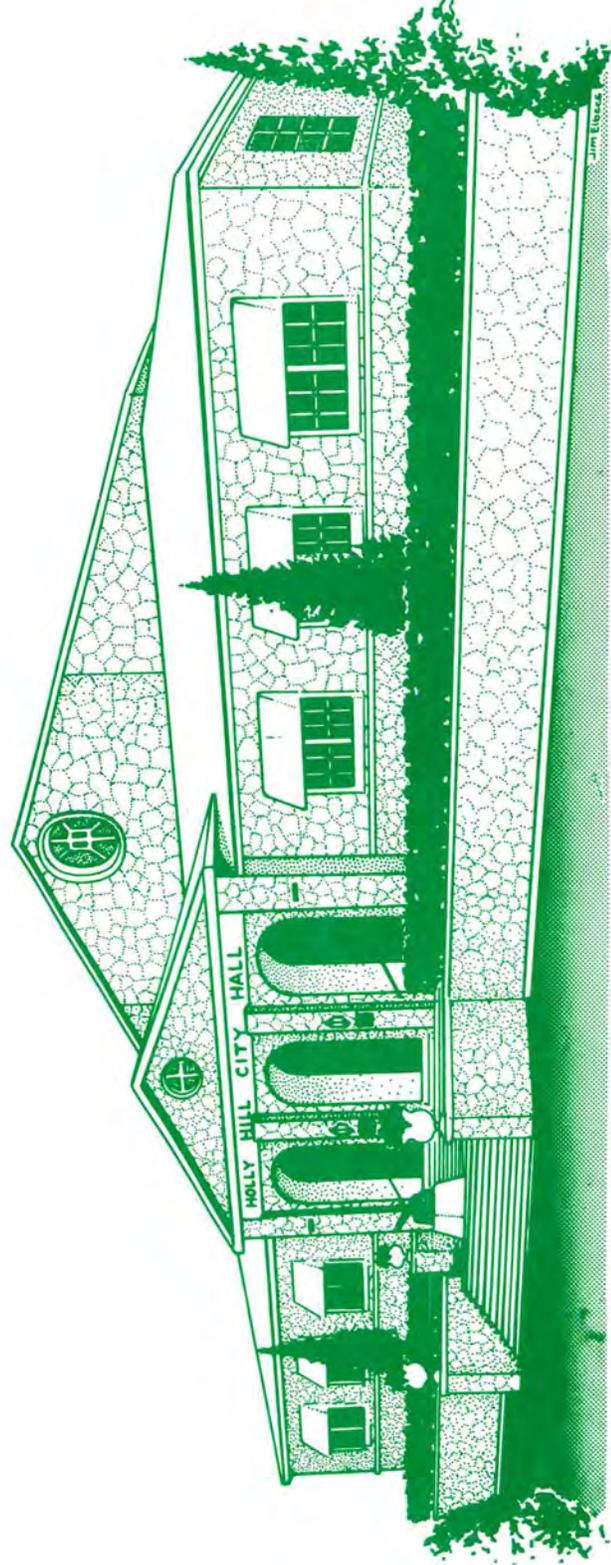


# ANNUAL BUDGET

F I S C A L   Y E A R



1992-93

CITY OF HOLLY HILL, FLORIDA

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## HISTORY OF HOLLY HILL

The City of Holly Hill was founded in 1880. It was incorporated and platted July 1, 1901. The City is located on the west bank of the Halifax River in Volusia County, Florida. It is bounded on the north by Ormond Beach, on the south by Daytona Beach, on the east by the center of the channel of the Halifax River (known as the Intracoastal Waterway), with the west border on Nova Road. The area of the City is four square miles.

The early settlers built homes, churches, saw mills and schools. They lived among screech owls, panthers, snakes, alligators, wild hogs, and malaria mosquitoes, as well as flowers, and fruit and holly trees. They also had to deal with rum runners and hot weather.

Among the early pioneers of Florida were the first residents of Holly Hill, Mr. & Mrs. William Wetherell, who came from Philadelphia in 1876. While in Philadelphia they met Mr. Fleming, an extensive land owner, who was trying to interest people in moving to this area. Mr. Fleming ultimately named our city "Holly Hill" after his home town in Ireland, where he was born. Direct descendants of Mr. Wetherell still live in the Halifax area.

The area has many holly trees in this, their native land. Many beautiful oak, magnolia and palm trees can be found throughout this whole area. Our city occupies a ridge of hammock land,

which rises about four feet above sea level at the Halifax River, to an elevation of ten feet at the top of this ridge. The general topography has many paved and improved streets. This, and other advantages make Holly Hill a very desirable residential and industrial location. The growth and development of our city has been uniform in its progress, following the strict zoning requirements of the City.

Our City is governed by a Council-City Manager form of government. The City Council is composed of a mayor and four councilmen. They currently meet the second and fourth Tuesdays of each month and these meetings are open to the public. Each member of the Council (including the Mayor) serves a two-year term, and can be re-elected.

Our County (Volusia) is governed by a County Charter form of government; two members are elected as at-large members of the Council and five are district members. At-large members serve four-year terms and the other members serve two-year terms.

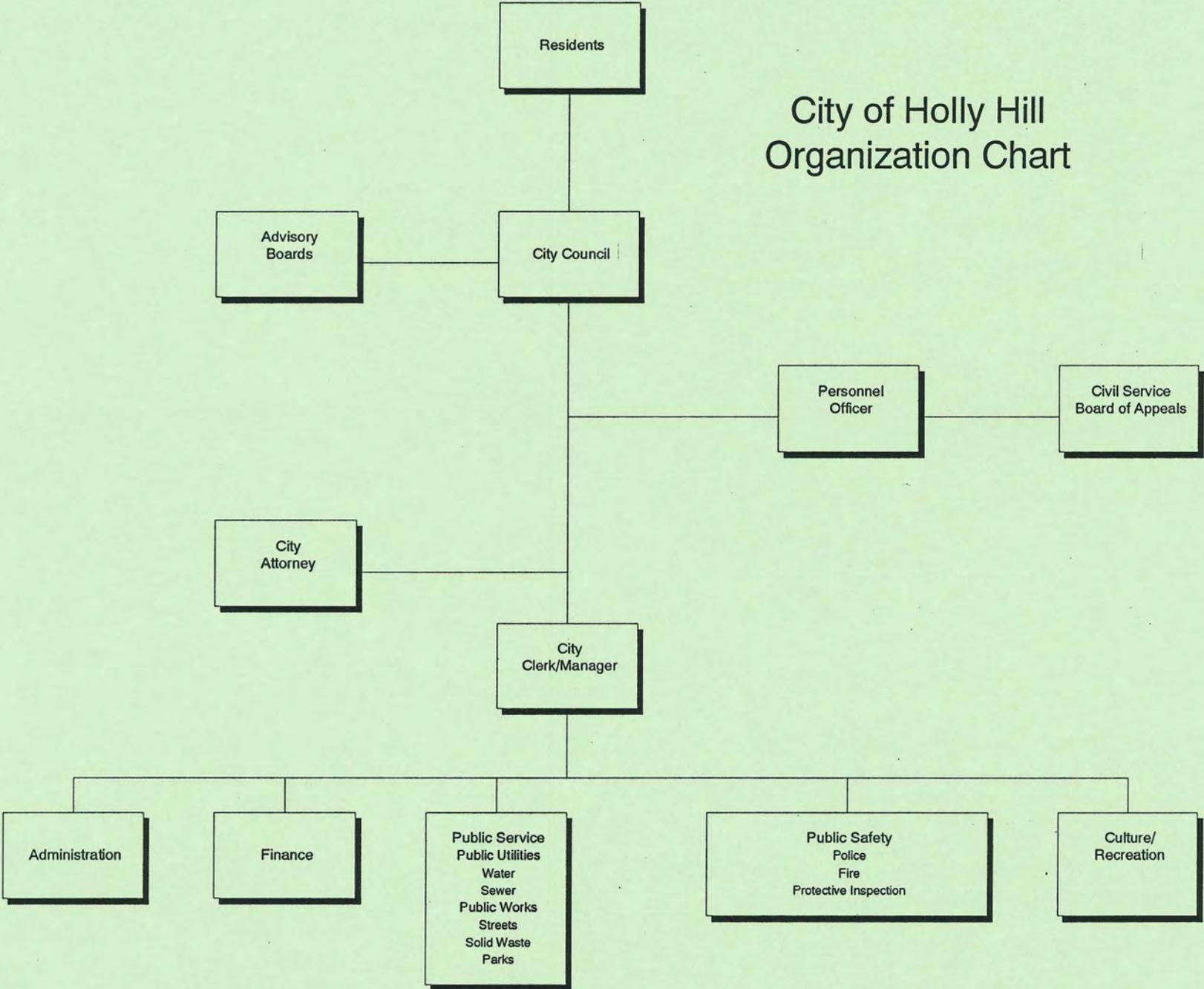
Since the City's incorporation in July, 1901, we have grown to a population of 11,198 persons. We have savings and loan institutions, parks, commercial banks, schools, convalescent homes, industry, library, post office, Chamber of Commerce and churches of different denominations. We are known in the area as the "City with a Heart".

CITY OF HOLLY HILL

**ANNUAL BUDGET**

1992 - 1993

# City of Holly Hill Organization Chart



# EXECUTIVE DIRECTORY

## CITY COUNCIL

Thomas C. Ryan  
Arthur J. Byrnes  
J. D. Mellette  
Robert Chesnowitz  
James Gaither

Mayor  
Councilman - Ward 1  
Councilman - Ward 2  
Councilman - Ward 3  
Councilman - Ward 4

## CITY MANAGER

Ralph K. Hester

## CITY ATTORNEY

Edward F. Simpson, Jr.

## DEPUTY CLERK

Sue W. Blackwell, CMC/AAE

## FINANCE DIRECTOR

Brenda Gubernator

## CHIEF BUILDING INSPECTOR

Timothy Harbuck

## POLICE CHIEF

John P. Finn

## FIRE CHIEF

Robert Lacy

## PUBLIC SERVICES DIRECTOR

Marcus Chattin



# CITY OF HOLLY HILL



The Government Finance Officers Association of the United States and Canada (GFOA) presented an award for Distinguished Budget Presentation to the City of Holly Hill for its annual budget for the fiscal year beginning October 1, 1991.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a

policy document, as an operations guide, as a financial plan and as a communications medium.

The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

September, 1992

Honorable Mayor and City Council  
City of Holly Hill  
Holly Hill, Florida

Mayor and Councilmembers:

The attached document is the budget as proposed for the fiscal year October 1, 1992 to September 30, 1993. It is a comprehensive budget including operating and capital budgets and meets the provisions of the City Charter and Code and applicable State Statutes. This budget provides a plan for maintaining basic services at the current service levels. It also provides for enhancement of police services and code enforcement. This budget demonstrates a continuing commitment by the City Council, the City Manager, the Department Heads, and the employees to focus on the areas of greatest concern to our Taxpayers.

Effectively managing the dollars available to provide basic services and to improve those services is a difficulty we face each year due to ever increasing costs. We will continue to examine and reorganize various operations as necessary in the coming year to improve customer service and to achieve greater cost effectiveness.

### *Goals*

As in the past, our goals for the City of Holly Hill are to provide a quality living environment for our resident population of 11,198 and to attract businesses and industries that will contribute to this environment. Through the enforcement of the City's development standards, codes, and ordinances the City will continue to strive to create a community that is safe, pleasing and stable.

This budget provides a plan to further these goals for Holly Hill through recycling programs, stormwater management projects, and increased police and code enforcement activities.

The City is looking for new ways to provide needed services and programs to the community. In July of 1992 the City Council hired a firm to assist us with the establishment of a Community Redevelopment Area and to assist us in obtaining grant funds to redevelop blighted areas. The City has begun the necessary steps to establish the redevelopment area and, in the Capital Improvement Element section of this budget is a description of one project that is being considered for funding by grants.

The Capital Improvement Element Section also contains a description of several water and sewer improvements that may be underway within the next year.

These projects and future projects are expected to improve the aesthetics of our community as well as to improve the services available and maintain reasonable costs by increasing the tax base and expanding service areas through annexation and creating service delivery areas outside our city limits.

### *Financial Condition*

In the General Fund, it is estimated that the City will begin the new fiscal year with an unreserved fund balance of \$900,000. This budget anticipates using approximately \$147,000 of this fund balance toward expenditures. This will leave an estimated \$753,000 in fund balance at the end of fiscal year 1993, about 11.5% of this budget. The recommended reserve is 10 - 20% of the General Fund budget to provide for emergencies and other unforeseen financial obligations.

The General Fund also is expected to begin the new fiscal year with \$298,000 in reserve for stormwater drainage projects and end the year with \$33,000. The stormwater utility fees during the next budget year will be used for labor and other operating expenditures to maintain and repair the storm drainage system as well as to fund several projects.

The General Fund also anticipates \$8,600 in reserve for Police Education at the beginning of the year. Of this amount, \$2,500 has been appropriated for training of police officers and the reserve is expected to be \$6,100 at the end of the fiscal year.

The Water and Sewer Enterprise Fund will begin the new year with an estimated operating cash reserve of \$741,000. Approximately \$510,000 (three months operating expenses) is recommended to be maintained as a cash reserve for emergencies. The proposed budget anticipates using \$177,650 toward 1992-93 expenses and ending fiscal year 1993 with a cash reserve of \$563,350.

Unobligated cash reserves for the Water and Sewer Renewal and Replacement Fund are estimated to be \$260,000 at the beginning of the new fiscal year. An appropriation of \$37,000 from this reserve is proposed and it is estimated the reserve will be \$223,000 at the end of the fiscal year. These reserves are restricted for major improvements and/or major repairs in the Water and Sewer Fund. The City also maintains an additional \$150,000 in this fund as per the Series 1989 Bond Ordinance.

The Debt Service Fund restricted reserve is estimated to be \$1,164,431 at the beginning and end of the year. This reserve is established by the Series 1989 Bond Ordinance.

The Construction Fund monies will be expended by the beginning of the new fiscal year.

The Law Enforcement Trust Fund is estimated to begin the new fiscal year with \$27,000 in reserves and end the year with \$6,200. These reserves are restricted to law enforcement purposes only.

The Solid Waste Enterprise Fund is expected to begin the fiscal year with approximately \$14,000 in cash reserves and end the year with the same amount. No increase in cash reserves is anticipated due to purchases of containers and equipment and the addition of a curbside recycling program.

*Debt Management*

The Water and Sewer System Improvement and Refunding Revenue Bonds, Series 1989 bond issue was completed in September, 1989. The bonds, totalling \$14,065,000 were issued to provide the funds necessary to finance the cost of refunding outstanding water and sewer debt, and for the construction, acquisition and installation of capital additions, extensions and improvements to the Water and Sewer System and for certain expenses related to the issuance and sale of the bonds.

The refunding portion of the bond proceeds, \$4,913,498 was used to refund or defease the following outstanding issues:

1964 Series A Water and Sewer Revenue Bonds	\$1,405,000
1970 Series B Water and Sewer Revenue Bonds	15,000
1972 Series B Water and Sewer Revenue Bonds	1,000,000
Series 1984 Water and Sewer Revenue Bonds	<u>2,625,000</u>
	\$5,045,000

A portion of the refunding proceeds was used to redeem the Series 1984 Bonds and the remainder was used to purchase U.S. Government, State and Local Government Series Securities that were deposited in an irrevocable trust with an escrow agent to provide for all future debt service payments on the bonds. As a result, the refunded bonds are considered to be defeased and the liability for those bonds has been removed from the Water and Sewer Enterprise Fund. The refunding was undertaken to remove restrictions which were contained in the old debt agreement.

The portions of the bond proceeds being used for constructing improvements to the Water and Sewer System is approximately \$8,500,000. This amount is providing for many necessary improvements.

Construction began in October, 1989 on the expansion of the Wastewater Treatment Facility which is the major improvement provided by the bond proceeds. The prior facility had a rated capacity of 1.6 million gallons per day (MGD) wastewater flows. During one twelve month period prior to the start of construction, the wastewater flows ranged from a low monthly average of 1.260 MGD to a high flow of 1.994 MGD. The new facility was completed in July, 1991 and has a rated capacity of 2.4 MGD.

The improvements to the Wastewater Treatment Facility also included upgrading from secondary treatment of wastewater to advanced waste treatment for disposal of effluent into the surface water of the Halifax River. Utilizing the existing effluent disposal line to the river and selecting the most cost effective and feasible process gives the City the greatest flexibility and ability to meet FDER and USEPA stringent standards.

Other improvements funded by the Bond proceeds include: replacement of the largest of the high service pumps; replacement of the lime feed system; adding a Second Softening Basin; and replacement of the six-inch water main railroad crossings at 11th Street and 6th Streets.

Payments for interest and principal on the Bonds are secured by the net revenues derived from the operation of the water and sewer system. Various reports and studies were done prior to the issuance of the Bonds which indicated that the City can meet the bond issue requirements based on the rates and charges adopted by ordinance and on anticipated increases as they are needed. The Bonds are insured and have been given a AAA rating by both Standard & Poor's and Moody's, the two major municipal bond credit rating agencies.

Recently, discussions were held with the City's financial advisor regarding the possibility of refunding the Series 1989 Bonds. On August 25, 1992 the City Council authorized proceeding with a financing plan to advance refunding of the bonds and acquire new money for capital projects not exceeding \$1,500,000. New projects include extending water and sewer lines to the unincorporated area west of Nova Road, providing for a wellfield electrical interconnect system, a washwater recovery system, a wastewater reuse system, and a wellfield wetlands monitoring system.

Current economic conditions indicate the City may be able to free up debt service reserve funds by purchasing a surety bond and with estimated savings from refunding the bond, the City could accomplish the additional projects needed without increasing the current debt service payments.

#### *Significant Budget Changes*

Several factors affected the development of the City's budget. The budget, including the General Fund, Law Enforcement Trust Fund, Solid Waste Enterprise Fund and the Water and Sewer Enterprise Fund, increased about 16.3% over the prior year. Excluding the New Fire Station and City Hall Renovations included in this budget, the total increase over the prior year is approximately 3.6%.

Solid Waste management continues to be a prime concern of the City Council and staff. An enterprise fund accounting format started in fiscal year 1991-92 is providing a better management tool for controlling the increasing costs of collecting and disposing of garbage and trash.

County landfill costs were increased by 39% on October 1, 1991 from \$18 to \$25 per ton. In order to maintain current service levels and provide for recycling requirements this budget includes proposed increases in the residential trash rate of 14% and the commercial trash rate of 11%. The residential rate is proposed at \$12.00 per month. The City anticipates beginning a curbside recycling program in October, 1992 for all residential customers. An expanded description of Solid Waste services is provided in that section of the budget.

The 1992-93 budget includes a net addition of five full-time positions plus one part-time position. The budget includes changing the Code Enforcement Officer position from a sworn police officer position in the Police Department to a non-sworn position in Protective Inspection. The Police Department will retain the police officer position.

Before including in the budget, these positions were given serious consideration by the Department Heads, the City Manager and the City Council and were based on recommendations from a management audit recently conducted. All will improve taxpayer services by providing the additional personnel needed to maintain efficient and productive services. The five additional positions are as follows:

- 1.4 Code Enforcement Officers - Protective Inspection
- 2.0 Refuse Collector/Drivers - Garbage/Solid Waste
- 2.0 Police Officer - Law Enforcement

The purchase of the school property adjacent to City Hall was approved in fiscal year 1988 -89. The City was able to obtain this 6.22 acre parcel for \$175,000 and parcels #1, #2, #3, and #4A were purchased in prior year budgets. This budget provides \$12,500 for purchasing the remaining parcel of the school property.

Parks and Recreation improvements are included in this budget at a cost of \$61,500. The Hollyland Park project begun in the prior fiscal year to provide better lighting at three of the ballfields and to improve the ballfields themselves will be completed in fiscal year 1992-93. Replanting the turf at Sunrise Park on the river is also included in the budget. Under a joint agreement with the local middle school, the City will provide fencing at the school and use their facilities to expand the recreation programs offered by the City.

Several replacement and new vehicles are provided in the 1992-93 budget and include:

4 Police Patrol Vehicles	\$ 56,000
1 Automated Refuse Truck	115,000
1 Rearload Refuse Truck	105,000
1 Stake Body Truck with Recycling Body	23,500
1 Utility Truck with Bins	20,000
1 Utility Truck	15,000

Improvement projects are planned for the stormwater drainage system at a cost of \$300,000. A list of the projects is included in the Capital Outlay section of this document. Also, the budget includes \$35,000 for Street Sweeping which will reduce the amount of sand and debris entering the storm drains and increase the efficiency of the system.

Plans for the near future include discussions with Volusia County Staff and elected officials regarding a joint participation effort to maintain the county-owned canals within the city.

The Water and Sewer Renewal and Replacement Fund will provide for repairs to water filter mechanisms and for interior painting of the elevated tank. It will also provide for replacing the control panels and starters at Lift Stations #4, #6 and #11 and for re-lining a sewer lateral on Carswell Avenue. The anticipated cost of these items is approximately \$101,000.

Other significant factors considered during the development of the Budget are as follows:

1. An across the board Cost of Living wage adjustment of 1.5% and salary adjustments in accordance with the approved pay plan.
2. The retirement contributions to the Florida Retirement System for general employees will increase from 16.99% to 17.75% effective 01/01/93, a .049% increase.
3. Health insurance rates for employees increased by 20% in July, 1992.
4. This budget includes a capital expenditure of \$1,200,000 to renovate City Hall and build a Fire Station. Estimated Debt Service payments on the loan for the first year are included in the budget. A portion of the debt service payments have been allocated to the Enterprise Funds for transfer to the General Fund. Financing plans for this project have not been finalized and adjustments to the budget may be necessary.

5. The Solid Waste budget also includes a loan of \$250,000 to purchase new vehicles and other equipment. Total equipment purchases are budgeted at \$387,500. This loan is anticipated to be repaid in 7 years from Solid Waste revenues.

#### *Revenue Highlights*

Revenues based on current rates and projections fell below the necessary dollars required to provide desired service levels and, therefore, this budget utilizes prior year reserves, loan proceeds and increases in rate charges for trash, dumpsters, water and sewer rates, and stormwater utility fees.

The General Fund revenue projections include additional Ad Valorem Tax (property tax) revenues of \$261,500. This estimate is based on increasing the rolled-back millage rate by one mill or 22.4%. The additional revenues will provide for additional police officers, increased code enforcement activities, debt service payments on a new Fire Station and Fire Truck, and debt service payments for the proposed renovations to City Hall. The proposed rate is \$5.4695 per \$1,000 assessed valuation. The gross taxable value decreased by \$1,014,240 or .39% from the prior year.

A residential garbage and trash pick-up rate of \$12.00 per month is proposed in the Solid Waste Enterprise Fund. This is a 14% increase over the current rate of \$10.50 per month and will provide for a curbside recycling program. The rates for dumpsters are proposed at \$6.75 per cubic yard, an increase of 11% over the current rate of \$6.10 per cubic yard. Roll-off pull charges are also proposed to increase from \$110 to \$120 per pull, a 9% increase. Increased revenues will provide for purchases of new equipment and two additional positions, as well as a curbside recycling program.

The Water and Sewer rates are proposed to increase by 5%. The bond ordinance provides for these rates to be increased by a percentage based on the Consumer Price Index (CPI), which most recently was 3%. An additional 2% is proposed to help meet increased expenditures.

Loan proceeds of \$1,200,000 are included in the General Fund for remodeling City Hall and to build a Fire Station. The Solid Waste Enterprise Fund also anticipates loan proceeds of \$250,000 for 2 new refuse trucks and other equipment.

*Major Work Programs*

The annual budget is financed by and through the four work divisions and departments as follows:

GENERAL GOVERNMENT

City Council  
City Manager  
Finance and Administration  
Civil Service  
Other/Non-departmental

PUBLIC SAFETY

Law Enforcement  
Fire Control  
Protective Inspection

CULTURE/RECREATION

Recreation

PUBLIC SERVICES

Public Works  
Garbage/Solid Waste Control  
Transportation/Road and Street Facilities  
Parks

Public Utilities  
Water Utility Services  
Sewer Services

The *General Government* division performs all the general administrative duties of the City. It provides the necessary support services for all departments and it performs all accounting, budgeting, data processing, collections, purchasing, personnel, records retention and various other functions for the City. Approximately 28% of the General Government budget is charged back to the Water and Sewer Enterprise Fund and the Solid Waste Enterprise Fund.

The *Public Safety* division performs all police activities, firefighting, emergency rescue service, animal control, building, licensing, zoning and code enforcement services. Changes in personnel include two additional police officers and removing the code enforcement responsibilities from a sworn police officer and returning that position to normal police patrol activities. Code enforcement activities will be handled through the Protective Inspection department by one full-time and one part-time Code Enforcement Officers to provide daily coverage and enforcement of City codes.

The *Public Services* division performs city-wide garbage and trash pickups, maintains streets, sidewalks, drainage systems, parks and grounds. It also provides motor vehicle maintenance for all City vehicles. Two additional positions have been budgeted to maintain services in garbage collection and to provide for curbside recycling

The Public Utilities departments are also included in *Public Services*. These departments provide good water to the community, maintain water and sewer lines, wellfields and plant equipment, and treat and dispose of wastewater. No changes in personnel or work programs are planned.

The *Culture/Recreation* division plans and administers various recreational programs and special activities for the community. During the prior fiscal year, changes were made as recommended by a management audit to change the Recreation Director position to a Recreation Supervisor position to provide a more direct relationship to new and established programs. With this new team management system, the City Manager is the administrative authority.

An expenditure summary by fund follows this letter. In summary, this proposed budget provides for normal operations at current service levels and continues the policies set by current and previous City Councils. While we are continuing to provide existing services, we must look for new ways to provide needed services and programs to our community.

Respectfully submitted,

---

Ralph K. Hester  
City Manager

---

Brenda Gubernator  
Finance Director

**CITY OF HOLLY HILL  
SUMMARY OF EXPENDITURES**

<u>Department</u>	<u>Operating</u>	<u>Capital</u>	<u>Debt Service &amp; Reserves</u>	<u>Total</u>
<b><u>GENERAL FUND</u></b>				
General Government	\$1,112,400	\$1,232,000	\$135,000	\$2,479,400
Law Enforcement	\$1,579,000	\$64,000	\$0	\$1,643,000
Fire Control	\$497,860	\$21,100	\$8,500	\$527,460
Protective Inspection	\$154,200	\$1,000	\$0	\$155,200
Transportation/Road & Street	\$807,600	\$316,500	\$0	\$1,124,100
Parks	\$235,000	\$85,500	\$0	\$320,500
Recreation	\$256,500	\$0	\$0	\$256,500
Total Gen Fund	<u>\$4,642,560</u>	<u>\$1,720,100</u>	<u>\$143,500</u>	<u>\$6,506,160</u>
<b><u>LAW ENFORCEMENT TRUST FUND</u></b>				
Law Enforcement	<u>\$10,600</u>	<u>\$9,800</u>	<u>\$0</u>	<u>\$20,400</u>
<b><u>SOLID WASTE ENTERPRISE FUND</u></b>				
Garbage/Solid Waste Control	<u>\$1,220,900</u>	<u>\$387,500</u>	<u>\$163,125</u>	<u>\$1,771,525</u>
<b><u>WATER AND SEWER SYSTEM ENTERPRISE FUND</u></b>				
Water Utility Service	\$757,900	\$28,800	\$0	\$786,700
Sewer Service	\$694,600	\$41,550	\$0	\$736,150
Administrative	\$509,000	\$0	\$0	\$509,000
Debt Service	\$0	\$0	\$1,169,500	\$1,169,500
Renewal & Replacement	\$0	\$101,000	\$0	\$101,000
Total Wtr & Sew Fund	<u>\$1,961,500</u>	<u>\$171,350</u>	<u>\$1,169,500</u>	<u>\$3,302,350</u>
<b>TOTAL EXPENDITURES</b>	<b>\$7,835,560</b>	<b>\$2,288,750</b>	<b>\$1,476,125</b>	<b>\$11,600,435</b>

## MANAGEMENT AND BUDGET POLICIES

The 1991-92 Budget has been prepared in accordance with a number of management and budget policies in mind. Some of the policies are requirements of the City Charter and Code and State law. The balance reflect the financial management actions of the current and previous City Councils.

Listed below are some of the policies guiding the development and implementation of this budget:

1. *Investments* - Safety is the main objective when investing the City's idle funds. Rates are checked on Certificate of Deposit rates at various qualified public depositories and at the State Board of Administration Pooled Investments Account before an investment is made.

2. *Debt Financing* - The City will consider the use of debt financing for one-time capital improvements which will benefit the residents of Holly Hill, when the project life will be no longer than the term of the financing, and when specific resources are found to be sufficient to provide for the debt. The issue of debt limitation is not addressed by the City Charter. The City has traditionally kept annual payments on short-term debt to less than 5% of the budget. For long-term debt, the City uses recent publications, financial advisors, and bond counsel to determine the best method of financing.

3. *Property Taxes* - The City adheres to the "Truth in Millage" state statute governing the determination of millage for taxing authorities. The statute requires strict adherence to a schedule for advertising and holding public hearings; the size of, and language in, the advertisements; the method of fixing

the millage rate; and other limitations.

4. *Financial Reserves* - In the General Fund, an unrestricted reserve of 10-20% of the current budget is recommended for unforeseen emergencies. This budget contains an appropriation to provide a reserve for payments of accrued benefits to retiring employees.

In the Water and Sewer Enterprise Fund, minimum reserves for water and sewer debt service are maintained according to bond ordinance requirements. The Renewal and Replacement Fund has a recommended reserve level of \$150,000. The City has established an operating fund reserve with the goal of achieving three months' operating expenses as a reserve.

The Solid Waste Enterprise Fund budget does not provide for any additions to its reserve for future replacements of equipment due to the start-up of a curbside recycling program. However in future budgets the City intends to build a healthy reserve for renewals and replacements.

5. *Purchasing* - All contracts, when the sum is \$4,500, or less, may be awarded by the City Manager to the lowest and best bidder. When contracts are expected to exceed \$4,500, the City staff solicits sealed bids. Bids are publicly opened, tallied and forwarded to the City Council with staff recommendations. The City Council may award to the lowest and best bidder, or may delegate to the City Manager the power to award said contract.

6. *Personnel and Payroll* - The City is guided by several documents with regard to payroll and personnel matters. These documents include the Civil Service Act, the approved Pay Plan, two union agreements and various policies set forth in the City's Policy Manual.

7. *Pension Plans* - The State of Florida established and manages the Florida Retirement System which covers the City's general employees. The City is currently obligated to contribute 16.99% of gross wages of covered employees, and this rate will increase to 17.75%, effective January 1, 1993.

The Firefighters' Retirement System and the Police Officers' Retirement Trust Fund are governed by two separate

Boards of Trustees appointed by the City Council, and are responsible for the administration of each fund. The City is now contributing 8% of covered gross wages to the police officers' pension fund. The City is not currently contributing any funds to the firefighters' pension fund, contributions are estimated at 8.3% in fiscal year 1992-93 due to increased benefits. The City is responsible for any actuarial deficiency which may arise in either fund. The two pension funds are included in the financial statements of the City, but are not budgeted.

## FINANCIAL STRUCTURE

Currently, the City has three funds that require an annual budget. These funds are the General Fund, Water and Sewer Enterprise Fund, and the Solid Waste Enterprise Fund.

The *General Fund* accounts for all financial resources except those required to be accounted for in another fund. These resources include taxes, state and local shared revenues, license and permit fees, fines, charges for services, interest earnings and other miscellaneous revenues. Some of these revenues may be used for any purpose the City may legally perform. Other revenues are restricted for legal or good managerial reasons to specific purposes.

The expenditure of these resources provide various services to the community. These services are organized into departments within the General Fund and include: Law Enforcement; Fire Control; Protective Services; Transportation/Road and Street Facilities; Parks; Recreation; and the general government departments of the City Council; City Manager; Finance and Administration; Civil Service; and Other General Government.

The City uses a traditional line item budget to account for each revenue source and to account for expenditures and budgeted reserves within each department. The expenditures are classified by type (salaries, supplies, equipment, etc.) and may be further broken down into more descriptive parts such as executive salaries and regular salaries, or office supplies and operating supplies. Some departments have a line item that is unique to that department in order to provide a more detailed accounting of an expenditure.

The modified accrual basis of accounting is used for budgeting the General Fund and any Special Revenue funds. Generally, revenues are recognized in the accounting period when they become susceptible to accrual - that is, when they become both measurable and available to finance expenditures of the accounting period.

Revenues which are considered to be susceptible to accrual include ad valorem taxes (property taxes), sales and use taxes, stormwater utility fees, state and local shared revenues and interest earnings. Utility and franchise taxes, licenses and permits, charges for services, and miscellaneous revenues are recorded as revenue when the cash is received. These revenues are generally not measurable until actually received.

Expenditures are generally recognized when the related liability is incurred. Exceptions to this rule include: (1) accumulated paid vacation, sick pay, and other employee benefit amounts which are not accrued; and (2) principal and interest on general long-term debt which are recorded as expenditures when due.

The *Law Enforcement Trust Fund* is an expendable trust fund established to record confiscated property forfeiture revenues, interest earnings and the expenditure of those revenues for law enforcement purposes. Confiscated property forfeitures are recorded as revenue when the cash is received. Expenditures are generally recognized when the related liability is incurred.

The *Solid Waste Enterprise Fund* is used to account for the provision of Solid Waste services to the community. The cost of providing these services is financed primarily through user charges.

The *Water and Sewer Enterprise Fund* is used to account for the provision of water and sewer services to the community. The cost of providing these services is financed primarily through user charges.

Both enterprise funds also use a line item budget for revenues and expenditures. Revenue sources are composed of operating revenues (water sales, sewer charges, trash sales, other user charges), nonoperating revenues (interest earnings, building rental, etc.) and contributed capital (impact fees connection charges).

Within the Water and Sewer Enterprise Fund there are four "fund" categories: the Operating Fund; the Renewal and Replacement Fund; the Debt Service Fund; and the Construction Fund.

The Operating Fund provides for the expenditures of the Water Utility Service/Water Plant, Sewer Services/Water Pollution Control Plant, and Water and Sewer Administration costs.

The *Renewal and Replacement Fund* is a reserve for future improvements to the water and wastewater systems. Impact fees and their interest earnings are reserved in this fund for major improvements.

The *Debt Service Fund* accounts for the semi-annual payments of principal and interest on outstanding bonds, and for the expenses of the paying agent.

The *Construction Fund* is used to account for the expenditure of the Series 1989 Bond proceeds and interest earned on the proceeds. These resources have been used for the acquisition and construction of major facilities such as the Wastewater Treatment Plant Facility improvements and Water Treatment Facilities improvements.

The accrual basis of accounting is used for both enterprise funds. Revenues are recognized when they are earned, and expenses are recognized when they are incurred. An analysis of unbilled service revenues is done annually and any significant unbilled service revenues are recognized at year end.

The budget is prepared using a modified accrual basis of accounting. The major difference is that fixed asset outlays and debt service payments are included in the budget and depreciation expenses are excluded.

The *Pension Trust Funds* for firefighters and police officers use the accrual basis of accounting. These funds do not require a budget.

The *Agency Fund (Deferred Compensation)* uses the modified accrual basis of accounting and does not require a budget.

## BUDGET PROCESS

The City follows these procedures in preparing, adopting and amending the Annual Budget:

1. By the 15th of April each year the Finance Director distributes budget instructions and forms to the Department Heads along with a Budget Calendar stating actual dates of meetings and deadlines.
2. In May, the Department Heads meet individually with the City Manager and Finance Director regarding their budget needs and documentation.
3. In June, the Finance Department prepares the City Manager's recommended budget and comments, and additional meetings with Department Heads may be held.
4. In July, public workshops are held by the City Council for discussion of expenditure proposals and estimated revenues. A proposed millage rate is set in July and an advertising calendar is prepared in accordance with the "Trim Bill" requirements.
5. In August, the budget is modified to reflect Council consensus and final preparations are made for the first public hearing.
6. In September, two public hearings are held to adopt the budget and a millage rate. The hearings are held and advertised according to State Statutes. The budget is legally enacted through passage of an ordinance.
7. On October 1 of each year the budget finally adopted goes into effect.
8. In June of the following year, preparations are made for amending the current year's budget.
9. In July or August, a first and second reading of the amending ordinance is held and the budget amendments are adopted.
10. The City Manager is authorized to transfer part or all of an unencumbered appropriation balance among programs within a department. This may be done at any time during the year and the City Manager needs only to report it to the Council. Transfers between departments must be accomplished by ordinance.

RESOLUTION NO. 92-R-

A RESOLUTION OF THE CITY OF HOLLY HILL, FLORIDA, ADOPTING A TENTATIVE MILLAGE RATE FOR THE YEAR BEGINNING OCTOBER 1, 1992 FOR THE CITY OF HOLLY HILL, FLORIDA

WHEREAS, the City Council of the City of Holly Hill, Florida is required by Florida Statute 200.011 to certify to the County Property Appraiser the general municipal millage rate established by said Council for the tax year beginning October 1, 1992; and

WHEREAS, the City Council of the City of Holly Hill, Florida, pursuant to Florida Statute 200.065, the TRIM BILL, is required to adopt a tentative budget and a proposed millage rate, said proposed millage rate exceeding the rolled back rate by 22.4%; and

WHEREAS, the City Council of the City of Holly Hill, Florida, is desirous of adopting a tentative millage rate, having given proper notice of both a proposed 22.4% tax increase and the public hearing held with respect to same; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HOLLY HILL, FLORIDA:

Section 1. That the tentative millage rate adopted by the City Council of the City of Holly Hill, Florida, for the tax year beginning October 1, 1992 is 5.4695 (\$5.4695 per \$1,000.00); said tentative millage rate exceeding the rolled back rate by 22.4% which shall be the percentage increase in property taxes.

Section 2. That all resolutions made in conflict with this Resolution are hereby repealed.

Section 3. That this Resolution shall become effective immediately upon its adoption.

The within and foregoing Resolution was read before the City Council of the City of Holly Hill, Florida, at its Special Meeting held in Council Chambers at Sica Hall, 1065 Daytona Avenue, Holly Hill, Florida, on the 9th day of September, A.D. 1992.

It was moved by Councilman \_\_\_\_\_ and seconded by Councilman \_\_\_\_\_ that said Resolution be adopted. A roll call vote of the Council on said motion of the Resolution resulted as follows:

Mayor Thomas C. Ryan \_\_\_\_\_
Councilman Arthur Byrnes \_\_\_\_\_
Councilman J.D. Mellette \_\_\_\_\_
Councilman Robert Chesnowitz \_\_\_\_\_
Councilman James Gaither \_\_\_\_\_

WHEREAS, the Mayor of the City of Holly Hill, Florida, has hereunto set his official signature, duly authorized by the City Clerk, and has caused the official seal of said City to be affixed, all at the City Hall in the City of Holly Hill, this 9th day of September, A.D. 1992, for the purpose of authenticity as is required by law.

THOMAS C. RYAN, MAYOR
CITY OF HOLLY HILL, FLORIDA

ATTEST:

CITY CLERK/MANAGER

ORDINANCE NO.

AN ORDINANCE ADOPTING THE APPROPRIATIONS BUDGET FOR THE CITY OF HOLLY HILL, FLORIDA, FOR THE FISCAL YEAR OCTOBER 1, 1992, THROUGH SEPTEMBER 30, 1993, PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT HEREWITH; PROVIDING FOR THE TERMS AND CONDITIONS THEREOF; AND PROVIDING WHEN THIS ORDINANCE SHALL TAKE EFFECT

WHEREAS, the governing body of each municipality is required to make appropriations for each fiscal year, pursuant to Florida Statute 166.241; and

WHEREAS, it is necessary to adopt a budget, whereby the collection of revenues to offset appropriation expenditures is assured; and

WHEREAS, the City Council of the City of Holly Hill, Florida pursuant to Florida Statute 200.065, the TRIM BILL, held a public hearing and adopted a tentative budget, publicly announcing the percent by which the recomputed proposed millage rate exceeds the rolled back rate.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF HOLLY HILL, FLORIDA:

Section 1. That the attached appropriation budget for the fiscal year October 1, 1992, through September 30, 1993, is hereby approved and adopted as a final budget.

Section 2. That all laws or parts of laws in conflict herewith are hereby repealed.

Section 3. That this Ordinance shall become effective immediately upon its adoption.

Section 4. That this Ordinance shall be posted at City Hall as required by law.

The within and foregoing Ordinance was introduced and read on first reading before the City Council of the City of Holly Hill, Florida, at its Special Meeting held in Council Chambers at Sica Hall on the 9th Day of September, A.D., 1992.

It was moved by Councilman \_\_\_\_\_ and seconded by Councilman \_\_\_\_\_ that said Ordinance be approved on first reading. A roll call vote of the Council held on said motion for approval of

the Ordinance resulted as follows:

Mayor Thomas C. Ryan \_\_\_\_\_
Councilman Arthur Byrnes \_\_\_\_\_
Councilman Robert Chesnowitz \_\_\_\_\_
Councilman J. D. Mellette \_\_\_\_\_
Councilman James Gaither \_\_\_\_\_

The within and foregoing Ordinance was introduced and read on second reading before the City Council of the City of Holly Hill, Florida, at its regular meeting held in Council Chambers at Sica Hall on the 22nd day of September, A.D., 1992.

It was moved by Councilman \_\_\_\_\_ and seconded by Councilman \_\_\_\_\_ that said Ordinance be adopted. A roll call vote of the Council held on said motion to adopt the Ordinance resulted as follows:

Mayor Thomas C. Ryan \_\_\_\_\_
Councilman Arthur Byrnes \_\_\_\_\_
Councilman Robert Chesnowitz \_\_\_\_\_
Councilman J. D. Mellette \_\_\_\_\_
Councilman James Gaither \_\_\_\_\_

Whereupon, the Mayor of the City of Holly Hill, Florida, has hereunto set his official signature, duly attested by the City Clerk, and has caused the official seal of said City to be affixed, all at City Hall in the City of Holly Hill, this 22nd day of September, A.D. 1992, for the purpose of authenticity as is required by law.

THOMAS C. RYAN, MAYOR
CITY OF HOLLY HILL, FLORIDA

ATTEST:

CITY CLERK/MANAGER

**CITY OF HOLLY HILL  
PERSONNEL SUMMARY**

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>
	Budgeted Positions	Budgeted Positions	Budgeted Positions	Budgeted Positions	Budgeted Positions
<b><u>GENERAL GOVERNMENT</u></b>					
<b><u>City Manager</u></b>					
City Manager	1	1	1	1	1
City Manager Secretary	1	1	1	1	1
Receptionist/Office Assistant	1	1	1	1	1
Administration Assistant	0	0	0	1	1
General Service Worker 1	1	1	1	1	1
Carpenter/Tradesworker	<u>1</u>	<u>1</u>	<u>1</u>	<u>0</u>	<u>0</u>
	5	5	5	5	5
<b><u>Finance and Administration</u></b>					
Finance Director	1	1	1	1	1
Deputy Clerk	1	1	1	1	1
Senior Accountant	0	0	1	1	1
Accountant ll	1	1	1	1	1
Payroll Accounting Clerk	2	2	1	1	1
Accounting Clerk	1	1	1	2	2
Chief Computer Operator	1	1	1	1	1
Computer Operator	1	1	1	1	1
Cashier	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
	9	9	9	10	10
<b><u>Civil Service</u></b>					
Secretary	<u>.25</u>	<u>.25</u>	<u>.50</u>	<u>.25</u>	<u>.25</u>
	.25	.25	.50	.25	.25

**CITY OF HOLLY HILL  
PERSONNEL SUMMARY**

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>
	<u>Budgeted Positions</u>	<u>Budgeted Positions</u>	<u>Budgeted Positions</u>	<u>Budgeted Positions</u>	<u>Budgeted Positions</u>
<b><u>PUBLIC SAFETY</u></b>					
<b><u>Law Enforcement</u></b>					
Police Chief	1	1	1	1	1
Captain/Assistant Chief	1	1	1	1	1
Sergeant	5	5	5	4	4
Sergeant/Crime Investigator Division	0	0	0	1	1
Investigators	2	2	2	2	2
Crime Prevention Officer	2	2	2	2	1
Police Officer	12	12	12	12	14
Code Enforcement Officer	1	1	1	1	0
Telecommunicators	5	5	5	5	5
Administrative Assistant	1	1	1	1	1
Secretary CID/Office Asstistant	1	1	1	1	1
Records Clerk/Office Assistant	1	1	1	1	1
Animal Control Office	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
	<b>31</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>33</b>
<b><u>Fire Control</u></b>					
Fire Chief	1	1	1	1	1
Captain	1	1	1	1	1
Fire Inspector EMT	2	2	2	2	2
Driver/Engineers EMT	0	3	3	3	2
Firefighter EMT	<u>6</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>4</u>
	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>
<b><u>Protective Inspection</u></b>					
Building Official	1	1	1	1	1
Code Enforcement Officer	0	0	0	0	1.40
Administrative Assistant	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>3.40</b>

**CITY OF HOLLY HILL  
PERSONNEL SUMMARY**

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>
	Budgeted Positions	Budgeted Positions	Budgeted Positions	Budgeted Positions	Budgeted Positions
<b><u>PUBLIC SERVICES</u></b>					
<b><u>Administration</u></b>					
Public Services Director	1	1	1	1	1
Senior Office Assistant	1	1	1	1	1
Administrative Assistant	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
	3	3	3	3	3
<b><u>Transportation/Road &amp; Street Facilities</u></b>					
Chief Mechanic	1	1	1	1	1
Mechanic	3	2	3	3	3
Equipment/Maintenance Supervisor	0	0	1	1	0
Crew Chief	1	1	1	1	2
Maintenance Worker 11	2	2	5	3	3
Maintenance Worker 1	<u>8</u>	<u>8</u>	<u>5</u>	<u>9</u>	<u>8</u>
	15	14	16	18	17
<b><u>Parks</u></b>					
Public Works Supervisor	1	1	1	1	1
Crew Chief 1	0	0	1	1	0
Maintenance Worker 11	3	3	2	0	0
Maintenance Worker 1	0	0	0	4	4
Gardener	1	1	1	1	1
Assistant Gardener	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
	6	6	6	8	7
<b><u>Recreation</u></b>					
Director	1	1	1	1	0
Recreation Supervisor	1	1	1	1	2
Administrative Assistant	1	1	1	1	1
Maintenance Worker	<u>1.5</u>	<u>1.5</u>	<u>1.5</u>	<u>1.5</u>	<u>1.5</u>
	4.5	4.5	4.5	4.5	4.5

**CITY OF HOLLY HILL  
PERSONNEL SUMMARY**

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>
	Budgeted Positions	Budgeted Positions	Budgeted Positions	Budgeted Positions	Budgeted Positions
<b><u>PUBLIC SERVICES CON'T</u></b>					
<b><u>Garbage/Solid Waste Control</u></b>					
Deputy Director - Public Works	1	1	1	1	1
Mechanic	0	1	1	1	1
Refuse Truck Driver/Operator	7	8	6	5	5
Refuse Driver/Collector	3	2	2	4	6
Maintenance Specialist	<u>1</u>	<u>1</u>	<u>1</u>	<u>0</u>	<u>0</u>
	<b>12</b>	<b>13</b>	<b>11</b>	<b>11</b>	<b>13</b>
<b><u>PUBLIC UTILITIES</u></b>					
<b><u>Water Utility Service/Water Plant</u></b>					
Duputy Director - Public Utilities	1	1	1	1	1
Chief Water Plant Operator	1	1	1	1	1
Lab Technician	0	0	1	1	1
Water Plant Operator	3	3	2	3	3
Water Plant Operator Trainee	1	1	1	0	0
Utility Mechanic Supervisor	0	0	1	1	0
Utility Mechanic	2	2	2	3	3
Maintenance Supervisor	0	0	0	0	1
Meter Reader	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
	<b>10</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>12</b>
<b><u>Sewer Service/Water Pollution Control Plant</u></b>					
Chief Operator	0	0	1	0	0
Plant Operator	4	3	2	2	2
Plant Operator Trainee	1	2	2	3	3
Utility Mechanic	3	3	3	3	3
Driver	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>
<b>TOTAL PERSONNEL</b>	<b>116.75</b>	<b>116.75</b>	<b>118.00</b>	<b>123.75</b>	<b>127.15</b>

**COMBINED BUDGET SUMMARY**

**PROPOSED 1992-93**

**REVENUES**

TOTAL TAXES	\$3,223,500
LICENSES & PERMITS	\$144,000
STATE & LOCAL SHARED REVENUES	\$771,000
CHARGES FOR SERVICES	\$73,400
OTHER REVENUES	\$156,400
SOLID WASTE REVENUES	\$1,521,525
WATER & SEWER REVENUES	\$3,088,200
TRANSFERS IN	\$564,900
APPROPRIATED RESERVES	\$607,510
DEBT PROCEEDS	\$1,450,000

**TOTAL REVENUES** **\$11,600,435**

**EXPENDITURES**

GENERAL GOVERNMENT	\$2,344,400
PUBLIC SAFETY	\$2,337,560
PUBLIC SERVICES	\$1,444,600
CULTURE/RECREATION	\$256,500
PUBLIC UTILITIES	\$1,555,850
SOLID WASTE	\$1,519,500
DEBT SERVICE	\$1,476,125
TRANSFERS OUT	\$564,900
RENEWAL & REPLACEMENT	\$101,000
CONSTRUCTION FUND	\$0

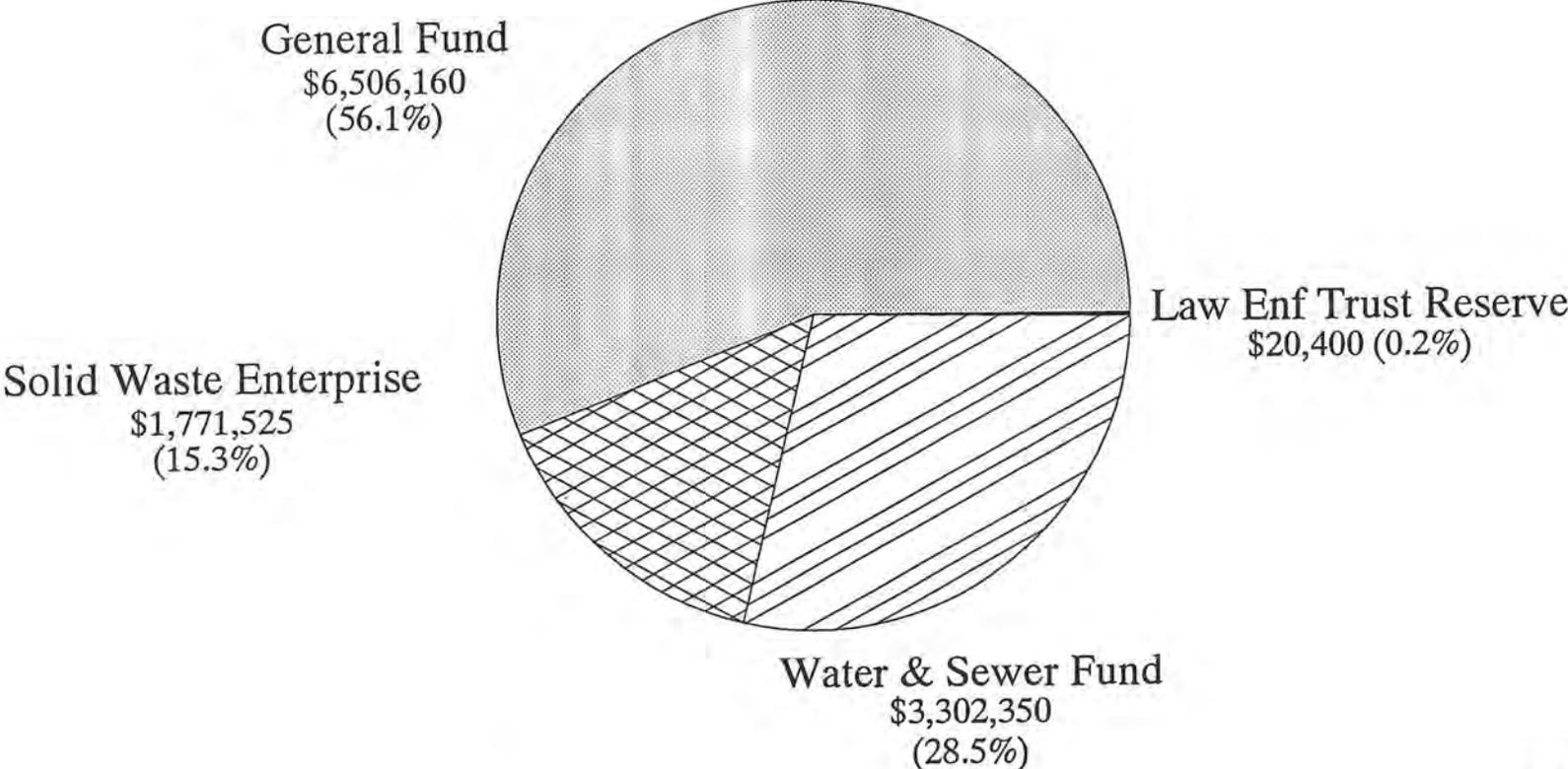
**TOTAL EXPENDITURES** **\$11,600,435**

# City of Holly Hill

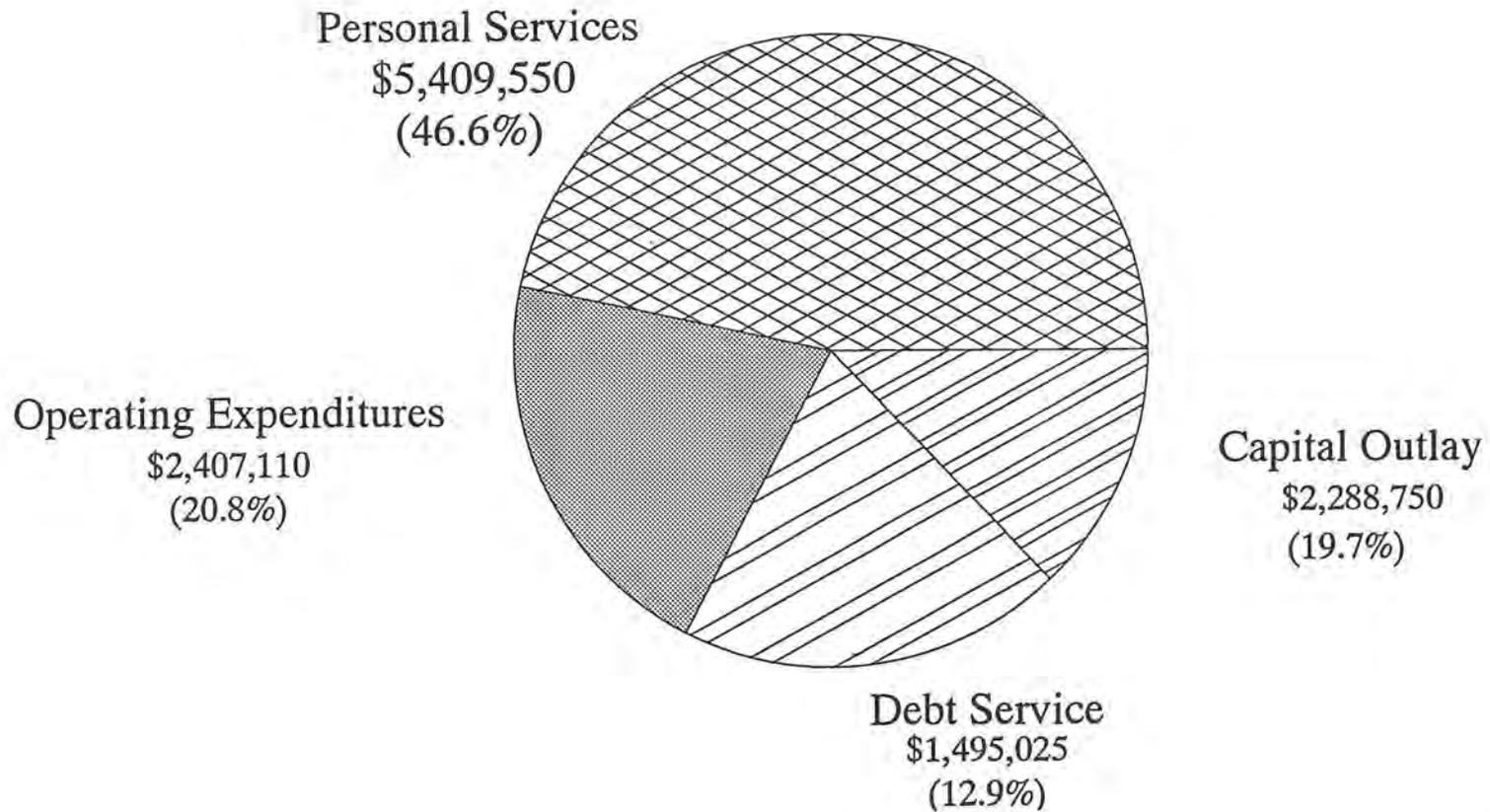
## All Funds Revenues

1992 - 1993

\$11,600,435



**City of Holly Hill**  
**All Funds Expenditures**  
1992 - 1993  
\$11,600,435



## EXPENDITURE COMPARISON

	1988-89 ACTUAL	1989-90 ACTUAL	1990-91 ACTUAL	1991-92 AMENDED	1992-93 PROPOSED	% CHANGE
General Government	\$1,052,333	\$1,267,856	\$1,370,059	\$1,445,300	\$2,479,400	71.5%
Public Safety	\$1,628,970	\$1,802,251	\$1,859,666	\$2,236,030	\$2,325,660	4.0%
Public Services	\$936,486	\$984,599	\$1,031,467	\$1,060,350	\$1,444,600	36.2%
Culture/Recreation	\$199,008	\$207,483	\$362,487	\$248,000	\$256,500	3.4%
Transfers	\$35,000	\$0	\$0	\$0	\$0	0.0%
<b>Total General Fund</b>	<b>\$3,851,797</b>	<b>\$4,262,189</b>	<b>\$4,623,679</b>	<b>\$4,989,680</b>	<b>\$6,506,160</b>	<b>30.4%</b>
Law Enforcement Trust	\$335	\$40,869	\$19,976	\$29,500	\$20,400	-30.8%
<b>Total Special Revenue Funds</b>	<b>\$335</b>	<b>\$40,869</b>	<b>\$19,976</b>	<b>\$29,500</b>	<b>\$20,400</b>	<b>-30.8%</b>
Solid Waste	\$1,155,954	\$1,063,054	\$1,005,292	\$1,562,600	\$1,771,525	13.4%
<b>Total Solid Waste</b>	<b>\$1,155,954</b>	<b>\$1,063,054</b>	<b>\$1,005,292</b>	<b>\$1,562,600</b>	<b>\$1,771,525</b>	<b>13.4%</b>
Water and Sewer	\$1,430,246	\$1,490,074	\$1,650,122	\$1,913,800	\$2,031,850	6.2%
Renewal and Replacement	\$50,000	\$211,510	\$108,358	\$311,000	\$101,000	-67.5%
Debt Service	\$996,224	\$870,325	\$1,162,516	\$1,166,000	\$1,169,500	0.3%
Construction Fund	\$170,727	\$5,436,903	\$2,594,600	\$773,300	\$0	-100.0%
<b>Total Water and Sewer Funds</b>	<b>\$2,647,197</b>	<b>\$8,008,812</b>	<b>\$5,515,596</b>	<b>\$4,164,100</b>	<b>\$3,302,350</b>	<b>-20.7%</b>
<b>TOTAL ALL FUNDS</b>	<b>\$7,655,283</b>	<b>\$13,374,924</b>	<b>\$11,164,543</b>	<b>\$10,745,880</b>	<b>\$11,600,435</b>	<b>8.0%</b>

## CAPITAL OUTLAY

Requests are submitted by department heads for necessary capital outlay and capital improvement projects to the City Manager when they submit their operating budgets. Items that are considered capital outlay cost more than \$500, and result in a fixed asset for the City. The requests include cost, description, and justification for the need. The department heads each meet with the City Manager and the Finance Director and items are prioritized and discussed.

The City Manager then reviews the departmental requests, again meets with the department heads and funds the items he deems necessary. A proposed budget, with the City Manager's

recommendations is submitted to the City Council. A list of items proposed by the departments, but not recommended by the City Manager is also given to the Council. The Council then conducts public workshops to discuss the requests. Changes are made according to Council instructions and the proposed budget is revised.

Two public hearings are held in September, and the final budget and millage rate are adopted at the second public hearing.

## CAPITAL OUTLAY

A list of Capital Outlay items proposed for each department is noted below:

	ITEM COST	TOTAL COST
<b>General Government</b>		<b>\$1,232,000</b>
Remodel City Hall, Build Fire Station	1,200,000	
Final School Parcel Payment	12,500	
Mail Machine, Electronic Scale	4,000	
Microfilm Printer/Reader	3,500	
Computer Systems	10,000	
Miscellaneous Equipment	2,000	
<b>Law Enforcement</b>		<b>\$64,000</b>
4 Vehicles (patrol)	56,000	
4 Light Bars	2,400	
8 Cages	2,400	
Polaroid ID Camera	3,000	
<b>Fire Control</b>		<b>\$21,100</b>
Hazmat Control Software	1,300	
"Gas" Detector	2,300	
New Furniture (replacement)	3,000	
Lightbar Replacement - New Warning Lights	6,000	
2 Ventilation Fans	2,470	
Intercar Vision System / TV & Camera	2,000	
Radio Interface & Communications	2,000	
Bunker Gear	2,000	
<b>Protective Inspection</b>		<b>\$1,000</b>
Computer Upgrade	1,000	

## CAPITAL OUTLAY

A list of Capital Outlay items proposed for each department is noted below:

	ITEM COST	TOTAL COST
<b>Transportation/Road &amp; Street Facilities</b>		<b>\$316,500</b>
Grove Canal Culvert Replacement at 10th & 8th Streets	80,000	
Construct Orange Avenue Improvements	7,850	
Construct Grove Street Improvements	6,350	
Construct Magnolia Ave. & Marlene Dr at 8th Street Improvements	53,650	
Construct Carswell Ave & 6th Street Improvements	142,750	
Construct Woodward Ave Improvements (Between Walker & 14th)	4,000	
Miscellaneous Expenses (Right-of-Way, Easements, Etc.)	5,400	
Boom Arm	12,000	
Tire Changer	2,700	
Utility Trailer	1,800	
<b>Parks Department</b>		<b>\$85,500</b>
Hollyland Park - Complete Red & Green Fields	15,000	
Hollyland Park - Reconstruct Brown Field	35,000	
Sunrise Park - Replant Turf	5,000	
H.H. Middle School - Fencing	6,500	
Reel Mower	6,500	
Top Dresser (Tractor Drawn)	6,200	
AMT Transport	4,300	
Aerator (Tractor Drawn)	2,650	
2 Edgers	1,300	
2 Mowers	1,610	
Boom Sprayer	700	
Spreader (Tractor Drawn)	600	
<b>Law Enforcement Trust Fund</b>		<b>\$9,800</b>
Unitel 245	6,595	
Disguise Transmitter "Walkman"	1,615	
Disguised Transmitter "Radar Det"	1,495	

## CAPITAL OUTLAY

A list of Capital Outlay items proposed for each department is noted below:

	ITEM COST	TOTAL COST
<b>Garbage/Solid Waste Control Services</b>		<b>\$387,500</b>
Automated Refuse Truck	115,000	
Rearload Refuse Truck	105,000	
90-gal Containers	87,500	
Recycle Trailer	20,000	
One-ton Stake Body Recycle Truck	19,500	
Dumpsters	10,000	
Magnetic Retarder	8,500	
Recycle Body for Recycle Truck	4,000	
Recycling Bins	18,000	
<b>Water Treatment Plant</b>		<b>\$28,800</b>
One-ton Utility Truck with Bins & Radio	20,000	
Water Meters	5,000	
3 Fire Hydrants	1,800	
Miscellaneous Software & Upgrades	2,000	
<b>Water Pollution Control Plant</b>		<b>\$41,550</b>
CADD/GIS System - Processor, Software, & Plotter	22,000	
Utility Truck with Radio	15,000	
Time Management Software	2,000	
Handheld Portable Radio with Headsets	1,500	
Noise Attenuating Headset	1,050	
<b>Renewal &amp; Replacement</b>		<b>\$101,000</b>
Sewage Pumping Station Control System Repairs (3 )	22,500	
Sewer Lateral 1-F Relining (Carswell Ave So of 2nd Street)	13,000	
Elevated Tank - Paint Interior & Touch-up Exterior	25,000	
Water Plant Filter Repairs	40,500	
<b>Total Capital Outlay</b>		<b>\$2,288,750</b>

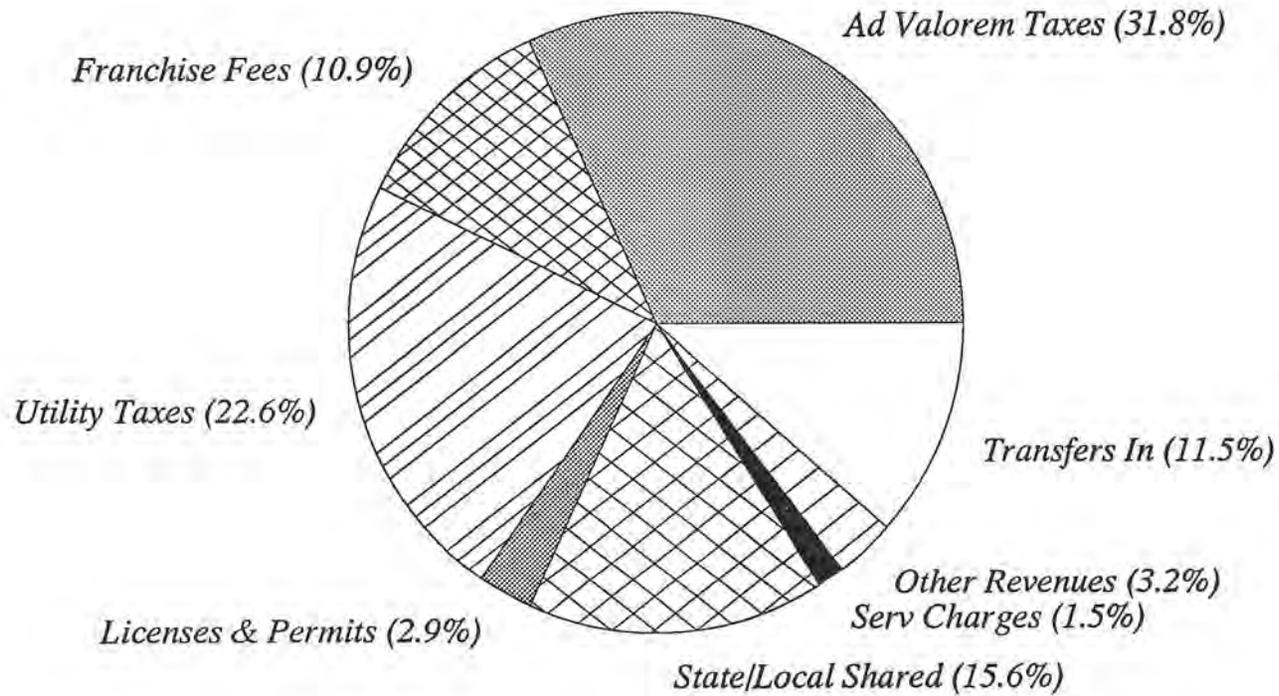


**GENERAL FUND**

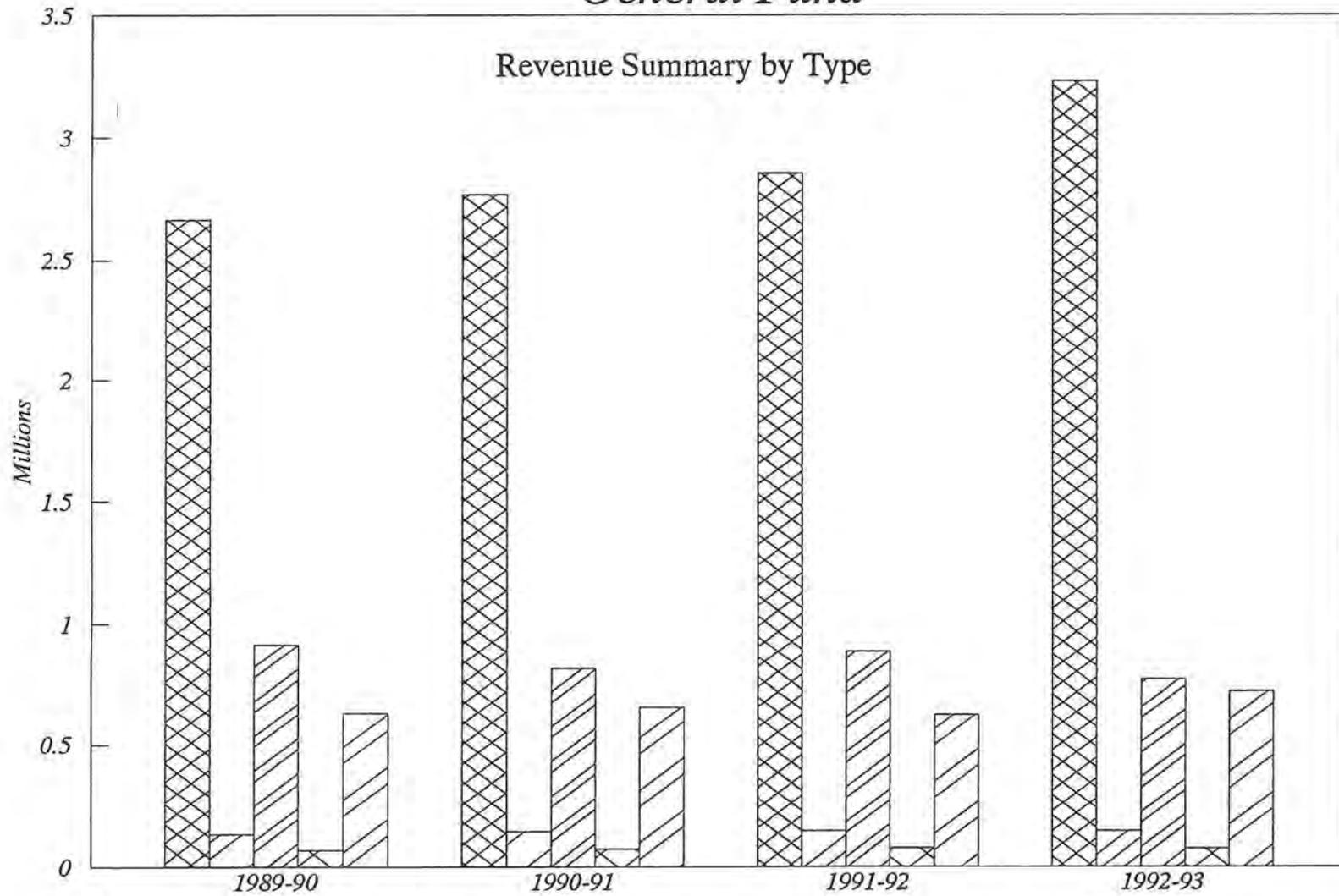
**ANNUAL BUDGET**

**1992 - 1993**

*General Fund Revenues*  
1992-93 Budget  
\$6,506,160



# General Fund



Taxes
  Lic. & Permits
  St./Local Shared
  Charges for Serv.
  Other Revenue

## GENERAL FUND REVENUE EXPLANATION

### *Property Tax Revenue*

The General Fund revenue projections include additional ad valorem tax revenue of \$261,500. This estimate is based on the rolled-back millage rate of \$4.46952 plus one mill totaling \$5.4695 per \$1,000 assessed valuation of \$261,193,586. The proposed millage rate represents a 22.4% increase over the rolled-back rate. The current year gross taxable value decreased by \$1,014,240, or .39% from the 1991 final gross taxable value of \$263,285,944. The following table provides a summary of the City's anticipated tax collections at the rate of 98% estimated collections.

Gross taxable value	\$262,271,704
Less exemptions	
(new construction + additions - deletions)	1,078,118
Adjusted taxable value	261,193,586
Rate per \$1,000	5.4695
1992-93 tax levy	1,428,598
Estimated % of collections	98%
Estimated current tax collections	1,400,026

### *Sales and Use Taxes*

The City receives a percentage of the first four cents (\$.04) per gallon of local option gas tax charged in Volusia County based on a formula using the City's real property assessments and current population. This revenue, estimated at \$150,000 is based on current average receipts. The City's dollar amount has been decreasing each year due to a shrinking percentage of total assessments and population.

Local Option Gas Tax revenue is restricted by F.S.S.

336.025(C) to "transportation expenditures". These expenditures include road and street maintenance and equipment, drainage, street lighting, engineering, signalization and bridge maintenance as well as other transportation expenditures.

### *Franchise Fees*

Based on eight months' collections, revenue from franchise fees is anticipated to increase by \$15,000, over the 1991-92 amended estimates. The following table shows the franchise fee charged to various companies:

Florida Power & Light	6%
Southern Bell	1%
Peoples Gas	6%
Cablevision Industries	3%

### *Utility Service Taxes*

Based on current and historical revenue information, the electric, telephone and gas utility taxes is anticipated to increase by \$28,000. The stormwater utility fee revenue is anticipated at \$271,000, based on current year estimates and an increase of .50 per month per equivalent residential unit. This revenue is used for maintenance and repairs to the storm drainage system and for new projects.

### *Licenses and Permits*

Revenue from occupational licenses is anticipated to remain the same as for the 1991-92 budget. Based on eight months'

collections, permit fees are anticipated to remain approximately the same as the 1991-92 estimates.

#### *State Shared Revenues*

This revenue is received from the State for grants, one-half cent of the state sales tax, cigarette tax, mobile home licenses, alcoholic beverage licenses, and motor fuel tax rebate. The State Revenue Sharing line item is composed of both cigarette taxes and the 8th cent motor fuel tax. Currently, 33% of the City's State Revenue Sharing funds are from the 8th cent motor fuel tax. This amount, approximately \$92,400, is restricted by F.S.S. 206.605(3) to road use only. This use includes the purchase of transportation facilities and road and street rights-of-way, construction reconstruction and maintenance of roads and streets. The F.S.S. 206.625(1) provides that the return of tax paid by the City (Motor Fuel Tax Rebate) will also be used for roads and streets construction, reconstruction, and maintenance.

Anticipated collections of most state shared revenues is expected to decrease. No state grant funds have been anticipated.

#### *Local Shared Revenues*

This revenue is monies received from the County for grants and for the City share of County licenses. The city has not anticipated receiving any grants from the Port Authority in the budget. Based on eight months' collections, the city's share of county licenses is expected to remain the same.

#### *Fines and Forfeitures*

Based on current projections no changes are anticipated for court fines or police education. A new parking violation ordinance recently approved will result in parking tickets being

issued and additional revenue of \$3,900 is projected.

#### *Interest Earnings*

Due to falling interest rates and an anticipated decrease in the available funds to be invested, interest earnings are based on average investments of \$1.2 million at a rate of 4%.

#### *Miscellaneous Revenues*

Surplus Sales - The City anticipates that obsolete equipment items will be sold at auction for an estimated \$10,000.

Other Miscellaneous Revenue - Current projections indicate no significant change for 1992-93.

#### *Appropriated Fund Balances and Reserves*

Prior year cash reserves of \$146,460 and \$2,500 will be used to fund capital equipment items and additional police education. An appropriation of \$224,000 from stormwater utility reserves is also included to fund major projects.

#### *Transfers*

Transfers from the Water and Sewer Enterprise Fund and the Solid Waste Enterprise Fund totalling \$564,900 will defray those funds' administrative expenses and share of debt service payments for City Hall Renovations budgeted in the General Fund.

#### *Loan Proceeds*

Loan proceeds of \$1.2 million for renovating City Hall and building a Fire Station are anticipated in this budget.

FUND ACCOUNT		ACCOUNT NAME	1988-89 ACTUAL	1989-90 ACTUAL	1990-91 ACTUAL	1991-92 BUDGET	1991-92 AMENDED	1992-93 PROPOSED
<b>AD VALOREM TAXES</b>								
001	311.100	Current Ad Valorem Taxes	\$923,042	\$1,083,337	\$1,104,519	\$1,138,000	\$1,138,500	\$1,400,000
001	311.200	Delinquent Ad Valorem Taxes	3,205	10,531	10,339	20,000	20,000	20,000
		Sub-total Ad Valorem Taxes	\$926,247	\$1,093,868	\$1,114,858	\$1,158,000	\$1,158,500	\$1,420,000
<b>SALES AND USE TAXES</b>								
001	312.410	Local Option Gas Tax	\$167,427	\$164,720	\$153,258	\$175,000	\$150,000	\$150,000
001	312.420	Local Altern. Fuel Decal User Fee	146	0	1,376	0	0	0
		Sub-total Sales and Use Taxes	\$167,573	\$164,720	\$154,634	\$175,000	\$150,000	\$150,000
<b>FRANCHISE FEES</b>								
001	313.100	Electricity	\$416,550	\$430,077	\$442,585	\$470,000	\$456,000	\$470,000
001	313.200	Telephone & Telegraph	13,727	13,652	14,385	15,000	15,000	15,000
001	313.400	Gas	19,217	16,731	15,567	16,000	19,000	19,000
001	313.500	CATV	27,876	30,009	30,513	31,000	34,000	35,000
		Sub-total Franchise Fees	\$477,370	\$490,469	\$503,050	\$532,000	\$524,000	\$539,000
<b>UTILITY SERVICE TAXES</b>								
001	314.100	Electricity	\$569,175	\$606,192	\$608,956	\$610,000	\$633,500	\$647,500
001	314.200	Telephone & Telegraph	128,215	135,009	141,422	140,000	132,000	142,000
001	314.400	Gas	28,903	38,553	43,802	44,000	50,000	54,000
001	314.900	Stormwater Management Utility	66,508	136,340	203,515	200,000	205,000	271,000
		Sub-total Utility Taxes	\$792,801	\$916,093	\$997,695	\$994,000	\$1,020,500	\$1,114,500
		<b>Total Taxes</b>	<b>\$2,363,991</b>	<b>\$2,665,150</b>	<b>\$2,770,237</b>	<b>\$2,859,000</b>	<b>\$2,853,000</b>	<b>\$3,223,500</b>

FUND ACCOUNT		ACCOUNT NAME	1988-89 ACTUAL	1989-90 ACTUAL	1990-91 ACTUAL	1991-92 BUDGET	1991-92 AMENDED	1992-93 PROPOSED
<b>LICENSES &amp; PERMITS</b>								
001	321.100	Professional & Occupational Licenses	\$82,858	\$97,435	\$109,191	\$106,000	\$106,000	\$106,000
001	322.100	Building Permits	13,439	13,059	14,255	14,000	14,000	14,000
001	322.110	Electrical Permits	5,302	6,558	4,878	7,000	8,500	8,500
001	322.120	Plumbing Permits	2,119	2,317	2,352	2,500	4,500	4,500
001	322.130	Mechanical Permits	2,887	2,813	2,678	3,000	3,000	3,000
001	329.100	Other Licenses & Permits	7,695	9,559	8,115	8,000	8,000	8,000
Sub-total Licenses & Permits			\$114,300	\$131,742	\$141,469	\$140,500	\$144,000	\$144,000
<b>STATE SHARED REVENUES</b>								
001	334.150	Dept of Community Affairs	\$12,765	\$0	\$21,447	\$0	\$7,000	\$0
001	334.750	State Grant (49,000 + 67,500)	5,000	63,584	(63,584)	0	74,000	0
001	335.110	Two Cents Additional Cigarette Tax	48,857	49,216	44,601	50,000	42,000	40,000
001	335.120	State Revenue Sharing	328,409	319,801	294,228	309,000	288,000	280,000
001	335.140	Mobile Home Licenses	12,639	12,627	12,499	13,000	13,000	13,000
001	335.150	Alcoholic Beverage Licenses	11,919	8,044	11,451	10,000	10,000	11,000
001	335.180	Half Cent Sales Tax	402,024	413,263	406,533	405,000	403,000	403,000
001	335.410	Motor Fuel Tax Rebate	5,473	4,265	4,946	4,500	3,700	4,000
Sub-total State Shared Revenues			\$827,087	\$870,801	\$732,121	\$791,500	\$840,700	\$751,000
<b>LOCAL SHARED REVENUES</b>								
001	337.400	Co Contrib/Sidewalks	\$0	\$24,000	\$0	\$0	\$0	\$0
001	337.700	Port Authority	0	0	31,250	0	25,000	0
001	337.710	Co Land Acquisition Fund	0	0	31,250	0	0	0
001	338.200	City Share of County Licenses	19,905	20,757	20,544	20,000	20,000	20,000
Sub-total Local Shared Revenues			\$19,905	\$44,757	\$83,044	\$20,000	\$45,000	\$20,000
Total Shared Revenues			\$846,992	\$915,558	\$815,165	\$811,500	\$885,700	\$771,000

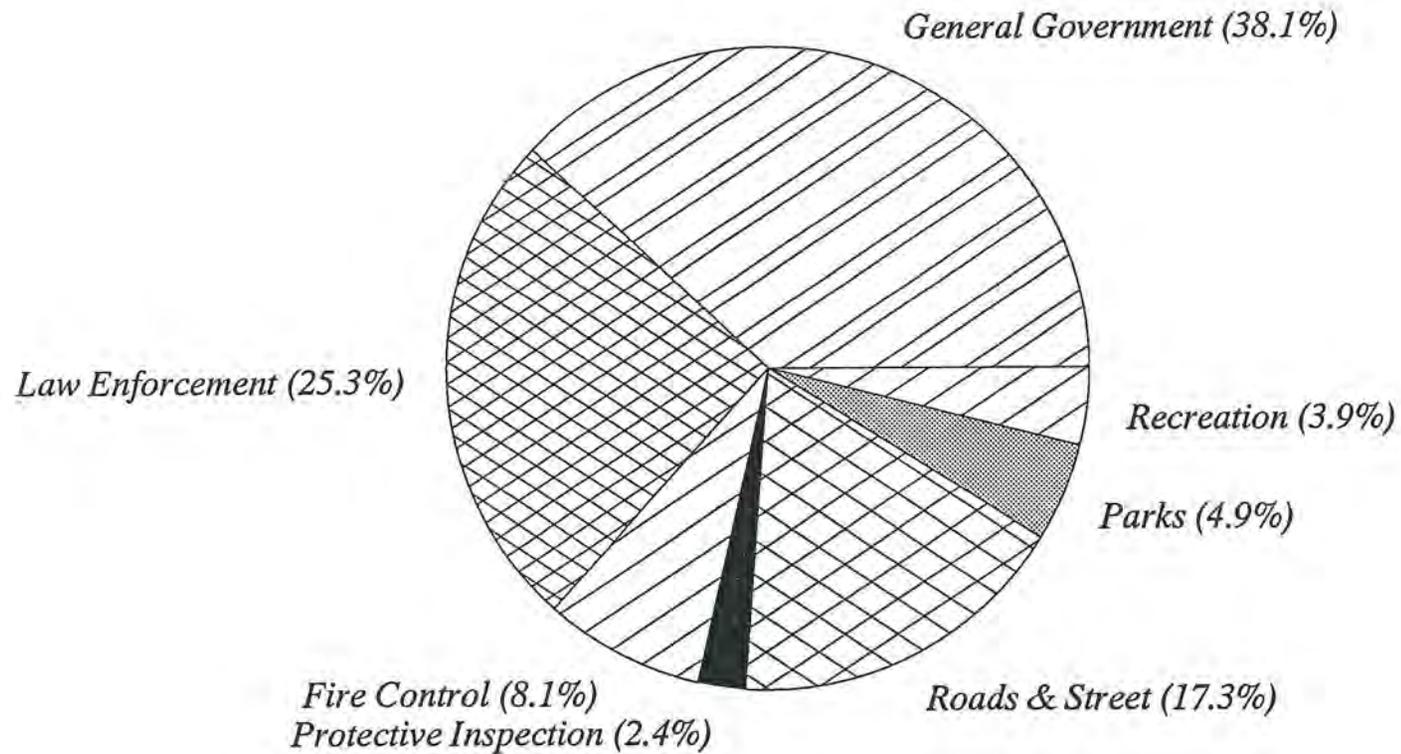
FUND ACCOUNT		ACCOUNT NAME	1988-89 ACTUAL	1989-90 ACTUAL	1990-91 ACTUAL	1991-92 BUDGET	1991-92 AMENDED	1992-93 PROPOSED
<b>CHARGES FOR SERVICES</b>								
001	341.200	Zoning Fees	\$2,330	\$2,726	\$3,974	\$3,000	\$3,900	\$3,900
001	341.210	Legal Ad Reimbursements	0	0	1,755	1,500	1,900	1,900
001	341.300	Sales of Maps/Publications	452	385	258	600	600	600
001	341.400	Certifications/Xerox Copies	1,086	1,167	1,037	1,000	1,000	1,000
001	342.100	Police Services	3,815	2,687	3,195	4,000	3,500	3,500
001	347.210	Program Activity Fees	50,154	53,818	54,179	50,000	54,000	54,000
001	347.430	Special Events	0	0	0	1,000	1,000	0
001	347.530	Sica Hall Revenues	6,749	6,237	7,231	7,000	8,500	8,500
Sub-total Charges for Services			\$64,585	\$67,020	\$71,629	\$68,100	\$74,400	\$73,400
<b>FINES &amp; FORFEITURES</b>								
001	351.100	Court Fines	\$69,560	\$73,851	\$62,775	\$75,000	\$80,000	\$80,000
001	351.300	Police Education	3,773	4,002	3,087	4,000	3,500	3,500
001	351.500	Code Enforcement Fines	0	8,398	0	0	0	0
001	351.600	Parking Violations (125 @ \$15; 25 @ \$100)	0	0	0	0	0	3,900
Sub-total Fines & Forfeitures			\$73,333	\$86,251	\$65,862	\$79,000	\$83,500	\$87,400
<b>INTEREST EARNINGS</b>								
001	361.100	Investments	\$54,016	\$57,591	\$54,956	\$57,000	\$22,000	\$16,000
001	361.200	Investments/State Bd of Administration	\$61,697	\$84,060	\$61,538	\$68,000	\$42,000	\$32,000
Sub-total Interest Earnings			\$115,713	\$141,651	\$116,494	\$125,000	\$64,000	\$48,000
<b>SALES &amp; COMPENSATION/LOSS OF FIXED ASSETS</b>								
001	364.410	Surplus Sales (Equip., Land, Bldgs.)	\$18,580	\$22,237	\$8,779	\$10,000	\$10,000	\$10,000
001	364.420	Insurance Proceeds/Loss	3,276	11,687	0	1,000	0	0
Sub-total Sales & Compensation			\$21,856	\$33,924	\$8,779	\$11,000	\$10,000	\$10,000

FUND ACCOUNT		ACCOUNT NAME	1988-89 ACTUAL	1989-90 ACTUAL	1990-91 ACTUAL	1991-92 BUDGET	1991-92 AMENDED	1992-93 PROPOSED
<b>CONTRIBUTIONS</b>								
001	366.900	Contributions & Donations	\$4,860	\$1,875	\$6,333	\$1,000	\$1,200	\$0
001	363.110	Drainage Improvements	0	0	0	0	31,000	0
		Sub-total Contributions	\$4,860	\$1,875	\$6,333	\$1,000	\$32,200	\$0
<b>OTHER MISCELLANEOUS REVENUES</b>								
001	365.100	Scrap Sales	\$0	\$0	\$407	\$0	\$1,000	\$1,000
001	369.900	Other Miscellaneous Revenue	17,443	21,043	99,367	10,000	10,000	10,000
001	369.910	Lime & Sludge Bed Cleaning	7,364	5,356	958	4,000	0	0
		Sub-total Other Misc. Revenues	\$24,808	\$26,399	\$100,732	\$14,000	\$11,000	\$11,000
		Total Misc. Revenue	\$167,236	\$203,849	\$232,338	\$151,000	\$117,200	\$69,000
<b>APPROPRIATIONS</b>								
001	380.100	Appropriated Fund Balance	\$0	\$0	\$204,442	\$182,815	\$244,880	\$146,460
		Appropriated Reserve for Police Education	0	0	0	0	2,500	2,500
		Appropriated Reserve for Storm Drainage	0	0	0	0	40,000	224,000
<b>CONTRIBUTIONS FROM ENTERPRISE OPERATIONS</b>								
001	382.100	Transfer From Water & Sewer Fund	\$300,000	\$340,000	\$357,000	\$379,700	\$379,700	\$476,000
001	382.200	Transfer From Solid Waste Fund	\$0	\$0	\$0	\$43,300	\$43,300	\$88,900
		Sub-total Contr. From Enterprise	\$300,000	\$340,000	\$357,000	\$423,000	\$423,000	\$564,900
<b>LOAN PROCEEDS</b>								
001	384.100	Loan Proceeds	\$432,000	\$0	\$0	\$130,000	\$121,500	\$1,200,000
		Total Non Revenues	\$732,000	\$340,000	\$561,442	\$735,815	\$831,880	\$2,137,860
		<b>Total General Fund Revenues</b>	<b>\$4,362,437</b>	<b>\$4,409,571</b>	<b>\$4,658,142</b>	<b>\$4,844,915</b>	<b>\$4,989,680</b>	<b>\$6,506,160</b>

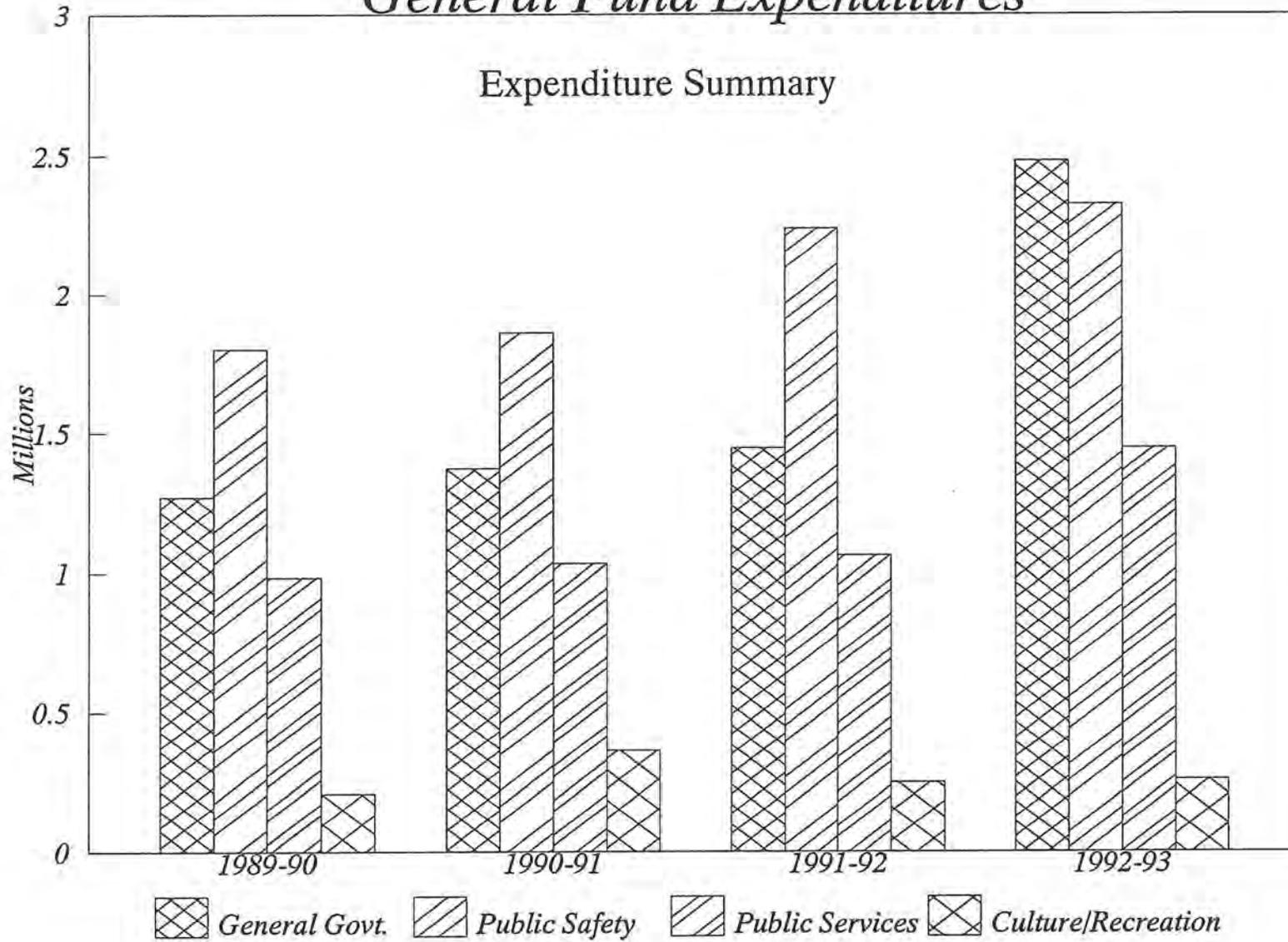
# General Fund Expenditures

1992-93 Budget

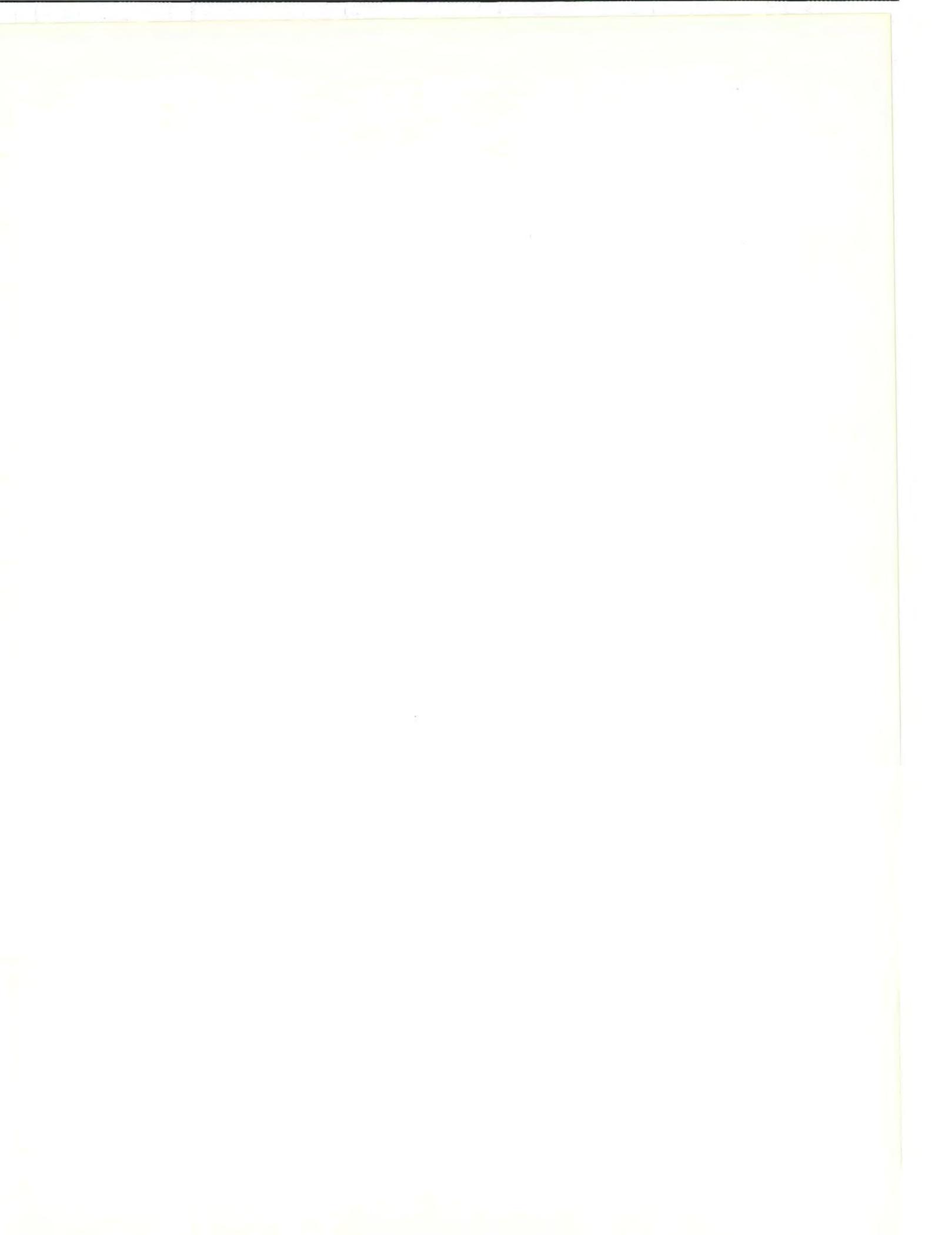
\$6,506,160



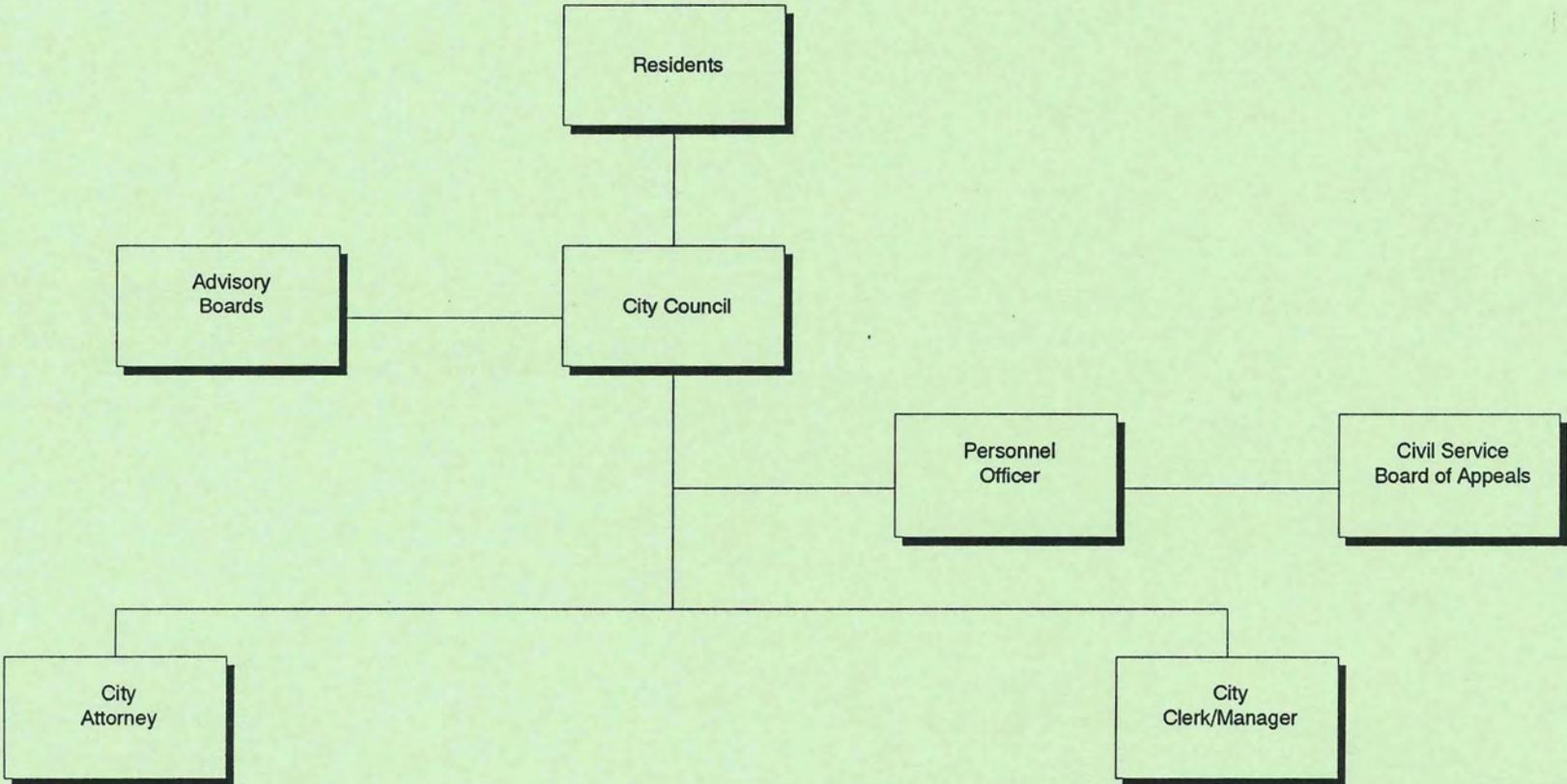
# General Fund Expenditures







# City Council



## CITY COUNCIL

<i>EXPENDITURES</i>	ACTUAL <u>1988-90</u>	ACTUAL <u>1989-90</u>	ACTUAL <u>1990-91</u>	BUDGET <u>1991-92</u>	AMENDED <u>1991-92</u>	PROPOSED <u>1992-93</u>
Personal Services	\$36,263	\$42,864	\$45,996	\$47,000	\$37,500	\$16,000
Operating Expenses	<u>1,080</u>	<u>5,197</u>	<u>5,171</u>	<u>5,900</u>	<u>17,300</u>	<u>36,500</u>
TOTAL	\$37,343	\$48,060	\$51,167	\$52,900	\$54,800	52,500

### *SIGNIFICANT EXPENDITURE CHANGES*

1. None

### *ACTIVITY DESCRIPTION*

The City Council is the governing body of the City, responsible for making and enforcing the laws and regulations of the City. Policy decisions regarding types and levels of services to be provided are also the responsibility of the council.

The City Council consists of the Mayor and four council members. They are elected on a city-wide basis for a two-year term in December of odd-numbered years. They share equal voting powers.

The City Council appoints the City Manager, City Attorney, City Engineers, City Auditors and various members of advisory boards, all of whom serve at the pleasure of the council.

### *ACTIVITY GOALS*

1. Represent the residents of Holly Hill by formulating and enacting public policy and by providing the leadership necessary to meet community needs.

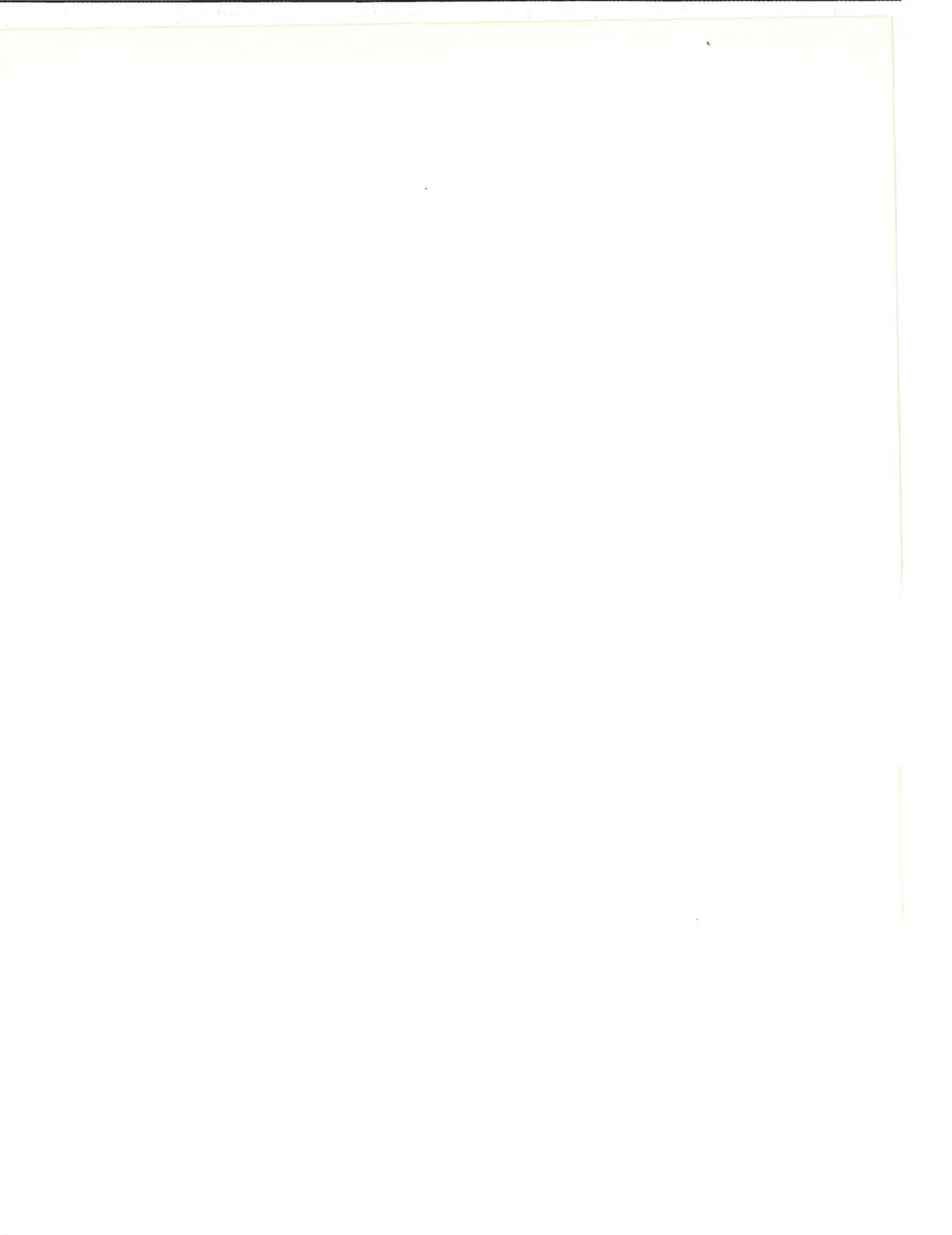
### *ACTIVITY OBJECTIVES*

1. Review, evaluate and adopt the annual budget.
2. Review, evaluate and adopt a five-year capital improvement plan.
3. Review and evaluate alternative uses of the school property adjacent to City Hall.

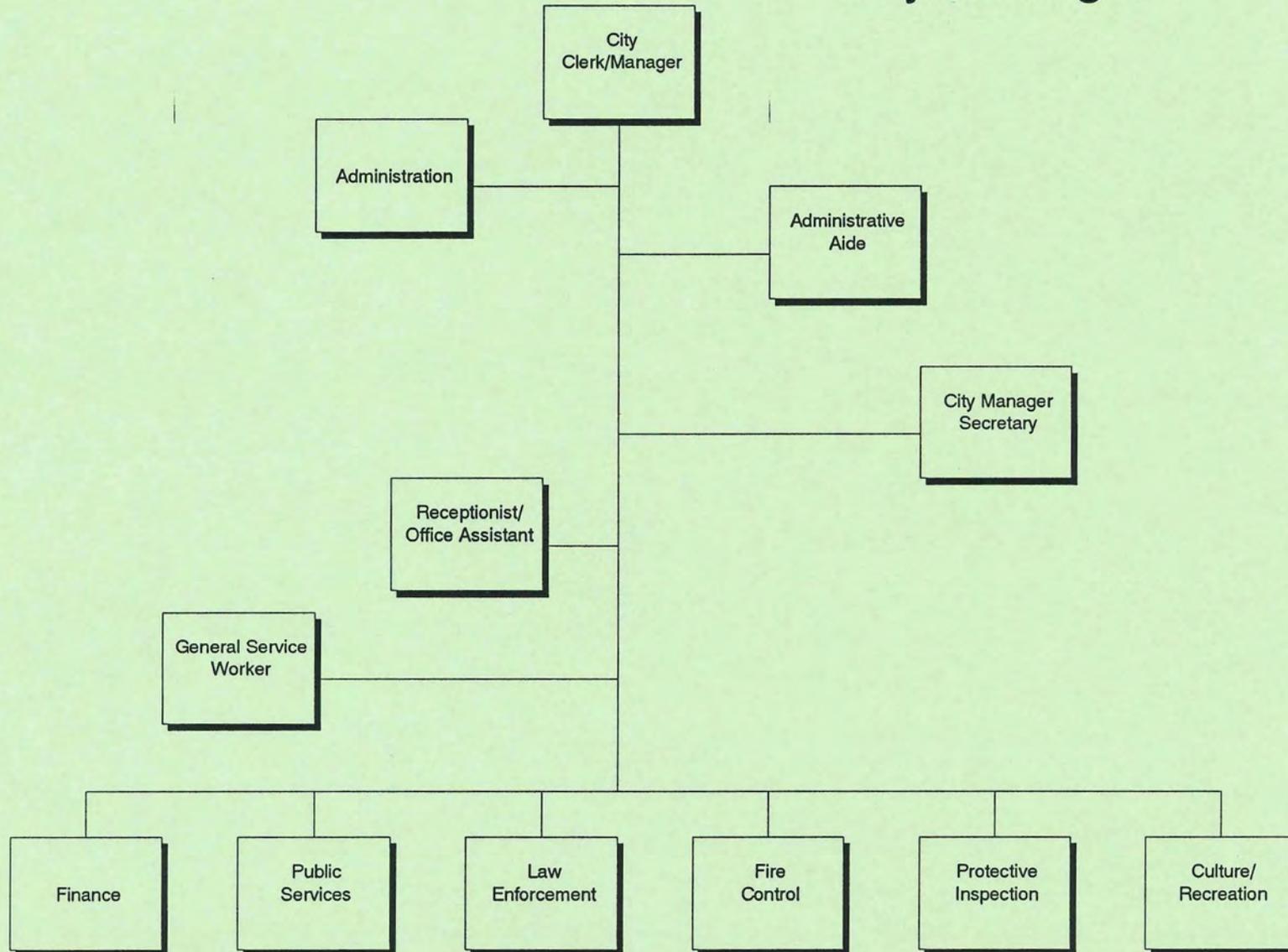
*ACTIVITY MEASUREMENTS*

	<u>ACTUAL</u> <u>1989-90</u>	<u>ACTUAL</u> <u>1990-91</u>	<u>ESTIMATED</u> <u>1991-92</u>	<u>PROJECTED</u> <u>1992-93</u>
Number of Regular City Council meetings	24	23	24	23
Number of Special Council meetings	6	13	12	10
Number of Ordinances adopted	33	35	36	35
Number of Resolutions adopted	71	40	60	60





# City Manager



## CITY MANAGER

<i>EXPENDITURES</i>	ACTUAL <u>1988-89</u>	ACTUAL <u>1989-90</u>	ACTUAL <u>1990-91</u>	BUDGET <u>1991-92</u>	AMENDED <u>1991-92</u>	PROPOSED <u>1992-93</u>
Personal Services	\$172,818	\$193,167	\$156,962	\$202,000	\$175,100	\$225,600
Operating Expenses	<u>16,588</u>	<u>18,800</u>	<u>25,002</u>	<u>32,500</u>	<u>20,000</u>	<u>29,600</u>
TOTAL	\$189,406	\$211,967	\$181,964	\$234,500	\$195,100	255,200

*PERMANENT POSITIONS*

City Manager	1.0
City Manager Secretary	1.0
Receptionist/Office Assistant	1.0
Administrative Assistant	1.0
General Service Worker I	<u>1.0</u>
TOTAL	5.0

CITY MANAGER CON'T

*SIGNIFICANT EXPENDITURE CHANGES*

- 1. None

*ACTIVITY DESCRIPTION*

The City Manager is the administrative head of the City and is responsible to the City Council for the proper administration of all affairs of the City. The City Manager provides information and recommends policies and procedures to the Council, implements council decisions, and provides direction and guidance to all city departments for coordination of city operations.

*ACTIVITY GOALS*

- 1. Coordinate and administer all city functions effectively and efficiently.
- 2. Provide leadership, direction and guidance for all city departments, programs and projects.

*ACTIVITY OBJECTIVES*

- 1. Prepare and present the Annual Budget to the City Council.
- 2. Develop a five-year capital improvement program for Council consideration.
- 3. Provide direction and guidance to Council on establishing a Community Redevelopment Agency.
- 4. Provide direction and guidance to Council on developing Master Plans for the school property, the parks system, and wastewater reuse.
- 5. Re-activate Safety Committee programs and evaluate recommendations.
- 6. Review and evaluate management audit recommendations and reorganize as necessary.

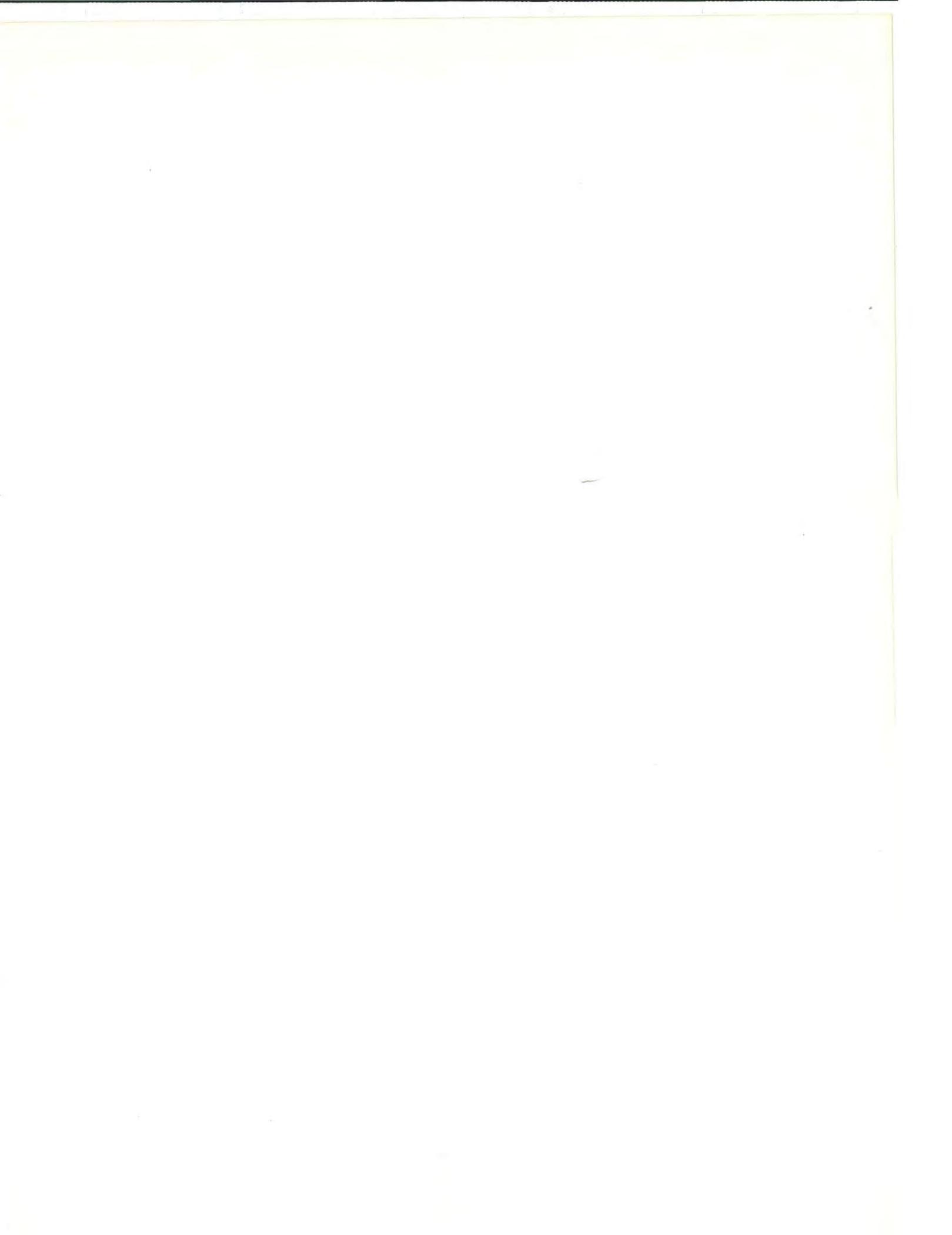
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*ACTIVITY MEASUREMENTS*

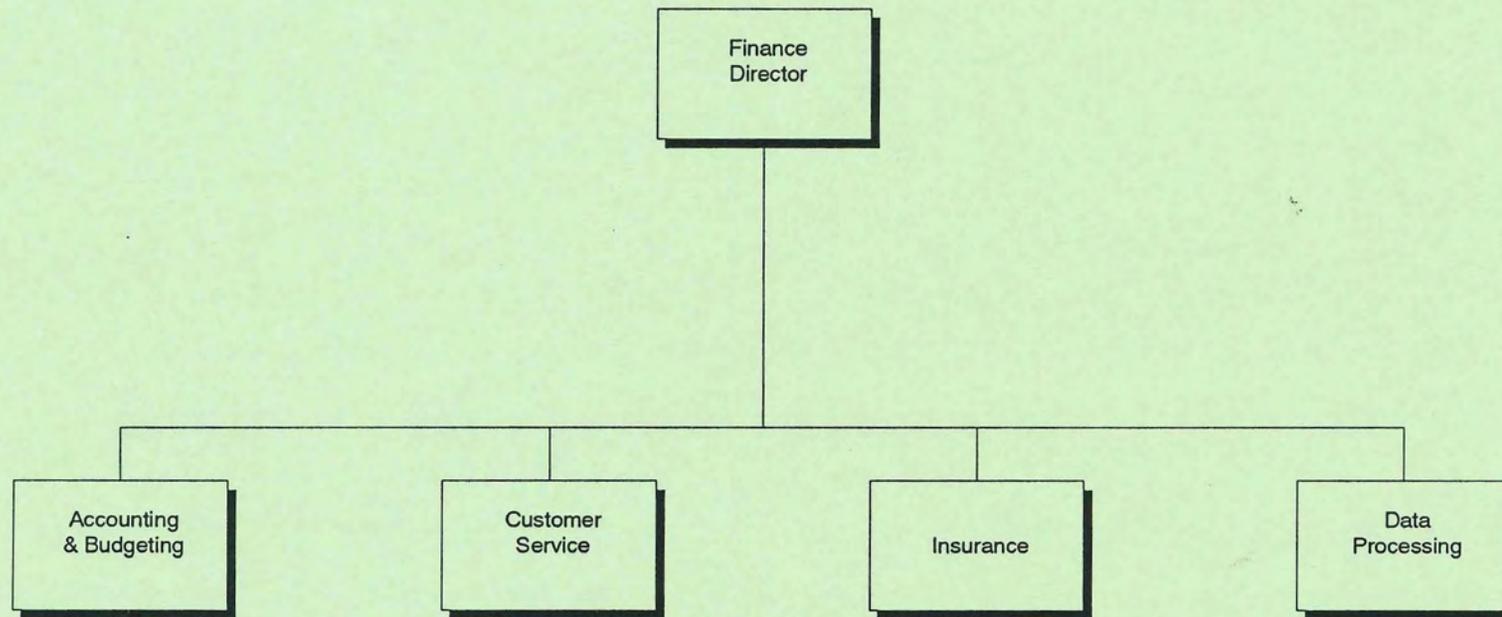
	<u>ACTUAL</u> <u>1989-90</u>	<u>ACTUAL</u> <u>1990-91</u>	<u>ESTIMATED</u> <u>1991-92</u>	<u>PROJECTED</u> <u>1992-93</u>
Number of City Council meetings attended	27	36	35	33



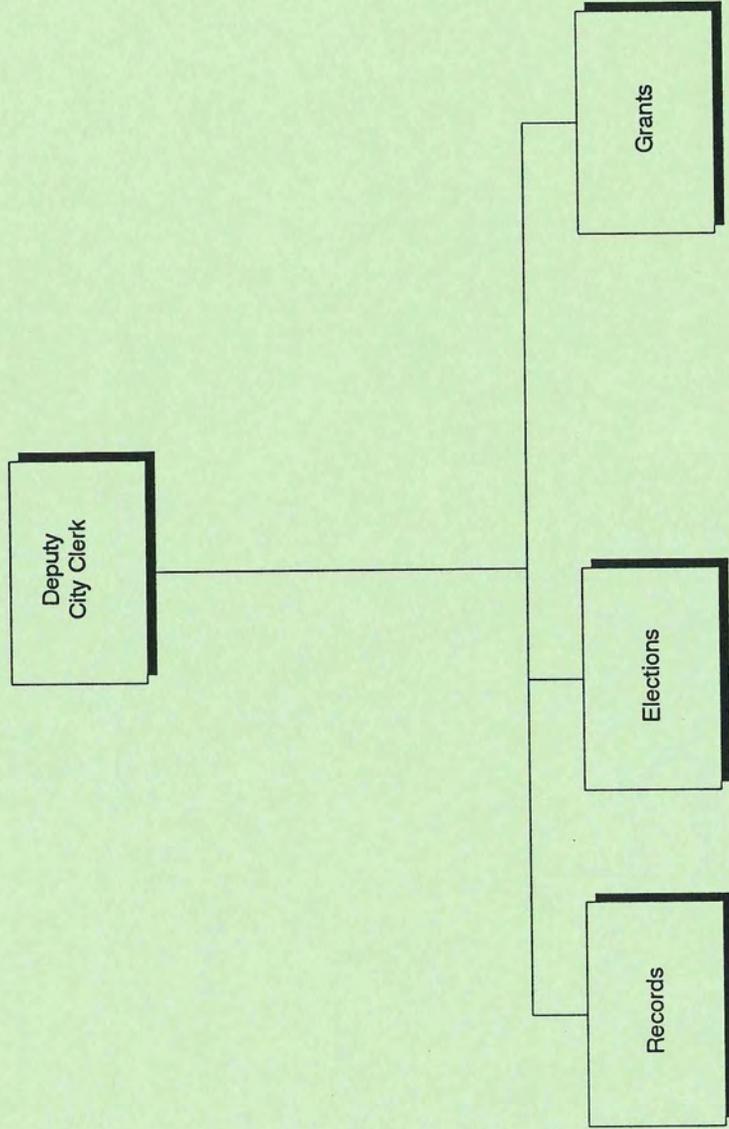




# Finance



# Administration



## FINANCE AND ADMINISTRATION

<i>EXPENDITURES</i>	ACTUAL <u>1988-89</u>	ACTUAL <u>1989-90</u>	ACTUAL <u>1990-91</u>	BUDGET <u>1991-92</u>	AMENDED <u>1991-92</u>	PROPOSED <u>1992-93</u>
Personal Services	\$313,444	\$345,173	\$357,263	\$386,160	\$407,200	\$407,600
Operating Expenses	<u>220,591</u>	<u>360,971</u>	<u>312,365</u>	<u>236,000</u>	<u>273,200</u>	<u>235,100</u>
TOTAL	\$534,034	\$706,144	\$669,628	\$622,160	\$680,400	\$642,700

### *PERMANENT POSITIONS*

Finance Director	1.0
Deputy Clerk	1.0
Sr. Accountant	1.0
Accountant II	1.0
Payroll Account Clerk	1.0
Account Clerk	2.0
Chief Computer Operator	1.0
Computer Operator	1.0
Cashier	<u>1.0</u>
TOTAL	10.0

## *SIGNIFICANT EXPENDITURE CHANGES*

1. None

### *ACTIVITY DESCRIPTION*

Finance and Administration is responsible for the accounting and reporting of financial activities and the recording and maintaining of official city records. Approximately 45% of the Finance and Administration budget is funded by the Water and Sewer Enterprise Fund and the Solid Waste Enterprise Fund.

The department is organized into three units with overlapping responsibilities as follows:

The Finance Director is responsible for the financial activities of the City. This includes the accounting and reporting of all financial transactions, maintaining permanent accounting records, budget presentations, budget monitoring, preparation of special reports and the investment of idle funds. This office is responsible for the disbursement of all monies, including payroll, and for the proper documentation and reporting which this entails. The Finance Office also processes all insurance claims, administers the collection of occupational licenses, and maintains fixed asset records.

The Customer Service office handles the billing of water, sewer, garbage, stormwater utility fees, and payments for licenses, permits and other city revenues. The personnel in this office are often the general public's first contact with City Hall and they provide information with regard to water, sewer and garbage and they may direct customers to various other offices for additional assistance.

The Deputy Clerk records and maintains the City Council minutes, agendas, ordinances, resolutions and other official city

records. This office is also responsible for administering all municipal elections.

### *ACTIVITY GOALS*

1. Complete billing cycle accurately and on a timely basis.
2. Process cash receipts and disbursements accurately and in a timely manner.
3. Provide and maintain accurate financial information.
4. Record and maintain city records in accordance with the record retention schedule.
5. Provide polite and cordial contact to the general public.

### *ACTIVITY OBJECTIVES*

1. Provide customers with bills on a monthly basis.
2. Process cash receipts on a daily basis.
3. Complete payroll accurately on a weekly basis.
4. Provide payments to all vendors accurately and timely.
5. Maintain occupational license and sign permit records of renewals and new licenses.
6. Maintain insurance policies and file claims as necessary.
7. Prepare routine and special reports as necessary.
8. Maintain general ledgers and provide up-to-date budget analyses for all funds and departments.

9. Invest idle funds efficiently and effectively.
10. Record and maintain city records accurately and timely.
11. Provide information to council, city manager, department heads, and citizens.
12. Administrate all municipal elections and assist in county, state, and federal elections, as necessary.

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<i>ACTIVITY MEASUREMENTS</i>	<u>ACTUAL</u> <u>1988-89</u>	<u>ACTUAL</u> <u>1989-90</u>	<u>ACTUAL</u> <u>1990-91</u>	<u>PROJECTED</u> <u>1991-92</u>	<u>PROJECTED</u> <u>1992-93</u>
Number of utility bills mailed	62,930	72,432	72,088	73,000	73,000
Number of penalty notices mailed	9,398	10,476	10,915	11,000	11,000
Number of payroll checks prepared	6,194	6,724	6,534	6,600	6,700
Number of accounts payable checks issued	4,976	4,328	4,495	5,195	5,300
Number of insurance claims filed	30	28	52	30	30
Number of new occupational licenses processed	175	230	156	200	200
Number of occupational license renewals	1,236	1,394	1,445	1,333	1400
Number of agendas prepared	35	30	36	36	33
Number of resolutions and ordinances filed	75	104	75	96	95
Number of elections administered	0	3	0	2	0





CIVIL SERVICE

## CIVIL SERVICE

<i>EXPENDITURES</i>	<u>ACTUAL</u> <u>1988-89</u>	<u>ACTUAL</u> <u>1989-90</u>	<u>ACTUAL</u> <u>1990-91</u>	<u>BUDGET</u> <u>1991-92</u>	<u>AMENDED</u> <u>1991-92</u>	<u>PROPOSED</u> <u>1992-93</u>
Personal Services	\$7,613	\$10,737	\$12,754	\$7,700	\$ 7,700	\$ 7,900
Operating Expenses	3,179	2,496	3,301	7,200	11,400	8,300
Capital Outlay	<u>0</u>	<u>806</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$10,793	\$14,039	\$16,055	\$14,900	\$19,100	\$16,200

*PERMANENT POSITIONS*

Secretary .25

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*SIGNIFICANT EXPENDITURE CHANGES*

1. None

*ACTIVITY DESCRIPTION*

This department, composed of five unpaid board members appointed by the City Council and a paid part-time secretary, is charged with the responsibility for advertising job vacancies and their requirements, testing of applicants by competitive examination, and maintaining eligibility lists of applicants. The board assists the City Council, City Manager, department heads and employees in personnel matters covered by the Civil Service Ordinance.

*ACTIVITY GOALS*

1. Provide competent job applicants for vacant positions.
2. Assist in personnel matters as necessary.

*ACTIVITY OBJECTIVES*

1. Advertise job openings and give examinations.
2. Select and refer qualified job applicants for vacancies.
3. Maintain applications and eligibility lists on file
4. Maintain records and minutes of all Civil Service Board meetings.

*ACTIVITY MEASUREMENTS*

	<u>ACTUAL</u> <u>1988-89</u>	<u>ACTUAL</u> <u>1989-90</u>	<u>ACTUAL</u> <u>1990-91</u>	<u>PROJECTED</u> <u>1991-92</u>	<u>PROJECTED</u> <u>1992-93</u>
Number of Regular Board meetings	4	3	4	4	4
Number of joint meetings with City Council	4	4	3	4	4
Number of joint meetings with Employees Committee	4	4	3	4	4
Number of job advertisements placed	4	5	6	6	4
Number of tests given	3	9	7	9	4
Number of appeals hearings	N/A	1	0	1	1
Number of special joint meetings	0	N/A	6	2	0



GENERAL GOVERNMENT - OTHER SERVICES

<i>EXPENDITURES</i>	ACTUAL <u>1988-89</u>	ACTUAL <u>1989-90</u>	ACTUAL <u>1990-91</u>	BUDGET <u>1991-92</u>	AMENDED <u>1991-92</u>	PROPOSED <u>1992-93</u>
Personal Services	\$142,856	\$123,211	\$240,596	\$316,500	\$213,000	\$ 68,000
Operating Expenses	<u>121,542</u>	<u>122,764</u>	<u>153,698</u>	<u>156,600</u>	<u>170,600</u>	<u>77,800</u>
TOTAL	\$264,398	\$245,975	\$394,294	\$473,100	\$383,600	\$145,800

*PERMANENT POSITIONS*  
N/A

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*SIGNIFICANT EXPENDITURE CHANGES*

1. Workers' Compensation allocated to individual departments.
2. Non-Employee Insurance allocated to individual departments.

*ACTIVITY DESCRIPTION*

This is a non-department established to record expenditures that are not allocated to the various departments. These expenditures include insurance, election expenses, advertising, grants and aids, annual service award payments and the Christmas parade. It also includes utilities, operating supplies and repairs for the City Hall building which houses the City Manager, Finance and Administration, Civil Service, Police, Fire and Protective Inspection departments. The City owns the

Library building and the Chamber of Commerce building and provides for the maintenance and repairs of these buildings. Volusia County provides for the operations of the Library and local businesses operate the Chamber of Commerce.

*ACTIVITY GOALS*

N/A

*ACTIVITY OBJECTIVES*

N/A

*ACTIVITY MEASUREMENTS*

N/A





**GENERAL GOVERNMENT - CAPITAL OUTLAY**

<i>EXPENDITURES</i>	<u>ACTUAL</u> <u>1988-89</u>	<u>ACTUAL</u> <u>1989-90</u>	<u>ACTUAL</u> <u>1990-91</u>	<u>BUDGET</u> <u>1991-92</u>	<u>AMENDED</u> <u>1991-92</u>	<u>PROPOSED</u> <u>1992-93</u>
Capital Outlay	\$16,359	\$41,671	\$56,951	\$87,500	\$112,300	\$1,232,000
Debt Service	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>135,000</u>
<b>TOTAL</b>	<b>\$16,359</b>	<b>\$41,671</b>	<b>\$56,951</b>	<b>\$87,500</b>	<b>\$112,300</b>	<b>\$1,367,000</b>

*PERMANENT POSITIONS*  
N/A

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*SIGNIFICANT EXPENDITURE CHANGES*

1. Building new Fire Station
2. Remodeling of City Hall

*ACTIVITY GOALS*

N/A

*ACTIVITY OBJECTIVES*

N/A

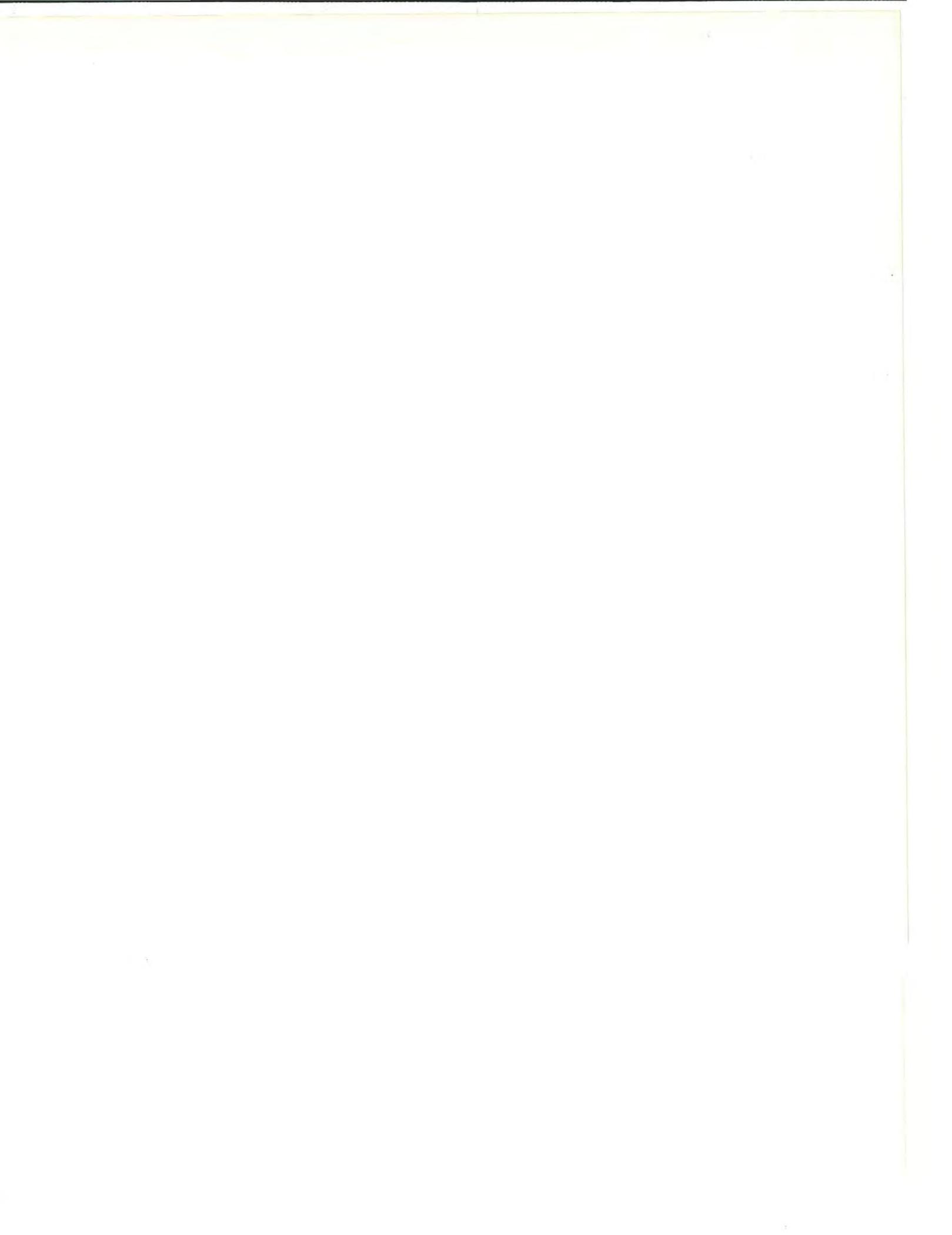
*ACTIVITY DESCRIPTION*

This is a non-department established to record the equipment expenditures of the general government departments and for acquisitions of land or improvements that cannot be properly allocated to other departments.

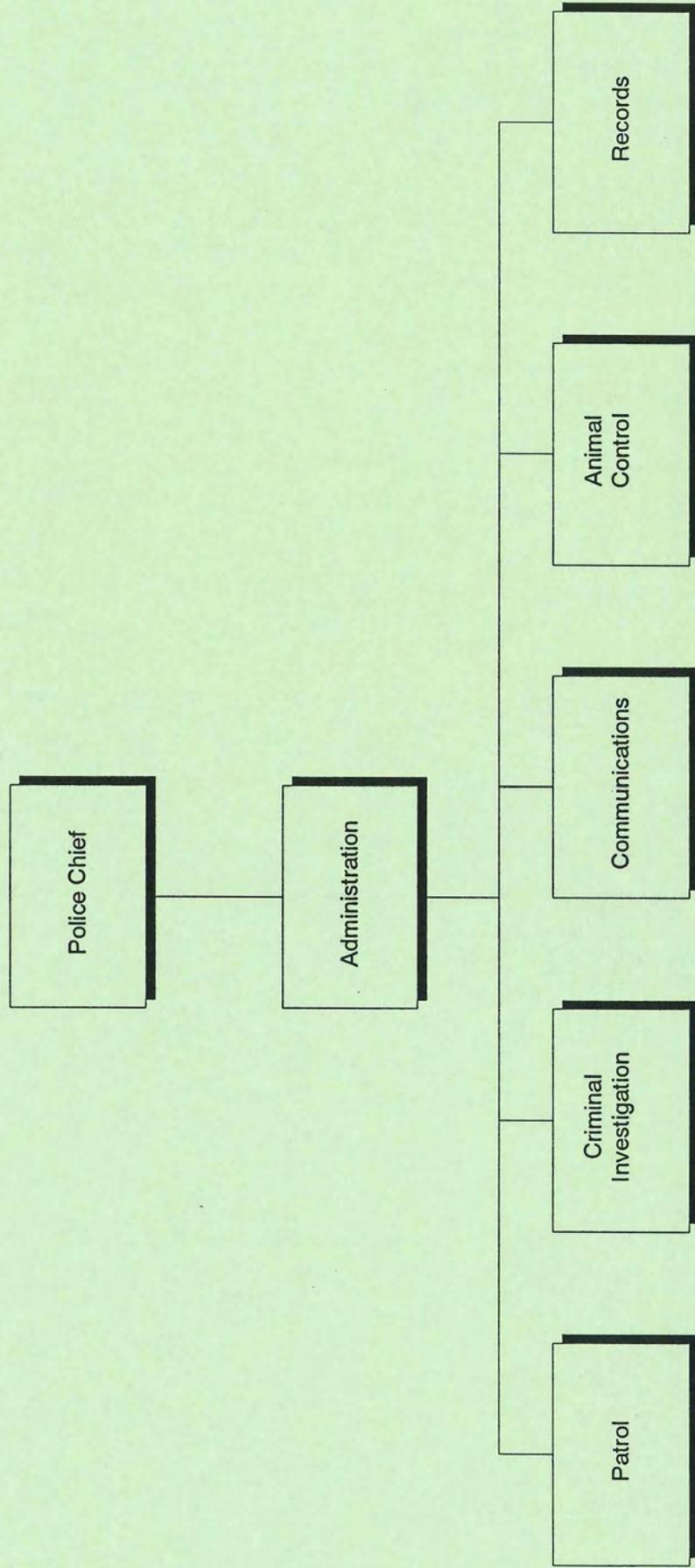
*ACTIVITY MEASUREMENTS*

N/A





# Law Enforcement



## LAW ENFORCEMENT

<i>EXPENDITURES</i>	ACTUAL <u>1988-89</u>	ACTUAL <u>1989-90</u>	ACTUAL <u>1990-91</u>	BUDGET <u>1991-92</u>	AMENDED <u>1991-92</u>	PROPOSED <u>1992-93</u>
Personal Services	\$1,005,355	\$1,082,832	\$1,192,233	\$1,239,065	\$1,342,700	\$1,444,600
Operating Expenses	115,764	114,995	131,560	134,100	138,600	134,400
Capital Outlay	<u>14,608</u>	<u>69,071</u>	<u>4,864</u>	<u>56,000</u>	<u>56,000</u>	<u>64,000</u>
TOTAL	\$1,135,726	\$1,266,897	\$1,328,657	\$1,429,165	\$1,537,300	\$1,643,000

### *PERMANENT POSITIONS*

Police Chief	1.0
Captain/Asst Chief	1.0
Sergeants/CID	1.0
Sergeants	4.0
Investigators	2.0
Crime Prevention Officer	1.0
Police Officers	14.0
Telecommunicators	5.0
Animal Control Officer	1.0
Administrative Assistant	1.0
Office Assistant II/CID	1.0
Office Assistant II/Records	<u>1.0</u>
TOTAL	33.0

### *SIGNIFICANT EXPENDITURE CHANGES*

1. Two additional police officers

#### *ACTIVITY DESCRIPTION*

The Police Department is charged with the responsibility of preserving peace and good order and providing for the security of all persons and property within the city. There are five distinct activities included in the Law Enforcement budget.

The communications activity provides radio communications services, telephone answering services (regular and 9-1-1), and the breakdown of paperwork for prisoner transport and court processing.

The police patrol activity provides the first response to criminal activity and calls for police service, and serves to deter criminal acts through observation and inspection. It also regulates traffic, enforces federal, state and local laws and ordinances, and investigates reported or suspected crimes.

The investigation division specializes in the investigation of crimes after the initial report is taken by patrol officers. They are responsible for the collection of evidence, questioning of witnesses and suspects, preparation of criminal cases, and the apprehension of suspects. This division is also responsible for an on-going investigation of all crimes reported until they are cleared or until all leads are exhausted. They also conduct undercover narcotics operations, prepare all search warrants, affidavits, etc., serve search warrants, inventory confiscated property, and submit evidence to the crime lab for processing.

The duties of the animal control officer include patrolling city streets, apprehending stray animals, transferring unclaimed animals to the County Humane Society, investigating

complaints of reported violations, and issuing citations when warranted.

#### *ACTIVITY GOALS*

1. Provide prompt radio communications service.
2. Provide fast, efficient telephone answering service.
3. Maintain police information effectively.
4. Provide thorough and complete patrol of the city.
5. Enforce all laws in a non-discriminatory manner.
6. Respond promptly to requests for police service.
7. Provide thorough offense reports to minimize time spent by investigators.
8. Provide investigative services to insure adequate and thorough investigations are conducted.
9. Control the stray animal population.
10. Provide residents with protection from loose and dangerous animals.

*ACTIVITY OBJECTIVES*

1. Reduce the error rate to less than 1% on the teletype.
2. Dispatch calls for service within an average of one minute or less.
3. Provide immediate notification to ambulance, fire and wrecker services.
4. Achieve response time of 2.5 minutes or less on all calls for police assistance.
5. Maximize traffic safety and reduce accidents by 5%.
6. Reduce crimes per 100,000 population to 9,000.
7. Increase the active reserve force to at least ten members.
8. Achieve a minimum of 28% clearance/exception for all Part I crimes (felonies).
9. Achieve 35% minimum recovery of stolen property.
10. Coordinate investigative efforts to achieve a maximum workload of 25 cases per month per investigator.
11. Reduce the number of stray animals within the City.

\*\*\*\*\*

*ACTIVITY MEASUREMENTS*

	ACTUAL <u>1988</u>	ACTUAL <u>1989</u>	ACTUAL <u>1990</u>	ACTUAL <u>1991</u>	PROJECTED <u>1992</u>
Number of calls dispatched	13,642	14,236	14,515	14,114	14,600
Number of reports processed	5,699	5,848	5,148	5,408	5,600
Average response time (minutes)	3.0	3.5	3.5	3.0	3.0
Number of traffic accidents	603	534	534	481	475
Crimes per 100,000 population	N/A	10,984.9	9,408.3	10,183	9,500
Number of active reserves	4	6	8	10	12
Percent of Part I crimes cleared	N/A	21%	25.1%	23.1%	24%
Percent of recovered prop/vehicles	N/A	41.5%	51.1%	48.8%	50%
Number of animal licenses issued (FY)	470	524	370	484	495
Number of stray animals to HHS *	238	448	450	450	450

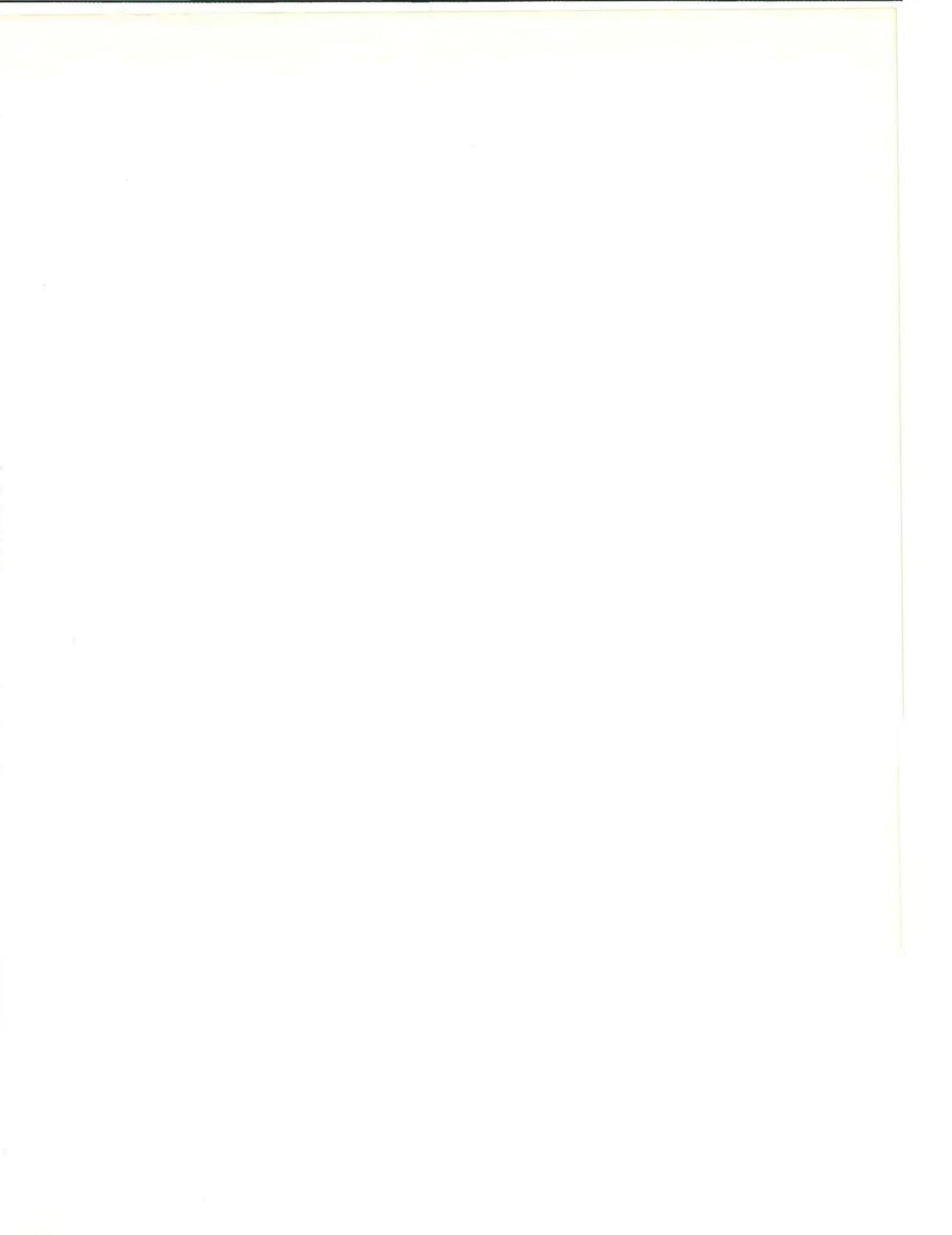
All information is calendar year except animal licenses issued (they are fiscal year)

\* Dogs/cats only - Wildlife not counted by Humane Society

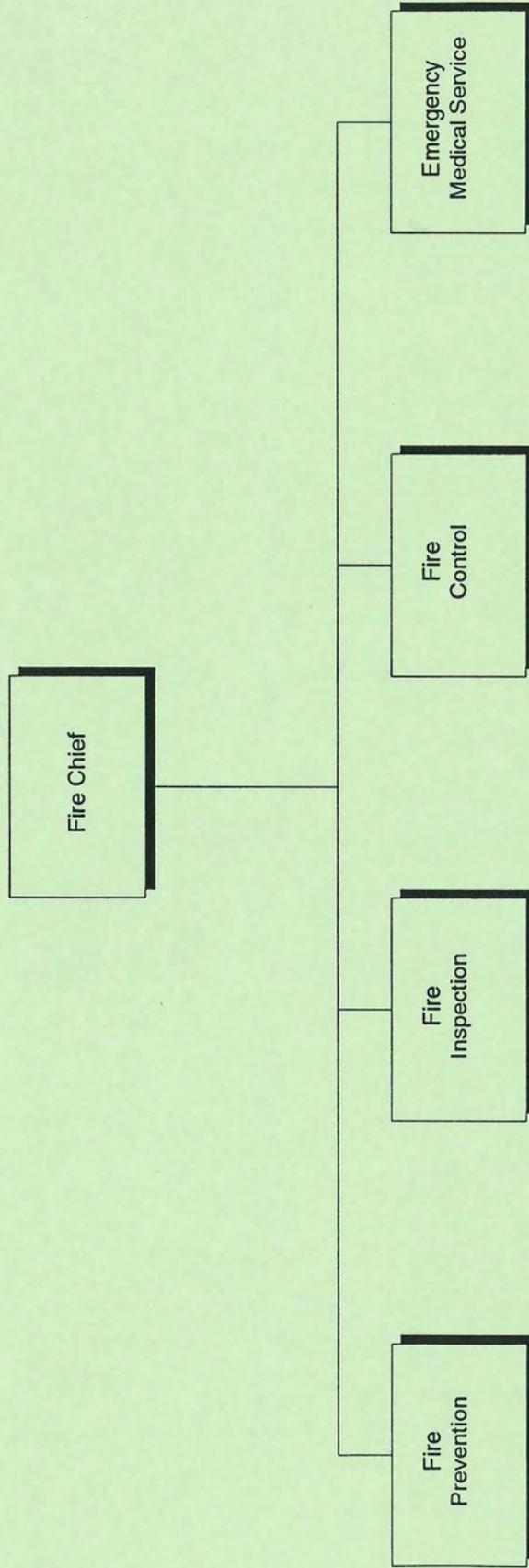








# Fire Control



## FIRE CONTROL

<i>EXPENDITURES</i>	ACTUAL <u>1988-89</u>	ACTUAL <u>1989-90</u>	ACTUAL <u>1990-91</u>	BUDGET <u>1991-92</u>	AMENDED <u>1991-92</u>	PROPOSED <u>1992-93</u>
Personal Services	\$375,689	\$410,098	\$392,920	\$431,140	\$388,500	\$432,800
Operating Expenses	35,706	39,060	48,261	51,600	59,200	65,060
Capital Outlay	9,240	6,316	5,264	160,000	150,000	21,100
Debt Service	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>8,500</u>
TOTAL	\$420,636	\$455,474	\$446,445	\$642,740	\$597,700	\$527,460

### *PERMANENT POSITIONS*

Fire Chief	1.0
Captain	1.0
Fire Inspectors	2.0
Driver/Engineers/EMT	2.0
Firefighters/EMT	<u>4.0</u>
TOTAL	10.0

*SIGNIFICANT EXPENDITURE CHANGES*

1. Interest on loan for new fire truck.

*ACTIVITY DESCRIPTION*

This department has the responsibility of preserving and protecting lives and property from fire or other disasters that may occur. The main functions performed include: fighting fires, performing rescue operations, handling hazardous material spills and leaks, promoting fire prevention, enforcing fire codes, and providing emergency medical treatment for the sick or injured. All full-time personnel maintain Emergency Medical Technician (EMT) certification. The full-time firefighters are assisted by volunteer reserves and City Employee Fire Support Unit members, as necessary.

*ACTIVITY GOALS*

1. Minimize fire losses.
2. Eliminate fire hazards.
3. Provide prevention training to schoolchildren, residents and business people.
4. Provide training to employees, reserves and City Fire Support Unit.
5. Reduce equipment down-time.

6. Reduce arson fires.
7. Respond immediately to all alarms.
8. Reduce code violation related fires.

*ACTIVITY OBJECTIVES*

1. Reduce arson by 10%
2. Continue to improve and train the City Fire Support Unit.
3. Keep fire and building codes updated to increase fire protection.
4. Increase fire inspections of residences and retirement centers.
5. Spend more time working with schools and rest homes on fire prevention.
6. Train all reserves to at least 70 hours Basic Certification level.
7. Maintain a response time of 4 to 6 minutes for all Code 3 (high priority) calls.

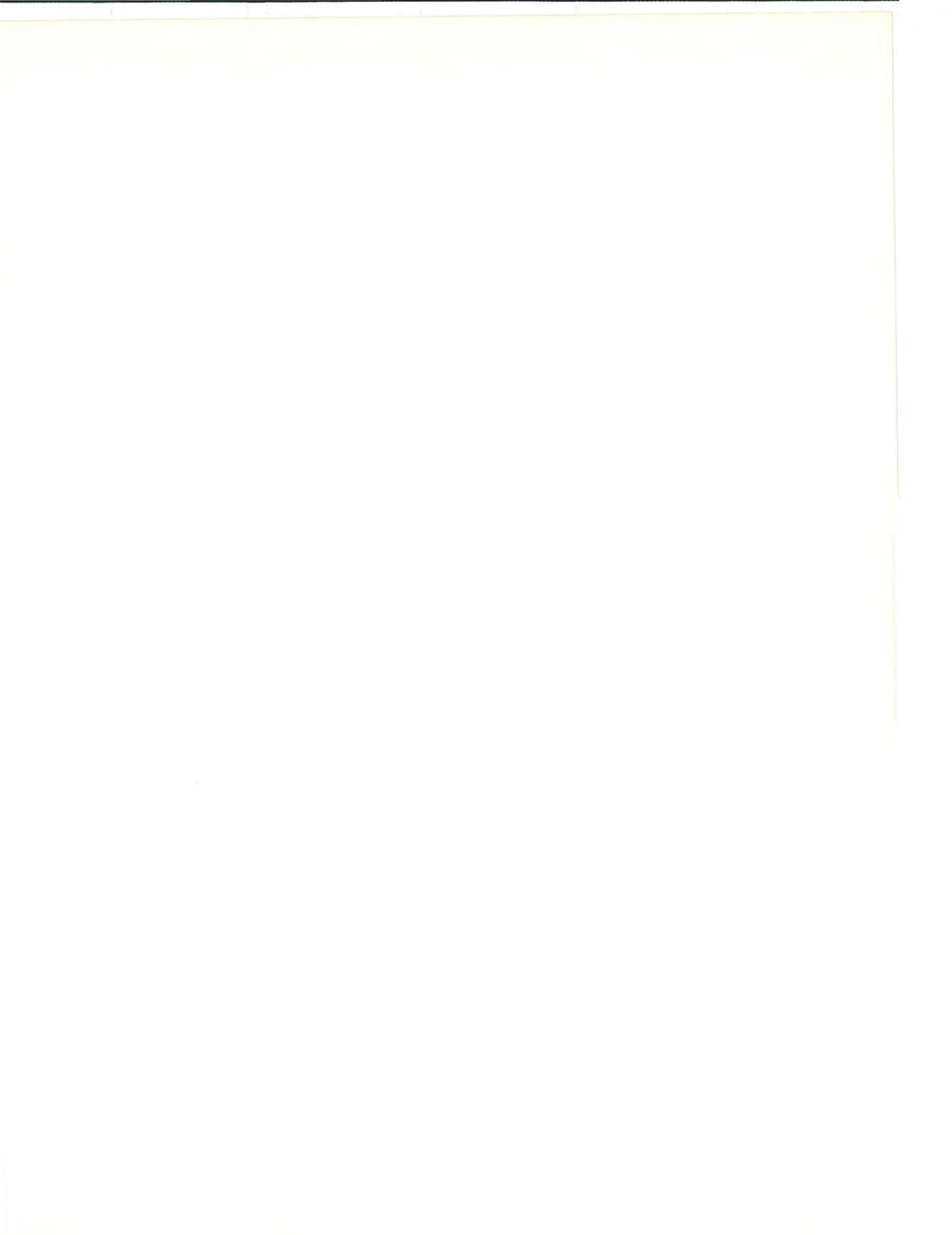
*ACTIVITY MEASUREMENTS*

	ACTUAL <u>1989</u>	ACTUAL <u>1990</u>	ACTUAL <u>1991</u>	PROJECTED <u>1992</u>	PROJECTED <u>1993</u>
Number of fire responses	129	137	152	140	150
Number of medical responses	761	811	1,266	800	1,200
Total estimated fire losses	\$207,650	\$345,340	\$119,835	\$200,000	\$200,000
Number of locations inspected	960	1,325	950	1,100	1,100
Number of reserves	14	12	10	13	13
Number of Support Unit members	10	10	10	10	10

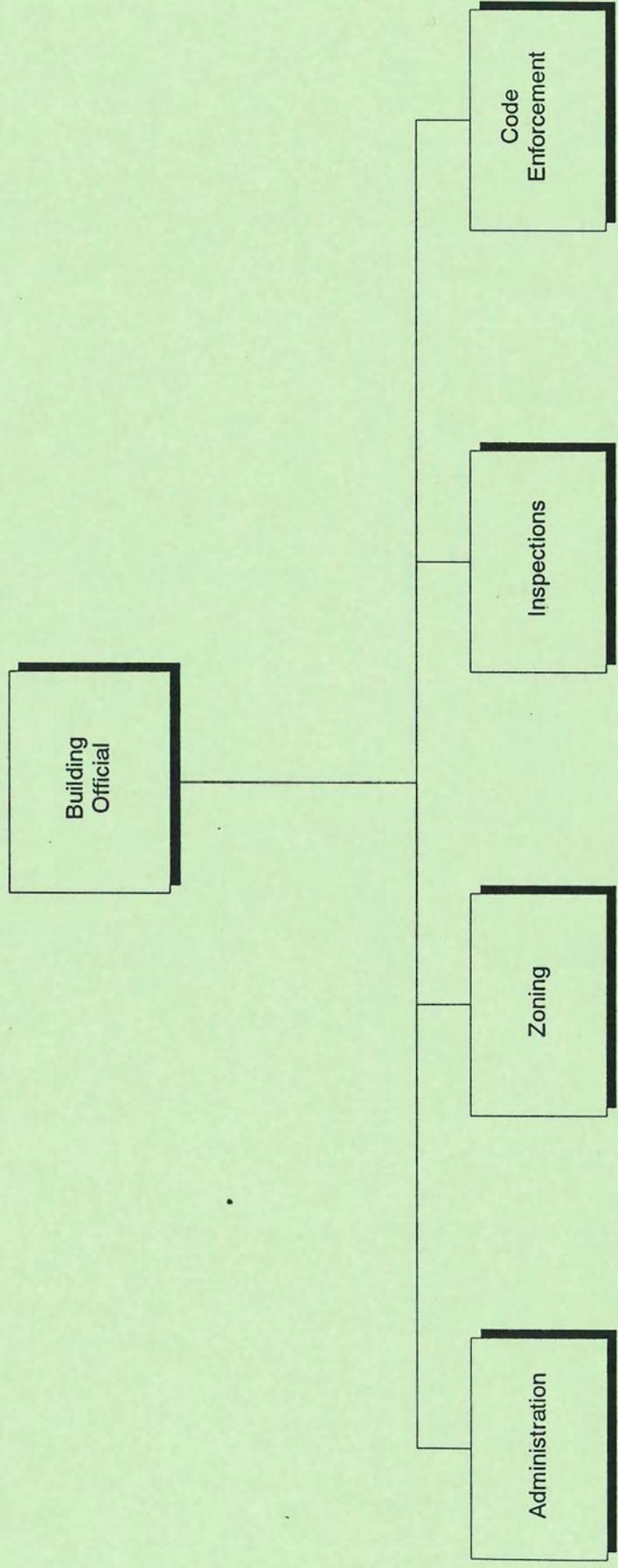








# Protective Inspection



PROTECTIVE INSPECTION

<i>EXPENDITURES</i>	<u>ACTUAL 1988-89</u>	<u>ACTUAL 1989-90</u>	<u>ACTUAL 1990-91</u>	<u>BUDGET 1991-92</u>	<u>AMENDED 1991-92</u>	<u>PROPOSED 1992-93</u>
Personal Services	\$64,854	\$71,770	\$76,772	\$84,830	\$88,530	\$138,200
Operating Expenses	7,755	8,109	7,792	7,400	8,500	16,000
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,000</u>	<u>4,000</u>	<u>1,000</u>
TOTAL	\$72,608	\$79,879	\$84,564	\$92,230	\$101,030	\$155,200

*PERMANENT POSITIONS*

Building Official	1.0
Administrative Assistant	1.0
Code Enforcement Officer	<u>1.0</u>
TOTAL	2.0

\*\*\*\*\*

*SIGNIFICANT EXPENDITURE CHANGES*

1. Moved the Code Enforcement Officer from Law Enforcement to Protective Inspection plus a part-time Code Enforcement Officer to provide daily coverage.

*ACTIVITY DESCRIPTION*

This department is responsible for issuing all building permits, which include electrical, plumbing, mechanical, sewer and garage sale permits, and performs inspections pertaining to these permits. All new applications for occupational licenses are submitted to this office, where they are checked for meeting zoning and business regulations. Property rezonings and

variances are processed by this office and brought before the board for public hearings. This office works very closely with the Board of Planning and Appeals. The office secretary also acts as the Boards' secretary. The Building Official coordinates work with the Fire Inspectors and the Code Enforcement Officer. The code enforcement officer's duties include patrolling the city, checking for violations of City Ordinances concerning junk vehicles, high weeds, etc. This person also checks businesses for current occupational licenses, contacts property owners regarding violations and issues 72-hour notices or N.T.A.'s (Notice to Appear).

*ACTIVITY GOALS*

1. Provide through inspections of zoning, construction and health regulations in accordance with municipal building codes and ordinances to promote the health, safety and welfare of the public.
2. Provide information and assistance to residents, builders and business owners.
3. Canvass the city to rehabilitate or eliminate sub-standard housing and commercial buildings.
4. Control violations of City ordinances in an impartial manner.
5. Insure all city businesses are properly licensed.
6. Coordinate work with the Fire Inspectors to keep the city up to code.

*ACTIVITY OBJECTIVES*

1. Enforce the provisions of the City's building and licensing codes.
2. Provide all inspections promptly.
3. Process applications and permits in a timely manner.
4. Provide information to various boards, City Council and City Manager.
5. Reduce the number of City Ordinance violations within the City.

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*ACTIVITY MEASUREMENTS*

	<u>ACTUAL</u> <u>1988-89</u>	<u>ACTUAL</u> <u>1989-90</u>	<u>ACTUAL</u> <u>1990-91</u>	<u>PROJECTED</u> <u>1991-92</u>	<u>PROJECTED</u> <u>1992-93</u>
Number of building permits issued	720	758	635	740	700
Number of new occupational licenses issued	175	226	156	230	230
Number of inspections performed	2,151	2,844	2,269	2,300	2,800
Number of Board of Adjustment meetings	10	12	11	7	0
Number of Planning Board meetings	10	12	11	7	0
Number of Board of Planning and Appeals meetings	0	0	0	4	12

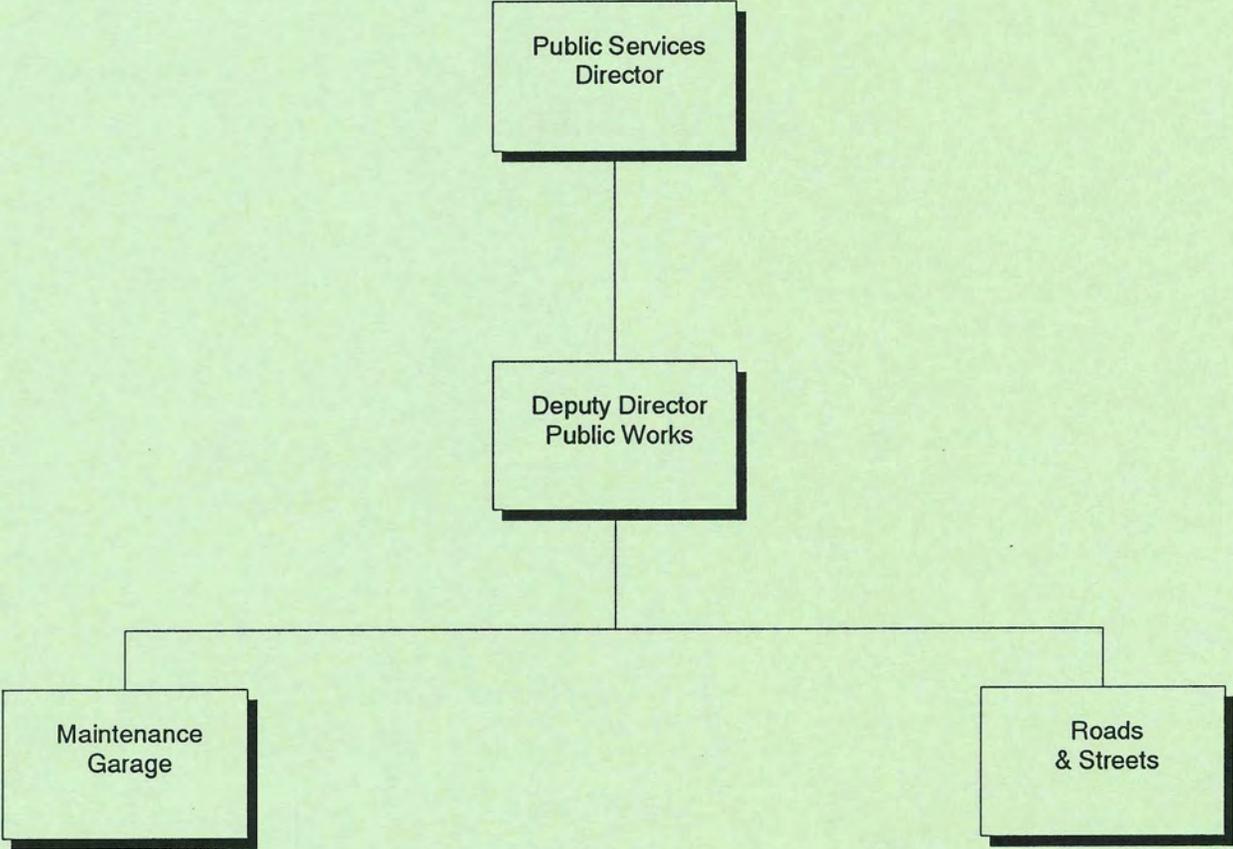






TRANSPORTATION/  
ROAD & STREET FACILITIES

# Transportation/Road and Street Facilities



## TRANSPORTATION/ROAD AND STREET FACILITIES

<i>EXPENDITURES</i>	ACTUAL <u>1988-89</u>	ACTUAL <u>1989-90</u>	ACTUAL <u>1990-91</u>	BUDGET <u>1991-92</u>	AMENDED <u>1991-92</u>	PROPOSED <u>1992-93</u>
Personal Services	\$396,718	\$449,386	\$467,417	\$481,160	\$489,400	\$565,000
Operating Expenses	213,635	213,243	179,149	189,850	208,150	242,600
Capital Outlay	155,539	118,154	174,446	25,000	60,000	316,500
Debt Service	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$765,892	\$780,784	\$821,012	\$696,010	\$757,550	\$1,124,100

### PERMANENT POSITIONS

Public Services Director	.20
Deputy Director	.50
Administrative Assistant	.50
Chief Mechanic	.25
Auto Mechanic	2.50
Maintenance Worker II	3.00
Maintenance Worker I	7.50
P.W. Supervisor	.50
Crew Chief	<u>2.00</u>
Total	16.95

### *SIGNIFICANT EXPENDITURE CHANGES*

1. Contractual Services for street sweeping.
2. Stormwater Drainage Improvements.

## TRANSPORTATION/ROAD AND STREET FACILITIES CON'T

### *ACTIVITY DESCRIPTION*

This department is responsible for the maintenance of streets, sidewalks, bridges, culverts, storm drains, traffic lights and signs. It is also responsible for street sweeping and mowing rights-of-way. The City Garage is included in this department and it is responsible for providing maintenance and repairs to 64 cars and trucks, 15 off-road vehicles and other pieces of equipment.

Annual cleaning of the storm drain system is performed by employees in this department. During this budget year, the department plans to contract out Street Sweeping to be done on a regular basis to reduce the sand and debris going into the system.

A number of improvement projects are also planned for the storm drain system and a list of these can be found in the Capital Outlay section of the budget. In addition, the City intends to create a joint participation effort with Volusia County to regrade the 11th Street Canal from Ridgewood Avenue to Riverside Drive.

The department has recently prepared reports on the condition of City streets and sidewalks and these reports will be used to determine priorities for repair and maintenance during the year and to develop a capital improvement plan for the following budget years.

### *ACTIVITY GOALS*

1. Maintain streets, sidewalks, storm drainage system, and traffic signal systems effectively.
2. Maintain and repair City vehicles and equipment with a minimum of down-time and expense.

### *ACTIVITY OBJECTIVES*

1. Continue preventative maintenance program for all City equipment.
2. Reduce maintenance and repair costs through preventative maintenance programs.
3. Continue street paving, sidewalk construction, and storm drainage improvements programs.
4. Upgrade signalization equipment.
5. Improve safety awareness among employees.

TRANSPORTATION/ROAD AND STREET FACILITIES CON'T

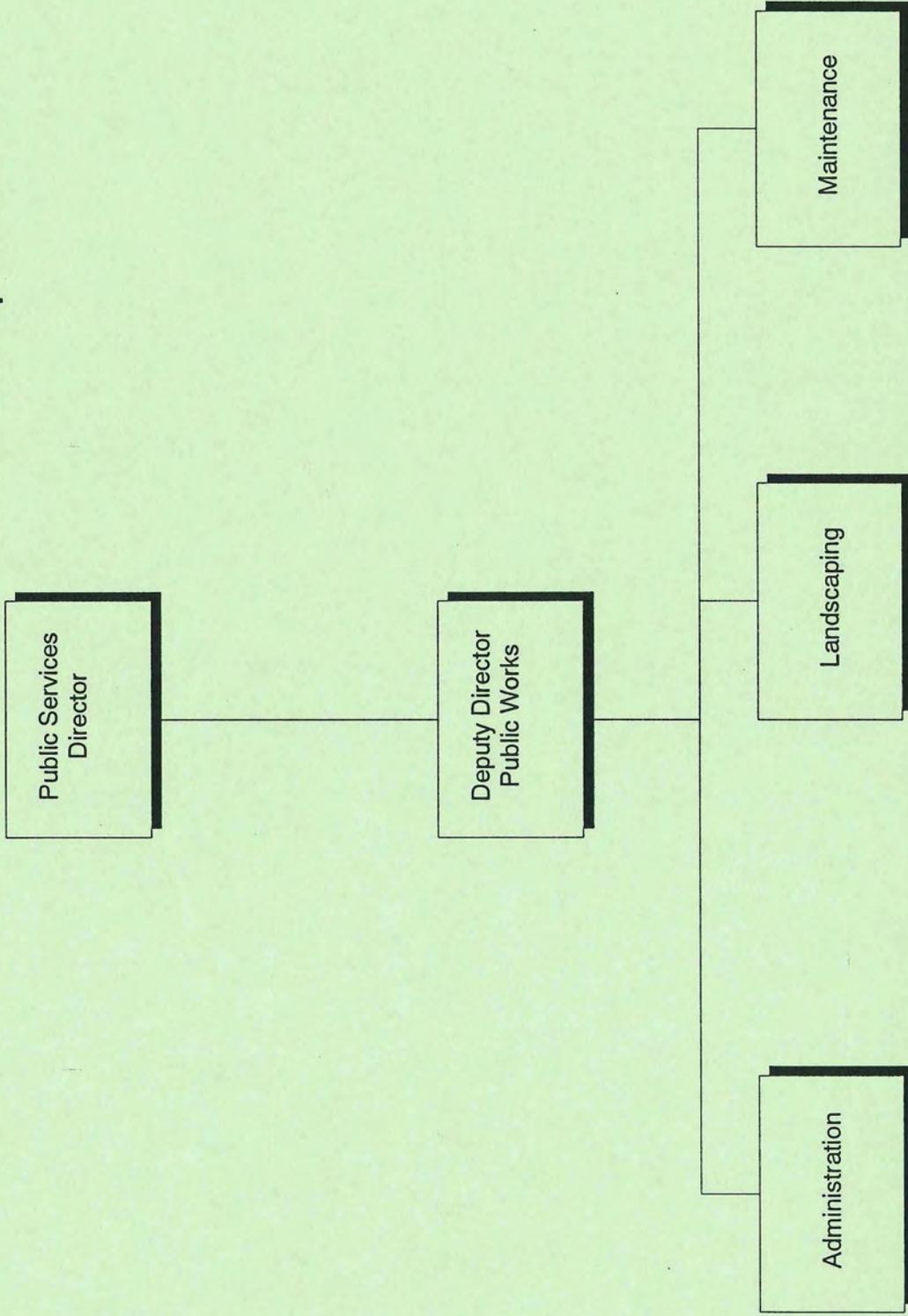
<i>ACTIVITY MEASUREMENTS</i>	<u>ACTUAL</u> <u>1988-89</u>	<u>ACTUAL</u> <u>1989-90</u>	<u>ACTUAL</u> <u>1990-91</u>	<u>PROJECTED</u> <u>1991-92</u>	<u>PROJECTED</u> <u>1992-93</u>
Paved Streets	50.2 miles	50.3 miles	50.3 miles	50.3 miles	50.3 miles
Unpaved Streets	2.3 miles	2.3 miles	2.3 miles	2.3 miles	2.3 miles
Sidewalks	21.3 miles	22.2 miles	22.7 miles	22.7 miles	22.7 miles
Storm Sewers	28.6 miles	28.7 miles	28.9 miles	28.9 miles	30.0 miles







# Parks Department



## PARKS DEPARTMENT

<i>EXPENDITURES</i>	<u>ACTUAL</u> <u>1988-89</u>	<u>ACTUAL</u> <u>1989-90</u>	<u>ACTUAL</u> <u>1990-91</u>	<u>BUDGET</u> <u>1991-92</u>	<u>AMENDED</u> <u>1991-92</u>	<u>PROPOSED</u> <u>1992-93</u>
Personal Services	\$122,014	\$144,160	\$141,453	\$159,210	\$165,300	\$174,700
Operating Expenses	43,153	49,642	55,214	50,400	59,500	60,300
Capital Outlay	<u>5,427</u>	<u>10,014</u>	<u>13,788</u>	<u>43,000</u>	<u>302,800</u>	<u>320,500</u>
TOTAL	\$170,594	\$203,816	\$210,455	\$252,610	\$302,800	\$320,500

### *PERMANENT POSITIONS*

Public Services Director	.20
P.W. Supervisor	.25
Maintenance Worker I	4.00
Gardener	1.00
Assistant Gardener	<u>1.00</u>
Total	6.45

### *SIGNIFICANT EXPENDITURE CHANGES*

1. Reconstruct Brown Field at Hollyland Park.

**ACTIVITY DESCRIPTION**

The Parks department is responsible for the development and maintenance of parks, grounds and park facilities. These facilities include:

- |                 |                   |
|-----------------|-------------------|
| Sunrise Park    | Daytona Clubhouse |
| Gymnasium       | Hollyland Park    |
| Big Tree Park   | MacArthur Circle  |
| Ross Point Park | Ivanhoe Park      |
| Median Strips   | Grove Street Park |

This budget provides funds for improvements to the Hollyland Park ballfields. Work begun in the prior year on the Red and Green Fields will be completed in the new budget year and the Brown Field will be reconstructed with new lighting.

**ACTIVITY GOALS**

1. Provide residents with buildings, parks and grounds that are safe, useful, attractive and meet the needs of the community.
2. Develop open spaces as needed.

**ACTIVITY OBJECTIVES**

1. Develop a comprehensive maintenance program to increase the attractiveness and safety of facilities.
2. Reduce time spent on weed control by the effective use of herbicides.
3. Reduce vandalism damage.

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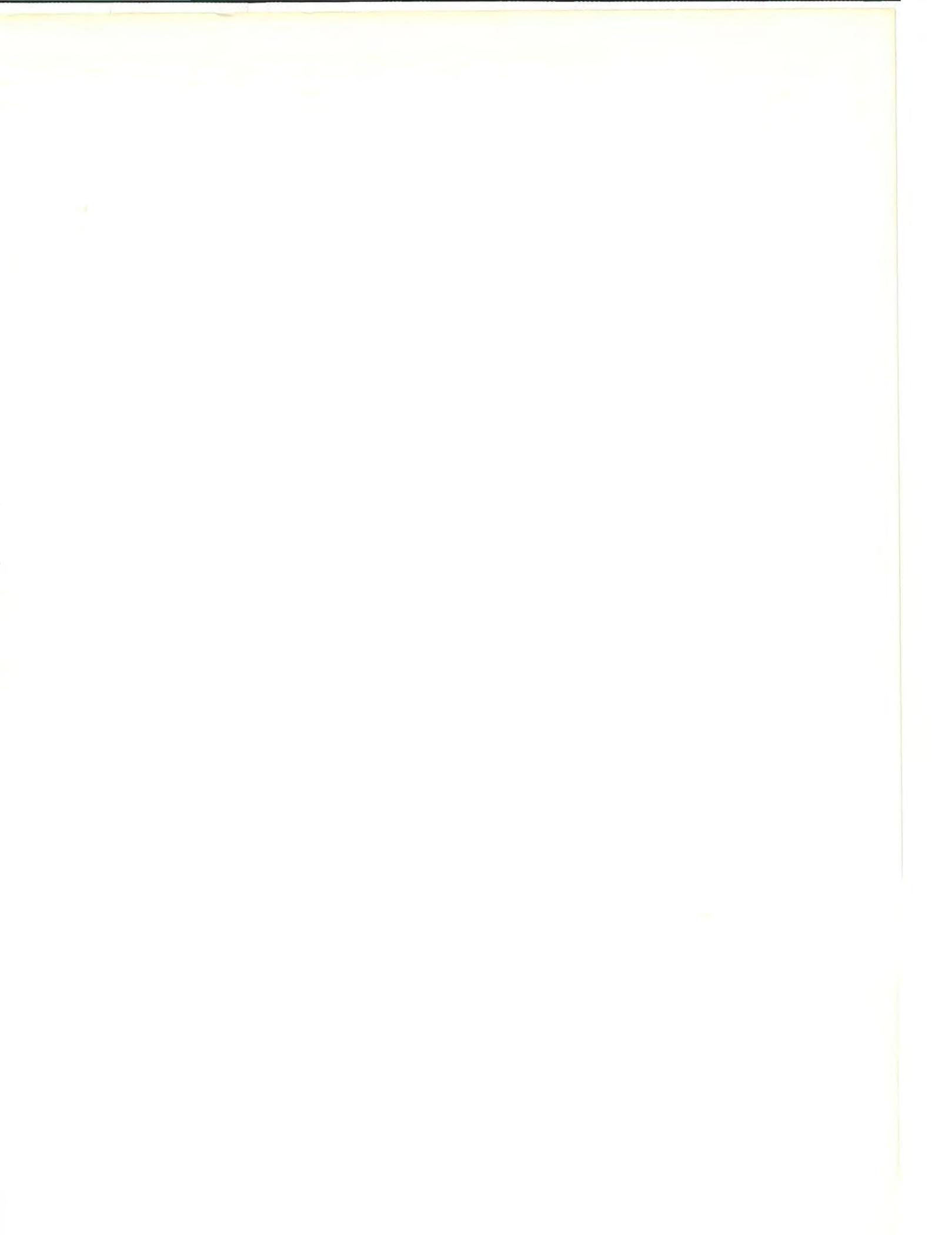
**ACTIVITY MEASUREMENTS**

	<u>ACTUAL</u> <u>1988-89</u>	<u>ACTUAL</u> <u>1989-90</u>	<u>ACTUAL</u> <u>1990-91</u>	<u>PROJECTED</u> <u>1991-92</u>	<u>PROJECTED</u> <u>1992-93</u>
Number of acres of park space	44.2	44.2	44.2	44.2	44.2
Building area square footage	4,899	4,899	4,899	4,899	4,899
Number of playgrounds	2	2	2	2	2
Number of ballfields	5	5	5	5	5
Number of public boat ramps	1	1	1	1	1
Number of fishing piers	1	1	1	1	1

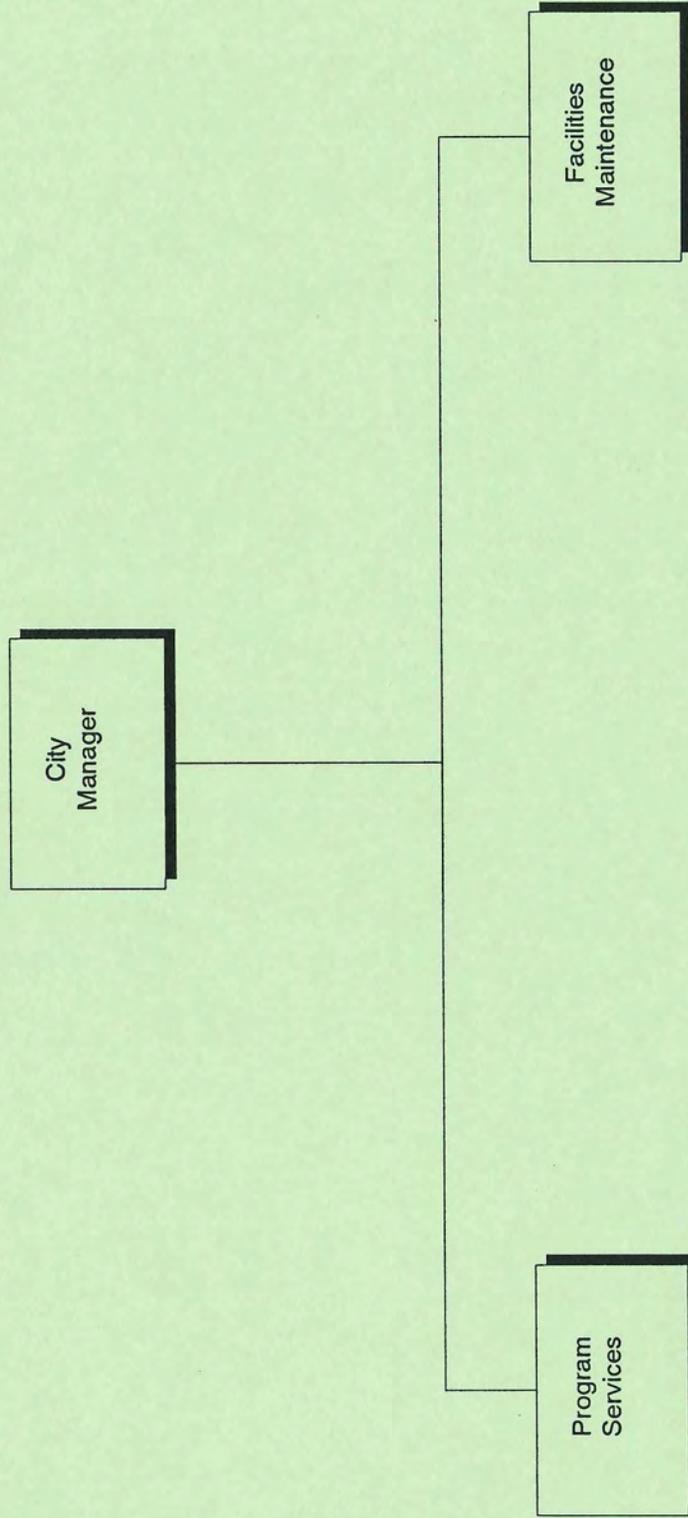








# Culture/Recreation



RECREATION DEPARTMENT

<i>EXPENDITURES</i>	ACTUAL <u>1988-89</u>	ACTUAL <u>1989-90</u>	ACTUAL <u>1990-91</u>	BUDGET <u>1991-92</u>	AMENDED <u>1991-92</u>	PROPOSED <u>1992-93</u>
Personal Services	\$120,161	\$135,691	\$151,349	\$158,900	\$164,500	\$169,000
Operating Expenses	73,873	69,237	68,896	85,200	83,500	87,500
Capital Outlay	<u>4,974</u>	<u>2,555</u>	<u>142,242</u>	<u>1,000</u>	<u>0</u>	<u>0</u>
TOTAL	\$199,008	\$207,483	\$362,487	\$245,100	\$248,000	\$256,500

*PERMANENT POSITIONS*

Recreation Supervisor	1.0
Administrative Assistant	2.0
General Service Worker	1.0
Custodian	<u>.5</u>
Total	4.5

*TEMPORARY POSITIONS*

Day Camp Counselors	7.0
---------------------	-----

*SIGNIFICANT EXPENDITURE CHANGES*

- None

**ACTIVITY DESCRIPTION**

The Recreation department is responsible for the planning of various programs and special activities. The programs include, but are not limited to: youth baseball, soccer and basketball; softball; karate; golf; painting; jazzercise; dance; senior aerobics; and summer day camp. In addition, the department presents special activities such as the Christmas Lighting ceremony and the Springfest social event.

The department staffs and provides for the maintenance of Sica Hall, which has three rooms and a commercially equipped kitchen available for recreational programs and/or rental by civic clubs and the general public. The department also provides maintenance of the Clubhouse, North Park Building, South Park Building and Gymnasium.

For eight months of the year, during baseball, summer day camp and softball, the Recreation department operates the concession stand located in Hollyland Park.

**ACTIVITY GOALS**

1. Provide a variety of quality recreational programs that are affordable and meet the needs of the community.
2. Use staff and facilities to optimum.

**ACTIVITY OBJECTIVES**

1. Continue current schedule of programs.
2. Develop additional programs to increase community participation.
3. Develop and promote programs to encourage senior participation.
4. Operate concession stand at a profit.

\*\*\*\*\*

**ACTIVITY MEASUREMENTS**

	<u>ACTUAL</u> <u>1988-89</u>	<u>ACTUAL</u> <u>1989-90</u>	<u>ACTUAL</u> <u>1990-91</u>	<u>PROJECTED</u> <u>1991-92</u>	<u>PROJECTED</u> <u>1992-93</u>
Number of ballfields	5	5	5	5	5
Number of tennis courts	1	1	1	1	1
Number of shuffleboard courts	9	9	9	9	9
Number of community centers	1	1	1	1	1
Number of other recreations centers	3	3	3	3	3
Number of youth baseball participants	325	384	500	612	650
Number of summer day camp weekly registrations	420	490	480	480	480
Number of senior participants	100	144	164	175	300









**LAW ENFORCEMENT  
TRUST FUND  
ANNUAL BUDGET**

**1992 - 1993**

## LAW ENFORCEMENT TRUST FUND

<i>EXPENDITURES</i>	ACTUAL <u>1988-89</u>	ACTUAL <u>1989-90</u>	ACTUAL <u>1990-91</u>	BUDGET <u>1991-92</u>	AMENDED <u>1991-92</u>	PROPOSED <u>1992-93</u>
Personal Services	\$0	\$809	\$5,650	\$3,000	\$4,500	0
Operating Expenses	0	3,911	10,059	3,500	15,000	10,600
Capital Outlay	<u>335</u>	<u>36,149</u>	<u>4,268</u>	<u>13,000</u>	<u>10,000</u>	<u>9,800</u>
TOTAL	\$335	\$40,869	\$19,976	\$27,500	\$29,500	\$20,400

*PERMANENT POSITIONS*

N/A

*SIGNIFICANT EXPENDITURE CHANGES*

None

*ACTIVITY DESCRIPTION*

The Law Enforcement Trust Fund is an expendable trust fund established to record confiscated property forfeiture revenues, interest earnings and the expenditure of those revenues for law enforcement purposes. This budget does not anticipate any future revenues and provides only a plan for the expenditure of prior year revenues.

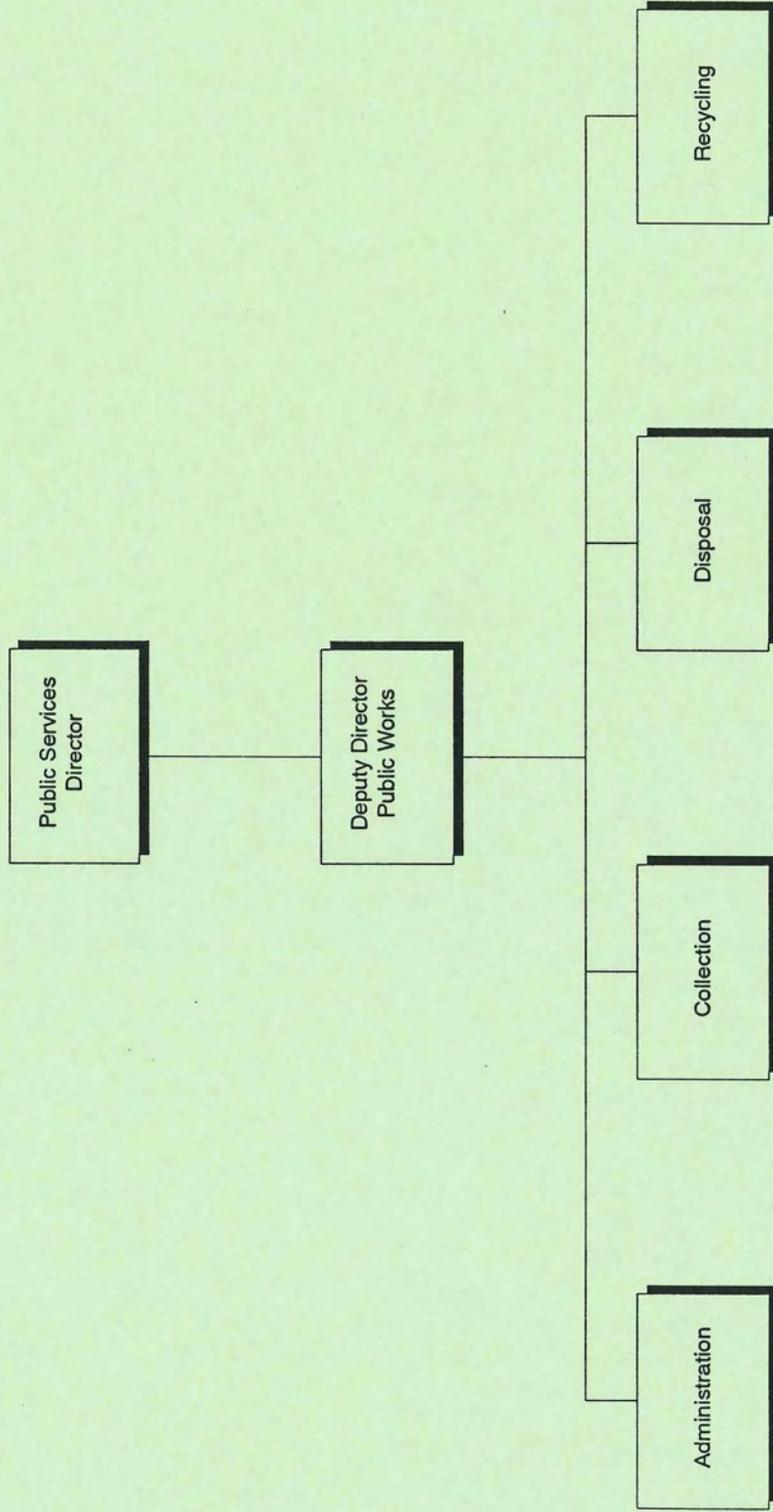




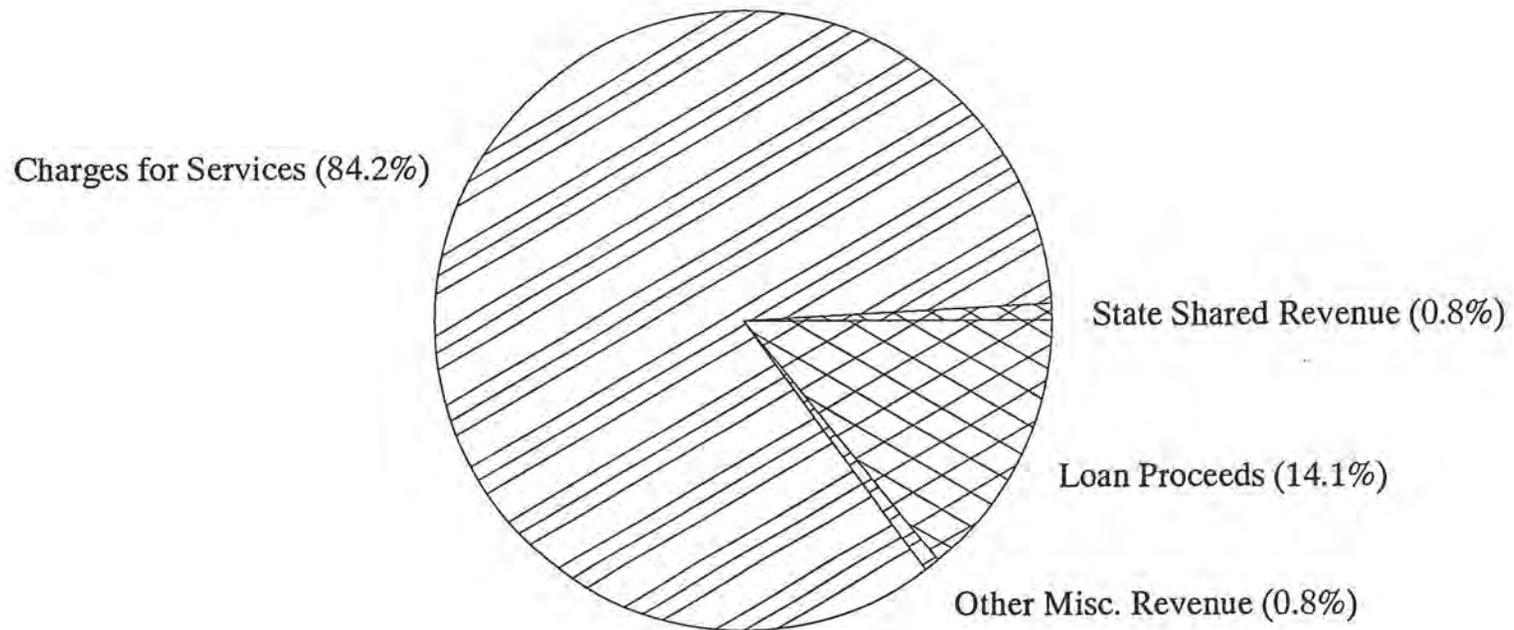
**SOLID WASTE  
ENTERPRISE FUND  
ANNUAL BUDGET**

**1992 - 1993**

# Garbage/Solid Waste



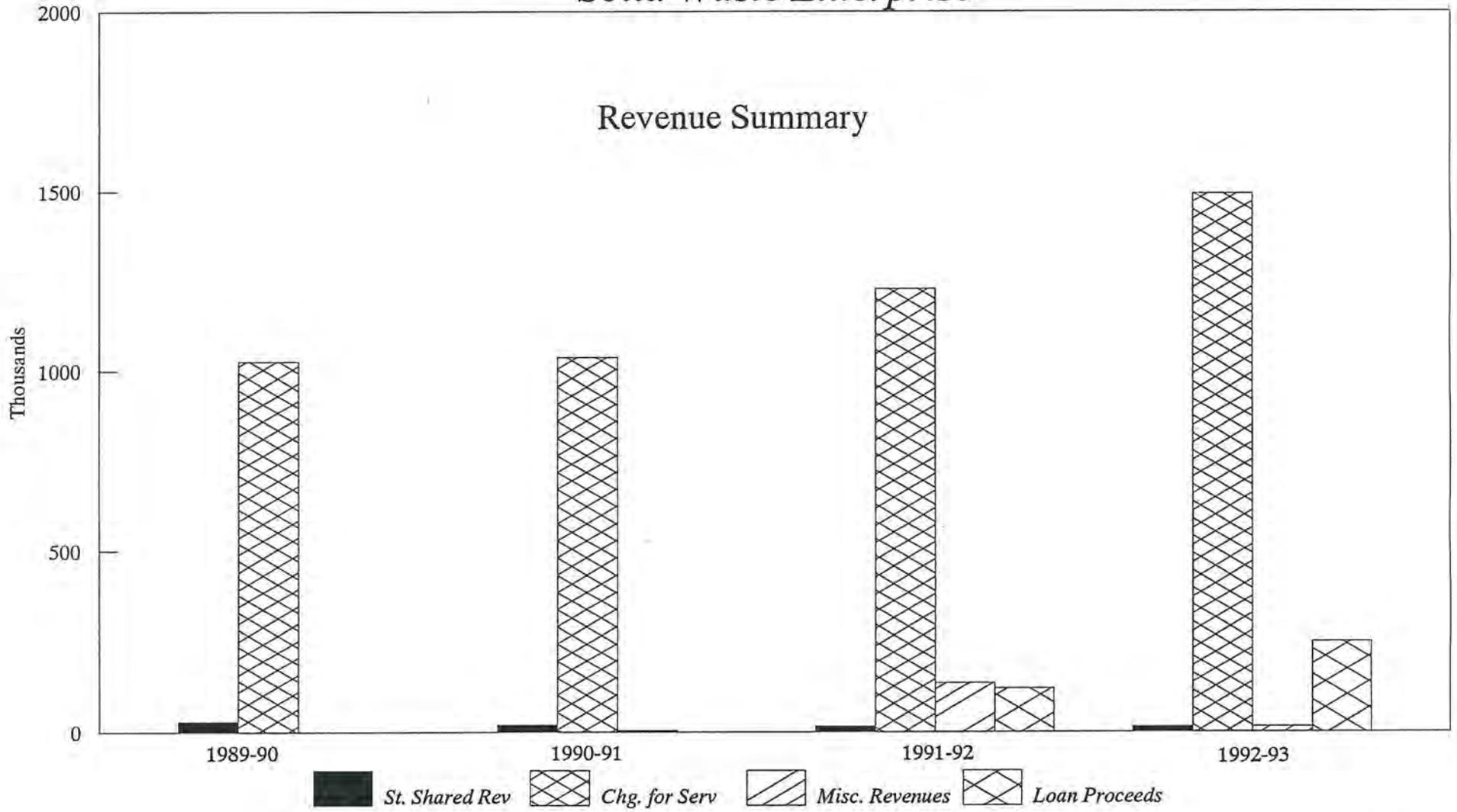
*Solid Waste Enterprise*  
1992-93 Budget



Revenues  
\$1,771,525

# Solid Waste Enterprise

## Revenue Summary



## SOLID WASTE REVENUE EXPLANATION

### *State Shared Revenues*

The Recycling Grant funds anticipated represent the fifth year of participation for the City. These monies are received through the County from the State and will be used to purchase recycling bins to begin a residential curbside recycling program in the new fiscal year.

### *Charges for Services*

Anticipated revenues for trash and garbage pick-up are based on an increase from \$10.50 to \$12.00 per month for residential units and an equivalent increase for commercial units. Dumpster rates are proposed to increase by 11%. The roll-off pull charges are proposed at \$120 per pull for regular service and \$50 per pull for special recycling services. Roll-off disposal charges are the additional fees to cover landfill costs.

### *Other Miscellaneous Revenue*

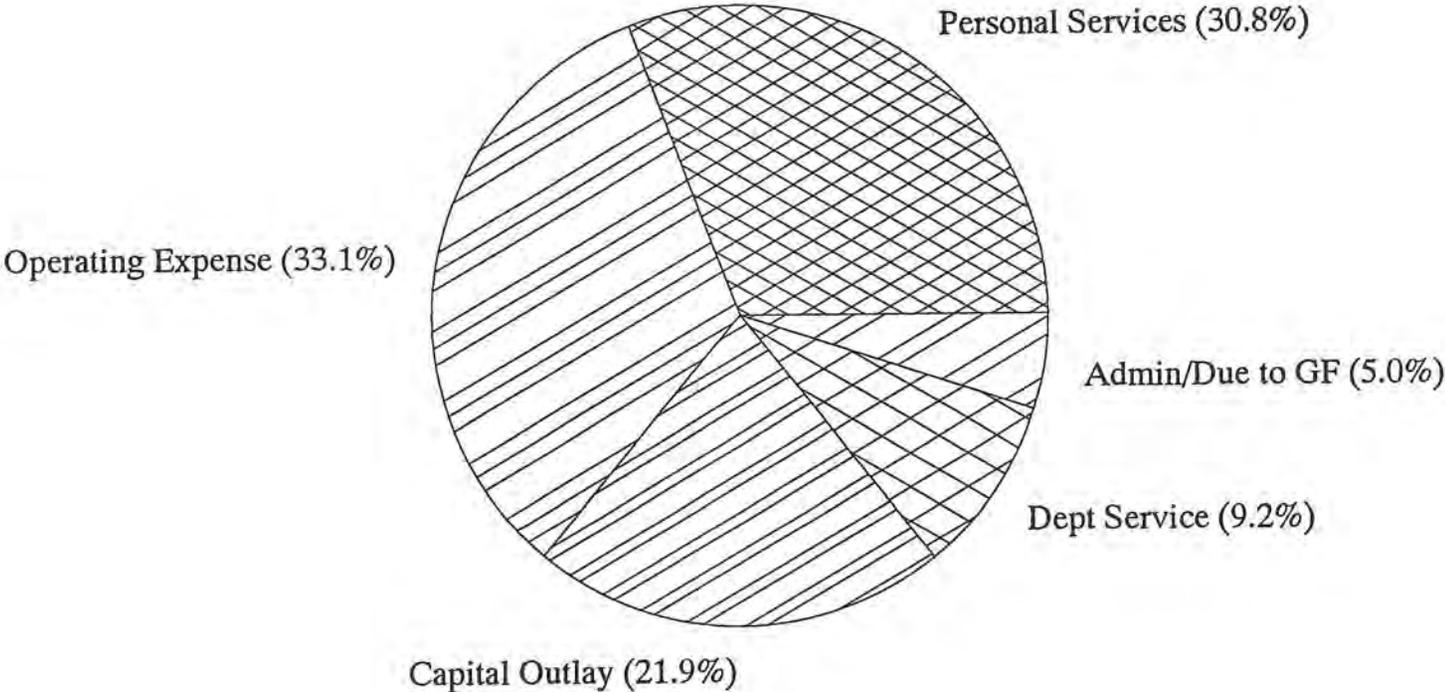
This is anticipated revenue from the selling of newspaper, glass and aluminum collected at the City's recycling centers.

### *Loan Proceeds*

The City anticipates financing the purchase of two refuse trucks and containers to replace current obsolete equipment. Interest and principal payments will be paid from Trash and Refuse Sales revenues over a seven year period.

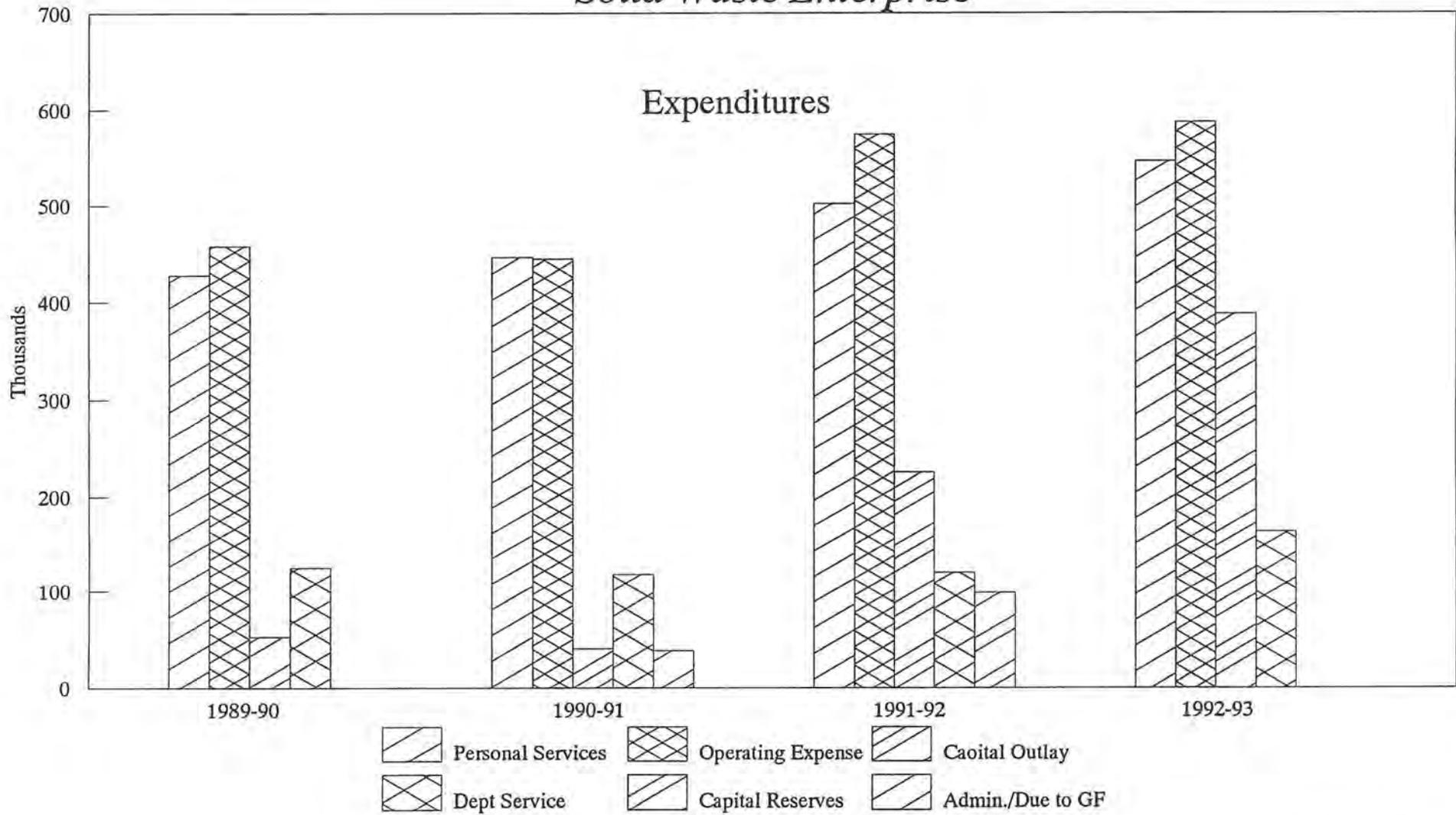
FUND ACCOUNT ACCOUNT NAME			1988-89 ACTUAL	1989-90 ACTUAL	1990-91 ACTUAL	1991-92 BUDGET	1991-92 AMENDED	1992-93 PROPOSED
<b>PHYSICAL ENVIRONMENT/GARBAGE/SOLID WASTE CONTROL SERVICES</b>								
<b>STATE SHARED REVENUE</b>								
495	334.390	Recycling Grant	\$0	\$28,264	\$20,258	\$15,000	\$16,000	\$15,000
Sub-total State Shared Revenues			\$0	\$28,264	\$20,258	\$15,000	\$16,000	\$15,000
<b>CHARGES FOR SERVICES</b>								
495	343.410	Trash Sales	\$367,507	\$503,125	\$546,053	\$611,400	\$620,000	\$755,400
495	343.420	Refuse Sales	458,998	522,438	490,992	462,100	542,000	605,700
495	343.430	Roll-Off Pull Charges	0	0	0	100,000	30,500	72,000
495	343.432	Roll-Off Disposal Charges	0	0	0	29,000	35,000	58,425
Sub-total Charges for Services			\$826,505	\$1,025,563	\$1,037,045	\$1,202,500	\$1,227,500	\$1,491,525
<b>OTHER MISCELLANEOUS REVENUE</b>								
495	369.900	Miscellaneous (Settlement Proceeds)	\$0	\$0	\$0	\$0	\$130,000	\$0
495	369.950	Recycling Revenue	\$0	\$0	\$3,526	\$4,000	\$4,000	\$15,000
Sub-total Other Misc. Revenue			\$0	\$0	\$3,526	\$4,000	\$134,000	\$15,000
<b>NON-REVENUE</b>								
495	380.100	Appropriated Retained Earnings	\$0	\$0	\$0	\$0	\$65,100	\$0
495	384.100	Loan Proceeds	\$432,000	\$0	\$0	\$137,000	\$120,000	\$250,000
Total Non Revenue			\$432,000	\$0	\$0	\$137,000	\$185,100	\$250,000
<b>Total Enterprise Fund Revenues</b>			<b>\$1,258,505</b>	<b>\$1,053,827</b>	<b>\$1,060,829</b>	<b>\$1,358,500</b>	<b>\$1,562,600</b>	<b>\$1,771,525</b>

*Solid Waste Enterprise*  
1992-93 Budget



Expenditures  
\$1,771,525

# Solid Waste Enterprise



## GARBAGE/SOLID WASTE CONTROL

<i>EXPENDITURES</i>	ACTUAL <u>1988-89</u>	ACTUAL <u>1989-90</u>	ACTUAL <u>1990-91</u>	BUDGET <u>1991-92</u>	AMENDED <u>1991-92</u>	PROPOSED <u>1992-93</u>
Personal Services	\$352,703	\$428,134	\$426,728	\$488,100	\$501,200	\$545,600
Operating Expenses	298,287	457,265	424,997	525,600	574,000	586,400
Capital Outlay	450,475	52,682	35,383	161,500	225,600	387,500
Debt Service	54,489	124,973	118,184	121,700	120,000	163,125
Reserve for Equip	0	0	0	18,300	98,500	0
Trnsfr to Gen Fnd	<u>0</u>	<u>0</u>	<u>0</u>	<u>43,300</u>	<u>43,300</u>	<u>88,900</u>
<b>TOTAL</b>	<b>\$1,155,954</b>	<b>\$1,063,054</b>	<b>\$1,005,292</b>	<b>\$1,358,500</b>	<b>\$1,562,600</b>	<b>\$1,771,525</b>

### *PERMANENT POSITIONS*

Public Services Director	.20
Deputy Director	.50
Administrative Assistant	.50
Public Works Supervisor	.25
Chief Mechanic	.25
Mechanic	1.50
Maintenance Worker	.50
F'Load Refuse Truck Driver	2.00
Auto Ref Truck Driver	2.00
Refuse Truck Operator	1.00
Refuse Driver/Collector	<u>6.00</u>
<b>TOTAL</b>	<b>14.70</b>

*SIGNIFICANT EXPENDITURE CHANGES*

1. Addition of a Curbside Recycling Program
2. Two additional Refuse Collector/Driver positions

*ACTIVITY DESCRIPTION*

This department is responsible for the pickup, collection and disposal of residential and commercial garbage, trash and solid waste. Residential garbage is picked up twice each week and trash pickup is once each week. Commercial dumpsters are emptied at least once each week or as frequently as once each day, depending on the customer's needs. Roll-off containers are pulled twice each month or as often as needed.

Solid Waste Management is a major concern for the City Council and staff. Four years ago the City implemented an automated garbage and trash pick up system. This system uses special containers that can be picked up by a mechanical arm mounted on a truck, and it needs only one person to operate the truck and pick up the container.

Due to recycling requirements, the City intends to implement a curbside recycling program early in the new fiscal year. The budget contains an appropriation for a recycling truck with bins

to separate newspapers, plastics and aluminum and an appropriation for 4,500 individual recycling bins to be distributed to residential customers. Two additional positions are included in this budget to handle curbside recycling and recycling centers two days each week and to handle the increased requirements for separating yard trash from household garbage.

*ACTIVITY GOALS*

1. Collect garbage, trash and other solid waste in an effective manner.
2. Maintain communications with users to insure public needs are met.

*ACTIVITY OBJECTIVES*

1. Continue to look for more efficient methods of collecting garbage, trash and solid waste.
2. Develop and implement recycling programs to conform with State of Florida mandates.
3. Improve safety awareness among employees.

GARBAGE/SOLID WASTE CONTROL CON'T

*ACTIVITY MEASUREMENTS*

	<u>ACTUAL</u> <u>1988-89</u>	<u>ACTUAL</u> <u>1989-90</u>	<u>ACTUAL</u> <u>1990-91</u>	<u>PROJECTED</u> <u>1991-92</u>	<u>PROJECTED</u> <u>1992-93</u>
Number of residential units	3,855	3,945	3,980	4,000	4,130
Number of commercial units	440	465	432	450	436
Number of dumpster customers	225	237	237	230	235
Number of Roll-off customers	0	0	0	17	25

## SOLID WASTE/NOTE PAYABLE

Present note payable are summarized as follows:

<u>Lender / Purpose</u>	<u>Principal Balance 10/01/92</u>	<u>Principal Payment 1992-93</u>	<u>Interest Payment 1992-93</u>	<u>Principal Balance 9/30/93</u>
Sun Bank of Volusia County/ garbage truck & containers	\$132,000	\$100,000	\$4,050	\$32,000
General Fund/Roll-off truck and containers	<u>\$120,000</u>	<u>\$40,000</u>	<u>\$5,860</u>	<u>\$80,000</u>
<b>TOTALS</b>	<b><u>\$252,000</u></b>	<b><u>\$140,000</u></b>	<b><u>\$9,910</u></b>	<b><u>\$112,000</u></b>







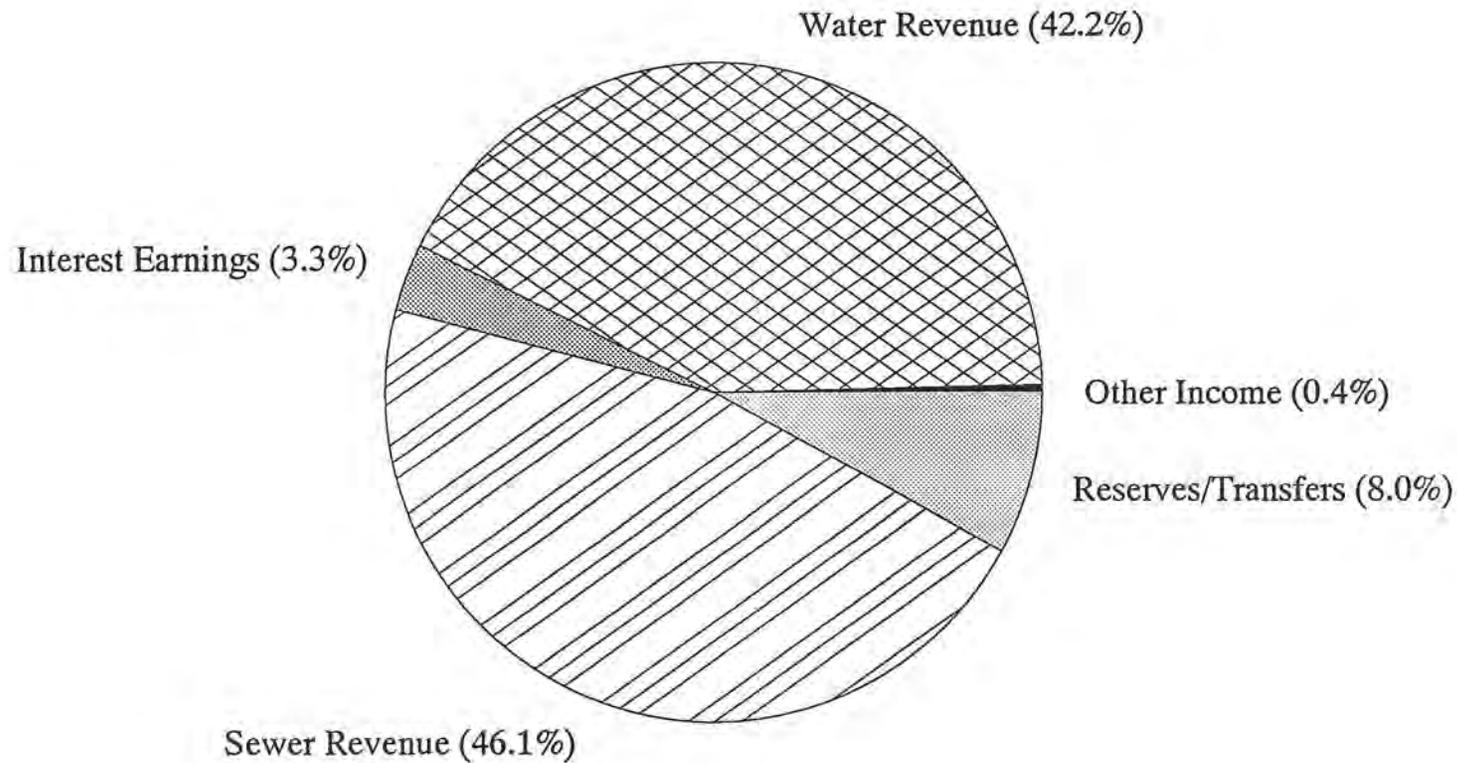




**WATER AND SEWER  
ENTERPRISE FUND  
PROPOSED BUDGET**

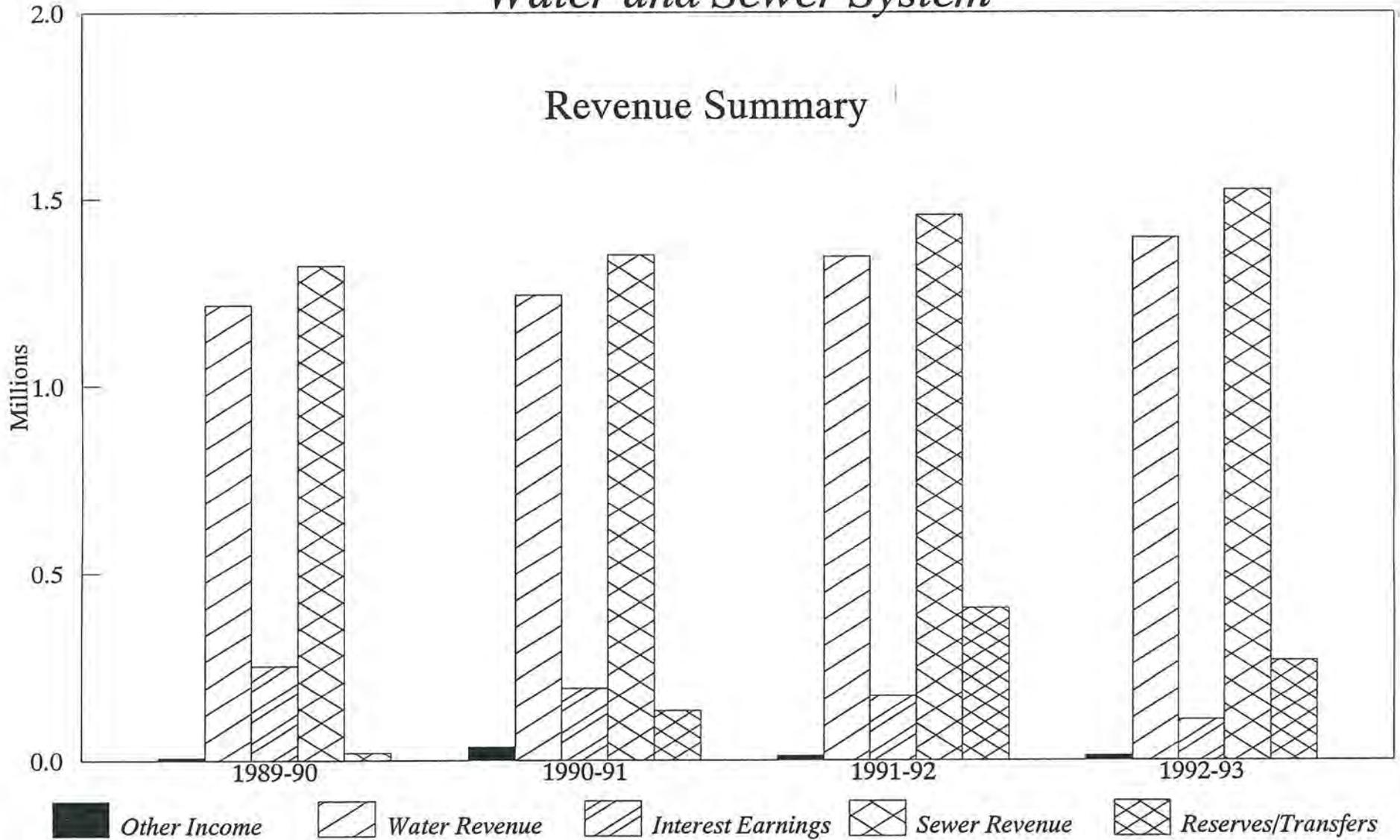
**1992 - 1993**

*Water and Sewer Revenues*  
1992-93 Budget  
\$3,302,350



# Water and Sewer System

## Revenue Summary



## WATER AND SEWER ENTERPRISE FUND REVENUE EXPLANATION

### *Water Sales*

Based on nine months' billings revenues from water sales will be higher than anticipated for 1991-92. Due to a 5% rate increase to be effective October 1, 1992, an additional \$50,600 has been projected for 1992-93.

### *Meter Connection Charges*

Current estimates indicate that revenues will be higher than anticipated for 1991-92. New projects are anticipated and the budget level will remain the same for 1992-93.

### *Service Charges*

Current estimates indicate that revenues will be less than anticipated for 1991-92. No increase has been projected for 1992-93.

### *Cut-Off Charges*

Current estimates indicate that revenues will be less than anticipated for 1991-92. No increase has been projected for 1992-93.

### *Hydrant Rental*

Current estimates indicate that revenues will be slightly less than anticipated for 1991-92. Additional hydrants are anticipated for 1992-93.

### *Sewer Charges*

Based on nine months billing, revenues from sewer charges will be higher than anticipated for 1991-92. Sewer charges are 115% of the water rate and due to a water rate increase to be effective October 1, 1992, an additional \$67,600 has been projected for 1992-93.

### *Sewer Connection Charges*

Current estimates indicate that revenues will be higher than anticipated for 1991-92. New projects are anticipated and the budget level will remain the same for 1992-93.

### *Interest Earnings*

Current estimates for 1991-92 indicate that earnings will be less than anticipated due to falling interest rates. The projection of \$108,000 for 1992-93 is based on average investments of \$2.7 million at a rate of 4%.

### *Other Income*

Current estimates indicate revenues will be higher than anticipated for 1991-92. The 1992-93 budget level is based on current year estimates.

*Impact Fees*

Current estimates indicate that revenues will be much higher than anticipated for 1991-92. The 1992-93 budget is estimated to be less than the current year amended estimate.

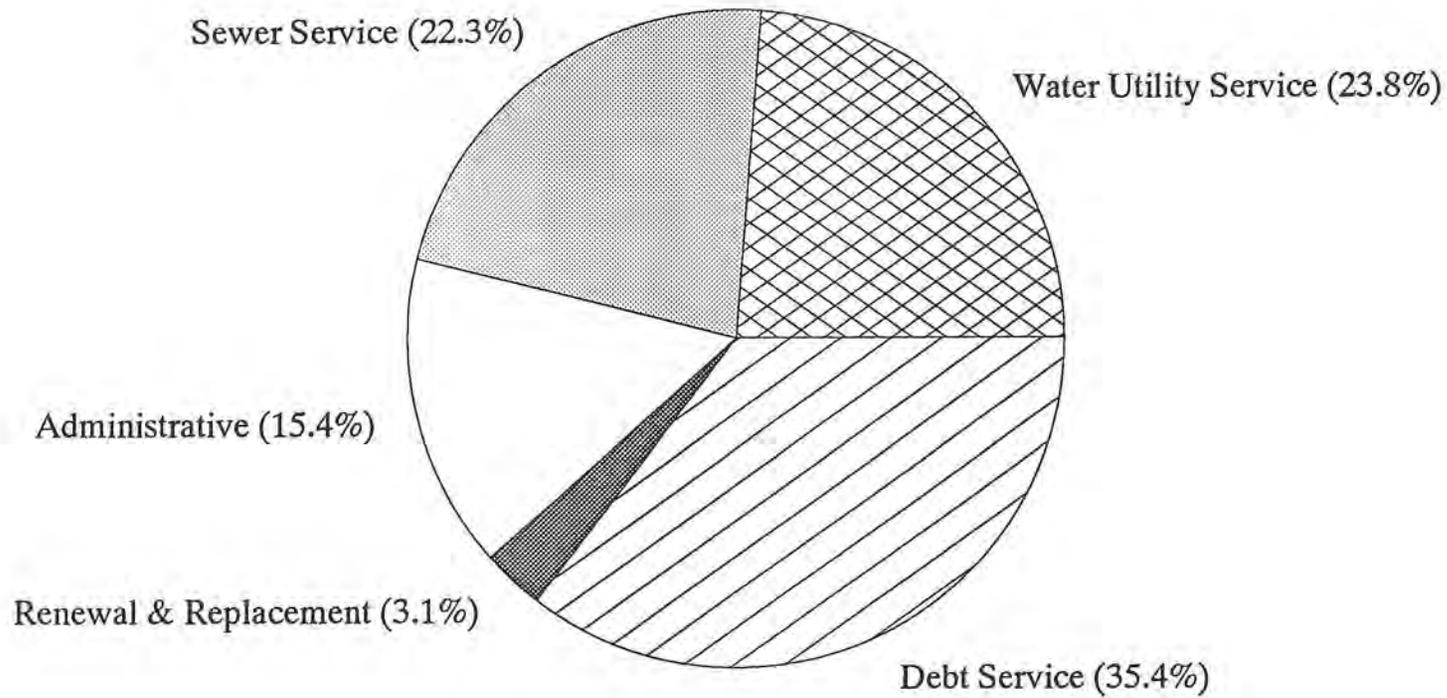
*Appropriated Reserves*

The budget anticipates using cash reserves of \$214,650 for purchases of equipment and improvements to the Water and Sewer System. The reserves will also provide for additional certification training for plant operators and distribution system technicians as well as for major well repairs and increased chemical costs associated with completed improvements to the water and sewer system.

FUND ACCOUNT		ACCOUNT NAME	1988-89 ACTUAL	1989-90 ACTUAL	1990-91 ACTUAL	1991-92 BUDGET	1991-92 AMENDED	1992-93 PROPOSED
		<b>FEDERAL GRANTS</b>						
400	331.390	Flouride Grant	\$0	\$0	\$19,287	\$0	\$0	\$0
		<b>WATER REVENUE</b>						
400	343.611	Water Sales	\$1,089,513	\$1,171,163	\$1,237,932	\$1,248,000	\$1,290,000	\$1,340,600
400	343.612	Meter Connection Charges	14,643	8,085	15,326	12,000	14,000	14,000
400	343.613	Service Charges	15,435	14,871	15,600	17,000	15,000	15,000
400	343.614	Cut-off Charges	14,290	12,727	16,942	16,000	15,000	15,000
400	343.615	Hydrant Rental	9,482	9,594	9,561	10,000	10,000	10,000
		Sub-Total Water Revenue	\$1,143,363	\$1,216,440	\$1,295,361	\$1,303,000	\$1,344,000	\$1,394,600
		<b>SEWER REVENUE</b>						
400	343.621	Sewer Charges	\$1,220,616	\$1,316,439	\$1,392,537	\$1,412,000	\$1,450,000	\$1,517,600
400	343.622	Sewer Connection Charges	3,700	2,800	1,900	4,000	5,000	5,000
		Sub-total Sewer Revenue	\$1,224,316	\$1,319,239	\$1,394,437	\$1,416,000	\$1,455,000	\$1,522,600
		<b>INTEREST EARNINGS</b>						
400	361.100	Investment Income	\$18,464	\$25,957	\$24,589	\$20,000	\$10,000	\$4,000
400	361.200	SBA Int/Wtr Rev & Opr Fd	52,432	92,491	89,537	92,000	75,000	50,000
470	361.210	SBA Int/Debt Service Fund	153,276	93,539	82,466	75,000	62,000	40,000
480	361.000	SBA Int/Impact Fees	14,013	45,795	33,646	0	25,000	14,000
		Sub-total Interest Earnings	\$238,186	\$257,782	\$230,238	\$187,000	\$172,000	\$108,000

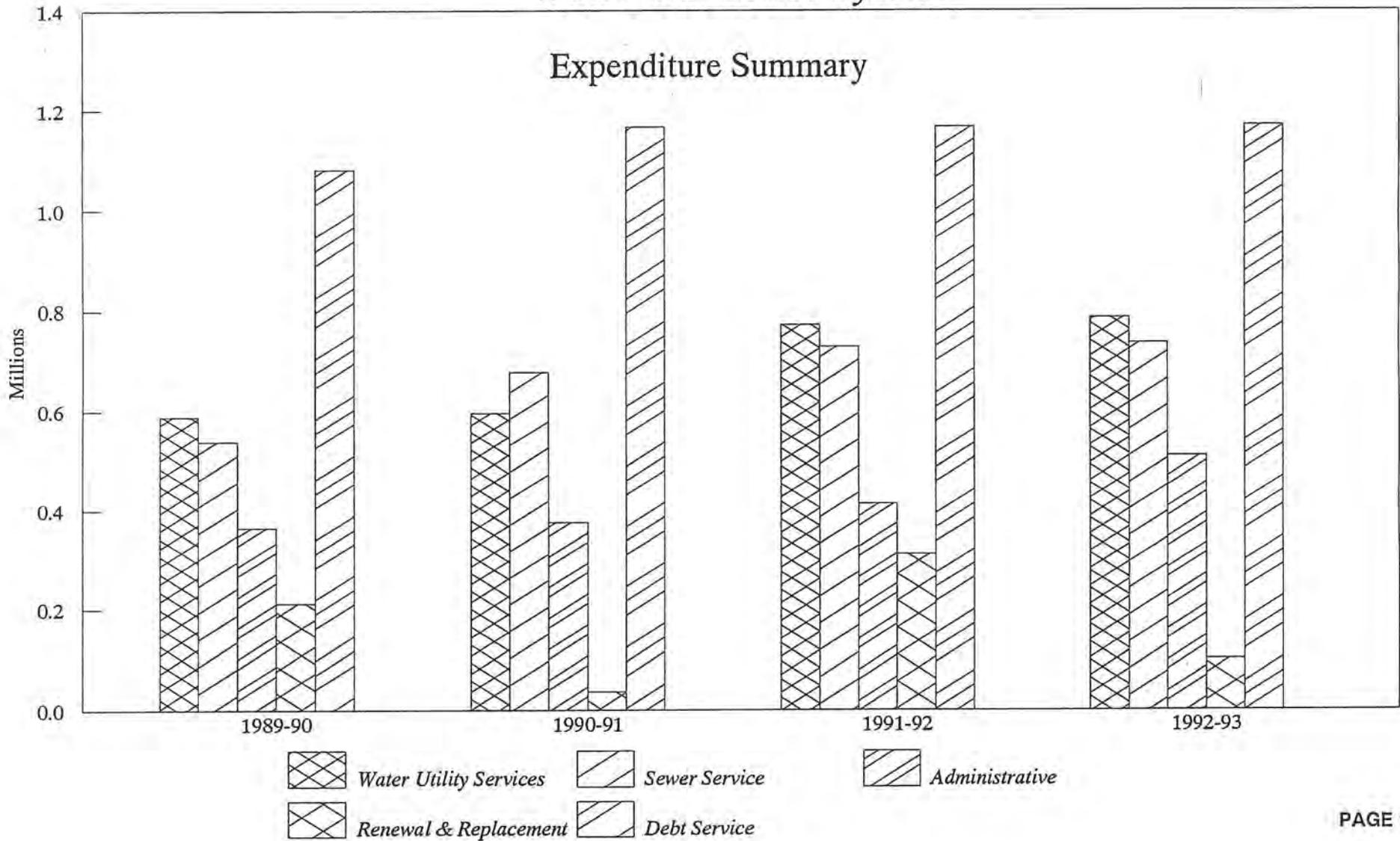


*Water and Sewer Expenditures*  
1992-93 Budget  
\$3,302,350

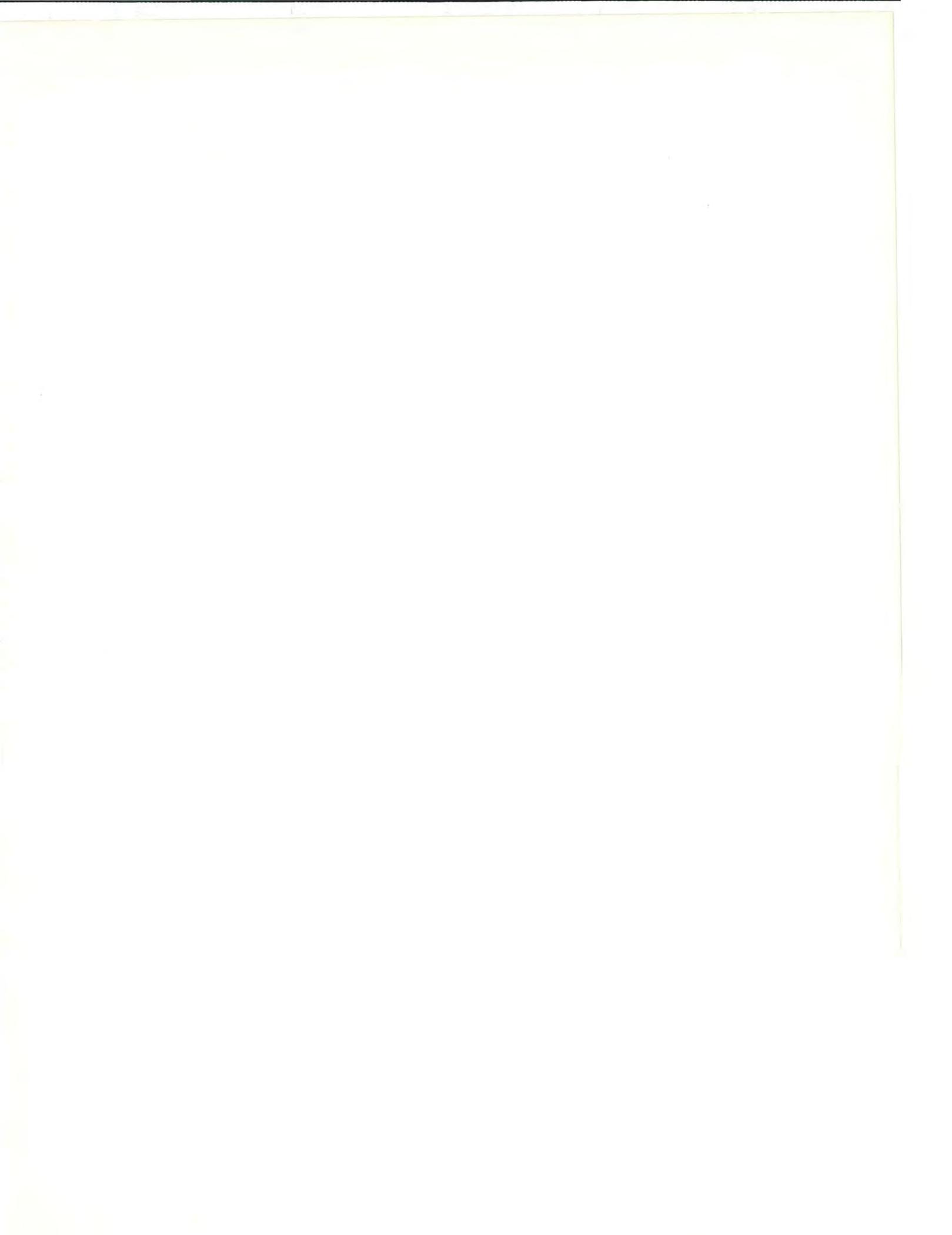


# Water and Sewer System

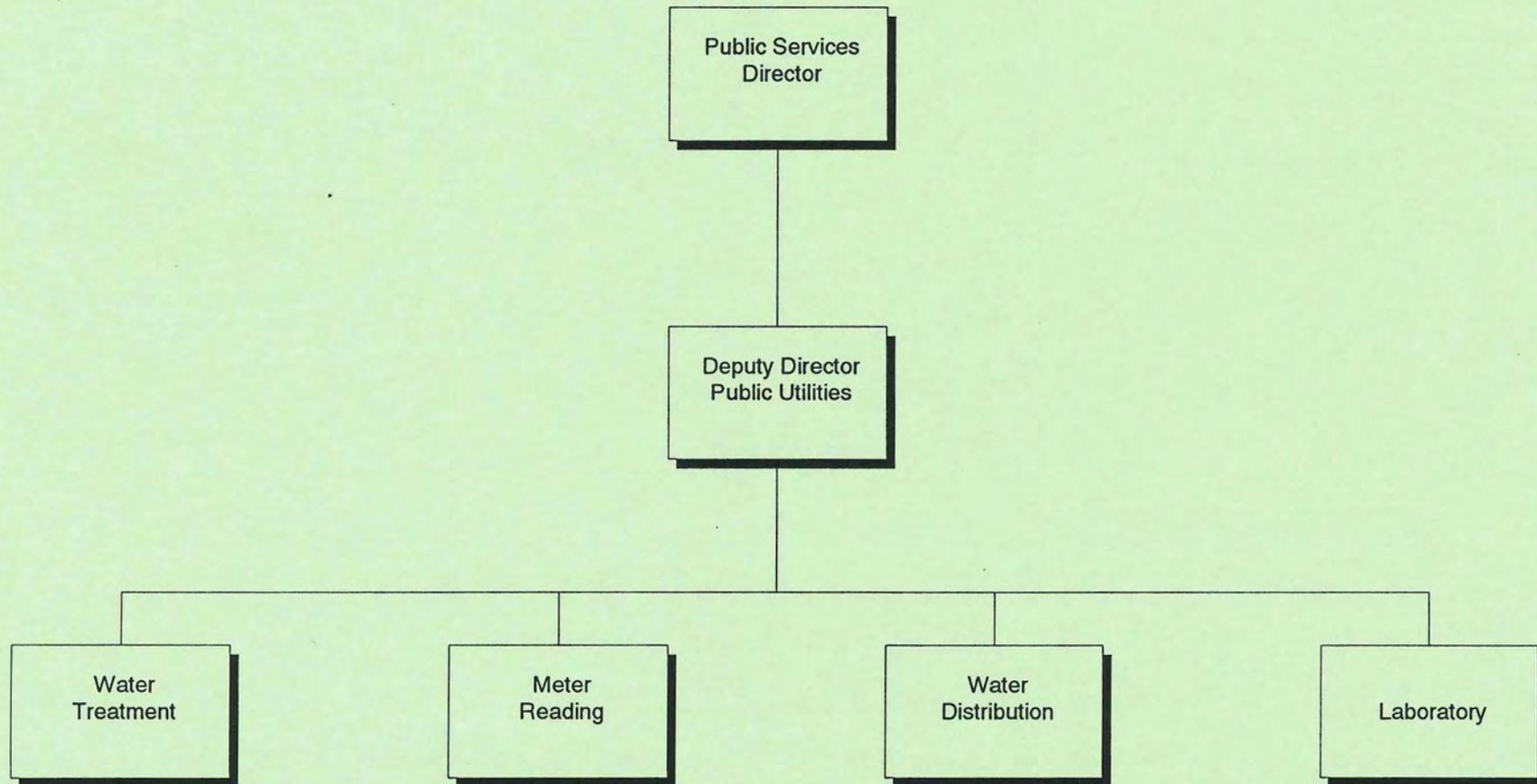
## Expenditure Summary



FUND ACCOUNT ACCOUNT NAME			1988-89 ACTUAL	1989-90 ACTUAL	1990-91 ACTUAL	1991-92 BUDGET	1991-92 AMENDED	1992-93 PROPOSED
<b>WATER &amp; SEWER SYSTEM - EXPENDITURE SUMMARY</b>								
OPERATING								
400	533.000	Water Utility Service/Water Plant	\$552,773	\$588,081	\$596,147	\$718,500	\$772,300	\$786,700
400	535.000	Sewer Service/Water Pollution Control Plant	549,374	537,940	677,939	669,700	728,700	736,150
ADMINISTRATIVE								
400	536.000	Transfer to General Fund	\$300,000	\$340,000	\$357,000	\$379,800	\$379,800	\$476,000
400	536.000	Other Administrative Expense	30,099	24,053	19,036	33,000	33,000	33,000
RESERVES								
400	580.990	Operating Reserve	\$52,300	\$42,000	\$40,000	\$0	\$0	\$0
480	581.100	Renewal and Replacement	50,000	0	0	0	0	0
480	581.200	Impact Fee Reserve	31,200	0	73,358	0	0	0
EXPENDITURE APPROPRIATIONS & TRANSFERS								
470	580.100	Series 1989 Appropriated Retained Earnings	0	0	259,400	0	75,000	40,000
400	581.912	Series 1989 Transfer	0	1,080,500	906,600	1,166,000	1,091,000	1,129,500
400	581.210	Series "A"	166,600	0	0	0	0	0
400	581.220	Series "B"	147,700	0	0	0	0	0
400	581.230	Series 1984	340,400	0	0	0	0	0
400	581.911	Renewal & Replacement Transfer	0	0	35,000	0	0	0
480	580.100	Renewal & Replacement Appropriated Retained Earnings	0	211,510	841	61,500	311,000	101,000
<b>GRAND TOTAL</b>			<b>\$2,220,447</b>	<b>\$2,824,084</b>	<b>\$2,965,321</b>	<b>\$3,028,500</b>	<b>\$3,390,800</b>	<b>\$3,302,350</b>
PAGE 119								



# Water Utility Service/Water Plant



## WATER UTILITY SERVICE/WATER PLANT

<i>EXPENDITURES</i>	ACTUAL <u>1988-89</u>	ACTUAL <u>1989-90</u>	ACTUAL <u>1990-91</u>	BUDGET <u>1991-92</u>	AMENDED <u>1991-92</u>	PROPOSED <u>1992-93</u>
Personal Services	\$320,507	\$343,091	\$377,186	\$433,400	\$439,300	\$480,900
Operating Expenses	232,267	244,990	218,962	270,900	310,500	277,000
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>14,200</u>	<u>22,500</u>	<u>28,800</u>
TOTAL	\$552,773	\$588,081	\$596,147	\$718,500	\$772,300	\$786,700

### *PERMANENT POSITIONS*

Public Services Director	.25
Deputy Director	.50
Administrative Assistant	.50
Lab Technician	.50
Chief Mechanic	.25
Chief Plant Operator	1.00
Plant Operator "A"	1.00
Plant Operator "C"	2.00
Maintenance Supervisor	1.00
Utility Mechanic	3.00
Meter Reader	<u>2.00</u>
Total	12.00

### *SIGNIFICANT EXPENDITURE CHANGES*

1. None

WATER UTILITY SERVICE/WATER PLANT CON'T

*ACTIVITY DESCRIPTION*

The Water Utility Service department is responsible for Water Plant operations, providing good water to the community. The current production rate is approximately 1.1 million gallons per day. This department is also responsible for maintaining the wellfields, laying pipe, repairing water lines, maintaining fire hydrants, installing water meters and reading meters.

*ACTIVITY GOALS*

1. Operate the water treatment plant to meet all State and Federal regulations and requirements.
2. Maintain wellfields and water distribution to provide quality water to citizens.

*ACTIVITY OBJECTIVES*

1. Improve performance and efficiency of the water treatment plant.
2. Develop and implement an effective cross-connection/backflow prevention device testing program.
3. In conjunction with other activities, continue the preventative maintenance program for all City equipment.
4. Improve safety awareness among employees.

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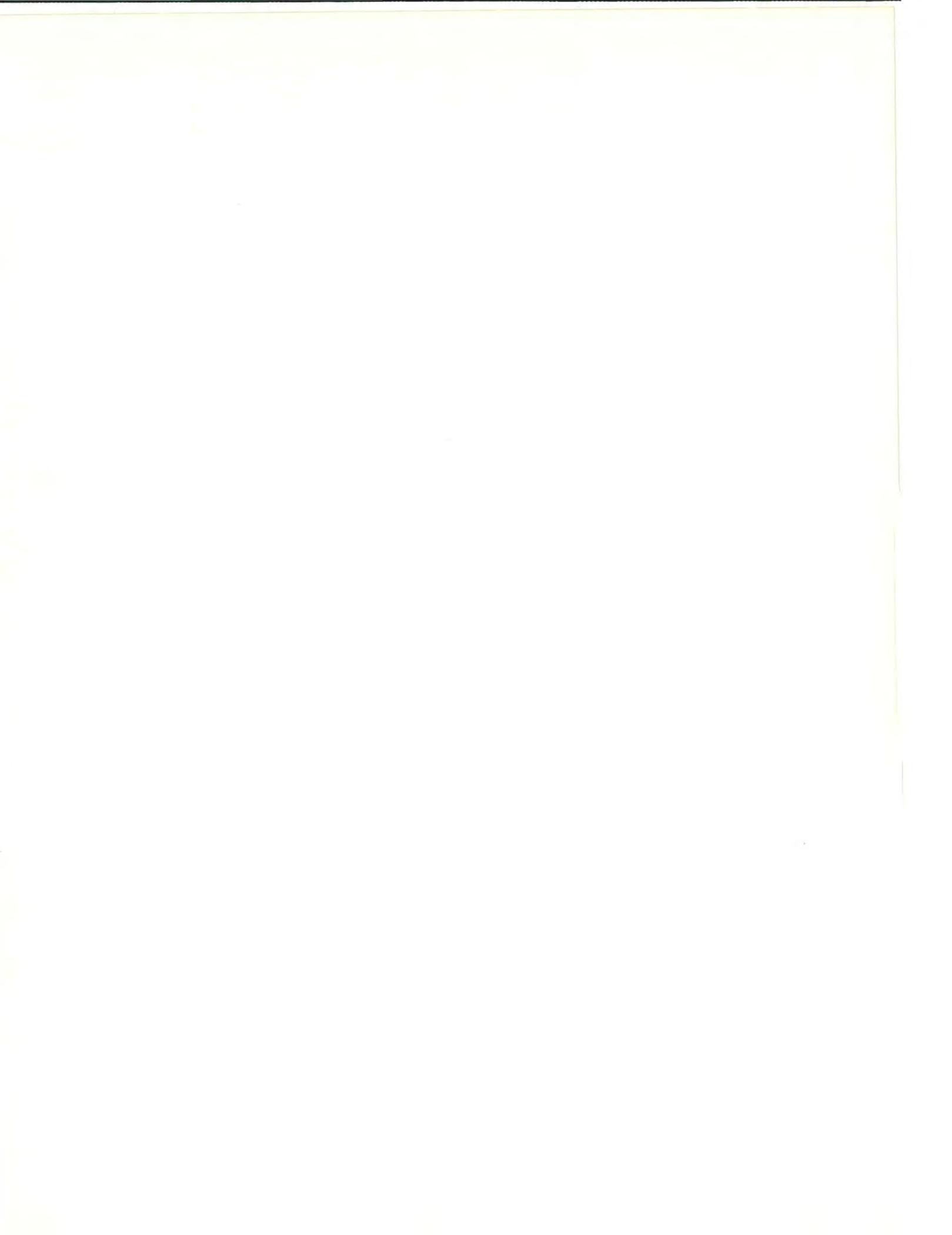
*ACTIVITY MEASUREMENTS*

	<u>ACTUAL</u> <u>1988-89</u>	<u>ACTUAL</u> <u>1989-90</u>	<u>ACTUAL</u> <u>1990-91</u>	<u>PROJECTED</u> <u>1991-92</u>	<u>PROJECTED</u> <u>1992-93</u>
Water Treatment Plant capacity	2.3 MGD	2.3 MGD	2.3 MGD	2.3 MGD	2.3 MGD
Water average daily flow	1.0 MGD	1.1 MGD	1.1 MGD	1.1 MGD	1.2 MGD
Number of fire hydrants	253	258	260	260	264
Average number of meters read per month	5,385	5,438	5,474	5,516	5,530

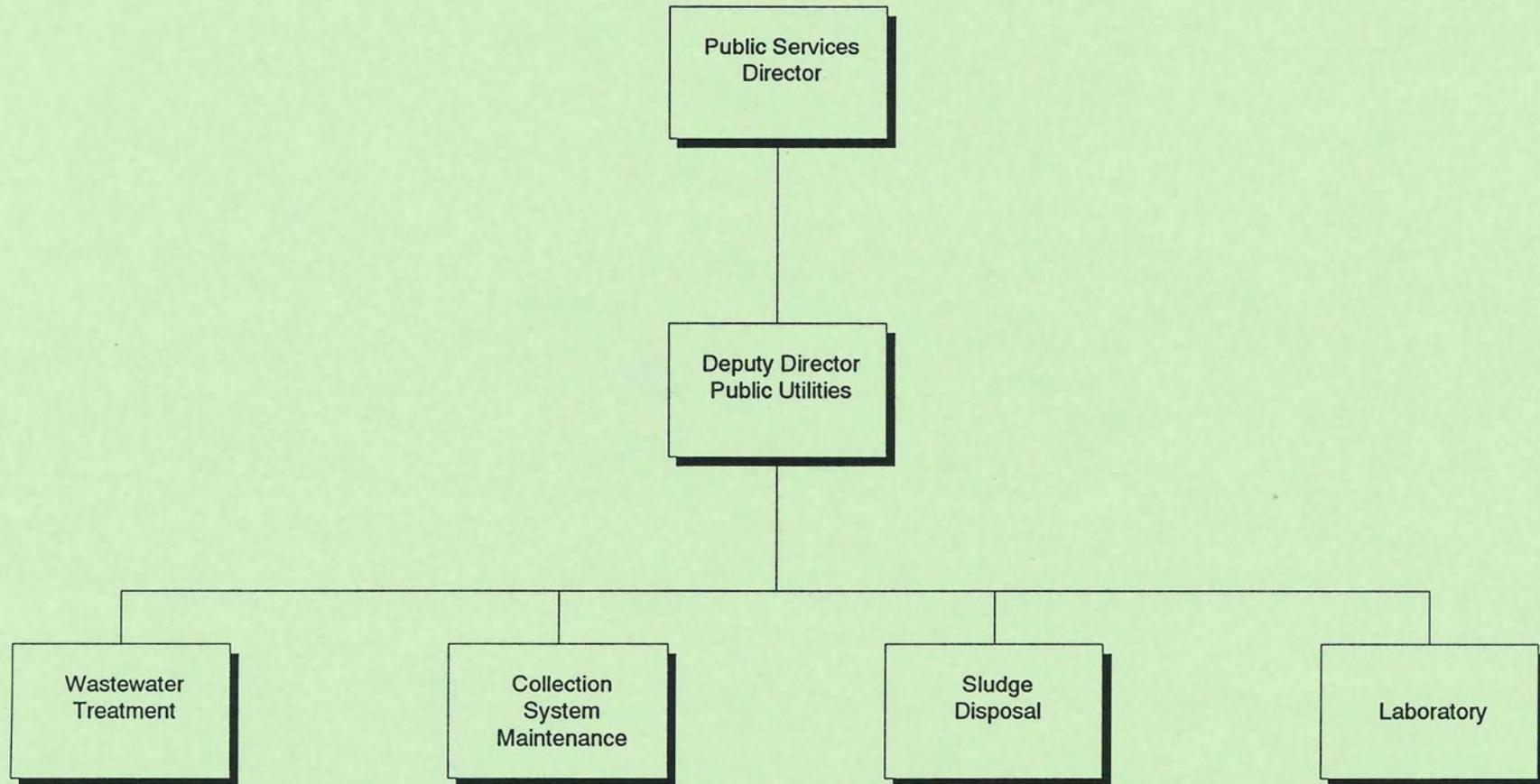








# Sewer Service/Water Pollution Control



SEWER SERVICE/WATER POLLUTION CONTROL PLANT

<i>EXPENDITURES</i>	<u>ACTUAL</u> <u>1988-89</u>	<u>ACTUAL</u> <u>1989-90</u>	<u>ACTUAL</u> <u>1990-91</u>	<u>BUDGET</u> <u>1991-92</u>	<u>AMENDED</u> <u>1991-92</u>	<u>PROPOSED</u> <u>1992-93</u>
Personal Services	\$273,151	\$304,293	\$337,407	\$364,600	\$369,600	\$393,900
Operating Expenses	276,224	233,647	340,532	287,400	340,200	300,700
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>17,700</u>	<u>18,900</u>	<u>41,550</u>
 TOTAL	 \$549,374	 \$537,940	 \$677,939	 \$669,700	 \$728,700	 \$736,150

*PERMANENT POSITIONS*

Public Services Director	.25
Deputy Director	.50
Administrative Assistant	.50
Lab Technician	.50
Chief Mechanic	.25
Plant Operator "C"	2.00
Plant Operator Trainee	3.00
Utility Mechanic	3.00
Driver	<u>1.00</u>
 TOTAL	 11.00

*SIGNIFICANT EXPENDITURE CHANGES*

1. Purchase of CADD/GIS Information System

SEWER PLANT CON'T

*ACTIVITY DESCRIPTION*

The Sewer Service department is responsible for the water pollution control plant operation, treating and disposing of approximately 1.755 million gallons of wastewater every day. It is responsible for the maintenance, repair and cleaning of plant equipment, sewer mains and lift stations.

*ACTIVITY GOALS*

1. Operate the water pollution control plant to meet all State and Federal regulations and requirements.
2. Maintain sewer mains and lift stations to insure effective, sanitary conditions.

*ACTIVITY OBJECTIVES*

1. Improve performance and efficiency of the water pollution control plant.
2. In conjunction with other activities, continue the preventative maintenance program for all City equipment.
3. Improve safety awareness among employees.

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*ACTIVITY MEASUREMENTS*

	ACTUAL <u>1988-89</u>	ACTUAL <u>1989-90</u>	ACTUAL <u>1990-91</u>	PROJECTED <u>1991-92</u>	PROJECTED <u>1992-93</u>
Wastewater treatment capacity	1.6 MGD	1.6 MGD	2.4 MGD	2.4 MGD	2.4 MGD
Wastewater average daily flow	1.2 MGD	1.2 MGD	1.7 MGD	1.7 MGD	1.8 MGD
Number of lift stations	26	26	26	26	26
Miles of sanitary sewers	65.0 miles	65.0 miles	65.0 miles	65.0 miles	65.0 miles







WATER AND SEWER  
ADMINISTRATION



**WATER AND SEWER  
DEBT SERVICE  
ANNUAL BUDGET**

**1992 - 1993**

## WATER AND SEWER ADMINISTRATION

<i>EXPENDITURES</i>	ACTUAL <u>1988-89</u>	ACTUAL <u>1989-90</u>	ACTUAL <u>1990-91</u>	BUDGET <u>1991-92</u>	AMENDED <u>1991-92</u>	PROPOSED <u>1992-93</u>
Personal Services	\$207,400	\$246,000	\$259,600	\$282,700	\$282,700	\$269,750
Operating Expenses	120,699	118,053	116,436	130,100	130,100	239,250
Capital Outlay	<u>1,000</u>	<u>10,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$329,099	\$364,053	\$376,036	\$412,800	\$412,800	\$509,000

### *PERMANENT POSITIONS*

City Manager	.33
Deputy Clerk	.50
Finance Director	.50
Senior Accountant	.25
Accountant	.25
Payroll Account Clerk	.25
Account Clerk	.25
Chief Computer Operator	.75
Computer Operator	.75
Cashier	.75
City Manager Secretary	.25
Receptionist/Office Assistant	.25
Janitorial Maintenance Worker	.33
Administrative Aide	<u>.33</u>
TOTAL	5.74

### *SIGNIFICANT EXPENDITURE CHANGES*

1. Allocation of portion of Debt Service Payments for City Hall Renovations

### *ACTIVITY DESCRIPTION, GOALS, OBJECTIVES, MEASUREMENTS*

See General Government departments





WATER AND SEWER DEBT SERVICE

<i>EXPENDITURES</i>	<u>ACTUAL</u> <u>1988-89</u>	<u>ACTUAL</u> <u>1989-90</u>	<u>ACTUAL</u> <u>1990-91</u>	<u>BUDGET</u> <u>1991-92</u>	<u>AMENDED</u> <u>1991-92</u>	<u>PROPOSED</u> <u>1992-93</u>
Principal Payments	\$365,000	\$0	\$165,000	\$175,000	\$ 175,000	\$ 190,000
Interest Expense	623,524	870,325	996,000	986,000	986,000	974,500
Other Debt Service	<u>7,700</u>	<u>0</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
TOTAL	\$996,224	\$870,325	\$1,166,000	\$1,166,000	\$1,166,000	\$1,169,500

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*PERMANENT POSITIONS*

N/A

*ACTIVITY GOAL*

N/A

*SIGNIFICANT EXPENDITURE CHANGES*

1. None

*ACTIVITY MEASUREMENTS*

N/A

*ACTIVITY DESCRIPTION*

The Water and Sewer Debt Service Fund has been established to record the principal and interest payments made on outstanding bonds. The funds allocated for these payments are transferred from Water and Sewer revenues.



## DEBT SERVICE REQUIREMENTS TO MATURITY

FISCAL YEAR ENDED	PRINCIPAL	INTEREST	TOTAL
1990	\$0	\$1,028,700	\$1,028,700
1991	\$165,000	\$995,516	\$1,160,516
1992	\$175,000	\$985,369	\$1,160,369
1993	\$190,000	\$974,431	\$1,164,431
1994	\$200,000	\$962,366	\$1,162,366
1995	\$210,000	\$949,466	\$1,159,466
1996	\$225,000	\$935,816	\$1,160,816
1997	\$240,000	\$920,966	\$1,160,966
1998	\$255,000	\$905,006	\$1,160,006
1999	\$275,000	\$887,921	\$1,162,921
2000	\$295,000	\$869,359	\$1,164,359
2001	\$315,000	\$849,151	\$1,164,151
2002	\$335,000	\$827,101	\$1,162,101
2003	\$360,000	\$803,651	\$1,163,651
2004	\$385,000	\$778,091	\$1,163,091
2005	\$410,000	\$750,756	\$1,160,756
2006	\$440,000	\$721,544	\$1,161,544
2007	\$470,000	\$690,194	\$1,160,194
2008	\$505,000	\$656,706	\$1,161,706
2009	\$540,000	\$620,725	\$1,160,725
2010	\$580,000	\$582,250	\$1,162,250
2011	\$620,000	\$540,925	\$1,160,925
2012	\$665,000	\$496,750	\$1,161,750
2013	\$710,000	\$449,369	\$1,159,369
2014	\$765,000	\$398,750	\$1,163,750
2015	\$820,000	\$343,288	\$1,163,288
2016	\$880,000	\$283,838	\$1,163,838
2017	\$940,000	\$220,038	\$1,160,038
2018	\$1,010,000	\$151,888	\$1,161,888
2019	\$1,085,000	\$78,663	\$1,163,663
<b>TOTALS</b>	<b>\$14,065,000</b>	<b>\$20,658,594</b>	<b>\$34,723,594</b>



*WATER AND SEWER  
RENEWAL & REPLACEMENT FUND*

*ANNUAL BUDGET*

*1992 - 1993*

**WATER AND SEWER RENEWAL AND REPLACEMENT FUND**

<i>EXPENDITURES</i>	<u>ACTUAL</u> <u>1988-89</u>	<u>ACTUAL</u> <u>1989-90</u>	<u>ACTUAL</u> <u>1990-91</u>	<u>BUDGET</u> <u>1991-92</u>	<u>AMENDED</u> <u>1991-92</u>	<u>PROPOSED</u> <u>1992-93</u>
Capital Outlay	\$ 0	\$211,510	\$ 35,841	\$61,500	\$311,000	\$101,000
Reserve for Improv	<u>50,000</u>	<u>0</u>	<u>72,517</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL</b>	<b>\$50,000</b>	<b>\$211,510</b>	<b>\$108,358</b>	<b>\$61,500</b>	<b>\$311,000</b>	<b>\$101,000</b>

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*PERMANENT POSITIONS*  
N/A

*ACTIVITY GOAL*  
N/A

*SIGNIFICANT EXPENDITURE CHANGES*  
1. None

*ACTIVITY OBJECTIVE*  
N/A

*ACTIVITY DESCRIPTION*  
The Renewal and Replacement Fund was established to provide for major improvements and/or repairs to the Water and Sewer Utility System. The funds allocated for these future improvements are transferred from Water and Sewer revenues and impact fees.

*ACTIVITY MEASUREMENTS*  
N/A





**WATER AND SEWER  
CONSTRUCTION FUND  
ANNUAL BUDGET**

**1992 - 1993**

## WATER AND SEWER CONSTRUCTION FUND

<i>EXPENDITURES</i>	ACTUAL <u>1988-89</u>	ACTUAL <u>1989-90</u>	ACTUAL <u>1990-91</u>	BUDGET <u>1991-92</u>	AMENDED <u>1991-92</u>	PROPOSED <u>1992-93</u>
Capital Outlay	\$170,727	\$5,436,903	\$2,594,600	\$708,600	\$773,300	\$0
Reserve	<u>8,010,240</u>	<u>3,503,214</u>	<u>168,200</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$8,180,967	\$8,490,117	\$2,762,800	\$708,600	\$773,300	\$0

\*\*\*\*\*

*PERMANENT POSITIONS*

N/A

*ACTIVITY DESCRIPTION*

The Construction Fund was established to account for the expenditure of the Series 1989 Bond proceeds to be used for major improvements to the water and sewer system. These funds have been expended as of June, 1992.

FUND ACCOUNT ACCOUNT NAME			1988-89 ACTUAL	1989-90 ACTUAL	1990-91 ACTUAL	1991-92 BUDGET	1991-92 AMENDED	1992-93 PROPOSED
<b>SERIES 1989 CONSTRUCTION FUND - REVENUES</b>								
490	384.100	Bond Proceeds	\$8,150,669	\$0	\$0	\$0	\$0	\$0
490	361.200	Interest from SBA	\$30,298	\$479,877	\$69,000	\$0	\$10,000	\$0
490	380.100	Appropriated Fund Balance	\$0	\$8,010,240	\$2,693,800	\$708,600	\$763,300	\$0
<b>TOTAL CONSTRUCTION FUND REVENUES</b>			<b>\$8,180,967</b>	<b>\$8,490,117</b>	<b>\$2,762,800</b>	<b>\$708,600</b>	<b>\$773,300</b>	<b>\$0</b>
<b>SERIES 1989 CONSTRUCTION FUND - EXPENDITURES</b>								
<b>WATER PLANT</b>								
490	533.310	Professional Services	\$36,502	\$15,104	\$10,000	\$0	\$49,000	\$0
490	533.610	Land	65,668	0	0	0	0	0
490	533.620	Buildings	0	0	40,000	125,000	26,000	0
490	533.630	Improvements other than Buildings	0	0	738,600	563,600	670,100	0
490	533.640	Machinery & Equipment	0	770	20,000	20,000	0	0
<b>WASTEWATER TREATMENT PLANT EXPANSION</b>								
490	535.310	Professional Services	\$9,603	\$265,935	\$20,000	\$0	\$8,700	\$0
490	535.620	Buildings	0	0	0	0	0	0
490	535.630	Improvements other than Buildings	0	5,148,982	1,766,000	0	16,000	0
490	535.640	Machinery & Equipment	0	1,095	0	0	3,500	0
<b>WATER &amp; SEWER ADMINISTRATION</b>								
490	536.310	Bond Issue Costs	\$58,954	\$5,017	\$0	\$0	\$0	\$0
<b>Reserve and/or Contingency</b>			<b>\$8,010,240</b>	<b>\$3,053,214</b>	<b>\$168,200</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL CONSTRUCTION FUND EXPENDITURES</b>			<b>\$8,180,967</b>	<b>\$8,490,117</b>	<b>\$2,762,800</b>	<b>\$708,600</b>	<b>\$773,300</b>	<b>\$0</b>

**CAPITAL IMPROVEMENT ELEMENT  
ANNUAL BUDGET**

**1992 - 1993**

## CAPITAL IMPROVEMENT ELEMENT

Several projects have been discussed by the City Council and staff during the last several months and progress has been made in establishing a water and sewer service area in an unincorporated area of the county, in relocating our water and sewer lines because of an interchange to be constructed where I-95 meets Eleventh Street, in development of plans for annexation and in plans for construction of wastewater reuse lines to meet environmental standards.

The current estimated total cost of the Water and Sewer projects is anticipated at \$3,397,000. Of this amount, the City expects to be reimbursed \$469,000 by the Department of Transportation for the water and sewer line relocation work at the I-95 Interchange. Volusia County is expected to create the funding for providing city water and sewer services to the County reserve area.

This leaves an estimated \$1,001,000 to be funded by the City of Holly Hill for the Wastewater Reuse Project and other smaller projects. The City Council has authorized proceeding with a financing plan to advance refunding of the Series 1989 Bond. The City may be able to free up debt service reserve funds and acquire new monies to fund these projects without increasing the current annual payments.

The City is also working on establishing a Community Redevelopment Area. One of the projects under consideration is the "Marina Project". The City is proposing to develop an area on the river and eventually create a joint redevelopment project with the existing privately-owned Marina and Shopping Center.

# CAPITAL IMPROVEMENTS ELEMENT

## WATER AND SEWER PROJECTS

### EXPENDITURES

Professional Services	\$430,000
Improvements other than Buildings	2,969,000
Total Expenditures	\$3,399,000

### FUNDING SOURCES

Department of Transportation	\$469,000
Volusia County	1,927,000
Holly Hill	1,001,000
Total Revenues Required	\$3,397,000

## MARINA PROJECT

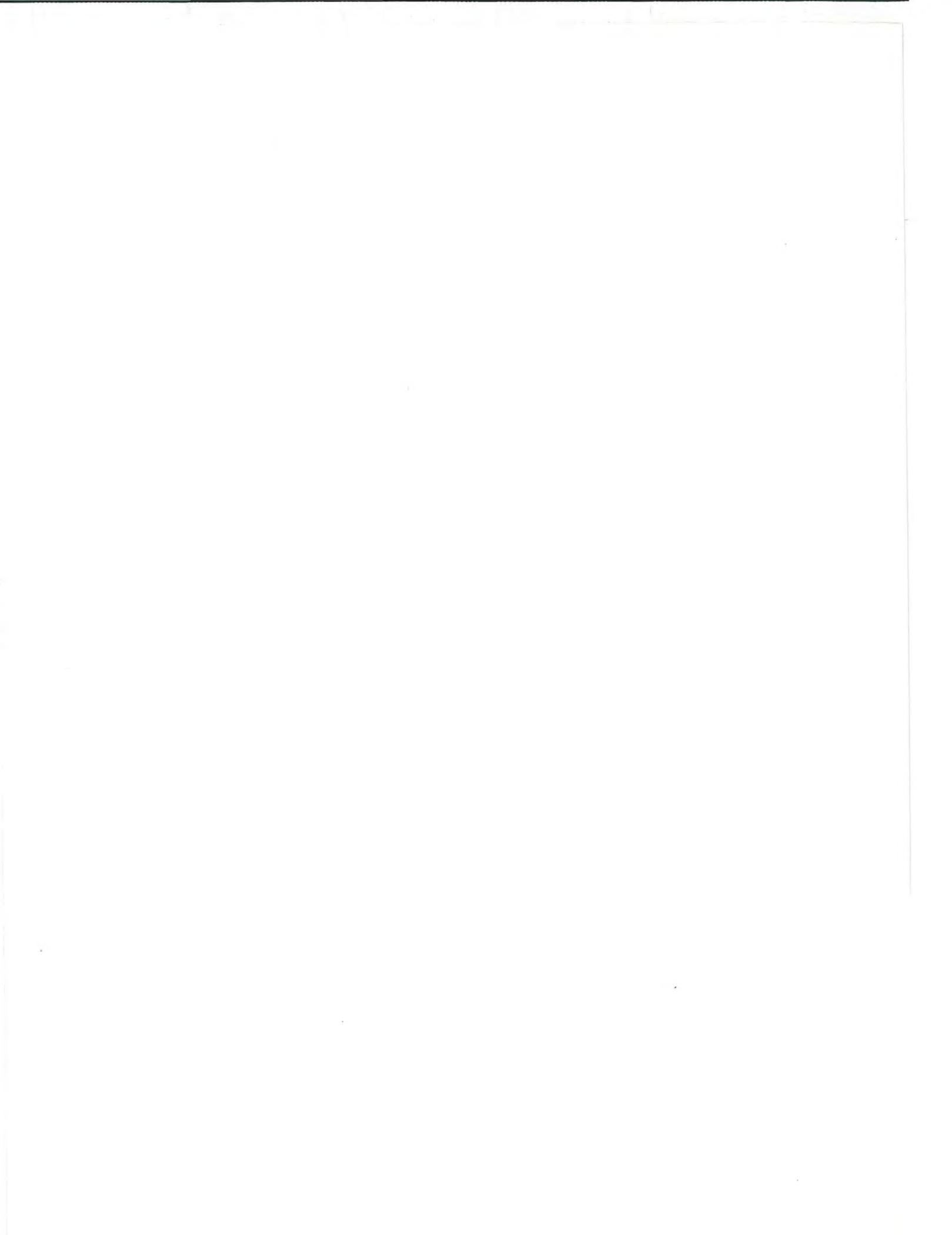
### EXPENDITURES

Improvements other than Building

### FUNDING SOURCES

Local and State Shared Revenues (Grants)





## GLOSSARY

**Appropriation** - Authorization granted to make expenditures and to incur obligations for specific purposes. An allocated time is set in which this appropriation can be expended.

**Assessed Valuation** - A valuation set upon real estate or other property by the County Property Appraiser.

**Attrition** - A gradual, natural reduction in personnel, as through retirement, resignation or death.

**Bond** - A certificate of debt issued by the municipality guaranteeing payment of the principal plus interest by a specified date in the future.

**Budget** - A financial plan for a period of time showing the probable revenues and expenditures. The expenditures are balanced with the revenues.

**Budget Amendment** - A way of revising budget amounts after the budget has been adopted.

**Budget Calendar** - A calendar of specific dates for completing the budget process from beginning preparation to adoption of the budget.

**Capital Outlay** - An expenditure that becomes an addition to the fixed assets of the City.

**Construction Fund** - A fund established to record the bond proceeds and the expenditure of those proceeds for improvements to the water and wastewater systems.

**Debt Service Fund** - A fund established to record the resources for and the payment of long-term debt principal and interest.

**Expenditures** - A decrease in the net financial resources of the City due to the acquisition of goods and services.

**FDER** - Florida Department of Environmental Regulations.

**Fiscal Year** - A twelve month period to which the annual operating budget applies. The City of Holly Hill fiscal year begins on October 1, and ends on September 30 of each year.

**Florida State Statutes (F.S.S.)** - A law enacted by the Florida Legislature and set forth in a formal document.

**Fund** - An accounting entity with a self-balancing set of accounts that record financial transactions for specific activities or government functions.

**Fund Balance** - The excess of assets over liabilities.

**General Fund** - A fund established to record all revenues and expenditures except those required to be recorded in another fund. The General Fund is used for the ordinary operations of a government.

**Grant** - Contributions from one governmental unit to another. The contribution is usually made to a specified function, but can at times be used for general purposes.

**Law Enforcement Trust Fund** - An expendable trust fund established to record confiscated property revenues and the expenditure of those revenues for law enforcement purposes.

**Millage Rate** - The tax rate stated in terms of dollars and cents per thousand dollars of assessed property value.

**Recycling** - An operation to collect useful materials from garbage or waste to reprocess in order to have a new use or function.

**Ordinance/Resolution** - A formal legislative enactment by the governing board of a municipality.

**Renewal and Replacement Fund** - A fund used to record the resources for and expenditure of certain capital outlay items in the Water and Sewer Enterprise Fund.

**Reserves** - An account used to indicate that a portion of a fund balance is reserved for a specific purpose.

**Revenue** - Income of a government from sources, such as tax payments, fees from specific services, receipts from other governments, shared revenues and interest income, fines and forfeitures.

**Rolled-Back Rate** - This is the tax rate computed in accordance with the "Trim Bill" regulations for an upcoming fiscal year that will yield a dollar amount equal to the amount of property tax levied in the prior year.

**Roll-off Containers** - A large 20 cubic yard container used for collecting garbage and other waste products.

**Solid Waste Enterprise Fund** - A fund established to record solid waste revenues and expenditures. The accrual basis of accounting is used. Revenues are recognized when they are earned and expenses are recognized when they are incurred.

**Taxes** - Compulsory charges levied by a government for the purpose of financing services performed.

**Transfer** - Amounts transferred from one fund to another fund.

**"Trim Bill"** - "Trim" is an acronym for the "Truth in Millage" state statute governing the determination of millage for taxing authorities. The statute requires strict adherence to a schedule for advertising and holding public hearings; the language in the advertisements; the size of the advertisements; the method of fixing the millage rate; and other millage limitations.

**USEPA** - United States Environmental Protection Agency.

**Water and Sewer Enterprise Fund** - A fund established to record water and sewer revenues and expenditures. The accrual basis of accounting is used. Revenues are recognized when they are earned and expenses are recognized when they are incurred.