FINANCE AND ADMINISTRATION COMMITTEE

March 27, 2025

2:00 p.m.

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

MEMBERS PRESENT: Matthew Simpson, Chair; Heather Hardinger; Monica Horton; and Brandon Jenson.

MEMBERS ABSENT: None.

STAFF PRESENT: David Holtmann, Director of Finance; Bob Atchley, Senior City Planner; Jennifer Swan, City Architect; Eric Claussen, Assistant Director of Public Works; Scott Bachman, Transportation Planner; Brett Foster, Assistant Director of Public Works; Jordan Coiner, Health Program Administrator; Rinda Davis, Assistant Director of Health; Heather Cribbs, Paralegal; Wendy Garrison, Chief Judge of Municipal Court; Tom Dancey, Principal Engineer; Kyle O'Dell, Municipal Court Administrator; Jordan Paul, City Attorney; Collin Quigley, Interim City Manager; Anita Cotter, City Clerk; and Julie Greer, Deputy City Clerk.

GUESTS: Michelle Garand, Community Partnership of the Ozarks.

Mayor Pro Tem Simpson, Chair, called the meeting to order at approximately 2:03 p.m., and roll call was conducted. Present: Heather Hardinger, Monica Horton, Brandon Jenson, and Matthew Simpson. Absent: None.

Councilmember Horton moved to approve the minutes of the November 21, 2024, January 23, 2025, and February 27, 2025, Finance and Administration Committee meetings as presented. Councilmember Hardinger seconded the motion, and it was approved by the following vote: Ayes: Horton, Jenson, Hardinger, and Simpson. Nays: None. Absent: None. Abstain: None.

Mayor Pro Tem Simpson asked if there was any objection to taking the agenda out of order and discussing the Public Works bidding process first. There was no objection.

Collin Quigley, Interim City Manager, noted the minutes of the November 21, 2024, meeting contained the previous discussion of the Public Works bidding process. He asked if there were any follow-up questions from that meeting and if the Committee would like the issue to be sent on to the full City Council.

Approved on 8-07-2025 by the
Finance and Administration Committee

Mayor Pro Tem Simpson noted the Public Works bidding process was one of the items referred to the Committee by City Council. He further noted this would be the time to discuss the report for acceptance and opened the floor to the Committee.

Councilmember Horton noted she did not have an issue with the bidding process. She further noted during covid, certain projects were higher than the engineer's estimate and expressed her belief this was part of the climate. Councilmember Horton noted she was in favor of moving forward to send whatever was needed to the full City Council. Councilmember Horton thanked Public Works for administering feedback.

Councilmember Jenson noted some recent projects had come in on par with the engineer's estimate and asked if this had made way for additional conversations with contractors regarding the market stabilizing. Brett Foster, Assistant Director of Public Works, responded the conversations had always occurred and when a market was more stable, the estimates could come in closer. Councilmember Jenson noted the Missouri Department of Transportation was seeing bids come in at approximately 5 percent under.

Mayor Pro Tem Simpson expressed his appreciation for the work put into meaningful stakeholder engagement. He added nothing stood out in the report that would require a policy change.

Councilmember Hardinger moved to accept the Public Works bidding process report and send it to the full City Council. Councilmember Jenson seconded the motion, and it was approved by the following vote: Ayes: Jenson, Hardinger, Horton, and Simpson. Nays: None. Absent: None. Abstain: None.

Mayor Pro Tem Simpson noted they would now move to consideration of allocation of the Adult Use Marijuana 3 percent Sales Tax.

Mr. Quigley noted the marijuana sales tax was approved, and the Finance and Administration Committee was tasked with making recommendations for use of the funds. He further noted the budget for FY2026 was in process and expressed his belief it made sense to have the issue reviewed while in the budget process.

David Holtmann, Director of Finance, provided a brief overview of the Adult Use Marijuana 3 percent Sales Tax. Mr. Holtmann noted the overview would include a review of the ballot language, fund balance projections, internal and external requests, and a list of potential projects.

Mr. Holtmann noted the ballot language included use of proceeds from the tax to be used for public safety, mental health services, housing, and substance abuse services. He further noted $785,984 was received in marijuana sales tax for Fiscal Year 2023-2024. $28,767 was expended for the Jail Diversion Program provided through the Health Department and Municipal Court. He added the remaining amount was $757,217.

Mr. Holtmann noted the current Fiscal Year 2024-2025 included approximately $363,000 for the Jail Diversion Program, one-time funding of $94,050 for the Community Partnership of the

Ozarks Gun Safety Violence Reduction program, $150,000 for the Police Virtual Crime Center, and one-time funding of $461,000 for Police pay plan improvements, leaving $731,750 as unreserved. Mr. Holtmann noted the projection was to end the Fiscal Year 2025 with $821,060 remaining. Mr. Holtmann further noted revenues would be increased slightly to $1.9 million for the Fiscal Year 2026 proposed budget.

Mayor Pro Tem Simpson noted two of the line items were continuations and asked for an explanation of the City Services Overhead line item. Mr. Holtmann responded there was 4-percent overhead charge on all sales taxes, except for the Police Fire Pension Fund, to provide for administrative costs. Mr. Holtmann noted the reason the Police Fire Pension Fund was excluded was that ballot language specified 100 percent of the tax would go to the fund.

Mayor Pro Tem Simpson noted ballot language for the 3-percent Marijuana Tax read the tax would be used for specific categories, and asked how administrative costs would fit into that. Jordan Paul, City Attorney, responded that administrative costs were a common practice for any special revenue fund if they were provided services, however, not if they were making a profit.

Mr. Holtmann noted at the end of the fiscal year, the available one-time funds were anticipated to be $1,198,277. He added the General Fund was set by ordinance and required a 20-percent operating fund be retained. Mr. Holtmann further noted the remaining ongoing funding was anticipated to be $1,303,300.

Mr. Holtmann provided an overview of possible Marijuana Sales Tax departmental budget requests. He noted ballot language proceed uses were public safety, mental health services, housing, and substance abuse services. Mr. Holtmann added the Fire Department requested $100,000 in ongoing funds for a Fire Station Alerting System. He noted there were also requests for ongoing funding in the amount of $118,954 for an Assistant City Attorney for the Prosecutor's Office, and potential funding for a new Municipal Court building, which would be a possible bond issue. The cost if bonded out would be approximately $770,000 per year in annual debt service requirements for a twenty-year period.

Mr. Holtmann noted the next request was for the Missouri Peer Respite Crisis Stabilization Initiative. Mr. Quigley noted this was presented at a previous City Council lunch meeting.

Councilmember Jenson noted he had asked if opioid settlement funding could be allocated to the request. Mr. Quigley responded it was a possibility. He added the opioid funds were not ongoing funds, but a one-time lump sum. Rinda Davis, Assistant Director of Public Health and Welfare, noted the Opioid Review Committee had put in for support for the Overdose Fatality Review and other ongoing support. She added additional time was needed to move forward with recommendations.

Councilmember Jenson noted their request was mostly capital one-time funding for a facility.

Mr. Holtmann further noted the next request was from the Community Partnership of the Ozarks to provide actual operating costs for the new day center. He added the legal center had been purchased.

Councilmember Horton asked about the difference between one-time and ongoing funding requests.

Mr. Holtmann responded one-time funding was for miscellaneous items such as washer/dryer, furniture, computers, and audio-visual equipment.

Mr. Quigley noted Michelle Garand was present to answer questions on behalf of the Community Partnership of the Ozarks (CPO).

Councilmember Horton noted she had questions about this request regarding the stream of revenue. She asked if this would be leveraged in such a way that would have made a significant impact as a result of action being taken. Councilmember Horton asked where the biggest impact could be made utilizing the marijuana tax.

Ms. Garand noted they brought together partner agencies to facilitate housing stability. She further noted they worked to ensure individuals were stable and future ready. Ms. Garand added the Center worked with a population that may be distrustful, and they work with them in a safe environment to build relationships and connect the individuals in meaningful ways through case management.

Councilmember Horton asked if $459,000 would provide service-resistant individuals with mental health services, housing, and substance abuse treatment, and if these would be intensive services or case management. Ms. Garand responded they were partners with Burrell Behavioral Health and Jordan Valley Health. She noted Burrell could assist with recovery from substance misuse and had a homeless service division. She added New Day would have telehealth services so individuals could instantly connect when they were ready.

Councilmember Horton asked if this was a pathway for those living in encampments and if a situation could be created to make it more comfortable to receive services. Ms. Garand responded the Center could engage those who were ready to change and create a separate pathway for individuals who were service resistant. She added one of the full-time employee positions was for an outreach position. This position would coordinate concentrated outreach efforts into the encampments to build relationships with service-resistant individuals.

Councilmember Horton asked if the Center would be a pathway similar to the Jail Diversion Program. Ms. Garand responded the Jail Diversion Program was supported by CPO because it kept individuals out of the legal system and connected them with CPO. She added CPO worked with the Police Department and mental health services to create services for individuals without involving the legal system. She noted CPO invested in the person with a more intensive focus on a disengaged and untrusting population to bridge them to more structured systems.

Councilmember Jenson agreed the benefits outlined were true and noted efforts at the state level restricted where homeless individuals could be. He expressed his belief a day center would provide a place for them to go.

Mr. Quigley asked if the drop off location would change. Ms. Garand responded they would reduce pedestrian traffic as much as possible, and there would be a shuttle system in place to transport individuals to the O'Reilly Center, the Job Center, and meal sites.

Mayor Pro Tem Simpson noted the day center was tied to services and expressed his belief a day center with no services tied to it would not be beneficial.

Councilmember Hardinger expressed her belief this sent a clear message to taxpayers that they were being heard and further expressed her belief this was something that needed to be funded.

Mr. Holtmann noted the next item to consider was a request to fund a crisis cold weather shelter coordinator in the amount of $52,000. Mr. Quigley noted this was a carryover request. He added there was previously one-time funding allotted, but the request for a coordinator was not funded.

Councilmember Horton noted previously-funded operating expenses for transportation, security, and paid volunteers was not listed. She asked how these were incorporated into the budget. Ms. Garand responded some of the items could be adjusted. She added security was incorporated into the new day center. Councilmember Horton noted there was an existing budget analysis and expressed her belief to have a coordinator listed without operating expenses did not feel cohesive. Councilmember Horton clarified the ongoing amount would be $152,000, and expressed her belief the proposal should be presented as a whole package.

Mr. Quigley noted some ongoing costs were already incorporated into the day center. He added the security had been included, and there would be other ongoing costs that needed to be added.

Ms. Garand responded updated information would be provided.

Mr. Holtmann noted the next item was from the Affordable Housing Action Board. He further noted they were requesting $50,000 to provide staffing for maintenance on homes they had acquired over the years. Mr. Quigley noted this was received as a budget request that made sense to bring to the Committee for review as it was housing related. Mr. Quigley noted it was similar to the Land Trust request.

Councilmember Jenson asked the amount of the current commitment level. Mr. Quigley responded approximately $50,000. Councilmember Jenson asked if this would increase their ability to bring additional units online. Mr. Quigley responded they would maintain what they currently had, similar to the Land Trust request, and pay their staff.

Mr. Holtmann noted the last request was from the Springfield Community Land Trust. He added approximately $30,000 was currently allocated to the organization, and they submitted a request for $75,000 total.

Councilmember Jenson noted he recently joined the Springfield Community Land Trust Board and asked Mr. Paul how to navigate the proposed. Mr. Paul responded Councilmember Jenson should recuse from the discussion and vote.

Councilmember Horton asked if the request was to secure competitive pay for an Executive Director. Mayor Pro Tem Simpson referenced the request letter and noted inflation created a need for more funding. Mr. Quigley noted there were changes to State and Federal laws regarding salary thresholds.

Mayor Pro Tem Simpson reviewed allocations available. He noted there was just over $2.1 million in ongoing funding requests and $970,000 in one-time requests. He further noted there was approximately $1.2 million in one-time funds available to allocate, and approximately $1.3 million in ongoing funds available to allocate.

Mayor Pro Tem Simpson expressed his appreciation for the opportunity to tour the Municipal Court building. He noted it was in need of renovation, and all available funds would not cover these costs. He expressed his belief it was important to recognize this as a need and to leverage other funding for this purpose. Mayor Pro Tem Simpson noted both one-time requests could be completed within the budget.

Mayor Pro Tem Simpson noted if all the housing items were completed, the cost would be approximately $700,000.

Mr. Quigley noted the ¼-cent Sales Tax had three areas of purpose: pay, pension, and public safety initiatives. He further noted the cost of two of the items was not known, and the pension cost was between $5 million and $6 million. He added the tax would fit the definition.

Councilmember Jenson asked if funding one-time requests would take up the year's allocation. Mr. Holtmann responded there was $1.2 million available for one-time requests.

Councilmember Jenson asked if the items would be eligible for funding through the Citizens' Advisory Board. Mr. Quigley responded it would have to go through a process but was a project that could be considered. Councilmember Jenson asked if it would be considered leveraging funds if some funds were provided by the Marijuana Sales Tax. Mayor Pro Tem Simpson expressed his belief it could.

Mr. Quigley noted they should have information on the new Municipal Court facility soon.

Mayor Pro Tem Simpson noted the Municipal Court building was in need of renovation and further noted the entire available amount would not cover the cost. He expressed his belief this needed to be recognized as a need. He added it would be possible to fund both one-time requests and be within the budget. Mayor Pro Tem Simpson noted all housing items would be within the $1.3 million allotted.

Councilmember Jenson noted he was not aware the Virtual Crime Center was an ongoing cost. He asked if there was flexibility with the ¼-cent Sales Tax. Mr. Holtmann responded it could fit within the definition, but it was unknown if the tax could absorb the cost. Councilmember Jenson asked if the one-time funding requests would take up the entire year's allocation. Mr. Holtmann responded $1.2 million needed to be spent on one-time items. Councilmember Jenson asked if the Municipal Court building would be eligible under the parameters of the ½-cent tax set aside for the Citizens' Advisory Board. Mr. Quigley responded it would have to meet the criteria and go through the process to be approved.

Councilmember Horton asked if pay improvements were expected to be under the ¼-cent tax. Mr. Quigley responded this was absorbed in other funds that pay for Police, and the allocation was a one-time allocation.

Mayor Pro Tem Simpson noted a recommendation needed to be made. He further noted one option was to fund both one-time requests and $100,000 for cold-weather shelter operations. Mayor Pro Tem Simpson suggested voting on the Land Trust separately, and then voting collectively for the remaining items.

Councilmember Jenson recused himself from the Springfield Community Land Trust discussion and vote and left the room.

Councilmember Horton moved to fund the request from the Springfield Community Land Trust. Councilmember Hardinger seconded the motion, and it was approved by the following vote: Ayes: Horton, Hardinger, Simpson. Nays: None. Absent: Jenson. Abstain: None.

Councilmember Jenson returned to the room.

Mayor Pro Tem Simpson noted the remaining items would be considered collectively. He asked if there were any issues with the remaining housing items being funded as ongoing plus the one-time funding for the day shelter equipment.

Councilmember Horton noted the cold weather shelter allocation would be less than $100,000 without the security item added. Mr. Quigley noted the recommendation would be not to exceed $100,000 plus $52,000 for the coordinator position.

Mayor Pro Tem Simpson asked if there were any concerns with funding the housing items. He expressed his belief it was important to be aware the ongoing funding would be long-term recommendations. He expressed his concern over an additional prosecutor having a space to work in if one were added. Judge Garrison, Chief Judge of Municipal Court, responded there was an additional cubicle available.

Councilmember Horton noted the previous year budget cycle encouraged that no full-time employees (FTE) would be added and asked if there were any proposed FTEs in the current budget. Mr. Quigley responded the same caveat was not included for the upcoming year. He noted the budget process was ongoing, and the requested FTE could potentially be funded through the regular budget process.

Councilmember Jenson asked if the Fire Station Alerting System or Assistant City Prosecutor had been included as a budget request for the upcoming year. Mr. Quigley responded the alerting system had been a request for several years, and this was something that needed to be done, but it would compete with other priorities.

Councilmember Jenson asked how much would be remaining if all ongoing funding requests were approved. Mr. Holtmann responded approximately $377,000.

Councilmember Horton expressed her belief the Assistant City Prosecutor position would be flexible as it was an existing budget request. Mr. Quigley responded this could be presented with the budget. Mayor Pro Tem Simpson asked what funds would be remaining if the prosecutor position were left out. Mr. Holtmann responded approximately $500,000.

Mr. Quigley noted all requests would be packaged and presented together. He further noted one-time requests could be included this budget year and presented as a budget adjustment to City Council.

Mayor Pro Tem Simpson reviewed the recommendations and noted the Fire Station Alerting System would be funded as both ongoing and one-time, the new day center would be funded as ongoing and one-time, the cold weather shelter funded with the coordinator position as a not-to-exceed $152,000, and $50,000 as ongoing funding for the Affordable Housing Action Board.

Councilmember Horton moved to package the listed recommendations for consideration by the full City Council. Councilmember Hardinger seconded the motion, and discussion continued.

Mayor Pro Tem Simpson asked how to best go forward with a recommendation to use any additional funds for the Municipal Court building if matching funds could be found. Mr. Quigley responded this could be a separate motion.

The motion was approved by the following vote: Ayes: Jenson, Hardinger, Horton, and Simpson. Nays: None. Absent: None. Abstain: None.

Councilmember Jenson moved that a recommendation be made to note effort be made to obtain matching funds to pair with ongoing funding from allocation of the tax for the Municipal Court building. Councilmember Hardinger seconded the motion, and it was approved by the following vote: Ayes: Horton, Jenson, Hardinger, and Simpson. Nays: None. Absent: None. Abstain: None.

Councilmember Horton moved to adjourn. Councilmember Hardinger seconded the motion, and it was approved by the following vote: Ayes: Hardinger, Horton, Jenson, and Simpson. Nays: None. Absent: None. Abstain: None.

The meeting adjourned at approximately 3:18 p.m.