

PUBLIC NOTICE

CITY OF BELLEFONTAINE NEIGHBORS, MISSOURI BOARD OF ALDERPERSONS REGULAR MEETING

**VIA VIDEO/TELECONFERENCE
THURSDAY, JUNE 17, 2021
7:30 PM**

Notice is hereby given that the City of Bellefontaine Neighbors (“City”) will hold a Regular Board of Alderperson’s Meeting on Thursday, June 17, 2021 at 7:30 p.m. via video/teleconference.

In view of the COVID-19 pandemic, and the Federal, State, County, and City Emergency Declarations, and in accordance with the provisions of Sec. 610.020, RSMo., the City acknowledges that it would be dangerous and impractical, if not impossible, for this meeting to be physically accessible to the public. The City also recognizes the need for the public’s business to be attended to in order to protect the public health, safety, and welfare. In order to balance the need for both continuity of government and protection of the health and safety of our residents, business persons and employees, this meeting of the Board of Alderpersons will not be open to public attendance in person. **THE MEETING WILL BE ACCESSIBLE BY THE PUBLIC IN REAL TIME ONLY BY A VIDEO/TELEPHONE CONFERENCE CALL VIA ZOOM. THE INSTRUCTIONS TO JOIN ARE BELOW:**

To Join the meeting by via website:

- (1) Go to Zoom at <https://zoom.us>**
- (2) Select Join a Meeting**
- (3) Enter Meeting ID: 825 620 8214**
- (4) Enter Password: 4i85eK**

To Join the meeting by phone call (audio):

- (1) Call 1 312 626 6799 US (Chicago)
1 646 558 8656 US (New York)**
- (2) Enter Meeting ID: 825 620 8214**
- (3) When prompted, enter the Pass Code 452739**

THE AGENDA FOR THIS BOARD MEETING IS SET FORTH HEREIN.

Instruction for providing public comments: Persons interested in making their views known on any matter will be able to speak during the video/teleconference meeting under “Public Comments.” In addition, anyone may send an email with their comments to the City Clerk at FStevens@cityofbn.com by no later than Thursday, June 17, 2021 by 12:00 p.m. All comments received by email will be entered into the public record and publicly read as time allows. All emailed comments will also be distributed to the entire Board at or before the meeting. Thank you for your understanding and patience as we all try to get through these unprecedented times.

POSTED: JUNE 16, 2021 @ 5:00 P.M.

BY: CITY CLERK

**REGULAR BOARD MEETING
THURSDAY – JUNE 17, 2021 7:30 PM**

**BELLEFONTAINE NEIGHBORS BOARD OF ALDERPERSONS
WILL CONVENE FOR THE ABOVE REFERENCED MEETING VIA ZOOM**

AGENDA

1. CALL MEETING TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. MAYOR APPOINTMENTS/CONFIRMATIONS
 - A. ELECTION OF BOARD OF ALDERPERSON PRESIDENT – JAMES THOMAS
 - B. CITY PROSECUTOR – ATTORNEY ANTHONY GRAY
 - C. MUNICIPAL JUDGE – JUDGE JUDY DRAPER
 - D. PLANNING AND ZONING – ALDERWOMAN ALEASE DAILES/CHAIR PATRICK BARRETT/MATT BORZUMOWSKI/JOHN DUHADWAY
 - E. YOUTH COMMISSION – ALDERMAN MELVIN PERRY/CHAIR ALICIA SMITH/RICH PFLUEGER/JOHN DUHADWAY/TIM COMPAS/KENNETH WILKINS
 - F. PUBLIC SAFETY – ALDERWOMAN DINAH TATMAN/CHAIR EBONY HARTFIELD/SUSAN BERCK
 - G. PARKS AND RECREATION – ALDERMAN MELVIN PERRY/LINDA BOYLE/DAVE CROSS/KATHY ENDORF/TINA FICHTER/JUDY MANTYCH
 - H. IMAGE AND BEAUTIFICATION – ALDERMAN JAMES THOMAS/CHAIR JENNIE STEWART/EARLYN GORDON/LEO GORDON/RODNEY WEEDEN/SHELLY DAVIS/ANDREW FIELDS/CAROLINE MCDONALD/SHARRON HARRIS
 - I. HUMAN RELATIONS – CHAIR GENESIS YOUNG
 - J. BOARD OF ADJUSTMENTS – MEET AS NEEDED-MIKE PETROFF/LARRY SLOMINSKE/ED MEIER/MONTOY KELLUM
 - K. BN NEWSLETTER DEVELOPER – ALDERMAN MELVIN PERRY
5. PRESENTATION OF UNAPPROVED MINUTES: REGULAR. B.O.A. MEETING-3/18/2021, SPECIAL MEETING -3/26/2021, REGULAR B.O.A. MEETING – 4/1/2021, REGULAR B.O.A. MEETING 4/15/2021, REGULAR B.O.A. MEETING 5/6/2021, EMERGENCY B.O.A. MEETING – 5/12/2021, REGULAR B.O.A.MTG – 5/20/2021, SPECIAL EMERGENCY B.O.A. MTG- 5/24/2021, REGULAR B.O.A. MTG - 6-3-2021
6. MEETING OPEN TO PUBLIC: (With a 3-minute time limit)
7. CITY TREASURER’S REPORT
8. PLANNING AND ZONING REPORT
9. BUILDING INSPECTOR REPORT
10. CITY ENGINEER REPORT
11. APPROVAL OF INVOICES OVER \$500 – NONE
 - RATIFICATION AND APPROVAL OF INVOICES OVER \$500 (3/19 – 3/29/2021)
 - RATIFICATION AND APPROVAL OF INVOICES OVER \$500 (4/1 – 4/13/2021)
 - RATIFICATION AND APPROVAL OF INVOICES OVER \$500 (4/16 – 4/28/2021)
 - RATIFICATION AND APPROVAL OF INVOICES OVER \$500 (5/1 – 5/18/2021)
 - RATIFICATION AND APPROVAL OF INVOICES OVER \$500 (5/19 – 5/28/2021)
12. CHIEF OF POLICE
13. CITY ATTORNEY
14. UNFINISHED BUSINESS
15. NEW BUSINESS
 - A. PAMS PROPOSAL FOR THE PROSECUTING ATTORNEY SOFTWARE
 - B. BILL NO. 2611, AN ORDINANCE AMENDING ORDINANCE NO. 2580 AND THE FISCAL YEAR 2020-2021 BUDGET AND APPROPRIATING FUNDS PURSUANT THERETO – ALDERMAN THOMAS
 - C. BILL NO. 2612, AN ORDINANCE AMENDING ORDINANCE NO. 2580 AND THE FISCAL YEAR 2020-2021 BUDGET AND APPROPRIATING FUNDS PURSUANT THERETO – ALDERMAN THOMAS
 - D. BILL NO. 2613, AN ORDINANCE REPEALING ORD. NO. 2403 AND ESTABLISHING CONPEMNSATION FOR THE DUTIES OF THE OFFICE OF CHIEF OF POLICE –ALDERWOMAN TATMAN

E. BILL NO. 2614, AN ORDINANCE CREATING A NEW POSITION IN THE POLICE DEPARTMENT AND ESTABLISHING COMPENSATION RELATED THERETO – ALDERWOMAN TATMAN

F. BILL NO. 2615, AN ORDINANCE EXECUTING AN AGREEMENT WITH JAN-PRO OF ST. LOUIS FOR CLEANING SERVICES ON BEHALF OF THE CITY OF BELLEFONTAINE NEIGHBORS – ALDERMAN PERRY

G. BUDGET DISCUSSION/APPROVAL

15. REPORT OF MAYOR

16. REPORT OF ALDERMEN

17. MEETING OPEN TO PUBLIC: (With a 3-minute time limit)

18. ADJOURNMENT

THIS AGENDA WITH PUBLIC NOTICE OF THE BOARD OF ALDERPERSON'S REGULAR MEETING ON MAY 20, 2021 WAS POSTED ON MAY 19, 2021 AT 5:00PM 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: FRAN STEVENS, CITY CLERK
CITY OF BELLEFONTAINE NEIGHBORS - 9641 BELLEFONTAINE ROAD - ST. LOUIS, MO. 63137 - (314) 867-0076.**



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

Proposal

#994

Customer: 31162 Bellefontaine Neighbors
 Prosecuting Attorney

Prepared for:

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

TOTAL

\$2,341.17

Expires: 7/15/2021

Date
 4/16/2021

Client Service Rep:
 Trudy L Reason

Quantity	Item	FRQ	Rate	Amount
1	PAM-003 PAMS Class 1	ANN	\$1,800.00	\$1,800.00
	Class one Prosecutors can enter 50 to 250 new case filings per month. If the new case filings per month are outside of this range for eight of twelve consecutive months, the Prosecutor's class will be adjusted accordingly. The Prosecutor's costs will be adjusted to the applicable cost associated with the new class.			
1	PAM-001 PAMS Setup Fee.	OTO	\$450.00	\$450.00
1	PAM-012 PAMS Document Imaging Interface w/ <=10 GB Total Storage	MTH	\$14.00	\$14.00
	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 court exceeds the current maximum limit for their storage class, the court 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 Municipal Court.			
1	PAM-011 PAMS/Show-Me Courts Interface	EA	\$0.50	\$0.50
	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.			
1	LE-0034 LEWeb for Agencies 1	MTH	\$41.67	\$41.67
	Agencies who provide data.			
1	LE-0041 MSHP MULES Connection Fee-VPN	MTH	\$35.00	\$35.00



Subtotal	\$2,341.17
Tax (0%)	\$0.00
Total	\$2,341.17

Frequency information is provided to assist the customer in determining ongoing costs.

Frequency Codes:

OTO - One Time Only MTH - Monthly QTR - Quarterly SA - Semi Annually ANN - Annually





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

Proposal

#994

Customer: 31162 Bellefontaine
Neighbors Prosecuting Attorney

Proposal Notes:

General Notes:

- Prices for REJIS software and services are valid for 90 days from the proposal date.
- If quotes from vendors for hardware/software requests are part of this proposal, the final price may fluctuate and will be adjusted accordingly during the billing process.
- Hours for labor are ESTIMATES ONLY. Agencies will be billed for the actual number of hours worked on this project or service.
- All agencies that access REJIS services must meet anti virus and NCIC/CJIS security requirements.
- For custom code developed by REJIS, the following statement applies. "As implied under the REJIS operating charter to support regional government entities, REJIS will retain ownership of the developed software and will make it available to any/all regional government entity(ies) that can utilize this capability. REJIS retains title to all copyrights, trade secrets, and intellectual property rights to the software. The Agency agrees that the software shall not be disclosed, given, sold to, or used by another party without written approval of REJIS".
- Please contact your Client Services Representative with any questions.





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

Proposal

#994

Customer: 31162 Bellefontaine
 Neighbors Prosecuting Attorney

Signature Page:

Customer Approval:

Signature: _____
 Print Name: _____
 Title: _____
 Date: _____

REJIS Approval:

Signature: Daniel Isom
 Print Name: Dr. Daniel Isom
 Title: Executive Director
 Date: 4/16/2021



INTRODUCED BY ALDERMAN THOMAS

BILL NO. 2611

ORDINANCE NO. _____

AN ORDINANCE AMENDING ORDINANCE NO. 2580 AND THE FISCAL YEAR 2020-2021 BUDGET AND APPROPRIATING FUNDS PURSUANT THERETO.

WHEREAS, the Board of Alderpersons July 2, 2020, adopted the annual budget for Fiscal Year 2020-2021 with the adoption of Ordinance No. 2580 and the budget aforesaid in:

WHEREAS, the Board of Alderpersons now wishes to further amend the budget so adopted in order to account for significant changes in expenditures on a fund basis that may affect the budget at year end;

WHEREAS, there is in the General Fund Budget Expense totals unused payroll and pension expenses in the amount of \$12,666.79, which the Board of Alderpersons finds necessary to use for the purchase of police vehicles and necessary equipment;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERPERSONS OF THE CITY OF BELLEFONTAINE NEIGHBORS, MISSOURI, AS FOLLOWS:

SECTION ONE.

The annual Fiscal Year 2020-2021 budget for the City of Bellefontaine Neighbors, Missouri, and Ordinance No. 2580 of July 2, 2020, adopting same, are hereby amended as follows:

- (A) General Fund Budget Expense totals will be adjusted as follows:
 - (1) Line 5202 Police Salary Expenditures will be adjusted from \$1,434,962.95 to \$1,422,296.16.

- (B) Capital Improvement Budget Expense totals will be increased as follows:
 - (1) Line 5401 Police Vehicle payments will be added as \$12,666.79.

SECTION TWO.

This Ordinance shall be in full force and effect from and after its passage and approval by the Mayor.

PASSED BY THE BOARD OF ALDERPERSONS FOR THE CITY OF BELLEFONTAINE NEIGHBORS THIS _____ DAY OF DECEMBER, 2020.

Presiding Officer

Attest:

Fran Stevens, City Clerk

APPROVED THIS ___ DAY OF JUNE, 2021.

Tommie Pierson, Mayor

Attest:

Fran Stevens, City Clerk

INTRODUCED BY ALDERMAN THOMAS

BILL NO. 2612

ORDINANCE NO. _____

AN ORDINANCE AMENDING ORDINANCE NO. 2580 AND THE FISCAL YEAR 2020-2021 BUDGET AND APPROPRIATING FUNDS PURSUANT THERETO.

WHEREAS, the Board of Alderpersons July 2, 2020, adopted the annual budget for Fiscal Year 2020-2021 with the adoption of Ordinance No. 2580 and the budget aforesaid in:

WHEREAS, the Board of Alderpersons now wishes to further amend the budget so adopted in order to account for significant changes in expenditures on a fund basis that may affect the budget at year end;

WHEREAS, there is in the General Fund Budget Expense totals unused payroll and pension expenses in the amount of \$54,000.00, which the Board of Alderpersons finds necessary to use for the purchase of police vehicles and necessary equipment;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERPERSONS OF THE CITY OF BELLEFONTAINE NEIGHBORS, MISSOURI, AS FOLLOWS:

SECTION ONE.

The annual Fiscal Year 2020-2021 budget for the City of Bellefontaine Neighbors, Missouri, and Ordinance No. 2580 of July 2, 2020, adopting same, are hereby amended as follows:

- (A) General Fund Budget Expense totals will be adjusted as follows:
 - (1) Line 5202 Police Salary Expenditures will be adjusted from \$1,422,296.16 to \$1,368,296.16.

- (B) Capital Improvement Budget Expense totals will be increased as follows:
 - (1) Line 5401 Police Vehicle payments will be added as \$54,000.00.

SECTION TWO.

This Ordinance shall be in full force and effect from and after its passage and approval by the Mayor.

PASSED BY THE BOARD OF ALDERPERSONS FOR THE CITY OF BELLEFONTAINE NEIGHBORS THIS _____ DAY OF DECEMBER, 2020.

Presiding Officer

Attest:

Fran Stevens, City Clerk

APPROVED THIS ___ DAY OF JUNE, 2021.

Tommie Pierson, Mayor

Attest:

Fran Stevens, City Clerk

INTRODUCED BY ALDERWOMAN TATMAN

BILL NO. 2613

ORDINANCE NO. _____

AN ORDINANCE REPEALING ORDINANCE NUMBER 2403 AND ESTABLISHING COMPENSATION FOR PERFORMING THE DUTIES OF THE OFFICE OF CHIEF OF POLICE FOR THE CITY OF BELLEFONTAINE NEIGHBORS.

WHEREAS, the Board of Aldermen of the City of Bellefontaine Neighbors, Missouri, believes it is appropriate from time to time to re-examine the compensation paid to city employees and adjust compensation to reflect performance, market influence and other factors in order to attract and retain highly qualified and dedicated personnel to deliver services to the residents of the City;

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

Section 1.

Ordinance Number 2430 of the City of Bellefontaine Neighbors, Missouri, as enacted on August 16, 2018, is hereby repealed as of the effective date of this ordinance.

Section 2.

From and after the start of the first pay period that begins following adoption and approval of an Ordinance adopting a budget for the City of Bellefontaine Neighbors for the 2021-2022 fiscal year, and continuing until changed by the Board of Aldermen from time to time, compensation for performing the duties of the office of Chief of the Police Department of the City of Bellefontaine Neighbors shall be changed from \$80,421.86 to \$84,000.00 per year. Until the pay raise becomes effective as specified above, the compensation shall remain \$80,421.86.

Section 3.

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 THIS _____ DAY OF _____, 2021.

Presiding Officer

Attest:

Fran Stevens, City Clerk

APPROVED THIS _____ DAY OF _____, 2021.

Tommie Pierson Sr., Mayor

INTRODUCED BY ALDERPERSON TATMAN

BILL NO. 2614

ORDINANCE NO. _____

AN ORDINANCE CREATING A NEW POSITION IN THE POLICE DEPARTMENT AND ESTABLISHING COMPENSATION RELATED THERETO.

WHEREAS, the City is always interested in exploring new ways to increase the efficiency and effectiveness with which it delivers service to the residents of Bellefontaine Neighbors; and

WHEREAS, the Board of Alderpersons believes that the position of Chief's Administrative Assistant, which is separate from other positions in the Bellefontaine Neighbors Police Department, is essential to accomplish specific goals and tasks necessary of a position of its type.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERPERSONS OF THE CITY OF BELLEFONTAINE NEIGHBORS, MISSOURI AS FOLLOWS:

Section 1.

The table of organization of the Bellefontaine Neighbors Police Department contains the position Chief's Administrative Assistant, Civilian – Office of the Chief of Police. The Board of Alderpersons recognizes the position as a necessary position that is independent of all other administrative assistant positions within the City and as a position that requires a specific and unique set of skills and knowledge to be effective and efficient in a role that in essential is the daily operations of the Police Department and other City operations. The duties of which position shall be substantially as delineated in Exhibit A, attached hereto and incorporated herein by this reference. The Chief of Police and executive and administrative officers of the City are authorized to revise policies, job descriptions, directives, and other documentation as may be necessary to reflect organizational and environmental changes.

Section 2.

The Pay Plan now in force for the classified employees of the City of Bellefontaine Neighbors is hereby amended to include the position Chief's Administrative Assistant, Civilian – Office of the Chief of Police. From and after the start of the first pay period that begins following adoption and approval of an Ordinance adopting a budget for the City of Bellefontaine Neighbors for the 2020-2021 fiscal year, and continuing until changed by the Board of Alderpersons from time to time, as shown on Exhibit B, attached hereto and incorporated herein by this reference.

Section 3.

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

PASSED BY THE BOARD OF ALDERPERSONS FOR THE CITY OF BELLEFONTAINE NEIGHBORS THIS _____ DAY OF _____, 2021.

Presiding Officer

Attest:

Fran Stevens, City Clerk

APPROVED THIS _____ DAY OF _____, 2021.

Tommie Pierson Sr., Mayor

Chief's Administrative Assistant, Civilian – Office of the Chief of Police.

1. **Purpose.** Assigned to the Office of the Chief of Police and serves as the clerical assistant to the Chief of Police. This position manages the direct affairs of the Chief of Police, such as the Department budget, personnel and human resource management, procurement, data entry, and prepares executive reports as requested. Reports to the Chief of Police.
2. **Essential Functions and Responsibilities.** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 - a. Facilitates the procurement of department materials, equipment, uniforms, and supplies. Verify that all purchases follow the requirements stated in the City ordinance, Department policy, and prevailing laws.
 - b. Meets with vendors to review products and make decisions on purchasing. Purchases or recommends the purchase of equipment and supplies in the manner provided by lawful authority, keeping such purchases within the established budget. Orders supplies and equipment needed by the Department and disburses such to police personnel as required.
 - c. Notifies applicable vendors on needed repairs to equipment or office amenities; prepares work orders and tracks for timely resolution. Maintains the efficiency of the department ensuring sufficient office supply levels and operation of equipment.
 - d. Composes, types, and edits a variety of correspondence, reports, memoranda, and other material, often involving sensitive or confidential information, requiring judgement as to content, accuracy and completeness.
 - e. Creates and maintains a Department asset inventory log for the City Finance Department of all Department equipment that meets the criteria set by the city. Report changes as they occur and submit capital asset forms as needed to the finance department.
 - f. Maintains Department vehicle files. Verify that all police department vehicles are properly registered and are assigned an updated insurance card annually.
 - g. Compiles data and prepares various statistical and informational records and reports for management review, maintains department fiscal records, prepares and submits budget and purchase requests, and reviews/approves supply requisitions.
 - h. Manages accurate Department bookkeeping ledgers and records on all accounts payable and receivables for all Department financial and asset accounts that reflect Department operations, including the Department credit card expenses. Works in coordination with the Finance Department, reconciles accounts monthly from their monthly account records.
 - i. Assists in yearly budget preparation by gathering information to be used in compiling annual budgets. Reviews and assists in the preparation of the Department's operating budget. Monitors expenditures during the fiscal period according to monthly budget projections, prepares quarterly reports, and reports discrepancies to Chief of Police.

- j. Acquires authorization for expenditures of funds allocated for Department operation making sure that such expenditures are in accordance with the budget and City ordinance, verifies and prepares invoices for payment. Obtains price quotes and phone quotes for other purchases. Prepares Department requisitions for payment and/or purchase orders. Prepares specifications for all purchases over \$500 in accordance with City and Department policy and prevailing laws and ordinances.
- k. Maintain department active and inactive personnel records in accordance with State and Federal guidelines.
- l. Schedules appointments and coordinates travel arrangements for conferences, seminars and training; assembles and supplies employees with required documentation such as agendas, itineraries and accommodation information.
- m. Acts as liaison between administrative officials, other departments and outside agencies relaying information as needed.
- n. Maintains files on contracts and maintenance agreements up-to-date at all times. Forward new copies to City Clerk for review by the City Attorney and for creation of a new ordinance.
- o. Maintains employee time records, comp-time, overtime, and other related personnel records for the department. Prepares timesheets for payroll. Reconcile time records database data against timesheets that are submitted. Ensure that all accrued time off is assigned correctly and at the appropriate time per City policy. Track time for the sick incentive bonus given to employees who qualify twice a year. Keep track of the number of absences and require physician notes as stipulated by city policy. Employee time off balances are posted after each pay period to employees by email.
- p. Administrator for the City local area network. Add new user accounts, set up email accounts, reset passwords, and manages internal IT Helpdesk. Maintains a list of active users and their required access to stay in compliance with CJIS security. Point of contact for criminal justice data service and information technology technical service provider, verifies contract and billings are in sync, and participates in IT planning needs for the Department.
- q. Administrator for the Mobile Ticketing program. Add charge codes as requested to the Department's charge table and requests an assignment of UTT numbers from the MSHP in Jefferson City as needed.
- r. Administrator for the First Responder ID card system. Add and remove Department employees as necessary.
- s. Administrator for the government campus security surveillance system. Makes notification for maintenance as needed and archives system records as directed by Chief of Police.
- t. Administrator for the City phone and voicemail system. Create new voicemail accounts, removed inactive voicemail boxes, reset passwords for users to access their mailbox, program buttons on handsets, make changes on the switchboard through specialized software, and back up the phone system every six months.

- u. Administrator for the City mobile phone plan. Replace, upgrade phones as necessary and under budget. Ensure that all device charges are correct with monthly billings. Deliver each City Department's anticipated mobile phone budget during preliminary budget planning.
- v. Administer and maintain all asset forfeiture activity logged into the AFS E-Share database. Enter and certify all DAGs, submit all state and federal compliance reports. Route incoming shared asset payments to the appropriate assigned account by the Finance Department.
- w. Assigned as the Department's Terminal Agency Coordinator (TAC) that serves as the primary liaison to the criminal justice database service provider, coordinates access authorization and testing compliance, and participates in access and compliance audits.
- x. Manage and maintain activities, requirements and compliance reports associated with all State and Federal Equipment grants awarded to this agency.
- y. Assist with the Department recruitment of police officers for employment. Collect all incoming applications, create files for each, track their status in a database from beginning to end. Schedule the hiring process components for each applicant and correspond with each applicant on a regular basis during the process as to their status. If hired, complete a list of items that includes, but is not exclusive to, assign DSN, uniform and equipment orders, set up access in applicable law enforcement software, set up training for new users with the criminal justice data service provider.
- z. Participates in the Department's law enforcement professional standards program by compiling and providing information necessary to complete certification audits.
 - aa. Receives, opens, sorts and distributes incoming police department correspondence, including faxes and email. Processes outgoing mail.
 - bb. Performs other daily computer data entry, retrieval duties, and prepares ad-hoc reports as needed.
 - cc. Performs other reasonably related duties as assigned by the Chief of Police.

EXHIBIT B

Chief's Administrative Assistant, Civilian – Office of the Chief of Police.

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months
Annual	\$ 37,288.61	\$ 38,034.38	\$ 38,795.07	\$ 39,570.97	\$ 40,362.39	\$ 41,169.64	\$ 41,993.03	\$ 42,832.89	\$ 43,689.55	\$ 44,563.34
Monthly	\$ 3,107.38	\$ 3,169.53	\$ 3,232.92	\$ 3,297.58	\$ 3,363.53	\$ 3,430.80	\$ 3,499.42	\$ 3,569.41	\$ 3,640.80	\$ 3,713.61
Bi-weekly	\$ 1,434.18	\$ 1,462.86	\$ 1,492.12	\$ 1,521.96	\$ 1,552.40	\$ 1,583.45	\$ 1,615.12	\$ 1,647.42	\$ 1,680.37	\$ 1,713.97
Hourly	\$ 17.93	\$ 18.29	\$ 18.65	\$ 19.02	\$ 19.40	\$ 19.79	\$ 20.19	\$ 20.59	\$ 21.00	\$ 21.42

INTRODUCED BY ALDERMAN PERRY

BILL NO. 2615

ORDINANCE NO. _____

AN ORDINANCE AUTHORIZING AND DIRECTING THE MAYOR OF THE CITY OF BELLEFONTAINE NEIGHBORS, MISSOURI, TO EXECUTE AND ENTER INTO AN AGREEMENT WITH J&B FRANCHISE VENTURE, INC. D/B/A JAN-PRO OF ST. LOUIS, FOR CLEANING SERVICES ON BEHALF OF THE CITY OF BELLEFONTAINE NEIGHBORS.

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

Section One.

The Mayor of the City of Bellefontaine Neighbors is hereby authorized and directed to execute and enter into, on behalf of the City, a Contract with J&B Franchise Venture, Inc. D/B/A JAN-PRO of St. Louis, whereby said J&B Franchise Venture, Inc. D/B/A JAN-PRO of St. Louis will provide cleaning services for the Bellefontaine Neighbors City Hall within said City of Bellefontaine Neighbors.

Section Two.

The City of Bellefontaine Neighbors shall compensate J&B Franchise Venture, Inc. D/B/A JAN-PRO of St. Louis for services rendered at the rates set forth in the contract and as such rates are changed in accordance with the terms and conditions of the contract substantially in the form of the contract attached hereto and incorporated herein by reference as though fully set out as Exhibit "A".

Section Three.

After execution thereof; this agreement shall be in effect for one (1) year with a renewable option. Either party may terminate the contract by written notice, at least thirty (30) days prior thereto.

Section Four.

This Ordinance shall be in full force and effect from and after its passage and approval by the Mayor.

PASSED BY THE BOARD OF ALDERPERSONS FOR THE CITY OF BELLEFONTAINE NEIGHBORS THIS 17TH DAY OF JUNE, 2021.

Presiding Officer

Attest:

Fran Stevens, City Clerk

APPROVED THIS ____ DAY OF JUNE, 2021.

Tommie Pierson, Sr., Mayor

Attest:

Fran Stevens, City Clerk