

Committee-of-the-Whole Agenda

6:30 p.m.

Tuesday, January 21, 2014

Questions on the Agenda

Agenda Items

- 1. Declaration of Ambulance Cots as Surplus Property** (Todd Allen, Battalion Chief)
- 2. Equitable Sharing Agreement and Certification** (Kim Hankins, Public Safety Director)
- 3. Approving changes to Rules and Regulations adopted by the Board of Fire and Police Commissioners.** (Alison Fleming, Human Resources Manager)
- 4. Grant Application submittal for the Riverside Cemetery Retaining Wall Repair/Replacement.** (Michael Waldron, Director of Public Works)
- 5. Approval of the Use of Capital Improvement Fund Reserves for Street Maintenance** (Scott Hinton, City Engineer)
- 6. Approval of a Stormwater Budget Amendment** (Scott Hinton, City Engineer)
- 7. Safe Routes to School Grant Application** (Jeff Anderson, City Planner)**

Informational

Morgan Park Sidewalk/Bike Path (Scott Hinton, City Engineer)This item will be presented prior to item #7 regarding the Safe Routes to School Grant Application.

Explanation

1. Request to declare two Stryker Ambulance Cots (Models 6080 and 6082 MX-PRO) as Surplus Property and Authorizing the Finance Director to Dispose of Said Surplus Property. (Todd Allen, Battalion Chief)

Explanation: The existing Stryker Ambulance Cots (Models 6080 and 6082 MX-PRO) from the Moline Fire Department have been replaced by newer models and have an assessed value of \$300 per cot. Authorization needs to be given to dispose of these surplus items through the legal disposal process that is most advantageous to the City whether sealed bid, auction, negotiation or otherwise.

Staff Recommendation: Approval

Fiscal Impact: The potential sale of the ambulance gurneys could generate revenue estimated at \$300 each.

Public Notice/Recording: N/A

Goal Impacted: Financially Strong City

2. Equitable Sharing Agreement and Certification (Kim Hankins, Public Safety Director)

Explanation: The Federal Government requires that the Police Department annually enter into a formal Equitable Sharing Agreement and Certification within 60 days of the end of the fiscal year in order to participate in the federal equitable sharing program. The agreement sets forth the restrictions on the use of federally forfeited cash, property, proceeds, and any interest earned thereon, and certifies the amount of receipts and expenditures during the past fiscal year.

Staff Recommendation: Approval

Fiscal Impact: Allows receipt of federal forfeiture funds and property.

Public Notice/Recording: N/A

Goals Impacted: Financially Strong City

3. A Resolution considering all Rules and Regulations adopted by the Board of Fire and Police Commissioners (Board) concerning "Chapter IV – Promotions – Police," and approving same as an exercise of the City's Home Rule Powers. (Alison Fleming, Human Resources Manager)

Explanation: During the negotiations that resulted in the 2014-2015 Labor Agreement with the Fraternal Order of Police (FOP), Lodge #77, the City and FOP agreed to changes to the police lieutenant promotional process. Pending approval by the Board, "Chapter IV – Promotions – Police" has been revised to reflect those negotiated changes. Additional documentation is attached.

Staff Recommendation: Approval

Fiscal Impact: N/A

Public Notice/Recording: Newspaper Publication

Goal Impacted: A Great Place to Live

4. Request for authorization to submit a Grant Application to the Illinois Department of Commerce and Economic Opportunity for the Riverside Cemetery Retaining Wall Repair/Replacement. (Michael Waldron, Director of Public Works)

Explanation: Staff is requesting authorization to submit a grant application to the Illinois Department of Commerce and Economic Opportunity to repair/replace the Riverside Cemetery retaining wall. The City is eligible to submit an application for a grant appropriated in the amount of \$50,000 for general infrastructure improvements. Council identified Riverside Cemetery Retaining Wall Repair/Replacement as a Top Priority for 2013 – 2014.

Staff Recommendation: Approve

Fiscal Impact: NA

Goals Impacted: Improved City Infrastructure & Facilities

5. Approval of the Use of Capital Improvement Fund Reserves for Street Maintenance (Scott Hinton, City Engineer)

Explanation: Funding limitations in the 2014 Capital Improvement Program resulted in the exclusion of the annual Joint Sealing Program. This winter's wet and cold weather has been unusually hard on the resurfacing projects completed in 2013. As such, staff proposes to use Capital Improvement Fund Reserves to fund the Joint Sealing Program in 2014 rather than waiting until 2015 to perform the work.

Staff Recommendation: Approval

Fiscal Impact: \$100,000.00 is available in the Capital Improvement Fund for this use.

Public Notice/Recording: N/A

Goals Impacted: Improved City Infrastructure & Facilities & Strong Local Economy

6. Approval of a Stormwater Budget Amendment (Scott Hinton, City Engineer)

Explanation: The 2014 Stormwater budget includes \$350,000.00 for stormwater infrastructure work related to the Multi Modal Station development. It has been determined that this stormwater work is eligible for and will be funded with Federal Transit Administration (FTA) funds. Staff proposes to use \$100,000 to fund the annual Inlet / Catch Basin Replacement Program and \$100,000.00 to fund Contractual Repairs. "Contractual Repairs" is the budgeted line item used to fund small stormwater repairs on a time and material basis.

Staff Recommendation: Approval

Fiscal Impact: An additional \$150,000.00 will be available in Stormwater Reserves for future uses.

Public Notice/Recording: N/A

Goals Impacted: Improved City Infrastructure & Facilities & Strong Local Economy

7. Safe Routes to School Grant Application (Jeff Anderson, City Planner)

Explanation: The Department of Planning and Development proposes to submit an application for grant funding in the amount of \$160,000.00 to the Illinois Department of Transportation for the Safe Routes to School grant program. The grant funds, if awarded, would be used to assist with the planning, design, and construction of a multi-use side-path located adjacent to 25th Avenue between 12th Street and 7th Street. The grant program requires a 20 percent local match. This would equate to a \$40,000.00 local match if the City were to be awarded the full \$160,000.00.

Staff Recommendation: Approval

Fiscal Impact: The grant program requires a 20 percent local match. Staff requests that the match be paid from the General Fund Contingency Account in an amount up to, but not to exceed \$40,000.00

Public Notice/Recording: N/A

Goals Impacted: A Great Place to Live

Moline Fire Department Central Station

Reserve Stryker Cot Inventory



1. **Model 6080 MX-PRO** SN: 990939159

2. **Model 6082 MX-PRO** SN: 011239911

Note: All cots appear to be in working order and service ready. MFD continues to inventory two additional Stryker cots for use in the reserve ambulance and also at Special Events such as events at the I-Wireless Center. All cots have been assessed and priced by Stryker Medical for appropriate value.



Equitable Sharing Agreement and Certification



OMB Number 1123-0011
Expires 9-30-2014

- Police Department**
 Sheriff's Office
 Task Force (Complete Table A)
 Prosecutor's Office
 National Guard Counterdrug Unit
 Other

* Please fill each required field. Hover mouse over any fillable field for pop-up instructions. *

Agency Name: Moline Police Department

NCIC/ORI/Tracking Number:

I	L	0	8	1	0	6	0	0
---	---	---	---	---	---	---	---	---

Mailing Address: 1640 6th Avenue

City: Moline

State: IL

Zip: 61265

Finance Contact: First: Jody

Last: Walker

Phone: 309-524-2230

E-mail: jwalker@moline.il.us

Preparer:

First: Jody

Last: Walker

Same as Finance Contact

Phone: 309-524-2230

E-mail: jwalker@moline.il.us

Independent Public Accountant:

E-mail: lramirez@moline.il.us

Last FY End Date: 12/31/2013

Agency Current FY Budget:

\$14,123,665.00

- New Participant:** Read the Equitable Sharing Agreement and sign the Affidavit.
 Existing Participant: Complete the Annual Certification Report, read the Equitable Sharing Agreement, and sign the Affidavit.
 Amended Form: Revise the Annual Certification Report, read the Equitable Sharing Agreement, and sign the Affidavit.

Annual Certification Report

Summary of Equitable Sharing Activity		Justice Funds ¹	Treasury Funds ²
1	Beginning Equitable Sharing Fund Balance (must match Ending Equitable Sharing Fund Balance from prior FY)	\$19,643.07	
2	Federal Sharing Funds Received	\$29,387.62	
3	Federal Sharing Funds Received from Other Law Enforcement Agencies and Task Forces (To populate, complete Table B)		
4	Other Income		
5	Interest Income Accrued <div style="display: flex; justify-content: flex-end; align-items: center;"> Non-Interest Bearing <input type="radio"/> Interest Bearing <input checked="" type="radio"/> </div>	\$3.66	
6	Total Equitable Sharing Funds (total of lines 1 - 5)	\$49,034.35	\$0.00
7	Federal Sharing Funds Spent (total of lines a - m below)	\$0.00	\$0.00
8	Ending Balance (difference between line 7 and line 6)	\$49,034.35	\$0.00

¹ Justice Agencies are: FBI, DEA, ATF, USFIS, USDA, DCIS, DSS, and FDA.

² Treasury Agencies are: IRS, ICE, CBP, TTB, USSS, and USCG.

Summary of Shared Funds Spent		Justice Funds	Treasury Funds
a	Total spent on salaries under permitted salary exceptions		
b	Total spent on overtime		
c	Total spent on informants, "buy money", and rewards		
d	Total spent on travel and training		
e	Total spent on communications and computers		
f	Total spent on weapons and protective gear		
g	Total spent on electronic surveillance equipment		
h	Total spent on buildings and improvements		
i	Total transfers to other participating state and local law enforcement agencies (To populate, complete Table C)		
j	Total spent on other law enforcement expenses (To populate, complete Table D)		
k	Total Expenditures in Support of Community-Based Programs (To populate, complete Table E)		
l	Total Windfall Transfers (To populate, complete Table F)		
m	Total spent on matching grants (To populate, complete Table G)		
n	Total	\$0.00	\$0.00
o	Did your agency receive non-cash assets? <input checked="" type="radio"/> Yes <input type="radio"/> No If yes, complete Table H.		

Please fill out the following tables, if applicable.

Table A: Members of Task Force

Agency Name	NCIC/ORI/Tracking Number										
	<table border="1" style="width: 100%; height: 30px;"> <tr> <td style="width: 10%;"></td> </tr> </table>										

Table B: Equitable Sharing Funds Received from other Agencies

Transferring Agency Name, City, and State	Justice Funds	Treasury Funds								
Agency Name: <input style="width: 400px;" type="text"/>										
NCIC/ORI/Tracking Number: <table border="1" style="display: inline-table; width: 150px; height: 20px;"><tr><td style="width: 15px;"></td><td style="width: 15px;"></td></tr></table>										

Table C: Equitable Sharing Funds Transferred to Other Agencies

Receiving Agency Name, City, and State	Justice Funds	Treasury Funds								
Agency Name: <input style="width: 400px;" type="text"/>										
NCIC/ORI/Tracking Number: <table border="1" style="display: inline-table; width: 150px; height: 20px;"><tr><td style="width: 15px;"></td><td style="width: 15px;"></td></tr></table>										

Table D: Other Law Enforcement Expenses

Description of Expense	Justice Funds	Treasury Funds

Table E: Expenditures in Support of Community-Based Programs

Recipient	Justice Funds	

Table F: Windfall Transfers

Recipient	Justice Funds	Treasury Funds

Table G: Matching Grants

Matching Grant Name	Justice Funds	Treasury Funds

Table H: Other Non-Cash Assets Received

Source	Description of Asset
Justice <input type="radio"/> Treasury <input checked="" type="radio"/>	51" Samsung Plasma Television
Justice <input type="radio"/> Treasury <input checked="" type="radio"/>	Compaq Presario Laptop, HP Pavilion Laptop, 500GB Maxtor hard drive, Amtex custom built computer tower, Linksys wireless router and Sagitta custom built computer tower
Justice <input type="radio"/> Treasury <input checked="" type="radio"/>	42" HiSense television

Table I: Civil Rights Cases

Name of Case	Type of Discrimination Alleged			
		<input type="checkbox"/> Race	<input type="checkbox"/> Color	<input type="checkbox"/> National Origin
	<input type="checkbox"/> Disability	<input type="checkbox"/> Age	<input type="checkbox"/> Other _____	

Paperwork Reduction Act Notice

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a valid OMB control number. We try to create accurate and easily understood forms that impose the least possible burden on you to complete. The estimated average time to complete this form is 30 minutes. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, please write to the Asset Forfeiture and Money Laundering Section, 1400 New York Avenue, N.W., Washington, DC 20005.

Equitable Sharing Agreement

This Federal Equitable Sharing Agreement, entered into among (1) the Federal Government, (2) the above-stated law enforcement agency ("Agency"), and (3) the governing body, sets forth the requirements for participation in the federal Equitable Sharing Program and the restrictions upon the use of federally forfeited cash, property, proceeds, and any interest earned thereon, which are equitably shared with participating law enforcement agencies.

By its signatures, the Agency agrees that it will be bound by the statutes and guidelines that regulate shared assets and the following requirements for participation in the federal Equitable Sharing Program. Receipt of the signed Equitable Sharing Agreement and Certification (this "Document") is a prerequisite to receiving any equitably shared cash, property, or proceeds.

1. Submission. This Document must be submitted to aca.submit@usdoj.gov within 60 days of the end of the Agency's fiscal year. This Document must be submitted electronically with the Affidavit/Signature submitted by fax. This will constitute submission to the Department of Justice and the Department of the Treasury.

2. Signatories. This agreement must be signed by the head of the Agency and the head of the governing body. Examples of Agency heads include police chief, sheriff, director, commissioner, superintendent, administrator, chairperson, secretary, city attorney, county attorney, district attorney, prosecuting attorney, state attorney, commonwealth attorney, and attorney general. The governing body's head is the person who allocates funds or approves the budget for the Agency. Examples of governing body heads include city manager, mayor, city council chairperson, county executive, county council chairperson, director, secretary, administrator, commissioner, and governor.

3. Uses. Any shared asset shall be used for law enforcement purposes in accordance with the statutes and guidelines that govern the federal Equitable Sharing Program as set forth in the current edition of the Department of Justice's *Guide to Equitable Sharing for State and Local Law Enforcement (Justice Guide)*, and the Department of the Treasury's *Guide to Equitable Sharing for Foreign Countries and Federal, State, and Local Law Enforcement Agencies (Treasury Guide)*.

4. Transfers. Before the Agency transfers cash, property, or proceeds to other state or local law enforcement agencies, it must first verify with the Department of Justice or the Department of the Treasury, depending on the source of the funds, that the receiving agency is a current and compliant Equitable Sharing Program participant.

5. Internal Controls. The Agency agrees to account separately for federal equitable sharing funds received from the Department of Justice and the Department of the Treasury. Funds from state and local forfeitures and other sources must not be commingled with federal equitable sharing funds. The Agency shall establish a separate revenue account or accounting code for state, local, Department of Justice, and Department of the Treasury forfeiture funds. Interest income generated must be accounted for in the appropriate federal equitable sharing account.

The Agency agrees that such accounting will be subject to the standard accounting requirements and practices employed for other public funds as supplemented by requirements set forth in the current edition of the *Justice Guide* and the *Treasury Guide*, including the requirement in the *Justice Guide* to maintain relevant documents and records for five years.

The misuse or misapplication of shared resources or the supplantation of existing resources with shared assets is prohibited. Failure to comply with any provision of this agreement shall subject the recipient agency to the sanctions stipulated in the current edition of the *Justice or Treasury Guides*, depending on the source of the funds/property.

6. Audit Report. Audits will be conducted as provided by the Single Audit Act Amendments of 1996 and OMB Circular A-133. The Department of Justice and Department of the Treasury reserve the right to conduct periodic random audits.

Affidavit - Existing Participant

Under penalty of perjury, the undersigned officials certify that **they have read and understand their obligations under the Equitable Sharing Agreement** and that the information submitted in conjunction with this Document is an accurate accounting of funds received and spent by the Agency under the *Justice* and/or *Treasury Guides* during the reporting period and that the recipient Agency is in compliance with the National Code of Professional Conduct for Asset Forfeiture.

The undersigned certify that the recipient Agency is in compliance with the nondiscrimination requirements of the following laws and their Department of Justice implementing regulations: Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 *et seq.*), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), and the Age Discrimination Act of 1975 (42 U.S.C. § 6101 *et seq.*), which prohibit discrimination on the basis of race, color, national origin, disability, or age in any federally assisted program or activity, or on the basis of sex in any federally assisted education program or activity. The Agency agrees that it will comply with all federal statutes and regulations permitting federal investigators access to records and any other sources of information as may be necessary to determine compliance with civil rights and other applicable statutes and regulations.

During the past fiscal year: (1) has any court or administrative agency issued any finding, judgment, or determination that the Agency discriminated against any person or group in violation of any of the federal civil rights statutes listed above; or (2) has the Agency entered into any settlement agreement with respect to any complaint filed with a court or administrative agency alleging that the Agency discriminated against any person or group in violation of any of the federal civil rights statutes listed above? Yes No

If you answered yes to the above question, complete Table I

Agency Head

Governing Body Head

Signature: _____
 Name: Kim Hankins
 Title: Chief of Police
 Date: _____
 E-mail: khankins@moline.il.us

Signature: _____
 Name: Scott Raes
 Title: Mayor
 Date: _____
 E-mail: sraes@moline.il.us

Subscribe to Equitable Sharing Wire:

The Equitable Sharing Wire is an electronic newsletter that gives you important, substantive, information regarding Equitable Sharing policies, practices, and procedures.

Final Instructions:

- Step 1: Click to save for your records
- Step 2: Click to save in XML format

- Step 3: Email the XML file to aca.submit@usdoj.gov
- Step 4: Scan & email this Affidavit to aca.affidavit@usdoj.gov
 (Email subject line must include Agency NCIC/ORI Code)

FOR AGENCY USE ONLY

Entered by _____

Entered on _____

FY End: 12/31/2013

NCIC: IL0810600 Agency: Moline Police Department

State: IL Preparer: Jody Walker



Date Printed: January 10, 2014 14:59

Phone: 309-524-2230

E-mail: jwalker@moline.il.us

EXHIBIT A

CHAPTER IV - PROMOTIONS - POLICE

* * * *

Section 3. TYPES OF EXAMINATIONS

* * * *

(b) Promotion to the Rank of Lieutenant

* * * *

5. The final promotional score will be determined as follows:

<u>Examination</u>	<u>Grade</u>
Written Examination	20% 30% (weight) x (raw score / total available x 100)
Assessment Center	30% 30% (weight) x (raw score / total available x 100)
Review Panel	20% 30% (weight) x (raw score / total available x 100)
Oral Interview	30% 10% (weight) x (raw score / total available x 100)

(Raw score based on 100 maximum)