

**CITY OF TWIN OAKS
BOARD OF ALDERMEN MEETING
BOARD CHAMBER, TWIN OAKS TOWN HALL
1381 BIG BEND ROAD
WEDNESDAY, AUGUST 4, 2021, 7:00 p.m.**

To balance both the need for continuity of government and protection of the health and safety of our residents, business persons and employees, face coverings are required for those attending this meeting of the Board of Aldermen. Individuals who have been fully vaccinated against COVID-19 may choose to not wear a face covering.

In addition, the meeting will also be livestreamed on Facebook so that the public may watch and listen to the meeting virtually. The livestream of the meeting will be accessible by tablet/laptop/PC or mobile device at www.facebook.com/twinoaksmo.

Residents and others who wish to comment may also email their comments to City Clerk Frank Johnson, fjohnson@cityoftwinoaks.com, by 5 p.m. on August 4, 2021, and their comments will be shared with the Board at the appropriate time.

Tentative Agenda

- 1) REGULAR MEETING CALLED TO ORDER
- 2) PLEDGE OF ALLEGIANCE
- 3) ROLL CALL
- 4) APPROVAL OF AGENDA
- 5) APPROVAL OF CONSENT AGENDA
 - a) Board of Aldermen Regular Session Minutes from July 21, 2021
 - b) Board of Aldermen Work Session Minutes from July 21, 2021
 - c) Bills List from July 17 to July 30, 2021
- 6) REPORT OF COMMITTEES/COMMISSIONS/CONTRACTORS
 - a) Police Report — Officer John Wehner
 - b) Park Committee
- 7) PRELIMINARY CITIZEN COMMENTS
- 8) NEW BUSINESS
 - a) Bill No. 21-14: AN ORDINANCE AMENDING THE PERSONNEL POLICY OF THE CITY OF TWIN OAKS TO ADD A PARENTAL LEAVE BENEFIT.
 - b) Resolution No. 2021-24 A RESOLUTION OF THE TWIN OAKS BOARD OF ALDERMEN APPROVING A PROPOSAL BY MARCO TECHNOLOGIES, LLC FOR THE PURCHASE OF COPIER AND MAINTENANCE PLAN.

- c) Resolution No. 2021-25 A RESOLUTION OF THE TWIN OAKS BOARD OF ALDERMEN APPROVING AN AGREEMENT WITH DIGILAB LLC, DOING BUSINESS AS SERAPIS, FOR MUSICAL ENTERTAINMENT BEFORE THE 2021 FIREWORKS DISPLAY IN TWIN OAKS PARK.

9) DISCUSSION ITEMS

- a) Radar Data
- b) Brain Mill Proposal

10) ATTORNEY’S REPORT

11) CITY CLERK’S REPORT

12) MAYOR AND ALDERMEN COMMENTS

13) FINAL CITIZEN COMMENTS

(Remarks shall be limited to three (3) minutes on any one subject unless time is extended by the Board)

14) ADJOURNMENT

Frank Johnson
City Clerk

POSTED: August 2, 2021, 3 p.m.

Please note: Any person requiring physical or verbal accommodations should contact the city office 12 hours prior to meeting at 636-225-7873. Copies of public records for this agenda are available for public inspection before and at the time of the meeting.

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF ALDERMEN OF TWIN OAKS,
TWIN OAKS TOWN HALL
ST. LOUIS COUNTY, MISSOURI
WEDNESDAY, JULY 21, 2021**

The meeting of the Twin Oaks Board of Aldermen was called to order at 7:05 pm. Roll Call was taken:

Mayor: Russ Fortune – yea

Aldermen: April Milne – yea
Dennis Whitmore – absent

Lisa Eisenhauer – absent
Tim Stoeckl – yea

Also Present: Frank Johnson, City Clerk
Paul Rost, City Attorney

Permanent records are kept of all minutes and ordinances. Each ordinance is read a minimum of two times by title, unless otherwise noted.

APPROVAL OF THE AGENDA

Mayor Fortune asked if there were any changes to the agenda. Hearing none, Alderman Stoeckl motioned to approve the Agenda, seconded by Alderman Eisenhauer. The motion passed by a voice vote.

APPROVAL OF THE CONSENT AGENDA

Mayor Fortune asked if there were any changes to the Consent Agenda consisting of the July 7, 2021 Regular Session Minutes, July 7, 2021 Work Session Minutes, the Bills List from July 3, 2021 to July 16, 2021 and the Credit Card list from June 1 to June 30, 2021. Alderman Milne motioned to approve the Consent Agenda seconded by Alderman Eisenhauer. The motion passed by voice vote.

REPORTS OF COMMITTEES/COMMISSIONS/CONTRACTORS

Financial Statements-Jeff Blume: Jeff Blume, Financial Consultant, joined the meeting via Zoom. Mr. Blume reviewed the financial statement for June with the Board. Mr. Blume reviewed the sales and property tax revenues. Both picked up for the month of June.

The City's expenses are within the budget. Mr. Blume commended the Board on their fiscal responsibility. He suggested to remain fiscally responsible since the financial future is still unsteady.

Semi-Annual Statement: The Ordinance of Compliance is required by City ordinance as well as State Statute. The semi-annual report is a report of the consolidated expenses and revenues of the City. This report will be published in a local newspaper.

PRELIMINARY CITIZEN COMMENTS

There were no preliminary citizen comments.

NEW BUSINESS

Bill No. 21-13-An Ordinance Approving An Amendment To Twin Oaks Municipal Code Section 225.030 Pertaining To Residential Solid Waste Containers: First reading of Bill No. 21-13 was read. This ordinance is to clarify the regulations of the storage of solid waste containers within the City. Mayor Fortune ask if there were any questions concerning Bill No. 21-13. The second reading of Bill No. 21-13 was read. Alderman Stoeckl motioned to approve Bill No. 21-13, seconded by Alderman Eisenhauer and the motion passed on a roll call vote as follows: Aldermen Milne-yea, Eisenhauer-yea Whitmore-absent and Stoeckl-yea. Mayor Fortune stated that Bill No. 21-13 being duly passed becomes Ordinance No. 21-13.

Resolution 2021-21-A Resolution Of The Twin Oaks Board Of Aldermen Approving An Agreement With Circus Kaput, LLC, For Face Painting And Family Entertainment For The Twin Oaks Family Fun Day On October 2, 2021: Mayor Fortune asked for any questions concerning Resolution 2021-21. Mayor Fortune asked for a motion to approve Resolution 2021-21. Alderman Milne motioned to approve Resolution 2021-21, seconded by Alderman Eisenhauer. The motion passed by voice vote of three yes and one absent.

Resolution 2021-22-A Resolution Of The Twin Oaks Board Of Aldermen Approving An Agreement With Jolly Jumps, LLC For The Family Fun Day On October 2, 2021: Mayor Fortune asked for any questions concerning Resolution 2021-22. Mayor Fortune asked for a motion to approve Resolution 2021-22. Alderman Eisenhauer motioned to approve Resolution 2021-22, seconded by Alderman Milne. The motion passed by voice vote of three yes and one absent.

Resolution 2021-23-A Resolution Of The Twin Oaks Board Of Aldermen Approving An Agreement With STF, LLC Doing Business As Traffic Control Company For Certain Traffic Striping Services On Meramec Station Road: Mayor Fortune asked for any questions concerning Resolution 2021-23. Mayor Fortune asked for a motion to approve Resolution 2021-23. Alderman Stoeckl motioned to approve Resolution 2021-23,

seconded by Alderman Eisenhauer. The motion passed by voice vote of three yes and one absent.

DISCUSSION ITEMS

Drainage Channel in Birnamwood Condos: City Clerk/Administrator Johnson stated he had discussed with John Williams, Public Works Director, concerning the repair of the drainage channel in the Birnamwood Condominiums. Mr. Williams felt at this time doing the repair of the rock and spillway together was not needed. Repairing the rock only at this time would be fine and doing the repair of the spillway at a later time. Mr. Williams did state that DJM Environmental did come out and look at the project but felt that this was something that they were not equipped to do.

Aldermen Stoeckl felt that doing the entire job was a good idea.

Alderman Milne does not feel comfortable with the City getting only 1 proposal on a project of this size. She feels the City needs to look for additional contractors to view projects within the City.

Alderman Eisenhauer proposed going ahead with the crack repair on the rocks within the spillway. She would like to get additional bids on the spillway repair and to then plan this expenditure into the Capital Improvement budget within the next few years.

The Board was in agreement to go ahead with the crack repair on the rocks and to get additional bids on the spillway repair and then plan this repair into the Capital Improvement budget.

ATTORNEY'S REPORT

Attorney Rost suggested that the City look into the Use Tax. The deadline to register is coming soon. The Use Tax is sales tax money that the City would receive from online shopping. With the new apartment building and the increase in online shopping this would be a benefit for the City.

Mayor Fortune asked Mr. Blume what his best estimate on the amount of money the City would receive. Mr. Blume feels that the City could receive up to approximately \$30,000.

CITY CLERK'S REPORT

General Updates

Traffic Mobilization and Management

- Certain previous contracts for work that the closure of traffic lanes included a clause on "Scheduling of Work and Interference with Traffic" that required the contractor to be

responsible for all traffic control and safety. City staff will ensure this is more consistently used with any project that might impact a traffic lane.

National Night Out

- The City of Twin Oaks will be participating in National Night out on Tuesday, Aug. 3rd. Like last year, the City will book an ice cream truck to provide free treats to residents. AT&T has also reached out to the City about participating in our event and contributing games and giveaways.

MoDOT Request

- The Missouri Municipal League recently passed along a request from the Missouri Department of Transportation for unfunded multimodal projects from municipalities in the St. Louis region. I have submitted the Crescent Avenue Sidewalk Project for inclusion.

Quinette Drive Streetlight

- The City has contacted the homeowner about the streetlight that was recently installed on Quinette Drive and they have opted to take over service for the light. The City has started the process of transferring the service with Ameren.

Waste Management

- Waste Management trash and recycling service has improved substantially in the last two weeks, and the route managers have complied with the City's request to receive status emails on the days they proved pickup.

Cell Tower Maintenance Work

- The company that operates the cell towers in Twin Oaks Park are currently performing maintenance work on the equipment located on the flagless pole. They anticipate being finished with the work by the end of July.

Project Updates

Crescent Avenue Sidewalk

- BFA reports they will have the preliminary plan completed by Aug. 11.

Drainage Channel in Birnamwood Condos

- DJM declined to provide a bid for the work on the drainage channel. City staff recommends moving forward with the bid from Crowder, either for just the masonry repair on the rock wall or for the additional concrete pour as well.

MAYOR AND ALDERMAN COMMENTS

Alderman Eisenhower stated that Water Play Day was a huge success. She wanted to thank John Williams, Ray Slama and Janet Herbold for their work in organizing this event. She would like to see this become a yearly event.

FINAL CITIZEN COMMENTS

There were no final citizen comments.

ADJOURNMENT

There being no further business, Alderman Eisenhower motioned to adjourn the regular meeting at 7:48 p.m., seconded by Alderman Milne and the motion passed with the unanimous consent of the Board of those present.

Drafted By: _____
Theresa Gonzales,
Administrative Assistant

Date of Approval: _____

ATTEST:

Frank Johnson
City Clerk

Russ Fortune,
Mayor, Board of Aldermen

**MINUTES OF THE WORK SESSION
TWIN OAKS CITY HALL
CITY OF TWIN OAKS BOARD OF ALDERMEN
WEDNESDAY, JULY 21, 2021**

The Work Session was called to order by Mayor Fortune at 6:15 p.m. pursuant to public notice and agenda. Roll Call was taken:

Mayor Russ Fortune-yea

Aldermen Lisa Eisenhower –yea
 Tim Stoeckl-yea
 April Milne – yea
 Dennis Whitmore – absent

Also Present: Frank Johnson, City Clerk
 Paul Rost, City Attorney

PARENTAL LEAVE POLICY

City Clerk/Administrator Johnson reviewed the information he received from other municipalities in the St. Louis area regarding a Parental Leave Policy. He found that the average was 6 weeks with a National survey averaging 6.3 weeks. Attorney Rost clarified a few areas of the proposed policy. Discussion ensued.

Mayor Fortune stated that the Board will need to agree on what they feel is an appropriate time period, however there were some members of the Board who felt that 6 weeks was possibly too long for a City the size of Twin Oaks.

Alderman Eisenhower stated that this proposal is setting policy for now and the future.

Alderman Stoeckl felt this is a good policy for the City to adopt. Alderman Milne felt this was a good policy as well since the City is unable to provide more monetary incentives for future employees.

Mayor Fortune felt that 6 weeks was good and recommended to the Board to accept this policy at the next Board meeting.

KEB ACCOUNTING PROPOSAL

City Clerk/Administrator Johnson reviewed the additional information sent by Kelly Harrell of KEB Accounting. He stated to the Board that the question before the Board at

this time is; 1. Go out to bid again to see if they receive any further proposals; 2. Go forward with KEB; or 3. Stay with current accountant.

Budget season is approaching soon. Mayor Fortune stated that the City may want to stay with Jeff Blume, the City's present financial consultant, through the budget process and if the decision is made to go with KEB to begin January of 2022. Mayor Fortune did state according to the information provided by KEB, he was not happy with their response time. He felt that Mr. Blume's response time was better. City Clerk/Administrator Johnson stated that there have been times, some due to unavoidable circumstances, Mr. Blume's response time has not been timely.

Alderman Stoeckl feels that KEB is a large company and a City the size of Twin Oaks could get lost in the shuffle.

Alderman Eisenhower suggested contacting the references that are cities, to get their view to response time and general support from the firm.

City Clerk/Administrator Johnson will gather this information and report back to the Board at the next Board meeting.

ADJOURNMENT

Alderman Eisenhower motioned to adjourn the Work Session Meeting at 6:53 p.m., seconded by Alderman Milne and motion passed with the unanimous consent of the Board of those present.

Drafted By: _____
Theresa Gonzales,
Administrative Assistant

Date of Approval: _____

ATTEST:

Frank Johnson,
City Clerk

Russ Fortune,
Mayor, Board of Aldermen

**City of Twin Oaks
Bills and Applied Payments
July 17, 2021 to July 30, 2021**

Check No.	Invoice Date	Memo/Description	Invoice No.	Bill Amt	Check Amt	Payment Date
11962		Reimbursement of park and alcohol deposit-cancellation		\$150.00	\$150.00	8/4/2021
11963		Park alcohol deposit refund		\$100.00	\$100.00	8/4/2021
11964	7/12/2021	Deposit for Family Fun Day-October 2, 2021		\$742.50	\$742.50	8/4/2021
11965		Membership (1) adult, (2) family-Lodge of Des Peres		\$845.00	\$845.00	8/4/2021
11966	7/27/2021	Grout cracked sections of rock wall in drainage way in the condo area	5419	\$625.00	\$625.00	8/4/2021
11967		Park alcohol deposit refund		\$100.00	\$100.00	8/4/2021
11968		Payment for August 13th Concert in the Park		\$600.00	\$600.00	8/4/2021
11969		Deposit for Family Fun Day-October 2, 2021		\$300.00	\$300.00	8/4/2021
11970	7/21/2021	Treatment of Lake in Twin Oaks Park	18185	\$361.00	\$361.00	8/4/2021
11971	7/22/2021	Printer copies-6/25/2021 to 7/24/2021		\$93.21	\$93.21	8/4/2021
11972		Yearly Dues		\$376.00	\$376.00	8/4/2021
11973	7/9/2021	Postage for postage machine		\$443.76	\$443.76	8/4/2021
11974		Reimbursement of park and alcohol deposit-cancellation		\$150.00	\$150.00	8/4/2021
11975		(1) Home Occupancy Inspection		\$95.50		
	7/18/2021	(5) Apartment Occupancy Inspections		\$375.00	\$470.50	8/4/2021
11976	7/16/2021	Quarterly Maintenance Agreement	C003974	\$335.00	\$335.00	8/4/2021
11977		Reimbursement of park and alcohol deposit-cancellation		\$150.00	\$150.00	8/4/2021
AutoPay	7/5/2021	Monthly wireless charge		\$242.66	\$242.66	7/25/2021
AutoPay	7/6/2021	Monthly charge for City Hall		\$109.00	\$109.00	7/27/2021
AutoPay	7/7/2021	Monthly charge for 50 Crescent Ave		\$84.87	\$84.87	7/27/2021
AutoPay	7/16/2021	Monthly charge for internet, phone and remote service		\$922.00	\$922.00	8/2/2021
AutoPay	7/26/2021	Monthly charge for City Hall	5939	\$43.58	\$43.58	8/5/2021
AutoPay	7/23/2021	Monthly charge for City Hall		\$1,081.05	\$1,081.05	8/6/2021
AutoPay	7/23/2021	Monthly charge for 50 Crescent Ave.		\$124.97	\$124.97	8/6/2021
AutoPay	7/23/2021	Monthly charge for 1 Twin Oaks Ct.		\$389.80	\$389.80	8/6/2021
AutoPay	7/23/2021	Monthly charge for 50 Crescent Ave., Waterpump		\$292.87	\$292.87	8/6/2021
AutoPay	7/23/2021	Monthly charge for 141 and Big Bend Road		\$63.20	\$63.20	8/6/2021
AutoPay	7/26/2021	Monthly charge for 50 Crescent Ave.		\$28.51	\$28.51	8/10/2021
AutoPay	7/22/2021	Monthly charge for 50 Crescent Ave		\$31.40	\$31.40	8/11/2021
AutoPay	7/20/2021	Monthly charge for 1240 Derbyshire Dr. Irrigation		\$775.37	\$775.37	8/11/2021
AutoPay	7/20/2021	Monthly charge for City Hall Irrigation		\$435.58	\$435.58	8/11/2021
AutoPay	7/20/2021	Monthly charge for City Hall		\$43.86	\$43.86	8/11/2021
AutoPay	7/23/2021	Monthly charge for 1312 Big Bend-Irrigation		\$499.86	\$499.86	8/16/2021
AutoPay	7/23/2021	Monthly charge for 50 Crescent Avenue		\$18.51	\$18.51	8/16/2021

AutoPay	Toshiba Financial Service	7/9/2021	Monthly lease charge for office copier		\$206.00	\$206.00	8/25/2021
			Alderman				
			Alderman				



CITY OF TWIN OAKS POLICE ACTIVITY REPORT July 2021

Radio CFS:	29
Self Initiated Assignments:	71
Police Reports Written:	9
Total Traffic Stops:	7

Arrests:

Felony	0
Misdemeanor	0
Summons (Arrest Notification)	0

Auto Accidents:

Injury	0
Non Injury	8

Locations: (2)1300 Big Bend Rd, (2) 1393 Big Bend Rd, 1230 Big Bend Rd, (3) Big Bend Rd and Hwy 141.

Crimes Reported:	1 (Stolen license plate 1366 Big Bend)
Patrol Bicycle Program:	13.75 hours

CALLS FOR SERVICE LEGEND

Call Abbreviation

Explanation

AANO	Auto Accident "No Injuries"
AARB	Auto Accident "Road Block"
AAINJ	Auto Accident "Injuries"
ADM	Administrative
ANCONF	Animal Confined
ASTINV	Assist an Invalid
ATSUI	Attempt Suicide
BGLARM	Burglar Alarm
BIKE	Bicycle Patrol
BUSCK	Business Check
CALL	Phone Call
CARE	Report Processing
CCONT	Citizen Contact
CIT	Crisis Intervention Team Deployment
CURFEW	Curfew Violation
DETECT	Detector Sounding
DOA	Death
DOMEST	Domestic Disturbance
DRUG	Drug Violation
DWI	Driving while Intoxicated
EXPAT	Extra Patrol
FALARM	Fire Alarm
FIRE	Fire Call
FPROP	Found Property
FTPAT	Foot Patrol
GARAGE	Open Garage door
INJURY	Accidental Injury
MAIN	Maintenance
MISJUV	Missing/Runaway Juvenile
MOTOR	Motorist Assist
MUNI	Muni Contract Patrol
PCR	Community Relations
RADAR	Traffic Enforcement Radar Assignment
SCNDRY	Secondary
SICK	Sick Case
SMOKE	Smoke Detector
STAT	Station Assignment
SUSVEH	Suspicious Vehilce
TRF	Traffic
VACCK	Vacation Check
VEHCON	Vehicle Conveyance
WRARST	Warrant Arrest Stolen License Plate

Comp. #	Nature	Received	Address	City	Zone	Car #/DSN
NONE	MUNI	07/01/21 00:05:00	84 TWO	TWO	5064	3703/4368
NONE	MUNI	07/01/21 01:08:18	84 TWO	TWO	5064	3703/4368
NONE	EXPAT	07/01/21 10:50:48	1457 BOLY LN	TWO	5064	6760/3554
NONE	EXPAT	07/01/21 11:26:46	1 TWIN OAKS CT	TWO	5064	6760/3554
NONE	BIKE	07/01/21 11:54:15	1 TWIN OAKS CT	TWO	5064	6760/3554
NONE	TRF	07/01/21 13:59:05	MERAMEC STATION RD AND BIG BEND RD	TWO	5064	1702/4519
NONE	MUNI	07/01/21 16:04:51	84 TWO	TWO	5064	2703/4045
NONE	TRHAZ	07/01/21 21:04:56	MO141 HWY AND BIG BEND RD	TWO	5064	3703/3168
NONE	MUNI	07/01/21 22:47:28	84 TWO	TWO	5064	2703/4045
NONE	MUNI	07/02/21 01:27:35	84 TWO	TWO	5064	3703/3168
NONE	EXPAT	07/02/21 01:43:04	1300 BIG BEND RD	TWO	5064	3703/3168
NONE	BUSCK	07/02/21 01:44:46	1391 BIG BEND RD	TWO	5064	3703/3168
NONE	MUNI	07/02/21 05:10:36	84 TWO	TWO	5064	3703/3168
NONE	EXPAT	07/02/21 10:47:06	1 TWIN OAKS CT	TWO	5064	6760/3554
NONE	BIKE	07/02/21 12:19:05	1 TWIN OAKS CT	TWO	5064	6760/3554
25126	AANO	07/02/21 15:08:40	1300 BIG BEND RD	TWO	5064	6760/3554
NONE	MUNI	07/02/21 22:26:14	84 TWO	TWO	5064	2703/4045
NONE	EXPAT	07/03/21 01:26:20	1300 BIG BEND RD	TWO	5064	3703/3168
NONE	MUNI	07/03/21 01:33:07	84 TWO	TWO	5064	3703/3168
NONE	MUNI	07/03/21 05:11:37	84 TWO	TWO	5064	3703/3168
NONE	MUNI	07/03/21 07:15:38	84 TWO	TWO	5064	1703/4032
NONE	CCONT	07/03/21 08:50:12	1300 BIG BEND RD	TWO	5064	6760/3554
NONE	BIKE	07/03/21 10:57:34	1 TWIN OAKS CT	TWO	5064	6760/3554
NONE	MUNI	07/03/21 18:11:56	84 TWO	TWO	5064	2703/4045
NONE	SUSPER	07/03/21 21:36:59	1358 BIG BEND RD	TWO	5064	2703/4045
NONE	MUNI	07/04/21 00:10:15	84 TWO	TWO	5064	3701/4834
NONE	MUNI	07/04/21 07:55:28	84 TWO	TWO	5064	1703/4032
NONE	BGALRM	07/04/21 08:14:15	1230 BIG BEND RD	TWO	5064	1703/4032
NONE	MUNI	07/04/21 11:02:48	84 TWO	TWO	5064	1702/3170
NONE	MUNI	07/04/21 15:15:52	84 TWO	TWO	5064	2703/4282
NONE	MUNI	07/04/21 21:29:43	84 TWO	TWO	5064	3703/4368
NONE	MUNI	07/04/21 22:17:19	84 TWO	TWO	5064	2703/4282
NONE	MUNI	07/04/21 23:55:57	84 TWO	TWO	5064	3703/4368
NONE	MUNI	07/05/21 03:42:36	84 TWO	TWO	5064	3703/4368
NONE	MUNI	07/05/21 09:07:47	84 TWO	TWO	5064	1703/4974

NONE	MUNI	07/05/21 13:33:06	84 TWO	TWO	5064	1703/4974
NONE	MUNI	07/05/21 16:59:16	84 TWO	TWO	5064	2703/4266
NONE	MUNI	07/05/21 19:31:06	84 TWO	TWO	5064	2703/4266
NONE	MUNI	07/06/21 01:16:18	84 TWO	TWO	5064	3703/3168
NONE	EXPAT	07/06/21 01:42:33	1300 BIG BEND RD	TWO	5064	3703/3168
NONE	MUNI	07/06/21 04:47:58	84 TWO	TWO	5064	3703/3168
NONE	ILPARK	07/06/21 09:53:41	1457 BOLY LN	TWO	5064	6760/3554
NONE	CWELF	07/06/21 11:00:32	MO141 HWY AND BIG BEND RD	TWO	5064	6760/3554
NONE	BIKE	07/06/21 12:12:22	1 TWIN OAKS CT	TWO	5064	6760/3554
NONE	BUSCK	07/06/21 20:39:05	1393 BIG BEND RD	TWO	5064	3703/4888
NONE	EXPAT	07/06/21 21:50:55	1300 BIG BEND RD	TWO	5064	3703/4888
NONE	SUSVEH	07/06/21 21:56:22	1144 MERAMEC STATION RD	TWO	5064	3703/4888
NONE	MUNI	07/06/21 22:20:48	84 TWO	TWO	5064	3703/4888
NONE	CALL	07/06/21 23:13:43	MO141 HWY AND BIG BEND RD	TWO	5064	3701/4560
NONE	MUNI	07/07/21 01:17:00	84 TWO	TWO	5064	3703/4888
NONE	EXPAT	07/07/21 04:03:16	1300 BIG BEND RD	TWO	5064	3703/4888
NONE	TRHAZ	07/07/21 10:00:43	BIG BEND RD AND MO141 HWY	TWO	5064	6760/3554
NONE	EXPAT	07/07/21 11:23:24	1 TWIN OAKS CT	TWO	5064	6760/3554
NONE	BIKE	07/07/21 12:46:47	1 TWIN OAKS CT	TWO	5064	6760/3554
NONE	MUNI	07/07/21 15:54:21	84 TWO	TWO	5064	2703/4045
NONE	BGALRM	07/07/21 17:14:22	1190 MERAMEC STATION RD	TWO	5064	2703/4045
NONE	TOPHON	07/07/21 18:38:07	1393 BIG BEND RD	TWO	5064	2701/4266
NONE	MUNI	07/07/21 21:18:44	84 TWO	TWO	5064	2703/4045
NONE	MUNI	07/07/21 23:21:59	84 TWO	TWO	5064	3703/4888
NONE	EXPAT	07/08/21 01:47:32	1230 BIG BEND RD	TWO	5064	3702/4895
NONE	EXPAT	07/08/21 02:14:00	1300 BIG BEND RD	TWO	5064	3703/4888
NONE	MUNI	07/08/21 02:15:35	84 TWO	TWO	5064	3703/4888
NONE	EXPAT	07/08/21 09:21:38	1 TWIN OAKS CT	TWO	5064	6760/3554
NONE	TRHAZ	07/08/21 09:50:17	CRESCENT RD AND CRESCENT AVE	TWO	5064	6760/3554
NONE	BIKE	07/08/21 13:07:28	1 TWIN OAKS CT	TWO	5064	6760/3554
26008	AANO	07/08/21 13:26:33	1393 BIG BEND RD	TWO	5064	6760/3554
NONE	MUNI	07/08/21 16:29:20	84 TWO	TWO	5064	2703/4045
NONE	MUNI	07/08/21 20:09:23	84 TWO	TWO	5064	2703/4045
NONE	MUNI	07/08/21 22:26:58	84 TWO	TWO	5064	3703/4888
NONE	MUNI	07/09/21 01:21:34	84 TWO	TWO	5064	3703/4888
NONE	MUNI	07/09/21 02:14:08	84 TWO	TWO	5064	3701/4560

NONE	EXPAT	07/09/21 02:58:42	1230 BIG BEND RD	TWO	5064	3702/4895
NONE	EXPAT	07/09/21 11:08:57	1 TWIN OAKS CT	TWO	5064	6760/3554
NONE	BIKE	07/09/21 12:31:39	1 TWIN OAKS CT	TWO	5064	6760/3554
NONE	ILPARK	07/09/21 14:34:16	1 TWIN OAKS CT	TWO	5064	6760/3554
NONE	MUNI	07/09/21 16:20:07	84 TWO	TWO	5064	2703/4045
NONE	MUNI	07/09/21 20:31:54	84 TWO	TWO	5064	3703/4368
NONE	MUNI	07/09/21 22:16:43	84 TWO	TWO	5064	2703/4045
NONE	MUNI	07/09/21 23:20:57	84 TWO	TWO	5064	3703/4368
NONE	MUNI	07/10/21 01:24:31	84 TWO	TWO	5064	3703/4368
NONE	MUNI	07/10/21 09:14:48	84 TWO	TWO	5064	1703/4032
NONE	EXPAT	07/10/21 10:22:57	1230 BIG BEND RD	TWO	5064	7101/3368
NONE	MUNI	07/10/21 11:51:29	84 TWO	TWO	5064	1703/4032
NONE	MUNI	07/10/21 14:37:46	84 TWO	TWO	5064	2703/4640
NONE	CCONT	07/10/21 15:59:26	1393 BIG BEND RD	TWO	5064	2703/4640
NONE	MUNI	07/10/21 18:36:45	84 TWO	TWO	5064	2703/4640
NONE	MUNI	07/10/21 21:00:47	84 TWO	TWO	5064	2703/4640
NONE	BGALRM	07/10/21 22:15:52	1230 BIG BEND RD	TWO	5064	3703/4368
NONE	MUNI	07/10/21 23:40:05	84 TWO	TWO	5064	3703/4368
NONE	MUNI	07/11/21 00:51:46	84 TWO	TWO	5064	3703/4368
NONE	MUNI	07/11/21 00:51:47	84 TWO	TWO	5064	3703/4368
NONE	MUNI	07/11/21 04:48:08	84 TWO	TWO	5064	3703/4368
NONE	MUNI	07/11/21 07:30:08	84 TWO	TWO	5064	1703/4032
NONE	MUNI	07/11/21 13:21:16	84 TWO	TWO	5064	1703/4032
NONE	MUNI	07/11/21 16:46:22	84 TWO	TWO	5064	2703/4266
NONE	MUNI	07/11/21 21:37:33	84 TWO	TWO	5064	3703/4368
NONE	MUNI	07/11/21 22:44:43	84 TWO	TWO	5064	3703/4368
NONE	MUNI	07/11/21 23:09:43	84 TWO	TWO	5064	3703/4368
NONE	MUNI	07/12/21 07:30:08	84 TWO	TWO	5064	1703/3468
NONE	ADM	07/12/21 08:01:29	232 VANCE RD	UNI	5051	6760/2887
NONE	TRF	07/12/21 09:43:16	MO141 HWY AND BIG BEND RD	TWO	5064	1702/4974
NONE	EXPAT	07/12/21 16:08:36	1393 BIG BEND RD	TWO	5064	2703/4587
NONE	MUNI	07/12/21 16:50:47	84 TWO	TWO	5064	2703/4587
26610	AANO	07/12/21 16:58:03	1393 BIG BEND RD	TWO	5064	2750/4266
NONE	BUSCK	07/12/21 20:50:25	1393 BIG BEND RD	TWO	5064	3708/4888
NONE	EXPAT	07/12/21 23:47:43	1300 BIG BEND RD	TWO	5064	3703/3168
NONE	MUNI	07/13/21 03:42:24	84 TWO	TWO	5064	3703/3168

NONE	EXPAT	07/13/21 05:06:54	1300 BIG BEND RD	TWO	5064	3703/3168
NONE	BUSCK	07/13/21 05:08:55	1391 BIG BEND RD	TWO	5064	3703/3168
NONE	MUNI	07/13/21 05:16:58	84 TWO	TWO	5064	3703/3168
NONE	ASTINV	07/13/21 09:40:00	811 1ST ST	TWO	5064	6760/3416
NONE	MUNI	07/13/21 17:36:06	84 TWO	TWO	5064	2703/4045
NONE	TRF	07/13/21 17:41:10	BIG BEND RD AND MERAMEC STATION RD	TWO	5064	2703/4045
NONE	MUNI	07/13/21 20:13:18	84 TWO	TWO	5064	2703/4045
NONE	EXPAT	07/13/21 22:26:44	1300 BIG BEND RD	TWO	5064	3703/3168
NONE	MUNI	07/14/21 03:09:35	84 TWO	TWO	5064	3703/3168
NONE	MOTOR	07/14/21 16:54:24	MO141 HWY AND BIG BEND RD	TWO	5064	2703/4045
NONE	MUNI	07/14/21 19:14:53	84 TWO	TWO	5064	2703/4045
NONE	EXPAT	07/14/21 23:31:32	1300 BIG BEND RD	TWO	5064	3703/3168
NONE	MUNI	07/14/21 23:32:00	84 TWO	TWO	5064	3703/3168
NONE	MUNI	07/15/21 01:41:44	84 TWO	TWO	5064	3702/4368
NONE	TRF	07/15/21 02:24:49	MO141 HWY AND BIG BEND RD	TWO	5064	3701/4834
NONE	STAT	07/15/21 14:14:35	232 VANCE RD	UNI	5051	6760/3416
NONE	MUNI	07/15/21 16:15:23	84 TWO	TWO	5064	2703/4282
NONE	VEDP	07/15/21 16:41:55	3 ANN AVE	TWO	5064	2703/4282
NONE	MUNI	07/15/21 20:30:55	84 TWO	TWO	5064	2703/4282
NONE	MUNI	07/15/21 21:49:58	84 TWO	TWO	5064	3703/4368
NONE	MUNI	07/15/21 23:42:30	84 TWO	TWO	5064	3703/4368
NONE	MUNI	07/16/21 01:01:30	84 TWO	TWO	5064	3703/4368
NONE	ADM	07/16/21 08:50:28	232 VANCE RD	UNI	5051	6760/2975
NONE	SICK	07/16/21 15:38:27	816 MERAMEC STATION RD	TWO	5064	2703/4266
NONE	MUNI	07/16/21 16:40:09	84 TWO	TWO	5064	2703/4266
NONE	SOLIC	07/16/21 20:44:10	1393 BIG BEND RD	TWO	5064	3703/4368
NONE	MUNI	07/16/21 22:20:00	84 TWO	TWO	5064	3703/4368
NONE	MUNI	07/16/21 23:26:16	84 TWO	TWO	5064	3703/4368
NONE	MUNI	07/17/21 01:11:11	84 TWO	TWO	5064	3703/4368
NONE	MUNI	07/17/21 07:04:41	84 TWO	TWO	5064	1703/3468
NONE	MUNI	07/17/21 09:04:11	84 TWO	TWO	5064	1703/3468
NONE	TRHAZ	07/17/21 11:30:33	BIG BEND RD AND MERAMEC STATION RD	TWO	5064	1703/3468
27336	BGALRM	07/17/21 13:03:48	1230 BIG BEND RD	TWO	5064	1703/3468
NONE	CALL	07/17/21 15:18:14	1586 AUTUMN LEAF DR	TWO	5064	1703/3468
NONE	TEST	07/17/21 16:41:23	84 TWO	TWO	5064	2703/4266
NONE	MUNI	07/17/21 16:41:32	84 TWO	TWO	5064	2703/4266

NONE	MUNI	07/17/21 20:00:09	84 TWO	TWO	5064	2703/4266
NONE	EXPAT	07/17/21 23:47:14	1300 BIG BEND RD	TWO	5064	3703/3168
NONE	SUSVEH	07/18/21 00:18:50	1230 BIG BEND RD	TWO	5064	3703/3168
NONE	MUNI	07/18/21 02:26:07	84 TWO	TWO	5064	3703/3168
NONE	MUNI	07/18/21 05:08:49	84 TWO	TWO	5064	3703/3168
NONE	MUNI	07/18/21 07:22:57	84 TWO	TWO	5064	1703/3468
NONE	MUNI	07/18/21 09:43:39	84 TWO	TWO	5064	1703/3468
27472	AALS	07/18/21 13:26:24	1300 BIG BEND RD	TWO	5064	1703/3468
NONE	MUNI	07/18/21 20:03:36	84 TWO	TWO	5064	2703/4266
NONE	EXPAT	07/18/21 23:50:18	1300 BIG BEND RD	TWO	5064	3703/3168
NONE	MUNI	07/18/21 23:50:43	84 TWO	TWO	5064	3703/3168
NONE	BUSCK	07/19/21 00:05:31	1445 BIG BEND RD	TWO	5064	3703/3168
NONE	MUNI	07/19/21 04:52:30	84 TWO	TWO	5064	3703/3168
NONE	ADM	07/19/21 06:44:04	232 VANCE RD	UNI	5051	6760/2887
NONE	MUNI	07/19/21 17:19:34	84 TWO	TWO	5064	2703/4436
NONE	TRHAZ	07/19/21 18:47:27	BIG BEND RD AND MO141 HWY	TWO	5064	2703/4436
NONE	MUNI	07/19/21 20:56:31	84 TWO	TWO	5064	2703/4436
NONE	SICK	07/19/21 21:06:05	1300 BIG BEND RD	TWO	5064	2703/4436
NONE	MUNI	07/20/21 00:20:50	84 TWO	TWO	5064	3703/3168
NONE	BGALRM	07/20/21 03:52:41	1391 BIG BEND RD	TWO	5064	3703/3168
NONE	TRHAZ	07/20/21 06:25:05	MO141 HWY AND BIG BEND RD	TWO	5064	1703/4032
NONE	EXPAT	07/20/21 08:14:31	1190 MERAMEC STATION RD	TWO	5064	1703/4032
NONE	STAT	07/20/21 10:28:35	232 VANCE RD	UNI	5051	6760/2887
NONE	MUNI	07/20/21 17:23:33	84 TWO	TWO	5064	2703/4282
NONE	MUNI	07/20/21 20:47:07	84 TWO	TWO	5064	2703/4282
NONE	MUNI	07/20/21 21:54:49	84 TWO	TWO	5064	3703/4368
NONE	MUNI	07/21/21 00:04:25	84 TWO	TWO	5064	3703/4368
NONE	MUNI	07/21/21 00:51:55	84 TWO	TWO	5064	3703/4368
NONE	PCR	07/21/21 11:51:31	TWIN OAKS CT AND CRESCENT AVE	TWO	5064	6760/3416
NONE	TRHAZ	07/21/21 13:47:35	MO141 HWY AND BIG BEND RD	TWO	5064	1703/4032
NONE	MUNI	07/21/21 18:27:33	84 TWO	TWO	5064	2703/4330
NONE	MUNI	07/21/21 21:43:13	84 TWO	TWO	5064	3703/4368
NONE	MUNI	07/21/21 22:25:47	84 TWO	TWO	5064	3703/4368
NONE	MUNI	07/22/21 00:31:29	84 TWO	TWO	5064	3703/4368
NONE	TRF	07/22/21 00:34:33	CRESCENT AVE AND GOLDEN OAK CT	TWO	5064	6735/3763
NONE	MUNI	07/22/21 07:21:22	84 TWO	TWO	5064	1703/4032

NONE	HEART	07/22/21 10:20:10	1230 BIG BEND RD	TWO	5064	6760/3416
NONE	MUNI	07/22/21 18:08:20	84 TWO	TWO	5064	2703/4266
NONE	ASTINV	07/22/21 18:44:52	1577 AUTUMN LEAF DR	TWO	5064	2702/4640
NONE	MUNI	07/22/21 22:16:57	84 TWO	TWO	5064	3703/4368
NONE	MUNI	07/22/21 23:17:17	84 TWO	TWO	5064	3703/4368
NONE	BARK	07/22/21 23:53:13	1446 AUTUMN LEAF DR	TWO	5064	3702/4278
NONE	MUNI	07/23/21 02:20:00	84 TWO	TWO	5064	3701/4834
NONE	MUNI	07/23/21 07:57:40	84 TWO	TWO	5064	1702/4519
28168	AANO	07/23/21 12:03:11	BIG BEND RD AND MO141 HWY	TWO	5064	6760/3416
NONE	MUNI	07/23/21 19:54:54	84 TWO	TWO	5064	2703/4266
NONE	SPILL	07/23/21 20:37:53	MO141 HWY AND BIG BEND RD	TWO	5064	3703/3168
NONE	MUNI	07/23/21 22:13:31	84 TWO	TWO	5064	2703/4266
NONE	SUSVEH	07/23/21 22:20:22	1 TWIN OAKS CT	TWO	5064	2703/4266
NONE	EXPAT	07/23/21 23:28:45	1300 BIG BEND RD	TWO	5064	3703/3168
NONE	MUNI	07/23/21 23:32:47	84 TWO	TWO	5064	3703/3168
NONE	SUSVEH	07/24/21 01:26:17	1230 BIG BEND RD	TWO	5064	3701/4560
NONE	MUNI	07/24/21 01:40:31	84 TWO	TWO	5064	3703/3168
NONE	EXPAT	07/24/21 02:42:50	MO141 HWY AND BIG BEND RD	TWO	5064	3701/4560
NONE	MUNI	07/24/21 05:09:51	84 TWO	TWO	5064	3703/3168
NONE	EXPAT	07/24/21 05:19:29	1300 BIG BEND RD	TWO	5064	3703/3168
NONE	BUSCK	07/24/21 05:20:30	1391 BIG BEND RD	TWO	5064	3703/3168
NONE	MUNI	07/24/21 07:36:34	84 TWO	TWO	5064	1703/3468
NONE	INV	07/24/21 08:57:59	1300 BIG BEND RD	TWO	5064	1703/3468
NONE	INV	07/24/21 09:17:49	1300 BIG BEND RD	TWO	5064	1703/3468
NONE	MUNI	07/24/21 10:16:19	84 TWO	TWO	5064	1703/3468
NONE	TRHAZ	07/24/21 10:45:17	MO141 HWY AND BIG BEND RD	TWO	5064	1703/3468
NONE	MUNI	07/24/21 15:40:13	84 TWO	TWO	5064	2703/4282
NONE	MUNI	07/24/21 19:44:07	84 TWO	TWO	5064	2703/4282
NONE	MUNI	07/24/21 23:25:25	84 TWO	TWO	5064	3703/3168
NONE	MUNI	07/25/21 03:24:34	84 TWO	TWO	5064	3703/3168
NONE	EXPAT	07/25/21 03:36:58	1300 BIG BEND RD	TWO	5064	3703/3168
NONE	MUNI	07/25/21 05:11:01	84 TWO	TWO	5064	3703/3168
NONE	MUNI	07/25/21 07:26:08	84 TWO	TWO	5064	1703/3468
NONE	MUNI	07/25/21 09:55:55	84 TWO	TWO	5064	1703/3468
NONE	MUNI	07/25/21 15:21:02	84 TWO	TWO	5064	2703/4282
NONE	SICK	07/25/21 17:33:22	1300 BIG BEND RD	TWO	5064	2703/4282

NONE	MUNI	07/25/21 19:55:39	84 TWO	TWO	5064	2703/4282
NONE	MUNI	07/25/21 23:51:27	84 TWO	TWO	5064	3703/3168
NONE	EXPAT	07/26/21 00:49:47	1300 BIG BEND RD	TWO	5064	3703/3168
NONE	MUNI	07/26/21 01:44:18	84 TWO	TWO	5064	3703/3168
NONE	MUNI	07/26/21 05:03:25	84 TWO	TWO	5064	3703/3168
NONE	CWELF	07/26/21 09:49:29	TWIN OAKS CT AND CRESCENT AVE	TWO	5064	1703/3388
NONE	CWELF	07/26/21 10:18:25	TWIN OAKS CT AND CRESCENT AVE	TWO	5064	1703/3388
NONE	CWELF	07/26/21 16:13:08	1393 BIG BEND RD	TWO	5064	2703/4045
NONE	MUNI	07/26/21 17:01:14	84 TWO	TWO	5064	2703/4045
NONE	MUNI	07/26/21 21:59:30	84 TWO	TWO	5064	2703/4045
NONE	MUNI	07/27/21 02:03:16	84 TWO	TWO	5064	3703/4627
NONE	EXPAT	07/27/21 11:11:29	1 TWIN OAKS CT	TWO	5064	6760/3554
NONE	ADM	07/27/21 11:31:09	1417 AUTUMN LEAF DR	TWO	5064	6760/3554
NONE	EXPAT	07/28/21 10:57:28	1 TWIN OAKS CT	TWO	5064	6760/3554
NONE	BIKE	07/28/21 11:27:05	1 TWIN OAKS CT	TWO	5064	6760/3554
NONE	LARC	07/28/21 13:22:49	1393 BIG BEND RD	TWO	5064	6760/3554
NONE	EXPAT	07/28/21 14:44:00	1 TWIN OAKS CT	TWO	5064	6760/3554
NONE	MUNI	07/28/21 16:19:21	84 TWO	TWO	5064	2703/4266
28878	AALS	07/28/21 17:20:57	MO141 HWY AND BIG BEND RD	TWO	5064	2703/4266
NONE	AALS	07/28/21 17:26:44	MO141 HWY AND BIG BEND RD	TWO	5064	/
28879	AANO	07/28/21 17:53:57	MO141 HWY AND BIG BEND RD	TWO	5064	2703/
28915	STLIC	07/28/21 21:36:15	1366 BIG BEND RD	TWO	5064	3702/4889
NONE	MUNI	07/29/21 00:17:46	84 TWO	TWO	5064	3703/3168
NONE	GO	07/29/21 01:37:57	1300 BIG BEND RD	TWO	5064	3703/3168
NONE	EXPAT	07/29/21 02:41:28	1300 BIG BEND RD	TWO	5064	3703/3168
NONE	MUNI	07/29/21 02:42:01	84 TWO	TWO	5064	3703/3168
NONE	MUNI	07/29/21 05:06:11	84 TWO	TWO	5064	3703/3168
NONE	BIKE	07/29/21 11:16:02	1 TWIN OAKS CT	TWO	5064	6760/3554
NONE	SICK	07/29/21 21:31:20	1406 AUTUMN LEAF DR	TWO	5064	3702/4895
NONE	MUNI	07/30/21 00:16:41	84 TWO	TWO	5064	3703/3168
NONE	MUNI	07/30/21 02:08:56	84 TWO	TWO	5064	3703/3168
NONE	EXPAT	07/30/21 02:38:52	1300 BIG BEND RD	TWO	5064	3703/3168
NONE	MUNI	07/30/21 04:55:03	84 TWO	TWO	5064	3703/3168

AN ORDINANCE AMENDING THE PERSONNEL POLICY OF THE CITY OF TWIN OAKS TO ADD A PARENTAL LEAVE BENEFIT

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF TWIN OAKS AS FOLLOWS:

Section 1: The City’s personnel policy, Chapter 140, "Personnel Policy Manual," is hereby amended by adding a new “Parental Leave” benefit which shall be added to Section 140.040 as subsection E.14, to read as follows.

Section 140.040. Employment Policy.

* * *

E. *Employment Benefits and Policies.* The City seeks to provide benefits to all full-time and part-time employees that, when combined with salary, provide a reasonable foundation for economic security.

* * *

14. Parental Leave Policy

- a. The purpose of this policy is to give parents additional flexibility and time to bond with and care for their new child. Maternity/paternity/adoption leave under this policy is paid leave, not required by law, and is associated with the birth of an employee's own child or the placement of a child with the employee in connection with adoption or foster care. Such paid leave under this policy will not be charged against the employee's other paid leave benefits; however, if the employee is entitled to leave under the Unpaid Leave of Absence Policy for such event, paid parental leave and ULA leave will run concurrently. Please refer to the Unpaid Leave of Absence Policy for further guidance on the ULA.
- b. This policy will be in effect for births, adoptions or placements of foster children occurring on or after the effective date of this amendment.
- c. Eligibility. Eligible employees must meet the following criteria:
 - (1) Be a designated full-time employee with at least twelve (12) months of continuous full-time service at the time of birth or adoption date.
 - (2) In addition, employees must experience one of the following events:
 - i. Have given birth to a child;
 - ii. Have fathered a child;
 - iii. Be a legal spouse or cohabitating partner to an individual giving birth to a child; or

- iv. Have had a child under eighteen (18) placed in one's care through adoption or foster care.
 - (3) The placement or adoption of a child by a new spouse (i.e. stepchild) is excluded from this policy.
 - d. Leave time. Employees will be granted paid parental leave in the amount listed on the schedule below per 12-month period running from the first date of parental leave, to cover their regularly scheduled shifts for time off to bond with and care for the child. In the event more than one child is born or adopted at the same time, a maximum of the hours listed below will be granted. In the event both parents are employees of the city, a maximum of the hours listed below will be given in total to the parents. The hours listed below are the maximum that will be granted per occurrence.
 - (1) Full-time employees shall be granted paid parental leave at the rate of two hundred forty (240) hours (six, 40-hour workweeks) per birth or adoption event.
 - (2) All parental leave described in this policy shall be available for a six-month period following the birth, adoption or placement of a child.
 - (3) Leave may be used intermittently during the six-month period, but must be used in a minimum of one-week increments for ease of scheduling and tracking purposes. If used intermittently, the weeks must be requested in advance and pre-approved by the employee's supervisor.
 - e. General rights and responsibilities.
 - (1) An eligible employee shall initially notify the HR Director, in writing, of the need for parental leave and include the estimated timing of such leave at least sixty (60) calendar days in advance of the need for parental leave, when possible. If the need for parental leave is not foreseeable, an eligible employee must give notice of the need to the HR Director as soon as practical.
 - i. Documentation from the physician with an estimated due date or court documents providing the date of adoption or placement of foster child must be provided.
 - (2) Insurance benefits will continue to be provided during the paid parental leave period at the same rate as offered to other active, full-time employees. Paid leave benefits will continue to accrue.
 - (3) Once the six weeks of leave has been exhausted, employees may request continued leave under other leave policies as applicable.

- (4) An employee who takes paid parental leave that does not qualify for ULA leave will be afforded the same level of job protection for the period of time that the employee is on paid parental leave as if the employee were on ULA-qualifying leave.
- (5) Upon termination or resignation of employment, the employee shall not be eligible for payment of any unused parental leave.
- (6) Disciplinary action, up to and including termination, may be taken against an employee who uses parental leave for purposes other than those described in this policy.

Section 2: The City Clerk/Administrator shall update the personnel policy accordingly and provide a copy to all employees.

Section 3: This ordinance shall be in full force and effect on and after its passage and approval by the Mayor.

PASSED AFTER HAVING BEEN READ IN FULL OR BY TITLE TWO TIMES PRIOR TO PASSAGE BY THE BOARD OF ALDERMEN OF THE CITY OF TWIN OAKS, MISSOURI, THIS 4th DAY OF AUGUST 2021.

Russ Fortune, Mayor

Attest:

Frank Johnson, City Clerk/Administrator

**A RESOLUTION OF THE TWIN OAKS BOARD OF ALDERMEN
APPROVING A PROPOSAL BY MARCO TECHNOLOGIES, LLC
FOR THE PURCHASE OF COPIER AND MAINTENANCE PLAN.**

BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF TWIN OAKS, MISSOURI, AS FOLLOWS:

Section 1. The Board of Aldermen hereby approves, and the Mayor is hereby authorized to execute, Option B to the proposal submitted by Marco Technologies, LLC, attached as “Exhibit 1” hereto and incorporated herein, on behalf of the City of Twin Oaks for the purchase of the City’s existing copier for \$2,015.46 and for a 60-month maintenance agreement at \$75/month, all as described in the attached proposal as **Option B** (Page 3).

Section 2. This Resolution is adopted and shall be in full force and effect on and after its passage and approval.

THIS RESOLUTION WAS PASSED AND APPROVED THE 4th DAY OF AUGUST 2021, BY THE BOARD OF ALDERMEN OF THE CITY OF TWIN OAKS, MISSOURI.

Russ Fortune, Mayor

Attest:

Frank Johnson, City Clerk

Exhibit 1



COPIER/PRINTER RECOMMENDATION

A Proposal for:

Client Name: Frank Johnson
Company Name: CITY OF TWIN OAKS
Address: 1381 BIG BEND RD
TWIN OAKS, MO 63021--761
Phone: (636) 225-7873
Email: fjohnson@villageoftwinoaks.org
Date: Monday, July 26, 2021
Expiration Date:

Prepared By:

Technology Advisor: Sabrina Cox
Phone: 314-584-4971
Email: sabrina.cox@marconet.com
Web: www.marconet.com

taking technology further

MANAGED SERVICES
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BUSINESS IT SERVICES
CARRIER SERVICES
COPIERS & PRINTERS



marconet.com



CITY OF TWIN OAKS OBJECTIVES

RECOMMENDED PRINT SOLUTION

ITEM	DESCRIPTION	QUANTITY
MX-3571	SHARP MX-3571 COLOR 35 CPM MFP	1

Specifications

- 35 Color/Black and White Pages Per Minute
- 100 Sheet Bypass Tray
- (3) 550 Sheet Paper Tray
- Reduction Enlargement Capabilities
- 100 Sheet Reversing Single Pass Document Feeder
- Automatic Duplexing
- Network Printing
- Network Scanning
- Booklet Finisher
- Three-Hole Punch
- Fax Board
- Scan to E-Mail/Network Folder



Stax DaaS Agreement

The following program includes the equipment, service, and supplies (except staples, paper and network troubleshooting services). The result is a system with the capabilities and features you need—without the administrative headaches. You may also upgrade or downgrade your equipment at any time as your needs change.

- **60 Month Term** \$252.84/Month
- Monthly Fee to Include:
 - OEM Toner Supplies
 - Onsite Service and Parts
 - Unlimited Prints
 - Device Replacement
 - No meter readings or print overages!

DELIVERY, INSTALLATION, INITIAL SUPPLIES AND INITIAL TRAINING

Delivery, Installation, Initial Supplies & Initial Training.....Included

*The above pricing does not include applicable sales tax.
Prices quoted are subject to change and should be verified before placing your order.*

Accepted by: _____ Date: _____

By signing this proposal, you are authorizing Marco Technologies LLC to order, install and invoice the above listed equipment.

OPTION B

Purchase Plan Agreement

The following program includes the equipment, service, and supplies (except staples, paper and network troubleshooting services). The result is a system with the capabilities and features you need—without the administrative headaches. You may also upgrade or downgrade your equipment at any time as your needs change.

- **Current Copier Purchase Price**\$2,015.46
- **60 Month Maintenance Term** \$75.00/Month
- Monthly Fee to Include:
 - OEM Toner Supplies
 - Onsite Service and Parts
 - Unlimited Prints
 - Device Replacement
 - No meter readings or print overages!

DELIVERY, INSTALLATION, INITIAL SUPPLIES AND INITIAL TRAINING

Delivery, Installation, Initial Supplies & Initial Training.....Included

*The above pricing does not include applicable sales tax.
Prices quoted are subject to change and should be verified before placing your order.*

Accepted by: _____ Date: _____

By signing this proposal, you are authorizing Marco Technologies LLC to order, install and invoice the above listed equipment.

A RESOLUTION OF THE TWIN OAKS BOARD OF ALDERMEN APPROVING AN AGREEMENT WITH DIGILAB LLC, DOING BUSINESS AS SERAPIS, FOR MUSICAL ENTERTAINMENT BEFORE THE 2021 FIREWORKS DISPLAY IN TWIN OAKS PARK.

BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF TWIN OAKS, MISSOURI, AS FOLLOWS:

Section 1. The Board of Aldermen hereby approves, and the Mayor is hereby authorized to execute on behalf of the City of Twin Oaks, a services contract substantially in the form of "Exhibit 1" attached hereto and incorporated herein, with Digilab LLC, doing business as Serapis, for a 2.5-hour musical entertainment show, to be provided on October 16, 2021 at the concert in Twin Oaks Park for a total cost of \$800.00 and under the terms set forth in Exhibit 1.

Section 2. This Resolution is adopted and shall be in full force and effect on and after its passage and approval.

THIS RESOLUTION WAS PASSED AND APPROVED THE 4th DAY OF AUGUST 2021, BY THE BOARD OF ALDERMEN OF THE CITY OF TWIN OAKS, MISSOURI.

Russ Fortune, Mayor

Attest:

Frank Johnson, City Clerk

Twin Oaks, Missouri
CONTRACTOR SERVICES CONTRACT

THIS AGREEMENT, made and effective as of _____ 2021, by and between the **City of Twin Oaks, Missouri**, a municipal corporation hereinafter referred to as the “City,” and **Digilab LLC**, a Missouri corporation doing business as Serapis, hereinafter referred to as “Contractor,” with a business mailing address of 1809 Summitview Dr., St. Charles, MO 63303;

WHEREAS, the Contractor provided the City with the proposal, attached hereto as **Exhibit A** and incorporated herein by reference, for a live performance by **Serapis** on Saturday, October 16, 2021 from 5:30 p.m. until 8 p.m. (the “Proposal”), and the City wishes to engage the Contractor as provider of those services to the City, in accordance with the terms of this Agreement;

WITNESSETH: That the parties hereto for the considerations hereinafter set forth agree as follows:

I. SCOPE OF SERVICES

Contractor’s services are necessary for the following Project of City: *Concert in Twin Oaks Park*.

Except as expressly specified herein, Contractor hereby agrees to provide all of the talent, musical instruments, sound equipment, supplies, supervision, labor skill, materials equipment and apparatus to perform all the services and do all the things necessary for the proper completion of the services, which are generally described as two and a half (2.5) hours of musical entertainment for the Twin Oaks Concert in the Park and fireworks display and as more particularly described in the attached **Exhibit A**, incorporated herein (the “Services”).

The Services shall be provided by the Contractor in accordance with all the provisions of the Contract and the attached **City of Twin Oaks General Conditions** which are incorporated herein by reference, and which terms shall prevail over any conflicting terms that may otherwise be adopted herein as part of any attachment, including the Proposal attached hereto as Exhibit A. If there is any conflict between the City’s General Conditions (attached hereto and incorporated herein by reference) and the Proposal attached as Exhibit A, this Agreement and its General Conditions shall prevail.

II. COMPENSATION

A. **Basic Compensation.** The City hereby agrees to pay the Contractor, as full compensation for the complete and satisfactory performance of the contract, and all expenses and costs related thereto as follows:

\$800.00

III. TIME AND MANNER OF PAYMENTS

Payment of the \$800.00 fee for the Services shall be made by City in full upon completion of the Services on the day of the event.

IV. CONTRACT SCHEDULE

Time is of the essence. Contractor shall arrive on the day of the show in sufficient time to be set up and ready to start promptly at 5:30 p.m.

IN WITNESS WHEREOF, the parties hereto have signed this Agreement as of the effective date of Contract first above written.

DIGILAB, LLC

CITY OF TWIN OAKS

By _____

By _____

Title _____

Title _____

DATED: _____

DATED: _____

ATTEST: _____

City Clerk

GENERAL CONDITIONS
CITY OF TWIN OAKS, MISSOURI
CONTRACTOR SERVICES AGREEMENT

Independent Contractor. The Contractor shall be and operate as an independent contractor in the performance of this Contract. The Contractor shall have complete charge of the personnel engaged in the performance of the Work, and all persons employed by the Contractor shall be employees of said Contractor and not employees of the City in any respect.

Compliance with Laws. The Contractor shall comply with all applicable City ordinances and other laws and regulations, Federal, State, and any political subdivision thereof, including but not limited to, unemployment and workers' compensation, occupational safety, equal employment and affirmative action and wage and price laws insofar as applicable to the performance of the Contract. Specifically, Contractor shall comply with the following state law requirements:

- *Proof of Lawful Presence.* Section 208.009 RSMo., requires that all applicants *at the time of application* for any contract provided by a local government provide "affirmative proof that the applicant is a citizen or a permanent resident of the United States or is lawfully present in the United States." Contractor's affirmative proof must be established through (i) a Missouri driver's license, (ii) any "documentary evidence recognized by the department of revenue when processing an application for a driver's license," or (iii) "any document issued by the federal government that confirms an alien's lawful presence in the United States." §208.009.3.

Subcontracts. The Contractor shall not subcontract any of the Work to be performed by it hereunder without the express written consent of the City. In addition, this Contract shall not be assigned by the Contractor.

Indemnification. To the fullest extent permitted by law, the Contractor agrees to defend with counsel selected by the City, and indemnify and hold harmless the City, its officers, engineers, representatives, agents and employees from and against any and all liabilities, damages, losses, claims or suits, including costs and attorneys' fees, for or on account of any kind of injury to person, bodily or otherwise, or death, or damage to or destruction of property, or any other circumstances, sustained by the City or others, arising from Contractor's breach of the Contract or out of services and operations performed hereunder by the Contractor, including the City's reliance on or use of the services or products provided by the Contractor under the terms of this agreement. The Contractor shall not be liable for any loss or damage attributable solely to the negligence of the City. To the extent required by law to enforce this provision, Contractor agrees that this indemnification requires Contractor to obtain insurance in amounts specified herein and that Contractor has had the opportunity to recover the costs of such insurance in the Compensation set forth in this Agreement.

Insurance. Contractor shall furnish the City the certificates of insurance for workers' compensation, public liability, and property damage, including automobile coverage in the amounts specified by the City in the request for proposals, if any, otherwise in the amounts as acceptable to the City. The policies of insurance shall be in such form and shall be issued by such company or companies as may be satisfactory to the City. The City, and such additional persons and entities as may be deemed to have an exposure to liability as a result of the performance of the Contractor's Services, as determined by the City, shall be named as additional insured and the applicable insurer shall owe the City a duty of defense on all insurance policies required hereunder. The Contractor shall provide an Additional Insured Endorsement to the City that shall be approved by the City prior to commencement of any Services. The City may waive this requirement.

Changes. No change in this Contract shall be made except in writing prior to the change in the Services or terms being performed. The Contractor shall make any and all changes in the Services without invalidating this Contract when specifically ordered to do so in writing by the City. The Contractor, prior to the commencement of such changed or revised Services, shall submit promptly to the City, a written cost or credit proposal for such revised Services. If the City and Contractor shall not be able to agree as to the amount, either in consideration of time or money to be allowed or deducted, it shall nevertheless be the duty of Contractor, upon written notice from the City, to immediately proceed with such alteration or change, and Contractor shall be compensated the reasonable value of such Services.

No Services or change shall be undertaken or compensated for without prior written authorization from the City.

Termination. The City shall have the right to terminate the Contract at any time for any reason by giving the Contractor written notice to such effect. The City shall pay to the Contractor in full satisfaction and discharge of all amounts owing to the Contractor under the Contract an amount equal to the cost of all Services performed by the Contractor up to such termination date, less all amounts previously paid to the Contractor on account of the Contract Price. The Contractor shall submit to the City its statement for the aforesaid amount, in such reasonable detail as the City shall request, within thirty (30) days after such date of termination. The City shall not be liable to the Contractor for any damages on account of such termination for loss of anticipated future profits with respect to the remainder of the Services.

EXHIBIT A
Proposal

Serapis
Musical Entertainers
CONTRACT



Date of Contract: July 15, 2021

Date of Function: October 16, 2021

Organization / Event: Twin Oaks Fireworks Display at Twin Oaks Park
Start/End Times: 5:30pm – 8:00pm

Contracting Party:
Serapis
1809 Summitview Dr.
St. Charles, MO 63303

Fed. Tax ID 43-1879737

Location of Function:
Twin Oaks Park Twin Oaks, MO
Compensation: \$ 800.00

Details / Comments: Serapis personnel will arrive 2 hours before the performance to set up sound, lights and musical equipment for the performance. Twin Oaks will provide at least one 20 amp AC circuit to the stage area.

Serapis will provide sound system and lights. For safety reasons, the members of Serapis will not be able to leave the park until after the fireworks display has concluded.

All members of Serapis are expected to act in a professional fashion and provide quality entertainment for the time stated above.

Janet Herbold Event Coordinator for Twin Oaks
314-707-0804 (mobile)

Frank Johnson City Clerk
City of Twin Oaks
1381 Big Bend Rd.
Twin Oaks, MO 63021
636-225-7873

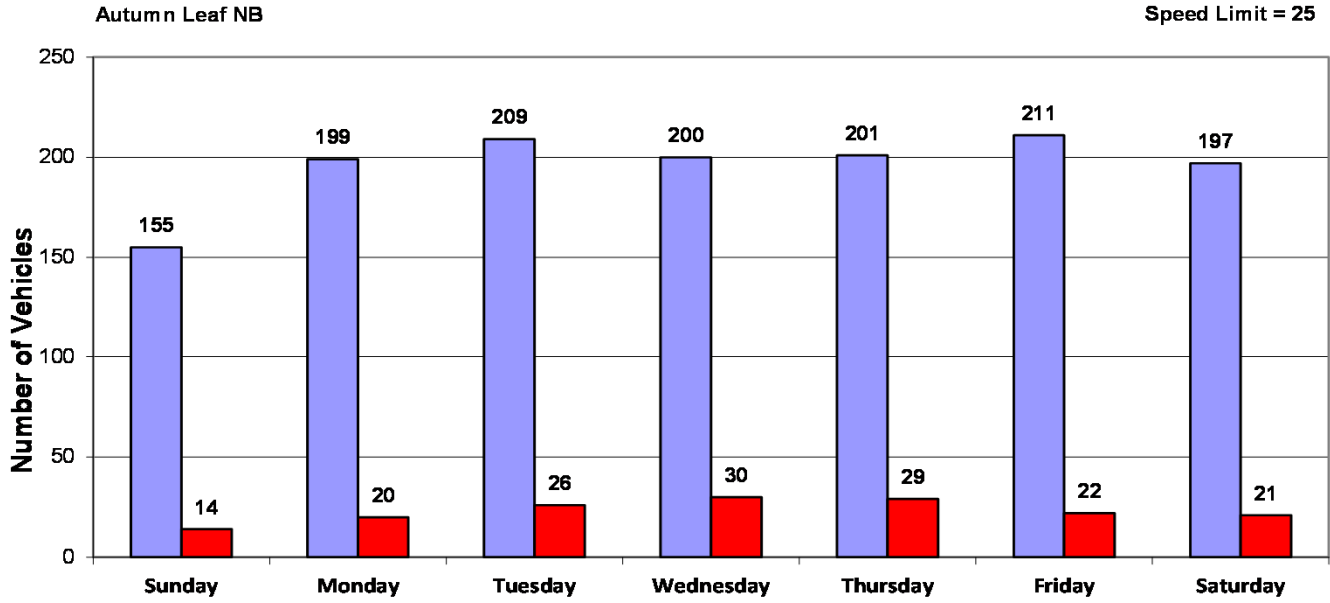
Signature: _____ Date: _____

Serapis
Gene Carroll
314-497-5306 (mobile)

Signature: _____ Date: _____

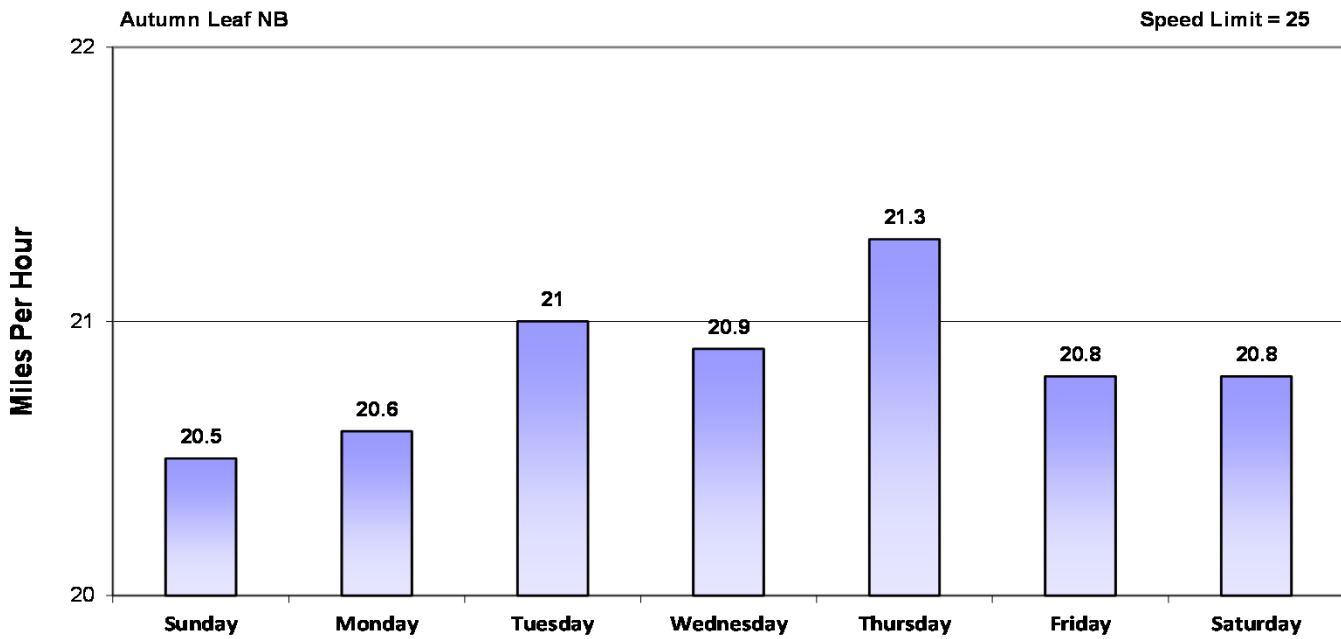
Charts Report

Vehicle and Speed Violator Counts



Week (7 days): 7/11/2021 - 7/17/2021

Daily Average Speeds



Week (7 days): 7/11/2021 - 7/17/2021

Charts Report

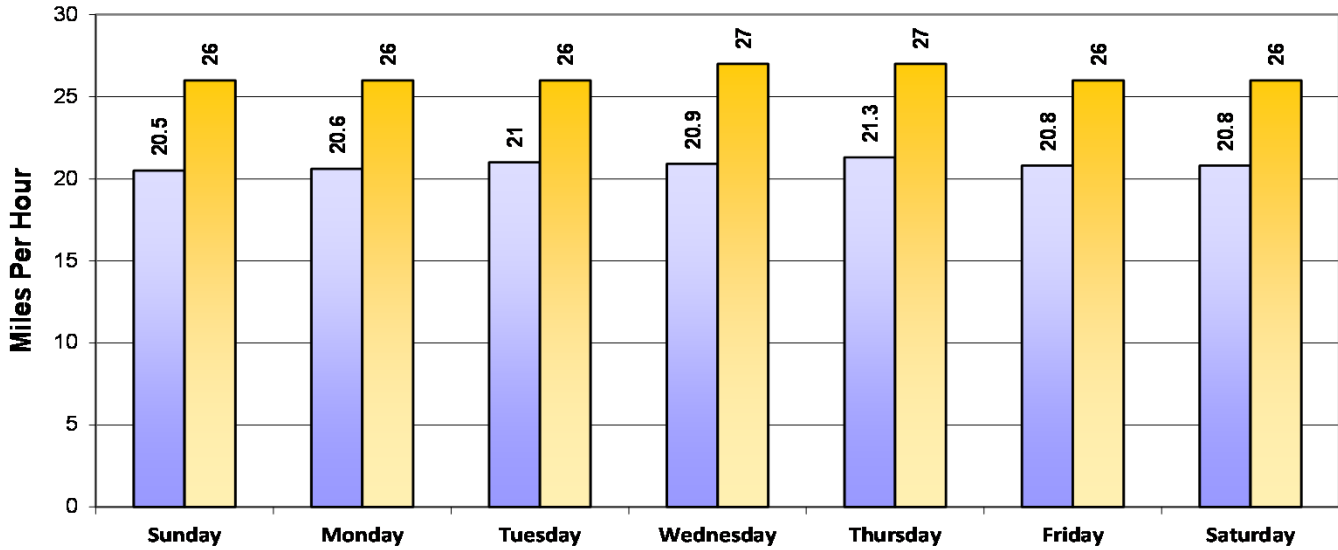
Daily Average Speeds vs. 85th Percentile Speeds



■ Avg. Speed ■ 85th pct Speed

Autumn Leaf NB

Speed Limit = 25



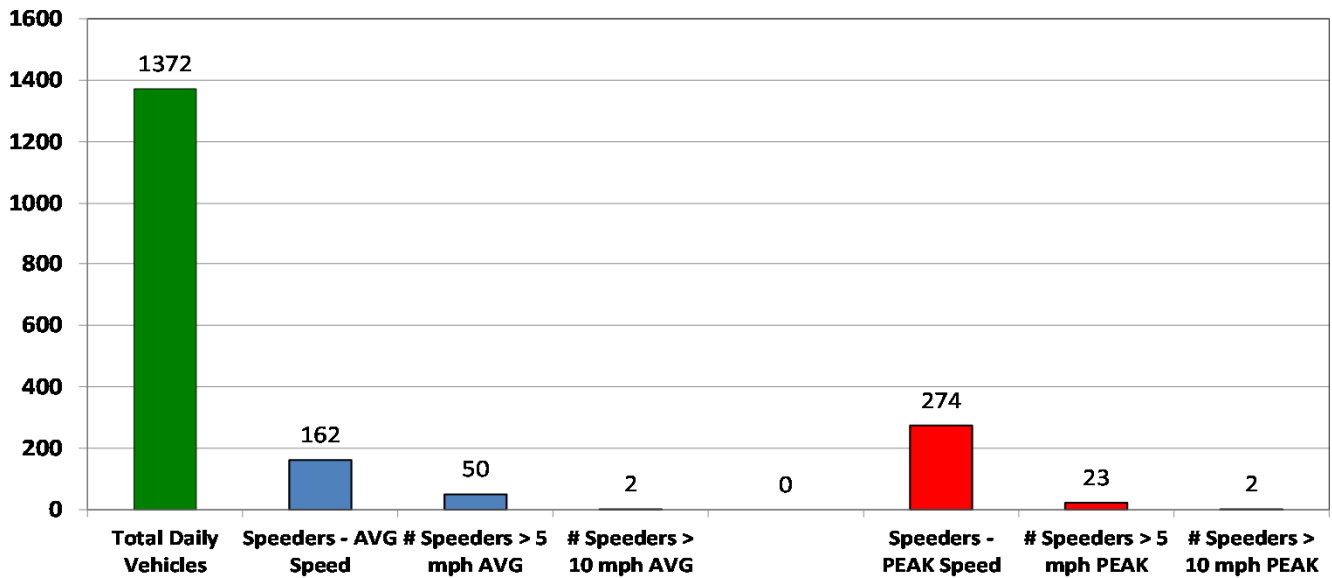
Week (7 days): 7/11/2021 - 7/17/2021

Weekly Speed Summary - Vehicle Counts



Autumn Leaf NB

Speed Limit = 25



Week (7 days): 7/11/2021 - 7/17/2021

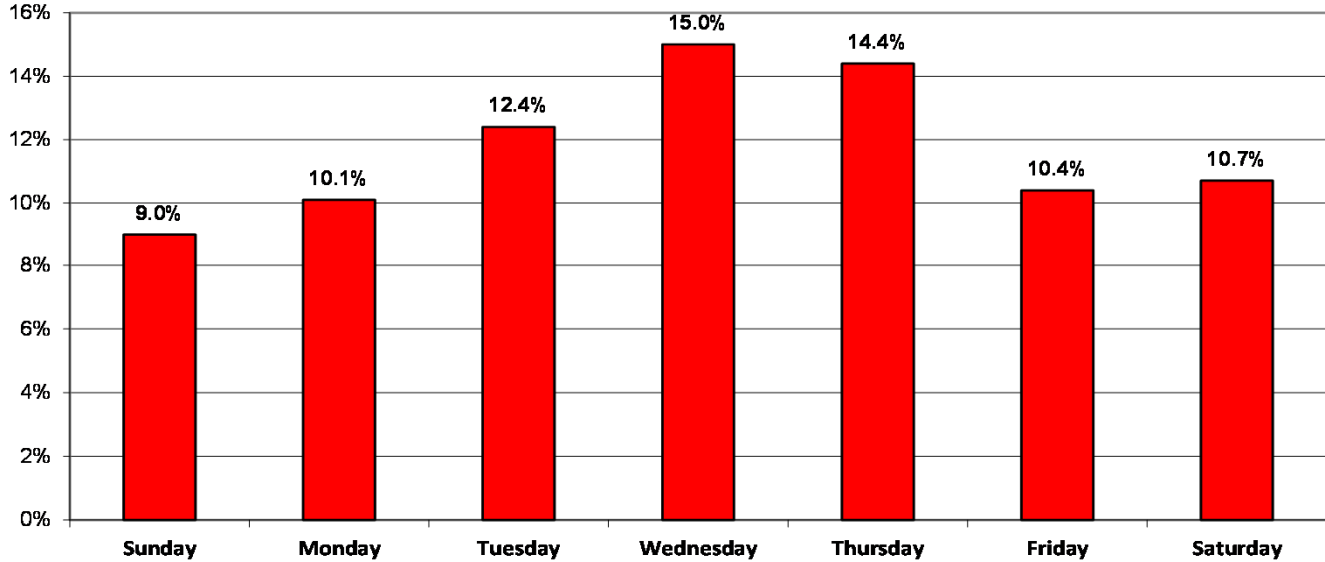
Charts Report

Percentage of Vehicles Speeding



Autumn Leaf NB

Speed Limit = 25



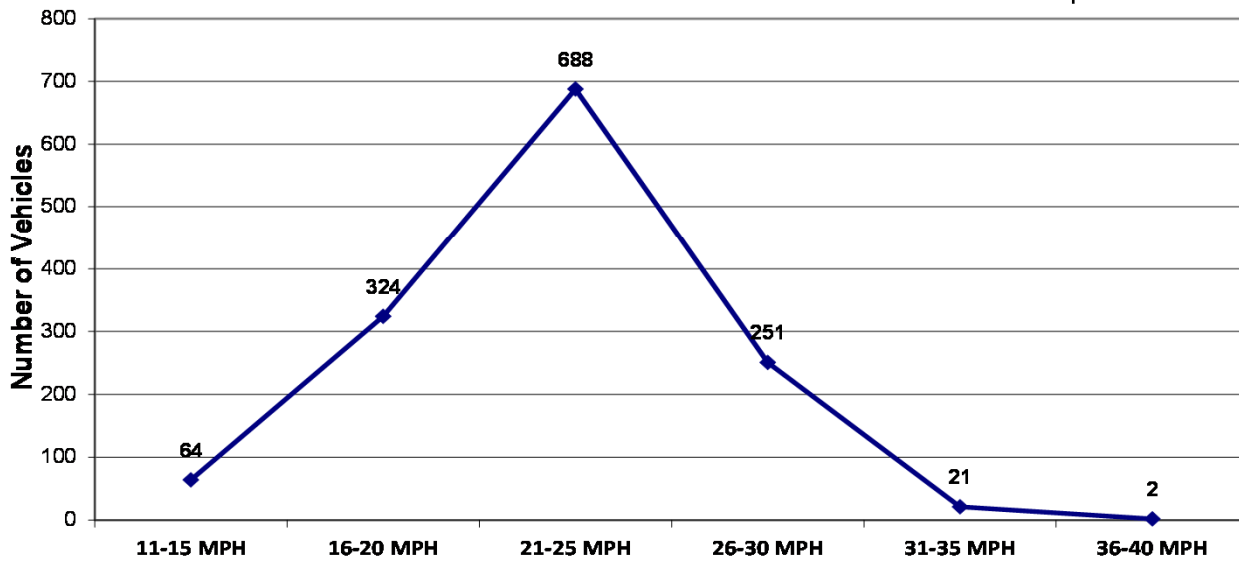
Week (7 days): 7/11/2021 - 7/17/2021

Vehicle Count by Peak Speed Bins



Autumn Leaf NB

Speed Limit = 25

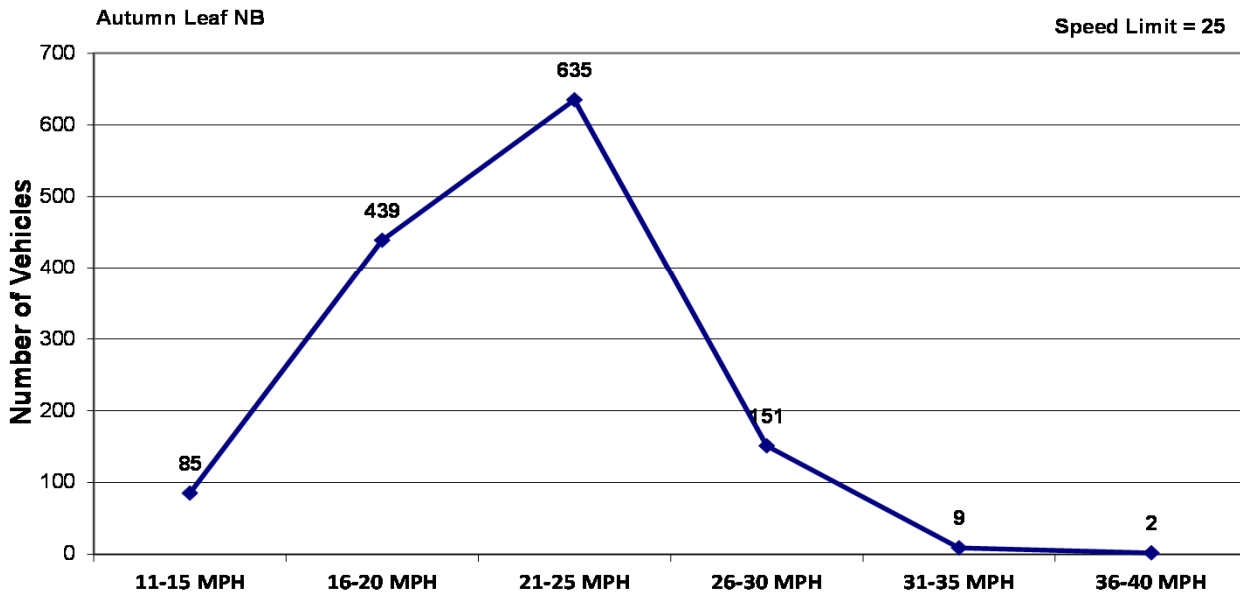


Week (7 days): 7/11/2021 - 7/17/2021

Charts Report



Vehicle Count by Avg. Speed Bins



Week (7 days): 7/11/2021 - 7/17/2021

Violations over 35 mph

Speed

40 mph

36 mph

Day and Time

Friday, 5 am

Tuesday, 4:30 am

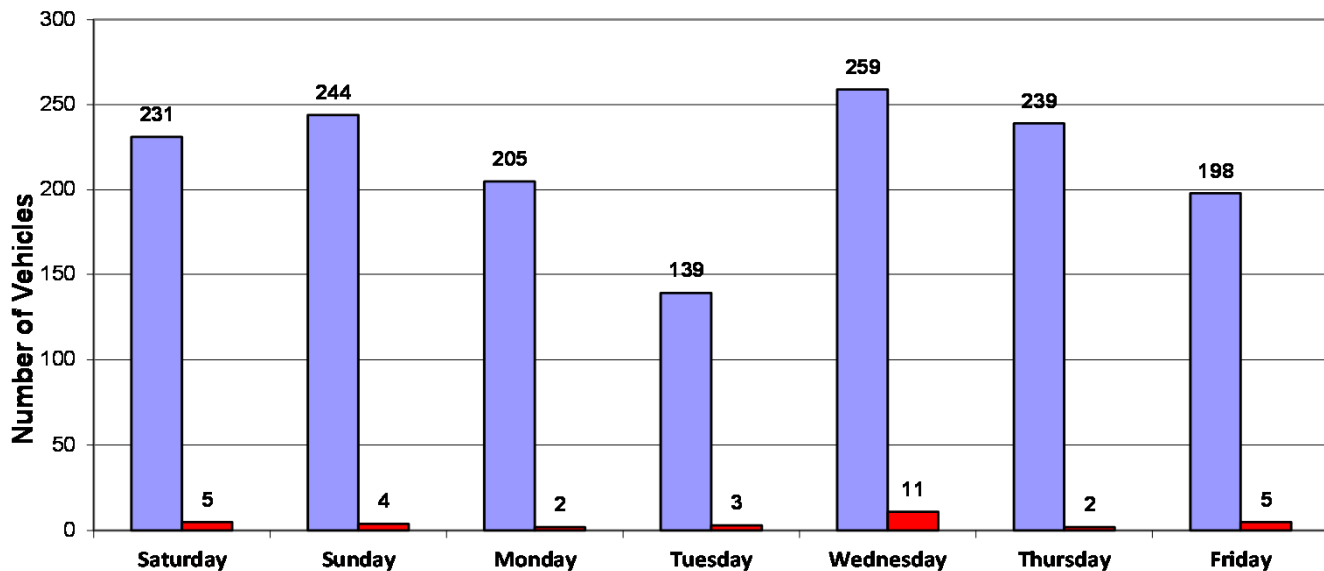
Charts Report

Vehicle and Speed Violator Counts



Boly Lane NB

Speed Limit = 25



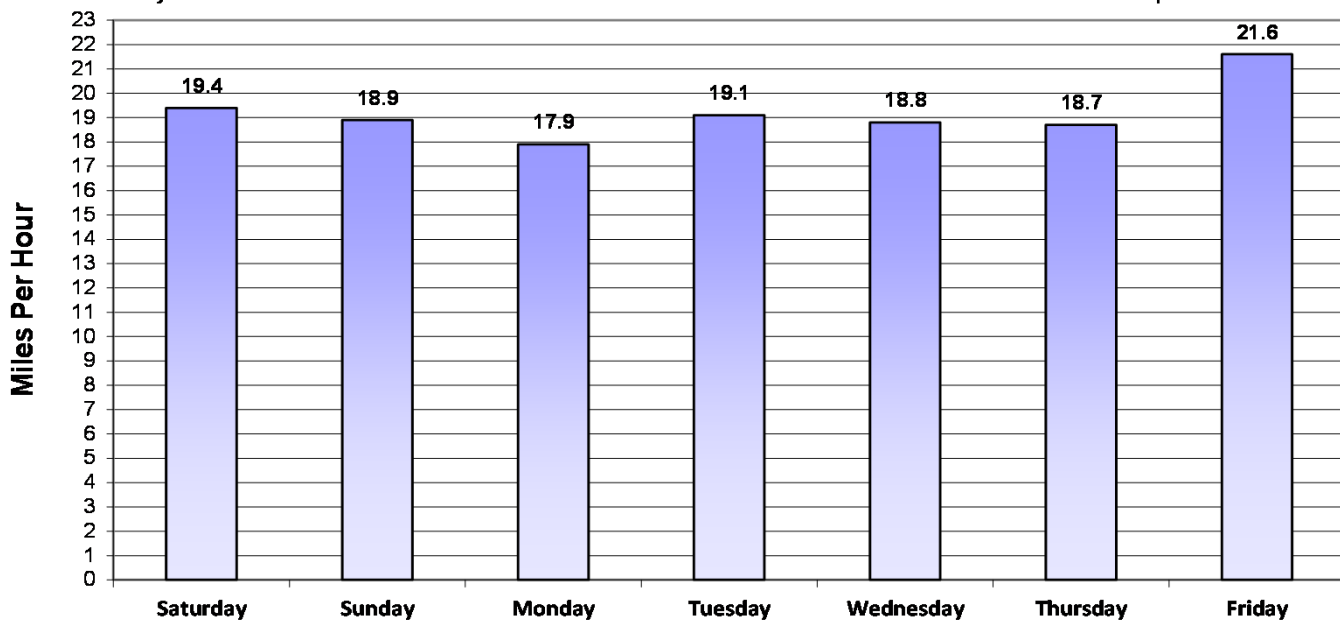
Week (7 days): 5/15/2021 - 5/21/2021

Daily Average Speeds



Boly Lane NB

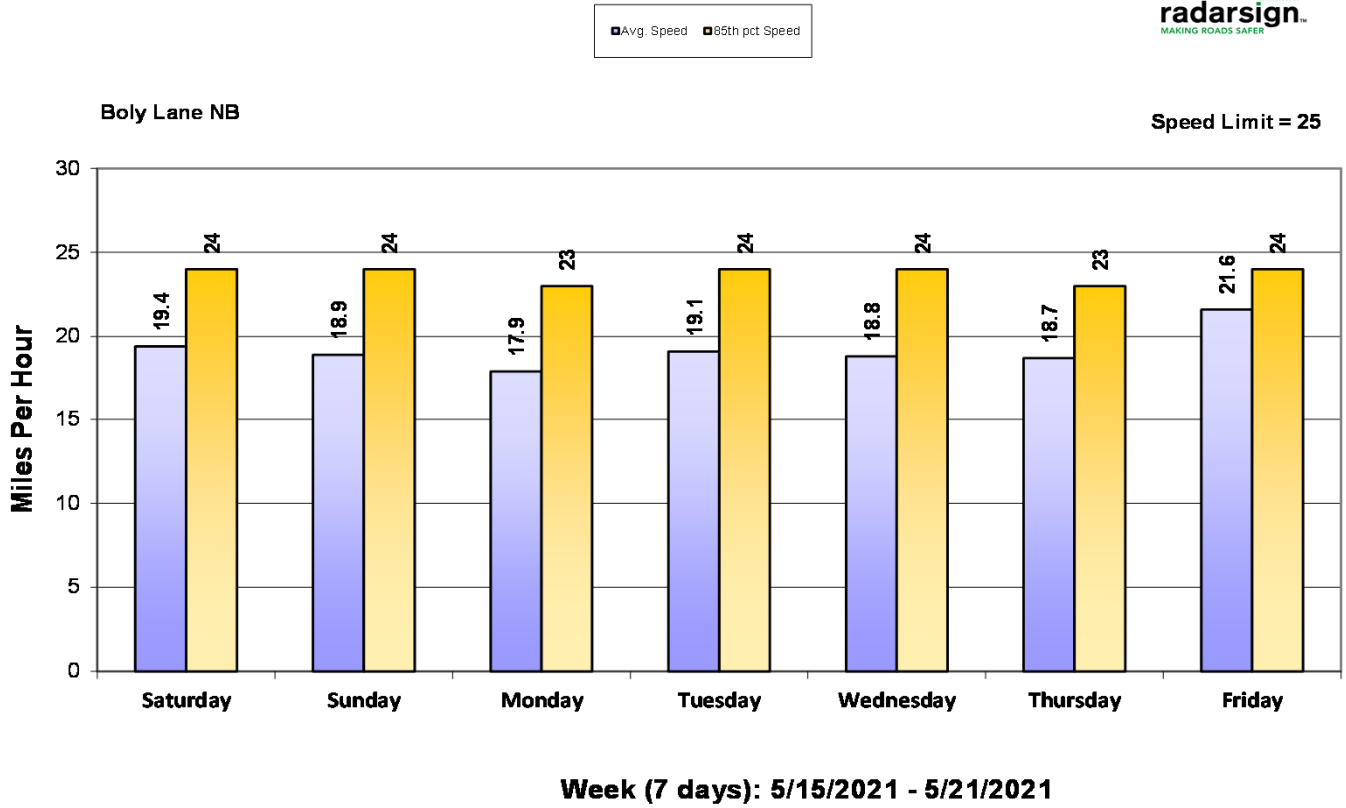
Speed Limit = 25



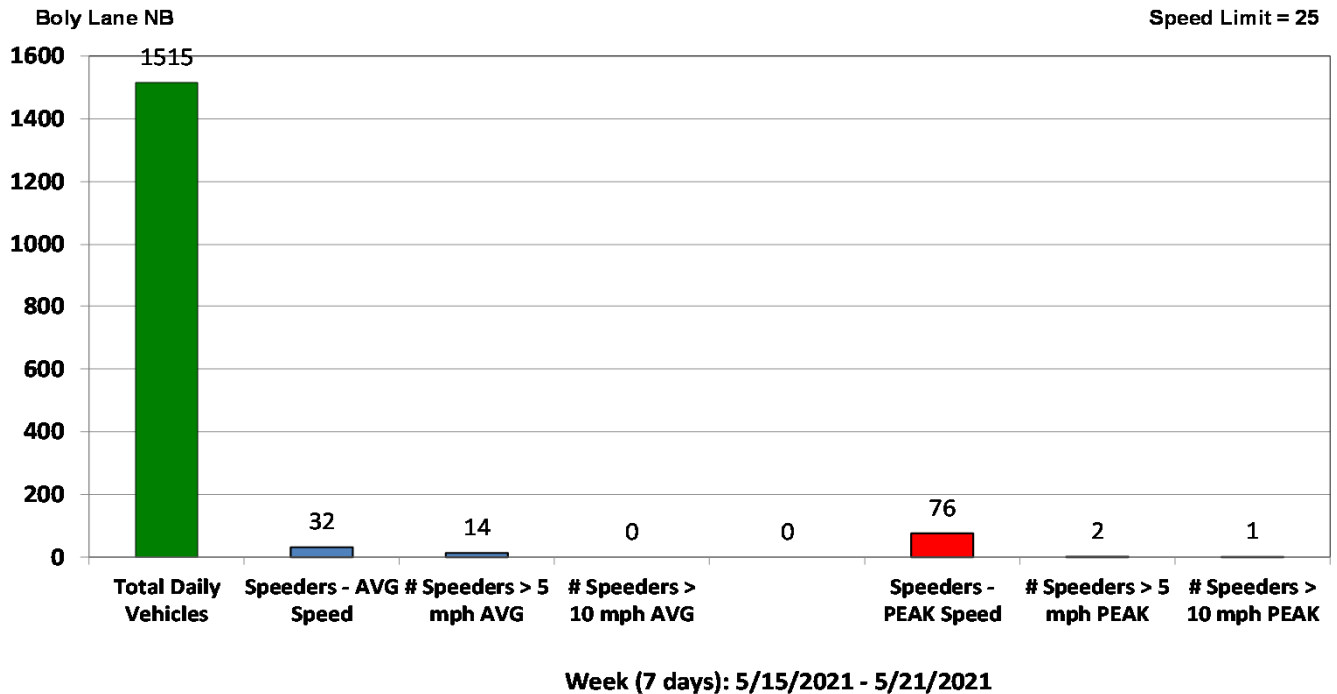
Week (7 days): 5/15/2021 - 5/21/2021

Charts Report

Daily Average Speeds vs. 85th Percentile Speeds



Weekly Speed Summary - Vehicle Counts



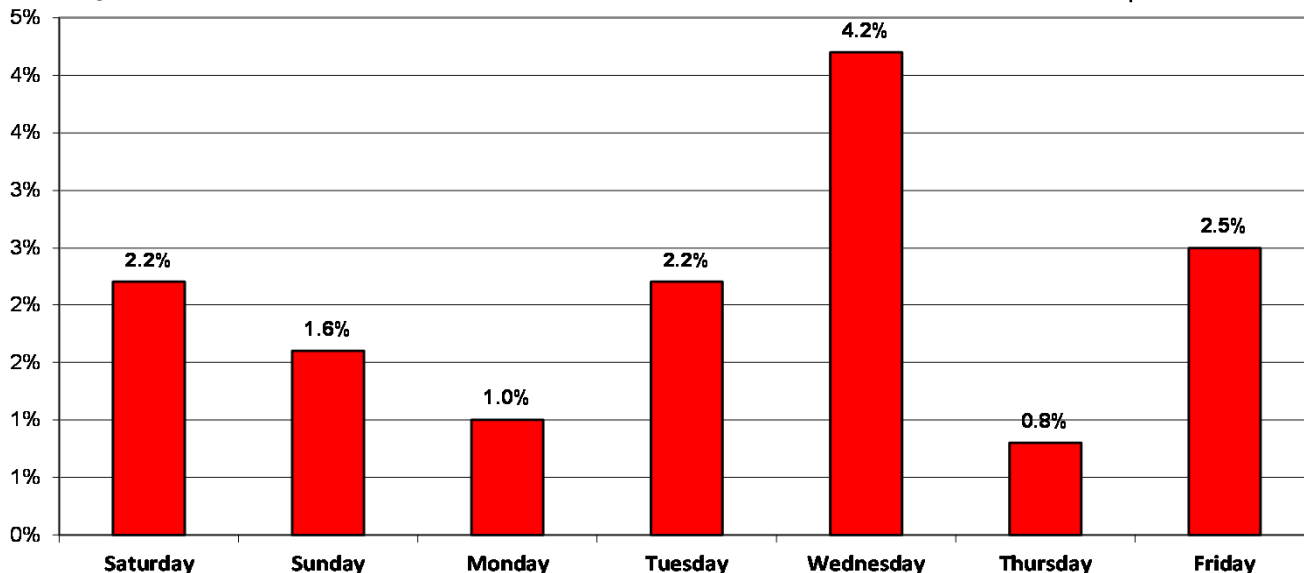
Charts Report

Percentage of Vehicles Speeding



Boly Lane NB

Speed Limit = 25



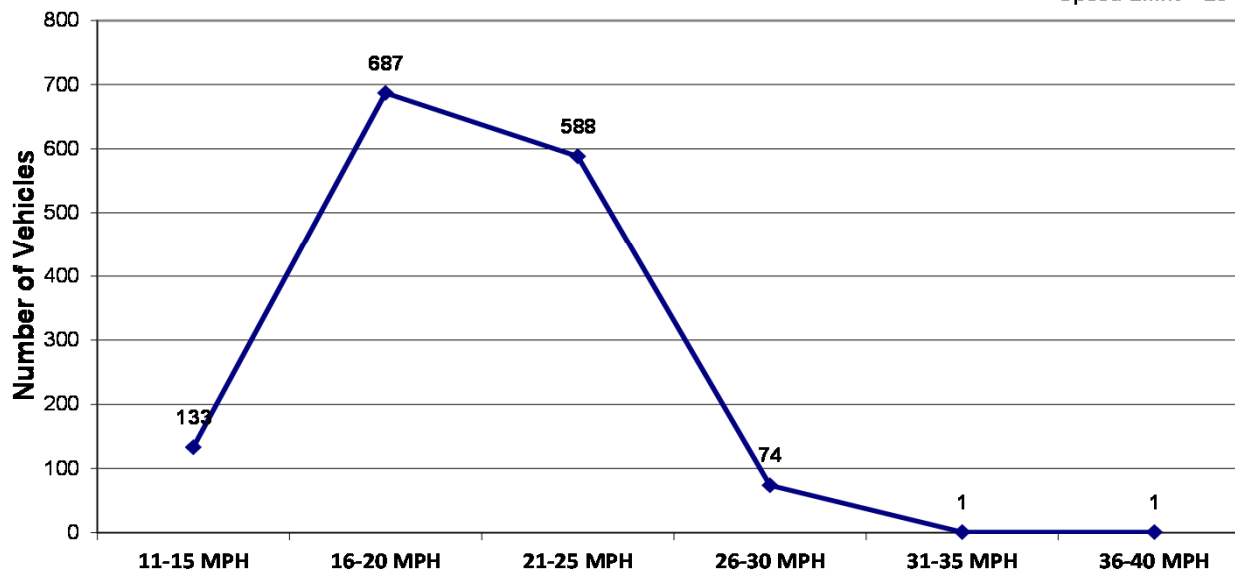
Week (7 days): 5/15/2021 - 5/21/2021

Vehicle Count by Peak Speed Bins



Boly Lane NB

Speed Limit = 25



Week (7 days): 5/15/2021 - 5/21/2021

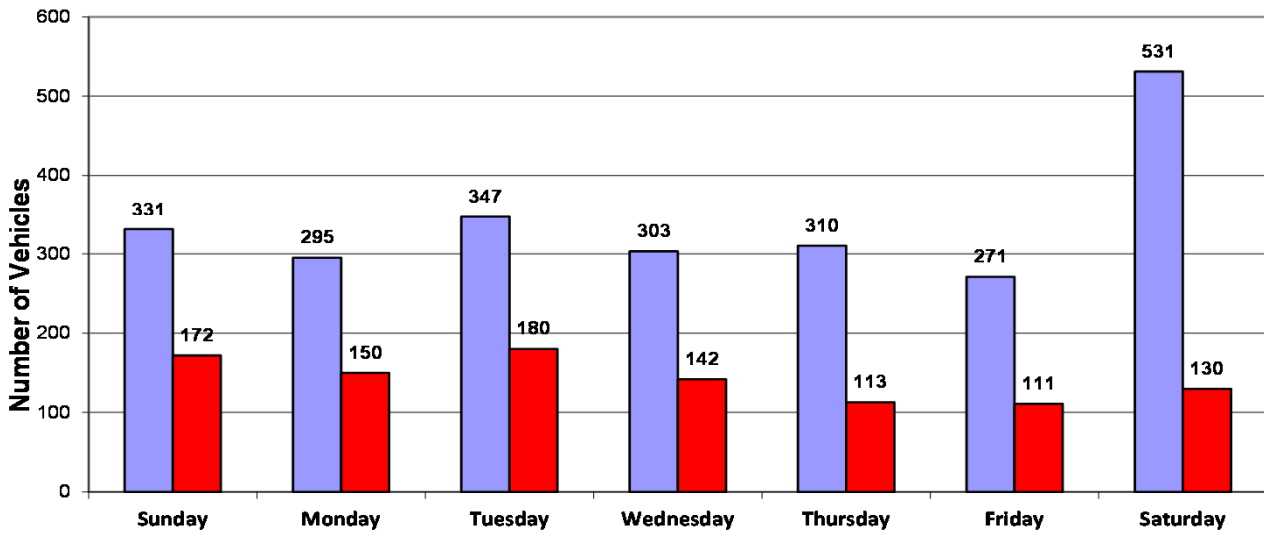
Charts Report

Vehicle and Speed Violator Counts



Boly Lane SB

Speed Limit = 20



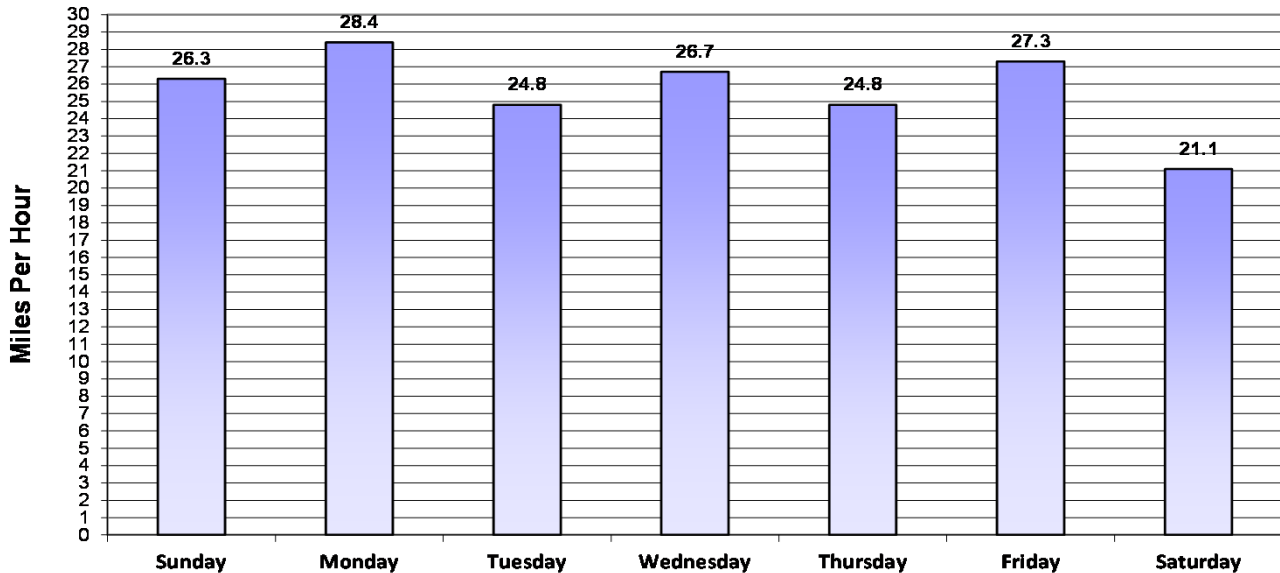
Week (7 days): 6/27/2021 - 7/3/2021

Daily Average Speeds



Boly Lane SB

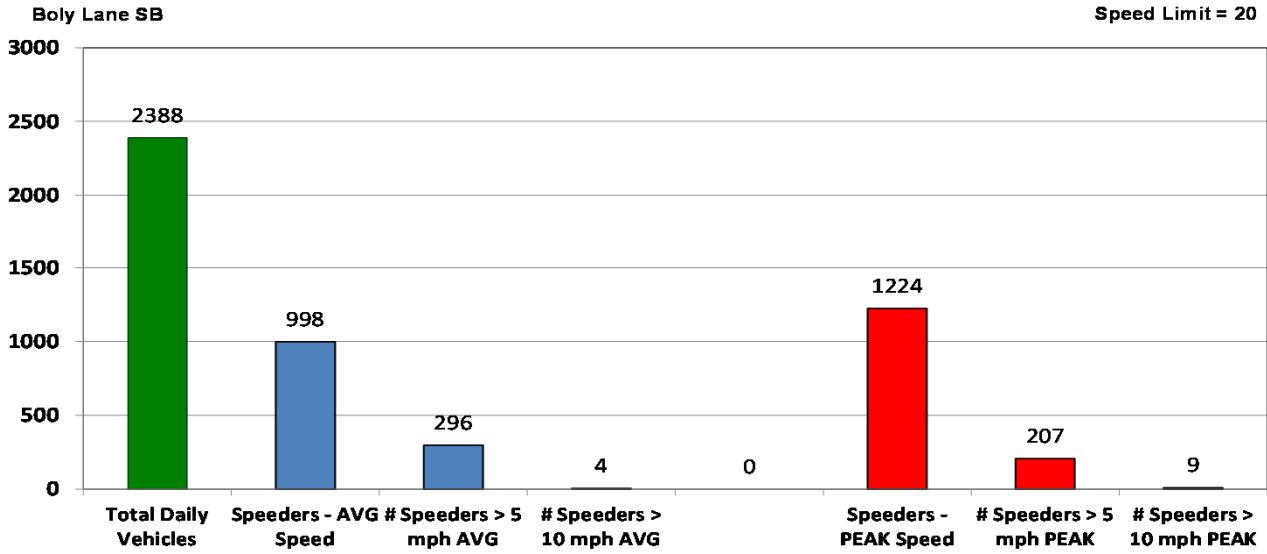
Speed Limit = 20



Week (7 days): 6/27/2021 - 7/3/2021

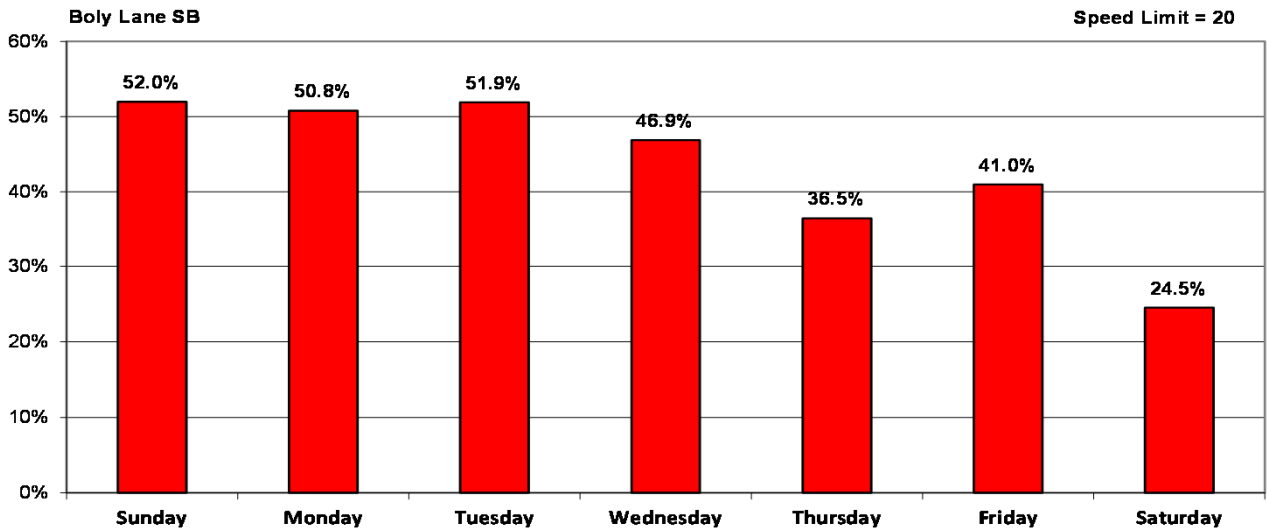
Charts Report

Weekly Speed Summary - Vehicle Counts



Week (7 days): 6/27/2021 - 7/3/2021

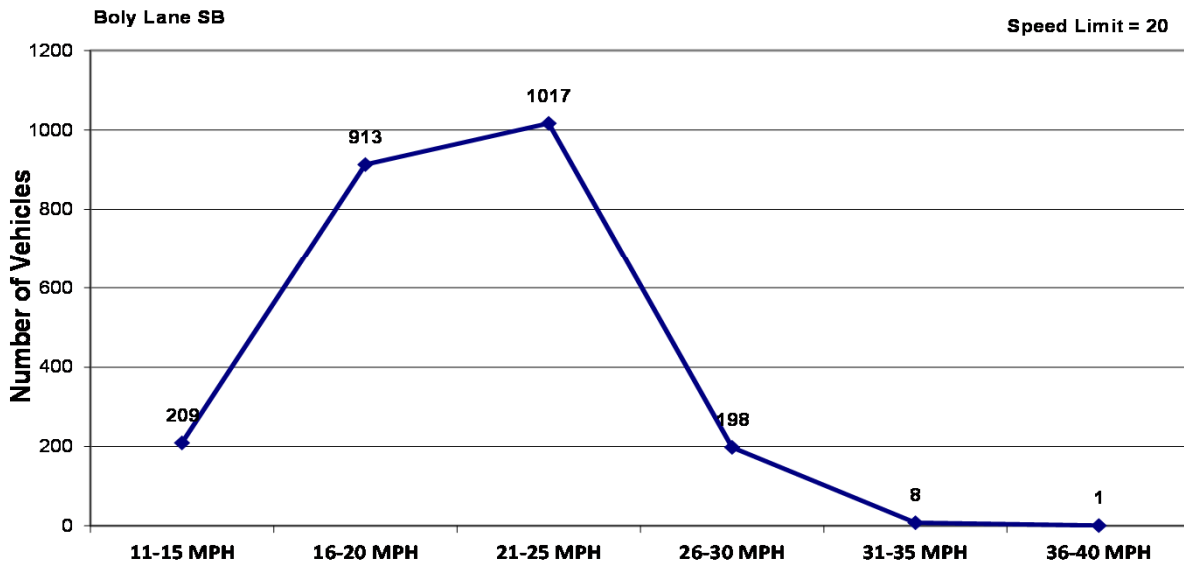
Percentage of Vehicles Speeding



Week (7 days): 6/27/2021 - 7/3/2021

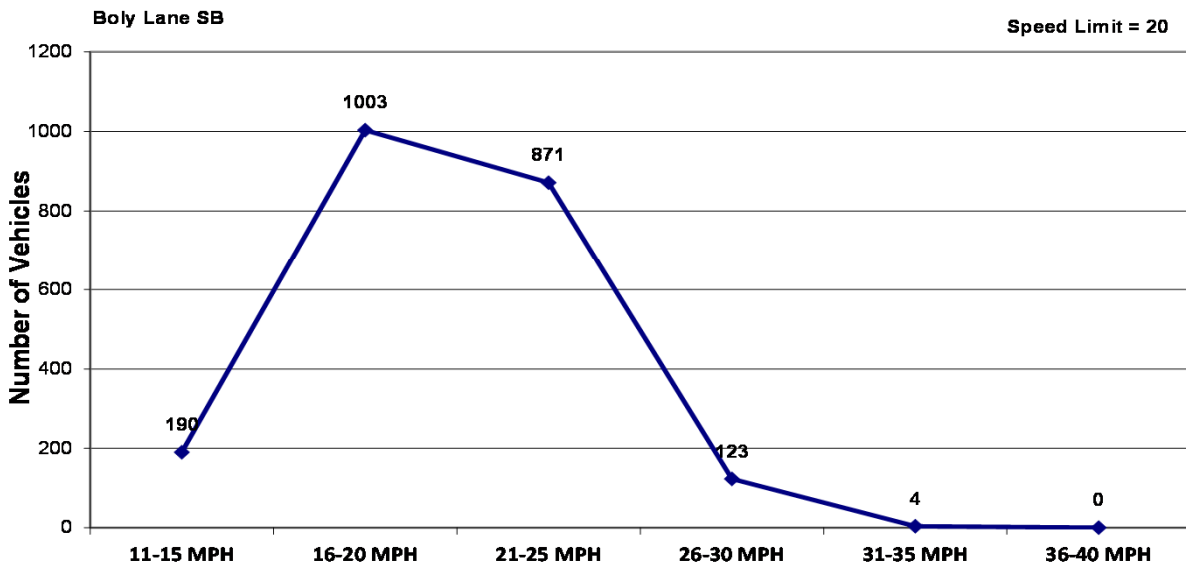
Charts Report

Vehicle Count by Peak Speed Bins



Week (7 days): 6/27/2021 - 7/3/2021

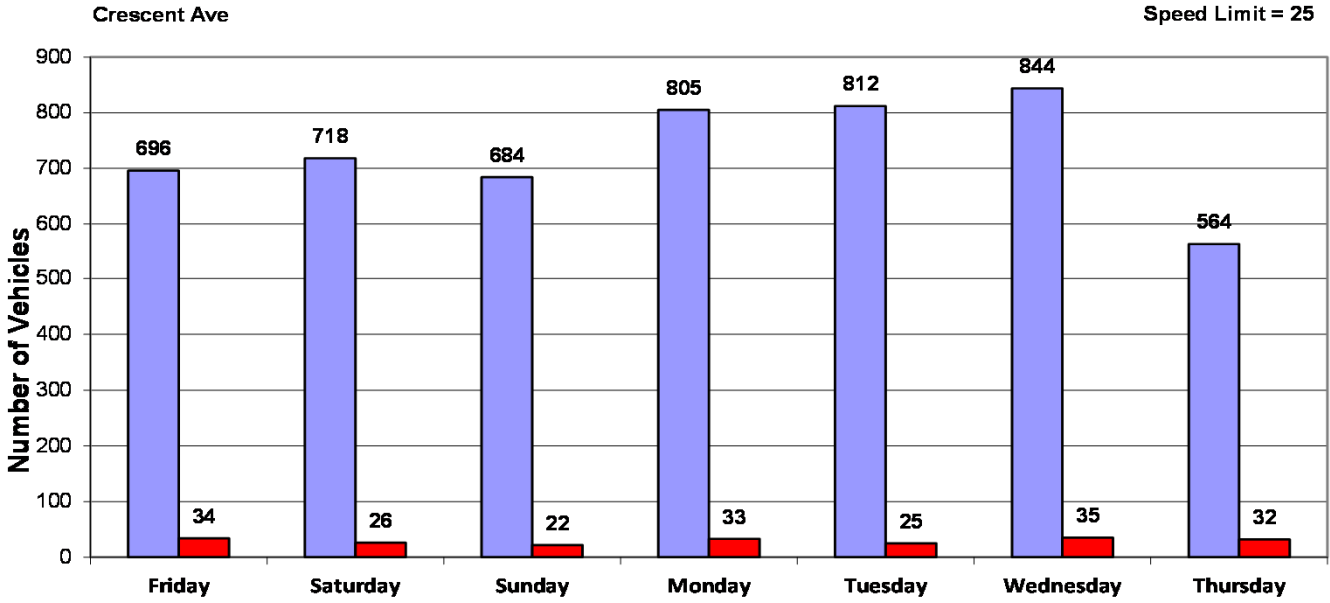
Vehicle Count by Avg. Speed Bins



Week (7 days): 6/27/2021 - 7/3/2021

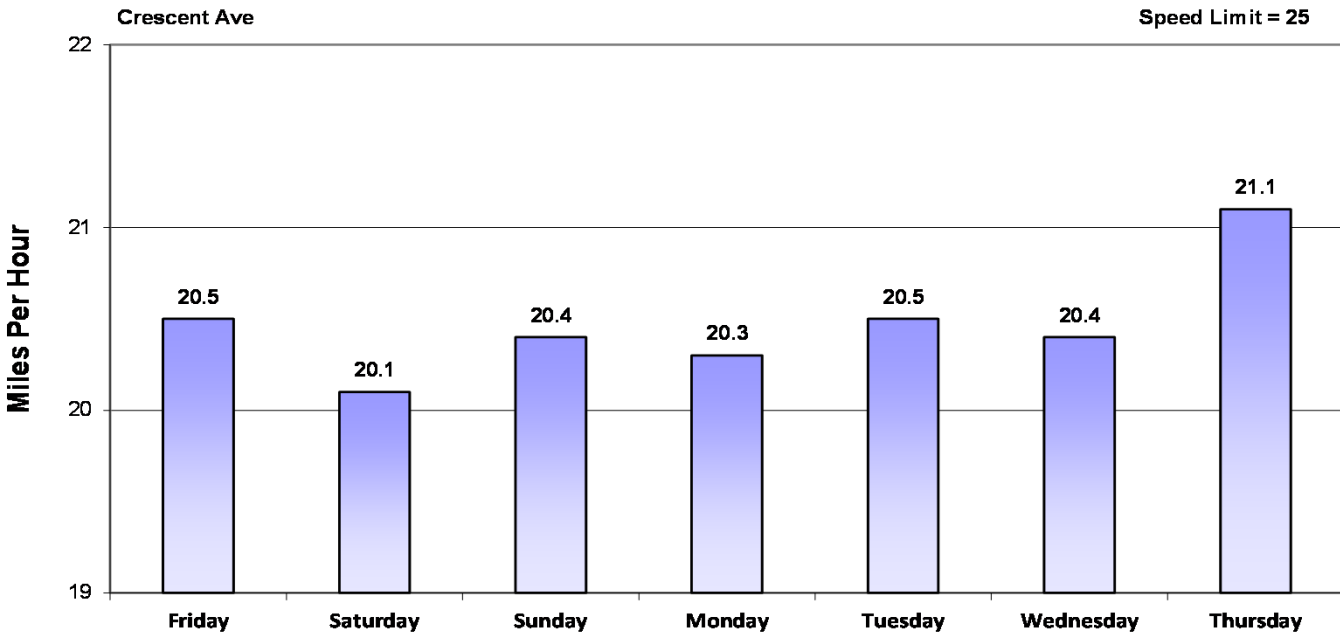
Charts Report

Vehicle and Speed Violator Counts



Week (7 days): 7/9/2021 - 7/15/2021

Daily Average Speeds



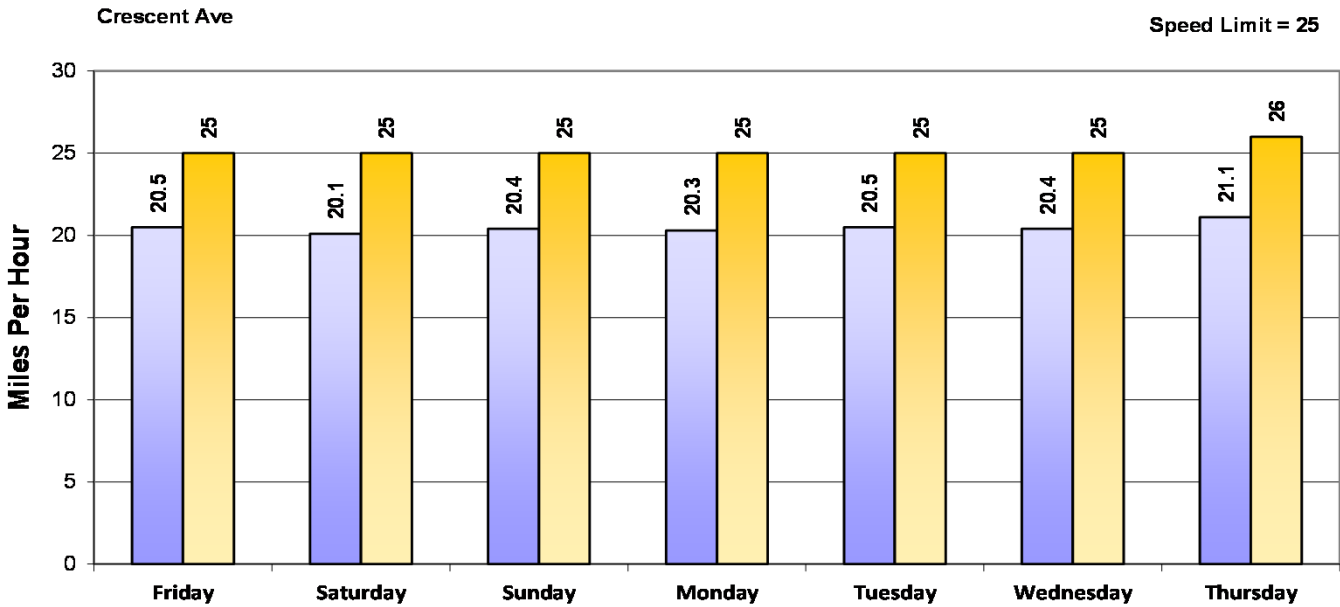
Week (7 days): 7/9/2021 - 7/15/2021

Charts Report

Daily Average Speeds vs. 85th Percentile Speeds

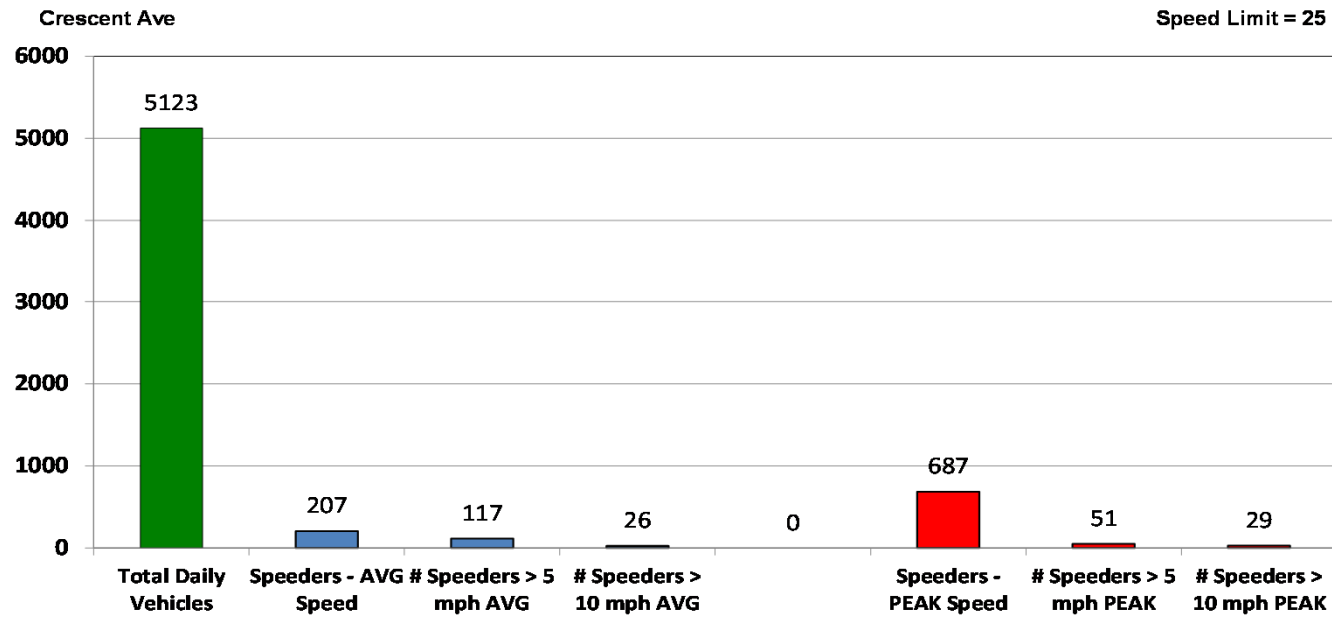


■ Avg. Speed ■ 85th pct Speed



Week (7 days): 7/9/2021 - 7/15/2021

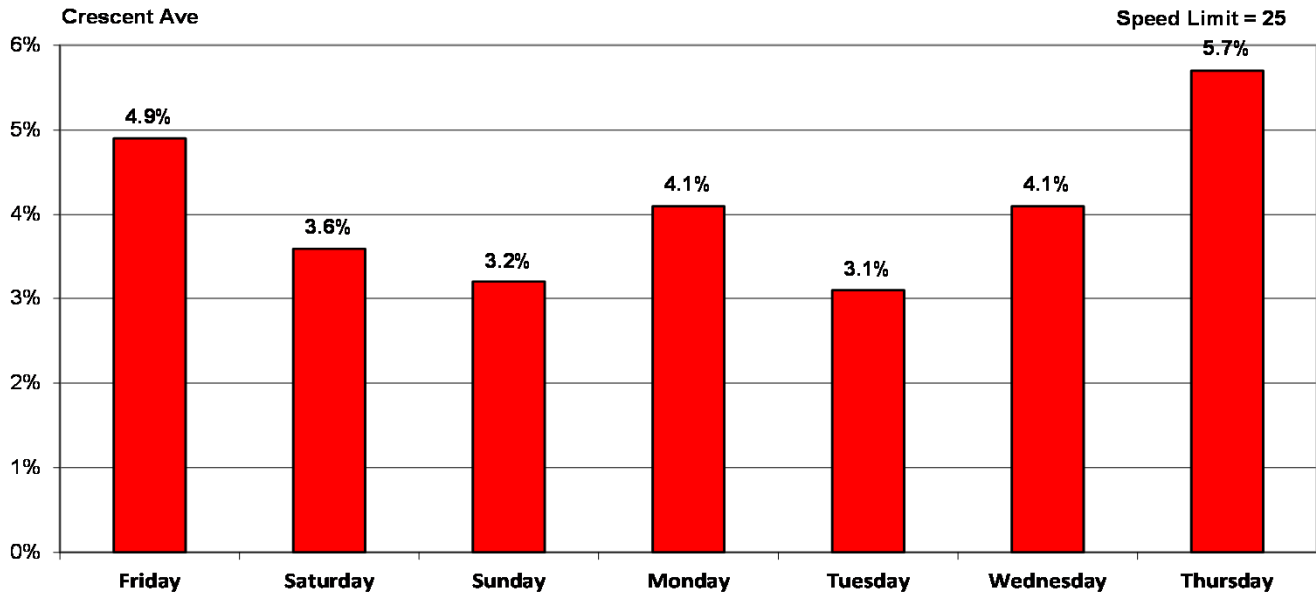
Weekly Speed Summary - Vehicle Counts



Week (7 days): 7/9/2021 - 7/15/2021

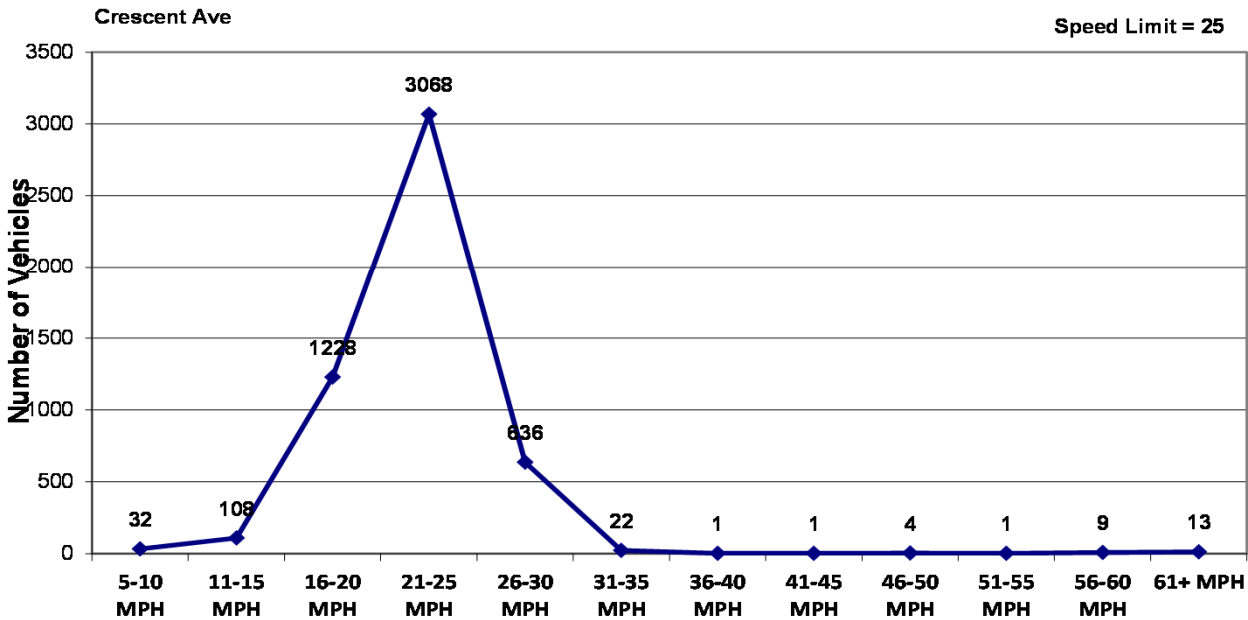
Charts Report

Percentage of Vehicles Speeding



Week (7 days): 7/9/2021 - 7/15/2021

Vehicle Count by Peak Speed Bins

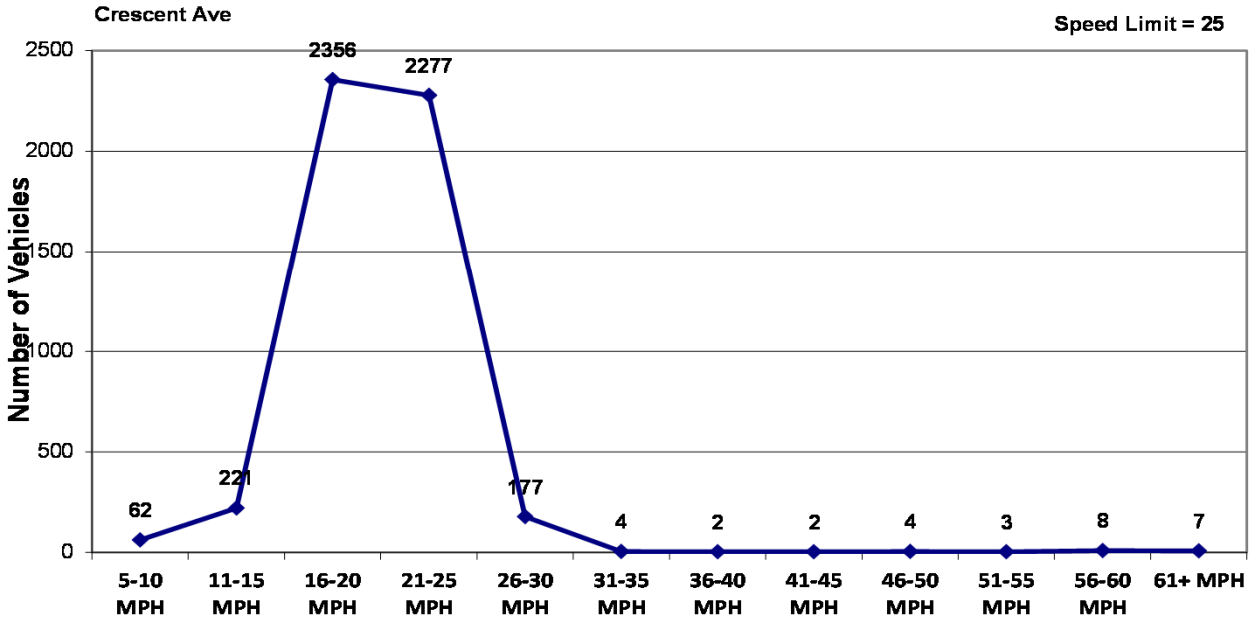


Week (7 days): 7/9/2021 - 7/15/2021

Charts Report



Vehicle Count by Avg. Speed Bins



Week (7 days): 7/9/2021 - 7/15/2021

Charts Report

Violations Detail

Peak Speed	Day and Time	Time Period	Incidents
56 mph	Fri, 6:30 pm	4:00 AM	1
63 mph	Sat, 4 am	5:30 AM	1
67 mph	Sat, 8 am	Early Morning	2
51 mph	Sat, 6 pm		
41 mph	Sun, 11 am	7:00 AM	1
61 mph	Sun, 2 pm	8:00 AM	2
64 mph	Sun, 3:30 pm	8:30 AM	1
67 mph	Mon, 10: 30 am	9:30 AM	1
48 mph	Mon, 1 pm	Morning	5
70 mph	Mon, 2:30 pm		
49 mph	Mon, 4 pm	10:30 AM	2
40 mph	Tue, 9:30 am	11:00 AM	1
64 mph	Tue, 10:30 am	11:30 AM	1
65 mph	Tue, 4 pm	12:30 PM	1
59 mph	Tue, 7:30 pm	1:00 PM	2
60 mph	Tue, 8 pm	1:30 PM	1
59 mph	Wed 1 pm	Midday	8
56 mph	Wed 1:30 pm		
63 mph	Wed 2:30 pm	2:00 PM	1
56 mph	Thu 5:30 am	2:30 PM	3
57 mph	Thu 7 am	3:30 PM	1
59 mph	Thu 8 am	4:00 PM	2
65 mph	Thu 8:30 am	5:00 PM	1
74 mph	Thu 11:30 am	Afternoon	8
68 mph	Thu 12:30 pm		
59 mph	Thu 2:30 pm	6:00 PM	2
47 mph	Thu 5 pm	6:30 PM	1
50 mph	Thu 6 pm	7:30 PM	1
		8:00 PM	1
		Evening	5

City of Twin Oaks

Information Technology Services

P R O P O S A L

July 29, 2021

The Brain Mill, Inc.
4946 Washington Blvd.
St. Louis, MO 63108
Federal / State Tax ID: 43-1834015

The Brain Mill, Inc.
4946 Washington Blvd.
St. Louis, MO 63108
(314) 454-0348

PROPOSAL
Twin Oaks – Information Technology Services
July 29, 2021

GOAL

The goal of this proposal is to provide encompassing Information Technology Services for the City of Twin Oaks.

STRATEGY

The Brain Mill, Inc. has been providing IT Services for the city since 2014. The original contract was for basic PC management and support, over the years this has evolved to a much more comprehensive and larger IT structure. Additionally, the security landscape in IT has changed dramatically. This proposal is to address these changes and ensure the city has the proper IT services it needs.

Below is a comparison between the initial contract, current operations, and additional needs. Following that is new contract pricing to ensure the City has the support and services it needs.

Initial Environment for Support – Late 2014

- 5 PCs - Remote Monitoring and Anti-Virus
- 9 Email accounts
- Less than 100gb of online storage
- Basic network management
- Relatively low internal Technology knowledge

Current – July 2021

- 6 PCs - Remote Monitoring and Anti-Virus
- 13 Email Accounts
- 8 City Hall Cameras
- 6 Park Cameras
- 6 network phones
- 8 External monitors / TVs for City Hall
- 160gb of online storage
- Updated Scanner Software
- 2014 Server computer showing its age after a few upgrades
- Much higher Technology Security Requirements

The Brain Mill, Inc.
4946 Washington Blvd.
St. Louis, MO 63108
(314) 454-0348

PROPOSAL
Twin Oaks – Information Technology Services
July 29, 2021

-
- Network support to include Phone operation
 - Significantly larger square feet for wireless network
 - Network to support video conferencing
 - End User Remote Access
 - Existing personnel are much more technically savvy so when tech support is needed it is on a much higher level
 - Help support auxiliary systems like Fire / Security Alarm when things don't act right
 - Higher skilled Tech to manage entire network

Existing Significant Needs

- Password Management
- Enhanced Security Software to prevent un-authorized software
- Onsite backup Image of server
- New Server PC Hardware and setup

Existing Minor Needs

- Web Surfing Protection
- Web Credential Security
- Security Training

The Brain Mill, Inc.
4946 Washington Blvd.
St. Louis, MO 63108
(314) 454-0348

PROPOSAL
Twin Oaks – Information Technology Services
July 29, 2021

Exclusions

The following items will not be included with this proposal.

- **Replacement/New hardware**

This includes replacement parts as deemed required on a more immediate need such as a router, hard drive, monitor. Any purchases will be discussed before they are purchased.

- **Emergency Disaster Recovery**

Disaster recovery is defined as major system failure that requires immediate attention and significant effort to correct. This type of failure is considered outside the basic scope of this agreement.

- **Emergency Immediate Onsite Support – 2-hour Response Time**

This level of support requires immediate onsite support outside the previously scheduled visits. This would require other current projects to be placed on hold and a technician must travel to the client location to resolve a situation.

- **Off Hour Support**

This level of support is requested by the client to be delivered outside the normal business hours. At points The Brain Mill may at its own discretion request to work not during normal business hours however this will not be considered Off Hour Support.

The Brain Mill, Inc.
4946 Washington Blvd.
St. Louis, MO 63108
(314) 454-0348

PROPOSAL
Twin Oaks – Information Technology Services
July 29, 2021

Other Considerations

Although it is unexpected, if the required hours per month are to exceed the below limits the overage will be charged accordingly. The client would be notified as the limits are being approached and efforts will be made to minimize any additional charges.

If the hours exceed 10 hours per month, then additional hours will be billed at \$120/hr.

Other Rates

Replacement hardware - Going Market Value
Emergency Disaster Recovery - \$175/hr.
Emergency Immediate Onsite Support - \$225/hr.
Off hour support - \$175/hr.
Regular Hourly rate - \$120/hr.

The Brain Mill, Inc. will invoice the client monthly for the fixed rate discussed and any additional hardware or services provided. Payment terms are net 30 days. Overdue accounts are subject to 3% APR.

Upon completion of the project all documentation and equipment will be turned over to the client.

General response time is 4-8 hours (in most all cases response times are much faster). Delivery of services are coordinated with the client to minimize downtime.

The Brain Mill, Inc.
4946 Washington Blvd.
St. Louis, MO 63108
(314) 454-0348

PROPOSAL
Twin Oaks – Information Technology Services
July 29, 2021

PAYMENT BEAKDOWN and SCHEDULE

Monthly Items	Qty	Price	Ext
Basic PC Managment w/ Enhanced Security 2021 - Includes unlimited support for all existing network operations	6	\$150.00	\$900.00
Email account with Contact Sharing	13	\$10.00	\$130.00
	Monthly Total		\$1,030.00
 One-Time Items			
Replacement Server Computer - DELL XPS 8900 or compatible with 16gb RAM, 1TB SSD drive	1	\$1,650.00	\$1,650.00
External USB Drive for Backup - 2TB	1	\$95.00	\$95.00
	One-Time Total		\$1,745.00

Additional amounts will be included on the monthly invoice for any hardware or overage hours delivered in the previous month.

Additional years will be adjusted up to max of 5% per year unless there is a sufficient shift in support requirements which then documentation will be supplied, and new pricing provided.

The Brain Mill will invoice for the next month of service on the 15th of each month.

The Brain Mill

Basic PC Management

Contents

Remote Monitoring

Monitor the health of the PC along with ability to remote access and manage system

Business Class Anti-Virus

Monitor system for any Anti-virus threats and report those to a central location

Online Managed Backup

Backup files and system information to the cloud that is being reviewed daily.





datto | RMM

Agent and Agent Browser

Version 7.1

Updated Friday, May 17, 2019

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datto

Features of Windows, macOS, Linux, and mobile device Agents

Datto RMM provides Agents for Windows, macOS and Linux operating systems, as well as for iOS and Android mobile devices. Refer to **Devices**.

Agent features differ significantly, depending on the operating system and/or the device they are installed on. The tables below document Agent features for each environment.

Windows, macOS, and Linux devices

Monitors

	Windows	macOS	Linux
Antivirus Status Monitor	•	•	•
CPU Monitor	•	•	•
Component Monitor	•	•	•
Datto Monitor	Devices protected by your Datto device		
Disk Usage Monitor	•		
Event Log Monitor	•		
File / Folder Size Monitor	•	•	•
KES Security Management Monitor	•	•	
Memory Monitor	•	•	•
Online Status Monitor	•	•	•
Patch Monitor	•		
Ping Monitor	•	•	•
Process Monitor	•	•	•
SNMP Monitor	•	•	•
Service Monitor	•		
Software Monitor	•		
WMI Monitor	•		
Webroot Security Management Monitor	•	•	
Windows Performance Monitor	•		

Audit

	Windows	macOS	Linux
Hardware	•	•	•
Software	•	•	•
Services	•		
Change log	•	•	•
Activity Log	•	•	•

Remote actions from the Web Portal



Refer to **Remote Actions**.

Agent Browser tools



The Agent Browser is only available for **Managed Agents** on **Microsoft Windows** devices. OnDemand Agents and operating systems other than Windows do *not* have an Agent Browser.

Refer to "List of Agent Browser tools" on page 41.

Mobile devices

Features	Operating System	
	iOS	Android
Audit		
List device information	•	•
List network information	•	•
List installed applications	•	•
Show device location	•	•
Manage Device	iOS	Android
Erase device and settings	•	•
Lock device	•	•
Unlock device	•	•
Change passcode	•	•
Passcode policy	•	
WI-FI credentials	•	
VPN credentials	•	

Features	Operating System	
Password protect against policy removal	●*	
Restrictions	iOS	Android
Allow use of camera	●	●
Allow installing apps	●	
Allow screen capture	●	
Allow voice dialing	●	
Allow FaceTime	●	
Allow automatic sync when roaming	●	
Allow Siri	●	
Allow Siri while locked	●	
Allow Passbook notifications while locked	●	
Allow in-app purchases	●	
Force users to enter iTunes Store password for all purchases	●	
Allow multiplayer gaming	●	
Allow adding Game Center friends	●	
Show Control Center in lock screen (iOS 7)	●	
Show Notification Center in lock screen (iOS 7)	●	
Show Today view in lock screen (iOS 7)	●	
Allow documents from managed apps in unmanaged apps (iOS 7)	●	
Allow documents from unmanaged apps in managed apps (iOS 7)	●	
Allow use of iTunes Store	●	
Allow use of Safari	●	
Enable Safari autofill	●	
Force Safari fraud warning	●	
Enable Safari javascript	●	
Block Safari popups	●	
Allow iCloud backup	●	
Allow iCloud document sync	●	
Allow iCloud Keychain sync (iOS 7)	●	
Allow photo stream	●	

Features	Operating System	
Allow shared stream	•	
Allow diagnostic data to be sent to Apple	•	
Allow user to accept untrusted TLS certificates	•	
Force encrypted backup	•	
Allow Automatic Updates to certificate trust settings (iOS 7)	•	
Force limited ad tracking (iOS 7)	•	
Allow fingerprint for unlock (iOS 7)	•	
Allow explicit music and podcasts	•	
Rating Apps	•	
Rating Movies	•	
Rating TV Shows	•	
Show iMessage	•	
Allow app removal	•	
Allow Game Center	•	
Allow Bookstore	•	
Allow Bookstore erotica	•	
Allow UI configuration profile installation	•	
Allow modifying account settings (iOS 7)	•	
Allow AirDrop (iOS 7)	•	
Allow changes to cellular data usage for apps (iOS 7)	•	
Allow user-generated content in Siri (iOS 7)	•	
Allow modifying Find My Friends settings (iOS 7)	•	
Allow host pairing (iOS 7)	•	

*You can apply password protection, but be aware that Apple devices are ultimately in the user's control, who can remove the policy.

For information on deploying and installing agents on mobile devices, refer to **Mobile device management**.

More information

For more information about the features mentioned above, refer to the following topics:

- Monitor types and categories
- Audits

- "Agent Browser tools" on page 38
- Mobile device management
- Create a Mobile Device Management Policy

resource usage (CPU and RAM) are extremely low. With the exception of block notifications when users attempt to navigate to a malicious or suspicious site, most users will hardly notice Webroot Business Endpoint Protection running.

Innovative technology

Unlike traditional antivirus, which only has one opportunity to detect and stop a given threat, Webroot protection works in multiple stages. First, it attempts to prevent malware from infiltrating the system. If malware does get through, Webroot protection works to stop it before it can execute. Should it execute (this might happen in cases of brand-new, never-before-seen malware), Webroot protection will journal the file's activities and undo its changes to local drives, once it's determined to be malware.

Powered by world-class threat intelligence

Webroot threat intelligence and BrightCloud services back all Webroot protection solutions, and are trusted by 85+ network and security vendors worldwide to enhance their own solutions. Webroot has been using machine learning to classify and categorize threats since 2007. Our advanced 6th-generation machine learning architecture processes threat data sourced from a variety of vetted sources, as well as our own real-world customers and users of our technology partners' solutions.

Business Endpoint Protection at a Glance

- » **Secure and resilient distributed cloud architecture** – We use multiple secure global data centers to support customers and roaming users globally with full service resilience and redundancy.
- » **Layered user and device defenses** – Stop attacks that take advantage of poor user awareness, not just those that target device vulnerabilities.
- » **Malware detection, prevention, and protection** – Prevent viruses, malware, Trojans, phishing, ransomware, spyware, browser-based attacks, cryptojacking, credential-stealing malware, and wide range of other endpoint threats.
- » **Multi-shield protection** – Endpoint Protection includes the following shields for predictive protection against zero-day threats: Real-Time, Behavior, Core System, Web Threat, Identity, Phishing, and Offline.
- » **User Identity and Privacy** – The Identity shield component in Endpoint Protection is trusted by the world's leading banks to stop online banking-related attacks, including DNS poisoning, keystroke logging, screen grabbing, cookie scraping, clipboard grabbing, and browser and session hijacking by malicious software.

About Webroot

Webroot was the first to harness the cloud and artificial intelligence to protect businesses and individuals against cyber threats. We provide the number one security solution for managed service providers and small businesses, who rely on Webroot for endpoint protection, network protection, and security awareness training. Webroot BrightCloud® Threat Intelligence Services are used by market leading companies like Cisco, F5 Networks, Citrix, Aruba, Palo Alto Networks, A10 Networks, and more. Leveraging the power of machine learning to protect millions of businesses and individuals, Webroot secures the connected world. Headquartered in Colorado, Webroot operates globally across North America, Europe, and Asia. Discover Smarter Cybersecurity® solutions at webroot.com.

World Headquarters

385 Interlocken Crescent
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Broomfield, Colorado 80021 USA
+1 800 772 9383

Webroot EMEA

6th floor, Block A
1 George's Quay Plaza
George's Quay, Dublin 2, Ireland
+44 (0) 870 1417 070

Webroot APAC

Suite 1402, Level 14, Tower A
821 Pacific Highway
Chatswood, NSW 2067, Australia
+61 (0) 2 8071 1900

- » **White- and blacklisting** – Admins have direct control over which applications are allowed to execute.
- » **Intelligent firewall** – The system-monitoring and application-aware outbound firewall augments the built-in Windows® firewall to protect users both on and off the corporate network.
- » **Infrared dynamic risk prevention** – This feature analyzes individual user behavior to dynamically tailor malware prevention.
- » **Powerful heuristics** – Admins can adjust these based on risk tolerance for file execution.
- » **Full offline protection** – Stop attacks when offline or create separate file execution policies for local disk, USB, CD, and DVD drives.
- » **Multi OS, virtualization, terminal server, and Citrix support** – Endpoint Protection supports MacOS® devices, Windows® computers and servers, as well as virtualization, terminal server, and Citrix environments.
- » **Multi-language support** – The Webroot software agent supports over 14 languages.
- » **Free telephone support** – The award-winning in-house Webroot support team is standing by.

What Results to Expect

Webroot Business Endpoint Protection delivers advanced detection, protection, and prevention against the ever-increasing number of attacks small- to medium-sized businesses face. Because it's a highly automated and effective solution, businesses no longer need dedicated security resources or teams of experts on hand to stay safe. And with fewer infections and security-related incidents, not to mention fewer remediation cases and productivity losses, businesses can finally focus on what matters most: growing profitably.

Trial and Next Steps

For more information, contact your Webroot Account Manager, our Sales department, or request a FREE 30-day trial at webroot.com. Existing Webroot customers can also access 30-day free trials directly via their management console.

Brain Mill Cloud Backup

Built to protect businesses both large and small

Brain Mill Backup provides seamless and secure backup of your data to the cloud and takes care of the management and monitoring for you.

Brain Mill Cloud Backup guarantees that your backups are:

- ✓ Secured and encrypted
- ✓ Scalable
- ✓ Fast and efficient

Brain Mill Cloud Backup protects data at every stage of the cloud backup transaction.

- ✓ **AES 256-bit source side encryption**
Strong local encryption protects your data from unauthorized access with up to 256-bit strong keys even before it is transmitted to the cloud.
- ✓ **SSL encryption on transit**
Any data sent to the cloud is automatically encrypted using the hardened SSL protocols which eliminate the possibility of an outsider gaining access to it.
- ✓ **Server side encryption**
All data can be optionally encrypted at rest in the data center.

Brain Mill Cloud Backup is a seamless and secure backup solution for your Windows Server environment:

- ✓ **File Level Backup and Recovery**
Choose individual files and folders to backup.
- ✓ **System State Backup and Bare Metal Recovery**
Restore original Windows Server configuration or rebuild the entire system from the ground up.
- ✓ **SQL Server and MS Exchange Backup**
Backup MS SQL Server databases as well as the MS Exchange mailstore.

In addition Brain Mill Cloud Backup comes with the following features:

- ✓ Scheduling and Real-Time Backup
- ✓ Block Level Backup
- ✓ Bandwidth Throttling
- ✓ Purge Options
- ✓ Email Notifications

Flexibility and Scalability with Brain Mill Cloud Backup

- ✓ We don't charge you for what you don't need. Brain Mill Cloud Backup can scale with your demands.
- ✓ Brain Mill Cloud Backup doesn't lock you to one backup destination. You can keep backups in the cloud as well as locally on an external hard drive or any network location.
- ✓ Online access to your backups. Access, share and restore files from anywhere with web interface.

The Brain Mill

Enhanced Security Package

Contents

Zero-Trust Software Management

Do not allow anything to run/install unless explicitly approved.

Web Credential Security

Monitor the dark web for login / passwords and notify you when anything is found.

Web Surfing Security

Prevent categories of websites from being accessed.

End User Remote Access

Gain remote access to your office computers through any device.


Password / Procedure Management

System to share (or not) and manage passwords throughout your organization.

Security Training

Test email system to help train users on how to recognize attempts to steal their login information.





Cybersecurity Threats 2021

The Brain Mill Managed IT Services

WHAT IS RANSOMWARE

Ransomware is a type of malware that infects your computer network and other devices. Once infected, your data is locked and encrypted, making it unusable and inaccessible until a ransom payment is received.

While a majority of ransomware encrypts data on the victim's server until the ransom is paid, we have observed an increase in double-extortion methods that take it a step further by copying the stolen data to a cyber criminal's server.

This means, even if a ransom is paid, the victim's data has already been exposed and will likely be exploited or sold illegally on the dark web. Therefore, backing up data is not enough for businesses to mitigate the threat.

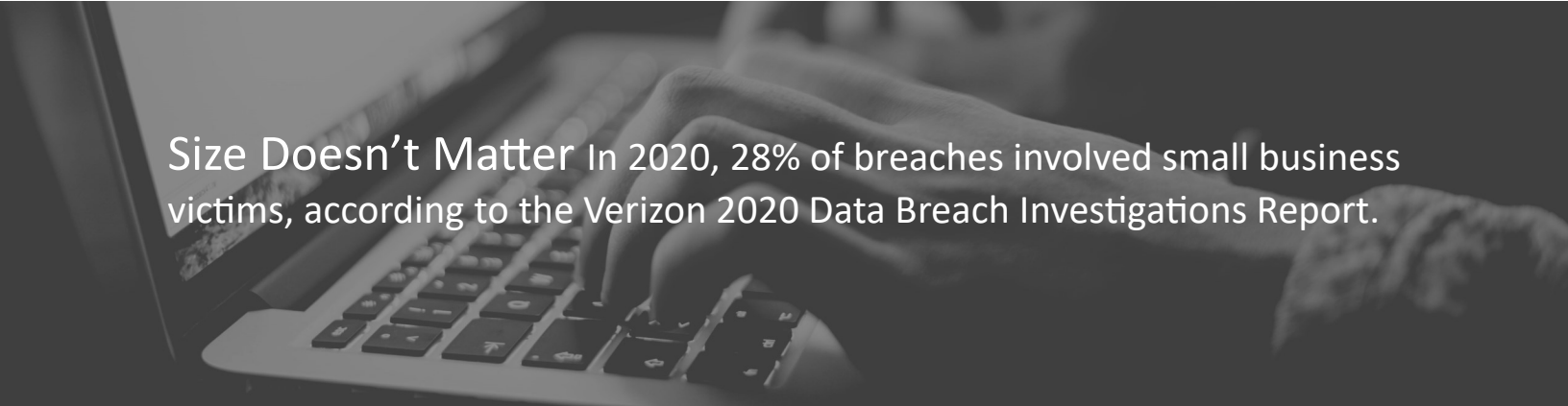
It is critical that business leaders begin taking a proactive approach to prevent these attacks from compromising, releasing, and destroying sensitive data.

HOW DO USERS GET RANSOMWARE?

There are a number of ways in which ransomware is spread, including malicious email attachments and URLs. A file can be delivered in a variety of formats including Word documents, Excel spreadsheets, PDFs, zip files, and more. When a user clicks on a malicious link or file, ransomware can immediately deploy or remain dormant for days, weeks, or even months before encrypting a victim's files.

While you may think it's easy to spot a malicious email, cybercriminals are becoming more sophisticated and often conduct extensive research on their target. As a result, ransomware groups are able to deceive users with very credible and believable emails.

If you are interested in learning more about the common ways in which ransomware is spread, please continue reading.



Size Doesn't Matter In 2020, 28% of breaches involved small business victims, according to the Verizon 2020 Data Breach Investigations Report.

Small and Medium–Sized Business Cybersecurity Trends in

Cybercriminals do not discriminate based on company size. That’s why you can depend on The Brain Mill to ensure your systems are taken care of, data is kept secure, and help is at hand when you need it.



Cyberattacks do not only affect large enterprises. In fact, 55% of SMBs reported suffering from a cyberattack over the last two years and the average cost of an attack has risen to \$200,000. Unfortunately, these numbers are expected to continue to climb into 2022.

If that isn’t alarming enough, 60% of SMBs that are hit with cyber attacks go out of business within 6 months.

The purpose of this document is to help educate you on the cyber landscape today so that you understand why solutions like ThreatLocker will help keep your business safe.



National Cyber Security Alliance Research

60% of SMBs in the U.S hit with cyber attacks go out of business within 6 months.

Types of Malware

Cybercriminals do not discriminate based on company size. That's why you can depend on The Brain Mill to ensure your systems are taken care of, data is kept secure, and help is at hand when you need it.



Ransomware

Ransomware is a type of malware that infects your computer network and other devices. Once infected, your data is locked and encrypted, making it unusable and inaccessible until a ransom payment is received.



Virus

A Virus is another form of malware that, when executed, replicates itself by modifying other computer programs and inserting its own code.



Worms

Like viruses, worms replicate in order to spread to other computers over a network. In the process, they cause harm by destroying files and data.



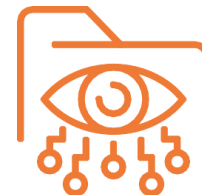
Trojan

A Trojan is a form of malware that can be used to steal financial information or install ransomware. This is one of the most dangerous forms of malware, as it is often disguised as legitimate software.



Keylogger

This malware records all of the keystrokes on your keyboard. This sends all of your sensitive information, including credit cards, passwords and other user credentials to a cybercriminal.



Spyware

Spyware is malicious software designed to enter your device, gather your information, and forward it to a third-party without your consent. This software is used to profit from stolen data.

The Cost of Falling Victim

Ransomware attacks are constantly making news headlines. However, the stories you hear often focus on large enterprise organizations. Today, cybercriminals frequently target small to medium-sized organizations, which are often more vulnerable to these attacks.

Additionally, ransomware attacks can destroy a business as a result of the financial burden inflicted from direct and indirect damage. In addition to the ransom payout, you must factor in downtime, reputational damage, data loss, and other repercussions that may follow.



2020 Average

In 2020, the average ransom demand for SMBs was about \$233,817.

However, this does not factor in the downtime and damages that follow. The average cost of downtime in 2020 for SMBs was \$274,200 which is nearly six times higher than it was in 2018 at \$46,800.



Compromised Data

On the dark web, the average cost of stolen documents and accounting data is about \$1285. Victims who have had their organizations records compromised are often left grappling with the effects years later.



Recovery Time

As of March 2021, the average number of days a ransomware incident lasts is now 23 days. This is a result of the time needed to remediate and restore systems after an attack.

How ThreatLocker Protects Your Business

Small to medium-sized businesses are constantly buying into the latest technologies such as next-gen antivirus software and threat detection solutions that use machine learning, artificial intelligence, advanced heuristics, blockchain, and more.

However, none of these solutions protect against the latest cyber threats, including ransomware and other forms of malware. Millions of dollars are spent on cybersecurity annually, yet companies that rely on threat detection are still getting compromised.

Most cybersecurity protections are based on looking for, finding, and stopping threats. The problem is, cybercriminals are getting smarter and entering networks undetected.

End-users are constantly inviting threats through actions such as downloading various applications without The Brain Mill's approval, clicking on links they shouldn't, and opening attachments in e-mails.

That's why a new approach of blocking everything that is not trusted and only allowing those applications that are approved, is a far cleaner and more comprehensive approach to ensuring malware does not end up on your networks.

ThreatLocker combines Application Whitelisting with Ringfencing™ and Storage Control in ways that make security simple. By combining these three techniques, your applications will not be exploited.

What is Application Whitelisting?

Application Whitelisting is the gold standard in protecting against ransomware, viruses, and other malicious software. The ThreatLocker solution implements a default-deny approach, which means all applications are blocked unless they are on the whitelist.

Traditionally, businesses have relied on antivirus to protect their business. The problem is, antivirus software only attempts to block the bad stuff and oftentimes, it fails.

Antivirus relies on existing signatures and known behavior. As a result, it cannot distinguish between malware and a legitimate piece of software like Dropbox.

In the past, application whitelisting was too complex to manage and maintain for non-enterprise businesses. ThreatLocker has addressed this issue head-on, making the solution feasible for SMBs.


The ThreatLocker solution combines advanced software and service, allowing The Brain Mill to deploy application whitelisting in a few hours.

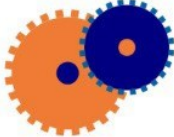
The ThreatLocker 24-hour operations center continuously monitors for application and operating system updates, so The Brain Mill does not have to worry about adding a new file to the application whitelist every time Microsoft, Google, or another vendor releases an update.



The approval center allows The Brain Mill to easily control what is permitted to run on your computer with a 30-second single click approval.

Users have the ability to request permission or ignore notifications for unapproved applications.

 The Brain Mill has blocked: ✕



Request to Run a new Program

c:\users\chris.chesney\downloads\putty-64bit-0.74-installer.msi

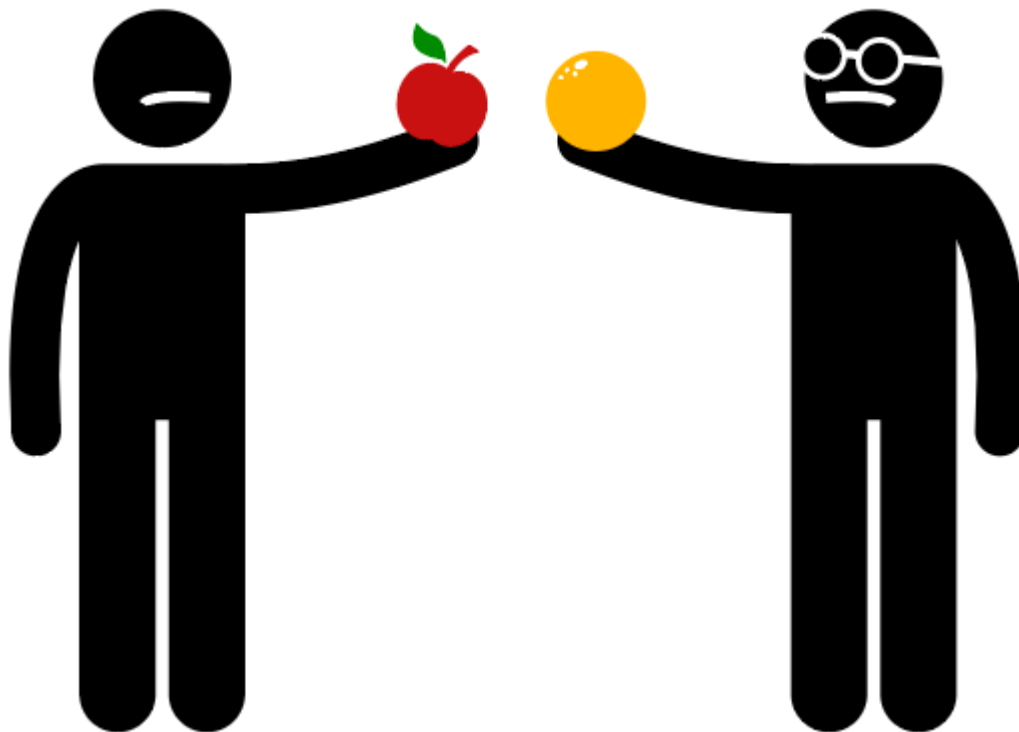
To help the cybersecurity professionals process your request, please outline a reason for your request and any information that may help them process the request. (Optional)

Please enter your email address to receive a notification once your request has been processed. (Optional)

Attach a copy of the file with the request

ThreatLocker Vs. Alternative Whitelisting Solutions

Whitelisting blocks all untrusted applications, however, it will not stop an attacker from weaponizing tools and applications against you. ThreatLocker's propriety Ringfencing™ solution goes beyond blocking untrusted applications. Continue reading to learn more.



What is Elevation Control?

ThreatLocker Elevation Control connects to its cloud-based Application Control Suite to add an extra layer of security by creating access policies for individuals on specific applications. The addition of PAM combined with ThreatLocker's Application Whitelisting and Ringfencing™ solutions enables you to control what applications can run, who can access them, and how they interact in an organization's environment.

Key Capabilities of ThreatLocker Elevation Control Include

Complete Visibility of Administrative Rights:

Gives you the ability to approve or deny an individual's access to specific applications within an organization even if the user is not a local administrator.

Streamlined Permission Requests:

Users can request permission to elevate applications and attach files and notes to support their requests.

Varied Levels of Elevation:

Enables you to set durations for how long users are allowed access to specific applications by granting either temporary or permanent access.

Secure Application Integration:

In combination with ThreatLocker Ringfencing™, ensures that once applications are elevated, users cannot jump to infiltrate connected applications within the network.

What is Ringfencing?

ThreatLocker's proprietary Ringfencing solution enables your IT team to go beyond permitting what software can run and control how applications can behave after they have been opened.

This solution adds controlled, firewall-like boundaries around your applications, stopping them from interacting with other applications, accessing network resources, registry keys, and even your files.

This approach is extremely effective at stopping fileless malware and exploits, and makes sure software does not step out of its lane and steal your data.

For example, earlier this year, a vulnerability was discovered in Zoom, putting millions of users at risk of a cyber attack. If you aren't familiar with this tool, it is one of the leading video conferencing software applications on the market, which many have grown accustomed to over the last few months.

By using Ringfencing, you can stop applications like Zoom from accessing your files and launching other applications that could be used against you - even if it isn't on your whitelist, even it's a trusted application, and even if it's malware.

Whitelisting blocks all untrusted applications, however, it will not stop an attacker from weaponizing tools and applications against you. That's why Ringfencing is critical when blocking these attacks.

We highly recommend you combine Ringfencing with Whitelisting. By combining these techniques, untrusted applications are not going to be permitted, regardless of how the payload is delivered to you.

Vulnerable Applications are the #1 Cause of Security Breaches

*Verizon Data Breach Investigation Report, 2020

Attacks against web applications are now the fastest-growing category. At The Brain Mill, protecting your applications from ransomware and other malicious threats is one of our top security concerns.

What is Storage Control?

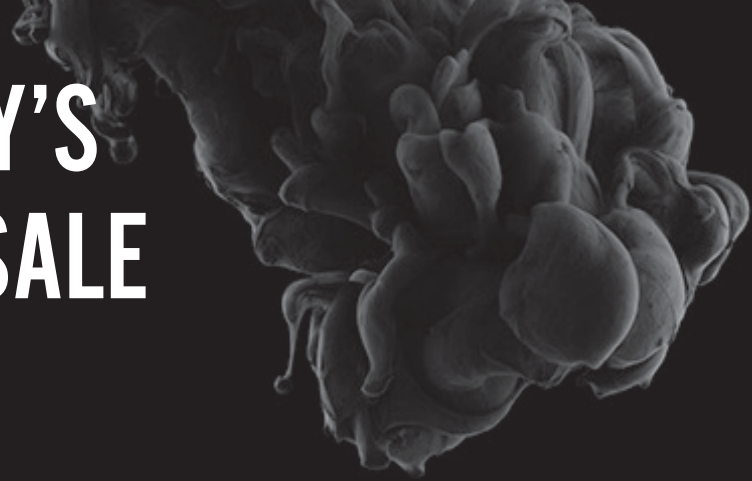
It is critical that you configure file shares, USB devices, and other policies to restrict access to files not only at the user level but also at the application level.

With ThreatLocker, you can control device access down to the most granular level, including file type, user or group, application, and serial number - regardless of whether or not the device has been encrypted.

ThreatLocker not only protects you from USB drives, it protects all of your files, including those on your local hard drives and file servers.



▶ ARE YOUR COMPANY'S CREDENTIALS FOR SALE ON THE DARK WEB?



Digital credentials, such as usernames and passwords, connect you and your employees to critical business applications, as well as online services. Unfortunately, criminals know this — and that's why digital credentials are among the most valuable assets found on the Dark Web.

A DARK AND DANGEROUS PLACE

The Dark Web is made up of digital communities that sit on top of the Internet, and while there are legitimate purposes to the Dark Web, it is estimated that over 50% of all sites on the Dark Web are used for criminal activities, including the disclosure and sale of digital credentials. Far too often, companies that have had their credentials compromised and sold on the Dark Web don't know it until they have been informed by law enforcement — but by then, it's too late.

HOW DOES THIS HAPPEN?

When your employees use their work email on third party websites, like the types listed below, it makes your business vulnerable to a breach. With our Dark Web Monitoring, we can detect if your company is at risk due to exposed credentials on those websites.

- HR & Payroll
- Email Services
- CRM
- Travel Sites
- Banking
- Social Media

WHAT YOU CAN DO TO PROTECT YOUR BUSINESS?

By utilizing Dark Web ID™, a combination of human and sophisticated Dark Web intelligence with search capabilities, you are able to identify, analyze and proactively monitor for your organization's compromised or stolen employee and customer data.

81%

of hacking-related breaches leverage either stolen and/or weak passwords

60%

of SMBs will go out of business within 6 months of a cyber incident

43%

of cyber attacks are on SMBs

YOUR LOGO HERE

000.000.0000 | sales@company.com

DARKWEB 

WE GO INTO THE DARK WEB TO KEEP YOU OUT OF IT.

PREVENT

Attacks on networks may be inevitable, but proactive monitoring of stolen and compromised data allows you to respond to a threat immediately to prevent a major breach.

MONITOR 24/7/365

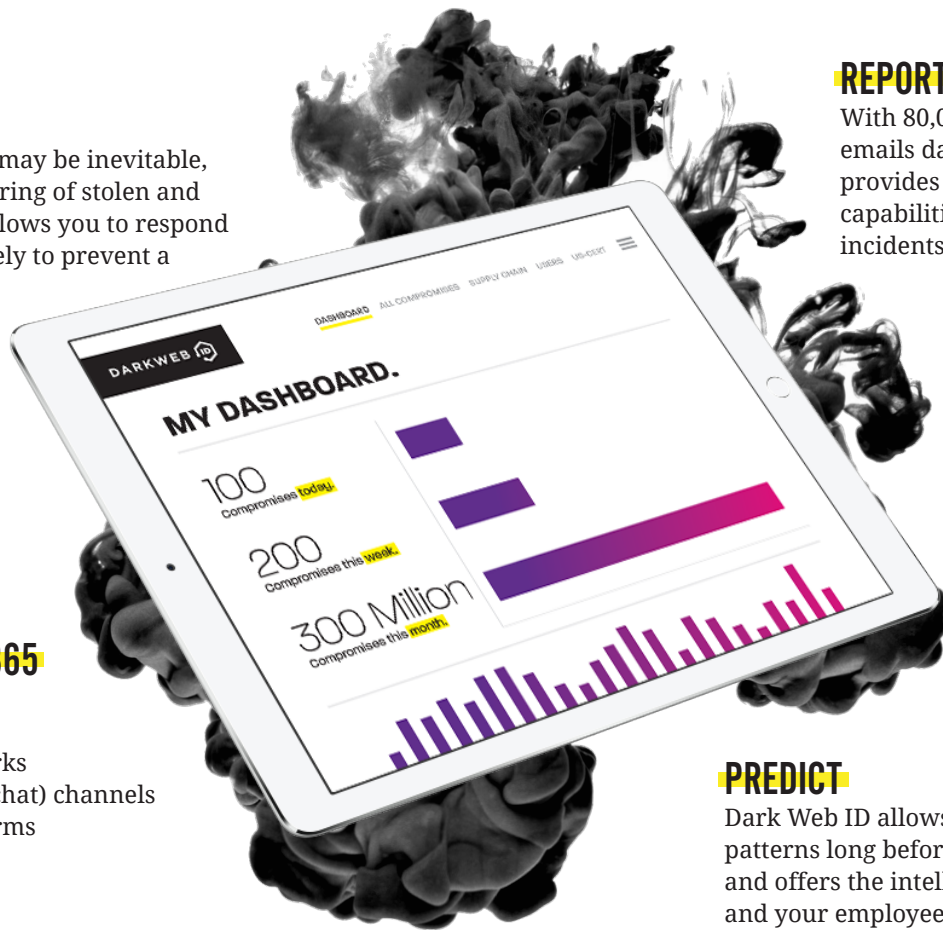
- Hidden chat rooms
- Private websites
- Peer-to-peer networks
- IRC (internet relay chat) channels
- Social media platforms
- Black market sites
- 640,000+ botnets

REPORT

With 80,000+ compromised emails daily, the platform provides extensive reporting capabilities to track and triage incidents.

PREDICT

Dark Web ID allows us to see industry patterns long before they become trends, and offers the intelligence to keep you and your employees more protected.



HOW DARK WEB ID PROTECTS YOUR BUSINESS

- Connects to multiple Dark Web services including Tor, I2P and Freenet, to search for compromised credentials, without requiring you to connect to these high-risk services directly.
- Provides intelligent awareness of compromised credentials before breaches occur.

WHY IT'S IMPORTANT

- Compromised credentials are used to conduct further criminal activity.
- Employees often use the same password for multiple services, such as network login, social media, and SaaS business applications, exponentially increasing the potential damage from a single compromised credential.
- Limited visibility when credentials are stolen; over 75% of compromised credentials are reported to the victim's organization by a third party, such as law enforcement.

YOUR LOGO HERE

Contact Us Today for a Free
Preliminary Dark Web Scan!

DARKWEB ID

	+	+	+	+
	+	+	+	+
	+	+	+	+
	+	+		+

Webroot® DNS Protection

The first DNS protection service to truly combine privacy and security for cyber resilience

Overview

A fully managed DNS security solution is an essential layer of every organization's cyber resilience strategy and is fundamental for ensuring the security and privacy of your internet connectivity. As more traffic is encrypted over HTTPS, firewalls lose the ability to inspect this communication, raising the need to manage these connections as they are created. Furthermore, applications are increasingly managing DNS requests directly, rather than using the DNS servers configured on the system.

DNS requests are increasingly targeted by malicious actors because the content of each request is visible, and the integrity of the request can be compromised. Not only can DNS requests reveal what applications are in use, they also show which websites are visited, all in clear text.

As a result, organizations have realized how important it is to their security and privacy to use DNS-layer protection to secure their networks and individual users. When state actors use DNS request logs to prosecute citizens, or internet use is profiled for analytics or targeted advertising, it's clear why DNS is evolving to use the encryption with DNS over HTTPS (DoH).

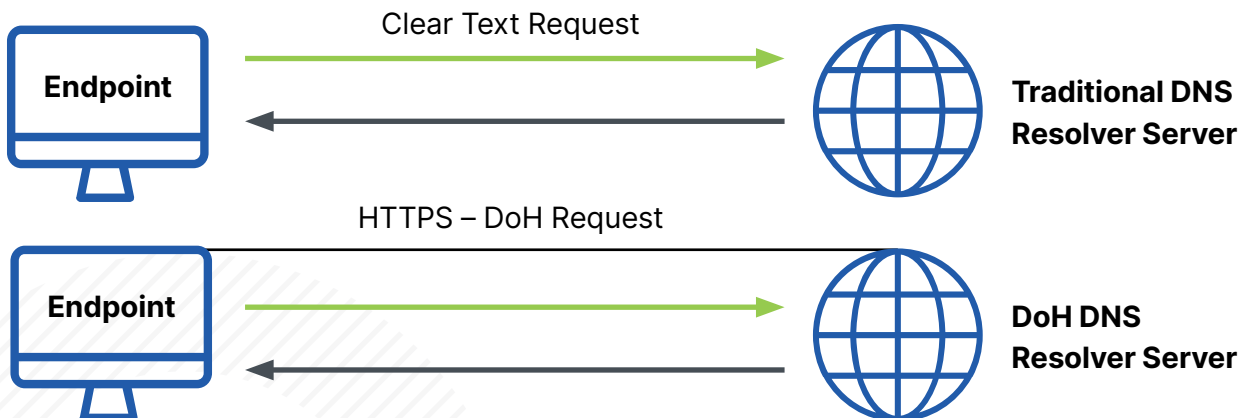
Unfortunately, when privacy is improved, security is often compromised. Solutions to filter and manage DNS requests can lose the visibility and control they once had. The use of DNS over HTTPS is expanding. Internet browsers and even operating systems are beginning to take advantage of the benefits of DoH, as it improves privacy while ensuring the source and content of the DNS request are genuine.

To combat this, most commercial and private DNS filtering solutions either:

1. Block the use of DoH in order to retain DNS filtering and visibility as to the requests.
2. Allow DoH requests, but give up the ability to filter and use DNS requests for security.

First DNS Protection Service to Combine Privacy and Security

DoH is a logical evolution of DNS and should be embraced to improve privacy, security, and overall resilience against cyber threats. The new Webroot® DNS Protection fully supports DoH, while providing privacy and security as control options that ensure DNS request filtering and integrity continues to function, while DNS visibility and logging levels become tailorable.



Privacy Settings

Enabling or disabling these settings will change your Privacy Control package.

- Log DNS Traffic 
- Echo To Local Resolvers 
- Fail Open 

ENHANCED PRIVACY 2

Webroot is the only available DNS resource. Security is enhanced by providing visibility to the DNS requests on the corporate network as well as reporting.

This means:

- DNS requests via DoH are fully security and access content filtered at the network and roaming user agent levels.
- All requests remain totally private to your organization and invisible to your ISP or other prying eyes.
- All DNS requests are filtered with high accuracy using market leading Webroot BrightCloud® Threat Intelligence-based policies assigned at IP, Group, or User levels.
- Admins can control whether DNS requests are logged, allowing them to configure privacy appropriately for each user.
- Webroot® DNS Protection is securely hosted using Webroot's hardened DNS resolver infrastructure within Google Cloud™, leveraging the accessibility, reliability, stability, and performance of Google's global datacenters.
- By securely filtering all DNS requests for high-risk domains, businesses drastically reduce their exposure to threats.
- Admins can configure visibility of the local resolvers by enabling the echo of DNS requests, allowing other tools (e.g. SIEMs, etc.) visibility into DNS requests.

DNS requests should be encrypted to ensure their privacy and integrity. Additionally, DNS requests should be filtered to reduce exposure to potentially damaging internet domains.

Maximum Privacy

By directing all DoH internet requests through our hardened DNS servers, hosted at the heart of the internet in the highly secure Google Cloud™ service, Webroot® DNS Protection enables the maximum privacy and security benefits of DoH, while still providing the logging, visibility, filtering, and security controls you need to effectively protect and manage DNS requests.

Maximum Security

Fundamentally, DNS-layer security is about being able to accurately filter your outbound network/user traffic. To do that effectively, you need comprehensive, up-to-date web

threat intelligence. Webroot BrightCloud® Threat Intelligence Services, which power Webroot® DNS Protection, correlate data between domains, URLs, IPs, files, mobile apps, and more to provide a comprehensive and continuously updated view of the internet threat landscape—not just URLs and IPs.

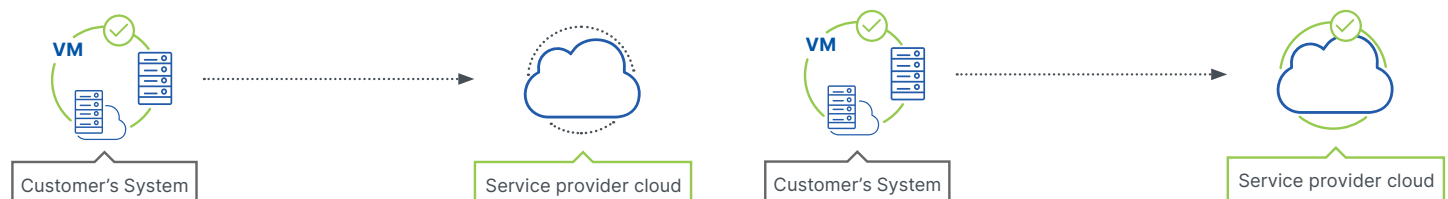
As applications begin to encrypt DNS requests directly, firewalls lose visibility and control as to what is accessed on the internet. Webroot® DNS Protection tracks and filters DoH providers, stopping these connections when the request is first made, leaving you in control. Real-world results show that filtering outbound DNS requests through the Webroot service will stop malware and unwanted inbound network traffic before it ever hits endpoints or networks.

Via the Webroot® Platform, Webroot® DNS Protection leverages 6th generation machine learning to examine website domains and classify websites into accurate categories. Webroot takes accuracy a step further by assigning a confidence level to these categorizations to provide an additional data point for consideration. Our processes accurately categorize and score domains with an error rate of 1.5% or less, compared to an average expert human error rate of 8%.¹ (Note: the expert human error rate is the average error rate of a security professional's determinations.)

Maximum Efficiency and Performance

Architected as a SaaS solution and using Google Cloud™ to ensure low latency, reliability, and secure hosting, Webroot® DNS Protection is purpose-built to enhance an organization's resilience against cyberattacks. As a SaaS solution, deployment from the cloud-based Webroot management console is fast, easy, and straightforward, whether on network or roaming devices.

RMM and PSA integrations also help automate operations and minimize costs. The added flexibility of the Webroot® Unity API and Universal Reporter tool allows for the complete customization of reports and data log extracts for further analysis.



¹ Based on Webroot's internal testing.

DNS Protection at a Glance

- **Secure Google Cloud™ hosting** – With Webroot’s global network of hardened DNS resolver servers ensuring privacy, security, and constant availability.
- **No on-site hardware to install** – Webroot® DNS Protection is a cloud-based network (domain) security layer that takes minutes to set up.
- **80+ URL access categories** – Extensive, granular, and highly accurate domain filtering categorizations enable enforcement of user access both on and off-network.
- **WiFi and guest on-network protection** – Webroot® DNS Protection secures all device types (including Windows, Linux, Apple®, and Android® devices) that access the internet via corporate Wi-Fi, LAN, and even guest Wi-Fi connections
- **Roaming user protection** – A Windows agent is available for consistent off-network filtering for roaming users.
- **Policy by user, group, or IP address** – We offer flexible deployment options and policy controls for most connection situations.
- **On-demand, drill-down reporting** – Webroot® DNS Protection provides full visibility into all DNS requests.
- **Support for a wide range of firewall VPNs** – We designed the DNS agent to work with the tools businesses and managed service providers (MSPs) already use, and to support many popular VPNs, including SonicWALL and others.
- **Education and regulatory compliance** – Webroot® DNS Protection helps organizations comply with U.S. and E.U. privacy laws, HIPAA, PCI, the Family Educational Rights and Privacy Act (FERPA), and the Child Internet Protection Act (CIPA). Webroot is also a member of the Internet Watch Foundation.

Results to Expect

Webroot® DNS Protection gives you visibility and DNS filtering access control benefits, including.

- Full support of DoH at network, group, device browser, user, and roaming user levels.
- Full internet usage visibility with complete insight into all requests made to the internet so admins can make better-informed access policy decisions.

Contact us to learn more – Webroot US

Email: wr-enterprise@opentext.com

Phone: +1 800 772 9383

About Carbonite and Webroot

Carbonite and Webroot, OpenText companies, harness the cloud and artificial intelligence to provide comprehensive cyber resilience solutions for businesses, individuals, and managed service providers. Cyber resilience means being able to stay up and running, even in the face of cyberattacks and data loss. That's why we've combined forces to provide endpoint protection, network protection, security awareness training, and data backup and disaster recovery solutions, as well as threat intelligence services used by market leading technology providers worldwide. Leveraging the power of machine learning to protect millions of businesses and individuals, we secure the connected world. Carbonite and Webroot operate globally across North America, Europe, Australia, and Asia. Discover cyber resilience at carbonite.com and webroot.com.

- Fewer infections by lowering the number of responses for malicious and suspicious internet locations, meaning DNS filtering drastically reduces the number of compromises, infections, and associated remediation costs.
- Granular and enforceable access policies enable admins to address staff productivity, employer duty of care, HR, and compliance requirements through advanced, customizable policy controls by individual, group, or IP address.

Trial and Next Steps

For more information, contact your Webroot Account Manager or our sales department. Visit webroot.com to initiate a FREE 30-day trial. Existing Webroot customers can also start trials directly via the Webroot management console.

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Fast, simple, secure remote desktop access for business professionals.

Get remote access with Splashtop Business. Increase productivity and response time with smooth, secure access to all your company's applications, files and data.

Now you can easily access all your business applications and data anywhere, anytime, from any device

A high performance remote desktop solution

Now all types of business professionals can enjoy a truly interactive and intuitive experience with Splashtop's superior remote application and desktop access.

Use your existing applications on a mobile device without retraining or re-engineering applications. Splashtop Business is capable of delivering 3D graphics, HD video, and other apps that were previously impossible to use on tablets.

Key Features and Benefits

- **Broad Device Support** - Remote into your Mac or Windows computer from any Mac, Windows, iOS, Android, or Chromebook device.
- **Easy to set up** - Just sign up and install on your devices and you're ready to go!
- **Easy to use** - Intuitive gestures and menu interface delivers a native application experience including support for multiple displays.
- **High Performance** - Patent pending streaming technology - including 3D graphics, HD video and synchronized audio - delivers an engaging user experience.
- **Connect from anywhere** - Intelligent optimization techniques provide reliable connections even when connected over lower bandwidth 3G and 4G connections.
- **Secure connections** - With support for SSL/AES 256 bit encryption you can be assured that your sessions are safe.
- **Increase user productivity** - Customizable shortcuts allow easy access to application features using transparent overlays. Whiteboard allows users to annotate over content. File transfer and remote print features make work easier for users.

Who Benefits?

- Business owners - ensure company data is protected while keeping mobile employees productive.
- Field/sales reps - access the company's internal systems or view the latest sales presentations and training materials.
- Managers - ensure teams remain productive when away from their desks.
- Professionals who need to view or transfer files on company computers without VPN access, in industries including: accounting, banking, dental, energy, insurance, legal, medical, research, retail, and science.



"I dumped LogMeIn over a year ago for the same reason everyone talks about: cost!!! And been using Splashtop Business since then without any regrets. I fully been recommending it to my work colleagues, as a great tool to stop hauling their laptops or avoid stressing out when they are away from their home or office desktops. Easy and very dependable to use."

— Juan C Ryan



Secure Your Digital Footprint

The average person has 130 online accounts. MyGlue allows you to store all of your work related passwords securely, so you don't have to remember every single one. Sharing passwords with your co-workers over email also becomes a thing of the past, because they can self serve in MyGlue.

Exponential Efficiency Gains

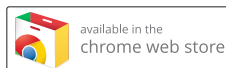
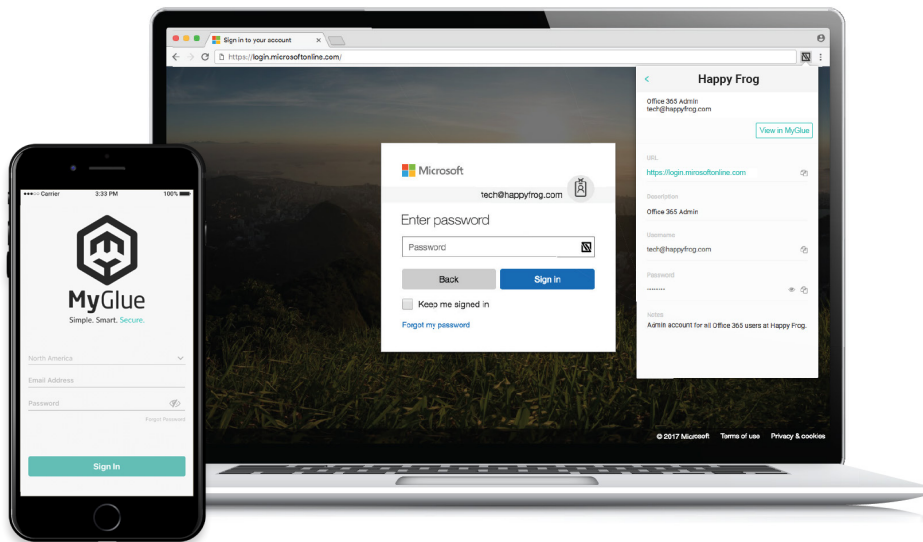
MyGlue helps you reclaim lost time and increase your efficiency. By storing all your mission critical passwords and information in MyGlue, the entire team can access it whenever they need it.

Airtight Security

You can rest easy, knowing that MyGlue resides on Amazon Web Services (AWS), the world's most secure cloud hosting platform, with SSL data encryption, SOC 2 compliance, and ongoing auditing. MyGlue also comes with a complete revision history and immutable audit trail, so you have full transparency over changes and permissions.

Process Optimization

With MyGlue, you can store all of your standard operating procedures (SOPs) centrally, so that everyone on your team follows the same standardized processes. This not only makes your team more productive, but also breeds a culture of collaboration and accountability that extends to all corners of the office.



MyGlue is the solution you've been waiting for to make your digital work life more **efficient, secure and collaborative.**

At-a-Glance Benefits

- Centrally store, share, and access personal and team passwords, processes, and more!
- Link data together for ultimate efficiency
- The whole team working from a single data source: bliss!
- Collaborate with your IT provider: no more sensitive data over email or written on sticky notes!

Why MyGlue?

- Collaborate easily
- Turn individual knowledge into business knowledge
- Centralize team information
- Increase overall efficiency
- Streamline processes
- Tighten cybersecurity
- Immutable audit trail
- Complete revision history
- SOC 2 compliant

Getting Started

Ask your IT provider for more information about deploying MyGlue at your organization, or visit the MyGlue help page for step-by-step guides to getting started with documenting passwords and standard operating procedures.

[Learn More](#)

MyGlue Chrome Extension

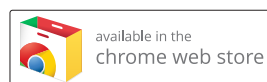
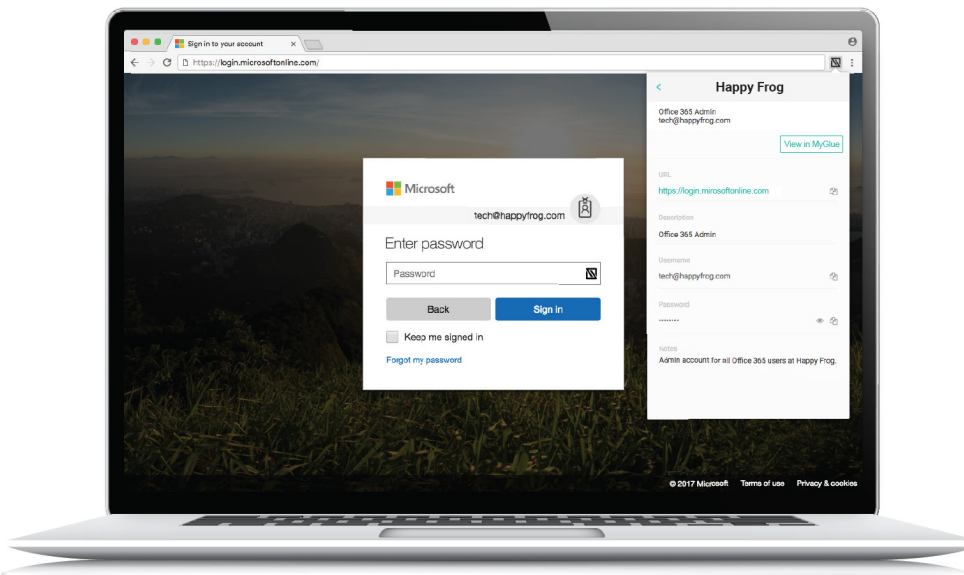
Securely access all of your MyGlue passwords directly within Chrome

With the MyGlue Chrome Extension, you'll have instant access to passwords whenever you need them. Easily search for personal or team passwords in MyGlue, as all passwords that are saved in MyGlue will be available through the Chrome Extension - you don't even need to be signed in to MyGlue's web app to access them.

- Automated Insert, clicking the password will fill the user name and password fields
- At-rest and in-transit encryption of passwords keeps your data safe
- Search for any passwords you have permission to access
- Prevent shoulder surfers from seeing confidential information
- Increase efficiency and convenience, reduce time waste, and strengthen security
- Train the extension to recognize the correct fields for username/password insert

Getting Started

Visit the Chrome Web Store to download and install the MyGlue Chrome Extension. Once installed, you'll see the MyGlue logo in the top-right corner of your Chrome web browser, and you'll be ready to start saving time and maximizing efficiency by automatically inserting sign-in information into websites.



At-a-Glance Benefits

- Auto password look-up
- At-rest and in-transit password encryption keeps your data safe
- Stay within one browser window
- Powerful search
- Automated insert of passwords

Why MyGlue?

- Collaborate easily
- Turn individual knowledge into business knowledge
- Centralize team information
- Increase overall efficiency
- Streamline processes
- Tighten cybersecurity
- Immutable audit trail
- Complete revision history
- SOC 2 compliant

MyGlue Mobile App

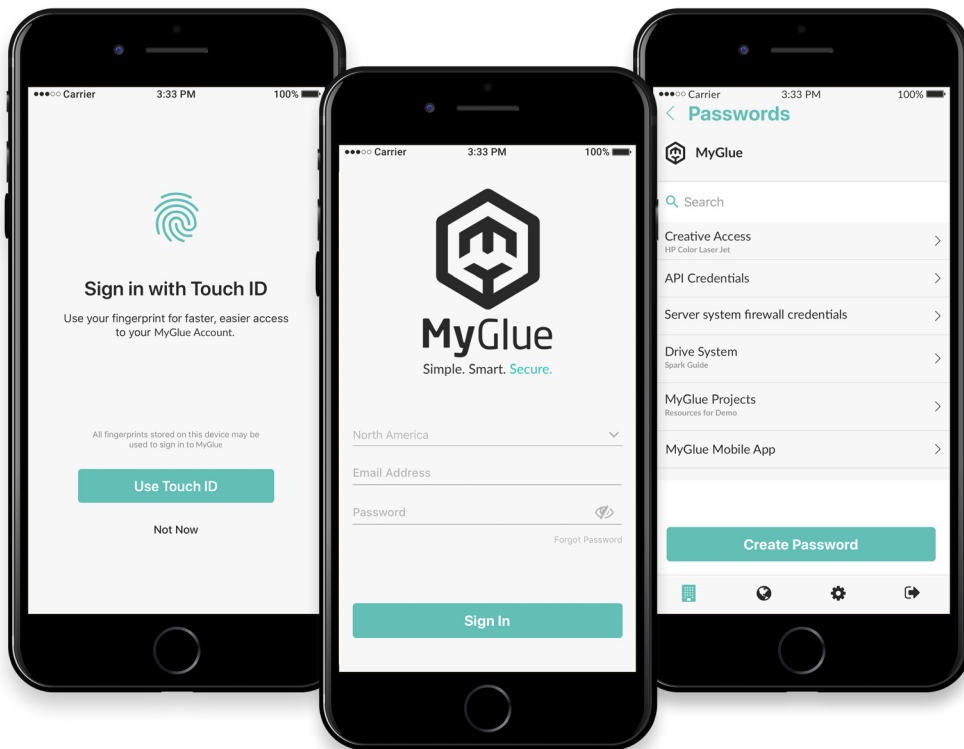
Access your important passwords on the go with the powerful mobile app for iOS and Android

A quick and streamlined way to access all your personal and team MyGlue passwords, the mobile app is specifically designed for convenience and ease of use.

Key Features

The MyGlue mobile app includes everything you need to be productive:

- View or copy passwords conveniently from your mobile device
- Easy and secure access to the app using Touch ID (iOS) or fingerprint (Android)
- Fully encrypted end-to-end communication between mobile and web
- Quickly audit when a password was last changed
- Create, update or delete existing passwords



At-a-Glance Benefits

- Centrally store, share, and access personal and team passwords, processes, and more!
- Secure fingerprint access
- The whole team working from a single data source: bliss!
- Collaborate with your IT provider: no more sensitive data over email or on sticky notes!

Why MyGlue?

- Collaborate easily
- Turn individual knowledge into business knowledge
- Centralize team information
- Increase overall efficiency
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- Immutable audit trail
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▶ MAKE YOUR EMPLOYEES THE FRONTLINE OF CYBER DEFENSE.



Let us provide you a full picture of your company's security posture and potential risk, so the employees who were the weakest link in your defense can become its strongest point of protection.

CYBER-ATTACKS ARE ON THE RISE

Because employees are the core of any business, they will be the main target for cyber criminals. Making sure your people stay up-to-date with cyber security knowledge, and teaching them to recognize threats, is imperative to the security of your business. The threat landscape is constantly evolving, and so should your approach to defense.

TRAIN AND PHISH!

Trained and aware employees are critical to securing an organization, and an effective, ongoing internal security awareness program can help reduce your company's vulnerability, turning the "weakest link" in your cyber defenses into its greatest strength.



Security awareness training and phishing simulations go hand in hand. Phishing has become very sophisticated and almost undetectable, as criminals have found ways to make their emails as realistic as possible. Phishing simulations test employees on how they would respond to a real-life phishing attack. We can send these mock attacks at staggered times, avoiding the "prairie dog effect" where employees warn one another of the email, for the best measurement of all employees' awareness. We'll track which employees have clicked on a phishing email, who has given away their password and who has ignored the email.

Once a learning gap is detected, we'll deliver interactive educational videos to the most susceptible users. These easy-to-understand, short and visually engaging training videos include an online quiz to verify the employee's retention of the training content. Training can be delivered regularly, to reinforce the importance of every employee's role in protecting your business.

Designed to Protect Against Human Error.

YOUR LOGO HERE

000.000.0000 | sales@company.com

PHISHING SIMULATION & SECURITY AWARENESS TRAINING.

DETECT

Employees often use the same password for multiple services on the web, such as CRM, e-commerce sites, and social media. Proactive monitoring for stolen and compromised employee data on the dark web allows us to detect when a problem arises, before a major breach occurs.

PHISH

We can send scheduled phishing campaigns, including customized messages to fit each group or department, at random times during a specified period. With an ever-changing threat, it is important that your employees are exposed to all the latest phishing traps set by criminals.



TRAIN

It is not always disgruntled workers and corporate spies who are a threat. Often, it is the non-malicious, uninformed employee. Our easy-to-understand, short and visually engaging training videos end with an online quiz to verify the employee's retention of the training content.

MEASURE AND TRACK

Your regular Security Threat Report will demonstrate the overall cybersecurity posture of your organization, to include dark web credential compromises combined with employee phishing and training campaign results.

WHY YOU NEED AN INTEGRATED, ONGOING PROGRAM

- Cyber-attacks are on the rise; particularly among small- and mid-sized businesses.
- You may have the most up-to-date and strongest security systems in place, but this will be a wasted investment if you don't also train and test your staff.
- Threats are ever-evolving and become more sophisticated and harder to detect. Regular training on the latest criminal tactics will help mitigate risk.

Your employees are your first and primary line of defense against online crime. Equip them with the knowledge and skills they need to protect themselves - and your business - from criminal elements.

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City Clerk's Report

City of Twin Oaks, Board of Alderman

August 4, 2021

General Updates

Dunkin Donuts

- Dunkin Donuts is currently planning to open on Aug. 23.

September Board Meetings

- The second Board meeting in September, normally scheduled for Sept. 15, will instead be held on Sept. 22 to allow for sufficient time to prepare the ordinance for setting the 2022 property tax rates.

National Night Out

- The City of Twin Oaks will be participating in National Night out on Tuesday, Aug. 3rd. Like last year, the City will book an ice cream truck to provide free treats to residents and has asked the Valley Park Fire Department to attend. AT&T has also reached out to the City about participating in our event and contributing games and giveaways.

ROW Work on Crescent Avenue

- Missouri American Water is currently performing work on the water mains on Crescent Ave related to the construction of the new Valley Park Fire Department building. The utility anticipates the work will be completed and the pavement fully restored by late August.

KEB Reference Check

- Staff has checked with several of the references provided by KEB and received positive recommendations from each.

Project Updates

Crescent Avenue Sidewalk

- BFA reports they will have the preliminary plan completed by Aug. 11.

Drainage Channel in Birnamwood Condos

- Crowder construction completed the masonry repairs on the rock well on July 26.

Asphalt Overlay in the Park/Golden Oak Sinkhole Repair

- These projects have been re-scheduled to Monday, August 9, at the request of the contractor. They were unable to complete the projects on the previously planned date of July 29 due to an equipment breakdown and an unexpected overrun of a prior job.