



City of Carthage, Missouri

BUDGET WAYS & MEANS COMMITTEE

December 11, 2023 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. Call to Order

Chairman Snow called the meeting to order at 5:30 PM.

MEMBERS PRESENT: Alan Snow, Mark Elliff, David Armstrong

OTHER COUNCIL MEMBERS: Terri Heckmaster

STAFF PRESENT: City Administrator Greg Dagnan, Assistant City Administrator Traci Cox, Admin Assistant Dorothy Weber and Cpt Chad Dininger.

2. Old Business

1. Approval of November 13, 2023 Minutes

ACTION: Motion to approve November 13, 2023, minutes by Mark Elliff

Motion passed with a 3:0

AYES: David Armstrong, Alan Snow, Mark Elliff

NOES: None

ABSTAIN: None

3. Citizens Participation

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

4. New Business

1. Consider and discuss a resolution authorizing a supplemental budget adjustment to the public safety grant fund for fiscal year 2023-2024

Chairman Snow asked about the amount of the proposed adjustment. Cpt.Dininger listed the items that were needed and the proposed adjustment.

ACTION: Motion to forward a resolution authorizing a supplemental budget adjustment to city council by Dave Armstrong

Motion passed with a 3:0

AYES: Alan Snow, David Armstrong ,Mark Elliff

NOES: None

ABSTAIN: None

2. Staff Reports

Mr. Dagnan reminded everyone of the Public Meeting being held on Dec 14, 2023 at 6:00 PM for the sidewalk grant. The value of the grant will be \$750,000.00 with the City's portion being \$150,000.00. Mr. Dagnan stated that if awarded the grant, this project would not start until next fiscal year.

Mr. Dagnan stated that the Administration is setting up meetings with Department Heads to review their budgets and ask if they have any questions or concerns.

Mr. Dagnan and Ms. Cox stated that the marijuana tax numbers had not been updated, so they didn't have any information on that revenue, but they would keep checking for updates.

Mr. Snow asked about the TAP grant. Mr. Snow stated that there is an estimated two block section of the city without a sidewalk. Mr. Snow asked if that portion could possibly be finished without the help of a grant.

Mr. Dagnan stated that the Schreiber expansion has gotten the DNR permits and that Murphy USA is in the pre-construction part of the Murphy USA upgrade. .

Ms.Cox stated that sales tax is down, and the use tax is up.

Chairman Snow asked why we needed to have a public meeting to apply for the sidewalk grant and Mr. Dagnan stated that it's just one of the requirements.

5. Adjournment

ACTION:	Motion to adjourn at 5:42 by Alan Snow
	Motion passed with a 3:0
AYES:	Alan Snow, Mark Elliff, David Armstrong
NOES:	None
ABSTAIN:	None

REQUEST FOR COUNCIL BILL

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

Amending the 2023 - 2024 Annual Operating and Capital Budgets for the City of Carthage.

Date: _____

/s/ Greg Dagnan
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 AMENDING THE ANNUAL OPERATING AND CAPITAL BUDGET OF THE CITY OF CARTHAGE FOR FISCAL YEAR 2023 - 2024 FOR SPECIFIED FUNDS (GENERAL FUND, FIRE PROTECTION TAX FUND, USE TAX FUND AND PUBLIC SAFETY FUND).

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

SECTION I: The City of Carthage's 2023 – 2024 Annual Operating and Capital Budget for the **General Fund**, is hereby amended to reflect supplemental appropriations from the unallocated and unappropriated Fund Balance, for:

- a.) the **Police Department**, is hereby amended to reflect a supplemental appropriation of an amount not to exceed \$78,145 to the Overtime line item, \$16,332 to the Pension line item, and \$5,978 to the FICA line item due to errors created by OpenGov software; and
- b.) the **Parks & Recreation Department** is hereby amended to reflect a supplemental appropriation of an amount not to exceed \$4,000 to the Sponsorships line item, \$5,000 to the Programming line item, and \$5,000 to the Little League Expense line item; and
- c.) the **Memorial Hall Department** is hereby amended to reflect a supplemental appropriation of an amount not to exceed \$5,340 to the Building Maintenance line item for emergency restroom repairs, \$1,000 to the Sponsorships line item, and \$10,000 to the Programming line item; and

SECTION II: The City of Carthage's 2023 – 2024 Annual Operating and Capital Budget for the **Fire Protection Sales Tax Fund**, is hereby amended to reflect supplemental appropriations from the unallocated and unappropriated fund balance, for:

- An amount not to exceed \$1,441 to the Capital Projects line item for increased expenses in purchasing SCBA's.

SECTION III: The City of Carthage's 2023 – 2024 Annual Operating and Capital Budget for the **Use Tax Fund**, is hereby amended to reflect supplemental appropriations from the unallocated and unappropriated Fund Balance, for:

- An amount not to exceed \$150,000 to the Parks Capital Outlay line item for Rock Stadium Improvements; and
- An amount not to exceed \$12,520 to the Golf Capital Outlay line item for Rainbird Irrigation System repairs.

SECTION IV: The City of Carthage's 2023 – 2024 Annual Operating and Capital Budget for the **Public Safety Fund**, is hereby amended to reflect supplemental appropriations from the

unallocated and unappropriated fund balance, for:

- A supplemental appropriation of up to \$11,639 to the Capital Outlay line item (\$5,160 for pistols, \$479 for dart gun kit, and \$4,840 to the Uniform line item).

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

PASSED AND APPROVED THIS _____ DAY OF _____, 2024.

Dan Rife, Mayor

ATTEST:

Miranda Deal, City Clerk

DATE	ACTIVITY
January 8	Approve Budget Calendar and discuss current budget status.
January 22	Begin forecasting expenditures and capital requests.
January 30	Work Session to discuss budget goals and policies.
January 29 – February 1	Administration/Mayor meets with Department Heads to review current year spending and discuss issues and priorities for upcoming budget, including 5-year capital plan.
Month of February	Department Heads to discuss 5-year capital plans with Committees.
March 1	5-Year capital requests due.
March 25	All budget requests and department objectives due.
April 5	Agency contracts due.
April 8	Budget Committee reviews agency contracts and discuss revenue estimates.
April 15-19	Administration/Mayor meets with Department Heads to finalize budget requests.
May 13	Budget Committee meets with Department Heads.
May 16	Budget Committee meet with CWEP and perfection of budget. Possibly May 2 or May 9
June 6	Print Final Budget.
June 7	Distribute Final Budget.
June 11	First Reading of Fiscal 25 Budget.
June 25	Second Reading of Fiscal 25 Budget.