

PUTNAM COUNTY FLORIDA



CITIZENS' ANNUAL FINANCIAL REPORT

FOR THE YEAR ENDED SEPTEMBER 30, 2003

Tim Smith
Clerk of Courts

Prepared by the Finance Department
www.putnam-fl.com

March 31, 2004

To the Citizens of Putnam County:

We are pleased to present this Citizen's Annual Financial Report of Putnam County, Florida, for the fiscal year ended September 30, 2003. This report has been prepared by the Finance Department of the Clerk of the Circuit Court to provide residents a summary overview of the County's operations and financial condition.

The financial information is presented in a condensed and summarized form and does not substitute for the County's Comprehensive Annual Financial Report (CAFR). The CAFR provides in detail the County's financial position and financial changes for the year in conformity with generally accepted accounting principles. The CAFR is available for review on the Clerk's website (www.putnam-fl.com/clk/). Unlike the CAFR, this Citizens Annual Financial Report is unaudited and is provided only for informational purposes.

Each year the County legally adopts a budget to determine how much money it will raise and to prioritize how it will be spent. The financial information found throughout this report includes all funds and fund types of the County, including Constitutional Officers, but excluding Fiduciary (Trust) funds and the Putnam County Development Authority, a component unit of the County. In addition, transfers of resources among funds have been excluded.

The County's operating Budget, which exceeds \$60 million annually, is funded primarily from Taxes, Intergovernmental Revenue such as grants, Charges for Services, Miscellaneous Revenue, Licenses and Permits, and Fines and Forfeitures. Much 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, General Government Services and so forth.

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 and contact information for the departments within the Board of County Commissioners is also provided.

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

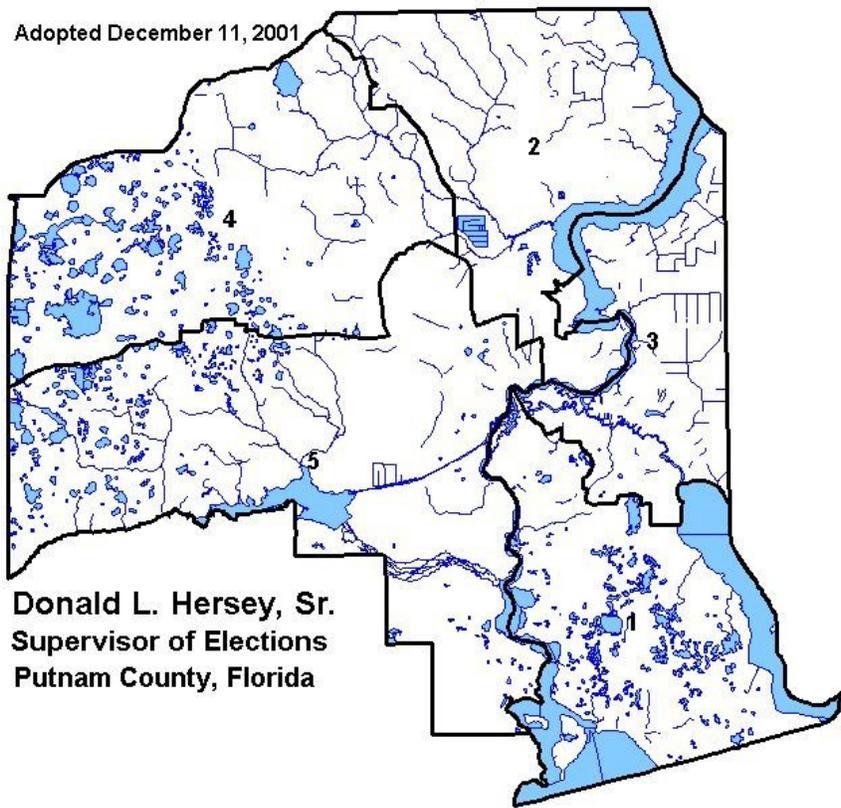
Michael E. Anderson, CPA, CGFO
Director of Finance

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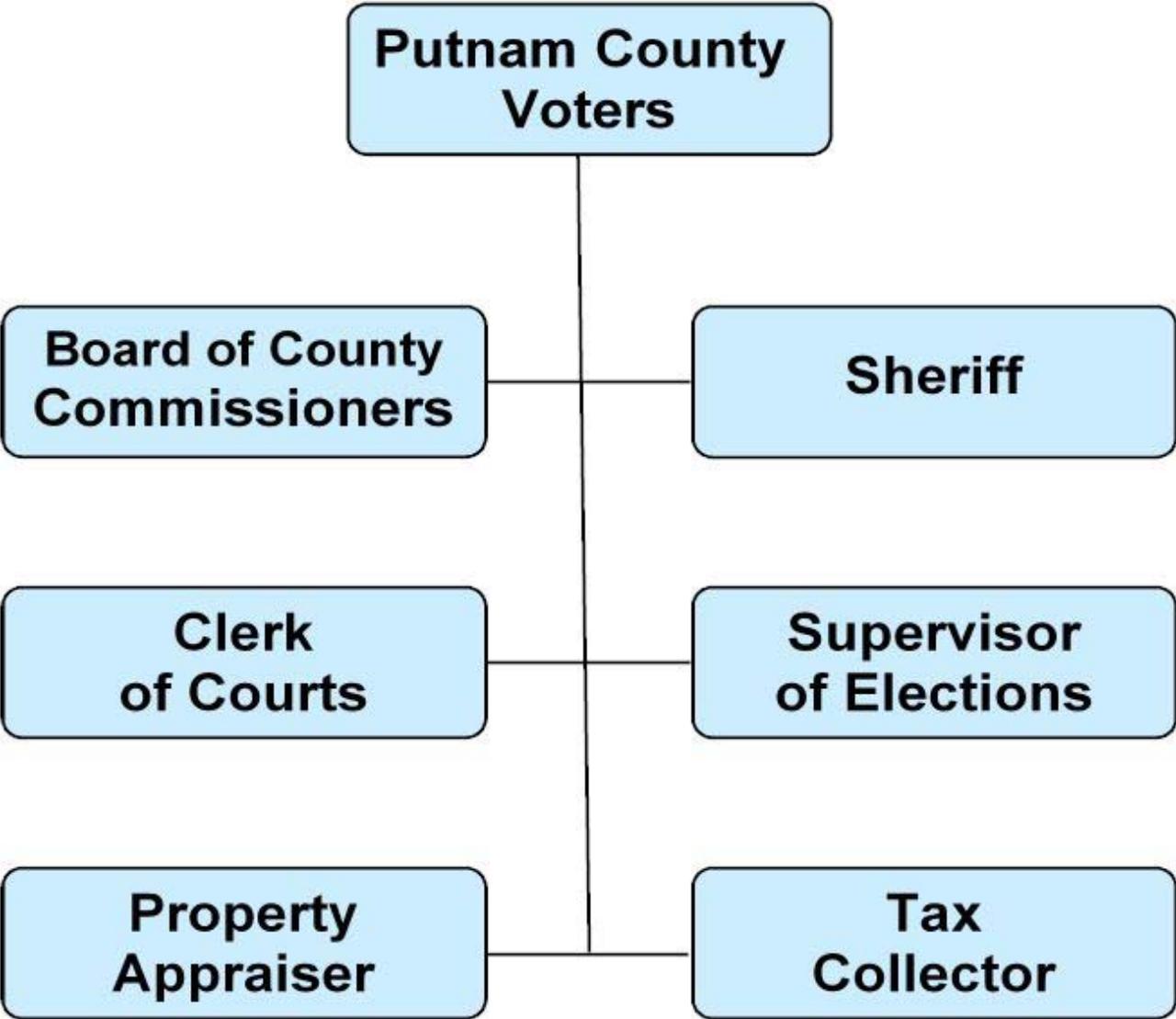
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OPERATIONAL REVIEW

- 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 1,675 miles of roads in the County, approximately 72% 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

Linda Myers

Hermon Somers, Jr., Chairman

Kevin Durscher, Vice Chairman

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

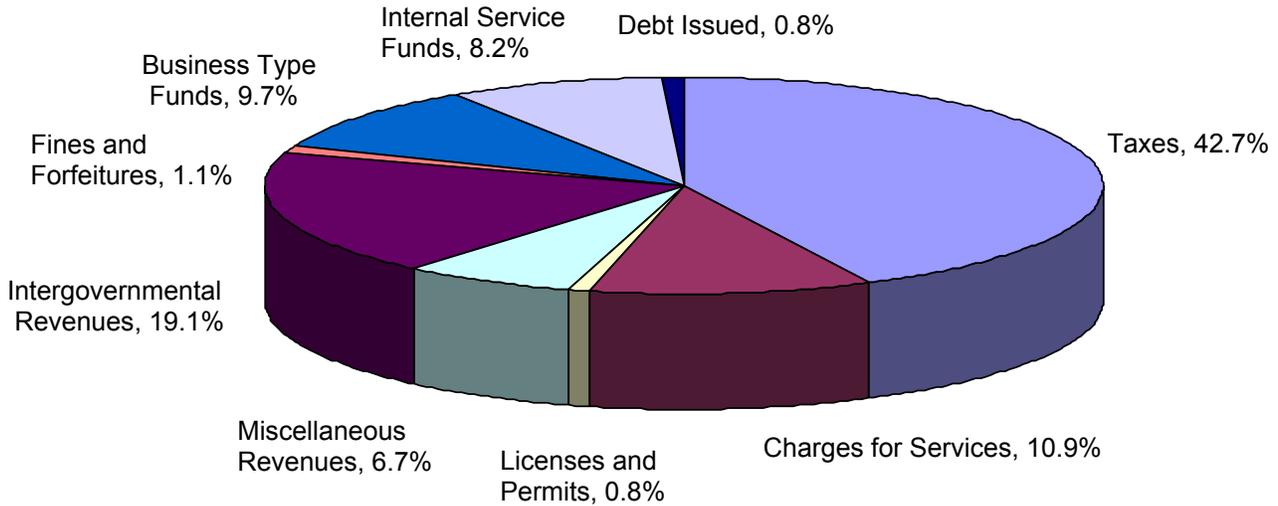
R.G. Leary

DIRECTOR OF FINANCE

Michael E. Anderson, CPA

SOURCES OF COUNTY FUNDS

63.2 Million (MM)



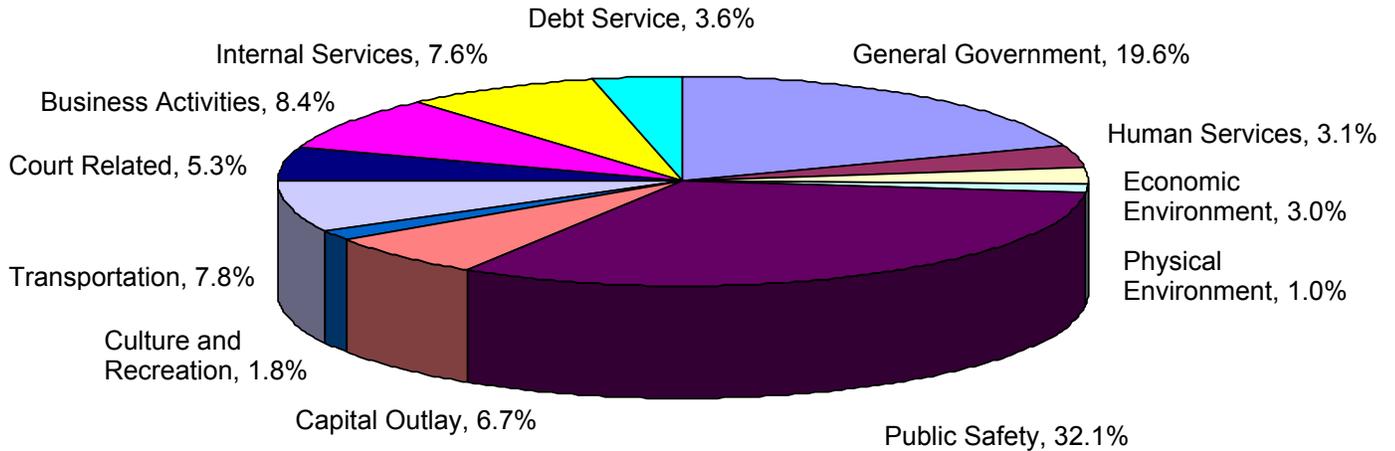
SCHEDULE OF SOURCES OF COUNTY FUNDS FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2003

SOURCES	*Governmental Operations	Enterprise Operations	Total 9/30/03	Total 9/30/02
Taxes	26,965,513		26,965,513	22,999,680
Licenses and Permits	521,791		521,791	482,749
Intergovernmental Revenues	12,030,862	254,680	12,285,542	12,329,908
Charges for Services	12,054,581	5,799,058	17,853,639	16,821,768
Fines and Forfeitures	721,856		721,856	640,887
Miscellaneous Revenue	4,251,983	83,301	4,335,284	2,749,670
Debt Issued	532,667		532,667	2,520,341
TOTAL SOURCES	57,079,253	6,137,039	63,216,292	58,545,003

* Includes Internal Service Activity

USES OF COUNTY FUNDS

60.3 Million (MM)



SCHEDULE OF USES OF COUNTY FUNDS FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2003

USES	*Governmental Operations	Enterprise Operations	Total 9/30/03	Total 9/30/02
General Government Services	11,800,838		11,800,838	11,440,430
Public Safety	19,366,157		19,366,157	18,040,519
Physical Environment	632,378	5,052,728	5,685,106	4,307,764
Transportation	4,678,662		4,678,662	4,583,302
Economic Environment	1,797,381		1,797,381	1,110,206
Human Services	1,891,999		1,891,999	1,945,035
Culture/Recreation	1,101,139		1,101,139	1,143,012
Court Related	3,171,771		3,171,771	3,011,021
Capital Outlay	4,006,734		4,006,734	3,255,228
Debt Service	2,194,331	39,838	2,234,169	3,142,027
Internal Service	4,595,274		4,595,274	4,446,909
TOTAL USES	55,236,664	5,092,566	60,329,230	56,425,453

* Includes Internal Service Activity

SOURCES OF COUNTY FUNDS

Governmental Funds - \$51.4 MM

Taxes (\$27.0 MM) include:

- Property Taxes - \$21,656,001
- Better Place Plan - \$3,003,379
- Local Option Gas Tax - \$1,759,699
- Communications Services - \$442,436
- Tourist Development - \$98,251
- Other Taxes - \$5,547

Charges for Services (\$6.9 MM) include:

- Ambulance - \$2,103,964
- Clerk of Courts - \$1,293,845
- Tax Collector - \$1,700,531
- Property Appraiser - \$50,565
- Sheriff Fees - \$145,442
- Recreation Fees and Rentals - \$51,480
- E-911 System - \$217,598
- Information Technology - \$1,054,221
- Water and Sewer Utilities - \$78,019
- Records Modernization - \$48,348
- Planning, Zoning and Development - \$45,281
- Other Charges for Services- \$73,308

Licenses and Permits (\$0.5 MM) include:

- Building Permit Fees - \$343,037
- Professional and Occupational - \$66,619
- Fishing and Boating - \$55,443
- County Pound - \$56,692

Miscellaneous Revenues (\$4.3 MM) include:

- Interest on Investments - \$511,613
- Rents - \$231,639
- Special Assessments (Transportation) - \$1,092,120
- Insurance Proceeds - \$279,697
- Lawsuit Settlement - \$1,273,932
- Other Miscellaneous - \$858,163

Intergovernmental Revenues (\$12.0 MM) include:

- Federal Grants - \$1,178,045
- State Grants - \$5,836,223
- Sales Tax and State Shared Revenue - \$4,336,799
- Other Intergovernmental - \$679,795

Fines and Forfeitures (\$0.7 MM) include:

- Court Fines - \$327,257
- Federal Forfeitures - \$24,877
- Communications Improv Traffic Surcharge - \$101,910
- Drivers Education - \$30,204
- Law Enforcement Related - \$117,831
- School Guard Crossing - \$46,950
- Codes and Zoning Enforcement - \$29,301
- Other Fines and Forfeitures - \$43,526

Business Type Funds - \$6.1 MM

- Landfill Assessments - \$4,432,584
- Landfill Fees - \$1,260,218
- Water and Sewer Use Fees - \$75,481
- Interest - \$76,352
- Grants - \$254,680
- Rents - \$22,830
- Port and Terminal Charges - \$7,945
- Miscellaneous - \$6,949

Internal Service Funds - \$5.2 MM

- Charges for Health Insurance - \$3,360,551
- Charges for Other Insurance - \$1,079,021

Internal Service Funds (cont)

- Charges for Vehicle Maintenance - \$752,407
- Miscellaneous - \$4,819

Debt Issued - \$0.5 MM

USES OF COUNTY FUNDS

General Government (\$11.8 MM) includes:

- Legislative/ Administrative/ Financial - \$6,155,259
- Information Technology - \$919,195
- Clerk of Courts - \$1,245,574
- Tax Collector - \$1,474,485
- Property Appraiser - \$1,269,304
- Supervisor of Elections - \$422,646
- Sheriff - \$314,375

Human Services (\$1.9 MM) includes:

- Health Care for the Needy - \$1,522,602
- Behavioral Health Care - \$311,297
- Social Services - \$58,100

Economic Environment (\$1.8MM) includes:

- Housing Assistance - \$1,196,192
- Industry Development - \$410,037
- Tourist Development - \$111,858
- Veteran's Services - \$79,294

Physical Environment (\$6 MM) includes:

- Fishing Improvement - \$35,414
- Water and Sewer Utilities - \$357,611
- Conservation - \$239,353

Public Safety (\$19.4 MM) includes:

- Sheriff's Operations - \$12,582,715
- Other Law Enforcement Related - \$592,078
- E911 System - \$271,409
- Fire Protection - \$1,250,175
- Communications Improvement - \$500,277
- Ambulance Services - \$3,247,548
- Emergency and Disaster Relief - \$233,179
- Building Insp/Code Enforcement - \$447,184
- Other - \$241,592

Capital Outlay - \$4.0MM

Culture and Recreation (\$1.1 MM) includes:

- Library System - \$679,672
- Parks and Recreation - \$416,148
- Arts Council - \$5,319

Transportation - \$ 4.7MM

Court Related - \$3.2MM

Business Activities (\$5.1MM) include:

- Solid Waste Operations - \$4,803,096
- Water and Wastewater System - \$123,657
- Port Authority Operations - \$97,683
- Interest Expense - \$39,838
- Loss on Asset Disposal - \$28,292

Internal Service (\$4.6 MM) includes:

- Insurance and Claims - \$3,827,179
- Other Insurance Related Expenses - \$77,005
- Vehicle Maintenance - \$691,090

Debt Service (\$2.2 MM) includes:

- Principal Retirement - \$1,883,533
- Interest and Fiscal Charges - \$310,798

FINANCIAL HIGHLIGHTS

Taxes

Tax Revenues increased by almost \$4 million or approximately 17.2% over the previous year. By far the largest portion of the increase, \$3 million, was generated by the local one cent, voter approved, infrastructure sales tax known as the Better Place Plan. This tax went into effect on January 1, 2003 and is expected to generate approximately \$4 million during the next fiscal year. Additionally, property taxes increased by approximately \$800,000 or 3.8% largely due to the rise in property valuations.

Miscellaneous Revenue

Miscellaneous revenue increased by approximately 1.6 million or 57.7% over the previous year. This increase is almost entirely the result of the receipt of a lump sum \$1.3 million lawsuit settlement received by the County related to construction activities for the East Putnam Regional Water and Wastewater System and from almost \$280,000 of insurance proceeds received for fire damage suffered by the Bostwick Community Center.

Debt Proceeds

Although the issuance of debt is not a true source of revenues, governmental accounting standards require governments to treat debt proceeds as *other financing sources*. The County issued approximately \$.5 million in debt for the year, a decrease of about \$2 million from the previous year. The new debt was used to furnish patrol cars for the Sheriff's Department and to provide communications infrastructure for the new Business Park.

Other Revenues

Licenses and Permit revenues increased 8% due to an increase in license and permitting fees during the year. Improved collection efforts significantly boosted ambulance revenues by 24% over last year helping to increase overall Charges for Services by 6.1%. Increased court activity, as well as new court fines, generated additional Fines and Forfeitures revenue of 12.6% for the year.

Expenditures

The increase in County uses of funds for 2003 was largely driven by significant increases in Public Safety, Economic Environment, and Capital Outlay.

Public Safety increased primarily due to: an approximately \$350,000 increase in ambulance service expenditures (primarily personnel and equipment related); a \$140,000 increase in Fire Tax Unit expenditures; an increase of \$100,000 in overall expenditures by the Sheriff's Department; and an approximate \$400,000 increase in communications improvement expenditures (related to the acquisition of new communications towers and equipment).

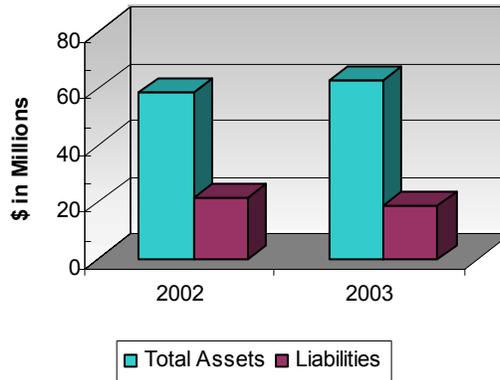
Economic Environment expenditures increased nearly 62%, primarily due to expenditures related to the new Business Park and greater grant activity in the State Housing Initiative Partnership or SHIP program. The SHIP program was reorganized in 2002 to better utilize funds designated to assist very low, low, and moderate income citizens with housing acquisition and renovation activities.

The **Capital Outlay** increase includes the resurfacing of 17.31 miles of roads during 2003. The resurfacing was financed primarily with funds received in the form of grants from the Florida Department of Transportation, with supplemental funding provided by Better Place Plan funds.

SCHEDULE OF ASSETS, LIABILITIES AND NET ASSETS

September 30, 2003

Putnam County's assets exceeded its liabilities at September 30, 2003 by \$43.7 million (net assets). Of this amount, \$9.1 million may be used to meet the government's ongoing obligations to citizens and creditors (unrestricted net assets).



SCHEDULE OF ASSETS, LIABILITIES AND NET ASSETS FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2003

	*Governmental Operations	Enterprise Operations	Total 9/30/03	Total 9/30/02
ASSETS				
Cash and Investments	17,943,376	4,622,250	22,565,626	21,832,831
Receivables	1,140,359	291,097	1,431,456	1,448,917
Due From Other Governments	3,317,644	60,715	3,378,359	2,330,527
Other Current Assets	137,031	0	137,031	118,952
Restricted Investments	0	4,179,331	4,179,331	4,077,056
Capital Assets (net)	21,100,387	9,907,877	31,008,264	28,793,480
TOTAL ASSETS	43,638,797	19,061,270	62,700,067	58,601,763
LIABILITIES				
Accounts Payable and Accrued Liabilities	2,194,583	300,061	2,494,644	2,403,048
Other Current Liabilities	366,158	9,943	376,101	817,641
Deferred Revenue	724,738	2,000	726,738	765,018
Compensated Absences	1,525,897	38,079	1,563,976	1,479,855
Outstanding Debt	4,857,796	1,163,262	6,021,058	8,602,075
Landfill Closure Liability	0	7,785,414	7,785,414	7,619,266
TOTAL LIABILITIES	9,669,172	9,298,759	18,967,931	21,686,903
NET ASSETS				
Invested in Capital Assets Net of Related Debt	17,781,476	8,744,616	26,526,092	N/A
Restricted Net Assets	8,132,877	0	8,132,877	N/A
Unrestricted Net Assets	8,055,272	1,017,895	9,073,167	N/A
TOTAL NET ASSETS	33,969,625	9,762,511	43,732,136	36,914,860

* Includes Internal Services

NET ASSETS

September 30, 2003

Total net assets increased by \$6.8 million, or 18.5% over the prior fiscal year end, driven in large part by the one cent sales tax (Better Place Plan) and a lawsuit settlement.

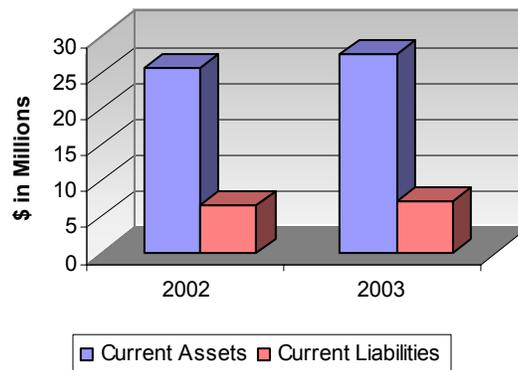
Total net assets are comprised of the following:

- 1) Capital assets, net of related debt, of \$26.5 million, include property and equipment, net of accumulated depreciation, and reduced for outstanding debt related to the purchase or construction of those capital assets.
- 2) Net assets of \$8.1 million are restricted by constraints imposed from outside of the County such as debt covenants, grantors, laws, or regulations.
- 3) \$8.1 million of governmental net assets and \$1.0 million of business net assets represent the portion available to maintain the County's continuing obligations to citizens and creditors.

Net assets may serve over time as a useful indicator of a government's financial position. In the case of the County, assets exceeded liabilities by \$43.7 million at the close of the fiscal year ended September 30, 2003. By far the largest portion of the County's net assets, \$26.5 million or 60.7%, reflects its investment in capital assets such as land, buildings, infrastructure and equipment, less any related outstanding debt used to acquire those assets. The County uses these capital assets to provide services to its citizens. Consequently, these assets are *not available* for future spending. Although the County's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities. The payment of maintenance and debt service costs on those capital assets will require future government resources.

An additional portion of the County's net assets, \$8.1 million or 18.6%, are restricted, meaning they are subject to constraints on how they may be used, such as by laws, grantors, debt covenants, regulations or capital projects. At the end of the current fiscal year, the County is able to report positive balances in all three categories of net assets, both for the government as a whole, as well as for its separate governmental and business-type activities.

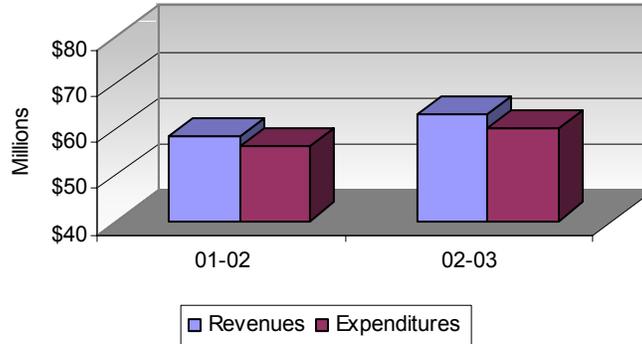
Another indicator of the County's financial strength is the Current Ratio. Defined as Current Assets divided by Current Liabilities, the Current Ratio speaks to the County's ability to pay its current commitments. (Current is defined as assets and liabilities that can or will be liquidated in the next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



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



Source: Putnam County Comprehensive Annual Financial Report

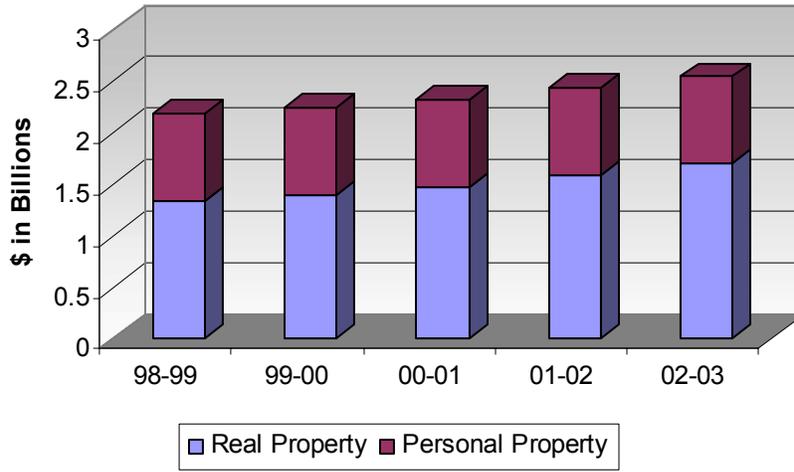
Property Value, Building Permits, and Bank Deposits (In Thousands)

Fiscal Year	Property Value	Building Permits	Bank Deposits
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
2002-2003	\$2,539,182	\$30.868	\$489,342

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.

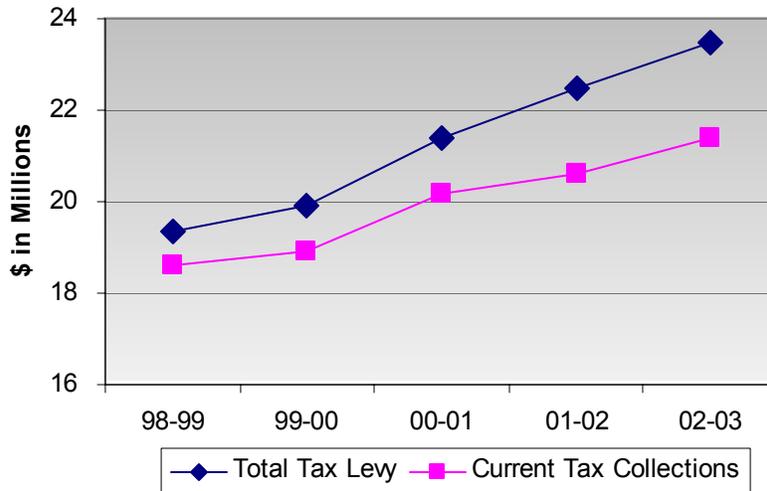
Sources: Putnam County Property Appraiser, Putnam County Planning and Development Services, and Putnam County Chamber of Commerce

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 2003, the percent of levy collected was 91.1%.

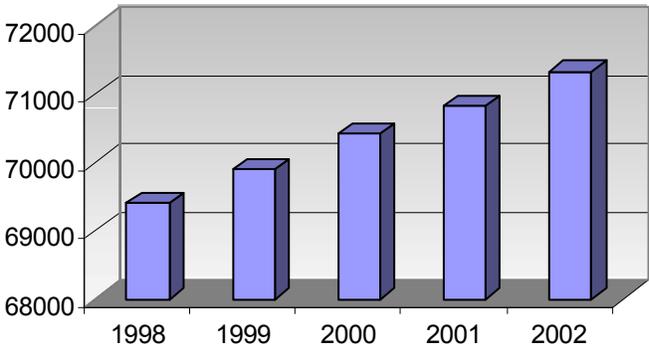
Source: Property Values and Levies – Property Appraiser
Collections – General Ledger Records

DEMOGRAPHICS AND ECONOMIC INFORMATION

Five Year Trend

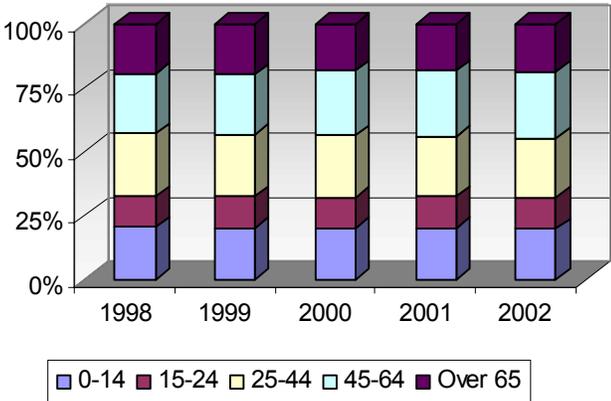
The next two pages contain graphs and comments relevant to the County's demographic and economic profiles. This information is intended to provide some context to help you better understand the County's financial position. The source used for the information was the *Florida Statistical Abstract*, Bureau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

County Estimated Population



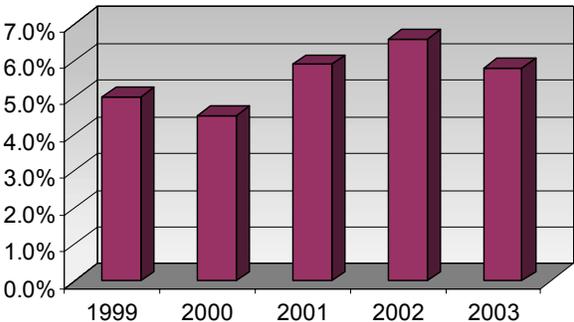
Less than 2,000 estimated population growth over the 5 year period; primarily attributed to migration.

County Population by Age Group



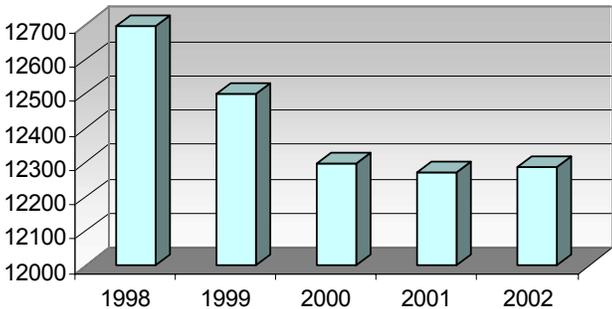
The population distribution by age group remains fairly constant.

County Unemployment Rates



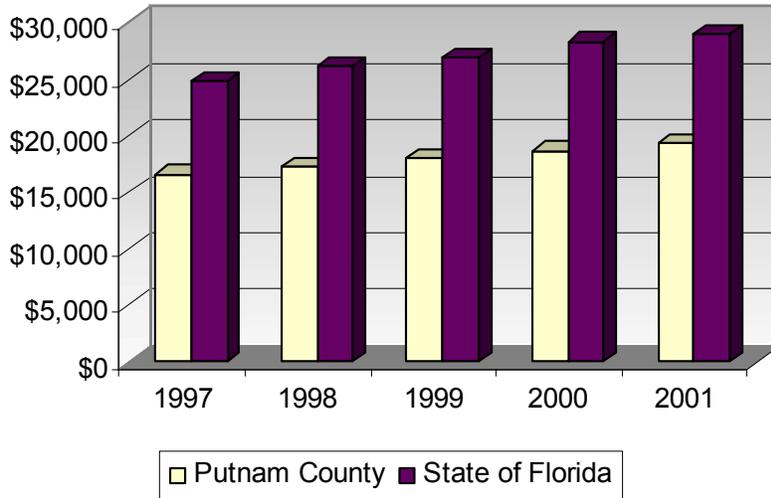
The unemployment rate peaked in 2002 when Florida Furniture Industries closed for business.

County School Enrollment



Public School enrollment seems to have leveled out as has Home Education. However, Private School enrollment continues to grow.

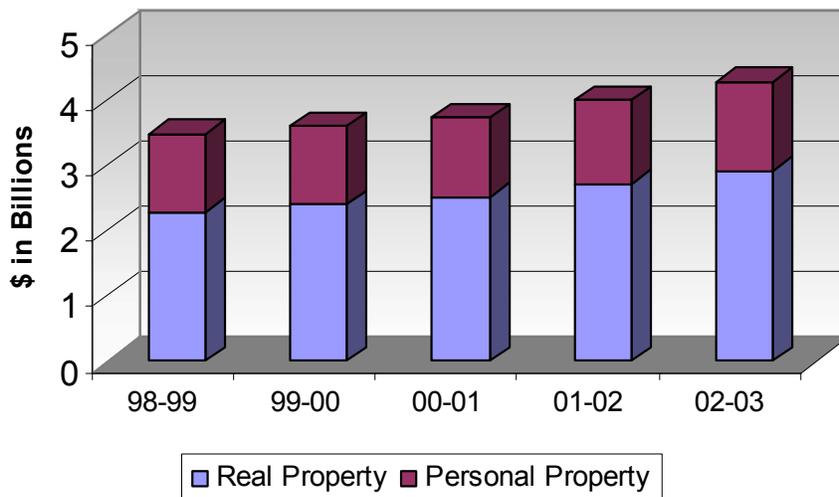
Per Capita Personal Income



Putnam County's per capita income is growing at a slow, steady rate; marginally slower 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: 257

Board Members: Nancy S. Harris, Hermon Somers, Jr., Linda Myers, 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.

Sheriff

329-0800; Fax: 329-0448
130 Orié Griffin Boulevard
Number of Employees: 217

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.

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: 67

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 subpoenas and warrants, 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.
(continued)

**Clerk of the Circuit & County Court
Clerk to the Board of County
Commissioners (continued)**

District, and various municipalities and other entities in Putnam County.

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.

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

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.

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 AND 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.

County Extension Service

329-0318; Fax 329-1262
111 Yelvington Road
East Palatka, FL 32131

Director: Edsel Redden

In cooperation with the University of Florida, provides research based information and conducts life-long learning programs on issues such as sustainable agriculture, natural resource and energy conservation, food nutrition and safety, child and family development, consumer education, youth development through 4-H, and homeowner and commercial horticulture.

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.

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.

Library System

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: Patrick Kennedy

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.

Parks and 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.