

# **MINUTES OF THE REGULAR MEETING OF FINANCE COMMITTEE OF THE CITY OF SUNSET HILLS, MISSOURI HELD ON JULY 10, 2023**

Meeting called to order at 5:32 p.m.

Place of meeting: City Hall Council Chambers

The Finance Committee of the City of Sunset Hills, Missouri met in open session. Chairman, Alderman Brian Fernandez, Alderman Fred Daues, Member Mark Colombo, Member Jeff Camilleri, Member Mike Sawicki, Finance Director, Susanna Messmer, Assistant Finance Director, Jeff Trentmann, City Administrator, Brittany Gillett, were in attendance.

## **Approval of Minutes:**

Member Sawicki made the motion. Seconded by Alderman Colombo. All ayes in favor of approval of the June 5, 2023 minutes.

## **Mid-Year Budget Review**

Finance Director Messmer presented the mid-year budget amendment and current status of budgetary process for 2024 budget. Presentation included revenue and expenditures by fund, revenue summary, expenditures by department and expenditures by type. Charter protested revenue settlement caused large mid-year budget adjustment to revenue. Intergovernmental revenues and investment income also increased from prior year causing adjustment. Committee discussed new Proposition M and when the city should start seeing funds.

Motion by Member Colombo to recommend the mid-year budget amendment to the board of alderman, seconded by Alderman Daues. All ayes in favor of approval of the motion.

## **Amendment to Finance Committee Responsibilities – Review all Lease and Sale Contracts**

Alderman Daues explained the rationale for the need for the added responsibility to the Finance Committee to review all sale and lease contracts of City property. The Board of Alderman is wanting to get the Finance Committee's opinion of any sales of real property to make sure they are good contracts for the City. Member Camilleri asked who would be presenting the contracts and how often. Alderman Daues stated City Administration Gillett will be presenting any leases or sale contracts to the Finance Committee. Discussion regarding wording of the Ordinance to change from "city property" to "city real property" to avoid the Finance Committee from reviewing all surplus property sales. Only contracts and leases to be reviewed are for real property.

Motion by Member Colombo to change the wording of the Ordinance to reflect all leases and sales of city real property to be reviewed by the Finance Committee and to recommend the Board of Alderman approve such Ordinance as rewritten. Seconded by Alderman Daues. All ayes in favor of approval of the motion.

## **Cash & Investment Management Update**

Asst. Finance Director Trentmann presented an update regarding the status of the City's investment portfolio. The City is working with MOSIP to purchase certificates of deposit and the proposed purchases was presented and evaluated by the committee. Member Camilleri commented he would advise staff to look at purchasing long-term in the next few months to lock in good rates. Member Camilleri also suggested looking into the early withdrawal penalties for the certificates of deposit.

Discussion regarding adding a corporate bond rating requirement in the investment policy. No motions were made.

Motion to continue with the purchases and look into long-term purchases by Member Colombo, seconded by Member Camilleri. All ayes in favor of approval of the motion.

### **Other Matters**

Finance Director Messmer discussed the City's relationship with its current investment advisor. If the committee wants to retain its current investment advisor, the City will have to sign a contract with them for their services, per auditor comment. Alderman Fernandez suggested keeping an advisor to give an extra layer of protection for the staff. He also directed city staff to inquire other neighboring cities as to whether they have an investment advisor. No motions were made.

Assistant Finance Director Trentmann discussed the City's recent submission of its Annual Comprehensive Financial Report and Popular Annual Financial Report to the Government Finance Officers Association. The City is seeking to receive the Certificate of Achievement for Excellence in Financial Report again and to receive a similar award for the new Popular Annual Financial Report. Both reports are available for review on the city's website in the transparency portal. No motions were made.

Finance Director Messmer stated two city employee levels were included in the budget amendment reviewed. The changes take effect now, but budget effect will be for 2024.

Motion by Member Colombo to approve the changes in employee levels included in the budget. Seconded by Member Sawicki. All ayes in favor of approval of the motion.

Alderman Fernandez inquired about the change to the stipend for \$1,500 to \$4,000 to Police Corporals. Five employees in total will be affected. No motions were made.

Member Sawicki inquired about increasing the Alderman and Mayor salaries and directed staff to ask neighboring cities about their procedures. No motions were made.

### **Adjournment**

Member Colombo made a motion to adjourn the meeting, seconded by Alderman Daues and it was unanimously approved.

Meeting adjourned at 6:43 p.m.