

## **PUBLIC NOTICE**

### **CITY OF BELLEFONTAINE NEIGHBORS, MISSOURI REGULAR MEETING OF THE BOARD OF ALDERPERSONS VIA VIDEO/TELECONFERENCE THURSDAY, AUGUST 5, 2021 7:30PM**

Notice is hereby given that the City of Bellefontaine Neighbors (“City”) will hold its regularly scheduled Board of Alderpersons meeting on Thursday, August 5, 2021, 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) 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](mailto:FStevens@cityofbn.com) by no later than Thursday August 5, 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: August 4, 2021 - 5:00 PM**

**By: City Clerk**

**REGULAR BOARD MEETING  
THURSDAY – AUGUST 5, 2021 -7:30PM**

**BELLEFONTAINE NEIGHBORS MAYOR AND 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/RENETA KIRKSEY/DWIGHT PEAK/DAVID JOST/DUANE BELFORD/JEFF LOFTON
  - 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 GENISIS 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 – REGULAR BOA MTG. 6/17/2021, PUBLIC HEARING C.D.B.G. 7/1/2021, REGULAR BOA MTG. 7/1/2021, REGULAR BOA MTG. 7/15/2021, ER. SPECIAL MTG 7/29/2021
6. MEETING OPEN TO PUBLIC: (With a 3-minute time limit)
7. COMMISSION AND BOARD REPORTS
  - A. PUBLIC SAFETY COMMITTEE
  - B. YOUTH COMMISSION
  - C. IMAGE & BEAUTIFICATION
  - D. PARKS AND REC BOARD
8. PARKS-REC DIRECTOR
9. STREET DEPARTMENT
10. APPROVAL OF INVOICES OVER \$500 – JULY 16 – JULY 30, 2021
  - 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)  
RATIFICATION AND APPROVAL OF INVOICES OVER \$500 (6/1 – 6/13/2021)

11. CHIEF OF POLICE
12. CITY ATTORNEY
13. UNFINISHED BUSINESS
14. NEW BUSINESS
  - A. PAMS PROPOSAL FOR THE PROSECUTING ATTORNEY SOFTWARE
  - B. BILL NO. 2614, AN ORDINANCE REPEALING ORD. NO. 2403 AND ESTABLISHING COMPENSATION FOR THE DUTIES OF THE OFFICE OF CHIEF OF POLICE –ALDERMAN THOMAS
  - C. BILL NO. 2615, AN ORDINANCE CREATING A NEW POSITION IN THE POLICE DEPARTMENT AND ESTABLISHING COMPENSATION RELATED THERETO – ALDERMAN THOMAS
  - D. BILL NO. 2616, AN ORDINANCE EXECUTING AN AGREEMENT WITH JAN-PRO OF ST. LOUIS FOR CLEANING SERVICES ON BEHALF OF THE CITY OF BELLEFONTAINE NEIGHBORS – ALDERMAN PERRY
  - E. BILL NO. 2617, AN ORDINANCE ESTABLISHING COMPENSATION FOR DIRECTOR OF PUBLIC WORKS – ALDERMAN THOMAS
  - F. BILL NO. 2618, AN ORDINANCE ESTABLISHING COMPENSATION FOR PARKS AND REC, ALDERMAN THOMAS
  - G. PLANNING AND ZONING REQUEST A PUBLIC HEARING FOR A CUP FOR 9266 LEWIS AND CLARK
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 AUGUST 5, 2021 WAS POSTED ON AUGUST 4, 2021 AT 5:00PM IN BELLEFONTAINE NEIGHBORS CITY HALL (FRONT DOOR) AND ON THE CITY'S WEBPAGE AT [www.cityofbn.com](http://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.

## Fran Stevens

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**From:** Smith, Alicia <Alicia.Smith@tkcholdings.com>  
**Sent:** Monday, July 19, 2021 1:29 PM  
**To:** Scott Schultz; Tommie Pierson; Alicia Smith; Rich Pflueger; Tim Compas; John DuHadway; Fran Stevens; James Thomas; Alease Dailes; melvinperry.community@gmail.com  
**Subject:** RE: Youth Commission Board members letter

Hello,

There will be no Youth Commission meeting being held for the month of July.

Thank you and Have a Great Day!

Alicia Smith, Youth Commission  
314-764-1242

## Fran Stevens

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**From:** Jennie <jpstewart1@sbcglobal.net>  
**Sent:** Friday, July 16, 2021 8:59 AM  
**To:** Fran Stevens  
**Subject:** Image and Beautification Board July Meeting

Our July, 2021 meeting was cancelled.

☺ I will trust Jesus  
I am a servant & friend of the Lord  
Always  
Jennie  
[JPSTEWART1@sbcglobal.net](mailto:JPSTEWART1@sbcglobal.net)

## City of Bellefontaine Neighbors

### Meeting of the Parks and Recreation Board

Tuesday July 20, 2021

**Members Present:** Dave Cross, Kathy Endorf, Tina Fichter, Linda Boyle, Judy Mantych

**Members Absent:** -

**Staff Member(s):** Jimmy Kirincich – Director of Parks & Recreation,

**Staff Member Absent** - Martha Snead – Aquatics Director

**Guests:** - Wanda Lane

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**The meeting convened at 7:00 p.m. in Room 109 at the Recreation Center.**

Jimmy Kirincich opened the meeting with Dave Cross, Kathy Endorf, Tina Fichter, Judy Mantych, and Linda Boyle being present; Martha Snead had an excused absence. Dave Cross made a motion to approve the Agenda, Tina Fichter seconded the motion with all attending members approving. Linda Boyle then made a motion to accept the Minutes from the previous meeting dated June 15, 2021, Kathy Endorf seconded the motion and all members present were in favor.

**Citizen comments:** Wanda Lane (99XX Martingale Drive) Discussion of the Mayor's letter to all citizens. She was concerned about the absences of the aldermen and how this was disturbing the business of the City. She asked questions about the Master Plan for the Parks and Jimmy offered to add it to the City website.

#### **Report of the Parks and Recreation Director, Jimmy Kirincich:**

There were two Lifeguard audits conducted this summer. One in early July and one in late July. The audits rate on skills, observance, and interviews. The lifeguards received five stars (highest rating) on both audits. This is the first time they have received this rating for both audits.

The indoor pool will be closed from 8/23/21 to 9/7/21 for maintenance. The pool will be painted. There will also be deep cleaning of the locker rooms and power washing of the pool deck.

Waiting to hear more about two grants

Jimmy is meeting with R & R Electric to put together a list of light fixtures throughout the facility that need to be updated to LED's through the Ameren Grant Program.

#### **Old Business:**

The Municipal Park Grant application is due August 27, 2021. Jimmy is contacting several contractors (Acme Construction & John Beal Roofing) to provide quotes for gymnasium roof repairs for the budget. This is needed to supply correct numbers for the budget. A resolution has been drafted and sent to the City Attorney for a resolution number. The Board of Aldermen will need to pass the resolution before August 27 or our

application will be rejected. There was a discussion of the “Special Meeting” for the Board of Aldermen. Jimmy hoped Park Resolution will be first on the agenda. The Ordinance and Budget must be approved by August 27<sup>th</sup> at 5:00pm in order to qualify for the grant. If this would be approved, the grant would be issued near November 2021, bids for the work could be begin January 2022, and the earliest work could be begins was Spring of 2022.

**New Business:**

We are deviating from the Master Plan, which originally was for a phase 2 improvement to Bissell Park, in order to use those funds for the repairs to the gymnasium. In order to change our plan, the Park Board will need to hold a Public Meeting where we invite residents to show their support of the gymnasium renovation. It was suggested that we hold this meeting on Tuesday August 17<sup>th</sup> at 7:00 pm at our regularly scheduled Board Meeting. We will need to have a formal agenda for the meeting and an attendance sheet. We plan to advertise on the standard sign at City Hall, electronic sign, website, social media, portable signs, and Citizen contact).Support for this project is critical, as it will determine our ability to host large events, run programs and classes and provide open gym time for residents.

There was a blown fuse and low motor oil in the HVAC system in the gym. The indoor pool quit communicating with the old system to supply hot water. Waiting on budget to pass.

The City has paired with Lincoln University to form a senior chess club.

Day cares have been coming to use the pool and play mini-golf.

Waiting for electrical analysis to apply for Ameren Electric grant process.

Linda Boyle stated that people were using the “fire doors” to go into the pool. She suggested that the front deck direct the traffic through the locker rooms. Jimmy said he would remind the front desk.

There was a discussion of the different types of pool passes. Jimmy stated that the January brochure will clarify or describe the types of passes. We will try to simplify the membership options.

Tina Fichter asked about pool attendance. Jimmy said it was steady. Tina also asked about the snack bar business. It was stated that there was an increased use of the snack bar. There are plans to revamp menus for 2022.

At 7:40 p.m. Linda Boyle made a motion to adjourn, seconded by Tina Fichter.

The Parks & Recreation Board will have our next scheduled meeting Tuesday August 17, 2021 at 7:00 p.m.

Please contact Martha if you are unable to attend at [msnead@cityofbn.com](mailto:msnead@cityofbn.com)

Respectfully submitted,

Judy Mantych, Board Member

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	<b>Bellefontaine Neighbors Recreation Center Financial Summary 2021</b>													
2	<b>Income Category</b>	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Year to date
3	Swimming (Includes high practice)	\$40.00	\$75.00	\$3,026.75	\$664.50	\$252.50	\$2,573.00	\$2,715.50						\$9,347.25
4	Weightroom	\$69.00	\$105.00	\$87.00	\$66.00	\$45.00	\$147.00	\$111.00						\$630.00
5	Raquetball/Pickleball	\$22.00	\$16.00	\$-	\$16.00	\$18.00	\$6.00	\$6.00						\$84.00
6	Basketball	\$102.00	\$40.00	\$38.00	\$57.00	\$66.00	\$161.00	\$164.00						\$628.00
7	Swim Lessons	\$113.00	\$70.00	\$504.00	\$314.00	\$1,584.00	\$1,782.00	\$120.00						\$4,487.00
8	Water Exercise Classes	\$682.00	\$104.00	\$1,145.00	\$378.00	\$746.00	\$1,118.75	\$28.50						\$4,202.25
9	Water Pay-As-You-Go	\$124.51	\$0.00	\$30.00	\$59.00	\$69.00	\$195.50	\$224.50						\$702.51
10	Gym Exercise Classes	\$539.00	\$105.00	\$329.00	\$432.00	\$655.00	\$623.03	\$303.00						\$2,986.03
11	Gym Pay-as you go	\$100.50	\$36.00	\$95.00	\$58.50	\$52.00	\$7.00	\$10.50						\$359.50
12	ID cards	\$610.00	\$285.00	\$630.00	\$1,045.00	\$1,165.00	\$5,655.00	\$1,840.00						\$11,230.00
13	Room Rentals	\$170.00	\$130.00	\$520.00	\$460.00	\$320.00	\$470.00	\$1,220.00						\$3,290.00
14	Rental Deposit						\$400.00	\$650.00						\$1,050.00
15	Park Rentals	\$0.00	\$45.00	\$315.00	\$1,155.00	\$1,185.00	\$990.00	\$925.50						\$4,615.50
16	Snack Bar/ Soda Machine	\$21.75	\$331.35	\$29.75	\$31.75	\$179.45	\$2,902.05	\$3,396.86						\$6,892.96
17	Swim Team/ Stroke Clinics	\$555.50	\$123.50	\$397.50	\$302.75	\$2,611.50	\$3,644.00							\$7,634.75
18	Locker fees	\$0.00	\$12.00	\$-	\$36.00	\$36.00	\$0.00	\$36.00						\$120.00
19	Miscellaneous/Vending	\$10.50	\$8.50	\$44.64	\$13.30	\$28.29	\$8.73	\$6.20						\$120.16
20	Adult Programs	\$0.00	\$0.00	\$-	\$25.00	\$48.00	\$198.50	\$441.00						\$712.50
21	Van Donations				\$27.00	\$0.00	\$0.00							\$27.00
22	Black History					\$305.00	\$1,630.00							\$1,935.00
23	Miniature Golf					\$9.50	\$71.00	\$128.00						\$208.50
24	SilverSneakers/ Renew Actice	\$309.50	\$403.70	\$254.40	\$410.20	\$451.70	\$471.80	\$670.00						\$2,971.30
25	<b>Total</b>	\$3,469.26	\$1,890.05	\$7,446.04	\$5,551.00	\$9,826.94	\$23,054.36	\$12,996.56						\$64,234.21
26	<b>Payment Type</b>													
27	Check	\$351.50	\$8.85	\$1,807.14	\$725.00	\$1,314.25	\$2,226.23	\$486.64						\$6,919.61
28	Cash	\$1,041.76	\$797.75	\$2,794.75	\$1,774.80	\$3,272.99	\$9,559.45	\$7,188.17						\$26,429.67
29	Visa & Master Card	\$1,673.50	\$636.75	\$2,518.75	\$2,608.50	\$4,661.00	\$10,482.38	\$4,585.75						\$27,166.63
30	American Express/ Discover	\$93.00	\$43.00	\$71.00	\$32.50	\$227.00	\$314.50	\$66.00						\$847.00
31	Direct Deposit	\$309.50	\$403.70	\$254.40	\$410.20	\$451.70	\$471.80	\$670.00						\$2,971.30
32	<b>Total</b>	\$3,469.26	\$1,890.05	\$7,446.04	\$5,551.00	\$9,926.94	\$23,054.36	\$12,996.56						\$64,334.21



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	<b>Bellefontaine Neighbors Recreation Center Participation 2021</b>													
2		Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Year to date
3	Game room	0	0	0	0	0	33	42						75
4														
5	SilverSneakers & Renew Active	171	201	145	201	235	281	316						1550
6	Weightroom	164	146	238	208	230	205	246						1437
7														
8	<b>Gym</b>													
9	Basketball	44	42	37	47	79	103	102						454
10	Classes	36	57	53	64	72	60	92						434
11	Pay-as you go	92	32	56	44	83	96	76						479
12	Walkers	35	22	25	9	7	18	37						153
13	Tax prep		68	72	65	0	42	15						262
14	Events*			15	37	0	274*							52
15														
16	<b>Pools</b>													
17	Swimmers including high school s/t	87	93	636	343	252	875	931						3217
18	Lessons				120	102	476	420						1118
19	Stroke Instruction/Swim Team	68	128	139	228	180	1265	2247						4255
20	Exercise Classes	34	95	141	528	203	332	278						1611
21	Pay-as-you-go	40	27	27	59	29	50	27						259
22	Events*							337						
23														
24	<b>Room Rentals</b>													0
25	Room 101 Reservations	12		58	23	116	69	190						468
26	Room 109 Reservations	34	39	35	46	57	27	92						330
27	Classes, meetings				8		36	57						101
28	Special Events/ Adult Programs				376			23						399
29	Voting													
30														
31	Racquetball	4	8	0	8	8	4	2						34
32	Pickleball	8	8		8	8								
33		821	958	1677	2422	1653	3972	5530	0	0	0	0	0	16688





**BELLEFONTAINE NEIGHBORS**  
**Check Detail**

July 16 - 30, 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	43939	07/16/2021	CANON SOLUTIONS AMERICA, INC.	1003.4 · OPERATING ACCT-NEW		-1,217.22
Bill	INV # 4036711264	07/16/2021		5214 · EQUIPMENT	-15.00	15.00
Bill	INV # 4036692434	07/16/2021		5214 · EQUIPMENT	-781.11	781.11
Bill	INV #4036757157	07/16/2021		5214 · EQUIPMENT	-361.76	361.76
Bill	INV # 4036756061	07/16/2021		5214 · EQUIPMENT	-59.35	59.35
Bill Pmt -Check	43942	07/16/2021	CINTAS CORPORATION #731	1003.4 · OPERATING ACCT-NEW		-749.05
Bill		06/30/2021		5044 · OFFICE EXP	-749.05	749.05
Bill Pmt -Check	43943	07/16/2021	ENERGY PETROLEUM CO.	1003.4 · OPERATING ACCT-NEW		-576.14
Bill	INV # 91110	06/30/2021		5320 · FUEL	-576.14	576.14
Bill Pmt -Check	43945	07/16/2021	GAMMA TREE SERVICE	1003.4 · OPERATING ACCT-NEW		-1,400.00
Bill	INV # 98165	06/30/2021		5330 · CAPITAL EXPENSE	-1,400.00	1,400.00
Bill Pmt -Check	43946	07/16/2021	HEWKIN AUTO BODY CO.	1003.4 · OPERATING ACCT-NEW		-3,272.19
Bill	INV # 11651	07/16/2021		5611 · EQUIP-MAINT	-3,272.19	3,272.19
Bill Pmt -Check	43947	07/16/2021	HOLT ELECTRICAL SUPPLY	1003.4 · OPERATING ACCT-NEW		-928.00
Bill	INV # S1454468.001	06/30/2021		5311 · EQUIP-MAINT	-928.00	928.00

**BELLEFONTAINE NEIGHBORS**  
**Check Detail**

July 16 - 30, 2021

Bill	INVT #	Date	Description	Account	Debit	Credit
Bill Pmt -Check	43952	07/16/2021	NORTH COUNTY INC.	1003.4 · OPERATING ACCT-NEW	-700.00	
Bill	INV # 8235	07/01/2021		5012 · CONVENTIONS	-700.00	700.00
Bill Pmt -Check	43954	07/16/2021	PIASA MOTOR FUELS, LLC.	1003.4 · OPERATING ACCT-NEW	-612.29	
Bill	INV 3 257884	06/30/2021		5320 · FUEL	-612.29	612.29
Bill Pmt -Check	43958	07/16/2021	TREASURER, ST LOUIS COUNTY	1003.4 · OPERATING ACCT-NEW	-6,985.06	
Bill	INV # 137008	07/16/2021		5218 · RMS AND COMMUNICATIONS	-6,985.06	6,985.06
Bill Pmt -Check	43959	07/16/2021	UNITED PETROLEUM SERVICE INC.	1003.4 · OPERATING ACCT-NEW	-5,582.69	
Bill	INV # 100594	06/30/2021		5330 · CAPITAL EXPENSE	-5,582.69	5,582.69
Bill Pmt -Check	43961	07/16/2021	TREASURER, ST LOUIS COUNTY	1003.4 · OPERATING ACCT-NEW	-4,350.00	
Bill	CONTINUING EDUCAT	07/16/2021		2042.1 · POLICE TRAINING	-4,350.00	4,350.00
Bill Pmt -Check	43963	07/19/2021	ADGRAPHIX	1003.4 · OPERATING ACCT-NEW	-1,361.00	
Bill	INV # 48947	07/16/2021		5250 · CAPITAL EXPENSE	-1,361.00	1,361.00
Bill Pmt -Check	43969	07/19/2021	REJIS COMMISSION	1003.4 · OPERATING ACCT-NEW	-9,325.50	
Bill	INV # 464999	06/30/2021		5017 · IT REJIS FEES	-9,325.50	9,325.50



# BELLEFONTAINE NEIGHBORS Check Detail July 16 - 30, 2021

Bill Pmt -Check	44009	07/28/2021	REJIS COMMISSION	1003.4 · OPERATING ACCT-NEW				-3,464.34	
Bill		INV # 465135	07/28/2021	5219 · IT REJIS-POLICE		-2,532.61		2,532.61	
Bill		INV # 465137	07/28/2021	5017 · IT REJIS FEES		-250.50		250.50	
Bill		INV 3 465139	07/28/2021	5017 · IT REJIS FEES		-646.23		646.23	
Bill		INV # 465500	07/28/2021	5017 · IT REJIS FEES		-35.00		35.00	
						<u>-3,464.34</u>		<u>3,464.34</u>	
Bill Pmt -Check	44012	07/28/2021	VERIZON WIRELESS	1003.4 · OPERATING ACCT-NEW				-798.17	
Bill		07/28/2021		5025 · UTIL-TELEPHONE		-178.61		178.61	
Bill		07/28/2021		5321 · TELEPHONE		-40.77		40.77	
Bill		07/28/2021		5624 · TELEPHONE		-134.93		134.93	
Bill		07/28/2021		5225 · MOBILE PHONES		-443.86		443.86	
						<u>-798.17</u>		<u>798.17</u>	
Bill Pmt -Check	44013	07/28/2021	VERNIER SALES & SERVICE	1003.4 · OPERATING ACCT-NEW				-1,045.00	
Bill		INV # 12876	06/25/2021	5511 · EQUIP-MAINT		-1,045.00		1,045.00	
						<u>-1,045.00</u>		<u>1,045.00</u>	
	TOTAL		22					<u>126,542.90</u>	



**REJIS**

When Data Matters

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

# Proposal

#1097

Customer: 31162 Bellefontaine Neighbors  
Prosecuting Attorney

**Prepared for:**

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

**TOTAL**

**\$2,390.33**

Expires: 10/14/2021

Date  
7/16/2021

Client Service Rep:  
Trudy L Reason

Quantity	Item	FRQ	Rate	Amount
1	<b>PAM-003 PAMS Class 1</b>	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	<b>PAM-001 PAMS Setup Fee</b>	OTO	\$450.00	\$450.00
1	<b>PAM-012 PAMS Document Imaging Interface w/ &lt;=10 GB Total Storage</b>	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	<b>PAM-011 PAMS/Show-Me Courts Interface</b>	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	<b>LE-0021 MSHP MULES Connection Fee-Circuit</b>	MTH	\$80.00	\$80.00
1	<b>LE-0035 LEWeb for Agencies 2</b>	MTH	\$45.83	\$45.83
	Agencies who do not provide data.			



1097



**Subtotal** \$2,390.33

**Tax (0%)** \$0.00

**Total** \$2,390.33

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

#1097

Customer: 31162 Bellefontaine  
Neighbors Prosecuting Attorney

## Proposal Notes:

Bellefontaine Neighbors will move to PAMS from IMDS Plus.

## 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

## #1097

Customer: 31162 Bellefontaine  
Neighbors Prosecuting Attorney

### Signature Page:

#### Customer Approval:

#### REJIS Approval:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: Ms. Sheila D. Pearson

Title: \_\_\_\_\_

Title: Interim Executive Director

Date: \_\_\_\_\_

Date: 7/16/2021



INTRODUCED BY ALDERMAN THOMAS

BILL NO. 2614

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 ALDERMAN THOMAS

BILL NO. 2615

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. Administrator for the City random drug testing program through the approved provider. Maintain current and accurate list of employees on the list that meet the requirements set by the city.
- w. 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.
- x. 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.
- y. Manage and maintain activities, requirements and compliance reports associated with all State and Federal Equipment grants awarded to this agency.
- z. 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.
- aa. Participates in the Department's law enforcement professional standards program by compiling and providing information necessary to complete certification audits.
- bb. Receives, opens, sorts and distributes incoming police department correspondence, including faxes and email. Processes outgoing mail.
- cc. Performs other daily computer data entry, retrieval duties, and prepares ad-hoc reports as needed.
- dd. 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 ALDERPERSON PERRY**

**BILL NO. 2616**

**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 \_\_\_\_\_ DAY OF \_\_\_\_\_, 2021.**

\_\_\_\_\_  
Presiding Officer

Attest:

\_\_\_\_\_  
Fran Stevens, City Clerk

**APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2021.**

\_\_\_\_\_  
Tommie Pierson, Sr., Mayor

Attest:

\_\_\_\_\_  
Fran Stevens, City Clerk

INTRODUCED BY ALDERMAN THOMAS

BILL NO. 2617

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE REPEALING ORDINANCE NUMBER 2432 AND ESTABLISHING COMPENSATION FOR PERFORMING THE DUTIES OF THE OFFICE OF DIRECTOR OF PUBLIC WORKS 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 2432 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 Director of Public Works of the City of Bellefontaine Neighbors shall be changed from \$50,993.60 to \$52,013.47 per year. Until the pay raise becomes effective as specified above, the compensation shall remain \$50,993.60.

**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 ALDERMAN THOMAS**

BILL NO. 2618

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE UPDATING THE PAY PLAN AND  
COMPENSATION FOR CERTAIN EMPLOYEES IN THE  
CLASSIFIED SERVICE OF THE CITY OF  
BELLEFONTAINE NEIGHBORS, MISSOURI, AND  
REPEALING OTHER ORDINANCES OR PARTS OF  
ORDINANCES IN CONFLICT HEREWITH.**

**WHEREAS**, the Mayor and Board of Aldermen previously implemented a comprehensive compensation plan for City employees that takes into account length of service, experience and training of employees, as well as the complexity, technical demands and educational requirements necessary to properly discharge various positions in the classified service of the City; and

**WHEREAS**, the Mayor and Board of Aldermen now wish to update and enhance the compensation schedule in order to reflect current economic conditions and keep employment with the City competitive with alternative employment opportunities in order to retain and attract a work force best able to efficiently and effectively serve 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 One. Adoption of Revised Compensation Schedule**

The starting and progressive compensation rates for the positions in the classified service of the City reflected on Exhibit A, attached hereto and incorporated herein by reference, are hereby adopted to govern the compensation of employees in the positions listed, as hereinafter provided, effective for services performed by employees in the listed positions on and after the start of the first pay period that begins in the month of August, 2021.

**Section Two. Administration of Pay Plan**

Employee evaluations shall be completed, and each department head will make recommendations to the Mayor as to advancement of each of his or her covered subordinate employee to the next "step" for the employee's position, each year hereafter on or before the 15th day of May. On or before June 1 of each year the Mayor will assign each employee to that "step" for his or her position to which the employee's tenure in that position and employee evaluation entitle the employee.

It is the intent of the Board of Aldermen, and shall be the policy of the City, that advancement of an employee to the next compensation "step" for that employee's position shall be based on achieving at least a "satisfactory"



employee evaluation and not on longevity alone.

The effective date of advancement to a new step shall be the start of the first pay period that begins in the month of July.

**Section Three.    New Employees; Re-evaluation Process**

Employees newly hired or transferred to covered positions shall normally be assigned to "Step 1" for the respective position. However, the Mayor is authorized to initially assign a new or transfer red employee to a higher "step" upon recommendation of the department head if the experience or specialized training of new employee or transferee, or market conditions for similar positions with other public or private employers, so warrant. If a new or transferred employee is assigned to any "step" other than the "Step 1" the Mayor shall so report to the Board of Alder men, together with an explanation for such assignment. Thereafter, advancement through the various " steps" for an employee's position shall be as his or her length of service and annual evaluation warrant.

Employees who are not advanced to the next "step" for their position in a given calendar year will be re-evaluated and reconsidered for advancement after six (6) months.

**Section Four.    Annual Review**

It is the intent of the Mayor and Board of Aldermen to review the rates of compensation for each " step" and each position on an annual basis in the course of the City's budgeting process. Adjustments to the rates of pay may be made as market conditions and budgetary considerations permit from time to time as may be determined by the Board of Aldermen.

**Section Five.    Repeal of Prior Ordinances**

Ordinance #2401, as adopted on July 20, 2017, and any Ordinances of the City of Bellefontaine Neighbors, or parts thereof, in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict as of the effective date of the compensation rates provided hereby.

**Section Six.    Effective Date**

This Ordinance shall be in full force and effect from and after its passage and approval by the Mayor. The rates of pay for the several positions specified herein shall be effective for services performed by employees in the listed positions on and after the start of the first pay period that begins in the month of August, 2021.

**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

City of Bellefontaine Neighbors Proposed Pay Scale  
2021-2022

PARKS & RECREATION

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Recreation Supervisor 2.50%	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months
	Annual	\$33,839.54	\$34,685.53	\$35,522.67	\$36,441.48	\$37,352.52	\$38,286.33	\$39,243.49	\$40,224.58	\$41,230.19
	Monthly	\$2,819.96	\$2,890.46	\$2,960.22	\$3,030.79	\$3,112.71	\$3,190.53	\$3,270.29	\$3,352.05	\$3,435.85
	Bi-weekly	\$1,409.98	\$1,445.23	\$1,480.11	\$1,515.40	\$1,556.36	\$1,595.27	\$1,632.14	\$1,667.02	\$1,701.92
Office Supervisor 2.50%	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months
	Annual	\$29,956.31	\$30,705.22	\$31,472.85	\$32,259.67	\$33,066.16	\$33,892.82	\$34,740.14	\$35,608.64	\$36,498.85
	Monthly	\$2,496.36	\$2,558.77	\$2,622.74	\$2,688.31	\$2,755.51	\$2,824.40	\$2,895.01	\$2,967.39	\$3,041.57
	Bi-weekly	\$1,248.18	\$1,279.39	\$1,311.37	\$1,344.16	\$1,377.76	\$1,412.20	\$1,447.51	\$1,483.70	\$1,520.79
Parks & Recreation Maint. 2.50%	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months
	Annual	\$31,065.80	\$31,842.45	\$32,638.51	\$33,454.47	\$34,290.83	\$35,148.10	\$36,026.80	\$36,927.47	\$37,850.66
	Monthly	\$2,588.82	\$2,653.54	\$2,719.88	\$2,787.87	\$2,857.57	\$2,929.01	\$3,002.23	\$3,077.29	\$3,154.22
	Bi-weekly	\$1,294.41	\$1,326.77	\$1,359.94	\$1,393.94	\$1,428.79	\$1,464.51	\$1,501.12	\$1,538.54	\$1,576.61
Custodian 2.50%	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months
	Annual	\$26,627.83	\$27,239.53	\$27,975.86	\$28,675.26	\$29,392.14	\$30,126.95	\$30,880.12	\$31,652.12	\$32,443.43
	Monthly	\$2,218.99	\$2,270.79	\$2,331.32	\$2,389.61	\$2,449.35	\$2,510.58	\$2,573.34	\$2,637.68	\$2,703.62
	Bi-weekly	\$1,109.49	\$1,135.39	\$1,165.66	\$1,194.81	\$1,224.68	\$1,255.29	\$1,286.67	\$1,318.84	\$1,351.81
Aquatics Director 2.50%	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months
	Annual	\$32,175.29	\$32,979.67	\$33,804.16	\$34,649.27	\$35,515.50	\$36,403.39	\$37,313.47	\$38,246.31	\$39,202.47
	Monthly	\$2,681.27	\$2,748.31	\$2,817.01	\$2,887.44	\$2,959.62	\$3,033.62	\$3,109.46	\$3,187.19	\$3,266.87
	Bi-weekly	\$1,340.64	\$1,374.16	\$1,408.51	\$1,443.72	\$1,479.81	\$1,516.81	\$1,554.73	\$1,593.60	\$1,633.44