

**ADMINISTRATION AND FINANCE COMMITTEE  
CITY COUNCIL CHAMBERS  
140 WEST PINE STREET  
MISSOULA MONTANA  
Sept 14, 2011, 1:05 pm**

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

**Members absent:** Cynthia Wolken.

**Others present:** Jil Lee, Marty Rehbein, Brentt Ramharter, Marilyn Marler, Dee Andersen.

**I. Administrative Business**

**A.** Approve committee minutes dated: [August 24, 2011](#)-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 \$1,808,226.91 ([Detailed claims](#))**

**B.** Work plan, budget and resolution levying annual assessments for the Missoula Tourism Business Improvement District. ([memo](#)) - Regular Agenda (Marty Rehbein) (Referred to committee: 09/12/11)**REMOVE FROM AGENDA**

**MOTION: The committee recommends the City Council set a public hearing on October 3, 2011, on a [resolution](#) levying assessments on the hotels located in the Tourism Business Improvement District of the city of Missoula for fiscal year 2012 in the amount of \$1 per occupied room night in accordance with 7-12-1132 MCA.**

Marty Rehbein, City Clerk, explained that last year the City Council created a Tourism Business Improvement District at the request of several inn keepers here in Missoula. The state statute requires the City Council review their [work plan](#) and [budget](#) annually. They expect to collect an estimated \$280,000 with a \$40,000 carry forward from last year. The expenditures are projected to be \$292,000, with the TBID Board proposing to keep 10% or \$28,000 of their revenue in reserve. Their work plan reflects their desire to work with the Missoula Area Convention and Visitors Bureau. Future plans include hiring a marketing person to increase their efforts to identify Missoula as a convention destination. She requested a public hearing on October 3<sup>rd</sup>, 2011.

Bob Jaffe moved the public hearing.

Jon Wilkins asked what the TBID is going to spend that money on.

Ms. Rehbein said mostly on marketing and outreach. They will also be attending conventions that will assist in marketing Missoula as a convention/event destination.

Mr. Jaffe asked if the district will expand to include more hotel properties.

Ms. Rehbein said there has been some interest but nothing formal yet.

Mr. Jaffe asked about the amount collected the first year and what they did with it.

Ms. Rehbein most of it was carried forward except for the liability insurance as required by the state statute.

Ms. Rye commented that Outside Magazine named Missoula one of 19 small City's that are great places to live.

Marilyn Marler commented that Run Wild Missoula applied for and received a five year designation for the City of Missoula as a runner-friendly community. It's based on facilities for and attitudes towards running, walking and fitness.

Upon a voice vote, the motion passed unanimously.

- C. Amend the FY 2011 budget to appropriate expenditures that were not identified in the original budget. ([memo](#))—Regular Agenda (Brentt Ramharter) (Referred to committee: 09/12/11)  
**REMOVE FROM AGENDA**

**MOTION: The committee recommends the City Council adopt a [resolution](#) amending the annual appropriations for the City of Missoula, Montana, as set forth in the fiscal year 2011 Budget and Capital Improvement Program that increases the total City budget by \$18,427,671.**

Brentt Ramharter requested the committee set a public hearing on October 3, 2011 to amend the FY11 Budget to include [expenditures](#) not identified in the original budget, but approved by Council. He explained that it's not possible to get accurate accounting until this time of year. There have been construction projects started, grants received and bond issues since the FY11 budget was adopted.

Jason Wiener moved the public hearing on October 3, 2011.

Ms. Rye asked about the EBP claims and asked if \$1.1 million is excessive.

Mr. Ramharter said that is reflective of the type of over expenditures that occurred that had to be sustained by the fund balance in the health plan this year. We have had 2 years with claims running in the neighborhood of \$1.2 million. We have increased revenue streams overall over \$1 million for this next year.

Ms. Rye asked what the health plan balance is.

Mr. Ramharter said the end of year balance dipped into the -\$300,000 range. We are checking quarterly and by mid-year we should get an indication on how adequate the funding is for what we are experiencing.

Upon a voice vote, 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) (Tabled 8/3/2011)
- E. 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)
- F. Discuss the disposition of surplus city land. ([memo](#))—Regular Agenda (John Newman) (Referred to committee: 10/25/10)
- G. Discuss outstanding third-party contracts. ([memo](#))—Regular Agenda (Lyn Hellegaard) (Referred to committee: 11/08/10)
- H. 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)
- I. Review Missoula's insurance experience, particularly work comp; propose improvements if warranted. ([memo](#))—Regular Agenda (Ed Childers) (Referred to committee: 05/09/2011)

### IV. Adjournment

The meeting was adjourned at 1:25 pm

Respectfully submitted by,

*Dee Andersen*  
Administrative Secretary