
Cambridge City Council - City Hall Council Chambers
Regular Meeting, Monday, January 7, 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 & Pledge of Allegiance

2. Organizational Meeting

- A. Swearing In: Jim Godfrey, Mayor
Kersten Barfknecht Conley, Councilmember
Bob Shogren, Councilmember

- B. Interview and Select Applicant for City Council Vacancy (p. 5)
 - 1. Julie Immel (3:40 pm)
 - 2. Joe Morin (3:55 pm)
 - 3. Marlys Palmer (4:10 pm)
 - 4. Cheryl Rogers (4:25 pm)
 - a. Swear In: Council Appointee

- C. Appoint Acting Mayor - Lisa Iverson (p. 19)

- D. Select official newspaper pursuant to Minn. Stat. § 412.831 (p. 20)

- E. Resolution R19-001 - Selecting Official Depositories (p. 35)

- F. City Council's Bylaws and Code of Conduct (p. 37)

- G. 2019 Appointments
 - 1. Committee Appointments (p. 54)
 - 2. Designation of Emergency Management Director & Assistant Emergency Management Director (p. 56)

3. Approval of Agenda (p. 1)

4. Consent Agenda Approvals

- A. Special Meeting Minutes for November 19, 2018; Regular and Summary City Council Meeting Minutes for December 17, 2018 (p. 57)
- B. Draft November 2018 Financial Statements (p. 69)
- C. Resolution R19-002 Accepting restricted donations for Fire Department (p. 139)
- D. John Bergloff, Lead Operator, effective January 1, 2019, \$30.79 (p. 141)
- E. Paid Internship for Jesse Forliti, Water-Wastewater Operator, effective January 14, 2019, \$21.62 (p. 141)

5. Work Session

6. Unfinished Business

7. New Business

- A. Water Shut Off Hearing – Jeffrey Whitman, 1380 10th Ave SE, Cambridge (p. 144)
- B. SEH Proposal for Rail Design Improvements to Reduce Delays from Propane Cars for Federated Coop (p. 158)
- C. Approve Resolution R19-003 Consideration for Abatement – Stormwater Violations at 663 Alaska Loop S (p. 163)
- D. Recommendations for Assistant Chief and Four Captains for Cambridge Fire Department (p. 176)
- E. Select date for City Council visioning session (verbal)
- F. Squad Car Replacement Authorization (p. 177)
- G. Office Space Lease – Congressman Stauber (p. 188)

8. Mayor's Report

9. Council Concerns

10. City Attorney's Report

11. City Administrator's Report

- A. Closed Session: This meeting is being closed under Minnesota Statutes, Section 13D.05, to develop or consider offers or Counteroffers for the purchase of 548 1st Avenue West (PIN 15.041.1910 and 15.041.2000) (p. 193)

12. Adjourn

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

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

Upcoming Meetings

<u>Date</u>	<u>Time</u>	<u>Description</u>
Jan. 8	4:00pm	Allina Community Engagement Council (CMC Board Room)
Jan. 8	CANCELLED	Cambridge Parks, Trails, and Recreation Commission
Jan. 8	11:30am	North 65 Chamber of Commerce
Jan. 14	5:00pm	Community Ed. Advisory Council (Ed. Serv. Center- Room 118)
Jan. 16	7:45am	Downtown Executive Committee
Jan. 16	2:30pm	ACT on Alzheimers Meeting (Grace Point Crossing)
Jan. 22	5:30pm	Economic Development Authority Meeting
Jan. 22	6:00pm	City Council Meeting

Upcoming Events

<u>Date</u>	<u>Time</u>	<u>Description</u>
Jan. 21		Offices Closed-Martin Luther King

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300 Third Avenue NE (763) 689-3211
Cambridge, MN 55008 (763) 689-6801 FAX
www.ci.cambridge.mn.u

Application for Cambridge City Council Vacancy

Name: Julie Ann Immel

Street Address: _____

City: _____ State: _____ Zip: _____

Phone Number: (_____) _____

Email: _____

Qualifications for filling this vacancy are below. By signing this statement you swear (or affirm) that:

- I am eligible to vote in Minnesota;
- I am, or will be on assuming office in January 2019, that I am 21 years of age or more; and
- I will have maintained residence in the City of Cambridge for at least 30 days before the appointment to be made on January 7, 2019.
- I am not a full-time, permanent employee of the City.

Julie Ann Immel
Applicant's Signature

12/23/2018
Date

By ordinance, City Council meetings are scheduled for the first Monday of each month at 3:30 pm (on the first Tuesday if Monday is a holiday) and at 6:00 pm the third Monday of each month? Are you able to attend Council meetings at those times? Yes No

How long have you been a Cambridge resident? 15 years

Do you have any prior elected official experience? Yes No

If yes, could you please let us know where and when? N/A

What do you see as the top three priorities the City Council should work on?

1. Downtown revitalization efforts
2. Community Ammenities (parks, library, Community activities, etc.)
3. Street repairs + sidewalk safety (snow removal, repairs, etc.)

Why?

When I first moved to Cambridge in middle school downtown was filled with charm and community pride. Over the years businesses have moved in and out and now downtown holds several empty buildings.

A successful town requires a mix of businesses of varying sizes. Restoring downtown Cambridge is only partially composed of the businesses on the ring road. It is also about drawing people in by highlighting the other great parts of our town... things like the library, ice rinks, the parks and business mixes that we offer.

Where have you volunteered within the City of Cambridge?

Discover Downtown Cambridge / Downtown task force 2014-2017
Steering Committee 2016
Planning Commission 2017-Present (Term to end January 2020)
Various other community events such as the snowflake parade, race the run, etc.

What sparked you to volunteer your time in this area?

It started as something a colleague asked me to look into. After that I found a passion in giving back and creating more. Cambridge is my home, and I want the money I spend on shopping, dining, and specialty services to go back into my hometown, not have to drive elsewhere to meet those needs.

Why do you desire to serve on the Cambridge City Council? (attach additional sheets if necessary)

When my family moved to Cambridge, I was in 8th Grade. I've had the opportunity to go to our schools, shop and dine downtown, buy my first car from a local dealer, and work my first jobs in Cambridge. Now I want to be able to give back. The city has made some great strides in creating Cambridge as a destination. I would like to keep this momentum going. By serving on the City Council, it would allow me to take on a new role in serving our community and be a voice for everyone who dreams of seeing the city succeed. My whole family still resides in Cambridge, and I can't imagine being anywhere else. So my real goal is to have a city that my future family can grow up in and continue on for generations to come.

Have you been following the City's efforts to pass a local option sales tax to build a new library, help pay for street debt, and improve outdoor parks? What are your thoughts on this subject?

yes! The City of Cambridge has a big beautiful community college which draws in students from all over. The library that we currently have is not only small, but also dated.
I support the idea of a new library and would love to see it stay in or near downtown. This will keep it near the schools and offer another point of attraction to draw people in to "Experience Cambridge"

Application deadline is 3:00 pm on December 28, 2018. Return the completed application to Lynda Woulfe, City Administrator, City of Cambridge, 300 3rd Avenue NE, Cambridge, MN 55008 or email lw@ci.cambridge.mn.us.

Application for Cambridge City Council Vacancy

Name: Joseph Morin

Street Address: _____

City: _____ State: _____ Zip: _____

Phone Number: (____) _____

Email: _____

Qualifications for filling this vacancy are below. By signing this statement you swear (or affirm) that:

- I am eligible to vote in Minnesota;
- I am, or will be on assuming office in January 2019, that I am 21 years of age or more; and
- I will have maintained residence in the City of Cambridge for at least 30 days before the appointment to be made on January 7, 2019.
- I am not a full-time, permanent employee of the City.

Joseph Morin
Applicant's Signature

12-5-2018
Date

By ordinance, City Council meetings are scheduled for the first Monday of each month at 3:00 pm (on the first Tuesday if Monday is a holiday) and at 6:00 pm the third Monday of each month? Are you able to attend Council meetings at those times? Yes No

How long have you been a Cambridge resident? 23 years

Do you have any prior elected official experience? Yes No

If yes, could you please let us know where and when? 2001-2006 - Cambridge City Council, 2014-2018 Cambridge City Council

What do you see as the top three priorities the City Council should work on?

1. Taxes
2. Public Safety
3. Parks

Why?

Taxes are way too high, and should be brought down as much as possible. We need to continue to bring down the city's tax rate, and hold our water and sewer fees as much as possible.

Public Safety is so very important! We need a full strength police Dept so we can keep our service level high. We can't count on the county all the time. Plus our officers need the best training possible.

The Parks are the jewel of our city. We must keep them in great condition and continue to provide quality programming.

Where have you volunteered within the City of Cambridge?

2002 to Present - Cambridge/Isanti Community Ed., I have been the Chairman for the last 5 years.

2003 to Present - Cambridge Sister City Committee. I have been the Chairman since Bob Ther's passed in 2013, but was co-Chair for 3 years before.

1999-2001 - Cambridge Christian School School board.
2002-2005 Cambridge School District - Hearing and vision tester.

What sparked you to volunteer your time in this area?

I was always brought up to give back to your Community and would if possible. When I was a Boy Scout, then a Scout Master, then a unit Commissioner you need to give back. My Mother and Father were always looking for ways to better our Community, and they brought us kids along.

Why do you desire to serve on the Cambridge City Council? (attach additional sheets if necessary)

The same as above. Plus I saw the need to step up and help Cambridge in 2001 and that desire still burns inside me. Being on the city Council gets in your blood and you can see real change as it happens. I ~~truly~~ truly feel I can still give Cambridge more. I am not coming in with an agenda, just the desire to make Cambridge the best possible place to live.

Application for Cambridge City Council Vacancy

Name: Marlys A. Palmer
Street Address: _____
City: _____ State: _____ Zip: _____
Phone Number: (____) _____
Email: _____

Qualifications for filling this vacancy are below. By signing this statement you swear (or affirm) that:

- I am eligible to vote in Minnesota;
- I am, or will be on assuming office in January 2019, that I am 21 years of age or more; and
- I will have maintained residence in the City of Cambridge for at least 30 days before the appointment to be made on January 7, 2019.
- I am not a full-time, permanent employee of the City.

Marlys A. Palmer
Applicant's Signature

12-27-18
Date

By ordinance, City Council meetings are scheduled for the first Monday of each month at 3:00 pm (on the first Tuesday if Monday is a holiday) and at 6:00 pm the third Monday of each month? Are you able to attend Council meetings at those times? Yes No

How long have you been a Cambridge resident? 50+ years

Do you have any prior elected official experience? Yes No

If yes, could you please let us know where and when? City of Cambridge
Mayor 1998-2018

What sparked you to volunteer your time in this area?

In the early years it was most likely what our daughters were interested in and what they wanted to be involved in. As time went on it was my interest and concerns.

Why do you desire to serve on the Cambridge City Council? (attach additional sheets if necessary)

I love being with and doing my best to help people - it just makes me happy! For over 40 years my husband and I owned and operated a retail business in Cambridge and I learned to work with many different personalities and problems. Red and I tried to collaborate with our patrons to make sure they purchased what they wanted not what we wanted to sell. The next step into planning commission was greatly satisfying and naturally piqued my passion for city governance. I greatly appreciated my years with council members, city staff and the citizens. I feel like I still have energy and to give. I know I tend to be a bit wordy but I try hard to overcome! Thank you for the opportunity for consideration.

Application for Cambridge City Council Vacancy

Name: Cheryl Rogers

Street Address: _____

City: _____ State: _____ Zip: _____

Phone Number: (____) _____

Email: _____

Qualifications for filling this vacancy are below. By signing this statement you swear (or affirm) that:

- I am eligible to vote in Minnesota;
- I am, or will be on assuming office in January 2019, that I am 21 years of age or more; and
- I will have maintained residence in the City of Cambridge for at least 30 days before the appointment to be made on January 7, 2019.
- I am not a full-time, permanent employee of the City.

Cheryl Rogers 12/27/18
Applicant's Signature Date

By ordinance, City Council meetings are scheduled for the first Monday of each month at 3:30 pm (on the first Tuesday if Monday is a holiday) and at 6:00 pm the third Monday of each month? Are you able to attend Council meetings at those times? Yes No

How long have you been a Cambridge resident? 2 years

Do you have any prior elected official experience? Yes No

If yes, could you please let us know where and when? _____

What do you see as the top three priorities the City Council should work on?

1. Business and Employment Opportunities

2. Extending Trail Systems for safe school walk ways and recreation

3. Transportation

Why?

Attracting business to the community not only extends the tax base, but a prosperous community
creates a place that others want to visit for recreation and perhaps permanent relocation.
I personally live on Paul's Lake Rd. NE near the boat launch and see first-hand children,
joggers and others trying to maneuver this busy roadway to use the lake access or get from the
Middle School area across to the other side of Cambridge. There is a need for a greater trail
system in this and other parts of Cambridge to make this a modern and usable city.
Finally, as a commuter I realize Cambridge has not yet developed to full potential as far as
transportation goes. There are opportunities to improve on the access to the community via bus
and other mass transport. It also is a growing community and other forms of transport should be
encouraged such as bike paths and other means to lessen the congestion in town when possible.

Where have you volunteered within the City of Cambridge?

I have volunteered in Hennepin County in which I work. I also have
volunteered through church in the Andover area, but have recently started attending a church in
Cambridge to which I plan on volunteering. I do donate to Goodwill and other local charitable
organizations and have been a part of community garage sales and operation Christmas child.

What sparked you to volunteer your time in this area?

I am very interested in politics on local, state and national level. I want to be an example for my
children, who also are learning about civic responsibility. In addition, I want to be an active
productive member of the community in which I live. I have the skills from years in healthcare
and business leadership to share in this capacity.

Why do you desire to serve on the Cambridge City Council? (attach additional sheets if necessary)

Similar to the above, I feel a civic responsibility to be involved in the community in which I reside.
I also am at a point in my life in which my children are getting older and have more time to
dedicate to personal interests. I have interest in improving the community to attract business
as well as residents to the quaint town on the Rum River. I grew up in Michigan's Upper

Peninsula and am very familiar with community revitalization while maintaining taxes, affordable housing and services through innovative and sometimes difficult decision making. With copper mining in that area waning, there was an ongoing shift to tourism, higher education and other means to keep the community on track. We also have healthcare opportunity, higher education, beautiful river and existing historical main street to capitalize on. I think through my business knowledge and experience I would be an asset to the council as well as my calm thoughtful demeanor which has allowed me to build strong relationships. I have an MBA from the Carlson School of Management at the University of Minnesota, and over 20 years of Director level experience in healthcare as well.

Have you read the City's 2017 Comprehensive Plan and understand the plan's goals? Yes No

Have you been following the City's and business owners' efforts to revitalize downtown? What are your thoughts on this subject?

Yes I have been following the efforts to revitalize and note the changes with Leader and the addition of the new restaurant. I also note the new laundromat further down by the Dairy Queen
I am very in favor of downtown revitalization and making the way for business to flourish in this area. I think efforts should continue to maintain the historical feel of the main street and create a model similar to a Stillwater on a smaller scale. Attractive access from the downtown to the river would be another possible improvement. I have a classic car and enjoy attending the fall event in Cambridge in which classic cars are on display. These are other ways to get people into the downtown.

Have you been following the City's efforts to pass a local option sales tax to build a new library, help pay for street debt, and improve outdoor parks? What are your thoughts on this subject?

I do not think it is a good idea to use tax funding for a library. While I am in favor of education, brick and mortar libraries are going the way of the buggy whip in my opinion with the ease of access to the internet and online education tools. A large public building is not necessary. I would be in favor of park and trail improvement and improving of local streets and infrastructure.
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Application deadline is 3:00 pm on December 28, 2018. Return the completed application to Lynda Woulfe, City Administrator, City of Cambridge, 300 3rd Avenue NE, Cambridge, MN 55008 or email lwoulfe@ci.cambridge.mn.us .

2019 Council Committee Appointments

Committee, Commission, Task Force	Meeting Time	Interested In Serving
Acting Mayor		Lisa Iverson
Allina Community Engagement Council	Meets the 2 nd Tuesday at 4:00 pm (every other month) (CMC Board Room) Jan / March / May / July / September / November	Jim Godfrey
Community Education Advisory Council	Meets monthly on scheduled Monday at 5:00 pm Jan. 14 / Feb 11 / Mar 19 / Apr 8 / May 13 / June 10 Education Services Center Room 118	Kersten Conley
Complete Count Committee for 2020 Census	As needed	Jim Godfrey
Airport Advisory Commission (Airport Manager-Lucas Milz)	Meets as needed	Lisa Iverson
Cambridge Fire Department	Meets the 4 th Monday of each month at 6:00 pm (No meeting in December) (Fire Dept. Training Room)	Bob Shogren
Cambridge Public Library Task Force	3 rd Monday of each month 4:00 pm	Lisa Iverson
Cambridge Parks, Trails, and Recreation Commission	Meets the 2 nd Tuesday of each month at 7:00 p.m. (Council Chambers)	Jim Godfrey
Cambridge Planning Commission	Meets the 1 st Tuesday of each month at 7:00 p.m. (Council Chambers)	NEW
Cambridge-Isanti District 911 Communications Task Force	As scheduled by the School District	NEW

Braham - Cambridge - Isanti

Isanti County News

234 S Main Street, Cambridge, MN 55008 | 763-691-6001 | publicnotice@ecm-inc.com

December 21, 2018

Lynda Woulfe
City Administrator
City of Cambridge
300 3rd Avenue NE
Cambridge, MN 55008

Dear Mrs. Woulfe and City Council Members:

Please accept the following bid from the ***Isanti County News*** for legal newspaper designation for the City of Cambridge. This newspaper is qualified by the State of Minnesota as a legal newspaper under Minnesota Statutes Section 331A.02, Subd. 1. ***Your notices will also be printed in the Rum River Scotsman (9800 circulation) for the same rate.***

The following rate structure for legals is effective January 1, 2019:

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

Lines per inch: **9**

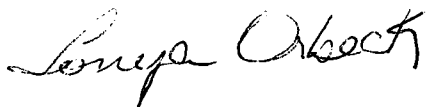
Index: **0.180**

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

The *Isanti County News* is published weekly on Thursday. *The deadline is 4:00 p.m. Friday for publication the following week.* Please email legal notices to **publicnotice@ecm-inc.com**

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

Sincerely,



Tonya Orbeck

Public Notice Manager

2019 LEGAL NEWSPAPER PUBLICATION REQUEST FOR PROPOSAL RESPONSE PAGE

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

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

INDEX PRICE: 0.180

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

Column Inch Price: 1.99

Font type and size and spacing for inch pricing: 7 point body, 8 point header, 7 point set width

Submitted for: ISANTI County News
(Newspaper Name)

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

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

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

By: Tanya Orbeck

Date: 12/21/18

Printed Name: Tanya Orbeck



Office of the Minnesota Secretary of State

Legal Newspaper Status Application

Minnesota Statutes, Chapter 331A.02



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

Filing Fee: \$25.00

Please read the instructions before completing this form.

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

Isanti County News
234 S Main Str
Cambridge, MN 55008

STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED

NOV 16 2018

Steve Simon
Secretary of State

M

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

Name of Newspaper: Isanti County News

Street Address: 234 South Main Street
(Must be a complete street address or rural route and rural route box number)

City: Cambridge State: MN Zip Code: 55008

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

4. Legal Newspaper Phone Number: (Required) 763-691-6000
(Area Code) Phone Number

5. Name and daytime phone number of contact person:

Tonya Orbeck 763-691-6001
Contact Name Daytime Phone Number

6. Email Address for Official Notices

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

E-Mail Address: publicnotice@ecm-inc.com

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

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

Tonya Orbeck 9/12/18
Signature of Authorized Representative (Required) Date

Police Reports

Complainant sus- it was a scam and up without giving information, Rum Drive, Cambridge.

pol bus arm viola- reported, Highway 17th Branch.

29 ft of three weed and two gas cans shed, 313th Avenue, ridge.

30 loose horses report- ers contacted and rses were escorted Cambridge.

drive off reported, ay 47, Cambridge. and run accident re- Jodrell St., Isanti.

mal complaint; dog nto neighbor's yard the neighbor's dog, Lane, Cambridge.

1 ft from motor ve- reported, Cambridge and Auto. Repair, ridge. ose horses reported,

ft of tools reported, on Road, North h.

2. jects located in a nce that is currently posed, Hastings St., ridge.

port of a boat in the ay, Cambridge. eft of merchandise, fter arrested, Fleet Cambridge.

Oct. 3 Suspicious vehicle re- ported, driver was taking a nap in the parking lot, Bayshore Drive, Isanti.

Theft of campaign signs from yard, East Rum River Drive S, Cambridge.

Car fire reported, extin- guished on arrival, Cam- bridge.

Report of two loose dogs, unable to locate, Na- ples St., Stanchfield.

Credit card fraud re- ported, Cardinal Court, Isanti.

Banking/credit card scam, \$500 lost, Xeon St., Cambridge.

Vehicle versus bear ac- cident, Isanti.

Oct. 4 Report of subjects fighting behind Herman's bakery, unable to locate upon arrival, Main St., Cambridge.

Fraudulent activity re- ported, Rum River Drive, Cambridge.

Goats running near roadway report, upon ar- rival goats appeared to be secured in fenced area, Xylite St., Cambridge.

Report of a FedEx package stolen from out- side an apartment door, Sunrise Court Apart- ments, Cambridge.

Oct. 5 Report of dogs on the road, upon arrival unable to locate, 269th Avenue, Isanti.

Fraud report, Xylite St., Isanti.

Abandoned vehicle in roadway with smashed windshield and missing front left tire, towed to Leaf's due to it being a traffic hazard, 273rd Avenue, Isanti.

Oct. 6 Subject located in the woods naked, appeared to be under the influence of an unknown substance, taken to Cambridge Med- ical Center via Allina, Lakewood Dr., Isanti.

Property damage re- ported, Jackson Road, Cambridge.

Loose dog on the high- way located, picked up by animal control, Isanti.

Report of a fire in Nes- sel Township, Braham Fire responded, Basswood Road, Stanchfield.

Two ponies and four goats on the loose, own- ers located and animals returned, Isanti.

Oct. 7 Theft of wheels and tires, Lily St., Isanti.

Oct. 8 Car versus deer ac- cident, Highway 95, Cam- bridge.

Car versus deer ac- cident, Isanti.

Report of concern for welfare over large dogs outside during rain, dogs were fine, no action need- ed, River Ridge Road, Isanti.

Notices

Legal Notices may be emailed to publicnotice@ecm-inc.com, contact Tonya Orbeck, 763-691-6001 for information.

IGNMENTS OF MORT- Assigned to: Residential Solutions, Inc.; Thereafter to Federal National Mort- association. AL DESCRIPTION OF RTY: 1, Block 1, Kluck's Addition ship of Bradford IDENTITY ADDRESS:

PLACE OF SALE: Sheriff's Main Office, 2440 South Main Street, Cambridge, MN 55008 to pay the debt secured by said mortgage and taxes, if any, on said premises and the costs and dis- bursements, including attorneys fees allowed by law, subject to re- demption within 6 months from the date of said sale by the mortgag-

UNDER MINNESOTA STATUTES SECTION 582.032 DETERMINING, AMONG OTHER THINGS, THAT THE MORTGAGED PREMISES ARE IMPROVED WITH A RESI- DENTIAL DWELLING OF LESS THAN 5 UNITS, ARE NOT PROP- erty USED FOR AGRICULTURAL PRODUCTION, AND ARE ABANDONED.

UNITED STATES POSTAL SERVICE® (All Periodicals Publications Except Requester Publications)

Statement of Ownership, Management, and Circulation

1. Publication Title: **Isanti County News**

2. Issue Number: **21720**

3. Filing Date: **9-24-18**

4. Issue Frequency: **Weekly - Thursday**

5. Number of Issues Published Annually: **52**

6. Annual Subscription Price: **\$0.00**

7. Complete Mailing Address of Known Office of Publication (Street, city, county, state, and ZIP+4®): **234 S Main St, Cambridge, MN 55008 - Isanti County**

8. Complete Mailing Address of Headquarters or General Business Office of Publisher (not printer): **4086 Coon Rapids Blvd, Coon Rapids, MN 55433**

9. Full Names and Complete Mailing Addresses of Publisher, Editor, and Managing Editor (give full name and home street):
 Publisher: **Mark Weber, 234 S Main St, Cambridge, MN 55008**
 Editor: **Keith Anderson, 234 S Main St, Cambridge, MN 55008**
 Managing Editor: **None**

10. Owner (Do not leave blank. If the publication is owned by a corporation, give the name and address of the corporation immediately followed by the names and addresses of all stockholders owning or holding 1 percent or more of the total amount of stock. If not owned by a corporation, give the names and addresses of the individual owners. If owned by a partnership or other unincorporated firm, give its name and address as well as those of each individual owner. If the publication is published by a proprietor, give the name and address.)
 Full Name: **APD East Central Minnesota**
 Complete Mailing Address: **4086 Coon Rapids Blvd, Coon Rapids, MN 55433**

11. Known Bondholders, Mortgagees, and Other Security Holders Owning or Holding 1 Percent or More of Total Amount of Bonds, Mortgages, or Other Securities. If none, check box None

12. Tax Status (For completion by nonprofit organizations authorized by mail to solicit contributions) (Check one)
 The purpose, function, and nonprofit status of this organization and the exempt status for federal income tax purposes.
 For Not Changed During Preceding 12 Months.
 Has Changed During Preceding 12 Months. (Publisher must submit explanation of change with this statement.)

13. Publication Title: **Isanti County News**

14. Issue Date for Circulation Data Below: **9-24-18**

15. Extent and Nature of Circulation

		Average No. Copies Each Issue During Preceding 12 Months	No. Copies of Single Issue Published Nearest to Filing Date
a. Total Number of Copies (Net press run)		9492	6074
b. Paid Circulation (By Mail and Outside the Mail)	(1) Sales Through Dealers and Carriers, Street Vendors, Counter Sales, and Other Paid Distribution Channels (USPS)	81	63
	(2) Paid Distribution Outside the Mail (including Sales Through Dealers and Carriers, Street Vendors, Counter Sales, and Other Paid Distribution Channels USPS)	2821	5228
	(3) Paid Distribution by Other Classes of Mail Through the USPS (e.g., First-Class Mail®)	312	625
	(4) Paid Distribution by Other Classes of Mail Through the USPS (e.g., First-Class Mail®)	0	0
c. Total Paid Distribution (Sum of 12b(1), 12b(2), 12b(3), and 12b(4))		3014	5919
d. Free or Nominal Rate (By Mail and Outside the Mail)	(1) Free or Nominal Rate Outside the Mail (Indicated on PS Form 3841)	0	0
	(2) Free or Nominal Rate by Mail (Indicated on PS Form 3841)	0	0
	(3) Free or Nominal Rate Outside the Mail (Indicated on PS Form 3841) (e.g., First-Class Mail®)	6282	0
e. Total Free or Nominal Rate Distribution (Sum of 12d(1), 12d(2), and 12d(3))		6282	0
f. Total Distribution (Sum of 12c and 12e)		9296	5919
g. Copies not Distributed (For Instructions see PS Form 3841)		196	155
h. Total (Sum of 12f and 12g)		9492	6074
i. Percent Paid (12c divided by 12f times 100)		32.4%	100%

* If you are mailing electronic copies, go to the IS on page 2. If you are not mailing electronic copies, skip to box 17 on page 3.

16. Signature and Title of Editor, Publisher, Business Manager, or Owner: **Stefan... Regional Circulation Mgr**

17. Publication of Statement of Ownership: If the publication is a general publication, publication of this statement is required. PSN by print. Publication not required.

18. Date: **9-25-18**

NOTICE OF MORTGAGE FORECLOSURE SALE ON THE MORTGAGE: Sun West Mortgage Company, Inc.

ISANTI-CHISAGO
COUNTY STAR

930 South Cleveland, Cambridge, MN 55008

763-689-1181 • Fax 763-689-1185 • www.isanti-chisagocountystar.com

December 12, 2018

Lynda Woulfe
City Administrator
300 Third Avenue N.E.
Cambridge, MN 55008

Dear Lynda Woulfe,

Please accept our bid for newspaper publishing services from the *Isanti-Chisago County Star* for 2019, to include the following items as requested: Public Notices, Proceedings of Council Meetings, City of Financial Statement and City Budget.

We meet all requirements to publish for a periodical classification publication. Further, we meet and exceed all circulation requirements established. We distribute 13,143 free papers each week including 3,671 in the City of Cambridge.

Our bid is \$2.00 per column inch which equates to an index figure of .1744 per the attached calculation. We post all legal notices to our website: Isanti-chisagocountystar.com, at no additional charge and free to all viewers. If you have any questions, please feel free to contact me.

Sincerely,



Annette Krist
Isanti-Chisago County Star
Northstar Media, Inc.
Director of Sales Development

2019 LEGAL NEWSPAPER PUBLICATION REQUEST FOR PROPOSAL RESPONSE PAGE

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

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

INDEX PRICE: .1744

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

Column Inch Price: 2.00

Font type and size and spacing for inch pricing: Helvetica, 7pt., 9 lines per col. in.

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

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

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

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

By: Annette Krist

Date: 12-13-2018

Printed Name: Annette Krist

INDEX FOR DETERMINING LOWEST NEWSPAPER QUOTES

Insert your numbers into these four (4) steps and carry out the mathematical calculations:

1. **Line length in picas X 12 (points per pica) = line length in points**
2. **Lines per inch in legals X line length in points = points per inch**
3. **Points per inch ÷ length of lower case alphabet in points = number of lca's per inch**
4. **Cost per inch for your legals ÷ number of lca's per inch = cost per lca (INDEX NUMBER)**

EXAMPLE 1: Newspaper X

1. 12.5 line length in picas
2. 11 lines per inch in your legals
3. 106 length in lower case alphabet (lca) in points
4. \$3.43 cost per inch for legals

1. $12.5 \times 12 = 150$ (line length in points)
2. $11 \times 150 = 1650$ (points per inch)
3. $1650 \div 106 = 15.57$ (number of lower case alphabets per inch)
4. $\$3.43 \div 15.57 = .22$ **INDEX NUMBER** (cost of one lower case alphabet)

EXAMPLE 2: Newspaper Y

1. 12 line length in picas
2. 13 lines per inch in your legals
3. 96 length in lower case alphabet (lca) in points
4. \$4.20 cost per inch for legals

1. $12 \times 12 = 144$ (line length in points)
2. $13 \times 144 = 1872$ (points per inch)
3. $1872 \div 96 = 19.5$ (number of lower case alphabets per inch)
4. $\$4.20 \div 19.5 = .215$ **INDEX NUMBER** (cost of one lower case alphabet)

CONCLUSION: Since the INDEX NUMBER for Newspaper Y is lower, this is the lower bid.

Fill in the following blanks:

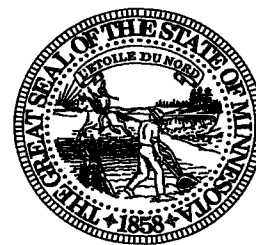
<u>9.56</u>	line length in picas	$\times 12 = 114.72$
<u>9</u>	lines per inch in your legals	$\times 114.72 = 1032.48$
<u>90</u>	length of your lower case alphabet in points (lca)	$1032.48 / 90 = 11.47$
<u>\$ 2.00</u>	cost per inch for your legals for 2019	$2.00 / 11.47 = .1744$



Office of the Minnesota Secretary of State

Legal Newspaper Status Application

Minnesota Statutes, Chapter 331A.02



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

Filing Fee: \$25.00

Please read the instructions before completing this form.

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

Isanti-Chisago County Star
930 S Cleveland Str
Cambridge, MN 55008

STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED

NOV 21 2018

JF

Steve D...
Secretary of State

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

Name of Newspaper: _____

Street Address: _____

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

City: _____ State: MN Zip Code: _____

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

4. Legal Newspaper Phone Number: (Required) (763) 689-1181
(Area Code) Phone Number

5. Name and daytime phone number of contact person:

Don Harmon (763) 689-1181 x 105
Contact Name Daytime Phone Number

6. Email Address for Official Notices

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

E-Mail Address: dharmon@countystar.com

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

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

Annette Krist 10-18-2018
Signature of Authorized Representative (Required) Date



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

PUBLICATION DESCRIPTION:

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

VERIFICATION OF DISTRIBUTION, PRINTING AND INTERNAL RECORDS:

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

WEEKLY CIRCULATION: TWELVE MONTH AVERAGE

	ISANTI-STAR THURSDAY	CHISAGO-STAR THURSDAY	COMBINED THURSDAY
FREE CIRCULATION			
CARRIER TARGET	7,443	6,188	13,631
TOTAL FREE	7,965	6,336	14,301
TOTAL QUALIFIED CIRCULATION	7,965	6,336	14,301
AVERAGE PRESS RUN	8,055	6,375	14,430
PRESS RUN AS OF 06/28/2018	8,100	5,054	13,154

QUALIFIED CIRCULATION HISTORY

3 MONTHS ENDING JUNE, 2018	7,950	6,258	14,208
3 MONTHS ENDING MARCH, 2018	7,936	6,367	14,303
3 MONTHS ENDING DECEMBER, 2017	7,950	6,361	14,311
3 MONTHS ENDING SEPTEMBER, 2017	8,025	6,362	14,387
12 MONTHS ENDING JUNE, 2017	8,263	6,363	14,626
12 MONTHS ENDING JUNE, 2016	8,276	6,772	15,048

ANNUAL AUDIT REPORT

Isanti-Star

CIRCULATION DATA FOR ISSUE DATE: 08/28/2018 TOTAL QUALIFIED CIRCULATION: 8,014

DISTRIBUTION ANALYSIS BY COUNTY:	COUNTY NAME	DISTRIBUTION
	ISANTI COUNTY	8,089
	TOTAL GROSS DISTRIBUTION	8,089
	LESS TARGET (BULK) RETURNS	(75)
	TOTAL QUALIFIED CIRCULATION	8,014

ESRI Business Information Systems				USPS		PERCENT OF TOTAL DISTRIBUTION	ESRI/USPS COVERAGE
ZIP CODE	COMMUNITY	COUNT	COUNTY INDEX* U.S. INDEX*	DELIVERIES**	FREE + PAID = TOTAL		
55008	CAMBRIDGE	15,391 / 5,783		6,428 c	5,249	5,249	91%/82%
	POPULATION/HOUSEHOLDS	2.60	96.3%	100.0%			
	AVERAGE HOUSEHOLD SIZE	\$58,352	96.5%	141.1%		Carrier 4,884	
	MEDIAN HOUSEHOLD INCOME	97%-W 0%-B 1%-A 2%-O				Target (Bulk) 385	
	RACE***	HO: 1%					
	HISPANIC ORIGIN***						
55040	ISANTI	12,718 / 4,424		5,019 c	2,625	2,625	59%/52%
	POPULATION/HOUSEHOLDS	2.90	107.4%	111.5%			
	AVERAGE HOUSEHOLD SIZE	\$62,053	102.7%	150.0%		Carrier 2,625	
	MEDIAN HOUSEHOLD INCOME	97%-W 0%-B 0%-A 2%-O					
	RACE***	HO: 1%					
	HISPANIC ORIGIN***						

ZIP CODES ACCOUNTING FOR LESS THAN 5% OF TOTAL DISTRIBUTION:

55008	BRAHAM	3,254 / 1,284		1,473 c	215	215	2.7%	17%/15%
<u>TOTAL GROSS DISTRIBUTION</u>						<u>8,089</u>		
						Carrier 7,509		
						Target (Bulk) 580		
LESS TARGET (BULK) RETURNS						(75)		
<u>TOTAL QUALIFIED CIRCULATION</u>						<u>8,014</u>		

Chisago-Star

CIRCULATION DATA FOR ISSUE DATE: 08/28/2018 TOTAL QUALIFIED CIRCULATION: 4,948

DISTRIBUTION ANALYSIS BY COUNTY:	COUNTY NAME	DISTRIBUTION
	CHISAGO COUNTY	5,054
	TOTAL GROSS DISTRIBUTION	5,054
	LESS TARGET (BULK) RETURNS	(106)
	TOTAL QUALIFIED CIRCULATION	4,948

ESRI Business Information Systems				USPS		PERCENT OF TOTAL DISTRIBUTION	ESRI/USPS COVERAGE	
ZIP CODE	COMMUNITY	COUNT	COUNTY INDEX* U.S. INDEX*	DELIVERIES**	FREE + PAID = TOTAL			
55058	NORTH BRANCH	14,423 / 5,101		5,095 c	3,999	3,999	79.1%	78%/78%
	POPULATION/HOUSEHOLDS	2.80	100.0%	107.7%				
	AVERAGE HOUSEHOLD SIZE	\$63,966	100.4%	154.6%		Carrier 3,839		
	MEDIAN HOUSEHOLD INCOME	97%-W 0%-B 1%-A 2%-O				Target (Bulk) 160		
	RACE***	HO: 2%						
	HISPANIC ORIGIN***							
55032	HARRIS	3,754 / 1,301		1,281 c	940	940	18.8%	72%/73%
	POPULATION/HOUSEHOLDS	2.90	103.6%	111.5%				
	AVERAGE HOUSEHOLD SIZE	\$62,375	97.9%	150.8%		Carrier 940		
	MEDIAN HOUSEHOLD INCOME	98%-W 0%-B 0%-A 1%-O						
	RACE***	HO: 1%						
	HISPANIC ORIGIN***							

* The zip code percentage for the variable compared to the county or national percentage for the variable.
 ** C-Postal Home Deliveries, PO-Post Office Boxes (may include non-rented boxes), B-Postal Business Deliveries.
 *** Race: W = White, B = Black, A = Asian, O = Other, HO = Hispanic Origin (rounding error may occur).

Source for demographic data: ESRI Business Information Solutions, (2006) (1-800-795-7483).
 September 2018 USPS Zip update

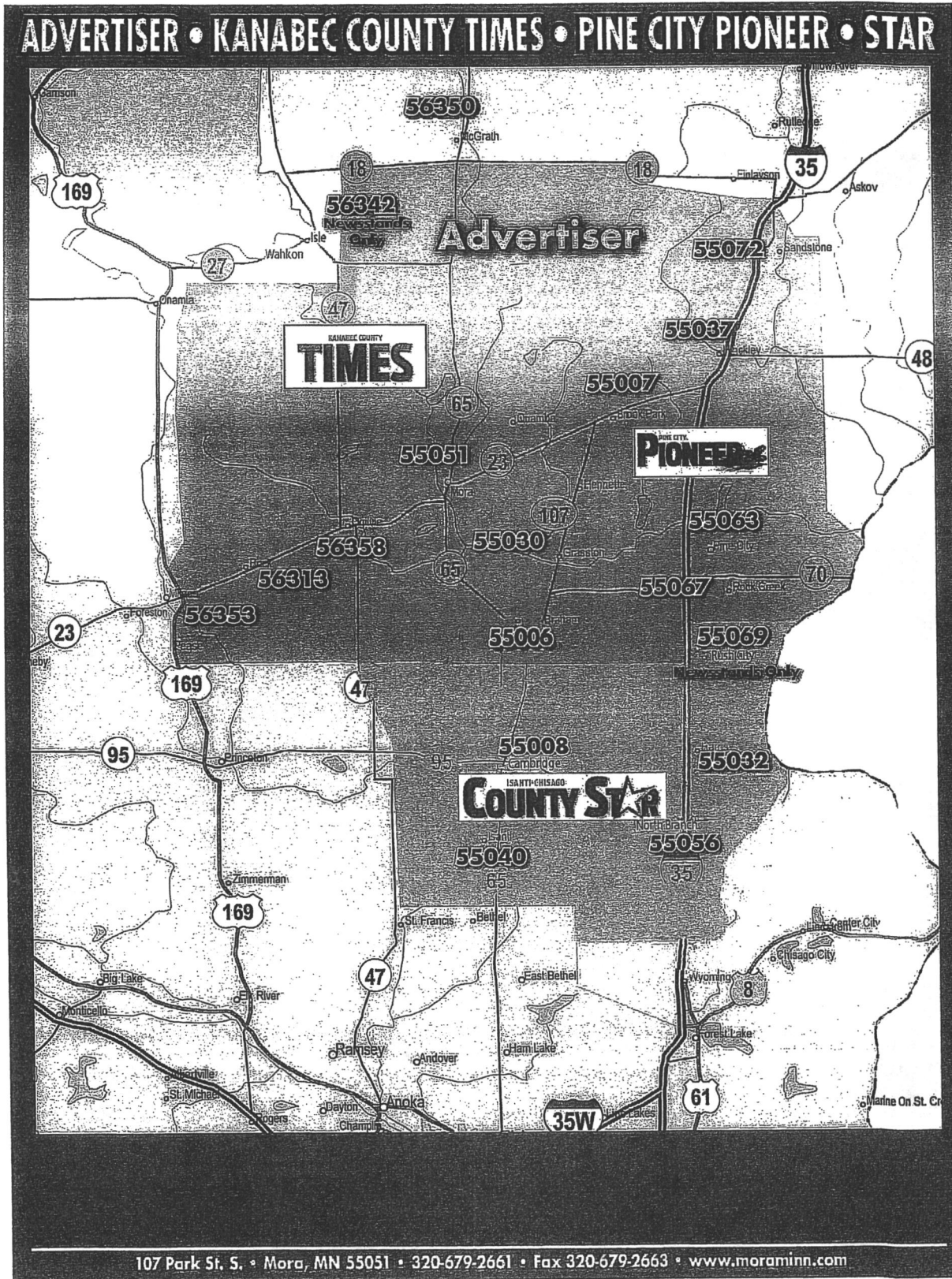
ANNUAL AUDIT REPORT

Chisago-Star (continued)

ESRI Business Information Systems					USPS		PERCENT OF TOTAL DISTRIBUTION	ESRI/USPS COVERAGE
ZIP CODE	COMMUNITY	COUNT	COUNTY INDEX*	U.S. INDEX*	DELIVERIES**	FREE + PAID = TOTAL		
ZIP CODES ACCOUNTING FOR LESS THAN 5% OF TOTAL DISTRIBUTION:								
55069	RUSH CITY	5,386 / 1,850			1,859 c	115	115	2.3%
<u>TOTAL GROSS DISTRIBUTION</u>							<u>5,054</u>	
							Carrier	4,779
							Target (Bulk)	275
LESS TARGET (BULK) RETURNS							(106)	
<u>TOTAL QUALIFIED CIRCULATION</u>							<u>4,948</u>	

* The zip code percentage for the variable compared to the county or national percentage for the variable.
 ** C-Postal Home Deliveries, PO-Post Office Boxes (may include non-rented boxes), B-Postal Business Deliveries.
 *** Race: W = White, B = Black, A = Asian, O = Other, HO = Hispanic Origin (rounding error may occur).

Source for demographic data: ESRI Business Information Solutions, (2006) (1-800-795-7483).
 September 2018 USPS Zip update



ANNUAL AUDIT REPORT

Verification of Distribution

VERIFIED conducted a field verification survey to provide standard, objective measure of the receipt of **Isanti-Star/Chisago Star** within its stated delivery area.

Enough locations were successfully confirmed to have received the publication to establish regular receipt of the **Isanti-Star/Chisago Star**.

Methodology

On June 7, 2018 VERIFIED conducted a random, representative field verification of households within the block groups throughout the circulation area of **Isanti-Star/Chisago Star** within its stated delivery area.

The surveyors were instructed to confirm the delivery of **Isanti-Star/Chisago Star** within its stated delivery area by examining a minimum of 5 addresses per street inside the survey area.

The survey was conducted throughout the stated delivery window of the publication.

Audit of Records and Affidavit

Verified has conducted an audit of printing, distribution, and financial records, as well as other data to substantiate circulation data submitted to Verified. This audit followed guidelines prepared in conformity with generally accepted circulation auditing procedures involving records covering all distribution methods utilized for qualified circulation during the period(s) covered by the reports. The results of this audit warrant the issuance of this audit report as a true and accurate statement of the qualified circulation of the client publication.

VERIFIED AUDIT CIRCULATION swears that to the best of its knowledge all statements contained in this report are true. August 22, 2018

Official Depositories

As required by Minnesota Statute, the Council must approve authorized depositories for the City of Cambridge on an annual basis. There have been no changes in authorized depositories for 2019 as compared to those approved for 2018.

Recommend Council Action

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

Author: Caroline Moe, Director of Finance

Resolution No. R19-001

*Resolution Designating Financial Institutions as
Official Depositories of City Funds For 2019*

WHEREAS, the City of Cambridge must designate certain institutions as official depositories of City funds in accordance with Minnesota Statutes Chapter 118A.04.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CAMBRIDGE, ISANTI COUNTY, STATE OF MINNESOTA, as follows:

- 1) That the City of Cambridge hereby appoints the following financial institutions as depositories of City Funds for 2019:

Banking Institutions:

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

Cambridge State Bank, Cambridge, Minnesota

Minnesota Municipal Money Market Fund, Minneapolis, Minnesota

Minnco Credit Union, Cambridge, Minnesota

Brokerage Houses / Broker Dealer:

Minnesota Municipal Money Market Fund, Minneapolis, Minnesota

Morgan Stanley Smith Barney, Minneapolis, Minnesota

Community Investment Partners, Roseville, Minnesota

Wells Fargo, Minneapolis, Minnesota

RBC Wealth Management

Adopted this 7th day of January, 2019.

James Godfrey, Mayor

ATTEST:

Lynda J. Woulfe, City Administrator



**City Council &
Commissions
Code of Conduct
And
Council Bylaws**

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

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



City of Cambridge City Council and Commissions Code of Conduct

Purpose

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

Standards of Conduct

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

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

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

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

Complaint, Hearing

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

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

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

Cambridge City Council Bylaws

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

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

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

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

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

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

VII. DECORUM OF COUNCILMEMBERS.

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

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

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

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

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

1. Motions.

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

2. Language for making a motion.

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

3. Procedure for consideration of a motion.

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

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

4. Objections to a motion.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

7. Appealing procedural decisions of the presiding officer.

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

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

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

8. Other special motions explained.

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

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

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

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

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

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

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

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

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

The appropriate language for making a motion to reconsider shall be substantially similar to "I move to reconsider _____."

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

The appropriate language for making a motion to reconsider shall be substantially similar to "I move to rescind/repeal the council's previous action related to _____ as stated in resolution number _____."

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

The appropriate language for making a motion to prevent reintroduction shall be substantially similar to "I move to prevent reintroduction of this issue for ____ months."

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

The appropriate language for making a motion to proceed informally shall be substantially similar to "I move that we suspend the rules and proceed informally in discussing the issue of _____."

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

The appropriate language for a motion for the adoption of a resolution shall be substantially similar to "I move to adopt the resolution numbered ____."

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

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

IX. VOTING.

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

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

X. PUBLIC COMMENT AT COUNCIL MEETINGS AND AT PUBLIC HEARINGS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

2019 Council Committee Appointments

Committee, Commission, Task Force	Meeting Time	Interested In Serving
Acting Mayor		Lisa Iverson
Allina Community Engagement Council	Meets the 2 nd Tuesday at 4:00 pm (every other month) (CMC Board Room) Jan / March / May / July / September / November	Jim Godfrey
Community Education Advisory Council	Meets monthly on scheduled Monday at 5:00 pm Jan. 14 / Feb 11 / Mar 19 / Apr 8 / May 13 / June 10 Education Services Center Room 118	Kersten Conley
Complete Count Committee for 2020 Census	As needed	Jim Godfrey
Airport Advisory Commission (Airport Manager-Lucas Milz)	Meets as needed	Lisa Iverson
Cambridge Fire Department	Meets the 4 th Monday of each month at 6:00 pm (No meeting in December) (Fire Dept. Training Room)	Bob Shogren
Cambridge Public Library Task Force	3 rd Monday of each month 4:00 pm	Lisa Iverson
Cambridge Parks, Trails, and Recreation Commission	Meets the 2 nd Tuesday of each month at 7:00 p.m. (Council Chambers)	Jim Godfrey
Cambridge Planning Commission	Meets the 1 st Tuesday of each month at 7:00 p.m. (Council Chambers)	NEW
Cambridge-Isanti District 911 Communications Task Force	As scheduled by the School District	NEW

Committee, Commission, Task Force	Meeting Time	Interested In Serving
Isanti County Initiative on Collaboration, Leadership, and Efficiency (ICICLE)	Meets January (ISD 911); April (Isanti County); July (Cambridge City Hall); October (Braham City Hall)	Bob Shogren
Isanti County Heartland Express Transportation Advisory Committee	Meets as needed	Bob Shogren
North Highway 65 Corridor Coalition	Meets every other month the last Thursday at 7:00 pm at the Isanti County Government Center	NEW
North 65 Chamber of Commerce Board Meetings	Second Wednesday of the month at 11:30 am 2019 Dates: January 8, February 12, March 12, April 9, May 14 – TBD due to retreat, June 11, July 9, August 13, September 10, October 8, November 12, December 10	Kersten Conley
Toward Zero Death (TZD)	Meets the 1 st Wednesday of Every <u>Odd</u> Month at 12:00 (Council Chambers)	Todd Schuster
Central Minnesota Community Land Trust Committee (based off of Heritage Greens Development)	As needed	Staff Marcia Westover
Sister City Commission		Kersten Conley
Downtown Executive Committee	Third Wednesday at either 7:45 am or 6:00 pm	Lisa Iverson
Cambridge Action Community Team (ACT on Alzheimer's)	Varies – dates set by Julie Tooker usually a 2:00 pm meeting time	Lynda Woulfe Marcia Westover

Committee Served on but not appointed by Council

Committee	Meeting Time	
Cambridge Isanti Bike Walk Trail Advisory Committee	As scheduled	(Joint Powers Agreement defines)

Committee	Meeting Time	
		the appointment as the Mayor)
Customer Appreciation Event	As scheduled by chair (generally begins in July – September of each year)	Lynda Woulfe Todd Schwab
Cambridge Day Out	As scheduled by Chamber of Commerce	

Position Appointments – 2018

Director of Emergency Management	Will Pennings
Deputy Director of Emergency Management	Lynda Woulfe
Cambridge Municipal Airport Manager	Lucas Milz
Data Practices & Record Retention Officer	Caroline Moe

**Cambridge City Council Special Meeting Minutes
Monday, November 19, 2018**

A special meeting of the Cambridge City Council was held on Monday, November 19, 2018, at 4:30 pm at Cambridge City Hall Council Chambers, 300 3rd Avenue NE, Cambridge, Minnesota, 55008 after being duly posted and noticed.

Members Present: Mayor Marlys Palmer; Councilmembers Kersten Conley, Jim Godfrey, Lisa Iverson, and Joe Morin.

Staff Present: City Administrator Woulfe, Community Development Director Westover, Director of Finance Moe, and Utilities Director Schwab.

Call to Order

Palmer called the meeting to order at 4:30 pm. Agenda for the special meeting was approved after being moved by Morin, seconded by Conley, and carrying unanimously.

Reader Board Sign at City Hall

Westover noted the reader board sign at City Hall is not functioning again. Westover stated the software is out of date and the cost to upgrade the sign is cost prohibitive for the value of the reader sign. Westover stated with only two lines on the sign it is difficult to convey a message to the travelling public at 30 mph. Westover also noted the traffic congestion in that area in the morning and release time for the schools.

Westover recommended not repairing the sign and simply letting it go dark. Woulfe noted that since the time the Council had installed the small reader board sign, new ones have been constructed at Fleet Farm, Anoka Ramsey Community College, and Minnco which the City conveys messages on. This is also in addition to Facebook postings, website postings, and public access channel announcements. Council agreed to not repair the sign and let the sign be dark.

2019 Budget and Update of Levy Recommendation for Truth-In-Taxation Hearing

Moe reviewed the City levy history from 2008 to the proposed levy for 2019.

Year	Levy Amount	% Increase from prior year
2008	4,479,087	
2009	4,479,087	0.00%

2010	4,613,460	3.00%
2011	4,680,361	1.45%
2012	4,680,361	0.00%
2013	4,844,174	3.50%
2014	4,844,174	0.00%
2015	4,907,148	1.30%
2016	4,980,755	1.50%
2017	5,095,439	2.30%
2018	5,197,430	2.00%
2019 for TNT notice	5,301,379	2.00%
Average levy increase for past 11 years.		1.37%

Moe stated the City Council had officially set preliminary levy at two percent increase in September. Moe stated due to revenues beyond expectations there is currently enough to preservice debt payments and other expenses to have a zero percent levy increase.

Moe recommended the Council approve a 2018 budget revision and inter-fund transfer that will allow the City to pre-fund the Pavement Management Fund amount for 2019 by \$100,000 using the permit, police aid and fine revenue collected that exceeded budget expectations. This action will not impact future projects.

Moe also noted that the City should experience a positive variance in tax revenues when we receive our next tax settlement payment in December 2018. If this happens as expected, we will recommend that Council prepay remaining City Hall debt with any excess and thereby taking pressure off of future levies.

Councilmembers supported the concept of a zero percent levy increase for 2019 and directed Moe to prepare the 2019 levy resolution with a zero percent increase. Moe stated she would also share this information at the upcoming Truth in Taxation hearing on December 4, 2018.

Adjournment of Special Council Meeting

Being no further business before the City Council, Godfrey moved, seconded by Morin, to adjourn the special meeting at 5:30 pm. Motion carried unanimously.

Marlys A. Palmer, Mayor

ATTEST:

Lynda J. Woulfe, City Administrator

Cambridge City Council Meeting Minutes
Monday, December 17, 2018

A regular meeting of the Cambridge City Council was held on Monday, December 17, 2018, at Cambridge City Hall Council Chambers, 300 3rd Avenue NE, Cambridge, Minnesota, 55008.

Members Present: Mayor Marlys Palmer; Council Members Kersten Conley, Jim Godfrey, Lisa Iverson, Jay Squires and Joe Morin. All present, no absences.

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

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

Palmer called the meeting to order at 6:00 pm and led the public in the Pledge of Allegiance. Iverson moved, seconded by Morin, to approve the agenda as amended. Motion carried unanimously.

Godfrey requested to add City Council Training opportunities and discussion of 2019 meeting dates to the agenda.

Citizens Forum

Bruce Danielson, Susan Morris, and Sheriff Chris Caulk thanked Mayor Palmer for her 20 years of

Consent Agenda

Iverson moved, seconded by Morin, to approve consent agenda Items A-N:

- A. Regular and Summary City Council Meeting Minutes for December 3, 2018
- B. Warrants #111961 - #112236 and ACH/Wire items totaling \$1,719,604.17
- C. Resolution R18-088 Part-time Police Officer PERA
- D. Resolution R18-089 Certify Delinquent Charges to Property Tax Roll
- E. Resolution R18-090 Designating Polling Place for Precincts 1 and 2
- F. Resolution R18-091 Setting the 2019 Final Property Tax Levy
- G. Resolution R18-092 Adopting the 2019 General Fund Budget
- H. Resolution R18-093 Adopting the 2019 Airport Operating Special Revenue Fund Budget
- I. Resolution R18-094 Adopting the Debt Service Fund Budgets
- J. Resolution R18-095 Adopting the Capital Fund Budgets
- K. Resolution R18-096 Adopting the 2019 Enterprise Fund Budgets
- L. Resolution R18-097 Approve Final Payment to R.L. Larson for 2018 Street Project
- M. Approve Amended Development Contract for Yerigan Farms 2nd Addition
- N. Resolution R18-098 Approve Pay Application for Reliable Tree Service for 2018 Airport Obstruction Removal

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

Work Session

Presentation of Service Plaques to Council member Morin and Mayor Palmer.

Unfinished Business

Ordinance 683 – Creation of Airport Advisory Commission

Woulfe reviewed Ordinance 683 which creates an Airport Advisory Commission. Woulfe explained having an airport advisory commission is not a statutory requirement, however, it is good to get input from pilots and hangar owners at the airport for long term planning and smooth functioning. Woulfe stated the ordinance reflects the consensus of Council to increase the number of members from five to seven in keeping with the other commissions. Woulfe stated if Council adopts the ordinance as presented, appointments will need to be made to the Airport Board, but they do not need to be made today.

Woulfe reviewed the appointment criteria under the new ordinance:

(2) 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 be within Isanti County. No person shall be appointed with private or personal interests likely to conflict with the general public interest.

Woulfe reviewed current members with Council and confirmed with Iverson that one extra territorial member is allowed on the board:

Name	Previous Term	Residency
Brandon Grell	Term Expires 1/2021	Lives in Isanti County
David Johnson	Term Expires 1/2019	Lives in Bradford Township
Gerald Graham	Term Expires 1/2021	Lives in Isanti County
Garry Bye	Term Expires 1/2020	City resident
Michael Grzincich	Term Expires 1/2019	Lives in Anoka County
Marvin Timm	Term Expires 1/2020	City resident
James Gordon	Term Expires 1/2020	Lives in Isanti County
Kurt Daudt	Charter member	Lives in Isanti County

Iverson moved, seconded by Conley to approve Ordinance 683 Creation of an Airport Advisory Commission. Motion carried unanimously.

Appointments to Airport Advisory Board

Woulfe explained the next steps in making appointments to the Airport Advisory Commission to Council. Woulfe stated that Kurt Daudt could serve in the ex-officio role and suggested Marvin Timm and Garry Bye be reappointed.

Woulfe stated that Brandon Grell does not have a plane at the Cambridge Airport, however, he does work for another airport and has significant operational knowledge (general aviation interest). Woulfe stated David Johnson, Gerry Graham, and Michael Grzincich are pilots that have hangar space at the Cambridge Municipal Airport and that James Gordon has an aviation interest and has been on for the Airport Advisory Board for the past few years but does not have hangar space at the airport.

Woulfe explained that Michael Grzincich does not live in Isanti County and will not be eligible for appointment unless the criteria is changed. Woulfe stated the purpose for the criteria is to ensure those advising the Council on financial expenditures be cognitive of the City's budget and levy challenges as well as that of Isanti County as a whole.

Woulfe stated Council can choose from Jerry Graham, Brandon Grell and David Johnson for the space designated for an Isanti County resident, or could solicit applications through the middle of January and appoint the entire Airport Board based on the applications received. Woulfe explained that Council would need to appoint one-year, two-year and three-year terms so terms don't expire at the same time.

Godfrey moved, seconded by Morin to appoint Marvin Timm with a term expiration of January of 2020, Garry Bye with a term expiration of January 2021 and Kurt Daudt as ex-officio and advised Council to solicit applications for the other positions. Motion carried unanimously.

New Business

9th Ave SE Improvements-Receive Report, Order Improvements, Approve Plans and Order Ad for Bids, Resolution R18-099

Blank stated on October 15, 2018, the City Council initiated the 9th Avenue SE Street Improvements and directed SEH to prepare a feasibility report, plans and specifications for the improvements. Blank stated a copy of the plans and specifications are located in the mail room at City Hall for review.

Blank explained the project consists of constructing 9th Avenue SE from Reagan Street South to Roosevelt Street South and includes street, sidewalk, sanitary sewer, water main, storm sewer and street lighting improvements. Blank stated the improvements are necessary to serve the proposed Roosevelt Gardens apartments currently under construction and the vacant parcel north of 9th Avenue SE.

Blank stated the total estimated project cost is \$320,000 and that the adjacent landowners have agreed to pay assessments to cover the cost.

Blank advised the next steps for these public improvements are to receive the feasibility report, order the improvements, approve the plans and specifications and order the advertisement for bids. Blank explained bids can be received and presented to Council for acceptance in February, 2019 and contractors will start early in the construction season and coordinate operations with the adjacent apartment site construction.

Morin moved, seconded by Godfrey, to approve Resolution R18-099 as presented. Motion carried unanimously.

Water Tower No. 3-Approve Agreement with SEH for Plans, Specifications and Bidding service

Schwab stated in order to provide consistent water service and meet future growth needs for the City, an additional water tower is needed. Schwab explained a study completed in November 2017 concluded that a new 750,000-gallon tower located near the AFRC on the west side of the Rum River would best meet these needs and allow the existing older 300,000-gallon tower to be removed. Schwab stated the older tower needs costly repairs and funds are wiser spent towards the construction of a new water tower.

Schwab stated the City currently owns a one-acre site at the northeast corner of the AFRC property which was acquired for a new water tower. Schwab advised the estimated cost is approximately \$3,500,000 for the improvements. Schwab provided a fiscal note explaining the City's water fund has adequate fund balance to cash flow all pre-construction engineering because the new water tower has been anticipated in the long-range plan since 2005. Schwab stated that bonds will be issued in 2019 to fund the construction phase of the project.

Godfrey moved, seconded by Iverson, to approve the proposal from SEH for designing the improvements, preparing construction plans and specifications and assisting the City with project bidding for a new water tower. Motion carried unanimously.

2019 Meeting Schedule

Woulfe reviewed the 2019 City Council meeting schedule.

Iverson moved, seconded by Conley, to approve the 2019 City Council meeting schedule as proposed. Motion carried unanimously.

Local Pawn – Pawnbroker's License Renewal

Schuster explained the City of Cambridge pawnbroker's licenses run the calendar year (January – December) per City Code. Schuster stated Local Pawn has filed all the required paperwork and all the background checks have passed. Schuster stated off-site storage has been identified and insurance is also current. Schuster opined the Police Department is supportive of the request.

Conley moved, seconded by Morin, to approve Local Pawn's Pawnbroker's License from January 1-December 31, 2019. Motion carried unanimously.

2018 Goals Update

Woulfe addressed the current state of the First Year City Council Goals and Action Steps, last updated in November 2018. Woulfe highlighted the ice sheet project, city park upgrades, communications plan, downtown revitalization, and park projects.

Woulfe stated many of the goals were put into motion last fall, but due to weather restrictions implementation was held. Woulfe explained these projects, such as swing sets, directional signage and garden planting will be finished this coming Spring.

2020 Census Complete Count Committee

Westover explained the Isanti County Auditor-Treasurer, Chad Struss is inquiring if the City of Cambridge is interested in partnering with Isanti County on a 2020 Census Complete Count Committee or if the City will form its own committee. Westover stated Mr. Struss will be bringing this discussion to the County Board meeting on December 19, 2018.

Westover explained the Census Bureau is in the process of forming complete count committees to promote citizen participation in the 2020 census. Westover stated the complete count committee reaches out to various population groups (such as seniors, college students, or the homeless) to ensure those groups participate in the census.

Westover stated the highest elected official (Mayor) appoints members to serve on the committee. Westover explained the members can include persons from areas of education, media, businesses, religious institutions and community groups and that a guide provided by the U.S. Census Bureau is in the packet for review.

Westover explained the committee can determine their methods of outreach from posters to social media and training is provided through the U.S. Census Bureau in January to guide the committee's marketing efforts.

Westover stated the City can choose not to form a committee, form its own committee, or partner with Isanti County and work with their committee. Westover explained the dedication for the committee is to obtain an accurate and complete census to benefit every level of government.

Iverson moved, seconded by Godfrey, to partner with Isanti County in the formation of a 2020 Census Complete Count Committee. Motion carried unanimously.

East Central Regional Transportation Coordinating Council request for letters to legislators

Westover explained the East Central Regional Development Commission (ECRDC) has formed an advisory board to discuss the regions challenges with transportation. Westover stated the group is called the East Central Regional Transportation Coordinating Council (ECRTCC). Westover highlighted discussions from the two meetings she's attended, stating the group is working to provide better, more affordable and more convenient transportation. Westover stated the group has identified the barriers including county-line barriers for buses, limited hours of operation and lack of volunteer drivers. Westover explained the current pay for volunteer drivers of 14 cents per mile is not substantial enough to cover driver costs and deters volunteer drivers.

Westover explained the advisory board has asked each jurisdiction to send a letter to legislators requesting a change from 14 cents per mile to 54.5 cents per mile. Westover stated the letters are available for review in the packet, as well an email from Rick Olseen regarding the bill considering driver compensation.

Palmer moved, seconded by Conley, authorizing staff to sign letters to Representative Collin Peterson and Senator Amy Klobuchar requesting the change in charitable reimbursement rate from 14 cents to 54.5 cents per mile for volunteer drivers. Motion carried unanimously.

***Resolution R18-100 Agreement with City of Mora for Cambridge Building Official
state delegation inspections***

Westover stated Lindy Crawford, Mora City Administrator, contacted staff with a request to perform state delegated project inspections. Westover explained Mora's Building Official is retiring at the end of December 2018 and the new inspector does not yet have the certification to inspect the state delegated projects. Westover explained they would prefer to partner with the City of Cambridge to perform these inspections until their inspector is qualified.

Westover stated Community Development staff is willing to perform the requested inspections for the City of Mora and would like to encourage a professional aptitude and spirit of cooperation between neighboring communities.

Westover noted the Memorandum of Understanding (MOU) is in the packet for review and that staff spoke with the insurance company on proposed language for the agreement and City Attorney Squires has reviewed it.

Iverson moved, seconded by Godfrey, to authorize the City Administrator and Mayor to execute a Memorandum of Understanding with the City of Mora and approve Resolution of R18-100 and the MOU Agreement. Motion carried unanimously.

Approve hire of Tanner Hagen effective January 2, 2019 (Patrol Officer, \$24.85 per hour

Schuster stated thirty applications were received for the full-time Patrol Officer position with twenty-three applicants meeting the minimum requirements. Schuster explained 13 interviews were conducted by a five member. Schuster stated Tanner Hagen was the first choice of the entire panel. Schuster stated that Hagen accepted the conditional letter for pre-employment testing. Iverson moved, seconded by Godfrey, to approve the hire of Tanner Hagen as full-time patrol officer, pending pre-employment testing, effective January 2, 2019. Motion carried unanimously.

Approve change in banking signatories for 2019

Woulfe explained the current authorized signers on the City's bank accounts are Mayor Marlys Palmer, Lynda Woulfe and Caroline Moe. Woulfe stated beginning January 7, 2019, banking records need to reflect the change of Mayor to James Godfrey and in order to process the change, First Bank & Trust requires City Minutes reflect Council's direction for authorized bank signers.

Conley moved, seconded by Morin, to approve Lynda Woulfe, James Godfrey and Caroline Moe as City bank account signers effective January 7, 2019. Motion carried unanimously.

Ordinance 682 Adopting the 2019 City of Cambridge Fee Schedule

Woulfe explained that each year, the City of Cambridge adopts a fee schedule via ordinance that covers a variety of charges. Woulfe stated City Code requires the annual adoption of a fee ordinance since numerous sections refer to fees or fines as set by ordinance.

Woulfe outlined the proposed changes by section:

- Adding a per day citation for construction related stormwater pollution plan as stated in the City's Stormwater Pollution Prevention Plan (38.04). This change was discussed as part of the annual public hearing on the plan.
- Adding charges for curb stop covers for sloped driveways (51.15). The City can purchase these covers and sells them back at cost plus shipping and handling.
- Fire Hydrant Replacement Kit (51.15). This would be used if someone damages a fire hydrant and the cost is charged back to them.
- Implements the new rates approved by City Council for water, sewer, and storm sewer.
- Creates a charge for Fire Department Response to motor vehicle accidents (90.28D).
- Adds the Soccer Association to the list for park user fees
- Clarification on mechanical permits (all other minor mechanical work) Section 96.21.
- Addresses fees for sewage treatment system permits, holding tanks, etc as provided for in Chapter 52 Sanitary Sewer Service. New ordinance was adopted in 2018 so rates need to get into the fee schedule.
- Alcohol and tobacco compliance check penalty language needed to be struck due to new ordinance adopted on alcohol licensing which contains different penalties.

Morin moved, seconded by Godfrey, to approve the adoption of Ordinance 682 the 2019 City of Cambridge Fee Schedule and authorized publication of Ordinance 682. Motion carried unanimously.

There was no Mayor, City Attorney or City Administrator's Report.

Council Concerns

Godfrey inquired about Council Member training. Godfrey stated he had spoken with Woulfe about League of Minnesota Training available in February of 2019.

Woulfe explained there were dates and locations in February at two different locations and that Bob Shogren, Jim Godfrey and Kersten Conley expressed interest in attending. Woulfe stated funds are available in the budget for attendance in both June and February for newly elected or experienced individuals to attend.

Godfrey moved, seconded by Iverson, to authorize Bob Shogren, Jim Godfrey and Kersten Conley to attend the LMC Experienced Official training at the Crowne Plaza in Plymouth, Minnesota on February 1 and February 2, 2019. Motion carried unanimously.

Adjournment of Council Meeting

Being no further business before the City Council, Morin moved, seconded by Palmer, to adjourn the regular meeting at 8:45 pm. Motion carried unanimously.

Marlys A. Palmer, 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
December 17, 2018**

Members Present: Mayor Marlys Palmer; Council Members Kersten Conley, Jim Godfrey, Lisa Iverson, Jay Squires and Joe Morin. All present, no absences.

- Meeting called to order at 6:00 pm.
- Susan Morris and Chris Caulk joined the citizens forum to thank Mayor Palmer for her 20 years of service.
- Agenda and Consent Agenda were approved.
- Service Plaques presented to Council member Morin and Mayor Palmer.
- Approved Ordinance No. 683 Airport Commission.
- Authorized Council to appoint Marvin Timm and Garry Bye as Airport Advisory members and Kurt Daudt as ex-officio and to solicit applications for all remaining positions.
- Approved Resolution R18-099 approving the 9th Ave SE Improvements.
- Council approved Water Tower No. 3 proposal with SEH for plans, Specifications and Bidding service.
- Approved 2019 Meeting Schedule
- Approved Local Pawn's Pawnbroker's License from January 1-December 31, 2019.
- Authorized Council to partner with Isanti County in the formation of a 2020 Census Complete Count Committee.
- Authorized staff to sign letters to legislators requesting a rate change from 14 cents to 54.5 cents per mile for volunteer drivers.
- Approved Resolution R18-100 and the MOU Agreement with the City of Mora.
- Approved the hire of Tanner Hagen as full-time Patrol Officer.
- Approved Lynda Woulfe, James Godfrey and Caroline Moe as City Bank account signers effective January 7, 2019.
- Approved Ordinance No. 682 2019 Fee Schedule.
- Authorized Bob Shogren, Jim Godfrey and Kersten Conley to attend the LMC Experienced Official training in February, 2019.
- Adjourned at 8:45 pm.

Prepared by: Caroline Moe, Director of Finance

Background

Attached for your review are the **Draft** Monthly Financial Reports for the eleven months ended November 30, 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.

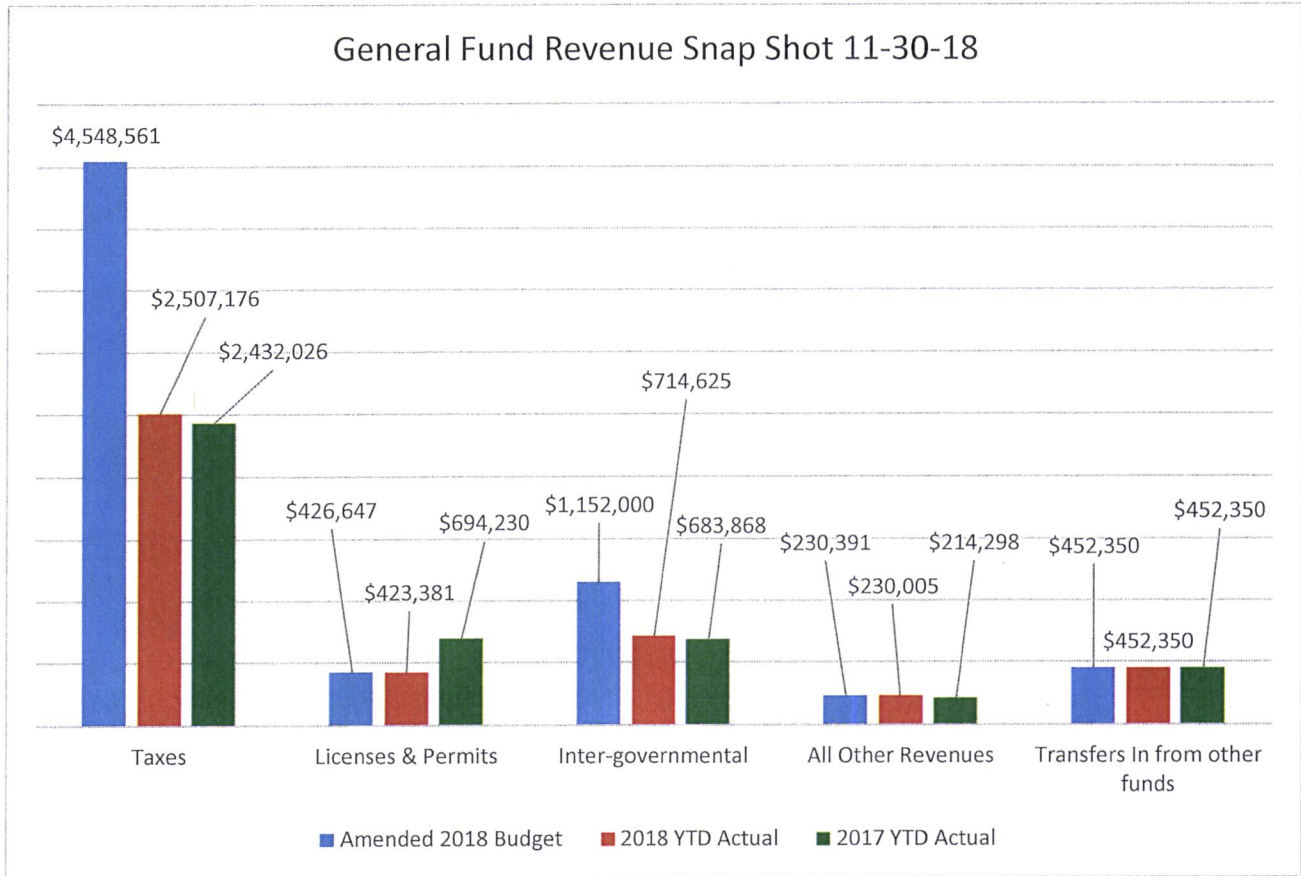
Cash and Investment Summary

Council Action Requested

NONE REQUIRED - For discussion only.

Council Financial Snap Shot

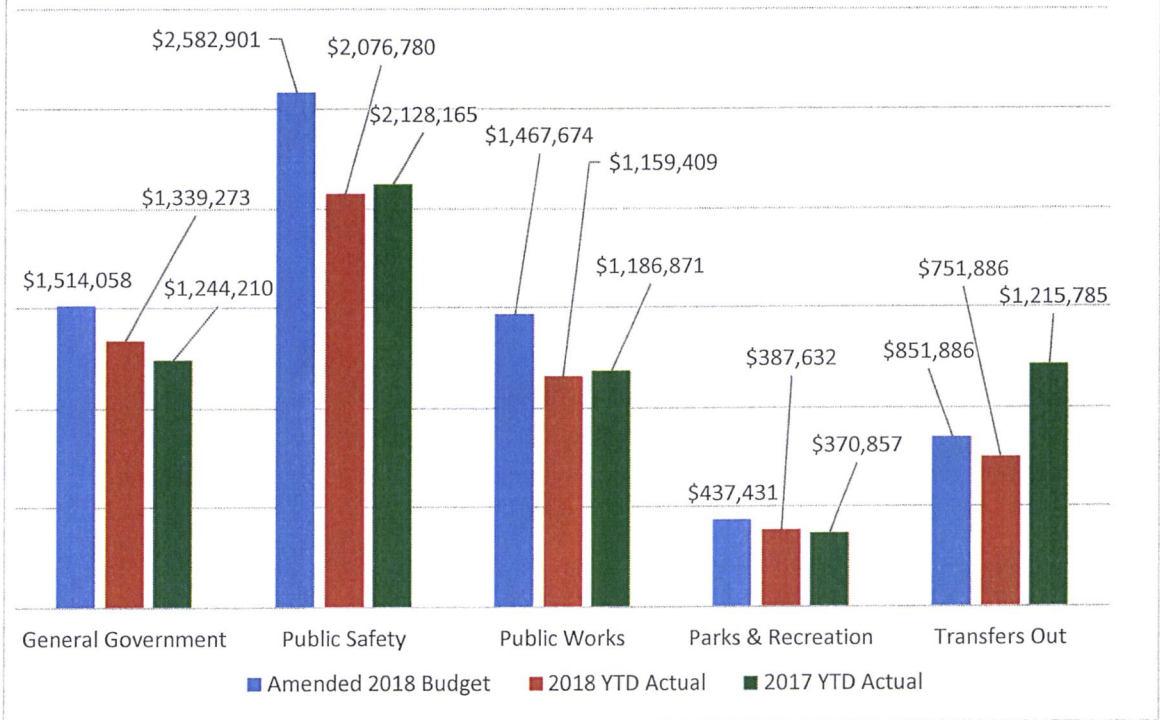
General Fund Revenue Snap Shot 11-30-18



Notes—

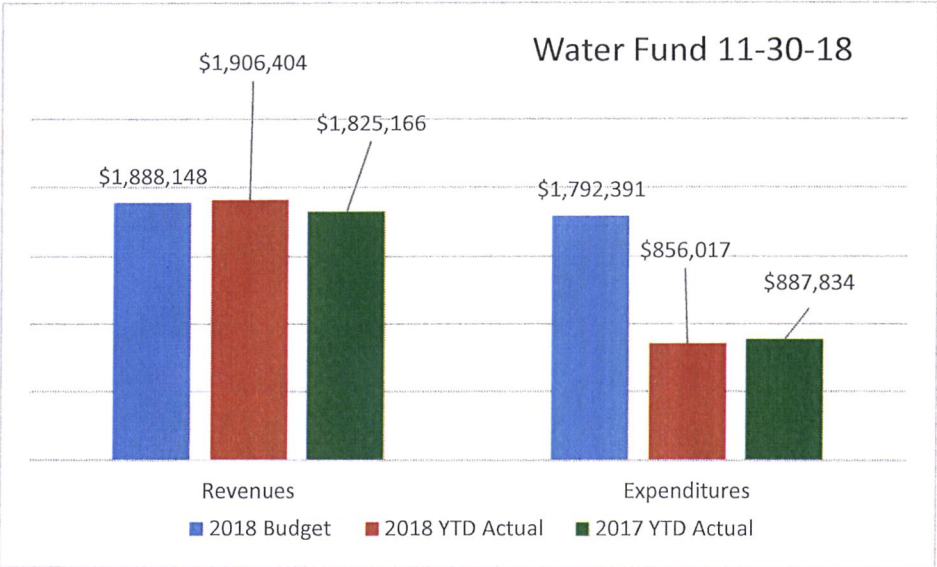
- Tax revenue is only received in July and December from Isanti County.
- Inter-governmental revenue is primarily received in July, October and December.
- Permit revenue typically is slow at the beginning of the year and picks up late spring and summer. In 2017, large permit for Gracepoint pulled in 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 11-30-18

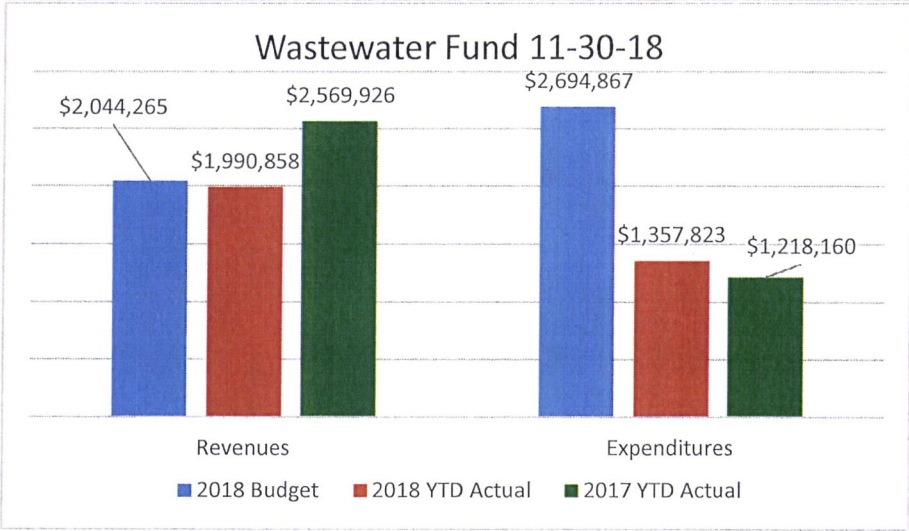


Notes—

- Expenses generally trending as expected.

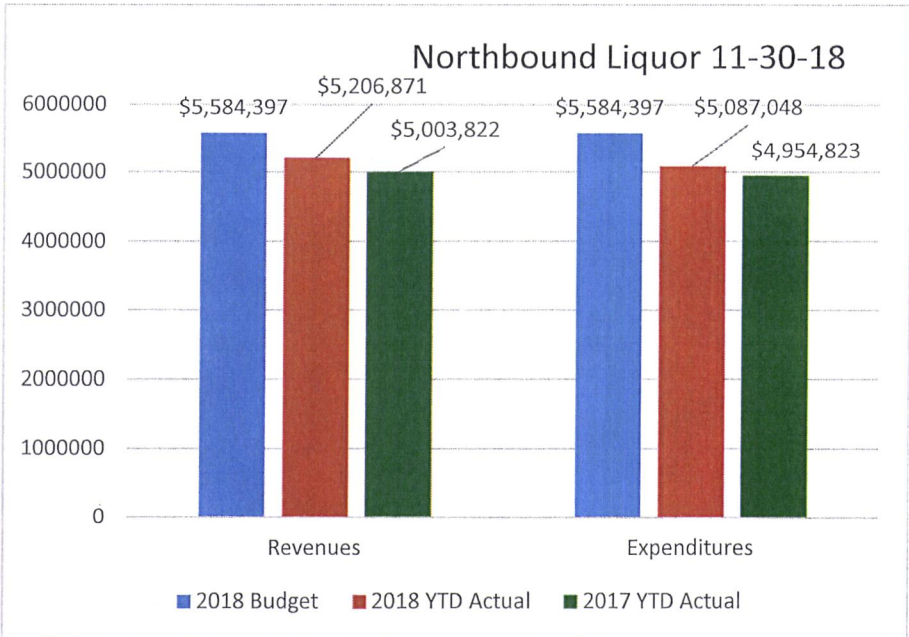


Notes—
No concerns with revenues or expenditures at this time.



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.



No concerns with revenues or expenditures at this time.

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

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	2,507,175.86	(2,041,385.14)	55.12	4,641,604.11
LICENSES AND PERMITS	286,800.00	426,647.00	423,380.90	(3,266.10)	99.23	733,126.21
INTERGOVERNMENTAL REVENUES	1,130,274.00	1,152,000.00	714,625.20	(437,374.80)	62.03	1,099,628.16
CHARGES FOR SERVICES	129,011.00	125,817.00	127,779.15	1,962.15	101.56	130,856.79
FINES AND FORFEITURES	40,770.00	78,751.00	79,631.11	880.11	101.12	54,474.24
OTHER	30,600.00	25,823.00	22,594.96	(3,228.04)	87.50	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	4,327,537.18	(2,482,411.82)	63.55	7,212,876.87
EXPENDITURES						
GENERAL GOVERNMENT						
MAYOR AND CITY COUNCIL	56,025.00	83,809.00	59,037.11	24,771.89	70.44	151,409.32
ADMINISTRATION	253,523.00	264,223.00	235,265.95	28,957.05	89.04	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	290,489.44	20,766.56	93.33	299,297.53
LEGAL	97,805.00	97,805.00	80,682.79	17,122.21	82.49	80,501.82
BUILDING DEPARTMENT	302,210.00	299,808.00	271,042.96	28,765.04	90.41	280,192.20
ENGINEERING	25,000.00	25,000.00	20,256.80	4,743.20	81.03	28,134.56
PLANNING	254,756.00	251,604.00	225,187.20	26,416.80	89.50	243,887.24
NEW CITY HALL BUILDING	140,059.00	170,303.00	148,751.21	21,551.79	87.35	125,236.46
TOTAL GENERAL GOVERNMENT	1,449,084.00	1,514,058.00	1,339,272.72	174,785.28	88.46	1,458,218.31
PUBLIC SAFETY						
POLICE DEPARTMENT	2,282,728.00	2,252,728.00	1,803,649.84	449,078.16	80.07	1,990,403.97
FIRE DEPARTMENT	310,891.00	317,473.00	262,327.89	55,145.11	82.63	287,289.47
EMERGENCY MANAGEMENT	7,700.00	7,700.00	6,402.14	1,297.86	83.14	7,862.56
ANIMAL CONTROL	5,500.00	5,000.00	4,400.00	600.00	88.00	4,879.13
TOTAL PUBLIC SAFETY	2,606,819.00	2,582,901.00	2,076,779.87	506,121.13	80.40	2,290,435.13
STREETS						
STREETS	1,247,561.00	1,448,874.00	1,143,273.36	305,600.64	78.91	1,105,983.39
STREET LIGHTING	.00	.00	.00	.00	.00	188,667.67
MAINTENANCE BUILDING	20,000.00	18,800.00	16,135.82	2,664.18	85.83	14,600.82
TOTAL STREETS	1,267,561.00	1,467,674.00	1,159,409.18	308,264.82	79.00	1,307,251.88
PARK AND RECREATION						
ICE RINK	79,760.00	69,063.00	45,128.64	23,934.36	65.34	67,851.56
PARKS & RECREATION	350,796.00	368,368.00	342,503.71	25,864.29	92.98	341,476.64

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

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	387,632.35	49,798.65	88.62	409,328.20
UNALLOCATED EXPENDITURES						
TRANSFERS OUT	771,886.00	851,886.00	751,886.00	100,000.00	88.26	1,665,785.00
TOTAL UNALLOCATED EXPENDITURES	771,886.00	851,886.00	751,886.00	100,000.00	88.26	1,665,785.00
TOTAL FUND EXPENDITURES	6,525,906.00	6,853,950.00	5,714,980.12	1,138,969.88	83.38	7,131,018.52
NET REVENUE OVER EXPENDITURES	.00	(44,001.00)	(1,387,442.94)	1,343,441.94		81,858.35

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>TAXES</u>						
101-31010 TAXES - CURRENT	4,428,061.00	4,428,061.00	2,397,332.01	2,030,728.99	54.14	4,416,951.35
101-31020 TAXES - DELINQUENT	25,000.00	52,041.00	42,041.55	9,999.45	80.79	36,766.91
101-31050 EXCESS TAX INCREMENTS	.00	54.00	54.85	(.85)	101.57	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	2,380.73	659.27	78.31	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	2,507,175.86	2,041,385.14	55.12	4,641,604.11
<u>LICENSES AND PERMITS</u>						
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	57,386.41	7,613.59	88.29	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	8,216.10	(244.10)	103.06	8,800.35
101-32219 RETAINAGE OF BLDG SURCHARGE	250.00	348.00	348.39	(.39)	100.11	626.76
101-32220 BUILDING PERMITS	155,800.00	253,786.00	256,360.75	(2,574.75)	101.01	514,320.58
101-32222 MECHANICAL PERMITS	25,000.00	25,417.00	26,657.79	(1,240.79)	104.88	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	780.00	(25.00)	103.31	975.00
101-32230 PLUMBING PERMITS	13,000.00	16,465.00	16,639.00	(154.00)	100.93	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	10,925.00	.00	100.00	18,900.00
101-32299 PLANNING & ZONING FEES	6,000.00	16,382.00	16,490.46	(108.46)	100.66	11,516.50
TOTAL LICENSES AND PERMITS	286,800.00	426,647.00	423,380.90	3,266.10	99.23	733,126.21
<u>INTERGOVERNMENTAL REVENUES</u>						
101-33165 FEDERAL GRANTS - OTHER	.00	3,684.00	3,684.07	(.07)	100.00	6,382.41
101-33401 LOCAL GOVERNMENT AID (LGA)	802,352.00	802,352.00	401,177.50	401,174.50	50.00	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	2,911.00	2,911.00	50.00	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	56,098.46	18,901.54	74.80	75,191.50
101-33424 SCHOOL DIST ASST SRO#2	65,000.00	65,000.00	50,610.00	14,390.00	77.86	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	714,625.20	437,374.80	62.03	1,099,628.16

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

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	131.25	(.25)	100.19	366.50
101-34201 POLICE DEPARTMENT REPORTS	2,400.00	2,895.00	2,910.75	(15.75)	100.54	3,285.00
101-34202 POLICE ADMINISTRATION FEES	1,500.00	4,225.00	4,400.00	(175.00)	104.14	4,330.00
101-34205 PAWN SHOP TRANSACTION REVENUE	6,000.00	4,000.00	4,437.50	(437.50)	110.94	7,287.50
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	8,973.00	(1,333.00)	117.45	.00
TOTAL CHARGES FOR SERVICES	129,011.00	125,817.00	127,779.15	(1,962.15)	101.56	130,856.79
<u>FINES AND FORFEITURES</u>						
101-35101 COURT FINES	38,000.00	75,531.00	75,531.11	(.11)	100.00	48,554.24
101-35102 PARKING FINES	1,570.00	790.00	1,150.00	(360.00)	145.57	1,620.00
101-35104 ANIMAL CONTROL FINES	1,200.00	1,080.00	1,400.00	(320.00)	129.63	1,500.00
101-35105 ADMINISTRATIVE CITATION FINE	.00	1,350.00	1,550.00	(200.00)	114.81	2,800.00
TOTAL FINES AND FORFEITURES	40,770.00	78,751.00	79,631.11	(880.11)	101.12	54,474.24
<u>OTHER</u>						
101-36102 SPECIAL ASSESSMENT INTEREST	.00	57.00	57.19	(.19)	100.33	371.70
101-36200 MISCELLANEOUS	.00	.00	520.00	(520.00)	.00	482.53
101-36210 INTEREST EARNINGS	20,000.00	4,049.00	.00	4,049.00	.00	18,414.80
101-36220 FACILITY RENTAL	9,600.00	12,663.00	12,983.00	(300.00)	102.37	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	423.66	(.66)	100.16	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	22,594.96	3,228.04	87.50	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 11 MONTHS ENDING NOVEMBER 30, 2018

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>4,327,537.18</u>			<u>7,212,876.87</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

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	27,408.48	(2,491.52)	91.67	29,900.16
101-41110-122 FICA/MEDICARE (EMPLOYER)	2,290.00	2,290.00	2,096.45	(193.55)	91.55	2,287.07
101-41110-151 WORKERS' COMPENSATION PREMIU	135.00	135.00	100.55	(34.45)	74.48	125.14
TOTAL PERSONAL SERVICES	32,325.00	32,325.00	29,605.48	(2,719.52)	91.59	32,312.37
<i>SUPPLIES</i>						
101-41110-200 MISCELLANEOUS OFFICE SUPPLIES	100.00	76.00	75.41	(.59)	99.22	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	920.98	(51.02)	94.75	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	302.66	(975.34)	23.68	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	560.78	(976.22)	36.49	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	59,037.11	(24,771.89)	70.44	151,409.32

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

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	113,031.28	(11,724.72)	90.60	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	25,827.24	(3,902.76)	86.87	28,294.08
101-41320-121 PERA (EMPLOYER)	11,779.00	12,642.00	10,405.31	(2,236.69)	82.31	10,743.59
101-41320-122 FICA/MEDICARE (EMPLOYER)	12,018.00	12,898.00	10,303.62	(2,594.38)	79.89	10,690.71
101-41320-131 MEDICAL/DENTAL/LIFE (EMPLOYER)	16,648.00	19,203.00	19,070.56	(132.44)	99.31	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	744.61	(525.39)	58.63	959.48
101-41320-153 CITY WIDE RE-EMPLOY COMPENSATI	3,000.00	.00	.00	.00	.00	2,192.28
101-41320-154 HRA/FLEX FEES	230.00	230.00	154.35	(75.65)	67.11	220.15
TOTAL PERSONAL SERVICES	203,473.00	205,201.00	180,736.97	(24,464.03)	88.08	185,484.13
<i>SUPPLIES</i>						
101-41320-201 OFFICE SUPPLIES - ACCESSORIES	1,500.00	1,500.00	1,442.01	(57.99)	96.13	1,450.32
101-41320-202 DUPLICATING & COPYING SUPPLIES	2,000.00	1,000.00	917.37	(82.63)	91.74	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	6,259.78	(646.22)	90.64	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	2,483.91	(341.09)	87.93	2,483.91
101-41320-322 POSTAGE	4,500.00	3,800.00	2,450.00	(1,350.00)	64.47	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	810.10	(30.90)	96.33	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	21,687.89	(2,302.11)	90.40	32,483.54

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

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	12,622.19	(77.81)	99.39	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>26,581.31</u>	<u>(1,544.69)</u>	<u>94.51</u>	<u>25,737.45</u>
TOTAL ADMINISTRATION	<u><u>253,523.00</u></u>	<u><u>264,223.00</u></u>	<u><u>235,265.95</u></u>	<u><u>(28,957.05)</u></u>	<u><u>89.04</u></u>	<u><u>248,784.18</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

FUND 101 - GENERAL FUND

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>ELECTIONS</u>							
<i>PERSONAL SERVICES</i>							
101-41410-104	TEMP/SEAS EMPLOYEES - REGULAR	7,000.00	6,930.00	6,012.50	(917.50)	86.76	.00
<i>TOTAL PERSONAL SERVICES</i>		7,000.00	6,930.00	6,012.50	(917.50)	86.76	.00
<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>		250.00	2,050.00	1,913.44	(136.56)	93.34	.00
<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>		200.00	281.00	278.32	(2.68)	99.05	.00
<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>		1,000.00	989.00	355.00	(634.00)	35.89	775.00
TOTAL ELECTIONS		8,450.00	10,250.00	8,559.26	(1,690.74)	83.50	775.00

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

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
FINANCE/MIS						
<i>PERSONAL SERVICES</i>						
101-41500-101 FULL-TIME EMPLOYEES - REGULAR	157,788.00	157,788.00	150,117.70	(7,670.30)	95.14	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	11,258.82	(947.18)	92.24	11,829.54
101-41500-122 FICA/MEDICARE (EMPLOYER)	12,450.00	12,450.00	11,061.58	(1,388.42)	88.85	11,730.84
101-41500-131 MEDICAL/DENTAL/LIFE (EMPLOYER)	33,297.00	32,929.00	32,441.12	(487.88)	98.52	30,827.04
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	835.21	(403.79)	67.41	946.72
101-41500-154 HRA/FLEX FEES	.00	200.00	137.40	(62.60)	68.70	146.80
TOTAL PERSONAL SERVICES	220,701.00	224,072.00	208,251.83	(15,820.17)	92.94	215,484.27
<i>SUPPLIES</i>						
101-41500-201 OFFICE SUPPLIES - ACCESSORIES	1,400.00	700.00	784.56	84.56	112.08	1,071.53
101-41500-204 STATIONARY, FORMS & ENVELOPES	3,500.00	3,510.00	3,509.18	(.82)	99.98	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	6,592.74	56.74	100.87	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	17,472.75	(2,705.25)	86.59	20,505.00
101-41500-313 IT MGMT & BACKUP	.00	3,000.00	2,709.72	(290.28)	90.32	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	278.75	(121.25)	69.69	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	57,709.47	(3,880.53)	93.70	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	1,527.40	(72.60)	95.46	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	17,935.40	(1,122.60)	94.11	19,108.30
TOTAL FINANCE/MIS	311,256.00	311,256.00	290,489.44	(20,766.56)	93.33	299,297.53

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

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	36,959.71	(10,040.29)	78.64	40,999.86
101-41610-305 PROSECUTION SERVICES	40,000.00	40,000.00	32,918.30	(7,081.70)	82.30	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>80,682.79</u>	<u>(17,122.21)</u>	<u>82.49</u>	<u>80,501.82</u>
TOTAL LEGAL	<u><u>97,805.00</u></u>	<u><u>97,805.00</u></u>	<u><u>80,682.79</u></u>	<u><u>(17,122.21)</u></u>	<u><u>82.49</u></u>	<u><u>80,501.82</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

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	179,573.86	(10,912.14)	94.27	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	13,468.03	(1,122.97)	92.30	13,998.66
101-41920-122 FICA/MEDICARE (EMPLOYER)	14,883.00	14,883.00	13,252.19	(1,630.81)	89.04	13,615.23
101-41920-131 MEDICAL/DENTAL/LIFE	49,945.00	49,945.00	48,648.92	(1,296.08)	97.40	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	824.13	(2,775.87)	22.89	1,765.19
101-41920-151 WORKERS' COMPENSATION PREMIU	1,198.00	1,198.00	813.64	(384.36)	67.92	998.58
101-41920-154 HRA/FLEX FEES	250.00	250.00	206.05	(43.95)	82.42	220.15
TOTAL PERSONAL SERVICES	279,110.00	279,110.00	256,786.82	(22,323.18)	92.00	263,842.67
<i>SUPPLIES</i>						
101-41920-201 OFFICE SUPPLIES	750.00	750.00	541.10	(208.90)	72.15	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	987.39	(1,012.61)	49.37	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	2,420.43	(2,829.57)	48.10	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	2,483.91	(316.09)	88.71	2,563.91
101-41920-321 TELEPHONE/CELLULAR PHONES	2,700.00	2,700.00	2,063.94	(636.06)	76.44	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	7,435.71	(1,277.29)	85.34	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	515.00	(485.00)	51.50	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	4,400.00	(2,335.00)	65.33	3,663.77
TOTAL BUILDING DEPARTMENT	302,210.00	299,808.00	271,042.96	(28,765.04)	90.41	280,192.20

CITY OF CAMBRIDGE
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FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>ENGINEERING</u>						
<i>OTHER CHARGES & SERVICES</i>						
101-41925-303 ENGINEERING FEES	25,000.00	25,000.00	20,256.80	(4,743.20)	81.03	28,134.56
<i>TOTAL OTHER CHARGES & SERVIC</i>	25,000.00	25,000.00	20,256.80	(4,743.20)	81.03	28,134.56
TOTAL ENGINEERING	25,000.00	25,000.00	20,256.80	(4,743.20)	81.03	28,134.56

CITY OF CAMBRIDGE
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FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
PLANNING						
<i>PERSONAL SERVICES</i>						
101-41935-101 FULL-TIME EMPLOYEES - REGULAR	147,597.00	147,597.00	140,304.22	(7,292.78)	95.06	143,593.18
101-41935-112 PLANNING COMMISSION PAYMENTS	2,500.00	2,010.00	1,785.00	(225.00)	88.81	1,925.00
101-41935-121 PERA (EMPLOYER)	11,410.00	11,410.00	10,522.80	(887.20)	92.22	10,869.48
101-41935-122 FICA/MEDICARE (EMPLOYER)	11,639.00	11,639.00	10,195.80	(1,443.20)	87.60	10,558.92
101-41935-131 MEDICAL/DENTAL/LIFE	33,297.00	33,297.00	32,441.12	(855.88)	97.43	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	1,848.82	(551.18)	77.03	1,978.62
101-41935-151 WORKERS' COMPENSATION PREMIU	1,044.00	1,044.00	668.01	(375.99)	63.99	812.39
101-41935-154 HRA/FLEX FEES	230.00	230.00	137.40	(92.60)	59.74	146.80
TOTAL PERSONAL SERVICES	214,656.00	214,166.00	197,903.17	(16,262.83)	92.41	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	120.90	(229.10)	34.54	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	6,468.15	(6,271.85)	50.77	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	.00	101.25
101-41935-313 IT MGMT & BACKUP	3,000.00	2,735.00	2,483.91	(251.09)	90.82	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	480.28	(19.72)	96.06	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	13,510.45	(2,082.55)	86.64	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	(579.20)	(829.20)	(231.68)	(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	.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	.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	7,305.43	(1,799.57)	80.24	27,100.34

CITY OF CAMBRIDGE
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FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL PLANNING	254,756.00	251,604.00	225,187.20	(26,416.80)	89.50	243,887.24

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

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
NEW CITY HALL BUILDING						
<i>PERSONAL SERVICES</i>						
101-41950-101 FULL-TIME EMPLOYEES - REGULAR	26,063.00	27,063.00	24,338.45	(2,724.55)	89.93	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	1,825.38	(227.62)	88.91	1,886.34
101-41950-122 FICA/MEDICARE (EMPLOYER)	2,094.00	2,094.00	1,799.85	(294.15)	85.95	1,859.55
101-41950-131 MEDICAL/DENTAL/LIFE	8,325.00	8,325.00	8,096.36	(228.64)	97.25	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	1,143.31	(359.69)	76.07	1,346.04
101-41950-154 HRA/FLEX FEES	40.00	40.00	34.40	(5.60)	86.00	36.75
TOTAL PERSONAL SERVICES	41,988.00	41,988.00	37,777.36	(4,210.64)	89.97	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	2,993.77	(7,506.23)	28.51	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	4,279.77	(7,920.23)	35.08	5,703.96
<i>OTHER SERVICES AND CHARGES</i>						
101-41950-321 TELEPHONE/CELLULAR PHONES	17,500.00	17,500.00	15,315.41	(2,184.59)	87.52	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	8,640.65	(1,359.35)	86.41	9,488.09
101-41950-382 WATER/WASTEWATER UTILITIES	1,450.00	3,000.00	2,688.44	(311.56)	89.61	1,469.44
101-41950-383 GAS UTILITIES	10,000.00	6,700.00	5,197.14	(1,502.86)	77.57	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	33,966.13	(5,627.87)	85.79	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	9,172.31	(1,843.69)	83.26	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	72,727.95	(3,793.05)	95.04	46,058.85
TOTAL NEW CITY HALL BUILDING	140,059.00	170,303.00	148,751.21	(21,551.79)	87.35	125,236.46

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

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL	
POLICE DEPARTMENT							
<i>PERSONAL SERVICES</i>							
101-42100-101	FULL-TIME EMPLOYEES - REGULAR	1,180,106.00	1,188,873.00	934,173.05 (234,699.95)	79.92	1,050,778.05	
101-42100-102	FULL-TIME EMPLOYEES - OVERTIME	60,000.00	60,000.00	52,823.47 (7,176.53)	88.04	64,050.98	
101-42100-103	PART-TIME EMPLOYEES - REGULAR	25,011.00	31,011.00	28,359.05 (2,651.95)	91.45	27,642.15	
101-42100-104	TEMP/SEAS EMPLOYEES - REGULAR	.00	11,693.00	11,147.36 (545.64)	95.33	20,937.60	
101-42100-110	HOURS WORKED HOLIDAY	16,000.00	16,000.00	19,390.58	3,390.58	121.19	18,073.99
101-42100-116	ON-CALL PAY	38,412.00	38,412.00	34,468.73 (3,943.27)	89.73	34,842.90	
101-42100-117	SHIFT DIFFERENTIAL	8,672.00	8,672.00	6,628.66 (2,043.34)	76.44	7,623.24	
101-42100-121	PERA (EMPLOYER)	201,427.00	203,064.00	168,481.10 (34,582.90)	82.97	188,769.53	
101-42100-122	FICA/MEDICARE (EMPLOYER)	23,391.00	23,561.00	20,075.26 (3,485.74)	85.21	22,100.19	
101-42100-131	MEDICAL/DENTAL/LIFE (EMPLOYER)	301,625.00	271,625.00	260,542.30 (11,082.70)	95.92	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	13,295.32 (5,904.68)	69.25	13,181.94	
101-42100-151	WORKERS' COMPENSATION PREMIU	62,771.00	62,771.00	37,609.89 (25,161.11)	59.92	52,481.48	
101-42100-154	HRA/FLEX FEES	1,500.00	1,500.00	1,039.45 (460.55)	69.30	1,138.15	
TOTAL PERSONAL SERVICES		1,970,553.00	1,948,820.00	1,588,034.22 (360,785.78)	81.49	1,757,948.94	
<i>SUPPLIES</i>							
101-42100-201	OFFICE SUPPLIES - ACCESSORIES	3,300.00	3,300.00	1,164.72 (2,135.28)	35.29	2,630.39	
101-42100-202	DUPLICATING & COPYING SUPPLIES	1,500.00	1,500.00	456.93 (1,043.07)	30.46	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	2,858.68 (4,141.32)	40.84	4,769.91	
101-42100-212	GASOLINE/FUEL/LUB/ADDITIVES	45,000.00	44,800.00	32,359.06 (12,440.94)	72.23	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	1,727.72 (3,647.28)	32.14	1,270.12	
101-42100-217	PROMOTIONAL EVENTS/MCGRUFF E	4,500.00	4,500.00	2,235.75 (2,264.25)	49.68	2,461.36	
101-42100-221	REPAIR & MAINT SUPP - VEH/EQ	18,500.00	18,500.00	10,486.21 (8,013.79)	56.68	14,692.25	
101-42100-231	UNIFORM ALLOWANCE	29,600.00	17,600.00	17,533.95 (66.05)	99.62	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	93,745.32 (53,329.68)	63.74	98,783.87	

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

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	5,440.44	(6,389.56)	45.99	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	11,176.99	(1,823.01)	85.98	11,256.99
101-42100-321 TELEPHONE/CELLULAR PHONES	14,500.00	14,500.00	12,177.21	(2,322.79)	83.98	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	4,443.77	(1,656.23)	72.85	4,879.57
101-42100-383 GAS UTILITIES	4,000.00	4,000.00	2,559.77	(1,440.23)	63.99	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	82,248.63	(16,899.37)	82.96	78,043.55
<i>MISCELLANEOUS</i>						
101-42100-404 REPAIR & MAINT LABOR - VEH/EQ	10,000.00	9,600.00	3,967.60	(5,632.40)	41.33	5,516.67
101-42100-409 MAINT CONTRACTS - OFFICE EQUIP	21,500.00	21,500.00	18,117.60	(3,382.40)	84.27	18,052.20
101-42100-410 POLICE RESERVE ACTIVITY	1,500.00	1,500.00	112.50	(1,387.50)	7.50	688.57
101-42100-411 POLICE-AUTO PAWN SERVICE	2,700.00	2,700.00	2,001.60	(698.40)	74.13	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	6,238.61	(3,461.39)	64.32	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	39,621.67	(18,063.33)	68.69	55,627.61
TOTAL POLICE DEPARTMENT	2,282,728.00	2,252,728.00	1,803,649.84	(449,078.16)	80.07	1,990,403.97

CITY OF CAMBRIDGE
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FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

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	71,608.82 (5,268.18)	93.15	74,624.90
101-42200-103	PART-TIME EMPLOYEES - REGULAR	47,000.00	47,000.00	38,513.00 (8,487.00)	81.94	45,760.00
101-42200-121	PERA (EMPLOYER)	12,569.00	12,569.00	11,600.87 (968.33)	92.30	11,992.11
101-42200-122	FICA/MEDICARE (EMPLOYER)	9,530.00	9,530.00	4,202.97 (5,327.03)	44.10	4,293.66
101-42200-131	MEDICAL/DENTAL/LIFE INS	16,649.00	16,649.00	16,220.56 (428.44)	97.43	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	25,204.50 (10,856.50)	69.89	33,042.22
101-42200-154	HRA/FLEX FEES	100.00	100.00	68.65 (31.35)	68.65	73.35
	TOTAL PERSONAL SERVICES	200,691.00	200,691.00	167,419.17 (33,271.83)	83.42	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	5,689.38 (1,810.62)	75.86	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	5,692.64 (807.36)	87.58	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	11,481.05 464.05	104.21	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	11,926.75 (1,073.25)	91.74	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	44,214.40 (5,942.60)	88.15	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	.00 (10,000.00)	.00	10,000.00
101-42200-313	IT MGMT & BACKUP	3,000.00	2,800.00	2,483.91 (316.09)	88.71	2,483.91
101-42200-321	TELEPHONE/CELLULAR PHONES	900.00	1,350.00	1,265.22 (84.78)	93.72	1,345.23
101-42200-331	TRAVEL/MEALS/LODGING	750.00	1,600.00	1,649.89 49.89	103.12	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	12,129.13 (1,570.87)	88.53	13,374.09
101-42200-382	WATER/WASTEWATER UTILITIES	650.00	650.00	377.33 (272.67)	58.05	409.26
101-42200-383	GAS UTILITIES	7,000.00	5,000.00	3,238.58 (1,761.42)	64.77	2,812.98
	TOTAL OTHER SERVICES AND CHA	55,500.00	54,918.00	40,841.48 (14,076.52)	74.37	47,825.59

CITY OF CAMBRIDGE
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FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>MISCELLANEOUS</i>						
101-42200-401 REPAIR & MAINT LABOR - BLDGS	1,500.00	.00	2,125.00	2,125.00	.00	330.00
101-42200-404 REPAIR & MAINT LABOR - VEH/EQ	1,500.00	1,500.00	448.65	(1,051.35)	29.91	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	3,575.00	.00	100.00	4,132.07
<i>TOTAL MISCELLANEOUS</i>	12,300.00	11,707.00	9,852.84	(1,854.16)	84.16	11,624.63
TOTAL FIRE DEPARTMENT	310,891.00	317,473.00	262,327.89	(55,145.11)	82.63	287,289.47

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

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
EMERGENCY MANAGEMENT						
<i>SUPPLIES</i>						
101-42300-201 OFFICE SUPPLIES	500.00	578.00	.00	(578.00)	.00	.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	2,455.00	(545.00)	81.83	3,350.07
TOTAL SUPPLIES	5,000.00	4,278.00	3,150.98	(1,127.02)	73.66	5,507.07
<i>OTHER SERVICES AND CHARGES</i>						
101-42300-304 MISC PROF SERVICES	500.00	130.00	.00	(130.00)	.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	1,017.16	(130.84)	88.60	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	6,402.14	(1,297.86)	83.14	7,862.56

CITY OF CAMBRIDGE
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FUND 101 - GENERAL FUND

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>ANIMAL CONTROL</u>							
<i>OTHER SERVICES & CHARGES</i>							
101-42700-310	ANIMAL CONTROL SERVICES	5,500.00	5,000.00	4,400.00	(600.00)	88.00	4,879.13
<i>TOTAL OTHER SERVICES & CHARG</i>		5,500.00	5,000.00	4,400.00	(600.00)	88.00	4,879.13
TOTAL ANIMAL CONTROL		5,500.00	5,000.00	4,400.00	(600.00)	88.00	4,879.13

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FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
STREETS						
<i>PERSONAL SERVICES</i>						
101-43001-101	FULL-TIME EMPLOYEES - REGULAR	551,997.00	549,497.00	520,853.56 (28,643.44)	94.79	535,891.70
101-43001-102	FULL-TIME EMPLOYEES - OVERTIME	3,000.00	3,000.00	3,262.70 262.70	108.76	3,362.61
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	429.30 (2,070.70)	17.17	2,173.93
101-43001-111	OVERTIME-SNOWPLOWING	24,000.00	55,000.00	44,930.15 (10,069.85)	81.69	19,286.02
101-43001-112	OVERTIME MOSQUITO SPRAYING	3,000.00	2,000.00	1,087.42 (912.58)	54.37	674.58
101-43001-121	PERA (EMPLOYER)	45,247.00	45,247.00	42,687.49 (2,559.51)	94.34	41,560.91
101-43001-122	FICA/MEDICARE (EMPLOYER)	47,122.00	47,122.00	43,332.15 (3,789.85)	91.96	42,531.66
101-43001-131	MEDICAL/DENTAL/LIFE (EMPLOYER)	160,934.00	160,934.00	139,100.23 (21,833.77)	86.43	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	40,142.95 (18,594.05)	68.34	46,124.15
101-43001-154	HRA/FLEX FEES	700.00	700.00	594.75 (105.25)	84.96	635.45
	TOTAL PERSONAL SERVICES	940,311.00	969,466.00	854,075.13 (115,390.87)	88.10	837,961.58
<i>SUPPLIES</i>						
101-43001-201	OFFICE SUPPLIES-ACCESSORIES	1,000.00	1,000.00	383.62 (616.38)	38.36	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	7,265.28 (4,734.72)	60.54	8,526.25
101-43001-212	GASOLINE/FUEL/LUB/ADDITIVES	30,000.00	39,000.00	31,636.41 (7,363.59)	81.12	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	57,123.00 273.00	100.48	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	9,124.57 3,124.57	152.08	4,484.20
101-43001-240	SMALL TOOLS AND MINOR EQUIP	5,000.00	6,000.00	5,700.81 (299.19)	95.01	5,335.79
	TOTAL SUPPLIES	175,950.00	197,800.00	165,617.89 (32,182.11)	83.73	158,620.83
<i>OTHER SERVICES AND CHARGES</i>						
101-43001-304	MISC PROFESSIONAL FEES	5,000.00	4,000.00	3,068.52 (931.48)	76.71	2,283.68
101-43001-313	IT MGMT & BACKUP	8,000.00	4,000.00	2,483.91 (1,516.09)	62.10	2,523.91
101-43001-321	TELEPHONE/CELLULAR PHONES	6,000.00	12,000.00	10,584.54 (1,415.46)	88.20	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	329.86 (70.14)	82.47	362.50
101-43001-382	WATER/WASTEWATER UTILITIES	800.00	900.00	898.14 (1.86)	99.79	564.52
101-43001-384	REFUSE HAULING	8,000.00	3,000.00	2,411.09 (588.91)	80.37	2,871.32
	TOTAL OTHER SERVICES AND CHA	49,100.00	39,978.00	35,453.53 (4,524.47)	88.68	36,592.02

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FUND 101 - GENERAL FUND

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<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	5,931.59	(1,068.41)	84.74	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	695.35	(4.65)	99.34	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	12,751.30	(2,248.70)	85.01	6,768.51
TOTAL MISCELLANEOUS	82,200.00	241,630.00	88,126.81	(153,503.19)	36.47	72,808.96
TOTAL STREETS	1,247,561.00	1,448,874.00	1,143,273.36	(305,600.64)	78.91	1,105,983.39

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	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 - INFRASTR	.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	188,667.67

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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
<i>TOTAL SUPPLIES</i>	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	2,144.77	(355.23)	85.79	2,321.99
101-43170-382 WATER/WASTEWATER UTILITIES	2,000.00	1,680.00	1,399.92	(280.08)	83.33	1,501.50
101-43170-383 GAS UTILITIES	12,000.00	12,000.00	10,510.13	(1,489.87)	87.58	9,133.74
<i>TOTAL OTHER SERVICES AND CHA</i>	17,000.00	16,180.00	14,054.82	(2,125.18)	86.87	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
<i>TOTAL MISCELLANEOUS</i>	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	16,135.82	(2,664.18)	85.83	14,600.82

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

FUND 101 - GENERAL FUND

	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	1,068.46	(3,848.54)	21.73	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	80.63	(225.37)	26.35	76.37
101-45127-151 WORKERS' COMPENSATION PREMIU	437.00	137.00	41.35	(95.65)	30.18	.00
TOTAL PERSONAL SERVICES	8,960.00	5,380.00	1,199.57	(4,180.43)	22.30	1,074.78
<i>SUPPLIES</i>						
101-45127-210 MISCELLANEOUS OPER SUPPLIES	1,000.00	1,000.00	1,452.46	452.46	145.25	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	3,066.08	766.08	133.31	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	5,164.12	864.12	120.10	7,869.12
<i>OTHER SERVICES AND CHARGES</i>						
101-45127-321 TELEPHONE/CELLULAR PHONES	.00	1,500.00	750.00	(750.00)	50.00	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	33,617.29	(16,382.71)	67.23	50,759.76
101-45127-382 WATER/WASTEWATER UTILITIES	1,000.00	1,000.00	767.77	(232.23)	76.78	625.69
101-45127-383 GAS UTILITIES	6,000.00	5,000.00	2,447.32	(2,552.68)	48.95	4,054.26
TOTAL OTHER SERVICES AND CHA	64,500.00	57,500.00	37,582.38	(19,917.62)	65.36	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	593.57	(6.43)	98.93	442.14
101-45127-430 MISCELLANEOUS	500.00	283.00	.00	(283.00)	.00	.00
TOTAL MISCELLANEOUS	2,000.00	1,883.00	1,182.57	(700.43)	62.80	2,310.14
TOTAL ICE RINK	79,760.00	69,063.00	45,128.64	(23,934.36)	65.34	67,851.56

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

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	109,503.18	(8,233.82)	93.01	114,808.47
101-45200-102 FULL-TIME EMPLOYEES - OVERTIME	1,000.00	1,000.00	732.69	(267.31)	73.27	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	8,267.70	(710.30)	92.09	8,519.65
101-45200-122 FICA/MEDICARE (EMPLOYER)	10,843.00	11,143.00	9,116.74	(2,026.26)	81.82	8,990.65
101-45200-131 MEDICAL/DENTAL/LIFE	33,323.00	33,323.00	32,428.36	(894.64)	97.32	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	5,490.03	(2,172.97)	71.64	6,045.76
101-45200-154 HRA/FLEX FEES	200.00	200.00	137.40	(62.60)	68.70	148.80
TOTAL PERSONAL SERVICES	206,146.00	197,719.00	179,822.99	(17,896.01)	90.95	180,104.19
<i>SUPPLIES</i>						
101-45200-210 MISCELLANEOUS OPER SUPPLIES	3,500.00	11,000.00	10,096.98	(903.02)	91.79	5,834.98
101-45200-212 GASOLINE/FUEL/LUB/ADDITIVES	6,000.00	10,000.00	8,883.24	(1,116.76)	88.83	6,789.35
101-45200-221 REPAIR & MAINT SUPP - VEH/EQ	6,000.00	7,500.00	8,342.64	842.64	111.24	7,645.77
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	1,191.02	(.98)	99.92	888.14
TOTAL SUPPLIES	22,300.00	45,692.00	43,379.87	(2,312.13)	94.94	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	23,018.13	(981.87)	95.91	25,056.42
101-45200-382 WATER/WASTEWATER UTILITIES	1,700.00	3,000.00	2,367.86	(632.14)	78.93	3,125.70
TOTAL OTHER SERVICES AND CHA	47,250.00	49,972.00	48,144.72	(1,827.28)	96.34	51,946.28

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

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	2,285.23
101-45200-415 RENTALS - OTHER EQUIPMENT	8,000.00	6,117.00	6,957.00	840.00	113.73	6,091.79
101-45200-417 RENTALS - UNIFORMS	.00	700.00	593.45	(106.55)	84.78	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	21,931.69	(4,068.31)	84.35	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
TOTAL MISCELLANEOUS	75,100.00	74,985.00	71,156.13	(3,828.87)	94.89	70,517.05
TOTAL PARKS & RECREATION	350,796.00	368,368.00	342,503.71	(25,864.29)	92.98	341,476.64

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

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	751,886.00	(100,000.00)	88.26	1,665,785.00
<i>TOTAL TRANSFERS</i>	<u>771,886.00</u>	<u>851,886.00</u>	<u>751,886.00</u>	<u>(100,000.00)</u>	<u>88.26</u>	<u>1,665,785.00</u>
TOTAL TRANSFERS OUT	<u><u>771,886.00</u></u>	<u><u>851,886.00</u></u>	<u><u>751,886.00</u></u>	<u><u>(100,000.00)</u></u>	<u><u>88.26</u></u>	<u><u>1,665,785.00</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

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	5,714,980.12			7,131,018.52
NET REVENUES OVER EXPENDITURE	.00	(44,001.00)	(1,387,442.94)			81,858.35

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

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	95,399.33	(30,399.33)	146.77	80,230.25
OTHER	200.00	200.00	.00	200.00	.00	355.88
TOTAL FUND REVENUE	65,200.00	65,200.00	95,399.33	(30,199.33)	146.32	80,586.13
EXPENDITURES						
AIRPORT OPERATING						
AIRPORT OPERATING	62,200.00	62,200.00	81,471.02	(19,271.02)	130.98	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	81,471.02	(16,271.02)	124.96	75,788.60
TOTAL FUND EXPENDITURES	65,200.00	65,200.00	81,471.02	(16,271.02)	124.96	75,788.60
NET REVENUE OVER EXPENDITURES	.00	.00	13,928.31	(13,928.31)		4,797.53

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

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	58,659.17	(23,659.17)	167.60	46,190.61
TOTAL CHARGES FOR SERVICES	65,000.00	65,000.00	95,399.33	(30,399.33)	146.77	80,230.25
<u>OTHER</u>						
211-36210 INTEREST EARNINGS	200.00	200.00	.00	200.00	.00	355.88
TOTAL OTHER	200.00	200.00	.00	200.00	.00	355.88
TOTAL FUND REVENUE	65,200.00	65,200.00	95,399.33			80,586.13

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

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/ADDATIVES	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	2,253.26	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	2,853.87	2,353.87	570.77	777.82
211-49000-226 SIGNS	200.00	200.00	816.85	616.85	408.43	.00
211-49000-228 REPAIR & MAINT SUPP - INFRAST	2,500.00	2,500.00	4,485.00	1,985.00	179.40	315.02
211-49000-251 AIRPLANE FUEL COST OF SALES	31,000.00	31,000.00	52,486.89	21,486.89	169.31	39,845.16
TOTAL SUPPLIES	41,700.00	41,700.00	65,160.63	23,460.63	156.26	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	1,276.27	(223.73)	85.08	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	.00	128.40
211-49000-351 LEGAL NOTICES/ORD PUBLISHING	100.00	100.00	72.69	(27.31)	72.69	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	5,450.06	(549.94)	90.83	6,328.74
211-49000-383 GAS UTILITIES	.00	.00	1,199.20	1,199.20	.00	719.60
TOTAL OTHER SERVICES & CHARG	12,050.00	12,050.00	11,012.72	(1,037.28)	91.39	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	.00	(3,000.00)	.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	2,324.67	324.67	116.23	1,745.44
211-49000-431 UNCOLLECTIBLE ACCOUNT EXPENS	.00	.00	299.00	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	400.00	.00	400.00
211-49000-489 OTHER CONTRACTED SERVICES	500.00	500.00	995.00	495.00	199.00	.00
TOTAL MISCELLANEOUS	8,450.00	8,450.00	5,297.67	(3,152.33)	62.69	3,687.32
TOTAL AIRPORT OPERATING	62,200.00	62,200.00	81,471.02	19,271.02	130.98	60,788.60

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

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 11 MONTHS ENDING NOVEMBER 30, 2018

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	81,471.02			75,788.60
NET REVENUES OVER EXPENDITURE	.00	.00	13,928.31			4,797.53

CITY OF CAMBRIDGE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

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	359,331.35	306,423.65
31020 DELINQUENT	.00	.00	6,494.64	(6,494.64)
31050 TAX INCREMENT	.00	.00	169,682.45	(169,682.45)
	<u>665,755.00</u>	<u>665,755.00</u>	<u>535,508.44</u>	<u>130,246.56</u>
<u>SPECIAL ASSESSMENTS</u>				
36100 PREPAID	5,850.00	5,850.00	194,406.38	(188,556.38)
36101/36102 "PRINCIPAL, INT & PENALTIES"	343,166.00	343,166.00	169,930.94	173,235.06
	<u>349,016.00</u>	<u>349,016.00</u>	<u>364,337.32</u>	<u>(15,321.32)</u>
<u>OTHER FINANCING SOURCES</u>				
36210 INTEREST EARNINGS	1,500.00	1,500.00	.00	1,500.00
31050 BOND PROCEEDS	.00	.00	169,682.45	(169,682.45)
	<u>1,500.00</u>	<u>1,500.00</u>	<u>169,682.45</u>	<u>(168,182.45)</u>
<u>TRANSFERS</u>				
39200-39204 GENERAL FUND TRANSFER IN	2,233.00	2,233.00	98,135.00	(95,902.00)
	<u>2,233.00</u>	<u>2,233.00</u>	<u>98,135.00</u>	<u>(95,902.00)</u>
TOTAL REVENUE	<u>1,018,504.00</u>	<u>1,018,504.00</u>	<u>1,167,663.21</u>	<u>(149,159.21)</u>

CITY OF CAMBRIDGE
EXPENSES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

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>(112,063.77)</u>		

CITY OF CAMBRIDGE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

FUNDS 400-499 - CAPITAL PROJECTS

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET
<u>SPECIAL ASSESSMENTS</u>					
36100 PREPAID	.00	.00	2,989.17	(2,989.17)	.00
36101/36102 "PRINCIPAL, INT & PENALTIES"	11,861.00	11,861.00	20,317.00	(8,456.00)	171.29
	<u>11,861.00</u>	<u>11,861.00</u>	<u>23,306.17</u>	<u>(11,445.17)</u>	<u>196.49</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	100,689.28	(100,689.28)	.00
34301 SEALCOATING FEES	1,000.00	.00	.00	.00	.00
	<u>39,853.00</u>	<u>37,721.00</u>	<u>138,410.28</u>	<u>(100,689.28)</u>	<u>366.93</u>
<u>INTERGOVERNMENTAL</u>					
33419-33429 STATE AID	590,793.00	590,793.00	517,683.40	73,109.60	87.63
33160-33169 FEDERAL AID	112,500.00	112,500.00	8,863.20	103,636.80	7.88
	<u>703,293.00</u>	<u>703,293.00</u>	<u>526,546.60</u>	<u>176,746.40</u>	<u>74.87</u>
<u>OTHER FINANCING SOURCES</u>					
36210 INTEREST EARNINGS	1,750.00	.00	141.29	(141.29)	.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>2,064,485.05</u>	<u>(27,785.05)</u>	<u>101.36</u>
<u>TRANSFERS</u>					
39200-39204 GENERAL FUND TRANSFER IN	700,226.00	780,226.00	770,226.00	10,000.00	98.72
	<u>700,226.00</u>	<u>780,226.00</u>	<u>770,226.00</u>	<u>10,000.00</u>	<u>98.72</u>
TOTAL REVENUE	<u><u>3,086,586.00</u></u>	<u><u>3,569,801.00</u></u>	<u><u>3,522,974.10</u></u>	<u><u>46,826.90</u></u>	<u><u>98.89</u></u>

CITY OF CAMBRIDGE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

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	53,583.12	(10,416.88)	83.72
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	38,000.00	.00	(38,000.00)	.00
419-41320-580	ADMIN OTHER EQUIPMENT	20,000.00	20,000.00	.00	(20,000.00)	.00
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	164,494.60	(505.40)	99.69
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	30,798.00	30,798.00	.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	612,021.54	612,021.54	.00
428-48000-530	2018 STREET PROJECT	2,781,500.00	2,781,500.00	1,860,583.38	(920,916.62)	66.89
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>3,396,920.60</u>	<u>(569,923.40)</u>	<u>85.63</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</u>	<u>.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>3,496,920.60</u></u>	<u><u>(569,923.40)</u></u>	<u><u>85.99</u></u>
	NET REVENUES					
	OVER(UNDER) EXPENDITURES	<u><u>(546,158.00)</u></u>	<u><u>(497,043.00)</u></u>	<u><u>26,053.50</u></u>		

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

FUND 601 - WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
REVENUE						
SA & INTEREST EARNINGS	20,000.00	20,000.00	.00	20,000.00	.00	14,054.67
OPERATING REVENUE	1,768,148.00	1,768,148.00	1,804,783.62	(36,635.62)	102.07	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	1,906,403.62	(18,255.62)	100.97	1,970,613.75
EXPENDITURES						
WATER FUND EXPENDITURES						
EXPENSE 400	1,792,391.00	1,792,391.00	856,016.54	936,374.46	47.76	1,672,966.29
TOTAL WATER FUND EXPENDITURES	1,792,391.00	1,792,391.00	856,016.54	936,374.46	47.76	1,672,966.29
TOTAL FUND EXPENDITURES	1,792,391.00	1,792,391.00	856,016.54	936,374.46	47.76	1,672,966.29
NET REVENUE OVER EXPENDITURES	95,757.00	95,757.00	1,050,387.08	(954,630.08)		297,647.46

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

FUND 601 - WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>SA & INTEREST EARNINGS</u>						
601-36102 SPEC ASSESSMENTS - INT/PEN	.00	.00	.00	.00	.00	492.75
601-36210 INTEREST EARNINGS	20,000.00	20,000.00	.00	20,000.00	.00	13,561.92
TOTAL SA & INTEREST EARNINGS	20,000.00	20,000.00	.00	20,000.00	.00	14,054.67
<u>OPERATING REVENUE</u>						
601-37110 METERED WATER SALES	1,703,148.00	1,703,148.00	1,711,768.40	(8,620.40)	100.51	1,750,987.77
601-37120 SALES OF METERS & SUPPLIES	10,000.00	10,000.00	34,211.14	(24,211.14)	342.11	38,630.25
601-37160 PENALTIES ETC.	30,000.00	30,000.00	31,542.73	(1,542.73)	105.14	34,371.76
601-37165 CERTIFICATION PENALTY	.00	.00	1,050.00	(1,050.00)	.00	675.00
601-37170 OTHER REVENUE	25,000.00	25,000.00	26,211.35	(1,211.35)	104.85	31,894.30
TOTAL OPERATING REVENUE	1,768,148.00	1,768,148.00	1,804,783.62	(36,635.62)	102.07	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	1,906,403.62			1,970,613.75

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

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	243,558.34	2,670.34	101.11	246,955.03
601-49400-102 FULL-TIME EMPLOYEES - OVERTIME	15,000.00	15,000.00	9,805.82	(5,194.18)	65.37	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	2,137.30	137.30	106.87	241.28
601-49400-115 CALL-IN PAY	2,000.00	2,000.00	1,427.87	(572.13)	71.39	1,160.27
601-49400-116 ON-CALL PAY	10,000.00	10,000.00	10,167.25	167.25	101.67	11,119.22
601-49400-121 PERA (EMPLOYER)	21,225.00	21,225.00	19,369.82	(1,855.18)	91.26	20,264.64
601-49400-122 FICA/MEDICARE (EMPLOYER)	23,502.00	23,502.00	19,763.87	(3,738.13)	84.09	20,300.48
601-49400-131 MEDICAL/DENTAL/LIFE (EMPLOYER)	61,061.00	61,061.00	59,352.27	(1,708.73)	97.20	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	3,233.72	(1,366.28)	70.30	2,541.24
601-49400-151 WORKERS' COMPENSATION PREMIU	10,886.00	10,886.00	4,896.21	(5,989.79)	44.98	5,744.92
601-49400-154 HRA/FLEX FEES	300.00	300.00	251.40	(48.60)	83.80	268.60
TOTAL PERSONAL SERVICES	410,507.00	410,507.00	377,796.27	(32,710.73)	92.03	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	8,372.64	(3,627.36)	69.77	10,982.59
601-49400-212 GASOLINE/FUEL/LUB/ADDITIVES	8,000.00	8,000.00	5,300.21	(2,699.79)	66.25	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	39,032.67	(15,967.33)	70.97	51,577.12
601-49400-217 TESTING	500.00	500.00	1,533.00	1,033.00	306.60	.00
601-49400-221 REPAIR & MAINT SUPP - VEH/EQ	5,000.00	5,000.00	3,040.13	(1,959.87)	60.80	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	4,540.42	(1,459.58)	75.67	2,681.52
601-49400-270 METERS AND REPAIRS	30,000.00	30,000.00	15,459.96	(14,540.04)	51.53	32,718.47
TOTAL SUPPLIES	123,500.00	123,500.00	80,258.92	(43,241.08)	64.99	107,799.73

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

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	11,487.53	3,487.53	143.59	5,615.83
601-49400-310 GOPHER STATE ONE CALL	1,000.00	1,000.00	996.41 (3.59)	99.64	1,082.07
601-49400-313 IT MGMT & BACKUP	.00	.00	2,483.91	2,483.91	.00	2,563.91
601-49400-321 TELEPHONE/CELLULAR PHONES	9,000.00	9,000.00	5,739.28 (3,260.72)	63.77	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	78,105.24 (16,894.76)	82.22	86,035.67
601-49400-382 WATER/WASTEWATER UTILITIES	1,400.00	1,400.00	1,025.52 (374.48)	73.25	1,205.87
601-49400-383 GAS UTILITIES	4,000.00	4,000.00	5,057.73	1,057.73	126.44	4,788.84
601-49400-384 REFUSE HAULING	2,000.00	2,000.00	1,279.52 (720.48)	63.98	1,274.00
TOTAL OTHER SERVICES & CHARG	151,200.00	151,200.00	135,324.88 (15,875.12)	89.50	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	9,441.10 (18,558.90)	33.72	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	10,031.55	31.55	100.32	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	48,723.75 (26,276.25)	64.97	48,925.43
601-49400-420 DEPRECIATION	745,000.00	745,000.00	.00 (745,000.00)	.00	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	4,927.45 (3,072.55)	61.59	5,324.90
601-49400-433 DUES AND SUBSCRIPTIONS	1,000.00	1,000.00	882.35 (117.65)	88.24	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	93,779.26 (815,220.74)	10.32	872,113.75

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

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	13,358.26	(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
TOTAL TRANSFERS	12,500.00	12,500.00	13,500.00	1,000.00	108.00	12,500.00
TOTAL EXPENSE 400	1,792,391.00	1,792,391.00	856,016.54	(936,374.46)	47.76	1,672,966.29

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

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	856,016.54			1,872,966.29
NET REVENUES OVER EXPENDITURE	95,757.00	95,757.00	1,050,387.08			297,647.46

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

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	2,984.19	27,035.81	9.88	27,590.08
OPERATING REVENUE	2,014,265.00	2,014,265.00	1,986,273.38	27,991.64	98.61	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	1,990,857.55	53,407.45	97.39	2,832,470.36
EXPENDITURES						
WASTEWATER FUND EXPENDITURES						
EXPENSE 450	2,694,867.00	2,694,867.00	1,357,822.80	1,337,044.20	50.39	2,846,081.03
TOTAL WASTEWATER FUND EXPENDITURE	2,694,867.00	2,694,867.00	1,357,822.80	1,337,044.20	50.39	2,846,081.03
TOTAL FUND EXPENDITURES	2,694,867.00	2,694,867.00	1,357,822.80	1,337,044.20	50.39	2,846,081.03
NET REVENUE OVER EXPENDITURES	(650,602.00)	(650,602.00)	633,034.75	(1,283,636.75)		(13,610.67)

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

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	398.19	29,601.81	1.33	27,087.35
TOTAL SA & INTEREST EARNINGS	30,000.00	30,000.00	2,964.19	27,035.81	9.88	27,590.08
<u>OPERATING REVENUE</u>						
602-37210 SEWER CHARGES - CITY	1,979,265.00	1,979,265.00	1,814,390.52	164,874.48	91.67	2,216,180.72
602-37250 SAC CHARGES	.00	.00	144,855.45	(144,855.45)	.00	555,316.63
602-37260 PENALTIES	35,000.00	35,000.00	27,027.39	7,972.61	77.22	33,382.93
TOTAL OPERATING REVENUE	2,014,265.00	2,014,265.00	1,986,273.36	27,991.64	98.61	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	1,990,857.55			2,832,470.36

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

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	394,046.78	(17,060.22)	95.85	397,610.99
602-49450-102 FULL-TIME EMPLOYEES - OVERTIME	21,000.00	21,000.00	19,254.79	(1,745.21)	91.69	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	3,196.10	1,196.10	159.81	4,283.59
602-49450-115 CALL-IN PAY	5,000.00	5,000.00	2,559.72	(2,440.28)	51.19	2,607.22
602-49450-116 ON-CALL PAY	21,000.00	21,000.00	19,282.10	(1,717.90)	91.82	20,516.97
602-49450-121 PERA (EMPLOYER)	36,500.00	36,500.00	32,204.45	(4,295.55)	88.23	33,324.71
602-49450-122 FICA/MEDICARE (EMPLOYER)	39,000.00	39,000.00	32,550.87	(6,449.13)	83.46	33,339.08
602-49450-131 MEDICAL/DENTAL/LIFE (EMPLOYER)	111,006.00	111,006.00	106,998.14	(4,007.86)	96.39	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	5,973.19	(2,026.81)	74.66	6,591.95
602-49450-151 WORKERS' COMPENSATION PREMIU	21,437.00	21,437.00	17,924.01	(3,512.99)	83.61	21,866.64
602-49450-154 HRA/FLEX FEES	500.00	500.00	454.10	(45.90)	90.82	471.40
TOTAL PERSONAL SERVICES	702,927.00	702,927.00	639,607.37	(63,319.63)	90.99	642,107.37
<i>SUPPLIES</i>						
602-49450-200 LAB SUPPLIES & REPLACEMENT	18,000.00	18,000.00	14,953.36	(3,046.64)	83.07	24,756.53
602-49450-201 OFFICE SUPPLIES - ACCESSORIES	2,000.00	2,000.00	1,984.81	(15.19)	99.24	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	7,138.77	(861.23)	89.23	8,862.93
602-49450-212 GASOLINE/FUEL/LUB/ADDITIVES	8,000.00	8,000.00	6,116.57	(1,883.43)	76.46	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	6,917.00	(4,083.00)	62.88	7,731.00
602-49450-221 REPAIR & MAINT SUPP - VEH/EQ	8,500.00	8,500.00	4,502.02	(3,997.98)	52.96	6,890.62
602-49450-240 SMALL TOOLS & MINOR EQUIP	7,000.00	7,000.00	5,883.20	(1,116.80)	84.05	9,029.12
TOTAL SUPPLIES	175,000.00	175,000.00	135,364.95	(39,635.05)	77.35	127,434.14

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

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	10,505.05	2,505.05	131.31	5,815.84
602-49450-310 GOPHER STATE ONE CALL	1,000.00	1,000.00	1,222.20	222.20	122.22	1,082.08
602-49450-313 IT MGMT & BACKUP	4,000.00	4,000.00	2,258.10	(1,741.90)	56.45	2,563.91
602-49450-321 TELEPHONE/CELLULAR PHONES	5,000.00	5,000.00	2,359.04	(2,640.96)	47.18	2,281.59
602-49450-322 POSTAGE	5,000.00	5,000.00	4,225.00	(775.00)	84.50	4,245.70
602-49450-331 TRAVEL/MEALS/LODGING	1,000.00	1,000.00	3,187.93	2,187.93	318.79	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	109,844.28	(10,155.72)	91.54	120,935.68
602-49450-382 WATER/WASTEWATER UTILITIES	2,000.00	2,000.00	1,170.83	(829.17)	58.54	1,379.91
602-49450-383 GAS UTILITIES	25,000.00	25,000.00	19,707.79	(5,292.21)	78.83	19,788.02
602-49450-384 REFUSE HAULING	2,500.00	2,500.00	1,279.96	(1,220.04)	51.20	1,274.24
602-49450-385 POWER - LIFT STATIONS	17,000.00	17,000.00	14,046.40	(2,953.60)	82.63	15,348.51
TOTAL OTHER SERVICES & CHARG	230,150.00	230,150.00	211,852.76	(18,297.24)	92.05	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	25,408.22	(9,591.78)	72.59	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	1,286.98
602-49450-416 FORCÉ 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	.00	(1,250,000.00)	.00	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	4,277.11	3,277.11	427.71	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	208,042.41	(1,197,857.59)	14.80	1,699,600.07

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

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
TOTAL TRANSFERS	37,500.00	37,500.00	38,850.00	1,350.00	103.60	37,500.00
TOTAL EXPENSE 450	2,694,867.00	2,694,867.00	1,357,822.80	(1,337,044.20)	50.39	2,846,081.03

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

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	1,357,822.80			2,846,081.03
NET REVENUES OVER EXPENDITURE	(650,602.00)	(650,602.00)	633,034.75			(13,610.67)

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

FUND 603 - STORM WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
REVENUE						
SA & INTEREST EARNINGS	.00	.00	.00	.00	.00	875.56
OPERATING REVENUES	336,000.00	336,000.00	321,621.33	14,378.67	95.72	340,242.18
TOTAL FUND REVENUE	336,000.00	336,000.00	321,621.33	14,378.67	95.72	341,117.74
EXPENDITURES						
STORM SEWER FUND EXPENDITURES						
EXPENSE 500	469,114.00	469,114.00	67,700.14	401,413.86	14.43	437,085.17
TOTAL STORM SEWER FUND EXPENDITURE	469,114.00	469,114.00	67,700.14	401,413.86	14.43	437,085.17
TOTAL FUND EXPENDITURES	469,114.00	469,114.00	67,700.14	401,413.86	14.43	437,085.17
NET REVENUE OVER EXPENDITURES	(133,114.00)	(133,114.00)	253,921.19	(387,035.19)		(95,967.43)

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

FUND 603 - STORM WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>SA & INTEREST EARNINGS</u>						
603-36210 INTEREST EARNINGS	.00	.00	.00	.00	.00	875.56
TOTAL SA & INTEREST EARNINGS	.00	.00	.00	.00	.00	875.56
<u>OPERATING REVENUES</u>						
603-37310 STORM WATER CHARGES	330,000.00	330,000.00	316,001.49	13,998.51	95.76	334,312.37
603-37360 PENALTIES	6,000.00	6,000.00	5,619.84	380.16	93.66	5,929.81
TOTAL OPERATING REVENUES	336,000.00	336,000.00	321,621.33	14,378.67	95.72	340,242.18
TOTAL FUND REVENUE	336,000.00	336,000.00	321,621.33			341,117.74

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

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	.00	(390,000.00)	.00	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	16,671.69	(405,328.31)	3.95	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
603-49500-638 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	67,700.14	(401,413.86)	14.43	437,085.17

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

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	67,700.14			437,085.17
NET REVENUES OVER EXPENDITURE	(133,114.00)	(133,114.00)	253,921.19			(95,967.43)

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

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	187,926.28	12,073.72	93.96	.00
TOTAL FUND REVENUE	200,000.00	200,000.00	187,926.28	12,073.72	93.96	.00
EXPENDITURES						
STREET LIGHT UTILITY EXP EXPENSE 550	200,000.00	200,000.00	173,213.53	26,786.47	86.61	.00
TOTAL STREET LIGHT UTILITY EXP	200,000.00	200,000.00	173,213.53	26,786.47	86.61	.00
TOTAL FUND EXPENDITURES	200,000.00	200,000.00	173,213.53	26,786.47	86.61	.00
NET REVENUE OVER EXPENDITURES	.00	.00	14,712.75	(14,712.75)		.00

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

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	3,242.08	(3,242.08)	.00	.00
604-37410 STREET LIGHT UTILITY FEES	200,000.00	200,000.00	173,020.26	26,979.74	86.51	.00
604-37470 OTHER REVENUE	.00	.00	11,663.94	(11,663.94)	.00	.00
TOTAL OPERATING REVENUES	200,000.00	200,000.00	187,926.28	12,073.72	93.96	.00
TOTAL FUND REVENUE	200,000.00	200,000.00	187,926.28			.00

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

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	16,980.77	16,980.77	.00	.00
<i>TOTAL SUPPLIES</i>	.00	.00	16,980.77	16,980.77	.00	.00
<i>OTHER SERVICES & CHARGES</i>						
604-49550-381 STREET LIGHT ELECTRIC	180,000.00	180,000.00	140,976.69	(39,023.31)	78.32	.00
<i>TOTAL OTHER SERVICES & CHARG</i>	180,000.00	180,000.00	140,976.69	(39,023.31)	78.32	.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	173,213.53	(26,786.47)	86.61	.00

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

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	173,213.53			.00
NET REVENUES OVER EXPENDITURE	.00	.00	14,712.75			.00

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

FUND 610 - LIQUOR STORE FUND

<u>REVENUE</u>	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
INTEREST & LOTTERY SALES	84,740.00	84,740.00	95,926.50	(11,186.50)	113.20	96,358.09
OPERATING REVENUES	5,499,657.00	5,499,657.00	5,110,944.22	388,712.78	92.93	5,524,944.34
TOTAL FUND REVENUE	5,584,397.00	5,584,397.00	5,208,870.72	377,526.28	93.24	5,621,302.43
<u>EXPENDITURES</u>						
LIQUOR STORE EXPENDITURES						
LIQUOR STORE	5,584,397.00	5,584,397.00	5,087,047.70	497,349.30	91.09	5,593,219.68
TOTAL LIQUOR STORE EXPENDITURES	5,584,397.00	5,584,397.00	5,087,047.70	497,349.30	91.09	5,593,219.68
TOTAL FUND EXPENDITURES	5,584,397.00	5,584,397.00	5,087,047.70	497,349.30	91.09	5,593,219.68
NET REVENUE OVER EXPENDITURES	.00	.00	119,823.02	(119,823.02)		28,082.75

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

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	.00	1,500.00	.00	2,624.95
610-36220 LOTTERY SALES	83,000.00	83,000.00	95,524.50	(12,524.50)	115.09	92,733.18
TOTAL INTEREST & LOTTERY SALES	84,740.00	84,740.00	95,926.50	(11,186.50)	113.20	96,358.09
<u>OPERATING REVENUES</u>						
610-37811 SALES - LIQUOR	1,826,383.00	1,826,383.00	1,699,931.41	126,451.59	93.08	1,842,377.09
610-37812 SALES - BEER	2,452,187.00	2,452,187.00	2,369,930.47	82,256.53	96.65	2,508,467.32
610-37813 SALES - WINE	929,175.00	929,175.00	766,952.28	162,222.72	82.54	891,914.54
610-37815 SALES - NON-TAXABLE	155,818.00	155,818.00	153,818.47	1,999.53	98.72	154,686.05
610-37816 SALES - TAXABLE	140,294.00	140,294.00	125,959.62	14,334.38	89.78	133,862.81
610-37830 DISCOUNTS, DEPOSITS & RETURNS	(3,000.00)	(3,000.00)	(4,289.40)	1,289.40	(142.98)	(5,271.40)
610-37840 CASH OVER AND SHORT	(1,200.00)	(1,200.00)	(1,358.63)	158.63	(113.22)	(1,092.07)
TOTAL OPERATING REVENUES	5,499,657.00	5,499,657.00	5,110,944.22	388,712.78	92.93	5,524,944.34
TOTAL FUND REVENUE	5,584,397.00	5,584,397.00	5,206,870.72			5,621,302.43

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

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	217,119.99	(4,588.01)	97.93	237,224.91
610-49750-102 FULL-TIME EMPLOYEES - OVERTIME	7,569.00	7,569.00	2,894.13	(4,674.87)	38.24	4,331.24
610-49750-103 PART-TIME EMPLOYEES - REGULAR	146,718.00	146,718.00	130,204.81	(16,513.39)	88.74	139,771.00
610-49750-106 PART-TIME EMPLOYEES - OVERTIME	9,000.00	9,000.00	730.80	(8,269.20)	8.12	1,241.54
610-49750-110 HOURS WORKED HOLIDAY	10,000.00	10,000.00	10,568.46	568.46	105.68	9,929.19
610-49750-121 PERA (EMPLOYER)	29,690.00	29,690.00	27,113.91	(2,576.09)	91.32	27,967.35
610-49750-122 FICA/MEDICARE (EMPLOYER)	30,284.00	30,284.00	27,012.54	(3,271.46)	89.20	27,872.66
610-49750-131 MEDICAL/DENTAL/LIFE (EMPLOYER)	66,594.00	66,594.00	64,869.48	(1,724.52)	97.41	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	12,758.80	(13,241.20)	49.07	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	274.70	(25.30)	91.57	288.80
TOTAL PERSONAL SERVICES	562,894.00	562,894.00	496,951.67	(65,942.33)	88.29	527,484.52
<i>SUPPLIES</i>						
610-49750-201 OFFICE SUPPLIES - ACCESSORIES	3,500.00	3,500.00	1,690.10	(1,809.90)	48.29	1,801.85
610-49750-210 MISCELLANEOUS OPER SUPPLIES	22,000.00	22,000.00	12,912.45	(9,087.55)	58.69	13,430.36
610-49750-220 MAINTENANCE & REPAIR SUPPLIES	24,000.00	24,000.00	21,881.32	(2,118.68)	91.17	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	1,243,056.89	(126,671.11)	90.75	1,354,137.00
610-49750-252 PURCHASES - BEER	1,910,548.00	1,910,548.00	1,807,889.67	(102,658.33)	94.63	1,932,569.28
610-49750-253 PURCHASES WINE	645,795.00	645,795.00	529,670.22	(116,124.78)	82.02	620,298.40
610-49750-259 PURCHASES - MISCELLANEOUS	235,328.00	235,328.00	230,993.20	(4,334.80)	98.16	229,226.25
610-49750-260 FREIGHT & DRAY	35,904.00	35,904.00	31,912.20	(3,991.80)	88.88	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	3,881,328.08	(367,674.92)	91.35	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	2,258.10	(741.90)	75.27	2,483.91
610-49750-321 TELEPHONE/CELLULAR PHONES	8,000.00	8,000.00	7,739.25	(260.75)	96.74	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	39,785.99	(214.01)	99.46	42,605.92
610-49750-341 WINE TASTING EVENT COSTS	3,000.00	3,000.00	2,394.06	(605.94)	79.80	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	22,052.73	(5,947.27)	78.76	23,451.93
610-49750-382 WATER/WASTEWATER UTILITIES	800.00	800.00	621.10	(178.90)	77.64	711.87
610-49750-383 GAS UTILITIES	2,000.00	2,000.00	1,352.43	(647.57)	67.62	1,103.55
610-49750-384 REFUSE HAULING	2,500.00	2,500.00	1,279.85	(1,220.15)	51.19	1,385.00
TOTAL OTHER SERVICES & CHARG	104,150.00	104,150.00	92,028.07	(12,121.93)	88.36	100,413.88

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

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	5,454.08	(1,545.92)	77.92	6,556.25
610-49750-420 DEPRECIATION	57,000.00	57,000.00	.00	(57,000.00)	.00	59,866.25
610-49750-430 FISCAL/BANK/MISCELLANEOUS CHG	116,500.00	116,500.00	114,533.23	(1,966.77)	98.31	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	50,222.12	222.12	100.44	49,036.64
610-49750-475 LOTTERY PAID OUT	30,000.00	30,000.00	38,757.06	8,757.06	129.19	38,205.08
610-49750-489 CONTRACT MAINTENANCE	3,200.00	3,200.00	2,751.96	(448.04)	86.00	2,014.68
<i>TOTAL MISCELLANEOUS</i>	<u>268,350.00</u>	<u>268,350.00</u>	<u>216,739.88</u>	<u>(51,610.12)</u>	<u>80.77</u>	<u>278,568.27</u>
<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
<i>TOTAL TRANSFERS</i>	<u>400,000.00</u>	<u>400,000.00</u>	<u>400,000.00</u>	<u>.00</u>	<u>100.00</u>	<u>469,000.00</u>
TOTAL LIQUOR STORE	<u><u>5,584,397.00</u></u>	<u><u>5,584,397.00</u></u>	<u><u>5,087,047.70</u></u>	<u><u>(497,349.30)</u></u>	<u><u>91.09</u></u>	<u><u>5,593,219.68</u></u>

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

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	5,087,047.70			5,593,219.68
NET REVENUES OVER EXPENDITURE	.00	.00	119,823.02			28,082.75

City of Cambridge Cash & Investment Summary 11-30-18

First Bank & Trust High Yield Savings-Reserved for Bond Payments within 60 days, \$2,290,382

First Bank & Trust Operating Checkbook, \$321,052

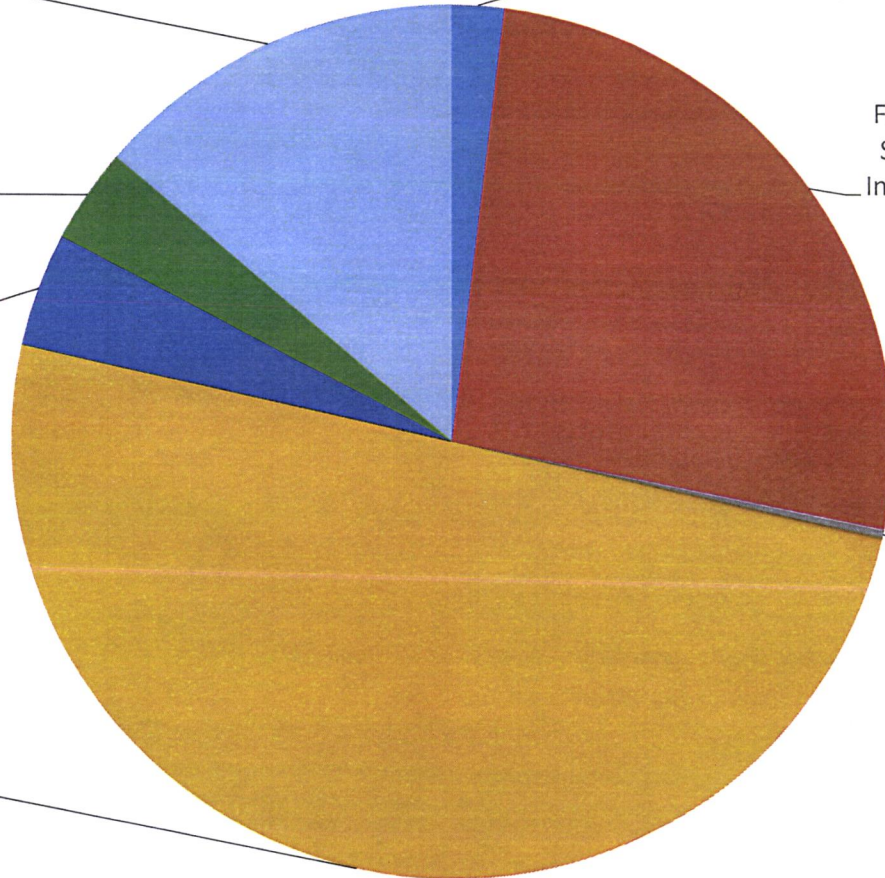
First Bank & Trust High Yield Savings Used for Cash Flow Including 2018 Street Project, \$4,363,978

First Bank & Trust Housing High Yield Savings, \$589,492

First Bank & Trust Housing Checking, \$701,028

4M Fund-League of MN Cities, \$57,144

Long Term--Certificates of Deposit & Government Securities, \$8,340,599



Prepared by: Caroline Moe, Director of Finance

BACKGROUND

The City of Cambridge Fire Department has received a donation of \$1500 from the Arrow Tank for the purchase of fire apparel. 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. R19-002

RESOLUTION NO. R19-002

*Resolution Accepting Restricted Donation
to the City of Cambridge Fire Department for Apparel*

WHEREAS, Arrow Tank has made a donation in the amount of \$1500 with the restriction that the funds be used for apparel 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 7th day of January, 2019.

James Godfrey, Mayor

ATTEST:

Lynda J. Woulfe, City Administrator

4D John Bergloff, Lead Operator, Effective January 1, 2019

4E Part-Time Employment for Jesse Forliti, Water-Wastewater Operator, Effective January 14, 2019

Prepared by: Todd Schwab, Public Works-Utilities Director

Background

With Rob Bredeson's departure from the City of Cambridge, it created an opening for the Assistant Utilities Director position. Luke Fedor was promoted to Rob's position of Assistant Utilities Director. Which then created an opening for a Lead Operator, after the requisite posting pursuant to the union contract, interviews were conducted with John Bergloff and Casey Edblad. John Bergloff was selected for the position because he met all position qualifications and has more seniority than Casey. Therefore, I am recommending the Council approve John Bergloff as Lead Operator effective January 1, 2019 at the rate of \$30.79 per hour (Step 1 wage under the 2019 union contract for Lead Operator).

After John's move to lead operator, this created an opening for a Water-Wastewater Operator. This position was advertised and five people applied for the position. Three did not meet the minimum qualifications. Two individuals were scheduled for an interview and only one appeared for the interview. That person was not a match for City employment.

I went back through the applications and decided to take a different approach – to interview the candidate that was closest to graduation from Water-Wastewater School and have that person work part-time as a paid internship so we can assess his work skills and have the potential to hire him full-time after his graduation and passing his D water & wastewater certification tests. This will be in the best interests of the City and of Mr. Forliti. Mr. Forliti is a graduate of Cambridge Isanti High School.

Therefore, I am recommending Mr. Forliti for part-time employment effective January 14, 2019 upon successful completion of all pre-employment background testing.

December 27, 2018

Mr. John Bergloff
748 327th Ave NE
Cambridge MN 55008

Dear John,

I am pleased to extend the offer of Lead Operator to you effective January 1, 2019. I appreciate your service and look forward to you serving as Lead Operator. Here are the terms of the City's offer:

Salary

Step 1, 2019 Lead Operator Wage \$30.79 per hour

Effective Date

January 1, 2019

Probationary Period

Pursuant to the IBEW Contract Article 13. Seniority, Section 4 Promotions you will serve a six-month probationary period. During your probationary period, the City can choose to return you to the position of Water-Wastewater Operator. You also have the option of choosing to return to your former position within the probationary period. If you are returned to your former position, you will revert back to your former Water-Wastewater Operator wage.

All other employment terms are still governed by the union contract and City's personnel policies. I hope you will accept this offer of Lead Operator. Please sign below to indicate your acceptance.

Seniority Date

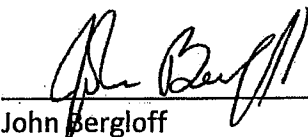
Your seniority date will remain the same but you will move through the Lead Operator steps based upon the January 1, 2019 effective date. If you successfully complete your probationary period and continue in the Lead Operator role your next step increase would be January 1, 2020.

Sincerely,



Todd Schwab
Public Works-Utilities Director

I hereby accept the terms of the Lead Operator position offer as outlined above.



John Bergloff

December 27, 2018

Mr. Jesse Forliti
2703 225th Lane ~~NEW~~ JF
Oak Grove, MN 55055

Dear Jesse,

On behalf of the City of Cambridge, I would like to extend to you a conditional offer for an internship as a Water-Wastewater Operator. This offer is contingent upon you successfully passing a criminal background check and a pre-employment physical. Below is an outline of the City's offer.

Salary

\$21.62 per hour

Requested Start Date

January 14, 2019

Schedule

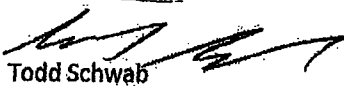
12 hours per week

Length of Internship

July 31, ~~2018~~ 2019 JF


If you successfully complete your internship, obtain your AAS in Water Environmental Technology, and take your Class D water and wastewater certification tests upon graduation, the City will offer you full-time employment.

Sincerely,



Todd Schwab
Public Works-Utilities Director

I hereby accept this offer of conditional employment under the terms listed above.

 1-2-18

Jesse Forliti

Prepared by: Lynda J. Woulfe, City Administrator

Background

City Code addresses delinquent utility accounts as follows:

(B) Shut-off for nonpayment. Water shall be shut-off after a notice of intent to shut-off has been mailed by first class mail and an opportunity for a hearing before the city council or an employee designated by the city council have been provided to the occupant and owner of the premises involved.

(1) If any bill is not paid by the due date listed on the bill, a second notice stating the balance due will be mailed by first class mail and shall state that if payment is not made within ten days of the mailing of the second bill, water service to the premises will be shut off for nonpayment.

(2) The second notice (shut-off notice) must contain the title, address and telephone number of the official in charge of billing; the title, address and phone number shall be clearly visible and easily readable.

(3) The notice shall also state that the any occupant or owner has the right to a hearing before the water service is shut off. The owner or occupant may be represented in person and by counsel or any other person of his or her choosing. The owner or occupant may present orally or in writing his or her complaint to the city official in charge of utility billing. This official shall be authorized to order continuation of the customer's service and shall have the authority to adjust the customer's bill or enter into a mutually agreeable payment plan.

(4) If an occupant or owner requests a hearing, the water shall not be shut off until the hearing process is complete.

(5) If a customer fails to pay and fails to request a hearing under this part, service will be shut off at the time specified in the notice but not until the charges have been reached \$200.

(6) If the customer's water is shut off by the City and the water is turned back on by anyone other than a City employee without paying the utility bill in full will be fined \$500 per occurrence. This fine if not paid will be certified for collection with taxes. This matter can also be referred to the City's prosecuting authority for criminal charges of tampering with a municipal water supply.

On October 22, 2018 Joleen Kriesel sent a "discontinuation of water and/or sewer services" to Mr. Whitman because his balances for his home and sprinkler meters were both over \$200. In the letter, it had stated he had ten days in which to request a hearing before his water was shut off.

In May 2018 Mr. Whitman had contacted Joleen to object to the sprinkler meter charge. Joleen informed Mr. Whitman the meter could be removed by a licensed plumber, the meter returned to Public Works, and then the charges would stop for the sprinkler meter. Joleen agreed to remove the past due penalties for the sprinkler account if he paid the balance due on the sprinkler account. Beginning in June, the sprinkler meter no longer provided an electronic meter reading so we suspect he removed it, but the meter was never returned to Public Works and Public Works never had the opportunity to inspect the removal to ensure it met all of the plumbing requirements.

Since May, Betsy Potrament has been sending letters to Mr. Whitman asking for him to schedule an appointment with the City to inspect the plumbing for the meter removal and to ensure the meter had been removed. If the meter had not been removed, then either it was tampered with or the electronic meter reader was broken. Due to this lack of contact and overdue water bill, his water service was shut off on December 19. The City also left several door hangars at the residence (see attached example).

Mr. Whitman finally made contact with City on December 26 when he left a voice mail. He indicated he wanted a hearing before City Council and he was considering court action.

I prepared the attached letter to Mr. Whitman stating that although he should have requested the hearing back in October, I would turn his water back on (provided someone was home at the time to prevent flooding or water damage) and he needed to appear before the City Council on January 7, 2019 for his hearing. This letter was personally brought to the property by Detective Giese on Friday, December 27 and Linda Gerlach also mailed the letter from the Cambridge Post Office on December 28. A Water-Wastewater Operator turned the water back on the afternoon of December 27 despite no one answering the knocks on the door. The operator was able to ascertain that someone was home; they simply refused to answer the door.

To settle this matter, Mr. Whitman needs to permit a staff member in his home to inspect the plumbing work done when the sprinkler meter was removed, he needs to produce and return to Public Works the meter that was removed, and he needs to pay his home and sprinkler bill in full (now totaling \$554.79 as of December 31, 2018).

As I stated in Mr. Whitman's letter, he has been given at least three notices requesting entrance into his property for inspection purposes. All have gone unanswered until the voice mail he on December 26 where he still refused entry to inspect the water connections.

The City should begin the Administrative Search Warrant process to gain entry onto the premise to conduct the required inspections because protection of the City's overall water system is of paramount importance for residents' health and safety. The City need to take this responsibility seriously and take the actions necessary to maintain the integrity of our overall water system.

Mr. Whitman also has outstanding code enforcement issues pending with the City as well. It is a violation of City Code 95.03 Wild and Non-Domestic Animals. Mr. Whitman was asked to remove the pythons being kept on this property. The Council may want to consider an administrative warrant to inspect for compliance with the code enforcement issues.

Recommendation

Direct staff to follow the ordinance requirements for an administrative warrant to inspect the plumbing work done when the sprinkler meter was removed at 1380 10th Ave SE and turn off his water service unless the residential and sprinkler utility bill is paid in full, totaling \$554.79 by February 1, 2019. Failure to permit the City entrance to inspect and pay the utility bill in full will result in the City discontinuing his water service until he complies with these requirements.

Attachments

Woulfe letter to Mr. Whitman

Kriesel letter to Mr. Whitman

Current account balance for 1380 10th Ave SE

Potrament letter to Mr. Whitman

Door hanger example

December 28, 2018

Mr. Jeffrey Whitman
1380 10th Ave SE
Cambridge, MN 55008

SUBJECT: Water Shut Off

Dear Mr. Whitman,

On October 22, 2018 you were provided a discontinuation of water and/or sewer service notice. Within that notice, you were provided ten days to request a hearing before City Council prior to your water service being shut off. On November 1 and November 26 you had paid \$200 towards your water bill, but still remained above the threshold of \$200 still due for your sprinkler account. Therefore, your time for a hearing before the City Council technically has passed and your water has been shut off accordingly for non-payment.

However, since sometime has lapsed between the October 22 notice and the December 19 shutoff, I am willing to turn your water back on and schedule you for a hearing before the January 7, 2019 City Council meeting. This meeting is held at Cambridge City Hall, 300 3rd Avenue NE, and begins at 3:30 pm. Your hearing will be on the agenda at approximately 4:15 pm. You are required to be in attendance by 4:15 pm for the hearing. Failure to appear at the hearing will result in your water being shutoff until payment has been made in full and the City has access to your property to inspect the water meters and connections.

In the meantime, because of your failure to provide access to your property for an inspection of your sprinkler meter and water system, the City will seek an Administrative Search Warrant to enter your premise for the purposes of inspecting the water meters and connection. The City's ability to enter your premise is covered under **§ 51.08 IMPLIED CONSENT TO RULES, REGULATIONS AND RATES** and **§51.10 RIGHT TO ENTER LAND** which states:

§ 51.08 IMPLIED CONSENT TO RULES, REGULATIONS AND RATES

Every person applying for water service, every owner of property for which any such application is made, every person accepting water service and every owner of property where such service is accepted subsequent to the passage of this chapter shall be deemed upon making such application or accepting such service to consent to all rules, regulations and rates as established by this chapter and as may hereafter be set forth and adopted by the City Council by resolution and ordinance.

§ 51.10 RIGHT TO ENTER LAND

(A) The city, by any authorized employee or agent, shall have the right to enter and be admitted to any lands and property in the city at all hours of the day between 7:00

a.m. and 7:00 p.m. for the purpose of inspection of materials, plumbing work and fixtures of all kinds used by or in connection with the water systems.

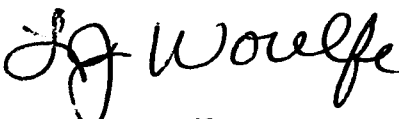
(B) If the licensee, owner, resident, or other person in control of a premises objects to the inspection of or entrance to the property, the City Administrator, Peace Officer, or any employee or official charged with the duty of enforcing the provisions of this code may, upon a showing that probable cause exists for the issuance of a valid search warrant from a court of competent jurisdiction, petition and obtain a search warrant before conducting the inspection or otherwise entering the property. This warrant shall be only to determine whether the provisions of this code enacted to protect the health, safety and welfare of the people are being complied with and to enforce these provisions only, and no criminal charges shall be made as a result of the warrant. No warrant shall be issued unless there be probable cause to issue the warrant. Probable cause occurs if the search is reasonable. Probable cause does not depend on specific knowledge of the condition of a particular property.

(C) Every licensee, owner, resident or other person in control of property within the city shall permit at reasonable times inspections of or entrance to the property by the City Administrator or any other authorized city officer or employee only to determine whether the provisions of this code enacted to protect the health, safety and welfare of the people are being complied with and to enforce these provisions. Unreasonable refusal to permit the inspection of or entrance to the property shall be grounds for termination of any and all permits, licenses or city service to the property. Mailed notice shall be given to the licensee, owner, resident or other person in control of the property, stating the grounds for the termination, and the licensee, owner, resident or other person in control of the property shall be given an opportunity to appear before the City Administrator to object to the termination before it occurs, subject to appeal of the Administrator's decision to the City Council at a regularly scheduled or special meeting.

(D) Nothing in this section shall be construed to limit the authority of the city to enter private property in urgent emergency situations where there is an imminent danger in order to protect the public health, safety and welfare.

You have been given at least three notices requesting entrance into your property for inspection purposes. All have gone unanswered until your voice mail left today after your water had been shut off. As stated earlier, the City will begin the Administrative Search Warrant process to gain entry onto your premises to conduct the required inspections. Protection of the City's overall water system is of paramount importance for residents' health and safety. The City takes this responsibility seriously and will take actions necessary to maintain the integrity of our overall water system.

Sincerely,



Lynda J. Woulfe
City Administrator

Sprinkler



CITY OF CAMBRIDGE
NOTICE OF DELINQUENCY
AND

DISCONTINUATION OF WATER AND/OR SEWER SERVICES

Date: October 22, 2018

Customer Account # 1000019751

JEFFREY WHITMAN (SPK)
1380 10TH AVE S E
CAMBRIDGE MN 55008

Dear Utility Customer:

Please be advised that pursuant to City of Cambridge Ordinance No. 220, that your continued failure to pay your utility charges for water and/or sewer, which is delinquent in the amount of \$233.96 will result in the City's discontinuation of your service.

Therefore, please be advised, that unless this bill is paid in full within ten days of the date of this letter or within ten days of the date of your receipt of this letter, you demand a City Council hearing in writing delivered to Cambridge City Hall, your service for city water and/or sewer will be discontinued. In the event that you demand a hearing, a hearing will be scheduled for you before the City Council at their next regularly scheduled meeting. If you demand a hearing, your access to services will not be shut off until after the hearing is concluded. If, as a result of the hearing, the City Council finds that the amount claimed owing is actually due and unpaid and that there is no legal reason why the water/sewer supply may not be shut off in accordance with this Ordinance, the City may then shut off the supply.

In addition, to order to re-establish service, you will not only have to pay the unpaid utility charges and any service charges which may be incurred but also the cost of disconnection and reconnection to the services.

Your prompt attention to this matter is advised. If you have any questions with regards to your legal rights and responsibilities with regard to your utility charges with the City of Cambridge, we advise that you discuss those with an attorney of your own choosing.

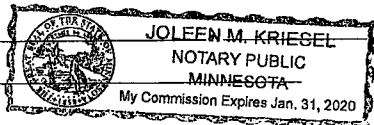
*This property was marked for
shut off from WWTP -
They had tried... repeatedly to contact
them to look at SPK notes. to
Re Shut off 2-9-18*

CITY OF CAMBRIDGE
BY: JOLEEN KRIESEL
UTILITY BILLING CLERK
300 THIRD AVENUE NE
CAMBRIDGE, MN 55008
763-552-3212

Subscribed and sworn to before me this

_____ day of _____

Notary Public



1000019751 WHITMAN (SPK), JEFFREY 1380 10TH AVE S E
 DELINQUENT SENT 1380 10TH AVE S E (A)
 9900573 763-258-7401 CAMBRIDGE MN 55008

Display	Compare	History	Transactions	Customer	Services	Location	Meters	Backflow	Contracts	Loans	Certification	Credit History
			12/31/2018	11/30/2018	10/31/2018	09/30/2018	08/31/2018	07/31/2018	06/30/2018	05/31/2018	C	
SPRINKLER CHG			.00	.00	13.31	13.31	13.31	13.31	13.31	13.31	13.31	13.31
SPRINKLER CHG usage			0	0	0	0	0	0	0	0	0	0
PENALTY WATER			12.98	12.36	11.14	9.98	.00	.00	.00	.00	.00	7.31
Total charges			12.98	12.36	24.45	23.29	13.31	13.31	13.31	13.31	13.31	20.62
Previous balance			259.63	247.27	222.82	199.53	186.22	172.91	166.91	146.29		
Payments			.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Adjustments			.00	.00	.00	.00	.00	.00	.00	7.31	.00	.00

Removed the penalty -
 He said he'd pay
 ? remove meter for
 the future.

I told him the city would
 not remove the meter - he'd
 need to get a lic. plumber
 to do that; return meter
 to the city.

No word

272.61	259.63	247.27	222.82	199.53	186.22	172.91	166.91
--------	--------	--------	--------	--------	--------	--------	--------

House



CITY OF CAMBRIDGE
NOTICE OF DELINQUENCY
AND

DISCONTINUATION OF WATER AND/OR SEWER SERVICES

Date: October 22, 2018

Customer Account # 1000019750

JEFFREY WHITMAN
1380 10TH AVE S E
CAMBRIDGE MN 55008

Dear Utility Customer:

Please be advised that pursuant to City of Cambridge Ordinance No. 220, that your continued failure to pay your utility charges for water and/or sewer, which is delinquent in the amount of \$283.88 will result in the City's discontinuation of your service.

Therefore, please be advised, that unless this bill is paid in full within ten days of the date of this letter or within ten days of the date of your receipt of this letter, you demand a City Council hearing in writing delivered to Cambridge City Hall, your service for city water and/or sewer will be discontinued. In the event that you demand a hearing, a hearing will be scheduled for you before the City Council at their next regularly scheduled meeting. If you demand a hearing, your access to services will not be shut off until after the hearing is concluded. If, as a result of the hearing, the City Council finds that the amount claimed owing is actually due and unpaid and that there is no legal reason why the water/sewer supply may not be shut off in accordance with this Ordinance, the City may then shut off the supply.

In addition, to order to re-establish service, you will not only have to pay the unpaid utility charges and any service charges which may be incurred but also the cost of disconnection and reconnection to the services.

Your prompt attention to this matter is advised. If you have any questions with regards to your legal rights and responsibilities with regard to your utility charges with the City of Cambridge, we advise that you discuss those with an attorney of your own choosing.

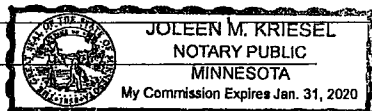
Paid 100.- (11-1)
paid 100.- (1-26)

CITY OF CAMBRIDGE
BY: JOLEEN KRIESEL
UTILITY BILLING CLERK
300 THIRD AVENUE NE
CAMBRIDGE, MN 55008
763-552-3212

Subscribed and sworn to before me this

____ day of _____

Notary Public



1000019750
 DELINQUENT SENT

WHITMAN, JEFFREY
 1380 10TH AVE S E
 1000572

763-258-7401

1380 10TH AVE S E
 CAMBRIDGE MN 55008

Display	Compare	History	Transactions	Customer	Services	Location	Meters	Backflow	Contracts	Loans
			12/31/2018	11/30/2018	10/31/2018	09/30/2018	08/31/2018	07/31/2018		
WATER			21.79	30.27	21.79	26.03	26.03	26.03		
WATER usage			2,000	4,000	2,000	3,000	3,000	3,000		
FEDERAL FEES			.53	.53	.53	.53	.53	.53		
SEWER			26.34	33.68	26.34	30.01	30.01	30.01		
STORM SEWER			4.58	4.58	4.58	4.58	4.58	4.58		
RECONNECT FEES			.00	.00	.00	.00	.00	.00		
PENALTY WATER			4.73	5.12	5.88	4.34	7.08	5.48		
PENALTY SEWER			5.35	5.83	6.63	4.89	7.89	6.08		
PENALTY STMSWR			.82	.91	1.00	.74	1.13	.86		
PENALTY STREET LIGHT			.00	.00	.00	.00	.00	.00		
Total charges			64.14	80.92	66.75	71.12	77.25	73.57		
Previous balance			218.04	337.12	270.37	299.25	322.00	348.43		
Payments			.00	200.00-	.00	100.00-	100.00-	100.00-		
Adjustments			.00	.00	.00	.00	.00	.00		

282.18	218.04	337.12	270.37	299.25	322.00
--------	--------	--------	--------	--------	--------



300 Third Avenue Northeast
Cambridge, MN 55008
www.ci.cambridge.mn.us

(763) 689-1800

December 12, 2018

Jeffrey Whitman
1380 10th Avenue SE
Cambridge, MN 55008

THIRD AND FINAL NOTICE

Dear Resident:

It has come to our attention that you have a water meter that is not reading properly. The City of Cambridge Water Department must check your meter and we have mailed you several notices.

As per our water ordinance that states: *the city reserves the right to discontinue service to any customer of water system with notice as hereinafter provided for non-payment of charges or bill or for disregard of any rules or regulations in connection with the use or operation of said system.* Therefore, if we do not get a **response by Wednesday December 19, 2018**, we have no recourse but to shut your water service off.

Please call **763-689-1800** to set up an appointment to have your water meter checked immediately. There is no charge for this service. Please leave a detailed message if you are calling after hours.

Thank you for your cooperation in this matter.

Sincerely,

City of Cambridge Water Department

2 of 2

Betsy's notes

12/19/18

shut water off TK

1-19751

1000019751 WHITMAN (SPK), JEFFREY 1380 10TH AVE S E Account balance: 159.60
 PAYMENT ARRANGEM... 1380 10TH AVE S E (A) Balance due: 06/15/2018 159.60
 9900573 763-258-7401 CAMBRIDGE MN 55008 Last payment: 01/22/2018 75.00

Display: Compare History Transactions Customers Services Location Meters Backflow Contracts Loans Certification Credit History

Meter ID	Service
60681542	SPRINKLER CHG

Meter: 60681542
 Status: Active Sequence number: 1
 Route-Sequence: 100-1 Size: 5/8"
 Multiplier: 1.0000

Activity Meters Electronic Reading Registers Detail Attachments Notes

Meter ID	Action Code	Period Date	Read Date	Multiplier	Reading	Reading Usage	Information Code
60681542	Period Meter Reading	06/30/2016	06/20/2016	1.0000	821000	1000	
60681542	Period Meter Reading	07/31/2016	07/21/2016	1.0000	825000	1000	
60681542	Period Meter Reading	08/31/2016	08/23/2016	1.0000	826000	1000	
60681542	Period Meter Reading	09/30/2016	09/21/2016	1.0000	826000	0	
60681542	Period Meter Reading	10/31/2016	10/20/2016	1.0000	826000	0	
60681542	Period Meter Reading	05/31/2017	05/22/2017	1.0000	826000	0	
60681542	Period Meter Reading	06/30/2017	06/21/2017	1.0000	827000	1000	
60681542	Period Meter Reading	07/31/2017	07/21/2017	1.0000	827000	0	
60681542	Period Meter Reading	08/31/2017	08/22/2017	1.0000	827000	0	
60681542	Period Meter Reading	09/30/2017	09/22/2017	1.0000	827000	0	
60681542	Period Meter Reading	10/31/2017	10/23/2017	1.0000	828000	1000	
60681542	Period Meter Reading	05/31/2018	05/22/2018	1.0000	828000	0	MANUAL ESTIMATE

JUN 26 2018 828000 est
 JUL 26 2018 828000 est
 AUG 27 2018 828000 est
 SEP 25 2018 828000 est

Water Shut off

talked to JK - ?
 send 3rd letter
 8-4-18 don know
 9-5-18 don know

10-31-18 left message
 12-19-18 left message

time for letter

Please check - didn't read again

JUN 26 2018
 JUL 26 2018

9-26-18 1st letter
 10-15-18 2nd letter
 12-12-18 3rd letter
 He talked about removing the SPK meters)
 Did that happen?
 Didn't read again

AUG 27 2018

1002

Joleen's Notes

1-19751

1000019751 WHITMAN (SPK), JEFFREY 1380 10TH AVE S E Account balance: 159.60
 PAYMENT ARRANGEM... 1380 10TH AVE S E (A) Balance due: 06/15/2018 159.60
 9900573 763-258-7401 CAMBRIDGE MN 55008 Last payment: 01/22/2018 75.00-

Display Compare History Transactions Customer Services Location Meters Backflow Contracts Loans Certification Credit History Su

Meter ID	Service
60681542	SPRINKLER CHG

Meter: 60681542
 Status: Active Sequence number: 1
 Route-Sequence: 100-1 Size: 5/8"
 Multiplier: 1.0000

Activity Meter Electronic Reading Registers Detail Attachments Notes

Meter ID	Action Code	Period Date	Read Date	Multiplier	Reading	Reading Usage	Information Code
60681542	Period Meter Reading	06/30/2016	06/20/2016	1.0000	821000	1000	
60681542	Period Meter Reading	07/31/2016	07/21/2016	1.0000	825000	4000	
60681542	Period Meter Reading	08/31/2016	08/23/2016	1.0000	826000	1000	
60681542	Period Meter Reading	09/30/2016	09/21/2016	1.0000	826000	0	
60681542	Period Meter Reading	10/31/2016	10/20/2016	1.0000	826000	0	
60681542	Period Meter Reading	05/31/2017	05/22/2017	1.0000	826000	0	
60681542	Period Meter Reading	06/30/2017	06/21/2017	1.0000	827000	1000	
60681542	Period Meter Reading	07/31/2017	07/21/2017	1.0000	827000	0	
60681542	Period Meter Reading	08/31/2017	08/22/2017	1.0000	827000	0	
60681542	Period Meter Reading	09/30/2017	09/22/2017	1.0000	827000	0	
60681542	Period Meter Reading	10/31/2017	10/23/2017	1.0000	828000	1000	
60681542	Period Meter Reading	05/31/2018	05/22/2018	1.0000	828000	0	MANUAL ESTIMATE

JUN 26 2018	828000	est
JUL 26 2018	828000	est
AUG 27 2018	828000	est
SEP 25 2018	828000	est
	828000	est

SPRINKLER

Please check - didn't read again
 (SPK meters)

JUN 26 2018
 JUL 26 2018

He talked about removing the meter ... did that happen?
 Didn't read again
 AUG 27 2018



Dear Resident:

The Cambridge Water Department needs to set up an appointment to come to your residence to install and/or repair the radio system on your water meter. This system will help us receive your water meter readings every month to ensure proper billing. There is no extra charge for this service.

Please call 763-689-1800 to set up a time Monday through Friday, 7:30 a.m. to 3:30 p.m. to install the radio. Thank you for your cooperation in this matter.


CAMBRIDGE
Minnesota's Opportunity Community®

Prepared by: Lynda J. Woulfe, City Administrator

Background

City staff has been working on ways to improve Highway 95 traffic congestion since 2007. One of our major issues is the length of time the highway is closed when propane cars are delivered to Federated Coop. Road closures can last up to 15 minutes and it takes significant time for traffic to clear after a closure. The City has researched the concept of an overpass, an underpass, create a one-way pair using 2nd Avenue/Highway 95, and the widening of Highway 95 to four lanes.

Ultimately, the overpass and underpass proved too costly, had high long-term maintenance costs, and made access to downtown businesses more difficult. The railroad did not want to grant an additional rail crossing at 2nd Avenue so the one-way pairs were eliminated. This leaves us at the option of a four-lane at grade Highway 95. MnDOT has approved a final layout for the four-lane option to be built from Garfield Street to Birch Street however it doesn't appear this will be done until at least 2023.

In the meantime, we have been working with the BNSF and Federated Coop to minimize delays from the propane car delivery. Within the past six weeks, BNSF switched to having the propane cars delivered between 3:00 – 5:00 am. This has helped, but a permanent solution is still needed. Federated has some ideas on improving this issue for the long term and I am asking Council to partner with Federated on designing a long-term solution that we can present to BNSF for their comment and approval.

SEH's proposed contract is \$4,975 and Federated has agreed to pay 50%.

Fiscal Note: The City share, \$2,487.50, would come from City Engineer services 2019 budgeted line item.

Recommendation

Approve SEH's Conceptual Track Design proposal as presented and the expenditure of \$2,487.50.

Attachment

SEH Proposal



Building a Better World
for All of Us®

December 17, 2018

RE: City of Cambridge/Federated Co-op
Conceptual Track Design
SEH No. P-CAMBR 148829

Lynda Woulfe
City Administrator
City of Cambridge
300 3rd Ave. NE
Cambridge MN 55008

Dear Ms. Woulfe:

Short Elliott Hendrickson Inc. (SEH®) is grateful for the opportunity to assist the City of Cambridge (City) and Federated Co-op Inc. (Federated) with evaluating the feasibility of operational modifications to the existing rail-served facility in Cambridge, MN. SEH has been involved with identifying areas of synergy and is eager to assist with the potential rail infrastructure and railroad operation changes.

Included as an attachment to this proposal is BNSF's general procedure for industrial track projects. SEH's proposed scope of services, below, have been created to move this initiative to stage 3 of BNSF's general procedure. Completing this conceptual design submittal process will allow all parties to have a clearer understanding of the proposed project, which will result in better understood expectations and reduce potential project delays.

PROPOSED SCOPE OF WORK

Task 1 – Conceptual Layout Exhibits

SEH will help develop project goals, gather any available basemap information, and create a conceptual layout exhibit for further consideration.

Deliverables: The deliverables for this task will include:

- Develop project goals through communication with project stakeholders
- Create a conceptual plan as discussed during the plan presented during the November 20th meeting
- Compile a budgetary level cost estimate

Task 2 – Site Meeting

A site meeting with available stakeholders will allow for: a field evaluation of the existing track, all parties to become familiar with the existing site / operations, the proposed track / operational plan, and to evaluate potential constructability issues. Any discussed design / operational considerations will be documented.

Deliverables: The deliverables for this task will include:

- Conduct a field evaluation of the proposed track / operational plan with available stakeholders
- Document design / operational feedback from attending stakeholders

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 3535 Vadnais Center Drive, St. Paul, MN 55110-5196

SEH is 100% employee-owned | sehinc.com | 651.490.2000 | 800.325.2055 | 888.908.8166 fax

P159

Task 3 – Conceptual Track Design and Schematic Submittal

This task will consist of making modifications to the selected conceptual plan, based on the site meeting, and to prepare a formal submittal for BNSF's approval. The conceptual track design document and schematic will be submitted to the City and Federated for review, and upon authorization, to BNSF for operational review and engineering approval. The design will meet BNSF standards and specifications for industrial track design, unless otherwise noted.

SEH has allowed for minor modifications to the submittal package subsequent to the conclusion of BNSF's plan review. Upon receipt of BNSF's plan approval SEH will furnish the City and Federated with an opinion of probable track construction cost for any work that will not be completed by the BNSF.

Deliverables: The deliverables for this task will include:

- Conceptual track design and schematic submittal
- Opinion of probable track construction cost

Task 4 – Final Design/Construction Documents (Not Included)

Upon determination to move forward, this task would consist of; topographic survey, geotechnical investigation, and completion of site/track construction plans. The amount of effort will not be known until Task 3 is completed.

ADDITIONAL SERVICES

Additional Services if needed or requested are services that are not included as part of the scope of services provided above. If the City wishes for SEH to perform any Additional Services, the City shall so request in writing. SEH will be paid based on SEH's then current hourly rates, or based on a supplemental agreement between SEH and the City.

PROFESSIONAL FEES

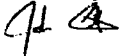
Task 1 – Conceptual Design Exhibit	\$2,700
Task 2 – Site Meeting with BNSF & Existing Track Evaluation	\$625
Task 3 – Conceptual Track Design and Schematic Submittal	\$1,650
Total Professional Fees	\$ 4,975

PROFESSIONAL FEE AND SCHEDULE

If acceptable, please return a signed copy of this proposal. The work could begin within 2 weeks after an executed contract and be complete within 120 days. The estimated cost to complete the proposed scope of work is \$4,975. All work will be done in accordance with the Agreement for Professional Services between the City and SEH.

Thank you for the opportunity to continue to work with the City. If you have any questions, I can be reached at 651.765.2917 or jcotter@sehinc.com.

Sincerely,



Josh Cotter
Railroad Project Manager

Accepted this ____ day of December, 2018

By: _____

Title: _____

1. General Procedure for Industrial Track Projects

The purpose of this chapter is to guide the process for the development of industry tracks and facilities. Buildings and tracks other than industrial need to follow BNSF's Main Line Design Guidelines for Track Projects.

- 1.1. Customer will contact BNSF's Economic Development (ED) representative. Contact information and a questionnaire can be found at <http://www.bnsf.com/customers/support-services/>.
- 1.2. After completing the questionnaire the customer will be asked to provide a conceptual layout for the project. This layout should include property boundaries, existing buildings and roads, and a general location of where the proposed tracks will be located.

BNSF will consider the feasibility of constructing the project at the desired location along with operating issues related to product origins and destinations. BNSF will prepare a scaled track layout (project schematic) based on the customer's concept to ensure the desired operation meets design standards. The project schematic will identify both BNSF's and the customer's scopes of work, and then be shared with the Customer (see appendix, page A-10 for an example). After BNSF approval of the opportunity (New Business Review) the customer will be provided a cost estimate for BNSF's track and signal work.

- 1.3. The Customer may use a designer or contractor of its choice to prepare the track plans. Survey on BNSF right-of-way will require the application of a temporary occupancy permit (see "Requirements for Working on BNSF Right of Way"). The project schematic should be used as a guide for preparing the industrial track plan. Plans should be complete with all the items in the "Final Track Plan Checklist" included. Questions concerning these guidelines should be directed to the BNSF Engineering representative. Customers are encouraged to reference this document, including standard plan drawings, in the construction specifications. BNSF Engineering will review and approve the track design, and if there are significant changes from the original project schematic, the plan may need to be reviewed by other BNSF departments.
- 1.4. BNSF Engineering will communicate directly with the Customer regarding any plan revisions. Any revisions will be documented on the prints and communicated in writing to the Customer. BNSF Engineering will notify ED when the industrial track plan has been reviewed and approved.
- 1.5. BNSF Engineering will prepare a cost estimate, chargeable to the Customer, which includes ***BNSF's portion of track and signal construction, as well as an appropriated amount for an Inspector/Coordinator for construction monitoring purposes.*** The cost estimate does not include flagging charges as they can vary significantly based on the approach adopted by the customer's contractor. In general, BNSF will construct from point of switch to the 14-ft clearance point for manual switches, and from the point of switch to just beyond the power derail and the approach signal for powered switches. The Inspector/Coordinator will serve as a BNSF representative related to grading on BNSF R/W, utility drops, turnout installation schedules and customer track construction inspection.
- 1.6. Upon receiving the Firm Bid Cost Estimate, ED will present the formal industrial track package, including all agreements and cost proposal, to the Customer for consideration.
- 1.7. Upon Customer's acceptance of the proposal (check, fully executed agreements, and submittal of the final plans) ED will notify all concerned the project has been approved and funded.
- 1.8. The final plans must be approved by BNSF Engineering prior to the execution of the contractor's right of entry, which limits when work can start on BNSF property. Materials for BNSF's portion of the project are then ordered, work scheduled and construction completed, which can take up to 27 weeks. Customers should note that turnout construction pads must be completed 8 weeks or more

(dependent on territorial restrictions) before the target construction completion timeline to allow time to deliver, assemble, and install the turnout at the designed location.

Following is the timeline for a typical industry track project

STAGE	ACTIVITY	START	END	TIMELINE
1	New opportunity conceptual layout request	Conceptual layout request received	Conceptual layout delivered to ED Mgr.	1 week
2	New Business Review (internal BNSF assessment)	NBR created	NBR completed	2 weeks
3	Project schematic approval & cost estimate preparation	NBR completed notification	BNSF cost estimates completed	9 weeks
4	Customer acceptance & payment	Proposal letter sent	Check deposited	9 weeks
5	Request for capital	Check deposited / CPAR approved	AFE approved	3 weeks
6	Track & signal materials ordered and delivered	AFE approved	Track and signal material delivered	13 weeks
7	Track & signal construction	Customer agreements & contracts executed	Track and signal construction complete	13 weeks
8	Engineering & Construction complete	Final customer track inspection completed	Actual project in service date entered in ESI	1 week
9	Customer moves cars into facility Project Closeout	Actual project in service date entered in ESI	CDI, CRF & Credit complete	1 week
	Total Engineering and Construction timeline			52 weeks

Prepared by: Alysa Zimmerle

Background

On October 18th, 2018, staff inspected a construction site at 663 Alaska Pl S. A letter was sent the owners, Homes By Legacy LLC, on October 22nd, 2018, notifying that the site had stormwater compliance violations, pursuant to §152 Stormwater Management. A follow-up inspection was done and several stormwater violations still remained. A final warning was sent on December 4th, 2018, allowing 2 weeks for the violations to be resolved before a citation would be issued. After a final inspection still found inadequate stormwater best management practices (BMPs), a citation letter was sent on December, 20th, 2018. Since we have recently updated our City Code on Stormwater Management, staff made several attempts to work personally with the contractor on compliance with phone calls, emails, and a site walk-through. Some violations were corrected; however, a dirt driveway being used as the site access, is absent of effective BMPs and has been resulting in large sediment deposits into our streets and stormwater structures. Sediment contains nutrients, chemicals, and pollutants that enter the water system and degrades water quality. This sediment can be expensive to remove from our stormwater structures.

Because the violation remains after the property owner has been given many chances to resolve, and because stormwater management is a state regulation handed to Cities to protect water quality and public health, it is in the best interest of the City to have staff install adequate BMPs at the dirt driveway. Staff is bringing this to the City Council to consider the abatement process to install bio-logs for the length of the dirt access, and charge all costs to the property taxes. This will be the most effective means of correcting the violation. Staff has determined this to be a public nuisance and the city abatement process appropriate. Because staff has already allowed many chances for this violation to be corrected, it is recommended this corrective action happen as soon as possible.

City Council Action:

Motion to approve Resolution R19-003 Declaring a Public Nuisance at 663 Alaska Place S and ordering abatement pursuant to City Code Sections §92.16, §92.17, and §97.15.

Attachments

1. Letters to property owner
2. Emails to contractor
3. Pictures of stormwater violation
4. Resolution R19-003

October 22, 2018

Homes By Legacy LLC
14252 HWY 7, STE 330
Minnetonka, MN 55345

RE: PIN 151730210, 663 Alaska Place S, Cambridge, Minnesota 55008

Written Warning – Stormwater Pollution Control

Dear Homes By Legacy:

A recent inspection concerning your building site has revealed a code compliance violation in need of correction.

According to City Code §152.02 (B) Stormwater Management:

Purpose and Scope

Except where a variance is granted, any person, firm, sole proprietorship, partnership, corporation, state agency, or political subdivision proposing a construction activity that will disturb land within the city shall abide by the stormwater pollution control measures and requirements set forth in this chapter. No land shall be disturbed until Stormwater Pollution Control measures are implemented and conform to the standards set forth herein.

Upon inspection of this building site, we found inadequate stormwater control measures and failing BMPs. For details on this inspection, please review attached inspection report.

We understand that no one enjoys receiving a city code violation letter but city codes help keep our community safe, welcoming, and attractive. To help preserve the safety and health of the City of Cambridge, **ensure appropriate BMPS are in place including but not limited to, an adequately installed and maintained perimeter control around the construction site to contain all sheet flow runoff, and entrance and exit BMP's to minimize sediment tracking where driveways are not yet in place.**

Residents have also complained about construction litter overflowing onto neighboring properties. Trash receptacles need to be controlled from leaking liquids and adequately protected to prevent any refuse from leaving container. **Please pick-up refuse from**

construction site and refuse that has made its way to neighboring properties, and contain in an adequately maintained receptacle.

Your assistance in addressing this issue as quickly as possible is appreciated. An additional inspection will be conducted in the coming week to ensure compliance.

If you feel there has been an error, you are unable to make the corrections, or you need help understanding how to return your property into compliance, please call or email. Thank you in advance for your cooperation.

Respectfully,



Alysa Zimmerle
GIS Coordinator/Stormwater Technician

Contacts:

Todd Schwab
Utilities/Public Works Director
763-552-3232
TSchwab@ci.cambridge.mn.us

Alysa Zimmerle
GIS Coordinator/Stormwater Technician
763-552-3254
AZimmerle@ci.cambridge.mn.us

December 4, 2018

FINAL NOTICE

Homes By Legacy LLC
14525 Highway 7, Suite 330
Minnetonka, MN 55345

RE: Stormwater Control Violations for PIN: 151730210

Dear Property Owner:

A recent reinspection concerning your property at **663 Alaska Place S, Cambridge, MN 55008**, has revealed stormwater control violations in need of correction. To help preserve the health and safety of the City of Cambridge, please take immediate action in correcting the violations listed below.

ORDINANCE SECTION	VIOLATION	ACTION NEEDED TO CORRECT	Fine
152.04	Stormwater Pollution Control for Less Than One Acre	<p>(A) <i>Stormwater pollution control measures.</i></p> <p>(5) A stormwater BMP shall be required to hold all sheet flow runoff generated at an individual site, until it can either infiltrate or seep through the BMP.</p> <p>The silt fence blocking what was previously the entrance/exit for the entrance site is not properly installed, and allows sediment to pass through underneath. An effective control measure needs to be installed. Understanding the ground is starting to freeze, in lieu of a BMP that would need to be trenched into the ground, a bio-log or similar sediment-blocking BMP can be used.</p> <p>On the west side of the property, behind the house, there is a section of silt fence that has a large gap, rendering the control measure ineffective. This gapped section needs a control measure such as a bio-log, or other sediment-blocking BMP, until it can be repaired when ground has thawed.</p>	\$200

This is the second notice in the last 12 months that you have received, and will be your final notice. If this property is cited again within 12 months from the date of this letter

for the same type of violation, per City Code §152.04 (A) or 53.08 (A), you will receive an automatic citation of \$200.00 without prior notice.

The Compliance Date to correct the violations by is Monday, December 17, 2018. An inspection will be conducted after this date. If the violations are not corrected by this date, an Administrative Citation will be issued for \$200.00 for each applicable fine, and you will be required to pay the fines and come into compliance or request a hearing within 10 days after issuance of the citation. Until violations are corrected, the City reserves the right to withhold the scheduling of inspections and/or the issuance of the Certificate of Occupancy. If the violation is corrected by December 17th, 2018, no citation will be issued and you will not have to pay any fines. Please note that each day a violation exists, constitutes a separate offense and fines can be charged each day.

Please call me at 763-552-3254 or email azimmerle@ci.cambridge.mn.us to discuss your efforts to gain compliance or if you have any questions. Thank you for your cooperation.

Respectfully,



Alysa Zimmerle
GIS Coordinator/Stormwater Technician

CC Jim Wolfbauer
612-360-7968
sunburst3609@hotmail.com

December 20, 2018

Homes By Legacy LLC
14525 Highway 7, Suite 330
Minnetonka, MN 55345

RE: ADMINISTRATIVE CITATION for 663 Alaska PI S (PIN: 151730210)

NOTICE OF ABATEMENT
NOTICE OF CITY COUNCIL MEETING

Dear Property Owner:

You were recently sent a Stormwater Control Violation letter on **December 4th, 2018**. Upon reinspection, violations remain and staff has not been contacted by you to request an extension. This is an Administrative Citation for the violation(s) listed below.

ORDINANCE SECTION	VIOLATION	ACTION NEEDED TO CORRECT	Fine
152.04	Stormwater Pollution Control for Less Than One Acre	<p>(A) <i>Stormwater pollution control measures.</i></p> <p>(5) A stormwater BMP shall be required to hold all sheet flow runoff generated at an individual site, until it can either infiltrate or seep through the BMP.</p> <p>A dirt entrance/exit is being used without any BMP. An effective control measure needs to be installed. If this continues to be used as an entrance/exit a sediment-tracking prevention BMP needs to be deployed, such as gravel with geotextile. If this will not be used as an entrance/exit, a sediment-blocking BMP may be deployed such as a bio-log.</p>	\$200

You will have until Thursday, January 3rd, to come into compliance, or request a hearing. Each day a violation exists constitutes a separate offense. You will receive a final invoice for the total amount of fines from our finance department once the violation has been resolved. Please refer to the enclosed Administrative Citations brochure for more information.

If the violation has not come into compliance by January 3rd, 2019, the City will report the violation to City Council for consideration of abatement. City Council will consider

the matter of abatement on **January 7th, 2019 at 3:30 pm**. At this Council Meeting, the owner or occupant of the property will have the opportunity to be heard. If the property is in compliance prior to January 3rd, 2018, the Council will not consider abatement, and the violations case will be closed. Your assistance in addressing this issue would be appreciated.

Please call me at 763-552-3254 or email azimmerle@ci.cambridge.mn.us if you have any questions. Thank you for your cooperation.

Respectfully,



Alysa Zimmerle
GIS Coordinator/Stormwater Technician

CC Jim Wolfbauer
612-360-7968
sunburst3609@hotmail.com

From: Matt Small
To: "Jim Wolfbauer"
Cc: Alysa Zimmerle
Subject: Erosion Control Repairs for the Preserve at Parkwood Cambridge
Date: Wednesday, November 14, 2018 3:39:29 PM

Good afternoon Jim,

This message is a reminder that all erosion control measures must be re-installed in an effort to protect streets, ponds, and adjacent properties from sediment run-off. A re-inspection by City staff will occur on Tuesday, November 27, 2018. Please have all corrections made by this date to avoid any citations or assessments being imposed for failure of compliance. As always, feel free to contact myself or Alysa Zimmerle at 763-552-3254 with any questions or concerns that you or your sub-contractors may have. Please be aware that failure to comply with the City Illicit Discharge Ordinance may also result in the discontinuance of building inspections until the repairs are completed in a satisfactory manner.

Sincerely,

Matt Small

Building Inspector

City of Cambridge, MN

300 – 3rd Ave NE

763-552-3208

www.ci.cambridge.mn.us

From: [Alysa Zimmerle](mailto:Alysa.Zimmerle@ci.cambridge.mn.us)
To: ["sunburst3609@hotmail.com"](mailto:sunburst3609@hotmail.com)
Subject: Stormwater Control Violations
Date: Tuesday, December 04, 2018 1:00:59 PM
Attachments: [663AlaskaPl_SWPollutionControl_AdministrativeCitationWarning.pdf](#)
[525AlaskaLp_SWPollutionControl_AdministrativeCitationWarning.pdf](#)
[459AlaskaLp_SWPollutionControl_AdministrativeCitationWarning.pdf](#)

Good afternoon Jim,

This email is a copy of the letters sent to Homes by Legacy LLC regarding the 3 properties at 663 Alaska Place, 525 Alaska Loop, and 459 Alaska Loop, in Cambridge, MN. This is a final notice to correct stormwater control issues on the properties. The properties have 10 days to fix the stormwater control issues. The reinspection will occur after December 17th, 2018, at which time either a citation will go out for each property if deemed noncompliant, or if compliance is reached, the enforcement case will be closed and the stop inspection will be lifted. If you are compliant before this date, feel free to give me a call and I can come out for a reinspection before the deadline to lift the stop inspection and close the enforcement case.

Please call or email with any questions.

Regards,

Alysa Zimmerle

GIS Coordinator – Stormwater Technician

City of Cambridge

300 3rd Ave NE

Cambridge, MN 55008

azimmerle@ci.cambridge.mn.us

Direct: 763-552-3254

From: [Alysa Zimmerle](#)
To: "Jim Wolfbauer"
Subject: RE: Stormwater Control Violations
Date: Thursday, December 20, 2018 2:05:54 PM
Attachments: [663AlaskaPl_SWPollutionControl_AdministrativeCitationIssuance.pdf](#)
[Administrative Citation BROCHURE.pdf](#)

Jim,

Attached is a copy of the citation for 663 Alaska Place S. As discussed, the dirt driveway needs an adequate BMP installed. If this violation is not corrected by January 3rd, 2019, the City will consider abatement at the January 7th, 2019, council meeting. If it is corrected, the case will be closed and no abatement will be considered.

As a reminder, if the issues with trash become a problem at 525 Alaska Loop due with the garbage not contained or if the dirt driveway at 459 Alaska Loop is used as an entrance and has sediment tracking into the street, these properties will be cited without warning.

If you have any questions regarding any of this information, please reach out.

Thank you,

Alysa Zimmerle

GIS Coordinator – Stormwater Technician

City of Cambridge

300 3rd Ave NE

Cambridge, MN 55008

azimmerle@ci.cambridge.mn.us

Direct: 763-552-3254





Resolution No. R19-003

RESOLUTION APPROVING A PUBLIC NUISANCE AT 663 ALASKA PLACE S AND ORDERING ABATEMENT PURSUANT TO CITY CODE SECTION 92.21

WHEREAS, a stormwater inspection of the construction site revealed absent stormwater best management practices (BMPs) at 663 Alaska Place S;

WHEREAS, pursuant to City of Cambridge Code Section 92.21 City staff inspected the property and found inadequate stormwater BMPs to be a public nuisance due to the fact that this leads to public health and stormwater structure issues; and

WHEREAS, The Planning Commission of the City, on the 2nd day of January, 2019, following proper notice, held a public hearing to review the request and adopted a recommendation that the Interim Use Permit be approved; and

WHEREAS, the City Council, determines that the above described property constitutes a nuisance affecting health, safety, and comfort or repose; and

WHEREAS, the City Council, determines that the delay in any abatement of the nuisance condition will cause harm to water quality and City-owned stormwater structures because of pollutants, sediment, and volume, and thus adversely affects public health and natural resources.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Cambridge, Minnesota, approves the stormwater violations shall be abated pursuant to City Code section 92.21 and the costs of such abatement shall be recovered pursuant to City Code Section 92.2, if the stormwater violations are not resolved by January 3rd, 2019.

Adopted by the Cambridge City Council
This 7th day of January, 2019

James Godfrey, Mayor

ATTEST:

Lynda J. Woulfe, City Administrator

Prepared by: Sean Okerlund, Fire Chief

Background

The following notice was posted for captain positions:

NOTICE FOR Cambridge Fire Captain Position Recruitment

Notice is hereby provided that the Fire Chief and Assistant Fire Chief will interview firefighters that are interested in serving as a Captain. Please see the attached job description for eligibility requirements. All Captain positions are open for appointment due to new Council process for officer selection.

Sign up Deadline: December 3, 2018 by 6:00 pm.

Interview Date: December 10, 2018. Times for interviews to be announced.

Length of Term: Officers will serve at the pleasure of the Fire Chief.

The appointment process approved by Council had indicated the Council would appoint the Chief and then the Chief would select the officers which will be confirmed by City Council. People signing the posting were Todd Schwab, Dave Matchinsky, Corey Bustrom, and Nick Shatek.

Assistant Chief Tomczik and I conducted the interviews and are recommending the following for Cambridge Fire Department officers:

Todd Tomczik, Assistant Fire Chief
Corey Bustrom, Captain
Dave Matchinsky, Captain
Todd Schwab, Captain
Nick Shatek, Captain

By: Todd Schuster, Chief of Police

Background:

As part of the 2019 approved budget and capital outlay equipment replacement plan, the Cambridge Police Department would like to place an order with Dodge of Burnsville for three vehicles. We would purchase some combination of either the 2019 Dodge Charger Police AWD vehicle or the 2019 Dodge Durango AWD Pursuit vehicle to replace two existing Ford Crown Victoria squad cars that are currently used for primary patrol as well as a 2012 Chevrolet Tahoe Special Service Vehicle. A quote from State of Minnesota Contract authorized vendor Dodge of Burnsville quoted a price, with our equipment specs added, of \$25,116.00 plus any delivery and tax, title and licensing for a 2018 Dodge Charger Police AWD. The price for the Dodge Durango is \$28,410.00 plus tax, title and licensing.

I have included quotes for the two different pursuit-rated vehicles because I have spoken with my officers and different officers have raised concerns of the comfort level of a sedan versus a SUV. I would like to continue to be able to give the officer(s) that are due to have their squad car replaced a choice between these two vehicles since they are going to be the primary driver of that vehicle for the next 5-6 years.

For a comparison, with Ford retooling their plants, they are not selling 2019 model vehicles. They are being labeled as 2020 vehicles and they are switching to a gas / hybrid drivetrain. Without checking any of the options, pricing for a 2020 Interceptor Utility (sedans are no longer available) begins at \$36,188.00. The 4X4 Chevy Tahoe PPV begins at \$35,128.42, again, before any options are checked

These new squad cars would both be fully marked squad cars with all necessary emergency warning and communications equipment. The total to accomplish this is estimated to be \$21,000.00 (each) if we coordinate services through Enforcement Lighting in Blaine.

Fiscal Note:

Capital Budgeted Item – Yes, \$155,400 (\$150,000-squads, \$5,400-1 new WatchGuard Squad Camera system)

Council Action:

Request authorization for Chief Schuster to facilitate the order of 3 new police vehicles. This purchase would be any combination of 2019 Dodge Charger Police AWD from Dodge of Burnsville, under the State of Minnesota contract, for a price not to exceed \$26,000 (plus ttl) or 2019 Dodge Durango AWD Pursuit from Dodge of Burnsville, under the State of Minnesota contract, for a price not to exceed \$29,000 (plus ttl), replacing 2 – 2011 Ford Crown Victoria Police Interceptors and a 2012 Chevy Tahoe SSV. These purchases would be based upon what vehicle the officer that would be driving it chooses. Authorization is also requested to allow Chief Schuster to spend the necessary remaining 2019 police capital funds to fully outfit these vehicles as fully marked police squad cars.

Attachments:

2019 Dodge Charger Police AWD V8 pricing / options sheet
2019 Dodge Durango AWD Pursuit pricing / options sheet

Contract Price Quote Per #134725 From Dodge of Burnsville

Note: Please select options

2019 Charger Police AWD V8

Extra OEM Key Each \$160 How Many? _____

29A-Customer Preferred Package 29A

Options:

Convenience Group I

AHM

Base Vehicle Contract Price

NC

Copy and Paste to add options

\$ 427.00

Options

\$ 22,574.00

\$ -

Power Heated Mirrors w/Man F/Away

GUK

\$ 53.00

\$ 53.00

245/55R18 BSW Performance Tires

TYL

\$ 160.00

18" Wheel Covers AWD

W8B

\$ 36.00

\$ ~~36.00~~

18" Wheel Covers RWD

W8A

\$ 36.00

Additional Equipment Groups

Street Appearance Group

AEB

\$ 334.00

Additional Police Equipment

Base Prep Police Package

AYE

\$ 1,780.00

\$ 1,780.00

Patrol Package Wiring Prep

AYW

\$ 1,024.00

Max Flow Package

AYJ

\$ 134.00

Integrated Display Package

AV2

\$ 1,994.00

12.1 Display Screen Integrated

Additional Features

Steel Seat Back Panel Inserts

CBT

\$ 120.00

Floor Carpet

CKD

\$ 111.00

Replace Full Console w/Mini Console

CM8

\$ -

Police Floor Console

CUG

\$ 414.00

Deactivate Rear Doors/Windows

CW6

\$ 67.00

\$ 67.00

Entire Fleet Alike Key (FREQ 2)

GXA

\$ 125.00

\$ 125.00

Entire Fleet Alike Key (FREQ 3)

GXE

\$ 125.00

Entire Fleet Alike Key (FREQ 1)

GXF

\$ 125.00

\$ 125.00

Entire Fleet Alike Key (FREQ 4)

GXG

\$ 125.00

Additional Non-Key Alike Fobs

GXQ

\$ 89.00

Front Reading/Map Lamps

LBG

\$ 67.00

\$ 67.00

Matching Right Spot Lamp

LNA

\$ 187.00

Black Left Spot Lamp

LNF

\$ 187.00

\$ 187.00

Add LED to Spots(Each)

LNK

\$ 134.00

\$ 134.00

Security Alarm

LSA

\$ 134.00

White Front Doors

M2B

\$ 423.00

White All Doors

M2C

\$ 841.00

White Hood

M3F

\$ 231.00

Continued

White Roof

M3G

\$ 240.00

White Decklid	M3H	\$ 156.00		
Front Licence Plate Bracket	MDA	\$ -		X
Engine Block Heater	NHK	\$ 85.00		
Base Engine Controller	NZE	\$ -		
Delete Spare Tire	TBF	\$ -	0	
Full Spare Tire Relocation Bracket	TBH	\$ 129.00		\$ 129.00
Passenger Side Ballistic Door Panel	XDG	\$ 2,092.00		
Drive Side Ballistic Door Panel	XDV	\$ 2,092.00		
Equipment Mounting Bracket	XFX	\$ -		
MOPAR Wireless Phone-Charging Pad	RF8	\$ 312.00		
Seat Options				
HD Cloth Bucket & Rear Bench Seats/Black	C8X(\$ -		
HD Cloth Bucket Seats w/Vinyl Rear/Black		\$ 107.00		
Color Options				
Billet Silver Metallic Clear Coat		\$ -		
Bright Silver Metallic Clear Coat	PS2	\$ -		
Bright White Clear Coat	PW7	\$ -		
Electric Blue Pearl Coat	PB5	\$ 445.00		
Granite Crystal Met. Clear Coat	PAU	\$ -		
Triple Nickel Clear Coat	PR3			
Indigo Blue	PBM	\$ -		
Low Vol Midnight Blue Pearl Coat	PB8	\$ 445.00		
Maximum Steel	PAR	\$ -		
Michigan State Police Blue	P79	\$ 445.00		
Pitch Black	PX8	\$ -		X
Redline Red Tri-Coat Pearl	PRY	\$ 445.00		
Sheriff's Tan	P76	\$ 445.00		
White Gold Clear Coat	PWL	\$ 445.00		
Destroyer Grey Clear Coat	PDN	\$ -		
Octane Red Pearl Coat	PRV			

Total Delivered Price with options Per Contract #134725 ~~\$ 25,152.00~~

25,116.00

DEPARTMENT :
 CONTACT NUMBER:
 EMAIL:

2019 DURANGO AWD PURSUIT RATED

ALL OPTIONS AND STANDARD EQUIPMENT

PLACE "X" IN YELLOW CELLS
 ON OPTION REQUESTED
 TOTAL PRICE WILL CALCULATE

	Option Price	VEHICLE SPEC	<u>V6</u>	VEHICLE SPEC	<u>V8</u>
<i>[Fleet] 2019 Dodge Durango (WDEE75) Pursuit AWD</i>			\$28,410.00		\$30,886.00
<i>Transmission: 8-Speed Automatic (850RE) (STD)</i>					
<i>3.45 Rear Axle Ratio (STD)</i>					
<i>GVWR: 6,500 lbs (STD)</i>	STD	X	STD		-
50 State Emissions					
<i>Transmission w/Driver Selectable Mode and Sequential Shift Control</i>	STD	X	STD		-
<i>Full-Time All-Wheel Drive</i>					
Engine Oil Cooler	STD	X	STD	X	STD
650CCA Maintenance-Free Battery w/Run Down Protection	STD	X	STD	X	STD
220 Amp Alternator	STD	X	STD	X	STD
Towing Equipment -inc: Trailer Sway Control	STD	X	STD	X	STD
Police/Fire	STD	X	STD	X	STD
1460# Maximum Payload	STD	X	STD	X	STD
<i>Rear Auto-Leveling Suspension</i>					
Front And Rear Anti-Roll Bars	STD	X	STD	X	STD
Gas-Pressurized Shock Absorbers	STD	X	STD	X	STD
Electric Power-Assist Steering	STD	X	STD	X	STD
24.6 Gal. Fuel Tank	STD	X	STD	X	STD
Single Stainless Steel Exhaust	STD	X	STD	X	STD
Permanent Locking Hubs	STD	X	STD	X	STD
Short And Long Arm Front Suspension w/Coil Springs	STD	X	STD	X	STD
Multi-Link Rear Suspension w/Coil Springs	STD	X	STD	X	STD

P180

4-Wheel Disc Brakes w/4-Wheel ABS, Front And Rear Vented Discs, Brake Assist and Hill Hold Control	STD	X	STD	X	STD
<u>Wheels: 18" x 8.0" Painted Aluminum</u>					
Tires: P265/60R18 BSW On/Off Road	STD	X	STD	X	STD
Steel Spare Wheel	STD	X	STD	X	STD
Full-Size Spare Tire Stored Underbody w/Crankdown	STD	X	STD	X	STD
Clearcoat Paint	STD	X	STD	X	STD
<u>Exterior</u>					
Body-Colored Front Bumper w/Colored Rub Strip/Fascia Accent	STD	X	STD	X	STD
Body-Colored Rear Step Bumper w/Colored Rub Strip/Fascia Accent	STD	X	STD	X	STD
Black Side Windows Trim	STD	X	STD	X	STD
Body-Colored Door Handles	STD	X	STD	X	STD
Chrome Bodyside Insert and Colored Wheel Well Trim	STD	X	STD	X	STD
Body-Colored Power Heated Side Mirrors w/Manual Folding	STD	X	STD	X	STD
Fixed Rear Window w/Fixed Interval Wiper and Defroster	STD	X	STD	X	STD
Deep Tinted Glass	STD	X	STD	X	STD
Speed Sensitive Variable Intermittent Wipers	STD	X	STD	X	STD
Galvanized Steel/Aluminum Panels	STD	X	STD	X	STD
Lip Spoiler	STD	X	STD	X	STD
Front License Plate Bracket	STD	X	STD	X	STD
Black Grille	STD	X	STD	X	STD
Liftgate Rear Cargo Access	STD	X	STD	X	STD
Tailgate/Rear Door Lock Included w/Power Door Locks	STD	X	STD	X	STD
Front Fog Lamps	STD	X	STD	X	STD
Perimeter/Approach Lights	STD	X	STD	X	STD
LED Brakelights	STD	X	STD	X	STD
Fully Automatic Aero-Composite Halogen Headlamps w/Delay-Off	STD	X	STD	X	STD
Laminated Glass	STD	X	STD	X	STD
Entertainment	STD	X	STD	X	STD
Radio w/Seek-Scan, Clock, Aux Audio Input Jack, Steering Wheel Controls and Voice Activation	STD	X	STD	X	STD
Radio: Uconnect 4 w/7" Display	STD	X	STD	X	STD
Streaming Audio	STD	X	STD	X	STD
Fixed Antenna	STD	X	STD	X	STD

6 Speakers	STD	X	STD	X	STD
Uconnect w/Bluetooth Wireless Phone Connectivity	STD	X	STD	X	STD
2 LCD Monitors In The Front	STD	X	STD	X	STD
			-		-
<u>Interior</u>					
Front Seats w/Power 4-Way Driver Lumbar	STD	X	STD	X	STD
12-Way Power Driver Seat -inc: Power Recline, Height Adjustment, Fore/Aft Movement, Cushion Tilt and Power	STD	X	STD	X	STD
4-Way Lumbar Support	STD	X	STD	X	STD
4-Way Passenger Seat -inc: Manual Recline, Fore/Aft Movement and Fold Flat	STD	X	STD	X	STD
60-40 Folding Split-Bench Front Facing Manual Reclining Fold Forward Seatback Rear Seat	STD	X	STD	X	STD
Manual Tilt/Telescoping Steering Column	STD	X	STD	X	STD
Gauges -inc: Speedometer, Odometer, Oil Pressure, Engine Coolant Temp, Tachometer, Oil Temperature,	STD	X	STD	X	STD
Transmission Fluid Temp, Engine Hour Meter, Trip Odometer and Trip Computer	STD	X	STD	X	STD
Power Rear Windows and Fixed 3rd Row Windows	STD	X	STD	X	STD
Leather Steering Wheel	STD	X	STD	X	STD
Illuminated Front Cupholder	STD	X	STD	X	STD
Rear Cupholder	STD	X	STD	X	STD
3 12V DC Power Outlets	STD	X	STD	X	STD
Compass	STD	X	STD	X	STD
Proximity Key For Doors And Push Button Start	STD	X	STD	X	STD
Valet Function	STD	X	STD	X	STD
Power Fuel Flap Locking Type	STD	X	STD	X	STD
Remote Keyless Entry w/Integrated Key Transmitter, Illuminated Entry and Panic Button	STD	X	STD	X	STD
Remote Releases -Inc: Power Fuel	STD	X	STD	X	STD
Cruise Control w/Steering Wheel Controls	STD	X	STD	X	STD
Dual Zone Front Automatic Air Conditioning	STD	X	STD	X	STD
Rear HVAC w/Separate Controls	STD	X	STD	X	STD
HVAC -inc: Auxiliary Rear Heater, Headliner/Pillar Ducts and Console Ducts	STD	X	STD	X	STD
Illuminated Locking Glove Box	STD	X	STD	X	STD
Driver Foot Rest	STD	X	STD	X	STD

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Interior Trim -inc: Chrome Interior Accents	STD	X	STD	X	STD
Full Cloth Headliner	STD	X	STD	X	STD
Urethane Gear Shift Knob	STD	X	STD	X	STD
Cloth Low-Back Bucket Seats	STD	X	STD	X	STD
Day-Night Auto-Dimming Rearview Mirror	STD	X	STD	X	STD
Driver And Passenger Visor Vanity Mirrors	STD	X	STD	X	STD
Full Floor Console w/Covered Storage, Mini Overhead Console w/Storage and 3 12V DC Power Outlets	STD	X	STD	X	STD
Front And Rear Map Lights	STD	X	STD	X	STD
Fade-To-Off Interior Lighting	STD	X	STD	X	STD
Full Carpet Floor Covering -inc: Carpet Front And Rear Floor Mats	STD	X	STD	X	STD
Carpet Floor Trim	STD	X	STD	X	STD
Cargo Area Concealed Storage	STD	X	STD	X	STD
Cargo Space Lights	STD	X	STD	X	STD
Smart Device Integration	STD	X	STD	X	STD
FOB Controls -inc: Trunk/Hatch/Tailgate and Windows	STD	X	STD	X	STD
Instrument Panel Bin, Driver / Passenger And Rear Door Bins	STD	X	STD	X	STD
Power 1st Row Windows w/Driver And Passenger 1-Touch Up/Down	STD	X	STD	X	STD
Delayed Accessory Power	STD	X	STD	X	STD
Power Door Locks w/Autolock Feature	STD	X	STD	X	STD
Systems Monitor					
Redundant Digital Speedometer	STD	X	STD	X	STD
Trip Computer	STD	X	STD	X	STD
Outside Temp Gauge	STD	X	STD	X	STD
Digital/Analog Display	STD	X	STD	X	STD
Manual Anti-Whiplash w/Tilt Front Head Restraints and Fixed Rear Head Restraints	STD	X	STD	X	STD
Front Center Armrest w/Storage and Rear Center Armrest	STD	X	STD	X	STD
Sentry Key Engine Immobilizer	STD	X	STD	X	STD
Air Filtration	STD	X	STD	X	STD
Safety-Mechanical					
Electronic Stability Control (ESC) And Roll Stability Control (RSC)	STD	X	STD	X	STD
ABS And Driveline Traction Control	STD	X	STD	X	STD
Safety-Exterior					
Side Impact Beams	STD	X	STD	X	STD

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<u>Safety-Interior</u>					
Dual Stage Driver And Passenger Seat-Mounted Side Airbags	STD	X	STD	X	STD
Roadside Assistance/9-1-1 Call Emergency Sos	STD	X	STD	X	STD
<u>Parksense w/Stop Rear Parking Sensors</u>					
Tire Specific Low Tire Pressure Warning	STD	X	STD	X	STD
Dual Stage Driver And Passenger Front Airbags	STD	X	STD	X	STD
Curtain 1st, 2nd And 3rd Row Airbags	STD	X	STD	X	STD
<u>Airbag Occupancy Sensor</u>					
Driver Knee Airbag	STD	X	STD	X	STD
Rear Child Safety Locks	STD	X	STD	X	STD
Outboard Front Lap And Shoulder Safety Belts -inc: Rear Center 3 Point, Height Adjusters and Pretensioners	STD	X	STD	X	STD
ParkView Back-Up Camera	STD	X	STD	X	STD
<u>WARRANTY</u>					
Basic Years: 3	STD	X	STD	X	STD
Basic Miles/km: 36,000					
Drivetrain Years: 5	STD	X	STD	X	STD
Drivetrain Miles/km: 100,000					
Corrosion Years: 5					
Corrosion Miles/km: Unlimited	STD	X	STD	X	STD
Roadside Assistance Years: 5					
Roadside Assistance Miles/km: 60,000					
<u>Optional Equipment</u>					
<u>ADL Skid Plate Group -inc: Fuel Tank Skid Plate Shield, Transfer Case Skid Plate Shield, Underbody Skid Plate, Front Suspension Skid Plate</u>					
	\$	263.00	-	-	-
<u>AHX Trailer Tow Group IV -inc: Trailer Brake Control, 7 & 4 Pin Wiring Harness, Class IV Receiver Hitch</u>					
	\$	752.00	-	-	-

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ADDITIONAL EQUIPMENT - EXTERIOR					
<u>LM1 Low Beam Daytime Running Headlamps \$36.00</u>	\$ 36.00		-		-
ADDITIONAL EQUIPMENT - MECHANICAL					
<u>NHK Engine Block Heater</u>	\$ 85.00		-		-
ADDITIONAL EQUIPMENT - ENTERTAINMENT					
<u>RH1 Single Disc Remote CD Player</u>	\$ 441.00		-		-
<u>RSD SiriusXM Satellite Radio -inc: For More Info, Call 800-643-2112, No Satellite Coverage</u>					-
<u>HI/AK/PR/VI/GU, 1-Year SiriusXM Radio Service</u>	\$ 174.00		-		-
ADDITIONAL EQUIPMENT - INTERIOR					
<u>XAN Blind Spot & Cross Path Detection</u>	\$ 352.00		-		-
ADDITIONAL EQUIPMENT - OTHER					
<u>22Z Quick Order Package 22X -inc: Engine: 5.7L V8 HEMI MDS VVT, Transmission: 8-Speed Automatic (8HP70), Durango Pursuit Vehicle</u>	STD w/V8			X	STD w/V8
<u>2BZ Quick Order Package 2BX -inc: Engine: 3.6L V6 24V VVT UPG I w/ESS, Transmission: 8-Speed Automatic (850RE), Durango Pursuit Vehicle</u>	STD w/V6	X	STD w/V6		
TRANSMISSION					
<u>DFD Transmission: 8-Speed Automatic (8HP70) STD W/ V8</u>	N/C			X	N/C

DFT Transmission: 8-Speed Automatic (850RE) (STD) W/ V6	N/C	X	N/C		
AXLE RATIO					
DLK 3.45 Rear Axle Ratio (STD) W/ V6 ENGINE	STD w/ V6	X	STD w/ V6		
DPM 3.09 Rear Axle Ratio W/ V8 ENGINE	STD w/V8			X	STD w/V8
ENGINE					
ERC Engine: 3.6L V6 24V VVT UPG I w/ESS (STD) Inc.	INCL ABOVE	X	INCL ABOVE		-
EZH Engine: 5.7L V8 HEMI MDS VVT -inc: 110 mph Maximum Speed Calibration, Dual Rear					
Exhaust w/Bright Tips, GVWR: 7,100 lbs, 2 Speed On Demand Transfer Case, 230MM Rear Axle, 3.09 Rear Axle Ratio, 800 Amp Maintenance Free Battery	INCL ABOVE			X	INCL ABOVE
SEAT TYPE					
H7X9 Black, Cloth Low-Back Bucket Seats \$0.00	STD	X	STD	X	STD
PRIMARY PAINT					
PAU Granite Clearcoat \$0.00	N/C		-		-
PBF Reactor Blue Pearlcoat \$0.00	N/C		-		-
PDN Destroyer Gray Clearcoat \$0.00	N/C		-		-
PRM Redline 2 Coat Pearl \$0.00	N/C		-		-
PSC Billet Clearcoat \$0.00	N/C		-		-
PW7 White Knuckle Clearcoat \$0.00	N/C		-		-
PWD Vice White \$530.00	\$ 530.00		-		-
PXJ DB Black Clearcoat \$0.00	N/C	X	-		-
GVWR					
Z6J GVWR: 7,100 lbs STD w/ 5.7L V8	STD w/V8		-	X	STD w/V8

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Prepared by: Lynda J. Woulfe, City Administrator

Background

Attached is a lease for office space for a staff representative for Congressman Stauber. Joe Morley and Isaac Schultz, Congressman Stauber’s lead field director, came to City Hall last week expressing an interest in having one of their field staff have office space in Cambridge. I showed them conference room 2, which is not widely used by staff and used to house the Commission on Aging staff person. They loved the space and asked for a lease for the space.

I prepared the attached lease which is based off the lease we provided to East Central Regional Development Commission and then the Commission on Aging staff person. It is believed they would occupy the space one or two days a week.

This opportunity provides our citizens with local access to their Congressman which is a benefit for all residents. It also provides staff with an opportunity to keep Congressman Stauber abreast of important City issues such as Highway 95. This will not affect the day to day business of the City. This office would have its own telephone number assigned to it and a voice mail box. The tenant is responsible for providing all equipment (except the telephone because it needs to operate with our system and we have one already in stock for that space).

Recommendation

Approve the proposed lease with Congressman Stauber.

CAMBRIDGE CITY HALL BUILDING LEASE

THIS LEASE is made this 7th day of January, 2019, between the City of Cambridge, a Minnesota municipality, ("Landlord") and Congressman Pete Stauber ("Tenant").

In consideration of the payment of the rent and the performance of the covenants and agreements by the Landlord set forth below, the Landlord does hereby lease to the Tenant an office within Cambridge City Hall located at s 300 3rd Avenue NE, Cambridge, Minnesota 55008.

LEASE TERM / RENT

The Lease term will be from January 7, 2019 through December 31, 2020. Rent will be \$500 per year (\$41.67 per month) for the term of the lease. If rent is paid monthly, it will be due on the first day of each month. If paid on an annual basis, it will be paid by March 1 of each lease year.

Cambridge City Hall is equipped with internet access and digital phone service. Access to the City's internet service and digital phone service will be made available to Tenant as part of its base rent. Tenant will not use the digital phone service to make international calls.

LEASE SPACE

The lease space is a 12' x 12' office located within Cambridge City Hall.

Office supplies, equipment (e.g. such as laptop computer, printer, speakers, and software, cables, attachments), and office furniture will be provided by Tenant.

TENANT AGREEMENT

The Landlord agrees as follows:

1. To pay all utility costs related to the premises above described. Landlord shall pay for all heating, air conditioning, electricity, gas, water, and sewer charges used in the leased premises.
2. To pay for all janitorial work necessary to keep the leased area clean and sanitary.
3. Permit the Tenant sign or lettering to be placed at the entrance door to City Hall. Size of sign area will be no bigger than 11" x 17". Cost of sign will be the Tenant's responsibility. Permit the Tenant a sign panel on the City's monument sign located at Main St North and 3rd Avenue NE. Tenant shall not erect or install exterior signs without the Landlord's prior written consent.

The Tenant, in consideration of the leasing of the premises agrees as follows:

1. To pay the rent for the premises above described.

2. Tenant shall maintain and keep the improvement upon the premises in good repair. At the expiration of the lease, the Tenant shall surrender the premises in as good a condition as when the Tenant entered the premises, loss by fire, inevitable accident, and ordinary wear accepted.
3. That the Tenant shall not paint, wallpaper, nor make alterations to the leased space or City hall facility without the Landlord's prior written consent.
4. Tenant shall not sublet any part of the leased premises.
5. To use the premises only as offices and to use the premises for no purpose prohibited by the laws of the United States or the State of Minnesota, or of the ordinances of the City of Cambridge, and for no improper or questionable purposes whatsoever, and to neither permit nor suffer any disorderly conduct, noise or nuisance having a tendency to annoy or disturb any persons occupying adjacent premises.
6. To comply with all reasonable rules or regulations posted on the premises or determined mutually between tenants and Landlord.
7. To neither hold nor attempt to hold the Landlord liable for any injury or damage, either proximate or remote, occurring through or caused by the repairs, alterations, injury or accident to the premises, or adjacent premises, or other parts of the above premises not herein demised, or by reason of the negligence or default of the owners or occupants thereof or any other person, nor to hold the Landlord liable for any injury or damage occasioned by defective electrical wiring, or upon the breakage or stoppage of plumbing or sewerage upon said premises or upon adjacent premises, whether breakage or stoppage results from freezing or otherwise; to neither permit nor suffer said premises, or the walls or floors thereof, to be endangered by overloading, nor said premises to be used for any purpose which would render the insurance thereon void or the insurance risk more hazardous, nor make any alterations in or changes in, upon, or about said premises without first obtaining the written consent of the Landlord therefore. Tenant agrees to indemnify, hold harmless, and defend Landlord, its agents, employees, and officers from any liability or damages arising out of Tenant's operations or any act or omission of Tenant, its agents, employees, invitees, or guests in the Leased premises.

MUTUAL UNDERSTANDINGS

City Hall's standard operating hours are 8:00 am to 4:30 pm. Arrangements can be made with Landlord for early morning or evening meetings with a few days prior notice.

Tenant can reserve City Council Chambers or Conference Room 1 space for events or meetings as long as it does not conflict with a scheduled City meeting. Tenant can reserve said space through the Landlord's receptionist.

Failure of the Landlord to timely bill Tenant for any payments stated as above in accordance with this lease shall not be deemed a waiver of the Tenant's liability to pay same.

If, after the expiration of this Lease, the tenant shall remain in possession of the premises and continue to pay rent without a written agreement as to such possession, then such tenancy shall be regarded as a month-to-month tenancy, at a monthly rental, payable in advance, equivalent to the last month's rent paid under this lease, and subject to all the terms and conditions of this lease.

Tenant hereby deposits with Landlord and shall maintain at all times on deposit with Landlord and keep whole and encumbered the sum of one dollar (\$1.00), the receipt of which is hereby acknowledged as security for the faithful performance by tenant of every term and condition of the Lease.

If, at any time, this Lease is terminated by the Tenant or Landlord, the tenant agrees to peacefully surrender the premises to the Landlord immediately upon termination, and if the tenant remains in possession of the premises, the Tenant shall be deemed guilty of forcible entry and detainer of the premises, and, waiving notice, shall be subject to forceful eviction with or without process of law.

If the premises are left vacant and any part of the rent not paid, then the Landlord may terminate this Lease and retake possession of the said premises. Landlord will provide 30 days' notice of intent to terminate this Lease prior to taking this action. In the event the Tenant or Landlord wish to terminate the lease for any other reason, the Landlord shall provide Tenant with a six-month early termination notice and Tenant shall provide the Landlord with a 30-day early termination notice. The Tenant shall agree to pay the rent through the end of the early termination notice period.

THIS LEASE shall be binding on the parties, their personal representatives, successors and assigns.

IN WITNESS WHEREOF, Landlord and Tenant have signed this lease as of the day and year first above written.

City of Cambridge, Minnesota
Landlord

Jim Godfrey, Mayor

Lynda J. Woulfe

Tenant

CONGRESSMAN PETE STAUBER

Tenant

By: _____

Its: _____

Date: _____