

## **Citizens' Finance Advisory Commission**

October 12, 2016 – 6:00 PM

City of Loveland Council Chambers

500 E. 3<sup>rd</sup> Street, Loveland, CO 80537

**Committee Members Present: Roger Weideman, David Hallett, Steve Olson, John Case, Brad Pierson, Carolyn Grulke, and Jason Napolitano.**

**Staff & Council Liaison Present: Brent Worthington, Theresa Wilson, Alan Kremerik**

### **PUBLIC COMMENT:**

No public present.

### **CALL TO ORDER:**

Jason Napolitano called the meeting to order at 6:01 PM

### **APPROVAL OF MINUTES & AGENDA:**

Jason Napolitano asked for approval of the August minutes and September agenda. **Motion was made and moved to approve the minutes and agenda as submitted. Motion passed 7-0.**

### **REPORTS:**

#### Staff Liaison Update (Brent Worthington)

- Chloe had her baby girl and mother and baby are doing great.
- In the mode of wrapping up the budget process – First Reading and Public Hearing on 10/18/16 and Second Reading, Public Hearing, and anticipated adoption of the 2017 Budget on 11/1/16.
- Auditors in town for audit prep work – same group of auditors that we had last year.
- Tami Yellico, City Attorney, accepted a position with the Colorado Municipal League. Her last day will be 10/26/16. Moses Garcia will then be Acting City Attorney, while new City Attorney recruitment process unfolds.

### **REGULAR AGENDA:**

#### Administrative Matters (Jason Napolitano)

- Three terms coming to an end (Brad, David, and Ryan) – Brad and David indicated that they would be interested in continuing to serve on CFAC.
- Investment Overview agenda item planned for November meeting.
- Priority Based Budgeting and/or TABOR agenda items planned for December meeting.

#### Budget Discussion (Theresa Wilson)

- Provided status of 2017 Budget Process – coming to a culmination with First Reading and Public Hearing on 10/18/16 and Second Reading, Public Hearing, and anticipated adoption on 11/1/16.
- Provided overview of key 2017 Recommended Budget components, which are all posted on-line along with the entire Recommended 2017 Budget document (link to which was emailed to CFAC member on 10/4/16):
  - Budget Message
  - Capital Program Summary
  - Financial Master Plan
  - 2017 Budget – First Reading Power Point Presentation
- Roger inquired about capital projects and new projects slated to begin in 2017.
  - These are fully detailed in Capital Program section of Recommended 2017 Budget document; referred to summary lists displaying “2017 Only” funding amounts for projects in Capital Program Summary and specific capital project “pretty pages” for more detail.
- Steve inquired about how revenue and expenditure forecasting occurs during budget process.
  - Revenue projections begin in the Spring, budget process is revenue driven (per state law, must have a balanced budget), staff works to identify key drivers of large revenue streams and make projections

based upon best and most current information available, revenue projections are reviewed and revised throughout the budget development process as new information becomes available.

- On the expenditure side, core or base budgets developed by backing out one-time expenditures, incorporating items approved mid-year, and working with departments to development base budgets designed to maintain the status quo.
- Budget vs. actual reporting and analysis conducted monthly.
- Link to monthly financial “Snapshot” reports: <http://www.cityofloveland.org/departments/finance/administration/financial-reports/monthly-financial-snapshot>
- Steve inquired about economic development incentives and CFAC’s role in reviewing/providing feedback regarding these incentives.
  - An advisory group will be established to work on the new Economic Development Strategic Plan, but this will not occur until after the new Director has been hired.
  - Link to Economic Development’s Incentive Policy: <http://www.cityofloveland.org/home/showdocument?id=10321>
- Steve inquired about percentage City pays for employee benefits.
  - Some benefits are 100% provided by the employer, some are 100% covered by the employee, and some are cost shared; for employee medical benefits, costs are shared and an average of 80% is covered by employer and 20% by employee.
  - Links to recent Employee Benefits Fund presentation information provided by the Human Resources Director during the 8/30/16 study session: <http://www.cityofloveland.org/Home/Components/Calendar/Event/81598/1169?toggle=allpast>
  - Link to the 2016 Employee Benefits Guide: <http://www.cityofloveland.org/home/showdocument?id=29322>

#### Dashboard Review (Alan Krcmarik)

- Presented current economic dashboard information.

#### Mission Statement Subcommittee Update (Steve Olson)

- John, Roger, and Steve had an initial meeting and are in process of consolidating thoughts, questions, and recommendations for further discussion with greater CFAC.
- Will schedule follow-up meeting to continue subcommittee effort.

#### **ADJOURNMENT:**

**Meeting adjourned at 8:07 PM**

Minutes respectfully submitted,  
Theresa Wilson,  
Budget Manager