



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

Agenda

Monday, January 13, 2020 ♦ 9:00 AM
Putnam County Administration Building – Room 204

Opening

1. Call to Order

Minutes

2. Approval of Minutes
 - a. December 9, 2019 Regular Meeting
 - b. December 9, 2019 Executive Session

Financials

3. Approval of Financials - December 2019

Regular Business

4. Removal of Ed Waggoner from the signatures on file at Farmers and Merchants Bank
5. Selection of Officers
 - a. Chairman
 - b. Vice-Chairman
 - c. Secretary/Treasurer
 - d. Assistant Secretary/Treasurer
6. Review First Quarter Invoice from County re: Compensation for Director & County Clerk

Other Business

7. Other Business

Next Meeting Items

8. Next Meeting Items

Executive Session

9. Enter Executive Session as allowed by O.C.G.A. 50-14-4, if necessary, for Personnel, Litigation or Real Estate
10. Reopen Meeting and Execute Affidavit Concerning the Subject Matter of the Closed Portion of the Meeting
11. Action, if any, Resulting from the Executive Session

Closing

12. 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:

- 2. Approval of Minutes
 - a. December 9, 2019 Regular Meeting
 - b. December 9, 2019 Executive Session

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 prior to the start of the meeting at 706-485-2776 to allow the County to make reasonable accommodations for those persons.

Item #2.



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Minutes

Monday, December 9, 2019 ♦ 9:00 AM

Putnam County Administration Building – Room 204

The Putnam Development Authority met on Monday, December 9, 2019 at approximately 9:00 AM in the Putnam County Administration Building, 117 Putnam Drive, Room 204, Eatonton, Georgia.

PRESENT

Chairman Ed Waggoner
Member Patty Burns
Member Walt Rocker III
Member Eugene Smith
Member John Wojtas

OTHERS PRESENT

Attorney Kevin Brown
County Clerk Lynn Butterworth

Opening

1. Call to Order

Chairman Waggoner called the meeting to order at approximately 9:02 a.m.
(Copy of agenda made a part of the minutes.)

Minutes

2. Approval of Minutes

- a. November 8, 2019 Regular Meeting
- b. November 8, 2019 Executive Session

Motion to approve the November 8, 2019 Regular Meeting and Executive Session minutes.

Motion made by Member Rocker, Seconded by Member Smith.

Voting Yea: Member Burns, Member Rocker, Member Smith, Member Wojtas

Financials

3. Approval of Financials - November 2019

Motion to approve the November 2019 Financials.

Motion made by Member Burns, Seconded by Member Rocker.

Voting Yea: Member Burns, Member Rocker, Member Smith, Member Wojtas

(Copy of financials made a part of the minutes.)

Regular Business

4. Discuss Soil Testing Report

Motion to accept the soil testing report.

Motion made by Member Smith, Seconded by Member Burns.

Voting Yea: Member Burns, Member Rocker, Member Smith, Member Wojtas

(Copy of report made a part of the minutes.)

5. Approval of 2020 PDA Meeting Calendar

Motion to approve the 2020 PDA Meeting Calendar.

Motion made by Member Rocker, Seconded by Member Burns.

Voting Yea: Member Burns, Member Rocker, Member Smith, Member Wojtas

(Copy of calendar made a part of the minutes.)

6. Removal of Terry Schwindler from the signatures on file at Farmers and Merchants Bank
Chairman Waggoner advised that the bank needs an official letter from the authority to remove Terry from the authorized signers list.

Motion to authorize the Chairman to sign a letter to Farmers & Merchants Bank removing Terry Schwindler from the authorized signers list.

Motion made by Member Rocker, Seconded by Member Burns.

Voting Yea: Member Burns, Member Rocker, Member Smith, Member Wojtas

(Copy of letter made a part of the minutes.)

7. Discussion and possible action concerning damaged gate at Rock Eagle Technology Park
Chairman Waggoner talked to Mr. Pat Hayes last week. Aalto paid his deductible and he has turned the claim over to his insurance company. The broken gate needs to be removed and the need for a gate was discussed.

Motion to authorize Member Rocker to find someone to haul off the gate for an amount not to exceed \$200.

Motion made by Member Wojtas, Seconded by Member Rocker.

Voting Yea: Member Burns, Member Rocker, Member Smith, Member Wojtas

8. Discuss Economic Development Research Opportunity

Attorney Brown explained that the Georgia Tech Center for Economic Development Research sent these emails out to about 50 communities outside of the metro Atlanta area. They are willing to work on projects for about a 10th of the usual costs; using graduate students working on the projects. The benefits of doing some type of study to determine the direction the county needs to focus on to help define the skills needed in an Economic Development Director were discussed. Chairman Waggoner asked Member Smith to find any old studies that have been done and share them with board. He will also reply to Mr. Barfoot and let him know we are interested but unsure of details yet. No action was taken.

9. Discuss Staffing Options

The possibility of splitting the Director position into two positions - one administrative and one focused on the economic development side was discussed. Attorney Brown believes a part-time person could handle the administrative side of the work. No action was taken.

Other Business

10. Other Business

None

Next Meeting Items

11. Next Meeting Items

None

Executive Session

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

Motion to enter Executive Session as allowed by O.C.G.A. 50-14-4 for real estate purposes.

Motion made by Member Rocker, Seconded by Member Wojtas.

Voting Yea: Member Burns, Member Rocker, Member Smith, Member Wojtas

Meeting closed at approximately 10:25 a.m.

13. Reopen Meeting and Execute Affidavit Concerning the Subject Matter of the Closed Portion of the Meeting

Motion to reopen the meeting and execute the Affidavit concerning the subject matter of the closed portion of the meeting.

Motion made by Member Wojtas, Seconded by Member Rocker.

Voting Yea: Member Burns, Member Rocker, Member Smith, Member Wojtas

(Copy of affidavit made a part of the minutes.)

Meeting reconvened at approximately 10:41 a.m.

14. Action, if any, Resulting from the Executive Session

Motion to proceed as discussed in Executive Session.

Motion made by Member Rocker, Seconded by Member Wojtas.

Voting Yea: Member Burns, Member Rocker, Member Smith, Member Wojtas

Closing

15. Adjournment

Motion to adjourn the meeting.

Motion made by Member Rocker, Seconded by Member Burns.

Voting Yea: Member Burns, Member Rocker, Member Smith, Member Wojtas

Meeting adjourned at approximately 10:42 a.m.

ATTEST:

Lynn Butterworth
County Clerk

Ed Waggoner
Chairman



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The draft minutes of the December 9, 2019 Executive Session are available for Board Member review in the Clerk’s office.

Item Attachment Documents:

3. Approval of Financials - December 2019

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 request accommodations regarding the accessibility of the meeting or the facilities are required to contact the ADA Compliance Officer, at least three business days prior to the start of the meeting at 706-485-2776 to allow the County to make reasonable accommodations for those persons.

Item #3.



Putnam County, GA

Income Statement 9

Account Summary

For Fiscal: 2020 Period Ending: 12/31/2019

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 101 - GENERAL FUND						
Expense						
101-75201-511100	Full-time Staff	68,139.00	68,139.00	0.00	10,419.20	57,719.80
101-75201-512101	Insurance Benefits	7,890.00	7,890.00	-743.55	535.62	7,354.38
101-75201-512201	Social Security	5,213.00	5,213.00	0.00	794.25	4,418.75
101-75201-512401	Retirement Contributions	8,850.00	8,850.00	885.00	2,655.00	6,195.00
101-75201-512701	Workers Compensation	220.00	220.00	0.00	0.00	220.00
101-75201-512901	Payroll Accrual	425.00	425.00	0.00	0.00	425.00
101-75201-521203	Legal Services	20,000.00	20,000.00	0.00	2,500.00	17,500.00
101-75201-521206	Accounting/Auditing	6,500.00	6,500.00	0.00	0.00	6,500.00
101-75201-521220	Professional Services	20,000.00	20,000.00	0.00	8,832.00	11,168.00
101-75201-521301	Computer Services	4,489.00	4,489.00	69.00	207.00	4,282.00
101-75201-522201	Building & Ground Services	5,000.00	5,000.00	0.00	0.00	5,000.00
101-75201-522205	Equipment Services	500.00	500.00	0.00	13.98	486.02
101-75201-522321	Rental Expense	1,028.00	1,028.00	0.00	0.00	1,028.00
101-75201-523101	General Insurance	6,900.00	6,900.00	0.00	0.00	6,900.00
101-75201-523201	Telecommunications	1,500.00	1,500.00	58.12	233.52	1,266.48
101-75201-523215	Postage	250.00	250.00	0.00	0.00	250.00
101-75201-523301	Advertising	24,000.00	24,000.00	0.00	749.28	23,250.72
101-75201-523401	Printing & Binding	1,500.00	1,500.00	0.00	0.00	1,500.00
101-75201-523501	Travel	6,150.00	6,150.00	0.00	6.00	6,144.00
101-75201-523601	Dues & Fees	3,000.00	3,000.00	0.00	265.00	2,735.00
101-75201-523701	Education	4,400.00	4,400.00	0.00	0.00	4,400.00
101-75201-523920	Miscellaneous Services	20,000.00	20,000.00	0.00	0.00	20,000.00
101-75201-531101	Office & General Supplies	600.00	600.00	0.00	0.00	600.00
101-75201-531110	Building & Ground Supplies	2,000.00	2,000.00	0.00	0.00	2,000.00
101-75201-531231	Electricity	1,500.00	1,500.00	45.80	141.31	1,358.69
101-75201-531301	Meals For Special Events	2,500.00	2,500.00	0.00	81.53	2,418.47
101-75201-531401	Books & Periodicals	250.00	250.00	0.00	0.00	250.00
101-75201-531601	Small Equipment	2,500.00	2,500.00	0.00	0.00	2,500.00
	Expense Total:	225,304.00	225,304.00	314.37	27,433.69	197,870.31
	Fund: 101 - GENERAL FUND Total:	225,304.00	225,304.00	314.37	27,433.69	
Fund: 328 - SPLOST #8 Fund						
Expense						
328-75201-542600	PDA Capital Purchases	0.00	0.00	0.00	98,579.70	-98,579.70
	Expense Total:	0.00	0.00	0.00	98,579.70	-98,579.70
	Fund: 328 - SPLOST #8 Fund Total:	0.00	0.00	0.00	98,579.70	
	Total Surplus (Deficit):	-225,304.00	-225,304.00	-314.37	-126,013.39	

Putnam Development Authority

Balance Sheet

As of December 31, 2019

	<u>Dec 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
10001 · Checking-FMB	513,998.16
10050 · One Georgia Funds	50.00
10300 · Certificate of Deposit 42072	110,240.31
10600 · Certificate of Deposit-24251	82,389.12
Total Checking/Savings	<u>706,677.59</u>
Other Current Assets	
11700 · CIP	25,357.50
12007 · Prepaid Insurance	3,896.00
Total Other Current Assets	<u>29,253.50</u>
Total Current Assets	<u>735,931.09</u>
Fixed Assets	
11100 · 10 ac. N. Park	200,000.00
11200 · 5 ac. N. Park	100,000.00
11225 · Land	19,106.00
11250 · Building-Tech College	1,000,000.00
11300 · Tech. College Property	455,962.60
11350 · Rock Eagle Land Improvements	660,561.00
11355 · Rock Eagle Rech. Accum Deprecia	-62,386.40
11500 · 142 Ac. Indust Blvd	300,000.00
11600 · 130 Ac. RE Tech. Park	1,029,600.00
11751 · building-Old Hotel	123,536.00
Total Fixed Assets	<u>3,826,379.20</u>
TOTAL ASSETS	<u><u>4,562,310.29</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
11360 · Accum Depr-Building	352,083.00
18050 · Accrued Payroll	667.00
Total Other Current Liabilities	<u>352,750.00</u>
Total Current Liabilities	<u>352,750.00</u>
Total Liabilities	<u>352,750.00</u>
Equity	
30000 · Opening Balance Equity	3,367,924.20
32000 · Unrestricted Net Assets	698,994.09
Net Income	142,642.00
Total Equity	<u>4,209,560.29</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,562,310.29</u></u>

Putnam Development Authority
Profit & Loss YTD Comparison
December 2019

	<u>Dec 19</u>	<u>Oct - Dec 19</u>
Income		
44500 · Grants		
44546- · Community Affairs	124,591.05	223,170.75
Total 44500 · Grants	124,591.05	223,170.75
47001 · Contributed Captial	0.00	142,642.00
Total Income	124,591.05	365,812.75
Expense		
64000 · Projects		
64001 · SIP Project	124,591.05	223,170.75
Total 64000 · Projects	124,591.05	223,170.75
Total Expense	124,591.05	223,170.75
Net Income	0.00	142,642.00

Item Attachment Documents:

- 4. Removal of Ed Waggoner from the signatures on file at Farmers and Merchants Bank

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 persons regarding the accessibility of the meeting or the facilities are required to contact the ADA Compliance Officer, at least three business days prior to the start of the meeting at 706-485-2776 to allow the County to make reasonable accommodations for those persons.

Item #4.



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January 13, 2020

Farmers and Merchants Bank
100 S. Madison Avenue
Eatonton, GA 31024

To Whom it May Concern:

The Board of Directors of the Putnam Development Authority passed a resolution today requesting the name of Ed Waggoner be removed from all signature cards and accounts at your bank. Thank you for your cooperation in this matter.

Eugene Smith, Vice-Chairman
Putnam Development Authority

Item Attachment Documents:

5. Selection of Officers
 - a. Chairman
 - b. Vice-Chairman
 - c. Secretary/Treasurer
 - d. Assistant Secretary/Treasurer

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Item #5.

**BY-LAWS OF THE
PUTNAM DEVELOPMENT AUTHORITY**

Originally Adopted - October 9, 1989

As Revised - May 11, 2009

As Further Revised - March 8, 2010

As Further Revised - August 12, 2013

As Further Revised, Amended, and Restated - March 11, 2019

EXCERPT

Section 4. Officers

At the first meeting of the Authority in January each year, the members of the Authority shall select a Chairman, a Vice-Chairman, a Secretary/Treasurer, and an Assistant Secretary/Treasurer. The Chairman and the Vice-Chairman must be members of the Development Authority; the Secretary/Treasurer and/or Assistant Secretary/Treasurer may also be members but are not so required to be members of the Development Authority, as the board may so choose upon each such annual election. All officers will serve a one (1) year term. No member shall serve more than three (3), one (1) year terms consecutively as the same officer, except the assistant secretary/treasurer, so long as he or she is not a member of the board. However, once a member have served the maximum-allowable term as on officer, and not so served in the same office for a minimum of one (1) year, such member shall be eligible to serve again in the same office if elected by the other members.

Section 5. Duties of Officers

Chairman: The Chairman shall preside at all meetings of the authority and shall discharge the duties ordinarily pertaining to that office. The Chairman shall sign all contracts on behalf of the authority and shall execute with the Secretary attesting contracts, deeds, and other instruments when authorized by a majority of the members. The Chairman shall vote only in the case of a tie.

Vice Chairman: The Vice Chairman shall act in the absence or disability of the Chairman and shall be fully empowered to perform all of the duties of the chairman when so acting.

Secretary/Treasurer: The Secretary/Treasurer shall be one in the same office holder. The Secretary/Treasurer shall be the custodian of the documents of the authority as well as being the custodian for their funds.

Assistant Secretary/Treasurer: The Assistant Secretary/Treasurer shall act in the absence or disability of the Secretary/Treasurer and shall be fully empowered to perform all of the duties of the Secretary Treasurer when so acting.

Item Attachment Documents:

6. Review First Quarter Invoice from County re: Compensation for Director & County Clerk

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 persons regarding the accessibility of the meeting or the facilities are required to contact the ADA Compliance Officer, at least three business days prior to the start of the meeting at 706-485-2776 to allow the County to make reasonable accommodations for those persons.

Item #6.



INVOICE

Putnam County Board of Commissioners

117 Putnam Drive, Suite A
Eatonton, GA 31024
Phone 706-485-5826 Fax 706-923-2345

INVOICE #FY20-01
DATE: DECEMBER 27, 2019

TO:
PUTNAM DEVELOPMENT AUTHORITY
117 Putnam Drive
Eatonton, GA 31024
706-816-8099

COMMENTS: PLEASE SEE ATTACHED PAGE OF FY2020 PUTNAM COUNTY BUDGET

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
	First quarterly payment due to Putnam County per FY2020 Budget		\$11,342.00
		SHIPPING & HANDLING	0
		TOTAL DUE	\$11,342.00

Make all checks payable to Putnam County Board of Commissioners
If you have any questions concerning this invoice, contact Linda Cook – lcook@putnamcountyga.us – 706-485-1879

Thank you!

Item #6.

Account	Account #	2017	2018	2019 YTD 8-29-19	2019 Budget	2020 Request	2020 Proposed	2020 Approved	NOTES
Services State Court	101-341103	8,549	29,175	6,395	28,500	8,000	8,000	8,000	
Services Magistrate Court	101-341104	69,508	66,136	40,674	70,000	50,000	50,000	50,000	
Services Probate Court	101-341105	101,395	103,136	77,081	105,000	95,000	95,000	95,000	
City Planning & Dev Fees	101-341391	1,800	1,800	1,650	1,800	1,800	1,800	1,800	
Clerk's Image Income	101-341402	25,730	29,135	15,782	22,000	24,000	24,000	24,000	
Auto Tag & Title Fees	101-341601	79,037	75,597	64,735	75,000	75,000	75,000	75,000	
Services Tax Commission	101-341901	115,500	98,750	57,172	75,000	75,000	75,000	75,000	
Services Tax Assessor	101-341905	287	307	112	500	300	300	300	
Election Qualifying Fees	101-341911	3,472	9,324	917	3,500	7,000	7,000	7,000	
Map Fees	101-341931	39	31	19	50	50	50	50	
Commissions from City	101-341941	19,895	20,160	20,077	20,200	20,200	20,200	20,200	
Commissions - Taxes	101-341945	101,339	133,387	554,991	503,000	550,000	550,000	550,000	
Services Fire Department	101-342201	0	5	0	0	0	0	0	
Services Sheriff	101-342301	77,671	104,281	90,225	100,000	110,000	110,000	110,000	
Fingerprinting Fees	101-342310	315	180	45	300	0	0	0	
Ambulance Services	101-342601	910,309	909,543	759,442	910,000	1,000,000	1,000,000	1,000,000	
Other Public Safety Fees	101-342901	0	0	55	0	0	0	0	
Public Work Services	101-343001	9,705	7,675	7,710	6,500	7,000	7,000	7,000	
Recycle Sales	101-344131	2,257	2,806	88	3,000	0	0	0	
Water Service Charges	101-344210	35,795	18,030	0	0	0	0	0	
Transit Fees	101-345511	22,837	24,128	24,007	25,000	30,000	30,000	30,000	
Animal Service Fees	101-346111	7,581	7,261	0	0	0	0	0	
Recreation Program Fees	101-347501	89,600	95,840	75,895	90,000	90,000	90,000	90,000	
Golf Course Fees	101-347550	130,377	122,536	135,084	132,000	128,000	130,000	130,000	
Recreation Concessions	101-347901	38,090	46,733	49,674	46,800	46,800	46,800	46,800	
Other Service Charges	101-349001	15	0	0	0	0	0	0	
Charges For Services Total		1,974,634	2,027,080	2,077,781	2,340,150	2,433,150	2,435,150	2,435,150	
Fines Superior Court	101-351111	75,752	50,902	49,342	50,000	60,000	60,000	60,000	
Fines State Court	101-351121	249,879	173,062	203,152	160,000	230,000	230,000	230,000	
Fines Juvenile Court	101-351161	1,540	1,779	2,997	1,200	2,000	2,000	2,000	
Sale of Confiscated Property	101-351360	0	0	4,365	0	0	0	0	
Fines Total		327,171	225,743	259,856	211,200	292,000	292,000	292,000	
Interest Earned	101-361001	60,211	84,856	99,170	100,000	175,000	175,000	175,000	
Rental Income	101-381001	10,000	0	0	0	0	0	0	
Reimb - Damaged Property	101-383001	16,418	14,669	77,475	45,425	0	0	0	
Miscellaneous Revenue	101-389001	11,217	38,673	63,359	46,075	50,000	50,000	50,000	
Revenue - Sale of Assets	101-392101	9,174	11,615	0	0	0	0	0	
Interest & Miscellaneous Total		107,020	149,813	240,004	191,500	225,000	225,000	225,000	
Donations	101-371001	1,250	495	9,252	9,252	5,000	5,000	5,000	
Donations Total		1,250	495	9,252	9,252	5,000	5,000	5,000	
Transfer From Other Funds	101-391101	65,401	46,500	61,774	52,000	55,800	146,537	101,168	Jail Fund \$43,800, Drug Ed Fund \$12,000, PDA \$45,368 *
Revenue From Fund Balances	101-391201	0	0	0	1,034,036	2,406,115	335,692	336,061	
Other Financing Sources Total		65,401	46,500	61,774	1,086,036	2,461,915	482,229	437,229	
Total General Fund Revenues		17,018,473	17,961,627	16,110,666	17,594,911	17,960,529	17,915,529		

Item #6.