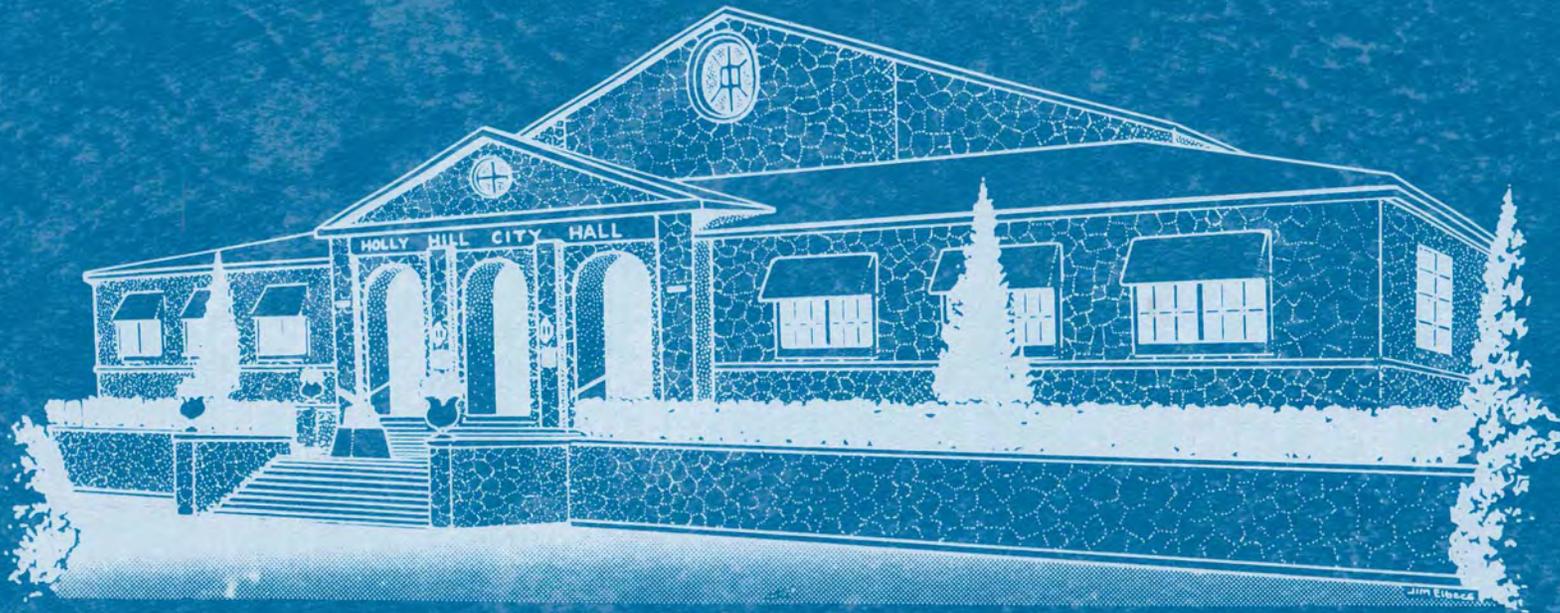


ANNUAL BUDGET

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1995-96

CITY OF HOLLY HILL, FLORIDA

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 11,455 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

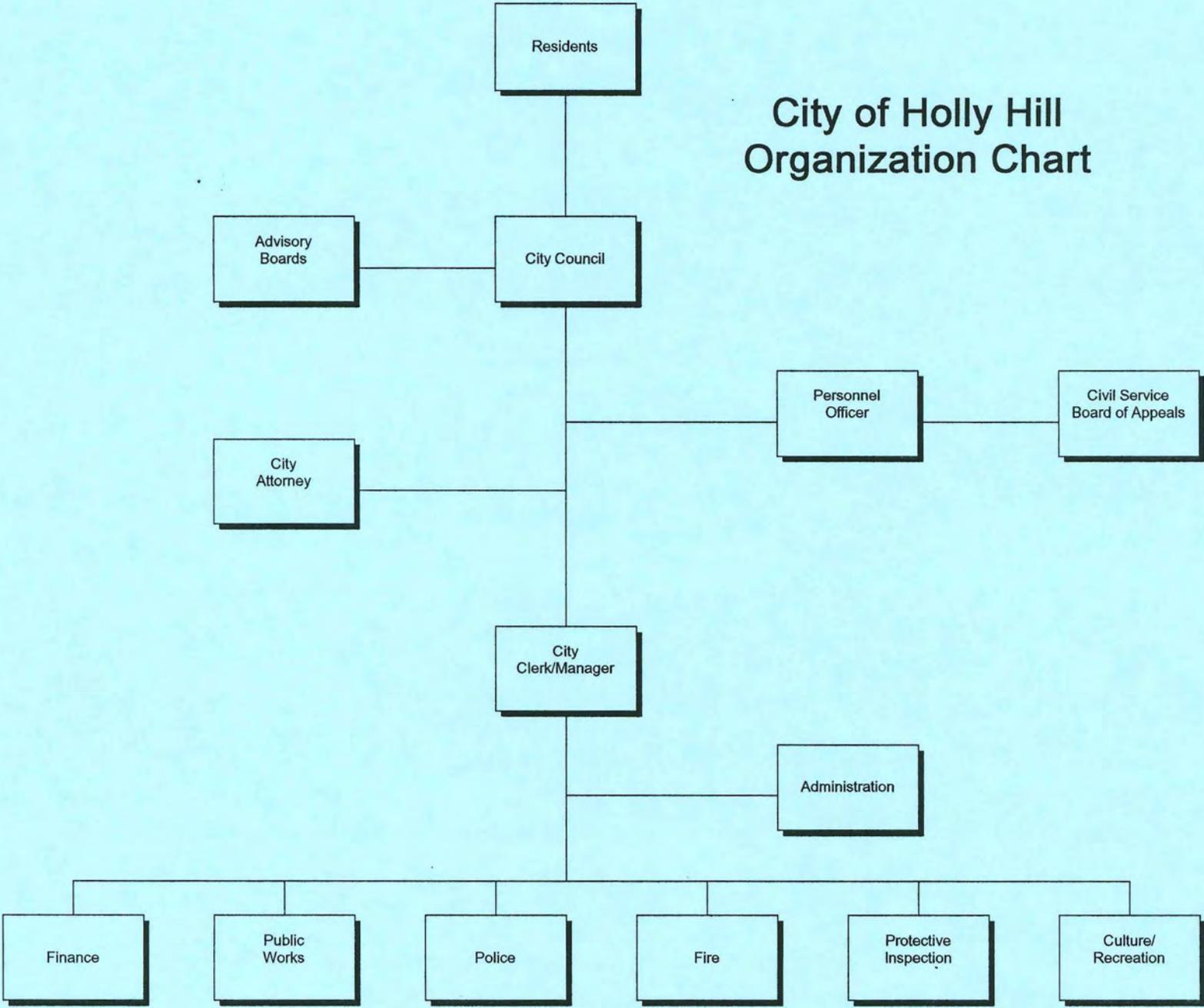
Annual Budget

1995 - 96

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City of Holly Hill Organization Chart



EXECUTIVE DIRECTORY

CITY COUNCIL

L. Virginia Wine
Arthur J. Byrnes
J. D. Mellette
Shirley A. Heyman
Jim Elliott

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

CITY MANAGER

Donald B. Lusk

CITY ATTORNEY

Edward F. Simpson, Jr.

DEPUTY CLERK

Sue W. Blackwell, CMC/AAE

FINANCE DIRECTOR

Brenda Gubernator

CHIEF BUILDING OFFICIAL

Timothy Harbuck

POLICE CHIEF

John P. Finn

FIRE CHIEF

Joseph Forte

PUBLIC SERVICES DIRECTOR

Milton Hallman

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, 1994.

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.

Financial Condition

In the General Fund, it is estimated that the City will begin the new fiscal year with an unreserved fund balance of \$414,000. The proposed budget anticipates using \$73,400 of this fund balance toward expenditures. This will leave an estimated \$340,400 in fund balance at the end of fiscal year 1996, about 7% of this budget excluding expenditures funded by special resources. The recommended reserve is 10 - 20% of the General Fund budget to provide for emergencies and other unforeseen financial obligations. During the next year, the City Council and staff will endeavor to find ways of reaching a goal of 15%.

The General Fund also is expected to begin the new fiscal year with \$564,000 in reserve for stormwater drainage projects. An appropriation of \$115,000 has been made from this amount to continue with current stormwater drainage projects. The stormwater utility fees to be collected 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 continue major projects begun during the current year.

The General Fund also anticipates \$11,400 in reserve for Police Education at the beginning of the year. Of this amount, \$4,500 has been appropriated for training of police officers and the reserve is expected to be \$6,900 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 \$637,100. Approximately \$487,000 (three months operating expenses) is recommended to be maintained as a cash reserve for emergencies. The proposed budget anticipates transferring \$529,300 to the Renewal and Replacement Fund for improvements to the water treatment system and ending fiscal year 1996 with a cash reserve of \$161,400.

Unobligated cash reserves for the Water and Sewer Renewal and Replacement Fund are estimated to be \$221,000 at the beginning of the new fiscal year and \$221,000 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 Law Enforcement Trust Fund is estimated to begin the new fiscal year with \$17,000 in reserves and end the year with \$4,500. These reserves are restricted to law enforcement purposes only.

The Solid Waste Enterprise Fund is estimated to begin the fiscal year with \$96,800 in reserves and end the year with \$35,000.

Debt Management

The Water and Sewer System Improvement and Refunding Revenue Bonds, Series 1992 bond issue was completed in December, 1992. The bonds, totalling \$15,390,000 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, \$14,703,519 was used to refund or defease the Water and Sewer Improvement and Refunding Revenue Bonds, Series 1989.

The refunding proceeds were deposited in an irrevocable trust with an escrow agent to provide for all future debt service payments on the refunded 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 portion of the bond proceeds being used for constructing improvements to the Water and Sewer System is approximately \$1,500,000. Improvements funded by the bond proceeds include: Nova Road Utility Relocations and System Expansion; Wellfield System Improvements; Washwater Recovery System; Wastewater Re-use System; and expansion of administrative offices.

Payments for interest and principal on the 1992 Bonds are secured by the net revenues derived from the operation of the water and sewer system. Net revenues must be at least equal to 120% of the average annual debt service. 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" and "Aaa" rating by both Standard & Poor's and Moody's, the two major municipal bond credit rating agencies.

In addition to the Water and Sewer bonds, the City issued two Utility Service Tax Revenue Notes, Series 1993A and 1993B to finance the cost of two garbage trucks, a fire truck, remodeling of City Hall and the building of a fire station. The 1993A note was issued in the amount of \$359,392 at a fixed rate of 4.80% repayable over a period of five years. The 1993B note was issued in the amount of \$808,000 at a fixed rate of 4.19%. Principal payments are based on a ten-year amortization schedule. However, on the fifth anniversary of the loan, the City will have to renegotiate the loan or pay a balloon payment of the remaining principal balance plus any accrued interest due. The fifth anniversary date is March 31, 1998.

The City entered into an interest-free financing agreement with Volusia County during 1995 to participate in a county-wide radio communications system for police and fire operations. The County has supplied the City with the necessary equipment at a cost of \$160,033 to be paid over a period of ten years.

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, is about 1% higher than the prior year. However, there are significant changes in the budget resources available and allocations for operating expenditures and capital outlay as explained below.

The City's taxable property value decreased during the past year by 1.1%. This is the third year in the last five years the City has suffered from a decrease in property values. Gains from annexations have not been able to offset business failures and the sale of a private medical facility to a non-taxable public hospital.

This budget reflects a change in job positions in several areas and many capital outlay requests have been deferred. In order to meet a budget shortfall of \$73,500 the City must rely on an appropriation from the General Fund fund balance.

Stormwater drainage system improvements will continue and are included in the budget at a cost of \$250,000. These projects are funded by the collection of stormwater utility fees from residents and businesses. Maintenance and repairs to the stormwater utility system are also funded by these fees.

Parks and Recreation improvements are included in this budget at a cost of \$215,000. A fishing pier is planned for the north side of Sunrise Park. In addition, a bike path on Riverside Drive connecting Ross Point Park and Sunrise is planned. These improvements are expected to be funded by grants from the Land and Water Conservation Fund and the Volusia County Port Authority, the Florida Inland Navigation District and the Symms National Recreational Trails Funding Program.

In General Government, the position of an Employee Relations Co-ordinator has been added and a restructuring of duties and responsibilities for several positions from other departments will be implemented when this position is filled.

During the past year, an early retirement incentive program and reorganization resulted in several higher paid employees being replaced by lower cost personnel. The overall base salary reduction was approximately \$43,000.

In the Water and Sewer Enterprise Fund, cash reserves are being transferred to the Renewal and Replacement Fund to provide for major improvements to the water treatment system. These improvements will enhance the quality of the potable water delivered to the distribution system. This budget also eliminates the position of Utilities Manager and a third shift Water Plant Operator based on a reorganizational plan recommended by the City Engineer.

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

1. Salary adjustments in accordance with the approved pay plan are included in the personal services costs. A reserve for cost-of-living adjustments has been added to departmental budgets, however, the City is still in negotiations with its three unions on wage adjustments.
2. The retirement contributions to the Florida Retirement System for general employees is expected to remain the same at 17.57% which was effective 1/1/95. Retirement contributions for the police and fire are expected to remain the same as the prior year.
3. Health insurance rates for employees remained the same as the prior year.
4. Debt Service payments of \$194,800 for loans obtained in prior years to purchase vehicles, build a Fire Station and remodel City Hall are included in the General Fund and Solid Waste budgets. Principal payments due to the county for the 800 MHZ Radio System for the police and fire operations are also included in this budget. This is an interest-free purchase program to be repaid over a period of ten years.

Revenue Highlights

The General Fund revenue projections include increased Ad Valorem Tax (property tax) revenues of \$1,700. This estimate is based on increasing the rolled-back millage rate by 1.1%. The new rate proposed is \$5.55375 per \$1,000 assessed valuation. The current and proposed rate is \$5.4695 per \$1,000 assessed valuation. The gross taxable value decreased by \$2,808,272 or 1.1% over the prior year.

The residential garbage and trash pick-up rate of \$12.00 per month will remain the same in the new fiscal year. This rate has not changed since 1992. The rates for dumpsters and roll-off pull charges are also expected to remain the same. No increases are proposed at this time. However, City staff is working on a proposal to increase commercial can rates and extra pick-up charges for bulky refuse and white goods.

The Water and Sewer rates were increased by an overall 5% effective in August, 1995. The increase will generate approximately \$150,000 per year.

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
Buildings and Grounds

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 9% of the General Fund budget is charged back to the Water and Sewer Enterprise Fund and the Solid Waste Enterprise Fund for administrative functions.

The *Public Safety* division performs all police activities, firefighting, emergency rescue service, animal control, building, licensing, zoning and code enforcement services. Code enforcement activities are handled through the Protective Inspection department by a Code Enforcement Officer and a Fire Inspector to provide daily coverage and enforcement of City codes. Fire Control activities are managed by ten full-time personnel supplemented by part-time Reserves.

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.

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.

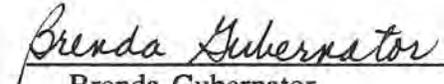
The *Culture/Recreation* division plans and administers various recreational programs and special activities for the community.

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,



Donald B. Lusk
City Manager



Brenda Gubernator
Finance Director

MANAGEMENT AND BUDGET POLICIES

The 1995-96 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. The City is currently looking at establishing a goal of 15% to be reached in future budgets.

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 \$300,000. 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 reserve is estimated to be \$35,000 at the end of the fiscal year.

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, three 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 17.57% of gross wages of covered employees.

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 10.6% of covered gross wages to the police officers' pension fund on behalf of each officer an additional 4.3% is expected to be contributed to make up for an actuarial deficiency. The City contributions to the firefighters' pension fund are estimated at 26.9% in fiscal year 1995-96. 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 1992 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 of Holly Hill's budget process is a continuing process that involves the City Council, City Manager, Department Heads, Employees, Advisory Boards, and the Residents and Businesses located in our community.

After the budget year begins, monthly and quarterly reports of budget vs. actual revenues and expenditures are generated and reviewed by the City Manager, Department Heads and City Council. Occasionally, special reports may be prepared for particular projects at the request of the City Manager.

One of the most important aspects of the budget process is the Public Workshops held in July each year. The workshops are less formal than regular council meetings and public participation is encouraged. The workshops are publicized and extra copies of the proposed draft budget are available the week before and during the workshops for the public participants to review. Also, each section of the budget is shown to the audience on an overhead projector as it is discussed between the City Council and staff. Audience members are encouraged to ask questions and voice concerns to the City Council, City Manager and Department Heads.

The proposed draft budget itself is similar to the final budget but there are differences. The draft budget generally contains much more detail of planned expenditures for each line item in each department, such as a list of subscriptions and their estimated individual costs. The draft budget may contain samples and comparisons of the impact on an average resident's bill if a rate increase is approved. The draft budget usually has a shorter transmittal letter and less summaries and other information than the final budget.

After the workshops, the City Manager and staff review the comments and concerns of all participants in the budget workshops and prepare the final proposed budget based on the discussions held in the workshops. This budget is then presented for adoption at two public hearings in September. Any changes to this budget are made and voted on at these hearings.

The following calendar outlines the 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 late May or early June, the Finance Department prepares the City Manager's recommended budget and comments, and additional meetings with Department Heads may be held.
4. In June or 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.

CAPITAL BUDGET PROCESS

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.

RESOLUTION NO. 95-R-47

A RESOLUTION OF THE CITY OF HOLLY HILL, FLORIDA, ADOPTING A FINAL MILLAGE RATE FOR THE YEAR BEGINNING OCTOBER 1, 1995 FOR THE CITY OF HOLLY HILL, FLORIDA.

WHEREAS, the City Council of the City of Holly Hill, Florida, is required by Florida Statute 200.065 to certify to the County Property Appraiser the general municipal millage rate established by said Council for the tax year beginning October 1, 1995; and

WHEREAS, the City Council of the City of Holly Hill, Florida, pursuant to Florida Statute 200.065, the TRIM BILL, has adopted a tentative budget and proposed millage rate, said proposed millage rate exceeding the rolled back rate by 0%; and

WHEREAS, the City Council of the City of Holly Hill, Florida is desirous of adopting a final millage rate, having given proper notice of both a proposed 0% tax increase and the Public hearing to be held with respect to same.

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

Section 1. That the final millage rate adopted by the City Council of the City of Holly Hill, Florida, for the tax year beginning October 1, 1995 is 5.55375 (\$5.55375 per \$1,000), said final millage rate exceeding the rolled back rate by 0% 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 regular meeting held in council chambers at City Hall, 1065 Ridgewood Avenue, Holly Hill, Florida, on the 26th day of September A.D. 1995.

It was moved by Councilman J. D. Mellette and seconded by Councilman Jim Elliott that said Resolution be adopted. A roll call vote of the Council on said motion of the Resolution resulted as follows:

Mayor Virginia Wine	<u>Yes</u>
Councilman Arthur Byrnes	<u>Yes</u>
Councilman J. D. Mellette	<u>Yes</u>
Councilman Shirley Heyman	<u>No</u>
Councilman Jim Elliott	<u>Yes</u>

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 26th day of September, A.D. 1995, for the purpose of authenticity as is required by law.


VIRGINIA WINE, MAYOR
CITY OF HOLLY HILL, FLORIDA

ATTEST:


CITY CLERK/MANAGER

ORDINANCE NO. 2413

AN ORDINANCE ADOPTING THE APPROPRIATIONS BUDGET FOR THE CITY OF HOLLY HILL, FLORIDA, FOR THE FISCAL YEAR OCTOBER 1, 1995, THROUGH SEPTEMBER 30, 1996, 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, 1995, through September 30, 1996, 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 City Hall on the 13th Day of September, A.D., 1995.

It was moved by Councilman J. D. Mellette and seconded by Councilman Arthur J. Byrnes 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 Virginia Wine	<u>Yes</u>
Councilman Arthur Byrnes	<u>Yes</u>
Councilman J. D. Mellette	<u>Yes</u>
Councilman Shirley Heyman	<u>Yes</u>
Councilman Jim Elliott	<u>Yes</u>

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 City Hall on the 26th day of September, A.D., 1995.

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

Mayor Virginia Wine	<u>Yes</u>
Councilman Arthur Byrnes	<u>Yes</u>
Councilman J. D. Mellette	<u>Yes</u>
Councilman Shirley Heyman	<u>Yes</u>
Councilman Jim Elliott	<u>Yes</u>

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 26th day of September, A.D. 1995, for the purpose of authenticity as is required by law.

Virginia Wine

VIRGINIA WINE, MAYOR
CITY OF HOLLY HILL, FLORIDA

ATTEST:

Donald Lusk

CITY CLERK/MANAGER

**CITY OF HOLLY HILL
PERSONNEL SUMMARY**

	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>	<u>1994-95</u>	<u>1995-96</u>
	<u>Budgeted</u>	<u>Budgeted</u>	<u>Budgeted</u>	<u>Budgeted</u>	<u>Budgeted</u>
	<u>Positions</u>	<u>Positions</u>	<u>Positions</u>	<u>Positions</u>	<u>Positions</u>
<u>GENERAL GOVERNMENT</u>					
<u>City Manager</u>					
City Manager	1	1	1	1	1
Deputy Clerk	1	1	1	1	1
Employee Relations Co-ordinator	0	0	0	0	1
Assistant to City Manager	1	1	1	1	1
City Manager Secretary	1	1	1	1	1
Office Assistant/Receptionist	1	1	1	0	0
Custodian	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
	6	6	6	5	6
<u>Finance and Administration</u>					
Finance Director	1	1	1	1	1
Chief Accountant	1	1	1	1	1
Customer Serv Supervisor/Accountant	1	1	1	1	1
Senior Account Clerk	1	1	1	1	1
Sr Customer Service Clerk	1	2	2	2	1
Account Clerk	1	1	1	1	1
Customer Service Clerk II	1	1	1	1	1
Customer Service Clerk, I	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
	8	9	9	9	8
<u>Civil Service</u>					
Secretary	<u>.50</u>	<u>.25</u>	<u>.25</u>	<u>.40</u>	<u>0</u>
	.50	.25	.25	.40	0
<u>PUBLIC SAFETY</u>					
<u>Law Enforcement</u>					
Police Chief	1	1	1	1	1
Police Captain	1	1	1	1	1
Police Sergeant	4	4	4	4	4
Police Corporal	0	0	0	3	3
Sergeant/Criminal Investigator Div	1	1	1	1	1
Police Investigator	2	2	2	2	2
Crime Prevention Officer	2	2	1	0	0
Police Officer	10	10	14	11	11

**CITY OF HOLLY HILL
PERSONNEL SUMMARY**

	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>	<u>1994-95</u>	<u>1995-96</u>
	Budgeted Positions	Budgeted Positions	Budgeted Positions	Budgeted Positions	Budgeted Positions
PUBLIC SAFETY CON'T					
<u>Law Enforcement Con't</u>					
Code Enforcement Officer	1	1	0	0	0
Telecommunicators	5	5	5	4	4
Staff Assistant	1	1	1	1	1
Office Assistant/CID	1	1	1	1	1
Office Assistant/Records	1	1	1	1	1
Animal Control Officer	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
	31	31	33	31	31
<u>Fire Control</u>					
Fire Chief	1	1	1	1	1
Captain	1	1	1	0	0
Fire Lieutenant	0	0	0	3	3
Fire Inspector EMT	2	2	2	1	0
Driver/Engineer EMT	3	3	2	0	3
Firefighter EMT	<u>3</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>3</u>
	10	10	10	10	10
<u>Protective Inspection</u>					
Chief Building Official	1	1	1	1	1
Code Enforcement Officer	0	0	1.40	1	1
Fire Inspector	0	0	0	1	1
Staff Assistant	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>2</u>
	2	2	3.40	4	5
PUBLIC SERVICES					
<u>Administration</u>					
Public Works Director	1	1	1	1	1
Utilities Manager	0	0	0	1	0
Computer System Analyst	0	0	0	0	1
Staff Assistant/PSD	1	1	1	1	1
Staff Assistant/PW	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
	3	3	3	4	4

**CITY OF HOLLY HILL
PERSONNEL SUMMARY**

	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>	<u>1994-95</u>	<u>1995-96</u>
	Budgeted Positions	Budgeted Positions	Budgeted Positions	Budgeted Positions	Budgeted Positions
<u>PUBLIC SERVICES CON'T</u>					
<u>Transportation/Road & Street Facilities</u>					
Public Works Supervisor	0	0	0	1	0
Garage Supervisor	1	1	1	1	1
Streets Foreman	0	0	0	0	1
Senior Mechanic	0	0	0	1	1
Mechanic	3	3	3	2	0
Equipment/Maintenance Supervisor	0	1	1	0	0
Equipment Operator/Maint Worker	1	1	0	6	5
Heavy Equipment Operator	0	0	0	2	2
Crew Chief	1	1	2	0	0
Maintenance Worker 11	5	3	3	0	0
Maintenance Worker 1	<u>5</u>	<u>8</u>	<u>7</u>	<u>0</u>	<u>0</u>
	16	18	17	13	10
<u>Buildings & Grounds</u>					
Public Works Supervisor	1	1	1	1	0
Foreman	1	1	0	0	1
Grounds Specialist	1	1	1	1	1
Tradesworker	0	0	0	2	2
Equipment Operator/Maint Worker	0	0	0	5	5
Custodian	0	0	0	1.5	1
Maintenance Worker 11	2	0	0	0	0
Maintenance Worker 1	0	4	4	0	0
Assistant Gardener	<u>1</u>	<u>1</u>	<u>1</u>	<u>0</u>	<u>0</u>
	6	8	7	10.5	10
<u>Recreation</u>					
Director	1	1	0	0	0
Recreation Supervisor	1	1	2	1	1
Staff Assistant	1	1	1	1	1
Custodian	0	0	0	0	1
Caretaker	0	0	0	0	.5
Youth Center Worker	0	0	0	0	.5
Maintenance Worker	<u>1.5</u>	<u>1.5</u>	<u>1.5</u>	<u>0</u>	<u>0</u>
	4.5	4.5	4.5	2	4

**CITY OF HOLLY HILL
PERSONNEL SUMMARY**

	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>	<u>1994-95</u>	<u>1995-96</u>
	<u>Budgeted</u> <u>Positions</u>	<u>Budgeted</u> <u>Positions</u>	<u>Budgeted</u> <u>Positions</u>	<u>Budgeted</u> <u>Positions</u>	<u>Budgeted</u> <u>Positions</u>
<u>PUBLIC SERVICES CONT</u>					
<u>Garbage/Solid Waste Control</u>					
Deputy Director - Public Works	1	1	1	0	0
Sanitation Foreman	0	0	0	1	1
Senior Mechanic	1	1	1	1	1
Refuse Driver/Operator	6	5	5	0	0
Automated Refuse Operator	0	0	0	2	2
Front End Refuse Operator	0	0	0	1	1
Refuse Collector/Driver	2	4	6	6	5
Maintenance Specialist	1	0	0	0	0
Mechanic	0	0	0	0	1
Heavy Equipment Operator	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1</u>
	11	11	13	11	12
<u>PUBLIC UTILITIES</u>					
<u>Water Utility Service/Water Plant</u>					
Deputy Director - Public Utilities	1	1	1	0	0
Utility Maint Supervisor	1	1	1	1	1
Chief Water Plant Operator	1	1	1	1	1
Lab Technician	1	1	1	1	1
Water Plant Operator	2	3	3	3	3
Water Plant Operator Trainee	1	0	0	1	0
Utility Mechanic	2	3	3	3	2
Meter Reader	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
	11	12	12	12	10
<u>Sewer Service/Water Pollution Control Plant</u>					
Chief Wastewater Plant Operator	1	0	0	1	1
Plant Operator	2	2	2	3	3
Plant Operator Trainee	2	3	3	1	1
Sludge Belt Press Operator	0	0	0	1	1
Utility Mechanic	3	3	3	3	3
Driver	<u>1</u>	<u>1</u>	<u>1</u>	<u>0</u>	<u>0</u>
	9	9	9	9	9
TOTAL PERSONNEL	118.00	123.75	127.15	120.90	119

**CITY OF HOLLY HILL
COMBINED BUDGET SUMMARY
1995 - 96**

<u>REVENUES</u>		<u>EXPENDITURES</u>	
TOTAL TAXES	\$3,309,400	GENERAL GOVERNMENT	\$1,144,600
LICENSES & PERMITS	\$197,600	PUBLIC SAFETY	\$2,496,000
INTERGOVERNMENTAL	\$1,022,200	PUBLIC SERVICES	\$1,547,900
CHARGES FOR SERVICES	\$77,700	CULTURE/RECREATION	\$260,700
OTHER REVENUES	\$252,600	PUBLIC UTILITIES	\$1,550,900
SOLID WASTE REVENUES	\$1,204,500	SOLID WASTE	\$1,130,400
WATER & SEWER REVENUES	\$3,062,500	DEBT SERVICE	\$1,179,600
TRANSFERS IN	\$493,300	BUDGET RESERVES	\$0
APPROPRIATED RESERVES	\$942,900	TRANSFERS OUT	\$493,300
		RENEWAL & REPLACEMENT	\$559,300
		CONSTRUCTION FUND	\$200,000
TOTAL REVENUES	\$10,562,700	TOTAL EXPENDITURES	\$10,562,700

**CITY OF HOLLY HILL
REVENUE COMPARISON
1995 - 96**

	1991-92 ACTUAL	1992-93 ACTUAL	1993-94 ACTUAL	1994-95 AMENDED	1995-96 PROPOSED	% CHANGE
GENERAL FUND						
Ad Valorem Taxes	1,135,303	1,405,171	1,394,849	1,433,700	1,435,400	0.1%
Sales & Use Taxes	150,853	150,568	155,433	150,000	150,000	0.0%
Franchise Fees	510,038	531,285	558,522	554,800	559,000	0.8%
Utility Service Taxes	1,027,853	1,143,604	1,156,965	1,165,000	1,165,000	0.0%
Total Taxes	\$2,824,047	\$3,230,628	\$3,265,769	\$3,303,500	\$3,309,400	0.2%
Licenses & Permits	\$162,885	\$148,648	\$162,989	\$197,600	\$197,600	0.0%
Federal Shared Revenues	49,095	5,807	22,492	68,500	25,000	-63.5%
State Shared Revenues	746,143	810,726	813,986	823,300	913,200	10.9%
Local Shared Revenues	19,652	32,324	60,007	103,200	70,000	-32.2%
Total Shared Revenues	\$814,890	\$848,857	\$896,485	\$995,000	\$1,008,200	1.3%
Charges for Services	64,376	70,327	73,897	76,500	77,700	1.6%
Fines & Forfeitures	87,325	80,263	61,720	44,700	65,200	45.9%
Interest Earnings	73,786	60,351	69,384	71,000	71,000	0.0%
Sales & Compensation	0	10,501	5,716	7,800	10,000	28.2%
Contributions	1,377	889	949	1,500	400	-73.3%
Other Miscellaneous Revenues	37,350	12,860	103,304	11,000	11,000	0.0%
Total Misc Revenue	\$264,214	\$235,191	\$314,970	\$212,500	\$235,300	10.7%
Appropriations	\$94,068	\$0	\$0	\$466,150	\$192,900	-58.6%
Transfers	\$423,000	\$503,000	\$503,900	\$507,000	\$493,300	-2.7%
Loan Proceeds	\$0	\$121,500	\$0	\$0	\$0	.0%
Total General Fund Revenues	\$4,583,104	\$5,087,824	\$5,144,113	\$5,681,750	\$5,436,700	-4.3%

**CITY OF HOLLY HILL
REVENUE COMPARISON
1995 - 96**

	1991-92 ACTUAL	1992-93 ACTUAL	1993-94 ACTUAL	1994-95 AMENDED	1995-96 PROPOSED	% CHANGE
LAW ENFORCEMENT TRUST FUND						
Law Enforcement Trust	\$25,635	\$17,426	\$17,844	\$30,000	\$12,500	-58.3%
SOLID WASTE ENTERPRISE						
State Shared Revenue	16,188	15,000	0	14,000	14,000	0.0%
Charges for Services	1,229,280	1,491,525	1,462,344	1,194,400	1,184,000	-0.9%
Other Miscellaneous Revenue	134,328	15,000	15,220	27,500	20,500	-25.5%
Non Revenues	118,269	250,000	0	43,200	61,800	-100.0%
Total Solid Waste Enterprise	\$1,498,065	\$1,771,525	\$1,477,564	\$1,279,100	\$1,280,300	0.1%
WATER & SEWER ENTERPRISE						
Federal Grants	0	0	0	0	0	0.0%
Water Revenue	1,400,156	1,452,211	1,405,132	1,403,100	1,470,100	4.8%
Sewer Reveune	1,484,379	1,568,503	1,491,815	1,495,400	1,560,400	4.3%
Interest Earnings	172,948	88,081	89,539	99,000	95,000	-4.0%
Other Income	9,129	33,280	34,374	12,000	12,000	0.0%
Appropriations	396,756	186,159	134,944	411,600	495,700	20.4%
	0					
Total Water & Sewer	\$3,463,368	\$3,328,234	\$3,155,804	\$3,421,100	\$3,633,200	6.2%
CONSTRUCTION FUND						
Construction Fund	\$674,401	\$1,623,611	\$1,072,782	\$527,000	\$200,000	-62.0%
CAPITAL PROJECTS FUND						
Capital Projects	\$0	\$955,817	\$819,000	\$134,000	\$0	-100.0%
TOTAL ALL FUNDS	\$10,244,573	\$12,784,437	\$11,687,107	\$11,072,950	\$10,562,700	-4.6%

**CITY OF HOLLY HILL
EXPENDITURE COMPARISON
1995 - 96**

	1991-92 ACTUAL	1992-93 ACTUAL	1993-94 ACTUAL	1994-95 AMENDED	1995-96 PROPOSED	% CHANGE
General Government	\$1,375,415	\$1,111,578	\$1,176,392	\$1,336,150	\$1,144,600	-14.3%
Public Safety	\$2,014,405	\$2,400,338	\$2,319,542	\$2,529,800	\$2,483,500	-1.8%
Public Services	\$960,976	\$1,258,176	\$1,378,196	\$1,618,100	\$1,547,900	-4.3%
Culture/Recreation	\$232,308	\$247,199	\$194,481	\$197,700	\$260,700	31.9%
Transfers	\$0	\$0	\$0	\$0	\$0	100.0%
Total General Fund	\$4,583,104	\$5,017,291	\$5,068,611	\$5,681,750	\$5,436,700	-4.3%
Law Enforcement Trust	\$25,635	\$18,048	\$12,710	\$30,000	\$12,500	-58.3%
Total Special Revenue Funds	\$25,635	\$18,048	\$12,710	\$30,000	\$12,500	-58.3%
Solid Waste	\$1,504,431	\$1,755,527	\$1,312,541	\$1,279,100	\$1,280,300	0.1%
Total Solid Waste	\$1,504,431	\$1,755,527	\$1,312,541	\$1,279,100	\$1,280,300	0.1%
Water and Sewer	\$1,940,655	\$1,990,284	\$1,956,584	\$2,116,400	\$1,947,900	-8.0%
Renewal and Replacement	\$365,983	\$209,217	\$91,324	\$174,700	\$559,300	220.1%
Debt Service	\$1,161,369	\$1,002,271	\$1,125,521	\$1,130,000	\$1,126,000	-0.4%
Construction Fund	\$674,401	\$1,623,611	\$1,072,782	\$527,000	\$200,000	-62.0%
Capital Projects	\$0	\$366,525	\$657,740	\$134,000	\$0	-100.0%
Total Water and Sewer Funds	\$4,142,408	\$5,191,908	\$4,903,951	\$4,082,100	\$3,833,200	-6.1%
TOTAL ALL FUNDS	\$10,255,578	\$11,982,774	\$11,297,813	\$11,072,950	\$10,562,700	-4.6%

**CITY OF HOLLY HILL
SUMMARY OF EXPENDITURES
Proposed Budget 1995 - 96**

<u>GENERAL FUND</u>	<u>Operating</u>	<u>Capital</u>	<u>Debt Service & Reserves</u>	<u>Total</u>
General Government	\$1,041,600	\$3,200	\$99,800	1,144,600
Law Enforcement	1,564,400	1,000	16,000	1,581,400
Fire Control	603,000	42,000	27,400	672,400
Protective Inspection	229,700	0	0	229,700
Transportation/Road & Street	584,000	353,000	0	937,000
Buildings & Grounds	385,900	225,000	0	610,900
Recreation	246,000	14,700	0	260,700
Total General Fund	<u>\$4,654,600</u>	<u>\$638,900</u>	<u>\$143,200</u>	<u>\$5,436,700</u>

<u>LAW ENFORCEMENT TRUST FUND</u>	<u>Operating</u>	<u>Capital</u>	<u>Debt Service & Reserves</u>	<u>Total</u>
Law Enforcement	<u>\$12,500</u>	<u>\$0</u>	<u>\$0</u>	<u>\$12,500</u>

<u>SOLID WASTE ENTERPRISE FUND</u>	<u>Operating</u>	<u>Capital</u>	<u>Debt Service & Reserves</u>	<u>Total</u>
Garbage/Solid Waste Control	\$1,098,400	\$32,000	\$53,600	\$1,184,000
Administrative	82,300	0	14,000	96,300
Total Solid Waste	<u>\$1,180,700</u>	<u>\$32,000</u>	<u>\$67,600</u>	<u>\$1,280,300</u>

**CITY OF HOLLY HILL
SUMMARY OF EXPENDITURES
Proposed Budget 1995 - 96**

<u>WATER & SEWER ENTERPRISE</u>	<u>Operating</u>	<u>Capital</u>	<u>Debt Service & Reserves</u>	<u>Total</u>
Water Utility Service	\$747,000	\$11,800	\$0	\$758,800
Sewer Service	757,100	0	0	757,100
Administrative	427,700	4,300	0	432,000
Operating Reserve	0	0	0	0
Debt Service	0	0	1,126,000	1,126,000
Renewal & Replacement	0	0	559,300	559,300
Total Water & Sewer	<u>\$1,931,800</u>	<u>\$16,100</u>	<u>\$1,685,300</u>	<u>\$3,633,200</u>
<u>CONSTRUCTION FUND</u>	<u>Operating</u>	<u>Capital</u>	<u>Debt Service & Reserves</u>	<u>Total</u>
Water Improvements	\$0	\$200,000	\$0	\$200,000
Wastewater Improvements	0	0	0	0
Total Construction	<u>\$0</u>	<u>\$200,000</u>	<u>\$0</u>	<u>\$200,000</u>
TOTAL EXPENDITURES	<u>\$7,779,600</u>	<u>\$887,000</u>	<u>\$1,896,100</u>	<u>\$10,562,700</u>

**CITY OF HOLLY HILL
ESTIMATED FUND BALANCES
1995 - 96**

FUND	Est Beginning Fund Balance Sept 30, 1995	Revenue Projection 1995-96	Expenditure Projection 1995-96	Estimated Fund Balance Sept 30, 1996
General Fund				
Unreserved	\$ 413,800	\$ 4,972,800	\$ 5,046,200	\$ 340,400
Stormwater Utility	564,300	271,000	386,000	449,300
Police Education	11,400	3,500	8,000	6,900
Sub Total	\$ 989,500	\$ 5,247,300	\$ 5,440,200	\$ 796,600
Law Enforcement Trust	17,000	0	12,500	4,500
Capital Projects	0	0	0	0
Solid Waste	96,800	1,218,500	1,280,300	35,000
Water and Sewer	637,100	3,117,500	3,593,200	161,400
Renewal & Replacement	221,500	559,300	559,300	221,500
Construction	200,000	0	200,000	0
TOTAL	\$ 2,161,900	\$ 10,142,600	\$ 11,085,500	\$ 1,219,000

**CITY OF HOLLY HILL
NOTES PAYABLE
1995 - 96**

Present notes payable are summarized as follows:

Lender / Purpose	Principal Balance 10/01/95	Principal Payment 1995-96	Interest Payment 1995-96	Principal Balance 9/30/96
GENERAL FUND				
Sun Bank of Volusia County- City Hall/Fire Station Renovation & Fire Truck	\$669,970	\$73,491	\$26,247	\$596,479
Volusia County 800 MHZ Radio System	\$144,030	\$16,003	\$0	\$128,027
Total General Fund	<u>\$814,000</u>	<u>\$89,494</u>	<u>\$26,247</u>	<u>\$724,506</u>
SOLID WASTE ENTERPRISE				
Sun Bank of Volusia County- 2 Garbage Trucks	\$142,692	\$47,600	\$6,024	\$95,092
Total Solid Waste	<u>\$142,692</u>	<u>\$47,600</u>	<u>\$6,024</u>	<u>\$95,092</u>
NOTES PAYABLE BALANCE	<u>\$956,692</u>	<u>\$137,094</u>	<u>\$32,271</u>	<u>\$819,598</u>

**CITY OF HOLLY HILL
BONDS PAYABLE
1995 - 96**

DEBT SERVICE REQUIREMENTS TO MATURITY

FISCAL YEAR		PRINCIPAL	INTEREST	TOTAL DEBT
ENDING	SERVICE			
OCTOBER 1,	1995	\$240,000	\$885,039	\$1,125,039
	1996	245,000	875,679	1,120,679
	1997	255,000	865,144	1,120,144
	1998	270,000	853,414	1,123,414
	1999	280,000	840,589	1,120,589
	2000	295,000	826,589	1,121,589
	2001	310,000	811,544	1,121,544
	2002	330,000	795,114	1,125,114
	2003	345,000	776,964	1,121,964
	2004	365,000	757,644	1,122,644
	2005	385,000	736,656	1,121,656
	2006	410,000	714,038	1,124,038
	2007	435,000	689,438	1,124,438
	2008	460,000	663,338	1,123,338
	2009	490,000	635,163	1,125,163
	2010	520,000	605,150	1,125,150
	2011	550,000	573,300	1,123,300
	2012	585,000	539,613	1,124,613
	2013	620,000	503,781	1,123,781
	2014	660,000	465,806	1,125,806
	2015	700,000	425,381	1,125,381
	2016	740,000	382,506	1,122,506
	2017	785,000	337,181	1,122,181
	2018	835,000	289,100	1,124,100
	2019	885,000	237,956	1,122,956
	2020	940,000	183,750	1,123,750
	2021	1,000,000	126,175	1,126,175
	2022	1,060,000	64,925	1,124,925
TOTAL		\$ 14,995,000	\$ 16,460,974	\$ 31,455,974

CAPITAL OUTLAY

Capital outlay and improvements included in this 1995-96 proposed budget are listed on the following pages.

New air packs and a cascade system will upgrade the equipment used by firefighters to current safety standards and will reduce the current maintenance and repair costs. The cost of the equipment will be recovered in about five years and has a life expectancy of ten years.

Pump and engine repairs on Unit #196, a 1978 Ford Jaco Fire Pumper truck, are budgeted and will extend its life about three years.

Storm drainage improvements are planned at a cost of \$285,000. The planned improvements will alleviate flooding situations that occur during hard rainstorms and reduce the labor and equipment required for emergency conditions and clean-up operations.

The budget provides funding for the 10th Street Railroad Crossing which will open the street to through traffic. This opening will be beneficial in reducing traffic congestion caused by the opening of the I-95 Interchange at LPGA Boulevard.

Continuing improvements to the two parks on Riverside Drive are expected to be funded by federal, state and local grants. These parks are used by many people who enjoy picnics, fishing, walking and bike riding. Maintenance costs are increasing as the improvements are made because the parks are drawing more people from surrounding areas and the grounds and facilities need greater attention.

One project included in the Renewal and Replacement Fund is due to the County's intent to widen LPGA Boulevard. The City is required to relocate its water lines in order to accommodate the widening. Once completed, these projects should have no future impact on operations. Other projects are expected to enhance the quality of the water delivered to the community. Some increase in chemical costs is expected but replacement of old filters and other equipment should reduce repair costs.

The wastewater reuse system will benefit the community and the environment. Increased operational costs are anticipated in future budgets for maintenance of lines, treatment of wastewater, and meet testing and permitting requirements.

**CAPITAL OUTLAY
FISCAL YEAR 1995-96**

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

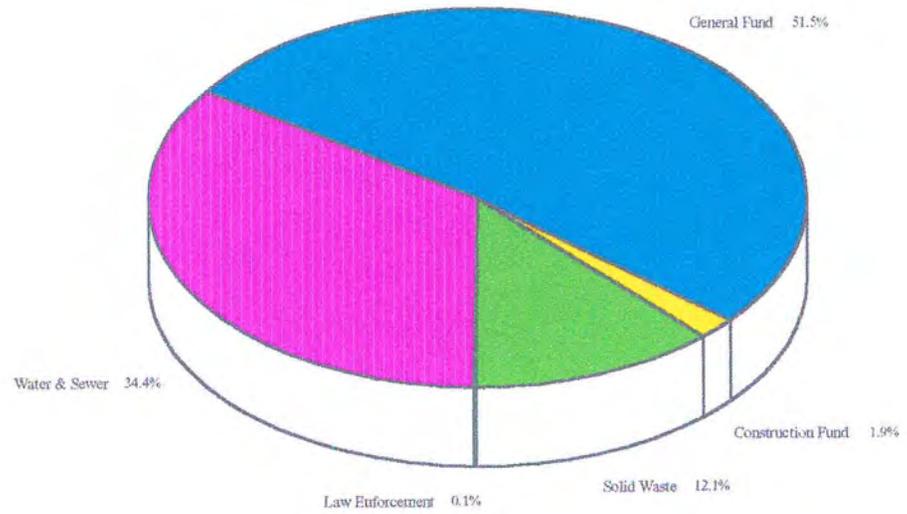
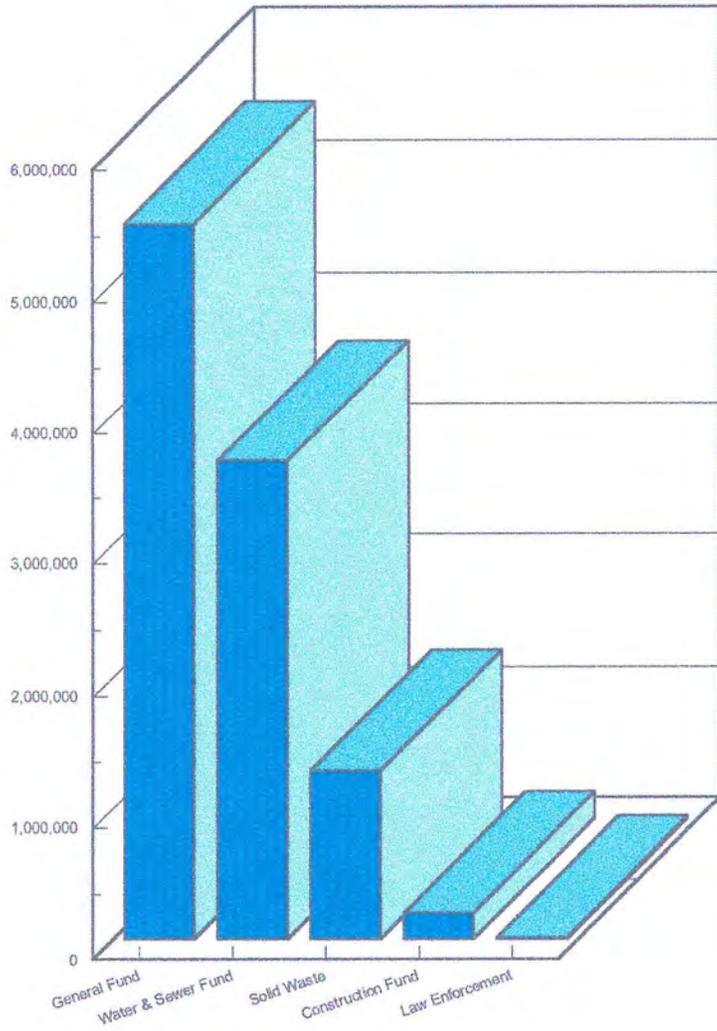
	ITEM COST	TOTAL COST
General Government		\$3,200
Binding Machine	1,000	
Workstations	1,000	
Collater for Copy Machine	1,200	
Law Enforcement		\$1,000
Workstation (CID Office)	1,000	
Fire Control		\$42,000
Air Packs including Cascade System	23,000	
PA System	1,000	
Pump & Engine Repairs - Unit #196	18,000	
Transportation/Road & Street Facilities		\$353,000
Drainage Improvements - to be decided	285,000	
FEC 10th Street Railroad Crossing	65,000	
Concrete Forms - 300 L.F.	3,000	
Buildings and Grounds		\$225,000
Repair Roof at Recreation Barn	7,000	
Riverside Drive Bike Path	100,000	
North Sunrise Park Pier	115,000	
Edger Mower Tree Maintenance Equipment	3,000	
Recreation		\$14,700
Resurface Tennis Court	2,000	
Replace Air Conditioning - Sica Hall (1 units)	6,500	
Computer, Printer, Software	4,000	
Tent - 10x20	800	
Cotton Candy Machine	750	
Folding Tables (10)	600	

**CAPITAL OUTLAY
FISCAL YEAR 1995-96**

Garbage/Solid Waste Control Services		\$18,000
300 Replacement Containers	18,000	
Water Treatment Plant		\$11,800
Meters -200	5,000	
Hydrants - 3	1,800	
Computer Interlink Between Water and Wastewater Plants	5,000	
Renewal & Replacement		\$559,300
Phase I - Replace Filter Valves; Instrumentation; Install Stainless Steel Sweeps; Install Filter Media	234,800	
Phase II - New Drive for EIMCO Solids Contact Unit	64,000	
Phase III - Bulk Storage Carbon Dioxide Feed Tank & Feed System	80,000	
Engineering-Water Plant Improvements	45,500	
Enclose Filters (Well House & Control Housing)	10,000	
Pump Station Pump & Control Replacement (RTU)	20,000	
Computer Accounting System - Lease/Purchase Payment	20,000	
Submersible Sludgemixer	25,000	
Raw Water Main Relocation-LPGA/Jimmy Ann & Nova	60,000	
Series 1992 Construction		\$200,000
Wastewater Reuse System	200,000	
Total Capital Outlay		\$1,428,000

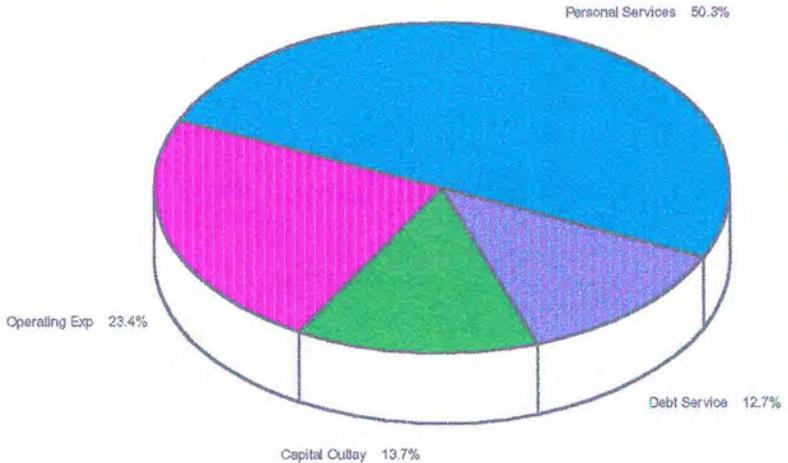
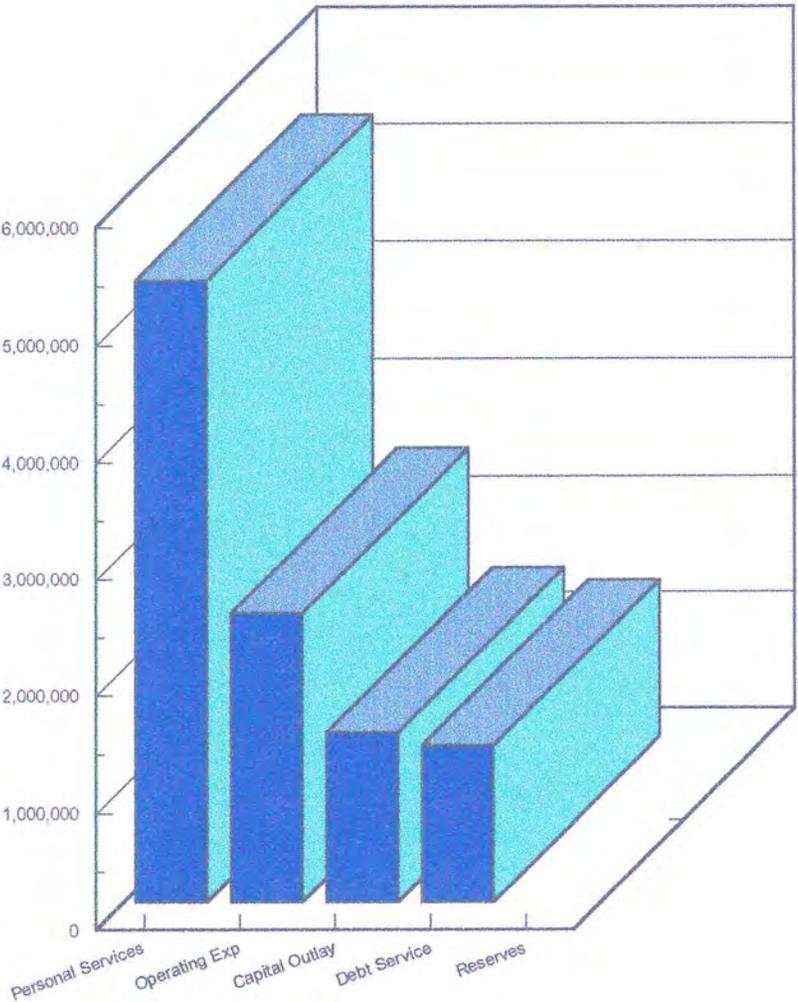
CITY OF HOLLY HILL

ALL FUNDS REVENUE BUDGET YEAR 1995-96



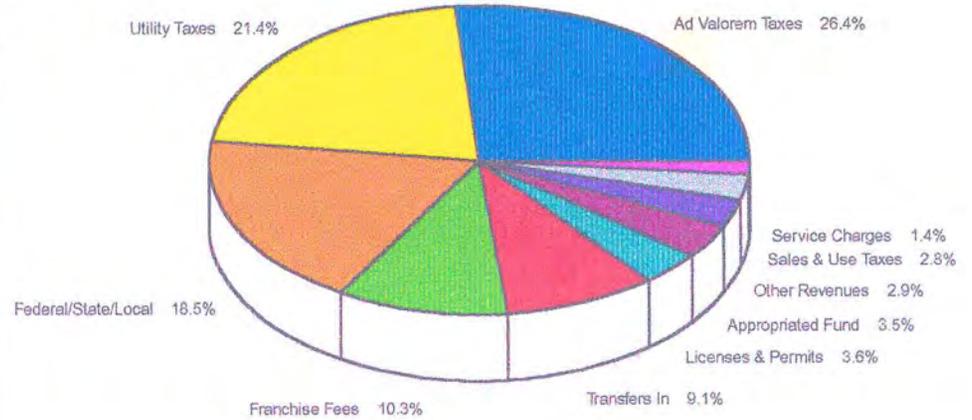
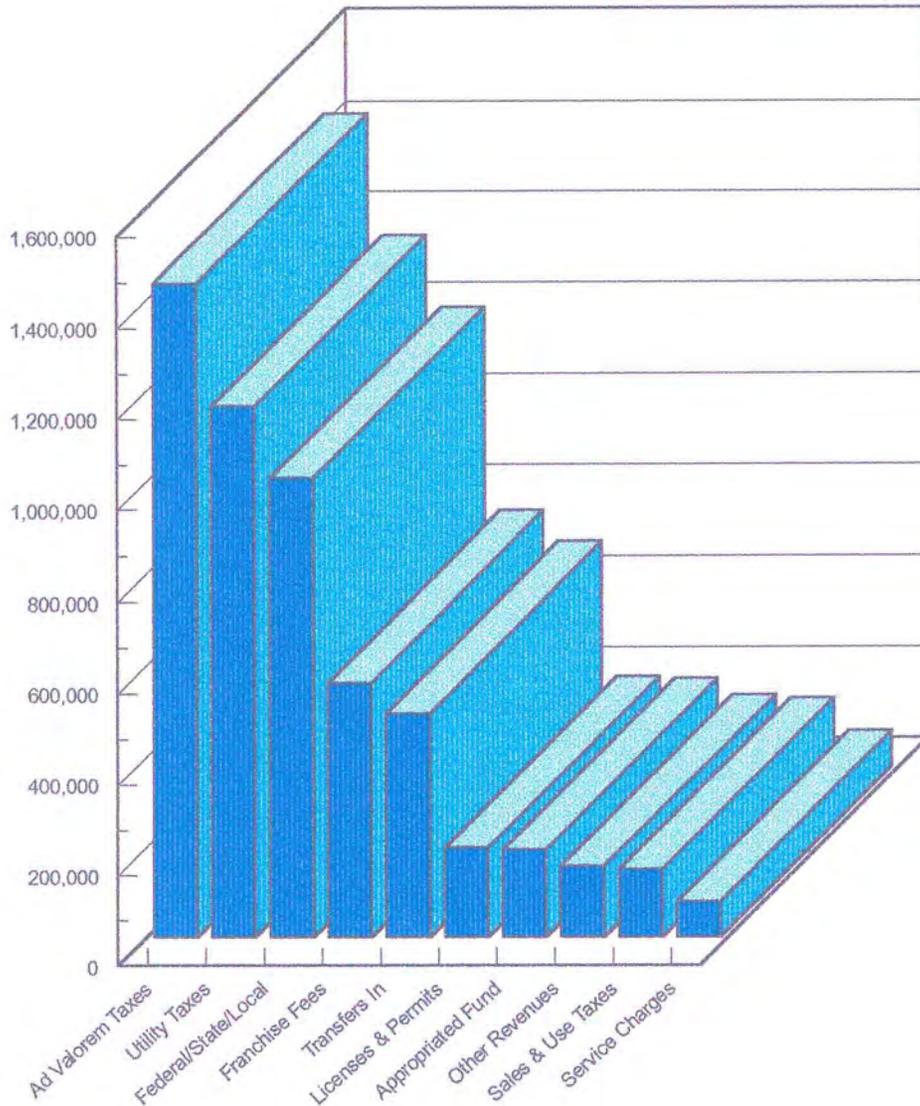
General Fund	5,436,700
Solid Waste Enterprise	1,280,300
Water & Sewer Fund	3,633,200
Law Enforcement Trust Reserve	12,500
Construction Fund Reserve	<u>200,000</u>
Total Revenue	10,562,700

CITY OF HOLLY HILL ALL FUNDS EXPENDITURES BUDGET YEAR 1995-96



Personal Services	5,309,000
Operating Expenditures	2,470,600
Capital Outlay	1,446,300
Debt Service	1,336,800
Reserve	<u>0</u>
Total Expenditures	10,562,700

CITY OF HOLLY HILL GENERAL FUND REVENUES BUDGET YEAR 1995-96

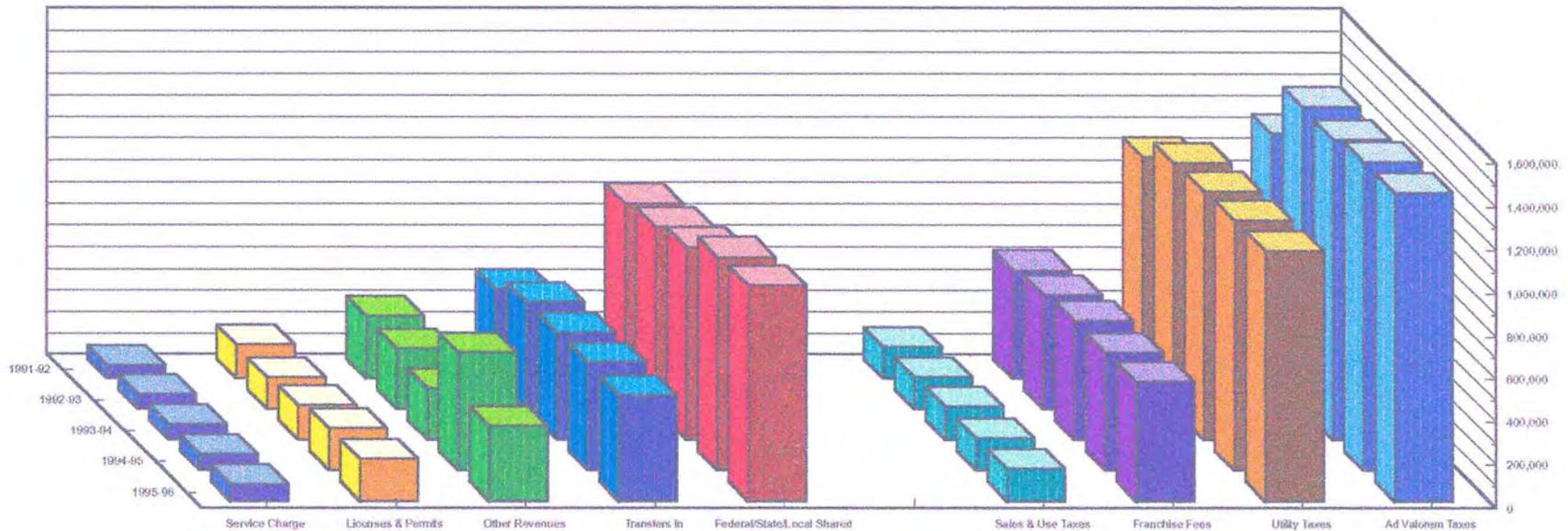


Ad Valorem Taxes	1,435,400
Utility Taxes	1,165,000
Federal/State/Local Shared	1,008,200
Franchise Fees	559,000
Transfers In	493,300
Licenses & Permits	197,600
Appropriated Fund Balance	192,900
Other Revenues	157,600
Sales & Use Taxes	150,000
Service Charges	<u>77,700</u>
Total General Revenues	5,436,700

CITY OF HOLLY HILL

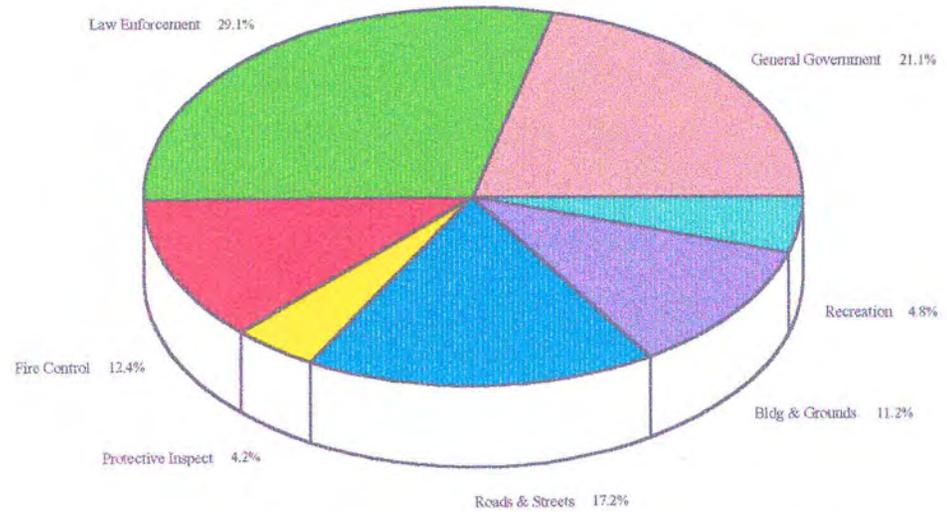
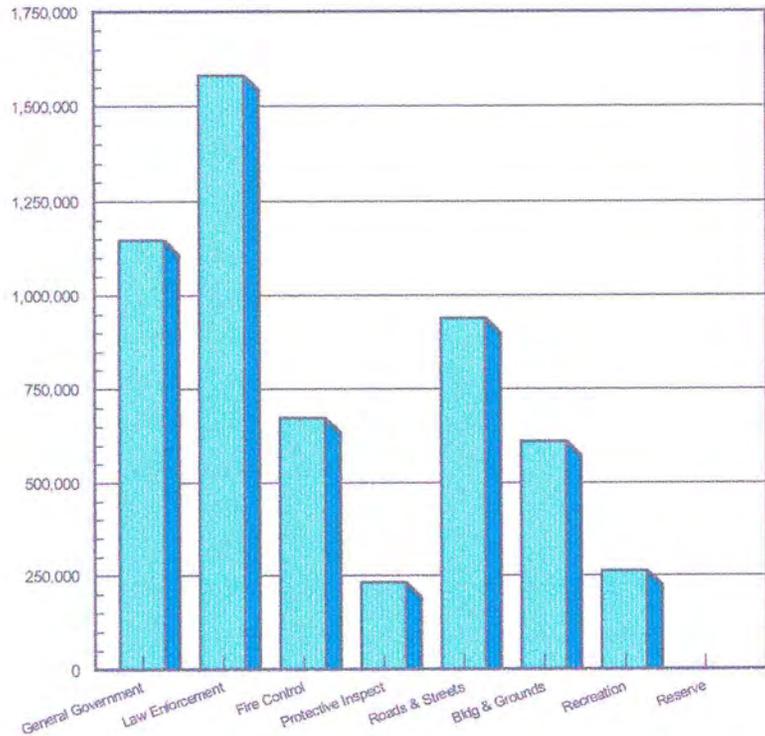
GENERAL FUND REVENUES

BUDGET YEAR 1995-96



FIVE YEAR HISTORY					
Description	1991-92	1992-93	1993-94	1994-95	1995-96
	Actual	Actual	Actual	Amended	Proposed
REVENUES					
Ad Valorem Taxes	1,153,303	1,405,171	1,394,849	1,433,700	1,435,400
Sales & Use Taxes	150,853	150,568	155,433	150,000	150,000
Franchise Fees	510,038	531,285	558,522	554,800	559,000
Utility Taxes	1,027,853	1,143,604	1,156,965	1,165,000	1,165,000
Licenses & Permits	162,885	148,648	162,989	197,600	197,600
Federal/State/Local Shared	814,890	848,856	896,485	995,000	1,008,200
Service Charges	64,376	70,327	73,897	76,500	77,700
Other Revenues	293,906	286,364	241,073	602,150	350,500
Transfers In	423,000	503,000	503,900	507,000	493,300
Total Revenues	\$4,583,104	\$5,087,823	\$5,144,114	\$5,681,750	\$5,436,700

CITY OF HOLLY HILL GENERAL FUND EXPENDITURES BUDGET YEAR 1995-96

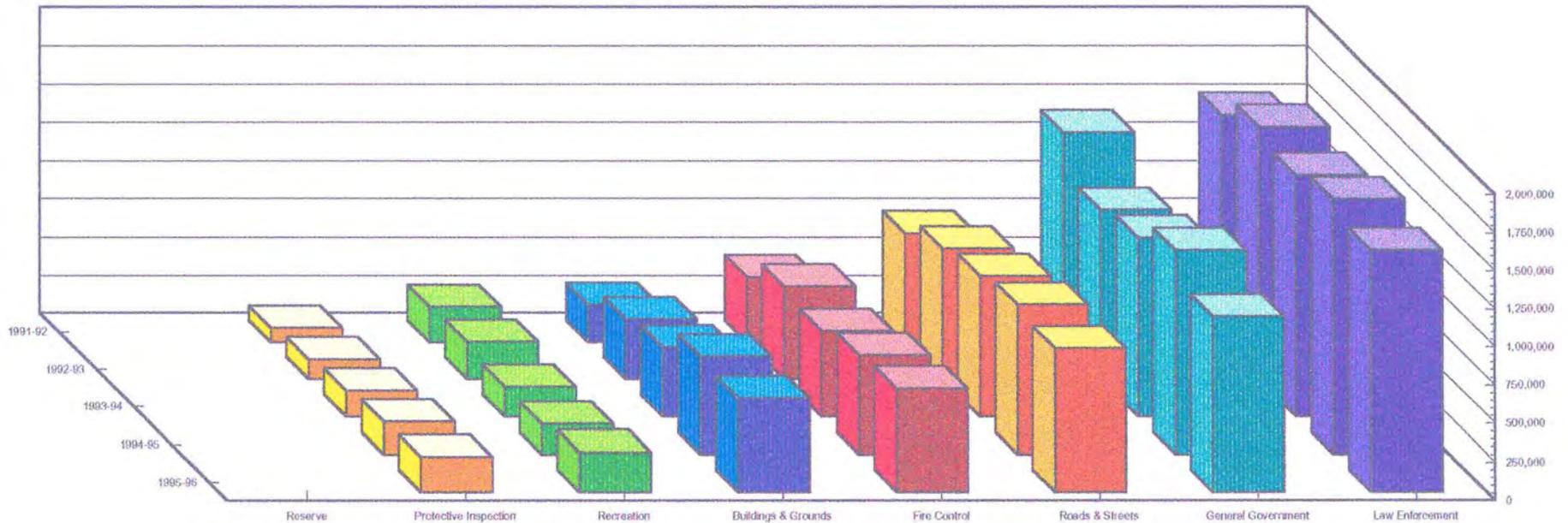


General Government	1,144,600
Law Enforcement	1,581,400
Fire Control	672,400
Protective Inspection	229,700
Roads & Streets	937,000
Building & Grounds	610,900
Recreation	260,700
Reserve	<u>0</u>
Total General Fund Expenditures	5,436,700

CITY OF HOLLY HILL

GENERAL FUND EXPENDITURES

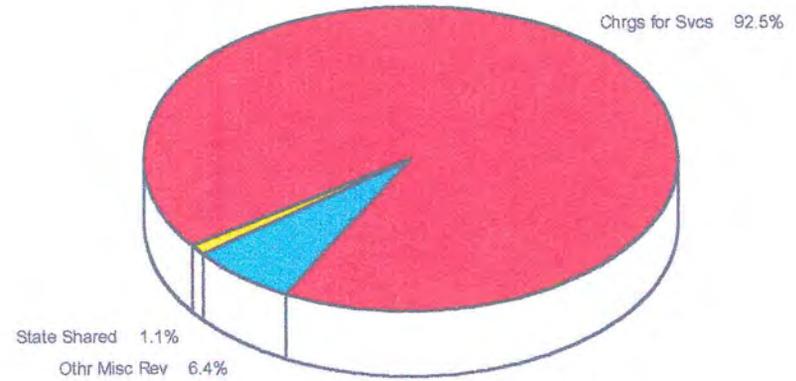
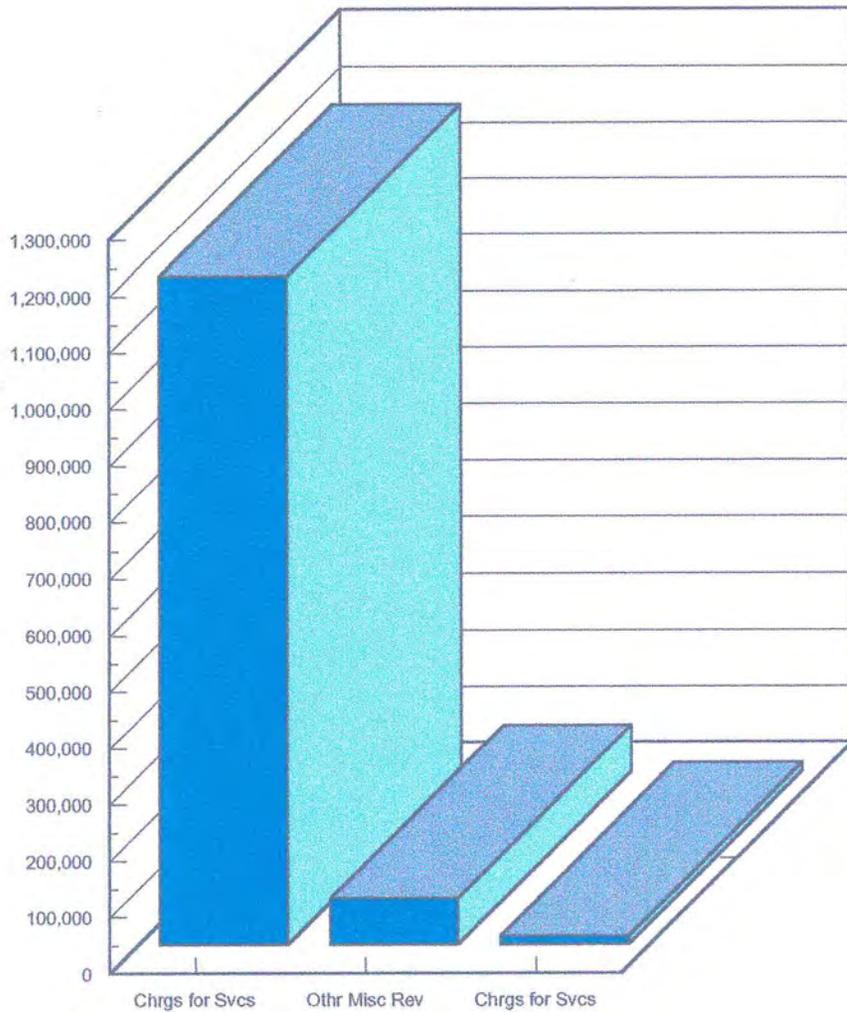
BUDGET YEAR 1995-96



FIVE YEAR HISTORY

Description	1991-92 Actual	1992-93 Actual	1993-94 Actual	1994-95 Amended	1995-96 Proposed
EXPENDITURES					
Reserve	0	0	0	0	0
Protective Inspection	95,055	132,029	170,289	213,100	229,700
Recreation	232,308	247,199	194,481	197,700	260,700
Buildings & Grounds	246,904	396,880	456,195	639,700	610,900
Fire Control	429,490	612,856	562,149	646,600	672,400
Roads & Streets	714,072	861,296	922,001	978,400	937,000
General Government	1,375,415	1,111,578	1,176,392	1,336,150	1,144,600
Law Enforcement	1,489,860	1,655,453	1,587,104	1,670,100	1,581,400
Total Expenditures	4,583,104	5,017,291	5,068,612	5,681,750	5,436,700

CITY OF HOLLY HILL SOLID WASTE REVENUES BUDGET YEAR 1995-96

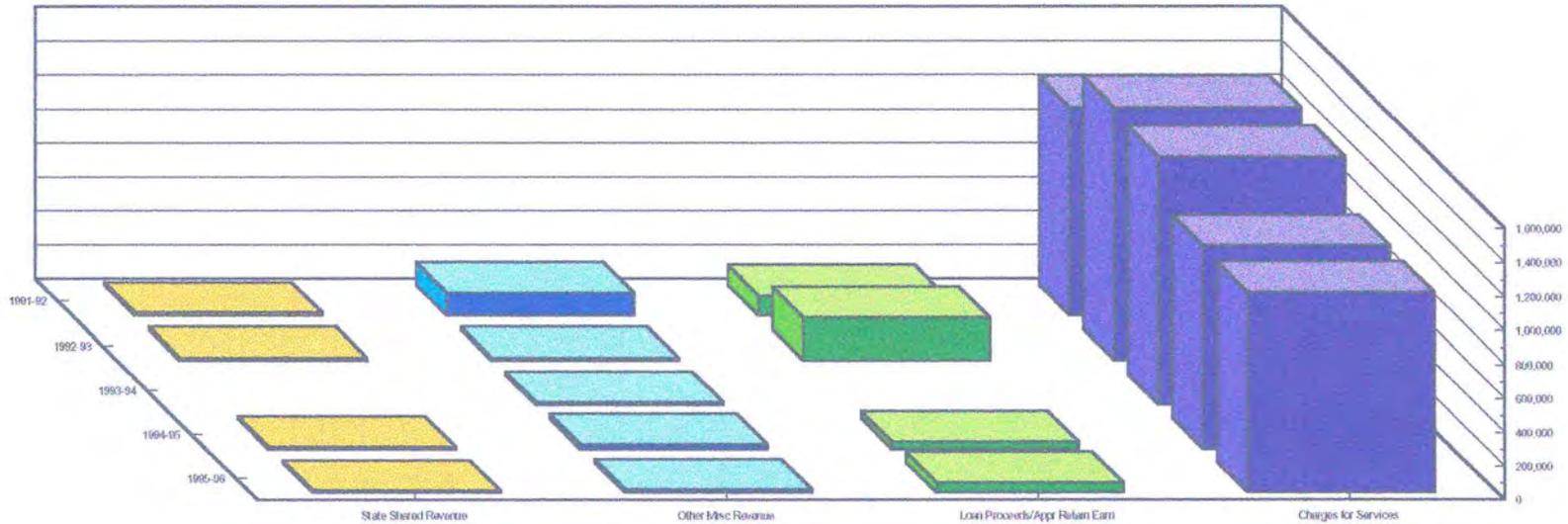


State Shared Revenue	14,000
Charges for Services	1,184,000
Other Misc Revenue	<u>82,300</u>
Total Solid Waste Revenues	1,280,300

CITY OF HOLLY HILL

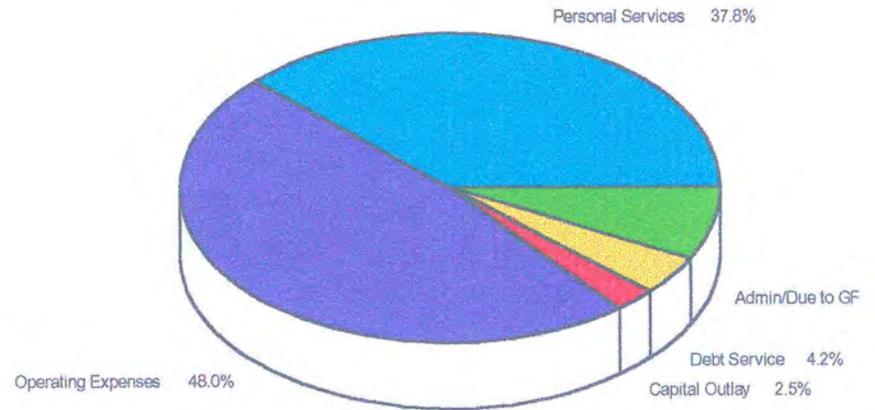
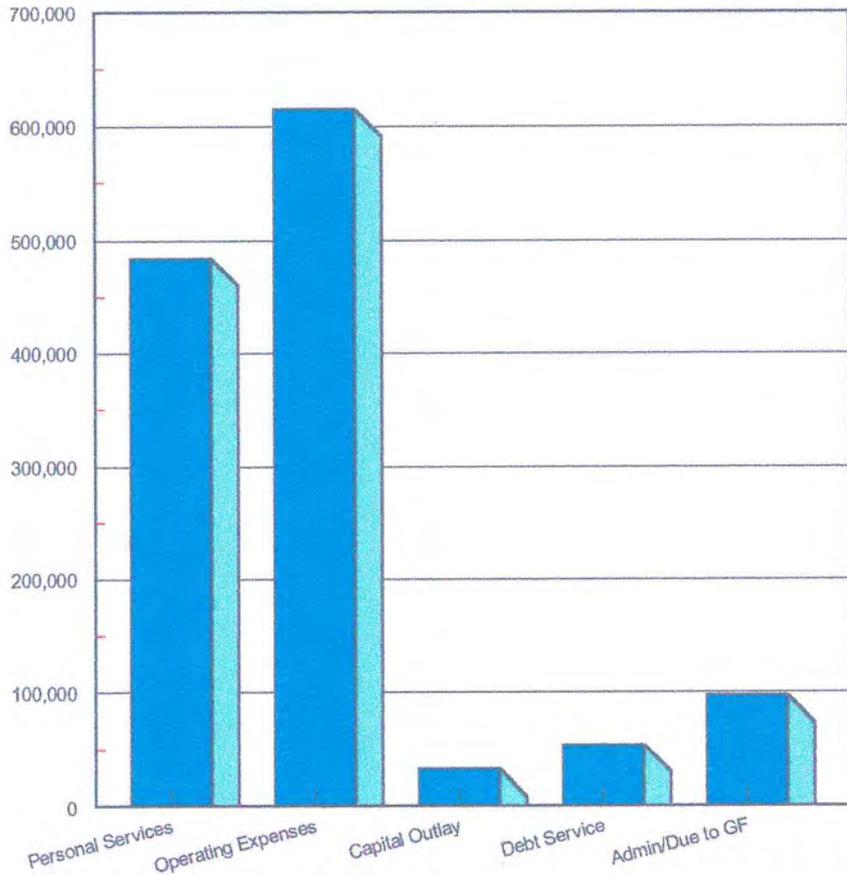
SOLID WASTE REVENUES

BUDGET YEAR 1995-96



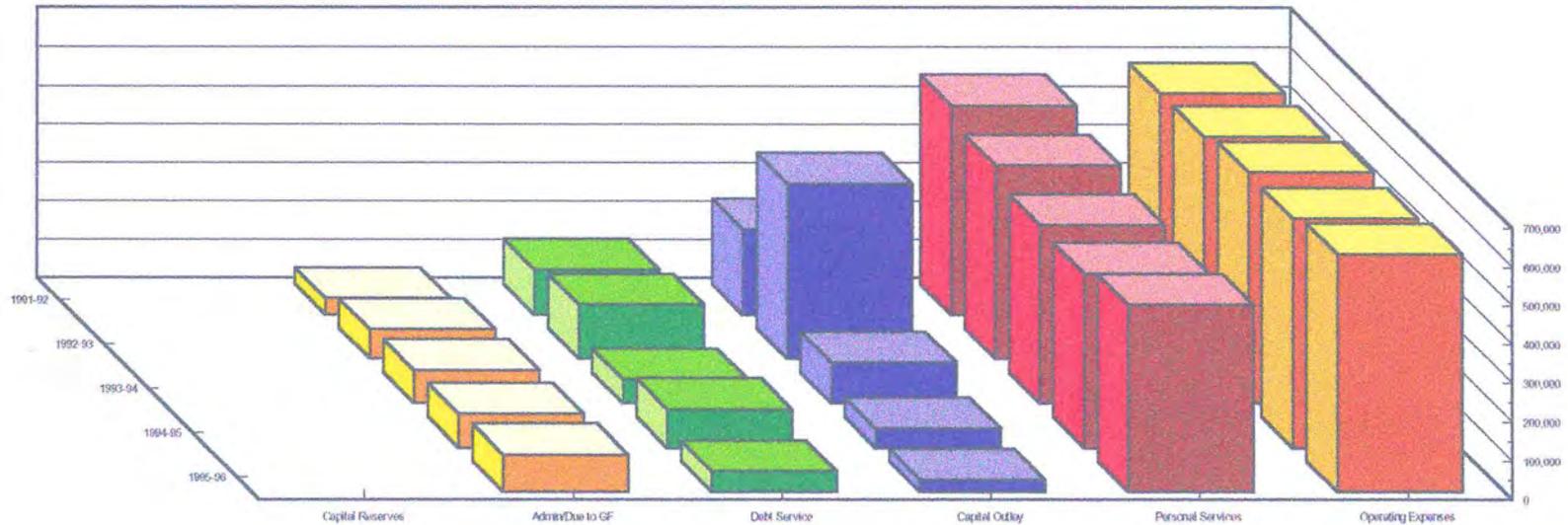
FIVE YEAR HISTORY					
Description	1991-92 Actual	1992-93 Actual	1993-94 Actual	1994-95 Amended	1995-96 Proposed
REVENUES					
State Shared Revenue	16,188	15,000	0	14,000	14,000
Other Misc Revenue	134,328	15,000	15,220	27,500	20,500
Loan Proceeds/Appr Retain Earn	118,269	250,000	0	43,200	61,800
Charges for Services	1,229,280	1,491,525	1,462,344	1,194,400	1,184,000
Total Revenues	1,498,065	1,771,525	1,477,564	1,279,100	1,280,300

CITY OF HOLLY HILL SOLID WASTE EXPENDITURES BUDGET YEAR 1995-96



Personal Services	483,700
Operating Expenses	614,700
Capital Outlay	32,000
Debt Service	53,600
Capital Reserves	0
Admin/Due to GF	<u>96,300</u>
Total Solid Waste Expenditures	1,280,300

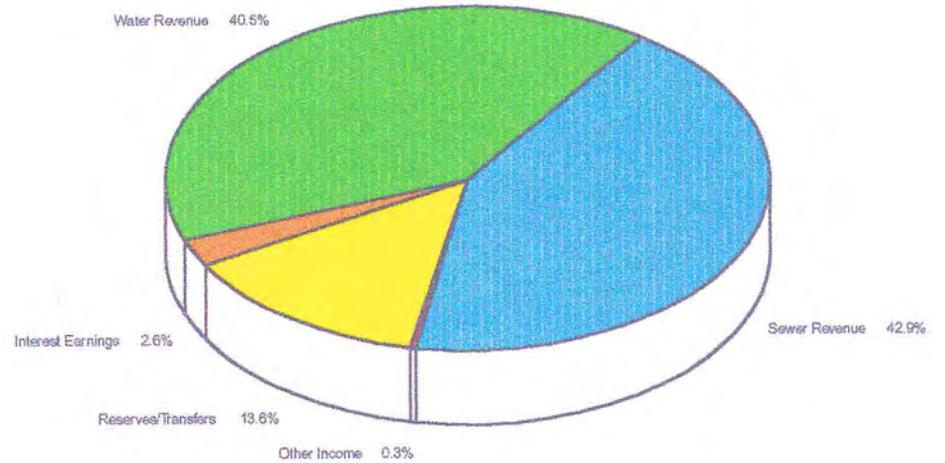
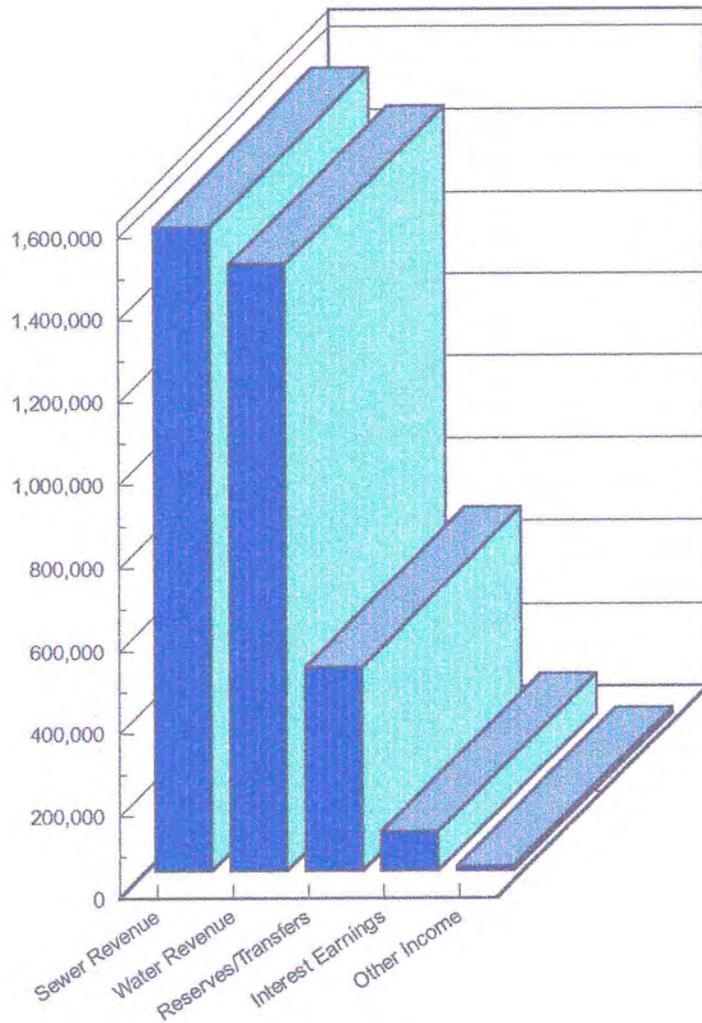
CITY OF HOLLY HILL SOLID WASTE EXPENDITURES BUDGET YEAR 1995-96



FIVE YEAR HISTORY

Description	1991-92 Actual	1992-93 Actual	1993-94 Actual	1994-95 Amended	1995-96 Proposed
EXPENDITURES					
Capital Reserves	0	0	0	0	0
Admin/Due to GF	43,300	77,000	84,900	86,600	96,300
Debt Service	117,639	140,660	61,176	99,300	53,600
Capital Outlay	221,833	455,728	105,043	49,100	32,000
Personal Services	544,892	503,817	461,585	450,500	483,700
Operating Expenses	576,767	578,322	599,837	593,600	614,700
Total Expenditures	1,504,431	1,755,527	1,312,541	1,279,100	1,280,300

CITY OF HOLLY HILL WATER & SEWER REVENUE BUDGET YEAR 1995-96

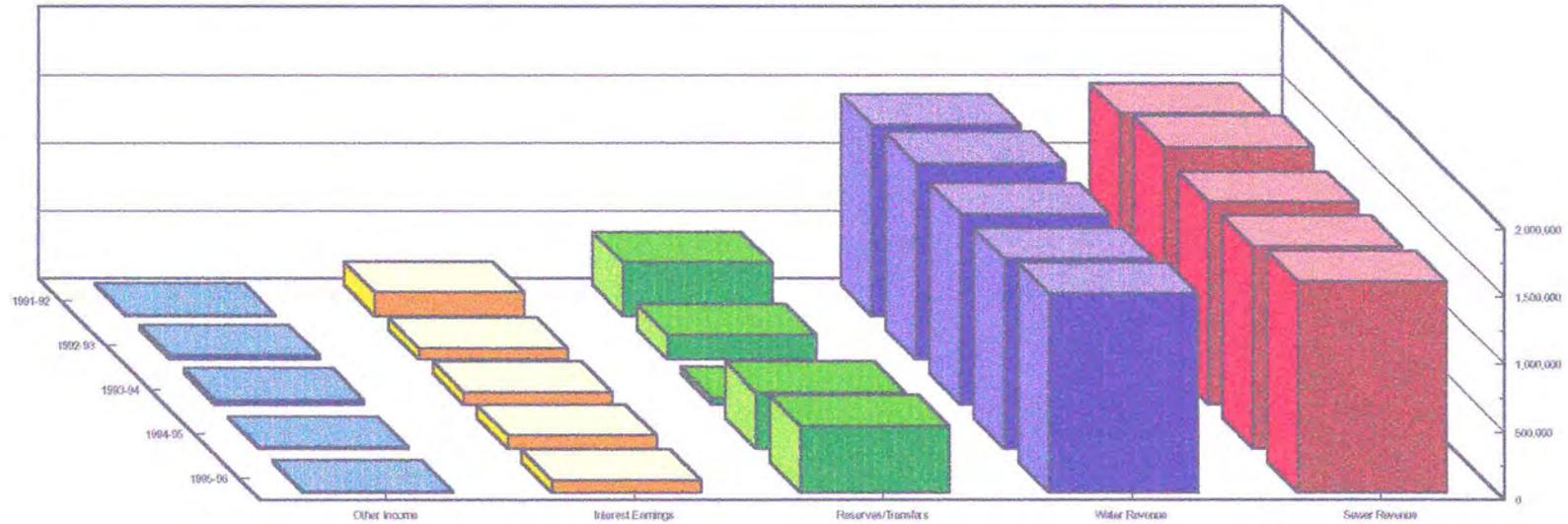


Sewer Revenue	1,560,400
Water Revenue	1,470,000
Reserves/Transfers	495,700
Interest Earnings	95,000
Other Income	<u>12,000</u>
Total Revenue	3,633,200

CITY OF HOLLY HILL

WATER & SEWER REVENUES

BUDGET YEAR 1995-96

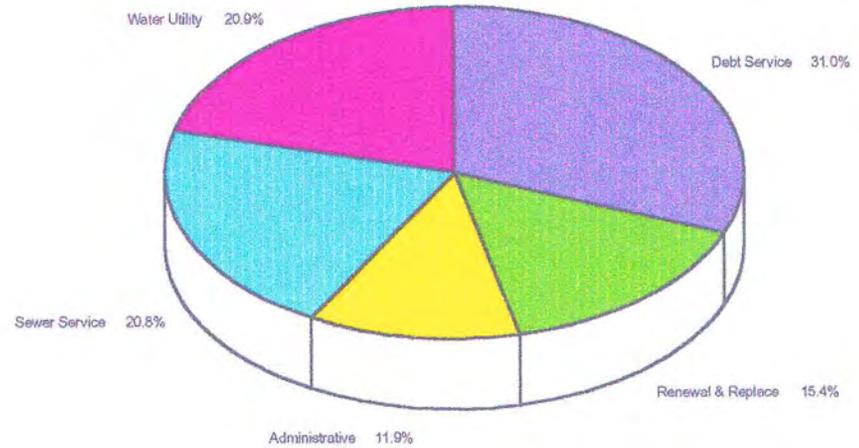
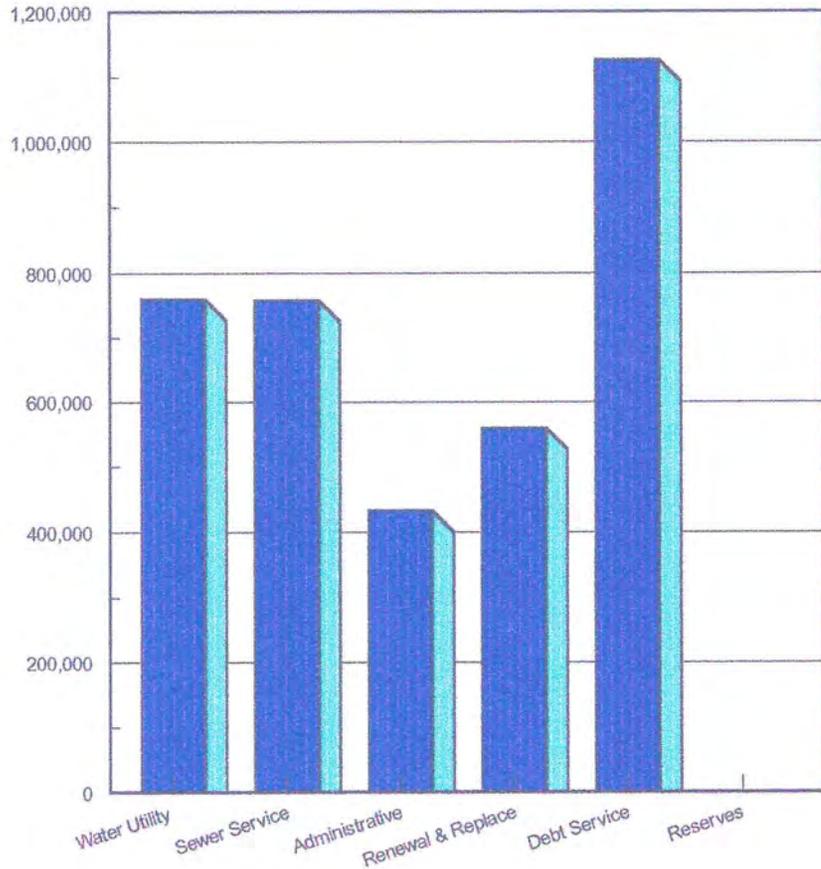


FIVE YEAR HISTORY					
Description	1991-92 Actual	1992-93 Actual	1993-94 Actual	1994-95 Amended	1995-96 Proposed
REVENUES					
Other Income	9,129	33,280	34,374	12,000	12,000
Interest Earnings	172,948	88,081	89,539	99,000	95,000
Reserves/Training	396,756	186,159	44,367	411,600	495,700
Water Revenue	1,400,156	1,452,211	1,405,132	1,403,100	1,470,100
Sewer Revenue	1,484,379	1,568,503	1,491,815	1,495,400	1,560,400
Total Revenues	3,463,368	3,328,234	3,065,227	3,421,100	3,633,200

CITY OF HOLLY HILL

WATER & SEWER EXPENDITURES

BUDGET YEAR 1995-96

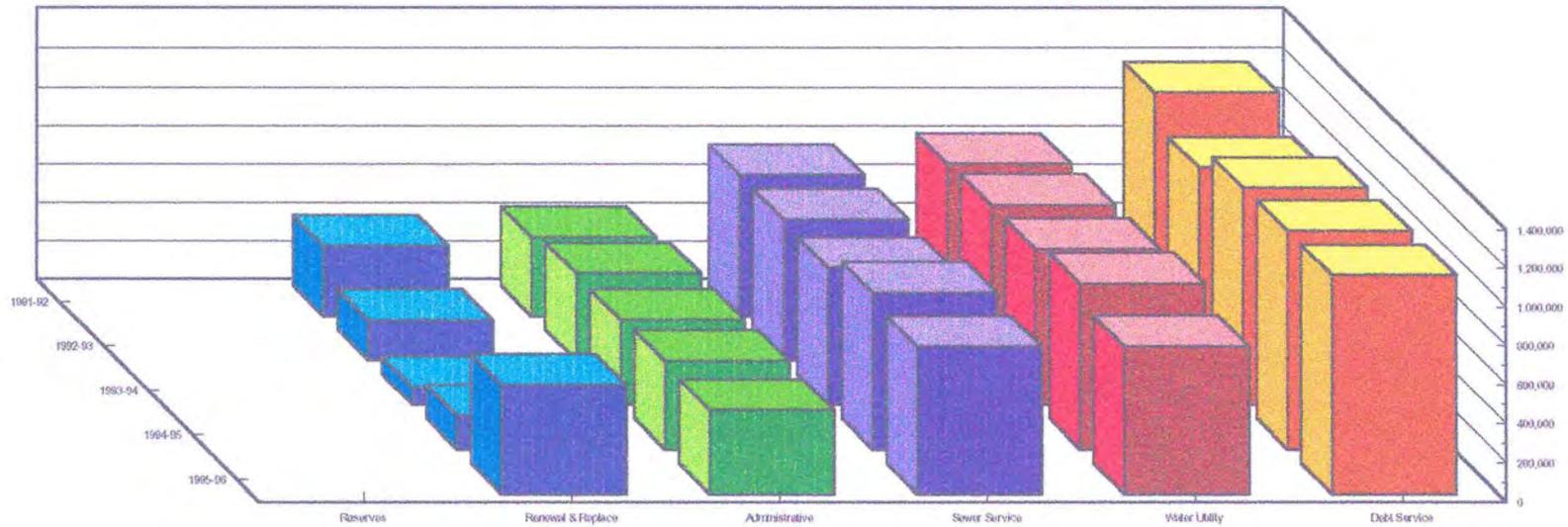


Water Utility Service	758,800
Sewer Service	757,100
Administrative	432,000
Renewal & Replacement	559,300
Debt Service	1,126,000
Reserves	<u>0</u>
Total Expenditures	3,633,200

CITY OF HOLLY HILL

WATER & SEWER EXPENDITURES

BUDGET YEAR 1995-96



FIVE YEAR HISTORY

Description	1991-92 Actual	1992-93 Actual	1993-94 Actual	1994-95 Amended	1995-96 Proposed
EXPENDITURES					
Reserves	0	0	0	0	0
Renewal & Replacement	365,983	209,217	91,324	174,700	559,300
Administrative	411,305	450,174	440,499	455,400	432,000
Sewer Service	735,000	732,787	709,187	807,100	757,100
Water Utility Service	794,350	807,323	806,898	853,900	758,800
Debt Service	1,161,369	1,002,271	1,125,521	1,130,000	1,126,000
Total Expenditures	3,468,007	3,201,772	3,201,772	3,421,100	3,633,200

General Fund

Annual Budget

1995 - 96

GENERAL FUND REVENUE EXPLANATION

Property Tax Revenue

The General Fund revenue projections include ad valorem tax revenue of \$1,415,400. This estimate is based on an estimated rolled-back of \$5.55375 per \$1,000 assessed valuation of \$261,243,916. The proposed millage rate represents a 1.1% increase over the current rate of \$5.4695. The current year estimated gross taxable value decreased by \$2,808,272, or 1.1% from the 1994 final gross taxable value of \$264,052,188. The following table provides a summary of the City's anticipated tax collections at the rate of 98% estimated collections.

Gross taxable value	\$261,243,916
Less exemptions (new construction + additions - deletions)	1,227,604
Adjusted taxable value	260,046,557
Rate per \$1,000	5.55375
1995 tax levy	1,444,233
Estimated % of collections	98%
Estimated current tax collections	1,415,348

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.

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 stay the same as the 1994-95 receipts. 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 expected to remain the same. The stormwater utility fee revenue is anticipated at \$271,000 based on current year estimates. 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. A new fee schedule was effective for licenses issued for the prior year beginning 10/1/94. Permit fees are expected to remain the same too.

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, 35.15% of the City's State Revenue Sharing funds are from the 8th cent motor fuel tax. This amount, approximately \$95,000, 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 remain the same as the 1994-95 estimates. State grant funds are anticipated for parks and recreation improvements.

Local Shared Revenues

This revenue is monies received from the County for grants and for the City share of County licenses. The city has anticipated receiving grant funds of \$53,000 from the Port Authority for the Riverside Drive bike path and Sunrise Park pier. Based on last year's collections, the city's share of county licenses is expected to decrease by 3,000.

Fines and Forfeitures

Based on current projections decreases are anticipated in court fines and police education. Parking violations will result in parking tickets being issued and revenue of \$1,000 is projected.

Interest Earnings

Interest earnings are based on current average earnings. No changes are anticipated in 1995-96.

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 1995-96.

Appropriated Fund Balances and Reserves

Prior year cash reserves of \$4,500 will be used to fund additional police education. An appropriation of \$115,000 from stormwater utility reserves is also included to fund storm drainage projects. An appropriation of \$77,500 from undesignated fund balance is anticipated.

Transfers

Transfers from the Water and Sewer Enterprise Fund and the Solid Waste Enterprise Fund totalling \$493,300 will defray those funds' administrative expenses and share of debt service payments for City Hall Renovations budgeted in the General Fund.

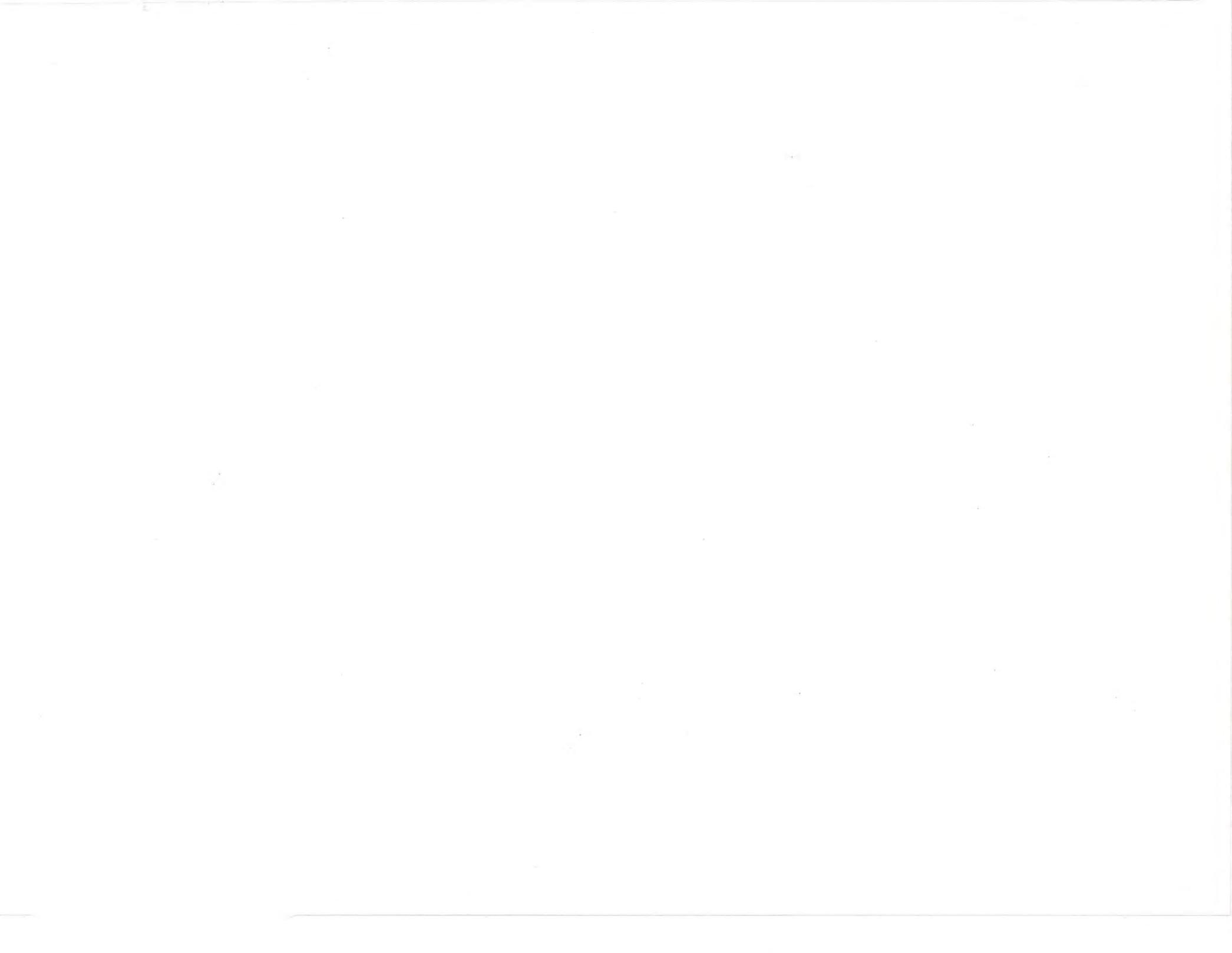
Loan Proceeds

No loans are anticipated in this budget.

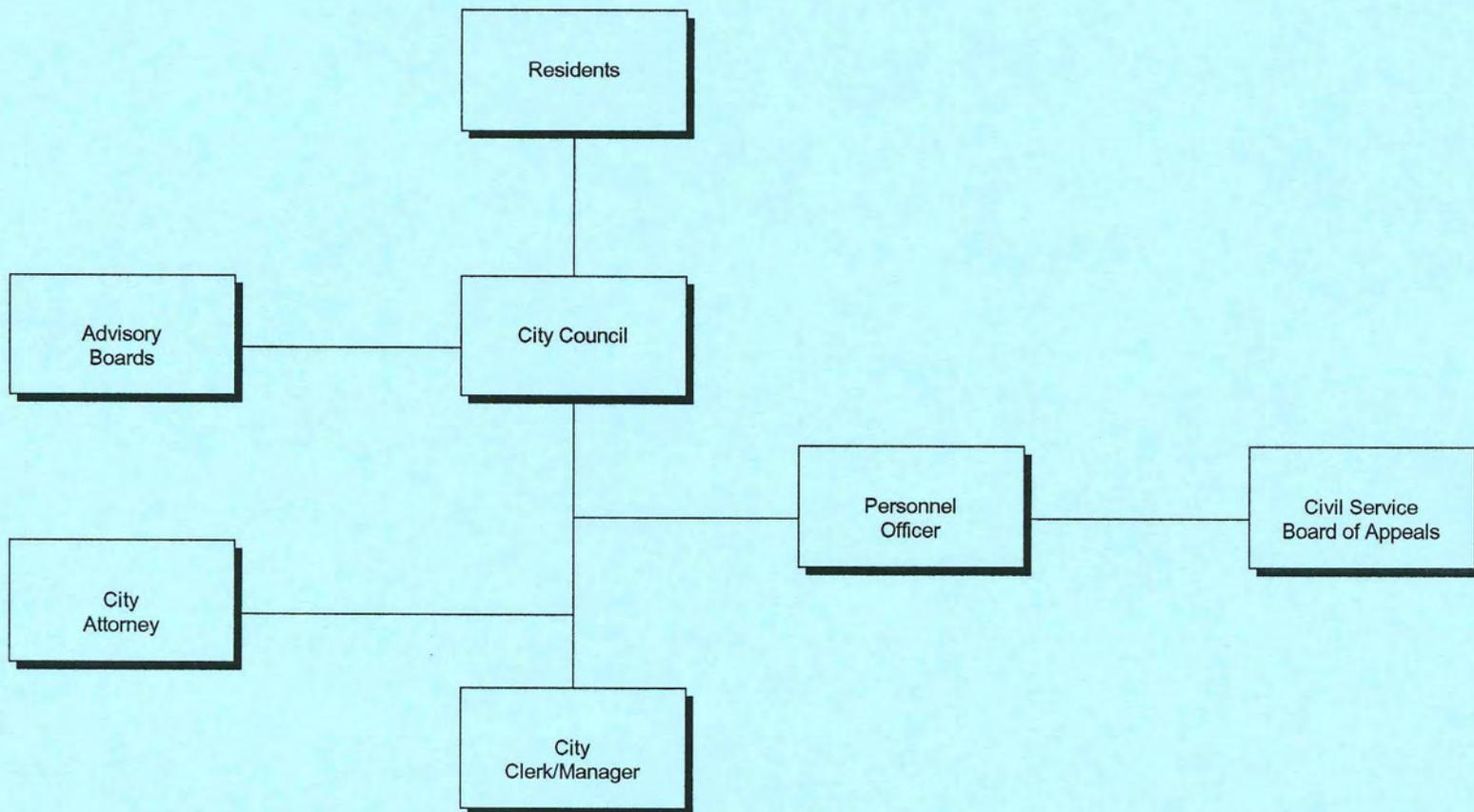
FUND ACCOUNT		ACCOUNT NAME	1991-92 ACTUAL	1992-93 ACTUAL	1993-94 ACTUAL	1994-95 BUDGET	1994-95 AMENDED	1995-96 PROPOSED
LICENSES & PERMITS								
001	321.100	Professional & Occupational Licenses	\$ 118,023	\$ 112,570	\$ 124,498	\$ 130,000	\$ 130,000	\$ 130,000
001	322.100	Building Permits	16,584	12,441	15,241	14,000	16,000	14,000
001	322.110	Electrical Permits	9,705	7,127	7,637	7,000	5,000	7,000
001	322.120	Plumbing Permits	5,453	2,511	3,717	2,500	2,500	2,500
001	322.130	Mechanical Permits	4,014	3,464	2,772	3,500	2,800	2,800
001	329.100	Other Licenses & Permits	9,106	10,536	9,124	8,000	9,000	9,000
001	329.200	Inspection Fees	0	0	0	32,300	32,300	32,300
		Sub-total Licenses & Permits	\$ 162,885	\$ 148,648	\$ 162,989	\$ 197,300	\$ 197,600	\$ 197,600
FEDERAL SHARED REVENUES								
001	331.210	D.A.R.E. Grant	\$ 0	\$ 5,807	\$ 8,240	\$ 7,000	\$ 3,000	\$ 0
001	331.710	Land & Water conservation Fund Grant	49,095	0	14,252	64,000	64,000	0
001	331.720	Symms Trails Jund Grant	0	0	0	0	0	25,000
		Sub-total Federal Shared Revenues	\$ 49,095	\$ 5,807	\$ 22,492	\$ 71,000	\$ 67,000	\$ 25,000
STATE SHARED REVENUES								
001	334.150	Dept of Community Affairs	\$ 3,483	\$ 3,483	\$ 0	\$ 0	\$ 0	\$ 0
001	334.750	State Grant	0	0	40,000	278,800	47,500	137,000
001	335.110	Two Cents Additional Cigarette Tax	42,660	43,762	40,530	43,000	43,000	43,000
001	335.120	State Revenue Sharing	274,511	282,935	271,508	270,000	270,000	270,000
001	335.140	Mobile Home Licenses	13,204	14,354	14,601	14,000	14,000	14,000
001	335.150	Alcoholic Beverage Licenses	9,688	7,766	9,821	10,000	10,000	10,000
001	335.180	Half Cent Sales Tax	401,378	455,053	433,414	435,000	435,000	435,000
001	335.230	Firefighter Supplemental Comp.	0	0	450	600	800	1,200
001	335.410	Motor Fuel Tax Rebate	1,219	3,373	3,661	3,000	3,000	3,000
		Sub-total State Shared Revenues	\$ 746,143	\$ 810,726	\$ 813,986	\$ 1,054,400	\$ 823,300	\$ 913,200
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FUND ACCOUNT ACCOUNT NAME			1991-92 ACTUAL	1992-93 ACTUAL	1993-94 ACTUAL	1994-95 BUDGET	1994-95 AMENDED	1995-96 PROPOSED
LOCAL SHARED REVENUES								
001	337.400	Co Contrib/Sidewalks	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
001	337.700	Port Authority	0	0	43,341	104,800	67,500	53,000
001	337.710	Co Land Acquisition Fund	0	0	0	0	0	0
001	338.200	City Share of County Licenses	19,652	26,071	16,666	20,000	17,000	17,000
001	337.200	Co contrib/911 Grant	0	6,253	0	0	18,700	0
		Sub-total Local Shared Revenues	\$ 19,652	\$ 32,324	\$ 60,007	\$ 124,800	\$ 103,200	\$ 70,000
		Total Shared Revenues	\$ 814,890	\$ 848,856	\$ 896,484	\$ 1,250,200	\$ 993,500	\$ 1,008,200
CHARGES FOR SERVICES								
001	341.200	Zoning Fees	\$ 2,871	\$ 1,390	\$ 2,830	\$ 3,000	\$ 3,000	\$ 3,000
001	341.210	Legal Ad Reimbursements	1,419	1,000	0	1,500	500	1,500
001	341.300	Sales of Maps/Publications	305	340	360	300	500	500
001	341.400	Certifications/Xerox Copies	1,103	1,116	1,348	1,200	1,800	2,000
001	342.100	Police Services	2,784	4,129	2,942	3,500	2,500	3,500
001	347.210	Program Activity Fees	47,181	52,008	58,191	52,000	58,000	58,000
001	347.220	Fire Programs	0	0	30		200	0
001	347.430	Special Events	433	788	0	1,000	0	200
001	347.530	Sica Hall Revenues	8,280	9,555	8,196	9,000	10,000	9,000
		Sub-total Charges for Services	\$ 64,376	\$ 70,327	\$ 73,897	\$ 71,500	\$ 76,500	\$ 77,700
FINES & FORFEITURES								
001	351.100	Court Fines	\$ 83,559	\$ 74,374	\$ 57,618	\$ 80,000	\$ 40,000	\$ 60,000
001	351.300	Police Education	3,556	4,559	3,332	4,000	3,000	3,500
001	351.500	Code Enforcement Fines	210	570	650	700	1,000	700
001	351.600	Parking Violations (125 @ \$15; 25 @ \$100)	0	760	120	1,000	700	1,000
		Sub-total Fines & Forfeitures	\$ 87,325	\$ 80,263	\$ 61,720	\$ 85,700	\$ 44,700	\$ 65,200

FUND ACCOUNT ACCOUNT NAME			1991-92 ACTUAL	1992-93 ACTUAL	1993-94 ACTUAL	1994-95 BUDGET	1994-95 AMENDED	1995-96 PROPOSED
INTEREST EARNINGS								
001	361.100	Investments	\$ 33,056	\$ 10,229	\$ 5,854	\$ 16,000	\$ 5,000	\$ 5,000
001	361.200	Investments/State Bd of Administration	40,730	50,122	63,530	55,000	66,000	66,000
		Sub-total Interest Earnings	\$ 73,786	\$ 60,351	\$ 69,384	\$ 71,000	\$ 71,000	\$ 71,000
SALES & COMPENSATION/LOSS OF FIXED ASSETS								
001	364.410	Surplus Sales (Equip., Land, Bldgs.)	\$ 0	\$ 10,501	\$ 492	\$ 10,000	\$ 5,000	\$ 10,000
001	364.420	Insurance Proceeds/Loss	0	0	5,224	0	2,800	0
		Sub-total Sales & Compensation	\$ 0	\$ 10,501	\$ 5,716	\$ 10,000	\$ 7,800	\$ 10,000
CONTRIBUTIONS								
001	366.900	Contributions & Donations - Bricks	\$ 1,377	\$ 588	\$ 649	\$ 500	\$ 500	\$ 0
001	363.110	Drainage Improvements	31,007	0	0	0	0	0
001	366.910	D.A.R.E. Contributions	0	301	150	200	200	200
001	366.911	Youth Center Contributions		0	150	200	800	200
		Sub-total Contributions	\$ 32,384	\$ 889	\$ 949	\$ 900	\$ 1,500	\$ 400
OTHER MISCELLANEOUS REVENUES								
001	365.100	Scrap Sales	\$ 1,815	\$ 1,291	\$ 3,517	\$ 1,000	\$ 1,000	\$ 1,000
001	369.900	Other Miscellaneous Revenue	\$ 4,528	\$ 11,369	\$ 99,787	\$ 10,000	\$ 10,000	\$ 10,000
001	369.910	Lime & Sludge Bed Cleaning	\$ 0	\$ 200	\$ 0	\$ 0	\$ 0	\$ 0
		Sub-total Other Misc. Revenues	\$ 6,343	\$ 12,860	\$ 103,304	\$ 11,000	\$ 11,000	\$ 11,000
		Total Misc. Revenue	\$ 112,513	\$ 84,600	\$ 179,354	\$ 92,900	\$ 91,300	\$ 92,400



City Council



CITY COUNCIL

<i>EXPENDITURES</i>	ACTUAL <u>1991-92</u>	ACTUAL <u>1992-93</u>	ACTUAL <u>1993-94</u>	BUDGET <u>1994-95</u>	AMENDED <u>1994-95</u>	PROPOSED <u>1995-96</u>
Personal Services	\$36,151	\$12,747	\$14,150	\$15,000	\$ 14,700	\$15,100
Operating Expenses	<u>15,957</u>	<u>35,160</u>	<u>34,930</u>	<u>35,650</u>	<u>36,550</u>	<u>36,000</u>
TOTAL	\$52,108	\$47,907	\$49,080	\$50,650	\$51,250	\$51,100

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

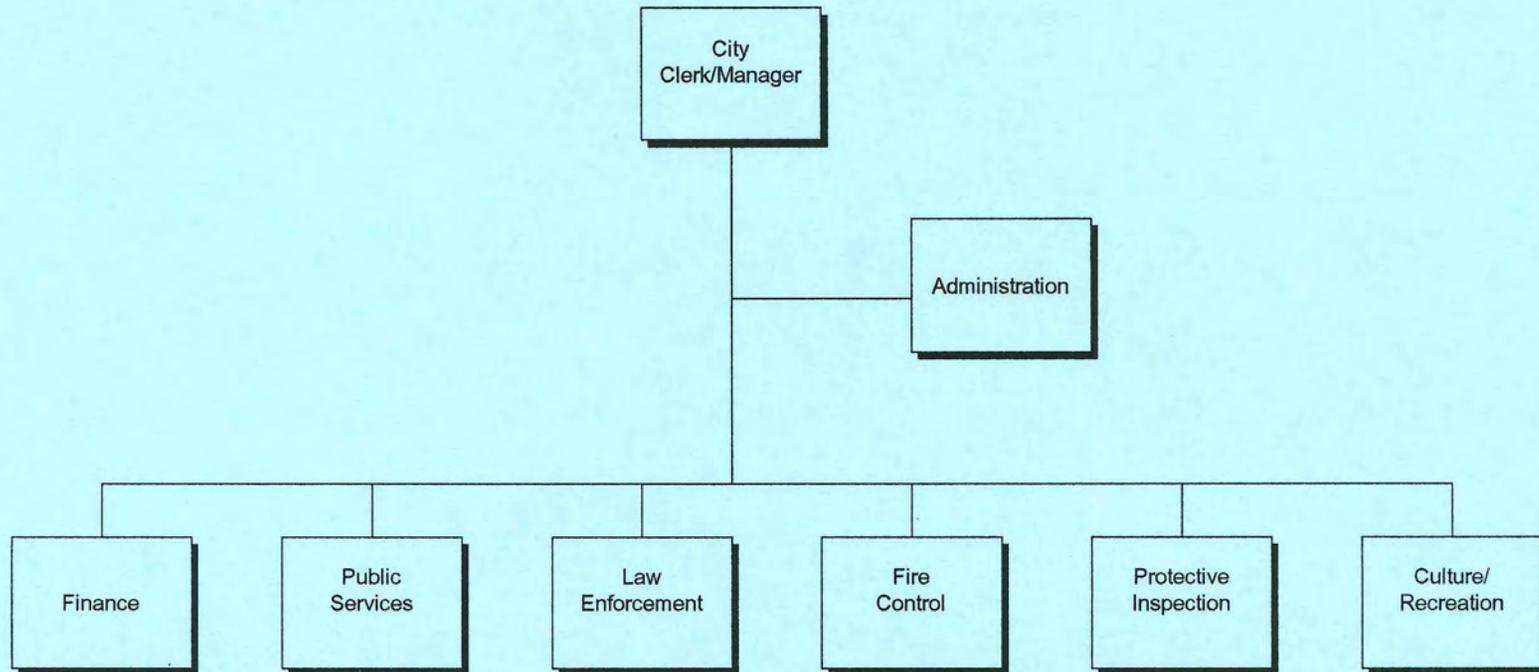
1. Review, evaluate and adopt the annual budget.
2. Review, evaluate and adopt the Redevelopment District.
3. Review and evaluate alternative uses of the school property adjacent to City Hall.

ACTIVITY MEASUREMENTS

	<u>ACTUAL</u> <u>1992-93</u>	<u>ACTUAL</u> <u>1993-94</u>	<u>ESTIMATED</u> <u>1994-95</u>	<u>PROJECTED</u> <u>1995-96</u>
Number of Regular City Council meetings	23	23	23	23
Number of Special Council meetings	10	10	10	10
Number of Ordinances adopted	35	35	35	35
Number of Resolutions adopted	60	60	60	60



City Manager



CITY MANAGER

<i>EXPENDITURES</i>	<u>ACTUAL</u> <u>1991-92</u>	<u>ACTUAL</u> <u>1992-93</u>	<u>ACTUAL</u> <u>1993-94</u>	<u>BUDGET</u> <u>1994-95</u>	<u>AMENDED</u> <u>1994-95</u>	<u>PROPOSED</u> <u>1995-96</u>
Personal Services	\$188,341	\$229,066	\$301,484	\$280,200	\$256,800	\$297,800
Operating Expenses	<u>18,512</u>	<u>26,683</u>	<u>16,056</u>	<u>31,100</u>	<u>30,000</u>	<u>31,600</u>
TOTAL	\$206,853	\$255,749	\$317,540	\$311,300	\$286,800	\$329,400

PERMANENT POSITIONS

City Manager	1.00
Deputy Clerk	1.00
Employee Relations Co-ordinator	1.00
Assistant to C.M.	.75
City Manager Secretary	1.00
Custodian	<u>1.00</u>
TOTAL	5.75

CITY MANAGER CON'T

SIGNIFICANT EXPENDITURE CHANGES

1. Personnel Director position added to this year's budget.

ACTIVITY DESCRIPTION

The City Clerk - 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.

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

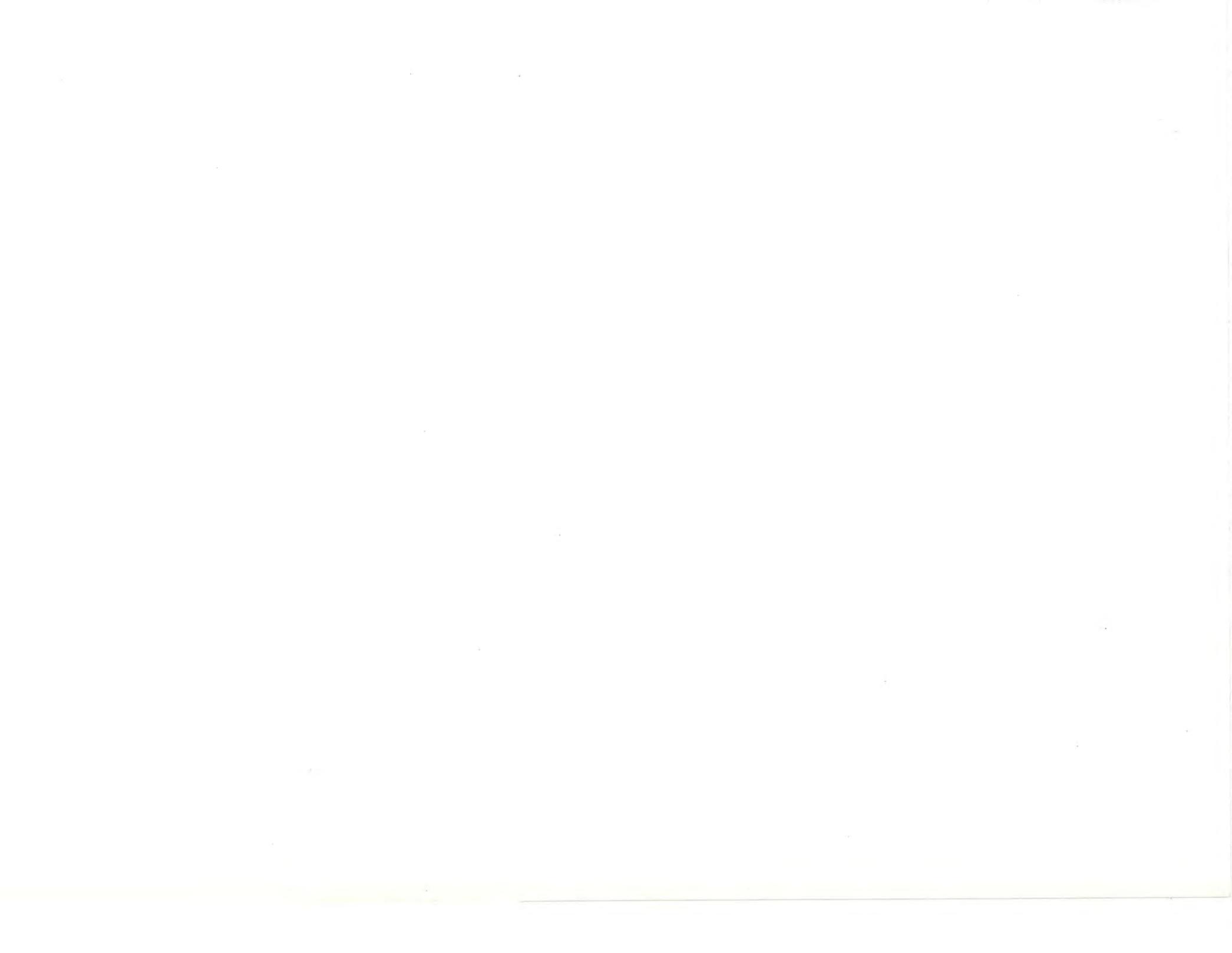
1. Coordinate and administer all city functions effectively and efficiently.
2. Provide leadership, direction and guidance for all city departments, programs and projects.

ACTIVITY OBJECTIVES

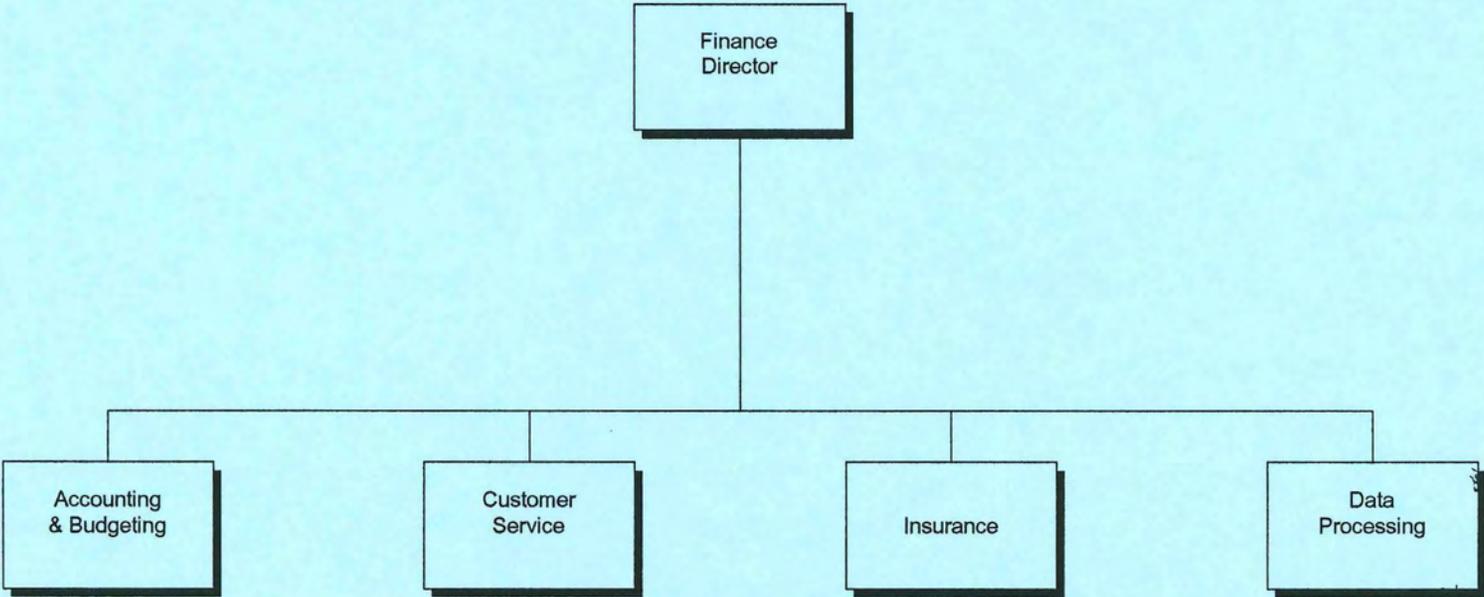
1. Prepare and present the Annual Budget to the City Council.
2. Develop a five-year capital improvement program for Council consideration.
3. Provide direction and guidance to Council on establishing the Redevelopment District.
4. Provide direction and guidance to Council on developing Master Plans for the school property, the parks system, and wastewater reuse.
5. Re-activate Safety Committee programs and evaluate recommendations.
6. Record and maintain City Records in the records retention schedule.
7. Administrate all municipal elections and assist in county, state, and federal elections, as necessary.

ACTIVITY MEASUREMENTS

	<u>ACTUAL</u> <u>1992-93</u>	<u>ACTUAL</u> <u>1993-94</u>	<u>ESTIMATED</u> <u>1994-95</u>	<u>PROJECTED</u> <u>1995-96</u>
Number of City Council meetings attended	33	33	35	33
Number of agendas prepared	33	33	35	33
Number of resolutions and ordinances filed	100	100	80	100
Number of elections administered	0	2	0	2



Finance



FINANCE AND ADMINISTRATION

<i>EXPENDITURES</i>	ACTUAL <u>1991-92</u>	ACTUAL <u>1992-93</u>	ACTUAL <u>1993-94</u>	BUDGET <u>1994-95</u>	AMENDED <u>1994-95</u>	PROPOSED <u>1995-96</u>
Personal Services	\$392,845	\$411,198	\$354,366	\$360,400	\$336,300	\$333,400
Operating Expenses	<u>283,277</u>	<u>223,702</u>	<u>180,973</u>	<u>221,400</u>	<u>208,900</u>	<u>196,000</u>
TOTAL	\$676,122	\$634,900	\$535,339	\$581,800	\$545,200	\$529,000

PERMANENT POSITIONS

Finance Director	1.0
Chief Accountant	1.0
C.S. Super/Acct	1.0
Sr. Account Clerk	1.0
Account Clerk	1.0
Sr. C.S. Clerk	1.0
Customer Service Clerk II	1.0
Customer Service Clerk I	<u>1.0</u>
TOTAL	8.0

SIGNIFICANT EXPENDITURE CHANGES

1. Reduced Account Clerk position to one.

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 two 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 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.

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. 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 insurance policies and file claims as necessary.
6. Prepare routine and special reports as necessary.
7. Maintain general ledgers and provide up-to-date budget analyses for all funds and departments.
8. Invest idle funds efficiently and effectively.
9. Provide information to Council, City Manager, Department Heads, and Citizens.

ACTIVITY MEASUREMENTS

	<u>ACTUAL</u> <u>1991-92</u>	<u>ACTUAL</u> <u>1992-93</u>	<u>ACTUAL</u> <u>1993-94</u>	<u>PROJECTED</u> <u>1994-95</u>	<u>PROJECTED</u> <u>1995-96</u>
Number of utility bills mailed	72,759	73,262	73,847	73,320	73,000
Number of penalty notices mailed	11,000	11,000	11,916	12,000	12,000
Number of payroll checks prepared	6,700	5,700	5,700	5,600	5,600
Number of accounts payable checks issued	5,300	5,300	5,473	5,400	5,400
Number of insurance claims filed	30	30	30	40	35



CIVIL SERVICE

<i>EXPENDITURES</i>	<u>ACTUAL</u> <u>1991-92</u>	<u>ACTUAL</u> <u>1992-93</u>	<u>ACTUAL</u> <u>1993-94</u>	<u>BUDGET</u> <u>1994-95</u>	<u>AMENDED</u> <u>1994-95</u>	<u>PROPOSED</u> <u>1995-96</u>
Personal Services	\$ 6,719	\$ 6,653	\$6,350	\$9,200	\$9,200	\$ 200
Operating Expenses	10,968	6,334	4,030	5,100	7,800	14,000
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$17,687	\$12,987	\$10,380	\$14,300	\$17,000	\$14,200

PERMANENT POSITIONS

N/A

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>1990-91</u>	<u>ACTUAL</u> <u>1991-92</u>	<u>ACTUAL</u> <u>1992-93</u>	<u>PROJECTED</u> <u>1993-94</u>	<u>PROJECTED</u> <u>1994-95</u>
Number of Regular Board meetings	4	4	6	8	8
Number of joint meetings with City Council	4	3	2	0	0
Number of joint meetings with Employees Committee	4	4	2	4	4
Number of job advertisements placed	4	7	8	4	6
Number of tests given	4	7	8	4	6
Number of appeals hearings	1	2	0	1	1
Number of special joint meetings	0	3	3	2	2

GENERAL GOVERNMENT - OTHER SERVICES

<i>EXPENDITURES</i>	<u>ACTUAL</u> <u>1991-92</u>	<u>ACTUAL</u> <u>1992-93</u>	<u>ACTUAL</u> <u>1993-94</u>	<u>BUDGET</u> <u>1994-95</u>	<u>AMENDED</u> <u>1994-95</u>	<u>PROPOSED</u> <u>1995-96</u>
Personal Services	\$173,188	\$ 21,517	\$ 30,039	\$ 32,850	\$222,800	\$ 33,000
Operating Expenses	<u>140,713</u>	<u>66,997</u>	<u>74,558</u>	<u>70,300</u>	<u>76,300</u>	<u>84,500</u>
TOTAL	\$313,901	\$ 88,516	\$104,599	\$103,150	\$299,600	\$117,500

PERMANENT POSITIONS

N/A

SIGNIFICANT EXPENDITURE CHANGES

1. None

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 business people operate the Chamber of Commerce.

ACTIVITY DESCRIPTION

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

ACTIVITY GOALS

N/A

ACTIVITY OBJECTIVES

N/A

ACTIVITY MEASUREMENTS

N/A

GENERAL GOVERNMENT - CAPITAL OUTLAY

<i>EXPENDITURES</i>	<u>ACTUAL</u> <u>1991-92</u>	<u>ACTUAL</u> <u>1992-93</u>	<u>ACTUAL</u> <u>1993-94</u>	<u>BUDGET</u> <u>1994-95</u>	<u>AMENDED</u> <u>1994-95</u>	<u>PROPOSED</u> <u>1995-96</u>
Capital Outlay	\$108,744	\$ 21,649	\$ 59,719	\$ 1,800	\$ 35,800	\$ 3,200
Debt Service	<u>0</u>	<u>49,869</u>	<u>99,737</u>	<u>100,500</u>	<u>100,500</u>	<u>99,800</u>
TOTAL	\$108,744	\$ 71,518	\$159,456	\$ 102,300	\$136,300	\$103,000

PERMANENT POSITIONS
N/A

SIGNIFICANT EXPENDITURE CHANGES
1. None

ACTIVITY GOALS
N/A

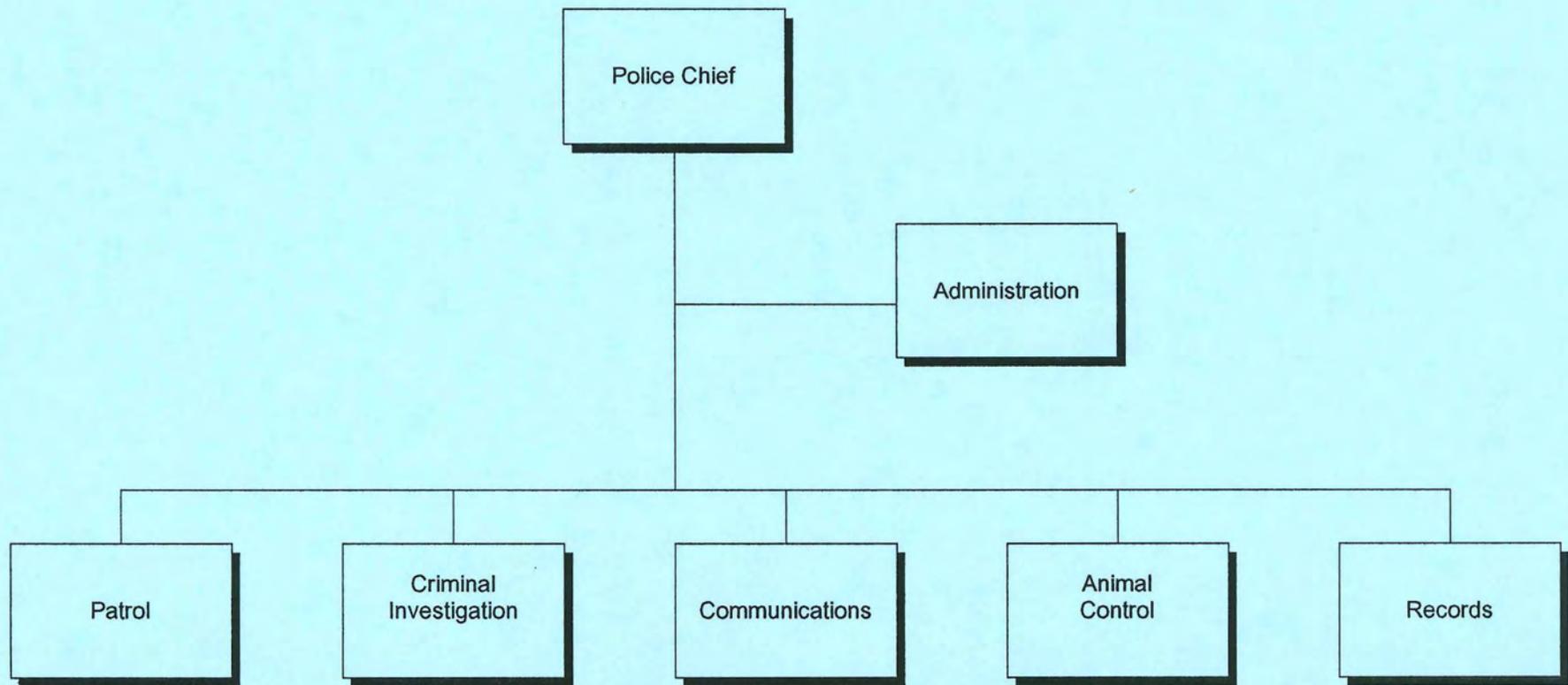
ACTIVITY DESCRIPTION
This is a non-department established to record the equipment expenditures of the general government departments and for acquisitions of land or improvements that cannot be properly allocated to other departments.

ACTIVITY OBJECTIVES
N/A

ACTIVITY MEASUREMENTS
N/A



Law Enforcement



LAW ENFORCEMENT

<i>EXPENDITURES</i>	ACTUAL <u>1991-92</u>	ACTUAL <u>1992-93</u>	ACTUAL <u>1993-94</u>	BUDGET <u>1994-95</u>	AMENDED <u>1994-95</u>	PROPOSED <u>1995-96</u>
Personal Services	\$1,305,743	\$1,435,762	\$1,416,409	\$1,431,700	\$1,463,500	\$1,419,900
Operating Expenses	129,347	151,036	161,014	161,500	179,100	144,500
Capital Outlay	54,770	68,656	9,681	10,000	27,500	1,000
Debt Service	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>16,000</u>
TOTAL	\$1,489,860	\$1,655,454	\$1,587,104	\$1,603,200	\$1,670,100	\$1,581,400

PERMANENT POSITIONS

Police Chief	1.0
Police Captain	1.0
Sergeants/CID	1.0
Police Sergeant	4.0
Police Corporal	3.0
Police Investigator	2.0
Police Officers	11.0
Telecommunicators	4.0
Animal Control Officer	1.0
Staff Assistant	1.0
Office Assistant II/CID	1.0
Office Assistant II/Records	<u>1.0</u>
TOTAL	31.0

SIGNIFICANT EXPENDITURE CHANGES

1. None

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.

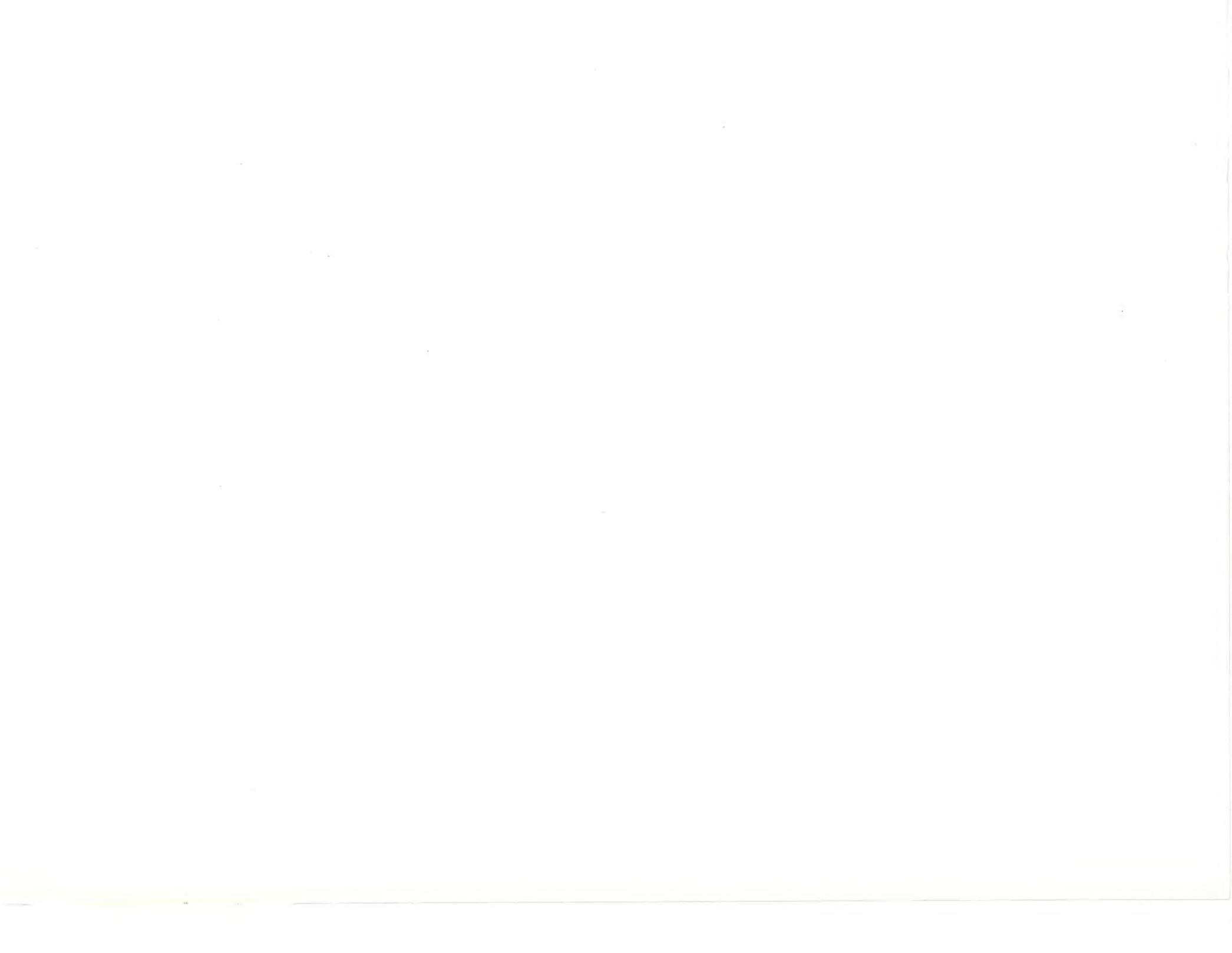
ACTIVITY OBJECTIVES

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 9,500.
7. Achieve a minimum of 25% clearance/exception for all Part I crimes (felonies).
8. Achieve above 50% minimum recovery of stolen property.
9. Coordinate investigative efforts to achieve a maximum workload of 25 cases per month per investigator.
10. Reduce the number of stray animals within the City.

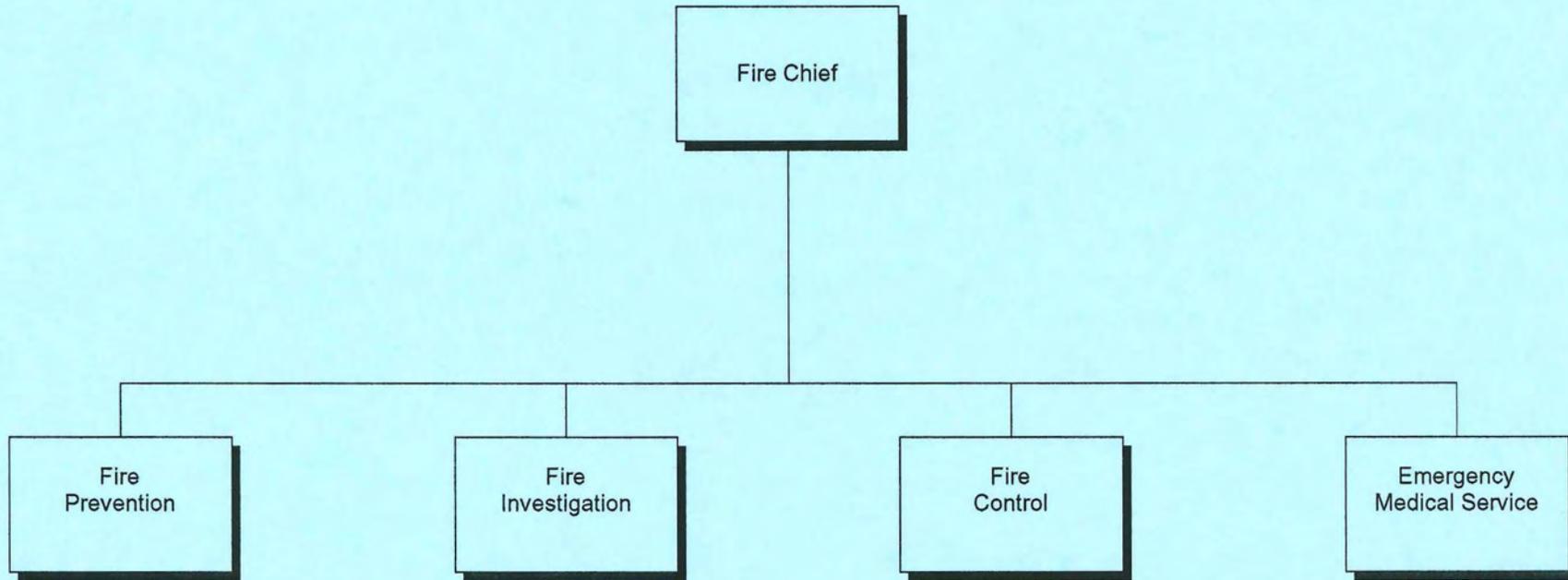
ACTIVITY MEASUREMENTS

	ACTUAL <u>1991</u>	ACTUAL <u>1992</u>	ACTUAL <u>1993</u>	ACTUAL <u>1994</u>	PROJECTED <u>1995</u>
Number of calls dispatched	14,114	15,693	17,412	16,288	16,500
Number of reports processed	5,408	6,053	6,275	5,787	5,800
Average response time (minutes)	3.0	2.75	2.69	2.68	2.50
Number of traffic accidents	481	560	544	543	540
Crimes per 100,000 population	10,183	9,975	9,877	9,594	9,600
Number of active reserves	10	8	7	8	8
Percent of Part I crimes cleared	23.1%	21.4%	27.9%	24.8%	25.0%
Percent of recovered prop/vehicles	48.8%	54.9%	55.3%	66.3%	65.0%
Number of animal licenses issued (FY)	484	400	360	208	250

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



Fire Control



FIRE CONTROL

<i>EXPENDITURES</i>	ACTUAL <u>1991-92</u>	ACTUAL <u>1992-93</u>	ACTUAL <u>1993-94</u>	BUDGET <u>1994-95</u>	AMENDED <u>1994-95</u>	PROPOSED <u>1995-96</u>
Personal Services	\$353,803	\$400,440	\$451,504	\$516,000	\$527,500	\$524,800
Operating Expenses	54,173	69,290	78,857	82,900	84,300	78,200
Capital Outlay	21,514	139,805	2,260	2,000	6,100	42,000
Debt Service	<u>0</u>	<u>3,321</u>	<u>29,528</u>	<u>28,700</u>	<u>28,700</u>	<u>27,400</u>
TOTAL	\$429,490	\$612,856	\$562,149	\$629,600	\$646,600	\$672,400
<i>PERMANENT POSITIONS</i>						
Fire Chief	1.0					
Fire Lieutenant	3.0					
Driver Engineer	3.0					
Firefighters/EMT	<u>3.0</u>					
TOTAL	10.0					

SIGNIFICANT EXPENDITURE CHANGES

1. None

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, 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 reserves and State certified permanent part-time firefighters.

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. Respond immediately to all alarms.

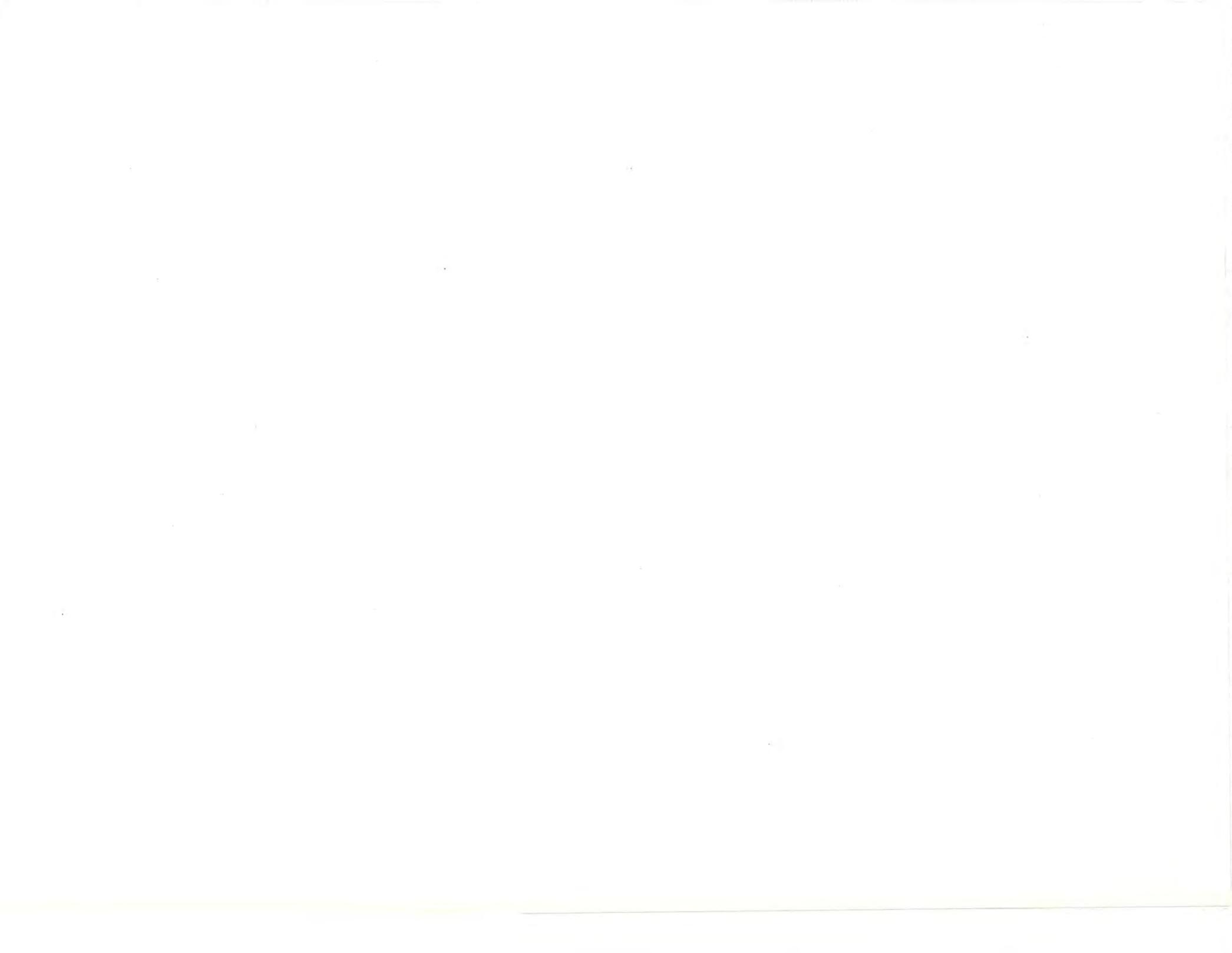
7. Reduce code violation related fires.

ACTIVITY OBJECTIVES

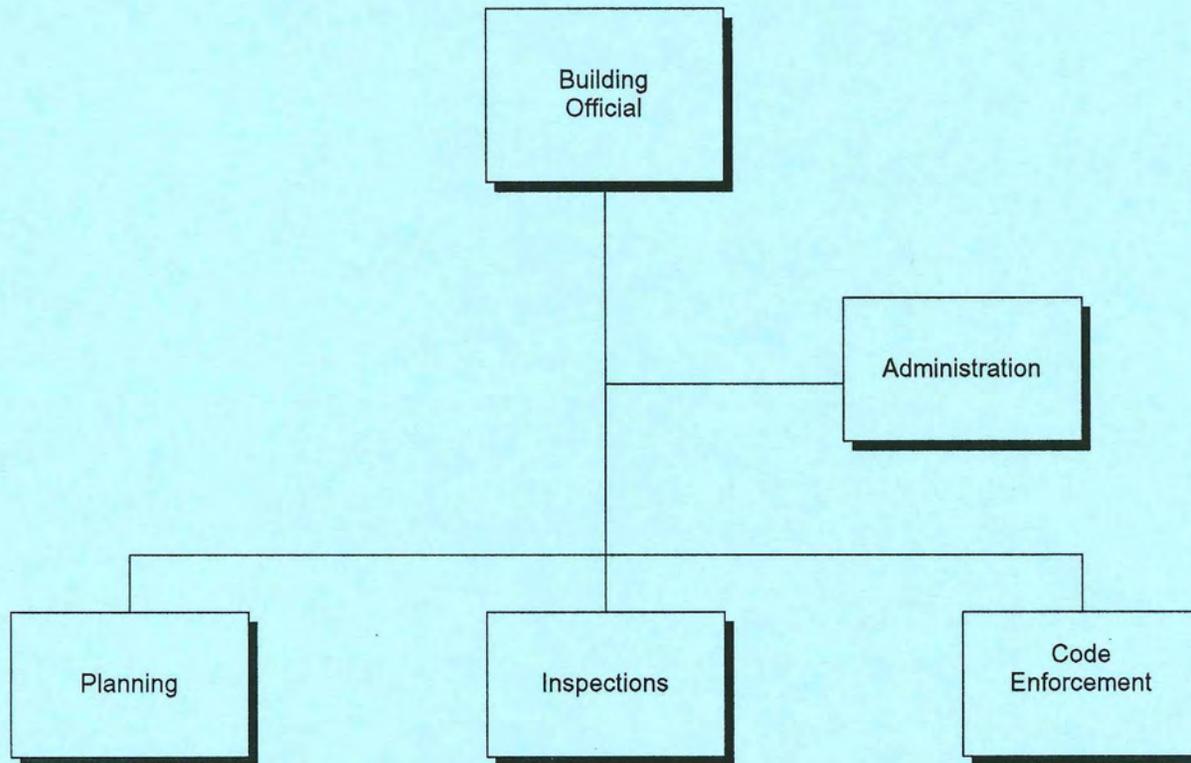
1. Continue to improve and train the part-time and reserve firefighters.
2. Keep fire and building codes updated to increase fire protection.
3. Increase fire inspections of residences and retirement centers.
4. Spend more time working with schools and rest homes on fire prevention.
5. Train all reserves to at least minimum standards.
6. Maintain a response time of 4 to 6 minutes for all Code 3 (high priority) calls.
7. Continue on the pre-emergency planning program and flow testing of hydrants.
8. Improve full-time training activities.

ACTIVITY MEASUREMENTS

	ACTUAL <u>1991</u>	ACTUAL <u>1992</u>	ACTUAL <u>1993</u>	ACTUAL <u>1994</u>	PROJECTED <u>1995</u>
Number of fire responses	152	140	85	140	140
Number of medical responses	1,266	800	1,329	1,367	1,367
Number of other responses	N/A	N/A	126	81	81
Total estimated fire losses	\$119,835	\$200,000	\$200,000	\$200,000	\$200,000
Number of locations inspected	950	1,100	1,100	838	838
Number of reserves	10	13	13	6	6
Number of Support Unit members	10	10	10	10	10



Protective Inspection Code Administration



PROTECTIVE INSPECTION

<i>EXPENDITURES</i>	<u>ACTUAL</u> <u>1991-92</u>	<u>ACTUAL</u> <u>1992-93</u>	<u>ACTUAL</u> <u>1993-94</u>	<u>BUDGET</u> <u>1994-95</u>	<u>AMENDED</u> <u>1994-95</u>	<u>PROPOSED</u> <u>1995-96</u>
Personal Services	\$85,170	\$121,973	\$129,257	\$162,600	\$167,100	\$190,400
Operating Expenses	7,222	10,056	39,136	34,100	44,200	39,300
Capital Outlay	<u>2,663</u>	<u>0</u>	<u>1,896</u>	<u>0</u>	<u>1,800</u>	<u> </u>
TOTAL	\$95,055	\$132,029	\$170,289	\$196,700	\$213,100	\$229,700

PERMANENT POSITIONS

Chief Building Official	1.0
Staff Assistant	2.0
Fire Inspector	1.0
Code Enforcement Officer	<u>1.0</u>
TOTAL	5.0

SIGNIFICANT EXPENDITURE CHANGES

1. Increase the staff assistant position by one.

ACTIVITY DESCRIPTION

This department is responsible for issuing all building permits, which include electrical, plumbing, mechanical, and sewer 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 rezoning 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 co-ordinates 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 and administers the collection of occupational licenses.
6. Coordinate work with the Fire Inspectors to keep the city up to code and inspect all city businesses.

ACTIVITY OBJECTIVES

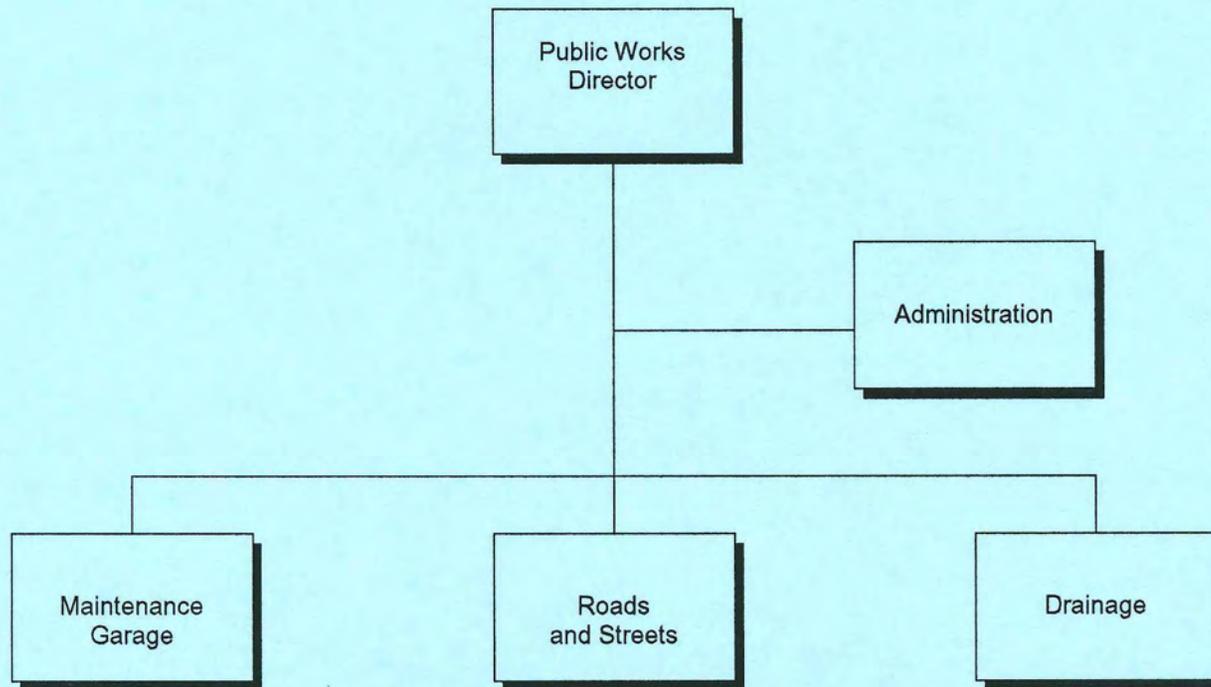
1. Enforce the provisions of the City's building, zoning and licensing codes.
2. Provide all inspections promptly.
3. Process applications and permits in a timely manner.
4. Provide information to various boards, City Council and City Manager.
5. Reduce the number of City Ordinance violations within the City.
6. Process all appeals, variances, rezonings, amendments and comprehensive land use matters through the Board of Planning and Appeals.
7. Maintain occupational license and sigh permit records of renewals and new licenses.

ACTIVITY MEASUREMENTS

	<u>ACTUAL</u> <u>1991-92</u>	<u>ACTUAL</u> <u>1992-93</u>	<u>ACTUAL</u> <u>1993-94</u>	<u>PROJECTED</u> <u>1994-95</u>	<u>PROJECTED</u> <u>1995-96</u>
Number of building permits issued	822	853	869	747	800
Number of license registrations	0	0	0	229	230
Number of occupational license renewals	1,400	1,400	1,445	1,449	1,450
Number of new occupational licenses issued	230	250	276	179	200
Number of code enforcement notices	0	0	0	660	700
Number of inspections performed	2,020	2,094	1,959	1,293	1,350
Number of Board of Adjustment meetings	7	0	0	0	0
Number of Planning Board meetings	6	0	0	0	0
Number of Board of Planning and Appeals meetings	4	12	17	14	15



Transportation/Road and Street Facilities



TRANSPORTATION/ROAD AND STREET FACILITIES

<i>EXPENDITURES</i>	ACTUAL <u>1991-92</u>	ACTUAL <u>1992-93</u>	ACTUAL <u>1993-94</u>	BUDGET <u>1994-95</u>	AMENDED <u>1994-95</u>	PROPOSED <u>1995-96</u>
Personal Services	\$482,064	\$586,233	\$457,157	\$432,900	\$385,400	\$362,800
Operating Expenses	195,938	221,318	210,135	219,700	214,000	221,200
Capital Outlay	36,070	54,523	254,709	300,000	379,000	353,000
Debt Service	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$821,012	\$714,072	\$861,296	\$978,800	\$978,400	\$937,000

PERMANENT POSITIONS

Public Works Director	.20
Foreman	1.00
Staff Assistant	.50
Garage Supervisor	.25
Computer System Analyst	.25
Sr. Mechanic	1.50
Hvy Equip Opr	2.00
Equip Opr/Maint Wrkr	<u>4.50</u>
Total	10.20

TRANSPORTATION/ROAD AND STREET FACILITIES CON'T

SIGNIFICANT EXPENDITURE CHANGES

1. None.

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. The City Garage is included in this department and it is responsible for providing maintenance and repairs to 68 cars and trucks, 20 off-road vehicles and other pieces of equipment.

Improvement projects are planned for the storm drain system and a list of these can be found in the Capital Outlay section of the budget.

The department has prepared reports on the condition of City streets and sidewalks and these reports are being used to determine priorities for repair and maintenance during the year. Cost information for paving is \$84,500 per mile and sidewalk cost is \$42,240 per mile. Community Development Block Grant Funds will be used toward resurfacing and repaving certain streets. These funds are administered by Volusia County. A master storm drainage plan is planned for 94-95 fiscal year. This drainage plan will be combined with the streets/sidewalk improvements.

ACTIVITY GOALS

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

ACTIVITY OBJECTIVES

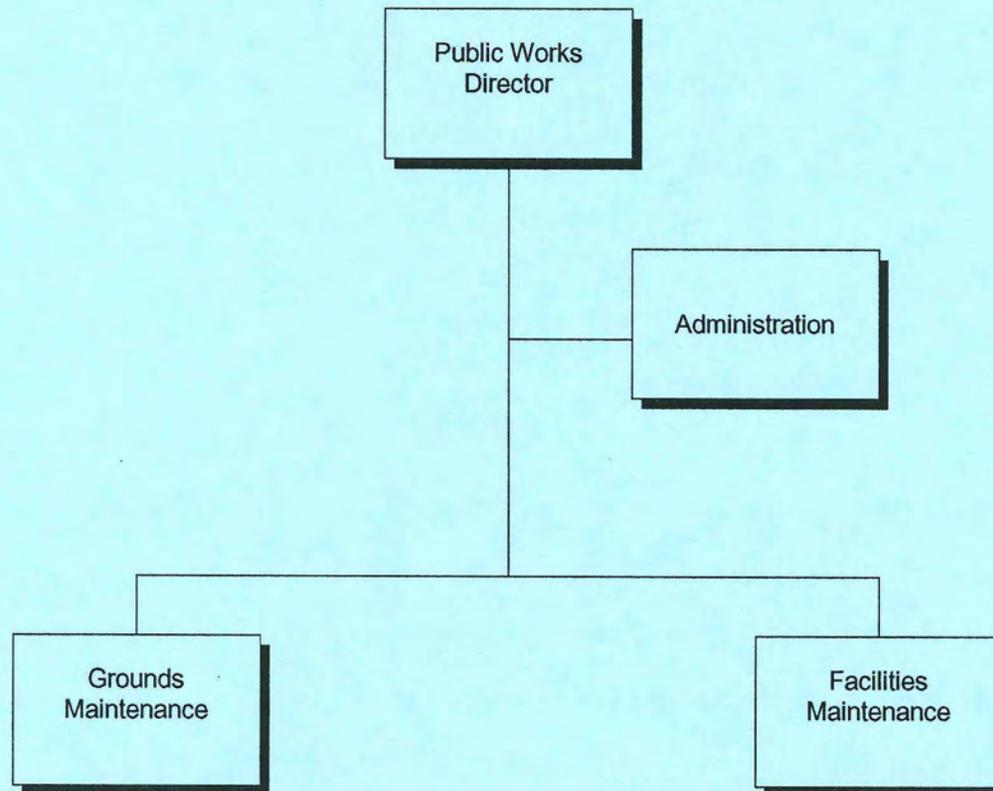
1. Continue preventative maintenance program for all City equipment.
2. Reduce maintenance and repair costs through preventative maintenance programs.
3. Continue street paving, sidewalk maintenance and construction, and storm drainage improvements programs.
4. Improve safety awareness among employees.

TRANSPORTATION/ROAD AND STREET FACILITIES
CON'T

ACTIVITY MEASUREMENTS

	<u>ACTUAL</u> <u>1991-92</u>	<u>ACTUAL</u> <u>1992-93</u>	<u>ACTUAL</u> <u>1993-94</u>	<u>ACTUAL</u> <u>1994-95</u>	<u>PROPOSED</u> <u>1995-96</u>
Paved Streets	50.3 miles				
Unpaved Streets	2.3 miles	2.3 miles	1.3 miles	1.3 miles	.80 miles
Sidewalks	22.7 miles	22.7 miles	23.0 miles	23.0 miles	24.0 miles
Storm Sewers	28.9 miles	28.9 miles	29.4 miles	30.5 miles	30.5 miles

Buildings & Grounds



BUILDINGS AND GROUNDS

<i>EXPENDITURES</i>	ACTUAL <u>1991-92</u>	ACTUAL <u>1992-93</u>	ACTUAL <u>1993-94</u>	BUDGET <u>1994-95</u>	AMENDED <u>1994-95</u>	PROPOSED <u>1995-96</u>
Personal Services	\$149,068	\$154,068	\$341,697	\$357,300	\$357,000	\$308,900
Operating Expenses	54,750	67,680	71,823	72,500	77,500	77,000
Capital Outlay	<u>43,086</u>	<u>175,131</u>	<u>42,675</u>	<u>449,600</u>	<u>205,200</u>	<u>225,000</u>
TOTAL	\$246,904	\$396,879	\$456,195	\$879,400	\$639,700	\$610,900

PERMANENT POSITIONS

Public Works Director	.20
Foreman	1.00
Tradesworker	2.00
Equip Opr/Maint Wrkr	5.00
Grounds Specialist	1.00
Custodian	<u>1.00</u>
Total	10.20

SIGNIFICANT EXPENDITURE CHANGES

1. None

ACTIVITY DESCRIPTION

The Buildings and Grounds department is responsible for the development and maintenance of parks, grounds, park facilities, all medians, right-of-ways and other City buildings. These facilities include:

- Sunrise Park (N & S) Daytona Clubhouse
- Sica Hall Hollyland Park
- Big Tree Park MacArthur Circle
- Ross Point Park Ivanhoe Park
- Median Strips Grove Street Park
- City Hall Youth Center
- Holly Hill Liabary Box Car Memorial

This budget provides funds for improvements to Ross Point Park. The improvements include a fishing pier, restrooms, playground and picnic shelters. A new pier and floating dock is proposed for construction at Sunrise Park.

ACTIVITY GOALS

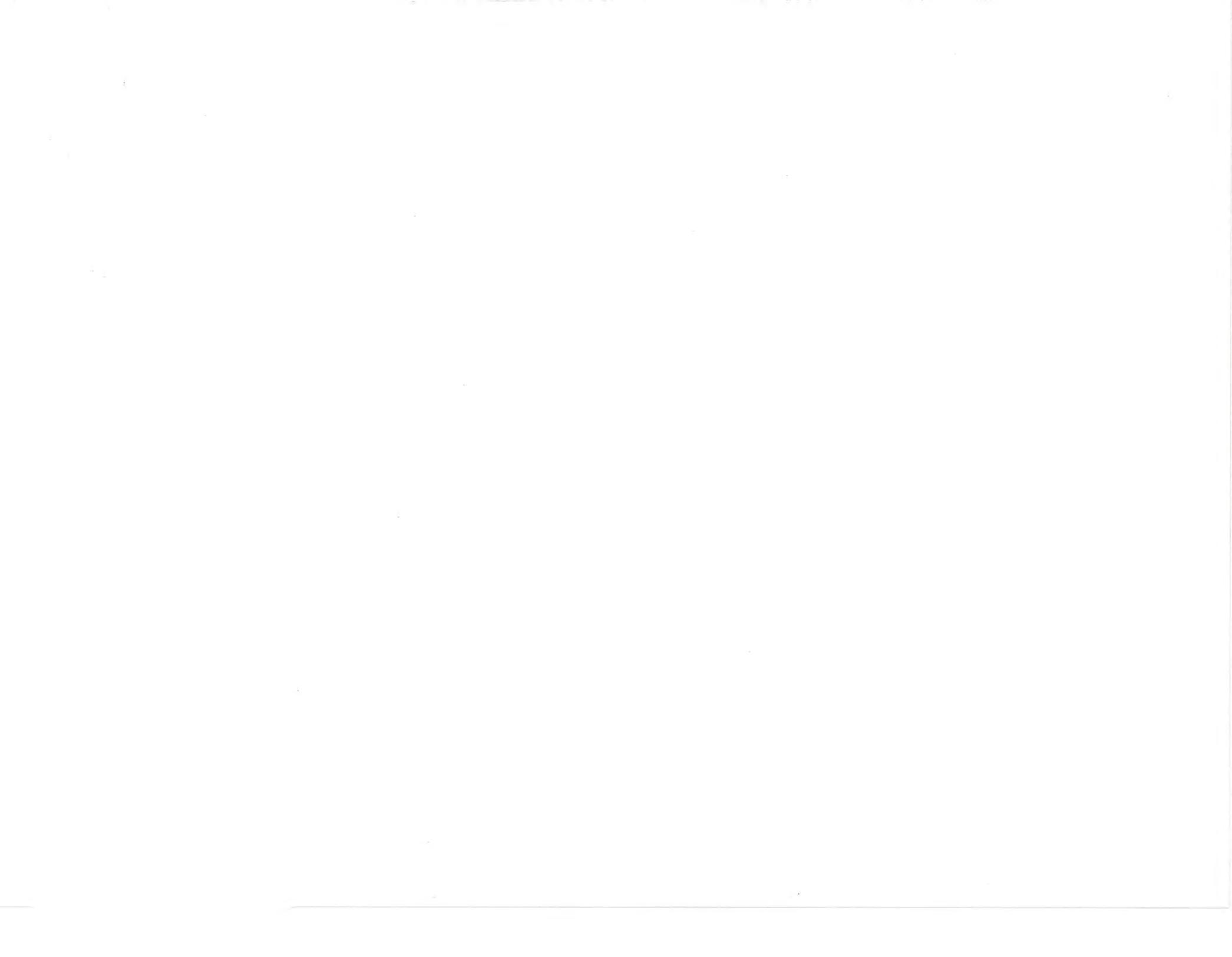
1. Provide residents with buildings, parks and grounds that are safe, useful, attractive and meet the needs of the community.
2. Develop open spaces as needed.

ACTIVITY OBJECTIVES

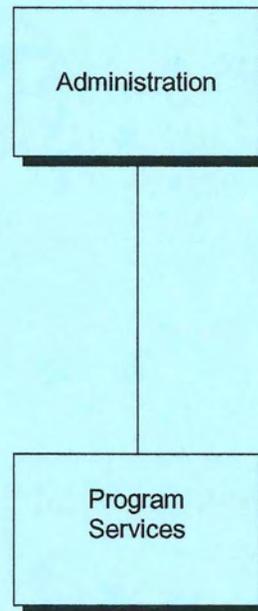
1. Develop a comprehensive maintenance program to increase the attractiveness and safety of facilities.
2. Reduce time spent on weed control by the effective use of herbicides.
3. Reduce vandalism damage.

ACTIVITY MEASUREMENTS

	<u>ACTUAL</u> <u>1991-92</u>	<u>ACTUAL</u> <u>1992-93</u>	<u>ACTUAL</u> <u>1993-94</u>	<u>PROJECTED</u> <u>1994-95</u>	<u>PROJECTED</u> <u>1995-96</u>
Number of acres of park space	44.2	44.2	44.2	52.0	54.0
Building area square footage	4,899	11,600	41,600	42,200	43,200
Number of playgrounds	2	2	3	3	3
Number of ballfields	5	5	5	5	5
Number of public boat ramps	1	1	1	1	1
Number of fishing piers	1	1	2	3	3



Culture/Recreation



RECREATION DEPARTMENT

<i>EXPENDITURES</i>	<u>ACTUAL</u> <u>1991-92</u>	<u>ACTUAL</u> <u>1992-93</u>	<u>ACTUAL</u> <u>1993-94</u>	<u>BUDGET</u> <u>1994-95</u>	<u>AMENDED</u> <u>1994-95</u>	<u>PROPOSED</u> <u>1995-96</u>
Personal Services	\$159,317	\$159,356	\$108,480	\$114,200	\$104,800	\$156,100
Operating Expenses	72,141	86,592	86,001	87,500	92,900	89,900
Capital Outlay	<u>850</u>	<u>1,252</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>14,700</u>
TOTAL	\$232,308	\$247,200	\$194,481	\$201,700	\$197,700	\$260,700

PERMANENT POSITIONS

Recreation Supervisor	1.25
Staff Assistant	1.00
Youth Center Worker	.50
Custodian	1.00
Caretaker	<u>.50</u>
Total	4.25

TEMPORARY POSITIONS

Day Camp Counselors	7.0
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SIGNIFICANT EXPENDITURE CHANGES

1. Youth Center Worker

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, and basketball; senior programs; and summer day camp. In addition, the department presents special activities such as the City Hall Christmas Lighting ceremony, parade and parafest.

For eight months of the year, during spring baseball, summer day camp and fall baseball, 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.
5. Operate Youth Center.

ACTIVITY MEASUREMENTS

	<u>ACTUAL</u> <u>1991-92</u>	<u>ACTUAL</u> <u>1992-93</u>	<u>ACTUAL</u> <u>1993-94</u>	<u>PROJECTED</u> <u>1994-95</u>	<u>PROJECTED</u> <u>1995-96</u>
Number of ballfields	5	5	4	4	4
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	4	4	4
Number of youth baseball participants	612	650	650	650	650
Number of summer day camp weekly registrations	480	480	480	480	480
Number of senior participants	175	300	300	300	300



Law Enforcement

Trust Fund

Annual Budget

1995 - 96

LAW ENFORCEMENT TRUST FUND

<i>EXPENDITURES</i>	ACTUAL <u>1991-92</u>	ACTUAL <u>1992-93</u>	ACTUAL <u>1993-94</u>	BUDGET <u>1994-95</u>	AMENDED <u>1994-95</u>	PROPOSED <u>1995-96</u>
Personal Services	\$4,538	\$4,500	\$4,500	\$4,500	\$4,000	\$ 4,500
Operating Expenses	11,582	12,150	5,930	8,400	10,000	8,000
Capital Outlay	<u>9,515</u>	<u>1,398</u>	<u>2,280</u>	<u>6,500</u>	<u>15,500</u>	<u>0</u>
TOTAL	\$25,635	\$18,048	\$17,710	\$19,400	\$30,000	\$12,500

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*

1995 - 96

SOLID WASTE REVENUE EXPLANATION

State Shared Revenues

The Recycling Grant funds anticipated represent the eighth year of participation for the City. These monies are received through the County from the State and will be used to continue the City Recycling Program.

Charges for Services

Anticipated revenues for trash and garbage pick-up are based on current average collections. Though no fee increase has been projected in the 1995-96 budget, it is recommended that a new rate structure for commercial customers be adopted during fiscal year 1995-96 to continue providing a reserve for equipment replacements.

Other Miscellaneous Revenue

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

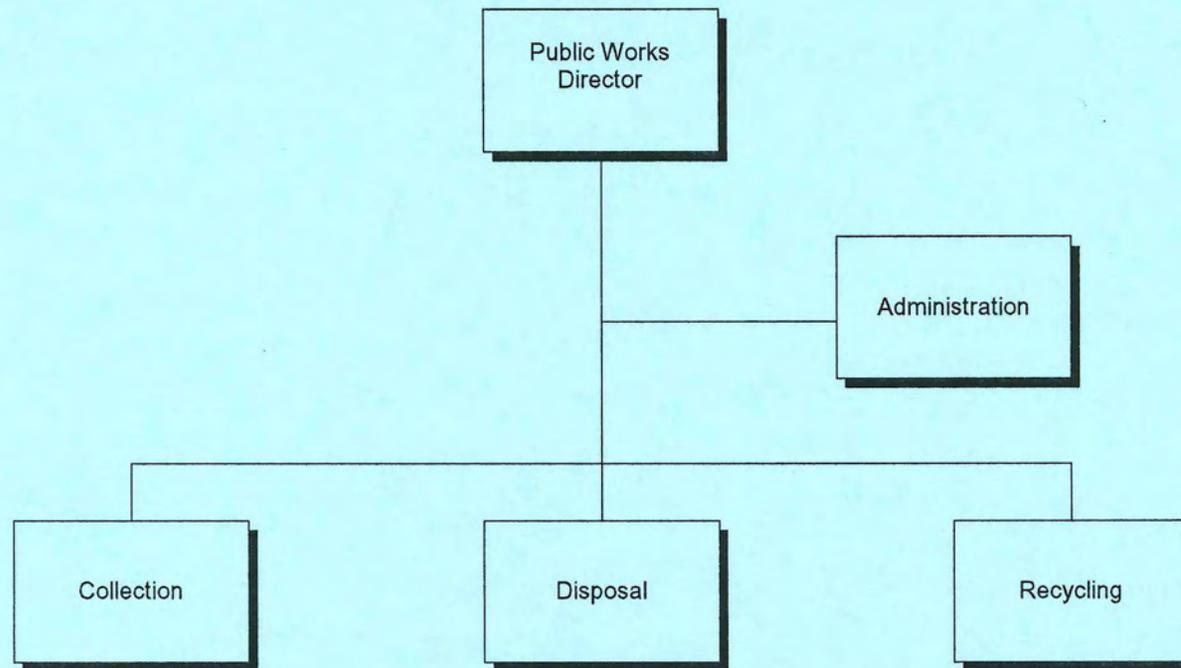
Loan Proceeds

No loan proceeds are anticipated in this budget.

Appropriated Retained Earnings

The 1995-96 budget anticipates using cash reserves for equipment replacements.

Garbage/Solid Waste



GARBAGE/SOLID WASTE CONTROL

<i>EXPENDITURES</i>	ACTUAL <u>1991-92</u>	ACTUAL <u>1992-93</u>	ACTUAL <u>1993-94</u>	BUDGET <u>1994-95</u>	AMENDED <u>1994-95</u>	PROPOSED <u>1995-96</u>
Personal Services	\$544,892	\$503,817	\$474,546	\$491,400	\$450,500	\$483,700
Operating Expenses	576,767	578,322	599,837	605,600	593,600	614,700
Capital Outlay	221,833	455,728	103,467	122,000	49,100	32,000
Debt Service	117,639	140,660	61,176	101,100	99,300	53,600
Reserve for Equip	0	0	0	60,700	0	0
Tnsfr to Gen Fnd	<u>43,000</u>	<u>77,000</u>	<u>84,900</u>	<u>84,900</u>	<u>86,600</u>	<u>96,300</u>
TOTAL	\$1,504,431	\$1,755,527	\$1,323,926	\$1,465,700	\$1,279,100	\$1,280,300

PERMANENT POSITIONS

Public Works Director	.20
Staff Assistant	.50
Computer Sys Analyst	.25
Garage Supervisor	.25
Foreman	1.00
Sr. Mechanic	.50
Mechanic	1.00
Equip Opr/Maint Wkr	.50
F'Load Refuse Truck Driver	1.00
Auto Ref Truck Driver	2.00
Heavy Equipment Opr.	1.00
Refuse Collector/Driver	<u>5.00</u>
TOTAL	13.20

SIGNIFICANT EXPENDITURE CHANGES

1.

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. Seven 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 implemented a curbside recycling program. A new recycling truck with bins to separate newspapers, plastics and aluminum for 4,500 residential customers will eliminate two trucks and temporary labor presently in operation. The County of Volusia and the State of Florida has implemented a mandatory commercial recycling program effective October 1, 1994. This commercial recycling program was to significantly reduce commercial solid waste.

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.

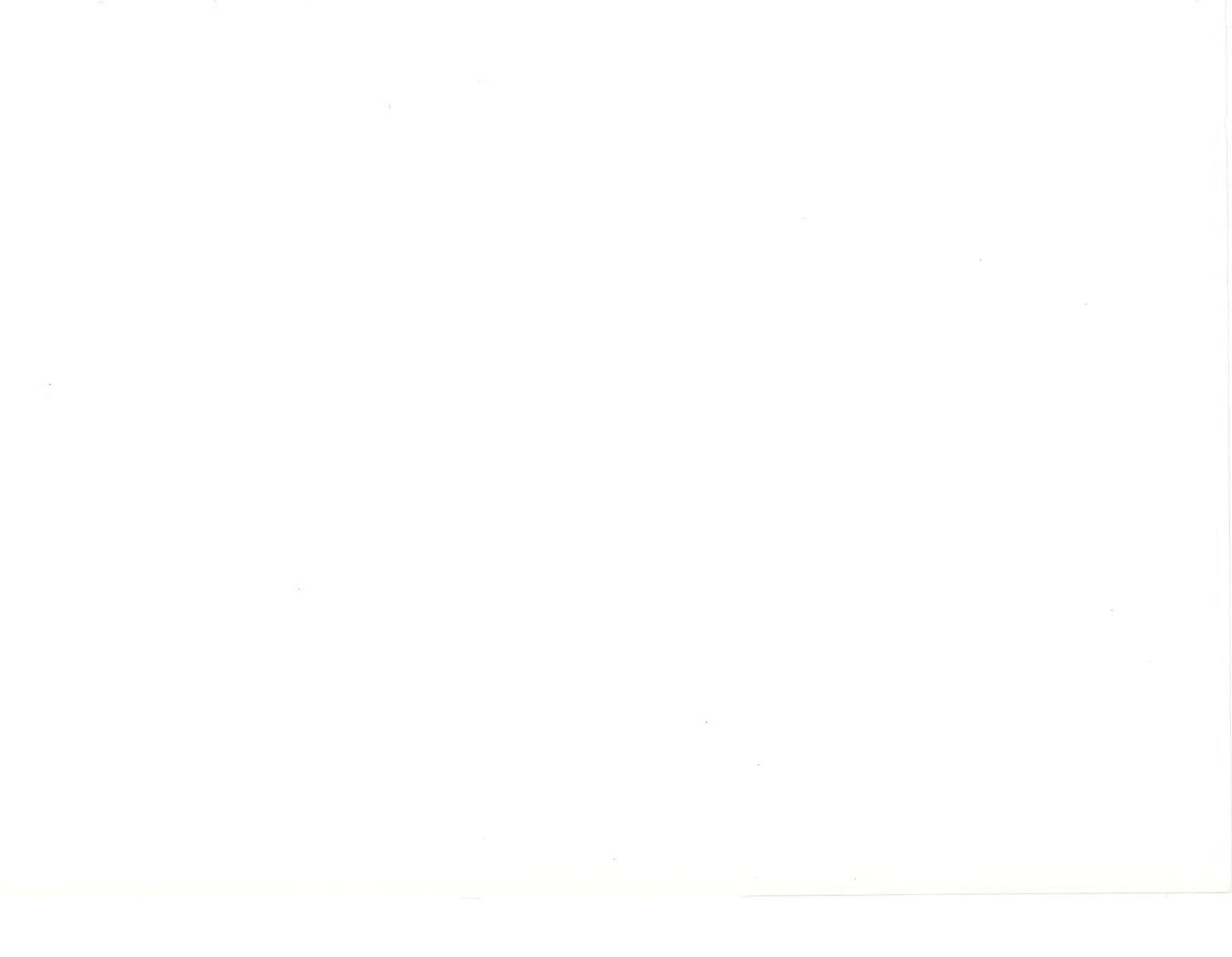
ACTIVITY OBJECTIVES

1. Continue to look for more efficient methods of collecting garbage, trash, solid waste, and recyclable materials.
2. Continue 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>1991-92</u>	<u>ACTUAL</u> <u>1992-93</u>	<u>ACTUAL</u> <u>1993-94</u>	<u>PROJECTED</u> <u>1994-95</u>	<u>PROJECTED</u> <u>1995-96</u>
Number of residential units	4,000	4,130	4,130	4,140	4,200
Number of commercial units	450	436	436	535	600
Number of dumpster customers	230	235	235	135	100
Number of Roll-off customers	17	25	25	20	5



*Water and Sewer
Enterprise Fund
Annual Budget*

1995 - 96

WATER AND SEWER ENTERPRISE FUND REVENUE EXPLANATION

Water Sales

Based on a rate increase effective in August, revenues from water sales will be higher than anticipated for 1994-95. A 5% increase in revenue is projected for 1995-96.

Meter Connection Charges

Current estimates indicate that revenues will be less than anticipated for 1994-95. An increase over the estimated 1994-95 budget is anticipated.

Service Charges

Current estimates indicate that revenues will be as anticipated for 1994-95. No change is expected in 1995-96.

Cut-Off Charges

Current estimates indicate that revenues will be as anticipated for 1994-95. No change is expected in 1995-96.

Hydrant Rental

Current estimates indicate that revenues will be as anticipated for 1994-95. No increase has been projected for 1995-96.

Sewer Charges

Based on a rate increase effective in August 1995, revenues from sewer charges will be higher than anticipated for 1994-95. Sewer charges are 115% of the water rate. A 4% increase in revenue is projected for 1995-96.

Sewer Connection Charges

Current estimates indicate that revenues will be as anticipated for 1994-95. No increase has been projected for 1995-96.

Interest Earnings

Current estimates for 1994-95 indicate that earnings will be as anticipated. No change is anticipated for 1995-96.

Other Income

Current estimates indicate revenues will be as anticipated for 1994-95. The 1995-96 budget level is based on current year estimates.

Impact Fees

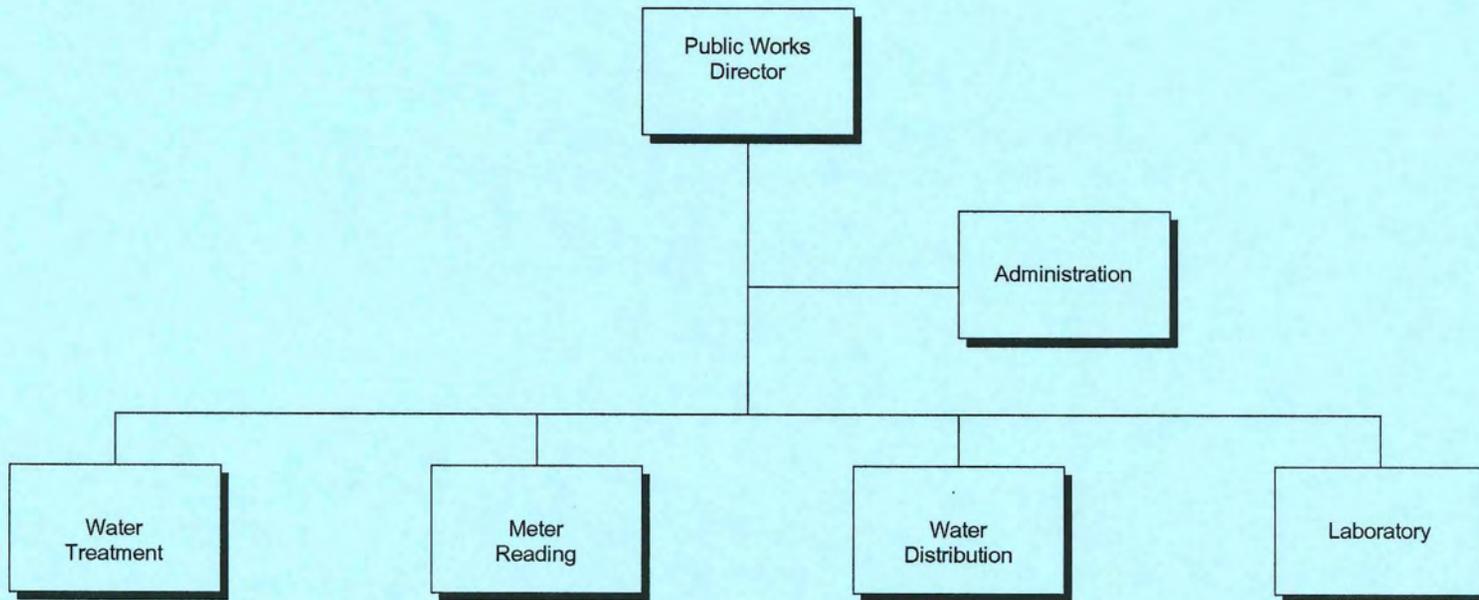
Current estimates indicate that revenues will be less than anticipated for 1994-95. The 1995-96 budget is estimated to be less than the current year amended estimate.

Appropriated Reserves

The budget anticipates using cash reserves of \$529,300 for purchases of equipment and major improvements to the Water and Sewer System.

FUND	ACCOUNT	ACCOUNT NAME	1991-92 ACTUAL	1992-93 ACTUAL	1993-94 ACTUAL	1994-95 BUDGET	1994-95 AMENDED	1995-96 PROPOSED
		WATER AND SEWER REVENUE/OPERATING FUND						
		FEDERAL GRANTS						
400	331.390	Flouride Grant	\$ 0	\$ 0	\$ 2,610	\$ 0	\$ 0	\$ 0
		WATER REVENUE						
400	343.611	Water Sales	\$ 1,341,449	\$ 1,391,186	\$ 1,361,215	\$ 1,344,100	\$ 1,354,100	\$ 1,419,100
400	343.612	Meter Connection Charges	17,954	19,503	0	7,000	5,000	7,000
400	343.613	Service Charges	15,610	15,353	16,801	17,000	17,000	17,000
400	343.614	Cut-off Charges	15,525	16,635	17,270	17,000	17,000	17,000
400	343.615	Hydrant Rental	9,618	9,534	9,846	10,000	10,000	10,000
		Sub-Total Water Revenue	\$ 1,400,156	\$ 1,452,211	\$ 1,405,132	\$ 1,395,100	\$ 1,403,100	\$ 1,470,100
		SEWER REVENUE						
400	343.621	Sewer Charges	\$ 1,478,779	\$ 1,562,303	\$ 1,491,815	\$ 1,483,900	\$ 1,493,900	\$ 1,558,900
400	343.622	Sewer Connection Charges	5,600	6,200	0	1,500	1,500	1,500
		Sub-total Sewer Revenue	\$ 1,484,379	\$ 1,568,503	\$ 1,491,815	\$ 1,485,400	\$ 1,495,400	\$ 1,560,400
		INTEREST EARNINGS						
400	361.100	Investment Income	\$ 5,887	\$ 0	\$ 0	\$ 10,000	\$ 0	\$ 5,000
400	361.200	SBA Int/Wtr Rev & Opr Fd	77,465	59,295	65,807	65,000	75,000	70,000
		Sub-total Interest Earnings	\$ 83,352	\$ 59,295	\$ 65,807	\$ 75,000	\$ 75,000	\$ 75,000

Water Utility Service/Water Plant



WATER UTILITY SERVICE/WATER PLANT

<i>EXPENDITURES</i>	<u>ACTUAL</u> <u>1991-92</u>	<u>ACTUAL</u> <u>1992-93</u>	<u>ACTUAL</u> <u>1993-94</u>	<u>BUDGET</u> <u>1994-95</u>	<u>AMENDED</u> <u>1994-95</u>	<u>PROPOSED</u> <u>1995-96</u>
Personal Services	\$464,766	\$488,915	\$563,494	\$506,600	\$521,900	\$419,600
Operating Expenses	309,932	276,374	268,651	313,500	311,000	327,400
Capital Outlay	<u>19,652</u>	<u>42,034</u>	<u>11,913</u>	<u>8,000</u>	<u>21,000</u>	<u>11,800</u>
TOTAL	\$794,350	\$807,323	\$844,058	\$828,100	\$853,900	\$758,800

PERMANENT POSITIONS

Public Works Director	.25
Staff Assistant	.50
Lab Technician	.50
Garage Supervisor	.25
Computer Sys Analyst	.25
Maintenance Supervisor	.50
Chief Plant Operator	1.00
Water Plant Operator	3.00
Utility Mechanic	2.00
Meter Reader	<u>2.00</u>
Total	10.25

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 1.2 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. Replace water treatment plant sand filters, surface water filter controls and instrumentation.
2. Operate the water treatment plant to meet all State and Federal regulations and requirements.
3. Maintain wellfields and water distribution to provide quality water to citizens.

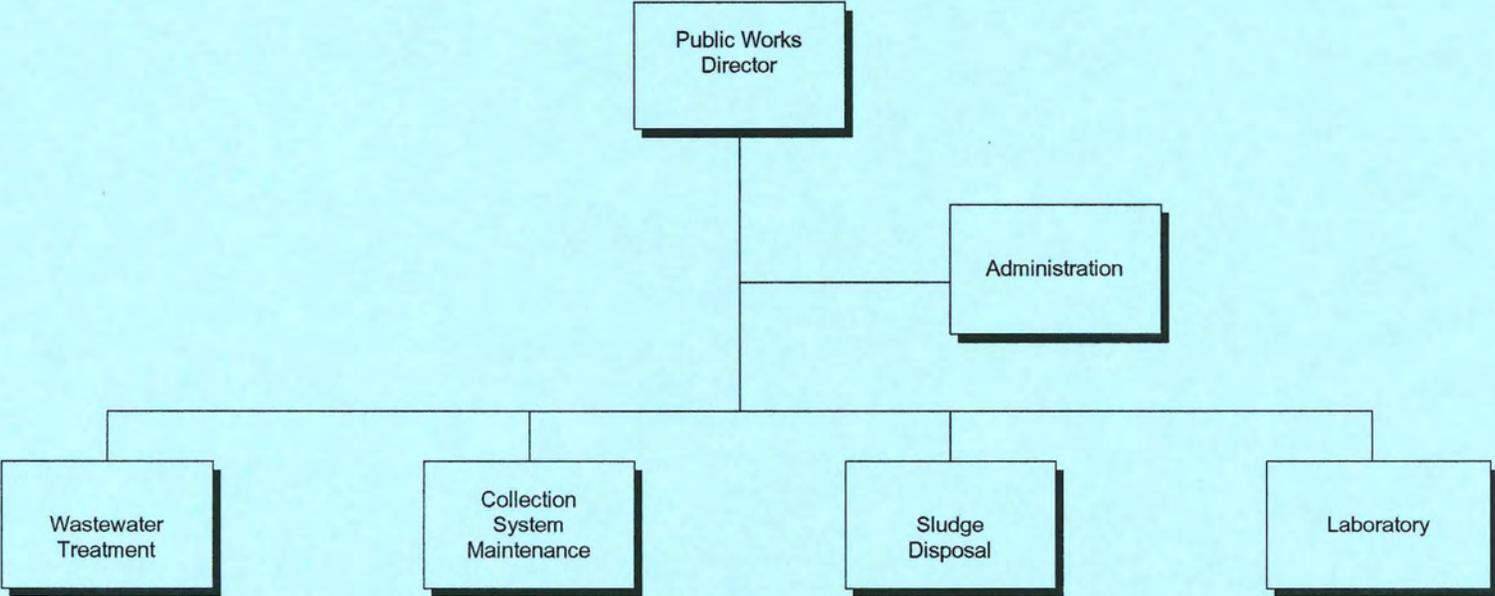
ACTIVITY OBJECTIVES

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.

ACTIVITY MEASUREMENTS

	ACTUAL <u>1991-92</u>	ACTUAL <u>1992-93</u>	ACTUAL <u>1993-94</u>	PROJECTED <u>1994-95</u>	PROJECTED <u>1995-96</u>
Water Treatment Plant capacity	2.3 MGD	2.3 MGD	2.3 MGD	2.3 MGD	2.3 MGD
Water average daily flow	1.1 MGD	1.1 MGD	1.1 MGD	1.1 MGD	1.1 MGD
Number of fire hydrants	260	264	264	268	270
Average number of meters read per month	5,516	5,530	5,530	5,590	5,600

Sewer Service/Water Pollution Control



SEWER SERVICE/WATER POLLUTION CONTROL PLANT

<i>EXPENDITURES</i>	ACTUAL <u>1991-92</u>	ACTUAL <u>1992-93</u>	ACTUAL <u>1993-94</u>	BUDGET <u>1994-95</u>	AMENDED <u>1994-95</u>	PROPOSED <u>1995-96</u>
Personal Services	\$367,581	\$393,344	\$407,830	\$423,100	\$426,900	\$416,300
Operating Expenses	348,613	296,820	301,357	318,900	359,500	340,700
Capital Outlay	<u>18,806</u>	<u>42,623</u>	<u>40,729</u>	<u>9,000</u>	<u>20,700</u>	<u>0</u>
TOTAL	\$735,000	\$732,787	\$749,916	\$751,000	\$807,100	\$757,100

PERMANENT POSITIONS

Public Works Director	.25
Staff Assistant	.50
Lab Technician	.50
Maint Supervisor	.50
Garage Supervisor	.25
Computer Sys Analyst	.25
Chief Wastewater Plant Operator	1.00
Plant Operator	3.00
Plant Operator Trainee	1.00
Sludge Belt Press Opr	1.00
Utility Mechanic	<u>3.00</u>
TOTAL	11.25

SIGNIFICANT EXPENDITURE CHANGES

1. None

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.

3. Develop reuse system to recycle wastewater effluent by irrigation thus removing some effluent disposal in the Halifax River.

4. Integrate reuse control system with wastewater plant.

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.

ACTIVITY MEASUREMENTS

	ACTUAL <u>1991-92</u>	ACTUAL <u>1992-93</u>	ACTUAL <u>1993-94</u>	PROJECTED <u>1994-95</u>	PROJECTED <u>1995-96</u>
Wastewater treatment capacity	2.4 MGD	2.4 MGD	2.4 MGD	2.4 MGD	2.4 MGD
Wastewater average daily flow	1.7 MGD	1.8 MGD	1.8 MGD	1.8 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	65.5 miles	65.5 miles



WATER AND SEWER ADMINISTRATION

<i>EXPENDITURES</i>	ACTUAL <u>1991-92</u>	ACTUAL <u>1992-93</u>	ACTUAL <u>1993-94</u>	BUDGET <u>1994-95</u>	AMENDED <u>1994-95</u>	PROPOSED <u>1995-96</u>
Personal Services	\$282,700	\$269,750	\$268,700	\$289,700	\$289,700	\$260,200
Operating Expenses	128,605	170,424	168,799	165,100	165,100	167,500
Capital Outlay	<u>0</u>	<u>10,000</u>	<u>3,000</u>	<u>600</u>	<u>600</u>	<u>4,300</u>
TOTAL	\$411,305	\$450,174	\$440,499	\$455,400	\$455,400	\$432,000

PERMANENT POSITIONS

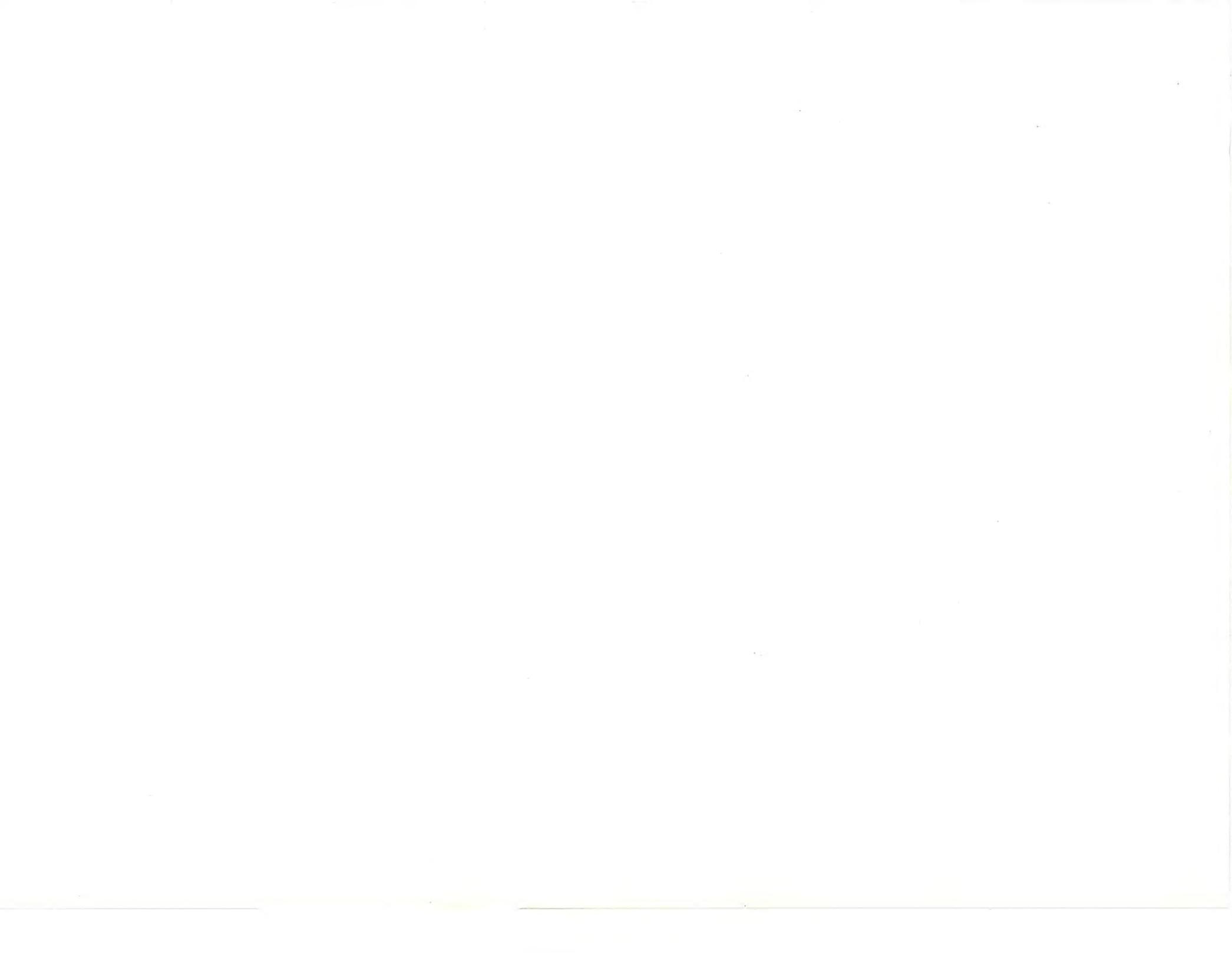
City Manager	.33
Deputy Clerk	.50
Finance Director	.50
Chief Accountant	.25
C.S. Supervisor/Acct	.25
Sr Account Clerk	.25
Account Clerk	.25
Sr Cust Serv Clerk	.75
Cust Serv Clerk II	.75
Cust Serv Clerk I	.75
City Manager Secretary	.25
Custodian	<u>.33</u>
TOTAL	5.16

SIGNIFICANT EXPENDITURE CHANGES

1. None

ACTIVITY DESCRIPTION, GOALS, OBJECTIVES, MEASUREMENTS

See General Government departments



Water and Sewer

Debt Service

Annual Budget

1995 - 96

WATER AND SEWER DEBT SERVICE

<i>EXPENDITURES</i>	<u>ACTUAL</u> <u>1991-92</u>	<u>ACTUAL</u> <u>1992-93</u>	<u>ACTUAL</u> <u>1993-94</u>	<u>BUDGET</u> <u>1994-95</u>	<u>AMENDED</u> <u>1994-95</u>	<u>PROPOSED</u> <u>1995-96</u>
Principal Payments	\$175,000	\$165,000	\$230,000	\$240,000	\$240,000	\$245,000
Interest Expense	985,369	836,271	802,111	885,000	885,000	876,000
Other Debt Service	<u>1,000</u>	<u>1,000</u>	<u>2,202</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
TOTAL	\$1,161,369	\$1,002,271	\$1,034,313	\$1,130,000	\$1,130,000	\$1,126,000

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.



*Water and Sewer
Renewal and Replacement Fund*

Annual Budget

1995 - 96

WATER AND SEWER RENEWAL AND REPLACEMENT FUND

<i>EXPENDITURES</i>	<u>ACTUAL</u> <u>1991-92</u>	<u>ACTUAL</u> <u>1992-93</u>	<u>ACTUAL</u> <u>1993-94</u>	<u>BUDGET</u> <u>1994-95</u>	<u>AMENDED</u> <u>1994-95</u>	<u>PROPOSED</u> <u>1995-96</u>
Capital Outlay	\$365,983	\$209,217	\$ 91,323	\$221,500	\$174,700	\$559,300
Reserve for Improv	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$365,983	\$209,217	\$ 91,323	\$221,500	\$174,700	\$559,300

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

FUND ACCOUNT		ACCOUNT NAME	1991-92 ACTUAL	1992-93 ACTUAL	1993-94 ACTUAL	1994-95 BUDGET	1994-95 AMENDED	1995-96 PROPOSED
WATER AND SEWER RENEWAL AND REPLACEMENT FUND								
EXPENDITURES								
WATER PLANT/ CAPITAL OUTLAY								
480	533.310	Professional Services	\$ 75,651	\$ 77,445	\$ 9,771	\$ 0	\$ 25,000	\$ 45,500
480	533.610	Land	0	0	18,272	0	200	0
480	533.620	Buildings	0	0	0	7,500	7,500	10,000
480	533.630	Improvements other than Buildings	178,963	99,187	61,681	170,000	90,000	438,800
480	533.640	Machinery & Equipment	49,161	0		0	0	0
		Sub-total Water Plant	\$ 303,775	\$ 176,632	\$ 89,724	\$ 177,500	\$ 122,700	\$ 494,300
WATER POLLUTION CONTROL/ CAPITAL OUTLAY								
480	535.310	Professional Services	\$ 20,512	\$ 32,585	\$ 1,600	\$ 0	\$ 8,000	\$ 0
480	535.620	Buildings	0	0	0	0	0	0
480	535.630	Improvements other than Buildings	36,593	0	0	24,000	24,000	45,000
480	535.640	Machinery & Equipment	0	0	0	0	0	0
		Sub-Total Water Pollution Control	\$ 57,105	\$ 32,585	\$ 1,600	\$ 24,000	\$ 32,000	\$ 45,000
WATER & SEWER ADMINISTRATION								
480	536.640	Machinery & Equipment	\$ 5,103	\$ 0	\$ 0	\$ 20,000	\$ 20,000	\$ 20,000
BUDGET RESERVE								
480	580.990	Reserve for Improvements	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
TOTAL EXPENDITURES & RESERVES			\$ 365,983	\$ 209,217	\$ 91,324	\$ 221,500	\$ 174,700	\$ 559,300
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CONSTRUCTION
FUND

*Water and Sewer
Construction Fund*

Annual Budget

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WATER AND SEWER CONSTRUCTION FUND

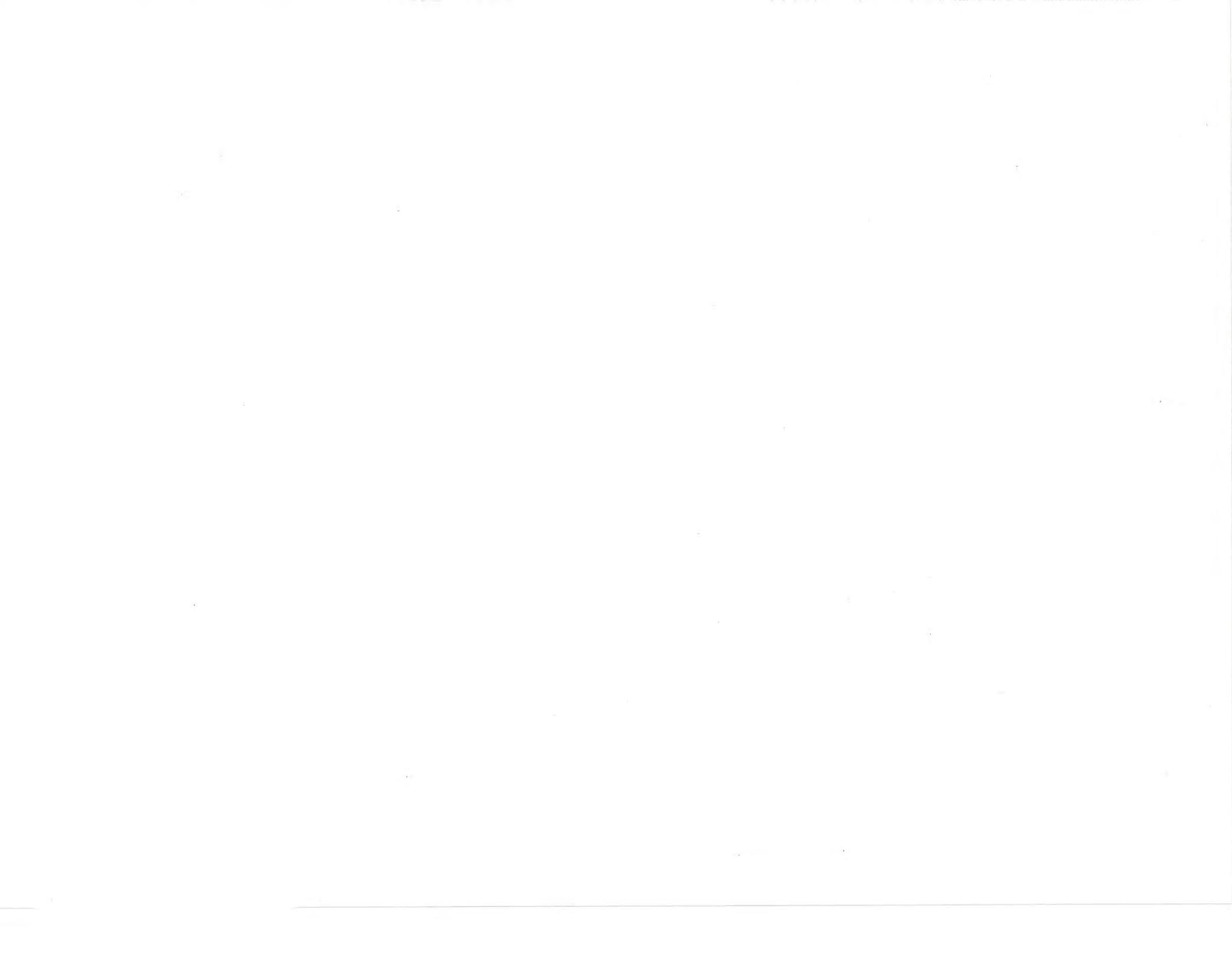
<i>EXPENDITURES</i>	ACTUAL <u>1991-92</u>	ACTUAL <u>1992-93</u>	ACTUAL <u>1993-94</u>	BUDGET <u>1994-95</u>	AMENDED <u>1994-95</u>	PROPOSED <u>1995-96</u>
Capital Outlay	\$ 674,401	\$ 584,479	\$ 736,891	\$ 446,000	\$527,000	\$200,000
Reserve	<u>0</u>	<u>1,039,132</u>	<u>335,891</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 674,401	\$1,623,611	\$1,072,782	\$ 446,000	\$ 527,000	\$ 200,000

PERMANENT POSITIONS
N/A

ACTIVITY DESCRIPTION

The Construction Fund was established to account for the expenditure of the Series 1992 Bond proceeds to be used for major improvements to the water and sewer system.

FUND ACCOUNT ACCOUNT NAME			1991-92 ACTUAL	1992-93 ACTUAL	1993-94 ACTUAL	1994-95 BUDGET	1994-95 AMENDED	1995-96 PROPOSED
SERIES 1989 AND 1992 CONSTRUCTION FUND - REVENUES								
491	384.100	Bond Proceeds	\$ 0	\$ 1,590,228	\$ 0	\$ 0	\$ 0	\$ 0
491	361.200	Interest from SBA	16,811	33,383	33,650	0	20,000	0
491	369.960	DOT Reimbursements	0	0	0	0	7,000	0
491	380.100	Appropriated Fund Balance	657,590	0	1,039,132	446,000	500,000	200,000
TOTAL CONSTRUCTION FUND REVENUES			\$ 674,401	\$ 1,623,611	\$ 1,072,782	\$ 446,000	\$ 527,000	\$ 200,000
SERIES 1989 AND 1992 CONSTRUCTION FUND - EXPENDITURES								
WATER PLANT								
491	533.310	Professional Services	\$ 45,077	\$ 49,625	\$ 7,455	\$ 1,000	\$ 0	\$ 0
491	533.620	Buildings	22,526	0	0	0	0	0
491	533.630	Improvements other than Buildings	570,207	224,147	396,963	115,000	115,000	0
491	533.640	Machinery & Equipment	0	0	0	0	0	0
WASTEWATER TREATMENT PLANT EXPANSION								
491	535.310	Professional Services	\$ 7,636	\$ 60,412	\$ 29,216	\$ 0	\$ 3,000	\$ 0
491	535.620	Buildings	0	0	0	0	0	0
491	535.630	Improvements other than Buildings	15,999	24,223	136,166	306,000	390,000	200,000
491	535.640	Machinery & Equipment	12,956	0	0	0	0	0
WATER & SEWER ADMINISTRATION								
491	536.310	Bond Issue Costs/Contingencies	\$ 0	\$ 88,042	\$ 0	\$ 0	\$ 0	\$ 0
491	581.920	Transfer to Capital Projects Fund/City Hall	0	138,030	167,091	24,000	19,000	0
TOTAL EXPENDITURES			\$ 674,401	\$ 584,479	\$ 736,891	\$ 446,000	\$ 527,000	\$ 200,000
RESERVES			\$ 0	\$ 1,039,132	\$ 335,891	\$ 0	\$ 0	\$ 0
TOTAL CONSTRUCTION FUND			\$ 674,401	\$ 1,623,611	\$ 1,072,782	\$ 446,000	\$ 527,000	\$ 200,000

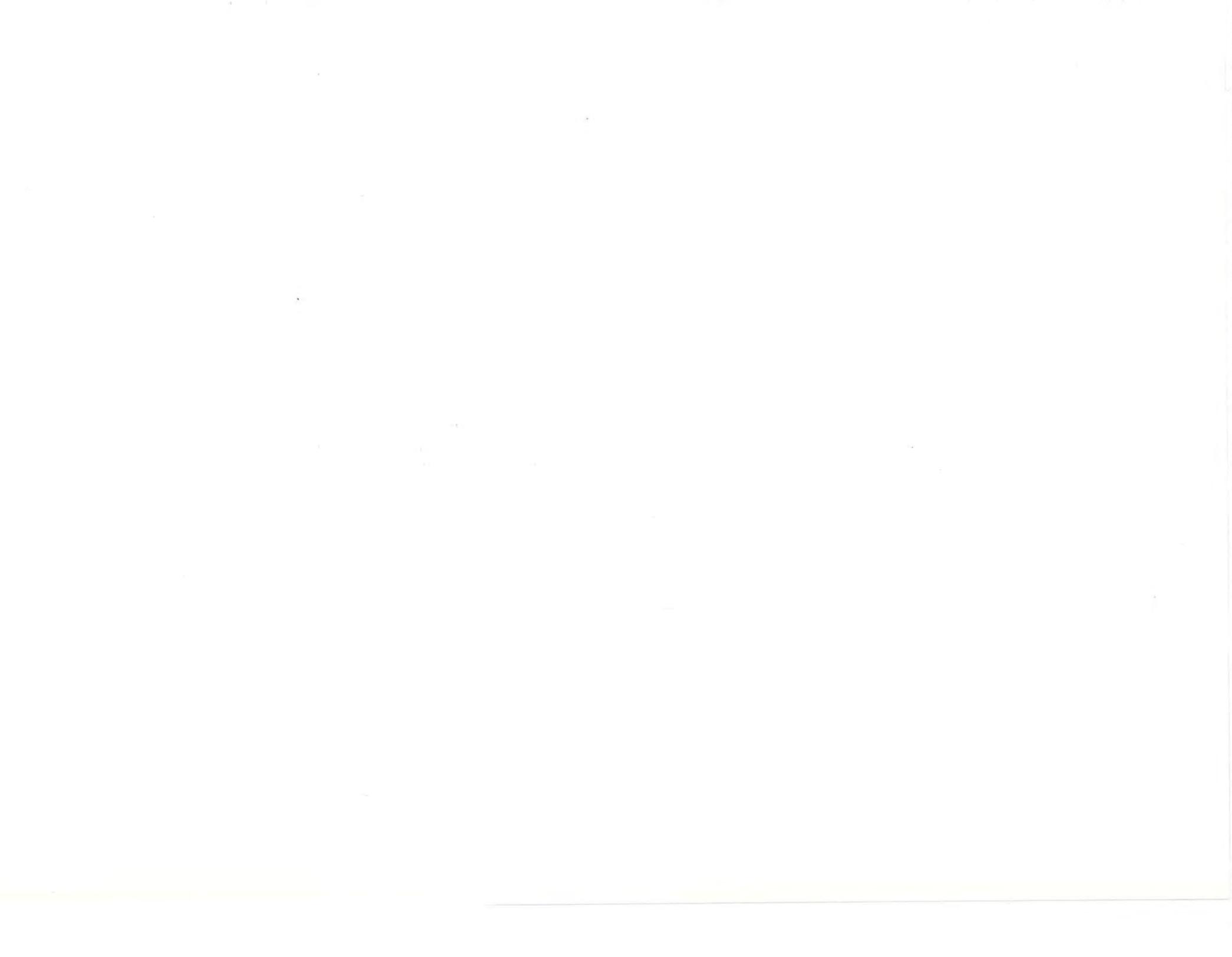


CAPITAL PROJECTS FUND

<i>EXPENDITURES</i>	ACTUAL <u>1991-92</u>	ACTUAL <u>1992-93</u>	ACTUAL <u>1993-94</u>	BUDGET <u>1994-95</u>	AMENDED <u>1994-95</u>	PROPOSED <u>1995-96</u>
Capital Outlay	\$0	\$366,525	\$657,740	\$ 66,000	\$134,000	\$ 0
Reserve	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$0	\$366,525	\$657,740	\$ 66,000	\$134,000	\$ 0

ACTIVITY DESCRIPTION

The Capital Projects Fund was established to account for the expenditure of the debt proceeds to be used for building a new Fire Station and renovating City Hall.



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.

Wastewater Reuse System - An operation to recycle wastewater that will provide sprinkling water and reducing the withdrawal from the freshwater aquifer.

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.