



MINUTES
BOARD OF ALDERMEN MEETING
JUNE 15, 2026 –7:00 p.m.

CALL TO ORDER	A meeting of the Board of Aldermen of the City of Glendale was held on Monday, June 15, 2026. Mayor Wilcox presided and called the meeting to order at 7:00 p.m.	
PLEDGE OF ALLEGIANCE	Mayor Wilcox led the Pledge of Allegiance.	
ROLL CALL	<u>Aldermen Present</u>	<u>Aldermen Absent</u>
	Alderman Nauman Alderwoman Volk Alderwoman Capshaw Cushing Alderwoman Lane Alderwoman Fiordelisi Alderman Stewart	
	Also present were: City Administrator, Frank Johnson; Public Works Superintendent, Terry Jones; City Attorney, Brian Malone; Acting Police Chief, Bob Catlett; Finance Director, Dan Lawrence; and Community Engagement Officer, Gabby Wesche.	
APPROVAL OF AGENDA	Moved by Alderman Nauman, seconded by Alderwoman Capshaw Cushing, and unanimously carried, to approve the agenda as submitted.	
APPROVAL OF MINUTES	Moved by Alderman Stewart, seconded by Alderwoman Lane, and unanimously carried to approve the regular meeting minutes of June 1, 2026.	
CITIZEN COMMENTS	Jamie Crow: Mr. Crow stated that he is a Webster Groves High School student and member of Boy Scout Troop 300, and is attending the meeting to fulfill the requirements for his Citizenship in Community badge. Gail Goodenow, 931 Glenmoor Lane: Ms. Goodenow asked if the City of Glendale is taking into account the St. Louis County senior tax freeze when it formulates the city budget. Mr. Johnson explained that yes, it's something they are factoring in when projecting future revenues. Ms. Goodenow also asked if the City's utility tax revenue will experience a decrease if more residents invest in solar panels on their homes. Mr. Johnson explained no because the residents are required to pay the same utility taxes regardless of solar panel investments.	
TREASURER'S REPORT	Mr. Johnson explained that through eleven months of the current fiscal year, the surplus for the General Fund is \$254,615 compared to a surplus of \$546,136 for the previous fiscal year. This is largely due to the budgeted FY 2026 across- the-board	



**NOTICE OF PUBLIC MEETING
JULY 20, 2026 – 7:00 P.M.
BOARD OF ALDERMEN MEETING
TENTATIVE AGENDA**

- I. MEETING CALLED TO ORDER
- II. ROLL CALL
- III. APPROVAL OF AGENDA
- IV. APPROVAL OF JUNE 15, 2026 MINUTES
- V. CITIZEN COMMENTS
- VI. PRESENTATION
 - a. Glendale Historical Society
- VII. TREASURER’S REPORT
- VIII. SWEARING IN OF CHIEF BOB CATLETT AND CAPTAIN CHRIS SARANTAKIS
- IX. RESOLUTIONS
 - R28-26 A RESOLUTION AMENDING A CONTRACT WITH H3 STUDIO, INC FOR A COMPREHENSIVE PLAN AND ZONING CODE UPDATE
 - R29-26 A RESOLUTION AUTHORIZING THE PURCHASE OF A ZOLL ZENIX CARDIAC MONITOR/DEFIBRILATOR
 - R30-26 A RESOLUTION AUTHORIZING THE PURCHASE OF A WATTSTOPPER LIGHTING CONTROL UNIT FROM FROST BR5 ELECTRIC
 - R31-26 A RESOLUTION AUTHORIZING A CONTRACT WITH OVERHEAD DOOR COMPANY FOR THE PURCHASE AND INSTALLATION OF A REPLACEMENT GARAGE DOOR FOR THE PUBLIC WORKS SALT STORAGE BUILDING
- X. ORDINANCE FOR SECOND READING AND FINAL APPROVAL
 - B12-26 AN ORDINANCE AMENDING VARIOUS SECTIONS OF THE GLENDALE MUNICIPAL CODE PERTAINING TO MUNICIPAL FEES.
- XI. ORDINANCES FOR FIRST READING, SECOND READING AND FINAL APPROVAL
 - B13-26 AN ORDINANCE APPROVING AN AMENDMENT TO AN AGREEMENT WITH ST. LOUIS COUNTY, MISSOURI FOR THE HOUSING OF MUNICIPAL INMATES
- XII. DISCUSSION ITEM – TRAFFIC CALMING POLICY
- XIII. REPORTS
- XIV. ADJOURNMENT

XV. EXECUTIVE SESSION

Notice is hereby given that, subject to a motion duly made and adopted, the Board of Aldermen will hold a closed meeting pursuant to RSMo Section 610.021(1) for the purpose of dealing with matters relating to privileged communications between the City's representatives and its attorney.

Gabrielle Macaluso
Deputy City Clerk

Posted 5:00 p.m., July 16, 2026

salary increase of 6% as well as adding an extra employee in PW. The General Fund through eleven months is performing just fine and approximately \$150,000 better than budgeted.

RESOLUTIONS

R26-26 – Capital Improvement Plan Adoption

Mayor Wilcox introduced Resolution 26-26, a resolution adopting the FY 2027 - FY 2031 Capital Improvement Program.

Moved by Alderwoman Lane, seconded by Alderman Stewart, and unanimously carried to approve Resolution 26-26.

R27-26 – FY26 Budget Amendment

Mayor Wilcox introduced Resolution 27-26, a resolution amending the annual budget of the City of Glendale for fiscal year 2026 to account for changes in various revenue and expenditure line-item accounts.

Moved by Alderwoman Lane, seconded by Alderman Stewart, and unanimously carried to approve Resolution 27-26.

ORDINANCES FOR SECOND READING AND FINAL APPROVAL

Bill 08-26 – FY 2027 Budget Adoption (Assigned Ord. No. 08-26)

Mayor Wilcox introduced Bill 08-26, an ordinance adopting the annual budget for fiscal year 2027 for the City of Glendale, Missouri.

Moved by Alderwoman Lane, seconded by Alderwoman Volk, and unanimously carried to approve the second reading of Bill 08-26 by title only.

Moved by Alderman Nauman, seconded by Alderman Stewart to provide final approval of Bill 08-26.

The vote thereon was as follows:

Alderman Nauman	“Aye”
Alderwoman Volk	“Aye”
Alderwoman Capshaw Cushing	“Aye”
Alderwoman Lane	“Aye”
Alderwoman Fiordelisi	“Aye”
Alderman Stewart	“Aye”

Bill 08-26 passed with a vote of 6 Ayes, 0 Nays, 0 Absent

Bill 09-26 – Compensation Plan

Mayor Wilcox introduced Bill 09-26, an ordinance adopting a revision to the Compensation Plan for the City of Glendale for fiscal year 2027.

Revision (Assigned
Ord. No. 09-26)

Moved by Alderwoman Lane, seconded by Alderman Stewart, and unanimously carried to approve the second reading of Bill 09-26 by title only.

Moved by Alderwoman Volk, seconded by Alderman Stewart to provide final approval of Bill 09-26.

The vote thereon was as follows:

Alderman Nauman	"Aye"
Alderwoman Volk	"Aye"
Alderwoman Capshaw Cushing	"Aye"
Alderwoman Lane	"Aye"
Alderwoman Fiordelisi	"Aye"
Alderman Stewart	"Aye"

Bill 09-26 passed with a vote of 6 Ayes, 0 Nays, 0 Absent

Bill 10-26 – Juvenile
Curfew Regulations
(Assigned Ord. No. 10-
26)

Mayor Wilcox introduced Bill 10-26, an ordinance amending Section 215.590 of the Code of Ordinances of the City of Glendale, Missouri, pertaining to juvenile curfew regulations in the City of Glendale.

Moved by Alderwoman Lane, seconded by Alderwoman Capshaw Cushing, and unanimously carried to approve the second reading of Bill 10-26 by title only.

Moved by Alderwoman Lane, seconded by Alderwoman Volk to provide final approval of Bill 10-26.

The vote thereon was as follows:

Alderman Nauman	"Aye"
Alderwoman Volk	"Aye"
Alderwoman Capshaw Cushing	"Aye"
Alderwoman Lane	"Aye"
Alderwoman Fiordelisi	"Aye"
Alderman Stewart	"Aye"

Bill 10-26 passed with a vote of 6 Ayes, 0 Nays, 0 Absent

Bill 11-26 – Code of
Ordinances
Amendment (Assigned
Ord. No. 11-26)

Mayor Wilcox introduced Bill 11-26, an ordinance amending Table I-A of Schedule I of Title III of the Code of Ordinances of the City of Glendale, Missouri, pertaining to speed limits in the City of Glendale.

Moved by Alderman Nauman, seconded by Alderwoman Capshaw Cushing, and unanimously carried to approve the second reading of Bill 11-26 by title only.

Moved by Alderwoman Lane, seconded by Alderwoman Volk to provide final approval of Bill 11-26.

The vote thereon was as follows:

Alderman Nauman	“Aye”
Alderwoman Volk	“Aye”
Alderwoman Capshaw Cushing	“Aye”
Alderwoman Lane	“Aye”
Alderwoman Fiordelisi	“Aye”
Alderman Stewart	“Aye”

Bill 11-26 passed with a vote of 6 Ayes, 0 Nays, 0 Absent

ORDINANCES FOR FIRST READING

Bill 12-26 – Municipal
Fees Amendment
(Assigned Ord. No. 12-
26)

Mayor Wilcox introduced Bill 12-26, an ordinance amending various sections of the Glendale Municipal Code pertaining to municipal fees.

Moved by Alderwoman Lane, seconded by Alderwoman Capshaw Cushing and unanimously carried, to approve the first reading of Bill 12-26 by title only.

Mr. Johnson explained that staff have reviewed municipal fees to see how they compare with those of neighboring cities. He noted that the purpose of reevaluating fees is to keep pace with the costs of the permit review including staff time and professional consultation, if needed.

Alderman Stewart stated that this fee update is really important to do, especially if the City is paying legal and engineer fees.

Alderman Nauman noted that he agrees with Alderman Stewart.

REPORTS

Mr. Johnson noted that Summer Bash went well and recognized the work of all departments in making the event a success.

Mr. Johnson noted that the zoning code update is on the website and that the City will be hosting an open house on June 29, 2026 from 5:00-7:00 p.m.

Mr. Johnson also noted that he will be on vacation June 22-June 29, 2026.

Mr. Malone provided an amendment summary for the August 4, 2026 election.

Ms. Wesche thanked all departments for their cooperation and teamwork regarding the Summer Bash event.

ALDERMEN COMMENTS

Alderman Stewart would like the City to consider holding Board of Aldermen meetings once per month in June, July, August and September because of the special events that occur during this span of time. Alderwoman Fiordelisi expressed support for this change.

Alderwoman Lane thanked Mr. Lawrence for his work in creating the budget.

Alderwoman Capshaw Cushing thanked the City's staff for their work on Summer Bash. She is worried about creating very long meetings if the City switches to one meeting a month. She also acknowledged Captain Catlett's first meeting as Acting Police Chief.

Alderwoman Volk thanked staff for their Summer Bash efforts and Mr. Lawrence for his work on the budget.

Alderman Nauman thanked staff for their Summer Bash efforts and asked that the solicitor's license process be reassessed for repeat violators.

Mayor Wilcox thanked staff for their work with Summer Bash. He also noted that the Glendale Historical Society sold 400 tickets for their home tour.

ADJOURN

Moved by Alderwoman Lane, seconded by Alderman Stewart, and unanimously carried to adjourn the Board of Aldermen public meeting at 7:50 p.m.



Internal Memorandum

Office of the City Administrator

To: Honorable Mayor Mike Wilcox
Members of the Board of Aldermen

From: Frank Johnson, City Administrator
Steve Chamberlin, City Treasurer & Dan Lawrence, Finance Officer

Subject: June Treasurer's Report

Date: July 16, 2026

Cash and Investment Balances:

The City's cash position remains stable through the end of June with a cash and investment balance as of June 30, 2026, of \$5,977,100. Of this figure, \$5,072,457 is available for operations of the city. A month ago, the figure was \$5,178,947 with a comparable number on June 30, 2025, of \$4,992,158.

It is normal for the cash and investment balance to decrease during June due to the low collection of the quarterly trash bills (\$11,536) as well as relatively low property tax receipts (\$13,265). The only large and unusual cash disbursement during June was a payment to Miken Technologies in the amount of \$46,793 for new computer equipment and server.

The City's cash and investment position increases in December and January and generally declines from February through November as a normal occurrence until property tax collections start back up again in December.

General Fund Revenues and Expenditures:

During the month of June, the General Fund received \$411,958 in revenues and had \$570,914 in expenditures causing a monthly deficit of \$158,956. A year ago, the figures were \$426,595 in revenues and \$676,900 in expenses for a deficit of \$250,305. Please see below for further details as well as the enclosed all funds totals document. The June 2026 expense figure includes a transfer of \$150,000 transfer to the Capital Improvement Fund compared to a transfer of \$250,000. The current surplus of \$95,658.64 does not include payables not yet received as well as the accruals for revenues. My best estimate as of this writing is that the General Fund will conclude FY 2026 with a surplus of approximately \$65,000.

REVENUES

General Fund	June-26		Year to Date	
	2026	2025	2026	2025
Property Taxes	3,711	1,613	836,881	824,855
Sales Tax	90,075	103,899	1,165,333	1,147,680
Gross Receipts-Electric	24,305	21,256	469,101	415,184
Gross Receipts-Telephone	3,982	5,792	69,956	81,766
Gross Receipts-Gas	12,055	11,929	290,204	306,142
Gross Receipts-Water	15,563	10,643	243,770	204,880
Local Option Use Tax	21,840	28,568	368,864	335,505
Court Revenues	3,402	3,754	43,593	61,812

EXPENDITURES

General Fund	June-26		Year to Date	
	2026	2025	2026	2025
Administration	62,889	66,542	702,809	631,230
Court	10,810	10,674	110,785	109,184
Police Department	143,179	144,579	2,029,159	1,812,843
Fire Department	154,932	146,929	2,057,559	1,905,134
Public Works	199,105	308,176	861,521	868,228

Notes:

- Sales tax revenue from the 1% pool through June 2026 of \$1,165,333 is approximately \$17,600 more than the same comparable figure a year ago.
- September 2024 includes Gas revenue receipt of \$31,584 from Spire that should have been recorded the previous fiscal year due to accounting error by Spire.
- Police overtime for the Police Department through October for the Senator Schmitt security detail is approximately \$80,000 and was reimbursed by the Capital Police on January 13, 2026.
- General liability, vehicle, and property insurance expense across all four departments has increased by approximately \$20,000 compared to previous fiscal year.
- Year-to-date expenditures across Administration, Police, and Fire Departments are higher by approximately \$353,600 compared to previous due to budgeted increases in salaries and employee benefits expense. The figure has been adjusted for Police overtime.
- Total expenses in Public Works year-to-date are about the same as FY 2025. But FY 2026 includes approximately \$100,000 in increased expenditures for extra full-time employee, vehicle repairs, street maintenance and general insurance. FY 2025 included a \$250,000 transfer to the Capital Improvement Fund vs. \$150,000 for FY 2026.

Pension Fund Revenues and Expenditures:

The City's contribution to the Fire and Police Pension Fund is funded by property tax, which for FY 2025 is budgeted to generate \$580,000. This is substantially greater than FY 2020 and earlier year figures of approximately \$135,000 as the passage of Prop E during the June 2020 election will greatly increase the property tax revenues available to the Pension Plan. All full-time employees have been enrolled in the MO Lagers plan as of January 1, 2021. The employee (4% of salary) and City contributions (various rate depending on department) are paid monthly to MO Lagers. For June 2026, the employee withholding was \$7,979 with a City contribution of \$23,947. On April 1, 2021, MO Lagers took over the legacy portion of the Glendale retirement plan for retirees as well. The underfunded balance in the legacy portion of the plan is paid through semi-annual payments of \$118,728 beginning May 1, 2021. Also beginning January of 2021, transfers to the General Fund from the Pension Fund are recorded for the current month City Lagers expense.

The Pension Fund's assets held at PNC of \$5,540,348 was transferred to MO LAGERS on March 9, 2021.

Park and Stormwater Revenues and Expenditures:

The ½ cent Park and Stormwater sales tax (collected on a point-of-sale basis) typically generates approximately \$175,000 a year. Of this amount, \$120,000 is budgeted to pay for the annual maintenance expense for Glendale's portion of the Aquatic Center for 2023 (\$76,533) and 2026 as well as additional costs of \$14,500 for an expanded parks and recreational agreement with the City of Kirkwood and Webster Groves. The annual transfer budgeted for FY 2026 of \$60,000 to the Capital Improvement Fund for the stormwater portion of street projects in the CIP Fund will occur in June. Sales tax revenue through twelve months of 2026 before any year end accruals is \$182,704 compared to \$192,366 for the previous fiscal year.

Capital Improvement Fund Revenues and Expenditures:

The Capital Improvement Fund has four sources of funding – a ½ cent sales (collection based on population) as well as a portion of the Fire Safety sales tax, transfers from the Park and Stormwater Fund, occasional sales of surplus equipment, and grant revenue from STP street projects. Through twelve months of the fiscal year sales tax revenue is \$563,849 compared to \$545,804 for the prior year. The five significant Capital Improvement Fund expenditures during June are listed below:

- PD vehicle lights, siren, bumper-\$4,939
- Computer hardware 2nd payment-\$10,059
- Computer server 2nd payment-\$30,851
- N. Sappington engineering-\$22,850
- Crackseal & sealcoat select streets-\$20,937

\$1,000 to \$5,000 Purchases:

There were 8 items that fell into this category during June 2026, and they are listed below.

- MRC Recycling-\$5,120 Recycling services for recycling event.
- Gene-Del Printing-\$2,306 Printing of newsletter.

- Johnny-On-The-Spot-\$1,220 Summer Bash.
- Studio11B, LLC-\$1,650 Summer bash entertainment.
- Innovative Construction-\$1,200 Roof repair at Fire Station.
- J.E. Redington-\$2,495 Plumbing repairs at Fire Station.
- Home Depot-\$1,253 Battery packs and chargers for Fire Dept.
- Ed Roehr Safety Products-\$4,939 PD vehicle lights, siren, push bumper.

If you have any questions regarding this report, please let me know. Thank you.

A RESOLUTION AMENDING A CONTRACT WITH H3 STUDIO, INC FOR
A COMPREHENSIVE PLAN AND ZONING CODE UPDATE

WHEREAS, on March 6, 2023, the City of Glendale, Missouri (the “City”) approved a services agreement with H3 Studio via Resolution Number R07-23 for creating a Comprehensive Plan and updating the City’s Zoning Code; and

WHEREAS, the City’s Comprehensive Plan has been completed by H3 and the Zoning Code Update has been substantially completed; and

WHEREAS, the services agreement stipulated that the consultant would perform a set number of public engagement opportunities and Board meeting presentations; and

WHEREAS, the City has requested that the Consultant perform additional services not included in the Agreement to increase the level of public engagement for the Zoning Code Update and assist the City in its adoption; and

WHEREAS, it is now necessary for the City to enter into an amended agreement with H3 Studio for the Comprehensive Plan and Zoning Code update in substantially the form attached hereto as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF GLENDALE, MISSOURI, AS FOLLOWS:

SECTION ONE: The Board of Aldermen of the City of Glendale, Missouri, hereby approves the amended Agreement with H3 Studio for a Comprehensive Plan and Zoning Code Update in substantially the form attached hereto as Exhibit A (the “Agreement”).

SECTION TWO: The City shall and the Mayor and other appropriate officers, agents and employees of the City are authorized to execute the amended Agreement in substantially the form attached hereto as Exhibit A, and to take such further actions and execute and deliver such other documents, certificates, and instruments as may be necessary or desirable to carry out and comply with the intent of this Resolution.

SECTION THREE: This resolution shall become effective on its passage.

This Resolution Passed and Approved on this 20th day of July, 2026.

Michael A. Wilcox
Mayor

ATTEST:

Frank Johnson
City Administrator/City Clerk

Exhibit A

**AMENDMENT #1
TO THE PROFESSIONAL SERVICES AGREEMENT FOR THE GLENDALE
COMPREHENSIVE PLAN & ZONING CODE UPDATE**

WHEREAS the City of Glendale (the “City”) and H3 Studio (the “Consultant”; together the “Parties”) have entered into a Professional Services Agreement (the “Agreement” or “Contract”) effective March 8, 2023; and

WHEREAS the purpose of this Agreement is for the Consultant to develop a comprehensive plan and zoning code update for the City; and

WHEREAS the compensation for this Agreement is a total fee of \$110,000.00 (One hundred ten thousand Dollars and no Cents); and

WHEREAS the term of the Agreement is specified as eighteen (18) months or upon completion of Basic Services described in the Agreement, whichever is first; and

WHEREAS the duration of the project has exceeded the term of eighteen (18) months due to unforeseen project delays; and

WHEREAS the City’s comprehensive plan was completed by the Consultant; and

WHEREAS the City’s comprehensive plan was subsequently adopted by the City’s Planning and Zoning Commission on April 8, 2026; and

WHEREAS the Consultant has substantially completed the zoning code update; and

WHEREAS the City has requested that the Consultant perform additional services not included in the Agreement to assist the City in the adoption of the zoning code update; and

WHEREAS the additional services requested by the City consist of: (1) a Public Open House; (2) an informational presentation to the Planning and Zoning Commission; (3) a public hearing with the Board of Aldermen; and (4) materials necessary to facilitate said meeting;

THEREFORE, for mutual consideration, on this _____ day of _____ 2026, the following Amendment is made to the Agreement:

(AMENDMENT CONTINUES ON FOLLOWING PAGE)

A. SECTION 2. PROJECT MANAGEMENT AND SCHEDULE

is hereby amended to extend the term of the Agreement, as follows:

The term of the Contract shall be until December 31, 2026 or upon completion of Basic Services described in the attached SCHEDULE I: SCOPE OF PROFESSIONAL SERVICES, whichever is first. The project shall be deemed complete when the Client has accepted all work products and has paid in full the Consultant's final invoice. Extensions to this Contract may be provided by mutual written consent of the parties.

B. SECTION 3. COMPENSATION

is hereby amended to include the additional cost of the requested additional services, as follows:

Requested additional services, as enumerated in SCHEDULE I: SCOPE OF PROFESSIONAL SERVICES Amendment (see section C. Schedule I: Scope of Professional Services below) shall be completed for total fee of \$5,000.00 (Five thousand Dollars and no Cents), as outlined in SCHEDULE II: FEE SCHEDULE (see section D. Schedule II: Fee Schedule below).

C. SCHEDULE I: SCOPE OF PROFESSIONAL SERVICES

is hereby amended to include the requested additional services, as follows:

Preparation and printing of Zoning Code Update Open House Display Boards
(12 boards total)

Preparation of one (1) Zoning Code Update informational presentation (for the Planning and Zoning Commission and Board of Aldermen Public Hearing)

Conducting Zoning Code Open House

Conducting Planning and Zoning Commission Information Presentation
(1 meeting)

Conducting Board of Aldermen Public Hearing (1 meeting)

D. SCHEDULE II: FEE SCHEDULE

is hereby amended to include the additional cost of the requested additional services, as follows:

The following additional services and associated hours are added, at an hourly rate of \$200.00 (Two hundred Dollars and no Cents):

Preparation of Zoning Code Update Open House Display Boards:
10.5 hours X \$200.00 / hour = \$2,100.00

Preparation of Zoning Code Update informational presentation (for the Planning and Zoning Commission and Board of Aldermen Public Hearing):
4 hours X \$200.00 / hour = \$800.00

Zoning Code Open House:
4 hours X \$200.00 / hour = \$800.00

Planning and Zoning Commission Information Presentation (1 meeting):
1.5 hours X \$200.00 / hour = \$300.00

Board of Aldermen Public Hearing (1 meeting):
2.5 hours X \$200.00 / hour = \$500.00

Printing of Zoning Code Open House Display Boards:
12 boards; 100 square feet X \$5.00 / square foot = \$500.00

TOTAL HOURS: 22.5 hours

TOTAL COST: \$5,000.00

(SIGNATURE PAGE FOLLOWS)

In witness whereof, the Parties hereto have caused this Amendment to the Professional Services to be executed as of the day and year first written above.

ATTEST: _____

Print Name / Title) _____

Client: City of Glendale, Missouri

Address: 424 N. Sappington Road
Glendale, MO 63122

By: _____

Print Name / Title) _____

Date: _____

Consultant: H3 Studio, Inc.

Address: 4395 Laclede Avenue
St. Louis, MO 63108

By : _____

Print Name / Title) _____

Date: _____



Memo

To: Chief Silvernail, CA Frank Johnson, Mayor Wilcox and the BOA members

From: Captain and Medical Officer Greg Kozlowski

Date: 6/29/2026

Re: Purchase of new Zoll Cardiac Monitor

Hello,

I am writing to inform all members of the intent of the Fire Department to purchase a new cardiac monitor. The purchase of the new monitor has already been approved in the capital budget by the BOA. The monitor that I am requesting is the Zoll Zenix Monitor/Defibrillator. The cardiac monitor is well in excess of the \$5,000 ceiling that requires us to go out for bid of various other brands. I would like to move forward with the purchase of the Zoll Zenix Monitor because of the following reasons:

- The Kirkwood Fire Department, which we partner with via an EMS contract, recently purchased and currently uses (7) Zoll Zenix monitors. Our alignment with their version would ensure that all members of both departments can proficiently operate each other's equipment in true partnership fashion. Common knowledge of each other's most important resuscitation tool ensures the excellence and continuity of care that the residents of Glendale and Warson Woods deserve.
- Our current EMS contract with Kirkwood provides reimbursement of materials used during EMS calls. Defibrillator pads and cardiac electrodes can be some of the more expensive items that require replacement after use. By utilizing the same Zoll Zenix monitor that is used by the Kirkwood Fire Department, we will now have access to reimbursement of the items where we did not have that ability with our previous cardiac monitor system, therefore offering the City a cost savings on supplies.
- There is only one other cardiac monitor on the market that is widely used and trusted. The Kirkwood Fire Department does not use that brand.
- By aligning with Zoll and the Kirkwood Fire Department, we could potentially utilize their multi-monitor-purchasing-power to possibly save money on future cardiac monitor purchases/upgrades.

Please feel free to reach out to me for more information if needed.

**A RESOLUTION AUTHORIZING THE PURCHASE OF A ZOLL ZENIX
CARDIAC MONITOR/DEFIBRILATOR**

WHEREAS, the City of Glendale capital improvement plan for Fiscal Year 2027 provides an appropriation of \$70,000 for the purchase of a Zoll Zenix Cardiac Monitor/Defibrillator for Fire Department personnel; and

WHEREAS, the Fire Department has determined that the Zoll Zenix Cardiac Monitor/Defibrillator is necessary to ensure compatibility with the Kirkwood Fire Department's equipment, training, and EMS operations, resulting in improved interoperability, continuity of patient care, and operational efficiencies; and

WHEREAS, use of the same cardiac monitor platform will permit reimbursement for disposable defibrillation pads and electrodes under the existing EMS partnership, thereby reducing operating costs to the City, and may provide additional purchasing efficiencies through future cooperative acquisitions; and

WHEREAS, the Board of Aldermen finds that this purchase qualifies for the negotiated procurement exception under Section 130.050(I)(2) of the Glendale Municipal Code because the Zoll Zenix system is of such a specialized nature that no similar standard product would reasonably satisfy the City's operational requirements.

NOW, THEREFORE, Be It Resolved by the Board of Aldermen of the City of Glendale, Missouri, as follows:

SECTION ONE: The board of Aldermen of the City of Glendale, Missouri, approves the purchase of one (1) Zoll Zenix Cardiac Monitor/Defibrillator for Glendale Fire Department personnel for the price of sixty-five-thousand six-hundred thirty dollars and thirty cents (\$65,630.30), in substantially the form attached hereto as Exhibit A.

SECTION TWO: The Mayor and other appropriate officers, agents and employees of the City are authorized to execute the Agreement with Motorola Solutions., in substantially the form attached hereto as Exhibit A, and to take such further actions and execute and deliver such other documents, certificates, and instruments as may be necessary or desirable to carry out and comply with the intent of this Resolution.

SECTION FOUR: This resolution shall become effective upon its passage.

This Resolution Passed and Approved this 20th Day of July 2026.

Michael A. Wilcox
Mayor

ATTEST:

Frank Johnson
City Administrator/City Clerk

**ZOLL Medical Corporation**

269 Mill Road
Chelmsford, MA 01824-4105
Federal ID# 04-2711626

Phone: (800) 348-9011

Fax: (978) 421-0015

Email: esales@zoll.com

Quote No: Q-134171 Version: 3

Glendale Fire Department
424 N Sappington Rd
Glendale, MO 63122

ZOLL Customer No: 111997

Greg Kozlowski
(314) 965-7097
gregk@glendalemo.org

Quote No: Q-134171

Version: 3

Issued Date: May 12, 2026

Expiration Date: June 30, 2026

Terms: Net due in 30 days

FOB: Shipping Point

Freight: Prepay & Add

Prepared by: Jason Fenton

EMS Territory Manager

jfenton@zoll.com

314-757-1974

Item	Contract Reference	Part Number	Description	Qty	List Price	Adj. Price	Total Price
1		8116-11-41-23101-10-USA	Zenix Monitor/Defibrillator, EMS, Fire Configuration 12-lead, Pacing, SpO2, SpCO, EtCO2, NIBP, Real BVM Help, Real CPR Help - Includes: SurePower 4 Battery, Zenix Power Cord (NA), Zenix MFC Cable, Zenix 12-lead ECG Cable (AAMI), Masimo RD Rainbow SET Patient Cable (4 ft, EMS), Zenix AC-DC External Power Supply, Zenix Accuvent Z-Link Cable, Zenix NIBP Patient Hose, Zenix NIBP Cuff (Reusable, Adult Plus), Zenix Z-Fold Paper, Zenix MFC Self Test Plug Kit, and One (1)-year EMS warranty. Parameter Details: Real CPR Help - Dashboard display of CPR Depth and Rate for Adult and Pediatric patients, Visual and audio prompts to coach CPR depth (Adult patient only), Release bar to ensure adequate release off the chest, Metronome to coach rate for Adult and Pediatric patients. See-Thru ® CPR artifact filtering • ZOLL Noninvasive Pacing Technology • Real BVM Help: Dashboard provides real-time ventilation feedback on both volume and rate for intubated and non-intubated patients. AccuVent Z-Link Cable included. (Accuvent disposable sensors sold separately) • SunTech NIBP technology, 10 foot single lumen hose and SunTech Reusable Adult Plus Cuff included • Masimo SpO2 & SpCO with Signal Extraction Technology (SET), Rainbow SET® •	1	\$65,250.00	\$55,462.50	\$55,462.50
2		98-0599-4C	Zenix NIBP Cuff, Large Adult Plus	1	\$30.00	\$27.00	\$27.00
3		98-0599-4K	Zenix NIBP Cuff, Small Adult Plus	1	\$30.00	\$27.00	\$27.00



ZOLL Medical Corporation

269 Mill Road
Chelmsford, MA 01824-4105
Federal ID# 04-2711626

Glendale Fire Department
Quote No: Q-134171 Version: 3

Phone: (800) 348-9011
Fax: (978) 421-0015
Email: esales@zoll.com

Item	Contract Reference	Part Number	Description	Qty	List Price	Adj. Price	Total Price
4		98-0599-41	Zenix NIBP Cuff, Child	1	\$20.00	\$18.00	\$18.00
5		8000-001814	Masimo RD SET Reusable SpO2 Sensor, Adult, 3 ft	1	\$250.00	\$225.00	\$225.00
6		8000-000862	Masimo LNCS-II Rainbow DCI 8λ SpCO Adult Sensor, 3ft	1	\$900.00	\$810.00	\$810.00
7		8016-000860-01	Zenix Carry Case, Large	1	\$490.00	\$441.00	\$441.00
8		8400-110045	CaseReview Premium Subscription, X Series / Zenix, 5 Year- Hosted Provides detailed post-case information, including CPR quality on compression depth, rate, pause time and release velocity, as well as ECG, shocks, EtCO2 and SpO2 vital signs.	1	\$2,616.00	\$2,616.00	\$2,616.00
9		8778-890004-WF-ZNX	Zenix Worry-Free Service Plan - 4 Years - At Time of Sale Includes: Annual preventive maintenance, battery charger repairs per ZOLL Limited Product Warranty, SurePower 4 Battery replacement upon verified failure, accidental damage coverage, and pod replacement upon verified failure. Shipping and use of a Service Loaner upon request, during device service, no charge shipping. Service Plan is a continuation of ZOLL Limited Product Warranty. Battery replacement and accidental damage guidelines can be found in the ExpertCare Service Plan Terms and Conditions on the ZOLL website.	1	\$8,865.00	\$8,865.00	\$8,865.00
10		8016-000111-01	SurePower 4 Battery	1	\$1,180.00	\$1,062.00	\$1,062.00
11		8016-001000	SurePower 4 Charger Adapter	1	\$450.00	\$405.00	\$405.00
12		8200-000100-01	Single Bay Charger for the SurePower and SurePower II batteries	1	\$1,302.00	\$1,171.80	\$1,171.80
13		7800-0215-61	All Philips MRx EMS Trade In Allowance See Trade Unit Considerations.	1		(\$5,500.00)	(\$5,500.00)

Subtotal: \$65,630.30

Total: \$65,630.30

Trade Unit Considerations

Trade-In values valid through June 30, 2026 if all equipment purchased is in good operational and cosmetic condition and includes all standard accessories. Trade-In values are dependent on the quantity and configuration of the ZOLL devices listed on this quotation. Customer assumes responsibility for shipping trade-in equipment at the quantities listed on the trade line items in this quotation to ZOLL's Chelmsford Headquarters within



ZOLL Medical Corporation

269 Mill Road
Chelmsford, MA 01824-4105
Federal ID# 04-2711626

Glendale Fire Department
Quote No: Q-134171 Version: 3

Phone: (800) 348-9011
Fax: (978) 421-0015
Email: esales@zoll.com

60 days of receipt of new equipment. Customer agrees to pay cash value for trade-in equipment not shipped to ZOLL on a timely basis.

To the extent that ZOLL and Customer, or Customer's Representative have negotiated and executed overriding terms and conditions ("Overriding T's & C's"), those terms and conditions would apply to this quotation. In all other cases, this quote is made subject to ZOLL's Standard Commercial Terms and Conditions ("ZOLL T's & C's") which for capital equipment, accessories and consumables can be found at <https://www.zoll.com/terms-and-conditions-of-sale>, for software products can be found at <https://www.zoll.com/software-legal>, and for ExpertCare Service Plans can be found at <https://www.zoll.com/ExpertCare-Service-Terms>. Except in the case of overriding T's and C's, any Purchase Order ("PO") issued in response to this quotation will be deemed to incorporate ZOLL T's & C's, and any other terms and conditions presented shall have no force or effect except to the extent agreed in writing by ZOLL.

1. Delivery will be made upon availability.
2. This Quote expires on June 30, 2026. Pricing is subject to change after this date.
3. Applicable tax, shipping & handling will be added at the time of invoicing.
4. All purchase orders are subject to credit approval before being accepted by ZOLL.
5. To place an order, please forward the purchase order with a copy of this quotation to esales@zoll.com or via fax to 978-421-0015.
6. All discounts from list price are contingent upon payment within the agreed upon terms.
7. Place your future accessory orders online by visiting the ZOLL web store.

Order Information (to be completed by the customer)

☐ Tax Exempt Entity (Tax Exempt Certificate must be provided to ZOLL)

☐ Taxable Entity (Applicable tax will be applied at time of invoice)

BILL TO ADDRESS	SHIP TO ADDRESS
Name/Department:	Name/Department:
Address:	Address:
City / State / Zip Code:	City / State / Zip Code:

Is a Purchase Order (PO) required for the purchase and/or payment of the products listed on this quotation?

☐ Yes PO Number: _____ PO Amount: _____
(A copy of the Purchase Order must be included with this Quote when returned to ZOLL)

☐ No (Please complete the below section when submitting this order)

For organizations that do not require a PO, ZOLL requires written execution of this order. The person signing below represents and warrants that she or he has the authority to bind the party for which he or she is signing to the terms and prices in this quotation.

Glendale Fire Department

Authorized Signature:

Name: _____
Title: _____
Date: _____



Glendale Fire Department
Quote No: Q-134171 Version: 3

269 Mill Road
Cheimsford, Massachusetts 01824-4105
978-421-9655 (main)
978-421-0025 (fax)
www.zoll.com

ALS/BLS Software Solutions Master Software, SaaS and Services Agreement and Addenda Acknowledgement Form

The terms and conditions applicable to ZOLL Medical Corporation's Software Solutions products can be found at <https://www.zoll.com/software-legal>. By signing below, the Customer acknowledges and agrees to those terms and conditions. The person signing below represents and warrants that she or he has the authority to bind the Customer to those terms and conditions.

Customer

Signature:

Name: _____

Title: _____

Company: _____

Company Address: _____

Date: _____



City of Glendale Fire Department

424 North Sappington Road
Glendale, Missouri 63122
Phone 314-965-7097 Fax 314-965-0157

TO: Jim Silvernail, Fire Chief
FROM: Steve Siebert, Lieutenant
DATE: June 4, 2026
SUBJECT: Fire Station Lighting Control Device

Chief, here are three bids for the replacement lighting control head for the fire station. Lighting Associates, who will be installing this unit, gave suggestions for these companies to obtain bids.

PROJECT:

Replace a malfunctioning and outdated lighting control unit (aka Wattstopper) in the City of Glendale Fire Station.

BID SPECIFICATIONS:

WATTSTOPPER
LMJA-9125-SM
DLM N4 JACE9000-SM, MAX 125 ROOMS
STARTUP-DLM
Startup / Configuration (Digital Lighting Management)

RETURNED BIDS:

Butler Supply, Inc.	\$10,273	Met Specifications
Frost BR5 Electric	\$9,702.81	Met Specifications
Echo Electric	\$5,793.13	DID NOT Meet Specifications

If you have any questions, please contact me anytime.

A RESOLUTION AUTHORIZING THE PURCHASE OF A WATTSTOPPER
LIGHTING CONTROL UNIT FROM FROST BR5 ELECTRIC

WHEREAS, the City of Glendale capital improvement plan for Fiscal Year 2027 provides an appropriation of \$12,000 for the purchase of a lighting control unit for the City of Glendale Fire Station; and

WHEREAS, the Fire Department solicited bids from three vendors for a Wattstopper model lighting control unit, one of which did not meet the required specifications, resulting in the following two bids:

Frost BR5 Electric	\$9,702.81
Butler Supply	\$10,273.00

WHEREAS, Frost BR5 Electric is the lowest bid and meets the required product specifications; and

WHEREAS, following review by City staff, the Board of Aldermen has determined Frost BR5 Electric has submitted the lowest responsive bid.

NOW, THEREFORE, Be It Resolved by the Board of Aldermen of the City of Glendale, Missouri, as follows:

SECTION ONE: The board of Aldermen of the City of Glendale, Missouri, approves the purchase of one (1) Wattstopper lighting control unit from Frost BR5 Electric for the price of nine-thousand, seven-hundred two dollars and eighty-one cents (\$9,702.81), in substantially the form attached hereto as Exhibit A.

SECTION TWO: The Mayor and other appropriate officers, agents and employees of the City are authorized to execute the Agreement with Frost BR5 Electric, in substantially the form attached hereto as Exhibit A, and to take such further actions and execute and deliver such other documents, certificates, and instruments as may be necessary or desirable to carry out and comply with the intent of this Resolution.

SECTION FOUR: This resolution shall become effective upon its passage.

This Resolution Passed and Approved this 20th Day of July 2026.

Michael A. Wilcox
Mayor

ATTEST:

Frank Johnson
City Administrator/City Clerk

Exhibit A

S4871092.1.txt

ORDER TO:
FROST BRS ELECTRIC O'FALLON
88 N. CENTRAL DRIVE
O'Fallon, MO 63366
636-379-2850 Fax 636-379-2871

QUOTE TO:
CITY OF GLENDALE
424 N SAPPINGTON
GLENDALE, MO 63122

** QUOTATION **
Quote #: S4871092
P/O # : VBL STEVE
Printed: 05/19/26
Page # : 1 of 1

SHIP TO:
CITY OF GLENDALE
WILL CALL
STEVE
GLENDALE, MO 63122

Bid S4871092 PO# VBL STEVE

M matt.brown@frostsupsupply.com
To: Steve Siebert Tu

This sender
matt.brown@frostsupsupply.com is fi
outside your organization.

S4871092.1.txt
3 KB

Quoted for	Quote Date	Expr Date	Ship Via	Frgh Warehouse
STEVE SIEBERT	05/19/26	05/20/26	OT-B OUR TRUCK	No Shp 1
Prc 5				

Writer	Salesperson	Release #	Terms
Matt Brown	Mel Davis		Item Level C.D.

Quote Qty	Part #	Product Description	Unit Price
Ext			
1ea	3368084	Lot Of Wattstopper C/O:	9702.812/ea
9702.81			
		GLENDALE MUNICIPAL COMPLEX -	
		JACE UPGRADE	
1ea	3783528	Wattstopper LMJA-9125-SM DLM	0.000/ea
0.00			
		Network Controller Head Unit	
1ea	3237868	EC&L STARTUP-DLM Startup	0.000/ea
0.00			
		Configuration (Digital Lighting	
		Management)	

TAXES NOT INCLUDED

Subtotal

9702.81

S&H CHGS

0.00

Amount Due

9702.81

Taxes excluded on bids, quotes and acknowledgements. Applicable taxes will
be added at the time of invoicing.

CAUTION: This email origina
your organization. Exercise c
opening attachments or clicl
especially from unknown ser

Steve,

Here is a BID for you request
waiting to hear on the lead t

Let me know if you have any

Matt

←

→



Internal Memorandum

TO: Frank Johnson, City Administrator
FROM: Terry Jones, Public Works Superintendent *TJ*
DATE: June 10, 2026
RE: Purchase Recommendation – Salt Storage Garage Door

Frank,

I recently solicited proposals for the purchase and installation of a replacement garage door for the Public Works salt storage building.

I received proposals from the following firms:

- Overhead Door Company: \$6,719.00
- Zumwalt Corporation: \$7,770.00
- Cardinal Door: \$11,762.00

Each prospective contractor was provided access to the facility to inspect the existing opening, verify dimensions, and review the project specifications, which include:

- White, uninsulated sectional door with no windows
- Standard lift track and spring system
- Manual operation (no electric opener)
- Door opening measuring approximately 20 feet wide by 13 feet tall

The City has a long history of contracting with Overhead Door Company for garage door purchases, installations, and maintenance services, all with positive results.

The proposed FY 2027 Capital Improvement Program includes \$9,000 for the purchase and installation of this replacement door. Based on the proposals received, I recommend awarding a contract to Overhead Door Company in the amount of \$6,719.00, contingent upon approval of the FY 2027 budget.

If the budget is approved and the contract is awarded, the replacement door would be installed prior to the 2026-2027 winter season, ensuring the salt storage facility is fully operational for winter maintenance activities.

Please let me know if you have any questions or would like any additional information.

**A RESOLUTION AUTHORIZING A CONTRACT WITH OVERHEAD DOOR
COMPANY FOR THE PURCHASE AND INSTALLATION OF A REPLACEMENT
GARAGE DOOR FOR THE PUBLIC WORKS SALT STORAGE BUILDING**

WHEREAS, the City's adopted Annual Budget for Fiscal Year 2027 provides an appropriation of \$9,000 from the Capital Improvement Fund for the purchase and installation of a replacement garage door for the public works salt storage building; and

WHEREAS, City staff prepared a scope of work for the salt storage door replacement and received three bids as follows:

<u>Contractor</u>	<u>Project Cost</u>
Overhead Door Company	\$6,719.00
Zumwalt Corporation	\$7,770.00
Cardinal Door	\$11,762.00

WHEREAS, Overhead Door Company is the lowest bid and has performed satisfactory work on previous projects for the City; and

WHEREAS, following review by City staff, the Board of Aldermen has determined Overhead Door Company has submitted the lowest responsive bid.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF GLENDALE, MISSOURI, AS FOLLOWS:

SECTION ONE: The Board of Aldermen of the City of Glendale, Missouri, approves the contract with Overhead Door Company for the replacement of the salt storage facility door for a price of six-thousand seven-hundred and nineteen dollars (\$6,719.00), in substantially the form attached hereto as Exhibit A.

SECTION TWO: The Mayor and other appropriate officers, agents and employees of the City are authorized to execute the Agreement with Overhead Door Company, in substantially the form attached hereto as Exhibit A, and to take such further actions and execute and deliver such other documents, certificates, and instruments as may be necessary or desirable to carry out and comply with the intent of this Resolution.

SECTION THREE: The cost of work completed under said contract shall be charged against the City's Capital Improvement Fund, budget account 90060-44030.

SECTION FOUR: This resolution shall become effective upon its passage.

This Resolution Passed and Approved this 20th day of July, 2026.

Michael A. Wilcox
Mayor

ATTEST:

Frank Johnson
City Administrator/City Clerk

The Genuine. The Original.



Overhead Door Company of St. Louis
A DH PACE Company

General Office and Showroom
12046 Lackland Rd.
Maryland Heights, MO 63146
P 314-781-5200 • F 314-781-0938
OverheadDoorStLouis.com

PROPOSAL

Overhead Doors • High Speed Doors • Dock Equipment • Gate and Operator Systems

BUYER (and billing address if different from site):	PROJECT (site address):
Customer: The City of Glendale	Name: Public Works
Address:	Address: 721 Bismark Ave
City:	City: St. Louis, MO 63122

Proposal #: RD052626Glendale				
Submitted By:	Rob Dobbelaire	<i>Commercial Sales</i>	(314) 220-3178	Rob.Dobbelaire@dhpace.com
Submitted To:	Terry Jones	Proposal Date:	5/26/2026	Net Price

FURNISH AND INSTALL:

We propose to furnish and install (1) 20'2" wide X 13'1" tall Overhead Door Company 424 series sectional door. The door will be white in color, have 2" standard lift track, perimeter weather seals, 10,000 cycle springs, an inside slide lock, and a chain hoist for operation. Includes scissor lift rental.

Total Price (TAX EXEMPT): \$6,719.00

Addendum E-2.

We have been placed on notice from our supplier partners that the recently announced international trade tariffs may be implemented suddenly and result in material surcharges for all new orders placed in addition to the quoted prices. This proposal is based on current pricing from Seller's suppliers and includes all price increases and surcharges levied by those suppliers and known by Seller as of the date of this proposal. This proposal is valid for acceptance for 30 days. The Seller reserves the right to require an approved change order before the order can be released into production to compensate for any supplier price increases or surcharges announced after the date of this Proposal and prior to the release of materials for fabrication. Seller will provide written documentation of the Supplier increase notice upon request.

The Genuine. The Original.



Overhead Door Company of St. Louis
A DH PACE Company

General Office and Showroom
12046 Lackland Rd.
Maryland Heights, MO 63146
P 314-781-5200 • F 314-781-0938
OverheadDoorStLouis.com

Clarifications / Exclusions

- Price includes all applicable state and local taxes.
- Terms: unless an account is established, 50% down, balance upon completion is required.
- All opening & structural preparation, including framing and finishes, and field painting by others.
- **All electric including low voltage to be supplied and installed by others.**
- Pricing assumes reasonable access will be provided. Other trades and finishes will be coordinated by customer as to not interfere with installation and testing.
- Price based on completing labor to be during the hours of 7:00am to 5:00pm, Monday through Friday. Should it be necessary to perform the work at a different time, an up-charge will be applied.
- Manufacturer's standard warranty applies. Warranties beyond the manufacturer's standard are specifically excluded. All materials and workmanship guaranteed against defects for one year.
- Proposal is subject to mutually agreeable contract terms.
- Excludes all permits, drawings, relocation of utilities, drywall repair, and painting.
- **Material and freight costs are anticipated to rise at unpredictable rates over the next several months.** This quotation is based on current pricing from our suppliers and includes existing or announced surcharges levied by the steel industry & freight carriers. Customer acknowledges proposals for projects with extended durations may incur additional costs due to costs incurred from unforeseeable future surcharges. With that in mind, we ask that the cost of the work be tethered to the Producer Price Index as published by the department of labor and statistics. More specifically, to the series ID# WPU101, Metals and metal products; iron and steel (https://data.bls.gov/timeseries/WPU101?data_tool=XGtable). Historically, every four points of rise in this measurement has translated into one percentage point of material cost.

The proposal described herein, including all price(s) quoted, is made conditionally upon Buyer's continued credit status and must be accepted by Buyer as made by Seller. To accept this Proposal, Buyer must date, sign and return the original copy hereof to Seller within 30 days after the date hereof. Unless expressly disclosed and stated, the amount of any sales and use tax is not included in this proposal.

Buyer acknowledges and agrees that each and all of the terms and conditions on Attachment A (**TERMS AND CONDITIONS**) are a part of this Proposal and that upon Buyer's acceptance of this Proposal shall constitute a valid and binding contract between the parties and all prior proposals, discussions and agreements respecting the subject matter hereof are cancelled. **DEPOSIT ON SPECIAL ORDER ITEMS IS NON-REFUNDABLE.**

BUYER ACCEPTANCE

TYPE OR PRINT NAME OF BUYER

SIGNATURE of: ☐ Owner ☐ Partner ☐ Officer (indicate which)

ACCEPTANCE DATE: ____/____/____
(MM / DD / YYYY)

Attachment A: TERMS AND CONDITIONS

Terms. The products ("Products") described in this contract and the labor necessary to install the Products ("Labor") are herein collectively referred to as the "Work".

Condition Precedent. Buyer and Seller agree that if, following Buyer's acceptance hereof, a contract is to be executed by them, Seller's performance hereunder shall be subject to the condition precedent that the terms and conditions of such contract are acceptable to Seller.

Scope of Work. Seller agrees to perform for Buyer the Work at the Project. Buyer acknowledges and agrees that: (i) the prices quoted by Seller for the Products are based upon plans, specifications, verbal information or sketches as indicated herein and the addenda hereto; and (ii) that the Work contemplated under this Proposal is fully and correctly described herein.

Unless included in the description of and prices quoted for Products, glass, glazing, painting and electrical wiring is excluded under this Proposal and will be provided only upon receipt of a supplemental order signed by Buyer.

Proposal Price. Conditional upon Seller's prior approval of Buyer's credit, Buyer will pay Seller the unpaid balance for performance of the Work within 30 days of the date of Seller's invoice. If performance of the Work extends over 30 days, Buyer agrees to pay Seller progress payments under Seller's regular billing terms and if Products have been delivered to the Project or stored in a mutually agreed location, Buyer agrees to pay an amount not to exceed 90% of the Proposal Price in payment of the cost of such Products.

If payment of any sum is not made when and as due under this Proposal, Buyer shall pay interest on such delinquent sums at the rate of 1.50% per month or, the highest contract rate allowed under applicable law.

If following Buyer's default Seller refers this account to an attorney for collection, Buyer agrees to pay all attorneys' fees incurred by Seller whether or not a lawsuit for collection is instituted, and all other costs of collection and litigation.

Contract Time. Installation dates are estimates only and Seller cannot guarantee commencement of Work or completion thereof on any given date. Completion dates cannot be given until Seller has been furnished with complete approved drawings and any additional information it may request. Seller shall not be liable for total or partial failure to complete or for any delay in delivering Products or Labor under this Proposal. Seller shall not be liable in any event for any special or consequential damages on account of failure or delay in performance regardless of cause.

Work Performance. Performance of the Work will be made by Seller in a prompt manner but Seller cannot be responsible for damage or delay due to acts of God, accidents, civil disturbances, delays in transportation by common carrier, strikes, war, unavailability of material or other cause beyond the reasonable control of Seller.

If Products are installed before a finished floor is completed, warranty is limited and Seller assumes no responsibility for fitting the Product to the floor. An additional charge may be made to Buyer for returning to the Project for adjustments to the Product.

Seller assumes no responsibilities for failure of installation of the Product due to structural deficiencies in an existing building. Buyer shall prepare the Project for installation in accordance with requirements of Seller.

If special work, requiring additional material and labor is required to meet conditions other than those specifically described in this Proposal, Buyer agrees to pay an additional charge therefore.

Seller shall be allowed uninterrupted and exclusive access to the Project during performance of the Work.

No Product may be returned without Seller's prior written approval. All Product returned is subject to a minimum of 25% restocking fee.

Cancellation. In the event Buyer cancels this Proposal after the Seller has commenced Work, Buyer shall forfeit the amount of the down payment given to Seller at the time of the execution of this Proposal, and in addition, shall pay to the Seller such proportion of the total Proposal Price as the amount of Work bears to the total amount of Work agreed upon to be furnished under this Proposal, plus a sum equal to 25% of the total Proposal Price as liquidated damages, which amount is to be paid within 30 days from the date of such cancellation.

In the event of Buyer's insolvency this Proposal shall be cancelled and Seller shall have no further obligations to Buyer hereunder.

Insurance. Seller shall carry workmen's compensation and public liability insurance to cover the Work. Seller shall not be liable to indemnify, hold harmless or protect in any way the Buyer, or any other party involved in the Work, whether an employee of Seller or Buyer or any third party, except to the extent of the workmen's compensation and public liability insurance maintained by Seller.

Buyer shall keep the Project adequately insured against any loss to Seller by reason of damage to Seller's Product or Work or Seller's vehicles, equipment and tools by vandalism, fire, water, windstorm and any other occurrence during the course of Work.

Alterations. Any alterations or modifications initiated by Buyer must be agreed upon between the parties and the price fixed by them before work on such alteration or modification shall commence. Payment for such alteration or modification shall be made at the time of the completion of the Work.

Permits and Licenses. Buyer shall be responsible for securing the necessary permits and licenses for the Work at Buyer's own cost and expense.

Warranties. Seller warrants the Product sold to be free from defects in material and workmanship under normal and intended use and service. This warranty extends only to the Buyer and expires one year after the date of delivery or installation of the Product by Seller.

Parts and labor for service work are warranted for the following periods: All replacement parts 90 days; labor-service 30 days. Seller's sole obligation is limited to repairing or replacing any parts which shall be determined by Seller to be defective and is conditioned upon Buyer giving notice of any such defect to Seller within the warranty period. If Seller concludes that repair or replacement is necessary, Seller will commence work within a reasonable time after the decision to repair or replace is made.

This warranty does not apply to any Product which has been altered or repaired by any person not authorized by the Seller or which has been subjected to misuse, neglect or accident.

Seller assumes no liability for incidental or consequential damages. Warranties implied by law are limited to duration to one year period described above.

Wood Products will be guaranteed only if properly protected within 10 days of delivery or installation by Seller with a prime and finish coat of manufacturer's recommended paint.

No warranty will be honored unless the Proposal Price has been paid in full, including any applicable service charges.

Modification of Proposal. Any modification of this Proposal or additional obligation assumed by either party in connection with this Proposal shall be binding only if evidenced in writing signed by each party or an authorized representative of each party.

Governing Law. It is agreed that this Proposal shall be governed by, construed and enforced in accordance with the laws of the state in which the Project is located.

**AN ORDINANCE AMENDING VARIOUS SECTIONS OF THE GLENDALE
MUNICIPAL CODE PERTAINING TO MUNICIPAL FEES.**

WHEREAS, increasing operating costs, staff review time, and technological investments require the City to periodically review its fees, which have not been increased since 2013; and

WHEREAS, the City staff has reviewed costs to provide certain services and has also compared the City's fees to those in neighboring municipalities and found certain fee increases to be appropriate, and

NOW, THEREFORE, Be It Ordained by the Board of Aldermen of the City of Glendale, Missouri, as follows:

SECTION 1: Section 520.240(A)(2) of the Municipal Code pertaining to fees for right-of-way excavation permits is hereby amended to read as follows (with new text in bold and deletions struck through):

2. A fee of **seventy-five** ~~fifty~~ dollars (\$~~75~~**50**.00) paid to the City General Revenue Fund.

SECTION 2: Section 500.100(F) of the Municipal Code pertaining to permits and inspections is hereby amended to read as follows (with new text in bold and deletions struck through):

F. The City of Glendale shall review and, if appropriate, approve all plans for compliance with zoning or other regulatory ordinances prior to submission to the County's Department of Public Works. A fee of **fifty** ~~twenty-five~~ dollars (\$~~50~~**25**.00) payable to the City of Glendale shall accompany this application. **If St. Louis County determines that amendments are necessary to the approved plans, an additional fee of twenty-five dollars (\$25.00) payable to the City of Glendale shall accompany the amended application. In the event the above fee is insufficient to pay all expenses incurred by the City, the City Clerk may document additional costs incurred by the City and request payment of same as soon as possible but not to exceed thirty (30) days. Processing and all other actions related to the application shall not proceed until such additional sums are paid in full. Any and all unused portions of any additional sums required under this Section shall be refunded to the applicant upon request. Appeals from any decision hereunder shall be submitted to the Board of Appeals pursuant to Sec. 105.640 of the Municipal Code.**

SECTION 3: Section 515.120(A)(2) of the Municipal Code pertaining to sign variances is hereby amended to read as follows (with new text in bold and deletions struck through):

2. *Procedure for requesting variances.* Application for a variance shall be accompanied by a fee of **one-hundred** ~~twenty-five~~ dollars (\$~~100~~**25**.00).

SECTION 4: Section 210.250 of the Municipal Code pertaining to the keeping of domestic fowl is hereby amended to read as follows (with new text in bold and deletions struck through):

The Board of Aldermen may, upon application, authorize the owning, keeping and harboring of chickens, ducks, geese, turkeys, pigeons or other domestic fowl on premises within the City by special permit and any person desiring to keep, own or harbor any chickens, geese, ducks, turkeys, pigeons or other domestic fowl within the City shall make written application therefor to the Board, stating the location and the facilities provided, the size of the premises of the applicant, the number of each species so to be kept and the purpose thereof, which application shall be accompanied **by a fee of fifty dollars (\$50.00) and** the written consent of all property owners owning residences within two hundred (200) feet of the premises upon which such chickens, geese, ducks, turkeys, pigeons or other domestic fowl are to be kept. Such application shall be referred to the Health Commissioner, and if he, after inspection, shall approve the same, the Board may grant such permit. Each permit shall be good for a period of one (1) year from the date thereof, unless sooner revoked by the Board, after hearing thereon. All such applications shall be filed with the City Clerk.

SECTION 5: Section 210.300(A)(2) of the Municipal Code pertaining to the keeping of honeybee hives is hereby amended to read as follows (with new text in bold and deletions struck through):

2. They must complete a Residential Honeybee Permit Application, **pay the required fee of fifty dollars (\$50.00),** and provide the required documents as prescribed on the application.

SECTION 6: Section 225.120(B) of the Municipal Code pertaining to temporary construction dumpsters is hereby amended to read as follows (with new text in bold and deletions struck through):

B. A permit for the placing of a construction dumpster at the site of construction or renovation should be obtained by the contractor from the office of the Building Commissioner at the time an application is made for a demolition or building permit. Said permit shall have a time limit of sixty (60) days, which is renewable for thirty-day increments subject to the approval of the Building Commissioner, **and shall have an application fee of fifty dollars (\$50.00), unless the dumpster is only needed for a period of less than seven (7) days, in which case the permit fee is waived. Each sixty (60) day renewal of the permit shall be accompanied by an additional application fee of fifty dollars (\$50.00).**

SECTION 7: Section 420.080 of the Municipal Code pertaining to erosion and sediment control is hereby amended to read as follows (with new text in bold and deletions struck through):

A. Application for a Grading Permit shall be made by the Project Site Owner to the City Administrator and shall be accompanied by a detailed statement of proposed work, and the purpose thereof. **A fee of one-hundred dollars (\$100.00) payable to the City of Glendale shall accompany this application. In the event the above fee is insufficient to pay all such expenses incurred by the City, the City Clerk may document additional costs incurred by the City and request payment of same as soon as possible but not to exceed thirty (30) days. Processing and all other actions related to the application shall not proceed until such additional sums are paid in full. Any and all unused portions of any additional sums required under this Section shall be refunded to the applicant upon request. Appeals from**

any decision hereunder shall be submitted to the Board of Appeals pursuant to Sec. 105.640 of the Municipal Code. An application shall be accompanied by the following:

- a. Two sets of Site plans detailing the areas to be excavated, graded, filled, and/or cleared; and
- b. Where required pursuant to Section ~~420XX~~.070(C), an ESC Plan.

SECTION 8: All ordinances or parts of ordinances in conflict herewith are hereby repealed, but shall otherwise remain in full force and effect.

SECTION 9: This Ordinance shall be in full force and effect both from and after its passage and approval.

This ordinance passed and approved this 20th day of July, 2026.

ATTEST:

Michael A. Wilcox
Mayor

Frank Johnson
City Administrator/City Clerk

AN ORDINANCE APPROVING AN AMENDMENT TO AN AGREEMENT
WITH ST. LOUIS COUNTY, MISSOURI FOR THE HOUSING OF
MUNICIPAL INMMATES

WHEREAS, on occasion in the City of Glendale individuals are charged with offenses which are determined to warrant detention; and

WHEREAS, Saint Louis County operates a Justice Center with sufficient detention capacity to house, in addition to those for whom St. Louis County may be responsible by law, up to fifty inmates (“non-County inmates”); and

WHEREAS, the City of Glendale and the St. Louis County Department of Justice (the “Parties”) entered into an agreement for housing municipal inmates in the St. Louis County Justice Center via Ordinance B10-18; and

WHEREAS, by order of the St. Louis County Council dated December 16, 2026, the County Council authorized increasing the per diem rate to seventy-five dollars (\$75.00) effective January 1, 2026, for St. Louis County municipal inmates housed for general detention at the St. Louis County Justice Center; and

WHEREAS, the Parties now wish to amend and modify the agreement to reflect the revised per diem rate.

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

SECTION ONE: The Board of Aldermen of the City of Glendale hereby approves the amendment to the agreement for housing municipal inmates between the City of Glendale and St. Louis County in substantially the form of the attached Exhibit A.

SECTION TWO: The Mayor and other appropriate officers, agents, and employees of the City are hereby authorized to sign the Agreement in substantially the form attached hereto as Exhibit A, and to take such further actions, and to execute and deliver such other documents, certificates, and instruments as may be necessary or desirable to carry out and comply with the intent of this Ordinance.

SECTION FOUR: In the event any word, words, phrase, phrases, sentence, sentences, paragraph, paragraphs, section, sections contained and appearing in this ordinance, shall be held or declared invalid, unlawful or unconstitutional for any cause or reason, then it is hereby declared that the remaining such portions and provisions of this ordinance shall be and remain unaffected thereby and shall remain in full force and effect.

SECTION FIVE: This Ordinance shall be in full force and effect from and after its passage and approval.

This Ordinance Read Twice and Approved this 20th day of July 2026.

Michael A. Wilcox
Mayor

ATTEST:

Frank Johnson
City Administrator/City Clerk

Exhibit A

Amendment

This Amendment ("Amendment") is by and between the City of Glendale ("Municipality"), and St. Louis County (the "County").

WHEREAS the County and Municipality are parties to a contract dated executed June 18, 2018, as amended ("Contract"); and

WHEREAS County and Municipality desire to further amend the Contract; and

WHEREAS, by Order dated December 16, 2025, the County Council authorized the application of the daily rate change addressed in this Amendment; and

WHEREAS, Section 606.115 SLCRO authorizes the County Executive to execute this Amendment on behalf of County; and

WHEREAS Ordinance/Resolution _____ authorizes Municipality to execute this Amendment;

NOW, THEREFORE, in consideration of the promises and agreements hereinafter set forth, the parties agree as follows:

1. Section 3.1 of the Contract is hereby deleted and the following new Section 3.1 is inserted in its place:

3. COST OF DETENTION

3.1. Municipality shall reimburse County seventy – five dollars (\$75.00) per each twenty-four (24) hour period, or portion thereof, in which an inmate is in the custody of the County Department of Justice Services.

2. All other terms and conditions of the Contract remain in full force and effect.

IN WITNESS WHEREOF, County and Municipality have signed this Amendment as of the later of the dates below written.

City of Glendale

By _____

Title: _____

Date: _____

I, _____, affirm that I am the _____ of the City of Glendale and that I signed this Amendment on behalf of said Municipality. I acknowledge this Amendment to be the free act and deed of said Municipality.

St. Louis County, Missouri

County Executive

Date Executed by County: _____

Attest:

Administrative Director

Approved:

Director of Justice Services

Approved as to legal form:

St. Louis County Counselor

Approved:

Accounting Officer

Legal Review: _____

CE Review: _____



Internal Memorandum

TO: Mayor and Board of Aldermen
FROM: Frank Johnson, City Administrator
DATE: July 16, 2026
RE: Traffic Calming Policy Development

After several round of revisions, the Traffic Safety Committee (TSC) has finalized a draft of the proposed Traffic Calming Policy and is recommending it for approval by the full Board of Aldermen. The full draft of the policy is attached to this memo.

OVERALL TRAFFIC CALMING PROCESS

The overall traffic calming process is summarized below for reference:

- 1) Request submission** – Residents complete and submit the required application form.
- 2) Data collection** – Police department collects speed, traffic, and crash data; public works/admin collects roadway classification, layout, site plan; public safety departments submit any emergency access considerations
- 3) Eligibility evaluation** – TSC reviews data and determines if the request meets objective eligibility criteria. If not eligible, process ends.
- 4) Plan development** – If request is determined to be eligible, city staff develops concept traffic calming plan, this is reviewed by TSC.
- 5) Community meeting and input** – Affected residents are notified directly via mail, community meeting held.
- 6) Resident approval survey** – Informational packet and survey sent to affected residents, project must receive a certain threshold of affirmative support.
- 7) Board of Aldermen approval** – If resident support achieved, brought to Board of Aldermen for approval.
- 8) Implementation** – Subject to funding availability.
- 9) Monitoring and evaluation** – Before and after studies/data collection.

KEY DECISION POINTS

In developing the policy, the TSC considered answers to the following key decisions:

- 1) Should there be a threshold for initiating a formal request?**
 - a)** Yes, but kept to a minimum – Applications must include signatures from three residents that are directly affected by the traffic safety concern.

2) What data should be collected once an application has been accepted?

- a) Five years of crash and incident reports.
- b) Automated speed study that covers a minimum period of 1 week and captures the vehicle counts, mean speed, 85th percentile speed, time-of-day and day-of-week speed and volume distributions.
- c) Roadway classification and geometry.
- d) Data from other technology partners, St. Louis County, or the Missouri Department of Transportation.

3) What are the criteria for a project to be eligible/recommended for traffic calming?

- a) **Primary factor** – Overall speed as measured by the 85th percentile speed exceedance (5 mph or more over the posted speed).
- b) Other factors include:
 - i) Mean speed exceedance (5 mph over posted speed).
 - ii) Traffic volume patterns of 500 or more vehicles per day or other indications that it is functioning as a “cut-through” route.
 - iii) Crash history (3 or more reported crashes within 3 years, or 1 or more crashes involving a pedestrian or cyclist within 5 years).
 - iv) Combination of speed, volume, and safety complaints that, taken together, demonstrate a hazard to public safety.

4) What are the factors that make a street ineligible?

- a) Roads not maintained by the City of Glendale (Berry, Lockwood, Manchester).
- b) Traffic calming measures would significantly impair emergency vehicle access.
- c) Traffic concern issues are related to parking, noise or a non-traffic issue not addressable through traffic calming measures.
- d) Street has received a traffic calming installation within the previous 3 years.

5) How is the public involved and informed?

- a) **Notification Letters** – Written notice provided to all property owners on the street segment proposed for traffic calming prior to any vote on recommending a traffic calming project.
- b) **Public Information Meeting** – Takes place following acceptance of request, completion of data collection and prior to any vote. Notification letters shall include time and date of public meeting.
- c) **Resident Approval Petition** – 60 percent of directly impacted property owners in the affected area must affirmatively support the project.

6) What is the appeal process?

- a) If an application fails to meet the eligibility requirements as determined by the Traffic Safety Committee, the applicant may appeal the decision to the Board of Aldermen for further consideration.

7) What is the funding process for approved projects?

- a) The approval of a request for traffic calming typically does not automatically trigger funding and are subject to appropriation by the Board of Aldermen through the City's normal budgeting process
- b) The policy does, however, call for the City to budget a set amount of funding each year for traffic calming projects. The initial proposed annual amounts are \$5,000 for design and \$10,000 for construction.

CITY OF GLENDALE, MISSOURI

TRAFFIC CALMING POLICY AND PROGRAM

Prepared by:

City of Glendale

424 N. Sappington Road, Glendale, Missouri 63122

(314) 965-3600 | www.glendalemo.org

Section 1: Purpose, Background and Goals

1.1 Purpose

The City of Glendale, Missouri, is a residential community of approximately 6,172 residents situated in the heart of St. Louis County, bordered by the cities of Kirkwood, Webster Groves, Warson Woods and Oakland. Glendale's tree-lined streets, walkable neighborhoods, and strong community character are among its most valued assets. Preserving these qualities requires that the City's residential streets remain safe, calm, and pleasant for pedestrians, cyclists, children, and drivers alike.

This Traffic Calming Policy establishes a consistent, data-driven, community-informed framework for the City of Glendale to evaluate, prioritize, design, and implement traffic calming measures on eligible City streets. The policy ensures that decisions regarding traffic calming are made transparently and in alignment with Glendale's commitment to public safety, neighborhood livability, and fiscal responsibility.

1.2 Background and Need

Residential speeding and cut-through traffic are concerns common to many inner-ring St. Louis County municipalities. In neighboring Crestwood, the Board of Aldermen unanimously adopted the city's first Traffic Calming Policy in July 2024, following data collection showing that drivers revert to speeding habits once enforcement is no longer present. The City of Kirkwood adopted a Vision Zero Action Plan in March 2022 and a Complete Streets Policy to prioritize pedestrian-oriented, safe streets. Other surrounding communities that have implemented formal traffic calming programs with defined eligibility thresholds and resident participation requirements include Webster Groves and Sunset Hills.

While Glendale's Police Department has proactively addressed traffic concerns through targeted enforcement, research and regional experience consistently demonstrate that physical traffic calming measures provide longer-lasting behavioral changes than enforcement alone. This policy formalizes Glendale's approach so that residents, staff, and elected officials share a common set of expectations and procedures. Further, this policy aligns with Goal 4 of the Blueprint Glendale Comprehensive Plan, which calls for Glendale to enhance community walkability and improve bike and pedestrian safety and comfort.

1.3 Primary Goals and Objectives

The City of Glendale adopts this Traffic Calming Policy to advance the following primary goals:

1. Improve public safety by reducing motor vehicle operating speeds and the frequency and severity of traffic crashes on residential streets.
2. Protect the residential character, livability, and quality of life in Glendale's neighborhoods by discouraging cut-through and speeding traffic.
3. Create streets that are safe and comfortable for all users, including pedestrians, cyclists, children traveling to school, elderly residents, and persons with disabilities.
4. Provide a fair, transparent, and consistent process for evaluating and responding to community traffic concerns.
5. Ensure that limited City resources are deployed where traffic data demonstrates the greatest need, producing maximum safety benefit.

The specific objectives the City of Glendale will use to achieve these goals are as follows:

- Reduce the 85th percentile vehicle speed on eligible streets to less than 5 mph over the posted speed limit.

- Reduce the incidence of pedestrian and bicycle conflicts at key crossings and intersections.
- Deter cut-through motor vehicle traffic from residential streets not functionally classified as collector or arterial roads.
- Ensure emergency vehicle access is not materially impaired by any traffic calming installation.
- Achieve a minimum 60% approval rate among directly impacted residents before implementing any traffic calming project.
- Create a documented inventory of traffic calming installations and a monitoring program to evaluate their effectiveness over time.
- Develop a capital improvement pathway to fund priority traffic calming projects identified through the evaluation process.

Section 2: Eligibility Criteria

2.1 Overview

Not all streets will qualify for traffic calming measures under this policy. The eligibility framework is based on objective data thresholds informed by regional best practices, including those employed by the City of Crestwood (2024 Traffic Calming Policy) and the City of St. Charles Traffic Calming Program. Meeting one or more eligibility criteria does not guarantee that a traffic calming project will be implemented; it qualifies the street for detailed evaluation under Section 3.

2.2 Streets Subject to This Policy

This policy applies to all City-maintained streets within the City of Glendale, Missouri. This policy does not apply to streets maintained by St. Louis County (Berry Road and West Lockwood Avenue) and streets maintained by the Missouri Department of Transportation (Manchester Road), or private streets.

2.3 Jurisdiction and Coordination

For streets that form the boundary between Glendale and an adjacent municipality, the City shall coordinate with the adjacent municipality and shall not unilaterally install traffic calming measures on jointly-maintained roadways without a mutual agreement.

2.4 Eligibility Thresholds

A street segment shall be considered eligible for traffic calming evaluation if it meets the primary criteria. The secondary eligibility thresholds are additional factors that can be taken into consideration if the street segment does not meet the primary threshold. Data shall be collected by the Glendale Police Department and/or Public Works Department:

Primary Criterion	Threshold
85th Percentile Speed Exceedance	The 85th percentile speed of vehicles traveling on the street exceeds the posted speed limit by 5 mph or more (e.g., greater than 30 mph on a 25 mph street). This is the primary quantitative criterion.
Secondary Criterion	Threshold
Mean Speed Exceedance	The mean (average) vehicle speed on the street exceeds the posted speed limit by 5 mph or more.
Traffic Volume	The street carries 500 or more vehicles per day (Average Daily Traffic), indicating it is functioning as a cut-through route beyond typical local residential use.
Crash History	The street segment has experienced 3 or more reported crashes within the most recent 3-year period, or 1 or more crashes involving a pedestrian or cyclist within the most recent 5-year period.
Documented Cut-Through Traffic	Data demonstrates that a significant proportion of vehicles using the street are not originating from or destined to properties on the street, indicating cut-through behavior.
Combination Factors	A combination of speed, volume, and safety complaints that, taken together, demonstrate a documented hazard to public safety as determined by the Traffic Safety Committee.

2.5 Ineligibility Factors

The following conditions generally render a street or segment ineligible for traffic calming under this policy:

- The street is a cul-de-sac or dead-end court where the design makes it geometrically unlikely for vehicles to reach speeds 10 mph above the posted limit.
- The street is maintained by St. Louis County, MoDOT or a private subdivision, not the City of Glendale.
- A traffic calming measure would materially impair emergency vehicle access, as determined in coordination with the Glendale Fire Department and St. Louis County Emergency Services.
- The street has received a traffic calming installation within the previous three (3) years that has not yet been fully evaluated for effectiveness.
- The primary concern raised by residents relates to parking, noise, or non-traffic issues not addressable through traffic calming measures.
- Installation would violate any applicable provision of the MUTCD, Missouri Uniform Traffic Code, or MoDOT standards.

Section 3: Request and Application Process

3.1 Who May Submit a Request

Any of the following parties may initiate a traffic calming request in the City of Glendale:

- Individual residents or property owners
- Neighborhood or homeowners associations
- The Mayor or Members of the Board of Aldermen
- City Department Directors (Public Works, Police)
- School districts or institutions with frontage on a City street

3.2 How to Submit a Request

Requests shall be submitted in writing using the City's Traffic Calming Request Form, available at City Hall (424 N. Sappington Road) and on the City's official website (www.glendalemo.org). The form may be submitted by mail, in person, or electronically as designated by the City Administrator.

The request form shall require the following information at minimum:

- Requester's name, address, and contact information.
- Street name and the approximate location of concern. The location must have a defined boundary using cross streets or other points of reference.
- Signatures from at least three (3) affected residents. "Affected residents" shall be defined as outlined in Section 4.3.
- Description of the observed traffic problem (speeding, cut-through traffic, pedestrian safety, etc.)
- Time of day and frequency of observed problems.
- Any documentation available (photographs, incident reports, etc.).
- Proposed solution, if any (informational only; the City is not bound by the proposed solution).

3.3 Acknowledgment and Initial Review

The City shall acknowledge receipt of each complete request within ten (10) business days. The City Administrator, in coordination with the Police Department and Public Works Department, shall conduct an initial screening to determine whether the request falls within the scope of this policy and whether minimum data thresholds are likely to be met based on the description provided. Requests that clearly do not qualify (e.g., involving County or State roads, or cul-de-sacs) shall be declined in writing with an explanation.

3.4 Data Collection

Upon determining that a request is eligible for evaluation, the Glendale Police Department shall conduct a formal traffic study of the subject street segment. Data collection shall span a minimum of seven (7) consecutive days under normal traffic conditions (avoiding holiday periods, severe weather, school closures, or road closures that would distort results). The study shall include:

- Automated traffic count and speed data using portable speed detection equipment
- 85th percentile speed calculation
- Mean speed calculation
- Average Daily Traffic (ADT) volume
- Time-of-day and day-of-week speed and volume distributions

- Review of crash and incident reports for the past five (5) years from the Glendale Police Department records

The City may also use data from technology partners or MoDOT traffic data resources to supplement local data collection.

3.5 Field Assessment

Concurrent with data collection, Public Works staff shall conduct a field assessment of the subject street segment documenting:

- Street width, number of lanes, and presence of parking lanes
- Sight distance and horizontal alignment
- Location of driveways, intersections, and access points
- Proximity to schools, parks, bus stops, and senior facilities
- Existing traffic control devices (signs, signals, pavement markings)
- Utility infrastructure that may affect device placement
- Snow plow routes and snow removal logistics

3.6 Eligibility Determination

Following data collection and field assessment, the Traffic Safety Committee shall convene to review the findings and make a formal eligibility determination. The determination shall state whether the street segment meets one or more of the eligibility criteria in Section 2.4 and whether any ineligibility factors in Section 2.5 apply. A copy of the determination shall be provided to the original requestor. Eligibility for traffic calming does not guarantee project implementation.

3.6.1 Appeal Process

If an application fails to meet the eligibility requirements as determined by the Traffic Safety Committee, the applicant may appeal the decision to the Board of Aldermen for further consideration. This appeal should be made in writing to the City Administrator, who will then place it on the next available Board of Aldermen regular meeting agenda for discussion.

3.7 Project Prioritization and Ranking

In the event that multiple street segments are determined to be eligible for traffic calming and available funding is insufficient to implement all projects, the City shall prioritize projects based on a scoring framework designed to reflect relative safety need and community impact. The Traffic Safety Committee shall assign a score to each eligible project using the following criteria:

A. Speed (0–30 points)

Based on the degree to which the 85th percentile speed exceeds the posted speed limit.

B. Traffic Volume (0–20 points)

Based on Average Daily Traffic (ADT) levels relative to typical residential streets.

C. Crash History (0–20 points)

Based on the frequency and severity of reported crashes.

D. Proximity to Sensitive Uses (0–15 points)

Including schools, parks, trails, and senior facilities.

E. Cut-Through Traffic (0–10 points)

Based on documented non-local traffic patterns.

F. Resident Support (0–5 points)

Based on petition results exceeding the minimum approval threshold.

Projects shall be ranked annually based on total score and advanced for design and construction subject to funding availability and Board of Aldermen approval.

3.8 Development of Proposed Solutions

If a street is determined to be eligible, the Traffic Safety Committee shall develop one or more proposed traffic calming solutions from the toolbox in Section 7. Each proposed solution shall be documented in a Traffic Calming Proposal Package that includes:

- Description and location of proposed measures.
- Estimated cost of installation and anticipated annual maintenance cost.
- Expected speed and volume reduction based on comparable implementations.
- Emergency services access assessment (coordinated with Police Chief and Fire Chief).
- Snow removal compatibility assessment.
- Conceptual design drawing or sketch.
- Identification of directly impacted properties (those abutting or immediately adjacent to the proposed installation).

Section 4: Community Engagement and Resident Approval

4.1 Notification of Impacted Residents

Prior to any vote or recommendation of a traffic calming project, the City shall provide written notice to all property owners and occupants on the street segment proposed for treatment or installation, and on any streets that may be affected by traffic diversion resulting from the proposed measures. Notice shall be provided by first-class mail to addresses of record with St. Louis County and may additionally be posted on the City website.

The notice shall describe: (a) the traffic problem identified; (b) the proposed solution(s); (c) the estimated cost; (d) the petition process and deadline; and (e) contact information for questions.

4.2 Public Information Meeting

The City shall hold a public information meeting to present the proposed solution and answer questions from affected residents (typically evening hours at City Hall).

4.3 Resident Petition Requirement

Following the notification period and the public meeting, the City shall conduct a resident approval petition. Consistent with practices used in peer communities, a minimum of 60 percent of directly impacted residential units must affirmatively indicate support for the project before it may proceed to final approval. Directly impacted residential units shall include all residential properties that front on the street segment proposed for treatment. For purposes of this policy, a 'street segment' shall mean the portion of a street identified for traffic calming evaluation, typically bounded by the nearest intersecting streets or logical termini as determined by the City based on engineering and operational considerations. For intersection-based installations, directly impacted units shall also include residential properties immediately adjacent to the intersection where the device is proposed. Properties located on nearby or adjacent streets that may experience traffic diversion shall receive notice but shall not be included in the petition vote. The City Administrator shall make the final determination of the street segment and directly impacted properties for purposes of petitioning.

For this purpose:

- Each residential unit (single-family home or individual dwelling unit in a multi-family building) shall receive one vote.
- Non-response shall be counted as neither support nor opposition.
- Commercial or institutional properties may submit written comments but shall not count toward the 60% approval threshold.
- The petition period shall remain open for a minimum of thirty (30) days from the date of notice.
- Petition responses shall be submitted to City Hall in writing or by email.

If the 60% approval threshold is not met, the project shall not proceed. The requestor may re-apply no sooner than twelve (12) months after the unsuccessful petition, provided new data or materially changed conditions are presented.

4.4 Board of Aldermen Approval

Following successful petition, the Traffic Safety Committee shall prepare a recommendation for the Board of Aldermen. The Board shall approve the project by resolution or ordinance prior to installation. The Board retains final authority to approve, modify, or deny any traffic calming project regardless of

petition outcome. Board consideration shall include review of the Traffic Calming Proposal Package, emergency services input, budget availability, and any written public comment received.

Section 5: Installation, Funding, and Budgeting

5.1 City Responsibility

Approved traffic calming projects shall be installed by, or under contract with, the City of Glendale Department of Public Works. The City shall be responsible for ensuring that all installations comply with applicable design standards, MUTCD requirements, and City specifications.

5.2 Funding Sources

All approved traffic calming projects shall be subject to funding appropriation by the Board of Aldermen through the City's normal budgeting process. The City may fund eligible traffic calming projects from the following sources:

- Capital Fund appropriations designated for traffic safety and public works capital projects.
- Federal Surface Transportation Program (STP) funds administered through the East-West Gateway Council of Governments, as Glendale has successfully utilized for the E. Essex Avenue and N. Sappington Road projects.
- Safe Streets and Roads for All (SS4A) or other federal grants
- Missouri Department of Transportation (MoDOT) Highway Safety grants.

5.3 Budgeting

The City shall include in its capital budget each year a set amount of funding for project design (to cover any engineering or professional design services needed) and project construction. These amounts will initially be set at \$5,000 for design and \$10,000 for construction, annually, but may be adjusted as needed from year to year.

Section 6: Maintenance, Monitoring, and Removal

6.1 Ongoing Maintenance

All traffic calming devices installed under this policy are City infrastructure and shall be maintained by the Department of Public Works. Maintenance responsibilities include:

- Regular inspection of installed devices for damage, settling, or wear.
- Replacement of pavement markings on a schedule consistent with City street marking programs.
- Repair or replacement of damaged devices.
- Maintenance of any landscaping in raised median islands or traffic circles in accordance with the City's urban forestry and landscaping standards.

6.2 Post-Installation Monitoring

Following installation of any traffic calming measure, the Police Department shall conduct a follow-up traffic study within six (6) to twelve (12) months of installation using the same methodology as the pre-installation study. The post-installation study shall measure:

- 85th percentile speed (pre- and post-installation comparison)
- Mean speed (pre- and post-installation comparison)
- Average Daily Traffic volume
- Crash and incident history

Results shall be reported to the Traffic Safety Committee. The City shall maintain a public-facing dashboard or webpage documenting active traffic calming projects, their installation dates, and monitoring results.

6.3 Evaluation of Effectiveness

A traffic calming installation shall be deemed effective if the post-installation 85th percentile speed is reduced to within 5 mph of the posted speed limit. If an installation does not meet this threshold after 12 months, the Traffic Safety Committee may review whether additional or different measures should be implemented on the subject street.

6.4 Removal of Devices

Traffic calming devices may be removed under the following circumstances:

1. The device has been determined to be ineffective following monitoring and no cost-effective alternative exists.
2. The device is found to materially impair emergency vehicle response times, as determined by the Fire Chief or Police Chief.
3. A change in street functional classification or City infrastructure plans makes the device incompatible with the updated street design.
4. A petition for removal is submitted by 65% or more of directly impacted residents (threshold intentionally set higher than the installation threshold to provide stability to approved projects).
5. The Board of Aldermen determines removal is in the public interest.

Removal shall be approved by the Board of Aldermen unless the device poses an imminent safety hazard, in which case the Public Works Director may authorize immediate removal subject to subsequent Board ratification.

Section 7: Traffic Calming Measures and Toolbox

7.1 Overview of Available Measures

The City of Glendale may employ a range of traffic calming measures, selected based on the nature of the problem, street classification, emergency access needs, available right-of-way, and budget. Measures are organized into four categories: vertical deflection, horizontal deflection, roadway narrowing, and intersection treatments.

7.2 Vertical Deflection Devices

Vertical deflection devices alter the vertical profile of the roadway to compel drivers to reduce speed. These are among the most used and cost-effective traffic calming tools.

Device	Description and Application
Speed Hump	A raised asphalt or rubber mound, 3–4 inches high and 12–14 feet in length (in the direction of travel), typically placed at 200- to 500-foot intervals on residential streets. Best suited for streets with 25 mph speed limits. Creates some discomfort for drivers, which discourages speeding. May slow emergency vehicles slightly; spacing and design should be coordinated with fire and EMS.
Speed Table (Flat-Top Hump)	A raised device with a flat top, 3 to 3.5 inches high and typically 14 or 21 feet long. Provides a smoother ride than a speed hump, reducing vehicle disruption. Available as removable rubber speed tables that can be self-installed and removed in approximately 30 minutes, making them compatible with snowplow operations.
Speed Cushion	A raised pavement device with wheel cutouts on each side. Emergency and transit vehicles can straddle the cushion and pass without slowing. Preferred on bus routes or streets with frequent emergency vehicle access requirements.
Raised Crosswalk	A speed table positioned at a pedestrian crosswalk, elevating the entire crossing to sidewalk level. Increases pedestrian visibility and comfort while providing speed reduction. Appropriate near schools, parks, and high-pedestrian-activity areas.
Raised Intersection	An entire intersection raised to the level of the adjacent sidewalks, creating a shared-space feel and compelling vehicles to slow. Significant cost investment; most appropriate at key neighborhood intersections with documented pedestrian conflicts.

7.3 Horizontal Deflection Devices

Horizontal deflection devices alter the horizontal alignment of the roadway, requiring drivers to navigate curves or shifts that naturally reduce speed.

Device	Description and Application
Chicane	A series of alternating curb extensions or raised delineators creating an S-curve. Effective on long, straight streets where drivers tend to accelerate. Low cost if implemented with delineator posts and paint.
Raised Median Island / Refuge Island	A raised or painted center island that narrows the travel lane and provides a pedestrian refuge at crossings. Particularly effective on wider residential streets.

Traffic Circle / Mini-Roundabout	A small circular island installed at a residential intersection. Vehicles must yield and travel counterclockwise. Best suited for four-way intersections with speeding and unsafe turning conflicts.
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7.4 Roadway Narrowing

Roadway narrowing measures reduce the effective width of the travel lane, creating a visual and physical sense of constriction that encourages lower speeds.

Measure	Description and Application
Curb Extension (Bulb-Out)	An extension of the sidewalk or curbing at an intersection or mid-block location, reducing the crossing distance for pedestrians and narrowing the travel lane. Highly visible and effective at intersections.
Neck-Down	Similar to a curb extension but applied to an entire block face, reducing the effective roadway width to as narrow as 18–20 feet.
On-Street Parking Lane Restriping:	Converting parallel parking to angled parking or reconfiguring parking lanes can effectively narrow the travel lane without new construction.

7.5 Intersection Treatments and Supplemental Measures

Treatment/Measure	Description and Application
Stop Sign Installation	May be evaluated where warranted by MUTCD criteria. Stop signs are not traffic calming devices per se and should not be installed solely to reduce speed.
Diverter (Full and Partial)	Barriers that prevent through movement at an intersection, effectively closing a street to cut-through traffic while maintaining local access. Highly effective for cut-through traffic reduction but require careful analysis of traffic diversion effects.
Street Closure	The full closure of a street to through traffic, typically at one end, with a pedestrian/bicycle connection maintained. Last resort measure for extreme cut-through situations.
Pavement Markings	Centerline markings, edge lines, and transverse optical speed bars (lines painted perpendicular to traffic flow that increase the perception of speed).
Enhanced Signage	Speed limit signs, advisory speed plaques, pedestrian warning signs, and school zone signage.
Rectangular Rapid Flashing Beacons (RRFB)	LED-enhanced pedestrian crossing signals that flash when activated by a pedestrian. Highly effective at improving motorist yielding at uncontrolled crosswalks.
Speed Feedback Signs (Radar Speed Signs)	Temporary or permanent signs that display a driver's actual speed. Used to raise driver awareness. Effective as a low-cost interim measure and useful in data collection phases.

7.6 Measure Selection Criteria

The Traffic Safety Committee shall select measures based on the following criteria, applying the least intrusive effective solution:

6. **Safety Need**, as evidenced by speed, volume, and crash data.
7. **Emergency Vehicle Access**, coordination required with Glendale Police and regional fire and EMS services.
8. **Compatibility with Snow and Ice Removal Operations**, preferring removable devices where feasible.
9. **Consistency with MUTCD and Missouri Uniform Traffic Code.**
10. **Community Acceptance**, as measured through the resident petition process.
11. **Cost-Effectiveness/Maintenance Burden.**
12. **Reversibility**, pilot or temporary installations are preferred for initial deployment.