

**STATE OF GEORGIA  
COUNTY OF CHATHAM**

**LEASE AND OPERATING AGREEMENT**

THIS LEASE AND OPERATION AGREEMENT (“Agreement”) dated May \_\_\_\_, 2019, (“Effective Date”) is by and between **THE MAYOR AND ALDERMEN OF THE CITY OF SAVANNAH**, (“CITY”) a Georgia municipal corporation, and **COASTAL HERITAGE SOCIETY** (“CHS”), a Georgia non-profit corporation.

**WITNESSETH**

**WHEREAS**, CHS is a non-profit corporation whose mission is to preserve the cultural heritage of coastal Georgia and adjacent regions; to provide relevant educational and recreational experiences within a historical context for the public; which strives to meet the ethics and standards of the American Alliance of Museums and adheres to the Secretary of Interior’s Standards for Historic Preservation; and which operates and manages historic sites for multiple owners; and

**WHEREAS**, CHS operates Old Fort Jackson National Historic Landmark in Chatham County on behalf of the State of Georgia, and Pin Point Heritage Museum a privately owned facility in Chatham County; and

**WHEREAS**, CHS has previously occupied and managed CITY-owned property located at: 301-303 Martin Luther King, Jr. Boulevard (2-0031-47-001); 655 Louisville Road (2-0031-46-002, 2-0031-46-002B and 2-0031-46-004); 650 West Jones Street (2-0031-46-001A); and 604 West Jones Street (2-0031-46-002A) referred to as TRICENTENNIAL PARK (hereinafter referenced as “The Premises”) for the benefit of the CITY; said Premises comprising approximately 726,530 square feet of building space situated on approximately 23 acres of land; and

**WHEREAS**, The Premises as described above includes the operational areas known as the Savannah Visitor Information Center, the Georgia State Railroad Museum, Battlefield Memorial Park, Savannah History Museum, Savannah Children’s Museum (solely operated by CHS), snack bars/restaurants, gift shops, on-site parking, administrative offices, and related educational and recreation venues/exhibits; and

**WHEREAS**, the CITY has pursued a joint master plan for a public development of TRICENTENNIAL PARK since 1967, and has partnered with CHS since 1989 to define and create this plan and manage public resources to develop formerly derelict CITY property and provide economic, recreational and educational benefits through the use of this developed CITY property; and

**WHEREAS**, during that period of time, CHS has managed the master-planning of TRICENTENNIAL PARK, to include the future First Century Campus and railroad rights-of-way to the west including the viaduct west of the canal and the old Stevens Oil Company plot; and

**WHEREAS**, the CITY desires a high-quality recreational and educational facility be operated at The Premises which serves as a premier visitor destination with a growing audience and has selected CHS due its experience and specialized knowledge to operate and maintain The Premises in a manner that is compliant with all applicable codes, permitting, zoning, and licensing requirements while also generating excellent customer satisfaction ratings from customers/visitors and growing annual attendance levels; and

**WHEREAS**, CHS operates revenue-generating educational and recreational activities such as tours, train rides, reenactments, student field trips, and special events whose expenses are completely sustained by admissions, retail, food and beverage service, and outside clients and which do not threaten the site or its mission, and thereby adds a kinetic and exciting dimension to the area's Tourism industry and Educational assets largely funded by the users of these services; and

**WHEREAS**, in 2019, the CITY issued a public request for proposals and solicited sealed bids from parties interested in operating and managing Tricentennial Park on behalf of the CITY; and

**WHEREAS**, CHS responded to the public request for proposals and solicitation for bids, and the CITY subsequently awarded this Lease and Operating Agreement to CHS in accordance with the terms and conditions stated herein; and

**WHEREAS**, CHS has furnished Tricentennial Park with its own significant financial assets, historic assets, and intellectual properties at the request of the CITY; and

**WHEREAS**, CHS leverages its clientele base, contractual agreements, fundraising and partnerships on behalf of Tricentennial Park to maximize resources to fulfill its mission and render services to the public on behalf of the CITY.

**NOW, THEREFORE**, in consideration of the mutual covenants and conditions set forth herein, the adequacy, sufficiency and receipt of which are hereby acknowledged, the CITY and CHS agree as follows:

#### **ARTICLE 1 - GRANT OF USE**

- 1.1 **Grant.** The CITY hereby grants to CHS and to its agents, employees, guests and invitees a lease and operating agreement to enter, use, occupy, manage, operate and maintain The Premises for the Intended Use as set forth in Article 3, below.
- 1.2 **Care of Premises.** CHS shall operate and maintain The Premises in a clean, safe, and sanitary condition in accordance with industry best practices and CITY standards.
- 1.3 **Condition of Premises.** CHS accepts the Premises "AS-IS."
- 1.4 **Assignment and Sublicensing by CHS.** CHS may not be assign or sub-lease / sub-license The Premises to other occupants/users without the prior written consent of the CITY; whose consent can be withheld at the CITY's sole discretion.

1.5 Additional Licensing by CITY. The CITY reserves the right to license portions of The Premises to other occupants/users subject to the prior written consent of CHS.

## **ARTICLE 2 – TERM**

2.1 Initial Term of Use. The initial term of this Agreement shall commence at 12:00 a.m. on May 1, 2019 and terminate at midnight on December 31, 2019~~23~~ (“Initial Term”), unless otherwise terminated by the parties to this Agreement.

2.2 Renewal Term(s) of Use. As long as CHS is not in default of this Agreement and the CITY approves associated funding to continue this Agreement, CHS shall have the option to extend the Agreement for three (3) additional terms of five (5) years each (the “Renewal Term(s)”). Thus, the total potential maximum term of this Agreement is up to twenty (20) years. If CHS elects to proceed with a Renewal Term it shall notify the CITY of the intended renewal at least one hundred twenty (120) days prior to the expiration of the preceding Term.

## **ARTICLE 3 - USE OF PREMISES**

3.1 The CHS Uses. CHS shall use The Premises for the sole purpose of operating the Georgia State Railroad Museum, Battlefield Memorial Park, Savannah History Museum, Savannah Children’s Museum, snack bars/restaurants, gift shops, on-site parking, administrative offices, and educational and recreation venues/exhibits to create a high-quality recreational and educational facility which serves as a premier visitor destination with a growing annual audience and any other activities consistent with the educational and recreational use of the property.

3.2 CHS Maintenance and Management. CHS shall solely be responsible for securing and managing the operations, maintenance and repairs (excepting items in paragraph 3.3 below), and conditions of The Premises during the Initial Term and Renewal Term(s), if so extended.

3.3 CITY Maintenance: CITY will be solely responsible for replacements (but not maintenance and repairs) of long-lived items involving the roof, heating ventilation and air conditioning (HVAC) systems, and structural components (foundation and support walls); if and when such long-lived items have expired their useful life and can no longer be maintained or repaired by CHS in a cost-effective manner. In the event CITY has insufficient funds available/appropriated for requisite capital improvements/replacements of these long-lived items at The Premises, or if such improvements/replacements are not financially feasible, then CITY reserves the right to delay or not perform the capital improvements until such funding is appropriated and available.

3.4 Renovations and New Construction. Any proposed renovations or new construction by CHS at The Premises will be subject to the review and approval of the CITY at the CITY’s sole discretion.

## **ARTICLE 4: CONSIDERATION FOR SERVICES RENDERED**

As consideration and payment for services rendered, the CITY agrees to pay CHS the following:

4.1 \$540,000 for facility operations and maintenance services to include janitorial, grounds keeping, pest control, facility maintenance and upkeep, security, fire and safety inspection compliance, utility services, insurance and related facility operations and maintenance expenses.

4.2 \$176,528 to support Tricentennial Park administration to include: leadership; facility and site development; public relations, marketing and fundraising; accounting; administrative and human resource functions; grant and legal compliance; evaluation and oversight; and master planning and strategic planning.

4.3 One percent (1%) of the total gross revenues generated through operations of The Premises shall be payable directly to CHS and deducted by CHS from said revenues generated at The Premises as a Management Fee; payment to be made/deducted no later than January 31, per year from prior year gross revenues for each year of the Term providing demonstrable satisfactory financial accounting has been maintained throughout the fiscal year.

4.4 CHS will deliver to the CITY by October 1 of each year of the term a budget for the following year with explanation of any increase in overall support that might be requested.

4.5 CHS and the CITY reserve the right to negotiate changes in the support of facilities and operations at the end of any year within the Initial and Renewal Term(s) should unexpected events arise necessitating such negotiations, however, CHS shall not receive less than 1% of the total gross revenue generated in each year of the Term as previous described. In the event the parties cannot agree on support of the facilities and operations, then this Agreement shall terminate.

#### **ARTICLE 4: RESPONSIBILITIES OF CHS**

##### **4.1. RECORDKEEPING**

1. CHS shall maintain financial records according to standard accounting principles, to be audited annually.
2. CHS shall maintain sufficient records and documentation to substantiate satisfactory completion of their occupancy, use, and management duties as described herein.
3. Notwithstanding the above, all records pertaining to this Agreement shall be made available for inspection by the CITY at any time, upon reasonable notice.
4. Notwithstanding the above, the CITY reserves the right to audit any of CHS's books and records at any time, upon reasonable notice.

##### **4.2. REPORTS AND MEETINGS. CHS will provide the following reports and meeting schedules to the Director of Real Estate Services at the CITY:**

1. CHS will provide an annual calendar of all regularly scheduled meetings of its Board of Directors. An agenda for each meeting shall be submitted to the CITY at least one week

prior to the meeting. A representative of the CITY shall be permitted to attend such meetings.

2. CHS is required to furnish current versions of certain statements, records, reports, and information to the CITY including, but not limited to, the following:
  - a. notification of any material changes to the budget set out in the application for CITY financial support;
  - b. notification of all applications which require a match from CITY funds and/or awards of grants or other funds that will support the services described in this agreement;
  - c. quarterly reports and an annual report, approved by CHS Board of Directors, on the progress made toward achieving a growing annual attendance at the Premises and high customer/visitor experience satisfaction ratings;
  - d. an audited financial statement for the period covered by this Agreement. Such audit shall be performed by a qualified Certified Public Accountant, and shall be furnished to the CITY within one week of receipt from the auditor. The audit shall include a Profit/Loss Statement for operations at The Premises;
  - e. minutes for all Board of Directors meetings; and
  - f. copies of all reports, brochures, advertisements, newsletters and other material published by CHS and pertaining to services provided under this Agreement upon request.
3. The quarterly reports must be submitted to the CITY no later than five (5) business days following the first CHS Board of Directors meeting after the end of the prior quarter, subject to availability of data from the CITY.

#### 4.3. OPERATING POLICIES AND PROCEDURES

1. All organizational policies must be adopted by CHS's Board of Directors, and thereafter provided to the CITY upon request.
2. CHS is to maintain a standard Policy and Procedures Manual to guide operations, which Manual shall be made available to the CITY's representative upon request.
3. CHS must follow the CITY of Savannah Purchasing policy with respect to the services contracted for herein. Records of competitive quotes shall be maintained by CHS and shall be made reasonably available to the CITY upon request. Any single purchase or contract that uses any funding provided by the CITY under this agreement that is in excess of \$25,000 shall be approved by CITY Council.

#### 4.4. FINANCIAL POLICIES AND PROCEDURES

1. A detailed, final line item budget will be attached to this Agreement as ATTACHMENT A and the funds provided by the CITY may only be expended as budgeted, consistent with the purpose and scope described in Article I.
2. CHS's Board of Directors shall approve budget category changes as recommended by CHS or the CITY in excess of 10% of final budget amount or \$3,000, whichever is greater.
3. CHS shall not provide compensation in the form of bonuses using any CITY funds.
4. All checks issued by CHS are to be signed by any two of four designated signatories.
5. Any single purchase or contract that uses any funding provided by the CITY under this agreement that is in excess of \$10,000 shall be approved by CITY Manager. Any expenditure that exceeds \$10,000 and is not approved by the CITY Manager cannot be paid with funds provided by the CITY.
6. As provided in the policies and procedures, CHS's Board of Directors will adopt the CHS budget and the President's compensation.
7. In no case shall any CITY funds referred to herein be used to pay any portion of any cost, expense or obligation of CHS that is not incurred as a result of its obligations under this Agreement.
8. It is expressly understood and acknowledged by CHS that any failure to comply with any portion of this agreement, CHS's Bylaws, or CHS's Charter (Act/Enabling Legislation) will be considered a violation of this agreement and may serve as grounds for suspension or cancellation of payment, and/or termination of this agreement, and that any decision on the part of the CITY not to enforce the provisions of this paragraph in any specific instance or instances shall not operate in any way as a waiver or partial waiver of the CITY'S rights under this paragraph, including the right to rescind an earlier decision not to enforce the provisions of this paragraph.

#### 4.5. DISBURSEMENT PROCESS AND DOCUMENTATION

1. On or before the 15<sup>th</sup> of each month, CHS will submit the following supporting documentation with the request for reimbursement disbursement based on this Agreement for the prior month:
  - a. Monthly financial statements showing the annual budget, expenses for the month, and year-to-date expenses by budget category outlined in this Agreement;
  - b. An accounting register listing each transaction funded by this Agreement affecting revenue or expense accounts to include, if applicable, the following detail: payee, check number, and date of transaction; and

- c. Profit and Loss Statement by revenue and cost centers associated with The Premises.
2. January 1 of each year during the term, CHS will submit to the CITY a request for the first quarter's disbursement of \$179,132. Each month thereafter beginning in April, CHS will submit to the CITY a request for disbursement in the amount 1/12 of the amount of the Agreement (\$59,710.67 per month). The request will be processed within ten business days of receipt. The CITY will not pay more than the Agreement amount.
3. On a quarterly basis, CHS will provide a copy of their completed form 941, documenting the payment of Federal withholding.
4. After each month is closed out, CHS will provide a profit and loss statement by location for each of the CITY historic sites managed by CHS.

#### **ARTICLE 5: REVERSION OF ASSETS**

5.1. Assets. In the event that this Agreement is terminated and not renewed by either Party, or expires without replacement or extension by a similar Agreement, CHS shall:

1. Return to the CITY all unexpended and/or unearned CITY funds disbursed as per this agreement;
2. Return, or transfer any ownership interest in, to the CITY all equipment and fixed assets purchased with CITY funds;
3. Assign to the CITY the proceeds and reimbursement payments from all loans and receivables generated with CITY funds.
4. Remove its personal property from The Premises.

5.2. Records. In the event that this agreement is terminated, or expires without extension or renewal and without executing a new, similar agreement, CHS shall provide to the CITY all financial, payroll, and performance records related to the expenditure of CITY funds and its obligations under this Agreement. CHS's Board of Directors will retain copies of these records.

#### **ARTICLE 6: RESPONSIBILITIES OF THE CITY**

6.1. Coordination. The Director of Real Estate will coordinate the CITY's participation in the Agreement pertaining to real estate and facility matters, and the CITY's Chief Operating Officer or designee will coordinate the CITY's participation in the agreement pertaining to program administration.

6.2. Monitoring and Reporting. The CITY may at any time inspect the progress of work, provided that it is, as far as possible, not unreasonably inconvenient to CHS. Such inspection may include, but not be limited to, the following:

1. The CITY may review all written reports required by the Agreement. If a report is incomplete, incorrect or otherwise deficient, the CITY shall promptly notify CHS of the deficiency in writing.
2. The CITY may monitor the progress of work and inspect records at CHS's premises as often as it shall deem necessary.
3. Any other monitoring or review as is deemed reasonably necessary by the CITY to insure CHS's satisfactory performance of and compliance with the terms, conditions and obligations of this Agreement.

## **ARTICLE 7 - INDEMNIFICATION**

CHS shall indemnify, defend and hold harmless the CITY, its officers, agents, partners and employees, from and against any Claim or Claims arising out of or in any way connected with this Agreement, including a Claim or Claims from the CITY, without limit Claims for loss or damage to any property, or for death or injury to any person or persons but only in proportion to and to the extent that such Claims arise from the negligent or intentional acts or omissions of the CHS, its officers, agents, or employees.

## **ARTICLE 8 - INSURANCE**

8.1 Insurance. The coverages referred to under Section 6 shall include the CITY as a certificate holder. Such provisions shall apply only in proportion to and to the extent of the negligent acts or omissions of the CHS, its officers, employees, and agents.

8.2 CHS, at its own expense, shall insure its activities in connection with this Agreement and obtain, keep in force and maintain insurance as follows:

A. Comprehensive General Liability minimum limits as follows:

1.	Each Occurrence	\$ <u>1,000,000</u>
2.	Damage to Rented Premises	\$ <u>50,000</u>
3.	Medical Expense	\$ <u>5,000</u>
4.	Personal & Adv Injury	\$ <u>1,000,000</u>
5.	General Aggregate	\$ <u>2,000,000</u>
6.	Products-Completed Ops. Aggregate	\$ <u>2,000,000</u>

8.3 Commercial Automobile Liability. The CHS must carry an automobile policy that includes coverage for owned, non-owned and hired automobiles for a minimum of:

\$1,000,000 per occurrence



8.4 Workers Compensation. The CHS shall carry a workers' compensation policy that includes all statutory coverage required by Georgia state law for the minimum employer's liability limits as follows:

1. \$500,000 each accident
2. \$500,000 each employee (disease)
3. \$500,000 policy limit (disease)

8.5 Umbrella/Excess Liability. The CHS shall carry an umbrella/excess liability policy which must follow form over underlying policies: general liability, auto liability and employer's liability for minimum limits as follows:

1. \$1,000,000 per occurrence
2. \$5,000,000 aggregate

8.6 Fine Arts Insurance. The Fine Arts Collection will be insured by CHS for loss or damage to artifacts owned by the CITY, displayed, stored or otherwise present in the Savannah History Museum, will be included in the scope of CITY-funded activity. An inventory of the artifacts owned by CITY is available. The level of insurance to be maintained by CHS is minimum limits \$1,100,000 for the Savannah History Museum and \$692,500 for the Railroad Museum. The Fine Arts policy must name the CITY as the loss payee for any loss or damage to artifacts owned by the CITY.

8.7 Certificate of Insurance and Notice of Cancellation. The CHS, upon the execution of this Agreement, shall furnish the CITY with certificates of insurance evidencing compliance with all requirements. The CHS shall provide for a thirty (30) day notice of cancellation in favor of the CITY which must be endorsed to the policy and attached to the certificate. The Certificate Holder Should Read:

City of Savannah  
The Mayor and Alderman of the CITY of Savannah  
P.O. Box 1027  
Savannah, GA 31402

With Copy to:

City of Savannah  
Director of Real Estate  
P.O. Box 1027  
Savannah, GA 31402

8.8 Waiver of Subrogation. The CHS agrees to waive rights of subrogation which any insurer of the CHS may acquire from CHS by virtue of any loss. The CHS agrees to obtain the waiver of subrogation endorsement to the policy in favor of the CITY which shall also be provided and attached to the Certificate of Insurance.

## **ARTICLE 9 – NOTICES**

All notices, demands and requests which may be given or which are required to be given by either party to the other under this Agreement, and any exercise of a right of termination provided by this Agreement, shall be in writing and shall be deemed effective: (i) immediately, when personally delivered to the intended recipient; (ii) three (3) business days after having been sent, by certified or registered mail, return receipt requested, addressed to the intended recipient at the address specified below; (iii) immediately, when delivered in person to the address set forth below for the party to whom the notice was given; (iv) at noon of the business day next following after having been deposited into the custody of a nationally recognized overnight delivery service, addressed to such party at the address specified below; (v) immediately, if sent during regular business hours or at 8:30 a.m. local time on the next business day next following an after-hours, weekend or holiday notice sent by e-mail, provided that receipt for such e-mail is verified by the sender and followed by a notice sent in accordance with one of the other provisions set forth above; or (vi) immediately, upon actual receipt. Any notice sent as required by this section and refused by recipient shall be deemed delivered as of the date of such refusal. For purposes of this Section, the addresses and e-mail addresses of the parties for all notices are as follows (unless changed by similar notice in writing given by the particular person whose address is to be changed):

**As to the CITY:**

City of Savannah  
City Managers Office  
P.O. Box 1027  
Savannah, Georgia 31402

**Copy to:**

City of Savannah  
City Attorneys Office  
PO Box 1027  
Savannah, Georgia 31402

**And:**

City of Savannah  
Director of Real Estate Services  
PO Box 1027  
Savannah, Georgia 31402  
e-mail: [dkeating@savannahga.gov](mailto:dkeating@savannahga.gov)

**And:**

William W. Shearouse, Jr.  
Weiner, Shearouse, Weitz, Greenberg & Shawe, LLP  
14 East State Street  
Savannah Georgia 31401  
e-mail: [wshearouse@wswgs.com](mailto:wshearouse@wswgs.com)

**As to CHS:**

Coastal Heritage Society  
Attn: Executive Director

303 Martin Luther King Jr. Boulevard  
Savannah, Georgia 31401  
e-mail: [sandrabaxter08@gmail.com](mailto:sandrabaxter08@gmail.com)

**IN WITNESS WHEREOF**, the parties have executed this Agreement as of the date first written above.

ATTEST:

THE MAYOR AND ALDERMEN OF  
THE CITY OF SAVANNAH, GEORGIA

\_\_\_\_\_  
CLERK OF COUNCIL

BY: \_\_\_\_\_

ITS: \_\_\_\_\_

Signed, sealed and delivered in the

Presence of:

COASTAL HERITAGE SOCIETY

\_\_\_\_\_  
Witness

BY: \_\_\_\_\_

\_\_\_\_\_  
Notary Public  
Commission expires:

ITS: \_\_\_\_\_

# ATTACHMENT A

COASTAL HERITAGE SOCIETY  
Tricentennial Park Administrative Budget  
Calendar Year 2019

	<u>2019</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Project Revenue</b>	
Local Gov/City Assistance	176,528
From TCP Operations	<u>263,012</u>
<b>Total Project Revenue</b>	<u>439,540</u>
<b>Total Income</b>	<u>439,540</u>
<b>Gross Profit</b>	439,540
<b>Expense</b>	
<b>Business License &amp; Registration</b>	50
<b>Professional Services</b>	
Accounting Fees	11,700
Other Professional Services	<u>2,300</u>
<b>Total Professional Services</b>	14,000
<b>Facilities, Landscaping &amp; Equip</b>	
Maintenance/Service Contracts	600
Depr and Amort - Allowable	<u>1,600</u>
<b>Total Facilities, Landscaping &amp; Equip</b>	2,200
<b>Operating Expenses</b>	
Comp Software/Virus Protect/Sup	12,700
Membership Dues/Fees	1,100
Bank and Merchant Fees	870
Books, Subscriptions, Reference	80
Insurance	7,000
Marketing & Advertising	23,000
Postage, Mailing Service	3,050
Printing, Copying Supp/Contracts	9,100
Stakeholder Relations	350
Supplies	5,700
Telephone, Cell, DSL	12,500
Tools & Equipment	<u>2,150</u>
<b>Total Operating Expenses</b>	77,600
<b>Wages/Benefits</b>	
Accounting	41,000
Administration	26,000
Development & Fundraising	5,250
Management	129,500

Marketing	83,300
Overhead/Vacation/Holidays	16,000
Benefits	
Workers Compensation Ins	2,000
Employee Benefits	18,000
Taxes	24,000
Total Benefits	44,000
Total Wages/Benefits	345,050
Travel and Meetings	
Hotel, Food, Registration Fees	600
Travel, Mileage, Fuel, Tickets	250
Total Travel and Meetings	850
Total Expense	439,750
Net Ordinary Income	-210
Other Income/Expense	
Other Income	
Interest Income	10.00
Miscellaneous Income	200.00
Net Other Income/Expense	210.00
Net Difference	0.00

COASTAL HERITAGE SOCIETY  
Tricentennial Park Maintenance and Janitorial Budget  
Calendar Year 2019

	<u>2019</u>
Ordinary Income/Expense	
Income	
Project Revenue	
Local Gov/City Assistance	540,000.00
From TCP Operations	85,315.00
Total Project Revenue	625,315.00
Total Income	625,315.00
Gross Profit	625,315.00
Expense	
Work Projects	6,000.00
Professional Services	
Other Professional Services	1,050.00
Total Professional Services	1,050.00

<b>Facilities, Landscaping &amp; Equip</b>	
Maintenance/Service Contracts	60,000.00
Landscaping Maint/Tools/Supp	5,100.00
Facility Maintenance	10,900.00
Electrical Maintenance	900.00
HVAC Maintenance	6,400.00
Plumbing Maintenance	2,800.00
Exhibit Maintenance	100.00
Equipment Maintenance	1,150.00
Maintenance Supplies & Tools	5,400.00
Utilities	
Electric	166,000.00
Water/Sewer	17,800.00
Total Utilities	183,800.00
Depr and Amort - Allowable	13,500.00
<b>Total Facilities, Landscaping &amp; Equip</b>	<b>290,050.00</b>
<b>Janitorial/ Housekeeping</b>	
Cleaning Supplies & Tools	12,611.00
Paper Supplies for Restrooms	9,018.00
<b>Total Janitorial/ Housekeeping</b>	<b>21,629.00</b>
<b>Operating Expenses</b>	
Insurance	48,000.00
Postage, Mailing Service	100.00
Supplies	2,866.00
Telephone, Cell, DSL	2,304.00
Tools & Equipment	1,705.00
<b>Total Operating Expenses</b>	<b>54,975.00</b>
<b>Wages/Benefits</b>	
Janitorial	101,424.00
Overhead/Vacation/Holidays	9,887.00
Overtime	600.00
CHS Services - Maintenance	110,000.00
Benefits	
Workers Compensation Ins	10,000.00
Employee Benefits	8,200.00
Taxes	10,000.00
<b>Total Benefits</b>	<b>28,200.00</b>
<b>Total Wages/Benefits</b>	<b>250,111.00</b>
<b>Travel and Meetings</b>	
Hotel, Food, Registration Fees	100.00
Travel, Mileage, Fuel, Tickets	1,150.00

<b>Total Travel and Meetings</b>	1,250.00
<b>Vehicles - Trailers</b>	
<b>License &amp; Registrations</b>	0.00
<b>Repairs &amp; Maintenance</b>	250.00
<b>Total Vehicles - Trailers</b>	<u>250.00</u>
<b>Total Expense</b>	<u>625,315.00</u>
<b>Net Ordinary Income</b>	0.00
<b>Other Income/Expense</b>	
<b>Other Income</b>	
<b>Miscellaneous Income</b>	0.00
<b>Total Other Income</b>	<u>0.00</u>
<b>Net Other Income/Expense</b>	<u>0.00</u>
<b>Net Difference</b>	<u><u>0.00</u></u>

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