

Citizens' Finance Advisory Commission Minutes

April 11, 2012 – 6:00 PM
City of Loveland Council Chambers
500 E. 3rd Street, Loveland, CO 80537

Committee Members Present: John Case, Jason Napolitano, Julie Harden, Jennifer Travis, Jim Atkins, Brad Pierson, Gerald Fleischer, Jodi Radke (arrived at 6:23, departed at 7:30).

Staff & Council Liaison Present: Bonnie Steele, John Hartman, Councilor Ralph Trenary

PUBLIC COMMENT:

No public present.

CALL TO ORDER:

John Case called the meeting to order at 6:02 PM

APPROVAL OF MINUTES & AGENDA:

John Case asked for approval of the March minutes and April agenda. **Motion was made and seconded to approve the minutes and agenda as submitted. Motion passed 10-0.**

REGULAR AGENDA:

Introduction of New Members

Members introduced themselves to new member Gerald “Gerry” Fleischer.

Lesson’s Learned – Review of 5 years Executive Summaries (Budget Transmittal Letter from City Manager to Council

The group discussed the 5 bullet point synopses’ for Council to survey in May for the (2008-2012 Budgets)

Discussion on Budget Document Format and Content

John Hartman outlined what the group should be focusing on. It was suggested that the group do some pre-prep work and come together at the May 9th meeting with the summation of their findings. It was decided to break up the budget book into sections in order to review it in full. John will send an email with an outline on what to review and the group will email their information by the 25th.

Begin Discussion on Snapshot Format Revision

John Hartman and Bonnie Steele gave some insight into what the SnapShot is and what it entails. Once the group has been exposed to this document, a discussion can commence on its detail, benefits, and anything that can be removed without objection. It was suggested that this subject be an open agenda item for this year.

REPORTS:

Council Update (Ralph Trenary)

- Councilor Trenary was asked to put together a presentation on the details of a community with solid finances at the Colorado Municipalities Seminar in June.
- The group discussed the benefits/frustrations with the Tabor emergency reserve fund provision regarding the “no negotiation” on the replenishment period of 12 months after dipping into the reserve fund.

Staff Liaison Update (John Hartman)

- Finance Director position closes on Friday the 13th.
- Auditors are here for their two week audit on the City’s financials.
- Budget calendar outline was distributed.
- CFAC is invited to the May 8th Council Study Session (2 parts) 1) 5 year look-back to budget/actuals. 2) a brief to council on what city managers are putting in for building blocks.

OLD BUSINESS

- John Case is still planning to write a letter to the editor about the RMCIT (Rocky Mnt. Center for Innovation and Technology) project progress.
- The value of attending city council meetings was re-discussed and it was suggested that the group perhaps sign up for future council meetings to show CFAC’s presence.
- A motion was made to formally add the YAC (Youth Advisory Commission) to the next meeting’s agenda to hear about what their commission is discussing. The motion was passed.
- The Mentor Program that was suggested in March’s meeting is still in production. Jodi Radke and John Case will delve further into this and design the process.
- Jason Napolitano is taking the lead on creating a work-plan to discuss/review the cash policies and individual procedures/practices that were put together into a booklet for CFAC.

NEW BUSINESS

No new business.

ADJOURNMENT

Meeting adjourned 7:47 pm