

PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024

Agenda

Friday, September 3, 2021 ♦ 9:00 AM

Putnam County Administration Building – Room 203

Opening

1. Welcome - Call to Order
2. Approval of Agenda
3. Invocation - Pastor Jeff Birch, Lake Oconee Presbyterian Church
4. Pledge of Allegiance (BW)

Mill Rate Public Hearing

5. Presentation of Proposed 2021 Mill Rate (staff-CM & Finance)
6. Comments from the Public
7. Comments from Commissioners and/or Staff

Regular Business Meeting

8. Public Comments
9. Consent Agenda
 - a. Approval of Minutes - August 17, 2021 Regular Meeting (staff-CC)
 - b. Approval of Minutes - August 27, 2021 Called Meeting (staff-CC)
 - c. Approval of Minutes - August 27, 2021 Work Session (staff-CC)
10. Discussion and possible action on Putnam County Code of Ordinances-Appendix D (Short Term Vacation Rental) (JW)
11. Awarding of Solicitation 21-42001-005 Dennis Station Road Decel Lane (staff-CM & CC)
12. Awarding of Solicitation 21-61221-001 Recreation Restroom Renovations (staff-CM & CC)
13. Approval of Changes to the Personnel Policy (staff-CM & HR)
14. Appointment to the Board of Assessors (staff-CC)
15. Appointment to the Eatonton-Putnam Water and Sewer Authority (staff-CC)
16. Appointment to the Planning & Zoning Commission - District Three (staff-CC)
17. Recommendation for Appointment to the Region 5 Emergency Medical Services Council (staff-CC)
18. Ratification of the Board of Education Mill Rate and Authorization for Chairman to sign Tax Levy Resolution (staff-CM & Finance)
19. Authorization for Chairman to sign Resolution setting 2021 Mill Rate for Incorporated County Maintenance and Operation (staff-CM & Finance)
20. Authorization for Chairman to sign Resolution setting 2021 Mill Rate for Unincorporated County Maintenance and Operation (staff-CM & Finance)
21. Authorization for Chairman to sign Resolution setting 2021 Mill Rate for Special Service District (staff-CM & Finance)

Reports/Announcements

22. County Manager Report
23. County Attorney Report
24. Commissioner Announcements

Closing

25. Adjournment

The Board of Commissioners reserves the right to continue the meeting to another time and place in the event the number of people in attendance at the meeting, including the Board of Commissioners, staff, and members of the public exceeds the legal limits. The meeting cannot be closed to the public except by a majority vote of a quorum present for the meeting. The board can vote to go into an executive session on a legally exempt matter during a public meeting even if not advertised or listed on the agenda. Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities are required to contact the ADA Compliance Officer, at least three business days in advance of the meeting at 706-485-2776 to allow the County to make reasonable accommodations for those persons.

File Attachments for Item:

9. Consent Agenda

- a. Approval of Minutes - August 17, 2021 Regular Meeting (staff-CC)
- b. Approval of Minutes - August 27, 2021 Called Meeting (staff-CC)
- c. Approval of Minutes - August 27, 2021 Work Session (staff-CC)

PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024

Minutes

Tuesday, August 17, 2021 ♦ 6:30 PM

Putnam County Administration Building – Room 203

The Putnam County Board of Commissioners met on Tuesday, August 17, 2021 at approximately 6:30 PM in the Putnam County Administration Building, 117 Putnam Drive, Room 203, Eatonton, Georgia.

PRESENT

- Chairman Billy Webster
- Commissioner Gary McElhenney
- Commissioner Daniel Brown
- Commissioner Bill Sharp
- Commissioner Jeff Wooten

STAFF PRESENT

- County Attorney Barry Fleming
- County Manager Paul Van Haute
- County Clerk Lynn Butterworth

Opening

1. Welcome - Call to Order

Chairman Webster called the meeting to order at approximately 6:30 p.m.
(Copy of agenda made a part of the agenda.)

2. Approval of Agenda

Chairman Webster requested the addition of an agenda item under the emergency rules:
Authorization for Chairman to sign AT&T Broadband Resolution.

Motion to approve the Agenda with the requested addition.

Motion made by Commissioner Sharp, Seconded by Commissioner Wooten.

Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Sharp, Commissioner Wooten

County Manager Van Haute took a moment to welcome back to work Paramedic Ronnie Franklin after over 100 days in the hospital.

3. Invocation - Jonathon Dawson, Lakepoint Community Church

Pastor Jonathon Dawson, Lakepoint Community Church, gave the invocation.

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4. Pledge of Allegiance (JW)
Commissioner Wooten led the Pledge of Allegiance.

5. Special Presentation - Girls Softball Proclamation
The commissioners presented a proclamation to the 2021 Putnam County, Georgia 10U GRPA Girls Fastpitch Softball All-Star Team for winning the championship in the GRPA Combined Fastpitch State Tournament.
(Copy of proclamation made a part of the minutes on minute book page _____.)

Zoning Public Hearing

The Zoning Public Hearing began at approximately 6:39 p.m.

6. Request by SDH Atlanta LLC, agent for Maddox Family Partnership LLLP to rezone 29.54 acres on Old Phoenix Road from AG to R-PUD [Map 106, Parcel 002, District 2] (staff-P&D)

Mr. Jay Dell spoke in support of this request. No one signed up to speak against this item. Planning & Development staff recommendation was for approval with the following conditions:
(1) The developer shall construct a deceleration lane in accordance with the Georgia Department of Transportation Regulations for Driveway & Encroachment Control to service the main entrance on Old Phoenix Road.

(2) Additional right-of-way to accommodate the deceleration lane and a ten-foot shoulder shall be dedicated by the developer to the County.

Motion to approve the request by SDH Atlanta LLC, agent for Maddox Family Partnership LLLP to rezone 29.54 acres on Old Phoenix Road from AG to R-PUD [Map 106, Parcel 002] with the following conditions:

(1) The developer shall construct a deceleration lane in accordance with the Georgia Department of Transportation Regulations for Driveway & Encroachment Control to service the main entrance on Old Phoenix Road.

(2) Additional right-of-way to accommodate the deceleration lane and a ten-foot shoulder shall be dedicated by the developer to the County.

Motion made by Commissioner Brown, Seconded by Commissioner Sharp.

Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Sharp, Commissioner Wooten

7. Request by Duane Gentes to rezone 5.40 acres on Emory Drive from R-1 to R-2 [Map 111, Parcel 001044, District 4] (staff-P&D)

Mr. Duane Gentes spoke in support of this request. No one signed in to speak against this item. Planning & Development staff recommendation was for approval.

Motion to approve the request by Duane Gentes to rezone 5.40 acres on Emory Drive from R-1 to R-2 [Map 111, parcel 001044].

Motion made by Commissioner Wooten, Seconded by Commissioner Sharp.

Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Sharp, Commissioner Wooten

- 8. Request by James Stiff, Goodwill Industries of Middle Georgia, Inc., Agent for Peggy Allen & Susan Fox to rezone 66.56 acres at 916 Harmony Road from AG to C-PUD [Map 103, Parcel 001001, District 3] (staff-P&D)
- 9. Request by James Stiff, Goodwill Industries of Middle Georgia, Inc., Agent for Peggy Allen & Susan Fox to rezone 5 acres at 916 Harmony Road Parcel A from AG to C-PUD [Map 103, Parcel 001, District 3] (staff-P&D)

Items 8 & 9 were taken together.

Mr. Jim Stiff spoke in support of these requests. No one signed in to speak against these items. Mr. Greg Stewart signed in to ask questions regarding the gate.

Planning & Development staff recommendation was to approve with the following conditions:

- (1) The developer shall construct a deceleration lane and turn lane in accordance with the Georgia Department of Transportation Regulations for Driveway & Encroachment Control to service the two main entrances on Harmony Road. Additional right-of-way to accommodate the deceleration lane and a ten-foot shoulder shall be dedicated by the developer to the county. It shall be completed by the developer prior to the completion of phase one.
- (2) The developer shall direct construction traffic through the second main entrance located the farthest away from the intersection of Harmony Road and Hwy 44.
- (3) There shall be no car or truck entrance/exit located on Lakemore Road. There shall be a locked gate for golf cart entrance only.
- (4) Only a gated and locked Emergency Exit shall be located on Lake Drive.

Motion to approve the request by James Stiff, Goodwill Industries of Middle Georgia, Inc., Agent for Peggy Allen & Susan Fox, to rezone 66.56 acres at 916 Harmony Road from AG to C-PUD [Map 103, Parcel 001001] and 5 acres at 916 Harmony Road Parcel A from AG to C-PUD [Map103, Parcel 001] with the following conditions:

- (1) The developer shall construct a deceleration lane and turn lane in accordance with the Georgia Department of Transportation Regulations for Driveway & Encroachment Control to service the two main entrances on Harmony Road. Additional right-of-way to accommodate the deceleration lane and a ten-foot shoulder shall be dedicated by the developer to the county. It shall be completed by the developer prior to the completion of phase one.**
- (2) The developer shall direct construction traffic through the second main entrance located the farthest away from the intersection of Harmony Road and Hwy 44.**
- (3) There shall be no car or truck entrance/exit located on Lakemore Road. There shall be a locked gate for golf cart entrance only.**
- (4) Only a gated and locked Emergency Exit shall be located on Lake Drive.**

Motion made by Commissioner Sharp, Seconded by Commissioner McElhenney.

Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Sharp, Commissioner Wooten

The Zoning Public Hearing ended at approximately 7:11 p.m.

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Budget Public Hearing

10. Presentation of Proposed FY22 Budget (staff-CM & Finance)

County Manager Van Haute presented the 2021 Mill Rate and and 2022 Proposed Budget power point.

(Copy of presentation made a part of the minutes on minute book pages _____ to _____.)

11. Comments from Commissioners and/or Staff

Commissioner Sharp thanked County Manager Van Haute for the presentation and thanked Public Safety and Public Works employees.

Commissioner Brown thanked the employees for keeping things running smoothly and protecting the good quality of life here and commented that there are a lot of good people who live in Putnam County.

Chairman Webster thanked County Manager Van Haute for the presentation and thanked the department heads and employees for all their hard work during this past year.

12. Comments from the Public

The following individuals commented on the budget allocation to Putnam General Hospital: Ms. Georgia Smith, Mr. Tony Franklin, Ms. Rebecca Rocker, Ms. Pam Douglas, Mr. Alan Horton, Ms. Anita Morris, Ms. Janie Reid and Mr. Tom Thompson.

Mr. Richard Garrett and Ms. Karen Henry-Garrett commented on the Sheriff's Office budget and body cameras and the Jimmy Davis Park budget.

Regular Business Meeting

13. Public Comments

Mr. Fred Lowe commented on Jimmy Davis Park.

14. Consent Agenda

- a. Approval of Minutes - August 6, 2021 Regular Meeting (staff-CC)
- b. Approval of Minutes - August 6, 2021 Executive Session (staff-CC)
- c. Approval of Minutes - August 6, 2021 Budget Work Session (staff-CC)

Motion to approve the Consent Agenda.

Motion made by Commissioner Sharp, Seconded by Commissioner Wooten.

Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Sharp, Commissioner Wooten

15. Request for Final Plat Subdivision Approval for Eagles Rest at Cuscowilla Cottages (staff-P&D)

Motion to approve final plat subdivision for Eagles Rest at Cuscowilla Cottages.

Motion made by Commissioner Sharp, Seconded by Commissioner Wooten.

Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Sharp, Commissioner Wooten

(Copy of plat made a part of the minutes on minute book pages _____ to _____.)

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16. Petition to waive final six-month time interval regarding the Application for Rezoning from Danny Copelan at 931 Pea Ridge Road [Map 092, Parcel 017001001] (DB)

Mr. Russell Wall spoke in support of this request.

Motion to approve the petition to waive the final six-month time interval regarding the application for rezoning from Danny Copelan at 931 Pea Ridge Road.

Motion made by Commissioner Brown, Seconded by Commissioner Wooten.

Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Sharp, Commissioner Wooten

17. Approval of Changes to the Personnel Policy (staff-HR & CM)

Chairman Webster asked the board to table this item for further review.

Motion to table this item until the next meeting.

Motion made by Commissioner Sharp, Seconded by Commissioner Wooten.

Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Sharp, Commissioner Wooten

18. Approval of American Rescue Plan (ARP) Hazard Pay for Putnam County Employees (staff-CM)

County Manager Van Haute explained the costs associated with providing a one-time hazard pay to Putnam County employees and requested to also include Putnam General Hospital employees at the non-public safety rate. He advised that this is in line with allowed expenditures.

Motion to approve American Rescue Plan (ARP) hazard pay for Putnam County employees and Putnam General Hospital employees.

Motion made by Commissioner McElhenney, Seconded by Commissioner Sharp.

Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Sharp, Commissioner Wooten

19. Discussion on Projects for State Rescue Money (BW)

Chairman Webster explained that the State of Georgia has received direct funding through the ARPA which is separate from the funding that counties and cities have received. Grant requests should be from one of these areas: Broadband Infrastructure, Negative Economic Impact, or Water/Sewer Infrastructure. Applicants file their own requests and applications are due by August 31, 2021. He advised commissioners that if they know of anyone who needs to apply to please do so quickly. No action was taken.

19.1. Authorization for Chairman to sign AT&T Broadband Resolution.

Chairman Webster explained that AT&T has requested the county's support in their application to the state for ARPA funds. They advised that there are 4000 unserved living units without broadband in our area and they are requesting \$30M from the state and putting in \$6M of their own money. They would welcome some matching funds from the county but just asking for county endorsement at this time.

Motion to authorize the Chairman to sign the AT&T Broadband Resolution as presented without county funding match at this time.

Motion made by Commissioner Wooten, Seconded by Commissioner McElhenney.

Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Sharp, Commissioner Wooten

(Copy of resolution made a part of the minutes on minute book page _____.)

Reports/Announcements

20. County Manager Report

County Manager Van Haute reported the following:

- thank you to the board on behalf of the staff for the rescue pay and for supporting them
- met with Councilwoman Janie Reid and Mr. Brandon Riley recently. They are co-chairs of the new Jimmy Davis Park Working Group. They plan to meet again soon and lay out a game plan. The co-chairs will appoint additional members.

21. County Attorney Report

No report.

22. Commissioner Announcements

Commissioner McElhenney: thanked the employees for their cooperation and looking after business and taking care of things

Commissioner Brown: none

Commissioner Sharp: commented that he is proud of the county workforce, who do so much for so many with just a little

Commissioner Wooten: commented that he is proud of the dedicated department heads and employees for working within the budget and treating it as if it was their own money

Chairman Webster: thanked the County Manager and Finance Department for their work on the budget and all the other department heads and employees and commented that the board will try to approve a budget that will allow everyone to do their jobs. He also stated that he is proud to be part of this community.

Executive Session

23. Enter Executive Session as allowed by O.C.G.A. 50-14-4 for Personnel, Litigation, or Real Estate

Executive Session not needed.

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24. Reopen meeting and execute Affidavit concerning the subject matter of the closed portion of the meeting
Executive Session not held.

25. Action, if any, resulting from the Executive Session
Executive Session not held.

Closing

26. Adjournment

Motion to adjourn the meeting.

Motion made by Commissioner Sharp, Seconded by Commissioner McElhenney.

Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Sharp, Commissioner Wooten

Meeting adjourned at approximately 8:36 p.m.

ATTEST:

Lynn Butterworth
County Clerk

Billy Webster
Chairman

PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024

Called Meeting

Minutes

Friday, August 27, 2021 ♦ 9:00 AM

Putnam County Administration Building – Room 203

The Putnam County Board of Commissioners met on Friday, August 27, 2021 at approximately 9:00 AM in the Putnam County Administration Building, 117 Putnam Drive, Room 203, Eatonton, Georgia.

PRESENT

- Chairman Billy Webster
- Commissioner Gary McElhenney
- Commissioner Daniel Brown
- Commissioner Bill Sharp
- Commissioner Jeff Wooten

STAFF PRESENT

- County Attorney Barry Fleming
- County Manager Paul Van Haute
- Finance Director Linda Cook
- County Clerk Lynn Butterworth

Opening

1. Welcome - Call to Order

Chairman Webster called the meeting to order at approximately 9:02 a.m.
(Copy of agenda made a part of the minutes on minute book page _____.)

2. Pledge of Allegiance (JW)

Commissioner Wooten led the Pledge of Allegiance.

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Called Meeting

3. Approval of FY22 Budget and Authorization for Chairman to sign 2022 Budget Resolution (staff-CM & Finance)

Motion to approve the FY22 Budget as presented with the addition of \$75,000 to Putnam General Hospital and authorize the Chairman to sign the Budget Resolution

Motion made by Commissioner Wooten, Seconded by Commissioner McElhenney.

Motion to amend the motion by adding \$52,864 to Putnam Development Authority

Amended Motion made by Commissioner Sharp, Seconded by Commissioner Brown.

Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Sharp

Voting Nay: Commissioner Wooten

Vote on main motion as amended

Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Sharp, Commissioner Wooten

(Copy of resolution made a part of the minutes on minute book pages _____ to _____.)

Closing

4. Adjournment

Motion to adjourn the meeting.

Motion made by Commissioner Sharp, Seconded by Commissioner Wooten.

Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Sharp, Commissioner Wooten

Meeting adjourned at approximately 9:14 a.m.

ATTEST:

Lynn Butterworth
County Clerk

Billy Webster
Chairman

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PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024

Work Session

Minutes

Friday, August 27, 2021 ♦ 1:00 PM

Putnam County Administration Building – Room 204

The Putnam County Board of Commissioners met for a Work Session on August 27, 2021 at approximately 1:00 PM in the Putnam County Administration Building, 117 Putnam Drive, Room 204, Eatonton, Georgia.

PRESENT

- Chairman Billy Webster
- Commissioner Gary McElhenney
- Commissioner Daniel Brown
- Commissioner Bill Sharp
- Commissioner Jeff Wooten

STAFF PRESENT

- County Attorney Barry Fleming
- County Manager Paul Van Haute
- County Clerk Lynn Butterworth

Opening

1. Call to Order

Chairman Webster called the work session to order at approximately 1:00 p.m. (Copy of agenda made a part of the minutes on minute book page _____.)

Work Session

2. Calendar scheduling discussion involving Redistricting, LOST, and Comp Plan update (BW) Chairman Webster advised that there are several upcoming important issues: Redistricting, LOST, Comp Plan, and Elections.

- Local Option Sales Tax (LOST) negotiations: starts with a letter from the county to the city which starts a 60-day clock
- Redistricting: Attorney Fleming advised that every 10 years, after the Census, districts must be redrawn to reflect equal population, as close as possible. The state has to redraw senate and house districts, the county redraws commission districts and the school board redraws board of education districts. A bill has to be introduced into the Legislature for the county redistricting. County commissioners can go to the state redistricting office to start redrawing lines. This process needs to take place between now and the end of the

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year. The final decision is up to the Legislators, but most will listen to what the counties want. Chairman Webster advised that the Middle Georgia Regional Commission can also run the software for drawing lines.

- Comp Plan update: is due October 2022 - MGRC guides this process

No action was taken.

3. Discussion and possible action on Resolution(s) supporting applications for State ARPA Funding (BW)

Motion to table this item.

Motion made by Commissioner Sharp, Seconded by Commissioner Wooten.

Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Sharp, Commissioner Wooten

Closing

4. Adjournment

Motion to adjourn the work session.

Motion made by Commissioner McElhenney, Seconded by Commissioner Wooten.

Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Sharp, Commissioner Wooten

Meeting adjourned at approximately 2:43 p.m.

ATTEST:

Lynn Butterworth
County Clerk

Billy Webster
Chairman

File Attachments for Item:

10. Discussion and possible action on Putnam County Code of Ordinances - Appendix D (Short Term Vacation Rental) (JW)

AUG 16 2021 PM 3:38

Forest Lake Village Homeowners Association
www.flvha.com



Putnam County Board of Commissioners
117 Putnam Drive,
Suite A
Eatonton, GA 31024

Forest Lake Village Homeowners Association, hereafter known as FLVHA, requests a ruling by the Board Of Commissioners on short term rentals, hereafter referred to as STR.

Suggested amendments to existing ordinance of Putnam County, Appendix D – Short Term Rental

Amend Section 2- Definitions by the addition of the following sentence at the end of existing Sub Paragraph (a):

“A residential housing unit shall be occupied by the property owner for not less than six months of any calendar year and shall not be offered for rent or rented for a period of not less than six months for any calendar year.”

Amend Section 2 – Definitions by the addition of new Sub Paragraph (b):

“b. Short term vacation rentals shall be limited to real property that constitutes the primary and usual residence of the property owner. Proof of owner occupancy requires proof of a valid homestead exemption submitted with the application for the short term vacation rental certificate.”

Amend Section 4 – Application; fee by the addition of new Sub Paragraphs 9 and 10:

“9. A copy of owner’s valid homestead exemption for the real property which is the subject of the application for a short term rental certificate.”

“10. Proof that the property owner has notified all of-record property owners adjacent to the proposed short term rental of the proposed use of the applicant. The notification to the property owners shall include:

- a. Street address of the proposed short-term vacation rental;
- b. Location of any on site parking for the short-term vacation rental occupants;
- c. Name of property owner(s);
- d. Name of short term rental agent and his or her 24 hour contact information; and
- e. Copy of the short term rental exemplar rental agreement.”

Some specific ordinance requests:

- 1) Create STR zones in Putnam. These can be determined by home density, average lot size, etc.
- 2) Require trash removal immediately after each rental period.
- 3) Limit overnight parking to number of vehicles for which the driveway was designed
- 4) Prohibit disruptive activities provided by an Adventure company.
- 5) Enforce county animal laws.
- 6) Require that the property used as STR should be the owner’s primary residence as determined by their presence 51% of the time and possess a homestead exemption.
- 7) Restrict only one permit per so many homes or acres & only one permit per any person/business having an interest in a STR rental.
- 8) Establish that STRs are a for profit business, such that they pay hotel/motel tax & pay income tax on earnings so should not be allowed in areas zoned residential.

If you have any questions or need additional clarification, please contact me.

Sincerely,

Dr. John D. Sprague-Williams,
President of the Board of Directors
Forest Lake Village Homeowners Association
109 Dogwood Pt.
Eatonton, GA 31024

- Forest Lake Village Homeowners Association Board of Directors
- Jim Prance
- Jim Beall, Treasurer
- Barbara Stevens, Secretary
- Clay Lowery
- John Sprague-Williams, President
- Tommy Jefferson
- Steve Gilbert

Copy to:

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APPENDIX D

SHORT TERM VACATION RENTAL¹

Sec. 1. Short title.

This ordinance shall be titled the "Putnam County Short Term Vacation Rental Ordinance."

Sec. 2. Definitions.

For the purpose of this ordinance, the following terms, phrases, words and derivations shall have the meaning given herein. When not inconsistent with the context, words used in the present tense include the future, words in the plural number include the singular number, and words in the singular number include the plural number. The word "shall" is always mandatory and not merely dicta.

- a. *Short term vacation rental.* Short term vacation rental means an accommodation for transient guests where, in exchange for compensation, a residential dwelling unit is provided for lodging for a period of time not to exceed 30 consecutive days. Short term vacation rental shall not include any residential dwelling unit not regularly offered for rental, which shall be defined as any residence offered for rental less than 14 days in any given calendar year. For the purposes of this definition, a residential dwelling shall include all housing types and shall exclude group living or other lodging uses.

Sec. 3. Regulations for short term vacation rentals.

Short term vacation rentals may be offered to the public for rental following issuance of a short term vacation rental certificate, receipt of an occupation tax certificate, and payment of any and all applicable state and county taxes. Any taxes owed to the county as a result of any hotel motel tax shall be paid to the county clerk and any failure to remit the same or to register pursuant to this ordinance shall be subject to the penalties included in section 54-38 of this Code of Ordinances. Owners shall also insure occupants do not disrupt or interfere with rights of adjacent property owners to quiet enjoyment of their property and shall adhere to the following requirements:

- a. Owners shall not allow occupants to violate any federal, state, or local law, statute, rule or ordinances, including, but not limited to, sections 29-1 and 32-20.
- b. Owners shall not allow overnight occupancy to exceed the maximum capacity specified in the rental certificate.

¹Editor's note(s)—Printed herein is the county's short term vacation rental ordinance as set forth in Ord. of 1-16-2018, adopted by the board of commissioners on January 16, 2018. Amendments to the ordinance are indicated by parenthetical history notes following amended provisions. The absence of a history note indicates that the provision remains unchanged from the original ordinance. Obvious misspellings and punctuation errors have been corrected without notation. For stylistic purposes, headings and catchlines have been made uniform and the same system of capitalization, citation to state statutes, and expression of numbers in text as appears in the Code of Ordinances has been used. Additions made for clarity are indicated by brackets.

Sec. 4. Application; fee.

- a. An application for a short term vacation rental certificate shall be submitted, under oath, on a form specified by the planning & development director, or their designee, accompanied by a non-refundable application fee as set forth by the county clerk's office, which shall include at a minimum the following information or documentation:
 - 1. The name, address, telephone and email address of the owner(s) of record of the dwelling unit for which a certificate is sought. If such owner is not a natural person, the application shall identify all partners, officers and/or directors of any such entity, including personal contact information;
 - 2. The address of the unit to be used as a short term vacation rental;
 - 3. The name, address, telephone number and email address of the short term vacation rental agent, which shall constitute his or her 24-hour contact information and who shall:
 - a. Be reasonably available to handle any problems arising from use of the short term vacation rental unit;
 - b. Appear on the premises within 24 hours following notification from the planning and development director, or his/her designee, of issues related to the use or occupancy of the premises.
 - c. Receive and accept service of any notice of violation related to the use or occupancy of the premises; and
 - d. Monitor the short term vacation rental unit for compliance with this chapter;
 - 4. The owner's sworn acknowledgment that he or she has received a copy of this section, has reviewed it and understands its requirements;
 - 5. The owner shall state the maximum occupancy for the residence, which shall be the same number as advertised and marketed to potential renters by or on behalf of the owner;
 - 6. The owner's agreement to use his or her best efforts to assure that use of the premises by short term vacation rental occupants will not disrupt the neighborhood, and will not interfere with the rights of neighboring property owners to the quiet enjoyment of their properties;
 - 7. A copy of an exemplar agreement between the owner and occupant(s) which obligate the occupant to abide by all of the requirements of the chapter, and other county ordinances, state and federal law, and that such a violation of any of these rules may result in the immediate termination of the agreement and eviction from the premises, as well as potential liability for payment of fines levied;
 - 8. Proof of the owner's current ownership of the short term vacation rental unit; and
 - 9. Proof of homeowner's insurance.
- b. Registration under this code section is not transferrable and should ownership of a short term vacation rental change, a new application is required, including application fee. In the event of any other change in the information or facts provided in the application, the holder of the short term rental certificate shall amend the filed application without payment of any additional application fee.

(Ord. of 2-16-2021(2))

Sec. 5. Review of application.

Review of an application shall be conducted by the planning and development director, or their designee, in accordance with due process principles and shall be granted unless the applicant fails to meet the conditions and requirements of this chapter, or otherwise fails to demonstrate the ability to comply with local, state, or federal laws. Any false statements or information provided in the application are grounds for revocation, suspension and/or imposition of penalties, including denial of future applications. A certificate shall not be issued unless the owner demonstrates compliance with the applicable codes.

Sec. 6. Violations; revocation.

- a. In any instance in which use of the short term rental by a guest results in a violation of these ordinances, or any other ordinance of the county, notice of such violation shall be provided to the short term vacation rental agent. Failure to remedy any notice of violations may result in the issuance of a citation, which shall be prosecuted pursuant to this Code. Upon a conviction of violation, the planning & development director may revoke the short term vacation rental certificate and reject all applications for the subject premises for a period of 12 consecutive months.
- b. Short term rentals occurring on or after January 1, 2019 without a valid rental certificate shall constitute a violation of this chapter and shall be subject to a minimum fine of \$250.00. Each occurrence shall constitute a separate offense.
- c. Nothing in this ordinance shall be construed to limit any action by the county health department to seek the remediation of any dangerous condition at the short term vacation rental or to take any action seeking to protect and preserve against any threat to public safety.

Sec. 7. Appeal rights.

A person aggrieved by the planning & development director's decision to revoke, suspend or deny a short term vacation rental certificate may appeal the decision to the county manager. The appeal must be filed with the county manager's office in writing, within 30 calendar days after the adverse action and it shall contain a concise statement of the reasons for the appeal. A decision from the county manager shall be rendered within five business days of receipt of the appeal, and may hold any administrative hearing deemed necessary in consideration of the appeal.

File Attachments for Item:

11. Awarding of Solicitation 21-42001-005 Dennis Station Road Decel Lane (staff-CM & CC)

PUTNAM COUNTY BOARD OF COMMISSIONERS BID TABULATION SHEET
BID OPENING: Friday, August 20, 2021 - 10:00 a.m.
SOLICITATION NO. AND DESCRIPTION: Solicitation 21-42001-005 Dennis Station Road

BID #1

Name	Pittman Construction
Address	P.O. Box 155
City, State	Congers, GA
Bid Amount	\$ 398,015.52

Sealed & Labeled	Amendments Issued	Amendments Noted	Work Resume	Bid Bond (5%)	E-Verify Affidavit	Save Affidavit
✓	✓	✓	✓	✓	✓	✓

Notes: _____

BID #2

Name	East Coast Grading
Address	P.O. Box 579
City, State	Rutledge, GA
Bid Amount	\$ 381,092.35

Sealed & Labeled	Amendments Issued	Amendments Noted	Work Resume	Bid Bond (10%)	E-Verify Affidavit	Save Affidavit
✓	✓	✓	✓	✓	✓	✓

Notes: _____

WITNESS:

Stephanie McMullen
Lyn Butcher

PUTNAM COUNTY, GEORGIA	
PROJECT #:	21-3100-21101
PROJECT:	DENNIS STATION ROAD (RIGHT TURN DECEL LANE)
BID NUMBER:	21-42001-005

Item #	GDOT #	Description	Units	Est. Bid Quantity	East Coast Grading, Inc.		Pittman Construction Company	
					Unit Price Bid	Total Bid Price	Unit Price Bid	Total Bid Price
005	150-1000	TRAFFIC CONTROL - PROJECT NO. 21-3100-21101	LS	1	\$20,000.00	\$20,000.00	\$12,295.00	\$12,295.00
010	163-0232	TEMPORARY GRASSING	AC	0.5	\$1,200.00	\$600.00	\$1,200.00	\$600.00
015	163-0240	MULCH	TN	0.5	\$720.00	\$360.00	\$4,800.00	\$2,400.00
020	163-0301	CONSTRUCT AND REMOVE CONSTRUCTION EXITS	EA	1	\$3,500.00	\$3,500.00	\$975.00	\$975.00
025	163-0528	CONSTRUCT AND REMOVE FABRIC CHECK DAM - TYPE C SILT FENCE	LF	60	\$5.00	\$300.00	\$15.00	\$900.00
030	165-0030	MAINTENANCE OF TEMPORARY SILT FENCE, TP C	LF	300	\$2.00	\$600.00	\$1.00	\$300.00
035	165-0041	MAINTENANCE OF CHECK DAMS - ALL TYPES	LF	60	\$5.00	\$300.00	\$1.00	\$60.00
040	165-0101	MAINTENANCE OF CONSTRUCTION EXIT	EA	1	\$1,500.00	\$1,500.00	\$875.00	\$875.00
045	171-0030	TEMPORARY SILT FENCE, TYPE C	LF	1200	\$3.00	\$3,600.00	\$4.00	\$4,800.00
050	210-0100	GRADING COMPLETE - PROJECT NO. 21-3100-21101	LS	1	\$100,000.00	\$100,000.00	\$154,055.00	\$154,055.00

PUTNAM COUNTY, GEORGIA	
PROJECT #:	21-3100-21101
PROJECT:	DENNIS STATION ROAD (RIGHT TURN DECEL LANE)
BID NUMBER:	21-42001-005

Item #	GDOT #	Description	Units	Est. Bid Quantity	East Coast Grading, Inc.		Pittman Construction Company	
					Unit Price Bid	Total Bid Price	Unit Price Bid	Total Bid Price
055	310-1101	GR AGGR BASE CRS, INCL MATL	TN	1132	\$50.00	\$56,600.00	\$35.80	\$40,525.60
060	402-3121	RECYCLED ASPH CONC 25 MM SUPERPAVE, GP 1 OR 2, INCL BITUM MATL & H LIME	TN	522	\$125.00	\$65,250.00	\$117.50	\$61,335.00
065	402-3190	RECYCLED ASPH CONC 19 MM SUPERPAVE, GP 1 OR 2, INCL BITUM MATL & H LIME	TN	174	\$125.00	\$21,750.00	\$118.60	\$20,636.40
070	402-4510	RECYCLED ASPH CONC 12.5 MM SUPERPAVE, GP 2 ONLY, INCL POLYMER-MODIFIED BITUM MATL & H LIME	TN	410	\$125.00	\$51,250.00	\$130.15	\$53,361.50
075	413-0750	TACK COAT	GL	752	\$10.00	\$7,520.00	\$0.01	\$7.52
080	432-5010	MILL ASPH CONC PVMT, VARIABLE DEPTH	SY	320	\$20.00	\$6,400.00	\$22.00	\$7,040.00
085	446-1100	PVMT REINF FABRIC STRIPS, TP 2, 18 INCH WIDTH	LF	1125	\$5.25	\$5,906.25	\$7.00	\$7,875.00
090	550-1180	STORM DRAIN PIPE, 18 IN, H 1-10	LF	20	\$400.00	\$8,000.00	\$60.00	\$1,200.00
095	550-3618	SAFETY END SECTION 18 IN, SIDE DRAIN, 6:1 SLOPE	EA	1	\$3,500.00	\$3,500.00	\$950.00	\$950.00
100	603-2181	STN DUMPED RIP RAP, TP 3, 18 IN	SY	10	\$250.00	\$2,500.00	\$68.00	\$680.00

PUTNAM COUNTY, GEORGIA	
PROJECT #:	21-3100-21101
PROJECT:	DENNIS STATION ROAD (RIGHT TURN DECEL LANE)
BID NUMBER:	21-42001-005

Item #	GDOT #	Description	Units	Est. Bid Quantity	East Coast Grading, Inc.		Pittman Construction Company	
					Unit Price Bid	Total Bid Price	Unit Price Bid	Total Bid Price
105	603-7000	PLASTIC FILTER FABRIC	SY	10	\$50.00	\$500.00	\$7.00	\$70.00
110	643-8200	BARRIER FENCE, ORANGE 4-FT	LF	1125	\$1.78	\$2,002.50	\$4.00	\$4,500.00
115	668-5000	JUNCTION BOX	EA	1	\$3,500.00	\$3,500.00	\$8,500.00	\$8,500.00
120	700-0200	GRASSING COMPLETE - PROJECT NO. 21-3100-21101	LS	1	\$6,500.00	\$6,500.00	\$4,850.00	\$4,850.00
SIGNING AND MARKING								
125	636-1033	HIGHWAY SIGNS, TP 1 MATL, REFL SHEETING, TP 9	SF	25	\$14.40	\$360.00	\$29.00	\$725.00
130	636-1036	HIGHWAY SIGNS, TP 1 MATL, REFL SHEETING, TP 11	SF	5	\$24.00	\$120.00	\$29.00	\$145.00
135	636-2070	GALV STEEL POSTS, TP 7	LF	76	\$12.00	\$912.00	\$12.00	\$912.00
140	653-0120	THERMOPLASTIC PVMT MARKING, ARROW, TP 2	EA	10	\$132.00	\$1,320.00	\$175.00	\$1,750.00
145	653-1704	THERMOPLASTIC SOLID TRAF STRIPE, 24 IN, WHITE	LF	24	\$7.20	\$172.80	\$15.00	\$360.00
150	653-1501	THERMOPLASTIC SOLID TRAF STRIPE, 5 IN, WHITE	LF	2150	\$1.20	\$2,580.00	\$1.00	\$2,150.00

PUTNAM COUNTY, GEORGIA	
PROJECT #:	21-3100-21101
PROJECT:	DENNIS STATION ROAD (RIGHT TURN DECEL LANE)
BID NUMBER:	21-42001-005

Item #	GDOT #	Description	Units	Est. Bid Quantity	East Coast Grading, Inc.		Pittman Construction Company	
					Unit Price Bid	Total Bid Price	Unit Price Bid	Total Bid Price
155	653-1502	THERMOPLASTIC SOLID TRAF STRIPE, 5 IN, YELLOW	LF	2440	\$1.20	\$2,928.00	\$1.00	\$2,440.00
160	653-3501	THERMOPLASTIC SKIP TRAF STRIPE, 5 IN, WHITE	GLF	100	\$1.20	\$120.00	\$0.75	\$75.00
165	653-6004	THERMOPLASTIC TRAF STRIPING, WHITE	SY	89	\$7.20	\$640.80	\$7.50	\$667.50
						\$381,092.35		\$398,015.52

August 30, 2021

Mr. Paul Van Haute
Putnam County Manager
Putnam County Board of Commissioners
117 Putnam Drive, Suite A,
Eatonton, Georgia 31024

Re:

Project: 21-3100-21101 Dennis Station Road (Right Turn Decel Lane)

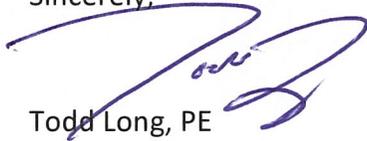
Dear Mr. Haute,

Two (2) bids were received by Putnam County on August 20, 2021 on the contract 21-3100-21101 Dennis Station Road (Right Turn Decel Lane).

The low bidder was East Coast Grading, Inc. with a bid of \$381,092.25. We have reviewed the bid prices and consider the low bid to be acceptable. It is recommended that the contract be awarded to East Coast Grading, Inc.

A tabulation of the bids received is attached.

Sincerely,



Todd Long, PE

cc:

File: 21-3100-21101 Dennis Station Road (Right Turn Decel Lane)

File Attachments for Item:

12. Awarding of Solicitation 21-61221-001 Recreation Restroom Renovations (staff-CM & CC)

PUTNAM COUNTY BOARD OF COMMISSIONERS BID TABULATION SHEET

BID OPENING: Friday, August 27, 2021 - 3:00 p.m.

SOLICITATION NO. AND DESCRIPTION: Solicitation 21-61221-001 Recreation Restroom Renovations

SUMMARY

BID #1

Name	Presley Inc
City, State	Snellville, GA
Bid Amount	\$124,000.00

BID #2

Name	Oconee Construction Services
City, State	Eatonton, GA
Bid Amount	\$151,394.00

BID #3

Name	Dyer Construction
City, State	Milledgeville, GA
Bid Amount	\$114,515.00

BID #4

Name	Renfroe Construction
City, State	Macon, GA
Bid Amount	\$156,140 (+\$2900 to replace lights and + \$2282 for 100% P&P bond) \$161,322.00

BID #5

Name	Prime Contractors
City, State	Powder Springs, GA
Bid Amount	\$116,561.00

BID #6

Name	Carmichael Brothers Tile Company
City, State	Hahira, GA
Bid Amount	\$27,412.00 (for tile work only)

PUTNAM COUNTY BOARD OF COMMISSIONERS BID TABULATION SHEET

BID OPENING: Friday, August 27, 2021 - 3:00 p.m.

SOLICITATION NO. AND DESCRIPTION: Solicitation 21-61221-001 Recreation Restroom Renovations

BID #1

Name	Presley Inc
Address	Po Box 390608
City, State	Snellville, GA
Bid Amount (on form)	\$ 124,000.00

Sealed & Labeled	Amendments Issued	Amendments Noted	2 paper copies/1 electronic	Work Resume	E-Verify Affidavit	Save Affidavit & Driver's License
✓	NO	N/A	✓	✓	✓	✓

Notes: _____

BID #2

Name	Oconee Construction Services
Address	112 Harmony Crossing, Suite 3
City, State	Eatonville, GA
Bid Amount (on form)	\$ 151,394.00

Sealed & Labeled	Amendments Issued	Amendments Noted	2 paper copies/1 electronic	Work Resume	E-Verify Affidavit	Save Affidavit & Driver's License
✓	NO	N/A	✓	✓	✓	✓

Notes: _____

WITNESS:

Stephanie McMullen

Lynn Bessett

[Signature]

BID #3

Name	Dyer Construction
Address	2351 River Ridge Rd NE
City, State	Milledgeville, GA
Bid Amount (on form)	#0 114,515. ⁰⁰

Sealed & Labeled	Amendments Issued	Amendments Noted	2 paper copies/1 electronic	Work Resume	E-Verify Affidavit	Save Affidavit & Driver's License
✓	NO	N/A	✓	✓	✓	✓

Notes: _____

BID #4

Name	Renfro Construction
Address	9611 Ivey Dr. Ste 400
City, State	Macon, Georgia
Bid Amount (on form)	161,322. ⁰⁰

Sealed & Labeled	Amendments Issued	Amendments Noted	2 paper copies/1 electronic	Work Resume	E-Verify Affidavit	Save Affidavit & Driver's License
✓	NO	N/A	✓	✓	✓	✓

Notes: Base 156,140.⁰⁰ w/option to replace lights. + \$2900.⁰⁰
 Addition for 100% P&P Bond - Additional \$282.⁰⁰

WITNESS:
 Stephanie McMullen
 Lynn Battarbee

BID #5

Name	Prime Contractors
Address	3406 Florence Cir
City, State	Powder Springs, GA
Bid Amount (on form)	\$ 116,561. ⁰⁰

Sealed & Labeled	Amendments Issued	Amendments Noted	2 paper copies/1 electronic	Work Resume	E-Verify Affidavit	Save Affidavit & Driver's License
✓	NO	N/A		✓	✓	✓

Notes: _____

BID #6

Name	Carmichael Brothers Tile Company
Address	305 N Church St.
City, State	Hahira, GA
Bid Amount (on form)	\$ 27,412. ⁰⁰

Sealed & Labeled	Amendments Issued	Amendments Noted	2 paper copies/1 electronic	Work Resume	E-Verify Affidavit	Save Affidavit & Driver's License
✓			✓	✓	✓	✓

Notes: Just for tile work

WITNESS:
Stephanie McMull
Lynn Burtworth

File Attachments for Item:

13. Approval of Changes to the Personnel Policy (staff-CM & HR)



**PUTNAM COUNTY
PERSONNEL MANUAL**

Employee Handbook

Officials of Putnam County, Georgia
At the time this policy was last amended:

- Billy Webster, Chairman
- ~~Kelvin Irvin,~~ Gary McElhenney, District One Commissioner
- Daniel Brown, District Two Commissioner
- B. W. “Bill” Sharp, District Three Commissioner
- ~~Vacant,~~ Jeff Wooten, District Four Commissioner

ADMINISTRATION

- Paul Van Haute, County Manager
- Lynn Butterworth, County Clerk
- Linda A. Cook, Finance Director
- Cynthia Miller, Human Resources Director
- Fleming & Nelson, LLP, General Counsel

Adopted August 19, 2003
Amended December 5, 2003; June 3, 2005; November 20, 2007;
December 2, 2011; May 1, 2015; July 5, 2019, October 2, 2020

Proposed Changes September 3, 2021

VI. CONDITIONS OF EMPLOYMENT

A. WORK HOURS

The workweek for full-time employees, except for firefighters will be forty (40) hours. Firefighters will be paid in accordance with the Fair Labor Standards Act (FLSA 29 USC 207).

B. WORKWEEK

The workweek shall be established by the Department Heads, with approval from the County Manager, and shall be in accordance with the needs of the service provided. The workweek shall be the same for all persons occupying full-time positions in the same class under the same conditions.

C. ATTENDANCE

Employees are required to be punctual. Repetitive tardiness must be documented by the Department Head and placed in the employee's file. An employee who is on twenty-four (24) hour call and/or has a County vehicle at his/her residence is considered on the job when he/she leaves his/her residence/domicile in response to a call. Each Department Head is responsible for a complete attendance record for each departmental employee. Attendance records shall be submitted to the Payroll office, including attendance, leave time and unauthorized absence, on the Monday after the payroll week ends.

Employees must notify their respective Department Head within thirty (30) minutes prior to the regularly scheduled workday if they do not intend to be on the job for that day, including the reason for the absence. Employees who are absent from work for three (3) consecutive 8-hour periods without leave approval (or without having called in to report the absence) will be considered as having voluntarily abandoned his/her job. Insufficient notice, as stated above, is considered no notice. In some circumstances a doctor's excuse may be necessary prior to return to work. Anyone absent three consecutive 8-hour periods will be required to bring a doctors excuse prior to their return to work. The absence of an employee from duty, including any absence for a day or part of a day that is not authorized by a specific grant or leave request will be deemed to be an absence without leave and any such absence shall be deemed to be an absence without leave. Any such absence shall be without pay and may be cause for disciplinary action, including and up to termination. Absences of three consecutive 8-hour periods or longer or absences of leave without pay must be reported to the Human Resources Supervisor in writing.

D. BREAKS

Employees shall be given the opportunity to take one fifteen (15)-minute break within a continuous four-hour work period. Each Department Head shall schedule these breaks so that normal department operations are not jeopardized. Employees shall be given the opportunity to take a meal break for at least one-half hour, but not to exceed one (1) hour

as close to the middle of the employee's shift as possible. Each Department Head shall schedule the meal breaks so that normal department operations are not jeopardized. Public Safety breaks will be determined by their supervisors.

Employees shall be given the opportunity to take an additional meal break should the shift be scheduled over eight (8) hours in a given twenty-four (24) hour period. Hours are under the same restrictions as the meal break. Any and all break time cannot be accumulated and in no instance can be saved for the purpose of leaving work early or accumulating sick or ~~vacation~~ **annual** time.

E. OVERTIME

The employee categories of executive personnel, administrative personnel, contract personnel and professional personnel, are exempt from the following overtime rules and will not be compensated for overtime. All other employees will be paid at one-and-one-half times their hourly rate in accordance with the provisions of the Fair Labor Standards Act (FLSA 29 USC 207). Hours worked will not include hours off the work site (i.e., sick time, ~~vacation~~ **annual leave**, holiday, etc.), except for time physically worked on a regularly scheduled holiday. Department Heads shall arrange work schedules to minimize overtime pay and allow an equitable distribution of the workload to current employees.

F. TESTING

Employees may be required and subject to periodic testing for job competency, physical ability to perform job, substance abuse, or other tests deemed appropriate by the County Manager.

An annual physical may be required for those positions that affect public welfare and safety. These positions are Firefighters, Emergency Medical Service personnel, Law Enforcement personnel, County vehicle operators, Transit System drivers, and personnel that perform maintenance on those vehicles.

Putnam County is a drug-free and alcohol-free workplace. The improper use of alcohol and controlled substances by Putnam County employees constitutes a direct threat to property and the safety of others. The work involved in many positions is inherently dangerous, and the safety of citizens and fellow employees depends upon the ability of employees to think clearly with unimpaired faculties.

It is the objective of Putnam County to provide safe and effective public service. To meet this objective, the problem of alcohol and controlled substance abuse must be identified, confronted, and defeated. In order to achieve this, Putnam County has developed a comprehensive alcohol and controlled substance policy. As used in this Manual, the term “controlled substance” shall have the meaning and include the substances defined as “controlled substances” in the Georgia Controlled Substance Act, O.C.G.A., S16-13-20, et seq., and especially O.C.G.A., S16-12-21(4) as said Section and said Act shall appear from time to time.

Substance abuse testing is required for each of the following circumstances:

1. *Pre-Employment Testing*

A pre-employment drug screening shall be conducted when an individual applies for an employment position with Putnam County. Any job applicant who refuses to submit to a pre-employment drug test or who has a confirmed positive test shall not be hired. An employee who transfers from one position covered by this manual to another position covered by this manual does not require pre-employment testing. Potential hires must go for testing at the specified time and place as directed. Once they are at the testing facility, they may not leave for any reason until testing is complete.

2. *Post-Accident Testing*

Following any accident that involves damage to property or personal injury, Putnam County will promptly test each surviving employee for alcohol and/or drugs.

Any employee who is involved in an accident while on duty or on County business in their personal vehicle must remain available for alcohol and drug testing. Each employee who is requested to submit to testing shall do so within two hours of the accident. Employees who have been involved in an accident may not consume alcohol for eight hours following the accident or until an alcohol test has been conducted.

An employee who is subject to post-accident testing and who fails to remain readily available for such testing may be deemed to have refused to submit to testing. An employee who leaves the scene of the accident prior to submission to an alcohol and drug test without first notifying his or her supervisor shall be deemed to have refused to submit to testing unless the employee left the scene to seek emergency medical attention or assistance in responding to the accident. If an employee who is subject to post-accident testing is hospitalized, the hospital or medical facility shall be asked to obtain samples for alcohol and/or drug testing.

If an alcohol test is required pursuant to this section and is not administered within two hours following the accident, the supervisor for the employee shall prepare a written report explaining why the test was not promptly administered and shall forward that report to the County Manager. If an alcohol test is required pursuant to this section and is not administered within eight hours following an accident, the County shall discontinue efforts to administer an alcohol test and the supervisor for that employee shall prepare a written report explaining why the alcohol test was not conducted. The written report shall be sent to the County Manager.

If a drug test is required pursuant to this section and is not administered within thirty-two (32) hours following an accident, the County shall discontinue efforts to

administer a drug test, and the supervisor for that employee shall prepare a written report explaining why the drug test was not conducted. The written report shall be sent to the County Manager.

3. *Reasonable Suspicion Testing*

Reasonable suspicion testing is designed to identify alcohol or drug-affected employees who may pose a danger to themselves or to others in their job performance.

The decision to test an employee for alcohol or drugs pursuant to this section must be based on a reasonable and articulable suspicion of alcohol or drug use by the employee on the basis of specific contemporaneous physical, behavioral, or performance indicators. In addition, an employee’s close association with law enforcement identified drug dealers and/or drug users may be used as “reasonable suspicion” for a decision to test. The observations which underlie the decision to test on the basis of reasonable suspicion for alcohol must be made during, just before, or just after the performance of covered functions by the employee.

If a reasonable suspicion test is not administered within two hours following the determination that testing is appropriate, the supervisor shall prepare a written report explaining why the test was not promptly administered and forward the report to the County Manager. If the test is not performed within eight hours of the determination, then the County will discontinue efforts to administer a test, and the supervisor shall prepare a written report explaining why the test was not administered and forward the report to the County Manager. Failure of the employee to have the test conducted could result in adverse action, up to and including dismissal.

Putnam County will not permit an employee to report for duty or to remain on duty requiring the performance of covered functions while the employee is under the influence of or impaired by alcohol or drugs, as shown by the behavioral, speech, or performance indicators of alcohol or drug misuse.

4. *Random Testing*

All employees who work in a position which is covered by this manual shall be subject to unannounced drug testing based on a random selection process. To insure that the selections are random, employees shall be placed in a common pool via their employee numbers, and the selections shall be computer-generated. Employees shall be tested at a rate to be determined by the County Manager. Test dates shall also be randomly selected. A person may be selected for drug testing more than once or not at all during the course of random testing.

G. ZERO TOLERANCE

Any Putnam County employee that has a verified positive drug or alcohol test will be removed from his/her position, informed of educational and rehabilitation programs available, referred to a Substance Abuse Professional (SAP) for assessment, and will be terminated.

VII. OBSERVED HOLIDAYS

HOLIDAYS

Putnam County observes the following holidays as paid holidays:

New Year's Day	January 1
Martin Luther King's Birthday	Third Monday/January
Good Friday	Friday before Easter
Memorial Day	Last Monday/May
Independence Day	July 4
Labor Day	First Monday/September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday/November
Day after Thanksgiving Day	Fourth Friday/November
Christmas Eve Day	December 24
Christmas Day	December 25

When any of the above holidays fall on Sunday, it will be observed on the following Monday. When any of the above holidays fall on Saturday, it will be observed on the preceding Friday.

Some non-essential employees may be required to work. Employees required to work on the above holidays can elect to be compensated for the holiday pay (eight hours) plus time and a half pay for the time worked regardless of the overtime ruling or receive equal time off with holiday pay and regular (straight-time) pay. Any employee who has exhausted all sick and annual leave shall not be eligible for holiday pay if they do not work during the pay period in which the holiday falls.

All full-time employees in good standing are eligible for holiday pay as outlined above. Part-time, temporary, seasonal, contract or intern, and substitute employees are not eligible for holiday pay.

VIII. LEAVE

A. VACATION ANNUAL LEAVE

1. *General*

Vacations are for the purpose of rejuvenating both physical and mental faculties, and all employees are urged to avail themselves of vacation periods. No employee shall receive pay in lieu of vacation. No employee may take leave for more than two (2) consecutive weeks without the approval of the County Manager. Compensation for ~~vacation~~ **annual** leave shall not be paid for more than a normal shift on any given day.

All full-time employees shall be entitled to accrue annual leave with full pay after the first six (6) months of employment, in accordance with this policy. Five (5) days annual leave will be earned and available for use after the completion of six (6) months of service. The employee will then accrue an additional five (5) days of annual leave during the second six-months of employment. After completion of the first year of service, the employee will continue to accrue ten (10) days annually. After completion of five years of service, the employee will accrue 15 days annually. After completion of ten years of service, the employee will accrue 20 days annually.

2. *Carry Over Annual Leave*

Putnam County provides access to retirement investment with the option of converting excess annual carry-over leave (more than 240 hours) into a 457 Deferred Compensation Plan. This investment is only provided if funds are available. Employees can take advantage of this opportunity or elect to have their excess annual carry-over leave amount submitted to ACCG Retirement Services to count towards credited service in the Define Benefit Pension if applicable.

~~2. *Persons Entitled*~~

~~All full time employees, after the completion of a six (6) month training period, may begin utilizing vacation leave. Part time, temporary, seasonal, contract or intern, and substitute employees are not eligible for vacation leave.~~

~~3. *Accrual of Vacation Leave*~~

~~Full time eligible employees shall accrue four (4) hours leave per month (48 hours annually) beginning at the end of their six month training period. Full time eligible employees with at least five years' service shall accrue eight (8) hours per month (96 hours annually). Full time eligible employees with at least eight years' of service shall accrue twelve (12) hours leave per month (144 hours annually).~~

~~Employees who are promoted may continue to accumulate vacation and sick leave during the new training period.~~

~~Vacation leave will accrue to the credit of an eligible employee who is in a leave-with pay status for vacation, sick, civil, or military leave with pay. Employees who are not at work because of an on-the-job injury will not accrue leave beginning with the 11th consecutive day off the job. Employees shall continue to accrue vacation leave during the time that they are on vacation leave.~~

3. ~~Request for Vacation~~ **Annual Leave**

~~Vacation~~ **Annual** leave assignments will be made in accordance with the preferences of the employee when possible. A request for ~~vacation~~ **annual** leave shall be submitted to the respective Department Head as far in advance as possible. Leave may be taken only after approval of the appropriate Department Head so that, insofar as practical, the department can function without hiring additional temporary help. Requests for ~~vacation~~ **annual** leave for personal-business must be made as far in advance as possible. Department Heads must request leave to the County Manager as far in advance as possible.

5. ~~Holidays~~

~~Putnam County observes the following holidays as paid holidays:~~

New Year's Day	January 1
Martin Luther King's Birthday	Third Monday/January
Good Friday	Friday before Easter
Memorial Day	Last Monday/May
Independence Day	July 4
Labor Day	First Monday/September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday/November
Day after Thanksgiving Day	Fourth Friday/November
Christmas Eve Day	December 24
Christmas Day	December 25

~~When any of the above holidays fall on Sunday, it will be observed on the following Monday. When any of the above holidays fall on Saturday, it will be observed on the preceding Friday.~~

~~Some non-essential employees may be required to work. Employees required to work on the above holidays can elect to be compensated for the holiday pay (eight hours) plus time and a half pay for the time worked regardless of the overtime ruling or receive equal time off with holiday pay and regular (straight time) pay. Any employee who has exhausted all sick and vacation leave shall not be eligible for holiday pay if they do not work during the pay period in which the holiday falls.~~

~~All full-time employees in good standing are eligible for holiday pay as outlined above. Part-time, temporary, seasonal, contract or intern, and substitute employees are not eligible for holiday pay.~~

4. *Official Holidays and ~~Vacation~~ Annual Leave*

If an official holiday should fall during an employee's ~~vacation~~ annual leave period, that official holiday shall not count as ~~vacation~~ annual leave.

5. *~~Vacation~~ Annual Leave Substituted for Sick Leave*

If an employee has used up his/her allotment of sick leave, the employee may substitute ~~vacation~~ annual leave in case of further sickness.

6. *Compensation for ~~Vacation~~ Annual Leave*

If an employee resigns or is dismissed by the County as an employee, the employee will be compensated for all accumulated ~~vacation~~ annual leave at the employee's ending rate of pay.

7. *Records of ~~Vacation~~ Annual Leave*

Records concerning ~~vacation~~ annual leave for employees shall be kept in the Human Resources office.

10. ~~Accumulation~~

~~Vacation leave may be accumulated up to two hundred forty (240) hours and carried from one calendar year to the next. Any employee who carries two hundred forty (240) hours forward from one year to the next will be allowed to accumulate leave during the year but will in no case be allowed to carry more than two hundred forty (240) forward to the next calendar year. Unused vacation leave, which is not carried to the next calendar year, will be credited to time of service at retirement. Records of unused time will be maintained in the individual's personnel file. Leave is accrued on a bi-weekly basis.~~

C. SICK LEAVE

1. *General*

Sick leave shall be allowed to all eligible employees in the case of actual sickness, or disability of the employee or the sickness of a member of the employee's immediate family for medical, dental, or eye examination or treatment for which arrangements cannot be made outside of working hours. Please see definition of immediate family under C. Definitions. An employee shall report all instances of

illness requiring absence. An employee may utilize his/her sick leave upon approval of the appropriate Department Head for absence due to illness or injury.

2. *Persons Entitled*

All full-time employees, after six (6) months' continuous employment, are eligible to use sick leave. Temporary, seasonal, and other part-time or substitute contract or intern employees are not eligible for sick leave.

3. *Accrual of Sick Leave*

Full-time eligible employees shall accrue sick leave at the rate of eight (8) hours per month, for a total of 96 hours per year. No employee shall be entitled to receive sick leave time until the employee shall have completed six (6) months training period. Sick leave shall not be accrued while an employee is on sick leave for more than one pay period.

4. *Accumulation of Sick Leave*

No employee shall accumulate more than 960 hours of sick leave without approval of the Board of Commissioners.

5. *Reporting of Sick Leave*

An employee who is absent from work because of illness is responsible for reporting to the employee's Department Head or supervisor prior to the regularly scheduled workday at the designated reporting time on the day of absence. Employees will be expected to keep the supervisor or Department Head informed of progress on a regular basis [every three (3) days unless written exemption is requested by a qualified physician]. Such leave will be charged against sick leave. Where a relief employee is required in a department, which must provide 24 hours sustained service, the employee must report this absence two hours before the designated reporting time. In the event of failure of compliance with these provisions, the employee will be charged on the payroll with leave without pay.

6. *Use of Sick Leave*

Sick leave is not a right that an employee may use at his/her discretion, but a privilege not to be abused. Department Heads, after three (3) days, will require a medical certificate signed by a licensed physician to substantiate a request for sick leave. Abuse of sick leave may result in disciplinary action up to and including termination.

7. *Sick Leave for On-the-Job Injury*

An employee who sustains an injury on the job must at the time of the injury or as soon as possible thereafter notify the employee's Department Head or supervisor. If the injury necessitates the employee's absence from work, the employee shall receive only that compensation provided under Workers' Compensation. Workers' Compensation leave will not be charged against an employee's accrued sick leave. However, an employee may choose to be compensated for his/her accrued sick leave in lieu of Workers' Compensation, but under no circumstances by law can an employee be compensated by both the employer and Workers' Compensation. The employee must complete an "Employee's Statement of Injury" form and the Department Head must complete the Workers' Compensation Report of accident/injury and submit this form to the Human Resources Office within twenty-four (24) hours of the incident. Failure to complete the required report by the Department Head may result in disciplinary action.

8. *Forfeiture of Sick Leave*

Sick leave is a privilege; therefore, any employee who resigns or is terminated from County service before becoming eligible for retirement shall forfeit all unused sick leave, and shall not be paid for unused sick leave. Any employee leaving County employment and eligible for immediate retirement or deferred retirement shall have unused sick leave added as service time.

9. *Donation of Sick Leave*

The County Manager shall have the discretion to approve leave donation requests from prospective recipients or their supervisor. An approved announcement of the request may be circulated in order to encourage donations.

For the purpose of this section:

- a. A recipient means an eligible employee who has been authorized to receive donations of leave from other employees.
- b. A donor means an eligible employee who has elected to donate leave to another employee.

Leave donation shall be from employee to employee and shall be strictly voluntary. The identity of the donors shall be confidential and shall not be provided to the recipient or to any other individual unless necessary to administer the donation or required by law. An employee shall not be eligible to receive leave donations for any occupationally-related accident or illness, which is compensable under the Workers' Compensation benefits.

To be eligible to donate leave, a donor must:

- a. Have been employed by Putnam County for not less than twelve (12) months in a position entitled to earn sick leave;
- b. Have a balance of not less than forty-eight (48) hours of sick leave after the donation.

To be eligible to receive leave donations, a recipient must:

- a. Be an employee who is eligible to accrue sick leave;
- b. Have exhausted all accrued sick and ~~vacation~~ **annual** leave.

Donations in general:

- a. Donations may not exceed forty (40) hours per donor.
- b. Donations transferred to a recipient by all donors may not exceed four hundred eighty (480) hours.
- c. Once a recipient has returned to work, any donated leave not used by the recipient will be returned to the donors on a prorated basis.
- d. Multiple donations shall be permitted for the same recipient; provided, however, no recipient shall be credited with more than nine hundred sixty (960) hours of donated leave in any consecutive two-calendar-year period.

D. FUNERAL LEAVE

- ~~1. Funeral leave is limited to use for the immediate family as previously defined. Employees desiring to attend the funeral of persons other than immediate family must use vacation leave.~~
- ~~2. Request for funeral leave must be made twenty four (24) hours in advance. Funeral leave will be charged to sick leave first and vacation leave second, when sick leave time is not available.~~
- ~~3. Funeral leave shall not be granted for more than three (3) days. Additional time required for funerals will be charged to vacation leave.~~

BEREAVEMENT LEAVE

Bereavement leave with pay will be granted for an employee’s absence from duty in the event of a death in the immediate family. Please see definition of immediate family under C. Definitions. An employee may utilize such leave to make funeral arrangements, settle family affairs, attend the funeral or memorial services, and for bereavement.

Full-time employees shall receive up to three (3) days of bereavement leave with pay.

As with other unscheduled absences, employees are expected to notify their immediate supervisor and/or department head as soon as they learn of the need for bereavement leave. Such notification should, if possible, be made prior to the employee’s scheduled work shift or within 30 minutes after the start of the employee’s work shift. Failure to provide proper notification may result in the denial of bereavement pay. Upon requesting bereavement leave employees should also inform their immediate supervisor and/or department head of their expected return to work date.

E. MILITARY LEAVE

Leaves of absence to perform military duty in the Armed Forces of the United States, the Military Reserves, or the National Guard will be granted in accordance with applicable state and federal laws. The County will also comply with applicable federal and state laws in regards to the reemployment of individuals returning from military leave.

F. CIVIL LEAVE (JURY DUTY)

~~An employee serving in a full-time position shall be entitled to leave of absence from duties, without loss of pay or time, with the exception of fees received for serving as a juror or a witness, and without effect on his service rating, on all days during which he/she shall be subpoenaed by any court, federal, state, or political subdivision thereof, to serve as a juror or witness.~~

~~Employees must provide notification and a copy of the subpoena or notice to their supervisor upon receipt of such document. This document must then be forwarded to Human Resources.~~

Because jury duty is recognized as a civic responsibility, the County will continue to pay an employee serving in a full-time position regular salary when the employee is required to report for jury duty on a day, he/she is scheduled to work. An employee must report his/her need for jury duty/court leave in advance to his/her supervisor. Employees are required to present documentation from the court indicating jury service is required. Employees are not required to turn over to the County any fees received for participating in jury duty. An employee is expected to return to work on any day he or she is dismissed from jury duty prior to 1:00 p.m. All employees subpoenaed or ordered to attend court or to appear as a witness in connection with the employee's County employment are working and will be paid accordingly.

G. PARENTAL LEAVE

Paid parental leave is granted to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption. An employee may receive up to six (6) weeks of paid parental leave during any "rolling" 12- month period, measured backward from the date that any Parental Leave was utilized, which will run concurrently with Family and Medical Leave Act (FMLA), as applicable during any "rolling" 12- month period, measured backward from the date that any FMLA leave is to be used. FMLA leave for the birth or placement of a child for adoption must be concluded within 12 months of the birth or placement.

All eligible employees must be employed full-time with at least one (1) full year of service, having worked at least 1,250 hours during the last 12 consecutive months.

Employee must have given birth to a child, be the spouse of the individual who has given birth to a child or adopted a child (adopted child must be age 17 or younger).

1. The employee will provide their supervisor with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary leave forms and provide all required documentation as stated in Putnam County's Leave of Absence Policy.

2. Employee parents of the same child working in the same department may not use paid parental leave at the same time.

3. Each week of paid parental leave is compensated at 100 percent of the employee's regular, straight time weekly pay, to be paid on Putnam County's regularly scheduled pay dates.

4. Approved paid parental leave may be taken at any time during the three-month period immediately following the birth, adoption, or placement of the child for adoption. Paid parental leave may not be used or extended beyond the three-month time frame.

5. Employees must take paid parental leave in a three-month period from the date of the qualified event. Any unused paid parental leave will be forfeited at the end of the three-months.

6. Paid parental leave taken under this policy will run concurrently with leave under FMLA; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption, the leave will be counted toward the 12 weeks of available FMLA leave per a 12-month period. All other requirements and provisions under FMLA will

apply. The total amount of leave granted to the employee under FMLA will not exceed 12 weeks during the 12-month FMLA period.

7. After the paid parental leave is exhausted, the balance of FMLA leave (if applicable) will be compensated through employee’s accrued sick, annual, or compensatory leave. Upon exhaustion of accrued sick, annual, or compensatory leave, any remaining leave will be unpaid leave.

8. If a holiday occurs while the employee is on paid parental leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid leave entitlement.

9. Upon termination of employment with Putnam County, any unused paid parental leave for which the employee was eligible will not be paid out.

H. FAMILY MEDICAL LEAVE ACT

- 1. An eligible employee may take up to twelve (12) weeks of leave within a twelve-month period, defined by the calendar year, under the Family and Medical Leave Act of 1993 (FMLA), to care for a spouse, son, daughter, or parent with a serious health condition, or because of the employee’s own serious illness or chronic/episodic health conditions, which includes the birth or adoption of a child. The twelve (12) weeks may include accrued paid and unpaid leave.
- 2. An “eligible employee” is defined as someone who has worked for the County for a period of **at least** one (1) year, having worked 1,250 hours (minimum required by the FMLA) over the previous twelve (12) months.
- 3. “Serious injury or health condition” is defined as an “Illness, injury, impairment, or chronic physical condition involving either inpatient care or continuing treatment by a health care provider.”
- 4. An employee will take any reserve sick leave or ~~vacation~~ **annual** leave as part of the twelve-week FMLA period.
- 5. An employee may take leave intermittently or on a reduced leave schedule when medically necessary; however, an intermittent or reduced schedule to care for a newborn or newly adopted child must be approved by the Department Head and the County Manager.
- 6. An employee must request FMLA leave thirty (30) days in advance when possible.
- 7. An employee shall receive written notification of Putnam County’s designation of time as FMLA leave.
- 8. An employee on FMLA leave is entitled to receive health benefits while on unpaid

leave under the same terms and conditions as when working. However, Putnam County will recover health coverage premiums paid for an employee who fails to return to work.

- 9. Putnam County must provide service credit for the employee during unpaid FMLA leave, but only for the purpose of avoiding a break in service in regards to retirement benefits.
- 10. Putnam County shall guarantee an employee on unpaid FMLA leave the right to return to the previous or a “virtually identical” position.
- 11. Spouses who are both employed by Putnam County are entitled to a total of twelve (12) weeks FMLA leave to care for a new child or sick parent. If the leave is required for care for a sick child or the other spouse, each spouse is entitled to twelve (12) weeks FMLA leave.
- 12. A medical certificate supporting a request for FMLA leave and signed by a licensed physician will be required by the Resources Office. Employees who have used FMLA leave for their own serious illness will be required to submit a “fitness-for-duty” report before they can return to work.
- 13. After requesting FMLA leave to Department Head, employees will be referred to Human Resources.

I. LEAVE WITHOUT PAY

1. *Leave without Pay Defined*

When it is deemed in the best interest of the County, a full-time employee may be granted leave without pay for personal or other reasons, provided such leave is approved by the Department Head and approved by the County Manager. Non-full-time employees are not eligible for grants of leave without pay.

2. *Reasons for Granting*

The Department Head may, with the approval of the County Manager, grant leave without pay for a period not to exceed 120 days, when it is deemed to be in the best interest of the County. Valid reasons shall include, but not be confined to, prolonged illness or disability of the employee or a member of the employee's household, educational or training enrichment, pregnancy and childbirth, and military service.

3. *General Procedures*

All departments are required to adhere to the following practices in granting leave without pay.

- a. Failure of an employee to return to work at the expiration of approved leave shall be considered as absence without leave and grounds for dismissal.
- b. An employee granted leave without pay and who wishes to return before the leave period has expired, shall be required to give his/her Department Head at least three (3) days notice. Upon receipt of such written notice, the employee may be permitted to return to work at the discretion of the Department Head.
- c. The County Manager will determine whether or not sick leave, ~~vacation~~ **annual** leave, time of service or credit toward merit increases will be earned by an employee for the time that the employee is on leave without pay.
- d. An employee shall return from leave without pay to the same step of his/her salary grade as at the time of commencement of leave.
- e. An employee, while on an authorized leave of absence without pay, who obtains either part-time or full-time employment elsewhere, is required to notify his/her Department Head in writing within three (3) days of accepting such employment.
- f. The County Manager shall decide if an employee is entitled to keep health/insurance benefits when leave without pay is approved for a period of more than thirty (30) days.

4. *Procedure for Requesting Leave without Pay*

An application for leave without pay shall be submitted in writing one month in advance showing the employee's reason for requesting such leave and shall contain a statement that the employee intends to return to the County service upon expiration of such leave, and that the employee agrees to the terms and conditions as outlined in these policies. In emergency situations, when an employee does not have accrued leave and is unable to return to work as scheduled as a result of illness or emergency reasons, the employee's Department Head may recommend approval of the granting of leave without pay without prior application by the employee, or the County Manager may investigate and make such recommendations in the absence of the Department Head.

5. *Rights of Employee on Leave without Pay*

- a. Reinstatement of Former Position

For employees granted leave without pay, every effort will be made to return the employee to the former position or to a comparable one. If a

position is not available, the employee shall be listed on re-employment lists in the same manner as employees who are laid off in good standing.

b. Continuity of Service

Employees granted leave without pay shall not be considered to have affected a break in service. Continuation of County insurance benefits for eligible employees during the time the employee is on leave without pay shall be in accordance with the provisions of the employee group insurance contracts and the approval of the Board of Commissioners.

6. *Temporary Filling of Position of Employee on Leave without Pay*

During the employee's approved leave of absence, the employee's position may be filled by temporary or substitution personnel. At the expiration of leave without pay, the employee is not guaranteed to receive the same position with the County.

J. NOTIFICATION OF COUNTY MANAGER

When an employee has taken leave of any kind or is absent without leave, his/her Department Head shall notify the Human Resources Office in writing within the same pay period in which the leave is taken or the absence without leave occurs. The Human Resources Supervisor may inform the County Manager. Such notification may be by notation on a time card or attendance sheet or by memo, giving specific information covering type of leave, dates and hours, and other pertinent data.

File Attachments for Item:

14. Appointment to the Board of Assessors (staff-CC)

NAME	ADDRESS	DISTRICT	AT LEAST AGE 21	HIGH SCHOOL DIPLOMA OR EQUIVALENT	DATE APPLICATION RECEIVED
Kelley Chitwood	108 River Lake Drive	3	yes	yes	8/16/2021
There is one vacancy:					
John Chaklos Jr.	Term Expires 2/3/25				
Need one person to fill the unexpired portion of Mr. Chaklos' term					

PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024
706-485-5826
www.putnamcountyga.us

NOTICE

The Putnam County Board of Commissioners is seeking interested Putnam County residents to serve on the **Board of Assessors**. Persons eligible to serve on the Board of Assessors must be at least 21 years of age and have a valid high school diploma or its equivalent. The successful candidate must complete 80 hours of training and pass the assessor examination during the first year of appointment. Additionally, the successful applicant must complete 40 hours of continuing education every two years. This is to fill an unexpired term which ends on February 3, 2025.

This board is responsible for determining taxability, value, and equalization of all assessments within the county. The County Board of Tax Assessors notifies taxpayers when changes are made to the value of the property; receives and reviews all appeals filed; and insures that the appeal process proceeds properly. In addition, they approve all exemptions claimed by the taxpayer. Meetings of the Board of Assessors are usually held once per month on a weekday between the hours of 2:00 PM and 6:00 PM. During appeal time, meetings can increase to at least three or four times per month. Compensation is \$50.00 per board meeting.

Interested persons should submit an **application** to the Putnam County Board of Commissioners, 117 Putnam Drive, Suite A, Eatonton, Georgia 31024. Applications will be accepted until the positions are filled. The board application form can be found on the county website at www.putnamcountyga.us (in the "How Do I..." or "Forms & Documents" sections) or by calling 706-485-5826.

06/17/2021 & 06/24/2021

PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024
706-485-5826 ♦ 706-923-2345 fax
www.putnamcountyga.us

APPLICATION FOR BOARDS, COMMITTEES, & AUTHORITIES

Name: Kelley Chitwood
Address: 108 River Lake Dr
Eatonton, GA 31024
Occupation: Insurance Claims Appraiser

Home Phone: _____
Work Phone: _____
Cell Phone: [REDACTED]
E-mail: [REDACTED]

I would like to apply for appointment to the following Board, Committee, or Authority:
Board of Assessors

Which district do you live in? 1 2 3 4

Briefly explain your educational background High School graduate
Certified Property Casualty Underwriter

Are you an owner or officer in any business or corporation? Yes No

If yes, please list the name and activity of the business or corporation: _____

Please explain any previous experience with State or Local Government: _____
Enumerator Supervisor working with the U. S. Census Bureau .

Briefly explain why you seek this appointment: _____
It's an opportunity to learn more about the community I live in and to help in anyway I can .
Martha Harris reached out to me and recommended I apply.

If appointed, I agree to serve.

Kelley Chitwood
Signature

08/15/2021
Application Date

*This application should be submitted to the Putnam County Board of Commissioners. Any additional information may be included on a separate page.

BOARD OF ASSESSORS

<u>MEMBER</u>	<u>TERM BEGINS</u>	<u>TERM EXPIRES</u>
John Chaklos Jr. (DECEASED) 120 South Leisure Lane Milledgeville, GA 31061	02/03/21	02/03/25
John L. Richter* 142 Tanglewood Road SW Eatonton, GA 31024	03/06/20	11/17/21
Evan Reese 122 S. Leisure Lane Milledgeville, GA 31061	02/03/21	02/03/25
Virginia M. Daley** 201 E. Magnolia Street Eatonton, GA 31024	03/16/21	07/06/22
Shelby J. Storey, Chair 2021 169 Cedar Cove Drive Buckhead, GA 30625	03/20/20	03/20/24

*to fill the unexpired term of Donald Cottrell

**to fill the unexpired term of Ronald Gilpin

4 year terms (effective 3/97)
 Appointed by BOC
 Need to be sworn in by Clerk of Court
 Need to provide information to HR
 Prepare Resolution for DOR

Last Updated 8/27/2021

File Attachments for Item:

- 15. Appointment to the Eatonton-Putnam Water and Sewer Authority (staff-CC)

NAME	ADDRESS	DISTRICT	BACKGROUND	APPLICATION DATE
Michael D. Rowland	106 Arbors Lane	3	Retired; graduate degrees from Georgia College and UGA; 29 years in K-12 education; 10 years working for Georgia Dept of Education; current member of EPWSA	8/11/2021
There is one vacancy:				
Michael D. Rowland	Term Expired 09/01/2021			
Need one person to fill a 4-year term				

PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024
706-485-5826
www.putnamcountyga.us

NOTICE

The Putnam County Board of Commissioners is seeking individuals interested in serving on the **Eatonton-Putnam Water and Sewer Authority**. To be eligible for appointment as a member of the Authority a person must be at least 21 years of age and a resident of Putnam County for at least two years prior to the date of his or her appointment. No person shall be eligible for appointment to the Authority who has been convicted of a felony. Appointment will be for a four-year term. The person appointed will be expected, in conjunction with other Authority Board members, to be able to make decisions regarding water and sewer rates, operating agreements, budget formulations, capital projects, loan and grant applications and other corporate like decisions inherent in the conduct of a multi-million-dollar water and sewer enterprise. Members of the Authority serve without any compensation as a community service.

Interested persons should submit an **application** to the Putnam County Board of Commissioners, 117 Putnam Drive, Suite A, Eatonton, Georgia 31024. Applications will be accepted until the position is filled. The board application form can be found on the county website at www.putnamcountyga.us (in the "How Do I..." or "Forms & Documents" sections) or by calling 706-485-5826.

08/12/2021 & 08/19/2021

PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024
706-485-5826 ♦ 706-923-2345 fax
www.putnamcountyga.us

APPLICATION FOR BOARDS, COMMITTEES, & AUTHORITIES

Name: Michael Rowland
Address: 106 Arbors Lane
Eatonton, Georgia 31024
Occupation: Retired

Home Phone: [REDACTED]
Work Phone: N/A
Cell Phone: [REDACTED]
E-mail: [REDACTED]

I would like to apply for appointment to the following Board, Committee, or Authority:
Eatonton Putnam Water and Sewer Authority

Which district do you live in? 1 2 3 4

Briefly explain your educational background I have graduate degrees from Georgia College and the University of Georgia

Are you an owner or officer in any business or corporation? Yes No

If yes, please list the name and activity of the business or corporation: _____

Please explain any previous experience with State or Local Government: 29 years in K-12 education
10 years working for the Georgia Department of Education in the Facilities Services Unit

Briefly explain why you seek this appointment: I sought appointment to the authority four years ago
because I have a desire to serve my community, and I thought my background might be an asset to the
Authority. Over that time, we have developed a business model and supporting team that I believe have
improved the operation of the water and sewer department. I would like to continue this work.

If appointed, I agree to serve.
Michael D. Rowland
Signature

August 11, 2021
Application Date

*This application should be submitted to the Putnam County Board of Commissioners. Any additional information may be included on a separate page.

EATONTON-PUTNAM WATER AND SEWER AUTHORITY

MEMBER

TERM EXPIRES

John Reid (Mayor)
103 Beech Avenue
Eatonton, GA 31024

Concur with Mayor’s term of office

Bill Sharp (Chairman’s designee-effective 01/01/19)
103 Bulloch Hall Drive
Eatonton, GA 31024

Concur with Chairman’s term of office

Judson Doster
202 N. Washington Avenue
Eatonton, GA 31024

(city appointee)

09/01/2024

Michael D. Rowland
106 Arbors Lane
Eatonton, GA 31024

(county appointee)

09/01/2021

J.T. Jay Gregory III*
897 Oak Street
Eatonton, GA 31024

(board appointee)

01/18/2025

*filling unexpired term of Bill Sharp

File Attachments for Item:

16. Appointment to the Planning & Zoning Commission - District Three (staff-CC)

NAME	ADDRESS	DISTRICT	CURRENT OCCUPATION	OTHER	APPLICATION DATE
Harold Jones	122A Thunder Road	3	Lowe's Merchandising Specialist	High School grad; some college; Technical School; Pat Ryan School of Finance	8/12/2021
There is one vacancy:					
Tim Pierson	Term Expires 12/31/22				
Need one person to fill the remainder of this 2-year term					

PUTNAM COUNTY BOARD OF COMMISSIONERS



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706-485-5826
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NOTICE

The Putnam County Board of Commissioners is seeking an individual to serve on the **Planning and Zoning Commission for District Three**. The individual selected will complete an unexpired term, ending December 31, 2022. The candidates should be dedicated, fair-minded, not self-serving, and willing to devote time for meetings several hours each month. Within three months of their appointment, the member must receive 12 hours of training in zoning procedures and/or comprehensive planning conducted and/or sponsored by ACCG or the University of Georgia’s Carl Vinson Institute of Government or equivalent as determined by the Director of Planning and Development. No member shall have any other position or office with the county.

Interested persons should submit an **application** to the Putnam County Board of Commissioners, 117 Putnam Drive, Suite A, Eatonton, Georgia 31024. Applications will be accepted until the position is filled. The board application form can be found on the county website at www.putnamcountyga.us (in the “How Do I?” section) or by calling 706-485-5826.

08/12/2021 & 08/19/2021

PUTNAM COUNTY BOARD OF COMMISSIONERS



[Handwritten signature]

AUG 12 2021 PM 3:38

117 Putnam Drive, Suite A ♦ Eatonton, GA 31024
706-485-5826 ♦ 706-923-2345 fax
www.putnamcountyga.us

APPLICATION FOR BOARDS, COMMITTEES, & AUTHORITIES

Name: Harold Jones Home Phone: _____
 Address: 122A Thunder Rd. Work Phone: _____
Eatonton, Ga Cell Phone: [REDACTED]
 Occupation: Lowe's Merchandising Specialist E-mail: [REDACTED]

I would like to apply for appointment to the following Board, Committee, or Authority:
Planning and Zoning Committee

Which district do you live in? 1 2 3 4

Briefly explain your educational background High School Grad, Some College, Technical School, Pat Ryan School of Finance

Are you an owner or officer in any business or corporation? Yes No

If yes, please list the name and activity of the business or corporation: _____

Please explain any previous experience with State or Local Government: _____

Briefly explain why you seek this appointment: To become involved with the county government and help shape the future of our community.

If appointed, I agree to serve.
[Handwritten Signature]
Signature

08/11/2021
Application Date

*This application should be submitted to the Putnam County Board of Commissioners. Any additional information may be included on a separate page.

PLANNING & ZONING COMMISSION

MEMBER

TERM EXPIRES

Maurice Hill, Jr. (District One) 12/31/2022
152 Horton Drive
Eatonton, GA 31024

Martha Harris Farley (District Two) 12/31/2022
105 Cooper Drive
Eatonton, GA 31024

Tim Pierson (District Three) RESIGNED 8-9-21 12/31/2022
103 Cody Circle
Eatonton, GA 31024

John T. Mitchell* (District Four) 12/31/2022
195 Lakeshore Drive
Eatonton, GA 31024

Alan Foster**, Chairman 12/31/2022
409 E. River Bend Drive
Eatonton, GA 31024

*Filling the unexpired term of Joel Hardie + full 2-year term

**Filling the unexpired term of James Marshall

2 year term
Appointed by BOC (one from each district and at-large chair)
(See Chapter 66, Section 66-150 of the “Putnam County Code of Ordinances”)
Need to provide information to HR

Last Updated 8/27/2021

File Attachments for Item:

17. Recommendation for Appointment to the Region 5 Emergency Medical Services Council (staff-CC)

Lynn Butterworth

From: Archer, Michelle <michelle.archer@dph.ga.gov>
Sent: Tuesday, August 24, 2021 1:13 PM
To: Commissioner
Subject: Appointment for Region 5 Council
Attachments: Putnam Commission appointment 4-26-2021.pdf

Good afternoon,

I have attached a copy of the letter for the Commission to review. The appointment is for the Region 5 Council, representing Putnam County. The current serving representative is Brad Murphey, Putnam County EMS. The term from June 2021 through June 2024 needs an appointed representative from Putnam County.

If you need any further assistance, please don't hesitate to contact me.

Respectfully,
Michelle

Michelle Archer

Regional EMS Director – Region 5
Office of EMS and Trauma
Division of Health Protection
Georgia Department of Public Health
1000 Indian Springs Drive
Forsyth, GA 31029
Cell: (678) 867-4427

Public Safety Agencies (EMS, Fire, Law Enforcement) and Public Safety Personnel need to check for updated information on the Georgia Office of EMS and Trauma web site as well as the CDC and Georgia Department of Public Health Coronavirus web pages:

- CDC:*** <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- Georgia Public Health:*** <https://dph.georgia.gov/novelcoronavirus>
- Georgia Office of EMS and Trauma (OEMS):*** <https://dph.georgia.gov/EMS>



Central Georgia Region 5 Emergency Medical Services Council
1000 Indian Springs Dr.
Forsyth, GA 31029

Terry Cobb
Chairman

Lee Oliver
Vice-Chair

Ralph Griffin, M.D.
Medical Director

- BALDWIN**
- BIBB**
- BLECKLEY**
- CRAWFORD**
- DODGE**
- HANCOCK**
- HOUSTON**
- JASPER**
- JOHNSON**
- JONES**
- LAURENS**
- MONROE**
- MONTGOMERY**
- PEACH**
- PULASKI**
- PUTNAM**
- TELFAIR**
- TREUTLEN**
- TWIGGS**
- WASHINGTON**
- WHEELER**
- WILCOX**
- WILKINSON**

May 19, 2021

Putnam County Board of Commissioners
 117 Putnam Drive, Suite A
 Eatonton, GA 31024

RECEIVED
By Lynn Butterworth at 3:29 pm, Aug 24, 2021

Dear Commissioners:

On behalf of the Region 5 EMS Council, I am asking for an appointment from you for the Regional Emergency Medical Services Advisory Council to represent your county. The purpose of this Council is to:

- Serve as a liaison between the Office of EMS and Trauma and the regional EMS system; and
- Coordinate, facilitate the improvement of, and maintain a quality EMS system in the 23 counties of Region 5; and
- Serve as the local coordinating entity designated by the Georgia Department of Public Health to recommend the manner in which Emergency Response Zones in Region 5 function.

Putnam County has two (2) Representatives on this Council. Your current Representative are **Brad Murphey, term 2018-2021** and **Tommy McClain, term 2020-2023**. Council bylaws require county representation of individuals selected by County Commissions in the counties comprised of Region 5; therefore, I am soliciting from you the name or reappointment of one (1) individual whom you wish to represent your county on this council for the **2021-2024 term**. Council By-laws require members to attend at least fifty percent (50%) of the scheduled council meetings.

Your current representative, **Brad Murphey, Putnam County EMS** has been involved in the Council since his last appointment and has met the attendance requirements.

Members of the Regional EMS Council should be knowledgeable and/or interested in the EMS system and represent a broad cross section of the region’s citizens. The following is a list of categories, which you may wish to consider when recommending your representative:

- | | |
|---|---|
| ▪Public EMS Provider | ▪Consumer |
| ▪Private EMS Provider | ▪Emergency Physician |
| ▪EMT/Paramedic (non-supervisory) | ▪General Surgeon |
| ▪Specialty Care hospital representative | ▪911 Dispatch Center representative |
| ▪Hospital representative | ▪Law enforcement representative |
| ▪City government representative | ▪Emergency department nurse and/or trauma nurse |
| ▪County government representative | ▪Pediatrician |

Please forward the recommendation of your Commission to Michelle Archer, DPH Office of EMS and Trauma Region 5 EMS Director, along with a brief synopsis of the individual's qualifications along with his/her contact information on the attached form. **You may mail or email this information to the Region 5 Office.**

Please complete the attached form and return before **June 15, 2021**. Your participation in this effort is important to the provision of quality Emergency Medical Services to the citizens in your community, to the region, and to the state. I appreciate your cooperation and welcome you to contact me if you have any questions. Thank you.

Sincerely,
Michelle Archer

Michelle Archer
 Region 5 EMS Director
 (678) 867-4427
Michelle.archer@dph.ga.gov

TO: Putnam County Board of Commissioners
117 Putnam Drive, Suite A
Eatonton, GA 31024

RECEIVED
By Lynn Butterworth at 3:29 pm, Aug 24, 2021

FROM: Michelle Archer
Region 5 EMS Director
1000 Indian Springs Dr.
Forsyth, GA 31029
Michelle.archer@dph.ga.gov

RE: Region 5 EMS Council Nomination, Term 2021-2024

DATE: _____

Please nominate a *representative* for your county, please complete the following and email or mail to the address listed above:

The following person will serve on the Region 5 EMS Advisory Council for the next three-year term or vacant unexpired term.

Name: _____

Mailing Address: _____

Work Phone: _____

Mobile Phone: _____

Email: _____

Brief synopsis of qualifications: _____



AUG 27 2021 AM 9:55



August 26, 2021

Lynn Butterworth
Putnam County Clerk
117 Putnam Drive
Suite A
Eatonton GA 31024

RE: Region V EMS Council APPOINTMENT RENEWAL

Ms. Butterworth,

It is my intent to continue to serve on the Region 5 EMS Council as long as the County Manager and The Putnam County Board of Commissioners feel there is a value of my involvement as a voting member.

Thank you for the opportunity to give you my input on the request from council for reappointment or appointment of another to serve in this roll.

Respectfully,

Director Brad Murphey
Putnam County EMS
117 Putnam Drive
Suite A, Room 137
Eatonton Georgia 31024
T (706) 485-1974

File Attachments for Item:

18. Ratification of the Board of Education Mill Rate and Authorization for Chairman to sign Tax Levy Resolution (staff-CM & Finance)

2021 Tax Levy- Putnam County Board of Education

WHEREAS, the Putnam County Board of Commissioners sitting for the County purposes has this day met to hear and fix the tax rates for **Putnam County Board of Education**, its maintenance and operation and its bond retirements and

WHEREAS, the governing authority of Putnam County, Georgia has no jurisdiction over the setting of tax levies for Putnam County Board of Education and cannot alter or reset the requested amounts and

WHEREAS, the Putnam County Board of Education in a letter dated August 21, 2021 has requested the 2021 tax levy and

WHEREAS, the tax digest of said County shows taxable property for the year 2021 in the total amount of \$1,478,631,452 for maintenance and operation,

THEREFORE, it is ordered and adjudged that 14.900 mills on each thousand dollars worth of property in both the incorporated and unincorporated areas be and same is hereby levied on the total amount of property, producing a net tax levy of 14.900 mills returned for taxation by the payers of Putnam County for the year 2021, said mills to produce a total revenue of \$22,031,609 for the maintenance and operation for Putnam County Board of Education.

The Tax Commissioner of Putnam County, Georgia, is hereby ordered to levy and collect the above tax rates on the taxable property designated for the year 2021 and for the purpose heretofore set forth, with due date of no later than December 1, 2021.

Witness our hands and official seal this 3rd day of September 2021.

PUTNAM COUNTY BOARD OF COMMISSIONERS

Billy Webster, Chairman

ATTEST:

Lynn Butterworth
Putnam County Clerk



August 17, 2021

MEMORANDUM

TO: Linda Cook
Putnam County Commissioner Office

Pam Lancaster
Putnam County Tax Commissioner

FROM: Coretta Harris
PCBOE Finance Director *CH*

RE: **2021 Millage Rate & Advertisement**

Please find enclosed the following:

- Notice of Tax Levy
- Form PT 32.1 Millage Rate Rollback
- Current 2021 Tax Digest and 5 Year History of Levy
- July 29, 2021 Advertisement of Current Tax Digest and Five Year History & Budget
- August 5, 2021 Advertisement of Current Tax Digest and Five Year History & Budget
- Screen Print of District Website posting

Please let me know if you need anything else.



August 17, 2021

To Putnam County Board of Commissioners:

Based on the Net Tax Digest Figures supplied by Mrs. Pamela Lancaster, Putnam County Tax Commissioner, of \$1,478,631,452 for Maintenance and Operation of Schools, the Putnam County Board of Education approved at the August 16, 2021 board meeting a levy in taxes of 14.900 mills for M & O, exclusive of any collection fees, calculated as follows.

Maintenance and Operations of Schools

\$22,031,609 (14.900 mills)

Sincerely,

A handwritten signature in blue ink, appearing to be 'EA'.

Eric Arena
Superintendent

PT-32.1 - Computation of MILLAGE RATE ROLLBACK AND PERCENTAGE INCREASE IN PROPERTY TAXES - 2021

COUNTY: Putnam TAXING JURISDICTION: School

ENTER VALUES AND MILLAGE RATES FOR THE APPLICABLE TAX YEARS IN YELLOW HIGHLIGHTED BOXES BELOW

DESCRIPTION	2020 DIGEST	REASSESSMENT OF EXISTING REAL PROP	OTHER CHANGES TO TAXABLE DIGEST	2021 DIGEST
REAL	1,469,297,521	77,234,265	31,351,766	1,577,883,552
PERSONAL	95,822,316		10,380,805	106,203,121
MOTOR VEHICLES	16,408,500		(4,245,970)	12,162,530
MOBILE HOMES	5,807,932		286,589	6,094,521
TIMBER -100%	4,038,573		(827,306)	3,211,267
HEAVY DUTY EQUIP	488,484		(87,920)	400,564
GROSS DIGEST	1,591,863,326	77,234,265	36,857,964	1,705,955,555
EXEMPTIONS	206,853,656	29,995,866	(9,525,419)	227,324,103
NET DIGEST	1,385,009,670	47,238,399	46,383,383	1,478,631,452
	(PYD)	(RVA)	(NAG)	(CYD)

2020 MILLAGE RATE: 15.772

2021 MILLAGE RATE: 14.900

CALCULATION OF ROLLBACK RATE

DESCRIPTION	ABBREVIATION	AMOUNT	FORMULA
2020 Net Digest	PYD	1,385,009,670	
Net Value Added-Reassessment of Existing Real Property	RVA	47,238,399	
Other Net Changes to Taxable Digest	NAG	46,383,383	
2021 Net Digest	CYD	1,478,631,452	(PYD+RVA+NAG)
2020 Millage Rate	PYM	15.772	PYM
Millage Equivalent of Reassessed Value Added	ME	0.504	(RVA/CYD) * PYM
Rollback Millage Rate for 2021	RR - ROLLBACK RATE	15.268	PYM - ME

CALCULATION OF PERCENTAGE INCREASE IN PROPERTY TAXES

If the 2021 Proposed Millage Rate for this Taxing Jurisdiction exceeds Rollback Millage Rate computed above, this section will automatically calculate the amount of increase in property taxes that is part of the notice required in O.C.G.A. § 48-5-32.1(c) (2)	Rollback Millage Rate	15.268
	2021 Millage Rate	14.900
	Percentage Tax Increase	-2.41%

CERTIFICATIONS

I hereby certify that the amount indicated above is an accurate accounting of the total net assessed value added by the reassessment of existing real property for the tax year for which this rollback millage rate is being computed.

----- Chairman, Board of Tax Assessors Date -----

I hereby certify that the values shown above are an accurate representation of the digest values and exemption amounts for the applicable tax years.

----- Tax Collector or Tax Commissioner Date -----

I hereby certify that the above is a true and correct computation of the rollback millage rate in accordance with O.C.G.A. § 48-5-32.1 for the taxing jurisdiction for tax year 2021 and that the final millage rate set by the authority of this taxing jurisdiction for tax year 2021 is _____

CHECK THE APPROPRIATE PARAGRAPH BELOW THAT APPLIES TO THIS TAXING JURISDICTION

If the final millage rate set by the authority of the taxing jurisdiction for tax year 2021 exceeds the rollback rate, I certify that the required advertisements, notices, and public hearings have been conducted in accordance with O.C.G.A. §§ 48-5-32 and 48-5-32.1 as evidenced by the attached copies of the published "five year history and current digest" advertisement and the "Notice of Intent to Increase Taxes" showing the times and places when and where the required public hearings were held, and a copy of the press release provided to the local media.

If the final millage rate set by the authority of the taxing jurisdiction for tax year 2021 does not exceed the rollback rate, I certify that the required "five year history and current digest" advertisement has been published in accordance with O.C.G.A. § 48-5-32 as evidenced by the attached copy of such advertised report.

----- Responsible Party Title Date -----
 [Signature] Supervisor 8/17/21

NOTICE

The **Putnam County Board of Education** does hereby announce that the millage rate will be set at a meeting to be held at the **Putnam County Board of Education, 158 Old Glenwood Springs Road, Eatonton, GA** on **Monday, August 16, 2021 at 6:00 P.M.** and pursuant to the requirements of O.C.G.A. § 48-5-32 does hereby publish the following presentation of the current year's tax digest and levy, along with the history of the tax digest and levy for the past five years.

CURRENT 2021 PROPERTY TAX DIGEST AND 5 YEAR HISTORY OF LEVY

BOARD OF EDUCATION		2016	2017	2018	2019	2020	2021
V A L U E	Real & Personal	1,460,676,954	1,405,307,797	1,410,455,717	1,492,337,498	1,565,119,837	1,684,086,673
	Motor Vehicles	30,817,740	23,778,440	19,032,470	16,196,140	16,408,500	12,162,530
	Mobile Homes	4,525,763	4,781,396	5,023,453	5,194,575	5,807,932	6,094,521
	Timber - 100%	1,690,662	2,205,438	4,214,949	4,688,246	4,038,573	3,211,267
	Heavy Duty Equipment	281,034	573,775	230,097	293,831	488,484	400,564
	Gross Digest	1,497,992,153	1,436,646,846	1,438,956,686	1,518,710,290	1,591,863,326	1,705,955,555
	Less Exemptions	177,829,260	176,908,528	174,577,059	186,641,872	206,853,656	227,324,103
	NET DIGEST VALUE	1,320,162,893	1,259,738,318	1,264,379,627	1,332,068,418	1,385,009,670	1,478,631,452
R A T E	MILLAGE RATE (Maintenance & Operation)						
		14.285	14.269	16.269	16.016	15.772	14.900
TAX	TOTAL M&O TAXES LEVIED	\$18,858,527	\$17,975,206	\$20,570,192	\$21,334,408	\$21,844,373	\$22,031,609
	Net Tax \$ Increase		(\$883,321)	\$2,594,986	\$764,216	\$509,965	\$187,236
	Net Tax % Increase		-4.68%	14.44%	3.72%	2.39%	0.86%

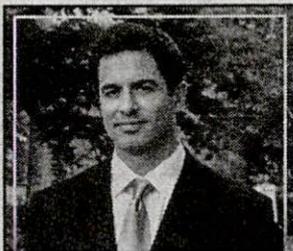
>> Serving Georgia's Lake Country since 1861

The Eatonton Messenger

THURSDAY, JULY 29, 2021 | A9

DADV
 demonstrate to all citizens of Putnam County that you value their vote, and intend to represent everyone, regardless of color, creed or religion. It's time to step up and make it right."

Board of Commissioners



RUSSELL W. WALL | ATTORNEY AT LAW
 122 North Main St. Bte B. Greensboro, GA
 Office: 706-453-0089 Fax: 706-453-0094
 Email: russell@rwwlaw.com

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	Motor Vehicles	30,817,740	23,778,440	19,032,470	16,196,140	16,408,500	12,162,530
	Mobile Homes	4,525,763	4,781,396	5,023,453	5,194,575	5,807,932	6,094,521
	Timber - 100%	1,690,662	2,205,438	4,214,949	4,688,246	4,038,573	3,211,267
	Heavy Duty Equipment	281,034	573,775	230,097	293,831	488,484	400,564
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	Net Tax % Increase		-4.68%	14.44%	3.72%	2.39%	0.86%

OTHER OUTLAYS	743,000	261,720	12,722,900	
DEBT SERVICES				1,722,900
TOTAL ESTIMATED EXPENDITURES	41,558,241	20,281,261	23,722,900	1,722,900
ESTIMATED BEGINNING FUND BALANCE JULY 1, 2021	18,193,009	1,637,632	11,286,330	1,912,594
ESTIMATED ENDING FUND BALANCE JUNE 30, 2022	13,382,013	1,017,117	2,763,430	1,972,594

The above budget is a tentative budget for the Putnam County Board of Education for FY 2022. All concerned citizens are invited to a public forum on the budget. The public forums will be held on August 9, 2021 at 6:00 P.M. and August 16, 2021 at 5:00 P.M. at the BOE building, 158 Old Glenwood Springs Road, Eatonton, GA 31024. The budget will be considered for final adoption by the Putnam County Board of Education at the monthly board meeting to be held on Monday, August 16, 2021 at 6:00 P.M. at the BOE building, 158 Old Glenwood Springs Road, Eatonton, GA 31024.

to classrooms across the nation, I'm hoping that my younger daughter will soon be able to see her own classmates smile without having to look for crinkling eyes above the mask line. But those choices being made for school children in the coming days and weeks will largely be driven by how many of us still sitting around unvaccinated and on the sidelines are now finally willing to roll up our

tive and anti-vaxx associates, in part because I know that I already took my shot for them and already plan to do so again as soon as the boosters are available. As a result, I hopefully will never be in the position or risk of later giving someone else this potentially fatal virus.

For those still unwilling, the aforementioned employers will offer options for the medically fragile, those already surviving COVID-19 and for those objecting for reasons of faith. They may opt for rigorous and weekly COVID-19 testing, or for positions allowing work from home or in virtual settings, as those slots remain available. But again, and once more with feeling, do the right thing.

Go take your shot!



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	Net Tax % Increase		-4.68%	14.44%	3.72%	2.39%	0.86%

**PUTNAM COUNTY BOARD OF EDUCATION
TENTATIVE BUDGET
JULY 1, 2021 - JUNE 30, 2022**

	GENERAL FUND	SPECIAL REVENUES	CAPITAL PROJECTS	DEBT SERVICE
ESTIMATED REVENUES				
*AD VALOREM TAXES	22,150,345	-	-	-
OTHER SALES TAXES	250,000	-	4,200,000	-
OTHER LOCAL SOURCES	537,273	-	-	-
STATE SOURCES	13,765,627	779,726	-	-
FEDERAL SOURCES	40,000	18,586,020	-	-
OTHER SOURCES	4,000	-	11,000,000	60,000
INCOMING TRANSFERS	-	295,000	-	1,722,900
TOTAL ESTIMATED REVENUE	36,747,245	19,660,746	15,200,000	1,782,900
ESTIMATED EXPENDITURES				
INSTRUCTION	23,468,266	11,602,822	-	-
STUDENT SUPPORT	1,964,136	932,244	-	-
IMPROVEMENT OF INSTRUCTION	1,162,682	1,566,303	-	-
EDUCATIONAL MEDIA	694,705	-	-	-
FEDERAL GRANT ADMINISTRATION	-	72,936	-	-
GENERAL ADMINISTRATION	546,074	66,325	-	-
SCHOOL ADMINISTRATION	2,380,763	307,315	-	-
BUSINESS SERVICES	1,214,576	617,401	-	-
MAINTENANCE AND OPERATIONS	3,672,177	115,331	-	-
STUDENT TRANSPORTATION	3,986,760	545,588	-	-
CENTRAL WIDE SERVICES	1,707,102	141,827	-	-
OTHER SUPPORT	18,000	-	-	-
FOOD SERVICES	-	3,503,825	-	-
CONSTRUCTION	-	547,625	11,000,000	-
OTHER OUTLAYS	743,000	261,720	12,722,900	-
DEBT SERVICES	-	-	-	1,722,900
TOTAL ESTIMATED EXPENDITURES	41,558,241	20,281,261	23,722,900	1,722,900
ESTIMATED BEGINNING FUND BALANCE JULY 1, 2021	18,193,009	1,637,632	11,286,330	1,912,594
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completely re thing. All the are shot.”
Finally, a D Witch 2300 (\$1,000), and said someboe ested in it. Th go on Putnar list for sale.
“None of th essential to v he said. “We \$5,000 for a
The Autho imously app declaring th surplus.
In the rep operations f

Notice
In accordan §21-2-9(b), ton will hol November Ward 1, Co 3, and Cour
Qualifying of the City person Ave dates:

Monday
Tuesday
Wednesday
Qualifying
C
C
C
C

The last d Monday, C tion Day f if necessar

**PUTNAM COUNTY BOARD OF EDUCATION
TENTATIVE BUDGET
JULY 1, 2021 - JUNE 30, 2022**

	GENERAL FUND	SPECIAL REVENUES	CAPITAL PROJECTS	DEBT SERVICE
ESTIMATED REVENUES				
*AD VALOREM TAXES	22,150,345	-	-	-
OTHER SALES TAXES	250,000	-	4,200,000	-
OTHER LOCAL SOURCES	537,273	-	-	-
STATE SOURCES	13,765,627	779,726	-	-
FEDERAL SOURCES	40,000	18,586,020	-	-
OTHER SOURCES	4,000	-	11,000,000	60,000
INCOMING TRANSFERS	-	295,000	-	1,722,900
TOTAL ESTIMATED REVENUE	36,747,245	19,660,746	15,200,000	1,782,900
ESTIMATED EXPENDITURES				
INSTRUCTION	23,468,266	11,602,822	-	-
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EDUCATIONAL MEDIA	694,705	-	-	-
FEDERAL GRANT ADMINISTRATION	-	72,936	-	-
GENERAL ADMINISTRATION	546,074	66,325	-	-
SCHOOL ADMINISTRATION	2,380,763	307,315	-	-
BUSINESS SERVICES	1,214,576	617,401	-	-
MAINTENANCE AND OPERATIONS	3,672,177	115,331	-	-
STUDENT TRANSPORTATION	3,986,760	545,588	-	-
CENTRAL WIDE SERVICES	1,707,102	141,827	-	-
OTHER SUPPORT	18,000	-	-	-
FOOD SERVICES	-	3,503,825	-	-
CONSTRUCTION	-	547,825	11,000,000	-
OTHER OUTLAYS	743,000	261,720	12,722,900	-
DEBT SERVICES	-	-	-	1,722,900
TOTAL ESTIMATED EXPENDITURES	41,558,241	20,281,261	23,722,900	1,722,900
ESTIMATED BEGINNING FUND BALANCE JULY 1, 2021	18,193,009	1,637,632	11,286,330	1,912,594
ESTIMATED ENDING FUND BALANCE JUNE 30, 2022	13,382,013	1,017,117	2,763,430	1,972,594

The above budget is a tentative budget for the Putnam County Board of Education for FY 2022. All concerned citizens are invited to a public forum on the budget. The public forums will be held on August 9, 2021 at 6:00 P.M. and August 16, 2021 at 5:00 P.M. at the BOE building, 158 Old Glenwood Springs Road, Eatonton, GA 31024. The budget will be considered for final adoption by the Putnam County Board of Education at the monthly board meeting to be held on Monday, August 16, 2021 at 6:00 P.M. at the BOE building, 158 Old Glenwood Springs Road, Eatonton, GA 31024.

to see how many listed as contacts have moved on, are retired and no longer work for Putnam County.

"Another thing that is required with this hazardous mitigation is the initial damage assessment and damage assessment team," said Burgamy. "If you have a tornado or some type of damage to any critical infrastructure or any home, we would have to identify (the damage assessment team) in the document, which would more or less fall under the first responders and the Sheriff's office. Fire and EMS is going to go if we have a bunch of stuff... and they will have to identify by star who was part of that particular team. They

said Angel. "The extent for flooding. They want locations for each jurisdiction."

There is just Putnam County and Eatonton as local jurisdictions, and Angel stressed describing where these events happen and the depth, and that it could be estimated.

"A lot of times we'll have something that tears up and messes things up around here which is not declared a disaster," said Sills. "When we do, (emergency funds) are for road repairs and things like that. It does save the local taxpayer money. I know we are all paying it one way or another, but it does save the local taxpayer when we have a disaster."

LEFT

CONTINUED FROM >> A5

to classrooms across the nation, I'm hoping that my younger daughter will soon be able to see her own classmates smile without having to look for crinkling eyes above the mask line. But those choices being made for school children in the coming days and weeks will largely be driven by how many of us still sitting around unvaccinated and on the sidelines are now finally willing to roll up our

sleeves.

Ready for the shelling and "personal liberty" infringement shouts from my more conservative and anti-vaxx associates, in part because I know that I already took my shot for them and already plan to do so again as soon as the boosters are available. As a result, I hopefully will never be in the position or risk of later giving someone else this potentially fatal virus.

For those still unwilling, the aforementioned employers will offer options for the medically fragile, those already surviving COVID-19 and for those objecting for reasons of faith. They may opt for rigorous and weekly COVID-19 testing, or for positions allowing work from home or in virtual settings, as those slots remain available. But again, and once more with feeling, do the right thing.

Go take your shot!



NOTICE

The Putnam County Board of Education does hereby announce that the millage rate will be set at a meeting to be held at the Putnam County Board of Education, 158 Old Glenwood Springs Road, Eatonton, GA on Monday, August 16, 2021 at 6:00 P.M. and pursuant to the requirements of O.C.G.A. § 48-5-32 does hereby publish the following presentation of the current year's tax digest and levy, along with the history of the tax digest and levy for the past five years.

CURRENT 2021 PROPERTY TAX DIGEST AND 5 YEAR HISTORY OF LEVY

BOARD OF EDUCATION		2016	2017	2018	2019	2020	2021
V A L U E	Real & Personal	1,460,676,954	1,405,307,797	1,410,455,717	1,492,337,498	1,565,119,837	1,684,086,673
	Motor Vehicles	30,817,740	23,778,440	19,032,470	16,196,140	16,408,500	12,162,530
	Mobile Homes	4,525,763	4,781,396	5,023,453	5,194,575	5,807,932	6,094,521
	Timber - 100%	1,690,662	2,205,438	4,214,949	4,688,246	4,038,573	3,211,267
	Heavy Duty Equipment	281,034	573,775	230,097	293,831	488,484	400,564
	Gross Digest	1,497,992,153	1,436,646,846	1,438,956,686	1,518,710,290	1,591,863,326	1,705,955,555
	Less Exemptions	177,829,260	176,908,528	174,577,059	186,641,872	206,853,656	227,324,103
	NET DIGEST VALUE	1,320,162,893	1,259,738,318	1,264,379,627	1,332,068,418	1,385,009,670	1,478,631,452
R							

Parent Links



VOLUNTEERS AND
 FERPA
 SLDS For Parents!!!
 Student Accident Insurance
 Accident Insurance -
 Spanish
 Online Enrollment -
 Insurance
 Insurance Claim Form
 Meningitis Vaccine Parent
 Letter
 FY20 Bilingual Student
 Accident Flyer
 Child Tax Credit Materials
 Additional Child Tax Credit
 Materials

Public Notice Links

2022 Advertised Budget
 2021 Tax Digest & 5 Year
 History
 HB 139
 Notice of Non-
 Discrimination
 2020 SPLOST Schedule
 Public Media Release CEP

Resource Links

Parent Mentor
 Talking to Children
 Title I
 Bullying Information
 Media Alert Sites
 Parent/Student Activities

Putnam County Charter School System - 158 Old Glenwood Springs Rd, Eatonton, GA
 31024 - Phone: 706-485-5381 - Fax: 706-485-3820

File Attachments for Item:

19. Authorization for Chairman to sign Resolution setting 2021 Mill Rate for Incorporated County Maintenance and Operation (staff-CM & Finance)

**2021 TAX LEVY PUTNAM COUNTY, GEORGIA
INCORPORATED AREA**

WHEREAS, the Putnam County Board of Commissioners sitting for county purposes has this day met to fix the tax rates for the maintenance and operation of Putnam County and

WHEREAS, the tax digest of said County shows taxable property for the year 2021 in the total amount of **\$130,998,934**.

THEREFORE, after careful consideration and estimate it is ordered and adjudged as follows.

THAT **9.536** mills on each thousand dollars worth of property in the incorporated area be and the same is hereby assessed and levied on the total amount of property less a roll back for Local Option Sales Tax Proceeds of **1.816** mills producing a net tax levy of **7.720** mills returned for taxation by the payers of Putnam County for the year 2021. Said **7.720** mills to produce a total revenue of **\$1,011,312**.

The Tax Commissioner of Putnam County, Georgia, is hereby ordered to levy and collect the above tax rates on the taxable property designated for the year 2021 and for the purpose heretofore set forth with due date of no later than December 1, 2021.

Approved and adopted this 3rd day of September 2021.

PUTNAM COUNTY BOARD OF COMMISSIONERS

Billy Webster, Chairman

ATTEST:

Lynn Butterworth
County Clerk

COUNTY: Putnam TAXING JURISDICTION: County

ENTER VALUES AND MILLAGE RATES FOR THE APPLICABLE TAX YEARS IN YELLOW HIGHLIGHTED BOXES BELOW

DESCRIPTION	2020 DIGEST	REASSESSMENT OF EXISTING REAL PROP	OTHER CHANGES TO TAXABLE DIGEST	2021 DIGEST
REAL	1,469,297,521	77,234,265	31,351,766	1,577,883,552
PERSONAL	95,822,316		10,380,805	106,203,121
MOTOR VEHICLES	16,408,500		(4,245,970)	12,162,530
MOBILE HOMES	5,807,932		286,589	6,094,521
TIMBER -100%	4,038,573		(827,306)	3,211,267
HEAVY DUTY EQUIP	488,484		(87,920)	400,564
GROSS DIGEST	1,591,863,326	77,234,265	36,857,964	1,705,955,555
EXEMPTIONS	206,853,656	29,995,866	(9,525,419)	227,324,103
NET DIGEST	1,385,009,670	47,238,399	46,383,383	1,478,631,452
	(PYD)	(RVA)	(NAG)	(CYD)

2020 MILLAGE RATE: 8.078 2021 MILLAGE RATE: 7.720

CALCULATION OF ROLLBACK RATE

DESCRIPTION	ABBREVIATION	AMOUNT	FORMULA
2020 Net Digest	PYD	1,385,009,670	
Net Value Added-Reassessment of Existing Real Property	RVA	47,238,399	
Other Net Changes to Taxable Digest	NAG	46,383,383	
2021 Net Digest	CYD	1,478,631,452	(PYD+RVA+NAG)
2020 Millage Rate	PYM	8.078	PYM
Millage Equivalent of Reassessed Value Added	ME	0.258	(RVA/CYD) * PYM
Rollback Millage Rate for 2021	RR - ROLLBACK RATE	7.820	PYM - ME

CALCULATION OF PERCENTAGE INCREASE IN PROPERTY TAXES

If the 2021 Proposed Millage Rate for this Taxing Jurisdiction exceeds Rollback Millage Rate computed above, this section will automatically calculate the amount of increase in property taxes that is part of the notice required in O.C.G.A. § 48-5-32.1(c) (2)	Rollback Millage Rate	7.820
	2021 Millage Rate	7.720
	Percentage Tax Increase	-1.28%

CERTIFICATIONS

I hereby certify that the amount indicated above is an accurate accounting of the total net assessed value added by the reassessment of existing real property for the tax year for which this rollback millage rate is being computed.

Chairman, Board of Tax Assessors Date

I hereby certify that the values shown above are an accurate representation of the digest values and exemption amounts for the applicable tax years.

Tax Collector or Tax Commissioner Date

I hereby certify that the above is a true and correct computation of the rollback millage rate in accordance with O.C.G.A. § 48-5-32.1 for the taxing jurisdiction for tax year 2021 and that the final millage rate set by the authority of this taxing jurisdiction for tax year 2021 is _____

CHECK THE APPROPRIATE PARAGRAPH BELOW THAT APPLIES TO THIS TAXING JURISDICTION

If the final millage rate set by the authority of the taxing jurisdiction for tax year 2021 exceeds the rollback rate, I certify that the required advertisements, notices, and public hearings have been conducted in accordance with O.C.G.A. §§ 48-5-32 and 48-5-32.1 as evidenced by the attached copies of the published "five year history and current digest" advertisement and the "Notice of Intent to Increase Taxes" showing the times and places when and where the required public hearings were held, and a copy of the press release provided to the local media.

If the final millage rate set by the authority of the taxing jurisdiction for tax year 2021 does not exceed the rollback rate, I certify that the required "five year history and current digest" advertisement has been published in accordance with O.C.G.A. § 48-5-32 as evidenced by the attached copy of such advertised report.

Responsible Party Title Date

NOTICE

The Putnam County Board of Commissioners does hereby announce that the millage rate will be set at a meeting to be held at the Putnam County Administration Building, 117 Putnam Drive, Eatonton, GA on September 3, 2021 at 9:00 AM* and pursuant to the requirements of O.C.G.A 48-5-32 does hereby publish the following presentation of the current year's digest and levy, along with the history of the tax digest and levy for the past five years. Prior years' figures may be restated as a point of compliance with revised Department of Revenue reporting requirements.

CURRENT 2021 PROPERTY TAX DIGEST AND 5 YEAR HISTORY OF LEVY

		INCORPORATED		2016	2017	2018	2019	2020	2021
		I N C O R P O R A T E D	V A L U E	Real & Personal	150,582,209	147,832,235	147,633,538	152,788,593	160,385,727
Motor Vehicles	3,031,800			2,421,980	1,723,660	1,482,510	1,442,420	1,071,860	
Mobile Homes	1,464,236			1,486,199	1,610,579	1,487,054	1,437,640	1,499,605	
Timber - 100%	0			0	0	7,864	102,055	15,632	
Heavy Duty Equipment	0			172,300	0	77,470	72,720	152,612	
Gross Digest	155,078,245			151,912,714	150,967,777	155,843,491	163,440,562	167,119,302	
Less Exemptions	36,944,491			35,553,850	33,833,211	28,078,906	38,155,007	36,120,368	
NET DIGEST VALUE	118,133,754		116,358,864	117,134,566	127,764,585	125,285,555	130,998,934		
R A T E	Gross Maintenance & Operation Millage		10.0710	10.0160	9.6120	9.6258	9.642	9.536	
	Less Rollbacks (Local Option Sales Tax)		1.2200	1.1700	1.2790	1.4228	1.564	1.816	
	NET M&O MILLAGE RATE	8.8510	8.8460	8.3330	8.2030	8.078	7.720		
TAX	NET M&O TAXES LEVIED	\$1,045,602	\$1,029,311	\$976,082	\$1,048,053	\$1,012,057	\$1,011,312		
		UNINCORPORATED		2016	2017	2018	2019	2020	2021
U N I N C O R P O R A T E D	V A L U E	Real & Personal	1,310,094,745	1,257,475,562	1,262,822,179	1,339,548,905	1,404,734,110	1,519,707,080	
		Motor Vehicles	27,785,940	21,356,460	17,308,810	14,713,630	14,966,080	11,090,670	
		Mobile Homes	3,061,527	3,295,197	3,412,874	3,707,521	4,370,292	4,594,916	
		Timber - 100%	1,690,662	2,205,438	4,214,949	4,680,382	3,936,518	3,195,635	
		Heavy Duty Equipment	281,034	401,475	230,097	216,361	415,764	247,952	
		Gross Digest	1,342,913,908	1,284,734,132	1,287,988,909	1,362,866,799	1,428,422,764	1,538,836,253	
		Less Exemptions	140,884,769	141,354,678	140,743,848	158,562,966	168,698,649	191,203,735	
	NET DIGEST VALUE	1,202,029,139	1,143,379,454	1,147,245,061	1,204,303,833	1,259,724,115	1,347,632,518		
	R A T E	Gross Maintenance & Operation Millage	10.0710	10.0160	9.6120	9.6258	9.642	9.536	
		Less Rollbacks (Local Option Sales Tax & Insurance Premium)	1.7840	1.7390	1.2790	1.4228	1.564	1.816	
NET M&O MILLAGE RATE		8.2870	8.2770	8.3330	8.2030	8.078	7.720		
TAX	NET M&O TAXES LEVIED	\$9,961,215	\$9,463,752	\$9,559,993	\$9,878,904	\$10,176,051	\$10,403,723		
TOTAL COUNTY		2016	2017	2018	2019	2020	2021		
T O T A L C O U N T Y	TOTAL DIGEST VALUE	1,320,162,893	1,259,738,318	1,264,379,627	1,332,068,418	1,385,009,670	1,478,631,452		
	TOTAL M&O TAXES LEVIED	\$11,006,817	\$10,493,062	\$10,536,075	\$10,926,957	\$11,188,108	\$11,415,035		
	Net Tax \$ Increase		(\$513,755)	\$43,013	\$390,882	\$652,033	\$226,927		
	Net Tax % Increase		-4.67%	0.41%	3.71%	6.19%	2.08%		

Publish 8/19/21

*Start time may be delayed if another public hearing is scheduled prior to this meeting.

PT-35 (Rev 01/21)

COUNTY MILLAGE RATE CERTIFICATION FOR TAX YEAR 2021

Please provide a copy of this form to your county's Clerk of Superior Court.

<http://www.dor.ga.gov>

COUNTY: Putnam

Submit original signed copy with digest submission

COLUMN 1	COLUMN 2	COLUMN 3		COLUMN 4	COLUMN 5	COLUMN 6	COLUMN 7	COLUMN 8	COLUMN 9	COLUMN 10
District Number Must be Shown	District Name (Inc, Uninc, School, Special Districts, Etc.)	Mark X if District Falls In Unincorporated Area	Mark X if District Falls In Incorporated Area	Enter Gross Millage Rate Before Rollbacks	Sales Tax Rollback O.C.G.A § 48-8-91	Insurance Premium Rollback O.C.G.A § 33-8-8.3		Net M&O Millage Rate Column 4 less Columns 5, 6 & 7	Enter Bond Millage Rate	Total Millage Rate Column 8 plus Column 9
2	County Wide	X	X	9.536	1.816			7.720	0.000	7.720
3	School	X	X	14.900				14.900	0.000	14.900
	Special Service District	X		0.165				0.165	0.000	0.165

I hereby certify that the rates listed above are the official rates for the Districts indicated for Tax Year 2021

Date

Chairman, Board of County Commissioners

File Attachments for Item:

20. Authorization for Chairman to sign Resolution setting 2021 Mill Rate for Unincorporated County Maintenance and Operation (staff-CM & Finance)

**2021 TAX LEVY PUTNAM COUNTY, GEORGIA
UNINCORPORATED AREA**

WHEREAS, the Putnam County Board of Commissioners sitting for county purposes has this day met to fix the tax rates for the maintenance and operation of Putnam County and

WHEREAS, the tax digest of said County shows taxable property for the year 2021 in the total amount of \$1,347,632,518.

THEREFORE, after careful consideration and estimate it is ordered and adjudged as follows.

THAT 9.536 mills on each thousand dollars worth of property in the unincorporated area be and the same is hereby assessed and levied on the total amount of property less a roll back for Local Option Sales Tax Proceeds of 1.816 mills producing a net tax levy of 7.720 mills returned for taxation by the payers of Putnam County for the year 2021. Said 7.720 mills to produce a total revenue of \$10,403,723.

The Tax Commissioner of Putnam County, Georgia, is hereby ordered to levy and collect the above tax rates on the taxable property designated for the year 2021 and for the purpose heretofore set forth with due date of no later than December 1, 2021.

Approved and adopted this 3rd day of September 2021.

PUTNAM COUNTY BOARD OF COMMISSIONERS

Billy Webster, Chairman

ATTEST:

Lynn Butterworth
County Clerk

COUNTY: Putnam TAXING JURISDICTION: County

ENTER VALUES AND MILLAGE RATES FOR THE APPLICABLE TAX YEARS IN YELLOW HIGHLIGHTED BOXES BELOW

DESCRIPTION	2020 DIGEST	REASSESSMENT OF EXISTING REAL PROP	OTHER CHANGES TO TAXABLE DIGEST	2021 DIGEST
REAL	1,469,297,521	77,234,265	31,351,766	1,577,883,552
PERSONAL	95,822,316		10,380,805	106,203,121
MOTOR VEHICLES	16,408,500		(4,245,970)	12,162,530
MOBILE HOMES	5,807,932		286,589	6,094,521
TIMBER -100%	4,038,573		(827,306)	3,211,267
HEAVY DUTY EQUIP	488,484		(87,920)	400,564
GROSS DIGEST	1,591,863,326	77,234,265	36,857,964	1,705,955,555
EXEMPTIONS	206,853,656	29,995,866	(9,525,419)	227,324,103
NET DIGEST	1,385,009,670	47,238,399	46,383,383	1,478,631,452
	(PYD)	(RVA)	(NAG)	(CYD)

2020 MILLAGE RATE: 8.078 2021 MILLAGE RATE: 7.720

CALCULATION OF ROLLBACK RATE

DESCRIPTION	ABBREVIATION	AMOUNT	FORMULA
2020 Net Digest	PYD	1,385,009,670	
Net Value Added-Reassessment of Existing Real Property	RVA	47,238,399	
Other Net Changes to Taxable Digest	NAG	46,383,383	
2021 Net Digest	CYD	1,478,631,452	(PYD+RVA+NAG)
2020 Millage Rate	PYM	8.078	PYM
Millage Equivalent of Reassessed Value Added	ME	0.258	(RVA/CYD) * PYM
Rollback Millage Rate for 2021	RR - ROLLBACK RATE	7.820	PYM - ME

CALCULATION OF PERCENTAGE INCREASE IN PROPERTY TAXES

If the 2021 Proposed Millage Rate for this Taxing Jurisdiction exceeds Rollback Millage Rate computed above, this section will automatically calculate the amount of increase in property taxes that is part of the notice required in O.C.G.A. § 48-5-32.1(c) (2)	Rollback Millage Rate	7.820
	2021 Millage Rate	7.720
	Percentage Tax Increase	-1.28%

CERTIFICATIONS

I hereby certify that the amount indicated above is an accurate accounting of the total net assessed value added by the reassessment of existing real property for the tax year for which this rollback millage rate is being computed.

Chairman, Board of Tax Assessors Date

I hereby certify that the values shown above are an accurate representation of the digest values and exemption amounts for the applicable tax years.

Tax Collector or Tax Commissioner Date

I hereby certify that the above is a true and correct computation of the rollback millage rate in accordance with O.C.G.A. § 48-5-32.1 for the taxing jurisdiction for tax year 2021 and that the final millage rate set by the authority of this taxing jurisdiction for tax year 2021 is _____

CHECK THE APPROPRIATE PARAGRAPH BELOW THAT APPLIES TO THIS TAXING JURISDICTION

If the final millage rate set by the authority of the taxing jurisdiction for tax year 2021 exceeds the rollback rate, I certify that the required advertisements, notices, and public hearings have been conducted in accordance with O.C.G.A. §§ 48-5-32 and 48-5-32.1 as evidenced by the attached copies of the published "five year history and current digest" advertisement and the "Notice of Intent to Increase Taxes" showing the times and places when and where the required public hearings were held, and a copy of the press release provided to the local media.

If the final millage rate set by the authority of the taxing jurisdiction for tax year 2021 does not exceed the rollback rate, I certify that the required "five year history and current digest" advertisement has been published in accordance with O.C.G.A. § 48-5-32 as evidenced by the attached copy of such advertised report.

Responsible Party Title Date

NOTICE

The Putnam County Board of Commissioners does hereby announce that the millage rate will be set at a meeting to be held at the Putnam County Administration Building, 117 Putnam Drive, Eatonton, GA on September 3, 2021 at 9:00 AM* and pursuant to the requirements of O.C.G.A 48-5-32 does hereby publish the following presentation of the current year's digest and levy, along with the history of the tax digest and levy for the past five years. Prior years' figures may be restated as a point of compliance with revised Department of Revenue reporting requirements.

CURRENT 2021 PROPERTY TAX DIGEST AND 5 YEAR HISTORY OF LEVY

		INCORPORATED		2016	2017	2018	2019	2020	2021	
		INCREASE		Real & Personal	150,582,209	147,832,235	147,633,538	152,788,593	160,385,727	164,379,593
		Motor Vehicles	3,031,800	2,421,980	1,723,660	1,482,510	1,442,420	1,071,860		
		Mobile Homes	1,464,236	1,486,199	1,610,579	1,487,054	1,437,640	1,499,605		
		Timber - 100%	0	0	0	7,864	102,055	15,632		
		Heavy Duty Equipment	0	172,300	0	77,470	72,720	152,612		
		Gross Digest	155,078,245	151,912,714	150,967,777	155,843,491	163,440,562	167,119,302		
		Less Exemptions	36,944,491	35,553,850	33,833,211	28,078,906	38,155,007	36,120,368		
		NET DIGEST VALUE	118,133,754	116,358,864	117,134,566	127,764,585	125,285,555	130,998,934		
RATE		Gross Maintenance & Operation Millage	10.0710	10.0160	9.6120	9.6258	9.642	9.536		
		Less Rollbacks (Local Option Sales Tax)	1.2200	1.1700	1.2790	1.4228	1.564	1.816		
		NET M&O MILLAGE RATE	8.8510	8.8460	8.3330	8.2030	8.078	7.720		
TAX		NET M&O TAXES LEVIED	\$1,045,602	\$1,029,311	\$976,082	\$1,048,053	\$1,012,057	\$1,011,312		
		UNINCORPORATED		2016	2017	2018	2019	2020	2021	
INCREASE		Real & Personal	1,310,094,745	1,257,475,562	1,262,822,179	1,339,548,905	1,404,734,110	1,519,707,080		
				Motor Vehicles	27,785,940	21,356,460	17,308,810	14,713,630	14,966,080	11,090,670
				Mobile Homes	3,061,527	3,295,197	3,412,874	3,707,521	4,370,292	4,594,916
				Timber - 100%	1,690,662	2,205,438	4,214,949	4,680,382	3,936,518	3,195,635
				Heavy Duty Equipment	281,034	401,475	230,097	216,361	415,764	247,952
				Gross Digest	1,342,913,908	1,284,734,132	1,287,988,909	1,362,866,799	1,428,422,764	1,538,836,253
				Less Exemptions	140,884,769	141,354,678	140,743,848	158,562,966	168,698,649	191,203,735
		NET DIGEST VALUE	1,202,029,139	1,143,379,454	1,147,245,061	1,204,303,833	1,259,724,115	1,347,632,518		
RATE		Gross Maintenance & Operation Millage	10.0710	10.0160	9.6120	9.6258	9.642	9.536		
		Less Rollbacks (Local Option Sales Tax & Insurance Premium)	1.7840	1.7390	1.2790	1.4228	1.564	1.816		
		NET M&O MILLAGE RATE	8.2870	8.2770	8.3330	8.2030	8.078	7.720		
TAX		NET M&O TAXES LEVIED	\$9,961,215	\$9,463,752	\$9,559,993	\$9,878,904	\$10,176,051	\$10,403,723		
TOTAL COUNTY		TOTAL COUNTY		2016	2017	2018	2019	2020	2021	
		TOTAL DIGEST VALUE		1,320,162,893	1,259,738,318	1,264,379,627	1,332,068,418	1,385,009,670	1,478,631,452	
		TOTAL M&O TAXES LEVIED		\$11,006,817	\$10,493,062	\$10,536,075	\$10,926,957	\$11,188,108	\$11,415,035	
		Net Tax \$ Increase			(\$513,755)	\$43,013	\$390,882	\$652,033	\$226,927	
		Net Tax % Increase			-4.67%	0.41%	3.71%	6.19%	2.08%	

Publish 8/19/21

*Start time may be delayed if another public hearing is scheduled prior to this meeting.

PT-35 (Rev 01/21)

COUNTY MILLAGE RATE CERTIFICATION FOR TAX YEAR 2021

Please provide a copy of this form to your county's Clerk of Superior Court.

<http://www.dor.ga.gov>

COUNTY: Putnam

Submit original signed copy with digest submission

COLUMN 1	COLUMN 2	COLUMN 3		COLUMN 4	COLUMN 5	COLUMN 6	COLUMN 7	COLUMN 8	COLUMN 9	COLUMN 10
District Number Must be Shown	District Name (Inc, Uninc, School, Special Districts, Etc.)	Mark X if District Falls In Unincorporated Area	Mark X if District Falls In Incorporated Area	Enter Gross Millage Rate Before Rollbacks	Sales Tax Rollback O.C.G.A § 48-8-91	Insurance Premium Rollback O.C.G.A § 33-8-8.3		Net M&O Millage Rate Column 4 less Columns 5, 6 & 7	Enter Bond Millage Rate	Total Millage Rate Column 8 plus Column 9
2	County Wide	X	X	9.536	1.816			7.720	0.000	7.720
3	School	X	X	14.900				14.900	0.000	14.900
	Special Service District	X		0.165				0.165	0.000	0.165

I hereby certify that the rates listed above are the official rates for the Districts indicated for Tax Year 2021

Date

Chairman, Board of County Commissioners

File Attachments for Item:

21. Authorization for Chairman to sign Resolution setting 2021 Mill Rate for Special Service District (staff-CM & Finance)

**2021 TAX LEVY PUTNAM COUNTY, GEORGIA
SPECIAL SERVICE DISTRICT**

WHEREAS, the Putnam County Board of Commissioners sitting for county purposes has this day met to fix the tax rates for the maintenance and operation of Putnam County and

WHEREAS, the tax digest of said County shows taxable property for the year 2021 in the total amount of **\$1,347,632,518**.

THEREFORE, after careful consideration and estimate it is ordered and adjudged as follows.

THAT **.165** mills on each thousand dollars worth of property in the special service district (unincorporated area) be and the same is hereby assessed and levied on the total amount of property producing a net tax levy of **.165** mills returned for taxation by the payers of Putnam County for the year 2021. Said **.165** mills to produce a total revenue of **\$222,359**.

The Tax Commissioner of Putnam County, Georgia, is hereby ordered to levy and collect the above tax rates on the taxable property designated for the year 2021 and for the purpose heretofore set forth with due date of no later than December 1, 2021.

Approved and adopted this 3rd day of September 2021.

PUTNAM COUNTY BOARD OF COMMISSIONERS

Billy Webster, Chairman

ATTEST:

Lynn Butterworth
County Clerk

COUNTY: Putnam TAXING JURISDICTION: County

ENTER VALUES AND MILLAGE RATES FOR THE APPLICABLE TAX YEARS IN YELLOW HIGHLIGHTED BOXES BELOW

DESCRIPTION	2020 DIGEST	REASSESSMENT OF EXISTING REAL PROP	OTHER CHANGES TO TAXABLE DIGEST	2021 DIGEST
REAL	1,469,297,521	77,234,265	31,351,766	1,577,883,552
PERSONAL	95,822,316		10,380,805	106,203,121
MOTOR VEHICLES	16,408,500		(4,245,970)	12,162,530
MOBILE HOMES	5,807,932		286,589	6,094,521
TIMBER -100%	4,038,573		(827,306)	3,211,267
HEAVY DUTY EQUIP	488,484		(87,920)	400,564
GROSS DIGEST	1,591,863,326	77,234,265	36,857,964	1,705,955,555
EXEMPTIONS	206,853,656	29,995,866	(9,525,419)	227,324,103
NET DIGEST	1,385,009,670	47,238,399	46,383,383	1,478,631,452
	(PYD)	(RVA)	(NAG)	(CYD)

2020 MILLAGE RATE: 8.078 2021 MILLAGE RATE: 7.720

CALCULATION OF ROLLBACK RATE

DESCRIPTION	ABBREVIATION	AMOUNT	FORMULA
2020 Net Digest	PYD	1,385,009,670	
Net Value Added-Reassessment of Existing Real Property	RVA	47,238,399	
Other Net Changes to Taxable Digest	NAG	46,383,383	
2021 Net Digest	CYD	1,478,631,452	(PYD+RVA+NAG)
2020 Millage Rate	PYM	8.078	PYM
Millage Equivalent of Reassessed Value Added	ME	0.258	(RVA/CYD) * PYM
Rollback Millage Rate for 2021	RR - ROLLBACK RATE	7.820	PYM - ME

CALCULATION OF PERCENTAGE INCREASE IN PROPERTY TAXES

If the 2021 Proposed Millage Rate for this Taxing Jurisdiction exceeds Rollback Millage Rate computed above, this section will automatically calculate the amount of increase in property taxes that is part of the notice required in O.C.G.A. § 48-5-32.1(c) (2)	Rollback Millage Rate	7.820
	2021 Millage Rate	7.720
	Percentage Tax Increase	-1.28%

CERTIFICATIONS

I hereby certify that the amount indicated above is an accurate accounting of the total net assessed value added by the reassessment of existing real property for the tax year for which this rollback millage rate is being computed.

Chairman, Board of Tax Assessors Date

I hereby certify that the values shown above are an accurate representation of the digest values and exemption amounts for the applicable tax years.

Tax Collector or Tax Commissioner Date

I hereby certify that the above is a true and correct computation of the rollback millage rate in accordance with O.C.G.A. § 48-5-32.1 for the taxing jurisdiction for tax year 2021 and that the final millage rate set by the authority of this taxing jurisdiction for tax year 2021 is _____

CHECK THE APPROPRIATE PARAGRAPH BELOW THAT APPLIES TO THIS TAXING JURISDICTION

If the final millage rate set by the authority of the taxing jurisdiction for tax year 2021 exceeds the rollback rate, I certify that the required advertisements, notices, and public hearings have been conducted in accordance with O.C.G.A. §§ 48-5-32 and 48-5-32.1 as evidenced by the attached copies of the published "five year history and current digest" advertisement and the "Notice of Intent to Increase Taxes" showing the times and places when and where the required public hearings were held, and a copy of the press release provided to the local media.

If the final millage rate set by the authority of the taxing jurisdiction for tax year 2021 does not exceed the rollback rate, I certify that the required "five year history and current digest" advertisement has been published in accordance with O.C.G.A. § 48-5-32 as evidenced by the attached copy of such advertised report.

Responsible Party Title Date

NOTICE

The Putnam County Board of Commissioners does hereby announce that the millage rate will be set at a meeting to be held at the Putnam County Administration Building, 117 Putnam Drive, Eatonton, GA on September 3, 2021 at 9:00 AM* and pursuant to the requirements of O.C.G.A 48-5-32 does hereby publish the following presentation of the current year's digest and levy, along with the history of the tax digest and levy for the past five years. Prior years' figures may be restated as a point of compliance with revised Department of Revenue reporting requirements.

CURRENT 2021 PROPERTY TAX DIGEST AND 5 YEAR HISTORY OF LEVY

		INCORPORATED	2016	2017	2018	2019	2020	2021
		I N C O R P O R A T E D	V A L U E	Real & Personal	150,582,209	147,832,235	147,633,538	152,788,593
Motor Vehicles	3,031,800			2,421,980	1,723,660	1,482,510	1,442,420	1,071,860
Mobile Homes	1,464,236			1,486,199	1,610,579	1,487,054	1,437,640	1,499,605
Timber - 100%	0			0	0	7,864	102,055	15,632
Heavy Duty Equipment	0			172,300	0	77,470	72,720	152,612
Gross Digest	155,078,245			151,912,714	150,967,777	155,843,491	163,440,562	167,119,302
Less Exemptions	36,944,491			35,553,850	33,833,211	28,078,906	38,155,007	36,120,368
NET DIGEST VALUE	118,133,754		116,358,864	117,134,566	127,764,585	125,285,555	130,998,934	
R A T E	Gross Maintenance & Operation Millage		10.0710	10.0160	9.6120	9.6258	9.642	9.536
	Less Rollbacks (Local Option Sales Tax)		1.2200	1.1700	1.2790	1.4228	1.564	1.816
	NET M&O MILLAGE RATE	8.8510	8.8460	8.3330	8.2030	8.078	7.720	
TAX	NET M&O TAXES LEVIED	\$1,045,602	\$1,029,311	\$976,082	\$1,048,053	\$1,012,057	\$1,011,312	
		UNINCORPORATED	2016	2017	2018	2019	2020	2021
U N I N C O R P O R A T E D	V A L U E	Real & Personal	1,310,094,745	1,257,475,562	1,262,822,179	1,339,548,905	1,404,734,110	1,519,707,080
		Motor Vehicles	27,785,940	21,356,460	17,308,810	14,713,630	14,966,080	11,090,670
		Mobile Homes	3,061,527	3,295,197	3,412,874	3,707,521	4,370,292	4,594,916
		Timber - 100%	1,690,662	2,205,438	4,214,949	4,680,382	3,936,518	3,195,635
		Heavy Duty Equipment	281,034	401,475	230,097	216,361	415,764	247,952
		Gross Digest	1,342,913,908	1,284,734,132	1,287,988,909	1,362,866,799	1,428,422,764	1,538,836,253
		Less Exemptions	140,884,769	141,354,678	140,743,848	158,562,966	168,698,649	191,203,735
	NET DIGEST VALUE	1,202,029,139	1,143,379,454	1,147,245,061	1,204,303,833	1,259,724,115	1,347,632,518	
	R A T E	Gross Maintenance & Operation Millage	10.0710	10.0160	9.6120	9.6258	9.642	9.536
		Less Rollbacks (Local Option Sales Tax & Insurance Premium)	1.7840	1.7390	1.2790	1.4228	1.564	1.816
NET M&O MILLAGE RATE		8.2870	8.2770	8.3330	8.2030	8.078	7.720	
TAX	NET M&O TAXES LEVIED	\$9,961,215	\$9,463,752	\$9,559,993	\$9,878,904	\$10,176,051	\$10,403,723	
TOTAL COUNTY		2016	2017	2018	2019	2020	2021	
T O T A L C O U N T Y	TOTAL DIGEST VALUE	1,320,162,893	1,259,738,318	1,264,379,627	1,332,068,418	1,385,009,670	1,478,631,452	
	TOTAL M&O TAXES LEVIED	\$11,006,817	\$10,493,062	\$10,536,075	\$10,926,957	\$11,188,108	\$11,415,035	
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	Special Service District	X		0.165				0.165	0.000	0.165

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Date

Chairman, Board of County Commissioners