



City Manager's Report
September 14, 2015
W. David Nunn

Red text denotes entry date and update from previous report or new item

Airport Improvements

Bobby Reynolds, Airport FBO, and city building maintenance staff are currently working to repurpose the former lounge building at the airport into a space that will accommodate travelers for overnight stays. This single accommodation space will be managed and controlled by Mr. Reynolds and will be used typically by airport visitors weathered in at the airport. Mr. Reynolds has had many requests for a space of this type and there will be a fee for its use (fee split to be determined). Cost to complete this work should be minimal and this seems to be an excellent use for this vacant building. A side benefit to this project is there will be an increased overnight presence at the airport. This should help to decrease incidents of criminal activity (not a problem at the present time). City staff has cleared the interior finishes and rough plumbing and wiring are being installed.

I received notification last week that the Madison Municipal Airport received a tentative allocation of federal funding assistance in the amount of \$699,943 for obstruction removal, lighting, and land acquisition for runway extension. This project will require matching funds from the City estimated in the amount of \$22,806.00. Georgia DOT requires a confirmation letter no later than September 15, 2012 that the City intends to proceed with and fund this project in the state's Fiscal Year 2013, which ends June 30, 2013. **03/07/2013** – Jacobs subcontractors are presently appraising property in the airport area in preparation for land acquisition. Landowners will be approached at the appropriate time regarding the City's land needs related to future airport improvement and expansion. **03/10/2014** – Earlier this year Georgia DOT directed the City and its engineer to use current funding for runway repairs. The total cost of such repairs would have expended most of the funds currently available to the City for airport projects. When it was determined that there was not sufficient time to execute the runway repair project as needed Georgia DOT agreed to allow the City to continue land acquisition activities. **06/09/2014** – Contract documents approved by the Mayor and Council at a previous regular meeting will enable the City to purchase several of the parcels needed for future expansion of the airport. **07/14/2014** - Land purchase efforts will continue through summer months. A task order is on the meeting agenda for Jacobs to handle land acquisition. Also a task order is on tonight's agenda for Jacobs to engineer and coordinate the runway maintenance project. Both task orders are funded with 90% Federal, 5% State, and 5% Local funds. **04/06/2015** – Four parcels are due to be purchased based on the above funding formula. Closing will be within the next month. Authorization for the Mayor to execute necessary closing documents is on the agenda for the upcoming meeting. **06/04/2015** – The first four parcels will close next week.

Downtown Crosswalks & Street Intersections

On Friday, May 18, I met with a city engineer to begin evaluation of the Downtown crosswalks and street intersections. We discussed enhancements available to the City to make these crosswalks as safe as possible. We also discussed evaluating several street intersections for possible changes, especially East Jefferson and Hancock and East Washington and Hancock. A written report has been received and you should have a copy of same. I have sent a letter to the DOT District Engineer requesting permission to implement the recommendations and to ascertain if there is a possibility of State assistance with this project. Changes to

City streets will be implemented as time allows. [11/09/2012](#) – Preparations are being made and materials are being ordered to change the East Washington and East Jefferson intersections with Hancock Street to four way stops. Crosswalks will be installed at those intersections where they currently do not exist. Every effort will be made to publicize this change in order to avoid accidents and confusion. More substantive changes and improvements are to come at the state route crosswalks. The DOT District office has been slow to respond to my request letter. Letter has been resent. [12/10/2012](#) – DOT staff visited Madison on 11-20-2012 and inspected crosswalk sites with Street Superintendent Ricky Watkins and me. DOT has responded to this visit and I am currently evaluating their recommended improvements. Essentially, DOT is willing to upgrade signage at crosswalks and make other minor modifications but is currently unwilling to commit to more aggressive, higher visibility devices such as lighted signs. Will advise as my dealings with DOT progress. All signage and markings necessary to convert the Hancock Street intersections with East Washington and East Jefferson Streets to four way stops has been received. Street Department personnel will install improvements within the coming weeks in order to complete this change. [01/14/2013](#) – Met once again with DOT staff to further discuss crossing improvements on state routes. They are adamant that crossings must be brought up to current DOT standards before any enhanced improvements will be approved. Street Superintendent Watkins reviewed crossing with DOT regarding changes the City will be responsible for making. This includes the installation of curbing in some areas that will serve as “safe zones” for pedestrians as they approach crosswalks. [03/07/2013](#) – Work is proceeding with crosswalks and installation of signs and street markings to facilitate converting the East Washington and East Jefferson intersections with Hancock Street to four way stops. Curbs and sidewalks are being modified where needed to provide pedestrian access to the new crosswalks at these two intersections. Mayor and Council Members were copied on a letter sent to GDOT Traffic Operations requesting the feasibility of audible pedestrian signals in Downtown Madison. The letter also requested a review of the efficiency of the traffic light programming in Downtown Madison. [04/08/2013](#) – On Tuesday, March 26 the intersections at Hancock at Washington and Jefferson Streets transformed to four way stop intersections. I have had quite a few good, positive comments and no negative comments regarding this change. The driving public seem be adjusting to the changes well. [06/10/2013](#) – I am currently working with a local engineer on designs for the three downtown crosswalks not at traffic signals. DOT requires that curbs and sidewalks be modified to provide pedestrians with better and safer access to these sidewalks. [09/09/2013](#) – I met with Jason Brown (Georgia Civil Engineering) last week regarding the South Main (Chop House) crosswalk and the West Washington (Madison Gift Mart) Mr. Brown will draw up the necessary encroachment permits that will allow for the installation of ‘safe zones’ for pedestrians at these crosswalks. These improvements are required by DOT before any further enhancements can be contemplated. [10/14/2013](#) – Georgia Civil has completed field work and is currently designing work to be proposed at the Chop House crosswalk and the West Washington crosswalk. [01/13/2014](#) – Meeting with Jason Brown (Georgia Civil) tomorrow morning to discuss preparation of encroachment permit for GDOT. [03/10/2014](#) – G DOT continues to request the City investigate sidewalk improvements at the Chop House and West Washington Street. Georgia Civil, checking the efficacy of these improvements, have expressed concern that such sidewalks improvements would likely casus other problems. However, Georgia Civil’s Jason Brown spoke to Georgia DOT staff in Tennille, Georgia regarding signage improvements requested by the City. Brown indicated that GDOT would allow new improved signs. I will move forward to get formal permission from GDOT for such signs and any funding that may be available from GDOT. [07/14/2014](#) – Crosswalk improvement plans are currently being reviewed by GDOT staff in Tennille. We should have feedback or approval to proceed with the final design details in the next few days. [10/13/2014](#) – Engineers are addressing comments received from GDOT based on submittal of the plans. Final plans will be submitted to GDOT that will incorporate all information requested by GDOT staff. [11/10/2014](#) – Final updated crosswalk plans have been resubmitted to DOT for final review. [12/08/2014](#) – The approved encroachment permit has been received from DOT for the West Washington Street crossing. The permit for the South Main at Burnett Street crossing should be coming any time. These projects will be substantial and must be planned in next year’s budget. [02/09/2015](#) – Final permit application forms have been executed by City staff and we are awaiting the completed permit from GDOT. As stated above the crosswalk improvement projects will be included in the FY 2016 budget. [07/10/2015](#) – City staff has signed final required forms for permits to be issued for these two crosswalk improvement

projects. SPLOST funds are in the current budget for this work. [08/04/2015](#) – GDOT approved permits have been received. Georgia Civil is putting together the bid package in order to put these projects out to bid. [09/09/2015](#) – As of this date only one contractor has picked up plans for this project. Therefore the bidding process has been suspended in order to solicit more bidders for the project.

Automated Utility Meter Reading

[07/09/2012](#)

Ronnie Stovall (Madison Utility Superintendent) and I met today with David Thomas with Georgia Power and Jason Wakeman with HD Supply to discuss Madison being a pilot project for automated meter reading (AMR) utilizing Georgia Power's existing Southern LINC wireless network. The scope of the project involves equipping 300 to 500 water meters with equipment that will facilitate data transmission to the City's utility billing software via Southern LINC and the internet. The current budget includes a line item for the anticipated expenditure. This system will allow city staff to identify abnormal usage (leaks) in a more timely fashion. [10/08/2012](#) – Water meter equipment necessary to implement this pilot project has been received and an implementation strategy is being formulated. [11/09/2012](#) – Installation of equipment and programming of meters will be performed by a subcontractor next week. [12/10/2012](#) – Installation of equipment has been delayed due to necessary coordination on the Georgia Power end. [01/14/2013](#) – Equipment has been installed on approximately 300 water meters. Coordination is underway currently to facilitate retrieval of data into the City's billing system via the internet. Ronnie Stovall and I have been given access to the site so that we may familiarize ourselves with the capabilities of this technology. An example of the features was demonstrated when we were made aware of a broken pipe alarm that was received by the system for an account in the Buckhead Manor neighborhood. When I contacted the customer he explained that he had left his sprinkler system on by mistake. The customer was very appreciative for the heads up. [03/07/2013](#) – The City's utility billing vendor is working with the utility meter vendor to enable the City to read the 300 water meters directly for monthly billing. This work is well under way and should be complete in time to do a trial read for this month's billing. [04/08/2013](#) – Software vendors will be on site on May 1 & 2 to test meter reading program changes. This is the final step that will enable City to read 300 test meters with the wireless network. [06/10/2013](#) – City Hall staff and meter reading personnel trained on the 'Logic' software which interfaces with the meter reading system and the City's billing software. Issues with the pilot project are being resolved by City staff and other project partners. [08/12/2013](#) – City Hall staff successfully billed the water accounts in the pilot project by requesting current meter readings via the internet system. Up to this point meters in the trial were read manually. Ronnie Stovall has received 10 gas meter radio read registers so that gas meters in the Social Circle/Jersey area can be retrofitted with radio read technology. This will allow staff to check frequency coverage for gas meters in Walton County at the far edge of the gas system. [09/09/2013](#) – The 10 gas meter radio read registers were installed at various locations in the western portion of the gas system. I am happy to report that 8 of the 10 meters are reading as required. Other methods will be used in order to read any meters that cannot be read remotely by radio. [10/14/2013](#) – Pilot project continues to function well. We are awaiting the go ahead from Georgia Power to roll the program out fully for all water and gas meters. [11/11/2013](#) – Spoke to David Thomas with Georgia Power last week regarding progress toward a long term agreement with Georgia Power with respect to the automated meter reading program. Mr. Thomas stated that Georgia Power and Sensus are currently working out an agreement. The current arrangement where the City utilizes the network and internet based software free of charge has been extended to at least the end of this calendar year. At that point the City and Georgia Power will work out an agreement that will allow the City to add radio read water and gas meters to the system. [03/10/2014](#) – I have spoken with representatives from Georgia Power and Sensus regarding the status of the pilot project. Both parties affirm that details are currently being worked through that will allow for a long term agreement with the City of Madison for meter reading services. [06/09/2014](#) – Mellie and I met with representatives from Sensus and H D Supply last week regarding the status of this program. Sensus and Georgia Power are very close to working out the final details for the proposed long term operating agreement between all parties. Staff has budget funds necessary to convert approximately one half of all water and gas meters to radio read

by June 2015. [07/14/2014](#) – Met with H D Supply and Georgia Power representatives last week. Georgia Power and Sensus are yet to work out final details but we were assured the agreement was forthcoming. [11/10/2014](#) – City staff met with David Thomas and Joe Lawrence of Georgia Power several days ago regarding this project. Georgia Power has proposed that a different software package be used as the interface between the City and Sensus. This new software will be demonstrated to City staff on December 2. Mr. Thomas is confident that the City will find this software to be an improvement over the previous software. [12/08/2014](#) – On December 2 City staff met with David Thomas with Georgia Power and a software representative who demonstrated a software solution that will interface between the City and Sensus Metering. The capabilities of the software were very impressive. The product is being tested at several sites and will be offered to the City in the coming months.

[04/06/2015](#) – David Thomas with Georgia Power has informed me that Georgia Power has signed an agreement with Sensus. Now that this essential step has been completed Georgia Power is now drawing up its operating agreement with the City. Upon receipt of this agreement staff and the city attorney will review said agreement and communicate with Georgia Power as necessary. A recommendation for Mayor and Council will follow. The final agreement with Georgia Power will allow City personnel to move forward with installation of the metering equipment. [05/05/2015](#) – David Thomas delivered the proposed Advanced Metering Infrastructure Services Agreement between Georgia Power Company and the City of Madison for consideration. Attorney Reitman has reviewed the agreement and proposed several changes. The agreement is now back with Georgia Power for review. I expect the agreement to be back with the City in a couple of days. After attorney review this agreement will be placed on the Mayor and Council's agenda for consideration. After approval city staff can then begin to install metering equipment that will convert existing touch read meters to radio or network read. [06/04/2015](#) – Agreement has been executed by City and Georgia Power. Software changes will be done during the month of June and new meter installation will begin in July. [07/10/2015](#) – Supplies are in stock to convert 225 additional water meters to the Flexnet radio read system. Software modifications are being done at the present time. [08/04/2015](#) – Sensus will be installing the new software on or about August 14, 2015. This will allow testing to take place between the existing software and the new software. [09/09/2015](#) – Preparation continue for the City to bill the Flexnet meters utilizing the new software. Vendors are scheduled to be on site within the next few days to complete the conversion process. When the new software is operational city staff will begin the process to install equipment that will convert existing touch read meters to the Flexnet system.

Compressed Natural Gas (CNG) Vehicles

[12/10/2012](#)

A feasibility study is currently underway to ascertain how the City can take advantage of low natural gas prices to fuel city vehicles. Phase I would likely include a series of "slow fill" islands with limited fast fill capabilities. A number of existing City vehicles would be converted to operate on either natural gas or gasoline. Considerable savings could be realized through this concept. However, initial capital costs must be considered in order to calculate the true return on investment. Given the stability of natural gas prices many cities are currently investigating this fuel option. [03/10/2014](#) – A feasibility study is currently underway to determine what approach the city might take with respect to natural gas vehicles (NGV). The study is being done by a graduate student from the University of Georgia in cooperation with the Carl Vinson Institute of Government.

GDOT Off System Safety Project

[09/08/2014](#)

Mid-State Construction and Striping was low bidder and contract is on tonight's agenda for consideration. If approved a pre-construction conference will be held next week with contractor, DOT representatives, and City Staff. Contractor will be granted 18 months to complete project. Actual project length should be significantly less than the allotted 18 months. As a reminder this project is funded 100% by DOT and will replace all street signs on City streets. The project will also restripe all streets within the City. [10/13/2014](#) – A preconstruction meeting will be scheduled within the coming weeks in preparation of releasing this job for construction. [11/10/2014](#) – Most of the striping portion of this project has been done. Several streets not included in the original scope have been added and will be striped within the contract period. Work will begin soon on replacing most of the street signs on city streets. [02/09/2015](#) – Over the last two weeks the contractor has been in town installing thermo-plastic crosswalks and stop bars. Several streets added later are yet to be striped. The replacement of street signs is the next task for the contractor. I have not received a schedule for the upcoming work. [03/09/2015](#) – Contractor will be back to finish up thermos-plastic work weather permitting. [05/05/2015](#) – Striping crew was back in town this week to finish the remaining streets to be striped. Replacement of street signs still to come. [09/09/2015](#) – **The street sign replacement is currently in process. This phase of the project should only take a few weeks.**

Northside Wastewater Treatment Plant – Conversion to Pump Station

[03/10/2014](#)

This matter will be presented to the Mayor and Council tonight in the form of a Preliminary Engineering Report. Mr. Wayne Haynie with Burns & McDonnell will review this project including the demonstrated need, approach and proposed funding. The project includes the decommissioning of the Northside Wastewater Treatment Plant and converting this facility to a wastewater pump station. The wastewater from this station will be pumped back to the city's gravity sewer system where it will be flow to the Southside Wastewater Treatment Plant for processing. The estimate cost is \$1.7 million with the funding to come from the Georgia Environmental Financing Authority (GEFA). [05/12/2014](#) – Georgia Civil surveyors have completed site survey work for planned force main line location and possible force main easements. Burns and McDonnell is working on engineering the equipment and force main. [10/13/2014](#) – Engineering continues on this project as well as efforts to secure easements for the force main. Coordination is critical on this project due to the fact that the existing wastewater plant must remain in operation as the pump station and supporting infrastructure are being constructed. [11/10/2014](#) – Met with engineers regarding plans for the converting the wastewater plant to a lift station. Project planning phase is moving along on schedule. City staff is currently securing easements as needed for the new force main. [02/09/2015](#) – Staff continues to work on acquiring easements necessary for the new force main. The engineers are working on final design and specifications preparing for the bidding process. [05/05/2015](#) – Staff is meeting with property owners requesting easements for the new force main. Job will be advertised for bids this summer. [09/09/2015](#) – **Easement procurement process is ongoing. Engineers and staff are pushing to get this project out to bid as quickly as possible.**

Sidewalk Installation Projects

[04/14/2014](#)

Eatonton Road – As soon as possible I will request permission from GDOT to install a section of sidewalk from the existing sidewalk in front of O'Reilly's Auto Parts south to the existing sidewalk in front of Ingles Market. This section is very heavily travelled by pedestrians walking from the Beacon Heights/Micah Way neighborhoods to Ingles and beyond. Other gaps in existing sidewalks within the Eatonton Road Corridor will be constructed as funds are available. [08/11/2014](#) - I spoke to the Traffic Operations office of DOT in Tennille last week regarding permit requirements for the proposed sidewalk installation. DOT will require a full encroachment permit for this project. I have directed Jason Brown with Georgia Civil to initiate survey and planning efforts necessary to secure the required permits for all missing sidewalk sections on the west

side of the Eatonton Road corridor. Bidding this work out to contractors will be done as quickly as the DOT permit is approved. DOT plan review in Tennille can take several weeks. [09/08/2014](#) – DOT permit has been issued for installation of sidewalks in front of McDonald's and Steak n' Shake on Eatonton Road at I20. Funding for this work was paid by the respective businesses when they were being constructed and held by the City until the sidewalks could be installed. [11/10/2014](#) – Authorized Georgia Civil to survey areas on the Corridor where sidewalk will be added. Permits must be received from GDOT for the sidewalk installation. [02/09/2015](#) – Georgia Civil has completed surveys as needed for corridor sidewalks. I have authorized Georgia Civil to prepare GDOT encroachment permit applications for all fill-in sidewalk sections on the west side of the Eatonton Road corridor. Construction of these sections will be prioritized according to obvious demand. It is likely the first sections to be constructed will be at the Ward Road intersection going south towards I20. This work will be placed in the FY 2016 SPLOST budget. [04/06/2015](#) – City staff will request quotes from concrete contractors for the McDonald's and Steak n' Shake sidewalk improvements. GDOT permits have been received for these projects. [08/04/2015](#) – Georgia Civil is putting together the required GDOT permit applications for the fill-in sections of the Eatonton Road Corridor.

Miscellaneous

Madison Lakes Water System

[04/06/2015](#)

The purchase of the Madison Lakes Water System has been completed. All customers of Madison Lakes Water were notified by letter of the transfer and the customers have received their first water bill. Customers are sending in their required utility deposits. The transition was very smooth since almost 100% of the residents of Madison Lakes were already City natural gas customers. [09/09/2015](#) – **Feedback regarding the water system transfer has been overwhelmingly positive. A single recurring complaint centered on the City's water deposit requirement. The vast majority of the Madison Lakes residents had once paid a gas deposit but said deposit had been refunded according to the City's amended gas deposit policy.**

Georgia Pacific Sewer Force Main

[04/06/2015](#)

Plans and specifications are complete for this job. Utility permits have been received from GDOT and the CSX Railroad as required. Staff is assisting Georgia Pacific's engineers with construction and permanent easements required for the installation of the line. The job will be bid and let as soon as these final items are complete. [05/05/2015](#) – Working to secure easements necessary for this force main. Job will be bid as soon as easements are secure. [06/04/2015](#) – Easements for this project have been secured. The job will be put out to bid within a couple of weeks. [07/10/2015](#) – This project is currently out for bid. Bid opening will be July 17, 2015. [08/04/2015](#) – Bid award for this project is on the agenda for the next Mayor and Council meeting. After bid award contract documents will be executed between the City and the contractor. [09/09/2015](#) – **Contract documents for this project are on the 09/14/2015 Mayor and Council agenda for consideration. A pre-construction conference is scheduled for September 16.**

Building Inspection/Plan Review Services

[05/05/2015](#)

Due to the cancellation of the Joint Building Inspection Services Agreement by the Morgan County Board of Commissioners the City of Madison must make alternative arrangements to provide this service within the City. Staff will make several recommendations including a private inspection service to engage, a building

permit fee schedule, adoption of appropriate building codes, etc. The details of this change will be laid out at a regular meeting as quickly as possible. [06/04/2015](#) – As of June 1 all permits are being processed through the Madison Planning Department. Office space for the building inspector has been secured that will allow the building inspector to review plans and/or interact with the public as needed. [07/10/2015](#) – The Building Inspector and Building Official are fulfilling the demands as anticipated. Tasks include plan review, building inspections, environmental code enforcement, and permitting.

Rogers House and Rose Cottage Repairs

[07/10/2015](#)

Requests for proposals are currently being advertised for repairs at the Rogers House and Rose Cottage Museums as follows: Interior and exterior painting; shake shingle roof on Rogers House; major porch repairs on Rogers House; general repairs on both houses. Both of these historic house museums are in need of repair and maintenance work. Hotel-Motel Tax Funds are being utilized to complete this work. [08/04/2015](#) – Bids have been received for the work listed above. Construction agreements are on your next agenda for this work. [09/09/2015](#) – Rogers House porch repairs are complete. The roofing contractor mobilized onto the site this week but will not begin removing the existing roof until next week due to the rainy forecast. Interior and exterior painting on the Rogers House will begin shortly.