

## MEMORANDUM

TO: The Honorable Mayor and  
Board of City Commissioners

FROM: Alfred D. Lott, ICMA-CM, CPM  
City Manager

DATE: February 12, 2010

SUBJECT: City Manager's Report

Submitted for your consideration are significant activities by departments for January 2010. Please contact the above-signed or James Taylor, Assistant City Manager for Public Services or Wes Smith, Assistant City Manager for Customer Service and Support, if you have any questions.

### **Administration**

The City Manager conducted the following actions in January of 2010:

- The CM was a guest speaker at the Albany Chamber of Commerce sponsored "Lunch with Leaders."
- The CM attended the January Airport Commission Meeting.
- The CM attended the 2010 Economic Outlook session at the Hilton Garden Inn.
- The CM conducted monthly coordination meetings with WG&L and Riverquarium.
- CM conducted quarterly meetings with two Commissioners.

### **Airport**

- **Airport terminal development.** We finally have agreement between the FAA and airport staff on the terminal's size, eligibility and estimated cost. The terminal size will be a total of 24,103 square feet (2,965 square feet more than our current terminal), the FAA eligibility will be no more than 76% of costs, and the FAA is willing to fund up to \$9 million. This is not enough to complete the project; our engineers are estimating that the entire project will cost approximately \$15.8 million, of which the local share is approximately \$3.7 million. The proposed local share needs to be funded with SPLOST VI proceeds. The FAA has indicated that

though they have put a \$9 million cap on the project, they would be willing to adjust this amount if our bids came in higher than expected.

Design document work authorizations have been executed with The LPA Group and we are moving forward with design development. We should have the project ready to bid in November.

- **FBO Request for Proposals.** Eagles of America Albany, Inc. began business on February 1<sup>st</sup> after the contract was executed in January. Eagles of America now have two locations – their first location is in Moultrie and some of our pilots flew to Moultrie to purchase fuel from them. We are excited to have them here and are working with them to make some improvements to the FBO premises.
- **Airfield electrical improvements project.** We have had unprecedented rainfall this winter that is still hampering our ability to get started with the signage and lighting portion of the project. However, we have the equipment ready to install for our new lighting vault, so that portion of the project began on February 1<sup>st</sup>. If, after we finish the vault work, we do not have the ground dried out enough to enable us to get started, the contractor will ask for permission to stop work temporarily.

## **Central Services**

### **Administration**

#### **Procurement**

- Conducted 5 bid openings/proposal closings
- Conducted 3 pre-bid/proposal conferences
- Released 6 bids/proposals

#### **Fleet Management**

- Processed 278 work orders
- 866.25 Billable Hours

#### **Materials Management/Printing**

- Unloaded Semi-Trailer at Parks & Rec at Gaines Ave
- Provided Forklift Support to Traffic Engineering Sign Shop
- Received Surplus Property from Traffic Engineering & Recreation Dept
- Typeset 50 new forms for the City of Albany
- Typeset 19 new forms for the County
- Total Issues - Storeroom: 213
- Total Value - Storeroom: \$12,282.58
- Total Issues - Auto Parts: 618
- Total Value - Auto Parts: \$29,879.44

## **Civic Center**

### **Past Event Highlights January, 2010**

- Albany Panther Game System Advertising Inventory, January 6- 12
- Ron White, January 15, 2010
- Martin Luther King, Jr. Celebration. January 18, 2010
- Georgia Peanut Commission. January 20 – 21, 2010
- Albany Area Chamber Annual Meeting. January 26, 2010
- Ringling Bros. and Barnum & Bailey Circus Load-In. January, 2010

### **Upcoming February, 2010 Event Highlights**

- Ringling Bros. Barnum & Bailey circus. February 1, 2 & 3, 2010
- The Big Read – Kick-Off. February 1, 2010
- Chuck Leavell in Concert. February 4-5, 2010
- Daddy / Daughter Dance, February 5, 2010
- Human Resources Training Program, February 10-12, 2010
- Family Reunion Festival. February 13, 2010
- Albany Symphony Orchestra. February 16 – 17, 2010
- Christian Congregation of Jehovah's Witnesses Conference, February 19-20-21, 2010
- Tyler Perry's Madea's Big Happy Family. February 22-23, 2010

### **Upcoming Event Highlights**

- Mardi Gras Parking Lot Service, March 5 – 6, 2010
- The Big Read – Closing Ceremony. March 1, 2010
- Albany Symphony Orchestra. March 18 – 19, 2010
- SIFL Albany Panthers, April 3, 2010
- Disney Live. April 10, 2010
- Albany Symphony Orchestra. April 16-17, 2010
- Deerfield Windsor Spring Musical, April 18 – 25, 2010
- TNA Wrestling, April 23, 2010
- DST Sorority Banquet, private event, April 24, 2010
- SIFL Albany Panthers, April 25
- Albany State University Commencement, April 30, May 1

## **Downtown Manager**

- The Downtown Manager's Office is proud to announce that on Tuesday, February 9, 2010, Elements Coffee will open downtown. This new business is located where the Brown Bean was located on North Jackson Street. Elements Coffee will not only serve coffee, but they will serve a variety of pastries, sandwiches, and salads. We are glad to have them join the downtown community. The River Skate Park is temporarily closed while this office is reviewing proposals and applications for new management of the River Skate Park.

- The Downtown Manager's Office is collaborating with the Department of Community Affairs to conduct a stakeholder and community Charrette. The dates will be released in the near future.
- The Georgia Cities: The Heart & Soul of Georgia Bus Tour will be conducted April 14-15, 2010. The bus will arrive on the evening of April 14, 2010. The participants will visit the Thronateeska, the Flint RiverQuarium and the Civil Rights Institute. The planning committee will submit the detailed agenda to the planning coordinator by February 19, 2010. The rider's guide will be submitted before March 17, 2010. The planning committee next meeting will be on Monday, February 15, 2010 at 12:30pm in the Government Center Building in room 120.

## **Code Enforcement Department**

### **Selected Statistics**

- Total Inspections: 766
- Junk Vehicles:
  - Red Tagged -66
  - Served -16
  - Cleared -28
- Weed Violations:
  - Notices - 33
  - Cleared -5
  - Cut List -3
- Signs removed from right of way-93
- Alcohol Licenses: 5
  - Consumption -1
  - Off Premises - 2
  - One Day - 2
- Business Licenses: 74
  - Warrants Served: 21
  - Subpoenas Served: 128
  - False Alarms Processed: 529
  - False Alarm Appeal Hearings Processed: 11
- Year to Date Dilapidated Building Summary:
  - Demolished - 2
  - Awaiting Demolition/Repair -105
  - Repaired - 1
  - Awaiting Court - 69

## **Community and Economic Development**

### **Housing Rehabilitation**

- There were no full rehabilitation projects completed; total year-to-date: eight
- One rehab project for contractor to sign
- Two projects presently under construction

- No applications received for full rehabilitation; total year-to-date: 26
- Total amount spent on rehabilitation, \$16,075.65; fiscal year-to-date: \$166,693.18

#### **Emergency Repair Program**

- Nine applications received, year-to-date: 47
- No projects completed, total year-to-date: nine
- Three projects ready for contractors to sign
- Four projects presently under construction
- Total amount spent on emergency repairs, \$5,317.09; fiscal year-to-date: \$89,276.52

#### **Neighborhood Stabilization Program**

- One NSP project presently under construction
- Three NSP construction projects completed
- Total amount spent on NSP Program, \$29,058.84; fiscal year-to-date: \$98,659.64

#### **Commercial Façade Program**

- No applications received, total year-to-date: four
- No applications completed, total year-to-date: two
- Two projects presently under construction
- Total amount spent on Façade, year-to-date: \$1,971.50

#### **Weatherization Program**

- 32 applications submitted, year-to-date: 210
- Five projects completed, year-to-date: 40
- 27 projects assessed, total year-to-date: 121
- Total amount spent \$34,404.68; total year-to-date: \$219,841.11

#### **Energy Program**

- No projects completed during the month, total year-to-date: seven
- No funds spent during the month, total year-to-date: \$47,795.30

#### **Rental Program**

- There are 234 rental units (three uninhabitable)
- 184 tenants
- 50 vacant units
- 15 delinquent tenants
- No tenants processed for eviction
- None recertified as eligible for assistance
- 26 repair calls

#### **Homeless (Emergency Shelter) Program**

- Nine emergency shelter units; all occupied
- 15 transitional housing units, 14 occupied, one vacant
- 20 households assisted, other than housing. Applicants were given referral information to various community organizations.

### **Housing Counseling Program**

- Six pre-purchase one-on-one counseling sessions conducted
- Five default one-on-one counseling sessions conducted
- Three post purchase one-on-one counseling sessions conducted
- No Home Buying Workshops conducted
- No budget and credit one-on-one counseling sessions conducted
- One pre-rental one-on-one counseling session conducted
- Conducted one Financial Management Class with 14 participants
- Participated in the following workshop:
- Community Services Providers Workshop, Terrell County Pre-K, Dawson, GA

### **Micro Business Enterprise Center**

- Total of 18 tenants
- 10 offices are vacant
- Four delinquent tenants
- None processed for eviction

### **Loan Servicing**

- One loan payoff conducted
- 23 accounts brought current
- 86 letters mailed to delinquent borrowers
- None referred to Housing Counselor/Project Manager
- None referred for legal action
- One loan payoff conducted

## **Engineering**

### **SPLOST**

- **Alley Paving – Phase III** - This project is a continuation of the paving of alleys that have been identified to be a maintenance problem or has drainage issues. The alleys that are included in this phase are as follows:

Cason Alley – (east of E. Lincoln to S. Maple)  
E. Tift Alley – (Maple Street to Jordan Street)  
Mercer Alley – (Slappey Blvd. to Cleveland)  
Flamingo Alley – (Partridge Drive to Hanover Street)  
Westgate Alley – (Hawthorne Alley to Westgate)  
S. Slappey Alley Tee – (Poplar to S. Slappey Alley)  
S.Slappey Alley – (Colquitt to Waddell)

Bids were approved by the City Commission on May 5, 2009. Soil cement base is in place on all alleys. Asphalt application is complete for all alleys with the exception of Flamingo Alley. Construction is 90% complete. Project is scheduled for completion in February 2010.

- **Alley Paving – Phase IV:** Design plans are complete. The Bid process should begin in January 2010.

Wingate Alley	(South to Van Demon)
8 <sup>th</sup> Alley	(Cleveland to Harding)
Mercer Alley	(Cleveland to Harding)
Endicott Alley	(Avalon to Endicott)
Partridge Alley	(Westwood to Westover)
Radium Springs Alley	(Sunset to Whitehead)

- **Pumping Station 4** – New 12” force main is to be constructed to provide additional capacity for Pump Station #4. Wet well will be utilized as a dual wet well. Jim Boyd was awarded the contract in the amount of \$216,012.90. Notice to proceed was issued November 19, 2009 Scheduled completion date is April 5, 2010. Project on schedule, 70% complete.

## OTHER PROJECTS

- **Westover Sewer Project** - Project consists of the construction of an 8” sanitary sewer to serve properties on the east side of Westover Blvd from 416 North Westover Boulevard south to Westgate Boulevard. Construction is to be performed by the Public Works Department. Project start date is dependant on easement acquisition. No date established for completion of easement acquisition. Update on cost estimate being prepared.
- **Flint-Roosevelt Storm Drainage – Funded by EPA SPECIAL APPROPRIATIONS PROJECTS GRANT AND THE 2005 OMNIBUS APPROPRIATIONS BILL**

The grant amount is \$866,000

(A) Storm Water Pumping Station

Project (under construction) consists of the replacement and upgrade of a storm water lift station constructed in 1963. Phase I is 86% complete

The replacement of this pumping station is to be constructed at the site of the existing station. A storm water pumping station with three pumps is proposed. Each pump will have a capacity of 30,000 GPM for a total pumping capacity of 90,000 GPM. The new pumps will work independently. These pumps will discharge into a tributary of the Joshua Canal.

(B) Miscellaneous Storm Drainage Infrastructure Improvements

These improvements are in Flint-Roosevelt area which is the upper end of the Holloway Storm Drainage Basin. There has been extensive separation of combined sewers within this basin. This area is plagued with periodic flooding of intersections during a 10-year storm event. The proposed project will alleviate flooding problems for a 10 year storm event when the final phase of the Holloway-Mercer outfall is completed. Phase II is 68% complete.

## LOCATIONS

- (1) Roosevelt Pond to Flint Pond
- (2) Roosevelt Drainage

(1) Roosevelt Avenue to Flint Pond

This project consists of constructing a 24 inch storm sewer connector between the Flint Holding Pond and the Roosevelt Holding pond. The Flint Holding Pond will be enlarged to allow for additional retention in this facility, thus alleviating flooding problems at both locations.

(2) Roosevelt Drainage

This project consists of construction of new inlets at Flint Alley and Madison Street. New 36 inch and 42 inch storm sewers will be constructed from Flint Alley to the Roosevelt Pond. This line will collect several inlets and separate the combined sewer in this area. A new storm line will be constructed on Davis Street from Roosevelt Avenue south to Flint Alley to alleviate flooding at this location. This work requires a bore and jack installation under the railroad, which has been permitted.

The project is currently under construction.

- **Fire Training Facility** - This facility is located at 115 Honeysuckle Road. The facility includes a three story prefabricated fire training tower. A five acre pond has been constructed to be utilized for search and rescue operations. To keep an adequate water level in this pond a water well has been constructed. With the assistance of Dougherty County and City of Albany of Public Works, an access road and boat ramp has been constructed.

A security fence has been installed by Dougherty County forces. Concrete hardstand around tower is being completed by City of Albany Public Works.

The Safe Room/Training Building has been bid. Public Works has graded the building pad. Building is under construction.

- **Oglethorpe Traffic Signal Pole Maintenance (3 Intersections)** - This project consists of the construction and installation of improvements associated with traffic signal pole maintenance at the intersections of Oglethorpe Boulevard @ Cleveland Street, Harding Street and Davis Street. Work was performed by Metro Services Inc. and is complete.
- **East Broad Avenue Bridge Renovation Project** - This project consists of the rehabilitation of the substructure and superstructure of the bridge way. An environmental study is being conducted by the D.O.T. due to the presence of the Purple Bank Climber Mussel. It is anticipated that the Environmental Study will be completed in ten months. A Citizen Advisory Committee is being formed to discuss any issues associated with the evaluation process to rehabilitate the existing bridge or other construction options.

## GEORGIA DOT PROJECTS

- **Moultrie Road/Liberty Interchange** (DOT project) - This project relocates north and south bound Liberty Off Ramps and includes two new signals with ramp relocations on Mock Road. Contract awarded to Reeves Construction Company. Traffic signals were turned on June 5, 2008. Project has not been accepted by the D.O.T.

- **Oakridge/Newton/Jefferson (14 traffic signal replacements)** (DOT project) - This project consists of a new signal system upgrade with fiber optic interconnect to the Traffic Control Center (TCC). This project is complete and waiting on D.O.T. acceptance.
- **The Closed-Circuit TV Cameras** - This project consists of the installation of closed-circuit cameras at 3 sites. These cameras provide real time traffic information back to the TCC for review. These cameras are located at: Oakridge @ Jackson, Oakridge @ Newton and Newton @ Madison. Cameras are installed and operational and are complete.
- **Advance Traffic Controller Upgrades** - (Replace controller cabinets and components) (DOT Project) – Controller cabinets and all internal components will be upgraded to the new 2070 Advance Traffic Controller platform. 19-sites have currently been selected along East Oglethorpe Blvd, West Oglethorpe Blvd. and isolated sites throughout the city. There will be no cost to the City of Albany for the upgrades. East Oglethorpe Blvd. is complete. We are helping D.O.T. troubleshooting shooting minor communication issues with West Oglethorpe Blvd.
- **Jefferson Street/Bypass Interchange Improvements** – The DOT has recently performed the Preliminary Field Plan Review (PFPR) for this project. We are in the process of identifying our utility and infrastructure conflicts with the proposed design, as well as providing information on existing sanitary sewer easements impacted by the proposed improvements. No bidding or construction dates have been provided.
- **Roosevelt Avenue/Jefferson Street (State Route 91)** – At-Grade Intersection Improvements – Coordination efforts and design comments are being provided to Moreland-Altobelli for proposed median installations and railroad crossing arm improvements at this intersection. Moreland-Altobelli has been instructed to complete the design within a one-year time frame. A Public Hearing was held on May 21, 2009. D.O.T. is assessing input from public hearing. Based on discussions with Moreland-Altobelli representative, the design should be completed early this year. Plans were received on 10-8-09 for review and comments on existing utility locations within the project area.
- **Advance Traffic Controller Upgrades Phase 2** – (Replace controller cabinets and components) (D.O.T. Project) - Controller cabinets and all internal components will be upgraded to the new 2070 Advance Traffic Controller platform. 13-sites have currently been selected in the upper central business district and one isolated intersection Broad Ave @ Carroll St. There will be no cost to the City of Albany for the upgrades. This project is about 40% complete.
- **City of Albany Road Striping Project** - The following roads have been striped as of December 31, 2009:

3rd Avenue from Dawson Road to Slappey Blvd.  
Washington Street from Cotton Avenue to 7<sup>th</sup> Avenue  
West Broad Avenue from Front Street to Magnolia Street  
11<sup>th</sup> Avenue from Jefferson Street to Palmyra Road  
Madison Street from 11<sup>th</sup> Avenue to Newton Road  
7<sup>th</sup> Avenue from Palmyra Road to Monroe Street  
Jackson Street from 7<sup>th</sup> Avenue to West Oglethorpe  
East Broad Avenue from the Bridge to East Oglethorpe  
Mock Road from Clark Avenue to E. Oglethorpe

Loftus Drive from East Broad to East Oglethorpe  
M.L.King, Jr from S. Jefferson Street to the City Limits  
Cason Street from E. Broad Avenue to E. Oglethorpe  
Sands Drive from E. Oglethorpe to Radium Springs Road  
Habersham Road from Gaines Drive to Darr Lane  
South Jackson Street from West Highland to Mercer Avenue  
Monroe Street from Newton Road to Maxwell  
Oakhaven Drive from Old Pretoria Road to Newton Road - One side of white completed  
Palmyra Road from Slappey Blvd. to Ledo Road – White Completed

The following roads have been striped as of January 31, 2010

Dawson Road from N. Slappey Blvd. to Pointe North Blvd.  
Old Dawson Road from Dawson Road to Pointe North Blvd.  
Cleveland Avenue from Pine Avenue to W. Oglethorpe Drive  
Old Dawson Road from Dawson Road to Byron Plantation Rd (6 miles of edge line – white paint)  
Stuart Avenue from Dawson Road to Nottingham Way (Completed all white skip lines and turn lane lines)  
Meredyth Drive from Dawson Road to Westover Blvd. (Completed all white skip lines and turn lane lines)

Striped with Lane Delineators

Whispering Pines Road  
Dawson Road from 12<sup>th</sup> Street to N. Slappey Blvd.  
Pine Avenue from N. Slappey Blvd. to Front Street  
Front Street from Pine Avenue to West Oglethorpe  
M.L. King Jr. Drive from S. Jefferson Street to Story Road (City Limit)  
Sands Drive – Entire Road  
Oakhaven Drive – Entire Road

The following Roads where thermoplastic was applied

Front Street @ W. Broad Avenue  
Flint Avenue @ N. Jackson Street  
Flint Avenue @ N. Madison Street  
Flint Avenue @ N. Monroe Street

**Finance**

**Finances as of January 31 (General Fund only)**

• Total cash on hand (Checking and Petty Cash)	\$ 2,587,292
• Total Investment (GA Fund One)	\$ 3,170,225
• Total Reserve (Stabilization Fund)	<u>\$13,021,684</u>
• Total all cash	\$18,779,201

**SPLOST V**

- Received \$50,203,125 in SPLOST V revenues (inception thru January 2010)
- Received in the month of January, 2010 \$923,935

### **Sales Tax (LOST)**

- Received year to date through January, 2010- \$3,830,674
- Received in the month of January, 2010 - \$894,131

### **City/WG&L Long Term Investment**

- Received \$2,687,509 (inception thru January, 2010)
- Received in the month of January, 2010 \$244,319

## **Fire**

### **January Statistics**

• Residential structure calls	25
• Other structure calls (public assembly, industry, educational etc.)	1
• Vehicle fires	11
• Outside fires (brush, rubbish, crops etc.)	29
• Total fires	66
• Emergency medical responses	19
• False alarm responses	62
• All other responses (lockout, utilities, vehicle accidents etc.)	149
• Loss summary (city and county)	1,769,400
• Fatalities – civilian	1
• Fatalities – firefighters	0
• Injuries – civilian	0
• Injuries – firefighter	4
• Fire inspections	238
• Violations	272
• Violations corrected	263
• Fire prevention participants	80
• Fire training hours	3,202
• Percentage of fire training attendees	100.0

### **Emergency Management Activities**

- EMA met with the Southwest Georgia Development Center to update the Albany-Dougherty Pre –Disaster Mitigation Plan. The plan was originally approved in 2005 and must be updated and approved by FEMA NLT December 2010.
- EMA and Dougherty County Finance Director attended a GEMA meeting to receive information as to how FEMA “pass through funds” will be delivered to Georgia Counties and audit procedures.
- EMA attended 20 hours of Hazardous Weather and Flooding Preparedness Course at the Georgia Public Safety Training Center. The course included a four hour severe weather and dam break tabletop exercise.
- EMA participated in a National Weather Service Arctic Outbreak Severe Weather Briefing due to severe weather expected to hit Dougherty County and surrounding areas.

### **9-1-1 Communications**

- Received GIS training in Web Maps Tool Guide.
  - 9-1-1 attended and received an informational briefing for the March Mardi Gras, Snickers Marathon and Regions Bike Race. The Downtown cameras located in the 9-1-1 Center will be monitored and the AFD sponsored Albany-Dougherty County Rescue Squad will provide first aid support.
  - The Communications Manager received training in Electronic employment Requisitions. Effective February 1, 2010, Employment Requisitions will be accepted electronically only. This class was conducted to assist in the adjustment of the process from manual to electronic entry.
- 
- APD – 14,057
  - DCP – 1,648
  - EMS – 1,853
  - AFD – 586

### **Training Division Activities**

- Assisted Suppression Personnel with annual pump test for all AFD fire apparatus.
- Processed 145 personnel for the end of year report for Standards and Training Council/State of Georgia
- Processed paper work for 5 AFD volunteer recruits
- Conducted 6 interviews for part-time positions, hired 3 additional part-time employees.

## **Human Resources Management**

### **Recruitment and Selection Activities**

- |   |     |
|---|-----|
| • Positions advertised (new)                      | 04  |
| • Positions advertised (open until filled)        | 05  |
| • Positions advertised (continuous)               | 02  |
| • On-line applications received                   | 502 |
| • Total applications forwarded to Hiring Managers | 345 |
| • Interview panels                                | 01  |
| • Interview panel participants                    | 01  |
| • Interview Panel Participation Hours             | 08  |
| • Successful Hiring Classes                       | 00  |
| • Career/Job Fairs                                | 01  |
| • Applicants referred by Career/Job Fairs         | 17  |

### **Processed New Hires**

- |             |    |
|-------------|----|
| • Full-time | 01 |
| • Part-time | 06 |

### **Processed Notices of Change**

- |                        |    |
|------------------------|----|
| • Promotions           | 02 |
| • Automatic Promotions | 00 |

- Part-time to Full-time 11
- Demotions 00
- Transfers 00
- Reclassifications 01
- Processed Elected/Appointed Officials 00

**Organization and Employee Development Activities**

- Pre-Employment drug screenings 18
- Random drug screenings 00
- DOT Screenings 00

**Training & Development Activities**

- Certified Customer Service Specialist 13
- Employee Discipline Documentation 00
- New Employee Orientation 05
- PSA Test 00
- Women's Health Conference 00
- FLSA Training 00
- Preventing Sexual Harassment Training 00
- Flu Shots 00
- Goal Writing 00
- Career Fair Participation 03

**Compensation and Benefits Activities**

- New/Rehired City EEs eligible for benefits 03
- Entered New/Rehires 05
- Benefit Enrollment Counseling Sessions 00
- Processed terminations 09
- Processed FMLA applications 06
- Processed Death Claims 00
- Retirement Counseling/Estimates 00
- Retirement Enrollment 01
- Survivor Benefits Enrollment 01
- Classifications 00

**Entered Notice of Changes**

- Promotions 14
- Automatic Promotions 00
- Lateral Transfers 01
- Reclassifications 00
- Demotions 00
- Part Time to Full Time Employee 01
- Others 17

**Risk Management**

- New Claims 15

- Police 03
- Street 08
- Solid Waste 02
- Sewer 01
- Engineering 01
- Closed Claims 03
- Defensive Driving Participants 31

### **Workers' Compensation Claims**

- New Claims 12
- Fire/911 Communications 06
  - Finance 01
  - Public Works 02
  - Police 03

## **Information Technology**

### **CJIS Project**

- The goal of the Criminal Justice Information Systems project is to develop and implement an enterprise solution whereby all local (city and county) law enforcement and adjacent agencies (Dougherty County School Police, ASU Police and other agencies), district attorney's office, fire department, 911 communication, court system share incident information seamlessly.
- The goal is to retain the existing systems operated by the different agencies. A customized application will be designed to allow the transfer of data to be exchanged in a seamless and transparent manner. With the system in place, all participating agencies and departments will be able to share vital and crucial information for the first time. This will lead to improved public safety, for not only the citizens, community, and vendors but also safety for the law enforcement officers as well.
- We have identified several data exchanges to occur between the District Attorney, Public Defender, and Clerk of Court. We are continuing to move forward with training with various law enforcement agencies.

### **311 Call Center Statistics**

- The 311 Call Center provides citizens with a single call / single web site source to receive information or to place a service call request. The governmental agencies involved are all of the City departments, all of the County departments, and Water, Gas & Light.
- The website version is available from our home page: [www.albany.ga.us](http://www.albany.ga.us); the star icon is at the bottom right corner of the main web page. To access this service via telephone, dial 311 or 229-878-3111. The 311 telephone number works with Alltel,

AT&T land line, AT&T Mobility, Sprint Nextel, SouthernLINC, T-Mobile and Verizon. The below statistics are provided by Google Analytics and Taske Software.

- During January the 311 Call Center received 1059 calls from citizens.
- Total website visits to 311 for the month of January is 311

### **New World Jail Management System**

- New World application is a jail management system used and managed by the Sherriff Department. This system records, tracks and maintain the records of all of those who are arrested, booked, detained and incarcerated in the Dougherty County Jail. The version in use is a couple versions behind the current release. This project goal is to bring the version current while ensuring that the custom programming developed over the past decades is also updated and supported. Over several months the Analyst team of the IT Department has been working with the programming staff at New World System towards this goal.
- The milestones include the mapping of fields, identifying the coding to be changed, and evaluating the program logic and algorithm and workflow in support of the integration of the custom codes. A development plan is now in place and allocation scheduling of resources is now being discussed. Once New World allocates and schedules their support staff to the project, the upgrade and its interface will move forward. The process is to start the upgrade and coding sometime at the end of the month of February and continue over the next few months. Once completed, the Jail Management System (JMS) will be on the most current version. This upgrade is also in support of the CJIS project to integrate and share data with all city and county emergency services, the court system and the DA's office.

### **City of Albany/Dougherty County Website Statistics**

For the month of January 2010 the statistics as provided by Google Analytics and QScend Technologies are:

- The City of Albany E-Newsletters subscriber count is 3,915.
- Total visits are 65,920. This is up by 10,718 hits from last count of 55,202 with an average of 2,126 visits per day.

### **Parks at Chehaw**

#### **Accomplishments**

- Park events for the month included the Frontier Festival and the Chehaw Lunch Bunch.
- The Park hosted two-day Leadership Albany meeting and a week-long program for MCLB.

#### **The Executive Director's activities included:**

- Conducting a behind-the-scenes tour for Leadership Albany.

- Participating in a Rotary Reads program at Northside Elementary School, an AZA Conference Committee conference call, and regular meetings of the Rotary Board, the CVB Advisory Committee, and the Greenspace Advisory Committee.

Park Attendance for the month was 2,438 which is a 39% decrease over the average for January of the past six years. This decrease is largely due to the record-breaking cold temperatures we experienced during the month.

## **Planning and Development Services**

### **Administration**

- City permits – 189 (\$24,193)
- County permits – 43 (\$12,403)
- Estimated construction cost-City – \$3,413,786
- Estimated construction cost-County – \$2,353,314
- Responded to 1,393 calls and walk-ins

### **Planning, GIS and Transportation staff**

- Planning staff processed 85 business licenses, five historic applications, three rezoning applications, two special approval applications, six variance applications, one subdivision application, six sign permits, fifteen new construction permits, one vacant building registration, ten Business First inquires, and recorded two subdivisions
- Participated in a 2010 Census Block Party in coordination with Ward 3 Commissioner on January 30, 2010
- Planning staff participated in teleconference for Wal-Mart development
- Planning staff assisted in preparation of zoning amendments: adult entertainment and fencing requirements
- Planning staff provided information to GEMA about Cooperating Technical Partners Program
- Planning staff submitted proposal for Albany to host the Fall 2010 Georgia Planning Association Conference
- GIS staff received Introduction to ArcGIS server training
- GIS staff attended Southwest Georgia Water Resources Task Force Meeting
- GIS staff, in conjunction with Magnolia River Services, provided “Basic GIS Web Training” to approximately ninety City of Albany/Dougherty County employees
- GIS staff provided acreage for parks, golf courses and cemeteries and helped evaluate NRPA data model for Recreation Department
- GIS staff updated Critical Facilities for Pre-Disaster Mitigation Plan
- GIS staff assisted Dougherty County Tax Appraisers by digitizing properties from deeds to be deeded to Albany Dougherty Payroll Authority by Proctor & Gamble
- GIS staff prepared approximately 56 maps
- Transportation staff coordinated public meeting schedules for the multimodal project
- Transportation staff submitted Bike/Ped Plan RFP for final approval to GDOT
- Transportation staff completed draft grant application for Section 5309 Bus and Bus Facilities Livability Initiative Program

- Transportation staff completed the traffic modeling element and program administration element of the draft FY11 UPWP

## **Police**

The following reflects the crime statistics for December 2009 and the activities and events for January 2010.

### **Crime Trends**

- Overall, crime for the month of December 2009 was up by (12.39%) when compared to December 2008.
- Violent crime decreased by (-13.04%) and Property crimes saw an increase of (17.17%).
- Year to date, overall crime remains down by (-14.09%) when compared to the same time last year.
- Robberies were down by (-8.33%). Auto Thefts for the month of December were down by (-21.62 %). Aggravated Assaults were down by (-22.50 %) and Arson was down by (-66.67%)
- The overall clearance rate for the month of December 2009 was (22.45%). 21-violent crime cases were cleared and 89-property crime cases were cleared.
- The calls for police services in December 2009 totaled 13,693 which is a decrease of (-525) calls compared to the same period in November 2009 (14,218).

### **Major Crimes/Incidents**

- Homicide on January 15, 2010 in the 1900 block of Meadows Drive (East District)-clear by arrests
- Fatality/Hit and Run on January 16, 2010 at the intersection of Jefferson Street and Oglethorpe Boulevard (Central District)-remains active
- Aggravated Assault/Armed Robbery/Possession of a Firearm during the Commission of a Crime-(3) cases-on January 5, 2010 in the 600 block of West Gordon, the 800 block of West Highland, and the 600 block of 8<sup>th</sup> Avenue-cleared by arrests
- Forgery in the 1<sup>st</sup> degree/Negotiating a factious check on January 7, 2010 in the 300 block of Oakridge Drive-cleared by arrest
- Aggravated Assault on January 8, 2010 in the 1000 block of Clark Avenue-cleared by arrest
- Armed Robbery on January 23, 2010 in the 1000 block of West Gordon-remains active
- Missing Juvenile Search on January 5, 2010-child recovered

### **Personnel**

- Three people in the Academy in Tifton
- One person graduated from the Academy and is now training on the street

### **Training**

- **Sexual Misconduct/ Sexual Harassment:** Defines each and how individuals should conduct themselves around co-workers  
Date Offered: 1-13-10  
Class Status: 7-attended
- **Domestic Violence:** Defines domestic violence  
Date Offered: 1-20-10  
Class Status: 6-attended
- **Use of Deadly Force:** Defines when deadly Force should be used to protect the officer and any third party  
Date Offered: 1-14-10  
Class Status: 9-attended

**Classes are held each month to assist officers with maintaining their 20 Georgia Post mandated training hours.**

### **Community Oriented Policing Events/ Activities**

- Neighborhood Watch Meetings throughout all Districts
- Crime Stoppers Board Meeting
- Turn Around Program
- Citizen's Police Academy
- Endowment Program

### **Public Works**

#### **Sewer Division**

- Division Supervisors and Superintendent completed Performance Pro appraisals for 64 employees.
- Revenue Projections for the Sewer Enterprise FY '11 budget were submitted by Jan 14, 2009.
- Staff coordinated with Finance department, to discuss drop in Industrial sewer revenue due to economic downturn.
- The EPD and EPA Sludge Reports for 2009 were submitted Jan. 13, 2010 as required by the permit.
- Staff provided the Engineering Dept. with NPDES Permit documentation regarding storm maintenance activities for 2009 Annual Report.
- One (1) employee attended the APWA Certificate of Public Works training in Athens, GA.
- One (1) employee attended the Flagger Certification Trainers training in Atlanta, GA to become certified to teach the class.
- Sampling staff completed monthly CSO sampling on Jan. 21, 2010.
- Locate Technicians completed 466 Sewer Locates.
- Industrial Pretreatment staff completed 17 Grease trap inspections and received 52 manifests.

- Staff performed regular sewer maintenance and construction duties, monitored high river and pond conditions, removed samplers while the river is above flood stage, and prepared to use portable pumps to prevent flooding.
- Maintained compliance with all EPD Permits!

### **Street Division**

- Concrete crew repaired 11 sewer cuts and poured 12 cyds of concrete.
- Grade crew repaired and bladed 145 alleys. They also hauled 312 loads of debris and dirt.
- R.O.W. crew completed curb trimming from 21<sup>st</sup> to Roosevelt and N.Washington to N. Slappey.
- Asphalt crew placed 10.8 tons of asphalt and repaired 102 potholes.
- Staff completed the annual Performance Pro appraisals.

### **Solid Waste Division**

- All garbage and yard trimmings routes are on schedule.
- Received 604 work orders and closed 563.
- Painted 6 containers.
- Collected 13.17 tons of recyclable materials.
- Collected and disposed of 2,590.37 tons of garbage and yard trimmings.
- Delivered 105 – ninety gallon barrels.
- Lee CI Litter Work Detail–Areas Worked: 16, Bags Collected: 175 and Number of Inmates: 47.
- Code Enforcement Activity-Violators contacted: 60, Citations Issued: 1, Warnings issued: 83, & Total Violations Cleared: 85.
- Revenue projections were submitted to the Finance Department for FY 2011 budget.
- Staff completed the annual Performance Pro appraisals.
- Staff attended the annual Keep Albany Dougherty Beautiful luncheon at the Civic Center.

## **Recreation and Parks**

### **Centers and Gyms Programs/activities**

#### **Thornton Gym:**

- Tiny Tots Move & Groove – 138 participants ages 2 – 4, on Tuesdays and Thursdays from 10:00 – 11:00 am, participate in staff led physical fitness and recreational activities.
- Group Aerobic Class is being held on Monday, Wednesday, and Friday mornings from 9:30 – 10:30 am.
- Martin Luther King Jr. Basketball Bash, a teen and adult basketball tournament was held January 20, with approximately 70 people attending.
- Grandparent's Club Kick Off, a movie night, was held on January 22, from 6:00 – 8:00 pm. Fifteen participants attended the program.

**Henderson Gym:**

- S.O.S tutoring, homework and basketball skill development offered Monday – Thursday from 3:00 – 6:00 pm in conjunction with the TTZ After-School Initiative.

**Carver Gym:**

- Albany Technical College Men's & Women's Basketball teams practice Monday – Friday from noon until 4pm.
- ARPD Special Olympics Adult Basketball practice 5:30 – 6:30pm on Tuesday and Thursday.
- \*\*\*\*ARPd Special Olympics Basketball Team participated in the Winter Games in Atlanta on January 15 – 17<sup>th</sup> and won the SILVER MEDAL!!\*\*\*\*

**Bill Miller Gym:**

- Aerobics is being offered Monday – Thursday from 6:00 – 7:00 pm.
- A Ceramic class is being offered from 9:00 am – 1:00 pm.
- Totally Teen Zone After-School Initiative (3:00 – 6:00pm at the sites designated in OJJDP appropriation:
  - Lockett Station – approximately 44 daily participants
  - Henderson – approximately 30 daily participants
  - Thornton – approximately 13 daily participants
- A total of 15 community service workers completed 213 hours of community service. Five volunteers completed 18 hours.
- Total attendance for the month at all centers and gyms was 4,639.

**Athletics**

- Adult Basketball is being played at Lockett Station and Turner Gym on Monday, Wednesday, and Thursday at 6:30 pm, 7:30 pm, and 8:30 pm. The season began the week of January 29<sup>th</sup> and will conclude the week of February 22<sup>nd</sup>, 2010.

**Flint River Municipal Golf Course overview of January 2010**

- The total rounds of golf for the month were 736 including 586 riding and 150 walking. Compared to January 2009 revenues in green fees decreased by 5%, golf merchandises sales increased by 6%, golf memberships revenues decreased by 9%, power carts revenues decreased by 14%, range revenue decreased by 17%, and concessions revenues decreased by 25%. The overall net deposit was down over January 2009 by 10%. The concessions for the month not including beer sales were \$687.50. Banquet room rentals for the month were \$1,175.00.

**Park Maintenance**

- Site improvements at 8<sup>th</sup> Avenue, Gillespie Park, and International Park. Major field preparation for up coming season to include adding clay, checking all base alignment and measurements, and skinning infield lips.
- Assisted with the removal of shelters at Avalon, Dellwood, and Shackleford Parks. Delivered two bleachers for "Inward Bound Program" on January 21, 2010; delivered six bleachers to "United Kennel Club Coon Show" on January 25, 2010.

### **Oakview and Riverside Cemetery**

- Coordinated 7 burial services generating \$5,215.00 in revenues for the month.

### **Park Planning and Natural Resources**

- Planted approximately 40 wax myrtle, 15 white oak, 10 redbud, 20 dogwood trees at the Greenway Trail, Gortatowsky Park, Veteran's Park, and Broad Avenue.
- Tree Crew trimmed a total of 234 trees for the month; cleared 6 blind corners. A total of forty-two trees scheduled for removal.

### **Health/Fitness Wellness & Community Events**

- Jackson Heights Fitness & Wellness Center:
- African Dance is being offered from 6:00 – 7:00 pm on Thursdays. Approximately 18 participants attend regularly.
- Aerobics classes are being offered on Monday, Wednesday, and Friday from 6:00 – 7:00 pm and Saturday from 10:00 – 11:00 am with a total of 43 participants.
- Total attendance for the month at Jackson Heights/Fitness Center was 1,221.

### **Carver Teen Center/Sports Complex:**

- Aerobics classes are being offered on Monday, Wednesday, & Thursday from 6:00 – 7:00 pm with an average of 55 participants.
- Homework Assistance Program is being offered Monday – Thursday from 3:00 – 4:30 pm with an average of 27 youth participants.
- Pre-Teens with Character Program is being held on Tuesday and Thursday from 4:30 – 5:30 pm with an average of 12 participants.
- Teen Program from 5:30 – 6:30 pm with an average of 15 participants.
- Total attendance for the month at Carver Sports was 1,020.
- Summer Food Service Program 2010 applications are being returned to ARPD on a daily basis.

## **Transit**

### **Training/Meetings**

- Participated in a conference call with the City Human Resource Department and GDOT to discuss the Transit Drug Testing Program
- Attended the quarterly IPR review meeting with the City Manager
- Participated in the monthly budget review with the Budget Office
- There were numerous meetings with the City and MV Transportation to discuss the Transit management transition

### **Events**

- Lee Burner began at Albany Transit as Interim Transit Director
- Submitted FY2010/2011 budget revenue projections

### **Planning/Grants**

- The City Commission approved a contract with JVS Associates in the amount of \$72,150 for construction work at the Transit facility

The Honorable Mayor and  
Board of City Commissioners  
February 12, 2010  
City Manager's Report

- Participated in meetings with the Planning Department to discuss submittal of a Bus and Bus Facilities Livability Initiative Program Grant

### **Ridership**

- Fixed-route ridership for the month was 77,528 boarding passengers
- Paratransit ridership for the month was 1,033 boarding passengers
- ATS operated service 19 weekdays, 5 Saturdays and 5 Sundays. There was no bus service January 1<sup>st</sup> and MLK holiday.

### **Emerging Issues**

- Begin Transit facility construction project
- Contract for the Comprehensive Operations Analysis

ADL/lb

xc: All Department Heads