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117 Putnam Drive ♦ Eatonton, GA 31024 ♦ Tel: 706-485-1884  
[www.putnamdevelopmentauthority.com](http://www.putnamdevelopmentauthority.com)

## Called Meeting

### Agenda

**Tuesday, June 19, 2018 ♦ 9:00 AM**

*Putnam County Administration Building – Room 204*

### Opening

1. Call to Order

### Business

2. Discussion and approval of FY2019 PDA Budget

### Closing

3. Adjournment

The Putnam Development Authority 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 PDA members, 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 authority 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.

**Backup material for agenda item:**

2. Discussion and approval of FY2019 PDA Budget

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**PUTNAM DEVELOPMENT AUTHORITY**

	D	E	F	G	H	I	K	N	Q
1	Account	Account #	2016	2017	2018 YTD 6-8-18	2018 Budget	2019 Request	NOTES	6/13/2018
2	Full-time Staff	101-75201-511100	60,026	64,808	45,283	65,412	67,221	1 - 3% Raise / Includes \$4,800 mileage pay	
3	Insurance Benefits	101-75201-512101	6,355	6,869	5,662	7,564	7,686		
4	Social Security	101-75201-512201	4,561	4,920	3,438	5,004	5,143		
5	Retirement Contributions	101-75201-512401	5,642	8,514	9,004	9,004	9,005		
6	Workers Compensation	101-75201-512701	217	212	207	207	210		
7	Payroll Accrual	101-75201-512901	(1,644)	(168)	0	220	300		
8	<b>Personnel Expenditures Total</b>		<b>75,157</b>	<b>85,155</b>	<b>63,594</b>	<b>87,411</b>	<b>89,565</b>		
9	Accounting/Auditing	101-75201-521206	5,300	3,400	100	5,500	6,500	Monthly bookkeeping \$500 & external audit fee \$6,000	
10	Legal Services	101-75201-521203	1,300	62,601	8,975	35,000	65,600	legal advisory work \$15,600 / projects, property acquisition, etc. \$50,000	
11	Professional Services	101-75201-521220	18,926	15,900	0	20,000	90,000	engineering, surveying, site assessments, etc. for pad ready sites	
12	Computer Services	101-75201-521301	1,813	2,069	2,211	2,600	3,200	website \$1680, Office365 \$201, A/V \$50, network maint \$1200	
13	Building & Ground Services	101-75201-522201	3,360	800	0	3,500	5,000	building services for CGTC bldg	
14	Equipment Services	101-75201-522205	280	274	98	300	600	copier maintenance & copies	
15	Rental Expense	101-75201-522321	28	0	0	350	3,000	Safe deposit box \$28 & rentals for ground breaking events	
16	General Insurance	101-75201-523101	5,376	5,854	2,345	6,500	6,550	PDA E&O ins \$2300 / CGTC bldg ins \$3900 / land ins \$350	
17	Telecommunications	101-75201-523201	945	1,150	630	1,200	1,320	Desk phone \$45/mo & Cell \$65/mo	
18	Postage	101-75201-523215	0	72	98	100	300	postage/FedEx	
19	Advertising	101-75201-523301	720	3,250	8	4,500	19,625	GA Trend Ad \$4625/3 Site Selection Ads \$15000	
20	Printing & Binding	101-75201-523401	9	12	0	500	1,500	printing for new brochure	
21	Travel	101-75201-523501	6,690	2,295	3,005	6,540	8,250	GEDA fall \$700, IEDC \$1000, Pittcon \$5,500, GEDA Spring \$550, ICSC \$500	
22	Dues & Fees	101-75201-523601	2,857	12,749	250	2,550	2,750	GEDA \$750, IEDC \$500, SEDC \$400, GA CoC \$500, ICSC \$100, MGEA \$500	
23	Education	101-75201-523701	0	1,010	1,046	2,950	1,050	GEDA fall \$550, GEDA spring \$500	
24	Miscellaneous Services	101-75201-523920	0	18,488	0	1,000	75,000	services related to SIP improvements	
25	Office & General Supplies	101-75201-531101	440	556	300	550	1,000	office & general supplies	
26	Building & Ground Supplies	101-75201-531110	0	(131)	0	1,500	3,000	building supplies / misc for CGTC bldg	
27	Electricity	101-75201-531231	472	503	503	550	700	electric for RETP sign	
28	Meals For Special Events	101-75201-531301	639	1,032	1,010	1,500	3,500	B&I meetings, ground breaking, ribbon cuttings, familiarization tours	
29	Books & Periodicals	101-75201-531401	35	35	85	60	250	Messenger, GA County Guide, etc	
30	Small Equipment	101-75201-531601	99	1,441	837	1,500	2,500	Small equipment	
31	Capital Purchases	101-75201-542600	0	0	0	0			
32	<b>Operation Expenditures Total</b>		<b>49,289</b>	<b>133,360</b>	<b>21,499</b>	<b>98,750</b>	<b>301,195</b>		
33	<b>Putnam Development Authority Total</b>		<b>124,446</b>	<b>218,515</b>	<b>85,093</b>	<b>186,161</b>	<b>390,760</b>		