

**Citizens' Finance Advisory Commission Minutes**  
January 11, 2012 – 6:00 PM  
City of Loveland Council Chambers, 500 E. 3<sup>rd</sup> Street, Loveland, CO 80537

**Committee Members Present:** Jon Smela, Jodi Radke, Brad Pierson, Jennifer Travis, Jim Atkins, John Case, Mary Askham, Erik Trenary, Jason Napolitano (came in at 7:35PM)

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

**PUBLIC COMMENT:**

No public present

**CALL TO ORDER:**

Jon Smela called the meeting to order at 6:03PM.

**APPROVAL OF MINUTES & AGENDA:**

Jon S. asked for approval of the November minutes and agenda. **Motion was made and seconded to approve the minutes as submitted. Motion passed 8-0.**

**REGULAR AGENDA:**

Election of officers

Jim Atkins nominated John Case for chair and Jennifer Travis for vice chair. Nominations closed as there were no objections.

Determine/Discuss Project Calendar for 2012

The commission began by using the calendar with basic function provided by Staff. Discussion was on the timing of reviews for different segments of the budget development and audit. Consensus was reached that snapshot presentation be every other month rather than every month with quarterly presentations on the Dashboard. Additional projects to be considered included:

- Document review looking to make reports and information more engaging and user friendly
- Review of all City Financial Policies and creation of a handbook containing all the policies
- An update on economic development activities
- Update on building activity
- Project updates on Mehaffey Park and the Recreation trail construction
- Report on the return on investment from the Health Clinic

Staff is to rework the calendar based on the discussion and bring back for approval in February.

**REPORTS**

a. Council Update

1. (Ralph Trenary) Job development fund coming up in the next meeting.
2. Advance on the 21<sup>st</sup> of February

b. Liaison Update (John Hartman)

1. Thanks and appreciation to past members Councilor Trenary and Jon Smela for their years of service.
2. Bruce Finger's resignation was announced as he is no longer a resident of Loveland. Two vacancies are left on CFAC (one app. already submitted).
3. Another project that CFAC will be included in is helping re-examine the CEF (capital expansion fee) fee structure (annual 5 year re-examination).

5. RSVP's are due by Feb 23<sup>rd</sup> for two CFAC members to discuss 2011 accomplishments and 2012 goals at the Board of Commission's Summit on March First.
6. New budget position has been filled by Adam Dorritie.

### **OLD BUSINESS**

Lesson Learned Activity – Council is interested and Bill Cahill will collaborate with CFAC members and Bill will be attending the next CFAC meeting.

### **NEW BUSINESS**

Introductions were made to Jason Napolitano, the newest member of CFAC.

### **ADJOURNMENT**

**Motion was made and seconded for adjournment. Meeting was adjourned at 8:11PM**

Minutes respectfully submitted,

Chloe Romero  
Secretary to the Board