

## **MINUTES OF THE REGULAR MEETING OF FINANCE COMMITTEE OF THE CITY OF SUNSET HILLS, MISSOURI HELD ON MONDAY JANUARY 25, 2021**

Meeting convened at 5:38 p.m.

Place of meeting: Via Zoom.

The Finance Committee of the City of Sunset Hills, Missouri met in open session. Chairman / Alderman Mark Colombo, Member Jeff Camilleri, Member Mike Fitzgerald, and Finance Director, Susanna Messmer, Alderman Nathan Lipe, Brittany Gillett, City Administrator, and Mayor Fribis were personally in attendance. Absent: Member Mike Sawicki

### **Approval of Minutes**

The minutes of the October 29, 2021 Finance Committee meeting were distributed for review. Member Fitzgerald made a motion to approve the minutes as amended. Member Camilleri seconded the motion and it was unanimously passed.

### **Change to Payroll Schedule for "Paid to Date" to "Two Weeks in Arrears"**

Ms. Messmer explained the current pay to date policy for salaried and hourly full-time employees. She stated the problem with the policy was that time-keeping was never up to date due to the two-week difference. Ms. Messmer proposed making a policy change to paying two weeks in arrears effective January 1, 2021. This would put pay and time-keeping in sync. City Administrator Brittany Gillett further explained that check stubs show two weeks behind that actual pay period, which causes additional confusion for employees.

Ms. Messmer explained that a one-time adjustment to the 2020 expenses would be required to add a payroll period.

Member Fitzgerald asked what the financial impact to the city would be. Ms. Messmer stated the impact was \$167,000.00.

Member Fitzgerald made a motion to approve the policy change. Alderman Lipe seconded the motion and it was unanimously approved.

### **Change Gross Receipts based Business License payors due date from December 31 to January 31**

Ms. Messmer explained that we currently require businesses to prepay their annual license fees by December 31. She stated this was a tight turn around for the gross receipts-based businesses who pay on the previous 12 months of revenue. Ms. Messmer explained that the due date for our other business types was not a problem because they have a set license fee due each year. Ms. Messmer suggested aligning our due date with the State in order to be more accommodating to our businesses.

Alderman Lipe stated that as a retail business owner, the extended date was much better, but possibly extending into the first or second week of February would be really fair. He stated any extra time we could give to our businesses to get this done was important because it is a stressful time of year. City Administrator Gillett stated we would keep an eye on this change to see how it has affected our local businesses and if necessary re-visit it in the future. The City wants to remain business friendly.

A motion to approve a license fee due date change from December 31 to January 31 was made by member Fitzgerald. Member Camilleri seconded the motion and it was unanimously approved.

### **Use Tax**

Ms. Gillett discussed the proposition for the April election. She stated we continue to push information out to the public and will use social media as election day gets closer. Ms. Gillett also discussed the Wayfair bill and its progress through State legislature.

### **Other Matters**

Mike Fitzgerald had a question about the new Subaru dealership located on Watson Road, and if the City receives sales tax from equipment sales in addition to vehicle sales. Ms. Messmer said she would research it and report back.

Alderman Lipe asked how many employees had to be bumped up to the new minimum wage. Ms. Messmer stated we have about 12.

### **Adjournment**

Alderman Lipe made a motion to adjourn the meeting. Member Camilleri seconded the motion and it was unanimously passed. Meeting adjourned at 5:57 p.m.

Deputy City Clerk- Lori Stone