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L. H. Barton

ANNUAL

REPORT

City of Savannah

1961

ANNUAL REPORT OF THE CITY OF SAVANNAH

1961

John C. Hall
City Manager

Ficot B. Floyd
Administrative Assistant

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29 March 1962

Mayor and Aldermen of the
City of Savannah
Savannah, Georgia

Gentlemen:

How have we done? This is the question that always comes up this time of the year, hence it is the season for making annual reports.

First, and perhaps most important, the City of Savannah has again operated in the "black", instead of in the "red", as has been the case for many decades before Savannah had the Council-Manager form of government. Careful deliberation before and during the expenditure of funds and the studies made to support requests for funds from the Council have contributed to this. But specifically during 1961 we refined the budgetary process to a degree that has received even national note. This has made it possible generally to retain, and in some cases, increase, the current level of service to the community in spite of rising costs of capital and expendible commodities and the decrease of some revenues.

The reports of various activities cannot be better than the information compiled by the operating departments. A standard format, with sufficient comparative data, has not been devised. It should be and this would give the departmental supervisors, the City Manager and the Council, more management-type information. In other words, this is a field where further improvement is possible. Nevertheless, many of the departments have done an excellent job of reporting their 1961 accomplishments, and I wish to commend them. These reports were briefed for inclusion herein.

The accomplishments reflect credit on the Council, under whose general policies and with whose support all work is done on behalf of the citizens. I wish to express my appreciation for the courtesies extended to me by Council members, and express the hope that this report will give them a feeling of pride in their stewardship.

Yours most sincerely,

John O. Hall
City Manager

JOH/PF/rwt

ELECTRICAL DEPARTMENT

The duties of the Electrical Department include general maintenance and new installation of traffic lights and equipment, the Fire Alarm system, and of other city-owned electrical equipment and systems, including short-wave radio systems.

The Electrical Department maintains traffic controllers at 135 intersections. (It also cares for 13 Chatham County signals for which the City is reimbursed by the County.) These fixtures required the use of 3,240 lamps in their 1961 operation.

The Fire Alarm system consists of 172 alarm boxes on ~~172~~¹⁷³ circuits. Keeping this system in operation (parts of it are nearly sixty years old) required about 6,500 man-hours in 1961. In April the system was carefully examined and there were found to be 595 crossarms that should be changed, 31 lead cable joints in manholes open with only wax to seal them from the elements, 8 risers to the overhead lines needing replacing, 30 weatherheads needing replacing, and 20 cables running from the underground to individual fire alarm boxes. The estimated cost of repairing the present system is \$41,466. To expand the system and bring it up-to-date as required by the National Board of Fire Underwriters is expected to cost \$217,195, or a total of \$258,661.

Maintenance and installation of radio equipment continued in the Police, Fire and Public Improvements Departments. A remote control unit was installed in the City Hall office of the Electrical Department to enable the City Electrician to coordinate and supervise the activities of

the personnel assigned to his department to the best advantage.

The radio section of the Electrical Department maintains 143 mobile radio units, five base stations, and many other auxiliary units for the Police Department, Fire Department, the Department of Public Improvements, and the Industrial and Domestic Water Supply Commission.

In 1961 a new and improved sound system was installed in the Municipal Auditorium at a cost of nearly \$2,700.

* * *

DEPARTMENT OF FINANCE

The year 1961 can be considered one of streamlining for the Department of Finance. The number of employees was reduced by three during the course of the year. The installation of additional equipment replaced them, and permitted an increase in the volume of work handled.

In the Machine Accounting Division, real estate and personal property accounts were increased by 3000 to 4000 because of annexation. The bi-monthly billing of water customers allowed for better programming in this division and enable one less regular employee to be retained on the payroll.

The Marshal's Division continued their efforts to obtain back taxes unpaid by citizens. In an effort to tighten up the accounting for monies paid to the Marshal, and to aid the Machine Accounting Division in preparing ledgers, a new punch-tape recording device was installed in the Marshal's front office at the receiving window. Because of the new device one job was eliminated.

Eighteen million dollars were added to the tax digest in the Tax Assessor's Division during 1961. Of this all except \$1.5 million were from the newly annexed area. Although there was considerable work involved in processing the assessment records of the 15,000 new citizens (about 4,125 pieces of real property), the regular staff of nine employees were able to absorb the work.

The Treasurer's Division was able to assume the task of issuing business licenses, since the work load had been reduced by the bi-monthly

water billing procedure. Additionally there was a reduction of one person due in part to the installation of the tape-punch recording devices.

The Accounting Division was able to reduce the number of employees by one position which was vacated by the death of a veteran employee. It may be that this position will be reactivated if special audits are made of revenue producing sources.

The number of bids taken increased by 15 to 20 per cent over the preceding year, and the Purchasing Division assumed control and expanded the centralized stockroom considerably. The Purchasing Agent worked out a procedure with the purchasing agents of the Board of Education and Chatham County whereby joint specifications and bids are prepared and taken for commodities used by the three agencies. This has afforded considerable savings to each governmental unit through bulk purchasing. One employee was added to this division to enable the Purchasing Agent to spend more time interviewing sales persons, to prepare detailed specifications for the purchase of items by the City, and to increase the number of purchases made through competition.

A budget is a comprehensive plan, expressed in financial terms, by which an operating program is effective for a given period of time. It includes estimates of: (a) the services, activities, and projects comprising the program; (b) the resultant expenditure requirements; and resources usable for their support. The budget is interwoven with and is a product of the entire management and legislative process. To the end of effectively following through on the increasing budget problems, the

Budget Division continued to examine the entire process of expending municipal funds - aims of what the department is trying to accomplish, changes that can reduce expense, long run economies and justification of current programs. The program of the budget division proved most worthwhile in accomplishing these ends.

The following pages represent, in summary form, the financial position of the City at the end of the calendar and fiscal year, 1961.

* * *

CITY OF SAVANNAH, GEORGIA
 GENERAL FUND
 BALANCE SHEET
 DECEMBER 31, 1961

- 1 -

ASSETS

CASH:

General Fund	174,637.21	
With Fiscal Agents-Debt Retirement	<u>274,918.26</u>	\$ 449,555.47

INVESTMENTS: - Guaranty Fund-Employees Retirement System of Georgia

164,000.00

ACCOUNTS RECEIVABLE:

Savannah Transit Authority	100,000.00	
Water Rents, Sewer Fees, etc.	241,223.84	
Less Reserve for Losses	<u>49,214.42</u>	<u>192,009.42</u>
		292,009.42

TAXES RECEIVABLE:

Current	427,838.46	
Less Reserve for Losses	5,681.07	422,157.39
Delinquent	<u>343,435.02</u>	
Less Reserve for Losses	<u>343,435.02</u>	
Marshal's Deeds Subject to Redemption	<u>12,481.35</u>	434,638.74

DUE FROM OTHER FUNDS:

213,274.72

INVENTORIES:

Garage Stores	24,532.41	
DPI Stores	135,848.27	
Office Stores	2,498.19	
Postage Machine	<u>431.58</u>	163,310.45

DEFERRED CHARGES:

Unexpired Surety Bond & Ins.Prem.		<u>11,471.48</u>
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TOTAL ASSETS

\$ 1,728,260.28

LIABILITIES, RESERVES, AND SURPLUS

LIABILITIES:

Vouchers and Contracts Payable	189,948.46	
Notes Payable	600,000.00	
Matured Bonds Payable	146,000.00	
Interest Coupons & Accrued Interest on Bonds	279,074.08	
Unclaimed Wages & Vouchers	<u>1,757.20</u>	1,216,779.74

RESERVES:

Encumbrances - Current Year	37,498.15	
Self-Insurance, Auto Liability	11,644.18	
Self-Insurance Employees' Claims	<u>2,722.85</u>	51,865.18

SURPLUS:

Unappropriated		<u>459,615.36</u>
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TOTAL LIABILITIES, RESERVES, AND SURPLUS

\$ 1,728,260.28

CITY OF SAVANNAH, GEORGIA
GENERAL FUND
ANALYSIS OF CHANGES IN UNAPPROPRIATED SURPLUS
YEAR ENDED DECEMBER 31, 1961

<u>UNAPPROPRIATED SURPLUS, JANUARY 1, 1961</u>			\$ 303,501.61
Deductions:			
Appropriations from Surplus During Year		133,891.00	
Estimated Revenues	7,895,270.00		
Actual Revenues	<u>7,804,327.52</u>	90,942.48	
Stores Inventory Adjustment		25,575.97	
Encumbrances' Adjustment 1961		<u>352.79</u>	<u>250,762.24</u>
Balance Down			52,739.37
Additions:			
Adjustments Applicable to Prior Years		51,703.27	
Appropriations	8,029,161.00		
Actual Expenditures	<u>7,673,988.28</u>	<u>355,172.72</u>	<u>406,875.99</u>
<u>UNAPPROPRIATED SURPLUS, DECEMBER 31, 1961</u>			\$ <u>459,615.36</u>

CITY OF SAVANNAH, GEORGIA
 GENERAL FUND
 SUMMARY STATEMENT OF REVENUES - ESTIMATED AND ACTUAL
 AND OF AUTHORIZATIONS AND EXPENDITURES
 FISCAL YEAR ENDED DECEMBER 31, 1961

<u>REVENUES</u>	<u>ESTIMATED REVENUES</u>	<u>ACTUAL REVENUES</u>	<u>ACTUAL OVER-(UNDER) ESTIMATED</u>
Property Taxes (net)	4,103,000.00	4,014,421.57	(\$ 88,578.43)
Utility Taxes	512,900.00	527,721.27	14,821.27
Licenses and Permits	933,850.00	899,348.79	(34,501.21)
Fines, Forfeits, Penalties	372,000.00	310,697.50	(61,302.50)
From use of Money & Property Other Agencies	77,600.00	105,735.19	28,135.19
	46,000.00	74,431.62	28,431.62
Charges for Current Services	278,400.00	271,072.35	(7,327.65)
Other Enterprises	1,560,520.00	1,573,560.96	13,040.96
Miscellaneous Other Revenue	<u>11,000.00</u>	<u>27,338.27</u>	<u>16,338.27</u>
Total	\$ <u>7,895,270.00</u>	\$ <u>7,804,327.52</u>	(\$ <u>90,942.48</u>)

<u>EXPENDITURES</u>	<u>AUTHORIZATIONS</u>	<u>ACTUAL EXPENDITURES</u>	<u>EXPENDITURES OVER-(UNDER) AUTHORIZATIONS</u>
General Government	556,340.00	542,072.93	(\$ 14,267.07)
Public Safety	1,961,836.00	1,948,721.88	(13,114.12)
Public Improvements	2,383,683.00	2,421,922.46	38,239.46
Health & Welfare	396,413.00	412,761.47	16,348.47
Libraries	182,150.00	180,338.25	(1,811.75)
Recreation & Parks	488,663.00	484,001.24	(4,661.76)
Miscellaneous	609,591.00	460,356.97	(149,234.03)
Debt Service	<u>1,450,485.00</u>	<u>1,223,813.08</u>	(<u>226,671.92</u>)
Total	\$ <u>8,029,161.00</u>	\$ <u>7,673,988.28</u>	(<u>355,172.72</u>)

EXCESS OF REVENUES
 OVER EXPENDITURES

- -- (\$ 130,339.24) - --

CITY OF SAVANNAH, GEORGIA
GENERAL FUND
STATEMENT OF REVENUES - ESTIMATED AND ACTUAL
FISCAL YEAR ENDED DECEMBER 31, 1961

	<u>ESTIMATED REVENUES</u>	<u>ACTUAL REVENUES</u>	<u>EXCESS (OR DEFICIENCY OF ACTUAL COMPARED TO ESTIMATED</u>
<u>TAXES</u>			
Real Property	\$ 2,917,000.00	\$ 2,864,528.66	(\$ 52,471.34)
Personal Property	810,000.00	769,701.74	(40,298.26)
Public Utilities	512,900.00	527,721.27	14,821.27
Insurance Premium	163,000.00	167,143.70	4,143.70
Alcoholic Beverage	194,000.00	186,038.62	(7,961.38)
Execution Fees	12,000.00	13,999.05	1,999.05
Interest on Delinquent Taxes	7,000.00	13,009.80	6,009.80
Total	<u>4,615,900.00</u>	<u>4,542,142.84</u>	<u>(73,757.16)</u>
<u>LICENSES & PERMITS</u>			
Business Licenses	700,200.00	679,826.18	(20,373.82)
Parking Meters	160,000.00	146,824.57	(13,175.43)
Parking Lot	14,500.00	11,932.93	(2,567.07)
Street Maintenance	52,000.00	53,615.00	1,615.00
Musical Units	5,000.00	4,662.50	(337.50)
Dog Badges	1,500.00	1,501.85	1.85
Telephone Locations	600.00	560.76	(39.24)
Miniature Pool Tables	50.00	425.00	375.00
Total	<u>933,850.00</u>	<u>899,348.79</u>	<u>(34,501.21)</u>
<u>FINES, FORFEITS & PENALTIES</u>			
Court Fines-Regular	280,000.00	217,308.50	(62,691.50)
-- Court Fines-Traffic	92,000.00	93,389.00	1,389.00
Total	<u>372,000.00</u>	<u>310,697.50</u>	<u>(61,302.50)</u>
<u>REVENUES FROM USE OF PROPERTY AND MONEY</u>			
Interest on Investments	4,000.00	7,642.90	3,642.90
Interest on Perpetuity Lots	26,000.00	29,812.72	3,812.72
Interest on Ground Rents	200.00	203.38	3.38
Pension Fund Earnings	15,000.00	27,697.21	12,697.21
Discounts Earned	8,600.00	12,000.77	3,400.77
Rents-Golf Course	4,800.00	4,974.38	174.38
Rents-Recreation	600.00	600.00	-- --
Rents-Park & Shop Garage	14,000.00	15,463.83	1,463.83
Rents-Recorder's Court	-- --	2,000.00	2,000.00
Rents-Gamble Building	3,740.00	4,680.00	940.00
Rents-Jones & Hill-Garage	180.00	180.00	-- --
Rents-Dock (Visitor)	480.00	480.00	-- --
Total	<u>77,600.00</u>	<u>105,735.19</u>	<u>28,135.19</u>
<u>REVENUES FROM OTHER AGENCIES</u>			
Intangibles Tax (State)	<u>46,000.00</u>	<u>74,431.62</u>	<u>28,431.62</u>

CITY OF SAVANNAH, GEORGIA
 GENERAL FUND
 STATEMENT OF REVENUES - ESTIMATED AND ACTUAL
 FISCAL YEAR ENDED DECEMBER 31, 1961
 (CONTINUED)

	<u>ESTIMATED REVENUES</u>	<u>ACTUAL REVENUES</u>	<u>EXCESS (OR DEFICIENCY) OF ACTUAL COMPARED TO ESTIMATED</u>
<u>CHARGES FOR CURRENT SERVICES</u>			
Recording Fees	100.00	91.50	(8.50)
Transfer of Licenses	300.00	551.91	251.91
Water Cut-on Fees	4,800.00	3,673.00	(1,127.00)
Accident Reporting Fees	---	168.50	168.50
Traffic Moving Reporting Fees	1,600.00	1,593.75	(6.25)
Advertising Fees	400.00	1,515.05	1,115.05
Building Inspection Fees	12,000.00	11,378.13	(621.87)
Electrical Inspection Fees	10,500.00	8,485.25	(2,014.75)
Plumbing Inspection Fees	13,000.00	11,429.00	(1,571.00)
Electrical Examination Fees	400.00	351.00	(49.00)
Sewer Service Fees	90,000.00	84,744.47	(5,255.53)
Dispensary Fees	30,000.00	27,155.89	(2,844.11)
Grass Cutting Fees	800.00	135.00	(665.00)
Library Fees	8,500.00	8,816.96	316.96
Refuse Dumping Fees	5,000.00	4,044.80	(955.20)
Auditorium Fees	5,000.00	4,735.00	(265.00)
Services to I & D Water	10,000.00	3,920.00	(6,080.00)
Stadium Fees-Grayson	2,000.00	3,691.25	1,691.25
Stadium Fees-Memorial	9,000.00	15,917.12	6,917.12
Fire Protection Fees	---	7,402.58	7,402.58
Recreation Fees	22,000.00	26,812.94	4,812.94
Harbor Fees	18,000.00	18,031.00	31.00
Bonaventure Cemetery	14,000.00	12,690.25	(1,309.75)
Greenwich Cemetery	14,000.00	8,143.00	(5,857.00)
Laurel Grove Cemetery	7,000.00	5,595.00	(1,405.00)
Total	<u>278,400.00</u>	<u>271,072.35</u>	<u>(7,327.65)</u>
<u>OTHER ENTERPRISES</u>			
Water Sales-Inside City	1,209,520.00	1,180,246.36	(29,273.64)
Water Sales-Outside City	240,000.00	269,814.90	29,814.90
Water Meter Sales	70,000.00	49,625.88	(20,374.12)
Sav'h. Housing Authority	31,000.00	68,604.70	37,604.70
Sav'h. District Authority	10,000.00	5,269.12	(4,730.88)
Total	<u>1,560,520.00</u>	<u>1,573,560.96</u>	<u>13,040.96</u>
<u>OTHER REVENUES</u>			
Sale of Land and Property	6,000.00	20,676.81	14,676.81
Miscellaneous	5,000.00	6,661.46	1,661.46
Total	<u>11,000.00</u>	<u>27,338.27</u>	<u>16,338.27</u>
TOTAL REVENUES	<u>\$ 7,895,270.00</u>	<u>\$ 7,804,327.52</u>	<u>(\$ 90,942.48)</u>

CITY OF SAVANNAH, GEORGIA
 GENERAL FUND
 STATEMENT OF EXPENDITURES COMPARED WITH AUTHORIZATIONS
 INCLUDING EQUIPMENT REPLACEMENT AND CAPITAL OUTLAYS
 FISCAL YEAR ENDED DECEMBER 31, 1961
 (CONTINUED)

	APPROPRIATION (AFTER REVISIONS)	EXPENDITURES	EXPENDITURES OVER (UNDER) APPROPRIATIONS
Other Safety Depts.			
Traffic Engineering	90,592.00	84,477.96	(6,114.04)
Electrical & Radio	47,383.00	57,097.06	9,714.06
Inspections	47,903.00	45,765.64	(2,137.36)
Civil Defense	15,500.00	15,499.92	(.08)
Total	<u>1,961,836.00</u>	<u>1,948,721.88</u>	<u>(13,114.12)</u>
<u>PUBLIC IMPROVEMENTS</u>			
Director's Office	25,043.00	19,639.81	(5,403.19)
Engineering	61,303.00	56,530.16	(4,772.84)
Highways:			
Street & Sanitation	41,760.00	39,319.10	(2,440.90)
Street Maintenance	290,241.00	266,356.21	(23,884.79)
Street Lighting	91,412.00	88,552.44	(2,859.56)
Sanitation:			
Sanitation Office	28,874.00	28,069.56	(804.44)
Street Cleaning	141,012.00	167,102.35	26,090.35
Refuse Collection	649,496.00	700,832.29	51,336.29
Refuse Disposal	63,001.00	63,230.36	229.36
Sewers, Drainage, Treatment:			
Sewer Maintenance	234,217.00	239,791.36	5,574.36
Drainage Maint.	60,054.00	58,447.68	(1,606.32)
Sewage Treatment	66,715.00	59,045.59	(7,669.41)
Utility:			
Water Distribution	494,165.00	485,584.31	(8,580.69)
Water Service Office	136,390.00	131,883.19	(4,506.81)
City Garage	---	17,394.21	17,394.21
City Garage *	(93,718.47)	(111,112.68)	---
City Shops	---	143.84	143.84
City Shops *	(34,065.60)	(34,209.44)	---
Total	<u>2,383,683.00</u>	<u>2,421,922.46</u>	<u>38,239.46</u>
<u>HEALTH AND WELFARE</u>			
Health Department	191,170.00	191,169.16	(.84)
Housing Hygiene	32,630.00	32,630.00	---
Medical Service	12,000.00	12,000.00	---
City Dispensary	70,613.00	85,167.31	14,554.31
Memorial Hospital	90,000.00	91,795.00	1,795.00
Total	<u>396,413.00</u>	<u>412,761.47</u>	<u>16,348.47</u>
<u>LIBRARIES</u>			
Public Library	148,667.00	146,855.37	(1,811.63)
Carnegie Library	33,483.00	33,482.88	(.12)
Total	<u>182,150.00</u>	<u>180,338.25</u>	<u>(1,811.75)</u>

(* Service Acticity - not included in totals)

FIRE DEPARTMENT

Fires, in 1962, were confined to property valued at 40 per cent less than property endangered in the alarms of 1960. The value of the property involved in fires in 1960 was \$14,489,438, while in 1961 property valued at \$8,686,641 was threatened by fire. Although there was a marked reduction in the extent of the property threatened, and there was a high percentage of property saved, 93.93 per cent, there was an actual loss of \$51,858, or 7.5 per cent, more than in 1960, amounting to \$741,729. In 1960 the loss at the average fire was \$3,707, while in 1961 it was \$4,548, or an increase of 22.7 per cent.

The 40 per cent reduction in value of property endangered at fires is probably due in part to the increase in number of inspections of residences and businesses by nearly 2,000 more in 1961.

The number of fire alarms decreased by 230, or 14.1 per cent, from 1861 alarms to 1631 alarms. False alarms were reduced by 28 to 246 in 1961.

Only two persons lost their lives in fires in 1961, while in 1960 fires claimed the lives of six persons.

Two fire stations had been established in August 1960, for the area that had been annexed that year, each with five men assigned. The nine-man Fire-Police Patrol also operated in the annexed area from January 1 to January 29, when municipal services were withdrawn as a result of deannexation. The fire stations in the annexed area were closed on January 29.

On May 11, two cars of the Fire-Police Patrol were reactivated, working out Station Number 1, and continued in service until January 1, 1962, when a new 10-man company was scheduled to take over.

On August 1, the Fire Department put into operation the contractual fire service agreement plan for persons living outside the city limit. By the end of the year there were 158 subscribers to the plan, and Station Number 10 was reopened to assist in serving subscribers, with four men assigned (two on duty at all times).

Fire Department personnel continued active training programs during the year. In June a two-day Zone Fire School was again held. About 260 persons attended; the group included local firefighters and representatives from business, industry and government. Members of the department attended various schools and conferences, including Arson School in Atlanta, Fire Department Instructors' Conference in Memphis, and other professional meetings.

During 1961 the Fire Department responded to 177 inhalator calls. There was a 10.2 per cent reduction from the calls in 1960, which numbered 197. The decrease is attributed to the fact that the Ambulance Service of Savannah responded to calls from outside the City Limit. The age of the persons attended ranged from one month to 92 years. Aid was administered to 158 persons.

In order to meet the expanding needs of the Fire Department, partly because of the community's natural growth, partly because of the increasing age of some equipment, and partly because of the needs of the annexed

area, the fire department increased its vehicular equipment by the addition of two new 750 gallon per minute Mack pumpers and three Plymouth station wagons. Two more pumpers were ordered and will arrive in early 1962. Other new equipment, valued at \$2,500, was purchased for the department during the year, and approximately \$2,800 was spent to purchase 3,000 feet of fire hose.

* * *

CITY OF SAVANNAH, GEORGIA
GENERAL FUND
STATEMENT OF EXPENDITURES COMPARED WITH AUTHORIZATIONS
INCLUDING EQUIPMENT REPLACEMENT AND CAPITAL OUTLAYS
FISCAL YEAR ENDING DECEMBER 31, 1961

	<u>APPROPRIATIONS</u> (AFTER REVISIONS)	<u>EXPENDITURES</u>	<u>EXPENDITURES</u> OVER (UNDER) <u>APPROPRIATIONS</u>
<u>GENERAL GOVERNMENT</u>			
Legislative	\$ 41,598.00	\$ 41,732.65	\$ 134.65
City Manager	33,979.00	34,133.00	154.00
Public Information	41,275.00	47,406.29	6,131.29
Legal	20,546.00	20,442.81	(103.19)
Civil Service & Personnel	20,636.00	19,240.74	(1,395.26)
Recorder's Court	34,923.00	33,292.67	(1,630.33)
Metropolitan Planning	25,000.00	24,999.96	(.04)
Custodian & Property	63,242.00	50,710.04	(12,531.96)
Regist. & Elections	6,978.00	8,616.12	1,638.12
Finance Department:			
Director's Office	14,784.00	14,396.36	(387.64)
Accounting	51,443.00	47,207.56	(4,235.44)
Machine Accounting	--- --	387.63 Cr.	(387.63)
Machine Accounting*	(48,435.00)	(48,047.37)	--- --
Treasurer	58,087.00	63,400.60	5,313.60
Marshal	51,398.00	46,074.99	(5,323.01)
Tax Assessor	69,660.00	67,298.37	(2,361.63)
Budget	6,630.00	6,749.64	119.64
Purchasing	16,161.00	16,758.76	597.76
Total	<u>556,340.00</u>	<u>542,072.93</u>	<u>(14,267.07)</u>
<u>PUBLIC SAFETY</u>			
Police Dept.			
Chief's Office	18,754.00	20,298.92	1,544.92
Patrol	482,906.00	505,619.96	22,713.96
Traffic	124,131.00	109,999.97	(14,131.03)
Investigations	159,165.00	132,681.96	(26,483.04)
Records & Communications	63,662.00	50,592.91	(13,069.09)
Custody of Prisoners	106,636.00	125,009.62	18,373.62
Vehicle Maint.	14,078.00	13,226.29	(851.71)
Fire Dept.			
Chief's Office	13,947.00	14,497.95	550.95
Fire Fighting	718,770.00	720,195.57	1,425.57
Fire Prevention	22,821.00	22,090.30	(730.70)
Communications	14,444.00	15,627.08	1,183.08
Vehicle & Bldg. Maint.	20,208.00	15,001.79	(5,206.21)
Powder Magazine	936.00	1,038.98	102.98

(* Service Activity - not included in totals)

PARK & TREE DEPARTMENT

Savannah is in bloom all year round. This is the chief function of the Park and Tree Department. There are 76 parks in which the citizens of Savannah enjoy themselves. Of these, the Park and Tree Department maintains 962 acres of parks; another 80 acres of parks is kept up by the Recreation Department and are used as play areas.

The fountain in Forsyth Park was completely reworked with financial assistance from private citizens. The reworking included replacing all pipes, spray heads, recirculating pump, etc. The fountain is now actuated by an automatic time clock.

About 90 palm trees and 80 azaleas were removed from the center plat of Victory Drive to make way for the new left turn lanes. They were utilized for planting other park areas, including the beautification of the center strip in Montgomery Street between Thackeray Place and DeRenne Avenue.

The number of burials in the city-owned cemeteries increased by eleven in 1961 to 590, while the number of lots sold decreased 56-1/2 lots in 1960 to 39 lots in 1961. The decrease in sales is in line with a trend established as the city cemeteries are filled. Private cemeteries will continue to be the source of burial lots unless additional areas of the municipal cemeteries are opened.

No new equipment outlays were authorized for this activity in 1961, but four mowers and an edger were replaced.

3198 trees were trimmed during the year; this is substantially the same number as in the preceding year. In 1961 there was a 71.1 per cent increase in the number of stumps removed -- from 170 in 1960 to 409 in 1961. This was due in large part to the purchase of a stump remover for use in the Park and Tree Department.

* * *

PERSONNEL DEPARTMENT

Because of the local economic situation the Personnel Department had an increase of 9.9 per cent, to a total of 2290 applications, for city employment in 1961. City jobs have an aura of security that appeals to many people.

There was a 41.8 per cent decrease in the number of personnel transactions in 1961. This was due partly to fewer changes in jobs because of the economic slump and to the fact that there was no overall pay increase to be processed during the year.

The number of written tests in the examining process decreased by 48.5 per cent in 1961 from 97 tests to 47 tests. Of the 1231 persons taking examinations, 31.8 per cent, or 392 persons successfully passed; 35.5 per cent, or 437 persons, failed; and 32.7 per cent, or 402 persons, failed to report for the examinations.

Through the testing programs for promotional examinations, the Personnel Department found that many city employees could neither read nor write; about 200 were found to be illiterate or semi-literate. Naturally such a handicap seriously limits opportunity for advancement. Through the Savannah Vocational School classes have been started for these employees. Thirty-five employees were enrolled.

City employees also participated in several courses at the supervisory level. Sixteen supervisors attended a 10-hour course in job relations training at the Savannah Vocational School. Fifteen top line supervisors were enrolled at Armstrong College in a three-month course in Municipal

Supervisory Methods, a joint project of the college, the City, and the International City Managers' Association.

Further, many employees attended workshops or conferences relating to their technical specialty.

Several forms relating to the Personnel Department were revised during 1961. Recruiting procedures have been broadened to include announcements of job vacancies on radio as well as in the local newspapers.

* * *

FOLICE DEPARTMENT

In early 1961 the Savannah Police Department was reorganized to provide more effective law enforcement. Four major divisions were established, each headed by a Captain of Police:

- a. Administrative Division with responsibility for records, communications, the jail, personnel records and budget, supply, vehicle maintenance and building maintenance.
- b. Criminal Investigation Division, including two shifts, the women's section and the identification section.
- c. Traffic Division having responsibility for Safety Education, Downtown Traffic and Motorcycle Patrol.
- d. Patrol Division composed of three shifts, each of which is divided into two districts.

Several interesting statistical developments occurred in police matters in 1961. While the area of the city increased from 15 square miles to 21 miles, a 40 per cent increase, and the population increased 13 per cent, the number of requests for police service increased only 2.7 per cent from 22,349 in 1960 to 22,953 in 1961. Furthermore, the incidence of major crime merely increased 1.1 per cent. These offences included murder, manslaughter, burglarly, robbery aggravated assault, larceny and auto theft. In 1960 these numbered 4,344 while in 1961 the number of these was 4,826.

The following table shows the number of crimes committed in Savannah percentage change in relation to cities of comparable size and the national average:

	Sav'h Number 1960	Sav'h Number 1961	Percent Change	100-250 National Percent Change	All National Percent Change
Murder, non-negligent homicide	14	8	-42.8	-3	+2
Forcible Rape	26	24	- 8.3	-1	+1
Robbery	156	145	- 7.1	-1	+1
Aggravated Assault	249	266	- 6.8	+4	+3
Burglarly, breaking or entering	983	1503	+52.9	+2	+3
Larceny \$50 and over	744	773	+ 3.9	+2	+2
Auto theft	552	479	-13.2	-1	+2

Minor crimes generally decreased in number:

	1960	1961	#Change	%Change
Larceny under \$50	161	166	+ 5	+ 2.1
Embezzlement	99	93	- 6	- 6.1
Forgery	22	59	+ 37	+168.2
Buying & Receiving Stolen Goods	20	8	- 12	- 60.
Weapons	61	59	- 2	- 3.3
Prostitution	41	23	- 18	- 43.9
Sex Offenses	48	36	- 12	- 25.0
Family Charges	69	63	- 6	- 8.7
Drug Laws	26	14	- 12	- 46.2
Liquor Laws	442	466	+ 24	+ 5.4
Drunkenness	4553	4228	-325	- 7.2
Disorderly Conduct	1115	1210	+ 95	+ 8.5
Vagrancy	155	149	- 6	- 3.9
Gambling	254	178	- 76	- 29.9
All Others	1143	1095	- 48	- 4.2
Totals	8029	7847	-367	- 4.6

It is interesting to note too, that the Police Department's experience with citizen complaints and their relationship to the number of arrests made. From

4 p. m. to midnight is the time of the greatest number of calls received. More arrests are made during this same period of the day than at any other time. Fewest complaints are received at 5 a. m. , and the least arrests are made at 5 a. m. , and 8 a. m. , although the number of complaints more than triple during that period.

The principal item of capital outlay by the Police Department during 1961 was the purchase of an ammunition loader for which funds amounting to \$1,000 were budgeted. The department replaced 15 patrol cars at \$31,800 during the year.

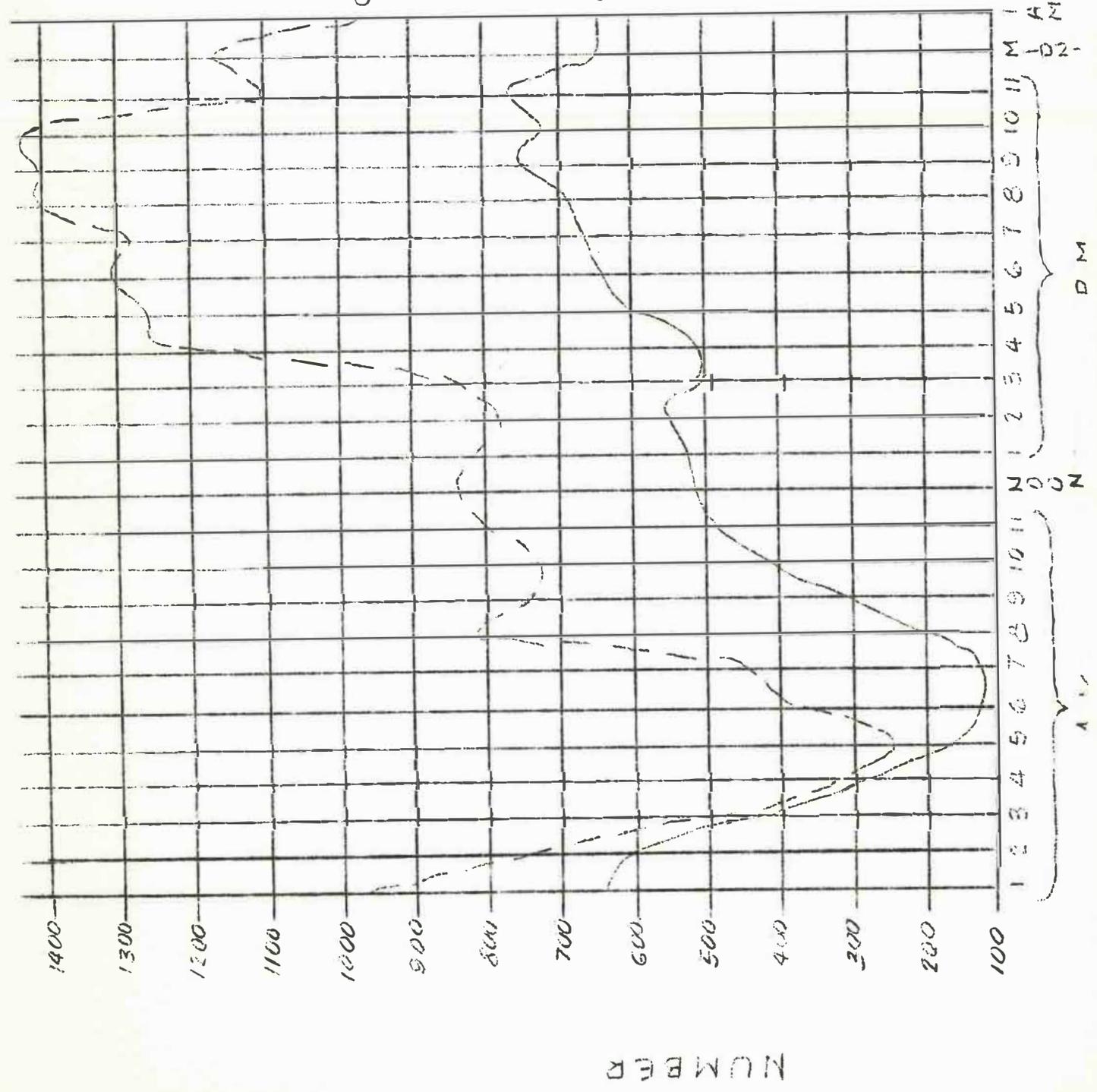
During the latter part of 1961 plans were developed to obtain several German Police Dogs to be utilized in night patrol and the handling of disorderly crowds. Plans call for the removal of back seats from three of the older police units. The dogs will be assigned to specific officers and will live with them at their homes.

* * *

Relation of
Arrests to
Complaints
1961

COMPLAINTS

ARRESTS



DEPARTMENT OF PUBLIC IMPROVEMENTS

The reorganization of the Department of Public Improvements into three divisions that was effected in 1960 has yielded good results in increased efficiency of personnel in 1961.

The Engineering Division is primarily concerned with the preparation of construction drawings and specifications, engineering studies, review revision and approval of plans prepared by outside engineering firms. It supervises advertising for bids, the award of contracts, inspection during construction, and at the final phase of construction making the final inspection and acceptance of the project.

Whenever city forces undertake construction projects, the Engineering Division prepares the plans and makes the "on the ground" layouts. It processes all requests from citizens for paving, storm and sanitary sewers, drainage, etc.

Since public works projects are continuing events, some projects are begun in one year and completed in the next. Nine paving projects begun in 1960 were completed during 1961, at total cost of \$680,597.60:

PAVING CONTRACTS STARTED IN 1960 AND COMPLETED
DURING 1961

<u>PROJECT</u>	<u>CONTRACTOR</u>	<u>ENGINEER</u>	<u>TOTAL COST</u>
34th St. -Bull to Whitaker	Sam Finley, Inc.	Dan Sewell	\$132,988.82
39th St. -2300 & 2400 Blocks	\$126,071.94	\$6,916.88	
59th St. -Uruguay to Costa Rica			
63rd St. -Abercorn to Habersham			
67th St. -Habersham to Battey			
Lexington & Winston Ave. (Fair- field)			
Greenwood St. -2000, 2100, 2200 Blocks			
Bee Road-Hickory to Skidaway Rd.	Stanley-Aycock	Dan Sewell	107,230.24
52nd St. -Hickory to Bee Rd.	\$ 99,048.38	\$8,181.86	
70th St. East or "E" St., 1100 Block	Sam Finley, Inc.	Ray Bailey	123,667.80
37th St. East-2000, 2100, 2300 Blocks	\$115,393.84	\$8,273.96	
Cleander Ave. -Curb & Gutter & Widening			
39th St. East-2200 Block			
Sussex St. -Curb & Gutter & Widening			
33rd St. East-Paulsen to Harmon			
54th St. East-Ash to Hickory			
Battey St. -63rd to 67th Lane			
Atlantic Ave. -Washington to 49th			
60th St. -Habersham to Reynolds	Sam Finley	E. F. Gunn	72,254.75
64th St. -Reynolds to Atlantic	\$ 67,417.05	\$4,837.70	
66th St. -Habersham to Reynolds			
Adair Street	Sam Finley	S. P. Kehoe	108,097.96
Park Ave. -Cedar to Ash	\$ 98,812.35	\$9,285.61	
Altman Drive			
Alabama Ave. -Penn. to Maryland			
New York Ave. -2300 & 2400 Blocks			
Tennessee Ave. -2300 & 2400 Blocks			
49th St. -Hickory to Bee Rd.	Sam Finley	Hadsell & Gay	82,599.92
42nd St. -Bee Rd. to Ash	\$ 76,676.30	\$5,923.62	
39th St. -Cedar to Ash			
38th St. -Skidaway to Raskin			

PAVING CONTRACTS STARTED IN 1960 AND COMPLETED DURING 1961-cond.

<u>PROJECT</u>	<u>CONTRACTOR</u>	<u>ENGINEER</u>	<u>TOTAL COST</u>
35th St. -Live Oak to Bee Rd.			
Victory Dr. & Skidaway Rd. Left Turn Lanes	Sam Finley \$ 5,294.89	City	\$ 5,294.89
Cedar St. -DeRenne Ave. to 66th Curb & Gutter	Robert E. Lee \$ 4,155.18	City	4,155.18
Virginia Ave. -Henry Ave. to Kentucky 41st Lane -Habersham to Price 65th St. -Daffin Hgts. to Springfield Road Reynolds St. -35th to 37th W. Side of Entleman Pk. - 45th to 46th 35th St. -W. Broad to Montgomery 38th St. -2300 & 2400 Blocks	Sam Finley \$ 42,297.90	Dan Sewell \$2,010.14	\$ 44,308.04

Of course, some projects are completed in the same year they begin. In 1961 \$190,211.54 was spent to complete the following six street paving contracts:

<u>PROJECT</u>	<u>CONTRACTOR</u>	<u>ENGINEER</u>	<u>TOTAL COST</u>
Curb & Gutter on Pennsylvania Ave. from President to Liberty, then from Gwinnett to Bonaventure Rd.	Sam Finley \$16,100.91	City	\$ 16,100.91
Pennsylvania Ave. -President to Gwinnett Sts.	Sam Finley \$ 23,720.00	City	\$ 23,720.00
Forrest Hills: Berkshire Rd. & Ct. Forrest Dr. & Ct. Pine Valley Rd. Allegheny Ave.	Sam Finley \$108,036.35	Dan Sewell \$6,301.11	\$114,337.46
Pennsylvania Ave. -Gwinnett to Bonaventure	Sam Finley \$25,229.91	City	\$ 25,229.91

<u>PROJECT</u>	<u>CONTRACTOR</u>	<u>ENGINEER</u>	<u>TOTAL COST</u>
Concrete Curb on Montgomery St. between 64th St. & DeRenne Ave. & W. Victory Dr. bet. Hopkins St. & Ogeechee Rd.	Fenchell Const. \$ 6,214.26	City	\$ 6,214.26
Ann St. bet. Bryan & Zubly Sts. (Paid by Housing Authority)	Sam Finley \$ 4,609.00	City	\$ 4,609.00

Still other paving projects were begun in 1961, but were not completed by the end of the year. There were four of these for which the bid price totaled \$502,314.05:

STREET PAVING CONTRACTS LET DURING 1961 BUT TO DATE HAVE NOT BEEN COMPLETED OR ACCEPTED

<u>PROJECT</u>	<u>CONTRACTOR</u>	<u>ENGINEER</u>	<u>BID PRICE</u>
57th St. -Bull to Jefferson 59th St. -Bull to Montgomery 60th -Bull to Montgomery	Robert E. Lee & Tutan Const. Co.	Gunn	\$166,946.15
Project Georgia R-29 Urban Renewal Middle Ga.		Paving Gunn	\$143,374.80
33rd St. -Bull to Whitaker 57th St. -Habersham to Lincoln 63rd St. -Habersham to Battey McDonough St. -Whitaker to Barnard 64th St. -Atlantic Ave. eastward Louisiana Ave. -Delaware to Maryland Greenwood St. -Pennsylvania westward Duffy St. -Live Oak to Cedar Waldburg St. -Skidaway to Winter Dr.	Whaley & Minter	Gunn	96,604.50
Hall St. -Bay to Sophronia Tompkins School Gwinnett St. -Stiles to Crosby N. 36th St. -Cedar to Ash Maupas Ave. -Bull to Drayton 41st St. -W. Broad to Burroughs Rowland Ave. -Skidaway to Shruptrine 66th St. -Paulsen to Waters	Robert E. Lee	Hadsell & Gay	\$ 95,388.60

The total cost of the 19 paving projects supervised by the City during 1961 was \$1,373,123.19, or an average project cost of \$72,269.64. This represents 13.8 miles of paving.

The Inspection Section of the Engineering Division is responsible for licensing construction in the city. The inspections are in the building, plumbing and electrical fields (Electrical Inspectors are supervised by the City Electrician, but are included here by logical grouping of functions.)

Building permits numbering 934 were issued for the construction or alteration of property valued at \$4,555,600. The fees represent \$11,378.13 in revenue for 1961. This represents a 12.5 increase in the value of property constructed over that of 1960.

During 1961, the plumbing inspectors inspected the installation of 6,780 plumbing fixtures. Revenues from this source amounted to \$11,381.

Electrical inspections numbered 3,580 in 1961, bringing in \$8,488.25 in revenue from fees.

Long needed in Savannah has been an adequate indoor sports facility, and the Engineering Division was concerned with construction of such in 1960 and 1961. Completed in 1961 was the Savannah Sports Center, built with funds provided by the city amounting to \$150,962.03. This modern facility is incorporated as part of the National Guard Armory. This one of a series of recreational buildings constructed by the city in recent years, the Memorial Stadium, Daffin Park Bath House, Sophronia Tompkins Gymnasium are the others.

The Water and Sewers Division of the Department of Public Improvements is responsible for the administration and operation of the Water Distribution Section, the Sewer and Drainage Section, the Sewage Treatment Division and the Water Accounting Office. This new grouping of responsibility makes it possible better to coordinate the related activities of the maintenance and operating personnel involved.

Considerable emphasis in 1961 was placed on acquiring and utilizing labor saving devices and machinery in order to decrease labor costs. Purchase was made of a small mortar mixer, water main handling tools, steam cleaning equipment, additional grapple buckets and platform scales.

Capital improvements continued to be financed in part with 1960 general obligation bonds. In addition, a \$1,300,000 revenue-certificate-issue program was also initiated and implementation of this program was well underway by the end of the year.

The Water Distribution Section, which is responsible for city wells used for domestic supply and water distribution, continued to function in accordance with actual requirements. The continuing street paving program necessitated appreciable lowering of existing water mains, and when necessary, replacing or extending mains prior to actual placement of the new pavement. This procedure resulted in greatly improved fire protection in certain areas included in the paving program. Among places where these programs were carried out are: Dittmersville and Forest Hills.

City wells continued to produce satisfactorily but are a source of serious and constant maintenance problems due to their age and lack of a preventative maintenance program during past years. Standby engines at the wells are now being regularly tested under distribution system pressure in accordance with the 1960 recommendations of the National Board of Fire Underwriters.

Three notable improvements to the distribution system in 1960 consisted in extending a 10" main along Telfair Road with an 8" line to the new railroad

station plaza; constructing a 10" main along Largo Drive connecting the Windsor Forest area to the city distribution system from the north; and constructing several tie lines in the vicinity of Well No. 1.

The Sewer and Drainage Section continued to be responsible for maintaining the sanitary and storm sewer lines, including open drain ditches throughout the city area. The maintenance standard for the sanitary sewer system was slightly improved but there is a need for further progress due to the frequency of sewage stoppages and various emergencies caused by failure of the older lines that were laid in unstable materials and due also to the infiltration of sand into improperly sealed joints. One notable improvement was the rehabilitation of the large line in Pennsylvania Avenue before the street was repaved.

Contracts for the installation of water mains and sewer systems were as follows:

WATER CONTRACTS STARTED AND COMPLETED DURING 1961

<u>PROJECT</u>	<u>CONTRACTOR</u>	<u>ENGINEER</u>	<u>TOTAL COST</u>
Largo Drive	Dyches		\$9,025.00
Largo Drive	Espy		7,200.18
Howard Foss Dr., Skidaway Rd., Espy Bacon Park Dr., Intermediate Rd. and Meridian Road	\$12,015.77	Sewell \$1,603.33	13,619.10
Lowering Water Mains on portion of 35th, 38th and 39th Streets	Robert E. Lee \$6,246.10	Hadsell & Gay \$432.76	6,678.86
W. Bay St. -Lathrop to Carolan	Tutan & R. E. Lee \$4,927.20	Sewell \$640.47	5,567.67
Water Improvements in Forrest Hills Subdivision in connection with street paving	Sam Finley \$8,289.96	Sewell	8,289.96

WATER AND SEWER PROJECTS STARTED AND COMPLETED
DURING 1961

Robinwood Subdivision	Espy	Thomas & Hutton	
Water	\$4,981.47		
Sewer	11,397.08	\$1,063.00	\$17,441.55
Habersham Woods Subdivision	Espy Paving	Thomas & Hutton	
Water	\$33,871.52	\$4,113.48	\$60,782.30
Sewer			
Mayfair Subdivision Blk. 6 and part of Block 7		Thomas & Hutton	
Water	3,453.25		
Sewer	9,161.50	740.20	\$13,354.96

WATER AND SEWER CONTRACTS STARTED BUT HAVE NOT BEEN COMPLETED

<u>PROJECT</u>	<u>CONTRACTOR</u>	<u>ENGINEER</u>	<u>TOTAL COST</u>
Parkwood-Fernwood Subdv.	Robt. E. Lee	Hansell & Gay	
Water	\$20,077.50		
Sewer	37,459.20		\$57,536.70
Zubly, York, President, Oglethorpe Ave., Hull, Fahm Sts.	Middle Ga. Pav. Gunn		
Water	\$23,360.50		
Sewer	52,611.82		75,972.32
Wilshire Estates Oxida. Pond	Cape-Romain	Thos. & Hutton	
	\$126,266.39	\$11,790.44	\$138,056.83
Nat'l. Guard Armory	Romine, Inc.	Thos. & Hutton	
	\$24,647.56	\$ 2,205.48	\$ 26,853.04

SEWER CONTRACTS STARTED AND COMPLETED DURING 1961

Rowland Ave. (Storm)	Williams Cons.	Hadsell & Gay	
	\$ 4,680.00	\$ 357.76	\$ 5,037.75
57, 58, 59 & 60th Sts. bet. Bull & Montgomery St. (Storm)	R. E. Lee & Tutan Const. Co.	Gunn	
	\$109,736.95		\$109,736.95
37th Street & Ohio Ave. (Storm drainage)	Sam Finley		\$ 5,395.30
	\$ 5,395.30		
Beauregard Ave. & Cornell Ave. (Sanitary)	Rbt. E. Lee	City	
	\$5,520.25		\$ 5,520.25

<u>PROJECT</u>	<u>CONTRACTOR</u>	<u>ENGINEER</u>	<u>TOTAL COST</u>
DeRenne Ter. -Underground Pump Station	Romine, Inc. \$ 3,284.00 Davco Corp. \$ 7,946.00	Thos. & Hutton \$ 400.00	\$ 11,630.80
Cleaning Digesters -Bacon Park Treatment Plant	Espy Paving \$ 4,446.00	Thos. & Hutton	\$ 4,446.00

SEWER CONTRACTS STARTED DURING 1961 BUT HAVE NOT BEEN COMPLETED

Poplar Place (Sanitary)	Mock Plumb.	Sewell	\$ 87,430.50
Biscayne Park (Sanitary)	Romine, Inc.	Hadsell & Gay	16,830.85
Fell St. Sewer Repairs	Romine, Inc.	Thos. & Hutton	14,396.00

The Sewage Treatment Section's responsibility continued to include operation and maintenance of 32 lift stations, three oxidation ponds and the Bacon Park Treatment Plant. In 1961 the Bacon Park plant was given considerable rehabilitation including a new gas recirculation system in one of the digester tanks, cleaning out the nine-year accumulation of sand and scum which interfered with the functioning of the tanks, rehabilitation of the drying beds, painting the exterior metal and rehabilitating the sludge heating equipment. Through concerted efforts fly breeding near the plant has been practically eliminated.

The three oxidation ponds have continued to operate satisfactorily. New maintenance techniques have been developed and used to break up the "blue-green" algae scum which tends to form on oxidation pond surfaces and generate undesirable odors. The principal technique has been to run an outboard motor-boat on the pond's surface. The maintenance and operation of these ponds is being carefully coordinated with local and State health department officials who have been quite helpful in presenting constructive ideas. Among these ideas,

the possibility of mechanical aeration to increase the capacity of the existing ponds, was being considered at the close of the year.

The Water Service Office continues to have responsibility for reading meters and handling accounts for about 37,000 water customers and those sewage customers outside the city limit who are served by city facilities.

In 1961 the bi-monthly billing cycle of billing customers was implemented and is working most satisfactorily. The estimated savings because of this new procedure is estimated to be about \$10,000 (including savings in Department of Finance).

New water and sewer rates, based on a Thomas & Hutton feasibility study, were placed into effect for customers outside the city limits.

With more than 200 miles of paved streets and lanes and about 175 miles of unpaved ones, considerable effort by the street maintenance section must be exerted in the maintenance of them. Our climate and topography with torrential downpours and little change in elevation work hard against easy maintenance.

During 1961 two additional crews were formed from existing crews through the replacement of 3-cubic-yard trucks with 4-cubic-yard trucks, which reduced the number of trucks assigned to each motor grader. The new crews have been assigned to asphalt and concrete street patching. Repair of concrete streets and sidewalks has been placed on a current basis instead of the previous backlog of 18 months. The new asphalt crew has been able to blanket patch areas rather than work according to specific request. This procedure has markedly reduced the number of requests for street patching from individuals or other city departments. Maintenance of unimproved

streets was on a current level in 1961.

Sixty-five per cent more asphalt mix was laid in 1961 than in 1960 -- 2100 tons in 1961, 1200 tons in 1960. There was a 24.3 per cent increase in the cubic yards of concrete used in maintenance -- from 1183 cubic yards in 1960 to 1470 cubic yards in 1961.

During the Spring of 1961 a stabilization program for certain unimproved streets was started. This consisted of mixing a sandy soil with about 20 per cent clay content as a binder in with the existing soil. This stabilized these streets and reduced the criticism from citizens about "muddy streets".

Probably the most spectacular addition to the servicing activities of the city in 1961 was the acquisition of the new Dumpmaster-container refuse collection system in the Sanitation Section. The system employs 357 containers, and two trucks (operated on three routes). This new system cleaned up the downtown lanes. The merchants were required to place all refuse in the containers.

The successful operation of the new system was due in large part to the willing cooperation of the merchants. The owners of Dumpster containers gave the city title to their boxes in exchange for the new city-owned Dumpmaster containers. Eventually 70 of the Dumpster containers will be sold at an estimated \$9,000. Cost of the new system was \$147,437.65.

The improved efficiencies in refuse collection and street sweeping (see below) combined to reduce costs by \$140,000 per year, considered a major achievement in a city the size of Savannah.

In the street cleaning section of the Sanitation activities it was possible

to reduce the personnel strength by two, through the purchase of three front-end loading attachments. Each sweeper now sweeps about 27 curb miles per day, against the national averages of between 20 and 22 miles of curb per day. This is partly due to more frequent sweeping schedules than provided in some cities.

The City Garage continues maintenance on a \$1.5 million investment in 300 pieces of motorized equipment.

The City Shops maintain city-owned property. In 1961 street marking in the "old city" was completed and 95 per cent of the markers for streets in the annexed area were completed. During August an experienced painter was employed and a painting program was begun in the Library. After the Library was repainted, work was started on repainting the interior of the City Hall, a project which is long overdue. The City Shops built 753 new barricades and repaired 734 of the old ones. Many city buildings were repaired and painted.

RECREATION DEPARTMENT

During recent years the per capita expenditure of municipal funds for the support of a community-wide recreation program has increased from 44¢ to \$1.51 in 1961. While this figure of \$1.51 is a large increase, it still is not comparable with national figures of \$3.00 for each person in a community.

The total attendance figures for all activities in the Recreation Department for 1961 indicate a cost of only 7-1/2¢ per person. This is a reduction of 2¢ per participant over the preceding year, by reason of the larger attendance.

The Recreation Department maintains 20 playgrounds, several athletic fields, swimming pools, tennis courts, ball diamonds. Some of the maintenance functions include construction of checker boards, beanbag boards, basketball backstops, equipment boxes, base hangers, homeplates and other items.

The most spectacular addition to local recreational facilities was the opening of the new Savannah Sports Center. It cost approximately \$225,000. Other recreational events during 1961 included

- Building four baseball diamonds
- Installation of new playground equipment at Hitch Playground
- Organization of six new Golden Age Clubs
- Development of six additional baseball teams
- Holding an AAU sanctioned Swim Meet -- A Savannah first
- Hold a boat handling training program
- Holding track meets, field meets, marble tournaments and many other activities.

Attendance and participants in the sports program of the Recreation Department numbered 964,276 persons. 748,729 white children and 368,480 Negro children used the facilities of the 20 playgrounds the department maintains. The total use of the playgrounds including special events was 2,147,845.

The Municipal Auditorium continued operation in a similar manner to previous years, with a large percentage of users in these categories: road shows, symphony concerts, local schools, local dancing groups, conventions, and local amateur shows. Practically no use was made of the auditorium during the summer when repairs to the building, roof, and heating plant were made.

Grayson Stadium operated primarily for football and amateur baseball during the past year with hundreds of teams using the facility. The field was in use almost every night of the year. This was probably the first time in many years that the stadium was used almost exclusively for local recreation programs because there was no professional baseball team in Savannah in 1961. However, arrangements were made during the year to have a professional team operate from Savannah during future years.

Memorial Stadium was used almost entirely for high school football games although the Savannah State College played a number of games in this facility. The Shrine Peach Bowl Game for the Shrine's crippled children program was also held there. Memorial Stadium was also used for several graduation exercises, spring football games, rock-and-roll promotions, etc. Total participation and attendance for the year ran close to 100,000 persons.

Public support for the programs of the Recreation Department has con-

tinued with volunteers giving more than 12,111 hours of their time during 1961.

In addition there were numerous contributions of materials, supplies and money for specific purposes and projects that amounted to \$24,222.

SAVANNAH PUBLIC LIBRARY

This was a year of tremendous growth for the Savannah Public Library, culminating a decade of sharp increase in service to the community.

The Mayor and Aldermen assisted this year in granting the Library the largest budget it has ever had, \$237,000. Of this the city appropriated \$148,667, or 62.8 per cent of all the funds available to operate the Library.

More new books were added to the Library in 1961 than in any previous year, 15,252. This represents an increase of 1577 volumes over the number added in 1960, or 15.3 per cent.

The Library had the greatest circulation of its books of any year yet, a 53,427 increase over 1960; percentage-wise, this represents an increase of 7.3 per cent. The total circulation of books in 1961 was 784,397.

The Library's paint had been allowed to deteriorate in recent years. In order to change the situation, and its disagreeable appearance, the interior of the main library building was repainted to make it more habitable for patrons and employees. To prevent damage to the collections in the Library, the roof was extensively repaired.

Ten years is a long time for vehicles to be in constant service. In 1961 the pick-up truck, worn out in use, was replaced by a new panel truck.

In the Librarian's annual report to the City Manager, the progress made in the last ten years has been reviewed. The following paragraphs are her comments:

"The total financial support for the Library has shown most gratifying improvement over the past 10 years. The fairer distribution of support among

the contributing agencies is also a source of satisfaction... There is every reason to believe, also, that the Library will soon be assuming additional service responsibilities which will call for increased support if they are to be adequately carried.

"Over the ten-year period, 1952-1961, a sustained effort has been made to use the Library staff as efficiently and effectively as possible through improvement of physical working conditions, the concentration of professional time on professional work, the simplification or elimination of any routines. Volunteer help has also been widely used. Staff size has been increased largely in clerical personnel, as funds would allow to meet increased service needs.

"In the ten years. . . much effort has gone into the improvement of the Library buildings and equipment, and progress has been made. . . The expansion of physical facilities now being discussed is most urgently needed.

"By the exercise of a considerable amount of thrift and, in more recent years, with the help of book funds from the State Office of Education, the Library has greatly improved both the quality and quantity of its holdings. . . Many gaps in the collection revealed by the recent inventory need to be filled, however, and the total holdings of the Library are still considerably below the standard recommended for a Library the size of the one in Savannah."

In 1961, The Savannah Public Library had professional appraisal of its condition and needs by Mr. Hoyt Galvin. The recommendations he made are in large part incorporated in the Community Facilities Study prepared by the Metropolitan Planning Commission, and will shape future decisions regarding The Public Library.

TRAFFIC ENGINEERING DEPARTMENT

Traffic Engineering is a small department that functions effectively with the public in relieving the many problems concerned with community traffic situations. Traffic regulation is a governmental function that touches everyone most closely. Individual citizens may not have much contact with other municipal governmental activities -- with the police, the firefighters, the garbage collectors, the clerks -- but everyone drives to and from work and shopping in these days of automotive travel.

To keep traffic moving smoothly, the Traffic Engineer must coordinate functions of his various programs. The engineer must be able to size up the changing traffic situation -- and it does change as new developments come about in roadbuilding and resurfacing, population shifts, changes in traveling patterns, etc.

The department maintains about 6,000 traffic signs. Several new types of signs were installed during 1961. These included signs for the 17-mile tour, directional signs to Savannah Beach, to Fort Pulaski and new Savannah Sports Center and name signs in 16 of the squares.

During the year there was an increased use of plastic for marking crosswalks. The square markers come with an adhesive backing and are easily applied to the pavement.

Parking meter break-ins were down to an average of 15 per month. This is one-third the average for the previous year. The parking meter income was down about 3.6 per cent from the previous year, from \$154,782 in 1960, to \$149,136 in 1961. Income in 1961 from meters was down nearly

8.5 per cent, however, from the receipts of 1959. On April 7, free afternoon parking on Saturdays was instituted in the central business district.

Based on studies conducted by the Traffic Engineer, the decreased meter income seems to be primarily due to economic conditions, and the impact of free Saturday afternoon parking and the Ride, Park & Shop plan. His studies show that there is considerably less parking on the fringes of the central business district where spaces are metered.

New traffic signals were installed at Liberty and Abercorn Streets and at Charles Herty School. The latter signal replaced an adult guard and has functioned well.

Traffic signals were removed from 37th Street and Bee Road and from Lincoln Street at Henry and Anderson Streets, to improve the flow of traffic.

The annexation of 1961 caused considerable activity by the Traffic Engineering Department.

Extensive changes were made in the traffic signing in the annexed area. Many 15 m.p.h. speed limit signs and "Slow School" signs were removed. Some stop signs were removed and many others were replaced with "Yield Right of Way" signs. Many 25 m.p.h. speed limit signs were installed in residential areas and other speed limit signs installed on the thoroughfares. This work and the added pavement marking and signal maintenance work were absorbed without added personnel.

The Savannah Electric and Power Company installed 203 mercury vapor street lights in the annexed area. These new lights were at almost all intersections and many of them were of the new type which gives four beams of light to illuminate a regular intersection.

One of the major improvements designed by the Traffic Engineering Department during 1961 was the new lighting system for Broughton Street. With the installation of the 86 new mercury vapor lights on Broughton Street, the average illumination was raised from less than one-half foot candle to 4.4 foot candles. The Broughton Street lights are of the 400 watt type (20,000 lumen).

Before June, there were 29 incandescent lights installed at new locations in the "old" city. After June, 59 new installations made in the city were of 17 watt the mercury vapor type.

The Traffic Engineering Department made a complete inventory of the city's street lighting. It was found that there are still 278 intersections which should have street lights, but none have been installed because there have been no requests from citizens. (Budget limitations have precluded lighting at the city's initiative except in most needful cases.) Another 385 are not lighted, but probably would not qualify for lighting because of sparse development.

FOREWORD

The functions and duties of the Chatham County-Savannah Metropolitan Planning Commission are:

- *To help the Chatham County-Savannah Community identify and find solutions to deficiencies in the street and highway system, in the land use structure, in public facilities, and in public services.
- *To analyze trends in population growth and economic development and translate these trends into street and highway needs, land use needs, public service needs, and public facility needs.
- *To assist in the planning of programs which can help prevent problems from developing in the community's land use structure, in its street and highway system, in the local economic structure, and in the community's public facilities, and public services.
- *To help the community identify, develop, and conserve its resources.
- *To prepare and recommend proposed zoning ordinances and proposed subdivision regulations to the appropriate governing bodies, and to review and recommend on proposed changes to these ordinances.
- *To study and recommend on matters referred to the Planning Commission for study and recommendation by the governing bodies of Chatham County and Savannah and their respective departments and agencies.
- *To administer the subdivision regulations of the City of Savannah and of Chatham County.

*To provide, where possible, planning assistance to those incorporated communities within the County, other than the City of Savannah, which request such assistance.

*To coordinate, whenever possible, the activities of the various departments and agencies of local governments which are concerned with developing and implementing plans for streets and roads, public facilities, and urban renewal.

*To compile, maintain, and disseminate information about the community which will be of value to public agencies and private organizations and groups in the development of their respective programs.

This report reviews the activities of the Planning Commission during the calendar year 1961.

ADVANCE PLANNING

IN 1961

In 1961 the Planning Commission completed a number of advance planning studies.

- Community Facilities Study. This study analyzed deficiencies in existing public facilities and projected the need for additional public facilities to the year 1970. Part 1 of the study was concerned with police and fire protection facilities, libraries, health and welfare facilities, administrative facilities, and water and sewerage facilities. Part 2 was concerned with schools. Part 3 was concerned with park and recreation facilities. Part 4 of the study summarized the findings of the study and recommended measures which should be taken to insure that community facility needs will be met efficiently, economically, and adequately.
- Neighborhood Analysis. This study analyzed the extent and location of the blight problem within the City of Savannah and suggested steps which should be taken to establish a comprehensive blight control and prevention program in the community.
- Population Trends. The report entitled Population Trends in Chatham County was revised to include final 1960 census information.

OUTLOOK FOR 1962

The Planning Commission's program of work for 1962 will include the following advance planning studies:

- The preparation of a capital improvements program.

- The preparation of a proposal for a business district study.
- The preparation of a proposal for a drainage study.
- The preparation of a policy statement on land-use planning.
- The preparation of a policy statement on streets and highways.

*To provide, where possible, planning assistance to those incorporated communities within the County, other than the City of Savannah, which request such assistance.

*To coordinate, whenever possible, the activities of the various departments and agencies of local governments which are concerned with developing and implementing plans for streets and roads, public facilities, and urban renewal.

*To compile, maintain, and disseminate information about the community which will be of value to public agencies and private organizations and groups in the development of their respective programs.

This report reviews the activities of the Planning Commission during the calendar year 1961.

ZONING

IN 1961

In 1961, the Planning Commission acted on the following zoning matters:

- Began a restudy of the proposed zoning ordinance for the unincorporated areas of Chatham County. This restudy was completed in 1961. A revised proposed zoning ordinance for the unincorporated areas of Chatham County was made ready for public discussion.
- Prepared and certified to the Mayor and Aldermen of the City of Savannah a zoning plan for the six square mile area annexed to the City in 1961.
- Processed 83 petitions concerned with zoning matters.
- Prepared a revised zoning map for the City of Savannah.
- Received and processed over 250 inquiries relating to zoning matters.
- Prepared a supplement to the zoning ordinance of the City of Savannah containing the amendments to the City's zoning ordinance which had been adopted since the ordinance was adopted in July 1960.

OUTLOOK FOR 1962

In 1962 the Planning Commission

- Will certify a proposed zoning ordinance for unincorporated areas of Chatham County to the Commissioners of Chatham County.
- Will continue to act on zoning change petitions submitted for review and recommendations by the governing bodies of the City of Savannah and of Chatham County. It is

estimated that 120 of these petitions will be processed in 1962.

- Will begin a study to revise the zoning ordinance of the City of Savannah.
- Will continue to process inquiries on zoning matters.

SUBDIVISION REGULATIONS

IN 1961

In 1961 the Planning Commission took action on the following subdivision matters:

- Prepared and certified to the Commissioners of Chatham County a proposed subdivision regulations ordinance for the unincorporated areas of Chatham County.
- Processed 20 subdivision plats for preliminary approval.
- Processed 11 subdivision plats for final approval.
- Processed sketch plans for 4 subdivision proposals.
- Acted on 6 miscellaneous subdivision matters.

OUTLOOK FOR 1962

In 1962 the Planning Commission

- Will prepare and certify a proposed revised subdivision regulations ordinance for the City of Savannah to the Mayor and Aldermen.
- Will continue to administer the City and County subdivision regulations ordinances.

PLANNING ASSISTANCE

IN 1961

In 1961, the Planning Commission provided the following services to the town of Port Wentworth, Georgia:

- Assisted the Port Wentworth Citizens' Zoning Committee with the preparation of a proposed zoning ordinance for Port Wentworth. The staff of the Planning Commission met with this Committee five times and appeared before two civic clubs on its behalf to explain the proposed zoning ordinance.
- Assisted the Port Wentworth Planning Commission in its activities in 1961. In 1961 the major activity of this Commission was the development of a proposed zoning ordinance for Port Wentworth. In 1961, the staff met five times with the Planning Commission, and on its behalf appeared at the public hearing on the proposed zoning ordinance which was conducted by the Port Wentworth City Council.
- Prepared and published the text and map of the Port Wentworth zoning ordinance.

OUTLOOK FOR 1962

In 1962, the Planning Commission

- Will continue to provide technical assistance to the Port Wentworth Planning Commission when necessary.

- Prepared a proposed ordinance regulating the excavation of dirt within the unincorporated areas of Chatham County. Representatives from the County Health Department, the Mosquito Control Commission, and the County Engineer's Office assisted with this project.

OUTLOOK FOR 1962

In 1962 the Planning Commission

- Will develop a procedure for selecting and paving unpaved streets within the unincorporated areas of Chatham County.
- Will prepare and submit a proposed procedure to eliminate duplicate street names to the Mayor and Aldermen of the City of Savannah and the Commissioners of Chatham County.
- Will prepare the final report on the study of refuse collection routes within the City of Savannah.
- Will work with the Chatham County Health Department in a pilot study to develop a renewal plan for a neighborhood which has been selected for a housing survey and minimum housing code enforcement.
- Will assist the City of Savannah's Recreation Department in the development of a plan for park and recreation facilities on the west side of the City of Savannah.

SPECIAL STUDIES

IN 1961

In 1961 the following special studies received the attention of the Planning Commission:

- Assisted the Vote District Study Committee appointed by the Commissioners of Chatham County with the preparation of a proposed revision of vote districts within Chatham County.
- Helped organize and conduct a study of the refuse collection routes within the City of Savannah. This study was made by the Planning Commission and the Department of Public Improvements of the City of Savannah.
- Prepared a work outline for a street renaming program within the City of Savannah and the unincorporated areas of Chatham County for the purpose of eliminating duplicate street names.
- Studied and recommended on two traffic matters submitted by the Commissioners of Chatham County.
- Made a study to determine the most appropriate reuse of property now occupied by the Nathanael Greene Villa public housing project. Developed a reuse plan for this property and recommended its adoption to the Mayor and Aldermen of the City of Savannah.
- Reviewed a proposal to establish a public school site within a light industrial area.
- Conducted a survey to determine the number of people living within the service areas of various shopping centers within the City.

PUBLIC INFORMATION

The Metropolitan Planning Commission maintains a reference library in its office quarters at 2 East Bay Street. This library contains nearly 1000 publications including reference manuals, technical reports, and census information. Materials in this library may be used by public officials, public agencies and departments, and private citizens.

IN 1961

In 1961, the Planning Commission

- Through its office answered more than 1200 inquiries about zoning, subdivision design, street planning, street names, population trends and other matters.
- Through its staff filled 7 speaking engagements, and made 3 television appearances.

MISCELLANEOUS

In 1961 the Planning Commission

- Held 14 meetings of the Planning Commission .
- Held 16 meetings of the Subdivision Development Committee .
- Held 17 meetings of the Land Use and Zoning Committee .
- Through its staff, appeared at 17 public hearings on proposed amendments to the zoning ordinance of the City of Savannah.
- Through its staff, appeared at 13 meetings of the Board of Appeals of the City of Savannah.
- Provided staff assistance to the School Safety Committee of the Chatham County School Board.
- Prepared field maps for the County Health Department to be used in its minimum housing code program.
- Provided staff assistance to the City of Savannah's Urban Renewal Advisory Committee.
- Through its staff participated in discussions of plans for the expansion of Armstrong College.
- Through its staff wrote three articles for the Chamber of Commerce's publication Action and Progress.