

# PUTNAM COUNTY FLORIDA



## CITIZENS' ANNUAL FINANCIAL REPORT

For the Year Ended September 30, 2004

*Tim Smith  
Clerk of Courts*

*Prepared by the Finance Department  
<http://www1.putnam-fl.com/live/cafr.asp>*

Front Cover (featured from left to right)

<p>“The Spirit of the American Doughboy”, one of four life-size bronze statues (by E.M. Viquesney, famous sculptor) commemorating World War I soldiers and sailors anchors the southeast corner of the Veteran’s Memorial Bridge. The local American Legion raised the money to have the statues placed on the bridge. The bridge itself, spanning the St.John’s River, was dedicated on April 3, 1977. This new four lane bridge with its 65 foot vertical clearance replaced a draw bridge dedicated on Armistice Day in 1927. That bridge replaced a wooden toll bridge built in 1909.</p>	<p>In February 1905, the Putnam County Commission purchased the last parcel of the land on which the current courthouse is built. The original part of the courthouse was built in 1909 and replaced the 1855 courthouse which the county had long since outgrown. The Maltby Oak in the foreground is thought to be at least 150 years old. It was named after the County Agricultural Agent who took the oak under his wing to ensure its survival through multiple renovation projects and other stresses. Efforts are now underway to secure its future health.</p>	<p>The St. Johns River provides a wide variety of commercial and recreational opportunities to residents and visitors alike. In addition to its reputation as the “Bass Fishing Capital of the World”, Putnam County is also the site of the starting line for the Mug Race, billed as the longest river regatta in the world. The 52<sup>nd</sup> annual Mug Race is scheduled for the first Saturday in May (5/7/05). Expect to see as many as 200 sailboats scattered around the Palatka waterfront for the 7:00 am staggered start.</p>
---	---	---

Courtesy of Janice S. Mahaffey  
Putnam County Library System

# TABLE OF CONTENTS

Cover Photo “Captions”	Inside Front Cover
Table of Contents	i
Transmittal Letter	ii
GFOA Award	iv
Introduction	
• Operational Review	1
• Organizational Chart	2
• County Officials	3
Financial Statements	
• Sources of County Funds	4
• Uses of County Funds	6
• Financial Highlights	8
• Schedule of Assets, Liabilities and Net Assets	10
Growth Indicators	12
Demographic & Economic Information	14
Constitutional Officers	16
Departments & Services	18
Definitions	Inside Back Cover



March 31, 2005

To the Citizens of Putnam County:

We are pleased to present this Citizens' Annual Financial Report of Putnam County, Florida, for the fiscal year ended September 30, 2004. 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 Government Finance Officers Association of the United States and Canada (GFOA) has given an Award for Outstanding Achievement in Popular (Citizens') Annual Financial Reporting to Putnam County for its Popular Annual Financial Report for the fiscal year ended September 30, 2003. The Award for Outstanding Achievement in Popular Annual Financial Reporting is a prestigious national award recognizing conformance with the highest standards for preparation of state and local government popular reports.

In order to receive an Award for Outstanding Achievement in Popular Annual Financial Reporting, a government unit must publish a Popular Annual Financial Report, whose contents conform to program standards of creativity, presentation, understandability and reader appeal.

An Award for Outstanding Achievement in Popular Annual Financial Reporting is valid for a period of one year only. We believe our current report continues to conform to the Popular Annual Financial Reporting requirements and we are submitting it to GFOA.

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 (GAAP). This Citizens' Annual Financial Report is derived from information included in the CAFR, but is reformatted to make it easier to read and understand. The CAFR, as well as the Citizens' Annual Financial Report, are available for review on the Clerk's website (<http://www1.putnam-fl.com/live/cafr.asp>).

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 \$79 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 it was 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

**Award for  
Outstanding  
Achievement in  
Popular Annual  
Financial Reporting**

**PRESENTED TO  
PUTNAM COUNTY,  
FLORIDA**

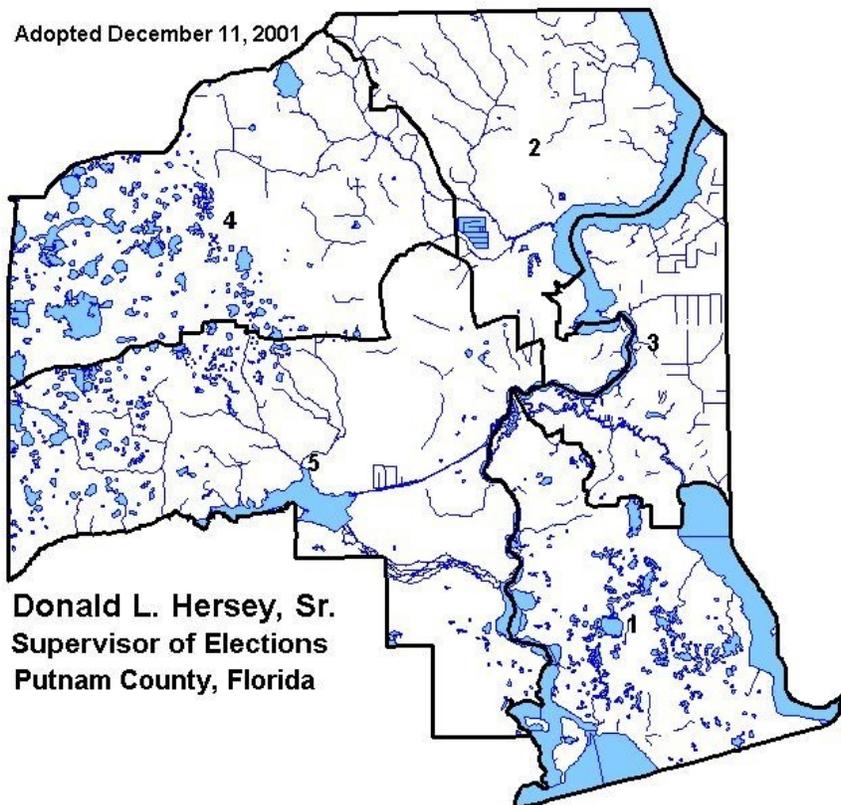
**For the fiscal year ending  
September 30, 2003**

---

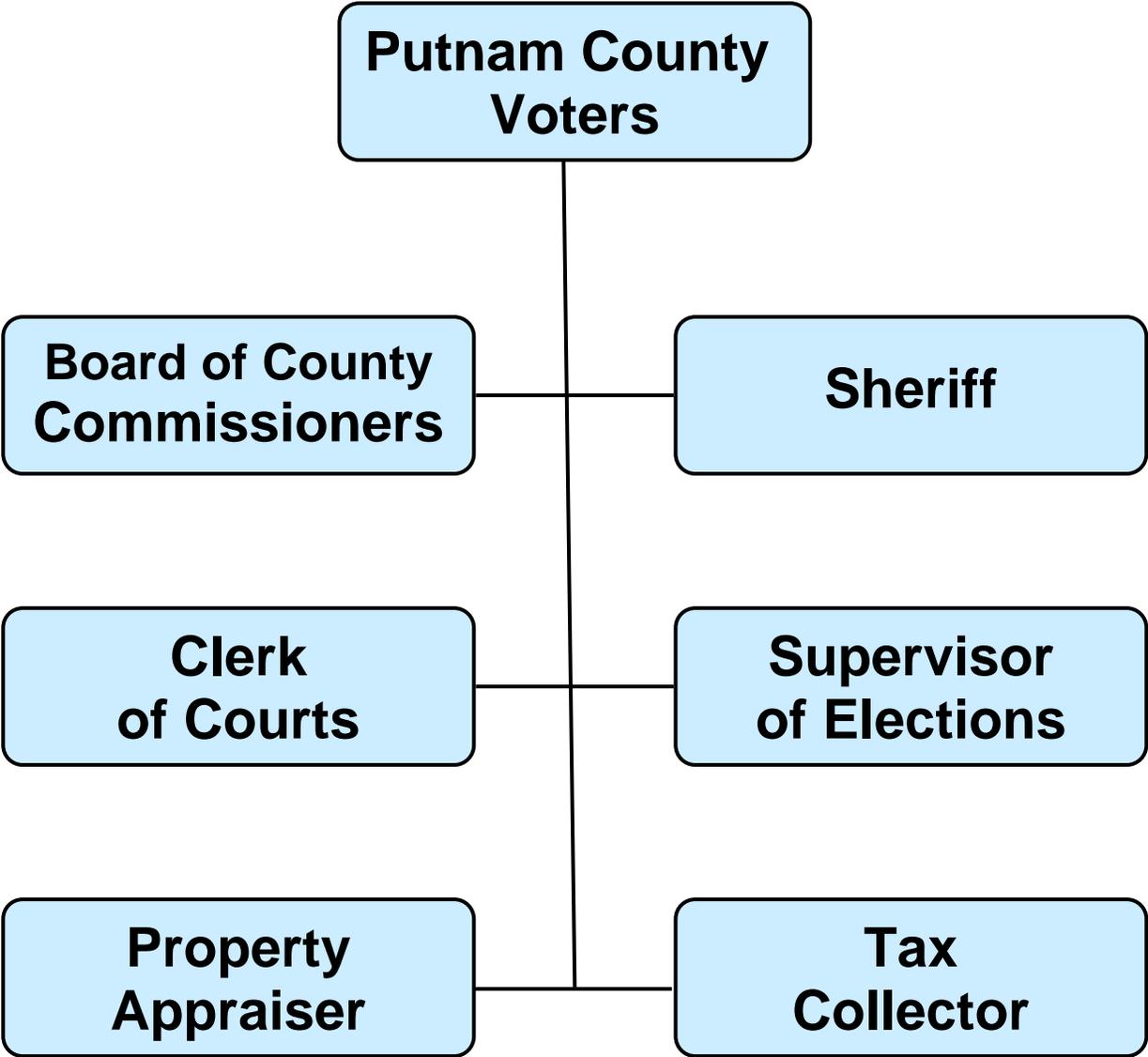
# OPERATIONAL REVIEW

---

- 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. Putnam County is growing relatively slowly, but is expected to accelerate its growth pattern supported by increased economic development and some spill-over from the surrounding Counties which are experiencing faster 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**

**Dean Kelly**

**(assumed office January 2005)**

### **PROPERTY APPRAISER**

**William L. Pritchett, Jr., CFA**

### **TAX COLLECTOR**

**Kenneth R. Mahaffey, CFC**

### **SUPERVISOR OF ELECTIONS**

**Susan C. McCool**

**(assumed office January 2005)**

### **COUNTY ADMINISTRATOR**

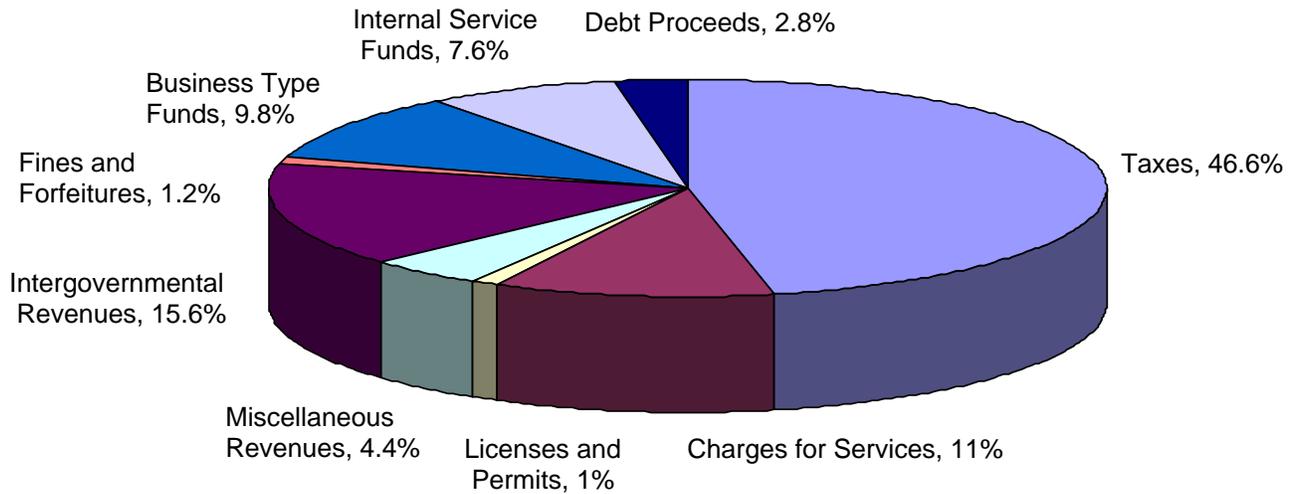
**R.G. Leary**

### **DIRECTOR OF FINANCE**

**Michael E. Anderson, CPA**

# SOURCES OF COUNTY FUNDS

**\$68.4 Million (MM)**



## SCHEDULE OF SOURCES OF COUNTY FUNDS FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2004

SOURCES	*Governmental Activities	Business Type Activities	Total 9/30/04	Total 9/30/03
Taxes	\$31,924,959		\$31,924,959	\$26,965,513
Licenses and Permits	728,538		728,538	521,791
Intergovernmental Revenues	10,725,004	304,072	11,029,076	12,285,542
Charges for Services	12,614,181	6,192,940	18,807,121	17,853,639
Fines and Forfeitures	835,834		835,834	721,856
Miscellaneous Revenue	3,042,805	170,014	3,212,819	4,335,284
Debt Issued	1,857,204		1,857,204	532,667
<b>TOTAL SOURCES</b>	<b>\$61,728,525</b>	<b>\$6,667,026</b>	<b>\$68,395,551</b>	<b>\$63,216,292</b>

\* Includes Internal Service Activity

## SOURCES OF COUNTY FUNDS

### Taxes (\$31.9 MM) include:

- Property Taxes - \$25,129,686
- Better Place Plan - \$4,417,277
- Local Option Gas Tax - \$1,819,967
- Communications Services - \$451,675
- Tourist Development - \$106,354

### Charges for Services (\$7.5 MM) include:

- Ambulance - \$2,156,950
- Clerk of Courts - \$1,424,099
- Tax Collector - \$1,807,522
- Property Appraiser - \$43,247
- Sheriff Fees - \$152,845
- Recreation Fees and Rentals - \$70,062
- E-911 System - \$282,973
- Information Technology - \$1,098,164
- Water and Sewer Utilities - \$92,300
- Records Modernization - \$85,817
- Planning, Zoning and Development - \$85,118
- Other Charges for Services - \$159,469

### Licenses and Permits (\$0.7 MM) include:

- Building Permit Fees - \$534,583
- Professional and Occupational - \$79,034
- Fishing and Boating - \$56,039
- County Pound - \$58,882

### Miscellaneous Revenues (\$3.0 MM) include:

- Interest on Investments - \$352,215
- Rents - \$238,296
- Special Assessments (Transportation) - \$1,227,020
- Sale of Assets - \$522,370
- Other Miscellaneous - \$702,904

### Intergovernmental Revenues (\$10.7 MM) include:

- Federal Grants - \$1,611,378
- State Grants - \$3,088,656
- Sales Tax and State Shared Revenue - \$4,531,451
- Other Intergovernmental - \$1,493,519

### Fines and Forfeitures (\$0.8 MM) include:

- Court Fines - \$344,132
- Federal Forfeitures - \$12,748
- Communications Improvement Traffic Surcharge - \$85,713

### Fines and Forfeitures (continued)

- Drivers Education - \$25,520
- Law Enforcement Related - \$250,740
- School Guard Crossing - \$32,123
- Codes and Zoning Enforcement - \$52,374
- Other Fines and Forfeitures - \$32,484

### Business Type Funds - \$6.7 MM include:

- Landfill Assessments - \$4,470,598
- Landfill Fees - \$1,624,030
- Water and Sewer Use Fees - \$66,712
- Interest - \$39,914
- Grants - \$304,072
- Rents - \$26,000
- Port and Terminal Charges - \$5,600
- Gain on Disposal of Assets - \$128,628
- Miscellaneous - \$1,472

### Internal Service Funds - \$5.2 MM include:

- Charges for Health Insurance - \$3,378,571
- Charges for Other Insurance - \$1,092,287
- Charges for Vehicle Maintenance - \$684,757
- Miscellaneous - \$2,032

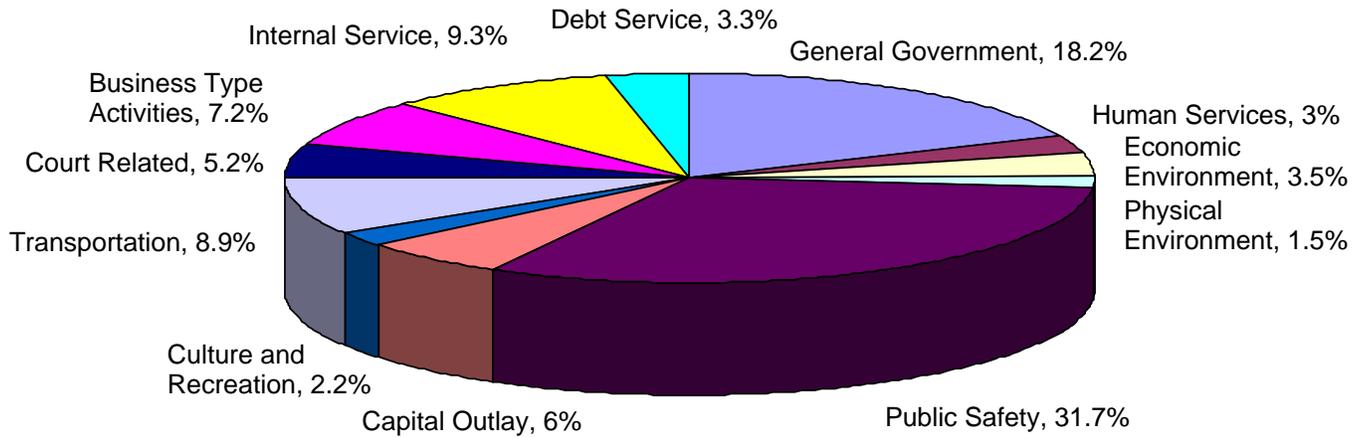
### Debt Issued - \$1,857,204



The East Annex houses the Tax Collector and Property Appraiser, as well as the County's Information Technology department.

# USES OF COUNTY FUNDS

**\$63.7 Million (MM)**



## SCHEDULE OF USES OF COUNTY FUNDS FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2004

<b>USES</b>	*Governmental Activities	Business Type Activities	Total 9/30/04	Total 9/30/03
General Government Services	\$11,601,616		\$11,601,616	\$11,800,838
Public Safety	20,178,588		20,178,588	19,366,157
Physical Environment	960,313	4,595,373	5,555,686	5,685,106
Transportation	5,678,591		5,678,591	4,678,662
Economic Environment	2,231,927		2,231,927	1,797,381
Human Services	1,927,356		1,927,356	1,891,999
Culture/Recreation	1,372,922		1,372,922	1,101,139
Court Related	3,302,128		3,302,128	3,171,771
Capital Outlay	3,797,483		3,797,483	4,006,734
Debt Service	2,091,493	19,640	2,111,133	2,234,169
Internal Service	5,920,594		5,920,594	4,595,274
<b>TOTAL USES</b>	<b>\$59,063,011</b>	<b>\$4,615,013</b>	<b>\$63,678,024</b>	<b>\$60,329,230</b>

\* Includes Internal Service Activity

## USES OF COUNTY FUNDS

### General Government (\$11.6 MM) includes:

- Legislative/ Administrative/ Financial - \$5,835,549
- Information Technology - \$1,078,470
- Clerk of Courts - \$1,284,249
- Tax Collector - \$1,392,349
- Property Appraiser - \$1,225,156
- Supervisor of Elections - \$455,631
- Sheriff - \$330,212

### Human Services (\$1.9 MM) includes:

- Health Care for the Needy - \$1,513,901
- Behavioral Health Care - \$308,979
- Mosquito Control - \$104,476

### Economic Environment (\$2.2MM) includes:

- Housing Assistance - \$1,527,264
- Industry Development - \$515,940
- Tourist Development - \$100,767
- Veteran's Services - \$87,956



Construction is well underway on the new commercial building located at the south end of the Putnam County Business Park.

### Physical Environment (\$1.0 MM) includes:

- Fishing Improvement - \$12,542
- Water and Sewer Utilities - \$683,871
- Conservation - \$263,900

### Public Safety (\$20.2 MM) includes:

- Sheriff's Operations - \$13,398,833
- Other Law Enforcement Related - \$400,187
- E911 System - \$295,850
- Fire Protection - \$978,123
- Communications Improvement - \$89,863
- Ambulance Services - \$3,481,442

- Emergency and Disaster Relief - \$734,614

### Public Safety (continued)

- Building Inspect/Code Enforcement - \$794,076
- Other - \$5,600

### Capital Outlay - \$3,797,483

### Culture and Recreation (\$1.4 MM) includes:

- Library System - \$730,095
- Parks and Recreation - \$611,947
- Other - \$30,880



Acquisition and expansion of recreation facilities has become more important as demand continues to grow from all segments of the population.

### Transportation - \$ 5,678,591

### Court Related - \$3,302,128

### Business Activities (\$4.6MM) include:

- Solid Waste Operations - \$4,366,727
- Water and Wastewater System - \$132,328
- Port Authority Operations - \$96,318
- Interest Expense - \$19,640

### Internal Service (\$5.9 MM) includes:

- Insurance and Claims - \$5,187,034
- Other Insurance Related Expenses - \$61,992
- Vehicle Maintenance - \$671,568

### Debt Service (\$2.1 MM) includes:

- Principal Retirement - \$1,868,887
- Interest and Fiscal Charges - \$222,606

# FINANCIAL HIGHLIGHTS

## SOURCES OF COUNTY FUNDS

### Taxes

Tax Revenues increased by nearly \$5 million or approximately 18.4% over the previous year. The largest portion of the increase, \$3.5 million, was generated by increased property taxes. The increase was driven by an increase in the millage rate from 8.8 per thousand to 9.2 and an increase in the taxable value of real property. Another \$1.5 million of the total tax increase was tied to the local one cent, voter approved, infrastructure sales tax known as the Better Place Plan. This tax went into effect on January 1, 2003. Fiscal 2004 was the first full year of collections for this new tax.

### Licenses and Permits

Revenues from Licenses and Permits increased 40% over the prior year, with building permit fees leading the way with a 67% increase. This increase was the result of a rate increase that went into effect at the end of the previous year – the first such increase in over ten years.

### Intergovernmental Revenues

These revenues include monies from federal, state and local government sources in the form of grants, shared revenues and payments in lieu of taxes. Revenues from these sources were down 10% from the year before, after several years of significant increases.

### Charges for Services

Charges for Services consist of revenues from fees paid for services and special assessments. There are fees for ambulance use, building inspections, garbage collection, use of the courts, etc. These fees were up a total of 5% over the prior year.

### Fines and Forfeitures

Fines include revenue 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 the confiscation of deposits or bonds held as performance guarantees, and proceeds from the sale of property seized by law enforcement agencies. These revenues were up over 15%, from the previous fiscal year.

### Miscellaneous Revenue

In fiscal 2003, the County received extraordinary revenues of \$1.3 million for a legal settlement associated with the East Putnam Regional Water and Wastewater System and nearly \$280,000 in insurance proceeds for fire damage suffered by the Bostwick Community Center. The County did not have similar extraordinary revenues in fiscal 2004, hence the 25% reduction in Miscellaneous Revenue.

### 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 \$1.9 million in debt for the year, an increase of about \$1.3 million from the previous year. The new debt was incurred primarily to fund paving projects within various Municipal Service Benefit Units (MSBUs) and to acquire patrol vehicles and related equipment for the Sheriff's Department.

# FINANCIAL HIGHLIGHTS

## USES OF COUNTY FUNDS

**Expenditures** increased approximately \$3.3 million, or 5.5%, over fiscal 2003. Increases in Physical Environment, Transportation, Economic Environment, Culture and Recreation, and Internal Services account for the majority of the increase with some offsetting reductions in General Government, Business Type Activities, Capital and Debt Service areas.

**Public Safety** was up only marginally above the 4% allowed for cost of living (3%) and merit increases for staff (1% on average).

**Physical Environment** was up 60% over the prior fiscal year related to increased spending for water and sewer utilities construction. The County continues to pursue its options to improve these services, particularly on the east side of the river.

**Transportation** experienced an increase of approximately \$1 million, or 20% over the previous year. Expenditures in this area supported the paving, resurfacing and grading of new and existing roads throughout the county.

**Economic Environment** expenditures increased over 24%, primarily due to expenditures related to the new Business Park and greater activity in the State Housing Initiative Partnership or SHIP program, and the Community Development Block Grant or CDBG program. Both programs, one Federal and one State, assist low to moderate income individuals with housing rehabilitation and acquisition.

**Human Services** spending was essentially down or unchanged at 1.8% over the prior fiscal year. However, Mosquito Control was up due to the increased demand in the wake of the hurricanes.

**Culture and Recreation** was up nearly 25% over fiscal 2003, primarily because of the acquisition of approximately eight acres adjacent to the existing Triangle Park recreation facility. The land will be used to extend the park's facilities.

**Court Related** expenditures, like Public Safety, increased by approximately 4% - in line with cost of living and merit increases.

**Internal Service** expenditures increased by approximately \$1.3 million or nearly 29% over the prior year. Insurance premiums and claims accounted for the entire increase.

**Hurricanes Frances (September) and Jeanne (October)** inflicted substantial damage throughout the County. By September 30, nearly \$500,000 had been expended for Emergency Services and debris removal associated with Frances. After year end, another \$3,000,000 was expended for similar activities. The County anticipates reimbursement from Federal and State sources of up to 95% of the amount expended.

# SCHEDULE OF ASSETS, LIABILITIES AND NET ASSETS

September 30, 2004

Putnam County's assets exceeded its liabilities at September 30, 2004 by \$50.8 million (net assets). Of this amount, \$9.6 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, 2004

ASSETS	*Governmental Activities	Business Type Activities	Total 9/30/04	Total 9/30/03
Cash and Equivalents	\$18,202,231	\$1,689,279	\$19,891,510	\$22,565,626
Investments	3,492,825	2,233,746	5,726,571	N/A
Receivables	1,371,096	377,558	1,748,654	1,431,456
Due From Other Governments	3,554,488	195,643	3,750,131	3,378,359
Inventory	118,208	--	118,208	N/A
Prepays	22,443	--	22,443	N/A
Other Assets	543	--	543	137,031
Restricted Investments	--	4,245,385	4,245,385	4,179,331
Capital Assets:				
Non-Depreciable	6,804,938	4,513,345	11,318,283	N/A
Depreciable, Net	15,568,648	7,411,800	22,980,448	31,008,264
<b>TOTAL ASSETS</b>	<u>\$49,135,420</u>	<u>\$20,666,756</u>	<u>\$69,802,176</u>	<u>\$62,700,067</u>
<b>LIABILITIES</b>				
Accounts Payable and Accrued Liabilities	\$3,130,614	\$500,070	\$3,630,684	\$2,494,644
Other Liabilities	443,976	9,689	453,665	376,101
Deferred Revenue	685,427	--	685,427	726,738
Noncurrent Liabilities:				1,563,976
Due Within One Year	2,027,028	124,396	2,151,424	6,021,058
Due in More Than One Year	4,394,279	7,663,260	12,057,539	7,785,414
<b>TOTAL LIABILITIES</b>	<u>\$10,681,324</u>	<u>\$8,297,415</u>	<u>\$18,978,739</u>	<u>\$18,967,931</u>
<b>NET ASSETS</b>				
Invested in Capital Assets Net of Related Debt	\$18,934,049	\$11,545,145	\$30,479,194	\$26,526,092
Restricted For:				
Capital Projects	4,593,327	--	4,593,327	8,132,877
Debt Service	501,000	--	501,000	N/A
Other Purposes	5,682,802	--	5,682,802	N/A
Unrestricted	8,742,918	824,196	9,567,114	9,073,167
<b>TOTAL NET ASSETS</b>	<u>\$38,454,096</u>	<u>\$12,369,341</u>	<u>\$50,823,437</u>	<u>\$43,732,136</u>

\* Includes Internal Services

# NET ASSETS

## September 30, 2004

Total net assets increased by \$7.1 million, or 16.2% over the prior fiscal year end, driven by the one cent sales tax (Better Place Plan) and the increase in property tax revenues

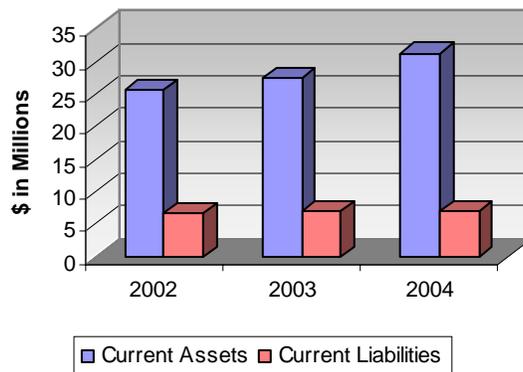
Total net assets are comprised of the following:

- 1) Capital assets, net of related debt, of \$30.5 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 \$10.8 million are restricted by constraints imposed from outside of the County such as debt covenants, grantors, laws, or regulations.
- 3) \$8.7 million of governmental net assets and \$.8 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 \$50.8 million at the close of the fiscal year ended September 30, 2004. The largest portion of the County's net assets, \$30.5 million or 60.7%, is 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, \$10.8 million or 21.2%, 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, for the government as a whole as well as its separate governmental and business-type activities.

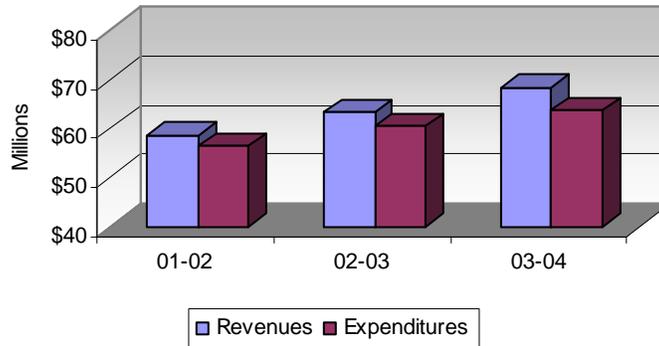
Another indicator of the County's financial strength is the Current Ratio. Defined as Current Assets divided by Current Liabilities, the Current Ratio speaks to the County's ability to pay its current commitments. (Current is defined as assets and liabilities that can or will be liquidated in the next year.) With a current ratio of 4.5, 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 is heavily dependent on its commercial tax base and 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

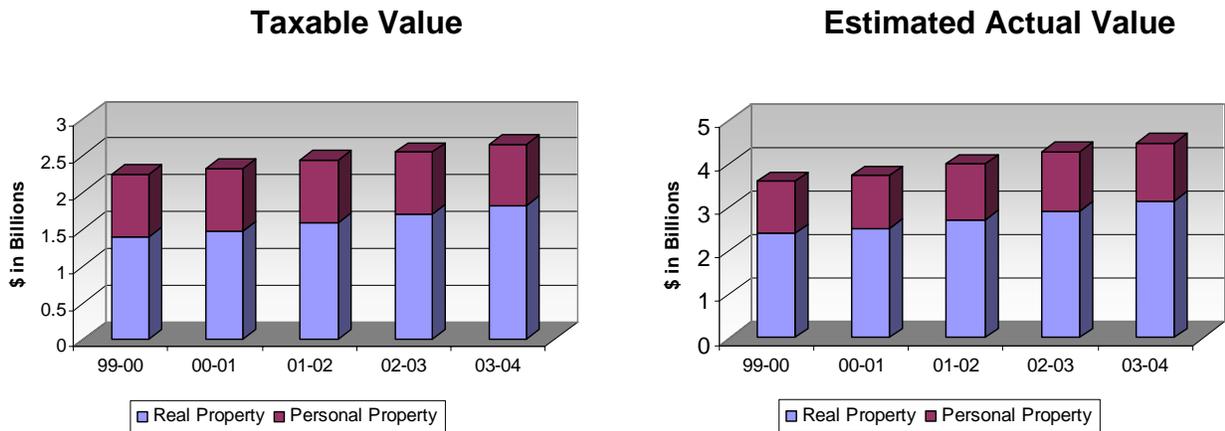
## Property Value, Building Permits, and Bank Deposits (In Thousands)

Fiscal Year	Property Value	Building Permits (Building Valuation Only)	Bank Deposits
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
2003-2004	\$2,637,852	\$27,249	\$509,000

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.

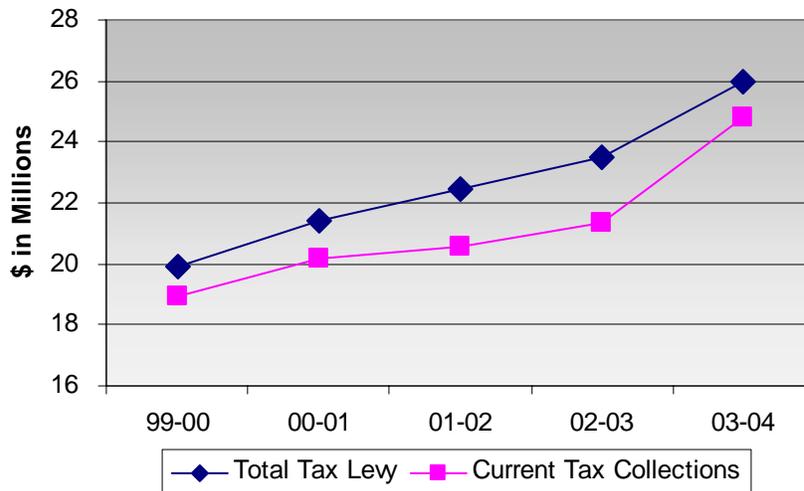
Sources: Putnam County Property Appraiser, Putnam County Planning and Development Services, and Putnam County Chamber of Commerce

## Value of Taxable Property



Real Property Taxable Value has experienced modest growth over the period while Personal Property Taxable Values have remained nearly constant. The ratio of Total Taxable Value to Estimated Actual Value has also remained fairly constant at approximately 60%.

## Property Tax Levies and Collections



The increase in levy and collections from 2003 to 2004 was largely driven by an increase in the millage rate from 8.8 to 9.2 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 2004, the percent of levy collected was 94.7%.

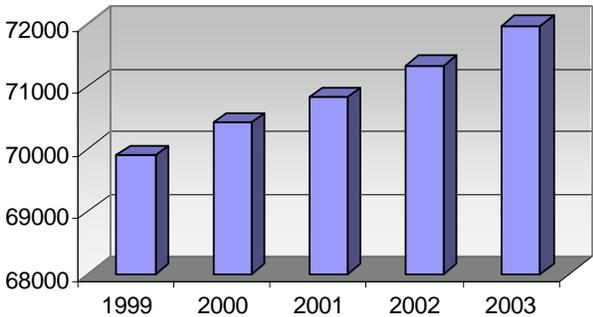
Source: Property Values and Levies – Property Appraiser  
Collections – General Ledger Records

# DEMOGRAPHICS AND ECONOMIC INFORMATION

## Five Year Trend

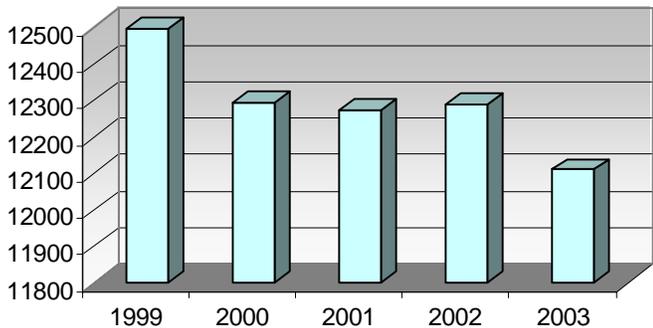
The next two pages contain graphs and comments relevant to the County's demographic and economic profiles. This information is intended to provide some context to help you better understand the County's financial position. The source used for the information was the *Florida Statistical Abstract*, Bureau 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



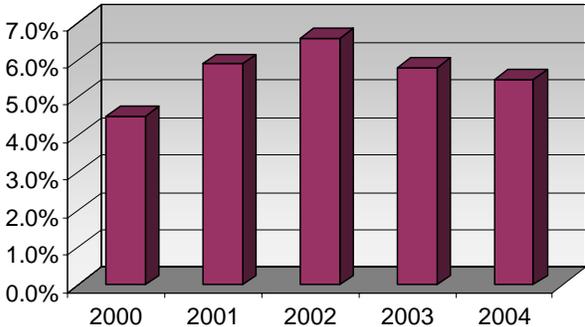
Just over 2,000 estimated population growth over the 5 year period; primarily attributed to migration.

### County School Enrollment



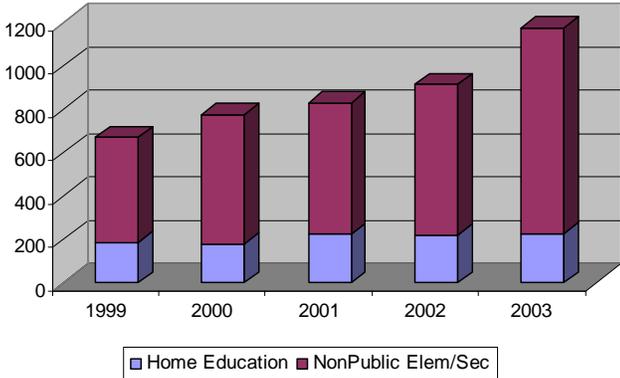
The drop in public school enrollment has been more than made up by increases in Home Education and NonPublic school enrollment in particular.

### County Unemployment Rates

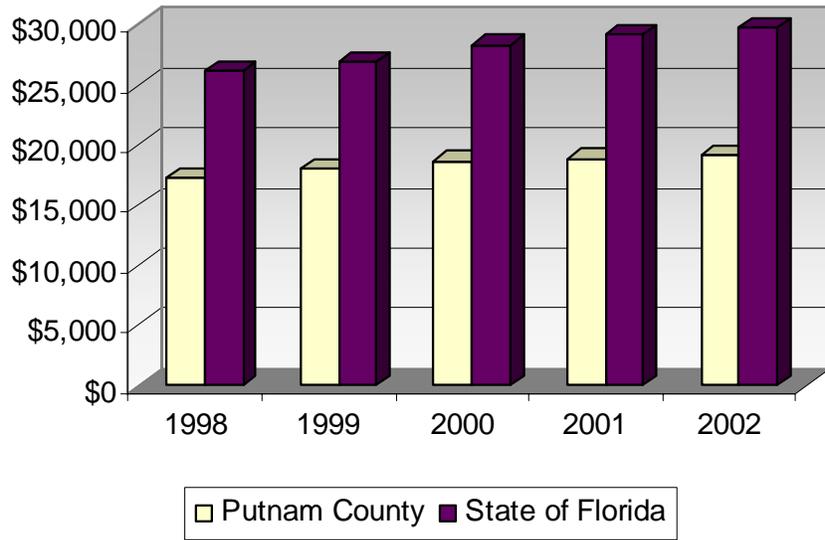


The unemployment rate peaked in 2002 when Florida Furniture Industries closed for business.

### Home Education and NonPublic Elementary/Secondary School Enrollment



### 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.



Putnam County officials are working closely with community and business leaders, educators, and the public as a whole, to create an environment attractive to commercial enterprises with the capacity to improve the standard of living for all residents.

---

# CONSTITUTIONAL OFFICERS

---

## Board of County Commissioners

329-0205; Fax: 329-1216  
514 St. Johns Avenue  
First Floor, Building 1-C  
Number of Employees: 263

**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: 220

**Sheriff: Dean Kelly succeeded Taylor Douglas effective January 2005**

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  
19<sup>th</sup> 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: 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 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)**

**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  
19<sup>th</sup> 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: 23

**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: Susan McCool  
succeeded Don Hersey effective January  
2005**

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  
19<sup>th</sup> 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.



(pictured left)

The start of the Mug Race from the top of the Memorial Bridge.

## **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: R.G. Leary, Interim**

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: John Rundgren, Interim**

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.

(pictured right)

A collaborative effort between the local Sunrise Rotarians, Georgia-Pacific, and other private and public sector entities produced this welcome sign at the north end of the county. Dedicated in early 2005, it demonstrates the great working relationship between all of these parties.

## 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: Steve Nataline

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.



---

# DEFINITIONS

---

Ad Valorem Tax	A tax based on the assessed value of real estate or personal property. Property ad valorem taxes are the major source of revenues for state and municipal governments.
Business Type Activities	One of two classes of activities reported in the government-wide financial statements. Business-type activities, i.e., Waste Management, Water and Waste Utility Systems, and Port Authority Activities, attempt to recover all or most of their costs through user fees and charges. These activities are usually reported in Enterprise Funds.
Capital Assets	County assets that have a useful life in excess of one year and an initial value in excess of \$3,000 are defined as Capital. They include land, improvements to land, easements, buildings, vehicles, machinery, equipment, etc.
Component Unit	A legally separate organization for which the elected officials of the primary government are financially accountable. The Putnam County Development Authority is a discretely presented component unit. Port Authority and Waste Management are considered blended component units and are included as individual funds in the County's financial statements.
Current Ratio	A measure of liquidity – the ability to pay short term obligations with short term funds.
Depreciation	An accounting device used to spread the value of a depreciable asset over its useful life. Governmental accounting differs from private sector accounting in that the amount of the annual depreciation (purchase price divided by years of useful life) is used only to reduce the value of the asset on the financial reports. The full cost is expensed in the year the asset is placed in service.
Enterprise Fund	Proprietary fund type used to report an activity for which a fee is charged to external users for goods and services.
Fiduciary Funds	Are used to account for resources held for the benefit of parties outside the government. Agency funds are the only type of fiduciary fund used by the County. These amounts are NOT included in the Government-wide financial statements because the resources are not available to support the County's own programs. Examples are the Circuit Court Trust Fund and the Sheriff's Inmate Bank Fund.
Fiscal Fund	Of or relating to government expenditures, revenues and debt. A grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives.
Fund Balance	The difference between assets and liabilities reported in a governmental fund.
GAAP	Generally Accepted Accounting Principles. The conventions, rules and procedures that serve as the norm for the fair presentation of financial statements.
Governmental Activities	Those activities supported primarily by taxes and intergovernmental revenues, i.e. Public Safety, Transportation, Culture and Recreation, etc.
Internal Service Activity	Proprietary fund type that may be used to report any activity that provides goods or services to other funds, departments or agencies of the County and its component units, or to other governments, on a cost-reimbursement basis. Examples include Fleet Maintenance and Risk Management.
Millage Rate	The amount of tax paid per dollar of assessed property value.
Municipal Service Benefit Units (MSBUs)	A specific taxing unit established by the Board of County Commissioners via an adopted ordinance, which derives a specific benefit for which a special assessment is imposed to defray part or all of the cost of providing that benefit. Primarily used for road paving projects.
Proprietary Fund	Funds that focus on the determination of operating income, changes in net assets, financial position and cash flows. There are two different types: enterprise and internal service.
Reserved Fund Balance	The portion of a governmental fund's net assets that is not available for appropriation.
Undesignated Unreserved Fund Balance	Available expendable financial resources in a governmental fund that are not the object of tentative management plans.

