



117 Putnam Drive ♦ Eatonton, GA 31024 ♦ Tel: 706-485-1884
www.putnamdevelopmentauthority.com

Called Meeting

Agenda

Tuesday, May 28, 2019 ♦ 9:00 AM

Putnam County Administration Building – Room 204

Opening

1. Call to Order

Regular Business

2. Approval to submit a pass-through application for the Georgia Writers museum for a Georgia Tourism Product Development (TPD) Grant
3. FY2020 Budget Discussion

Executive Session

4. Motion to enter Executive Session as allowed by O.C.G.A. 50-14-4, if necessary, for Personnel, Litigation, or Real Estate
5. Motion to reopen meeting and execute Affidavit concerning the subject matter of the closed portion of the meeting
6. Action, if any, resulting from the Executive Session

Closing

7. 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.

Item Attachment Documents:

3. FY2020 Budget Discussion

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Account	Account #	2016 Budget	2017 Budget	2018 Budget	2019 Budget	NOTES	2020 Request
Full-time Staff	101-75201-511100	60,026	64,808	65,412	67,221	\$62,421 current salary + \$4,800 mileage pay = \$67,221 \$71,784 15% raise + \$4,800 mileage pay = \$76,584	76,584
Insurance Benefits	101-75201-512101	6,355	6,869	7,564	7,686		7,686
Social Security	101-75201-512201	4,561	4,920	5,004	5,143		5,143
Retirement Contributions	101-75201-512401	5,642	8,514	9,004	9,005		9,005
Workers Compensation	101-75201-512701	217	212	207	210		210
Payroll Accrual	101-75201-512901	(1,644)	(168)	220	300		300
Personnel Expenditures Total		75,157	85,155	87,411	89,565		98,928
Accounting/Auditing	101-75201-521206	5,300	3,400	5,500	6,500	\$500 bookkeeping, \$6000 external audit	6,500
Legal Services	101-75201-521203	1,300	62,601	35,000	15,600	\$20,000 legal advisory work	20,000
Professional Services	101-75201-521220	18,926	15,900	20,000	40,000	\$20,000 engineering, surveying, assessments, etc	20,000
Computer Services	101-75201-521301	1,813	2,069	2,600	3,200	\$2,000 web, \$250 Office, \$89 A/V, \$2,000 net maint, \$150 software	4,489
Building & Ground Services	101-75201-522201	3,360	800	3,500	5,000	\$5,000 CGTC building services est.	5,000
Equipment Services	101-75201-522205	280	274	300	600	\$200 project copies, \$300 copier maintenance & copies	500
Rental Expense	101-75201-522321	28	0	350	3,000	\$1,000 rentals, \$28 safe deposit box	1,028
General Insurance	101-75201-523101	5,376	5,854	6,500	6,550	\$2,500 E&O ins, \$4,000 CGTC bldg ins, \$400 land ins	6,900
Telecommunications	101-75201-523201	945	1,150	1,200	1,320	\$50/mo Desk phone, \$75/mo Cell	1,500
Postage	101-75201-523215	0	72	100	300	\$250 postage	250
Advertising	101-75201-523301	720	3,250	4,500	4,625	\$6,000 GA Trend Ad, \$18,000 3 Site Selection Ads	24,000
Printing & Binding	101-75201-523401	9	12	500	1,500	\$1,500 SIP PROJECT printing	1,500
Travel	101-75201-523501	6,690	2,295	6,540	7,900	\$800 GEDA fall, \$1,500 IEDC, \$1,500 SEDC, \$700 GEDA spring, \$150 ICSC, \$1,500 Consultant Connect	6,150
Dues & Fees	101-75201-523601	2,857	12,749	2,550	2,750	\$750 GEDA, \$600 IEDC, \$500 SEDC, \$550 GACoC, \$100 ICSC, \$500 MGEA	3,000
Education	101-75201-523701	0	1,010	2,950	1,400	\$600 GEDA fall, \$800 IEDC, \$500 SEDC, \$500 GEDA spring, \$150 ICSC, \$1,895 Consultant Connect	4,400
Miscellaneous Services	101-75201-523920	0	18,488	970	55,000	\$20,000 misc project services	20,000
Office & General Supplies	101-75201-531101	440	556	550	1,000	\$600 office & general supplies	600
Bldg & Ground Supplies	101-75201-531110	0	(131)	1,500	3,000	\$2,000 SIP / CGTC bldg supplies	2,000
Electricity	101-75201-531231	472	503	550	700	\$1,500 electric for RETP & SIP sign	1500
Meals For Special Events	101-75201-531301	639	1,032	1,500	3,500	\$2,500 project / B&I meeting meals	2,500
Books & Periodicals	101-75201-531401	35	35	90	250	\$250 Periodicals, Messenger, GA County Guide, etc	250
Small Equipment	101-75201-531601	99	1,441	1,500	2,500	\$2,500 small equipment	2,500
Capital Purchases	101-75201-542600	0	0	0	0		0
Operation Expenditures Total		49,289	133,360	98,750	166,195		134,567
Putnam Development Authority Total		124,446	218,515	186,161	255,760		233,495