

MINUTES
BUDGET & FINANCE COMMITTEE
CITY OF BRANSON, MISSOURI
March 24, 2016

1) Call to Order.

The meeting of the Budget & Finance Committee was held in the Municipal Courtroom of City Hall, Thursday, March 24, 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 and Kimberly Varner.

3) Regular Reports.

a) Minutes of February 25, 2016.

Bill Malinen moved to accept the minutes of February 25, 2016, seconded by Alderman Patrick Parnell. Ayes: 6, Noes: 0. Motion carried.

b) Monthly Sales & Tourism Tax Reports.

Carl reported that the year-to-date receipts are up 20%. Tourism tax receipts were up 2.6% for the month of February. Tourism Tax by class is consistent with previous years. Campgrounds are still up and more amusements are coming to Branson with a few that are inside city limits that will help increase tourism during the winter months.

The Rolling 12 report shows Branson Hills is up 6% and the Branson Landing is up 2%.

Unaudited Financials – February 2016.

Jamie reported that we ended 2015 well with the auditor report coming mid-year. The auditor will start their field work beginning Monday (3/28/2016). The Finance Department is doing an internal audit at the Convention Center looking at a sample of events throughout the year. Discussion was made on the adjustments made in 2015 at the Convention Center and how they had two large conventions that brought in over \$700,000 in revenue that they had not anticipated.

i) Cash Reconciliation & Balance Sheet.

Discussion was made on the Dare Program that is no longer active and how long the money will stay in the fund. Bill Malinen advised the Chief of Police is getting with the donators who donated to this fund to see if they are ok with moving the money to the K-9 account. Jamie stated the Red Roof Mall fund is an extension of the general fund and will be transferred back into the general fund since the Red Roof Mall property has been taken over by Ball Parks of America.

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

(February 13, 2016 – March 11, 2016).

Disbursements were acknowledged as presented. Alderwoman Cris Bohinc moved to accept the disbursements, seconded by Pamela Yancey. Ayes: 6, Noes: 0. Motion carried.

5) Discussion of Neighborhood Grant Program.

Joel Hornickel stated this is the 3rd year for the grant program with the Board of Alderman increasing the allocated funds due to the popularity of the program. This year there were 3 neighborhoods that applied for the grant.

Hiawatha Heights applied for \$950.00 to further enhance their community garden and to host a neighborhood party. Joel advised they meet all requirements for the grant and recommends granting the full amount requested.

Branson North applied for \$2000.00 to improve the aesthetic of South Drive with the removal of brush and additional landscaping. Joel advised they meet all requirements for the grant and recommends granting the full amount requested with written permission from the property owners if the project involves the use or changes to property the organization does not own.

Lucia Ridge applied for \$1,990.25 to enhance the John Nygard Memorial Park with a shelter, barbeque grills and new benches. Joel suggested giving the remaining amount (\$7,050.00) in the grant program to Lucia Ridge to help with the cost of a better structure than what they have asked for. Discussion was made on the structure and how the City could help with the cost by putting the structure for the park in a capital project rather than the neighborhood using the grant money for this project. The money from the grant would be used for the barbeque grills and benches for the park.

Bill Malinen moved to approve the grant applications as submitted with the acceptance of Lucia Ridge. The funding for Lucia Ridge is not to include the structure. Parks will budget for a capital project next year for completion of a structure for Nygard Park. This motion was seconded by Rod Romine. Ayes: 6, Noes: 0. Motion carried.

6) Discussion of Budget Amendment – CAD Specialist.

Jamie advised this is an unbudgeted position request and we must bring it before the Finance Committee and the Board of Alderman in order to adjust the budget for this expense. Director of Engineering, David Miller discussed in the Memo for this position how it would benefit the City. Jamie stated that it is undetermined which department or fund would pay the salary for this position. Jamie explained this position has already been posted internally. A motion was made by Bill Malinen to approve the position not to exceed \$80,000 for the complete employment package with the funds to be determined at a later date by the City Administrator and Jamie Rouch, Finance Director, seconded by Alderman Patrick Parnell. Ayes: 6, Noes: 0. Motion carried.

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7) Finance Director's Report.

Jamie Rouch reported that we will have the Diagnostic Tool online by April 1st, 2016. The auditors will be starting their field work and will be here for the next few weeks. There are more legislative issues that the Finance Department continues to monitor.

8) Adjourn.

The meeting adjourned at 4:00 p.m. on a motion by Rod Romine, seconded by Alderman Patrick Parnell. Motion carried.