

PROGRAM MANAGEMENT

The Program Management Team will be responsible for the following major work elements between the award of the contract through the end of the current TSPLOST Program.

A. Capital Project Tracking

1. All transportation improvement projects are managed by each individual city. However, Fulton County has teamed with software provider, Socrata, to establish a web-based database for each city to enter their current project status.

2. The consultant will be responsible in ensuring that the information entered into the database is accurate and timely by the individual cities. Additionally, the consultant will be responsible for working with those cities who do not have accurate information entered into the database.

B. Monthly Financial Distribution

1. The State Department of Revenue proceeds the sales tax proceeds directly to each city on a monthly basis. The consultant will record the monthly amounts received by each city to ensure that the proceeds are consistent with the terms of the IGA.

2. Any inconsistencies in tax proceeds will be immediately brought to the attention of the affected city and Fulton County.

C. Citizen Oversight Council Meetings

1. Each City has appointed a citizen to represent the City on an oversight council. The Council is required to meet at least twice a year and is generally responsible for bringing concerns about how the TSPLSOT program is being implemented to Fulton County.

2. The consultant will be responsible for coordinating and facilitating these meetings.

3. Additionally, an annual meeting with all of the City's Public Works' or Transportation Directors is held in December to review the individual City's progress in completing projects within their city. The consultant will also be responsible for coordinating and facilitating these meetings.

D. Annual audit of the TSPLOST Program

1. SB369 requires Fulton County to conduct an annual audit of the program and to publish the results in the local newspaper.

2. The actual audit is conducted by a contractor hired by the Fulton County Finance Department and is not a part of the consultant's duties. However, it is the responsibility of the consultant to receive the results from the audit and prepare and publish the annual report as required.

E. Special Services

1. Special services outside the scope of basic services may be provided when authorized in writing by the Owner, upon recommendation of the Owner, and will be compensated according to the terms and conditions provided for under Article II, Compensation, of this Agreement.
2. Preparing and submitting grant applications for the Owner.
3. Providing coordination of work performed by separate contractors or by the Owner's own forces.
4. Preparing to serve or serving as a fact witness or an expert witness in connection with any public hearing, arbitration proceeding or legal proceeding.
5. Attending and assisting the Owner in arranging any public information meeting or public proceeding.