

**CITY OF BELLEFONTAINE NEIGHBORS, MISSOURI
BOARD OF ALDERMEN AND MAYOR
THURSDAY MAY 2, 2024-7:30 PM
PRE MEETING AT 7:00 PM**

Notice is hereby given that the City of Bellefontaine Neighbors will hold a Board of Aldermen meeting on Thursday, May 2, 2024, at 7:30 p.m. at The Recreation Center, 9669 Bellefontaine Road, Bellefontaine Neighbors, and MO. 63137.

Persons interested in making their views known on any matter will be able to speak during the meeting under "Public Comments". In addition, anyone may send an email with his or her comments to the City Clerk at sruffin-hall@cityofbn.com no later than Thursday, May 2, 2024 by 12:00 pm. All comments received by email will be entered into the public record and publicly as time allows. All emailed comments will also be distributed to the entire Board at or before the meeting.

AGENDA
BELLEFONTAINE NEIGHBORS BOARD OF ALDERMEN
REGULAR BOARD MEETING
BELLEFONTAINE NEIGHBORS AT THE RECREATION CENTER
9669 BELLEFONTAINE RD BELLEFONTAINE NEIGHBORS, MO. 63137
THURSDAY-MAY 2, 2024-7:30 PM

PRE MEETING AT 7:00 PM

1. CALL THE MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE TO THE FLAG
3. ROLL CALL
4. APPROVAL OF AGENDA
5. APPROVAL OF INVOICES (DIRECTOR OF FINANCE-LORI LENZ)
 - Pulled from April 22, 2024 (\$2,817.94)
 - APRIL 17-APRIL 30, 2024 (\$45,477.52)

6. OLD BUSINESS: 21 MINUTES

DISCUSSION 3 MINUTES AND VOTE

- Commission Board Member(s) Appointments:

- **Parks & Recreation**

- *Barbara West
- *Judy Mantych
- *Tina Fitcher
- *Kathy Endorf
- *Dave Cross
- *Linda Boyle

Parks and Recreation-The board consists of eight members. It makes continuing studies of programs and matters for the benefit of the city's parks, parks activities the City's Recreation Center and Recreational Center Activities.

- **Youth Commission**

- *Tina Wright
- *Sylvia White
- *Hycinth Vincent

Meetings: 3rd Monday, 7:30 PM

The Youth Commission is comprised of nine regular voting members, appointed by the Mayor with approval of the Board of Aldermen. Activities of the Youth Commission are

primarily concerned with promotion of the general welfare of youths and young adults. The Youth Commission also plans annual events.

- **Public Safety Commission**

- *** Alderwoman Theresa Hester -Aldermanic Representative.**

- *John M. Rueckert
- *Susan Berck
- *Bryant Nelson
- *Claudia Harris
- *Keisha McBride
- *James Anderson

Meetings: 4th Thursday, 6:30 PM

The Public Safety Committee consists of members appointed by the Mayor with approval of the Board of Aldermen. Members should be qualified by training, education, experience, or activity in public safety issues, and reflect a cross section of residents and businesses in the City. The Committee assists and advises the Mayor, Board of Aldermen and other City officials and departments on matters involving public safety policy, including but not limited to:

- Vehicular and pedestrian traffic on all streets and sidewalks within the City
- Parking regulations and related signage;
- Signage for traffic control and way-finding;
- Periodic analysis of emergency management and disaster evacuation programs, policies, and procedures;
- Coordinate and carry out a Citizen Emergency Response Training (C.E.R.T.) program;
- Periodically review City ordinances pertaining to the police department, offenses and traffic and make any recommendations to the Mayor and Board of Alderman on suggested revisions;
- Develop short, medium and long-term goals related to public safety in the city and make recommendations relating thereto to the Mayor and Board of Aldermen.

- **Planning & Zoning**

- *** Alderman Michael Weise Aldermanic Representative.**

***Patrick Barret**
***Leo Gordon**
***Greg White**
***Stephanie Royal**
***Rhodia Taylor**
***Roy Ross**

Meetings: 2nd Monday, 7:00 PM

The Planning and Zoning Commission was created to provide for and stimulate, guide, direct, arrange and beautify the City for development and growth. It prepares and submits to the Board of Aldermen a master plan for physical development of the City, including the general location, character and extent of streets, bridges, parks, waterways, and other public ways, grounds and spaces, public buildings and other public property, public utilities and public housing projects, and periodically recommends modifications of plans in the City's interest.

The Commission consists of six citizen members, together with the Mayor, a member of the Board of Aldermen, and the building official as ex officio members. The six members shall be qualified by knowledge and experience to act on questions pertaining to the development and planning of the City. They are appointed by the Mayor, with the approval of the Board of Aldermen, for terms of four years.

• Human Relations

*** Carla Hudson**
*** Wanda Lane**
*** James Harris**

Meetings: Scheduled as needed

The Human Relations Commission promotes mutual understanding and respect among all social, racial, religious, cultural, and ethnic groups in the City and seeks solutions to related problems concerning citizens of the City with the objective to provide an environment in which each citizen shall have the opportunity to grow to his or her maximum potential and be treated with dignity and respect.

- DISCUSSION 3 MINUTES AND VOTE- BILL NO. 2686- AN ORDINANCE AUTHORIZING AND DIRECTING THE MAYOR OF THE CTY OF BELLEFONTAINE NEIGHBORS, MISSOURI, TO EXECUTE AND ENTER INTO A CONTRACT ON BEHALF OF THE**

CITY OF BELLEFONTAINE NEIGHBORS WITH CRWILLIAMS & ASSOCIATES LLC FOR AUDIT SERVICES. (Alderwoman Peg Warnusz).

- **DISCUSSION 5 MINUTES AND VOTE- BFN HOME IMPROVEMENT PROGRAM.**
- **DISCUSSION 3 MINUTES AND VOTE- LAPTOP POLICY.**
- **DISCUSSION 7 MINUTES AND VOTE – APPROVING ALLOCATION OF ARPA FUNDS (SEE ATTACHMENT).**

7. NEW BUSINESS: 11 Minutes

- **NOMINATION AND ELECTION - 3 MINUTES BOARD OF ALDERMAN PRESIDENT.**
- **DISCUSSION 5 MINUTES AND VOTE-PARTNERSHIP WITH C.O.R.E – HEALTH AND VACCINATION BACK TO SCHOOL EVENT.**
- **DISCUSSION 3 MINUTES AND SETTING UP A NEW MOSIP ACCOUNT**
- **DISCUSSION 3 MINUTES AND VOTE TREE REMOVAL BIDS-Jeff Ross**

8. MEETING OPEN TO THE PUBLIC (3 MINUTE LIMIT)

9. ADJOURNMENT

NOTICE IS HEREBY GIVEN THAT ON THE 2ND DAY OF MAY, 2024 SUBJECT TO A MOTION DULY MADE AND ADOPTED, THE BOARD OF ALDERPERSONS MAY HOLD A CLOSED MEETING FOR THE PURPOSE OF DISCUSSING MATTERS RELATING TO ONE OR MORE OF THE FOLLOWING: LEGAL ACTIONS, CAUSES OF ACTION, LITIGATION OR PRIVILEGED COMMUNICATIONS BETWEEN THE CITY'S REPRESENTATIVES AND ITS ATTORNEYS (SEC. 610.021(1); LEASE, PURCHASE OR SALE OF REAL ESTATE (SEC. 610.021(2); HIRING, FIRING DISCIPLINING OR PROMOTING EMPLOYEES (SEC. 610.021(3); PREPARATION FOR NEGOTIATIONS WITH EMPLOYEE GROUPS (SEC. 610.021(9); BIDDING SPECIFICATIONS (SEC 610.021(11); AND /OR PROPRIETARY TECHNOLOGICAL MATERIALS (SEC 610.02 (15).

THIS AGENDA WITH PUBLIC NOTICE OF THE BOARD OF ALDERPERSON'S MEETING ON MAY 2ND, 2024 WAS POSTED ON MAY 1ST, 2024 AT 5:00 PM IN BELLEFONTAINE NEIGHBORS CITY HALL (FRONT DOOR) AND ON THE CITY'S WEBPAGE AT www.cityofbn.com. FOR A COPY, CONTACT THE CITY CLERK'S OFFICE.

**COPIES OF THIS NOTICE MAY BE OBTAINED BY CONTACTING SEMMIE RUFFIN-
HALL, CITY CLERK, CITY OF BELLEFONTAINE NEIGHBORS-9641
BELLEFONTAINE ROAD-ST. LOUIS, MO 63137-(314) 867-0076.**

Checks pulled from April 22, 2024

Bill Pmt -Check	46971	04/11/2024	REJIS COMMISSION	1003.4 · OPERATING ACCT-NEW	-1,930.00
Bill	INV # 523523	02/23/2024		5017 · IT REJIS FEES	1,930.00
					<u>-1,930.00</u>
					1,930.00
Bill Pmt -Check	46981	04/15/2024	NEGWER MATERIALS, INC.	1003.4 · OPERATING ACCT-NEW	-887.94
Bill	INV # S11754	04/04/2024		2049.1 · ASSET FORFEITI	887.94
					<u>-887.94</u>
					887.94
TOTAL		2			\$2,817.94



REJIS

When Data Matters

REJIS Commission
4255 W Pine Blvd
Saint Louis MO
63108
(314) 535-1950

Invoice

#523253

12/31/2023

30046 City of Bellefontaine Neighbors

Bill To

Semmie Ruffin-Hall
City of Bellefontaine Neighbors
9641 Bellefontaine Road
Bellefontaine Neighbors, MO 63137

Terms Net 30	Due Date 1/30/2024	Created From	Client Services Rep Brian P Haley	Period Start 12/1/2023	Period End 12/31/2023
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Invoice Summary

Billable Item Group	
Billable Time	\$1,930.00

TOTAL

\$1,930.00

Due Date: 1/30/2024

RECEIVED BY	
CITY OF BELLEFONTAINE NEIGHBORS	
DATE: 2/23/24	
FOR: Admin	DEPT
APPROVED FOR PAYMENT	<i>Semmie Ruffin-Hall</i>
AMOUNT \$ 1930.00	
Acct # 5017	

detach and return with remittance

Remit to:
REJIS Commission
4255 W Pine Blvd
Saint Louis MO 63108
(314) 535-1950

Invoice #: 523253
Remit this amount: \$1,930.00
Customer #: 30046 City of
Bellefontaine Neighbors



523253



REJIS

When Data Matters

REJIS Commission
4255 W Pine Blvd
Saint Louis MO
63108
(314) 535-1950

Invoice

#523253

12/31/2023

30046 City of Bellefontaine Neighbors

Invoice Detail

Date	Hours	Item	Employee	Amount
		Billable Group Billable Time		
12/20/2023	1.75	PRO-311 IT-WAN/LAN-Network Analyst Support-1/1/22-12/31/22 151290 Worked with Tim and could not get connection back up. Called Charter and they decided to send out a tech. Tech replaced some a few old splitters and the connection came back. Tested it on our end and Tim tested on theirs and everything is working again.	BJB	\$166.25
12/18/2023	1	PRO-020-RAH-2022 Technical Services Remote After Hours 2022 151153 - walked user through getting logged on.	MRG	\$95.00
12/26/2023	0.25	PRO-020-2022 Managed Service Remote Support 2022 151589 Semmie's password had expired. We reset her password and typed the new password into Outlook. Email started downloading immediately. 151729 I reset her password and helped her sign into email.	MRG	\$21.25
12/27/2023	0.25	PRO-020-2022 Managed Service Remote Support 2022 151589 Semmie's password had expired. We reset her password and typed the new password into Outlook. Email started downloading immediately. 151729 I reset her password and helped her sign into email.	MRG	\$21.25
12/27/2023	0.5	PRO-011-2023 Network Analyst 2023 Assisted Lori with getting remoted back into her work machine. Case 151279	RTS	\$42.50
12/5/2023	3	PRO-011-2022 Network Analyst 2022 Fix users printer.	SPH	\$285.00



523253



REJIS

When Data Matters

REJIS Commission
4255 W Pine Blvd
Saint Louis MO
63108
(314) 535-1950

Invoice

#523253

12/31/2023

30046 City of Bellefontaine Neighbors

Date	Hours	Item	Employee	Amount
12/12/2023	4	PRO-011-2022 Network Analyst 2022 Install ACT on two computers.	SPH	\$380.00
12/13/2023	0.75	PRO-020-2022 Managed Service Remote Support 2022 Ticket 150685 - Error in outlook from ACT	SPH	\$63.75
12/19/2023	5	PRO-011-2022 Network Analyst 2022 Ticket - 151109 - inquiring email - Install Front End Client - Install software in PD - Troubleshooting ACT - squad room printer troubleshoot.	SPH	\$475.00
12/27/2023	4	PRO-011-2022 Network Analyst 2022 printer maintenance - replace sgt pc.	SPH	\$380.00
		Subtotal		\$1,930.00
		Total Billable Time		\$1,930.00
			Subtotal	\$1,930.00
			Total	\$1,930.00



523253

BELLEFONTAINE NEIGHBORS
Check Detail

April 17 - 30, 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	INV # 513693	04/30/2024			-2,761.25	2,761.25
Bill	INV # 519425	04/30/2024			-3,063.75	3,063.75
Bill	INV \$ 519611	04/30/2024			-673.25	673.25
Bill	INV # 521542	04/30/2024			-673.25	673.25
Bill	INV # 521545	04/30/2024			-612.33	612.33
Bill	INV # 523429	04/30/2024			-612.33	612.33
Bill	INV # 521533	04/30/2024			-2,539.23	2,539.23
Bill	INV # 523441	04/30/2024			-2,539.23	2,539.23
Bill	INV # 521802	04/30/2024			-59.83	59.83
Bill	INV # 523339	04/30/2024			-22.00	22.00
Bill	INV # 523650	04/30/2024			-59.83	59.83
					<u>-13,616.28</u>	<u>13,616.28</u>
Bill Pmt -Check	47002	04/30/2024	REJIS COMMISSION	1003.4 · OPERATING ACCT-NEW		-4,049.41
Bill	INV # 525407	04/30/2024			-673.25	673.25
Bill	INV # 529030	04/30/2024			-2,627.50	2,627.50
Bill	INV # 527293	04/30/2024			-612.33	612.33
Bill	INV # 529032	04/30/2024			-47.50	47.50
Bill	INV # 525264	04/30/2024			-25.00	25.00
Bill	INV # 525727	04/30/2024			-59.83	59.83
Bill	INV # 527173	04/30/2024			-4.00	4.00
					<u>-4,049.41</u>	<u>4,049.41</u>
Bill Pmt -Check	47003	04/30/2024	A.A. QUICK ELECTRIC SEWER S	1003.4 · OPERATING ACCT-NEW		-12,700.00
Bill	ORDER # 201373	04/26/2024			-2,050.00	2,050.00
Bill	ORDER # 200840	04/26/2024			-4,100.00	4,100.00
Bill	ORDER # 200786	04/26/2024			-2,250.00	2,250.00
Bill	ORDER # 200744	04/26/2024			-2,250.00	2,250.00

BELLEFONTAINE NEIGHBORS

Check Detail

April 17 - 30, 2024

Bill	ORDER #	DATE	DESCRIPTION	ACCT	AMOUNT	AMOUNT
			1050 · DUE FROM SEWER FUND		-2,050.00	2,050.00
					-12,700.00	12,700.00
Bill	47004	04/30/2024	CK POWER	1003.4 · OPERATING ACCT-NEW		-1,709.05
Bill	INV # SVI125669	04/30/2024	5031 · EQUIPMENT MAINTENANCE		-995.00	995.00
Bill	INV # SVI125840	04/30/2024	5031 · EQUIPMENT MAINTENANCE		-714.05	714.05
					-1,709.05	1,709.05
Bill Pmt -Check	47005	04/30/2024	GENERAL CODE	1003.4 · OPERATING ACCT-NEW		-3,926.36
Bill	INV # PG000036064	04/30/2024	5052 · ORDINANCE BOOK UPDATES		-3,926.36	3,926.36
					-3,926.36	3,926.36
Bill Pmt -Check	47006	04/30/2024	KEY EQUIPMENT & SUPPLY CO	1003.4 · OPERATING ACCT-NEW		-777.81
Bill	INV # STL206517	04/26/2024	5311 · EQUIP-MAINT		-777.81	777.81
					-777.81	777.81
Bill Pmt -Check	47007	04/30/2024	NEGWER MATERIALS, INC.	1003.4 · OPERATING ACCT-NEW		-537.18
Bill	INV # SI177400	04/25/2024	2049 1 · ASSET FORFEITURE-JUST		-537.18	537.18
					-537.18	537.18
Bill Pmt -Check	47008	04/30/2024	REJIS COMMISSION	1003.4 · OPERATING ACCT-NEW		-3,884.64
Bill	INV # 529225	04/25/2024	5017 · IT REJIS FEES		-612.33	612.33
Bill	INV # 529642	04/25/2024	5017 · IT REJIS FEES		-59.83	59.83
Bill	INV # 529253	04/25/2024	5017 · IT REJIS FEES		-673.25	673.25
Bill	INV # 529267	04/25/2024	5219 · IT REJIS-POLICE		-2,539.23	2,539.23
					-3,884.64	3,884.64
Bill Pmt -Check	47009	04/30/2024	ROYAL PAPERS	1003.4 · OPERATING ACCT-NEW		-803.39

1:07 PM
04/30/24

BELLEFONTAINE NEIGHBORS

Check Detail

April 17 - 30, 2024

5515 CLEANING

Bill	INV # 256266	04/26/2024		-803.39	803.39
				<hr/>	
				-803.39	803.39

Bill Pmt -Check	47010	04/30/2024	THE COUNTIAN ST. LOUIS	1003.4	OPERATING ACCT-NEW	-3,473.40	
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Bill	INV # 745691660	04/26/2024		5042	PUBLIC NOTICES	-1,526.00	1,526.00
Bill	INV # 1007302726	04/26/2024		5042	PUBLIC NOTICES	-1,947.40	1,947.40

TOTAL		10				-3,473.40	3,473.40
							<hr/>
							\$45,477.52



REJIS

When Data Matters

REJIS Commission
4255 W Pine Blvd
Saint Louis MO
63108
(314) 535-1950

Invoice

#513693

7/31/2023

30046 City of Bellefontaine Neighbors

RECEIVED BY	
CITY OF BELLEFONTAINE NEIGHBORS	
DATE: 7/16/23	
FOR: Police	DEPT
APPROVED: [Signature]	
FOR PAYMENT	
AMOUNT \$ 2761.25	

Acct# 5219

Bill To
City of Bellefontaine Neighbors
Angie Wojtkowski
9641 Bellefontaine Road
Bellefontaine Neighbors, MO 63137

Terms Net 30	Due Date 8/30/2023	Created From	Client Services Rep Brian P Haley	Period Start 7/1/2023	Period End 7/31/2023
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Invoice Summary

Billable Item Group	
Billable Time	\$2,761.25

TOTAL

\$2,761.25

Due Date: 8/30/2023

detach and return with remittance

Remit to:
REJIS Commission
4255 W Pine Blvd
Saint Louis MO 63108
(314) 535-1950

Invoice #: 513693
Remit this amount: \$2,761.25
Customer #: 30046 City of
Bellefontaine Neighbors





REJIS

When Data Matters

REJIS Commission
4255 W Pine Blvd
Saint Louis MO
63108
(314) 535-1950

Invoice

#513693

7/31/2023

30046 City of Bellefontaine Neighbors

Invoice Detail

Date	Hours	Item	Employee	Amount
		Billable Group Billable Time		
7/27/2023	0.25	PRO-444 IT-WAN/LAN-Specialist Support-1/1/24-12/31/24 Bellefontaine WAN Support- City/PD dvr switch port setup	KJT	\$23.75
		Subtotal		\$23.75
7/11/2023	5	PRO-011-2022 Network Analyst 2022 Updated and setup new laptops for BFN PD	LJC	\$475.00
		Subtotal		\$475.00
7/12/2023	2.5	PRO-020-2022 Managed Service Remote Support 2022 I set up logs for the listed users in Angie's email. 136811 - I talked to Jimmy. The hard drive is dead. I called Angie and told her that they can buy a new pc or just a drive and gave her a link to Microcenter for the drive.	MRG	\$212.50
7/20/2023	2.5	PRO-020-2022 Managed Service Remote Support 2022 Setup auditing on the Exchange server for user's log ins.	MRG	\$212.50
7/21/2023	0.5	PRO-020-2022 Managed Service Remote Support 2022 I got Angie the AD logon info for the requested personnel.	MRG	\$42.50
		Subtotal		\$467.50



513693



REJIS

When Data Matters

REJIS Commission
4255 W Pine Blvd
Saint Louis MO
63108
(314) 535-1950

Invoice

#513693

7/31/2023

30046 City of Bellefontaine Neighbors

Date	Hours	Item	Employee	Amount
7/17/2023	1	PRO-020-2022 Managed Service Remote Support 2022 Updated the Exchange server's certificate.	RTS	\$85.00
		Subtotal		\$85.00
7/11/2023	5	PRO-011-2022 Network Analyst 2022 Finish updates MDT's - Replace jetpack within squad cars. - Update Microsoft on computers - Ticket 136666 - Lori Lenz check scanner not working. - Reinstalled driver for check scanner. Ticket 136472: Vehicle 29 connection to netmotion server problems. - Ticket 136471: Netmobility problems: Replace jetpack in car 20. - Installed Trellix updates.	SPH	\$475.00
7/14/2023	4	PRO-011-2023 Network Analyst 2023 On site at Bellefontaine rec center to replace computer. unboxed computer to install	SPH	\$380.00
7/18/2023	4	PRO-011-2022 Network Analyst 2022 Install new computer at rec center. - Change screen resolution for Dorris Walker. - Attempting to get ACT on code enforcer pc. - Trellix security updates.	SPH	\$380.00
7/25/2023	5	PRO-011-2022 Network Analyst 2022 Download ACT onto Code enforcer PC - Trellix Updates - Microsoft updates on MDT's	SPH	\$475.00
		Subtotal		\$1,710.00
		Total Billable Time		\$2,761.25
			Subtotal	\$2,761.25
			Total	\$2,761.25



513693



REJIS

When Data Matters

REJIS Commission
4255 W Pine Blvd
Saint Louis MO
63108
(314) 535-1950

Invoice

#519425

10/31/2023

30046 City of Bellefontaine Neighbors

Bill To

City of Bellefontaine Neighbors
Angie Wojtkowski
9641 Bellefontaine Road
Bellefontaine Neighbors, MO 63137

Terms	Due Date	Created From	Client Services Rep	Period Start	Period End
Net 30	11/30/2023		Brian P Haley	10/1/2023	10/31/2023

Invoice Summary

Billable Item Group	
Billable Time	\$3,063.75

TOTAL

\$3,063.75

Due Date: 11/30/2023

RECEIVED BY	
CITY OF BELLEFONTAINE NEIGHBORS	
DATE: 11/11/24	
FOR: Police	DEPT
APPROVED FOR PAYMENT: [Signature]	
AMOUNT \$: 3063.75	

Acct # 5219

detach and return with remittance

Remit to:
REJIS Commission
4255 W Pine Blvd
Saint Louis MO 63108
(314) 535-1950

Invoice #: 519425
Remit this amount: \$3,063.75
Customer #: 30046 City of
Bellefontaine Neighbors





REJIS

When Data Matters

REJIS Commission
4255 W Pine Blvd
Saint Louis MO
63108
(314) 535-1950

Invoice

#519425

10/31/2023

30046 City of Bellefontaine Neighbors

Invoice Detail

Date	Hours	Item	Employee	Amount
		Billable Group Billable Time		
10/2/2023	2	PRO-020-2022 Managed Service Remote Support 2022 Case 143678: Fixed issue with email server not allowing conenctions.	BTG	\$170.00
		Subtotal		\$170.00
10/26/2023	0.75	PRO-441 IT-WAN/LAN-Support-1/1/24-12/31/24 146183 Determined hotspot was bad. Setup new hotspot and Brian Haley is taking it out there. Waiting to hear back if Alex received it.	BJB	\$71.25
		Subtotal		\$71.25
10/25/2023	0.5	PRO-020-2022 Managed Service Remote Support 2022 146397 I helped Peg Warnusz change her password and get logged into her email.	MRG	\$42.50
		Subtotal		\$42.50
10/27/2023	2	PRO-020-2022 Managed Service Remote Support 2022 Assisted Sean with issue and looked into why the exchange admin center wasn't loading in. Trellix was causing issue	RTS	\$170.00
10/31/2023	3	PRO-020-2022 Managed Service Remote Support 2022 Researched issues with user not being able to receive email on phone. Resolved issue with Exchange management shell and changed the users AD permissions.	RTS	\$255.00



519425



REJIS

When Data Matters

REJIS Commission
4255 W Pine Blvd
Saint Louis MO
63108
(314) 535-1950

Invoice

#519425

10/31/2023

30046 City of Bellefontaine Neighbors

Date	Hours	Item	Employee	Amount
		Subtotal		\$425.00
10/3/2023	3	PRO-011-2022 Network Analyst 2022 Put computers back into squad room. setup sgt pc to get updates	SPH	\$285.00
10/10/2023	2	PRO-020-2022 Managed Service Remote Support 2022 Open program as admin for building dept, password reset	SPH	\$170.00
10/11/2023	4	PRO-011-2022 Network Analyst 2022 RCAD not deployed correctly - go through inspect vehicles of correct deployment for program.	SPH	\$380.00
10/17/2023	5	PRO-011-2022 Network Analyst 2022 image computer and laptop : ticket 145470 - remot session issue. Computer not turned on.	SPH	\$475.00
10/24/2023	5	PRO-011-2023 Network Analyst 2023 Ticket 146108 - Printer problems for mayor - Create order of repair from panasonic.	SPH	\$475.00
10/31/2023	6	PRO-011-2022 Network Analyst 2022 146881 : peg warnusz having email problems - 146878 :Tim sanders cannot get emails on his phone. - Rec center PCI scan setup.	SPH	\$570.00
		Subtotal		\$2,355.00
		Total Billable Time		\$3,063.75
			Subtotal	\$3,063.75
			Total	\$3,063.75





REJIS

When Data Matters

REJIS Commission
4255 W Pine Blvd
Saint Louis MO
63108
(314) 535-1950

Invoice

#519611

11/20/2023

30046 City of Bellefontaine Neighbors

RECEIVED BY	
CITY OF BELLEFONTAINE NEIGHBORS	
DATE: 11/16/23	
FOR: Police	DEPT
APPROVED: [Signature]	
FOR PAYMENT	
AMOUNT \$: 673.25	

Acct # 5319

Bill To

City of Bellefontaine Neighbors
Angie Wojtkowski
9641 Bellefontaine Road
Bellefontaine Neighbors, MO 63137

Terms Net 30	Due Date 12/20/2023	Created From	Client Services Rep Brian P Haley	Period Start 11/1/2023	Period End 11/30/2023
------------------------	-------------------------------	---------------------	---	----------------------------------	---------------------------------

QTY	Item	Proposal #	PO #	Rate	Amount
1	SV-0001 E-Mail Domain Hosting Monthly Maintenance			\$10.00	\$10.00
45	SW-0034 Trellix Antivirus DAT File Updates for Desktops-1/1/24-12/31/24	SO#: 79 (26), SO#: 964 (19)		\$2.50	\$112.50
2	SV-0241 United Technologies Maintenance Dell PowerEdge R440, SN:FNC8PX2, Tag:000530, Dell PowerEdge R440, SN:FND4PX2, Tag:000531	SO#: 1454		\$41.00	\$82.00
39	KAS-001 Kaseya License per Device	SO#: 1437		\$6.25	\$243.75
3	KAS-003 Kaseya License per Server	SO#: 1437		\$75.00	\$225.00
				Subtotal	\$673.25
				Total	\$673.25

detach and return with remittance

Remit to:
REJIS Commission
4255 W Pine Blvd
Saint Louis MO 63108
(314) 535-1950

Invoice #: 519611
Remit this amount: \$673.25
Customer #: 30046 City of
Bellefontaine Neighbors



519611



REJIS

When Data Matters

REJIS Commission
4255 W Pine Blvd
Saint Louis MO
63108
(314) 535-1950

Invoice

#521542

12/19/2023

30046 City of Bellefontaine Neighbors

RECEIVED BY	
CITY OF BELLEFONTAINE NEIGHBORS	
DATE: 4/16/24	
FOR: Police	DEPT
APPROVED FOR PAYMENT: [Signature]	
AMOUNT \$ 673.25	

Acc # 5219

Bill To

City of Bellefontaine Neighbors
Angie Wojtkowski
9641 Bellefontaine Road
Bellefontaine Neighbors, MO 63137

Terms	Due Date	Created From	Client Services Rep	Period Start	Period End
Net 30	1/18/2024		Brian P Haley	12/1/2023	12/31/2023

QTY	Item	Proposal #	PO #	Rate	Amount
1	SV-0001 E-Mail Domain Hosting Monthly Maintenance			\$10.00	\$10.00
45	SW-0034 Trellix Antivirus DAT File Updates for Desktops-1/1/24-12/31/24	SO#: 79 (26), SO#: 964 (19)		\$2.50	\$112.50
2	SV-0241 United Technologies Maintenance Dell PowerEdge R440, SN:FNC8PX2, Tag:000530, Dell PowerEdge R440, SN:FND4PX2, Tag:000531	SO#: 1454		\$41.00	\$82.00
39	KAS-001 Kaseya License per Device	SO#: 1437		\$6.25	\$243.75
3	KAS-003 Kaseya License per Server	SO#: 1437		\$75.00	\$225.00
				Subtotal	\$673.25
				Total	\$673.25

detach and return with remittance

Remit to:
REJIS Commission
4255 W Pine Blvd
Saint Louis MO 63108
(314) 535-1950

Invoice #: 521542
Remit this amount: \$673.25
Customer #: 30046 City of Bellefontaine Neighbors



521542



REJIS

When Data Matters

REJIS Commission
4255 W Pine Blvd
Saint Louis MO
63108
(314) 535-1950

Invoice

#521545

12/19/2023

30049 Bellefontaine Neighbors Municipal Court

RECEIVED BY	
CITY OF BELLEFONTAINE NEIGHBORS	
DATE:	4/14/24
FOR:	Police Admin DEPT
APPROVED	[Signature]
FOR PAYMENT	[Signature]
AMOUNT \$	612.33

Bill To
Bellefontaine Neighbors Municipal Court
Angie Wojtkowski
9641 Bellefontaine Road
Bellefontaine Neighbors, MO 63137

Acc # 5017

Terms	Due Date	Created From	Client Services Rep	Period Start	Period End
Net 30	1/18/2024		Brian P Haley	12/1/2023	12/31/2023

QTY	Item	Proposal #	PO #	Rate	Amount
1	CT-0018 IMDSPlus Class One w/ Interfaces-License Maint. and Support • Class one Courts are limited to 250 or fewer new case filings per month. If the Court exceeds the maximum number of cases for four of six consecutive months, the Court's class will be adjusted accordingly. The Court's costs will be adjusted to the applicable cost associated with the new class.			\$334.25	\$334.25
3	CT-0047 IMDSPlus Workstation Maintenance			\$10.50	\$31.50
1	WN-0047 REJIS Access - Additional Agency Fee	582		\$36.00	\$36.00
1	LE-0009-M-2024 LEWeb Subscription Fee - Monthly			\$210.58	\$210.58
				Subtotal	\$612.33
				Total	\$612.33

detach and return with remittance

Remit to:
REJIS Commission
4255 W Pine Blvd
Saint Louis MO 63108
(314) 535-1950

Invoice #: 521545
Remit this amount: \$612.33
Customer #: 30049 Bellefontaine Neighbors Municipal Court





REJIS

When Data Matters

REJIS Commission
4255 W Pine Blvd
Saint Louis MO
63108
(314) 535-1950

Invoice

#523429

1/18/2024

30049 Bellefontaine Neighbors Municipal Court

RECEIVED BY	
CITY OF BELLEFONTAINE NEIGHBORS	
DATE:	4/11/24
FOR:	Aggr's DEPT
APPROVED FOR PAYMENT:	<i>Sammie Ruffin-Hall</i>
AMOUNT \$:	612.33
Acc# 5017	

Bill To

Sammie Ruffin-Hall
Bellefontaine Neighbors Municipal Court
9641 Bellefontaine Road
Bellefontaine Neighbors, MO 63137

Terms	Due Date	Created From	Client Services Rep	Period Start	Period End
Net 30	2/17/2024		Brian P Haley	1/1/2024	1/31/2024

QTY	Item	Proposal #	PO #	Rate	Amount
1	CT-0018 IMDSPlus Class One w/ Interfaces-License Maint. and Support • Class one Courts are limited to 250 or fewer new case filings per month. If the Court exceeds the maximum number of cases for four of six consecutive months, the Court's class will be adjusted accordingly. The Court's costs will be adjusted to the applicable cost associated with the new class.			\$334.25	\$334.25
3	CT-0047 IMDSPlus Workstation Maintenance			\$10.50	\$31.50
1	WN-0047 REJIS Access - Additional Agency Fee	582		\$36.00	\$36.00
1	LE-0009-M-2024 LEWeb Subscription Fee - Monthly			\$210.58	\$210.58
				Subtotal	\$612.33
				Total	\$612.33

detach and return with remittance

Remit to:
REJIS Commission
4255 W Pine Blvd
Saint Louis MO 63108
(314) 535-1950

Invoice #: 523429
Remit this amount: \$612.33
Customer #: 30049 Bellefontaine
Neighbors Municipal Court



523429



REJIS

When Data Matters

REJIS Commission
4255 W Pine Blvd
Saint Louis MO
63108
(314) 535-1950

Invoice

#521533

12/19/2023

30050 Bellefontaine Neighbors Police Department

RECEIVED BY	
CITY OF BELLEFONTAINE NEIGHBORS	
DATE:	4/11/24
FOR:	Police DEPT
APPROVED FOR PAYMENT	<i>[Signature]</i>
AMOUNT \$:	2539.23

Acct # 5219

Bill To

Angie Wojtkowski
Bellefontaine Neighbors Police Dept.
9641 Bellefontaine Road
Bellefontaine Neighbors, MO 63137

Terms	Due Date	Created From	Client Services Rep	Period Start	Period End
Net 30	1/18/2024		Brian P Haley	12/1/2023	12/31/2023

QTY	Item	Proposal #	PO #	Rate	Amount
1	WN-0093 AT&T 20 Mbps Fiber Connection	SO#: 605		\$515.00	\$515.00
1	LE-0009-M-2024 LEWeb Subscription Fee - Monthly			\$1,186.23	\$1,186.23
10	WN-0064-2022 Verizon-Unlimited National Access Wireless Plan			\$55.00	\$550.00
2	SV-0035-2024 PASS-Fee Per Civilian Employee at PD	A7DF0829 (1), SO#:604 (2)		\$1.50	\$3.00
20	SV-0036-2024 PASS-Fee Per Commissioned Officer	A7DF0829		\$3.00	\$60.00
1	LE-0013-2024 Live Scan Standard Workstation Connection	53193158		\$60.00	\$60.00
3	DC-0023 REJIS Provided Storage - Per Terabyte (TB) REJIS Provided Storage - Per Terabyte (TB)	SO#: 1084		\$35.00	\$105.00
1	LE-0076-M MSHP MULES Connection Fee-Circuit - Monthly - 9/1/22-6/30/24 ORI: MO0950400			\$60.00	\$60.00

detach and return with remittance

Remit to:
REJIS Commission
4255 W Pine Blvd
Saint Louis MO 63108
(314) 535-1950

Invoice #: 521533
Remit this amount: \$2,539.23
Customer #: 30050 Bellefontaine
Neighbors Police Department





REJIS

When Data Matters

REJIS Commission
4255 W Pine Blvd
Saint Louis MO
63108
(314) 535-1950

Invoice

#521533

12/19/2023

30050 Bellefontaine Neighbors Police Department

Subtotal \$2,539.23

Total \$2,539.23

detach and return with remittance

Remit to:
REJIS Commission
4255 W Pine Blvd
Saint Louis MO 63108
(314) 535-1950

Invoice #: 521533
Remit this amount: \$2,539.23
Customer #: 30050 Bellefontaine
Neighbors Police Department



521533



REJIS

When Data Matters

REJIS Commission
4255 W Pine Blvd
Saint Louis MO
63108
(314) 535-1950

Invoice

#523441

1/18/2024

30050 Bellefontaine Neighbors Police Department

RECEIVED BY	
CITY OF BELLEFONTAINE NEIGHBORS	
DATE: 1/14/24	
FOR: Police	DEPT
APPROVED FOR PAYMENT: <i>M.A. Se</i>	
AMOUNT \$: 2589.23	

Acct # 5219

Bill To

Semmie Ruffin-Hall
Bellefontaine Neighbors Police Dept.
9641 Bellefontaine Road
Bellefontaine Neighbors, MO 63137

Terms Net 30	Due Date 2/17/2024	Created From	Client Services Rep Brian P Haley	Period Start 1/1/2024	Period End 1/31/2024
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QTY	Item	Proposal #	PO #	Rate	Amount
1	WN-0093 AT&T 20 Mbps Fiber Connection	SO#: 605		\$515.00	\$515.00
1	LE-0009-M-2024 LEWeb Subscription Fee - Monthly			\$1,186.23	\$1,186.23
10	WN-0064-2022 Verizon-Unlimited National Access Wireless Plan			\$55.00	\$550.00
2	SV-0035-2024 PASS-Fee Per Civilian Employee at PD	A7DF0829 (1), SO#:604 (2)		\$1.50	\$3.00
20	SV-0036-2024 PASS-Fee Per Commissioned Officer	A7DF0829		\$3.00	\$60.00
1	LE-0013-2024 Live Scan Standard Workstation Connection	53193158		\$60.00	\$60.00
3	DC-0023 REJIS Provided Storage - Per Terabyte (TB) REJIS Provided Storage - Per Terabyte (TB)	SO#: 1084		\$35.00	\$105.00
1	LE-0076-M MSHP MULES Connection Fee-Circuit - Monthly - 9/1/22-6/30/24 ORI: MO0950400			\$60.00	\$60.00

detach and return with remittance

Remit to:
REJIS Commission
4255 W Pine Blvd
Saint Louis MO 63108
(314) 535-1950

Invoice #: 523441
Remit this amount: \$2,539.23
Customer #: 30050 Bellefontaine
Neighbors Police Department



523441



REJIS

When Data Matters

REJIS Commission
4255 W Pine Blvd
Saint Louis MO
63108
(314) 535-1950

Invoice

#523441

1/18/2024

30050 Bellefontaine Neighbors Police Department

Subtotal \$2,539.23

Total \$2,539.23

detach and return with remittance

Remit to:
REJIS Commission
4255 W Pine Blvd
Saint Louis MO 63108
(314) 535-1950

Invoice #: 523441
Remit this amount: \$2,539.23
Customer #: 30050 Bellefontaine
Neighbors Police Department



523441



REJIS

When Data Matters

REJIS Commission
4255 W Pine Blvd
Saint Louis MO
63108
(314) 535-1950

Invoice

#521802

12/19/2023

31162 Bellefontaine Neighbors Prosecuting Attorney

Bill To

Angie Wojtkowski
Bellefontaine Neighbors Prosecuting Atty
9641 Bellefontaine Road
Bellefontaine Neighbors, MO 63137

Terms	Due Date	Created From	Client Services Rep	Period Start	Period End
Net 30	1/18/2024		Brian P Haley	12/1/2023	12/31/2023

QTY	Item	Proposal #	PO #	Rate	Amount
1	LE-0035 LEWeb for Agencies 2 Agencies who do not provide data.	SO#: 1311		\$45.83	\$45.83
1	PAM-034 PAMS Document Imaging w/ <=10 GB Total	SO#: 1311		\$14.00	\$14.00

Storage-1/1/2023-12/31/2024
PAMS Document Imaging Interface offering includes: purchase of required storage hardware, supporting storage software, technical support and off-site backup costs associated with the storage of the PAMS image data. REJIS will review the document storage usage in January and July of each year. If the agency exceeds the current maximum limit for their storage class, the agency will be notified and the price adjusted six (6) months after the customer has been notified. The purchase and maintenance of scanners or similar devices are the responsibility of the agency.

RECEIVED BY	
CITY OF BELLEFONTAINE NEIGHBORS	
DATE: 1/11/24	
FOR: Flanagan	DEPT
APPROVED: [Signature]	
FOR PAYMENT	
AMOUNT \$: 59.83	

Acct # 5017

Subtotal	\$59.83
Total	\$59.83

detach and return with remittance

Remit to:
REJIS Commission
4255 W Pine Blvd
Saint Louis MO 63108
(314) 535-1950

Invoice #: 521802
Remit this amount: \$59.83
Customer #: 31162 Bellefontaine
Neighbors Prosecuting Attorney



521802



REJIS

When Data Matters

REJIS Commission
4255 W Pine Blvd
Saint Louis MO
63108
(314) 535-1950

Invoice

#523339

1/11/2024

31162 Bellefontaine Neighbors Prosecuting Attorney

Bill To

Semmie Ruffin-Hall
Bellefontaine Neighbors Prosecuting Atty
9641 Bellefontaine Road
Bellefontaine Neighbors, MO 63137

Terms	Due Date	Created From	Client Services Rep	Period Start	Period End
Net 30	2/10/2024		Brian P Haley	12/1/2023	12/31/2023

QTY	Item	Proposal #	PO #	Rate	Amount
44	PAM-011 PAMS/Show-Me Courts Interface There is a \$0.50 charge per case sent from PAMS to Show-Me Courts. This charge will be billed monthly based on the number of cases sent to Show-Me Courts.			\$0.50	\$22.00

Subtotal	\$22.00
Total	\$22.00

RECEIVED BY	
CITY OF BELLEFONTAINE NEIGHBORS	
DATE: 1/11/24	
FOR: Adams	DEPT
APPROVED: Semmie Ruffin-Hall	
FOR PAYMENT	
AMOUNT \$: 22.00	

Act # 5017

detach and return with remittance

Remit to:
REJIS Commission
4255 W Pine Blvd
Saint Louis MO 63108
(314) 535-1950

Invoice #: 523339
Remit this amount: \$22.00
Customer #: 31162 Bellefontaine
Neighbors Prosecuting Attorney





REJIS

When Data Matters

REJIS Commission
4255 W Pine Blvd
Saint Louis MO
63108
(314) 535-1950

Invoice

#523650

1/18/2024

31162 Bellefontaine Neighbors Prosecuting Attorney

Bill To

Semmie Ruffin-Hall
Bellefontaine Neighbors Prosecuting Atty
9641 Bellefontaine Road
Bellefontaine Neighbors, MO 63137

Terms	Due Date	Created From	Client Services Rep	Period Start	Period End
Net 30	2/17/2024		Brian P Haley	1/1/2024	1/31/2024

QTY	Item	Proposal #	PO #	Rate	Amount
1	LE-0035 LEWeb for Agencies 2 Agencies who do not provide data.	SO#: 1311		\$45.83	\$45.83
1	PAM-034 PAMS Document Imaging w/ <=10 GB Total	SO#: 1311		\$14.00	\$14.00

Storage-1/1/2023-12/31/2024
PAMS Document Imaging Interface offering includes: purchase of required storage hardware, supporting storage software, technical support and off-site backup costs associated with the storage of the PAMS image data. REJIS will review the document storage usage in January and July of each year. If the agency exceeds the current maximum limit for their storage class, the agency will be notified and the price adjusted six (6) months after the customer has been notified. The purchase and maintenance of scanners or similar devices are the responsibility of the agency.

RECEIVED BY	
CITY OF BELLEFONTAINE NEIGHBORS	
DATE: 4/11/24	
FOR: Admin	DEPT
APPROVED: <i>Semmie Ruffin-Hall</i>	
FOR PAYMENT	
AMOUNT \$: 59.83	

Subtotal	\$59.83
Total	\$59.83

detach and return with remittance

Remit to:
REJIS Commission
4255 W Pine Blvd
Saint Louis MO 63108
(314) 535-1950

Invoice #: 523650
Remit this amount: \$59.83
Customer #: 31162 Bellefontaine
Neighbors Prosecuting Attorney



523650



REJIS

When Data Matters

REJIS Commission
4255 W Pine Blvd
Saint Louis MO
63108
(314) 535-1950

Invoice

#525407

2/20/2024

30046 City of Bellefontaine Neighbors

RECEIVED BY	
CITY OF BELLEFONTAINE NEIGHBORS	
DATE:	4/11/24
FOR:	Admin
APPROVED	
FOR PAYMENT	<i>Sammie Ruffin-Hall</i>
AMOUNT \$	673.25

Bill To
Sammie Ruffin-Hall
City of Bellefontaine Neighbors
9641 Bellefontaine Road
Bellefontaine Neighbors, MO 63137

ACC # 5017

Terms	Due Date	Created From	Client Services Rep	Period Start	Period End
Net 30	3/21/2024		Brian P Haley	2/1/2024	2/29/2024

QTY	Item	Proposal #	PO #	Rate	Amount
1	SV-0001 E-Mail Domain Hosting Monthly Maintenance			\$10.00	\$10.00
45	SW-0034 Trellix Antivirus DAT File Updates for Desktops-1/1/24-12/31/24	SO#: 79 (26), SO#: 964 (19)		\$2.50	\$112.50
2	SV-0241 United Technologies Maintenance Dell PowerEdge R440, SN:FNC8PX2, Tag:000530, Dell PowerEdge R440, SN:FND4PX2, Tag:000531	SO#: 1454		\$41.00	\$82.00
39	KAS-001 Kaseya License per Device	SO#: 1437		\$6.25	\$243.75
3	KAS-003 Kaseya License per Server	SO#: 1437		\$75.00	\$225.00
				Subtotal	\$673.25
				Total	\$673.25

detach and return with remittance

Remit to:
REJIS Commission
4255 W Pine Blvd
Saint Louis MO 63108
(314) 535-1950

Invoice #: 525407
Remit this amount: \$673.25
Customer #: 30046 City of Bellefontaine Neighbors





REJIS

When Data Matters

REJIS Commission
4255 W Pine Blvd
Saint Louis MO
63108
(314) 535-1950

Invoice

#529030

3/31/2024

30046 City of Bellefontaine Neighbors

Bill To

Semmie Ruffin-Hall
City of Bellefontaine Neighbors
9641 Bellefontaine Road
Bellefontaine Neighbors, MO 63137

Terms	Due Date	Created From	Client Services Rep	Period Start	Period End
Net 30	4/30/2024		Brian P Haley	3/1/2024	3/31/2024

Invoice Summary

Billable Item Group	
Billable Time	\$2,627.50

TOTAL

\$2,627.50

Due Date: 4/30/2024

RECEIVED BY	
CITY OF BELLEFONTAINE NEIGHBORS	
DATE: 4/14/24	
FOR: POLICE	DEPT
APPROVED FOR PAYMENT: <i>Mjse</i>	
AMOUNT \$: 2627.50	

Acct# 5219

detach and return with remittance

Remit to:
REJIS Commission
4255 W Pine Blvd
Saint Louis MO 63108
(314) 535-1950

Invoice #: 529030
Remit this amount: \$2,627.50
Customer #: 30046 City of
Bellefontaine Neighbors





REJIS

When Data Matters

REJIS Commission
4255 W Pine Blvd
Saint Louis MO
63108
(314) 535-1950

Invoice

#529030

3/31/2024

30046 City of Bellefontaine Neighbors

Invoice Detail

Date	Hours	Item	Employee	Amount
		Billable Group Billable Time		
3/21/2024	2	PRO-020-2022 Managed Service Remote Support 2022 Case 159760: Configure copiers and printers on staff workstations.	BTG	\$170.00
3/11/2024	0.5	PRO-444 IT-WAN/LAN-Specialist Support-1/1/24-12/31/24 Bellefontaine WAN Support- SonicWall firewall upgrade	KJT	\$47.50
3/20/2024	3.75	PRO-020-2022 Managed Service Remote Support 2022 I troubleshoot an issue with people seeing the Global Address List and getting a connection to Outlook.	MRG	\$318.75
3/6/2024	2	PRO-020-2022 Managed Service Remote Support 2022 Worked with Chris and Tim Sanders. Found that a exchange spam rule was blocking his emails from going out.	RTS	\$170.00
3/21/2024	2	PRO-562 IT-Support Service-Network Analyst Support-1/1/24-12/31/24 Onsite to assist with new scanner setups.	RTS	\$190.00
3/5/2024	5	PRO-561 IT-Support Service-Support-1/1/24-12/31/24 158297 - email on phone setup 158079 - set jimmies email to forward to martha snead. Setup postage machine troubleshoot fax machine, ATT needed for advisement troubleshoot rec center pc . replace rec center pc.	SPH	\$475.00





REJIS

When Data Matters

REJIS Commission
4255 W Pine Blvd
Saint Louis MO
63108
(314) 535-1950

Invoice

#529030

3/31/2024

30046 City of Bellefontaine Neighbors

Date	Hours	Item	Employee	Amount
3/12/2024	4	PRO-561 IT-Support Service-Support-1/1/24-12/31/24 Troubleshoot cd formatting for user - ask user status of advised ACT! license instead from reseller of keystroke - place ACT on public desktop for user - 158995 - answer questions from user about email message. Ticket 158135 : BEC unable to play videos.	SPH	\$380.00
3/18/2024	0.25	PRO-020-2022 Managed Service Remote Support 2022 159499 -officers pay program / time off database down .	SPH	\$21.25
3/19/2024	6	PRO-561 IT-Support Service-Support-1/1/24-12/31/24 ticket 158134 - error in address book for exchange server - Fix brother printer patrol car - Add change address book for user to local instead of global. - Troubleshooting problems on Back end Client. - 159260: Troubleshoot frozen pc.	SPH	\$570.00
3/26/2024	3	PRO-561 IT-Support Service-Support-1/1/24-12/31/24 160099 - user laptop to print issue - Ticket 160246 - brother printer not printing - Add users credentials to her printer preferences in order to print.	SPH	\$285.00
		Subtotal		\$2,627.50
		Total Billable Time		\$2,627.50
			Subtotal	\$2,627.50
			Total	\$2,627.50





REJIS

When Data Matters

REJIS Commission
4255 W Pine Blvd
Saint Louis MO
63108
(314) 535-1950

Invoice

#527293

3/14/2024

30049 Bellefontaine Neighbors Municipal Court

RECEIVED BY	
CITY OF BELLEFONTAINE NEIGHBORS	
DATE:	4/11/24
FOR:	Admin DEPT
APPROVED FOR PAYMENT:	<i>Sammie Ruffin-Hall</i>
AMOUNT \$:	612.33

Bill To
Sammie Ruffin-Hall
Bellefontaine Neighbors Municipal Court
9641 Bellefontaine Road
Bellefontaine Neighbors, MO 63137

Acct # 5017

Terms	Due Date	Created From	Client Services Rep	Period Start	Period End
Net 30	4/13/2024		Brian P Haley	3/1/2024	3/31/2024

QTY	Item	Proposal #	PO #	Rate	Amount
1	CT-0018 IMDSPlus Class One w/ Interfaces-License Maint. and Support • Class one Courts are limited to 250 or fewer new case filings per month. If the Court exceeds the maximum number of cases for four of six consecutive months, the Court's class will be adjusted accordingly. The Court's costs will be adjusted to the applicable cost associated with the new class.			\$334.25	\$334.25
3	CT-0047 IMDSPlus Workstation Maintenance			\$10.50	\$31.50
1	WN-0047 REJIS Access - Additional Agency Fee	582		\$36.00	\$36.00
1	LE-0009-M-2024 LEWeb Subscription Fee - Monthly			\$210.58	\$210.58
				Subtotal	\$612.33
				Total	\$612.33

detach and return with remittance

Remit to:
REJIS Commission
4255 W Pine Blvd
Saint Louis MO 63108
(314) 535-1950

Invoice #: 527293
Remit this amount: \$612.33
Customer #: 30049 Bellefontaine
Neighbors Municipal Court



527293



REJIS

When Data Matters

REJIS Commission
4255 W Pine Blvd
Saint Louis MO
63108
(314) 535-1950

Invoice

#529032

3/31/2024

30050 Bellefontaine Neighbors Police Department

Bill To

Semmie Ruffin-Hall
Bellefontaine Neighbors Police Dept.
9641 Bellefontaine Road
Bellefontaine Neighbors, MO 63137

Terms	Due Date	Created From	Client Services Rep	Period Start	Period End
Net 30	4/30/2024		Brian P Haley	3/1/2024	3/31/2024

Invoice Summary

Billable Item Group

Billable Time \$47.50

TOTAL

\$47.50

Due Date: 4/30/2024

RECEIVED BY	
CITY OF BELLEFONTAINE NEIGHBORS	
DATE: 4/11/24	
FOR: Police	DEPT
APPROVED	
FOR PAYMENT	
AMOUNT \$ 47.50	

Acct# 5219

detach and return with remittance

Remit to:
REJIS Commission
4255 W Pine Blvd
Saint Louis MO 63108
(314) 535-1950

Invoice #: 529032
Remit this amount: \$47.50
Customer #: 30050 Bellefontaine
Neighbors Police Department



529032



REJIS

When Data Matters

REJIS Commission
4255 W Pine Blvd
Saint Louis MO
63108
(314) 535-1950

Invoice

#529032

3/31/2024

30050 Bellefontaine Neighbors Police Department

Invoice Detail

Date	Hours	Item	Employee	Amount
		Billable Group		
		Billable Time		
3/27/2024	0.5	PRO-441 IT-WAN/LAN-Support-1/1/24-12/31/24 160310 The error is caused by not using the correct Domain during login. Reached out to Christopher and the station. He will be back on duty Friday to test.	BJB	\$47.50
		Subtotal		\$47.50
		Total Billable Time		\$47.50
			Subtotal	\$47.50
			Total	\$47.50



529032



REJIS

When Data Matters

REJIS Commission
4255 W Pine Blvd
Saint Louis MO
63108
(314) 535-1950

Invoice

#525264

2/13/2024

31162 Bellefontaine Neighbors Prosecuting Attorney

Bill To

Semmie Ruffin-Hall
Bellefontaine Neighbors Prosecuting Atty
9641 Bellefontaine Road
Bellefontaine Neighbors, MO 63137

Terms	Due Date	Created From	Client Services Rep	Period Start	Period End
Net 30	3/14/2024		Brian P Haley	1/1/2024	1/31/2024

QTY	Item	Proposal #	PO #	Rate	Amount
50	PAM-011 PAMS/Show-Me Courts Interface There is a \$0.50 charge per case sent from PAMS to Show-Me Courts. This charge will be billed monthly based on the number of cases sent to Show-Me Courts.			\$0.50	\$25.00

Subtotal	\$25.00
Total	\$25.00

RECEIVED BY	
CITY OF BELLEFONTAINE NEIGHBORS	
DATE: 4/11/24	
FOR: Ad men	DEPT:
APPROVED: <i>Semmie Ruffin-Hall</i>	
FOR PAYMENT	
AMOUNT \$ 45.00	
Acct # 5017	

detach and return with remittance

Remit to:
REJIS Commission
4255 W Pine Blvd
Saint Louis MO 63108
(314) 535-1950

Invoice #: 525264
Remit this amount: \$25.00
Customer #: 31162 Bellefontaine
Neighbors Prosecuting Attorney





REJIS

When Data Matters

REJIS Commission
4255 W Pine Blvd
Saint Louis MO
63108
(314) 535-1950

Invoice

#525727

2/20/2024

31162 Bellefontaine Neighbors Prosecuting Attorney

Bill To

Semie Ruffin-Hall
Bellefontaine Neighbors Prosecuting Atty
9641 Bellefontaine Road
Bellefontaine Neighbors, MO 63137

Terms	Due Date	Created From	Client Services Rep	Period Start	Period End
Net 30	3/21/2024		Brian P Haley	2/1/2024	2/29/2024

QTY	Item	Proposal #	PO #	Rate	Amount
1	LE-0035 LEWeb for Agencies 2 Agencies who do not provide data.	SO#: 1311		\$45.83	\$45.83
1	PAM-034 PAMS Document Imaging w/ <=10 GB Total	SO#: 1311		\$14.00	\$14.00

Storage-1/1/2023-12/31/2024
PAMS Document Imaging Interface offering includes: purchase of required storage hardware, supporting storage software, technical support and off-site backup costs associated with the storage of the PAMS image data. REJIS will review the document storage usage in January and July of each year. If the agency exceeds the current maximum limit for their storage class, the agency will be notified and the price adjusted six (6) months after the customer has been notified. The purchase and maintenance of scanners or similar devices are the responsibility of the agency.

RECEIVED BY	
CITY OF BELLEFONTAINE NEIGHBORS	
DATE: 4/11/24	
FOR: Admin	DEPT
APPROVED	<i>Semie Ruffin-Hall</i>
FOR PAYMENT	
AMOUNT \$ 59.83	
ACCT# 5017	

Subtotal	\$59.83
Total	\$59.83

detach and return with remittance

Remit to:
REJIS Commission
4255 W Pine Blvd
Saint Louis MO 63108
(314) 535-1950

Invoice #: 525727
Remit this amount: \$59.83
Customer #: 31162 Bellefontaine
Neighbors Prosecuting Attorney





REJIS

When Data Matters

REJIS Commission
4255 W Pine Blvd
Saint Louis MO
63108
(314) 535-1950

Invoice

#527173

3/8/2024

31162 Bellefontaine Neighbors Prosecuting Attorney

Bill To

Semmie Ruffin-Hall
Bellefontaine Neighbors Prosecuting Atty
9641 Bellefontaine Road
Bellefontaine Neighbors, MO 63137

Terms	Due Date	Created From	Client Services Rep	Period Start	Period End
Net 30	4/7/2024		Brian P Haley	2/1/2024	2/29/2024

QTY	Item	Proposal #	PO #	Rate	Amount
8	PAM-011 PAMS/Show-Me Courts Interface There is a \$0.50 charge per case sent from PAMS to Show-Me Courts. This charge will be billed monthly based on the number of cases sent to Show-Me Courts.			\$0.50	\$4.00

Subtotal	\$4.00
Total	\$4.00

RECEIVED BY
CITY OF BELLEFONTAINE NEIGHBORS
DATE: 4/11/24
FOR: Admin DEPT
APPROVED: *Semmie Ruffin-Hall*
FOR PAYMENT
AMOUNT \$ 4.00
Acct # 5017

detach and return with remittance

Remit to:
REJIS Commission
4255 W Pine Blvd
Saint Louis MO 63108
(314) 535-1950

Invoice #: 527173
Remit this amount: \$4.00
Customer #: 31162 Bellefontaine
Neighbors Prosecuting Attorney



A.A.Quick Electric Sewer Service Inc.

3012-A North Lindbergh Blvd.

St. Louis, MO 63074

Phone 314-429-7131 Fax 636-949-6868



City Of Bellefontaine
9641 Bellefontaine Rd
St. Louis, MO. 63137

Invoice

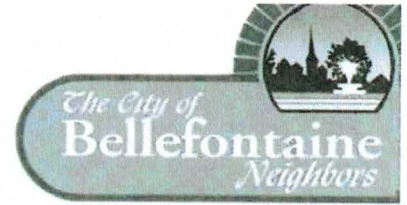
P.O.# or Job Address

9921 Delhi

Date	Date Completed	Work Order#	Terms	Due Date																	
3/14/2024	3/14/2024	201373	Net 30	4/13/2024																	
Description			Hours / # of Drains	Rate	Amount																
repaired sewer per bid additional work for work order # 200744 <div data-bbox="316 1102 845 1336" data-label="Text"> <table border="1"> <tr> <td colspan="2">RECEIVED BY</td> </tr> <tr> <td colspan="2">CITY OF BELLEFONTAINE NEIGHBORS</td> </tr> <tr> <td>DATE: 4/15/24</td> <td></td> </tr> <tr> <td>FOR: P.W.</td> <td>DEPT</td> </tr> <tr> <td>APPROVED</td> <td><i>[Signature]</i></td> </tr> <tr> <td>FOR PAYMENT</td> <td></td> </tr> <tr> <td>AMOUNT \$ 2,050.00</td> <td></td> </tr> <tr> <td colspan="2">Acct # 1050</td> </tr> </table> </div>			RECEIVED BY		CITY OF BELLEFONTAINE NEIGHBORS		DATE: 4/15/24		FOR: P.W.	DEPT	APPROVED	<i>[Signature]</i>	FOR PAYMENT		AMOUNT \$ 2,050.00		Acct # 1050			2,050.00	2,050.00
RECEIVED BY																					
CITY OF BELLEFONTAINE NEIGHBORS																					
DATE: 4/15/24																					
FOR: P.W.	DEPT																				
APPROVED	<i>[Signature]</i>																				
FOR PAYMENT																					
AMOUNT \$ 2,050.00																					
Acct # 1050																					
			Total	\$2,050.00																	

A Service charge of 1 1/2% per month (18% per Annum) will be charged on all accounts not paid in 30 days.
PLEASE INCLUDE WORK ORDER NUMBER ON ALL CHECKS SUBMITTED FOR PAYMENT!

9641 Bellefontaine Road
St. Louis County, Missouri 63137
Office: 314-867-0076
Fax: 314-867-1790



AA Quick Plumbing & Sewer
3012-A North Lindbergh Blvd.
St. Louis, MO 63074

FROM THE OFFICE OF THE
BUILDING DEPARTMENT

March 22, 2024

CONTRACT

Your verbal proposal given this date for performing everything required including all labor, insurance, materials, tools, equipment and transportation for the following sewer lateral project in the City of Bellefontaine Neighbors is accepted.

LATERAL PROJECT #0124 @ 9921 DELHI DRIVE

Replace 10 feet of existing sewer lateral and install a yard clean-out.

Check remainder of the existing lateral not replaced. If additional work is required, it will be paid for as extra work.

TOTAL LUMP SUM PRICE FOR THE ABOVE WORK TO BE \$2,050

HOMEOWNER : ALLIANCE REALTY LLC
LOCATOR NUMBER: 11E330390
PHONE: 314-435-1436

AGREED AND ACCEPTED:

ATTEST: CITY OF BELLEFONTAINE NEIGHBORS

Lateral Sewer Commissioner

President

Secretary

A.A.Quick Electric Sewer Service Inc.

3012-A North Lindbergh Blvd.

St. Louis, MO 63074

Phone 314-429-7131 Fax 636-949-6868



Invoice

City Of Bellefontaine
9641 Bellefontaine Rd
St. Louis, MO. 63137

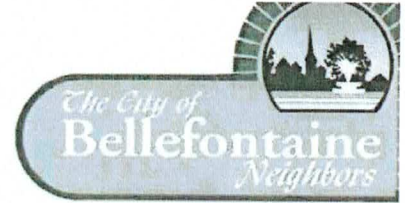
P.O.# or Job Address

1268 Forest Home

Date	Date Completed	Work Order#	Terms	Due Date	
2/26/2024	2/26/2024	200840	Net 30	3/27/2024	
Description			Hours / # of Drains	Rate	Amount
repaired sewer per bid				4,100.00	4,100.00
<div data-bbox="304 1058 778 1289" data-label="Image"> </div>					
Total					\$4,100.00

A Service charge of 1 1/2% per month (18% per Annum) will be charged on all accounts not paid in 30 days.
PLEASE INCLUDE WORK ORDER NUMBER ON ALL CHECKS SUBMITTED FOR PAYMENT!

9641 Bellefontaine Road
St. Louis County, Missouri 63137
Office: 314-867-0076
Fax: 314-867-1790



AA Quick Plumbing & Sewer
3012-A North Lindbergh Blvd.
St. Louis, MO 63074

FROM THE OFFICE OF THE
BUILDING DEPARTMENT

February 26, 2024



CONTRACT

Your verbal proposal given this date for performing everything required including all labor, insurance, materials, tools, equipment and transportation for the following sewer lateral project in the City of Bellefontaine Neighbors is accepted.

LATERAL PROJECT #0324 @ 1268 FOREST HOME DRIVE

Replace 20 feet of existing sewer lateral and install a yard clean-out.

Check remainder of the existing lateral not replaced. If additional work is required, it will be paid for as extra work.

TOTAL LUMP SUM PRICE FOR THE ABOVE WORK TO BE \$4,100

HOMEOWNER : ALFREDA A. ALBEA
LOCATOR NUMBER: 11F310271
PHONE: 314-388-3402

AGREED AND ACCEPTED:

ATTEST: _____ CITY OF BELLEFONTAINE NEIGHBORS

Lateral Sewer Commissioner

President

Secretary

A.A.Quick Electric Sewer Service Inc.

3012-A North Lindbergh Blvd.

St. Louis, MO 63074

Phone 314-429-7131 Fax 636-949-6868



City Of Bellefontaine
9641 Bellefontaine Rd
St. Louis, MO. 63137

Invoice

P.O.# or Job Address

10107 Tappan

Date	Date Completed	Work Order#	Terms	Due Date	
2/26/2024	2/26/2024	200786	Net 30	3/27/2024	
Description			Hours / # of Drains	Rate	Amount
repaired sewer per bid				2,250.00	2,250.00
<div data-bbox="320 1114 845 1357" data-label="Text"> <p>RECEIVED BY CITY OF BELLEFONTAINE NEIGHBORS DATE: 4.15.24 FOR: F.W. APPROVED FOR PAYMENT AMOUNT \$ 2250.00 ACCE#1050</p> </div>					
Total					\$2,250.00

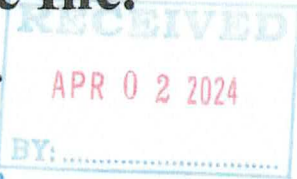
A Service charge of 1 1/2% per month (18% per Annum) will be charged on all accounts not paid in 30 days.
PLEASE INCLUDE WORK ORDER NUMBER ON ALL CHECKS SUBMITTED FOR PAYMENT!

A.A.Quick Electric Sewer Service Inc.

3012-A North Lindbergh Blvd.

St. Louis, MO 63074

Phone 314-429-7131 Fax 636-949-6868



City Of Bellefontaine
9641 Bellefontaine Rd
St. Louis, MO. 63137

Invoice

P.O.# or Job Address

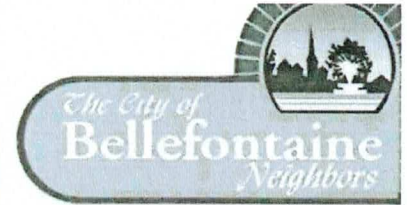
9921 Del Hi

Date	Date Completed	Work Order#	Terms	Due Date	
2/26/2024	2/26/2024	200744	Net 30	3/27/2024	
Description			Hours / # of Drains	Rate	Amount
repaired sewer per bid				2,250.00	2,250.00
<div data-bbox="327 1120 845 1363" data-label="Text"> <p>RECEIVED BY CITY OF BELLEFONTAINE NEIGHBORS DATE: 4/15/24 FOR: P.W. APPROVED FOR PAYMENT AMOUNT \$ 2,250.00 Acct # 1050</p> </div>					
Total				\$2,250.00	

A Service charge of 1 1/2% per month (18% per Annum) will be charged on all accounts not paid in 30 days.
PLEASE INCLUDE WORK ORDER NUMBER ON ALL CHECKS SUBMITTED FOR PAYMENT!

9641 Bellefontaine Road
St. Louis County, Missouri 63137
Office: 314-867-0076
Fax: 314-867-1790

RECEIVED
APR 02 2024
BY:



AA Quick Plumbing & Sewer
3012-A North Lindbergh Blvd.
St. Louis, MO 63074

FROM THE OFFICE OF THE
BUILDING DEPARTMENT

February 23, 2024

CONTRACT

Your verbal proposal given this date for performing everything required including all labor, insurance, materials, tools, equipment and transportation for the following sewer lateral project in the City or Bellefontaine Neighbors is accepted.

LATERAL PROJECT #0124 @ 9921 DELHI DRIVE

Replace 10 feet of existing sewer lateral and install a yard clean-out.

Check remainder of the existing lateral not replaced. If additional work is required, it will be paid for as extra work.

TOTAL LUMP SUM PRICE FOR THE ABOVE WORK TO BE \$2,050

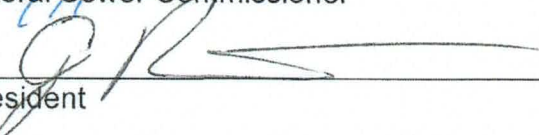
HOMEOWNER : ALLIANCE REALTY, LLC
LOCATOR NUMBER: 11F330390
PHONE: 314-435-1436

AGREED AND ACCEPTED:

ATTEST: CITY OF BELLEFONTAINE NEIGHBORS



Lateral Sewer Commissioner



President

Secretary

A.A.Quick Electric Sewer Service Inc.

3012-A North Lindbergh Blvd.

St. Louis, MO 63074

Phone 314-429-7131 Fax 636-949-6868



City Of Bellefontaine
9641 Bellefontaine Rd
St. Louis, MO. 63137

Invoice

P.O.# or Job Address

735 Science Hill

Date	Date Completed	Work Order#	Terms	Due Date	
3/20/2024	3/20/2024	201692	Net 30	4/19/2024	
Description			Hours / # of Drains	Rate	Amount
repaired sewer per bid				2,050.00	2,050.00
<div data-bbox="359 1094 826 1301" data-label="Text"> <p>RECEIVED BY CITY OF BELLEFONTAINE NEIGHBORS DATE: 4/15/24 FOR P.W. DEPT APPROVED FOR PAYMENT AMOUNT \$ 2,050.00 Acct# 1050</p> </div>					
			Total		\$2,050.00

A Service charge of 1 1/2% per month (18% per Annum) will be charged on all accounts not paid in 30 days.
PLEASE INCLUDE WORK ORDER NUMBER ON ALL CHECKS SUBMITTED FOR PAYMENT!

GENERAL CODE

A Member of the ICC Family of Solutions

New Remit Address

P.O. Box 772512
 Detroit, MI 48277-2512
 (800)836-8834 x212 * Fax(585)328-8189
 accounting@generalcode.com

Invoice No. PG000036064
 Date: 4/25/2024
 Due Date: 5/25/2024
 Terms: Net 30
 Customer No. BE3235

Bill To:

City of Bellefontaine Neighbors
 Semmie Ruffin-Hall
 9641 Bellefontaine Road

St. Louis, MO 63137

RECEIVED BY ✓	
CITY OF BELLEFONTAINE NEIGHBORS	
DATE: 4/30/24	
FOR Admin DEPT.	
APPROVED	<i>Simmie Ruffin-Hall</i>
FOR PAYMENT	
AMOUNT \$ 3926.36	

ACCT# 5052

Supplement Project

Supplement No. 57
 Quantity 11

PO No.

Item	Billing Amount	Tax	Total
Supp Text Pages 191	\$3,820.00	\$0.00	\$3,820.00
Supp Index Pages 12	\$84.00	\$0.00	\$84.00
Shipping & Handling	\$22.36	\$0.00	\$22.36
	\$3,926.36	\$0.00	\$3,926.36

Payment/Credit applied:

Total Balance Due \$3,926.36

Interest will be charged on all past due accounts at 1.5% monthly.

This invoice was calculated using current supplementation rates and is subject to General Code's Terms and Conditions which are available at www.generalcode.com/TCdocs

Voucher Form (if required)

Claimant's Certification

I do solemnly declare and certify under penalties of the law that the within bill is correct in all its particulars, that the articles have been furnished or services rendered as stated therein, that no bonus has been given or received by any persons within knowledge of this claimant in connection with the above claim, that the amount therein stated is justly due and owing, and that the amount charged is a reasonable one.

4/25/2024

Kimberly R. Penell

Senior Accountant

We appreciate your business.

KEY EQUIPMENT[®] & SUPPLY CO.

INVOICE

Invoice Number	STL206517	THE INVOICE NUMBER MUST ACCOMPANY ALL REMITTANCES AND CORRESPONDENCES
Cust P.O. NO	VINCE	4/24/2024

St. Louis: 1-800-325-4323
 Kansas City: 1-800-262-0149
 Springfield: 217-622-2834

Remit To
 P.O. Box 790379
 St. Louis, MO 63179

SHIP TO

4/24/2024	CITY OF BELLEFONTAINE
004900-01	9641 BELLEFONTAINE RD
PRIMARY	BELLEFONTAINE MO 63137
STL01	Order Number: STL105490
DELIVERY	
K Foppe	

BILL TO:
 CITY OF BELLEFONTAINE
 9641 BELLEFONTAINE RD
 BELLEFONTAINE, MO 63137

ALL CLAIMS MUST BE MADE WITHIN 5 DAYS OF RECEIPT OF MERCHANDISE
 NO RETURNS WILL BE ACCEPTED WITHOUT WRITTEN AUTHORIZATION.
 ALL RETURNS SUBJECT TO 20% RESTOCKING FEE.

Terms
 NET 30 Days from Invoice Date

Due By: 5/24/2024 Pay: 777.81

Item Number	Description	Ordered	B/O	Shipped	UOM	Unit Price	Ext. Price
7970066	D-STRIP-MAIN BROOM 66"	1.00	0.00	1.00	EACH	\$576.18	\$576.18
7873221	SB SEGMENT SET- 4 SEG 17 WPH	1.00	0.00	1.00	EACH	\$197.76	\$197.76

Subtotal	\$773.94
Discount	\$0.00
Miscellaneous	\$3.87
Freight	\$0.00
Tax	\$0.00
Total	\$777.81
Amount Paid	\$0.00
Amount Due	\$777.81

RECEIVED
 APR 26 2024
 BY:

RECEIVED BY
 CITY OF BELLEFONTAINE NEIGHBORS
 DATE: 4/30/24
 FOR P.W. DEPT
 APPROVED FOR PAYMENT
 AMOUNT \$ 777.81

Acct # 5031
 #5623



REJIS

When Data Matters

REJIS Commission
4255 W Pine Blvd
Saint Louis MO
63108
(314) 535-1950



Invoice

#529225

4/18/2024

30049 Bellefontaine Neighbors Municipal Court

RECEIVED BY

CITY OF BELLEFONTAINE NEIGHBORS

DATE: 4/18/24

FOR: Admin DEPT

APPROVED FOR PAYMENT: *Semie Ruffin-Hall*

AMOUNT \$ 619.33

Acct # 9017

Bill To
Semmie Ruffin-Hall
Bellefontaine Neighbors Municipal Court
9641 Bellefontaine Road
Bellefontaine Neighbors, MO 63137

Terms	Due Date	Created From	Client Services Rep	Period Start	Period End
Net 30	5/18/2024		Brian P Haley	4/1/2024	4/30/2024

QTY	Item	Proposal #	PO #	Rate	Amount
1	CT-0018 IMDSPlus Class One w/ Interfaces-License Maint. and Support • Class one Courts are limited to 250 or fewer new case filings per month. If the Court exceeds the maximum number of cases for four of six consecutive months, the Court's class will be adjusted accordingly. The Court's costs will be adjusted to the applicable cost associated with the new class.			\$334.25	\$334.25
3	CT-0047 IMDSPlus Workstation Maintenance			\$10.50	\$31.50
1	WN-0047 REJIS Access - Additional Agency Fee	582		\$36.00	\$36.00
1	LE-0009-M-2024 LEWeb Subscription Fee - Monthly			\$210.58	\$210.58
				Subtotal	\$612.33
				Total	\$612.33

detach and return with remittance

Remit to:
REJIS Commission
4255 W Pine Blvd
Saint Louis MO 63108
(314) 535-1950

Invoice #: 529225
Remit this amount: \$612.33
Customer #: 30049 Bellefontaine
Neighbors Municipal Court





REJIS

When Data Matters

REJIS Commission
4255 W Pine Blvd
Saint Louis MO
63108
(314) 535-1950



Invoice

#529642

4/18/2024

31162 Bellefontaine Neighbors Prosecuting Attorney

RECEIVED BY

CITY OF BELLEFONTAINE NEIGHBORS

DATE: 4/18/24

FOR: Admin DEPT

APPROVED FOR PAYMENT: *[Signature]*

AMOUNT \$ 59.83

Acct # 3017

Bill To
Semmie Ruffin-Hall
Bellefontaine Neighbors Prosecuting Atty
9641 Bellefontaine Road
Bellefontaine Neighbors, MO 63137

Terms	Due Date	Created From	Client Services Rep	Period Start	Period End
Net 30	5/18/2024		Brian P Haley	4/1/2024	4/30/2024

QTY	Item	Proposal #	PO #	Rate	Amount
1	LE-0035 LEWeb for Agencies 2 Agencies who do not provide data.	SO#: 1311		\$45.83	\$45.83
1	PAM-034 PAMS Document Imaging w/ <=10 GB Total Storage-1/1/2023-12/31/2024 PAMS Document Imaging Interface offering includes: purchase of required storage hardware, supporting storage software, technical support and off-site backup costs associated with the storage of the PAMS image data. REJIS will review the document storage usage in January and July of each year. If the agency exceeds the current maximum limit for their storage class, the agency will be notified and the price adjusted six (6) months after the customer has been notified. The purchase and maintenance of scanners or similar devices are the responsibility of the agency.	SO#: 1311		\$14.00	\$14.00

Subtotal \$59.83
Total \$59.83

detach and return with remittance

Remit to:
REJIS Commission
4255 W Pine Blvd
Saint Louis MO 63108
(314) 535-1950

Invoice #: 529642
Remit this amount: \$59.83
Customer #: 31162 Bellefontaine
Neighbors Prosecuting Attorney





REJIS

When Data Matters

REJIS Commission
4255 W Pine Blvd
Saint Louis MO
63108
(314) 535-1950



Invoice

#529253

4/18/2024

30046 City of Bellefontaine Neighbors

RECEIVED BY	
CITY OF BELLEFONTAINE NEIGHBORS	
DATE: 4/18/24	
FOR: Admin	DEPT:
APPROVED FOR PAYMENT: <i>Semmie Ruffin-Hall</i>	
AMOUNT \$: 673.25	

Acct#5017

Bill To
Semmie Ruffin-Hall
City of Bellefontaine Neighbors
9641 Bellefontaine Road
Bellefontaine Neighbors, MO 63137

Terms	Due Date	Created From	Client Services Rep	Period Start	Period End
Net 30	5/18/2024		Brian P Haley	4/1/2024	4/30/2024

QTY	Item	Proposal #	PO #	Rate	Amount
1	SV-0001 E-Mail Domain Hosting Monthly Maintenance			\$10.00	\$10.00
45	SW-0034 Trellix Antivirus DAT File Updates for Desktops-1/1/24-12/31/24	SO#: 79 (26), SO#: 964 (19)		\$2.50	\$112.50
2	SV-0241 United Technologies Maintenance Dell PowerEdge R440, SN:FNC8PX2, Tag:000530, Dell PowerEdge R440, SN:FND4PX2, Tag:000531	SO#: 1454		\$41.00	\$82.00
39	KAS-001 Kaseya License per Device	SO#: 1437		\$6.25	\$243.75
3	KAS-003 Kaseya License per Server	SO#: 1437		\$75.00	\$225.00
				Subtotal	\$673.25
				Total	\$673.25

detach and return with remittance

Remit to:
REJIS Commission
4255 W Pine Blvd
Saint Louis MO 63108
(314) 535-1950

Invoice #: 529253
Remit this amount: \$673.25
Customer #: 30046 City of Bellefontaine Neighbors





REJIS

When Data Matters

REJIS Commission
4255 W Pine Blvd
Saint Louis MO
63108
(314) 535-1950



Invoice

#529267

4/18/2024

30050 Bellefontaine Neighbors Police Department

RECEIVED BY	
CITY OF BELLEFONTAINE NEIGHBORS	
DATE:	4/18/24
FOR	Police DEPT
APPROVED FOR PAYMENT	<i>[Signature]</i>
AMOUNT \$	\$2539.23

Bill To
Semmie Ruffin-Hall
Bellefontaine Neighbors Police Dept.
9641 Bellefontaine Road
Bellefontaine Neighbors, MO 63137

5219

Terms	Due Date	Created From	Client Services Rep	Period Start	Period End
Net 30	5/18/2024		Brian P Haley	4/1/2024	4/30/2024
QTY	Item	Proposal #	PO #	Rate	Amount
1	WN-0093 AT&T 20 Mbps Fiber Connection	SO#: 605		\$515.00	\$515.00
1	LE-0009-M-2024 LEWeb Subscription Fee - Monthly			\$1,186.23	\$1,186.23
10	WN-0064-2022 Verizon-Unlimited National Access Wireless Plan			\$55.00	\$550.00
2	SV-0035-2024 PASS-Fee Per Civilian Employee at PD	A7DF0829 (1), SO#:604 (2)		\$1.50	\$3.00
20	SV-0036-2024 PASS-Fee Per Commissioned Officer	A7DF0829		\$3.00	\$60.00
1	LE-0013-2024 Live Scan Standard Workstation Connection	53193158		\$60.00	\$60.00
3	DC-0023 REJIS Provided Storage - Per Terabyte (TB) REJIS Provided Storage - Per Terabyte (TB)	SO#: 1084		\$35.00	\$105.00
1	LE-0076-M MSHP MULES Connection Fee-Circuit - Monthly - 9/1/22-6/30/24 ORI: MO0950400			\$60.00	\$60.00

detach and return with remittance

Remit to:
REJIS Commission
4255 W Pine Blvd
Saint Louis MO 63108
(314) 535-1950

Invoice #: 529267
Remit this amount: \$2,539.23
Customer #: 30050 Bellefontaine
Neighbors Police Department





REJIS

When Data Matters

REJIS Commission
4255 W Pine Blvd
Saint Louis MO
63108
(314) 535-1950

Invoice

#529267

4/18/2024

30050 Bellefontaine Neighbors Police Department

Subtotal \$2,539.23

Total \$2,539.23

detach and return with remittance

Remit to:
REJIS Commission
4255 W Pine Blvd
Saint Louis MO 63108
(314) 535-1950

Invoice #: 529267
Remit this amount: \$2,539.23
Customer #: 30050 Bellefontaine
Neighbors Police Department



529267

REMIT TO:

Royal Papers
P.O. Box 39922
2701 Hereford St.
St. Louis, MO 63139
(314)664-3900 (800)264-2244

Royal Service
Royal Treatment
Since 1948

SHIP TO: 58305

CITY OF BELLEFONTAINE NEIGHBORS REC CENT
9669 BELLEFONTAINE RD
ST LOUIS, MO 63137

INVOICE# : 277059
ORDER DATE: 04/04/24
SHIP DATE: 04/05/24
INVOICE DATE: 04/08/24
SALESMAN : 120/235
CUSTOMER PO#: MARTHA SHEAD
FREIGHT TRMS: PREPAID
SHIP VIA : OUR TRUCK
LOCATION : 1

BILL TO: 58305

CITY OF BELLEFONTAINE NEIGHBORS REC CENT
9669 BELLEFONTAINE RD
ST LOUIS, MO 63137

WE NOW ACCEPT ACH PAYMENTS. CALL FOR DETAILS.

NEVER A FUEL SURCHARGE & LOWEST MINIMUM ORDER NEXT DAY FREE DELIVERY - 5 CASES

QUANTITY		PRODUCT CODE	STD PK	PRICE	P	T	EXTENDED
ORDERED	SHIPPD	PRODUCT DESCRIPTION			R	X	PRICE
1	1	RLURINAL-FRESH-ULTRA	6	46.580	U	N	46.58
4	4	ROYALAB ULTIMATE 60 DAY URINAL SCREEN W/ E	96	75.990	U	N	303.96
3	3	RPTP-2-SEL	30	38.100	U	N	114.30
3	3	RP 4.1X3.75 2PLY RL TISSUE 500SHT EFP RPPL	6	70.830	U	N	212.49
4	4	RPKRT-BASIC	12	37.680	U	N	150.72
2	2	RP 2PLY PERF KITCHEN RL TOWEL 85SHT	12	43.140	U	N	86.28
1	1	SP108606	6/6CT	40.050	U	N	40.05
		SPARTAN FRESH HARD SURFACE DISINFECT WIPES					
		SP7116					
		SPARTAN NABC NON ACID TOILET BOWL CLNR 32O					
		SP3190-03					
		SPARTAN ASAP A/P CLNR 32OZ RTU					
		PG79009					
		PG MR CLEAN MAGIC ERASER REG 6/6CT					

YOUR ORDER WAS PROUDLY TAKEN BY MARY.
WE APPRECIATE YOUR BUSINESS AND ARE HAPPY TO SERVE YOU.

TERMS

NET 10 DAYS

SUBTOTAL :	954.38
SALES TAX :	
FREIGHT :	
GRAND TOTAL:	954.38

PAY IN FULL BY
04/18/24

RECEIVED BY
CITY OF BELLEFONTAINE NEIGHBORS
DATE: 4/30/24
FOR: Parks DEPT
APPROVED FOR PAYMENT: A. Stenson
AMOUNT \$

Acc #5515



A Division of BridgeTower Media
 P.O Box 745929
 Atlanta, GA 30374-5929

Invoice # 745691660
 Invoice Date 04/22/2024
 Customer Bellefontaine Neighbors,
 Payment Terms Net 30
 Due Date 05/22/2024

BILLING ADDRESS

Semmie A. Ruffin-Hall
 Bellefontaine Neighbors
 9641 Bellefontaine Rd
 St. Louis MO 631371818

ADVERTISER

Bellefontaine Neighbors, ID: 53268
 9641 Bellefontaine Rd
 St. Louis MO 631371818

INVOICE REF	MEDIA	DATE	PO	EDITION	QTY	AD SIZE
1007283978	The Countian (St. Louis) - Public Notice	03/25/24		Legal - Bids	1	Legal - Bids
1007290299	The Countian (St. Louis) - Public Notice	04/01/24		Legal - Bids	1	Legal - Bids
1007295406	The Countian (St. Louis) - Public Notice	04/08/24		Legal - Bids	1	Legal - Bids
1007300887	The Countian (St. Louis) - Public Notice	04/15/24		Legal - Bids	1	Legal - Bids
1007304860	The Countian (St. Louis) - Public Notice	04/22/24		Legal - Bids	1	Legal - Bids

Thank you for your business!
 IOID: 2593821
 Index: Bids
 Category: Goods and Services
 Affidavit Reference: bids for residential solid waste, recycling and yard waste collection and disposal services.

Subtotal	\$1,526.00
Tax	\$0.00
Credits	\$0.00
BALANCE DUE	\$1,526.00

RECEIVED BY
 CITY OF BELLEFONTAINE NEIGHBORS
 DATE: 4/25/24
 FOR Admin DEPT
 APPROVED
 FOR PAYMENT
 AMOUNT \$ 1526.00
 ACCT# 5042

APR 24 2024

REMITTANCE STUB TO BridgeTower Media

Invoice #	745691660 The Countian (St. Louis) - Public Notice	Date	05/22/2024	Customer ID	ID: 53268, Bellefontaine Neighbors
Amount Enclosed:					

1007283978 - 1007290299 - 1007295406 - 1007300887 - 1007304860

Acceptable Payment Methods

<p>PREFERRED METHOD To Pay by ACH Transfer: Bank: Bank of America Send ACH remittance email to ar@bridgetowermedia.com Account Number: 237025443017 Routing: 053000196</p>	<p>OTHER METHODS To Pay by Check use the following address: Please include invoice number on check BridgeTower OpCo, LLC P.O Box 745929 Atlanta, GA 30374-5929</p>	<p>To Pay by Credit Card: Use the Click to Pay Online link located on the email you received or Contact Accounts Receivable: 866-802-8214 Please have your Invoice Number and Credit Card Number Ready</p>	<p>To Pay by Wire Transfer: Name: BridgeTower OpCo, LLC Bank: Bank of America Swift Code: BOFAUS3N Bank Address: 100 North Tryon Street Charlotte, NC 28255 Account Number: 237025443017 Routing: 053000196</p>
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The City of Bellefontaine Neighbors, Missouri (the "City"), invites bids for residential solid waste, recycling and yard waste collection and disposal services. The City's current contract for the service expires May 31, 2024.

The City has approximately 4,400 households. The City's solid waste program is for a single service provider selected by the City to provide service to resident households. Service in multifamily complexes are provided separately. Each household receiving service from the City's selected service provider is billed directly by the provider for the services used by that household.

The City is seeking bids for once a week curbside collection of residential solid waste, recycling and residential yard waste collection, and disposal services. All three types of waste are to be collected on the same day.

Bidders are to provide specific information on fees for basic services per month for the first second, third, fourth and fifth year of an anticipated five-year agreement. Bidders should also provide specific information pertaining to:

- Discount program for senior citizens
- How recycled materials are to be collected (e.g. single stream, dual stream, etc.)
- Seasonal or variable fees for yard waste services, if any
- Billing cycles and collection practices
- Policies and practices for suspension of services for extended vacations or vacancies
- Any additional services offered (e.g. bulky items, white goods, etc.) and fees for such services
- Procedures and practices for handling complaints and missed collections
- Allotted time for receptacle collection due to suspended services for non-payment
- And monthly correspondence of residential missed payment information

Bidders should also provide information pertaining to the landfills and other disposal facilities to be used in association with collections from the City, equipment to be used and evidence of financial, equipment and personal resources sufficient to provide timely, consistent and professional services.

Bidders may submit alternative proposals and may also propose additional or optional services if desired. Bidders may also submit a proposed contract for consideration by the City. The City, however, reserves the right to determine the final form of any contractual agreement.

It is the intention of the City to award the contract May 1, 2024 with an effective date of June 1, 2024. The hauler certifies by this bid that it can begin to provide service on or before June 1, 2024 and to continue to do so for the duration of the contract.

A bid bond of \$10,000 or Cashier Check in the same amount shall accompany all bids. Withdrawal of any bid or failure to execute a contract within ten (10) days of contract award shall be grounds for forfeiture of said bond.

The successful bidder shall provide the City with a Performance Bond in the amount of twenty percent (20%) of the total amount of the contract up to a maximum of One Hundred Thousand and 00/100 Dollars (\$100,000.00).

In the event the hauler fails to collect garbage and refuses for any consecutive five (5) day period, the City shall have the immediate right to terminate the contract without notice to the hauler, and the City is authorized to execute against the Performance Bond and any notice period within said bond is waived.

A sample of the hauler's standard insurance certificate must accompany the bid. A Certificate of Insurance must be filed with the City at the time of execution of the contract. A copy of the insurance policy must be provided to the City.

Collection shall be done utilizing only vehicles constructed for that purpose. All vehicles used must have covered bodies, be leak-proof and not allow blowing or scattering of debris.

Bidders shall submit a comprehensive list of all landfills and recycling centers to be utilized. If the landfill being utilized is owned by the hauler, a subsidiary or parent corporation, a copy of any provisional plans for abandonment of such landfill shall be provided to the City. All landfills used by haulers must be approved and/or permitted by the applicable Federal, State and local authorities.

The successful bidder shall not be allowed to sublet or assign this contract or any portion thereof without the written consent and approval of the City.

The City shall have the right with ninety (90) days written notice to cancel this contract for nonperformance and /or modify the level of service in accordance with the amount bid for alternative level of service.

The contract shall at all times comply with the City ordinances, health and sanitation regulations of St. Louis County, Solid Waste Standards of the State of Missouri and any of all rules and regulations promulgated there under.

All inquiries regarding this bid or evaluation of these bids shall be directed only through the Office of the City Clerk, at 9641 Bellefontaine Road, St. Louis Missouri, 63137. Any request for clarification of these specifications should be submitted in writing no later than **12:00 P.M. on Friday, April 12, 2024, to the Office of the City Clerk.**

Bids must be addressed to the City of Bellefontaine Neighbors, 9641 Bellefontaine Road, St. Louis, MO 63137, ATTN: CITY CLERK and received no later than April 30, 2024 @ 12:00 p.m. Prevailing Local Time, at which time bids will be opened. Bids should be submitted in a sealed envelope clearly marked "RESIDENTIAL SOLID WASTE, RECYCLING, YARD WASTE COLLECTION AND DISPOSAL SERVICES MANAGEMENT", with the name of the bidder, the date and time of the bid

APR 24 2024

opening. Bids shall be submitted in triplicate - 1 original with signatures and two copies. The City reserves the right to reject any and all bids; accept such bid that is advantageous, beneficial or expeditious to the City; solicit new bids; waive any technicalities and/or deficiencies and irregularities; or further negotiate over service levels, price and other terms and conditions of the contract with the bidder designated as the best, and most responsive bidder. The City will not be responsible for any costs or expenses incurred by the bidder in preparing and submitting a bid.

Reverend Dinah Tatman, Mayor
2593821 County Mar. 25, 2024

APR 24 2024

BILLING ADDRESS
 Semmie A. Ruffin-Hall
 Bellefontaine Neighbors
 9641 Bellefontaine Rd
 St. Louis, MO 631371818

ADVERTISER
 Bellefontaine Neighbors, ID: 53268
 9641 Bellefontaine Rd
 St. Louis, MO 631371818

INSERTION ORDER/AD ID	MEDIA	EDITION	ISSUE DATE	PAGE	AD SIZE	QTY	RATE	TOTAL
2597318-2975170	The Countian (St. Louis) - Public Notice	Legal - Bids	04/05/24		Legal - Bids	1	\$149.80	\$149.80
2597318-2975171	The Countian (St. Louis) - Public Notice	Legal - Bids	04/06/24		Legal - Bids	1	\$149.80	\$149.80
2597318-2975172	The Countian (St. Louis) - Public Notice	Legal - Bids	04/07/24		Legal - Bids	1	\$149.80	\$149.80
2597318-2975173	The Countian (St. Louis) - Public Notice	Legal - Bids	04/08/24		Legal - Bids	1	\$149.80	\$149.80
2597318-2975174	The Countian (St. Louis) - Public Notice	Legal - Bids	04/09/24		Legal - Bids	1	\$149.80	\$149.80
2597318-2975175	The Countian (St. Louis) - Public Notice	Legal - Bids	04/10/24		Legal - Bids	1	\$149.80	\$149.80
2597318-2975176	The Countian (St. Louis) - Public Notice	Legal - Bids	04/11/24		Legal - Bids	1	\$149.80	\$149.80
2597318-2975177	The Countian (St. Louis) - Public Notice	Legal - Bids	04/12/24		Legal - Bids	1	\$149.80	\$149.80
2597318-2975178	The Countian (St. Louis) - Public Notice	Legal - Bids	04/13/24		Legal - Bids	1	\$149.80	\$149.80
2597318-2975179	The Countian (St. Louis) - Public Notice	Legal - Bids	04/14/24		Legal - Bids	1	\$149.80	\$149.80
2597318-2975180	The Countian (St. Louis) - Public Notice	Legal - Bids	04/15/24		Legal - Bids	1	\$149.80	\$149.80
2597318-2975181	The Countian (St. Louis) - Public Notice	Legal - Bids	04/16/24		Legal - Bids	1	\$149.80	\$149.80
2597318-2975182	The Countian (St. Louis) - Public Notice	Legal - Bids	04/17/24		Legal - Bids	1	\$149.80	\$149.80

Message:	Subtotal	\$1,947.40
	Tax	\$0.00
	Payments & Credits	\$0.00
	BALANCE DUE	\$1,947.40

Procurement of Access Control Electronic Security Door Locks Thank you for your business!

CITY OF BELLEFONTAINE NEIGHBORS
 DATE: 4/26/24
 FOR: Admin DEPT
 APPROVED FOR PAYMENT: *Semie Ruffin-Hall*
 AMOUNT \$ 1947.40
 APR 25 2024
 Acct # 5042

REMITTANCE STUB TO BridgeTower Media

Invoice #	1007302726 The Countian (St. Louis) - Public Notice	Date	04/18/2024	Customer ID	ID: 53268, Bellefontaine Neighbors
Amount Enclosed:					

Acceptable Payment Methods

PREFERRED METHOD	OTHER METHODS	To Pay by Credit Card:	To Pay by Wire Transfer:
To Pay by ACH Transfer:	To Pay by Check use the following address:		

Bank: Bank of America
Send ACH remittance email to
ar@bridgetowermedia.com
Account Number: 237025443017
Routing Number: 053000196

Please include invoice number on check
BridgeTower OpCo, LLC
P.O Box 745929
Atlanta, GA 30374-5929

Use the Click to Pay Online link
located on the email you received or
Contact Accounts Receivable:
866-802-8214
Please have your Invoice Number
and Credit Card Number Ready

Wire information:
Name: BridgeTower OpCo, LLC
Bank: Bank of America
Swift Code: BOFAUS3N
Bank Address: 100 North Tryon
Street
Charlotte, NC 28255
Account Number: 237025443017
Routing: 053000196

APR 25 2024

The Countian - St. Louis County
100 S. Highway Drive
Fenton, MO, 63099
Phone: 3144211880 Fax: 0

THE ST. LOUIS COUNTIAN

Affidavit of Publication

To: Bellefontaine Neighbors - Semmie A. Ruffin-Hall
9641 Bellefontaine Rd
St. Louis, MO, 631371818

Re: Legal Notice 2597318, Procurement of Access Control
Electronic Security Door Locks

State of MO

County of St. Louis County

Before the undersigned Notary Public personally appeared Lisa Fowler on behalf of The Countian - St. Louis County, St. Louis County who, being duly sworn, attests that the said newspaper is qualified under the provisions of Missouri Law governing public notices to publish, and did so publish, the notice annexed hereto; starting with the 04/04/2024 edition and ending with the 04/17/2024 edition for a total of 14 publications, and that the date of publications were as follows: 04/04/2024, 04/05/2024, 04/06/2024, 04/07/2024, 04/08/2024, 04/09/2024, 04/10/2024, 04/11/2024, 04/12/2024, 04/13/2024, 04/14/2024, 04/15/2024, 04/16/2024, 04/17/2024.

Publishers fee: \$2,097.20

By:



Lisa Fowler

Sworn to me on this 18th day of
April 2024

By:



Brandon M. Crail

Notary Public, State of MO

No. 20297982

Qualified in St. Louis County

My commission expires on
March 5, 2028

Request for Quotation (RFQ)

Project Title: Procurement of Access Control Electronic Security Door Locks

Issuing Authority: City of Bellefontaine Neighbors

RFQ Number: CNB-ESDL-0324

RFQ Issue Date: March 27, 2024

RFQ Due Date: April 17, 2024, 5:00 PM [Local Time]

Contact Person:

Major Timothy Sanders

Commander Bureau of Special

Operations

} SS: City of Bellefontaine Neighbors Police Department

} Phone (314) 867-0080 EXT. 243

} Email tsanders@cityofbn.com

Description: The City of Bellefontaine Neighbors is inviting quotations from qualified suppliers for the purchase and installation of access control electronic security door locks for various government buildings within the municipality. The purpose of this RFQ is to enhance the security measures in our facilities through the implementation of advanced access control systems.

Scope of Work:

1. Supply and installation of electronic security door locks for the government buildings.

2. Integration of the electronic locks with existing access control systems (if applicable).

3. Provision of training for city staff on the operation and maintenance of the electronic locks.

4. Warranty and support services for the installed electronic locks.

RFQ Requirements:

1. Quotations must include detailed pricing breakdown for:

- Cost of electronic door locks per unit.

- Installation charges per unit.

- Any additional costs (e.g., software subscription, training, warranty).

2. Evidence of prior experience in



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supplying and installing Access Control Electronic Security door locks in similar public sector environments.

3. Valid certifications, Insurance and licenses as required by local regulations.

4. Warranty and support details, including duration and coverage.

5. Quotations must be valid for a minimum of 60 days from the RFQ due date.

Submission Instructions: Interested suppliers are requested to submit their quotations electronically to the contact person listed above no later than the due date and time specified. Quotations should be clearly marked with the RFQ number and project title.

Evaluation Criteria: Quotations will be evaluated based on the following criteria:

1. Compliance with RFQ requirements.
2. Price competitiveness.
3. Quality and suitability of proposed solution.

4. Supplier's experience and track record.

5. Warranty and support offerings.

Important Notes:

- The City of Bellefontaine Neighbors reserves the right to accept or reject any or all quotations received, in whole or in part, without assigning any reason.

- Submission of a quotation does not guarantee the award of a contract.

- Any inquiries or clarifications regarding this RFQ should be directed to the contact person listed above.

Attachments:

1. N/A

Thank you for your interest in supplying Access Control electronic security door locks for the City of Bellefontaine Neighbors. We look forward to receiving your quotation.

2597318 County Apr. 4, 2024

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INTRODUCED BY PEG WARNUSZ

BILL NO. 2686

ORDINANCE NO. _____

AN ORDINANCE AUTHORIZING AND DIRECTING THE MAYOR OF THE CITY OF BELLEFONTAINE NEIGHBORS, MISSOURI, TO EXECUTE AND ENTER INTO A CONTRACT ON BEHALF OF THE CITY OF BELLEFONTAINE NEIGHBORS WITH CRWILLIAMS & ASSOCIATES LLC FOR AUDIT SERVICES.

BE IT ORDAINED BY THE CITY BOARD OF ALDERMEN FOR THE CITY OF BELLEFONTAINE NEIGHBORS, MISSOURI, AS FOLLOWS:

Section 1. The Mayor and other appropriate city officials are hereby authorized to execute and enter into an agreement on behalf of the City with CRWilliams & Associates LLC (“CRWilliams”), whereby CRWilliams will provide audit services for the City of Bellefontaine Neighbors in substantial accord with the terms and conditions set forth in Exhibit A attached hereto and incorporated herein by this reference, together with such amendments, addenda or revisions thereto in form or substance as may be approved by the City Attorney.

Section 2. This Ordinance shall be in full force and effect from and after its passage by the Board of Aldermen and approval by the Mayor.

PASSED BY THE BOARD OF ALDERMEN FOR THE CITY OF BELLEFONTAINE NEIGHBORS ON THIS _____ DAY OF _____, ____.

Presiding Officer

Attest:

Semmie Ruffin-Hall, City Clerk

APPROVED THIS _____ DAY OF _____, 2024.

Dinah L. Tatman, Mayor

Attest:

Semmie Ruffin-Hall, City Clerk

[CITY LETTERHEAD]

April __, 2024

Mr. Joseph Joyner, CPA
CRWilliams & Associates LLC
Certified Public Accountants
1257 Hornsby Avenue
St. Louis, MO 63147

RE: Three-Year Municipal Audit Services Engagement

This engagement letter (the "Engagement Letter") confirms the City of Bellefontaine Neighbors, Missouri's (the "City") acceptance of CRWilliams & Associates LLC ("CRWilliams") proposal submitted on February 28, 2024 (the "Proposal") in response to the City's Request For Qualifications ("RFQ") to provide audit services (the "Audit Services") to the City.

The City and CRWilliams hereby agree as follows:

1. The Proposal shall be attached to this Engagement Letter and incorporated herein by reference and shall, collectively, with the Engagement Letter, and the City's Request for Qualifications dated February 22, 2024, be referred to as the "Agreement." The Audit Services to be provided are as more fully described in the City's RFQ, the Proposal and any addendum executed by the parties which will be incorporated herein by reference.
2. The Audit Services performed by CRWilliams shall be provided in accordance with applicable Missouri statutes, rules and regulations, including but not limited to, Mo. Code Regs. tit. 5 § 30-4.030.
3. CRWilliams represents and warrants that it is an independent auditor who holds a current permit to practice public accounting in the state of Missouri and meets the requirements for continuing professional education and peer review, as defined by the regulations of the Missouri State Board of Accountancy and Government Auditing Standards. CRWilliams further represents and warrants that any third parties or subcontractors used by CRWilliams shall also meet these requirements.
4. Prior to commencing performance of the Audit Services, CRWilliams shall secure, and maintain in force until completion of the Audit Services, the following kinds of insurance in the following amounts:

TYPE OF COVERAGE	LIMITS OF LIABILITY
Professional Liability	\$2,000,000

EXHIBIT A

Certificates of Insurance evidencing the proper coverage and adding the City as an additional insured must be provided and accepted by the City prior to the start of Audit Services and any change in coverage must be reported thirty (30) days prior to taking effect. The insurance carrier must be an "A +" rated carrier. CRWilliams' policy must also state that it is primary over any other available insurance that CRWilliams may carry.

5. CRWilliams Fees and Retainer.

CRWilliams' fees for non-single Audit Services will be at its standard hourly rates plus out-of-pocket costs (such as report reproduction, typing, postage, travel, copies, telephone, etc.) as stated in its sealed dollar cost bid, except that CRWilliams agrees that its gross fees, including expenses, will not exceed \$13,955 for each year ending June 30, 2022, June 30, 2023 & June 30, 2024. CRWilliams' fees for single Audit Services will be at its standard hourly rates plus out-of-pocket costs (such as report reproduction, typing, postage, travel, copies, telephone, etc.) as stated in CRWilliams' sealed dollar cost bid, except that CRWilliams agrees that its gross fees, including expenses, will not exceed \$16,802 for each year ending June 30, 2022, June 30, 2023 & June 30, 2024. CRWilliams' standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to the City's audit. CRWilliams' invoice for this fee is payable after review and approval of the final Audit Report. The above fee is based on anticipated cooperation from all City employees/contractors and the assumption that significant unforeseen and unexpected circumstances will not be encountered during the audit fieldwork. If significant additional time is necessary, CRWilliams will discuss it with the City and arrive at a new fee estimate before we incur additional costs. The total for the three years if all single audit is \$50,406. The total for the three years if all non-single audit is \$41,865.

The City shall pay CRWilliams a portion of its fee, in the amount of \$5,980, at the start of CRWilliams' engagement as a retainer for CRWilliams to begin the Audit Services.

Client agrees to pay all costs of collection, including reasonable attorney fees, if all or any part of the fees reserved herein are collected after maturity with the aid of an attorney, provided that Client shall be given notice and 30 days to cure before any suit is filed. Both Client and CRWilliams agree to pay reasonable attorney fees, and other attendant costs, in the event that it becomes necessary for CRWilliams & Associates or Client to employ an attorney, in order to enforce compliance with any of the covenants, obligations or conditions imposed by this Agreement.

6. Term and Termination.

a. This Agreement shall commence on the Effective Date and terminate with the completion of the June 30, 2024 audit. Either party may terminate this Agreement at any time upon thirty (30) days advance written notice to the other party.

b. Either party may terminate this Agreement immediately upon notice to the other party if the other party breaches or is in default of any obligation hereunder, including

the failure to make any payment when due, if said default has not been cured within thirty (30) days after receipt of written notice from the non-defaulting party.

c. In the event of non-appropriation by the City, this Agreement shall be terminated immediately.

d. Upon termination of this Agreement, CRWilliams shall immediately cease performing any Audit Services and the City shall pay CRWilliams any compensation due for Audit Services actually rendered. Sections 4, 6, 7, 8, 9 and 11 shall survive the termination of this Agreement. Termination of this Agreement by either party shall not act as a waiver of any breach of this Agreement and shall not act as a release of either party from any liability for breach of such party's obligations under this Agreement. Neither party shall be liable to the other for damages of any kind solely as a result of terminating this Agreement in accordance with its terms, nor shall termination of this Agreement by a party be with prejudice to any other right or remedy of such party under this Agreement or applicable law.

7. Indemnification.

To the fullest extent permitted by law, CRWilliams agrees to indemnify, defend and hold harmless the City, its officers, agents, volunteers, lessees, invitees, and employees from and against all suits, claims, damages, losses, and expenses, including but not limited to attorneys' fees, court costs, or alternative dispute resolution costs arising out of, or related to CRWilliams' performance of the Audit Services, including an injury to a person or persons, whether bodily injury or other personal injury (including death), or involving an injury or damage to property (including loss of use or diminution in value), but only to the extent that such suits, claims, damages, losses or expenses are caused by the negligence or other wrongdoing of its officers, agents and volunteers, or anyone directly or indirectly employed or hired by CRWilliams or anyone for whose acts regarding CRWilliams may be liable, regardless of whether caused in part by the negligence or wrongdoing of City and any of its agents or employees. Nothing in this Agreement shall constitute or be considered a waiver of the City's sovereign immunity.

8. Confidentiality.

a. By virtue of this Agreement, the parties may have access to information that is confidential to one another ("Confidential Information"). For purposes of this Agreement, Confidential Information of a party means information, ideas, materials or other subject matter of such party, whether disclosed orally, in writing or otherwise, that is provided under circumstances reasonably indicating that it is confidential or proprietary. Confidential Information includes, without limitation, all business plans, technical information or data, product ideas, methodologies, calculation algorithms and analytical routines; and all personnel, City, and financial information or materials disclosed or otherwise provided by such party ("Disclosing Party") to the other party ("Receiving Party"). Confidential Information does not include that which (i) is already in CRWilliams'

possession at the time of disclosure to CRWilliams, (ii) is or becomes part of public knowledge other than as a result of any action or inaction of the City, (iii) is obtained by CRWilliams from an unrelated third party without a duty of confidentiality, (iv) is independently developed by CRWilliams or (v) is a matter of public record.

b. The Receiving Party shall not use Confidential Information of the Disclosing Party for any purpose other than in furtherance of this Agreement and the activities described herein. The Receiving Party shall not disclose Confidential Information of the Disclosing Party to any third parties except as otherwise permitted hereunder. The Receiving Party may disclose Confidential Information of the Disclosing Party only to those employees or contractors who have a need to know such Confidential Information and who are bound to retain the confidentiality thereof under provisions (including, without limitation, provisions relating to nonuse and nondisclosure) no less restrictive than those required by the Receiving Party for its own Confidential Information. The Receiving Party shall maintain Confidential Information of the Disclosing Party with at least the same degree of care it uses to protect its own proprietary information of a similar nature or sensitivity, but no less than reasonable care under the circumstances. Each party shall advise the other party in writing of any misappropriation or misuse of Confidential Information of the other party of which the notifying party becomes aware.

c. Notwithstanding the foregoing, this Agreement shall not prevent the Receiving Party from disclosing Confidential Information of the Disclosing Party to the extent required by a judicial order or other legal obligation, provided that, in such event, the Receiving Party shall promptly notify the Disclosing Party to allow intervention (and shall cooperate with the Disclosing Party) to contest or minimize the scope of the disclosure (including application for a protective order).

d. The Receiving Party acknowledges that the Disclosing Party considers its Confidential Information to contain trade secrets of the Disclosing Party and that any unauthorized use or disclosure of such information would cause the Disclosing Party irreparable harm for which its remedies at law would be inadequate. Accordingly, each party (as the Receiving Party) acknowledges and agrees that the Disclosing Party will be entitled, in addition to any other remedies available to it at law or in equity, to the issuance of injunctive relief, without bond, enjoining any breach or threatened breach of the Receiving Party's obligations hereunder with respect to the Confidential Information of the Disclosing Party, and such further relief as any court of competent jurisdiction may deem just and proper.

e. Upon termination of this Agreement, the Receiving Party will immediately return to the Disclosing Party all Confidential Information of the Disclosing Party embodied in tangible (including electronic) form or destroy all such Confidential Information and certify in writing to the Disclosing Party that all such Confidential Information has been destroyed. This excludes confidential information which become a part of CRWilliams' audit workpapers. CRWilliams will disclose in the workpapers the processes for maintaining confidentiality. Under the terms of this engagement, it is understood that

b. To the extent it is required, CRWilliams shall comply with Missouri Revised Statutes §285.530. Pursuant to Missouri Revised Statutes §285.530, all business entities awarded any contract in excess of five thousand dollars (\$5,000) with a Missouri public school district must, as a condition to the award of any such contract, be enrolled and participate in a federal work authorization program with respect to the employees working in connection with the contracted services being provided, or to be provided, to the District (to the extent allowed by E-Verify) as set out in ATTACHMENT A. Compliance with this provision requires completion of ATTACHMENT B.

c. CRWilliams shall not discriminate on the basis of race, religion, sex, creed, national origin, handicap, marital status, or veteran's status in its operation, management, and employment practices, and with respect to availability and accessibility of services to the public. CRWilliams agrees to comply with all applicable laws of the State of Missouri and of the United States of America, regarding such non-discrimination and equality of opportunity.

d. Neither party shall be liable for any delays or failures in performance due to circumstances beyond its control, including acts of God, war, terrorist acts, government regulations, disaster, strikes, civil disaster, or curtailment of transportation facilities, provided the party experiencing the force majeure condition provides immediate written notification to the other party.

e. The delay or failure by CRWilliams to exercise or enforce any of its rights under this Agreement shall not constitute or be deemed a waiver of CRWilliams' right thereafter to enforce those rights, nor shall any single or partial exercise of any such right preclude any other or further exercise thereof or the exercise of any other right.

f. The provisions of this Agreement shall be severable and if any provision of this Agreement is deemed unenforceable, then such provision shall be enforced to the maximum extent possible under applicable law so as to effect the intent of the parties and the other provisions of this Agreement shall continue in full force and effect.

g. Nothing in this Agreement shall create a contractual relationship with or a cause of action in favor of any third party. It is agreed by the City and CRWilliams that this Agreement is intended for the benefit of the City and CRWilliams only and not for the benefit of CRWilliams' subcontractors, including suppliers, or any of their employees or agents, or any other person or entity.

h. This Agreement may not be assigned by CRWilliams without the written consent of the City.

i. This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof, and supersedes all prior or contemporaneous communications, negotiations, and agreements, written or oral, regarding the subject matter hereto. No modification of or amendment or waiver to this Agreement will be effective unless in writing and signed by each of the parties.

g) agree that any failure by you to abide by the requirements a) through f) above will be considered a material breach of your contract with the District.

By: _____

Joseph

Printed Name and Title: _____

Joyner

For and on behalf of: _____

(signature)
Digitally signed by Joseph Joyner

Date: 2024.04.26 11:18:21

-05'00' (company name)

ATTACHMENT B

FEDERAL WORK AUTHORIZATION PROGRAM AFFIDAVIT

I, _____, being of legal age and having been duly sworn upon my oath, state the following facts are true:

1. I am more than twenty-one years of age; and have first-hand knowledge of the matters set forth herein.
2. I am employed by _____ and have authority to issue this affidavit.
3. I am enrolled in and participating in the United States E-Verify (formerly known as "Basic Pilot") federal work authorization program with respect to any employees working in connection with the services I am providing to, or will provide to, the District, to the extent allowed by E-Verify.
4. I do not knowingly employ any person who is an unauthorized alien in connection with the services I am providing to, or will provide to, the District.

FURTHER AFFIANT SAYETH NOT.

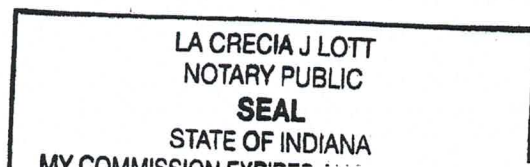
By **Joseph Joyner**
For: _____
Date: _____
Date: 2024.04.26
11:25:56 -05'00'

Digitally signed by Joseph Joyner
(company name)

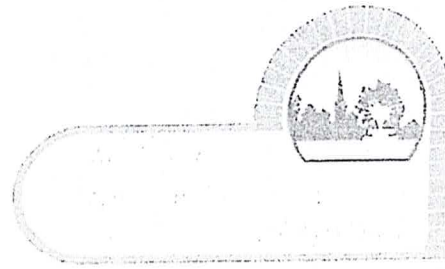
Subscribed and sworn to before me on this 26th day of APRIL, 2024.

LaCreia J Lott
NOTARY PUBLIC

My commission expires:
8/24/2030



9641 Bellefontaine Road
Bellefontaine Neighbors, MO 63137
Phone: 314-867-0076
Fax: 314-867-1790



CITY OF BELLEFONTANE NEIGHBORS
HOME IMPROVEMENT PROGRAM – 2024

APPLICATION

DRAFT PROPOSAL

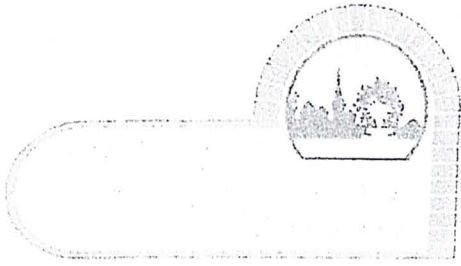
Applicant Name and Property Address (Street, City, State, ZIP)

Phone Number & Email Address

Is the applicant also the owners of the property?

YES NO

How were you financially affected by Covid?



Draft

Have you received any other Covid assistance for this type of work?

Name of Contractors

What type of improvements

Windows

Gutters

Blinds

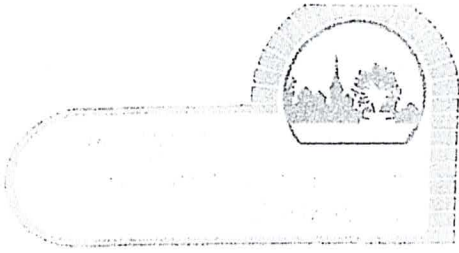
Painting

Screen Doors

Landscaping

Doors

Other _____



Draft

Describe the repairs/modifications that will be done

Start Date of Project: _____

Expected Completion Date: _____

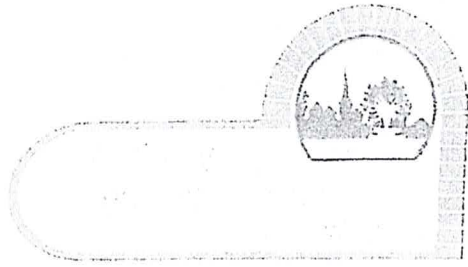
Additional Required Documentation

- Quote from Contractor
- Picture of the area that will be effected

The scope of the project is outlined, specified and agreed upon by the Homeowner and the Contractor. The City of Bellefontaine Neighbors, Missouri is not liable for damages, incomplete scope or injuries as a result of this project. The City of Bellefontaine Neighbors, Missouri is only responsible for the \$1,000 incentive to be payable to the Contractor upon completion and inspection by the City of Bellefontaine Neighbors, Missouri. The remaining balance owed for this project is the responsibility of the Homeowner.

HOMEOWNER

CITY OF BELLEFONTAINE NEIGHBORS REPRESENTATIVE



Draft

Purpose

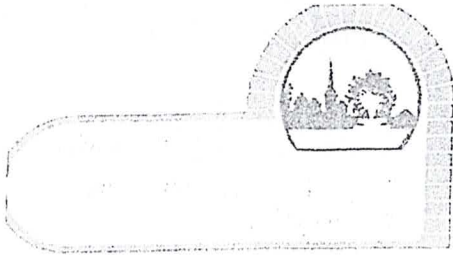
Rehabilitation of existing dwelling units is now seen as a major component of maintaining the housing stock of the nation. In short, housing is a resource. It must be protected. The City of Bellefontaine Neighbors Home Improvement Program is designed to meet that goal.

- A. Each portion of the Home Improvement Program is designed to remedy either an existing housing problem or prevent further problems. It also protects and bolsters the value of all existing housing in The City of Bellefontaine Neighbors by preventing anyone (1) house from prompting decline in an otherwise sound neighborhood.
- B. This program is for residents of The City of Bellefontaine Neighbors, who owns and resides in the property. Each homeowner has the responsibility to his/her neighborhood and his/her community to keep his/her dwelling in suitable repair. There are no income restrictions in this program.

GENERAL PROVISIONS

Acceptable Repairs.

- A. The scope of the work to be done for each individual grant, as well as the priority in which the repairs are made. Generally, under all segments of this program, Code violations will be priority repair items. This grant is for \$1,000.
 - 1. Landscaping,
 - 2. Tree removal and tree topping,
 - 3. Tuckpointing,
 - 4. Driveways and walkways,
 - 5. Plumbing, exterior fixtures,
 - 6. Exterior walls, ceilings, and porch overhangs,
 - 7. Roofs, chimneys, gutters, and down spouts,
 - 8. Foundations and structural defects,
 - 9. Exterior walls, painting, and siding,
 - 10. Windows and doors,
 - 11. Caulking, and other winterizing techniques,



Draft

Equal Opportunity

All segments of this program and all administrators, homeowners, and contractors participating in the program will abide by the Equal Employment Opportunity provisions of the Federal Government, as required by the Housing and Community Development Act of 1974, and all amendments thereto.

Pre-Inspection and Work Write-Up.

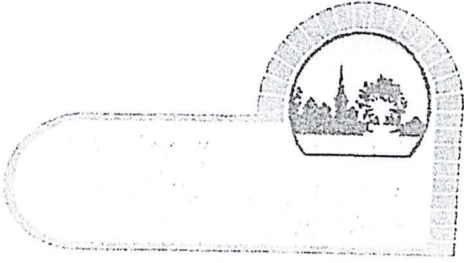
The city must receive application from homeowners, quote from the contractor and pre photos by July 1, 2024. Cost estimates and specifications will be made by a contractor. Family contractors are not allowed to bid on work. Counseling on acceptable repairs will be made with each applicant by the city. Then work can begin once all requirements are met.

Inspection of Work.

The City Coordinator shall have the right to inspect all rehabilitation work in whole or in part with the proceeds of the grant and will inform the homeowner of any non-compliance with respect to the contract for rehabilitation work but will not issue any orders or instructions to the contractor or subcontractor performing the work. The owner will take all steps necessary to assure that the City or its designee is permitted to examine and inspect the work and all contracts, materials, equipment, payrolls, and conditions of employment pertaining to the work, including all relevant data and records.

Completion of Work.

The City approves contractors who shall be of good reputation, financially sound, bonded or insured, and which have exhibited the necessary skills and resources to perform the work required before work begin. Contractors must obtain all necessary permits at no charge. Once the work is completed, an invoice must be sent to the City for payment.



Draft

Home Improvement Program Eligibility Requirements.

In order to participate in the rebate program, a homeowner must meet the following eligibility requirements:

A homeowner must be the owner and occupant of the property, provide proof of recorded deed, real estate tax bill, current occupancy permit with all household members listed and picture identification. (The legal owner of record is not eligible when claiming to reside in the property with tenant to avoid rental regulation)

2. Homeowner must have applied online for the program.
3. The unit must be a single-family dwelling.
4. The property must be located in the City of Bellefontaine Neighbors

CITY OF BELLEFONTAINE NEIGHBORS ACCESS, COMPUTER AND LAPTOP POLICY

1. SYSTEM ACCESS AND AUDIT, IT POLICY

Purpose

The purpose of this Access, Computer and Laptop policy ("Policy") is to provide guidance for the security of the financial and other systems within the City of Bellefontaine Neighbors. Additionally, the Policy provides guidance to ensure the requirements of the financial audits are met.

Scope

This Policy applies to all City of Bellefontaine Neighbors employees, contractors, authorized users, and agents with access to the City of Bellefontaine Neighbors financial and other systems.

Policy

Appropriate measures must be taken when using the systems to ensure the confidentiality, integrity, and availability of the data and that access to the data is restricted to authorized users.

Access

The City's IT Department Senior Network Analyst, Sean Holland, of the Regional Justice Information Service ("REJIS"), who is assigned to the City, will ensure that network access is granted using Active Directory user accounts and groups whenever possible. This minimizes the possibility of unauthorized access.

System Security

The City of Bellefontaine Neighbors will implement physical and technical safeguards for the financial and other systems application server access and ensure that the financial and other systems are internally audited by the IT Manager at least annually to ensure only authorized users are provided access to the systems.

Account Review

The City of Bellefontaine Neighbors' Senior Network Analyst, Sean Holland, of REJIS will ensure that individual accounts are reviewed at least annually to ensure only authorized users are provided access to the financial applications.

Desktop Security

The City of Bellefontaine Neighbors will implement physical and technical safeguards for workstations with network access to the financial and other systems. Appropriate measures include:

- Restricting workstation access to only authorized personnel.
- Securing workstations (screen lock or logout) prior to leaving area to prevent unauthorized access.

- Enabling a password-protected screen saver with a 10-minute timeout period to ensure that workstations that were left unsecured will be protected
- Complying with all applicable password policies and procedures.
- Ensuring workstations are used for authorized business purposes only.
- Never installing unauthorized software on workstations.
- Complying with the City of Bellefontaine Neighbors Anti-Virus Guidelines.
- Ensuring that monitors are positioned away from public view. If necessary, install privacy screen filters or other physical barriers to public viewing.
- Ensuring workstations updated with all operating system security patches and updates.

Enforcement

Any employee found to have violated this Policy may be subject to disciplinary action as set forth in Section 4.0 Enforcement, up to and including termination of employment.

Any elected or appointed official found to have violated this Policy may be subject to penalties as set forth in Section 4.0 Enforcement.

Definitions

Term Definitions

Workstation Includes laptops, desktops and authorized equipment accessing the City of Bellefontaine Neighbors network.

Server For the purposes of this Policy, a server is defined as an internal City of Bellefontaine Neighbors server.

Network For the purposes of this Policy, the network is defined as all City of Bellefontaine Neighbors internal and hosted servers, data, software, and systems.

2. IT REMOTE ACCESS POLICY

3.0 Purpose

Use of City Internet services and technology resources is for activities and duties directly connected with the official business of the City and City officials. Remote access to the City of Bellefontaine Neighbors network is a resource to allow the City of Bellefontaine Neighbors and its officials and employees to meet City goals and objectives.

2.0 Scope

The remote access Policy is designed to outline the City of Bellefontaine Neighbors' policy and requirements to allow City employees to have remote access to City equipment and infrastructure. **Exceptions:** Some employees will be unable to participate in the remote access program. Remote access will be provided at the discretion of department managers in conjunction with the IT Department. Remote access is currently limited to exempt employees.

3.0 Acceptable Use Policy

3.1 Acceptable Use

Hardware devices, software programs, and network systems purchased and provided by the City of Bellefontaine Neighbors for remote access are to be used only for creating, researching, and processing City-related materials. By using the City's hardware, software, and network systems you assume personal responsibility for their appropriate use and agree to comply with this Policy and other applicable company policies, as well as City, State, and Federal laws and regulations. Persons authorized to use City computer services to access and use the Internet and e-mail that do not comply with this Policy and as a result cause damage to the system, or data or information contained within the system, or whose noncompliant use causes the City or its officials to incur monetary liability may be required to indemnify the City for any direct loss and reasonably foreseeable consequential losses suffered by the City by reason of a violation of this Policy. Persons authorized shall include elected and appointed officials of the City.

3.2 Equipment & tools

The City of Bellefontaine Neighbors will provide a workstation for remotely accessing the City's data network. The City will provide a secure, two-factor authentication method to access the City's network. Only City licensed software will be installed on the City provided computer. Additional software or equipment drivers are not to be installed by the user without express, prior authorization from the IT Department and approval by the user's department manager. The use of equipment and software provided by the City for remotely accessing the City's computer network is limited to authorized persons and for purposes relating to City business.

3.3 Use of personal computers and equipment

The City will only provide support and maintenance for equipment and software provided by the City during regular business hours. Home computer equipment will not be allowed to remotely access the City network. The City is not responsible for providing an Internet connection for remote access to the City's network. Remote users are responsible for providing their own broadband Internet connection to the City's network.

3.4 Use of laptops

All laptops and related equipment and accessories are City property and are provided to the users for a period of time as deemed appropriate by the City's administration. As a condition of their use of the City's laptop computers, users must comply with and agree to all of the following:

- Prior to being issued one of the City's laptop computers, users will sign the Laptop Acceptance Form and agree to all outlined policies.

- Users should NOT attempt to install software or hardware or change the system configuration including network settings without prior consultation with Tech Support.
- Users are expected to protect laptops from damage and theft.
- User is monetarily responsible for any hardware damage that occurs and/or software damage (including labor costs).
- Users will not be held responsible for computer problems resulting from regular use; however, users will be held personally responsible for any problems caused by their negligence as deemed by the City's administration.
- Users will provide access to any laptop computer, equipment, and/or accessories they have been assigned upon the City's request.

3.5 Laptop Safety Rules

Due to size and portability, laptop computers are especially vulnerable to theft. Users should follow the rules set out below. A staff member will be held personally responsible for any City laptop computers, equipment, and/or accessories that are stolen during the time they have been assigned to that staff member. Below are some tips on how to protect your laptop from being stolen.

1. Do not leave a laptop in an unlocked vehicle, even if the vehicle is in your driveway or garage. Never leave it in plain sight. If you must leave your laptop in a vehicle, the best place is in a locked trunk. If you do not have a trunk, cover it and lock the doors.
2. Be aware of the damage extreme temperature can cause to computers.
3. Carry your laptop in a nondescript carrying case or bag when traveling.
4. Do not leave a meeting or conference room without your laptop. Take it with you.
5. Never check a laptop as luggage at the airport.
6. Lock the laptop in your office during off-hours or in a locked cabinet or desk when possible.

If a theft does occur, immediately notify the City's Administration.

4.0 Enforcement

Penalties for violation of this Policy will vary depending on the nature and severity of the specific violation.

Any employee who violates this Policy may be subject to:

- (i) Disciplinary action as described in the City's personnel manual including but not limited to reprimand, suspension and/or termination of employment; and/or

(ii) Penalties provided under Section 1-10(a) general penalty provisions, applicable to violation of the City's Code of Ordinances.

Any elected or appointed official of the City who violates this Policy may be subject to penalties provided under Section 1-10(a) general penalty provisions, applicable to violation of the City's Code of Ordinances, and/or any applicable federal and state law.

City of Bellefontaine Neighbors Laptop Acceptance Form

I understand that all laptop computers, equipment, and/or accessories the City has provided to me are the property of the City. I agree to all of the terms in the City's Access, Computer and Laptop Policy, and the City's Tech Support policies provided by REJIS. I will return the equipment to the City in the same condition in which it was provided to me.

I understand that I am personally responsible for any damage to or loss of any laptop computer and/or related equipment and accessories. In case of damage or loss I will replace or pay the full cost of replacement of the damaged or lost equipment with equipment of equal value and functionality subject to the approval of the City.

I will not install any additional software or change the configuration of the equipment in any way without prior consultation with the City's Tech Support.

I will not allow any other individuals to use any laptop computer and/or related equipment and accessories that have been provided to me by the City.

I understand that a violation of the terms and conditions set out in the policy will result in the restriction and/or termination of my use of the City's laptop computers, equipment, and/or accessories and may result in other legal action.

Signature _____ Date _____

Home Phone _____ Model _____ City ID # _____

Items Loaned / Condition – *If used or damaged please make additional comments*

____ Item Loaned Condition _____

Laptop Computer Yes _____ No _____ New ___ Used _____ Damaged _____

Power Supply & Cord Yes _____ No _____ New ___ Used _____ Damaged _____

Video Adapter Yes _____ No _____ New ___ Used _____ Damaged _____

Surge Protector Yes _____ No _____ New ___ Used _____ Damaged _____

Laptop Bag Yes _____ No _____ New ___ Used _____ Damaged _____

Comments: New

BELLEFONTAINE NEIGHBORS
Account QuickReport

All Transactions

Date

Num

Name

Memo

Split

Amount

4097.2 · AMERICAN RESCUE PLAN ACT FUNDS

Date	Num	Name	Memo	Split	Amount
08/27/2021	0827-1	AMERICAN RESCUE PLAN 1003.4 · OPERATING ACCT-NEW			1,048,982.29
08/18/2022		Deposit			1,048,982.29
01/17/2023	SO # 41082	ADVANCED EXERCISE EQUIPMENT INC.			1003.4 · OPERATING ACCT-NEW
01/27/2023	APPL # 23010-01	C. RALLO CONTRACTING			2000 · ACCOUNTS PAYABLE
02/28/2023	APPL # 23010-02	C. RALLO CONTRACTING			2000 · ACCOUNTS PAYABLE
03/12/2023	APP# 23010-03REV	C. RALLO CONTRACTING			2000 · ACCOUNTS PAYABLE
03/20/2023	PO# 3863	COMMUNICATION TECHNOLOGIES			2000 · ACCOUNTS PAYABLE
04/03/2023	APPL # 23010-04	C. RALLO CONTRACTING			2000 · ACCOUNTS PAYABLE
04/11/2023	INV # SO-004666	MASTERS TRANSPORTATION			2000 · ACCOUNTS PAYABLE
05/01/2023	MUNICIPAL P		Deposit		1003.4 · OPERATING ACCT-NEW
05/09/2023	INV # E926100	ARTS LAWN MOWER SHOP			2000 · ACCOUNTS PAYABLE
05/15/2023	APP # 23010-05	C. RALLO CONTRACTING			2000 · ACCOUNTS PAYABLE
06/26/2023	APP # 23010-06	C. RALLO CONTRACTING			2000 · ACCOUNTS PAYABLE
07/10/2023			Parks Grant		147,280.00
08/02/2023	APPLICATION # 07	C. RALLO CONTRACTING			2000 · ACCOUNTS PAYABLE
08/29/2023	INV # 102261	COMMUNICATION TECHNOLOGIES			2000 · ACCOUNTS PAYABLE
08/30/2023	PO # 3852	JOE MACHENS FORD			2000 · ACCOUNTS PAYABLE
09/21/2023	INV # 46255	ADVANCED EXERCISE EQUIPMENT INC.			2000 · ACCOUNTS PAYABLE
10/02/2023	INV # 102734	COMMUNICATION TECHNOLOGIES			2000 · ACCOUNTS PAYABLE
10/02/2023	INV # 102734	COMMUNICATION TECHNOLOGIES			2000 · ACCOUNTS PAYABLE
10/20/2023	1020-L1		TRANSFER FROM SIMMO		1004 · PAYROLL-CITIZENS
11/07/2023	INV # 112306	GAMMA TREE SERVICE			2000 · ACCOUNTS PAYABLE
11/07/2023	INV # 918099047	THE DAVEY TREE EXPERT COMPANY			2000 · ACCOUNTS PAYABLE
11/22/2023	INV # 112491	GAMMA TREE SERVICE			2000 · ACCOUNTS PAYABLE
12/06/2023			Parks Grant		303,193.00
12/12/2023	PO # 3909	AD MEDIA L.E.D. SIGNS			2000 · ACCOUNTS PAYABLE
12/12/2023	PO # 3910	T & K SIGNS			2000 · ACCOUNTS PAYABLE
12/18/2023	PO# 3909	AD MEDIA L.E.D. SIGNS			2000 · ACCOUNTS PAYABLE
01/03/2024	INV # 102974	COMMUNICATION TECHNOLOGIES			2000 · ACCOUNTS PAYABLE
01/09/2024	INV # 7716	RITE-A-WAY TREE SERVICE, LLC			2000 · ACCOUNTS PAYABLE
01/11/2024	PO # 3909-2ND PHASE	AD MEDIA L.E.D. SIGNS			2000 · ACCOUNTS PAYABLE
01/25/2024	INV # 918193373	THE DAVEY TREE EXPERT COMPANY			2000 · ACCOUNTS PAYABLE

BELLEFONTAINE NEIGHBORS Account QuickReport

All Transactions

Date	Num	Name	Memo	Split	Amount	
01/31/2024	INV # 104767	COMMUNICATION TECHNOLOGIES		2000 · ACCOUNTS PAYABLE	-1,748.51	\$1,205,094.29
02/05/2024	PO # 003907	DEKA SERVICE		2000 · ACCOUNTS PAYABLE	-23,732.21	\$1,228,217.50
02/20/2024	G702-1992	DEKA SERVICE		2000 · ACCOUNTS PAYABLE	-25,877.52	\$1,202,339.98
02/22/2024	INV # 12457551	MC MECHANICAL SERVICES		2000 · ACCOUNTS PAYABLE	-6,903.00	\$1,195,436.98
02/26/2024	INV # 7716	RITE-A-WAY TREE SERVICE, LLC		2000 · ACCOUNTS PAYABLE	-21,200.00	\$1,174,236.98
03/13/2024	ORDER # 3624	T & K SIGNS		2000 · ACCOUNTS PAYABLE	-11,451.56	\$1,162,785.42
03/18/2024	INV # 10529	AD MEDIA L.E.D. SIGNS		2000 · ACCOUNTS PAYABLE	-3,704.00	\$1,159,081.42
03/18/2024	INV # 10528	AD MEDIA L.E.D. SIGNS		2000 · ACCOUNTS PAYABLE	-5,120.00	\$1,153,961.42
03/18/2024	DEAL #502750	JOE MACHENS FORD		2000 · ACCOUNTS PAYABLE	-46,970.00	\$1,106,991.42
03/18/2024	DEAL # 502751	JOE MACHENS FORD		2000 · ACCOUNTS PAYABLE	-46,970.00	\$1,060,021.42
					<u>1,036,289.21</u>	
					<u>1,036,289.21</u>	\$1,060,021.42