



City of Cedar Rapids
Civil Rights Commission

Finance Committee Meeting Minutes

Tuesday, August 18, 2015
2:00 PM. – 3:00 PM

Commissioners Present: Ms. Salma Igram – Chair (Via Conference Call)
Mr. Keith Rippy
Mr. Robin Tucker

Staff Present: Ms. LaSheila Yates, Executive Director
Ms. Alicia Abernathy, Administrative Assistant

Meeting started at 2:02 PM.

Public Response - No public present.

Approval of Minutes – Keith Rippy moved to approve the minutes. LaSheila Yates seconded the motion, which was unanimously approved.

New Business –

1. FY 2017-21 Financial Plan

LaSheila Yates stated discussions are taking place with Finance to develop a Five Year Plan and Ms. Yates would like feedback from the Finance Committee.

Commissioner Tucker arrived at 2:04 PM.

Ms. Yates stated she will be requesting a budget increase for two items. The first request would be for the reclassification of the Senior Investigator position to Assistant Director. The Senior Investigator position is a technical position and with the reclassification it will provide opportunity to recruit/hire within the organization. The budget increase request will be for \$5,100.

Commissioner Igram asked if \$5,100 would be enough money. Ms. Yates stated the position would start at salary grade 14 and when plugging in the numbers for each investigator the highest amount of increase in wage is \$5,100.

Ms. Yates stated it would be a permanent position with leadership opportunities that would include work with policy development, handling the budget, etc. The position would not be funded until FY17. Ms. Yates stated she is working with Human Resources to finalize a job description.

Ms. Yates stated the second budget increase request will be for \$9,000 to cover the cost of rent. The Commission would request a \$25,000 increase to cover ongoing costs for rental space and also a \$16,000 decrease that was intended for Contract Labor for one full-time AmeriCorps Public Allies position for FY16. When considering the decrease the total budget increase request is \$9,000. Ms. Yates stated the intent is to stop using HUD money for rent as the amount of money received from HUD each year is hard to predict and the amount needed to cover rent is not

guaranteed. Ms. Yates stated the increase requests will be submitted as part of the Five Year Plan and will be reviewed by the Commission's Budget Analyst.

Ms. Yates stated Finance is still working on the closeout numbers for FY15 and will schedule a meeting with the Finance Committee when the numbers are received. Ms. Yates stated she did not anticipate completion until September or October.

Commissioner Rippy moved to adjourn the meeting at 2:37 PM. Commissioner Tucker seconded the motion, which was unanimously approved.

Respectfully submitted by Alicia Abernathey

DRAFT

City of Cedar Rapids
 111000 Civil Rights
 2015-06-30

Account	Current Month 2015 YTD Actuals	Fiscal Year 2015 Adjusted Budget	Fiscal Year 2015 YTD Actuals	Favorable (Unfavorable) Variance	Percent of Budget Received Spent
Taxes					
Total Taxes	-	-	-	-	0%
License & Permits					
Total License & Permits	-	-	-	-	0%
Intergovernmental Grants					
Local Govt Grants	423000 3,625.00	500.00	9,525.00	9,025.00	1905%
Total Intergovernmental Grants	3,625.00	500.00	9,525.00	9,025.00	1905%
Charges for Services					
Admin Charges - External	431012 1,325.50	6,000.00	14,391.35	8,391.35	240%
Total Charges for Services	1,325.50	6,000.00	14,391.35	8,391.35	240%
Fines & Forfeits					
Total Fines & Forfeits	-	-	-	-	0%
Other Miscellaneous Revenue					
Sale of Fixed Assets	482001 -	4,000.00	4,000.00	-	100%
Total Other Miscellaneous Revenue	-	4,000.00	4,000.00	-	100%
Transfers In					
Total Transfers In	-	-	-	-	0%
Proceeds of LT Liabilities					
Total Proceeds of LT Liabilities	-	-	-	-	0%
Total Revenue	4,950.50	10,500.00	27,916.35	17,416.35	266%
Personal Services					
Regular Employees	511100 24,846.49	258,354.39	258,354.39	-	100%
Overtime	511300 518.56	1,500.00	1,123.80	376.20	75%
Other Special Pays	511400 540.00	16,268.25	16,268.25	-	100%
Leave Accrual	511500 7,329.88	7,329.88	7,329.88	-	100%
Group Insurance	512100 4,368.64	46,561.83	46,561.83	-	100%
Social Security Contributions	512200 1,646.57	20,492.07	20,492.07	-	100%

City of Cedar Rapids
 111000 Civil Rights
 2015-06-30

	Account	Current Month 2015 YTD Actuals	Fiscal Year 2015 Adjusted Budget	Fiscal Year 2015 YTD Actuals	Favorable (Unfavorable) Variance	Percent of Budget Received Spent
Retirement Contribution	512300	1,968.55	23,157.89	23,157.89	-	100%
Workers' Compensation	512500	101.57	1,293.19	1,293.19	-	100%
Other Employee Benefits	512600	7.75	82.15	82.15	-	100%
Total Personal Services		<u>41,328.01</u>	<u>375,039.65</u>	<u>374,663.45</u>	<u>376.20</u>	<u>100%</u>
Discretionary Expenses						
Advertising & Marketing	521100	(351.55)	1,500.00	768.16	731.84	51%
External Contracted Labor	521105	258.26	3,850.00	1,549.56	2,300.44	40%
Health Services	521106	16.00	150.00	160.00	(10.00)	107%
Legal Services	521107	-	3,000.00	2,220.00	780.00	74%
Other Professional Services	521108	-	5,500.00	6,644.00	(1,144.00)	121%
External Banking/Financial Fee	521109	197.83	-	1,344.69	(1,344.69)	0%
Computer Software Maintenance	522101	-	750.00	390.00	360.00	52%
IT Services - External	522102	698.66	2,700.00	2,779.18	(79.18)	103%
Building & Grounds Services	522104	(2,000.00)	-	220.00	(220.00)	0%
Furniture, Equip, Fixture Serv	522105	-	500.00	-	500.00	0%
Phone Services	523107	(6.38)	2,500.00	1,363.04	1,136.96	55%
Rental of Equip & Vehicles	524101	100.00	-	100.00	(100.00)	0%
Printing, Binding, & Duplicate	525102	(85.11)	3,000.00	3,747.58	(747.58)	125%
Other Purchased Services	525106	-	-	56.64	(56.64)	0%
Books & Subscriptions	531103	(124.95)	500.00	331.27	168.73	66%
Computer Supplies	531106	-	1,000.00	4,100.90	(3,100.90)	410%
Equipment/Furniture/Fixtures	531109	-	-	1,977.12	(1,977.12)	0%
Miscellaneous Supplies	531114	-	300.00	80.00	220.00	27%
Office Supplies	531116	28.34	2,500.00	3,859.57	(1,359.57)	154%
Shop Supplies	531119	-	-	7.98	(7.98)	0%
Personal Protective Gear	531124	-	-	18.60	(18.60)	0%
Moving Costs	541104	-	-	1,130.00	(1,130.00)	0%
Conferences, Training, Travel	542102	124.03	7,500.00	359.03	7,140.97	5%
Dues & Memberships	542103	(399.00)	750.00	-	750.00	0%
Postage & Freight	542108	495.46	3,000.00	3,843.18	(843.18)	128%
Mileage Reimbursement	542111	-	1,000.00	43.53	956.47	4%
Bad Debt Expense	542114	1.84	1.84	1.84	-	100%
Total Discretionary Expenses		<u>(1,046.57)</u>	<u>40,001.84</u>	<u>37,095.87</u>	<u>2,905.97</u>	<u>93%</u>

****Fleet & Facilities****

City of Cedar Rapids
111000 Civil Rights
2015-06-30

	Account	Current Month 2015 YTD Actuals	Fiscal Year 2015 Adjusted Budget	Fiscal Year 2015 YTD Actuals	Favorable (Unfavorable) Variance	Percent of Budget Received Spent	
	City Facility Maint Services	522107	-	-	-	0%	
	City Fleet Services	522108	25.00	25.00	25.00	100%	
	Rental of Land & Buildings	524100	-	900.00	2,983.33	(2,083.33) 331%	
	City Fleet Rental Charges	524102	-	-	-	0%	
	Total Fleet & Facilities		<u>25.00</u>	<u>925.00</u>	<u>3,008.33</u>	<u>(2,083.33) 325%</u>	
	Non-Discretionary Expenses						
	City Accounting Services	521113	1,508.75	18,201.50	18,201.50	- 100%	
	City Inter Department Charges	521114	1,962.00	23,522.00	23,522.00	- 100%	
	Admin Charges - Other	521114	-	-	339.00	(339.00) 0%	
	City Information Tech Services	522109	5,937.34	39,366.09	39,366.09	- 100%	
	Electricity	523100	-	-	-	- 0%	
	Natural Gas	523103	-	-	-	- 0%	
	Liability Insurance	525104	101.12	1,213.00	1,213.00	- 100%	
	Property Insurance	525107	-	-	-	- 0%	
	Vehicle Insurance	525108	-	-	-	- 0%	
	Diesel Fuel	532100	-	-	-	- 0%	
	Gasoline Fuel	532101	47.65	-	47.65	(47.65) 0%	
	Total Non-Discretionary Expenses		<u>9,556.86</u>	<u>82,302.59</u>	<u>82,689.24</u>	<u>(386.65) 100%</u>	
	Capital Outlay						
	Total Capital Outlay		<u>-</u>	<u>-</u>	<u>-</u>	<u>- 0%</u>	
	Debt Service						
	Total Debt Service		<u>-</u>	<u>-</u>	<u>-</u>	<u>- 0%</u>	
	Transfers Out						
	Total Transfers Out		<u>-</u>	<u>-</u>	<u>-</u>	<u>- 0%</u>	
	Total Expenditures		<u>49,863.30</u>	<u>498,269.08</u>	<u>497,456.89</u>	<u>812.19 100%</u>	
	Net Revenues over/(under) Expenditures		<u>(44,912.80)</u>	<u>(487,769.08)</u>	<u>(469,540.54)</u>	<u>18,228.54</u>	
	Summary of Admin Charge Revenue						
	Admin Charges - City Mgr Depts	431007	-	-	-	-	
	Admin Charges - Other		-	-	-	-	

City of Cedar Rapids
 7936 Civil Rights FHAP Grant
 2015-06-30

Account	Current Month 2015 YTD Actuals	Fiscal Year 2015 Adjusted Budget	Fiscal Year 2015 YTD Actuals	Favorable (Unfavorable) Variance	Percent of Budget Received Spent
Taxes					
Total Taxes	-	-	-	-	0%
License & Permits					
Total License & Permits	-	-	-	-	0%
Intergovernmental Grants					
Federal Operating	421001 (59,877.29)	239,129.81	173,393.46	(65,736.35)	73%
Local Govt Grants	423000 -	-	-	-	0%
Total Intergovernmental Grants	<u>(59,877.29)</u>	<u>239,129.81</u>	<u>173,393.46</u>	<u>(65,736.35)</u>	<u>73%</u>
Charges for Services					
Registration Fees	431303 -	-	7,752.00	7,752.00	0%
Total Charges for Services	<u>-</u>	<u>-</u>	<u>7,752.00</u>	<u>7,752.00</u>	<u>0%</u>
Fines & Forfeits					
Total Fines & Forfeits	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>
Other Miscellaneous Revenue					
Interest/Div - Nonproprietary	451000 37.45	-	196.25	196.25	0%
Total Other Miscellaneous Revenue	<u>37.45</u>	<u>-</u>	<u>196.25</u>	<u>196.25</u>	<u>0%</u>
Transfers In					
Operating Transfer In - Intra	483002 26,917.46	-	26,917.46	26,917.46	0%
Total Transfers In	<u>26,917.46</u>	<u>-</u>	<u>26,917.46</u>	<u>26,917.46</u>	<u>0%</u>
Proceeds of LT Liabilities					
Total Proceeds of LT Liabilities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>
Total Revenue	<u>(32,922.38)</u>	<u>239,129.81</u>	<u>208,259.17</u>	<u>(30,870.64)</u>	<u>87%</u>
Personal Services					
Regular Employees	511100 6,456.77	107,476.44	78,321.16	29,155.28	73%
Other Special Pays	511400 -	-	120.59	(120.59)	0%
Social Security Contributions	512200 479.24	-	5,942.16	(5,942.16)	0%
Retirement Contribution	512300 558.28	-	6,817.93	(6,817.93)	0%

City of Cedar Rapids
 7936 Civil Rights FHAP Grant
 2015-06-30

	Account	Current Month 2015 YTD Actuals	Fiscal Year 2015 Adjusted Budget	Fiscal Year 2015 YTD Actuals	Favorable (Unfavorable) Variance	Percent of Budget Received Spent
Workers' Compensation	512500	34.02	-	421.10	(421.10)	0%
Other Employee Benefits	512600	747.94	-	747.94	(747.94)	0%
Total Personal Services		<u>8,276.25</u>	<u>107,476.44</u>	<u>92,370.88</u>	<u>15,105.56</u>	<u>86%</u>
Discretionary Expenses						
Advertising & Marketing	521100	5,376.00	-	7,447.03	(7,447.03)	0%
Consulting Services	521103	500.00	-	500.00	(500.00)	0%
External Contracted Labor	521105	-	-	4,588.50	(4,588.50)	0%
Other Professional Services	521108	-	4,588.50	-	4,588.50	0%
Phone Services	523107	250.00	-	250.00	(250.00)	0%
Printing, Binding, & Duplicate	525102	554.50	-	1,812.68	(1,812.68)	0%
Awards & Recognition	531102	600.00	-	600.00	(600.00)	0%
Books & Subscriptions	531103	124.95	-	278.50	(278.50)	0%
Office Supplies	531116	134.56	-	134.56	(134.56)	0%
Program Supplies	531118	-	-	262.68	(262.68)	0%
Grants & Contributions	541106	525.00	79,623.37	26,877.00	52,746.37	34%
Conferences, Training, Travel	542102	4,091.76	16,000.00	20,915.73	(4,915.73)	131%
Dues & Memberships	542103	200.00	-	200.00	(200.00)	0%
Mileage Reimbursement	542111	18.64	-	163.66	(163.66)	0%
Total Discretionary Expenses		<u>12,375.41</u>	<u>100,211.87</u>	<u>64,030.34</u>	<u>36,181.53</u>	<u>64%</u>
Fleet & Facilities						
City Facility Maint Services	522107	-	-	-	-	0%
City Fleet Services	522108	-	-	-	-	0%
Rental of Land & Buildings	524100	4,083.33	31,441.50	19,948.32	11,493.18	63%
City Fleet Rental Charges	524102	-	-	-	-	0%
Total Fleet & Facilities		<u>4,083.33</u>	<u>31,441.50</u>	<u>19,948.32</u>	<u>11,493.18</u>	<u>63%</u>
Non-Discretionary Expenses						
City Accounting Services	521113	-	-	-	-	0%
City Inter Department Charges	521114	-	-	-	-	0%
Admin Charges - Other	521114	-	-	-	-	0%
City Information Tech Services	522109	-	-	-	-	0%
Electricity	523100	-	-	-	-	0%
Natural Gas	523103	-	-	-	-	0%
Liability Insurance	525104	-	-	-	-	0%

City of Cedar Rapids
7936 Civil Rights FHAP Grant
2015-06-30

	Account	Current Month 2015 YTD Actuals	Fiscal Year 2015 Adjusted Budget	Fiscal Year 2015 YTD Actuals	Favorable (Unfavorable) Variance	Percent of Budget Received Spent
Property Insurance	525107	-	-	-	-	0%
Vehicle Insurance	525108	-	-	-	-	0%
Diesel Fuel	532100	-	-	-	-	0%
Gasoline Fuel	532101	-	-	-	-	0%
Total Non-Discretionary Expenses		-	-	-	-	0%
Capital Outlay						
Total Capital Outlay		-	-	-	-	0%
Debt Service						
Total Debt Service		-	-	-	-	0%
Transfers Out						
Transfer Out-Intra	571200	26,917.46	-	26,917.46	(26,917.46)	0%
Total Transfers Out		26,917.46	-	26,917.46	(26,917.46)	0%
Total Expenditures		51,652.45	239,129.81	203,267.00	35,862.81	85%
Net Revenues over/(under) Expenditures		(84,574.83)	-	4,992.17	4,992.17	
<u>Summary of Admin Charge Revenue</u>						
Admin Charges - City Mgr Depts	431007	-	-	-	-	
Admin Charges - Other		-	-	-	-	

To: La Sheila Yates
CC: Janet Abejo

From: Budget Analyst – Al Soukup

Date: December 9, 2015

Re: **FYTD16 November 2015 Financial Statements**

Civil Rights (Operations department 111xxx, Special Revenue FHAP 7936, Special Revenue Seminar 7937):

General Fund: Civil Rights (Dept 111XXX): Analysis by Category

Revenue:

- **Per state code – you must meet or exceed your annual budget by June 30th.** Total revenues are at 115% of budget received.

The only budgeted revenue is a \$5,000 base payment from Marion and additional revenue thought out the year will be received based on hours applied to this 28E agreement.

- \$5,000 received in July from Marion
- \$1,509 invoiced to Marion for July-Oct 2015 for service
- \$956 for invoice for March 2015 services never issues and an used credit from the April 2015 invoice.

Expenditure:

- **Per state code – you can't spend more than your expenditure budget by June 30th.** Total expenditures are 42% spent, at 42% way through the fiscal year.

Personal Services: -

- Overall personal services are right on target based on YTD budget at 42% spent at 42% of the way through the fiscal year.
- OT is currently at (\$562) due to comp time accrual adjustments
- Any remaining balance here cannot be used to be spent in discretionary or any other category.

Discretionary Non-Personal Services: (Civil Rights should monitor)

- Overall discretionary services are **BELOW target** with budget. You have spent 9% (\$4,925) of your budget, **42%** of the way through the fiscal year.

Non-Discretionary – Fleet & Facilities: Memorial rent for office in SR fund 7936 and is following budget levels.

Non-Discretionary Non-Personal Services: (no action required by Civil Rights – CR does not have to monitor)

- It should be noted that the internal city billings may not be current but budget will automatically be added for actual costs for Finance, IT, and admin charges.

Special Revenue Fund: Civil Rights FHAP Grant (fund 7936)

Revenue:

- Annual Federal HUD budgeted is 26,000 in FY16 of which \$65.7K was recorded via prepaid journal entry for funding received in FY15 but recognized as revenue in FY16 for August. An additional invoice to HUD for \$64.3K was issued in October and total revenue is at \$130K for YTD.

Expenditure:

- Total budgeted expenditures is \$26K and Civil Rights is at **87%** spent.
 - **Personal Services of \$2.9K are not in the adopted budget**
 - **Discretionary budget of \$1,000 does not cover November YTD expenditures of \$9,330 and an amendment will need to be discussed to "right size" this budget.**

- FUND 7936 – Grants have mostly been combined under project 793606. Negative balance of 793604 was to be removed once August entries are posted to account for timing of payment, but this did not occur and Analyst will research to determine current status.
- **Expenditures/revenue must get coded to a project #.** General Accounting does Grant requests/tracking..

CTYCR	793602	HUD - FF207K137012 Outreach	\$12,670
CTYCR	793603	HUD - FF207K137012 Investigatr	\$ 0
CTYCR	793604	HUD-FF207K137012 Conf/Edu Hous	(\$ 500)
CTYCR	793606	HUD-FF207K137012 Fair Housing	\$43,106
			\$55,276

- *Personal Services* Budget was originally to be amended to cover temporary outreach / investigator positions, but the position was unfilled once vacated and allowed by HUD to be combined with other available funds.

Special Revenue Fund: Civil Rights Seminars (fund 7937) –

No budget is available in this fund. This fund has not been used in past 5 years with the exception of transfer out to fund 7936 to offset HUD revenue, in order to pay rent & training.

- Fund balance is approximately \$12,861

Travels/Training account 542102 - Travel BTR's should have coding on each travel

- Operational: 542102-101-111000
 - Budget in FY16 is \$5,500, spent YTD is \$651
- FHAP related travels: 542102-7936-793600
 - Budget in FY16 \$1000, spent YTD is \$5,979 (Need to discuss this budget/need for amendment).
 - **Must put CVLRT_TRAV on travel report** in funding source if FHAP grant is going to cover the costs. **If this does not happen, operations will be charged.**

City of Cedar Rapids
111000 Civil Rights
2015-11-30

Account	Current Month 2016 YTD Actuals	Fiscal Year 2016 Adjusted Budget	Fiscal Year 2016 YTD Actuals	Favorable (Unfavorable) Variance	Percent of Budget Received Spent
Taxes					
Total Taxes	-	-	-	-	0%
License & Permits					
Total License & Permits	-	-	-	-	0%
Intergovernmental Grants					
Local Govt Grants	423000	500.00	-	(500.00)	0%
Total Intergovernmental Grants	-	500.00	-	(500.00)	0%
Charges for Services					
Admin Charges - External	431012	6,000.00	7,465.53	1,465.53	124%
Total Charges for Services	154.38	6,000.00	7,465.53	1,465.53	124%
Fines & Forfeits					
Total Fines & Forfeits	-	-	-	-	0%
Other Miscellaneous Revenue					
Total Other Miscellaneous Revenue	-	-	-	-	0%
Transfers In					
Total Transfers In	-	-	-	-	0%
Proceeds of LT Liabilities					
Total Proceeds of LT Liabilities	-	-	-	-	0%
Total Revenue	154.38	6,500.00	7,465.53	965.53	115%
Personal Services					
Regular Employees	511100	319,258.00	134,392.71	184,865.29	42%
Overtime	511300	1,500.00	(561.64)	2,061.64	0%
Other Special Pays	511400	840.00	700.00	140.00	83%
Group Insurance	512100	64,711.00	28,661.43	36,049.57	44%
Social Security Contributions	512200	22,996.00	9,917.80	13,078.20	43%
Retirement Contribution	512300	28,647.00	11,957.58	16,689.42	42%
Workers' Compensation	512500	1,462.00	580.57	881.43	40%

City of Cedar Rapids
 111000 Civil Rights
 2015-11-30

Account	Current Month 2016 YTD Actuals	Fiscal Year 2016 Adjusted Budget	Fiscal Year 2016 YTD Actuals	Favorable (Unfavorable) Variance	Percent of Budget Received Spent	
Other Employee Benefits	512600	7.75	93.00	38.75	54.25	42%
Total Personal Services		<u>36,044.18</u>	<u>439,507.00</u>	<u>185,687.20</u>	<u>253,819.80</u>	42%
Discretionary Expenses						
Advertising & Marketing	521100	-	1,200.00	-	1,200.00	0%
External Contracted Labor	521105	129.13	17,300.00	516.52	16,783.48	3%
Health Services	521106	8.00	150.00	32.00	118.00	21%
Legal Services	521107	-	1,500.00	-	1,500.00	0%
Other Professional Services	521108	-	1,000.00	16.97	983.03	2%
External Banking/Financial Fee	521109	-	1,000.00	-	1,000.00	0%
Security Services	521110	9.30	1,500.00	112.80	1,387.20	8%
Computer Software Maintenance	522101	-	750.00	-	750.00	0%
IT Services - External	522102	480.12	3,400.00	720.18	2,679.82	21%
Building & Grounds Services	522104	-	1,000.00	-	1,000.00	0%
Furniture, Equip, Fixture Serv	522105	-	500.00	-	500.00	0%
Phone Services	523107	148.02	2,500.00	338.81	2,161.19	14%
Rental of Equip & Vehicles	524101	-	-	25.00	(25.00)	0%
Printing, Binding, & Duplicate	525102	177.67	4,250.00	1,086.09	3,163.91	26%
Awards & Recognition	531102	-	50.00	-	50.00	0%
Books & Subscriptions	531103	-	500.00	-	500.00	0%
Computer Supplies	531106	-	1,000.00	-	1,000.00	0%
Equipment/Furniture/Fixtures	531109	-	1,500.00	-	1,500.00	0%
Miscellaneous Supplies	531114	-	300.00	-	300.00	0%
Office Supplies	531116	58.96	2,500.00	673.59	1,826.41	27%
Program Supplies	531118	-	500.00	-	500.00	0%
Personal Protective Gear	531124	-	50.00	-	50.00	0%
Building & Grounds Supplies	533100	-	50.00	-	50.00	0%
Conferences, Training, Travel	542102	148.37	5,500.00	651.19	4,848.81	12%
Dues & Memberships	542103	-	750.00	-	750.00	0%
Postage & Freight	542108	209.67	3,000.00	721.47	2,278.53	24%
Mileage Reimbursement	542111	6.33	250.00	32.33	217.67	13%
Bad Debt Expense	542114	-	-	(1.84)	1.84	0%
Total Discretionary Expenses		<u>1,375.57</u>	<u>52,000.00</u>	<u>4,925.11</u>	<u>47,074.89</u>	9%
Fleet & Facilities						
City Facility Maint Services	522107	-	-	-	-	0%

City of Cedar Rapids
 111000 Civil Rights
 2015-11-30

Account	Current Month 2016 YTD Actuals	Fiscal Year 2016 Adjusted Budget	Fiscal Year 2016 YTD Actuals	Favorable (Unfavorable) Variance	Percent of Budget Received Spent	
City Fleet Services	522108	-	-	-	0%	
Rental of Land & Buildings	524100	-	-	-	0%	
City Fleet Rental Charges	524102	-	-	-	0%	
Total Fleet & Facilities						
Non-Discretionary Expenses						
City Accounting Services	521113	1,508.75	7,543.75	7,543.75	-	100%
City Inter Department Charges	521114	2,092.83	10,464.15	10,464.15	-	100%
Admin Charges - Other	521114	-	-	-	-	0%
City Information Tech Services	522109	4,683.05	12,141.34	12,141.34	-	100%
Electricity	523100	-	-	-	-	0%
Natural Gas	523103	-	-	-	-	0%
Liability Insurance	525104	181.00	2,168.00	905.00	1,263.00	42%
Property Insurance	525107	-	-	-	-	0%
Vehicle Insurance	525108	-	-	-	-	0%
Diesel Fuel	532100	-	-	-	-	0%
Gasoline Fuel	532101	-	-	12.22	(12.22)	0%
Total Non-Discretionary Expenses		8,465.63	32,317.24	31,066.46	1,250.78	96%
Capital Outlay						
Total Capital Outlay						
Debt Service						
Total Debt Service						
Transfers Out						
Total Transfers Out						
Total Expenditures		45,885.38	523,824.24	221,678.77	302,145.47	42%
Net Revenues over/(under) Expenditures		(45,731.00)	(517,324.24)	(214,213.24)	303,111.00	
Summary of Admin Charge Revenue						
Admin Charges - City Mgr Depts	431007	-	-	-	-	
Admin Charges - Other		-	-	-	-	

City of Cedar Rapids
 7936 Civil Rights FHAP Grant
 2015-11-30

Account	Current Month 2016 YTD Actuals	Fiscal Year 2016 Adjusted Budget	Fiscal Year 2016 YTD Actuals	Favorable (Unfavorable) Variance	Percent of Budget Received Spent
Taxes					
Total Taxes	-	-	-	-	0%
License & Permits					
Total License & Permits	-	-	-	-	0%
Intergovernmental Grants					
Federal Operating	421001	26,000.00	130,011.35	104,011.35	500%
Total Intergovernmental Grants	-	26,000.00	130,011.35	104,011.35	500%
Charges for Services					
Total Charges for Services	-	-	-	-	0%
Fines & Forfeits					
Total Fines & Forfeits	-	-	-	-	0%
Other Miscellaneous Revenue					
Interest/Div - Nonproprietary	451000	-	79.25	79.25	0%
Total Other Miscellaneous Revenue	18.30	-	79.25	79.25	0%
Transfers In					
Total Transfers In	-	-	-	-	0%
Proceeds of LT Liabilities					
Total Proceeds of LT Liabilities	-	-	-	-	0%
Total Revenue	18.30	26,000.00	130,090.60	104,090.60	500%
Personal Services					
Regular Employees	511100	-	1,974.83	(1,974.83)	0%
Social Security Contributions	512200	-	413.33	(413.33)	0%
Retirement Contribution	512300	-	482.48	(482.48)	0%
Workers' Compensation	512500	-	30.97	(30.97)	0%
Total Personal Services	-	-	2,901.61	(2,901.61)	0%
Discretionary Expenses					

City of Cedar Rapids
 7936 Civil Rights FHAP Grant
 2015-11-30

	Account	Current Month 2016 YTD Actuals	Fiscal Year 2016 Adjusted Budget	Fiscal Year 2016 YTD Actuals	Favorable (Unfavorable) Variance	Percent of Budget Received Spent
Advertising & Marketing	521100	-	-	923.00	(923.00)	0%
Other Professional Services	521108	-	-	695.00	(695.00)	0%
Computer Software Maintenance	522101	-	-	380.00	(380.00)	0%
Printing, Binding, & Duplicate	525102	-	-	485.00	(485.00)	0%
Office Supplies	531116	-	-	79.84	(79.84)	0%
Program Supplies	531118	-	-	399.60	(399.60)	0%
Grants & Contributions	541106	-	-	366.00	(366.00)	0%
Conferences, Training, Travel	542102	163.12	1,000.00	5,979.16	(4,979.16)	598%
Postage & Freight	542108	-	-	13.95	(13.95)	0%
Mileage Reimbursement	542111	-	-	8.17	(8.17)	0%
Total Discretionary Expenses		<u>163.12</u>	<u>1,000.00</u>	<u>9,329.72</u>	<u>(8,329.72)</u>	<u>933%</u>
Fleet & Facilities						
City Facility Maint Services	522107	-	-	-	-	0%
City Fleet Services	522108	-	-	-	-	0%
Rental of Land & Buildings	524100	2,083.33	25,000.00	10,416.65	14,583.35	42%
City Fleet Rental Charges	524102	-	-	-	-	0%
Total Fleet & Facilities		<u>2,083.33</u>	<u>25,000.00</u>	<u>10,416.65</u>	<u>14,583.35</u>	<u>42%</u>
Non-Discretionary Expenses						
City Accounting Services	521113	-	-	-	-	0%
City Inter Department Charges	521114	-	-	-	-	0%
Admin Charges - Other	521114	-	-	-	-	0%
City Information Tech Services	522109	-	-	-	-	0%
Electricity	523100	-	-	-	-	0%
Natural Gas	523103	-	-	-	-	0%
Liability Insurance	525104	-	-	-	-	0%
Property Insurance	525107	-	-	-	-	0%
Vehicle Insurance	525108	-	-	-	-	0%
Diesel Fuel	532100	-	-	-	-	0%
Gasoline Fuel	532101	-	-	-	-	0%
Total Non-Discretionary Expenses		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>
Capital Outlay						
Total Capital Outlay		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>

City of Cedar Rapids
 7936 Civil Rights FHAP Grant
 2015-11-30

Account	Current Month 2016 YTD Actuals	Fiscal Year 2016 Adjusted Budget	Fiscal Year 2016 YTD Actuals	Favorable (Unfavorable) Variance	Percent of Budget Received Spent
Debt Service					
Total Debt Service	-	-	-	-	0%
Transfers Out					
Total Transfers Out	-	-	-	-	0%
Total Expenditures	2,246.45	26,000.00	22,647.98	3,352.02	87%
Net Revenues over/(under) Expenditures	(2,228.15)	-	107,442.62	107,442.62	
<u>Summary of Admin Charge Revenue</u>					
Admin Charges - City Mgr Depts 431007	-	-	-	-	
Admin Charges - Other	-	-	-	-	

CIVIL RIGHTS
111000

FY17 FINANCIAL DETAIL

Civil Rights

Account	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted Budget	FY 2017 Budget	Amount Change From FY 2016 Incr / (Decr)	% Change From FY 2016	Comments
Revenues								
Taxes								
Total Taxes	-	-	-	-	-	-	0%	
Licenses & Permits								
Total Licenses & Permits	-	-	-	-	-	-	0%	
Intergovernmental Grants								
Local Govt Grants	423000	3,150	9,525	500.00	500.00	-		
Total Intergovernmental Grants	-	3,150	9,525	500.00	500.00	-	0%	
Charges for Services								
Admin Charges - External	431012	10,100	6,400	14,391	6,000.00	6,000.00	-	
Total Charges for Services	-	10,100	6,400	14,391	6,000.00	6,000.00	-	0%
Fines & Forfeits								
Total Fines & Forfeits	-	-	-	-	-	-	0%	
Transfers In								
Total Transfers In	-	-	-	-	-	-	0%	
Proceeds of LT Liabilities								
Total Proceeds of LT Liabilities	-	-	-	-	-	-	0%	
Other Revenue								
Sale of Fixed Assets	482001	-	-	4,000	-	-	-	
Total Other Revenue	-	-	-	4,000	-	-	0%	
Total Revenues	10,100	9,550	27,916	6,500.00	6,500.00	-	0%	
Expenditures								
Personal Services								
Regular Employees	511100	292,716	255,935	258,354	298,251.00	474,769.00	176,518.00	
Overtime	511300	41	182	1,124	1,500.00	-	(1,500.00)	
Other Special Pays	511400	11,685	840	16,268	840.00	-	(840.00)	
Leave Accrual	511500	(8,441)	3,947	7,330	-	-	-	
Group Insurance	512100	45,422	39,818	46,562	64,711.00	-	(64,711.00)	
Social Security Contributions	512200	22,906	19,105	20,492	22,996.00	-	(22,996.00)	
Retirement Contribution	512300	25,695	22,621	23,158	28,647.00	-	(28,647.00)	
Workers' Compensation	512500	1,621	1,320	1,293	1,462.00	-	(1,462.00)	
Other Employee Benefits	512600	941	2,928	82	93.00	-	(93.00)	
Total Personal Services	392,587	346,695	374,663	418,500.00	474,769.00	56,269.00	13%	
Discretionary - Non-Personal Services								
Advertising & Marketing	521100	663	930	768	1,200.00	1,200.00	-	Changes are only submitted as part of funding increase
External Contracted Labor	521105	125	129	1,550	17,300.00	17,300.00	-	FY17 Funding Increase request under consideration to relinquish \$16K of Contract Labor to offset funding increase of a net \$9K with \$25K building rental under the general fund operations budget
Health Services	521106	96	116	160	150.00	150.00	-	
Legal Services	521107	-	-	2,220	1,500.00	1,500.00	-	
Other Professional Services	521108	19	200	6,644	1,000.00	1,000.00	-	
External Banking/Financial Fee	521109	-	988	1,345	1,000.00	1,000.00	-	
Security Services	521110	1,375	1,392	-	1,500.00	1,500.00	-	
Computer Software Maintenance	522101	124	-	390	750.00	750.00	-	
IT Services - External	522102	3,361	3,128	2,779	3,400.00	3,400.00	-	
Building & Grounds Services	522104	4,800	4,808	220	1,000.00	1,000.00	-	
Furniture, Equip, Fixture Serv	522105	-	110	-	500.00	500.00	-	
Phone Services	523107	2,175	1,089	1,363	2,500.00	2,500.00	-	
Rental of Equip & Vehicles	524101	-	-	100	-	-	-	
Printing, Binding, & Duplicate	525102	3,457	4,055	3,748	4,250.00	4,250.00	-	
Other Purchased Services	525106	-	-	57	-	-	-	
Awards & Recognition	531102	-	-	-	50.00	50.00	-	
Books & Subscriptions	531103	168	430	331	500.00	500.00	-	
Computer Supplies	531106	17	-	4,101	1,000.00	1,000.00	-	
Equipment/Furniture/Fixtures	531109	-	-	1,977	1,500.00	1,500.00	-	
Miscellaneous Supplies	531114	304	216	80	300.00	300.00	-	
Office Supplies	531116	1,842	2,204	3,860	2,500.00	2,500.00	-	
Program Supplies	531118	-	-	-	500.00	500.00	-	
Shop Supplies	531119	-	-	8	-	-	-	
Personal Protective Gear	531124	56	29	19	50.00	50.00	-	
Building & Grounds Supplies	533100	26	4	-	50.00	50.00	-	
Moving Costs	541104	-	-	1,130	-	-	-	
Conferences, Training, Travel	542102	2,102	3,447	359	5,500.00	5,500.00	-	
Dues & Memberships	542103	994	180	-	750.00	750.00	-	
Postage & Freight	542108	1,921	2,556	3,843	3,000.00	3,000.00	-	
Mileage Reimbursement	542111	-	-	44	250.00	250.00	-	
Bad Debt Expense	542114	-	-	2	-	-	-	
Total Discretionary	23,625	26,011	37,096	52,000.00	52,000.00	-	0%	
Non-Discretionary - Fleet & Facilities								
City Facility Maint Services	522107	-	-	-	-	-	-	
City Fleet Services	522108	-	-	25	-	-	-	
Rental of Land & Buildings	524100	333	-	2,983	-	-	-	FY17 Funding Increase request under consideration to relinquish \$16K of Contract Labor to offset funding increase of a net \$9K with \$25K building rental under the general fund operations budget
City Fleet Rental Charges	524102	-	-	-	-	-	-	
Total Non-Discret. - Fleet & Facilities	333	-	3,008	-	-	-	0%	
Non-Discretionary Other								
City Accounting Services	521113	10,490	11,800	18,202	-	-	-	
City Inter Department Charges	521114	18,086	22,982	23,861	-	-	-	
City Information Tech Services	522109	33,155	37,894	39,366	-	-	-	
Electricity	523100	-	-	-	-	-	-	
Natural Gas	523103	-	-	-	-	-	-	
Liability Insurance	525104	1,853	1,091	1,213	2,168.00	1,283.00	(885.00)	Per 10/26/15 Risk Insurance email
Property Insurance	525107	-	-	-	-	-	-	
Vehicle Insurance	525108	-	-	-	-	-	-	

	Account	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted Budget	FY 2017 Budget	Amount Change From FY 2016 Incr / (Decr)	% Change From FY 2016	Comments
Diesel Fuel	532100	-	-	-	-	-	-		
Gasoline Fuel	532101	-	-	48	-	-	-		
Total Non-Discretionary Other		<u>63,584</u>	<u>73,767</u>	<u>82,689</u>	<u>2,168.00</u>	<u>1,283.00</u>	<u>(885.00)</u>	<u>-41%</u>	
Non-Discretionary Capital Outlay Expenditures									
Total Non-Discret Capital Outlay Expenditures		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>	
Debt Service									
Total Debt Service		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>	
Transfers Out									
Transfer Out-Inter	571100	-	76,765	-	-	-	-		
Total Transfers Out		<u>-</u>	<u>76,765</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>	
Total Expenditures		<u>480,128</u>	<u>523,238</u>	<u>497,457</u>	<u>472,668.00</u>	<u>528,052.00</u>	<u>55,384.00</u>	<u>12%</u>	
Net Revenues over/(under) Expenditures		<u>(470,028)</u>	<u>(513,688)</u>	<u>(469,541)</u>	<u>(466,168.00)</u>	<u>(521,552.00)</u>	<u>(55,384.00)</u>		

CIVIL RIGHTS - FHAP GRANT

793600

FY17 FINANCIAL DETAIL

Civil Rights - FHAP Grant

	Account	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted Budget	FY 2017 Budget	Amount Change From FY 2016 Incr / (Decr)	% Change From FY 2016	Comments
Revenues									
Taxes									
	Total Taxes	-	-	-	-	-	-	0%	
Licenses & Permits									
	Total Licenses & Permits	-	-	-	-	-	-	0%	
Intergovernmental Grants									
	Federal Operating	421001	(14,442)	120,334	173,393	26,000.00	26,000.00	-	
	Total Intergovernmental Grants		(14,442)	120,334	173,393	26,000.00	26,000.00	-	0%
Charges for Services									
	Registration Fees	431303	-	7,185	7,752	-	-	-	
	Total Charges for Services		-	7,185	7,752	-	-	-	0%
Fines & Forfeits									
	Total Fines & Forfeits		-	-	-	-	-	-	0%
Transfers In									
	Operating Transfer In - Inter	483001	-	76,765	-	-	-	-	
	Operating Transfer In - Intra	483002	2,775	15,000	26,917	-	-	-	
	Total Transfers In		2,775	91,765	26,917	-	-	-	0%
Proceeds of LT Liabilities									
	Total Proceeds of LT Liabilities		-	-	-	-	-	-	0%
Other Revenue									
	Interest/Div - Nonproprietary	451000	(44)	-	196	-	-	-	
	Gain (Loss) on Sale of Invest	451002	(1)	-	-	-	-	-	
	Other Miscellaneous Revenue	471005	-	4	-	-	-	-	
	Total Other Revenue		(45)	4	196	-	-	-	0%
	Total Revenues		(11,712)	219,288	208,259	26,000.00	26,000.00	-	0%
Expenditures									
Personal Services									
	Regular Employees	511100	8,535	36,224	78,321	-	-	-	
	Other Special Pays	511400	-	-	121	-	-	-	
	Social Security Contributions	512200	558	2,635	5,942	-	-	-	
	Retirement Contribution	512300	-	86	6,818	-	-	-	
	Workers' Compensation	512500	31	119	421	-	-	-	
	Other Employee Benefits	512600	(1,037)	1,537	748	-	-	-	
	Total Personal Services		8,087	40,601	92,371	-	-	-	0%
Discretionary - Non-Personal Services									
	Advertising & Marketing	521100	1,505	1,188	7,447	-	-	-	
	Consulting Services	521103	27,000	-	500	-	-	-	
	External Contracted Labor	521105	-	-	4,589	-	-	-	
	Other Professional Services	521108	525	3,700	-	-	-	-	
	Computer Software Maintenance	522101	-	638	-	-	-	-	
	IT Services - External	522102	5,000	5,000	-	-	-	-	

		FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Amount	% Change	
	Account	Actual	Actual	Actual	Adopted	Budget	Change	From	Comments
					Budget	Budget	From FY 2016	From	
							Incr / (Decr)	FY 2016	
Phone Services	523107	-	-	250	-	-	-	-	
Printing, Binding, & Duplicate	525102	465	5,776	1,813	-	-	-	-	
Awards & Recognition	531102	-	-	600	-	-	-	-	
Books & Subscriptions	531103	-	19	279	-	-	-	-	
Miscellaneous Supplies	531114	255	-	-	-	-	-	-	
Office Supplies	531116	-	621	135	-	-	-	-	
Program Supplies	531118	524	-	263	-	-	-	-	
Grants & Contributions	541106	-	22,910	26,877	-	-	-	-	
Conferences, Training, Travel	542102	9,976	4,212	20,916	1,000.00	1,000.00	-	-	
Dues & Memberships	542103	25	399	200	-	-	-	-	
Postage & Freight	542108	6	-	-	-	-	-	-	
Mileage Reimbursement	542111	-	-	164	-	-	-	-	
Total Discretionary		45,281	44,464	64,030	1,000.00	1,000.00	-	0%	
Non-Discretionary - Fleet & Facilities									
City Facility Maint Services	522107	-	-	-	-	-	-	-	
City Fleet Services	522108	-	-	-	-	-	-	-	
Rental of Land & Buildings	524100	29,067	48,065	19,948	25,000.00	25,000.00	-	-	Agreement with Memorial
City Fleet Rental Charges	524102	-	-	-	-	-	-	-	
Total Non-Discret.- Fleet & Facilities		29,067	48,065	19,948	25,000.00	25,000.00	-	0%	
Non-Discretionary Other									
City Accounting Services	521113	-	-	-	-	-	-	-	
City Inter Department Charges	521114	-	-	-	-	-	-	-	
City Information Tech Services	522109	-	250	-	-	-	-	-	
Electricity	523100	-	-	-	-	-	-	-	
Natural Gas	523103	-	-	-	-	-	-	-	
Liability Insurance	525104	-	-	-	-	-	-	-	
Property Insurance	525107	-	-	-	-	-	-	-	
Vehicle Insurance	525108	-	-	-	-	-	-	-	
Diesel Fuel	532100	-	-	-	-	-	-	-	
Gasoline Fuel	532101	-	-	-	-	-	-	-	
Total Non-Discretionary Other		-	250	-	-	-	-	0%	
Non-Discretionary Capital Outlay Expenditures									
Total Non-Discret Capital Outlay Expenditures		-	-	-	-	-	-	0%	
Debt Service									
Total Debt Service		-	-	-	-	-	-	0%	
Transfers Out									
Transfer Out-Intra	571200	-	-	26,917	-	-	-	-	
Total Transfers Out		-	-	26,917	-	-	-	0%	
Total Expenditures		82,435	133,379	203,267	26,000.00	26,000.00	-	0%	
Net Revenues over/(under) Expenditures		(94,148)	85,908	4,992	-	-	-		