

MINUTES

BUDGET & FINANCE COMMITTEE

CITY OF BRANSON, MISSOURI

June 22, 2010

1) Call to Order

The regularly scheduled meeting of the Budget & Finance Committee met in the Fishbowl Conference Room of City Hall, Tuesday, June 22, 2010 at 10:00 a.m.

2) Roll Call

Committee Members present: Mayor Raeanne Presley, Bob Simmons, Mike Booth and Brian Blankenship

Member absent: Sandy Bruns

Also present: Dean Kruithof, Lori Helle, Jamie Rouch, Carl Garrett, Jerry Adams, Bill Derbins, Bill Tirone and Nancy Haskin.

3) Discussion of Convention Center May 2010 financials

Bill Derbins reported that April had been a good month, but May was down, as expected. They are now beginning the budget process and will have more historical information to use in this process. Mayor Presley expressed a concern regarding more trending data, and reports that can be used for goals and analysis. Bill responded he can print a report using 3 years of actual data. He is also going to add 2008 to the Three Year Trends Report. The committee agreed they need to concentrate more on the management side and allow Jamie Rouch, assistant Finance Director and internal auditor, to be concerned with the audit function.

Leased labor was again discussed, and Bill explained all “back of the house” personnel are leased labor. No supervisory personnel fall into that category. Bob Simmons expressed his concern that the Convention Center is still estimating approximately 40% of electrical costs because of not having separate meters. He strongly feels this is not acceptable.

4) Discussion of food service reallocation for Convention Center/Hilton

Due to the closing of the Liberty Tavern in the Hilton Promenade, and the space now being leased to San Francisco Oven, Hilton is proposing a change to the food and beverage personnel allocations. The personnel affected by this include the Executive Chef, Sous Chef, and Executive Steward whose salaries are now split between the Convention Center, Hilton Promenade, and Convention Center Hilton. Dean Kruithof and Bill Derbins presented the committee with a possible adjustment that would be based on revenues.

After considerable discussion, the committee decided to “mull it over” and discuss it again at the July Finance Committee meeting.

Also, the committee asked Bill Derbins and Bill Tirone to furnish the committee with a copy of their booking policy, and to draft a policy regarding booking one night events into the Exhibit Hall more than 90 days in advance.

5) Regular Reports:

A. Minutes

Mike Booth moved to accept the minutes of the 5-25-10 and 6-15-10 meetings as presented. This was seconded by Bob Simmons. Motion carried.

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B. Monthly Sales & Tourism Tax Reports

Carl Garrett gave a short overview of the monthly sales and tourism tax reports. Sales tax is relatively flat, down .8% year to date while tourism tax is up 2.4% for the month of April and up 1% year to date. Carl reported that the theatres are roughly flat -- due to half of them reporting sales being up, while the other half reported lower sales.

C. Presentation & Discussion of Monthly Financial Reports – May 2010

Lori Helle presented the May 2010 financials as well as new charts and graphs showing the financial trends visually. These were well received and appreciated by the committee.

6) Review of Disbursements & Approval of Disbursements \$50,000 and over. (May 27, 2010; June 3, 2010; June 4, 2010; June 10, 2010; and June 17, 2010.)

Disbursements were acknowledged as presented.

7) Discussion of Fees

The Planning Department discovered two additional fees that have always been charged when applicable, but were not written into code. These were presented to the committee for their approval to have them written into code. These fees were 1) for weed abatement, \$50 and 2) application fee of \$100 for the Building Board of Appeals. The committee agreed to have them written into code and recommended approval to the Board of Aldermen.

The Fire Department had requested that the permit fee structure for construction items addressed in the International Fire Code be handled through the Planning Department, to be consistent and easier for the contractor in paying the fees. The committee felt more information was needed and requested representatives from both Planning and Fire attend the next meeting.

Jim Lawson, Carl Sparks, and Ted Martin will attend the next Finance Committee meeting to explain the Fire Department fees in regard to plan review.

8) Finance Director's Report

9) Adjourn

As the City continues to go paperless whenever possible, Finance Committee members with laptops agreed to not receive a hard copy of the July materials. Brian Blankenship indicated he would prefer to also go paperless, and will bring his own laptop. Mayor Presley asked that the agenda and back up materials be on the website by noon on Friday preceding the finance committee meeting.

Mike Booth moved the meeting adjourn, seconded by Brian Blankenship. The next regular meeting will be held Tuesday, July 27, 2010.