

PUTNAM COUNTY, FLORIDA

CITIZENS'

ANNUAL

FINANCIAL

REPORT

For the Year Ended September 30, 2001

**Tim Smith
Clerk of Court**

**Prepared by
Finance Department**

www.putnam-fl.com



Office of
Clerk of Court
Tim Smith

July 8, 2002

To the Citizens of Putnam County:

To the Citizens of Putnam County:

The cornerstone of our democratic government is to be responsive to the citizens represented and to be accountable for how the government operates. One of the key ways government carries out its duties and responsibilities is found in how it raises and spends the public money it is entrusted with. With that in mind, we have prepared the first Citizens' Annual Financial Report as a way to explain simply and concisely how Putnam County raises and spends its money.

Putnam County government is a system of several component parts and this report combines the various parts. The County's operating Budget, which exceeds \$60 million annually, is funded primarily from Taxes, Licenses and Permits, Intergovernmental Revenue such as grants, Charges for Services, Fines and Forfeitures and Miscellaneous Revenue. Approximately 50% of the total revenue received is restricted in some manner or limited to "specific-use" purposes. This restricted use revenue is not available for funding the County's general operations and can only be spent for the particular purposes for which they were created or mandated.

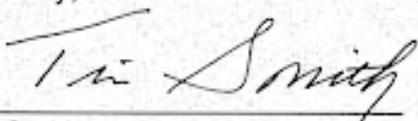
A majority of the County's operations fall under the Board of County Commissioners, while other specific duties fall under financially related special districts and separately elected Constitutional Officers. A County organizational chart is included in this report.

Each year the County legally adopts a budget to determine how much money it will raise and to prioritize how it will be spent. By state law, the budget year begins on October 1st and ends on September 30th. Therefore, this report covers the fiscal year beginning on October 1, 2000 and ending on September 30, 2001.

To simplify this report, all of the County's funds, excluding the Putnam County Development Authority, have been consolidated on a consistent basis into one set of figures. An audited comprehensive annual financial report on all of the individual funds is also prepared in our office and is available for review. This report and additional information is available at our Internet home page, www.putnam-fl.com.

We are pleased to present this report as part of our responsibility to be accountable to the Citizens of Putnam County, we hope you find the information contained within interesting and informative.

Sincerely,



Tim Smith
Clerk of Courts



Michael E. Anderson, CPA, CGFO
Director of Finance

Putnam County • P.O. Box 758 • Palatka, FL 32178-0758

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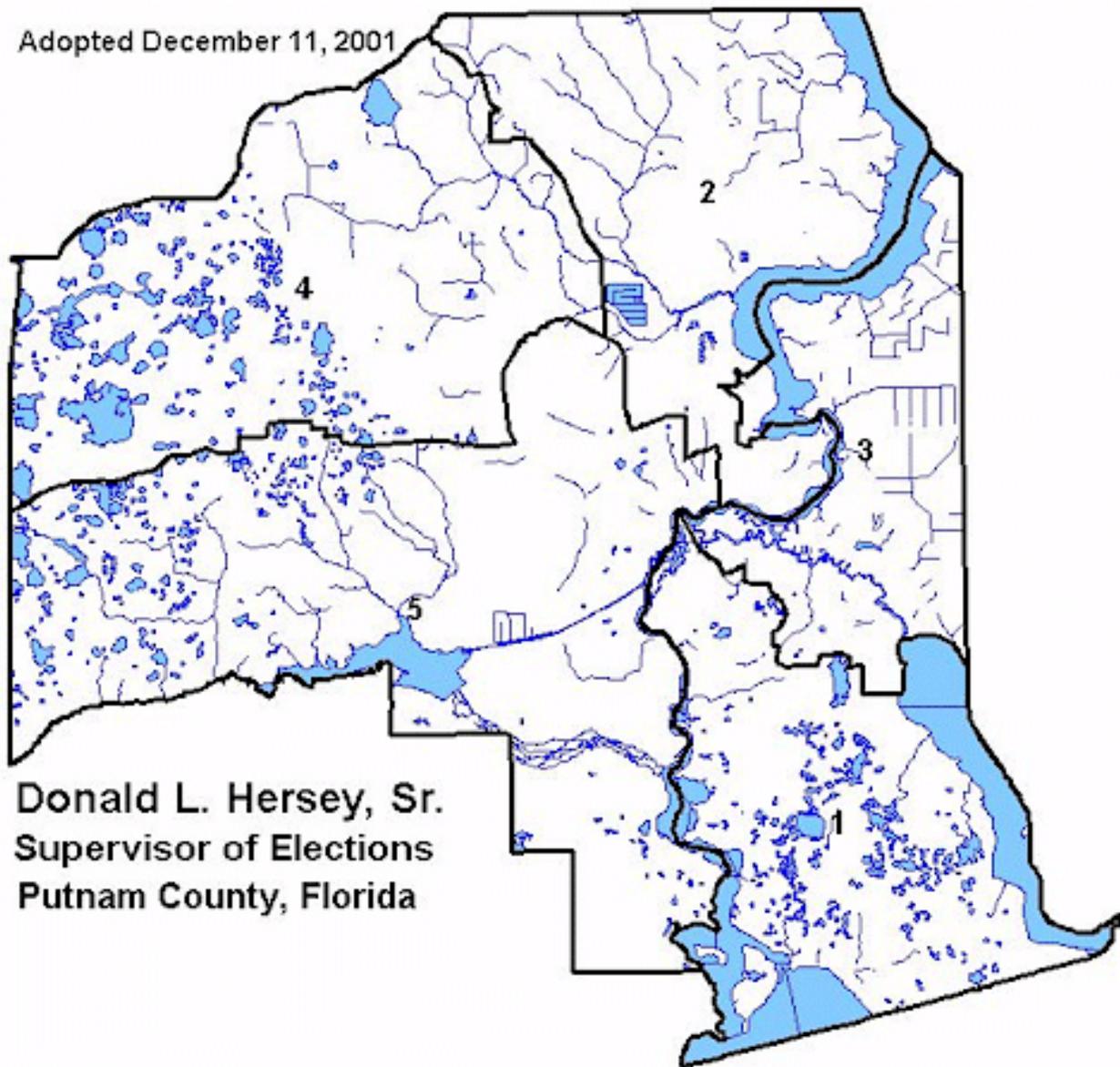
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OPERATIONAL REVIEW

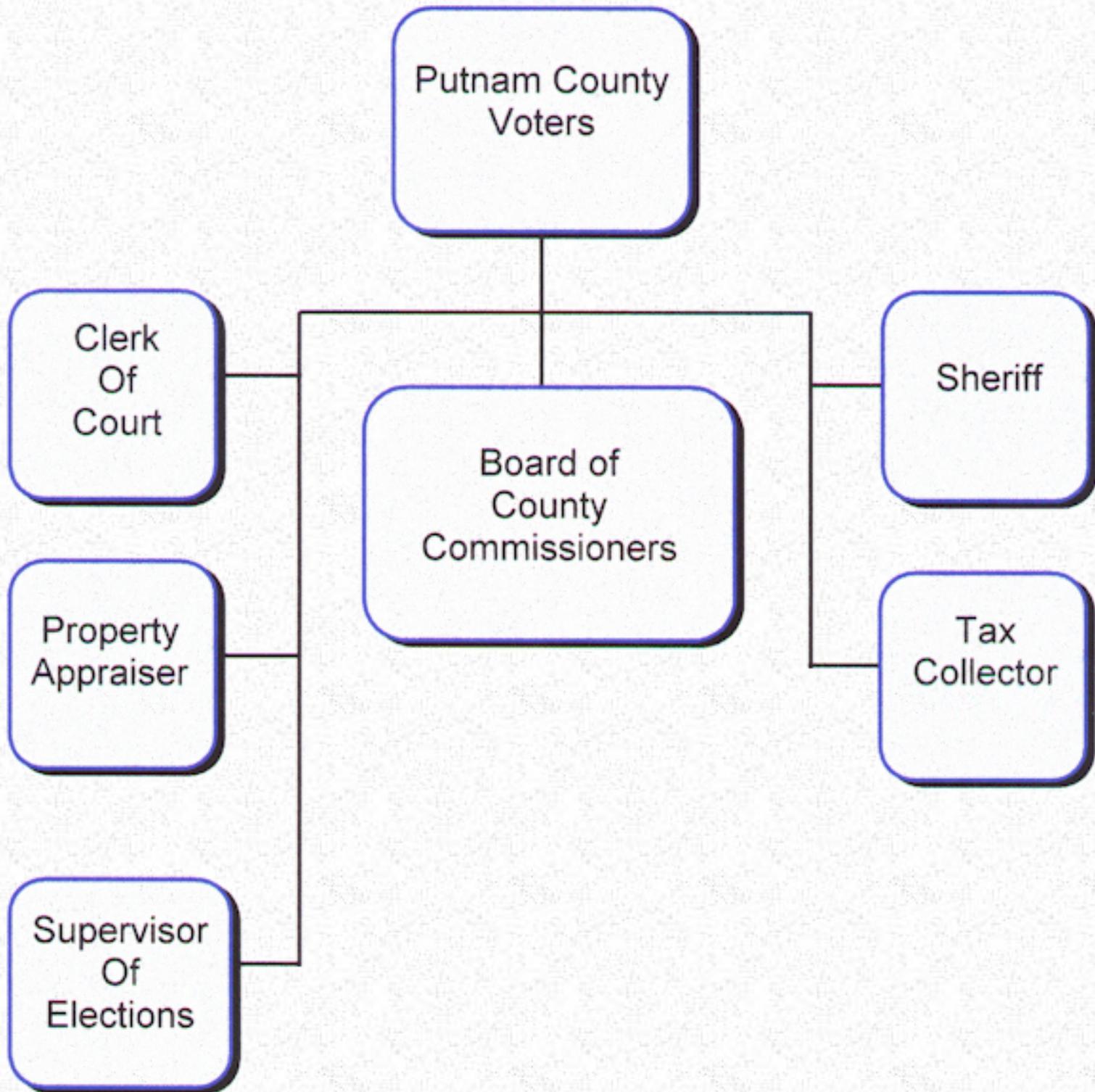
- Putnam County, encompassing some 827 square miles, is located in north-central Florida between the Atlantic Ocean and the Gulf of Mexico. The County was founded in January 1849 and the County Seat established at Palatka in January 1853
- Putnam County is a rural county, with a 2000 census population of 70,423. Putnam County is growing slowly, but it is expected to continue its growth pattern with the increased economic development and some spillover from the surrounding Counties which are experiencing large growth.
- As testimony to its rural nature, over 79% of the population live outside of the five incorporated areas. Fire protection, except for the City of Palatka, is provided by Volunteer Fire Departments. Of the 1,665 miles of roads in the County, approximately 71% remain unpaved.
- An elected board of five Commissioners operates under a non-charter form of government under the authority provided in Article III of the Constitution of the State of Florida, which empowers the creation of counties as a political subdivision of the State. Under the Constitution of the State of Florida, the offices of Clerk of Court, Property Appraiser, Sheriff, Tax Collector and Supervisor of Elections are specifically authorized and empowered to provide their functional services independently of the Board. All are elected for four-year terms of office.

Adopted December 11, 2001



Donald L. Hersey, Sr.
Supervisor of Elections
Putnam County, Florida

PUTNAM COUNTY CHART OF ELECTED OFFICIALS



PUTNAM COUNTY OFFICIALS

BOARD OF COUNTY COMMISSIONERS

Nancy Harris, Vice Chairman
Linda Myers
Hermon Somers, Jr.
Kevin Dursher
Brad Purcell, Chairman

District No. 1
District No. 2
District No. 3
District No. 4
District No. 5

CLERK OF CIRCUIT COURT
Tim Smith

SHERIFF
Taylor Douglas

PROPERTY APPRAISER
William L. Pritchett, Jr., CFA

TAX COLLECTOR
Kenneth R. Mahaffey, CFC

SUPERVISOR OF ELECTIONS
Donald L. Hersey

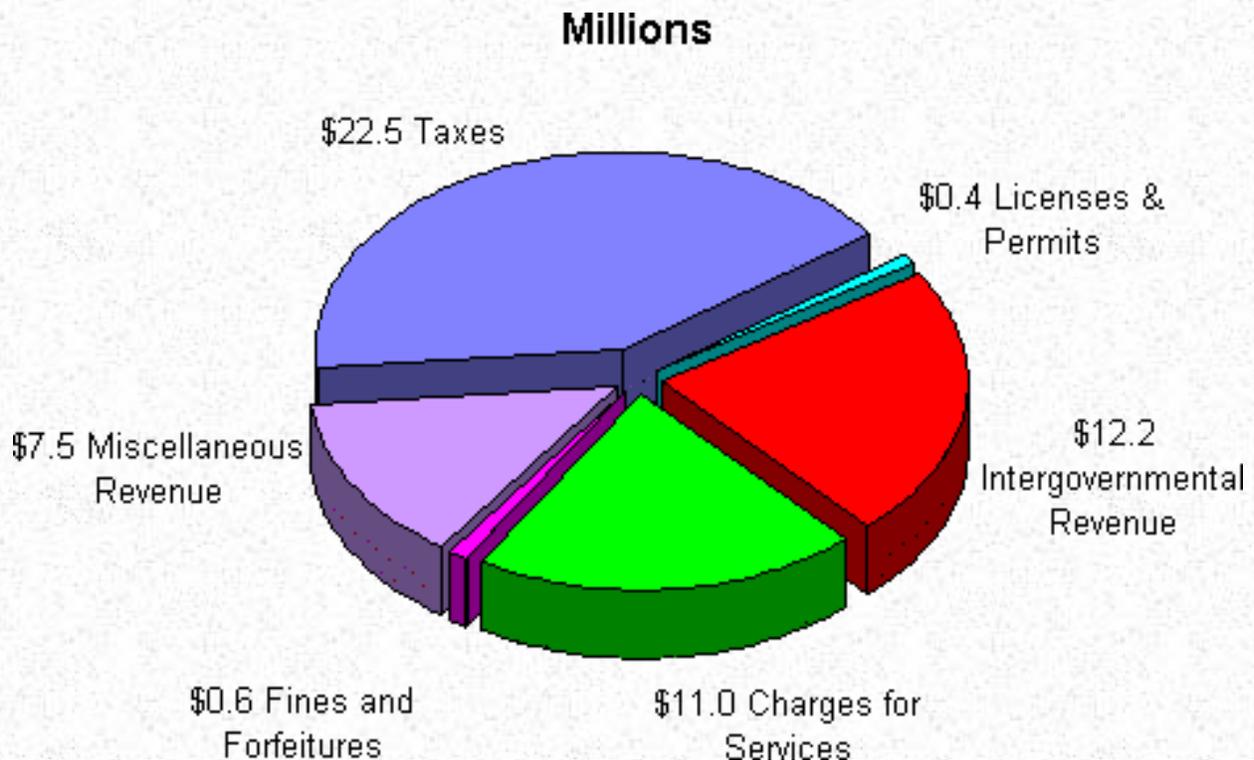
COUNTY ADMINISTRATOR
R.G. Leary

DIRECTOR OF FINANCE
Michael E. Anderson, CPA

SOURCES OF COUNTY FUNDS

Fiscal Year 2001

Sources of County funds, also known as revenues, are amounts received from various sources to pay for services provided by the County. Revenues are generated from certain transactions that increase or decrease liabilities. Total revenues increased by \$6.2 million or 12.3% over the previous year. See the chart below, as well as descriptions and comments on the following page for more information on revenues.



Taxes include:

- Property Taxes - \$20,426,504
- Local Option - \$1,709,122
- Franchise Fees - \$222,589
- Other - \$103,458

Licenses and Permits include:

- Building Permit Fees - \$301,240
- Professional and Occupational - \$53,003
- Other Licenses and Permits - \$92,980

Charges for Services include:

- General Government - \$6,915,660
- Public Safety - \$1,723,844
- Physical Environment - \$1,054,252
- Human Services - \$18,515
- Culture and Recreation - \$17,928
- Court Related Revenue - \$904,393
- Other Charges for Services - \$405,180

Fines and Forfeitures include:

- Judgments and Fines - \$418,478

Intergovernmental Revenues include:

- Federal, State, and Local Grants - \$6,053,846
- State Sales Tax - \$2,141,573
- State Revenue Sharing - \$1,464,759
- Other - \$2,584,869

- Violations of Local Ordinances - \$21,511
- Other Fines and Forfeitures - \$130,151

Miscellaneous Revenues include:

- Interest on Investments - \$1,730,827
- Special Assessment - \$5,021,503
- Rents - \$220,301
- Sales of Assets - \$63,916
- Contributions - \$74,586
- Other Miscellaneous Revenues - \$413,806

Taxes

- Property Tax - Annual tax levied on real and tangible personal property. Multiple levies are made for various purposes. Taxes are also levied within municipalities or special districts for improvements or services approved by the voters.
- State Sales Tax – A portion of the State Sales Tax is returned to counties and cities for operational purposes. This source is used for countywide operation as well as for making annual installment payments on County debt incurred for capital projects.
- Local Option - A tax of six cents per gallon on motor fuel sold in Putnam County. The tax proceeds are shared by the County and cities within the County for construction and maintenance of roads.
- Franchise Fees - Fees imposed on cable companies for the nonexclusive right to install, operate and maintain cable television lines in the unincorporated areas.
- Taxes increased \$1.37 million or 6.5% over the previous year as a result of an increase in the millage rate from 8.4 to 8.8 mills in the fiscal year 2001 and a slight increase in taxable property values.

Licenses and Permits

- Revenue derived from occupational fees, building permits, application fees, and various inspection fees.
- Licenses and Permits revenue decreased for the second year in a row primarily because of the decline in the number of mobile home permits issued. This \$23,407 or 4.97% decline is due to stricter permitting standards in recent years and fewer permit applications.

Intergovernmental Revenues

- Includes all revenues received from federal, state and other local government sources in the form of grants, shared revenues and payments in lieu of taxes.
- Federal and State Grants - The Federal and State governments award grants to the County for a variety of specific purposes and programs such as transportation, criminal justice, social services, and environmental protection.
- State Revenue Sharing - Certain state revenues are shared with counties for operational purposes. This source is used for countywide operations and for annual installment payments on County debt incurred for capital projects.

- Intergovernmental Revenue has increased an average of more than 10% a year for the last five consecutive years as a result of the County's continued efforts to pursue and obtain various federal and state grants.

Charges for Services

- Charges for Services consist of revenues from fees paid for services and special assessments. There are fees for ambulance service, building inspections, and rezoning requests.
- Public Utilities - Service fees are established for the use of the County's water and wastewater utility system. Also, fees are set for the dumping of garbage at the County landfill and for mandatory garbage collection services in the unincorporated areas.
- Revenue from charges and services has also continued to increase for the last four fiscal years. The increase in 2001 fiscal year was largely due to a 22% jump in ambulance fees as a result of increased utilization, an increase in Medicare cost reimbursements and improved billing procedures.

Fines and Forfeitures

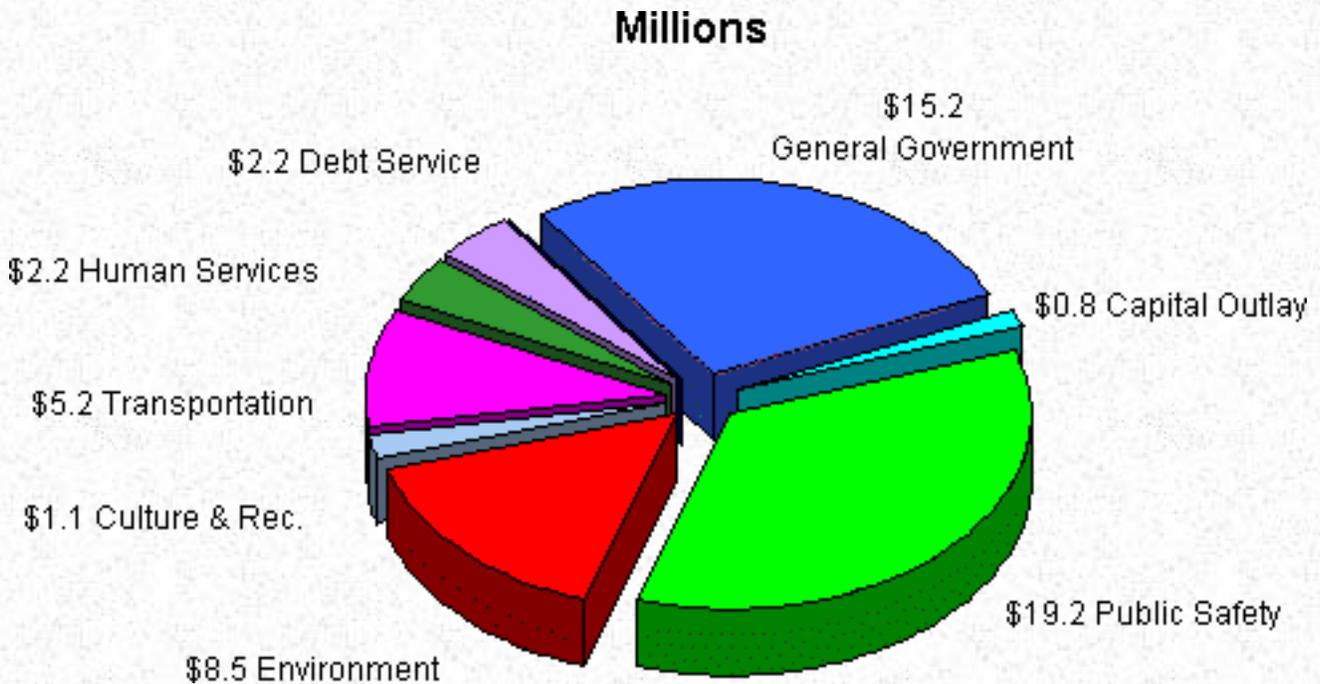
- Includes revenue received from fines and penalties imposed for the commission of statutory offenses, violation of lawful administrative rules and regulations, and for neglect of official duty.
- Forfeitures include revenues resulting from confiscation of deposits or bonds held as performance guarantees and proceeds from the sale of contraband property seized by law enforcement agencies.
- Fines and Forfeitures revenue decreased by \$43,031 or 7.02% since the fiscal year 2000.

Miscellaneous Revenues

- Includes income from the investment of funds, refunds of prior year expenditures, donations, and miscellaneous sales of surplus property.
- Interest earnings, a major component of Miscellaneous Revenue, dropped dramatically for the fiscal year 2001 due to the steady decline in interest rates over the past twelve to eighteen months.
- Most of the County's investments are with the SBA, which earned an average of 3.4% on investments in the fiscal year 2001 as compared to 6.3% in the previous year.

USES OF COUNTY FUNDS Fiscal Year 2001

Uses of County funds, also known as expenditures, are amounts spent to provide services to the public. Expenditures are generated by transactions that reduce assets or increase liabilities. Total expenditures increased by \$402,503 or 0.9% over the previous year. See the chart below, as well as descriptions and comments on the following page for more information on expenditures.



General Government includes:

- Legislative/ Administrative/ Financial - \$8,960,870
- Maintenance Services - \$941,677
- Communication - \$416,419
- Data Processing - \$946,394
- Constitutional Officers - \$3,988,946

Capital Outlay includes:

- Land and Buildings - \$320,579
- Improvements - \$505,888

Environment includes:

- Economic Environment - \$662,243
- Physical Environment - \$7,801,765

Culture and Recreation includes:

- Recreation facilities - \$342,548
- Libraries - \$773,800
- Other - \$1,936

Transportation includes:

- Road Systems - \$ 5,235,386

Public Safety includes:

Sheriff - \$11,165,345
Medical Examiner - \$134,643
Ambulance Services - \$2,592,103
Court Related - \$3,096,734
Fire Protection - \$1,113,650
Building Inspection/ Code Enforcement - \$507,111
Emergency Communication - \$232,674
Other - \$405,926

Human Services includes:

Health Care for the needy - \$1,691,975
Care for the elderly - \$272,331
Social Services - \$7,672
Animal/ Mosquito control - \$254,916

Debt Service includes:

Principal Retirement - \$1,654,311
Interest and Fiscal Charges - \$573,439

General Government

- General Government expenditures consist of administrative, financial and other services such as budgeting, accounting, property appraisals, tax collecting, data processing, master planning, zoning, and development. This category provides for the various administrative and support services vital to the efficient operation of the County.
- General Government increased by \$1.7 million or 12.83% over the previous year.

Capital Outlay

- Expenditures incurred for the acquisition of or addition to fixed assets (i.e., machinery and equipment, improvements to structures and facilities, etc.).
- Capital outlay expenditures decreased by \$215,178 or 20.66%.

Public Safety

- Public Safety expenditures are related to costs for the security of people and property.
- This category includes costs of the Sheriff, Courts, Ambulance Rescue, Volunteer Fire Departments, the Medical Examiner, building inspections, and emergency and disaster relief services.
- Public Safety increased by \$332,688 or 1.76% over the previous year.

Environment

- Physical Environment expenditures are associated with the conservation and management of natural resources such as air, water, soil, minerals, wildlife, as well as land use, pollution control, and flood control programs. The costs of the East Palatka Water and Wastewater project (grant-funded) are reflected in the Physical Environment category and contributed almost entirely to the \$2,044,712 or 35.52% increase.
- Economic environment expenditures are related to costs associated with developing and improving the economic conditions of the community and its residents, including industry development, disadvantaged minorities, women and small business enterprise programs, housing assistance, and housing rehabilitation. Economic environment expenditures declined by \$3.3 million or 83.26% partially due to the completion of grant-funded projects during the prior year and early in the fiscal year 2001.

Culture and Recreation

- Culture and recreation expenditures are related to costs for providing cultural and recreational facilities including County boat ramps and recreation facilities, libraries and other services.
- The decline of \$62,301 or 5.28% was partially due to the completion of grant-funded projects during the prior year and early in the fiscal year 2001.

Transportation

- Key services include highway construction and maintenance, sidewalks, and streetlights.
- Transportation expenditures are related to costs incurred to maintain County roads, bridges, other infrastructure, and highway safety projects.
- Transportation expenditures increased by \$448,851 or 9.38%.

Human Services

- Human service expenditures are related to costs to provide services such as health care for the needy, public assistance, care for the elderly, social services, and animal and mosquito control.
- Human service expenditures decreased by \$104,157 or 4.47%.

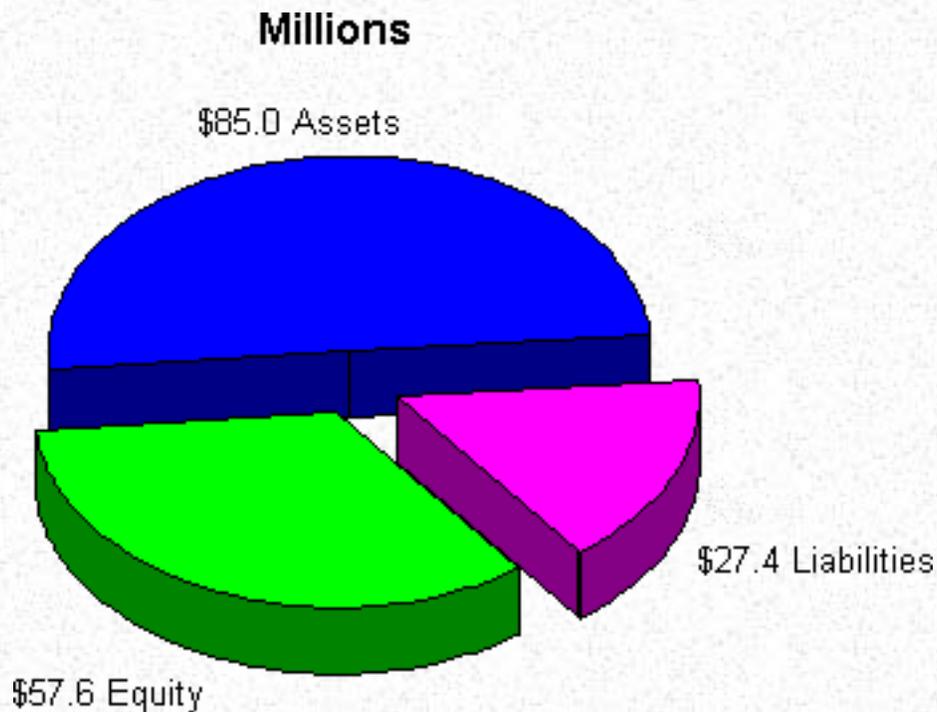
Debt Service

- This category is used to provide for the annual installment payments necessary to repay funds the County has borrowed in the past to acquire property, to construct major county facilities, or to make major equipment purchases.

BALANCE SHEET

September 30, 2001

The balance sheet provides a picture of the financial position of the County as of the last day of the fiscal year. The balance sheet and other statements in this report use figures summarized from the Putnam County, Florida Comprehensive Annual Financial Report, which was prepared using generally accepted accounting principles (GAAP). To simplify presentation, the statements in this Citizens' Annual Financial Report are not in GAAP format.



Assets include:

Cash & Investments - \$23,784,362 [1]
 Receivable - \$1,721,087
 Inventory - \$108,389
 Restricted Assets - \$3,994,264
 Fixed Assets - \$46,566,786
 Other Assets - \$8,876,107

Equity includes:

Contributed Capital - \$2,607,266
 Investment in General Fixed Assets - \$39,068,859
 Retained Earnings - \$908,307
 Fund Balances - \$15,050,251 [1]

Liabilities include:

Current Liabilities - \$6,823,122
 Deferred Revenue - \$1,390,366
 Accrued Landfill Closure and Long-Term Costs - \$9,003,016
 Long-Term Debt - \$10,199,925

[1] Significant amount of which is reserved or designated because of statutory requirements or other mandates.

MISCELLANEOUS STATISTICAL DATA

Principal Taxpayers

January 1, 2001

Taxpayer	Taxable Value	Percent of Total Taxable Value
Seminole Electric Co.	\$ 351,879,229	15.33%
Georgia – Pacific Corp.	\$ 237,517,175	10.35%
FL Power and Light Co.	\$ 133,618,504	5.82%
Lafarge Corp.	\$ 77,784,851	3.39%
Clay Electric Coop., Inc.	\$ 33,243,889	1.45%
Bellsouth Telecommunications	\$ 26,532,585	1.16%
Florida Furniture Industries	\$ 15,242,221	.66%
Lifepoint Hospitals, Inc.	\$ 13,036,766	.57%
North American Timber Co.	\$ 9,214,408	.40%
CSX Transportation	\$ 9,142,608	.40%
Total	\$ 907,212,236	39.53%

Top Ten Employers

September 30, 2001

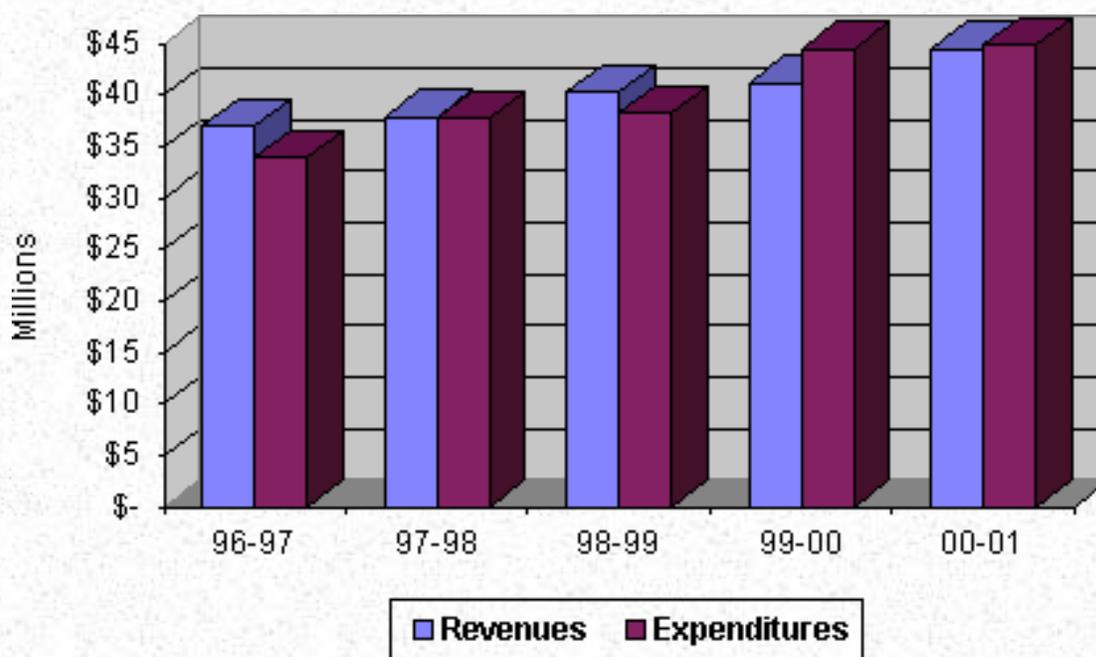
Name of Employer	Number of Employees
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Putnam County School District	1,925
Georgia - Pacific, Palatka Operations	1,254
St. Johns River Water Management District	732
Putnam County	579
Putnam County Medical Center	535
Florida Furniture	525
St. Johns River Community College	437
Georgia - Pacific, Plywood	400
Seminole Electric	325
Wal – Mart	265
Total	6,977

PUTNAM COUNTY GROWTH INDICATORS

The economic outlook for the County continues to be both positive and challenging with the modest growth in revenues generated. The County continues to place a heavy dependence on its commercial economic tax base and therefore, remains dedicated to encouraging managed growth not only to generate additional tax revenues, but also to provide jobs that would boost per capita income.

Revenues and Expenditures



Notes: Revenues and expenditures include general funds and expendable trust funds.

Source: Putnam County Comprehensive Annual Financial Report

Property Value, Building Permits, and Bank Deposits

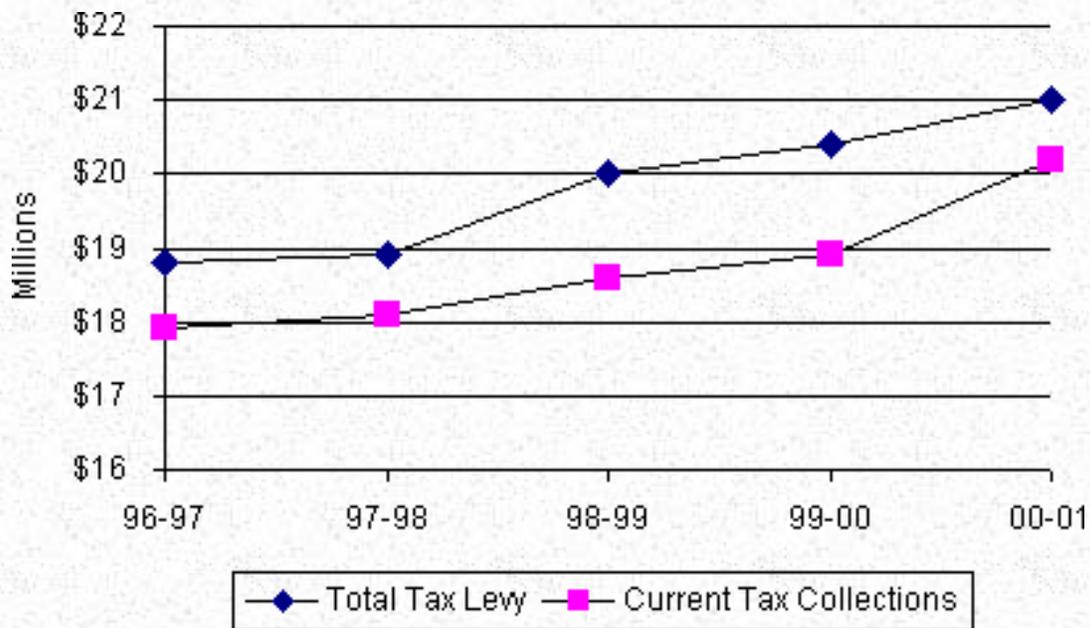
Fiscal Year	Property Value (In Thousands)	Building Permits	Bank Deposits (In Thousands)
1996-1997	\$2,129,387	\$29,133,924	\$455,694
1997-1998	\$2,185,664	\$26,105,300	\$545,991

1998-1999	\$2,237,471	\$20,612,870	\$479,696
1999-2000	\$2,300,353	\$42,578,017	\$474,497
2000-2001	\$2,300,353	\$31,283,763	\$474,743

Notes: Building Permit figures include single-family dwellings, apartments, additions and remodeling, and commercial buildings. Bank Deposit figures include savings and loan associations in Putnam County..

Sources: Putnam County Property Appraiser, Putnam County Building and Zoning Department and Putnam County Chamber of Commerce

Property Tax Levies and Collections



Notes: The difference between the total tax levy and the current tax collections is the rate of the taxes not being collected. From 2000 to 2001 the percent of levy collected was 92.6%, which illustrates 7.4% of the taxes levied remain uncollected.

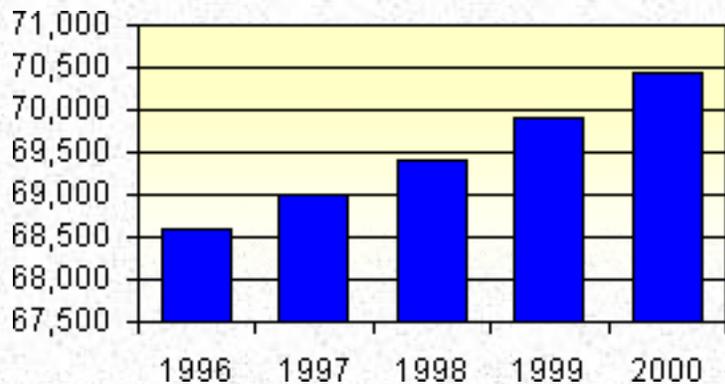
Sources: Levies – Property Appraiser/ DR – 420’s Collections – General Ledger Records

DEMOGRAPHICS AND ECONOMIC INFORMATION

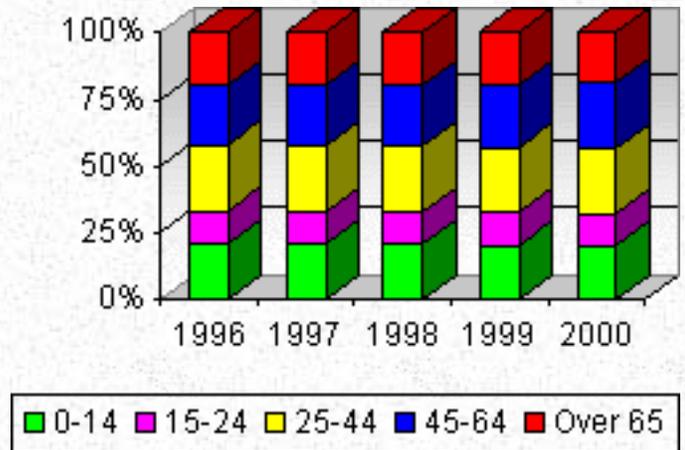
Five Year Trend

It is necessary to look at the County in the context of its environment to understand the County's financial position. The next two pages contain graphs and discussion about the County's economic and demographic environment. The source used for the demographic and economic information, was the Florida Statistical Abstract, Bureau of Economic and Business Research, College of Business Administration, University of Florida.

County Estimated Population

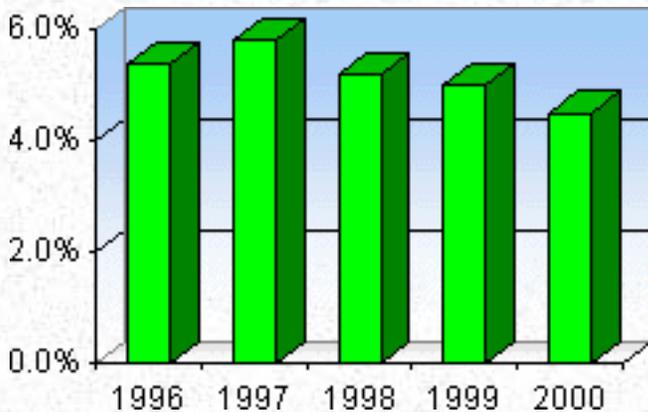


County Population By Age Category

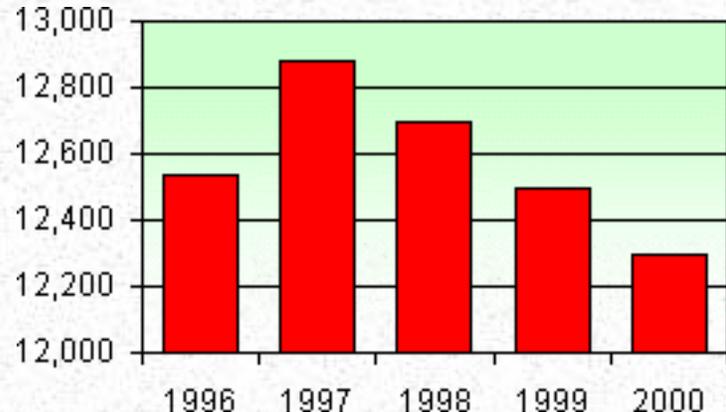


Note: Census count, April 1, 2000, and population estimates, April 1, 1996 through 1999.

County Unemployment Rates

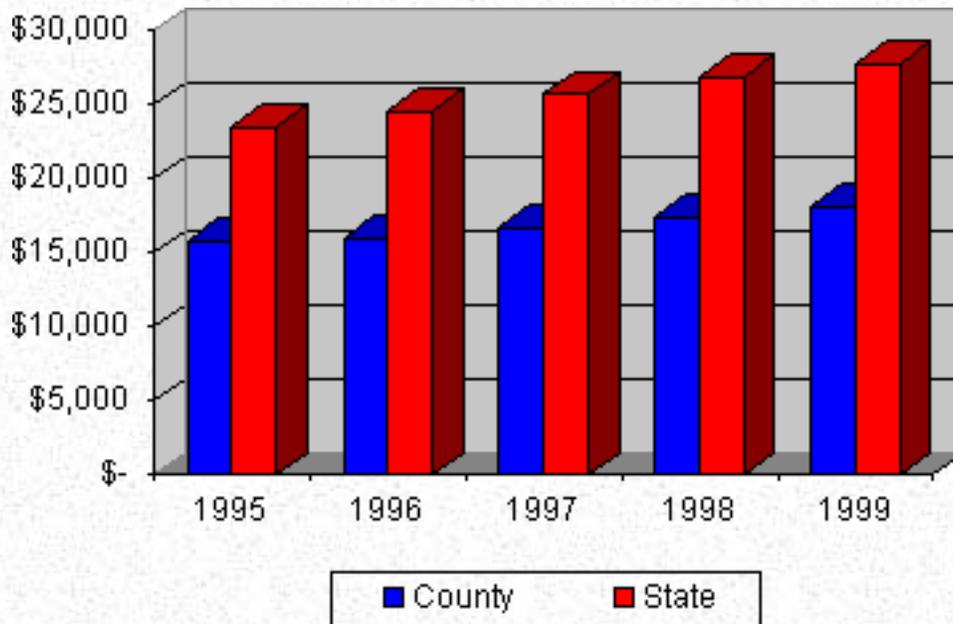


County School Enrollment



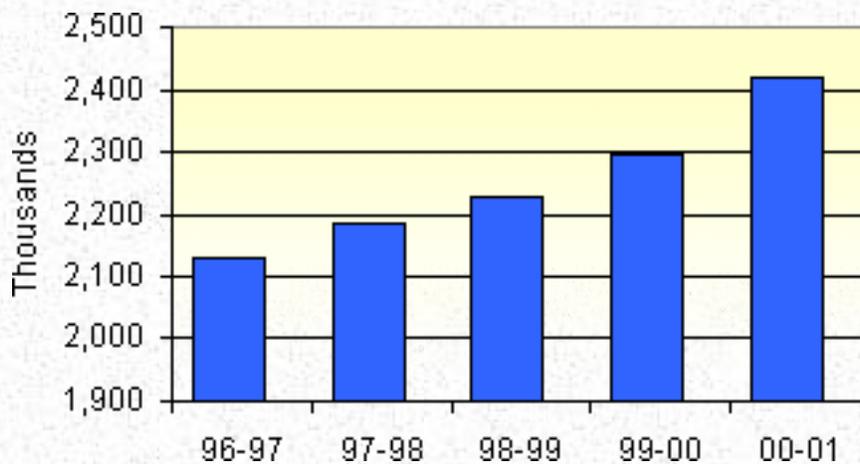
Notes: Putnam County's population growth is fairly evenly spread through all age groups. The largest segment of the population continues to be the 25 to 44 age group. This means that the majority of the County's residents are in their prime earning years. The County unemployment rate has been decreasing since 1997.

Per Capita Personal Income



Notes: Per Capita is a per person figure, defined by taking the total personal income and dividing it by the number of persons in the population. This graph shows a five-year history of the amount of personal income per person in Putnam County and the State of Florida. Putnam County's per capita personal income is increasing at a slow, steady rate.

Total Taxable Property Value



Notes: Total Taxable Value includes the total taxable value of all real property in addition to the total taxable value of all personal property in Putnam County.

Sources: Putnam County Property Appraiser

CONSTITUTIONAL OFFICERS

Board of County Commissioners

329-0205; Fax: 329-1216
514 St. Johns Avenue
First Floor, Building 1-C
Number of Employees: 257

Board Members: Nancy Harris, Linda Myers, Hermon Somers, Jr., Kevin Durscher and Brad Purcell

The Board of County Commissioners serves as the legislative and policy making body for Putnam County. The governing body has the power to perform the following duties: approve the budget, set millage rates, and adopt ordinances and resolutions necessary to carry out the operations of all County departments and programs. The Board also has the power to adopt its own rules of procedure, select its officers, and set the time and place of its official meetings. They also prepare and enforce comprehensive plans for the development of the county.

2001 Expenditures: \$44,886,070

Property Appraiser

Crescent City Satellite Office

698-1217; Fax: 698-4283
19th North Summit Street

Interlachen Satellite Office

684-3717; Fax: 684-4648
1114 State Road 20

Palatka Main Office

329-0296; Fax: 329-0447
323 St. Johns Avenue
Second Floor, Building 1-A
Number of Employees: 22

Property Appraiser: Larry Pritchett

This elected official, a Constitutional Officer, appraises all property within the borders of Putnam County; administers Ad Valorem exemptions, produces and administers the tax rolls for the Board of County Commissioners, the Municipal Services Taxing Units, the School District, and various municipalities and other entities in Putnam County.

2001 Expenditures: \$1,077,180

Clerk of the Circuit & County Court Clerk to the Board of County Commissioners

Crescent City Satellite Office

698-1217; Fax: 698-4283
19th North Summit Street
Crescent City, FL 32112

Interlachen Satellite Office

684-3717; Fax: 684-4648
1114 State Road 20
Interlachen, FL 32148

Palatka Main Office

Supervisor of Elections

329-0224; Fax: 329-0455
515 Reid Street
Building 1-D

Number of Employees: 5

Supervisor of Elections: Don Hersey

This elected official, a Constitutional Officer, is responsible for all matters pertaining to voter registration within Putnam County. Supervises County, State, and National elections, maintains the County's voting equipment, files all candidate contributions and expenditure reports, oversees candidate qualifying, financial disclosures filed

329-0361; Fax: 329-0888
410 St. Johns Avenue
Putnam County Courthouse
Second Floor, Building 1-B
Number of Employees: 68
Clerk: Tim Smith

This elected official, a Constitutional Officer, serves as Clerk to the County Court and the Circuit Court. In this capacity, the Clerk is the custodian of all court records, evidence, and the court's seal. The Clerk also issues process, enters judgments and orders, gives certified copies from record, collects court ordered child support, court fines and fees, and makes disbursements pursuant to law. The Clerk also acts as the County Recorder, issues marriage licenses and home solicitation permits, and collects and distributes documentary stamps and intangible taxes for the Department of Revenue. The Clerk's Finance & Accounting department provides a full range of financial services to the County. The Clerk prepares financial statements and other mandated financial reporting, provides general accounting, accounts payable, payroll, accounts receivable, grant and enterprise accounting, treasury and investment functions, debt and property management, and internal auditing. The Clerk also records the minutes of Board of County Commissioners meetings.

2001 Expenditures: \$2,793,174

by selected government officials and employees, and assists County municipalities with their elections.

2001 Expenditures: \$382,908

Sheriff

329-0800; Fax: 329-0448
130 Orié Griffin Boulevard
Number of Employees: 202

Sheriff: Taylor Douglas

This elected official, a Constitutional Officer, is responsible for the protection of lives and property of the citizens of Putnam County. Enforces laws mandated by Florida Statute and County ordinances. Manages the centralized dispatch center, which receives calls for service for law enforcement, fire and rescue. Is responsible for dispatching and maintaining coordinated communication and response for those responding units. Provides bailiffs Putnam County Courts. Oversees and operates the Putnam County Jail.

2001 Expenditures: \$11,551,376

Tax Collector

Crescent City Satellite Office

698-3088; Fax: 698-4283
19th North Summit Street

Interlachen Satellite Office

684-1288; Fax: 684-4640
1114 State Road 20

Palatka Main Office

329-0277; Fax: 329-0886
323 St. Johns Avenue
First Floor, Building 1-A
Number of Employees: 27

Tax Collector: Ken Mahaffey

This elected official, a Constitutional Officer, collects and distributes all current and delinquent Ad Valorem Taxes and Non-Ad Valorem

Assessments levied by the Board of County Commissioners, School Board, Municipalities, and Refuse and Water Districts. Acts as an agent for the Dept. of Highway Safety and Motor Vehicles and Fish and Wild Life Commission in the issuing of licenses and the collection of fees. Also, collects tourist development taxes and occupational license fees.

2001 Expenditures: \$1,284,797

DEPARTMENTS & SERVICES

COUNTY DEPARTMENTS (alphabetically)

County Administrator

329-0212; Fax: 329-1216

514 St. Johns Avenue

First Floor, Building 1-C

County Administrator: R. G. Leary

Responsible for administrative and management work directing and coordinating all phases of County government functions and activities under the jurisdiction of the Board of County Commissioners in accordance with Chapter 125 of Florida Statutes and the County Ordinance. Serves as a liaison between the Board of County Commissioners and the citizens of Putnam County. In addition, the County Administrator is responsible for the Board of County Commissioners budget, Economic Development, and Tourist Development.

2001 Expenditures: \$2,042,360

County Attorney

329-1903; Fax: 326-2721

528 St. Johns Avenue

Building 1-E

County Attorney: Russ Castleberry

Provides legal representation and advice to the Board of County Commissioners, County Administration, County Departments, Port

Information Systems

329-0357; Fax: 329-0215

323 St. Johns Avenue

Director: Rayel Christiansen

Provides computer related services to the offices of the Board of County Commissioners, Clerk of Courts, Property Appraiser, Sheriff, Supervisor of Elections, and Tax Collector. Assists in the analysis, acquisition, installation, and maintenance of application systems and hardware necessary for the efficient and effective operation of County government. Provides technical assistance for Judiciary, public Defender, State attorney, and Public Access customers.

2001 Expenditures: \$1,022,017

Libraries

Bostwick Branch

326-2750; Fax 326-2733

125 Tillman Street

Interlachen Branch

684-1600; Fax 684-1601

133 North State Road 318

Melrose Branch

(352) 475-1237; Fax (352) 475-5779

312 Wynwood Avenue

Authority and Solid Waste District. Provides other legal services as necessary.

2001 Expenditures: \$1,701,257

Emergency Services

329-0380; Fax: 329-0897

120 Orié Griffin Boulevard

Director: Doug Stewart

Provides expedient 24-hour emergency medical services throughout the County, and fire suppression and inspection services throughout the unincorporated and selected municipal areas. Provides emergency management, street addressing and enhanced 911 emergency reporting services County-wide. Volunteers also assist in the delivery of emergency medical and fire suppression services.

2001 Expenditures: \$4,215,113

Finance Department

329-0229; Fax: 329-0473

514 St. Johns Avenue

Building 1-C, Second Floor

Director: Michael Anderson, CPA

The Finance Department, under the general direction of the Clerk of Circuit Court, serves as the auditor, recorder and custodian of all funds for both the Board of County Commissioners and the Clerk of Courts. The Department has responsibility for maintaining accurate accounting, payroll and disbursement (A/P) records in accordance with Board and Clerk policies; it is responsible for preparing financial, regulatory and compliance reports, formulating, recommending and implementing new and changed policies of the Board and Clerk of Courts. The Finance Department has the fiduciary responsibility to accurately account for and to prudently manage all public funds.

2001 Expenditure: \$480,206

Palatka (Main Branch)

329-0126; Fax: 329-1240

601 College Road

Director: Steve Crowley

Plans, supervises, and coordinates the activities of the library system.

2001 Expenditures \$830,586

Planning, Zoning and Building

329-0490; Fax: 329-1213

111 North Sixth Street

Building 1-F

Director: Peter M. Brown

Prepares, updates, and implements the County's Comprehensive Plan and assists the public and makes recommendations to the Board of County Commissioners on zonings, land development regulations, Comprehensive Plan amendments, and Developments of Regional Impact. Issues building permits, performs inspections and provides information about building codes, zoning and other development regulations, and processes violations of the regulations through the Codes Enforcement Office. Administers the trades licensing program for contractors, electricians, and plumbers.

2001 Expenditures: \$923,530

Public Works

329-0346; Fax: 329-0340

223 Putnam County Boulevard

East Palatka

Director: Bob Merton, P.E.

Responsible for the maintenance of roads, bridges and storm water system, providing engineering services for the County, managing the operation of water and wastewater systems under the purview of the County, transportation improvement needs, design of transportation and storm water management projects, inspection of road, storm water, and utility construction projects, review of development plans and

Fleet Maintenance

329-0475; Fax: 329-1203

223 Putnam County Boulevard
East Palatka, Building 231-B

Manager: Gary Armstrong

Directs the work of the county fleet maintenance operation, which maintains all county, owned vehicles and equipment. Develops and administers a comprehensive preventative maintenance program. Assists in developing bid specifications, evaluating bid proposals, and recommending vendor selection for county owned vehicles and equipment.

2001 Expenditures: \$471,584

General Services

329-0370; Fax: 329-0468

223 Putnam County Boulevard
East Palatka, Building 10-C

Director: Maureen Torma

Responsible for the procurement of all supplies, equipment, and services for County government and in directing a program of care, maintenance and repair of buildings, facilities and grounds.

2001 Expenditures \$916,035

Human Resources

329-0219; Fax: 329-1257

514 St. Johns Avenue
First Floor, Building 1-C

Director: L. Wayne McClain

Directs the personnel program, including recruitment, examination and selection. Supervises the development and maintenance of personnel records, policies and procedures and employee benefits. Oversees safety program, risk management, social services

provision of oversight for engineering and construction contracts. Also responsible for the issuance of various types of permits, and the acquisition of real property and rights of way for the county.

2001 Expenditures \$7,110,133

Recreation

329-1269; Fax: 329-1265

120 Carter Road

Director: Suzanne F. Davis, CPRP

Administers and directs a comprehensive County recreation program for youth and adults. Responsible for the maintenance of county parks, athletic fields, and boat ramps.

2001 Expenditures: \$817,552

Sanitation

329-0395; Fax: 329-0486

140 County Landfill Road

Director: Ken Whitehead, P.E.

Responsible for the operation of two active landfills and the maintenance of three closed landfills, the operation of two solid waste recycling centers, and the maintenance of four recyclable materials collection sites and eight waste oil sites. Administers the Household Hazardous Waste Collection Program, the Waste Tire Collection Program, and the Mosquito Control Program. Monitors the household garbage collection, yard trash collection, and curbside recycling programs.

2001 Expenditures: \$5,973,751

Veterans Services

329-0327; Fax: 329-0455

515 Reid Street
Building 1-D

Director: Joe Coats

Responsible for the operation of the Veterans

and insurance claims for the County.
2001 Expenditures \$3,995,744

Service office to assure efficient service to
veterans and their dependents and widows.
2001 Expenditures \$71,201