

**ADMINISTRATION AND FINANCE COMMITTEE  
CITY COUNCIL CHAMBERS  
140 WEST PINE STREET  
MISSOULA MONTANA  
April 18, 2012, 1:05-2:00 pm**

**Members present:** Mike O'Herron acting as Chair; Jason Wiener, Bob Jaffe, Alex Taft, Adam Hertz, Dick Haines, Caitlin Copple, Jon Wilkins, Ed Childers.

**Members absent:** Cynthia Wolken,

**Others present:** Marilyn Marler, Bruce Bender, Brentt Ramharter, Dee Andersen.

**I. Administrative Business:**

**A. Approve Committee Minutes: Will be approved at a later date**

**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 \$128,091.50. (Detailed claims)**

**III. Regular Agenda**

**A. Discuss the Capital Improvement Program for Fiscal Year 2013. (memo)—Regular Agenda (Brentt Ramharter) (Referred to committee: 04/16/12) **HOLD FOR CONTINUED DISCUSSION****

**DISCUSSION ONLY –NO MOTION**

Brentt Ramharter, Finance Director, gave a general overview of the Capital Improvement Program from the memo provided. He said the Montana Legislature passed legislation that allows a municipality the option to set aside a portion of its general all-purpose levy for replacement and acquisition of property, plant or equipment. The item must be in excess of \$5,000 and have a life expectancy of 5 years or more. The main advantage to this method of financing is that funds can be earmarked and carried over from one year to the next. When the project is completed the funds are released. Basically the CIP is a 5 year planning tool to guide decisions concerning capital expenditures. It can be subject to revision in order to reflect Council priorities, community needs and environmental factors.

Marilyn Marler said she appreciated this introduction.

The committee and staff discussed the reasoning behind it. It was stated that there are four new Council members who are probably unfamiliar with this process and even though we did have a CIP over the last few years, the General Fund involvement has been diminished. They also discussed the ways that impact fees and MRA funds are used to fund the CIP.

Mr. Bender pointed out that the smaller list is for the FY12 projects and the large list is for planning and gives you the 5 year picture.

Mr. Ramharter reviewed the composite list; describing the scoring method and the rank order.

The committee and the Administration discussed the sidewalk projects and how they are assessed.

Ms. Marler asked if the composite sheet is most helpful and if the general fund projects are the best place to start.

Mr. Bender explained that historically what has been done is to start at the General Fund or whatever specific projects that you're interested in. He suggested the committee look over the individual CIP forms as well, as there is more in-depth information on each project.

The committee discussed the various projects on the composite list and the methods of funding.

**IV. Held in committee**

1. Approve claims. (Ongoing) (Consent Agenda)
2. Approve journal vouchers. (Ongoing) (Consent Agenda)
3. Approve budget transfers. (Ongoing) (Consent Agenda)
4. 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)
5. Discuss the disposition of surplus city land. ([memo](#))—Regular Agenda (Nancy Harte) (Referred to committee: 10/25/10)
6. Review the city's current policy for charging the public for various city-produced documents ([memo](#))—Regular Agenda (Dave Strohmaier) (Referred to committee: 12/06/10)
7. Review Missoula's insurance experience, particularly work comp; propose improvements if warranted. ([memo](#))—Regular Agenda (Ed Childers) (Referred to committee: 05/09/2011)
8. Amend the FY 2012 budget to appropriate expenditures that were not identified in the original budget. ([memo](#))—Regular Agenda (Brentt Ramharter) (Referred to committee: 04/02/12)
9. Authorize the negotiated sale of pooled special sidewalk, curb, gutter and alley approach bonds (not to exceed \$825,000), Series 2012A and set a public hearing for the use of the city's SID Revolving Fund to secure this transaction. ([memo](#))—Regular Agenda (Brentt Ramharter) (Referred to committee: 04/02/12)
10. Resolution calling a public hearing on the proposed modification of the Missoula Urban Renewal Plan for Urban Renewal District II (The Urban Renewal Plan) to approve a proposed project as an Urban Renewal Project and set forth the council's intention to finance a portion of the project through the issuance of Tax Increment Urban Renewal Bonds. ([memo](#))—Regular Agenda (Chris Behan) (Referred to committee: 04/02/12)
11. Review and approve updates to the City Council rules. ([memo](#))—Regular Agenda (Bob Jaffe) (Referred to committee: 04/09/12)
12. Approve to ratify the contract with Missoula Correctional Services for the period of one year (to begin as soon as possible), to provide a Misdemeanor Probation program to the City of Missoula's Municipal Court. ([memo](#))—Regular Agenda (Tina Schmaus) (Referred to committee: 04/16/12)

**V. Adjournment**

The meeting was adjourned at 2:00 pm

Respectfully submitted,

*Dee Andersen*  
Administrative Secretary