

MINUTES OF THE REGULAR MEETING OF FINANCE COMMITTEE OF THE CITY OF SUNSET HILLS, MISSOURI HELD ON MONDAY, SEPTEMBER 28, 2020

Meeting convened at 5:30 p.m.

Place of meeting: Chambers room at Sunset Hills City Hall.

The Finance Committee of the City of Sunset Hills, Missouri met in open session. Chairman / Alderman Mark Colombo, Member Jeff Camilleri, Member Joe Stewart, Member Mike Fitzgerald, Member Mike Sawicki and Finance Director, Susanna Messmer, Brittany Gillett, City Administrator were personally in attendance. Guests: Mayor Fribis, Bryson Baker, and Gerald Brown.

Approval of Minutes

The minutes of the June 29, 2020 Finance Committee meeting were distributed for review. Member Fitzgerald made a motion to accept the minutes. Alderman Lipe seconded the motion and it was unanimously passed.

2021 Budget and 5 Year Capital Plan Review

Ms. Messmer distributed first draft of the 2021 Budget and 5 Year Capital Plan. The budget assumes a fully operational "business as usual" scenario; that is, no COVID related shutdowns. Sales tax generated revenue is at approximately 95% of 2019 levels, which represents a pre-COVID trend of declining retail and utility usage activity. Expenditures increase due to salary and benefits costs increases. Capital expenditures are at pre-COVID levels. The net outcome is a \$1.6M deficit, exclusive of the \$0.5M restricted donation.

Chairman Colombo stated the \$1.6M deficit must be reduced by at least \$0.8M. Discussion ensued about the how to accomplish this. The department heads and City Administrator discussed potential capital and operating cuts; however, nothing definitive was determined during this meeting. Mr. Colombo requested that the department heads and City Administrator provide a second draft budget with a maximum deficit of \$0.8M for the October 26th finance committee meeting.

Member Camilleri made a motion for the City Administrator to check into a use tax for the City. Member Lipe seconded the motion and it was unanimously approved.

Comp Time Policy

Employee accrued compensated time off had become an issue recently since it was discovered that employees had varying understandings about it and because there is no policy to clarify its terms. Chairman Colombo recommended of a maximum of 80 hours.

Member Sawicki made a motion to recommend a maximum of 80 hours of comp time and to formalize that in the personnel manual as a policy. Member Camilleri seconded the motion and it was unanimously approved.

Other Matters

Ms. Messmer stated there have been several attempts to cash fraudulent Sunset Hills checks. Mr. Camilleri and Mr. Stewart recommended using the current positive pay function with our banking system to prevent actual theft from the Sunset Hills bank accounts.

Next meeting on October 26, 2020.

Adjournment

Member Fitzgerald made a motion to adjourn the meeting. Member Stewart seconded the motion and it was passed unanimously. Meeting adjourned at 6:40 p.m.

Recording Secretary - Dede Hendricks