

MINUTES

MUNICIPAL SPECIAL SALES TAX COMMISSION MEETING

WEDNESDAY, DECEMBER 7 2016 – 2:00 p.m. – 4:00 p.m. PORTER BUILDING

PRESENT: John Ditto, Ted Duckworth, Duane O'Neill, Pete Perry and Mayor Tony Yarber

GUESTS: James Anderson (COJ), Tommy Avant (IMS), Iris Barnes (IMS), Michelle Battee-Day (COJ), Thelman Boyd, L. Quinn Braboy, Robert Crear II, Vivek Jain (IMS), Leroy Lee (COJ), Frank Mickens, Hibbet Neel, Jerriot Smash (COJ), Erica Thomas (COJ), Charles Williams, Ph.D. (COJ), Keble Ward (IMS), Corvis Willis, and Jackie Anderson Woods (COJ).

PRESIDING: Mayor Tony Yarber

CALL TO ORDER: *Mayor Tony Yarber* called the meeting to order at 2:02 p.m. with prayer given by Ted Duckworth. A quorum was not present so the Commission was unable to approve items, but listened to the Program Management Team updates.

ACCEPTANCE OF MINUTES: A quorum was not present.

FINANCIAL/FUNDING SUMMARY

Tommy Avant (IMS) gave the following financial update: revenues collected \$35,251,636.26; interest earned \$58,226.09; total \$35,309,862.35; total obligated \$30,161,683.00; funds un-obligated \$5,148,179.35 and amount spent \$4,278,968.78 (Details can be found in tab 2 of binder.)

LYNCH CREEK DRAINAGE IMPROVEMENTS

Tommy Avant stated that the Lynch Creek Drainage Improvements was tabled at the last meeting. The City will ask the Commission for approval to add the Construction of Lynch Street Drainage Improvements Project as an active project for the 1% Infrastructure Program. The request is to move \$132,000 from design to construction and add \$548,450 for construction. So the amount obligated for construction will be \$680,450 to help with the federal side. Once the City request the 75% reimbursement from FEMA, the City will refund \$680,450 to the 1% tax fund. *Charles Williams* stated that they would like to request reimbursement at the completion of the project (end of February or first of March) however, Finance would like the request for reimbursement made at the end of December. This will be confirmed with the agency.

POTHOLE AND UTILITY CUT WORK UPDATE

Sreenivase Kolapali (IMS) stated that the city regularly receives calls through 311 for pothole repairs. In October 2016, 65 utility cuts and 1,239 potholes were repaired with the new equipment. Repairs are funded through city maintenance funds.

ITEMS FOR DISCUSSION/ ACTION ITEMS – REQUEST FOR APPROVAL BY COMMISSION:

Tommy Avant stated that the Commission needs to take action on the following items: (1) Master Plan for Future Years, (2) Recommended Year- 2 Projects, and (3) Pavement Analysis Report and Recommendations.

Master Plan the Path Forward: *Sreenivase Kolapali* stated that IMS wants to plan a path forward and build from existing plans for future years. The law states that the Commission shall, with input from the municipality establish a master plan. Input from the city was provided in the Bold Infrastructure Master Plan (IMP) in 2015 and only Year -1 projects were finalized. The City also provided input in a draft masterplan in May 2016. The approximate costs in the May 2016 plan were: Water - \$119,802,200, Stormwater/Drainage \$54,149,157 and Roads/Bridges \$75,938,965.

The recommendation is to: (1) modify the 2016 draft plan, (2) formally create an IMP team or small subgroups with the Commission (roads and bridges, water, drainage), (3) schedule work sessions with groups to finalize plan, (4) update road/street sector, and (5) present plan to the Commission for approval. A list of all Program Year 2 projects recommended in March 2016 was provided. The numbers for those projects are based on the 2013 plan and are subject to change. The Current Active Projects are: Greening the Gateways West County Line Road and State Street, Operation Orange Cone – Neighborhood Street and Major Street Improvements.

McDowell Road Bridge No. 135: *Tommy Avant* stated that the Commission will be asked for approval of McDowell Road Bridge. The rating of the bridge is 13.9 and is a critical project. The cost is \$2 million. *Pete Perry* requested a copy of the rating of bridges. IMS will provide a copy to the Commission. The County will conduct another inspection on the bridge within a month and **submit a report to State Aid**. The bridge could possibly go into close status. **Mayor Yarber asked that hazardous bridges are emphasized in some way and Pete Perry asked for a breakdown of the cost of water and sewer replacement for McDowell Road Bridge.**

The Commission discussed sewer replacement with 1% projects and *Mayor Yarber* stated that he prefers not to combine 1% funds with sewer projects. *Duane O'Neill* read the bill. **Senate Bill 2839 states that the revenue collected pursuant to the tax levy imposed under this section may be expended to pay the cost of road and street repair, reconstruction and resurfacing projects based on traffic patterns, needs and usage and to pay the costs of water, sewer and drainage projects in accordance with a master plan adopted by the commission established pursuant to subsection.**

Sreenivase Kolapali stated that out of 148 bridges, 24 bridges have sufficient rating less than 60. The information can be found in the 2016 Draft Masterplan (Appendix C table 3) and are draft recommendations.

Program Management Year 2 Budget (\$1,500,000): *Tommy Avant* stated that the Commission will be asked to approve \$1,500,000 for Program Management for Year 2. **IMS has a three year contract with option year 2.** The overall scope has been approved and each year the Program Manager submits a budget for approval. IMS will submit the budget to the City and the City will submit it to the Commission. *Sreenivase Kolapali* gave an explanation of the eight subtasks: Program Management, CIP Implementation Program, IMP Technical Support, Urgent Need, Funding Sources Technical Support, GIS Support, and Support Services. *Charles Williams* stated that Urgent Needs to be more defined or possibly change the name. The intent was never for them to do design, but maybe **Spot, C&I** services or provide technical guidance for certain projects that may arise. The column is actually augmentation of staff and should be discussed further. **The Commissioners requested an itemized budget/breakdown for each task-subtask.**

Tommy Avant stated that the budget for Year 1 was \$840,000 and IMS provided a breakdown to the City. IMS is using the same protocol as last year. Year 2 services are a continuation of existing services from Year 1. When IMS began the program the city was in the process of selecting consultants. Some of the work IMS provided for Year 1 were: ensured scopes and budgets were prepared with consultants, coordinated with the city to make sure contracts were completed, and are now coordinating with consultants on a weekly basis to make sure progress of projects are completed. Most projects in Year 1 were in the design phase and projects are moving to construction. So the program is increasing.

Pavement Analysis: *Sreenivase Kolapali* stated that a study was conducted by Stantec Inc. in 2013 and IMS has reviewed the report. The study evaluated 902 centerline miles of paved road network (local, collector, and arterial streets). A summary of existing conditions (PQI Scale) and most of the street average rating is 40.4 (rated as Poor Streets). *Tommy Avant* stated that based on the 2013 report, if nothing was done to those streets, in year 2022 the streets will decrease to 11.6 (Very Poor). Approximately 77.3% of the streets are below a minimum accepted PQI off 55 (Fair). 55 is the Threshold so any street below 55 should be considered for improvement. Based on the assessment, approximately \$2 billion is needed over the next ten years.

IMS is proposing the following Approach for 2017. **Step One** -use Remaining Service Life (RSL) to look at all streets that have RSL of 0; which means those streets are unserviceable. There are approximately 250 lane miles of streets with that rating. IMS will screen filtered streets with the City, perform a field assessment for verification and will come back to the Commission with the recommended streets for approval.

A Pavement Management Analysis Report was distributed. It list streets with a RSL of 0 and are proposing these streets for 2017. The list includes an assessment of local, arterial and main collector streets. The Commissioners asked IMS to condense the list, give the road and the average rating and asked if the streets can be sorted by wards instead of precincts. The document will drive the decision making and is the document of streets that the Commission will work from moving forward. IMS and the City will filter the list.

Pavement Management System *Tommy Avant* stated **Step Two** is a Pavement Management System. A plan is needed to maintain the streets and determine a cycle for maintenance of streets. IMS recommends developing a plan along with a Commission team for the Master plan implementation. It is important to develop policy/guidelines for rehabilitating streets. Once final streets are approved by the Commission, IMS would like to advertise multiple bid packages to make sure it's not just a term bid but an actually bid for a selected amount of streets approved by the Commission. IMS recommends moving forward with the entire program, using the Pavement Management System along with the data from the report.

Status of Neighborhood Orange Cone: *Tommy Avant* stated that work is currently taking place in Ward 7. IMS met with the contractor and he agreed to extend his contract through March 17 with no additional fees. They will work until inclement weather and will move to Ward 1. The contractor will start working on major streets Monday.

OTHER ITEMS: The Commission discussed the lengthy time to sign contracts and streamlining legal so contracts are not hung up. *Mayor Yarber* stated the need to look at the legal process and have discussed creating standard contracts.

ADJOURNMENT: A motion was made by *Duane O'Neill* and seconded by *John Ditto* to adjourn the meeting. The meeting was adjourned at 3:44 p.m.

JONATHAN LEE/CYNTHIA BUCHANAN WATKINS, RECORDER

ATTEST:

TONY T. YARBER, MAYOR/DUANE O'NEILL