



**COLUMBUS GEORGIA
CONVENTION & TRADE CENTER**

**COLUMBUS IRON WORKS CONVENTION AND
TRADE CENTER AUTHORITY**

MONTHLY MEETING

October 19, 2023

12:00 PM

BOARDROOM

(SECOND LEVEL)

A G E N D A

- I. CALL TO ORDER – CHAIRMAN JONATHAN PAYNE**
- II. APPROVAL OF MINUTES**
 - A. REGULAR MEETING – AUGUST 24, 2023**
- III. FINANCIAL REPORT – NICHOLE LEWIS**
 - A. AUGUST 2023**
 - B. SEPTEMBER 2023**
- IV. CATERING UPDATES – DAVID WEISS / HAYLEY TILLERY**
 - A. FY24 CATERING & MENU PRICE INCREASE PRESENTATION / APPROVAL**
 - B. AUGUST 2023**
 - C. SEPTEMBER 2023**
- V. SALES REPORT – HAYLEY TILLERY & MORGAN MOORE**
 - A. AUGUST 2023**
 - B. SEPTEMBER 2023**
- VI. FACILITY UPDATE – HAYLEY TILLERY & SKIP HANSBERGER**
 - A. TRADE CENTER HVAC SYSTEM REPAIR/ REPLACE STRATEGY**
 - B. PARKING GARAGE UPDATE**
 - C. FUTURE POTENTIAL TRADE CENTER RENOVATIONS**
- VII. ADJOURNMENT**



**COLUMBUS GEORGIA
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**MINUTES OF THE MONTHLY MEETING
OCTOBER 19, 2023
12:00 PM**

The monthly meeting of the Columbus Iron Works Convention and Trade Center Authority was held Thursday, October 19, 2023, at 12:00 PM in the Boardroom of the facility.

Authority Members Present: Chairman Jonathan Payne, Vice Chairman Carson Cummings, Jessica Ferriter, John Stacy and Craig Burgess

Administrative Members Present: Executive Director Hayley Tillery, Assistant Director Skip Hansberger, Assistant Director Sales and Marketing Morgan Moore, Finance Manager R. Nichole Lewis, and Secretary Chasity Deppe, Oakview Catering General Manager David Weiss

CALL TO ORDER

At 12:02 PM, Chairman Jonathan Payne called the meeting to order and welcomed the members and staff.

APPROVAL OF MINUTES

A. REGULAR MEETING – AUGUST 24, 2023

All members were asked if they had received and read the minutes from the previous regular meeting dated August 24, 2023. With no additions or corrections to be made, Chairman Jonathan Payne made a motion to approve the minutes as written. John Stacy second the motion which was carried unopposed by all members present.

FINANCIAL REPORT – NICHOLE LEWIS

A. AUGUST 2023– See attached report.

B. SEPTEMBER 2023– See attached report.

Chairman Jonathan Payne made a motion to approve both the August and September 2023 financial reports as prepared and presented by Finance Manager R. Nichole Lewis. Vice Chairman Carson Cummings second the motion that was carried unopposed by all members.

OAK VIEW HOSPITALITY GROUP – CATERING UPDATES
DAVID WEISS /HAYLEY TILLERY

A. FY24 CATERING & MENU PRICE INCREASE PRESENTATION/APPROVAL

Oakview Catering General Manager David Weiss shared with the Authority members a packet of information supporting an average 17.9 % price increase for catering. David stated the goal was to keep the prices competitive but profitable. After a brief discussion, Chairman Jonathan Payne made a motion to approve the annual increase as presented by David Weiss. Jessica Ferriter second the motion that which carried unanimously by all members.

B. AUGUST 2023 – Catering average client survey score of 90 (based on 3 survey)

C. SEPTEMBER 2023 – Catering average client survey score of 100 (based on 1 surveys)

SALES REPORT – HAYLEY TILLERY / MORGAN MOORE

A. AUGUST 2023

B. SEPTEMBER 2023

Executive Director Hayley Tillery along with Assistant Director Sales and Marketing Morgan Moore gave the sales report for the months of August and September 2023. Hayley stated for the month of August there were 50 call-in clients, 12 walk-in clients, 99 planning kit requests and 14 requests for proposals with 32 contracts issued. There were 74 event days during the month with 19K attendees. Hayley added the facility received an overall client survey score of 94, based on just 3 returned surveys. For the month of September 2023, there were 58 call-in clients, 16 walk-in clients, 49 planning kit requests and 16 requests for proposals with 36 contracts issued. There were 58 events days during September with 14K attendees. There was an overall client survey score of 100, based on 1 completed and submitted survey.

Social Media Report – See attached reports for August and September.

Assistant Director Sales and Marketing Morgan Moore explained the Conference / Convention Event Leads Report and how the information is reported– See attached report. Morgan also highlighted a few upcoming events including the GA GOP and FBLA Conference.

FACILITY UPDATE – HAYLEY TILLERY / SKIP HANSBERGER

Executive Director Hayley Tillery shared with the members her overview of recent events, including current and completed facility projects and employee updates. Please see attached report.

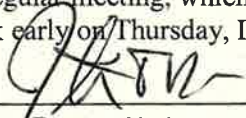
A. TRADE CENTER HVAC SYSTEM REPAIR / REPLACE STRATEGY Assistant Director Skip Hansberger informed the Authority that the back ordered part had been received and the facility was now waiting on Carrier to complete the install. Skip stated that this should be completed by the first part of November.

Skip also gave a brief update on the HVAC Upgrade that was being coordinated through the city as part of the \$2.25 million American Rescue grant project. Skip stated the system would first have a TB (test and balance) test to determine the function and efficiency of the system. Skip stated that a priority list had been submitted to potential vendors being considered for proposals.

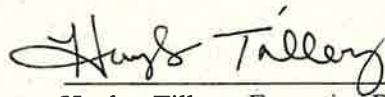
B. PARKING GARAGE UPDATE Executive Director Hayley Tillery gave a brief update, stating that the Trade Center Parking Garage would officially be on the City Council for public forum on November 7, 2023. Once the city publicly approved the project, it would then go to the Development Authority for drawing.

ADJOURNMENT

With no further items of business to discuss, Chairman Jonathan Payne adjourned the meeting at 1:22 PM. The next regular meeting, which is normally held bimonthly on the fourth Thursday, every other month, will be held a week early on Thursday, December 14, 2023.



Jonathan Payne, Chairman
Columbus Iron Works Convention and
Trade Center Authority



Hayley Tillery, Executive Director
Columbus Georgia Convention and
Trade Center



COLUMBUS GEORGIA
CONVENTION & TRADE CENTER

COLUMBUS GEORGIA CONVENTION AND TRADE CENTER FY 24 – AUGUST 2023 FINANCIAL HIGHLIGHTS

R. Nichole Lewis

REPORT 1 – REVENUE SUMMARY

- August 2023, there were 74 event days with 19,000 attendees.
- Church of the Highlands was charged a total of \$122,969 for August 2023
- Top Events

August 2023		August 2022 (Last Year)	
Event	Total Revenue	Event	Total Revenue
Enrichment Services Annual Pre-Service	\$54,334	Georgia Democratic Party Meeting	\$56,486
COTH Sunday Service	\$39,305	Enrichment Service Pre-Service Training	\$43,496
COTH Revival Nights	\$38,117	COTH Sunday Service	\$40,713

- F&B Revenue was \$180,171; Operations Revenue was \$175,573; Total revenue \$355,745.
- August 2022, there were 75 event days with 32,482 attendees and a total Revenue of \$375,934.

REPORT 2 – AUGUST 2023 PROFIT & LOSS STATEMENT

- REVENUES
 - Operating Revenue
 - Catering Commission Revenue was \$0.
 - Client electrical usage was \$6,241.
 - Equipment Rental was \$13,573.
 - Space Rental was \$137,660.
 - Total Operating Revenue of \$175,573.
 - Tax/Other Source Revenue
 - Total Tax/Other Source Revenue is \$146,650.
 - Total Revenue of \$322,223 for August 2023.
- EXPENSES
 - Labor Cost
 - Total labor expenses were \$124,006.
 - Operating Expenses
 - Building maintenance was \$39,047, this includes a \$27k invoice for the roof top HVAC units repair that was not unexpected.
 - Contractual services were \$21,032 which includes yearly inspections for the escalators, preventative maintenance for the elevators till January, fire hood suppression inspections, and fire extinguisher Inspections.
 - Utilities were \$67,180.
 - Total Operating Expenses were \$132,483.
 - Other Expenses
 - Easter Seals of West GA were paid from Convention Services in FY23, now paid from Donations Expenses, a total of \$9,541.
 - Total other expenses were \$15,296.
 - Total Expenses were \$271,785.
- NET PROFIT
 - Net Profit for August 2023 was \$50,438.

REPORT 3 – YEAR TO DATE 2023 PROFIT & LOSS STATEMENT

- REVENUES
 - Operating Revenue
 - Space Rental revenue is \$240,985.
 - Equipment Rental revenue is \$21,168.
 - Total Operating Revenue of \$294,551.
 - Tax/Other Source Revenue
 - Total Tax/Other Source Revenue is \$218,758.
 - Total Year to Date Revenues as of August 2023 is \$513,309.
- EXPENSES
 - Labor Cost
 - Total labor expenses are \$215,550 for FY24.
 - Operating Expenses
 - Repairs to the building are \$49,696.
 - Year to date Utilities costs are \$122,366.
 - Total Operating Expenses were \$209,434.
 - Other Expenses
 - Total other expenses were \$54,874.
 - Total Year to Date Expenses as of August 2023 is \$479,858.
- NET PROFIT
 - Total Year to Date Revenues Net Profit as of August 2023 is \$33,451.

REPORT 4 – FY 2024 YTD FIVE YEAR COMPARISON

- Revenue
 - Space Rental is 38% higher than the 5- year average.
 - Operating Revenue is 20% lower than the average.
 - Total Revenue YTD is 13% higher than the average.
- Expenses
 - Labor Costs are 21% higher than the 5-year average.
 - Contractual Services are 10% higher than the average.
 - Utilities are 18% higher than the average.
 - Other expenses are 56% lower than the average.
- Net Profit
 - Net Profit is 30% higher than the 5-year average.



COLUMBUS GEORGIA
CONVENTION & TRADE CENTER

COLUMBUS GEORGIA CONVENTION AND TRADE CENTER FY 24 – SEPTEMBER 2023 FINANCIAL HIGHLIGHTS

R. Nichole Lewis

REPORT 1 – REVENUE SUMMARY

- September 2023, there were 58 event days with 14,705 attendees.
- Church of the Highlands was charged a total of \$93,983 for September 2023
- Top Events

September 2023		September 2022 (Last Year)	
Event	Total Revenue	Event	Total Revenue
COTH Woman's Together Conference 2023	\$43,816	2022 Georgia Fire Service Conference	\$52,510
Gold Star Family Dinner	\$38,525	Georgia Planning Association Conference 2022	\$40,070
COTH Sunday Service	\$34,605	COTH Sunday Service	\$34,686

- F&B Revenue was \$299,930; Operations Revenue was \$130,875; Total revenue \$360,805.
- September 2022, there were 75 event days with 13,974 attendees and a total Revenue of \$390,223.

REPORT 2 – AUGUST 2023 PROFIT & LOSS STATEMENT

- REVENUES
 - Operating Revenue
 - Catering Commission Revenue was \$0.
 - Client electrical usage was \$8,188.
 - Equipment Rental was \$13,752.
 - Space Rental was \$105,625.
 - Total Operating Revenue of \$130,875.
 - Tax/Other Source Revenue
 - Total Tax/Other Source Revenue is \$143,364.
 - Total Revenue of \$274,239 for September 2023.
- EXPENSES
 - Labor Cost
 - Total labor expenses were \$126,720.
 - Operating Expenses
 - Building maintenance was \$13,137, this includes fire door inspections and testing.
 - Contractual services were \$12,477, quarterly pest controls and bird maintenance was paid along with the monthly contractual services.
 - Catering Services of \$2,960 was for the Barbie Brunch food and drinks that were sold with tickets.
 - The negative amount in Repairs and Maintenance to Equipment is from invoices that are being paid by Oakview Catering.
 - Utilities were \$58,454.
 - Total Operating Expenses were \$91,483.
 - Other Expenses
 - Cost Allocation for the quarter was paid, \$27,239, this fee is 22% more than last year.
 - Total other expenses were \$34,730.
 - Total Expenses were \$252,933.
- NET PROFIT
 - Net Profit for September 2023 was \$21,306.

REPORT 3 – YEAR TO DATE 2023 PROFIT & LOSS STATEMENT

➤ REVENUES

- Operating Revenue
 - Space Rental revenue is \$346,609.
 - Equipment Rental revenue is \$34,920.
 - Total Operating Revenue of \$425,427.
- Tax/Other Source Revenue
 - Total Tax/Other Source Revenue is \$362,121.
- Total Year to Date Revenues as of September 2023 is \$787,548.

➤ EXPENSES

- Labor Cost
 - Total labor expenses are \$342,270 for FY24.
- Operating Expenses
 - Repairs to the building are \$62,833.
 - Year to date Utilities costs are \$180,820, which is 60% of the total Operating Expenses.
 - Total Operating Expenses were \$300,917.
- Other Expenses
 - Total other expenses were \$89,604.
- Total Year to Date Expenses as of September 2023 is \$732,791.

➤ NET PROFIT

- Total Year to Date Revenues Net Profit as of September 2023 is \$54,757.

REPORT 4 – FY 2024 YTD FIVE YEAR COMPARISON

➤ Revenue

- Space Rental is 34% higher than the 5- year average.
- Operating Revenue is 28% higher than the average.
- Total Revenue YTD is 14% higher than the average.

➤ Expenses

- Labor Costs are 28% higher than the 5-year average.
- Contractual Services are 4% higher than the average.
- Utilities are 19% higher than the average.
- Other expenses are 16% lower than the average.

➤ Net Profit

- Net Profit is 8% lower than the 5-year average.

CLIENT SURVEY SCORES AND CUSTOMER COMMENTS: AUGUST 2023 (3 SURVEYS)

EC	PLANNING	EVENT DAY	F&B	POST EVENT	OVERALL	COMMENTS: Verbal, Survey, or Email
August 2-4, 2023						
						Contract process for the convention center was cumbersome. ICJE is a unit within the UGA Law School. There are many stipulations that a state agency just cant agree to. A suggestion would be to have a separate contract for government agencies. Bathrooms appeared to have leaks or water pressure problems, water all over floor around toilets. Also, carpets and chairs not the tidiest. Lots of stains and marks, Podium was a little small for modern laptops. Cable attachments made things very tight. Tables could not be used without table cloths, which had us incur an extra charge. Lemon Chicken was very salty as were the kettle chips. I think overall our event went fine, the details already mentioned are our main concern. Our Banquet Captain Bernice was very helpful and responsive, as well as Lori.
HT	90	96	92	95	93	
August 17, 2023						
						We have held our event at the Trade Center for several years now and have been satisfied each time. We noticed a few lights were out and spoke with a very nice staff member that changed the bulbs for us. We were so happy and thankful he did that. Catering person kept bothering me for the credit card form during the event. Could have waited until the next day to contact me for that information. I then had to email for the invoice. The guy that changed the light bulbs for us was exceptional. We told him it was dark in the room and next thing we know he brought the riser out and changed the bulbs.
HT	100	100	85	87	93	
August 26, 2023						
						Event planning was good. It was hot in the room. One of my dishes, the collard greens, was very sweet. I hope the room is cooler for my 70th birthday party. The entire staff was exceptional. The air conditioning was the only issue.
HT	100	90	92	100	96	
	97	95	90	95	94	
CLIENT COMMENTS						
	Good morning ladies, I wanted to say a big "THANK YOU" to both of you and everyone that was involved in making Princess for a Day a big success. This was my first year to be at the event and I must say the event was wonderful. I spoke to a number of little princesses and their parents and all I heard was how great the event was. I know that this was a big undertaking for you and your team and we appreciate everyone involved so much and are so proud that Easterseals West Georgia (ESWG) is the beneficiary of the proceeds. Keep up the great work you are doing for our community. If there is anything else you need from us at ESWG feel free to contact me. Again what an awesome experience and we cannot wait until next year.					
Princess for a Day /P Facility Management and Development West Georgia Inc.	Michael Willey Easterseals					
Princess for a Day Taylor Easterseals West Georgia Inc.	Lakisha M. President / CEO	Hayley, we are so grateful for you and your team. It was truly a wonderful and heartwarming time! I am always so impressed by the great level of detail and organization that goes into Princess for a Day. It was really spectacular! We were so grateful to be there, being a part of each little girl's imagination realized. Thank you for all your love and support of Easterseals!				

CLIENT SURVEY SCORES AND CUSTOMER COMMENTS: SEPTEMBER 2023 (2 SURVEYS)

September 9, 2023							COMMENTS: Verbal, Survey, or Email									
	EC	PLANNING	EVENT DAY	F&B	POST EVENT	OVERALL										
1st Lady of Columbus Charity Luncheon	HT	100	98	100	100	99	It was a pleasure working with a friendly knowledgeable staff. The ladies bathroom had a very bad odor, but when reported it was cleaned. The food was over the top. People are still raving about how delicious the food was. The serving line went smoothly. Emily and Sarah Grace were exceptional.									
OVERALL AVERAGE SCORE							100	98	100	100	100	99				
CLIENT COMMENTS																
BOTH Women's Conference 9/15/23							Pastor Kyle said the food here is always really good, but tonight it was exceptional! He said the chicken tacos were amazing and that it was probably the best thing he's ever eaten here.									

Conference/Convention Event Leads

Event Leads	FY24	FY25	FY26+
# of Events	5	18	5
Total Attendees	2,980	8,175	3,700
Total Rental Revenue	\$51,820	\$254,090	\$132,228

Leads Converted to Business

Event Month	Calendar Year	Fiscal Year	Attendees	Rental Revenue	Event Name
November	2023	FY24	800	\$8,735	GA FBLA South/Central Georgia Fall Leadership Conference
March	2024	FY24	150	\$5,400	Staff Development Conference
April	2024	FY24	200	\$6,000	Georgia Farm Bureau- Office Leadership Conference
April	2024	FY24	150	\$6,640	AGGAA Conference (Association of Georgia General Aviation Airports)
May	2024	FY24	3000	\$50,000	Georgia Republican Party State Convention
May	2025	FY25	500	\$21,460	Southeastern Synod of Evangelical Lutheran Church of America Conference
May	2025	FY26+	500	\$21,460	Southeastern Synod of Evangelical Lutheran Church of America Conference

Fiscal Year 2024 (July 2023-June 2024)

Event Month	Calendar Year	Fiscal Year	Attendees	Rental Revenue	Event Name
February	2024	FY24	1300	\$7,820	GA FBLA Middle School State Conference
March	2024	FY24	600	\$17,000	Georgia Association of Gifted Children Annual Conference
April	2024	FY24	200	\$4,000	GACCP Spring Meeting 2024
April	2024	FY24	500	\$12,000	Creative South
June	2024	FY24	380	\$11,000	Safety in Our Schools Conference

Fiscal Year 2025 (July 2024-June 2025)

Event Month	Calendar Year	Fiscal Year	Attendees	Rental Revenue	Event Name
August	2024	FY25	300	\$4,700	Rotary Conclave
August	2024	FY25	200	\$6,500	Georgia Grown Symposium
September	2024	FY25	350	\$21,000	Georgia Association of State Facilities Administrators
September	2024	FY25	650	\$12,000	Georgia ASYD Conference (After School & Youth Development) 2024
September	2024	FY25	350	\$18,815	Georgia Association of Code Enforcement
October	2024	FY25	200	\$16,900	Georgia City County Management Association Fall Conference

October	2024	FY25	400	\$21,000	Intersport 2024 ETCS (Elite Trades Championship Series)
November	2024	FY25	325	\$17,000	GRPA 2024 State Conference
November	2024	FY25	800	\$13,000	CTI Fall Conference
December	2024	FY25	200	\$10,520	Georgia Transit Association 2024 Annual Conference
January	2025	FY26	350	\$11,200	Travel & Tourism Research Association's 2025 Marketing Outlook Forum
January	2025	FY26	200	\$4,000	GHSA Wrestling
February	2025	FY25	1750	\$24,605	Georgia Science Teachers Association Conference
February	2025	FY25	750	\$21,000	Christian Product Expo (CPE)
April	2025	FY25	300	\$1,500	Georgia Department of Corrections Education Training and Conference
April	2025	FY25	400	\$10,000	GA Association of Water Professionals
May	2025	FY25	400	\$7,250	Teacher of the Year Conference
May	2025	FY25	200	\$6,500	2025 ICJE Probate Court Judges' Spring Conference
May	2025	FY25	200	\$16,000	Georgia Chapter of Government Management Information Sciences (GA GMIS) Spring Conference
June	2025	FY25	400	\$25,800	2025 GASN Annual Statewide Conference

Fiscal Year 2026+ (July 2025+)

Event Month	Calendar Year	Fiscal Year	Attendees	Rental Revenue	Event Name
November	2025	FY26+	800	\$13,000	CTI Fall Conference
May	2026	FY26+	1000	\$67,228	Libertarian Party Convention 2026
November	2026	FY26+	800	\$13,000	CTI Fall Conference
November	2027	FY26+	900	\$27,000	Georgia School Counselor Association Conference
March	2027	FY26+	200	\$12,000	2027 Georgia Emergency Communications Conference



AUGUST 2023 SALES RECAP

MONTHLY REVENUE

Trade Center Revenue **\$175,573**

Total Revenue **\$355,745**

CITY WIDE IMPACT

(Sent from the Columbus Visitor's Bureau)

\$201,761

MONTHLY SALES

Does not include Catering Sales

ASSOCIATIONS / CONFERENCES

	Event Days	Sales
2023	9	\$4,050
2022	8	\$53,024

CIVIC

	Event Days	Sales
2023	11	\$300
2022	9	\$150

CONSUMER/ TRADE SHOWS

	Event Days	Sales
2023	5	\$22,102
2022	1	\$1,682

CORPORATE

	Event Days	Sales
2023	4	\$19,172
2022	3	\$5,682

MILITARY

	Event Days	Sales
2023	1	\$1,785
2022	7	\$16,014

RELIGIOUS

	Event Days	Sales
2023	34	\$87,736
2022	35	\$75,898

SIGNATURE EVENTS

	Event Days	Sales
2023	5	\$16,926
2022	1	\$9,271

SOCIAL

	Event Days	Sales
2023	5	\$11,699
2022	5	\$6,820

SPORTS/ ENTERTAINMENT

	Event Days	Sales
2023	0	\$0
2022	2	\$4,332

WEDDINGS

	Event Days	Sales
2023	3	\$8,530
2022	2	\$1,808



FY24 19,000

vs

FY23 32,482

FY24 August attendee count is down by 13,482 people compared to FY23.

YEARLY UPDATE

FY24 GOALS COMING SOON

SALES INQUIRIES

INQUIRIES **139**
 CALL-INS 50
 WALK-INS 12
 PKR'S 63
 RFP'S 14

CONTRACTS SENT

32

OVERALL SURVEY SCORE

94%

Based on 3 surveys



SEPTEMBER 2023 SALES RECAP

MONTHLY REVENUE

Trade Center Revenue **\$130,875**

Total Revenue **\$360,805**

CITY WIDE IMPACT

(Sent from the Columbus Visitor's Bureau)

\$63,580

MONTHLY SALES

Does not include Catering Sales

ASSOCIATIONS / CONFERENCES

	Event Days	Sales
2023	7	\$6,170
2022	13	\$26,387

CIVIC

	Event Days	Sales
2023	7	\$120
2022	8	\$1,642

CONSUMER / TRADE SHOWS

	Event Days	Sales
2023	5	\$12,714
2022	4	\$11,354

CORPORATE

	Event Days	Sales
2023	4	\$2,452
2022	8	\$15,370

MILITARY

	Event Days	Sales
2023	3	\$5,265
2022	5	\$7,140

RELIGIOUS

	Event Days	Sales
2023	14	\$71,796
2022	11	\$49,505

SIGNATURE EVENTS

	Event Days	Sales
2023	5	\$9,907
2022	7	\$14,554

SOCIAL

	Event Days	Sales
2023	13	\$19,570
2022	14	\$20,458

SPORTS / ENTERTAINMENT

	Event Days	Sales
2023	0	\$0
2022	2	\$6,611

WEDDINGS

	Event Days	Sales
2023	0	\$0
2022	3	\$3,507



FY24 14,705

vs

FY23 13,909

FY24 September attendee count is up by 796 people compared to FY23.

YEARLY UPDATE

FY24 GOALS COMING SOON

SALES INQUIRIES

INQUIRIES **139**
 CALL-INS 58
 WALK-INS 16
 PKR'S 49
 RFP'S 16

CONTRACTS SENT
36

OVERALL SURVEY SCORE

99%

Based on 1 survey



COLUMBUS GEORGIA CONVENTION & TRADE CENTER

Overview of Recent Events

Date: October 19, 2023

Current Projects

- American Rescue Plan / SPLOST
 - Trade Center 2.25 million – HVAC System
 - Bid Proposal for Trade Center parking garage.

Completed Projects/Updates

Facilities:

1. Fire Door Drop Test Inspections completed.
2. Sem-Annual Fire Extinguisher Inspections completed.
3. Pressured washed Fountain Courtyard.

Operations:

1. Annual Inventory update and verification

Employee Updates

Active Job Postings - TOTAL: 12 positions available

- Event Attendant Part-Time – Admin – advertised (1) position.
- Operations Full Time Crew Leader – advertised (2) position.
- Operations Full Time Custodians – advertised (3) positions.
- Operations Part-Time Event Attendants - advertised (2) positions.
- Facilities Full-Time – advertised (1) position.
- Facilities Full-Time (temporary) processing candidate pool (3) positions; just readvertised.

Authority Meeting Agenda

- December 28th – this is Christmas week – propose we meet December 21st instead with Authority Approval