City of Carthage, Missouri

BUDGET WAYS & MEANS COMMITTEE

March 6, 2024 - 12:00 PM
VIA ZOOM VIDEO CONFERENCE

AGENDA

City of Carthage is inviting you to a scheduled Zoom meeting.

Topic: Special Budget Ways & Means Meeting
Time: Mar 6, 2024 12:00 PM Central Time (US and Canada)

Join Zoom Meeting
https://us02web.zoom.us/j/89679106981?pwd=S3dqUW1MKy90d2M2U1NvR1dudXpnQT09

Meeting ID: 896 7910 6981
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Find your local number: https://us02web.zoom.us/u/kbqaZMbjIN

1. **Call to Order**
2. **Old Business**
    1. Approval of February 12, 2024 Minutes
3. **Citizens Participation**
   (Citizens wishing to speak should notify Department Head or Committee Chair in advance)
4. **New Business**
    1. Staff Reports
5. **Other Business**
    1. **CLOSED SESSION**: ACCORDING TO SECTION 610.021 (2), THE AGENDA INCLUDES THE POSSIBILITY OF A VOTE TO CLOSE PART OF THE MEETING TO DISCUSS LEASING, PURCHASE OR SALE OF REAL ESTATE BY A PUBLIC GOVERNMENTAL BODY WHERE PUBLIC KNOWLEDGE OF THE TRANSACTION MIGHT ADVERSELY AFFECT THE LEGAL CONSIDERATION THEREFOR.
6. **Adjournment**

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

City of Carthage, Missouri

BUDGET WAYS & MEANS COMMITTEE

February 12, 2024 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. **Call to Order**

MEMBERS PRESENT: Mark Elliff, Alan Snow, David Armstrong

OTHER COUNCIL MEMBERS: Terri Heckmaster

STAFF PRESENT: City Administrator Greg Dagnan, Assistant City Administrator Traci Cox, Admin Assistant Dorothy Weber, IT Director Michael Keith and Police Chief Bill Hawkins

Chairman Snow called the meeting to order at 5:31 PM

2. **Old Business**

1. Approval of January 8, 2024 Minutes

ACTION:	Motion by Mr. Elliff to approve January 8, 2024 minutes Motion with a 3:0
AYES:	Mark Elliff, David Armstrong, Alan Snow
NOES:	None
ABSTAIN:	None

3. **Citizens Participation**

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

4. **New Business**

1. Placer AI Live Demo

Placer AI gave a 30-minute demo of their product. Mr. Dagnan spoke after the demo about how Placer AI takes the guess work out of tourism. Mr. Dagnan stated that the program costs $19,000.00 a year. He then discussed whether it would be included in the 24/25 budget or the 25/26 budget. Mr. Dagnan stated that as of right now the $19,000.00 is not in tourism's budget, so the funds would have to come out of the general fund. He then stated that the ads could be covered by state grants, but the grants will not cover the software. Mr. Armstrong asked if the different departments that use it would split the cost. Mr. Snow asked if there was a possibility of receiving more DMO money from the data gathered by this software. Mr. Dagnan stated that the cost could be split up. Mr. Armstrong stated that the data received from using the program would be helpful when applying for other grants. Ms. Cox stated that splitting the cost would not make much difference because all of the money would come from the general fund. Mr. Elliff asked about similar products that might be less expensive and Mr. Dagnan stated that they have been looked into, but they are inferior to Placer AI. Mr. Snow asked about using the data to see what places people were visiting when they left Carthage. Mr. Snow asked for a show of hands of who would like to see it in next years budget. Mr. Armstrong, Mr. Elliff and Mr. Snow were all in agreement. Mr. Dagnan stated that it would also be a great tool to find out about how many people stayed in Carthage hotels. Mr. Armstrong also suggested using the program for Line R data.

2. Consider and Discuss a Financial Allocation for the Humane Society

Nancy Corley spoke about the current contract with the City of Carthage and the positive relationship between the two. She stated that the city has a stray animal problem and that currently the annex portion of the kennels needs a new roof, so that space is currently not usable. Ms. Corley stated that there has been some fund-raising, but that doesn't help with the current level of animals at the current level of support. She stated that 87% of the strays come from within the city limits but only 27% of the funding comes from the City. Nancy stated that because of the minimum wage going up and inflation, that they've had a strain on their budget. She stated that every intake costs $75.00 up front and $24.00 per day per animal. Ms. Corley said that it was her desire to do the best job that they could while also being fiscally responsible. She stated that the largest expense is payroll. The humane society has several fundraisers planned for the near future, and they have also applied for grants. Mr. Elliff asked where their largest source of funding comes from and Ms. Corley said that a few trusts have allocated funds to the humane society. Ms. Corley stated that currently they run at a $15,000 - $20,000 deficit per month. Mr. Snow asked if the humane society offered pet owner education for responsible pet ownership. Ms. Corley stated that they offer a limited amount. Ms. Corley spoke about trying to raise a committee of volunteers to help with those things. Mr. Elliff asked if it was still a no-kill shelter and Ms. Corley stated that they do not kill for space. Ms. Corley expressed her desire to implement a catch-neuter-release program. Ms. Corley also stated that the humane society partners with Colorado and Wisconsin for dogs. She stated that they take maybe 50 per year. Mr. Dagnan stated that we're in a crisis and suggested changes to the ordinances to make more responsible pet owners. Ms. Corley expressed her appreciation for Chief Hawkins and CPD.

3. Consider and Discuss a Budget Adjustment Resolution for Golf and Public Works.

Ms. Cox stated that the budget adjustments had gone to the Public Services committee and passed. Public Services approved an additional $50,000 for the golf pro shop and that takes their fund up to $120,000. Ms. Cox then stated that a vehicle for Public Works has become available for purchase with Use Tax. Ms. Cox stated that there was an error in estimating the budget for the W. Chestnut project and that she's currently getting that in-line. Mr. Snow asked about the inventory tracking at the pro shop. Ms. Cox stated that golf currently has that in place.

ACTION:	Motion to forward to Council by Mr. Armstrong Motion with a 3:0
AYES:	David Armstrong, Mark Elliff, Alan Snow

NOES: None
ABSTAIN: None

4. Consider and Discuss Five Year Capital Plan

Michael Keith spoke about IT's 5-year plan. He stated that the current life cycle of the City's computers are on a 5-year rotation. 1/5 of the City's computers get replaced every year. Mr. Keith stated that the amounts listed on his plan are the current market prices. He stated that there is a projected 3% increase in the coming years. Mr. Keith stated that a big increase is due to AI. He then talked about the printer upgrade project. He stated that 6 new printers were necessary for the upcoming year. Mr. Keith stated that the City was awarded an 80/20 IT grant in the sum of $114,000. He stated that the purpose was to radically change the City's IT infrastructure and data storage capacity. Mr. Keith reviewed the final stages of the Police and Fire project. He stated that Public Works would like access control points put in that are similar to the ones installed in City Hall. Mr. Keith expressed his desire to eventually integrate access control points across the City. He then spoke about the addition of a police CAD terminal. The police currently have one but they need two. Mr. Keith then spoke about his second year plan and the addition of a dispatch computer for PD and a security test and assessment for the entire city. Mr. Snow asked about the police and fire data terminals cycle and Mr. Keith stated that they are on a 7-year cycle. Mr. Keith talked about the City's partnership with Stronghold Data. He stated that they played an integral part in getting the City up to par, and they also helped in obtaining the grant. Mr. Keith stated that the 5-year plan will change and be updated as needed. Ms. Cox spoke about a security breach that Stronghold caught immediately. Mr. Snow asked if the contract with Stronghold was for one year and Ms. Cox stated that it was but that they were in talks to extend it to three years.

Mr. Dagnan spoke about council chambers furniture, City Hall paint, and future years vehicle purchases in the 5 year Capital budget. He also stated that he has asked all departments to put HVAC in their budget plans until they've all been replaced. Mr. Dagnan spoke about the artwork and artifacts and that he would like to install a security system to ensure their safety. Mr. Armstrong asked if the painting were insured and Mr. Dagnan stated that they are. Mr. Elliff expressed his concerns about a fire suppression system getting the paintings and asked about a barrier being put in place. Mr. Dagnan stated that he would like an alarm with cameras installed. Mr. Armstrong stated that he would like all the paintings and artifacts protected from the fire suppression system.

5. Staff Reports

Mr. Dagnan spoke about upgrading to Incode 9. He stated that it is a cloud based operating system that would cost an additional $5,000. Mr. Dagnan stated that Mr. Dally has sent a demand letter to OpenGov. He then stated that ClearGov will only be used for budgeting.
Ms. Cox spoke about AI reporting and that Incode 9 would increase monthly expense. Mr. Elliff asked about Incode working with ClearGov. Ms. Cox stated that they work together and that ClearGov is the better option. She then stated that the budget committee would be given a log in to it.
Mr. Dagnan spoke about upgrading the mircofilm to digital and that the cost would be around $2000.

Ms. Cox stated that the sales tax is up from last year at this time and that it is on track with the budgeted total. She stated that the use tax is higher than projected and that the marijuana tax revenue was $15,518.98 for the month. Mr. Elliff asked about the biggest entity for use tax and Ms. Cox stated industry. Mr. Snow asked about City investments and Ms. Cox stated that she renewed a CD @ 5.25%.
Mr. Dagnan talked about use tax being used by department heads and that he's currently working on a use tax report for the community. He stated that in 2024 the use tax will start to go into the general fund.
Mr. Dagnan stated that the department heads are reviewing their 5-year personnel plan and that salaries may need to be adjusted after a review (not a salary study). Ms. Cox stated that the indicator for COLA is 3.2%.
Mr. Snow asked about the other departments 5 year capitals and Mr. Dagnan stated that they're currently working on them. He stated that they're all reasonable but that there will probably be cuts.
Mr. Snow asked about the swimming pool and if Parks will be using use tax or MBH. Mr. Armstrong stated that he would like to use the MBH in the way it was meant to be used when set up.
Mr. Armstrong expressed his desire to make the Humane Society a high priority but that he is concerned about the public health funds. He stated that he does not want to compromise the recycling center or the mosquito program or the leaf collection program.
Mr. Dagnan stated that Region M uses Carthage as an example for other towns building recycling centers.
Mr. Elliff complimented Ms. Cox and Mr. Dagnan on the city's clean audit.
Mr. Armstrong asked if the city had received Carthage Water and Electrics financials. Ms. Cox stated that they haven't received anything. Mr. Armstrong stated that he wants Carthage Water and Electric to follow the ordinances and produce the financials the way the ordinances state.
Mr. Elliff asked if the city was responsible for paying the electricity for the lights on Hazel and Grand. Mr. Dagnan said that the city is responsible for those bills.
Mr. Snow moved the next Budget Ways and Means committee meeting from March 11th 2024 to March 7th 2024 in council chambers due to scheduling conflicts.

5. Adjournment

ACTION:	Motion to adjourn by Chairman Snow at 7:14 PM
	Motion 3:0
AYES:	Alan Snow, Mark Elliff, Dave Armstrong
NOES:	None
ABSTAIN:	None