

**ADMINISTRATION AND FINANCE COMMITTEE  
CITY COUNCIL CHAMBERS  
140 WEST PINE STREET  
MISSOULA MONTANA  
March 3, 2011, 1:05 pm**

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

**Members absent:** Dick Haines, Stacy?

**Others present:** Paul Sepp, Jan Schweitzer, Brentt Ramharter, Anne Guest, Theresa Cox, Dee Andersen.

**I. Administrative Business**

A. Approve committee minutes dated: [February 22, 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)

**The committee recommends the City Council approve [claims](#) totaling \$704,734.14 ([Detailed claims](#)) 3/01/11 already acted on 2/28/11**

**The committee recommends the City Council approve [claims](#) totaling \$296,389.72 ([Detailed claims](#)) 3/08/11**

**III. Regular Agenda**

A. Resolution amending the operating hours for the Carousel Sunday Market and Festival. ([memo](#)) – Regular Agenda (Marty Rehbein) (Referred to committee: 02/28/11) **REMOVE FROM AGENDA**

**Motion: the committee recommends the City Council adopt a [resolution](#) amending resolution 7516 to modify the operating hours for the Carousel Sunday Market Festival.**

Theresa Cox, Carousel Executive Director, explained that the end of the market is the slowest time and vendors would like to open earlier. She said they are proposing to open 11:00 am-5:00 pm, but will probably operate 11:00 am - 3:00 pm.

Jon Wilkins moved the resolution.

Renee Mitchell supported the motion.

Upon a voice vote the motion passed unanimously.

B. Review of City prepared Comprehensive Annual Financial Report and hear presentation of 2010 independent audit of the financial condition of the City, the Missoula Redevelopment Agency (MRA) and the Missoula Parking Commission (MPC) from Paul Sepp of Anderson Zurmuehlen & Co., P.C. ([memo](#))—Regular Agenda (Brentt Ramharter) (Referred to committee: 02/28/11) **REMOVE FROM AGENDA**

**NO MOTION – INFORMATIONAL ONLY**

Paul Sepp, Anderson Zurmuehlen, thanked their field auditor, Jan Schweitzer and City Staff who helped during the audit. He said it is not like the IRS audit, it is very congenial process and a lot of people work together to get it completed.

He said the Standard Audit is done annually and includes all City funds and component units; Missoula Redevelopment Agency, Missoula Parking Commission, and the Business Improvement District. He said in summary, nothing negative was found. He reviewed a [PowerPoint](#) presentation and answered questions from the committee.

Ms. Walzer asked what would fall under the Housing and Development category.

Brentt Ramharter, Finance Director said it would include the HOME programs and some planning.

Jason Wiener asked about the miscellaneous million dollars on table SS-2 and what it was related to.

Mr. Ramharter said he would provide that information after the meeting.

Dave Strohmaier said he wanted to know what the difference is between a material weakness and non-compliance item.

Mr. Sepp said a material weakness is in regards to practices and procedure's and compliance is in regards to regulatory standards.

**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. 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)
- K. Discuss outstanding third-party contracts. ([memo](#))—Regular Agenda (Lyn Hellegaard) (Referred to committee: 11/08/10)
- L. 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)
- M. 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 was adjourned at 1:45 pm

**Respectfully submitted,**

*Dee Andersen*

Administrative Secretary  
Finance Department