

## Citizens' Finance Advisory Commission Minutes

July 13, 2011 – 6:00 PM

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

**Committee Members Present:** Jennifer Travis, Ralph Trenary, John Case, Dave Clark, Jim Atkins.

**Staff & Council Liaison Present:** Renee Wheeler, Dawn Wirth, John Hartman, Cathleen McEwen, Bill Cahill.

There was no quorum at the start time of the meeting. City Manager Bill Cahill gave a brief history of the TABOR Amendment and the group discussed Council's requested direction to staff to add this measure to the upcoming ballot and how CFAC could help with the public awareness.

Members then decided to meet as a subcommittee and discuss the TABOR further. While meeting as a subcommittee, Jim Atkins arrived to give the commission a quorum.

### **CALL TO ORDER:**

Ralph Trenary called the meeting to order at 7:04 PM.

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

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

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

### **REGULAR AGENDA:**

#### Fund Balance Policy

Renee gave a brief overview of the Fund Balance Policy draft. The target was set at 15% or 2 months of expenses for General Fund and the lesser of 15% or 2 months for Enterprise Funds. The commission reviewed the draft policy and Renee continued with the highlighted details.

Question was asked if there is currently a Fund Balance Policy and if any other policies would be affected by this policy. Renee explained there is no current Fund Balance Policy however this policy would replace current best practices being followed by staff now and would replace the Economic Reserve Policy. No other policies affecting reserves or balances would be affected.

Further discussion ensued regarding when the fund balance can be accessed as a "rainy day fund" instead of cutting expenses. Decision was made to take another look at the draft after some examples and revisions and bring back to August meeting.

#### Capital Improvement Plan

John Hartman gave presentation on the newest of the Capital Improvement Plan. There has not been much movement in this plan compared to the previous version. He reviewed the key points. Discussion continued regarding the large individual line items.

#### Dashboard

Ralph asked everyone to take a look at specific increases in job growth and increase in sales tax licenses. He thought these were good indicators for positive movement in the economy. A brief discussion ensued regarding the indicators.

#### Council Report

Councilor McEwen did not have any additional items to cover.

#### Director Report

Renee stated that she did not have any additional information.

#### Community Outreach

Jim gave a brief presentation on the Fire Department budget process. He stated that the Fire Department does not typically enlist the help on the budget from the Fire & Rescue Advisory Board (FRAC). At the last FRAC meeting that Jim attended, the mayor as the board liaison discussed the City's budget with the commission but not the Fire Department's budget specifically. The Mayor explained that the budget process has just begun and would present the budget to FRAC at the next meeting and discuss the major issues. Discussion ensued regarding the budget impact of the Financial Sustainability results on the department and the potential for the Fire Authority.

Jim was asked by FRAC why the City could not explain the TABOR issue to the citizenry and Jim explained the rules on the Fair Campaign Practices Act and how it restricts the City. Discussion continued on other ways the commissions could disseminate the information with the City's involvement.

Ralph was unable to meeting with the Police Department due to an illness but I still trying to reschedule the meeting.

Renee will set a meeting for Ralph, Jim and Jennifer with John Duval, City Attorney, to discuss the legal requirements around the TABOR ballot measure. A brief discussion ensued.

#### Other Information

Jim Atkins will be out of town next month and will not be able to attend the August meeting.

Jim also wanted to send out kudos to Jennifer Travis and Dawn Wirth for their work on the TABOR FAQ flyer. Discussion ensued on how to make the font bigger. Decision was made to make the flyer 8x11.5 as a tri-fold.

#### **ADJOURNMENT:**

**Motion was made and seconded for adjournment. Meeting was adjourned at 8:21PM.**

Minutes respectfully submitted,

*Dawn Wirth*, Secretary to the Board