



FINANCE COMMITTEE

Chaired by Council Member J. Davis

Members: J. Davis, Alexander, C. Davis, and Hill

AUGUST 2, 2017 – 4:00 P.M.

3rd FLOOR CONFERENCE ROOM

MINUTES

Present:

Committee Chairman Jim Davis and Committee Members Latimer Alexander, Cynthia Davis, and Alyce Hill

Absent: Committee Member Cynthia Davis

Staff Present:

Randy McCaslin, Deputy City Manager; JoAnne Carlyle, City Attorney; Jeron Hollis, Communications & Public Engagement Director; Laura Altizer, Budget Analyst; Melanie Bruton, MRF Superintendent; Terry Houk, Director of Public Services; Jeff Moore, Director of Financial Services; Robby Stone, Public Services Assistant Director; Gary Smith, Fleet Services Director; Derrick Boone, Stormwater Superintendent; Maria Smith, Deputy City Clerk and Lisa Vierling, City Clerk

News Media:

No Media present

Chairman J. Davis called the meeting to order at 4:01 p.m.

Resolution - Contract – Guilford County Board of Education – SRO Program

Council is requested to adopt a resolution authorizing the City Manager to execute a contract with the Guilford County Board of Education to provide for eight (8) School Resource Officers (SROs) for FY 2017-2018.

Randy McCaslin, Deputy City Manager, reported that our City Attorney JoAnne Carlyle and the High Point Police Department have been working on this contract with the same previous conditions. It is a continuation of the existing program.

Committee Member Alexander inquired on the rules and if our Police Officers are establishing the rules of the policies and procedures or if Guilford County establishes those policies. Mr. McCaslin was unsure and stated he would follow up with the Chief of Police.

Chairman J. Davis moved to forward this matter to the City Council with a favorable recommendation for approval. Committee Member Hill made a second to the motion. The motion carried by a 3-0 unanimous vote. [Committee Member C. Davis was absent]

Contract – Purchase of Mini Excavator

Council is requested to approve award of a contract to Kubota Tractor Corporation through our local supplier Sink Farm Equipment in the amount of \$106,228.06 for the purchase of a new mini excavator for use by the Water and Sewer Mains Division of Public Services Department; and declare the old mini-excavator as surplus and disposing through the online auction process.

Gary Smith, Fleet Services Director, advised that the Water and Sewer Division has a 2005 Kubota excavator which needs to be replaced due to down time. He is recommending a mini Kubota with three more additional feet of digging capacity.

Chairman J. Davis moved to forward this matter to the City Council with a favorable recommendation for approval. Committee Member Hill made a second to the motion. The motion carried by a 3-0 unanimous vote. [Committee Member C. Davis was absent]

Contract – Purchase of Paver

Council is requested to approve the award of a contract to Carolina Caterpillar in the amount of \$176,692.50 for the purchase of a 2017 Leeboy 8515E Paver for use by the Streets Division of the Public Services Department; and declare the old paver as surplus and disposing through the online auction process.

Mr. Smith explained that the Streets Division has a 2008 Leeboy Paver and staff is recommending to purchase the exact same Paver as they currently only have one. He advised they researched other brands, but the Leeboy would still meet their needs. In the past year, he noted they experienced downtime more than usual and would like to declare this one as surplus and maintain it a spare.

Chairman J. Davis inquired how much of the budgeted amount is actually spent on paving. Mr. Smith explained this covers smaller projects like utility cuts, but noted we do some street paving such as shorter neighborhood streets that are not curbed and guttered. Mr. McCaslin inquired about the percentage of the total budget of \$2.5 million versus what is done in-house and what is contracted out. Mr. Stone believed it to be approximately \$400,000 – \$500,000 spent on asphalt.

Chairman J. Davis moved to forward this matter to the City Council with a favorable recommendation for approval. Committee Member Hill made a second to the motion. The motion carried by a 3-0 unanimous vote. [Committee Member C. Davis was absent]

Contract – Temporary Services – Material Recovery Facility

Council is requested to approve a contract with People Ready in the amount of \$140,000.00 to provide temporary service employees at the Material Recovery Facility (MRF) until scheduled upgrades are complete.

Terry Houk, Director of Public Services, reported approximately \$140,000 is budgeted for full-time temporary service employees at the MRF. He explained the project should go through January 2018 at which time it is anticipated that the upgrade would be complete. He advised that the city did an RFQ which resulted in two bids being submitted. Staff is recommending the contract awarded to People Ready since they were low bid.

Chairman J. Davis pointed out that we do have local temp agencies that he has had some conversations with them about opportunities for them to also bid. Mr. McCaslin reassured him that the bids were properly advertised in the newspaper and posted on the city's website. Committee Member Alexander suggested that they go to Purchasing and register to be put on the bid list.

Chairman J. Davis moved to forward this matter to the City Council with a favorable recommendation for approval. Committee Member Hill made a second to the motion. The motion carried by a 3-0 unanimous vote. [Committee Member C. Davis was absent]

Contract – Ingleside Compost Facility – Trommel Screener

Council is requested to approve a contract with Powerscreen Mid-Atlantic Inc., in the amount of \$304,868.59 for the purchase of a Trommel Screener for the Ingleside Compost Facility to provide a clean processed material to the customer base.

Mr. Houk advised the existing Trommel Screener at the Ingleside Compost Facility needs to be replaced to provide a clean process material. He indicated that the existing unit is 12 years old and pointed out that the life cycle for this equipment is generally between 8-10 years. Staff recommends approval.

Chairman J. Davis moved to forward this matter to the City Council with a favorable recommendation for approval. Committee Member Hill made a second to the motion. The motion carried by a 3-0 unanimous vote. [Committee Member C. Davis was absent]

Contract – Ingleside Compost Facility – Spare Parts for Trommel Screener

Council is requested to approve a contract with Powerscreen Mid-Atlantic, Inc., in the amount of \$44,913.62 for the purchase of spare parts for the Trommel Screener used at the Ingleside Compost Facility.

Mr. Houk explained that the parts for the equipment will wear out and staff is recommending authorization two years of spare parts to ensure that maintenance can be performed on the Trommel Screener.

Chairman J. Davis moved to forward this matter to the City Council with a favorable recommendation for approval. Committee Member Hill made a second to the motion. The motion carried by a 3-0 unanimous vote. [Committee Member C. Davis was absent]

Contract – Sole Source for a Magnadrive – Sandy Ridge Pump Station

Council is requested to award a contract to Perkinson Co., IC in the amount of \$55,505.00 for the purchase of an additional Magnadrive adjustable speed coupling (APC) for a second pump at the Sandy Ridge Pump Station.

Mr. Houk advised this was for a Sole Source to purchase a Magnadrive for a second pump at the Sandy Ridge Pump Station. He noted the original has been there for four years and staff is recommending a second Magnadrive to be installed at a backup. Staff recommends approval.

Chairman J. Davis moved to forward this matter to the City Council with a favorable recommendation for approval. Committee Member Hill made a second to the motion. The motion carried by a 3-0 unanimous vote. [Committee Member C. Davis was absent]

Contract – Pavement Condition Survey

Council is requested to approve a Professional Engineering Services contract with WitherRavenel, Inc., in the amount of \$110,000.00 to conduct a pavement condition survey that will assist in better maintaining the street infrastructure while expanding the maintenance activities with available funding. This project will provide a complete evaluation of the street network.

Mr. Houk explained Public Services conducts a pavement condition survey every three years. He anticipates this will be a ten-week process. Staff recommends approval.

Committee Member Alexander suggested it might be helpful to review the pavement condition survey ratings with the new city council for a better understand on how these are prioritized.

Chairman J. Davis moved to forward this matter to the City Council with a favorable recommendation for approval. Committee Member Hill made a second to the motion. The motion carried by a 3-0 unanimous vote. [Committee Member C. Davis was absent]

Acknowledge Receipt of 2016-2017 Surplus Equipment Disposal

Council is requested to acknowledge receipt of the FY 2016-2017 Surplus Equipment Disposal report.

Gary Smith, Fleet Services Director, reported last year's Fleet Services generated a little over \$600,000 through the surplus sales of equipment. He stated they surpassed the \$5 million-dollar mark of total sales for nine years, while averaging \$500,000 a year and prior to that, on-site auctions generated about \$125 - 150,000.

Committee Member Alexander wanted to know if the revenue received from the sales is put back into the general fund. Staff replied in the affirmative. Chairman J. Davis questioned the purpose of acknowledging receipt of the report as these items have already been sold. Jeff Moore, Director of Financial Services, explained the purchasing policy requires a report and feedback with accountability.

Chairman J. Davis moved to forward this matter to the City Council with a favorable recommendation for approval. Committee Member Hill made a second to the motion. The motion carried by a 3-0 unanimous vote. [Committee Member C. Davis was absent]

There being no further business to come before the Committee, the meeting adjourned at 4:16 p.m. upon motion duly made and seconded.

Respectfully Submitted,

Maria A. Smith
Deputy City Clerk

Jim Davis, Chairman