

PUTNAM COUNTY BOARD OF COMMISSIONERS

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117 Putnam Drive, Suite A ♦ Eatonton, GA 31024

Agenda

Friday, March 1, 2019 ♦ 9:00 AM

Putnam County Administration Building – Room 203

Opening

1. Welcome - Call to Order
2. Invocation
3. Pledge of Allegiance
4. Special Presentations
 - a. Departmental Presentation - Fire/Rescue
 - b. Presentation of 2018 Audit Report

Regular Business Meeting

5. Public Comments
6. Approval of Agenda
7. Consent Agenda
 - a. Approval of Minutes - February 18, 2019 Joint Called Meeting (staff-CC)
 - b. Approval of Minutes - February 19, 2019 Regular Business Meeting (staff-CC)
8. Approval of Transfer from General Fund to Special Service District (staff-Finance)
9. Authorization for Chairman to sign Right-of-Way Easement for Georgia Power Company for Power Line Extension and Tree Removal on Scuffleboro Road (staff-CC)
10. Authorization for Chairman to sign Department of Human Services Transportation Resolution (BW)
11. Awarding of Solicitation 18-42001-003 Glenwood Springs Road over Little River (Bridge Repair) (staff-CM)
12. Appointment of the Census 2020 Complete Count Committee Chairperson (BW)

Reports/Announcements

13. County Manager Report
14. County Attorney Report
15. Commissioner Announcements

Closing

16. 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.

Backup material for agenda item:

7. Consent Agenda
 - a. Approval of Minutes - February 18, 2019 Joint Called Meeting (staff-CC)
 - b. Approval of Minutes - February 19, 2019 Regular Business Meeting (staff-CC)

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.

PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024

Minutes

Monday, February 18, 2019 ♦ 2:00 PM

Putnam County Administration Building – Room 203

The Putnam County Board of Commissioners met on Monday, February 18, 2019 at approximately 2:00 PM in the Putnam County Administration Building, 117 Putnam Drive, Room 203, Eatonton, Georgia

PRESENT-COUNTY

Chairman Billy Webster
Commissioner Kelvin Irvin
Commissioner Daniel Brown
Commissioner Bill Sharp
Commissioner Trevor Addison

STAFF PRESENT-COUNTY

County Manager Paul Van Haute
Deputy County Manager Lisa Jackson
County Clerk Lynn Butterworth

PRESENT-CITY

Mayor Walter C. Rocker
Mayor Pro Tem Chip Walker
Councilman Bill Mangum
Councilwoman Janie B. Reid
Councilwoman Teresa Doster
Councilman Charles Haley
Councilman Alvin Butts

STAFF PRESENT-CITY

City Administrator Gary Sanders
City Attorney Chris Huskins
City Clerk Maria Jiminez

PRESENT-MIDDLE GEORGIA REGIONAL COMMISSION

Executive Director Laura Mathis
Director of Public Administration Greg Boike

Opening

1. Welcome - Call to Order

Chairman Webster called the meeting to order at approximately 2:00 p.m.
(Copy of agenda made a part of the minutes on minute book page _____.)

Commissioner Brown led the Pledge of Allegiance.

Chairman Webster advised that the purpose of the joint meeting was to receive the report from the Middle Georgia Regional Commission regarding the consolidation study. He introduced Greg Boike & Laura Mathis and turned the meeting over to them.

Joint Called Meeting

2. Report from the Middle Georgia Regional Commission concerning Consolidation Executive Director Mathis provided background that the first meeting regarding possible consolidation was a little over a year ago and at that time she requested information from both the county and the city in order to start the study. She also reminded everyone that the report will not give an actual recommendation, it will only present facts. She explained that this is a draft report and they are looking for feedback regarding any information that might be missing. A copy of the draft report was distributed.

Director Boike went through the report, providing explanations and answering questions.

It was recommended that each government look through the report and send any additional questions and/or comments to County Manager Van Haute and/or City Administrator Sanders by March 1, 2019. A final report will be drafted after that. No action was taken.

Closing

3. Adjournment

Chairman Webster adjourned the meeting at approximately 4:10 p.m.

ATTEST:

Lynn Butterworth
County Clerk

Billy Webster
Chairman

PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024

Minutes

Tuesday, February 19, 2019 ♦ 6:30 PM

Putnam County Administration Building – Room 203

The Putnam County Board of Commissioners met on Tuesday, February 19, 2019 at approximately 6:30 PM in the Putnam County Administration Building, 117 Putnam Drive, Room 203, Eatonton, Georgia

PRESENT

- Chairman Billy Webster
- Commissioner Kelvin Irvin
- Commissioner Daniel Brown
- Commissioner Bill Sharp
- Commissioner Trevor Addison

STAFF PRESENT

- County Attorney Adam Nelson
- County Manager Paul Van Haute
- Deputy County Manager Lisa Jackson
- County Clerk Lynn Butterworth

Opening

1. Welcome - Call to Order

Chairman Webster called the meeting to order at approximately 6:31 p.m. (Copy of agenda made a part of the minutes on minute book page _____.)

2. Invocation

Rev. Marion Clark of Lake Oconee Presbyterian Church gave the invocation.

3. Pledge of Allegiance (DB)

Commissioner Brown led the Pledge of Allegiance.

4. Special Presentation - Stepback

Ms. Maude Hicks made a presentation regarding the property known as Stepback. She distributed handouts and showed a video and talked about the county buying the property. (Copy of documents made a part of the minutes on minute book pages _____ to _____.)

Zoning Public Hearing

5. Request by Jim Anthony, agent for George Williams to rezone 16.260 acres at 223 Fawnfield Drive from AG-1 to R-1R [Map 070, Parcel 009, District 1] (staff-P&D)

Chairman Webster opened the Public Hearing at approximately 6:45 p.m.

Mr. Jim Anthony spoke in support of this request. No one signed in to speak against this item.

Planning & Development staff recommendation was for approval.

Chairman Webster closed the Public Hearing at approximately 6:56 p.m.

Motion to approve the request by Jim Anthony, agent for George Williams, to rezone 16.260 acres at 223 Fawnfield Drive from AG-1 to R-1R [Map 070, Parcel 009, District 1].

Motion made by Commissioner Irvin, Seconded by Commissioner Addison.

Voting Yea: Commissioner Irvin, Commissioner Brown, Commissioner Sharp,

Commissioner Addison

Regular Business Meeting

6. Public Comments

None

7. Approval of Agenda

Motion to approve the Agenda.

Motion made by Commissioner Sharp, Seconded by Commissioner Irvin.

Voting Yea: Commissioner Irvin, Commissioner Brown, Commissioner Sharp,

Commissioner Addison

8. Consent Agenda

a. Approval of Minutes - February 1, 2019 Regular Meeting (staff-CC)

b. Approval of Minutes - February 7, 2019 Called Meeting (staff-CC)

Motion to approve the Consent Agenda.

Motion made by Commissioner Addison, Seconded by Commissioner Irvin.

Voting Yea: Commissioner Irvin, Commissioner Brown, Commissioner Sharp,

Commissioner Addison

9. Appointment to the Lake Oconee Area Development Authority (staff-CC)

Nomination for Cynthia Wallace to be appointed to the Lake Oconee Area Development Authority.

Nomination made by Commissioner Brown, Seconded by Commissioner Sharp.

Nomination for Michael Feldman to be appointed to the Lake Oconee Area Development Authority.

Nomination made by Commissioner Irvin, Seconded by Commissioner Addison.

Voting for Cynthia Wallace: Commissioner Brown, Commissioner Sharp, Commissioner Addison

Voting for Michael Feldman: Commissioner Irvin

10. Authorization for Chairman to sign letter to the Middle Georgia Regional Commission requesting technical assistance with rewriting Chapters 28 and 66 of the Putnam County Code of Ordinances (staff-P&D)

Motion to authorize the Chairman to sign a letter to the Middle Georgia Regional Commission requesting technical assistance with rewriting Chapters 28 and 66 of the Putnam County Code of Ordinances.

Motion made by Commissioner Sharp, Seconded by Commissioner Addison.

Voting Yea: Commissioner Irvin, Commissioner Brown, Commissioner Sharp, Commissioner Addison

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

11. Discussion on litter (TA)

Commissioner Addison made a Power Point presentation regarding litter. Featured topics were:

- Cost of litter control
- Current measures in place
- How citizens are helping and taking action
- Outside recognition
- Looking ahead to better signs, possible ordinance changes, and review of Solid Waste program

Ms. Rebecca Manie, who lives in District One, commented on the litter in her area.

No action was taken.

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

Reports/Announcements

12. County Manager Report

No report

13. County Attorney Report

No report

14. Commissioner Announcements

Commissioner Irvin: commented that the joint consolidation meeting went well and inquired about plans for the swimming pool. County Manager Van Haute advised that a new pump had been ordered.

Commissioner Brown: thanked Commissioner Addison for the litter presentation.

Commissioner Sharp: none

Commissioner Addison: none

Chairman Webster: announced a March 1st Work Session to discuss SPLOST/TSPLOST, GDOT, Solid Waste, Oconee Springs Park, and excess county properties. It will be held following the regular business meeting.

Closing

15. Adjournment

Motion to adjourn the meeting.

Motion made by Commissioner Sharp, Seconded by Commissioner Irvin.

**Voting Yea: Commissioner Irvin, Commissioner Brown, Commissioner Sharp,
Commissioner Addison**

Meeting adjourned at approximately 7:41 p.m.

ATTEST:

Lynn Butterworth
County Clerk

Billy Webster
Chairman

Backup material for agenda item:

8. Approval of Transfer from General Fund to Special Service District (staff-Finance)

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.



**Putnam County Board of Commissioners
Agenda Item Request Form**

DATE OF MEETING REQUESTED: March 1, 2019

REQUEST BY: Linda Cook

AGENDA ITEM: Transfer from General Fund to Special Service District

AGENDA ITEM TYPE:

- Presentation
- Discussion
- Action*
- Other (Please Specify) _____

*ACTION REQUESTED: Approve amount to be transferred from the
General Fund to the Special Service District

SUPPORTING DOCUMENTATION PROVIDED: Yes No

BUDGET/FUNDING INFORMATION: This is a one time transfer only.

FACTS AND/OR ISSUES: Consultant, Doug Eaves, suggested that the % of
2019 budgeted revenues for the General Fund & the SSD should be
the basis applied to the audited 2018 unassigned fund balance to determine the
amount of the transfer.

METHODS TO DETERMINE TRANSFER FROM THE GENERAL FUND TO THE SPECIAL SERVICE DISTRICT FUND

Authority for Recommendation	Method	Calculated Amount
Recommendation from consultant Doug Eaves	A percentage is applied to the audited 2018 unassigned fund balance. The percentage came to 10.32% which is the Special Service District 2019 budgeted revenues as compared to the total budgeted revenues for the General Fund and the Speical Service District combined.	177,892
Guidellines from GFOA (Government Finance Officers Association) for unrestricted fund balance	GFOA recommends at a minimum of no less than two months of operating revenues or expenditures be maintained as unrestricted fund balance. This calculation is based on two months of the 2019 Special Service District budget.	314,124

Linda Cook

From: Linda Cook
Sent: Monday, February 11, 2019 4:06 PM
To: Paul Van Haute; Billy Webster
Subject: Transfer from the General Fund to the SSD

I think the amount below is reasonable. The SSD is doing well; currently, actual revenues are 80% of budget. The departments that are in the SSD manage their budgets well so I don't think expenditures will be over budget.
 Linda

From: Linda Cook
Sent: Monday, February 11, 2019 12:33 PM
To: 'eaves_d' <eaves_d@bellsouth.net>
Cc: Pat Muse <pmuse@mmmcpa.com>
Subject: RE: Transfer from the General Fund to the SSD

Ok, so that will be a maximum of **\$177,892** (10.32% * \$1,723,760).

Thanks,
 Linda

From: eaves_d <eaves_d@bellsouth.net>
Sent: Monday, February 11, 2019 12:28 PM
To: Linda Cook <lcook@putnamcountyga.us>
Cc: Pat Muse <pmuse@mmmcpa.com>
Subject: Re: Transfer from the General Fund to the SSD

Just the unassigned fund balance. I think the 2019 budget numbers constitute a defensible mechanism for the decision. I doubt the Commission will transfer the full amount but they should be on the high side since this is a **one time only procedure**. Thanks, Doug

----- Original message -----

From: Linda Cook <lcook@putnamcountyga.us>
Date: 2/11/19 12:14 PM (GMT-05:00)
To: eaves_d@bellsouth.net
Cc: Pat Muse <pmuse@mmmcpa.com>
Subject: Transfer from the General Fund to the SSD

The 2019 final budget was changed to below. I think you have some figures before the final was adopted.

G/F	\$16,383,095	10.32%
SSD	\$ 1,884,742	89.68%
Total	\$18,267,837	

I think the 2019 budgeted revenues are going to be the best figure to use because trying to figure out which portion of the taxes collected last fiscal year (in December 2017) that is for the SSD would be very time consuming since the Tax Commissioners books were not setup at that point to separate it.

On the attached, when you say unreserved, are you talking about just the unassigned figure, total fund balance minus the nonspendable, or the whole fund balance? I'm including the external auditor, Pat Muse, in this email since he will be presenting the audit report at the 3/1 meeting and may have to answer questions about the transfer. I will not be able to attend that meeting since I'll be at a GGFOA board meeting.

Thanks,

Linda Cook

Putnam County Finance Director

117 Putnam Drive, Eatonton, GA 31024

Direct Line: 706-485-1879

From: eaves_d@bellsouth.net <eaves_d@bellsouth.net>
Sent: Monday, February 4, 2019 3:17 PM
To: Linda Cook <lcook@putnamcountyga.us>
Subject: RE: Transfer from the General Fund to the SSD

Linda,

When I ran the projection it was based on the percentages of the revenues from the General Fund and the new SSD budgeted revenues. These were the source of all revenues in the G/F in 2018 combined so the % from each gave what I considered a defensible argument on the amount of unreserved fund balance available for transfer.

2019 Budgeted

Revenues

G/F	\$17,070,256	90.29%
SSD	\$1,835,680	9.71%
Total	\$18,905,936	100.00%

I would argue that 9.7% of your unreserved fund balance is a logical transfer limit. You do not have to use all of it but can go that high. If you have actual revenue numbers from the auditors or if you use your final Statement of Revenues and expenditures for FY 18 then you can calculate the % from the G/F in 18 that came from G/F revenues and those that were in 100 but are now in the SSD. That would be based on actual numbers.

Thanks, Doug

Eaves Consulting Group L.L.C.

Douglas Eaves, Owner

604 Greenwood Dr.

Dublin, GA 31021

(478) 272-4486

(912) 245-1873

eaves_d@bellsouth.net

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From: Linda Cook [<mailto:lcook@putnamcountyga.us>]

Sent: Monday, February 4, 2019 2:47 PM

To: eaves_d@bellsouth.net

Subject: Transfer from the General Fund to the SSD

Did you have time to see what you advised or how to calculate the amount to transfer from the General Fund to the Special Service District? The auditors are planning on presenting the report to the board on 3/1/19, so I would like to have a suggested amount ready for them to consider.

If there is a charge for finding this, I'll dig through my notes and try to locate!

Thanks,

Linda Cook

Putnam County Finance Director

117 Putnam Drive

Eatonton, GA 31024



Government Finance Officers Association

BEST PRACTICE

Fund Balance Guidelines for the General Fund

BACKGROUND:

In the context of financial reporting, the term *fund balance* is used to describe the net position of governmental funds calculated in accordance with generally accepted accounting principles (GAAP). Budget professionals commonly use this same term to describe the net position of governmental funds calculated on a government's budgetary basis.¹ While in both cases *fund balance* is intended to serve as a measure of the financial resources available in a governmental fund; it is essential that differences between GAAP *fund balance* and budgetary *fund balance* be fully appreciated.

1. GAAP financial statements report up to five separate categories of fund balance based on the type and source of constraints placed on how resources can be spent (presented in descending order from most constraining to least constraining): *nonspendable fund balance*, *restricted fund balance*, *committed fund balance*, *assigned fund balance*, and *unassigned fund balance*.² The total of the amounts in these last three categories (where the only constraint on spending, if any, is imposed by the government itself) is termed *unrestricted fund balance*. In contrast, budgetary fund balance, while it is subject to the same constraints on spending as GAAP fund balance, typically represents simply the total amount accumulated from prior years at a point in time.
2. The calculation of GAAP fund balance and budgetary fund balance sometimes is complicated by the use of sub-funds within the general fund. In such cases, GAAP fund balance includes amounts from all of the subfunds, whereas budgetary fund balance typically does not.
3. Often the timing of the recognition of revenues and expenditures is different for purposes of GAAP financial reporting and budgeting. For example, encumbrances arising from purchase orders often are recognized as expenditures for budgetary purposes, but never for the preparation of GAAP financial statements.

The effect of these and other differences on the amounts reported as *GAAP fund balance* and *budgetary fund balance* in the general fund should be clarified, understood, and documented.

It is essential that governments maintain adequate levels of fund balance to mitigate current and future risks (e.g., revenue shortfalls and unanticipated expenditures) and to ensure stable tax rates.

In most cases, discussions of fund balance will properly focus on a government's general fund. Nonetheless, financial resources available in other funds should also be considered in assessing the adequacy of unrestricted fund balance in the general fund.

RECOMMENDATION:

GFOA recommends that governments establish a formal policy on the level of unrestricted fund balance that should be maintained in the general fund for GAAP and budgetary purposes.³ Such a

guideline should be set by the appropriate policy body and articulate a framework and process for how the government would increase or decrease the level of unrestricted fund balance over a specific time period.⁴ In particular, governments should provide broad guidance in the policy for how resources will be directed to replenish fund balance should the balance fall below the level prescribed.

Appropriate Level. The adequacy of unrestricted fund balance in the general fund should take into account each government's own unique circumstances. For example, governments that may be vulnerable to natural disasters, more dependent on a volatile revenue source, or potentially subject to cuts in state aid and/or federal grants may need to maintain a higher level in the unrestricted fund balance. Articulating these risks in a fund balance policy makes it easier to explain to stakeholders the rationale for a seemingly higher than normal level of fund balance that protects taxpayers and employees from unexpected changes in financial condition. Nevertheless, GFOA recommends, at a minimum, that general-purpose governments, regardless of size, maintain unrestricted budgetary fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures.⁵ The choice of revenues or expenditures as a basis of comparison may be dictated by what is more predictable in a government's particular circumstances.⁶ Furthermore, a government's particular situation often may require a level of unrestricted fund balance in the general fund significantly in excess of this recommended minimum level. In any case, such measures should be applied within the context of long-term forecasting, thereby avoiding the risk of placing too much emphasis upon the level of unrestricted fund balance in the general fund at any one time. In establishing a policy governing the level of unrestricted fund balance in the general fund, a government should consider a variety of factors, including:

1. The predictability of its revenues and the volatility of its expenditures (i.e., higher levels of unrestricted fund balance may be needed if significant revenue sources are subject to unpredictable fluctuations or if operating expenditures are highly volatile);
2. Its perceived exposure to significant one-time outlays (e.g., disasters, immediate capital needs, state budget cuts);
3. The potential drain upon general fund resources from other funds, as well as, the availability of resources in other funds;
4. The potential impact on the entity's bond ratings and the corresponding increased cost of borrowed funds;
5. Commitments and assignments (i.e., governments may wish to maintain higher levels of unrestricted fund balance to compensate for any portion of unrestricted fund balance already committed or assigned by the government for a specific purpose). Governments may deem it appropriate to exclude from consideration resources that have been committed or assigned to some other purpose and focus on unassigned fund balance, rather than on unrestricted fund balance.

Use and Replenishment.

The fund balance policy should define conditions warranting its use, and if a fund balance falls below the government's policy level, a solid plan to replenish it. In that context, the fund balance policy should:

1. Define the time period within which and contingencies for which fund balances will be used;
2. Describe how the government's expenditure and/or revenue levels will be adjusted to match any new economic realities that are behind the use of fund balance as a financing bridge;
3. Describe the time period over which the components of fund balance will be replenished and the means by which they will be replenished.

Generally, governments should seek to replenish their fund balances within one to three years of use. Specifically, factors influencing the replenishment time horizon include:

1. The budgetary reasons behind the fund balance targets;
2. Recovering from an extreme event;
3. Political continuity;
4. Financial planning time horizons;
5. Long-term forecasts and economic conditions;
6. External financing expectations.

Revenue sources that would typically be looked to for replenishment of a fund balance include nonrecurring revenues, budget surpluses, and excess resources in other funds (if legally permissible and there is a defensible rationale). Year-end surpluses are an appropriate source for replenishing fund balance.

Unrestricted Fund Balance Above Formal Policy Requirement. In some cases, governments can find themselves in a position with an amount of unrestricted fund balance in the general fund over their formal policy reserve requirement even after taking into account potential financial risks in the foreseeable future. Amounts over the formal policy may reflect a structural trend, in which case governments should consider a policy as to how this would be addressed. Additionally, an education or communication strategy, or at a minimum, explanation of large changes in fund balance is encouraged. In all cases, use of those funds should be prohibited as a funding source for ongoing recurring expenditures.

Notes:

1. For the sake of clarity, this recommended practice uses the terms GAAP fund balance and budgetary fund balance to distinguish these two different uses of the same term.
2. These categories are set forth in Governmental Accounting Standards Board (GASB) Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*.
3. Sometimes restricted fund balance includes resources available to finance items that typically would require the use of unrestricted fund balance (e.g., a contingency reserve). In that case, such amounts should be included as part of unrestricted fund balance for purposes of analysis.
4. See Recommended Practice 4.1 of the National Advisory Council on State and Local Budgeting governments on the need to "maintain a prudent level of financial resources to protect against reducing service levels or raising taxes and fees because of temporary revenue shortfalls or unpredicted one-time expenditures" (Recommended Practice 4.1).
5. In practice, a level of unrestricted fund balance significantly lower than the recommended minimum may be appropriate for states and America's largest governments (e.g., cities, counties, and school districts) because they often are in a better position to predict contingencies (for the same reason that an insurance company can more readily predict the number of accidents for a pool of 500,000 drivers than for a pool of fifty), and because their revenues and expenditures often are more diversified and thus potentially less subject to volatility.
6. In either case, unusual items that would distort trends (e.g., one-time revenues and expenditures) should be excluded, whereas recurring transfers should be included. Once the decision has been made to compare unrestricted fund balance to either revenues and/or expenditures, that decision should be followed consistently from period to period.

*This best practice was previously titled *Appropriate Level of Unrestricted Fund Balance in the General Fund*.*

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314,123.66*

Backup material for agenda item:

9. Authorization for Chairman to sign Right-of-Way Easement for Georgia Power Company for Power Line Extension and Tree Removal on Scuffleboro Road (staff-CC)

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.



RIGHT-OF-WAY EASEMENT

The Board of Commissioners of Putnam County does hereby grant to Georgia Power Company the right to enter upon our Right-of-Way for the purpose of the extension of their existing power line down Scuffleboro Road in Putnam County to provide electrical service to a new home being constructed at 391 Scuffleboro Road. The line extension will require three new poles be installed on the county right of way which will also require the removal of approximately thirteen pine trees as shown on plans labeled DWE#GP550B1819. This easement is for the above stated purpose only.

Putnam County, Georgia shall have the right to terminate this County Right-of-Way Easement for the Scuffleboro Road extension for any reason, at any time.

Granted this 1st day of March 2019.

Billy Webster, Chairman
Putnam County Board of Commissioners

ATTEST:

Lynn Butterworth, County Clerk

Lynn Butterworth

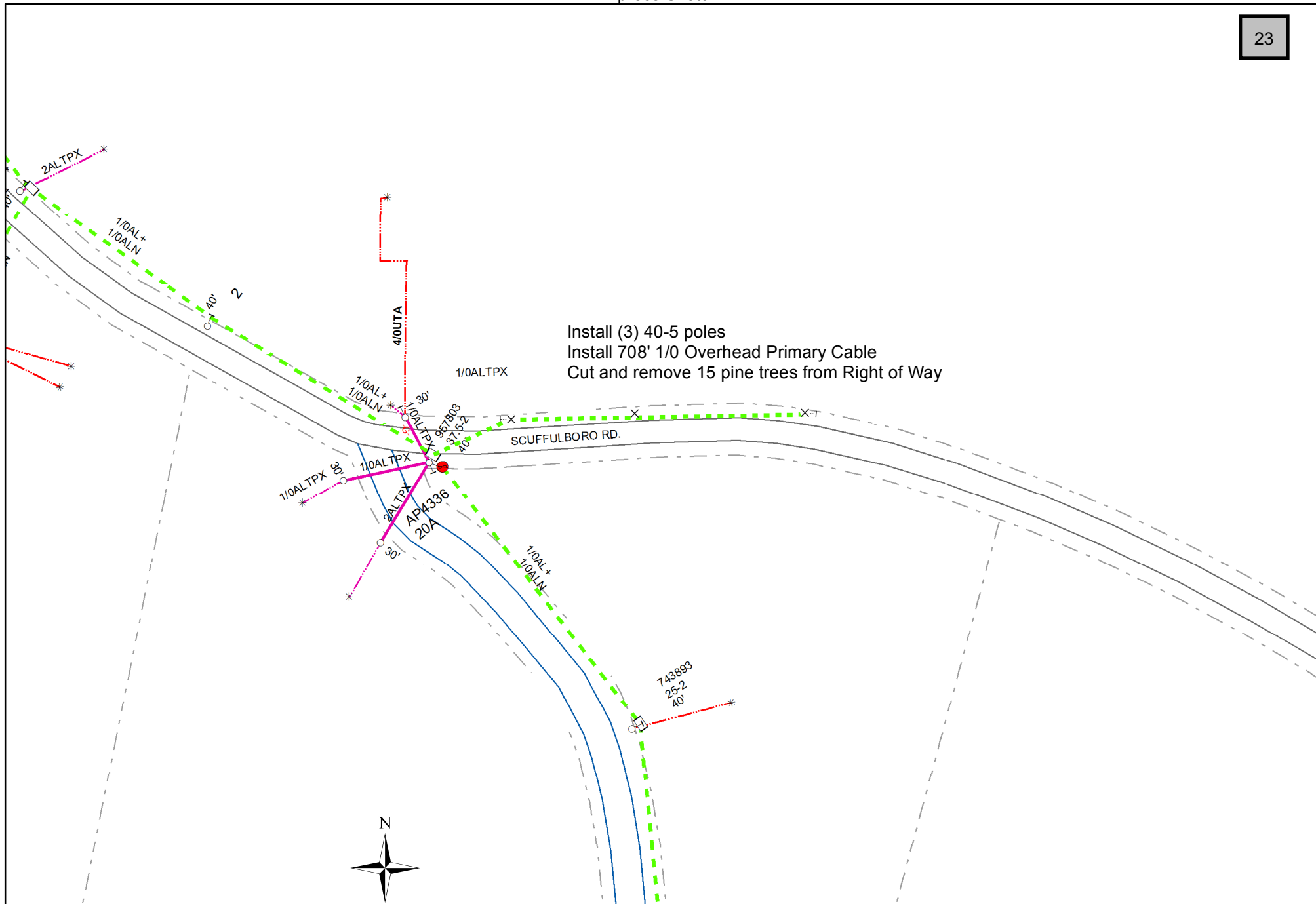
From: Nipper, Timothy Aaron <TANIPPER@southernco.com>
Sent: Monday, February 25, 2019 9:54 AM
To: Lynn Butterworth
Subject: 391 Scuffleboro RD GPC Power Line Extension
Attachments: Scuffleboro ROW .pdf; Scuffleboro.pdf

Lyn,

We have a customer requesting that we extend our existing Power Line down Scuffleboro RD in Putnam County to provide electrical service to their new home being constructed at 391 Scuffleboro Rd. The line extension will require three new poles be installed on the county right of way which will also require the removal of approximately thirteen pine trees. I have attached two documents showing the line extension and the map view of the location. Please let me know if you need any additional information.

Thanks,

Tim Nipper
Engineer Representative
Georgia Power Co.
Office 478-454-5504
Cell 478-451-7044
Linc 20*22891



DWE#: GP550B1819

SAFETY
 TAKES PRECEDENCE OVER ALL OTHER
 REQUIREMENTS. MAKE EACH JOB A
 "NO ACCIDENT JOB"

Engineer: Tim Nipper 478-454-5504

Job Name: Danny Peterson

Location: 391 Scuffleboro RD
Eatonton GA 31024

This map or data, including, without limitation, and all information and systems made available on this map or data, is provided "AS IS". Southern Company does not warrant the accuracy, completeness, or reliability of this map or data and disclaims any and all liability that results from the use of this map or data. Any subsequent disclosure of this map or data is forbidden without the express authorization of Southern Company.



Location of proposed GPC Power Line Extension



Scuffleboro Rd SE

Scuffleboro Rd SE

Scuffleboro Rd SE

Scuffleboro Rd SE

Scuffleboro Rd SE

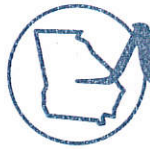
Scuffleboro Rd SE

Scuffleboro Rd SE



10. Authorization for Chairman to sign Department of Human Services Transportation Resolution (BW)

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.



Area Agency on Aging

"Aging and Disability Resource Connections"


175 Emery Highway, Suite C • Macon, Georgia 31217 • (478) 751-6466 • FAX (478) 752-3243 • aging@mg-rc.org

Robert A. B. Reichert, Chairman

Laura Mathis, Executive Director

MEMORANDUM

TO: Chairman Webster, Paul Van Haute

FROM: Julie Hall, Director, AAA Middle Georgia Regional Commission. 

DATE: February 21, 2019

SUBJECT: DHS Coordinator Transportation Services for Putnam County

Mutual agreement between the Putnam County Board of Commissioners and the City of Eatonton is necessary for the City of Eatonton Senior Center to participate in the Georgia Department of Human Services (DHS) Coordinated Transportation Program.

Participation in this program will provide transportation for participants to and from the Senior Center on a daily basis, freeing up the need for Putnam County Transit to provide these services. The DHS Coordinated Transportation Program also provides group trips for Senior Center activities to various events of interest, including grocery stores.

Participation in the DHS Coordinated Transportation Program does not require a local match by Putnam County or the City of Eatonton. The program is funded by DHS and administered by Middle Georgia Regional Commission at no cost to Putnam County or the City of Eatonton.



PUTNAM COUNTY DHS COORDINATED TRANSPORTATION RESOLUTION

WHEREAS, THE BOARD OF COMMISSIONERS OF PUTNAM COUNTY hereinafter referred to as the "Applicant" has requested assistance from the Georgia Department of Human Services for the purpose of Capital assistance; and

WHEREAS, this project is considered to be important and necessary to public transportation in Eatonton and Putnam County; and

THAT the Applicant while making application to or receiving grants from the Federal Transit Administration will comply with the Federal statutes, regulations, executive orders and administrative requirements as listed in Appendix A of the FTA Circular FTA C 9070.1C and as also included in Appendix B of the Georgia Department of Human Services State Management Plan and Application Package for Elderly and Disabled Transportation inclusive;

THAT the Applicant has or will make available in the required amounts non-federal funds to meet local share requirements;

THAT Billy Webster, Putnam County Chairman is empowered to sign contract on behalf of the Applicant; and

THAT the above-named official may sign on behalf of the Applicant any assurance, certification, or other documentation that may be required as a part of the application submitted. Resolved this 1st day of March 2019.

Chairman Billy Webster

Signed, sealed and delivered this 1st day of March 2019 in the presence of:

Witness

Notary Public - Notary Seal

CERTIFICATION

I hereby certify that the foregoing is a true and correct copy of an original resolution adopted by the Putnam County Board of Commissioners on the 1st day of March 2019.

In witness whereof, I hereunto set my hand and affix the seal of Putnam County, this 1st day of March 2019.

County Clerk
Lynn Butterworth

[Affix Seal]

Backup material for agenda item:

11. Awarding of Solicitation 18-42001-003 Glenwood Springs Road over Little River (Bridge Repair) (staff-CM)

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.



**Putnam County Board of Commissioners
Agenda Item Request Form**

DATE OF MEETING REQUESTED: March 1 2019

REQUEST BY: County Manager

AGENDA ITEM: Award the Glenwood Spring Bridge (over Little River)repair project

AGENDA ITEM TYPE:

Presentation Discussion Action*

Other (Please Specify) _____

*ACTION REQUESTED: Approve low bidder E&D Contracting Services Inc
\$310,399.40

SUPPORTING DOCUMENTATION PROVIDED: Yes No

BUDGET/FUNDING INFORMATION: SPLOST /TSPLOST

FACTS AND/OR ISSUES: See bid tabulation

Quantities and amounts verified by Moreland Altobelli

Engineering and design for the bridge repair by Moreland Altobelli


PUTNAM COUNTY BOARD OF COMMISSIONERS BID TABULATION SHEET

BID OPENING: Thursday, January 17, 2019 - 10:00 a.m.

SOLICITATION NO. AND DESCRIPTION: Solicitation 18-42001-003 Glenwood Springs Road over Little River (Bridge Repair)

Name & Address of Bidder	Bid Amount (on proposal form)	Sealed & Labeled	Amendments Issued	Amendments Noted	Work Resume	Bid Bond	E-Verify Affidavit	SAVE Affidavit
Suncoast Restoration & Waterproofing, LLC 3125 Medlock Bridge Road Norcross, GA 30071	\$515,927.80	Yes	Yes	Yes	Yes	Yes	Yes	Yes
The L.C. Whitford Co., Inc. 3765 Francis Circle Alpharetta, GA 30004	\$648,887.00	Yes	Yes	Yes	Yes	Yes	Yes	Yes
E&D Contracting Services, Inc. 2001 Mills B Lane Blvd. Savannah, GA 31405	\$310,399.40	Yes	Yes	Yes	Yes	Yes	Yes	Yes
JHC Corporation 1029 Peachtree Pkwy N #359 Peachtree City, GA 30269	\$1,003,898.00	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Gregory Bridge Company P O Box 3355 Eatonton, GA 31024	\$362,942.00	Yes	Yes	Yes	Yes	Yes	Yes	Yes

WITNESS:



 Lynn B. [unclear]

Backup material for agenda item:

12. Appointment of the Census 2020 Complete Count Committee Chairperson (BW)

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.

Workshop - 2020 Census: Organizing for a Complete Count

March 6, 2019
1:00 PM - 4:00 PM

Middle Georgia Regional Commission

175 Emery Highway

Suite C

Macon

Overview

GMA and ACCG are co-hosting this regional workshop series to provide information on how communities can insure a good census count by organizing complete count committees. These workshops are ideal for elected and appointed city and county officials.

2020 Census Timeline

2018

- Tribal leader, governor, or highest elected local official or community leader determines Complete Count Committees (CCCs) structure.
- CCCs receive 2020 Census training.

2019

- Continue establishing CCCs.
- Open Area Census Offices.
- CCCs develop strategy and work plan.

2020

- CCCs begin community organization mobilization.
- 2020 Census advertising campaign begins in early 2020.
- CCCs support the 2020 Census.
- CCCs encourage self-response.

April 1, 2020 - CENSUS DAY

- CCCs urge households who do not respond to cooperate with census takers.

Contact Information

For additional information about the Complete Count Committees program, please contact your regional census office.

Please contact:

ATLANTA
Atlanta.rcc
.partnership
@2020census.gov

CHICAGO
Chicago.rcc
.partnership
@2020census.gov

DALLAS
Dallas.rcc
.partnership
@2020census.gov

LOS ANGELES
Los.Angeles.rcc
.partnership
@2020census.gov

NEW YORK
New.York.rcc
.partnership
@2020census.gov

PHILADELPHIA
Philadelphia.rcc
.partnership
@2020census.gov

If you reside in:

Alabama, Florida, Georgia, Louisiana, Mississippi, North Carolina, and South Carolina

Arkansas, Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, and Wisconsin

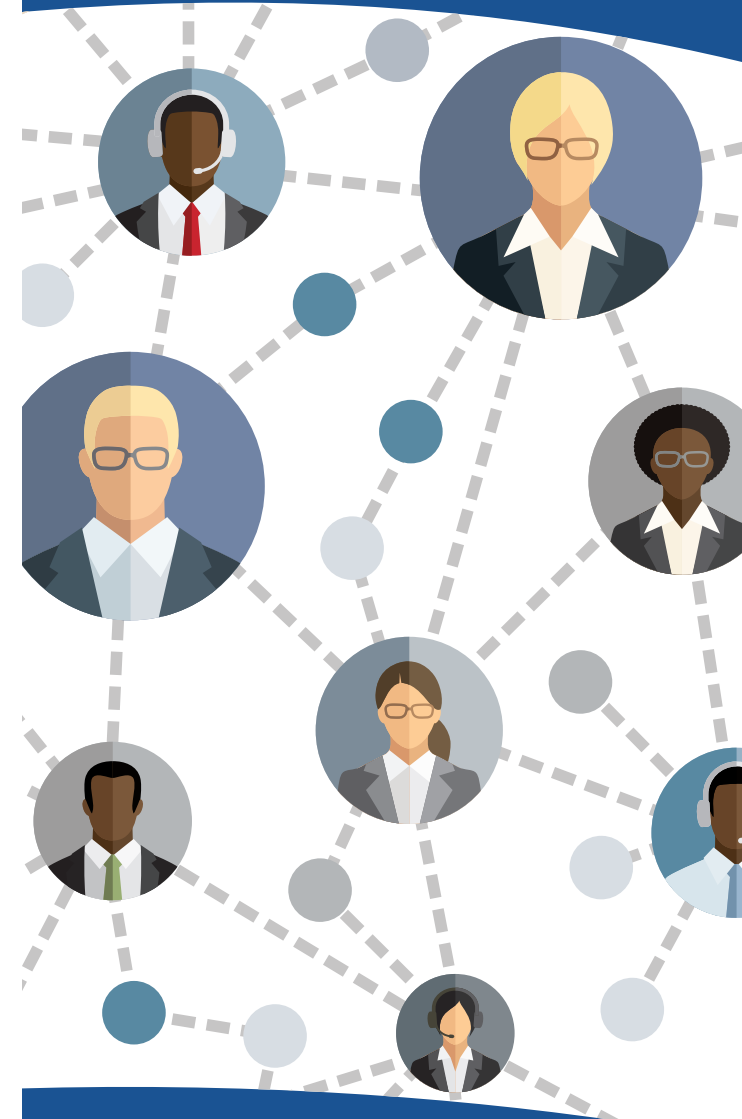
Arizona, Colorado, Kansas, Montana, Nebraska, New Mexico, North Dakota, South Dakota, Oklahoma, Texas, Utah, and Wyoming

Alaska, California, Hawaii, Idaho, Nevada, Oregon, and Washington

Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Rhode Island, Vermont, and Puerto Rico

Delaware, District of Columbia, Kentucky, Maryland, Ohio, Pennsylvania, Tennessee, Virginia, and West Virginia

Complete Count Committees



The 2020 Census is almost here!

The 2020 Census provides an opportunity for everyone to be counted. Tribal, state, and local governments; community-based organizations; faith-based groups; schools; businesses; the media; and others play a key role in developing partners to educate and motivate residents to participate in the 2020 Census.

When community members are informed, they are more likely to respond to the census. Through collaborative partnerships, the U.S. Census Bureau and community leaders can reach the shared goal of counting EVERYONE in 2020.

The Complete Count Committees (CCC) program is key to creating awareness in communities all across the country.

- CCCs utilize local knowledge, influence, and resources to educate communities and promote the census through locally based, targeted outreach efforts.
- CCCs provide a vehicle for coordinating and nurturing cooperative efforts between tribal, state, and local governments; communities; and the Census Bureau.
- CCCs help the Census Bureau get a complete count in 2020 through partnerships with local governments and community organizations.

Get Started

WHO?

Tribal, state, and local governments work together with partners to form CCCs to promote and encourage response to the 2020 Census in their communities. Community-based organizations also establish CCCs that reach out to their constituents.

WHAT?

A CCC is comprised of a broad spectrum of government and community leaders from education, business, healthcare, and other community organizations. These trusted voices develop and implement a 2020 Census awareness campaign based upon their knowledge of the local community to encourage a response.

WHEN?

The formation of CCCs is happening NOW! Leaders are identifying budget resources and establishing local work plans. In 2020, they will implement the plans and lead their communities to a successful census count.

WHY?

The primary goal of the 2020 Census is to count everyone once, only once, and in the right place.

Community influencers create localized messaging that resonates with the population in their area. They are trusted voices and are best suited to mobilize community resources in an efficient manner.

HOW?

It's up to all of us! CCCs know the best way to reach the community and raise awareness. Some activities could include:

- Holding CCC kickoff meetings with media briefings.
- Participating in Census rallies or parades.
- Coordinating Census unity youth forums.
- Hosting Interfaith breakfasts and weekend events.
- Encouraging the use of Statistics in Schools classroom resources.
- Incorporating census information in newsletters, social media posts, podcasts, mailings, and websites.
- Helping recruit census workers when jobs become available.