



CIVIL RIGHTS COMMISSION  
City of Cedar Rapids  
**Finance Committee Meeting Agenda**  
Tuesday, August 18, 2015  
2:00 pm – 3:00 pm

**Finance Committee Members:**

Salma Igram, Chair  
Keith Rippy  
Robin Tucker

**Agenda:**

- I. Call to Order
- III. Public Response
- IV. Approval of Minutes
- VI. New Business

1. FY 2017-21 Financial Plan	LaSheila Yates <i>Executive Director</i>	60 Minutes
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Notice:  
*Any person needing visual/audio assistance or language interpretation should contact Civil Rights at 319-286-5036 at least 48 hours prior to the meeting.*



City of Cedar Rapids  
Civil Rights Commission  
**Finance Committee Meeting Minutes**  
Wednesday, June 24, 2015  
4:00 p.m. – 5:00 p.m.

**Commissioners Present:** Ms. Salma Igram - Chair  
Mr. Robin Tucker  
Ms. Paulette Hall

**Staff Present:** Ms. LaSheila Yates, Executive Director (Via Conference Call)  
Ms. Alicia Abernathy, Administrative Assistant

Meeting started at 4:05 p.m.

**Public Response** - No public present

**Approval of Minutes** – Robin Tucker moved to approve the minutes. Paulette Hall seconded the motion, which was unanimously approved.

**New Business** –

**1. FY15 Budget Update**

LaSheila Yates pointed out the Commission's Budget Analyst has changed from Ronda Jones to Al Soukup. Ms. Yates stated the general budget is at 219% revenue. Ms. Yates stated the Commission is currently watching expenses to not exceed the budget. Ms. Yates stated she has reached out to Finance to determine what happens if the Commission goes over budget.

Ms. Yates stated each month staff meets with Marion to review the billing. Each line item is reviewed to ensure it is billable before and a billing statement is sent to Marion for payment.

Ms. Yates stated the Commission's performance review with HUD took place and questions arose regarding the 28E Agreement with Marion. Due to unanswered questions, the Commission will not be accepting Marion housing cases until the relationship with HUD is figured out.

Commissioners asked what happens to the deficit if the Commission is over budget and can line items such as portions of the personnel budget be transferred to other areas. Ms. Yates stated she is following up with Finance in regards to the questions.

Commissioner Igram presented Paulette Hall with a Certificate of Appreciation and thanked her for her commitment while serving on the Civil Rights Commission.

Commissioner Igram suggested meeting in July and then meeting on a quarterly basis. Commissioner Tucker pointed out a new commissioner will need to be added to the Committee.

The meeting adjourned at 4:55 p.m.

*Respectfully submitted by Alicia Abernathy*

# FY 2017-21 FINANCIAL PLAN PROCESS SOP FOR DEPARTMENTS

## City Vision

“Cedar Rapids, a vibrant urban hometown – a beacon for people and businesses invested in building a greater community now and for the next generation.” Amended January 24, 2012

## Council Strategic Goals

Council strategic planning produces the decisions and actions that guide the City. Updated council strategic goals are:

- STRENGTHEN CR - Make bold moves in community planning to retain the character of neighborhoods and corridors.
- GROW CR - Make bold moves in future planning to encourage sustainable connections of growth areas to existing neighborhoods.
- CONNECT CR - Create a culture that enhances transportation options for pedestrians and cyclists through complete streets, trails, and public transportation.
- GREEN CR - Buffer and connect existing parks, trails, and streams to build a natural network in addition to regional collaborations and individual efforts to improve storm water management, water quality, wildlife habitat, and outdoor recreation.
- INVEST CR - Make Cedar Rapids a desirable place for businesses to start, move, and grow by leveraging resources to invest in business districts and amenities that keep and attract a skilled workforce.
- PROTECT CR - Provide quality services to increase neighborhood safety and keep moving forward with flood mitigation system.
- PROMOTE CR - Lead regionally, think Cedar Rapids first by telling our story strategically, emphasizing intergovernmental relations, and branding and marketing the City of Cedar Rapids.

## Financial Plan Purpose

The purpose of the financial plan is:

- To provide the financial prospective not included in Council’s strategic planning process
- To use financial forecasting and analysis to identify future challenges and opportunities and then identify strategies to secure financial sustainability in light of the challenges and opportunities
- To achieve a consistent level of services, to prevent volatility in taxes or fees, and to ensure cash management
- To set the stage for budget and provide a tool that can be used to discuss priorities to citizens

## Time Table

<u>Due Date</u>	<u>Description</u>
August 3	Forms sent out to departments
August 21 end of bus.	Financial plan information due to analyst
August 28 end of bus.	Financial plan ready for Budget Manager
September	Financial plan ready for review with Finance Director
September	Financial plan ready for review with City Manager & City Council

### Note:

**Any changes to the Financial Plan are to be discussed the Analyst first. Physical changes to the documents will be made by the Analyst with the Dept. submitting the information/data for any proposed changes under separate cover.**

**Information not in the summary files by August 26<sup>th</sup> will not be incorporated into the financial plan. Ensure your latest, working copy is in the plan by then.**

## Financial Plan Standards

The following shall be used as the standard increase in financial plans.

Category	Increase	Comment
Valuation	2.2% increase per FY	
Chargeable revenue	Department discretion	
Personal services	5% increase per year	
Non-personal services – Discretionary	1% increase per year	
Non-personal services – Non-discretionary	5% increase per year	Due to tie to personal service increases
Capital equipment	For general fund – Use 0	A plug to contingent will occur to cover the entire general fund

### **Service Levels:**

The financial plan will be based on the current budget level of funding for services currently being provided. Significant increases needed for current budget/service level can be added into the plan, but must be documented in the comment section. **Exception: The plan should include the impact on parks & rec for the NW rec center as well as pool LOST ending.**

Changes in service levels shall not be included in the financial plan. (I.e. most staffing requests, requests to increase supplies/materials to increase service level, etc.) Instead, identify the request for additional funding using the form (ATTACHED)

When completing the form:

- For positions
  - the fiscal year amount should be blank and the comments should include the bargaining unit, grade, step
  - only 1 FTE should be added per row

### **Immaterial Changes:**

Changes that are not of a significant/material amount should not be included in the financial plan.

### **Tax Supported CIP Funds:**

Includes, but not limited to these funds:

- 3XX Series funds

Finance will prepare the financial plan for tax supported funds. Departments will NOT be providing detail or be provided FY17 budget information at this time.

## Prepare Data for Worksheets – Departments

### **General comments for all areas (information sent to Analyst for entry):**

- 1) Do not add rows or columns or make changes to the format or design of worksheets.
- 2) Update department name, fund name, etc. where noted in worksheets
- 3) Break out transfers in and out by item. If you run out of rows, combine items. Do not add rows.
- 4) Ensure property tax revenue shows under account 401100. So if a department received property tax revenue via transfer, reduce the transfer amount and add the revenue to 401100.
- 5) Nvision report  
Report will be provided but Analyst will perform updates if required

### **TIF fund comments:**

AI needs to have updated version of TIF funds. Use normal tracking files.



**City of Cedar Rapids, Iowa  
Financial Plan**

**Civil Rights**

Assumptions:

Property Tax valuation increase	1.0220	1.0220	1.0220	1.0220	1.0220	1.0220
Chargeable revenue increase (licenses/permits, charges for services, rents/royalties)	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Personal services increase	1.0500	1.0500	1.0500	1.0500	1.0500	1.0500
Non-personal services - discretionary increase	1.0100	1.0100	1.0100	1.0100	1.0100	1.0100
Non-personal services - non-discretionary increase	1.0500	1.0500	1.0500	1.0500	1.0500	1.0500

	Fiscal Year 2016	5 Year Plan Grand Total	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021
<b>OPERATIONS</b>							
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
Subtotal of Expenses Before Capital Outlay	<b>472,668</b>	<b>2,708,584</b>	<b>494,221</b>	<b>516,832</b>	<b>540,551</b>	<b>565,436</b>	<b>591,543</b>
Capital Outlay	-	-	-	-	-	-	-
<b>Total Operating Expenses</b>	<b>472,668</b>	<b>2,708,584</b>	<b>494,221</b>	<b>516,832</b>	<b>540,551</b>	<b>565,436</b>	<b>591,543</b>
<b>Funding Available / (Funding Gap)</b>	<b>(466,168)</b>	<b>(2,676,084)</b>	<b>(487,721)</b>	<b>(510,332)</b>	<b>(534,051)</b>	<b>(558,936)</b>	<b>(585,043)</b>

**COMMENTS REGARDING CHANGES**

**FY 2017 Funding Increase Requests**

**General Fund / Internal Service Funds**

Department Name	Revenue Shortfall	Increase in Expenditure Budget	Net Approved Amount	Denied Expenditure Amount	Revenue Offset Funding Source	Impact W = Why expenditure increase is needed / justification I = Impact if not approved
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**Enterprise Fund**

**FY 2017 Funding Increase Requests**

**General Fund / Internal Service Funds**

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