

## Citizens' Finance Advisory Commission Minutes

May 12<sup>th</sup> – 6:00 PM

City of Loveland Council Chambers, 500 E. 3<sup>rd</sup> Street, Loveland, CO 80537

**Committee Members Present:** Ralph Trenary, Ryan Cosner, Jim Atkins, Jon Smela, Dave Clark.

**Staff & Liaisons Present:** Bonnie Steele, Renee Wheeler, Dawn Wirth, Cathleen McEwen.

**Guests Present:** Erik Trenary, Aurora Randolph, John Case, Cheryl Wallace, Julia Stone.

### CALL TO ORDER:

Ralph Trenary called the meeting to order at 6:06 PM.

### APPROVAL OF MINUTES:

Ralph asked if there were any changes to the April minutes. **Motion was made and seconded to approve the minutes as submitted. Motion passed 5-0.**

### REGULAR AGENDA:

#### Comprehensive Annual Financial Report 2009

Bonnie Steele introduced Julia Stone and Cheryl Wallace with Bondi & Co. Julia gave a detailed report of the Comprehensive Annual Financial Report 2009. She explained how the report is compiled and how their office prepared the opinion letter. Further explanation of the report ensued.

Julia continued to explain the individual chapters and how the schedules are put together and how the document is linked. She explained currently financial standings of the City.

Question was asked regarding the negative findings last year. Julia explained the findings were on the reporting and not compliance. She explained there were no findings this year and the problems from the previous year were addressed. A brief discussion ensued.

Cheryl commented that there were no adjustments necessary which is very impressive; however, she stated there was a finding at the Airport. She stated that Passenger Fee Charges (PFCs) were not being reported to the carriers per contract specifications. Bonnie stated this has already been addressed and is in place for 1st quarter of this year.

Cheryl continued to explain how the financial statements for the Airport were comprised.

Cheryl gave a brief overview of the Auditor's Report to Governance. She explained the apples to apples comparisons are difficult between cities because each combine enterprise funds differently. Further discussion continued regarding the report.

Cheryl stated that during the purchasing card audit, there were some findings that could be a potential problem.

Bonnie stated that she does an auditing on purchasing cards annually. She gave a brief description of what actions were being taken to prevent misuse. A brief discussion continued regarding the pros and cons of purchasing cards then continued to review the report.

*(Dave Clark left due to another commitment—quorum no longer present)*

#### Financial Checkup

Ralph asked that each member rate their priority of financial recommendations. Members participated in a group exercise prioritizing their top 5 priorities. Exercise ensued.

Ralph stated that a few members still need to vote since they are not available tonight. They will be given the opportunity at the next meeting and take action after that. Suggestion was made to have the missing members email their votes in.

**Item continued to next month.**

#### Community Outreach Subcommittee / 60, 61, 101 Decision & Strategies

Jim Atkins was working with Shane Unfred who resigned last week. He believes that the first outreach need would be regarding 60, 61, and 101 initiatives. He thought Jodi had proposed a speaking program regarding that information. He

suggested rolling the committees together since the target audience will be pretty much the same. Discussion ensued on need to move ahead with the initiatives. Ralph stated that he has been exchanging emails with Jodi about the initiatives. Discussion ensued on who to speak with and what to speak about. Further discussion continued regarding the potential impacts if Proposition 101 passes.

## **REPORTS:**

### Council Update

Cathleen stated the main focus of Council is the pending legislation and its financial impacts.

### Director Update

Renee reported on key dates.

- CAFR award was presented on May 4th and the Budget Award will be awarded on June 1st.
- May 18th is the investment outlook presentation from Morgan Stanley at the Council Meeting.
- May 25th the Clifton Gunderson and CFACs prioritization goes to Council. Suggestion was made to debate and complete this process through email.
- June 8th the CAFR will go to Council and the Capital Improvement Plan and focused Budget Strategies will be discussed.

She clarified the April sales tax is 2.8% above last month and 1.8% over last year.

## **OLD BUSINESS:**

### 2012/2013 Fiscal Strategy

Ralph stated that the necessary people are not at the meeting to discuss this. He will send out an email to address this item and continue this item to the June meeting.

### CFAC member presence at Council Meetings

Ralph suggested that the commission rotate Council meetings and study sessions attendance to encourage participation in CFAC from the public. He also stated that to give status reports to council during these meetings might be a way to generate interest in the commission from the viewing public.

Suggestion was made to email a table for the remainder of the year of the Council meetings. Discussion ensued.

### CFAC 2010 projects & goals

**Item was continued to next meeting.**

### YAC Observers

Erik Trenary and Aurora Randolph introduced themselves. They are members of the Youth Advisory Commission who are students in our community. They are at tonight's meeting to observe the CFAC meeting and issues and encourage collaboration between commissions.

Aurora gave a brief summary of the Youth Advisory Commission's involvement in the community and the responsibilities as members including bus ridership and youth employment. Brief discussion continued regarding the potential for liaisons.

Ralph discussed the need to have youth involved in City financials. Discussion ensued regarding the need for collaboration with the YAC commission and including a new and fresh perspective.

### Other Information

Ralph explained any additional requests of staff first needs to be relayed to Renee and if it is a new report or research, needs to have a majority vote from the Commission.

## **OLD BUSINESS:**

**Motion was made to adjourn. Seconded, approved and adjourned at 8:25 PM.**

Minutes respectfully submitted,

*Dawn Wirth*, Secretary to the Board