

FINANCE AND ADMINISTRATION COMMITTEE

January 6, 2026

12:00 p.m.

Councilman Denny Whayne Conference Room (Busch Building, 4th Floor)

MEMBERS

PRESENT: Brandon Jenson, Chair; Bruce Adib-Yazdi; Monica Horton; and Craig Hosmer.

MEMBERS

ABSENT: None.

STAFF

PRESENT: Collin Quigley, Deputy City Manager; David Holtmann, Director of Finance; Tammy Beeman, Budget Coordinator; Tona Bowen, Financial Analyst; Errin Kemper, Director of Environmental Services; Paul Williams, Police Chief; Martin Gugel, Director of Building Development Services; Jordan Paul, City Attorney; Dan Smith, Director of Public Works; David Pennington, Fire Chief; Katie Towns, Director of Public Health and Welfare; Dan Jessen, Superintendent of Solid Waste; Jon Mooney, Assistant Director of Public Health and Welfare; Bill Pears, Building Division Administrator; Bruce Gorman, Permitting Coordinator; Chad Zickefoose, Professional Engineer; Erick Roberts, Assistant Director of Environmental Services; Cora Scott, Director of Public Information and Civic Engagement; Melissa Hart, Assistant Director of Public Information and Civic Engagement; Michelle Kaasa, Senior City Clerk Administrative Specialist; Anita Cotter, City Clerk;.

GUESTS: None.

Councilmember Jenson, Chair, called the meeting to order at approximately 12:04 p.m., and roll call was conducted. Present: Bruce Adib-Yazdi, Monica Horton, Craig Hosmer, and Brandon Jenson. Absent: None. Councilmember Jenson reminded attendees to sign in and noted members of the public could submit comment cards. He further noted this was the first Finance and Administration Committee meeting to be recorded and thanked the City Clerk's Office and the Public Information Office for their assistance.

Approval of Minutes

The Committee considered the November 6, 2025, meeting minutes. Councilmember Horton expressed appreciation for the new minutes format, which used topic headings and provided a summary focused on key discussion points. Councilmember Jenson requested the prior meeting minutes relating to the City's transition from an internal auditor to an external internal auditor be distributed to Committee members.

Councilmember Adib-Yazdi moved to approve the minutes of the November 6, 2025, meeting as presented. Councilmember Horton seconded the motion, and it was approved by the following vote: Ayes: Horton, Hosmer, Adib-Yazdi, and Jenson. Nays: None. Absent: None. Abstain: None.

Annual Fee Study

Collin Quigley, Deputy City Manager, introduced the Annual Evaluation of Charges for Municipal Services (Fee Study). He noted the City reviewed one-third of fees each year on a rotating basis and adjusted the remaining fees by inflation. He added this was the sixth year of using the one-third method of review. He turned the meeting over to David Holtmann, Director of Finance, who introduced Tammy Beeman, Budget Coordinator.

Ms. Beeman noted one-third of fees were being evaluated on an annual rotating basis and the remaining two-thirds would increase by the amount of the Consumer Price Index. She further noted fees were recommended to recover 100 percent of cost, except for Hazelwood Cemetery fees and some Springfield-Greene County Health Department fees. She added Enterprise Fund Fees could recover cost plus amounts for further capital and maintenance needs.

Ms. Beeman reviewed the fee policy and calculation methodology. She explained direct labor costs were based on the most recent labor cost projections and average time to perform each service, with additional direct costs and indirect costs added to determine the total cost per unit. She added the three-year averages for direct cost, division supplies and services cost per unit, department administrative overhead per unit, and City overhead per unit, would equal the total cost per unit.

Ms. Beeman noted the units of service for the most-recent fiscal year end, which was June 30, 2025, were reflected, and current fees were those that were effective July 1, 2025. She further noted the proposed fees were scheduled to be effective July 1, 2026, except the site improvement permit fee and the minimum public plan review fee, which were requested to be effective immediately upon passage. Ms. Beeman reported the study evaluated 185 fees, and recommended 35 new fees, one consolidation, eight reductions, 22 with no change, and 155 increases. She further noted the recommended adjustments would generate approximately \$1.5 million in additional revenue, with the majority of projected revenue associated with Sanitary Landfill fees. She added the largest portion of the additional revenue generated was the change in tipping fees, which would generate approximately \$857,000 for FY26-27.

Ms. Beeman reviewed permit, plan review, and inspection fees, including changes related to anticipated zoning code implementation and additional staff time. She described a proposed site improvement permit intended to allow limited, expedited review to begin qualifying site work prior to final approval of full construction plans.

Committee members asked clarifying questions regarding residential building permit changes and whether the permit applied per structure. Staff explained each structure would receive its own permit, with certain multi-unit configurations treated as a single structure. At the Committee's request, staff agreed to provide a written summary of the criteria that would be reviewed before issuance of a site improvement permit.

Ms. Beeman reviewed proposed changes for commercial fire alarm permits, fireworks and tent permits, and farmers market and food permits and noted the addition of a reinspection fee for food permits. She noted they were listed as new but were simply being separated from the Commercial Building Plan Review process. She added the increase was a reflection of the staff time. Ms. Beeman noted the farmer's market fee was decreasing due to a decrease in the number of staff. She further noted the new fee for the limited food permit covering anything that was not a brick and mortar or food truck had previously been approved by City Council.

Ms. Beeman noted the food reinspection fee was \$84. Councilmember Jenson highlighted the food permit structure as a model for higher priority offenders paying a higher permit price each year.

Ms. Beeman noted the next new fee was a minimum public plan review fee of \$1,350 which would be required up front and charged back to the public improvement fee of the 5.4 percent once the project was filed. She added plan review and technology fees were non-refundable once a project was submitted and routed for review. The minimum was asked to be effective immediately.

Ms. Beeman reviewed charges for services, ordinance violation charges, and Enterprise Fund fees. Ms. Beeman noted charges for services were not regulatory in nature or imposed by City ordinance. She added most of the unit of services were zero or minimal numbers as they were not used often, and included those for Fire, Police, Health, and Public Works. Ms. Beeman noted the increase in Fire training was due to staff time being calculated at overtime rates. She added staff and equipment rates were based on actual averages of wages, and hazardous substance rates were calculated at 1.25 percent of the actual staffing rates.

Ms. Beeman noted animal control fees were not recovered at 100 percent of the cost and were increasing to \$40. She reviewed the new fee for water testing for Public Health and noted Greene County residents were a subsidized rate. She added chlorine water testing was being moved back to \$8 to match Greene County.

Ms. Beeman noted ordinance violation charges were established by City ordinance as allowed by the State. She added violators could be subject to punitive fines and court costs. The charges were full cost recovery and related to Driving While Intoxicated (DWI) offenses, probation, animal impoundment, and weed health and tree abatement.

Councilmember Hosmer asked for clarification that the DWI fee was statutory. Paul Williams, Police Chief responded it was and covered processing and staff time. He noted he would send information to City Council regarding all potential fees that could be assessed for Municipal Court. Municipal signs, littering, and cost recovery were discussed. Dan Smith, Director of Public Works, noted costs were recovered when possible. Chief Williams noted a citation could be issued for littering if they knew who was responsible.

Ms. Beeman discussed Enterprise Fund fees. She noted Enterprise Fund fees were intended to recover operating costs and support long-term capital investments. She added the evaluation was done by Environmental Services, and there were nine new fees in the section. Ms. Beeman further noted the largest generator of the fees was the tipping fees, which were proposed to increase up to 5 percent to cover inflationary operating costs.

Councilmember Horton asked if the \$1.50 for each ton of waste would be implemented immediately to address City corridors. Errin Kemper, Director of Environmental Services, responded a July 1, 2026, implementation aligned with budget and staffing timelines, and agreed to evaluate options to accelerate implementation and report back.

Councilmembers discussed an unsecured load fee that had been proposed previously but not implemented, and requested staff revisit feasibility, enforcement logistics, and potential fee adjustments. Mr. Kemper responded the idea was that a fee would be assigned as individuals came through, and there were logistical issues, so they moved to a waste impact fee, which was not yet implemented. He added they would be happy to revisit the issue.

Councilmember Jenson thanked Mr. Kemper for the work his department did regarding the storm clean up in the April to July timeframe. Mr. Kemper discussed storm debris response costs and noted storm-related financial impacts were being addressed through Federal Emergency Management Agency (FEMA) processes and separate operational planning, including potential new product sales options for mulch and related materials. He noted the net financial impact for storm clean up to the department was estimated at approximately \$3 million.

Collin Quigley, Deputy City Manager, noted the reason for the Fee Study was to document cost and demonstrate it was not a tax, but a fee to recover costs.

Councilmember Horton asked about the boarded-up building permit fee and whether it was included in the Fee Study materials. Ms. Beeman explained the boarded-up building permit fee was included in a separate Building Development Services fee schedule that would be provided with City Council materials. She added the fee was \$200 per 180 days or six months. The Committee requested written follow up on the current boarded-up building permit fee structure and how enforcement would proceed if a permit was not renewed.

Councilmember Hosmer asked why fee increases were delayed to July 1, and if it was only to correspond with the budget cycle. Mr. Quigley responded it also provided time for businesses to prepare for the fee increases.

Committee Recommendation

Councilmember Horton moved to recommend the proposed Fee Study recommendations to City Council as presented. Councilmember Adib-Yazdi seconded the motion, and it was approved by the following vote: Ayes: Hosmer, Adib-Yazdi, Horton, and Jenson. Nays: None. Absent: None. Abstain: None.

February Meeting Date

The Committee discussed whether to move the February Finance and Administration Committee meeting to occur after the City Council lunch presentation on the Municipal Court building design and project costs, which was scheduled for February 17. Staff noted the January 20 City Council lunch topic had been changed to a closed session and confirmed the Municipal Court building presentation would take place on February 17. After discussion, the Committee agreed to keep the Finance and Administration Committee meeting on February 3 as scheduled.

Closed Session

Councilmember Adib-Yazdi moved the Finance and Administration Committee hold a closed meeting to discuss confidential privileged communications between a public governmental body and its auditor, including all auditor work product, pursuant to Section 610.021(18), RSMo. The motion further provided the meeting record would be closed and the Committee would stand adjourned at the end of the closed session. Councilmember Horton seconded the motion, and it was approved by the following vote: Ayes: Adib-Yazdi, Horton, Hosmer, and Jenson. Nays: None. Absent: None. Abstain: None.

Completed by Michelle Kaasa