

**MINUTES**  
BUDGET & FINANCE COMMITTEE  
CITY OF BRANSON, MISSOURI  
February 25, 2016

**1) Call to Order.**

The meeting of the Budget & Finance Committee was held in the Municipal Courtroom of City Hall, Thursday, February 25, 2016 at 2:30 p.m. The meeting was called to order by Mayor Karen Best.

**2) Roll Call.**

Members present: Mayor Karen Best, Alderwoman Cris Bohinc, Alderman Patrick Parnell, City Administrator Bill Malinen, Rod Romine and Pamela Yancey. Members absent: None.

Also present: Finance Director Jamie Rouch, Stacy McAllister, Melissa Sill and Carl Garrett; Planning/Development Director Joel Hornickel.

**3) Regular Reports.**

**a) Minutes of January 28, 2016.**

Alderman Patrick Parnell moved to accept the minutes of January 28, 2016, seconded by Alderwoman Cris Bohinc. Ayes: 6, Noes: 0. Motion carried.

**b) Monthly Sales & Tourism Tax Reports.**

Carl reported that the year-to-date receipts are down 2.2%, although he added that it seemed that several large businesses' tax receipts may not have been processed by the Department of Revenue prior to the month's cut-off date. Carl anticipates a 3% growth in the next few weeks once these businesses have reported their sales and taxes. Tourism tax receipts were up 6.8% for the month of January, with amusements up 51%. Carl attributed the increase to mild weather in December and January.

The Rolling 12 report shows an annual growth of 3.9% over the past 12 months. Mayor Best asked if we may see some stores leaving the Branson Landing due to some rental contracts expiring on the 10<sup>th</sup> anniversary of the development's opening. Carl responded that businesses always have a turnover but we are not showing anything unusual for the Landing. Carl noted that several spaces have been filled in the new buildings that were recently completed on the north end of the development and the cruise boats have moved to the south side of the Branson Landing.

**c) Financials.**

**i) Monthly Unaudited Financials – December 2015.**

Jamie reported that the overall financial impact for 2015 is good, although there are still some accruals to be entered. Jamie stated that a 2015 summary has been created of what the actuals will look like and should be sent out in the next few days. Jamie reported that the revenues are up for 2015, although when looking at 2014 compared to 2015 it looks as if 2014 was higher. She explained that grants received for flood buy-

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outs in 2014 must be removed to get a more accurate picture for a year-over-year comparison. Expenditures were down according to budget, although expenses were up compared to the previous year due to capital projects and flooding. All departments did a good job watching their budgets and were cautious and aware when spending. The Convention Center did very well in 2015 due to two large-scale conventions. Parks will get a return from FEMA for the floods but this takes a while to get back from them. Jamie concluded that the city ended with a 28% reserve, while only a 23% reserve was budgeted.

**ii) Cash Reconciliation & Balance Sheet.**

Jamie stated that the cash by fund shows what we are telling you we have is what we actually have in the bank. Jamie further explained that the assets are kept on the balance sheet for each account so that we can keep track of these. The balance sheet ties back to the cash by fund sheet ensuring that we are reconciling them.

**4) Review of Disbursements & Approval of Disbursements \$50,000 & over.**

**(January 16, 2016 – February 12, 2016).**

Disbursements were acknowledged as presented. Bill Malinen moved to accept the disbursements, seconded by Patrick Parnell. Ayes: 6, Noes: 0. Motion carried.

**5) Discussion of Fee Analysis.**

Melissa Sill explained that she has been working with Joel Hornickel to update the fee analysis that was originally presented to the committee in November of 2015 and approved for an increase to recover 90% of city cost of service. The fee analysis went to the Board of Alderman to be approved but was tabled in order to invite the community to discuss any concerns. Melissa explained that in the new Scenario 1 there will be no single fee that increases over 25% in a year's time, but the city is still seeking to ultimately reach a 90% recovery rate. Planning & Development Director Joel Hornickel explained that after the board meeting he had reached out to realtors, builders and architects and organized a round table discussion to incorporate the community's thoughts on fees. Joel went on to explain that for addendums we now charge \$100.00 and he recommends to decrease that to \$50.00 per addendum, per department that must review any changes. Joel explained he is currently working on the zoning code of which the Special Events is a part of.

Cris Bohinc made a motion to approve Scenario 1 with the first year increase not to exceed the 25%, with Special Events having no increase and addendums reduced to \$50.00 per addendum per department, seconded by Patrick Parnell. Ayes: 6, Noes: 0. Motion carried.

**6) Finance Director's Report.**

Jamie Rouch presented the online Fiscal Health tool to the Committee. She showed the committee how different scenarios such as one time expenditures, one time revenues or long-term revenues or expenses can affect the cities overall financial health. Jamie explained that in

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2018 the city's expenses are outpacing the city's revenue. She explained that because we are a few years away from this happening, the city can use Priority Based Budgeting to reallocate funds to improve the city's financial standing. Jamie explained that several cities in the United States are utilizing this tool and it has been endorsed by the National League of Cities.

**7) Adjourn.**

The meeting adjourned at 4:02 p.m. on a motion by Alderwoman Cris Bohinc, seconded by Alderman Patrick Parnell. Motion carried.