BUDGET WAYS & MEANS COMMITTEE
MONDAY, March 8, 2021 5:30 P.M.
CITY HALL COUNCIL CHAMBERS

**MEMBERS PRESENT via VIDEO CONFERENCING**: Alan Snow, Ray West and Ed Barlow. Juan Topete was absent.

**OTHERS PRESENT via VIDEO CONFERENCING**: City Administrator Tom Short, City Clerk Traci Cox, Police Chief Greg Dagnan, Fire Chief Roger Williams, Public Works Director Zeb Carney, Parks & Recreation Director Mark Peterson, Council Members Craig Diggs, David Armstrong and Ceri Otero, Ryan Huntley, Jeff Pinnell and Abi Almandinger.

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

***NOTE:** All areas *"italic"* below were submitted to the Committee in a pre-meeting memo by Mr. Short.

**OLD BUSINESS:**

1. **Consideration and approval of minutes from previous meeting.**

   Mr. Barlow made a motion to approve the minutes of the February 9 Budget meeting. Motion carried 3-0.

Juan Topete arrived at the meeting at 5:34 p.m.

**NEW BUSINESS**

1. **Consider and discuss Five-Year Capital Improvement Program (CIP) 2022-2026.**" *Departments Heads will be present to discuss their five-year CIP requests. These are in the same format we have had in the past few years, and involve various Funds. Included separately with the agenda packet is the electronic plan document which includes the department/fund summary sheets and the individual CIP Request Forms with project description and justification. The Summary Sheets have the final numbers and totals for departments and funds. The Grand Total is $73,031,021. This compares to $68,550,128 in the last plan year, $ 68,206,948 in the prior plan; $65,030,009 in the year before that $57,277,037 and $46,941,375 the prior years. The document is over 200 pages long. We are planning on working from the electronic version. However, we will print out a hard copy for any Committee Members who needs one and bring it to the meeting, or can be picked up at City Hall. It is planned to display the entire plan through the projectors at the meeting. If you need the hard copy, please let me know and we can make arrangements. Again, just let me know prior to the meeting."*

Public Works Director Zeb Carney discussed the Five-Year CIP for the Public Works Department, Street Department, Street Engineering, Capital Improvement Tax, Myers' Park, Parks & Stormwater, and Public Health. Police Chief Greg Dagnan discussed the Five-Year CIP for the Police Department and Taxi. Parks & Rec Director Mark Peterson discussed the Five-Year CIP for the Parks Department, Memorial Hall, Golf Course, and Parks & Stormwater.

Committee Member Juan Topete left the meeting at 6:57 p.m.

Fire Chief Roger Williams discussed the Five-Year CIP for Emergency Management, Fire Department, and Fire Sales Tax. City Administrator Tom Short discussed the Five-Year CIP for Administration and Information Technology.

2. **Consider and discuss acceptance of 2020 Jasper County Law Enforcement Sales Tax (LEST) Grant.** "*Area law enforcement agencies in Jasper County were given the opportunity to apply for funding from the LEST Grant for the 2021 award cycle. A total of approximately $200,000 was the available Budget for LEST Grant Awards. By accepting this Grant, the City accepts the award and agrees to abide by the program guidelines. JASCO usually requires recipients to expend grant funds by the end of the fiscal year. Therefore, instead of waiting for the Public Safety Committee to consider a recommendation to accept this grant, it is being presented to the Budget Committee for recommendation. The Grant (Total $15,559) is for the Carthage PD - ODET fee; 4,000; North Conference Room Furniture $2,464; Soft Interview Room Furniture $4,180; One Radar Speed Detection $1,395; Radio parts $3,520. This should speed up the process.*"

   Mr. Short discussed the grant and the need to speed up the acceptance of this grant due to it needing to be used by the end of the fiscal year. Mr. Barlow made a motion to accept the grant and forward a resolution to City Council for approval. Motion carried 3-0.

3. **Consider and discuss an Ordinance Amending the 2020 – 2021 Annual Operating and Capital Budget for the City of Carthage.** "*This ordinance allows the expenditure of the grant funds discussed above so the PD will be able to meet the timeframe of the fiscal year. In the past, the County has insisted that expenditures of funds by the receiving entities be completed by the end of the fiscal year for their internal purposes. This Ordinance will facilitate this requirement and also incorporates the previous resolution adopted by the Council, and adds adjustments to the Police Department for the radio maintenance contract, and use of a previous donation funds for the purchase of in-car repeaters, the Parks and Pool Departments for required enhancements to the City pool and fencing for Rock Stadium damaged from vandalism*"

Mr. Short discussed the need for the budget adjustment. Mr. West moved to forward the budget adjustment Council Bill to council for approval. Motion carried 3-0.

4. **Staff Reports.** "*The General Fund Sales Tax (1%) receipts for March showed an increase of 21.73% from the same month last Fiscal Year. This amounted to approximately $43,400 more than the same month last year. This is the ninth month of the fiscal year and the eighth month collections were higher than last year's monthly reported Sales Tax collections. Also included is the summary budget* ***Revenue & Expense Report (unaudited)*** *as of the end of February 2021 (66.67%). As of February 2021, there did not appear to be any major budgetary concerns (on a fund basis). Even though the Golf Course Fund shows revenues at 56.2%, if the General Fund transfer occurred monthly, as opposed to the end of the fiscal year, it would be approximately 74%. Currently in the* ***General Fund****, revenues are running higher than expenditures. There are still 4 months left in the fiscal year. The originally approved budget anticipated using a portion of the fund balance. The original budget also anticipated using a portion of the* ***Golf Fund's*** *fund balance in addition to the increased transfer from the General Fund of $138,860. We will continue to monitor the budget for any outstanding and potential adjustments that will need to take place before the end of the fiscal year. Also included in the packet is the* ***Pooled Investment Report*** *for February 2021. Activity for the month added about $450 to the City's accounts."*

   Mr. Short reviewed sales tax revenues and golf revenues. Financials were also reviewed.

5. **Other Business.** None.

**ADJOURNMENT**: The meeting adjourned at 7:52 P.M. on motion by Mr. Barlow.

Respectfully submitted,
Traci Cox