



# Administrative Update

*November 2018*

*Presented: January 2, 2019*



## Airports

### *Air Service Update*

- Total enplanements for January – November 2018 are 14,109 (1,240 with Sun County and 12,706 with Contour).
- Contour loads increased to 85%.
- The airport staff was notified Swift Air would operate a casino charter to Memphis, TN in December.



### *Airport Team*

- Airport Team attended Takeoff North America Air Service Development Conference. The team met with Contour, Skywest, Allegiant, JetBlue, and American Airlines. The structured airline meetings are set up as an opportunity for airports to brief the airlines on local market data and associated destinations of interest.



### *New Business Opportunities*

- Stevens Aviation announced a large hangar lease for a portion of the former Bombardier facility. The hangar will house large cabin corporate aircraft MRO activities, primarily on Gulfstream and Global Express aircraft, employing 150 employees.

## Animal Welfare



### *Adoption Events*

- Pet Day at Lowes – November 17

### *Kennel Statistics*

Category	Number
Intake	427
Adoptions	29
Returned to Owner	27
Transferred to Rescue	164



Isabell



## Attorney's Office

Item	Number
Ordinances	12
Resolutions	26
Executed Contracts	16



## Business Development Services

### *Department Effectiveness*

A new fee schedule has been developed, and it is our intent to implement it next fiscal year. We are planning to hold another meeting with some of our local contractors to bring them up to date on what our plans are for updating our current permit fees.

The inspectors are working hard and conducted in excess of 1,500 inspections this month. We have been working closely with Macon-Bibb County Fire Department Fire Prevention Bureau to help ensure they are aware of the same items we are working on.

Business License renewal season will begin in December and last until April. This will be a very busy time for the Licensing Division. Irving Products is expected to use a great deal of the Inspectors time in December and for months to come.

On October 1, 2018, the Property Maintenance Abatement Division discontinued conducting any inspections except tenant occupied dwelling units. I will be meeting with staff to discuss if any additional services will need to be eliminated due to funding and lack of staffing. The Abatement Division will also continue to try and maintain its current court cases.



Licenses / Permits Issued	November 2018	November 2017	Percentage Change
New Business Licenses	30	36	-17%
Renewed Business Licenses	16	12	+33%
New Commercial Construction Permits	8	5	+60%
New Residential Construction Permits	17	20	-15%
Existing Commercial Construction Permits	12	13	+8%
Existing Residential Construction Permits	8	20	-60%

## Bowden Golf Course

- Golf course was relatively busy among the wet and cold weather.
- Completed some small projects (mainly irrigation issues) around the Course.
- Talked with a few of the booked tournaments to secure dates for upcoming spring

## Clerks' Office

### *Archive and Record Center*

Action	Number
Records Requested	195
Records Request filled	165
Boxes picked up	24



### *Commission Activities*

- Mayor Pro Tem Al Tillman spoke at Fire Department Graduation Ceremony on November 1.
- Commissioner Valerie Wynn brought greetings to the Georgia Association of Convenience Stores Annual Conference at the Centreplex on November 15, attended the ACCG 6<sup>th</sup> District Meeting at Healy Point Country Club on November 15, and spoke at the Bibb County School District Tree Lighting on November 29.
- Assisted Mayor Pro Tem Al Tillman with the 2018 Mayors' & Commissioners' Christmas Motorcade to benefit Central State Hospital.

### *Pension Board Activities*

- All three pension and retirement boards held their monthly meeting.
- Completed 3 sets of agendas and minutes completed to support the three active pension plans.

### *Clerk of Commission Activities*

- Assist with Pedestrian Safety Review Board field trip.
- Completed 105 Open Records Requests.
- Completed 15 sets of agendas and minutes for Commission Meetings.
- Assumed responsibility for the Youth Commission (GCAPS Program) and held the first meeting on November 28. Subsequent meetings will be held once a month with graduation in May.

Type	Quantity
Contracts	22
Resolutions	27
Ordinances	12
Grants	1
Leases	2

## Cooperative Extension

### *Summary of Major Activities*

Item	#
4-H engagement of students, volunteers, and parents	895
Clients served via phone, email, mail, or in person <ul style="list-style-type: none"> <li>• ANR: 104</li> <li>• FACS: 56</li> <li>• Receptionist – 162 (phone), 14 (mailout)</li> </ul>	336
Samples submitted – soil, water, etc.	32
EFNEP clients taught	28
MGEV's reporting hours	15
Volunteer hours MGEV's gave to Macon-Bibb community	79



## **4-H**

### *Students compete at Cotton Boll & Consumer Judging Competition*

Cotton Boll and Consumer Judging is a competitive judging contest where 4-H'ers learn about cotton as an agriculture commodity in our state. They also gain skills in making rational decisions when purchasing goods and services while maximizing resources.

Bibb County 4-H had 13 students attend this competition. The Middle School placed third out of nine teams and received special recognition as one of the top teams in the state. The High School team placed fourth out of ten teams.

### *Annual Cookie Contest*

Bibb County 4-H'ers participated in the annual cookie contest. 4-H'ers bake a dozen cookies which are judged by Bibb County Extension Staff. Winners are selected and prizes are awarded. The cookies are then donated to local public safety personnel in appreciation for all they do for the community.



## **FACS**

### *ServSafe Food Handler Training*

Taught daylong program for 18 State EFNEP Program Assistants.

### *GFAFCS Board Meeting*

Hosted Professional Association Board meeting for 21 Extension staff members from across the state.

## **ANR**

Extension staff and Master Gardeners participated in the following projects:

- County agent invited to moderate panel discussion at newly formed AgSummit focusing on how to enhance ag education and recruit more students for industry.
- Taught community classes for garden clubs at Lanford Library.
- Led weekly Junior Master Gardener after school program at Sonny Carter Elementary.
- Supported My Garden, My Plate program at various schools.
- Worked with farmer on recent loss of animals.
- Participated in Food Desert discussion with Pleasant Hill group.
- Working to enhance educational impact of Native Plant Garden at Museum of Arts and Sciences.
- Participated on Northeast High School Advisory Board.
- Participated as member of UGA's School Garden Committee.

## **E-911**

Staff handled 51,046 calls in November, which is fewer than October (55,049). On average calls are answered 90% of the time within the first 3 rings.



## **Economic & Community Development**

### ***Major Activities***

- Finalized plans for the Main Street Macon Christmas Parade. With the assistance of the Office of Public Affairs, we forged a new relationship with WGXA News to broadcast and support the Parade.
- Received federal Grant Agreements for HOME, the Community Development Block Grant, and the Emergency Solution Grant for Fiscal Year 2019/Program Year 2018 funding.
- Completed drafts of contracts for 2018 CDBG sub-recipients.

## **Emergency Management Agency**

### ***South Macon-Bibb Tornado***

A line of strong to severe thunderstorms moved across the area on November 7 resulting in multiple reports of thunderstorm wind damage. Embedded within this line were circulations that produced at least one tornado that touched down near the Sardis Church Road and Hartley Bridge Road area. It continued to move east-northeast across the Skipperton area, and damage was seen along the area from Hartley Bridge to Houston Road. The tornado eventually lifted just east of Hwy 129/Hawkinsville Road with no additional damage reported or seen.

The NWS in Peachtree City, in conjunction with the EMA, surveyed the damage caused by these storms. Below are details on the tornado: EF-0 Rating; 80mph estimated peak wind; 7.6-mile path length; estimated 200-yard path width; and no fatalities nor injuries.



### ***ESF Meeting***

The November ESF meeting was held in the IT Department's Technology Innovation Center where the GIS team gave a presentation on the integration of GIS technology in the Emergency Operation Center. Also, the North Central Health District gave a presentation on epidemiological investigations and the current outbreaks that they and the CDC are monitoring.

### ***EMAG Business Meeting***

The Emergency Management Association of Georgia (EMAG) held their annual business meeting in Young Harris Georgia November 5-7. GEMA provided training on how to build an after-action report per FEMA regulations, and emergency managers had a chance to discuss actions and events from the past year and plans for 2019. Macon-Bibb EMA Director Spencer Hawkins was elected the Central Georgia EMAG Chairperson for 2019 and 2020.

### ***Warming Center Operations***

EMA is leading the execution and partnering with county departments and community agencies to operate a warming center for our vulnerable citizens who are in need of a safe and warm place to stay during extremely cold evenings when the temperature drops below 35 degrees. The Salvation Army is the lead agency providing the warming center at their location at 1955 Broadway. The Macon Transit Authority (MTA) provides nightly transport from the Terminal Station to the warming center for those in the most need. Other agencies who are also supporting this critical operation are Bibb County Sheriff's Office, Macon Bibb Health Department, Macon-Bibb Animal Welfare, Macon-Bibb Public Affairs, Macon-Bibb Recreation, the American Red Cross, Navicent Health, and the Daybreak Center.

### ***Hurricane Irma FEMA Reimbursement***

We continue to receive Public Assistance funds in from GEMA & FEMA. Our total expected reimbursement is \$2,680,184.44. Below is a breakdown of our reimbursement status:

- Funds Received = \$1,928,547.20
- Funds Outstanding = \$751,637.24

### ***Downtown Tower Update***

Waiting on the final generator exhaust equipment.

## **Engineering**

- Design of the Pinehill Drive sidewalk continues.
- Held preconstruction conferences with contractors for: Waffle House on Bowman Road, Freedom Park Phase 2, MWA Lower Poplar and Rocky Creek WRF Rehabilitations, and Ronald McDonald House expansion.
- Completed asphalt resurfacing contracts on Napier Avenue and Guy Paine Road.
- Completed guardrail repairs on Spencer Circle and 90% complete on Peak Road.
- Completed design of and obtained required easements for Oxford Road stormwater repair. Will begin advertising for bids.
- Jeffersonville Road right of way clearing is complete, and Georgia Power has started relocating utilities. The contractor has started work to reconfigure a turn lane on Emery Highway.
- Completed mapping of right of way of T-Alley and filed survey of Snake Alley in Shirley Hills to identify encroachments hindering garbage and recycling truck access.
- Received and reviewed preliminary concept report of Bass Road widening.
- Levee Filter Blanket project silt fence installed, and contractor has begun placing sand, gravel, and drainage pipes for the first 200-foot section of the project.
- Completed inspection of stormwater practices of five county departments.



## **Facilities Management**

### ***Traffic signs & markings***

- Refreshed/Repainted yellow curbs in the Orange St/Rose Park area.
- Completed 258 work orders.

### ***Traffic signals***

- Started installing new signal at Houston & Allen Roads.
- Reinstalled/repaired traffic signal knocked down on Ocmulgee East Boulevard on Thanksgiving.
- Completed 172 work orders.

### ***General Maintenance***

- Worked on repairs at Municipal Court due to moisture issues in the courtroom.
- Completed 76 work orders this month.

### ***HVAC/Plumbing***

- Installed a furnace at Fire Station # 106, new AC unit at the Randall Building, and water heater at River's Edge.
- Repaired basement pump at the Courthouse, busted water line at Central City Park, and water line at Claystone Park.
- Had several calls for busted water lines: Courthouse, Secretary of State, Poplar Street, and County Extension Office.
- Completed 91 HVAC work orders and 60 plumbing work orders.

### ***800 Dig Tickets***

- Marked and located areas where contractors are digging around our electrical and traffic signal lines.
- Completed 231 work orders this month.



## **Electrical**

- Repaired burned out street light circuit on Bond Street.
- Removed 400amp main breaker from Frank Johnson Recreation Center field lighting panel and brought the breaker to Wilson Electric for testing and evaluation.
- Powered up and put timers out for the many static Christmas displays around Downtown.
- Powered up and tested the Christmas Tree in Rosa Parks Square.
- Assisted preparations for the Main Street Christmas Lights Extravaganza.
- Met Cherry Street Energy and contractors to preliminary talks for the Centreplex solar array/project.
- Completed 144 work orders this month.



## **Finance**

<b>Item</b>	<b>Count</b>
Checks to Vendors	1,477
Purchase Orders to Vendors	121
Bi-weekly payrolls to 1,788 employees	2
Monthly payrolls to 1,595 retirees	3
Yearly Journal Entries	850+
Monthly Bank Recons	67
Monthly P-Card Recons	100+
Solicitations RFP/RFQ/Bids Prof Services	3

## **Fire Department**

- Fire deaths in 2018 – ZERO
- Promotional application process opened on November 20.
- Fire calls (structure, vehicle, woods, & alarms) – 459. EMS calls (Cardiac, vehicle accidents, & medical) – 958. Non-Emergency (Public safety events) – 87
- Attended the *Connexx American Israel Business Connector Seminar* at Georgia Tech Square with first responders, law enforcement personnel, and Homeland Security forces.
- Hosted the Leadership Macon Class of 2018 for a Lunch & Learn.

## **Human Resources**

<b>New Hires</b>	
Full-Time Employees	5
Part-Time Employees	7
Retirees/Beneficiaries	1
<b>Total</b>	<b>13</b>
<b>Terminations</b>	
Full-Time Employees	6
Part-Time Employees	0
Retirees (Deaths)	3
<b>Total</b>	<b>9</b>
<b>Transfers</b>	
Lateral (BSO Employees)	2
<b>Total</b>	<b>2</b>
<b>Promotions</b>	
Full-Time Employees	7
<b>Total</b>	<b>7</b>



## **Information Technology**

### ***Administration***

- CIO Brett Lavender graduated from the University of Georgia Carl Vinson Institute of Government's Certified Public Manager Program.
- Sharon Juhan successful completed her Lean Six Sigma Green Belt Certification.
- Conducted interviews for Systems & Network Manager, Network Administrator, Systems & Network Analyst II, Database Administrator, and Web Programmer.

### ***Enterprise Application***

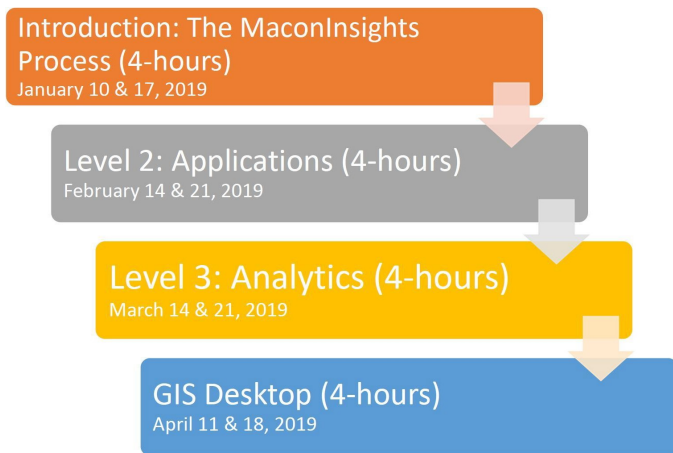
- Received 24 calls to unlock user esuite accounts.
- Added four uses in Workforce Administration.
- Upgraded to New World version 2018.1.
- Worked termination lists.

### ***Geographic Information Systems (GIS)***

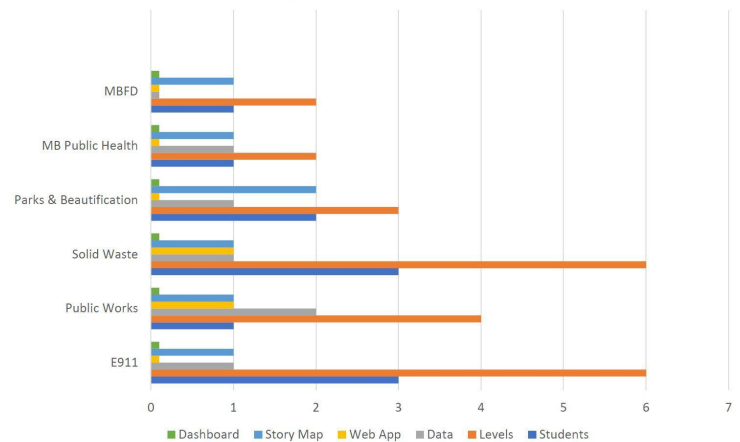
- Continued expansion of GIS use with ESRI enterprise license agreement.
- Formalized training efforts into the MaconInsights Data Academy, with a goal to increase use.

<b>Enterprise Agreement Metrics</b>			
	<b>Desktop Licenses</b>	<b>ArcGIS Online Licenses</b>	<b>Total GIS Users</b>
Before Enterprise Agreement	11	18	29 and capped
After Enterprise Agreement	250	250	55 and growing

### ***MaconInsights Data Academy***



MaconInsights Data Academy Performance Indicators



### ***Legacy Systems***

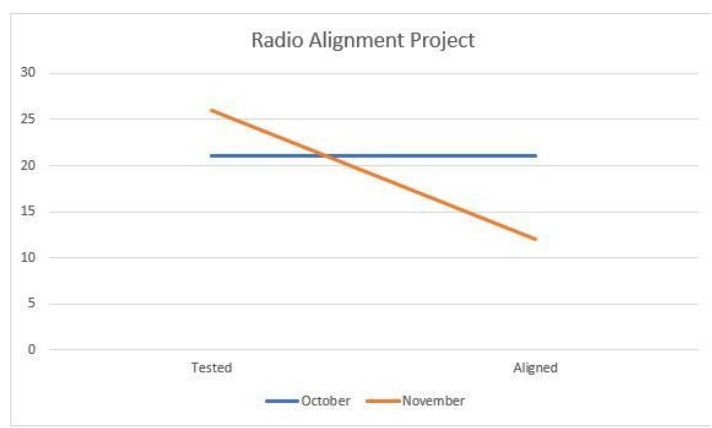
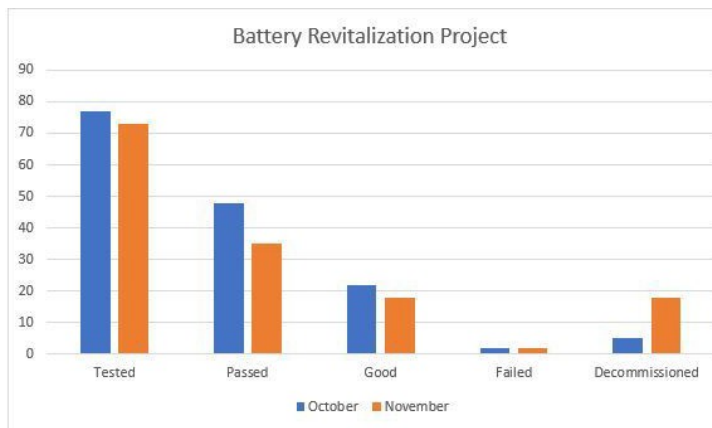
#### ***Journal Technologies/Data Conversion***

- Civil/Magistrate Court using both mainframe and E-Court software through December 12.
- Municipal Court still accessing mainframe. (E-Court went live in April 2017.) Meeting with Journal Technologies, and BSO to discuss interface between E-Court and Eagis software used at the LEC.

#### ***Phone Systems***

- Inventories AT&T spreadsheets for October, including approximately 200 lines. Located unused T1 and phone lines. Discovered several inactive lines and sent disconnection notices. Current annual recurring savings are \$153,000.
- Finished work at Fire Station #3.

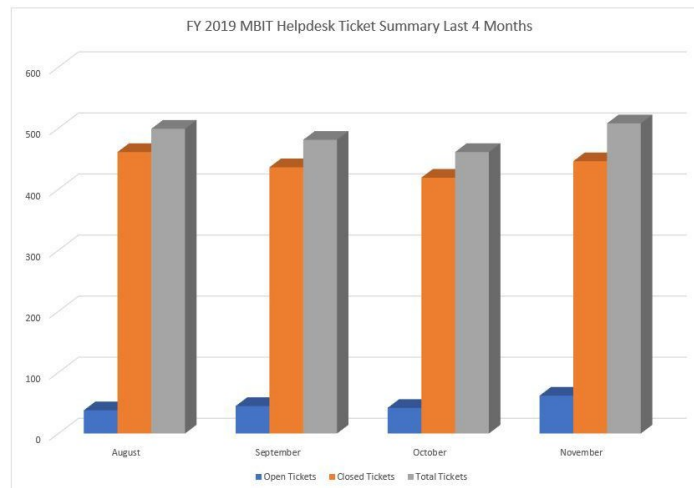
## Radio Systems



### Radio Alignment Project

- Writing proposal for radio system upgrade to include Fire Department requested backup.
- Submitted draft contract for radio systems maintenance to Attorney's Office.
- Notice to Proceed issued to T-Mobile to begin tower at Allied Industrial site.
- Site walk with Verizon at Courthouse for Distributed Antenna System and discussion regarding similar at EOC.

## Systems



## Lake Tobesofkee

### Major Activities

- Met with property owners regarding dock specifications.
- Prepared and sent out (348) 2019 permit letters for Lake Tobesofkee Property Owners
- Prepared and sent out (105) 2019 permit letters for Boats stored at Central Ga Marina.
- Law Enforcement Rangers issued 25 warning citations within the Lake Tobesofkee Recreation Area.
- Homeowners association using Claystone Pavilion
- Work with Macon Bibb Board of Elections to set up training for two (2) additional days usage of Claystone Pavilion.

## Municipal Court

Data	November 2018	YTD
Court Sessions in Municipal Court	20	97
Court Sessions in LEC	8	28
Cases before judge at Municipal Court	412	1,781
Cases before judge at LEC	17	61
Number of citations issued	760	4,158
Total paid citations	833	4,579
Value of all paid citations	\$99,793.65	\$520,353.07

## Parks & Beautification

### *Major Activities*

- Fountains shut down and winterized
- Irrigation systems and parks winterized – 700 bales of straw to date
- Rose Hill / Allman Project – 90% Complete (delayed due to weather)
- Centreplex Landscape Project – 100% Complete
- Blair Overlook Project – 95% Complete (delayed due to weather)

## Public Affairs

### *Monthly Summary*

Strategy	Count
Media Coverage	71 stories
Videos Produced	6
Live Broadcasts	5
The Hub	4 Issues 34 Stories
Press Releases	10
Web Postings	15
Facebook	5,033 (+195)
Twitter	5,170 (+29)
Instagram	1,385
Community Events	6

### *SeeClickFix*

Category	Number
Requests Opened	1,404
Requests Acknowledged	1,084
Requests Closed	461
Commission District	Number
District 1: Valerie Wynn	178
District 2: Larry Schlesinger	135
District 3: Elaine Lucas	106
District 4: Mallory Jones	164
District 5: Bert Bivins	170
District 6: Joe Allen	166
District 7: Scotty Shepherd	174
District 8: Virgil Watkins	157
District 9: Al Tillman	155
Department	Number
Animal Welfare	8
Parks & Beautification	58
MWA	3
Facilities	12
Property Maintenance	32
Public Works	207
Recreation	1
Solid Waste	1,071
Traffic Engineering	6
Other	4



## Public Works

### *Special Projects*

- Repaired broken pipe that caused a cave-in at Arch & Third Streets.
- Repaired drainage grate in Centreplex parking lot.



### *Summary Data*

<i>SewerVac</i>	
Tons of debris collected	42.7
Feet of pipes cleaned	697
Boxes cleaned	25
<i>Street Maintenance &amp; Cleaning</i>	
Right-of-Way miles cut	139
Sidewalk miles cut & litter picked up	10
Potholes Repaired	311
Litter collected	271 bags 2,168 pounds
<i>Illegal Dump Sites</i>	
Cleaned	Sapp Street, Churchill Street, & Pio Nono Circle

## Recreation



<b>Recreation Participation</b>	
<b>Recreation Centers</b>	16,343
<b>Tennis Centers</b>	780
<b>Youth Basketball</b>	107

## Solid Waste

### *Daily Operations*

Operation	Metric
Recycling	27.81
Yard/Bulk Waste	790.72 tons 10,879 stops
Solid Waste Disposal	270.34
Disability Exemptions	407
Indigent Exemptions	241
Landfill Dirt Hauled	100 loads

### *Service Delivery Change*

ADS began collecting both garbage AND recycling on November 5, as well as delivering carts for both.



## Tax Assessors Office

Operation	Metric
Contact regarding tax bills	442 calls 102 walk-ins
Real Property Field Reviews	796
Personal Property Field Reviews	320
Pre-bill Mobile Home Field Reviews	Complete
Deed Transfers	417
Personal Property Audits	8
2018 Tax Appeals	App 1,500
	92% complete
	83 completed in November
Board of Equalization Hearings	76
Hearing Officer Appeals	4

## Vehicle & Equipment Maintenance

- Completed clearing of property for sale
- \$13,000 of surplus inventory sold.

