



SPECIAL ANNOUNCEMENT REGARDING CITY COUNCIL MEETINGS

Under Section 610.015 of the Mo. Sunshine Law provides that members of the City Council who are not physically in the Council Chambers can participate and vote on all matters when an emergency exists and the nature of the emergency is stated in the minutes.

The U.S., and the world, is in a state of emergency due to the Coronavirus—Covid-19. The Missouri Governor and the County Executive directed all citizens to limit meetings and gatherings to a few people to avoid the spread of the Coronavirus. Therefore, members of the City Council have elected to participate in this meeting electronically so that we are compliance with such Orders and for the public health and safety of each other and the general public.

To follow along with the City Council meeting please see instructions below. To make a comment during the public comment portion of the meeting please either click the hand icon via Zoom to “raise” your hand, or if you are dialing in from a phone you will “raise your hand” by dialing *9. Raised hands will be called on the order received.

You are invited to a Zoom webinar.

Click Here to Join the Meeting via Zoom: <https://us02web.zoom.us/j/85260465299>

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Enter ID: 852 6046 5299

This Webinar will also be live-streamed on the following platforms:

Go to the following page on our website and select the YouTube icon on the top left hand corner of the video box:

<https://www.kirkwoodmo.org/government/city-council/livestream>

www.Facebook.com/cityofkirkwoodmo

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****SEE THE FOLLOWING PAGES FOR THE AGENDA**



**Kirkwood City Council
Agenda
Thursday, June 4, 2020, 7:00 p.m.
via Zoom Virtual Meeting
Posted on May 29, 2020**

- I. PLEDGE OF ALLEGIANCE**
- II. ROLL CALL**
- III. INTRODUCTIONS AND RECOGNITIONS - NONE**
- IV. PRESENTATIONS - NONE**
- V. PUBLIC HEARINGS - NONE**
- VI. PUBLIC COMMENTS – 3 MINUTE LIMIT PER PERSON**

The Public Comments portion of the meeting is an opportunity for the City Council to listen to comments from citizens. It is not a question and answer session and the City Council will not respond to comments or answer questions during this period. The Mayor may refer any matter brought up to the City Council to the Chief Administrative Officer or City Clerk if action is needed.

VII. CONSENT AGENDA

All items within the Consent Agenda will be enacted by one motion of the Council with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request of a member of the City Council. The expenditures listed in the consent agenda are items already approved in the current city budget.

- a) Approval of the May 21, 2020 Council Meeting Minutes

VIII. UNFINISHED BUSINESS -

- 1. Bill 10831, appropriating funds from the Equitable Sharing Fund Balance to the Machinery and Equipment Account for the purchase and installation of a Motorola SLR8000 backup transmitter from Wireless USA for the Police Department (\$7,270.57)
- 2. Bill 10832, appropriating funds from the Equitable Sharing Fund Balance to the Other Professional Services Account for the partial payment of body worn cameras for the Police Department (\$15,000)

IX. NEW BUSINESS

- 1. Resolution 63-2020, accepting the proposal of Sentinel Emergency Solutions for the purchase of SCBA Fire Equipment for the Fire Department and authorizing and directing the Director of Procurement to issue a Purchase Order (\$298,764.83)



2. Resolution 64-2020, amending Resolution 18-2020 with Schaeffer Electric by increasing the contingency for additional work for the installation of the Fire House #1 replacement generator and authorizing and directing the Mayor to enter into an amended contract (increase contingency in the amount of \$2,240 for a total contingency amount of \$5,040)
3. Resolution 65-2020, transferring funds from multiple Fire Department accounts to the Fire Department Overtime Account for Fiscal Year 2020 (\$185,946)
4. Resolution 66-2020, transferring funds from the Police Department Communications – Salary Full Time Account to the Police Department Field Operations – Salary Full Time Account for Fiscal Year 2020 (\$34,575)
5. Resolution 67-2020, transferring funds from the Police Department Communications – Salary Full Time Account to the Police Department Field Operations – Health Insurance Account for Fiscal Year 2020 (\$28,404)

X. CONSENT AGENDA ITEMS FOR DISCUSSION (IF ANY)

XI. CITY COUNCIL REPORTS

XII. CHIEF ADMINISTRATIVE OFFICER REPORTS

XIII. CITY ATTORNEY REPORTS

XIV. CITY CLERK REPORTS

XV. MEETING ADJOURNMENT

PLEASE NOTE: The next regular meeting of the Kirkwood City Council will take place at 7:00 p.m. on June 18, 2020.

UPCOMING PUBLIC HEARINGS

NONE

CONTINUED ITEMS

NONE

TABLED ITEMS

NONE



Kirkwood City Council: Mayor Tim Griffin; Council Members Nancy Luetzow, Maggie Duwe, Ellen Edman, Mark Zimmer, Wallace Ward, and Kara Wurtz

Contact Information: For full City Council contact information visit www.kirkwoodmo.org/council. To contact the City Clerk call 314-822-5802. To contact the Chief Administrative Officer call 314-822-5803.

Accommodation: The City of Kirkwood is interested in effective communication for all persons. Persons requiring an accommodation to attend and participate in the meeting should contact the City Clerk at 314-822-5802 at least 48 hours before the meeting. With advance notice of seven calendar days, the City of Kirkwood will provide interpreter services at public meetings for languages other than English and for the hearing impaired. Upon request, the minutes from this meeting can be made available in an alternate format, such as CD by calling 314-822-5802.

THE CONSENT AGENDA IS ATTACHED

a) Approval of the May 21, 2020 Council Meeting Minutes



WHERE COMMUNITY AND SPIRIT MEET

DRAFT

Kirkwood City Council via Zoom Virtual Meeting Thursday, May 21, 2020, 7:00 p.m.

Pursuant to notice of meeting duly given by the Mayor, the City Council convened on Thursday, May 21, 2020, at 7:00 p.m. via Zoom Virtual Meeting. Present were Mayor Griffin, Council Members Duwe, Edman, Luetzow, Ward, Wurtz, and Zimmer. Also in attendance were Chief Administrative Officer Russell Hawes, Assistant Chief Administrative Officer Georgia Ragland, City Clerk Laurie Asche, Public Information Officer Freddy Doss, City Planner Jonathan Raiche, City Engineer Chris Krueger, Director of Public Services Bill Bensing, and City Attorney John Hessel.

ANNOUNCEMENTS FROM CITY ATTORNEY

City Attorney John Hessel stated for the record that under Section 610.015 of the Mo. Sunshine Law provides that members of the City Council who are not physically in the Council Chambers can participate and vote on all matters when an emergency exists and the nature of the emergency is stated in the minutes.

So, let the minutes reflect that the U.S., and the world, is in a state of emergency due to the Coronavirus—Covid 19--. The Missouri Governor and the County Executive directed all citizens to limit meetings and gatherings to a few people to avoid the spread of the Coronavirus. Therefore, members of the City Council have elected to participate in this meeting electronically so that we are compliance with such Orders and for the public health and safety of each other and the general public.

INTRODUCTIONS AND RECOGNITIONS

NONE

PRESENTATIONS

NONE

PUBLIC HEARINGS

NONE

PUBLIC COMMENTS

NONE

CONSENT AGENDA

Motion was made by Council Member Zimmer and seconded by Council Member Duwe to approve the Consent Agenda. The Consent Agenda was unanimously approved.

- a) Approval of the May 7, 2020 Council Meeting Minutes



WHERE COMMUNITY AND SPIRIT MEET*

DRAFT

UNFINISHED BUSINESS NONE

NEW BUSINESS

Bill 10831, appropriating \$7,270.57 from the Equitable Sharing Fund Balance to the Machinery and Equipment Account for the purchase and installation of a Motorola SLR8000 backup transmitter from Wireless USA for the Police Department, was brought before the council. Motion was made by Council Member Ward and seconded by Council Member Luetzow to accept the bill for first reading approval.

The bill received first reading approval and was held over.

Bill 10832, appropriating \$15,000 from the Equitable Sharing Fund Balance to the Other Professional Services Account for the partial payment of body worn cameras for the Police Department, was brought before the council. Motion was made by Council Member Ward and seconded by Council Member Zimmer to accept the bill for first reading approval.

The bill received first reading approval and was held over.

Resolution 54-2020, requesting that the City of Kirkwood, and other municipalities within St. Louis County, receive an equitable distribution of the \$175 million in CARES' Act funding from St. Louis County, was brought before the council. Motion was made by Council Member Ward and seconded by Council Member Zimmer to accept the Resolution as read. A discussion took place.

Roll Call:

Mayor Griffin	"Yes"
Council Member Edman	"Yes"
Council Member Zimmer	"Yes"
Council Member Ward	"Yes"
Council Member Wurtz	"Yes"
Council Member Luetzow	"Yes"
Council Member Duwe	"Yes"

Resolution 55-2020, amending the City of Kirkwood's Deferred Compensation Plan, was brought before the council. Motion was made by Council Member Duwe and seconded by Council Member Luetzow to accept the Resolution as read.

Roll Call:

Mayor Griffin	"Yes"
Council Member Edman	"Yes"



WHERE COMMUNITY AND SPIRIT MEET

DRAFT

Council Member Zimmer	"Yes"
Council Member Ward	"Yes"
Council Member Wurtz	"Yes"
Council Member Luetzow	"Yes"
Council Member Duwe	"Yes"

Resolution 56-2020, authorizing the City of Kirkwood to provide insurance coverage at the annual cost of \$602,640, effective June 1, 2020, was brought before the council. Motion was made by Council Member Zimmer and seconded by Council Member Ward to accept the Resolution as read.

Roll Call:

Mayor Griffin	"Yes"
Council Member Edman	"Yes"
Council Member Zimmer	"Yes"
Council Member Ward	"Yes"
Council Member Wurtz	"Yes"
Council Member Luetzow	"Yes"
Council Member Duwe	"Yes"

Resolution 57-2020, accepting the bid of Corrective Asphalt Materials in the not to exceed amount of \$61,453.86 (which includes a contingency of \$5,586.71) for 2020 Emulsified Maltene Based Rejuvenator and authorizing and directing the Mayor to enter into a contract, was brought before the council. Motion was made by Council Member Ward and seconded by Council Member Zimmer to accept the Resolution as read. A discussion took place.

Roll Call:

Mayor Griffin	"Yes"
Council Member Edman	"Yes"
Council Member Zimmer	"Yes"
Council Member Ward	"Yes"
Council Member Wurtz	"Yes"
Council Member Luetzow	"Yes"
Council Member Duwe	"Yes"

Resolution 58-2020, accepting the bid of Ford Asphalt Co., Inc. in the amount of \$370,000.50 (contingency is to not exceed budgeted amount in the Streets Account) for 2020 Asphaltic Concrete Overlays and authorizing and directing the Mayor to enter into a contract, was brought before the council. Motion was made by Council Member Zimmer and seconded by Council Member Luetzow to accept the Resolution as read.



WHERE COMMUNITY AND SPIRIT MEET

DRAFT

Roll Call:

Mayor Griffin	"Yes"
Council Member Edman	"Yes"
Council Member Zimmer	"Yes"
Council Member Ward	"Yes"
Council Member Wurtz	"Yes"
Council Member Luetzow	"Yes"
Council Member Duwe	"Yes"

Resolution 59-2020, accepting the bid of Pace Construction in the amount of \$1,005,225 (contingency is to not exceed budgeted amount in the Streets Account) for 2020 Ultra-Thin Bonded Asphaltic Wearing Surfaces and authorizing and directing the Mayor to enter into a contract, was brought before the council. Motion was made by Council Member Duwe and seconded by Council Member Luetzow to accept the Resolution as read. A discussion took place.

Roll Call:

Mayor Griffin	"Yes"
Council Member Edman	"Yes"
Council Member Zimmer	"Yes"
Council Member Ward	"Yes"
Council Member Wurtz	"Yes"
Council Member Luetzow	"Yes"
Council Member Duwe	"Yes"

Resolution 60-2020, waiving the Temporary Outdoor Promotional Variance Application procedure and giving the Chief Administrative Officer the authority to grant permission to have outdoor seating and merchandise sales on private property, including public sidewalks, was brought before the council. Motion was made by Council Member Ward and seconded by Council Member Wurtz to accept the Resolution as read. A discussion took place.

Roll Call:

Mayor Griffin	"Yes"
Council Member Edman	"Yes"
Council Member Zimmer	"Yes"
Council Member Ward	"Yes"
Council Member Wurtz	"Yes"
Council Member Luetzow	"Yes"
Council Member Duwe	"Yes"



WHERE COMMUNITY AND SPIRIT MEET

DRAFT

Resolution 61-2020, granting the Chief Administrative Officer with the authority to close certain public roads and public parking lots (as listed below) for the use of outdoor seating and merchandise sales on such identified public roads and public parking lots, was brought before the council. Motion was made by Council Member Wurtz and seconded by Council Member Edman to accept the Resolution as read. A discussion took place.

Roll Call:

Mayor Griffin	"Yes"
Council Member Edman	"Yes"
Council Member Zimmer	"Yes"
Council Member Ward	"Yes"
Council Member Wurtz	"Yes"
Council Member Luetzow	"Yes"
Council Member Duwe	"Yes"

Resolution 62-2020, accepting the quote of Schweitzer Engineering Laboratories in c/o KD Johnson Inc. as a single source provider in the amount of \$43,653 for substation relays for the Electric Department and authorizing and directing the Director of Procurement to issue a Purchase Order, was brought before the council. Motion was made by Council Member Duwe and seconded by Council Member Ward to accept the Resolution as read.

Roll Call:

Mayor Griffin	"Yes"
Council Member Edman	"Yes"
Council Member Zimmer	"Yes"
Council Member Ward	"Yes"
Council Member Wurtz	"Yes"
Council Member Luetzow	"Yes"
Council Member Duwe	"Yes"

CONSENT AGENDA ITEMS FOR DISCUSSION
NONE

CITY COUNCIL REPORTS

Mayor Griffin reported that the Economic Recovery Group, which consists of; himself, Council Member Ward, Chief Administrative Officer Russell Hawes, City Planner Jonathan Raiche, Executive Director of Special Business District Donna Poe, Executive Director of Kirkwood-Des Peres Chamber of Commerce Peg Weather, and Director of Electric Mark Petty, held their first meeting last week.



WHERE COMMUNITY AND SPIRIT MEET

DRAFT

Mayor Griffin reported that the St. Louis County Small Business Relief Program deadline has been extended to May 31st.

Council Member Ward stated that the Economic Recovery Group will bring forth some good outcomes.

CHIEF ADMINISTRATIVE OFFICER REPORT

Mr. Hawes reported that the City of Kirkwood received an Application for Temporary Outdoor Promotional Variance from Texas Roadhouse, 1220 S. Kirkwood Road, for temporary outdoor seating until the St. Louis County restrictions are lifted, or until September 30, 2020, whichever occurs first, and an Application for Temporary Outdoor Promotional Variance from 612 Kitchen & Cocktails, 612 W. Woodbine, for temporary outdoor seating until the St. Louis County restrictions are lifted, or until September 30, 2020, whichever occurs first. With the passage of Resolutions 60-2020 and 61-2020, no additional council action is needed.

CITY ATTORNEY REPORT

Mr. Hessel had nothing to report

CITY CLERK REPORT

Ms. Asche had nothing to report.

ADJOURNMENT

There being no further business to come before the Council, the meeting was adjourned at 7:31 p.m. The next regular council meeting is scheduled for June 4, 2020 at 7:00 p.m.

Laurie Asche, CMC/MRCC
City Clerk

Approved:

BILL 10831

ORDINANCE

AN ORDINANCE APPROPRIATING \$7,270.57 FROM THE EQUITABLE SHARING FUND BALANCE TO THE MACHINERY AND EQUIPMENT ACCOUNT FOR THE PURCHASE AND INSTALLATION OF A MOTOROLA SLR8000 BACKUP TRANSMITTER FROM WIRELESS USA FOR THE POLICE DEPARTMENT.

WHEREAS, the Police Department transmits fire alerting tones as an integral part of the Fire and EMS dispatching function, and

WHEREAS, the Police Department requests the appropriation of funds for the purchase and installation of a Motorola SLR8000 backup transmitter from Wireless USA, and

WHEREAS, funds in the amount of \$7,270.57 needs to be appropriated from the Equitable Sharing Fund Balance to Account #205-1201-429.75.05 (Machinery and Equipment).

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF KIRKWOOD, MISSOURI, AS FOLLOWS:

SECTION 1. Funds in the amount of \$7,270.57 are hereby appropriated from the Equitable Sharing Fund Balance to Account #205-1201-429.75.05 (Machinery and Equipment) for the purchase and installation of a Motorola SLR8000 Backup Transmitter from Wireless USA for the Police Department.

SECTION 2. This Ordinance shall be in full force and effect after its passage and approval, as provided by law.

PASSED AND APPROVED THIS DAY OF.

Mayor, City of Kirkwood

ATTEST:

City Clerk
1st Reading:
2nd Reading:

Legislation Request

Ordinance

Place On The Agenda Of: 5/21/2020

Step #1:

Strategic Plan NO Goal # & Title

Background To Issue:

The Police Department transmits Fire Alerting tones as an integral part of the Fire and EMS dispatching function, and the purchase of a backup transmitter will allow us to provide service with little or no interruption in the event of an equipment failure.

Recommendations and Action Requested:

The Police Department is requesting Council approve the appropriation of \$7,270.57 from Equitable Sharing, approval, and payment to Wireless USA for the purchase an installation of a Motorola SLR8000 backup transmitter to ensure the highest level of service continuity in Fire and EMS dispatching services. Wireless USA is the service provider for radio equipment on our site through St. Louis County Emergency Communication Commission, and the quoted price is St. Louis County's contract pricing.

Alternatives Available:

This is not a budgeted item.

Does this project have a public information component? Yes No

Cost: \$7,270.57 Account #: 20512014297505 Project #: Budgeted: NO

If YES, Budgeted Amount: If NO, or if insufficient funding (Complete Step #3).

Department Head Comments:

BY: Brian Murphy

Date: 5/11/2020

Authenticated: folluojd

You can attach up to 3 files along with this request.



Copy of Proposal 050820
SLR8000 VHF Base Sta
REV1.xlsx
Microsoft Excel Worksheet
61.8 KB

 File Attachment

 File Attachment

Step #2: If request involves approval of bids, contracts, proposals, purchases, etc. **(Must have Purchasing Director's approval).**

Approve

Purchasing Director's Comments:

BY: David Weidler

Date: 5/13/2020

Authenticated: weidledc

You can attach up to 3 files along with this request.

 File Attachment

 File Attachment

 File Attachment

Step #3: If budgetary approval is required (**Must have Finance Department's approval**).

Appropriation

From Account # or Fund Name: Equitable Sharing Fund Balance

To Account # or Fund Name: 20512014297505

Finance Director's Comments:

Equitable Fund fund balance is sufficient to appropriate \$7,271 to account 205-1201-429-75-05, Machinery and Equipment as requested above.

BY: Sandra Stephens

Date: 5/13/2020

Authenticated: stephesf

Step #4: All Requests Require Chief Administrative Officer Approval for Placement on Meeting Agenda.

Approve Disapprove

Chief Administrative Officer's Comments:

BY: 

Date: 5-14-20

BILL 10832

ORDINANCE

AN ORDINANCE APPROPRIATING \$15,000 FROM THE EQUITABLE SHARING FUND BALANCE TO THE OTHER PROFESSIONAL SERVICES ACCOUNT FOR THE PARTIAL PAYMENT OF BODY WORN CAMERAS FOR THE POLICE DEPARTMENT.

WHEREAS, funds were used out of the Other Professional Services Account to pay for unplanned maintenance work to be conducted on the Police Department radio transmission tower due to a lightning strike, and

WHEREAS, payment for body worn cameras is paid out of the Other Professional Services Account, and due to the unplanned expenses out of the account the Police Department request funds be appropriated for partial payment of body worn cameras, and

WHEREAS, funds in the amount of \$15,000 needs to be appropriated from the Equitable Sharing Fund Balance to Account #205-1201-429.31.10 (Other Professional Services).

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF KIRKWOOD, MISSOURI, AS FOLLOWS:

SECTION 1. Funds in the amount of \$15,000 are hereby appropriated from the Equitable Sharing Fund Balance to 205-1201-429.31.10 (Other Professional Services) for partial payment of body worn cameras for the Police Department.

SECTION 2. This Ordinance shall be in full force and effect after its passage and approval, as provided by law.

PASSED AND APPROVED THIS DAY OF.

Mayor, City of Kirkwood

ATTEST:

City Clerk
1st Reading:
2nd Reading:

Legislation Request

Ordinance

Place On The Agenda Of: 5/21/2020

Step #1:

Strategic Plan NO Goal # & Title

Background To Issue:

A 2019 lightning strike caused unplanned maintenance work to be conducted on the PD radio transmission tower in 2020, to include installation of a new grounding system and line/antenna testing and potential replacement (ongoing work). These services have been funded via reprogrammed funds from a budgeted account (101-1201-421.31-10).

Recommendations and Action Requested:

After conferring with the Department of Justice, we are requesting that \$15,000 of equitable sharing funds be used to partially pay for Body Worn Camera expenses this fiscal year, to make up for the reprogrammed funds and allow the completion of all planned budgetary expenses. PD is requested the \$15,000 be approved by Council for payment to Axon.

Alternatives Available:

Not use equitable sharing funds.

Does this project have a public information component? Yes No

Cost: \$15,000.00 Account #: 20512011293110 Project #: Budgeted: NO

If YES, Budgeted Amount: If NO, or if insufficient funding (Complete Step #3).


Department Head Comments:

BY: Brian Murphy

Date: 5/11/2020

Authenticated: folluojd

You can attach up to 3 files along with this request.

 File Attachment

 File Attachment

 File Attachment

Step #2: If request involves approval of bids, contracts, proposals, purchases, etc. **(Must have Purchasing Director's approval).**

Approve

Purchasing Director's Comments:

BY: David Weidler

Date: 5/13/2020

Authenticated: weidledc

You can attach up to 3 files along with this request.

 File Attachment

 File Attachment

 File Attachment

Step #3: If budgetary approval is required (**Must have Finance Department's approval**).

Appropriation

From Account # or Fund Name: Equitable Sharing Fund Balance

To Account # or Fund Name: 20512014293110

Finance Director's Comments:

Equitable Sharing Fund fund balance is sufficient to approve the appropriation of \$15,000 to account 205-1201-429-31-10, Other Professional Services as requested above.

BY: Sandra Stephens

Date: 5/13/2020

Authenticated: stephesf

Step #4: All Requests Require Chief Administrative Officer Approval for Placement on Meeting Agenda.

Approve Disapprove

Chief Administrative Officer's Comments:

BY: 

Date: 5-14-20

RESOLUTION 63-2020

A RESOLUTION ACCEPTING THE PROPOSAL OF SENTINEL EMERGENCY SOLUTIONS IN THE AMOUNT OF \$298,764.83 FOR THE PURCHASE OF SCBA FIRE EQUIPMENT FOR THE FIRE DEPARTMENT AND AUTHORIZING AND DIRECTING THE DIRECTOR OF PROCUREMENT TO ISSUE A PURCHASE ORDER.

WHEREAS, a Request for Proposals was developed and proposals were received for new SCBA Fire Equipment for the Fire Department, and

WHEREAS, a Selection Committee consisting of the Director of Procurement, Fire Chief, Assistant Fire Chief, and Procurement Officer reviewed the proposals, and

WHEREAS, the Selection Committee recommends Sentinel Emergency Solutions as the most qualified to provide SCBA Fire Equipment for the Fire Department, and

WHEREAS, funds are available in Account #301-1301-600.75.05, Project #FD2101.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF KIRKWOOD, MISSOURI, AS FOLLOWS:

SECTION 1. The proposal of Sentinel Emergency Solutions in the amount of \$298,764.83 for the purchase of SCBA Fire Equipment for the Fire Department is hereby accepted and approved.

SECTION 2. The Director of Procurement is hereby authorized and directed to issue a Purchase Order to Sentinel Emergency Solutions in the amount of \$298,764.83 for SCBA Fire Equipment for the Fire Department.

SECTION 3. This Resolution shall be in full force and effect after its passage and approval.

PASSED AND APPROVED THIS 4TH DAY OF JUNE 2020.

Mayor, City of Kirkwood

ATTEST:

City Clerk

Legislation Request

Resolution

Place On The Agenda Of: 6/4/2020

Step #1:

Strategic Plan Select... Goal # & Title

Background To Issue:

Self-contained breathing apparatus are an essential component to firefighting, providing clean air to the firefighters while operating in smoky, toxic environments. The current fleet of SCBA for the fire department are out of warranty, out of current NFPA edition and failing at a rapid rate. Failures include cylinder/valve leaks, electronic components and overall wear of harnesses.

Recommendations and Action Requested:

The Fire Department recommends the purchase of new NFPA 1981, 2018 Standard compliant, MSA G1 SCBA harnesses, masks, cylinders and rapid intervention kits. This purchase for the fire department will sustain operations, provide for the safety of the firefighters and the public and reduce future costs of maintenance and repairs. The new SCBA will also include a 15 year warranty for all components, again reducing future repair costs.

Alternatives Available:

Current alternatives to this purchase include purchase of SCOTT SCBA as a product, this alternative is a \$19,437.17 higher option and was not the recommended product by the fire department's SCBA committee. Another alternative is to not replace the current SCBA and continue to repair the current fleet. It is noted that due to repairs and other issues, the fleet of SCBA is below its normal operating number with several units operating without SCBA currently. In addition, the current SCBA do not meet the current NFPA standard for self-contained breathing apparatus and lack the universal air connection mandated for interior fire operations per the NFPA 1981, 2018 Standard.

Does this project have a public information component? Yes No

Cost: \$298,764.83 Account #: 30113016007505 Project #: FD2101 Budgeted: YES

If YES, Budgeted Amount: \$325,000.00 If NO, or if insufficient funding (Complete Step #3).

Department Head Comments:

BY: James Silvernail

Date: 5/26/2020

Authenticated: zaitzbt

You can attach up to 3 files along with this request.



KFD SCBA Cost Sheet.docx
Microsoft Word Document
14.9 KB



SCBA Evaluation Sheet.pdf
Adobe Acrobat Document
39.1 KB

File Attachment

Step #2: If request involves approval of bids, contracts, proposals, purchases, etc. **(Must have Purchasing Director's approval).**

Approve

Purchasing Director's Comments:

BY: David Weidler

Date: 5/26/2020

Authenticated: weidledc

You can attach up to 3 files along with this request.


13453 Resolution Letter.pdf
Adobe Acrobat Document
222 KB

 File Attachment

 File Attachment

Step #3: If budgetary approval is required **(Must have Finance Department's approval).**

Budgetary Approval

From Account # or Fund Name:

To Account # or Fund Name:

Finance Director's Comments:

Budgetary appropriation is sufficient and available to approve the above request for \$298,765 in account 301-1301-600-75-05, Machinery & Equipment, Project FD2101, SCBA-Self Contained.

BY: Sandra Stephens

Date: 5/27/2020

Authenticated: stephesf

Step #4: All Requests Require Chief Administrative Officer Approval for Placement on Meeting Agenda.

Approve Disapprove

Chief Administrative Officer's Comments:

BY: 

Date: 5-28-20

	SCOTT	MSA
SCBA	208110	164541.2
MASKS	14350	20787.52
Air Cylinders	31115	57565.55
RIT Pack	11068	13176.8
RIT Cylinder	3960	4032.2
Batteries	Included	5378.09
Battery Charger	Included	1358.46
	268603	266839.82
Options		
Voice Amplification with Blue Tooth	32560	Included
Quick Connect Regulator	6650	11375
Quick Connect SCBA	Included	3850
Quick Connect Cylinder	Included	4200
Eye Glass Kits	440	1250
SCBA Mask Bag	1360	2975
Snap Tool for Air Tools	1908	Included
	311521	290489.82
Maintenance		
Mask Fit Testing	6800	4125
Hydrostatic Bottle Testing	2294	2450
SCBA Flow Testing	5875	5775
Shipping	Included	2000
Identifire Labels	NA	925.01
Trade In	-8288	-7000
Total SCBA Costs	318202	298764.83

2020 Kirkwood Fire Department SCBA Evaluations

	Scott	MSA	Difference
Back Pack/Harness			
Weight	MSA 7.61	8.22	8.03%
Strap Padding	MSA 7.94	8.36	5.24%
Strap Length	MSA 8.00	8.28	3.47%
Restriction During Movement	MSA 7.69	8.06	4.74%
Stay secure and balanced	MSA 7.61	8.37	9.99%
Ease of donning	MSA 8.00	8.50	6.25%
Frame adjustability	MSA 7.00	8.76	25.21%
Mobility	MSA 7.94	8.53	7.34%
Overall Comfort	MSA 7.67	8.61	12.34%
Cylinder			
Secure in pack	MSA 8.26	8.64	4.57%
Gauge easy to reach	MSA 7.71	9.18	19.05%
Weight	MSA 8.05	8.55	6.19%
Valve of change out	MSA 7.83	8.49	8.34%
Valve easy to reach	MSA 7.37	8.90	20.75%
Cylinder bracket ease of use	MSA 7.56	8.48	12.20%
Quick connect	MSA 8.03	8.70	8.41%
Face Piece			
Head net/adjustment/fit	MSA 7.71	8.33	8.09%
Comfort of seal	MSA 7.19	8.55	18.89%
Resisting to fog	MSA 7.41	8.39	13.30%

Field of vision	MSA	7.42	8.78	18.36%
Clarity of communication on air	MSA	7.13	8.72	22.37%

HUD

Visibility of lights	MSA	7.77	8.30	6.80%
Clarity of vision in use	MSA	7.87	8.58	8.95%

Voice Amp

Size/Profile	MSA	7.13	8.70	21.96%
Durability	MSA	7.75	8.58	10.67%
Activation	MSA	7.44	8.67	16.49%
Clarity of speech w/out radio	MSA	6.96	8.89	27.71%
Clarity of speech w/radio	MSA	6.96	8.74	25.63%

2nd Stage Regulator

Ease of attachment to face piece	MSA	7.97	8.29	4.08%
Ease of removal of face piece	MSA	8.17	8.35	2.23%
Ease of first breath and reset	MSA	8.21	8.42	2.59%
Heavy work breathing	MSA	7.93	8.67	9.31%
Field of vision	MSA	7.86	8.67	10.30%

Donning and Doffing

Ease of donning and doffing	MSA	8.23	8.67	5.36%
Ease with turn out gloves	MSA	7.97	8.45	6.11%

Pass Alarm

Visibility of lights	MSA	7.68	8.39	9.33%
Sensitivity	MSA	7.87	8.22	4.48%
Audible Signal	MSA	7.90	8.27	4.68%
Ease of activation	MSA	8.03	8.18	1.86%

May 27, 2020

To: Russell B. Hawes, Chief Administrative Officer

For Your Consideration: Selection Committee's Recommendation for Kirkwood Fire - SCBA Fire Equipment – RFP #13453.

Per Article VI. Procurement of the City of Kirkwood's Code of Ordinances, a selection committee was appointed by the Chief Administrative Officer and chaired by the Director of Procurement to review and recommend to Council a qualified company to provide Kirkwood Fire - SCBA Fire Equipment.

On April 22, 2020, a Request for Proposal was issued to Sentinel Emergency Solutions, Feld Fire Equipment, Leo M. Ellebracht Co.

On May 13, 2020, Sentinel Emergency Solutions and Leo M. Ellebracht Co submitted proposals for consideration.

A Selection Committee which consisted of David Weidler, Director of Procurement, James Silvernail, Fire Chief, Brian Zaitz, Asst. Fire Chief, and Dan Gatti, Procurement Officer, reviewed the proposals.

The following is an abbreviated scope of services and material requested:

- A. CBRN approved Open Circuit Self-Contained Breathing Apparatus (SCBA) consisting of the following major components:
- Cylinder and valve assembly for storing breathing air under pressure. Minimum of Forty-Five (45) minute rated service life. @ 4500 psig. Carbon Fiber cylinder or equivalent. (Must be less than 90 days old at time of delivery)
 - Full-face piece assembly with nose cup, with net style head harness assembly, including an option for wearers who may be latex sensitive. These will be various sizes as determined by quantitative fit test.
 - Removable mask mounted positive pressure regulator without a quick disconnect.
 - Harness and back frame assembly for supporting the equipment on the wearer's body. Harness and back frame must be of the manufacturer's most ergonomic design.
 - Shoulder strap mounted air cylinder pressure gauge, backlit.
 - Fully integrated Personal Alert Safety System (PASS) distress alarm.
 - Ability to share air between two SCBA wearers in an emergency-breathing situation (EBBS) without disrupting the integrity of the wearers mask seal.
 - A Universal Emergency Breathing Safety System connection shall be located near the SCBA cylinder valve to provide for the trans-filling of air cylinders.

B. Rapid Intervention Team packs Including;

- A soft sided pack of rugged design.
- A first stage regulator
- A six (6) foot or less high pressure RIC hose
- A six (6) foot or less low pressure hose to supply the EBBS and/or a spare face piece and regulator.
- A second stage Mask Mounted Regulator

The Selection Committee reviewed and evaluated each proposal on:

- A. Specialized experience and technical competence of Company with respect to the type of services required.
- B. Capacity and capability of Company to perform the work in question, including specialized services, within the time limitations fixed for the completion of the project.
- C. Past record of performance of Company with respect to such factors as control of costs, quality of work, and ability to meet schedules.
- D. Company's proximity to and familiarity with the area in which the projects are located.
- E. Proposed Price.

After review of the qualified Companies proposals to provide the material and services requested, the Selection Committee is recommending Sentinel Emergency Solutions based on the criteria listed above. This selected qualified firm will provide Kirkwood Fire Department – SCBA Fire Equipment in the amount of \$298,764.83.

Funding is available in account number 301-1301-600-75.05, Project Number FD2101 in the amount of \$325,000.00.

Attached is a request from James Silvernail, Fire Chief, for a resolution requesting a purchase order be issued to Sentinel Emergency Solutions, for the purchase of new SCBA Fire Equipment in the amount of \$298,764.83 for the Kirkwood Fire Department.

Respectfully,



David Weidler, CPPO, CPPB
Director of Procurement

RESOLUTION 64-2020

A RESOLUTION AMENDING RESOLUTION 18-2020 WITH SCHAEFFER ELECTRIC BY INCREASING THE CONTINGENCY IN THE AMOUNT OF \$2,240 FOR A TOTAL CONTINGENCY AMOUNT OF \$5,040 FOR ADDITIONAL WORK FOR THE INSTALLATION OF THE FIRE HOUSE #1 REPLACEMENT GENERATOR.

WHEREAS, the City of Kirkwood competitively bid and awarded Electrical Services and Support to Schaeffer Electric for a term of September 7, 2019 through September 6, 2020, and

WHEREAS, in October 2019 the emergency generator at Fire House #1 was damaged by an internal fire, and

WHEREAS, modifications were required to the support pad to accommodate the new generator's configuration, resulting in the project contingency being exceeded, and

WHEREAS, staff is requesting that Resolution 18-2020 with Schaeffer Electric be amended to increase the contingency in the amount of \$2,240 for a total contingency amount of \$5,040 for the additional work, and

WHEREAS, funds are available in Account #301-1704-600.75.03, Project #FO2007.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF KIRKWOOD, MISSOURI, AS FOLLOWS:

SECTION 1. Resolution 18-2020 is hereby amended with Schaeffer Electric by increasing the contingency amount by \$2,240 for a total contingency amount of \$5,040 for additional work for the installation of the Fire House #1 replacement generator.

SECTION 2. This Resolution shall be in full force and effect after its passage and approval.

PASSED AND APPROVED THIS 4TH DAY OF JUNE 2020.

Mayor, City of Kirkwood

ATTEST:

City Clerk

Legislation Request

Resolution

Place On The Agenda Of: 6/4/2020

Step #1:

Strategic Plan NO Goal # & Title

Background To Issue:

In October 2019 the emergency generator located at Fire House # 1 was damaged by an internal fire. The City put in place a rental generator to support the facility and sought an insurance claim to replace the generator. During this process the City was able to obtain a proposal from Gateway Industrial Power, Inc. who is the City's current generator maintenance company and is renting the City the generator, to replace the generator in the amount of \$42,600 and Schaeffer Electric, the City's contract Electrical Services and Support Contractor, to provide installation services in the amount of \$27,873. These two proposals with a contingency of \$2,800 create a total project budget of \$73,273. On February 6 Resolution 18-2020 was approved by council resulting in a contract amendment with Schaeffer Electric in the amount of \$27,873. During the process of removing the old generator and placing the new generator it became apparent that modifications were required to the support pad to accommodate the new generator's configuration. With the modification of the current pad, demolition work was performed and new concrete was poured resulting in a total cost of \$5,040 which exceeded the project contingency of \$2,800 by \$2,240.

Recommendations and Action Requested:

The Procurement Department is requesting an increase in the contingency for the Schaeffer Electric Contact Amendment # 13491 by \$2,240 from \$2,800 to \$5,040, amending Resolution 18-2020 in order to compensate the contractor for their additional work.

Alternatives Available:

Does this project have a public information component? Yes No

Cost: \$32,913.00 Account #: 30117046007503 Project #: FO2007 Budgeted: YES

If YES, Budgeted Amount: \$32,913.00 If NO, or if insufficient funding (Complete Step #3).

Department Head Comments:

BY: David Weidler

Date: 5/27/2020

Authenticated: weidledc

You can attach up to 3 files along with this request.

 File Attachment

 File Attachment

 File Attachment

Step #2: If request involves approval of bids, contracts, proposals, purchases, etc. **(Must have Purchasing**

Director's approval).

Approve

Purchasing Director's Comments:

BY: David Weidler

Date: 5/27/2020

Authenticated: weidledc

You can attach up to 3 files along with this request.

 File Attachment

 File Attachment

 File Attachment

Step #3: If budgetary approval is required (**Must have Finance Department's approval**).

Budgetary Approval

From Account # or Fund Name:

To Account # or Fund Name:

Finance Director's Comments:

Budgetary appropriation is sufficient and available as requested for \$32,913 in account 301-1704-600-75-03, Building & Site Improvement, project FD2007, Firehouse 1 Generator.

BY: Sandra Stephens

Date: 5/27/2020

Authenticated: stephesf

Step #4: All Requests Require Chief Administrative Officer Approval for Placement on Meeting Agenda.

Approve Disapprove

Chief Administrative Officer's Comments:

BY: 

Date: 5-28-20

RESOLUTION 18-2020

A RESOLUTION TRANSFERRING FUNDS IN THE AMOUNT OF \$30,673 FROM ACCOUNT #301-1100-600.75.03, PROJECT #TR2003, TO ACCOUNT #301-1704-600.75.03, PROJECT #FO2007, APPROVING A CONTRACT AMENDMENT WITH SCHAEFFER ELECTRIC IN THE AMOUNT NOT TO EXCEED OF \$30,673 (WHICH INCLUDES A CONTINGENCY OF \$2,800) FOR THE INSTALLATION OF THE FIRE HOUSE #1 REPLACEMENT GENERATOR AND AUTHORIZING AND DIRECTING THE MAYOR TO ENTER INTO AN AMENDED CONTRACT.

WHEREAS, the City of Kirkwood competitively bid and awarded Electrical Services and Support to Schaeffer Electric for a term of September 7, 2019 through September 6, 2020, and

WHEREAS, in October 2019 the emergency generator at Fire House #1 was damaged by an internal fire, and

WHEREAS, a Request for Proposals was developed and proposals were received for the installation of the Fire House #1 replacement generator, and

WHEREAS, a Selection Committee consisting of the Director of Procurement, Superintendent of Facilities Operations, Fire Chief, and Fleet Director reviewed the proposals, and

WHEREAS, the Selection Committee recommends Schaeffer Electric as the most qualified to provide installation of the Fire House #1 replacement generator, and

WHEREAS, funds in the amount of \$30,673 need to be transferred from Account #301-1100-600.75.03, Project #TR2003, to Account #301-1704-600.75.03, Project #FO2007.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF KIRKWOOD, MISSOURI, AS FOLLOWS:

SECTION 1. Funds in the amount of \$30,673 are hereby transferred from Account #301-1100-600.75.03, Project #TR2003, to Account #301-1704-600.75.03, Project #FO2007.

SECTION 2. The proposal of Schaeffer Electric in the amount not to exceed of \$30,673 (which includes a contingency of \$2,800) for the installation of the Fire House #1 replacement generator is hereby accepted and approved.

SECTION 3. The Mayor is hereby authorized and directed to enter into an amended contract with Schaeffer Electric in the amount not to exceed of \$30,673 (which includes a contingency of \$2,800) for the installation of the Fire House #1 replacement generator.

SECTION 4. This Resolution shall be in full force and effect after its passage and approval.

PASSED AND APPROVED THIS 6TH DAY OF FEBRUARY 2020.

Mayor, City of Kirkwood

ATTEST:

City Clerk

RESOLUTION 65-2020

A RESOLUTION TRANSFERRING FUNDS IN THE AMOUNT OF \$185,946 FROM MULTIPLE FIRE DEPARTMENT ACCOUNTS TO THE FIRE DEPARTMENT OVERTIME ACCOUNT FOR FISCAL YEAR 2020.

WHEREAS, the Fire Department Overtime Account exceeded the budgeted amount for Fiscal Year 2020 due to excessive expenditures from numerous long-term injuries, retirements, and unexpected regulations, and

WHEREAS, staff recommends transferring funds in the amount of \$185,946 to Account #101-1302-422.75.05 (Overtime) as follows:

<u>From Account #</u>	<u>Name of Account</u>	<u>Amount</u>
101-1301-422-11-05	Overtime	\$ 150
101-1301-422-11-09	Licensing Pay	1,584
101-1301-422-21-01	Health Insurance	1,938
101-1301-422-21-03	Dental Insurance	1,180
101-1301-422-21-04	Vision Insurance	730
101-1301-422-22-01	Social Security	4,841
101-1301-422-22-02	Medicare	1,149
101-1301-422-23-02	Civilian Pension	855
101-1301-422-23-04	Deferred Comp	711
101-1301-422-31-07	Medical Examinations	307
101-1301-422-31-10	Other Professional Services	2,950
101-1301-422-43-06	Equipment	774
101-1301-422-43-12	Building & Grounds	1,551
101-1301-422-52-02	General Liability	297
101-1301-422-53-01	Telephone	6,630
101-1301-422-55-09	Other Printing	465
101-1301-422-58-01	Travel Executive	68
101-1301-422-58-02	Travel Other	344
101-1301-422-61-01	Office Supplies	1,204
101-1301-422-61-05	Postage	225
101-1301-422-61-08	Janitorial Supplies	972
101-1301-422-64-01	Membership Dues	1,782
101-1301-422-64-02	Publications	2,460
101-1301-422-66-08	Small Tools	114
101-1301-422-68-01	Office, Furniture & Equip	534
101-1301-422-68-03	Health/Exercise	2,210
101-1301-422-80-05	Lubricants	8,926
101-1301-422-80-20	Electric Charges	10,478
101-1301-422-80-40	Water Usage	1,080
101-1302-422-11-01	Full-time Salary	79,598

101-1302-422-11-09	Licensing Pay	10,460
101-1302-422-21-04	Vision Insurance	2,833
101-1302-422-23-04	Deferred Comp	4,612
101-1302-422-31-10	Other Professional Services	4,856
101-1302-422-42-06	Towels	150
101-1302-422-43-02	Radio Equipment Maint.	654
101-1302-422-43-06	Equipment	1,830
101-1302-422-61-06	Film & Processing	150
101-1302-422-61-13	Clothing	723
101-1302-422-66-08	Small Tools	777
101-1302-422-66-23	Community Services	669
101-1102-412-69-04	Contingency	<u>22,125</u>

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF KIRKWOOD, MISSOURI, AS FOLLOWS:

SECTION 1. Funds in the amount of \$185,946 are hereby transferred to Account #101-1302-422.75.05 (Overtime) for Fiscal Year 2020 as follows:

<u>From Account #</u>	<u>Name of Account</u>	<u>Amount</u>
101-1301-422-11-05	Overtime	\$ 150
101-1301-422-11-09	Licensing Pay	1,584
101-1301-422-21-01	Health Insurance	1,938
101-1301-422-21-03	Dental Insurance	1,180
101-1301-422-21-04	Vision Insurance	730
101-1301-422-22-01	Social Security	4,841
101-1301-422-22-02	Medicare	1,149
101-1301-422-23-02	Civilian Pension	855
101-1301-422-23-04	Deferred Comp	711
101-1301-422-31-07	Medical Examinations	307
101-1301-422-31-10	Other Professional Services	2,950
101-1301-422-43-06	Equipment	774
101-1301-422-43-12	Building & Grounds	1,551
101-1301-422-52-02	General Liability	297
101-1301-422-53-01	Telephone	6,630
101-1301-422-55-09	Other Printing	465
101-1301-422-58-01	Travel Executive	68
101-1301-422-58-02	Travel Other	344
101-1301-422-61-01	Office Supplies	1,204
101-1301-422-61-05	Postage	225
101-1301-422-61-08	Janitorial Supplies	972
101-1301-422-64-01	Membership Dues	1,782
101-1301-422-64-02	Publications	2,460
101-1301-422-66-08	Small Tools	114
101-1301-422-68-01	Office, Furniture & Equip	534

101-1301-422-68-03	Health/Exercise	2,210
101-1301-422-80-05	Lubricants	8,926
101-1301-422-80-20	Electric Charges	10,478
101-1301-422-80-40	Water Usage	1,080
101-1302-422-11-01	Full-time Salary	79,598
101-1302-422-11-09	Licensing Pay	10,460
101-1302-422-21-04	Vision Insurance	2,833
101-1302-422-23-04	Deferred Comp	4,612
101-1302-422-31-10	Other Professional Services	4,856
101-1302-422-42-06	Towels	150
101-1302-422-43-02	Radio Equipment Maint.	654
101-1302-422-43-06	Equipment	1,830
101-1302-422-61-06	Film & Processing	150
101-1302-422-61-13	Clothing	723
101-1302-422-66-08	Small Tools	777
101-1302-422-66-23	Community Services	669
101-1102-412-69-04	Contingency	<u>22,125</u>

SECTION 2. This Resolution shall be in full force and effect after its passage and approval.

PASSED AND APPROVED THIS 4TH DAY OF MAY 2020.

Mayor, City of Kirkwood

ATTEST:

City Clerk

Legislation Request

Resolution

Place On The Agenda Of: 6/4/2020

Step #1:

Strategic Plan Select... Goal # & Title

Background To Issue:

The final total budget line for the Fire Department's Overtime (101-1302-422.11-05) was over budget by \$185,945.19 for FY 2020. The excessive expenditure is attributed to numerous long term injuries, retirements, and unexpected resignations.

Recommendations and Action Requested:

After inter-department transfers from internal line items specified in the attached memo, I am requesting an external transfer of \$22,125.00 from the Contingency account(101-1102-412.69-04) for year-end rectification. A separate memo from Finance Director Sandy Stephens detailing all budget line transfers has been attached to this correspondence.

Alternatives Available:

None

Does this project have a public information component? Yes No

Cost: \$185,945.19 Account #: Various* Project #: Budgeted: NO

If YES, Budgeted Amount: If NO, or if insufficient funding (Complete Step #3).

Department Head Comments:

*Please see the attached memo describing the various accounts that will transfer funds to 101-1302-422.11-05

BY: James Silvernail

Date: 5/27/2020

Authenticated: silverjl

You can attach up to 3 files along with this request.



FY2020 FD Transfer 2020-05-27.docx
Microsoft Word Document
20:8 KB



Overtime transfer request.docx
Microsoft Word Document
34.4 KB

File Attachment

Step #2: If request involves approval of bids, contracts, proposals, purchases, etc. **(Must have Purchasing Director's approval).**

Select...

Purchasing Director's Comments:

BY: Select...

Date:

Authenticated:

You can attach up to 3 files along with this request.

 File Attachment

 File Attachment

 File Attachment

Step #3: If budgetary approval is required (**Must have Finance Department's approval**).

Transfer of Funds

From Account # or Fund Name: Various (See attached Memo)

To Account # or Fund Name: 101-1302-422.11-05

Finance Director's Comments:

Budgetary appropriations are available and sufficient to approve the requested transfers. See attached memo for general ledger account detail.

BY: Sandra Stephens

Date: 5/27/2020

Authenticated: stephesf

Step #4: All Requests Require Chief Administrative Officer Approval for Placement on Meeting Agenda.

Approve Disapprove

Chief Administrative Officer's Comments:

BY:



Date:

5-28-20



Kirkwood Fire Department

Memorandum

To: CAO Russell Hawes

From: Chief James L. Silvernail

Date: 05/27/2020

Subject: FD Overtime Budget Transfer Request

Mr. Hawes,

I have the unfortunate task of reporting the final outcome of the Fire Department's FY2020 line item for Overtime (101-1302-422.11-05). The fiscal year-end total for the line was \$536,145.19. This was in excess of \$185,945.19 of the budgeted amount of \$350,200. After inter-department transfers from internal line items, I am requesting an external transfer of \$22,125.00 from the Contingency account (101-1102-412.69-04) for year-end rectification. A separate memo from Finance Director Sandy Stephens detailing all budget line transfers has been attached to this correspondence.

As you are aware, the expenditures from this line item are affected by numerous variables, which are governed by contractual and procedural mandates. The City has committed to a minimum daily staffing level of 15 personnel, strategically allocated to Kirkwood's three fire stations. This number is determined by industry standards and best industry practices, operational needs, and contractually through the Collective Bargaining Agreement with the IAFF Local 2665. In FY 2020, the excessive expenditure is attributed to numerous long term injuries, retirements, and unexpected resignations.

The Fire Department understands the importance of budget compliance and fiscal responsibility. This fiscal trend has not been the norm. Since assuming the role as the Fire Chief in 2016, this expenditure has been unprecedented during my tenure.

Fiscal Year	Actual	Budget	Difference	Budget Percentage
FY 2017	\$289,080.57	\$340,000.00	-\$50,919.43	85%
FY 2018	\$252,344.31	\$350,200.00	-\$97,855.69	72%
FY 2019	\$323,834.17	\$350,200.00	-\$26,365.83	92%
FY 2020	\$536,145.19	\$350,200.00	\$185,945.19	153%

The overtime line item is not dependent on fixed variables and is challenging to forecast, as illustrated in the table above. However, it is my intention to develop strategies that implement solutions to remediate or improve this situation for future fiscal years. Utilizing thorough analysis, these initiatives have already been instituted. At the beginning of FY 2021, the Fire Department increased the staffing level by one position, alleviating a forecasted percentage of the budgeted overtime. Other reduction strategies include procedural changes and health/welfare awareness.

Overtime Reduction Strategies

- Adequate staffing models (initiated FY 2021 through a personnel addition)
- Hiring procedural change
 - constant hiring lists, renewed yearly
 - Faster hiring processes
- Injury reduction initiatives
 - Work function analysis
 - Health and safety awareness initiatives
 - Engineering (analyze more ergonomic processes/practices)
 - Enforcement of safe working conditions

I would like to thank Sandy Stephens in assisting with the rectification of our accounts and her calculations to solve the Overtime line balance. Even though the line was grossly in excess, I would also like to recognize the fiscal responsibility of my staff in their efforts to reduce spending, minimizing the amount of external transfer from the Contingency account.

Thank you for your consideration,

Chief Silvernail

Finance Department Memorandum

TO: James Silvernail, Fire Chief

FROM: Sandy Stephens, Finance Director

DATE: May 27, 2020

RE: Fire Department Budget Transfer Accounts

Per our telephone call this morning, I have listed the following general ledger accounts and amounts to request transfer from.

Transfer from

<u>General Ledger Account</u>	<u>General Ledger Description</u>	<u>Amount</u>
101-1301-422-11-05	Overtime	\$ 150
101-1301-422-11-09	Licensing Pay	1,584
101-1301-422-21-01	Health Insurance	1,938
101-1301-422-21-03	Dental Insurance	1,180
101-1301-422-21-04	Vision Insurance	730
101-1301-422-22-01	Social Security	4,841
101-1301-422-22-02	Medicare	1,149
101-1301-422-23-02	Civilian Pension	855
101-1301-422-23-04	Deferred Comp	711
101-1301-422-31-07	Medical Examinations	307
101-1301-422-31-10	Other Professional Services	2,950
101-1301-422-43-06	Equipment	774
101-1301-422-43-12	Building & Grounds	1,551
101-1301-422-52-02	General Liability	297
101-1301-422-53-01	Telephone	6,630
101-1301-422-55-09	Other Printing	465
101-1301-422-58-01	Travel Executive	68
101-1301-422-58-02	Travel Other	344
101-1301-422-61-01	Office Supplies	1,204
101-1301-422-61-05	Postage	225
101-1301-422-61-08	Janitorial Supplies	972
101-1301-422-64-01	Membership Dues	1,782
101-1301-422-64-02	Publications	2,460

Finance Department Memorandum

Transfer from (continued)

General Ledger Account	General Ledger Description	Amount
101-1301-422-66-08	Small Tools	114
101-1301-422-68-01	Office, Furniture & Equip	534
101-1301-422-68-03	Health/Exercise	2,210
101-1301-422-80-05	Lubricants	8,926
101-1301-422-80-20	Electric Charges	10,478
101-1301-422-80-40	Water Usage	1,080
101-1302-422-11-01	Full-time Salary	79,598
101-1302-422-11-09	Licensing Pay	10,460
101-1302-422-21-04	Vision Insurance	2,833
101-1302-422-23-04	Deferred Comp	4,612
101-1302-422-31-10	Other Professional Services	4,856
101-1302-422-42-06	Towels	150
101-1302-422-43-02	Radio Equipment Maint.	654
101-1302-422-43-06	Equipment	1,830
101-1302-422-61-06	Film & Processing	150
101-1302-422-61-13	Clothing	723
101-1302-422-66-08	Small Tools	777
101-1302-422-66-23	Community Services	669
101-1102-412-69-04	Contingency	22,125
Total		\$ 185,946

Transfer to

General Ledger Account	General Ledger Description	Amount
101-1302-422-11-05	Overtime	\$ 185,946

RESOLUTION 66-2020

A RESOLUTION TRANSFERRING FUNDS IN THE AMOUNT OF \$34,575 FROM THE POLICE DEPARTMENT COMMUNICATIONS – SALARY FULL TIME ACCOUNT TO THE POLICE DEPARTMENT FIELD OPERATIONS – SALARY FULL TIME ACCOUNT FOR FISCAL YEAR 2020.

WHEREAS, the Police Department's Field Operations – Salary Full Time Account exceeded the budgeted amount for Fiscal Year 2020, and

WHEREAS, funds in the amount of \$34,575 need to be transferred from Account #101-1204-421.11.01 (Communications – Salary Full Time) to Account #101-1203-421.11.01 (Field Operations – Salary Full Time).

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF KIRKWOOD, MISSOURI, AS FOLLOWS:

SECTION 1. Funds in the amount of \$34,575 are hereby transferred from Account #101-1204-421.11.01 (Communications – Salary Full Time) to Account #101-1203-421.11.01 (Field Operations – Salary Full Time) for Fiscal Year 2020.

SECTION 2. This Resolution shall be in full force and effect after its passage and approval.

PASSED AND APPROVED THIS 4TH DAY OF JUNE 2020.

Mayor, City of Kirkwood

ATTEST:

City Clerk

Legislation Request

Resolution

Place On The Agenda Of: 6/4/2020

Step #1:

Strategic Plan NO Goal # & Title

Background To Issue:

The Police Department has an end of fiscal year account shortage in the 1203 full time salary account, and excess funding in the 1204 full time salary account.

Recommendations and Action Requested:

The Police Department is requesting Council approve the transfer of \$34,575 from 101-1204-421.11-01 to 101-1203-421.11-01 for fiscal year 2020 funds, to fully fund the 1203 account.

Alternatives Available:

Does this project have a public information component? Yes No

Cost: \$34,575.00 Account #: 10112034211101 Project #: Budgeted: NO

If YES, Budgeted Amount: If NO, or if insufficient funding (Complete Step #3).

Department Head Comments:

BY: Brian Murphy

Date: 5/28/2020

Authenticated: folluojd

You can attach up to 3 files along with this request.

 File Attachment

 File Attachment

 File Attachment

Step #2: If request involves approval of bids, contracts, proposals, purchases, etc. **(Must have Purchasing Director's approval).**

Select...

Purchasing Director's Comments:

BY: Select...

Date:

Authenticated:

You can attach up to 3 files along with this request.

 File Attachment

 File Attachment

 File Attachment

Step #3: If budgetary approval is required (**Must have Finance Department's approval**).

Transfer of Funds

From Account # or Fund Name: 10112044211101

To Account # or Fund Name: 10112034211101

Finance Director's Comments:

FY2020 budgetary appropriation is sufficient and available to approve the above request to transfer \$34,575 from 101-1204-421-11-01, PD Communications - Salary Full Time to 101-1203-421-11-01, PD Field Operations - Salary Full Time.

BY: Sandra Stephens

Date: 5/28/2020

Authenticated: stephesf

Step #4: All Requests Require Chief Administrative Officer Approval for Placement on Meeting Agenda.

Approve Disapprove

Chief Administrative Officer's Comments:

BY:



Date:

5-28-20

RESOLUTION 67-2020

A RESOLUTION TRANSFERRING FUNDS IN THE AMOUNT OF \$28,404 FROM THE POLICE DEPARTMENT COMMUNICATIONS – SALARY FULL TIME ACCOUNT TO THE POLICE DEPARTMENT FIELD OPERATIONS – HEALTH INSURANCE ACCOUNT FOR FISCAL YEAR 2020.

WHEREAS, the Police Department's Field Operations – Health Insurance Account exceeded the budgeted amount for Fiscal Year 2020, and

WHEREAS, funds in the amount of 28,404 need to be transferred from Account #101-1204-421.11.01 (Communications – Salary Full Time) to Account #101-1203-421.21.01 (Field Operations – Health Insurance).

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF KIRKWOOD, MISSOURI, AS FOLLOWS:

SECTION 1. Funds in the amount of \$28,404 are hereby transferred from Account #101-1204-421.11.01 (Communications – Salary Full Time) to Account #101-1203-421.21.01 (Field Operations – Health Insurance) for Fiscal Year 2020.

SECTION 2. This Resolution shall be in full force and effect after its passage and approval.

PASSED AND APPROVED THIS 4TH DAY OF JUNE 2020.

Mayor, City of Kirkwood

ATTEST:

City Clerk

Legislation Request

Resolution

Place On The Agenda Of: 6/4/2020

Step #1:

Strategic Plan NO Goal # & Title

Background To Issue:

The Police Department has an end of fiscal year account shortage in the 1203 Health Insurance account, which can be corrected via excess funding in the 1204 part time salary account.

Recommendations and Action Requested:

The Police Department is requesting Council approve the transfer of \$28,404 from 101-1204-421.11-02 to 101-1203-421.21-01 for fiscal year 2020 funds, to fully fund the 1203 account.

Alternatives Available:

Does this project have a public information component? Yes No

Cost: \$28,404.00 Account #: 10112034212101 Project #: Budgeted: NO

If YES, Budgeted Amount: If NO, or if insufficient funding (Complete Step #3).

Department Head Comments:

BY: Brian Murphy

Date: 5/28/2020

Authenticated: folluojd

You can attach up to 3 files along with this request.

 File Attachment

 File Attachment

 File Attachment

Step #2: If request involves approval of bids, contracts, proposals, purchases, etc. (Must have Purchasing Director's approval).

Select...

Purchasing Director's Comments:

BY: Select...

Date:

Authenticated:

You can attach up to 3 files along with this request.

 File Attachment

 File Attachment

 File Attachment

Step #3: If budgetary approval is required (**Must have Finance Department's approval**).

Transfer of Funds

From Account # or Fund Name: 10112044211102

To Account # or Fund Name: 10112034212101

Finance Director's Comments:

FY2020 budgetary appropriation is sufficient and available to approve the above request to transfer \$28,404 from 101-1204-421-11-01, PD Communications - Salary Full Time to 101-1203-421-21-01, PD Field Operations - Health Insurance.

BY: Select...

Date:

Authenticated:

Step #4: All Requests Require Chief Administrative Officer Approval for Placement on Meeting Agenda.

Approve Disapprove

Chief Administrative Officer's Comments:

BY:



Date:

5-28-20