

# PUBLIC WORKS AND TRANSPORTATION COMMITTEE MINUTES July 11, 2017

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## **In Attendance**

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Councilwoman Carol Berz, Committee Chair, called the meeting to order at 3:34 p.m. in the Assembly Room. A quorum was present that included Council Chairman Jerry Mitchell, Vice-Chairman Ken Smith and Council members Anthony Byrd, Demetrus Coonrod, Russell Gilbert, Chip Henderson, Darrin Ledford and Erskine Oglesby. Assistant City Attorney Valerie Malueg and Council Support Specialist Keren Campbell were also present.

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## **Others in Attendance**

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Purchasing: Bonnie Woodward, Director; Public Works: Justin Holland, Administrator, and Bill Payne, City Engineer; Transportation: Blythe Bailey, Administrator

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## **Approval of Minutes**

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**On motion of Councilman Henderson** and seconded by Councilman Gilbert, the minutes of the last meeting (June 20, 2017) were approved as published.

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## **PRESENTATION #1: Procurement Process Overview**

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Ms. Woodward gave a PowerPoint presentation on the procurement process that included bullet points on the levels of regulation, method and timeline. After which, she responded to questions from Councilman Ledford on the following:

- The bid process and response time allowed for vendors
- Vendor qualifications;
- How the list is maintained to communicate with vendors.

She responded to questions from Councilman Gilbert on several aspects:

- The specifications that a department provides;
- How specs are written, obtained and valued;
- How all aspects are monitored;
- The screening process;
- The needs that the City may have;
- How to work together to get the right specifications and vendors.

Ms. Woodward also responded to questions from Councilwoman Berz about the AAU program. There being no other questions or comments, the issue was closed.

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**Resolutions – Agenda Item 7K**

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This item had been discussed at previous open meetings. Upon no questions or comments, the issue was closed.

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**Resolutions – Agenda Item 7L**

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Councilman Ledford requested information on the change order. Therefore, Mr. Holland gave a brief overview on it. He then responded to a question from Councilman Ledford on the cost of the technology. He responded to questions from Councilman Gilbert on additional help and the use of this technology when pipes leak or have areas of overflow. There being no further questions or comments, the issue was closed.

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**Resolutions – Agenda Item 7M**

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This item had been discussed at previous open meetings. Upon no questions or comments, the issue was closed.

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**Resolutions – Agenda Item 7N**

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Councilwoman Berz confirmed the kind of fees requested to be waived. Upon no further questions or comments, the issue was closed.

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**Resolutions – Agenda Item 7O**

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Councilwoman Berz asked Mr. Holland for a brief overview. After which, Mr. Holland responded to questions from Councilman Henderson on the following:

- Whether the moratorium allows the City to set a rate
- Why the moratorium only applies to non-city residents and contractors.
- The City processing, purchasing or manufacturing mulch.

Mr. Holland also responded to questions from Councilman Gilbert on the following:

- Purchase of the mulch in the past;
- Why the contract was affected;
- Process for pick-up.

Upon no further questions or comments, the issue was closed.

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**Resolutions – Agenda Item 7P**

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This item had been discussed at previous open meetings. Upon no questions or comments, the issue was closed.

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**Resolutions – Agenda Item 7Q**

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Councilman Ledford requested a briefing from Mr. Holland on this item. After which, he responded to questions from Councilwoman Berz on why we requested above this amount and what is done if this is divided as needed. Upon no further questions or comments, the issue was closed.

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## **PRESENTATION #2: Change Orders**

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Mr. Payne gave a PowerPoint presentation on change orders that included information on the following:

- What they are
- What we want from them
  - Fast
  - Good
  - Cheap
- Project management
- Contract Types
- Analysis

After the presentation, Mr. Payne responded to questions from Councilman Oglesby on the project manager and how the process is evaluated and overseen. Upon no further questions or comments, the issue was closed.

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## **Resolutions – Agenda Item 7R & 7S**

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These items had been discussed at previous open meetings. Upon no questions or comments, the issues were closed.

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## **Resolutions – Agenda Item 7T**

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Councilman Gilbert asked Mr. Bailey to go over the project as a whole. After which, Mr. Bailey responded to a question from Councilman Gilbert on the intersections being considered in the project. Upon no further questions or comments, the issue was closed.

## **Next Week's Agenda: July 18, 2017**

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## **Resolutions – Agenda Item 7D**

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This item had been discussed at previous open meetings. Upon no questions or comments, the issue was closed.

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## **Adjournment**

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There being no further business, Councilwoman Berz adjourned the meeting at 4:36 p.m.