

**ADMINISTRATION AND FINANCE COMMITTEE**  
**CITY COUNCIL CHAMBERS**  
**140 WEST PINE STREET**  
**MISSOULA MONTANA**  
**November 3, 2010, 10:25am**

**Members present:** Stacy Rye, Chair; Ed Childers; Renee Mitchell; Pam Walzer; Jason Wiener; Dick Haines; Lyn Hellegaard; Roy Houseman; Dave Strohmaier; Jon Wilkins; Bob Jaffe.

**Others present:** Brentt Ramharter, Anne Guest, Gail Verlanic, Dee Andersen, John Hendrickson.

**I. Administrative Business**

**A.** Approve committee minutes dated: [October 27, 2010](#)-approved as submitted.

**B. Public Comment on items not listed on the agenda-None**

**II. Consent Agenda**

**A.** Approve claims (accounts payable). -Consent Agenda (Brentt Ramharter)

**MOTION: The committee recommends the City Council approve [claims](#) totaling \$179,501.90 ([Detailed claims](#)) 11/9/10**

**B.** Amend the FY 2010 budget to appropriate expenditures that were not identified in the original budget. ([memo](#))—Regular Agenda (Brentt Ramharter) (Referred to committee: 11/01/2010)  
**HELD IN COMMITTEE**

**MOTION: The committee recommends the City Council set a Public Hearing on December 6, 2010 to consider a resolution amending the annual appropriations for the City of Missoula, Montana, as set forth in the Fiscal Year 2010 Budget and Capital Improvement Program that increases the total city budget by \$2,457,869.55.**

Brentt Ramharter, Director of Finance, said these budget amendments and transfers are something we do to clean up for year end. He reviewed the budget amendment [spreadsheet](#).

Mr. Childers said he is looking at the spreadsheet and it seems that it has increased the budget a whole lot from the fund balance.

Mr. Ramharter said this is for expenditures that happened in the course of the year that were not identified in the original budget.

Mr. Childers mentioned the Treasurer's Report with the cash balance by fund and asked if it could be put out on the website.

Bob Jaffe stated that the net effect is a 2.4% increase in the FY10 budget; he expressed concerns about where the money came from.

Mr. Ramharter said it was either from carry forward or from new revenue streams. He added that this is the final phase and takes several years to get the money properly spent.

Mr. Jaffe asked Mr. Ramharter if there was a there a better way to identify the revenue on the spreadsheet.

Mr. Ramharter said he can add a column that shows the cash we carried forward or identify the new revenue.

Mr. Jaffe moved to set the public hearing for December 6, 2010, and said on the budget transfer [spreadsheet](#), line 25 is cut off.

Mr. Ramharter said he would fix that.

Mr. Jaffe asked what else is outstanding.

Mr. Ramharter said this is it.

Dave Strohmaier asked about the public art fund and if the \$5,300 is related to Pine View Park?

Mr. Ramharter said it was for multiple projects that happened during the year. He said he would send Mr. Strohmaier expenses incurred by claims.

Mr. Wiener expressed interested in Employee Benefits Claims and asked what percentage of the balance that represents.

Mr. Ramharter said the fund balance was reduced by \$1,000,000. He indicated the present fund balance is equal to 3 months expenses.

Ms. Rye stated the following items have been requested from the Administration:

- The treasurer's report with cash balance posted on the website.
- To identify line 25, where the money is coming from and an explanation of where it's going to.
- The Employee Benefits Plan year end report.
- More information on line items 8 and 9.

Upon a voice vote, the motion passed unanimously.

**B.** Confirm the appointment of Becky Mosbacher to the Library Board completing a vacated term commencing immediately and ending December 31, 2012. ([memo](#))—Regular Agenda (Mayor Engen) (Referred to committee: 11/01/2010) **REMOVE FROM AGENDA**

**MOTION: The committee recommends the City Council confirm the Mayor's appointment of Becky Mosbacher to the Library Board completing a vacated term commencing immediately and ending December 31, 2012.**

The Mayor was unable to attend the meeting, but sent an email to committee chair, Ms. Rye.

Ms. Rye read the Mayors email which stated; I'm unable to join you for your Administration & Finance Committee meeting this morning, but ask that you confirm the appointment of Becky Mosbacher to the Library Board. Ms. Mosbacher has professional credentials and volunteer experience that is a great match for the board.

This is one of those occasions that I wish I had two positions to fill because our other applicant, Lynn Fagan, would be a welcome addition to the board, as well. Ms. Mosbacher's edge rests in her professional library experience. I've encouraged Ms. Fagan to keep us in mind for other boards. Thank you for considering this appointment.

Jon Wilkins moved to approve the appointment.

Mr. Wiener commented that this board is nearly all women and both are very qualified individuals.

Upon a voice vote the motion passed unanimously

**C.** Approve the funding from the Parking Commission's revenue for a part-time FTE for a Parking Toll Collector. ([memo](#))—Regular Agenda (Anne Guest) (Referred to committee: 10/18/10) (Referred to committee: 11/01/2010) **REMOVE FROM AGENDA**

**MOTION: The committee recommends the City Council approve the funding from the Missoula Parking Commission's revenue for a part-time FTE for a Parking Toll Collector.**

Anne Guest, Director, Missoula Parking Commission, explained that although the parking structure on Main Street is open from 8:00am to 6:00pm, for the past 10 years they have only been able to staff the parking structure from 10:30am to 6:00pm. She said they are now offering the first hour free as recommended by the Downtown Master Plan, and are requesting a part time employee for 12.5 hours per week to staff the structure.

Mr. Wiener asked how this position will be paid for.

Ms. Guest said the enterprise parking fund will pay for it.

Mr. Wiener moved to approve the position.

Pam Walzer said she likes the idea of the first hour free and asked if there will there be advertising to let everyone know.

Ms. Guest said yes, we will market it in the pre-holiday season.

Mr. Strohmaier asked if this triggers a need to amend the budget.

Ms. Guest said we have always had a line item in the budget for this.

Mr. Ramharter said if you authorize this we will amend the budget at a later date. We will do a mid-year and year-end amendment.

Mr. Jaffe said he doesn't understand why we can't offer first hour free and still not have it staffed.

Ms. Guest said so that we can track the parking.

Mr. Jaffe asked why we don't leave it alone; it doesn't make any sense to change it.

Ms. Guest said having someone there early in the morning will be helpful and useful to us.

Mr. Childers asked what the utilization of the parking structure is.

Ms. Guest said probably 70%.

Mr. Childers called the question.

Upon a voice vote to end the debate, the motion passed unanimously.

Upon a voice vote to approve the funding for a part-time FTE the motion passed unanimously.

**III. Held in committee**

- A. Approve claims. (Ongoing) (Consent Agenda)
- B. Approve journal vouchers. (Ongoing) (Consent Agenda)
- C. Approve budget transfers. (Ongoing) (Consent Agenda)
- D. An ordinance amending the municipal code as it relates to bike licensing. ([A&F](#)) (Returned from council floor: 12/15/08)
- E. Implications of establishing maintenance districts. ([memo](#)) – Regular Agenda (Bob Jaffe) (Referred to committee: 05/11/09)
- F. Clarify position of council member who also serves on the board of a non-profit agency that has dealings with the city. ([memo](#)) – Regular Agenda (Ed Childers) (Referred to committee: 07/20/2009)
- G. Review the FY 2011-15 capital improvement projects (CIP). ([memo](#)) – Regular Agenda (Brentt Ramharter) (Referred to committee: 04/19/2010)
- H. Amend Council rules to change the Council's regular meeting schedule to two meetings per month ([memo](#)).—Regular Agenda (Marty Rehbein) (Referred to committee: 06/07/10)
- I. Discuss the disposition of surplus city property. ([memo](#))—Regular Agenda (John Newman) (Referred to committee: 10/25/10)
- J. Confirm the reappointment of Mark Muir to the Impact Fee Advisory Committee completing a term commencing December 1, 2010 and ending November 30, 2014. (Returned from Council floor: 11/1/10)

**IV. Adjournment**

The meeting adjourned at 12:10pm

Respectfully submitted,

*Dee Andersen*  
Administrative Secretary