



City of Carthage, Missouri
**BUDGET WAYS & MEANS
COMMITTEE**

January 12, 2026 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

AGENDA

- 1. Call to Order**
- 2. Old Business**
 1. Approve October 13, 2025 Minutes
- 3. Citizens Participation**
(Citizens wishing to speak should notify Department Head or Committee Chair in advance)
- 4. New Business**
 1. Consider and Discuss Budget Amendment for FY 2025-2026
 2. Consider and Discuss Acceptance of an Anonymous Donation for the Police Department
 3. Consider and Discuss the 2026-2027 Budget Calendar
 4. Staff Reports
- 5. 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

October 13, 2025 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. Call to Order

MEMBERS PRESENT: Jana Schramm, Alan Snow, David Thorn

MEMBERS ABSENT: Derek Peterson

OTHER COUNCIL MEMBERS: Mayor David B. Flanigan, Beth Kang

STAFF PRESENT: City Administrator Traci Cox, Administrative Assistant Dorothy Weber, IT Director Michael Keith

Chair Alan Snow called the meeting to order at 5:30 PM

2. Old Business

1. Approval of September 8, 2025 Minutes

ACTION: Motion to approve Sept 8, 2025 Minutes by Jana Schramm
Motion passe with a 3:0

AYES: Jana Schramm, David Thorn, 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. Consider and discuss printer lease agreement with Lakeland Office Systems Michael Keith stated that Lakeland was a state bid. The City will be leasing 12 new printers for 5 years. The money is in the FY 25/26 budget.

ACTION: Motion to forward lease agreement to Council by Jana Schramm

Motion passed with a 3:0

AYES: David Thorn, Alan Snow, Jana Schramm

NOES: None

ABSTAIN: None

2. Consider and discuss service agreement for printers with Lakeland Office Systems

This agreement will cover service, toner etc. The City will pay per copy (which is the same as the current agreement). Lakeland is cheaper than the current agreement. This agreement will have 4 printers on it that share a pre-allotment.

ACTION: Motion to forward Lakeland service agreement to Council by David Thorn

Motion passed with a 3:0

AYES: Alan Snow, David Thorn, Jana Schramm

NOES: None

ABSTAIN: None

3. Staff Reports

Ms. Cox stated that sales tax for 2025 is in line with the sales tax numbers from 2024. The sales tax is 1% lower from last year.

5. Adjournment

ACTION:	Motion to Adjourn at 5:37 by David Thorn
	Motion passed with a 3:0
AYES:	Jana Schramm, David Thorn, Alan Snow
NOES:	None
ABSTAIN:	None

AN ORDINANCE AMENDING THE ANNUAL OPERATING AND CAPITAL BUDGET OF THE CITY OF CARTHAGE FOR FISCAL YEAR 2025 – 2026 FOR SPECIFIED FUNDS (GENERAL FUND AND CIVIC ENHANCEMENT FUND)

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

SECTION I: The City of Carthage's 2025 - 2026 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.) to reflect a supplemental appropriation of \$75,000.00 for Grant Revenues from Steadley Trust for \$25,000 for Rodeo Arena Improvements, and \$50,000 for the Blue Shield Grant for the Police Department; and
- b.) the **Parks Department** is hereby amended to reflect a supplemental appropriation of an amount not to exceed \$24,916.00 to the Capital Outlay line item for improvements to the Rodeo Arena; and
- c.) the **Police Department**, is hereby amended to reflect a supplemental appropriation of an amount not to exceed \$78,900.00 to the Capital Outlay line item for the emergency purchase of an air conditioning unit (\$16,900.00), emergency sump pump drain repair (\$12,000.00), the patrol vehicle dash cams (\$42,834.12), and crime scene reconstructive software (\$6,990.00) from the Blue Shield Grant; and
- d.) the **Fire Department**, is hereby amended to reflect a supplemental appropriation of funds not to exceed \$12,500 to the Capital Outlay line item for the emergency purchase of two engine room heaters; and

SECTION II: The City of Carthage's 2025 - 2026 Annual Operating and Capital Budget for the **Civic Enhancement Fund**, is hereby amended to reflect supplemental appropriations from the unallocated and unappropriated fund balance, for:

- a) an amount not to exceed \$2,500 to the Donation Revenue line item for a donation from CWEP to the Tree Board, and an amount not to exceed \$2,500 to the Supplies line item for the purchase of trees by the Tree Board; and

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

PASSED AND APPROVED THIS _____ DAY OF _____, 2026.

David B. Flanigan, Mayor

ATTEST:

Miranda Deal, City Clerk

RESOLUTION NO. 2108

A RESOLUTION PROVIDING FOR THE FORMAL ACCEPTANCE OF AN ANONYMOUS DONATION OF \$10,000.00 BY THE CITY COUNCIL OF THE CITY OF CARTHAGE, MISSOURI PURSUANT TO CITY POLICY.

WHEREAS, periodically, private individuals and agencies would like to make donations and grants to the City of Carthage for general or specific purposes; and

WHEREAS, the City has adopted a policy to formalize the conditions and procedures to be followed by the City in accepting said donations and grants, and to assist the City Council in evaluating the impact of proposed donations and grants on the resources of the City of Carthage; and

WHEREAS, this policy also establishes guidelines that ensure donations occur at “arm’s length” distance from any City decision-making process, and provide criteria and processes for the acceptance of donations; and

WHEREAS, City Staff ensured that there were no potential conflicts of interest regarding this donation, and protected the anonymity as much as legally possible provided by law for legitimate reasons; and ensured that the donor does not expect anything in return and there are no conditions attached to the donation; and

WHEREAS, The City Administrator has prepared and submitted a report evaluating the impact of the proposed donation or grant on the resources of the City.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI, THE MAYOR CONCURRING HEREIN, AS FOLLOWS:

That the City hereby accepts a donation in the amount of ten thousand dollars and no cents (\$10,000.00) from an anonymous donor for use by the Carthage Police Department. The donor did not place any restrictions on the specific use of the funds. A budget adjustment will be prepared when necessary to authorize the appropriation of these funds.

PASSED AND APPROVED THIS ____ DAY OF ____, 2026.

David B. Flanigan, Mayor

ATTEST:

Miranda Deal, City Clerk

CITY ADMINISTRATOR DONATION REPORT:

The City Administrator shall prepare a report evaluating the impact of all proposed donations or grants on the resources of the City. This report must include both the immediate costs of placing said donation into service or program into action and the costs required to maintain or continue the program in future budget years. Such costs may include analysis of annual personnel, repair and maintenance and equipment expenditures and any future capital improvements required by the donation. The report must be submitted to Council at the same time acceptance of the donation or grant is to be considered. If additional operating costs are associated with the acceptance of the donation, the Council shall identify the source of revenues to defray the additional costs at the time of acceptance.

There will be no adverse impact of acceptance of the cash contributions. The Budget Ways & Means Committee will meet to determine a recommendation on the appropriation of these funds. It is recommended that the funds be placed in the Public Safety Fund budget pending Budget Ways & Means Committee recommendations for City Council action regarding appropriations of said funds.

DRAFT Fiscal 2026 - 2027 Budget Calendar

January 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2026						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Date:	Day:	Action:
January 12, 2026	Monday	Scheduled Bdgt. Cmte. mtg. discuss current budget status and Budget Calendar Begin revenue estimates.
January 16, 2026	Friday	Have payroll numbers uploaded into Cleargov
January 20, 2026	Tuesday	Access to budget software for Departments
February 2-5, 2026	Mon-Thurs	Admin meets with Dept. Heads to review current year spending and discuss FY 27 operating and capital budgets
February 09, 2026	Monday	Budget meeting discuss/establish goals/objectives & policies
February 23, 2026	Monday	Send out agency contracts 5 YEAR CAPITAL PLANS NEED TO BE PRESENTED AT DEPT COMMITTEE MEETINGS
ENTIRE MONTH		
March 6, 2026	Friday	5-year capital requests due-must be entered into Cleargov and submitted
March 09, 2026	Monday	Budget meeting
March 13, 2026	Friday	All budget requests due in to CA
March 27, 2026	Friday	All budget requests due - must be entered into Cleargov and submitted
April 8, 2026	Wednesday	All agency contracts due
April 13, 2026	Monday	Budget mtg - Review agency contracts and revenue estimates
April 20-24, 2026	Mon-Fri	Admin meets with Depts to finalize budget
May 11, 2026	Monday	Budget meeting with Dept Heads
May 14, 2026	Thursday	Budget meeting with CWEP and start perfection of budget
June 05, 2026	Friday	Print final budget
June 08, 2026	Monday	Budget meeting - distribute final budget
June 09, 2026	Tuesday	First reading of Fiscal 2027 Budget
June 23, 2026	Tuesday	Second reading of Fiscal 2027 Budget

Budget Committee meetings
 Scheduled City Council meetings
 Important budget milestones

SALES TAX REPORT (UNAUDITED)

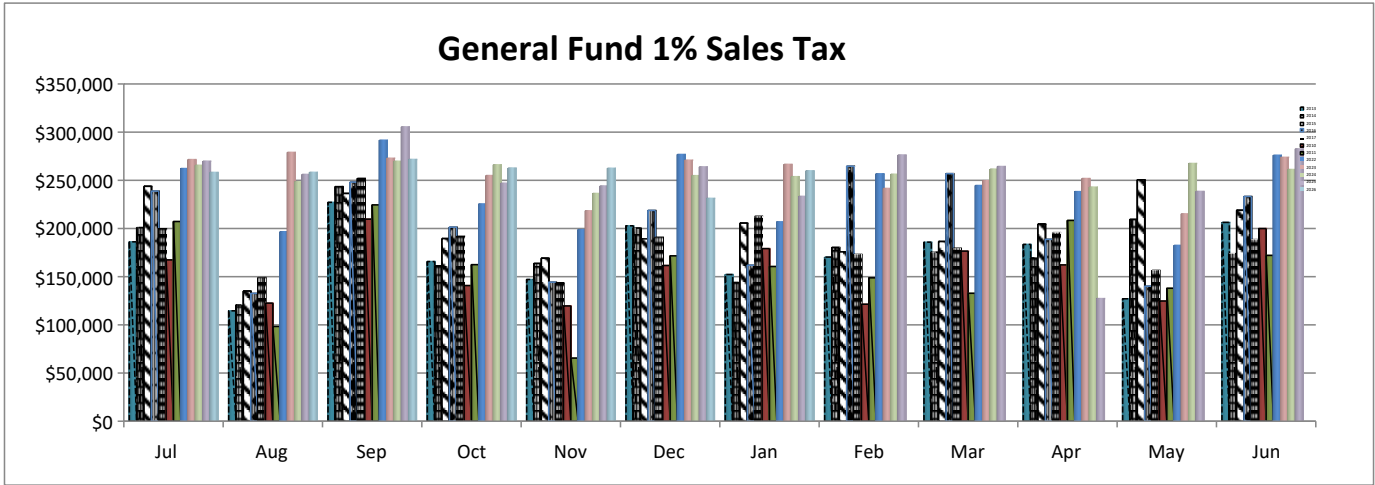
For the Month of:

JANUARY FY 2025-26

City's 1% General Fund Sales Tax

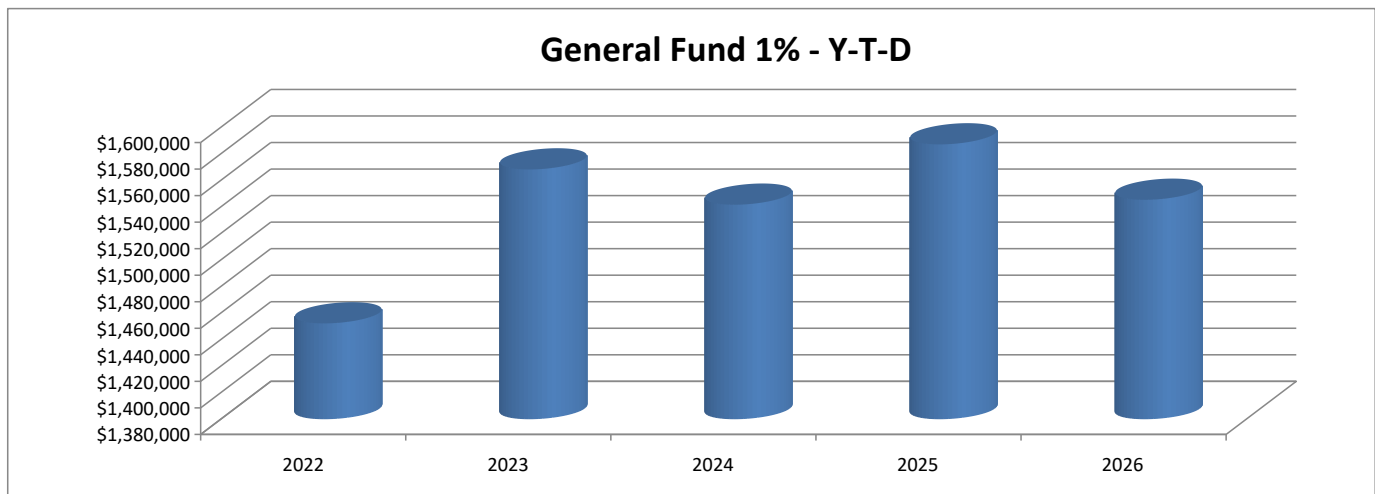
Current Month: \$ 259,864.42	Anticipated: \$ 279,389.78	% Difference -6.99%
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	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Current Month	\$ 206,950.39	\$ 266,575.48	\$ 253,719.17	\$ 233,352.65	\$ 259,864.42
% Change		28.81%	-4.82%	-8.03%	11.36%
\$Change		<u>\$ 59,625.09</u>	<u>-\$ 12,856.31</u>	<u>-\$ 20,366.52</u>	<u>\$ 26,511.77</u>



Year-To-Date: \$ 1,804,698.20	Budgeted: \$ 3,185,120.00	% Difference 43.34%
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	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Y-T-D	\$ 1,451,678.46	\$ 1,567,716.54	\$ 1,541,130.60	\$ 1,586,599.43	\$ 1,544,833.78
% Change		7.99%	-1.70%	2.95%	-2.63%
\$Change		<u>\$ 116,038.08</u>	<u>-\$ 26,585.94</u>	<u>\$ 45,468.83</u>	<u>-\$ 41,765.65</u>



Comments:

Currently, City Sales Taxes total 2.750%. This includes 1% General, .5% Transportation, .5% Capital Improvements, .5% Parks/Stormwater, and .25% Fire. Numbers are shown as received by the City. Receipts lag collections by approximately 2 months.

USE TAX REPORT (UNAUDITED)

For the Month of:

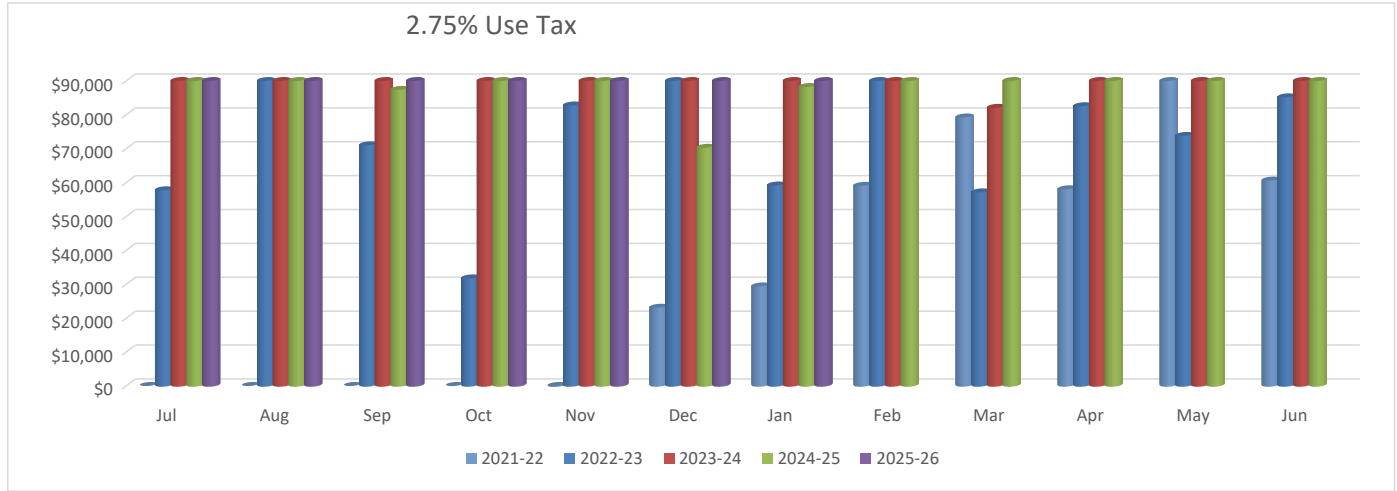
JANUARY FY 2025-26

2.75% Use Tax

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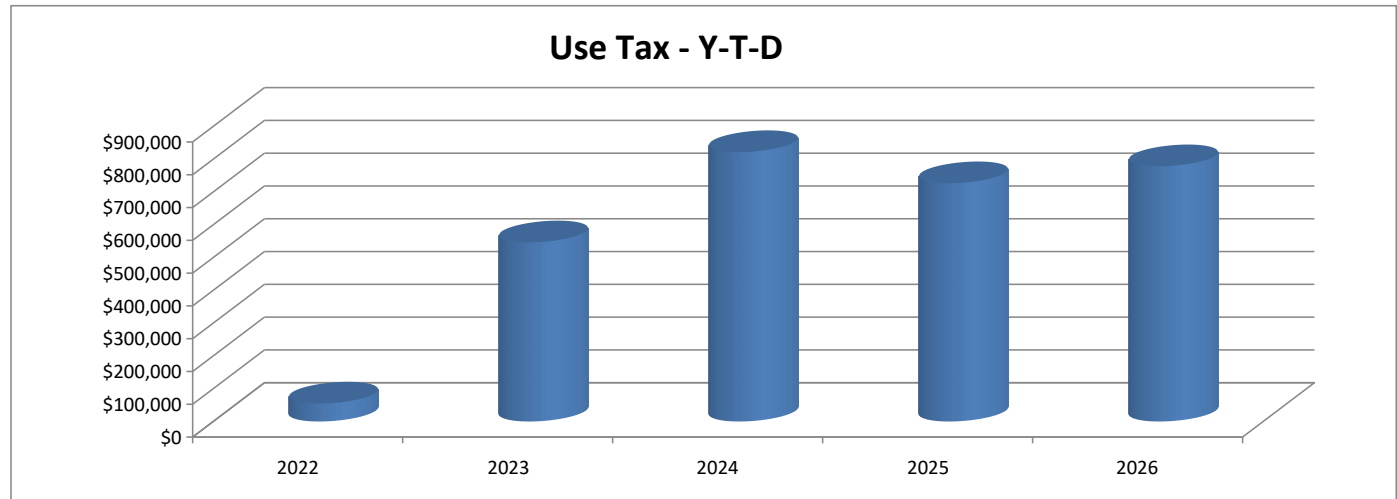
Current Month: \$ 104,276.43	Anticipated: \$ 136,423.01	% Difference	-23.56%
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	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Current Month	\$ 29,382.98	\$ 59,169.37	\$ 90,688.40	\$ 88,222.51	\$ 104,276.43
% Change	0.00%	0.00%	53.27%	-2.72%	18.20%
\$Change	\$0.00	\$ 29,786.39	\$ 31,519.03	-\$ 2,465.89	\$ 16,053.92



Year-To-Date: \$ 776,115.19	Budgeted: \$ 1,301,045.00	% Difference	40.35%
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	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Y-T-D	\$ 52,474.26	\$ 544,044.41	\$ 819,336.90	\$ 724,347.86	\$ 776,115.19
% Change			50.60%	-11.59%	7.15%
\$Change		\$ 491,570.15	\$ 275,292.49	-\$ 94,989.04	\$ 51,767.33



Comments:

The Department of Revenue received notification by the City-as required by Section 144.757- RSMo, that it had imposed a 2.75% City local option **Use Tax** at the same rate as the local sales tax rate. The tax became effective October 1, 2021 with no expiration date. The City had indicated that it would distribute the funds as follows: 30% Public Safety; 30% Roads & Bridges and 40% Parks & Recreation for the first 3 years of collections. City receipts lag collections by approximately 2 months. Monthly use tax distributions are distributed by means of electronic fund transfers from the State to the City. The Missouri Municipal League's estimate for the first year collections was approximately \$704,294.