

AGENDA

Work Session

STE. GENEVIEVE BOARD OF ALDERMEN

Thursday – January 27, 2021

STE. GENEVIEVE CITY HALL

Immediately Following 6:00 p.m. Regular Board Meeting

CALL TO ORDER

APPROVAL OF AGENDA

BUSINESS ITEMS

1. Greg Hilbert – Blain St. Connection to Industrial site
2. Building Codes Update – 2012 to 2018
3. City Administrator Performance Review - **(The tentative agenda for this meeting also includes an optional vote to close part of this meeting pursuant to Section 610.021 (13) Performance Ratings, etc.)**

ANY OTHER BUSINESS

ADJOURNMENT

Any person requiring special accommodations (i.e. qualified interpreter, large print, hearing assistance) in order to attend the meeting please notify this office at 573-883-5400 no later than forty-eight hours prior to the scheduled commencement of the meeting.

For those wishing to social distance, join us on the Zoom app at:

Meeting ID: 811 1389 4294, Passcode: 984664

Or by phone at 312-626-6799, Meeting ID: 811 1389 4294, Passcode: 984664

Find the Zoom Link at www.facebook.com/stegenevievecityhall/

Staff Report

January 27, 2022



To: Board of Aldermen
From: Happy Welch
Re: Blain St./Highway 61 Connection

Issue:

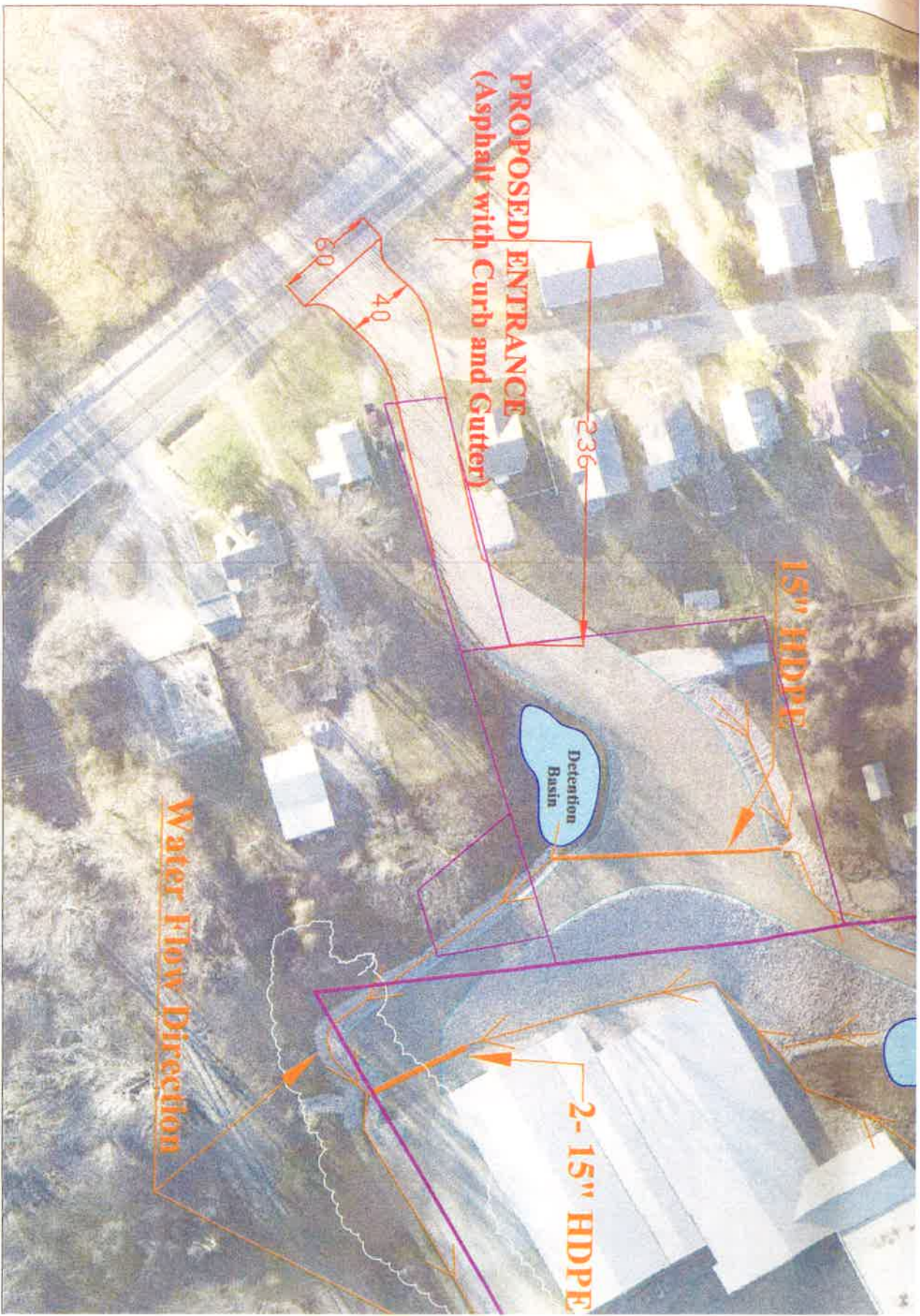
Greg Hilbert is working on a new connection to the Industrial site that Buchheits is moving into along Market St. This will be a new connection close to Highway 61 to divert truck traffic from using Market St. and 10th St. The road is a rehab of Highway 61 and Blain St. as well as new construction that totals 236 feet.

Mr. Hilbert submitted two paving proposals averaging \$78,000 for an asphalt street and concrete curb/gutter and also stated the right of way will cost \$25,000.

The intended location for the new section can be seen from Blain St. as it has been cut and base rock has been installed.

Recommendation:

Further discussion per his request and determine the city's participation.



Staff Report

January 27, 2022

To: Board of Aldermen
From: Happy Welch
Re: Building Code Update



Issue:

David Bova will have a breakdown of the changes from the 2012 codes to the 2018 codes as we look to update to a newer ICC Building Code.

Recommendation:

Review and approve adopting the new codes at the next board meeting.

Staff Report

January 27, 2022

To: Board of Aldermen
From: Happy Welch
Re: CA Performance Review



Issue:

We are conducting performance reviews with all staff to be completed by January 31, 2022.

That means it's time for the board to work on my performance review. I have included a form you can each fill out then average the number for the final evaluation. The job description and the details for the Core Competencies are included for your reference (Most of my ratings have been around 28 points). I have updated what I've accomplished for the goals and have listed 4 categories of goals that you can determine how to accomplish such as:

Budget – Develop a forecast model for the FY2023 + budgets to assist in future budget development.

Supervision – Assign at least 1 leadership training webinar or seminar for each department head research leadership training for full time staff.

Employee Relations – determine 1 or 2 changes to the personnel policy that would be a benefit to employees but not negatively impact the budget.

Public Relations – Depending on COVID restrictions, be out in the public for at least 2 events representing the city and continue current activities in civic clubs.

Recommendation:

Discuss and have the mayor complete the paperwork.

City of Ste. Genevieve

EMPLOYEE PERFORMANCE EVALUATION

Name: Happy Welch Dept: Administration
 Position: City Administrator
 Date of Hire: 4/6/2020
 Present Salary: \$81,600.00
 Date: 1/27/2022

Type of Evaluation:

Employment Objectives (from the job description)	Weight	<i>Rating</i>	Score
1 Proper Oversight of Budget	2	<u> </u>	<u> </u>
2 Keeping Board Informed	2	<u> </u>	<u> </u>
3 Dept. Head Supervision	2	<u> </u>	<u> </u>
Core Competencies	Weight	<i>Rating</i>	Score
1 Quality of Work	1	<u> </u>	<u> </u>
2 Teamwork & Cooperation	1	<u> </u>	<u> </u>
3 Technical Job Knowledge/Skills	1	<u> </u>	<u> </u>
4 Customer Focus	1	<u> </u>	<u> </u>
5 Ethics and Values	1	<u> </u>	<u> </u>
6 Decision Making	1	<u> </u>	<u> </u>
7 Self Motivation	1	<u> </u>	<u> </u>
8 Follows Safety Rules and Regulations	1	<u> </u>	<u> </u>
Total			<u> </u>

Rating Guide:

Exceeds Expectation (exceptional achievement)	3
Meets Expectations (good employee performance)	2
Needs Improvement (does not meet minimum requirements)	1
Unsatisfactory performance (needs major improvement)	0

Average Total is 28 = Acceptable Level of Achievement

City Employee Evaluation Form. January 2021

Did the employee achieve performance goals? Explain: _____

Budget was presented and approved in 2021 on time with no issues from the 2020 budget.
Supervision was acceptable but more leadership training would benefit the city.
Employee total was reduced due to Alliance absorbing street/parks.
When not facing COVID concerns administrator has been out in public and in touch with other organizations.

What are the goals for the next year? Determine at least 3 measurable goals:

Budget -
Supervision -
Employee Relations -
Public Relations -

What training/educational opportunities does the employee need to achieve:

Administrator will attend statewide city managers conference in May, and continue to participate in webinars that deal with ARPA funds, strategic management, state regulations, and personnel management.

Employee Acknowledgement:

I have reviewed this appraisal and discussed the contents with my supervisor.
My signature means that I have been advised of my performance, and it does not imply that I necessarily agree with this appraisal. I have the following comments regarding this appraisal:

Employee Signature	_____	_____
		Date
Rating Supervisor Signature:	_____	_____
		Date
	_____	_____

**CITY OF STE. GENEVIEVE, MISSOURI
JOB DESCRIPTION**

Job Title: City Administrator
Department: Administration
Reports to: Mayor & Board of Aldermen

FLSA Status: Exempt

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SUMMARY

Responsible for the management and oversight of City operations, personnel, facilities and finances. Coordinate and implement the budgets, programs and policies adopted by the Mayor and Board of Aldermen. Ensure appropriate communications with residents, businesses and other governmental agencies.

RESPONSIBILITIES

1. **BUDGET OVERSIGHT.** Provide oversight and coordination in the development, adoption, implementation, review and audit of City operating and capital budgets (includes budget forecasting, review of invoices and budgets).
2. **LIAISON WITH LEGAL COUNSEL.** Coordinate legal issues and provide instruction to City Attorney. Act as point person for all legal disputes concerning the City. Draft contracts for City Attorney's review.
3. **MANAGEMENT OVERSIGHT.** Provide management oversight and direction to City department heads and staff through regular meetings.
4. **PUBLIC/MEDIA CONTACT.** Respond to inquiries and concerns raised by elected officials, City staff, media, governmental entities, contractors, businesses and general public.
5. **PERSONNEL POLICY.** Interpret and enforce personnel regulations including ruling on discipline actions and hearing grievances.
6. **MAYOR/BOARD LIAISON.** Serve as liaison to the Mayor and Board of Alderman by preparing and coordinating agenda items, providing recommendations and attending Board and Committee meetings.
7. **PROBLEM SOLVING.** Review City programs for efficiency and effectiveness and work with departments to establish goals and objectives and modify services as needed to support the goals of the City.
8. **PUBLIC SPEAKING.** Prepare and make presentations to elected officials, service organizations, other governmental agencies and the general public.

**CITY OF STE. GENEVIEVE, MISSOURI
JOB DESCRIPTION**

Job Title: City Administrator
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9. **CONFERENCES/CERTIFICATIONS.** Attend conferences and seminars related to municipal government and finance as necessary to remain current in information and ensure continued knowledge of and compliance with all regulations to enhance the overall quality of city services.

The responsibilities described above represent the primary responsibilities of the job. Other responsibilities may be assigned by the supervisor as warranted by business needs. The incumbent is expected to do all assigned responsibilities.

KNOWLEDGE/SKILLS/LICENSURE/CERTIFICATION

Bachelor's Degree in Public Administration, Business Management, Public Relations or related field required. Master's Degree preferred. Knowledge of financial management of public organizations along with a thorough understanding of public policy making process required. Knowledge of personnel practices, purchasing and related administrative functions required. Ability to relate to public, the Board of Aldermen and City employees required. Ability to speak and write effectively required. Ability to work under time constraints with multiple projects and issues required. Ability to work without supervision and direct others required. Ability to use computer with spreadsheets and word processing helpful. Valid driver's license.

EXPERIENCE:

Minimum five years in progressively responsible municipal administration/management positions required. Previous experience in financial budget management and experience in working with elected officials and the public in the development, implementation and evaluation of government programs and services required.

TOOLS & EQUIPMENT

Normal office equipment including personal computers.

ROUTINE CONTACTS

Mayor, Board of Aldermen, public, other national/state/local governmental jurisdictions, departmental personnel, co-workers, and vendors.

**CITY OF STE. GENEVIEVE, MISSOURI
JOB DESCRIPTION**

Job Title: City Administrator
Department: Administration
Reports to: Mayor & Board of Aldermen

FLSA Status: Exempt

WORKING CONDITIONS

Typical office environment.

RESIDENCY

Required

REQUIRED SIGNATURES/APPROVALS



City Administrator

7/7/2020

Date

Employee Signature / Date

Date

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodation will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

Ste. Genevieve Performance Review

DESCRIPTIONS OF CORE COMPETENCIES

Quality of Work

- ✓ Completes assignments with a minimum number of errors.
- ✓ Follows established policies and procedures when completing assignments.
- ✓ Demonstrates thoroughness and attention to detail.
- ✓ Finishes assignments within established standards and deadlines.

Teamwork & Cooperation

- ✓ Contributes to the achievement of joint objectives.
- ✓ Keeps others informed about matters of importance to them.
- ✓ Develops and maintains smooth, cooperative relationships.

Technical Job Knowledge/Skills

- ✓ Demonstrates an understanding of all aspects of the job.
- ✓ Identifies errors and inconsistencies and corrects them.
- ✓ Stays abreast of new policies, regulations, procedures, etc.

Customer Focus

- ✓ Listens carefully to customer requests and concerns.
- ✓ Clearly and confidently explains what can and cannot be done to address customer request.
- ✓ Responds patiently and appropriately to difficult customers.
- ✓ Recognizes when solutions require involving others' input.

Ethics and Values

- ✓ Adheres to appropriate and effective set of core values and beliefs established by the organization.
- ✓ Is widely trusted and is seen as direct and truthful.
- ✓ Maintains social, ethical, and organizational norms in conducting internal and external business activities

Decision Making

- ✓ Selects and timely implements workable solutions to problems.
- ✓ Gathers and evaluates pertinent data before making decisions and developing action plans.
- ✓ Coordinates decisions with others to achieve shared goals.

2% MERIT RAISE – AMOUNTS PER POINTS ACHIEVED ON EVALUATION

16 – 19 Points = 0.5% Raise

21 – 24 Points = 1.0% Raise

25 – 27 Points = 1.5% Raise

28 + = 2% Raise