

## Meeting between City of Sparks Community Services and Contract Sweeping Services Notes

September 27, 2011

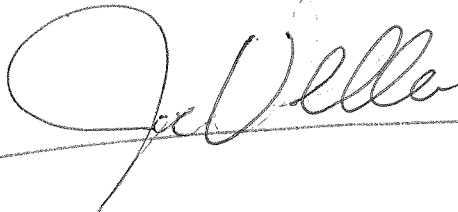
Attended by:

Community Services- Dan Hamlin, Danno Seaton and J.D. Kiley

Contract Sweeping Services- Joe Vella and Bart Williams

- Dan Hamlin expressed to Joe Vella about the low quality of sweeping that has been going on since they started, the missed streets, debris left behind in the roadway and gutters, and the fact that they are 7 zones behind as of today. Dan stated that they have two weeks from September 27 to improve the quality of their sweeping operation and to get caught up to the sweeping schedule or else council will be made aware of the poor service they are receiving with this sweeping contract.
- Danno Seaton showed Joe Vella the pictures that have been taken after they have finished a sweeping zone to show the quality of sweeping being done. Joe took the pictures with him for his review.
- Joe Vella said that they are 6 zones behind and he understands our concerns and it's his number one priority to get caught up on the sweeping zones and to improve the quality of sweeping that is being done.
- He stated they need to redraw their sweeping zones because zones 2-7 are too big to handle in a timely manner.
- Joe Vella assured that the sweepers that they are using will be the mechanical type instead of the air sweepers. On September 1<sup>st</sup> they started doing daily reports.
- Regarding Bart Williams not returning phone calls about city inquiries, Joe Vella stated that Bart will be fully available as of now.
- Joe Vella said that they are sweeping in zone 5 today (which puts them 7 zones behind), and that they will have another sweeper operator and sweeper starting on Monday, October 3<sup>rd</sup>. That way there will be two sweepers running and then they can sweep day and night. They are going to take the GPS unit that is currently in the air sweeper and have it installed into the second mechanical sweeper.
- J.D. Kiley informed Joe Vella of the section that was completely missed last week in zone 3, those streets consisted of Emerson Way, Valley Forge Way, Holman Way, Bunker Hill Ln, Wilma Dr, Wilma Ct, Saratoga Ct, Lepori Way and Lagomarsino Dr.
- Dan Hamlin reminded them that they need to report to us about any portions that cannot be swept in the roadway because of low hanging trees, waddles, and any other obstacles that need to be moved so those sections can be swept. As of now they haven't utilized that option; they have swept around those obstacles and left it as it is.
- Informed Joe Vella that we stopped our sweeping operation except for call outs, one month before they started their contract.

- Dan Hamlin asked Joe about the invoices. Joe stated that they are currently working on them and he is not worried about them getting paid. He is more concerned about raising the quality of work being done.
- Informed Joe Vella that when the leaves start to pile up in the roadway to not just sweep through them and scatter leaves across the road, but to notify us so when can send out a Vactor to vacuum the piles so they can sweep.
- The plan is to meet again on October 10<sup>th</sup> at 12:00pm to review Joe Vella's adjusted sweeper map with the redrawn zones and to revisit the quality of work being done.
- In the mean time, Community Services to continue checking sweeper zones by use of GPS, field inspections and pictures for documentation.

X  10-12-11

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X  10-12-11

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## Meeting between City of Sparks Community Services and Contract Sweeping Services Notes

October 11, 2011

Attended by:

Community Services: Dan Hamlin, Danno Seaton and Karen Hood

Contract Sweeping Services: Joe Vella and Bart Williams

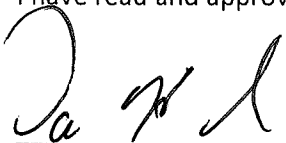
- Dan Hamlin distributed a copy of the minutes taken from the previous meeting on September 27, 2011. All parties agreed to and accepted the written notes evidenced by signatures.
- Danno Seaton stated that the street sweeping had improved since the last meeting; however, there were still some concerned. Danno presented Joe and Bart with new pictures depicting trouble areas. Pictures attached.
- Dan Hamlin reminded Joe and Bart that if an area is not to the City of Sparks' satisfaction, Contract Sweeping Services goes back to correct it at no cost to the City. He also confirmed that they were using GPS on both sweepers. Joe and Bart acknowledged that was the case.
- Dan Hamlin referred to the contract specifically Contract Sweeping Services Obligations to the City of Sparks A, B and C. Joe Vella noted that the dump receipts measured in yards and not by weight as per the contract. Dan said that was okay. Dan asked if they had read the contract. Joe responded in the affirmative, but Bart said he had not, and asked for a copy. Dan made a copy of the contract for Joe and Bart.
- Dan Hamlin referred to the old scheduling and the areas that were missed. He asked Joe how they planned to catch up and when he would be caught up. Joe said he would get back to Dan that afternoon.
- Joe Vella stated that Denise Barone was working on the reports/billing. He said they were okay with September, but to be perfectly honest he was "scratching his head" about the billing for July and August. Dan told him to submit what he had and we would run it by our purchasing agent, Dan Marran.
- Joe Vella said they were making a schedule change to Sunday night for cleaning Monday morning. They would begin catch up work on Zone's 1 – 5 tomorrow, finishing these areas by next week.
- GPS Broom Sweeper 10/11/11
- 2<sup>nd</sup> Zone 1 – 5 write up sheet
- Danno Seaton will check Zones 1 – 5
- Zone 1 October 13

- Zone 2 October 14
- Zone 3 October 17
- Re-sweep entire zones
  
- Denise should have reports/billing ready by October 17, 2011.
  
- Next meeting: Tuesday, November 1, 2011 at 9:00 a.m.

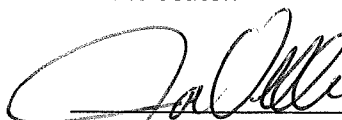
Joe Vella returned to the office approximately 5 minutes later to confirm the following contract items:


- Arterials                      Contract sweeping was sweeping every other week. The contract states weekly.
- Medians                      Contract Sweeping was sweeping every other week. The contract states monthly.
- Bike Paths and Alleys      Joe asked for a map and Dan made suggestions as to the types of broom he may want to use.

I have read and approve the minutes documented above.

 11-1-11  
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 Dan Hamlin                      Date

 1 NOV 11  
 \_\_\_\_\_  
 Danno Seaton                      Date

 11-1-11  
 \_\_\_\_\_  
 Joe Vella                      Date

 11-1-11  
 \_\_\_\_\_  
 Bart Williams                      Date

## Meeting between City of Sparks Community Services and Contract Sweeping Services

November 1, 2011

Attended by:

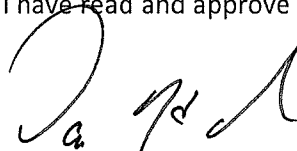
Community Services: Dan Hamlin, Danno Seaton, and Karen Hood

Contract Sweeping Services: Joe Vella and Bart Williams

- Danno Seaton passed out 12 new photos depicting trouble areas. He noted that all photos were taken after the October 11 meeting. The following incidents were discussed in greater detail:
  - Debris left in turn lane
  - Garbage day
  - Sweeper in front of house on Glen Martin
  - Spill in front of Les Schwab
  - Industrial Way
  - 19<sup>th</sup> & Pacific
- Dan Hamlin distributed a copy of the minutes taken from the previous meeting on October 11, 2011. All parties agreed to and accepted the written notes as evidenced by signatures.
- Danno Seaton noted that the GPS night guy was traveling 12 - 19 mph. That's going too fast.
- Joe Vella stated that they were on schedule as of today according to the new map. They are scheduled to be doing the arterials all week. Two sweepers with GPS were dedicated to the City of Sparks.
- Dan Hamlin reiterated that if a sweeper went down, they were to call us with the date, time and area swept.
- Leaf sweeping for the City of Sparks will begin mid-November.
- Dan Hamlin returned the invoices to Joe as unacceptable and suggested that Joe contact John at Trimble for a more concise report narrowing the parameters to PTO "on" only and SPARKS only.
- Dan Hamlin reminded Bart again not to use the air sweeper as previously discussed during the September 27 meeting.
- Special Call Out Logs. Documentation was important in order to distinguish between special requests for sweeping and re-sweeps, as re-sweeps were a "zero charge to the City. Dan requested that Contract Sweeping Services call the City when the special requests/call outs were complete. Bart is to keep both logs to be turned in with the monthly invoice.

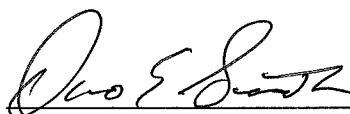
➤ Next meeting: Wednesday, December 7, 2011.

I have read and approve the minutes documented above.

 12-7-11

Dan Hamlin

Date

 12-7-11

Danno Seaton

Date

 12-7-11

Joe Yella

Date

 12-7-11

Bart Williams

Date

## Meeting between City of Sparks Community Services and Contract Sweeping Services Notes

December 7, 2011

Attended by:

Community Services – Dan Hamlin, Danno Seaton and Karen Hood

Contract Sweeping Services – Joe Vella and Bart Williams

- Dan Hamlin distributed a copy of the minutes taken from the previous meeting on November 1, 2011. All parties agreed to and accepted the written notes evidenced by signatures.
- During the November meeting, Dan Hamlin told Contract Sweeping Services they were not to use the air sweeper. Two weeks later, the air sweeper was still out. Dan spoke with Bart the following day. Bart informed Dan that Joe told him to run the air sweeper. Dan presented Joe and Bart with photos showing the poor results after using the air sweeper.
- Joe stated that he had to use the air sweeper due to the large amount of leaves, the water issue was addressed immediately, and the contract does not state he can't use an air sweeper. Joe questioned being told during the last meeting that he couldn't use the air sweeper. Karen found it in the minutes dated November 1, 2011 and pointed it out.
- Dan said Contract Sweeping Services was not to use the air sweeper because there was no GPS, and as stated in the contract, the amount of particles left in the air was not acceptable.
- Joe said the sweeper was PM-10 compliant. Joe stated that he believes the quality of the work is good now, that things are better. He questioned why there were no pictures depicting the good work.
- Dan handed Joe the pictures and said, "Do you think this is acceptable?" Joe said, "No, but they were coming back to pick it up. At no charge to you." (No GPS.) Dan told Joe that pictures were sent to him by a member of the City Council. After all these months, Dan said the work quality should be better.
- Dan referred him back to the contract, and reiterated why they were not to use the air sweeper.
- Dan told them that he met with Neil, Dan and Shirle to discuss the performance breaches. Our course of action was to precede to the City Council, present our findings and see whether they wanted to keep them or not.

- Dan mentioned that we received the adjusted invoices which we sent back last month, but they did not send us the backup. Dan reminded Joe that we needed to match the invoice with the GPS before we could approve payment.
- Next meeting: Wednesday, January 4, 2010 at 9:00 a.m.

I have read and approve the minutes documented above.

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Dan Hamlin	Date
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Danno Seaton	Date
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Joe Vella	Date
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Bart Williams	Date
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