1. Budget Ways And Means Agenda 02 07 22

    Documents:

    BUDGET WAYS AND MEANS AGENDA 02 07 22.PDF

    1.I. Budget Ways And Means Packet 02 07 22

        Documents:

        BUDGET WAYS AND MEANS PACKET 02 07 22.PDF

        1.I.i. Budget Ways & Means Minutes Feb. 7, 2022

            Documents:

            BUDGET WAYS AND MEANS MINUTES 02 07 22.PDF

--NOTICE OF MEETING--

BUDGET WAYS & MEANS COMMITTEE

MONDAY, FEBRUARY 07, 2022

5:30 P.M.

COUNCIL CHAMBERS, CITY HALL

326 GRANT ST., CARTHAGE, MISSOURI

--TENTATIVE AGENDA--

OLD BUSINESS

1. Consideration and approval of minutes from January 10, 2022 meeting.
2. Consider and discuss ARPA project budgeting.
3. Consider and discuss Bond financing alternatives for various City projects.

CITIZENS PARTICIPATION

(Citizens wishing to speak should notify Department Head or Committee Chair in advance)

NEW BUSINESS

1. Consider and discuss Civic Plus 'modules' and statements of work (SOW).
2. Consider and discuss an Ordinance to authorize the Mayor to apply for federal financial assistance for the Taxi program.
3. Consider and discuss Overall Goals and Priorities for Fiscal 2023 Budget.
4. Staff Reports.
5. Other Business.

ADJOURNMENT

PERSONS WITH DISABILITIES WHO NEED SPECIAL ASSISTANCE CALL 417-237-7000 (VOICE) OF 1-800-735-2466 (TDD VIA RELAY MISSOURI) AT LEAST 24 HOURS PRIOR TO MEETING.

POSTED: ____________

BY: ____________________

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POSTED: ____________

BY:__________________

MEMORANDUM

To: Budget Ways & Means Committee
From: Tom Short
Subject: Agenda Notes, February 07, 2022 Meeting
Date: February 01, 2022

Due to the possibility of inclement weather, the packet is going out early. Any adjustments to the agenda can be made by motion at the meeting if necessary.

OLD BUSINESS

1. **Consideration and approval of minutes from previous meeting.** The minutes from the last Committee meeting are included.
2. **Consider and discuss ARPA project budgeting.** This is a continuing discussion related to other items on this agenda.
3. **Consider and discuss Bond financing alternatives for various City projects.** This is a continuing discussion related to other items on this agenda.

NEW BUSINESS

1. **Consider and discuss Civic Plus 'modules' and statements of work (SOW).** Mark Peterson will be at the meeting to discuss this item.
2. **Consider and discuss an Ordinance to authorize the Mayor to apply for federal financial assistance for the Taxi program.** Included is the CB and CB Request. This is basically the same format as prior years.
3. **Consider and discuss Overall Goals and Priorities for Fiscal 2023 Budget.** Included is a draft copy of the goals and priorities for the Fiscal 2023 Budget. This is basically a marked-up version of the approved 2022 goals and policies. Once the goals and priorities for next year's budget are determined, they will be communicated to the departments and agencies for preparation of their requests. Department Heads have received a copy of the proposed Goals for next year, and we are awaiting any comments. The forms for the requested 2023 budget are scheduled to be sent out February 21, 2022 to the Agencies and Departments.
4. **Staff Reports.** If we receive them in time, we will bring the monthly **Sales Tax & Use Tax Report** for the General Fund's 1% Sales Tax for February. Due to the change in meeting date we may not receive the numbers from the State. The same is true for the monthly Pooled Investment Report and the Summary Revenue & Expense Report (unaudited) (budget report) as of the end of February 2022, we may not have the information by the meeting date.
5. **Other Business.** None known at this time.

If you need any additional information prior to the meeting, please let me know.

/s/ Tom

Tom Short, City Administrator

BUDGET WAYS & MEANS COMMITTEE
MONDAY, JANUARY 10, 2022 5:30 P.M.
CITY HALL COUNCIL CHAMBERS

MEMBERS PRESENT: Alan Snow, Ed Barlow, and Ceri Otero. Juan Topete was absent.

OTHER COUNCIL MEMBERS PRESENT: David Armstrong

OTHERS STAFF PRESENT: City Administrator Tom Short, Assistant City Administrator Greg Dagnan, City Clerk Traci Cox and Parks & Recreation Director Mark Peterson

Mr. Snow called the meeting to order at 5:30 P.M.

OLD BUSINESS:

1. **Approval of minutes from previous meeting:**

   Mr. Barlow made a motion to approve the minutes for the December 12 Budget Meeting. Motion carried 3-0.

2. **Consider and discuss ARPA project budgeting (Baker Tilley)**

   Mr. Short and Mr. Kaleko with Baker Tilly discussed final rules recently that allow cities to use up to $10 million in ARPA funds as revenue replacement which would ease spending requirements. Baker Tilly will continue to research the final rules and report to the City.

3. **Consider and discuss Bond financing alternatives for various City projects (Baker Tilley)**

   Mr. Kaleko discussed different options for funding Garrison Street bridges and Baker Street Improvements. A $20 million dollar project would need a 1% sales tax to finance. General sales tax could be increased from 1% to 2% based on 20-year financing. Mr. Kaleko cautioned starting a major construction project at this time due to escalating construction costs. No action was taken.

NEW BUSINESS:

1. **Consider and discuss Fiscal 2022 Mid-Year Budget Status Report**

   Mr. Short reviewed the Fiscal 2022 Mid-Year Budget Status Report. No major issues were noted. It was also noted that costs for the 3.5% COLA can be absorbed in the current budget.

2. **Consider and discuss budget calendar for Fiscal Year 2023**

   Mr. Short proposed the budget calendar for Fiscal Year 2023. Mr. Barlow made a motion to amend the calendar by moving the date for distribution of electronic budgets to Departments and requests to Agencies from February 28 to February 21. Motion carried. Ms. Otero made a motion to accept the Fiscal Year 2023 budget calendar as amended. Motion carried.

3. **Consider and discuss an Ordinance amending the 2021-2022 Annual Operating and Capital Budget for the City of Carthage**

Mr. Short discussed the need for a budget amendment in the Civic Enhancement Fund, Myers Park Fund and Public Facilities Bond Fund. Mr. Barlow moved to forward the budget adjustment Ordinance to Council for approval. Motion carried.

4. **Consider and discuss a request from Vision Carthage for funds providing for mutual undertakings and benefits from the services of providing: Carthage In-Bloom; Restoration Carthage; Sidewalk Project; Downtown Christmas; and a Main Street Program; for the residents of the City of Carthage**

Abi Almandinger, Vision Carthage Executive Director, and Ashley Majia, Vision Carthage Treasurer, reported on project management hours for the third and fourth quarter of 2021. Additional funding of $39,400 was requested for the first and second quarter of 2022, but no action was taken.

5. **Staff Reports.**

Mr. Short reported on an increase in workers compensation rates for the next fiscal year, sales and use tax revenue, a 3.5% COLA that went into effect on January 1, 2021 and a minimum of 3.0% to be included in the budget for the next fiscal year, and the delay in launching Civic Plus. Ms. Cox reported a CD will be coming due at Guaranty Bank and will be reinvested based on whoever can provide the highest interest rate.

6. Other Business.

ADJOURNMENT: The meeting adjourned at 6:45 PM on motion by Ms. Otero.

Respectfully submitted,
Traci Cox

REQUEST FOR COUNCIL BILL

I request a council bill be drafted to accomplish the following:

An Ordinance to authorize the Mayor to apply for federal financial assistance on behalf of the City of Carthage, Missouri and to execute any contract(s) resulting from such application for any grants between the City of Carthage and the Missouri Highways and Transportation Commission providing for capital, operating, and/or marketing assistance, compromised of federal funds to be expended for Commission-approved transit projects.

Date: January 27, 2021

/s/ Tom Short
Signature

This request was referred to the **Budget Ways & Means Committee** for their recommendation.

Date:

____
Mayor

The **Budget Ways & Means Committee** has voted in favor of / against sponsoring the above council bill.

Date:____________________

/s/
Committee Chairperson

The attached council bill has been prepared in accordance with the above request and is ready to be included on the agenda of the next council meeting. I have sent copies to the various departments listed below.

Date:

____
City Attorney

Street_____ CWEP _____
Police_____ Parks
Fire_____ City Admin.
Eng

COUNCIL BILL NO. ____________ **ORDINANCE NO. ________________**

An Ordinance to authorize the Mayor to apply for federal financial assistance on behalf of the City of Carthage and to execute any contract(s) resulting from such application for any grants between the City of Carthage and the Missouri Highways and Transportation Commission providing for capital, operating, and/or marketing assistance, comprised of federal funds to be expended for Commission-approved transit projects.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI as follows:

SECTION I. That the Mayor is hereby authorized to apply for federal financial assistance on behalf of the City of Carthage and to execute any contract(s) resulting from such application for any grants between the City of Carthage and the Missouri Highways and Transportation Commission providing for capital, operating, and/or marketing assistance, comprised of federal funds to be expended for Commission-approved transit projects.

SECTION II. That all ordinances or parts of ordinances therefore enacted which are in conflict herewith are hereby repealed.

SECTION III. This ordinance shall take effect and be in force from and after its passage an approval.

PASSED AND APPROVED THIS _______ DAY OF ____________ 2022.

____

Dan Rife, Mayor

ATTEST:

____

Traci Cox, City Clerk

Sponsored by: Budget Ways & Means Committee

Overall Goals and Priorities for Establishing Fiscal 2023 Budget

The City allocates limited resources to programs and services through the budget process. A budget is a document that sets forth the financial plan the City will follow in providing services to its citizens in any given year. It contains guidelines for normal operations as well as capital improvements to benefit the future of the City. Primary among the responsibilities that the City has to its citizens is the care of public funds and wise management of government finances while providing for the adequate funding of the services desired by the public and the maintenance of public facilities. It (the Budget) is also an instrument whereby basic policies of the City can be presented along with their impact on services and operations. Further, the budget is used to monitor operations and assist its Department Heads in performing their directives. Finally, the budget is the device that communicates to its readers the direction the City will follow in the future. As a result, it is one of the most important activities undertaken by the City. As the focal point for key resource decisions, the budget process is a powerful tool. The quality of decisions resulting from the budget process and the level of their acceptance depends on the characteristics of the budget process that is used.

Unlike private entities, there are no "bottom line" profit figures that assess the financial performance of the City, nor are there any authoritative standards by which City officials can judge themselves. Instead, City Council and management work together to set goals and objectives that measure the performance and effectiveness of municipal programs and services.

The mission of the budget process is to help decision makers make informed choices about the provision of services and capital assets and to promote stakeholder participation in the process. The Principles of the Budget Process are: 1). Establish Broad Goals to Guide Government Decision Making. 2). Develop Approaches to Achieve Goals. 3). Develop a Budget Consistent with Approaches to Achieve Goals. 4). Evaluate Performance and Make Adjustments.

Vision

Carthage is a prosperous city of opportunity -- a great place to raise a family and a vibrant destination that maintains its historical character while welcoming the future.

Mission Statement

The mission of the City of Carthage is to provide and maintain essential, quality public services that meet the collective basic needs of our residents in a cost effective, responsive, and professional manner given the changing needs and resources available and to identify and seize opportunities for a higher quality of life, while protecting our legacy and maintaining our historical sense of community values.

Budget

As provided in the Code of Carthage, The budget shall provide a complete financial plan for City funds and activities for the ensuing fiscal year. Additionally, the City of Carthage shall annually adopt a balanced budget. A balanced budget is where a fund's expenditures are less than or equal to revenues and available fund balances. Any year end operating excess of revenues and other sources over expenditures and other uses in a fund will revert to the appropriate fund balance for use in maintaining fund balance levels set by policy and be available for appropriation by the Council.

The overall goals and priorities for the Fiscal 2023 Budget year are:

- To continue to deliver quality and efficient services residents expect from the City of Carthage conditioned upon adequate resources available to the City.
- To the greatest extent possible, efforts shall be made to maximize the effective use of the limited resources available to the City.
- To provide budgetary control through accurate tracking of expenditures against budget projections and take any corrective action as necessary.
- Priority will be given to those items necessary to maintain core service levels. Funding for expanded services and new programs will be considered after existing services are adequately funded.
- The Budget shall provide for adequate maintenance of capital plant and equipment and for their orderly replacement.
- To the greatest extent possible, the budget shall be structured to provide City employees with a safe and pleasant work environment, adequate compensation including analysis of the impact of changes to Missouri's minimum wage, and the proper tools to accomplish the tasks assigned to them. Staff will continue to monitor the implementation items adopted from the Compensation Study approved in Fiscal 2021 and prepare for the implementation of a 3% minimum COLA and a 2% STEP increase for the fiscal year
- Staff shall continue to monitor the current level of benefits associated with compensation to determine if changes are warranted due to the current financial situation including modification of the wellness program.
- Avoid "Feast and Famine" budgetary actions which allow some City operations to thrive while others fail in their public mission.
- Incorporate more fully a critical evaluation and analysis of the status quo. Develop sound processes and methodology to move toward cost recovery and/or where appropriate divestiture or contracting for City services. Department Heads will provide an analysis of their operation's core services to the City Administrator.

- Design the Budget Document and procedures that are useful to the Mayor, Council, Department Heads and the public.
- Provide in the Budget Document sufficient information to clearly communicate to the public the uses to which public funds are being put.
- Provide in the Budget Document an outline of the organization of City government. This includes listing the mission of each department, along with a summary of services to be provided.
- In fiscal 2023, continued preference will be given to enhancements in the City's Park system including enhancing, expanding and connecting Parks & Recreation facilities and programs, including:
    - o Implement plan to use McCune Brooks Foundation funds for implementation of applicable parts of Parks Master Plan.
    - o Provide additional personnel for City's Parks & Recreation Department.
    - o Evaluate implementation of Cost Recovery model in Master Plan.
    - o Evaluate Lodging Tax Committee recommendation to provide coordination, expansion and unification of existing tourism marketing efforts including attracting additional sporting events and tournaments to the City.
- Continued focus on technology enhancements through the Information Technology (IT) Department to consolidate the City's IT functions and services to enhance the City's uses of technology.
    - o Finalization and implementation of Information Technology cyber-security plan.
- In fiscal 2023, appropriate ARPA funds for applicable City projects and evaluate other sources of State and Federal funding for government services e.g. Infrastructure Bill and Build Back Better (BBB) Bill.
    - o Finalize steps to upgrade City financial software.
    - o Finalize specifics of purchase of Salvation Army Building and implement steps to put building in to use for City.
- Appropriate/Distribute Use Tax election proceeds pursuant to information related to voters (40%/30%/30%).
- Complete development and implementation of City-wide succession plan.
- Evaluate financing of improvements for Baker Blvd. and the Three North Garrison Ave. bridges.
- In fiscal 2023, preference will be given to continued enhancements in communications and Human Resources functions.
- Continued preference will be given to identification and elimination of drainage problems within the City of Carthage.

- In fiscal 2023, the City will continue to evaluate Ambulance Services within the City; to ensure service levels are maintained at appropriate levels regarding response time concerns for citizens of the City of Carthage.
- To create, foster and promote an environment conducive to attracting, expanding and retaining business and industry; promoting economic vitality and diversifying the City's tax base; increasing CWEP load and improving the overall quality of life for the citizens of Carthage. Preference and focus to be placed on development and infrastructure needs including housing concerns.
- Review of Annexation issues to provide a rational, consistent and objective methodology for making annexation decisions when seeking to annex property within the City's development area.

Revenues

Current on-going revenues will be sufficient to support current on-going operating expenditures to as great an extent as possible.

- The City will seek to avoid dependence on temporary or unstable revenues to fund conventional City services.
- The City will seek to avoid dependence on federal revenues to fund ongoing conventional City services.
- General Fund services should be supported by taxes and user fees to the extent appropriate for the character of the service and its user.
- Revenue estimates will be based on the following factors:
  - Legislative action
  - Consultation with departments directly involved in raising certain revenues
  - Review of revenue history
  - Economic trends (both locally and nationally)
  - Current indexes (both locally and nationally)
  - The City will evaluate establishing user charges and fees at levels related to the full cost of providing the service where appropriate.
  - To evaluate other additional revenue sources to provide for continuing City services. Specifically, monitor and evaluate the feasibility of the implementation of a Use Tax in the City of Carthage through a public vote.
- Grant funds or similar contractual revenue of a temporary nature will be budgeted only if they are committed at the time of the preliminary budget. Otherwise, separate appropriations will be made during the year as grants are awarded or contracts made.

Expenditures

- Department Heads are to prepare a "Maintenance" request which focuses on maintaining core services as currently provided by the department. Additional services or enhancements in service levels will be considered this year due to current economic conditions. Any increases in expenditure from 2021 levels will require separate written justification to be provided to the City Administrator for review upon submission of the budget packet.

- All budget submissions will be reviewed in light of changes in appropriate inflationary indexes and the overall economic conditions.
- Any proposed additional increase in head counts in Departments will be submitted separately as part of an enhanced service level request and may be offset, or justified by corresponding increased revenues generated by the position or program, or service levels. Staff will scrutinize personnel costs as a percentage of the total budget and evaluate the City's current position in relation to other area cities.

Capital Improvements Program

- The City prepares a five year Capital Improvements Program (CIP), updated annually, including projects and equipment for all funds. This program was funded annually through either unreserved fund-balance funds, or on-going revenues from all applicable funds. There is now a dedicated funding mechanism for appropriate capital projects through the renewal of the one-half cent Capital Improvements Sales Tax. The vote to renew allocated 100% to City capital projects. Additionally, the Parks/Storm Water Sales Tax was increased and extended in 2015 to allow for 40% of collections to go directly to the Library and 60% to the City. The City's portion will go to paying off the remaining debt service on the Library Expansion Issue and to Parks and Storm Water projects. Staff will recommend distribution between Parks and Storm Water projects established on a priority basis. The CIP is considered by the City Council at the same date as the annual operating fund budgets. The budget year projects are included in the annual budget of the specific department.

Evaluation criteria that are used to consider and prioritized projects for funding are:

- The project's need to meet legal mandates (Federal, State, and Local).
- The project's impact on health and safety issues.
- The project's meeting a current deficiency.
- The impact of the project's deferral.
- Conformance to adopted plans.
- Neighborhood development impact.
- Impact on quality of life (environmental, aesthetic, and social effects).
- Economic development impacts.
- Relationship to other projects.

Investments

- The primary objective of the City's investment activities is the preservation of capital and the protection of investment principal. Diversification and yield compromises are required so that potential losses on individual securities do not exceed other investment generated income.
- Investments shall be made so as to provide sufficient liquidity to meet the funding needs of the City as they arise. Liquidity is defined as the capability to convert cash, when required, without adversely affecting principal or interest.
- Cash assets shall be managed to produce the highest return available consistent with safety and liquidity. The market average rate of return shall be the net investment earnings objective.
- The investment officer shall competitively bid all investments in conjunction with the bidding of banking services.

Debt Policy

- When considered necessary, long-term debt may be used to provide for capital acquisitions and construction. Long-term debt will not be used to fund operating expenses except in extraordinary circumstances as authorized by the City Council.
- The City will evaluate the issuance of any debt instrument in view of its long range Capital Improvements Program on projects that are more than routine and when project cash requirements exceed normal cash flow (pay as you go) payment.
- The City will evaluate issuing debt instruments on a case by case basis with an analysis of its impact on the City's overall financial position.
- The City's preference for the issuance of debt would be revenue bonds, special assessment bonds or other self-supporting bonds rather than General Obligation Bonds which are supported entirely by property taxes.
- The maturity date of any issue will not exceed the reasonable expected useful life of the project so financed.
- Inter-fund loans may be provided at interest rates determined by current outside investments. Such loans should be paid back based on a schedule approved by the City Council.
- The City will evaluate the use of Lease Purchasing based on the length of the useful life of the asset, interest costs and the duration of the payment schedule.
- City staff and the City's financial advisor monitor the municipal bond market for opportunities to obtain interest savings by refunding outstanding debt. As a general rule, the net present value savings of a particular refunding should be in the range of 3-5% of the refunded maturities for further consideration.
- Continued review of a possible bond issue (Revenue or G.O.) for Baker Blvd. and/or Three North Garrison St. Bridges

Budgetary Fund Balance Policy

It is essential that governments maintain adequate levels of fund balance to mitigate current and future risks (e.g., revenue shortfalls and unanticipated expenditures) especially in light of COVID-19, to provide sufficient cash flow to meet operating needs and to ensure stable tax rates. The City must meet these financial obligations year-round, which would be difficult, if not impossible, without maintaining a certain minimum fund balance due to the cyclical nature of revenues, expenditures, and capital projects. Fund Balances are the foundation of financial flexibility. Fund Balances provide a government with options to provide a financial base sufficient to sustain municipal services which maintain the social well-being and physical conditions of the City, the ability to withstand local and regional economic trauma, to adjust to changes in service requirements of the City, and to respond to other changes as they affect the community. Additionally, suitable fund balance levels permit a city to maintain an appropriate credit rating in the financial community and assure taxpayers that city government is maintained in sound fiscal condition. The City will maintain cumulative fund balances to provide counter-cyclical balance, to protect the City from unforeseen contingencies and to allow an accumulation of resources to finance foreseeable general governmental capital projects. The objective of the fund balance policy is not to hold resources solely as a source of interest revenue, but rather to provide adequate resources for cash flow and contingency purposes, while maintaining reasonable tax rates and charges for services. Fund balances shall be adequate to handle unexpected decreases in revenues plus extraordinary unbudgeted expenditures and unforeseen circumstances. These funds may be used at the City's discretion to address situations such as, temporary cash flow shortages, emergencies, unanticipated economic downturns, and one-time opportunities.

- Annual budgets for the General Fund have used portions of the unassigned fund balance for capital projects and acquisitions. City staff went through an exercise of determining the appropriate level of the Unassigned Fund Balance in the General Fund as outlined in the GFOA's Recommended Practice. The analysis indicated the City had a moderate to high level of risk to retain through reserves. The Budget Ways & Means Committee therefore recommends an Unassigned Fund Balance in the General Fund of 35% of expenditures, as a minimum.
- The General Fund's Unassigned Fund Balance will be calculated based on the adopted annual operating budget. These funds will be used to avoid cash flow interruptions, generate interest income, reduce need for short term borrowing, cover unforeseen catastrophes and assist in maintaining what is considered an investment grade bond rating capacity, in addition to possibly supplement on-going revenues and expenditures where warranted.

- For Fiscal 2023 the Committee recommends spendable fund balances be set at a level commensurate with maintaining core services and personnel levels as specified above for other than General Fund purposes.
- Any set aside projects will be in addition to these amounts.
- The Committee recommends the un-appropriated balance in the Public Facilities Bond Fund be classified as Assigned for the intent of possible capital improvements involving Economic Development.

Annual Audit

Section 3.8 of the Charter of the City of Carthage states the Council shall provide for an independent audit of all City accounts at least annually. An annual audit shall be performed by an independent accounting firm which will issue an official opinion on the annual financial statements with a management letter detailing areas that could be improved. The product, or results, of an audit is a report of how appropriately an organization's financial statements depict its financial condition and results of its operations. Bondholders, outside creditors and the taxpaying citizen are interested in having an audit as additional assurance of the reliability of the financial statements. These individuals can rely on the auditor's opinion that the statements are fairly presented in accordance with generally accepted accounting principles (GAAP) on a consistent basis. As the budget is a complete financial plan for City funds and activities for the ensuing fiscal year, the Audit concludes the yearly budget process. Bondholders, outside creditors and the taxpaying citizen are interested in having an audit as additional assurance of the reliability of the financial statements. These individuals can rely on the auditor's opinion that the statements are fairly presented in accordance with generally accepted accounting principles on a consistent basis. The auditors must be a CPA firm that has the breadth and depth of staff to conduct the City's audit in accordance with generally accepted auditing standards and contractual requirements. Section 105.145 of the Revised Statutes of Missouri (RSMo) requires all municipalities to file an annual financial report with the State Auditor's office.

Budgetary Controls

The City shall maintain a budgetary control system to ensure adherence to the adopted budget and associated appropriations. Monthly reports shall be provided comparing actual revenues and expenditures to budgeted amounts. The legal level for expenditure control is the Fund level. Each Department Head is responsible for the budget in their respective departments. In order to enhance the ability to successfully execute the budget, achieve long-range goals, facilitate achievement of programmatic, financial goals, and promote budgetary compliance, the Level-of-Control for administration of the Budget is established at the category level. Within the General Fund, Public Health Fund and the Golf Fund, the Budget Officer is authorized to transfer budgeted amounts between categories and departments within operating funds provided such transfers do not alter total expenditures approved by the City Council for the Fund. Any increase in appropriation at the fund level, whether accomplished through a change in anticipated revenues in any fund or through a transfer of appropriations among departments, shall require the approval of the City Council. Such amendment shall be provided by formal action of the City Council.

BUDGET WAYS & MEANS COMMITTEE
MONDAY, FEBRUARY 7, 2022 5:30 P.M.
Zoom

MEMBERS PRESENT: Alan Snow, Ed Barlow, Juan Topete and Ceri Otero.

OTHER COUNCIL MEMBERS PRESENT: David Armstrong

OTHERS STAFF PRESENT: City Administrator Tom Short, Assistant City Administrator Greg Dagnan, City Clerk Traci Cox, Police Chief Bill Hawkins and Parks & Recreation Director Mark Peterson

Mr. Snow called the meeting to order at 5:30 P.M.

Mr. Barlow moved to amend the agenda to add consider and discuss Civil War Re-Enactment request under New Business. Motion carried.

OLD BUSINESS:

1. **Approval of minutes from previous meeting:**

   Mr. Barlow made a motion to approve the minutes for the January 10, 2022 Budget Meeting. Motion carried 4-0.

2. **Consider and discuss ARPA project budgeting:**

   Mr. Short discussed final rules and noted this item would remain on the agenda for a few months. ARPA requests are separate from regular budget requests.

3. **Consider and discuss Bond financing alternatives for various City projects:**

   Mr. Short discussed different options for funding Garrison Street bridges and Baker Street Improvements. A $20 million dollar project would need a 1% sales tax to finance and this is a viable option. No action was taken at this time.

NEW BUSINESS:

1. **Consider and discuss Civic Plus 'modules' and statements of work (SOW)**

   Mr. Peterson discussed the Civic Plus modules that he is interested in implementing as soon as possible, which include Civic Rec, Civic Clerk, Civic Ready and Civic Send. Civic Optimize may overlap future financial software and will not be implemented until additional information is received. Mr. Topete moved to forward a Resolution to Council to authorize the Mayor to sign the SOW to proceed with the requested modules and allocate funds. Motion carried.

2. **Consider and discuss an Ordinance to authorize the Mayor to apply for federal financial assistance for the Taxi program.**

   Mr. Short discussed the annual grant need to proceed with the application. Mr. Topete made the motion to forward the Council Bill authorizing the Mayor to apply for federal financial assistance for the Taxi program to Council. Motion carried 4-0.

3. **Consider and discuss Overall Goals and Priorities for Fiscal 2023 Budget**

   Mr. Topete moved to approve the budget goals and forward to Council. Motion carried 4-0.

4. Consider and discuss request from Civil War Re-Enactment Committee.

   Mr. Peterson explained the request of $25,000 from the Civil War Re-Enactment Committee to help with marketing, insurance, security and other expenses with associated with the Battle of Carthage re-enactment. Future ideas would be creating a Trail of Stops for visitors including the CWM, creating additional events that work alongside the re-enactment and work with the Missouri Civil War Reenactors Association. Mr. Topete moved to forward the request from the Civil War Re-Enactment Committee to Council for approval. Motion carried.

5. **Staff Reports.**

   Mr. Short reported on sales and use tax revenues and reviewed the monthly financial reports.

6. **Other Business.** None.

ADJOURNMENT: The meeting adjourned at 6:30 PM on motion by Mr. Topete.

Respectfully submitted,
Traci Cox