

AGENDA
Work Session
STE. GENEVIEVE BOARD OF ALDERMEN
Thursday – August 8, 2024
City Hall, 165 S. 4th St.
Immediately Following 6:00 p.m. Regular Board Meeting

CALL TO ORDER

APPROVAL OF AGENDA

BUSINESS ITEMS

1. **Tourism Tax Ordinance - (The tentative agenda for this meeting also includes an optional vote to close part of this meeting pursuant to Section 610.021(1) (Legal Actions, Causes of Action or Litigation))**
2. **Budget Handout**
3. **IT Policy**

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 8/3/2024

Happy Welch

Staff Report

August 8, 2024



To: Board of Aldermen
From: Happy Welch
Re: Tourism Tax Increase Ballot Question

Issue:

City attorney Mark Bishop and I want to discuss with the board the proposed ballot issue increasing the tourism tax from 2% to 4% for the City of Ste. Genevieve before bringing an ordinance for adoption to place the question on the November ballot.

Recommendation:

I would recommend reviewing Section 67.1360 RSMo.

Staff Report

August 8, 2024

To: Board of Aldermen
From: Happy Welch
Re: Budget Preview



Issue:

This will be the board's first look at the proposed budget paperwork for Fiscal Year 2025 (2024-2025) with an overview for all the funds and individual department capital requests. We will cover all of this in more detail on August 15 (6p, city hall) with the budget work session which is open to the public.

The General Fund is low on reserves and that is causing problems for me to balance the fund with a 50% reserve as required by code. Also, our Salaries and Operations are elevated compared to yearly revenue where they have not been in the past. I will discuss the shortage at length and the causes.

The dedicated funds like parks, streets, and cemetery are in good shape.

The Water Fund needs a rate analysis done this budget year because revenue is too low for sustainability. The Sewer Fund also needs to be analyzed for future improvements.

The rest of the funds are in good shape.

We will have some last-minute changes before Thursday depending on the vote August 6 on Prop S.

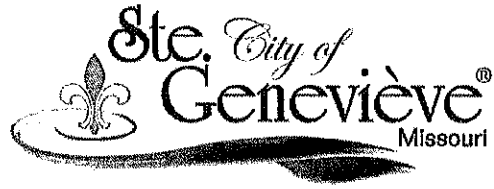
Recommendation:

You will get a week to review the paperwork and ask questions prior to the meeting on August 15.

Staff Report

August 8, 2024

To: Board of Aldermen
From: Happy Welch
Re: IT Policy



Issue:

Forward Slash is recommending adoption of the IT policy for the city.

Adoption of the IT policy will require we adopt an updated Cell Phone Policy for our personnel manual.

Recommendation:

Approve bringing back the IT Policy and Cell Phone Policy for adoption.

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Section 805 Cell Phones

Our **Employee cell phone policy** outlines our guidelines for using city leased and personal cell phone use at work.

We recognize that cell phones (and smartphones especially) have become an integral part of everyday life. They may be a great asset if used correctly (for productivity apps, email, calendars, business calls etc.). Compensation for use of personal cell phones will be within the IRS guidelines for “substantial non-compensatory business reasons.” City cell phones will be purchased through the City Treasurer. The cell phones will only be connected as a guest to the city WiFi systems.

The purpose of providing cell phones to employees and paying a stipend for personal cell phones is to facilitate communication, increase accessibility during emergencies, and enhance productivity while on duty.

Employees will be required to set up password protection, encryption, or biometric authentication to prevent unauthorized access to confidential data.

However, cell phones may also cause problems when used imprudently or excessively.

This policy applies to all employees.

Policy elements

Despite their benefits, personal cell phones may cause problems in the workplace. Employees who use their cell phones excessively may:

- Get distracted from their work.
- Disturb colleagues by speaking on their phones.
- Cause security issues from inappropriate use of company-issued equipment or misuse of the City’s internet connection.
- Cause accidents when they illegally use their phones inside company vehicles or near areas where phone use is prohibited.

The City expects employees to use their cell phones prudently during working hours.

Allowed Cell Phone Use:

City Leased Cell Phones:

Use for work-related calls, emails, texts, and accessing necessary apps or documents for business purposes only.

Access online information that relates to the job.

Use while in a stationary vehicle.

To make business calls, use productivity apps, and check important city related messages on the .gov email.

To be available for emergencies outside business hours.

Draft

Personal Cell Phones (stipend paid by city):

The phone can be used for business calls, email, apps, and the like to conduct business.
To make brief personal calls away from the working space of colleagues
Use while in a stationary vehicle.
Use responsibly and efficiently to fulfill job duties.
To be available for emergencies outside business hours.

Non-Allowed Cell Phone Activity:

Play games on the city issued cell phone at all times or personal cell phone during working hours.
Excessive personal calls or calls not related to your department on personal phone.
Use cell phone for any reason while driving a company vehicle.
Use cell phone camera or microphone to record confidential information.
Download or upload inappropriate, illegal or obscene material on a city cell phone at any time.

Lost or Stolen Phone

Report a lost or stolen phone immediately to your supervisor immediately and contact the Forward Slash Helpdesk to initiate tracking or wiping features on city issued phones.

Disciplinary Consequences

The **City** retains the right to monitor employees for excessive or inappropriate use of their cell phones. If an **Employee's** phone usage causes a decline in productivity or interferes with operations, the **City** will follow the discipline policy.

Employees may face disciplinary action up to and including termination, in cases when they:

- Cause a security breach.
- Violate our confidentiality policy.
- Cause an accident by recklessly using their phones.
- Damage the city issued phone due to carelessness.
- Ignore job responsibilities due to high usage of the phone.