

Council Members

R. Gary Allen
Charmaine Crabb

Jerry 'Pops' Barnes
Glenn Davis

Tyson Begly
Bruce Huff

R. Walker Garrett
Toyia Tucker

Judy W. Thomas
Joanne Cogle

Clerk of Council
Sandra T. Davis



Council Chambers
C. E. "Red" McDaniel City Services Center- Second Floor
3111 Citizens Way, Columbus, GA 31906

December 5, 2023
9:00 AM
Regular Meeting

MAYOR'S AGENDA

CALL TO ORDER: Mayor B. H. "Skip" Henderson, III, Presiding

INVOCATION: Offered by Rev. Grace Burton-Edwards, St. Thomas Episcopal Church of Columbus, Georgia

PLEDGE OF ALLEGIANCE: Led by Mayor Henderson

MINUTES

- [1.](#) Approval of minutes for the November 14, 2023 Council Meeting.

PRESENTATION:

- [2.](#) Finance Department Audit Report (Presented by Donna McGinnis, Internal Auditor/Compliance Officer)

CITY ATTORNEY'S AGENDA

ORDINANCES

- 1.** **1st Reading** - REZN-10-23-1964: An Ordinance amending the Zoning Atlas of the Consolidated Government of Columbus, Georgia to change certain boundaries of a district located at **4070 Macon Road** (parcel # 085-051-014) from Single Family Residential – 2 (SFR2) Zoning District to Neighborhood Commercial (NC) Zoning District. (Planning Department and PAC recommend approval.) (Councilor Barnes)
- 2.** **1st Reading** - An Ordinance amending the Zoning Atlas of the Consolidated Government of Columbus, Georgia, to change certain boundaries of a district located at **3914, 3922 Buena Vista Road** (parcel # 087-028-007/008) from Neighborhood Commercial (NC) to General Commercial (GC) Zoning District. (Planning Department and PAC recommend approval.) (Councilor Barnes)
- 3.** **1st Reading** - REZN-11-23-0218: An ordinance amending the text of the Unified Development Ordinance (UDO) for Columbus, Georgia to add a new Section 4.2.25 pertaining to key lockboxes and to add a new Article X to Chapter 4 pertaining to Electric Vehicle Infrastructure. (Planning Department and PAC recommend approval.) (Mayor Pro-Tem) **(To Be Delayed)**
- 4.** **1st Reading** - An Ordinance amending Chapter 11, Article II of the Columbus Code to revise the criteria for promotional eligibility and promotional procedures for the Columbus Fire and EMS Department; and for other purposes. (Mayor Pro-Tem)
- 5.** **1st Reading** - An Ordinance revising Muscogee County Prison Policy, Number 420-100, Muscogee County Prison Promotion Policy. (Mayor Pro-Tem)

RESOLUTION

- 6.** A Resolution amending Resolution No. 216-23 authorizing payment of attorney's fees which may be incurred for legal services rendered regarding various City issues during Fiscal Year 2024. (Mayor Pro-Tem)

PUBLIC AGENDA

1. Mrs. Claire Thomas, representing Animal Advocacy, Re: The Columbus Animal Control and Care Center.
2. Mrs. Kathy W. Tanner, Re: The financial records from the Columbus Animal Control and Care with regards to animal welfare and accountability.
3. Mr. Alton Russell, Re: New Judicial Building funding.
4. Mrs. Savannah Brown, Re: The Columbus Animal Control and Care Center.

CITY MANAGER'S AGENDA

1. Amended Memorandum of Understanding with Enrichment Services Program, Inc. for Utility Assistance Program Administration Services

Approval is requested to authorize an amended MOU with Enrichment Services Program, Inc. to continue the administration of CCG's Utility Assistance Program funded by the American Rescue Plan Act of 2021.

2. 2024 Legislative Agenda Add On – Muscogee County Probate Court Technology Fee

Approval is requested of the add on resolution for the 2024 Legislative Session of the Georgia General Assembly. The Columbus Consolidated Government is requesting that the local legislative delegation to the Georgia General Assembly permit imposition of court costs not to exceed \$5.00 to be added as a surcharge by Probate Court, effective July 1, 2024 through June 30, 2034 to be used to defray technology costs of Probate Court. Such technology fee surcharges shall be used exclusively to provide procurement of services and equipment for the conservation of court records and archiving the same to digital contents for public access.

3. 2023-2024 Victims of Crime Act (VOCA) Grant

Approval is requested to authorize the District Attorney's Victim-Witness Assistance Program to apply for and if approved, accept a grant for \$144,246 or as otherwise awarded from the Criminal Justice Coordinating Council of Georgia along with \$132,077 from the 5% Crime Victim Surcharge Fund allocated in the FY24 Budget to provide funding for Crime Victim Assistance in the Chattahoochee Judicial Circuit from October 1, 2023 to September 30, 2024.

4. PURCHASES

A. Civic Center Roof Replacement – Sourcewell Cooperative Purchase

B. Zamboni Ice Resurfacers for Civic Center/Ice Rink – Sourcewell Cooperative Contract Purchase

C. Hockey LED Scoreboard for Civic Center – Sourcewell Cooperative Purchase

D. Vacuum Litter Collector for Civic Center – Sourcewell Cooperative Purchase

E. One 2023 Chevrolet Traverse for Columbus Police Department – Georgia State Contract Cooperative Purchase

F. Amendment 15 for Construction Manager as General Contractor Services for Columbus Government Center Complex – RFQ No. 20-0002

G. EnerGov Software Subscription Fees for Information Technology

H. Additional Assembly and Delivery Services for Household Garbage and Yard Waste Carts for Public Works

- I. Declaration of Surplus and Donation of Tasers and Accessories, Body Video Recorders and Battery Chargers to Valley Police Department

5. UPDATES AND PRESENTATIONS

- A. Judicial Center Update - Ryan Pruett, Director, Inspections & Code
- B. METRA Dial-A-Ride Premium Service/Micro Transit/Uptown Golf Cart Shuttle - Rosa Evans, Director, METRA Transit
- C. Integrated Waste Update - Drale Short, Director, Public Works
- D. Demolition of Property - Ryan Pruett, Director, Inspections & Code

BID ADVERTISEMENT

DATE: December 5, 2023

December 6, 2023

1. Steel Signal Strain Poles (Annual Contract) – RFB No. 24-0017 **Scope of RFB**

It is the intent of the Columbus Consolidated Government (City) to establish an annual contract with a qualified vendor to provide steel signal strain poles on an “as needed” basis to be delivered to Traffic Engineering Division for the City of Columbus, GA. This bid includes unit costs for a variety of steel signal strain poles that the City may need for traffic signal projects. As information to vendors, the City averages three to four new/upgrade signal projects each year. The quantity of steel signal strain poles purchased thru this annual contract will vary from year to year, depending on the number of roadway and/or traffic signal projects that are funded.

The term of the contract shall be for two (2) years, with the option to renew for three (3) additional twelve-month periods. Contract renewal will be contingent upon the mutual agreement of the City and the Contractor.

December 8, 2023

1. General Contractor Services and Housing Inspection Services for the Community Reinvestment Department (Annual Contract) – RFP No. 24-0012 **Scope of RFP**

Columbus Consolidated Government (the City) invites qualified vendors to provide general contractor services (Option A) and housing inspection services (Option B) for rehabilitative single-family housing located throughout Columbus-Muscogee County. The Community Reinvestment Department will procure the services on an as-needed basis. **Vendors may submit proposals for one, both or all options.**

Some activities could be a U.S. Department of Housing and Urban Development (HUD) funded project which utilizes Community Development Block Grant (CDBG) funding. Contracts utilizing CDBG funding are subject to state and local laws, as well as federal regulations found in §2 CFR 200.317 through §2 CFR 300.327 and §24 CFR 570.611. Potential bidders must assure that all project activities will be administered in compliance with labor and civil rights laws and regulations for CDBG funded projects.

The term of the contract will be for two years, with the option to renew for three additional twelve-month periods. Contract renewal shall be contingent upon the mutual agreement of the City and the Contractor.

December 15, 2023

1. Underserved and Inmate Healthcare Consultant – RFP No. 24-0009

Scope of RFP

Columbus Consolidated Government is seeking a third-party advisory firm, with experience establishing community-funded networks of care for underserved and inmate populations. The firm shall assist the City with developing a fair, inclusive and equitable plan to service the target populations' medical needs.

December 27, 2023

1. Touch Screen Information Kiosks for METRA (Re-Bid) – RFB No. 24-0019

Scope of RFB

The Columbus, Georgia Metropolitan (METRA) Transit System is soliciting bid responses for the procurement of one (1) Outdoor Double-Sided Touch Screen Information Kiosk and one (1) Indoor Single-Sided Information Kiosk for use at METRA's bus station, the METRA Transfer Center.

REFERRALS:

[Referrals](#) 11.14.23

CLERK OF COUNCIL’S AGENDA

ENCLOSURES - ACTION REQUESTED

1. RESOLUTION - A resolution excusing Councilor Jerry “Pops” Barnes from the December 5, 2023 Council Meeting.
2. RESOLUTION - A resolution cancelling the Proclamation Sessions for January 2, February 6, and March 5, 2024.
3. Email Correspondence from Mr. David Rohwedder resigning from his seat as the District 8 Representative on the Public Safety Advisory Commission.
4. **Minutes of the following boards:**

Board of Tax Assessors, #38-23 and #39-23

Board of Water Commissioners, November 13, 2023

Columbus Golf Course Authority, September 26, 2023

Columbus Ironworks Convention & Trade Center Authority, February 23, April 27, June 29 and August 24, 2023

Convention & Visitors Board of Commissioners, October 18, 2023

Historic & Architectural Review Board, February 13, March 13, April 13, and May 8, 2023

Land Bank Authority, October 11, 2023

The Medical Center Hospital Authority, July 26, 2023

BOARD APPOINTMENTS - ACTION REQUESTED

5. **COUNCIL APPOINTMENTS- ANY NOMINATIONS WOULD BE LISTED FOR THE NEXT MEETING:**

A. COOPERATIVE EXTENSION ADVISORY BOARD:

Lawanna Williams

Does not desire reappointment

Term Expires: December 31, 2023

Open for Nominations

(Council’s Appointment)

VACANT

Term Expires: December 31, 2028

Open for Nominations

(Council’s Appointment)

The terms are six years. Meets quarterly.

Women: 4

Senatorial District 15: 2

Senatorial District 29: 2

B. HISTORIC & ARCHITECTURAL REVIEW BOARD:

Marjorie “Mollie” Smith

Historic District Resident

Eligible to succeed

Term Expires: January 31, 2024

Open for Nominations
(Council’s Appointment)

Libby Smith

Historic District Resident

Not Eligible to succeed

Term Expires: January 31, 2024

Open for Nominations
(Council’s Appointment)

Rev. Curtis West

Liberty Cultural Center, Inc.

No longer a resident of Muscogee County

Term Expires: January 31, 2024

Open for Nominations
(Council’s Appointment)

The terms are three years. Meets monthly.

Women: 5

Senatorial District 15: 9

Senatorial District 29: 2

C. TREE BOARD:

Troy Keller

Educator Seat

Not eligible to succeed

Term Expired: December 31, 2020

Open for Nominations
(Council’s Appointment)

Frank Tommey

Residential Development Seat

Not eligible to succeed

Term Expired: December 31, 2020

Open for Nominations
(Council's Appointment)

These are four-year terms. Meets as needed.

Councilor Cogle is nominating Clifton Ruehl for the Educator seat and Jodi Saunders for the Residential Development seat.

Women: 7

Senatorial District 15: 5

Senatorial District 29: 6

COUNCIL HEARING:

6. Request for Refund of Property Tax as submitted by Mr. Ronald Pettigrew for the property located at: 8036 Deerwood Court with the reinstatement of exemptions for Years 2021 and 2022.

The City of Columbus strives to provide accessibility to individuals with disabilities and who require certain accommodations in order to allow them to observe and/or participate in this meeting. If assistance is needed regarding the accessibility of the meeting or the facilities, individuals may contact the Mayor's Commission for Persons with Disabilities at 706-653-4492 promptly to allow the City Government to make reasonable accommodations for those persons.

File Attachments for Item:

1. Approval of minutes for the November 14, 2023 Council Meeting.

COUNCIL OF COLUMBUS, GEORGIA
CITY COUNCIL MEETING
MINUTES

Council Chambers
C. E. “Red” McDaniel City Services Center- Second Floor
3111 Citizens Way, Columbus, GA 31906

November 14, 2023
9:00 AM
Regular Meeting

M A Y O R ’ S A G E N D A

PRESENT: Mayor B. H. “Skip” Henderson, III and Mayor Pro Tem R. Gary Allen and Councilors Jerry “Pops” Barnes, Tyson Begly, Joanne Cogle, Charmaine Crabb, Glenn Davis (arrived at 9:04 a.m.), R. Walker Garrett, Bruce Huff (arrived at 9:06 a.m.), Judy W. Thomas and Toyia Tucker. City Manager Isaiah Hugley, City Attorney Clifton Fay, Clerk of Council Sandra T. Davis, and Deputy Clerk of Council Lindsey G. McLemore were present.

The following documents have been included as a part of the electronic Agenda Packet: (1)
Business License Lockbox Update Presentation

The following documents were distributed around the Council table: (1) Document Submitted by Will White for Property Tax Refund Hearing

CALL TO ORDER: Mayor B. H. “Skip” Henderson, III, Presiding

INVOCATION: Offered by Pastor Wayne Anthony, Saint Peter United Methodist Church of Columbus, Georgia

PLEDGE OF ALLEGIANCE: Led by Mayor Henderson

MINUTES

1. Approval of minutes for the November 7, 2023, Council Meeting and Executive Session. Mayor Pro Tem Allen made a motion to approve the minutes, seconded by Councilor Garrett and carried unanimously by the eight members present, with Councilors Davis and Huff being absent for the vote.

PROCLAMATIONS:

2. **Proclamation:** United Advanced Practice Registered Nurses (UAPRN) of West Georgia
Received: Chandler Padgett, Columbus State University

Councilor Jerry “Pops” Barnes read the proclamation into the record, proclaiming November 12-18, 2023, as *Nurse Practitioner Week*, recognizing the vital role of Nurse Practitioners in the health care system and the lives of their patients.

3. **Proclamation:** George Walton Chapter, National Society Daughters of The American Revolution American Indians Committee
Received: Malone Moore

Councilor R. Walker Garrett read the proclamation into the record, proclaiming November 2023, as *National American Indian Heritage Month*, recognizing the significant influence that American Indians and indigenous people have had on the history, culture, and prosperity of the United States.

CITY ATTORNEY'S AGENDA

ORDINANCES

1. **Ordinance (23-057): 2nd Reading** - An Ordinance amending Chapter 17 of the Columbus Code by repealing and replacing Section 17-25 to revise the criteria for promotion to the rank of Sergeant; and for other purposes. (Mayor Pro-Tem) Mayor Pro Tem Allen made a motion to adopt the ordinance, seconded by Councilor Davis and carried unanimously by the ten members of Council.
2. **Ordinance (23-058): 2nd Reading** - An Ordinance amending Section 3-12(b) of the Columbus Code to revise on premise alcohol licensing requirements for senior living facilities; and for other purposes. (Councilor Thomas) Mayor Pro Tem Allen made a motion to adopt the ordinance, seconded by Councilor Crabb and carried unanimously by the ten members of Council.
3. **1st Reading** - REZN-10-23-0171: An Ordinance amending the Zoning Atlas of the Consolidated Government of Columbus, Georgia, to change certain boundaries of a district located at 301 42nd Street (parcel # 013-001-043) from Light Manufacturing/Industrial (LMI) Zoning District to Single Family Residential – 1 (SFR1) Zoning District. (Planning Department and PAC recommend approval) (Councilor Garrett)

CITY MANAGER'S AGENDA

1. **FY 2024 Georgia Department of Transportation – Y410 Funds - Transportation Planning Contract**

Resolution (419-23): A resolution of the Council of Columbus, Georgia authorizing the City Manager of Columbus, Georgia to execute a contract with the Georgia Department of Transportation on behalf of the City for financial assistance to carry out the FY 2024 Y410 Planning Funds for Safe & Accessible Transportation Options – (H.R. 3684 – Sect 11206), as outlined in the Infrastructure Investment and Jobs Act (IIJA) and amend the Multi-Governmental Fund by the amount of the award. This funding is required to be included in the Transportation Planning Work Activities of the Columbus-Phenix City Transportation Study (C-PCTS). Mayor Pro Tem Allen made a motion to approve the resolution, seconded by Councilor Huff and carried unanimously by the ten members of Council.

2. **FY 2024 Georgia Department of Transportation – Transportation Planning Contract**

Resolution (420-23): A resolution of the Council of Columbus, Georgia, authorizing the City Manager of Columbus, Georgia to execute a contract with the Georgia Department of Transportation on behalf of the City for financial assistance to carry out the FY 2024 Transportation Planning Activities of the Columbus-Phenix City Transportation Study (C-PCTS) Metropolitan Planning Organization (MPO) and to amend the Multi-Governmental Fund by the amount of the contract and local funds. Councilor Huff made a motion to approve the resolution, seconded by Mayor Pro Tem Allen and carried unanimously by the ten members of Council.

3. Dero Fixit Station Donation

Resolution (421-23): A resolution authorizing the City to approve and accept the donation of a Dero Fixit Station from River Valley Regional Commission, Bicycle Columbus and Dragonfly Trails, Inc. Councilor Tucker made a motion to approve the resolution, seconded by Councilor Barnes and carried unanimously by the ten members of Council.

REFERRAL(S):

FOR THE CITY MANAGER:

- Include in the agreement that Dragonfly Trails, Inc. will maintain the station, or the station will be removed by the Columbus Consolidated Government. (*Request of Councilor Crabb*)

4. Columbus Police Department: Donation Acceptance

Resolution (422-23): A resolution authorizing the acceptance of donated funds of \$6,000 from one anonymous donor within the City of Columbus, Georgia, with no additional funds required. Councilor Tucker made a motion to approve the resolution, seconded by Mayor Pro Tem Allen and carried unanimously by the ten members of Council.

5. 2023 Homeland Security GSAR (Georgia Search and Rescue) Grant

Resolution (423-23): A resolution authorizing the acceptance of a grant for equipment in the amount of \$15,000.00, or as otherwise awarded, from the Homeland Security Georgia Search and Rescue Program. These funds will be utilized for the purchase of new rescue equipment. Heavy search and rescue involve the location, rescue extrication, and the initial medical stabilization of the victims trapped in the confined space. The GSAR Team is able to respond to incidents across the state under mutual aid, and the goal of the GSAR Team is to have a four-hour response capability anywhere in the state. Councilor Tucker made a motion to approve the resolution, seconded by Mayor Pro Tem Allen and carried unanimously by the ten members of Council.

6. 2023 Homeland Security Hazmat Grant

Resolution (424-23): A resolution authorizing the acceptance of a grant for equipment in the amount of \$38,335.00, or as otherwise awarded, from the Homeland Security Hazmat Grant Program. These funds will be utilized for the purchase of new hazardous materials equipment. The team responds to hazardous materials emergencies in Muscogee County as well as surrounding communities to provide hazardous material containment to include chemical, radiological and biological incidents. Councilor Tucker made a motion to approve the resolution, seconded by Mayor Pro Tem Allen and carried unanimously by the ten members of Council.

7. **PURCHASES**

A. Key Control Management Cabinet System for Muscogee County Prison – Georgia State Contract Cooperative Purchase

Resolution (425-23): A resolution authorizing the purchase of one (1) Morse Watchman Key Control Management Cabinet System from Mobile Communications America, Inc. (Tifton, GA) in the amount of \$34,394.90 for the Muscogee County Prison. The purchase will be accomplished by cooperative purchase via Georgia Statewide Contract #99999-SPD0000172-005. Mayor Pro Tem Allen made a motion to approve the resolution, seconded by Councilor Huff and carried unanimously by the ten members of Council.

B. Historic Bus Exterior Restoration and Re-Painting (Re-Bid) – RFB No. 24-0008

Resolution (426-23): A resolution authorizing the contract with Muscogee Paint and Sandblasting, Inc. (Columbus, GA) for historic bus exterior restoration and repainting at a total cost of \$39,700.00. Mayor Pro Tem Allen made a motion to approve the resolution, seconded by Councilor Huff and carried unanimously by the ten members of Council.

C. Ace-ID Hand-Held, Non-Contact Chemical Identifier with Accessories for Fire & EMS – New York State Cooperative Contract

Resolution (427-23): A resolution authorizing the purchase of an Ace-ID hand-held, non-contact chemical identifier with accessories for the Fire & EMS Department, from Smith Detection (Edgewood, MD), in the amount of \$32,376.00. The purchase will be accomplished by cooperative purchase via New York State Office of General Services, Bid Number 23173/Contract #PC69033. Mayor Pro Tem Allen made a motion to approve the resolution, seconded by Councilor Huff and carried unanimously by the ten members of Council.

D. One 2024 Ford F-250 Super Duty Pick-up Truck for Muscogee County Prison -Georgia State Contract Cooperative Purchase

Resolution (428-23): A resolution authorizing the purchase of one (1) 2024 Ford F-250 Super Duty pick-up truck for Muscogee County Prison, from Allan Vigil Ford-Lincoln (Morrow, GA), by cooperative purchase via Georgia Statewide Contract #99999-SPD-ES40199373-002, at a unit price of \$45,341.00. Mayor Pro Tem Allen made a motion to approve the resolution, seconded by Councilor Huff and carried unanimously by the ten members of Council.

F. Upgrade or Replacement of Existing Equipment for CCG-TV Operations – Sourcewell Cooperative Purchase

Resolution (429-23): A resolution authorizing the upgrade and replacement of existing equipment for CCG-TV operations from CDW-G (Vernon Hills, IL) in the amount of \$745,927.18. The purchase will be accomplished by cooperative purchase via Sourcewell Contract #081419-CDW. Mayor Pro Tem Allen made a motion to approve the resolution, seconded by Councilor Huff and carried unanimously by the ten members of Council.

E. Automated Speed Detection for School Zone Safety Enforcement (Annual Contract) – RFP No. 23-0036

Resolution (430-23): A resolution authorizing the negotiation of an annual contract with RedSpeed® Georgia, LLC (Roswell, GA) for equipment and services required for automated speed detection for school zone safety enforcement; and also authorizing the execution of school zone camera license agreement, which will be required for each school zone location. The vendor will share the revenue from payment of issued citations with the City and the Muscogee County School District. Councilor Tucker made a motion to approve the resolution, seconded by Mayor Pro Tem Allen and carried unanimously by eight members with Councilors Crabb and Davis being absent for the vote.

Finance Director Angelica Alexander approached the rostrum to respond to questions from the Council regarding the revenue that will be received from the automated speed detection devices.

REFERRAL(S):**FOR THE CITY MANAGER:**

- Provide the revenue information from the devices with the monthly financial snapshot. *(Request of Councilor Tucker)*
- Make sure there is appropriate signage as drivers approach the devices. *(Request of Councilor Davis)*

8. UPDATES AND PRESENTATIONS**A. Business License Lockbox Update - Angelica Alexander, Finance Director**

Finance Director Angelica Alexander approached the rostrum to provide an update on the business license lockbox. She explained that the Finance Department was notified by Synovus Bank in June 2022 of a potential change to their lockbox operations but delayed the implementation on multiple occasions. She stated they were notified in August 2023 that the bank will be closing their local lockbox operations in December 2023 and provided the new mailing address for business license renewals.

REFERRAL(S):**FOR THE CITY MANAGER:**

- Provide update on the demolition list from Inspections & Code. *(Request of Councilor Tucker)*
- Property located on Carmel Court (Referral #19) was on the demolition list two years ago but was taken off due to repairs. Put the property back on the list where it was two years ago before it was removed. *(Request of Councilor Tucker)*
- Provide update on Animal Control (Referral #23) at the December 5, 2023 Council Meeting. *(Request of Councilor Cogle)*
- Provide documents from the state inspections conducted on Animal Control over the past few years. *(Request of Councilor Davis)*
- Highlight the euthanasia process regarding state law, how the veterinarian is involved, etc. *(Request of Councilor Davis)*

AUTOMATED SPEED DETECTION DEVICES:

Police Chief Stoney Mathis approached the rostrum to speak on City Manager Agenda Item CM#7(E). He explained he will be meeting with the Muscogee County School District and reviewing the traffic studies to determine the four school zone locations where the devices will be installed.

BID ADVERTISEMENT

DATE: November 14, 2023

November 15, 2023**1. 1st Avenue Sidewalk Improvement Project – RFB No. 24-0014****Scope of Bid**

The scope of work includes clearing, excavation and removal, earthwork and grading, pavement and miscellaneous site improvements, soil erosion control measures, landscaping and tree planting.

This is a U. S. Department of Housing and Urban Development (HUD) funded project, which utilizes Community Development Block Grant (CDBG) funding. The awarded contractor shall adhere to all HUD and CDBG project requirements, including Section 3. The requirements are listed on pages 15 - 35 of the Request for Bids (RFB) document.

November 17, 2023

1. Ambulance Billing and Collection Services for Columbus Fire & EMS Department (Annual Contract) – RFP No. 24-0004

Scope of RFP

Columbus Consolidated Government (the City) invites qualified vendors to provide billing and collection services for the Columbus Fire & EMS Department. The services are required to enhance and develop an internal revenue cycle and will be procured on an as-needed basis.

The initial term of the contract will be for two years, with the option to renew for three additional twelve-month periods. Contract renewal shall be contingent upon the mutual agreement of the City and the Contractor.

December 6, 2023

1. Steel Signal Strain Poles (Annual Contract) – RFB No. 24-0017

Scope of RFB

It is the intent of the Columbus Consolidated Government (City) to establish an annual contract with a qualified vendor to provide steel signal strain poles on an “as needed” basis to be delivered to Traffic Engineering Division for the City of Columbus, GA. This bid includes unit costs for a variety of steel signal strain poles that the City may need for traffic signal projects. As information to Vendors, the City averages three to four new/upgrade signal projects each year. The quantity of steel signal strain poles purchased thru this annual contract will vary from year to year, depending on the number of roadway and/or traffic signal projects that are funded.

The term of contract shall be for two (2) years, with the option to renew for three (3) additional twelve-month periods. Contract renewal will be contingent upon the mutual agreement of the City and the Contractor.

December 8, 2023

1. General Contractor Services and Housing Inspection Services for the Community Reinvestment Department (Annual Contract) – RFP No. 24-0012

Scope of RFP

Columbus Consolidated Government (the City) invites qualified vendors to provide general contractor services (Option A) and housing inspection services (Option B) for rehabilitative single-family housing located throughout Columbus-Muscogee County. The Community Reinvestment Department will procure the services on an as-needed basis. **Vendors may submit proposals for one, both or all options.**

Some activities could be a U.S. Department of Housing and Urban Development (HUD) funded project which utilizes Community Development Block Grant (CDBG) funding. Contracts utilizing CDBG funding are subject to state and local laws, as well as federal regulations found in §2 CFR 200.317 through §2 CFR 300.327 and §24 CFR 570.611. Potential bidders must assure that all project activities will be administered in compliance with labor and civil rights laws and regulations for CDBG funded projects.

The initial term of the contract will be for two (2) years, with the option to renew for three (3) additional twelve-month periods. Contract renewal shall be contingent upon the mutual agreement of the City and the Contractor.

ENCLOSURES - INFORMATION ONLY

1. Lakebottom Park Trail Public Forum

REFERRALS:

Referrals: 11.7.23

CLERK OF COUNCIL'S AGENDA**ENCLOSURES - ACTION REQUESTED**

1. **RESOLUTION (431-23)** - A resolution excusing Councilor Joanne Cogle from the November 7, 2023, Council Meeting. Mayor Pro Tem Allen made a motion to approve the resolution, seconded by Councilor Tucker and carried unanimously by the ten members of Council.

2. **Minutes of the following boards:**

Board of Elections & Registration, October 5, 2023

Board of Tax Assessors, #37-23

Mayor Pro Tem Allen made a motion to receive the minutes of various boards, seconded by Councilor Tucker and carried unanimously by the ten members of Council.

ENCLOSURES - ACTION REQUESTED

3. **COUNCIL APPOINTMENTS- READY FOR CONFIRMATION:**

A. ANIMAL CONTROL ADVISORY BOARD: Ms. Nancy A. Anderson was nominated to succeed Ms. Jayne Dunn. (*Councilor Garrett's nominee*) Term expires: October 15, 2025. Mayor Pro Tem Allen made a motion for confirmation, seconded by Councilor Huff and carried unanimously by the ten members of Council.

B. BOARD OF HEALTH: Dr. Bantwal Baliga was nominated to succeed Dr. James Lopez. (*Councilor Barnes' nominee*) Term expires: December 31, 2028. Mayor Pro Tem Allen made a motion for confirmation, seconded by Councilor Barnes and carried unanimously by the ten members of Council.

UPCOMING BOARD APPOINTMENT:

4. Historic & Architectural Review Board – (Council Appointments / Liberty Cultural Center, Inc. Recommendation)

COUNCIL HEARING:

5. Request for Refund of Property Tax as submitted by Mr. Will White, on behalf of Ms. Elizabeth Heard, for two properties located at: 7636 Schomburg Road and 7381 Blackmon Road.

Mr. Will White approached the rostrum to represent his mother, Ms. Elizabeth Heard, to request a refund of ad valorem taxes for the past three years on two parcels she owns. He stated that he is

specifically requesting a refund for the difference in the taxes charged for the two parcels and what the assessment value should have been under the Conservation Use Valuation for the years 2020, 2021 and 2022. He went on to state his mother's Conservation Use Valuation Application was inaccurately denied by the Tax Assessor's Office for those years.

Tax Assessor Suzanne Widenhouse approached the rostrum to speak on the refund request. She explained there was a medical office building on one of the properties which does not qualify for conservation use, and in 2020, Mr. White appealed the decision that then went to the Board of Equalization, where they sided with the Board of Tax Assessors. She stated Mr. White then appealed to Superior Court on behalf of his mother and a mandatory settlement conference was held and Mr. White failed to pay his certification to continue his appeal. She explained the appeal on the second property was also denied in 2020, since there was not a qualifying use on the property.

City Attorney Clifton Fay stated he would advise Council to wait to get a ruling by the Superior Court for the appeal filed for Tax Year 2022.

Councilor Thomas made a motion to hire an independent third-party environmental attorney to get an opinion on the qualifying use and criteria for Conservation Use Valuation Assessment (CUVA), seconded by Mayor Pro Tem Allen and carried unanimously by the ten members of Council.

With there being no further business to discuss, Mayor Henderson entertained a motion for adjournment. Motion by Councilor Tucker to adjourn the November 14, 2023 Regular Council Meeting, seconded by Councilor Crabb and carried unanimously by the nine members present, with Councilor Davis being absent for the vote, and the time being 11:32 a.m.

Sandra T. Davis, CMC
Clerk of Council
Council of Columbus, Georgia

File Attachments for Item:

2. Finance Department Audit Report (Presented by Donna McGinnis, Internal Auditor/Compliance Officer)

Internal Audit of the Finance Department December 5, 2023

Presented by: Donna L. McGinnis, CPA, CFE- Internal Auditor/Compliance Officer

1

2

Audit Authorization

- ▶ The audit was authorized by City Council on July 25,2023.

3

Audit Process

- Authorization of Audit
- Development of Audit Program
- Entrance Conference With Auditee
- Conduct of Fieldwork

Audit Process (Continued)

- Preparation of Draft Audit Report
- Exit Conference with Auditee
- Auditee Response
- Preparation of Final Audit Report
- Presentation to City Council

Audit Scope

- Organizational Structure of the Finance Department
- Operations
- Financial Position
- Employee Verification & Position Description Review
- Administrative & Financial Operations

Audit Activity and Observations

- ▶ Payroll testing occurred, with no discrepancies noted.
- ▶ Advantage Budgetary reporting was reviewed for the most recently completed 3 fiscal years, with overruns associated with Software Leases, Membership Dues & Fees, Office Supplies, Publications/Subscriptions, Operating Materials, Mobile Phones, Contractual Services, Postage & Copier Charges.
- ▶ Site visits provided an opportunity to observe the customer service activity in the Revenue Division. Delinquency reporting, Accounts Receivable and Lockbox reporting were also obtained.
- ▶ As the department was busy with external audit activities, we conducted brief interviews with full-time departmental employees, as an alternative to a department-wide SWOT exercise. We sought input on proud achievements, strengths in their work area, wishes for the workplace in the year ahead, as well as any known concerns. The team provided a lot of meaningful input.

Audit Findings

- Trained departmental financial continue to frequently turn in items to Purchasing for further action that are missing key approvals, bogging down activity, with a reckoning at fiscal year-end.
- The issuance of 1098 forms to vendors at calendar year-end diverts activity for 2 Buyers from the Purchasing Team annually for several months-this is a process that can be complicated by voided vs. cancelled checks, or credit issuance.
- The volume of business activity in the Purchasing Division has dramatically increased in recent years, without an adjustment to the staffing roster. Statistical review and comparison to similar sister cities supports an adjustment.

Audit Findings (Continued)

- Unprocessed transactional activity in the Revenue Division totaling \$45.1 million has been identified at the account level (as of 10/28/23). Backlogged activity has been catalogued in excel records known as the CCG Lockbox, with related checks and credit card authorizations unbanked. Dollars represent an unrealized revenue liability in the year received. We do not have an allowance for these transactions.
- The Revenue Division handles a wide variety of taxes and permit fees. In years past, renewal notices were routinely sent. More recently, such mailings no longer occur.
- Write-offs of old aged EMS Receivables , along with two legally deficient loans have not been permitted for years. There is an allowance established in the General Fund, though Accounts Receivable remains overstated, and the Allowance may not currently be at an adequate level.

Audit Findings (Continued)

- Several months ago, the Collections Team within the Revenue Division had been addressing a backlog in EMS Billing-it's terrific to find them caught up to current workflow.
- Within the Revenue Division, truly delinquent business accounts are currently difficult to identify, thus citation enforcement via Inspections & Codes has been largely discontinued.
- Within the Accounting Division, both CGI (Payroll) and the Advantage systems go through 3-4 "mini-conversions" annually that effectively turn the workplace into a test site , where our team is identifying system glitches for the software manufacturer, which disrupts routine work flow.

Audit Findings (Continued)

- Within the Accounting Division, trained departmental financial managers continue to frequently turn in items for Accounts Payable or Payroll action that are incomplete or missing key approvals, bogging down activity. Every effort is made to produce completely accurate payroll results regardless of the timeliness or quality of the submissions.
- Within the Accounting Division, fixed asset reporting may not always be current as new acquisitions and auctioned disposals may not be recorded for several months in the run up to the year-end external audit process.

Audit Findings (Continued)

- Within the Accounting Division, adjusting entries are posted to revenue accounts at fiscal year-end before the external auditor arrival to sweep liability balances associated with the unprocessed licensing backlog for the fiscal year.
- Within the Administration, there is inconsistent policy enforcement of a “5-consecutive day leave” rule for Finance employees, with some complying and others not required.
- Within the Administration, there are several key employees who are likely to retire in the coming months and years, and there is a need for a developed succession plan.

Audit Recommendations

- Recommend the addition of one full-time Buyer Technician in the Purchasing Division to address increased volume of activity, as well as 1098 production.
- Recommend Accounts Payable participation in the 1098 process, ensuring a smoother processing cycle annually.
- Recommend researching public-sector ERP systems, seeking providers that are not constantly in development.

Audit Recommendations (Continued)

- Recommend amending W-2 document format to include all frequently sought information, thus eliminating the need for customized payroll letters for employees.
- Recommend that Revenue Division results stand at fiscal year-end, and if a liability exists, report it, resulting in accurate financial reporting.
- Recommend the development of an action plan to address backlogged transactions re: Occupational Taxes and Other Fees.

Audit Recommendations (Continued)

- Recommend that renewal notices be sent out to licensed businesses annually.
- Recommend that Inspections & Codes resume citation enforcement as appropriate for known delinquent accounts.
- Recommend that write-offs of aged EMS Receivables and other uncollectables take place, ensuring more accurate financial reporting.

Auditee Response

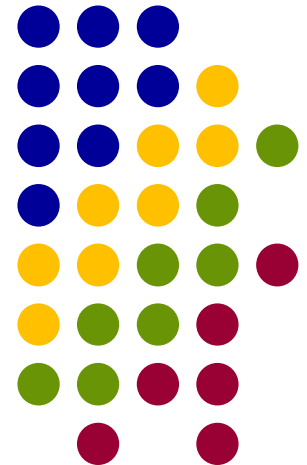
- ▶ Angelica Alexander, Finance Director has provided an auditee's response on November 29, 2023. Her response is provided with your audit report material.

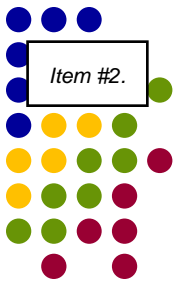
Questions

- ▶ Are there any questions from City Council or Executive Management regarding this report?

Finance Department Internal Audit Response

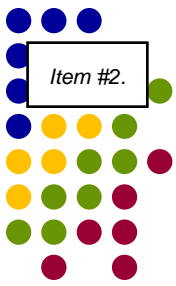
Presented: December 5, 2023





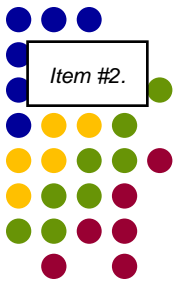
Internal Audit Finding - Purchasing

- The issuance of IRS Form 1099 is a function of the Purchasing Division as Purchasing is responsible for vendor maintenance and management within the financial software system.
- Per IRS guidelines, 1099 forms are required to be mailed no later than January 31 each year. Purchasing staff works with a third-party vendor to process and mail 1099 forms before the annual deadline.
- After the forms are mailed, the staff handles any returned mail or corrections if applicable.
- Purchasing has facilitated the issuance of 240, 308, and 477 1099 forms for tax years 2020, 2021, and 2022 respectively.



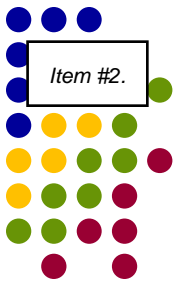
Internal Audit Finding - Purchasing

- While the number of issued 1099 forms have increased in recent years due to City administered ARP grant programs, the number of returned mail and/or corrections averages to be less than 20 items annually.
- With that, the level of effort involved with 1099 form issuance/processing does not directly support additional staffing in Purchasing.
- However, the Finance Department's approved staffing level has always been considerably lean, and any additional positions would allow for viable backups when tenured and experienced employees resign or retire.



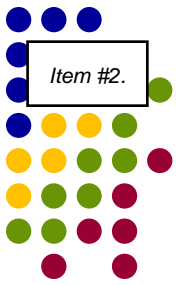
Internal Audit Finding - Revenue

- It is inaccurately stated that there is \$45.1 million of unprocessed transactions catalogued as CCG lockbox.
- It is inaccurately stated that lockbox activity has not been deposited into the city's bank account. All transactions catalogued in excel spreadsheets referred to as "lockbox" only accounts for cash that has been deposited in the bank.
- As of today, there are about 500+ accounts currently pending processing valued at approximately \$2.5 million.
- The purpose of the lockbox spreadsheet is for staff to track payments remitted and deposited into the city's bank account by customer account number.



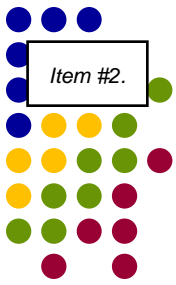
Internal Audit Finding - Revenue

- This allows staff to process licenses over a period of time as all cannot be processed when initially received in the mail because in-person interactions are handled as a priority.
- Our external auditors, Mauldin & Jenkins, provide audit/financial services to 650+ government clients throughout the southeast.
- The lockbox process has been discussed with the external auditors and they have reaffirmed that revenue is being properly recorded through our lockbox process.



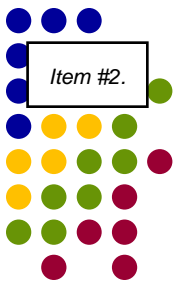
Internal Audit Finding - Revenue

- It would also be inaccurate to record an allowance for doubtful accounts for any amounts listed on any “lockbox” spreadsheet as these amounts represent cash that has already been deposited into the city’s bank account.
- Renewal notices are mailed annually. As part of annual processes, the Revenue Division typically sends a courtesy delinquent letter to businesses who have failed to submit license renewals for the current year. This did not occur in 2020, 2021, and 2022.
- Once it was discovered that courtesy letters were not sent for 2020, 2021, and 2022, they were mailed out with the courtesy notices for 2023 in August 2023.



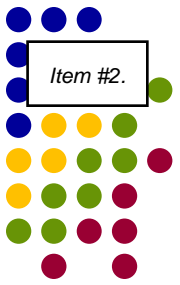
Internal Audit Finding - Revenue

- Ambulance write-offs occur monthly for various reasons including contractual insurance adjustments as well as adjustments for deceased, incarcerated or indigent persons.
- It is a policy decision to physically close out ambulance receivables in the financial system because once a receivable is closed, it cannot be re-opened, and payment cannot be posted after closure.
- Ambulance receivables are not overstated as approximately 70% of the ambulance receivable balance has been written off as bad debt and is reflected in the figure reported as allowance for doubtful accounts in the financial statements.



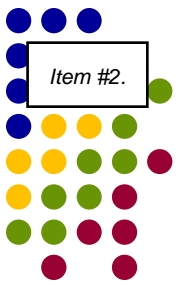
Internal Audit Finding - Revenue

- Closing the receivable in the financial system would not impact the financial statements as the allowance currently reduces the receivable to a net amount.
- That net amount would still be reflected in the financial statements because once the receivable is closed, the allowance would be removed.
- Citation enforcement has not been discontinued as the enforcement of delinquent business licenses is the responsibility of the Inspection & Codes Department. The delinquent business license list was turned over to Inspections & Codes on September 13, 2023, for code enforcement.



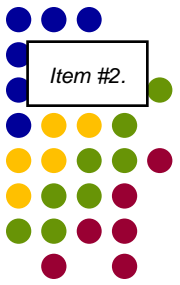
Internal Audit Finding - Accounting

- Interval software updates are standard practices for most software systems. Oftentimes, these updates enhance security and implement new features that may contribute to process improvements within the software system.
- To help mitigate frustrations surrounding testing requirements for new feature sets, Finance, HR, and I.T. staff are currently engaged in discussions with the financial/payroll/budget software vendor regarding the implementation of a third (non-production) database.
- A third environment allows the current production and non-production databases to remain on the same version of the software to quickly remediate issues that may arise while simultaneously testing any impending software updates.



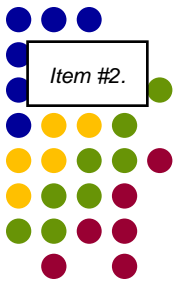
Internal Audit Finding - Accounting

- Fixed Assets are identified and reviewed on a monthly basis. However, they are not recorded until the completion of the prior year audit because our available reporting is not fiscal year specific. Unfortunately, we cannot post new assets in the new fiscal year until the prior fiscal year audit is complete.
- Once the audit is complete and the prior fiscal year is closed, all assets are recorded and are continuously recorded on a monthly basis up to year end.
- As stated previously, the lockbox process has been discussed with our external auditors, Mauldin & Jenkins, and they have reaffirmed that revenue is being properly recorded by the Accounting Division through this process.



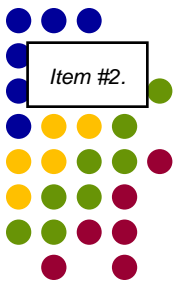
Internal Audit Finding - Administration

- Finance department employees do adhere to the 5-day mandatory leave policy.
- Due to staffing challenges in the Revenue Division, it was the decision of management to allow an employee to forego the 5-day leave requirement during the pandemic.
- However, all employees will resume their mandatory leave now that additional staffing has been temporarily approved to assist with the backlog in the Revenue Division.



Internal Audit Finding - Administration

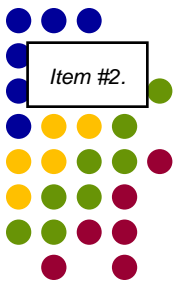
- While the Finance department has succession plans in place for certain positions, other positions may not have viable backups. This issue is not unique to Finance as this is likely the case for key positions in most departments throughout the city government.
- To properly develop talent requires time and resources that most departments cannot afford to expend since succession planning is so much more than simply picking replacements. Although the city recently implemented a new pay plan, pay is still a determining factor when it comes to talent pool selections.
- Attracting and retaining individuals with the key competencies and skills necessary for business continuity is sometimes challenging when coupled with other limitations such as budget constraints.



Internal Audit Recommendation #1

Recommend the addition of one full-time Buyer Technician in the Purchasing Division to address increased volume of activity, as well as 1098 production.

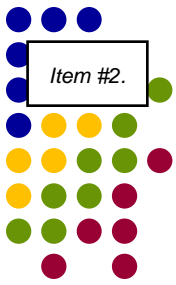
- The level of effort involved with 1099 form issuance/processing does not directly support additional staffing in Purchasing. However, additional staffing is needed to implement process improvements for other functions to include full implementation of online payment processing for vendors managed by the Purchasing Division and for taxpayers regulated by the Revenue Division.



Internal Audit Recommendation #2

Recommend Accounts Payable participation in the 1098 process, ensuring a smoother processing cycle annually.

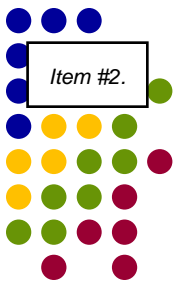
- The issuance of IRS Form 1099 is a function of the Purchasing Division as Purchasing is responsible for vendor maintenance and management within the financial software system.
- In addition to Purchasing, the Accounting Division must also ensure the issuance of thousands of mandated payroll tax forms before January 31 each year as well. While there is some collaboration among divisions to meet the annual deadlines, any additional responsibilities for vendor tax forms may be burdensome for accounting staff



Internal Audit Recommendation #3

Recommend researching public-sector ERP systems, seeking providers that are not constantly in development.

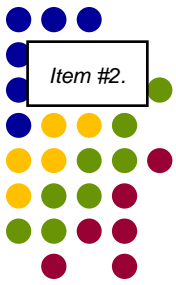
- Interval software updates are standard industry practices for most software systems. Oftentimes, these updates enhance security and implement new features that may contribute to process improvements within the software system.
- The city has approximately 2 years left in the current contract with the HR/financial/budget software vendor. Additional options may be explored close to that time.



Internal Audit Recommendation #4

Recommend amending W-2 document format to include all frequently sought information, thus eliminating the need for customized payroll letters for employees.

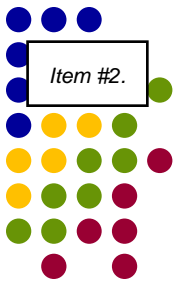
- The W-2 document is a standard IRS form which can only be amended by the IRS.
- It is my understanding that staff were expressing a desire to update employee paycheck stubs to include gross year to date totals thus eliminating the need for letters from payroll that contain this information.
- However, this would be a significant change to the current format and there would be an associated cost to facilitate such a change.



Internal Audit Recommendation #5

Recommend that Revenue Division results stand at fiscal year-end, and if a liability exists, report it, resulting in accurate financial reporting.

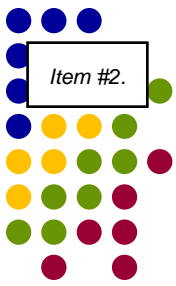
- It is inaccurately stated that there is \$45.1 million of unprocessed transactions catalogued as CCG lockbox.
- As of 11/28/23, there are about 500+ accounts currently pending processing valued at approximately \$2.5 million.
- Our external auditors, Mauldin & Jenkins, provide audit/financial services to 650+ government clients throughout the southeast. The lockbox process has been discussed with the external auditors and they have reaffirmed that revenue is being properly recorded through our lockbox process.



Internal Audit Recommendation #5 cont'd

Recommend that Revenue Division results stand at fiscal year-end, and if a liability exists, report it, resulting in accurate financial reporting.

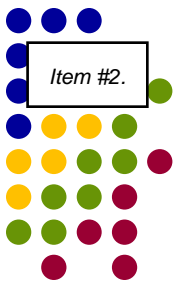
- The city uses the current financial resources measurement focus and the modified accrual basis of accounting.
- This means that revenues are recognized as soon as they are both measurable and available.
- Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period.



Internal Audit Recommendation #5 cont'd

Recommend that Revenue Division results stand at fiscal year-end, and if a liability exists, report it, resulting in accurate financial reporting.

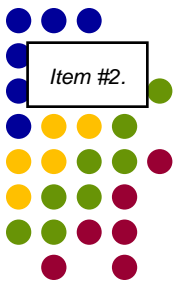
- For this purpose, the Consolidated Government considers taxes as available in the period for which they were levied if they are collected within 60 days of the end of the current fiscal period.
- A 90-day availability period is used for revenue recognition for all other governmental revenues. Certain revenues such as property taxes, sales taxes, licenses, interest revenue, and charges for services associated with the current fiscal period are all considered to be susceptible to accrual and thus are recognized as revenues of the current fiscal period, if available criteria are met.



Internal Audit Recommendation #5 cont'd

Recommend that Revenue Division results stand at fiscal year-end, and if a liability exists, report it, resulting in accurate financial reporting.

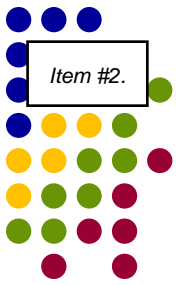
- In addition, accrued revenue would be recorded as a receivable which is an asset, not a liability on the financial statements.
- The purpose of the lockbox spreadsheet is for staff to track payments remitted and deposited into the city's bank account by customer account number.
- This allows staff to process licenses over a period of time as all cannot be processed when received initially received in the mail because in-person interactions are handled as a priority.



Internal Audit Recommendation #6

Recommend the development of an action plan to address backlogged transactions re: Occupational Taxes and Other Fees.

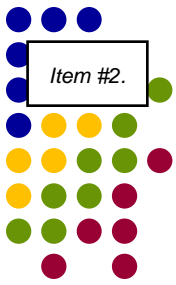
- An action plan was provided in the executive summary report provided on October 30, 2023. However, staff are continuing to work through the license renewal and delinquent license processes.
- Temporary staffing has been authorized by the City Manager to assist with the backlog of license processing.
- Staff will continue to work overtime to complete pending license renewals.
- Information Technology and Finance will continue engagement with the software vendor to address system performance issues in order to move forward with automation efficiencies to include online processing.



Internal Audit Recommendation #7

Recommend that renewal notices be sent out to licensed businesses annually.

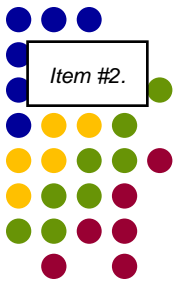
- Renewal notices are mailed annually.
- As part of annual processes, the Revenue Division typically sends a courtesy delinquent letter to businesses who have failed to submit license renewals for the current year.
- This includes those businesses that did not respond to a “problem letter”. If a business does not come into compliance, a delinquent list is generated for Code Enforcement to compel compliance.



Internal Audit Recommendation #8

Recommend that Inspection & Codes resume citation enforcement as appropriate for known delinquent accounts.

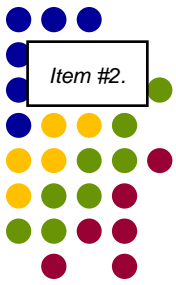
- Citation enforcement has not been discontinued as the enforcement of delinquent business licenses is the responsibility of the Inspection & Codes Department.
- The delinquent business license list was turned over to Inspections & Codes on September 13, 2023, for license years 2020, 2021, 2022, and 2023.



Internal Audit Recommendation #9

Recommend that write-offs of aged EMS Receivables and other uncollectibles take place, ensuring more accurate financial reporting.

- Ambulance write-offs occur monthly for various reasons including contractual insurance adjustments as well as adjustments for deceased, incarcerated or indigent persons.
- It is a policy decision to physically close out ambulance receivables in the financial system because once a receivable is closed, it cannot be re-opened, and payment cannot be posted if received after closure.
- Ambulance receivables are not overstated as approximately 70% of the ambulance receivable balance has been written off as bad debt and is reflected in the figure reported as allowance for doubtful accounts in the financial statements.



Internal Audit Recommendation #9 cont'd

Recommend that write-offs of aged EMS Receivables and other uncollectibles take place, ensuring more accurate financial reporting.

- Closing the receivable in the financial system would not impact the financial statements as the allowance currently reduces the receivable to a net amount. That net amount would still be reflected in the financial statements because once the receivable is closed, the allowance would be removed.
- Nevertheless, a policy revision regarding closing receivables will be reviewed for consideration.

Questions?

I have received your internal audit report dated December 5, 2023, outlining some areas of opportunity to strengthen departmental policies and/or operating efficiencies in the Finance Department. After carefully considering your comments, I offer the following responses to your suggestions. Each section below addresses the areas outlined in your report.

AUDITEE RESPONSE TO FINDINGS

1. Purchasing:

Auditor Finding -

- *Trained departmental financial managers continue to frequently turn in items for purchasing action that are missing key approvals, bogging down activity, with a reckoning at fiscal year-end.*
- *The issuance of 1098 forms to vendors at calendar year-end diverts activity for 2 Buyers from the Purchasing Team annually for several months-this is a process that can be complicated by voided vs. cancelled checks, or credit issuance.*
- *The volume of business activity has dramatically increased in recent years, without an adjustment to the staffing roster. Statistical review and comparison to similar sister cities supports an adjustment.*

Auditee Response -

- The issuance of IRS Form 1099 is a function of the Purchasing Division as Purchasing is responsible for vendor maintenance and management within the financial software system. Per IRS guidelines, 1099 forms are required to be mailed no later than January 31 each year. Purchasing staff works with a third party vendor to process and mail 1099 forms before the annual deadline. After the forms are mailed, the staff handles any returned mail or corrections if applicable.
- Purchasing has facilitated the issuance of 240, 308, and 477 1099 forms for tax years 2020, 2021, and 2022 respectively. While the number of issued 1099 forms have increased in recent years due to City administered ARP grant programs, the number of returned mail and/or corrections averages to be less than 20 items annually.
- With that, the level of effort involved with 1099 form issuance/processing does not directly support additional staffing in Purchasing. However, the Finance Department's approved staffing level has always been considerably lean, and any additional positions would allow for viable backups when tenured and experienced employees resign or retire.

2. Revenue:

Auditor Finding -

- *There is \$45.1 million of unprocessed transactional activity that is catalogued in excel records known as the CCG Lockbox. This activity has not been banked. Details appear in a supplemental attachment. Dollars represent an unrealized revenue liability in the year received. We do not have an allowance for these transactions.*
- *The office handles a wide variety of taxes and permit fees. In years past, renewal notices were routinely sent. More recently, such mailings no longer occur.*
- *Write-offs of old aged EMS receivables, along with two legally deficient loans have not been permitted for years. There is an allowance established in the General Fund, though Accounts Receivable remains overstated, and the Allowance may not currently be at an adequate level.*
- *Several months ago, the Collections Team had been addressing a backlog in EMS Billing- it's terrific to find them caught up to current workflow.*
- *As truly delinquent accounts are currently difficult to identify, citation enforcement via Inspections & Codes has been discontinued.*

Auditee Response -

- It is inaccurately stated that there is \$45.1 million of unprocessed transactions catalogued as CCG lockbox.
- It is inaccurately stated that lockbox activity has not been deposited into the city's bank account. All transactions catalogued in excel spreadsheets referred to as "lockbox" only accounts for cash that has been deposited in the bank.
- Though requested, the referenced supplemental materials have not been provided at the time of my response which prohibits said materials from being addressed specifically.
- As of today, there are about 500+ accounts currently pending processing valued at approximately \$2.5 million.
- The purpose of the lockbox spreadsheet is for staff to track payments remitted and deposited into the city's bank account by customer account number. This allows staff to process licenses over a period of time as all cannot be processed when initially received in the mail because in-person interactions are handled as a priority.
- Historically, businesses tend to wait until or close to the deadline, which is normally April 1st, to submit their license renewals. Processing thousands of licenses may typically take 4-5 months to complete.
- Our external auditors, Mauldin & Jenkins, provide audit/financial services to 650+ government clients throughout the southeast. The lockbox process has been discussed with the external auditors and they have reaffirmed that revenue is being properly recorded through our lockbox process.

- The city uses the current financial resources measurement focus and the modified accrual basis of accounting. This means that revenues are recognized as soon as they are both measurable and available.
- Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Consolidated Government considers taxes as available in the period for which they were levied if they are collected within 60 days of the end of the current fiscal period. A 90-day availability period is used for revenue recognition for all other governmental revenues. Certain revenues such as property taxes, sales taxes, licenses, interest revenue, and charges for services associated with the current fiscal period are all considered to be susceptible to accrual and thus are recognized as revenues of the current fiscal period, if available criteria are met. All other revenue items are considered to be measurable and available only when cash is received by the Consolidated Government.
- In addition, the city elected to use the gross receipts and profitability ratio methodology to assess and collect occupation taxes.
- Since occupation taxes are a derived income tax based solely on the economic activity and earnings of a business, the city cannot accurately determine what the gross receipts would be for a particular business in the preceding or ensuing year. It would be both inaccurate and misleading to make such assumptions.
- It would also be inaccurate to record an allowance for doubtful accounts for any amounts listed on any “lockbox” spreadsheet as these amounts represent cash that has already been deposited into the city’s bank account.
- Renewal notices are mailed annually. As part of annual processes, the Revenue Division typically sends a courtesy delinquent letter to businesses who have failed to submit license renewals for the current year.
- It was discovered by management in August 2023 that Revenue Division staff failed to timely issue courtesy delinquent notices and subsequently turn over delinquent accounts to Inspections & Codes Department, Code Enforcement Division for enforcement.
- Since discovery, courtesy delinquent notices for license years 2020, 2021, 2022, and 2023 were mailed in August 2023.
- Ambulance write-offs occur monthly for various reasons including contractual insurance adjustments as well as adjustments for deceased, incarcerated or indigent persons. It is a policy decision to physically close out ambulance receivables in the financial system because once a receivable is closed, it cannot be re-opened, and payment cannot be posted after closure.
- Ambulance receivables are not overstated as approximately 70% of the ambulance receivable balance has been written off as bad debt and is reflected in the figure reported as allowance for doubtful accounts in the financial statements.
- Closing the receivable in the financial system would not impact the financial statements as the allowance currently reduces the receivable to a net amount. That net amount would still

be reflected in the financial statements because once the receivable is closed, the allowance would be removed.

- Citation enforcement has not been discontinued as the enforcement of delinquent business licenses is the responsibility of the Inspection & Codes Department. The delinquent business license list was turned over to Inspections & Codes on September 13, 2023, for code enforcement.

3. Accounting

Auditor Finding -

- *Both CGI (Payroll) and the Advantage systems go through 3-4 “mini-conversions” annually that effectively turn the work place into a test site, where our team is identifying system glitches for the software manufacturer, which disrupts routine work flow.*
- *Trained departmental financial managers continue to frequently turn in items for Accounts Payable or Payroll action that are incomplete or missing key approvals, bogging down activity. Every effort is made to produce completely accurate payroll results regardless of the timeliness or quality of the submissions.*
- *Fixed Asset reporting may not always be current as new acquisitions and auctioned disposals may not be recorded for several months in the run up to the year-end external audit process.*
- *Adjusting entries are posted to revenue accounts at fiscal year-end before external auditor arrival to sweep liability balances associated with the unprocessed licensing backlog for the fiscal year.*

Auditee Response -

- Interval software updates are standard practices for most software systems. Oftentimes, these updates enhance security and implement new features that may contribute to process improvements within the software system.
- To help mitigate frustrations surrounding testing requirements for new feature sets, Finance, HR, and I.T. staff are currently engaged in discussions with the financial/payroll/budget software vendor regarding the implementation of a third (non-production) database. A third environment allows the current production and non-production databases to remain on the same version of the software to quickly remediate issues that may arise while simultaneously testing any impending software updates.
- Fixed Assets are identified and reviewed on a monthly basis. However, they are not recorded until the completion of the prior year audit because our available reporting is not fiscal year specific. Unfortunately, we cannot post new assets in the new fiscal year until the prior fiscal year audit is complete.
- Once the audit is complete and the prior fiscal year is closed, all assets are recorded and are continuously recorded on a monthly basis up to year end.

- As stated previously, the lockbox process has been discussed with our external auditors, Mauldin & Jenkins, and they have reaffirmed that revenue is being properly recorded by the Accounting Division through this process.

4. Financial Administration

Auditor Finding -

- *There is inconsistent policy enforcement of a “5-consecutive day leave” rule for Finance employees, with some complying and others not required.*
- *There are several key employees who are likely to retire in the coming months and years, and there is a need for a developed succession plan.*

Auditee Response –

- Finance department employees do adhere to the 5-day mandatory leave policy. However, due to staffing challenges in the Revenue Division, it was the decision of management to allow an employee to forego the 5-day leave requirement during the pandemic. However, all employees will resume their mandatory leave now that additional staffing has been temporarily approved to assist with the backlog in the Revenue Division.
- While the Finance department has succession plans in place for certain positions, other positions may not have viable backups. This issue is not unique to Finance as this is likely the case for key positions in most departments throughout the city government.
- To properly develop talent requires time and resources that most departments cannot afford to expend since succession planning is so much more than simply picking replacements. Although the city recently implemented a new pay plan, pay is still a determining factor when it comes to talent pool selections.
- Attracting and retaining individuals with the key competencies and skills necessary for business continuity is sometimes challenging when coupled with other limitations such as budget constraints.

AUDITEE RESPONSE TO RECOMMENDATIONS

AUDITOR RECOMMENDATION #1:

- *Recommend the addition of one full-time Buyer Technician in the Purchasing Division to address increased volume of activity, as well as 1098 production.*

AUDITEE RESPONSE:

- The level of effort involved with 1099 form issuance/processing does not directly support additional staffing in Purchasing. However, additional staffing is needed to implement process improvements for other functions to include full implementation of online payment processing for vendors managed by the Purchasing Division and for taxpayers regulated by the Revenue Division.

AUDITOR RECOMMENDATION #2:

- *Recommend Accounts Payable participation in the 1098 process, ensuring a smoother processing cycle annually.*

AUDITEE RESPONSE:

- The issuance of IRS Form 1099 is a function of the Purchasing Division as Purchasing is responsible for vendor maintenance and management within the financial software system. In addition to Purchasing, the Accounting Division must also ensure the issuance of thousands of mandated payroll tax forms before January 31 each year as well. While there is some collaboration among divisions to meet the annual deadlines, any additional responsibilities for vendor tax forms may be burdensome for accounting staff.

AUDITOR RECOMMENDATION #3:

- *Recommend researching public-sector ERP systems, seeking providers that are not constantly in development.*

AUDITEE RESPONSE:

- Interval software updates are standard industry practices for most software systems. Oftentimes, these updates enhance security and implement new features that may contribute to process improvements within the software system. The city has approximately 2 years left in the current contract with the HR/financial/budget software vendor. Additional options may be explored close to that time.

AUDITOR RECOMMENDATION #4:

- *Recommend amending W-2 document format to include all frequently sought information, thus eliminating the need for customized payroll letters for employees.*

AUDITEE RESPONSE:

- The W-2 document is a standard IRS form which can only be amended by the IRS. It is my understanding that staff were expressing a desire to update employee paycheck stubs to include gross year to date totals thus eliminating the need for letters from payroll that contain this information. However, this would be a significant change to the current format and there would be an associated cost to facilitate such a change.

AUDITOR RECOMMENDATION #5:

- *Recommend that Revenue Division results stand at fiscal year-end, and if a liability exists, report it, resulting in accurate financial reporting.*

AUDITEE RESPONSE:

- Our external auditors, Mauldin & Jenkins, provide audit/financial services to 650+ government clients throughout the southeast. The lockbox process has been discussed with the external auditors and they have reaffirmed that revenue is being properly recorded through our lockbox process. The city uses the current financial resources measurement focus and the modified accrual basis of accounting. This means that revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Consolidated Government considers taxes as available in the period for which they were levied if they are collected within 60 days of the end of the current fiscal period. A 90-day availability period is used for revenue recognition for all other governmental revenues. Certain revenues such as property taxes, sales taxes, licenses, interest revenue, and charges for services associated with the current fiscal period are all considered to be susceptible to accrual and thus are recognized as revenues of the current fiscal period, if available criteria are met. In addition, accrued revenue would be recorded as a receivable which is an asset, not a liability on the financial statements. The purpose of the lockbox spreadsheet is for staff to track payments remitted and deposited into the city's bank account by customer account number. This allows staff to process licenses over a period of time as all cannot be processed when received initially received in the mail because in-person interactions are handled as a priority.

AUDITOR RECOMMENDATION #6:

- *Recommend the development of an action plan to address backlogged transactions re: Occupational Taxes and Other Fees.*

AUDITEE RESPONSE:

- An action plan was provided in the executive summary report provided on October 30, 2023. However, staff are continuing to work through the license renewal and delinquent license processes. Temporary staffing has been authorized by the City Manager to assist with the backlog of license processing. Staff will continue to work overtime to complete

pending license renewals. Information Technology and Finance will continue engagement with the software vendor to address system performance issues in order to move forward with automation efficiencies to include online processing.

AUDITOR RECOMMENDATION #7:

- *Recommend that renewal notices be sent out to licensed businesses annually.*

AUDITEE RESPONSE:

- Renewal notices are mailed annually. As part of annual processes, the Revenue Division typically sends a courtesy delinquent letter to businesses who have failed to submit license renewals for the current year. This includes those businesses that did not respond to a “problem letter”. If a business does not come into compliance, a delinquent list is generated for Code Enforcement to compel compliance.

AUDITOR RECOMMENDATION #8:

- *Recommend that Inspection & Codes resume citation enforcement as appropriate for known delinquent accounts.*

AUDITEE RESPONSE:

- Citation enforcement has not been discontinued as the enforcement of delinquent business licenses is the responsibility of the Inspection & Codes Department. The delinquent business license list was turned over to Inspections & Codes on September 13, 2023, for license years 2020, 2021, 2022, and 2023.

AUDITOR RECOMMENDATION #9:

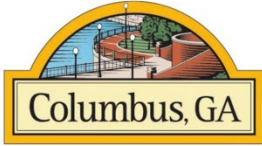
- *Recommend that write-offs of aged EMS Receivables and other uncollectables take place, ensuring more accurate financial reporting.*

AUDITEE RESPONSE:

- Ambulance write-offs occur monthly for various reasons including contractual insurance adjustments as well as adjustments for deceased, incarcerated or indigent persons. It is a policy decision to physically close out ambulance receivables in the financial system because once a receivable is closed, it cannot be re-opened, and payment cannot be posted if received after closure. Ambulance receivables are not overstated as approximately 70% of the ambulance receivable balance has been written off as bad debt and is reflected in the figure reported as allowance for doubtful accounts in the financial statements. Closing the receivable in the financial system would not impact the financial statements as the allowance currently reduces the receivable to a net amount. That net amount would still be reflected in the financial statements because once the receivable is closed, the allowance would be removed. Nevertheless, a policy revision regarding closing receivables will be reviewed for consideration.

File Attachments for Item:

1. 1st Reading- REZN -10 -23 -1964: An Ordinance amending the Zoning Atlas of the Consolidated Government of Columbus, Georgia to change certain boundaries of a district located at **4070 Macon Road** (parcel # 085-051-014) from Single Family Residential – 2 (SFR2) Zoning District to Neighborhood Commercial (NC) Zoning District. (Planning Department and PAC recommend approval.) (Councilor Barnes)



CONSOLIDATED GOVERNMENT
What progress has preserved.
 PLANNING DEPARTMENT

COUNCIL STAFF REPORT

REZN-10-23-1964

| | |
|--------------------------------------------|--------------------------------------------------------------------------------------|
| Applicant: | Benjamin Foster |
| Owner: | Benjamin Foster |
| Location: | 4070 Macon Road |
| Parcel: | 085-051-014 |
| Acreage: | 0.51 Acres |
| Current Zoning Classification: | Single Family Residential - 2 |
| Proposed Zoning Classification: | Neighborhood Commercial (NC) |
| Current Use of Property: | Vacant |
| Proposed Use of Property: | Retail |
| Council District: | District 1 (Barnes) |
| PAC Recommendation: | Approval based on the Staff Report and compatibility with existing land uses. |
| Planning Department Recommendation: | Approval based on compatibility with existing land uses. |
| Fort Benning's Recommendation: | N/A |
| DRI Recommendation: | N/A |
| General Land Use: | Consistent Planning Area E |
| Current Land Use Designation: | Single Family Residential |

| | | | | | | | | | |
|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------------------|--------------|--------------------------------------|-------------|------------------------------|-------------|-------------------------|
| Future Land Use Designation: | Neighborhood Commercial | | | | | | | | |
| Compatible with Existing Land-Uses: | Yes | | | | | | | | |
| Environmental Impacts: | The property does not lie within the floodway and floodplain area. The developer will need an approved drainage plan prior to issuance of a Site Development permit, if a permit is required. | | | | | | | | |
| City Services: | Property is served by all city services. | | | | | | | | |
| Traffic Impact: | Average Annual Daily Trips (AADT) will increase by 67 trips if used for commercial use. | | | | | | | | |
| Traffic Engineering: | This site shall meet the Codes and regulations of the Columbus Consolidated Government for commercial usage. | | | | | | | | |
| Surrounding Zoning: | <table> <tr> <td>North</td><td>Neighborhood Commercial (NC)</td></tr> <tr> <td>South</td><td>Single Family Residential – 2 (SFR2)</td></tr> <tr> <td>East</td><td>Neighborhood Commercial (NC)</td></tr> <tr> <td>West</td><td>Residential Office (RO)</td></tr> </table> | North | Neighborhood Commercial (NC) | South | Single Family Residential – 2 (SFR2) | East | Neighborhood Commercial (NC) | West | Residential Office (RO) |
| North | Neighborhood Commercial (NC) | | | | | | | | |
| South | Single Family Residential – 2 (SFR2) | | | | | | | | |
| East | Neighborhood Commercial (NC) | | | | | | | | |
| West | Residential Office (RO) | | | | | | | | |
| Reasonableness of Request: | The request is compatible with existing land uses. | | | | | | | | |
| School Impact: | N/A | | | | | | | | |
| Buffer Requirement: | <p>The site shall include a Category C buffer along all property lines bordered by the SFR2 zoning district. The 3 options under Category C are:</p> <ol style="list-style-type: none"> 1) 20 feet with a certain amount of canopy trees, under story trees, and shrubs / ornamental grasses per 100 linear feet. 2) 10 feet with a certain amount of shrubs / ornamental grasses per 100 linear feet and a wood fence or masonry wall. 3) 30 feet undisturbed natural buffer. | | | | | | | | |
| Attitude of Property Owners: | Fifteen (15) property owners within 300 feet of the subject properties were notified of the rezoning request. The Planning Department received no calls and/or emails regarding the rezoning. | | | | | | | | |
| Approval | 0 Responses | | | | | | | | |

Opposition **0** Responses

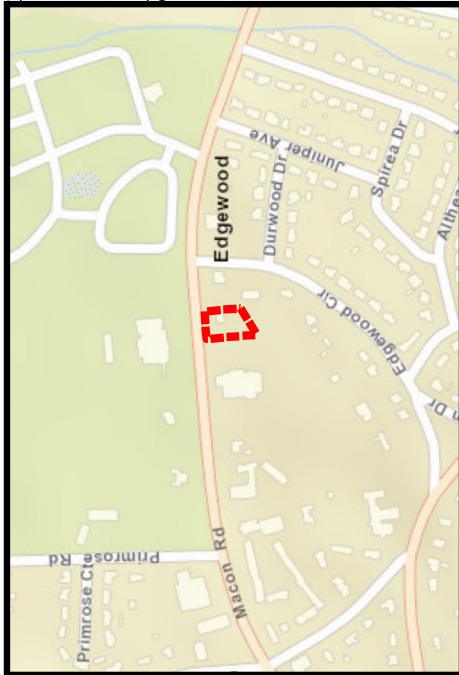
Additional Information:

N/A

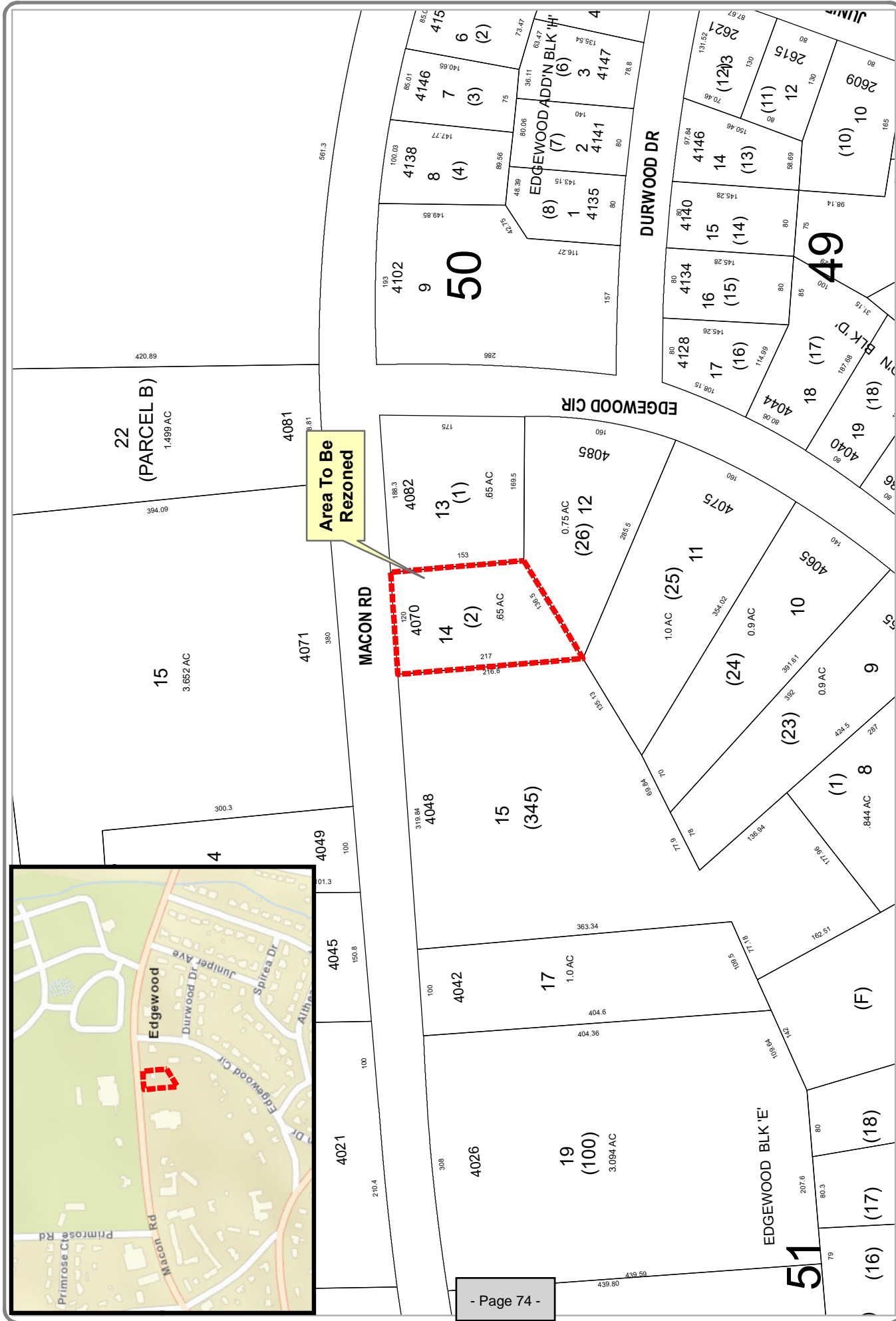
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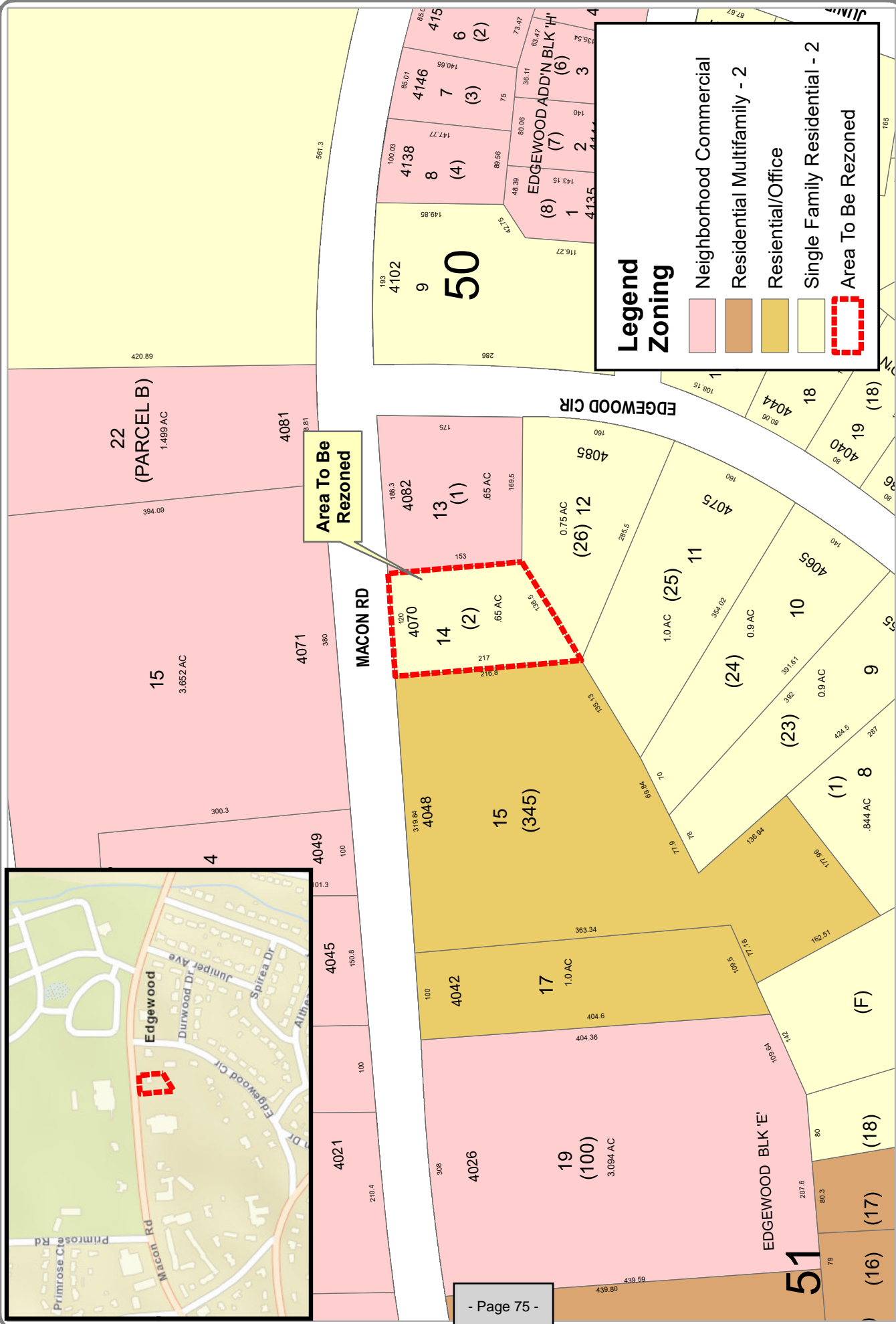
Aerial Land Use Map
Location Map
Zoning Map
Existing Land Use Map
Future Land Use Map
Traffic Report

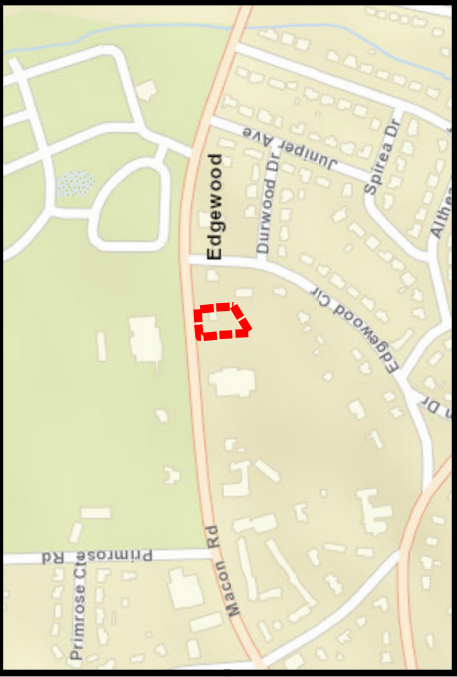
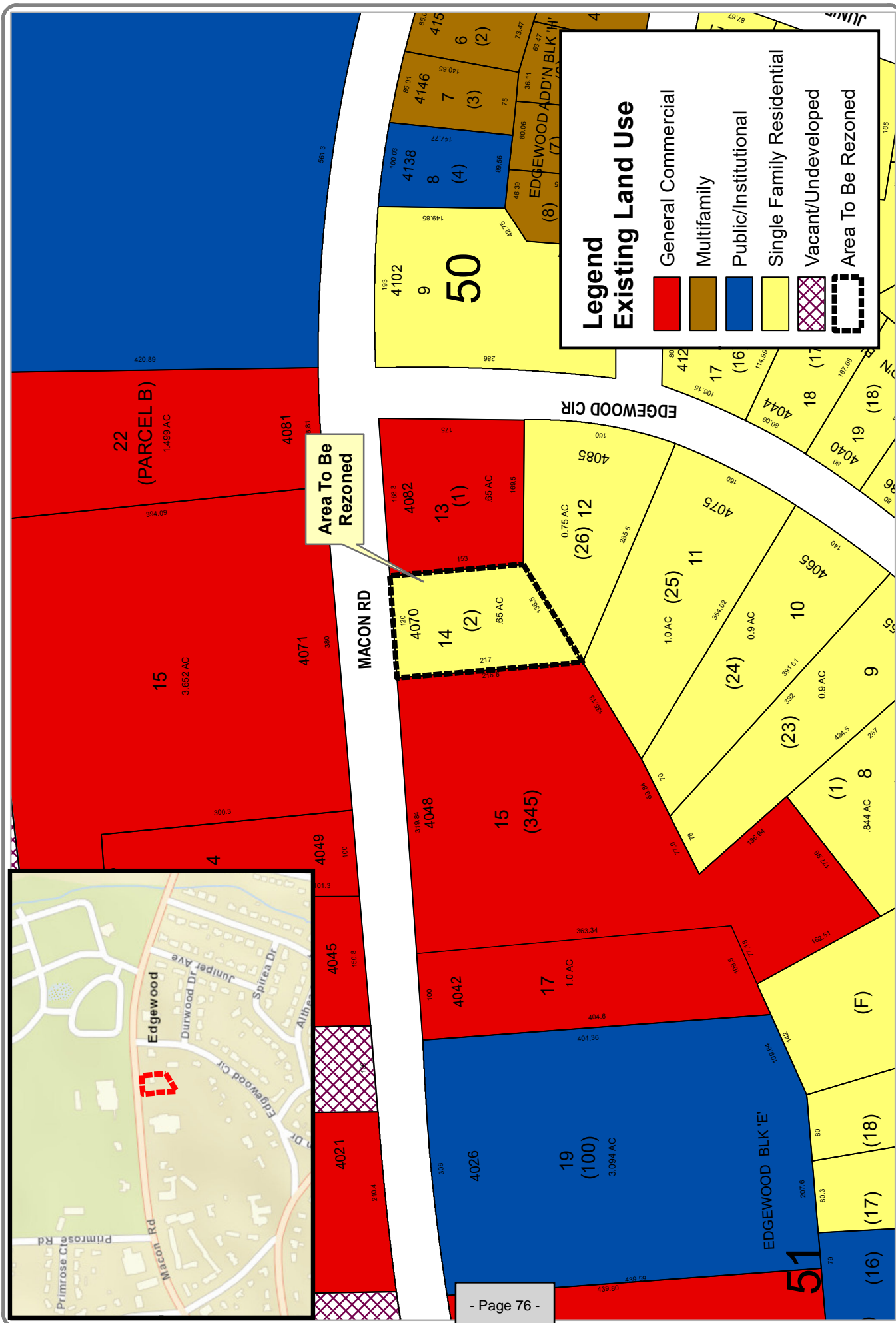




**Area To Be
Rezoned**







Existing Land Use Map for REZN 10-23-1964
Map 085 Block 051 Lot 014
Planning Department-Planning Division
Prepared By Planning GIS Tech

Item #1.

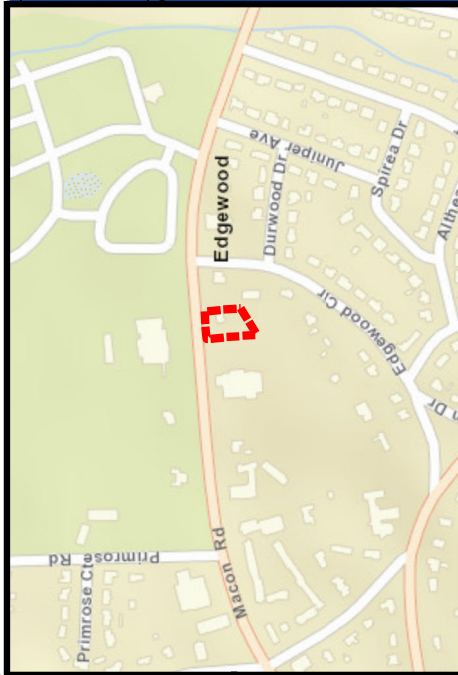
Columbus Planning

1 inch = 150 feet
 0 75 150 Feet

Data Source: IT/GIS
 Author: DavidCooper

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Date: 10/11/2023



Area To Be Rezoned

MACON RD

EDGEWOOD CIR

EDGEWOOD BLK 'E'

Legend Future Land Use

- Mixed Use
- Neighborhood Commercial
- Public/Institutional
- Single Family Residential
- Area To Be Rezoned

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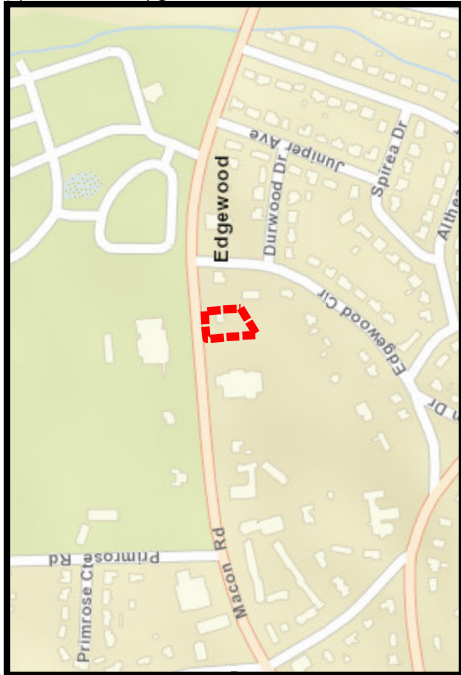
Date: 10/11/2023

Future Land Use Map for REZN 10-23-1964
Map 085 Block 051 Lot 014
Planning Department-Planning Division
Prepared By Planning GIS Tech

0 75 150 Feet
1 inch = 150 feet
Data Source: IT/GIS
Author: DavidCooper



Item #1.



**Area To Be
Rezoned**

MACON RD

EDGEWOOD CIR

DURWOOD DR

EDGEWOOD BLK 'E'



0 75 150 Feet
1 inch = 150 feet

Data Source: IT/GIS
Author: DavidCooper

Flood Hazard Map for REZN 10-23-1964
Map 085 Block 051 Lot 014

Planning Department-Planning Division
Prepared By Planning GIS Tech

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Date: 10/11/2023

REZONING CASE NO.
PROJECT
CLIENT
REZONING REQUEST

Trip Generation Land Use Code *

| | |
|-------------------------|---------------------------------------------|
| Existing Land Use | 210 & 814 |
| Proposed Land Use | Single Family Residential 2 - (SFR2) |
| Existing Trip Rate | Neighborhood Commercial - (NC) |
| Proposed Trip Rate Unit | SFR2 - Acreage converted to square footage. |
| Proposed Trip Rate Unit | NC - Acreage converted to square footage. |

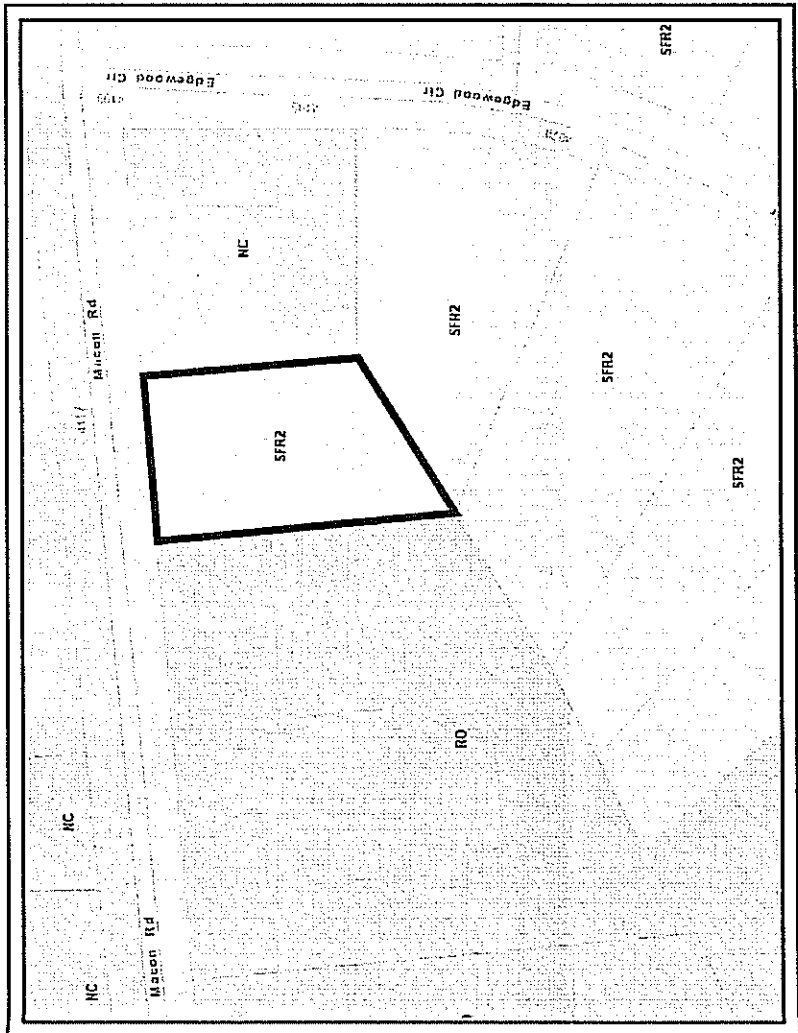
| Land Use | | ITE Code | Zone Code | Quantity | Trip Rate | Total Trips |
|---------------------------------------|--|----------|-----------|------------|-----------|-------------|
| <i>Daily (Existing Zoning)</i> | | | | | | |
| Single Family Detached Housing | | 210 | SFR2 | 0.51 Acres | 9.43 | 21 |
| | | | | | | |
| | | | | | | |
| Total | | | | | | 21 |
| <i>Daily (Proposed Zoning)</i> | | | | | | |
| Variety Store | | 814 | NC | 0.51 Acres | 2.97 | 16 |
| | | | | | 5.18 | 29 |
| | | | | | 3.86 | 21 |
| | | | | | 4.05 | 22 |
| Total | | | | | | 88 |

TRAFFIC PROJECTIONS

| Project Information | | Project Details | |
|---------------------|-----------------------|---------------------------|------------------------------------|
| Name of Street | Street Classification | City Traffic Count (2022) | Projected Level of Service (LOS)** |
| Macon Road | Undivided Arterial | 15,700 | B |
| | No. of Lanes | 4 | 21 |
| | | | 15,721 |
| | | | B |

PROPOSED ZONING (NC)

| Project Summary | | Macon Road | |
|------------------------------------|-----------------------|--------------------|--|
| Name of Street | Street Classification | Undivided Arterial | |
| No. of Lanes | | 4 | |
| City Traffic Count (2022) | | 15,700 | |
| Existing Level of Service (LOS)** | | B | |
| Additional Traffic due to Proposed | | 88 | |
| Total Projected Traffic (2021) | | 15,788 | |
| Projected Level of Service (LOS)** | | B | |



Zoning Map

NOT TO SCALE

NOTES

- 1) BOUNDARY LINES SHOWN ARE PER MONUMENTATION FOUND AND REFERENCED MATERIAL ONLY.
- 2) BEARINGS SHOWN ARE RELATIVE TO GRID NORTH (NAD 83, 2011; GA WEST ZONE) ESTABLISHED WITH A MINIMUM 3 MINUTE GPS OBSERVATION.
- 3) SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD
- 4) SUBJECT PROPERTY IS ZONED "SPR2". ADJACENT PROPERTIES ARE ZONED AS SHOWN.
- 5) ELEVATION DATUM IS RELATIVE TO NAVD 88 (LMSL).

1) DEED BOOK 13858, PAGE 320
2) PLAT BOOK 90, PAGE 426
3) PLAT BOOK 144, PAGE 67

McBride & McGill, Inc.
Civil Engineering & Land Surveying

2505 Crawford Road, Phenix City, AL 36867
Office: (334) 297-5717 ~ Fax: (334) 297-1066
E-mail: comments@mcbride-mcgill.com
Website: www.mcbride-mcgill.com

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Website: www.mcbride-mcgill.com

" 4070 Macon Road Rezone"
REZONING PLAT

LOT 2, BLOCK "E", EDGEWOOD SUBDIVISION,
LYING IN LAND LOT 12, 8th LAND DISTRICT,
COLUMBUS, MUSCOGEE COUNTY, GEORGIA

PREPARED FOR:
Ben & Natalie Foster
14234 CROSS CREEK ROAD, UPATOI, GA 31829

REZONING APPLICANT INFORMATION:
BEN & NATALIE FOSTER
14234 CROSS CREEK ROAD
UPATOI, GA 31829
(706) 326-0681
natalie22228@aol.com

DATE:
SEPT. 22, 2023

SCALE:
1" = 20'

SHEET NO:
1 OF 1

AN ORDINANCE**NO. _____**

An Ordinance amending the Zoning Atlas of the Consolidated Government of Columbus, Georgia to change certain boundaries of a district located at **4070 Macon Road** (parcel # 085-051-014) from Single Family Residential – 2 (SFR2) Zoning District to Neighborhood Commercial (NC) Zoning District.

**THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY ORDAINS AS
FOLLOWS:**

Section 1.

The Zoning Atlas on file with the Planning Department is hereby amended by changing the property described below from Single Family Residential – 2 (SFR2) Zoning District to Neighborhood Commercial (NC) Zoning District.

“All that lot, tract, and parcel of land situate, lying and being in Land Lot 12 of the 8th District of Columbus, Muscogee County, Georgia, and being known and designated as ALL OF LOT NUMBERED TWO (2), in BLOCK LETTERED "E," of that certain subdivision of land known as EDGEWOOD, as said lot is shown upon a map or plat of said subdivision recorded in Deed Book 90, at Folio 426, in the Office of the Clerk of the Superior Court of Muscogee County, Georgia, to which map or plat reference is hereby made for the more particular location and dimensions of said lot.

Said property is numbered 4070 Macon Road, according to the present system of numbering in Columbus, Georgia.

The property above described is hereby conveyed subject to all valid and enforceable restrictive covenants of record applicable thereto; and subject, also, to all valid and enforceable zoning ordinances and regulations applicable thereto so long as said ordinances and regulations remain in force and effect.”

Introduced at a regular meeting of the Council of Columbus, Georgia held on the ____ day of _____, 2023; introduced a second time at a regular meeting of said Council held on the ____ day of _____, 2023 and adopted at said meeting by the affirmative vote of ____ members of said Council.

| | |
|-------------------|--------------|
| Councilor Allen | voting _____ |
| Councilor Barnes | voting _____ |
| Councilor Begly | voting _____ |
| Councilor Cogle | voting _____ |
| Councilor Crabb | voting _____ |
| Councilor Davis | voting _____ |
| Councilor Garrett | voting _____ |

Councilor Huff
Councilor Thomas
Councilor Tucker

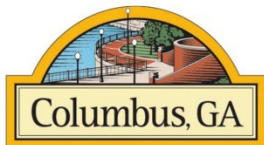
voting _____
voting _____
voting _____

Sandra T Davis
Clerk of Council

B. H. "Skip" Henderson, III
Mayor

File Attachments for Item:

2. 1st Reading- An Ordinance amending the Zoning Atlas of the Consolidated Government of Columbus, Georgia, to change certain boundaries of a district located at **3914, 3922 Buena Vista Road** (parcel # 087-028-007/008) from Neighborhood Commercial (NC) to General Commercial (GC) Zoning District. (Planning Department and PAC recommend approval.) (Councilor Barnes)



CONSOLIDATED GOVERNMENT
What progress has preserved.
 PLANNING DEPARTMENT

COUNCIL STAFF REPORT

REZN-10-23-1989

| | |
|--------------------------------------------|--------------------------------------------------------------------------------------|
| Applicant: | Surya Estate 6, LLC |
| Owner: | Surya Estate 6, LLC |
| Location: | 3914/3922 Buena Vista Road |
| Parcel: | 087-028-007/8 |
| Acreage: | 0.62 Acres |
| Current Zoning Classification: | Neighborhood Commercial (NC) |
| Proposed Zoning Classification: | General Commercial (GC) |
| Current Use of Property: | Vacant |
| Proposed Use of Property: | Convenience Store with Gas Sales |
| Council District: | District 1 (Barnes) |
| PAC Recommendation: | Approval based on the Staff Report and compatibility with existing land uses. |
| Planning Department Recommendation: | Approval based on compatibility with existing land uses. |
| Fort Benning's Recommendation: | N/A |
| DRI Recommendation: | N/A |
| General Land Use: | Consistent Planning Area E |
| Current Land Use Designation: | General Commercial |

| | | |
|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| Future Land Use Designation: | General Commercial | |
| Compatible with Existing Land-Uses: | No | |
| Environmental Impacts: | The property does not lie within the floodway and floodplain area. The developer will need an approved drainage plan prior to issuance of a Site Development permit, if a permit is required. | |
| City Services: | Property is served by all city services. | |
| Traffic Impact: | Average Annual Daily Trips (AADT) will increase by 131 trips if used for commercial use. | |
| Traffic Engineering: | This site shall meet the Codes and regulations of the Columbus Consolidated Government for commercial usage. | |
| Surrounding Zoning: | North | Neighborhood Commercial (NC) |
| | South | Neighborhood Commercial (NC) |
| | East | Neighborhood Commercial (NC) |
| | West | Neighborhood Commercial (NC) |
| Reasonableness of Request: | The request is not compatible with existing land uses. | |
| School Impact: | N/A | |
| Buffer Requirement: | N/A | |
| Attitude of Property Owners: | Thirty-nine (39) property owners within 300 feet of the subject properties were notified of the rezoning request. The Planning Department received no calls and/or emails regarding the rezoning. | |
| | Approval | 0 Responses |
| | Opposition | 0 Responses |
| Additional Information: | <p>The convenience store will be 3,325 square feet with four fuel pumps.</p> <p>GDOT has acquired part of the property as part of the Diverging Diamond Interchange project including permanent easement, temporary easement and right-of-way. There are limited access rights on the property temporarily.</p> | |

Attachments:

Aerial Land Use Map
Location Map
Zoning Map
Existing Land Use Map
Future Land Use Map
Traffic Report
Flood Map
Site Plan



Area To Be
Rezoned

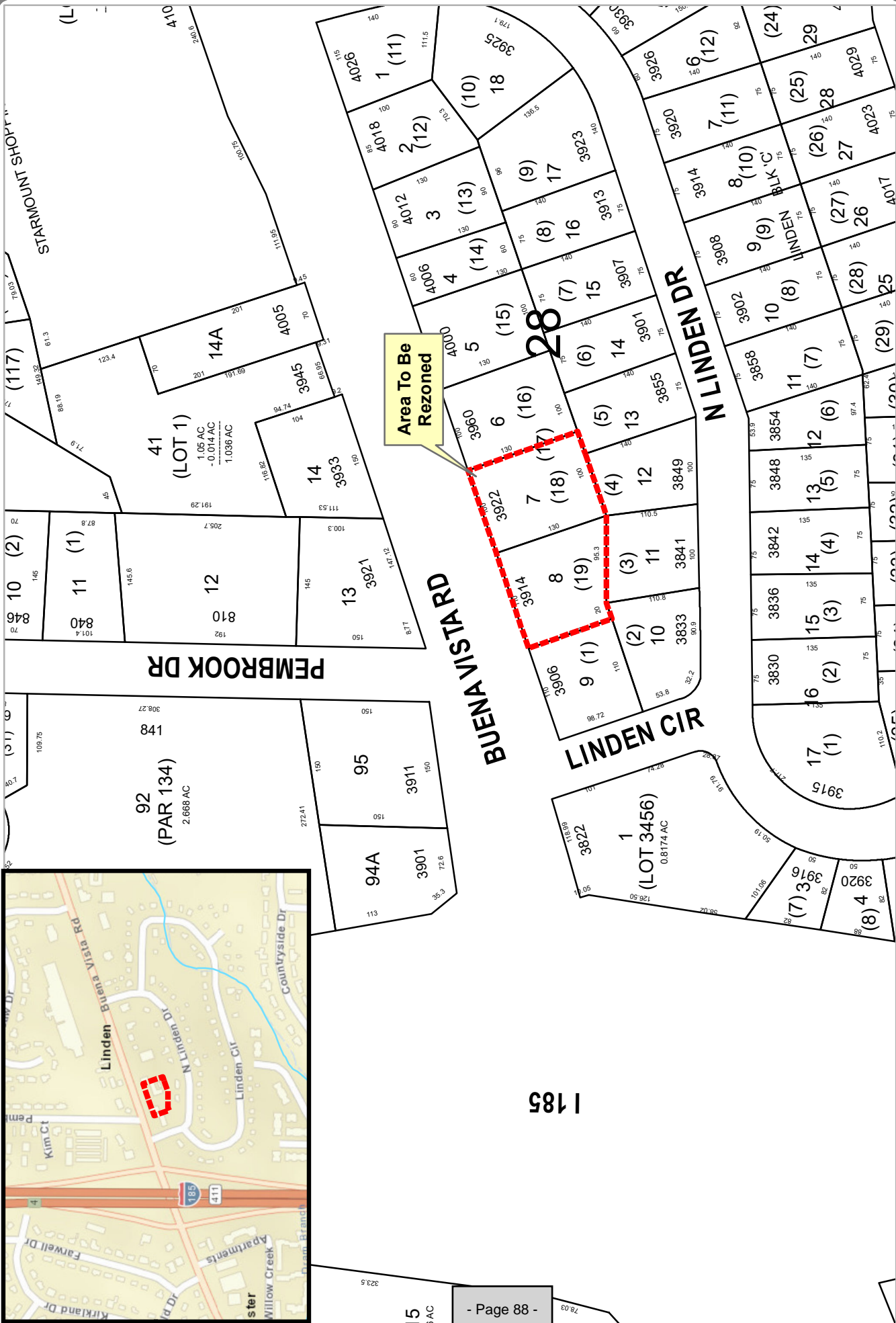
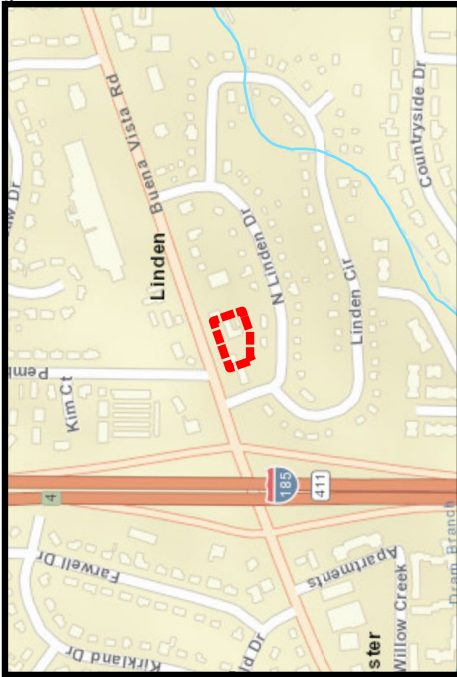
Item #2.

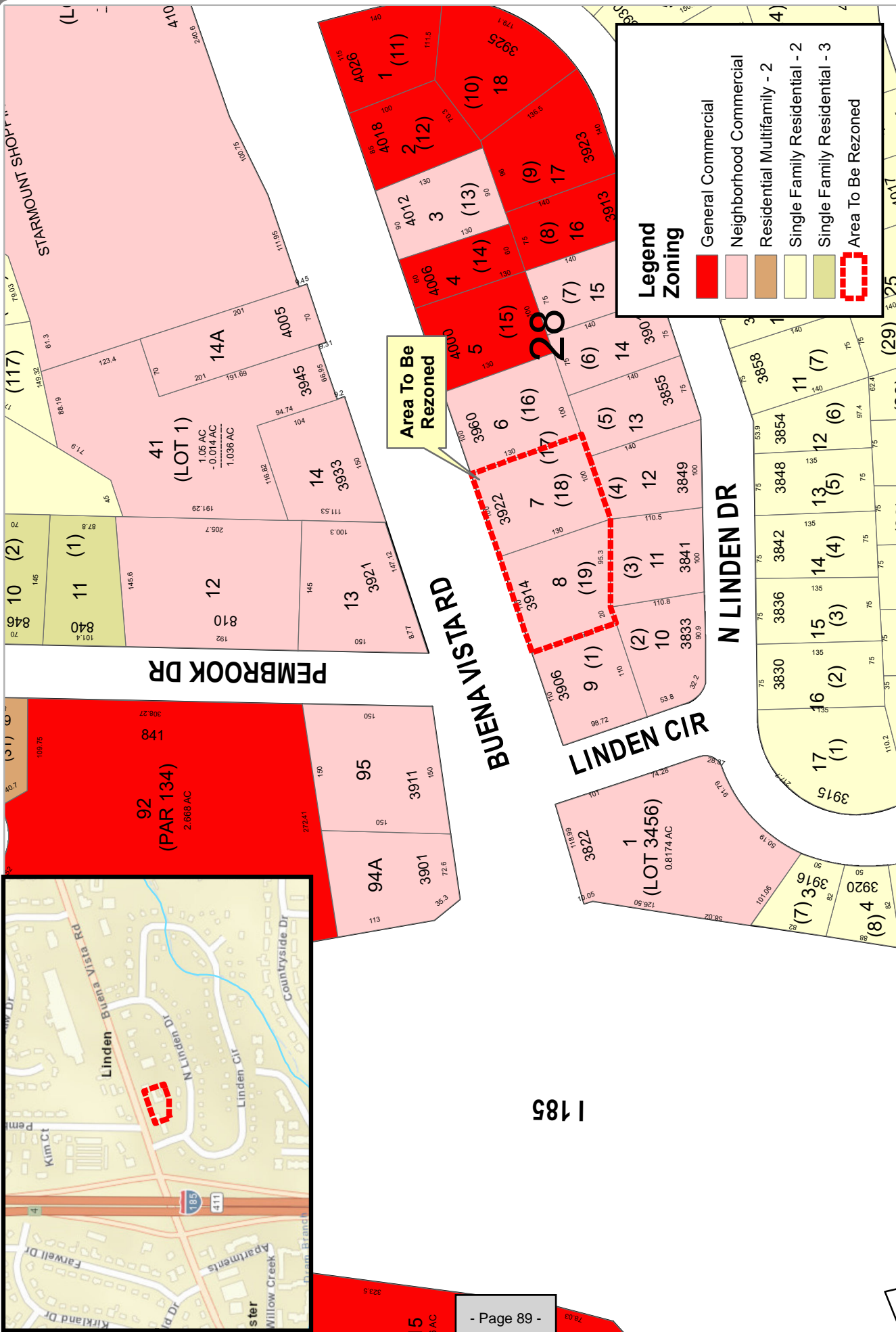
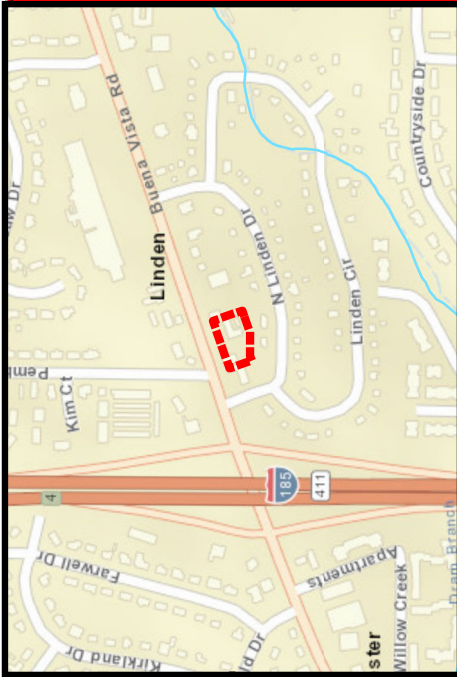
0 75 150 Feet
1 inch = 150 feet
Data Source: IT/GIS
Author: David Cooper

Aerial Map for REZN 10-23-1989
Map 087 Map 028 Lots 007 & 008
Planning Department-Planning Division
Prepared By Planning GIS Tech

This material is made available as a public service.
Maps and data are to be used for reference purposes only.
The data contained is subject to constant change.
Map information is believed to be correct but is not guaranteed.

Date: 10/16/2023





Legend

Zoning

- General Commercial
- Neighborhood Commercial
- Residential Multifamily - 2
- Single Family Residential - 2
- Single Family Residential - 3
- Area To Be Rezoned

Area To Be Rezoned

Item #2.

1 inch = 150 feet

Data Source: IT/GIS

Author: David Cooper

Zoning Map for REZN 10-23-1989

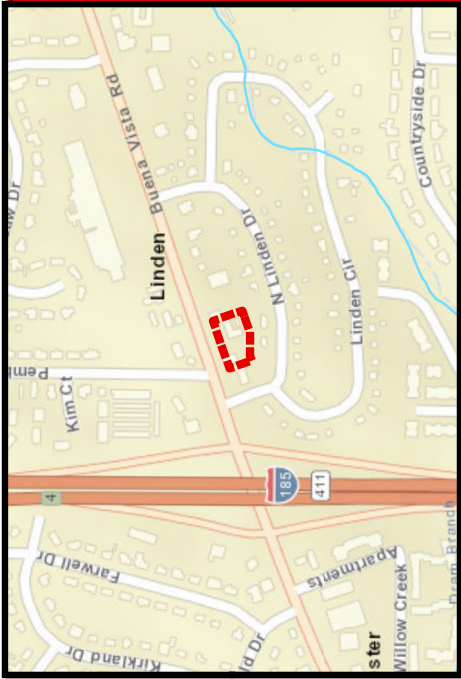
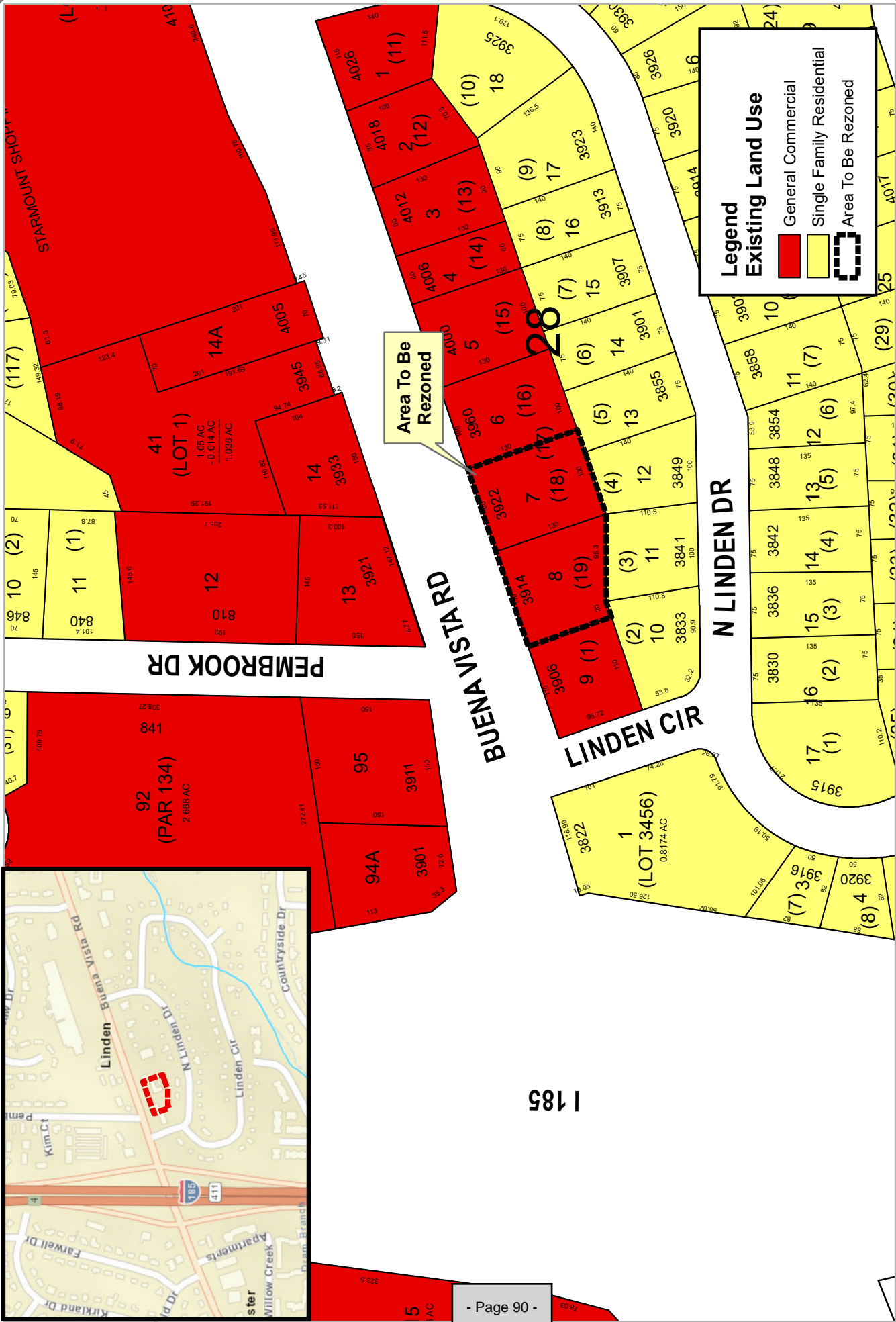
Map 087 Map 028 Lots 007 & 008

Planning Department-Planning Division

Prepared By Planning GIS Tech

This material is made available as a public service. Maps and data are to be used for reference purposes only. The data contained is subject to constant change. Map information is believed to be correct but is not guaranteed.

Date: 10/18/2023



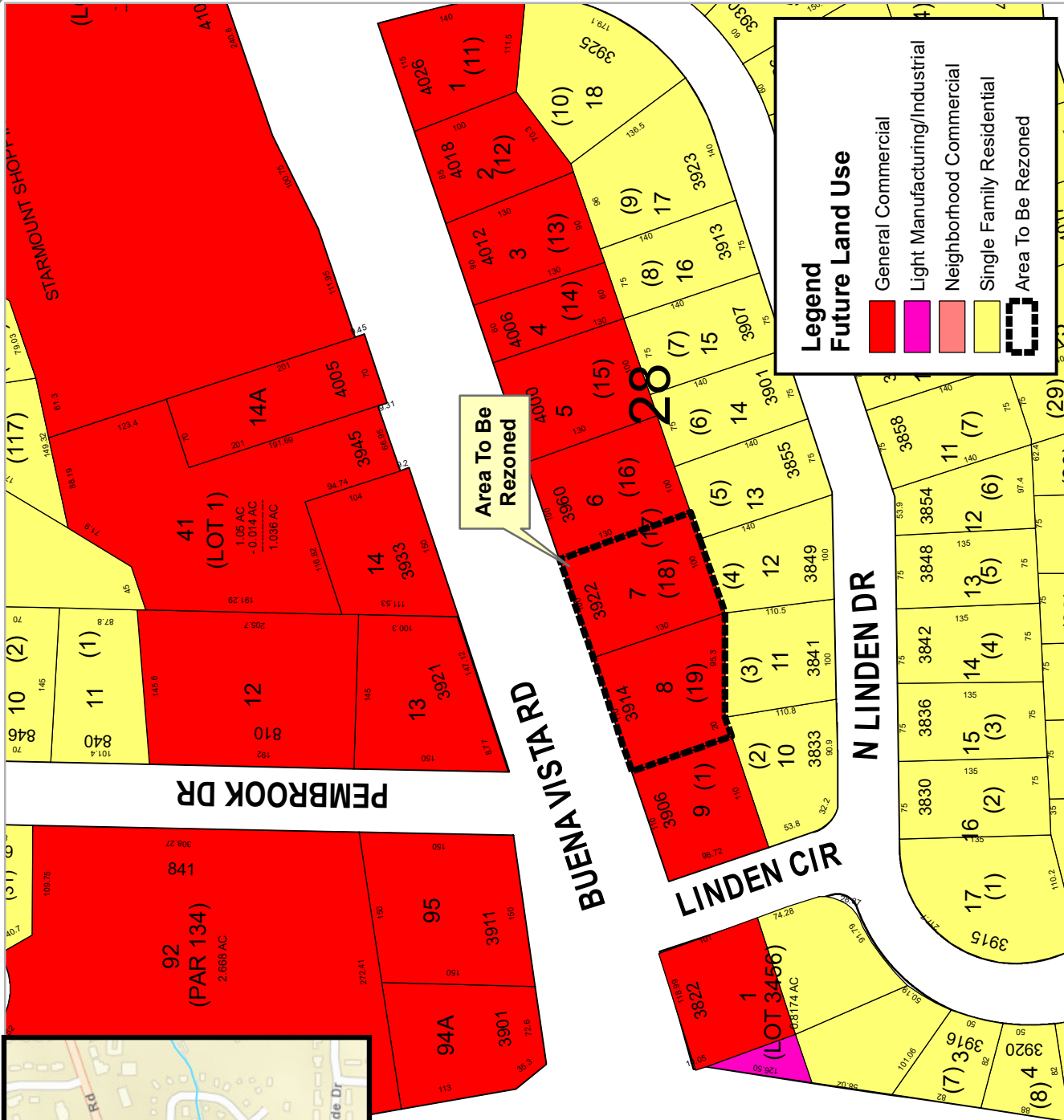
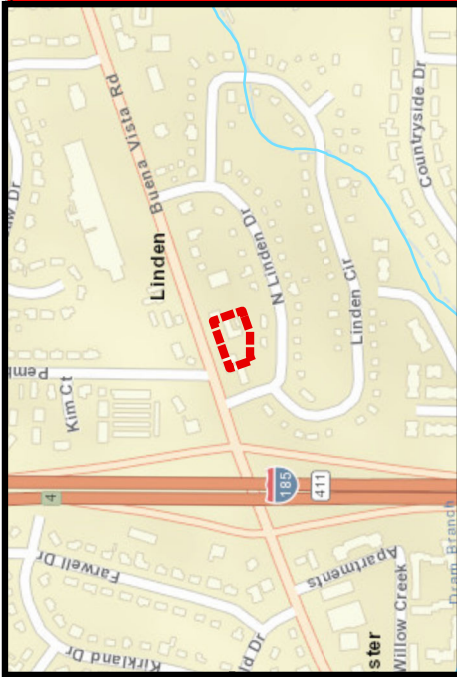
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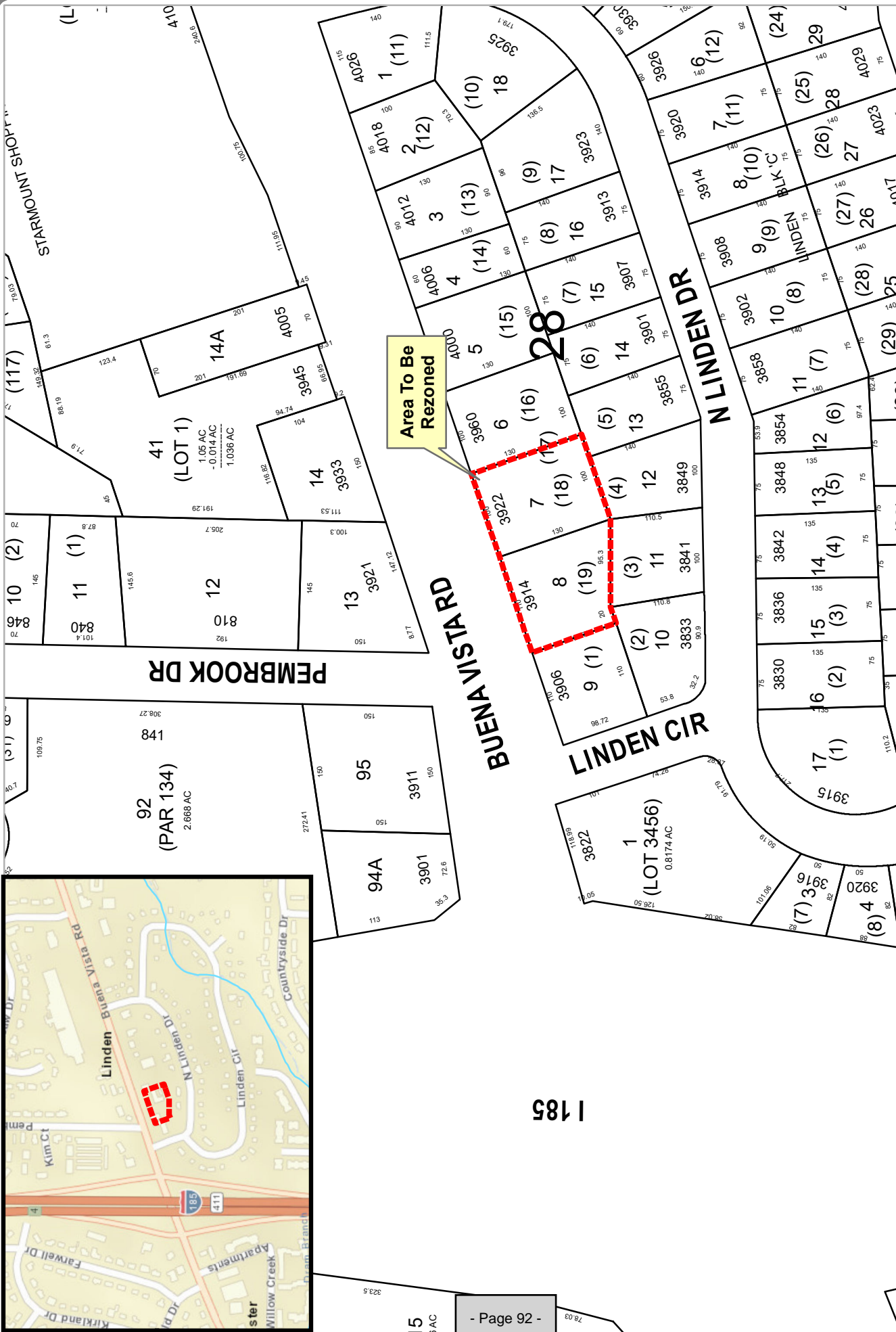
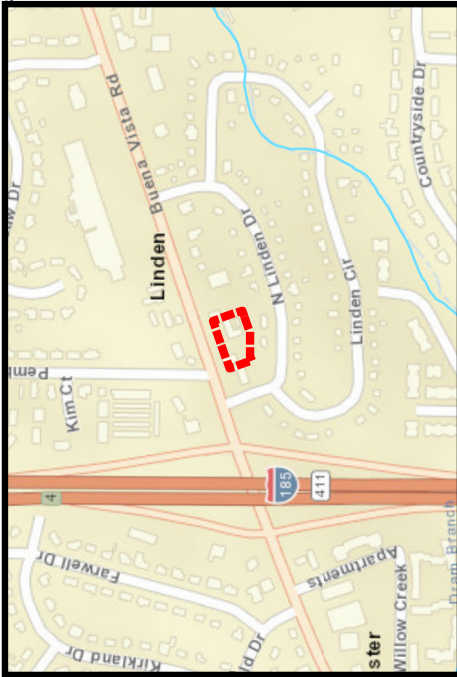
Date: 10/18/2023

Existing Land Use Map for REZN 10-23-1989
 Map 087 Map 028 Lots 007 & 008
 Planning Department-Planning Division
 Prepared By Planning GIS Tech

Item #2.

0 75 150 Feet
 1 inch = 150 feet
 Data Source: IT/GIS
 Author: DavidCooper





This material is made available as a public service. Maps and data are to be used for reference purposes only. The data contained is subject to constant change. Map information is believed to be correct but is not guaranteed.

Date: 10/18/2023

Location Map for REZN 10-23-1989
Map 087 Map 028 Lots 007 & 008
Planning Department-Planning Division
Prepared By Planning GIS Tech

Item #2.

1 inch = 150 feet

Data Source: IT/GIS
Author: David Cooper

REZONING TRAFFIC ANALYSIS FORM

ZONING CASE NO. REZN 10-23-1989
PROJECT 3914 & 3922 Buena Vista Road
CLIENT
REZONING REQUEST NC to GC

LAND USE

Trip Generation Land Use Code* 814 & 945
Existing Land Use Neighborhood Commercial (NC)
Proposed Land Use General Commercial - (GC)
Existing Trip Rate Unit NC - Acreage converted to square footage.
Proposed Trip Rate Unit GC - Number of Vehicle Fueling Positions

TRIP END CALCULATION *

| Land Use | ITE Code | Zone Code | Quantity | Trip Rate | Total Trips |
|--------------------------------------------------|----------|-----------|------------|--------------|-------------|
| Daily (Existing Zoning) | | | | | |
| Variety Store | 814 | NC | 0.62 Acres | 2.97 | 20 |
| | | | | 5.18 | 35 |
| | | | | 3.86 | 26 |
| | | | | 4.05 | 27 |
| | | | | Total | 108 |
| Daily (Proposed Zoning) | | | | | |
| Gasoline/Service Station with Convenience Market | 945 | GC | 8 Pumps | 16.06 | 64 |
| | | | | 18.42 | 74 |
| | | | | 17.01 | 68 |
| | | | | 8.28 | 33 |
| | | | | Total | 239 |

Note: * Denotes calculation are based on Trip Generation, 8th Edition by Institute of Transportation Engineers

TRAFFIC PROJECTIONS

EXISTING ZONING (NC)

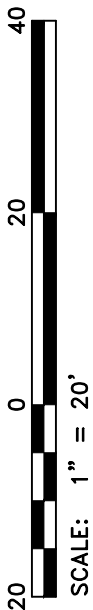
| | |
|-------------------------------------------|--------------------------------|
| Name of Street | Buena Vista Road |
| Street Classification | Undivided Arterial w/center In |
| No. of Lanes | 4 |
| City Traffic Count (2022) | 25,600 |
| Existing Level of Service (LOS)** | D |
| Additional Traffic due to Existing Zoning | 108 |
| Total Projected Traffic (2021) | 25,708 |
| Projected Level of Service (LOS)** | D |

PROPOSED ZONING (GC)

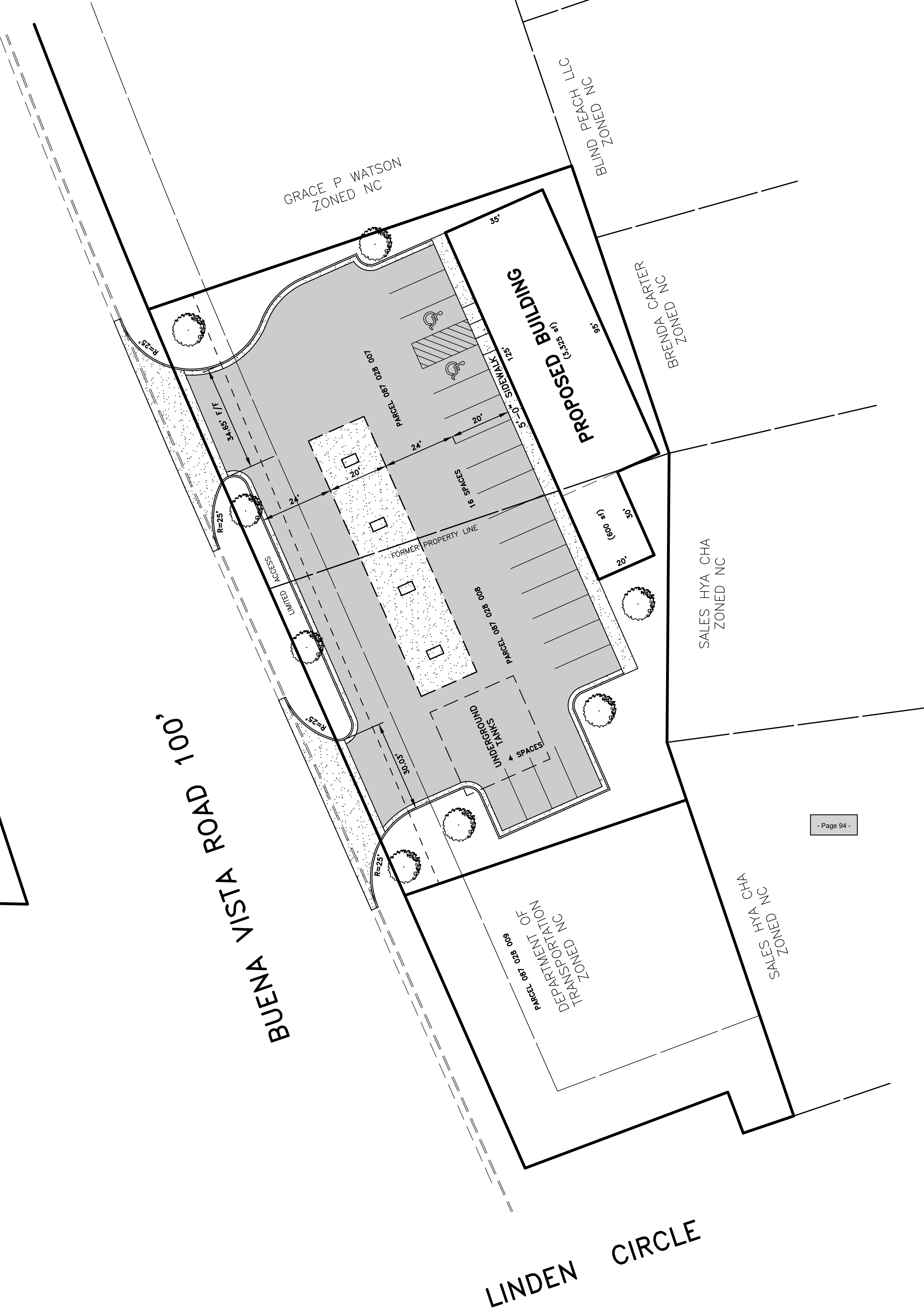
| | |
|------------------------------------|--------------------------------|
| Name of Street | Buena Vista Road |
| Street Classification | Undivided Arterial w/center In |
| No. of Lanes | 4 |
| City Traffic Count (2022) | 25,600 |
| Existing Level of Service (LOS)** | D |
| Additional Traffic due to Proposed | 239 |
| Total Projected Traffic (2021) | 25,839 |
| Projected Level of Service (LOS)** | D |

Note: ** Denotes Level of Service Based on National Standards for Different Facility Type (TABLE 1- General Highway Capacities by Facility Type)

| | |
|-----------------------------------------|---------------------------|
| 3914 AND 3922 BUENA VISTA ROAD | |
| OWNER / AGENT: | |
| SIZE OF PARCEL: | 0.62 ACRES |
| TAX MAP INFORMATION: | 087 028 008 & 087 028 007 |
| ZONING CLASSIFICATION: | NC -- REZONING TO GC |
| STATE WATERS ON OR WITHIN 200' OF SITE: | NO |



THE SKETCH SHOWN IS CONCEPTUAL IN NATURE AND IS SIMPLY BASED ON THE LIMITED INFORMATION PROVIDED. CERTAIN LAND CHARACTERISTICS SUCH AS ROCK, TOPOGRAPHY, WETLANDS, STATE WATERS, AVAILABLE UTILITIES AND NATURAL DRAINAGE PATTERNS WILL CERTAINLY IMPACT THE FINAL DESIGN.



- Page 94 -

NOTE:
THE ABOVE IS CONCEPTUAL IN NATURE AND IS SIMPLY BASED ON THE LIMITED INFORMATION PROVIDED. CERTAIN LAND CHARACTERISTICS SUCH AS ROCK, TOPOGRAPHY, WETLANDS, STATE WATERS, AVAILABLE UTILITIES AND NATURAL DRAINAGE PATTERNS WILL CERTAINLY IMPACT THE ULTIMATE LAYOUT AND DESIGN OF THE SITE.

THIS CONCEPTUAL SKETCH IS THE INTELLECTUAL PROPERTY OF MOON, WEEKS & ASSOCIATES, INC.

REVISIONS:

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| |

SHEET No.

B

PRELIMINARY
FOR REVIEW ONLY

| | |
|--------|----------|
| GSWCC# | 8182 |
| MMA# | 2023054 |
| DATE: | 08/18/23 |
| SCALE: | 1" = 20' |

PRELIMINARY LAYOUT - CONCEPT B
3906, 3914 AND 3922
BUENA VISTA ROAD
LYING IN LAND LOT 118 OF THE COMETA RESERVE
MUSCOGEE COUNTY, GEORGIA

MOON WEEKS & ASSOCIATES, INC.
CIVIL ENGINEERS
LAND SURVEYORS
ENVIRONMENTAL CONSULTANTS
LANDSCAPE ARCHITECTS
PHONE: (706) 327-8308
WWW.MOONWEEKS.COM
100 SOUTHERN WAY, SUITE A
COLUMBUS, GA. 31904

AN ORDINANCE

NO. _____

An Ordinance amending the Zoning Atlas of the Consolidated Government of Columbus, Georgia, to change certain boundaries of a district located at **3914, 3922 Buena Vista Road** (parcel # 087-028-007/008) from Neighborhood Commercial (NC) to General Commercial (GC) Zoning District.

THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY ORDAINS AS FOLLOWS:

Section 1.

The Zoning Atlas on file with the Planning Department is hereby amended by changing the property described below from Neighborhood Commercial (NC) to General Commercial (GC) Zoning District.

“All that lot, tract or parcel of land situate, lying and being in Land Lot 118 of the Coweta Reserve, Columbus, Muscogee County, Georgia, and being designated as "Tract C" on that certain plat of survey entitled "Replat of Lots I & 19, Block A, Linden Subdivision, and Adjacent Land, Lying in Land Lot 118, Coweta Reserve, Columbus Muscogee County, Georgia", prepared by Moon, Meeks & Patrick, Inc., dated March 8, 1979 and recorded in the Office of the Clerk of the Superior Court of Muscogee County, Georgia in Plat Book 69, Folio 44.

And

All that lot, tract and parcel of land situate, lying and being in Columbus, Muscogee County, Georgia, being known and designated as ALL OF TRACT B, REPLAT OF PART OF BLOCK "A, LINDEN SUBDIVISION AND ADJACENT LAND, as said tract is shown upon a map or plat recorded in Plat Book 62 Page 79 in the Office of the Clerk of the Superior Court of Muscogee County, Georgia.

Less And Except From The Above Described Property That Portion Of The Property Conveyed By That Certain Order And Judgment - Department Of Transportation Vs. 0.047 Acres Of Land; And Certain Easement Rights; And JDM Georgia, LLC, Individually, Being Docket No. Su-20mcv-256; Dated January 28, 2020, Filed For Record January 28, 2020 At 6:05 P.M., Recorded In Deed Book 12870, Page 149. In The Office Of The Clerk Of The Superior Court Of Muscogee County, Georgia.”

Introduced at a regular meeting of the Council of Columbus, Georgia held on the 5th day of December, 2023; introduced a second time at a regular meeting of said Council held on the _____ day of _____, 2023 and adopted at said meeting by the affirmative vote of _____ members of said Council.

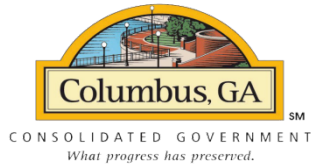
| | |
|-------------------|--------------|
| Councilor Allen | voting _____ |
| Councilor Barnes | voting _____ |
| Councilor Cogle | voting _____ |
| Councilor Crabb | voting _____ |
| Councilor Davis | voting _____ |
| Councilor Garrett | voting _____ |
| Councilor House | voting _____ |
| Councilor Huff | voting _____ |
| Councilor Tucker | voting _____ |
| Councilor Thomas | voting _____ |

Sandra T Davis
Clerk of Council

B. H. "Skip" Henderson, III
Mayor

File Attachments for Item:

3. 1st Reading- REZN-11-23-0218: An ordinance amending the text of the Unified Development Ordinance (UDO) for Columbus, Georgia to add a new Section 4.2.25 pertaining to key lockboxes and to add a new Article X to Chapter 4 pertaining to Electric Vehicle Infrastructure. (Planning Department and PAC recommend approval.) (Mayor Pro-Tem) **(To Be Delayed)**



Planning Department

November 29, 2023

Honorable Mayor and Councilors
City Manager
City Attorney
Clerk of Council

This application comes at the request of the Columbus Consolidated Government.

Various requests to the UDO from staff.

Subject: (REZN-11-23-0218) Request to amend the text of the Unified Development Ordinance (UDO) for Key Lock Boxes and Electric Vehicle Infrastructure.

UNIFIED DEVELOPMENT ORDINANCE REVISIONS (Explanation of Revisions)

1. Explanation of Revisions: Amend Section 4.2.25

Section 4.2.25. KEY LOCK BOXES.

- A. *Required; exemptions.* Residential structures which are not gated and do not require fire alarm or sprinkler systems.

The following structures shall be equipped with a key lock box within ten feet of the main entrance, or other such location required by the Fire Chief. The lock box shall be affixed in a location of not less than four feet and not more than six feet above final grade:

1. Any new commercial structure
 - (a) Any existing or new educational facility
 - (b) Any building or facility containing a quantity of hazardous materials which would require compliance with title III of SARA (superfund amendment reauthorization act).
 - (c) Any structure requiring a new or change of occupancy.
2. This section shall not apply to one- and two-family dwellings unless requested by the owner, in which case, the provisions of this section shall apply.

- B. *Time for installation.* All newly constructed structures subject to this section shall have the key lock box installed and operational prior to occupancy. All existing structures described in section (A) on the effective date hereof shall have twelve months to have a key lock box installed and operational.

- C. *Fire Department approved padlock and gated locations.* Any structure meeting the requirements of divisions (A) and (B) surrounded by a locked fence in an area barring access to the structure shall be required to utilize a padlock in conjunction with a key lock box which is utilized by the property/business owner, which is keyed to match the approved

multiple locked entrances through the fence, only one shall be required to utilize the Fire Department approved lock. Any new gated apartment complex location or one which changes ownership shall install an approved lock box device allowing emergency access.

D. *Type of lock box.* The Fire Chief shall designate the type of key lock box system to be implemented within the jurisdiction and shall have the authority to require all structures to use the designated system.

E. *Keys required in box.*

1. The owner or operator of a structure required to have a key lock box shall keep a key in the lock box for the following:

- (a) The main entrance door;
- (b) Alarm room (if one exists);
- (c) Mechanical and/or sprinkler control rooms;
- (d) Fire alarm control panel;
- (e) Electrical room;
- (f) Special keys to reset pull station;
- (g) Elevator keys (if an elevator exists); and
- (h) Any other room as specified by the Fire Chief.

2. These keys shall be labeled for easy identification in the field.

F. *Rules and Regulations.* The Fire Chief shall be authorized to implement rules and regulations for the use of the lock box system.

G. *Penalty.* Any person, firm, corporation, or agent, in violation of any requirements set forth in this article or otherwise comply with the requirements of this article shall be guilty of an offense, punishable as set forth in section 1-8 of the Columbus Code. Each such person shall be considered guilty of a separate offense for each and every day, or portion thereof, during which any violation of any provision of this code is committed or continued, and upon conviction of any such violation, such person shall be punished as set forth in section 1-8 of the Columbus Code. Any person violating any provision of this article shall be fined a minimum of \$500.00 for the first offense and shall be fined a minimum of \$1,000.00 for a second and each subsequent offense at the same property location.

2. Explanation of Revisions: Amend Section 4.10.1

ARTICLE 10. ELECTRIC VEHICLE INFRASTRUCTURE

Section 4.10.1. Intent; purpose.

An ordinance of Columbus Consolidated Government, providing definitions relating to electric vehicle infrastructure and standards to guide the development of electric vehicle infrastructure in order to protect the public health, safety, and welfare and avoid significant impacts on resources and adjacent uses.

By enacting this ordinance, it is the intent of Columbus Consolidated Government to:

1. Respond to and/or prepare for the increased need for electric vehicle infrastructure resulting from increased ownership and usage of electric vehicles;
2. Encourage the establishment of convenient, cost-effective electric vehicle infrastructure that such use necessitates.
3. Encourage the location of electric vehicle infrastructure, to the extent possible, in areas where any potential adverse impacts on the community will be minimized;

Section 4.10.2. Definitions; general provisions.

Accessible electric vehicle charging station: An electric vehicle charging station where the battery charging station is located within accessible reach of a barrier-free access aisle and the electric vehicle to enable access by disabled persons.

Battery charging station: An electrical component assembly or cluster of component assemblies designed specifically to charge batteries within electric vehicles.

Battery electric vehicle: Any vehicle that is licensed and registered for operation on public and private highways, roads, and streets; either partially or exclusively, on electrical energy from the grid, or an off-board source, that is stored on-board via a battery for motive purpose. Any vehicle that operates exclusively on electrical energy from an offboard source that is stored in the vehicle's batteries and produces zero tailpipe emissions or pollution when stationary or operating.

Charging levels: The standardized indicators of electrical force, or voltage, at which an electric vehicle's battery is recharged. The terms 1, 2, and 3 are the most common charging levels, and include the following specifications:

1. Level-1 is considered slow charging. Voltage including the range from 0 through 120.
2. Level-2 is considered medium charging. Voltage is greater than 120 and includes 240.
3. Level-3 is considered fast or rapid charging. Voltage is greater than 240.

Electric vehicle: Any vehicle that is licensed and registered for operation on public and private highways, roads, and streets; either partially or exclusively, on electrical energy from the grid, or an off-board source, that is stored on-board via a battery for motive purpose. "Electric vehicle" includes: (1) a battery electric vehicle; and (2) a plug-in hybrid electric vehicle.

Electric vehicle charging station: A public or private parking space that is served by battery charging station equipment that has as its primary purpose the transfer of electric energy (by conductive or inductive means) to a battery or other energy storage device in an electric vehicle. An electric vehicle charging station equipped with Level-1 or Level-2 charging equipment is permitted outright as an accessory use to any principal use.

Electric vehicle charging station – private restricted use: An electric vehicle charging station that is (1) privately owned and restricted access (i.e., single-family home, executive parking, designated employee parking) or (2) publicly owned and restricted (i.e., fleet parking with no access to the general public).

Electric vehicle charging station – public use: An electric vehicle charging station that is (1) publicly owned and publicly available (i.e., commuter parking, public library parking lot, on-street parking) or (2) privately owned and available to visitors of the use (i.e., shopping center parking).

Electric vehicle infrastructure: Conduit/wiring, structures, machinery, and equipment necessary and integral to support an electric vehicle, including battery charging stations and rapid charging stations.

Electric vehicle parking space: Any marked parking space that identifies the use to be exclusively for the parking of an electric vehicle.

Non-electric vehicle: Any motor vehicle that is licensed and registered for operation on public and private highways, roads, and streets that does not meet the definition of electric vehicle.

Plug-in hybrid electric vehicle: Any vehicle that is licensed and registered for operation on public and private highways, roads, and streets; either partially or exclusively, on electrical energy from the grid, or an off-board source, that is stored on-board via a battery for motive purpose. An electric vehicle that (1) contains an internal combustion engine and also allows power to be delivered to drive wheels by an electric motor; (2) charges its battery primarily by connecting to the grid or other off-board electrical source; (3) may additionally be able to sustain battery charge using an on-board internal-combustion-driven generator; and (4) has the ability to travel powered by electricity.

Section 4.10.3. Applicability .

- A. This ordinance shall apply to all electric vehicle infrastructure installed, constructed, or modified after the effective date of this Ordinance.
- B. Electric vehicle infrastructure in place prior to the effective date of this ordinance shall not be required to meet the requirements of this ordinance unless substantial modification to the infrastructure is proposed.
- C. All electric vehicle infrastructure shall be designed, built, and installed in accordance with applicable local, state, and federal codes, regulations, and standards.

Section 4.10.4. Requirements for Electric Vehicle Infrastructure.

- A. Permitted Location.
 - 1. Level-1 and Level-2 electric vehicle charging stations are permitted in every zoning

district

when accessory to the primary permitted use. Such stations located at one-family, multiple-family, and mobile home park dwellings shall be designated as private restricted use only. Installation shall be subject to permit approval administered by the Inspections and Codes Division.

2. Level-3 electric vehicle charging stations are permitted in all districts when accessory to the primary permitted use. Installation shall be subject to permit approval administered by the Inspections and Codes Division.

3. If the primary use of the parcel is the retail electric charging of vehicles, then the use shall be considered a gasoline service station for zoning purposes. Installation shall be subject to Inspections and Codes Division approval and located in zoning districts which permit gasoline service stations.

B. Application and Approval.

1. Charging stations located at one-family, multiple-family, and mobile home park dwellings as accessory uses shall comply with the requirements of this ordinance and any applicable permitting requirements.
2. Charging stations located at commercial sites and as accessory uses shall comply with site review and permitting requirements. Charging stations shall not be located in subterranean spaces such as underground or below grade parking structures.
3. Charging stations located at commercial sites and as primary uses shall be subject to approval by the Inspections and Codes Division, and located in zoning districts which permit gasoline service stations. Site review and permitting requirements shall also apply.

C. General Requirements for Residential and Non-Residential Development.

1. Electric vehicle charging stations within single family residences are exempt from the below general requirements. This does not exempt electrical or other permit obligations.
2. **Parking**
 - a. An electric vehicle charging station space may be included in the calculation for minimum required parking spaces required.
 - b. Public electric vehicle charging stations are reserved for parking and charging electric vehicles only. Electric vehicles may be parked in any space designated for public parking, subject to the restrictions that would apply to any other vehicle that would park in that space.
3. **Accessible Spaces:** It is strongly encouraged, but not required, that a minimum of one (1) accessible electric vehicle charging station be provided. Accessible electric vehicle charging stations shall not be located in close proximity to the building or facility entrance and connected to a barrier-free accessible route of travel. It is not necessary to designate the accessible electric vehicle charging station exclusively for the use of disabled persons.
4. **Lighting:** Site lighting shall be provided where an electric vehicle charging station is installed unless charging is for daytime purposes only.

5. Equipment Standards and Protection

- a. Battery charging station outlets and connector devices shall be no less than 36 inches and no higher than 48 inches from the surface where mounted. Equipment mounted on pedestals, lighting posts, bollards, or other devices shall be designed and located as to not impede pedestrian travel or create trip hazards on sidewalks.
- b. Adequate battery charging station protection, such as concrete-filled steel bollards, shall be used. Curbing may be used in lieu of bollards, if the battery charging station is setback a minimum of 24 inches from the face of the curb.

- 6. Usage Fees:** The property owner or operator is not restricted from collecting a service fee for the use of an electric vehicle charging station made available to visitors of the property.

7. Signage

- a. Information shall be posted identifying voltage and amperage levels and any time of use, fees, or safety information related to the electric vehicle charging station.
- b. Each electric vehicle charging station space shall be posted with signage indicating the space is only for electric vehicle charging purposes. For purposes of this subsection, "charging" means that an electric vehicle is parked at an electric vehicle charging station and is connected to the battery charging station equipment.

- 8. Maintenance:** Electric vehicle charging stations shall be maintained in all respects, including the functioning of the equipment. A phone number or other contact information shall be provided on the equipment for reporting when it is not functioning, or other problems are encountered.

- 9. Emergency Disconnect:** For Electric Vehicle Charging Stations rated at more than 60 amps or more than 150 volts to ground, an approved remote means of disconnect must be installed in a readily accessible location and within sight of the electric charging connector. For Electric Vehicle Charging Stations designated for public use, a remote means of disconnect, approved by the fire code official, must be installed.

- 10. Decommissioning:** Unless otherwise directed by the Columbus Consolidated Government, within ninety (90) days of cessation of use of the electric vehicle charging station, the property owner or operator shall restore the site to its original condition. Should the property owner or operator fail to complete said removal within ninety (90) days, the Columbus Consolidated Government shall conduct the removal and disposal of improvements at the property owner or operator's sole cost and expense.

Section 4.10.5. Appeals.

If the owner of an electric vehicle charging station is found to be in violation of the provisions of this Ordinance, appeals should be made in accordance with the established procedures of the Columbus Consolidated Government code.

Section 4.10.6. Effectiveness, Interpretation, Separability.

- A. This ordinance shall become effective immediately upon its adoption.
- B. All other portions, parts and provisions of the Zoning Ordinance of Columbus Consolidated Government, as heretofore enacted and amended, shall remain in force and effect.

- C. All Ordinances, or parts of Ordinances, in conflict herewith are repealed.
- D. If any part of this ordinance conflicts with any other applicable federal, state, or local regulation, the more restrictive regulation shall control.
- E. If any section, clause, portion or provision of this ordinance is found unconstitutional, such invalidity shall not affect any other portion of this ordinance.

ADDITIONAL INFORMATION:

N/A

Recommendations:

The Planning Advisory Commission (PAC) considered this text amendment at their meeting on November 15, 2023. PAC recommended **approval** by a vote of 5-0.

The Planning Department recommends **approval**.

Sincerely,

Will Johnson
Planning Director

AN ORDINANCE

NO. _____

An ordinance amending the text of the Unified Development Ordinance (UDO) for Columbus, Georgia to add a new Section 4.2.25 pertaining to key lockboxes and to add a new Article X to Chapter 4 pertaining to Electric Vehicle Infrastructure.

THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY ORDAINS:

SECTION 1.

Chapter 4 of the Unified Development Ordinance (UDO) is hereby amended by adding a new Section 4.2.25 to read as follows:

“Section 4.2.25. KEY LOCK BOXES.

A. *Required; exemptions.* Residential structures which are not gated and do not require fire alarm or sprinkler systems.

1. The following structures shall be equipped with a key lock box within ten feet of the main entrance, or other such location required by the Fire Chief. The lock box shall be affixed in a location of not less than four feet and not more than six feet above final grade:

- (a) Any new commercial structure
- (b) Any existing or new educational facility
- (c) Any building or facility containing a quantity of hazardous materials which would require compliance with title III of SARA (superfund amendment reauthorization act).
- (d) Any structure requiring a new or change of occupancy.

2. This section shall not apply to one- and two-family dwellings unless requested by the owner, in which case, the provisions of this section shall apply.

B. *Time for installation.* All newly constructed structures subject to this section shall have the key lock box installed and operational prior to occupancy. All existing structures described in section (A) on the effective date hereof shall have twelve months to have a key lock box installed and operational.

C. *Fire Department approved padlock and gated locations.* Any structure meeting the requirements of divisions (A) and (B) surrounded by a locked fence in an area barring access to the structure shall be required to utilize a padlock in conjunction with the lock which is utilized by the property/business owner, which is keyed to match the approved key lock box as defined by this section. If there are multiple locked entrances through the fence, only one shall be required to utilize the Fire Department approved lock. Any new gated apartment complex location or one which changes ownership shall install an approved lock box device allowing emergency access.

D. Type of lock box. The Fire Chief shall designate the type of key lock box system to be implemented within the jurisdiction and shall have the authority to require all structures to use the designated system.

E. Keys required in box.

1. The owner or operator of a structure required to have a key lock box shall keep a key in the lock box for the following:

- (a) The main entrance door;
- (b) Alarm room (if one exists);
- (c) Mechanical and/or sprinkler control rooms;
- (d) Fire alarm control panel;
- (e) Electrical room;
- (f) Special keys to reset pull station;
- (g) Elevator keys (if an elevator exists); and
- (h) Any other room as specified by the Fire Chief.

2. These keys shall be labeled for easy identification in the field.

F. Rules and Regulations. The Fire Chief shall be authorized to implement rules and regulations for the use of the lock box system.

G. Penalty. Any person, firm, corporation, or agent, in violation of any requirements set forth in this article or otherwise comply with the requirements of this article shall be guilty of an offense, punishable as set forth in section 1-8 of the Columbus Code. Each such person shall be considered guilty of a separate offense for each and every day, or portion thereof, during which any violation of any of the provisions of this code is committed or continued, and upon conviction of any such violation, such person shall be punished as set forth in section 1-8 of the Columbus Code. Any person violating any provision of this article shall be fined a minimum of \$500.00 for the first offense and shall be fined a minimum of \$1,000.00 for a second and each subsequent offense at the same property location.

SECTION 2.

Chapter 4 of the UDO is further amended by adding a new Article 10 to read as follows:

“ARTICLE 10. ELECTRIC VEHICLE INFRASTRUCTURE

Section 4.10.1. Intent; purpose.

An ordinance of Columbus Consolidated Government, providing definitions relating to electric vehicle infrastructure and standards to guide the development of electric vehicle infrastructure in order to protect the public health, safety, and welfare and avoid significant impacts on resources and adjacent uses.

By enacting this ordinance, it is the intent of Columbus Consolidated Government to:

1. Respond to and/or prepare for the increased need for electric vehicle infrastructure resulting from increased ownership and usage of electric vehicles;
2. Encourage the establishment of convenient, cost-effective electric vehicle infrastructure that such use necessitates.
3. Encourage the location of electric vehicle infrastructure, to the extent possible, in areas where any potential adverse impacts on the community will be minimized;

Section 4.10.2. Definitions; general provisions.

Accessible electric vehicle charging station: An electric vehicle charging station where the battery charging station is located within accessible reach of a barrier-free access aisle and the electric vehicle to enable access by disabled persons.

Battery charging station: An electrical component assembly or cluster of component assemblies designed specifically to charge batteries within electric vehicles.

Battery electric vehicle: Any vehicle that is licensed and registered for operation on public and private highways, roads, and streets; either partially or exclusively, on electrical energy from the grid, or an off-board source, that is stored on-board via a battery for motive purpose. Any vehicle that operates exclusively on electrical energy from an offboard source that is stored in the vehicle's batteries and produces zero tailpipe emissions or pollution when stationary or operating.

Charging levels: The standardized indicators of electrical force, or voltage, at which an electric vehicle's battery is recharged. The terms 1, 2, and 3 are the most common charging levels, and include the following specifications:

1. Level-1 is considered slow charging. Voltage including the range from 0 through 120.
2. Level-2 is considered medium charging. Voltage is greater than 120 and includes 240.
3. Level-3 is considered fast or rapid charging. Voltage is greater than 240.

Electric vehicle: Any vehicle that is licensed and registered for operation on public and private highways, roads, and streets; either partially or exclusively, on electrical energy from the grid, or an off-board source, that is stored on-board via a battery for motive purpose. "Electric vehicle" includes: (1) a battery electric vehicle; and (2) a plug-in hybrid electric vehicle.

Electric vehicle charging station: A public or private parking space that is served by battery charging station equipment that has as its primary purpose the transfer of electric energy (by conductive or inductive means) to a battery or other energy storage device in an electric vehicle. An electric vehicle charging station equipped with Level-1 or Level-2 charging equipment is permitted outright as an accessory use to any principal use.

Electric vehicle charging station – private restricted use: An electric vehicle charging station that is (1) privately owned and restricted access (i.e., single-family home, executive parking, designated employee parking) or (2) publicly owned and restricted (i.e., fleet parking with no access to the general public).

Electric vehicle charging station – public use: An electric vehicle charging station that is (1) publicly owned and publicly available (i.e., commuter parking, public library parking lot, on-street parking) or (2) privately owned and available to visitors of the use (i.e., shopping center parking).

Electric vehicle infrastructure: Conduit/wiring, structures, machinery, and equipment necessary and integral to support an electric vehicle, including battery charging stations and rapid charging stations.

Electric vehicle parking space: Any marked parking space that identifies the use to be exclusively for the parking of an electric vehicle.

Non-electric vehicle: Any motor vehicle that is licensed and registered for operation on public and private highways, roads, and streets that does not meet the definition of electric vehicle.

Plug-in hybrid electric vehicle: Any vehicle that is licensed and registered for operation on public and private highways, roads, and streets; either partially or exclusively, on electrical energy from the grid, or an off-board source, that is stored on-board via a battery for motive purpose. An electric vehicle that (1) contains an internal combustion engine and also allows power to be delivered to drive wheels by an electric motor; (2) charges its battery primarily by connecting to the grid or other off-board electrical source; (3) may additionally be able to sustain battery charge using an on-board internal-combustion-driven generator; and (4) has the ability to travel powered by electricity.

Section 4.10.3. Applicability .

A. This ordinance shall apply to all electric vehicle infrastructure installed, constructed, or modified after the effective date of this Ordinance.

B. Electric vehicle infrastructure in place prior to the effective date of this ordinance shall not be required to meet the requirements of this ordinance unless substantial modification to the infrastructure is proposed.

C. All electric vehicle infrastructure shall be designed, built, and installed in accordance with applicable local, state, and federal codes, regulations, and standards.

Section 4.10.4. Requirements for Electric Vehicle Infrastructure.

A. Permitted Location.

1. Level-1 and Level-2 electric vehicle charging stations are permitted

in every zoning district when accessory to the primary permitted use. Such stations located at one-family, multiple-family, and mobile home park dwellings shall be designated as private restricted use only. Installation shall be subject to permit approval administered by the Inspections and Codes Division.

2. Level-3 electric vehicle charging stations are permitted in all districts when accessory to the primary permitted use. Installation shall be subject to permit approval administered by the Inspections and Codes Division.

3. If the primary use of the parcel is the retail electric charging of vehicles, then the use shall be considered a gasoline service station for zoning purposes. Installation shall be subject to Inspections and Codes Division approval and located in zoning districts which permit gasoline service stations.

B. Application and Approval.

1. Charging stations located at one-family, multiple-family, and mobile home park dwellings as accessory uses shall comply with the requirements of this ordinance and any applicable permitting requirements.

2. Charging stations located at commercial sites and as accessory uses shall comply with site review and permitting requirements. Charging stations shall not be located in subterranean spaces such as underground or below grade parking structures.

3. Charging stations located at commercial sites and as primary uses shall be subject to approval by the Inspections and Codes Division, and located in zoning districts which permit gasoline service stations. Site review and permitting requirements shall also apply.

C. General Requirements for Residential and Non-Residential Development.

1. Electric vehicle charging stations within single family residences are exempt from the below general requirements. This does not exempt electrical or other permit obligations.

2. Parking

a. An electric vehicle charging station space may be included in the calculation for minimum required parking spaces required.

b. Public electric vehicle charging stations are reserved for parking and charging electric vehicles only. Electric vehicles may be parked in any space designated for public parking, subject to the restrictions that would apply to any other vehicle that would park in

that space.

3. Accessible Spaces: It is strongly encouraged, but not required, that a minimum of one

(1) accessible electric vehicle charging station be provided. Accessible electric vehicle charging stations shall not be located in close proximity to the building or facility entrance and connected to a barrier-free accessible route of travel. It is not necessary to designate the accessible electric vehicle charging station exclusively for the use of disabled persons.

4. Lighting: Site lighting shall be provided where an electric vehicle charging station is installed unless charging is for daytime purposes only.

5. Equipment Standards and Protection

a. Battery charging station outlets and connector devices shall be no less than 36 inches and no higher than 48 inches from the surface where mounted. Equipment mounted on pedestals, lighting posts, bollards, or other devices shall be designed and located as to not impede pedestrian travel or create trip hazards on sidewalks.

b. Adequate battery charging station protection, such as concrete-filled steel bollards, shall be used. Curbing may be used in lieu of bollards, if the battery charging station is setback a minimum of 24 inches from the face of the curb.

6. Usage Fees: The property owner or operator is not restricted from collecting a service fee for the use of an electric vehicle charging station made available to visitors of the property.

7. Signage

a. Information shall be posted identifying voltage and amperage levels and any time of use, fees, or safety information related to the electric vehicle charging station.

b. Each electric vehicle charging station space shall be posted with signage indicating the space is only for electric vehicle charging purposes. For purposes of this subsection, "charging" means that an electric vehicle is parked at an electric vehicle charging station and is connected to the battery charging station equipment.

8. Maintenance: Electric vehicle charging stations shall be maintained in all respects, including the functioning of the equipment. A phone number or other contact information shall be provided on the equipment for reporting when it is not functioning, or other problems are encountered.

9. Emergency Disconnect: For Electric Vehicle Charging Stations rated at more than 60 amps or more than 150 volts to ground, an approved

remote means of disconnect must be installed in a readily accessible location and within sight of the electric charging connector. For Electric Vehicle Charging Stations designated for public use, a remote means of disconnect, approved by the fire code official, must be installed.

10. Decommissioning: Unless otherwise directed by the Columbus Consolidated Government, within ninety (90) days of cessation of use of the electric vehicle charging station, the property owner or operator shall restore the site to its original condition. Should the property owner or operator fail to complete said removal within ninety (90) days, the Columbus Consolidated Government shall conduct the removal and disposal of improvements at the property owner or operator's sole cost and expense.

Section 4.10.5. Appeals.

If the owner of an electric vehicle charging station is found to be in violation of the provisions of this Ordinance, appeals should be made in accordance with the established procedures of the Columbus Consolidated Government code.

Section 4.10.6. Effectiveness, Interpretation, Separability.

- A. This Article shall become effective immediately upon its adoption.
- B. All other portions, parts and provisions of the Unified Zoning Ordinance of Columbus Consolidated Government, as heretofore enacted and amended, shall remain in force and effect.
- C. All Ordinances, or parts of Ordinances, in conflict herewith are repealed.
- D. If any part of this ordinance conflicts with any other applicable federal, state, or local regulation, the more restrictive regulation shall control.
- E. If any section, clause, portion or provision of this ordinance is found unconstitutional, such invalidity shall not affect any other portion of this ordinance."

SECTION 3.

All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

Introduced at a regular meeting of the Council of Columbus, Georgia held on the 5th day of December, 2023; introduced a second time at a regular meeting of said Council held on the _____ day of _____, 2023 and adopted at said meeting by the affirmative vote of _____ members of said Council.

| | |
|-------------------|--------------|
| Councilor Allen | voting _____ |
| Councilor Barnes | voting _____ |
| Councilor Begly | voting _____ |
| Councilor Cogle | voting _____ |
| Councilor Crabb | voting _____ |
| Councilor Davis | voting _____ |
| Councilor Garrett | voting _____ |
| Councilor Huff | voting _____ |
| Councilor Thomas | voting _____ |
| Councilor Tucker | voting _____ |

Sandra T Davis
Clerk of Council

B. H. "Skip" Henderson, III
Mayor

File Attachments for Item:

4. 1st Reading- An Ordinance amending Chapter 11, Article II of the Columbus Code to revise the criteria for promotional eligibility and promotional procedures for the Columbus Fire and EMS Department; and for other purposes. (Mayor Pro-Tem)

AN ORDINANCE

NO.

An Ordinance amending Chapter 11, Article II of the Columbus Code to revise the criteria for promotional eligibility and promotional procedures for the Columbus Department of Fire and Medical Emergency Services; and for other purposes.

THE COUNCIL OF COLUMBUS, GEORGIA HEREBY ORDAINS:

SECTION 1.

Division 1 of Article II of Chapter 11 of the Columbus Code is hereby amended by striking paragraph (d) of Section 11-8 and replacing it with a new Section 11-8(d) to read as follows:

“(d) *Penalty for violation.* Any person, business entity or its agent who shall violate a provision of this chapter shall be guilty of an offense, punishable as set forth in section 1-8 of the Columbus Code of Ordinances. Each day's violation of a provision of this section shall constitute a separate offense.”

SECTION 2.

Division 1 of Article II of Chapter 11 of the Columbus Code is hereby amended by striking Section 11-10 and replacing it with a new Section 11-10 to read as follows:

“ Sec. 11-10. Membership.

Membership shall be composed of members of fire companies, emergency medical companies, training/special ops, resource management (logistics/support, administrative services, budget/procurement), and community risk reduction (fire prevention and investigation).”

SECTION 3.

Division 2 of Article II of Chapter 11 of the Columbus Code is hereby amended by striking current Division 2 of Article II and replacing it with a new Division 2 to read as follows:

“DIVISION 2. PROMOTIONAL PROCEDURES

Sec. 11-17.1. Administrative responsibility.

The chief of the department of fire and emergency medical services of the consolidated government of Columbus, Georgia, shall have administrative responsibility for all matters relating to the promotional procedures of the department, except as otherwise may be provided for herein.

Sec. 11-17.2. Use of external sources.

In order to provide for an impartial implementation of this article, the city manager, upon approval of the Columbus Council, shall contract with, or otherwise arrange with, an examination administrator outside the consolidated government of Columbus, Georgia to prepare and administer all written examinations and assessment centers. No member of the consolidated government of Columbus, Georgia shall serve as an evaluator in any assessment center conducted specifically to implement the provisions of this article.

Sec. 11-17.3. Definitions.

The following definitions shall be used to administer and interpret this division:

- (a) *Applicant*: Employees who assert they are eligible for promotion to the rank of fire sergeant, fire lieutenant, fire captain, fire battalion chief in the department of fire and emergency medical services of the consolidated government of Columbus, Georgia.
- (b) *Appointed/Provisional Rank*: Employee appointed to a specific rank by the chief in compliance with this division. Chief level appointed ranks include two division chiefs, five deputy chiefs and one assistant chief. Other appointed/provisional ranks include: assistant training officer (captain), Community Risk Reduction (captain), training instructors (lieutenant), Community Risk Reduction inspectors (lieutenant), Community Risk Reduction investigators (sergeant), Resource Management (sergeant), Resource Management (lieutenant), rescue coordinator (captain), Resource Management (captain) and administrative captain.
- (c) *Candidate*: Any participant whose name appears on the promotional roster established for the rank for which the employee is competing.
- (d) *Chief*: The chief of the department of fire and emergency medical services.
- (e) *Credentialed Chief Fire Officer*: A Fire-EMS employee who is credentialed by the Center for Public Safety Excellence (CPSE) as a Chief Fire Officer (CFO)
- (f) *Department*: The department of fire and emergency medical services.
- (g) *Eligible*: Any applicant certified in writing by the chief to participate in the applicable promotional procedure.
- (h) *Eligibility date*: The date from which an employee's time in service or time in rank requirement is calculated. December 31st at midnight of the test year shall be the eligibility date set at subsequent 24-month intervals. The examination date for each position shall be determined by the examination administrator. The written test may occur prior to the eligibility date.
- (j) *Examination administrator*: An agent outside of the consolidated government of Columbus, Georgia contracted to prepare and administer written examinations and assessment centers.
- (j) *Fire apparatus*: Any engine truck, ladder truck or squad truck.
- (k) *Fire officer*: The ranks of fire lieutenant, fire captain, and fire battalion chief.
- (l) *Participant*: Any employee who, upon being certified as eligible by the chief, actually engages in any or all of the promotional procedures for the rank for which the employee has been certified as eligible.
- (m) *Permanent rank*: Employee who was promoted from the promotional eligibility roster and has successfully completed the probationary period of 18 months.
- (n) *Proficiency for fire apparatus operations (PFAO)*: Performance-based examination administered by the Department of Fire and Emergency Medical Services Training Division. Once a candidate

successfully completes the Proficiency for Fire Apparatus Operations test, the candidate will not be required to retake the Proficiency for Fire Apparatus Operations test, provided the candidate maintains the appropriate annual apparatus proficiency certification. The PFAO may be administered at any time prior to the announcement of the promotional cycle.

Sec. 11-17.4. General provisions.

- (a) It shall be the policy of the department to select only from among the best qualified employees for appointments and promotions to positions of greater responsibility. Concurrently, it shall be the policy of the department to administer promotional procedures which yield valid and reliable information on which to base promotional decisions and to insure rigorous and fair competition among all employees eligible for promotion.
- (b) Separate eligibility requirements, promotional procedures, promotional rosters, and other provisions relating to the ranks of fire sergeant, fire lieutenant, fire captain and fire battalion chief are specified herein. Policy shall be promulgated by affected departments of the consolidated government of Columbus, Georgia to implement the provisions and intent of this or related enactments.
- (c) Each promotional rank contained herein shall have a separate promotional roster. Promotional rosters shall expire on December 31st at midnight with subsequent establishment and expiration dates at 24-month intervals thereafter. As such, each promotional roster established on January 1st shall have a duration life of 24 months from the date on which it is established.
- (d) The chief shall fill each promotional vacancy within 30 calendar days from a valid promotional roster; provided, however, that if a vacancy occurs within the last 30 calendar days of the life of a promotional roster, such vacancy or vacancies shall be filled before the promotional roster can lapse. If a vacancy occurs after the expiration of a roster and before the establishment of a new roster, that vacancy shall be filled within 15 working days after the new roster is established.
- (e) Written examinations and examination scoring keys will not be released, except as may be otherwise legally required. Participants desiring to appeal particular items on the written test must do so at the time of the testing session using the procedures specified by the examination administrator. Upon completion of all phases of the promotional process, each participant will be provided with his/her test score and a rank so as to allow the participant to determine where he/she fell in that ranking. A participant desiring to challenge his/her score must make a written protest within five days of receiving his/her examination score. The vendor shall respond in writing within 15 days of the receipt of a written protest as to its disposition. Only those participants who pass the written examination will be allowed to proceed to the next promotional process. The passing score (or method for determining the passing score) for the written examination shall be specified on the posting announcing the promotional procedure.
- (f) With respect to the performance-based assessment results, candidates who personally participated will receive their own scores and may make protests and receive responses as provided for in section 11-17.4(e) above.
- (g) All promotions shall be probationary and no employee shall be permanently assigned to a rank until an 18-month probation period is satisfactorily completed. Such probationary period may be extended six months in accordance with the personnel rules and regulations of the consolidated government of Columbus, Georgia. During either the original term or an extension of a probationary period, the chief may return a candidate to his/her previous rank .
- (h) Any candidate who declines a promotion shall do so in writing. Said written declination shall be submitted to the chief and director of human resources within seven days of the promotion offer. Any candidate declining a promotion offer shall be eliminated from further consideration for the duration of the promotional roster on which the candidate's name appears.

- (i) Eligible candidates shall be responsible for providing documentation verifying their claims for educational certification. Promotion Packets shall be provided for eligibility certification by the deadline outlined in the promotional procedure announcement.
- (j) Other appeals: The right of an employee to challenge any aspect of the administration of the promotional procedure which has a direct impact upon his/her promotability is fundamental to any equitable system. Appeals not specifically provided for elsewhere in this division may be made and shall be disposed of in the manner described in section 11-17.4(e); provided, however, the selection of an individual(s) for promotion shall not be subject to such appeal process.
- (k) Availability of source material: No announcement of the beginning of a fire sergeant's, fire lieutenant's, or fire captain's promotional procedure can be made until sufficient source materials from which written examination questions are to be drawn are available for eligible candidates. The department shall confirm that source material may be purchased from the publisher or another source and that internal documents are available within the department.

Sec. 11-17.5. Eligibility for promotions.

- (a) *Computation of service:* For purposes of computation of service, all employees must meet the required time in rank or time in service (however stipulated below) as of the eligibility date established in 11-17.3(g). Further, time in rank or time in service requirements refer to continuous full-time service in the Columbus, Georgia Department of Fire and Emergency Medical Services.
- (b) *For promotion to fire sergeant:* To be eligible to participate in the promotional procedure for fire sergeant, the employee must:
 - (1) For employees hired before January 1, 2024, hold a paramedic certification and/or an associate's degree (or equivalent two-year degree) and have a total of three continuous years of service with Columbus Fire and EMS or, alternatively, have a total of five continuous years of service with Columbus Fire and EMS;
 - (2) For employees hired on or after January 1, 2024, have five continuous years of service with Columbus Fire and EMS;
 - (3) Hold a Firefighter/EMT-I, Firefighter/AEMT or Firemedic certification;
 - (4) Successfully complete the Proficiency in Fire Apparatus Operations Test administered by the department's division of fire training;
 - (5) Complete the certifications as defined for fire sergeant in the most current version of the Columbus Fire and Emergency Medical Services Mentorship and Succession Planning Guide before the eligibility date; and
 - (6) The requirements described in (b)(3) shall not apply to those personnel that are within five years of their normal retirement date.
- (c) *For promotion to fire lieutenant:* To be eligible to participate, all candidates must:
 - (1) A total of two continuous years serving as a fire sergeant;
 - (2) At a minimum, be certified as an EMT;
 - (3) Complete and maintain the certifications as defined for fire lieutenant in the most current version of the Columbus Fire and Emergency Medical Services Mentorship and Succession Planning Guide before the eligibility date; and
 - (4) The requirements described in subsection (c)(2) shall not apply to those personnel that are within five years of their normal retirement date.

- (d) *For promotion to fire captain:* To be eligible to participate, all candidates must:
- (1) Have a total of two continuous years serving as a fire lieutenant;
 - (2) At a minimum, be certified as an EMT;
 - (3) Complete and maintain the certifications as defined for fire captain in the most current version of the Columbus Fire and Emergency Medical Services Mentorship and Succession Planning Guide before the eligibility date; and
 - (4) The requirements described in subsection (d)(2) shall not apply to those personnel that are within five years of their normal retirement date.
- (e) *For promotion to fire battalion chief:* To be eligible to participate, all candidates must:
- (1) Have a total of two continuous years serving as a fire captain;
 - (2) At a minimum, be certified as an EMT;
 - (3) Complete and maintain the certifications as defined for fire battalion chief in the most current version of the Columbus Fire and Emergency Medical Services Mentorship and Succession Planning Guide before the eligibility date; and
 - (4) The requirements described in subsection (e)(2) shall not apply to those personnel that are within five years of their normal retirement date.

Sec. 11-17.6. Promotional procedures for fire sergeant, fire lieutenant, fire captain and fire battalion chief.

- (a) The promotional procedures for fire sergeant, fire lieutenant and fire captain, shall consist of a two phase process. Phase I shall be a written test, as described in paragraph (d) below. Phase II shall be a performance-based assessment, as described in paragraph (e) below. The promotional procedures for fire battalion chief shall consist of a performance-based assessment, as described in paragraph (e) below.
- (b) *Reading list.* At least 90 calendar days prior to the date of the written examination, the chief shall announce in writing the material from which the questions on the written test are to be drawn including the sources.
- (c) *Certification of eligibility.* The position announcement shall be distributed in writing by the chief at least 45 days prior to the administration of the promotional procedures. The position announcement shall state the passing point or the method to determine the passing point for each test phase (Sec 11-17.6 d and e). Said passing point or method of passing point determination shall be set by the chief, human resources director and the public safety director in consultation with the examination administrator. At the end of the 14 calendar days following such announcement, the application period shall be deemed closed without exception and within another 14 calendar days, the chief shall certify in writing the list of those eligible to participate.
- (d) *Written test (Phase I).* A multiple-choice written examination, based on the results of a current job-task analysis, shall be administered. After candidates complete the written test, a copy will be made of the answer sheet, and given to the candidate to self-grade (unofficial score). Final written examination scores will not be released to participants until all appeals and any appropriate adjustments have been determined and all test phases of the promotional process have been completed. Any adjustments arising out of any analysis of the test shall be specified in a written report and shall be provided to the chief and the director of human resources. Only those participants who successfully complete and pass the written examination will be allowed to proceed to Phase II (performance-based assessment) of the promotional process.
- (e) *Performance-based assessment (Phase II).* A performance-based assessment, based on the results of a current job-task analysis, shall be administered. The performance-based assessment shall consist of multiple exercises such as oral presentation, role-playing, incident command, in-basket task, situational judgment, or other job-

related exercises. Performance examination scores will not be released to participants until all appeals and any appropriate adjustments have been determined. Any adjustments arising out of any analysis of the test shall be specified in a written report and shall be provided to the chief and the director of human resources. Only those participants who successfully complete and pass the performance-based examination will be considered for eligibility for promotion.

- (f) Final examination scores for those candidates successfully completing all phases of the promotional process shall be calculated. Final scores shall be calculated according to the component (i.e., phase one and phase two) weights specified by a test plan derived from a current job-task analysis. Said component weights shall be stated on the posting announcing the promotional procedure as specified by the examination administrator.
- (g) *Banding procedures—Rule of five.*
 - (1) The chief shall receive a list (band) with the top five candidates (plus ties) on the eligible roster.
 - (2) The chief may select from any of the candidates in the band to fill vacancies. The chief may, at his/her discretion, use a strict rank-order or other process to fill vacancies, provided that vacancies are filled from the band until exhausted. Regardless of the specific procedures used by the chief to select from the band, the rule of five shall be exercised when providing the chief with a list from which to fill vacancies.
 - (3) Upon promoting all five candidates (plus ties) in the band, the chief shall receive the next band with the next top five candidates (plus ties). The selection process will then be repeated.

Sec. 11-17.7. Promotional decisions.

The chief shall promote candidates as provided in section 11-17.6(g). The chief may consider the examination scores of each participant, as well as other job-related matters including, but not limited to seniority, education, performance evaluations, disciplinary actions, commendations and examination/performance-based assessment scores.

Sec. 11-17.8. Reserved.

Sec. 11-17.9. Effect of disciplinary action.

- (a) Candidates suspended without pay for five days (40 hours) shall be removed from the current promotional roster for the life of that roster.
- (b) Eligible employees suspended without pay for ten days (80 hours), 24 months prior to the December 31st (11-7.3I) eligibility date shall not be allowed to participate in the promotional process.
- (c) Candidates deemed ineligible (suspended without pay for five days (40 hours)) during the testing process shall be removed from the process and no scores shall be calculated or provided.

Sec. 11-17.10. Effect of promotion during the testing process.

A candidate who is participating in a promotional process and is promoted to the rank for which he/she is competing prior to the establishment of the new eligible roster, shall be deemed ineligible for purposes of score or rank calculation. Further, no scores shall be calculated or provided for said candidate. If said promotion occurs during the administration of the promotion process, said candidate will not be allowed to continue in the process.

Sec. 11-17.11. Record-keeping requirements.

All examination scores, files, records, administrative directives and promotional results shall be stored in a secured area by the department of fire and emergency medical services for a minimum of four years following the publication of the promotional roster for each separate promotional procedure.

Sec. 11-17.12. Review.

The department of fire and emergency medical services Executive Staff in coordination with an established committee that includes members from the Operations Division, shall review, evaluate and report to the fire and emergency medical services chief in writing as to the administration of the promotional procedures and recommend changes as may be warranted. The review shall be completed each time the contract for the Exam Administrator is set for renewal or bid.

Sec. 11-17.13. Position of assistant chief.

- (a) The position of assistant chief is an appointed rank. Said appointment is to be made by the chief.
- (b) To be eligible for the position of assistant chief, a candidate must have held the appointed or promoted rank of battalion chief, division chief or deputy chief for two years. A baccalaureate degree is required, and a master's degree is preferred for this position. The candidate must be a credentialed chief fire officer or obtain such credential within three years of appointment.

Sec. 11-17.14. Position of deputy chief.

- (a) The position of deputy chief is an appointed rank. Said appointment is to be made by the chief.
- (b) To be eligible for the position of deputy chief, a candidate must have been promoted to the rank of battalion chief or held the appointed rank of division chief for a minimum of two years or held the permanent rank of fire captain for a minimum of two years. An associate's degree is required, and a baccalaureate degree is preferred for this position. The candidate must be a credentialed chief fire officer or obtain such credential within three years of appointment.

Sec. 11-17.15. Position of division chief.

- (a) The position of division chief includes the ranks of fire marshal division chief, and EMS coordinator division chief. The position of division chief is an appointed rank. Said appointment shall be made by the chief.
- (c) To be eligible for the position of division chief, a candidate must be a permanent rank of fire captain. An associate's degree (or equivalent two-year degree) is required. The candidate must be a credentialed chief fire officer or obtain such credential within three years of appointment.

Sec. 11-17.16. Appointed/provisional ranks.

- (a) In addition to those positions specified in Code Sections 11-17-13, 11-17-14 and 11-17-15 above, other appointed/ provisional positions include assistant training officer (captain), assistant fire marshal (captain), training instructors, community risk reduction inspectors, community risk reduction investigators, resource management sergeant, resource management lieutenant, rescue coordinator (captain), resource management and administrative captain.
- (b) Any appointee to any appointed/ provisional position who fails to perform the duties of one of these ranks satisfactorily may at any time be reverted to their former permanent rank at the discretion of the chief.
- (c) Personnel who hold an appointed provisional rank, including resource management, community risk reduction, and training appointees, shall, upon their reassignment to the operations division, revert to the rank they held prior to receiving their appointed rank. Personnel holding positions of appointed rank who elect to participate in the promotional process and are promoted from a promotional roster shall hold that promoted rank upon their reassignment to the operations division. Personnel holding an appointed provisional rank shall only be eligible to compete for the next higher position held prior to their provisional appointment.

- (d) Appointed ranks may be filled at the chief's discretion with personnel from outside the Columbus Consolidated Government as deemed necessary. Personnel identified must meet the minimum qualifications as identified in the job announcement. Appointed rank personnel originating from outside the Columbus Consolidated Government cannot revert to a permanent rank position.

Sec. 11-17.17. Certification

- (a) All sworn personnel who have obtained State of Georgia firefighter certification will be required to maintain State of Georgia firefighter certification.
- (b) All sworn personnel who have obtained State of Georgia Emergency Medical—Technician, Intermediate, Advanced or Paramedic certification will be required to maintain State of Georgia Emergency Medical—Technician, Intermediate, Advanced or Paramedic certification.”

SECTION 3.

This ordinance shall become effective on January 1, 2024.

SECTION 4.

All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

Introduced at a regular meeting of the Council of Columbus, Georgia, held on the 5th day of December, 2023; introduced a second time at a regular meeting held on the 12th day of December, 2023 and adopted at said meeting by the affirmative vote of _____ members of said Council.

Councilor Allen voting ____.

Councilor Barnes voting ____.

Councilor Begly voting ____.

Councilor Cogle voting ____.

Councilor Crabb voting ____.

Councilor Davis voting ____.

Councilor Garrett voting ____.

Councilor Huff voting ____.

Councilor Thomas voting ____.

Councilor Tucker voting ____.

Sandra T. Davis, Clerk of Council

B.H. “Skip” Henderson, III Mayor

File Attachments for Item:

5. 1st Reading - An Ordinance revising Muscogee County Prison Policy, Number 420-100, Muscogee County Prison Promotion Policy. (Mayor Pro-Tem)

AN ORDINANCE

NO.

An Ordinance revising Muscogee County Prison Policy, Number 420-100, *Muscogee County Prison Promotion Policy*.

THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY ORDAINS:

SECTION 1.

Muscogee County Prison Policy, Number 420-100, *Muscogee County Prison Promotion Policy*, dated June 1, 2004, is hereby amended and restated effective January 1, 2024. The official copy of said policy is attached hereto and incorporated herein.

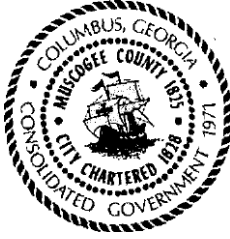
All Ordinances and parts of Ordinances in conflict herewith are hereby repealed.

Introduced at a regular meeting of the Council of Columbus, Georgia, held on the 5th day of December, 2023; introduced a second time at a regular meeting held on the 12th day of December, 2023 and adopted at said meeting by the affirmative vote of _____ members of said Council.

Councilor Allen voting ____.
 Councilor Barnes voting ____.
 Councilor Begly voting ____.
 Councilor Cogle voting ____.
 Councilor Crabb voting ____.
 Councilor Davis voting ____.
 Councilor Garrett voting ____.
 Councilor Huff voting ____.
 Councilor Thomas voting ____.
 Councilor Tucker voting ____.

Sandra T. Davis, Clerk of Council

B.H. "Skip" Henderson, III Mayor



POLICY AND PROCEDURE

POLICY NUMBER: 420-100

POLICY TITLE: MUSCOGEE COUNTY PRISON PROMOTION POLICY

EFFECTIVE DATE: May 20, 2004 REVISION DATE: January 1, 2023

APPROVED BY: _____
Public Safety Director

Confirmed by Council of The Columbus Consolidated Government, Ordinance No. ____
dated the ____ day of _____, 2023.

AUTHORITY:

Under the rules of the Muscogee County Prison and the Columbus Consolidated Government, the Warden shall have administrative responsibility for all matters relating to the promotion of all candidates according to their job performance, certification, eligibility requirements, satisfactory completion of a physical examination, to include drug and alcohol screening, passing of a written examination where appropriate and satisfactory appearance at any required internal or external evaluation session.

PURPOSE:

To ensure that the highest qualified candidates are promoted in a timely and efficient manner to open positions of greater responsibilities. To administer promotion procedures that yield valid and reliable information on which to base promotional procedures and just decisions among all qualified candidates.

SCOPE:

This policy will establish this department's rules and procedures governing the promotion and hiring of correctional officers to the rank of correctional sergeant, correctional lieutenant and deputy warden.

Specific matters not set forth in this policy will be addressed by further administrative policies promulgated by the Warden in writing. Such policies will be distributed to all MCP staff in advance of each promotional opportunity and will be kept on file permanently in the Warden's Office. This policy will be monitored by the Department of Human Resources for compliance purposes.

ELIGIBILITY FOR CORRECTIONAL SERGEANT

1. Must be P.O.S.T. certified as a correctional officer in good standing.
2. Must have a minimum of two (2) years' experience as a sworn correctional officer at Muscogee County Prison or a similar corrections or law enforcement agency or the United States military agency.
3. Must be physically fit to assume duties as described in the job description.
4. Must have no disciplinary actions resulting in suspension without pay or forfeiture of vacation time in the prior six months.
5. Personal appearance must be in compliance with Officer Manual standards.
6. Must possess a valid driver's license.
7. Must possess a high school diploma or GED equivalent.

ELIGIBILITY FOR CORRECTIONAL LIEUTENANT

1. Must be P.O.S.T. certified as a correctional officer in good standing.
2. Must have two years of sworn correctional officer experience and a minimum of one year experience as a Correctional Sergeant at Muscogee County Prison or equivalent external corrections experience, or law enforcement agency experience, or United States military experience.
2. Must be physically fit to assume duties as described in the job description.
3. Must have no disciplinary actions resulting in suspension without pay or forfeiture of vacation time in the prior six months.
4. Personal appearance must be in compliance with Officer Manual standards.
5. Must possess a valid driver's license.
6. Must possess a minimum of 96 quarter hours or 63 semester hours of post secondary education or an Associate's Degree from an accredited College or University.

PROCESS FOR CORRECTIONAL SERGEANT AND CORRECTIONAL LIEUTENANT:

When a vacancy at the rank of Correctional Sergeant or Correctional Lieutenant becomes available, the Warden, will announce in writing the dates and contents of the selection process each candidate will be expected to complete. All those current employees of the Muscogee County Prison and any external applicants who meet the requirements set forth above for each rank shall be eligible to submit their application to participate in the selection process within the timeframe announced by the Warden.

APPOINTMENT TO THE RANK OF DEPUTY WARDEN

This policy applies to the selection of the Deputy Warden for Administration and the Deputy Warden for Security.

QUALIFICATIONS:

Must have a minimum of ten (10) years of progressive responsibility within the field of corrections to include five (5) years in a supervisory management capacity.

A Bachelor's Degree from an accredited College or University is required.

PROCESS:

Candidates will consist of all ranked supervisors (Sergeants and Lieutenants) of the Muscogee County Prison and any external applicants who meet the qualifications set forth above through service at any similar corrections, law enforcement or United States Military Agency.

It shall be the Warden's responsibility to select the best-qualified individual from the described candidates and recommend a candidate for approval by the Columbus Council and the Board of the Georgia Department of Corrections.

File Attachments for Item:

6. A Resolution amending Resolution No. 216-23 authorizing payment of attorney's fees which may be incurred for legal services rendered regarding various City issues during Fiscal Year 2024. (Mayor Pro-Tem)

RESOLUTION

NO. _____

A RESOLUTION AMENDING RESOLUTION NO. 216-23 AUTHORIZING PAYMENT OF ATTORNEY'S FEES WHICH MAY BE INCURRED FOR LEGAL SERVICES RENDERED REGARDING VARIOUS CITY ISSUES DURING FISCAL YEAR 2024.

WHEREAS, on June 27, 2023, this Council adopted Resolution No. 216-23 which approved the payment of attorney's fees to various law firms during the fiscal year 2024; and

WHEREAS, it has become necessary to obtain the services of an additional law firm, Jones Fortuna LP.

NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA HEREBY RESOLVES AS FOLLOWS:

Resolution 216-23 is hereby amended to add Jones Fortuna LP to the list of firms to which the Finance Director and City Attorney may pay attorney's fees which may be incurred for legal services rendered regarding various issues during Fiscal Year 2023. The authorization to pay attorney's fees to the other firms list in Resolution 216-23 is continued in full force and effect. Funds are available in the FY23 Budget: General Fund – City Attorney – Litigation: 0101-120-2100.

Introduced at a regular meeting of the Council of Columbus, Georgia, held the 5th day of December 2023 and adopted at said meeting by the affirmative vote of _____ members of said Council.

| | | |
|-------------------|--------|-------|
| Councilor Allen | voting | _____ |
| Councilor Barnes | voting | _____ |
| Councilor Begly | voting | _____ |
| Councilor Cogle | voting | _____ |
| Councilor Crabb | voting | _____ |
| Councilor Davis | voting | _____ |
| Councilor Garrett | voting | _____ |
| Councilor Huff | voting | _____ |
| Councilor Thomas | voting | _____ |
| Councilor Tucker | voting | _____ |

Sandra T. Davis
Clerk of Council

B.H. "Skip" Henderson, III
Mayor

File Attachments for Item:

1. Amended Memorandum of Understanding with Enrichment Services Program, Inc. for Utility Assistance Program Administration Services

Approval is requested to authorize an amended MOU with Enrichment Services Program, Inc. to continue the administration of CCG's Utility Assistance Program funded by the American Rescue Plan Act of 2021.

**Columbus Consolidated Government
Council Meeting Agenda Item**

Item #1.

| | |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| TO: | Mayor and Councilors |
| AGENDA SUBJECT: | Amended Memorandum of Understanding with Enrichment Services Program, Inc. for Utility Assistance Program Administration Services |
| AGENDA SUMMARY: | Approval is requested to authorize an amended MOU with Enrichment Services Program, Inc. to continue the administration of CCG's Utility Assistance Program funded by the American Rescue Plan Act of 2021. |
| INITIATED BY: | Community Reinvestment Department |

Recommendation: Approval is requested to authorize an amended MOU with Enrichment Services Program, Inc. to continue the administration of CCG's Utility Assistance Program funded by the American Rescue Plan Act of 2021.

Background: The Columbus Consolidated Government (CCG) has allocated \$2,000,000 to assist low-income households, that pay a higher proportion of household income for utility expenses. This assistance targets the costs of electricity, natural gas, and water to residential dwellings.

Enrichment Services Program, Inc. administers a low-income housing energy assistance program (LIHEAP) to City of Columbus residents. The LIHEAP program concluded July 31, 2023. CCG has partnered with Enrichment Services Program, Inc to extend and expand the utility assistance program to ensure utility assistance continuity. To date, Enrichment Services Program, Inc. to provide administration of the grant program with an administration cost of \$100,000 and \$1,400,000 in direct client benefit.

To expend the remaining \$500,000, an amended MOU with Enrichment Services Program, Inc. to continue the administration of CCG's Utility Assistance Program is being requested. Enrichment Services Program, Inc. will provide administration of the grant program with an administration cost of \$35,000 and \$465,000 in direct client benefit.

Analysis: Enrichment Services Program, Inc. will continue to assist CCG with administration of the Utility Assistance Program utilizing American Rescue Plan funding.

Financial Considerations: The City has allocated \$2 Million for ARP Utility Assistance and Administration. \$1.5 Million has currently been expended. There are no further financial considerations.

Legal Considerations: The City Attorney will review all agreements as to form before execution.

Recommendation/Action: Approve the authorization of an amended MOU with Enrichment Services Program, Inc. to administer CCG's Utility Assistance Program funded through the American Rescue Plan Act of 2021.

RESOLUTION

NO. _____

**A RESOLUTION AUTHORIZING THE EXECUTION OF AN AMENDED
MEMORANDUM OF UNDERSTANDING WITH ENRICHMENT SERVICES PROGRAM, INC.
TO ADMINISTER THE COLUMBUS CONSOLIDATED GOVERNMENT UTILITY
ASSISTANCE PROGRAM FUNDED THROUGH THE AMERICAN RESCUE PLAN ACT OF
2021.**

WHEREAS, the City has created and developed a utility assistance program with funds received pursuant to the American Rescue Plan Act of 2021; and

Item #1.

WHEREAS, the City has allocated \$2,000,000 in American Rescue Plan funds to this utility assistance program; and

WHEREAS, the City has expended \$1,500,000 in American Rescue Plan funds to this utility assistance program; and

WHEREAS, the City wishes to continue engaging in programmatic administration of the allocated funds by continuing to partner with Enrichment Services Program, Inc. to assist with administering the utility assistance grant program.

NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY RESOLVES AS FOLLOWS:

The City Manager is authorized to execute the attached amended memorandum of understanding and appropriate related documents relative to administering the city's utility assistance program funded by the American Rescue Plan.

Introduced at a regular meeting of the Council of Columbus, Georgia held on the _____ day of December 2023 and adopted at said meeting by the affirmative vote of ten members of said Council.

| | |
|--------------------------|--------|
| Councilor Allen voting | _____. |
| Councilor Barnes voting | _____. |
| Councilor Crabb voting | _____. |
| Councilor Davis voting | _____. |
| Councilor Garrett voting | _____. |
| Councilor Begly voting | _____. |
| Councilor Huff voting | _____. |
| Councilor Thomas voting | _____. |
| Councilor Tucker voting | _____. |
| Councilor Cogle voting | _____. |

Sandra T. Davis, Clerk of Council

B.H. "Skip" Henderson, III, Mayor

**AMERICAN RESCUE PLAN (ARP) GRANT ADMINISTRATION
MODIFICATION AGREEMENT
BETWEEN
COLUMBUS CONSOLIDATED GOVERNMENT
AND
ENRICHMENT SERVICES PROGRAM, INC.**

This ARP Grant Administrative funding Amendment made this _____ day of _____, between the Columbus Consolidated Government and Enrichment Services Program, Inc. to amend the ARP funded agreement dated August 1, 2023 in the amount \$1,500,000 to engage in utilizing ARP funds to provide application intake, review, packaging, and other applicable technical support and customer service for eligible entities under the American Rescue Plan Relief Grant Programs. Scope of performance includes the provision of available and applicable technical assistance for entities to apply for grant funding. In addition, Enrichment Services will forward completed applications, in the order of completion, of eligible applicants for funding by screening eligible clients for Grant funding which must be exclusively used for utility assistance.

Amendments to be made to the following pages of the written agreement are as follows:
On page 2 of said agreement, B. General Administration - The budget of ONE MILLION FIVE HUNDRED THOUSAND (\$1,550,000) for use of American Rescue Plan (ARP) funds, is being increased by \$500,000 to TWO MILLION DOLLARS (\$2,000,000). \$35,0000 of the \$500,000 will be utilized by operational expenses, with the remaining \$465,000 going toward Citizen Utility Expense.

Enrichment Services Program, Inc.

Columbus Consolidated Government

Belva Dorsey, Executive Director

Isaiah Hugley, City Manager

Attest

Attest

File Attachments for Item:

2. 2024 Legislative Agenda Add On – Muscogee County Probate Court Technology Fee

Approval is requested of the add on resolution for the 2024 Legislative Session of the Georgia General Assembly. The Columbus Consolidated Government is requesting that the local legislative delegation to the Georgia General Assembly permit imposition of court costs not to exceed \$5.00 to be added as a surcharge by Probate Court, effective July 1, 2024 through June 30, 2034 to be used to defray technology costs of Probate Court. Such technology fee surcharges shall be used exclusively to provide procurement of services and equipment for the conservation of court records and archiving the same to digital contents for public access.

**Columbus Consolidated Government
Council Meeting Agenda Item**

Item #2.

| | |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| TO: | Mayor and Councilors |
| AGENDA SUBJECT: | 2024 Legislative Agenda Add On – Muscogee County Probate Court Technology Fee |
| AGENDA SUMMARY: | Approval is requested of the add on resolution for the 2024 Legislative Session of the Georgia General Assembly. The Columbus Consolidated Government is requesting that the local legislative delegation to the Georgia General Assembly permit imposition of court costs not to exceed \$5.00 to be added as a surcharge by Probate Court, effective July 1, 2024 through June 30, 2034 to be used to defray technology costs of Probate Court. Such technology fee surcharges shall be used exclusively to provide procurement of services and equipment for the conservation of court records and archiving the same to digital contents for public access. |
| INITIATED BY: | City Manager's Office |

Recommendation: Approval is requested of the add on resolution for the 2024 Legislative Session of the Georgia General Assembly. The Columbus Consolidated Government is requesting that the local legislative delegation to the Georgia General Assembly permit imposition of court costs not to exceed \$5.00 to be added as a surcharge by Probate Court, effective July 1, 2024 through June 30, 2034 to be used to defray technology costs of Probate Court. Such technology fee surcharges shall be used exclusively to provide procurement of services and equipment for the conservation of court records and archiving the same to digital contents for public access.

Background: Each year elected and appointed officials of the Columbus Consolidated Government develop a list of issues important to the citizens of Columbus that requires action by the Local Legislative Delegation. Once approved, a meeting will be held with the Delegation to explain the rationale behind these issues and to solicit their support. The Hometown Connection and Legislative Agenda meeting was held on October 12, 2023.

Analysis: Staff, elected and appointed officials were asked to present issues they felt were important to the operation of city government. Research and justification for these issues were presented to the City Manager and a list was prepared for presentation to the Mayor/Council.

Financial Considerations: The City is expected to receive additional revenues if many of the issues are passed by the Georgia General Assembly.

Recommendations/Actions: Approve those resolution, which the Mayor and Council deem appropriate.

**A RESOLUTION
NO.**

WHEREAS, the Chief Judge of Probate Court of Columbus, Georgia, finds that a need exists for imposition and collection of a technology fee; and,

WHEREAS, such legislation shall entitle the Clerk of Probate Court to charge and collect a technology fee to be set by the court, not to exceed \$5.00, as a surcharge to each fine imposed; and,

WHEREAS, such technology fee surcharges shall be used exclusively to provide procurement of services and equipment for the conservation of court records and archiving the same to digital contents for public access; and,

WHEREAS, the funds collected pursuant to such authorization shall be maintained in a segregated fund by the Clerk of Probate Court and shall be used only for the purposes authorized by legislation; and,

WHEREAS, the authority to assess a technology fee pursuant to this Act shall terminate on July 1, 2034, and any residual funds shall remain with Probate Court; and,

WHEREAS, said Act and Technology Fee will be automatically repealed on July 1, 2034; and,

WHEREAS, this Council desires that the local legislative delegation introduce local legislation at the 2024 Session of the Georgia General Assembly to permit imposition of court costs not to exceed \$5.00 to be added as a surcharge to each fine imposed by Probate Court, effective July 1, 2024, to be used to defray technology costs of Probate Court.

NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA HEREBY RESOLVES:

We hereby respectfully request that the local delegation to the Georgia General Assembly introduce local legislation at the 2024 Session to permit imposition of a technology fee not to exceed \$5.00 to be added as a surcharge to each fine imposed by Probate Court, effective July 1, 2024, to be used to defray technology costs of the Probate Court.

Let a copy of this resolution be forwarded by the Clerk of Council to each member of the local delegation to the Georgia General Assembly.

Introduced at the regular meeting of the Council of Columbus, Georgia held on the ____ day of 2023, and adopted at said meeting by the affirmative vote of ____ members of Council.

| | |
|--------------------------|--------|
| Councilor Allen voting | _____. |
| Councilor Barnes voting | _____. |
| Councilor Begly voting | _____. |
| Councilor Cogle voting | _____. |
| Councilor Crabb voting | _____. |
| Councilor Davis voting | _____. |
| Councilor Garrett voting | _____. |
| Councilor Huff voting | _____. |
| Councilor Thomas voting | _____. |
| Councilor Tucker voting | _____. |

Sandra T. Davis, Clerk of Council

B.H. "Skip" Henderson, III Mayor

File Attachments for Item:

3. 2023-2024 Victims of Crime Act (VOCA) Grant

Approval is requested to authorize the District Attorney's Victim-Witness Assistance Program to apply for and if approved, accept a grant for \$144,246 or as otherwise awarded from the Criminal Justice Coordinating Council of Georgia along with \$132,077 from the 5% Crime Victim Surcharge Fund allocated in the FY24 Budget to provide funding for Crime Victim Assistance in the Chattahoochee Judicial Circuit from October 1, 2023 to September 30, 2024.

**Columbus Consolidated Government
Council Meeting Agenda Item**

Item #3.

| | |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| TO: | Mayor and Council |
| AGENDA SUBJECT: | 2023-2024 Victims of Crime Act (VOCA) Grant |
| AGENDA SUMMARY: | Approval is requested to authorize the District Attorney's Victim-Witness Assistance Program to apply for and if approved, accept a grant for \$144,246 or as otherwise awarded from the Criminal Justice Coordinating Council of Georgia along with \$132,077 from the 5% Crime Victim Surcharge Fund allocated in the FY24 Budget to provide funding for Crime Victim Assistance in the Chattahoochee Judicial Circuit from October 1, 2023 to September 30, 2024. |
| INITIATED BY: | District Attorney Victim-Witness Assistance Program |

Recommendation: Approval is requested to authorize the District Attorney's Victim-Witness Assistance Program to apply for and if approved, accept a grant for \$144,246 or as otherwise awarded from the Criminal Justice Coordinating Council of Georgia along with \$132,077 from the 5% Crime Victim Surcharge Fund allocated in the FY24 Budget to provide funding for Crime Victim Assistance in the Chattahoochee Judicial Circuit from October 1, 2023 to September 30, 2024. The grant no longer requires the use of volunteers, although the use of volunteers is crucial to operations. It is requested that the multi-governmental fund be amended by the amount awarded plus the local match.

Background: In July of 1989, the Office of the District Attorney began operating a Crime Victim Assistance Program. In October of 1992, the Victim-Witness Assistance Program was awarded the first Crime Victim Assistance Grant, thereby broadening the program for the provision of basic services. In July of 1995, additional funds were received from the 5% Crime Victim Surcharge Fund, thus allowing the program to expand services to the 6 counties within the Chattahoochee Judicial Circuit. Grant allocations since that time have sustained the program. The office currently employs a Director of Victim Services, a Program Coordinator, and 9 Victim Advocates. Five victim advocates are funded with this grant.

Analysis: If approved for FY24, the Criminal Justice Coordinating Council of Georgia will allocate \$144,246 to Columbus Consolidated Government to support the Victim-Witness Assistance Program for the grant year October 1, 2023, through September 30, 2024. The requested local match of \$132,077. The District Attorney requests Council's authorization to utilize \$132,077 from the 5% Crime Victim Surcharge Funds, which is the total local match. The total amount of \$276,323 represents the salary, benefits, and local match for 5 Victim Advocates, management of a mental health therapy program, and allowances for required travel, training, and education.

Financial Considerations: The grant total is \$276,323 with the Federal allocation of \$144,246 along with \$132,077 from the 5% Crime Victim Surcharge Fund. Due to the local match in the

form of cash coming from the 5% Crime Victim Surcharge Fund, there will be no annual fiscal impact as a result of this grant.

Item #3.

Legal Considerations: Georgia Law requires the District Attorney provide extensive services, information, and notification to crime victims (O.C.G.A.-17-17-1). The District Attorney is solely and directly responsible for complying with this law as mandated by the Victims' Bill of Rights. Legislature acknowledges that this mandate places additional burdens on prosecutors and have designed laws enabling utilization of the 5% Crime Victim Surcharge Fund to assist in easing said burdens.

Recommendation: Authorize submission and, if approved, acceptance of a grant in the amount of \$144,246 or as otherwise awarded from the Criminal Justice Coordinating Council of Georgia, along with \$132,077 from the 5% Crime Victim Surcharge Fund, to meet the legislative requirements mandated by the Victims' Bill of Rights. This action will provide funding for positions, virtual therapy and allowances for travel, training, and education. It is requested that the multi-governmental fund be amended by the amount awarded plus the local match.

NO.

Item #3.

A RESOLUTION AUTHORIZING THE APPLICATION AND, IF APPROVED, THE ACCEPTANCE OF A VOCA GRANT OF \$144,246 OR AS OTHERWISE AWARDED FROM THE CRIMINAL JUSTICE COORDINATING COUNCIL OF GEORGIA ALONG WITH \$132,077 FROM THE 5% CRIME VICTIM ASSISTANCE SURCHARGE FUND ALLOCATED IN THE FY24 BUDGET, TO PROVIDE FUNDING FOR CRIME VICTIM ASSISTANCE IN THE CHATTAHOOCHEE JUDICIAL CIRCUIT FROM OCTOBER 1, 2023 THROUGH SEPTEMBER 30, 2024, AND, AMEND THE MULTI-GOVERNMENTAL FUND BY LIKE AMOUNT.

WHEREAS, the District Attorney is requesting the acceptance of a VOCA Grant in the amount of \$144,246 or as otherwise awarded to be allocated over a twelve-month period from the Criminal Justice Coordinating Council of Georgia to support innocent victims of violent crime under the 1996 Victims of Crime Act (VOCA), along with \$132,077 from the 5% Crime Victim Assistance Surcharge Fund allocated in the FY24 Budget for salaries, benefits, created programs, supplies; and,

WHEREAS, the funding will be used to provide services to crime victims throughout the Chattahoochee Judicial Circuit; and,

WHEREAS, The District Attorney will continue to supervise the operation of the Victim-Witness Assistance Program in the Chattahoochee Judicial Circuit from October 1, 2023, through September 30, 2024.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF COLUMBUS, GEORGIA, AS FOLLOWS:

That the City Manager is hereby authorized to submit and if approved, accept a grant of \$144,246 or as otherwise awarded from the Criminal Justice Coordinating Council of Georgia along with \$132,077 of the 5% Crime Victim Surcharge Funds allocated in the FY24 Budget to fund the Victim-Witness Assistance Program which will extend over a twelve-month period beginning October 1, 2023, through September 30, 2024.

Introduced at a regular meeting of the Council of Columbus, Georgia held on the _____ day of _____, 2023 and adopted at said meeting by the affirmative vote of ten members of said Council.

| | |
|--------------------------|-------|
| Councilor Allen voting | _____ |
| Councilor Barnes voting | _____ |
| Councilor Begly voting | _____ |
| Councilor Cogle voting | _____ |
| Councilor Crabb voting | _____ |
| Councilor Davis voting | _____ |
| Councilor Garrett voting | _____ |
| Councilor Huff voting | _____ |
| Councilor Thomas voting | _____ |
| Councilor Tucker voting | _____ |

File Attachments for Item:

A. Civic Center Roof Replacement – Sourcewell Cooperative Purchase

**Columbus Consolidated Government
Council Meeting Agenda Item**

Item #A.

| | |
|----------------------------|-----------------------------------------------------------------|
| TO: | Mayor and Councilors |
| AGENDA SUBJECT: | Civic Center Roof Replacement – Sourcewell Cooperative Purchase |
| INITIATED BY: | Finance Department |

It is requested that Council approve the contract with Prime Contractors, Inc. (Powder Springs, GA) in the amount of \$1,716,289.71, plus contingencies, for the Civic Center roof replacement. The purchase will be accomplished by Cooperative Purchase via Sourcewell Contract #GA-ST02-040820-PCI. This purchase will be funded as follows: \$1.5 million from SPLOST and the remaining funding from the Friends of Columbus Account for the Civic Center.

The roof at the Civic Center was installed in 1995 and is roughly 30 years old. The recommended life span of this roof is 20-25 years. The Civic Center has already had several leaks due to the breakdown on the membrane. Several patches have been to the roof. However, upon inspection the membrane is very thin in several spots that have potential for future leaks. The Facilities Maintenance Division of the Public Works Department recommends the roof replacement to avoid any leaks during events, or that may hinder future events that are scheduled.

The purchase will be accomplished by Cooperative Purchase via Invitation for Bid (IFB) #GA-040820, initiated by Sourcewell, whereby Prime Contractors, was one of the successful vendors contracted to provide Indefinite Quantity Construction Contracting (IQCC) services. The contract, which commenced April 20, 2020, is good through April 19, 2024. The contract available under Sourcewell has been awarded by virtue of a public competitive procurement process compliant with State and Federal statutes. Sourcewell is a State of Minnesota local government agency and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that offers cooperative procurement solutions to government entities. Participation is open to federal, state/province, and municipal governmental entities, higher education, K-12 education, nonprofit, tribal government, and other public entities located in the United States and Canada. The RFP process utilized by Sourcewell meets the requirements of the City's Procurement Ordinance; additionally, The City's Procurement Ordinance, Article 9-101, authorizes the use of cooperative purchasing.

This purchase will be funded in the FY24 Budget from SPLOST and Friends of Columbus Account for the Civic Center as follows: \$1.5 million charged to 2021 Sales Tax Project Fund – 2021 SPLOST – 21 SPLOST Public Safety - Capital Expenditures Over \$5,000 – Civic Center Improvements; 0567 - 696 - 3114 – STED - 7761 – 54401 – 20230 and the remaining funding charged to Civic Center Fund – Civic Center Operations – Capital Expenditures Over \$5,000; 0757-160-1000-7761.

A RESOLUTION

Item #A.

NO. _____

A RESOLUTION AUTHORIZING THE CONTRACT WITH PRIME CONTRACTORS, INC. (POWDER SPRINGS, GA) IN THE AMOUNT OF \$1,716,289.71, PLUS CONTINGENCIES, FOR THE CIVIC CENTER ROOF REPLACEMENT. THE PURCHASE WILL BE ACCOMPLISHED BY COOPERATIVE PURCHASE VIA SOURCEWELL CONTRACT #GA-ST02-040820-PCI.

WHEREAS, the roof at the Civic Center was installed in 1995 and is roughly 30 years old. The recommended life span of this roof is 20-25 years. The Civic Center has already had several leaks due to the breakdown on the membrane. Several patches have been to the roof. However, upon inspection the membrane is very thin in several spots that have potential for future leaks. The Facilities Maintenance Division of the Public Works Department recommends the roof replacement to avoid any leaks during events, or that may hinder future events that are scheduled; and,

WHEREAS, the purchase will be accomplished by Cooperative Purchase via Invitation for Bid (IFB) #GA-040820, initiated by Sourcewell, whereby Prime Contractors, was one of the successful vendors contracted to provide Indefinite Quantity Construction Contracting (IQCC) services. The contract, which commenced April 20, 2020, is good through April 19, 2024. The contract available under Sourcewell has been awarded by virtue of a public competitive procurement process compliant with State and Federal statutes. Sourcewell is a State of Minnesota local government agency and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that offers cooperative procurement solutions to government entities. Participation is open to federal, state/province, and municipal governmental entities, higher education, K-12 education, nonprofit, tribal government, and other public entities located in the United States and Canada. The RFP process utilized by Sourcewell meets the requirements of the City's Procurement Ordinance; additionally, The City's Procurement Ordinance, Article 9-101, authorizes the use of cooperative purchasing.

NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY RESOLVES AS FOLLOWS:

That the City Manager is hereby authorized to execute the contract with Prime Contractors, Inc. (Powder Springs, GA) in the amount of \$1,716,289.71, plus contingencies, for the Civic Center roof replacement. The purchase will be accomplished by Cooperative Purchase via Sourcewell Contract #GA-ST02-040820-PCI. This purchase will be funded in the FY24 Budget from SPLOST and Friends of Columbus Account for the Civic Center as follows: \$1.5 million charged to 2021 Sales Tax Project Fund – 2021 SPLOST – 21 SPLOST Public Safety - Capital Expenditures Over \$5,000 – Civic Center Improvements; 0567 - 696 - 3114 – STED - 7761 – 54401 – 20230 and the remaining funding charged to Civic Center Fund – Civic Center Operations – Capital Expenditures Over \$5,000; 0757-160-1000-7761.

Introduced at a regular meeting of the Council of Columbus, Georgia, held the ____ day of _____, 2023 and adopted at said meeting by the affirmative vote of ____ members of said Council.

Councilor Allen voting _____.
Councilor Barnes voting _____.

| | |
|--------------------------|--------|
| Councilor Begley voting | _____. |
| Councilor Cogle voting | _____. |
| Councilor Crabb voting | _____. |
| Councilor Davis voting | _____. |
| Councilor Garrett voting | _____. |
| Councilor Huff voting | _____. |
| Councilor Thomas voting | _____. |
| Councilor Tucker voting | _____. |

Sandra T. Davis, Clerk of Council

B.H. “Skip” Henderson III, Mayor

File Attachments for Item:

B. Zamboni Ice Resurfacers for Civic Center/Ice Rink – Sourcewell Cooperative Contract Purchase

**Columbus Consolidated Government
Council Meeting Agenda Item**

Item #B.

| | |
|----------------------------|-------------------------------------------------------------------------------------------------|
| TO: | Mayor and Councilors |
| AGENDA SUBJECT: | Zamboni Ice Resurfacers for Civic Center/Ice Rink – Sourcewell Cooperative Contract Purchase |
| INITIATED BY: | Finance Department |

It is requested that Council approve the purchase of two (2) Zamboni ice resurfacers (Model 546) from Zamboni/All Star Arenas (Riverview, Florida) at a unit cost of \$123,586.45 each, and a total cost of \$251,172.90, for the Civic Center/Ice Rink. The purchase will be accomplished by Cooperative Purchase via Sourcewell Contract #120320-FCZ. This purchase will be funded from the Friends of Columbus Account for the Civic Center.

Both Zambonis are more than 15 years old, and the replacements will be used at the Civic Center/Ice Rink to resurface the ice floor.

The purchase will be accomplished by Cooperative Purchase via Request for Proposal (RFP) #120320, initiated by Sourcewell, whereby Zamboni was one of the successful vendors contracted to provide Ice Rink and Arena Equipment with Related Supplies and Services. All Star Arenas is the authorized Zamboni dealer for Georgia. The contract, which commenced January 6, 2021, is good through January 8, 2025. The contract available under Sourcewell has been awarded by virtue of a public competitive procurement process compliant with State and Federal statutes. Sourcewell is a State of Minnesota local government agency and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that offers cooperative procurement solutions to government entities. Participation is open to federal, state/province, and municipal governmental entities, higher education, K-12 education, nonprofit, tribal government, and other public entities located in the United States and Canada. The RFP process utilized by Sourcewell meets the requirements of the City's Procurement Ordinance; additionally, The City's Procurement Ordinance, Article 9-101, authorizes the use of cooperative purchasing.

The purchase will be funded from the Friends of Columbus account for the Civic Center and charged in the FY24 Budget as follows: Civic Center Fund – Civic Center Operations – Capital Expenditures Over \$5,000; 0757-160-1000-CIVIC-7761.

A RESOLUTION

NO. _____

A RESOLUTION AUTHORIZING THE PURCHASE OF TWO (2) ZAMBONI ICE RESURFACERS (MODEL 546) FROM ZAMBONI / ALL STAR ARENAS (RIVERVIEW, FLORIDA) AT A UNIT COST OF \$123,586.45 EACH, AND A TOTAL COST OF \$251,172.90, FOR THE CIVIC CENTER / ICE RINK. THE PURCHASE WILL BE ACCOMPLISHED BY COOPERATIVE PURCHASE VIA SOURCEWELL CONTRACT #120320-FCZ. THIS PURCHASE WILL BE FUNDED FROM THE FRIENDS OF COLUMBUS ACCOUNT FOR THE CIVIC CENTER.

WHEREAS, both Zambonis are more than 15 years old, and the replacements will be used at the Civic Center/Ice Rink to resurface the ice floor; and,

WHEREAS, the purchase will be accomplished by Cooperative Purchase via Request for Proposal (RFP) #120320, initiated by Sourcewell, whereby Zamboni was one of the successful vendors contracted to provide Ice Rink and Arena Equipment with Related Supplies and Services. All Star Arenas is the authorized Zamboni dealer for Georgia. The contract, which commenced January 6, 2021, is good through January 8, 2025. The contract available under Sourcewell has been awarded by virtue of a public competitive procurement process compliant with State and Federal statutes. Sourcewell is a State of Minnesota local government agency and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that offers cooperative procurement solutions to government entities. Participation is open to federal, state/province, and municipal governmental entities, higher education, K-12 education, nonprofit, tribal government, and other public entities located in the United States and Canada. The RFP process utilized by Sourcewell meets the requirements of the City's Procurement Ordinance; additionally, The City's Procurement Ordinance, Article 9-101, authorizes the use of cooperative purchasing.

NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY RESOLVES AS FOLLOWS:

That the City Manager is hereby authorized to purchase two (2) Zamboni ice resurfacers (Model 546) from Zamboni/All Star Arenas (Riverview, Florida) at a unit cost of \$123,586.45 each, and a total cost of \$251,172.90, for the Civic Center/Ice Rink. The purchase will be funded from the Friends of Columbus Account for the Civic Center and charged in the FY24 Budget as follows: Civic Center Fund – Civic Center Operations – Capital Expenditures Over \$5,000; 0757-160-1000-CIVIC-7761.

Introduced at a regular meeting of the Council of Columbus, Georgia, held the _____ day of _____, 2023 and adopted at said meeting by the affirmative vote of _____ members of said Council.

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| Councilor Allen voting | _____. |
| Councilor Barnes voting | _____. |
| Councilor Begly voting | _____. |
| Councilor Cogle voting | _____. |
| Councilor Crabb voting | _____. |
| Councilor Davis voting | _____. |

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| Councilor Garrett voting | _____. |
| Councilor Huff voting | _____. |
| Councilor Thomas voting | _____. |
| Councilor Tucker voting | _____. |

Sandra T. Davis, Clerk of Council

B.H. "Skip" Henderson III, Mayor

File Attachments for Item:

C. Hockey LED Scoreboard for Civic Center – Sourcewell Cooperative Purchase

**Columbus Consolidated Government
Council Meeting Agenda Item**

Item #C.

| | |
|----------------------------|--------------------------------------------------------------------------|
| TO: | Mayor and Councilors |
| AGENDA SUBJECT: | Hockey LED Scoreboard for Civic Center – Sourcewell Cooperative Purchase |
| INITIATED BY: | Finance Department |

It is requested that Council approve the purchase of a Hockey LED Scoreboard from Nevco Sports LLC (Greenville, IL) in the amount of \$285,067.50 for the Civic Center. The purchase will be accomplished by Cooperative Purchase via Sourcewell Contract #030223-NVC. This purchase will be funded as follows: \$200,000 from SPLOST and the remaining funding from the Friends of Columbus Account for the Civic Center.

The current scoreboard was purchased in 1996 and is outdated with only limited parts available for upgrades. Consequently, the scoreboard needs to be replaced.

The purchase will be accomplished by Cooperative Purchase via Request for Proposal (RFP) #030223, initiated by Sourcewell, whereby Nevco Sports LLC, was one of the successful vendors contracted to provide Scoreboards, Digital Displays, and Video Boards with Related Services. The contract, which commenced May 18, 2023, is good through May 25, 2027. The contract available under Sourcewell has been awarded by virtue of a public competitive procurement process compliant with State and Federal statutes. Sourcewell is a State of Minnesota local government agency and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that offers cooperative procurement solutions to government entities. Participation is open to federal, state/province, and municipal governmental entities, higher education, K-12 education, nonprofit, tribal government, and other public entities located in the United States and Canada. The RFP process utilized by Sourcewell meets the requirements of the City's Procurement Ordinance; additionally, The City's Procurement Ordinance, Article 9-101, authorizes the use of cooperative purchasing.

This purchase will be funded in the FY24 Budget from SPLOST and Friends of Columbus Account for the Civic Center as follows: \$200,000 charged to 2021 Sales Tax Project Fund – 2021 SPLOST – 21 SPLOST Public Safety - Capital Expenditures Over \$5,000 – Civic Center Improvements; 0567 - 696 - 3114 – STED - 7761 – 54401 – 20230 and the remaining funding charged to Civic Center Fund – Civic Center Operations – Capital Expenditures Over \$5,000; 0757-160-1000-7761.

A RESOLUTION

NO. _____

A RESOLUTION AUTHORIZING THE PURCHASE OF A HOCKEY LED SCOREBOARD FROM NEVCO SPORTS LLC (GREENVILLE, IL) IN THE AMOUNT OF \$285,067.50 FOR THE CIVIC CENTER. THE PURCHASE WILL BE ACCOMPLISHED BY COOPERATIVE PURCHASE VIA SOURCEWELL CONTRACT #030223-NVC.

WHEREAS, the current scoreboard was purchased in 1996 and is outdated with only limited parts available for upgrades. Consequently, the scoreboard needs to be replaced; and,

WHEREAS, the purchase will be accomplished by Cooperative Purchase via Request for Proposal (RFP) #030223, initiated by Sourcewell, whereby Nevco Sports LLC, was one of the successful vendors contracted to provide Scoreboards, Digital Displays, and Video Boards with Related Services. The contract, which commenced May 18, 2023, is good through May 25, 2027. The contract available under Sourcewell has been awarded by virtue of a public competitive procurement process compliant with State and Federal statutes. Sourcewell is a State of Minnesota local government agency and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that offers cooperative procurement solutions to government entities. Participation is open to federal, state/province, and municipal governmental entities, higher education, K-12 education, nonprofit, tribal government, and other public entities located in the United States and Canada. The RFP process utilized by Sourcewell meets the requirements of the City's Procurement Ordinance; additionally, The City's Procurement Ordinance, Article 9-101, authorizes the use of cooperative purchasing.

NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY RESOLVES AS FOLLOWS:

That the City Manager is hereby authorized to purchase a Hockey LED Scoreboard from Nevco Sports LLC (Greenville, IL) in the amount of \$285,067.50 for the Civic Center. The purchase will be accomplished by Cooperative Purchase via Sourcewell Contract #030223-NVC. This purchase will be funded in the FY24 Budget from SPLOST and Friends of Columbus Account for the Civic Center as follows: \$200,000 charged to 2021 Sales Tax Project Fund – 2021 SPLOST – 21 SPLOST Public Safety - Capital Expenditures Over \$5,000 – Civic Center Improvements; 0567 - 696 - 3114 – STED - 7761 – 54401 – 20230 and the remaining funding charged to Civic Center Fund – Civic Center Operations – Capital Expenditures Over \$5,000; 0757-160-1000-7761.

Introduced at a regular meeting of the Council of Columbus, Georgia, held the _____ day of _____, 2023 and adopted at said meeting by the affirmative vote of _____ members of said Council.

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| Councilor Allen voting | _____. |
| Councilor Barnes voting | _____. |
| Councilor Begly voting | _____. |
| Councilor Cogle voting | _____. |
| Councilor Crabb voting | _____. |
| Councilor Davis voting | _____. |

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| Councilor Garrett voting | _____. |
| Councilor Huff voting | _____. |
| Councilor Thomas voting | _____. |
| Councilor Tucker voting | _____. |

Sandra T. Davis, Clerk of Council

B.H. "Skip" Henderson III, Mayor

File Attachments for Item:

D. Vacuum Litter Collector for Civic Center – Sourcewell Cooperative Purchase

**Columbus Consolidated Government
Council Meeting Agenda Item**

Item #D.

| | |
|----------------------------|----------------------------------------------------------------------------|
| TO: | Mayor and Councilors |
| AGENDA SUBJECT: | Vacuum Litter Collector for Civic Center – Sourcewell Cooperative Purchase |
| INITIATED BY: | Finance Department |

It is requested that Council approve the purchase of a Vacuum Litter Collector from Environmental Products Group (Atlanta, GA) in the amount of \$81,526.00 for the Civic Center. The purchase will be accomplished by Cooperative Purchase via Sourcewell Contract #093021-EXP. This purchase will be funded from the Friends of Columbus Account for the Civic Center.

The Civic Center has multiple outside events that produce large amounts of trash or litter in parking lots. The all-terrain vacuum litter collector will assist in the alleviation of post cleanup.

The purchase will be accomplished by Cooperative Purchase via Request for Proposal (RFP) #093021, initiated by Sourcewell, whereby Exprolink, Inc., was one of the successful vendors contracted to provide Street Sweepers and Specialty Sweepers, with Related Equipment, Accessories, and Supplies. Environmental Products Group is the factory authorized, sole source distributor of sales, parts, services and training for the Exprolink products. The contract, which commenced November 15, 2021, is good through November 16, 2025. The contract available under Sourcewell has been awarded by virtue of a public competitive procurement process compliant with State and Federal statutes. Sourcewell is a State of Minnesota local government agency and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that offers cooperative procurement solutions to government entities. Participation is open to federal, state/province, and municipal governmental entities, higher education, K-12 education, nonprofit, tribal government, and other public entities located in the United States and Canada. The RFP process utilized by Sourcewell meets the requirements of the City's Procurement Ordinance; additionally, The City's Procurement Ordinance, Article 9-101, authorizes the use of cooperative purchasing.

The purchase will be funded from the Friends of Columbus account for the Civic Center and charged in the FY24 Budget as follows: Civic Center Fund – Civic Center Operations – Capital Expenditures Over \$5,000; 0757-160-1000-CIVIC-7761.

A RESOLUTION

NO. _____

A RESOLUTION AUTHORIZING THE PURCHASE OF A VACUUM LITTER COLLECTOR FROM ENVIRONMENTAL PRODUCTS GROUP (ATLANTA, GA) IN THE AMOUNT OF \$81,526.00 FOR THE CIVIC CENTER. THE PURCHASE WILL BE ACCOMPLISHED BY COOPERATIVE PURCHASE VIA SOURCEWELL CONTRACT #093021-EXP.

WHEREAS, the Civic Center has multiple outside events that produce large amounts of trash or litter in parking lots. The all-terrain vacuum litter collector will assist in the alleviation of post cleanup; and,

WHEREAS, the purchase will be accomplished by Cooperative Purchase via Request for Proposal (RFP) #093021, initiated by Sourcewell, whereby Exprolink, Inc., was one of the successful vendors contracted to provide Street Sweepers and Specialty Sweepers, with Related Equipment, Accessories, and Supplies. Environmental Products Group is the factory authorized, sole source distributor of sales, parts, services and training for the Exprolink products. The contract, which commenced November 15, 2021, is good through November 16, 2025. The contract available under Sourcewell has been awarded by virtue of a public competitive procurement process compliant with State and Federal statutes. Sourcewell is a State of Minnesota local government agency and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that offers cooperative procurement solutions to government entities. Participation is open to federal, state/province, and municipal governmental entities, higher education, K-12 education, nonprofit, tribal government, and other public entities located in the United States and Canada. The RFP process utilized by Sourcewell meets the requirements of the City's Procurement Ordinance; additionally, The City's Procurement Ordinance, Article 9-101, authorizes the use of cooperative purchasing.

NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY RESOLVES AS FOLLOWS:

That the City Manager is hereby authorized to purchase Vacuum Litter Collector from Environmental Products Group (Atlanta, GA) in the amount of \$81,526.00 for the Civic Center. The purchase will be accomplished by Cooperative Purchase via Sourcewell Contract #093021-EXP. The purchase will be funded from the Friends of Columbus Account for the Civic Center and charged in the FY24 Budget as follows: Civic Center Fund – Civic Center Operations – Capital Expenditures Over \$5,000; 0757-160-1000-CIVIC-7761.

Introduced at a regular meeting of the Council of Columbus, Georgia, held the _____ day of _____, 2023 and adopted at said meeting by the affirmative vote of _____ members of said Council.

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|-------------------------|--------|
| Councilor Allen voting | _____. |
| Councilor Barnes voting | _____. |
| Councilor Begly voting | _____. |
| Councilor Cogle voting | _____. |
| Councilor Crabb voting | _____. |
| Councilor Davis voting | _____. |

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| Councilor Garrett voting | _____. |
| Councilor Huff voting | _____. |
| Councilor Thomas voting | _____. |
| Councilor Tucker voting | _____. |

Sandra T. Davis, Clerk of Council

B.H. “Skip” Henderson III, Mayor

File Attachments for Item:

E. One 2023 Chevrolet Traverse for Columbus Police Department – Georgia State Contract Cooperative Purchase

**Columbus Consolidated Government
Council Meeting Agenda Item**

Item #E.

| | |
|----------------------------|-------------------------------------------------------------------------------------------------------------|
| TO: | Mayor and Councilors |
| AGENDA SUBJECT: | One 2023 Chevrolet Traverse for Columbus Police Department – Georgia State Contract Cooperative Purchase |
| INITIATED BY: | Finance Department |

It is requested that Council approve the purchase of one (1) 2023 Chevrolet Traverse for Columbus Police Department, from Hardy Chevrolet, Buick, GMC, Inc. (Dallas, GA), in the amount of \$36,290.00. The purchase will be accomplished by Cooperative Purchase via Georgia Statewide Contract #99999-SPD-ES40199373-005.

The vehicle is a replacement for a vehicle totaled in an accident.

Georgia Statewide Contract #99999-SPD-ES40199373-005 is a cooperative contract whereby Hardy Chevrolet, Buick, GMC, Inc. is one of the awarded vendors contracted to provide Administrative Vehicles, Regular and Alternatively Fueled. The term of the contract is good through November 30, 2024. The contract is available for use by any Georgia governmental entity. The City's Procurement Ordinance, Article 9-101, authorizes the use of cooperative purchasing.

Funds are budgeted in the FY24 Budget as follows: General Fund – Police – Motor Transport – Light Trucks; 0101-400-3230-MOTR-7722.

A RESOLUTION

NO. _____

A RESOLUTION AUTHORIZING THE PURCHASE OF ONE (1) 2023 CHEVROLET TRAVERSE FOR COLUMBUS POLICE DEPARTMENT, FROM HARDY CHEVROLET, BUICK, GMC, INC. (DALLAS, GA), IN THE AMOUNT OF \$36,290.00. THE PURCHASE WILL BE ACCOMPLISHED BY COOPERATIVE PURCHASE VIA GEORGIA STATEWIDE CONTRACT #99999-SPD-ES40199373-005.

WHEREAS, the vehicle is a replacement for a vehicle totaled in an accident; and,

WHEREAS, Georgia Statewide Contract #99999-SPD-ES40199373-005 is a cooperative contract whereby Hardy Chevrolet, Buick, GMC, Inc. is one of the awarded vendors contracted to provide Administrative Vehicles, Regular and Alternatively Fueled. The term of the contract is good through November 30, 2024. The contract is available for use by any Georgia governmental entity. The City's Procurement Ordinance, Article 9-101, authorizes the use of cooperative purchasing.

NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY RESOLVES AS FOLLOWS:

That the City Manager is hereby authorized to purchase one (1) 2023 Chevrolet Traverse for Columbus Police Department, from Hardy Chevrolet, Buick, GMC, Inc. (Dallas, GA) in the amount of \$36,290.00. The purchase will be accomplished by Cooperative Purchase via Georgia Statewide Contract #99999-SPD-ES40199373-005. Funds are budgeted in the FY24 Budget as follows: General Fund – Police – Motor Transport – Light Trucks; 0101-400-3230-MOTR-7722.

Introduced at a regular meeting of the Council of Columbus, Georgia, held the ____ day of _____, 2023 and adopted at said meeting by the affirmative vote of ____ members of said Council.

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| Councilor Allen voting | _____. |
| Councilor Barnes voting | _____. |
| Councilor Begley voting | _____. |
| Councilor Cogle voting | _____. |
| Councilor Crabb voting | _____. |
| Councilor Davis voting | _____. |
| Councilor Garrett voting | _____. |
| Councilor Huff voting | _____. |
| Councilor Thomas voting | _____. |
| Councilor Tucker voting | _____. |

Sandra T. Davis, Clerk of Council

B.H. "Skip" Henderson III, Mayor

File Attachments for Item:

F. Amendment 15 for Construction Manager as General Contractor Services for Columbus Government Center Complex – RFQ No. 20-0002

**Columbus Consolidated Government
Council Meeting Agenda Item**

Item #F.

| | |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| TO: | Mayor and Councilors |
| AGENDA SUBJECT: | Amendment 15 for Construction Manager as General Contractor Services for Columbus Government Center Complex – RFQ No. 20-0002 |
| INITIATED BY: | Finance Department |

It is requested that Council authorize the execution of Amendment 15 in the amount of \$5,916,826.00 with Gilbane Building Company (Atlanta, GA), in association with Freeman & Associates, Inc., for construction manager as general contractor services for the Government Center Complex.

Per Resolution No. 030-20, dated February 11, 2020, Council authorized the execution of a contract with Gilbane Building Company (Atlanta, GA), in association with Freeman & Associates, Inc., for construction manager as general contractor services for the new Government Center Complex. Council further authorized the negotiation of costs for the remaining phases of the project.

Amendment 15 is for initial site and demolition work associated with the construction of the new Judicial Center. On November 7, 2023, Council authorized additional funding to construct an 8 story 342,000 square foot Judicial Center. This scope of work is the first step necessary to start construction of the Judicial Center.

This scope of work includes traffic control, surrounding property existing condition surveys, the demolition of landscaping and hardscapes located north of the existing wings, demolition of existing speed ramps located north of the underground parking garage, installation of a new wall in the existing parking garage, and mass excavation for the new 8 story building. Future scopes of work will be brought forward for Council approval. If approved by Council, mobilization would occur in December with work starting on site in January.

| Document | Description | Amount |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| Original Contract | Construction manager as general contractor (CM/GC) for preconstruction services for the Government Center Complex, which included technical review, cost verification, cost evaluation, value engineering, schedule development, and schedule evaluation, in addition to management of the construction. | 325,000.00 |
| Amendment 1 | Construction manager as general contractor (CM/GC) for preconstruction services for the new courthouse | 978,000.00 |
| Amendment 2 | Early equipment package for the former Synovus Bank main office building and parking structure located on | 4,211,609.63 |

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| | Broadway, which will serve as the new Government Center. | |
| Amendment 3 | Guaranteed Maximum Price Amendment for the former Synovus Bank main office building and parking structure located on Broadway, which will serve as the new City Hall | 19,288,390.37 |
| Amendment 4 | Preconstruction services for the former TSYS Building located at 1000 5 th Avenue, which will serve as the Sheriff's Administration offices and Jail Support | 58,500.00 |
| Amendment 5 | Material and Labor for the construction of full-size mock-ups of the future Judicial Center courtrooms. | 77,000.00 |
| Amendment 6 | Early Equipment Package for the Muscogee County Sheriff's Office Administration Building and generator and parking garage security cameras for City Hall | 703,302.00 |
| Amendment 7 | Procurement and installation of back-up generator for the City Hall project. | 1,427,272.00 |
| Amendment 8 | Procurement and installation of security cameras for the parking garage at City Hall | 261,279.00 |
| Amendment 9 | Initial Demolition and Furniture Relocation at the new Sheriff's Administration Building | \$195,051.00 |
| Amendment 10 | Government Center Tower Modifications for Juvenile Court | \$1,374,613.00 |
| Amendment 11 | Moving Expenses | \$500,000.00 |
| Amendment 12 | Guaranteed Maximum Price Amendment for the Sheriff's Office Administration Building located at 1000 5 th Avenue | \$12,871,481.00 |
| Amendment 13 | Construction of Courtroom at the new Sheriff's Office Administration Building | \$1,687,315.00 |
| Amendment 14 | Additional needs identified by the Sheriff for the Sheriff's Office Administration Building | \$1,835,294.00 |
| Amendment 15 | Early Demolition and Sitework for Judicial Center | \$5,916,826.00 |
| New Contract Amount | | \$51,710,933.00 |

Item #F.

Funding is available for Amendment 15, as follows: G.O. Sales Tax Bonds Series 2022 - 2021 SPLOST - Judicial Center - General Construction - New Courthouse/Judicial Center; 0568-696-3116-STJC-7661-85200-20220.

A RESOLUTION

NO. _____

A RESOLUTION AUTHORIZING THE EXECUTION OF AMENDMENT 15 IN THE AMOUNT OF \$5,916,826.00 WITH GILBANE BUILDING COMPANY (ATLANTA, GA), IN ASSOCIATION WITH FREEMAN & ASSOCIATES, INC., FOR CONSTRUCTION MANAGER AS GENERAL CONTRACTOR SERVICES FOR THE GOVERNMENT CENTER COMPLEX.

WHEREAS, per Resolution No. 030-20, dated February 11, 2020, Council authorized the execution of a contract with Gilbane Building Company (Atlanta, GA), in association with Freeman & Associates, Inc., for construction manager as general contractor services for the new Government Center Complex. Council further authorized the negotiation of costs for the remaining phases of the project.; and,

WHEREAS, on November 7, 2023, Council authorized additional funding to construct an 8 story 342,000 square foot Judicial Center and this scope of work is the first step necessary to start construction of the Judicial Center. This scope of work includes traffic control, surrounding property existing condition surveys, the demolition of landscaping and hardscapes located north of the existing wings, demolition of existing speed ramps located north of the underground parking garage, installation of a new wall in the existing parking garage, mass excavation for the new 8 story building, and other activities necessary to prepare the site for the construction of the 8 story Judicial Center.

NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY RESOLVES AS FOLLOWS:

That the City Manager is hereby authorized execute Amendment 15 in the amount of \$5,916,826.00 with Gilbane Building Company (Atlanta, GA), in association with Freeman & Associates, Inc., for construction manager as general contractor services for the Government Center Complex. Funding is available from the 2021 SPLOST bonds for Amendment 15, as follows: G.O. Sales Tax Bonds Series 2022 - 2021 SPLOST - Judicial Center - General Construction - New Courthouse/Judicial Center; 0568-696-3116-STJC-7661-85200-20220.

Introduced at a regular meeting of the Council of Columbus, Georgia, held the _____ day of _____, 2023 and adopted at said meeting by the affirmative vote of members of said Council.

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| Councilor Allen voting | _____. |
| Councilor Barnes voting | _____. |
| Councilor Begly voting | _____. |
| Councilor Cogle voting | _____. |
| Councilor Crabb voting | _____. |
| Councilor Davis voting | _____. |
| Councilor Garrett voting | _____. |
| Councilor Huff voting | _____. |
| Councilor Thomas voting | _____. |
| Councilor Tucker voting | _____. |

Sandra T. Davis, Clerk of Council

B.H. "Skip" Henderson III, Mayor

File Attachments for Item:

G. EnerGov Software Subscription Fees for Information Technology

**Columbus Consolidated Government
Council Meeting Agenda Item**

Item #G.

| | |
|----------------------------|---------------------------------------------------------------|
| TO: | Mayor and Councilors |
| AGENDA SUBJECT: | EnerGov Software Subscription Fees for Information Technology |
| INITIATED BY: | Finance Department |

It is requested that Council approve payment to Tyler Technologies, Inc (Dallas, TX), in the amount of \$241,669.23, for the annual EnerGov software subscription fees for the period from December 1, 2023 through November 30, 2024. It is also requested that council approve payment for the annual software subscription fees for subsequent years, including cost increases for all aspects of the system, which will be budgeted in the appropriate fiscal years.

Resolution #321-18 authorized a five-year agreement for the upgrade of the EnerGov software, which is utilized as the business licensing/occupation system and permit management system for Columbus Consolidated Government. The upgrade allows the Finance Department—Occupation Tax Section, Inspections and Code Department, Engineering Department and Planning Department to be managed within one centralized enterprise database and allow users to connect to and use cloud—based applications over the internet via EnerGov’s Software as a Service (SaaS) Solution.

Payment of the annual subscription fees ensures ongoing maintenance and support of the software.

Tyler Technologies, Inc., as developer of the software, is the only company able to provide the required support; therefore, the vendor is considered an “Only Known Source”, per Section 3-114 of the Procurement Ordinance.

Funds for the current payment are budgeted in the FY24 Budget: General Fund – Information Technology – Software Lease; 0101-210-1000-ISS-6541. Annual subscription fee payments for subsequent years will be budgeted in the appropriate fiscal years.

A RESOLUTION

NO. _____

A RESOLUTION AUTHORIZING PAYMENT TO TYLER TECHNOLOGIES, INC (DALLAS, TX), IN THE AMOUNT OF \$241,669.23, FOR THE ANNUAL ENERGOV SOFTWARE SUBSCRIPTION FEES FOR THE PERIOD FROM DECEMBER 1, 2023 THROUGH NOVEMBER 30, 2024. AS WELL AS, AUTHORIZING PAYMENT FOR THE ANNUAL SOFTWARE SUBSCRIPTION FEES FOR SUBSEQUENT YEARS, INCLUDING COST INCREASES FOR ALL ASPECTS OF THE SYSTEM, WHICH WILL BE BUDGETED IN THE APPROPRIATE FISCAL YEARS.

WHEREAS, Resolution #321-18 authorized a five-year agreement for the upgrade of the EnerGov software, which is utilized as the business licensing/occupation system and permit management system for Columbus Consolidated Government. The upgrade allows the Finance Department—Occupation Tax Section, Inspections and Code Department, Engineering Department and Planning Department to be managed within one centralized enterprise database and allow users to connect to and use cloud—based applications over the internet via EnerGov’s Software as a Service (SaaS) Solution; and,

WHEREAS, payment of the annual subscription fees ensures ongoing maintenance and support of the software; and,

WHEREAS, Tyler Technologies, Inc., as developer of the software, is the only company able to provide the required support; therefore, the vendor is considered an “Only Known Source”, per Section 3-114 of the Procurement Ordinance.

NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY RESOLVES AS FOLLOWS:

That the City Manager is hereby authorized to render payment to Tyler Technologies, Inc (Dallas, TX), in the amount of \$241,669.23, for the annual Energov software subscription fees for the period from December 1, 2023 through November 30, 2024. The City Manager is further authorized to render payment for the annual software subscription fees for subsequent years, including cost increases for all aspects of the system, which will be budgeted in the appropriate fiscal years. Funds for the current payment are budgeted in the FY24 Budget: General Fund – Information Technology – Software Lease; 0101-210-1000-ISS-6541. Annual subscription fee payments for subsequent years will be budgeted in the appropriate fiscal years.

Introduced at a regular meeting of the Council of Columbus, Georgia, held the _____ day of _____, 2023 and adopted at said meeting by the affirmative vote of _____ members of said Council.

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|-------------------------|-------|
| Councilor Allen voting | _____ |
| Councilor Barnes voting | _____ |
| Councilor Begly voting | _____ |
| Councilor Cogle voting | _____ |
| Councilor Crabb voting | _____ |

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| Councilor Davis voting | _____ |
| Councilor Garrett voting | _____ |
| Councilor Huff voting | _____ |
| Councilor Thomas voting | _____ |
| Councilor Tucker voting | _____ |

Sandra T. Davis, Clerk of Council

B.H. "Skip" Henderson III, Mayor

File Attachments for Item:

H. Additional Assembly and Delivery Services for Household Garbage and Yard Waste Carts for Public Works

**Columbus Consolidated Government
Council Meeting Agenda Item**

Item #H.

| | |
|----------------------------|----------------------------------------------------------------------------------------------------------|
| TO: | Mayor and Councilors |
| AGENDA SUBJECT: | Additional Assembly and Delivery Services for Household Garbage and Yard Waste Carts for Public Works |
| INITIATED BY: | Finance Department |

It is requested that Council approve payment to IPL North America, Inc. (Forsyth, GA), in the amount of \$50,634.78 to cover the additional cost for assembly and delivery of household garbage and yard waste carts, which were delivered to the citizens of Columbus, Georgia.

Per Resolution #423-21, IPL North America was awarded the contract to provide approximately 120,000 household garbage and yard waste carts to allow for the implementation of an automated Waste Collection Program within Muscogee, County. This payment is required due to the additional cost incurred for the assembly and delivery of the carts, which was higher than originally anticipated.

Funds are available in the FY24 Budget: Integrated Waste Management Fund – Public Works – Yard Waste Collections – Operating Materials; 0207 – 260 – 3580 – YARD – 6728.

A RESOLUTION

NO. _____

A RESOLUTION AUTHORIZING PAYMENT TO IPL NORTH AMERICA, INC. (FORSYTH, GA), IN THE AMOUNT OF \$50,634.78 TO COVER THE ADDITIONAL COST FOR ASSEMBLY AND DELIVERY OF HOUSEHOLD GARBAGE AND YARD WASTE CARTS, WHICH WERE DELIVERED TO THE CITIZENS OF COLUMBUS, GEORGIA.

WHEREAS, per Resolution #423-21, IPL North America was awarded the contract to provide approximately 120,000 household garbage and yard waste carts to allow for the implementation of an automated Waste Collection Program within Muscogee, County; and,

WHEREAS, this payment is required due to the additional cost incurred for the assembly and delivery of the carts, which was higher than originally anticipated.

NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY RESOLVES AS FOLLOWS:

That the City Manager is hereby authorized to render payment to to IPL North America, Inc. (Forsyth, GA), in the amount of \$50,634.78 to cover the additional cost for assembly and delivery of household garbage and yard waste carts, which were delivered to the citizens of Columbus, Georgia. Funds are available in the FY24 Budget: Integrated Waste Management Fund – Public Works – Yard Waste Collections – Operating Materials; 0207 – 260 – 3580 – YARD – 6728.

Introduced at a regular meeting of the Council of Columbus, Georgia, held the _____ day of _____, 2023 and adopted at said meeting by the affirmative vote of _____ members of said Council.

| | |
|--------------------------|-------|
| Councilor Allen voting | _____ |
| Councilor Barnes voting | _____ |
| Councilor Begly voting | _____ |
| Councilor Cogle voting | _____ |
| Councilor Crabb voting | _____ |
| Councilor Davis voting | _____ |
| Councilor Garrett voting | _____ |
| Councilor Huff voting | _____ |
| Councilor Thomas voting | _____ |
| Councilor Tucker voting | _____ |

Sandra T. Davis, Clerk of Council

B.H. “Skip” Henderson III, Mayor

File Attachments for Item:

I. Declaration of Surplus and Donation of Tasers and Accessories, Body Video Recorders and Battery Chargers to Valley Police Department

**Columbus Consolidated Government
Council Meeting Agenda Item**

Item #/.

| | |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| TO: | Mayor and Councilors |
| AGENDA SUBJECT: | Declaration of Surplus and Donation of Tasers and Accessories, Body Video Recorders and Battery Chargers to Valley Police Department |
| INITIATED BY: | Finance Department |

It is requested that Council declare the following Tasers and Accessories, Body Video Recorders and Battery Chargers from the Police Department, as surplus, in accordance with section 7-501 of the Charter of Columbus Consolidated Government; and authorize the donation of the equipment to the Valley Police Department in Valley, Alabama:

(15) Tasers X26P

| | | | | | |
|-----------|-----------|-----------|-----------|-----------|-----------|
| X120077X1 | X120077F0 | X120096DF | X120036CX | X12004G6 | X120096MV |
| X120077WM | X12004W38 | X120098D7 | X120077ME | X1200DKHD | X120096F1 |
| X1200DKH3 | X1200376X | X120096FF | | | |

(15) Taser holsters, plastic, black in color, no serial numbers

(50) Taser X26P batteries, no serial numbers

Taser Cartridges - Fifty (50)

Serial numbers:

| | | | | | | |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| C410C04MW | C410C042Y | C410C0596 | C410C0441 | C410AYXY1 | C410C061V | |
| C410C05AA | C410C05XH | C410AYYWT | C410C002K | C410C05WA | C410C04NT | |
| C410C04HX | C410C06FR | C410AYYPF | C410C042X | C410AYYRX | C410C0663 | |
| C410C04FF | C410C05YD | C410C07FD | C410C0421 | C410C06E0 | C410C0666 | |
| C410C043A | C410C022Y | C410C05YW | C410AYYK2 | C410C01W2 | C410C05AK | C410C059X |
| C410AYYF1 | C410C05WE | C410C041M | C410AYVD8 | C410C03Y6 | C410C0632 | C410AYN47 |
| C410C0448 | C410C0186 | C410C019P | C410C04H2 | C410C016P | C410AYYEH | |
| C410C05KT | C410C0199 | C410C024W | C410C04P0 | C410AYYK0 | C410C01K1 | |

Fifteen (15) ProVision Body Video Recorders

Serial numbers:

| | | | |
|-----------|-----------|-----------|-----------|
| 0E00247B3 | 0A00397B3 | 0D00404D3 | 0A00160B3 |
| 0E00288B3 | 0D00152B3 | 0A00620B3 | 0D00146B3 |
| 0D00008B3 | 0D00275B3 | 0D00178B3 | 0A00768B3 |
| 0D00061B3 | 0D00060B3 | 1A00368B3 | |

One (1) ProVision BC-380 8-Port Battery Charger

Serial number: 1903B3XD0025

The equipment has reached its useful life for the Columbus Police Department and has been replaced with newer models. The Columbus Police Department wishes to donate the surplus equipment to the Valley Police Department to be utilized by its officers in the performance of their duties.

A RESOLUTION

Item #/.

NO. _____

A RESOLUTION AUTHORIZING THE DECLARATION OF THE FOLLOWING TASERS AND ACCESSORIES, BODY VIDEO RECORDERS AND BATTERY CHARGERS FROM THE POLICE DEPARTMENT, AS SURPLUS, IN ACCORDANCE WITH SECTION 7-501 OF THE CHARTER OF COLUMBUS CONSOLIDATED GOVERNMENT; AND AUTHORIZE THE DONATION OF THE EQUIPMENT TO THE VALLEY POLICE DEPARTMENT IN VALLEY, ALABAMA:

(15) Tasers X26P

| | | | | |
|-----------|-----------|-----------|-----------|---------------------|
| X120077X1 | X120077F0 | X120096DF | X120036CX | X12004G6E X120096MV |
| X120077WM | X12004W38 | X120098D7 | X120077ME | X1200DKHD X120096F1 |
| X1200DKH3 | X1200376X | X120096FF | | |

(15) Taser holsters, plastic, black in color, no serial numbers

(50) Taser X26P batteries, no serial numbers

Taser Cartridges - Fifty (50)

Serial numbers:

| | | | | | | |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| C410C04MW | C410C042Y | C410C0596 | C410C0441 | C410AYXY1 | C410C061V | |
| C410C05AA | C410C05XH | C410AYYWT | C410C002K | C410C05WA | C410C04NT | |
| C410C04HX | C410C06FR | C410AYYPF | C410C042X | C410AYYRX | C410C0663 | |
| C410C04FF | C410C05YD | C410C07FD | C410C0421 | C410C06E0 | C410C0666 | |
| C410C043A | C410C022Y | C410C05YW | C410AYYK2 | C410C01W2 | C410C05AK | C410C059X |
| C410AYYF1 | C410C05WE | C410C041M | C410AYVD8 | C410C03Y6 | C410C0632 | C410AYN47 |
| C410C0448 | C410C0186 | C410C019P | C410C04H2 | C410C016P | C410AYYEH | |
| C410C05KT | C410C0199 | C410C024W | C410C04P0 | C410AYYK0 | C410C01K1 | |

Fifteen (15) ProVision Body Video Recorders

Serial numbers:

| | | | |
|-----------|-----------|-----------|-----------|
| 0E00247B3 | 0A00397B3 | 0D00404D3 | 0A00160B3 |
| 0E00288B3 | 0D00152B3 | 0A00620B3 | 0D00146B3 |
| 0D00008B3 | 0D00275B3 | 0D00178B3 | 0A00768B3 |
| 0D00061B3 | 0D00060B3 | 1A00368B3 | |

One (1) ProVision BC-380 8-Port Battery Charger

Serial number: 1903B3XD0025

WHEREAS, the equipment has reached its useful life for the Columbus Police Department and has been replaced with newer models. The Columbus Police Department wishes to donate the surplus equipment to the Valley Police Department to be utilized by its officers in the performance of their duties.

NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY RESOLVES AS FOLLOWS:

That the City Manager is hereby authorized to declare Tasers and Accessories, Body Video Recorders and Battery Chargers listed above, from the Police Department, as surplus, in accordance with section 7-501 of the Charter of Columbus Consolidated Government; and authorize the donation of the equipment to the Valley Police Department in Valley, Alabama.

Introduced at a regular meeting of the Council of Columbus, Georgia, held the_____ day of _____, 2023 and adopted at said meeting by the affirmative vote of _____ members of said Council.

| | |
|--------------------------|-------|
| Councilor Allen voting | _____ |
| Councilor Barnes voting | _____ |
| Councilor Begly voting | _____ |
| Councilor Cogle voting | _____ |
| Councilor Crabb voting | _____ |
| Councilor Davis voting | _____ |
| Councilor Garrett voting | _____ |
| Councilor Huff voting | _____ |
| Councilor Thomas voting | _____ |
| Councilor Tucker voting | _____ |

Sandra T. Davis, Clerk of Council

B.H. “Skip” Henderson III, Mayor

A RESOLUTION

NO._____

File Attachments for Item:

A. Judicial Center Update - Ryan Pruett, Director, Inspections & Code



AGENDA

Item #A.



CURRENT DESIGN STATUS

STAKEHOLDER UPDATE

CONSTRUCTION SEQUENCING

COST UPDATE

PROJECT SCHEDULE

UPDATE ON SCOPE

Item #A.



Courthouse Building Area:

342,000 Gross Square Feet

18 Courtrooms [5 SHELL]

**Superior Court, State Court, Juvenile Court.
Magistrate/Muni Court, Probate Court, Clerk of Court,
District Attorney, Public Defender, Law Library, Sheriff
Security, Jury Assembly, Accountability**

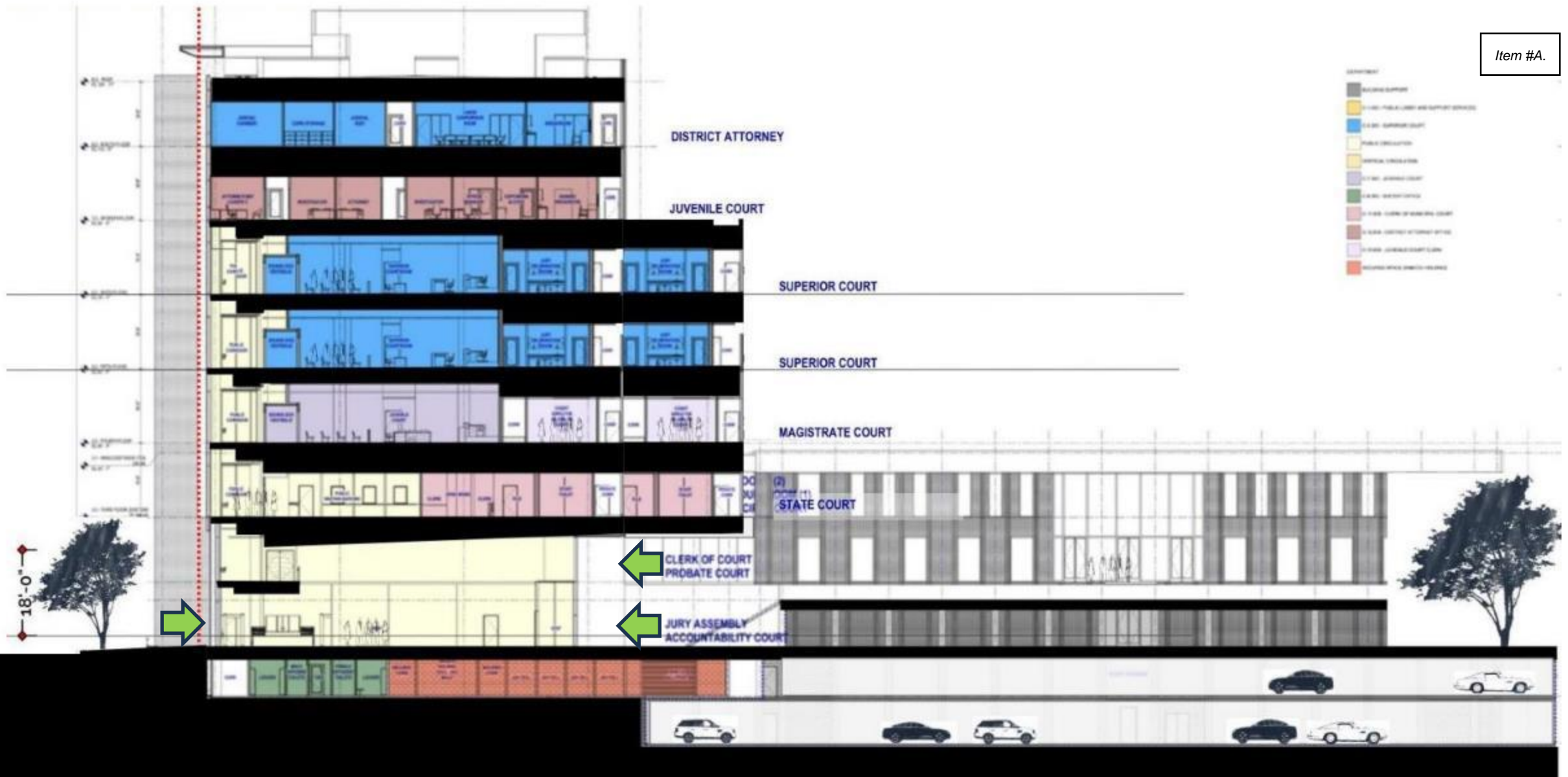
Site Parking :

500+ Spaces

CITY COUNCIL AUTHORIZATION

Note: for discussion purposes only; renderings subject to change

NOVEMBER 7, 2023



EXPANSION ALTERNATE

Note: for discussion purposes only; renderings subject to change

MODEL VIEWS

Item #A.



DESIGN UPDATE

Note: for discussion purposes only; renderings subject to change

AERIAL PLAZA VIEW

Item #A.



DESIGN UPDATE

Note: for discussion purposes only; renderings subject to change

10TH STREET VIEW

Item #A.



DESIGN UPDATE

Note: for discussion purposes only; renderings subject to change

10TH STREET VIEW

Item #A.



DESIGN UPDATE

Note: for discussion purposes only; renderings subject to change

- Page 188 -

ENTRY LOBBY VIEW

Item #A.



DESIGN UPDATE

Note: for discussion purposes only; renderings subject to change

PUBLIC WAITING VIEW

Item #A.



DESIGN UPDATE

Note: for discussion purposes only; renderings subject to change

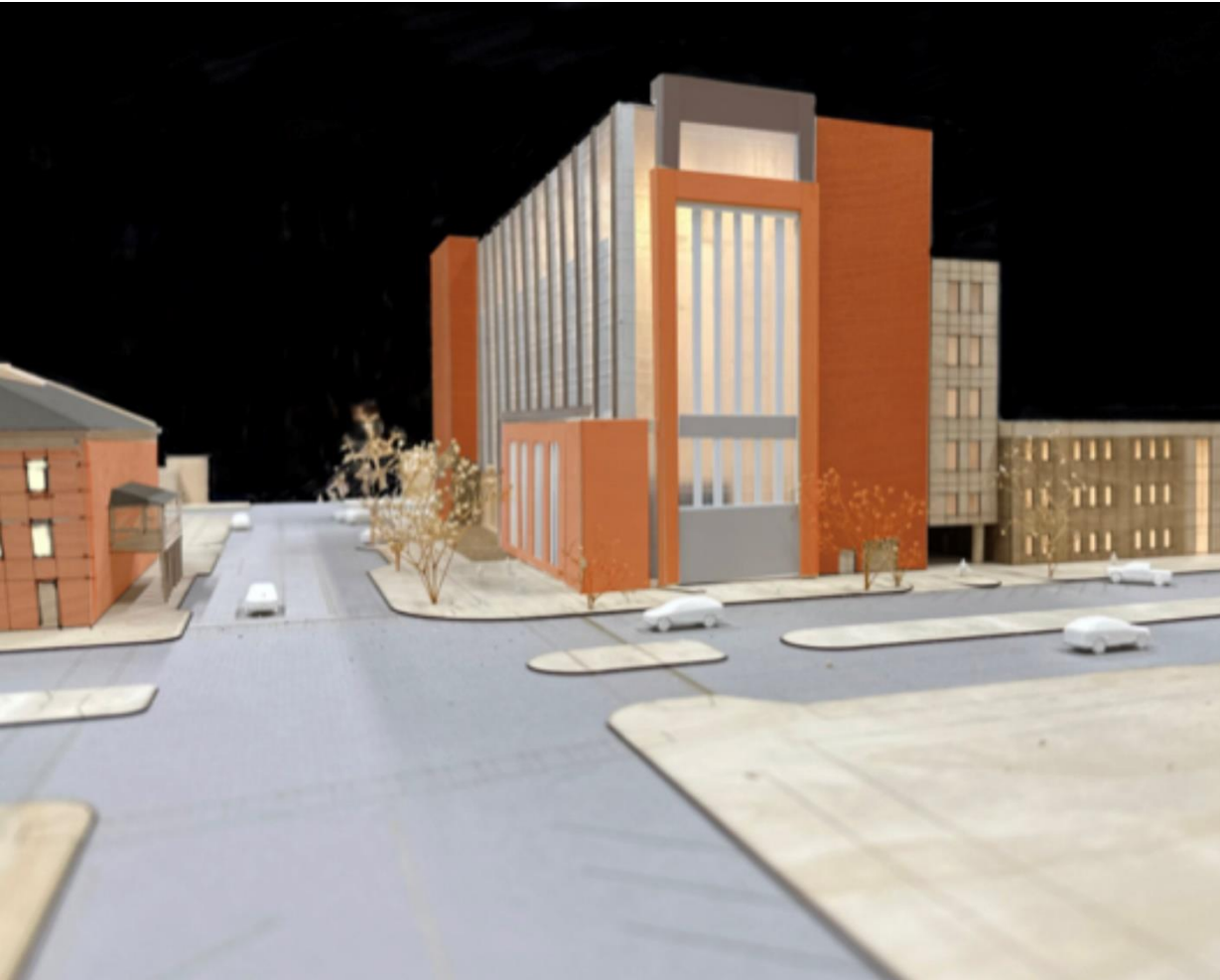
COURTROOM VIEW

Item #A.



DESIGN UPDATE

Note: for discussion purposes only; renderings subject to change



DESIGN UPDATE

Note: for discussion purposes only; renderings subject to change



PARKING DISTRIBUTION

RiverCenter for Performing Arts (host)
Historic Columbus Foundation
Springer Opera House
Uptown Columbus Inc.
Columbus State University
Columbus Bar Association
Other Concerned Citizens



CONSTRUCTION ACTIVITIES

DEMOLITION

TRAFFIC

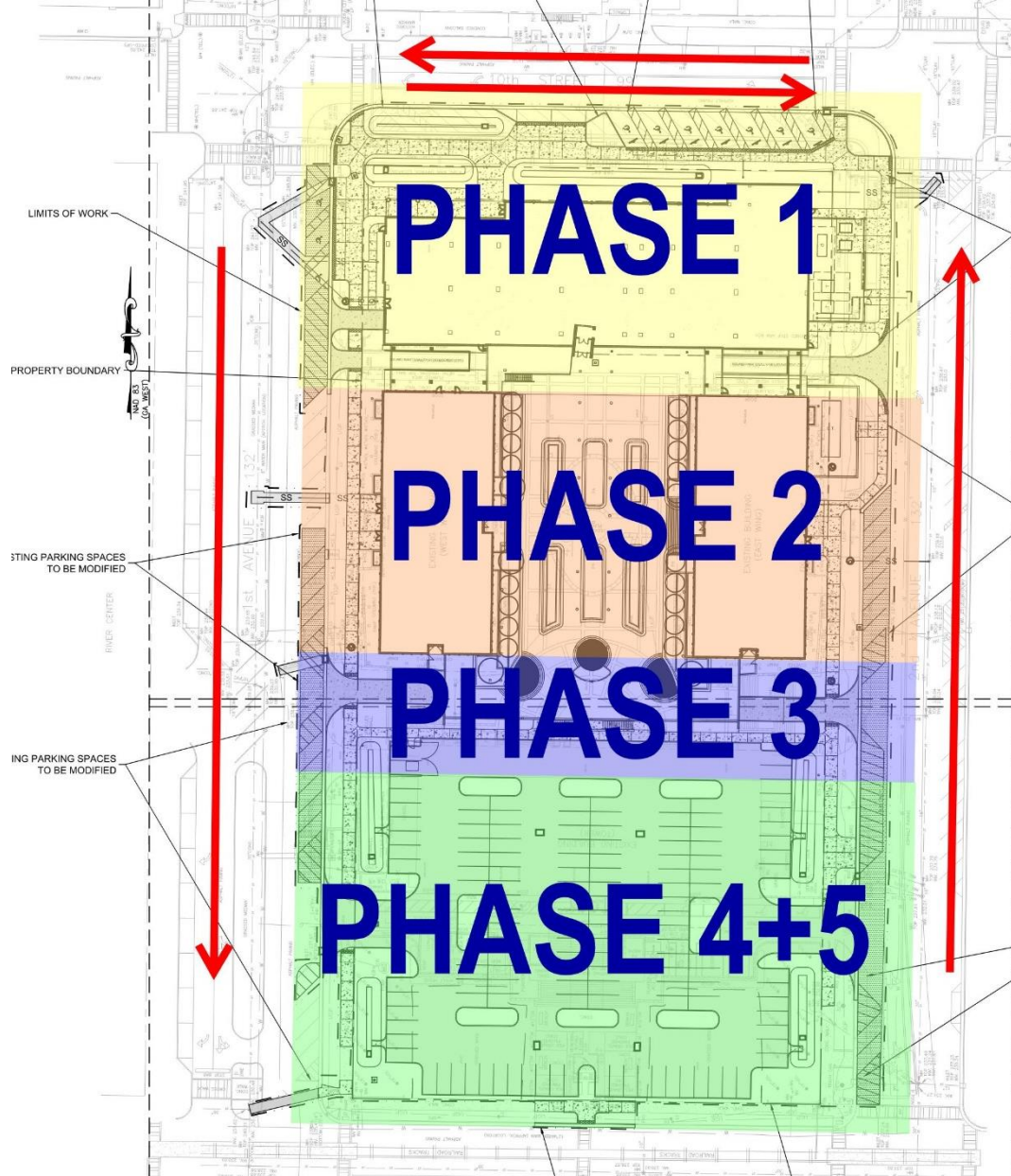
MONITORING

NOISE

OPERATIONS

COMMUNICATIONS



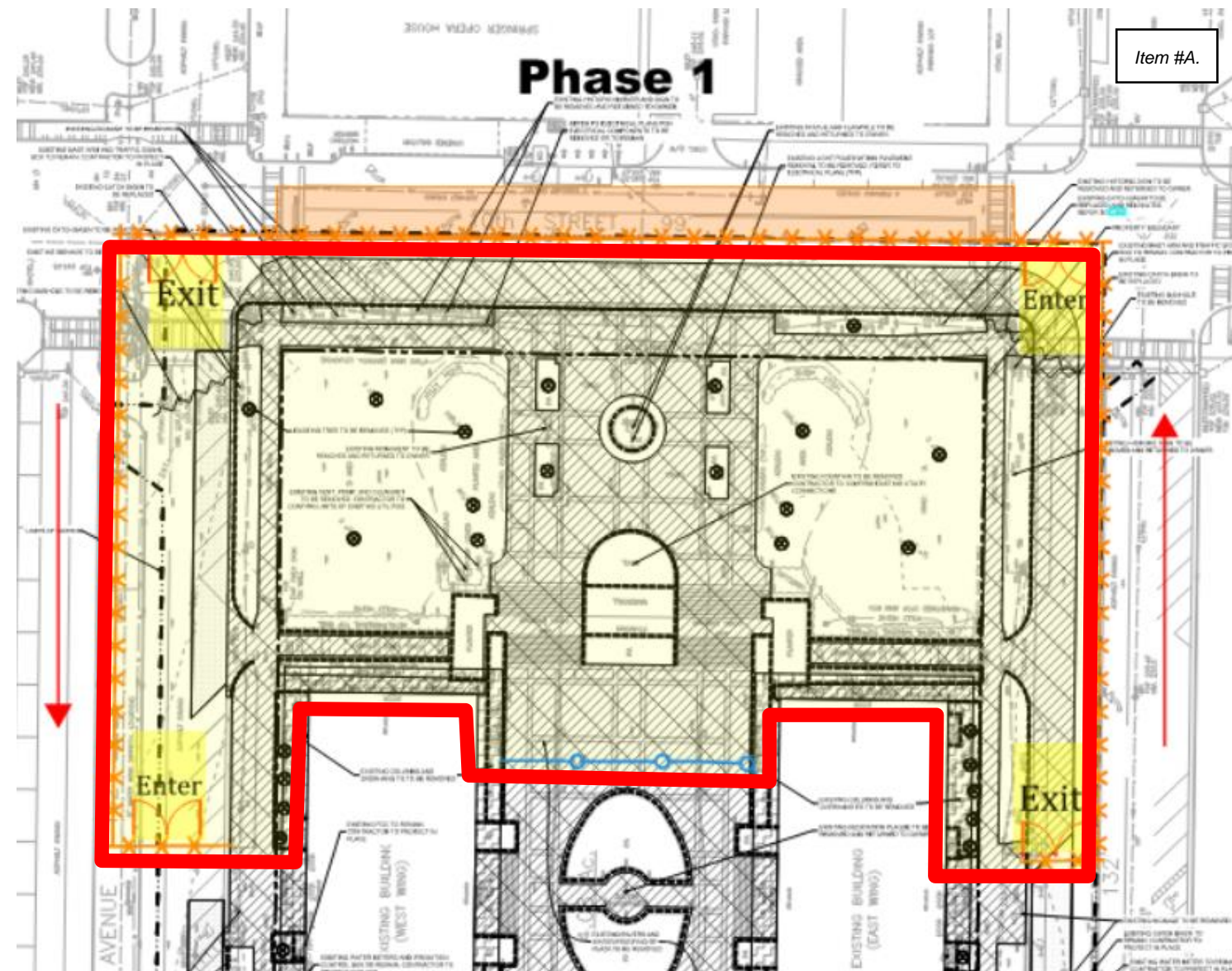
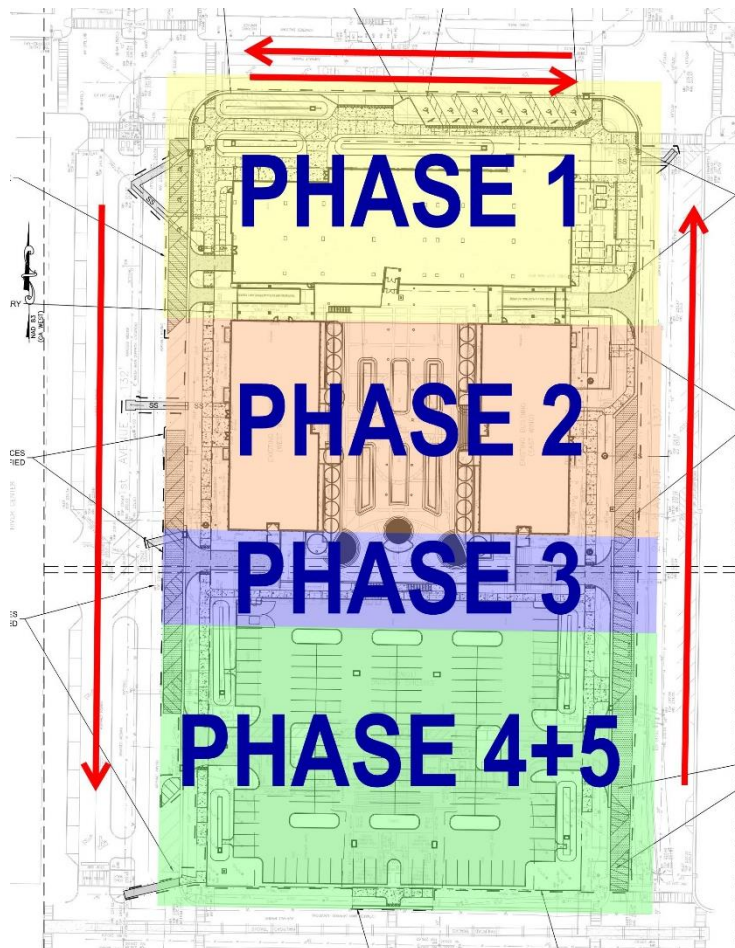


Phase 1:
 Demo Site
 Demo structure from 21-32
 Lines+12' North of 32 Line
 Add 21 Line Retaining Wall at P2
 Excavate/ Backfill for Foundations
 Install Caissons and Pile Caps
 All Tulips Removed in Phase 1

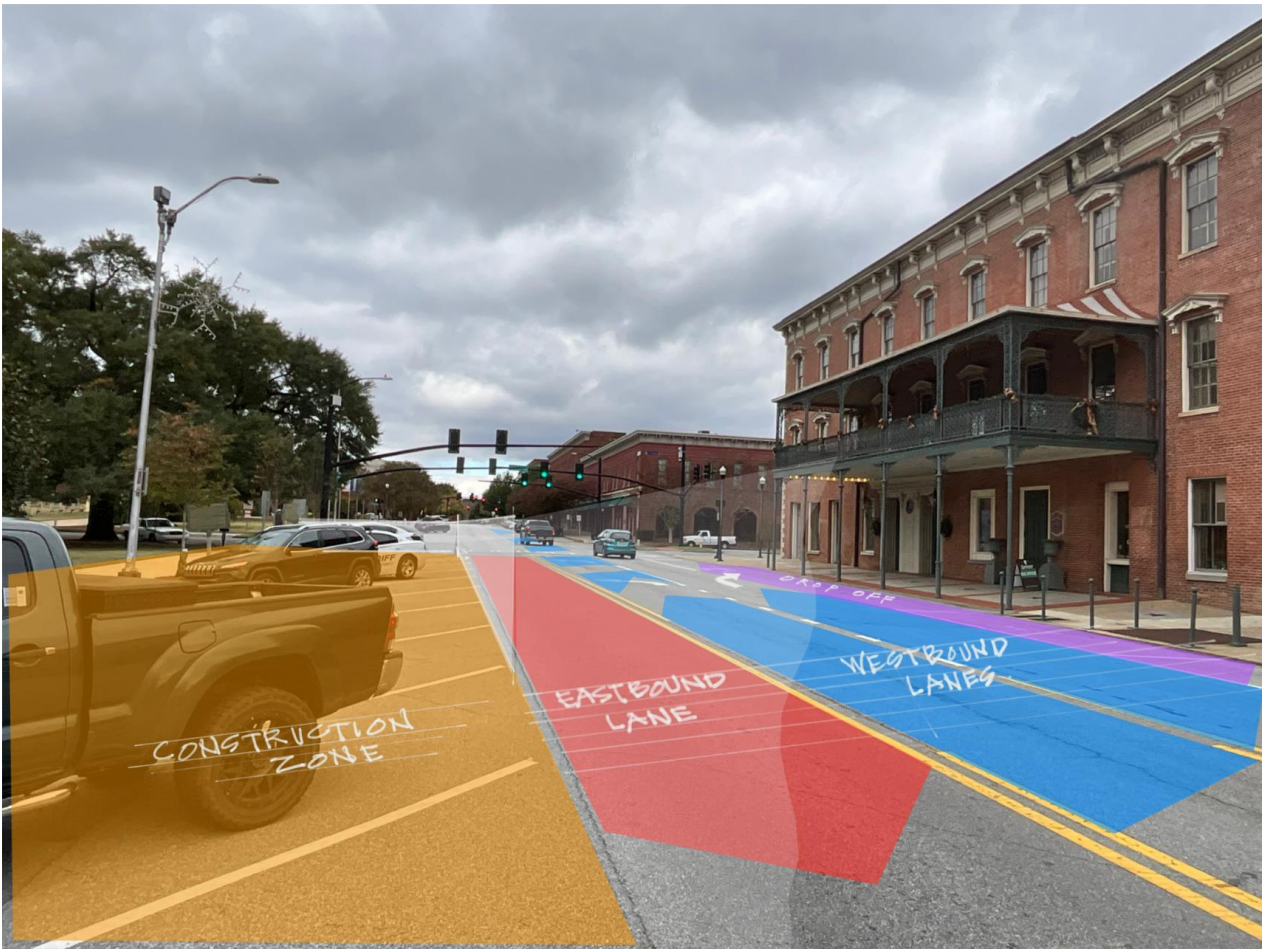
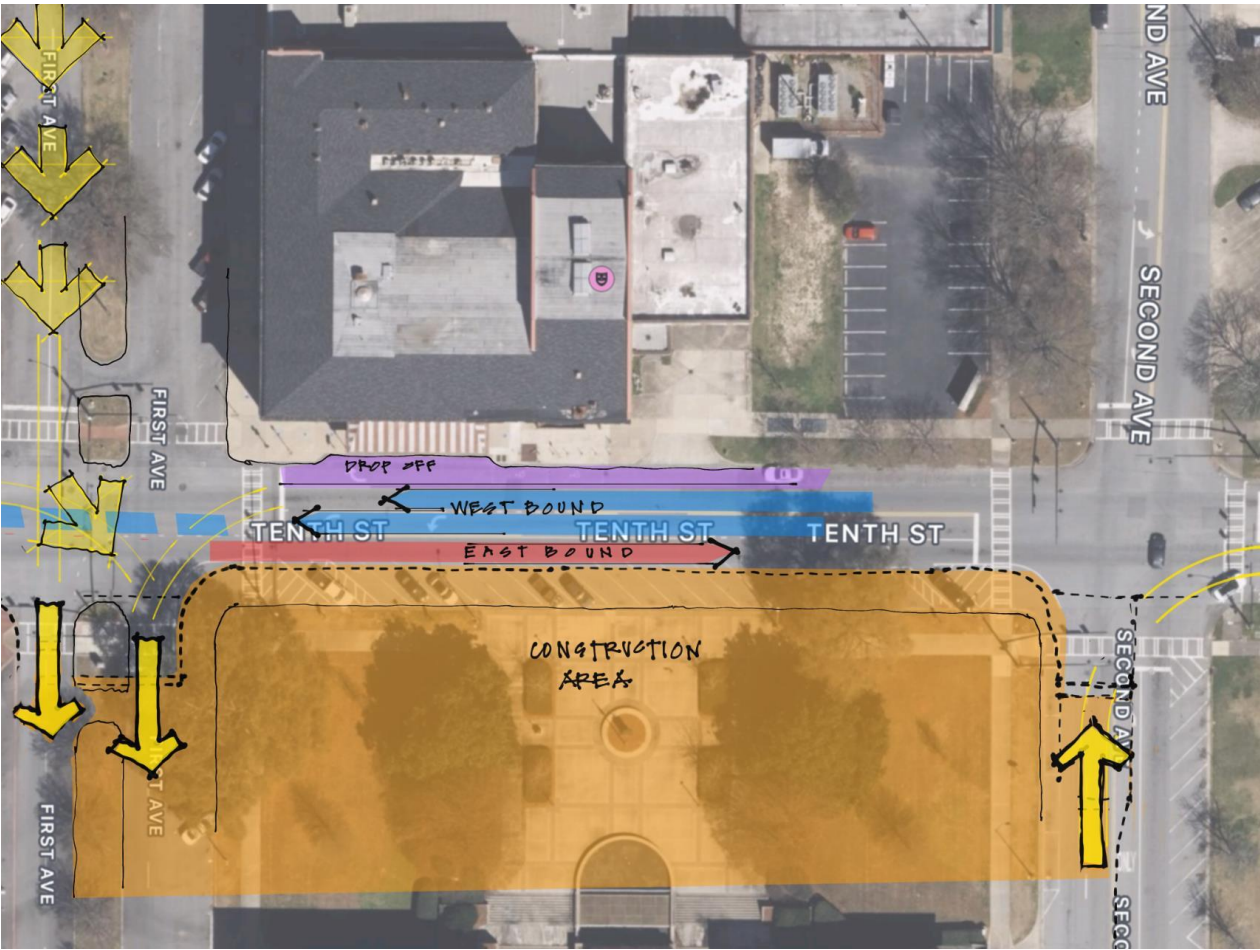
Phase 2:
 Abatement of Wings
 Select Demolition of Wings
 Demolition of Plaza

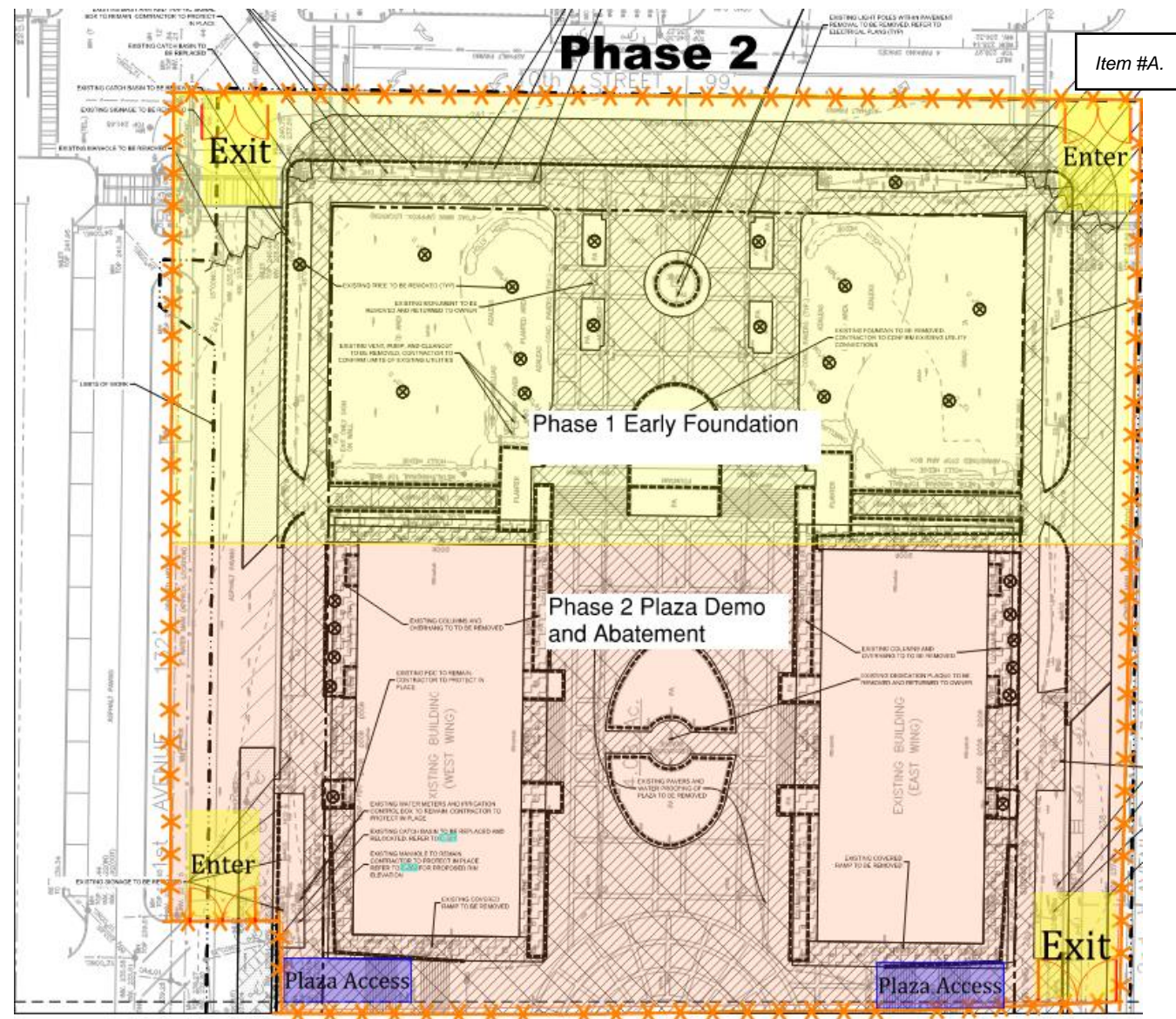
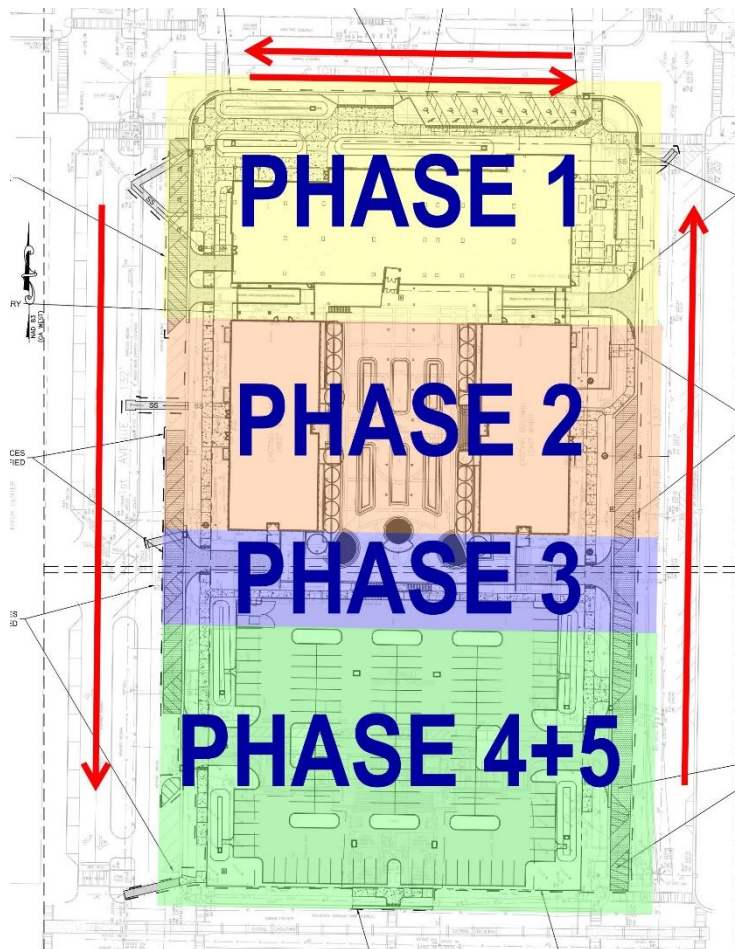
Phase 3:
 Demo for New Entrance
 Add South Retaining wall
 Remove Plaza Deck
 Backfill South Retaining Wall

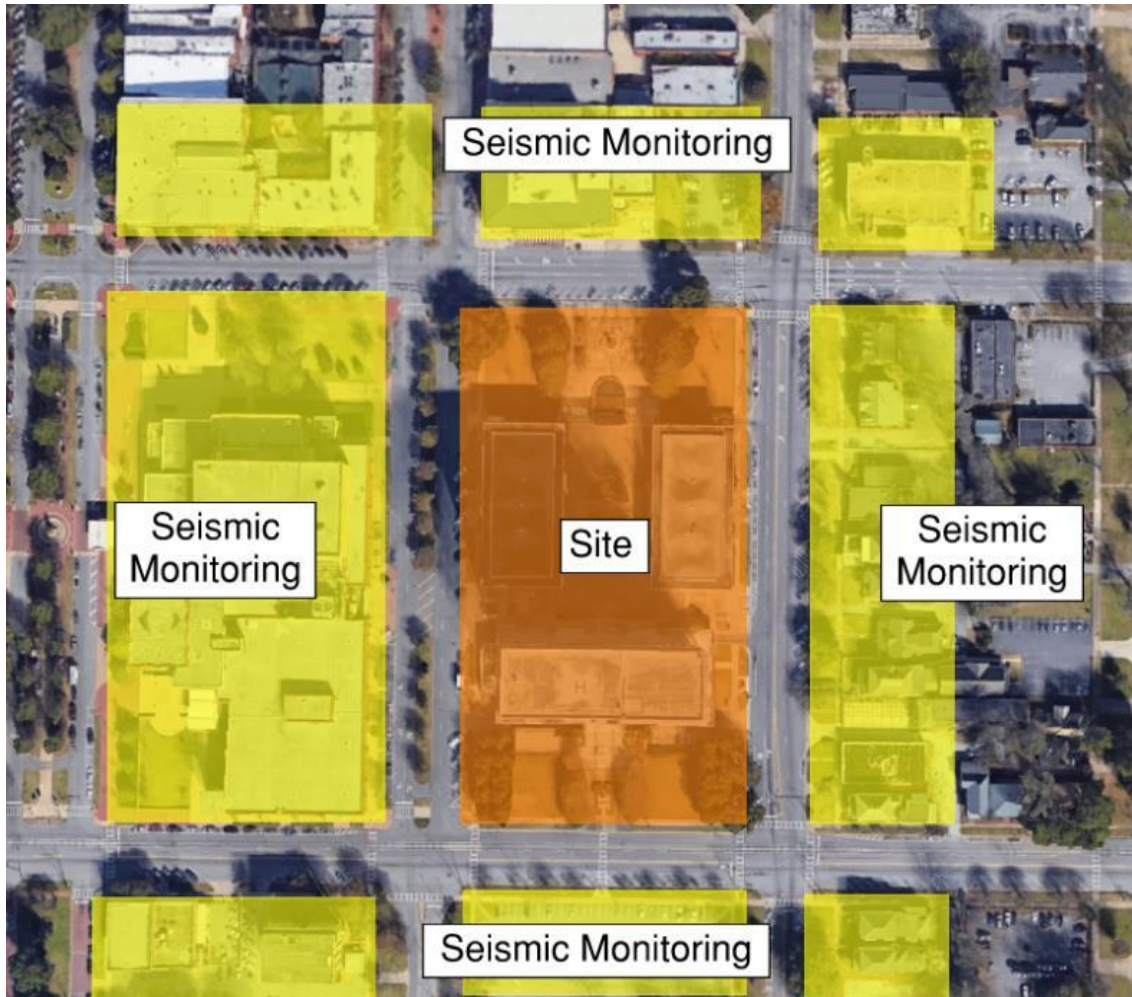
Phase 4:
 Tower Demo
Phase 5:
 Parking lot Construction



Item #A.







CURRENT SCOPE PROPOSAL

Item #A.



Courthouse Building Area:

342,000 Gross Square Feet

18 Courtrooms [5 SHELL], 24 JUDICIAL OFFICES

Superior Court, State Court, Juvenile Court.

**Magistrate/Muni Court, Probate Court, Clerk of Court,
District Attorney, Public Defender, Law Library, Sheriff
Security, Jury Assembly, Accountability**

9 ELEVATORS, 31 HOLDING CELLS

SITE WORK + LANDSCAPE + PARKING IMPROVEMENTS

DEMOLITION OF EXISTING TOWER

Construction ESTIMATE:

\$ 198 M \$ 6 M OVER [3%]

CONSTRUCTION COST

Building Construction
12/2023 – 06/2026

Moving Process
07/2026 – 08/2026

Abatement & Demolition
of Tower
9/2026 – 02/2027

Parking Lot & Hardscapes
03/2027 – 08/2027

File Attachments for Item:

B. METRA Dial A Ride Premium Service/Micro Transit/Uptown Golf Cart Shuttle - Rosa Evans, Director, METRA Transit

Roll with US (Uptown Shuttle)



Uptown Shuttle

Update:

Item #B.

- Friday, December 15th at 10am – Media Day (River Center Parking Garage)
- Shuttle transportation using 5-passenger solar battery operated golf carts.
- Riders will be able to schedule a trip for **FREE** using a smartphone app. or QR Code and Link
- (www.columbusga.gov/metra/More/Roll-with-US)
- Service jurisdiction will cover from Bay Ave to 1st Ave and 9th Street to 14th Street. (Golf carts will not cross 13th Ave) (Access to 14th Street will be via Front Ave)
- Hours of Operation: Mon-Thur (11am-8pm), Fri & Sat (10am-12am)
- Service will only be provided within the designated jurisdiction.

Music:



Art:



Item #B.

Chattahoochee River:



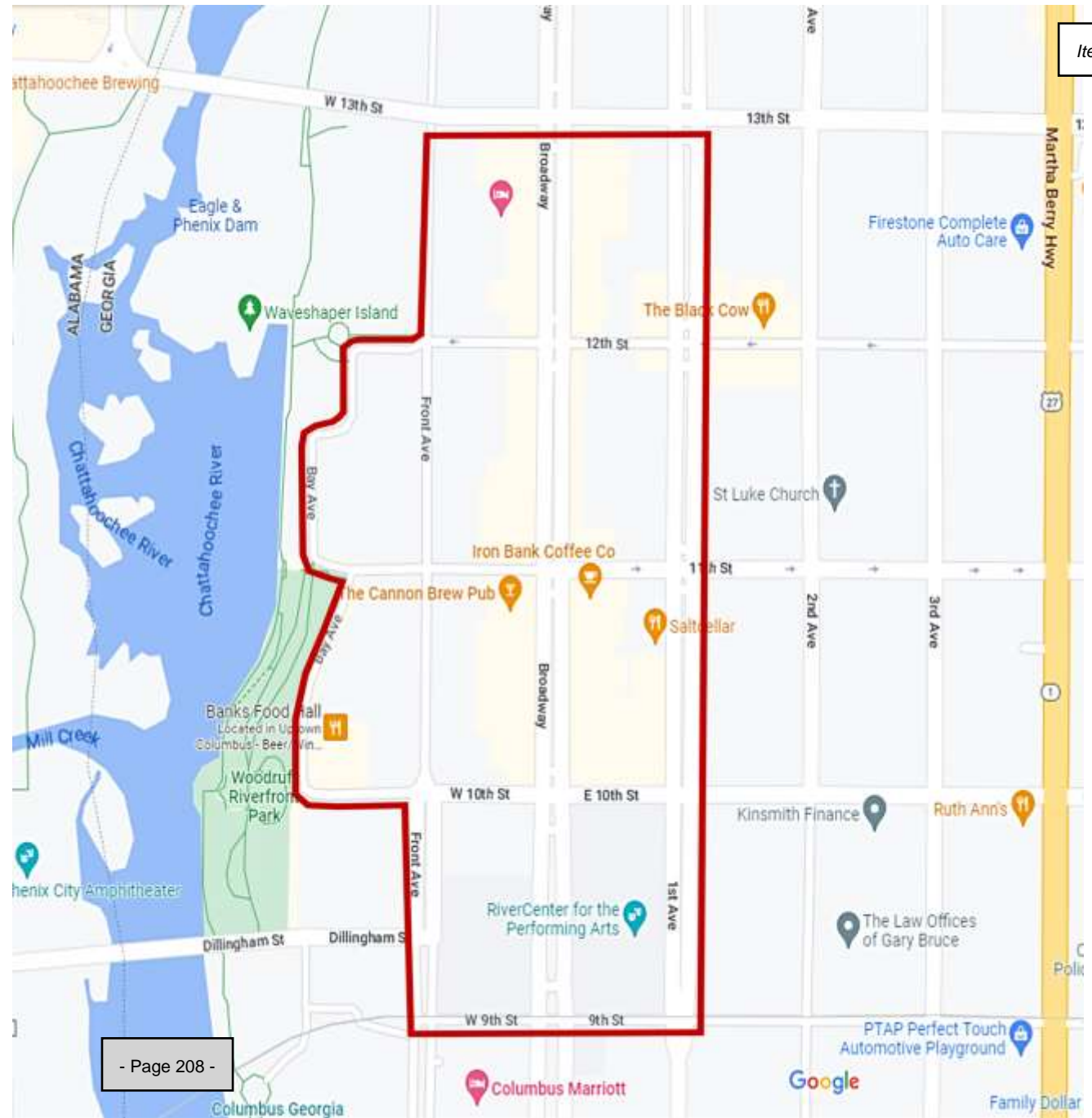
Military:



Service Area (Outlined in Red)

-Bay Ave to 1st Ave

-9th St to 14th St



Item #B.

Trip Schedules:

- First come, First serve basis.
- First time using the application requires complete registration.
- Trips will be sent to the driver's tablet, and an email will be sent to the rider to confirm trip and ETA of arrival.
- Golf carts will arrive to the nearest on-street pickup location.
- Official Service Start Date – Tuesday, December 26th at 11am.

Roll With US

Let's Roll Uptown

NEED A RIDE?

UPTOWN ON-DEMAND GOLF CART SHUTTLE



Important Information and Dates

Hours of Operation:
 Monday-Thursday: 11am-8pm
 Friday-Saturday: 10am-12am
 Sunday: Closed

Media Day
 Friday, December 15, 2023 at 10:00am
 River Center Parking Garage

Official Rollout Day
 Tuesday, December 26, 2023

For Information: 706-225-4584

FREE SHUTTLE
FIRST COME, FIRST SERVE
FREE SHUTTLE

SCAN QR CODE

OR CLICK LINK AT
[COLUMBUSGA.GOV/METRA/ROLLWITHUS](https://columbusga.gov/metra/rollwithus)
 TO BOOK A RIDE




**SERVICE AREA: BAY AVE TO 1ST ST AND 9TH ST TO 14TH ST
 (CARTS WILL NOT CROSS 13TH ST, WEST SIDE ACCESS VIA FRONT AVE)**

Questions?



December 5, 2023



Dial-A-Ride Expansion Study

Columbus City Council Briefing

Nelson\Nygaard Consulting Associates, Inc.



Additional $\frac{3}{4}$ Mile Premium Service – 1.5 Miles Total

$\frac{3}{4}$ Mile ADA Paratransit (Required)

METRA Fixed Bus Routes

Today's Presentation

- 1 Study Overview
- 2 ADA and Demand-Response Services
- 3 METRA's Dial-A-Ride Service
- 4 Public Input
- 5 Expanded (Premium) Service
- 6 Discussion and Next Steps
- 7 Demand-Response Service



Study Overview

Study Context

- METRA operates Dial-A-Ride complementary paratransit service for eligible riders whose disability prevents them traveling to/from METRA's fixed-route bus service or from riding the bus, a requirement of the Americans with Disabilities Act (ADA).
- The ADA requires that METRA provide "origin-to-destination" service between locations within **0.75 miles of METRA bus routes**.
- On August 8, 2023, a Dial-A-Ride rider appeared before the council to have METRA serve an address located outside the current Dial-A-Ride service area.
- Following deliberations, the council voted to expand the Dial-A-Ride service area to 1.5 miles of fixed-route bus routes, **which exceeds the ADA requirements**.
- Following the council vote, the City of Columbus engaged Nelson\Nygaard to evaluate the demand for and costs of providing expanded Dial-A-Ride service.

Study Scope

- Evaluate current Dial-A-Ride service
 - Includes assessment of capacity to meet ADA requirements
- Seek public input on where additional service is needed
- Estimate demand and costs for service area expansion
- Recommend ways to deliver expanded or “premium” service and continue to comply with the ADA requirements for Dial-A-Ride service

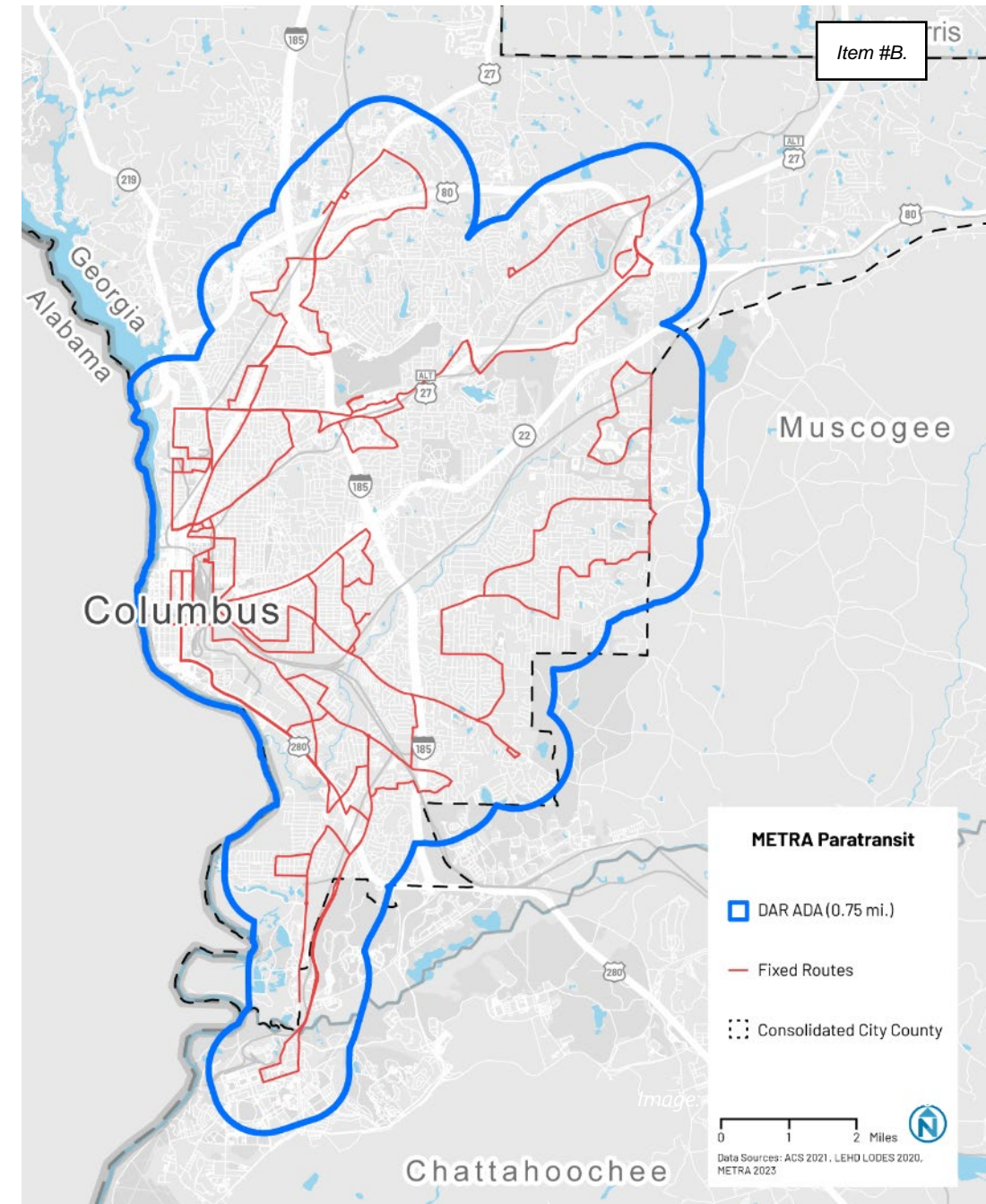
Demand Response and ADA

Demand-Response Transportation Explained

- Flexible transportation service that responds to trip requests with variable routes and schedules.
 - Differs from fixed-route bus service (e.g., METRA) operating on the same route and following a published schedule
 - Typically costs more than fixed-route bus service
- Customers request trips by calling or using a website/smartphone application.
- Types of demand-response transportation include:
 - For-hire vehicles (taxicabs, limousines, Lyft, Uber, etc.)
 - Shuttles, including microtransit (discussed later)
 - **Complementary or ADA paratransit (Dial-A-Ride)**
 - Premium paratransit

Complementary Paratransit: A Safety Net

- Complementary paratransit is a “safety net” for those whose functional disability prevents them from riding fixed-route service or traveling to/from bus stops.
- To use Dial-A-Ride service, one must apply to METRA and be determined “ADA paratransit eligible.”
- Eligible riders may be picked up or dropped off anywhere within 0.75 miles of METRA bus routes.



Key Complementary Paratransit Requirements

- To travel, eligible riders must contact METRA to reserve travel a least one day before a trip (no same-day service).
- **METRA may negotiate the pickup time (within limits) but must accommodate all next-day trip requests.**
- Dial-A-Ride is an origin-to-destination service and is either curb-to-curb or door-to-door depending on assistance needed
- **Capacity constraints are prohibited.**
- Service that operates outside of the 0.75-mile minimum required service area is known as a form of premium service.

A low-angle, close-up shot of a person in a wheelchair. The person's legs and feet are visible, wearing black shoes. They are positioned on a yellow metal ramp that is extended from the back of a white van. The van's rear door is open, and the interior is visible. The background shows a street with trees and a clear sky. The overall scene is brightly lit, suggesting a sunny day.

METRA's Dial-A-Ride

Dial-A-Ride Service Structure

- Total Dial-A-Ride service costs were approximately \$1.165 million in FY 23.
- Dial-A-Ride vehicles and operators (drivers) are separate from fixed route.
- Road supervision, vehicle maintenance, safety/training, and administration/management resources are shared with fixed route.
- While current staffing levels appear adequate to meet current demand, daily or hourly surges can present staffing challenges.

Dial-A-Ride Staffing Considerations

- One Dial-A-Ride vehicle operator handles reservations and scheduling
 - This reduces the available operator workforce
- To address surges or staffing shortages, supervisors and managers drive vehicles, operating in “firefighter mode”
- Relying on supervisors and managers to cover trips comes at a cost:
 - Other tasks cannot be completed, such as detailed data analysis, trend reporting, etc.
 - Too much time in “firefighter mode” increases stress on personnel
- **Current staffing levels are not sufficient to accommodate growth.**

Demand for Dial-A-Ride is Growing

- More people are applying for ADA paratransit eligibility
 - Less than 30 applications per year pre-COVID
 - 32 new applications received in calendar year 2022
 - 72 new applications received in first 10 months of 2023
- Current daily ridership is about 18 passengers per route, which is manageable, but before COVID, daily ridership often exceeded 20 passengers per route.
- **More staffing will be needed as growth continues, even without expanding the service area.**

Impacts of Growth in Demand

- As demand grows and riders request more trips, more resources will be needed.
- If additional resources are not provided or if pre-COVID ridership levels return:
 - On-time performance is likely to decline
 - Trip lengths (time on board the vehicle) are likely to increase
 - Overall service quality is likely to diminish
 - Employee quality of life will likely be affected

Fleet Challenges and Considerations

- Like other transit agencies, METRA faces challenges in replacing vehicles when they approach the end of their useful life (five years and 150,000 miles).
- Keeping older vehicles longer is permissible with a waiver, but maintenance costs increase.
- **METRA has been unable to maintain mechanic staffing levels and has five vacancies.**

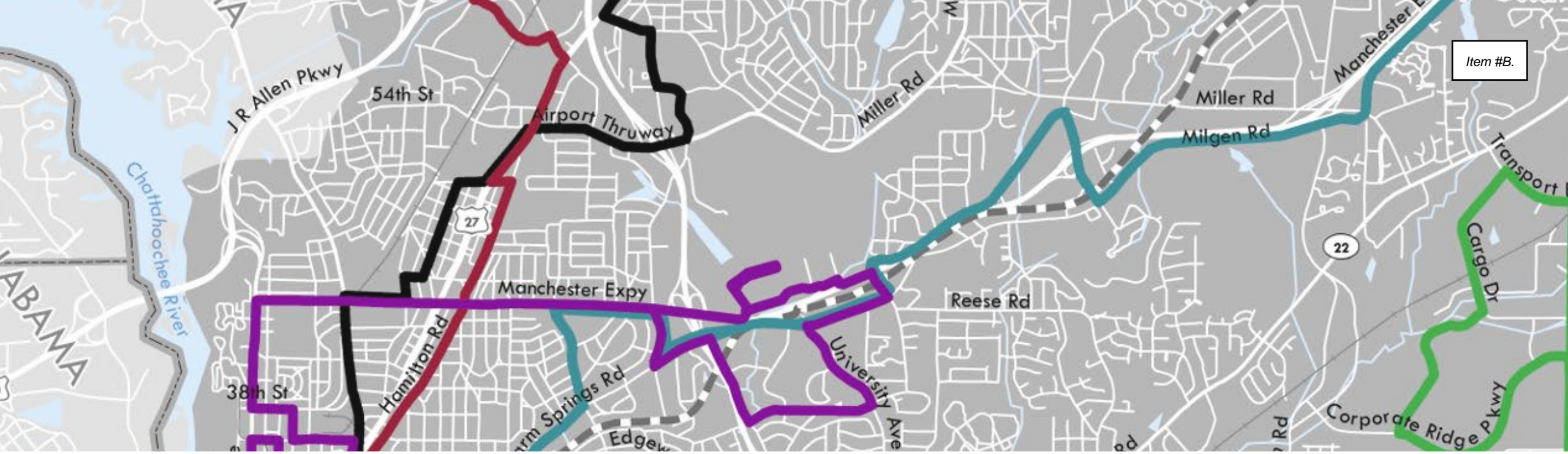
Main Takeaways from Current Dial-A-Ride Service

- Dial-A-Ride applications are growing
- **Staffing is not sufficient to accommodate increased demand even without service expansion**
- Better data are needed to track and report trends
- Keeping vehicle fleet longer will require more maintenance resources

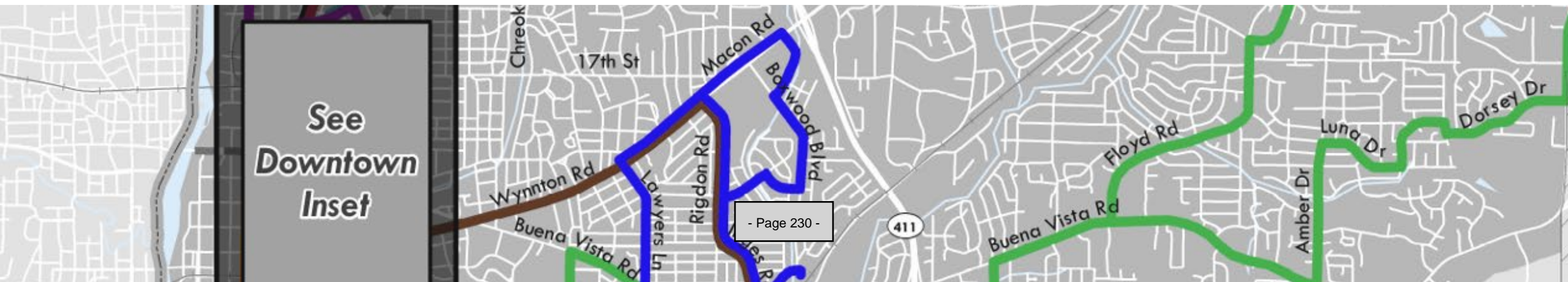
Public Input to Date

Meetings Held October 3rd and 5th

- Participants asked questions and provided input on locations that premium service should serve, times that service should be provided, and other topics, including:
 - Serve the **Brookstone area (neighborhood)**
 - Provide direct access to the **VA Clinic**
 - Serve the **Georgia Department of Driver Services** for those who need to obtain an ID card
 - Provide service from the YMCA after 8 p.m.
 - Serve areas of new development to the north
 - Add kiosks to obtain fare cards at Walmart, Publix, etc.



Premium Service Proposal and Considerations

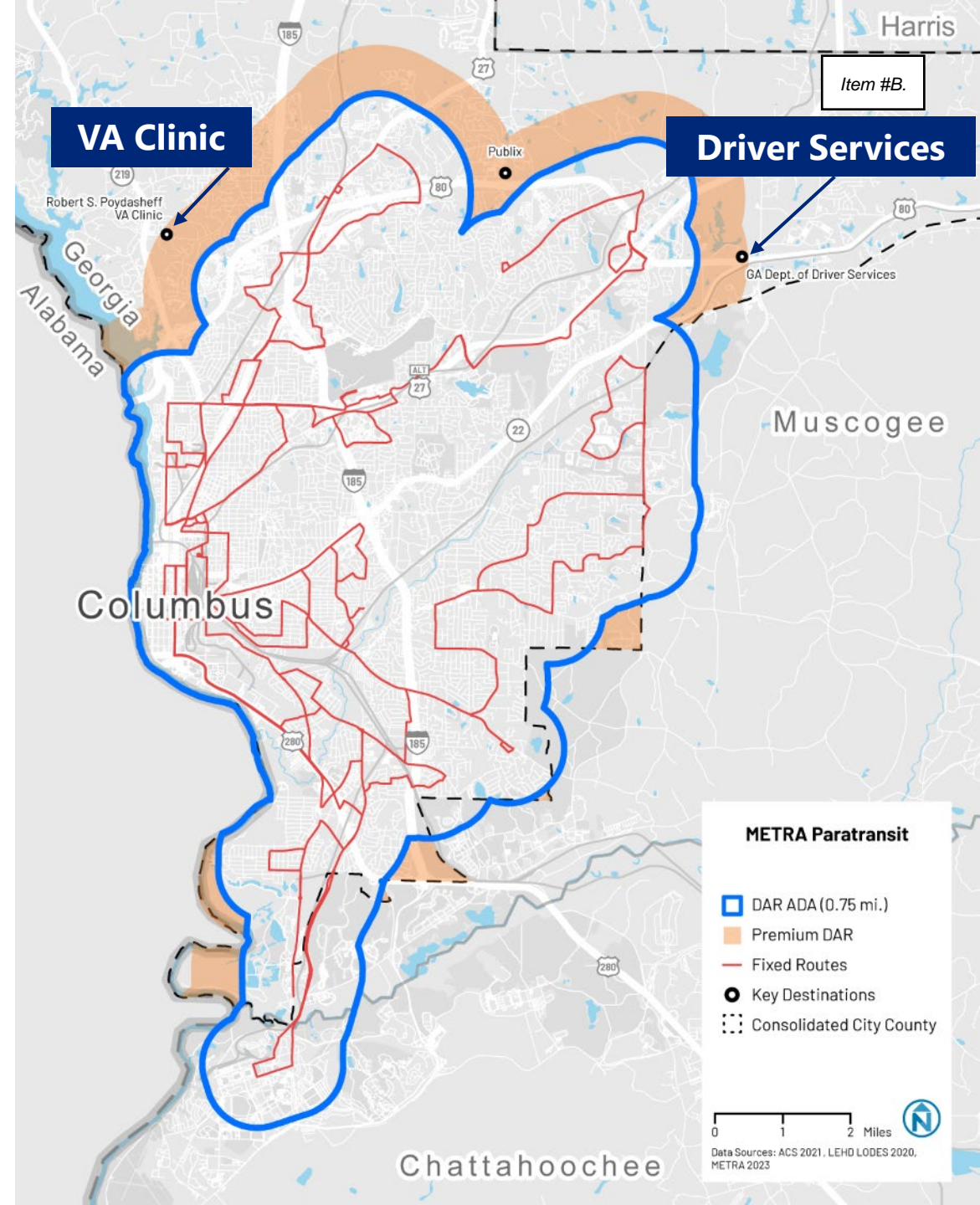


Regulatory Context

- Per ADA, the current Dial-A-Ride complementary paratransit service area includes pickup and drop-off locations 0.75 miles on either side of METRA bus routes.
- Transit agencies may offer premium service beyond 0.75 miles but **must still ensure the required complementary paratransit has no capacity constraints and continues to meet all ADA requirements.**

Recommended Premium Service Area

- The recommended **premium service area** includes locations within the consolidated city/county boundary but no more than 1.5 miles from METRA bus routes.
- Two locations are included that extend beyond 1.5 miles:
 - GA Department of Driver Services
 - VA Clinic
- The additional premium service area adds 13.17 square miles to the Dial-A-Ride service area.



Premium Service Demand

- Current Dial-A-Ride service area has just under 160,000 residents
- Just under 14,000 people reside in the premium service area (U.S. Census)
- **Introducing premium service is projected to add approximately 2,500 trips per year**
- Delivering premium service will increase the number of **vehicle hours** that Dial-A-Ride is provided and will increase the number of **miles** Dial-A-Ride vehicles are driven

| Area | Residents | Comment |
|-----------------------------|-----------|--------------------------------|
| Current service area | 159,493 | 0.75 miles of METRA bus routes |
| Within premium service area | 13,718 | Within City/County boundary |

Premium Service Costs and Recommendations

- To meet additional demand, the following additional operating resources are recommended:

| Item | Cost |
|--------------------------------------------------|------------------|
| Vehicle operators (3) | \$159,300 |
| Scheduler (1) | \$53,100 |
| Fuel and maintenance | \$35,800 |
| Other administrative costs | \$22,000 |
| Total estimated additional costs per year | \$270,200 |

- These yearly costs will increase with inflation.
- The current fleet size is likely sufficient in the short term, but it is recommended that the Dial-A-Ride fleet be expanded in FY 2025.

Recommended Operating Policies: Premium Service Startup

- To continue to meet the ADA requirements for Dial-A-Ride, the following **premium service policies** are recommended:
 - Riders can request premium trips no more than one day prior to travel
 - In responding to premium trip requests, pickup times offered would be based on capacity available
 - If no space is available, premium trips may need to be added to a waiting list
 - Fares would be the same as for current Dial-A-Ride service
- The team recommends that the Columbus Council formally adopt premium service policies that should be published in the rider guide and METRA's website.

Premium Service Considerations

- Expanding the service area may result in immediate rider growth but trips would begin to increase.
- Better data is needed and should be compiled to show trends in demand, costs, and challenges and additional administrative staffing may be needed for this purpose.
- Future premium service policy revisions may be needed once demand is better understood.

Premium Service Summary

- Expand the service area up to 1.5 miles of bus routes within consolidated city/county boundary and include Driver Services and VA Clinic.
- Prioritize delivering required Dial-A-Ride within ADA service area without capacity constraints.
- Adopt premium service policies that ensure compliance with ADA.
- Increase Dial-A-Ride funding by at least \$270,200 to add 3 operators and 1 scheduler, and cover fuel, maintenance, and related expenses.
- Plan to add two new vehicles to the Dial-A-Ride fleet in FY 2025.
- Collect data and monitor demand to ensure resources are adequate and adjust policies and funding accordingly.

Discussion

Next Steps

- Virtual public meetings on Zoom
 - Monday December 11, 2023, 12-1:30 p.m.
 - Tuesday December 12, 2023, 6-7:30 p.m.
- Draft report by end of December
- Final report by January 19, 2024

Demand-Response Options

Demand-Response Transportation Options

- Demand-response services include
 - For-hire vehicles (taxicabs, Lyft, Uber, etc.)
 - Shuttle services, including microtransit (next slide)
 - Complementary paratransit (Dial-A-Ride)
 - Other paratransit, including premium Dial-A-Ride
- The “response” part of demand-response service varies from booking multiple days in advance to receiving a trip within xx minutes.

Microtransit

- Microtransit has exploded due to growth of smartphone applications, transforming demand-response marketplace
 - Most trips provided via smartphone, but call-in option is still needed
- Can be delivered as on-demand or reservations-based
 - In most cases, trips are provided with a relatively short wait time
- Operates within a defined area or zone

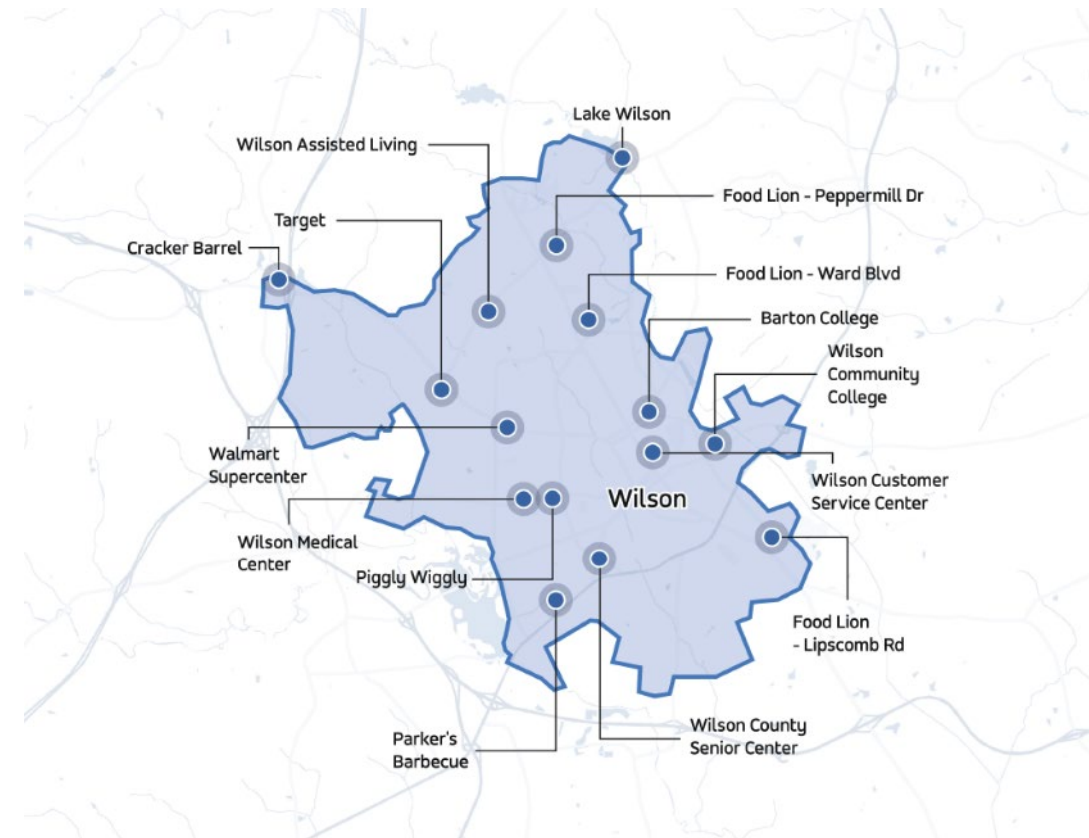
Fixed-Route Connection

- Bring riders to and from other transit services or major centers of activity
- Sometimes called first-mile/last-mile (FM/LM) service
- Operates during the same hours as fixed route and integrates schedules to arrive at bus stops or transfer locations to minimize rider wait times.
- **Requires frequent bus service to be viable.**
- Example: Seattle, Washington



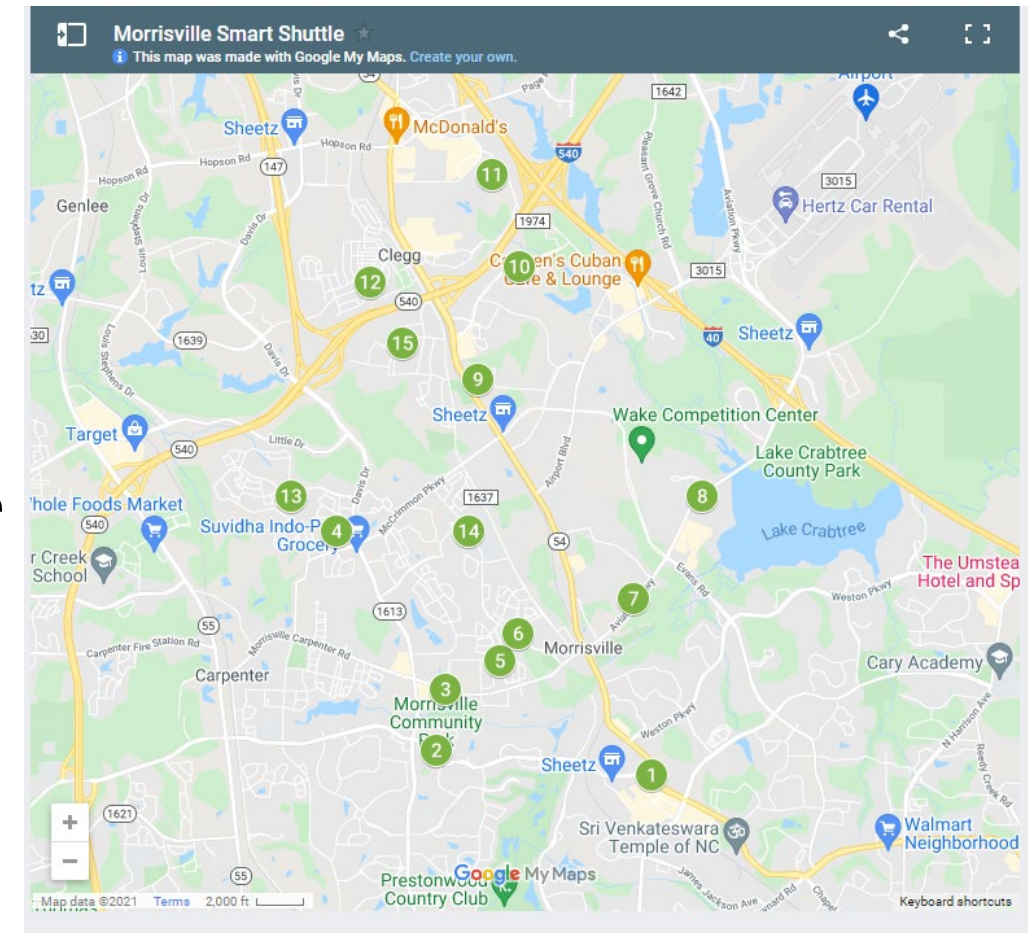
Replacement for Fixed-Route

- Full replacement of fixed-route service with on-demand service.
- Covers more geography but requires more vehicles.
- Work better in zones with activity throughout the day (school, work, medical, retail)
- Integrated road network required to minimize travel times
- **Can have much higher operating costs as service becomes more popular.**
- Example: Wilson, North Carolina



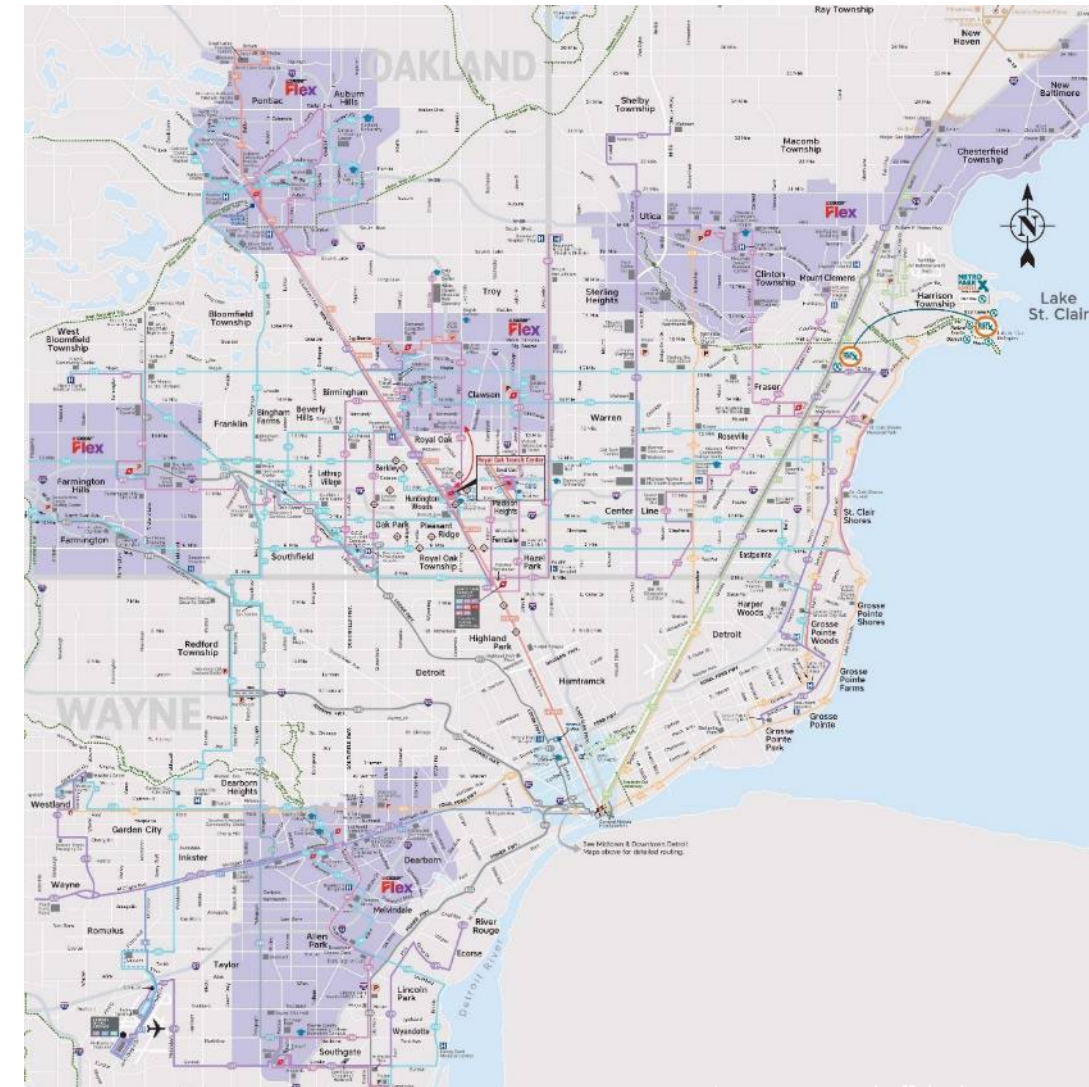
Node-Based Service

- Connects predetermined pickup and drop-off locations
- Offers on-demand connections between any two nodes
- If no demand at certain zones, riders receive more direct trips (i.e., vehicle skips intervening stop)
- **Can have very high operating costs**
- Example: Morrisville, North Carolina



Zone Coverage

- Service operates only within designated zones
- May connect with fixed route and limit microtransit trips when fixed route service is available
- Requires at least two vehicles per zone to operate “on demand”
- Recommended zone size 6 square miles or less
- Example: Suburban Detroit, Michigan



Demand-Response/Microtransit Considerations

- **Service does not need to be on-demand to be responsive.**
 - Tailor service to the market, which can vary within a region.
 - A guaranteed trip is preferable to one that is not on time or cannot be confirmed.
 - Using multiple providers may be preferable (taxis, Uber/Lyft, microtransit vendor, METRA).
- **Service cannot discriminate against people with disabilities.**
 - ADA requirements apply, meaning those who need to ride in a wheelchair accessible vehicle (WAV) must not receive a lower quality of service.
- **While intended as a shared ride service, actual ridesharing is sometimes hard to achieve.**
 - The level of sharing depends on the types of trips and time of day.

Demand-Response/Microtransit Considerations

- **New service should not cannibalize fixed-route service.**
 - Offering microtransit in fixed-route areas with faster connections will draw some bus riders
 - Fare policy is a key consideration
- **Delivery costs vary according to the demand, but certain costs are fixed.**
- **Service sustainability is an important consideration.**
 - A focused market and financial analysis is needed.
- **When designing new demand-response services, a recommended rule of thumb is to “under-promise and over-deliver.”**

Discussion

Thank you!



Bill Schwartz, AICP

bschwartz@nelsonnygard.com

File Attachments for Item:

C. Integrated Waste Update - Drale Short, Director, Public Works

PINE GROVE M.S.W. LANDFILL



Columbus Consolidated Government

Cost of Service and Rate Study Columbus Consolidated Government

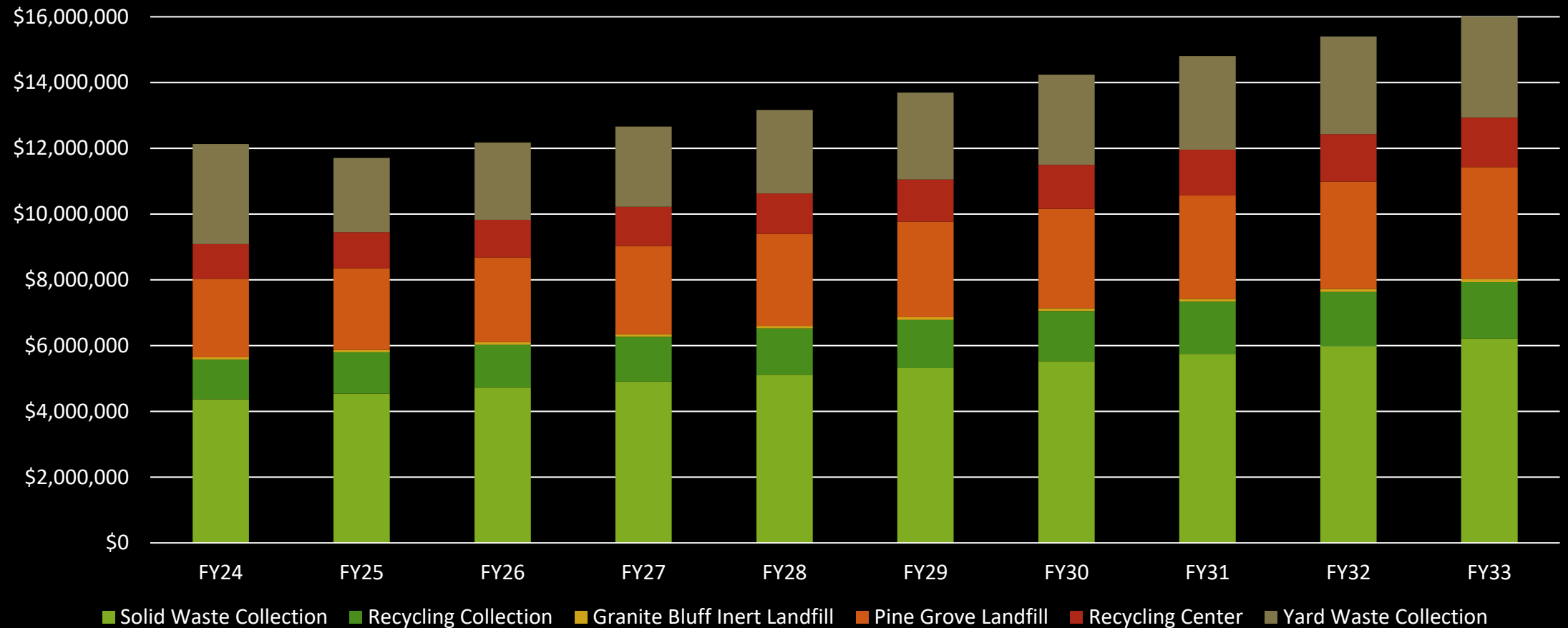
Presentation to Council

December 5, 2023

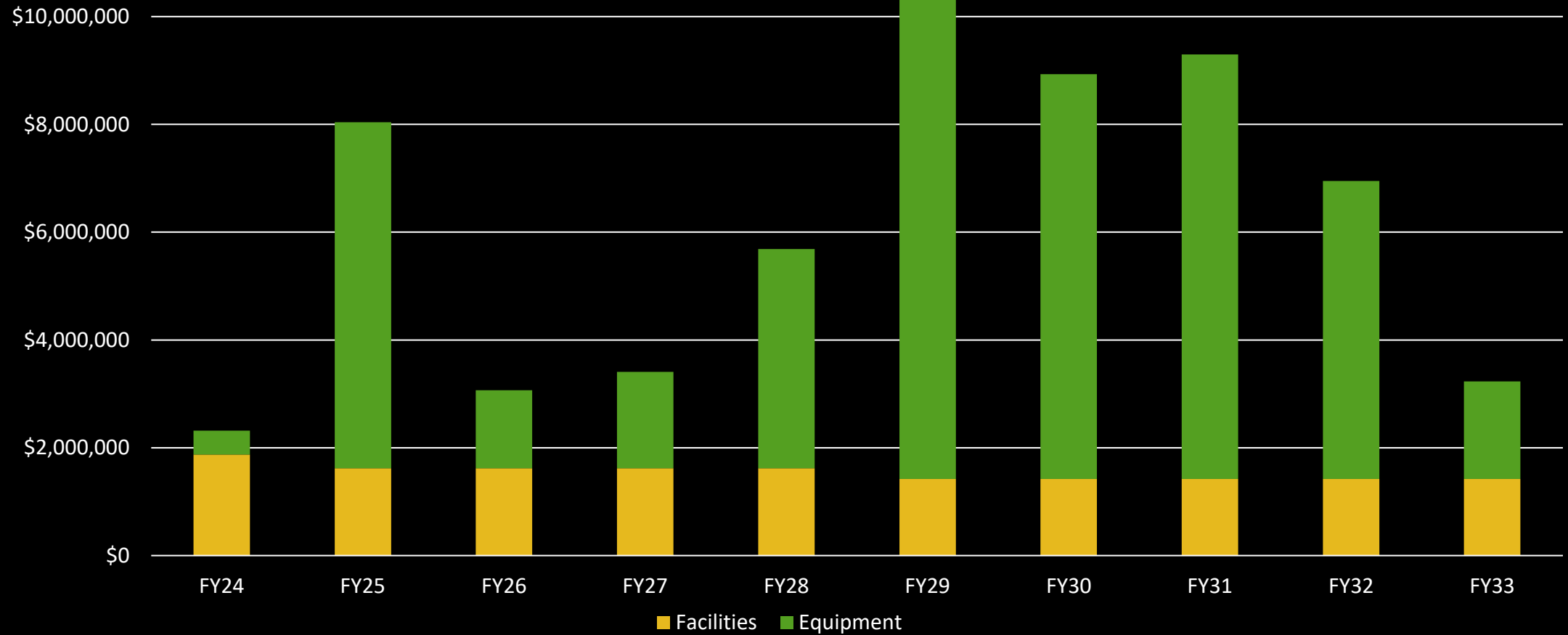
Calculate Revenue Required from Fees to Cover ...

- Operating expenses
- Annual payments on outstanding leases
- Equipment purchases
- Deposits into a fund for future costs for facility development costs and closure and post-closure care
- Subtract revenue from sources other than fees

Annual Operating Expenses



Annual Capital Expenses



To distribute capital costs, assume ...

- Compost pad and convenience center anticipated for FY25, totaling nearly \$4 million, are not funded with fees calculated here
- Delay purchase of some more expensive landfill equipment scheduled in 2025
- Replace refuse trucks (purchased with ARP funds in 2023) over three years (2029, 2030, and 2031) instead of replacing all in 2030
- Replacing half of recycling trucks (purchased with ARP funds in 2023) in 2031 instead of 2030

Equipment Expenses

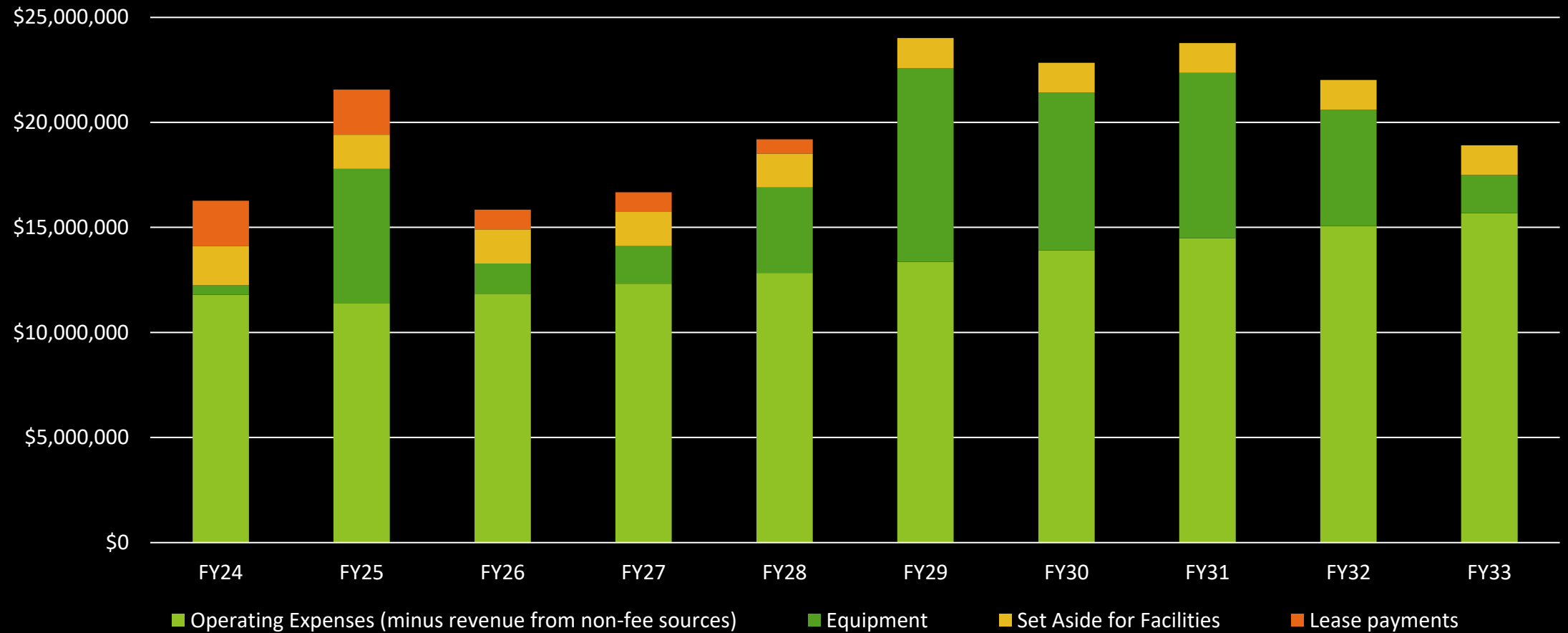
| | FY24 | FY25 | FY26 | FY27 | FY28 | FY29 | FY30 | FY31 | FY32 | FY33 |
|-----------------------|------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| SW Collection | \$4,000 | \$2,811,120 | \$0 | \$77,616 | \$620,025 | \$3,564,812 | \$3,218,992 | \$3,428,023 | \$2,889,049 | \$556,515 |
| Recycling Collection | \$444,000 | \$1,058,202 | \$0 | \$4,499 | \$0 | \$79,082 | \$1,694,272 | \$2,149,588 | \$886,151 | \$5,693 |
| Granite Bluff | \$0 | \$847,600 | \$0 | \$0 | \$584,929 | \$0 | \$0 | \$0 | \$0 | \$1,067,484 |
| Pine Grove | \$0 | \$223,600 | \$1,445,018 | \$1,632,178 | \$2,328,603 | \$4,039,288 | \$341,636 | \$203,969 | \$0 | \$177,914 |
| Recycling Center | \$0 | \$260,000 | \$0 | \$0 | \$76,041 | \$0 | \$0 | \$5,264 | \$239,500 | \$0 |
| Yard Waste Collection | \$0 | \$1,216,800 | \$0 | \$73,116 | \$456,245 | \$1,545,159 | \$2,255,444 | \$2,089,055 | \$1,512,269 | \$0 |
| Total | \$448,000 | \$6,417,322 | \$1,445,018 | \$1,787,409 | \$4,065,843 | \$9,228,341 | \$7,510,344 | \$7,875,899 | \$5,526,969 | \$1,807,606 |



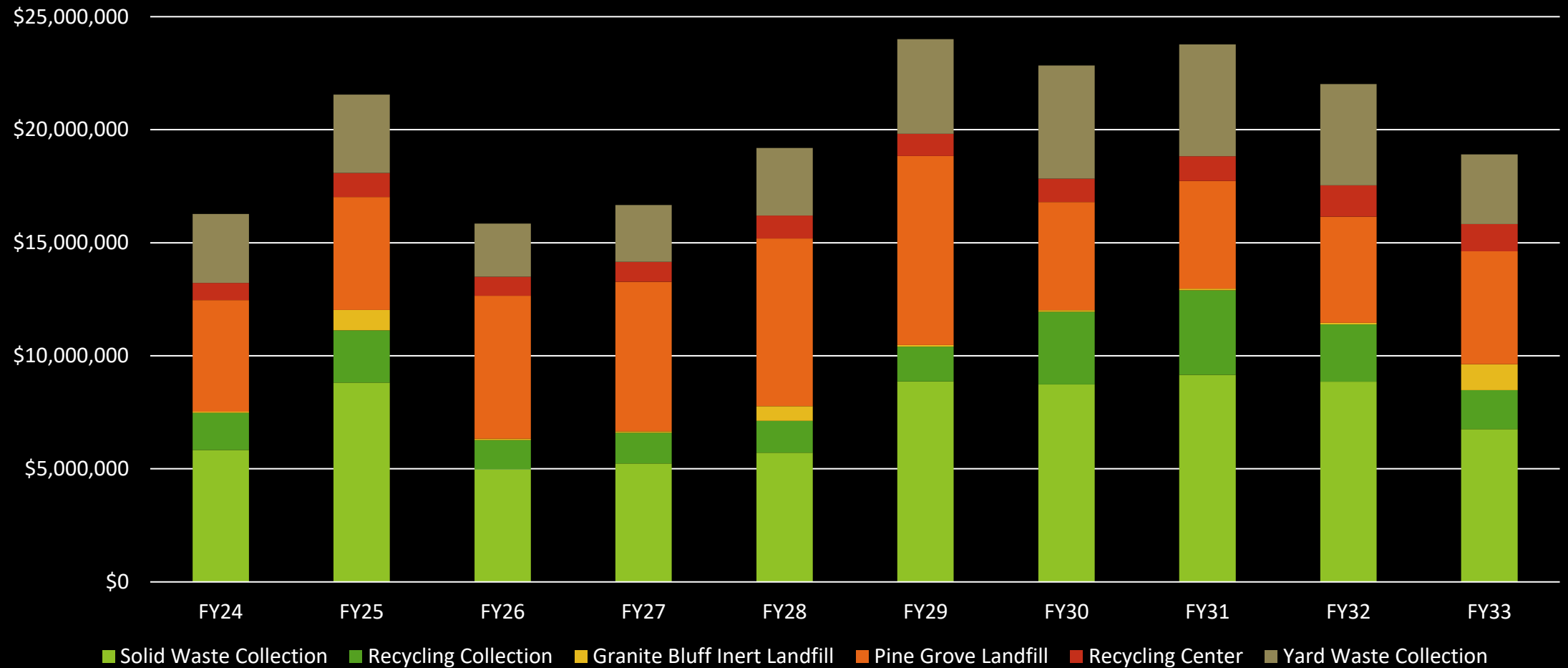
Set Aside for Facilities

| | Unit | Estimated Cost (FY24\$) | Funds Available | Still Needed | Start Collecting | End Collecting | Set Aside Per Year |
|------------------------------------------|-----------------|-------------------------|-----------------|----------------------|------------------|----------------|----------------------|
| Phase V/VI Development | 3560 | \$19,481,283 | \$0 | \$19,481,283 | 2024 | 2044 | \$927,680 |
| Closure I-IV | 3560 | \$11,266,050 | \$2,800,000 | \$8,466,050 | 2024 | 2077 | \$156,779 |
| Closure V-VI | 3560 | \$8,851,897 | | \$8,851,897 | 2024 | 2077 | \$163,924 |
| Post-Closure Care I-VI | 3560 | \$9,577,360 | | \$9,577,360 | 2024 | 2078 | \$174,134 |
| Convenience Ctr at Pine Grove | 3560 | \$952,570 | | \$952,570 | 2024 | 2025 | \$476,285 |
| Close Pine Grove Borrow Pit | 3560 | \$50,000 | | \$50,000 | 2024 | 2024 | \$50,000 |
| Borrow Pit (Parcel 16) | 3560 | \$200,000 | | \$200,000 | 2024 | 2024 | \$200,000 |
| Replace Scale house | 3560 | \$1,000,000 | | \$1,000,000 | 2024 | 2028 | \$200,000 |
| Compost Pad | 3560 | \$3,000,000 | | \$3,000,000 | 2024 | 2025 | \$1,500,000 |

Revenue Required from Fees, by Type of Expense



Revenue Required from Fees, by Service/Facility



Revenue Requirement Allocated Among CCG Customers Based on Use of Services/Facilities

- Residential Curbside Collection Customers
- Commercial Curbside Collection Customers
- Uptown Business District Customers
- Apartments and schools receiving recycling collection only
- Landfill Customers
 - Private Haulers
 - Citizens
 - Columbus Water Works
 - CCG Departments (other than DPW)
- RMPF Customers (other than CCG)

Allocation of Revenue Requirement

| | CCG Collection Customers | | | | Landfill Customers | | | | Private RMPF Deliveries |
|------------------------|--------------------------|---------------------|--------------------------|-----------------------------------|--------------------|------------------|-----------------|--------------------|-------------------------|
| | Residential Curbside | Commercial Curbside | Uptown Business District | Recycling only (apts and schools) | CWW | Other City Depts | Private Haulers | Citizens Self-Haul | |
| Solid Waste Collection | 99.6% | 0.3% | 0.1% | 0.0% | 0% | 0% | 0% | 0% | 0.0% |
| Recycling Collection | 99.6% | 0.3% | 0.00% | 0.06% | | | | | |
| Granite Bluff | 93.6% | 0.3% | 0.1% | | 0.01% | 4.0% | 0.3% | 1.7% | |
| Pine Grove | 69.1% | 0.02% | 0.02% | 0.0% | 0.7% | 10.3% | 10.2% | 9.8% | 0.0% |
| Recycling Center | 41.6% | 0.0% | 0.0% | 0.4% | | | 12.8% | | 45.3% |
| Yard Waste Collection | 99.7% | 0.3% | 0.0% | 0.0% | | | | | |

Revenue Required from Residential Curbside Customers

| | FY24 | FY25 | FY26 | FY27 | FY28 | FY29 | FY30 | FY31 | FY32 | FY33 |
|-------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Solid Waste Collection | \$5,805,276 | \$8,812,174 | \$4,949,583 | \$5,215,025 | \$5,689,639 | \$8,825,281 | \$8,692,601 | \$9,120,854 | \$8,813,122 | \$6,728,696 |
| Recycling Collection | \$1,641,877 | \$2,301,576 | \$1,297,570 | \$1,353,954 | \$1,403,452 | \$1,538,352 | \$3,205,378 | \$3,719,566 | \$2,524,399 | \$1,713,184 |
| Granite Bluff Inert Landfill | \$47,956 | \$843,961 | \$53,063 | \$55,770 | \$606,182 | \$61,515 | \$64,560 | \$67,728 | \$71,022 | \$1,073,799 |
| Pine Grove Landfill | \$3,408,300 | \$3,456,008 | \$4,368,188 | \$4,568,777 | \$5,123,955 | \$5,778,026 | \$3,304,385 | \$3,292,740 | \$3,238,639 | \$3,451,765 |
| Recycling Center | \$314,821 | \$440,438 | \$350,682 | \$369,696 | \$421,067 | \$410,035 | \$431,423 | \$455,854 | \$576,318 | \$500,858 |
| Yard Waste Collection | \$3,036,842 | \$3,459,909 | \$2,337,211 | \$2,503,562 | \$2,982,594 | \$4,168,858 | \$4,981,848 | \$4,925,402 | \$4,464,355 | \$3,075,610 |
| TOTAL | \$14,255,072 | \$19,314,065 | \$13,356,297 | \$14,066,785 | \$16,226,889 | \$20,782,068 | \$20,680,195 | \$21,582,144 | \$19,687,855 | \$16,543,912 |

Residential Fees to Cover Revenue Requirement

| | Current | FY24 | FY25 | FY26 | FY27 | FY28 | FY29 | FY30 | FY31 | FY32 | FY33 |
|--------------------------|---------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Regular | \$18.00 | \$22.50 | \$28.40 | \$28.40 | \$28.40 | \$28.40 | \$30.70 | \$30.70 | \$31.60 | \$31.60 | \$31.60 |
| Discount | \$13.50 | \$16.90 | \$21.30 | \$21.30 | \$21.30 | \$21.30 | \$23.00 | \$23.00 | \$23.70 | \$23.70 | \$23.70 |
| Extra Cart | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Revenue Generated | | \$15,303,415 | \$19,316,203 | \$19,316,203 | \$19,316,203 | \$19,316,203 | \$20,880,458 | \$20,880,458 | \$21,492,677 | \$21,492,677 | \$21,492,677 |
| Revenue Required | | \$14,255,072 | \$19,314,065 | \$13,356,297 | \$14,066,785 | \$16,226,889 | \$20,782,068 | \$20,680,195 | \$21,582,144 | \$19,687,855 | \$16,543,912 |
| Difference | | \$1,048,344 | \$2,138 | \$5,959,906 | \$5,249,419 | \$3,089,314 | \$98,391 | \$200,263 | -\$89,467 | \$1,804,822 | \$4,948,764 |

Assumes residents needing extra cart would purchase from CCG at cost but would pay same monthly fee as residents with one cart

What if residents opting for second cart paid higher monthly fee?

Residential Fees to Cover Revenue Requirement

| | Current | FY24 | FY25 | FY26 | FY27 | FY28 | FY29 | FY30 | FY31 | FY32 | FY33 |
|--------------------------|---------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Regular | \$18.00 | \$22.00 | \$25.00 | \$25.00 | \$25.00 | \$25.00 | \$27.00 | \$27.00 | \$27.90 | \$27.90 | \$27.90 |
| Discount | \$13.50 | \$16.50 | \$18.70 | \$18.70 | \$18.70 | \$18.70 | \$20.20 | \$20.20 | \$20.90 | \$20.90 | \$20.90 |
| Extra Cart* | \$0.00 | \$15.00 | \$17.00 | \$17.00 | \$17.00 | \$17.00 | \$18.40 | \$18.40 | \$19.00 | \$19.00 | \$19.00 |
| Revenue Generated | | \$16,996,032 | \$19,307,342 | \$19,307,342 | \$19,307,342 | \$19,307,342 | \$20,857,364 | \$20,857,364 | \$21,550,894 | \$21,550,894 | \$21,550,894 |
| Revenue Required | | \$14,255,072 | \$19,314,065 | \$13,356,297 | \$14,066,785 | \$16,226,889 | \$20,782,068 | \$20,680,195 | \$21,582,144 | \$19,687,855 | \$16,543,912 |
| Difference | | \$2,740,960 | -\$6,722 | \$5,951,045 | \$5,240,558 | \$3,080,453 | \$75,296 | \$177,169 | -\$31,251 | \$1,863,039 | \$5,006,981 |

* Assumes 10 percent of customers request extra cart

Findings

- If residents opting for a second cart paid an additional \$17 per month, the fee for all other customers would be \$3.40 per month less (or \$40.80 per year) in FY25-FY28



Assumes 10 percent choose second cart
Assumes no up-front charge to purchase cart

Fees for Other Collection Customers to Cover Revenue Requirement

- Commercial Curbside fees remain the same
 - Current fees of \$240 on right of way and \$320 off right of way cover their share of revenue requirement
- Per bag sticker fees for Uptown Business District will need to increase from \$2 to \$6.70 over next two years
 - Assuming number of bags sold remains historically low
- Apartments and schools receiving free recycling would need to pay average monthly fee of \$14 to cover revenue required for this service

Pine Grove Tip Fees for Non-DPW Customers to Cover Revenue Requirement (Private Haulers, Self-Haulers, Other CCG Depts)

Item #C.

| | Current | FY24 | FY25 | FY26 | FY27 | FY28 | FY29 | FY30 | FY31 | FY32 | FY33 |
|------------------|---------|---------|---------|----------|----------|----------|----------|----------|----------|----------|----------|
| MSW/C&D | \$42.50 | \$63.80 | \$64.40 | \$81.00 | \$85.10 | \$95.30 | \$95.30 | \$95.30 | \$95.30 | \$95.30 | \$95.30 |
| Special Handling | \$60.00 | \$90.00 | \$90.90 | \$114.30 | \$120.00 | \$134.40 | \$134.40 | \$134.40 | \$134.40 | \$134.40 | \$134.40 |

Fees at Granite Bluff to Cover Revenue Requirement If Paid for Every Ton

| Current | FY24 | FY25 | FY26 | FY27 | FY28 | FY29 | FY30 | FY31 | FY32 | FY33 |
|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| \$34.00 | \$34.00 | \$42.50 | \$42.50 | \$42.50 | \$53.10 | \$53.10 | \$53.10 | \$53.10 | \$53.10 | \$79.70 |

- Tip fees would need to increase to \$170 per ton (by 400%) in FY25 to cover capital costs IF CWW and other departments continue to deliver for free
 - Since customers delivering 33% of the tonnage are covering all the revenue required to operate the facility

Fees for Private Deliveries to Recycling Center to Cover Revenue Requirement

| Current | FY24 | FY25 | FY26 | FY27 | FY28 | FY29 | FY30 | FY31 | FY32 | FY33 |
|---------|------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| \$52 | \$65 | \$83.20 | \$83.20 | \$83.20 | \$83.20 | \$83.20 | \$83.20 | \$85.70 | \$89.98 | \$92.68 |

Summary of Fees to Cover Revenue Requirement Allocated to Each Customer Type

*assumes no change in number of each customer type

| | Current | FY24 | FY29 | FY33 |
|-----------------------------------------------------------------------------|----------|----------|----------|----------|
| Residential Curbside Customers (per month) if no monthly fee for extra cart | \$18.00 | \$22.50 | \$30.70 | \$31.60 |
| Residential Curbside Customers (per month) if monthly fee for extra cart | \$18.00 | \$22.00 | \$27.00 | \$27.90 |
| Extra MSW Cart (per month) | \$0.00 | \$15.00 | \$18.40 | \$19.00 |
| Commercial Curbside Customers of Right of Way (per month) | \$240.00 | \$240.00 | \$240.00 | \$290.40 |
| Uptown Business District Customers (per sticker) | \$2.00 | \$4.80 | \$6.70 | \$6.70 |
| Apartment and Schools Receiving Recycling Only (per month) | \$0 | \$14.00 | \$14.00 | \$16.90 |
| Non-DPW Customers at Pine Grove (per ton) | \$42.50 | \$61.60 | \$95.30 | \$95.30 |
| Granite Bluff if all customers paid (per ton) | \$34.00 | \$34.00 | \$53.10 | \$79.70 |
| Granite Bluff if only private and self haulers pay (per ton) | \$34.00 | \$170.00 | \$170.00 | \$187.00 |
| RMPF non-CCG customers (per ton) | \$52.00 | \$65.00 | \$83.20 | \$92.68 |



Revenue Analysis

| | FY24 | FY25 | FY26 | FY27 | FY28 | FY29 | FY30 | FY31 | FY32 | FY33 |
|----------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Revenue from Fees | \$18,988,094 | \$21,424,560 | \$21,823,929 | \$21,922,330 | \$22,175,863 | \$23,725,885 | \$23,731,515 | \$24,445,731 | \$24,470,244 | \$24,505,570 |
| Revenue Required from Fees | \$16,269,897 | \$21,560,306 | \$15,844,286 | \$16,673,491 | \$19,195,935 | \$24,009,601 | \$22,839,204 | \$23,774,262 | \$22,017,616 | \$18,914,228 |
| Difference | \$2,718,197 | -\$135,745 | \$5,979,643 | \$5,248,839 | \$2,979,928 | -\$283,717 | \$892,311 | \$671,469 | \$2,452,628 | \$5,591,342 |
| Balance in Fund | \$2,718,197 | \$2,582,452 | \$8,562,095 | \$13,810,934 | \$16,790,861 | \$16,507,145 | \$17,399,456 | \$18,070,924 | \$20,523,552 | \$26,114,895 |

What if Contractor Collected Yard Waste?

Assumptions

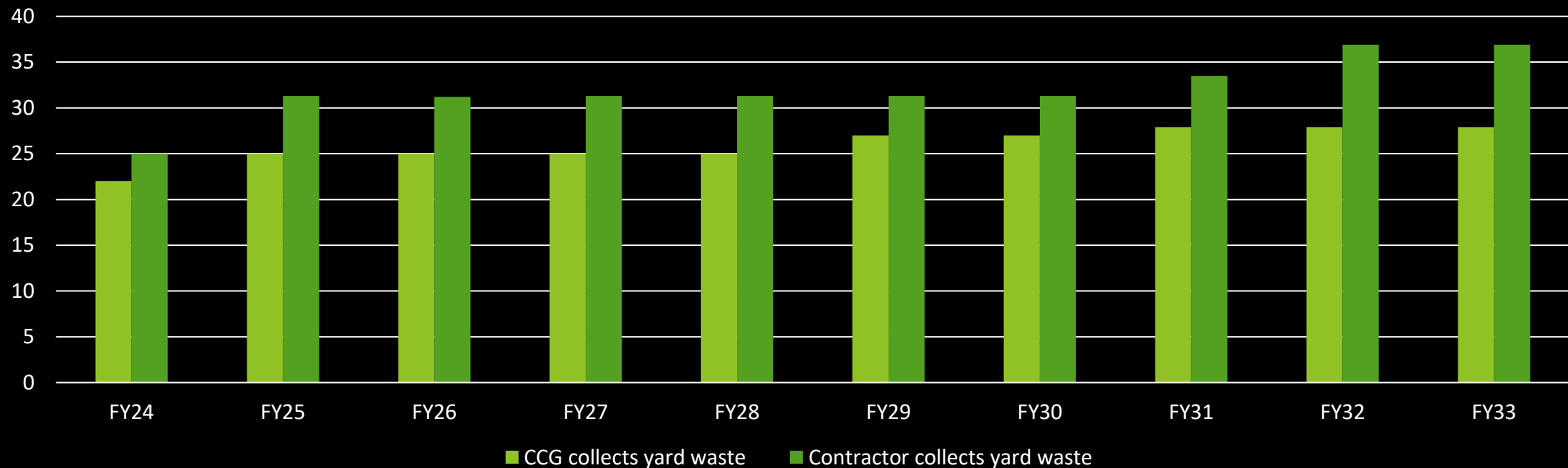
- Personnel costs reduced by \$247,565 per year
- Fuel and other operating costs reduced by \$322,156 per year
- Contractual service costs increased to \$5,275,200 per year
- New yard waste collection vehicles used as spares for solid waste collection vehicles, extending the life of solid waste vehicles by two years
- No new yard waste collection vehicles purchased

Operating and Equipment Cost Projections

| Who Collects Yard Waste? | FY24 | FY25 | FY26 | FY27 | FY28 | FY29 | FY30 | FY31 | FY32 | FY33 |
|--------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------|--------------------|
| Operating | | | | | | | | | | |
| CCG | \$3,047,384 | \$2,255,119 | \$2,345,324 | \$2,439,137 | \$2,536,703 | \$2,638,171 | \$2,743,698 | \$2,853,445 | \$2,967,583 | \$3,086,287 |
| Contractor | \$6,873,863 | \$7,148,817 | \$7,434,770 | \$7,732,161 | \$8,041,447 | \$8,363,105 | \$8,697,630 | \$9,045,535 | \$9,407,356 | \$9,783,650 |
| Equipment | | | | | | | | | | |
| CCG | \$0 | \$1,216,800 | \$0 | \$73,116 | \$456,245 | \$1,545,159 | \$2,255,444 | \$2,089,055 | \$1,512,269 | \$0 |
| Contractor | \$0 | \$1,081,600 | \$0 | \$73,116 | \$456,245 | \$0 | \$246,737 | \$0 | \$1,334,355 | \$0 |
| Total Costs | | | | | | | | | | |
| CCG | \$3,047,384 | \$3,471,919 | \$2,345,324 | \$2,512,253 | \$2,992,947 | \$4,183,330 | \$4,999,141 | \$4,942,500 | \$4,479,852 | \$3,086,287 |
| Contractor | \$6,873,863 | \$8,230,417 | \$7,434,770 | \$7,805,277 | \$8,497,692 | \$8,363,105 | \$8,944,367 | \$9,045,535 | \$10,741,711 | \$9,783,650 |

Residential Curbside Fee Projections

| | FY24 | FY25 | FY26 | FY27 | FY28 | FY29 | FY30 | FY31 | FY32 | FY33 |
|--------------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| CCG collects yard waste | \$22.00 | \$25.00 | \$25.00 | \$25.00 | \$25.00 | \$27.00 | \$27.00 | \$27.90 | \$27.90 | \$27.90 |
| Contractor collects yard waste | \$25.00 | \$31.30 | \$31.30 | \$31.30 | \$31.30 | \$31.30 | \$31.30 | \$33.50 | \$36.90 | \$36.90 |



Findings

- The City's FY24 budget to collect yard waste is less than half the contractor's fee charged in FY22
 - Contractor fees for collecting yard waste in FY22 was **\$5,275,200**
 - The City FY24 budget to collect yard waste and bulk items is **\$3,047,000**
- The higher operating cost for the contractor to collect yard waste is not offset by the savings in equipment purchases
 - 14 new yard waste collection trucks purchased with ARP funds
- Residents would have to pay about **\$6 more per month** to cover the revenue required for contractor collection of yard waste

Benchmark Information

Residential Services in Other Communities

| City | Population | Service Provider | Solid Waste | Recyclables | Yard Waste | Bulk Items |
|------------------|------------|-------------------------------------------------------------------------------------------|-------------|------------------|------------------|-------------------|
| Columbus | 206,696 | Local Government | Weekly | Weekly | Weekly | Weekly |
| Albany | 67,192 | Contractor | Weekly | None | 2x/month | On-call |
| Athens-Clarke | 129,875 | Local Government in Urban Service District Private Haulers in General Service District | Weekly | Weekly | Every six weeks | On-call for a fee |
| Atlanta | 499,127 | Local Government | Weekly | Weekly | Weekly | On-call |
| Augusta-Richmond | 206,640 | Contractors | Weekly | Weekly | Weekly | Weekly |
| Macon-Bibb | 156,197 | Contractor | Weekly | Every other week | Every other week | Weekly |
| Savannah | 148,004 | Local Government | Weekly | 2x/month | Weekly | Weekly |

Solid Waste Collection Fees in Other Communities

| City | Monthly Rate for 90-96 gallon can | Other Fees | Additional information |
|------------------|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| Columbus | \$18 | Tree fee | |
| Albany | \$39 | | Subject to annual cost of living adjustment |
| Athens-Clarke | \$34.50 | Large bulky items collected for additional fees. Bags that do not fit in cart requires prepaid \$2 sticker | Smaller containers offered for lower monthly fee |
| Atlanta | \$71.21 | Extra fees for more than 12 bulk collections/year | Billed annually |
| Augusta-Richmond | \$26.71 | \$20.03 for 35-gallon cart \$10.77 for extra garbage cart \$6.68 for extra recycling cart Fees for more than 10 cy of bulk waste and 10 cy of yard waste | Billed annually |
| Macon-Bibb | \$20 | Fee for more than 2 cy of yard debris or 2 bulk items | Billed quarterly |
| Savannah | \$36.60 | Fees for garbage overflow, more than 15 bags of yard waste/week or yard waste/bulk items that require more than 5 min to load. \$25 recycling cart contamination fee. \$50 per additional cart | |



Conclusions

- Monthly fees for residents would need to increase to cover projected revenue required for operating costs and future capital costs
- A larger increase in residential fees would be required if residents requesting extra cart do not pay additional monthly fee
- A larger increase in residential fees is projected if contractor continues to collect yard waste rather than CCG resuming service
- Current monthly fees are the lowest among benchmark communities for the level of service provided

Fees are calculated to cover projected revenue required for each service and facility. Actual fees may be established based on other considerations

Conclusions

- Current fees for commercial curbside service sufficient to cover projected revenue requirement for next few years
- Current fees for stickers in Uptown Business District would need to increase to cover projected revenue requirement
 - unless number of customers returns to historic levels

Fees are calculated to cover projected revenue required for each service and facility. Actual fees may be established based on other considerations

Conclusions

- Tipping fees at Pine Grove would need to increase to cover projected revenue requirement at that facility
 - Would likely result in loss of tonnage leading to reduced net revenue
 - CCG may need to consider sources of capital other than revenue from tip fees
- Tipping fees at Granite Bluff would need to increase by 400 percent if CWW and other departments continue to deliver at no fee
 - Gradual increase needed if all customers, including other CCG departments, paid
- Tipping fee at recycling center in FY24 and FY25 would need to increase to cover revenue requirement and then could hold steady

Fees are calculated to cover projected revenue required for each service and facility. Actual fees may be established based on other considerations



Item #C.

HOME OUR SERVICES OUR CLIENTS NEWS AND INSIGHT CONTACT US

Questions?

**Guiding
Sustainable
Materials
Management**

Abby Goldsmith, Principal
A. Goldsmith Resources, LLC
(404) 277-5209
abby@agoldsmithresources.com

INTEGRATED WASTE SUMMARY

**Presented By: John Pittman,
Integrated Waste Manager
December 5, 2023**



Integrated Waste Update

- Current Operations Status
- Service Comparison (Cols. Vs Macon-Bibb)
- Obtaining the 2nd Cart Process/Confirm the Cost
- Residential Curbside Bags - Leaves
- I/W Cart Collection Process
- Automated Side Loader Operations (ASL)
- Ordinance Changes
- Final Dates – One Cart System
- Future Waste Collection Program
- ASL & Yard Waste Implementation Update
- Waste Collection Operations Schedule
- Getting the Word Out
- Questions

CURRENT OPERATIONS STATUS

- **EQUIPMENT OPERATORS: 64 FILLED POSITIONS & 1 VACANT POSITION**
- **DAILY NUMBER OF ROUTES (54)**
- **CURRENT COLLECTION DAYS: MONDAY, TUESDAY, THURSDAY & FRIDAY**
- **WEDNESDAY OFF/EQUIPMENT MAINTENANCE/HOLIDAY COLLECTIONS**
- **TOTAL SIDE LOADERS RECEIVED - 31**
 - **16 AUTOMATED HOUSEHOLD GARBAGE ROUTES**
 - **11 AUTOMATED RECYCLING ROUTES**
 - **11 AUTOMATED GREEN WASTE ROUTES W/REARLOADERS**
- **10 GRAB-ALLs ON CALL SERVICE**

Residential Solid Waste Services in Selected Georgia Communities

Item #C.

| City | Population | Service Provider | Solid Waste | Recyclables | Yard Waste | Bulk Items | Limits |
|-------------|------------|------------------|-------------|------------------|------------------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Columbus | 202,616 | Local Government | Weekly | Weekly | Weekly | Weekly | No Construction Waste |
| Macon- Bibb | 156,197 | Contractor | Weekly | Every other week | Every other week | Weekly | No more than 2 cy of yard debris No construction material No stumps or large logs All branches, etc. no more than 4" in diameter Up to two bulk items per pick up |

Residential Solid Waste Fees in Selected Georgia Communities

| | Monthly Rate for 90-96 gallon cart | Other Fees | Additional Information |
|------------|------------------------------------|-------------------------------------------------------|------------------------|
| Columbus | \$18 | Tree fee | |
| Macon-Bibb | \$20 | Fee for more than 2 cy of yard debris or 2 bulk items | Paid quarterly |

THE 2ND CART PROCESS

Item #C.

HOW TO GET A 2ND CART

CALL 311/WATER WORKS

ACCOUNT #

CUSTOMER #

EXTRA CART FEE \$55.00 ea.

COST OF A CART \$55.00 ea.

Residential Curbside Bags (Green Waste/Leaves Only)

**Requesting: Plastic Bags Have A
Limit Of 10 Bags Per Household
for Weekly Collection**

**Greater Than 10 Bags On The
Curb Per Collection A Fee Of
\$1.00 Per Bag Is Recommended**

**No Bag Limit For Bio-Degradable
Bags or Green Carts**

Integrated Waste Process

City Issued Carts Will Only Be Collected (Black, Green & Blue)

An Un-Authorized Sticker Will Be Placed On Personal Cans.

Information Will Be Given To Supervisor For Documentation

Second Violation: Receive A Written Warning For The Use Of Un-Authorize Cans.

Third Violation: Receive A Citation From A Code Compliance Officer

Solid Waste Collections Division Waste Collection Reminder

- **Un-Containerized Garbage** - All household garbage must be placed inside the provided black cart.
- **Un-Authorized Container** - Garbage must be placed inside the city issued black cart.
- **Cart Placement** - Cart is placed too close to stationary objects, please place cart 3 feet from objects.
- **Yard Waste** - Yard waste and household garbage cannot be mixed.
- **Yard Waste** - DO NOT bag yard waste, place directly in provided green cart.
- **Tires** - 5 tire limit, tires must not be on rims and will be collected as bulk waste.
- **Paint** - Must be solidified by mixing with sand or kitty litter and dried.
- **All Containers/Receptacles** - Must be returned to an enclosed area or beside occupancy after collections.
- **Other:**

Questions - Please call (706) 225-4696

WASTE COLLECTION REMINDER

Item #C.



CODE OF ORDINANCE SEC. 13-167.3. (A) - CONTAINER SPECIFICATIONS AND HANDLING REQUIREMENTS.

Placement and removal of disposable and nondisposable containers for and after solid waste collection shall be regulated as follows:

- ☐ 13-167.3 (a) All containers shall be located off the public right-of-way or shall be left inside the building and/or structure until the day of collection.
- ☐ 13-167.3 (b) All containers shall be placed adjacent to the curb in front of the property from which they originated for collection or as otherwise designated by the department of public works.
- ☐ 13-167.3 (c) In no case shall containers be placed in such a position so as to obstruct the sidewalk, the gutter, or the free movement of traffic.
- ☐ 13-167.3 (d) All containers shall be removed from the public right-of-way on the same of collection.

☐ 13-167.3 (e) Reserved.

☐ 13-167.3 (f) In residential zoning districts, disposable and non-disposable containers may be placed at curbside no earlier than 5:30 p.m. the day preceding collection.

☐ 13-167.3 (g) Rubbish, limbs, yard waste or other debris that is collected by mechanical means shall not be placed under low hanging wires or tree branches, next to mailboxes, cable boxes, fences, water meters, electrical boxes, drainage structures or similar structures that would prohibit the safe use of mechanical collection equipment. Rubbish, limbs, yard waste or other debris shall not be placed next to trees, shrubs or plants that may be damaged during the collection process.

QUESTIONS – PLEASE CALL (706) 225-4696



DATE: _____ **TIME:** _____

ADDRESS: _____

AUTOMATED SIDE LOADER OPERATIONS

- **AUTOMATION ROLL OUT HHG - 9/11/23
COMPLETED 16 ROUTES**
- **AUTOMATION ROLL-OUT YARD WASTE –
12/1/23 INITIAL 11 ASL'S & 3 REAR
LOADERS**
- **GRAB-ALL OPERATIONS – ON CALL SERVICE
10 GRAB-ALL ROUTES & 3 REAR LOADERS
FOR JUNK**

ORDINANCE AMENDMENTS NEEDED

- **CHAPTER 13 – HEALTH & SANITATION**
 - **ARTICLE VII. - SOLID WASTE COLLECTION AND DISPOSAL**
 - **SECTION – 13-167.1 DEFINITIONS**
 - **#15 & #24**
 - **SECTION 13-167.2– GENERAL PROVISIONS**
 - # 2(a) (b)**
 - # 10**
 - **SECTION 13-167.3– CONTAINER SPECIFICATIONS**
 - #1(a) Remove**
 - #2 (a), (b), (c)**

DETAILED VERBIAGE OF ORDINANCES (HANDOUT)

Final Dates – One Cart System



1

**Soft Date:
January 1, 2024,
Only City Issued
Carts Will Be
Collected**



2

**Hard Date:
January 15, 2024,
Only City Issued
Carts Will Be
Collected**



3

**Un Authorized
Container Stickers
Will Be Placed On
Illegal Carts After
January 1, 2024**

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- **Other:**

Questions - Please call (706) 225-4696

FUTURE SOLID WASTE COLLECTIONS PROGRAM

- 1. Integrated Waste – Full-Service Operation.**
- 2. With Automation Comes Improvements to Collection Efficiency**
- 3. RESIDENTIAL COLLECTION:**
 - a) Amend Ordinance To Maximize Automation**
 - b) Implementation of the One Cart System:**
 - 1) Everything Must Be In The Appropriate City Issued Cart**
 - 2) No Bags, Piles, or None City Issued Containers Will Be Collected With The New ASL Vehicle.**
 - 3) Green Waste Bags Outside Of The Cart Will Be Collected With Rear Loader**
 - c) Additional Cart Fee to be considered with upcoming Rate Study. One Time \$55.00 Cart Fee**
 - d) On Call Bulk Collection**
 - e) All Levels of Service Goes on The Same Day (HHG, Recycle, Yard Waste & Bulk)**

RFP Options For Waste Collection:

- **Option A: Household Waste Only**
- **Option B: Yard Waste Only**
- **Option C: Recycling Collection Only**
- Option D: Household & Recycling Only**
- Option E: Bulk Waste Only**
- Option F: All Collection and Disposal Services**

ASL & YARD WASTE COMPLETE IMPLEMENTATION

Item #C.

- **16 AUTOMATED HOUSEHOLD WASTE @1000 HOMES PER ROUTE (Designed for Growth)**
- **11 AUTOMATED GREEN WASTE@1800 PASS BY's PER ROUTE**
- **3 REAR LOADERS GREEN WASTE@5000 PASS BY's PER ROUTE.**
- **3 REAR LOADERS JUNK WASTE @5000 PASS BY's PER ROUTE.**
- **11 AUTOMATED RECYCLING @ 1500 HOMES PER ROUTE**
- **10 GRAB-ALLs ON CALL SERVICE**
- **DAILY NUMBER OF ROUTES (54)**

COLLECTIONS OPERATIONS SCHEDULE

REQUEST APPROVAL TO CHANGE:

- **CHANGE COLLECTION DAYS TO MONDAY, TUESDAY, WEDNESDAY, THURSDAY. FRIDAY OFF/EQUIPMENT MAINTENANCE. FRIDAY'S ROUTE WILL BE COLLECTED ON WEDNESDAY'S. THIS WILL GO INTO EFFECT JULY 2024**
- **NEW HOLIDAY COLLECTION SCHEDULE EFFECTIVE JULY 2024: IF YOUR COLLECTION DAY FALLS ON A MONDAY HOLIDAY, YOUR COLLECTION DAY WILL BE TUESDAY THE FOLLOWING DAY**
- **ALL COLLECTIONS WILL BE DONE ON THE SAME DAY & WILL GO INTO EFFECT JULY 2024**

GETTING THE WORD OUT

METHODS USED:

- **SCHEDULED COMMUNITY MEETINGS:**
 - **December 6, 2023 @ Shirley Winston – 6:30 p.m.**
 - **December 13, 2023 @ Citizens Service Center (Midtown) – 5:30 p.m.**
 - **December 27, 2023 @ Psalm Road – 6:30 p.m.**
 - **January 3, 2024 @ Northside – 6:30 p.m.**
 - **January 10, 2024 @ Frank Chester – 6:30 p.m.**

GETTING THE WORD OUT (Cont.)

METHODS USED:

- **Events Attended**
 - **Paint the Town Pink – Woodruff Park**
 - **Spooktacular – Lakebottom Park**
 - **Christmas Made in the South – Trade Center**
 - **Trunk or Treat – Shrine Club**
 - **Comer Community Center – Bibb City**
 - **Benning Hills Community**
 - **Benning Hills Ride-a-Long**
 - **Kiwanis Club – St Luke's Community Room**

GETTING THE WORD OUT (Cont.)

METHODS USED:

- **WRITTEN COMMUNICATION**
 - Direct Mailers
 - Door Hangers/Brochures/Flyers
 - Digital Bulletin Boards
 - Civic Ready
- **Visual Communication**
 - WTVM Business Breaks
 - WTVM Facebook Live
 - CCG TV – Interviews
 - DIGITAL BULLETIN BOARDS (10)
 - Holiday Message

DIRECT MAILER

Using The One Cart System Properly



1. Does Everything Go In The Cart? YES
 - Black –HHG – Bag It
 - Green – YW – Do Not Bag It
 - Blue – Recycle – Do Not Bag It
2. Important Facts I Need To Know
 - 3 Feet Apart
 - Wheels To The Curb
 - Nothing On Top Of The Lid
3. Do Not Place Your Cart By A Permanent Fixture
 - Examples: Parked Cars, Mailboxes, Fences, Trees, Telephone Poles and Be Aware Of Overhead Wires etc.
4. Please Know All Collection Vehicles Have Video Cameras

HAPPY HOLIDAYS

- <https://vimeo.com/889158837/cf3c876746?share=copy>



QUESTIONS

Columbus Integrated Waste



We do amazing.

**WILSON CAMP MSW LANDFILL
MUSCOGEE COUNTY, GEORGIA**

LEGEND

- PROPERTY LINE
- - - APPROXIMATE WASTE MANAGEMENT BOUNDARY
- ⬢ GROUNDWATER MONITORING WELL
- ⬢ METHANE MONITORING LOCATION
- ⬢ SURFACE WATER MONITORING LOCATION



200 100 0 200 400 600
SCALE (IN FEET)



WILSON CAMP LANDFILL
802 11th AVENUE
BUILDING E
COLUMBUS, GEORGIA 31907

SITE MAP

FIGURE
1



SCHATULGA ROAD SANITARY LANDFILL
MUSCOGEE COUNTY, GEORGIA

LEGEND

- PROPERTY LINE
- ◆ GROUNDWATER MONITORING WELL
- ▼ SURFACE WATER SAMPLING LOCATION
- ★ METHANE MONITORING POINT



200 100 0 200 400 600
SCALE (IN FEET)



SCHATULGA ROAD SANITARY LANDFILL
7160 SACERDOTE LANE
COLUMBUS, GEORGIA 31907

SITE MAP

FIGURE
1

**PINE GROVE MSW LANDFILL
MUSCOGEE COUNTY, GEORGIA**

LEGEND

- PROPERTY BOUNDARY
- CELL BOUNDARY
- BUFFER
- GROUNDWATER MONITORING WELL
- PIEZOMETER
- METHANE MONITORING WELL
- SURFACE WATER MONITORING POINT



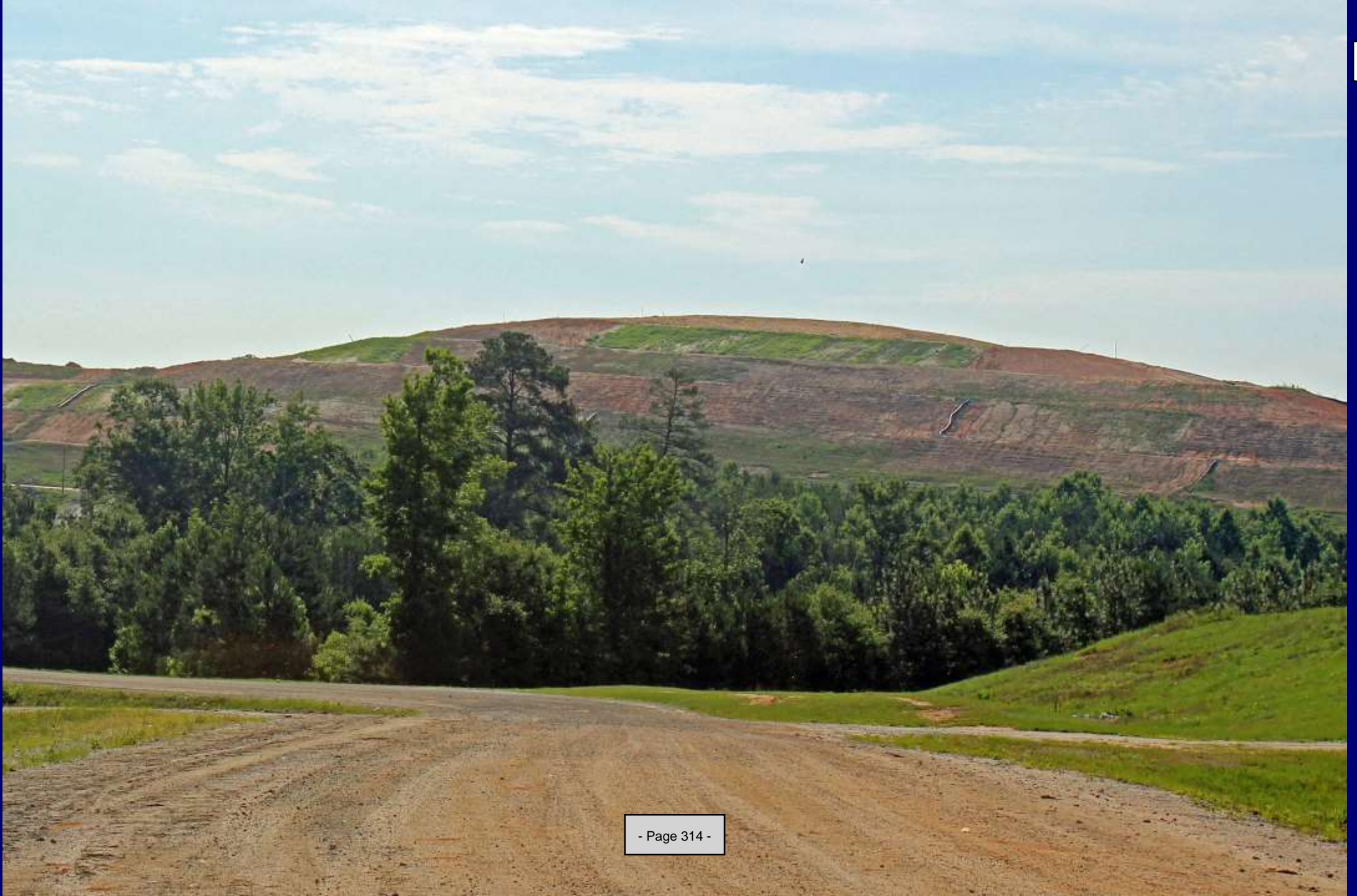
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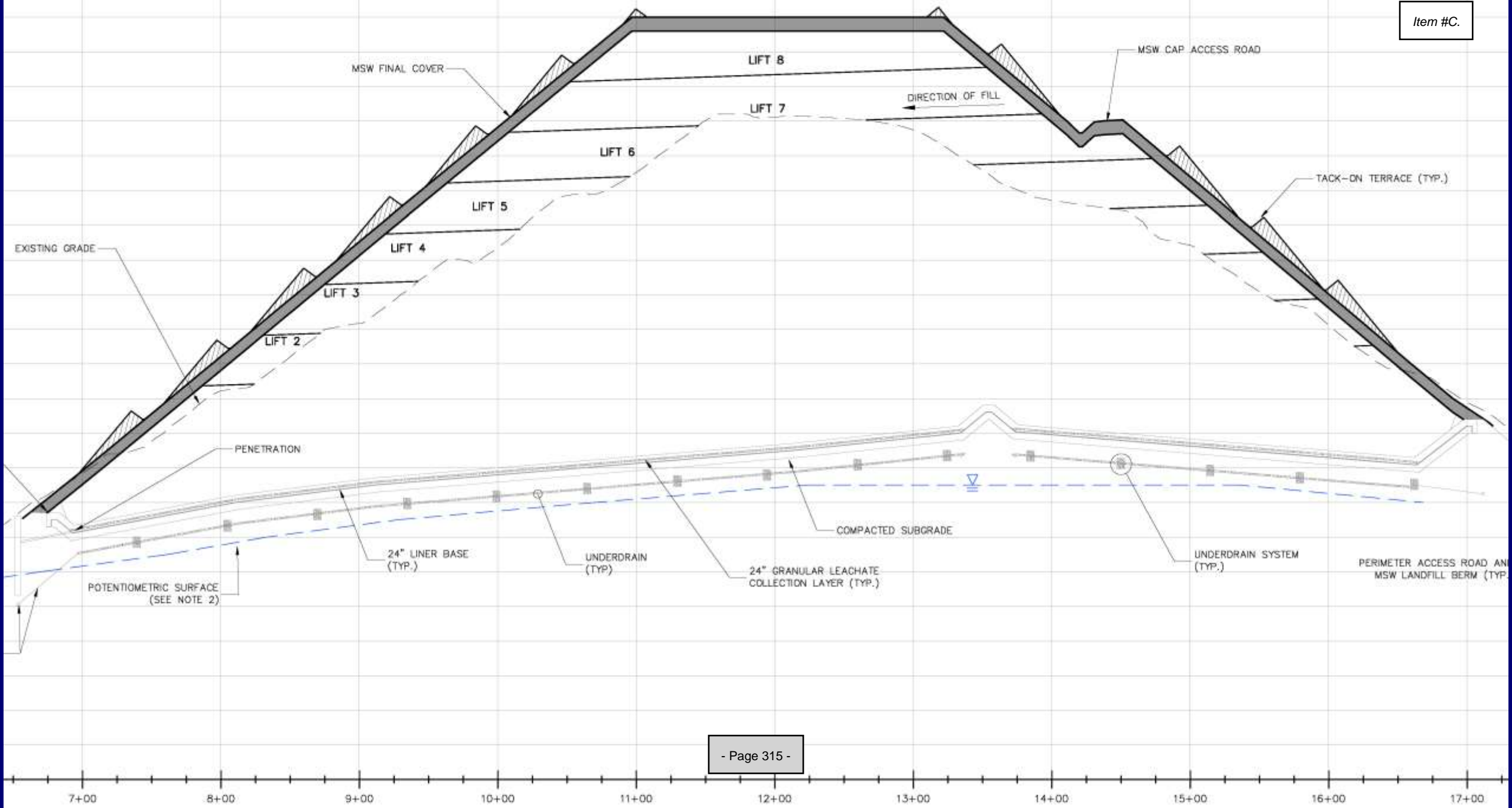


PINE GROVE LANDFILL
7900 PINE GROVE WAY
COLUMBUS, GEORGIA 31907

SITE MAP

FIGURE
1





2017 C&D Major Modification Horizontal & Vertical Expansion

Item #C.

- Increased airspace by ~ 1M CYs
- Added ~ **\$18M** from additional C&D airspace
- Current life expectancy ~ 2052 (or 29 years)

Current MSW Life Expectancy

Item #C.

- All MSW phases ~ 2049 (or 25.5 years)
- Current phases ~ 2026 (or 3.5 years)

Pending MSW Major Modification Vertical Expansion

Item #C.

- Increases airspace by ~ 2.5M CYs
- Brings in ~ **\$61M** from additional MSW airspace
- Life expectancy of current phase with vertical expansion is 2038 (or 15 years)
- Life expectancy of total MSW with vertical expansion is 2067 (or 44 years)
- Class 4 compost area

Summary

- Active solid waste permits in compliance with rules
- C&D life expectancy increased from 0 to 29 years
- MSW life expectancy will increase from 26 to 44 years
- Total value of airspace gain ~ **\$79M**
- Class 4 compost area

THANK YOU



We do amazing.

Columbus Power Producers (CPP)

December 2023 update



The Landfill Group

Company Overview

- Founded in 1991 (Enerdyne Power Systems)
- Family-owned company
- Headquartered in Charlotte, North Carolina
- We provide a comprehensive solution for Landfill Gas Development
- We operate primarily across four entities that cover all aspects of the development life cycle of a landfill gas project:
 - Enerdyne Power Systems,
 - Advance One Development
 - Advanced Biogas Systems
 - Jade Biogas Engineering
- Over the last 30 years, Enerdyne has developed and/or constructed nearly 60 projects

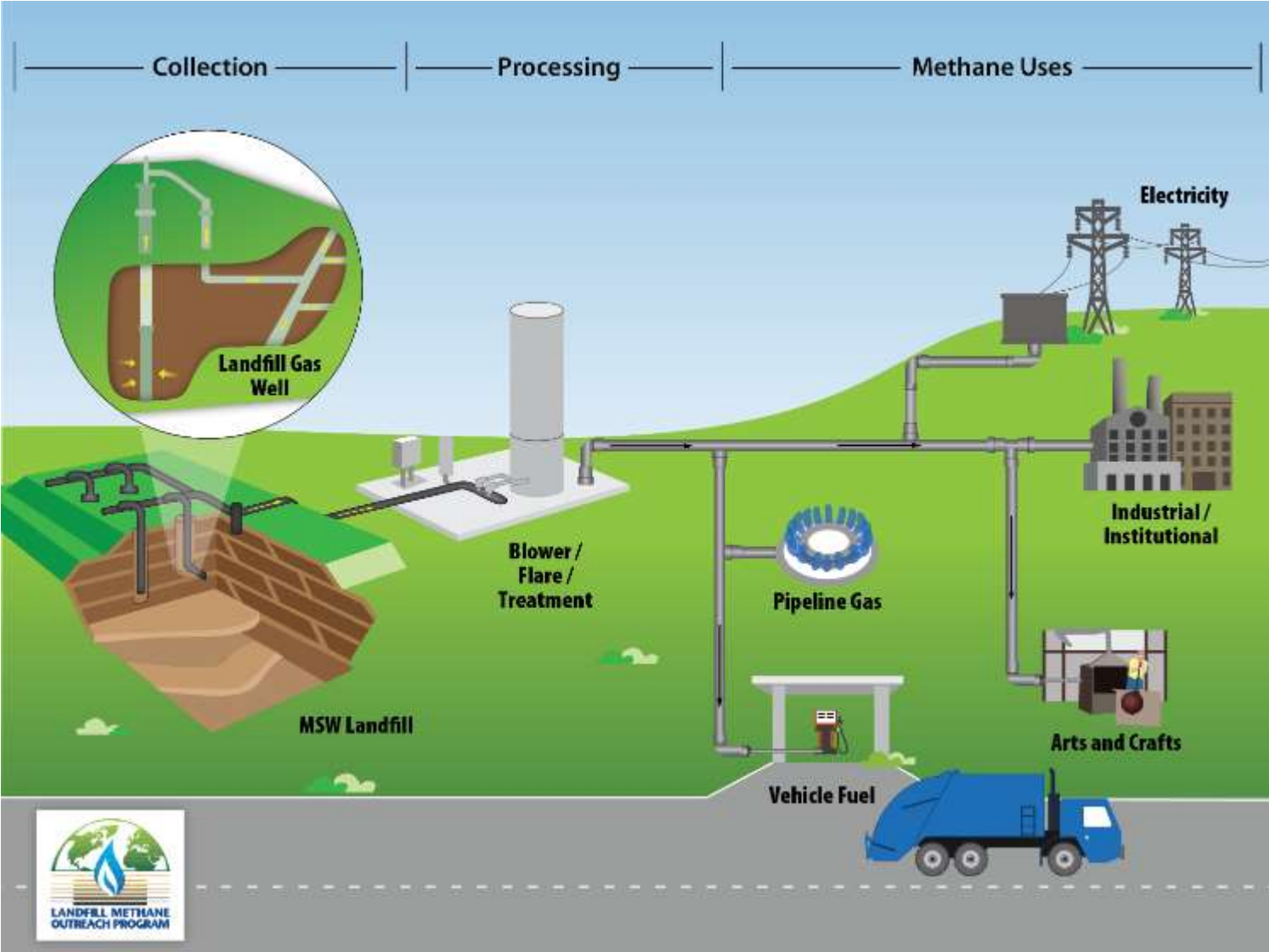
Columbus Power Producers

Historical

- Gas purchase agreement between City of Columbus and CPP in place.
- Allows for CPP to capture and generate a renewable energy source from landfill gas.
- Compensation to city is through a fixed price and revenue share mechanism.
- Originally planned for renewable electricity generation.
- Pivoted to renewable natural gas (RNG) process due to changes in wholesale electricity markets.

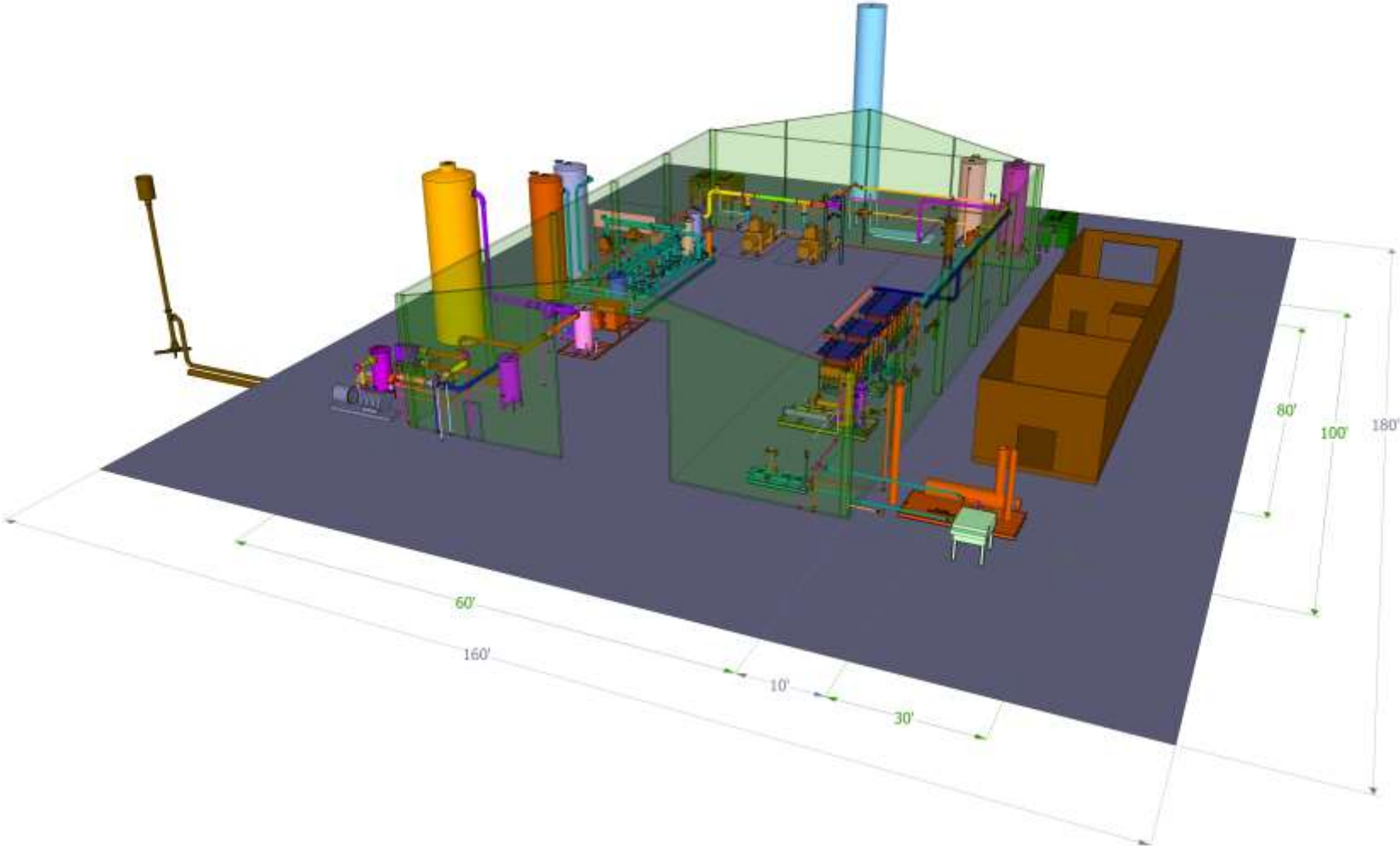
Columbus Power Producers

Current



Columbus Power Producers

Current



Columbus Power Producers

Current

- CPP gas collection investment ~\$2MM
- Verification of flows and quality
- RNG production facility at 90% design
- GA public service commission tariff approval
- Peach State natural gas interconnection agreement
- Currently destroying captured gas
- Final designs, agreements, financial notice to proceed Q1 2024

Columbus Power Producers

Future

- Long lead item ordering Q1 2024
- Construction commence in Q2 2024
- Commercial operations in Q2 2025
- Jobs created
 - 3-4 Full time permanent positions
 - 150-200 temporary construction
- Annual emission reduction equivalents (EPA)
 - Carbon sequestered by 162,000 acres of forests
 - CO2 emissions from 322,000 barrels of oil consumed
 - CO2 emissions from 15,585,000 gallons of gasoline consumed

File Attachments for Item:

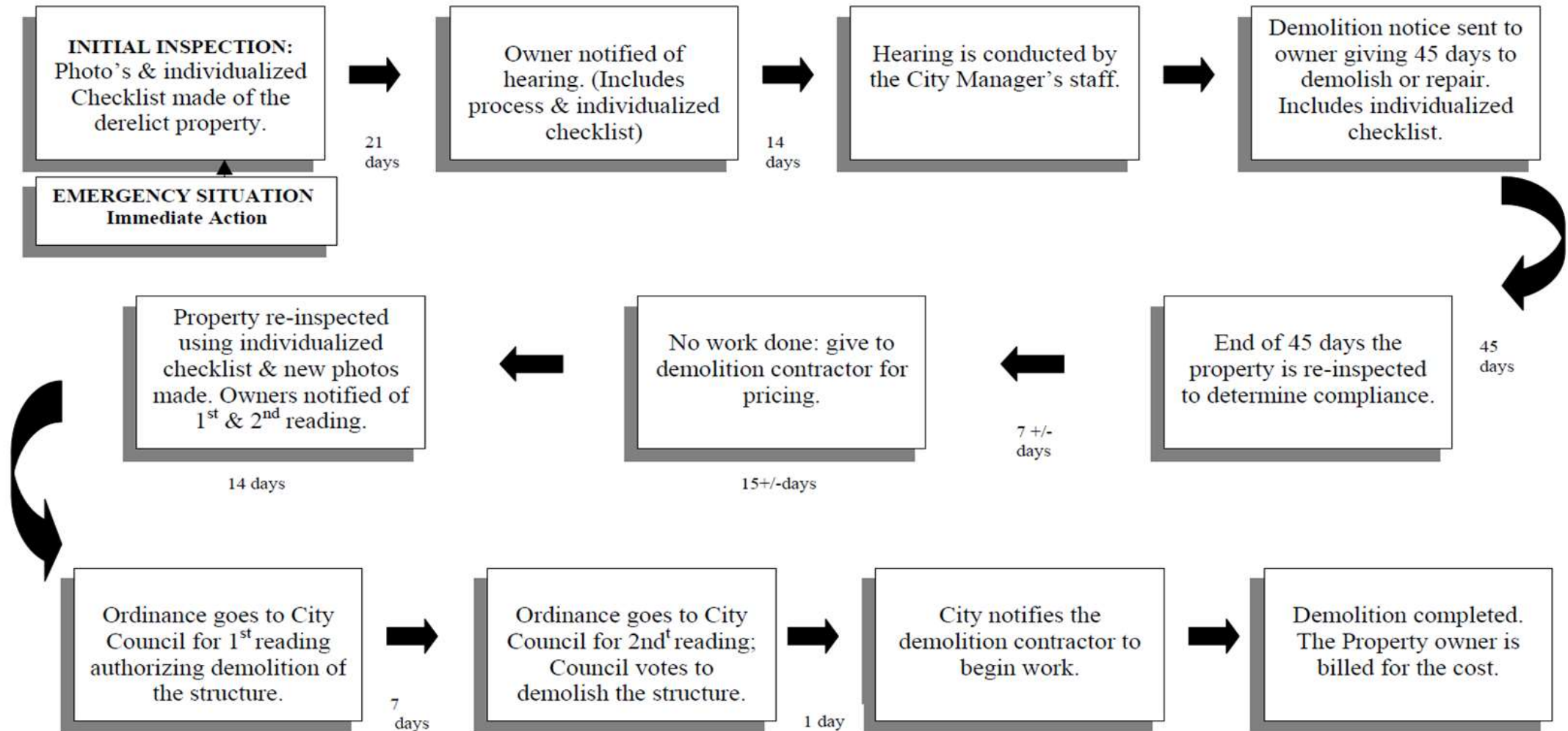
D. Demolition of Property - Ryan Pruett, Director, Inspections & Code



Demolition Update December 5, 2023

Demolition Process

Item #D.



Demolition Process Potential Delays

- Ownership Transfer
 - If ownership is transferred during the demolition process, the process is restarted with the new owners.
- Inability to Locate Owners
 - Proper notices must be given to legal ownership of property which can delay process if no owner can be found.
- Tax Sales
 - Due to one year redemption period on properties sold at tax sales, new Owners are given time to close redemption rights prior to enforcement action.
- Funding
 - Average single family home costs over \$10,000 to demolish. Multifamily or mobile home properties can exceed \$100,000.

What to Do

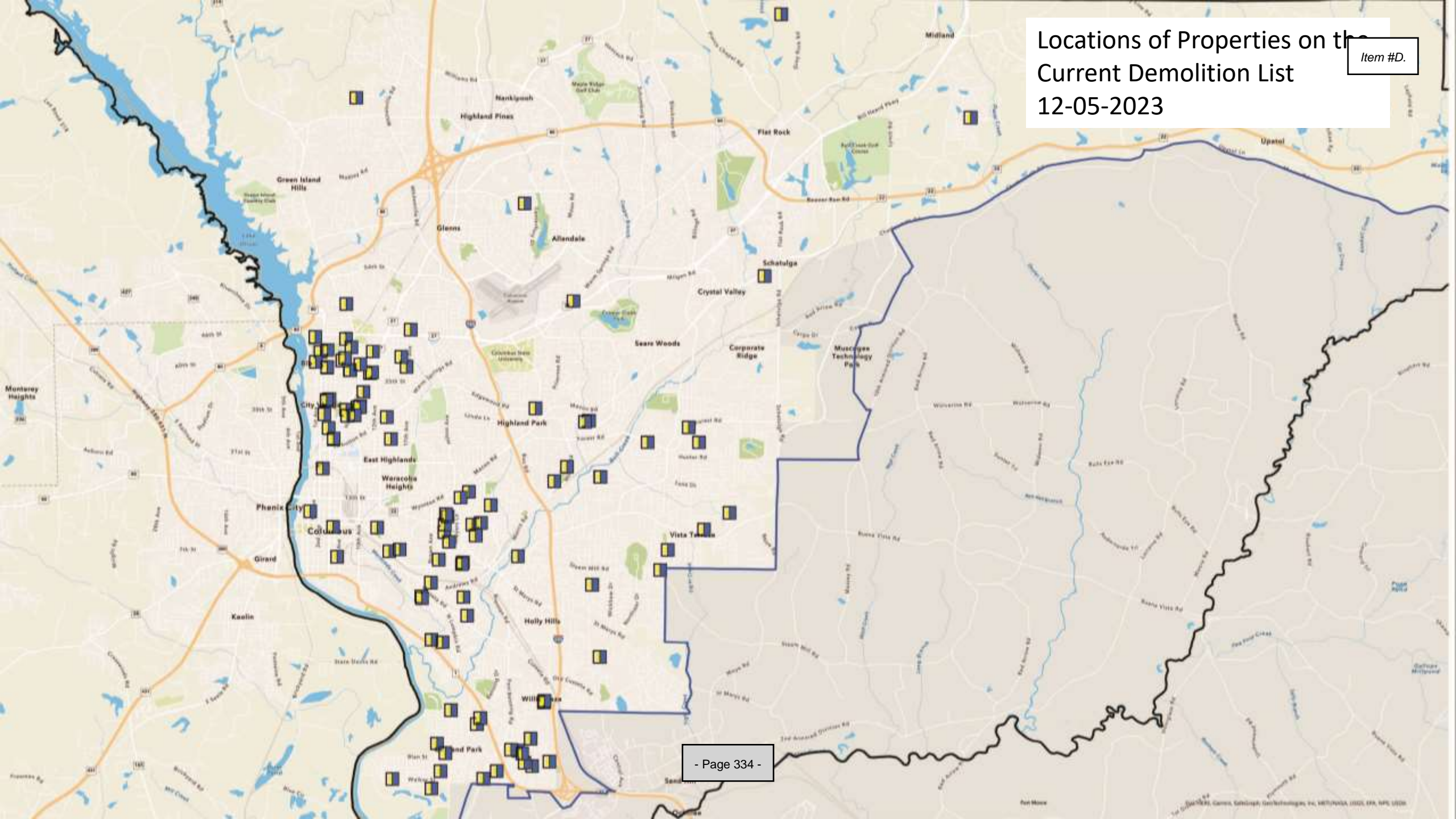
- If you see a dilapidated structure in the community:
 - Call 311 and report the address. Inspections and Code will contact you and provide the current status of the property.
 - Visit: <https://www.columbusga.gov/InsCode/maps.htm> and view the Code Case Dashboard
- If you own a dilapidated structure:
 - Contact Inspections and Code at 706-653-4126 and Code Enforcement will work with you to resolve the issue

Current Demolition List

- Currently, 105 properties remain on the demolition list
- 66 properties placed on the list in 2023, 22 in 2022, and 17 prior to 2022.
- \$297,254.20 remains available for demolition in the FY24 budget.
- Goal is to bring 25-30 properties to Council for approval to spend remaining FY24 budget.
- Additional funding will be requested for FY25

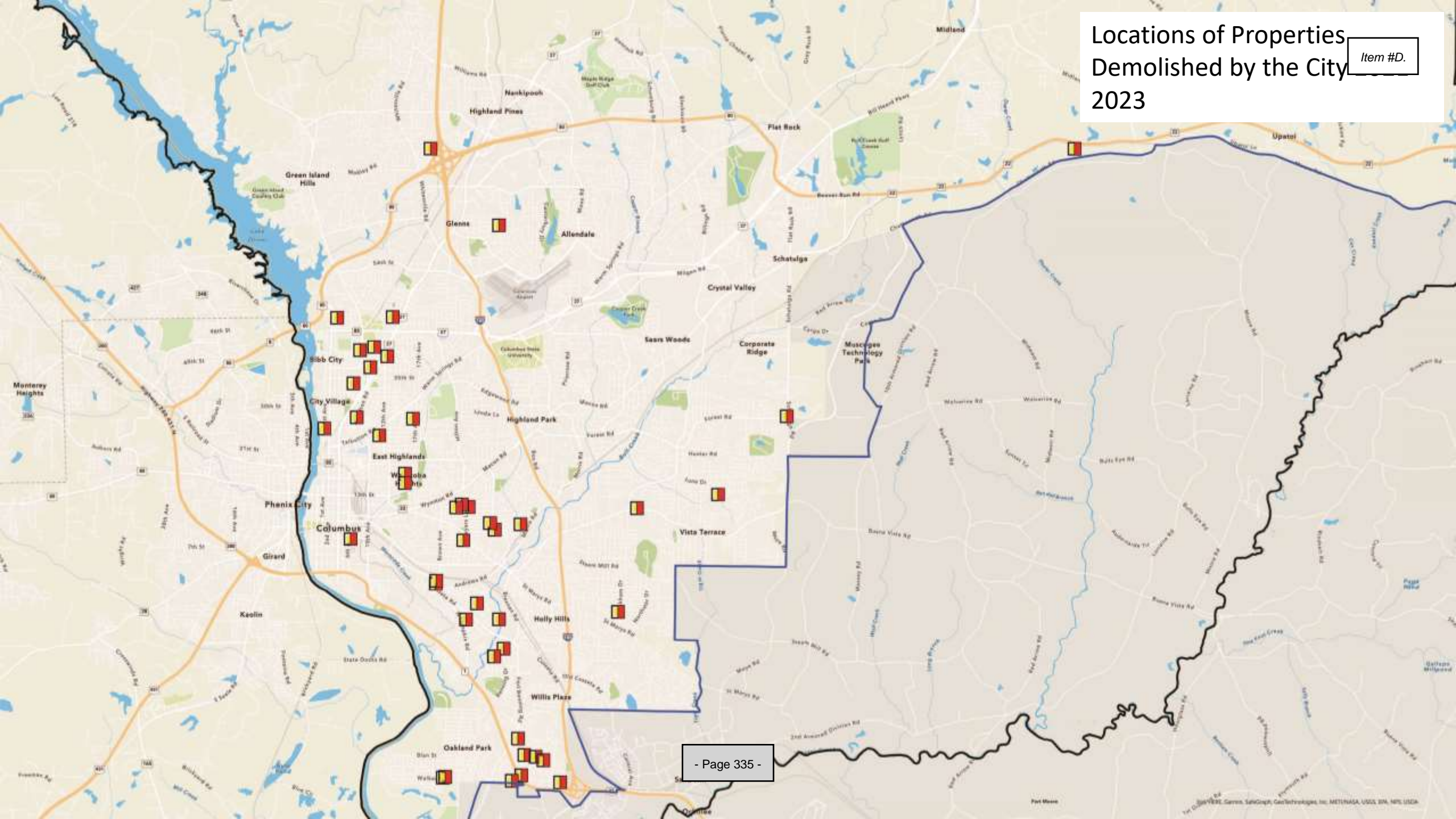
Locations of Properties on the
Current Demolition List
12-05-2023

Item #D.



Locations of Properties
Demolished by the City
2023

Item #D.



1209 Carmel Court

- Council approved demolition of structure on July 27, 2021.
- Prior to Council approval, owner had obtained building permits.
- After Council approval, owner began making repairs to the structure. Owner installed new roof framing, repaired wall framing, and completed 70% of necessary repairs.
- Owner continued work from August 2021 – February 2022.

1209 Carmel Court

- Code Enforcement Officer assigned to the case was moved to another position in February 2022 and the case was closed due to the amount of work completed and this change in personnel. However, case should not have been closed since repairs were not 100% complete.
- Value of repairs remaining in February 2022 were less than 50% of the value of the property so property was no longer eligible for demolition. Property has now deteriorated and is eligible for demolition again.
- Property will be brought back to Council for approval to demolish in early 2024.

1209 Carmel Court



Questions?

File Attachments for Item:

DATE: December 5, 2023

TO: Mayor and Councilors

FROM: Finance Department

December 6, 2023

Steel Signal Strain Poles (Annual Contract) – RFB No. 24-0017

Scope of RFB

It is the intent of the Columbus Consolidated Government (City) to establish an annual contract with a qualified vendor to provide steel signal strain poles on an “as needed” basis to be delivered to Traffic Engineering Division for the City of Columbus, GA. This bid includes unit costs for a variety of steel signal strain poles that the City may need for traffic signal projects. As information to vendors, the City averages three to four new/upgrade signal projects each year. The quantity of steel signal strain poles purchased thru this annual contract will vary from year to year, depending on the number of roadway and/or traffic signal projects that are funded.

The term of the contract shall be for two (2) years, with the option to renew for three (3) additional twelve-month periods. Contract renewal will be contingent upon the mutual agreement of the City and the Contractor.

December 8, 2023

**General Contractor Services and Housing Inspection Services for the Community
Reinvestment Department (Annual Contract) – RFP No. 24-0012**

Scope of RFP

Columbus Consolidated Government (the City) invites qualified vendors to provide general contractor services (Option A) and housing inspection services (Option B) for rehabilitative single-family housing located throughout Columbus-Muscogee County. The Community

Reinvestment Department will procure the services on an as-needed basis. **Vendors may submit proposals for one, both or all options.**

Some activities could be a U.S. Department of Housing and Urban Development (HUD) funded project which utilizes Community Development Block Grant (CDBG) funding. Contracts utilizing CDBG funding are subject to state and local laws, as well as federal regulations found in §2 CFR 200.317 through §2 CFR 300.327 and §24 CFR 570.611. Potential bidders must assure that all project activities will be administered in compliance with labor and civil rights laws and regulations for CDBG funded projects.

The term of the contract will be for two years, with the option to renew for three additional twelve-month periods. Contract renewal shall be contingent upon the mutual agreement of the City and the Contractor.

December 15, 2023

Underserved and Inmate Healthcare Consultant – RFP No. 24-0009

Scope of RFP

Columbus Consolidated Government is seeking a third-party advisory firm, with experience establishing community-funded networks of care for underserved and inmate populations. The firm shall assist the City with developing a fair, inclusive and equitable plan to service the target populations' medical needs.

December 27, 2023

Touch Screen Information Kiosks for METRA (Re-Bid) – RFB No. 24-0019

Scope of RFB

The Columbus, Georgia Metropolitan (METRA) Transit System is soliciting bid responses for the procurement of one (1) Outdoor Double-Sided Touch Screen Information Kiosk and one (1) Indoor Single-Sided Information Kiosk for use at METRA's bus station, the METRA Transfer Center.

**Columbus Consolidated Government
Bid Advertisements**

DATE: December 5, 2023
TO: Mayor and Councilors
FROM: Finance Department

December 6, 2023

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File Attachments for Item:

Referrals 11.14.23

Columbus Consolidated Government ~ Council Referrals

| Item # | Date of Request | Requested by: | Proposed Work Session Item and/or Referral | Assigned Depart. |
|--------|-----------------|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| 1 | 8/8/2023 | Tyson Begly | <p><u>Fire and EMS</u></p> <p>I had two follow-upsg from slide 7 of the Fire EMS PowerPoint in the last meeting:</p> <p>https://mccmeetingspublic.blob.core.usgovcloudapi.net/columga-meet-9989af2150264ee3a984571dda5c6614/ITEM-Attachment-001-97400da668ce4bf79d68029ba871e2ef.pdf:</p> <ul style="list-style-type: none"> - Numbers on the Medicare/Medicaid clearing house, to know how much to put in and the additional level of coverage received. <p>Numbers of how much a private billing service would cost, and the amount of money it would save, and the potential impact to our accounts receivable</p> <p><u>Response:</u></p> <p>Please see the attached response from the fire department.</p> <p></p> <p>CFEMS Memo on Referral - Begly Aug</p> <p>Fire/EMS Department is in the process of developing an RFP to privatize ambulance billing. Private billing services costs will be determined once the RFP process is complete.</p> <p>As of FY23, 9,668 ambulance claims were processed and billed. The billed breakdown for claims processed is as follows:</p> | Sal Scarpa Pam Hodge Angelica Alexander |

Columbus Consolidated Government ~ Council Referrals

| Item # | Date of Request | Requested by: | Proposed Work Session Item and/or Referral | Assigned Depart. |
|--------|-----------------|---------------|--------------------------------------------|------------------|
|--------|-----------------|---------------|--------------------------------------------|------------------|

| | | | | |
|--|--|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| | | | <p>Medicare 18.92%</p> <p>Medicaid 17.90%</p> <p>Primary 23.46%</p> <p>Self-Pay 35.99%</p> <p>Write off 3.73%</p> <p>The claims paid breakdown is as follows:</p> <p>Medicare 53.86%</p> <p>Medicaid 20.71%</p> <p>Primary 19.91%</p> <p>Self-Pay 5.52%</p> <p>Update</p> <p><i>“As 75% of all claims go through Medicare or Medicaid, CCG should consider contributing to the Medicare/Medicaid clearing</i></p> | |
|--|--|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

Columbus Consolidated Government ~ Council Referrals

| Item # | Date of Request | Requested by: | Proposed Work Session Item and/or Referral | Assigned Depart. |
|--------|-----------------|---------------|--------------------------------------------|------------------|
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| | | | <p><i>house which would then provide an additional level of coverage for our submitted claims.”</i></p> <p>The Fire-EMS Department does <i>not</i> do EMS billing. That is managed in the Finance Department. However, I can provide the following information:</p> <ul style="list-style-type: none"> Each year, the City is asked if they wish to participate in the Georgia Ground Ambulance UPL (upper payment limit) Supplemental Payment Program. As noted in the attached, the purpose of the supplemental payment is to provide additional Medicaid reimbursement to ensure access to ambulance services for Medicaid enrollees. The supplemental payment is in addition to the claim payment a provider receives when submitting FFS (fee for service) claims for ambulance services. The program was recently approved by the federal Centers for Medicare and Medicaid Services (CMS). The program has been effective for services provided on and after January 1, 2020. Participation in the program is voluntary and requires the city to provide information to Myers & Stauffer LC (certified public accountants) each year as the program administrator in the form of a survey instrument. Twice a year, the City would provide an intergovernmental transfer (IGT) to the state of Georgia based on the results of the survey data. Subsequently, the Georgia Department of Community Health will make a Medicaid payment to the City | |
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| | | | <p>that includes both the transferred funds and the matching federal funds.</p> <ul style="list-style-type: none"> • Since its inception, the City has elected not to participate in the program (thus foregoing those dollars). The challenge, as I understand it, is that in order for the city to know how much money it needs to 'put up' in order to get the extra funds, the data survey must be completed annually. That <i>has to</i> be done in the Finance Department as Fire-EMS is not privy to the information requested. The dollar amount that would be required is not static and is dependent on Medicare/Medicaid billing for the year. Additionally, supplemental funding is only available when Medicare/Medicaid is the primary payor (and not the secondary). Thus, because of the ambiguity surrounding the funding component and the requisite work required to complete the survey instrument, <i>I believe</i> the City has been reluctant to commit to the program. As such, at this time, I do not think we know how much the contribution would be for our submitted claims. Finance would need to complete the survey instrument annually to be able to provide that information. • Notwithstanding this, the Fire-EMS Department has maintained that participation in the program would enhance revenue for the city and would help offset costs associated with the EMS program. In 2022, the Fire-EMS department engaged the Public Consulting Group (PCG) to evaluate potential revenues associated with implementation of a Ground Emergency Medical Transport (GEMT) program (quite similar to what the State of Georgia is offering). Based on the data we were able to provide, the PCG estimated we would receive a little over \$2.5 million annually. Those estimates were based off of FY21 data | |
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| | | | <p>and the utilization of <u>6</u> CFEMS ambulances. As noted in the Fire Based EMS Report, that number could be <i>significantly</i> higher as Fire-EMS assumes more ambulance control in the City. As a result, this component is a strong recommendation for implementation in conjunction with an enterprise fund to offset costs associated with managing EMS services in the community – which was ranked at <u>the number #1 concern</u> of residents in the department's community based strategic planning initiative.</p> <p>To be clear, the Fire-EMS Department currently has nothing to do with EMS billing/collections other than to provide the patient care reports that allow for billing/collections services relative to EMS. We work hand-in-hand with Finance to provide the information they require (as outline in the auditor's report). However, all billing/collection functions are currently managed within that department. Please let me know if there is additional information I can provide or answer any questions. Thank you!</p> <div data-bbox="728 1089 779 1149" data-label="Image"> </div> <p>GA Ambulance UPL Cover Letter.pdf</p> <p>Mr. Begly –</p> | |

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| | | | <p>The Finance Director has provided some information for us to review as it pertains to the Medicare/Medicaid clearinghouse and potential IGT payments. Once my EMS Chief returns from vacation, I will sit down with him to review the information and follow-up with her on any questions we may have. As I understand it, we will need to create an account with the GA Department of Community Health's accounting firm to facilitate the uploading of documents and completion of forms associated with this program. At this point, I believe we can only upload data twice a year (January/July).</p> <p>Once the submittal is reviewed by the accounting firm and approved, they will indicate the amount of the IGT that we will need to post and what we can expect in terms of matching federal funds return. The following <u>example</u> (only) is provided based on the FFY21 Federal Medical Assistance Percentage of 73.23% [67.03% + 6.2% PHE] for GA and total payment \$100 :</p> <ul style="list-style-type: none"> • CCG transfers \$26.77 to DCH (state share). Transferred funds must be eligible for federal matching funds under 42 CFR §§433.50 thru 433.67. • DCH pays \$100 to CCG that includes \$73.23 in federal matching funds <p>Thus, I do not believe we will have a better understanding of how much we will need to contribute in order to get the federal funds <u>until the 1st</u></p> | |
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| | | | <p><u>(calendar) quarter of 2024</u>. Once that information is available, we will certainly pass it along. Any payments will likely require Council approval and have to meet the federal guidelines for timely submittal.</p> <p>The program currently in use by the State of GA is a 'fee for service' model. As this process moves forward, I believe we need to evaluate the implementation of a 'managed care' model which can be far more lucrative for the City. Moreover, I continue to strongly advocate for the evaluation of an enterprise fund to capture and divert some these funds to help offset costs for EMS service. If we are poised to receive funds <i>above and beyond</i> what we have traditionally received for EMS services, I would love to see those funds re-invested into the very program that has been identified as the highest priority by our internal, external and community stakeholders (CFEMS Strategic Plan, pp.17-18). Additionally, as the determination is made relative to funding for indigent care, I am hopeful there will be an avenue to explore off-setting some EMS care costs as the first provider of care for many of these individuals. I realize that is a discussion for another forum; but I think it would help alleviate pressure on the general fund moving forward.</p> <p>I have attached a data sheet that discusses the proposed supplemental payment program for your review. There are many fire agencies around the country recognizing millions of dollars in additional revenue with similar programs. I am hopeful we can begin to recognize this revenue stream with this program. I will follow-up with additional information once we have a better understanding of the program costs. In the</p> | |

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| | | | <p>interim, please do not hesitate to contact me with any additional questions you may have. Thank you kindly!</p> <p></p> <p>Supplemental_Payment_Programs_Data_</p> <p>Salvatore J. Scarpa Fire-EMS Chief <u><i>Columbus Fire & EMS</i></u> 510 10th Street Columbus, GA 31901 (706) 653-3500</p> <p>Update: 10/27/2023 An RFP to outsource EMS billing has been issued and is out for bid.</p> <p>Update: 11/8/2023</p> <ul style="list-style-type: none"> I will be meeting with the Finance Director to identify options we can provide to Council in December relative to EMS billing reconciliation | |

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| | | | <ul style="list-style-type: none"> The Fire-EMS Department does not expect any other updates on Medicaid clearinghouse information until late in Q1/Y24 <p>Salvatore J. Scarpa Fire-EMS Chief <i>Columbus Fire & EMS</i> 510 10th Street Columbus, GA 31901 (706) 653-3500</p> <p>Update 11/27/2023 A presentation will be made to council in January</p> | |
| 2 | 8/8/2023 | Toyia Tucker | <p><u>Crime Prevention Grants</u> Request a breakdown and definition of the cost of personnel.</p> <p><u>Response:</u> This matter is currently under review. A response is expected soon.</p> | Seth Brown |
| 3 | 8/8/2023 | Tyson Begly | <p><u>Integrated Waste</u></p> | Lisa Goodwin Drale Short |

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| | | | <p>How will we account for holidays where we will have large pick-ups, such as Christmas? Also, suggest a financial analysis of fees and why they will increase.</p> <p><u>Response:</u></p> <p>Residents will be able to obtain additional carts once approved by Council. Off Site Recycling trailers are available for our resident to use whenever they have excess cardboard, paper, etc. Financial Analysis on rates based on privatization or internal services is being done by our consultant. An RFP to advertise has been sent Purchasing and is being vetted for advertisement, various options will be listed:</p> <p>Option A: Yard Waste Collection Only</p> <p>Option B: Household Waste Collection Only</p> <p>Option C: Recycling Collection Only</p> <p>Option D: Household and Recycling Waste Only</p> <p>Option E: Bulk Waste Only</p> <p>Option F: All Collection Services (Household, Recycling, Yard Waste and Bulk Waste)</p> | |
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| 4 | 8/29/23 | Tyson Begly | <p><u>Inspections & Code</u></p> <p>Is there a possibility to hire a third party to issue in-person citations to out-of-state parcel owners?</p> <p>Response</p> <p>State law does allow citations to be mailed to out-of-state owners. However, if the owner fails to appear in court the only option is for the city to abate the nuisance. In my opinion, the cost to hire a third party far outweighs any benefit that would come from it</p> <p>Update</p> <p>Mayor</p> <p>Hi everyone,</p> <p>Let me know if we need to meet in person, but I want to make sure we chase down the cost to issue in-person citations to out-of-state owners. I just want to focus on the cost of issuing a citation to a single property owner.</p> | Pam Hodge Ryan Pruett |

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| | | | Thanks, Tyson | |
| 5 | 8/29/23 | Judy Thomas | <p><u>Park Facilities Update Facilities Personnel</u></p> <p>Would like a program to pull trade graduates in from Columbus Tech and Jordan.</p> <p><u>Response:</u></p> <p>The matter is still under review. A response is expected soon.</p> | Lisa Goodwin Drale Short Reather Hollowell |
| 6 | 8/29/23 | Toyia Tucker | <p><u>Parks and Recreation Update</u></p> <p>Requests that we see if Ft Moore is willing to donate exercise equipment to our rec centers since we are in need of updated equipment.</p> <p><u>Response:</u></p> <p>We have reached out to Ft. Moore on two separate occasions, and they have not responded as of 9-20-23.</p> | Isaiah Hugley Lisa Goodwin Holli Browder |

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| 7 | 8/29/23 | Charmaine Crabb | <p><u>Parks and Recreation Update</u></p> <p>Requests that a day of work or weekend of work be coordinated for citizens in Heath Park</p> <p><u>Response:</u></p> <p>Councilor Crabb sent Holli an email on 9-18-23 stating that she had reached out to the homeowners association and would get back with us. As of 9-20-23, we have not heard back from Councilor Crabb.</p> <p><u>Update 10/24/23</u></p> <p>Councilor Crabb is working on getting a grant from the Georgia Association of Realtors to fund the upgrades.</p> | Lisa Goodwin Holli Browder |
| 8 | 9/12/23 | Tyson Begly | <p><u>Integrated Waste</u></p> <p>Requests a true financial analysis for the transition of leaving Amwaste</p> <p><u>Response:</u></p> <p>A presentation will be made to council 12/5/23</p> | Pam Hodge Angelica Alexander Drale Short |

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| Item # | Date of Request | Requested by: | Proposed Work Session Item and/or Referral | Assigned Depart. |
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| 9 | 9/12/23 | Glenn Davis | <p><u>Integrated Waste</u></p> <p>Would like to see a cost-benefit analysis on the integrated waste fees for automation.</p> <p>COMPLETED</p> <p><u>Response:</u></p> <p>A presentation will be made to Council 12/5/2023</p> | Pam Hodge Angelica Alexander Lisa Goodwin Drale Short |
| 10 | 9/12/23 | Bruce Huff | <p><u>Community Meeting</u></p> <p>Would like to have a follow-up community meeting with staff and the people in his district from the meeting that took place before COVID at M.L. Harris United Methodist Church</p> <p><u>Response:</u></p> <p>I have spoken with Councilor Huff and waiting for him to provide a date for the meeting.</p> | Lisa Goodwin |
| 11 | 9/26/2023 | Toyia Tucker | <p><u>Sidewalk in School Zones</u></p> <p>Requests that we look into ensuring that proper sidewalk coverage is in all school zones to provide for a safe walkway for children coming and going to and from school.</p> | Pam Hodge Donna Newman |

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| | | | <p><u>Response:</u></p> <p>Working with the MCSD to determine which schools have walk zones in order to set priorities.</p> | |
| 12 | 9/26/2023 | Bruce Huff | <p><u>Integrated Waste Community Meetings</u></p> <p>Would like to have several community meetings to educate citizens on new Integrated Waste Protocols.</p> <p>COMPLETED</p> <p><u>Response:</u></p> <p>Public Works has scheduled the following public meetings:</p> <ul style="list-style-type: none"> • December 6, 2023 @ Shirley Winston – 6:30 p.m. • December 13, 2023 @ Citizens Service Center (Midtown) – 5:30 p.m. • December 27, 2023 @ Psalmond Road – 6:30 p.m. • January 3, 2024 @ Northside – 6:30 p.m. • January 10, 2024 @ Frank Chester – 6:30 p.m. | <p>Lisa Goodwin Drale Short</p> |

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| | | | <p>As well as attended the following events:</p> <ul style="list-style-type: none"> • Paint the Town Pink – Woodruff Park • Spooktacular – Lakebottom Park • Christmas Made in the South – Trade Center • Trunk or Treat – Shrine Club • Comer Community Center – Bibb City • Benning Hills Community • Benning Hills Ride-a-Long • Kiwanis Club – St Luke’s Community Room <p>Each location had an information booth set up with information on the new automation program as well as representatives present to answer any questions of the public/residents.</p> | |
| 13 | 9/26/2023 | Walker Garrett | <p><u>Integrated Waste</u></p> <p>Requests that the Council receive a cost proposal for additional cans by the end of the year</p> | Lisa Goodwin Drale Short |

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| | | | <p>COMPLETED</p> <p><u>Response:</u> A presentation will be made to council 12/5/2023</p> | |
| 14 | 9/26/2023 | Tyson Begly | <p>Integrated Waste</p> <p>Requests to see revenue by Customer type (apartment types, schools, etc.)</p> <p>COMPLETED</p> <p><u>Response:</u> Please see the attachment.</p> <p> Water Works Customer by Type.xl</p> | Lisa Goodwin Drale Short |
| 15 | 9/26/2023 | Glenn Davis | <p>Integrated Waste</p> <p>Requests the following information:</p> <p>1. What is the total operational cost of the recycling center?</p> | Lisa Goodwin Drale Short |

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| | | | <p>2. The annual Cost of what we have to do on maintenance, excluding heavy equipment (EPD maintenance of landfill).</p> <p>3. What is the total cost to mitigate the closure of portions of the landfill?</p> <p><u>Response:</u></p> <p>The matter is still under review. A response is expected soon. Landfill Update will be presented on December 5, 2023</p> | |
| 16 | 10/10/2023 | Joanne Cogle | <p><u>Rigdon Park</u></p> <p>Requests that we purchase a gate at Rigdon Park similar to the gate that we installed at Carver Park.</p> <p><u>Response:</u></p> <p>Staff have reached back out to Smith Metal Works to send us a current quote to do the same gate as Carver Park. We were told it</p> | Lisa Goodwin Holli Browder |

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| | | | would take a couple of days to get the pricing to be able to move forward. | |
| 17 | 10/10/2023 | Glenn Davis | <p><u>Judicial Building</u></p> <p>Would like to set up time with staff to ask questions about the Judicial Center that he would like addressed.</p> <p>COMPLETED</p> <p><u>Response:</u></p> <p>A presentation will be made to council 12/5/23</p> | Pam Hodge Ryan Pruett |
| 18 | 10/24/2023 | Toyia Tucker | <p><u>Demolitions</u></p> <p>Would like to request a list of dates for upcoming demolitions that have been approved. She is specifically inquiring about when 1209 Carmel Court 31907 will be demolished.</p> <p>COMPLETED</p> <p><u>Response:</u></p> <p>Update on 1209 Carmel Court 11/6/2023</p> <p>The owner pulled a permit two years ago and completed some work on the home, which caused Code Enforcement to close the demolition case. We have since restarted the demolition process</p> | Pam Hodge Ryan Pruett |

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| | | | <p>on the home in October 2023 due to no more progress being made in the repair process. This home will appear on the next demolition list that appears to Council.</p> <p><u>Update 11/14/2023</u></p> <p>Councilor Tucker wants an update on the order of the demolition list, specifically Carmel Court. She would also like to know when the next list will be coming. She also would like Carmel to be placed back where it was two years ago.</p> <p><u>Response Update</u></p> <p>A presentation will be made to council on 12/5/2023</p> | |
| 19 | 10/31/2023 | Bruce Huff | <p><u>Pools</u></p> <p>Requests that we work with Girls Inc and the Boys and Girls Club for access to their pools since Frank D Chester doesn't have a pool for kids to use.</p> <p><u>Response:</u></p> <p>The matter is still under review. A response is expected soon.</p> | Lisa Goodwin Holli Browder |

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| 20 | 10/31/2023 | Toyia Tucker | <p><u>Trash</u></p> <p>Requests that we look into ways to reduce the amount of trash that the league leaves behind at Shirley B Winston</p> <p><u>Response:</u></p> <p>The matter is still under review. A response is expected soon.</p> | Lisa Goodwin Holli Browder |
| 21 | 10/31/2023 | Joanne Cogle | <p><u>Animal Control Audit</u></p> <p>Would like to request an update on how we have responded to the Animal Control Audit within the next few weeks. She would also like to discuss the euthanasia policy.</p> <p>Update:11/14/2023</p> <p>Requests an Update at the 12/5/2023 Meeting.</p> <p><u>Response:</u></p> <p>An update will be provided to Council on 12/12/2023</p> | Lisa Goodwin Drale Short |
| 22 | 11/14/2023 | Charmaine Crabb | <p><u>Dero Fixit Station</u></p> <p>Requests that we add something to the agreement for the Dero Fixit Station, that Dragon Fly Trails will be responsible for maintenance and repairs for the Dero Fixit Stations. She wants to</p> | Lisa Goodwin Holli Browder |

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| | | | <p>make sure a clause is in all donations that we receive that we are not responsible for the maintenance of the items.</p> <p><u>Response:</u></p> <p>The matter is under review. A response is expected soon.</p> | |
| 23 | 11/14/2023 | Toyia Tucker | <p><u>School Zone Cameras</u></p> <p>Requests that the fees collected from from the automatic speed detection school zone cameras be added to the snapshot that the council receives for tracking purposes.</p> <p><u>Response</u></p> <p>A separate budget line will be created for proper tracking, and the line item will be added to the snapshot that the council receives quarterly.</p> | Pam Hodge Angelica Alexander |
| 24 | 11/14/2023 | Glenn Davis | <p><u>School Zone Cameras</u></p> <p>Requests that there will be proper signage in the school districts to notify drivers that the cameras are tracking their speed in school zone areas.</p> | Pam Hodge Donna Newman |

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| | | | <u>Response</u> This matter is under review. A response is expected soon. | |
| 25 | 11/14/2023 | Glenn Davis | <u>Inspections Documents</u> Would like to receive the Animal Control Inspections detailed report from the federal government. He would also like a detailed explanation of the process of euthanasia. <div style="text-align: center; font-size: 4em; color: red; font-weight: bold; margin: 10px 0;">COMPLETED</div> <u>Response</u> The Director of Communications and Community Affairs emailed the to all Councilors on 11/14/2023 | Isaiah Hugley Lisa Goodwin Drale Short |

File Attachments for Item:

1. RESOLUTION - A resolution excusing Councilor Jerry "Pops" Barnes from the December 5, 2023 Council Meeting.

RESOLUTION**NO.** _____

A Resolution excusing Councilors absence.

THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY RESOLVES:

Pursuant to Section 3-103(6) of the Charter of Columbus, Georgia, Councilor Jerry “Pops” Barnes is hereby excused from attendance of the December 5, 2023 Council Meeting for the following reasons:

Personal Business:

Introduced at a regular meeting of the Council of Columbus, Georgia held on the 5th day of December 2023 and adopted at said meeting by the affirmative vote of _____ members of said Council.

| | |
|-------------------|--------------|
| Councilor Allen | voting _____ |
| Councilor Barnes | voting _____ |
| Councilor Begly | voting _____ |
| Councilor Cogle | voting _____ |
| Councilor Crabb | voting _____ |
| Councilor Davis | voting _____ |
| Councilor Garrett | voting _____ |
| Councilor Huff | voting _____ |
| Councilor Thomas | voting _____ |
| Councilor Tucker | voting _____ |

Sandra T. Davis
Clerk of Council

B. H. “Skip” Henderson, III
Mayor

Form revised 11-1-79, Approved by Council 11-6-79

File Attachments for Item:

2. RESOLUTION - A resolution cancelling the Proclamation Sessions for January 2, February 6, and March 5, 2024.

RESOLUTION**NO.** _____

A resolution cancelling the Proclamation Sessions for January 2, February 6, and March 5, 2024.

WHEREAS, regular Council meetings shall commence at the time or times as set forth in the rules of procedures by the Council of Columbus, Georgia; and,

WHEREAS, the Council desires to cancel the Proclamation Sessions as follows: January 2, February 6, and March 5, 2024; and,

WHEREAS, in accordance with Section 3-103 of the Charter, the Council may, by majority vote of the Council at least seven days prior to the meeting, cancel a regularly scheduled meeting.

NOW THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA HEREBY RESOLVES:

The January 2, February 6, and March 5, 2024 Proclamation Sessions are hereby cancelled.

Introduced at a regular meeting of the Council of Columbus, Georgia held on the 5th day of December 2023 and adopted at said meeting by the affirmative vote of _____ members of said Council.

| | |
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| Councilor Allen | voting _____ |
| Councilor Barnes | voting _____ |
| Councilor Begly | voting _____ |
| Councilor Cogle | voting _____ |
| Councilor Crabb | voting _____ |
| Councilor Davis | voting _____ |
| Councilor Garrett | voting _____ |
| Councilor Huff | voting _____ |
| Councilor Thomas | voting _____ |
| Councilor Tucker | voting _____ |

Sandra T. Davis
Clerk of Council

B. H. "Skip" Henderson, III
Mayor

File Attachments for Item:

3. Email Correspondence from Mr. David Rohwedder resigning from his seat as the District 8 Representative on the Public Safety Advisory Commission.

Sandra T Davis

From: David Rohwedder <david@litnerlaw.com>
Sent: Wednesday, November 29, 2023 1:20 PM
To: Sandra T Davis
Cc: Walker Garrett; Dr. Walter Taylor
Subject: [EXTERNAL] Public Safety Advisory Commission

Ms. Davis,

I am hereby resigning from serving on the Public Safety Advisory Commission.

Sincerely,

David Rohwedder

File Attachments for Item:

4. Minutes of the following boards:

Board of Tax Assessors, #38-23 and #39-23

Board of Water Commissioners, November 13, 2023

Columbus Golf Course Authority, September 26, 2023

Columbus Ironworks Convention & Trade Center Authority, February 23, April 27, June 29 and August 24, 2023

Convention & Visitors Board of Commissioners, October 18, 2023

Historic & Architectural Review Board, February 13, March 13, April 13, and May 8, 2023

Land Bank Authority, October 11, 2023

The Medical Center Hospital Authority, July 26, 2023



Columbus, Georgia, Board of Tax Assessors

GEORGIA'S FIRST CONSOLIDATED GOVERNMENT

Item #4.

City Services Center
3111 Citizens Way
Columbus, GA 31906

Mailing Address:
PO Box 1340
Columbus, GA 31902

Telephone (706) 653-4398, 4402
Fax (706) 225-3800

Board Members

Jayne Govar
Chairman

Lanitra Sandifer Hicks
Assessor

Kathy J. Jones
Assessor

Todd A. Hammonds
Assessor

Trey Carmack
Vice Chairman

Chief Appraiser
Suzanne Widenhouse

MINUTES #38-23

CALL TO ORDER: Vice Chairman Trey Carmack calls the Columbus, Georgia Board of Assessors' meeting to order on Monday, November 6, 2023, at 9:00 A.M.

PRESENT ARE:

Chairman Jayne Govar
Vice Chairman Trey Carmack
Assessor Lanitra Sandifer Hicks
Assessor Todd Hammonds
Assessor Kathy Jones
Deputy Chief Glen Thomason

APPROVAL OF AGENDA: Assessor Hammonds motions to accept agenda with noted change. Assessor Jones seconds and the motion carries.

APPROVAL OF MINUTES: Assessor Jones motions to accept minutes as presented. Assessor Hammonds seconds and the motion carries.

At 9:05, Administrative Manager Leilani Floyd presents to the Board:

- Appeals certified to BOE, Homestead & Veterans Exemption - Signed & Approved.

At 9:20, Deputy Chief Glen Thomason presents to the Board:

- Motor Vehicle appeal SDZ6153, no change – Signed & Approved.

At 9:30, Commercial Property Manager Jeff Milam presents to the Board:

- Appeal Waiver & Releases 108 005 010, 019 025 006 & 019 025 007 – Signed & Approved.
- Request for 2023 Tax Exemption 179 011 002 & 179 011 002A - Denied.


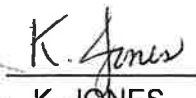
At 10:10, Deputy Chief Glen Thomason presents to the Board:

- Map Splits 073 026 004, 073 026 014, 185 016 007 & 185 016 013 – Signed & Approved.
- 018 009 004A & 018 009 005 pulled for further review.

At 10:30, Chairman Govar adjourns the meeting without any objections.

Glen Thomason
Deputy Chief

APPROVED:


J. GOVAR
CHAIRMAN
L. SANDIFER HICKS
ASSESSOR
K. JONES
ASSESSOR

absent

T.A. HAMMONDS
ASSESSOR
T. CARMACK
VICE CHAIRMAN

MIN# 34-23 NOV 13 2023



Columbus, Georgia, Board of Tax Assessors

GEORGIA'S FIRST CONSOLIDATED GOVERNMENT

Item #4.

City Services Center
3111 Citizens Way
Columbus, GA 31906

Mailing Address:
PO Box 1340
Columbus, GA 31902

Telephone (706) 653-4398, 4402
Fax (706) 225-3800

Board Members

Jayne Govar
Chairman

Lanitra Sandifer Hicks
Assessor

Kathy J. Jones
Assessor

Todd A. Hammonds
Assessor

Trey Carmack
Vice Chairman

Chief Appraiser
Suzanne Widenhouse

MINUTES #39-23

CALL TO ORDER: Chairman Jayne Govar calls the Columbus, Georgia Board of Assessors' meeting to order on Monday, November 13, 2023, at 9:00 A.M.

PRESENT ARE:

Chairman Jayne Govar
Vice Chairman Trey Carmack
Assessor Lanitra Sandifer Hicks
Assessor Kathy Jones
Chief Appraiser/Secretary Suzanne Widenhouse
Recording Secretary Katrina Culpepper

APPROVAL OF AGENDA: Vice Chairman Carmack motions to accept agenda. Assessor Jones seconds and the motion carries.

APPROVAL OF MINUTES: Assessor Sandifer Hicks motions to accept minutes as presented. Assessor Jones seconds and the motion carries.

At 9:03, Administrative Division Manager Leilani Floyd presents to the Board:

- Appeal Certifications – Placed into record.
- Homestead Exemption – Vice Chairman Carmack motions to deny # 116 001 024. Assessor Jones seconds and the motion carries. Parcel #100 046 039 – Signed & Approved.

At 9:13, Commercial Div. Property Manager Jeff Milam presents for Residential Division to the Board:

- BOE Results – #102 006 006 Vice Chairman Carmack motions to authorize an appeal to Superior Court. Assessor Jones seconds and the motion carries. #003 019 013 Vice Chairman Carmack motions to appeal to Superior Court. Assessor Sandifer Hicks seconds and the motion carries. All other results Signed & Approved.

At 9:58, Deputy Chief Appraiser Glen Thomason presents for Personal Property to the Board:

- Motor Vehicle Appeal – Signed & Approved.

"An Equal Opportunity / Affirmative Action Organization"

MEMBERS: Georgia Association of Assessors' National Association of Assessing Officials

At 10:00, Deputy Chief Appraiser Glen Thomason presents to the Board:

- Map Splits - #073 021 026 & 058; 044 001 007; 008; 009; 010; 011 – Signed & Approved.

At 10:04, Chief Appraiser Suzanne Widenhouse presents to the Board:

- External Auditor Requirements – discussion only, no vote needed.

At 10:18, Chief Appraiser Suzanne Widenhouse calls for Executive Session – no vote taken.

At 10:38, Chairman Govar adjourns the meeting without any objections.

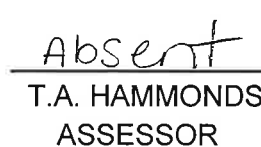
Suzanne Widenhouse
Chief Appraiser/Secretary

APPROVED: _____


J. GOVAR
CHAIRMAN

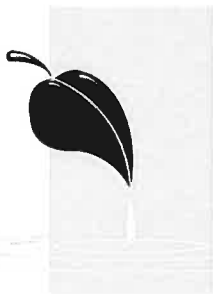

L. SANDIFER HICKS
ASSESSOR


K. JONES
ASSESSOR


T.A. HAMMONDS
ASSESSOR


T. CARMACK
VICE CHAIRMAN

MIN# 40 - 23 NOV 20 2023



Columbus Water Works

Item #4.

*Serving our Community
Protecting the Environment*

November 13, 2023

This is a summary of items acted on during the regular monthly meeting of the Board of Water Commissioners of Columbus, Georgia, held at our Main Office, Chattahoochee Room. It was on Monday, November 13, 2023, at 1:30 p.m. Chairman Rodney Close took the roll call and the following Commissioners were present:

Rodney Close, Chairman
Clint Cox
Wes Kelley
Mayor Skip Henderson

Absent: Jennifer Upshaw

Ms. Upshaw was excused from this meeting.

Receipt of the Minutes from the October 16, 2023, meeting was presented to the Board.

The Board approved the Minutes as written.

The Financial Report for October, including Ft. Moore, was provided to the Board. The Board approved the Financial Report.

Management requested bid approval for the Martin Army Hospital Demolition – Water Main Relocation Project to Gordy Construction Company at the bid price of \$215,810.00. Board approved.

President Davis presented a proposed 2024 Water and Sewer Rate Resolution to the Board for final approval for the rate increase effective with bills rendered on or after January 1, 2024. The Board approved the 2024 rate increase.

There being no further business, the meeting adjourned.



Carl Robertson, Secretary

COLUMBUS GOLF AUTHORITY

AGENDA

OCTOBER 21, 2023

CALL TO ORDER: Chairman Ricky Wright

**Note- Housekeeping measure—please silence cell phones.*

MINUTES: Offered for approval, the minutes of September 26, 2023.

SUPERINTENDENT'S REPORT: Steve Brown — update on course conditions-Submitted in writing.

DIRECTOR'S REPORT: Jim Arendt

Updates on revenue reports for Bull Creek and Oxbow Creek Golf Courses-Submitted in writing.

Director's comments: Briefing on a variety of items-Submitted in writing.

NEW BUSINESS:

OLD BUSINESS:

PUBLIC AGENDA: Persons registered to speak to the Golf Authority.

EXECUTIVE SESSION:

ADJOURNMENT

**Note-Next Meeting—??? November 21, 2023 @ 4:00 pm--Bull Creek Grill.*

THE COLUMBUS GOLF AUTHORITY MINUTES

SEPTEMBER 26, 2023

Chairman Ricky Wright called the meeting to order.

Minutes of the July 18, 2023, Authority meeting were approved unanimously.

In his monthly report, Superintendent Steve Brown said he has been rolling the greens at Bull Creek each week and, with the advent of the fall season, has been adjusting the height of the mowers to build up the mat for the coming winter months. Also, herbicide applications on fairways and roughs are being applied from now through November.

Addition of the long-awaited third inmate guard has resulted in 22-24 men being available to work each day, allowing more tasks to be accomplished. Cleaning up trouble areas and thinning trees are among the tasks being addressed now, and 1,000 feet of wire has been obtained to connect power to the water cooler near the 6th and 16th holes at Bull Creek.

East Course hole number 4 has irrigation problems due to bad and failing pipe in certain areas and that work is being undertaken.

Brown also said he has crews beginning improvements to the front entrance to Bull Creek, including completion of a stone wall, landscape lighting and placing fixtures on both columns.

Director of Golf Jim Arendt reported he has begun having photographs taken to illustrate the irrigation problems, which will help people to understand and appreciate the need to meet the costs of repairing and even replacing the irrigation system so vital to the golf courses.

Final 2022-23 fiscal year figures are not yet available from the city, and for the first two months (July and August) of the current fiscal year, complete and accurate reports on revenue also are not available from the city because the system has not allowed for entry of all deposits made by Bull Creek and Oxbow Creek.

While the city figures show Oxbow Creek generated \$42,125 during July and August, actual deposits for those months show \$54,826 was deposited in July and \$55,007 was deposited in August, Arendt said.

At Bull Creek, city reports show \$288,985 in revenue for July and August, while deposits show revenues of \$242,812 in July and \$188,472 in August, he said.

The golf director said it is frustrating that the system the city uses to make its monthly reports does not reflect the actual revenue experiences at the courses.

Ken Crumpler said he is constantly frustrated and fails to understand why the city's reports are never complete and in agreement with the actual totals of revenue generated at either golf course.

Jim Houston noted that there is probably not another single business or retail operation in the city that would employ an accounting system that produced such results.

Arendt said he is continuing to try to help find a resolution to the problem.

Cash reserves to date for Bull Creek are \$248,137, and at Oxbow Creek the reserve is minus \$18,736.

Arendt reported that during FY23, Bull Creek recorded 48,949 rounds of golf, resulting in revenues averaging \$44.92 per round and expenses of about \$41.37 per round. Oxbow recorded 25,732 rounds on the 9-hole course, generating an average of \$24.99 per round, and expenses of about \$25.60 per round.

Arendt said the feasibility study the Authority and city have agreed to pursue regarding an additional 9 holes for Oxbow Creek will be about a month or so from completion, while a master plan being prepared by a golf architect will take about 21 weeks. That plan will set out what is now available, what it is desirable to achieve and how to get there for the public golf courses in Columbus.

The golf director noted that the city, as in previous years, has agreed to provide its employees a 1 percent cost-of-living (COLA) increase for 2024. In order to keep golf course employees on pace with city employees, Ken Davis made a motion, seconded by Tommy Nobles, for employees of the Columbus Golf Authority to be provided the same 1 percent COLA adjustment on the same schedule as the city workers. The motion was approved by unanimous vote.

Arendt reported new tri-fold score cards have been ordered showing illustrations of the holes and greens, which will aid golfers as they make their way around the courses.

The 2023 City Championship drew 40 participants and was won by Bo Pitts with a two-day total score of 145, the golf director said. The new contest's first year was a success, but it is anticipated that as many as 100 or more participants will make up the field as the contest matures each year, he said.

The Senior and Super-Senior Championships will be held at Bull Creek Oct. 21-22, with seniors eligible at age 62, super-seniors at 70 and older, and a separate Legend Division for golfers 80 and older. The Senior and Super-Senior will be 36-hole contests; the Legend will be an 18-hole challenge.

A local church has stepped forward with a volunteer plan to help improve small bridges at Godwin Creek. The Fore Kids charity will provide materials for the improvements, and the church will provide volunteers to do the work, Arendt said.

The director also said he has prepared a plan for management of Godwin Creek by the Authority as an enterprise fund endeavor that will accommodate support from charitable organizations that have helped youth golf efforts previously and support from the city when needed. He will meet with the city manager and finance director before taking the proposal to Columbus Council for its consideration.

Arendt also presented the Authority with a contract drafted by the city legal department that documents an agreement between the consolidated government and the Fore Kids charity, allowing it to continue its operations at Godwin Creek through the remainder of 2023. Alonzo Jones made a motion that the Authority approve the agreement, which drew a second from William Roundtree. The motion was unanimously approved.

A motion to adjourn, made by Ken Crumpler and seconded by William Roundtree, passed by unanimous vote.

Present at the meeting were Ricky Wright, Jim Houston, Ken Crumpler, Tommy Nobles, Ken Davis, William Roundtree, Alonzo Jones and Richard Mahone.

Oct. 23, 2023

Golf Course Maintenance

Over the last Month, Maintenance has shifted from mowing to seasonal maintenance. We have engaged in under brushing and cleaning up the course. We have many projects planned for the winter. We are seeing the benefit of having an additional Prison Labor. We will start soon on Cart Path Repair, Dead Tree Removal and Course Projects

Steve Brown

Sales By Department

Bull Creek Golf Course

Saturday, July 1, 2023 - Saturday, September 30, 2023

| Item by Department, Category, and Sub-Category | Sales | | | | | Refunds | | | Total | | |
|---------------------------------------------------|--------|--------------|-------------|-------------|--------|---------|-----------------|---------------|--------|--------------|-------------|
| | Qty | Sales | Tax | Cost | Margin | Qty | Sales Refund | Tax Refund | Qty | Sales | Tax |
| Cart Fees | 14,133 | \$265,363.80 | | \$58.00 | 99.98% | (1) | (\$20.18) | | 14,132 | \$265,343.62 | |
| Food & Beverage | 24,904 | \$73,675.99 | | \$7,184.26 | 90.25% | (28) | (\$103.58) | | 24,876 | \$73,572.41 | |
| Gift Certificate | 67 | \$5,972.00 | | | | | | | 67 | \$5,972.00 | |
| Green Fees | 15,744 | \$172,083.24 | | | | (1) | (\$21.10) | | 15,743 | \$172,062.14 | |
| Memberships | 178 | \$46,033.27 | | | | | | | 178 | \$46,033.27 | |
| Pro Shop | 7,632 | \$85,721.99 | | \$30,514.49 | 64.40% | | | | 7,632 | \$85,721.99 | |
| Total | 62,658 | \$648,850.29 | \$54,716.47 | \$37,756.75 | 94.18% | (30) | (\$144.86) | (\$13.05) | 62,628 | \$648,705.43 | \$54,703.42 |

Sales By Department

Oxbow Creek Golf Course

Saturday, July 1, 2023 - Saturday, September 30, 2023

| Item ID/ Department, Category, and Subcategory | Sales | | | | | Refunds | | | Total | | | |
|---------------------------------------------------|--------|--------------|-------------|-------------|---------|---------|-----------------|---------------|--------|--------------|-------------|--|
| | Qty | Sales | Tax | Cost | Margin | Qty | Sales Refund | Tax Refund | Qty | Sales | Tax | |
| Cart Fees | 2,672 | \$30,133.41 | | \$0.00 | 100.00% | | | | 2,672 | \$30,133.41 | | |
| Food & Beverage | 8,897 | \$17,629.66 | | \$86.40 | 99.51% | | | | 8,897 | \$17,629.66 | | |
| Green Fees | 7,233 | \$94,081.01 | | | | | | | 7,233 | \$94,081.01 | | |
| Pro Shop | 4,008 | \$34,432.85 | | \$10,525.98 | 69.43% | (1) | (\$269.99) | | 4,007 | \$34,162.86 | | |
| Total | 22,810 | \$176,276.93 | \$15,833.25 | \$10,612.38 | 98.98% | (1) | (\$269.99) | (\$24.30) | 22,809 | \$176,006.94 | \$15,808.95 | |

Report ID : GACCG-FIN-BA-1001

Run Date : 10/13/2023

Run Time : 09:18 AM, EDT

Revenues vs Budget

For Fiscal Year 2024 / Accounting Period 3

| | | | | | | | | | |
|-----------------------------------------------------------|----------------------------------|-------------------------------|--------------------|---------------------------|-------------------------------|------------------------------------|----------------|--|--|
| Fund | 0755 - Bull Creek Golf Course Fd | | | | | | | | |
| Department | 099 - Government Wide Revenue | | | | | | | | |
| Unit | 1999 - Government Wide Revenue | | | | | | | | |
| Revenue Source | Revenue Source Name | Current Period Revenue | YTD Revenue | YTD Cash Collected | Current Revenue Budget | Unrecognized Revenue Budget | Percent | | |
| 4541 | Golf Course Handicap Fees | 0.00 | 0.00 | 0.00 | 500.00 | 500.00 | 100.00% | | |
| 4542 | Operations - Golf Course | 137,090.65 | 366,231.06 | 366,231.06 | 1,500,000.00 | 1,133,768.94 | 75.58% | | |
| 4543 | Golf Range Fees | 4,036.69 | 6,670.35 | 6,670.35 | 41,000.00 | 34,329.65 | 83.73% | | |
| 4544 | Snack Bar- Golf Course | 19,744.51 | 51,375.17 | 51,375.17 | 170,000.00 | 118,624.83 | 69.78% | | |
| 4582 | Sale Of Merchandise | 12,972.94 | 36,763.87 | 36,763.87 | 185,000.00 | 148,236.13 | 80.13% | | |
| 4681 | Fee Based Program Fees | 165.00 | 350.00 | 350.00 | 5,000.00 | 4,650.00 | 93.00% | | |
| 4802 | Donations | 0.00 | 1,255.79 | 1,255.79 | 0.00 | (1,255.79) | 0.00% | | |
| 4840 | Rebates | 0.00 | 0.00 | 0.00 | 12,000.00 | 12,000.00 | 100.00% | | |
| 4842 | Vendors Comp. - Sales Tax | 158.21 | 507.22 | 507.22 | 1,500.00 | 992.78 | 66.19% | | |
| Total For Unit 1999 - Government Wide Revenue | | 174,168.00 | 463,153.46 | 463,153.46 | 1,915,000.00 | 1,451,846.54 | 75.81% | | |
| Total For Department 099 - Government Wide Revenue | | 174,168.00 | 463,153.46 | 463,153.46 | 1,915,000.00 | 1,451,846.54 | 75.81% | | |
| Total For Fund 0755 - Bull Creek Golf Course Fd | | 174,168.00 | 463,153.46 | 463,153.46 | 1,915,000.00 | 1,451,846.54 | 75.81% | | |

Report ID : FIN-BA-0002a
In Date : 10/13/2023
In Time : 09:14 AM, EDT

Columbus Consolidated
Obligations vs. Budget
For Fiscal Year 2024 / Accounting Period 3
For Budget Fiscal Year 2024

Fund 0755 - Bull Creek Golf Course Fd
Department 590 - Miscellaneous
Unit 2000 - Contingency

Appropriation 0332 - Bull Creek Golf Course Contingency

| Object | Object Name | Current Period Expenditures | YTD Pre-Encumbrances | YTD Expenditures | YTD Obligations | Total | Budgeted Amount | Current | Budget Balance Unobligated | Unobligated |
|------------------------------|-------------------------|-----------------------------|----------------------|------------------|-----------------|-------|-----------------|----------|----------------------------|-------------|
| 6268 | Other Employee Benefits | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6,625.00 | 6,625.00 | 6,625.00 | 100.00% |
| Total For Appropriation 0332 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6,625.00 | 6,625.00 | 6,625.00 | 100.00% |
| Total For Unit 2000 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6,625.00 | 6,625.00 | 6,625.00 | 100.00% |

Report ID : FIN-BA-0002a
 Run Date : 10/13/2023
 Run Time : 09:14 AM EDT

Columbus Consolidated
 Obligations vs. Budget
 For Fiscal Year 2024 / Accounting Period 3
 For Budget Fiscal Year 2024

Fund 0755 - Bull Creek Golf Course Fd

Department 590 - Miscellaneous

Unit 3000 - Non-Categorical

Appropriation 3157 - NON-CATEGORICAL OXBOW CREEK

| Object | Object Name | Current Period Expenditures | YTD Pre-Encumbrances | YTD Encumbrances | YTD Expenditures | Total Obligations | Budgeted Amount | Budget Balance Unobligated | Unobligated |
|------------------------------|------------------------------|-----------------------------|----------------------|------------------|------------------|-------------------|-----------------|----------------------------|-------------|
| 6810 | Cost Allocation Services | 8,778.75 | 0.00 | 0.00 | 8,778.75 | 8,778.75 | 35,115.00 | 26,336.25 | 75.00% |
| 6843 | Allocated Workers Comp Costs | 1,191.58 | 0.00 | 0.00 | 3,574.74 | 3,574.74 | 14,299.00 | 10,724.26 | 75.00% |
| Total For Appropriation 3157 | | 9,970.33 | 0.00 | 0.00 | 12,353.49 | 12,353.49 | 49,414.00 | 37,060.51 | 75.00% |
| Total For Unit 3000 | | 9,970.33 | 0.00 | 0.00 | 12,353.49 | 12,353.49 | 49,414.00 | 37,060.51 | 75.00% |
| Total For Department 590 | | 9,970.33 | 0.00 | 0.00 | 12,353.49 | 12,353.49 | 56,039.00 | 43,685.51 | 77.96% |

Fund 0755 - Bull Creek Golf Course Fd
 Department 630 - Bull Creek
 Unit 2100 - Bull Creek Golf Course Mainten

Appropriation 0208 - BULL CRK GOLF -MAINTENANCE

| Object | Object Name | Current Period Expenditures | YTD Pre-Encumbrances | YTD Encumbrances | YTD Expenditures | Total Obligations | Current Budgeted Amount | Budget Balance Unobligated | Unobligated |
|------------------------------|------------------------------|-----------------------------|----------------------|------------------|------------------|-------------------|-------------------------|----------------------------|-------------|
| 6105 | Salaries-General Government | 12,128.12 | 0.00 | 0.00 | 33,352.33 | 33,352.33 | 157,666.00 | 124,313.67 | 78.85% |
| 6110 | Wages | 18,669.78 | 0.00 | 0.00 | 46,609.38 | 46,609.38 | 280,931.00 | 234,321.62 | 83.41% |
| 6115 | Overtime Pay | 2,339.61 | 0.00 | 0.00 | 4,499.19 | 4,499.19 | 13,000.00 | 8,500.81 | 65.39% |
| 6170 | Sick Leave - GG | 178.16 | 0.00 | 0.00 | 877.52 | 877.52 | 0.00 | (877.52) | 0.00% |
| 6172 | Vacation Leave GG | 276.48 | 0.00 | 0.00 | 2,434.32 | 2,434.32 | 0.00 | (2,434.32) | 0.00% |
| 6174 | Other Leave GG | 1,080.50 | 0.00 | 0.00 | 2,914.58 | 2,914.58 | 0.00 | (2,914.58) | 0.00% |
| 6205 | Fica Contributions | 2,478.60 | 0.00 | 0.00 | 7,050.50 | 7,050.50 | 33,552.00 | 26,501.50 | 78.99% |
| 6210 | Employer Retirement Contr-GG | 2,248.79 | 0.00 | 0.00 | 5,243.04 | 5,243.04 | 27,413.00 | 22,169.96 | 80.87% |
| 6220 | Group Health Insurance | 3,250.00 | 0.00 | 0.00 | 7,750.00 | 7,750.00 | 52,000.00 | 44,250.00 | 85.10% |
| 6225 | Group Life Insurance | 156.29 | 0.00 | 0.00 | 385.72 | 385.72 | 2,193.00 | 1,807.28 | 82.41% |
| Total For Appropriation 0208 | | 42,806.33 | 0.00 | 0.00 | 111,116.58 | 111,116.58 | 566,755.00 | 455,638.42 | 80.39% |

Columbus Consolidated
Obligations vs. Budget
For Fiscal Year 2024 / Accounting Period 3
For Budget Fiscal Year 2024

| | | | | | | | | | | |
|------------------------------|---------------------------------------|-----------------------------|----------------------|------------------|------------------|-------------------|-------------------------|----------------------------|-------------|--|
| Fund | 0755 - Bull Creek Golf Course Fd | | | | | | | | | |
| Department | 630 - Bull Creek | | | | | | | | | |
| Unit | 2100 - Bull Creek Golf Course Mainten | | | | | | | | | |
| Appropriation | 3207 - BULL CREEK MAINTENANCE | | | | | | | | | |
| Object | Object Name | Current Period Expenditures | YTD Pre-Encumbrances | YTD Encumbrances | YTD Expenditures | Total Obligations | Current Budgeted Amount | Budget Balance Unobligated | Unobligated | |
| 6519 | Miscellaneous Equipment Maintn | 1,191.00 | 0.00 | 0.00 | 1,191.00 | 1,191.00 | 4,000.00 | 2,809.00 | 70.23% | |
| 6521 | Building Maintenance & Repair | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5,500.00 | 5,500.00 | 100.00% | |
| 6530 | Vehicle Repairs/Accidents | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,000.00 | 3,000.00 | 100.00% | |
| 6543 | Equipment Rental/Lease | 21,537.98 | 0.00 | 0.00 | 30,485.03 | 30,485.03 | 200,000.00 | 169,514.97 | 84.76% | |
| 6577 | Parks Maintenance | 6,528.17 | 0.00 | 0.00 | 14,357.93 | 14,357.93 | 32,000.00 | 17,642.07 | 55.13% | |
| 6621 | Telephone | 0.00 | 0.00 | 0.00 | 676.70 | 676.70 | 1,000.00 | 323.30 | 32.33% | |
| 6641 | Travel,Schools & Conferences | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,000.00 | 3,000.00 | 100.00% | |
| 6657 | Membership Dues And Fees | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 1,000.00 | 100.00% | |
| 6673 | State Inmate Wages | 1,407.00 | 0.00 | 0.00 | 5,892.00 | 5,892.00 | 12,000.00 | 6,108.00 | 50.90% | |
| 6721 | Auto Parts And Supplies | 10,593.02 | 0.00 | 0.00 | 20,163.85 | 20,163.85 | 40,000.00 | 19,836.15 | 49.59% | |
| 6727 | Horticulture/Landscape Suppl | 14,852.01 | 0.00 | 0.00 | 20,309.85 | 20,309.85 | 147,233.00 | 126,923.15 | 86.21% | |
| 6728 | Operating Materials | 4,209.42 | 0.00 | 0.00 | 24,488.71 | 24,488.71 | 40,000.00 | 15,511.29 | 38.78% | |
| 6743 | Electricity | 7,444.30 | 0.00 | 0.00 | 24,511.10 | 24,511.10 | 35,000.00 | 10,488.90 | 29.97% | |
| 6746 | Motor Fuel | 5,723.13 | 0.00 | 0.00 | 18,186.71 | 18,186.71 | 40,000.00 | 21,813.29 | 54.53% | |
| Total For Appropriation 3207 | | 73,486.03 | 0.00 | 0.00 | 160,262.88 | 160,262.88 | 563,733.00 | 403,470.12 | 71.57% | |

Fund 0755 - Bull Creek Golf Course Fd

Department 630 - Bull Creek

Unit 2100 - Bull Creek Golf Course Mainten

Appropriation 6208 - BULL CREEK OPERATIONS

| Object | Object Name | Current Period Expenditures | YTD Pre- Encumbrances | YTD Encumbrances | YTD Expenditures | Total Obligations | Current Budgeted Amount | Budget Balance Unobligated | Unobligated |
|------------------------------|-------------|--------------------------------|--------------------------|---------------------|---------------------|----------------------|----------------------------|-------------------------------|-------------|
| 7721 | Automobiles | 0.00 | 0.00 | 43,182.00 | 0.00 | 43,182.00 | 43,182.00 | 0.00 | 0.00% |
| Total For Appropriation 6208 | | 0.00 | 0.00 | 43,182.00 | 0.00 | 43,182.00 | 43,182.00 | 0.00 | 0.00% |
| Total For Unit 2100 | | 116,292.36 | 0.00 | 43,182.00 | 271,379.46 | 314,561.46 | 1,173,670.00 | 859,108.54 | 73.20% |

Fund 0755 - Bull Creek Golf Course Fd

Department 630 - Bull Creek

Unit 2200 - Bull Creek Golf Course Operati

Appropriation 0209 - BULL CRK GOLF -OPERATIONS

| Object | Object Name | Current Period Expenditures | YTD Pre-Encumbrances | YTD Encumbrances | YTD Expenditures | Total Obligations | Budgeted Amount | Budget Balance Unobligated | Unobligated |
|------------------------------|------------------------------|-----------------------------|----------------------|------------------|------------------|-------------------|-----------------|----------------------------|-------------|
| 6105 | Salaries-General Government | 19,108.74 | 0.00 | 0.00 | 52,311.98 | 52,311.98 | 221,794.00 | 169,482.02 | 76.41% |
| 6110 | Wages | 6,608.32 | 0.00 | 0.00 | 19,794.97 | 19,794.97 | 36,306.00 | 16,511.03 | 45.48% |
| 6115 | Overtime Pay | 110.41 | 0.00 | 0.00 | 138.04 | 138.04 | 0.00 | (138.04) | 0.00% |
| 6170 | Sick Leave - GG | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 6172 | Vacation Leave GG | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 6174 | Other Leave GG | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 6205 | Fica Contributions | 2,006.41 | 0.00 | 0.00 | 6,064.17 | 6,064.17 | 20,051.00 | 13,986.83 | 69.76% |
| 6210 | Employer Retirement Contr-GG | 949.44 | 0.00 | 0.00 | 2,317.46 | 2,317.46 | 16,050.00 | 13,732.54 | 85.56% |
| 6220 | Group Health Insurance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 29,900.00 | 29,900.00 | 100.00% |
| 6225 | Group Life Insurance | 75.96 | 0.00 | 0.00 | 191.21 | 191.21 | 1,284.00 | 1,092.79 | 85.11% |
| 6267 | Car Allowance | 400.00 | 0.00 | 0.00 | 1,200.00 | 1,200.00 | 4,000.00 | 2,800.00 | 70.00% |
| Total For Appropriation 0209 | | 29,259.28 | 0.00 | 0.00 | 82,017.83 | 82,017.83 | 329,385.00 | 247,367.17 | 75.10% |

Columbus Consolidated
Obligations vs. Budget
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Fund 0755 - Bull Creek Golf Course Fd

Department 630 - Bull Creek

Unit 2200 - Bull Creek Golf Course Operati

Appropriation 3208 - BULL CREEK OPERATIONS

| Object | Object Name | Current Period Expenditures | YTD Pre-Encumbrances | YTD Encumbrances | YTD Expenditures | Total Obligations | Budgeted Amount | Budget Balance Unobligated | Unobligated |
|--------|-------------------------------------|-----------------------------|----------------------|------------------|------------------|-------------------|-----------------|----------------------------|-------------|
| 6317 | Promotion/Advertisin g Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 10,000.00 | 10,000.00 | 100.00% |
| 6319 | Contractual Services | 5,598.04 | 0.00 | 0.00 | 12,367.59 | 12,367.59 | 45,000.00 | 32,632.41 | 72.52% |
| 6519 | Miscellaneous Equipment Maintn | 1,850.00 | 0.00 | 0.00 | 1,850.00 | 1,850.00 | 2,000.00 | 150.00 | 7.50% |
| 6521 | Building Maintenance & Repair | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5,000.00 | 5,000.00 | 100.00% |
| 6543 | Equipment Rental/Lease | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,500.00 | 2,500.00 | 100.00% |
| 6601 | Education/Training | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 1,000.00 | 100.00% |
| 6621 | Telephone | 776.70 | 0.00 | 0.00 | 776.70 | 776.70 | 7,000.00 | 6,223.30 | 88.90% |
| 6622 | Mobile Phone/Service | 83.29 | 0.00 | 0.00 | 279.61 | 279.61 | 500.00 | 220.39 | 44.08% |
| 6625 | Postage | 137.10 | 0.00 | 0.00 | 137.10 | 137.10 | 200.00 | 62.90 | 31.45% |
| 6631 | Printing Services | 131.07 | 0.00 | 0.00 | 914.32 | 914.32 | 2,500.00 | 1,585.68 | 63.43% |
| 6632 | Copier Charges | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 700.00 | 700.00 | 100.00% |
| 6641 | Travel/Schools & Conferences | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,500.00 | 2,500.00 | 100.00% |
| 6643 | Local Mileage Reimbursement | 127.61 | 0.00 | 0.00 | 342.39 | 342.39 | 4,000.00 | 3,657.61 | 91.44% |
| 6656 | Handicap Fees | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 1,000.00 | 100.00% |
| 6657 | Membership Dues And Fees | 200.00 | 0.00 | 0.00 | 200.00 | 200.00 | 1,500.00 | 1,300.00 | 86.67% |
| 6699 | Other Purchased Services | 58.99 | 0.00 | 0.00 | 58.99 | 58.99 | 500.00 | 441.01 | 88.20% |
| 6711 | Office Supplies | 0.00 | 0.00 | 0.00 | 34.98 | 34.98 | 1,700.00 | 1,665.02 | 97.94% |
| 6721 | Auto Parts And Supplies | 555.25 | 0.00 | 0.00 | 555.25 | 555.25 | 3,500.00 | 2,944.75 | 84.14% |
| 6728 | Operating Materials | 7,825.68 | 0.00 | 0.00 | 11,547.13 | 11,547.13 | 17,188.00 | 5,640.87 | 32.82% |
| 6742 | Water | 748.69 | 0.00 | 0.00 | 1,313.98 | 1,313.98 | 5,500.00 | 4,186.02 | 76.11% |

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For Fiscal Year 2024 / Accounting Period 3
For Budget Fiscal Year 2024

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For Fiscal Year 2024 / Accounting Period 3

| | | | | | | | | | |
|----------------------------------------------------|-----------------------------------|------------------------|-------------|--------------------|------------------------|-----------------------------|---------|--|--|
| Fund | 0756 - Oxbow Creek Golf Course Fd | | | | | | | | |
| Department | 099 - Government Wide Revenue | | | | | | | | |
| Unit | 1999 - Government Wide Revenue | | | | | | | | |
| Revenue Source | Revenue Source Name | Current Period Revenue | YTD Revenue | YTD Cash Collected | Current Revenue Budget | Unrecognized Revenue Budget | Percent | | |
| 4542 | Operations - Golf Course | 56,736.19 | 86,125.43 | 86,125.43 | 403,000.00 | 316,874.57 | 78.63% | | |
| 4543 | Golf Range Fees | 5,074.54 | 7,911.83 | 7,911.83 | 32,637.00 | 24,725.17 | 75.76% | | |
| 4544 | Snack Bar- Golf Course | 8,129.68 | 12,577.48 | 12,577.48 | 28,363.00 | 15,785.52 | 55.66% | | |
| 4582 | Sale Of Merchandise | 8,769.63 | 13,945.55 | 13,945.55 | 31,000.00 | 17,054.45 | 55.01% | | |
| 4842 | Vendors Comp. - Sales Tax | 99.70 | 374.96 | 374.96 | 0.00 | (374.96) | 0.00% | | |
| 4931 | Transfer In-General Fund | 0.00 | 0.00 | 0.00 | 100,000.00 | 100,000.00 | 100.00% | | |
| Total For Unit 1999 - Government Wide Revenue | | 78,809.74 | 120,935.25 | 120,935.25 | 595,000.00 | 474,064.75 | 79.67% | | |
| Total For Department 099 - Government Wide Revenue | | 78,809.74 | 120,935.25 | 120,935.25 | 595,000.00 | 474,064.75 | 79.67% | | |
| Total For Fund 0756 - Oxbow Creek Golf Course Fd | | 78,809.74 | 120,935.25 | 120,935.25 | 595,000.00 | 474,064.75 | 79.67% | | |

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Obligations vs. Budget
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Fund 0756 - Oxbow Creek Golf Course Fd

Department 590 - Miscellaneous

Unit 2000 - Contingency

Appropriation 0333 - Oxbow Creek Golf Course Contingency

| Object | Object Name | Current Period Expenditures | YTD Pre-Encumbrances | YTD Encumbrances | YTD Expenditures | Total Obligations | Budgeted Amount | Budget Balance Unobligated | Unobligated |
|------------------------------|-------------------------|-----------------------------|----------------------|------------------|------------------|-------------------|-----------------|----------------------------|-------------|
| 6268 | Other Employee Benefits | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,587.00 | 2,587.00 | 100.00% |
| Total For Appropriation 0333 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,587.00 | 2,587.00 | 100.00% |
| Total For Unit 2000 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,587.00 | 2,587.00 | 100.00% |

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Columbus Consolidated
Obligations vs. Budget
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Fund 0756 - Oxbow Creek Golf Course Fd
Department 590 - Miscellaneous
Unit 3000 - Non-Categorical
Appropriation 3178 - OXBOW CREEK

| Object | Object Name | Current Period Expenditures | YTD Pre-Encumbrances | YTD Encumbrances | YTD Expenditures | Total Obligations | Budgeted Amount | Budget Balance Unobligated | Unobligated |
|------------------------------|------------------------------|-----------------------------|----------------------|------------------|------------------|-------------------|-----------------|----------------------------|-------------|
| 6810 | Cost Allocation Services | 3,075.50 | 0.00 | 0.00 | 3,075.50 | 3,075.50 | 12,302.00 | 9,226.50 | 75.00% |
| 6843 | Allocated Workers Comp Costs | 649.92 | 0.00 | 0.00 | 1,949.76 | 1,949.76 | 7,799.00 | 5,849.24 | 75.00% |
| Total For Appropriation 3178 | | 3,725.42 | 0.00 | 0.00 | 5,025.26 | 5,025.26 | 20,101.00 | 15,075.74 | 75.00% |
| Total For Unit 3000 | | 3,725.42 | 0.00 | 0.00 | 5,025.26 | 5,025.26 | 20,101.00 | 15,075.74 | 75.00% |
| Total For Department 590 | | 3,725.42 | 0.00 | 0.00 | 5,025.26 | 5,025.26 | 22,688.00 | 17,662.74 | 77.85% |

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Columbus Consolidated
Obligations vs. Budget
For Fiscal Year 2024 / Accounting Period 3
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| | | | | | | | | | | |
|------------------------------|-----------------------------------|-----------------------------|----------------------|------------------|------------------|-------------------|-----------------|----------------------------|-------------|--|
| Fund | 0756 - Oxbow Creek Golf Course Fd | | | | | | | | | |
| Department | 640 - Oxbow Creek Golf Course | | | | | | | | | |
| Unit | 2100 - Oxbow Creek Pro Shop | | | | | | | | | |
| Appropriation | 0181 - OXBOW CREEK - PRO SHOP | | | | | | | | | |
| Object | Object Name | Current Period Expenditures | YTD Pre-Encumbrances | YTD Encumbrances | YTD Expenditures | Total Obligations | Budgeted Amount | Budget Balance Unobligated | Unobligated | |
| 6105 | Salaries-General Government | 11,052.07 | 0.00 | 0.00 | 27,577.58 | 27,577.58 | 105,602.00 | 78,024.42 | 73.89% | |
| 6110 | Wages | 3,782.50 | 0.00 | 0.00 | 9,728.75 | 9,728.75 | 38,958.00 | 29,229.25 | 75.03% | |
| 6115 | Overtime Pay | 435.64 | 0.00 | 0.00 | 845.17 | 845.17 | 0.00 | (845.17) | 0.00% | |
| 6170 | Sick Leave - GG | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% | |
| 6172 | Vacation Leave GG | 0.00 | 0.00 | 0.00 | 48.15 | 48.15 | 0.00 | (48.15) | 0.00% | |
| 6174 | Other Leave GG | 275.40 | 0.00 | 0.00 | 275.40 | 275.40 | 0.00 | (275.40) | 0.00% | |
| 6205 | Fica Contributions | 1,160.24 | 0.00 | 0.00 | 3,096.20 | 3,096.20 | 11,059.00 | 7,962.80 | 72.00% | |
| 6210 | Employer Retirement Confr-GG | 728.65 | 0.00 | 0.00 | 1,654.81 | 1,654.81 | 9,035.00 | 7,380.19 | 81.68% | |
| 6220 | Group Health Insurance | 1,000.00 | 0.00 | 0.00 | 2,500.00 | 2,500.00 | 22,100.00 | 19,600.00 | 88.69% | |
| 6225 | Group Life Insurance | 55.26 | 0.00 | 0.00 | 128.13 | 128.13 | 722.00 | 593.87 | 82.25% | |
| 6235 | Unused Sick Leave | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 1,000.00 | 100.00% | |
| 6643 | Local Mileage Reimbursement | 31.90 | 0.00 | 0.00 | 85.60 | 85.60 | 0.00 | (85.60) | 0.00% | |
| Total For Appropriation 0181 | | 18,521.66 | 0.00 | 0.00 | 45,939.79 | 45,939.79 | 188,476.00 | 142,536.21 | 75.63% | |

Columbus Consolidated
Obligations vs. Budget
For Fiscal Year 2024 / Accounting Period 3
For Budget Fiscal Year 2024

| | | | | | | | | | | |
|------------------------------|-----------------------------------|-----------------------------|----------------------|------------------|------------------|-------------------|-----------------|----------------------------|-------------|--|
| Fund | 0756 - Oxbow Creek Golf Course Fd | | | | | | | | | |
| Department | 640 - Oxbow Creek Golf Course | | | | | | | | | |
| Unit | 2100 - Oxbow Creek Pro Shop | | | | | | | | | |
| Appropriation | 3158 - OXBOW CREEK - PRO SHOP | | | | | | | | | |
| Object | Object Name | Current Period Expenditures | YTD Pre-Encumbrances | YTD Encumbrances | YTD Expenditures | Total Obligations | Budgeted Amount | Budget Balance Unobligated | Unobligated | |
| 6319 | Contractual Services | 2,197.04 | 0.00 | 0.00 | 3,318.94 | 3,318.94 | 12,000.00 | 8,681.06 | 72.34% | |
| 6521 | Building Maintenance & Repair | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 1,000.00 | 100.00% | |
| 6621 | Telephone | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,500.00 | 1,500.00 | 100.00% | |
| 6626 | Newspaper/Periodic at Advertisi | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,500.00 | 3,500.00 | 100.00% | |
| 6629 | Cable | 138.53 | 0.00 | 0.00 | 138.53 | 138.53 | 0.00 | (138.53) | 0.00% | |
| 6631 | Printing Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 1,000.00 | 100.00% | |
| 6632 | Copier Charges | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 500.00 | 500.00 | 100.00% | |
| 6657 | Membership Dues And Fees | 0.00 | 0.00 | 0.00 | 472.00 | 472.00 | 2,000.00 | 1,528.00 | 76.40% | |
| 6711 | Office Supplies | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,500.00 | 1,500.00 | 100.00% | |
| 6728 | Operating Materials | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,500.00 | 2,500.00 | 100.00% | |
| 6742 | Water | 332.79 | 0.00 | 0.00 | 585.66 | 585.66 | 700.00 | 114.34 | 16.33% | |
| 6743 | Electricity | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4,000.00 | 4,000.00 | 100.00% | |
| 6761 | Merchandise For Redistribution | 3,460.32 | 0.00 | 0.00 | 6,838.17 | 6,838.17 | 38,500.00 | 31,661.83 | 82.24% | |
| 6771 | Food | 7,147.20 | 0.00 | 0.00 | 8,848.96 | 8,848.96 | 26,000.00 | 17,151.04 | 65.97% | |
| Total For Appropriation 3158 | | 13,275.88 | 0.00 | 0.00 | 20,202.26 | 20,202.26 | 94,700.00 | 74,497.74 | 78.67% | |
| Total For Unit 2100 | | 31,797.54 | 0.00 | 0.00 | 66,142.05 | 66,142.05 | 283,176.00 | 217,033.95 | 76.64% | |

Fund 0756 - Oxbow Creek Golf Course Fd

Department 640 - Oxbow Creek Golf Course

Unit 2200 - Oxbow Creek Maintenance

Appropriation 0182 - OXBOW CREEK - MAINTENANCE

| Object | Object Name | Current Period Expenditures | YTD Pre-Encumbrances | YTD Encumbrances | YTD Expenditures | Total Obligations | Current Budgeted Amount | Budget Balance Unobligated | Unobligated |
|------------------------------|------------------------------|-----------------------------|----------------------|------------------|------------------|-------------------|-------------------------|----------------------------|-------------|
| 6110 | Wages | 6,960.64 | 0.00 | 0.00 | 19,264.70 | 19,264.70 | 95,699.00 | 76,434.30 | 79.87% |
| 6115 | Overtime Pay | 491.76 | 0.00 | 0.00 | 1,229.40 | 1,229.40 | 0.00 | (1,229.40) | 0.00% |
| 6170 | Sick Leave - GG | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 6172 | Vacation Leave GG | 0.00 | 0.00 | 0.00 | 163.92 | 163.92 | 0.00 | (163.92) | 0.00% |
| 6174 | Other Leave GG | 163.92 | 0.00 | 0.00 | 491.76 | 491.76 | 0.00 | (491.76) | 0.00% |
| 6205 | Fica Contributions | 544.21 | 0.00 | 0.00 | 1,657.72 | 1,657.72 | 7,321.00 | 5,663.28 | 77.36% |
| 6210 | Employer Retirement Confr-GG | 476.02 | 0.00 | 0.00 | 1,190.05 | 1,190.05 | 5,982.00 | 4,791.95 | 80.11% |
| 6220 | Group Health Insurance | 1,000.00 | 0.00 | 0.00 | 2,500.00 | 2,500.00 | 13,000.00 | 10,500.00 | 80.77% |
| 6225 | Group Life Insurance | 15.58 | 0.00 | 0.00 | 40.18 | 40.18 | 478.00 | 437.82 | 91.59% |
| Total For Appropriation 0182 | | 9,652.13 | 0.00 | 0.00 | 26,537.73 | 26,537.73 | 122,480.00 | 95,942.27 | 78.33% |

For Fiscal Year 2024 / Accounting Period 3

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Appropriation **3171 - OXBOW CREEK - MAINTENANCE**

| Object | Object Name | Current Period Expenditures | YTD Pre-Encumbrances | YTD Encumbrances | YTD Expenditures | Total Obligations | Current Budgeted Amount | Budget Balance Unobligated | Unobligated |
|------------------------------|--------------------------------|-----------------------------|----------------------|------------------|------------------|-------------------|-------------------------|----------------------------|-------------|
| 6319 | Contractual Services | 288.00 | 0.00 | 0.00 | 288.00 | 288.00 | 0.00 | (288.00) | 0.00% |
| 6521 | Building Maintenance & Repair | 0.00 | 0.00 | 0.00 | 275.00 | 275.00 | 500.00 | 225.00 | 45.00% |
| 6543 | Equipment Rental/Lease | 7,743.77 | 0.00 | 0.00 | 7,743.77 | 7,743.77 | 67,000.00 | 59,256.23 | 88.44% |
| 6577 | Parks Maintenance | 0.00 | 0.00 | 0.00 | 525.00 | 525.00 | 1,500.00 | 975.00 | 65.00% |
| 6601 | Education/Training | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,000.00 | 2,000.00 | 100.00% |
| 6641 | Travel, Schools & Conferences | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,500.00 | 2,500.00 | 100.00% |
| 6657 | Membership Dues And Fees | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 1,000.00 | 100.00% |
| 6673 | State Inmate Wages | 426.00 | 0.00 | 0.00 | 2,220.00 | 2,220.00 | 4,000.00 | 1,780.00 | 44.50% |
| 6721 | Auto Parts And Supplies | 980.26 | 0.00 | 0.00 | 2,286.01 | 2,286.01 | 12,000.00 | 9,713.99 | 80.95% |
| 6727 | Horticulture/Landscaping Suppl | 8,334.01 | 0.00 | 0.00 | 11,747.00 | 11,747.00 | 30,000.00 | 18,253.00 | 60.84% |
| 6728 | Operating Materials | 3,930.77 | 0.00 | 0.00 | 4,117.63 | 4,117.63 | 16,000.00 | 11,882.37 | 74.26% |
| 6743 | Electricity | 2,075.44 | 0.00 | 0.00 | 3,092.34 | 3,092.34 | 14,156.00 | 11,063.66 | 78.16% |
| 6746 | Motor Fuel | 1,128.55 | 0.00 | 0.00 | 5,359.68 | 5,359.68 | 11,000.00 | 5,640.32 | 51.28% |
| Total For Appropriation 3171 | | 24,906.80 | 0.00 | 0.00 | 37,654.43 | 37,654.43 | 161,656.00 | 124,001.57 | 76.71% |

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Columbus Consolidated

Obligations vs. Budget

For Fiscal Year 2024 / Accounting Period 3

For Budget Fiscal Year 2024

Fund 0756 - Oxbow Creek Golf Course Fd

Department 640 - Oxbow Creek Golf Course

Unit 2200 - Oxbow Creek Maintenance

Appropriation 6152 - OXBOW CREEK MAINT

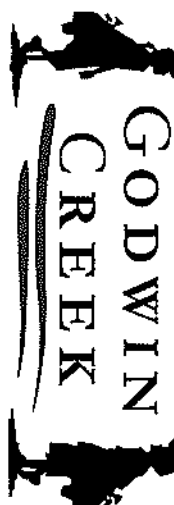
| Object | Object Name | Current Period Expenditures | YTD Pre-Encumbrances | YTD Encumbrances | YTD Expenditures | Total Obligations | Current Budgeted Amount | Budget Balance Unobligated | Unobligated |
|------------------------------|-----------------|-----------------------------|----------------------|------------------|------------------|-------------------|-------------------------|----------------------------|-------------|
| 7721 | Automobiles | 0.00 | 0.00 | 43,182.00 | 0.00 | 43,182.00 | 43,182.00 | 0.00 | 0.00% |
| 7762 | Other Equipment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5,000.00 | 5,000.00 | 100.00% |
| Total For Appropriation 6152 | | 0.00 | 0.00 | 43,182.00 | 0.00 | 43,182.00 | 48,182.00 | 5,000.00 | 10.38% |
| Total For Unit 2200 | | 34,558.93 | 0.00 | 43,182.00 | 64,192.16 | 107,374.16 | 332,318.00 | 224,943.84 | 67.69% |
| Total For Department 640 | | 66,356.47 | 0.00 | 43,182.00 | 130,334.21 | 173,516.21 | 615,494.00 | 441,977.79 | 71.81% |
| Total For Fund 0756 | | 70,081.89 | 0.00 | 43,182.00 | 135,359.47 | 178,541.47 | 638,182.00 | 459,640.53 | 72.02% |



BULL CREEK



Oxbow Creek



GODWIN CREEK

Golf Director Report-Wednesday, October 24, 2023, submitted by Jim Arendt

Updates:

- Nikki Siter report- attached
- Reserves
 - Bull Creek-\$266,935
 - Oxbow Creek-(\$56,776.60)
- Godwin Report
 - 501c3- I am seeking an attorney to establish 501c3.
 - Funding- Some donations for junior golf have been verbally committed. Will need more to meet budget.
 - Meeting with City Manager, Deputy City Managers, Finance Director
 - Stated need to work on budget. I will follow up with CM.
- 2023 Senior Champion-Scott Clark-143
- 2023 Super Senior Champion-Tom Hiller-155
- 2023 Legend Senior Champion- Ken Crumpler
- Marketing update-Pursuing local Marketing Firm while retaining option to hire Marketing Manager
- Month to Date Revenue
 - Oxbow Creek-\$42,830.64
 - Bull Creek-\$149,767.04

Oxbow Creek Golf Course Update

Maintenance

- Sprayed tees and fairways with sweet iron fertilizer
- Have been working on sprinkler heads in the fairways.
- Had a major leak in front of the Golf Shop
- (It has been fixed and we will continue to monitor it)
- Roping off areas of the golf course where there shouldn't be cart traffic in hopes that the grass will heal.
- Spraying Greens once a week
- Will start spraying for Poa week of 10/23 along with pre-emergent in the rough

Golf Shop

- PGA Junior League clinic week 4. This is a 6-week program
- CVMs Middle School matches have ended.
- PGA Hope sessions are now over.
- GSGA Adaptive Golf is continuing.

Item #4.

Sales By Department

Boxbow Creek Golf Course

Friday, September 1, 2023 - Saturday, September 30, 2023

| Item by Department, Category, and Sub-Category | Sales | | | | | Refunds | | | Total | | |
|---------------------------------------------------|-------|-------------|------------|------------|---------|---------|-----------------|---------------|-------|-------------|------------|
| | Qty | Sales | Tax | Cost | Margin | Qty | Sales Refund | Tax Refund | Qty | Sales | Tax |
| Cart Fees | 863 | \$9,699.79 | | \$0.00 | 100.00% | | | | 863 | \$9,699.79 | |
| Food & Beverage | 2,769 | \$5,520.28 | | \$39.60 | 99.28% | | | | 2,769 | \$5,520.28 | |
| Green Fees | 2,294 | \$29,706.37 | | | | | | | 2,294 | \$29,706.37 | |
| Pro Shop | 1,282 | \$10,246.24 | | \$2,529.95 | 75.31% | | | | 1,282 | \$10,246.24 | |
| Total | 7,208 | \$55,172.68 | \$4,954.12 | \$2,569.55 | 95.34% | | | \$0.00 | 7,208 | \$55,172.68 | \$4,954.12 |

Item #4.

Sales By Department

Bull Creek Golf Course

Friday, September 1, 2023 - Saturday, September 30, 2023

| Item by Department, Category, and Sub-Category | Sales | | | | | Refunds | | | Total | | |
|---------------------------------------------------|--------|--------------|-------------|-------------|--------|---------|-----------------|---------------|--------|--------------|-------------|
| | Qty | Sales | Tax | Cost | Margin | Qty | Sales Refund | Tax Refund | Qty | Sales | Tax |
| Cart Fees | 4,620 | \$85,266.01 | | \$12.50 | 99.99% | (1) | (\$20.18) | | 4,619 | \$85,244.83 | |
| Food & Beverage | 8,176 | \$25,451.85 | | \$2,537.90 | 90.03% | (7) | (\$22.91) | | 8,169 | \$25,428.94 | |
| Gift Certificate | 44 | \$4,040.00 | | | | | | | 44 | \$4,040.00 | |
| Green Fees | 5,114 | \$57,218.53 | | | | (1) | (\$21.10) | | 5,113 | \$57,197.43 | |
| Memberships | 56 | \$15,350.00 | | | | | | | 56 | \$15,350.00 | |
| Pro Shop | 2,563 | \$30,159.59 | | \$9,957.79 | 66.98% | | | | 2,563 | \$30,159.59 | |
| Total | 20,573 | \$217,484.98 | \$17,783.09 | \$12,508.19 | 94.25% | (9) | (\$64.19) | (\$5.79) | 20,564 | \$217,420.79 | \$17,777.30 |



**COLUMBUS GEORGIA
CONVENTION & TRADE CENTER**

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

**MONTHLY MEETING
FEBRUARY 23, 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 – DECEMBER 15, 2022**
- III. FINANCIAL REPORT – NICHOLE BURKMAN**
 - A. DECEMBER 2022**
 - B. JANUARY 2023**
- IV. CATERING UPDATES – HAYLEY TILLERY**
 - A. CATERING MENUS**
 - B. DECEMBER 2022**
 - C. JANUARY 2023**
- V. SALES REPORT – HAYLEY TILLERY**
 - A. DECEMBER 2022**
 - B. JANUARY 2023**
- VI. FACILITY UPDATE – HAYLEY TILLERY**
 - A. FY24 BUDGET**
- VII. ADJOURNMENT**



**COLUMBUS GEORGIA
CONVENTION & TRADE CENTER**

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

**MINUTES OF THE MONTHLY MEETING
FEBRUARY 23, 2023
12:00 PM**

The monthly meeting of the Columbus Iron Works Convention and Trade Center Authority was held Thursday, February 23, 2023, at 12:00 PM in the Boardroom of the facility.

Authority Members Present: Vice Chairman Carson Cummings (Virtual), Craig Burgess, John Stacy, and Jessica Ferriter

Authority Members Absent: Chairman Jonathan Payne

Administrative Members Present: Executive Director Hayley Tillery, Assistant Director Skip Hansberger, Finance Manager R. Nichole Lewis, and Secretary Chasity Hall Deppe

Guest Present: David Weiss General Manager, Oak View Group at the Columbus GA Convention and Trade Center.

CALL TO ORDER

At 12:01 PM, Vice Chairman Carson Cummings called the meeting to order and welcomed the members, staff, and guest.

APPROVAL OF MINUTES

A. REGULAR MEETING – DECEMBER 15, 2022

All members were asked if they had received and read the minutes from the previous regular meeting dated December 15, 2022. With no additions or corrections to be made, Vice Chairman Carson Cummings made a motion to approve the minutes as written. Jessica Ferriter second the motion which was carried unopposed by all members present.

FINANCIAL REPORT – NICHOLE BURKMAN

A. DECEMBER 2022 – See attached report.

B. JANUARY 2023 – See attached report.

Vice Chairman Carson Cummings made a motion to approve both the December 2022 and January 2023 financial reports as prepared by Finance Manager R. Nichole Lewis. Craig Burgess second the motion that was carried unopposed by all members.

OAK VIEW HOSPITALITY GROUP – CATERING UPDATES – HAYLEY TILLERY

A. CATERING MENUS Oak View Catering General Manager, David Weiss appeared before the Authority to share with them the new catering menus as discussed at the previous meeting.

B. DECEMBER 2022

C. JANUARY 2023

Executive Director Hayley Tillery briefly shared the catering update report as provided by Oak View for the months of December 2022 and January 2023. See attached report.

SALES REPORT – HAYLEY TILLERY

A. DECEMBER 2022

B. JANUARY 2023


Executive Director Hayley Tillery gave the sales report for the months of December 2022 and January 2023. Hayley stated for the month of December there were 33 call-in clients, 10 walk-in clients, 28 planning kit requests and 15 requests for proposals with 26 contracts issued. There were 95 event days during the month with a combined total of 23,748 attendees. Hayley added the facility received an overall client survey score of 98, based on 6 surveys. For the month of January 2023, there were 58 call-in clients, 18 walk-in clients, 94 planning kit requests and 20 requests for proposals with 26 contracts issued. There were 62 events days during January with 13,788 attendees. Hayley stated although there was only 1 survey completed the facility received an overall client survey score of 100.


FACILITY UPDATE – HAYLEY TILLERY

Executive Director Hayley Tillery shared with the members an overview of recent events. Please See attached report.

ADJOURNMENT

As the meeting was ending, the virtual connection with Vice Chairman Carson Cummings was interrupted. With no further items of business to discuss, Craig Burgess made a motion to adjourn the meeting. John Stacy second the motion and the meeting ended at 1:01 PM. The next regular meeting, which is held bimonthly on the fourth Thursday, every other month, will be held Thursday, April 27, 2023.


Carson Cummings, Vice Chairman
Columbus Iron Works Convention and
Trade Center Authority


Hayley Tillery, Executive Director
Columbus Georgia Convention and
Trade Center



COLUMBUS GEORGIA CONVENTION AND TRADE CENTER FY 23 – DEC & JAN 2023 FINANCIAL HIGHLIGHTS

Item #4.

The Year of Change

R. Nichole Lewis

REPORT 1 – REVENUE SUMMARY

- December 2022, there were 95 event days with 23,748 attendees.
- F&B Revenue was \$460,425; Operations Revenue was \$163,728; Total revenue \$624,153.
- January 2023, there were 63 event days with 13,998 attendees.
- F&B Revenue was \$460,425; Operations Revenue was \$199,347; Total revenue \$624,153.
- Church of the Highlands was charged a total of \$126,701 for December 2022 and January 2023.

REPORT 3 – YEAR TO DATE JANUARY 2023 PROFIT & LOSS STATEMENT

- REVENUES
 - Operating Revenue
 - Space Rental revenue is \$920,417.
 - Equipment Rental revenue is \$112,139.
 - Total Operating Revenue of \$1,320,697.
 - Tax/Other Source Revenue
 - Total Tax/Other Source Revenue is \$809,863.
 - Total Year to Date Revenues as of January 2023 is \$2,130,560.
- EXPENSES
 - Labor Cost
 - Total labor expenses are \$740,010 for FY23.
 - Operating Expenses
 - Building Maintenance was \$77,905, includes the cost of new office furniture.
 - Software Expenses were \$16,866, due to the renewal of the Eventbooking software for the last time, the renewal of Sage, our accounting software, and Social Tables, the software used to help clients and our team see how the rooms will be setup.
 - Year to date Utilities costs are \$308,685.
 - Total Operating Expenses were \$570,491.
 - Other Expenses
 - The principal and interest payment for the bond was paid, a total of \$291,277.
 - Total other expenses were \$398,394.
 - Total Year to Date Expenses as of January 2023 is \$1,708,895.
- NET PROFIT
 - Total Year to Date Revenues Net Profit as of January 2023 is \$421,665.

REPORT 4 – FY 2023 YTD FIVE YEAR COMPARISON

- Revenue
 - Space Rental is up 65% higher than the 5- year average.
 - Operating Revenue is up 58.3% higher than the average.
 - Total Revenue YTD is 21.7% higher than the average.
- Expenses
 - Labor Costs are 8.3% higher than the 5-year average.
 - Contractual Services are 22.4% lower than the average.
 - Utilities are 29.4% higher than the average.
 - Other expenses are 10.2% lower than the average.
 - Total Expenses are 9.7% higher than the average.
- Net Profit
 - Net Profit is 118.7% higher than the 5-year average.



COLUMBUS GEORGIA CONVENTION AND TRADE CENTER

FY 23 – December 2022 FINANCIAL HIGHLIGHTS

The Year of Change

Item #4.

R. Nichole Lewis

REPORT 1 – REVENUE SUMMARY

- December 2022, there were 95 event days with 23,748 attendees.
- Church of the Highlands was charged a total of \$51,480 for December 2022.
- Top Events

| December 2022 | | December 2021 (Last Year) | |
|----------------------------------------|---------------|---------------------------------------------|---------------|
| Event | Total Revenue | Event | Total Revenue |
| Aflac Christmas Party | \$163,243 | Columbus High School Magnet Social | \$51,127 |
| Columbus High School Magnet Social | \$41,773 | COTH Sunday Service | \$22,470 |
| Georgia Transit Association Conference | \$41,773 | Delta Sigma Theta Sorority Scholarship Gala | \$19,490 |

- F&B Revenue was \$460,425; Operations Revenue was \$163,728; Total revenue \$624,153.
- December 2021, there were 81 event days with 12,365 attendees and a total Revenue of \$291,597.

REPORT 2 – December 2022 PROFIT & LOSS STATEMENT

- REVENUES
 - Operating Revenue
 - Catering Commission Revenue was \$125,801 for December 1 to December 28.
 - Client electrical usage was \$9,034.
 - Equipment Rental was \$17,606.
 - Space Rental was \$127,041.
 - Total Operating Revenue of \$289,588.
 - Tax/Other Source Revenue
 - Total Tax/Other Source Revenue is \$122,194.
 - Total Revenue of \$411,782 for December 2022, 37.5% more than anticipated.
- EXPENSES
 - Labor Cost
 - Total labor expenses were \$161,022.
 - Operating Expenses
 - Building maintenance was \$34,347, includes the cost of new office furniture.
 - Contractual services were \$16,979.
 - Utilities were \$39,144.
 - Software Expenses were \$10,350 due to the renewal of the Eventbooking software for the last time.
 - Total Operating Expenses were \$127,430.
 - Other Expenses
 - Total other expenses were \$26,319.
 - Total Expenses were \$314,771.
- NET PROFIT
 - Net Profit for December 2022 was \$97,011.

REPORT 4 – FY 2023 YTD FIVE YEAR COMPARISON

- Revenue
 - Space Rental is up 61.9% higher than the 5- year average.
 - Operating Revenue is up 51.2% higher than the average.
 - Total Revenue YTD is 20.2% higher than the average.
- Expenses
 - Labor Costs are 9.9% higher than the 5-year average.
 - Contractual Services are 21% lower than the average.
 - Utilities are 20.3% higher than the average.
 - Other expenses are 1.3% higher than the average.
 - Total Expenses are 8.7% higher than the average.
- Net Profit
 - Net Profit is 59.3% higher than the 5-year average.



COLUMBUS GEORGIA CONVENTION AND TRADE CENTER FY 23 – JANUARY 2023 FINANCIAL HIGHLIGHTS

Item #4.

The Year of Change

R. Nichole Lewis

REPORT 1 – REVENUE SUMMARY

- January 2023, there were 63 event days with 13,998 attendees.
- Church of the Highlands was charged a total of \$75,221 for January 2023.
- Top Events

| January 2023 | | January 2022 (Last Year) | |
|------------------------------------------------|---------------|--------------------------|---------------|
| Event | Total Revenue | Event | Total Revenue |
| Georgia REALTORS 2023 Inaugural Conference | \$120,113 | COTH Sunday Service | \$41,810 |
| Delta Sigma Theta Sorority, Inc. State Meeting | \$105,684 | COTH 21 Days of Prayer | \$21,600 |
| COTH Sunday Service | \$40,924 | Posey/Waters Reception | \$12,737 |

- F&B Revenue was \$223,752; Operations Revenue was \$199,347; Total revenue \$423,100.
- January 2022, there were 71 event days with 9,038 attendees and a total Revenue of \$155,553.

REPORT 2 – JANUARY 2023 PROFIT & LOSS STATEMENT

- REVENUES
 - Operating Revenue
 - Catering Commission Revenue was \$0.00 for December 29 to January 25.
 - Client electrical usage was \$6,042.
 - Equipment Rental was \$24,953.
 - Space Rental was \$164,863.
 - Total Operating Revenue of \$200,137.
 - Tax/Other Source Revenue
 - Total Tax/Other Source Revenue is \$87,033.
 - Total Revenue of \$287,171 for January 2023, the highest January revenue to date in Trade Center history.
- EXPENSES
 - Labor Cost
 - Total labor expenses were \$102,114.
 - Operating Expenses
 - Repairs to the building were \$2,839.
 - Contractual services were \$12,214.
 - Software was \$5,988 for the renewal of Sage, our accounting software and Social Tables, the software used to help clients and our team see how the rooms will be setup.
 - Utilities were \$30,216.
 - Total Operating Expenses were \$57,796.
 - Other Expenses
 - The principal and interest payment for the bond was paid, a total of \$251,436.
 - Total other expenses were \$259,484.
 - Total Expenses were \$419,394.
- NET PROFIT
 - Net Profit for January 2023 was **-\$132,224**.
 - Operating profit was \$40,227.

REPORT 3 – YEAR TO DATE JANUARY 2023 PROFIT & LOSS STATEMENT

Item #4.

➤ REVENUES

- Operating Revenue
 - Space Rental revenue is \$920,417.
 - Equipment Rental revenue is \$112,139.
 - Total Operating Revenue of \$1,320,697.
- Tax/Other Source Revenue
 - Total Tax/Other Source Revenue is \$809,863.
- Total Year to Date Revenues as of January 2023 is \$2,130,560.

➤ EXPENSES

- Labor Cost
 - Total labor expenses are \$740,010 for FY23.
- Operating Expenses
 - Repairs to the building are \$77,905.
 - Year to date Utilities costs are \$308,685.
 - Total Operating Expenses were \$570,491.
- Other Expenses
 - Total other expenses were \$398,394.
- Total Year to Date Expenses as of January 2023 is \$1,708,895.

➤ NET PROFIT

- Total Year to Date Revenues Net Profit as of January 2023 is \$421,665.

REPORT 4 – FY 2023 YTD FIVE YEAR COMPARISON

➤ Revenue

- Space Rental is up 65% higher than the 5- year average.
- Operating Revenue is up 58.3% higher than the average.
- Total Revenue YTD is 21.7% higher than the average.

➤ Expenses

- Labor Costs are 8.3% higher than the 5-year average.
- Contractual Services are 22.4% lower than the average.
- Utilities are 29.4% higher than the average.
- Other expenses are 10.2% lower than the average.
- Total Expenses are 9.7% higher than the average.

➤ Net Profit

- Net Profit is 118.7% higher than the 5-year average.

CATERING UPDATE FOR JANUARY 2023

| Date of Event | Name of Event | Guest Count | Comments |
|---------------|---------------------------------|-------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| 1/4/2023 | ROTARY | 118 | |
| | ENRICHMENT SERVICE TRAINING | 400 | Guest complained that the food was cold. |
| 1/6/2023 | AFLAC HR KICKOFF | 80 | |
| 1/7/2023 | FRANCINE IVORY'S 70TH | 70 | |
| | FOUNDER'S DAY CELEBRATION | 116 | |
| 1/9/2023 | GA REALTORS 2023 INAUGURAL | 75 | |
| 1/11/2023 | ROTARY | 105 | |
| 1/14/2023 | ABKC GA BULLY EXPO | 600 | Concessions event |
| | KATINA'S MILES 50TH | 70 | Chris Miles was very happy with how the night turned out, we were able to accommodate the ice sculpture that was brought in the day prior. |
| 1/16/2023 | ALPHA PHI ALPHA MLK UNITY BF&ST | 544 | |
| 1/17/2023 | ROTARY BOARD MEETING | 16 | No comments |
| | CDBG APPLICANT'S WORKSHOP | 110 | |
| 1/18/2023 | ROTARY | 99 | No comments |
| | BUSINESS MEETING | | |
| 1/20/2023 | FOUNTAIN CITY MARDI GRAS BALL | 400 | Bars only |
| 1/21/2023 | GEORGIA GRAND COUNCIL | 175 | Water service onnly |
| 1/25/2023 | COLUMBUS ECONOMIC OUTLOOK | 204 | Client was very pleased with everything. |
| | GA'S PRE-K NEW TEACHER TRAINING | 60 | No F&B |
| | ROTARY | 168 | |
| 1/27/2023 | DELTA SIGMA THETA STATE MEETING | 1000 | Line backed up but guest were very patient |
| 1/31/2023 | ROTARY NEW MEMBER ORIENTATION | 16 | |

CATERING UPDATE FOR DECEMBER 2022

| Date of Event | Name of Event | Guest Count | Comments |
|---------------|-----------------------------------------|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12/1/2022 | Columbus Precept Ministries | 640 | Food was great! Staff was very friendly |
| 12/2/2022 | 175th Chamber of Commerce Gala | 400 | |
| | Music and Entertainment Council Summit | 40 | Breakfast was very good. |
| 12/3/2022 | Breakfast With Santa | 389 | Amazing as always! |
| | Controller Civic and Social Club | 155 | Event started late but went very well. They loved the green beans & Chicken |
| | Patel Holiday Social | 250 | Client buy-out. We provided everything they asked for |
| | Miss America Send Off | 100 | Banquets was short staffed in the beginning but help was sent up to help out. |
| | Central High School Class of '80 | 73 | Amazing as always! |
| | Waste Management Christmas Party | 56 | |
| | Monroe's 60th Surprise Birthday | 80 | Everyone enjoyed the buffet |
| | CPS Christmas Party | 50 | Event started late but went very well. |
| 12/7/2022 | 2023 Leadership Summit | 80 | Ms Lucy said that the clients were pleased with everything |
| | Rotary | 107 | |
| | Knox Pest Control Meeting | 17 | Breakfast and Lunch went smoothly. |
| 12/9/2022 | Nucor Buildings Group | 96 | Set-Up on time and food was great |
| | Kemira End of Year Celebration | 85 | |
| | Hughston Homes Christmas Party | 101 | Event ate an hour late but was set on time in Center Hall |
| | CCG 2022 Holiday Social | 415 | Staff worked very well together. Food was on time |
| | Columbus Water Works Christmas Party | 275 | Ms Gwen..... was pleased with everything that we could do for her |
| | Phenix City Housing Christmas Party | 60 | The client and guest loved the cheese cake |
| 12/10/2022 | Pat Gant Birthday Celebration | 105 | Guests commented that the Mizo Salmon and scalloped potatoes were great. Both the Salmon and Beef went very quickly, so there was a hold up to replenish the line. We were short staffed but everyone was very patient. Ms Gant said that the floor was not very clean. Had to get the kitchen to bring up more salad. |
| | Lockhart Wedding | 150 | No issues |
| | 2-15 Cavalry Squadron Ball | 216 | Guest were late starting due to the program. Some required plates such as vegetarian, beef, salmon were not labeled with a card at the table. |
| | Rivertown Dance Club | 50 | |
| | Aflac Christmas Party | 2800 | All hands were on deck with this event. Very smooth |
| 12/13/2022 | Rotary Board Meeting | 160 | |
| | Columbus Muscogee Republican Xmas Party | 60 | |
| 12/14/2022 | Rotary | | |
| 12/15/2022 | Columbus High School Magnet Social | 1200 | We had a few hiccups but worked through them and Wendy was very happy with how the event being her first time doing this |

Item #4.

| | | | |
|------------|-----------------------------------------|-----|-------------------------------------------------|
| | Delta Sigma Theta Scholarship Gala | 960 | |
| | Retirement Ceremony for Councilor Woods | 100 | |
| 12/16/2022 | CCG Department Directors Holiday Bfast | 50 | |
| 12/17/2022 | American Federation of Govt Employees | 300 | |
| | Eula Johnson 's 90th Bday | 215 | |
| | Tucker-Thomas Wedding | 135 | |
| | Shuntavia's Grad Party | | |
| | Dacarri Grant Family Christmas Gala | 75 | |
| 12/19/2022 | Trade Center Christmas Party | | RAVE REVIEWS FROM EVERYONE IN THE CATERING DEPT |
| 12/31/2022 | Rivertown Dance Club New Year's Eve | | |

| CLIENT SURVEY SCORES AND CUSTOMER COMMENTS: DECEMBER 2022 (6 SURVEYS) | | | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|-----------|-----------|-----------|------------|-----------|
| | EC | PLANNING | EVENT DAY | F&B | POST EVENT | OVERALL |
| COMMENTS: Verbal, Survey, or Email | | | | | | |
| September 10, 2022 | | | | | | |
| 1st Lady of Columbus Luncheon | EL | 100 | 100 | 96 | 100 | 99 |
| Everything went smoothly as planned. We needed more table cloths and they were swift to accommodate us very fast and polite. We understood they were short staffed because the food did not come out at the time it was suppose to. Some of the guests food was cold and they did not have enough rolls on the table. Some people did not get salads. | | | | | | |
| December 3, 2022 | | | | | | |
| Monroe's 60th Surprise Birthday Party | EL | 100 | 100 | 100 | 100 | 100 |
| Everyone was awesome on event day. Catering Staff was excellent. The wait staff was so so nice, whatever we needed they provided. | | | | | | |
| WM Christmas Party | PJ | 100 | 100 | 86 | 90 | 94 |
| We would like to recognize Paten Jordan and Morgan Moore for exceptional service. | | | | | | |
| December 9, 2022 | | | | | | |
| Nucor Building Group - American Building 2022 Christmas Casino Party | EL | 97 | 92 | 98 | 90 | 95 |
| December 16, 2022 | | | | | | |
| CCG Department Director's Meeting | EL | 100 | 100 | 100 | 100 | 100 |
| December 17, 2022 | | | | | | |
| Dacarri Grant Family Christmas Gala 2022 | EL | 100 | 96 | 100 | 98 | 98 |
| OVERALL AVERAGE SCORE | | 99 | 98 | 97 | 96 | 98 |
| CLIENT COMMENTS | | | | | | |
| December 13, 2022 | | | | | | |
| Columbus Muscogee Republican Christmas Party | HT | | | | | |
| Mr. Alton Russell reported there had been several comments made from the group on how wonderful the room looked and how delicious the food was. | | | | | | |

| CLIENT SURVEY SCORES AND CUSTOMER COMMENTS: JANUARY 2023 (1 SURVEYS) | | | | | | |
|----------------------------------------------------------------------|----|----------|-----------|-----|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | EC | PLANNING | EVENT DAY | F&B | POST EVENT | OVERALL |
| COMMENTS: Verbal, Survey, or Email | | | | | | |
| January 7, 2023 | | | | | | |
| Founder's Day Celebration | PJ | 100 | 100 | 100 | 100 | 100 |
| OVERALL AVERAGE SCORE | | 100 | 100 | 100 | 100 | 100 |
| CLIENT COMMENTS | | | | | | |
| January 21, 2023 Fountain City Mardi Gras Ball and Parlay | | | | | | <p>Morning Trade Center and Catering THANK YOU SO MUCH! My entire event, staff and team could not be more proud of Columbus Convention and Trade Center and Catering for the amazing team work exhibited leading up to and on the night of the Fountain City Mardi Gras Ball and Parlay. I look forward to sharing all the great comments from both staff and patrons of the event. Additionally, I will provide highlight footage of the event for your full use. Lastly, the team, event attendees, and even the headliner eagerly await what's in store for 2024. Sincerely, Dr. Rocky Marsh, PHR Ed.D., PHR, SHRM-CP, CC-CL</p> |

DECEMBER 2022 SALES RECAP



Item #4.

MONTHLY REVENUE

Trade Center Revenue **\$163,727.94**

Total Revenue **\$624,153**

CITY WIDE IMPACT

(Sent from the Columbus Visitor's Bureau)

\$11,690

MONTHLY SALES

Does not include Catering Sales

ASSOCIATIONS / CONFERENCES

| | Event Days | Sales |
|------|------------|----------|
| 2022 | 4 | \$13,795 |
| 2021 | 0 | \$0 |

CIVIC

| | Event Days | Sales |
|------|------------|-------|
| 2022 | 8 | \$60 |
| 2021 | 5 | \$490 |

CONSUMER/ TRADE SHOWS

| | Event Days | Sales |
|------|------------|-------|
| 2022 | 0 | \$0 |
| 2021 | 0 | \$0 |

CORPORATE

| | Event Days | Sales |
|------|------------|---------|
| 2022 | 3 | \$4,750 |
| 2021 | 6 | \$7,995 |

MILITARY

| | Event Days | Sales |
|------|------------|---------|
| 2022 | 1 | \$3,576 |
| 2021 | 0 | \$0 |

RELIGIOUS

| | Event Days | Sales |
|------|------------|----------|
| 2022 | 38 | \$50,931 |
| 2021 | 31 | \$49,065 |

SIGNATURE EVENTS

| | Event Days | Sales |
|------|------------|---------|
| 2022 | 5 | \$9,880 |
| 2021 | 2 | \$2,547 |

SOCIAL

| | Event Days | Sales |
|------|------------|----------|
| 2022 | 34 | \$72,296 |
| 2021 | 22 | \$19,297 |

SPORTS/ ENTERTAINMENT

| | Event Days | Sales |
|------|------------|---------|
| 2022 | 0 | \$0 |
| 2021 | 3 | \$6,106 |

WEDDINGS

| | Event Days | Sales |
|------|------------|---------|
| 2022 | 3 | \$5,343 |
| 2021 | 12 | \$9,610 |



FY23 23,748

vs

FY22 12,365

FY23 December attendee count is up by 11,383 people compared to FY22.

YEARLY UPDATE

ASSOCIATIONS/ CONVENTIONS/ CONFERENCES



CIVIC



CONSUMER SHOWS



CORPORATE



MILITARY



RELIGIOUS



SOCIAL



SPORTS / ENTERTAINMENT



WEDDINGS AND RECEPTIONS



SALES INQUIRIES

INQUIRIES **86**
CALL-INS 33
WALK-INS 10
PKR'S 28
RFP'S 15

CONTRACTS SENT
26

OVERALL SURVEY SCORE

98%

Based on 6 surveys

JANUARY 2023 SALES RECAP



Item #4.

MONTHLY REVENUE

Trade Center Revenue **\$199,347**

Total Revenue **\$423,100**

CITY WIDE IMPACT

(Sent from the Columbus Visitor's Bureau)

\$943,935

MONTHLY SALES

Does not include Catering Sales

ASSOCIATIONS / CONFERENCES

| | Event Days | Sales |
|------|------------|----------|
| 2023 | 13 | \$93,667 |
| 2022 | 1 | \$1,200 |

CIVIC

| | Event Days | Sales |
|------|------------|---------|
| 2023 | 8 | \$1,906 |
| 2022 | 1 0 | \$1,725 |

CONSUMER/ TRADE SHOWS

| | Event Days | Sales |
|------|------------|----------|
| 2023 | 2 | \$7,808 |
| 2022 | 6 | \$16,360 |

CORPORATE

| | Event Days | Sales |
|------|------------|---------|
| 2023 | 3 | \$4,901 |
| 2022 | 0 | \$0 |

MILITARY

| | Event Days | Sales |
|------|------------|-------|
| 2023 | 0 | \$0 |
| 2022 | 0 | \$0 |

RELIGIOUS

| | Event Days | Sales |
|------|------------|----------|
| 2023 | 30 | \$74,550 |
| 2022 | 40 | \$78,035 |

SIGNATURE EVENTS

| | Event Days | Sales |
|------|------------|---------|
| 2023 | 0 | \$0 |
| 2022 | 2 | \$2,110 |

SOCIAL

| | Event Days | Sales |
|------|------------|---------|
| 2023 | 7 | \$0 |
| 2022 | 4 | \$7,221 |

SPORTS/ ENTERTAINMENT

| | Event Days | Sales |
|------|------------|---------|
| 2023 | 0 | \$0 |
| 2021 | 4 | \$4,300 |

WEDDINGS

| | Event Days | Sales |
|------|------------|---------|
| 2023 | 0 | \$0 |
| 2021 | 3 | \$1,941 |



FY23 13,998

vs

FY22 9,038

FY23 January attendee count is up by 4,960 people compared to FY22.

YEARLY UPDATE

ASSOCIATIONS/ CONVENTIONS/ CONFERENCES



CIVIC



CONSUMER SHOWS



CORPORATE



MILITARY



RELIGIOUS



SOCIAL



SPORTS / ENTERTAINMENT



WEDDINGS AND RECEPTIONS



SALES INQUIRIES

INQUIRIES **190**

CALL-INS 58

WALK-INS 18

PKR'S 94

RFP'S 20

CONTRACTS SENT

26

OVERALL SURVEY SCORE

100%

Based on 1 survey

Conference/Convention Event Leads

| Event Leads | FY23 | FY24 | FY25+ |
|----------------------|----------|-----------|-----------|
| # of Events | 5 | 14 | 25 |
| Total Attendees | 5,400 | 6,275 | 9,275 |
| Total Rental Revenue | \$45,600 | \$160,534 | \$386,830 |

Leads Converted to Business

| Event Month | Calendar Year | Fiscal Year | Attendees | Rental Revenue | Event Name |
|------------------------------------------|---------------|-------------|-----------|----------------|--------------------------------------------------------------------------------------|
| April | 2023 | FY23 | 400 | \$12,000 | AUSA - Association of United States Army Industry Day |
| May | 2023 | FY23 | 1500 | \$12,000 | National Hot Tub Expo |
| July | 2024 | FY25+ | 120 | \$2,200 | 2024 Licenses, Wills, Estates and Guardianships (LWEG) Training and Traffic Training |
| Fiscal Year 2023 (July 2022 - June 2023) | | | | | |
| Event Month | Calendar Year | Fiscal Year | Attendees | Rental Revenue | Event Name |
| March | 2023 | FY23 | | \$7,000 | Rotary District 6900 |
| April | 2023 | FY23 | 100 | \$1,600 | CSI - Continental Societies International |
| May | 2023 | FY23 | 500 | | Sixth District Planning Meeting AME |
| May | 2023 | FY23 | 3000 | \$15,000 | Dinosaur Adventure |
| June | 2023 | FY23 | 1800 | \$22,000 | Prince Hall Grand Lodge 152nd Grand Session |
| Fiscal Year 2024 (July 2023-June 2024) | | | | | |
| Event Month | Calendar Year | Fiscal Year | Attendees | Rental Revenue | Event Name |
| August | 2023 | FY24 | 400 | \$15,000 | Enrichment Services |
| September | 2023 | FY24 | 350 | \$6,000 | GSU Conference |
| September | 2023 | FY24 | 150 | \$4,770 | Cineposium |
| September | 2023 | FY24 | | \$5,000 | Design Revival 2023 |
| October | 2023 | FY24 | 150 | \$4,200 | 2023 Annual Georgia Tree Conference |
| October | 2023 | FY24 | 225 | \$8,000 | Technical College System of Georgia (TCSG) Student Affairs Summit |
| October | 2023 | FY24 | 400 | \$17,000 | Certified Pest Control Operations of Georgia (CPCO) Annual Fall Conference 2023 |
| October | 2023 | FY24 | 300 | \$7,349 | Georgia State Retirees Association |
| November | 2023 | FY24 | 400 | \$12,000 | DCSS 2023 All Staff Training Conference (Child Support Services Conf.) |
| November | 2023 | FY24 | 800 | \$8,735 | GA FBLA South/Central Georgia Fall Leadership Conference |
| November | 2023 | FY24 | 800 | \$13,000 | GA CTI Fall Conference |
| November | 2023 | FY24 | | \$12,000 | Georgia Transit Association 2023 Annual Conference |
| February | 2024 | FY24 | 1300 | \$7,820 | GA FBLA Middle School State Conference |
| February | 2024 | FY24 | 200 | \$6,500 | Georgia Grown Symposium |
| March | 2024 | FY24 | 300 | \$11,700 | Georgia Association of Gifted Children Annual Conference |
| May | 2024 | FY24 | 500 | \$21,460 | Southeastern Synod of Evangelical Lutheran Church of America Conference |
| Fiscal Year 2025+ (July 2024+) | | | | | |
| Event Month | Calendar Year | Fiscal Year | Attendees | Rental Revenue | Event Name |
| August | 2024 | FY25+ | 100 | \$1,800 | 2023 ICJE Municipal Court Clerks Conference |
| September | 2024 | FY25+ | 650 | | Georgia ASYD Conference (After School & Youth Development) 2024 |
| September | 2024 | FY25+ | 300 | \$18,000 | SHRM Georgia State Council Annual Conference and Expo |

| | | | | | |
|-----------|------|-------|-----|----------|-------------------------------------------------------------------------|
| September | 2024 | FY25+ | 50 | \$1,200 | 2023 ICJE Municipal Court Clerks Conference |
| September | 2024 | FY25+ | 350 | \$18,815 | Georgia Association of Code Enforcement |
| October | 2023 | FY25+ | 200 | \$9,888 | ITS GA Annual Meeting |
| October | 2024 | FY25+ | 500 | \$20,000 | American College of Physicians Georgia Chapter- Annual Meeting |
| October | 2024 | FY25+ | 500 | \$25,000 | 2024 South Eastern Museums Conference Annual Meeting |
| November | 2024 | FY25+ | 325 | \$17,000 | GRPA 2024 State Conference |
| November | 2024 | FY25+ | 200 | \$15,000 | GACRAO Conference 2024 |
| November | 2024 | FY25+ | 800 | \$13,000 | CTI Fall Conference |
| December | 2024 | FY25+ | | \$12,000 | Georgia Transit Association 2024 Annual Conference |
| March | 2025 | FY25+ | 200 | \$11,000 | Georgia Emergency Communications Conference |
| April | 2025 | FY25+ | 400 | \$10,000 | GA Association of Water Professionals |
| April | 2025 | FY25+ | 700 | \$18,000 | 2025 Georgia School Nutrition Association (GSNA) Annual Conference |
| May | 2025 | FY25+ | 500 | \$21,460 | Southeastern Synod of Evangelical Lutheran Church of America Conference |
| May | 2025 | FY25+ | TBD | \$31,207 | Georgia Association of Tax Officials |
| October | 2025 | FY25+ | 500 | \$27,000 | 2025 Mega Conference |
| October | 2025 | FY25+ | 500 | \$20,000 | American College of Physicians Georgia Chapter- Annual Meeting |
| November | 2025 | FY25+ | | \$22,000 | Georgia School Counselor Association |
| November | 2025 | FY25+ | 800 | \$13,000 | CTI Fall Conference |
| December | 2025 | FY25+ | | \$12,000 | Georgia Transit Association 2025 Annual Conference |
| May | 2026 | FY25+ | 500 | \$21,460 | Southeastern Synod of Evangelical Lutheran Church of America Conference |
| June | 2026 | FY25+ | 400 | \$15,000 | Eastern Star Conference |
| November | 2026 | FY25+ | 800 | \$13,000 | CTI Fall Conference |



COLUMBUS GEORGIA CONVENTION & TRADE CENTER Overview of Recent Events

Date: February 23, 2023

Current Projects

- FY24 Budget Submission
- American Rescue Plan / SPLOST
 - Trade Center 2.25 million – HVAC System
 - Bid Proposal for Trade Center parking garage

Completed Projects/Updates

December

- Major Chiller Repair
- Repair hydraulic leaks in JLG and Genie lifts.
- Relocated Front Desk Suite to new Security Area in Main Lobby, reroute cables and install security monitors.
- Repaired hot & cold-water valves at triple wash sink in Kitchen

January

- Quarterly Air Handler PMs
- Repaired roof leak in Kitchen Area
- Repaired faulty Air Handler that services the Kitchen area
- Converted all catering offices to the CCG internet network

Employee Updates

Active Job Postings

- Operations Full-Time (temporary) processing candidate pool (2) positions
- Operations Part-Time processing candidate pool (2) positions
- Facilities Full-Time – processing candidate pools (2) positions
- Facilities Full-Time (temporary) processing candidate pool (2) positions
- Facilities Maintenance Manager (1) position

TOTAL: 9 positions available

Authority Meeting Agenda

- April 27th – Covering February/March



**COLUMBUS GEORGIA
CONVENTION & TRADE CENTER**

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

MONTHLY MEETING

APRIL 27, 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 – FEBRUARY 23, 2023**
- III. FINANCIAL REPORT – NICHOLE BURKMAN**
 - A. FEBRUARY 2023**
 - B. MARCH 2023**
- IV. CATERING UPDATES – HAYLEY TILLERY**
 - A. FEBRUARY 2023**
 - B. MARCH 2023**
- V. SALES REPORT – HAYLEY TILLERY**
 - A. FEBRUARY 2023**
 - B. MARCH 2023**
- VI. FACILITY UPDATE – HAYLEY TILLERY**
- VII. EXECUTIVE SESSION**
- VIII. ADJOURNMENT**



**COLUMBUS GEORGIA
CONVENTION & TRADE CENTER**

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

**MINUTES OF THE MONTHLY MEETING
APRIL 27, 2023
12:00 PM**

The monthly meeting of the Columbus Iron Works Convention and Trade Center Authority was held Thursday, April 27, 2023, at 12:00 PM in the Boardroom of the facility.

Authority Members Present: Chairman Jonathan Payne, Vice Chairman Carson Cummings, Craig Burgess, and Jessica Ferriter (Virtual)

Authority Members Absent: John Stacy

Administrative Members Present: Executive Director Hayley Tillery, Assistant Director Skip Hansberger, Finance Manager R. Nichole Lewis, and Secretary Chasity Hall Deppe

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 – FEBRUARY 23, 2023

All members were asked if they had received and read the minutes from the previous regular meeting dated February 23, 2023. With no additions or corrections to be made, Chairman Jonathan Payne made a motion to approve the minutes as written. Carson Cummings second the motion which was carried unopposed by all members present.

FINANCIAL REPORT – NICHOLE BURKMAN

A. FEBRUARY 2023 – See attached report. *RECORD BREAKING MONTH*

B. MARCH 2023 – See attached report.

Chairman Jonathan Payne made a motion to approve both the February and March 2023 financial reports as prepared 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 - HAYLEY TILLERY

A. FEBRUARY 2023

B. MARCH 2023

Executive Director Hayley Tillery briefly shared the catering update report as provided by Oak View for the months of February and March 2023. See attached report. Hayley stated that the facility continued to get positive feedback pertaining to catering.

SALES REPORT - HAYLEY TILLERY

A. FEBRUARY 2023

B. MARCH 2023

Executive Director Hayley Tillery gave the sales report for the months of February and March 2023. Hayley stated for the month of February there were 59 call-in clients, 20 walk-in clients, 75 planning kit requests and 14 requests for proposals with 22 contracts issued. There were 52 event days during the month. Hayley added the facility received an overall client survey score of 90, based on 4 surveys. For the month of March 2023, there were 44 call-in clients, 15 walk-in clients, 81 planning kit requests and 11 requests for proposals with 40 contracts issued. There were 76 events days during March. There was an overall score of 99, based on 4 completed surveys.

FACILITY UPDATE - HAYLEY TILLERY

Executive Director Hayley Tillery shared with the members an overview of recent events. Please See attached report.

Due to a scheduling conflict, Chairman Jonathan Payne asked the members if the June meeting could be held a week later. With no objections, the meeting date was confirmed as June 29, 2023.

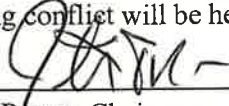
EXECUTIVE SESSION

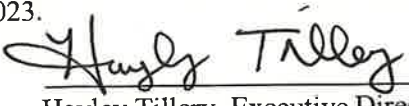
At 1:05 PM Chairman Jonathan Payne made a motion to enter executive session to discuss a personnel matter. Craig Burges second the motion.

At 1:24 PM The members exited the executive session. No vote was taken.

ADJOURNMENT

With no further items of business to discuss, Chairman Jonathan Payne adjourned the meeting at 1:25 PM. The next regular meeting, which is held bimonthly on the fourth Thursday, every other month, due to a scheduling conflict will be held Thursday, June 29, 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 AND TRADE CENTER

FY 23 – FEB & MAR 2023 FINANCIAL HIGHLIGHTS

Item #4.

R. Nichole Lewis

REPORT 1 – REVENUE SUMMARY

- February 2023, there were 52 event days with 20,736 attendees.
- February 2022, there were 45 event days with 14,121 attendees and a total Revenue of \$604,582.
- March 2023, there were 76 event days with 18,698 attendees.
- March 2022, there were 65 event days with 11,160 attendees and a total Revenue of \$750,750.

REPORT 3 – YEAR TO DATE MARCH 2023 PROFIT & LOSS STATEMENT

- REVENUES
 - Operating Revenue
 - Catering Commission Revenue was \$383,556 for January 26 to March 29th totaling \$544,017 for the year to date.
 - Space Rental revenue is \$1,226,696.
 - Equipment Rental revenue is \$26,738.
 - Total Operating Revenue of \$2,094,968.
 - Tax/Other Source Revenue
 - Total Tax/Other Source Revenue is \$1,160,762.
 - Total Year to Date Revenues as of March 2023 is \$3,255,031.
- EXPENSES
 - Labor Cost
 - Total labor expenses are \$993,216 for FY23.
 - Operating Expenses
 - Repairs to the building are \$93,084.
 - Year to date Utilities costs are \$369,036.
 - Total Operating Expenses were \$696,335.
 - Other Expenses
 - Total other expenses were \$434,913.
 - Total Year to Date Expenses as of March 2023 is \$2,124,464.
- NET PROFIT
 - Total Year to Date Revenues Net Profit as of March 2023 is \$1,130,567.

REPORT 4 – FY 2023 YTD FIVE YEAR COMPARISON

- Revenue
 - Space Rental is up 58% higher than the 5-year average.
 - Operating Revenue is up 18% higher than the average.
 - Total Revenue YTD is 24% higher than the average.

- Expenses
 - Labor Costs are 11.7% higher than the 5-year average.
 - Contractual Services are 21% lower than the average.
 - Utilities are 17% higher than the average.
 - Other expenses are 4.7% lower than the average.
 - Total Expenses are 5.9% higher than the average.

- Net Profit
 - Net Profit is 85.3% higher than the 5-year average.



COLUMBUS GEORGIA CONVENTION AND TRADE CENTER

FY 23 – FEBRUARY 2023 FINANCIAL HIGHLIGHTS

Item #4.

R. Nichole Lewis

REPORT 1 – REVENUE SUMMARY

- February 2023, there were 52 event days with 20,736 attendees.
- Church of the Highlands was charged a total of \$65,448 for February 2023.
- Top Events

| February 2023 | | February 2022 (Last Year) | |
|------------------------|---------------|----------------------------|---------------|
| Event | Total Revenue | Event | Total Revenue |
| Georgia Thespians | \$423,386 | Georgia Thespians | \$351,109 |
| Christian Product Expo | \$78,978 | 3/75 Ranger Battalion Ball | \$64,527 |
| COTH Sunday Service | \$45,238 | COTH Sunday Service | \$33,118 |

- F&B Revenue was \$646,612; Operations Revenue was \$200,317; Total revenue \$846,929.
- February 2022, there were 45 event days with 14,121 attendees and a total Revenue of \$604,582.

REPORT 2 – FEBRUARY 2023 PROFIT & LOSS STATEMENT

- REVENUES
 - Operating Revenue
 - Catering Commission Revenue was \$286,756 for January 26 to February 22.
 - Client electrical usage was \$9,745.
 - Equipment Rental was \$20,938.
 - Space Rental was \$161,700.
 - Total Operating Revenue of \$ 487,073.
 - Tax/Other Source Revenue
 - The city transferred \$54,560 to assist with offsetting the pay increase of the pay study.
 - Hotel/Motel was the third highest ever that we have received, at \$119,409.
 - Total Tax/Other Source Revenue is \$231,449.
 - Total Revenue of \$718,522 for February 2023.
- EXPENSES
 - Labor Cost
 - Total labor expenses were \$116,973.
 - Operating Expenses
 - Repairs to the building were \$11,303 due to \$8,404 payment for the fire pump and sprinkler system repairs to Fuller Fire and Safety.
 - Contractual services were \$17,620; half of this was for the bi-yearly fee for elevator maintenance.
 - Utilities were \$32,717.
 - Total Operating Expenses were \$75,389.
 - Other Expenses
 - Total other expenses were \$10,200.
 - Total Expenses were \$202,561.
- NET PROFIT
 - Net Profit for February 2023 was 515,961, second highest in the history of the Trade Center, behind March 2022 due to African Land Forces Summit.

REPORT 3 – YEAR TO DATE FEBRUARY 2023 PROFIT & LOSS STATEMENT**➤ REVENUES**

- Operating Revenue
 - Space Rental revenue is \$1,082,171.
 - Equipment Rental revenue is \$133,077.
 - Total Operating Revenue of \$1,807,770.
- Tax/Other Source Revenue
 - Total Tax/Other Source Revenue is \$1,041,311.
- Total Year to Date Revenues as of February 2023 is \$2,849,082.

➤ EXPENSES

- Labor Cost
 - Total labor expenses are \$856,983 for FY23.
- Operating Expenses
 - Repairs to the building are \$89,208.
 - Year to date Utilities costs are \$341,402.
 - Total Operating Expenses were \$645,880.
- Other Expenses
 - Total other expenses were \$408,593.
- Total Year to Date Expenses as of February 2023 is \$1,911,457.

➤ NET PROFIT

- Total Year to Date Revenues Net Profit as of February 2023 is \$937,625.

REPORT 4 – FY 2023 YTD FIVE YEAR COMPARISON**➤ Revenue**

- Space Rental is up 62% higher than the 5-year average.
- Operating Revenue is up 63% higher than the average.
- Total Revenue YTD is 27% higher than the average.

➤ Expenses

- Labor Costs are 10% higher than the 5-year average.
- Contractual Services are 19% lower than the average.
- Utilities are 18.7% higher than the average.
- Other expenses are 12.9% higher than the average.
- Total Expenses are 8.2% higher than the average.

➤ Net Profit

- Net Profit is 98.9% higher than the 5-year average.



COLUMBUS GEORGIA CONVENTION AND TRADE CENTER FY 23 – MARCH 2023 FINANCIAL HIGHLIGHTS

R. Nichole Lewis

REPORT 1 – REVENUE SUMMARY

- March 2023, there were 76 event days with 18,698 attendees.
- Church of the Highlands was charged a total of \$49,814 for March 2023.
- Top Events

| March 2023 | | March 2022 (Last Year) | |
|-----------------------------------------------------------------------|---------------|---------------------------------------------------------|---------------|
| Event | Total Revenue | Event | Total Revenue |
| Georgia Tactical Officers Association (GTOA) Conference | \$66,135 | African Land Forces Summit | \$388,492 |
| Georgia Cattlemen's Association 2023 Annual Convention and Trade Show | \$58,205 | Georgia Tactical Officers Association (GTOA) Conference | \$49,730 |
| 2023 Georgia Emergency Communications Conference | \$47,599 | COTH Sunday Service | \$33,474 |

- F&B Revenue was \$378,055; Operations Revenue was \$189,698; Total revenue \$567,753.
- March 2022, there were 65 event days with 11,160 attendees and a total Revenue of \$750,750.

REPORT 2 – MARCH 2023 PROFIT & LOSS STATEMENT

- REVENUES
 - Operating Revenue
 - Catering Commission Revenue was \$96,800 for February 23rd to March 29th.
 - Client electrical usage was \$10,048.
 - Equipment Rental was \$26,661.
 - Space Rental was \$144,525.
 - Total Operating Revenue of \$286,498.
 - Tax/Other Source Revenue
 - Total Tax/Other Source Revenue is \$119,451.
 - Total Revenue of \$405,949 for March 2023.
- EXPENSES
 - Labor Cost
 - Total labor expenses were \$136,232.
 - Operating Expenses
 - Contractual services were \$12,581.
 - Utilities were \$27,634.
 - Total Operating Expenses were \$50,455.
 - Other Expenses
 - Total other expenses were \$26,319.
 - Total Expenses were \$213,007.
- NET PROFIT
 - Net Profit for March 2023 was \$192,942.

REPORT 3 – YEAR TO DATE MARCH 2023 PROFIT & LOSS STATEMENT**➤ REVENUES**

- Operating Revenue
 - Space Rental revenue is \$1,226,696.
 - Equipment Rental revenue is \$159,738.
 - Total Operating Revenue of \$2,094,268.
- Tax/Other Source Revenue
 - Total Tax/Other Source Revenue is \$1,160,762.
- Total Year to Date Revenues as of March 2023 is \$3,255,031.

➤ EXPENSES

- Labor Cost
 - Total labor expenses are \$993,216 for FY23.
- Operating Expenses
 - Repairs to the building are \$93,084.
 - Year to date Utilities costs are \$369,036.
 - Total Operating Expenses were \$696,335.
- Other Expenses
 - Total other expenses were \$434,913.
- Total Year to Date Expenses as of March 2023 is \$2,124,464.

➤ NET PROFIT

- Total Year to Date Revenues Net Profit as of March 2023 is \$1,130,567.

REPORT 4 – FY 2023 YTD FIVE YEAR COMPARISON**➤ Revenue**

- Space Rental is up 58% higher than the 5-year average.
- Operating Revenue is up 18% higher than the average.
- Total Revenue YTD is 24% higher than the average.

➤ Expenses

- Labor Costs are 11.7% higher than the 5-year average.
- Contractual Services are 21% lower than the average.
- Utilities are 17% higher than the average.
- Other expenses are 4.7% lower than the average.
- Total Expenses are 5.9% higher than the average.

➤ Net Profit

- Net Profit is 85.3% higher than the 5-year average.

| <i>Date of Event</i> | <i>Name of Event</i> | <i>Guest Count</i> | <i>Comments</i> |
|----------------------|------------------------------------------|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2/1/2023 | Rotary | 117 | Asking for a different "Theme" or mix up the menu. |
| 2/2/2023 | Hecht Burdshaw Board Meeting | 5 | Went great! This group were the architects for the addition to our building |
| | Christian Product Expo | 750 | They loved their time here...the food, the team and the environment was great. They will be coming back!!! |
| | Sip and Shop | 450 | Up about 100 guest from last year. Chocolate Covered Strawberries did not go over to well. If we could do some type of finger food. |
| 2/3/2023 | COTH Dream Team Party | 450 | Food was great per Karen |
| | AFLAC Corporate Services Kickoff | 130 | |
| 2/4/2023 | Chattahoochee Valley Sports Hall of Fame | 250 | Client stated that they did not order enough food but enjoyed what they did have |
| 2/6/2023 | Georgia Power Corporate Safety Meeting | 200 | |
| 2/8/2023 | Rotary | 112 | Guests request that they want more "salad" option |
| | Georgia Thespians 2023 | 5400 | Concessions did really well. Up \$8600 vs LY. Iced Coffee Stations were a hit. The buffets ran very smoothly and we are looking at ways for it to go even more smoothly next year!!! |
| 2/9/2023 | | | Client said that the staff were very helpful. They did eat an hour late but it was on them. Kids were in room 104 |
| 2/14/2023 | AC-FY23-02736 Couples Training | 68 | |
| | Rivertown Dance Club | 60 | |
| | Global Payments | 150 | The service was terrible for the buffets, the special meals were wrong, start times were late. Miss Lucy was very pleasant and kept the drinks filled everyday. |
| 2/15/2023 | Rotary | 112 | |
| 2/17/2023 | Clement Arts Ballet Magnificat | 300 | |
| | Leadership Development Graduation | 40 | Big Thank You for getting the buffet line open early. |
| 2/18/2023 | Dustin Castellow Country Concert | 1800 | Very pleased with the concessions stand and the fact food was available! A lot of alcohol was consumed so we made the right decision! |
| | Faith's 21st Birthday | 100 | Everyone was pleased with the food. |
| 2/19/2023 | Orchette's Debutante Ball | 300 | The food was great! We appreciated the attentiveness from Ella and Lauren to get things taken care of in a timely manner!!! |
| 2/20/2023 | Synovus Leadership Meeting | 468 | Food and service was great |
| 2/21/2023 | Rotary Board Meeting | 14 | |
| 2/22/2023 | AFLAC State of the Company 2023 | 980 | As always they loved their time here with Ms Bernice |
| | Rotary | 112 | |
| 2/25/2023 | Jr Thespians Conference 2023 | 600 | The buffet lines went very smooth and the kids enjoyed everything. |
| 2/26/2023 | Annual Black History Observance Bfast | 700 | Loved the food and working with the team here at the Trade Center. |
| 2/27/2023 | 2023 AWIM! JetToy Competition | 400 | |
| 2/28/2023 | Synovus Toast of the Town 2023 | 1470 | Great turn out...everyone enjoyed the food and drink |
| | NAIA Swimming and Diving Banquet | 400 | |
| | Taste the Difference (IN HOUSE) | | GREAT JOB!!!!!!! |

| <i>Date</i> | <i>Name of Event</i> | <i>Guest Count</i> | <i>Comments</i> |
|-------------|------------------------------------------------------------------------------|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3/1/2023 | Rotary 2023 | 112 | |
| 3/3/2023 | Miss Georgia Forum 2023 | 232 | They loved the food |
| 3/4/2023 | William Marks Retirement Watkins Vow Renewal | 230 | The client said the food and service was great |
| | | 85 | |
| 3/5/2023 | 2023 Georgia Emergency Communication (IN HOUSE) | 175 | We loved the bread pudding, meatballs and spring rolls!!!! |
| 3/6/2023 | Sisters, Inc. Annual Rosa Parks Breakfast GA Motorola Trunked Users Group | 800 | |
| | | 30 | Everything was good. |
| 3/7/2023 | Georgia Cattlemen's Association | 250 | The client was very pleased with everything |
| 3/8/2023 | Rotary 2023 | 112 | |
| 3/9/2023 | DBI Women's Empowerment Luncheon Gem Capitol Gun Show | 1300 | The food was good, wait staff good |
| | | | |
| 3/11/2023 | United Way Power of the Purse Fancy Fest | 450 | They had nothing but great things to say about the food. |
| | | 258 | |
| | WLTZ Senior Health Expo | 1000 | The service was good. |
| 3/12/2023 | Georgia Tactical Officers Association Con | 300 | Buffet had a delay to replenish but went smoothly and the staff was great. |
| 3/15/2023 | Rotary 2023 | | |
| 3/18/2023 | Rivertown Dance Club | | WE loved the appetizers! |
| | Melanie's Surprise Birthday Party | 40 | Everything was good. |
| | CWC Empowerment Ministry Conference | 100 | |
| | Faith Chapel Breakfast | 60 | Service was wonderful and the food was great |
| | Cookies with the Easter Bunny | | Great turn out and the kids had a great time. |
| | | | Everyone loved the shrimp and grit spoon and the dessert cup. One guest was an employee of Afiac and wants this available at their Christmas Event!!! |
| 3/21/2023 | Your Wedding Bridal Show Rotary Board Meeting | | |
| 3/22/2023 | Rotary | 112 | |
| | | | Even with a schedule mess up, Ms Wendy was very happy with the accommodations on such a short notice |
| 3/24/2023 | Columbus High Lunch & Learn Gun Shows of the South | | |
| | UNCF Mayor's Masked Ball | 500 | Food was delicious! Staff was pleasant! |
| 3/25/2023 | Al Faruk Fountain City Gala Styles Wedding | 300 | They loved the food |
| | Rotary 6900 | 120 | |
| 3/29/2023 | Rotary | 112 | |
| 3/30/2023 | Creative South 2023 RSTB Ranger Ball | 800 | |
| | | 500 | Thank you for the last minute changes |
| 3/31/2023 | NPC Tri-City Bodybuilding IBP Seminar | 2000 | |
| | | 175 | Everything went very well |

CLIENT SURVEY SCORES AND CUSTOMER COMMENTS: FEBRUARY 2023 (4 SURVEYS)

| COMMENTS: Verbal, Survey, or Email | | | | | |
|--------------------------------------------------------|----------|-----------|-----|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| EC | PLANNING | EVENT DAY | F&B | POST EVENT | OVERALL |
| January 27, 2023 | | | | | |
| | | | | | The assignment of an event coordinator from beginning to end was a lifesaver! Haley and Payten became part of our team and worked with all of the pivots we had to make and made suggestions that were valuable in our planning. They were responsive and patient. Overall the use of the texting system was outstanding to ensure we were able to adjust anything that was needed in real time. Only feedback was increase of trash cans and checking bathrooms more often with the number of attendees we had. Great flexibility in matching a menu with our theme. Haley, Payten, the entire serving staff, Ms. Bernice, Mr. Jones, Ms. Lucy, Sarah Grace from catering. EVERYONE was exceptional. |
| Delta Sigma Theta Sorority, Inc. State Cluster | HT | 100 | 98 | 100 | 100 |
| February 4, 2023 | | | | | |
| Catawba Valley Sports Hall of Fame | HT | 100 | 100 | 100 | 100 |
| February 14, 2023 | | | | | |
| | | | | | The quality of the food was not good. Some of the items were cold or luke warm. There were lots of mishaps on the first day but it did get better over the next couple of days. Staff needs to pay closer attention to details on requests that were made. There was not a sense of urgency from the staff when things were disarray. The two ladies that were assigned to our room were amazing. Unfortunately I can't remember their names. |
| BTS Leadership Summit | EL | 90 | 90 | 34 | 23 |
| February 17, 2023 | | | | | |
| | | | | | Emily and Lori were very helpful on coordinating and assisting me with the room and catering. It was less stressful with their help and answering all my questions. I really am grateful to the catering staff who assisted with the luncheon. They were all very helpful and I appreciate the service when I had changed the start time of the lunch. They were very understanding of the situation and adapted to my request in a timely manner. I appreciated Lori coming out and talking to me. Food was delicious and plentiful, received compliments on the pasta and pies. Nothing to be done to serve me better, services were great and accommodating. Lori and her catering staff as well as Emily and the set up crew were exceptional. They were all very helpful in planning and prepping. |
| Bobbee Zorra - Leadership Development Program Ceremony | EL | 100 | 100 | 100 | 100 |
| OVERALL AVERAGE SCORE | | | | | 90 |

Item #4.

| CLIENT SURVEY SCORES AND CUSTOMER COMMENTS: MARCH 2023 (4 SURVEYS) | | | | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----------|-----------|-----|------------|---------|
| | EC | PLANNING | EVENT DAY | F&B | POST EVENT | OVERALL |
| COMMENTS: Verbal, Survey, or Email | | | | | | |
| MARCH 6-9, 2023 | | | | | | |
| GA EMERGENCY COMMUNICATIONS CONFERENCE (GECC) | HT | 100 | 96 | 98 | 100 | 98.5 |
| This was not our first time at the convention center, but it was the first time Haley Taghon was our event coordinator. She was great to work with and very accommodating if we needed to make changes before and during the event. We had some trouble with the mics and one projector, but the staff resolved the issues in a timely manner. The food was good and the staff was GREAT. Ms. Bernice and the bartender (I can't recall her name) we had for BINGO and the vendor reception as well as both Haleys were exceptional. | | | | | | |
| MARCH 7-10, 2023 | | | | | | |
| GA CATTLEMEN'S ASSOCIATION 2023 CONVENTION AND TRADE SHOW | MM | 100 | 98 | 100 | 97.5 | 98.9 |
| Excellent communication and were able to go through our needs early to avoid major issues. Staff were very flexible especially with unexpected issues. We had an initial issue where it seemed the catering and sales staff weren't on the same page, but was quickly addressed and exceptional to work with. It would help if there is one person on site to coordinate with throughout the event. Once the staff text time was presented, that helped a lot being about to address changes and concerns. Morgan and Sarah Grace did a great job in helping to make our event a success. No issue was too small or big to help address. | | | | | | |
| MARCH 22, 2023 | | | | | | |
| COLUMBUS HIGH SCHOOL 11TH GRADE LUNCH AND LEARN | HT | 100 | 98 | 100 | 96.7 | 98.9 |
| Haley is always knowledgeable, prompt and friendly when helping us plan our event. Not a huge deal but the microphone did not work properly the entire time. However, staff responded promptly to help resolve the issue. Lauren from Oakview was a pleasure to work with. The service staff was friendly and responsive throughout the event. | | | | | | |
| MARCH 30 - APRIL 1, 2023 | | | | | | |
| CREATIVE SOUTH 2023 | HHT | 100 | 98 | 96 | 95 | 97.1 |
| Now that I know the process, it will go even more smoother, if that's even possible. We rented AV from Columbus Tape and Video and used their tech to run it. Learned a lot and can plan better moving forward. I know what needs to be done to make it better next year. I hate that we had to throw out a ton of food, but overall a great experience. The staff, the planning, service and fa team were amazing! | | | | | | |
| OVERALL AVERAGE SCORE | | 100 | 97.5 | 99 | 98 | 99 |

| CLIENT COMMENTS | | | | | | | | | |
|-----------------------------------------------|--|--|--|--|--|--|--|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| AC-FY23 02736 COUPLES TRAINING 2/14/23 | | | | | | | | | We loved the service you provide from our event back in February and I wanted to see if you all had availability for June. You were so helpful and made the process easy and we don't want to go anywhere else. |
| 2023 AWIM JETTOY COMPETITION 2/27/23 | | | | | | | | | Thanks again for all of your help - the event was a great success and everyone loved the event space. |
| CCG UNITED WAY CAMPAIGN BREAKFAST 11/15/22 | | | | | | | | | I don't think I sent you a "thank you" for hosting the CCG United Way Campaign breakfast this past November. As soon as it came to my remembrance I wanted to reach out and let you know how much I appreciate you and the Trade Center staff for helping CCG Administration pull off this event in such a fine way. Your attention to detail and your willingness to go the extra mile to ensure excellent customer service is outstanding and greatly appreciated. Thanks again! |

FEBRUARY 2023 SALES RECAP



MONTHLY REVENUE

Trade Center Revenue **\$200,317**

Total Revenue **\$846,929**

CITY WIDE IMPACT

(Sent from the Columbus Visitor's Bureau)

\$2,216,380

MONTHLY SALES

Does not include Catering Sales

ASSOCIATIONS / CONFERENCES

| | Event Days | Sales |
|------|------------|----------|
| 2023 | 11 | \$76,299 |
| 2022 | 11 | \$54,452 |

CIVIC

| | Event Days | Sales |
|------|------------|---------|
| 2023 | 8 | \$3,884 |
| 2022 | 7 | \$3,106 |

CONSUMER/ TRADE SHOWS

| | Event Days | Sales |
|------|------------|---------|
| 2023 | 2 | \$5,098 |
| 2022 | 3 | \$8,863 |

CORPORATE

| | Event Days | Sales |
|------|------------|----------|
| 2023 | 11 | \$35,617 |
| 2022 | 0 | \$0 |

MILITARY

| | Event Days | Sales |
|------|------------|---------|
| 2023 | 1 | \$1,785 |
| 2022 | 0 | \$0 |

RELIGIOUS

| | Event Days | Sales |
|------|------------|----------|
| 2023 | 9 | \$47,290 |
| 2022 | 10 | \$43,973 |

SIGNATURE EVENTS

| | Event Days | Sales |
|------|------------|---------|
| 2023 | 2 | \$6,242 |
| 2022 | 1 | \$4,334 |

SOCIAL

| | Event Days | Sales |
|------|------------|----------|
| 2023 | 7 | \$11,450 |
| 2022 | 8 | \$11,083 |

SPORTS/ ENTERTAINMENT

| | Event Days | Sales |
|------|------------|----------|
| 2023 | 1 | \$10,039 |
| 2021 | 5 | \$13,296 |

WEDDINGS

| | Event Days | Sales |
|------|------------|-------|
| 2023 | 0 | \$0 |
| 2021 | 0 | \$0 |



FY23 20,736

vs

FY22 14,121

FY23 February attendee count is up by 6,615 people compared to FY22.

YEARLY UPDATE

ASSOCIATIONS/ CONVENTIONS/ CONFERENCES



CIVIC



CONSUMER SHOWS



CORPORATE



MILITARY



RELIGIOUS



SOCIAL



SPORTS / ENTERTAINMENT



WEDDINGS AND RECEPTIONS



SALES INQUIRIES

INQUIRIES **168**

CALL-INS 59

WALK-INS 20

PKR'S 75

RFP'S 14

CONTRACTS SENT

22

OVERALL SURVEY SCORE

90%

Based on 4 surveys

MARCH 2023 SALES RECAP



MONTHLY REVENUE

Trade Center Revenue **\$189,698**

Total Revenue **\$567,753**

CITY WIDE IMPACT

(Sent from the Columbus Visitor's Bureau)

\$1,053,052

MONTHLY SALES

Does not include Catering Sales

ASSOCIATIONS / CONFERENCES

| | Event Days | Sales |
|------|------------|-----------|
| 2023 | 18 | \$57,261 |
| 2022 | 25 | \$195,983 |

CIVIC

| | Event Days | Sales |
|------|------------|---------|
| 2023 | 10 | \$6,739 |
| 2022 | 6 | \$120 |

CONSUMER/ TRADE SHOWS

| | Event Days | Sales |
|------|------------|----------|
| 2023 | 7 | \$22,126 |
| 2022 | 0 | \$0 |

CORPORATE

| | Event Days | Sales |
|------|------------|---------|
| 2023 | 4 | \$4,492 |
| 2022 | 3 | \$4,105 |

MILITARY

| | Event Days | Sales |
|------|------------|---------|
| 2023 | 3 | \$7,342 |
| 2022 | 0 | \$0 |

RELIGIOUS

| | Event Days | Sales |
|------|------------|----------|
| 2023 | 8 | \$47,765 |
| 2022 | 10 | \$45,480 |

SIGNATURE EVENTS

| | Event Days | Sales |
|------|------------|---------|
| 2023 | 5 | \$3,028 |
| 2022 | 0 | \$0 |

SOCIAL

| | Event Days | Sales |
|------|------------|----------|
| 2023 | 18 | \$33,912 |
| 2022 | 9 | \$5,604 |

SPORTS/ ENTERTAINMENT

| | Event Days | Sales |
|------|------------|---------|
| 2023 | 0 | \$0 |
| 2022 | 2 | \$4,754 |

WEDDINGS

| | Event Days | Sales |
|------|------------|---------|
| 2023 | 3 | \$4,321 |
| 2022 | 10 | \$5,906 |



FY23 18,698

vs

FY22 11,160

FY23 March attendee count is up by 7,538 people compared to FY22.

YEARLY UPDATE

ASSOCIATIONS/ CONVENTIONS/ CONFERENCES



CIVIC



CONSUMER SHOWS



CORPORATE



MILITARY



RELIGIOUS



SOCIAL



SPORTS / ENTERTAINMENT



WEDDINGS AND RECEPTIONS



SALES INQUIRIES

INQUIRIES **151**

CALL-INS 44

WALK-INS 15

PKR'S 81

RFP'S 11

CONTRACTS SENT

40

- Page 445 -

OVERALL SURVEY SCORE

99%

Based on 4 surveys

Conference/Convention Event Leads

| Event Leads | FY23 | FY24 | FY25+ |
|----------------------|----------|-----------|-----------|
| # of Events | 2 | 14 | 24 |
| Total Attendees | 3,500 | 8,925 | 10,075 |
| Total Rental Revenue | \$15,000 | \$193,715 | \$423,195 |

| Leads Converted to Business | | | |
|------------------------------------------|---------------|-------------|------------------------------------------------------------------------------|
| Event Month | Calendar Year | Fiscal Year | Event Name |
| June | 2023 | FY23 | Prince Hall Grand Lodge 152nd Grand Session |
| October | 2023 | FY24 | Georgia State Retirees Association |
| August | 2024 | FY25+ | 2023 ICE Municipal Court Clerks Conference |
| September | 2024 | FY25+ | 2023 ICE Municipal Court Clerks Conference |
| Fiscal Year 2023 (July 2022 - June 2023) | | | |
| Event Month | Calendar Year | Fiscal Year | Event Name |
| May | 2023 | FY23 | Sixth District Planning Meeting AME |
| Fiscal Year 2024 (July 2023-June 2024) | | | |
| Event Month | Calendar Year | Fiscal Year | Event Name |
| July | 2023 | FY23 | Dinosaur Adventure |
| August | 2023 | FY24 | Enrichment Services |
| October | 2023 | FY24 | 2023 Annual Georgia Tree Conference |
| October | 2023 | FY24 | Threat Level Midnight-Columbus GA ISSA Conference |
| October | 2023 | FY24 | Technical College System of Georgia (TCSG) Student Affairs Summit |
| November | 2023 | FY24 | GA FBIA South/Central Georgia Fall Leadership Conference |
| November | 2023 | FY24 | GA CTI Fall Conference |
| February | 2024 | FY24 | GA FBIA Middle School State Conference |
| February | 2024 | FY24 | Georgia Grown Symposium |
| February | 2024 | FY24 | Georgia Science Teachers Association |
| February | 2024 | FY24 | Converters Expo South |
| February | 2024 | FY24 | Georgia Organics |
| March | 2024 | FY24 | Georgia Association of Gifted Children Annual Conference |
| April | 2024 | FY24 | Creative South |
| April | 2024 | FY24 | Georgia Association of Women in Public Safety (GAWPS) Conference |
| May | 2024 | FY24 | Southeastern Synod of Evangelical Lutheran Church of America Conference |
| Fiscal Year 2025+ (July 2024+) | | | |
| Event Month | Calendar Year | Fiscal Year | Event Name |
| September | 2024 | FY25+ | Georgia ASVD Conference (After School & Youth Development) 2024 |
| September | 2024 | FY25+ | SHRM Georgia State Council Annual Conference and Expo |
| September | 2024 | FY25+ | Georgia Association of Code Enforcement |
| October | 2024 | FY25+ | Southeast Association of Fish & Wildlife Agencies (SEAFWA) Annual Conference |
| October | 2024 | FY25+ | ITS GA Annual Meeting |
| October | 2024 | FY25+ | American College of Physicians Georgia Chapter- Annual Meeting |
| November | 2024 | FY25+ | GRPA 2024 State Conference |
| November | 2024 | FY25+ | GACBAO Conference 2024 |
| November | 2024 | FY25+ | CTI Fall Conference |
| December | 2024 | FY25+ | Georgia Transit Association 2024 Annual Conference |
| February | 2025 | FY25+ | Christian Product Expo (CPE) |
| March | 2025 | FY25+ | Georgia Emergency Communications Conference |
| April | 2025 | FY25+ | GA Association of Water Professionals |
| April | 2025 | FY25+ | 2025 Georgia School Nutrition Association (GSNA) Annual Conference |
| May | 2025 | FY25+ | Southeastern Synod of Evangelical Lutheran Church of America Conference |
| June | 2025 | FY25+ | Eastern Star Conference |
| August | 2025 | FY25+ | 2025 District Convention- Georgia District of Kiwanis International |
| October | 2025 | FY25+ | American College of Physicians Georgia Chapter- Annual Meeting |
| November | 2025 | FY25+ | Georgia School Counselor Association |
| November | 2025 | FY25+ | CTI Fall Conference |
| December | 2025 | FY25+ | Georgia Transit Association 2025 Annual Conference |
| May | 2026 | FY25+ | Southeastern Synod of Evangelical Lutheran Church of America Conference |
| June | 2026 | FY25+ | Eastern Star Conference |
| November | 2026 | FY25+ | CTI Fall Conference |



COLUMBUS GEORGIA CONVENTION & TRADE CENTER

Overview of Recent Events

Date: April 27, 2023

Current Projects

- American Rescue Plan / SPLOST
 - Trade Center 2.25 million – HVAC System
 - Bid Proposal for Trade Center parking garage.
- Reserve Bidding Projects
- Forklift Training – May 9th
- Sales Training – Trade Center and Catering Team – May 24th

Completed Projects/Updates

- Facilities Maintenance ALC Training – February 13th
- Fire Alarm Service and Testing – March 16th
- CPR/AED Team Training – March 28th
- Rebuilt fountain pump (in-house)
- Repaired roof leak over Foundry (in-house)
- Repaired our utility golf cart (in-house)
- Refurbished electric piano that's rented for events (in-house)
- Repaired (4) Catering hot boxes (in-house)

Employee Updates

Active Job Postings

- Operations Full-Time (temporary) processing candidate pool (3) positions
- Facilities Full-Time – processing candidate pools (1) position
- Facilities Full-Time (temporary) processing candidate pool (3) positions

Hiring Update

- Facilities Maintenance Manager (1) position – Bringing back Robert Stansell
- Facilities Full-Time – Troyce Pair
- Facilities Part-Time – Cameron Coronado
- Operations Full-Time Seasonal – Precious Jones
- Operations Part-Time – Brandon Garcia
- Operations Part-Time – Antonio Greene

TOTAL: 7 positions available

Authority Meeting Agenda

- June 22nd – Covering April/May



**COLUMBUS GEORGIA
CONVENTION & TRADE CENTER**

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

MONTHLY MEETING

JUNE 29, 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 – APRIL 27, 2023**
- III. FINANCIAL REPORT – NICHOLE BURKMAN**
 - A. APRIL 2023**
 - B. MAY 2023**
- IV. CATERING UPDATES – HAYLEY TILLERY**
 - A. APRIL 2023**
 - B. MAY 2023**
- V. SALES REPORT – HAYLEY TILLERY**
 - A. APRIL 2023**
 - B. MAY 2023**
- VI. FACILITY UPDATE – HAYLEY TILLERY**
 - A. TRADE CENTER HVAC SYSTEM REPAIR/ REPLACE STRATEGY**
 - B. PARKING GARAGE UPDATE**
- VII. ADJOURNMENT**



**COLUMBUS GEORGIA
CONVENTION & TRADE CENTER**

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

**MINUTES OF THE MONTHLY MEETING
JUNE 29, 2023
12:00 PM**

The monthly meeting of the Columbus Iron Works Convention and Trade Center Authority was held Thursday, June 29, 2023, at 12:00 PM in the Boardroom of the facility.

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

Authority Members Absent: Jessica Ferriter

Administrative Members Present: Executive Director Hayley Tillery, Assistant Director Skip Hansberger, Finance Manager R. Nichole Lewis, and Secretary Chasity Deppe

CALL TO ORDER

At 12:00 PM, Chairman Jonathan Payne called the meeting to order and welcomed the members and staff.

APPROVAL OF MINUTES

A. REGULAR MEETING – APRIL 27, 2023

All members were asked if they had received and read the minutes from the previous regular meeting dated April 27, 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 BURKMAN

A. APRIL 2023 – See attached report.

B. MAY 2023 – See attached report.

Chairman Jonathan Payne made a motion to approve both the April and May 2023 financial reports as prepared and presented by Finance Manager R. Nichole Lewis. Craig Burgess second the motion that was carried unopposed by all members.

OAK VIEW HOSPITALITY GROUP – CATERING UPDATES – HAYLEY TILLERY

A. APRIL 2023

B. MAY 2023

Executive Director Hayley Tillery briefly shared the catering update report as provided by Oak View for the months of April and May 2023. See attached reports.

SALES REPORT – HAYLEY TILLERY

A. APRIL 2023

B. MAY 2023

Executive Director Hayley Tillery gave the sales report for the months of April and May 2023. Hayley stated for the month of April there were 30 call-in clients, 15 walk-in clients, 64 planning kit requests and 13 requests for proposals with 26 contracts issued. There were 86 event days during the month. Hayley added the facility received an overall client survey score of 95, based on 4 surveys. For the month of May 2023, there were 32 call-in clients, 15 walk-in clients, 94 planning kit requests and 11 requests for proposals with 22 contracts issued. There were 76 events days during May. There was an overall score of 97, based on 7 completed surveys.

FACILITY UPDATE – HAYLEY TILLERY

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** It was brought to the attention of the Authority that the facility's HVAC system was in need of repair / replacement. Hayley shared with the members a memo from Robert Stansell, Facilities Maintenance Supervisor which stated that the large 660-ton chiller was inoperable, and the facility was currently being cooled by the smaller 330-ton unit. Based on soaring outside temperatures, Robert suggested renting a 500-ton air cooled rental chiller for two months at a cost of \$70K. Skip Hansberger, Assistant Director stated that he had been working and monitoring the chiller situation and that even with the outside heat, he felt based on the small number of events the facility had scheduled during the next two months, the small unit could continue to maintain a comfortable inside temperature for clients. Adding that small portable cooling units could also be purchased, if necessary, at a lower price than renting.

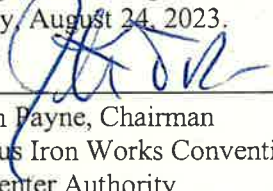

After an in-depth discussion, Chairman Jonathan Payne made a motion to continue the current course of action of operating with the smaller 330-ton unit with a backup plan in place to rent the 500-ton unit if needed prior to the larger 660-ton unit becoming operational by mid-August.

- B. PARKING GARAGE UPDATE** Executive Director Hayley Tillery stated that she had been in some exciting meetings recently regarding the Trade Center Parking Garage. Hayley stated she had met with developers, architects, engineers, and city officials and had been invited to speak at the city council meeting July 11 to verbally convey what has been discussed. Hayley continued that the facility had money allocated for a parking garage but after meeting with the architects and engineers the current parking garage could not be renovated but would have to be rebuilt. Hayley added, in the recent meeting there had been discussion of building the parking garage across the street, where the hotel expansion was originally planned and potentially building a new 120 room hotel on the site where the current

parking garage sits, with a connecting bridge from both the new garage and new hotel to the facility. Hayley assured the members she would continue to keep them updated on any developments.

ADJOURNMENT

With no further items of business to discuss, Chairman Jonathan Payne adjourned the meeting at 1:25 PM. The next regular meeting, which is held bimonthly on the fourth Thursday, every other month, will be held Thursday, August 24, 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 AND TRADE CENTER

FY 23 – APR & MAY 2023 FINANCIAL HIGHLIGHTS

The Year of Change

R. Nichole Lewis

REPORT 1 – REVENUE SUMMARY

- April 2023, there were 84 event days with 22,445 attendees.
- F&B Revenue was \$393,009; Operations Revenue was \$244,204; Total revenue \$637,213.
- April 2022, there were 77 event days with 17,734 attendees and a total Revenue of \$380,552.
- Top Events

| April 2023 | | April 2022 (Last Year) | |
|-------------------------------------------------------|---------------|-------------------------------------------------------|---------------|
| Event | Total Revenue | Event | Total Revenue |
| GA Association of Water Professionals | \$74,098 | AUSA - Association of United States Army Industry Day | \$40,665 |
| Dancing Stars of Columbus | \$60,525 | GA Dept of Corrections Ed Training & Conference | \$39,294 |
| AUSA - Association of United States Army Industry Day | \$53,900 | COTH Sunday Service | \$33,972 |

- May 2023, there were 77 event days with 17,376 attendees.
- F&B Revenue was \$274,482; Operations Revenue was \$160,341; Total revenue \$430,448.
- May 2022, there were 67 event days with 21,339 attendees and a total Revenue of \$450,344.
- Top Events

| May 2023 | | May 2022 (Last Year) | |
|--------------------------|---------------|---------------------------|---------------|
| Event | Total Revenue | Event | Total Revenue |
| Teacher of the Year Gala | \$55,092 | Dancing Stars of Columbus | \$57,168 |
| COTH Sunday Service | \$33,543 | Teacher of the Year Gala | \$43,716 |
| UCA Awards Banquet | \$23,309 | Sullivan Cup Armor Ball | \$43,259 |

REPORT 3 – YEAR TO DATE 2023 PROFIT & LOSS STATEMENT**➤ REVENUES**

- Operating Revenue
 - Catering Commission Revenue \$699,621.
 - Equipment Rental is 33% higher than this time last year at \$203,952.
 - Space Rental is \$1,564,432.
 - Total Operating Revenue of \$2,658,217.
- Tax/Other Source Revenue
 - Total Tax/Other Source Revenue is \$1,463, 895.
- Total Year to Date Revenues as of May 2023 is \$4,122,112.

➤ EXPENSES

- Labor Cost
 - Total labor expenses were \$1,236,379; 13% more than last year, 11% less than anticipated.
- Operating Expenses
 - Contractual services were \$140,264, which is almost what was anticipated.
 - Utilities were \$426,275, which is 53% of the total operating expenses.
 - Total Operating Expenses were \$800,254.
- Other Expenses
 - Total other expenses were \$457,730.
- Total Year to Date Expenses as of May 2023 is \$2,494,362.

➤ NET PROFIT

- Total Year to Date Revenues Net Profit as of May 2023 is \$1,627,750.

REPORT 4 – FY 2023 YTD FIVE YEAR COMPARISON**➤ Revenue**

- Space Rental is 38% higher than the 5- year average.
- Operating Revenue is 20% higher than the average.
- Total Revenue YTD is 21% higher than the average.

➤ Expenses

- Labor Costs are 9% higher than the 5-year average.
- Contractual Services are 29% lower than the average.
- Utilities are 7% higher than the average.
- Other expenses are 19% lower than the average.

➤ Net Profit

- Net Profit is 53% higher than the 5-year average.



COLUMBUS GEORGIA CONVENTION AND TRADE CENTER FY 23 – APRIL 2023 FINANCIAL HIGHLIGHTS

R. Nichole Lewis

REPORT 1 – REVENUE SUMMARY

- April 2023, there were 84 event days with 22,445 attendees.
- Church of the Highlands was charged a total of \$112,683 for April 2023
- Top Events

| April 2023 | | April 2022 (Last Year) | |
|-------------------------------------------------------|---------------|-------------------------------------------------------|---------------|
| Event | Total Revenue | Event | Total Revenue |
| GA Association of Water Professionals | \$74,098 | AUSA - Association of United States Army Industry Day | \$40,665 |
| Dancing Stars of Columbus | \$60,525 | GA Dept of Corrections Ed Training & Conference | \$39,294 |
| AUSA - Association of United States Army Industry Day | \$53,900 | COTH Sunday Service | \$33,972 |

- F&B Revenue was \$393,009; Operations Revenue was \$244,204; Total revenue \$637,213.
- April 2022, there were 77 event days with 17,734 attendees and a total Revenue of \$380,552.

REPORT 2 – APRIL 2023 PROFIT & LOSS STATEMENT

- REVENUES
 - Operating Revenue
 - Catering Commission Revenue was \$122,539 for March 30-April 26.
 - Client electrical usage was \$11,372.
 - Equipment Rental was \$28,018.
 - Space Rental was \$200,633.
 - Total Operating Revenue of \$356,743.
 - Tax/Other Source Revenue
 - Total Tax/Other Source Revenue is \$144,435.
 - Total Revenue of \$501,178 for April 2023, 93% more than anticipated.
- EXPENSES
 - Labor Cost
 - Total labor expenses were \$120,647.
 - Operating Expenses
 - Building maintenance was \$1,403.
 - Contractual services were \$9,669.
 - Utilities were \$28,205.
 - Total Operating Expenses were \$46,135.
 - Other Expenses
 - Total other expenses were \$6,654.
 - Total Expenses were \$173,436.
- NET PROFIT
 - Net Profit for April 2023 was \$327,742.

REPORT 3 – YEAR TO DATE 2023 PROFIT & LOSS STATEMENT**➤ REVENUES**

- Operating Revenue
 - Catering Commission Revenue \$656,556.
 - Equipment Rental is 33.3% higher than this time last year at \$187,756.
 - Space Rental is more than double what was anticipated for this time this year at \$1,427,329.
 - Total Operating Revenue of \$2,451,012.
- Tax/Other Source Revenue
 - Total Tax/Other Source Revenue is \$1,305,197.
- Total Year to Date Revenues as of April 2023 is \$3,756,208.

➤ EXPENSES

- Labor Cost
 - Total labor expenses were \$1,113,863; 17% more than last year, 22% less than anticipated.
- Operating Expenses
 - Contractual services were \$128,406, which is almost what was anticipated.
 - Utilities were \$397,241, which is 53% of the total operating expenses.
 - Total Operating Expenses were \$742,469.
- Other Expenses
 - Total other expenses were \$441,567.
- Total Year to Date Expenses as of April 2023 is \$2,297,899.

➤ NET PROFIT

- Total Year to Date Revenues Net Profit as of April 2023 is \$1,458,309.

REPORT 4 – FY 2023 YTD FIVE YEAR COMPARISON**➤ Revenue**

- Space Rental is 38.9% higher than the 5- year average.
- Operating Revenue is 18.9% higher than the average.
- Total Revenue YTD is 22.3% higher than the average.

➤ Expenses

- Labor Costs are 11.6% higher than the 5-year average.
- Contractual Services are 27.3% lower than the average.
- Utilities are 13.7% higher than the average.
- Other expenses are 13% lower than the average.
- Total Expenses are 3% higher than the average.

➤ Net Profit

- Net Profit is 52.7% higher than the 5-year average.



COLUMBUS GEORGIA CONVENTION AND TRADE CENTER

FY 23 – MAY 2023 FINANCIAL HIGHLIGHTS

R. Nichole Lewis

REPORT 1 – REVENUE SUMMARY

- May 2023, there were 77 event days with 17,376 attendees.
- Church of the Highlands was charged a total of \$51,226 for May 2023
- Top Events

| May 2023 | | May 2022 (Last Year) | |
|--------------------------|---------------|---------------------------|---------------|
| Event | Total Revenue | Event | Total Revenue |
| Teacher of the Year Gala | \$55,092 | Dancing Stars of Columbus | \$57,168 |
| COTH Sunday Service | \$33,543 | Teacher of the Year Gala | \$43,716 |
| UCA Awards Banquet | \$23,309 | Sullivan Cup Armor Ball | \$43,259 |

- F&B Revenue was \$274,482; Operations Revenue was \$160,341; Total revenue \$430,448.
- May 2022, there were 67 event days with 21,339 attendees and a total Revenue of \$450,344.

REPORT 2 –MAY 2023 PROFIT & LOSS STATEMENT

- REVENUES
 - Operating Revenue
 - Catering Commission Revenue was \$43,064.56 for April 27-May 31.
 - Client electrical usage was \$8,684.
 - Equipment Rental was \$16,196.
 - Space Rental was \$134,103.
 - Total Operating Revenue of \$204,206.
 - Tax/Other Source Revenue
 - Total Tax/Other Source Revenue is \$158,698.
 - Total Revenue of \$362,904 for May 2023.
- EXPENSES
 - Labor Cost
 - Total labor expenses were \$120,928.
 - Operating Expenses
 - Building maintenance was \$6,143.
 - Contractual services were \$11,858.
 - Utilities were \$29,034.
 - Total Operating Expenses were \$57,784.
 - Other Expenses
 - Total other expenses were \$16,163.
 - Total Expenses were \$194,875.
- NET PROFIT
 - Net Profit for May 2023 was \$168,029.

REPORT 3 – YEAR TO DATE 2023 PROFIT & LOSS STATEMENT**➤ REVENUES**

- Operating Revenue
 - Catering Commission Revenue \$699,621.
 - Equipment Rental is 33% higher than this time last year at \$203,952.
 - Space Rental is \$1,564,432.
 - Total Operating Revenue of \$2,658,217.
- Tax/Other Source Revenue
 - Total Tax/Other Source Revenue is \$1,463, 895.
- Total Year to Date Revenues as of May 2023 is \$4,122,112.

➤ EXPENSES

- Labor Cost
 - Total labor expenses were \$1,236,379; 13% more than last year, 11% less than anticipated.
- Operating Expenses
 - Contractual services were \$140,264, which is almost what was anticipated.
 - Utilities were \$426,275, which is 53% of the total operating expenses.
 - Total Operating Expenses were \$800,254.
- Other Expenses
 - Total other expenses were \$457,730.
- Total Year to Date Expenses as of May 2023 is \$2,494,362.

➤ NET PROFIT

- Total Year to Date Revenues Net Profit as of May 2023 is \$1,627,750.

REPORT 4 – FY 2023 YTD FIVE YEAR COMPARISON**➤ Revenue**

- Space Rental is 38% higher than the 5- year average.
- Operating Revenue is 20% higher than the average.
- Total Revenue YTD is 21% higher than the average.

➤ Expenses

- Labor Costs are 9% higher than the 5-year average.
- Contractual Services are 29% lower than the average.
- Utilities are 7% higher than the average.
- Other expenses are 19% lower than the average.

➤ Net Profit

- Net Profit is 53% higher than the 5-year average.

CATERING APRIL 2023

| DATE | NAME OF EVENT | COMMENTS |
|-----------|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4/4/2023 | AUSA Industry Day – Ed House | Great service! Food was good. Thanks for accommodating all the last-minute changes! See you next year. |
| 4/5/2023 | COTH 1 st Wednesday – Karan | Great first event! Thanks for all the special planning. |
| 4/7/2023 | Thomas-McDaniel Wedding | The food was great! Thank you for all your help in planning our big event! |
| 4/13/2023 | Army Sniper Association – Ron | Everyone loved the food. Bread pudding was outstanding. |
| 4/14/2023 | Owens/Willis Wedding | The food was good and staff was great! |
| 4/15/2023 | AKA Pink Ice – Pursia Jackson - | The Food was great! The staff was very helpful. |
| 4/15/2023 | Rivertown Dance - Sharon Spivey | Everything went well. |
| 4/16/2023 | The Variable | Thank you for going above and beyond for our last-minute group! The food and service were great! |
| 4/19/2023 | OCS Grad Party | Thank you for guiding us through this process and making our event Outstanding. The food was great and the service was fantastic. It was like having our mom there helping us through. |
| 4/20/2023 | COTH Freedom Conference | The food was good. |
| 4/20/2023 | Staff Appreciation Kinetic Credit Union | Everything went well. |
| 4/21/2023 | Central High School Prom | The food was good and the staff was friendly. |
| 4/27/2023 | Trade Center Authority | Everyone loved the food and the servers! |
| 4/29/2023 | Clanton Vow Renewal | Food was good, but the beef tips were very salty! Thanks for all your help! |
| 4/29/2023 | Heidi Sanchez | The food was great! We loved the bartenders and Bernice! |

CATERING MAY 2023

| DATE | NAME OF EVENT | COMMENTS |
|-----------|---------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5/2/2023 | Aflac Tenure Luncheon | Everything was great! We loved the food. The Vegetarian meals were excellent. |
| 5/2/2023 | Pipeline Safety Awareness Program | Clients told me and team did a wonderful job and they can't wait until next year! Best service ever! <3" – Anastasia |
| 5/4/2023 | Columbus Bar Association Law Day Luncheon | "Thank you and all your staff for all your help last week with our Annual Law Day Luncheon! It was a pleasure working with you. The food was great, and your staff did a great job! Thank you and all the catering staff who helped make the event a success!" |
| 5/5/2023 | Delta Kappa Gamma GA State Organization | Food was great! The staff was fantastic! Client was very pleased. |
| 5/6/2023 | Jordan High School Prom | Kitchen forgot the 10 veggie plates and had to make them |
| 5/7/2023 | Servant Leadership Program Annual Celebration Event | Very happy with the team, food, and service they received during their event and setup process. |
| 5/7/2023 | WHINSEC Cresting Ceremony | Food was great! Cecilia was pleased. |
| 5/7/2023 | River Valley Regional Commission – Area Agency on Aging | They enjoyed their time and attentiveness when something was needed! Loved the food, coffee service was a big hit, and the team they had working with them |
| 5/7/2023 | GA Funeral Practitioners Association Conference | The food was good and the staff was fantastic! |
| 5/17/2023 | UGA PGBB Retreat | Extremely happy with the food! Specifically said we made the planning process very smooth. They were happy we accommodated and helped pull off a retirement surprise for one of the planners! |
| 5/20/2023 | Rivertown Dance | Service was great. |
| 5/20/2023 | King/Wheeler Grad Party | The Staff was great! The food was good. |
| 5/21/2023 | UCA Awards Banquet | They liked the food. |
| 5/23/2023 | Goodwill Career & Resource Fair | "Thank you for everything! It was amazing" |
| 5/26/2023 | Talley Family Reunion | No complaints! Loved the food. |
| 5/27/2023 | Willis Eleven, Inc Annual Scholarship Banquet | The food and staff were outstanding. |
| 5/27/2023 | Brooks Wedding (Jamar and Shayla) | Everything went great and they loved the attention to detail that our team put into their wedding day! |
| 5/31/2023 | Alpha Company 3-11 Inf | Thank you for all your help making this a wonderful evening! The food was great! |

CLIENT SURVEY SCORES AND CUSTOMER COMMENTS: APRIL 2023 (4 SURVEYS)

| | | EC | PLANNING | EVENT DAY | F&B | POST EVENT | OVERALL | COMMENTS: Verbal, Survey, or Email |
|-------------------------------------------|--|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | | | | | | | |
| MARCH 25 2023 | | | | | | | | |
| ROTARY DISTRICT 6900 TRAINING ASSEMBLY | | HT | 97 | 96 | 100 | 100 | 98 | Some of the projectors did not have remotes and could not be turned on. One or two needed assistance from the IT support before working. Once those were secured, everything worked well. Haley Taghon and Lori Worley were exceptional. |
| MARCH 31, 2023 | | | | | | | | |
| IBP SEMINAR | | PJH | 97 | 75 | NA | 88 | 84 | Payten Jordan was exceptional. |
| APRIL 8, 2023 | | | | | | | | |
| THOMAS - MCDANIEL WEDDING | | EL | 100 | 100 | 100 | 100 | 100 | Everyone was amazing and extremely helpful. I was beyond impressed with the level of engagement from the Trade Center staff. Food was amazing. Literally, the guest talked about how good everything was especially the BBQ chicken, mac and cheese and meatballs. The catering manager, Ms. Worley was just amazing and accommodating. The only feedback I would offer is a way to take the couple food home. The room was very cold our food got cold fast. Once we started thanking guest the food was suitable to eat. No issues. Everything was great. We felt comfortable and not judged. (again) Everyone was amazing. The catering manager and new chef we met during the tasting were exceptional. |
| APRIL 28, 2023 | | | | | | | | |
| AMERICAN BUILDINGS/ NUCOR BUSINESS DINNER | | EL | 100 | 94 | 98 | 90 | 96 | Make sure there is enough dessert or something to offer as a substitute. Staff in room was very professional and accommodating. |
| OVERALL AVERAGE SCORE | | | 99 | 91 | 99 | 95 | 95 | |
| CLIENT COMMENTS | | | | | | | | |
| AUSA 4/4-5/23 | | TB | Just a quick note to say thank you for your great support for Industry Day. It was an outstanding event mostly because of you and your team. This was my first time deeply involved in the planning and execution. Tiffany was fantastic and deserves a big attia-girl!! She is super squared away, organized, and laser focused on customer service. I was truly impressed she was able to track all of the changes and make everything right on game day. She really was great. Mike was also very helpful. Really appreciated his responsiveness and flexibility. Thanks for his hard work. Anyway, you and your team are true professionals who make complex things look easy. I certainly couldn't have done it without you and your team. Stay well. VR, Ed | | | | | Item #4. |
| GA WATER PROFESSIONALS 4/16-19/23 | | MM | I just heard from one of the attendees that the food was the best they've ever had at our events :) | | | | | |

| CLIENT SURVEY SCORES AND CUSTOMER COMMENTS: MAY 2023 (7 SURVEYS) | | | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|----------|-----------|-----|------------|---------|
| | EC | PLANNING | EVENT DAY | F&B | POST EVENT | OVERALL |
| COMMENTS: Verbal, Survey, or Email | | | | | | |
| MAY 5, 2023 | | | | | | |
| HOT TUB EXPO | HS | 100 | 100 | 100 | 100 | 100 |
| MAY 12, 2023 | | | | | | |
| MANCHESTER HIGH SCHOOL GRADUATION | HT | 100 | 100 | 100 | 100 | 100 |
| MAY 16, 2023 | | | | | | |
| 3 VOLUNTEER RECOGNITION DINNER | HS | 100 | 100 | 100 | 100 | 100 |
| MAY 17, 2023 | | | | | | |
| UNIVERSITY OF PLANT BREEDING, GENETICS & GENOMICS | EL | 100 | 100 | 100 | 100 | 100 |
| MAY 20, 2023 | | | | | | |
| CMAC SCHOLARSHIP LUNCHEON | PH | 90 | 86 | 96 | 65 | 84 |
| <p>Payten was timely with responses and sharing the contract once I understood the process. I was concerned about the delayed response, but she was out of town when I originally submitted the request. I was anxious because of an experience with a different planner. The technician could not get our music Playlist to feed through the Trade Center's sound system. It would be great to have the required connections on site and to discuss prior to the day of the event. One half of the audience raved about the tenderness of the beef tips, the other said they were not tender at all. The set up was great. The menu of items was good. Tech support and consistency with food would have made the event exceptional. The timely responses once a contract was signed, the immediate attention of the set-up crew to make adjustments to the set-up, the peach cobbler, the YUKON POTATOES and the temperature and overall atmosphere of the Trade Center were EXCEPTIONAL. Thank you Payten!</p> | | | | | | |
| Item #4. | | | | | | |

| | | | | | | | | | |
|-----------------------------------------|----|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|-----------|-----------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| MAY 27, 2023 | | | | | | | | | |
| WILLIS ELEVEN INC., SCHOLARSHIP BANQUET | EL | 100 | 100 | 100 | 100 | 100 | 100 | 100 | All the staff were very professional. Everything was fine(We would have loved to take the left over food home with us, since it was paid for).Everything was great. Lori and food service were exceptional. |
| | | | | | | | | | Everything was done to our satisfaction and we were provided contact information in the event we had issues. The food was very delicious and the beverages were cold. Repeat clients should receive some type of discount. Emily Laskowski was very professional, patient, kind and helpful. |
| BROOKS WEDDING (JAMAR & SHAYLA) | EL | 97 | 92 | 98 | 95 | 95 | 95 | 95 | |
| OVERALL AVERAGE SCORE | | 98 | 97 | 99 | 94 | 97 | 94 | 97 | |
| CLIENT COMMENTS | | | | | | | | | |
| LAW DAY LUNCHEON 5/4/23 | | | Morgan, Thank you for all your help least week with our Annual Law Day Luncheon! It was such a pleasure working with you and I appreciate your patience with all my last-minute questions and requests. Thank you and all the Trade Center staff that helped make the event a success! | | | | | | |
| | | | Hi Emily, I just wanted to say we were thoroughly impressed!! Hopefully we can get more UGA groups to come your way. | | | | | | |
| UGA IPBG RETREAT 5/17/23 | | | | | | | | | |

APRIL 2023 SALES RECAP



MONTHLY REVENUE

Trade Center Revenue **\$244,204**

Total Revenue **\$637,213**

CITY WIDE IMPACT

(Sent from the Columbus Visitor's Bureau)

\$271,020

MONTHLY SALES

Does not include Catering Sales

| ASSOCIATIONS / CONFERENCES | | | CIVIC | | | CONSUMER/ TRADE SHOWS | | | CORPORATE | | | MILITARY | | |
|-------------------------------|------------|----------|------------------|------------|---------|--------------------------|------------|----------|--------------------------|------------|----------|----------|------------|----------|
| | Event Days | Sales | | Event Days | Sales | | Event Days | Sales | | Event Days | Sales | | Event Days | Sales |
| 2023 | 7 | \$29,956 | 2023 | 9 | \$3,365 | 2023 | 0 | \$0 | 2023 | 8 | \$7,395 | 2023 | 8 | \$31,397 |
| 2022 | 5 | \$27,272 | 2022 | 5 | \$120 | 2022 | 0 | \$0 | 2022 | 8 | \$9,966 | 2022 | 2 | \$3,146 |
| | | | | | | | | | | | | | | |
| RELIGIOUS | | | SIGNATURE EVENTS | | | SOCIAL | | | SPORTS/ ENTERTAINMENT | | | WEDDINGS | | |
| | Event Days | Sales | | Event Days | Sales | | Event Days | Sales | | Event Days | Sales | | Event Days | Sales |
| 2023 | 18 | \$96,226 | 2023 | 0 | \$0 | 2023 | 26 | \$44,281 | 2023 | 4 | \$20,423 | 2023 | 6 | \$7,517 |
| 2022 | 18 | \$59,666 | 2022 | 2 | \$1,812 | 2022 | 26 | \$34,667 | 2022 | 5 | \$36,062 | 2022 | 6 | \$3,599 |



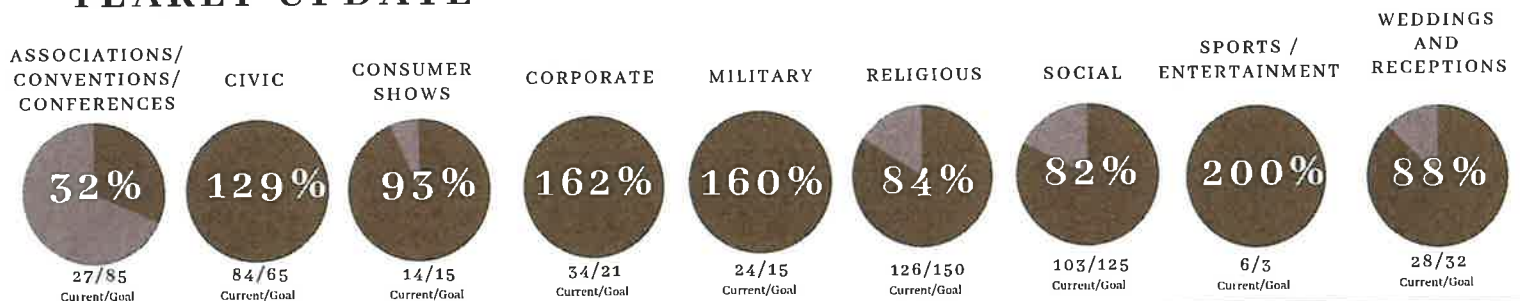
FY23 22,445

VS

FY22 17,734

FY23 April attendee count is up by 4,711 people compared to FY22.

YEARLY UPDATE



SALES INQUIRIES

INQUIRIES

122

CALL-INS

30

WALK-INS

15

PKR'S

64

RFP'S

13

CONTRACTS SENT

26

OVERALL SURVEY SCORE

95%

Based on 4 surveys

MAY 2023 SALES RECAP



MONTHLY REVENUE

Trade Center Revenue **\$160,341**

Total Revenue **\$430,448**

CITY WIDE IMPACT

(Sent from the Columbus Visitor's Bureau)

\$251,650

MONTHLY SALES

Does not include Catering Sales

ASSOCIATIONS / CONFERENCES

| | Event Days | Sales |
|------|------------|----------|
| 2023 | 11 | \$11,552 |
| 2022 | 5 | \$4,804 |

CIVIC

| | Event Days | Sales |
|------|------------|-------|
| 2023 | 8 | \$150 |
| 2022 | 8 | \$704 |

CONSUMER/ TRADE SHOWS

| | Event Days | Sales |
|------|------------|----------|
| 2023 | 6 | \$18,602 |
| 2022 | 8 | \$20,582 |

CORPORATE

| | Event Days | Sales |
|------|------------|----------|
| 2023 | 7 | \$15,298 |
| 2022 | 7 | \$6,906 |

MILITARY

| | Event Days | Sales |
|------|------------|---------|
| 2023 | 5 | \$7,093 |
| 2022 | 3 | \$6,622 |

RELIGIOUS

| | Event Days | Sales |
|------|------------|----------|
| 2023 | 8 | \$48,575 |
| 2022 | 15 | \$58,508 |

SIGNATURE EVENTS

| | Event Days | Sales |
|------|------------|---------|
| 2023 | 3 | \$1,378 |
| 2022 | 0 | \$0 |

SOCIAL

| | Event Days | Sales |
|------|------------|----------|
| 2023 | 24 | \$45,943 |
| 2022 | 21 | \$42,996 |

SPORTS/ ENTERTAINMENT

| | Event Days | Sales |
|------|------------|---------|
| 2023 | 3 | \$5,950 |
| 2022 | 0 | \$0 |

WEDDINGS

| | Event Days | Sales |
|------|------------|---------|
| 2023 | 2 | \$3,271 |
| 2022 | 0 | \$0 |



FY23 17,376

vs

FY22 21,339

FY23 May attendee count is down by 3,963 people compared to FY22.

YEARLY UPDATE

ASSOCIATIONS/ CONVENTIONS/ CONFERENCES



CIVIC



CONSUMER SHOWS



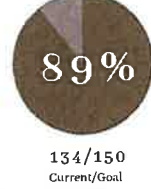
CORPORATE



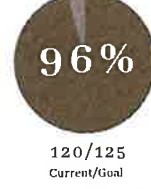
MILITARY



RELIGIOUS



SOCIAL



SPORTS / ENTERTAINMENT



WEDDINGS AND RECEPTIONS



SALES INQUIRIES

INQUIRIES **152**

CALL-INS **32**

WALK-INS **15**

PKR'S **94**

RFP'S **11**

CONTRACTS SENT

22

OVERALL SURVEY SCORE

97%

Based on 7 surveys

Conference/Convention Event Leads

| Event Leads | FY24 | FY25+ |
|----------------------|-----------|-----------|
| # of Events | 11 | 26 |
| Total Attendees | 5,375 | 15,675 |
| Total Rental Revenue | \$106,071 | \$452,530 |

| Leads Converted to Business | | | | Event Name |
|-----------------------------|---------------|-------------|-----------|-------------------------------------------------------------------------|
| Event Month | Calendar Year | Fiscal Year | Attendees | |
| July | 2023 | FY23 | 3000 | Dinosaur Adventure |
| August | 2023 | FY24 | 400 | Enrichment Services |
| October | 2023 | FY24 | 150 | 2023 Annual Georgia Tree Conference |
| October | 2023 | FY24 | 150 | Threat Level Midnight-Columbus GA ISSA Conference |
| May | 2024 | FY24 | 500 | Southeastern Synod of Evangelical Lutheran Church of America Conference |
| September | 2024 | FY25+ | 300 | SHRM Georgia State Council Annual Conference and Expo |

| Fiscal Year 2024 (July 2023-June 2024) | | | | Event Name |
|----------------------------------------|---------------|-------------|-----------|---------------------------------------------------------------------|
| Event Month | Calendar Year | Fiscal Year | Attendees | |
| August | 2023 | FY24 | 120 | American Peanut Shellers- 2023 Pre-Harvest Meeting |
| October | 2023 | FY24 | 225 | Technical College System of Georgia (TCSG) Student Affairs Summit |
| November | 2023 | FY24 | 800 | GA FBLA South/Central Georgia Fall Leadership Conference |
| November | 2023 | FY24 | 800 | GA CTI Fall Conference |
| December | 2023 | FY24 | 250 | BBB Meeting |
| February | 2024 | FY24 | 1300 | GA FBLA Middle School State Conference |
| February | 2024 | FY24 | 250 | American Fisher Society |
| March | 2024 | FY24 | 600 | Georgia Association of Gifted Children Annual Conference |
| March | 2024 | FY24 | 30 | 2024 Governing Board Meeting- Georgia Retired Educators Association |
| April | 2024 | FY24 | 200 | Georgia Farm Bureau- Office Leadership Conference |
| April | 2024 | FY24 | 500 | Creative South |
| April | 2024 | FY24 | 300 | Georgia Association of Women in Public Safety (GAWPS) Conference |

| Fiscal Year 2025+ (July 2024+) | | | | | Event Name |
|--------------------------------|---------------|-------------|-----------|----------------|-------------------------------------------------------------------------|
| Event Month | Calendar Year | Fiscal Year | Attendees | Rental Revenue | |
| August | 2024 | FY25+ | 300 | \$4,700 | Rotary Conclave |
| August | 2024 | FY25+ | 200 | \$6,500 | Georgia Grown Symposium |
| September | 2024 | FY25+ | 400 | \$18,190 | Georgia Family Connection Partnership (GaFCP) 2024 Conference |
| September | 2024 | FY25+ | 650 | \$12,000 | Georgia ASYD Conference (After School & Youth Development) 2024 |
| September | 2024 | FY25+ | 350 | \$21,400 | Georgia Association of State Facilities Administrators |
| September | 2024 | FY25+ | 350 | \$18,815 | Georgia Association of Code Enforcement |
| October | 2024 | FY25+ | 200 | \$9,888 | ITS GA Annual Meeting |
| October | 2024 | FY25+ | 500 | \$20,000 | American College of Physicians Georgia Chapter- Annual Meeting |
| 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 | FY25+ | 1750 | \$24,605 | Georgia Science Teachers Association Conference |
| January | 2025 | FY25+ | 750 | \$21,000 | Christian Product Expo (CPE) |
| March | 2025 | FY25+ | 200 | \$11,000 | Georgia Emergency Communications Conference |
| April | 2025 | FY25+ | 400 | \$10,000 | GA Association of Water Professionals |
| April | 2025 | FY25+ | 700 | \$18,000 | 2025 Georgia School Nutrition Association (GSNA) Annual Conference |
| May | 2025 | FY25+ | 500 | \$21,460 | Southeastern Synod of Evangelical Lutheran Church of America Conference |
| August | 2025 | FY25+ | 300 | \$10,500 | 2025 District Convention- Georgia District of Kiwanis International |
| October | 2025 | FY25+ | 500 | \$20,000 | American College of Physicians Georgia Chapter- Annual Meeting |
| November | 2025 | FY25+ | 1500 | \$18,632 | Georgia HOSA Fall Leadership Conference |
| November | 2025 | FY25+ | 800 | \$13,000 | CTI Fall Conference |
| December | 2025 | FY25+ | 200 | \$12,000 | Georgia Transit Association 2025 Annual Conference |
| May | 2026 | FY25+ | 1000 | \$67,228 | Libertarian Party Convention 2026 |
| May | 2026 | FY25+ | 500 | \$21,460 | Southeastern Synod of Evangelical Lutheran Church of America Conference |
| November | 2026 | FY25+ | 800 | \$13,000 | CTI Fall Conference |
| November | 2026 | FY25+ | 1500 | \$18,632 | Georgia HOSA Fall Leadership Conference |



COLUMBUS GEORGIA CONVENTION & TRADE CENTER

Overview of Recent Events

Date: June 29, 2023

Current Projects

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

Completed Projects/Updates

- Riverwalk & Fountain cleanup after major river flooding (in-house) – April
- Repair hydraulic leak in Scissor Lift (In-house) – April
- Fountain chlorine metering pump repair (in-house) – May
- Repaint curb at entrance to parking garage (in-house) – May
- Annual Boiler inspections – May
- Annual Vent Hood inspections – May
- Installation of Fire Suppression System Test Headers per updated Fire Code – May
- Admin Offices flooding from a faulty sprinkler head – Fuller Fire at-fault and is covering all cleanup costs – May & June

Employee Updates

Active Job Postings

- Operations Part-Time – need to advertise. (1) position
- Facilities Full-Time – processing candidate pools (1) position
- Facilities Full-Time (temporary) processing candidate pool (3) positions

TOTAL: 5 positions available

- Mayor's Summer Youth Program – currently have (4) students assigned to Trade Center Operations

Authority Meeting Agenda

- August 24th – Covering FY23, July
- October 19th – Covering August & September



COLUMBUS GEORGIA
CONVENTION & TRADE CENTER

MEMORANDUM

To: Trade Center Authority

From: Robert Stansell, Facilities Maintenance Supervisor

Date: June 6th, 2023

Re: Rental Chiller

The Columbus Convention and Trade Center is facing a crisis with its HVAC Cooling System. Currently, the 660 Ton Carrier Chiller is not operational at the present time. Also, the 330 Ton Carrier Chiller is the only chiller that is operational that works in tandem with the 660 Ton Chiller when both are operational. As stated previously the large chiller (660 Ton) is inoperable at this time.

The summer months (June-August) have temperatures ranging from 90 degrees-100 degrees Fahrenheit on a normal summer day. These outside temperatures with high humidity will place the entire facility under tremendous strain using only the small chiller (330 Ton). This extra cooling load requirement on the small chiller could be the result of countless number of shutdowns. As a result, the Trade Center will see uncomfortable temperatures for our customers and staff. We are currently experiencing shutdowns on a regular basis.

I have taken measures to bring the large chiller (660 Ton) back into operation. At this time, it will require a new motor starter, actuator valve and the compressor motor to be rewind. Other miscellaneous items are being changed to get this chiller back into operation.

Unfortunately, due to extremely long lead times for the new starter, our contractor has stated the arrival could be in late July or early August. I'm having 1st Mechanical Services to do everything possible prior to the arrival of the new starter.

Due to the potential the 330 Ton Chiller could experience a similar fate I would like to propose as a limited solution to get the Trade Center back to a normal situation.

- Provide the Trade Center with a 500 Ton Air Cooled Rental Chiller for approximate two (2) months at a cost of \$35,000/month with a total cost of \$70,000.
- I obtained three (3) quotes from local qualified contractors to provide this rental chiller to include installation of all electrical, plumbing and required air hoses. The contractor will be totally responsible for maintaining the operation of the rental chiller.
- Three (3) days at a minimum will be required to obtain the chiller and install it into our current chilled water system if approval is granted.

By providing this system to maintain the required temperatures the following will be maintained:

- 1) Assuring temperatures will be maintained for our clients and events without the loss of cooling.
- 2) Negate any loss of revenue for the Trade Center because of inhabitable conditions that otherwise would result with the loss of comfortable temperatures.
- 3) Create a "bridge of time" for the completion of repairs for the large chiller and providing less requirement of cooling for the small chiller to operate.
- 4) Prevent the potential loss of the small chiller compounding the loss of revenue and relationships with our clients.

Therefore, I recommend based on my many years of facilities maintenance and engineering experience we take this course of action in order to maintain the Trade Center to its highest standards.



**COLUMBUS GEORGIA
CONVENTION & TRADE CENTER**

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

MONTHLY MEETING

AUGUST 24, 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 – JUNE 29, 2023**
- III. FINANCIAL REPORT – NICHOLE BURKMAN**
 - A. JUNE 2023**
 - B. FY-23 YEAR-END HIGHLIGHT**
- IV. CATERING UPDATES – HAYLEY TILLERY**
 - A. JUNE 2023**
 - B. JULY 2023**
- V. SALES REPORT – HAYLEY TILLERY**
 - A. JUNE 2023**
 - B. JULY 2023**
- VI. FACILITY UPDATE – HAYLEY TILLERY**
 - A. TRADE CENTER HVAC SYSTEM REPAIR/ REPLACE STRATEGY**
 - B. PARKING GARAGE UPDATE**
- VII. ADJOURNMENT**



**COLUMBUS GEORGIA
CONVENTION & TRADE CENTER**

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

**MINUTES OF THE MONTHLY MEETING
AUGUST 24, 2023
12:00 PM**

The monthly meeting of the Columbus Iron Works Convention and Trade Center Authority was held Thursday, August 24, 2023, at 12:00 PM in the Boardroom of the facility.

Authority Members Present: Vice Chairman Carson Cummings, Jessica Ferriter, and John Stacy

Authority Members Absent: Chairman Jonathan Payne and Craig Burgess

Administrative Members Present: Executive Director Hayley Tillery, Assistant Director Skip Hansberger, Finance Manager R. Nichole Lewis, and Secretary Chasity Deppe

CALL TO ORDER

At 12:04 PM, Vice Chairman Carson Cummings called the meeting to order and welcomed the members and staff.

APPROVAL OF MINUTES

A. REGULAR MEETING – JUNE 29, 2023

All members were asked if they had received and read the minutes from the previous regular meeting dated June 29, 2023. With no additions or corrections to be made, Vice Chairman Carson Cummings made a motion to approve the minutes as written. Jessica Ferriter second the motion which was carried out unopposed by all members present.

FINANCIAL REPORT – NICHOLE LEWIS

A. JUNE 2023 – See attached report.

B. FY-23 YEAR END HIGHLIGHT – See attached report.

Vice Chairman Carson Cummings made a motion to approve the June 2023 financial report as prepared and presented by Finance Manager R. Nichole Lewis. John Stacy second the motion that was carried unopposed by all members. In addition, it was agreed that once Nichole received final documentation from the city and the July 2023 financial report was prepared, an electronic copy would be sent to the Authority members for approval.

OAK VIEW HOSPITALITY GROUP – CATERING UPDATES – HAYLEY TILLERY

A. JUNE 2023 – Overall client survey overall score of 100 (based on 1 survey)

B. JULY 2023 – Overall client survey score of 100 (based on 4 surveys)

Executive Director Hayley Tillery stated she continued to get positive feedback from clients regarding catering services and would be sure to communicate any concerns brought to her attention, however because catering services are represented on the client survey, going forward she would only highlight this survey score unless additional information was present.

SALES REPORT – HAYLEY TILLERY

A. JUNE 2023

B. JULY 2023

Executive Director Hayley Tillery gave the sales report for the months of June and July 2023. Hayley stated for the month of June there were 33 call-in clients, 13 walk-in clients, 72 planning kit requests and 14 requests for proposals with 27 contracts issued. There were 57 event days during the month. Hayley added the facility received an overall client survey score of 100, based on just 1 returned survey. For the month of July 2023, there were 22 call-in clients, 11 walk-in clients, 33 planning kit requests and 15 requests for proposals with 29 contracts issued. There were 39 events days during July. There was an overall client survey score of 100, based on 4 completed and submitted surveys.

FACILITY UPDATE – HAYLEY TILLERY

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 Executive Director Hayley Tillery informed the Authority that although the repair work to the Trade Center HVAC system was expected to have already been completed, there was a delay due to a backordered part. Hayley stated that the facility continued to operate with the smaller chiller.

B. PARKING GARAGE UPDATE Executive Director Hayley Tillery gave a brief update, reporting since the last meeting she had appeared before city council to share the vision of the Trade Center parking garage project. Hayley stated that it was a coordinated effort, with all parties involved working to advance the progression of the project, adding that she hoped to have more exciting news to report soon.

ADJOURNMENT

With no further items of business to discuss, Vice Chairman Carson Cummings adjourned the meeting at 12:54 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, October 19, 2023.



Carson Cummings, Vice Chairman
Columbus Iron Works Convention and
Trade Center Authority



Hayley Tillery, Executive Director
Columbus Georgia Convention and
Trade Center



COLUMBUS GEORGIA CONVENTION AND TRADE CENTER FY 23 – JUNE 2023 FINANCIAL HIGHLIGHTS

R. Nichole Lewis

REPORT 1 – REVENUE SUMMARY

- June 2023, there were 57 event days with 16,845 attendees.
- Church of the Highlands was charged a total of \$92,826 for June 2023
- Top Events

| June 2023 | | June 2022 (Last Year) | |
|------------------------------------------------|---------------|--------------------------------------------------------|---------------|
| Event | Total Revenue | Event | Total Revenue |
| Georgia Republican Party State Convention 2023 | \$247,916 | GA School Safety and Homeland Security Conference 2022 | \$102,463 |
| Prince Hall Grand Lodge 152nd Grand Session | \$101,084 | Georgia PTA Convention and Leadership Training 2022 | \$40,965 |
| Phenix City Mayor's Ball 2023 | \$47,089 | COTH Sunday Service | \$32,484 |

- F&B Revenue was \$412,327; Operations Revenue was \$233,942; Total revenue \$646,270.
- June 2022, there were 69 event days with 15,661 attendees and a total Revenue of \$434,860.

REPORT 2 –JUNE 2023 PROFIT & LOSS STATEMENT

➤ REVENUES

- Operating Revenue
 - Catering Commission Revenue was \$94,670 for June 1 – June 28.
 - Client electrical usage was \$10,319.
 - Equipment Rental was \$16,013.
 - Space Rental was \$196,390.
 - Total Operating Revenue of \$328,613.
- Tax/Other Source Revenue
 - Tax revenue is a month behind, for May we received \$148,906 and June we received \$105,521.
- Total Revenue of \$583,039 for June 2023.

➤ EXPENSES

- Labor Cost
 - Total labor expenses were \$243,099. There were three payroll weeks this month and at the end of each fiscal year, the HR department pulls more funds to cover the difference for health insurance from all departments.
- Operating Expenses
 - Building maintenance was \$12,076.
 - Contractual services were \$12,208.
 - Utilities were \$47,241.
 - Total Operating Expenses were \$84,912.
- Other Expenses
 - Total other expenses were \$49,704.
- Total Expenses were \$377,714.

➤ NET PROFIT

- Net Profit for June 2023 was \$205,326.

REPORT 3 – YEAR TO DATE 2023 PROFIT & LOSS STATEMENT**➤ REVENUES**

- Operating Revenue
 - Catering Commission revenue was \$794,291.
 - Equipment Rental revenue was \$219,965.
 - Space Rental is \$1,760,822.
 - Total Operating Revenue of \$2,986,830.
- Tax/Other Source Revenue
 - Total Tax/Other Source Revenue is \$1,718,322.
- Total Year to Date Revenues as of June 2023 is \$4,705,152.

➤ EXPENSES

- Labor Cost
 - Total labor expenses were \$1,479,477.
- Operating Expenses
 - Contractual services were \$152,472.
 - Utilities were \$473,516.
 - Total Operating Expenses were \$885,165.
- Other Expenses
 - Total other expenses were \$507,434.
- Total Year to Date Expenses as of June 2023 is \$2,872,076.

➤ NET PROFIT

- Total Year to Date Revenues Net Profit as of June 2023 is \$1,833,077.

REPORT 4 – FY 2023 YTD FIVE YEAR COMPARISON**➤ Revenue**

- Space Rental is 40% higher than the 5- year average.
- Operating Revenue is 22% higher than the average.
- Total Revenue YTD is 24% higher than the average.

➤ Expenses

- Labor Costs are 13% higher than the 5-year average.
- Contractual Services are 26% lower than the average.
- Utilities are 12% higher than the average.
- Other expenses are 3% higher than the average.

➤ Net Profit

- Net Profit is 43% higher than the 5-year average.

FY 24 BUDGET

Columbus Convention and Trade Center Budget Highlights

by R. Nichole Lewis

REVENUE

Added a new revenue source of **Donation, 4802**. The Columbus Convention and Trade Center raises funds that are donations to the Easter Seals of West Georgia and The Children's Miracle Network Hospitals, these can now be tracked more accurately.

PAYROLL

TEMPORARY AND PERMANENT EMPLOYEES

In FY 2023 we were approved to add (5) full time temporary operations employees and (3) full time temporary facilities employees. In FY24 The Trade Center was able to turn one (1) full time temporary operations position from temporary to a permanent status.

Morgan Moore was the **Temporary Assistant Director/Director of Sales**, this position has now become a **permanent position**.

RECLASSIFICATIONS

Due to adding more employees to our operations team, we **added** another **Crew Leader** to our operations team and **removed (2) part time** Event Attendants I to ensure the funds for payroll.

ADDITIONAL EMPLOYEE

The Trade Center has **added (4) Full-Time Permanent Custodian** positions in our Operations Department to allow our Events Attendants to focus the majority of their attention on room set ups, event requirements and client needs. The Events Attendant position is currently responsible for janitorial, room set ups, and inventory control within the facility. Cleanliness must be a top priority in a public facility such as ours, and due to increased volume of events over the last year and with the number of events contracted over the next several years, it is evident that we need a dedicated cleaning crew to keep up with demand and prevent neglect of our clients' needs. With custodians focused solely on janitorial and sanitation duties, we can further our ability to attract regional and state events with high economic impact.

EXPENSES

Adding the expense object code **6693** to Unit **1000**. The Columbus Convention and Trade Center raises funds that are donations to the Easter Seals of West Georgia and The Children's Miracle Network Hospitals. This will be the account for these expenses to be paid from.

The Trade Center intends to implement a work order system for the Maintenance Department, we are unsure of what program and the cost it will be, **but estimate around \$10,000, which is what we are allocating.**

Due to the number of clients we have in the building and the wear and tear of aging equipment, we have **increased our budget for the maintenance of our equipment and building.** Equipment Maintenance has increased by \$13,100 and Building Maintenance has increased by \$47,500.

CAPITAL OUTLAY

Currently, we have a list of **29 capital projects budgeted at \$275,512**, which will enhance the safety and efficiency of our facility and replenish our operations inventory.

This list includes new tables to bolster our event rental inventory and replace broken ones; new projector screens for our Dining Gallery; carts to store/move our many different drape options; digital two-way radios to replace current analog radios and improve communication in the building; roof repairs for our aging roof; admin parking lot entrance system to replace the outdated one; and renovating the two client elevators.

UTILITIES

An **increase in the cost natural gas, water, and electricity** is expected for the upcoming fiscal year and all of those budgets have been increased a total of \$35,000.

STRATEGIC PLANNING

The strategic planning for the next fiscal year includes:

- Developing marketing strategies to increase repeat customer business and to attract a wider and more diversified clientele base.
- Continuing to make a positive economic impact in Columbus by marketing our unique historic building with updated 21st century amenities for a remarkable experience to our guests.
- Showcasing our talented food vendor and marketing the wide array of food options they can offer for any type of event.
- Continuing the process of issuing surveys in order to get feedback from clients to help us determine how we can improve in every aspect of the customer experience.
- Educating and training our employees to better help them grow in their positions and to reduce turnover so that the customers maintain familiarity with personnel and vice versa.
- Continuing to perform preventative maintenance on our historic building to help maximize efficiency.
- Maintenance

| CLIENT SURVEY SCORES AND CUSTOMER COMMENTS: JUNE 2023 (1 SURVEYS) | | | | | | | |
|-------------------------------------------------------------------|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----|------------|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | EC | PLANNING | EVENT DAY | F&B | POST EVENT | OVERALL | COMMENTS: Verbal, Survey, or Email |
| JUNE 23-24, 2023 | | | | | | | |
| | | | | | | | Emily was prepared and made good suggestions. Food staff were friendly and very professional. Emily maintained her composure and professional attitude when dealing with some difficult members. I was glad to work with her. |
| GA DISTRICT EXCHANGE CONVENTION | EL | 100 | 100 | 100 | 100 | 100 | |
| OVERALL AVERAGE SCORE | | 100 | 100 | 100 | 100 | 100 | |
| CLIENT COMMENTS | | | | | | | |
| | | Hayley, n behalf of our entire USSS team, thank you for all your support and generous patience during our entire visit here in Columbus. You helped us make it a success. Please pass on to your team a sincere thank you! Sincerely, Marco Ramirez Special Agent USA Secret Service | | | | | |
| GA REPUBLICAN CONVENTION | | Mayor, I just wanted to end the weekend with a quick email to say how impressed that I was with the professionalism of all involved in the preparation and operations that went into the venue and security for the GA GOP Convention. Since we first learned of the former President coming, everyone involved has worked together to help ensure success. I want to compliment Sheriff Countryman, Chief Mathis, Chief Scarpa, Hayley Tillery and all of their team members for such a great job on Saturday. As I drove by the Trade Center today, it was like nothing ever happened, but if you watched any national news outlet on Saturday, the reporters continued to talk about the convention in Columbus, GA. Again, I just didn't want to turn the page without dropping this note to you. Now let's get the potential bad weather out of here by morning. Thank you, Chance (Chance D. Corbett, CEM®, GaCEM, M.Ed, GPOST Director, Emergency Management & Homeland Security Columbus, Georgia) | | | | | |
| | | Hayley, I just wanted to say a big THANK YOU for a wonderful convention. The rooms were perfectly set up and had everything we needed. The food was over the top delicious. I especially want to thank Bernice and Ashley from the wait staff. They were so attentive and professional. Additionally, our secretary had a medical emergency and we had to call 911. Both Bernice and Lori came to our rescue and assisted and checked back on her status. Thankfully, she is home resting now. All of you run a professional phenomenal operation and it shows! Thanks again. Peggy Lambert | | | | | |
| GA DISTRICT EXCHANGE CONVENTION | | Hayley, Just a note to thank you and your staff for providing our group with an outstanding convention. Special accolades to Emily and Lori. They are special people who should be recognized for their talented skills. We had a wonderful convention. Normally, we have quite a few complaints, but not at this year. We are looking forward to having our convention In Columbus in the future. We are looking at a few venues for 2024, yours is one of them. A decision will be made on or about July 22. I will certainly keep you posted. Best regards, Jess Lucas | | | | | |
| | | | | | | | Item #4. |

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| CLIENT SURVEY SCORES AND CUSTOMER COMMENTS: JULY 2023 (4 SURVEYS) | | | | | | |
|----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----------|-----|------------|---------|
| | EC | PLANNING | EVENT DAY | F&B | POST EVENT | OVERALL |
| COMMENTS: Verbal, Survey, or Email | | | | | | |
| July 1, 2023 | | | | | | |
| McRae-Boykin Family Reunion | HT | 100 | 100 | 100 | 100 | 100 |
| July 8, 2023 | | | | | | |
| Denbaugh-Edwards Wedding Reception | EL | 100 | 100 | 100 | 100 | 100 |
| July 20, 2023 | | | | | | |
| Boys and Girls Club of the Chattahoochee Valley City-Wide Teen Leadership Summit | HHT | 100 | 100 | 100 | 100 | 100 |
| July 2023 | | | | | | |
| Boys and Girls Club of the Chattahoochee Valley City-Wide Teen Leadership Summit | HT | 100 | 100 | 100 | 100 | 100 |
| Boys and Girls Club of the Chattahoochee Valley City-Wide Teen Leadership Summit | | 100 | 100 | 100 | 100 | 100 |
| OVERALL AVERAGE SCORE | | | | | | |
| CLIENT COMMENTS | | | | | | |
| Denbaugh-Edwards Wedding Reception | Emily, I am happy to fill out the survey. As I told Lori, everything was perfect! The room was set up and exactly what we wanted. It was the perfect venue! I can't begin to tell you how many people came up to me and said they want to plan their work and personal events at the Ironworks after attending our reception. So thank you from the bottom of our hearts for a wonderful event. You were so accommodating and fun to work with and I appreciate all the hard work you and your staff did to make the venue perfect. Again, thank you so much. Seeing my daughter and her husband smile and dance the night away was worth every penny. I will have Danielle send photos (and possibly video when it is ready) to Hannah at her email listed. Good morning, I hope this email finds you all well and your week is off to a great start. I just wanted to take the time to thank you all again for your participation in the Positive Parents Panel that Family Connection hosted last week at the Trade Center. Each of you, as well as Ms. Bernice and other staff, made everything so smooth for me – including the times where things got a little rocky. I did want to apologize for any inconveniences that were caused. At the beginning of the week, we had about 4 people signed up, then Friday morning we had 11, then more people came unexpectedly which I was happy about, but of course caused a little turbulence for you all, however, everything was taken care of thanks to you guys and I will be forever grateful for it. I will now know how to plan better for future events. Again, thank you all for your help with this event. We received good feedback from all attendees, as well as a news feature from WTVM. I look forward to working with you all in the future, and hope you enjoy the rest of your week! | | | | | |
| Boys and Girls Club of the Chattahoochee Valley City-Wide Teen Leadership Summit | Item #4. | | | | | |

JUNE 2023 SALES RECAP



MONTHLY REVENUE

Trade Center Revenue **\$233,942**

Total Revenue **\$646,270**

CITY WIDE IMPACT

(Sent from the Columbus Visitor's Bureau)

\$2,358,364

MONTHLY SALES

Does not include Catering Sales

| ASSOCIATIONS / CONFERENCES | | | CIVIC | | | CONSUMER/ TRADE SHOWS | | | CORPORATE | | | MILITARY | | |
|----------------------------|-------|-----------|------------|-------|-------|-----------------------|-------|----------|------------|-------|---------|------------|-------|---------|
| Event Days | Sales | | Event Days | Sales | | Event Days | Sales | | Event Days | Sales | | Event Days | Sales | |
| 2023 | 16 | \$121,112 | 2023 | 8 | \$120 | 2023 | 0 | \$0 | 2023 | 3 | \$2,005 | 2023 | 1 | \$1,140 |
| 2022 | 14 | \$74,607 | 2022 | 9 | \$150 | 2022 | 3 | \$10,949 | 2022 | 2 | \$140 | 2022 | 3 | \$6,858 |

| RELIGIOUS | | | SIGNATURE EVENTS | | | SOCIAL | | | SPORTS/ ENTERTAINMENT | | | WEDDINGS | | |
|------------|-------|----------|------------------|-------|-----|------------|-------|----------|-----------------------|-------|-----|------------|-------|----------|
| Event Days | Sales | | Event Days | Sales | | Event Days | Sales | | Event Days | Sales | | Event Days | Sales | |
| 2023 | 11 | \$72,220 | 2023 | 0 | \$0 | 2023 | 13 | \$24,914 | 2023 | 0 | \$0 | 2023 | 5 | \$10,217 |
| 2022 | 18 | \$76,167 | 2022 | 0 | \$0 | 2022 | 19 | \$33,358 | 2022 | 0 | \$0 | 2022 | 4 | \$1,518 |



FY23 16,845

vs

FY22 15,661

FY23 June attendee count is up by 1,184 people compared to FY22.

YEARLY UPDATE



SALES INQUIRIES

INQUIRIES **132**

CALL-INS **33**

WALK-INS **13**

PKR'S **72**

RFP'S **14**

CONTRACTS SENT

27

OVERALL SURVEY SCORE

100%

Based on 1 survey

JULY 2023 SALES RECAP



MONTHLY REVENUE

Trade Center Revenue **\$118,978**

Total Revenue **\$202,261**

CITY WIDE IMPACT

(Sent from the Columbus Visitor's Bureau)

\$15,600

MONTHLY SALES

Does not include Catering Sales

ASSOCIATIONS / CONFERENCES

| | Event Days | Sales |
|------|------------|-------|
| 2023 | 0 | \$0 |
| 2022 | 0 | \$0 |

CIVIC

| | Event Days | Sales |
|------|------------|---------|
| 2023 | 6 | \$4,632 |
| 2022 | 7 | \$2,530 |

CONSUMER/ TRADE SHOWS

| | Event Days | Sales |
|------|------------|----------|
| 2023 | 10 | \$26,406 |
| 2022 | 4 | \$11,881 |

CORPORATE

| | Event Days | Sales |
|------|------------|---------|
| 2023 | 4 | \$4,900 |
| 2022 | 0 | \$0 |

MILITARY

| | Event Days | Sales |
|------|------------|---------|
| 2023 | 0 | \$0 |
| 2022 | 4 | \$6,966 |

RELIGIOUS

| | Event Days | Sales |
|------|------------|----------|
| 2023 | 9 | \$57,509 |
| 2022 | 15 | \$55,576 |

SIGNATURE EVENTS

| | Event Days | Sales |
|------|------------|-------|
| 2023 | 1 | \$0 |
| 2022 | 0 | \$0 |

SOCIAL

| | Event Days | Sales |
|------|------------|----------|
| 2023 | 5 | \$12,915 |
| 2022 | 7 | \$7,781 |

SPORTS/ ENTERTAINMENT

| | Event Days | Sales |
|------|------------|---------|
| 2023 | 2 | \$3,940 |
| 2022 | 4 | \$7,250 |

WEDDINGS

| | Event Days | Sales |
|------|------------|---------|
| 2023 | 2 | \$5,785 |
| 2022 | 5 | \$6,001 |



FY24 14,405

vs

FY23 10,036

FY24 July attendee count is up by 4,369 people compared to FY23.

YEARLY UPDATE

FY24 GOALS COMING SOON

SALES INQUIRIES

INQUIRIES **81**

CALL-INS **22**

WALK-INS **11**

PKR'S **33**

RFP'S **15**

CONTRACTS SENT

29

OVERALL SURVEY SCORE

100%

Based on 4 surveys

Conference/Convention Event Leads

| Event Leads | FY24 | FY25 | FY26+ |
|----------------------|-----------|-----------|-----------|
| # of Events | 13 | 20 | 10 |
| Total Attendees | 8,005 | 9,875 | 5,605 |
| Total Rental Revenue | \$157,911 | \$278,888 | \$205,958 |

Leads Converted to Business

| Event Month | Calendar Year | Fiscal Year | Attendees | Rental Revenue | Event Name |
|----------------------------------------|---------------|-------------|-----------|----------------|---------------------------------------------------------------------|
| November | 2023 | FY24 | 800 | \$13,000 | CTI Fall Conference |
| February | 2024 | FY24 | 1750 | \$24,605 | Georgia Science Teachers Association Conference |
| April | 2024 | FY24 | 300 | \$12,000 | Georgia Association of Women in Public Safety (GAWPS) Conference |
| March | 2025 | FY25 | 200 | \$11,000 | Georgia Emergency Communications Conference |
| Fiscal Year 2024 (July 2023-June 2024) | | | | | |
| Event Month | Calendar Year | Fiscal Year | Attendees | Rental Revenue | Event Name |
| October | 2023 | FY24 | 225 | \$8,000 | Technical College System of Georgia (TCSG) Student Affairs Summit |
| November | 2023 | FY24 | 800 | \$8,735 | GA FBLA South/Central Georgia Fall Leadership Conference |
| December | 2023 | FY24 | 250 | \$9,390 | BBB Meeting |
| February | 2024 | FY24 | 1300 | \$7,820 | GA FBLA Middle School State Conference |
| February | 2024 | FY24 | 250 | \$7,926 | American Fisher Society |
| March | 2024 | FY24 | 200 | \$8,000 | 2024 Annual Sales Meeting - Industrial Group |
| March | 2024 | FY24 | 600 | \$17,000 | Georgia Association of Gifted Children Annual 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) |
| April | 2024 | FY24 | 500 | \$12,000 | Creative South |
| May | 2024 | FY24 | 3000 | \$50,000 | Georgia Republican Party State Convention |
| 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 | 850 | \$5,000 | Georgia Chamber of Commerce Congressional Luncheon |
| 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 ASVD Conference (After School & Youth Development) 2024 |
| September | 2024 | FY25 | 350 | \$21,400 | Georgia Association of State Facilities Administrators |
| September | 2024 | FY25 | 350 | \$18,815 | Georgia Association of Code Enforcement |
| October | 2024 | FY25 | 200 | \$9,888 | ITS GA Annual Meeting |
| October | 2024 | FY25 | 500 | \$20,000 | American College of Physicians Georgia Chapter- Annual Meeting |
| 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 |
| 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 |
| April | 2025 | FY25 | 700 | \$18,000 | 2025 Georgia School Nutrition Association (GSNA) Annual 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 |
| May | 2025 | FY25 | 500 | \$21,460 | Southeastern Synod of Evangelical Lutheran Church of America Conference |
| Fiscal Year 2026+ (July 2025+) | | | | | |
| Event Month | Calendar Year | Fiscal Year | Attendees | Rental Revenue | Event Name |
| July | 2025 | FY26+ | 500 | \$17,900 | Georgia Gang Investigators Association (GGIA) Annual Conference |
| August | 2025 | FY26+ | 300 | \$10,500 | 2025 District Convention- Georgia District of Kiwanis International |
| October | 2025 | FY26+ | 500 | \$20,000 | American College of Physicians Georgia Chapter- Annual Meeting |
| November | 2025 | FY26+ | 800 | \$13,000 | CTI Fall Conference |
| May | 2026 | FY26+ | 105 | \$3,870 | 2026 ICJE Probate Court Judges' Traffic Conference |
| May | 2026 | FY26+ | 1000 | \$67,228 | Libertarian Party Convention 2026 |
| May | 2026 | FY26+ | 500 | \$21,460 | Southeastern Synod of Evangelical Lutheran Church of America Conference |
| 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 |



COLUMBUS GEORGIA CONVENTION & TRADE CENTER Overview of Recent Events

Date: August 24, 2023

Current Projects

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

Completed Projects/Updates

June Completed Projects List:

- 1) Annual Inspection of eight (8) Elevators by Terry Kerlin of the Georgia State Inspection Office-Completed June 15, 2023
- 2) Annual Inspection of two (2) Escalators by Schindler Corporation-Completed June 15, 2023
- 3) Annual PMs for Air Operable Walls by George F. Richardson, Inc.-Partial Completion on June 3, 2023
- 4) Annual Backflow Prevention Tests by Fuller Fire & Safety- Completed on June 7, 2023
- 5) Annual Inspection Testing of Water Based Fire Protection Systems (Dry & Wet)-Completed on June 7, 2023
- 6) Annual Fire Safety Inspection Report by Fuller Fire & Safety-Completed on June 5, 2023

July Completed Projects List:

- 1) Annual PMs on two (2) Lochnivar Armour Domestic Hot Water Boilers by Comfort Systems-Completed on July 13, 2023
- 2) Annual PM's on two (2) Lochnivar Armour Storage Tanks by Comfort Systems-Completed on July 13, 2023
- 3) Annual PM's on two (2) Lochnivar Armour Boilers by Comfort Systems-Completed on July 13, 2023
- 4) Annual PM's on two (2) Raypak Boilers by Comfort Systems-Completed on July 13, 2023
- 5) Annual PM's on Loading Dock Levelers by River City Door Company-Completed on July 3, 2023
- 6) Installation of two (2) E-Stop Safety Cut-Off Switches for Raypak Boilers by Bass Electrical Company-Completed on July 13, 2023
- 7) Installation of new electrical module in disconnect for EAH-1 Air Handler by Bass Electrical Company-Completed July 11, 2023
- 8) Installation of 120V electrical outlet for Front Desk Modular Office Cubicle in Administration Office-Completed July 12, 2023
- 9) Semi-Annual PM's Restaurant Fire Suppression Systems by Fuller Fire & Safety-Completed July 31, 2023

Employee Updates

Active Job Postings - TOTAL: 14 positions available

- Event Attendant Part-Time – Admin – advertised (1) position.
- Operations Full Time Crew Leader – advertised (1) position.
- Operations Full Time Custodians – advertised (4) positions.
- Operations Full Time Event Attendants – advertised (2) positions.
- Operations Part-Time Event Attendants - advertised (2) positions.
- Facilities Full-Time – processing candidate pools (1) position
- Facilities Full-Time (temporary) processing candidate pool (3) positions

Authority Meeting Agenda

- October 19th – Covering August & September (July financials will be included in the packet)



BOARD OF COMMISSIONERS MEETING
Wednesday, October 18, 2023

Commissioners Present: Lauren Becker, Chair; Jamie Waters, Vice Chair; Amy Bryan, Dan Gilbert, Pace Halter, Michelle Spivey

Commissioners Absent: Miles Greathouse, Secretary/Treasurer; Sherricka Day, Peter Jones, Mayor Skip Henderson

Special Invitees: Norm Easterbrook, RiverCenter for the Performing Arts; Haley Tillery, Columbus GA Convention & Trade Center; Merri Sherman, Columbus Sports Council; Ed Wolverton, Uptown Columbus, Inc.

Staff Present: Peter Bowden, Shelby Guest, Kim Gonzalez, and Ashley Woitena

Call to Order Lauren Becker

- ☐ The October 2023 meeting was called to order by Lauren Becker at 4:00 pm.

Special Presentation Tourism Investment District..... Lauren Becker

- ☐ Lauren Becker introduced Tiffany Gallagher with Civitas. Ms. Gallagher gave a presentation about the inner workings of a Tourism Investment District (TID). She explained how a TID operates, and the various steps needed to form a TID. Ms. Gallagher took questions from attendees.
- ☐ A motion to proceed with the TID feasibility study was made by Pace Halter, seconded by Dan Gilbert. A vote was taken, and the motion was approved.

Secretary Treasurer Report Lauren Becker

- ☐ In the absence of Secretary/Treasurer Miles Greathouse, Lauren Becker presented the consent agenda which included minutes for the September 2023 meeting, as well as financials for September 2023. She asked if there were any questions or discussion. There being none, a motion was made by Pace Halter to approve the consent agenda, seconded by Jamie Waters. A vote was taken, and the motion was approved.

Adjournment Lauren Becker

With no further business, Ms. Becker adjourned the meeting at 5:04 p.m.

BOARD OF HISTORIC AND ARCHITECTURAL REVIEW

MINUTES

Item #4.

**Citizen Services Center | Council Chambers
3111 Citizens Way Columbus, GA
February 13, 2023 | 3:30 PM**

I. CALL TO ORDER / ESTABLISH QUORUM

Attendees: Libby Smith, Fran Carpenter, Alex Griggs, Emily Flourney (Chair),
Toney Johnson and Mollie Smith
Absent: Jack Hayes, Tyler Pritchard

1. Elect officers

Fran Carpenter moved to delay elections until the end of the meeting due to time constraints and Alex Griggs seconded; the motion carried unanimously.

II. APPROVAL OF MINUTES AND STAFF REPORT

Emily Flourney noted inconsistent language in the staff report regarding “contributing properties”. Alex Griggs moved to accept the staff report with the aforementioned note and Fran Carpenter seconded; the motion carried unanimously.

Alex Griggs moved to accept the minutes as presented and Fran Carpenter seconded; the motion carried unanimously.

III. NEW CASES:

- 1. 806 Overlook Dr:** C Baker, applicant, intends to construct a second floor addition over a rear porch, add columns and baluster to the porch, change the roof on an existing portion of the house, and add windows to that section

Allison Slocum read the staff report and the applicant presented their case. The applicant stated the proposed addition will not be taller than the original roof and will feature 8 ft ceilings. The applicant also stated the proposed windows are aluminum clad, true divided light and paintable.

Alex Griggs moved to approve the application as presented and Toney Johnson seconded; the motion carried unanimously.

2. **102 5th St:** Sia Etemadi, applicant, The applicant intends to add a transom over the front door, add wood shutters to the front windows, and add storm windows to all windows.

Allison Slocum read the staff report and the applicant presented their case. Alex Griggs stated he does not have a problem with the shutters but the proposed transom may be inappropriate for the house in question. The board discussed the history of the home and it's context in this neighborhood.

Alex Griggs moved to approve the proposed storm window treatment as presented and Mollie Smith seconded; the motion carried unanimously.

Alex Griggs moved to approve installation of the proposed shutters per specifications submitted; Fran Carpenter seconded and the motion carried unanimously.

The board continued discussion on the proposed changes and discussed alternatives to the transom; the applicant stated the rafters are exposed and trim wouldn't be a good addition to this home.

Fran Carpenter moved to deny construction of the proposed transom and Libby Smith seconded; the motion carried with one board member in dissent.

3. **605 2nd Ave:** Sia Etemadi, applicant, intends to add a privacy fence and 2 gates.

Allison Slocum read the staff report and the applicant presented their case. The applicant confirmed to the board the proposed fencing will match existing fencing on site and the proposed gates are about 6 feet tall.

Alex Griggs moved to approve the application as presented and Libby Smith seconded; the motion carried unanimously.

4. **604 2nd Ave:** Sia Etemadi, applicant, intends to divide a single family house into 3 separate houses.

Allison Slocum read the staff report and the applicant presented their case.

The board noted the connection to the next case (608 2nd Ave) and stated a desire to hear and vote on them together.

The applicant explained the history of the property, noting that it lacks historic significance and was previously an adult day care that they intend to convert into single family housing.

The board clarified to the applicant that driveway changes would require board approval.

Toney Johnson moved to approve the application for 604 and 608 2nd Ave as presented and Alex Griggs seconded; the motion carried unanimously.

5. **608 2nd Ave:** Sia Etemadi, applicant, intends to divide a single family house into 3 separate houses.

Approved by vote from the prior case

6. **1920 Flournoy Dr:** Wells Fargo, applicant, intends to replace terracotta roofing tile with black asphalt shingles

The applicant was not present and communicated to staff a desire to have the case tabled until next month. Alex Griggs moved to table the application and Alex Griggs seconded; the motion carried unanimously.

7. **705 2nd Ave:** Ben DiQuattro, applicant, intends to construct a hand rail for front porch steps.

Allison Slocum read the staff report and the applicant presented their case. The board attempted to receive clarification about the proposed design of the handrails in question; the board expressed a desire to have a rendering of what the proposed handrail would look like and how it would be installed.

Alex Griggs moved to table the application to allow the applicant to submit updated information including drawings of the proposed handrail and Toney Johnson seconded; the motion carried unanimously.

8. **1540 Cherokee Ave:** Katie and Elliott Long, applicants, intend to extend the second story over the carport and enclose the carport.

Allison Slocum read the staff report and the applicant presented their case. The applicant stated their house is not a split level house in type and this type is not listed in the design guidelines.

Emily Flourney stated the issue is how the change is an odd addition to the 2nd story of this type of home and disrupts the house's typology. Toney Johnson also stated the addition would throw the house out of balance and be a strange change. Emily Flourney also noted the lack of a window on the front elevation presented.

Alex Griggs moved to deny the application as presented and Toney Johnson seconded; the motion carried unanimously.

9. **1306 16th Ave:** Gerald Teel, applicant, intends to replace the existing wood siding on the southside room with brick like the rest of the home.

Allison Slocum read the staff report and the applicant presented their case. The applicant stated a desire to secure the exterior of the home with the proposed change.

Alex Griggs moved to deny the application as presented and Libby Smith seconded; the motion carried unanimously.

IV. OLD CASES

1. **601 Broadway:** Sia Etemadi, applicant, intends to add a second story to the rear of the home.

Allison Slocum read the staff report and the applicant presented their additional information. The updated plans feature a smaller slope right behind the original roof.

Alex Griggs moved to approve the application as presented with additional information and Toney Johnson seconded; the motion carried unanimously.

2. **2500 18th Ave:** Nathan Gleason, applicant, intends to construct an inground pool

No applicant was present. The board did not make or vote on a motion for this case due to facility time constraints.

V. NEW BUSINESS

1. Refer properties to Inspections and Code

The board was unable to refer properties due to facility time constraints. Staff indicated referrals may still be made via email.

VI. ADJOURNMENT

The meeting was adjourned due to facility time constraints.

BOARD OF HISTORIC AND ARCHITECTURAL REVIEW
MINUTES

Item #4.

Citizen Services Center | Council Chambers
3111 Citizens Way Columbus, GA
March 13, 2023 | 3:30 PM

I. CALL TO ORDER / ESTABLISH QUORUM

In attendance: Toney Johnson, Emily Flournoy (acting chair), Mollie Smith, Alex Griggs, Fran Carpenter, Jennifer Lamb, Libby Smith

Absent: Jack Hayes, Tyler Pritchard, [Liberty Seat Vacant], [At-Large Seat Vacant]

1. Welcome new members

The board welcomed Jennifer Lamb to the board

2. Elect officers

Alex Griggs moved to nominate Mollie Smith chair and Libby Smith seconded; the motion carried unanimously.

II. APPROVAL OF MINUTES AND STAFF REPORT

Alex Griggs moved to approve the staff report and minutes and Emily Flournoy seconded. The board requested that attendance and absences always be shown on the minutes; staff agreed to this request. The motion carried unanimously.

III. NEW CASES:

1. **113 7th St:** Robert Haven, applicant, seeks approval to modify an existing certificate of appropriateness regarding a rear addition per specifications submitted

Allison Slocum read the staff report and the applicant presented their case. The applicant stated they will not need to move the storage building per the proposal. Toney received confirmation the windows will remain as per the original approval.

Alex Griggs moved to approve the application as presented and Libby Smith seconded; the motion carried unanimously.

IV. TABLED CASES

1. **2500 18th Ave:** Nathan Gleason, applicant, intends to construct an inground pool.

No applicant was present. Alex Griggs moved to deny the application and Toney Johnson seconded; the motion carried unanimously.

2. **705 2nd Ave:** Ben DiQuattro, applicant, intends to construct a hand rail for front porch steps.

No applicant was present. Alex Griggs moved to deny the application and Libby Smith seconded; the motion carried unanimously.

3. **1920 Flournoy St:** Chad Hunnicutt, applicant, seeks approval to replace a terra cotta roof with an architectural shingle roof.

No applicant was present. Alex Griggs moved to deny the application and Fran Carpenter seconded; the motion carried unanimously.

V. NEW BUSINESS

1. **604 and 606 2nd Ave**

Sia Etemadi, applicant, requests modification to prior approval to allow construction of porches with fire resistant material per direction of Inspections and Code Department.

Alex Griggs moved to approve changing the wood stoop to a concrete platform with brick veneer with the condition that drawings and other information be brought to the board within 14 days; Libby Smith seconded and the motion carried unanimously.

2. **Request information from Inspections and Code**

The board requested follow up on 715 1st Ave regarding the COA for fencing

3. **Announce staff news**

Rex Wilkinson introduced Claire Mitchell, a new planner with the Columbus Consolidated Government, who will be taking over as BHAR secretary later this year.

4. **Information about training opportunities**

Staff described some upcoming training opportunities for board members and staff.

5. **Board Discussion**

The board discussed application review procedures and how staff contacts applicants after meetings, particularly meetings an applicant misses. The board also discussed requiring applicants of tabled cases to submit information at least 2 weeks prior to the next meeting to allow board/staff review time. The board also proposed a new agenda format to clearly delineate what cases will be heard with new information and what cases remain tabled; staff indicated they will use this new format in April. The board also reiterated a request to have absences and attendance always shown on the minutes; staff indicated they will adhere to this request.

VI. ADJOURNMENT

The chair adjourned the meeting.

BOARD OF HISTORIC AND ARCHITECTURAL REVIEW

MINUTES

Item #4.

Citizen Services Center | Community Room
3111 Citizens Way Columbus, GA
April 13, 2023 | 3:30 PM

I. CALL TO ORDER / ESTABLISH QUORUM

The meeting was called to order with the following attendance:

Board Members Present: Tyler Pritchard, Emily Flournoy, Alex Griggs, Mollie Smith (Chair), Jen Lamb, Toney Johnson, Fran Carpenter, Sean Spencer and Libby Smith

Board Members Absent: [Vacant Board Seat], Jack Hayes

Staff Present: Rex Wilkinson and Claire Mitchell (CCG), Allison Slocum (RVRC)

II. APPROVAL OF MINUTES AND STAFF REPORT

Alex Griggs moved to approve the staff report. Toney Johnson noted a mistake on a version of the staff report regarding 605 Broadway that was issued to board members prior to the meeting; Emily Flournoy moved to second the approval of the minutes while noting the mistake and correction mentioned by Toney Johnson.

The board took no action regarding the prior months minutes.

III. NEW CASES:

1. **1807 17th St:** Girl Scouts, applicant, intends to construct a room and porch addition

Allison Slocum read the staff report and the applicant presented their case. The board discussed the siding materials proposed in the application and inquired with the applicant as to the original materials in use on the property; the applicant stated vinyl is in use on the original property. The board noted the importance of distinguishing new construction from original.

Alex Griggs moved to approve the application with the amendment that fiber-cement material siding with a vertical decorative element be used in lieu of vinyl; Fran Carpenter seconded and the motion carried unanimously.

2. **605 Broadway:** Toney Johnson, applicant, intends to replace existing roof with architectural shingle roof.

Toney Johnson recused himself from hearing this case as he is the applicant. Allison Slocum read the staff report and the applicant presented their case.

The board and the applicant discussed the condition of the existing roof and prior treatments used to ameliorate leakage issues; the applicant stated they have used 3 coats of a roll on treatment. The board also discussed the availability of shingles that match the existing roof; they are very expensive but could be procured.

Alex Griggs moved to approve the application noting the board has approved similar roof changes in the past; Jen Lamb seconded and the motion carried unanimously.

IV. RETURNING CASES

1. *604 and 6082nd Ave: Sia Etemadi, applicant, presented updated drawings regarding a modification to an existing COA; the applicant was required to make a minor modification at the direction of Inspections and Code for safety reasons. This item did not appear on the agenda as issued for the April 2023 meeting.*

Alex Griggs moved to approve the railing as submitted and Jen Lamb seconded; the motion passed unanimously.

V. TABLED CASES

NONE

VI. NEW BUSINESS

1. Receive updates on referred properties

Staff updated the board on properties referred at the previous meeting and/or via email since the meeting.

2. Board discussion on application review procedures

The board discussed the notification received regarding the demolition of properties surrounding the Ma Rainey House by the city earlier in April. Rex Wilkinson, staff, stated he received less than 48 hours notice before the properties were demolished; The board emphasized a need for timely notification for all proposed work that affects cultural resources. The board discussed the timeline of the demolition of the houses surrounding the Ma Rainey House and requested staff share the notification as received by staff; staff indicated they would share that notification.

Board members also requested additional information from staff regarding the exemption of city owned properties from board review; staff indicated this has long been how the city and board has operated but would reach out to the city attorney for clarification if requested.

Board members indicated dissatisfaction with enforcement and surveillance in our historic district as well as a perceived lack of communication from city personnel regarding the demolition of the two properties surrounding the Ma Rainey House.

Board members emphasized the importance of staff making all information available in a timely, consistent manner to allow for review prior to the meeting.

Board members also requested a called meeting in the future to address housekeeping/logistical concerns due to the time constraints in the regularly scheduled meeting. The chair requested that staff set up a called meeting for April 24th.

3. Refer properties for inspections and code

Board members referred the following properties:

2903 10th Ave: “Green Monster” continues to decay

2908 Beacon Ave: chimney falling apart and roof in bad shape

2906 10th Ave: porch and columns appear to be failing

828 1st Ave: Houses in area are in general disrepair

1601 Broadway: window broken and does not appear secure

VII. ADJOURNMENT

The chair adjourned the meeting at 5:00 PM

BOARD OF HISTORIC AND ARCHITECTURAL REVIEW MINUTES

Citizen Services Center | Council Chambers
3111 Citizens Way Columbus, GA
May 8, 2023 | 3:30 PM

I. CALL TO ORDER / ESTABLISH QUORUM

Attendees: Mollie Smith, Alex Griggs, Emily Flournoy, Jack Hayes, Jennifer Lamb, Fran Carpenter, Libby Smith, Tony Johnson (arrived before adjournment)
Absent: Shea Spencer, Tyler Pritchard

II. APPROVAL OF MINUTES AND STAFF REPORT

The board pointed out two errors in the April minutes. The April Meeting was held on the 10th not the 13th and there were two incorrect addresses in the April minutes.

Emily Flournoy moved to approve the March minutes. Libby Smith seconds. The motion carried unanimously.

III. NEW CASES:

1. 425 2nd Ave: James and Crystal Hawkins, applicants, intend to install a handrail for safety per specifications submitted

Libby Smith asked for clarification on whether the spindles had already been replaced. The applicant explained the

spindles had already been replaced. Emily Flourney states the current replacement spindles are too thin in diameter and need to be larger in diameter to be historically accurate. The applicant explained the railing they replaced was not the house's original railing and that originally there was no railing around the porch. The applicant explains the handrail is a flat four by four, which the board states is not as decorative as the rest of the railing. Emily Flourney moved to deny the case and Alex Griggs seconded the motion. The motion carried unanimously.

IV. RETURNING CASES

1. 514 1st Ave: Sia Etemadi, applicant, has submitted additional information regarding a previously approved project

The applicant returned from a former case seeking approval for the back of the house railing due to the homeowners change in design. Mollie Smith questions the removal of the screen porch idea and whether the three windows were covered in the original application. The applicant explains the three windows were covered in the previous case but were in a different location prior to the design change. Emily Flourney moved to approve as submitted and Jennifer Lamb seconds the motion. The motion carried unanimously.

V. TABLED CASES

1. 616 Broadway: Ken Henson, applicant, intends to construct a detached garage per specifications submitted. This case has been tabled for the May 2023 meeting and will not be heard.

The applicant explains the shingle roof on the garage will match the roof on the home located on the property. The

windows and siding will also match the home. The board asks whether the applicant plans to purchase the property on which the garage is set to be located. The applicant states his intention to purchase or be provided with an easement. Emily Flourney suggests the applicant avoid using asphalt for the driveway. Emily Flourney moved to approve with the agreement the applicant will construct a concrete or gravel driveway and Jennifer Lamb seconds. The motion carried unanimously.

VI. NEW BUSINESS

1. 601 Broadway: Diana and Debbie Young, the applicants, fix the roof of their home in order to provide more space in alignment with guidelines. Alex Griggs moves to approve the alteration of application. Libby Smith second. Emily Flourney amends motion: Emily Flourney understands this is a unique situation. Noting issues arose during construction and above motion. The motion carried unanimously.

VII. ADJOURNMENT

MINUTES APPROVED

Time: Wednesday, October 11, 2023, 12:00PM-1:00PM

Place: Annex 1st Floor Conference Room, 420 10th St.

Board Members Present: Lance Hemmings (Chair), Steve Anthony, Deidre Tilley, Michelle Williams, Sherrie Aaron

Staff Present: Natalie Bouyett (CRD Real Estate Specialist), Kim Mitchell (CRD Assistant Director),

Guests: Alston Auton (future board member)

Members of the Public: 1

Call to Order: Lance Hemmings, 12:07pm

1. Approve Minutes from August 9, September 13, and September 21

Motion to accept minutes from August 9, September 13, and September 21

Steve Anthony makes a motion to approve all the minutes. Deidre Tilly seconds. All approve

2. Chairman's Report

Appearing before City Council –September 26

Chair states that the Land Bank presentation at City Council went well. At Council meeting, they shared that the LBA has sold 32 properties in the past 18 months, and can do 25-30 properties in the next year. They highlighted two redevelopment success stories, projects with NeighborWorks, etc. Chair notes that Councilor Begly asked about how the LBA would acquire properties. The Chair responded that the Tax Commissioner was responsible for initiating the in rem judicial foreclosure process, but did not want to go into detail about the issues with that relationship. They have a follow up meeting with Councilor Huff today. They received favorable comments from the Mayor and Mayor pro temp.

3. Director's Report

- Staff presents a plaque to Lance Hemmings for his 12 years of service to the LBA.
- Staff shares a signatory form with the board to review and announces that Sherrie Aaron will serve as the acting chair until elections in January. Board member Anthony suggests having a secondary signatory.
- Deidre Tilley makes a motion to nominate Steve Anthony as the secondary signer. Michelle Williams seconded the motion. All approved.
- Michelle Williams makes a motion to adopt the resolution and modify as required, with Sherrie Aaron (acting board chair as of Nov 1) as the primary signatory and Steve as the secondary signatory, beginning November 1, 2023. Steve Anthony seconded the motion. All approved.

4. Financial Report

- Closing at 3006 10th Street. The applicants were in attendance. The sale generated a profit of \$4,100. The only costs for LBA were the closing costs.
- Amendments to Budget

LBA plans to increase the marketing budget to bring awareness of LBA out to the community. Board member Tilley wants to educate citizens about the LBA, highlight LBA events and success stories, and promote LBA properties. Board member Tilley proposes \$1,800 for radio, TV, social media outreach. Board member Williams asks how \$1,800 was determined. Board member Tilley states that this is \$150 per month. Staff requests an additional \$1,200 for a retractable banner (\$200), promotional items (\$500), and miscellaneous items (\$500). The current budget is \$50. Chair notes that the city's website is difficult to navigate and may be ineffective for marketing the LBA. Secondly, investors are keeping LBA a secret because they see it as a source for low-cost housing. Third, Chair asks if realtors can put LBA website on their website. Staff shared with some realtors recently and they were interested in purchasing properties for themselves.

Board member Williams notes that there is \$2,600 remaining in the budget, and asks about how will the \$3,000 will be obtained. Staff states that money is coming out of projects in escrow. Staff offers to adjust to \$2,600. Board member Anthony asks about adjusting the budget in the new year (\$133,000).

Anthony requests that the financial statements and budget be on the same page.

Staff notes that expenses for this year appear correctly, but the profits exceeded the expected budget. However, the net income is greater than \$2,600. The net profit was \$56,000.

Anthony asks if it can be an intermingling of the two buckets? Staff says yes.

Steve Anthony makes a motion to adopt \$3,000 marketing budget for upcoming fiscal year. Sherrie Aaron seconded the motion. All approved.

5. Invest In Columbus Workshop

Staff discusses a comprehensive workshop about acquiring LBA properties. They will push paid promotions toward the end of the month. Capacity is 120 people.

Williams asks if it will be streamed. Staff says they are in conversation with CCG TV to stream it.

Anthony suggests enlarging the name "The Land Band Authority" to promote LBA.

6. American Rescue Plan Proposal Updates

LBA submitted two ARP applications for projects (6th Ave properties - \$800,000). It is a reimbursable grant. Grant would not be billed at once. City will build a park behind those properties. Staff shares that they may only be able to do 2-3 houses instead of the full project. The second grant was for a \$100,000 scattered site acquisition but staff plans to take a different approach.

Chair asks about reimbursable nature of grant. He mentions that CRD staff stated the money could be reimbursed in about one week. This money would rotate in and out for a few months until the project is completed.

7. Property Updates

- Inventory – 1
- Donation - 1
- Sold – 1

1512 24th Street – Narrow, shotgun style lot. The lot has had multiple bids, but none have gone through. Chair asks staff about obtaining a variance. Staff member Wilson states that a variance will not make the lot more buildable. Board member Anthony asks about selling the lot to the adjacent property owner for \$1. Chair suggests covering the closing costs to get the property off the inventory. Staff will reach out to adjacent property owners to inquire about their interest.

Board member Tilley asks if there will be any issues with obtaining these properties. Chair says that at the Council presentation, the LBA presenters stated that they would like to see in rem foreclosures at least once per quarter.

Call to Adjourn: 12:52pm

THE MEDICAL CENTER HOSPITAL AUTHORITY
BOARD OF TRUSTEES
MINUTES
 July 26, 2023

The quarterly meeting of The Medical Center Hospital Authority Board of Trustees was held on Wednesday, July 26 2023, at 5:04 pm in the conference center at Piedmont Columbus Regional Midtown.

Members Present: Susan McWhirter, MD, Chair, Alpna Arora, Max Brabson, Jr., Brenda DeRamus, John Hargrove, Rick McKnight

Member Excused: John Bucholtz, MD., Mike Burns,

Others Present: Laura Drew, Scott Hill, Allen Holladay, Andrew Rothschild

I. Approval of Minutes

On motion by Mr. Brabson, seconded by Mr. Hargrove, the minutes of the April 26, 2023, meeting were approved as submitted.

II. Review of Operations and approval of Financial Statements Period Ending June 30, 2023

A. The Medical Center Hospital Authority

Total income year-to-date June 30, 2023 was \$288,584 versus prior year of \$232,786. Total expenses were \$451,415 versus the prior year of \$291,406. Net income was -\$162,832 versus the prior year of -\$58,620.

Total Current Assets of \$2.3M versus prior year of \$2.6M. Noncurrent Assets and other of \$4.97M versus \$5.08M. Total Current Liabilities of \$22,069 versus \$320,222

B. Spring Harbor

Operating income for year-to-date June 30, 2023 was \$1.1M versus the budget of \$995K. Total occupancy was 83% versus the target of 85%. Independent living current occupancy was 172 versus the target of 175. Healthcare occupancy was 72.4% versus the target of 75.5% (remaining steady). Revenue of \$16.7M which is \$251K under budget. Operating Expenses of \$15.6M is \$317K under budget. This was the first time in a long time they made a profit. Still having issues with staffing.

C. Piedmont Columbus Regional

Month ending June 30, 2023 earnings after regional allocations of \$18.0M on a budget of \$9.4M. Year-to-date earnings after regional allocations were \$101.3M on a budget of \$89.2M. As this was a soft close, the financials will look better after hard close.

On motion by Mr. Brabson, seconded by Dr. Hargrove, the board adopted the financial report presented by Mr. Holladay and discussed.

III. Spring Harbor Update

Mrs. Drew provided an update on Spring Harbor. The State Survey was completed with only two citations and the Action Plans have been completed. Federal Surveyors showed up for a random survey to make sure the state has been doing their job accurately and only issued one tag. They cannot do another survey on the facility for five years. Spring Harbor is the top 1% in the Country. This was the first Federal Survey at Spring Harbor. Dining services continues to improve. The Bistro is in the construction phase.

IV. Items for Board Approval

- a. Mr. McKnight advised that Dr. John Bucholtz and himself are up for reappointment effective January 1, 2024 and have both agreed to serve additional terms. Board unanimously approved to submit the names of Woodrow W. McWilliams, Murray Solomon and Tracey L. Sayers to City Council for the reappointment of Rick McKnight and John Bucholtz, DO.

On motion by Mr. McKnight, seconded by Mrs. DeRamus, the board approved to submit the above names to City Council for the reappointments.

- b. Mr. McKnight advised that Woodrow W. McWilliams, Murray Solomon and Tracey L. Sayers were approved by the City Council to fill the seat formally held by Mr. Rodney Mahone.

On motion by Mr. McKnight, seconded by Mrs. DeRamus, the board approved the appointment of Dr. Woodrow W. McWilliams to serve on the Board term effective date of January 1, 2023.

- c. The Reaffirm Bank Resolution of Signatories was presented to the Board and was unanimously approved to have the signatories of Dr. Susan McWhirter, MD, Rick McKnight, Allen Holladay, Holly Saville, Gregory Robert Scibona and Marie R. Gaffney.

On motion by Mr. McKnight, seconded by Mrs. DeRamus, the board approved the above bank signatories.

- d. The Conflict of Interest Questionnaires of the Board were reviewed as submitted and no conflicts were reported. The questionnaire for Mr. Burns was the incorrect copy and the correct one was emailed out the same night of the meeting and was approved by the Board.

On motion by Mr. McKnight, seconded by Mrs. DeRamus, the board approved the Conflict of Interest Questionnaires.

V. Report from Piedmont Columbus Regional

No report at this time

VI. Other

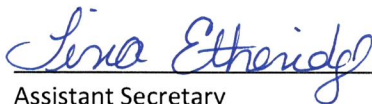
The FY 2023 Meeting Schedule was provided to the Board.

VII. Executive Session

On motion by Mr. Hargrove, seconded by Mr. McKnight, the Authority, on advice of legal counsel, then went into executive session, closed to the public, to discuss matters described below pursuant to exemption from the Open Meetings Act set forth at O.C.G.A. §50-14-3(a)(6)(C) which permits closure of any meeting of the governing authority of a public hospital in which the granting, restriction or revocation of medical staff privileges is discussed; pursuant to the exemption from the Open Meetings Act set forth at O.C.G.A. §50-14-2 which permits closure of any meeting to consult with legal counsel pertaining to pending litigation brought by or against an "agency"; and also pursuant to the exemption from the Open Meetings Act set forth in the Georgia Hospital Authorities Law §50-31-75.2 which permits closure in executive session to allow discussion of a potentially commercially valuable proposal or strategy that may be of "competitive advantage" in the operations of the Authority or its medical facilities that has not been made public. The members voting to go into executive session were all those who were initially present as indicated above.



Chair



Assistant Secretary

File Attachments for Item:

. COUNCIL APPOINTMENTS- ANY NOMINATIONS WOULD BE LISTED FOR THE NEXT MEETING:

COOPERATIVE EXTENSION ADVISORY BOARD:

Lawanna Williams

Does not desire reappointment

Term Expires: December 31, 2023

Open for Nominations

(Council's Appointment)

VACANT

Term Expires: December 31, 2028

The terms are six years. Meets quarterly.

Open for Nominations

(Council's Appointment)

Women: 4

Senatorial District 15: 2

Senatorial District 29: 2

HISTORIC & ARCHITECTURAL REVIEW BOARD:

Marjorie "Mollie" Smith

Historic District Resident

Eligible to succeed

Open for Nominations

(Council's Appointment)

Term Expires: January 31, 2024

Libby Smith

Historic District Resident

Not Eligible to succeed

Term Expires: January 31, 2024

Rev. Curtis West

Liberty Cultural Center, Inc.

No longer a resident of Muscogee County

Term Expires: January 31, 2024

The terms are three years. Meets monthly.

Women: 5

Senatorial District 15: 9

Senatorial District 29: 2

TREE BOARD:

Troy Keller

Educator Seat

Not eligible to succeed

Term Expired: December 31, 2020

Frank Tommey

Residential Development Seat

Not eligible to succeed

Open for Nominations

(Council's Appointment)

Open for Nominations

(Council's Appointment)

Open for Nominations

(Council's Appointment)

Open for Nominations

(Council's Appointment)

Term Expired: December 31, 2020

These are four-year terms. Meets as needed.

Councilor Cogle is nominating Clifton Ruehl for the Educator seat and Jodi Saunders for the Residential Development seat.

Women: 7

Senatorial District 15: 5

Senatorial District 29: 6

**Columbus Consolidated Government
Board Appointments – Action Requested**

5. COUNCIL APPOINTMENTS- ANY NOMINATIONS WOULD BE LISTED FOR THE NEXT MEETING:

A. COOPERATIVE EXTENSION ADVISORY BOARD:

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Does not desire reappointment

Term Expires: December 31, 2023

Open for Nominations
(Council's Appointment)

VACANT

Term Expires: December 31, 2028

Open for Nominations
(Council's Appointment)

The terms are six years. Meets quarterly.

Women: 4

Senatorial District 15: 2

Senatorial District 29: 2

B. HISTORIC & ARCHITECTURAL REVIEW BOARD:

Marjorie "Mollie" Smith

Historic District Resident

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Term Expires: January 31, 2024

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(Council's Appointment)

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C. TREE BOARD:

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(Council's Appointment)

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Residential Development Seat

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Term Expired: December 31, 2020

Open for Nominations
(Council's Appointment)

These are four-year terms. Meets as needed.

Councilor Cogle is nominating Clifton Ruehl for the Educator seat and Jodi Saunders for the Residential Development seat.

Women: 7

Senatorial District 15: 5

Senatorial District 29: 6

File Attachments for Item:

6. Request for Refund of Property Tax as submitted by Mr. Ronald Pettigrew for the property located at: 8036 Deerwood Court with the reinstatement of exemptions for Years 2021 and 2022.



Columbus, Georgia, Board of Tax Assessors

GEORGIA'S FIRST CONSOLIDATED GOVERNMENT

City Services Center
3111 Citizens Way
Columbus, GA 31906

Mailing Address:
PO Box 1340
Columbus, GA 31902

Telephone (706) 653-4398, 4402
Fax (706) 225-3800

Board Members

Jayne Govar
Chairman

Lanitra Sandifer Hicks
Assessor

Kathy J. Jones
Assessor

Todd A. Hammonds
Assessor

Trey Carmack
Vice Chairman

Chief Appraiser
Suzanne Widenhouse

July 11, 2023

Ronald L & Jendollu S Pettigrew
8036 Deerwood Ct
Upatoi, GA 31829

Re: Removal of Homestead Exemption on Parcels 144 006 011 & 116 003 007

Dear Ms. Hunt:

This letter is to advise you it was brought to the Board's attention that you have been claiming homestead exemption on two properties, one located at 5812 Sandy Oak Dr and another at 8036 Deerwood Ct. The Official Code of Georgia Annotated (OCGA) 48-5-44 only allows for the claiming of homestead on a residence which is physically occupied by the owner.

As stated:

OCGA 48-5-51 (a) it shall be unlawful for any person to:

- (1) Make any false or fraudulent claim for exemption under Code Sections 48-5-44 through 48-5-50;*
 - (2) Make any false statement or false representation of a material fact in support of a claim for exemption under Code Sections 48-5-44 through 48-5-50; or*
 - (3) Assist another knowingly in the preparation of any false or fraudulent claim for exemption under Code Sections 48-5-44 through 48-5-50, or enter into any collusion with another by the execution of a fictitious deed, deed of trust, mortgage, or otherwise.*
- (b) Any person who violates this Code section shall be guilty of a misdemeanor. In addition, the property shall be taxed in an amount double the tax otherwise to be paid.*

Under OCGA 48-2-49 Periods of Limitation for assessment of taxes

(c) Except as otherwise provided by this title, in the case of a false or fraudulent return or report filed with the intent to evade tax or a failure to file a return or report, the amount of any tax imposed by this title may be assessed at any time.

The Board acknowledged the homestead was claimed on both properties for 3 years and was subject to OCGA 48-2-49. They have elected to remove the homestead on both parcels for tax years 2021, 2022 and 2023. This decision has been forwarded to the Tax Commissioners Office for the billing of any outstanding taxes, penalties and interest.

"An Equal Opportunity / Affirmative Action Organization"

MEMBERS: Georgia Association of Assessing Officials, International Association of Assessing Officials

You have the right to appeal this decision to the Board of Equalization, under OCGA 48-5-311. The appeal must be filed in writing and received by the Board of Tax Assessors or postmarked (not metered) no later than August 25, 2023. Any appeal received after the deadline will not be considered.

You may refile an application for homestead on the property you physically occupy for tax year 2024. This application can only be made if all taxes are current on the property and must be received no later than April 1, 2024.

Please let me know if you have any questions or if I may be of any further assistance. My Deputy Chief Appraiser Glen Thomason or Administration Division Manager Leilani Floyd may also assist you.

Sincerely,

Suzanne Widenhouse

Suzanne Widenhouse
Chief Appraiser

Ronald Pettigrew

Date: 9/18/2023

8036 Deerwood Ct

Upatoi, Ga 31829

TO WHOM IT MAY CONCERN,

My correspondent is in reference to an issue with termination homestead on my property at 8036 Deerwood Ct, Upatoi, GA and 5812 Sandy Oak Dr.

In 2016 I purchase the property at 5812 Sandy Oak which I placed homestead exemption in 2018 I moved and purchased a home in Warner Robins, GA. I stayed there for one year and in 2019 I got married and purchase the home at 8036 Deerwood Ct.

Once the home was purchased, I went into the tax commissioner's office to file for my exemption at which time I informed the representative to move the exemption from Sandy Oak to the Deerwood property. I wish I had put it in writing so I would have a record of the event, however I believed that it was done because the mortgage payment went up on the Sandy Oak property, so I thought the exemption had been removed.

In 2021 according to the tax records I received my exemption and the taxes decreased on the property at Deerwood because I filed my 100% disability exclusion.

The issue I have is number one the representative was informed there was an existing homestead and when I filed in 2020 for the Deerwood property the system through means of social security number or parcel number should have populated that there were two exemptions and I should have been notified, however it took two years and after filing an appeal this issue was found. I truly was under the impression that it was taken care of until I received the notice in July 2023

I'm a sixty eight year old law-abiding citizen and have been for the last 20 years of property ownership and I truly believe this was an error on both parties me for not proofing my statements and the tax office for not updating the system. I'm willing to take some responsibility in this issue, because of the board meeting attended this morning I will look more closely at my statements now for errors, which I haven't done since these properties are paid through a mortgage company.

I feel that I should take the hit on the back taxes on the 5812 Sandy Oak property, and I have paid those arrears in full for both properties for the 21 and 22 tax year. I'm requesting a reinstatement of exemption for years 21 and 22 for the 8036 Deerwood Ct and refund according to Section Code 48-5-380 for the taxes.

I have included with this letter a copy of my disability benefits letter and a letter that was delivered to the tax commissioner's office dated 3 August 20209

Kind regards,


Ronald Pettigrew

706.332.5866

Powerfinancialserv@gmail.com

19 SEP 2023 PM4:28
CC:BOARD OF TAX ASSESSORS

Mr. David Britt

August 3, 2023

My name is Ronald Pettigrew and Will Rembert told me to contact you concerning a discrepancy I believe with my property tax. I received a letter about my homestead stating I had two homestead exemptions, one at 5812 Sandy Oak Dr. ID # 116 003 007 and another at 8036 Deerwood Ct. ID # 144 006 011 .

I had the exemption on Sandy Oak Dr since 2016 and I purchased Deerwood Ct in Dec Of 2020. When I purchased that latter home the taxes on the former home increased. I didn't file the two exemptions or wasn't aware that there were two exemptions present.

Is it proper for the tax office to remove the exemptions or be aware that there are multiple exemptions on properties? I wasn't making efforts to manipulate the system, especially after the tax increase from the property at 5812 Sandy Oak. I was under the impression that the exemption had been removed.

If I need to come see you concerning this matter just let me know a date and time and I thank you for your time on this issue.

Respectfully,

8/2/23

DELIVERED

Ronald Pettigrew

RLP.AFBN@YAHOO.COM

706.332.5866

Sent from Mail for Windows

Sent from Mail for Windows

19 SEP 2023 PM4:24
COG_BOARD_OF_TAX_ASSESSORS



DEPARTMENT OF VETERANS AFFAIRS

September 18, 2023

Ronald L Pettigrew
Po Box 3225
Columbus, GA 31903

In Reply Refer to:
xxx-xx-4157
27/eBenefits

Dear Mr. Pettigrew:

This letter is a summary of benefits you currently receive from the Department of Veterans Affairs (VA). We are providing this letter to disabled Veterans to use in applying for benefits such as state or local property or vehicle tax relief, civil service preference, to obtain housing entitlements, free or reduced state park annual memberships, or any other program or entitlement in which verification of VA benefits is required. Please safeguard this important document. This letter is considered an official record of your VA entitlement.

Our records contain the following information:

Personal Claim Information

Your VA claim number is: xxx-xx-4157

You are the Veteran.

Military Information

Your most recent, verified periods of service (up to three) include:

| Branch of Service | Character of Service | Entered Active Duty | Released/Discharged |
|-------------------|----------------------|---------------------|---------------------|
| Air Force | Honorable | June 16, 1975 | June 15, 1979 |

(There may be additional periods of service not listed above.)

VA Benefit Information

| | |
|--------------------------------------------------------------------------------------------------------------------|-------------------|
| You have one or more service-connected disabilities: | Yes |
| Your combined service-connected evaluation is: | 100% |
| Your current monthly award amount is: | \$3823.89 |
| The effective date of the last change to your current award was: | December 01, 2022 |
| You are considered to be totally and permanently disabled due solely to your service-connected disabilities: | Yes |
| The effective date of when you became totally and permanently disabled due to your service-connected disabilities: | July 28, 2020 |

19 SEP 2023 PM4:24
CG BOARD OF TAX ASSESSORS