

PUTNAM COUNTY FLORIDA



CITIZENS' ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED SEPTEMBER 30, 2002

TIM SMITH
CLERK OF COURTS

PREPARED BY THE FINANCE DEPARTMENT
WWW.PUTNAM-FL.COM

May 5, 2003

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 to evaluate how 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 this Citizens' Annual Financial Report as a way to explain how Putnam County raises and spends its money.

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. This report covers the fiscal year beginning October 1, 2001 and ending September 30, 2002. To simplify this report, all of the County's funds have been summarized into one set of figures and presented on a consistent basis. However, this report is unaudited and is not presented in a format that conforms to Generally Accepted Accounting Principles.

The County's operating Budget, which exceeds \$60 million annually, is funded primarily from Taxes, Intergovernmental Revenue such as grants, Charges for Services, and Miscellaneous Revenue; Licenses and Permits, and Fines and Forfeitures make up the balance. 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. For this report, spending is summarized into major taxpayer service categories such as Public Safety, Transportation, Physical Environment, Culture and Recreation, etc.

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. A brief description of the departments within the Board of County Commissioners is also provided.

An audited comprehensive annual financial report on all of the individual funds is also prepared in our office and is available for review. This Citizens' Annual Financial 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

Tim Smith
Clerk of Courts

Michael E. Anderson

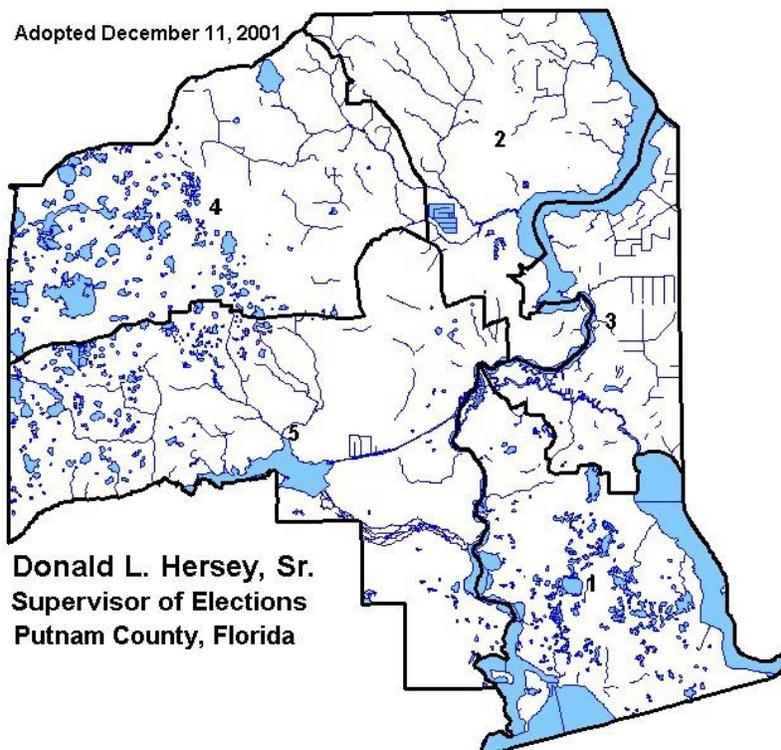
Michael E. Anderson, CPA, CGFO
Director of Finance

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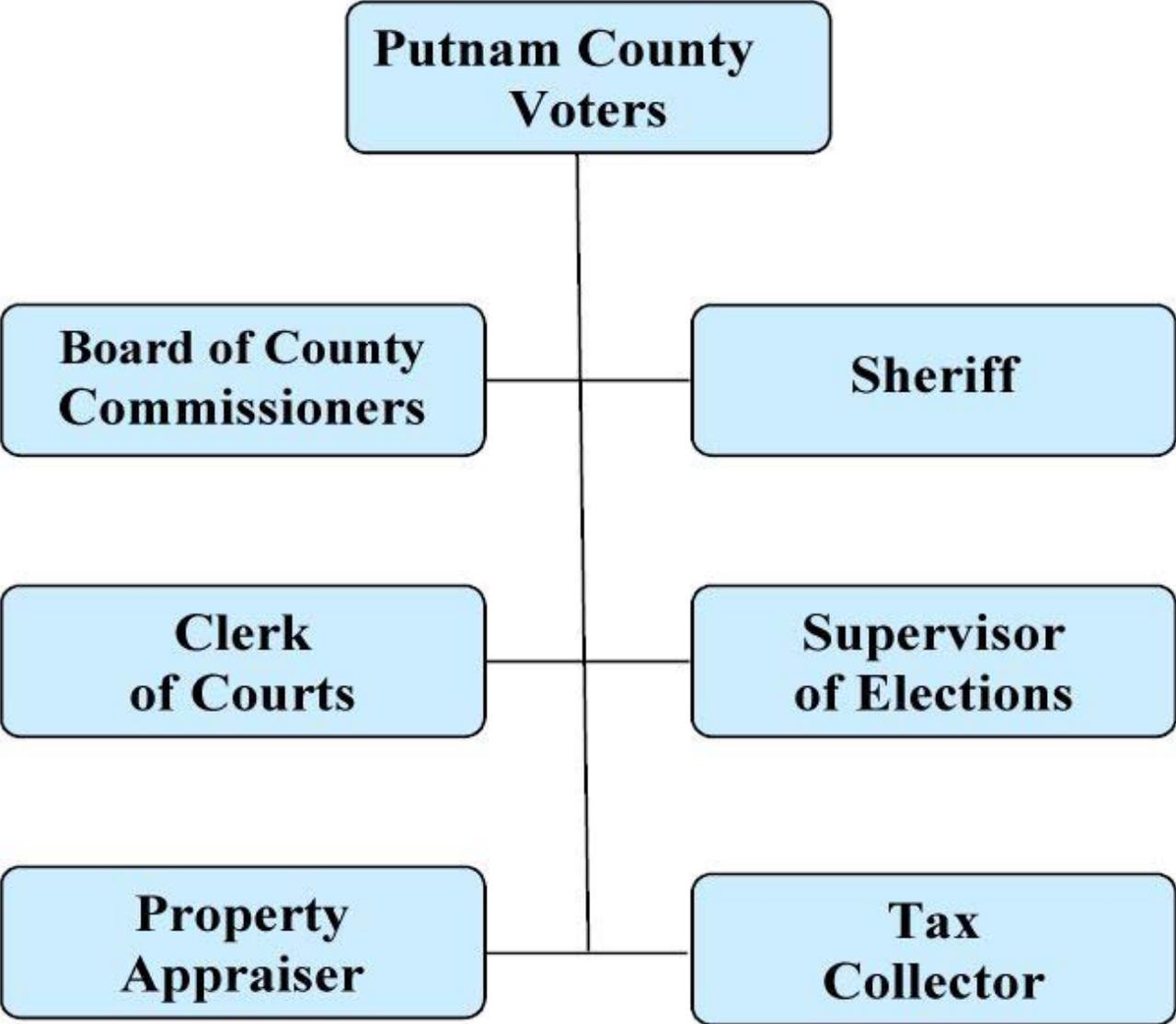
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OPERATIONAL REVIEW

- Putnam County, encompassing some 827 square miles, is located in north-central Florida between the Atlantic Ocean and the Gulf of Mexico. For much of its length, Putnam County straddles the St. Johns River, designated an American Heritage River.
- 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. While experiencing fairly slow growth, it is expected to continue to grow, driven by increasing economic development locally and some spillover from surrounding counties experiencing more rapid growth.
- As testimony to its rural nature, over 79% of the population lives outside of the five incorporated areas. Fire protection, except for the City of Palatka, is provided by Volunteer Fire Departments. Of the 1,703 miles of roads in the County, approximately 73% 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 political subdivisions 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.



**PUTNAM COUNTY
CHART OF ELECTED OFFICIALS**



PUTNAM COUNTY OFFICIALS

BOARD OF COUNTY COMMISSIONERS

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

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

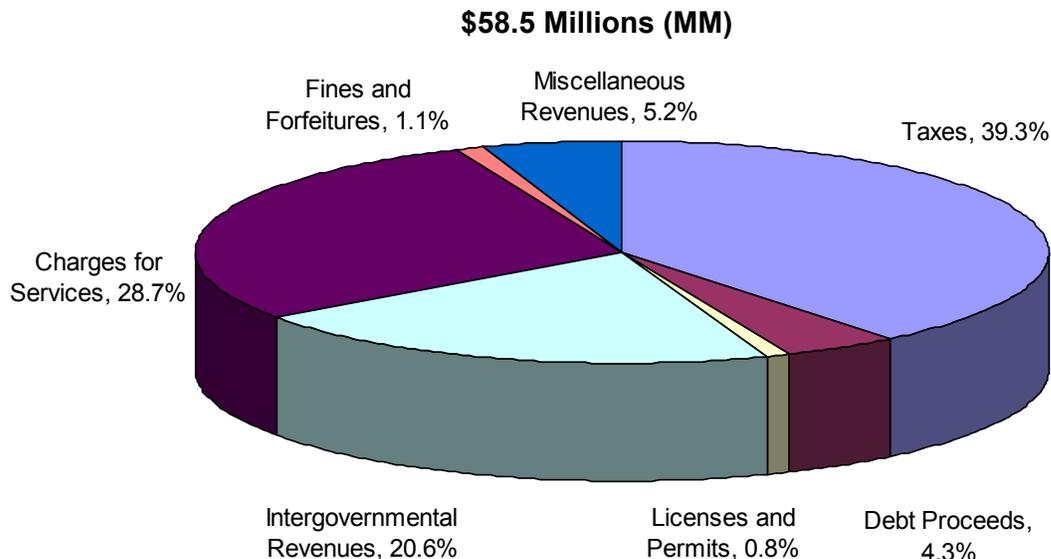
COUNTY ADMINISTRATOR
R.G. Leary

DIRECTOR OF FINANCE
Michael E. Anderson, CPA

SOURCES OF COUNTY FUNDS

Fiscal Year 2002

Sources of County funds, also known as revenues, are amounts received from various sources to pay for services provided by the County. Revenues increased by \$1.7 million or 3.2% over the previous year. Debt Proceeds, a non-revenue source, also increased this year. See the chart below, as well as descriptions and comments on the following page for more information on sources of County funds.



Taxes (\$23.0 MM) include:

- Property Taxes - \$20,823,609
- Local Option - \$1,722,069
- Communications Fees - \$454,002

Debt Proceeds - \$2,520,341

Licenses and Permits (\$0.5 MM) include:

- Building Permit Fees - \$319,264
- Professional and Occupational - \$51,823
- Other Licenses and Permits - \$111,662

Intergovernmental Revenues (\$12.1 MM) include:

- Federal, State, and Local Grants - \$5,067,244
- State Shared Revenue - \$6,991,806

Charges for Services (\$16.8 MM) include:

- General Government - \$7,239,835
- Public Safety - \$1,679,708
- Physical Environment - \$1,333,157

Charges for Services (cont):

- Transportation - \$2,800
- Special Assessments - \$5,252,458
- Human Services - \$9,215
- Culture and Recreation - \$28,545
- Court Related Revenue - \$859,617
- Other Charges for Services - \$424,233

Fines and Forfeitures (\$0.6 MM) include:

- Judgments and Fines - \$452,954
- Violations of Local Ordinances - \$51,812
- Other Fines and Forfeitures - \$136,121

Miscellaneous Revenues (\$3.0 MM) include:

- Interest on Investments - \$1,325,375
- Rents - \$217,856
- Sales of Assets - \$3,221
- Contributions - \$262,085
- Non-Operating - \$270,858
- Other Miscellaneous Revenues - \$942,781

Taxes

- Property Tax – Annual tax levied on real and tangible personal property. Taxes are also levied within municipalities or special districts for improvements or services approved by the voters.
- Local Option – A tax of 6¢ 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.
- Communications Fees – Fees imposed on cable companies and telecommunications companies for the nonexclusive right to install, operate and maintain cable television and telecommunications lines in the unincorporated areas.
- Taxes increased approximately \$0.5 million or 2.4% over the previous year due to a slight increase in taxable property values and the communications services tax.

Debt Proceeds

- Includes funds borrowed from outside sources to fund capital obligations and such occurrences as the settlement of the E. Palatka Water and Sewer lawsuit.

Licenses and Permits

- Revenue derived from occupational licenses, building permits, and various inspection fees.
- Licenses and Permits revenue increased by approximately 8% this year; boating licenses were the primary cause of the increase.

Intergovernmental Revenues

- Includes all revenues received from federal, state, and local government sources in the form of grants, shared revenues and payments in lieu of taxes.
- Federal, State and Local Grants – The Federal, State and Local governments award grants to the County for a variety of specific purposes and programs such as public safety, transportation, economic development, social services, and environmental protection.
- State Revenue Sharing and State Sales Tax – Certain state revenues are shared with counties for operational purposes. This source is used for county-wide operations and for annual installment payments on County debt incurred for capital projects.
- Intergovernmental Revenues grew at a slightly lower rate this year due in large part to the timing of expenditures. Over the last 2 years this revenue source has increased by nearly 20% as the result of the County's continued efforts to pursue and obtain various federal, state and local 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, rezoning requests, garbage collection, etc.
- Public Utilities – Service fees are established for the use of the County's water and wastewater utility system. Fees are also set for use of the County landfill.
- Special assessments are amounts levied on certain properties by the County to provide specific capital improvements to benefit those properties. Special assessments also support mandatory garbage collection services in the unincorporated areas.
- Revenues from charges for services have increased for the last five fiscal years.

Fines and Forfeitures

- Includes revenue received from fines and penalties imposed for the commission of statutory offenses, violations 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 property seized by law enforcement agencies.
- Fines and Forfeitures increased by over 12% this year due to increases in code enforcement fines, legal forfeitures, and traffic fine surcharges.

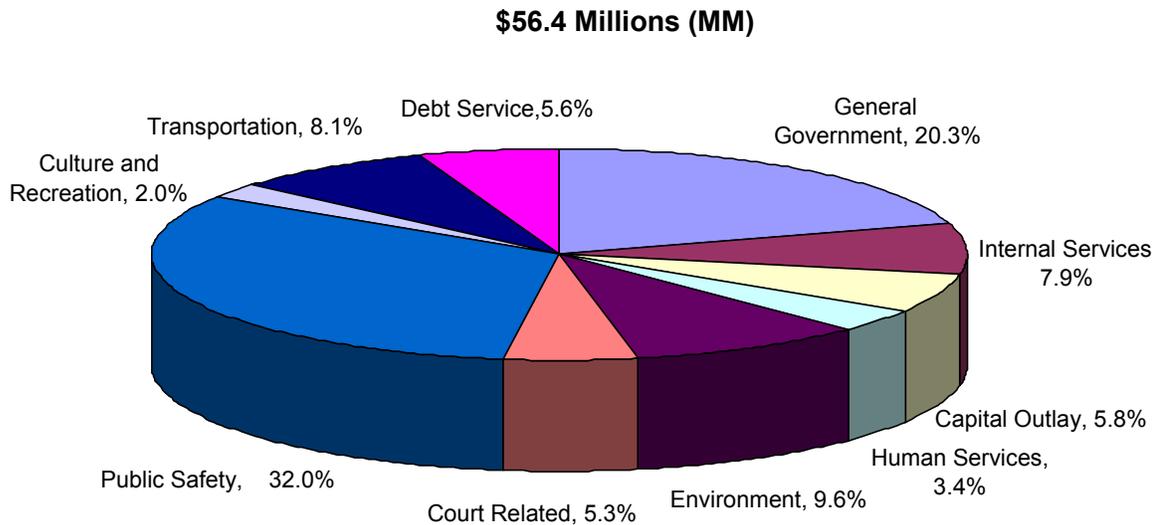
Miscellaneous Revenues

- 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 again this year due to the continuing decline in interest rates.
- Most of the County's investments are with the State Board of Administration (SBA), which earned an average of 1.9% on investments in fiscal year 2002, compared to 3.4% in 2001 and 6.3% in 2000.

USES OF COUNTY FUNDS

Fiscal Year 2002

Uses of County funds, also known as expenditures, are amounts spent to provide services to the public. Total expenditures increased by approximately \$2 million or 3.7% over the previous year. See the chart below, as well as descriptions and comments on the following page, for more information on use of County-wide funds.



General Government (\$11.4 MM) includes:

- Legislative/ Administrative/ Financial - \$6,282,250
- Data Processing - \$963,162
- Constitutional Officers - \$4,195,018

Conservation - \$257,461
Other - \$7,781

Court Related - \$3,011,021

Internal Services (\$4.5 MM) includes:

- Insurance and Claims - \$3,854,856
- Vehicle Maintenance - \$592,053

Public Safety (\$18.0 MM) includes:

- Law Enforcement - \$12,427,205
- Medical Examiner - \$174,193
- Ambulance Services - \$3,030,698
- Fire Protection - \$1,110,050
- Building Inspection/Code Enforcement - \$450,296
- Emergency/Disaster Relief - \$542,971
- Other - \$305,106

Capital Outlay - \$3,255,228

Human Services (\$1.9 MM) includes:

- Health Care for the needy - \$1,580,876
- Care for the elderly - \$314,308
- Social Services - \$49,851

Culture and Recreation (\$1.1 MM) includes:

- Recreation facilities - \$472,099
- Libraries - \$654,222
- Other - \$16,691

Environment (\$5.4 MM) includes:

- Economic Environment
 - Industry Development - \$313,155
 - Housing Assistance - \$730,255
 - Other - \$66,796
- Physical Environment
 - Solid Waste Management - \$3,550,751
 - Water Utilities - \$491,771

Transportation - \$ 4,583,302

Debt Service (\$3.1 MM) includes:

- Principal Retirement - \$2,705,391
- Interest and Fiscal Charges - \$436,636

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 expenditures increased by \$0.8 million or 5.1% over the previous year.

Internal Services

- Internal Service Funds are established to account for goods and/or services provided by one department to another. The primary funds included here are for Insurance and Vehicle Maintenance.

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 increased in excess of \$2 million with significant outlays for the E. Palatka Water System, the East Annex, and emergency vehicles.

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 and social services.
- Human service expenditures decreased by nearly \$300,000 as administrative expenses were shifted to General Government.

Environment

- Physical Environment expenditures are associated with the conservation and management of natural resources such as air, water, soil, minerals, and wildlife; as well as land use, pollution control, and flood control programs. Physical Environment costs were down sharply (approximately \$3.5 million) due in large part to the completion of Phase I of the East Palatka Water and Wastewater projects.
- 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 increased by nearly \$500 thousand due to increased activity in the SHIP program (housing assistance).

Court Related

- Court related expenditures consist of administrative and operating support expenses for circuit criminal, civil, family, juvenile, and drug courts; as well as county criminal, civil, and traffic courts.
- Court related expenditures were down slightly this year.

Public Safety

- This category includes costs for the Sheriff, Ambulance Rescue, Volunteer Fire Departments, the Medical Examiner, building inspections, and emergency and disaster relief services.
- Public Safety increased by approximately 10% over the previous year.

Culture and Recreation

- Culture and recreation expenditures are the costs of providing facilities and operating support for County boat ramps and recreation facilities, libraries, and other services.
- Culture and Recreation expenses were virtually unchanged this year.

Transportation

- Transportation expenditures are related to costs incurred to maintain County roads, bridges, other infrastructure, and highway safety projects.
- Transportation expenditures were down more than 10% versus the previous year.

Debt Service

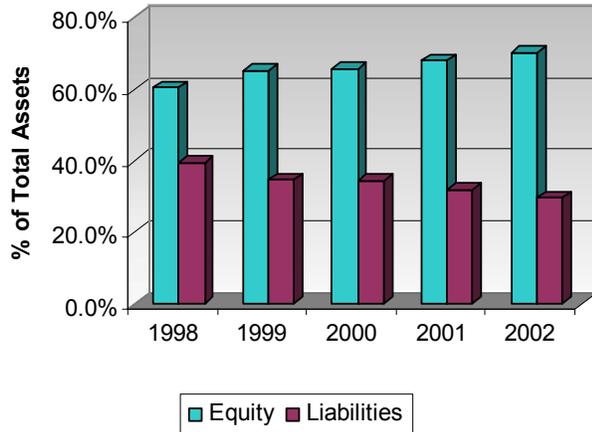
- This category is used to provide for the annual installment payments necessary to repay funds the County has borrowed in the past to acquire property, construct major county facilities, or make major equipment purchases.
- Debt service expenses were up marginally versus 2001.

BALANCE SHEET

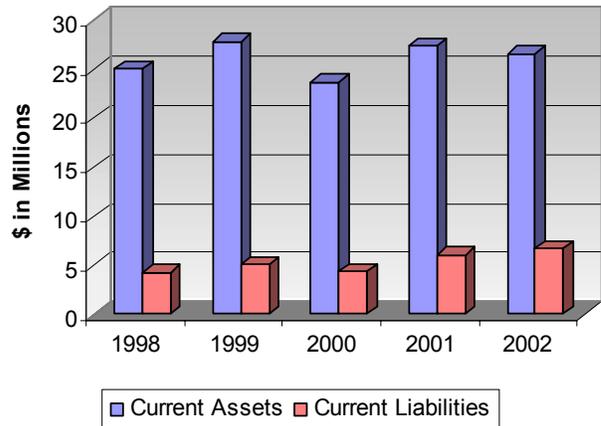
September 30, 2002

The balance sheet provides a picture of the financial position of the County as of the last day of the fiscal year.

Equity and Liabilities



Current Ratio



Over the last five years, County-wide assets have increased from approximately \$82 million to almost \$91 million. Assets include such items as Cash and Investments, Receivables and Fixed Assets. At the same time assets have grown by nearly \$9 million, liabilities have decreased by about \$5 million. This translates into an increase in equity, or what the County actually owns, of approximately \$14 million, with equity currently accounting for 70% of the Balance Sheet.

The Current Ratio, Current Assets divided by Current Liabilities, speaks to the County's ability to pay its current commitments. In this case, current is defined as assets and liabilities that can or will be liquidated in the next year. With a current ratio of 3.9, Putnam County is well positioned to meet its obligations.

$$\text{Assets} = \text{Liabilities} + \text{Equity}$$

Assets (\$90.7 MM) include:

- Cash & Investments - 25,143,887 [1]
- Receivables - \$1,455,395
- Inventory - \$118,607
- Restricted Assets - \$4,077,056
- Fixed Assets - \$49,214,693
- Other Assets - \$10,690,601

Liabilities (\$27.0 MM) include:

- Current Liabilities - \$6,757,693
- Deferred Revenue - \$1,857,542
- Accrued Landfill Closure and Long-Term Costs - \$7,619,266

Liabilities (continued):

- Estimated Liability for Self Insured Losses - **\$700,767**
- Long-Term Debt - \$10,037,875

Equity (\$63.7 MM) includes:

- Contributed Capital - \$2,781,012
- Investment in General Fixed Assets - **\$41,720,346**
- Retained Earnings - \$4,316,777
- Fund Balances - \$14,908,961 [2]

[1] [2] Significant amount of which is reserved or designated because of statutory requirements or other mandates.

MISCELLANEOUS STATISTICAL DATA

Principal Taxpayers

October 18, 2001

Taxpayer	Taxable Value	Percent of Total Taxable Value
Seminole Electric Co.	\$ 351,879,229	14.48%
Georgia – Pacific Corp.	\$ 237,517,175	9.77%
Florida Power and Light Co.	\$ 133,618,504	5.50%
Lafarge Corp.	\$ 77,784,851	3.20%
Clay Electric Coop., Inc.	\$ 33,243,889	1.37%
Bellsouth Telecommunications	\$ 26,532,585	1.09%
Florida Furniture Industries	\$ 15,242,221	.63%
Lifepoint Hospitals, Inc.	\$ 13,036,766	.54%
North American Timber Co.	\$ 9,214,408	.38%
CSX Transportation	\$ 9,142,608	.38%
Total	\$ 907,212,236	37.34%

Top Ten Employers

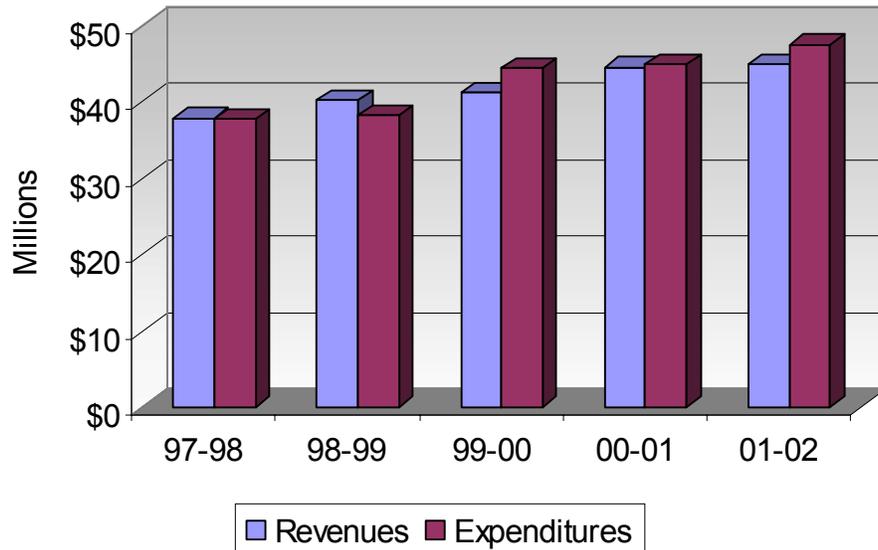
September 30, 2002

Name of Employer	Number of Employees
Putnam County School District	1,793
Georgia - Pacific, Palatka Operations	1,250
St. Johns River Water Management District	686
Putnam County	589
Putnam Community Medical Center	533
St. Johns River Community College	419
Wal-Mart	410
Georgia - Pacific, Plywood	400
Sykes Enterprises	375
Seminole Electric	278
Total	6,733

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 tax base, and therefore remains dedicated to encouraging managed growth not only to generate additional tax revenues, but 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

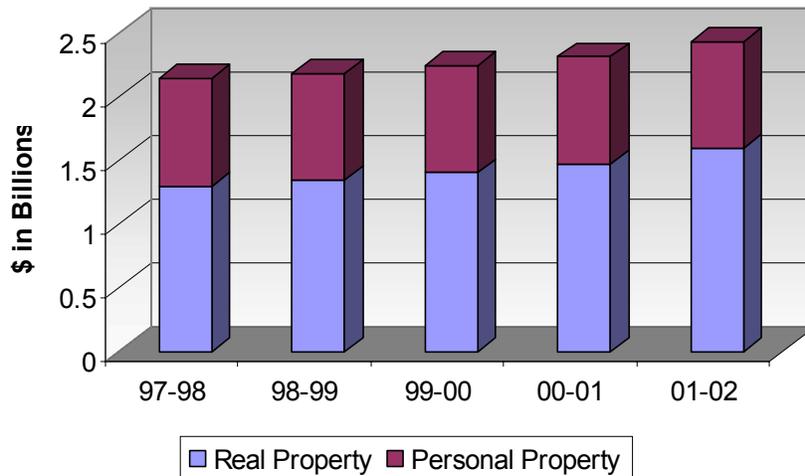
Property Value, Building Permits, and Bank Deposits (In Thousands)

Fiscal Year	Property Value	Building Permits	Bank Deposits
1997-1998	\$2,137,486	\$26,105	\$545,991
1998-1999	\$2,179,459	\$26,613	\$479,696
1999-2000	\$2,243,643	\$42,578	\$474,497
2000-2001	\$2,307,506	\$31,284	\$474,743
2001-2002	\$2,430,538	\$23,261	\$485,010

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.

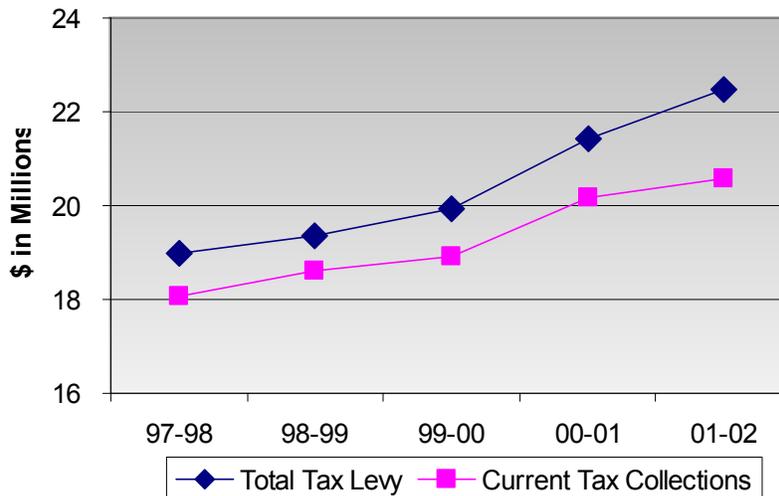
Sources: Putnam County Property Appraiser, Putnam County Planning, Zoning and Building Department, and Putnam County Chamber of Commerce.

Value of Taxable Property (Assessed Value)



Real Property Taxable Value has experienced modest growth over the period while Personal Property Taxable Values have remained nearly constant.

Property Tax Levies and Collections



The increase in levy and collections from 2000 to 2001 was driven largely by an increase in the millage rate from 8.4 to 8.8 per \$1000 of taxable value.

Notes: The difference between the total tax levy and the current tax collections is the rate of the taxes not being collected in the year assessed. For 2002, the percent of levy collected was 91.6%.

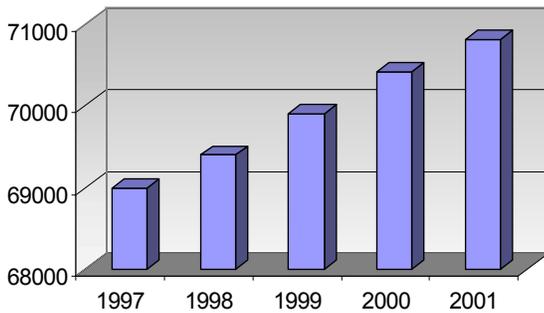
Source: Property Values and Levies – Property Appraiser
Collections – General Ledger Records

DEMOGRAPHICS AND ECONOMIC INFORMATION

Five Year Trend

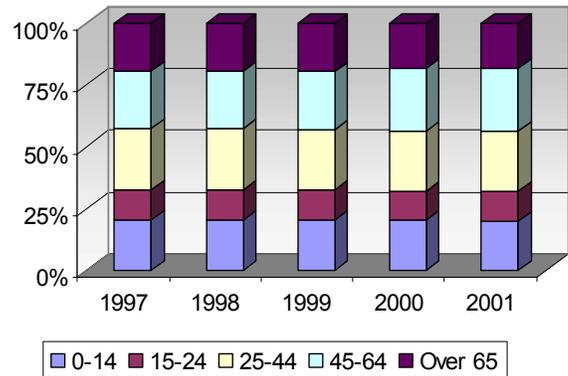
The next two pages contain graphs and comments relevant to the County's demographic and economic profiles. This information is intended to provide some context to help you better understand the County's financial position. The source used for the information was the *Florida Statistical Abstract*, Bureau of Economic and Business Research, College of Business Administration, University of Florida. Census data was used for 2000, estimates were used elsewhere.

County Estimated Population



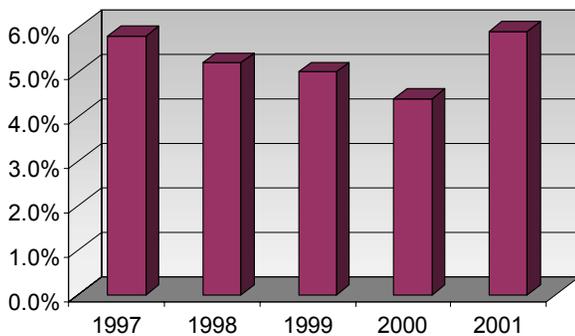
Less than 2,000 estimated population growth over the 5 year period; primarily attributed to migration.

County Population by Age Group



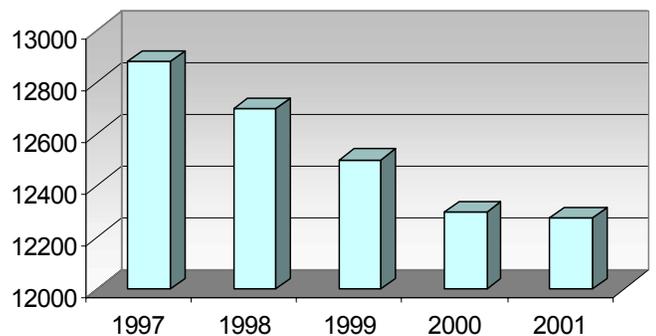
The population distribution by age group remains fairly constant.

County Unemployment Rates



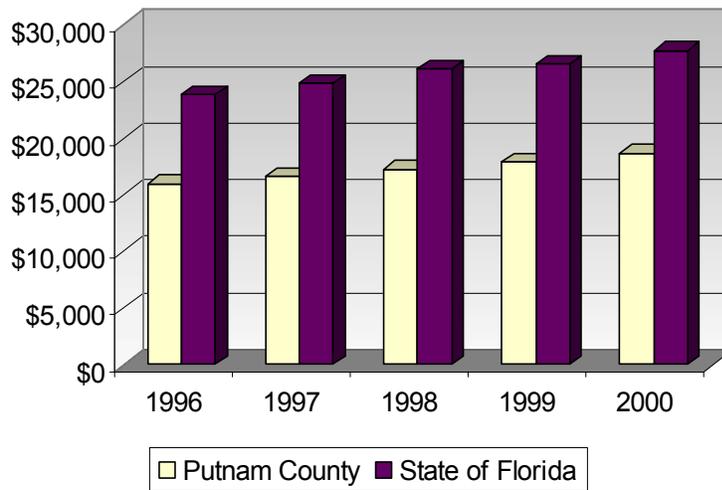
The unemployment rate had been dropping steadily until Florida Furniture Industries closed for business in 2002.

County School Enrollment



Public School enrollment continues to decline after peaking in 1997; offset in part by increases in home education and non public school enrollment.

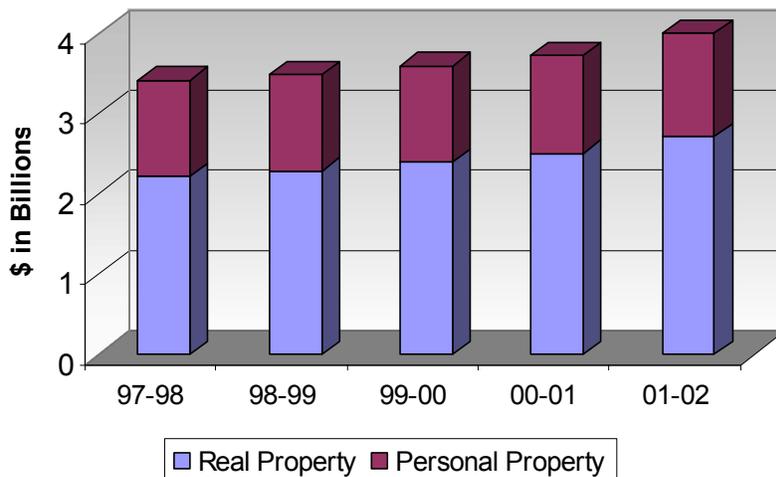
Per Capita Personal Income



Putnam County's per capita income is growing at a slow, steady rate; marginally faster than the State of Florida's growth rate over the 5 year period; maintaining its level at approximately 2/3 of the state-wide average.

Note: 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.

Estimated Actual Property Value



Source: Property Values and Levies – 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: 283

Board Members: Nancy S. 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

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

329-0361; Fax: 329-0888

410 St. Johns Avenue

Putnam County Courthouse

Second Floor, Building 1-B

Number of Employees: 66

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, serving as the Board's Chief Financial Officer, 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.

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
312 Oak Street (East Annex)
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.

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

Sheriff

329-0800; Fax: 329-0448
130 Orie Griffin Boulevard
Number of Employees: 232

Sheriff: Taylor Douglas

This elected official, a Constitutional Officer, is responsible for the protection of the 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; responsible for dispatching and maintaining coordinated communication and response for those responding units. Provides bailiffs for Putnam County Courts. Oversees and operates the Putnam County Jail. Also responsible for animal control services, and for providing school crossing guards throughout the County.

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
312 Oak Street (East Annex)
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.

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 County's annual budget.

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 Authority and Solid Waste District.

Emergency Services

329-0380; Fax: 329-0897
120 Orie 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.

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; and 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.

Fleet Maintenance

329-0475; Fax: 329-1203
223 Putnam County Boulevard
East Palatka, Building 231-B
32131

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 preventive maintenance program. Assists in developing bid specifications, evaluating bid proposals, and recommending vendor selection for County owned vehicles and equipment.

General Services

329-0370; Fax: 329-0468
223 Putnam County Boulevard
East Palatka, Building 10-C
32131

Director: Maureen Torma

Responsible for the procurement of all supplies, equipment, and services for County government; the coordination of County records management; and the care, maintenance and repair of buildings, facilities and grounds.

Human Resources

329-0219; Fax: 329-1257
514 St. Johns Avenue
First Floor, Building 1-C

Director: L. Wayne McClain

Directs the Human Resources Department, including recruitment, selections, and training. Supervises the development and maintenance of personnel records, policies and procedures, and employee benefits. Oversees safety program, risk management, social services, and insurance claims for the County.

Information Technology

329-0357; Fax: 329-0215
323 St. Johns Avenue

Director: Bill Westbury

Provides technology 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.

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

Palatka (Main Branch)

329-0126; Fax: 329-1240
601 College Road

Director: Steve Crowley

Oversees all activities of the library system, including children's story times, adult travel and classic film programs, visiting author programs and the Florida Virtual Library; coordinates literacy and early childhood development programs such as Born to Read, Ready, Set, Read! and one-on-one adult literacy tutoring; develops collections of print and non-print items to meet leisure and vocational needs; maintains collection of popular Hollywood releases, educational, how-to and independent films. Is responsible for the County Archives and Law Library.

Planning & Development

329-0490; Fax: 329-1213
111 North Sixth Street
Building 1-F

Director: Vacant

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.

Public Works

329-0346; Fax: 329-0340
P.O. Box 310
223 Putnam County Boulevard
East Palatka
32131

Director: Bob Merton, P.E.

Responsible for the maintenance of roads, bridges and storm water systems; the provision of engineering services for the County; management and operation of County water and wastewater systems; assessing transportation improvement needs; the design of transportation and storm water management projects; inspection of transportation, storm water, and utility construction projects; review of development plans; and oversight of 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.

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.

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.

Veterans Services

329-0327; Fax: 329-0455
515 Reid Street
Building 1-D

Director: Joe Coats

Responsible for the operation of the Veterans Service office to assure efficient service to veterans and their dependents and widows.