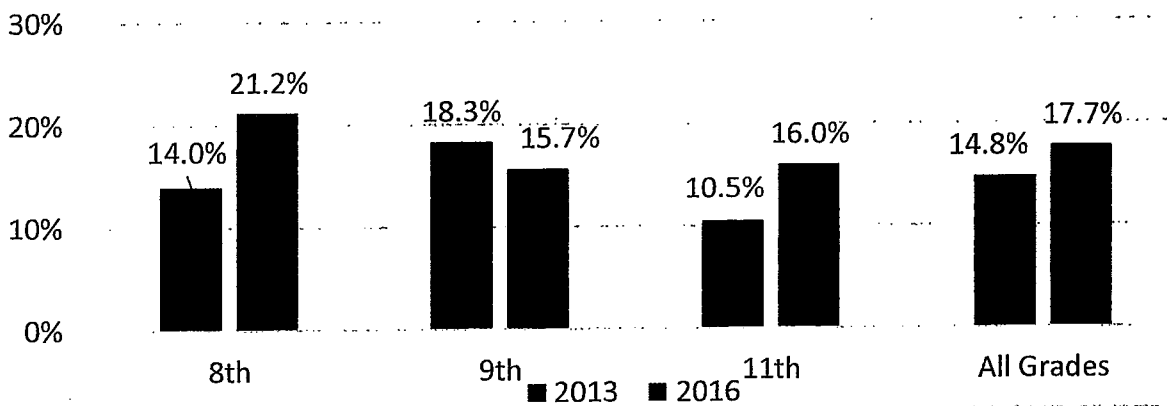
Mental Health Care Delay (East Central Regional Survey)



Isanti County Youth Depression Questions (2016 Minnesota Student Survey)

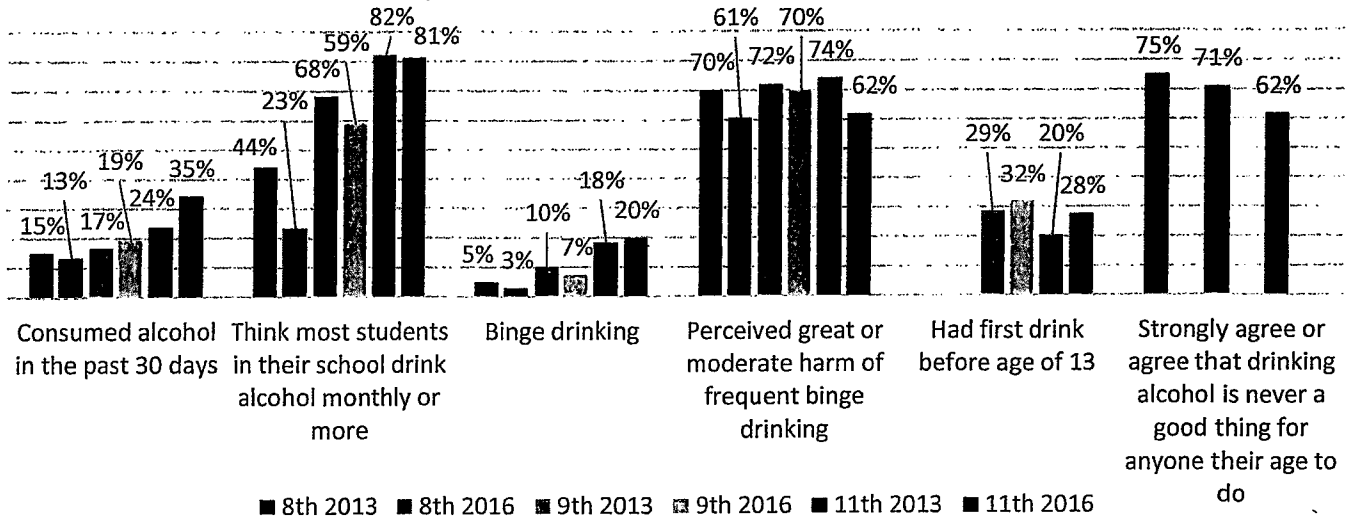


Isanti County Youth who seriously considered attempting suicide in the last year (Minnesota Student Survey)

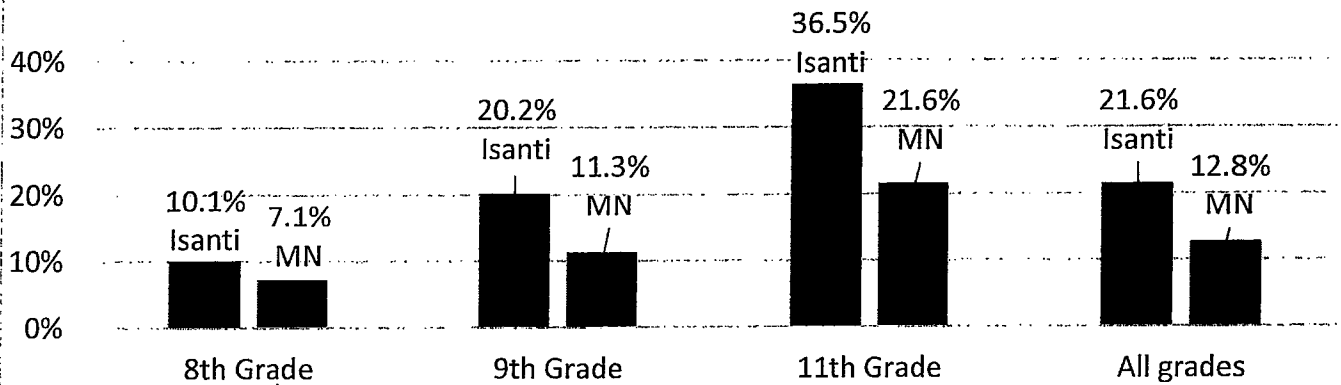


Youth Substance Use

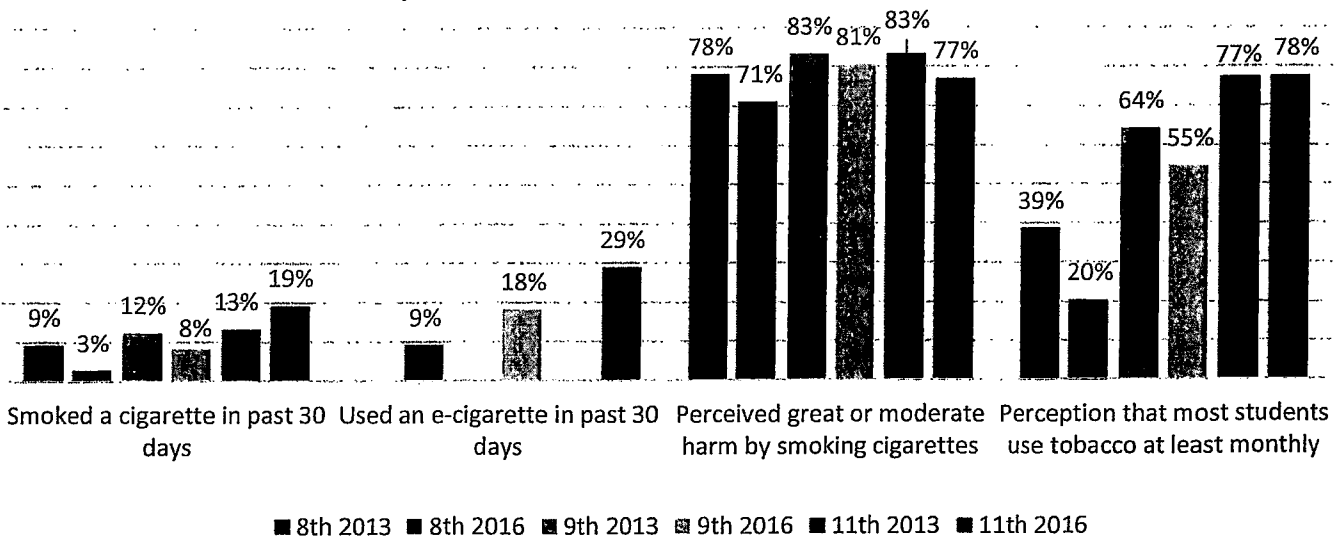
Isanti County Youth Alcohol Use (Minnesota Student Survey)



Any youth tobacco use in the past 30 days (Minnesota Student Survey)



Isanti County Youth Tobacco Use- Minnesota Student Survey





Community Education



Community Education Advisory Council Meeting

Minutes for September 11, 2018

Call to order and welcome to guests: Joe Morin – procedural 5:00 pm

Members in attendance:

Joe Morin, Lisa Iverson, Lynn Wedlund, Kelly Anderson, Warren Thunstrom, Nick Izzo, Tara Gann, Christine Andres, Dave Maurer

Minutes recorded by: Tara Gann

Motion to approve the August Community Education Advisory Council minutes made by Nick Izzo. Second made by Lynn Wedlund. The minutes were approved.

Reports:

Staff report by Kim Goodmanson, Early Childhood Family Programs Coordinator.

- Early Childhood programs are doing well this fall. Preschool has 370 students enrolled, with 16 of the 22 sections being full.
- Preschool open houses were held for the first time this year, with great attendance by parents.
- ECFE classes start on September 17th.

No reports from cities.

New Business:

- Advisory Council goals:
 - Marketing Community Education is the goal for this year for the department. The Advisory Council has chosen this as a goal, to review and help expand this, with an end result of increasing registrations.
 - The Advisory Council will review an area at each meeting and come prepared with ideas and suggestions.
 - This will be put into a goal format and brought to the next meeting for review and approval.
- Membership
 - We have a new member, Christine Andres, who will represent ARCC.
 - We will be getting a new representative from the Early Childhood Advisory Council as well.
 - After discussion, it was decided that we do not need to look for additional members.
- Use of C-I facilities
 - After discussion, the information the Advisory Council members would like was identified. These will be presented at the October meeting.



Community Education



- Youth Development Youth Service plan update by Dave
 - The second draft of the plan was presented to the council, with input given and some minor changes were made. The plan will be brought to the October meeting for approval.

Old Business:

- No items

Warren Thunstrom motioned to adjourn at 6:15 p.m. Kelly Anderson seconded the motion. Motion passed.

**Community Education Advisory Council Meeting
November 26, 2018
Education Services Center
5:00 – 6:30 p.m.**

- | | | |
|--|-----|------------|
| <input type="checkbox"/> Call to order and welcome to guests | Joe | Procedural |
| <input type="checkbox"/> Approve October minutes | Joe | Approval |

Reports (comments or questions on the written reports)

- Open forum for members

Members: Joe Morin, George Wimmer, Lisa Iverson, Lynn Wedlund, Kelly Anderson, Warren Thunstrom, Nick Izzo, Tara Gann, Christine Andres, Vanessa Hanzel, Dave Maurer

Staff Report: No report this month

New Business:

- | | | |
|---|---------|-------------|
| <input type="checkbox"/> Advisory Council goals | Joe | Discussion |
| <input type="checkbox"/> Flyers review for readability | Members | |
| <input type="checkbox"/> Flyers: format and design discussion | | |
| <input type="checkbox"/> 3 month budget review | Dave | Approval |
| <input type="checkbox"/> Logo change | Dave | Information |
| <input type="checkbox"/> Moving to the C-I logo | | |
| <input type="checkbox"/> Marketing plan | Dave | |
| <input type="checkbox"/> Use of C-I facilities | Dave | Information |
| <input type="checkbox"/> Report back on Eleyo and creating a facility use request | | |
| <input type="checkbox"/> Updating of timeline discussion | | |
| <input type="checkbox"/> Focus areas for Community Education for 2018/19 | Dave | Update |
| <input type="checkbox"/> Marketing | | |
| <input type="checkbox"/> Increasing participation numbers | | |
| <input type="checkbox"/> Update on some successes | | |
| <input type="checkbox"/> Youth Development plan | | |

Updates:

-

Next Meeting January 14, 2019

Reminder everyone is an ambassador for the Cambridge-Isanti Community Education Program

Information documents

- Flyers for review
- 3 month budget sheet
- Community Education logo
- Marketing plan

**Community Education Advisory Council Meeting
January 14, 2019
Education Services Center
5:00 – 6:30 p.m.**

- | | | |
|--|-----|------------|
| <input type="checkbox"/> Call to order and welcome to guests | Joe | Procedural |
| <input type="checkbox"/> Approve November minutes | Joe | Approval |

Reports (comments or questions on the written reports)

- Open forum for members

Members: Joe Morin, Lisa Iverson, Lynn Wedlund, Kelly Anderson, Warren Thunstrom, Nick Izzo, Tara Gann, Christine Andres, Vanessa Hanzel, Dave Maurer

Staff Report: Joell Tvedt, Youth and Adult Enrichment Coordinator

New Business:

- | | | |
|--|------|------------------|
| <input type="checkbox"/> Advisory Council goals | Joe | Discussion |
| <input type="checkbox"/> Winter brochure review | | Update/comments |
| <input type="checkbox"/> Social media discussion | | |
|
 | | |
| <input type="checkbox"/> Logo change | Dave | Information |
| <input type="checkbox"/> . | | |
|
 | | |
| <input type="checkbox"/> Venue for comments to be sent to CE | Nick | Discussion |
|
 | | |
| <input type="checkbox"/> Use of C-I facilities | Dave | Information |
|
 | | |
| <input type="checkbox"/> Focus areas for Community Education for 2018/19 | | Dave Update |
| <input type="checkbox"/> Increasing participation numbers | | |
| <input type="checkbox"/> Update on some successes | | |

Updates:

- | | | |
|---|------|-------------|
| <input type="checkbox"/> Early Childhood Foundation | Dave | Information |
|---|------|-------------|

February 11, 2019

Reminder everyone is an ambassador for the Cambridge-Isanti Community Education Program



Community Education



Community Education Advisory Council Minutes for November 26, 2018

Call to order and welcome to guests: Joe Morin – procedural 5:01 pm

Members in attendance:

Joe Morin, Lisa Iverson, Lynn Wedlund, Warren Thunstrom, Nick Izzo, Kelly Anderson, Vanessa Hanzel, Dave Maurer

Minutes recorded by:

Motion to approve the October Community Education Advisory Council minutes made by Lynn Wedlund. Second made by Kelly Anderson. The minutes were approved.

Reports:

Staff report: No staff report

Reports from cities and representatives

- No updates were shared.

New Business:

- Advisory Council goals:
 - Class and program flyers were reviewed and discussed. The general feeling is that they are well done. One suggestion is to have fewer items on a flyer and send people to the web site for more information.
- Three month budget review:
 - The Community Education budget was reviewed.
- Logo change:
 - The current logo for Community Education has been used for the past 10+ years. Discussion was held about retiring this logo and moving to the branded C-I Schools logo. Several questions were asked, that will be researched, with answers brought back to the January meeting.
- Marketing plan:
 - The marketing plan that Community Education staff has been working on and using this year was reviewed and discussed.
- Use of C-I facilities
 - Advisory Council members reported back on their experience of creating a permit request using the new Eleyo system.



Community Education



Old Business:

- No items

Lynn Wedlund motioned to adjourn at 6:15 p.m. Warren Thunstrom seconded the motion. Motion passed.



Revenue

Program	2017-18 Budget	2018-19 Budget	2017-18 3 months	2018-19 3 months	2017-18 6 months	2018-19 6 months	2017-18 9 months	2018-19 9 months	2017-18 End of year	2018-19 End of year
General Operation/Hardy Center	\$ 197,625	\$ 211,802	\$ 6,608	\$ 5,063	\$ 214,105		\$ 244,486		\$ 226,992	
Adult Enrichment	\$ 80,323	\$ 76,200	\$ 19,119	\$ 17,826	\$ 32,168		\$ 56,273		\$ 72,887	
Adults with Disabilities	\$ 33,788	\$ 31,288	\$ 1,177	\$ 839	\$ 6,675		\$ 10,789		\$ 28,114	
Adult Basic Education	\$ 138,161	\$ 149,428	\$ 11,050	\$ 360	\$ 100,440		\$ 100,770		\$ 160,488	
Driver Education	\$ 109,000	\$ 108,000	\$ 26,545	\$ 33,560	\$ 53,275		\$ 84,075		\$ 121,545	
Youth Programs	\$ 420,679	\$ 418,857	\$ 80,584	\$ 90,403	\$ 127,430		\$ 216,497		\$ 413,960	
School Age Care	\$ 490,679	\$ 556,016	\$ 125,424	\$ 152,542	\$ 237,138		\$ 354,633		\$ 555,595	
Early Childhood Programs	\$ 523,277	\$ 514,419	\$ 31,730	\$ 35,708	\$ 192,642		\$ 326,686		\$ 536,140	
Preschool	\$ 233,200	\$ 248,200	\$ 22,132	\$ 27,294	\$ 76,456		\$ 170,753		\$ 249,201	
Non Public Education	\$ 15,000	\$ 15,000	\$ 2,419	\$ 2,000	\$ 39,388		\$ 39,388		\$ (27,706)	
Total all budgets	\$ 2,241,732	\$ 2,372,269	\$ 326,787	\$ 365,594	\$ 1,079,716	\$ -	\$ 1,604,350	\$ -	\$ 2,337,218	
Levy	\$ 343,925	\$ 365,281	\$ 48	\$ -	\$ 186,607		\$ 186,607			
Aid	\$ 538,376	\$ 529,910	\$ 36,588	\$ 30,894	\$ 210,213		\$ 380,551			



Expense

Program	2017-18 Budget	2018-19 Budget	2017-18 3 months	2018-19 3 months	2017-18 6 months	2018-19 6 months	2017-18 9 months	2018-19 9 months	2017-18 End of year	2018-19 End of year
General Operation/Hardy Center	\$ 209,754	\$ 211,712	\$ 42,157	\$ 51,276	\$ 107,942					
Adult Enrichment	\$ 77,584	\$ 75,274	\$ 10,339	\$ 15,033	\$ 32,544					
Adults with Disabilities	\$ 31,905	\$ 30,678	\$ 6,930	\$ 9,892	\$ 15,803					
Adult Basic Education	\$ 137,113	\$ 149,472	\$ 29,523	\$ 33,475	\$ 68,448					
Driver Education	\$ 104,462	\$ 106,698	\$ 25,414	\$ 33,216	\$ 59,971					
Youth Programs	\$ 415,585	\$ 471,140	\$ 112,041	\$ 131,559	\$ 209,461					
School Age Care	\$ 470,654	\$ 542,023	\$ 137,941	\$ 159,776	\$ 247,350					
Early Childhood Programs	\$ 516,596	\$ 515,258	\$ 84,710	\$ 80,464	\$ 206,153					
Preschool	\$ 232,379	\$ 232,478	\$ 53,705	\$ 58,800	\$ 178,678					
Non Public Education	\$ 15,000	\$ 15,000	\$ -	\$ -	\$ 6,806					
Total all budgets	\$ 2,211,032	\$ 2,349,733	\$ 502,760	\$ 573,489	\$ 1,133,156	\$ -	\$ -	\$ -	\$ -	\$ -
			22.7%	24.4%						

Community Education Marketing plan

- ❖ Goals:
 - Increase the number of ways we market
 - Increase our number of participants

- ❖ Measures
 - Increase the % of new customers
 - Increase the % of returning customers

Our plan is to:

- ❖ Promote classes, programs, and Performing Arts Center shows much earlier. Starting as early as 3 months before the offering.
 - We are using email, facebook, the Lions sign, KBEK interviews, and our web site as tools.
- ❖ Target market our promotion to specific audiences.
 - We are using email and mailing as our tools.
- ❖ To reach out earlier to groups to promote shows and shared programs.
 - We are using email and mailing as our tools.
- ❖ In addition we are:
 - Reviewing how we market and to who we are marketing.
 - Reviewing our wording for brochure and flyers
 - Reviewing the format of our written documents: brochure and flyers
- ❖ Marketing tools we use:
 - Facebook
 - CE Brochure
 - Flyers
 - Emails
 - Electronic signs in our community
 - Lions sign
 - Tv's at our schools, at Allina, and at Gracepointe

Some specific examples

- ❖ Performing Arts Center
 - Promoting shows up to 3 months ahead of time
 - Lions sign
 - Emails
 - Facebook
 - Web site
 - Tv's

- Lions sign
 - Connecting with neighboring Early Childhood programs earlier to promote our Children's theatre show in February.
 - Sending flyers to our show sponsors.

- ❖ Adults with Disabilities
 - We are direct marketing to the group homes in our area.

- ❖ Classes
 - 55+ we did some email marketing and have seen our numbers increase
 - We promote specific classes in our weekly Constant Contact email.
 - We meet as a team after each brochure to work on a marketing plan for specific offerings.

YOUTH SWIMMING LESSONS

Ages 5 & up



Community Education
Opportunities for lifelong learning

Lessons are taught by American Red cross certified staff.

Designed for all levels, classes allow swimmers to develop good habits in, on and near water, become comfortable in the water, learn and refine new strokes and become stronger, safer swimmers.

In addition, course content includes training in basic water safety and helping a swimmer in distress.

Each session includes nine 45-minute lessons.
Lessons are held at the Cambridge-Isanti High School Pool.
The cost is \$67 per session.
Preregistration is required and begins on December 10, 2018.

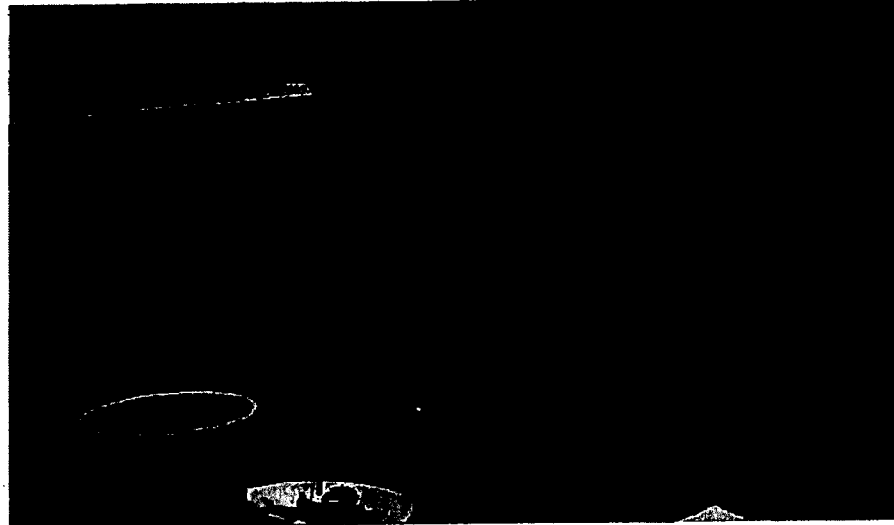
Saturday Lessons: February 2 - April 27, 2019
Evening Lessons: Tuesday, January 15 - March 19, 2019

LEARN MORE:

C-ISchools.org/school/community-ed (Beginning December 10.)
763.689.6189

C-I Community Education 625B Main St. N, Cambridge, MN 55008

..... Watch Me Draw Art Classes



Create Like a Prof

Watch Me Draw Staff

Grades K - 5

Whether you are an avid artist or have never created before, this class is for you! You will draw, paint and sculpt, learning actual techniques through guided lessons. Paint an ice cream sundae on canvas, use pastels on your over-sized howling wolf creation, clay-dazzle an adorable walrus and more! Bring home a finished masterpiece each week.

Class # FT107A

Tuesday, October 23 - November 13, 3:00 - 4:00 pm
CIS, Cafeteria

Class # FT107B

Friday, October 26 - November 16, 3:25 - 4:25 pm
IIS, Rm 140

Each Class: 4 Sessions
\$56

Gift Making Workshop

Watch Me Draw Staff

Grades K - 5

Frame it, gift it, love it! Create one-of-a-kind holiday creations to share with someone special. You'll get your crafty creativity flowing as you make personalized gifts with paint, clay and crafts. Wrap up a clay reindeer, a jeweled treasure box, and a winter blue jay on canvas. You will use glitter, glue, jewels and paint. Dress for a mess as paint, glitter or glue are sure to end up on you!

Class # FT108A

Tuesday, November 27 - December 11, 3:00 - 4:00 pm
CIS, Cafeteria
\$46

Class # FT108B

Friday, November 30 - December 14, 3:25 - 4:25 pm
IIS, Rm 140
\$46



**Get 50% off your
Adventure Center rate when
you attend an after-school
Community Ed class.**

Register for classes:

on-line

C-ISchools.org/school/community-ed

by phone

763.689.6189

in person

C-I Community Ed Office
625 Main St. N
Cambridge, Minnesota



BEGINNING CHESS

America's Fun Science
Grades 2 - 6

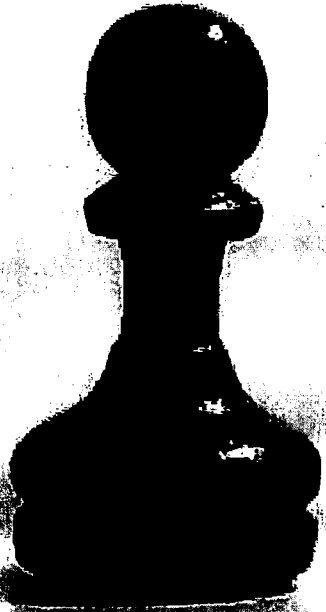


JOIN US TO LEARN CHESS BASICS!

Each class will focus on a different individual piece. Students will have FUN while improving thinking and problem-solving skills! On the last day of class there will be a mini tournament and prizes!

Class # ST014A 4 Sessions
Tuesday - Friday, June 26 - 29, 9:00 - 10:00 am
Cambridge Intermediate School, Cafeteria
\$69

Class # ST014B 4 Sessions
Monday - Thursday, July 23 - 26, 10:00 - 11:00 am
Cambridge Intermediate School, Cafeteria
\$69



REGISTER TODAY!
c-ischools.org

763.689.6189

Cambridge-Isanti Community
625B Main Street North
Cambridge, Minnesota

LIVE BETTER!

Healthy Eating & Exercise for All



Our Adults with Disabilities Program has received a 2018 Neighborhood Health Connection Grant!

This means we can offer FREE classes!

Each class will begin with a warm-up followed by a fun physical activity. Classes will end with discussion about healthy eating and preparing a delicious snack.

Effort will be made to ensure that people of all ability levels can participate in all activities.

These classes were made possible by a grant from Allina Health.

Yoga

Class # FL309D

Saturday, October 20, 6-7:30 pm

CIHS, Cafeteria/Commons

Ball Play

Class # FL309E

Thursday, November 8, 6-7:30 pm

CMS, Gym

Line Dancing

Class # FL309F

Tuesday, December 4, 6-7:30 pm

CIHS, Cafeteria/Commons

There is no charge for these classes, but please preregister.

We offer classes & activities to help you pursue interests, expand abilities & improve skills.

Get information about these offerings and others:

C-ISchools.org/school/community-ed

763.689.6189

C-I Community Education Office

625 Main St. N

Cambridge, Minnesota

PREREGISTRATION

IS REQUIRED

UNLESS OTHERWISE NOTED



LIFEGUARD TRAINING

Ages 15 & up

Taught by American Red Cross Certified Staff



LIFEGUARD



Become a certified lifeguard.

This course prepares participants to recognize and respond effectively to emergencies.

Prerequisites apply.

Course # FB615

3 Sessions

Friday - Sunday, September 7 - 9

Friday, 5 - 8 pm; Saturday, 9 am - 7:30 pm; Sunday, 11:30 am - 7:30 pm

Cambridge-Isanti High School

\$225

LEARN MORE:

C-ISchools.org/school/community-ed

763.689.6189

C-I Community Education 625B Main St. N, Cambridge, MN 55008

Preregistration is required.

55+ AUTOMOBILE ACCIDENT PREVENTION COURSE

Improve your driving skills & get a discount on your auto insurance.



The State of Minnesota requires insurance companies to offer a reduction in automobile insurance rates for three years to those who attend an accident prevention course.

Community Education offers both 8-hour and 4-hour state approved courses. If you have taken an 8-hour approved course in the past you can register for the 4-hour course to renew your insurance discount. If you have not taken an automobile accident prevention course, register for the 8-hour course to start saving on your automobile insurance rates.

BASIC COURSE

SL601A 2 Sessions
Monday & Wednesday
May 14 & 16
5:30 - 9:30 pm
\$20

SL601B 2 Sessions
Monday & Wednesday
June 11 & 13
5:30 - 9:30 pm
\$20

REFRESHER COURSE

SL602A 1 Session
Wednesday, May 2
5:30 - 9:30 pm
\$20

SL602C 1 Session
Monday, June 18
5:30 - 9:30 pm
\$20

SL602B 1 Session
Wednesday, May 23
8:30 am - 12:30 pm
\$20

SL602D 1 Session
Wednesday, July 11
5:30 - 9:30 pm
\$20

All classes are held at The Adult Enrichment Center.
The AEC is located at 540 5th Ave. NW in Cambridge.



It pays to refresh
your driving skills!

Keep your knowledge up to date.

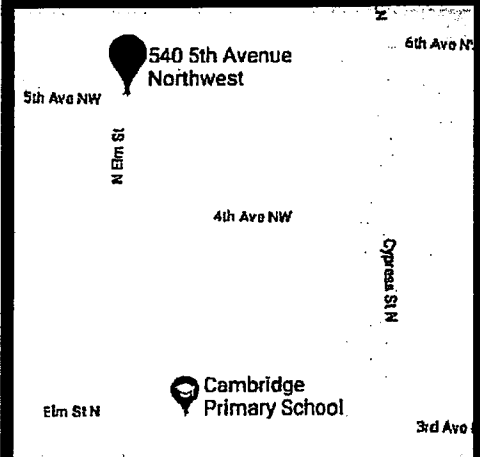
You'll save money, feel more confident and help keep you and your loved ones safe on the road.

**PREREGISTRATION
IS REQUIRED.**

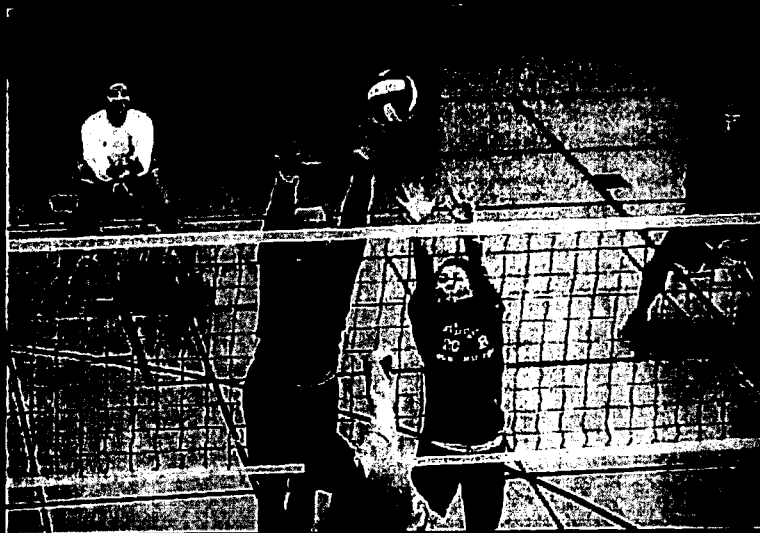
C-ISchools.org/school/community-ed

763.689.6189

C-I Community Ed Office
625 Main St. N
Cambridge, Minnesota



ADULT VOLLEYBALL



Community Education

Opportunities for lifelong learning

PICK UP VOLLEYBALL

Wade Reichmann

Ages 17 & up

Join others to stay fit and have fun while playing volleyball. For safety reasons, children may not attend. Purchase a punch card or pay \$5 at the door.

Wednesdays, September 5-December 19, 7:00-9:30 p.m. & Wednesdays, January 2-March 2, 7:00-10:00 p.m.

(No class November 21)

Isanti Middle School, Gym

10-Session Punch Card: \$45

LEAGUE VOLLEYBALL

Ages 18 & up

Derek Ogren

Make a team of at least two women and three men and join this friendly competition.

Registration begins December 10, 2018. Information and forms will be available at C-ISchools.org and at the Community Education office. Registration requirements apply and must be completed by January 10, 2019. Space is limited.

WL356A 12 Sessions

Thursdays, September 20-December 13, 7:00-10:00 p.m.

(No volleyball November 22)

Isanti Middle School, Gym

\$200/Team

Stay fit & have
fun with friendly
competition!

Get more information about
these offerings and more:

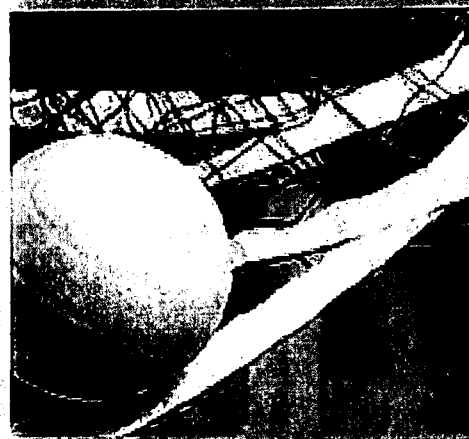
C-ISchools.org/school/community-ed

763.689.6189

C-I Community Ed Office

625 Main St. N

Cambridge, Minnesota



ADULT FITNESS CLASSES

Improve Your Health • Reach Your Goals • Enrich Your Life



Yoga-Men and women are invited to join us for this gentle yoga class to build strength, stretch, relax and breathe.
Mon, Nov 5-Dec 10, 6-7 pm, CIHS, \$42

Yoga Self-Care Workshop-Using principals and techniques from yoga and Ayurveda (*science of life*), you'll learn how to balance, nurture, and nourish yourself.
Tue, Nov 13, 6:30-8:30 pm, CIHS, \$35

Zumba-This mix of body sculpting and easy-to-follow dance steps is suitable for any fitness level and will maximize caloric output and fat burning. Walk-ins are welcome! (\$6 at the door)
Mon, Oct 29-Dec 17, 7-8 pm, CMS, \$40
Wed, Nov 7-Dec 19, 7-8 pm, CMS, \$35

Barre Fitness-This ballet inspired routine will leave you energized and feeling great!
Thu, Nov 8-Dec 13, 8:45-9:35 am, In His Steps Studio, \$45
Tue & Thu, Nov 15-Dec 13, 7:30-8:20 pm, In His Steps Studio, \$72

Top Fuel Morning Madness-Increase lean muscle mass through strength training; become more mobile, increase cardiovascular endurance and create a strong core. Drop in for a free class and give it a try!
Mon, Wed & Fri, ongoing, 5-6 am, CIHS, \$70/10-Session Punch Card

Martial Arts for People over 50-Geared for adults who want to learn multiple martial arts skills and experience the benefits.
Tue & Thu, Nov 27-Dec 20, 10-11 am, Cambridge MMA, \$64

Body Weight Training-Body weight circuit training is an effective way to build muscle and burn fat anywhere, anytime.
Sat, Nov 24-Dec 15, 9-10 am, Cambridge MMA, \$32



We offer classes & activities to help you pursue interests, expand abilities & improve skills.

Get information about these offerings and others:

C-ISchools.org/school/community-ed

763 689 6189

C-I Community Education Office
625 Main St N
Cambridge, Minnesota

PREREGISTRATION
IS REQUIRED
UNLESS OTHERWISE NOTED.



ADULT WELLNESS CLASSES

Live a healthy and fulfilling life!



Community Education

Opportunities for lifelong learning

Auricular Therapy- Auricular therapy is useful for treating concerns in any of the major systems and is especially helpful for weight loss, pain and addiction cessation. During class, you will learn how to locate the "reflex" on the ear and how it can help with your struggles.

Wed, Dec 12, 6-8:30 pm, CIHS, \$35

Essential Oils, Holiday Make & Take- Learn which essential oils are the great to use during the holiday season. Your creations will make great gifts, for others or yourself!

Sat, Nov 17, 9-11 am, CIHS, \$25

Stand-up Comedy- Explore the world of stand-up comedy! You will learn to write jokes, make speeches funnier, where to find material, stage presence, and endless tricks of the trade.

Thu, Nov 1-15 & Fri, Nov 16, 8-9:30 pm, CIHS, \$56

Dementia Friends- Learn more about Dementia and Alzheimer's and the people who have it in our community. Then, turn your new understanding into action that can help someone.

Wed, Nov 7, 6-7:30 pm, AEC, No charge, but please preregister.

Jewelry Making: Super Simple Wire Wraps- Learn how to make awesome wire wrapped bails to hang your pendants and a few other simple wire techniques.

Thu, Nov 15, 6-8 pm, CMS, \$42

Learn to Ski- Mora Ski Club volunteers host this class for beginning to intermediate skiers who would like to improve technique. Learn both classic and skate skiing techniques.

Registration includes Mora Ski Club membership for the season.

Sun, Jan 6, 13 & 20 1-3 pm and Sat, Jan 26, 5-7 pm,

Nordic Center in Mora, \$20

We offer classes & activities to help you pursue interests, expand abilities & improve skills.

Get information about these offerings and others:

C-ISchools.org/school/community-ed

763.689.6189

C-I Community Education Office
625 Main St. N

Cambridge, Minnesota

PREREGISTRATION
IS REQUIRED
UNLESS OTHERWISE NOTED.



----- **Community Ed has something for everyone!** -----



Adult Basic Education

At Central Minnesota-East Adult Basic Education (ABE) we help adults to become fully participating, self-sufficient members of our society. We welcome all adults, 17 or over, who are not currently enrolled in a K-12 school program.

Adult Programs

Art, cooking, dancing, fitness, computer classes and more! You will also find classes just for seniors and adults with disabilities.

Some of our upcoming adult activities include:

City of Cambridge Finance 101 (Thursday, October 4), Astrology (Tuesday, October 9), Criss Cross Bracelet Making (Thursday, October 11), Minnesota Star Watch with Mike Lynch (Friday, October 12), Adult Stand-up Comedy (Begins November 1), Yoga (begins November 5), Lap Fitness Swim (ongoing)

Adventure Center Child Care

Our child care program offers quality care for preschoolers, ages 3-5 years, as well as school age kids in grades K-5. Care is available before & after school and on most non-school days.

Early Childhood Family Programs

The mission of Cambridge-Isanti Early Childhood and Family Programs is to provide comprehensive program offerings, services and resources which educate, support and strengthen families with children ages birth to kindergarten entrance.

Youth Programs

Whether your child enjoys sports, art, science, music, horses, or something more, Cambridge-Isanti Community Education has what you are looking for! Some of our upcoming youth activities include: Junior Veterinarian Tech (Wednesday, October 17), Horse Day Camp (Thursday, October 18), Watch Me Draw-Too Messy for Home! (Thursday, October 18), Science Explorers, STEM Sampler (begins Monday, October 29), Vertical Endeavors Rock Climbing (Thursday, October 18); Jr. Bluejacket Speed & Strength (begins November 6), C-I Archery League (begins November 26), Jr. Jackets Boys Saturday Basketball (begins Saturday, December 1)



Get information about these offerings and others:

C-I Community Education
625 Main St. N
Cambridge, Minnesota

C-ISchools.org/school/community-ed

763.689.6189





On Stage with

SADDLE SORES

Saturday, March 9, 2019
7:00 pm

The Minneapolis based Saddle Sores play classic country music from the 50s, 60s, and 70s. This Twin Cities classic country cover band is a dance community favorite and a multi-generational crowd pleaser.
General Admission Tickets: \$15

Our *On Stage with* series offers a variety of styles of music. Small audiences join the performers on the Hardy Center stage, creating a close, informal concert where members can interact with the performers. Mezzanine seating is also available for those who prefer the Hardy Center auditorium seating.

Please thank these sponsors.



LARSON'S
AUTO BODY

RICHARD G. HARDY PERFORMING ARTS CENTER

430 8th Avenue Northwest, Cambridge, Minnesota

Buy Tickets

c-ischools.org/school/community-ed • 763.689.6189

Cambridge-Isanti Community Education Office 625B Main Street North, Cambridge, Minnesota



Tickets are available on-line or by phone until noon on the Friday before Saturday shows. Visit the Hardy Center Ticket Window thirty minutes before any show to buy tickets on a first-come, first-served basis.



Birthday Parties - You bring the kids. We'll bring the fun!

Choose from one of our packages for a fun and easy way to host an awesome party!

We provide the supplies and a leader with organized activities.

A table and seating will be available for you to serve food and open gifts.



Pool Party

Private use of Pool
(Maximum of 45 people in the water)

\$120 for 2 hours

Party Time for Gifts & Treats
(Cafeteria or Kitchen Classroom)

\$10 per hour

Additional Lifeguard
(If more than 45 people will be in the pool.)

\$20 for 2 hours

Extra Pool Time
\$60 per hour

Gym Party

Basketball, Dodgeball
or
Floor Hockey

2-hour Facilitated Party
with Equipment

(1-1/2 hours game play in the gym
and 1/2 hour for gifts & treats)
\$100 for 2 hours

Party Time for
Gifts & Treats

(Cafeteria or Kitchen Classroom)
\$10 per hour

Art Party

Canvas Painting Party

You choose the theme!
(All supplies are included.)

\$175 for 1-1/2 hours

Up to 10 children.

(\$18 for each additional child.)

Party Time for
Gifts & Treats

(Cafeteria or Kitchen Classroom)
\$10 per hour

To book your party
call Community Ed @
(763) 689-6214.

Dates and times are subject to
facility and staffing availability.
A minimum of two weeks
processing time is required.

Cambridge-Isanti Community Education, 625B Main Street North, Cambridge, Minnesota
c-ischools.org/school/community-ed, (763) 689.6189



Communications Advisory Committee

<p>11/1/2018 @ 4 p.m.</p>	<p>Members Present: Sarah Izzo, Carri Levitski, Ann Venneman, Shawna Carpentier, Nate Reibel, Diane Rasmussen, Lisa Iverson, Joell Tvedt</p> <p>Absent: Terri Olson, Jill Reller, Mark Ziebarth</p>	<p>Room 121B, ESC</p>	<p>End time: 5:45 p.m.</p>
<p>Time</p>	<p>Topic</p>	<p>Info / Disc / Dec</p>	<p>Action / Next Steps</p>
	<p>Good News/Check-in/Need to Know</p> <ol style="list-style-type: none"> 1. Remember to vote on Nov 6. 2. School board has been conducting study sessions each month. Meetings are an informal way for the board to get additional information from the district regarding topics that will be coming up for action. Reminder, these meetings are open to the public. 3. Tammy Kraft asked by MDE to talk about C-I Schools' journey with PBIS to other districts. 4. Positive feedback regarding sharing board study session minutes publicly. 5. IMS Staff dressed up and performed the Thriller dance to surprise the students. 6. CL invited to judge Future City projects at IMS/MNC. 7th and 8th grade students created a future city to respond to a natural disaster. Some 6th 	<p>Info. This is a place to share anything you have heard or have questions about C-I Schools</p>	

	<p>grade students were also invited to judge.</p> <p>7. November 2, football section finals, cross country state on Saturday, November 3.</p>		
	<p>RRSEC & Proposed New Facility</p> <p><u>Presentation</u></p> <p>No board action has taken place yet.</p> <p>Board has supported investigation Not due to RRSEC withdrawal</p> <p>Been in the works for 2 years due to ALC and Moving Forward space needs.</p> <p>Taxes will not increase if this project goes through.</p> <p>Land holds no debt levies</p>		<p>What are the growth projections for the district and these programs?</p> <p>Is the proposed facility sustainable long term?</p> <p>Be sure to share the long range planning that has gone into this projects.</p> <p>Outdoor ballfields?</p> <p>Emphasize the district OWNS the land.</p> <p>Nov 27 or 28 HOLD THE DATE for a community forum</p> <p>District wide mailer will go out regarding the proposal with information and how to provide feedback.</p>
	<p>Key Communicators Group</p> <ul style="list-style-type: none"> Engage proactively regarding upcoming district initiatives Add a line in these communications that this information is intended to be shared. Share more information re: board meeting update, study session minutes, etc. 		<ul style="list-style-type: none"> Add a line in these communications that this information is intended to be shared (i.e. okay to forward the email, information can be posted on social media). Share more information re: board meeting update, study session minutes, etc.
	<p>Data Privacy Laws</p> <p>When schools refer to student data privacy laws they are referring to the Minnesota Government Data Practices Act, <u>Chapter 13 section 13.32</u> of the</p>		<ul style="list-style-type: none"> Give people phrases to say to help explain things when asked or approached.

	Minnesota Statutes and the <u>Federal Educational Rights Privacy Act or FERPA.</u>		
	State of the District <u>Topic Areas</u> <ul style="list-style-type: none"> • Has not been done in several years, if ever. 		
	Reflections & Rumors		
	Meetings: First Thursday of the month at 4 p.m.		

**Downtown Executive Committee Agenda for
January 29, 2019, 5:30 – 7:00 p.m.
Sidelines Bar & Grill**

MISSION STATEMENT:

"The mission of Discover Downtown Cambridge is to engage and collaborate with community stakeholders to propel a sustainable development process, including financial resources and creative design strategy, resulting in a prime cultural destination."

Introductions of business/what your 1st choice would be to do on a day like this: _____

AGENDA

1. Celebrate "Wins" for 2018! Thanks to all who worked on these items!

- a. Library/Referendum
- b. Art Fair
- c. Welcoming Willard's
- d. _____
- e. Committee Accomplishments:
 - i. Marketing
 - ii. Streetscape
 - iii. Ordinance
 - iv. Comm Foundation

2. Top Priorities for 2019:

- a. Summary of early work of DT Task Force/ Design Team/Streeter
- b. Organization and Leadership
- c. Overview Goals from prior work with Design Team
- d. Events already on the Calendar (Melissa)
- e. New Events
- f. Business Owner meetings and events

8:25 Review:

- Deliverables for next meeting:

Next meeting will be _____, 2019.

2019 Discover Downtown Cambridge Events

We need your involvement and assistance to grow these events!

We can work with your schedule and there are many ways to be involved such as:

Joining the event planning committee

Helping prepare and distribute event information

Supporting the event by posting flyers, dropping off/picking up materials, etc.

As of January 29, 2019, these events from 2018 are back on the calendar.

March 2-16:	Scavenger Hunt
June 1:	Cambridge Day Out
July*:	Where's Waldo (pending)
August 3 July 27* :	Art Fair
September 13:	Cambridge Customer Appreciation Event (city-wide event in DT)
October 31:	Trick or Treating in DT (Thursday night)
November 16:	Snowflake Parade – Decorating contest the week prior

* TENTATIVE DATE

These are new events being planned/considered

Monthly	Third Thursdays Event(s)
November 30*:	Small Business Saturday – <u>Proposed</u> Cambridge Holiday Event Date

January 2020:	Downtown shopping/social event (using Lindstrom Downtown Divas events as an example)
---------------	---

Business Owner mtg. 1/4/19

Exec Com. March 26 5:00 pm 6:30 pm

Interested in helping?

- ✓ Circle the event(s) above.
- ✓ Include your contact info below.
- ✓ You will be contacted to discuss your involvement.

Thank you!

Name:

Business:

Phone:

Email:



**DISCOVER DOWNTOWN
CAMBRIDGE**

Scavenger Hunt

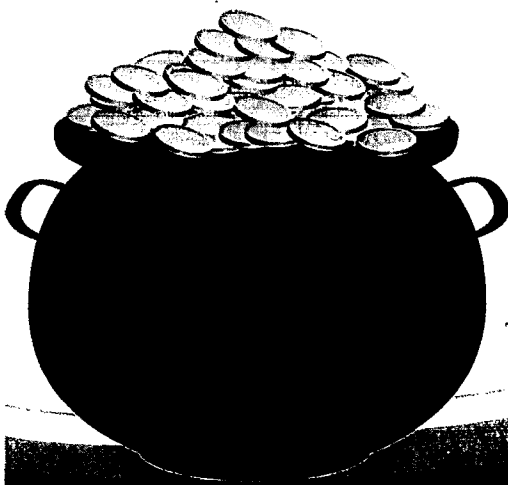
March 2-16, 2019

Look for clues at participating
Downtown Cambridge businesses!

Complete the passport for
a chance to win a

Pot O' Gold

Filled with treasures from
Downtown Cambridge



Follow us on Facebook
@DowntownCambridge

* Family participation is encouraged. An adult must claim the prize.

CAMBRIDGE FIRE



DEPT.

CAMBRIDGE FIRE DEPARTMENT

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

CAMBRIDGE FIRE



DEPT.



Agenda

Cambridge Fire Department Monthly Meeting January 28th 2019, 6:00 PM

1. Call to Order
2. Approval of November 26th 2018 Minutes *c/u*
3. **New Business**
 - a. New Date for fit tests and physicals. March 11th 2019
 - b. Command Vehicle.
 - c. Run numbers for 2018 "Todd Tomczik"
 - d. Resignation of FF Joe Devries.
 - e. Review Dates for special events 2019.
 - f. Township Supervisor Meeting Feb. 26th.
 - g. Sectional Schools and MSFDA conference "Dave Matchinsky"
4. **Old Business**
 - a. New Hats and Ball Caps.
 - b. MSA Helmets
 - c. Pump Heater for L1
 - d. Retirees dinner recap and 2019 date.

 - e. Officer Reports
 - a. Training
 - b. Equipment
 - c. Captains
 - d. Chief

 - f. Adjourn

Cambridge Fire Department Regular Monthly Meeting

November 26, 2018

Call to Order

6:01 PM: Sean Okerlund

Members Present

K. Becker, C. Buström, N. Campion, C. Carlson, M. Carlson, R. Dale, S. Duong, C. Haley, Henderson, C. Lindquist, C. Mattson, L. Milz, D. Matchinsky, S. Minar, S. Okerlund, W. Pennings, B. Reents, G. Schlichting, W. Schwartz, T. Schwab, N. Shatek, M. Swanson, T. Tomczik, D. Vellenga.

Others present: Jim Godfrey, Lynda Woulfe

Motion to approve October 22nd Vellenga, Second Dale **Passed**

New Business.

Okerlund talked about Truck Checks and said we would start out Jan 1, 2019 with squad 1. Updated check sheets would be done in December. Minar posed a question if discrepancies should be emailed to Pennings as well as put on the white board and it was decided that would be the new procedure.

Pennings reminded the group that we would be assisting Tony with feeding the National Guard on Sat. December 1 and would need the assistance of 2 or 3 members for the event. Son D., Greg S., Will P., and Brad R. all volunteered to help.

Okerlund then addressed the membership on the retiree's dinner also on the first. Sean stressed the fact that the retired members really liked seeing the face of the current firefighters, and requested that if staff could at least make an appearance that it would be appreciated by all. Sean also said the date of September 21, 2019 was selected for next year. The change was made from December to September to get some of the snowbirds an opportunity to attend.

Okerlund showed the Department some new helmets designed by MSA. Okerlund expressed his appreciation for the comfort and added protection of the new helmets. Okerlund passed the 2 sizes around and had discussion about the helmets. Okerlund said we were looking into a funding source to acquire the new helmets through Grace Point. We had a lot of discussion and fun trying the helmets.

Tomczik mentioned that the Department would receive an email before the Christmas holiday and requested that the members reply as to their availability over the Holiday. He also mentioned how it helps us plan to hit the mutual aid if needed.

Okerlund told the group of that the pump heater would be installed in L1 sometime mid-December. Okerlund reminded the group that they don't use pump heaters out east and that we knew that we would need one. The installation would be done here at the station over a couple of days. It was noted that we would be receiving an email the day before they install it.

Okerlund stated that all members would be getting a stocking cap and a baseball style hat. A run sheet was passed to get size and numbers for the order. He also said the Relief association would be picking up the tab.

Members had fun watching the squad assignments for the probationary firefighters. Captain Shatek, Schwab, and Buström had a race donning PPE to get to pick which firefighter they would get. After they donned the PPE they still had to draw from a hat. Assignments were as follows. Matt Carlson Squad 2, Jason Sievert Squad 3, and Will Schwartz Squad 4.

Okerlund mentioned the importance of responding to CO alarms. He mentioned that we are aware that there is a lot of false alarms however the importance of taking CO alarms seriously. We could have a real situation at any time.

Old business

Okerlund Thanked the Department for the representation at the Snowflake parade.

Okerlund reminded the group of the posting for the Captains positions and encouraged any interested to sign up on Dispatch door.

Review of calls

Calls were reviewed.

Officer Reports

Training –

Equipment – We would get new 4 gas meters after the first of the year.

Technical Rescue. Nothing new.

PIO – Nothing new.

Motion to adjourn 6:29 PM Motion Milz, Second Vellenga

Incident Type Report (Summary)

Basic Incident Type Code And Description (FD1.21)	Total Incidents	Total Incidents Percent of Incidents	Total Property Loss	Total Content Loss	Total Loss	Total Loss Percent of Total
Incident Type Category (FD1.21): 1 - Fire						
Building fire	12	3.12%	112,000.00	171,500.00	283,500.00	90.40%
Fires in structure other than in a building	1	0.26%	500.00	500.00	1,000.00	0.32%
113 - Cooking fire, confined to container	3	0.78%	1,000.00	500.00	1,500.00	0.48%
130 - Mobile property (vehicle) fire, other	1	0.26%	10,000.00	0.00	10,000.00	3.19%
131 - Passenger vehicle fire	5	1.30%	10,500.00	1,800.00	12,300.00	3.92%
138 - Off-road vehicle or heavy equipment fire	2	0.52%	5,000.00	0.00	5,000.00	1.59%
140 - Natural vegetation fire, other	1	0.26%				
142 - Brush or brush-and-grass mixture fire	2	0.52%	0.00	0.00	0.00	0.00%
143 - Grass fire	10	2.60%	0.00	0.00	0.00	0.00%
150 - Outside rubbish fire, other	1	0.26%	0.00	0.00	0.00	0.00%
151 - Outside rubbish, trash or waste fire	1	0.26%	0.00	0.00	0.00	0.00%
154 - Dumpster or other outside trash receptacle fire	3	0.78%	0.00	0.00	0.00	0.00%
Total: 42		Total: 10.91%	Total: 139,000.00	Total: 174,300.00	Total: 313,300.00	Total: 99.90%
Incident Type Category (FD1.21): 2 - Overpressure Rupture, Explosion, Overheat (No Fire)						
220 - Overpressure rupture from air or gas, other	1	0.26%				
251 - Excessive heat, scorch burns with no ignition	3	0.78%	300.00	0.00	300.00	0.10%
Total: 4		Total: 1.04%	Total: 300.00	Total: 0.00	Total: 300.00	Total: 0.10%
Incident Type Category (FD1.21): 3 - Rescue & Emergency Medical Service Incident						
Rescue, EMS incident, other	89	23.12%				
317 - Medical assist, assist EMS crew	39	10.13%				
320 - Emergency medical service, other	1	0.26%				
321 - EMS call, excluding vehicle accident with injury	1	0.26%				
322 - Motor vehicle accident with injuries	27	7.01%	0.00	0.00	0.00	0.00%
323 - Motor vehicle/pedestrian accident (MV Ped)	3	0.78%				
324 - Motor vehicle accident with no injuries.	19	4.94%				
342 - Search for person in water	1	0.26%				
351 - Extrication of victim(s) from building/structure	1	0.26%				
353 - Removal of victim(s) from stalled elevator	2	0.52%				
365 - Watercraft rescue	1	0.26%				
381 - Rescue or EMS standby	1	0.26%				
Total: 185		Total: 48.05%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%
Incident Type Category (FD1.21): 4 - Hazardous Condition (No Fire)						
400 - Hazardous condition, other	2	0.52%				
410 - Combustible/flammable gas/liquid condition, other	1	0.26%				
411 - Gasoline or other flammable liquid spill	4	1.04%				
412 - Gas leak (natural gas or LPG)	15	3.90%				
428 - Chemical spill or leak	1	0.26%				
Carbon monoxide incident	4	1.04%	0.00	0.00	0.00	0.00%
440 - Electrical wiring/equipment problem, other	2	0.52%				
444 - Power line down	1	0.26%				

Basic Incident Type Code And Description (FD1.21)	Total Incidents	Total Incidents Percent of Incidents	Total Property Loss	Total Content Loss	Total Loss	Total Loss Percent of Total
Total: 30		Total: 7.79%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%
Incident Type Category (FD1.21): 5 - Service Call						
500 - Service call, other	1	0.26%				
510 - Person in distress, other	2	0.52%				
511 - Lock-out	1	0.26%				
520 - Water problem, other	2	0.52%				
531 - Smoke or odor removal	2	0.52%				
550 - Public service assistance, other	2	0.52%				
551 - Assist police or other governmental agency	6	1.56%				
552 - Police matter	2	0.52%				
553 - Public service	2	0.52%				
555 - Defective elevator, no occupants	1	0.26%				
Total: 21		Total: 5.45%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%
Incident Type Category (FD1.21): 6 - Good Intent Call						
600 - Good intent call, other	5	1.30%				
631 - Authorized controlled burning	5	1.30%				
650 - Steam, other gas mistaken for smoke, other	1	0.26%				
651 - Smoke scare, odor of smoke	2	0.52%				
652 - Steam, vapor, fog or dust thought to be smoke	1	0.26%				
Total: 14		Total: 3.64%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%
Incident Type Category (FD1.21): 7 - False Alarm & False Call						
700 - False alarm or false call, other	4	1.04%				
710 - Malicious, mischievous false call, other	1	0.26%				
720 - System malfunction, other	1	0.26%				
730 - Smoke detector activation due to malfunction	7	1.82%				
735 - Alarm system sounded due to malfunction	3	0.78%				
736 - CO detector activation due to malfunction	2	0.52%				
740 - Unintentional transmission of alarm, other	1	0.26%				
741 - Sprinkler activation, no fire - unintentional	4	1.04%				
743 - Smoke detector activation, no fire - unintentional	7	1.82%				
744 - Detector activation, no fire - unintentional	1	0.26%				
745 - Alarm system activation, no fire - unintentional	55	14.29%	0.00	0.00	0.00	0.00%
746 - Carbon monoxide detector activation, no CO	3	0.78%				
Total: 89		Total: 23.12%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%
Total: 385		Total: 100.00%	Total: 139,300.00	Total: 174,300.00	Total: 313,600.00	Total: 100.00%

Report Filters

Incident Date Range: is between '1/1/2018' and '12/31/2018'

Agency Name: is equal to 'CAMBRIDGE'

Report Criteria

Basic Incident Type (Fd1.21): Is Not Blank

Isanti County EDA
Meeting Minutes
October 23, 2018

Commissioner Mike Warring, Chairperson, called the Isanti County EDA meeting to order at 9:00 am, welcomed everyone and introductions were made.

Members in attendance: Commissioner Greg Anderson, Commissioner Susan Morris, Commissioner Mike Warring, Commissioner Dave Oslund, Loren Nelson, Paul Nordberg, Becky Moritz, and Marlys Palmer. Others in attendance included Stan Gustafson, Wayne Boettcher, Glenn Lood, Ken Nastrom, Pete Lindstrom, Peter Klein, Janna King, and Kevin VanHooser.

Voting members absent: Randy Polzin

The meeting minutes from the May 1, 2018, were reviewed and approved.

Janna King reported that the County Board has contracted with CTC to begin assessing, planning and designing a high speed internet project. She presented a power point presentation on CTC.

Wayne Boettcher, Glenn Lood and Ken Nastrom were in attendance representing the Ag. Society/Isanti County Fair Board. There was property to the east of the fairgrounds that was for sale at the price of \$325,000. They would like to purchase this property for future parking and expansion. They have \$91,000 in a land acquisition account. They also over \$300,000 in their operating accounts but this is used to put on the county fair and possibly other projects. The group had previously been to the County Board for some kind of financial assistance but received none. The property has recently been taken off the market. Commissioner Anderson asked them to attend the EDA meeting to see if anyone had any ideas for them. It was decided to form an Ag. Society Land Acquisition Task Force to explore ways to purchase the property when it comes up for sale again. This task force will consist of Commissioners Warring and Morris, Becky Moritz, Marlys Palmer and Kevin VanHooser. The Fair Board will determine their appointees. The first meeting is scheduled for 4:30 pm, Thursday, November 15th at the fairgrounds.

Janna reviewed the First Time Home Buyers Program through Minnesota Housing. The committee voted to authorize an application to Minnesota Housing for this program. The application period is January 2-15, 2019.

Peter Lindstrom of Property Assessed Clean Energy (PACE) gave a presentation on the PACE program. Peter Klein of the St. Paul Port Authority, who manages the financing for the program was also in attendance to answer questions and specifically discussed the application of the Isanti Hotel Partners. The committee voted to approve a Joint Powers Agreement for this program so the hotel project and any other private company or non-profit in the county can access the

program. Governmental entities are not eligible. The JPA will be forwarded to the County Attorney and then presented to the County Board for approval.

The tax abatement policy committee met on April 6, 2018, and their recommendations were subsequently approved by the County Board on May 2, 2018. However, the Tax Abatement Financing Proposal Review Worksheet was not updated accordingly. Janna presented the changes that were approved by Auditor-Treasurer Struss, Assessor Moen and County Attorney Edblud. The Administrator's Office will make the changes to the document.

Stan Gustafson of Cambridge reported that The Preserve will soon begin a two year project, 50 units in year one and another 36 units in year two. Completion is expected in May/June of 2019. Menards is planning an expansion project. East Central Energy is planning a solar project in the Cambridge area.

Greg Anderson reported that he attended the Tiger Academy and a Succession Planning workshop.

Janna reported that the State of Minnesota has awarded \$800,000 to study TH 65 in Anoka County, from Spring Lake Park to Blaine, which will address the congestion issues that are of concern to Isanti County manufacturers, businesses and residents.

Janna also gave a brief report on GreaterMSP. She described a new strategy/vision that emphasizes partnerships vs. being staff driven.

The next meeting will be at 9:00 a.m. on January 22, 2019.

The EDA meeting was adjourned at 11:30 am.

Respectfully Submitted,
Kevin VanHooser
Isanti County Administrator



Minneapolis – Duluth/Superior Passenger Rail Alliance Board
Wednesday, January 23, 2019 @ 10:00 a.m.
Pine City Courthouse Boardroom
Pine City, MN

AGENDA

*no meeting due to
Lack of Quorum*

1. **Call to order & Introductions**
2. **Recognize & seat Board Members**
3. **Election of Officers for 2019**
 - A. Chair – one year term expires January 1, 2020.
 - B. Vice – chair – one year term expires January 1, 2020.
4. **Organizational Items for 2019**
 - A. Appoint Legal Counsel, consider proposal from Steven C. Fecker.
5. **Additions to agenda**
 - A.
6. **Public forum / Appearances**
 - A.
7. **Communications**
 - A.
8. **Consent agenda**
 - A. Approve minutes from meeting of November 28, 2018.
 - B. Expenditure & Budget Analysis for November & December 2018, January 2019.
9. **Reports**
 - ✓A. Media – Jill Brown
 - ✓B. Administrative Report – Bob Manzoline
 - ✓C. State / Federal / Legislative Report
 - ✓D. Technical Advisory Committee Report – Ken Buehler
 - E. MN Department of Transportation – Frank Loetterle
10. **Unfinished business**
 - A. None.

*March 6th
all aboard day at the capital*

(over) →

11. New business

- A. Consider contracts for Federal / State Lobbying & Media Consultant.
 - 1. Lockridge Grindal Nauen
 - 2. Jill Brown
- B. Review 2019 budget, expenditures and loan from St. Louis & Lake Counties Regional Railroad Authority.
- C. Consider resolution for NLX board signatories.
- D. Consider proposed 2019 NLX meeting dates.

12. Other business

A.

13. Next meeting

February 27, 2019

Pine County Courthouse
Pine City, MN

Adjournment

Minneapolis-Duluth/Superior Passenger Rail Alliance

Administrative Agency: St. Louis & Lake Counties Regional Railroad Authority

Executive Director: Bob Manzoline, 111 Station 44 Road, Eveleth, MN 55734

Phone: (218) 744-1388 * Toll free: (877) 637-2241



Minneapolis – Duluth/Superior
Passenger Rail Alliance
Wednesday, November 28, 2018
Pine County Courthouse
Pine City, MN

MINUTES

Appointed Representatives Present:

Jason Serck, City of Superior, WI
Mike Jugovich, *St. Louis & Lake RRA
Matt Ludwig, * Pine County
Stan Gustafson, City of Cambridge

* County Commissioner

** Council Member

Alternate Representatives Present:

Appointed Representatives Not Present

Katie Draper, Mille Lacs Band of Ojibwe
Andrew Johnson, **City of Mpls

Other meeting attendees attached and made part of the minutes

1. Call to order / introductions

Chair Serck called the meeting to order at 10:07 a.m., welcomed all and introductions were made. Four (4) representatives in attendance constituted a quorum.

2. Additions to agenda

Item # 7B – (Presentations) - Dave Christianson, West Central Wisconsin Rail Coalition.

Item #8B – (New Business) - St. Louis County Auditor's Agreement for accounting services - FY 2019.

3. Public Forum / Appearances

A. None.

4. Consent agenda

A. Approve minutes from meeting of August 22, 2018 –

B. Expenditure & Budget Analysis for August, September & October 2018-

A motion by Stan Gustafson, **supported** by Commissioner Jugovich to approve the August 22, 2018 meeting minutes and the Expenditure & Budget Analysis for August, September & October 2018 as presented. Unanimous.

5. Reports

- A. Media – Jill Brown – Jill Brown informed that she and Frank Loetterle staffed the NLX informational portion at the MN Department of Transportation booth during the 2018 MN State Fair, which was well attended and received. NLX bags are a big hit. Zip codes of individuals opening “Polco” accounts (*the NLX survey tool are attached and made part of the minutes*). Main inquiries were handicap accessibility, prices, schedules and station locations.
- B. State / Federal / Legislative Update – Gary Cerkvenik gave the respective legislative updates.
- C. Advisory Committee – Ken Buehler – (*Technical Advisory Committee Meeting minutes – attached and made part of the minutes*).
- D. Administrative - Bob Manzoline & Frank Loetterle – Frank Loetterle informs that last year the Passenger Rail Office appropriation was in some financial difficulty, however, the situation has shifted, making funding available to renew/revise Benefit/Cost Analysis for future Federal funding opportunities.

Bob Manzoline explains that he had been working on submitting a Federal CRISI Grant Application, as AMTRAK was considering contributing \$1 million dollars to the Project as the 20% Non-Federal Match. As it turns out, AMTRAK withdrew their consideration to assist with the funding. Future meetings will be held in January with AMTRAK to assist with moving this project forward.

6. Unfinished business

- A. None.

7. Presentations

- A. All Aboard Minnesota - Mr. Brian Nelson & Mr. Jerry Ratcliff representing “All Aboard Minnesota” gave a power point presentation on the initiative. (*Attached and made part of the minutes*).
- B. Mr. David Christianson with West Central Wisconsin Rail Coalition, Executive Director of the Organizing Council outlined railroad scenarios/situations for connectivity to/from Eau Claire, WI for the Board.

8. New Business

- A. Consider supporting an application for the “Federal-State” Partnership for Good Repair Program – Bob Manzoline informs the Notice of Funding Opportunity (NOFO) was received on 11/16/18 from Federal Rail Administration. \$270 million is available nationwide, funding will be directed to Federal-State Partnerships to keep existing railroads, including inter-city passenger rail corridors in the state of good repair. Following discussion, a **motion** by Stan Gustafson, **supported** by Commissioner Jugovich to apply to the application for improvements along the NLX corridor. Unanimous.

B. Consider St. Louis County Auditor's Agreement for accounting services FY 2019-
Mr. Fecker explains the agreement is the same as in the past years for
accounting services beginning January 1, 2019 through December 31, 2019 in
the amount of \$6,000.00. A **motion** by Stan Gustafson, **supported** by
Commissioner Jugovich to approve the Auditor's Agreement for accounting
services FY 2019. Unanimous.

9. Other Business

None.

10. Next meeting

December 26, 2018 (If deemed necessary)
Pine County Courthouse

Adjournment

With no further business, a **motion** by Stan Gustafson, **supported** by Commissioner
Jugovich to adjourn @11:40 a.m. Unanimous.

Respectfully submitted by Birdie Oddo.

Jason Serck
Chair of the Alliance

Blank



Minneapolis to Duluth /Superior Passenger Rail Alliance- Attendees

Wednesday, November 28, 2018

Pine County Courthouse

Pine City, MN

<u>Name</u>	<u>Address/Organization</u>
Bob Manzoline	St. Louis & Lake Counties RRA
Birdie Oddo	St. Louis & Lake Counties RRA
Steve Fecker	NLX Legal Council
Francis Loetterle	MN DOT
Jill Brown	NLX Alliance Contractor
Nick Baker	Douglas County
Jerry Ratcliff	All Aboard MN
Brian Nelson	All Aboard MN
David Christianson	West Central Wisconsin Rail Coalition
Gary Cerkvenik	The Costin Group, Inc.
Ken Buehler	LSRM / NSSR
Leonard Bonander	City of Sandstone
Phillip Kester	City of Sandstone
Mark Perry	City of Hinckley
Pete Spartz	City of Sandstone
Kathy George	City of Sandstone
John & Jeanne Jugovich	Chisholm, MN



Minneapolis – Duluth/Superior Passenger Rail Alliance Board
Wednesday, November 28, 2018 @ 10:00 a.m.
Pine County Courthouse Boardroom
Pine City, MN

AGENDA

- 1. Call to order & Introductions**
- 2. Additions to Agenda**
- 3. Public Forum / Appearances**
- 4. Consent agenda**
 - A. Approve minutes from meeting of August 22, 2018.
 - B. Expenditure & Budget Analysis for August, September & October 2018.
- 5. Reports**
 - A. Media – Jill Brown
 - B. State / Federal / Legislative Update
 - C. Advisory Committee – Ken Buehler
 - D. Administrative – Bob Manzoline & Frank Loetterle
- 6. Unfinished business**
 - A. None.
- 7. Presentations**
 - A. All Aboard Minnesota
- 8. New business**
 - A. Consider supporting an application for the "Federal-State Partnership for State of Good Repair Program"
- 9. Other Business**
- 10. Next meeting**

December 26, 2018
Pine County Courthouse
- 11. Adjournment**

Minneapolis-Duluth/Superior Passenger Rail Alliance

Administrative Agency: St. Louis & Lake Counties Regional Railroad Authority
Executive Director: Bob Manzoline, 111 Station 44 Road, Eveleth, MN 55734
Phone: (218) 744-1388 * Toll free: (877) 637-2241



Minneapolis – Duluth/Superior
Passenger Rail Alliance
Wednesday, August 22, 2018
Pine County Courthouse
Pine City, MN

MINUTES

Appointed Representatives Present:

Jason Serck, City of Superior, WI
Andrew Johnson, **City of Mpls
Mike Jugovich, *St. Louis & Lake RRA
Matt Ludwig, * Pine County
Stan Gustafson, City of Cambridge

Alternate Representatives Present:

Rick Goutermont, *Lake County

Appointed Representatives Not Present

Katie Draper, Mille Lacs Band of Ojibwe

* County Commissioner

** Council Member

Other meeting attendees attached and made part of the minutes

1. Call to order / introductions

Chair Serck called the meeting to order at 10:05 a.m., welcomed all and introductions were made. Six (6) representatives in attendance constituted a quorum.

2. Additions to agenda

A. None.

3. Public Forum / Appearances

A. None.

4. Communications

A. None.

5. Consent agenda

A. Approve minutes from meeting of July 25, 2018 –

B. Expenditure & Budget Analysis for July 2018-

A **motion** by Commissioner Goutermont, **supported** by Stan Gustafson to approve the July 25, 2018 meeting minutes and the Expenditure & Budget Analysis for July 2018 as presented. Unanimous.

6. Reports

- A. Media – Jill Brown – None. Jill was not in attendance
- B. State / Federal / Legislative Update – John Ongaro gave the respective legislative updates.
- C. Advisory Committee – Ken Buehler – None. Ken was not in attendance.
- D. Administrative - Bob Manzoline & Frank Loetterle – None. Bob and Frank were not in attendance.

7. Unfinished business

- A. Consider Alliance budget and funding formula for year 2019 – Following discussion, a **motion** by Commissioner Goutermont, **supported** by Councilor Johnson to adopt the proposed budget for year 2019 in the amount of \$95,000.00 without inclusion of Hennepin County at this time. In the event other entities consider contributing in 2019, an amendment to the budget can be made at that time. Unanimous.
(Budgets and Funding Formula attached and made part of the minutes).

8. New business

- A. Consider the addition of Law Office of Steven C. Fecker as one of the Alliance attorneys - Mr. Fecker informed that he is no longer an attorney of counsel with the Johnson, Killen & Seiler firm and requested the Alliance to add Law Office of Steven C. Fecker as one of the Alliance attorneys. All terms of representation will remain the same as are presently in effect. A **motion** by Councilor Johnson, **supported** by Commissioner Goutermont to add the Law Office of Steven C. Fecker as an Alliance attorney. Unanimous.

9. Other Business

None.

10. Next meeting

September 26, 2018
Pine County Courthouse

Adjournment

With no further business, Chair Serck adjourned the meeting at 10:28 a.m.
Unanimous.

Respectfully submitted by Birdie Oddo.

Jason Serck
Chair of the Alliance



Minneapolis to Duluth /Superior Passenger Rail Alliance- Attendees

Wednesday, August 22, 2018

Pine County Courthouse

Pine City, MN

<u>Name</u>	<u>Address/Organization</u>
Birdie Oddo	St. Louis & Lake Counties RRA
Steve Fecker	NLX Legal Council
Nick Baker	Douglas County
Leonard Bonander	City of Sandstone
Phillip Kester	City of Sandstone
Mark Perry	City of Hinckley
John Ongaro	St. Louis County
Pete Spartz	City of Sandstone
Bob Voss	East Central Regional Development
Karen Amundson	East Central Regional Development
Jennifer Yocum-Stans	Hinckley News

NLX Alliance Proposed Budget FY 2019

Item	2017 <u>Budget</u>	2018 <u>Budget</u>	2019 <u>Prop. Budget</u>
<u>Federal/State Lobbying</u>			
Lockridge, Grindal	15,000	15,000	15,000
Chris DeLaForest	3,000	3,000	3,000
Subtotal	18,000	18,000	18,000
<u>Materials</u>			
Website	2,000	0	2,000
Advert, News Ads, Media	4,000	0	4,000
Materials/Banners/Brochures	2,000	0	2,000
Subtotal	8,000	0	8,000
<u>Administration</u>			
Staff	28,000	24,000	28,000
Legal	15,000	15,000	15,000
Public Inform/Assist. Jill Brown	20,000	17,000	20,000
St. Louis County reports & audit	6,000	6,000	6,000
Subtotal	69,000	62,000	69,000
Total	95,000	80,000	95,000

NLX proposed funding formula FY 2019 without Hennepin County

Agency	2019 Contribution	%
St. Louis & Lake Rail Authority	24,300	25
City of Duluth	18,849	20
City of Minneapolis	18,849	20
Mille Lacs Band of Ojibwe	14,325	15
City of Cambridge	8,356	9
City of Superior	8,356	9
City of Sandstone	1,885	2
Total	95,000	100

P219

Formula based on a budget of \$95,000

NLX proposed funding formula FY 2019 with Hennepin County

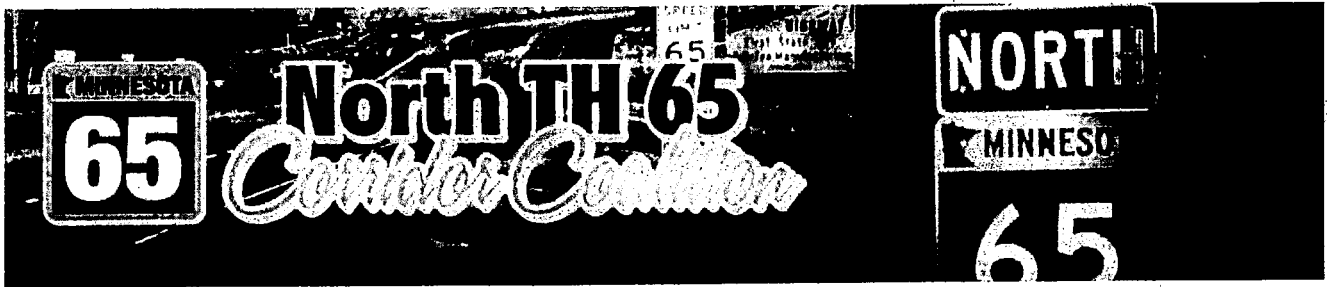
Agency	2019 Contribution	%
St. Louis & Lake Rail Authority	19,400	20
Hennepin County Rail Authority	19,400	20
City of Duluth	15,000	16
City of Minneapolis	15,000	16
Mille Lacs Band of Ojibwe	11,400	12
City of Cambridge	6,650	7
City of Superior	6,650	7
City of Sandstone	1,500	2
Total	95,000	100

P220

Formula based on a budget of \$95,000

NLX Strategic Advocacy Plan Budget FY 2018 - 2023

<u>Item</u>	<u>Budget Amount</u>
<u>Federal/State Lobbying</u>	
Facilitator/Lobbyist/Consultant	293,000
Lockridge, Grindal	15,000
Chris DeLaForest	<u>3,000</u>
Subtotal	311,000
<u>Materials</u>	
Website	2,000
Advert, News Ads, Media	4,000
Materials/Banners/Brochures	<u>2,000</u>
Subtotal	8,000
<u>Administration</u>	
Staff	30,000
Legal	20,000
Public Inform/Assist. Jill Brown	75,000
St. Louis County reports & audit	<u>6,000</u>
Subtotal	131,000
Total	450,000



North TH 65 Corridor Coalition

Agenda

January 31, 2019 at 7:00 P.M.
Isanti County Government Center
Cambridge, MN

1. Call to Order
 2. Pledge of Allegiance
 3. Roll Call / Establish Quorum
 - a. Counties: Anoka, Isanti, Kanabec
 - b. Cities: Blaine, Braham, Cambridge, East Bethel, Ham Lake, Oak Grove, Spring Lake Park
 - c. Townships: Arthur, Athens, Brunswick, Cambridge, Isanti, Knife Lake
- Per JPA Article VIII, Section 4: 40% of the membership constitutes a quorum. (40% of 16 = 6.4)*
4. Approval of Minutes from the September 27, 2018 Meeting
 5. Annual Meeting Organizational Items
 - a. Election of Officers for 2019

i. Two (2) Co-Chairs

2018: Terry Turnquist, Isanti County

Julie Braastad, Anoka County

2019: _____

ii. One (1) Secretary

2018: Tom Ryan, Blaine

2019: _____

iii. One (1) Treasurer

2018: Steven Voss, East Bethel

2019: _____

iv. One (1) At-Large Member

2018: Ken Mattson, Knife Lake Township

2019: _____

b. Recognition of Members/Alternates of Member Agencies (2018 Members Shown)

<u>Agency</u>	<u>Member</u>	<u>Alternate</u>
Anoka County	Julie Braastad	Robyn West
Isanti County	Terry Turnquist	Mike Warring
Kanabec County	Heidi Steinmetz	Dennis McNally
Blaine	Tom Ryan	Andrew Garvais
Cambridge	Jim Godfrey	Marcia Westover
East Bethel	Steven Voss	Jack Davis
Ham Lake	Gary Kirkeide	
Oak Grove	_____	(New member 2019)
Spring Lake Park	Barbara Goodboe-Bisschoff	
Arthur Twp.	Lisa Holcomb	
Athens Twp.	David Beckstrom	Chris Olson
Brunswick Twp.	Craig Peterson	
Cambridge Twp.	John Erlandson	Jim Fridstrom
Isanti Twp.	Don Hansen	
Knife Lake Twp.	Ken Mattson	

c. Establishment of the Meeting Dates, Times and Locations of the Coalition

2018: 4th Thursday of Odd Months, 7:00 P.M., Isanti County Government Center

2019: _____

d. Designation of the Administrative Representative as an Ex-Officio Non-Voting Member

2018: Doug Fischer, Anoka County

2019: _____

e. Work Plan / Goals for 2019

6. Treasurer's Report

a. Approval of Treasurer's Report

b. 2019 Membership Dues Status Report

7. Administrative Representative Report

a. Review Updated Distribution Lists

b. Letterhead/Website Map – Update with Oak Grove

8. Programmed Projects

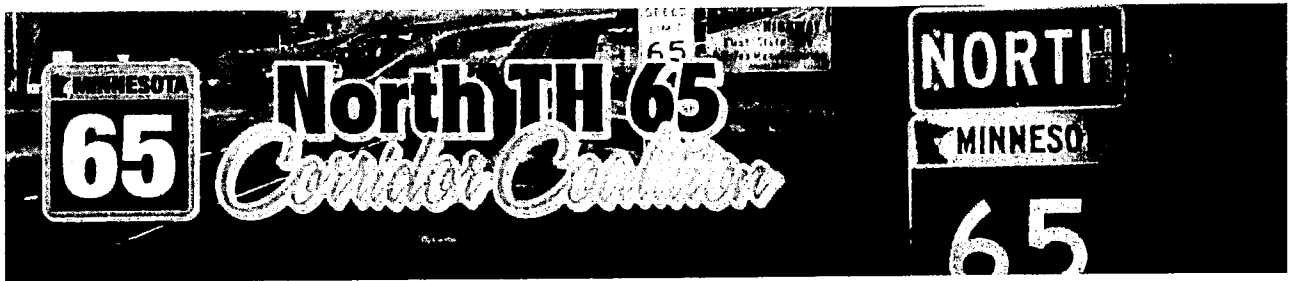
- a. MnDOT Metro District
- b. MnDOT District 3
- c. Other

9. Community Updates

10. Discussion on Future Agenda Items

11. Other Business

12. Adjourn



Meeting Minutes

Isanti County Government Center
Cambridge, MN
September 27, 2018

Co-Chair Turnquist called the meeting to order at 7:00 PM and called for participation in reciting the Pledge of Allegiance.

Members Present: Julie Braastad Anoka County
Terry Turnquist Isanti County
Heidi Steinmetz Kanabec County
Tom Ryan Blaine
Jim Godfrey Cambridge
Steven Voss East Bethel
Lisa Holcomb Arthur Township
Ken Mattson Knife Lake Township

Others Present: Doug Fischer Anoka County (Administrative Representative)
Janna King Isanti County (EDA)
Jon Haukaas Blaine
Marcia Westover Cambridge
Jack Davis East Bethel
Melissa Barnes MnDOT Metro District
Troy Olsen North Metro Mayors Association

Co-Chair Turnquist declared a quorum to be present.

Approval of Minutes: Braastad made motion approving the minutes of the July 26, 2018 meeting. Ryan seconded the motion. Motion approved.

Treasurer's Report: a.) Treasurer Voss presented the Treasurer's Report. Holcomb made motion approving the treasurer's report, seconded by Ryan. Motion approved. b.) The 2018 membership dues

status report was reviewed. Fischer was directed to send letter requested unpaid members to officially decide whether they are in or out of the coalition.

2019 Budget Development: After discussion, the budget for 2019 is to be identical to the 2018 budget except that the Revenues for Membership Dues is to be reduced to \$3,450 to reflect the actual dues collected in 2018. Voss made motion approving the adoption of the 2019 budget as discuss, seconded by Braastad. Motion approved.

Administrative Representative Report: Administrative Representative Fischer reviewed the updated letterhead for the coalition. Need to add the new mission statement as shown on the website. Fischer will make the change and distribute to members.

Programmed Projects:

- a. MnDOT Metro District
 - i. Corridor Study – 81st to Bunker Lake Boulevard. Barnes presented an update for the group. Project kickoff meeting is September 28th. Information was shared at the recent Blaine Block Party. A key component of the project will be both technical and business advisory committees. First step is to do traffic counts. This is an \$800,000 project with both Blaine and Anoka County paying \$100,000 each. Updates will be given at all future Coalition meetings.
 - ii. RCI and Left Turnlane Extension Project in Anoka County. Barnes gave an update on the project. The RCI's at 157th and 187th will be done this year as will the turnlane extensions throughout the corridor. The RCI's at 143rd, 153rd, 181st and Viking will be done in 2019. MnDOT is working with Anoka County and East Bethel to change the staging at Viking Boulevard which originally allowed for a 70-day closure. More to follow on this issue.
- b. MnDOT District 3
 - i. Fischer read an email report from MnDOT's Wehseler. The plans for the continuous "Green-T" project in Braham has been submitted to the central office for review and is on schedule for a letting in November.

Community Updates were provided by various members.

The next meeting of the coalition is scheduled for November 22nd at 7:00 p.m. at the Isanti County Government Center, but since this is the Thanksgiving Holiday there is a strong chance that this meeting will be canceled and not rescheduled. Notice will be provided at a later date.

Being no other business for the coalition, the meeting was adjourned at 7:38 p.m.

NORTH TH 65 CORRIDOR COALITION

CHAMBERS OF COMMERCE

	Braham Area Chamber		mail@brahamchamber.com	P.O. Box 313 Braham, MN 55006	(320) 496-9345
	Metro North Chamber		chamber@metronorthchamber.org	9380 Central Avenue NE, Suite 320 Blaine, MN 55434	(763) 783-3553
	North 65 Chamber		info@north65chamber.com	2 Enterprise Ave NE, Suite C4 Isanti, MN 55040	(763) 689-2505
	Mora Area Chamber		Karen@MoraMN.com	16 North Lake Street Mora, MN 55051	(320) 679-5792
	Twin Cities North Chamber		support@twincitiesnorth.org	1835 County Road C, Suite 22 Roseville, MN 55113	(763) 571-9781
	Ham Lake Area Chamber		shana@hamlakecc.org	15544 Central Avenue NE Ham Lake, MN 55304	(763) 434-3011
	East Bethel Chamber				
	North Metro Mayors Assoc.	Troy Olsen	info@northmetromayors.org troyo@ewald.com	1000 Westgate Drive, Suite 252 St. Paul, MN 55426	(612) 889-2611

Isanti County Toward Zero Deaths Coalition Meeting
Wednesday, January 2, 2019
Cambridge City Hall
12:00pm -1:00pm

Agenda

1. Call to Order & Introductions
2. Review summary of December Meeting
3. Discuss State/Local Crash Data
4. Discuss Mobilizations
 - Review/Results of DWI Enforcement (November 21,23-24, 29-30 & December 1, 6-8, 13-15, 20-22, 27-29)
 - No upcoming enforcements until next meeting
5. Intersection of Hwy 47 accident (Tom Nixon)
6. 2019 Work Plan
7. Other Business
8. Next Meeting: March 6th
Next Fatal & Serious Injury Review: May 1st following TZD Meeting
9. Adjourn

Isanti County Toward Zero Deaths Coalition Meeting
Wednesday, November 14, 2018
Cambridge City Hall
12:00pm -1:00pm

Agenda

1. Call to Order & Introductions
2. Review summary of September Meeting
3. Discuss State/Local Crash Data
4. Discuss Mobilizations
 - Review/Results of Seat belts & Child restraints Enforcement (September 17-29)
 - Upcoming Enforcement: DWI (November 21, 23-24, 29-30 & December 1, 6-8,13-15, 20-22, 27-29)
5. Impaired Driving Enforcement for November & December Mobilizations
 - Social Media
 - KBEK
 - Community Message Signs
6. Distracted Driving Near Schools- Joell T.
7. East Central Steering Committee Meeting
 - County Board/City Council Presentations- Tom Nixon
 - Safety Town for Safety Camp?
8. 2018 TZD Conference
6. Next Meeting: January 2nd
Next Fatal & Serious Injury Review: January 2nd following TZD Meeting
7. Other Business
8. Adjourn

SISTER CITY COMMISSION MEETING MINUTES

Thursday, November 29, 2018

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

Members Present: Vicki Ostrom, Jackie Pemble, James Dehn, Joe Morin, and Kersten Barfknecht-Conley (City Council Representative)

Members Absent:

Excused:

Mark Ziebarth, Cindy Baker (Cortec Rep), Tim Bliss (Cortec Rep),

Unexcused: Mike Stylski

Staff Present: Caroline Moe, Director of Finance

CALL TO ORDER and PLEDGE OF ALLEGIANCE

Morin called the meeting to order at 5:00 pm and led the Commission in the Pledge of Allegiance.

APPROVAL OF AGENDA

Dehn moved, seconded by Barfknecht-Conley to approve the agenda as presented. The motion carried unanimously.

APPROVAL OF MINUTES

Motion by Dehn, seconded by Ostrom to approve the Sister City Commission meeting minutes from September 27, 2018 as presented.

PUBLIC COMMENT

Morin noted that there were no members of the public present that wished to comment.

BUSINESS

Sister City Exchange Activity

Yuasa

October 2018 newsletter of the Japan America Society of Minnesota was distributed to Commission members. Joe Moring gave a brief update on Yuasa.

Beli Manastir

Pottery piece from Beli Manastir was delivered to the Cambridge-Isanti School District for their display. The school district appreciated the receipt of the pottery.

Rättvik

Kersten Barfknecht-Conley will try to locate a piece of pottery from her family's collection to donate to the Cambridge-Isanti School District display.

Karin Lundbäck, a staff person for the City of Rättvik is working to get more information from the leadership of the City of Rättvik as to their interest in more structured exchange visits.

Fundraising Research & Recommendations

Commission members discussed the staff report distributed about fundraising research and recommendations. State Auditor staff unofficial advice is to use a non-profit entity for fundraising activities. Then the non-profit can make a restricted donation to the City for expressly designated Sister City activities. Consensus was to have Joe Morin reach out to the Cambridge Business Development Alliance first. If that group is unable or unwilling to assistance in this endeavor then Kersten Barfknecht-Conley will reach out to the North 65 Chamber of Commerce to determine if they could assist with our request.

The group also discussed other aspects of future fundraising efforts including marketing materials and types of fundraising events. Vicki Ostrom agreed to collect marketing brochure ideas before the next Commission meeting.

OTHER BUSINESS / MISCELLANEOUS

Discussion that Commission has been asked to submit an article about the Cambridge/Yuasa Sister City Relations for the July 2019 newsletter of the Japan America Society of Minnesota. The article needs to be about 300 words and should include a picture with a caption. Deadline for the newsletter is no later than June 20, 2019. Vicki Ostrom and James Dean agreed to work on preparing the article on behalf of the Commission.

Commission set the next meeting for Thursday January 24, 2019 at 5:00 pm at Cambridge City Hall.

ADJOURNMENT

Dehn moved, seconded by Barfknecht-Conley, to adjourn the meeting at 5:53 pm. The motion carried unanimously

Joe Morin

Sister City Commission Chair

ATTEST:

Caroline Moe
Director of Finance