

## Committee-of-the-Whole Agenda

6:30 p.m.

Tuesday, August 12, 2014

---

### Presentation

Meritorious Achievement Awards presented to Detective Jeremy McAuliffe, Detective Ted Teshak, and United States Secret Service Agent William Shink in recognition of their extraordinary, tenacious and extensive investigation and coordination of an internet sexual predator case which resulted in the identification of multiple victims across the United States and Canada, and ultimately the federal prosecution and conviction of the perpetrator. (Kim Hankins, Chief of Police / Public Safety Director)

Distribution of the Police Department 2013 Annual Report (Kim Hankins, Chief of Police / Public Safety Director)

Distribution of the Fire Department 2013 Annual Report (Kim Hankins, Chief of Police / Public Safety Director)

### Questions on the Agenda

#### Agenda Items

1. **Surplus Office Furniture.** (Kim Hankins, Police Chief/Public Safety Director)
2. **Hold Harmless Agreement for Use of QC Downs.** (Kim Hankins, Police Chief/Public Safety Director)
3. **Agreement with Quality Construction Services, Inc. for parking garage maintenance.** (Chris Mathias, Property Management Coordinator)
4. **Agreement with HealthCheck 360 to develop and administer a comprehensive wellness program.** (Alison Fleming, Human Resources Manager)
5. **Other.**

### Informational

Lean/Six Sigma Presentation (Mike Waldron, Public Works Director)

---

# Explanation

---

## 1. Surplus Office Furniture. (Kim Hankins, Police Chief/Public Safety Director)

**Explanation:** The police department has accumulated several items of used office furniture that are not being utilized. Authorization is requested to dispose of the property through the legal disposal process that is most advantageous to the City, whether sealed bid, auction, negotiation or otherwise. This item will also appear on the City Council Agenda for August 12, 2014 under “Items Not on Consent.”

**Staff Recommendation:** Approval

**Fiscal Impact:** N/A

**Goal Impacted:** N/A

---

## 2. Hold Harmless Agreement for Use of QC Downs. (Kim Hankins, Police Chief/Public Safety Director)

**Explanation:** The police department will be conducting emergency vehicle operation training drills from August 28, 2014 through October 2, 2014. The Quad City Downs has agreed to donate the use of their parking lot at 5005 Morton Drive, East Moline, Illinois, for the training exercises, provided they are held harmless against any loss and liability that might occur as a result of the training. Police in-house staff will administer the training. This item will also appear on the City Council Agenda for August 12, 2014 under “Items Not on Consent.”

**Staff Recommendation:** Approval

**Fiscal Impact:** N/A

**Goal Impacted:** N/A

---

## 3. Agreement with Quality Construction Services, Inc. for parking garage maintenance. (Chris Mathias, Property Management Coordinator)

**Explanation:** The agreement with Quality Construction Services, Inc. will expire at the end of this year. The current agreement fulfills all property management and maintenance needs for the City’s parking garages. Per the agreement, Quality provides snow plowing, daily cleaning, construction services, as well as any other activity required to keep the parking garages functioning properly. The current agreement contains language allowing an extension for an additional three years. Quality has agreed to maintain its existing prices if the agreement is renewed for three years. Staff is recommending that the agreement be extended.

**Staff Recommendation:** Approval

**Fiscal Impact:** Maintenance of the three Downtown parking garages is a budgeted item in the 2014 budget.

**Goal Impacted:** Improved City Infrastructure & Facilities

---

## 4. Agreement with HealthCheck 360 to develop and administer a comprehensive wellness program for a period of three years commencing on September 1, 2014. (Alison Fleming, Human Resources Manager)

**Explanation:** A Request for Proposal was published and HealthCheck 360 provided the proposal that was most advantageous to the City and in the City’s best interest. In conjunction with Human Resources, HealthCheck 360 will develop a comprehensive wellness program and conduct wellness screenings and health coaching for City employees, retirees under 65 and their spouses, in accordance with applicable laws and regulations.

**Staff Recommendation:** Approval

**Fiscal Impact:** Funds budgeted in the Health Fund.

**Goal Impacted:** Financially Strong City

---

**INVENTORY OF FURNITURE IN POLICE FACILITY RECEIVING BAY**

1. DESK TOP FILING CABINET, QTY 1, serial number MPNCW1
2. DESK TOP FILING CABINET, QTY 1, SERIAL NUMBER M75JDT
3. FLOOR MAT – CLEAR, QTY 6,
4. DESK, QTY 1, SERIAL NUMBER MQ17DG
5. DESK, QTY 1
6. TABLE – WOODEN, QTY 1
7. TABLE – GRAY / WOOD GRAIN, QTY 1
8. TABLE – GRAY / WOOD GRAIN, QTY 1
9. TABLE – GRAY / WOOD GRAIN, QTY 1
10. CHAIR – WOOD, QTY 6
11. CHAIR – PADDED – BLUE, QTY 1, SERIAL NUMBER C8AA87
12. CHAIR – PADDED – BLUE / GRAY QTY 1
13. CHAIR PADDED – BROWN, QTY 1, SERIAL NUMBER CUPTN2
14. CHAIR PADDED – GRAY, QTY 1, SERIAL NUMBER DEAPCA
15. STEELMASTER BRAND FILING CABINET – TAN, QTY 1
16. TABLE PEDISTAL – WHITE, QTY 1
17. END TABLE – WOOD, QTY 1
18. DESK – WOOD GRAIN, QTY 1
19. DESK – WOOD GRAIN, QTY 1
20. DESK TOP SHLEF UNIT – BLACK, QTY 1
21. FILING CABINET – BROWN, QTY 1, SERIAL NUMBER 0684
22. DESK – GRAY, QTY 1
23. DESK – GRAY, QTY 1
24. CHAIR PADDED – BLUE, QTY 1
25. SHELF ASSEMBLY, DESK TOP – GRAY, QTY 1, SERIAL NUMBER M7RUNG
26. FELLOWS BRAND C-120C PAPER SHREDDER, QTY 1
27. CHAIR PADDED – BLUE, QTY 1
28. CHAIR PADDED – BROWN, QTY 2

**HOLD HARMLESS AGREEMENT**

This Agreement is entered for the period August 28, 2014 through October 2, 2014 between the Moline Police Department and Quad City Downs.

WHEREAS, Quad City Downs is the owner of the Quad City Downs racetrack and parking facilities located at 5005 Morton Drive, East Moline, Illinois and has agreed to permit the Moline Police Department to use its parking facilities at the above location to host and operate emergency vehicle operation training drills.

WHEREAS, the Moline Police Department wishes to indemnify and hold Quad City Downs harmless from any liability claims which may arise as a result of the operation of these drills.

**It is therefore agreed by the parties as follows:**

1. Quad City Downs will permit the Police Department to use its parking lot at the location of 5005 Morton Drive to host and operate constructive drills during the period of August 28, 2014 through October 2, 2014 under the direction of its manager of the Quad City Downs.
2. The Police Department agrees to be responsible for any damages which might be caused to the Quad City Downs' facilities by reason of the operation of drills.
3. The Police Department further agrees to hold the Quad City Downs harmless and to indemnify Quad City Downs from any and all liability for injury suffered to persons or property by any part which may arise as a result of the operation and conduct of drills as agreed to herein. The Police Department further agrees to pay for any and all legal fees and expenses incurred and/or use the Police Department's legal staff, at the Police Department's discretion, to defend Quad City Downs in the event any claim of liability is brought against Quad City Downs.
4. This Agreement shall be binding upon the parties, their successors and assigns.

Quad City Downs

Moline Police Department

By \_\_\_\_\_

By \_\_\_\_\_

”

**EXHIBIT “A”**

**AGREEMENT FOR  
PROPERTY MAINTENANCE AND MANAGEMENT SERVICES  
PARKING GARAGES (3)  
CITY OF MOLINE, ILLINOIS**

This Agreement is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2014, by and between the CITY OF MOLINE, ILLINOIS (hereinafter "City"), and QUALITY CONSTRUCTION SERVICES, INC., (hereinafter "Quality"), an Iowa corporation with its offices in Eldridge, Iowa.

WHEREAS, City is interested in entering into an Agreement for property maintenance and management services for the Centre Station, Heritage Place, and Midtown parking garages (hereinafter collectively referred to as "Garages"); and

WHEREAS, Quality desires to provide property maintenance and management services to City for said Garages under certain terms and conditions set forth below.

WITNESSETH, that Quality for and in consideration of the payments to be made to it by City, hereby covenants and agrees to and with City that it shall and will in a good and workmanlike manner furnish all labor, materials and services for the property maintenance and management of said Garages according to the terms and conditions as follows:

**I. FACILITIES LOCATION AND DESCRIPTION**

The Garages are located as follows;

A. Centre Station 1200 River Drive, Moline, Illinois. Services for the parking garage at Centre Station are limited to the second and third level decks (including ingress and egress ramps, to/from street level), and the following common areas of the property known as Centre Station: the Clock Tower, both common stairwells (East and West ends of the property), foyers at each level and the elevator. This garage contains approximately 321 parking spaces.

B. Heritage Place Parking Garage. This garage is located at the corner of 15<sup>th</sup> Street and 4<sup>th</sup> Avenue. It consists of 3-levels (decks) of parking (including ingress and egress ramps, to/from street level), approximately 306 parking spaces, two stairwells, an elevator and grounds.

C. Midtown Parking Garage. This garage is located on Sixth Avenue between 16<sup>th</sup> and 17<sup>th</sup> Streets. It consists of 4-levels (decks) of parking (including ingress and egress ramps, to/from street level), approximately 444 parking spaces, and enclosed pedestrian stair towers, a pedestrian bridge linking garage to Fifth Avenue building, an elevator and grounds surrounding the structure.

**II. TERM OF AGREEMENT AND CANCELLATION**

**A. TERM**

1. Services shall commence on January 1, 2015 and expire on December 31, 2017 (hereinafter "original term").
2. The City may elect to extend services under this Agreement, beyond the original term, in additional increments the length of which is to be determined by the Parties at the time of extension. Notice of extensions shall be served pursuant to Section VI.F, with (30) thirty days written notice prior to the end of the current term. Any election to extend the Agreement beyond the original term is at the sole discretion of City.
3. Throughout this Agreement "service start date" means the first day of the original term.

**B. CANCELLATION**

1. City reserves the right to cancel the Agreement at any time, upon (30) thirty days written notice to Quality, for failure of Quality to comply with any provision in the Agreement. Conduct, including but not limited to the following, shall constitute a default or breach of this Agreement:
  - (i) Failure to meet the minimum requirements set forth in Section III, Scope of Services.
  - (ii) Failure to meet any other provision of the Agreement.

**III. SCOPE OF SERVICES**

This section sets forth the minimum requirements of the proposed services. Quality shall perform property maintenance and management services for the Garages as follows:

A. Quality shall perform all property maintenance and management service for items listed in **Exhibit "A,"** attached hereto and incorporated herein by this reference. Items listed in **Exhibit "A"** are considered maintenance work and as such are not expected to fall under the provisions of the Prevailing Wage Act, found generally at 820 ILCS 13010.01 et. Seq. (the "Act"). From time to time, City may request work be preformed not listed in Exhibit "A" which may constitute construction work. In these circumstances, Quality shall be expected to work with City to comply with the requirements of the Act, including payment of prevailing wage. In any event, Quality will be required to independently determine items requiring payment of prevailing wage as City neither guarantees, warrants or otherwise represents which items are subject to prevailing wage.

- B. Quality shall competitively bid, negotiate and supervise subcontracted work for specialized maintenance it is unable to perform, such as an elevator service contract.
- C. Quality agrees to provide City monthly itemized billings for services provided at each facility, along with associated equipment, materials and labor costs. Cost for management of subcontracts should also be itemized. Such billing will be consistent with the sample billing format provided as **Exhibit "B,"** attached hereto and incorporated herein by this reference. Quality agrees that the items listed in **Exhibit "A"** with an asterisk (\*) will be performed by a laborer. Any work to be performed, whether or not listed on **Exhibit "A,"** if not to be performed by a laborer, shall require prior written approval by City.
- D. Prior to the execution of this Agreement by City, Quality shall provide a written cost itemization of the labor, equipment and material rates used to establish the **Four Hundred and 00/100<sup>ths</sup> Dollars (\$400.00)** per week, per ramp charge for services identified in **Exhibit "C,"** attached hereto and incorporated herein.
- E. Quality agrees it shall meet with City to establish a service schedule to be agreed upon between City and Quality for each facility addressing the items listed in **Exhibit "A."** The service schedule shall also address any incidental work necessary for each facility, such as the need to respond to trash pick-up after events at the i-Wireless Center. Meetings to establish the service schedule shall be at no cost to City. The parties further agree to make representatives, with the authority to establish a service schedule, available in a timely fashion, in order that services can commence by the service start date.
- F. Quality agrees it shall meet with City quarterly to review the maintenance and management status of each facility and make recommendations with regard to changes, if any, necessary to the service schedule for each facility. These meetings shall be at no charge to the City.
- G. In addition to providing City with a designated representative within its organization to serve as its service representative, Quality shall provide City staff with an afterhours contact person and a phone or pager number by which he/she can be reached.
- H. Quality agrees to respond to any request for special or emergency service within two hours of a request by City. Special or emergency service shall include but not be limited to requests for additional pick-up of trash, cleaning of facilities, or snow removal.

#### **IV. QUALIFICATIONS AND REQUIREMENTS**

- A. Prior to the signing of the Agreement Quality shall provide at least two references, where substantially similar services have been performed.
- B. Quality shall at a minimum purchase and maintain at its own expense the following types and amounts of insurance:

1. Commercial General Liability Insurance at limits no less than \$1,000,000 per occurrence; \$2,000,000 general aggregate; and
2. Workers Compensation; and
3. Proof of insurance must be submitted prior to the signing of this Agreement and must name the City of Moline and its employees acting within the scope of their duties as an additional insured. Such policies shall not be cancelable without thirty (30) days advance written notice to the City of Moline.

C. Quality agrees to indemnify, hold harmless and defend City against any claim, action, suit, proceeding, cost or damage to the extent resulting from (a) Quality's material breach of any term of the contract; and (b) any negligent or recklessness conduct, whether intentional or unintentional on the part of Quality or its employee's in carrying out its duties under the Scope of Services herein described.

## **V. RATE STRUCTURE**

Quality shall bill City for property maintenance and management services provided for said Garages pursuant to the rate structure established in **Exhibit "C,"** attached hereto and incorporated herein.

## **VI. ADDITIONAL TERMS**

### **A. ASSIGNMENT**

No assignment of this Agreement or any right accruing under this Agreement shall be made without the express written consent of City. Any purported assignment without the City's express written consent shall render this Agreement voidable at the City's option. In the event the City expressly consents to such a written assignment, the assignee shall assume the obligations and duties of Quality under the Agreement and the full liability of Quality.

### **B. CIRCUMSTANCES BEYOND CONTROL**

Neither party hereto shall be liable for the failure to perform hereunder due to acts of God or other dire circumstances beyond its control. Specifically excepted from such circumstances for avoiding liability hereunder include strikes, lock -outs or other employee or labor disputes, or the cost of labor, materials and supplies needed to provide property maintenance and management services to City for said Garages (e.g. fuel or equipment costs).

### **C. APPLICABLE LAW**

This Agreement shall be governed by the laws of the State of Illinois, and the sale and exclusive venue for any disputes arising out of this Agreement shall be any state

court located within Rock Island County, Illinois, or federal court located within the appropriate venue. A waiver of any part of this Agreement shall be limited to that specific event and shall not be a waiver of the entire Agreement.

D. SEVERABILITY

Should any part of this Agreement be determined to be illegal, invalid or otherwise unenforceable, then all such remaining parts not so affected by such illegality, invalidity or unenforceability shall continue in full force and effect, fully binding all parties, their respective heirs and assigns, as to such remaining terms.

E. ENTIRE AGREEMENT

This Agreement and its Exhibits contain the entire agreement among the parties, and supersedes all prior agreements or other understandings, oral or written, not expressly retained herein. It shall inure to the benefit of, and shall be binding upon the parties hereto and their respective successors or assigns. This Agreement may be modified only by a written amendment signed by all of the parties.

F. NOTICE

All notices required under this Agreement shall be deemed to be properly served if delivered in writing personally or sent by certified mail as follows;

Scott Hinton  
City Engineer  
City of Moline  
3635 4<sup>th</sup> Avenue,  
Moline, IL 61265

Mark C. Powell  
President  
Quality Construction  
Services, Inc.  
3425 South 11<sup>th</sup>  
Avenue  
Eldridge, IA 52748

With a copy to:  
City Attorney  
City of Moline  
619 16<sup>th</sup> Street,  
Moline, IL 61265





EXHIBIT "A"

SERVICES				
TASK	DESCRIPTION	LOCATION	FREQUENCY	COMMENT
*TRASH REMOVAL	Inspection for and removal of trash.	Parking decks, stairwells, restrooms and grounds for Midtown and Heritage.	Inspect and remove daily and as needed.	Additional pick-up as required to meet i-Wireless events
*LIGHTING	Replace light bulbs.	Through-out ramp interior and exterior.	As needed.	
*SWEEPING	Sweeping of parking decks.	Decks.	Weekly and as needed.	
*SWEEPING/ CLEANING	Sweeping and cleaning of stairwells including washing stairwell floors, when necessary, cleaning stairwell doors and glass interior that people touch when using stairwell.	Stairwells.	Monthly and as needed.	Additional cleaning may be required if situation needing cleaning reported.
POWER WASH	Power washing of parking decks.	Decks	Spring and fall.	
*STRIPING	Stripping of parking decks.	Decks.	As needed.	
*PAINT	Painting of structure or related railings	Interior/Exterior Ramps.	As needed.	
WINDOW CLEANING	Interior/Exterior	All ramps with exterior windows.	Spring.	
ELEVATOR SUBCONTRACTS	Manage subcontract For service, inspections, and repairs.	Ramps.		Current service contracts will be made available.
*ELEVATORS/ TRASH	Remove trash and clean	Ramps.	Weekly.	If daily walk through for trash in ramp reveals

				additional cleaning of restrooms or elevators needed, additional cleaning should be performed.
*Restrooms	Trash removal and cleaning	Ramps	Daily and as needed.	
SNOW REMOVAL	Snow and ice removal decks and sidewalks	Exposed ramp decks and side walks.	As needed.	Some snow removal required based on amount of snow.
OTHER	Other items as may be requested by City from time to time.	All ramps.	As needed.	



EXHIBIT "C"  
RATE STRUCTURE

# Lean/Six Sigma Process Improvement Program Sanitation Section

*June 1, 2013 to August 1, 2014*

## Committee Members:

Doug House - Chair

Mike Waldron

J.D. Schulte

Brandon Pannell

Todd Green

Dennis Crouch

Kim Hankins

## Special assistance from:

Deb Ryckeghem, Six Sigma Black Belt

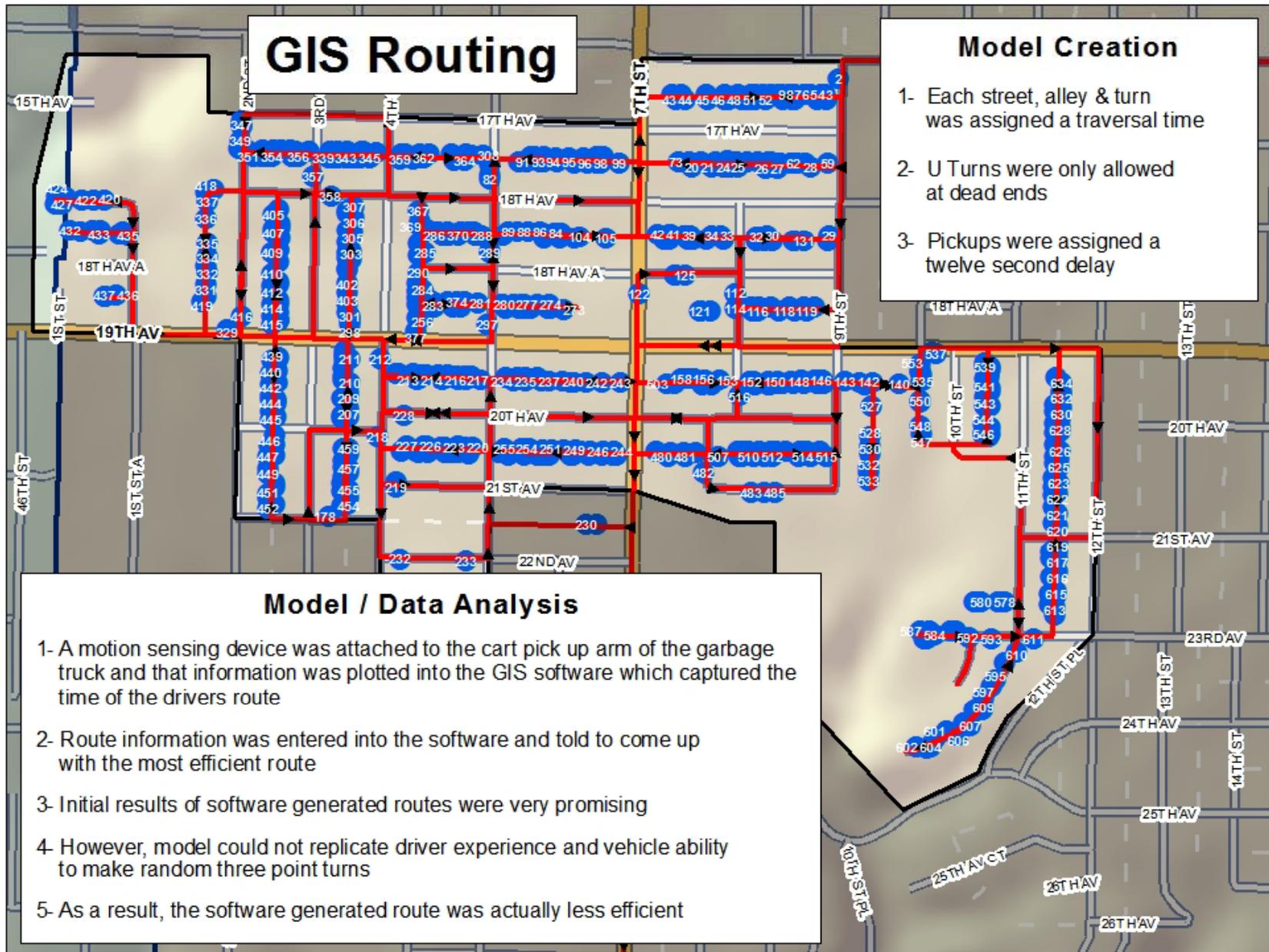
Evans Premium Manufacturing

# 3 Week Analysis of Automated Vehicle Locator Data

Data was plotted in GIS to find how long each route spent away from Public Works. Top number is the hours away from PW, the bottom number includes Maintenance.

Dates	Average	Minimum	Maximum
Week 1: October 21 – 25	6.71 7.37	5.93 6.59	7.37 8.03
Week 2: December 9 – 13	6.45 7.11	5.68 6.34	7.00 7.66
Week 3: December 30 – January 4	7.01 7.67	5.72 6.38	8.03 8.39

With daily maintenance, the average route takes 7.25 (excluding the week after Christmas). This leaves an additional 45 Minutes for other tasks to be accomplished.



## GIS Routing

## Model Creation

- 1- Each street, alley & turn was assigned a traversal time
- 2- U Turns were only allowed at dead ends
- 3- Pickups were assigned a twelve second delay

## Model / Data Analysis

- 1- A motion sensing device was attached to the cart pick up arm of the garbage truck and that information was plotted into the GIS software which captured the time of the drivers route
- 2- Route information was entered into the software and told to come up with the most efficient route
- 3- Initial results of software generated routes were very promising
- 4- However, model could not replicate driver experience and vehicle ability to make random three point turns
- 5- As a result, the software generated route was actually less efficient

# Route Reduction Investigation



- 1- The software generated routes still created overtime
- 2- Single side pickups reduced route time but not enough to reduce the number of routes
- 3- Observing video of truck routes showed no obvious inefficiencies

●	Moved Single Side Pickups
●	Original Pickup Placement

# Special Pick-Up Evaluation

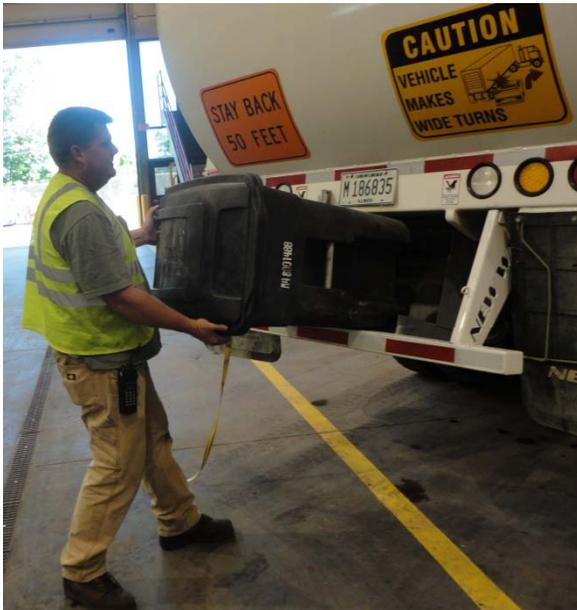
By utilizing GIS routing, averaging each collection, and employee time:

- The City is now averaging seven more collections per week
- Annual efficiency savings could be as high as \$31,000 depending on the number of call-ins



# Cart Repair – Cart Replacement Evaluation

Approximate Weekly Savings - \$450.00



# Sanitation Holiday Coverage Crew Leader Evaluation

- **12 Sanitation Holidays – All Overtime**
- **Holiday Work Day *with* Crew Leader – *Previous Procedure***
  - Crew Leader assigned to work each holiday along with four truck routes
  - Available to respond to customer service requests
  - Repair/Replace carts
  - Assist drivers with mechanical issues
  - Operate a fifth truck as needed due to work load.
- **Holiday Work Day *without* Crew Leader - *New procedure Implemented***
  - No Crew Leader Assigned – Still four truck routes
  - Customer service requests on holidays are low
  - Limited number of repair/replacement requests
  - Drivers have access to spare truck at PW Garage in case of mechanical issues
  - Annual approximate savings \$7,850.

# Informational - Sanitation

- Special Pick-up Procedures/Policies?
- Yard Waste Carts?

