

AGENDA

Work Session

STE. GENEVIEVE BOARD OF ALDERMEN

Thursday – April 27, 2023

STE. GENEVIEVE CITY HALL

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

CALL TO ORDER

APPROVAL OF AGENDA

BUSINESS ITEMS

1. Salary Study
2. Cybersecurity
3. Bi-weekly Paychecks
4. Progress Parkway Property Next Steps **(The tentative agenda for this meeting also includes an optional vote to close part of this meeting pursuant to Section 610.021 (2) Leasing, purchasing, or sale of real estate)**

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.

Join us on the Zoom app at:

<https://us02web.zoom.us/j/84811211564?pwd=VnR5QVppTEhYMWYxWGszT2xqTW1YZz09>

Or by phone at (312) 626-6799 Meeting ID: 848 1121 1564 Passcode: 808225

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

Posted 4/22/2023

Happy Welch

Staff Report

April 27, 2023

To: Board of Aldermen
From: Happy Welch
Re: Salary Study



Issue:

Ryan Blackwell and Tyler McClure will review the CBIZ salary study for the board.

This will be a Zoom call and we will have a handout as well as what's presented in the Zoom presentation.

Recommendation:

Determine if more information is needed, more discussion, need time to digest, or if you want to move forward with adopting.

Overview

CBIZ introduction

Methodology

Study results

Recommendations

[Answer Your Questions](#)

Staff Report

April 27, 2023



To: Board of Aldermen
From: Happy Welch
Re: Cybersecurity Improvements

Issue:

The City has been working toward increasing our cybersecurity awareness and protection since 2021. We bumped into an insurance issue last year when our cybersecurity insurance cost was going to increase \$25,000 if we didn't put in place Multi-factor authentication. Working with Forward Slash we were able to accomplish that (and some other measures) that kept our increase to only \$6,000.

We are now at the stage of needing to add to our playbook employee education, policy adoption/revision, dark web scanning, and other features to increase our protection.

As part of our ARPA funding, we set aside \$114,000 to improve our security and we still have funds available for implementation. There will be a yearly maintenance expense, but that will be offset by potentially exorbitant insurance premium increases without it.

Recommendation:

Approve moving forward with all the recommendations from Forward Slash.

Staff Report

April 27, 2023



To: Board of Aldermen
From: Happy Welch
Re: Bi-Weekly Pay

Issue:

The City pays employee on a Bi-monthly schedule, every 1st and 15th of the month. An option is a Bi-weekly schedule where employees are paid every other Friday. The pay period would be through the Sunday of the 2nd week, and we would pay the following Friday.

There are benefits to both pay schedules:

Bi-weekly has a regular Friday schedule instead of different days every month.

Bi-weekly has two extra paychecks a year (26 instead of 24).

Bi-weekly is easier to figure overtime for police schedules based on a 28 day schedule.

Bi-monthly paychecks are higher due to 24 checks instead of 26.

Bi-monthly is less work for payroll staff.

Bi-monthly may be more in line with bill paying due dates.

Recommendation:

Determine if staff should look into changing the pay schedule.

CITY OF STE. GENEVIEVE PERSONNEL MANUAL

SECTION 400 EMPLOYEE COMPENSATION & PAYROLL RECORD KEEPING

401 Timekeeping.

Effective: 05/11/2022

The City's work week is Monday through Sunday.

Exempt Employees:

An exempt employee is an employee who is paid on a salary basis and meets the qualifications for exemption from the overtime requirements of the Fair Labor Standards Act ("FLSA"). For exempt employees, their salary is intended to cover all hours worked in a work week. Exempt employees are not eligible for overtime pay but may receive additional pay in qualifying situations in cases of a declared state of emergency when the pay would be reimbursable. Exempt employees are not eligible for compensatory time. Extended workdays may be required to accomplish the expected assignments of an exempt position, and exempt employees are expected to work the hours necessary to complete their work. However, because exempt employees are often required to work irregular and/or extended hours, they are provided certain latitude in occasionally being away from work during normal work hours. Due to exempt employees accruing paid time off for vacation leave, sick leave, bereavement leave, etc., time sheets shall be completed and reflect such paid time off when used.

Non-exempt Employees:

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require all cities to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment. Nonexempt employees should report to work no more than five (5) minutes prior to their scheduled starting time nor stay more than five (5) minutes after their scheduled stop time without expressed, prior authorization from their supervisor. It is the employees' responsibility to sign their time records to certify the accuracy of all time recorded. The supervisor will review and then sign the time record before submitting it for payroll processing to the City Clerk. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

402 Pay-days.

Effective Date: 06/25/2015

Employees are paid semi-monthly (twice a month) on the 1st and 15th of each month. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

Staff Report

April 27, 2023

To: Board of Aldermen
From: Happy Welch
Re: Progress Parkway Property



Issue:

No bids were submitted on April 5 to purchase the Progress Parkway property for development. The board needs to discuss the next steps you would like to look at.

IDC will be bringing the subdivision plans from Smith & Company showing how a development could look on the property at the May 11 work session.

The board has the option to close this portion of the work session.

Recommendation:

What are the next steps the board would like to pursue.