

PUTNAM COUNTY FLORIDA



CITIZENS' ANNUAL FINANCIAL REPORT

Fiscal Year Ended September 30, 2006

Front Cover

Dependable public infrastructure is vital to the environmental and economic health of Putnam County and is the foundation of our quality of life. Through the Better Place Plan and a variety of other funding sources, the County has made unprecedented investments in utilities, roads, and other infrastructure to enhance the quality of life for all citizens of Putnam County.

With the limited resources of a small county, creativity and unwavering commitment are pivotal to our vision of a sustainable community. The **East Putnam Regional Water System** exemplifies such creativity and commitment. Phase I of the water system will provide safe drinking water to citizens from Cracker Swamp Road to Horse Landing Road, with future phases reaching more than 20,000 citizens in East Putnam County.

The cornerstone of the new regional water system is a .93 million gallon per day (MGD) Reverse Osmosis (RO) Water Treatment Facility that is expandable to 4.0 MGD. The County worked with the St. Johns River Water Management District to identify a water source that would minimize the impact to the area's available high quality drinking water. This was accomplished through the identification of a groundwater source that will be treated through the reverse osmosis process. The raw water supply will be from two groundwater wells and the treatment process includes cartridge filtration, RO membrane filtration, degasification towers and odor control facilities. A 250,000-gallon ground storage tank, a high service pump station and a 100,000-gallon elevated storage tank will be constructed as part of the project. The U.S. Department of Rural Development has also contributed to this project by providing a sizeable grant.

The project also includes approximately 25 miles of PVC transmission and distribution piping ranging in size from 6-inches to 24-inches in diameter. The service connections will range in size from $\frac{3}{4}$ -inch to 4-inch diameter to meet the differing needs of residential, commercial, and institutional customers. The extensive distribution system and expandability of the plant provides the County with the ability to meet the growing demand for quality drinking water in East Putnam County for years to come.

TABLE OF CONTENTS

Cover Information	Inside Front Cover
Table of Contents	i
GFOA Award	ii
Transmittal Letter	iii
Introduction	
• About Putnam County	1
• Putnam County Officials	2
• Economic Condition and Outlook	3
• Labor Demographics	4
• Major Initiatives	5
Financial Statements	
• Assets, Liabilities & Net Assets	8
• Revenues	9
• Expenditures	11
Constitutional Officers	13
Departments & Services	15
Operating Indicators	18

Award for Outstanding Achievement in Popular Annual Financial Reporting

PRESENTED TO

Putnam County
Florida

for the Fiscal Year Ended

September 30, 2005



Thomas Khan
President

Jeffrey L. Esser
Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) has given an Award for Outstanding Achievement in Popular Annual Financial Reporting to Putnam County, Florida for its Popular Annual Financial Report (the Citizens' Report) for the fiscal year ended September 30, 2005. 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 or 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, understanding 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.



Office of
Clerk of Court
Tim Smith

March 31, 2007

To the Citizens of Putnam County:

We are pleased to present this Citizens' Annual Financial Report for the fiscal year ended September 30, 2006. This report has been prepared by the Finance Department of the Clerk of Courts to provide residents a better understanding of the County's operations and financial condition. We hope you will find this report has been presented in a straightforward and easy-to-read format.

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>).

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 between funds have been excluded.

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 County's operating Budget, which exceeds \$120 million annually, is funded primarily from Taxes, Grants & Contributions, Debt Proceeds, and Charges for Services. 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, and General Government Services.

In 2002, the Citizens of Putnam County voted to approve a one-cent sales surtax to support infrastructure improvements throughout Putnam County. Locally referred to as the "Better Place Plan", this example of a restricted revenue fund has contributed in excess of \$17 million in the four years of its existence. This Citizens' report highlights some of the benefits accrued through the use of these monies as well as other sources of revenue.

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. We welcome your input.

Sincerely,

Tim Smith
Clerk of Courts

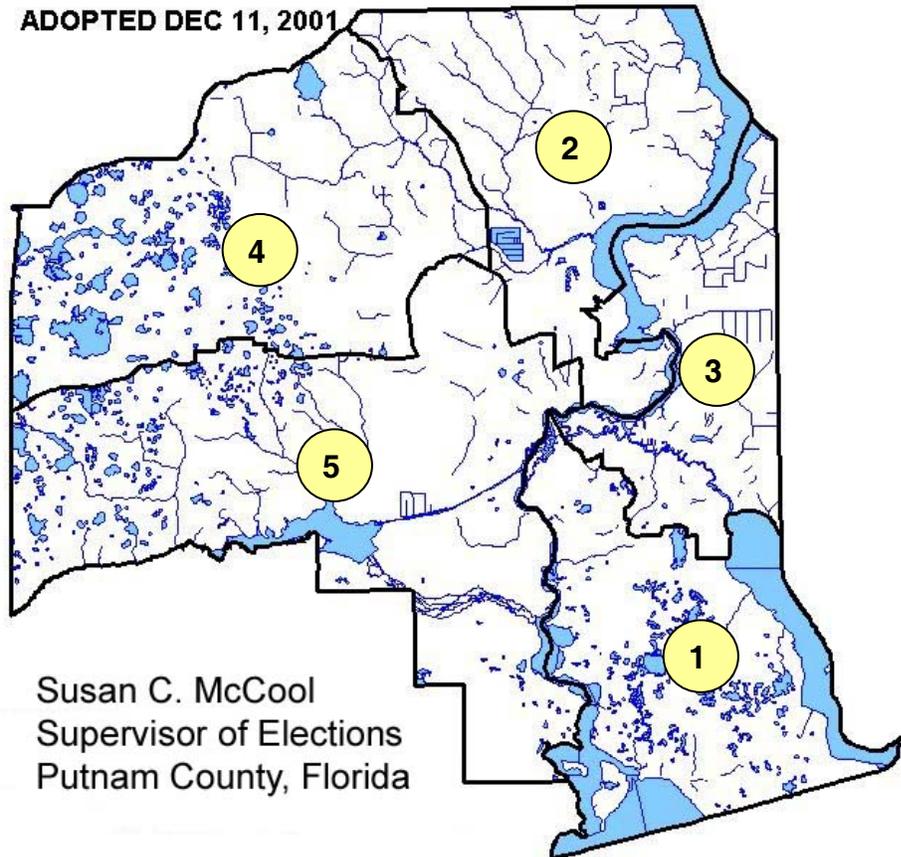
John H. Jones, CPA, CIA
Director of Finance

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

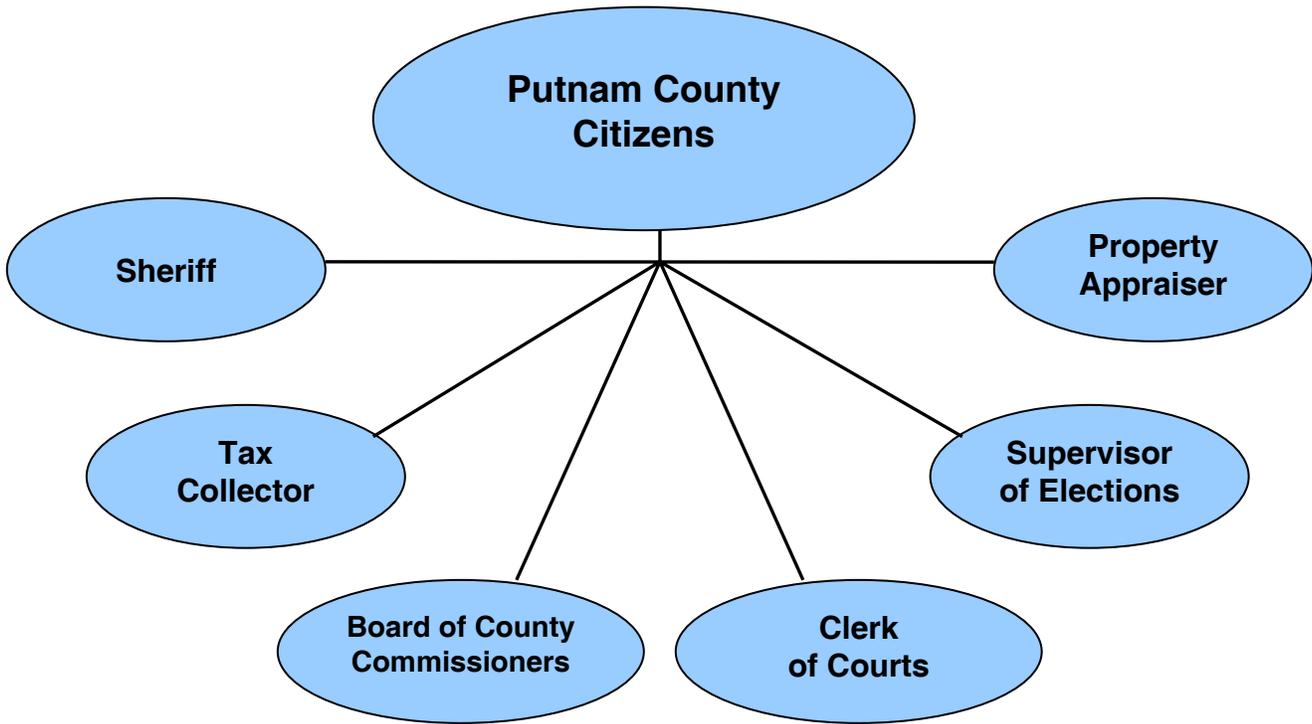
ABOUT PUTNAM COUNTY

- Putnam County, encompassing some 827 square miles, is located in the Northeast region of the State of Florida between Gainesville to the west and Jacksonville to the northeast.
- Putnam County is a rural county, with a 2000 census population of 70,423.
- The County was founded in January 1849, and the County Seat was established at Palatka in January 1853.
- For much of its length, Putnam County straddles the St. Johns River, designated an American Heritage River.
- Palatka was a major water transportation and commerce center until a fire in 1884 destroyed the majority of the downtown/riverfront area. Today, the river is primarily used for recreational boating and fishing, as are the numerous large and small lakes located throughout the County.
- Volunteer Fire Departments provide fire protection, except for the City of Palatka.
- Of the 1,644 miles of roads in the County, nearly 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 Courts, 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 to four-year terms of office.

Putnam County Commissioner Districts



PUTNAM COUNTY OFFICIALS



BOARD OF COUNTY COMMISSIONERS

Nancy S. Harris
 Chip Laibl
 Hermon Somers, Jr., Vice Chairman
 Ed Taylor
 Brad Purcell, Chairman

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

CLERK OF COURTS

Tim Smith

SHERIFF
 Dean Kelly

PROPERTY APPRAISER
 William L. Pritchett, Jr., CFA

TAX COLLECTOR
 Kenneth R. Mahaffey, CFC

SUPERVISOR OF ELECTIONS
 Susan C. McCool

COUNTY ADMINISTRATOR
 R.G. Leary

DIRECTOR OF FINANCE
 John H. Jones, CPA, CIA

ECONOMIC CONDITION AND OUTLOOK

Putnam County is a rural county with a population of 74,508, of which approximately 80% reside in the unincorporated areas. The County is growing relatively slowly, but is expected to accelerate its growth rate supported by increased economic development, the improvement of major transportation arteries and some spillover from surrounding counties that are experiencing explosive growth.

Despite modest growth in financial resources, County management has worked hard to manage the increasing demands on services and infrastructure. Critical review and prioritization of proposed projects has allowed the county to support a reasonable amount of growth and begin to develop the means to expand commercial development. A one-cent voter approved surtax, locally referred to as the Better Place Plan, has provided in excess of \$17 million for infrastructure and capital improvements since January 2003. The improvements are helping to promote economic development and an overall improvement in quality of life for the citizens of Putnam County.

The County's unemployment rate of 3.8% for September 2006 is slightly higher than the State's rate of 3.5%, but is .5% lower than its rate for September 2005 (4.3%).

The outlook for future economic growth in the County is strong. Some indicators are:

- Seminole Electric, the County's largest taxpayer, is planning to expand its operations by adding a third generating unit. Construction is scheduled to begin in September 2008 with commercial operations scheduled to begin in May 2012. While significantly increasing the County's tax base, the \$1.2 billion project will provide an estimated 1,500 skilled construction jobs during the four-year construction period. An additional 50 permanent employees will be added to Seminole's work force when the unit goes into service.



The Unit 3 project at Seminole Generating Station will increase the 1300-megawatt (MW) coal station's generating capacity by 60% with no net increase in key air emissions.

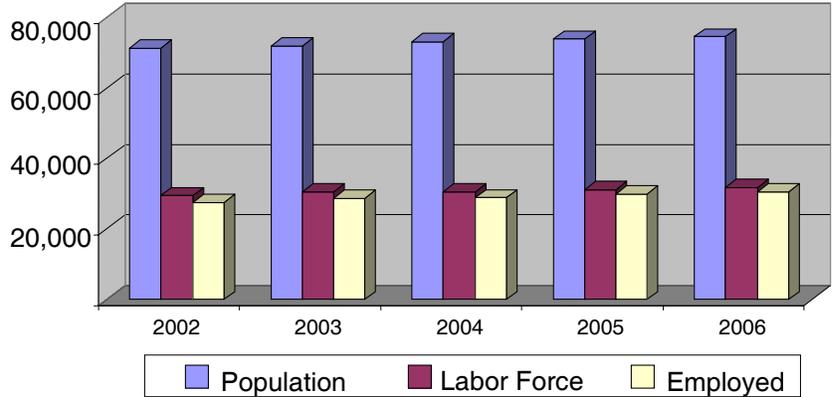
The project has three key components: 1) a new 750 MW coal unit with a high efficiency boiler and advanced emissions controls; 2) a suite of advanced emissions controls to be added on the station's two existing units; and 3) a new zero discharge system that will evaporate plant process wastewater and improve the quality of the discharges to the St. Johns River.

- Wal-Mart has announced plans to construct a large distribution center at the southern end of the County. The proposed 850,000 square foot facility is projected to initially employ approximately 600 people.
- Plans for several large residential developments have been revealed in recent months.
- The recent completion of the four lane Highway 207 from East Palatka to St. Augustine along with the future widening of Highway 20 to four lanes between Palatka and Gainesville will greatly enhance access to the County.

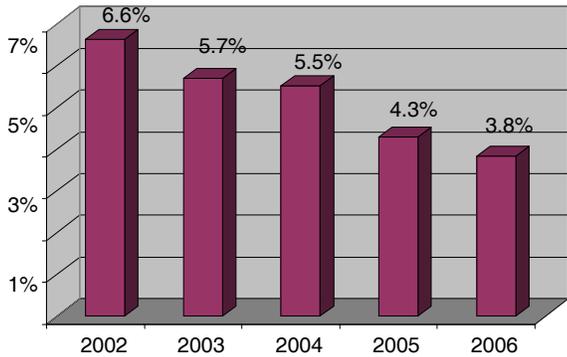
LABOR DEMOGRAPHICS

Population & Labor Force Statistics

Putnam County's population has been growing slowly, but steadily, over the last several years. The Labor Force has been growing at a similar pace.



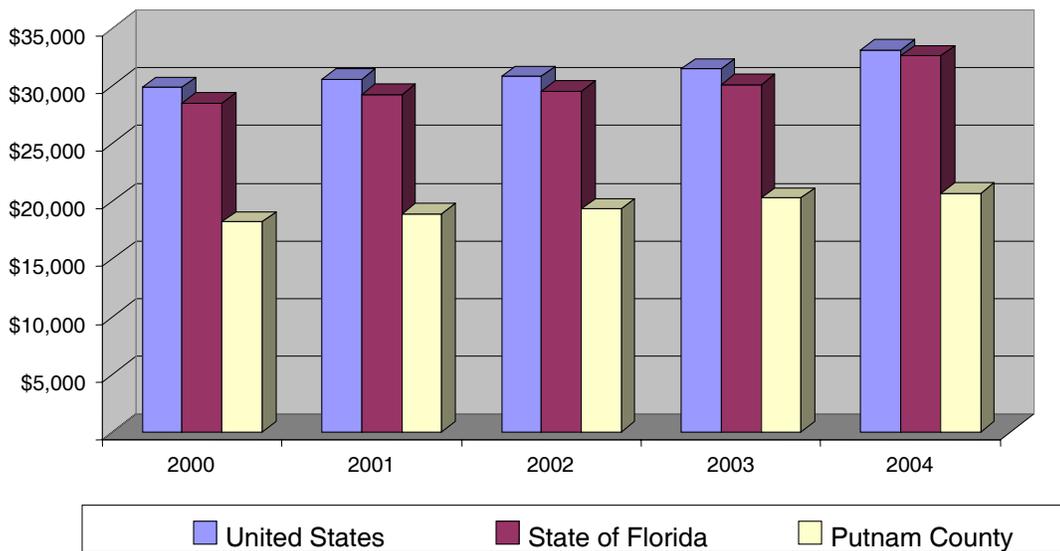
Unemployment %



Unemployment peaked in 2002 with the closing of Florida Furniture. Since then, the rate has dropped by over 40%.

At an average income of just over \$20,700 in 2004, Putnam County still lags behind the U.S. and Florida in Per Capita Income.

Per Capita Income



MAJOR INITIATIVES

To enhance the tax base and create jobs, the County continues to focus on economic development. The Business Park on St. Johns Avenue is a major attraction to businesses considering relocation. In March of 2006, the County finalized the sale of 10 acres in the Business Park to a developer planning the construction of an upscale office complex. The work is expected to begin in 2007. Efforts continue to market a County-owned 50,000 square foot industrial shell building in the Park. Industrial prospects have a keen interest in facilities which can be readily completed to expedite start-up in new locations. Efforts to market the building, when successful, may lead to the construction of another building in the Business Park and commensurate employment opportunities.



In February 2006, construction was completed on a 4,200 square foot building in the Bostwick area. The building will function as a Youth Center/Senior Center for that community and replaces a building destroyed by fire in 2003. The County is currently evaluating potential centers in the southern and western areas of the County.



Following the hurricane season of 2004, the County determined that its existing emergency operations center was inadequate to provide shelter and serve as a base of operations for emergency management personnel. In June 2005, the County acquired a 20,000 square foot former telephone center to serve as the new emergency operations center. Several grant applications have been approved or are pending that would provide funding to make the facility able to withstand a category 5 storm. The space currently occupied by Emergency Services will be turned over to the Sheriff's Department when renovations at the new location are complete. This will help relieve some of the overcrowding in the facility where the Sheriff's Department is housed.

The 2004 hurricane season highlighted deficiencies in countywide coverage of the emergency communications system. Two major communications towers of 400 feet each have been constructed and three shorter receiver towers have been put in place during this fiscal year. Equipment acquisition and installation, and microwave installation to achieve connectivity, are complete. These investments have resulted in expanding coverage to 95% of the County, allowing emergency response and coordination to make a major leap forward. Portable radio communication, nearly non-existent before, is now the norm.

Road projects, including resurfacing, widening and turning "dirt to pavement", continue to place a high demand on the dollars being collected for the Better Place Plan. The County is committed to spending \$1,000,000 of these funds each year for resurfacing, with remaining costs funded by grants and general revenue dollars. Although the high cost of asphalt reduced the number of miles that could be resurfaced with available funds, approximately fifty-seven miles of resurfacing was completed. In addition, Federal Point Road, Bardin Road and CR308 were resurfaced and widened with help from this surtax in collaboration with funding from the Florida Department of Transportation. Outside consultants designed approximately nine miles of dirt to pavement projects which were completed during the fiscal year.



The Public Works staff continues to pursue grant funds from the State to resurface roads that were formerly the responsibility of the State. County Road 308B and Yelvington Road are projects for the coming year being funded from grants received through their efforts.

Phase II of a Master Stormwater Plan was completed and presented. The first phase identified the major drainage basins and problems associated with each. The Phase II data focused on the work to be done in specific basins to improve drainage on a priority basis. The County will pursue funding to enable it to correct deficiencies in its drainage systems in the coming years.

The design work on the East Putnam Regional Water System was submitted to various state and federal oversight agencies for review. The system will consist of a reverse osmosis treatment plant, storage, transmission and distribution lines. The project, estimated at \$26 million, will be sent to bid in early 2007. Construction time is estimated at eighteen months. The County is continuing to evaluate the various options for developing a wastewater system in the same area.

The existing jail facility continues to be a situation that must be addressed in the future. A needs assessment indicated that a 200 bed expansion, renovation of existing cells, and improved and expanded ancillary services is necessary. The estimated costs vary, but approximately \$20 million will be required. Rising construction costs and subsequent increased operational costs have slowed progress on this project during a time when limited resources make it difficult to consider undertaking a project of this magnitude.

A consultant previously conducted a needs assessment of court functions and judicial offices. An increasing number of court cases, requiring the assignment of additional court personnel, has created overcrowded conditions in the courthouse and in offices that support the judicial process. A Task Force recommended that the County consider a new, stand-alone structure to address the space requirements for the judiciary and support functions. To this end, a 56-acre parcel adjacent to the existing jail was acquired in January 2006. Progress on this project has been slowed by limited resources just as the jail project has been impacted.



Space constraints hamper not only the jail and court system, but also general government functions. In July 2006, the County purchased an 80,000 square foot shopping complex in another part of the city. Renovation of some of this space to house general county government, currently housed in buildings adjacent to the courthouse, will enable the County to ease overcrowding in those areas. This will have a domino effect on some of the court-related functions which could then expand into vacated county office space. This will be a short term solution for some of the courthouse overcrowding. An architect is working on the renovation design, and it is anticipated that bids will be solicited in April 2007.

In November 2005, the County satisfied the mortgage on the Putnam Behavioral Healthcare, Inc. facility and the property was transferred to the County. This agency receives annual support from the County, and provides mental health and substance abuse services to county residents. Funding reductions from outside entities had jeopardized the agency's continued existence. The fiscal relief provided by the County's payment of the \$1.1 million mortgage has enabled Putnam Behavioral to continue to serve the citizens.

Early in the 2006-07 fiscal year, the County purchased approximately 560 acres of additional property adjacent to its current landfill. The acquisition will assure the County of 50-75 years of land availability for the future disposal of solid waste.



In March 2006, the County joined with the Health Department to construct an additional building at the site of the current Health Department facility. This 3,000 square foot structure will permit expansion for the Health Department into a hardened facility so the Department can continue operations under adverse conditions. Total cost is projected at \$698,000, with completion anticipated in early 2007.

The County partnered with the University of Florida to develop a Master Plan for parks and recreation. The plan is expected to be completed in May 2007 and will recommend facilities expansion/construction to meet the growing demand in organized athletics. Grant funding is enabling the Parks and Recreation Department to oversee improvements at the Francis Sports Complex and the South Putnam Recreation Complex. The County partnered with the Rotary Club to undertake a project of restroom construction adjacent to the children's play area at the central complex. The restrooms were completed in November, 2005, and the Rotary Club is undertaking an additional club project to construct a picnic pavilion in the same area of the park. Grant funds were used to replace the Elgin Grove boat ramp with a floating dock. Grant funds will also fund improvements to the Brown's Landing and Welaka boat ramps.

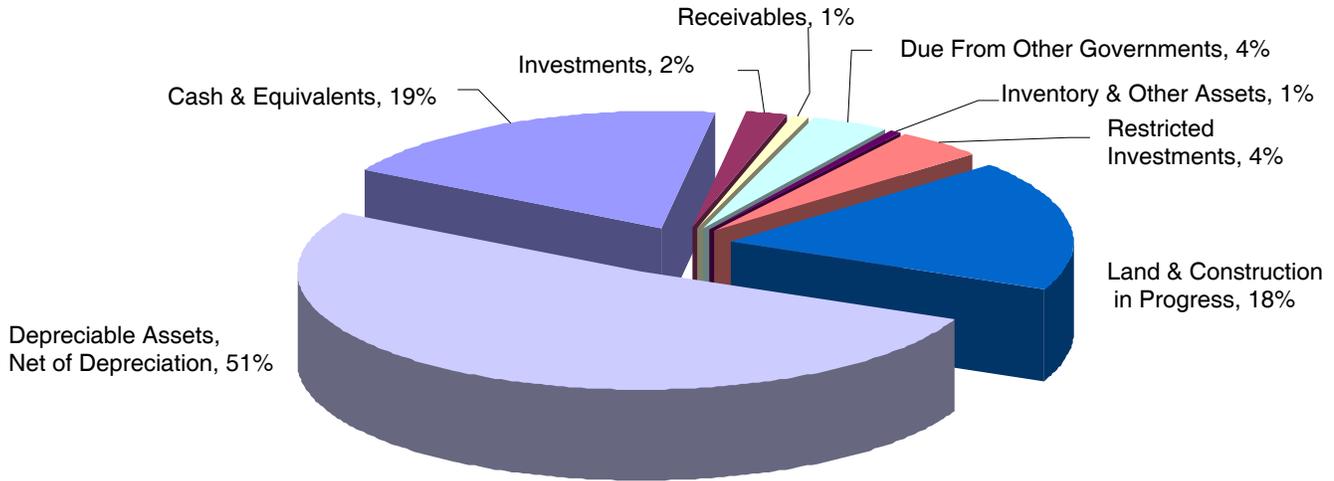
During the previous year, the County was notified that a grant of \$500,000 had been awarded for the expansion of the branch library in Interlachen. Bids were awarded in April 2006, and the project is expected to be complete in early 2007. The expansion of nearly 4,000 square feet will double the size of the library. The County will be undertaking the third phase of the renovation of the historic schoolhouse in Bostwick to house a branch library. This work should begin in the spring of 2007.

The County evaluated the advantages of a fire assessment in lieu of the current fire tax. A Task Force's recommendations for improvement of fire protection services would have necessitated additional revenue in order for all of them to be implemented. An assessment for fire would be applicable to all property without regard to the homestead exemption, and might be a more equitable way to assess the costs for fire protection. In July 2006, the Board of County Commissioners determined that it would no longer consider this option.

In the coming year, the County will impose impact fees to generate revenue to offset the capital costs of providing infrastructure for essential county services. Impact fees for schools, fire, transportation, emergency management services, and parks and recreation will become effective March 1, 2007. Impact fees for water and sewer will be considered at a later date.

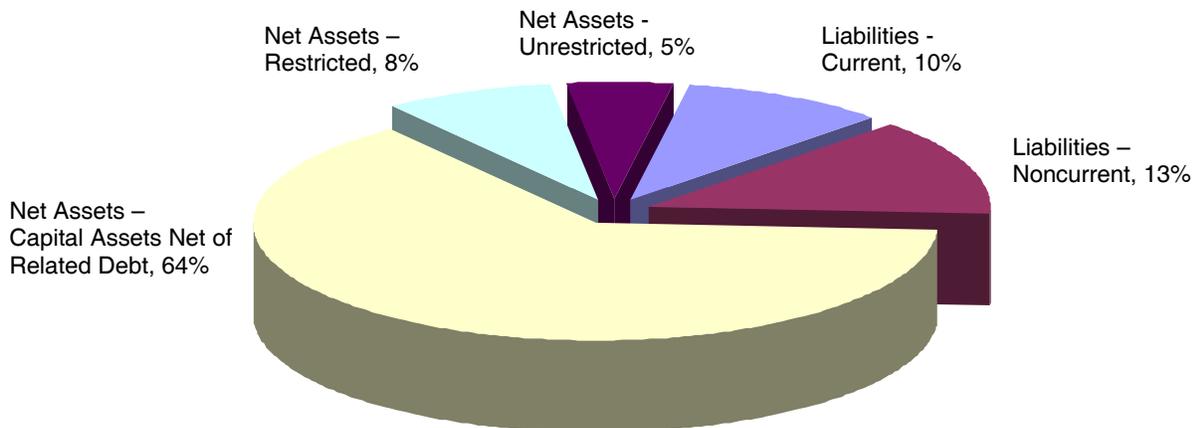
ASSETS, LIABILITIES & NET ASSETS

Assets (\$131.7 Million)



Putnam County's Assets exceeded its Liabilities at 9/30/06 by \$101.2 million (Net Assets). Of this total net assets amount, \$6.7 million may be used to meet the County's ongoing obligations to citizens and creditors (Unrestricted Net Assets). Restricted Net Assets of approximately \$10.5 million are subject to constraints on how they may be used. For example, Better Place Plan Funds are restricted to infrastructure improvements by law. The largest category of Net Assets is Capital Assets Net of Related Debt. This category includes land, buildings, equipment and other infrastructure used to provide a variety of services to the citizens of Putnam County. The dramatic increase from last year is largely attributable to a new accounting rule (GASB 34) requiring that infrastructure assets such as roads and bridges, previously excluded, be valued and included as assets of the County.

Liabilities (\$30.5 Million) & Net Assets (101.2 Million)



COUNTY REVENUES

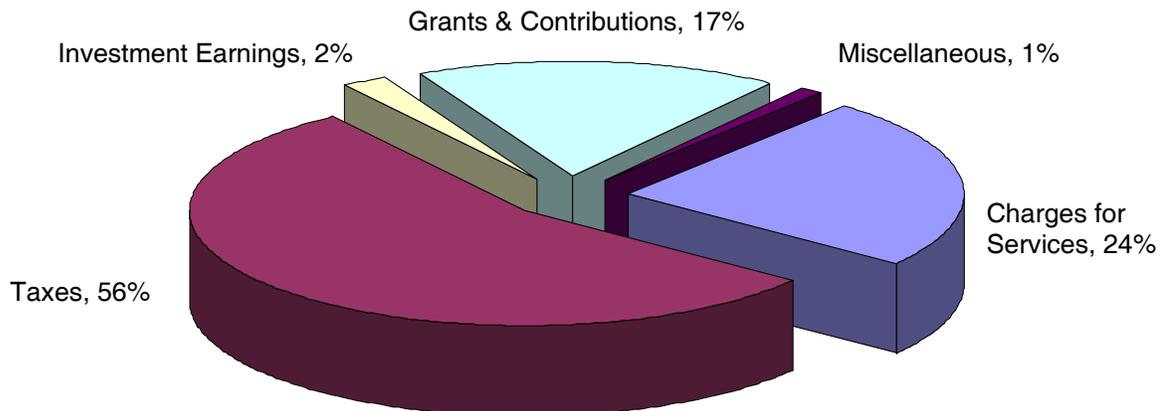
Primary Governmental Revenues increased over \$10 million in the past year driven largely by increases in Grants & Contributions (\$ 4.0 mil), and Taxes (\$ 3.9 mil).

PRIMARY GOVERNMENTAL REVENUES FISCAL YEAR ENDED SEPTEMBER 30, 2006

(In Thousands of Dollars)

REVENUES	Governmental Activities	Business Type Activities	Total 9/30/2006	Total 9/30/2005
Charges for Services	\$12,914	\$6,187	\$19,101	\$18,171
Grants & Contributions	11,933	1,686	13,619	9,657
Taxes	43,430		43,430	39,562
Investment Earnings	1,429	394	1,823	848
Miscellaneous	586	390	976	689
TOTAL REVENUES	\$70,292	\$8,657	\$78,949	\$68,929

PRIMARY GOVERNMENTAL REVENUES \$78.9 MILLION



PRIMARY GOVERNMENT REVENUES

(in Thousands of Dollars)

Governmental Activities

Charges for Services (\$12,914) include:

General Government - \$4,326

- Tax Collector - \$2,271
- Property Appraiser - \$58
- Clerk of Courts (non-Court) - \$697
- Internal Service/Health Insurance - \$869
- Other - \$431

Public Safety - \$4,409

- Ambulance Fees - \$2,398
- E-911 Fees - \$341
- Building Permits - \$705
- Building Codes Enforcement - \$84
- Fines, Forfeitures, Penalties & Surcharges - \$391
- Law Enforcement Related - \$299
- Other - \$191

Court Related - \$2,494

- Service Charges & Fees - \$2,239
- Judgments & Fines - \$219
- Other - \$36

Other Charges for Services - \$1,685

- Cultural and Recreation - \$92
- Human Services - \$197
- Local Housing Assistance - \$92
- Physical Environment - \$229
- Special Assessments (MSBU's) - \$1,075

Grants & Contributions (\$11,933) include:

- Federal - \$803
- State - \$10,644
- Local - \$481
- Private - \$5

Taxes (\$43,430) include:

- Property Taxes - \$29,935
- Sales Taxes & Other State Shared Rev - \$5,261
- Local Infrastructure Surtax (Better Place Plan) - \$5,585
- Gas Taxes & Fuel Fees - \$1,940
- Communications Service Tax - \$611
- Tourist Development Tax - \$98

Investment Earnings - \$1,429

Miscellaneous - \$586

Business-Type Activities

Charges for Services (\$6,187) include:

East Putnam Water - \$52

- Potable Water Charges - \$37
- Wastewater Charges - \$15

Solid Waste - \$6,031

- Landfill Assessments - \$4,499
- Landfill Fees - \$1,532

Port Authority - \$104

- Water Utility Charges - \$19
- Water Ports & Terminals - \$9
- Rents - \$76



Grants & Contributions (\$1,686) include:

- Federal - \$1,157
- State - \$529



Investment Earnings - \$394

Miscellaneous - \$390

COUNTY EXPENDITURES

Primary Governmental Expenditures were down slightly versus last year. A significant decrease in spending for physical environment (\$2,223) more than offset modest increases and decreases in other areas.

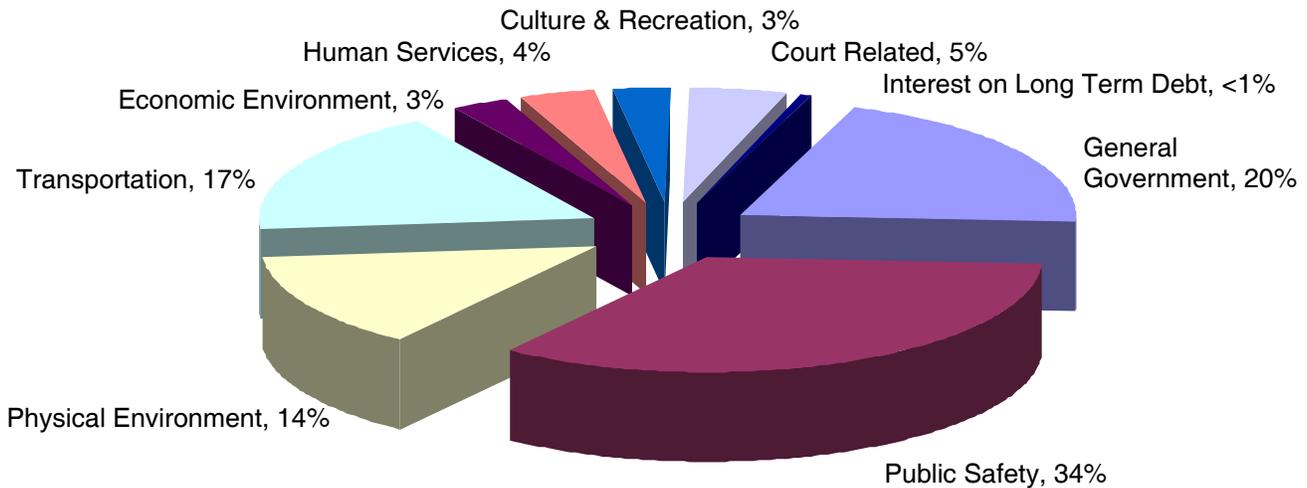
PRIMARY GOVERNMENTAL EXPENDITURES FISCAL YEAR ENDED SEPTEMBER 30, 2006

(In Thousands of Dollars)

EXPENDITURES	Governmental Activities	Business Type Activities	Total 9/30/2006	Total 9/30/2005
General Government	\$13,296		\$13,296	\$12,779
Public Safety	22,232		\$22,232	21,461
Physical Environment	579	8,268	\$8,847	11,070
Transportation	11,403		\$11,403	11,750
Economic Environment	1,785		\$1,785	1,865
Human Services	2,417		\$2,417	2,481
Culture & Recreation	1,863		\$1,863	1,559
Court Related	3,034		\$3,034	2,798
Interest on Long Term Debt	317		\$317	218
TOTAL EXPENDITURES	\$56,926	\$8,268	\$65,194	\$65,981

PRIMARY GOVERNMENTAL EXPENDITURES

\$65.2 MILLION



PRIMARY GOVERNMENT EXPENDITURES

(in Thousands of Dollars)

Governmental Activities - \$56,926

General Government - \$13,296

- Administrative/Financial/Legislative - \$7,900
- Clerk of Courts - \$1,607
- Property Appraiser - \$1,471
- Supervisor of Elections - \$751
- Tax Collector - \$1,567

Public Safety - \$22,232

- Ambulance Services - \$4,081
- E-911 System - \$621
- Medical Examiner - \$254
- Disaster Relief - \$402
- Fire Protection - \$1,164
- Building Inspection/Code Enforcement - \$1,064
- Sheriff's Operations - \$14,129
- Other Law Enforcement Related - \$226
- Other Public Safety Related - \$291

Physical Environment - \$579

- Agriculture/Resource Conservation - \$341
- Fishing Facilities Improvement - \$168
- Water and Sewer Utilities - \$70

Transportation - \$11,403

Economic Environment - \$1,785

- Housing Assistance - \$1,240
- Industry Development - \$343
- Tourist Development - \$117
- Veteran's Services - \$85

Human Services - \$2,417

- Behavioral Health Care - \$360
- Health Care for the Needy - \$1,934
- Mosquito Control - \$123

Culture & Recreation - \$1,863

- Library - \$814
- Parks & Recreation - \$1,049

Court Related - \$3,034

Interest on Long Term Debt - \$317

Business-Type Activities - \$8,268

Landfill Operations



Solid Waste Management - \$7,971

Port Authority - \$174

Water & Wastewater System - \$123



Shaggy Lane – “Dirt-to-pavement” project
Better Place Plan and MSBU partnership

CONSTITUTIONAL OFFICERS

Board of County Commissioners

329-0205; Fax: 329-1216
514 St. Johns Avenue
First Floor, Building 1-C
Number of Employees: 295

Board Members: Nancy S. Harris, Chip Laibl, Hermon Somers, Jr., Ed Taylor, 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: 231

Sheriff: Dean Kelly

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 Courts

Clerk to the Board of County Commissioners

Palatka Main Office

329-0361; Fax: 329-0888
410 St. Johns Avenue
Putnam County Courthouse
Second Floor, Building 1-B

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

Total Number of Employees: 73

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.

**Clerk of Courts
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: John H. Jones, CPA, CIA

The Finance Department, under the general direction of the Clerk of Courts, 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 (Accounts Payable) 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

Palatka Main Office

329-0296; Fax: 329-0447
312 Oak Street (East Annex)

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

Total 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: 6

Supervisor of Elections: Susan McCool

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

Palatka Main Office

329-0277; Fax: 329-0886
312 Oak Street (East Annex)

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 Mall Office

329-3762; Fax: 329-3763
400 Hwy 19 N, Suite 52

Total 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.

Deputy County Administrator/ Budget Officer

329-0212; Fax: 329-1216
514 St. Johns Avenue
First Floor, Building 1-C

Deputy County Administrator/ Budget Officer: Michael E. Anderson, CPA

Responsible for assisting the County Administrator in the execution of his duties and representing the Office in the absence of the County Administrator; one of the primary responsibilities of the Deputy Administrator is to oversee, monitor and manage the County's \$120 Million dollar Operating Budget; coordinate information and assure effective communications between County departments; clarify and reconcile issues relating to County funds, budgets and accounting procedures.

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 Orié Griffin Boulevard

Chief, Emergency Management: Quinn Romay

Chief, Emergency Medical Services: Mike Patterson

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 and enhanced 911 emergency reporting services Countywide. Volunteers also assist in the delivery of emergency medical and fire suppression services.



The new Putnam County Emergency Operations Center. Formerly the Bell South telephone center, the building has 20,000 SF of useable space. Its central location on Hwy 19 near Highways 17, 100 and 20 should make it the ideal location when the need arises.

Fleet Maintenance

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

Manager: Gary Armstrong

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



Staff at Fleet Maintenance maintain Pumper Trucks and other County vehicles.

General Services

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

Director: Maureen Torma

Responsible for the procurement of all supplies, equipment, and services for County government; coordination of County records management; and 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: Ken McClinton

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

Palatka (Main Branch)

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

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

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: Brian Hammons

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: Joel Holmes

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: Thomas Moltimore

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



From sailing the St. Johns, to fishing in a local bass tournament, to enjoying the slide at Triangle Park, recreational opportunities abound in Putnam County.



OPERATING INDICATORS

Fiscal Year Ended

Function/Program	9/30/04	9/30/05	9/30/06
Supervisor of Elections			
Registered Voters	45,989	45,293	44,206
Court Related			
New Cases Opened	24,919	27,912	30,035
Cases Closed	25,283 ⁽¹⁾	26,433 ⁽¹⁾	28,212
Culture & Recreation – Library			
Registered Borrowers	28,315	30,319	32,454
Volumes in Collection	131,401	131,007	138,239
Volumes Borrowed	110,532	122,150	117,386
Culture & Recreation – Parks & Recreation			
Program Participants	3,382	6,610 ⁽¹⁾	14,328 ⁽²⁾
Program/Events Offered	59	45	57
Economic Environment – Veterans Services			
Claims Processed	975	1,081 ⁽¹⁾	2,566 ⁽³⁾
Human Services – Animal Control			
Complaints Answered	8,395	8,279	7,139 ⁽⁴⁾
Citations Issued	281	317	329 ⁽⁴⁾
Human Services – Mosquito Control			
Complaints Answered	1,095	592	304
Miles Sprayed	2,279	2,245	1,745
Human Services – Welfare Administration			
Nursing Home Verifications	118	118	0 ⁽⁵⁾
HCRA Cases ⁽⁶⁾	136	174	171
Public Safety – Buildings & Inspection⁽⁷⁾			
Permits Issued – (a) Commercial	119	145	109
(b) Residential	7,649	4,294	6,885
(c) New, SFR/MH	644	700	738
Inspections	17,979	26,072	36,913
Public Safety – Codes Enforcement			
New Cases Opened	1,094	1,350	1,523
New Case Inspections	4,371	5,265	4,971
Public Safety – Emergency Medical Services			
Emergency Responses	11,315	10,885	10,761
Transports	8,675	8,339	8,463
Public Safety – Fire Department			
Emergency Responses	8,210	7,548	7,828 ⁽⁸⁾
Fires Attended	370	375	390 ⁽⁸⁾
Sheriff's Office			
Violations	11,370	10,908	11,802
Arrests	6,124	5,793	5,410
Transportation/Public Works			
Road Gradings (miles)	3,136	3,140	3,261
Roads Paved/Resurfaced (miles)	19	25 ⁽¹⁾	64
Water Service Connections	235	235	235
Average daily Water Consumption	70,982	38,247	36,705
Peak daily Water Consumption	120,605	52,550	57,895
Average Daily Wastewater Treatment (gallons)	12,400	13,000	10,666
Business Type Activities – Sanitation			
Solid Waste Collections (tons)	103,758	113,113	100,718
Recycling Rate ⁽⁹⁾	22%	25%	30%
Business Type Activities – Port Authority			
Dockage Days ⁽¹⁰⁾	193	439	249

Sources: County Budget Department and Various County Departments

- (1) Revised figures received from specific departments.
- (2) Increase largely related to opening of second Senior Citizen Center.
- (3) Increase appears to be related to aging population.
- (4) FY05 was estimated; FY06 is based on 9 months only.
- (5) Nursing home verifications are no longer performed by the County's Human Resources department.

- (6) HCRA obligates counties to pay out-of-county health care for county residents that meet Medicaid type criteria.
- (7) Revised to reflect permits issues for new buildings of Commercial, residential, and single family residence/mobile homes.
- (8) Estimated.
- (9) Recycled Tons to Collected Tons.
- (10) Fluctuations related to one customer's usage.