

Mandy Bills

From: George Maiberger
Sent: Thursday, December 01, 2011 11:46 AM
To: John Asmar
Subject: Issues and Items

John, I know you are busy, so I will try to get your feedback on some issues by email.

Woodland Heights Oral Presentation- As you know, this has very difficult getting all the selection committee members available at the same time. We asked for open dates through Dec. 15th and could not get everyone to be available at the same time. It is pointless to try and get a meeting during the holiday season as we will wind up with the same result. My recommendation is to offer two dates potential dates the second week of January and go with the best date. If not every selection committee member can make, we proceed with who can attend (via internet). We have three good firms from the shortlist, and any of them will do a great job. Brian can meet with the winning firm and provide direction as to what he wants and expects for the design.

Jerry Pate Design Contract- he contract for main st. owners rep has been given to Al Garza for him to sign as Dept. Director and start the document review. Steve Dana said he delivered the contract for Admiral Mason Park Owners Rep assistance to the Mayor a few weeks ago. Can you get that to me so I can also send to Al Garza to get the document review rolling? I know that this work has already been done and Steve Dana is surely needing his payment. If you will give permission, I will ask Al Garza to prepare a requisition for this work in order to create a Purchase Order so they can be paid. Normally, we don't do the requisition without a contract, but this work was done a long time ago, so I will attach the executed contract to the PO once it is in hand.

Marketing & Advertising Contract Negotiation- Thanks for setting up that meeting with staff. I think the key issue is the amount of money they are requesting purely for their services, vs. what is available for media buys, etc. I think to accomplish what the Mayor wants, will require pulling money from other areas of the budget.

George