

**STREET MAINTENANCE ADVISORY AND APPEALS BOARD
MEETING MINUTES FOR June 21, 2018**

Public notice having been posted, the Street Maintenance Advisory and Appeals Board meeting was held on Thursday, June 21, 2018 at 555 Walnut Street, 2nd Floor, Council Chambers, Abilene, Texas 79604.

Board Members Present:

Kenneth (Ken) B. Martin
James Bridwell
Wayne Lanham
Kristina C. Davis
Louis Rangel
Matthew M. Lubin, Sr.
Michael H. Schultz

Others Present:

Anthony Williams, Mayor
Robert Hanna, City Manager
Michael Rice, Assistant City Manager
Andy Anderson, Interim Director of Public Works
Stanley Smith, City Attorney
Larry Wright, City Engineer
Jim Winward, Operations Manager
Rodney Abila, Street Services Manager
Ruth Garcia, Secretary

Board Members Absent:

None

1. Chairman Ken Martin called the meeting to order at 1:30 p.m.
2. Approval of Minutes from the May 3, 2018 meeting.
3. Agenda Items:

a. Robert Hanna discussed the roles and responsibilities of the Board as outlined in Section d of Ordinance No. 35-2018, Resolution 35-2018, Exhibit A. Ken Martin asked that the Director of Public Works or City Staff provide the Board with a list of potential street projects. He also asked if funds from the Street Maintenance Fee (SMF) would be mixed with the City's general fund. Mr. Hanna said the SMF will not be mixed with the general fund, it will be a separate fund which will be used for pavement materials, engineering & designing of the project. He also stated that people will not get charged the fee until January 2019, but design work can start before that. Andy Anderson stated that there is not yet a list of streets, but staff can provide a series of street projects and out of that list recommend which ones need to be addressed right away.

Mayor Williams explained that the Board's role is very significant having been selected by himself and the City Council to represent the citizens of Abilene. The Mayor wants the Board to have good conversation among themselves and staff in providing a long-term solution for the streets. As a team together with administration, council, and the citizens, the Board can accomplish what it has been charged to do. Mayor Williams also thanked the Board for their time, sacrifice and endeavor in helping this City address the streets.

b. 1. Andy Anderson explained that the Ordinance & Trip Factor Index Resolution has a subset to define the various types of businesses in Abilene. He also mentioned that there is a time frame in which appeals can be made. Ken Martin asked if the SMF is based upon the water meter, one charge per meter. Mr. Anderson said that is correct. Kristina Davis asked when will the appeal process start? Mr. Anderson said the formal appeal process will not begin until actual bills go out. Louis Rangel asked if the list of streets will contain a list of the bond projects. Mr. Anderson said he can get a list of the bond projects to include what has been done and what is yet to be done with another list of those streets needing significant repairs. Mr. Martin also clarified that the SMF money will not be used for bond projects.

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b.2. Mr. Anderson explained that in the beginning the City will have to use the contract approach for the various street maintenance projects. In house would be used if the City did not have contractors large enough to take the street maintenance repair work. But clusters of work can easily be over \$50,000.00 and then the work would have to go out for bid. Wayne Lanham asked if there is a warranty period for the work done by a contractor. Mr. Anderson said all contracts have a warranty.

b.3. Ken Martin said the Board has to give the City Council a report every year on the performance accountability of the street maintenance program and asked if this included work done by Rodney Abila. Mr. Anderson said it can include both, that Mr. Abila is already measuring certain elements of the work that he does, and Board could also add other work and set goals; those are more operational than performance standards. The other part of accountability is how many dollars are coming in through the SMF and how it is being used over time. The Public Works Department and Board will work together to deliver accountability to the public such as how many square yards are being done weekly & monthly. Ken Martin would like for effectiveness to be done in addition to quantity. Wayne Lanham wants to report on how much work is done for each side of town: North side & South side, so that people that don't live on that particular side can know what is being done on each side. Ken Martin asked if work done is on the website. Rodney Abila said it is but not updated every week, but Street Division will definitely work on that. Mr. Martin also asked if when a new project is built will the City enter into the cartegraph the information of the street that has been rebuilt and change the PCI? Mr. Anderson said not only that but on a continued basis City will go back and re-grade streets.

b.4. Mr. Anderson said the design work can start and then projects could be sent out for bid in 2019.

c. Public Comments

d. Set Future Meeting Dates. Mr. Martin asked for a map identifying arterial, collector, & residential streets. The board resolution was to meet 2 x's each year, once in January and once in July. However, this meeting in June will count as the July meeting and the board will not meet in July.

4. There being no further business for discussion the meeting was adjourned at 2:59 p.m.

Approved: _____


Ken Martin, Chairman