Purpose of Finance & Administrative Services Committee: To enable the City Council to discuss and evaluate in greater detail these specific issues that directly impact the financial and organizational strength of the City of Cedar Rapids.

City Council Committee Members:
Present: Council member Chair Scott Overland, Council member Scott Olson, Finance Director Casey Drew, Risk Manager Yvonne Aubrey
Absent: Council member Ann Poe, absent

- Mayor Brad Hart is an ex-officio member of all Council Committees per City Charter Section 2.06.

Meeting was brought to order by Council member Overland at 4:00p.m.

Agenda –

1. Approve Minutes from Last Meeting (May 2018)-minutes were approved as distributed.

2. Review Financial Information- June is the fiscal year end so the books will remain open through mid-August. The last report for FY18 will be distributed at the September meeting. Revenues are on track. Expenditures are where they are expected to be at this time of the year. Enterprises have spent more than they have brought in and the same goes for capital and these numbers will jump in June. Trends in the May report included:
   - Transferred general fund for Gateway Sign along highway 30
   - Golf has a $71k deficit, which is due to staffing changes and additional marketing
   - The Flood Control System sales tax for this quarter is down about $1.2m, so in August we will see if it’s down overall or not
   - A change in Legislature takes place on July 1st, sales tax no longer applies to water services; instead this now is a Water Excise Tax, still the same sales tax rate as in the past and will be used for water quality assistance throughout the state.

3. Annual Review with True North- True North provided a presentation of what was accomplished over the past year on behalf of the City of Cedar Rapids. For property insurance there was a rate increase of 8% (original proposal was 20%) due to the 3rd quarter of 2017’s record natural disaster costs; the average rate increase was 15-25% for other cities. The City has a $1.5m blanket deductible for future flood events. The 2016 flood claim was settled for $500,000 for outdoor property sublimit. True North closed the Sinclair claim for $280,000.
In FY18 True North focused on working with the Risk Services division on consolidating risk, safety and health services into a centralized function under the City’s Finance Department. Over the next six months True North will be working with the City’s Risk division to create a branded safety commitment for the City’s Safety and Compliance Program.

Goals for FY19 include Quaker coverage during their floodwall construction project as well as completing a market analysis and property review by November 1, 2018. Currently 12 people at True North work on the City of Cedar Rapids’ account.

4. Ice Arena: Extension of Management Agreement-the current agreement between the City and VenuWorks ends Saturday, June 30th and a new Ice Arena contract was approved in February so the City and VenuWorks have a 90 day extension of the current management agreement.
   - VenuWorks has overseen the Ice Arena the last five years. They spread their FTE allocations to all venues managed. Three full-time employees: a general manager, event planner, as well as a food and beverage coordinator.
   - The Ice Arena’s house programming has grown by 26%, thanks to Tanya who is a part of the VenuWorks team. Some of the house programming includes $5 public skates, skate rentals, learn to skate, figure skating, stick time, etc.
   - In FY17 food and beverage revenues (including catering) were $608k. The north side concession stand will be funded through Hotel Motel beginning July 1st.
   - FY21 will be budgeted for stadium seat replacement, which could take up to three years.
   - FY17 207k patrons used the ice arena, and of the 207k only 26% were from RoughRider games, the rest were other public events. The Ice Arena is also busy with foot traffic as they only close three days per year.
   - This year was similar to last year’s finances. $24k increase in the budget for gas and electric. The year-to-date so far is at 93% of budget.
   - Revenues are down significantly again this year, primarily because the RoughRiders missed attendance goals by 13k people, which is equivalent to approximately $100k.
   - VenuWorks has been working to make up the difference from loss of RoughRiders attendance with private concerts, house programming, etc., but will still end the year with a $75k deficit to budget.
   - The new contract between the RoughRiders and the Ice Arena, the arena will keep the food and beverage profits and does not have rebates they must give back to the team.
   - VenuWorks will be assisting with growing the RoughRiders attendance and assist with working on a formal marketing plan.

The question was asked if VenuWorks had looked at ways to reduce the utility use at the Arena? Three things are currently being worked on:
1. Continuing to look for an organization to purchase the naming rights at the Ice Arena.
2. Also looking at the lighting, proposals to switch the sodium lights to LEDs (as part of the Capital Improvement plan).

5. Schedule for Boards and Commissions -
   - To attend two time/year. July –November we will have them present how they did the last FY. Starting in December, the commissions will then start talking about their upcoming budgets.
   - Band Commission could be as needed.

6. Items for Future Agendas

**Public Comment:** (2 minutes per person, total maximum of 10 minutes per meeting)
   1 comment heard

**Outstanding Items Update:**
   None

**Future Topics:**
   None

Meeting adjourned at 4:59pm.

Respectfully submitted,
Megan Snitkey, Administrative Assistant II
Finance

Any discussion, feedback or recommendation by Committee member(s) should not be construed or understood to be an action or decision by or for the Cedar Rapids City Council. Further, any recommendation(s) the Committee may make to the City Council is based on information possessed by the Committee at that point in time.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a City program, service, or activity, should contact Casey Drew at 319-286-5097 or email c.drew@cedar-rapids.org as soon as possible but no later than 48 hours before the event.