

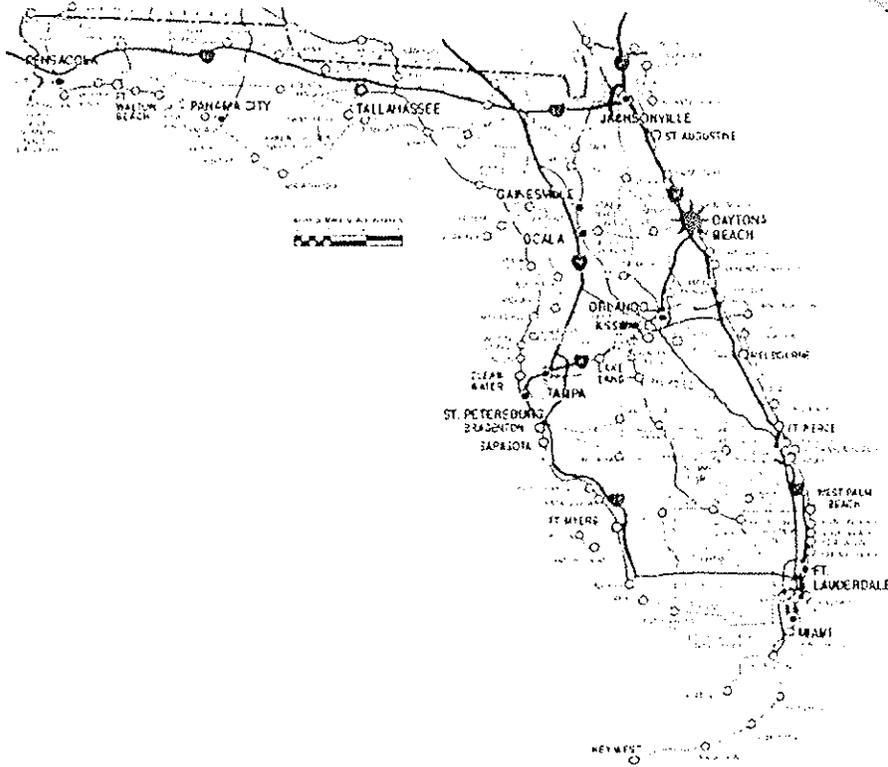
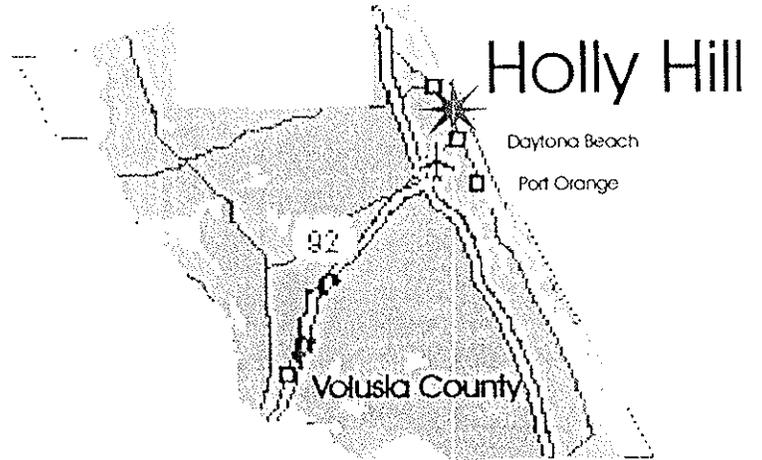
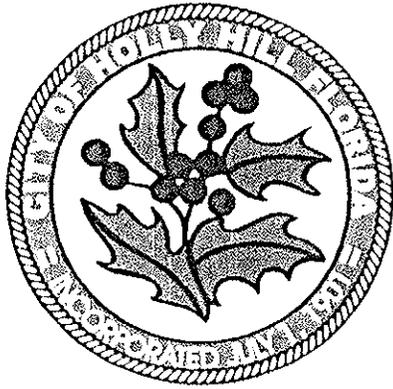


City of Holly Hill Florida



Annual Budget 2003 - 2004

City of Holly Hill

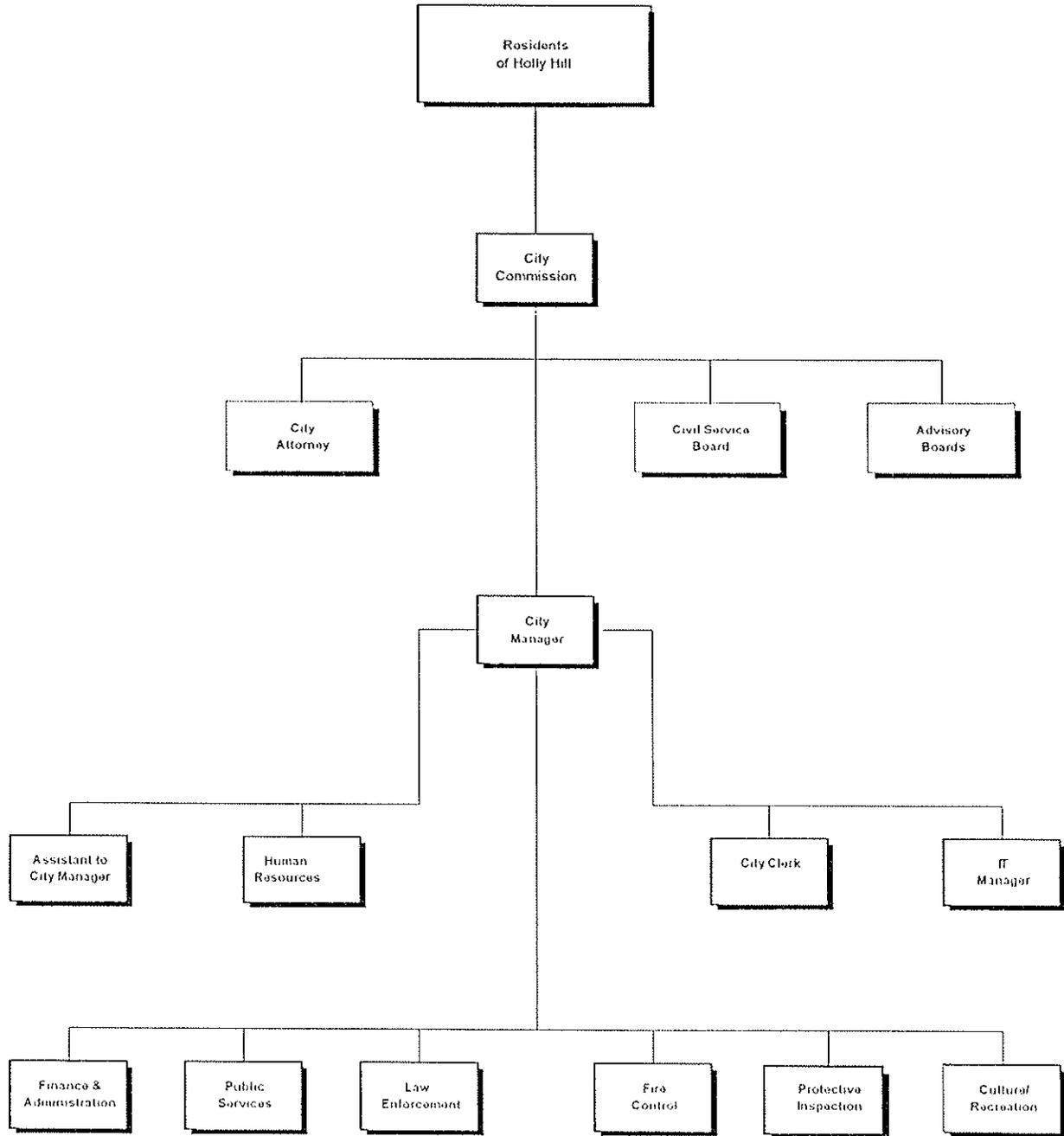


CITY OF HOLLY HILL

ANNUAL BUDGET

2003 - 2004

CITY OF HOLLY HILL



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 planning requirements of the City.

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

Our County (Volusia) is governed by a County Charter form of government; two members are elected county wide and serve four-year terms. Five are elected by district and serve two-year terms.

Since the City's incorporation in July, 1901, we have grown to a population of 12,504 persons. We have recreational facilities including many 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".

EXECUTIVE DIRECTORY

CITY COMMISSION

WILLIAM D. ARTHUR

Mayor

ARTHUR J. BYRNES
Commissioner – District 1

PAUL LOCKEBY
Commissioner – District 2

LOU SCHMITT
Commissioner – District 3

ROLAND VIA
Commissioner – District 4

CITY MANAGER

Joseph Forte

CITY ATTORNEY
Edward F. Simpson, Jr.

CITY CLERK
Jeaneen Clauss

ASSISTANT TO CITY MANAGER
Greg Wood

FINANCE DIRECTOR
Brenda Gubernator

CHIEF BUILDING OFFICIAL
Timothy Harbuck

IT MANAGER
Scott Gutauckis

RECREATION DIRECTOR
Charles Beach

DIRECTOR OF
EMERGENCY SERVICES
Don Shinnamon

PUBLIC SERVICES DIRECTOR
Milton Hallman

HUMAN RESOURCES
DIRECTOR
Diane Cole

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Holly Hill
Florida**

For the Fiscal Year Beginning
October 1, 2002

President

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to **City of Holly Hill, Florida** for its annual budget for the fiscal year beginning **October 1, 2002**.

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 device.

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



CITY OF HOLLY HILL

The City with a Heart

1065 Ridgewood Avenue ♥ Holly Hill, Florida 32117

www.hollyhillfl.org

September 2003

Building,
Zoning,
Licensing &
Inspections
386-248-9442
Fax 386-248-9498

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

City
Clerk
386-248-9441
Fax 386-248-9448

Mayor and Commissioners:

City
Manager
386-248-9425
Fax 386-248-9448

The attached document is the budget as proposed for the fiscal year October 1, 2003 to September 30, 2004. It is a comprehensive budget including operating and capital budgets and meets the provisions of the City Charter and Code and applicable State Statutes. This budget provides a plan for maintaining basic services at the current service levels, and in some areas it will allow us to improve services.

Economic
Development
386-248-9424
Fax 386-248-9448

Effectively managing the dollars available to provide basic services and to improve those services is a challenge we face every year. Demands to cut costs while maintaining services are constantly being made. Restructuring of operations and cost reducing measures has been incorporated into this budget wherever possible. Operating and personnel costs are continually reviewed to provide good services at the least cost. During the coming year we will continue exploring ways to enhance our revenues in order to fund increasing operating costs and capital projects that are needed. We will also continue to examine and reorganize various operations as necessary to improve customer service and to achieve greater cost effectiveness.

Finance
386-248-9427
Fax 386-248-9448

Human
Resources
386-248-9440
Fax 386-248-9448

Goals

Information
Technology
386-248-9449
Fax 386-248-9448

As in the past, our goals for the City of Holly Hill are to provide a quality living environment for our resident population of 12,504 and to attract businesses and industries that will contribute to this environment. We have been working diligently the last few years to accomplish the goals of the City Commission for the community and it is quite visible throughout our City that we are making progress in creating a pleasing environment. Through the enforcement of the City's development standards, codes, and ordinances the City will continue to strive to create a community that is safe, pleasing and stable.

Public
Works
386-248-9463
Fax 386-248-9499

This budget provides a plan to further these goals for Holly Hill through community redevelopment programs, stormwater management projects, increased code enforcement activities, and enhancement of recreational programs and facilities.

Recreation
386-248-9460
Fax 386-248-9446

Utility
Billing
386-248-9432
Fax 386-248-9448

Infrastructure improvements such as drainage, paving and sidewalks are being accomplished. The Wellness Center and new tennis and racquetball courts are completed. The city property tax base increased by 12.69%, the largest increase we have seen in many, many years.

Plans for storm drainage work, sidewalks and paving are on track or ahead of schedule and are continuing programs in this budget. A \$4,312,000 stormwater management program funded by the State Revolving Loan Fund will be completed next year.

A four-year program to upgrade the city's water meters and reading system is underway with about 1,500 new meters installed. This is expected to increase revenues in the water and sewer fund and thereby reduce the need for significant rate increases in the future.

The City Commission and staff adopted several goals to be accomplished or underway in the next five years. These goals are interrelated and were developed to better serve the many constituents of the city. A summary of these goals is provided at the end of this letter.

The City Commission and staff are dedicated to improving the services available to the community and with the enthusiastic involvement of our business people and our residents we will achieve that goal.

Financial Condition

In the General Fund, it is estimated that the City will begin the new fiscal year with an undesignated fund balance of \$1,986,800. The proposed budget anticipates using \$1,190,000 toward capital outlay for improvements to park facilities, computer upgrades, public works security improvements and an expansion of our Fire Department facilities to the west side of the city. This will leave an estimated \$796,200 in fund balance at the end of fiscal year 2004, about 11% of the General Fund budget. The recommended reserve is 15 - 20% in order to provide for emergencies and other unforeseen financial obligations, however, the planned expenditures are deemed necessary in order to further the goals of the community to provide a quality living environment that will attract new residents and businesses.

The General Fund also anticipates \$12,600 in reserve for Police Education at the beginning of the year. Of this amount, \$5,500 has been appropriated for training of police officers. Additional educational programs for police officers will be planned during the coming year. The reserve is expected to be \$7,500 at the end of the fiscal year.

The Stormwater Drainage Fund is expected to begin the new fiscal year with \$871,600 in reserve for stormwater drainage projects. The stormwater utility fees are also used for labor and other operating expenditures to maintain and repair the storm drainage system. This budget anticipates using \$204,600 toward improvement projects and will end the year with \$667,000.

The Water and Sewer Enterprise Fund will begin the new year with an estimated operating cash reserve of \$1,916,800. Approximately \$837,400 (three months operating costs) is recommended to be maintained as a cash reserve for contingencies. The proposed budget anticipates ending fiscal year 2004 with a cash reserve of \$1,024,600. Any excess reserves are allocated for improvements.

Unobligated cash reserves for the Water and Sewer Renewal and Replacement Fund are estimated to be \$284,500 at the beginning of the new fiscal year and \$255,000 at the end of the fiscal year. These reserves are restricted for major improvements and/or major repairs to the Water and Sewer system.

The Law Enforcement Trust Fund is estimated to begin the new fiscal year with \$30,000 in reserves and end the year with \$30,000. These reserves are restricted to law enforcement purposes only.

The Solid Waste Enterprise Fund is estimated to begin the fiscal year with \$640,700 in reserves. A transfer of \$200,000 to the Capital Projects Fund for improvement projects is planned leaving the Solid Waste Fund with \$775,400 at the end of the fiscal year.

The Capital Project Fund is estimated to begin the fiscal year with \$149,200 in reserves and end the year with \$149,200 for future projects.

No fund balance is anticipated for the Community Redevelopment Fund, the Local Law Enforcement Block Grant Fund or the Community Development Block Grant Fund.

Legal Debt Margin

The Constitution of the State of Florida and the charter of the City of Holly Hill set no legal debt margin.

Debt Management

The Water and Sewer System Refunding Revenue Bonds, Series 2002 bond issue was completed in July 2002. The bonds, totaling \$14,030,000 were issued to provide the funds necessary to finance the cost of refunding outstanding water and sewer debt to achieve a present value savings of \$645,957 and to pay certain expenses related to the issuance and sale of the bonds.

Payments for interest and principal on the 2002 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. The Bonds are insured and have been given an "AAA" and "Aaa" rating by both Fitch's and Moody's, two major municipal bond credit rating agencies.

In addition to the Water and Sewer bonds, the City issued a Utility Service Tax Revenue Bond, Series 1998A for \$1,233,920 on April 14, 1998 at a rate of 4.84% amortized over 10 years. The series 1998A monies were used to pay off a previous note and the balance was used for construction of a new recreational facility.

The City entered into a financing agreement with Volusia County during 1995 to participate in a countywide 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.

In February 2001 the City negotiated a loan to finance the purchase of a new fire truck at a cost of \$204,000. The loan is repayable over five years at a fixed rate of 5.30%.

The City entered into a loan agreement with the State Revolving Loan Fund on July 28, 1998 for a wastewater infiltration and inflow project. The loan is repayable over a period of 20 years at a rate of 3.11%. The final loan amount was \$2,286,000 with semi-annual payments beginning in 2002.

The City entered into another loan agreement with the State Revolving Loan Fund on January 30, 2001 for a stormwater drainage project. The loan is repayable over a period of 20 years. The first amount financed will be at a rate of 3.27% and the second amount will be at a rate of 2.12%. The final loan amount is expected to be about \$4,312,000.

Significant Budget Changes

Several factors affected the development of the City's budget. The total budget, including all funds, is about 9.8% lower than the prior year due primarily to a decrease in the dollar amounts to be spent on major capital projects.

The City's taxable property value increased during the past year by 12.69% allowing the City Commission to maintain the rolled-back property tax millage rate for 2003 at \$4.08002 per \$1,000 of taxable value. Gross property values increased 11.42%. Property values are expected to continue increasing at a moderate growth rate as we continue efforts in code enforcement, redevelopment, beautification and enhancements of services.

The gross taxable property values in the Community Redevelopment Area (CRA) increased by 12.9% over the prior year and a total of 39.4% over the 1995 base year. In addition to the Community Policing program funded by the CRA, additional funds have been allocated for a part-time Co-coordinator to assist with furthering the redevelopment goals for this area.

One part-time Telecommunicator position has been added to the General Fund for the Police Department as a regular position. This position will allow for a reduction in overtime by providing greater flexibility in scheduling requirements.

The budget provides an additional \$180,900 for the possible expansion of the Fire Department to the west side of the city which includes three additional firefighter positions.

An additional Utility Mechanic position has been added to the Water and Sewer budget to meet increased maintenance requirements of the water and sewer systems, although the cost for this position is offset by deleting a vacant Utility Service Worker position that is no longer necessary due to the new meter reading technology program in progress.

Community Development Block Grant monies of \$105,600 available for 2004 will be used toward planned renovation of the Sica Hall Community Center.

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

1. Wage adjustments have been provided in this budget. The City has completed negotiations for a three year contract with LIUNA, Public Employees Local 678 and the contract has been ratified. We are still in negotiations with the Coastal Florida Police Benevolent Association and the International Association of Fire Fighters-Holly Hill Professional Firefighters, Local 3470. There are twenty-nine positions in the police bargaining unit, twelve in the fire bargaining unit and fifty-three in the labor bargaining unit.
2. The retirement contributions to the Florida Retirement System for general employees hired prior to 1/1/96 were increased by 28.3% effective 7/1/03. The defined contribution plan for general employees hired after 1/1/96 requires a 10% contribution. Retirement contributions stayed the same at 8% on behalf of the officers plus an additional 8.9% due to an actuarial deficiency caused by unfavorable investment experience in the police pension fund. Retirement contributions to the fire pension increased to 19.8% caused by unfavorable experience in the pension fund investments.

3. Health insurance rates for employees increased by 14.8% over the prior year.
4. The solid waste contract provides for an annual increase at 60% of the Consumer Price Index amount, which is 1.33% beginning 10/103.
5. Water and Sewer rates are anticipated to increase by 2%. This is the projected Consumer Price Index increase as provided by ordinance for additional operating expenses and renewals and replacements in the Water and Sewer systems.
6. A scheduled Stormwater Utility Rate increase from \$3.00 per ERU (equivalent residential unit) to \$3.75 per ERU is planned in this budget. This is the second of three planned rate changes providing for five million dollars in stormwater utility improvements to the community.

Revenue Highlights

Revenue projections include Ad Valorem Tax (property tax) revenues of \$1,565,000. This estimate is based on adopting a millage rate of \$4.08002 per \$1,000 taxable valuation, which is the rolled back rate and less than the previous rate of \$4.25 per \$1,000 taxable valuation. The gross taxable value increased by \$45,456,453 or 12.69% over the prior year.

The Water and Sewer rates are scheduled to increase by 2.0% effective October 1, 2003 according to ordinance. The increase will generate approximately \$74,000 annually, which will provide for increased costs in the operations of the water and sewer systems.

The Stormwater Utility Fee will increase as scheduled from \$3.00 per ERU (equivalent residential unit) to \$3.75 per ERU effective October 1, 2003. This will generate \$103,000 to be used for the major stormwater improvements underway and funded by the State Revolving Loan.

Major Work Programs

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

GENERAL GOVERNMENT.

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

PUBLIC SAFETY.

- Law Enforcement
- Fire Control
- Protective Inspection

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, record retention and information technology support for City operations. Approximately 11.5% 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.

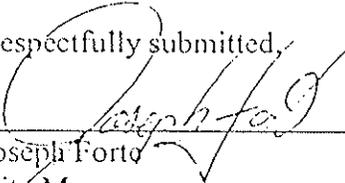
The *Public Services* division maintains streets, sidewalks, drainage systems, parks and grounds. It also provides motor vehicle maintenance for all City vehicles and administers the contract for solid waste services.

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.

With the cooperative efforts of our residents, business leaders, employees and commissioners dedicated to improving our city we have made good progress during the last few years. In summary, this budget provides for normal operations at current service levels and continues the policies set by current and previous City Commissions.

Respectfully submitted,



Joseph Forte
City Manager



Brenda Gubernator
Finance Director

City of Holly Hill

2003 Goals

As established by the City Commission 3/11/03

GOAL 1

To adopt and implement a plan to redevelop the Tax Increment Financing District – CC 1 Corridor (The Avenue)

US1 is the main artery through the City. Numerous areas of The Avenue have been upgraded or redeveloped through efforts resulting from this goal first adopted in 1995 and revised in 1996, and 1998. The City remains committed to this goal.

1. Establish incentive strategies to encourage new business development through Public/Private Partnerships.
2. All efforts will be focused on protecting on-street parking along the Avenue (US1).

GOAL 2

To develop a five (5) year capital improvements plan

Through the development of and commitment to the Goals process, the City will continue to support the Five-Year Capital Improvement Plan(s).

1. As projects are completed, new projects will be added.
2. All capital needs will be included in the Five-Year Capital Improvements Plan(s) and a method of funding will be implemented.
3. Improvements to Sica Hall will be considered and undertaken when financially feasible. Upgrades to the facility will be based on the proposed and potential uses of the building. Acquisition of additional property will be considered.
4. The upstairs of the Fire Station will be completed based on the needs of the fire service. Consideration will be given to staffing a Westside station in cooperation with Volusia County.
5. Consideration will be given to locating a Skate Park within the City limits.
6. Estimates will be received to determine the cost and feasibility to place a shade cover over a portion of the swimming pool.
7. A sign of appropriate size and function will be located on the recreation property facing the Avenue.

GOAL 3

To maintain and improve the “people” environment for the City

The City has instituted policies and practices to create a better environment for all residents, business owners, staff, and visitors in the City. The Commission is committed to continuing this effort.

1. Enhanced training will continue to be provided for staff with the goal of providing quality services.

2. New technologies will be employed to assist and improve services provided by the City. The public will be able to rely on technologies to access the city and its records. Permitting and similar activities will be technology based and accessible to everyone.
3. A study to determine employee wages remain competitive will be completed.

Goal 4

To enhance the city's code enforcement efforts

For the benefit of the residents and businesses, the Commission recognizes the need to continue to enhance its code enforcement efforts.

1. The ordinances will again be reviewed and modified to enhance the efforts of the code enforcement and building permitting procedures of the City.
2. The City's efforts will be used to encourage citizens and businesses to improve the look of the city.
3. All codes and ordinances will be enforced through strict code enforcement.
4. Eliminate property eyesores utilizing various means.
5. Attention will be given to eliminate substandard structures found to be a detriment to the Safety, Health, and Welfare of the community.

Goal 5

To ensure the Best use of land within the City

The City will maximize uses of land within the City's boundaries and encourage the annexation of lands adjacent to the City's boundaries.

1. The highest and best use of land within the City will be encouraged based on the benefits to the property owner and the adjoining owners and residents.
2. Redevelopment of existing properties will be encouraged through a property by property process and adherence to existing and/or modified zoning and building regulations.
3. Annexation will be encouraged on a parcel-by-parcel basis taking into consideration the benefits to the property owner and to the City.
4. Attention will be given to promote murals throughout the City.
5. Attention will be given to creating a more pleasant appearance around all retention ponds on major roadways.
6. Consideration will be given to the development of Round-a-bouts in strategic locations.

GOAL 6

To upgrade and improve the City's water and wastewater systems

The Commission recognizes the necessity of maintaining and improving the water and wastewater infrastructure.

1. The total water and wastewater infrastructure will be evaluated at the appropriate time. These evaluations will enable the Commission and staff to best analysis and determine the most expedient path toward the long-term viability of the systems.

2. Based on the above evaluations, electronic water meters will be installed Citywide as soon as financially possible.
3. Reuse water systems will be evaluated and installed as soon as possible relying on outside sources of funding such as grants.
4. Seek an alternative funding source to develop a plan to reduce effluent and stormwater runoff entering the Halifax River.

GOAL 7

To recognize and promote the historical attributes of the City

Holly Hill has a rich and extensive history. The Commission is interested in developing a structured process to retain the historical elements of the City.

1. A Historical Preservation Board will be established to inventory the City's historical features and to begin developing the historical record and historical program for the City.
2. Uses for the historical features of the City are to be considered including a site (museum) to highlight the City's historical items.

GOAL 8

To adopt and implement a plan to redevelop LPGA Boulevard

A long term, concerted effort has made great strides to improve the look and economic viability of Ridgewood Avenue (The Avenue). The Commission now recognizes the need to begin the same effort on LPGA Boulevard.

1. A long plan will be adopted by the Commission to improve the look and economic viability of LPGA Boulevard. The plan will follow the process so highly successful on The Avenue.
2. Following the adoption of the LPGA Boulevard plan, the staff will provide the Commission with the process, including a timeline, to make the identified improvements.
3. The Commission recognizes that the plan will require a dedication of resources, staff time and money and is committed to a successful long-term redevelopment of LPGA Boulevard.

GOAL 9

To be good financial stewards of the City's funds

The Commission recognizes the need to be fiscally responsible to the City's residents, business and property owners, and visitors. This responsibility includes the need to acquire a reasonable level of funds to accomplish the projects and programs of the City while not placing too heavy a burden on the taxpayers.

1. The Commission will strive to accomplish the programs and projects of the City within the property roll back rate.

MANAGEMENT AND BUDGET POLICIES

The 2003-04 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 Commissions.

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 Certificates of Deposit and government securities and at the State Board of Administration Pooled Investments Account when 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* - The use of fund balance reserves in order to balance the budget is given serious consideration by management and the City Commission during budget workshops. Information regarding the dollars available, percentages of the budget, possible future needs and alternatives are discussed prior to approval.

In the General Fund, an unrestricted reserve of 15 - 20% of the current budget is recommended for unforeseen circumstances.

In the Water and Sewer Enterprise Fund, minimum reserves for water and sewer debt service are maintained according to bond ordinance requirements. The City has established an operating fund reserve with the goal of achieving three months operating expenses as a reserve. The Renewal and Replacement Fund has a recommended reserve level of \$300,000. The Solid Waste Enterprise Fund reserve is estimated to be \$755,400 at the end of the fiscal year.

5. *Purchasing* - All contracts, when the sum is \$10,000, or less, may be awarded by the City Manager to the lowest and best bidder. When contracts are expected to exceed \$10,000, the City staff solicits sealed bids. Bids are publicly opened, tallied and forwarded to the City Commission with staff recommendations. The City Commission 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 Personnel Rules and Regulations manual.

7. *Pension Plans* - The State of Florida established and manages the Florida Retirement System which covers the City's general employees hired prior to 1/1/96. The City is currently obligated to contribute 7.39% of gross wages of covered employees. As of January 1, 1996 newly hired general employees are covered under a defined contribution plan administered currently by the Florida Municipal Pension Trust Fund. The City contributes 10% of covered wages for eligible employees.

The Firefighters' Retirement System and the Police Officers' Retirement Trust Fund are governed by two separate Boards of Trustees appointed by the City Commission, and are responsible for the administration of each fund. The City is now contributing 8% of covered gross wages to the police officers' pension fund on behalf of each officer. Due to unfavorable experience in pension fund investments a contribution of 8.99% is to be made to the police pension fund and a 19.8% to the firefighters' pension fund in fiscal year 2003-04. The City is responsible for any actuarial deficiency which may arise in either fund. The pension funds are included in the financial statements of the City, but are not included in the city's annual budget. The contributions to each fund are budgeted within the respective departmental budgets.

FINANCIAL STRUCTURE

Currently, the City prepares an annual budget for six funds. These funds are the General Fund, Community Redevelopment Trust Fund, Community Development Block Grant Fund, Stormwater Drainage 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 Commission; 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 both accounting and 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, interest earnings, utility taxes, franchise taxes and licenses. 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 *Community Redevelopment Trust Fund* is a special revenue fund established to record property tax revenues and other revenues for the Tax Increment Financing District and to record the expenditure of those revenues. Expenditures are generally recognized when they are incurred.

The *Community Development Block Grant Fund* is a special revenue fund established to record CDBG funds received from the County of Volusia and to record the expenditure of those funds on approved projects in CDBG areas. Expenditures are generally recognized when they are incurred.

The *Stormwater Drainage Fund* is a special revenue fund established to record stormwater utility fee revenues and the expenditure of those revenues for the maintenance, repair and improvement of the drainage system. An analysis of unbilled revenues is done annually and any significant unbilled stormwater utility fees are recognized at year end. 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 capital contributions (impact fees and connection charges).

Within the Water and Sewer Enterprise Fund there are three "fund" categories: the Operating Fund; the Renewal and Replacement Fund; and the Debt Service 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 on a State Revolving Fund Loan, and for the expenses of the bond paying agent.

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. 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, police officers and general employees use the accrual basis of accounting. These funds do not require a budget.

BUDGET PROCESS

The City of Holly Hill's budget process is a continuing process that involves the City Commission, 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 Commission. 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 Commission 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, sections of the budget are projected for the audience as it is discussed between the City Commission and staff. Audience members are encouraged to ask questions and voice concerns to the City Commission, 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 short 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:

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 July, public workshops are held by the City Commission 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 Commission 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.

Amended Budget

1. In April, the Finance Department provides a six-month review of the City's financial activities. The Departments re-evaluate their programs and revise estimated costs for completing projects in the second half of the fiscal year.
2. In June, final preparations are made for amending the current year's budget.
3. In August, a first and second reading of the amending ordinance is held and the budget amendments are adopted.
4. 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 Commission. 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 \$1,000, 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 deemed necessary. A proposed budget, with the City Manager's recommendations is submitted to the City Commission. A list of items proposed by the departments, but not recommended by the City Manager is also given to the Commission. The Commission then conducts public workshops to discuss the requests. Changes are made according to Commission 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.

**CITY OF HOLLY HILL
PERSONNEL SUMMARY**

	<u>2001-2002</u>	<u>2002-2003</u>	<u>2003-2004</u>
	<u>Budgeted</u>	<u>Budgeted</u>	<u>Budgeted</u>
	<u>Positions</u>	<u>Positions</u>	<u>Positions</u>
GENERAL GOVERNMENT			
<u>City Manager</u>			
City Manager	1	1	1
City Clerk	1	1	1
Asst to City Manager	1	1	1
Admin Assistant	1	1	1
IT Manager	1	1	1
	<hr style="width: 100%; border: 0; border-top: 1px solid black;"/>	<hr style="width: 100%; border: 0; border-top: 1px solid black;"/>	<hr style="width: 100%; border: 0; border-top: 1px solid black;"/>
	5	5	5
 <u>Finance and Administration</u>			
Finance Director	1	1	1
Chief Accountant/Asst Finance Director	1	1	1
Accountant	1	1	1
Accounting Clerk III	1	1	1
Accounting Clerk II	1	1	1
Customer Serv Supervisor	1	1	1
Customer Serv Clerk III	1	1	1
Customer Serv Clerk II	1	1	1
Customer Serv Clerk I	1	1	1
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	9	9	9
 <u>Human Resources/Civil Service</u>			
Human Resources Director	1	1	1
	<hr style="width: 100%; border: 0; border-top: 1px solid black;"/>	<hr style="width: 100%; border: 0; border-top: 1px solid black;"/>	<hr style="width: 100%; border: 0; border-top: 1px solid black;"/>
	1	1	1
 PUBLIC SAFETY			
<u>Law Enforcement</u>			
Director of Emergency Services	1	1	1
Police Commander	1	1	1
Police Sergeant	5	5	5
Police Corporal	4	5	6
Police Investigator	2	2	1
Drug Investigator	0	1	1
Police Officer	13	12	12
Telecommunicators	4	4	4
Admin Assistant	1	1	1
Staff Assistant/CID	1	1	1
Staff Assistant/Records	1	1	1
Community Service Officer	1	1	1
	<hr style="width: 100%; border: 0; border-top: 1px solid black;"/>	<hr style="width: 100%; border: 0; border-top: 1px solid black;"/>	<hr style="width: 100%; border: 0; border-top: 1px solid black;"/>
	34	35	35
 <u>Fire Control</u>			
Fire Division Chief	1	1	1
Fire Lieutenant	2	2	2
Fire Inspector	1	1	1
Driver / Engineer	3	3	6
Firefighter EMT	6	6	6
Secretary	0.5	0.5	0.5
	<hr style="width: 100%; border: 0; border-top: 1px solid black;"/>	<hr style="width: 100%; border: 0; border-top: 1px solid black;"/>	<hr style="width: 100%; border: 0; border-top: 1px solid black;"/>
	13.5	13.5	16.5

**CITY OF HOLLY HILL
PERSONNEL SUMMARY**

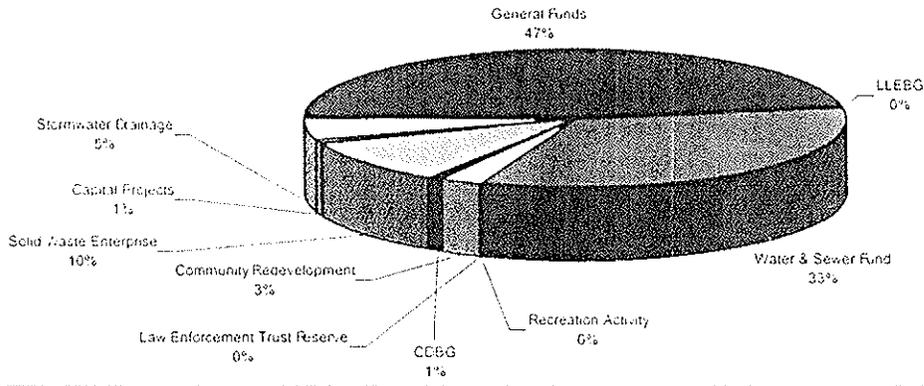
	<u>2001-2002</u> Budgeted Positions	<u>2002-2003</u> Budgeted Positions	<u>2003-2004</u> Budgeted Positions
<u>Protective Inspection</u>			
Chief Building Official	1	1	1
Property Maintenance Inspector	1	1	1
Licensing/Permit Coordinator	1	1	1
Code Admin/Clerk	0	0	0
Community Service Officer	2	2	2
	<u>5</u>	<u>5</u>	<u>5</u>
 PUBLIC SERVICES			
<u>Administration</u>			
Public Works Director	1	1	1
Utilities Supervisor	1	1	1
Admin Assistant	1	1	1
Staff Assistant/PW	1	1	1
	<u>4</u>	<u>4</u>	<u>4</u>
 <u>Transportation/Road & Street Facilities</u>			
Garage Supervisor	1	1	1
Streets Foreman	1	1	1
Senior Mechanic	2	2	1
Mechanic	0	0	1
Equipment Operator/Maint Worker	4	4	4
	<u>8</u>	<u>8</u>	<u>8</u>
 <u>Buildings & Grounds</u>			
Buildings & Grounds Supervisor	1	1	1
Tradesworker	1	1	1
Equipment Operator/Maint Worker	5	5	4
Custodian	2	2	2
Heavy Equipment Operator	1	1	1
	<u>10</u>	<u>10</u>	<u>9</u>
 <u>Recreation</u>			
Recreation Director	1	1	1
Recreation Supervisor	1	1	1
Program Supervisor	1	1	1
Custodian	1	1	1
Caretaker	0.5	0.5	0.5
PAL PPA Employees (2 part time)	2	2	2
Aquatics/Life Guard (FTE) 2 part time	1	1	1
	<u>7.5</u>	<u>7.5</u>	<u>7.5</u>
 <u>Community Redevelopment Trust Fund</u>			
Community Redevelopment Area Coordinator	0	0.5	0.5
	<u>0</u>	<u>0.5</u>	<u>0.5</u>
 <u>Stormwater Drainage</u>			
Equipment Operator/Maint Worker 1	1	1	1
Equipment Operator/Maint Worker	3	3	3
	<u>4</u>	<u>4</u>	<u>4</u>

CITY OF HOLLY HILL
PERSONNEL SUMMARY

	<u>2001-2002</u> Budgeted Positions	<u>2002-2003</u> Budgeted Positions	<u>2003-2004</u> Budgeted Positions
<u>Garbage/Solid Waste Control</u>			
Solid Waste Coordinator	1	0	0
	<hr/> 1	<hr/> 0	<hr/> 0
 PUBLIC UTILITIES			
<u>Water Utility Service/Water Plant</u>			
Chief Water Plant Operator	1	1	1
Lab Technician	1	1	1
Water Plant Operator	4	4	4
Utility Mechanic	2	2	3
Meter Reader	2	2	2
Utility Service Worker	1	1	0
	<hr/> 11	<hr/> 11	<hr/> 11
 <u>Sewer Service/Water Pollution Control Plant</u>			
Chief Wastewater Plant Operator	1	1	1
Plant Operator	5	5	5
Sludge Belt Press Operator	1	1	1
Utility Mechanic	3	3	3
	<hr/> 10	<hr/> 10	<hr/> 10
 TOTAL PERSONNEL	 123.0	 123.0	 125.5

CITY OF HOLLY HILL
BUDGET YEAR 2003-2004

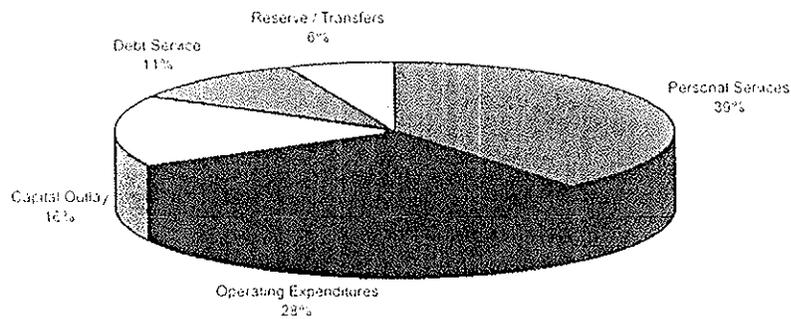
ALL FUNDS REVENUES



General Funds	7,272,400
LLEBG	23,400
Water & Sewer Fund	5,096,800
Law Enforcement Trust Reserve	0
Recreation Activity	0
Community Redevelopment	404,600
CDBG	105,600
Solid Waste Enterprise	1,532,200
Capital Projects	155,000
Stormwater Drainage	743,300
Total Revenue	\$15,333,300

* Includes Interest & Impact fees in the R&R Fund and Debt Service Fund

ALL FUNDS EXPENDITURES



Personal Services	6,002,200
Operating Expenditures	4,311,500
Capital Outlay	2,404,800
Debt Service	1,637,800
Reserve / Transfers	977,000
Total Expenditures	\$15,333,300

**CITY OF HOLLY HILL
COMBINED BUDGET SUMMARY
2003-2004**

REVENUES		EXPENDITURES	
TOTAL TAXES	3,823,800	GENERAL GOVERNMENT	1,486,000
LICENSES & PERMITS	294,700	PUBLIC SAFETY	3,373,200
INTERGOVERNMENTAL	1,458,900	PUBLIC SERVICES	1,664,800
CHARGES FOR SERVICES	690,000	CULTURE/RECREATION	420,500
OTHER REVENUES	335,000	PUBLIC UTILITIES	2,122,200
SOLID WASTE REVENUES	1,520,000	STORMWATER DRAINAGE	562,200
WATER & SEWER REVENUES	4,027,200	SOLID WASTE	1,157,500
TRANSFERS IN	817,300	DEBT SERVICE	1,637,800
APPROPRIATED RESERVES	2,366,400	BUDGET RESERVES	159,700
		TRANSFERS OUT	817,300
		RENEWAL & REPLACEMENT	1,243,500
		COMMUNITY REDEVELOPMENT	404,600
		CDBG TRUST FUND	105,600
		LLEBG	23,400
		CAPITAL PROJECTS	155,000
TOTAL REVENUES	15,333,300	TOTAL EXPENDITURES	15,333,300

**CITY OF HOLLY HILL
REVENUE COMPARISON
2003 - 2004**

	2000-01 ACTUAL	2001-02 ACTUAL	2002-03 AMENDED	2003-04 BUDGET	% CHANGE
<u>GENERAL FUND</u>					
Ad Valorem Taxes	1,591,315	1,499,620	1,475,000	1,450,260	-1.7%
Sales & Use Taxes	268,931	266,018	213,000	267,000	25.4%
Franchise Fees	649,861	608,316	619,800	631,860	1.9%
Utility Service Taxes	1,095,266	766,386	775,000	790,000	1.9%
Local Communications Service Tax	0	428,782	540,000	550,000	1.9%
Total Taxes	3,605,373	3,629,152	3,622,800	3,689,000	1.8%
Licenses & Permits	241,509	247,330	291,700	294,700	1.0%
Federal Shared Revenues	89,468	85,931	44,000	15,000	-65.9%
State Shared Revenues	873,331	957,861	980,400	987,400	0.7%
Local Shared Revenues	12,867	13,604	13,000	13,000	0.0%
Total Shared Revenues	975,666	1,057,296	1,037,400	1,015,400	-2.1%
Charges for Services	140,734	133,664	144,400	168,700	16.8%
Fines & Forfeitures	95,875	73,621	68,000	68,000	0.0%
Interest Earnings	162,774	72,341	59,000	59,000	0.0%
Sales & Compensation	31,743	20,000	49,900	20,000	-59.9%
Contributions	2,371	3,639	3,700	0	0.0%
Other Miscellaneous Revenues	88,155	35,725	52,700	52,500	-0.4%
Total Misc Revenue	521,652	339,289	377,700	368,200	-2.5%
Appropriations / Reserves	0	0	600,700	1,195,100	99.0%
Loan Proceeds	204,204	0	0	0	0.0%
Transfers	690,000	700,000	735,000	710,000	-3.4%
Total General Fund Revenues	6,238,404	5,973,067	6,665,300	7,272,400	9.1%
<u>LAW ENFORCEMENT TRUST FUND</u>					
Law Enforcement Trust	19,810	9,968	13,000	0	-100.0%
<u>RECREATION ACTIVITY FUND</u>					
Youth Center	695	4,064	0	0	100.0%
<u>COMMUNITY REDEVELOPMENT TRUST FUND</u>					
Community Redevelopment	198,962	208,417	455,000	404,600	-11.1%
<u>COMMUNITY DEVELOPMENT BLOCK GRANT</u>					
Comm Development Block Grant	0	12,000	104,200	105,600	1.3%
<u>LOCAL LAW ENFORCEMENT BLOCK GRANT</u>					
LLEBG	19,906	29,984	31,300	23,400	-25.2%
<u>STORMWATER DRAINAGE</u>					
Charges for Services	457,764	433,210	436,000	538,700	23.6%
State Revolving Loan	254,562	600,748	2,323,000	100,000	-100.0%
Appropriations	0	0	273,500	204,600	100.0%
Total Stormwater Drainage	712,326	1,033,958	3,032,500	743,300	-75.5%
<u>CAPITAL PROJECTS FUND</u>					
Capital Projects	72,823	334,041	245,700	155,000	-36.9%
<u>SOLID WASTE ENTERPRISE</u>					
State Shared Revenue	1,110	0	0	0	100.0%
Charges for Services	1,378,743	1,482,494	1,520,000	1,520,000	0.0%
Other Miscellaneous Revenue	52,565	23,277	12,600	12,200	-3.2%
Non Revenues	39,357	0	4,300	0	0.0%
Appropriations	0	0	84,700	0	0.0%
Total Solid Waste Enterprise	1,471,775	1,505,771	1,621,600	1,532,200	-5.5%
<u>WATER & SEWER ENTERPRISE</u>					
Water Revenue	1,892,101	1,531,832	1,929,200	1,565,200	1.9%
Sewer Revenue	1,916,373	1,965,929	1,984,200	2,022,600	1.9%
Interest Earnings	134,292	141,302	72,000	74,000	2.8%
Impact Fees	10,356	592,566	85,600	40,000	-52.9%
Other Income	33,643	25,278	29,300	28,900	2.1%
State Revolving Loan Fund	1,030,946	0	0	0	0.0%
Appropriations	239,400	0	726,400	965,700	33.1%
Transfers	0	0	0	0	100.0%
Total Water & Sewer	5,307,151	4,573,897	4,925,100	5,696,600	5.6%
TOTAL ALL FUNDS	14,779,855	13,635,167	16,993,700	15,333,300	-9.3%

CITY OF HOLLY HILL
EXPENDITURE COMPARISON
2003 - 2004

	2000-2001 ACTUAL	2001-2002 ACTUAL	2002-03 AMENDED	2003-04 BUDGET	% CHANGE
<u>GENERAL FUND</u>					
General Government	\$1,590,750	\$1,446,277	\$1,575,700	\$1,646,600	4.5%
Public Safety	2,726,311	2,637,360	3,050,000	3,373,200	10.6%
Public Services	1,088,024	1,294,167	1,645,400	1,664,800	1.2%
Culture/Recreation	328,221	316,398	388,600	420,500	8.2%
Transfers/Reserves/Advance	2,191	634,565	5,600	167,300	2887.5%
Total General Fund	5,735,497	6,328,767	6,665,300	7,272,400	9.1%
<u>LAW ENFORCEMENT TRUST FUND</u>					
Law Enforcement Trust	1,410	29,940	13,000	0	-100.0%
<u>RECREATION ACTIVITY FUND</u>					
Recreation Activity	133	0	0	0	100.0%
<u>COMMUNITY REDEVELOPMENT TRUST FUND</u>					
Community Redevelopment	82,715	131,811	455,000	404,600	-11.1%
<u>COMMUNITY DEVELOPMENT BLOCK GRANT</u>					
Community Development	0	12,000	104,200	105,600	100.0%
<u>LOCAL LAW ENFORCEMENT BLOCK GRANT</u>					
LLEBG	20,392	26,697	31,300	23,400	-25.2%
<u>STORMWATER DRAINAGE FUND</u>					
Stormwater Drainage	610,272	894,761	3,032,500	743,300	-75.5%
<u>CAPTIAL PROJECTS FUND</u>					
Capitla Projects	122,062	344,297	245,700	155,000	-36.9%
<u>SOLID WASTE ENTERPRISE</u>					
Solid Waste	1,261,681	1,359,636	1,621,600	1,532,200	-5.5%
<u>WATER & SEWER ENTERPRISE</u>					
Water & Sewer	1,955,864	2,090,591	2,371,500	2,572,200	8.5%
Renewal and Replacement	570,717	173,496	1,127,600	1,243,500	10.3%
Debt Service	1,122,741	1,340,153	1,236,000	1,236,100	0.0%
Reserves	18,987	800,425	90,000	45,000	-50.0%
Total Water and Sewer Funds	3,668,309	4,404,665	4,825,100	5,096,800	5.6%
<u>CONSTRUCTION FUND</u>					
State Revolving Loan	27,527	0	0	0	0.0%
TOTAL ALL FUNDS	11,529,998	13,522,574	16,993,700	15,333,300	-9.8%

CITY OF HOLLY HILL
SUMMARY OF EXPENDITURES
Proposed Budget 2003-2004

	Operating	Capital	Debt Service/ Reserves/Trans	Total
<u>GENERAL FUND</u>				
General Government	1,394,800	31,200	220,600	1,646,600
Law Enforcement	1,788,600	52,500	0	1,841,100
Fire Control	1,148,200	7,200	0	1,155,400
Protective Inspection	361,200	15,500	0	376,700
Transportation/Road & Street	675,600	253,500	0	929,100
Buildings & Grounds	505,800	229,900	0	735,700
Recreation	420,500	0	0	420,500
Reserves/Transfers/ Advances	60,000	0	107,300	167,300
Total General Fund	6,354,700	589,800	327,900	7,272,400
<u>LAW ENFORCEMENT TRUST FUND</u>				
	0	0	0	0
<u>YOUTH CENTER</u>				
	0	0	0	0
<u>COMMUNITY REDEVELOPMENT TRUST</u>				
	404,600	0	0	404,600
<u>COMMUNITY DEVELOPMENT BLOCK GRANT</u>				
	0	105,600	0	105,600
<u>LOCAL LAW ENFORCEMENT BLOCK GRANT</u>				
	500	22,900	0	23,400
<u>STORMWATER DRAINAGE FUND</u>				
	274,200	288,000	181,100	743,300
<u>CAPITAL PROJECTS FUND</u>				
	0	155,000	0	155,000
<u>SOLID WASTE ENTERPRISE FUND</u>				
	1,157,500	0	374,700	1,532,200
<u>WATER & SEWER ENTERPRISE FUND</u>				
Water Utility Service	1,015,300	0	0	1,015,300
Sewer Service	1,046,900	0	0	1,046,900
Administrative	60,000	0	450,000	510,000
Operating Reserve	0	0	0	0
Debt Service	0	0	1,236,000	1,236,000
Renewal & Replacement	0	1,243,500	45,000	1,288,500
Total Water & Sewer	2,122,200	1,243,500	1,731,000	5,096,700
TOTAL EXPENDITURES	10,313,700	2,404,800	2,614,700	15,333,200

**CITY OF HOLLY HILL
ESTIMATED FUND BALANCES
2003 - 2004**

	Est Beginning Fund Balance Sept 30, 2003	Revenue Projection 2003-04	Expenditure Projection 2003-04	Estimated Fund Balance Sept 30, 2004
General Fund				
Unreserved	1,986,800	5,958,800	7,149,400	796,200
Police Education	12,000	3,500	8,000	7,500
Transportation	113,800	115,000	115,000	113,800
Total General Fund	2,112,600	6,077,300	7,272,400	917,500
Law Enforcement Trust	30,000	0	0	30,000
Recreation Activity Fund	7,600	0	0	7,600
Community Redevelopment	4,700	404,600	404,600	4,700
Community Development	0	105,600	105,600	0
Local Law Enforcement Block Grant	0	23,400	23,400	0
Stormwater Drainage	871,600	538,700	743,300	667,000
Capital Projects	149,200	155,000	155,000	149,200
Solid Waste	640,700	1,532,200	1,417,500	755,400
Water and Sewer	1,690,400	4,073,100	3,808,300	1,955,200
Renewal & Replacement	284,500	1,214,000	1,243,500	255,000
TOTAL	5,791,300	14,123,900	15,173,600	4,741,600

CITY OF HOLLY HILL
 NOTES PAYABLE
 2003 - 2004

Present notes payable are summarized as follows:

<u>Lender / Purpose</u>		Principal Balance 2002-03	Principal Payment 2003-04	Interest Payment 2003-04	Principal Balance 9/30/2004
GENERAL FUND					
<u>Sun Bank of Volusia County-</u>					
(1) New Gym , City Hall/Fire					
Station Renovation	(2)	628,509	128,002	29,371	471,135
Fire Truck	(3)	94,204	42,045	5,339	46,820
<u>Volusia County</u>					
800 MHz Radio System	(4)	15,968	15,340	628	0
 NOTES PAYABLE BALANCE		 738,681	 185,388	 35,338	 517,955

(1) Pledged Revenue Utility Service Taxes

(2) Payoff 3/2008

(3) Payoff 3/2006

(4) Payoff 9/2004

CITY OF HOLLY HILL
 BONDS PAYABLE
 2003 - 2004

DEBT SERVICE REQUIREMENTS TO MATURITY

FISCAL YEAR		PRINCIPAL	INTEREST	TOTAL DEBT SERVICE
OCTOBER 1,	ENDING			
	2003	495,000	577,481	1,072,481
	2004	505,000	567,581	1,072,581
	2005	515,000	557,481	1,072,481
	2006	530,000	544,606	1,074,606
	2007	550,000	528,706	1,078,706
	2008	565,000	511,656	1,076,656
	2009	585,000	491,881	1,076,881
	2010	605,000	471,821	1,076,821
	2011	625,000	447,831	1,072,831
	2012	655,000	423,612	1,078,612
	2013	680,000	397,412	1,077,412
	2014	710,000	369,532	1,079,532
	2015	745,000	334,032	1,079,032
	2016	780,000	296,782	1,076,782
	2017	810,000	262,462	1,072,462
	2018	850,000	226,012	1,076,012
	2019	890,000	186,700	1,076,700
	2020	930,000	144,425	1,074,425
	2021	980,000	100,250	1,080,250
	2022	1,025,000	51,250	1,076,250
TOTAL		<u>11,030,000</u>	<u>7,491,517</u>	<u>21,521,517</u>

CAPITAL OUTLAY
2003 - 2004

Capital outlay and improvements included in this 2003-04 budget are listed on the following pages. Generally, the items listed under \$30,000 are replacements of existing equipment and/or upgrades and repairs to existing equipment or buildings. Repair costs and maintenance are expected to decrease the impact on the operating budget and/or extend the life of existing fixed assets.

The following summaries describe capital projects over \$30,000.

1. Citrix Server Upgrade

Upgrade the City's existing software.

Cost: \$31,200 Source: General Revenue

Impact: Improved network performance. Increased productivity for labor force.

2. Vehicles (2) Police Package

Replacement of vehicles with high mileage and maintenance.

Cost: \$44,000 Source: General Revenue

Impact: Improved response time and reduce maintenance cost and repairs.

3. Street Resurfacing Program

Fourth year of the updated five year plan.

Cost: \$115,000 Source: Gas Tax

Impact: Reduced labor and materials for maintenance and repair of roads.

4. Sidewalk Program

Fourth year of the updated five year plan to build new sidewalks.

Cost: \$60,000 Source: Sidewalk fee \$15,000 General Revenue \$45,000

Impact: Improved safety for pedestrians.

5. Vehicles - Dump Trucks (2)

Replacement of 15-year old one ton dump truck and one ton mini-dump truck.

Cost: \$48,000 Source: General Revenue

Impact: Reduced down-time for maintenance and repairs. Increased productivity for labor force.

6. Landscaping on Nova Road - Flomich to Golf

Improvements include irrigation and landscape design for medians along Nova Road from Flomich Street to the north City limits.

Cost: \$100,000 Source: \$50,000 General Revenue \$50,000 DOT Grant

Impact: Enhanced beautification along Nova Road. Additional maintenance costs are anticipated.

CAPITAL OUTLAY
2003 - 2004

14. Slakers and Feeders

Replace both lime Slakers and Feeders at water plant.

Cost: \$40,000 Source: Water Revenue

Impact: Improve the finished water quality.

15. Alta Bridge Canal Crossings

Replace aged construction brace that holds the reuse, raw and finished water mains.

Cost: 35,000 Source: Water Revenue

Impact: Reduce major maintenance and repairs.

16. Water Meters

Third year of a four year plan to upgrade water meters to radio frequency reading system.

Cost: \$150,000 Source: Water Revenue

Impact: Replacement of old meters should increase revenues and reduce labor costs with use of a radio frequency reading system.

17. Water Reuse Line and Irrigation System

Construct water reuse line and irrigation system for the water treatment plant common areas and new multi purpose field.

Cost: \$50,000 Source: Water Revenue

Impact: Meet obligation of the St. Johns River Management to decrease consumption of finished water.

18. Security Improvements

Upgrade security around the water treatment plant.

Cost: \$60,000 Source: Water Revenue

Impact: Reduce opportunities for a breach of security at the Water Treatment Plant.

19. Wastewater Lift Station Rehabilitation

Upgrade several lift stations throughout the City.

Cost: \$358,700 Source: Sewer Revenue

Impact: Reduce costs for electricity, maintenance and motor replacements.

20. Biological Treatment Units (BTU)

Upgrade remaining older drives and shafts necessary in the process of wastewater treatment.

Cost: \$86,600 Source: Sewer Revenue

Impact: Reduce major maintenance and repairs.

21. Equalization Pumps and Drives

Replacement of 25 year old equalization pumps and drives.

Cost: \$63,000 Source: Sewer Revenue

Impact: Improve operation of equalization pumps and drives.

FISCAL YEAR 2003-04

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

	ITEM COST	TOTAL COST
<u>General Government</u>		<u>\$31,200</u>
Citrix Server Upgrade	31,200	
<u>Law Enforcement</u>		<u>\$52,500</u>
Vehicles (2)	41,000	
Wireless Service - Sprint	4,300	
Computers (2)	2,400	
Laptop Software	1,800	
<u>Fire Control</u>		<u>\$7,200</u>
Computers (2)	2,700	
Portable Radio	2,500	
Chairs / Beds (2 @)	2,000	
<u>Protective Inspection</u>		<u>\$15,500</u>
Vehicle - 1/2 Ton Pick-up Truck for Animal Control	15,500	
<u>Transportation/Road & Street Facilities</u>		<u>\$353,500</u>
Garage Building Improvements (Carryover)	15,000	
Street Resurfacing Program (5 Year Plan)	115,000	
Landscaping on Nova Road - Fiomich to Golf	100,000	
Sidewalk Program (5 Year Plan)	60,000	
Vehicles (2) - 1-Ton Mini Dump Trucks	48,000	
1/2 Ton Pick-up (DOT)	14,000	
Copy Machine	1,500	
<u>Buildings and Grounds</u>		<u>\$229,900</u>
Park Building Improvements	30,000	
Restrooms & Roofs Improvements	35,000	
Sign Shop, Small Mower Building	5,000	
North & South Park Buildings	5,000	
Fencing - Multi Purpose Field	20,000	
Fuel Islands / Station	20,000	
Public Works Security Fence	57,300	
Canopies - Hollyland Ballpark	12,500	
Playground Equipment	12,500	
Vehicle - 1/2 Ton Pick-up Truck	14,000	
Ryder Mowers (2)	14,000	
Utility Trailer	2,400	
Bush Cutter	1,000	
Computer	1,200	
<u>Recreation</u>		<u>55,000</u>
Sica Hall Improvements	50,000	
Mural	5,000	
TOTAL CAPITAL OUTLAY FOR GENERAL FUND		\$744,800
<u>Community Development Block Grant Fund</u>		<u>\$105,600</u>
Sica Hall Community Center	105,600	
<u>Local Law Enforcement Block Grant</u>		<u>\$22,900</u>
Police Equipment	22,900	

FISCAL YEAR 2003-04

Stormwater Drainage		288,000
Rehab Maintenance Facilities -Garage Area	20,000	
Drainage 5 Year Plan - 2003-04	150,000	
Engineering & Surveys	15,000	
Florida East Coast Railroad Crossing	50,000	
Fountain & Electric Supplies - 5 FDOT Ponds	50,000	
Vacuum System for Garage	3,000	

Renewal & Replacement		1,243,500
Water		
Design & Inspect Water Mains to Strengthen Water System & Make Interlocal Connections	65,000	
Instrumentation & Control Repairs, Upgrade	20,000	
Fire Hydrants (10)	10,000	
Inspect Filters & Acid Clean	10,000	
Rebuild Both Slackers & Feeders	40,000	
Replace Ammoniators	14,000	
Replace CL2 Regulators	3,000	
Security Enhancements - Wells & Elevated Tank	10,000	
Paint Top of Silo & Install Dust Arrestor	10,000	
Replace Respirator - 3 @ \$3,500	10,500	
Alta Bridge Canal Crossings at Water Main	35,000	
Water Meter Replacement Program	150,000	
Reuse Line & Irrigation System/Water Treatment Plant Common Areas	50,000	
Florida Eastcoast Railroad Railway Crossing Rebuild	50,000	
Water Plant Security Improvements	60,000	
Public Works Main Gate Security Improvements	15,000	
Spectrophotometer (Hatch DR-25)	2,600	
Rebuild High Service Pump	8,500	
Rebuild Transfer Pumps (2)	19,500	

TOTAL WATER R&R 583,100

Renewal & Replacement Cont.		
Sewer		
Water Systems Maps Updated	5,000	
Industrial Pretreatment Influent & Effluent, Misc Analysis	5,000	
Engineering Service for Lift Station Replacement	60,000	
Lift Stations 1 & 6	190,000	
Lift Station 15	62,000	
Lift Station 17A	19,000	
Lift Station Misc Repairs	27,700	
Florida Eastcoast Railway Crossing Rebuild	50,000	
BTU Biological Treatment Units	86,600	
Equalization Pumps & Drives	63,000	
Dissolved Air Floatation Unit	19,150	
Sludge Handling Building :		
Top & Bottom Belts	3,550	
Polymer Pumps - 1" & 3/4"	3,100	
Foxboro Probes/ Meter Pumps/Maintenance	6,500	
Chemical Storage Building :		
400 Per Day V-notch Wall Mounted Chlorinators (plus Installation & Startup)	20,000	
Pedestals & Scales (2) SO2, (2) Cl2	13,000	
Clarifiers - Scum Pumps & Syncrogear	8,500	
Alum Tanks Pumps	5,000	
Rebuild Waste Pumps (2), Return Activated Pumps (3) & Recycle Pumps (6)	11,000	
Reuse PH Probe & Pressure Transmitter	2,250	

TOTAL SEWER R&R 660,400

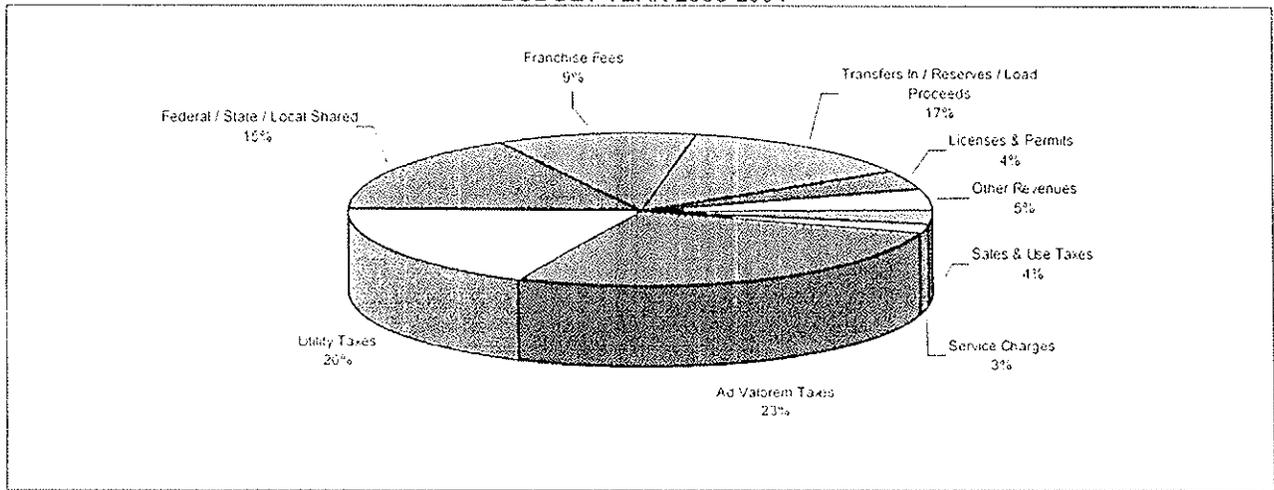
TOTAL CAPITAL OUTLAY **52,404,800**

GENERAL FUND

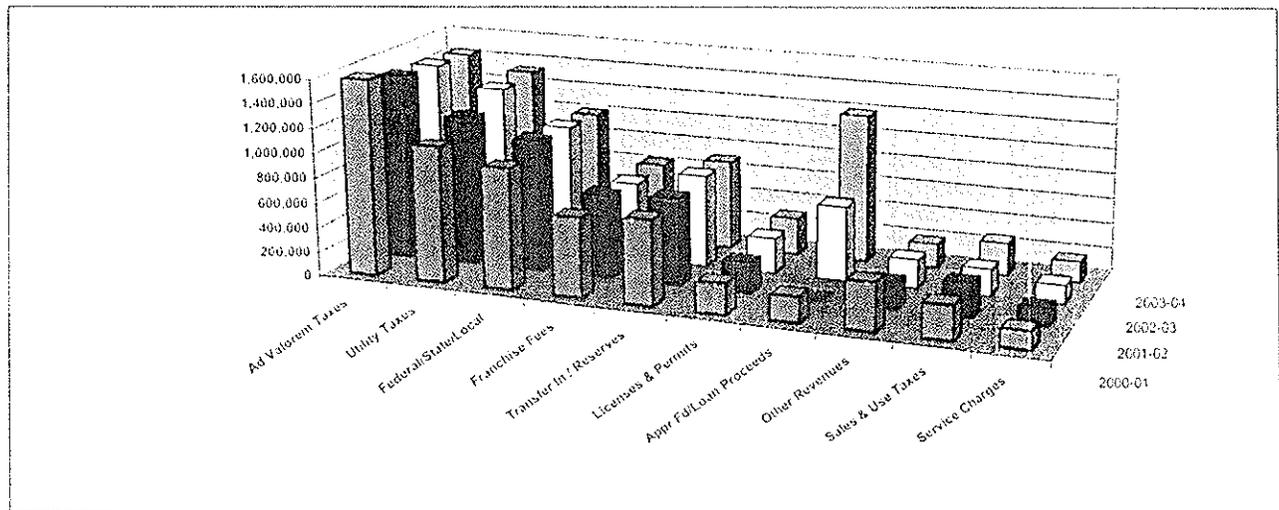
ANNUAL BUDGET

2003-2004

**CITY OF HOLLY HILL
GENERAL FUND REVENUES
BUDGET YEAR 2003-2004**



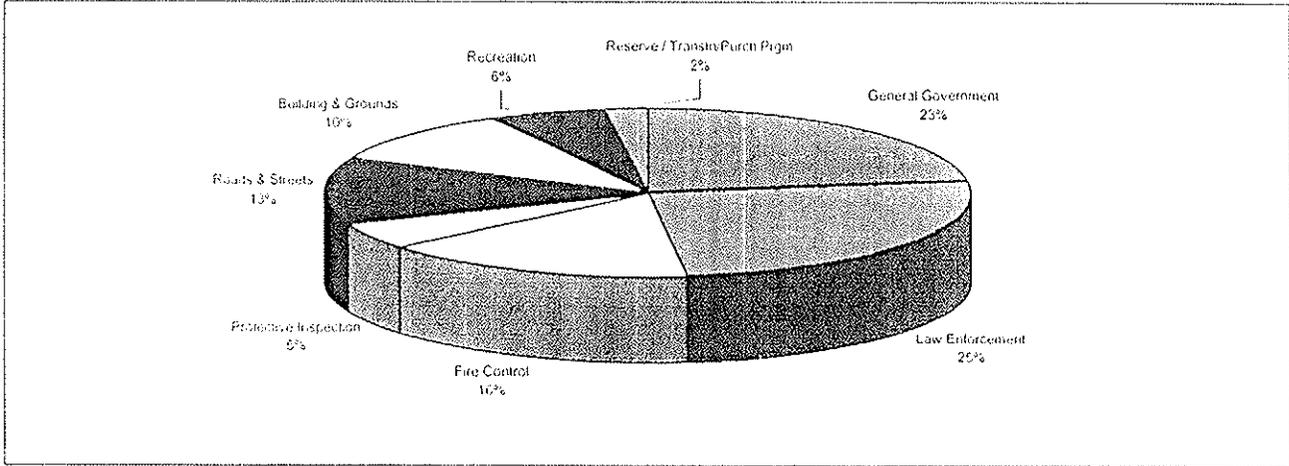
Ad Valorem Taxes	1,450,200	Licenses & Permits	291,700
Utility Taxes	1,340,000	Other Revenues	199,500
Federal / State / Local Shared	1,015,400	Sales & Use Taxes	267,000
Franchise Fees	631,800	Service Charges	168,700
Transfers In / Reserves	1,905,100	Total Revenue	7,272,400



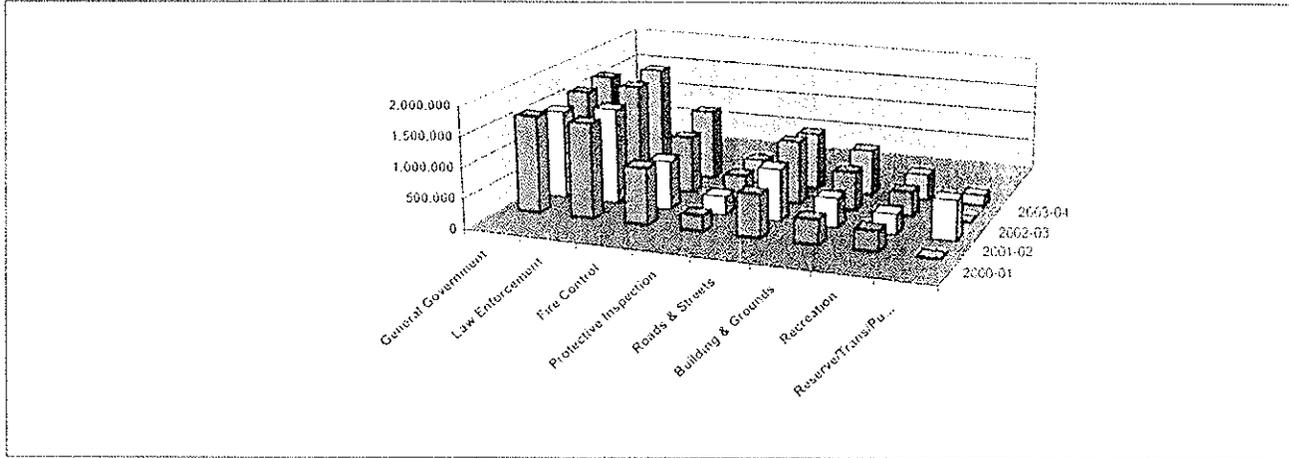
FOUR YEAR HISTORY

	2000-01	2001-02	2002-03	2003-04
	ACTUAL	ACTUAL	AMENDED	BUDGET
Ad Valorem Taxes	1,591,315	1,499,620	1,475,000	1,450,200
Utility Taxes	1,095,266	1,195,168	1,315,000	1,340,000
Federal/State/Local	975,666	1,057,295	1,037,400	1,015,400
Franchise Fees	649,861	668,316	619,800	631,800
Transfer In / Reserves	690,000	700,000	735,000	710,000
Licenses & Permits	241,509	247,330	291,700	294,700
Appr Fd/Loan Proceeds	204,204	0	600,700	1,195,100
Other Revenues	380,917	205,325	233,300	199,500
Sales & Use Taxes	268,931	266,048	213,000	267,000
Service Charges	140,734	133,964	144,400	168,700
TOTAL REVENUES	\$6,238,403	\$5,973,066	\$6,665,300	\$7,272,400

**CITY OF HOLLY HILL
GENERAL FUND EXPENDITURES
BUDGET YEAR 2003-2004**



General Government	1,646,600
Law Enforcement	1,841,100
Fire Control	1,155,400
Protective Inspection	376,700
Roads & Streets	929,100
Building & Grounds	735,700
Recreation	420,500
Reserve / TransIn/Purch Prgm	167,300
Total Revenues	\$7,272,400



FOUR YEAR HISTORY	2000-2001	2001-2002	2002-2003	2003-2004
	ACTUAL	ACTUAL	AMENDED	BUDGET
EXPENDITURES				
General Government	1,590,750	1,446,277	1,575,700	1,646,600
Law Enforcement	1,553,697	1,572,005	1,755,300	1,841,100
Fire Control	919,041	777,135	926,800	1,155,400
Protective Inspection	253,573	288,220	367,900	376,700
Roads & Streets	690,707	836,245	1,031,100	929,100
Building & Grounds	397,317	457,922	614,300	735,700
Recreation	328,221	316,398	388,600	420,500
Reserve/TransIn/Purch Prgm	2,191	634,565	5,600	167,300
TOTAL EXPENDITURES	\$5,735,497	\$6,328,767	\$6,665,300	\$7,272,400

GENERAL FUND REVENUE EXPLANATION 2002-03

Property Tax Revenue

The General Fund revenue projections include ad valorem tax revenue of \$1,515,008 less \$86,195 to be placed in the Community Redevelopment Trust Fund. This estimate is based on the rate of \$4.50000 per \$1,000 assessed valuation of \$354,387,873. The proposed millage rate is 3.07% less than the rolled-back rate of \$4.64238. The current year estimated gross taxable value increased by \$11,989,679, or 3.50% from the 2001 final gross taxable value of \$342,398,194. The following table provides a summary of the City's anticipated tax collections at the rate of 95% estimated collections.

Gross taxable value	\$354,387,873
Less exemptions	
(new construction + additions - deletions)	4,051,850
Adjusted taxable value	350,336,023
Rate per \$1,000	4.50000
2002 tax levy	1,594,745
Estimated % of collections	95%
Estimated current tax collections	1,515,008

Sales and Use Taxes

The City receives a percentage of the first two cents (\$.02) per gallon of the six-cent local option gas tax charged in Volusia County, which is allocated among the cities except the City of Deltona, on an equally weighted basis of taxable value and population. This revenue, estimated at \$152,000 is based on Volusia County's revenue projections for 2003.

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.

The 2nd Local Option Gas Tax of five cents (\$.05) per gallon charged in Volusia County is also allocated among the cities based on population and taxable value. This gas tax is restricted to "transportation expenditures needed to meet the requirements of the capital improvements element of an adopted comprehensive plan". Expenditures may not include routine maintenance of roads. This revenue, estimated at \$116,600, is based on Volusia County's revenue projections for 2003.

Franchise Fees

Based on eight months' collections, revenue from franchise fees is expected to be lower than the 2001-02 Budget due to cable franchise fees included now in telecommunications tax (see below). The following table shows the franchise fee charged to various companies:

Florida Power & Light	6%
Peoples Gas	6%
Towing Services	\$7,200

Utility Service Taxes

Based on current and historical revenue information, the electric and gas utility taxes are expected to be slightly higher than the 2001-02 budget.

Electric	10%
Gas	10%

Telecommunications Tax

During the 2000 regular session, the Florida Legislature created the "Communications Services Tax Simplification Law" which combines seven different state and local taxes or fees and replaces these revenues with a two tiered tax composed of a state tax and a local option tax on communications services. The state provided conversion rates based on estimated numbers from 1999 that could potentially be low. The revenues that are combined are the cable and telecommunications franchise fees and the telecommunications utility tax.

Licenses and Permits

Revenue from occupational licenses is expected to be higher than the 2001-02 budget. Permit fees and inspection fees are expected to be lower than anticipated in the 2001-02 budget.

State Shared Revenues

This revenue is received from the State for grants, one-half cent of the state sales tax, mobile home licenses, alcoholic beverage licenses and motor fuel tax rebate. The State Revenue Sharing line item is composed of a portion of state sales tax and the 8th cent motor fuel tax. Currently, 35.19% of the City's State Revenue Sharing funds are from the 8th cent motor fuel tax. F.S.S. 206.605(3) restricts this amount, approximately \$105,000, 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 are expected to be the same as 2001-02 estimates with the exception of sales tax collections which are anticipated to be slightly higher.

Local Shared Revenues

This revenue is monies received from the County or other local and regional agencies for grants and for the City share of County licenses. Based on last year's collections, the city's share of county licenses is expected to remain the same.

Fines and Forfeitures

Based on current projections, court fines and police education, revenues are expected to be lower than anticipated in the 2001-02 budget. Code enforcement fines and parking violations are expected to increase with the increased emphasis being placed on code violations within the city.

Interest Earnings

Interest earnings are based on current average earnings and are expected to remain about the same as estimates in the 2001-02 budget.

Miscellaneous Revenues

Surplus Sales - The City anticipates that obsolete equipment items will be sold for an estimated \$20,000.

Other Miscellaneous Revenue - Current projections indicate these revenues will remain about the same as 2001-02 budget.

Appropriated Fund Balances and Reserves

Fund balance appropriations for current year projects which are being reappropriated and new capital items and projects totaling \$144,100 is planned in this budget. Prior year cash reserves from the 2nd Local Option Gas Tax and sidewalk fee will be used to help fund road and sidewalk projects. Reserves designated for police education will be used for police training.

Transfers

Transfers from the Water and Sewer Enterprise Fund and the Solid Waste Enterprise Fund totaling \$765,000 will defray those funds' administrative expenses and share of debt service payments for City Hall Renovations budgeted in the General Fund.

Loan Proceeds

There are no loans planned in the general fund budget.

**CITY OF HOLLY HILL
GENERAL FUND REVENUES**

FUND 001	ACCOUNT DESCRIPTION	2000-2001 ACTUAL	2001-2002 ACTUAL	2002-2003 BUDGET	2002-2003 AMENDED	2003-2004 BUDGET
AD VALOREM TAXES						
311.10.00	Current Ad Valorem Taxes	1,546,488	1,496,507	1,428,800	1,462,000	1,430,200
311.20.00	Delinquent Ad Valorem Taxes	44,827	3,113	45,000	13,000	20,000
	Total Ad Valorem Taxes	1,591,315	1,499,620	1,473,800	1,475,000	1,450,200
SALES AND USE TAXES						
312.41.00	Local Option Gas Tax	153,449	152,216	152,000	122,000	152,000
312.41.10	2nd Local Option Gas Tax	115,482	113,832	116,600	91,000	115,000
	Total Sales and Use Taxes	268,931	266,048	268,600	213,000	267,000
FRANCHISE FEES						
313.10.00	Electricity	549,843	559,633	565,000	601,000	613,000
313.20.00	Telecommunications	21,991	28,658	0	0	0
313.40.00	Gas	14,744	22,801	22,800	11,600	11,600
313.50.00	CATV	56,683	49,424	0	0	0
313.91.00	Towing Services	6,600	7,800	7,200	7,200	7,200
	Total Franchise Fees	649,861	668,316	595,000	619,800	631,800
UTILITY SERVICE TAXES						
314.10.00	Electricity	714,584	707,555	725,000	750,000	765,000
314.20.00	Telecommunications	340,483	30,779	0	0	0
314.40.00	Gas	40,198	28,052	33,000	25,000	25,000
	Total Utility Taxes	1,095,266	766,386	758,000	775,000	790,000
LOCAL COMMUNICATIONS SERVICE TAX						
315.10.00	Telecommunications	0	428,782	511,000	540,000	550,000
	Total Local Communications Serv Tax	0	428,782	511,000	540,000	550,000
	Total Taxes	3,605,374	3,629,152	3,606,400	3,622,800	3,689,000
LICENSES & PERMITS						
321.10.00	Professional & Occupational Licenses	155,213	159,021	200,000	200,000	200,000
322.10.00	Building Permits	44,964	48,348	35,000	48,000	49,000
322.11.00	Electrical Permits	8,871	5,931	5,000	8,000	9,000
322.12.00	Plumbing Permits	3,961	4,453	4,000	4,000	4,000
322.13.00	Mechanical Permits	3,414	3,239	2,500	4,000	4,000
329.10.00	Other Licenses & Permits	5,697	5,618	5,500	5,700	5,700
329.20.00	Inspection Fees	19,390	20,710	20,000	22,000	23,000
	Total Licenses & Permits	241,509	247,330	272,000	291,700	294,700
FEDERAL SHARED REVENUES						
331.22.00	Part-time COPS Grant	0	5,389	0	0	0
331.22.10	COPS More Grant	19,872	17,955	0	0	0
331.22.15	COPS More Grant 2002 (Tech Equip)	0	0	0	29,000	0
331.24.00	Byrne Grant / PAL	65,935	62,486	0	0	0
331.24.10	Byrne Grant/Police Investigator	0	0	24,000	15,000	15,000
331.25.00	US DOT, Florida DOT Grant	3,060	0	0	0	0
331.26.00	Bulletproof Vest Grant	0	0	0	0	0
	Total Federal Shared Revenues	89,468	85,831	24,000	44,000	15,000
STATE SHARED REVENUES						
334.24.00	DCA - CERT Program	0	0	0	3,000	0
335.12.00	State Revenue Sharing	294,524	301,754	294,500	310,000	310,000
335.14.00	Mobile Home Licenses	17,880	18,422	17,000	19,000	19,000
335.15.00	Alcoholic Beverage Licenses	6,420	7,153	7,000	7,000	7,000
335.18.00	Half Cent Sales Tax	542,132	624,649	613,000	640,000	650,000
335.23.00	Firefighter Supplemental Comp.	1,095	600	1,200	600	600
335.25.00	Youth Tobacco Program	6,160	0	0	0	0
335.41.00	Motor Fuel Tax Rebate	5,121	5,291	5,200	800	800
	Total State Shared Revenues	873,331	957,851	937,900	990,400	937,400

CITY OF HOLLY HILL
GENERAL FUND REVENUES

FUND 001	ACCOUNT DESCRIPTION	2000-2001 ACTUAL	2001-2002 ACTUAL	2002-2003 BUDGET	2002-2003 AMENDED	2003-2004 BUDGET
LOCAL SHARED REVENUES						
337 20 00	County Contrib EMS Grant	0	0	2,300	0	0
338 20 00	City Share of County Licenses	12,867	13,604	13,000	13,000	13,000
	Total Local Shared Revenues	12,867	13,604	15,300	13,000	13,000
	Total Shared Revenues	975,666	1,057,295	977,200	1,037,400	1,015,400
CHARGES FOR SERVICES						
341.20 00	Zoning Fees	1,970	2,205	2,400	2,400	2,400
341.30 00	Sales of Maps/Publications	415	127	400	400	400
341.40 00	Certifications/Copies/Research	5,490	6,700	6,000	6,000	6,000
342.10 00	Police Services/Fingerprinting	3,180	2,700	2,500	2,500	2,500
342.20 00	Fire Programs	0	0	500	1,500	1,500
344 90 10	Median Maintenance (DOT)	20,126	20,126	20,100	20,100	20,100
344 90 12	Traffic Signal Maint (DOT)	0	0	0	2,100	6,400
344 90 20	Sidewalk Fee	7,296	11,440	8,000	15,000	15,000
344 90 30	R.O-W Maint, Volusia Cty	2,354	0	2,300	2,400	2,400
347.21 00	Program Activity Fees	87,809	81,957	100,000	80,000	100,000
347.43 00	Special Events	4,649	89	60,000	0	0
347.53 00	Sica Hall Revenues	7,446	8,620	10,000	12,000	12,000
	Total Charges for Services	140,734	133,964	212,200	144,400	168,700
FINES & FORFEITURES						
351 10 00	Court Fines	88,158	67,587	75,000	60,000	60,000
351 30 00	Police Education	5,350	3,759	4,000	3,500	3,500
351 50 00	Code Enforcement Fines	1,000	1,700	5,300	2,000	2,000
351 60 00	Parking Violations	1,367	225	200	2,000	2,000
359 10 00	Other Fines and Forfeitures	0	350	500	500	500
	Total Fines & Forfeitures	95,875	73,621	85,000	68,000	68,000
INTEREST EARNINGS						
361.10 00	Investments	40,045	25,037	30,000	12,000	12,000
361 20 00	Investments/State Bd of Administration	122,729	47,304	100,000	47,000	47,000
	Total Interest Earnings	162,774	72,341	130,000	59,000	59,000
SALES & COMPENSATION/LOSS OF FIXED ASSETS						
364 41 00	Surplus Sales (Equip, Land, Bldgs)	16,262	20,600	20,000	48,500	20,000
364 42 00	Insurance Proceeds/Loss	15,491	0	0	1,400	0
	Total Sales & Compensation	31,743	20,600	20,000	49,900	20,000
CONTRIBUTIONS						
366 90 00	Contributions & Donations	2,371	3,639	0	3,700	0
	Total Contributions	2,371	3,639	0	3,700	0
OTHER MISCELLANEOUS REVENUES						
365 10 00	Scrap Sales	0	200	500	700	500
369 62 00	Volusia County Reimbursements	15,806	0	12,000	12,000	12,000
369 90 00	Other Miscellaneous Revenue	72,348	35,525	40,000	40,000	40,000
	Total Other Misc. Revenues	88,155	35,725	52,500	52,700	52,500
	Total Misc. Revenue	295,042	131,764	202,500	155,300	131,500

CITY OF HOLLY HILL
GENERAL FUND REVENUES

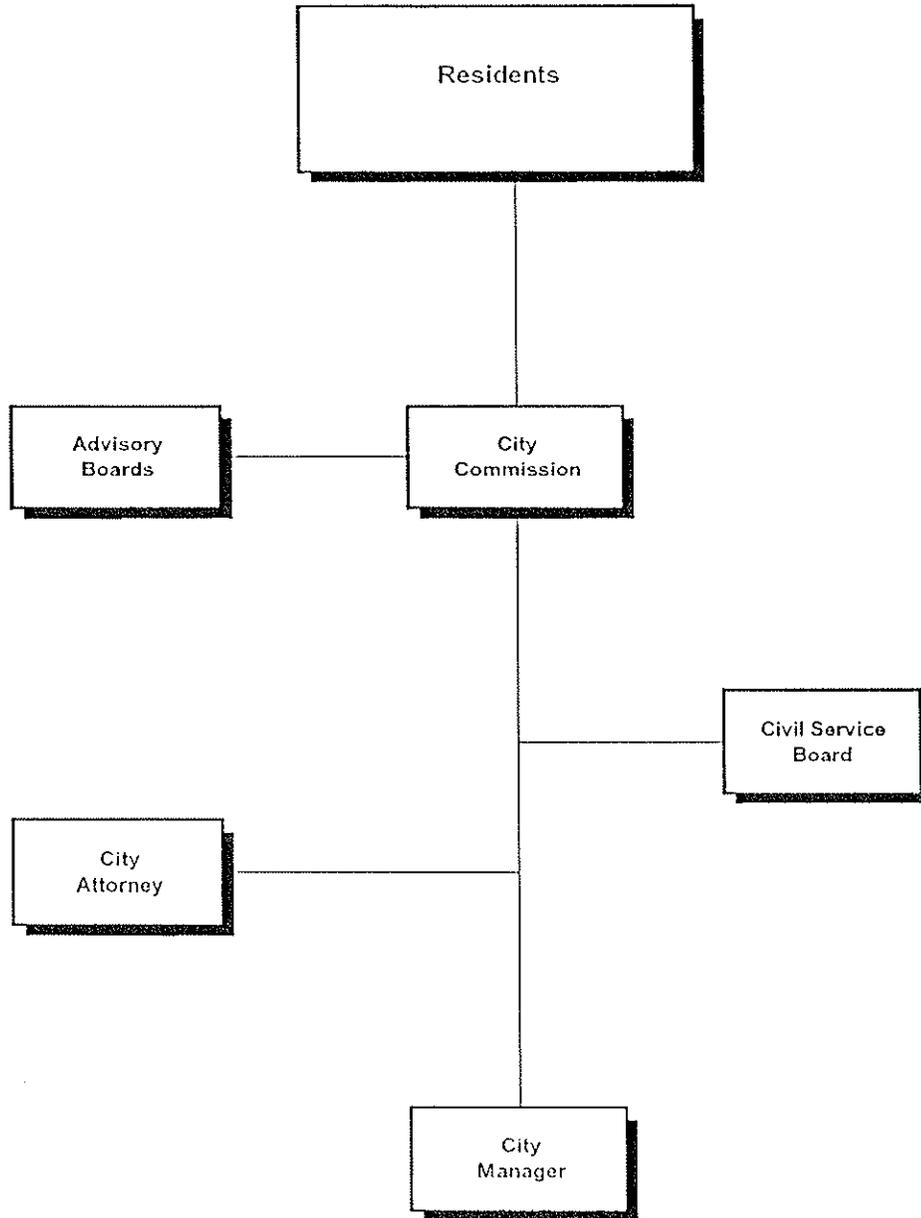
FUND		2000-2001	2001-2002	2002-2003	2002-2003	2003-2004
001	ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	BUDGET	AMENDED	BUDGET
APPROPRIATIONS						
380 10 00	Appropriated Fund Balance	0	0	225,300	403,200	1,190,600
380 11 00	Appropriated Reserve for Police Education	0	0	4,000	9,500	4,500
380 14 00	Appropriated Reserve for Transportation	0	0	89,000	188,000	0
TRANSFERS FROM OTHER FUNDS						
381 64 00	Transfer from Comm Redevelopment Fund	0	0	0	0	0
381 65 00	Transfer from CDBG Fund	0	0	0	0	0
TRANSFERS FROM ENTERPRISE OPERATIONS						
381 10 00	Transfer From Water & Sewer Fund	450,000	450,000	465,000	465,000	450,000
381 70 00	Transfer From Solid Waste Fund	240,000	250,000	270,000	270,000	260,000
	Total Transfers From Enterprise	690,000	700,000	735,000	735,000	710,000
LOAN PROCEEDS						
384 40 00	Loan Proceeds	204,204	0	0	0	0
	Total General Fund Revenues	6,238,404	5,973,067	6,407,600	6,665,300	7,272,400

**CITY OF HOLLY HILL
GENERAL FUND EXPENDITURES**

FUND 001	ACCOUNT DESCRIPTION	2000-2001 ACTUAL	2001-2002 ACTUAL	2002-2003 BUDGET	2002-2003 AMENDED	2003-2004 BUDGET
GENERAL FUND EXPENDITURES SUMMARY						
	General Government	1,590,750	1,446,277	1,559,100	1,575,700	1,646,600
	Law Enforcement	1,553,697	1,572,005	1,698,900	1,755,300	1,841,100
	Fire Control	919,041	777,135	886,800	926,800	1,155,400
	Protective Inspection & Code Enforcement	253,573 0	183,886 104,334	231,800 149,100	225,000 142,500	231,200 145,500
	Transportation/Road & Street	690,707	836,245	871,300	1,031,100	929,100
	Buildings & Grounds	397,317	457,922	612,400	614,300	735,700
	Recreation Department	328,221	316,398	395,300	388,600	420,500
	Community Redevelopment Trust Fund	0	0	0	0	0
	Transfer to LLEBG Fund	2,191	2,747	2,500	5,600	2,300
	Transfer to Capital Projects	0	180,400	0	0	105,000
	Employee Computer Purchase Program	0	0	0	0	60,000
	Reserve	0	451,418	0	0	0
	TOTAL EXPENDITURES	<u>5,735,498</u>	<u>6,328,767</u>	<u>6,407,600</u>	<u>6,665,300</u>	<u>7,272,400</u>

CITY OF HOLLY HILL

CITY COMMISSION



CITY COMMISSION

EXPENDITURES	ACTUAL 2000-01	ACTUAL 2001-02	BUDGET 2002-03	AMENDED 2002-03	BUDGET 2003-04
Personal Services	33,663	29,127	32,900	<u>32,900</u>	35,600
Operating Expenses	<u>44,584</u>	<u>50,426</u>	<u>54,700</u>	<u>54,700</u>	<u>55,300</u>
TOTAL	78,247	79,553	87,600	87,600	90,900

SIGNIFICANT EXPENDITURE CHANGES

1. None

ACTIVITY DESCRIPTION

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

The City Commission consists of the Mayor and four Commission members. They are elected on a citywide basis for a four-year term in October of odd-numbered years. They share equal voting powers.

The City Commission 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 Commission.

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 property adjacent to City Hall.

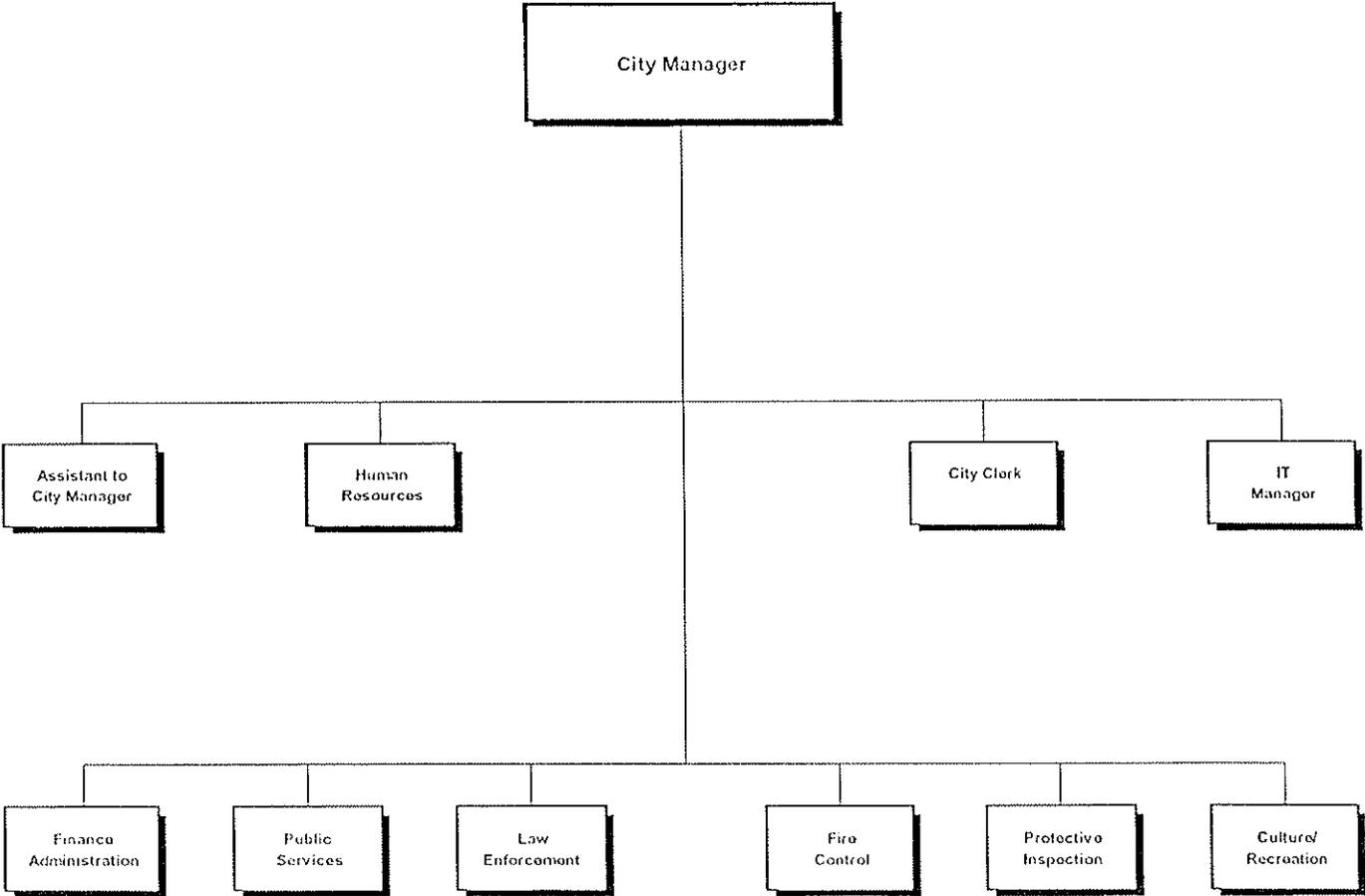
ACTIVITY MEASUREMENTS	ACTUAL 2000-01	ACTUAL 2001-02	ESTIMATE 2002-03	PROJECTED 2003-04
Number of Reg City Commission Meetings	20	24	23	23
Number of Special Commission Meetings	2	1	2	1
Number of Commission Workshops	16	11	14	13
Number of Ordinances adopted	26	21	28	25
Number of Resolutions adopted	80	81	72	77

CITY OF HOLLY HILL
GENERAL FUND EXPENDITURES

FUND 001	ACCOUNT DESCRIPTION	2000-2001 ACTUAL	2001-2002 ACTUAL	2002-2003 BUDGET	2002-2003 AMENDED	2003-2004 BUDGET
GENERAL GOVERNMENT - COMMISSION						
PERSONAL SERVICES						
511.11.00	Executive Salaries	0	0	0	0	0
511.12.00	FICA Taxes	0	0	0	0	0
511.22.00	Retirement Contributions	0	0	0	0	0
511.23.00	Life & Health Insurance	12,226	14,090	16,500	17,000	19,000
511.24.00	Workers' Compensation	0	0	0	0	0
511.28.01	Training & Travel	21,437	15,047	16,000	15,300	16,000
	Total Personal Services	33,663	29,137	32,500	32,300	35,600
OPERATING EXPENSES						
511.41.00	Telephone/Communications Service	1,027	825	1,300	1,300	1,300
511.44.00	Rentals & Leases	277	436	600	600	600
511.47.00	Printing & Binding	193	264	200	300	200
511.49.01	Other Charges & Obligations	0	421	500	400	500
511.49.10	Other Special Costs	36,240	41,150	44,000	44,000	44,000
511.51.00	Office Supplies	107	60	200	200	200
511.54.00	Subscriptions & Memberships	6,750	7,200	7,000	7,500	8,500
	Total Operating Expenses	44,594	50,426	54,700	54,700	55,300
	TOTAL CITY COMMISSION	78,247	79,553	87,600	87,600	90,900

CITY OF HOLLY HILL

CITY MANAGER



CITY MANAGER

EXPENDITURES	ACTUAL 2000-01	ACTUAL 2001-02	BUDGET 2002-03	AMENDED 2002-03	BUDGET 2003-04
Personal Services	264,218	271,034	294,000	289,300	323,100
Operating Expenses	<u>31,684</u>	<u>33,392</u>	<u>32,700</u>	<u>40,400</u>	<u>40,000</u>
TOTAL	295,902	304,426	326,700	329,700	363,100

PERMANENT POSITIONS	2001-02	2002-03	2003-04
City Manager	1.00	1.00	1.00
Assistant to City Manager	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
IT Manager	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total	5.00	5.00	5.00

SIGNICANT EXPENDITURE CHANGES

None

ACTIVITY DESCRIPTION

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

The City Clerk records and maintains the City Commission 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 Commission.
2. Continue developing five-year capital improvement plans for programs that have not been addressed.
3. Provide guidance to Commission in promoting redevelopment of the Ridgewood Avenue corridor.
4. Record and maintain City Records in the records in the records retention schedule.
5. Administrate all municipal elections and assist in county, state, and federal elections, as necessary.

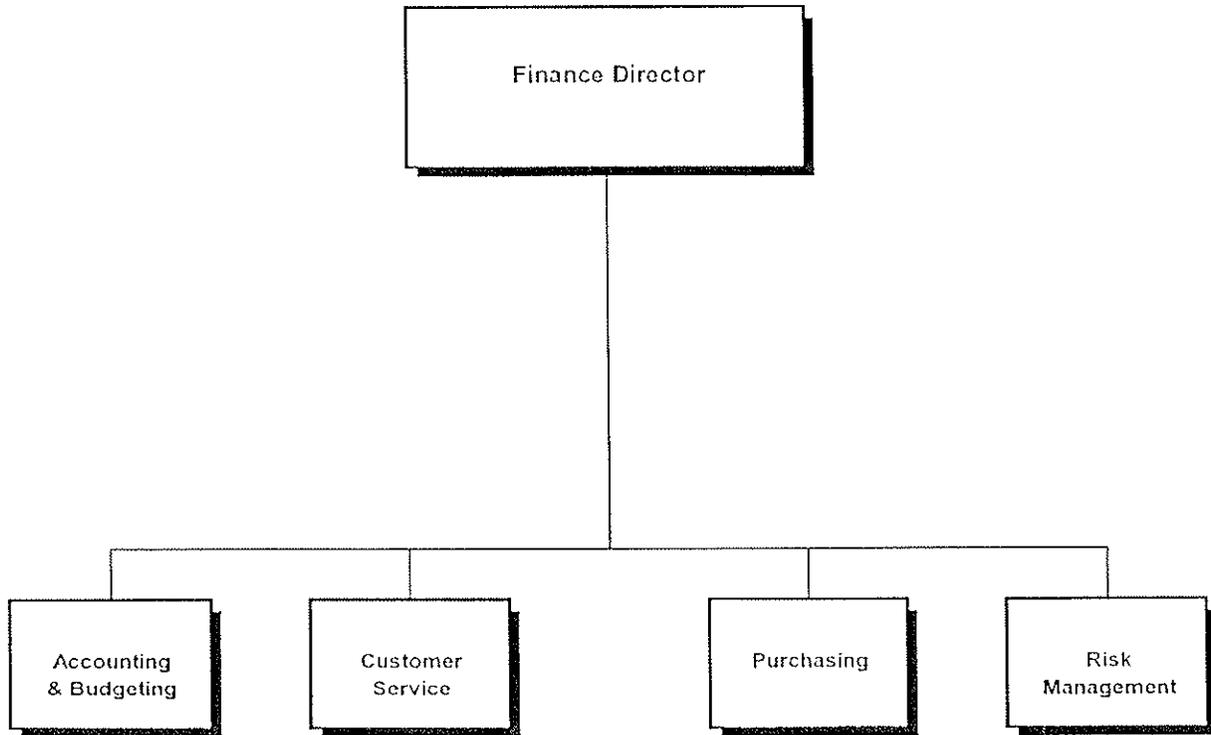
ACTIVITY MEASUREMENTS	ACTUAL 2000-01	ACTUAL 2001-02	ESTIMATE 2002-03	PROJECTED 2003-04
Number of City Commission meetings & Workshops attended	38	36	42	40
Number of agendas prepared	22	24	31	26
Number of resolutions & ordinances filed	106	102	100	102
Number of elections administered	2	4	0	2

**CITY OF HOLLY HILL
GENERAL FUND EXPENDITURES**

FUND 001	ACCOUNT DESCRIPTION	2000-2001 ACTUAL	2001-2002 ACTUAL	2002-2003 BUDGET	2002-2003 AMENDED	2003-2004 BUDGET
GENERAL GOVERNMENT - CITY MANAGER						
PERSONAL SERVICES						
5 12.11.00	Executive Salaries	110,791	117,122	122,100	122,100	89,500
5 12.12.00	Regular Salaries & Wages	93,958	91,247	100,000	100,400	154,500
5 12.13.00	Other Salaries	0	0	0	0	0
5 12.14.00	Overtime/Regular Employees	408	0	500	100	500
5 12.19.01	Uniforms	457	270	500	400	600
5 12.21.00	FICA Taxes	15,003	15,158	17,000	16,400	18,700
5 12.22.00	Retirement Contributions	22,958	23,412	25,100	21,100	27,700
5 12.23.00	Life & Health Insurance	12,495	13,666	17,600	17,600	20,100
5 12.24.00	Workers' Compensation	870	861	1,200	1,200	1,500
5 12.28.01	Training & Travel	7,239	9,298	10,000	10,000	10,000
	Total Personal Services	264,218	271,034	294,000	289,300	323,100
OPERATING EXPENSES						
5 12.31.01	Professional Services	144	165	200	200	200
5 12.41.00	Telephone/Communications Services	5,478	5,403	4,000	7,000	6,000
5 12.42.00	Postage, Freight & Express	1,371	1,726	1,000	1,000	1,000
5 12.44.00	Rentals and Leases	70	98	200	400	600
5 12.45.00	Non-Employee Insurance	502	689	700	700	1,000
5 12.46.01	Repair & Maintenance Services	455	997	1,700	1,700	1,700
5 12.46.50	Vehicle Repairs & Maintenance	344	32	400	1,100	1,200
5 12.47.00	Printing & Binding	1,034	577	1,000	2,800	2,000
5 12.49.01	Other Charges & Obligations	11,485	10,332	15,000	15,000	15,000
5 12.49.10	Other Special Costs	1,614	3,891	0	0	0
5 12.51.00	Office Supplies	5,435	6,439	3,000	5,600	6,000
5 12.52.50	Fuel & Oil Supplies	321	101	500	500	300
5 12.54.00	Subscriptions & Memberships	3,432	2,881	5,000	4,400	5,000
	Total Operating Expenses	31,684	33,392	32,700	40,400	40,000
	TOTAL CITY MANAGER	295,902	304,426	326,700	329,700	363,100

CITY OF HOLLY HILL

FINANCE



FINANCE AND ADMINISTRATION

EXPENDITURES	ACTUAL 2000-01	ACTUAL 2001-02	BUDGET 2002-03	AMENDED 2002-03	BUDGET 2003-04
Personal Services	376,466	409,173	373,500	372,600	403,400
Operating Expenses	<u>234,170</u>	<u>200,867</u>	<u>262,600</u>	<u>256,300</u>	<u>273,900</u>
TOTAL	610,635	610,040	636,100	628,900	677,300

PERMANENT POSITIONS	2001-02	2002-03	2003-04
Finance Director	1.00	1.00	1.00
Chief Acct/Asst Fin Dir	1.00	1.00	1.00
Accountant	1.00	1.00	1.00
Accounting Clerk III	1.00	1.00	1.00
Accounting Clerk II	1.00	1.00	1.00
Customer Service II	1.00	1.00	1.00
Customer Service Supervisor	1.00	1.00	1.00
Customer Service Clerk II	1.00	1.00	1.00
Customer Service Clerk I	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total	9.00	9.00	9.00

SIGNIFICANT EXPENDITURE CHANGES

None

ACTIVITY DESCRIPTION

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

The department is organized into 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 distribution 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 and assists other departments with data processing needs.

The Customer Service office handles the billing of water, sewer, garbage, stormwater utility fees, and payments for licenses, permits, and other city revenue. 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 service 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 bi-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 analyzes for all funds and departments.
8. Invest idle funds efficiently and effectively.
9. Provide information to Commission, City Manager, Department Heads, and Citizens.

ACTIVITY MEASUREMENTS	ACTUAL 2000-01	ACTUAL 2001-02	ESTIMATED 2002-03	PROJECTED 2003-04
Number of utility bills mailed	67,417	67,923	73,493	75,000
Number of penalty notices mailed	10,662	11,294	11,288	11,400
Number of payroll checks prepared	120	327	315	325
Number of direct deposit receipts prepared	4,571	4,721	4,679	4,700
Number of accounts payable checks issued	4,731	4,514	3,900	4,500
Number of insurance claims filed	7	2	4	3

**CITY OF HOLLY HILL
GENERAL FUND EXPENDITURES**

FUND 001	ACCOUNT DESCRIPTION	2000-2001 ACTUAL	2001-2002 ACTUAL	2002-2003 BUDGET	2002-2003 AMENDED	2003-2004 BUDGET
GENERAL GOVERNMENT - FINANCE AND ADMINISTRATION						
PERSONAL SERVICES						
513.11.00	Executive Salaries	58,152	61,762	64,300	65,200	68,200
513.12.00	Regular Salaries & Wages	244,645	266,982	225,600	227,700	237,000
513.13.00	Other Salaries & Wages	241	0	0	0	0
513.14.00	Overtime	212	270	1,000	600	1,000
513.21.00	FICA Taxes	21,901	24,013	22,300	21,300	23,400
513.22.00	Retirement Contributions	26,045	23,562	21,800	19,300	26,000
513.23.00	Life & Health Insurance	21,244	24,126	30,900	30,900	35,400
513.24.00	Workers' Compensation	1,195	1,307	1,600	1,600	1,900
513.28.01	Training & Travel	2,831	7,150	6,000	6,000	10,500
	Total Personal Services	<u>376,466</u>	<u>409,173</u>	<u>373,500</u>	<u>372,600</u>	<u>403,400</u>
OPERATING EXPENSES						
513.31.01	Professional Services	98,702	67,486	113,000	103,000	108,000
513.31.20	Pension Administration	2,700	3,270	3,500	3,500	3,500
513.32.00	Accounting & Auditing Services	38,637	36,736	50,000	50,000	50,000
513.41.00	Telephone/Communications Services	10,805	5,311	8,000	6,000	8,000
513.42.00	Postage, Freight & Express	27,585	26,901	29,700	30,900	31,000
513.44.00	Rentals & Leases	8,122	9,208	8,000	10,500	11,000
513.46.01	Repairs & Maintenance	26,877	32,120	25,000	25,600	37,000
513.47.00	Printing & Binding	10,456	7,467	12,500	13,500	12,500
513.49.01	Other Charges & Obligations	825	1,202	1,500	1,500	1,500
513.51.00	Office Supplies	7,906	9,873	10,000	10,000	10,000
513.54.00	Subscriptions & Memberships	1,556	1,294	1,400	1,800	1,400
	Total Operating Expenses	<u>234,170</u>	<u>200,867</u>	<u>262,600</u>	<u>256,300</u>	<u>273,900</u>
	TOTAL FINANCE AND ADMIN	<u><u>610,635</u></u>	<u><u>610,040</u></u>	<u><u>636,100</u></u>	<u><u>628,900</u></u>	<u><u>677,300</u></u>

HUMAN RESOURCES/CIVIL SERVICE

EXPENDITURES	ACTUAL 2000-01	ACTUAL 2001-02	BUDGET 2002-03	AMENDED 2002-03	BUDGET 2003-04
Personal Services	55,057	56,314	62,500	59,000	71,100
Operating Expenses	<u>21,655</u>	<u>7,782</u>	<u>14,900</u>	<u>15,600</u>	<u>15,100</u>
TOTAL	76,712	64,097	77,400	74,600	86,200

PERMANENT POSITIONS	2001-02	2002-03	2003-04
Human Resources Director	1.00	1.00	1.00

SIGNIFICANT EXPENDITURE CHANGES

1. None

ACTIVITY DESCRIPTION

The Human Resources Department provides comprehensive human resources services to all City departments including personnel records custody and maintenance, training, employee relations, recruitment, pay classification, employee benefits, workers compensation, safety and Equal Employment Opportunity.

The Civil Service Board, composed of five unpaid members appointed by the City Commission, is responsible for assisting in personnel matters as necessary. The board assists the City Commission on personnel matters covered by the Civil Service Ordinance.

ACTIVITY GOALS

1. To respond to all personnel related issues and needs of the employees and management.

ACTIVITY OBJECTIVES

1. Insure compliance with federal and state personnel regulations and laws.
2. Implement City personnel rules and regulations.
3. Maintain Personnel records for employees
4. Coordinate collective bargaining meetings for three unions
5. Maintain records and minutes of all Civil Service Board meetings.

ACTIVITY MEASUREMENTS	ACTUAL 2000-01	ACTUAL 2001-02	ESTIMATED 2002-03	PROJECTED 2003-04
Number of Regular Board meetings	4	4	4	4
Number of joint meetings with City Commission	0	0	0	0
Number of job advertisements placed	26	34	28	22
Number of tests given	1	1	2	2

**CITY OF HOLLY HILL
GENERAL FUND EXPENDITURES**

FUND 001	ACCOUNT DESCRIPTION	2000-2001 ACTUAL	2001-2002 ACTUAL	2002-2003 BUDGET	2002-2003 AMENDED	2003-2004 BUDGET
GENERAL GOVERNMENT - HUMAN RESOURCES / CIVIL SERVICES						
PERSONAL SERVICES						
513.11.00	Executive Salaries	43,241	45,391	47,900	47,900	52,200
513.21.00	FICA Taxes	3,275	3,414	3,700	3,700	4,000
513.22.00	Retirement Contributions	4,324	4,539	4,800	3,300	5,200
513.23.00	Life & Health Insurance	2,825	2,442	3,500	2,500	4,100
513.24.00	Workers' Compensation	208	175	300	300	300
513.28.01	Training & Travel	1,184	352	2,300	1,300	5,300
	Total Personal Services	<u>55,057</u>	<u>56,314</u>	<u>62,500</u>	<u>59,000</u>	<u>71,100</u>
OPERATING EXPENSES						
513.41.00	Telephone/Communications Services	399	148	400	300	400
513.42.00	Postage, Freight & Express	34	12	600	1,100	600
513.43.01	Utility Services	1,604	1,570	1,400		1,400
513.46.01	Repairs & Maintenance	0	0	400	400	400
513.47.00	Printing & Binding	186	0	400	400	400
513.49.01	Other Charges & Obligations	295	155	200	200	200
513.50.00	Advertising	17,869	4,800	10,000	10,000	10,000
513.51.00	Office Supplies	142	58	300	300	500
513.54.00	Subscriptions & Memberships	1,126	1,040	1,200	1,200	1,200
	Total Operating Expenses	<u>21,655</u>	<u>7,782</u>	<u>14,900</u>	<u>15,600</u>	<u>15,100</u>
	TOTAL PERSONNEL	<u><u>76,712</u></u>	<u><u>64,097</u></u>	<u><u>77,400</u></u>	<u><u>74,600</u></u>	<u><u>86,200</u></u>

**CITY OF HOLLY HILL
GENERAL FUND EXPENDITURES**

FUND 001	ACCOUNT DESCRIPTION	2000-2001 ACTUAL	2001-2002 ACTUAL	2002-2003 BUDGET	2002-2003 AMENDED	2003-2004 BUDGET
GENERAL GOVERNMENT - DEBT SERVICE						
DEBT SERVICE - PRINCIPAL						
517.71.01	General Government	164,197	143,844	123,000	123,000	128,000
517.71.10	Police Equipment	13,274	13,946	14,700	14,700	15,300
517.71.20	Fire Equipment	27,125	39,183	39,900	40,800	42,000
	Total Principal Payments	<u>204,596</u>	<u>196,972</u>	<u>177,600</u>	<u>178,500</u>	<u>185,300</u>
DEBT SERVICE - INTEREST						
517.72.01	General Government	49,735	41,697	35,400	35,400	29,400
517.72.10	Police Equipment	2,695	2,023	1,300	1,400	600
517.72.20	Fire Equipment	6,567	8,201	7,500	7,500	5,300
	Total Interest Payments	<u>58,997</u>	<u>51,921</u>	<u>44,200</u>	<u>44,300</u>	<u>35,300</u>
	TOTAL GEN GOVT DEBT SERVICE	<u><u>263,593</u></u>	<u><u>248,893</u></u>	<u><u>221,800</u></u>	<u><u>222,800</u></u>	<u><u>220,600</u></u>

GENERAL GOVERNMENT – DEBT SERVICES

EXPENDITURES	ACTUAL 2000-01	ACTUAL 2001-02	BUDGET 2002-03	AMENDED 2002-03	BUDGET 2003-04
Debt Service	<u>263,593</u>	<u>248,893</u>	<u>221,800</u>	<u>222,800</u>	<u>220,600</u>
TOTAL	263,593	248,893	221,800	222,800	220,600

PERMANENT POSITIONS

N/A

ACTIVITY DESCRIPTION

This is a non-department established to record principal and interest debt for General Government, Police and Fire equipment.

GENERAL GOVERNMENT – OTHER SERVICES

EXPENDITURES	ACTUAL 2000-01	ACTUAL 2001-02	BUDGET 2002-03	AMENDED 2002-03	BUDGET 2003-04
Personal Services	7,746	12,708	28,000	43,100	28,000
Operating Expenses	121,032	102,565	106,900	150,000	149,300
Capital Outlay	<u>103,275</u>	<u>23,995</u>	<u>74,600</u>	<u>39,000</u>	<u>31,200</u>
TOTAL	265,662	139,268	209,500	232,100	208,500

PERMANENT POSITIONS

N/A

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, and 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, Fire and Protective Inspection departments.

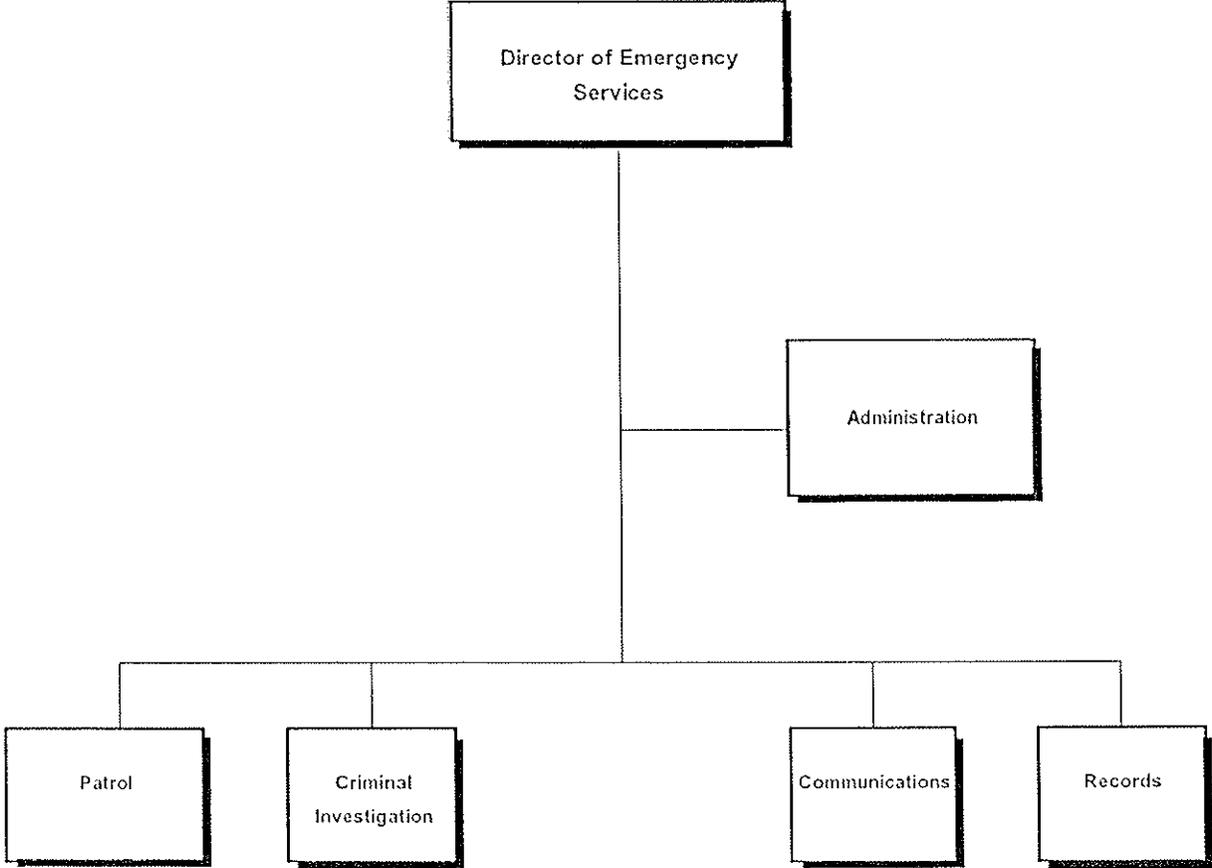
The City owns the Library building and the Chamber of Commerce building and provides for the maintenance and repairs of these buildings. Volusia County provides for the operations of the Library and local business people operate the Chamber of Commerce.

**CITY OF HOLLY HILL
GENERAL FUND EXPENDITURES**

FUND 001	ACCOUNT DESCRIPTION	2000-2001 ACTUAL	2001-2002 ACTUAL	2002-2003 BUDGET	2002-2003 AMENDED	2003-2004 BUDGET
GENERAL GOVERNMENT - OTHER SERVICES						
PERSONAL SERVICES						
519.25.00	Unemployment Insurance	737	3,180	4,000	20,800	4,000
519.29.01	Other Personal Services	7,009	9,528	8,500	9,500	8,500
519.29.10	Reserve/ Retirees & Personal Services	0	0	15,500	12,800	15,500
	Total Personal Services	<u>7,746</u>	<u>12,708</u>	<u>28,000</u>	<u>43,100</u>	<u>28,000</u>
OPERATING EXPENSES						
519.43.01	Utility Services	15,418	16,222	16,000	16,000	16,000
519.45.00	Non-employee Insurance	32,807	42,065	54,000	55,100	60,000
519.46.01	Repair & Maintenance Services	5,258	6,742	8,900	43,900	8,900
519.46.02	Repair & Maintenance Svc - Computers	0	0	0	0	6,000
519.49.01	Miscellaneous (Centennial)	37,386	0	0	0	0
519.50.00	Advertising	8,719	6,529	6,000	10,000	6,000
519.52.01	Operating Supplies	6,243	1,171	6,000	6,000	6,000
519.52.02	Operating Supplies - Computers	0	0	0	0	20,600
519.58.00	Election Expenses	0	14,607	0	3,000	8,000
519.80.00	Grants and Aids	15,200	15,229	16,000	16,000	17,800
	Total Operating Expenses	<u>121,032</u>	<u>102,565</u>	<u>106,900</u>	<u>150,000</u>	<u>149,300</u>
CAPITAL OUTLAY						
519.61.00	Land	0	0	0	1,000	0
519.62.00	Buildings	27,500	0	0	0	0
519.63.00	Improvements Other than Buildings	6,109	0	0	0	0
519.64.00	Machinery & Equipment	103,275	23,955	74,600	38,000	31,200
	Total Capital Outlay	<u>136,884</u>	<u>23,955</u>	<u>74,600</u>	<u>39,000</u>	<u>31,200</u>
	TOTAL OTHER SERVICES	<u>265,662</u>	<u>139,268</u>	<u>209,500</u>	<u>232,100</u>	<u>208,500</u>
	TOTAL GENERAL GOVERNMENT	<u>1,590,750</u>	<u>1,446,277</u>	<u>1,559,100</u>	<u>1,575,700</u>	<u>1,646,600</u>

CITY OF HOLLY HILL

LAW ENFORCEMENT



LAW ENFORCEMENT

EXPENDITURES	ACTUAL 2000-01	ACTUAL 2001-2002	BUDGET 2002-03	AMENDED 2002-03	BUDGET 2003-04
Personal Services	1,309,866	1,393,650	1,461,700	1,486,800	1,611,800
Operating Expenses	175,075	138,308	170,100	177,000	176,800
Capital Outlay	<u>68,757</u>	<u>40,046</u>	<u>67,100</u>	<u>91,500</u>	<u>52,500</u>
TOTAL	1,553,697	1,572,005	1,698,900	1,755,300	1,841,100

PERMANENT POSITIONS	2002	2003	2004
Director of Public Safety	0.50	0.50	0.50
Police Commander	1.00	1.00	1.00
Police Sergeants	5.00	5.00	5.00
Police Corporals	4.00	4.00	4.00
Police Investigators	2.00	1.00	1.00
Drug Investigator	0.00	1.00	1.00
Police Officers	10.00	10.00	11.00
Community Service Officer	1.00	1.00	1.00
Telecommunicators	4.00	4.00	4.00
Administrative Assistant	1.00	1.00	1.00
Staff Assistant II CID	1.00	1.00	1.00
Staff Assistant II/Records	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total	31	31	32
Part-Time Police Officers	10.00	10.00	10.00

SIGNIFICANT EXPENDITURE CHANGES

None

ACTIVITY DESCRIPTION

The Police Department is charged with the responsibility of preserving peace and good order and providing for the safety and security of persons and property within the City. There are three distinct functions within the Department:

The Patrol Division is staffed by four sergeants, four corporals and ten police officers working around the clock. They provide a visible police presence, respond to calls for service, conduct preliminary investigation into reported crimes and address traffic matters in the city.

ACTIVITY DESCRIPTION CON'T

The Special Operations Division consists of the Community Action Team made up of one corporal and two police officers funded by the CRA. They are responsible for providing high visibility patrol in the community redevelopment area. The Investigation Team consists of a corporal and two investigators who 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 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.

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 investigation services to insure adequate and thorough investigations are conducted.

ACTIVITY OBJECTIVES

1. Dispatch calls for service within an average of one minute or less.
2. Provide immediate notification to ambulance, fire and wrecker services when requested.
3. Achieve response time of 2 minutes or less on all emergency calls for police assistance.
4. Maximize traffic safety and reduce accidents through education, prevention and enforcement.
5. Reduce crime to the extent possible.
6. Continue efforts to achieve national and state accreditation.
7. Enhance community policing efforts by establishing neighborhood watch, business watch, and a citizens police academy program. Reach out to our senior citizens by working with TRIAD, a program sponsored by AARP and law enforcement.
8. Upgrade security and accountability in the handling of property and evidence and prisoner cellblock through the use of technology and enhanced procedure.
9. Assist employee with training and career goals by developing and implementing comprehensive plans.

ACTIVITY MEASUREMENTS	ACTUAL	ACTUAL	Estimated	PROJECTED
	2001	2002	2003	2004
Number of calls dispatched	15,945	13,317	14,500	14,500
Number of reports processed	6,026	5,957	5,850	5,850
Average response time (minutes)	2	2	2	2
Number of traffic crash reports	562	510	500	500
Number of active reserves	7	6	8	8

**CITY OF HOLLY HILL
GENERAL FUND EXPENDITURES**

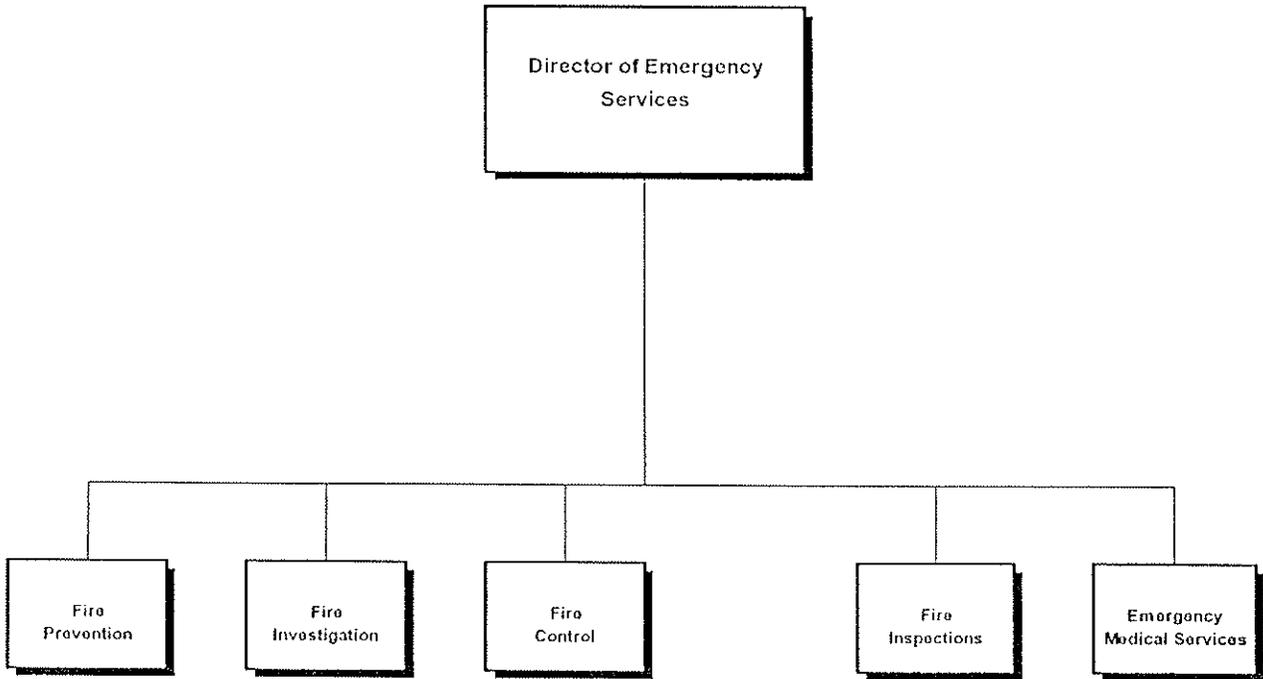
FUND 001	ACCOUNT DESCRIPTION	2000-2001 ACTUAL	2001-2002 ACTUAL	2002-2003 BUDGET	2002-2003 AMENDED	2003-2004 BUDGET
PUBLIC SAFETY/LAW ENFORCEMENT						
PERSONAL SERVICES						
521.11.00	Executive Salaries	14,979	33,685	35,500	35,500	37,300
521.12.00	Regular Salaries	851,174	877,134	904,900	858,900	971,900
521.13.00	Other Salaries	56,650	36,723	60,900	70,900	60,900
521.14.00	Overtime/Regular Employees	54,317	78,249	52,000	98,800	52,000
521.15.00	Incentive Pay Supplement	11,912	12,957	13,000	13,000	11,700
521.19.01	Uniforms	9,553	9,505	15,000	10,000	15,000
521.19.10	Uniform & Equipment Allowances	9,359	8,715	10,500	9,500	10,500
521.21.00	FICA Taxes	78,396	82,370	81,600	83,200	86,700
521.22.00	Retirement Contributions	76,598	110,881	103,000	132,300	130,700
521.23.00	Life & Health Insurance	80,538	86,287	107,000	100,400	122,400
521.24.00	Workers' Compensation	48,528	45,879	62,300	53,300	96,700
521.28.01	Training & Travel	15,538	8,387	8,000	8,000	8,000
521.28.20	Second Dollar Training Fund	2,324	2,880	8,000	13,000	8,000
	Total Personal Services	<u>1,309,866</u>	<u>1,393,650</u>	<u>1,461,700</u>	<u>1,486,800</u>	<u>1,611,800</u>
OPERATING EXPENSES						
521.31.01	Professional Services	1,836	4,629	4,400	8,800	8,800
521.41.00	Telephone/Communications Services	14,425	8,891	14,600	15,600	14,600
521.42.00	Postage, Freight & Express	751	845	1,000	1,300	1,000
521.43.01	Utility Services	11,761	11,510	11,300	11,300	11,300
521.44.00	Rentals & Leases	8,442	4,716	8,800	5,800	8,800
521.45.00	Non-Employee Insurance	18,097	21,657	22,500	20,500	22,500
521.46.01	Repair & Maintenance Services	9,055	14,147	11,000	11,000	11,000
521.46.50	Vehicle Repairs & Maintenance	20,982	17,305	20,000	27,500	24,000
521.47.00	Printing & Binding	4,176	5,037	6,000	4,500	3,000
521.49.01	Other Charges & Obligations	515	1,027	1,400	1,400	700
521.49.10	Other Special Costs	27,500	0	0	0	0
521.51.00	Office Supplies	5,171	5,110	5,000	8,000	7,000
521.52.01	Operating Supplies	15,149	11,004	17,000	17,000	17,000
521.52.50	Fuel & Oil Supplies	33,383	29,015	41,300	38,300	41,300
521.54.00	Subscriptions & Memberships	893	1,494	1,800	2,000	1,800
521.56.01	Program Expenses	2,938	2,922	4,000	4,000	4,000
	Total Operating Expenses	<u>175,075</u>	<u>138,308</u>	<u>170,100</u>	<u>177,000</u>	<u>176,800</u>

CITY OF HOLLY HILL
GENERAL FUND EXPENDITURES

FUND 001	ACCOUNT DESCRIPTION	2000-2001 ACTUAL	2001-2002 ACTUAL	2002-2003 BUDGET	2002-2003 AMENDED	2003-2004 BUDGET
PUBLIC SAFETY/LAW ENFORCEMENT CONTINUED						
CAPITAL OUTLAY						
521.62.00	Buildings	0	0	0	0	0
521.63.00	Improvements other than Buildings	0	0	0	12,400	0
521.64.00	Machinery & Equipment	68,757	40,046	67,100	79,100	52,500
	Total Capital Outlay	<u>68,757</u>	<u>40,046</u>	<u>67,100</u>	<u>91,500</u>	<u>52,500</u>
	TOTAL LAW ENFORCEMENT	<u>1,553,697</u>	<u>1,572,005</u>	<u>1,698,900</u>	<u>1,755,300</u>	<u>1,841,100</u>

CITY OF HOLLY HILL

FIRE CONTROL



FIRE CONTROL

EXPENDITURES	ACTUAL 2000-01	ACTUAL 2001-02	BUDGET 2002-2003	AMENDED 2002-03	BUDGET 2003-04
Personal Services	611,732	676,723	729,300	759,300	1,002,200
Operating Expenses	93,932	97,324	110,900	117,100	146,000
Capital Outlay	<u>213,377</u>	<u>3,088</u>	<u>46,600</u>	<u>50,400</u>	<u>7,200</u>
TOTAL	919,041	777,135	886,800	926,800	1,155,400

PERMANENT POSITIONS	2001-02	2002-03	2003-04
Director of Public Safety	0.50	0.50	0.50
Fire Division Chief	1.00	1.00	1.00
Fire Lieutenant	2.00	2.00	2.00
Driver/Engineer	3.00	3.00	6.00
Firefighters/EMT	6.00	6.00	6.00
Fire Inspector	1.00	1.00	1.00
Total	13.50	13.50	16.50

PART-TIME POSITIONS

Permanent Part Time Staff Asst	0.50	0.50	0.50
Part Time Fire Fighters	10.00	10.00	10.00

SIGNIFICANT EXPENDITURE CHANGES

Three Engineer positions added as part of the effort to expand operations into the Northwest part of the City.

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 and injured. All full-time personnel maintain Emergency Medical Technician (EMT) or Paramedic certification. The full-time firefighters are assisted by State certified part-time firefighters.

ACTIVITY GOALS

1. Minimize fire losses.
2. Reduce fire hazards.
3. Provide fire prevention training to school children, residents and business owners.
4. Provide higher levels of training to employees.
5. Reduce equipment downtime.
6. Respond immediately to alarms.
7. Reduce code violations related fires.

ACTIVITY OBJECTIVES

1. Implement expansion into Volusia County Fire Station #11 on Derbyshire Road, or other facility.
2. Maintain a response time of 4 to 6 minutes on all emergency calls.
3. Enforce fire life safety codes through inspections and building plans review to increase the level of fire safety in the City.
4. Work with schools and adult living facilities on fire prevention practices.
5. Maintain preventative maintenance programs on all equipment.
6. Increase pre-emergency plans and company inspections.
7. Assist employees with training and career goals by developing and implementing comprehensive plans.

ACTIVITY MEASUREMENTS

	ACTUAL 2001	ACTUAL 2002	PROJECTED 2003	PROJECTED 2004
Total calls for service	2137	2190	2180	2230
Number of fire responses	190	209	190	194
Number of medical responses	1,559	1674	1,688	1727
Number of other responses	193	131	96	98
Total estimated fire losses	200,000	100,000	100,000	100,000
Number of vehicle accident responses	195	176	206	211
Number of environmental responses	5	0	0	0

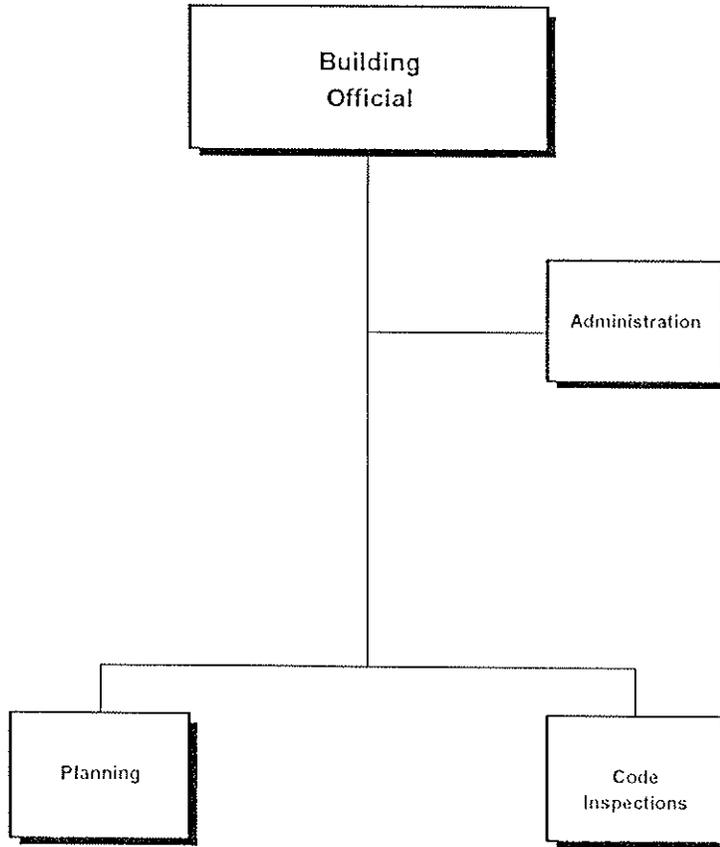
**CITY OF HOLLY HILL
GENERAL FUND EXPENDITURES**

FUND 001	ACCOUNT DESCRIPTION	2000-2001 ACTUAL	2001-2002 ACTUAL	2002-2003 BUDGET	2002-2003 AMENDED	2003-2004 BUDGET
PUBLIC SAFETY/FIRE CONTROL						
PERSONAL SERVICES						
522.11.00	Executive Salaries	14,734	33,858	35,500	35,500	37,300
522.12.00	Regular Salaries	341,375	372,214	404,300	399,300	566,600
522.13.00	Other Salaries	37,734	32,977	27,700	31,200	30,300
522.14.00	Overtime/Regular Employees	49,359	57,759	40,000	78,800	44,400
522.15.00	Incentive Pay Supplement	1,212	614	600	600	600
522.19.01	Uniforms	4,766	6,612	8,800	8,000	11,800
522.21.00	FICA Taxes	32,524	36,293	38,900	39,400	52,000
522.22.00	Retirement Contributions	65,300	72,904	78,200	82,200	121,800
522.23.00	Life & Health Insurance	29,411	32,958	44,800	41,800	62,700
522.24.00	Workers' Compensation	27,123	24,706	41,000	33,000	63,200
522.28.01	Training & Travel	8,195	5,830	9,500	9,500	11,500
	Total Personal Services	<u>611,732</u>	<u>676,723</u>	<u>729,300</u>	<u>759,300</u>	<u>1,002,200</u>
OPERATING EXPENSES						
522.31.01	Professional Services	2,310	3,356	2,000	3,700	4,200
522.34.00	Contractual Services	20,892	21,807	22,800	23,100	23,800
522.41.00	Telephone/Communications Services	4,478	3,109	4,100	3,000	6,700
522.42.00	Postage, Freight & Express	478	363	600	600	700
522.43.01	Utility Services	7,853	8,277	7,900	8,700	7,900
522.44.00	Rentals & Leases	11,106	11,122	12,100	12,100	12,400
522.45.00	Non-Employee Insurance	7,354	8,945	9,400	9,400	11,400
522.46.01	Repair & Maintenance Services	4,633	8,327	6,000	6,000	8,500
522.46.50	Vehicle Repairs & Maintenance	7,714	7,908	10,000	10,000	10,400
522.47.00	Printing & Binding	992	168	1,000	1,000	1,000
522.49.01	Other Charges & Obligations	383	449	500	500	500
522.51.00	Office Supplies	823	1,250	1,300	1,000	1,800
522.52.01	Operating Supplies	12,384	12,373	17,100	20,600	23,000
522.52.50	Fuel & Oil Supplies	6,500	1,654	7,900	7,900	9,400
522.52.70	EMS Supplies	3,994	5,662	4,500	5,000	20,600
522.52.90	Fire Prevention Supplies	1,252	341	1,500	2,300	1,500
522.54.00	Subscriptions & Memberships	787	2,211	2,200	2,200	2,200
	Total Operating Expenses	<u>93,932</u>	<u>97,324</u>	<u>110,900</u>	<u>117,100</u>	<u>146,000</u>

CITY OF HOLLY HILL
GENERAL FUND EXPENDITURES

FUND 001	ACCOUNT DESCRIPTION	2000-2001 ACTUAL	2001-2002 ACTUAL	2002-2003 BUDGET	2002-2003 AMENDED	2003-2004 BUDGET
PUBLIC SAFETY/FIRE CONTROL CONTINUED						
CAPITAL OUTLAY						
522.62.00	Buildings	0	0	0	0	0
522.63.00	Improvements other than Buildings	4,600	0	11,000	5,700	0
522.64.00	Machinery & Equipment	208,777	3,088	35,600	44,700	7,200
	Total Capital Outlay	<u>213,377</u>	<u>3,088</u>	<u>46,600</u>	<u>50,400</u>	<u>7,200</u>
	TOTAL FIRE CONTROL	<u>919,041</u>	<u>777,135</u>	<u>886,800</u>	<u>926,800</u>	<u>1,155,400</u>

CITY OF HOLLY HILL
PROTECTIVE INSPECTION
BUILDING CODE ADMINISTRATION



PROTECTIVE INSPECTION

EXPENDITURES	ACTUAL 2000-01	ACTUAL 2001-02	BUDGET 2002-03	AMENDED 2002-03	BUDGET 2003-04
Personal Services	156,633	211,441	239,300	230,500	246,500
Operating Expenses	81,968	75,697	108,100	107,500	114,700
Capital Outlay	<u>14,972</u>	<u>1,083</u>	<u>33,500</u>	<u>29,900</u>	<u>15,500</u>
TOTAL	253,573	288,221	380,900	367,900	376,700

PERMANENT POSITIONS	2001-02	2002-03	2003-04
Chief Building Official	1.00	1.00	1.00
Property Maintenance Inspector	1.00	1.00	1.00
Licensing/Permit Coordinator	1.00	1.00	1.00
Community Service Officer	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
Total	5.00	5.00	5.00

SIGNIFICANT EXPENDITURE CHANGES

None

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. Other permits issued include special events, tents, signs, garage sales and tree removal. All applications are processed and checked for zoning and business regulations. Property rezoning and variance applications 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 and the Redevelopment Board. This department is responsible for occupational licensing of businesses and registration of contractors. The Building Official co-ordinates work with the Fire Inspectors and the Community Service Officers. The Community Service Officer's duties include canvassing the City, responding to complaints and contacting property owners for violations of City Ordinances concerning junk vehicles, high weeds, etc. 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. Canvas 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 administer the collection of occupational licenses and renewals.
6. Coordinate work with the Fire Inspectors for plan reviews and to keep the city up to code and inspect all city businesses.
7. Control the stray animal population.
8. Provide residents with protection from loose and dangerous animals.

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. Locate, identify, rehabilitate or eliminate substandard structures throughout the city.
5. Provide information to various boards, City Commission and City Manager.
6. Reduce the number of City Ordinance violations within the City.
7. Process all appeals, variances, rezoning, amendments and comprehensive land use matters through the Board of Planning and Appeals.
8. Maintain occupational license and sign permit records of renewals and new licenses.
9. Maintain a land management system that will provide historical information on all properties within the City relating to annexation, permits, code violations and zoning.
10. Reduce the number of stray animals within the City.

ACTIVITY MEASUREMENTS

	ACTUAL 2000-01	ACTUAL 2001-02	ESTIMATED 2002-03	PROJECTED 2003-04
Number of building permits issued	1,144	1,089	1,000	1,200
Number of other permits issued	* 420	418	500	500
Number of occupational license renewals	1,600	1,456	2,000	2,100
Number of new occupational license issued	255	223	250	250
Number of building inspections performed	850	820	800	8500
Number of animal licenses	0			
Number of code inspections & notices	0			
Number of license registrations	98	93	100	100
Number of Board of Planning & Appeals meetings	12	10	12	12
Rental License	330	242	75	75

*Other permits include those permits issued that are not relative to the changes or repairs of structures. These permits have been included with the building permits issued totals in the past and had little impact on the overall total. Since the Code Administration office became responsible for issuing garage sale permits as of April 1998 and with the increase in special event permits for businesses, the totals have been separated for more accuracy.

**CITY OF HOLLY HILL
GENERAL FUND EXPENDITURES**

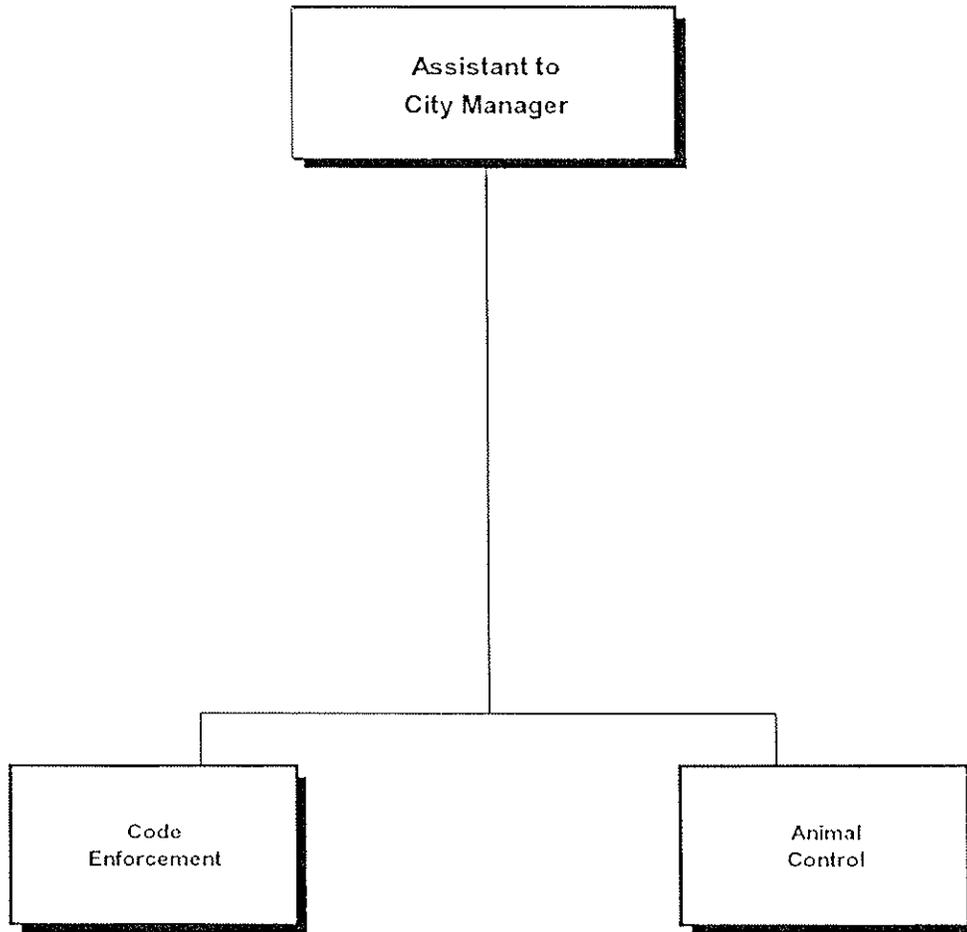
FUND 001	ACCOUNT DESCRIPTION	2000-2001 ACTUAL	2001-2002 ACTUAL	2002-2003 BUDGET	2002-2003 AMENDED	2003-2004 BUDGET
PUBLIC SAFETY/PROTECTIVE INSPECTION						
BUILDING CODE ADMINISTRATION						
PERSONAL SERVICES						
524.11.00	Executive Salaries	50,146	52,680	55,500	55,500	58,400
524.12.00	Regular Salaries	57,691	46,666	49,500	50,000	52,200
524.13.00	Other Salaries & Wages	7,862	0	0	0	0
524.14.00	Overtime/Regular Employees	496	332	500	500	500
524.19.01	Uniforms	442	374	300	400	400
524.21.00	FICA Taxes	8,818	7,583	8,100	8,100	8,500
524.22.00	Retirement Contributions	10,114	8,318	8,300	7,300	9,600
524.23.00	Life & Health Insurance	10,185	8,786	10,400	10,800	11,900
524.24.00	Workers' Compensation	8,391	8,017	12,500	10,500	11,700
524.28.01	Training & Travel	2,487	453	2,500	1,000	2,500
Total Personal Services		<u>156,633</u>	<u>133,211</u>	<u>147,600</u>	<u>144,100</u>	<u>155,700</u>
OPERATING EXPENSES						
524.31.01	Professional Services	30,207	29,009	27,000	41,500	37,000
524.34.00	Contractual Services	31,567	4,000	15,000	3,000	10,000
524.41.00	Telephone/Communications Services	3,636	914	2,000	1,100	1,500
524.42.00	Postage, Freight, & Express	1,824	3,769	1,800	2,700	2,300
524.43.01	Utility Services	1,604	1,479	1,500	1,500	1,500
524.44.00	Rentals & Leases	29	0	0	0	0
524.45.00	Non-Employee Insurance	2,975	2,670	3,500	3,500	3,500
524.46.01	Repair & Maintenance Services	486	856	1,700	1,700	8,200
524.46.50	Vehicle Repairs & Maintenance	515	2,217	700	700	700
524.47.00	Printing & Binding	2,066	970	2,000	2,000	2,000
524.49.01	Other Charges & Obligations	650	266	300	300	300
524.49.10	Other Special Charges	672	0	0	800	0
524.50.00	Advertising	1,026	765	6,500	3,000	2,000
524.51.00	Office Supplies	1,676	1,276	1,400	1,400	1,400
524.52.01	Operating Supplies	887	0	1,200	1,200	1,000
524.52.50	Fuel & Oil Supplies	1,476	1,158	3,600	1,600	3,600
524.54.00	Subscriptions & Memberships	673	243	500	500	500
Total Operating Expenses		<u>81,968</u>	<u>49,593</u>	<u>69,700</u>	<u>66,500</u>	<u>75,500</u>

CITY OF HOLLY HILL
GENERAL FUND EXPENDITURES

FUND 001	ACCOUNT DESCRIPTION	2000-2001 ACTUAL	2001-2002 ACTUAL	2002-2003 BUDGET	2002-2003 AMENDED	2003-2004 BUDGET
	PUBLIC SAFETY/PROTECTIVE INSPECTION					
	BUILDING CODE ADMINISTRATION					
	CAPITAL OUTLAY					
524.62.00	Buildings	0	0	0	0	0
524.63.00	Improvements other than Buildings	0	0	0	0	0
524.64.00	Machinery & Equipment	14,972	1,083	15,500	14,400	0
	Total Capital Outlay	<u>14,972</u>	<u>1,083</u>	<u>15,500</u>	<u>14,400</u>	<u>0</u>
	TOTAL PROTECTIVE INSPECTION	<u>253,573</u>	<u>183,886</u>	<u>231,800</u>	<u>225,000</u>	<u>231,200</u>

CITY OF HOLLY HILL

PROTECTIVE INSPECTION CODE ENFORCEMENT

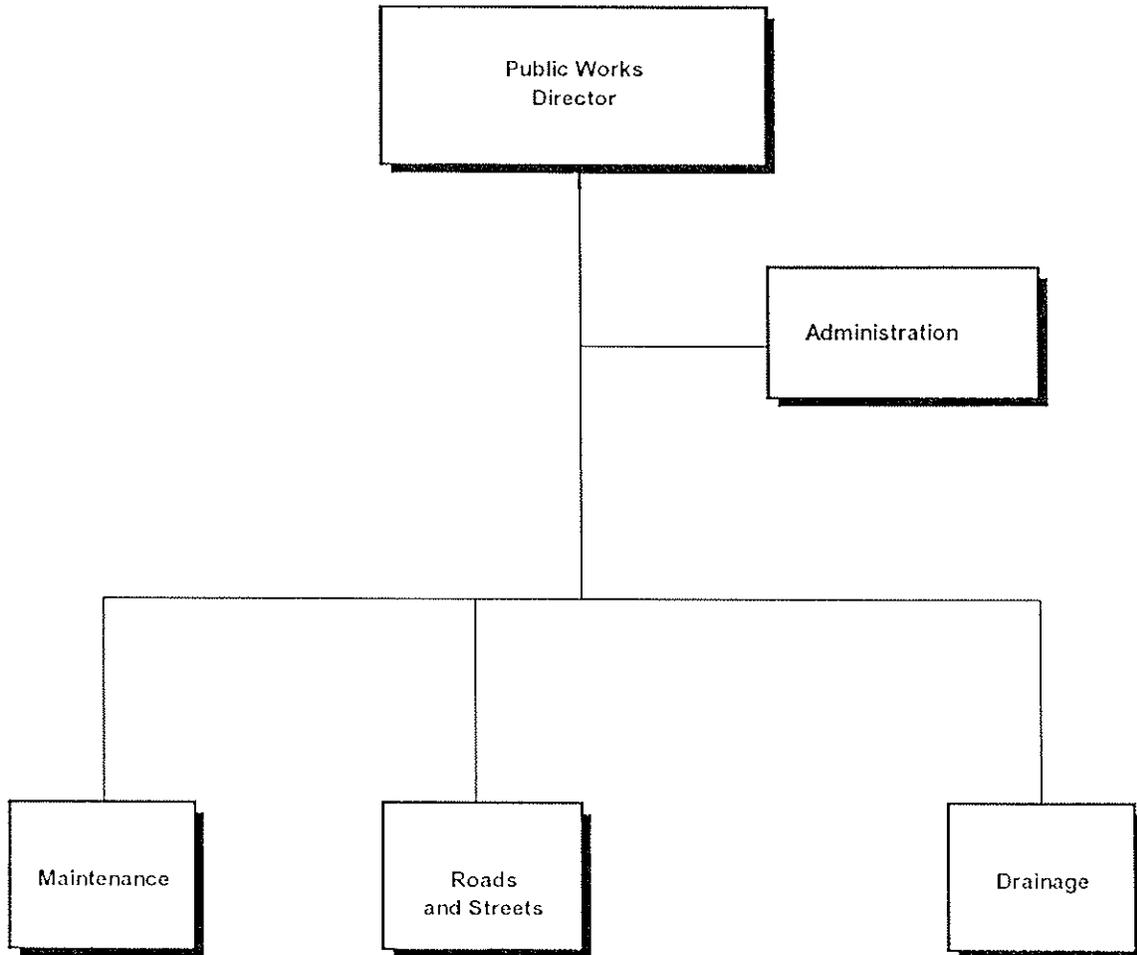


**CITY OF HOLLY HILL
GENERAL FUND EXPENDITURES**

FUND 001	ACCOUNT DESCRIPTION	2000-2001 ACTUAL	2001-2002 ACTUAL	2002-2003 BUDGET	2002-2003 AMENDED	2003-2004 BUDGET
PUBLIC SAFETY/PROTECTIVE INSPECTION						
CODE ENFORCEMENT						
PERSONAL SERVICES						
524.12.00	Regular Salaries	0	54,935	59,400	59,400	61,300
524.14.00	Overtime/Regular Employees	0	82	1,400	200	1,400
524.19.01	Uniforms	0	396	300	300	300
524.21.00	FICA Taxes	0	4,030	4,700	4,700	4,800
524.22.00	Retirement Contributions	0	5,426	6,100	4,500	6,300
524.23.00	Life & Health Insurance	0	5,770	10,200	7,900	7,900
524.24.00	Workers' Compensation	0	4,574	7,600	7,400	6,800
524.28.01	Training & Travel	0	3,017	2,000	2,000	2,000
	Total Personal Services	<u>0</u>	<u>78,230</u>	<u>91,700</u>	<u>86,400</u>	<u>90,800</u>
OPERATING EXPENSES						
524.31.01	Professional Services	0	550	3,300	1,800	3,300
524.34.00	Contractual Services	0	19,588	22,000	27,000	22,500
524.41.00	Telephone/Communications Services	0	361	1,200	1,000	600
524.42.00	Postage, Freight & Express	0	294	3,000	2,500	3,000
524.43.01	Utility Services	0	181	600	600	600
524.44.00	Rentals & Leases	0	116	200	200	200
524.45.00	Non-Employee Insurance	0	2,045	2,100	2,100	2,100
524.46.01	Repairs & Maintenance Service	0	154	1,000	800	1,000
524.46.50	Vehicle Repairs & Maintenance	0	975	800	1,000	800
524.47.00	Printing & Binding	0	234	2,000	1,000	1,200
524.49.01	Other Charges & Obligations	0	262	100	100	100
524.51.00	Office Supplies	0	229	200	200	800
524.52.01	Operating Supplies	0	964	1,500	1,000	1,500
524.52.50	Fuel & Oil Supplies	0	125	1,300	1,500	1,300
524.54.00	Subscriptions & Memberships	0	26	100	200	200
		<u>0</u>	<u>26,104</u>	<u>39,400</u>	<u>41,000</u>	<u>39,200</u>
CAPITAL OUTLAY						
524.62.00	Buildings	0	0	0	0	0
524.63.00	Improvements	0	0	0	0	0
524.64.00	Machinery & Equipment	0	0	18,000	15,500	15,500
	Total Capital Outlay	<u>0</u>	<u>0</u>	<u>18,000</u>	<u>15,500</u>	<u>15,500</u>
TOTAL CODE ENFORCEMENT		<u>0</u>	<u>104,334</u>	<u>149,100</u>	<u>142,900</u>	<u>145,500</u>
TOTAL PROTECTIVE INSPECTION		<u>253,573</u>	<u>288,220</u>	<u>380,900</u>	<u>367,900</u>	<u>376,700</u>
TOTAL PUBLIC SAFETY		<u>2,726,312</u>	<u>2,637,360</u>	<u>2,966,600</u>	<u>3,050,000</u>	<u>3,373,200</u>

CITY OF HOLLY HILL

TRANSPORTATION/ROAD AND STREET FACILITIES



TRANSPORTATION / ROAD AND STREET FACILITIES

EXPENDITURES	ACTUAL 2000-01	ACTUAL 2001-02	BUDGET 2002-03	AMENDED 2002-03	BUDGET 2003-04
Personal Services	298,064	308,815	346,900	326,300	355,300
Operating Expenses	257,989	243,757	296,300	295,900	320,300
Capital Outlay	<u>134,654</u>	<u>283,674</u>	<u>228,100</u>	<u>408,900</u>	<u>253,500</u>
TOTAL	690,707	836,245	871,300	1,031,100	929,100

PERMANENT POSITIONS	2001-02	2002-03	2003-04
Public Works Director	0.25	0.25	0.25
Foreman	0.75	0.75	0.75
Admin Assistant	0.50	0.50	0.50
Staff Assistant	0.50	0.50	0.50
Garage Supervisor	0.50	0.50	0.50
Senior Mechanic	2.00	2.00	1.00
Mechanic	0	0	1.00
Equip Operator/Maint Worker	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>
Total	8.50	8.50	8.50

SIGNIFICANT EXPENDITURE CHANGES

None

ACTIVITY DESCRIPTION

This department is responsible for the maintenance of streets, sidewalks, bridges, traffic lights and signs. 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.

The department has prepared reports on the condition of the City's storm drainage system, streets and sidewalks. These reports are being used to determine priorities for repair and maintenance during the year. Cost information for resurfacing is \$93,600 per mile and sidewalk on one side of street only; cost is \$64,000 per mile.

ACTIVITY GOALS

1. Maintain streets, sidewalks, and traffic signal systems effectively.
2. Clean, maintain and construct neighborhood drainage systems throughout the community and residential areas.
3. Maintain and repair City vehicles and equipment with a minimum of downtime and expense.
4. Resurface four (4) miles of streets, concentrating on poor and fair existing pavements.
5. Repair existing sidewalks all around the city that are cracking or broken.
6. Construct approximately three (3) miles of new sidewalk.

ACTIVITY OBJECTIVES

1. Continue preventive maintenance program for all city equipment.
2. Reduce maintenance and repair costs through preventive maintenance programs.
3. Continue street resurfacing, sidewalk maintenance and construction.
4. Improve safety awareness among employees.

ACTIVITY MEASUREMENTS

	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 2002-03	PROJECTED 2003-04
Paved Streets	57.20 miles	59.00 miles	61.00 miles	61.00 miles
Unpaved Streets	1.00 miles	1.00 miles	.50 miles	0.00 miles
Sidewalks	28.00 miles	30.00 miles	32.00 miles	35.00 miles

**CITY OF HOLLY HILL
GENERAL FUND EXPENDITURES**

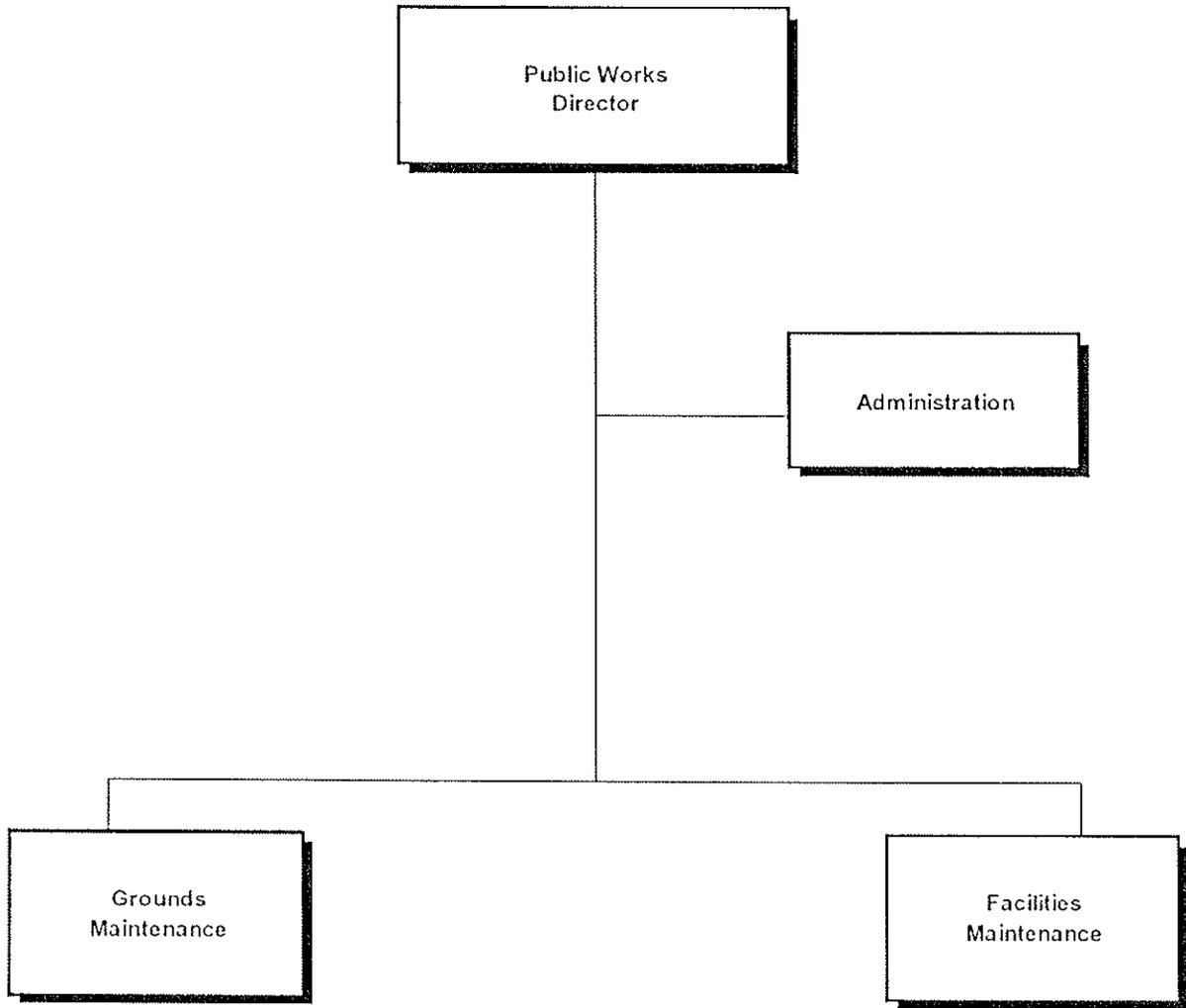
FUND 001	ACCOUNT DESCRIPTION	2000-2001 ACTUAL	2001-2002 ACTUAL	2002-2003 BUDGET	2002-2003 AMENDED	2003-2004 BUDGET
TRANSPORTATION/ROAD & STREET FACILITIES						
PERSONAL SERVICES						
541.11.00	Executive Salaries	16,055	17,088	17,700	18,100	18,700
541.12.00	Regular Salaries	209,580	217,401	232,100	226,100	229,900
541.14.00	Overtime/Regular Employees	1,668	1,287	3,000	3,000	3,000
541.19.01	Uniforms	2,332	2,383	2,500	2,500	2,500
541.21.00	FICA Taxes	16,785	17,887	19,300	17,300	19,300
541.22.00	Retirement Contributions	20,116	18,157	18,200	14,200	21,500
541.23.00	Life & Health Insurance	17,795	19,932	34,100	27,100	39,300
541.24.00	Workers' Compensation	11,113	12,225	17,600	15,600	18,700
541.28.01	Training & Travel	2,619	2,454	2,400	2,400	2,400
	Total Personal Services	<u>298,064</u>	<u>308,815</u>	<u>346,900</u>	<u>326,300</u>	<u>355,300</u>
OPERATING EXPENSES						
541.31.01	Professional Services	3,883	452	2,000	2,000	2,000
541.34.00	Contractual Services	48,700	46,950	52,000	57,000	76,000
541.41.00	Telephone/Communications Services	716	442	700	700	700
541.42.00	Postage, Freight, & Express	212	187	500	500	500
541.43.01	Utility Services	2,859	2,685	4,000	4,000	4,000
541.43.50	Street Lighting	91,782	90,352	98,000	98,000	98,000
541.43.60	Traffic Lights	11,833	13,072	12,600	12,600	12,600
541.44.00	Rentals & Leases	1,485	2,185	3,300	1,800	3,300
541.45.00	Non-Employee Insurance	11,200	12,508	14,900	11,900	14,900
541.46.01	Repair & Maintenance Services	6,048	11,863	11,500	12,000	11,500
541.46.10	Traffic Light Repairs	10,403	7,680	15,000	15,000	15,000
541.46.50	Vehicle Repairs & Maintenance	8,412	5,418	12,500	12,500	12,500
541.47.00	Printing & Binding	128	140	400	600	400
541.49.01	Other Charges & Obligations	10,448	144	500	500	500
541.49.10	Other Special Charges	0	918	1,000	2,200	1,000
541.49.20	Tree Removal	4,075	3,185	10,000	10,000	10,000
541.51.00	Office Supplies	939	577	1,100	1,100	1,100
541.52.01	Operating Supplies	18,516	22,896	25,000	25,000	25,000
541.52.10	Signs & Materials	2,568	4,985	6,000	6,200	6,000
541.52.50	Fuel & Oil Supplies	8,866	6,240	13,000	10,000	13,000
541.53.00	Road Materials & Supplies	14,547	10,481	11,500	11,500	11,500
541.54.00	Subscriptions & Memberships	366	407	800	800	800
	Total Operating Expenses	<u>257,989</u>	<u>243,757</u>	<u>296,300</u>	<u>295,900</u>	<u>320,300</u>

CITY OF HOLLY HILL
GENERAL FUND EXPENDITURES

FUND 001	ACCOUNT DESCRIPTION	2000-2001 ACTUAL	2001-2002 ACTUAL	2002-2003 BUDGET	2002-2003 AMENDED	2003-2004 BUDGET
TRANSPORTATION/ROAD & STREET FACILITIES CONTINUED						
CAPITAL OUTLAY						
541.62.00	Buildings	0	0	15,000	15,000	15,000
541.63.00	Improvements other than Buildings	112,168	221,143	174,700	354,800	175,000
541.64.00	Machinery & Equipment	22,486	62,530	38,400	39,100	63,500
	Total Capital Outlay	<u>134,654</u>	<u>283,674</u>	<u>228,100</u>	<u>408,900</u>	<u>253,500</u>
	 TOTAL STREETS	 <u>690,707</u>	 <u>836,245</u>	 <u>871,300</u>	 <u>1,031,100</u>	 <u>929,100</u>

CITY OF HOLLY HILL

BUILDINGS AND GROUNDS



BUILDINGS AND GROUNDS

EXPENDITURES	ACTUAL 2000-01	ACTUAL 2001-02	BUDGET 2002-03	AMENDED 2002-03	BUDGET 2003-04
Personal Services	257,887	264,354	332,800	300,200	323,800
Operating Expenses	102,775	125,838	122,600	157,100	182,000
Capital Outlay	<u>36,655</u>	<u>67,731</u>	<u>157,000</u>	<u>157,000</u>	<u>229,900</u>
TOTAL	397,317	457,922	612,400	614,300	735,700

PERMANENT POSITIONS	2001-02	2002-03	2003-04
Public Works Director	0.25	0.25	0.25
Buildings & Grounds Supervisor	1.00	1.00	1.00
Heavy Equip Operator	1.00	1.00	1.00
Equip Operator/Maint Worker	5.00	5.00	4.00
Tradesworker	1.00	1.00	1.00
Custodian	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
Total	10.25	10.25	9.25

SIGNIFICANT EXPENDITURE CHANGES

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)	City Hall	Youth Center
Sica Hall	Holly Hill Library	Box Car Memorial
Big Tree Park	Holly Hill Welcome Park	Municipal Gym & Pool
Ross Point Park	Daytona Ave. Clubhouse	Schadow Nature Area
Median Strips	Hollyland Park	Dog Park
a. US #1	MacArthur Circle	Centennial Park
b. Riverside Dr.	Ivanhoe Park	Wellness Center
c. Nova Road	Grove Street Park	Tennis & Racquet Ball Courts

Plans include improvements to be constructed in the Centennial Park nature area. The improvements include playground equipment, picnic pavilion, multiple covered picnic tables, park benches, road improvements, restrooms and an additional ballfield. Improvements with plantings and irrigation are planned for parks and highway medians.

This budget provides funds for highway medians maintenance of the FDOT roads US1/Ridgewood Avenue, Riverside Drive, and Nova Road.

ACTIVITY GOALS

1. Provide residents with buildings, parks and grounds that are safe, useful, and attractive and meet the needs of the community.
2. Provide colorful and attractive planting around the City to enhance the community.
3. Provide attractive "Welcome to the City of Holly Hill" signs to greet residents, tourist and newcomers to our area.
4. Develop open spaces as needed.
5. To actively pursue grants and funding to enrich our parks and recreational programs.

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	ACTUAL	ACTUAL	ACTUAL	PROJECTED
	2000-01	2001-02	2002-03	2003-04
Number of acres of park space	81.5	81.5	81.5	81.5
Number of playgrounds	4	4	4	4
Number of Ballfields	5	5	5	5
Number of public boat ramps	1	1	1	1
Number of fishing piers	3	3	3	3
Number of public overlooks to Halifax River	3	3	3	3
Municipal Gymnasium	1	1	1	1
Municipal Multi-Activities Center	1	1	1	1
Municipal Swimming Pool	1	1	1	1
Holly Hill Welcome Park & Fountain	1	1	1	1
Wellness Center	0	1	1	1
Tennis Courts	1	2	2	2
Racquet Ball Courts	0	2	2	2
Shuffleboard Courts	9	9	9	9

**CITY OF HOLLY HILL
GENERAL FUND EXPENDITURES**

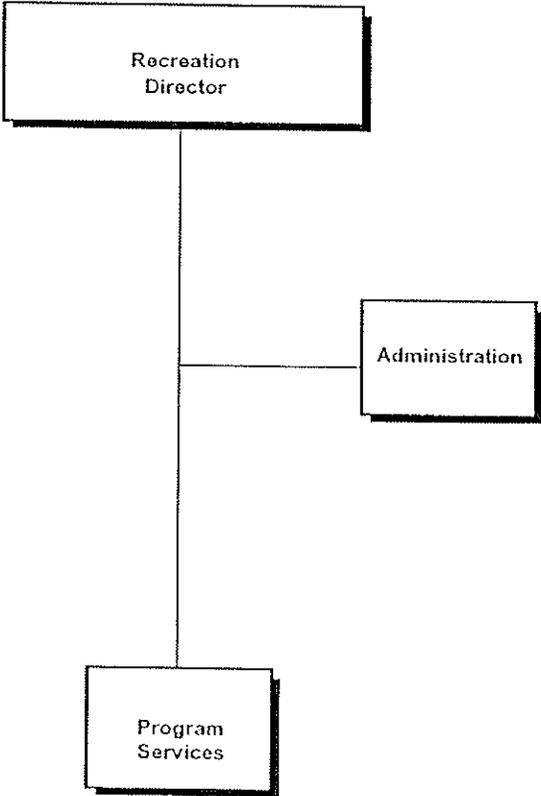
FUND 001	ACCOUNT DESCRIPTION	2000-2001 ACTUAL	2001-2002 ACTUAL	2002-2003 BUDGET	2002-2003 AMENDED	2003-2004 BUDGET
BUILDINGS AND GROUNDS - DIVISION 7210						
PERSONAL SERVICES						
572.11.00	Execulive Salaries	16,055	17,088	17,700	17,900	18,700
572.12.00	Regular Salaries & Wages	165,751	169,177	211,700	188,700	201,200
572.13.00	Other Salaries & Wages	504	893	2,000	2,000	2,000
572.14.00	Overtime/Regular Employees	5,573	3,256	6,000	6,000	6,000
572.19.01	Uniforms	2,297	2,293	2,500	2,500	2,500
572.21.00	FICA Taxes	13,256	13,608	18,200	15,700	17,400
572.22.00	Retirement Contributions	17,418	16,263	19,700	14,000	20,100
572.23.00	Life & Health Insurance	24,159	26,497	34,100	34,100	35,700
572.24.00	Workers' Compensation	10,964	14,908	20,300	18,300	19,600
572.28.01	Training & Travel	1,911	281	600	1,000	600
	Total Personal Services	<u>257,887</u>	<u>264,354</u>	<u>332,800</u>	<u>300,200</u>	<u>323,800</u>
OPERATING EXPENSES						
572.31.01	Professional Services	220	941	1,000	16,500	21,000
572.34.00	Contractual Services	9,878	10,013	14,000	27,600	46,200
572.41.00	Telephone/Communications Services	77	29	200	200	300
572.42.00	Postage, Freight, & Express	271	120	400	400	400
572.43.01	Utility Services	19,456	20,042	20,900	20,900	20,900
572.44.00	Rentals & Leases	116	100	1,000	1,000	1,000
572.45.00	Non-Employee Insurance	6,392	10,442	10,100	10,100	10,000
572.46.01	Repairs & Maintenance Services	8,716	13,269	9,000	12,000	9,000
572.46.50	Vehicle Repair & Maintenance	12,185	7,842	10,000	8,000	10,000
572.47.00	Printing & Binding	67	100	200	200	200
572.49.01	Other Charges & Obligations	100	13	200	300	200
572.49.10	Other Special Charges	0	12,266	0	1,200	500
572.49.20	Tree Removal	0	5,915	2,000	3,000	2,000
572.51.00	Office Supplies	729	221	300	400	300
572.52.01	Operating Supplies	34,716	36,254	36,500	40,000	39,200
572.52.50	Fuel & Oil Supplies	7,884	5,506	10,000	8,500	10,000
572.54.00	Subscriptions & Memberships	145	148	800	800	800
572.57.00	Beautification	1,821	2,547	6,000	6,000	10,000
	Total Operating Expenses	<u>102,775</u>	<u>125,838</u>	<u>122,600</u>	<u>157,100</u>	<u>182,000</u>

CITY OF HOLLY HILL
GENERAL FUND EXPENDITURES

FUND 001	ACCOUNT DESCRIPTION	2000-2001 ACTUAL	2001-2002 ACTUAL	2002-2003 BUDGET	2002-2003 AMENDED	2003-2004 BUDGET
BUILDINGS AND GROUNDS CONTINUED						
CAPITAL OUTLAY						
572.62.00	Buildings	0	6,640	23,000	23,000	75,000
572.63.00	Improvements other than Buildings	18,594	13,049	76,500	76,500	122,300
572.64.00	Machinery & Equipment	18,061	48,042	57,500	57,500	32,600
	Total Capital Outlay	<u>36,655</u>	<u>67,731</u>	<u>157,000</u>	<u>157,000</u>	<u>229,900</u>
	TOTAL BUILDINGS AND GROUNDS	<u>397,317</u>	<u>457,922</u>	<u>612,400</u>	<u>614,300</u>	<u>735,700</u>

CITY OF HOLLY HILL

CULTURE/RECREATION



RECREATION DEPARTMENT

EXPENDITURES	ACTUAL 2000-02	ACTUAL 2001-02	BUDGET 2002-03	AMENDED 2002-03	BUDGET 2003-04
Personal Services	207,368	217,883	237,300	238,300	263,000
Operating Expenses	119,891	98,515	153,000	141,800	157,500
Capital Outlay	<u>962</u>	<u>0</u>	<u>5,000</u>	<u>8,500</u>	<u>0</u>
TOTAL	328,221	316,398	395,300	388,600	420,500

PERMANENT POSITIONS	2001-02	2002-03	2003-04
Recreation Director	1.00	1.00	1.00
Recreation Supervisor	1.00	1.00	1.00
Program Supervisor	1.00	1.00	1.00
Custodian	1.00	1.00	1.00
Caretaker	0.50	0.50	.50
PAL Program Asst (Part-time FTE)	2.00	2.00	2.00
Aquatics/Life Guard (FTE)	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total Permanent Positions	7.50	7.50	7.50
TEMPORARY POSITIONS			
Day Camp Counselors	<u>15.00</u>	<u>15.00</u>	<u>15.00</u>
Total Temporary Positions	15.00	15.00	15.00
Total Positions for Recreation	22.50	22.50	22.50

SIGNIFICANT EXPENDITURE CHANGES

None

ACTIVITY DESCRIPTION

The Recreation department is responsible for the planning of various programs and special activities. The programs include, but are not limited to: all youth activities, adult and senior programs, and summer day camp. In addition, the department presents special activities such as City Hall Christmas Lighting Ceremony, Christmas parade and parade-fest.

For eight months of the year, during spring baseball 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.
3. Provide staff and leadership for our new municipal gymnasium.
4. Utilize Grant funding to establish a strong PAL Program.

ACTIVITY OBJECTIVES

1. Continue current schedule of programs and build new programs around municipal gym, the activities center and the swimming pool.
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 municipal gymnasium and swimming pool.
6. Encourage all citizens to take a more active part in our City.
7. Establish positive interaction and support with the Boys and Girls Club.
8. Create an active PAL & Recreation board that will provide communications and suggestions to enhance program improvements.

ACTIVITY MEASUREMENTS	ACTUAL 2000-01	ACTUAL 2001-02	ESTIMATE 2002-03	PROJECTED 2003-04
Number of ball fields	5	5	5	5
Number of tennis courts	1	1	1	2
Number of shuffleboard courts	9	9	9	9
Number of community centers	2	2	2	2
Number of pool facilities	0	1	1	1
Number of other recreation centers	5	2	2	2
Number of youth baseball participants	500	500	290	300
Number of day camp weekly registrations	90	70	60	90
Number of weekly senior participants	550	285	300	320
Number of basketball participants	100	80	65	80
Number of cheerleading participants	30	30	0	24
Number of outdoor racquet ball courts	0	2	2	2
Number of wellness/exercise centers	0	1	1	1

CITY OF HOLLY HILL
GENERAL FUND EXPENDITURES

FUND 001	ACCOUNT DESCRIPTION	2000-2001 ACTUAL	2001-2002 ACTUAL	2002-2003 BUDGET	2002-2003 AMENDED	2003-2004 BUDGET
RECREATION DEPARTMENT - DIVISION 7220						
PERSONAL SERVICES						
572.11.00	Executive Salaries	41,220	43,904	45,600	46,000	51,100
572.12.00	Regular Salaries & Wages	74,714	79,386	82,300	83,300	86,400
572.13.00	Other Salaries & Wages	43,896	46,653	56,600	56,600	65,600
572.14.00	Overline/Regular Employees	493	279	300	700	300
572.19.01	Uniforms	669	633	1,000	600	1,000
572.21.00	FICA Taxes	11,977	12,710	14,100	14,600	15,600
572.22.00	Retirement Contributions	11,003	10,165	9,400	8,500	11,500
572.23.00	Life & Health Insurance	11,033	11,766	13,800	14,500	16,300
572.24.00	Workers' Compensation	7,878	8,543	9,900	9,200	10,400
572.29.01	Training & Travel	4,495	3,843	4,300	4,300	4,800
	Total Personal Services	207,368	217,883	237,300	238,300	263,000
OPERATING EXPENSES						
572.31.01	Professional Services	365	448	200	800	200
572.41.00	Telephone/Communications Services	2,254	673	2,000	1,000	2,000
572.42.00	Postage, Freight, & Express	459	438	600	600	600
572.43.01	Utility Services	42,017	33,499	46,500	45,000	50,100
572.44.00	Rentals & Leases	82	152	200	200	200
572.45.00	Non-Employee Insurance	3,115	4,455	4,700	5,700	5,800
572.46.01	Repair & Maintenance Services	6,849	7,233	10,000	10,000	10,000
572.46.50	Vehicle Repairs & Maintenance	407	105	1,000	2,000	1,000
572.47.00	Printing & Binding	304	27	500	500	500
572.49.01	Other Charges & Obligations	354	(22)	500	300	500
572.51.00	Office Supplies	1,171	620	1,400	1,600	800
572.52.01	Operating Supplies	2,443	723	8,800	7,000	9,200
572.52.50	Fuel & Oil Supplies	395	436	1,000	1,500	1,000
572.54.00	Subscriptions & Memberships	585	580	600	600	600
572.56.01	Program Expense	59,091	49,149	75,000	65,000	75,000
	Total Operating Expenses	110,891	98,515	153,000	141,800	157,500
CAPITAL OUTLAY						
572.61.00	Land	0	0	0	0	0
572.62.00	Buildings	0	0	0	0	0
572.63.00	Improvements	962	0	0	0	0
572.64.00	Machinery & Equipment	0	0	5,000	8,500	0
	Total Capital Outlay	962	0	5,000	8,500	0
TOTAL RECREATION		328,221	316,398	395,300	388,600	420,500

*LAW ENFORCEMENT
TRUST FUND*

ANNUAL BUDGET

2003-2004

LAW ENFORCEMENT TRUST FUND

EXPENDITURES	ACTUAL 2000-01	ACTUAL 2001-02	BUDGET 2002-03	AMENDED 2002-03	BUDGET 2003-04
Personal Services	0	0	0	0	0
Operating Expenses	1,410	28,340	0	13,000	0
Capital Outlay	<u>0</u>	<u>1,600</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	1,410	29,940	0	13,000	0

PERMANENT POSITIONS

N/A

SIGNIFICANT EXPENDITURE CHANGES

N/A

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.

*RECREATION ACTIVITY
FUND*

ANNUAL BUDGET

2003-2004

RECREATION ACTIVITY FUND

EXPENDITURES	ACTUAL 2000-01	ACTUAL 2001-02	BUDGET 2002-03	AMENDED 2002-03	BUDGET 2003-04
Operating Expenses	133	0	500	0	0
TOTAL	133	0	500	0	0

PERMANENT POSITIONS

N/A

ACTIVITY DESCRIPTION

The Recreation Activity Fund was established to account for program revenue and expenses as recommended by the PAL & Recreation Board.

The Recreation Center is a focal point for a majority of youth activities in our community.

*COMMUNITY
REDEVELOPMENT
TRUST FUND
ANNUAL BUDGET*

2003 - 2004

COMMUNITY REDEVELOPMENT TRUST FUND

PERMANENT POSITIONS	2001-02	2002-03	2003-04
Administration Area Coordinator	0.00	.50	.50
Police Corporal	0.00	1.00	1.00
Police Officer	3.00	2.00	2.00
Total	3.00	3.50	3.50

COMMUNITY REDEVELOPMENT TRUST FUND

EXPENDITURES	ACTUAL 2000-01	ACTUAL 2001-02	BUDGET 2002-03	AMENDED 2002-03	BUDGET 2003-04
Operating Expenses	<u>82,715</u>	<u>131,811</u>	<u>253,500</u>	<u>455,000</u>	<u>404,600</u>
TOTAL	82,715	131,811	253,500	455,000	404,600

ACTIVITY DESCRIPTION

The Community Redevelopment Agency (City Commission) approved the redevelopment plan in May, 1996 and established this trust fund to record the property tax revenues received from the Tax Increment Financing district and the expenditure of those funds within the district.

CITY OF HOLLY HILL
COMMUNITY REDEVELOPMENT TRUST FUND

FUND	ACCOUNT DESCRIPTION	2000-2001 ACTUAL	2001-2002 ACTUAL	2002-2003 BUDGET	2002-2003 AMENDED	2003-2004 BUDGET
REVENUES						
311 10 00	Ad Valorem Taxes (Tax Increment Funds)	71,960	71,926	86,200	88,500	134,800
331 22 00	Federal Grant/Cops	0	0	0	0	0
338 30 00	Intergovernmental Share of TIF	119,148	132,006	164,300	171,300	266,800
361 20 00	Interest Earned - SBA	7,854	4,465	3,000	5,200	3,000
366 90 00	Contributions & Donations	0	0	0	0	0
369 90 00	Misc Revenues	0	0	0	0	0
380 10 00	Appropriated Fund Balance (Re-appropriate)	0	0	0	190,000	0
TOTAL REVENUES		198,962	208,417	253,500	455,000	404,600
EXPENDITURES						
5510 552	Administration	175	49,872	10,000	10,000	27,500
5510 552	Economic Redevelopment Programs	0	0	127,100	325,200	244,100
5520 552	Public Safety/Law Enforcement	80,673	81,939	116,400	119,800	133,000
5530 552	Transportation Road & Street Facilities	1,867	0	0	0	0
TOTAL EXPENDITURES		82,715	131,811	253,500	455,000	404,600

*COMMUNITY DEVELOPMENT
BLOCK GRANT*

ANNUAL BUDGET

2003 - 2004

COMMUNITY DEVELOPMENT BLOCK GRANT FUND

EXPENDITURES	ACTUAL 2000-01	ACTUAL 2001-02	BUDGET 2002-03	AMENDED 2002-03	BUDGET 2003-04
Operating Expenses	0	0	0	0	0
Capital Oullay	<u>0</u>	<u>12,000</u>	<u>104,200</u>	<u>104,200</u>	<u>105,600</u>
TOTAL	0	12,000	104,200	104,200	105,600

PERMANENT POSITIONS

N/A

ACTIVITY DESCRIPTION

The community Development Block Grant Fund was established to record revenues from the CDBG funds and to record the expenditure of those funds in approved CDBG areas.

This budget provides for drainage and surface projects in those areas.

CITY OF HOLLY HILL
COMMUNITY DEVELOPMENT BLOCK GRANT

FUND 140	ACCOUNT DESCRIPTION	2000-2001 ACTUAL	2001-2002 ACTUAL	2002-2003 BUDGET	2002-2003 AMENDED	2003-2004 BUDGET
REVENUES						
331.500	Community Development Block Grant Fund	0	12,000	104,200	104,200	105,600
TOTAL REVENUES		0	12,000	104,200	104,200	105,600
EXPENDITURES						
541.630	Improvements Other Than Bldgs					
	Street Improvements	0	12,000	89,500	79,000	0
	Sidewalks	0	0	0	0	0
	Drainage	0	0	15,300	25,200	0
	SICA Hall Community Center	0	0	0	0	105,600
TOTAL EXPENDITURES		0	12,000	104,200	104,200	105,600

*LOCAL LAW ENFORCEMENT
BLOCK GRANT
ANNUAL BUDGET*

2003 - 2004

LOCAL LAW ENFORCEMENT BLOCK GRANT FUND

EXPENDITURES	ACTUAL 2000-01	ACTUAL 2001-2002	BUDGET 2002-03	AMENDED 2002-03	PROPOSED 2003-04
Operating Expenses	9,681	14,246	0	3,400	500
Capital Outlay	<u>10,711</u>	<u>12,451</u>	<u>28,500</u>	<u>27,900</u>	<u>22,900</u>
TOTAL	20,392	26,697	28,500	31,300	23,400

PERMANENT POSITIONS

N/A

SIGNIFICANT EXPENDITURE CHANGES

N/A

ACTIVITY DESCRIPTION

The local Law Enforcement Block Grant was established to record revenues from the LLEBG funds and to record the expenditure of those funds in approved LLEBG areas.

CITY OF HOLLY HILL
LOCAL LAW ENFORCEMENT BLOCK GRANT

FUND 150	ACCOUNT DESCRIPTION	2000-2001 ACTUAL	2001-2002 ACTUAL	2002-2003 BUDGET	2002-2003 AMENDED	2003-2004 BUDGET
REVENUES						
331.23.00	Local Law Enforcement Block Grant	17,402	27,040	25,600	25,600	21,100
361.10.00	Interest on Investments	313	197	0	100	0
381.60.00	Transfer from General Fund	2,191	2,747	2,900	5,600	2,300
TOTAL REVENUES		19,906	29,984	28,500	31,300	23,400
EXPENDITURES						
521.41.00	Communication Services	6,891	2,381	0	2,800	0
521.44.11	Rentals & Leases	288	296	0	0	0
521.46.01	Repairs & Maintenance	0	450	0	0	0
521.52.01	Operating Supplies	2,511	10,019	0	0	0
521.56.01	Program Expenses	0	1,300	0	600	500
521.64.00	Machinery & Equipment	10,711	12,451	28,500	27,900	22,900
TOTAL EXPENDITURES *		20,392	26,697	28,500	31,300	23,400

* Expenditures to be Recommended by Advisory Committee

STORMWATER DRAINAGE

ANNUAL BUDGET

2003 - 2004

STORMWATER DRAINAGE EXPENSES

FUND 160	ACCOUNT DESCRIPTION	2000-2001 ACTUAL	2001-2002 ACTUAL	2002-2003 BUDGET	2002-2003 AMENDED	2003-2004 BUDGET
PERSONAL SERVICES						
541.11.00	Executive Salaries	6,422	6,834	7,100	7,200	7,500
541.12.00	Regular Salaries	82,285	92,083	88,700	89,200	93,200
541.14.00	Overtime/Regular Employees	808	303	1,000	1,000	1,000
541.19.01	Uniforms	1,091	1,093	1,000	1,100	1,000
541.21.00	FICA Taxes	6,850	7,502	7,400	7,400	7,800
541.22.00	Retirement Contributions	8,473	8,844	8,100	6,600	8,600
541.23.00	Life & Health Insurance	11,335	12,272	13,500	15,400	15,600
541.24.00	Workers' Compensation	5,033	5,961	8,500	7,500	10,100
541.28.01	Training & Travel	992	195	1,800	800	1,800
	Total Personal Services	173,200	134,337	137,100	136,200	146,600
OPERATING EXPENSES						
541.31.01	Professional Services	2,093	380	44,700	44,700	44,700
541.34.00	Contractual Services	832	1,425	1,800	7,600	16,900
541.42.00	Postage, Freight & Express	7	48	200	100	200
541.43.01	Utility Services	4,508	2,405	3,000	2,700	3,000
541.44.00	Rentals & Leases	0	0	6,000	4,000	6,000
541.45.00	Non-Employee Insurance	4,229	4,806	5,000	4,000	5,000
541.46.01	Repairs & Maintenance Serv. a	3,754	2,026	2,100	3,100	5,000
541.46.50	Vehicle Repairs & Maintenance	3,904	4,513	10,000	8,000	10,000
541.47.00	Printing & Binding	176	0	400	400	400
541.49.01	Other Charges & Obligations	235	27	500	500	500
541.49.10	Other Special Charges	0	0	800	0	0
541.50.00	Advertising	0	204	0	0	0
541.51.00	Office Supplies	0	0	0	0	500
541.52.01	Operating Supplies	4,850	2,653	22,000	15,000	20,000
541.52.50	Fuel & Oil Supplies	4,673	61	10,900	4,900	6,000
541.53.00	Road Materials & Supplies	0	0	10,000	5,000	5,000
541.54.00	Subscriptions & Memberships	374	374	500	500	500
	Total Operating Expenses	29,665	19,034	117,900	100,500	127,600
CAPITAL OUTLAY						
541.61.00	Land	104,122	417,459	0	2,600	0
541.62.00	Buildings	(4,730)	0	0	0	20,000
541.63.00	Improvements	346,615	250,016	2,623,000	2,623,000	265,000
541.64.00	Machinery & Equipment	11,400	23,916	190,000	170,200	3,000
	Total Capital Outlay	457,407	731,391	2,813,000	2,795,800	288,000
STATE LOAN DEBT SERVICE						
	Principal and Interest	0	0	0	0	191,100
TOTAL STORMWATER DRAINAGE		610,272	894,761	3,058,000	3,032,500	741,300

CITY OF HOLLY HLL
STORMWATER DRAINAGE REVENUES

FUND		2000-2001	2001-2002	2002-2003	2002-2003	2003-2004
160	ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	BUDGET	AMENDED	BUDGET
CHARGES FOR SERVICES						
337.30.00	SJWI-ID/Stormwater Grant	40,000	0	0	-	0
343.60.91	Stormwater Management Utility Fee	375,758	415,516	465,000	418,000	521,300
361.20.00	Interest Earnings - SBA	41,955	17,663	25,000	18,000	17,400
369.90.00	Miscellaneous Revenue	50	0	0	0	0
	Total Revenues	457,764	433,210	490,000	436,000	538,700
OTHER NON-REVENUES						
364.30.00	State Revolving Loan	254,562	600,718	2,323,000	2,323,000	0
	Total Other Non-Revenues	254,562	600,718	2,323,000	2,323,000	0
APPROPRIATIONS						
360.12.00	Appropriated Reserve for Storm Drainage	0	0	245,000	273,500	204,600
	Total Appropriated Reserves	0	0	245,000	273,500	204,600
	Total Stormwater Drainage Revenues	712,326	1,033,958	3,058,000	3,032,500	743,300

ACTIVITY OBJECTIVES

1. Reduce maintenance and repair costs through preventive programs.
2. Continue storm drainage improvement programs.
3. Improve safety awareness among employees.
4. To ensure our residents of a safe and acceptable drainage system.
5. To encourage all regulatory agencies to work together for one common goal...better drainage!

ACTIVITY MEASUREMENTS

	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 2002-03	PROJECTED 2003-04
Storm Sewers	31.00 miles	34.50 miles	37.50 miles	39.50 miles

STORMWATER DRAINAGE

EXPENDITURES	ACTUAL 2000-01	ACTUAL 2001-02	BUDGET 2002-03	AMENDED 2002-03	BUDGET 2003-04
Personal Services	123,200	134,337	137,100	136,200	146,600
Operating Expenses	29,665	19,034	117,900	100,500	127,600
Debt Service	0	0	0	0	181,100
Capital Outlay	<u>457,407</u>	<u>731,391</u>	<u>2,803,000</u>	<u>2,795,800</u>	<u>288,000</u>
TOTAL	610,272	884,762	3,058,000	3,032,500	743,300

PERMANENT POSITIONS	2001-02	2002-03	2003-04
Public Works Director	0.10	0.10	0.10
Foreman	0.25	0.25	0.25
Equip Operator/Maint Worker I	1.00	1.00	1.00
Equip Operator/Maint Worker	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>
Total	4.35	4.35	4.35

SIGNIFICANT EXPENDITURE CHANGES

1. Increase in stormwater improvements. Major drainage projects regional in nature. This will be financed through the Florida Revolving Loan Plan.
2. Additional Equip Operator/Maintenance Worker position created.

ACTIVITY DESCRIPTION

The Stormwater Drainage Fund is a special revenue fund established to record stormwater revenues and the expenditure of those revenues for the repair, maintenance and improvement of the stormwater drainage system. The stormwater utility fee revenue is anticipated at \$360,000 based on current year estimates. This department is responsible for the construction of major new drainage facilities, maintenance of culverts, storm drains and street sweeping.

ACTIVITY GOALS

1. Maintain major storm drainage system.
2. Review all new construction for acceptable drainage consideration.
3. Prepare HPDES permit.
4. Construct two new retention areas.
5. Construct new and improve regional stormwater drainage projects.

CAPITAL PROJECTS FUND

ANNUAL BUDGET

2003 - 2004

CAPITAL PROJECTS FUND

EXPENDITURES	ACTUAL 2000-01	ACTUAL 2001-02	BUDGET 2002-03	AMENDED 2002-03	BUDGET 2003-04
Capital Outlay	122,062	344,297	200,000	245,700	155,000
TOTAL	122,062	344,297	200,000	245,700	155,000

ACTIVITY DESCRIPTION

The Capital Projects Fund was established to account for the expenditure of the debt proceeds to be used for Capital Improvements.

CITY OF HOLLY HILL
CAPITAL PROJECTS FUND

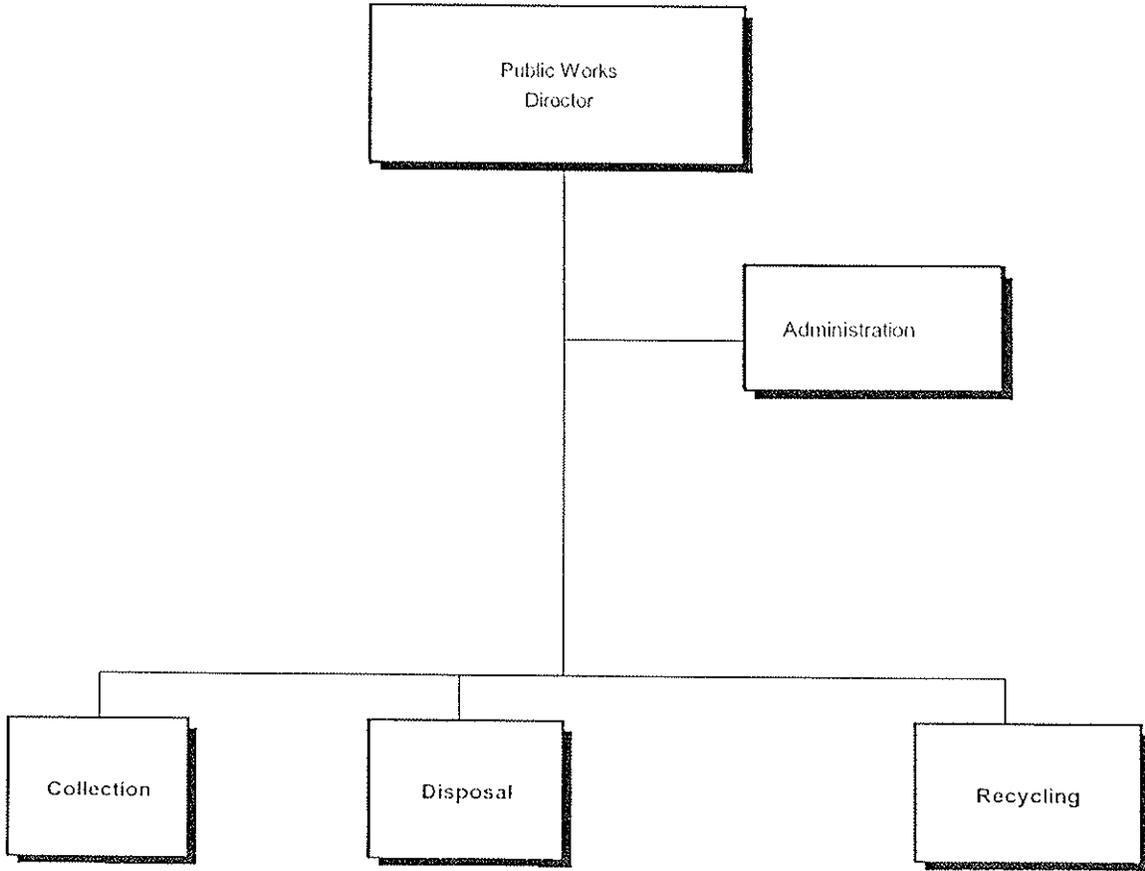
FUND 301	ACCOUNT DESCRIPTION	2000-2001 ACTUAL	2001-2002 ACTUAL	2002-2003 BUDGET	2002-2003 AMENDED	2003-2004 BUDGET
REVENUES						
334.49.10	Median Beautification Grant	0	0	0	0	50,000
334.75.20	FRDAP Grant	67,770	0	0	0	0
	Rec. & Racing Dist. Grant	0	0	0	0	0
361.20.00	Interest Earnings/SBA	5,045	3,641	0	3,000	0
366.90.00	Contributions/Donations Wellness Center	0	150,000	0	0	0
380.10.00	Appropriated Fund Balance	0	0	0	42,700	0
381.60.00	Transfer from General Fund	0	180,400	0	0	105,000
381.65.00	Transfer from CDBG	0	0	0	0	0
381.70.00	Transfer from Solid Waste	0	0	200,000	200,000	0
TOTAL REVENUES		<u>72,823</u>	<u>334,041</u>	<u>200,000</u>	<u>245,700</u>	<u>155,000</u>
EXPENDITURES						
541.63.00	Median Improvements	0	0	0	0	100,000
572.63.00	Park Improvements	115,537	0	0	3,000	0
572.62.00	Recreation	3,105	344,297	0	42,700	50,000
572.63.00	Recreational Facilities Improvements	3,340	0	200,000	200,000	5,000
TOTAL EXPENDITURES		<u>122,062</u>	<u>344,297</u>	<u>200,000</u>	<u>245,700</u>	<u>155,000</u>

*SOLID WASTE
ENTERPRISE FUND*

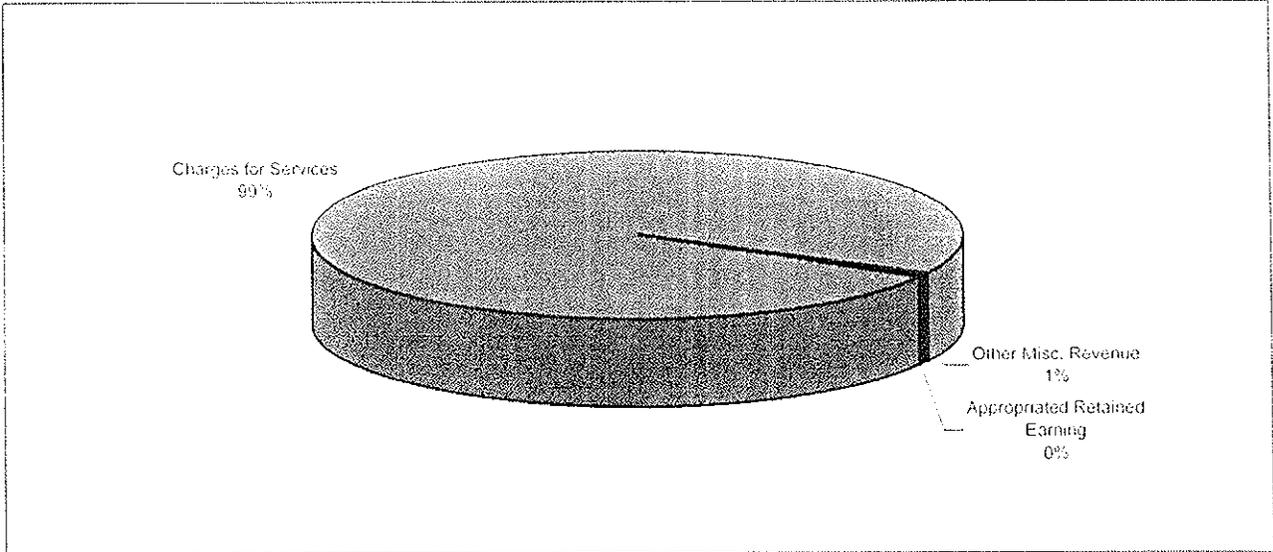
ANNUAL BUDGET

2003 - 2004

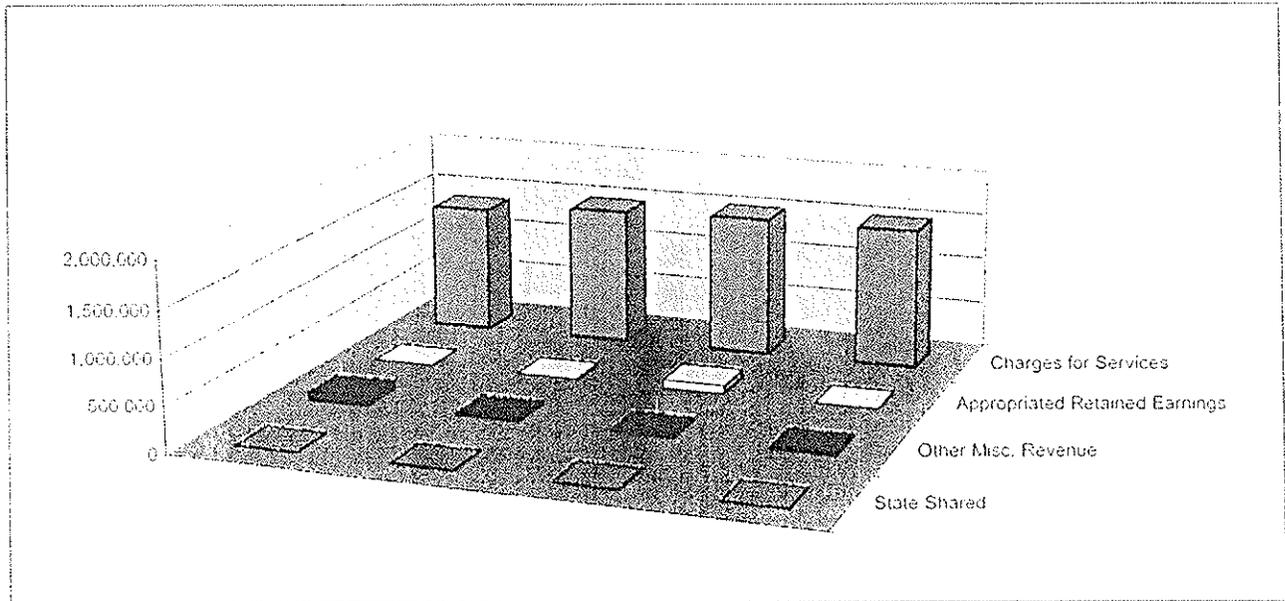
CITY OF HOLLY HILL
GARBAGE/SOLID WASTE



**CITY OF HOLLY HILL
SOLID WASTE REVENUES
BUDGET YEAR 2003-2004**



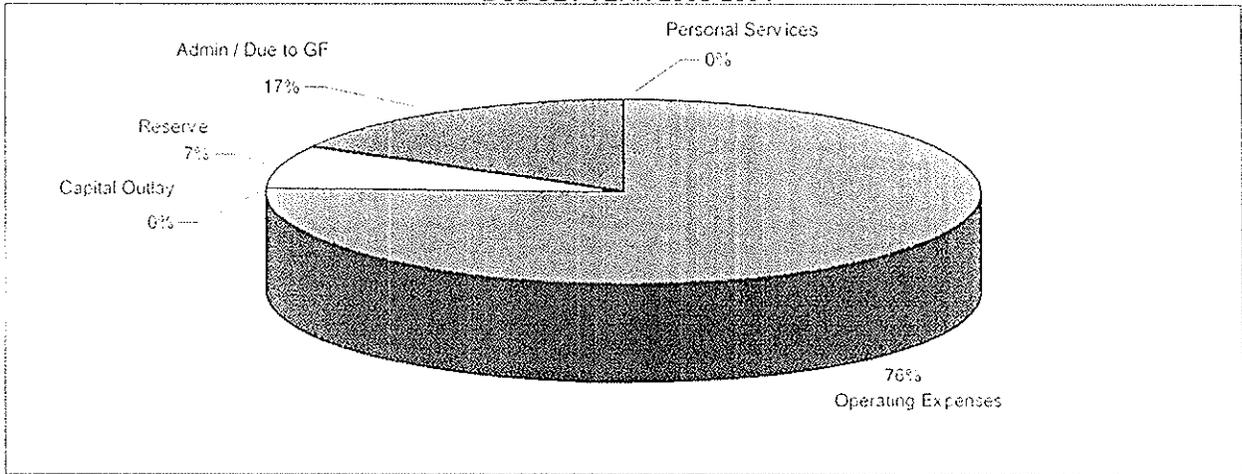
Charges for Services	1,520,000
Other Misc. Revenue	12,200
Appropriated Retained Earning	0
Total Solid Waste Revenues	\$1,532,200



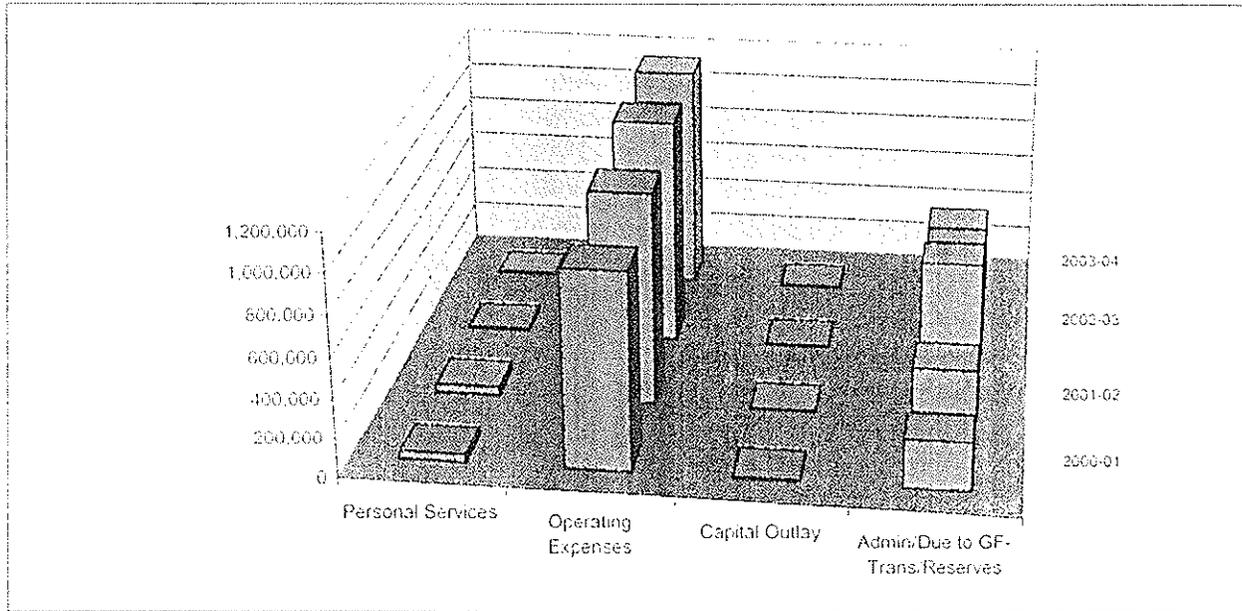
FOUR YEAR HISTORY

	2000-2001 ACTUAL	2001-2002 ACTUAL	2002-2003 AMENDED	2003-2004 BUDGET
REVENUES				
State Shared	1,110	0	0	0
Other Misc. Revenue	91,922	23,277	16,900	12,200
Appropriated Retained Earnings	0	0	81,700	0
Charges for Services	1,378,743	1,482,494	1,520,000	1,520,000
TOTAL REVENUES	\$1,471,775	\$1,505,771	\$1,621,600	\$1,532,200

**CITY OF HOLLY HILL
SOLID WASTE EXPENDITURES
BUDGET YEAR 2003-2004**



Personal Services	500
Operating Expenses	1,157,000
Capital Outlay	0
Reserve	114,700
Admin / Due to GF	260,000
Total Solid Waste Expenditures	\$1,532,200



FOUR YEAR HISTORY

EXPENDITURES	2000-2001 ACTUAL	2001-2002 ACTUAL	2002-2003 AMENDED	2003-2004 BUDGET
Personal Services	39,472	39,547	7,000	500
Operating Expenses	978,166	1,068,961	1,144,600	1,157,000
Capital Outlay	4,044	1,129	0	0
Admin/Due to GF-Trans./Reserves	240,000	250,000	470,000	374,700
Total Expenditures	\$1,261,682	\$1,359,637	\$1,621,600	\$1,532,200

SOLID WASTE REVENUE EXPLANATION

State Shared Revenues

Recycling Grant funds are no longer available to the City. Grants for recycling programs are only applicable in counties with a population less than 100,000.

Charges for Services

Anticipated revenues for trash and garbage pickup are based on current averages and are expected to remain the same as the current year.

Other Miscellaneous Revenue

This is anticipated revenue from interest earnings on investments. Revenues are expected to be about the same as the current year.

SOLID WASTE

EXPENDITURES	ACTUAL 2000-01	ACTUAL 2001-02	BUDGET 2002-03	AMENDED 2002-03	BUDGET 2003-04
Personal Services	39,472	39,547	45,700	7,000	500
Operating Expenses	978,166	1,068,961	1,144,200	1,144,600	1,157,000
Capital Outlay	4,044	1,129	0	0	0
Reserve	0	0	0	0	114,700
Transfer to Capital Project	0	0	270,000	200,000	0
Transfer to General Fund	<u>240,000</u>	<u>250,000</u>	<u>200,000</u>	<u>270,000</u>	<u>260,000</u>
TOTAL	1,261,682	1,359,636	1,659,900	1,621,600	1,532,200

PERMANENT POSITIONS	2001-02	2002-03	2003-04
Solid Waste Coordinator	1.00	0.00	0.00
Total	1.00	0.00	0.00

SIGNIFICANT EXPENDITURE CHANGES

None

ACTIVITY DESCRIPTION

This contractor is responsible for the pick-up, collection and disposal of residential and commercial garbage, trash and solid waste. Residential garbage is picked up twice each week, recycling picked up once each week and trash pickup is once each week or as frequent as once each day, depending on the customer's needs. Roll-off containers are provided to residents for removing and commercial contains are pulled twice each month or as often as needed.

Solid Waste Management is still administrated by the Public Works Director. By contracting, the City was able to decrease cost to the citizens and add additional services.

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.
3. Provide efficiently, timely service to our residents and commercial users at the least commercial cost.

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.

ACTIVITY MEASUREMENTS

	ACTUAL 2000-01	ACTUAL 2001-02	ESTIMATE 2002-03	PROJECTED 2003-04
Number of residential units	4,135	4,014	4,030	4,030
Number of commercial units	500	426	425	425
Number of dumpster customers	150	313	340	300
Number of Roll-off customers	120	39	9	10

CITY OF HOLLY HILL
PHYSICAL ENVIRONMENT/GARBAGE/SOLID WASTE CONTROL SERVICES

FUND 495	ACCOUNT DESCRIPTION	2000-2001 ACTUAL	2001-2002 ACTUAL	2002-2003 BUDGET	2002-2003 AMENDED	2003-2004 BUDGET
STATE SHARED REVENUE						
334.30.00	Recycling Grant	1,110	0	0	0	0
Total State Shared Revenues		<u>1,110</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
CHARGES FOR SERVICES						
313.10.42	Refuse Charges	1,378,743	1,482,494	1,514,700	1,520,000	1,520,000
Total Charges for Services		<u>1,378,743</u>	<u>1,482,494</u>	<u>1,514,700</u>	<u>1,520,000</u>	<u>1,520,000</u>
OTHER MISCELLANEOUS REVENUE						
361.10.00	Interest Earnings	12,422	615	3,000	0	0
361.20.00	Interest Earnings/SBA	28,461	10,557	15,000	12,000	12,000
364.42.00	Insurance Proceeds/Loss of Equipment	3,896	0	0	0	0
369.90.00	Miscellaneous	50	0	0	200	200
369.95.00	Recycling Revenue	7,737	6,104	7,000	400	0
Total Other Misc. Revenue		<u>52,566</u>	<u>23,276</u>	<u>25,000</u>	<u>12,600</u>	<u>12,200</u>
NON-REVENUE						
364.41.00	Sale of Equipment	39,357	0	0	4,300	0
389.10.00	Appropriated Retained Earnings	0	0	120,200	84,700	0
Total Non Revenue		<u>39,357</u>	<u>0</u>	<u>120,200</u>	<u>89,000</u>	<u>0</u>
Total Enterprise Fund Revenues		<u><u>1,471,775</u></u>	<u><u>1,505,770</u></u>	<u><u>1,659,900</u></u>	<u><u>1,621,600</u></u>	<u><u>1,532,200</u></u>

CITY OF HOLLY HILL
 PHYSICAL ENVIRONMENT/GARBAGE/SOLID WASTE CONTROL SERVICES
 EXPENSE SUMMARY

FUND		2000-2001	2001-2002	2002-2003	2002-2003	2003-2004
495	ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	BUDGET	AMENDED	BUDGET
OPERATING						
534.00.00	Solid Waste Expenses	1,017,638	1,108,508	1,189,900	1,151,600	1,157,500
ADMINISTRATIVE						
581.91.01	Transfer to General Fund	240,000	250,000	270,000	270,000	260,000
RESERVES						
580.99.00	Operating Reserves	0	0	0	0	114,700
EXPENDITURE APPROPRIATIONS & TRANSFERS						
581.91.60	Transfer to Capital Projects Fund	0	0	200,000	200,000	0
	Appropriated Retained Earnings	0	0	0	0	0
GRAND TOTAL		1,257,638	1,358,508	1,659,900	1,621,600	1,532,200

CITY OF HOLLY HILL
PHYSICAL ENVIRONMENT/GARBAGE/SOLID WASTE CONTROL SERVICES

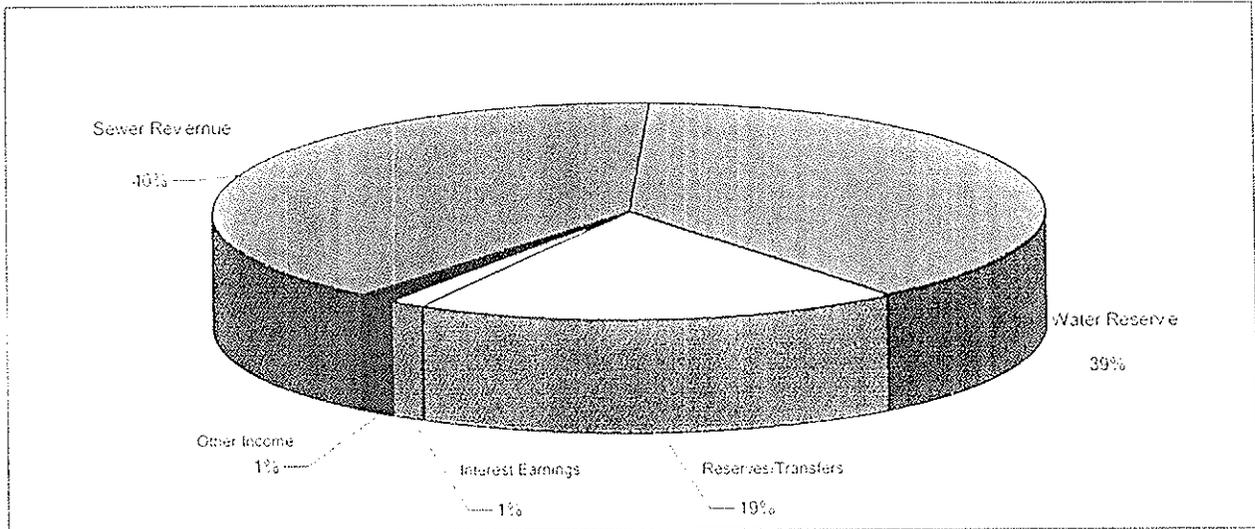
FUND 495	ACCOUNT DESCRIPTION	2000-2001 ACTUAL	2001-2002 ACTUAL	2002-2003 BUDGET	2002-2003 AMENDED	2003-2004 BUDGET
PERSONAL SERVICES						
534.12.00	Regular Salaries	27,593	28,928	29,900	1,900	0
534.14.00	Overtime/Regular Employees	0	0	1,500	0	0
534.19.01	Uniforms	250	250	300	100	0
534.21.00	FICA Taxes	2,032	2,134	2,400	100	0
534.22.00	Retirement Contributions	2,346	1,960	1,800	100	0
534.23.00	Life & Health Insurance	2,739	2,902	3,400	300	0
534.24.00	Worker's Compensation	3,496	3,188	6,000	4,300	0
534.28.01	Training & Travel	1,016	185	400	200	500
	Total Personal Services	39,472	39,547	45,700	7,000	500
OPERATING EXPENSES						
534.31.01	Professional Services	0	35	0	0	0
534.34.00	Other Contractual Services	948,202	1,049,441	1,125,000	1,125,000	1,140,000
534.41.00	Telephone/Communications Services	405	155	1,000	1,000	500
534.42.00	Postage, Freight, & Express	8	0	200	200	500
534.45.00	Non-employee Insurance	6,555	6,943	7,000	7,400	7,000
534.46.01	Repair & Maintenance Services	778	179	3,000	3,000	3,000
534.46.50	Vehicle Repairs & Maintenance	3,627	295	1,000	1,000	0
534.49.01	Other Charges & Obligations	(1,062)	80	200	200	200
534.50.00	Advertising	0	305	500	500	500
534.51.00	Office Supplies	209	75	500	500	500
534.52.01	Operating Supplies	420	0	600	600	600
534.52.50	Fuel & Oil Supplies	871	693	1,000	1,600	0
534.54.00	Subscriptions & Memberships	0	0	200	200	200
534.59.01	Bad Debt Expense	3,319	1,178	4,000	4,000	4,000
539.59.20	Depreciation Expense	14,836	9,522	0	0	0
	Total Operating Expenses	978,166	1,068,961	1,144,200	1,144,600	1,157,000
CAPITAL OUTLAY						
534.62.00	Buildings	0	0	0	0	0
534.63.00	Improvements other than Buildings	2,125	0	0	0	0
534.64.00	Machinery & Equipment	1,919	1,129	0	0	0
	Total Capital Outlay	4,044	1,129	0	0	0
CAPITAL RESERVES AND TRANSFERS						
539.99.01	Budget Reserves	0	0	0	0	114,700
581.91.01	Transfer to General Fund	240,000	250,000	270,000	270,000	200,000
581.91.60	Transfer to Capital Projects Fund	0	0	200,000	200,000	0
	TOTAL SOLID WASTE CONT SERVICES	1,261,681	1,359,636	1,659,900	1,621,600	1,532,200

*WATER AND SEWER
ENTERPRISE FUND*

ANNUAL BUDGET

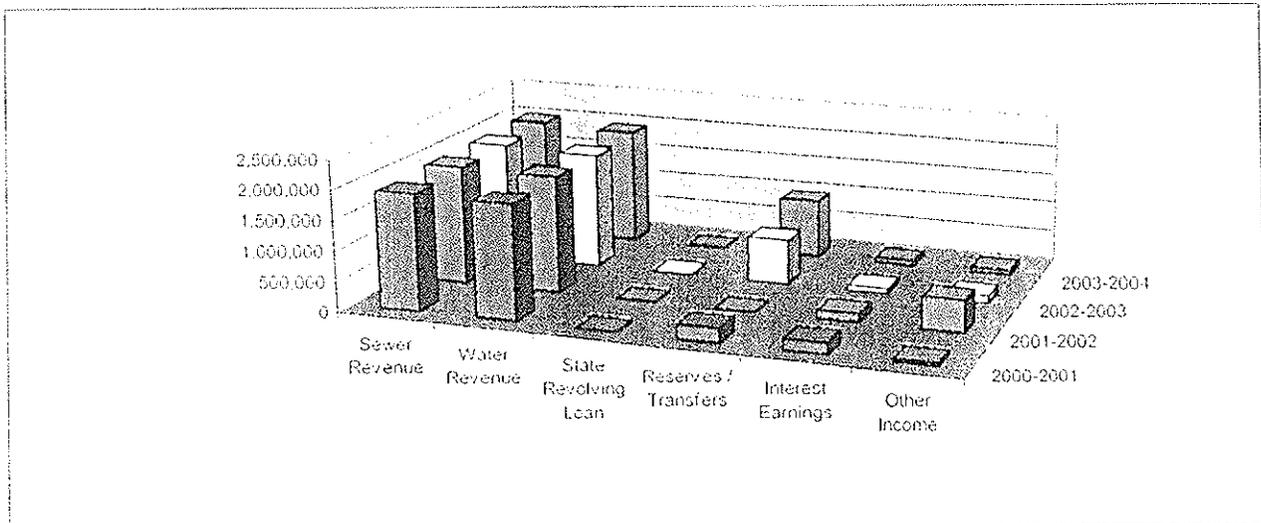
2003 - 2004

**CITY OF HOLLY HILL
WATER AND SEWER REVENUES
BUDGET YEAR 2003-2004**



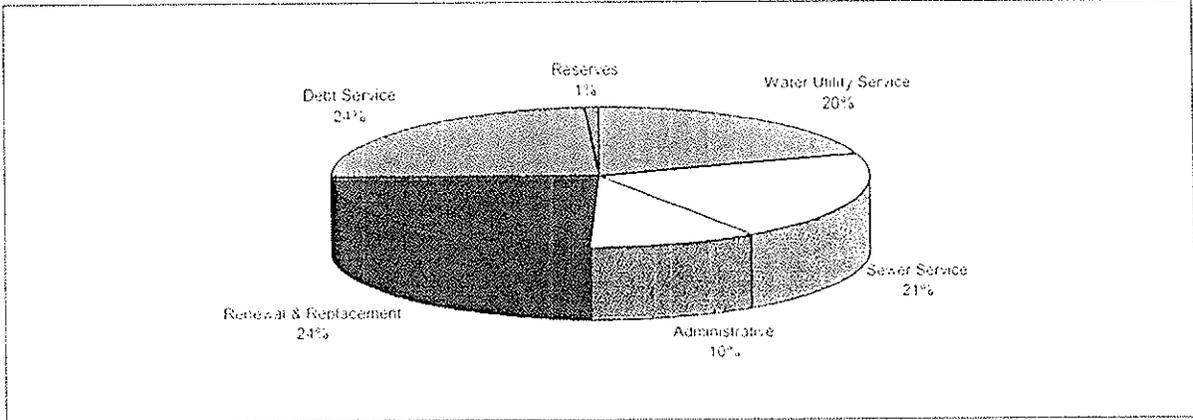
Sewer Revenue	2,022,000
Water Revenue	1,965,200
Reserves/Transfers	966,700
Interest Earnings	74,000
Other Income	68,900
Total Water & Sewer Revenues	\$5,096,800

* Includes interest & impact fees in the R & R Fund and Debt Service Fund

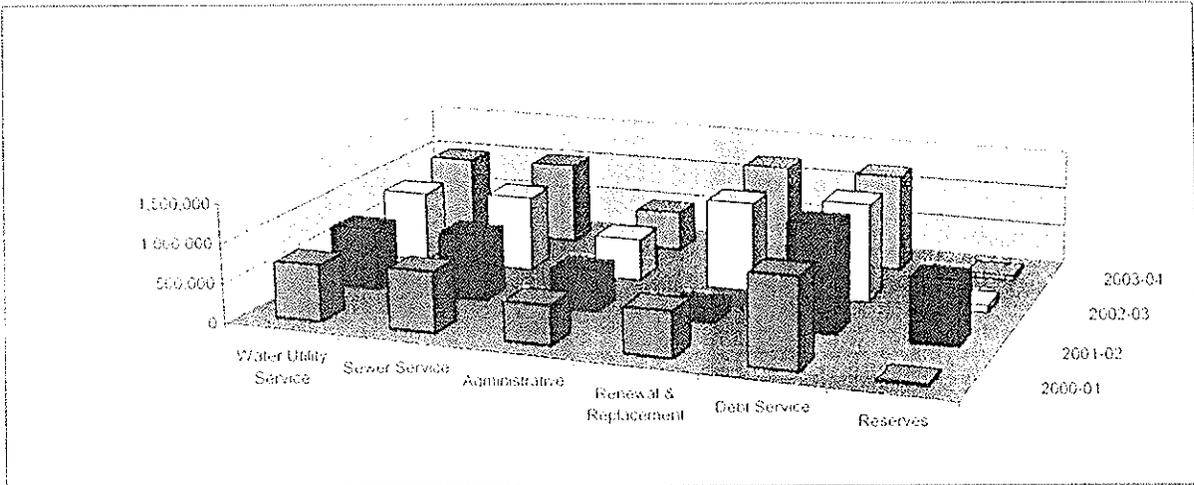


FOUR YEAR HISTORY		2000-2001	2001-2002	2002-2003	2003-2004
		ACTUAL	ACTUAL	AMENDED	BUDGET
REVENUES					
Sewer Revenue		1,916,373	1,969,929	1,984,200	2,022,600
Water Revenue		1,802,101	1,934,882	1,929,200	1,965,200
State Revolving Loan		0	0	0	0
Reserves / Transfers		239,400	0	726,400	966,700
Interest Earnings		184,292	141,302	72,000	74,000
Other Income		44,039	527,784	113,300	68,900
TOTAL REVENUES		\$4,276,205	\$4,573,897	\$4,825,100	\$5,096,800

**CITY OF HOLLY HILL
WATER AND SEWER EXPENDITURES
BUDGET YEAR 2003-2004**



Water Utility Service	1,015,300
Sewer Service	1,046,900
Administrative	510,000
Renewal & Replacement	1,243,500
Debt Service	1,236,100
Reserves	45,000
Total Expenditures	\$5,096,800



FOUR YEAR HISTORY	2000-2001	2001-2002	2002-2003	2003-2004
EXPENDITURES	ACTUAL	ACTUAL	AMENDED	BUDGET
Water Utility Service	700,000	776,241	890,400	1,015,300
Sewer Service	756,760	816,420	956,100	1,046,900
Administrative	493,153	497,930	525,000	510,000
Renewal & Replacement	570,716	173,496	1,127,600	1,243,500
Debt Service	1,122,741	1,340,153	1,236,000	1,236,100
Reserves	13,937	800,425	90,000	45,000
TOTAL EXPENDITURES	\$3,668,308	\$4,404,665	\$4,825,100	\$5,096,800

WATER AND SEWER ENTERPRISE FUND REVENUE EXPLANATION

Water Sales

Residential and commercial water sales are expected to increase 2% more than current year revenue projections. This increase is due to a 2% increase in rates effective October 2003. Water consumption has been significantly less during the current year due to the greater than average rainfall our area has seen this year.

Meter Connection Charges/Service Charges/Cut-Off Charges

Current estimates indicate that revenues will be about the same as 2002-2003. While service charges and cut-off charges are fairly predictable, new meter connection charges have increased during the past 2 years and it is believed this trend will continue next year.

Hydrant Rental

Current estimates indicate that revenues will be as anticipated for 2002-03. No increase has been projected for 2003-04, as the number of hydrants will remain approximately the same.

Sewer Charges

Sewer charges are based on 115% of the water rates. Based on the rate increase to be effective in October, revenues from sewer charges will be higher than anticipated for 2003-04. A 29% increase in revenue is projected for 2003-04.

Sewer Connection Charges

Current estimates indicate that revenues will be as anticipated for 2002-03.

Interest Earnings

Current estimates for 2002-03 indicate that earnings will be less than anticipated.

Other Income

Current estimates indicate revenues will be about the same as anticipated for 2002-03.

Impact Fees

Revenues are estimated at less than anticipated for 2002-03, due to an expected slowing of new construction next year.

Appropriated Reserves

The budget anticipates using cash reserves in 2003-04 for renewals and replacements in the water and sewer systems.

CITY OF HOLLY HILL
WATER AND SEWER SYSTEMS - REVENUE

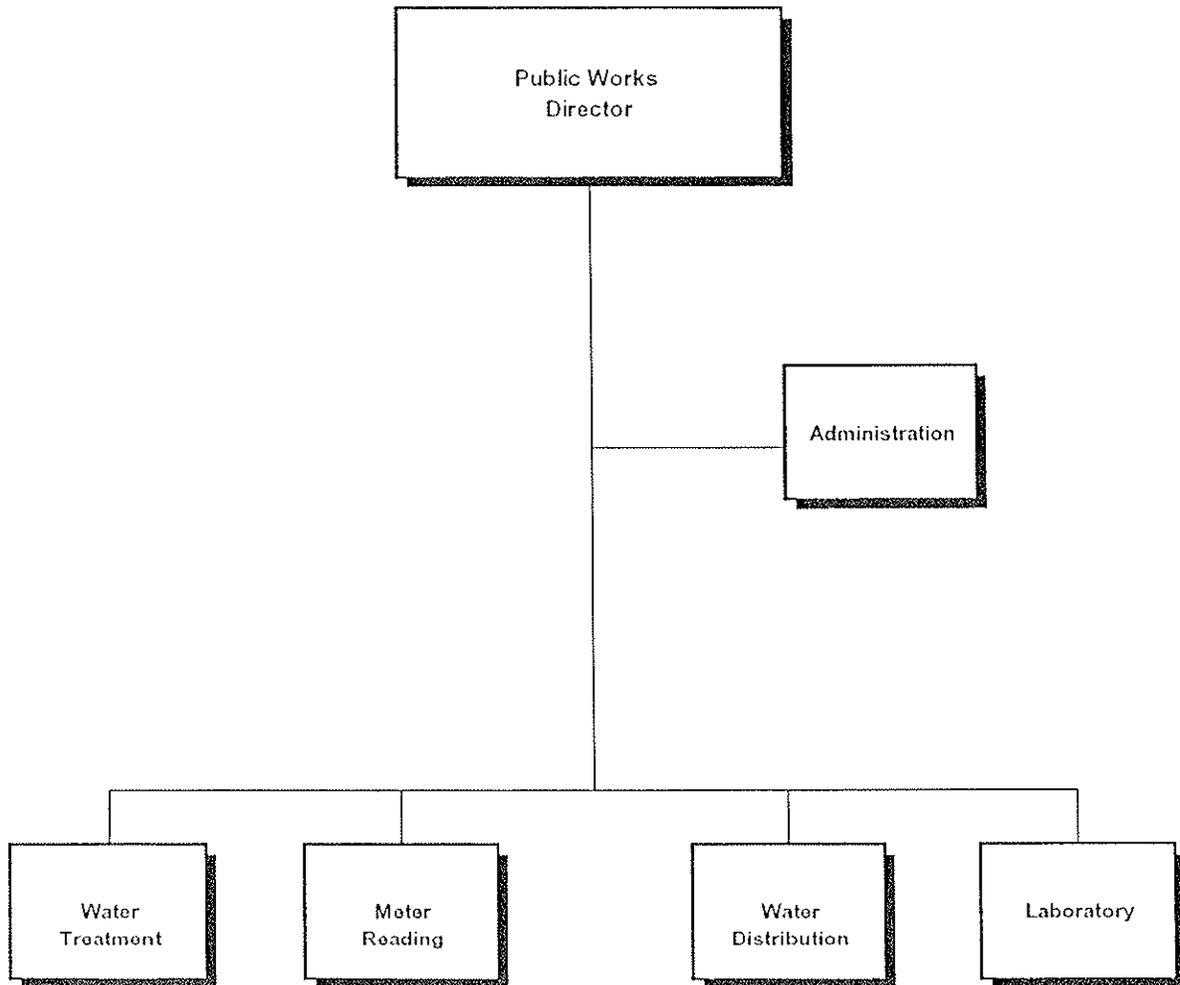
FUND		2000-2001	2001-2002	2002-2003	2002-2003	2003-2004
400	ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	BUDGET	AMENDED	BUDGET
WATER REVENUE						
343 60 10	Water Sales	1,840,639	1,872,940	1,904,000	1,864,000	1,900,000
343 60 20	Meter Connection Charges	8,085	17,630	8,000	20,000	20,000
343 60 30	Service Charges	11,325	11,997	12,000	12,000	12,000
343 60 40	Cut-off Charges	21,945	23,976	24,600	23,000	23,000
343 60 50	Hydrant Rental	10,107	8,340	10,200	10,200	10,200
	Total Water Revenue	1,892,101	1,934,882	1,958,800	1,929,200	1,965,200
SEWER REVENUE						
343 60 60	Sewer Charges	1,904,332	1,954,986	1,984,000	1,963,200	2,001,000
343 60 70	Sewer Connection Charges	4,175	4,094	4,000	7,000	7,000
343 60 80	Reclaimed Water Charges	2,786	2,459	3,000	3,000	3,000
343 90 10	Inspections	5,081	8,390	10,000	11,000	11,000
	Total Sewer Revenue	1,916,373	1,969,929	2,001,000	1,984,200	2,022,000
INTEREST EARNINGS						
361 20 00	SBA Int/Wtr Rev & Cpr Fd	134,341	112,883	90,000	55,000	55,000
	Total Interest Earnings	134,341	112,883	90,000	55,000	55,000
OTHER INCOME						
362 21 00	Communications Lease/Apt & Sprint	22,500	20,000	20,000	21,000	22,600
364 41 00	Surplus Sales	2,600	0	1,000	2,000	1,000
364 42 00	Insurance Proceeds/Loss	3,391	0	0	0	0
365 10 00	Scrap Sales	0	3	1,000	1,000	1,000
369 90 00	Miscellaneous	5,064	5,275	10,000	4,300	4,300
	Total Other Income	33,555	25,278	32,000	28,300	28,900
OTHER NON-REVENUES						
300 10 00	Appropriated Retained Earnings	0	0	0	226,400	892,200
	Total Non-revenues	0	0	0	226,400	892,200
	TOTAL WATER AND SEWER REVENUE	3,976,371	4,042,972	4,081,800	4,223,100	4,963,300

CITY OF HOLLY HILL
WATER & SEWER SYSTEM - EXPENSES

FUND 400	ACCOUNT DESCRIPTION	2000-2001 ACTUAL	2001-2002 ACTUAL	2002-2003 BUDGET	2002-2003 AMENDED	2003-2004 BUDGET
WATER & SEWER SYSTEM - EXPENDITURE SUMMARY						
OPERATING						
533.00 00	Water Utility Service/Water Plant	706,006	776,211	918,200	890,400	1,015,300
535.00 00	Sewer Service/Water Pollution Control Plant	756,700	816,420	940,500	956,100	1,046,900
ADMINISTRATIVE						
536.00 00	Transfer to General Fund	450,000	450,000	465,000	465,000	450,000
536.00 00	Other Administrative Expense	43,158	47,930	60,000	60,000	60,000
RESERVES						
580.99 00	Operating Reserve	0	0	0	0	0
EXPENDITURE APPROPRIATIONS & TRANSFERS						
581.91 10	Renewal & Replacement Transfer	450,000	450,000	453,100	615,600	1,157,000
581.91 20	Series 1992 Transfer	1,119,500	1,329,107	1,075,500	1,075,500	1,073,600
581.91 70	State Loan Trans to Reserve	77,059	0	0	0	0
581.91 80	State Loan Debt Service	83,808	180,032	160,500	160,500	160,500
GRAND TOTAL		3,086,231	4,049,730	4,061,800	4,223,100	4,963,300

CITY OF HOLLY HILL

WATER UTILITY SERVICE/WATER PLANT



WATER UTILITY SERVICE

EXPENDITURES	ACTUAL 2000-01	ACTUAL 2001-02	BUDGET 2002-03	AMENDED 2002-03	BUDGET 2003-04
Personal Services	413,913	444,384	472,900	460,000	512,100
Operating Expenses	292,094	331,857	445,300	430,400	503,200
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	706,006	776,241	918,200	890,400	1,015,300

PERMANENT POSITIONS	2001-02	2002-03	2003-04
Public Works Director	0.20	0.20	0.20
Utility Supervisor	0.50	0.50	0.50
Administrative Assistant	0.25	0.25	0.25
Staff Assistant	0.25	0.25	0.25
Lab Technician	0.50	0.50	0.50
Garage Supervisor	0.25	0.25	0.25
Chief Plant Operator	1.00	1.00	1.00
Water Plant Operator	3.00	3.00	3.00
Water Plant Opr Trainee	1.00	1.00	1.00
Utility Mechanic	2.00	2.00	3.00
Utility Service Worker	1.00	1.00	0.00
Meter Reader	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
Total	11.95	11.95	11.95

SIGNIFICANT EXPENDITURE CHANGES

1. None

ACTIVITY DESCRIPTION

The Water Utility Service department is responsible for Water plant operations and providing the highest quality water to the community. The current production rate is approximately 1.2 million gallons per day. This department is also responsible for maintaining the well fields, laying pipe, repairing water lines, maintaining fire hydrants, installing water meters and reading meters.

ACTIVITY GOALS

1. Provide the highest quality water to the citizens of Holly Hill.
2. Operate the water treatment plant to meet or exceed all State and Federal regulations and requirements.
3. Maintain well fields and water distribution to provide quality water to citizens.
4. Remain knowledgeable of and assure an adequate supply of raw water.
5. Upgrade system communications, instrumentation and reporting.
6. Develop potable water interconnect with the City of Ormond Beach and Daytona Beach.

ACTIVITY OBJECTIVES

1. Improve performance and efficiency of the water treatment plant.
2. Develop and implement an effective cross-connection/back-flow 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.
5. Convert manual read water meters to radio road meters.
6. Reduce time and labor on reading water meters.

ACTIVITY MEASUREMENTS

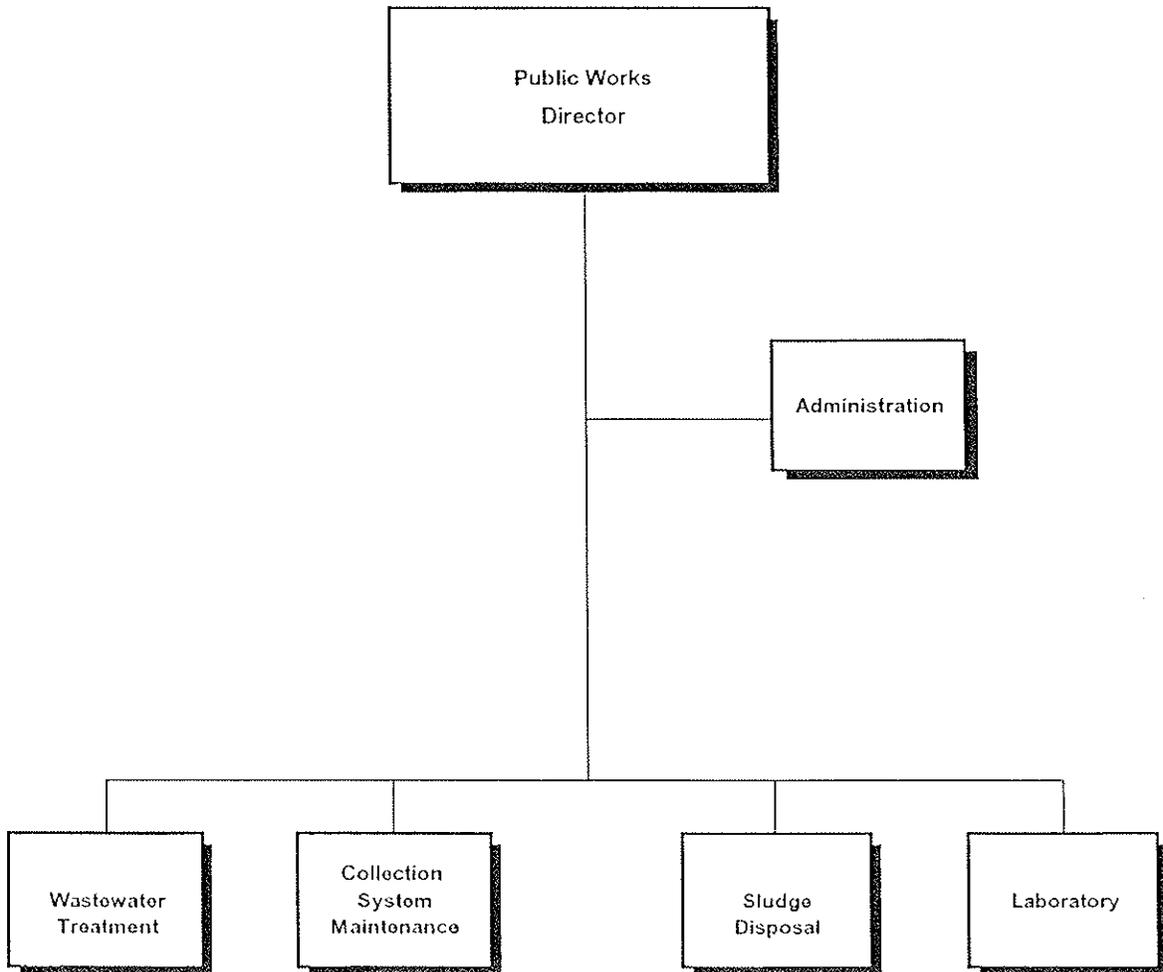
	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 2002-03	PROJECTED 2003-04
Water Treatment Plant Capacity	2.3 MGD	2.3 MGD	2.3 MGD	2.3 MGD
Water average daily flow	1.1 MGD	1.1 MGD	1.231MGD	1.231 MGD
Number of fire hydrants	290	289	293	293
Average number of meters read per month	5,885	5,901	5,936	5,900

CITY OF HOLLY HILL
WATER & SEWER SYSTEM - EXPENSES

FUND 400	ACCOUNT DESCRIPTION	2000-2001 ACTUAL	2001-2002 ACTUAL	2002-2003 BUDGET	2002-2003 AMENDED	2003-2004 BUDGET
WATER UTILITY SERVICE/WATER PLANT						
PERSONAL SERVICES						
533 11 00	Executive Salaries	34,013	36,256	37,000	37,800	14,900
533 12 00	Regular Salaries & Wages	270,028	297,116	304,000	301,000	351,000
533 14 00	Overtime-Regular Employees	15,863	8,121	12,000	9,000	12,000
533 19 01	Uniforms	3,050	3,073	3,000	3,200	3,100
533 21 00	FICA Taxes	22,951	23,917	27,100	25,500	28,900
533 22 00	Retirement Contributions	27,389	24,647	24,700	21,400	31,000
533 23 00	Life & Health Insurance	26,127	33,475	37,500	40,100	43,000
533 24 00	Workers' Compensation	11,126	12,831	20,100	18,100	20,200
533 28 01	Training & Travel	3,365	4,747	6,900	3,900	8,000
	Total Personal Services	413,913	441,284	472,900	460,000	512,100
OPERATING EXPENSES						
533 31 01	Professional Services	8,599	16,585	68,100	58,000	68,100
533 34 00	Contractual Services	22,421	29,838	35,000	29,000	35,000
533 41 00	Telephone/Communications Services	648	213	1,200	700	1,200
533 42 00	Postage, Freight & Express	327	23	500	500	500
533 43 01	Utility Services	136,039	135,017	148,300	134,000	148,300
533 44 00	Rentals & Leases	653	1,524	3,800	3,800	3,800
533 45 00	Non-employee Insurance	13,860	16,899	19,000	35,600	36,500
533 46 01	Repair & Maintenance Services	33,831	46,925	50,500	50,500	50,500
533 46 50	Vehicle Repairs & Maintenance	2,346	4,474	9,000	9,000	9,000
533 47 00	Printing & Binding	413	450	400	400	400
533 49 01	Other Charges & Obligations	30	65	500	500	500
533 49 10	Other Special Costs	344	103	1,000	1,000	1,000
533 51 00	Office Supplies	525	2,970	1,000	2,400	1,000
533 52 01	Operating Supplies	63,358	70,003	96,600	96,600	135,000
533 52 50	Fuel & Oil Supplies	6,478	4,679	9,500	6,500	9,500
533 54 00	Subscriptions & Memberships	2,222	2,090	2,500	2,500	2,900
	Total Operating Expenses	292,094	311,857	445,300	430,400	503,200
TOTAL WATER PLANT		706,006	776,241	918,200	890,400	1,015,300

CITY OF HOLLY HILL

WATER UTILITY SERVICE/SEWER PLANT



SEWER SERVICE

EXPENDITURES	ACTUAL 2000-01	ACTUAL 2001-02	BUDGET 2002-03	AMENDED 2002-03	BUDGET 2003-04
Personal Services	413,011	464,045	492,500	469,400	523,300
Operating Expenses	343,688	352,375	457,000	486,700	523,600
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	756,700	816,420	949,500	956,100	1,046,900

PERMANENT POSITIONS	2001-02	2002-03	2003-04
Public Works Director	0.20	0.20	0.20
Utility Supervisor	0.50	0.50	0.50
Administrative Assistant	0.25	0.25	0.25
Staff Assistant	0.25	0.25	0.25
Lab Technician	0.50	0.50	0.50
Garage Supervisor	0.25	0.25	0.25
Chief Wastewater Plant Operator	1.00	1.00	1.00
Wastewater Plant Operator	4.00	5.00	5.00
Sludge Bell Press Operator	1.00	1.00	1.00
Utility Mechanic	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>
Total	10.95	11.95	11.95

SIGNIFICANT EXPENDITURE CHANGES

1. None

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 more effluent disposal from the Halifax River.
4. Integrate reuse control system with wastewater plant.
5. Develop a program for reducing the infiltration and inflow in the gravity sewer system.
6. Rehab lift stations.

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.
4. Install a modern and efficient system of operation controls and instrumentation.

ACTIVITY MEASUREMENTS	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 2002-03	PROJECTED 2003-04
Wastewater Treatment Plant Capacity	2.4 MGD	2.4 MGD	2.4 MGD	2.4 MGD
Wastewater average daily flow	1.8 MGD	1.8 MGD	1.8 MGD	1.8 MGD
Number of lift stations	28	30	30	0
Miles of sanitary sewers	67.0 miles	69.0 miles	70 miles	70 miles
Collection system users	5,148	5,169	5,204	5,200

CITY OF HOLLY HILL
WATER & SEWER SYSTEM - EXPENSES

FUND 400	ACCOUNT DESCRIPTION	2000-2001 ACTUAL	2001-2002 ACTUAL	2002-2003 BUDGET	2002-2003 AMENDED	2003-2004 BUDGET
SEWER SERVICE/WATER POLLUTION CONTROL PLANT						
PERSONAL SERVICES						
535.11.00	Executive Salaries	33,978	36,186	37,600	37,800	14,900
535.12.00	Regular Salaries & Wages	240,833	302,433	313,000	302,000	350,900
535.14.00	Overtime-Regular Employees	42,562	21,521	15,000	19,500	15,000
535.19.01	Uniforms	2,440	2,653	3,000	2,400	3,000
535.21.00	FICA Taxes	23,355	25,493	28,000	26,800	29,100
535.22.00	Retirement Contributions	28,546	28,283	28,600	24,600	33,700
535.23.00	Life & Health Insurance	26,742	32,246	40,900	40,900	46,500
535.24.00	Workers' Compensation	11,347	11,890	13,800	10,800	15,200
535.28.01	Training & Travel	3,207	3,340	12,600	4,600	14,600
	Total Personal Services	413,011	464,045	492,500	469,400	523,300
OPERATING EXPENSES						
535.31.01	Professional Services	10,456	26,719	45,500	45,500	131,700
535.34.00	Contractual Service	22,421	29,838	35,000	29,000	35,000
535.41.00	Telephone/Communications Services	1,023	416	1,200	700	1,200
535.42.00	Postage, Freight & Express	375	310	560	500	560
535.43.01	Utility Services	106,777	110,025	133,900	123,900	125,000
535.44.00	Rentals & Leases	309	165	2,000	2,000	2,000
535.45.00	Non-Employee Insurance	20,100	25,888	27,400	27,400	30,500
535.46.01	Repair & Maintenance Services	61,764	50,762	59,200	109,200	64,700
535.46.50	Vehicle Repairs & Maintenance	2,829	1,510	7,000	5,000	7,000
535.47.00	Printing & Binding	73	167	300	300	300
535.49.01	Other Charges & Obligations	606	64	300	300	300
535.49.10	Other Special Costs	7,854	0	1,000	0	1,000
535.51.00	Office Supplies	825	992	700	700	700
535.52.01	Operating Supplies	100,403	102,374	126,200	132,200	111,400
535.52.50	Fuel & Oil Supplies	7,481	3,026	15,000	8,200	10,500
535.54.00	Subscriptions & Memberships	354	120	1,800	1,800	1,800
	Total Operating Expense	343,688	292,325	457,600	486,700	523,600
	TOTAL SEWER SERVICE	756,700	816,420	949,500	956,100	1,046,900

WATER & SEWER ADMINISTRATION

EXPENDITURES	ACTUAL 2000-01	ACTUAL 2001-02	BUDGET 2002-03	AMENDED 2002-03	BUDGET 2003-04
Personal Services	251,300	251,300	250,500	250,500	249,500
Operating Expenses	241,858	246,630	274,500	274,500	260,500
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	493,158	497,930	525,000	525,000	510,000

PERMANENT POSITIONS	2001-02	2002-03	2003-04
City Manager	0.33	0.33	0.33
City Clerk	0.33	0.33	0.33
Finance Director	0.33	0.33	0.33
Chief Acct/Asst Fin Dir	0.33	0.33	0.33
C. S. Super/Acct	0.75	0.75	0.75
Accountant	0.33	0.33	0.33
Account Clerk III	0.33	0.33	0.33
Account Clerk III	0.75	0.75	0.75
Account Clerk II	0.75	0.75	0.75
Account Clerk II	0.75	0.75	0.75
Account Clerk I	0.75	0.75	0.75
IT Director	0.33	0.33	0.33
Custodian	<u>0.00</u>	<u>0.00</u>	<u>0.20</u>
Total	6.06	6.06	6.26

SIGNIFICANT EXPENDITURE CHANGES

1. None

ACTIVITY DESCRIPTION, GOALS, OBJECTIVES, MEASUREMENTS

See General Government departments

ACTIVITY MEASUREMENTS	ACTUAL 2000-01	ACTUAL 2001-02	ESTIMATED 2002-03	PROJECTED 2003-04
Number of utility bills mailed	67,417	67,923	73,496	75,000
Number of penalty notices mailed	10,662	11,294	11,288	11,400
Number of payroll checks prepared	120	327	315	325
Number of direct deposit receipts prepared	4,571	4,721	4,679	4,700
Number of accounts payable checks issued	4,731	4,514	3,900	4,500
Number of insurance claims filed	7	2	4	3

CITY OF HOLLY HILL
WATER & SEWER SYSTEM - EXPENSES

FUND 400	ACCOUNT DESCRIPTION	2000-2001 ACTUAL	2001-2002 ACTUAL	2002-2003 BUDGET	2002-2003 AMENDED	2003-2004 BUDGET
WATER AND SEWER ADMINISTRATION						
PERSONAL SERVICES						
536.11.00	Executive Salaries	73,800	73,800	73,800	73,800	73,800
536.12.00	Regular Salaries & Wages	109,000	109,000	109,000	109,000	109,000
536.14.00	Overtime	2,000	2,000	2,000	2,000	2,000
536.21.00	FICA Taxes	14,200	14,200	14,200	14,200	14,200
536.22.00	Retirement Contributions	29,200	29,200	25,300	25,300	25,300
536.23.00	Life & Health Insurance	13,900	13,900	13,900	13,900	13,900
536.24.00	Worker's Compensation	900	900	1,000	1,000	1,000
536.25.00	Unemployment Compensation	1,300	1,300	1,300	1,300	1,300
536.28.01	Training & Travel	4,000	4,000	7,000	7,000	6,000
536.29.01	Other Personal Services	3,000	3,000	3,000	3,000	3,000
	Total Personal Services	251,300	251,300	250,500	250,500	249,500
OPERATING EXPENSES						
536.31.01	Professional Services	59,000	59,000	59,000	59,000	59,000
536.32.00	Accounting & Auditing	16,500	16,500	18,500	18,500	18,500
536.41.00	Telephone/Communications Services	4,800	4,800	4,800	4,800	4,800
536.42.00	Postage, Freight, & Express	15,500	15,500	17,800	17,800	15,500
536.43.01	Utility Services	7,000	9,000	13,000	13,000	12,000
536.44.00	Rentals & Leases	4,500	4,500	4,500	4,500	4,000
536.46.01	Repair & Maintenance Services	16,000	16,000	16,000	16,000	15,000
536.46.50	Vehicle Repairs & Maintenance	800	800	1,800	1,800	1,800
536.47.00	Printing & Binding	10,500	10,500	10,500	10,500	9,500
536.49.01	Other Charges & Obligations	32,900	32,900	32,900	32,900	31,900
536.49.10	Other Special Costs	32,600	18,152	35,000	35,000	35,000
536.50.00	Advertising	2,000	2,000	2,000	2,000	2,000
536.51.00	Office Supplies	10,200	3,200	10,200	10,200	5,000
536.52.01	Operating Supplies	6,000	10,000	10,000	10,000	8,000
536.52.50	Fuel & Oil Supplies	1,000	2,000	2,000	2,000	2,000
536.54.00	Subscriptions & Memberships	4,500	4,500	4,000	4,000	4,000
536.59.01	Bad Debt Expense	10,554	2,677	25,000	25,000	25,000
536.80.00	Grants & Aids	7,500	34,600	7,500	7,500	7,500
	Total Operating Expenses	241,858	246,630	274,500	274,500	260,500
	TOTAL WATER & SEWER ADMINIS	493,158	497,930	525,000	525,000	510,000

*WATER AND SEWER
DEBT SERVICE
ANNUAL BUDGET*

2003 - 2004

WATER & SEWER DEBT SERVICE FUND

EXPENDITURES	ACTUAL 2000-01	ACTUAL 2001-02	BUDGET 2002-03	AMENDED 2002-03	BUDGET 2003-04
Principal Payments	310,000	550,770	586,400	586,400	597,800
Interest Expense	811,544	762,561	646,600	646,600	635,300
Other Debt Service	<u>1,197</u>	<u>0</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>
TOTAL	1,122,741	1,313,331	1,236,000	1,236,000	1,236,100

PERMANENT POSITIONS

N/A

SIGNIFICANT EXPENDITURE CHANGES

1. None

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.

ACTIVITY GOAL

N/A

ACTIVITY MEASUREMENTS

N/A

CITY OF HOLLY HILL
WATER AND SEWER DEBT SERVICE

FUND		2000-2001	2001-2002	2002-2003	2002-2003	2003-2004
471	ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	BUDGET	AMENDED	BUDGET
REVENUES						
SERIES 1992						
361.20.00	Interest from SBA	16,654	7,004	0	0	2,000
369.90.00	Misc Revenue	88	0	0	0	0
380.10.00	Appropriated Retained Earnings	0	0	0	0	0
381.10.00	Transfer from Water & Sewer Fund	1,119,500	1,329,107	1,075,500	1,075,500	1,073,600
TOTAL DEBT SERVICE REVENUES		1,136,242	1,336,111	1,075,500	1,075,500	1,075,600
EXPENDITURES						
SERIES 1992						
587.71.60	Principal	310,000	450,301	495,000	495,000	505,000
587.72.60	Interest	811,544	689,689	577,500	577,500	567,600
587.73.60	Other Debt Service Costs	1,197	0	3,000	3,000	3,000
581.91.30	Transfer to Water & Sewer Fund	0	0	0	0	0
TOTAL DEBT SERVICE EXPENDITURES		1,122,741	1,139,990	1,075,500	1,075,500	1,075,600

CITY OF HOLLY HILL
STATE LOAN DEBT SERVICE

FUND		2000-2001	2001-2002	2002-2003	2002-2003	2003-2004
472	ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	BUDGET	AMENDED	BUDGET
REVENUES						
STATE REVOLVING						
361.20 00	Interest from SEA	0	0	0	0	0
390 10 00	Appropriated Retained Earnings	0	0	0	0	0
381.10 00	Transfer from Water & Sewer Fund	83,809	180,032	160,500	160,500	160,500
TOTAL DEBT SERVICE REVENUES		83,808	180,032	160,500	160,500	160,500
EXPENDITURES						
STATE REVOLVING						
587.71 80	Principal	0	100,469	91,400	91,400	92,900
587 72 80	Interest	0	72,872	69,100	69,100	67,700
TOTAL DEBT SERVICE EXPENDITURES		0	173,341	160,500	160,500	160,500

CITY OF HOLLY HILL
STATE LOAN DEBT SERVICE

FUND		2000-2001	2001-2002	2002-2003	2002-2003	2003-2004
473	ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	BUDGET	AMENDED	BUDGET
REVENUES						
STATE REVOLVING RESERVE						
361.20.00	Interest from SBA	0	0	0	0	0
380.10.00	Appropriated Retained Earnings	0	0	0	0	0
381.10.00	Transfer from Water & Sewer Fund	77,059	0	0	0	0
TOTAL DEBT SERVICE REVENUES		<u>77,059</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
EXPENDITURES						
STATE REVOLVING RESERVE						
		77,059		0	0	0
TOTAL DEBT SERVICE EXPENDITURES		<u>77,059</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

*WATER AND SEWER
RENEWAL & REPLACEMENT
FUND*

ANNUAL BUDGET

2003 - 2004

WATER & SEWER RENEWAL AND REPLACEMENT FUND

EXPENDITURES	ACTUAL 2000-01	ACTUAL 2001-02	BUDGET 2002-03	AMENDED 2002-03	BUDGET 2003-04
Capital Oullay	570,717	173,496	751,900	1,127,600	1,243,500
Reserve for Improvement	<u>18,987</u>	<u>800,425</u>	<u>17,000</u>	<u>90,000</u>	<u>45,000</u>
TOTAL	592,717	973,921	768,900	1,217,600	1,288,500

PERMANENT POSITIONS

N/A

SIGNIFICANT EXPENDITURE CHANGES

None

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 GOAL

N/A

ACTIVITY OBJECTIVE

N/A

ACTIVITY MEASUREMENTS

N/A

CITY OF HOLLY HILL
 WATER AND SEWER RENEWAL AND REPLACEMENT FUND
 SUMMARY

FUND R & R	ACCOUNT DESCRIPTION	2000-2001 ACTUAL	2001-2002 ACTUAL	2002-2003 BUDGET	2002-2003 AMENDED	2003-2004 BUDGET
	REVENUES	43,693	523,921	37,000	102,000	57,000
	APPROPRIATIONS & TRANSFERS	546,011	450,000	731,900	1,115,600	1,231,500
	TOTAL R & R FUND REVENUES	589,704	973,921	768,900	1,217,600	1,288,500
	EXPENDITURES					
	WATER PLANT/CAPITAL OUTLAY	291,320	32,047	416,600	476,200	583,100
	SEWER PLANT/CAPITAL OUTLAY	279,397	141,449	335,900	651,400	600,400
	WATER & SEWER ADMIN	0	0	0	0	0
	RESERVES/TRANSFERS	22,000	800,425	17,000	90,000	45,000
	TOTAL EXPENDITURES & RESERVES	592,717	973,921	768,900	1,217,600	1,288,500

CITY OF HOLLY HILL
RENEWAL AND REPLACEMENT FUND
WATER & SEWER

FUND 480	ACCOUNT DESCRIPTION	2000-2001 ACTUAL	2001-2002 ACTUAL	2002-2003 BUDGET	2002-2003 AMENDED	2003-2004 BUDGET
REVENUES						
361.20.00	Interest Earnings - SBA	24,706	11,464	20,000	12,000	12,000
369.60.00	DOT Reimbursement	0	0	0	0	0
389.40.00	Contributions from Other Sources	0	0	0	0	0
	Total Revenues	24,706	11,464	20,000	12,000	12,000
APPROPRIATIONS & TRANSFERS						
380.10.00	Appropriated Retained Earnings	239,400	0	278,800	500,000	74,500
381.10.00	Transfer from Water & Sewer Fund	450,000	450,000	453,100	615,600	1,157,000
381.41.00	Transfer from Water Impact Fees	0	0	0		
381.42.00	Transfer from Sewer Impact Fees	0	0	0	0	0
	Total Appropriations & Transfers	689,400	450,000	731,900	1,115,600	1,231,500
	TOTAL R & R FUND REVENUES	714,106	461,464	751,900	1,127,600	1,243,500
EXPENDITURES						
WATER PLANT/CAPITAL OUTLAY						
533.31.01	Professional Services	19,579	5,990	69,600	22,600	65,000
533.62.00	Buildings	0	0	20,000	20,000	0
533.63.00	Improvements other than Buildings	209,387	18,496	256,900	421,600	487,500
533.64.00	Machinery & Equipment	2,354	7,571	69,500	12,000	30,600
	Total Water Plant	291,320	32,057	416,000	476,200	593,100
WATER POLLUTION CONTROL/CAPITAL OUTLAY						
535.31.01	Professional Services	0	5,188	34,800	88,500	70,000
535.62.00	Buildings	7,715	0	0	0	0
535.63.00	Improvements other than Buildings	37,312	14,706	0	0	348,700
535.64.00	Machinery & Equipment	234,370	124,555	301,100	562,900	241,700
	Total Water Pollution Control	279,397	144,449	335,900	651,400	660,400
BUDGET RESERVE						
582.99.01	Reserve for Improvements	0	287,908	0	0	0
	TOTAL EXPENDITURES & RESERVES	570,716	461,464	751,900	1,127,600	1,243,500

CITY OF HOLLY HILL
RENEWAL AND REPLACEMENT FUND
WATER & SEWER IMPACT FEES

FUND		2000-2001	2001-2002	2002-2003	2002-2003	2003-2004
481 & 482	ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	BUDGET	AMENDED	BUDGET
REVENUES						
361 20 00	Interest Earnings	8,591	9,951	2,000	5,000	5,000
363 36 00	Impact Fees	10,396	502,566	15,000	85,000	40,000
	Total Revenues	18,987	512,457	17,000	90,000	45,000
TOTAL W&S IMPACT FEE REVENUES		18,987	512,457	17,000	90,000	45,000
EXPENDITURES						
581 91 10	Transfer to Fund 480	0	0	0	0	0
	Total Expenditures	0	0	0	0	0
	RESERVES	18,987	512,457	17,000	90,000	45,000
	TOTAL W&S IMPACT FEE EXPENDITURES & RESERVES	18,987	512,457	17,000	90,000	45,000

City of Holly Hill, Florida Miscellaneous Statistical Data

Date of Incorporation: July 1, 1901
 Present Charter Incorporating the City of Holly Hill
 Adopted 1941
 Form of Government: Commission/Manager
 Population: 12,504

Area:

4.8 Square Miles
 59.0 Miles Pave Streets
 1.0 Miles Unpaved Streets
 30.0 Miles Sidewalks
 35.0 Miles Storm Sewers
 74.0 Miles Sanitary Sewer

Fire Protection:

1 Fire Station
 12 Full-time Firefighters
 Part-time Program
 293 Fire Hydrants

Police Protection:

1 Police Station
 27 Police Sworn Officers
 10 Police Reserves
 1 Animal Control Officer

Recreation:

10 Parks Total 81.5 Acres
 4 Playgrounds
 5 Recreation buildings
 2 Tennis court
 9 Shuffleboard courts
 5 Ball fields
 2 Community Centers
 3 Public fishing piers
 1 Boat ramp
 3 Wooden piers overlook
 1 Municipal Gymnasium
 1.5 Concrete Bike Paths (Miles)
 1 Swimming Pool
 1 Wellness/Exercise Center
 2 Outdoor Racquetball Courts
 Athletic Activity Participants - 909

Employees as of September 30, 2002

110 Civil Service
 1 Exempt
 Education: Volusia County Schools
 1 Elementary
 1 Secondary
 1 Library
 Students:
 Pre-Kindergarten - Grade 5 739
 Grades 6-8 950
 Grades 9-12 0*
 1,689
 Personnel:
 Instructional 126
 Non-instructional 66
 Administrative 7

Street Lights:

High Pressure Sodium Vapor
 6,300 lumen 672
 9,500 lumen 84
 16,000 lumen 35
 22,000 lumen 139
 50,000 lumen 2
 White Way Underground 1,000 lumen - 6

Water Treatment Plant:

Design capacity - 2.3 MGD
 Current production rate - 1.262MGD
 Users - 5,885

Water Pollution Control Plant:

Capacity - 2.4 MGD
 Current production rate - 1.542MGD
 Collection system users - 5,148
 Number of Lift stations - 30

* Students attend surrounding city high schools.

CITY OF HOLLY HILL, FLORIDA
Miscellaneous Statistical Data continued

Major City Taxpayers

KMC Telecom Leasing, Inc
Holly Hill R.H.F. Housing, Inc.
Florida Power & Light
Sun Communities, operating
Holly Forest Mobile Home Park
BellSouth Telecommunications, Inc.
EIG Holly Hill, LLC
Metra Electronics; William H. Jones
Holly Point Apartments, Inc.

Type of Business

Communications
Bishops Glen Retirement Center
Electric Power Utility
Mobile Home Park
Communications Utility
Winn Dixie Shopping Center
Electronics Manufacturer
Apartment Complex

GLOSSARY

Accrual Basis – The basis of accounting in which revenues and expenditures are recorded at the time they are earned or incurred.

Ad Valorem Taxes - Property taxes levied on assessed value of real or personal property.

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.

CDBG - Community Development Block Grant

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.

FDOT - Federal Department of Transportation

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.

Line Item - An individual expenditure category listing in the budget, such as; salaries, operating supplies, equipment, etc.

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

LLEBG - Local Law Enforcement Block Grant fund.

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

Modified Accrual Basis - The basis of accounting in which revenues and expenditures are measured resources available to the City.

PAL - Police Athletic League

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

Operating Budget - A budget for general expenditures such as wages, maintenance, supplies and services.

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.

Retained Earnings - An equity account reflecting accumulated earnings of an enterprise fund.

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.

State Revolving Loan – Low cost loan provided by the State for stormwater, water and sewer.

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.

VIPS – Volunteers in Police Services

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.