

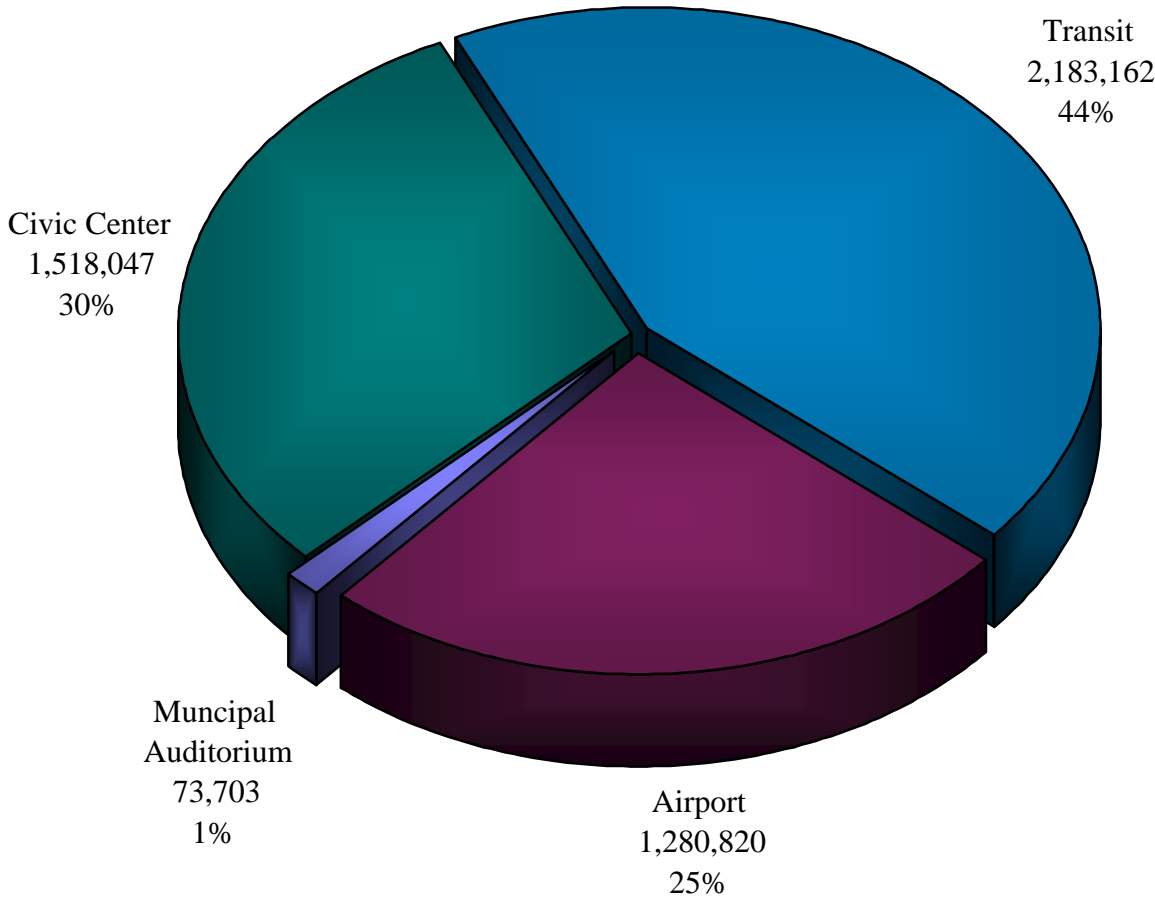


City of Albany

Non-Major Enterprise Funds

Annual Budget FY 2010

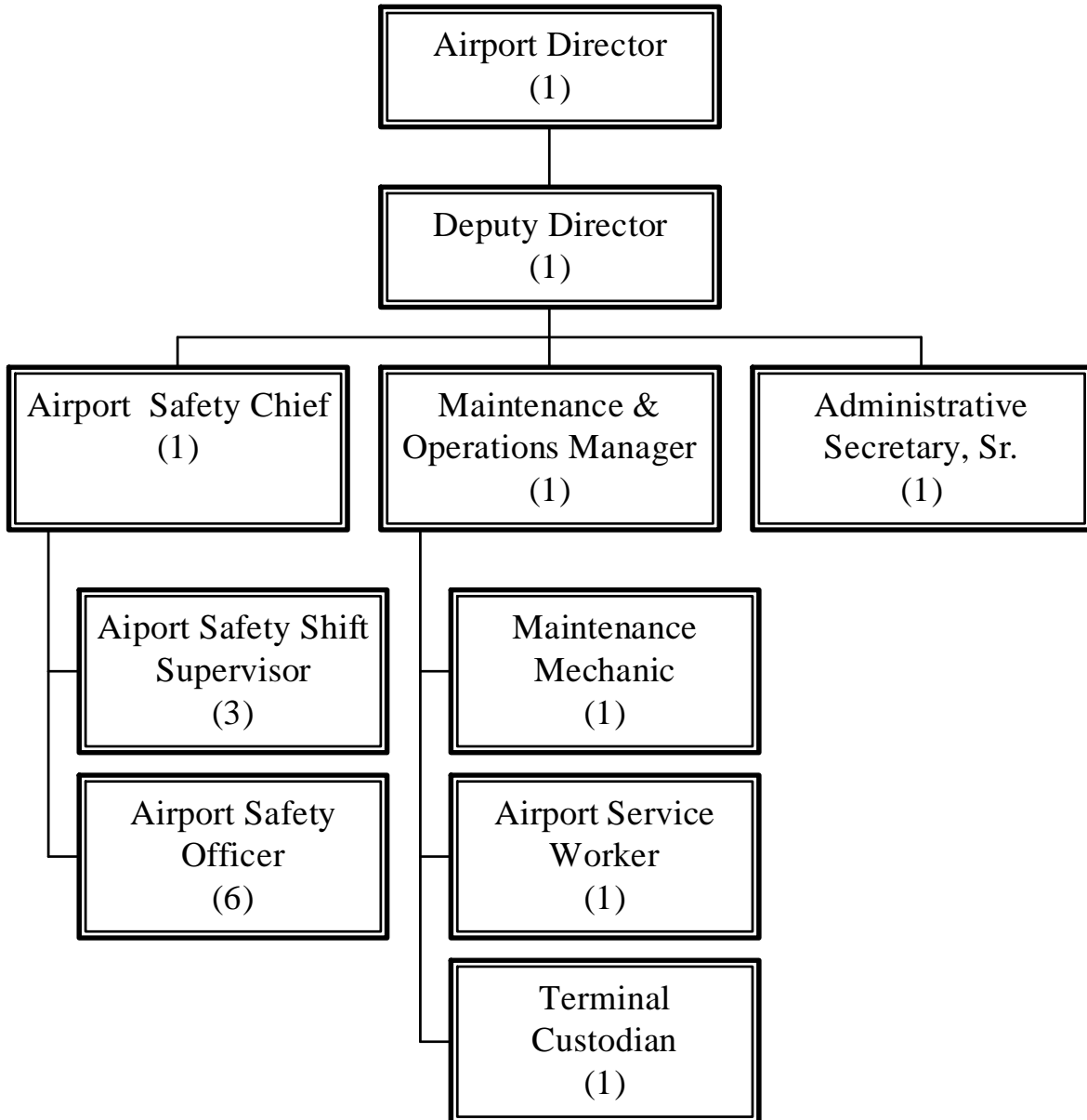
City of Albany
Adopted Budget
FY 2010
Non Major Enterprise Funds



Total Expenditures
\$5,055,732

Southwest GA Regional Airport

Dept 70



SOUTHWEST GEORGIA REGIONAL AIRPORT

MISSION

To provide a safe and secure environment to all air travelers in Southwest Georgia and provide users a level of service exceeding liked-sized airports and communities. The ultimate intent of this facility is to provide the environment described above while continuing to provide the best customer service possible within budget constraints.

Goals and Objectives

Goal 1: Provide safe and secure travel environment.

Objective 1: Promptly respond to all accidents/incidents on airport.

Objective 2: Close any work order within 30 days.

Objective 3: Complete signage, lighting and electrical improvements to lighting vault, rotating beacon, and airfield.

Goal 2: Increase capacity of Airport facilities.

Objective 5: Complete construction on a new rental car vehicle wash facility.

Objective 6: Begin environmental and Master Planning process to design and engineer a more user-friendly terminal.

Goal 3: Strive to improve passenger enplanements which in turn will increase federal participation on Airport Improvement Program (AIP) projects.

Objective 7: Continue to monitor Albany's fare structure with Delta revenue management team and notifying them of fares that seem to be higher than surrounding communities.

Objective 8: Utilize local media to advertise the convenience of using the Airport.

SOUTHWEST GEORGIA REGIONAL AIRPORT
Performance Measures

<u>Workload Measures</u>	FY '08		FY '09		FY '10 Base
	Adopted	Actual	Adopted	Actual	
❑ Number of accidents/alerts	50	13	50	6	10
❑ Number of work orders	300	262	300	165	300
❑ Number of passenger enplanements	38,760	42,558	38,400	37,500	40,000
❑ Number of aircraft operations	50,000	33,466	40,000	32,000	30,000

Efficiency Measures

❑ Appropriate response to accidents/alerts (min)	2-3	2-3	2-3	2-3	2-3
❑ Average time work orders are open (days)	7-10	5-8	4-5	4-5	4-5
❑ Capacity projects completed on-time, under budget	1	1	1	1	1

Effectiveness Measures

❑ Response times to accidents/alerts less than 5 minutes.	95%	100%	99%	100%	99%
❑ Average number of work orders open under 30 days per month.	20	20	20	20	20
❑ Passenger Facility Charges Collected (hundreds of thousands of dollars)	1	1.4	1.4	1.4	1.2
❑ Federal Grants Obtained (millions of dollars)	1.25	1.3	2.	2	2

AIRPORT FUND

DESCRIPTION

The Albany - Dougherty County Aviation Commission, through City Ordinance, is charged with the responsibility for planning, directing, organizing and controlling the operation, maintenance and capital improvements at Southwest Georgia Regional Airport. The Aviation Commission coordinates capital improvements through the FAA and Georgia DOT for grant-in-aid assistance for eligible projects, based upon FAA approved Airport Master Plan. The Aviation Commission sets policies and procedures to effect appropriate coordination with agencies providing guidelines to provide for the safety and well-being of the traveling public.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adpoted 2009/2010
PERSONAL SERVICES	887,868	941,331	991,556
OPERATING EXPENSE	385,427	415,617	289,264
CAPITAL OUTLAY	865,348	0	0
TOTAL	2,138,643	1,356,948	1,280,820
FULL TIME POSITION	14	17	17

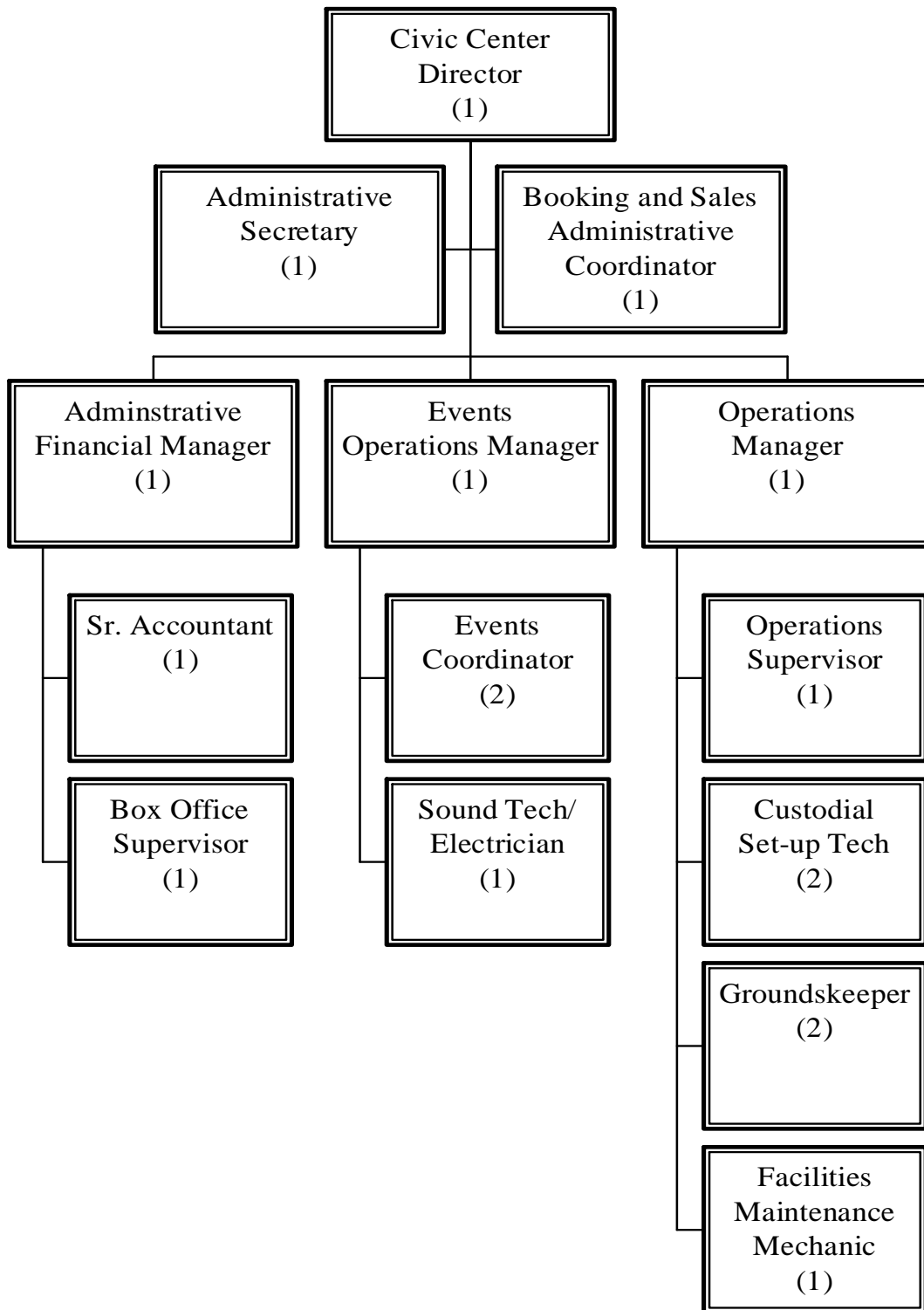
Class Title

Administrative Secretary Sr	1	1	1
Airport Maintenance Supervisor	1	1	1
Director, Airport	1	1	1
Airport Safety Officer	3	6	6
Airport Serviceworker	1	1	1
Airport Safety Shift Supervisor	3	3	3
Airport Safety Chief	1	1	1
Maintenance Mechanic	1	1	1
Airport/Management Assistant	1	0	0
Deputy Director, Airport	0	1	1
Airport Custodian	1	1	1
TOTAL	14	17	17

AIRPORT FUND				
ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTEED 2009/2010
7003				
7110	Regular Wages	605,723	654,887	659,579
7120	Overtime Wages	52,405	25,000	68,635
7130	Temporary Help	7,545	20,498	10,249
7210	W/C Insurance	16,758	0	0
7230	Uniforms	6,234	8,412	4,162
7260	FICA Matching	48,758	52,011	55,708
7270	Pension Matching	69,753	70,878	75,916
7280	Insurance Matching	80,690	107,967	115,629
7285	LTD Insurance Matching	0	1,677	1,677
7510	Professional Services	2,594	6,975	1,836
7550	Communications	12,057	13,140	11,010
7570	Advertising	2,826	6,000	0
7600	Travel	5,197	4,000	500
7630	Train/Cont. Education	2,343	6,625	100
7700	Insurance	0	30,000	30,000
7860	Maint: Buildings	29,793	30,000	10,000
7870	Maint: Motor Equipment	18,176	33,295	20,100
7880	Maint: Mach/Imp/Tools	17,722	32,490	13,840
7900	Utilities	82,693	83,000	80,000
7990	Dues and Fees	1,925	3,380	1,745
7995	Contingency	0	5,000	0
8009	Licenses	0	1,800	0
8010	Supplies	4,951	7,880	6,810
8016	Small Equipment	669	2,300	1,000
8017	Printing	60	360	300
8030	Janitorial Supplies	4,632	5,800	5,909
8050	Rental of Equipment	0	100	100
8110	Motor Fuel	15,394	17,676	15,908
8150	Food	2,334	2,100	235
8900	Depreciation	865,348	0	0
8951	Indirect Cost	182,062	123,696	89,871
	TOTAL, AIRPORT FUND:	2,138,643	1,356,948	1,280,820

Civic Center Complex

Dept 73



CIVIC CENTER

MISSION

Provide citizens of Albany and the surrounding areas with a variety of events to be presented throughout the year, to enhance the economical growth of the community, while simultaneously promoting safe, user friendly and well-maintained facilities, supported by a skilled and experienced staff with the highest quality of customer service.

Goals and Objectives

- Goal 1:** To attract and retain qualified part-time employees.
 - Objective 1:** Build Part-time employee Patron Service Staff team roster through approved contract vendor.
 - Objective 2:** Create and provide an in-house orientation and training program for patron service staff.

- Goal 2:** To improve the perception of city government in the community.
 - Objective 1:** Continue to expand on existing brand awareness for Civic Center Arena and Municipal Auditorium.
 - Objective 2:** Create and produce informational handouts for use by Patron Service Staff during Pre-Event briefings.

- Goal 3:** To create and maintain customer service awareness at Civic Center Events.
 - Objective 1:** Renovate upstairs box office as visual operational points of sales.

- Goal 4:** To provide an atmosphere that supports growth and revitalization.
 - Objective 1:** Enhance existing concert and events in the Municipal Auditorium.
 - Objective 2:** Identify & contact regional business, trade and agribusiness Meeting planners to promote 1 day programs.
 - Objective 3:** Request entertainment/promotional fund of \$205,000 from City Commission with approval of City Manager.

- Goal 5:** To Develop a health-conscious atmosphere.
 - Objective 1:** Research, identify & present a stress management program for full time staff then a follow-up with short course and day retreat meeting.

CIVIC CENTER

Performance Measures

	FY '08		FY '09		FY '10 Base
	Adopted	Actual	Adopted	Actual	
<u>Workload Measures</u>					
□ Total Events	N/A	103	N/A	130	130
□ Number of event days	N/A	132	N/A	150	150
□ Number of Pre-Production to advance requirements meetings for all events	N/A	45	N/A	48	50
<u>Efficiency Measures</u>					
□ % Admin time spent processing reports, invoices and paperwork	N/A	55%	N/A	60%	70%
□ % of Admin time spent per Activity Event	N/A	45%	N/A	40%	30%
<u>Effectiveness Measures</u>					
□ Quantity of Contracts	N/A	103	N/A	120	130
□ Quantity of Promoters inquiring on rentals	N/A	100	N/A	200	200
□ Attendance	N/A	149,962	N/A	150,000	160,000
□ Direct Economic Impact	N/A	\$6,551,840	N/A	\$ 6,553,500	\$ 6,990,400

CIVIC CENTER

DESCRIPTION

The Civic Center is responsible for entering into promotion agreements and/or contracts with groups, individuals, and firms for the presentation of performances in a manner that promotes the interest of the City from a financial and marketing/public relations standpoint.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	679,876	959,363	862,659
OPERATING EXPENSE	710,126	599,519	655,388
CAPITAL OUTLAY	417,237	0	0
TOTAL	1,807,239	1,558,882	1,518,047
FULL TIME POSITION	17	17	17

Class Title

Senior Accountant	1	1	1
Administrative Financial Manager	1	1	1
Box Office Supervisor	1	1	1
Director, Civic Center	1	1	1
Sales & Booking Assistant	1	1	1
Events Coordinator	2	2	2
Groundskeeper	2	2	2
Operations Supervisor	1	1	1
Operations Manager	1	1	1
Administrative Secretary	1	1	1
Housekeeping/Set-up	2	2	2
Sound Technican/Electrician	1	1	1
Facilities Maintenance Mechanic (Aud)	1	1	1
Events Manager	1	1	1
Promotion/Mrkting Mgr	0	0	0
TOTAL	17	17	17

CIVIC CENTER

ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
7303.				
7110	Regular Wages	462,227	635,326	597,555
7120	Overtime Wages	24,413	16,500	5,150
7130	Temporary Help	17,047	68,000	42,300
7210	W/C Insurance	10,353	0	0
7220	Tuition Reimbursement	0	1,500	0
7230	Uniforms	1,641	6,500	3,500
7260	FICA Matching	42,571	55,067	49,343
7270	Pension Matching	44,473	58,013	53,641
7280	Insurance Matching	77,151	118,458	111,170
7510	Professional Services	675	700	600
7512	Technical Services	720	800	600
7514	Contract Labor (Temp)	1,270	8,000	166,206
7520	Advertising Expense	198	373	0
7550	Communications	17,329	25,000	20,000
7570	Advertising	19,378	15,000	12,000
7600	Travel	2,153	6,500	2,000
7630	Training/Cont. Education	1,591	2,000	1,000
7860	Maint: Buildings	40,232	64,000	61,000
7870	Maint: Motor Equipment	20,753	15,000	15,000
7880	Maint: Mach/Imp/Tools	0	10,000	6,000
7900	Utilities	167,375	186,000	183,000
7990	Dues and Fees	6,824	8,730	6,000
7995	Bad Debt Expense	5,178	1,500	500
8009	Licenses	0	2,250	250
8010	Supplies	9,169	13,408	13,500
8016	Small Equipment (\$1,000 max)	12,820	11,602	8,400
8017	Printing	1,671	2,000	3,000
8018	Books & Subscriptions	1,040	1,500	1,500
8020	Promotional	4,848	5,000	27,983
8030	Janitorial Supplies	8,492	10,000	8,000
8050	Rental of Equipment	891	2,500	2,000
8052	Rent	13,200	13,200	6,600
8110	Motor Fuel	6,683	7,500	7,000
8150	Food	710	500	500
8495	Cash Over/Short	197	0	0
8900	Depreciation	417,237	0	0
8951	Indirect Cost	366,729	186,456	102,749
	TOTAL, CIVIC CENTER FUND:	1,807,239	1,558,882	1,518,047

MUNICIPAL AUDITORIUM

DESCRIPTION

The Municipal Auditorium is a cultural entertainment center of the City of Albany. It serves people of Southwest Georgia and it is home for the Albany Arts Council groups. The goals are to increase income and attendance by providing a well-rounded calendar of events to be presented throughout the year at affordable prices.

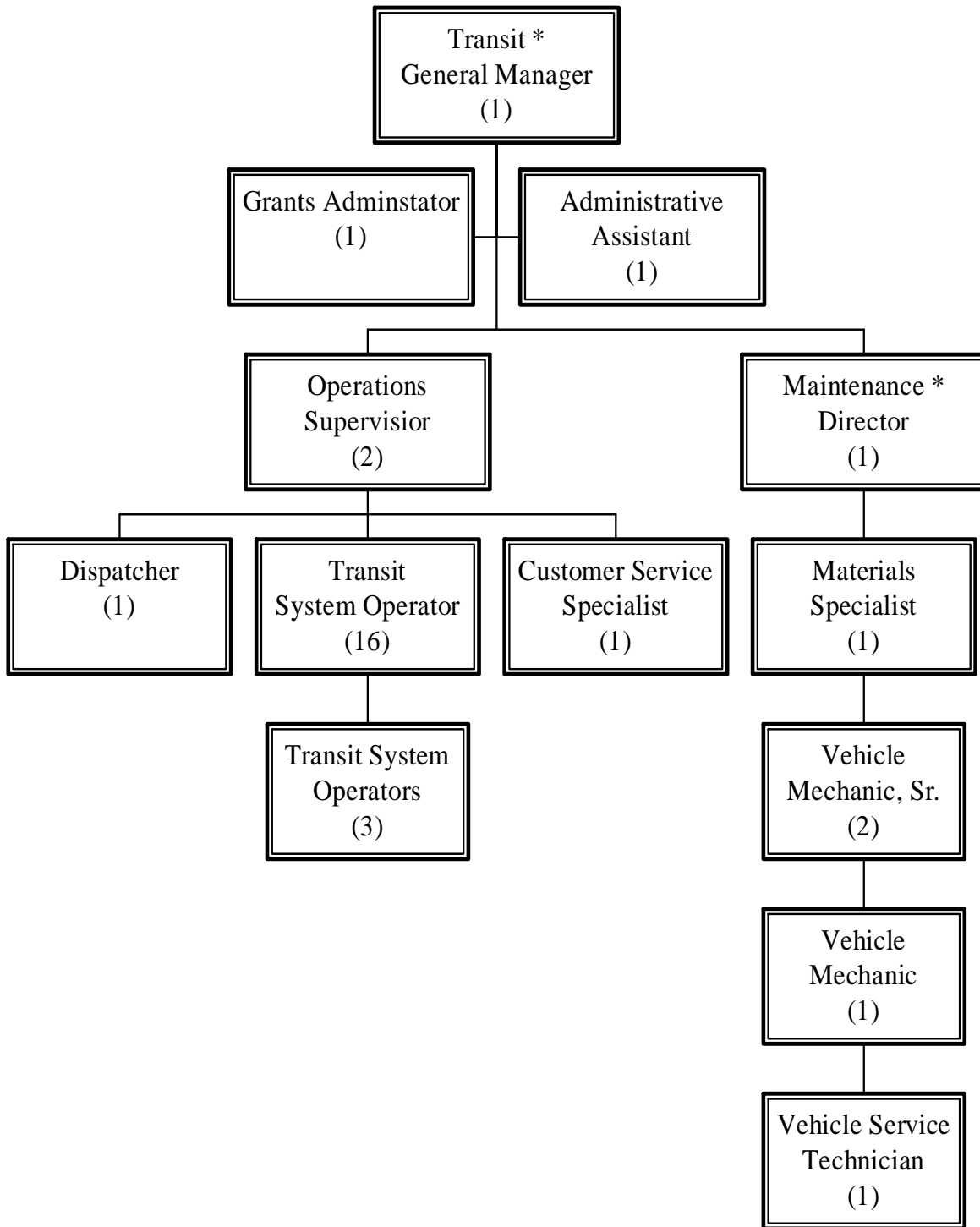
Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	0	5,705	2,153
OPERATING EXPENSE	40,832	87,952	71,550
CAPITAL OUTLAY	119,598	0	0
TOTAL	160,429	93,657	73,703
FULL TIME POSITION	0	0	0

MUNICIPAL AUDITORIUM

ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
7202.				
7130	Temporary Help	0	5,300	2,000
7260	FICA Matching	0	405	153
7550	Communications	883	5,000	4,600
7570	Advertising	252	500	500
7630	Train/Cont. Education	0	150	150
7860	Maint: Buildings	6,854	35,000	32,000
7880	Maint: Mach/Imp/Tools	0	800	800
7900	Utilities	26,251	29,100	29,100
7990	Dues and Fees	812	0	0
7995	Bad Debt Expense	1,886	0	0
7995	Bad Debt Expense	127	0	0
8010	Supplies	0	1,400	1,000
8016	Small Equipment	2,902	2,750	2,500
8017	Printing	210	100	100
8020.ART	Artscape	500	0	0
8030	Janitorial Supplies	168	800	600
8050	Rental of Equipment	0	200	200
8495	Cash Over/Short	(13)	0	0
8900	Depreciation	119,598	0	0
8951	Indirect Cost	0	12,152	0
	TOTAL, MUN. AUDITORIUM:	160,429	93,657	73,703

Albany Transit System

Dept 77



*Contract Positions

TRANSIT SYSTEM

MISSION

To ensure access to quality of life for City of Albany residents by providing safe, reliable and cost efficient public transportation.

Goals and Objectives

Goal 1: Provide a safe environment for our passengers, employees and the public

Objective 1: To provide weekly safety bulletins and notices

Objective 2: To provide passenger newsletters & employee safety newsletters

Objective 3: To provide safety training for all new vehicle operators

Objective 4: To serve on the City Safety Committee

Goal 2: Provide reliable transportation for our passengers

Objective 5: To provide on-time schedule adherence

Objective 6: To eliminate missed trips within our control

Objective 7: To implement the Transit Development Plan

Objective 8: To implement the Strategic Plan

Goal 3: Provide cost efficient public transportation

Objective 6: Operate at a cost per mile that meets or exceeds the approved budget

Objective 7: To annually review the passenger fare structure

Objective 8: Maintain a vehicle preventative maintenance program

TRANSIT SYSTEM
Performance Measures

	FY '08		FY '09		FY '10
	Adopted	Actual	Adopted	Actual	Base
<u>Workload Measures</u>					
Number of road checks reported	2,000	2,000	2,000	1,348	2000
Number of road calls performed	95	43	50	25	30
Number of accidents/incidents reviewed	100%	100%	100%	100%	100%
<u>Efficiency Measures</u>					
Vehicles serviced on schedule	100%	90%	100%	97%	95%
Operators in refresher training	30	30	100%	NA*	NA
Number of Safety Committee meetings	12	10	6	NA*	NA
Number of company safety meetings	4	4	4	NA*	NA
Safety training for new operators	NA	NA	NA	NA	100%
Attend City Safety Committee meetings	NA	NA	NA	NA	100%
Number of weekly safety bulletins	NA	NA	NA	NA	52
<u>Effectiveness Measures</u>					
Chargeable complaints	10	10	10	5	10
Miles between road calls	8,500	8,143	8,000	10,984	12,000
Provide Transit Time via radios	8 x per day	10 x per day	10 x per day	12 x per day	12 x per day
Provide passenger & employee safety newsletters	4	4	4	6	6

*These performance measures were not implemented in FY 2008/2009 due to budget constraints

TRANSIT SYSTEM

DESCRIPTION

It is the responsibility of the Albany Transit System (AT) to provide safe, reliable and economical transportation to the citizens of Albany. AT will provide this service at the least possible cost to the city without sacrificing quality of service. AT provides fixed route transit and paratransit services.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	1,524,189	1,491,934	1,455,972
OPERATING EXPENSE	1,031,579	1,070,779	727,190
CAPITAL OUTLAY	374,264	0	0
TOTAL	2,930,032	2,562,713	2,183,162
FULL TIME POSITION	29	29	30

Class Title

Materials Specialist	1	1	1
Grants Administrator	1	1	1
Dispatcher - Transit	1	1	1
Vehicle Mechanic, Sr.	1	1	2
Vehicle Mechanic	2	2	1
Vehicle Service Technician	1	1	1
Administrative Assistant	1	1	1
Transit Operations Supervisor	2	2	2
Transit System Operator I	5	4	3
Transit System Operator Sr.	14	15	16
Customer Service Specialist	0	0	1
TOTAL	29	29	30

TRANSIT SYSTEM				
ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
7702.				
7110	Regular Wages	823,284	846,690	860,642
7120	Overtime Wages	208,455	123,601	118,105
7130	Temporary Help	100,772	131,191	114,176
7210	W/C Insurance	49,620	0	0
7230	Uniforms	14,240	16,500	14,241
7260	FICA Matching	81,768	84,263	83,609
7270	Pension Matching	88,792	86,356	87,108
7280	Insurance Matching	157,259	203,333	178,091
7510	Professional Services	2,334	2,350	2,350
7512	Technical Services	700	2,750	1,750
7513	Administrative Services	167,536	193,161	180,851
7550	Communications	9,344	8,182	8,149
7570	Advertising	1,696	1,000	1,000
7600	Travel	1,187	4,330	1,000
7630	Train/Cont. Education	0	2,000	1,000
7700	Insurance - Accident Repair	0	10,000	10,000
7860	Maint: Buildings	7,452	9,000	7,500
7870	Maint: Motor Equipment	26,432	20,000	16,000
7880	Maint: Mach/Imp/Tools	9,538	15,000	9,538
7900	Utilities	21,509	21,000	19,965
7990	Dues and Fees	0	1,350	0
8009	Licenses	50	4,031	4,031
8010	Supplies	3,835	4,310	3,816
8016	Small Equipment	3,261	2,600	3,202
8017	Printing	6,750	12,000	11,000
8018	Books & Subscriptions	0	325	0
8030	Janitorial Supplies	6,075	7,461	6,000
8110	Motor Fuel	447,175	460,000	392,355
8150	Food	284	1,750	250
8495	Cash/ Over Short	(3)	0	0
8900	Depreciation	374,264	0	0
8951	Indirect Cost	316,423	288,179	47,433
	TOTAL, SPECIAL FUND:	2,930,032	2,562,713	2,183,162