

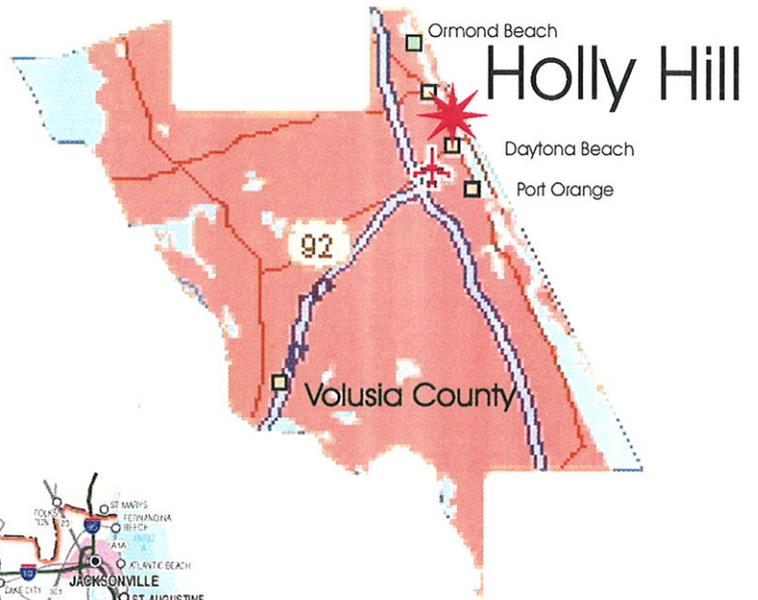


City of Holly Hill Florida



Annual Budget 2004 - 2005

City of Holly Hill



CITY OF HOLLY HILL

ANNUAL BUDGET

2004 - 2005

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HISTORY OF HOLLY HILL

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

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

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

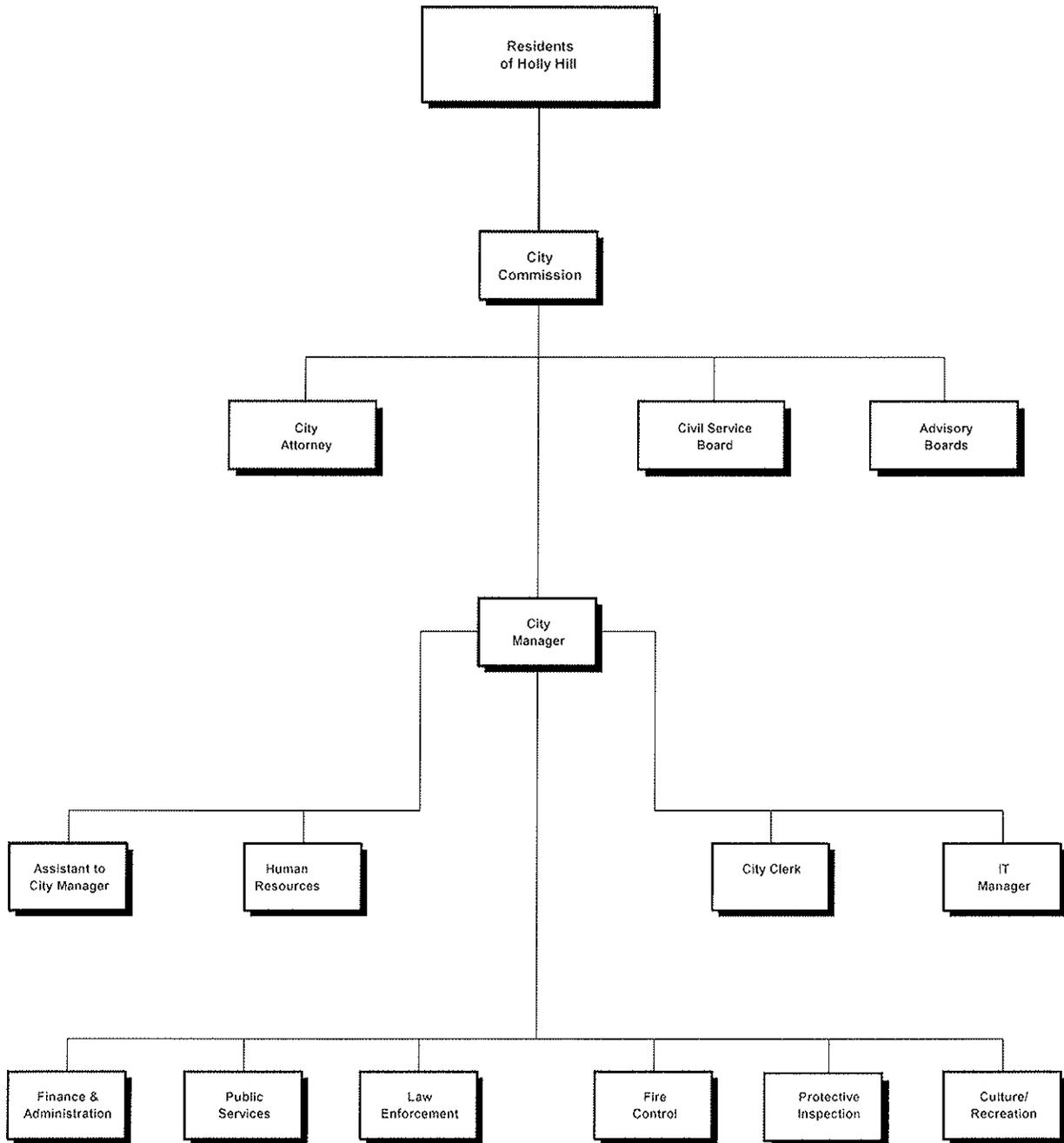
The area has many holly trees in this, their native land. Many beautiful oak, magnolia and palm trees can be found throughout this whole area. Our city occupies a ridge of hammock land, which rises about four feet above sea level at the Halifax River, to an elevation of ten feet at the top of this ridge. The general topography has many paved and improved streets. This, and other advantages make Holly Hill a very desirable residential and industrial location. The growth and development of our city has been uniform in its progress, following the 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 12,612 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".

CITY OF HOLLY HILL



EXECUTIVE DIRECTORY

CITY COMMISSION

WILLIAM D. ARTHUR
Mayor

ARTHUR J. BYRNES
Commissioner – District 1

GILLES BLAIS
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

**PUBLIC SAFETY
DIRECTOR**
Don Shinnamon

PUBLIC SERVICES DIRECTOR
Milton Hallman

**HUMAN RESOURCES
DIRECTOR**
Diane Cole



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Holly Hill
Florida**

For the Fiscal Year Beginning

October 1, 2003

Handwritten signature of Edward Hennigh in cursive script.
President

Handwritten signature of Jeffrey R. Egan in cursive script.
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, 2003**.

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 our 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

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

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

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

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

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

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

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

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

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

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

September 2004

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

Mayor and Commissioners:

The attached document is the budget as proposed for the fiscal year October 1, 2004 to September 30, 2005. 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.

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.

Goals

As in the past, our goals for the City of Holly Hill are to provide a quality living environment for our resident population of 12,612 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.

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.

Infrastructure improvements such as drainage, paving and sidewalks are being accomplished. The city property tax base increased by 10.33%, the second largest increase we have seen in many years. Last year, it was 12.69%.

Plans for storm drainage work, sidewalks and paving are on track or ahead of schedule and are continuing programs in this budget. A \$6,127,600 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 3,060 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.

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 \$1,702,400. The proposed budget anticipates using \$1,047,000 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 \$650,000 in fund balance at the end of fiscal year 2005, about 9% 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 \$9,400 in reserve for Police Education at the beginning of the year. Of this amount, \$4,500 has been appropriated for training of police officers. Additional educational programs for police officers will be planned during the coming year. The reserve is expected to be \$4,900 at the end of the fiscal year.

The Stormwater Drainage Fund is expected to begin the new fiscal year with \$401,000 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 \$167,000 toward improvement projects and will end the year with \$234,000.

The Water and Sewer Enterprise Fund will begin the new year with an estimated operating cash reserve of \$1,093,900. Approximately \$740,600 (three months operating costs) is recommended to be maintained as a cash reserve for contingencies. The proposed budget anticipates ending fiscal year 2005 with a cash reserve of \$319,800. Any excess reserves are allocated for improvements.

The Law Enforcement Trust Fund is estimated to begin the new fiscal year with \$22,100 in reserves and end the year with \$22,100. These reserves are restricted to law enforcement purposes only.

The Solid Waste Enterprise Fund is estimated to begin the fiscal year with \$311,600 in reserves. A transfer of \$300,000 to the Capital Projects Fund for improvement projects is planned leaving the Solid Waste Fund with \$6,600 at the end of the fiscal year.

The Capital Project Fund is estimated to begin the fiscal year with \$417,600 in reserves and end the year with \$69,100 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. The final payment on this loan will be made in September 2004.

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 \$6,127,600.

Significant Budget Changes

Several factors affected the development of the City's budget. The total budget, including all funds, is about 12.4% lower than the prior year due primarily to a decrease in the dollar amounts to be spent on major capital projects. Normal operating expenditures have increased 2.77% overall.

The City's taxable property value increased during the past year by 10.33%. Gross property values increased 12.27%. 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 13.7% over the prior year and a total of 58% over the 1995 base year. In addition to the Community Policing program funded by the CRA, additional funds have been allocated for a full-time Coordinator to assist with furthering the redevelopment goals for this area.

Community Development Block Grant monies of \$101,800 available for 2005 will be used toward planned landscaping of the Sica Hall Community Center.

During the past year, changes were made in the law enforcement dispatch operations and staffing. The Police Department transferred its 911 Public Safety Answering Point and police dispatch operation to the Volusia County Sheriff's Office as of July 1, 2004. The dispatcher positions have a high turnover rate and when a vacancy occurs, overtime is used to fill schedules, many times with a police officer at a higher overtime rate. In addition, there are high costs associated with advertising the position, processing prospective employees, and training. During training the new employee works with an experienced dispatcher for four to six weeks, and, in that time we pay two salaries for one position. However, there was and is a need for two additional office assistant positions to answer the high volume of calls for records, reports and other assistance unrelated to emergency calls. A decrease of two full-time positions is being realized by attrition. Direct additional costs for this change are about \$10,000. However, cost savings in other areas are anticipated in the future by contracting with the Sheriff's Office.

An additional \$24,500 is also included to hire an additional Investigator in mid-year for the Criminal Investigation Division. This is a much needed position due to the number of criminal investigations being conducted by the department. The position is expected to be fully funded in fiscal year 2006. Also, in fiscal year 2006 we will be fully funding the investigator position that participates on the County Sheriff's Task Force Team due to the current grant funds of \$15,000 annually not being available again for that position.

An Information Technology Assistant position has also been budgeted at \$19,800 to begin in mid-year. This position will be assisting the IT Director with maintaining the City's web site, assisting about 100 users as necessary, and also will assist the Finance Department by assuming responsibility for maintaining the city's fixed asset inventories.

In Buildings and Grounds, two additional Equipment Operator/Maintenance Worker positions have been added at a cost of \$47,800. These positions will strengthen city maintenance crews for parks and lawns, ball fields, and building facilities.

A City Engineer position is also included in the budget at a cost of \$44,000. This position will assist the Public Works Director with various engineering projects for parks, drainage, water and wastewater that can be done in-house and provide cost savings by not having to assign those smaller projects to a contracted engineering firm.

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

1. Wage adjustments have been provided in this budget. The City completed negotiations in 2003 for a three year contract with LIUNA, Public Employees Local 678, 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, sixteen 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 stayed the same as the previous year. 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 8.3% due to an actuarial deficiency caused by unfavorable investment experience in the police pension fund. Retirement contributions to the fire pension are at 7.4%, also due to unfavorable experience in that pension fund's investments. The unfavorable experience occurred in 2002-2003.
3. Health insurance rates for employees increased by 16% over the prior year.
4. The solid waste contract provides for an annual increase at 60% of the Consumer Price Index amount, which is 1.37% beginning 10/1/04.
5. Water and Sewer rates are anticipated to increase by 3%. This is the projected Consumer Price Index increase as provided by ordinance for additional operating expenses and includes an additional 1% for renewals and replacements in the Water and Sewer systems.
6. A scheduled Stormwater Utility Rate increase from \$3.75 per ERU (equivalent residential unit) to \$4.75 per ERU is planned in this budget. This is the second of three planned rate changes providing for six million dollars in stormwater utility improvements to the community.

Revenue Highlights

Revenue projections include Ad Valorem Tax (property tax) revenues of \$1,732,000. This estimate is based on adopting a millage rate of \$4.08002 per \$1,000 taxable valuation, which is the same as current rate. The gross taxable value increased by \$41,823,630 or 10.33% over the prior year.

The Water and Sewer rates are scheduled to increase by 3.0% effective October 1, 2004 according to ordinance and resolution. The increase will generate approximately \$113,700 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 \$3.75 per ERU (equivalent residential unit) to \$4.75 per ERU effective October 1, 2004. This will generate \$146,300 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 9.4% 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
2004 Goals
As established by the City Commission 5/11/04

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).
3. Traffic lights will be repaired and time accordingly.
4. Upgrade Hollyland Park:
 - a Relocate ball fields, Library, Chamber, etc...
 - b Consider conference center.
5. Improvements to ball fields in the short term.
6. Improvements to City Hall property (front steps).
7. Underground utilities in the CRA.
8. Consideration will be given to zero lot lines in the CRA (PUD).

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. Consideration will be given to staffing a Westside station in cooperation with Volusia County.
5. Estimates will be received to determine the cost and feasibility to place a shade cover over a portion of the swimming pool.
6. 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. Consideration will be to City operated wireless provider.
4. Expand / Improve Website.
5. Employee salaries will remain competitive.
6. Install workout station along the path in Sunrise Park.
7. Expand the "BEACH" at Sunrise Park.
8. Provide more police presence citywide.
9. Extend sidewalk from Sunrise Park to the north City Limits.

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. 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 creating a more pleasant appearance around all retention ponds on major roadways.
5. 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 storm water 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.
3. Establish criteria for memorials and park dedications.
4. Identify a park in the name for former long time Mayor Don Wiggins.

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.
2. Install energy saving features in all City-owned buildings.

MANAGEMENT AND BUDGET POLICIES

The 2004-05 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 Management* - 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 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. The City has no legal debt limits.

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 \$6,600 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 8.3% is to be made to the police pension fund and a 25.1% to the firefighters' pension fund in fiscal year 2004-05. 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 seven funds. These funds are the General Fund, Community Redevelopment Trust Fund, Capital Projects 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; 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, licenses, and charges for unbilled services. Permits 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.

RESOLUTION NO. 2004-R-59

A RESOLUTION OF THE CITY OF HOLLY HILL, FLORIDA, ADOPTING A FINAL MILLAGE RATE FOR THE YEAR BEGINNING OCTOBER 1, 2004; PROVIDING FOR CONFLICTING RESOLUTIONS; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Holly Hill, Florida is required by Florida Statute 200.011 to certify to the County Property Appraiser the general municipal millage rate established by said Commission for the tax year beginning October 1, 2004; and

WHEREAS, the City Commission of the City of Holly Hill, Florida, pursuant to Florida Statute 200.065, the TRIM BILL, is required to adopt a tentative budget and a proposed millage rate, said proposed millage rate is the rolled back rate of 4.08002 (\$4.08002 per \$1,000); and

WHEREAS, the City Commission of the City of Holly Hill, Florida, is desirous of adopting a final millage rate, having given proper notice of both a proposed 8.75% tax increase and the public hearing held with respect to same.

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

Section 1. That the final millage rate adopted by the City Commission of the City of Holly Hill, Florida, for the tax year beginning October 1, 2004 is 4.08002 (\$4.08002 per \$1,000.00); said millage rate is 8.75% above the rolled back rate.

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

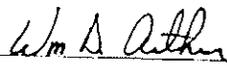
Section 3. That this Resolution shall become effective immediately upon its adoption.

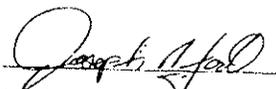
The within and foregoing Resolution was read before the City Commission of the City of Holly Hill, Florida, at its Regular Meeting held in Commission Chambers at City Hall, 1065 Ridgewood Avenue, Holly Hill, Florida, on the 28th day of September, 2004.

It was moved by Commissioner Schmitt and seconded by Commissioner Byrnes that said Resolution be adopted. A roll call vote of the Commission on said motion resulted as follows:

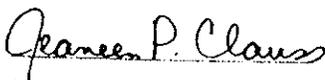
Mayor William Arthur	Yes
Commissioner Arthur Byrnes	Yes
Commissioner Gilles Blais	Yes
Commissioner Lou Schmitt	Yes
Commissioner Roland Via	Yes

WHEREAS, the Mayor of the City of Holly Hill, Florida, has heretofore set his official signature, duly authorized by the City Clerk, and has caused the official seal of said City to be affixed, all at the City Hall in the City of Holly Hill, this 28th day of September, 2004 for the purpose of authenticity as is required by law.


William D. Arthur, Mayor


Joseph A. Forte, City Manager

Attest:


Joaneen P. Clauss, CMC, City Clerk

ORDINANCE NO. 2708

AN ORDINANCE OF THE CITY OF HOLLY HILL,
FLORIDA ADOPTING THE APPROPRIATIONS BUDGET
FOR THE FISCAL YEAR OCTOBER 1, 2004, THROUGH
SEPTEMBER 30, 2005, PROVIDING FOR CONFLICTING
ORDINANCES, AND ESTABLISHING AN EFFECTIVE
DATE.

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

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

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

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

Section 1. That the attached appropriation budget for the fiscal year October 1, 2004, through September 30, 2005, is hereby approved and adopted as a final budget

Section 2. That all ordinances in conflict herewith are hereby repealed

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

The within and foregoing Ordinance was introduced and read on first reading before the City Commission of the City of Holly Hill, Florida, at its Special Meeting held in Commission Chambers at City Hall on the 13th Day of September, 2004

It was moved by Commissioner Schmitt and seconded by Commissioner Byrnes that said Ordinance be approved on first reading. A roll call vote of the Commission held on said motion for approval of the Ordinance resulted as follows:

Mayor William Arthur	Yes
Commissioner Arthur Byrnes	Yes
Commissioner Gilles Blais	Yes
Commissioner Lou Schmitt	Yes

The within and foregoing Ordinance was introduced and read on second reading before the City Commission of the City of Holly Hill, Florida, at its regular meeting held in Commission Chambers at City Hall on the 25th day of September, 2004

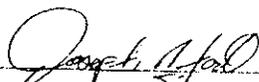
It was moved by Commissioner Schmitt and seconded by Commissioner Blais that said Ordinance be adopted. A roll call vote of the Commission held on said motion to adopt the Ordinance resulted as follows:

Mayor William Arthur	Yes
Commissioner Arthur Byrnes	Yes
Commissioner Gilles Blais	Yes
Commissioner Lou Schmitt	Yes
Commissioner Roland Via	Yes

Whereupon, the Mayor of the City of Holly Hill, Florida, has hereunto set his official signature, duly attested by the City Clerk, and has caused the official seal of said City to be affixed, all at City Hall in the City of Holly Hill, this 28th day of September, 2004 for the purpose of authenticity as is required by law.

City of Holly Hill


William D. Arthur, Mayor


Joseph A. Forte, City Manager

Attest:


Jeanne P. Clauss, CMC, City Clerk

**CITY OF HOLLY HILL
PERSONNEL SUMMARY**

	<u>2002-2003</u>	<u>2003-2004</u>	<u>2004-2005</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
IT Manager	1	1	1
IT Assistant	0	0	1
Admin. Assistant	1	1	1
	<u>5</u>	<u>5</u>	<u>6</u>
<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
	<u>9</u>	<u>9</u>	<u>9</u>
<u>Human Resources/Civil Service</u>			
Human Resources Director	1	1	1
	<u>1</u>	<u>1</u>	<u>1</u>
PUBLIC SAFETY			
<u>Law Enforcement</u>			
Director of Public Services	1	1	1
Police Commander	1	1	1
Police Sergeant	5	5	5
Police Corporal	4	6	6
Police Investigator	2	1	2
Drug Investigator	1	1	1
Police Officer	10	12	12
Telecommunicators	4	4	0
Admin Assistant	1	1	1
Staff Assistant/CID	1	1	1
Public Service Assistant	1	1	3
Community Service Officer	1	1	1
	<u>32</u>	<u>35</u>	<u>34</u>
<u>Fire Control</u>			
Fire Division Chief	1	1	1
Fire Lieutenant	2	2	2
Fire Inspector	1	1	1
Driver / Engineer	3	3	3
Firefighter/ EMT / Paramedic	6	9	9
Secretary (1 part time)	0.5	0.5	0.5
	<u>13.5</u>	<u>16.5</u>	<u>16.5</u>

**CITY OF HOLLY HILL
PERSONNEL SUMMARY**

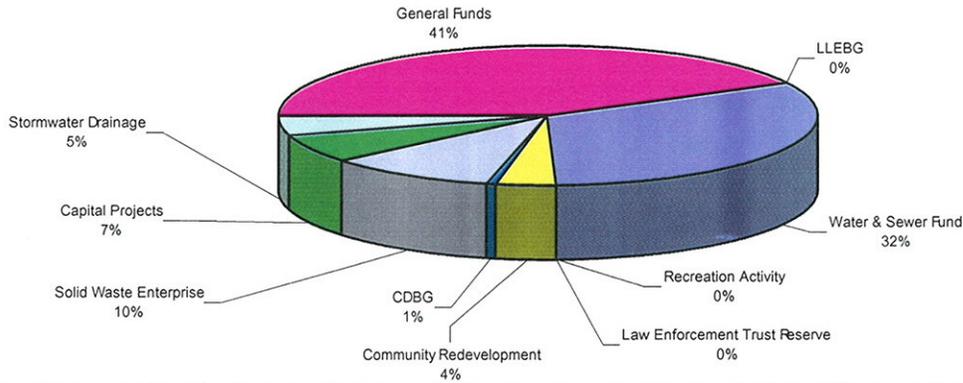
	<u>2002-2003</u>	<u>2003-2004</u>	<u>2004-2005</u>
	<u>Budgeted</u>	<u>Budgeted</u>	<u>Budgeted</u>
	<u>Positions</u>	<u>Positions</u>	<u>Positions</u>
<u>Protective Inspection</u>			
Chief Building Official	1	1	1
Property Maintenance Inspector	1	1	1
Licensing/Permit Coordinator	1	1	1
Community Service Officer	2	2	2
	<u>5</u>	<u>5</u>	<u>5</u>
 PUBLIC SERVICES			
<u>Administration</u>			
Public Works Director	1	1	1
City Engineer	0	0	1
Utilities Supervisor	1	1	1
Admin Assistant	1	1	1
Staff Assistant/PW	1	1	1
	<u>4</u>	<u>4</u>	<u>5</u>
 <u>Transportation/Road & Street Facilities</u>			
Garage Supervisor	1	1	1
Streets Foreman	1	1	1
Senior Mechanic	2	1	2
Mechanic	0	1	0
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	4	6
Custodian	2	2	2
Heavy Equipment Operator	1	1	1
	<u>10</u>	<u>9</u>	<u>11</u>
 <u>Recreation</u>			
Recreation Director	1	1	1
Recreation Supervisor	1	1	1
Program Supervisor	1	1	1
Custodian	1	1	1
Caretaker (1 PT)	0.5	0.5	0.5
PAL- Program Asst (2 PTE)	2	2	2
Aquatics/Life Guard (1 PTE)	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	0.5	0.5	1
	<u>0.5</u>	<u>0.5</u>	<u>1</u>
 <u>Stormwater Drainage</u>			
Equipment Operator/Maint Worker I	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>2002-2003</u> Budgeted Positions	<u>2003-2004</u> Budgeted Positions	<u>2004-2005</u> Budgeted Positions
<u>Garbage/Solid Waste Control</u>			
Solid Waste Coordinator	1	0	0
	<u>1</u>	<u>0</u>	<u>0</u>
 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	5
Utility Mechanic	2	3	3
Meter Reader	2	2	2
Utility Service Worker	1	0	0
	<u>11</u>	<u>11</u>	<u>12</u>
 <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
	<u>10</u>	<u>10</u>	<u>10</u>
 TOTAL PERSONNEL			
	121.5	125.5	130.0

CITY OF HOLLY HILL
BUDGET YEAR 2004-2005

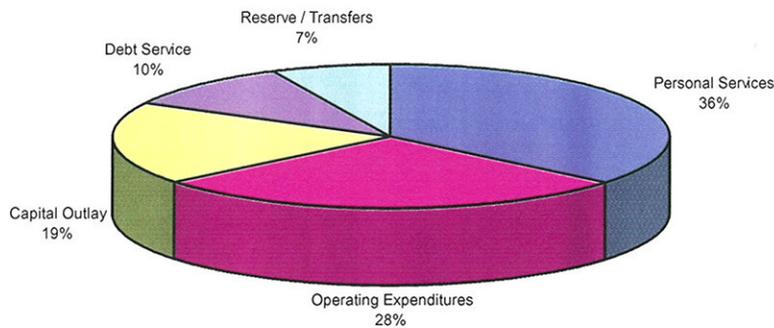
ALL FUNDS REVENUES



General Funds	7,620,500
LLEBG	0
Water & Sewer Fund	5,829,300
Law Enforcement Trust Reserve	0
Recreation Activity	4,800
Community Redevelopment	639,700
CDBG	101,800
Solid Waste Enterprise	1,837,200
Capital Projects	1,186,800
Stormwater Drainage	824,100
Total Revenue	\$18,044,200

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

ALL FUNDS EXPENDITURES



Personal Services	6,528,300
Operating Expenditures	5,052,600
Capital Outlay	3,363,600
Debt Service	1,834,400
Reserve / Transfers	1,265,300
Total Expenditures	\$18,044,200

**CITY OF HOLLY HILL
COMBINED BUDGET SUMMARY
2004-2005**

<u>REVENUES</u>		<u>EXPENDITURES</u>	
TOTAL TAXES	4,066,700	GENERAL GOVERNMENT	1,604,200
LICENSES & PERMITS	268,500	PUBLIC SAFETY	3,598,300
INTERGOVERNMENTAL	2,425,700	PUBLIC SERVICES	1,702,300
CHARGES FOR SERVICES	819,600	CULTURE/RECREATION	465,700
OTHER REVENUES	324,600	PUBLIC UTILITIES	2,572,700
SOLID WASTE REVENUES	1,520,000	STORMWATER DRAINAGE	482,500
WATER & SEWER REVENUE	4,220,100	SOLID WASTE	1,176,900
TRANSFERS IN	1,152,300	DEBT SERVICE	1,834,400
APPROPRIATED RESERVES	3,246,700	BUDGET RESERVES	53,000
		TRANSFERS OUT	1,152,300
		RENEWAL & REPLACEMENT	1,473,600
		COMMUNITY REDEVELOPMENT	639,700
		CDBG TRUST FUND	101,800
		CAPITAL PROJECTS	1,186,800
TOTAL REVENUES	<u>18,044,200</u>	TOTAL EXPENDITURES	<u>18,044,200</u>

1553
1480
73K

CITY OF HOLLY HILL
REVENUE COMPARISON
2004 - 2005

1458

	2001-02 ACTUAL	2002-03 ACTUAL	2003-04 AMENDED	2004-05 BUDGET	% CHANGE
GENERAL FUND					
Ad Valorem Taxes	1,499,620	1,484,986	1,480,000	1,553,300	5.0%
Sales & Use Taxes	266,392	266,516	274,000	275,000	1.5%
Franchise Fees	576,380	633,659	674,100	671,200	-0.4%
Utility Service Taxes	729,715	707,472	754,000	768,500	1.9%
Local Communications Service Tax	525,532	551,051	570,000	600,000	5.3%
Total Taxes	3,597,639	3,643,684	3,749,100	3,868,000	3.2%
Licenses & Permits	247,330	264,820	280,700	268,500	-4.3%
Federal Shared Revenues	85,831	34,590	85,700	15,000	-82.5%
State Shared Revenues	971,850	1,018,772	1,022,100	1,027,300	0.5%
Local Shared Revenues	13,604	18,304	37,000	13,000	-64.9%
Total Shared Revenues	1,071,285	1,071,666	1,144,800	1,055,300	-7.8%
Charges for Services	133,964	139,344	152,400	148,300	-2.7%
Fines & Forfeitures	77,199	46,180	49,000	66,000	34.7%
Interest Earnings	72,341	48,831	50,000	50,000	0.0%
Sales & Compensation	20,000	49,787	31,900	20,000	-37.3%
Contributions	3,638	3,616	4,500	4,500	0.0%
Other Miscellaneous Revenues	35,725	50,158	42,500	42,500	0.0%
Total Misc Revenue	342,867	337,916	330,300	331,300	0.3%
Appropriations / Reserves	379,180	189,770	1,457,300	1,052,400	-27.8%
Loan Proceeds	0	0	0	0	0.0%
Transfers	700,000	735,000	712,500	1,045,000	46.7%
Total General Fund Revenues	6,338,301	6,242,856	7,674,700	7,620,500	-0.7%
LAW ENFORCEMENT TRUST FUND					
Law Enforcement Trust	13,768	10,731	20,000	0	-100.0%
RECREATION ACTIVITY FUND					
Recreation / PAL Activity	4,064	34,537	4,800	4,800	0.0%
COMMUNITY REDEVELOPMENT TRUST FUND					
Community Redevelopment	208,417	265,329	685,100	639,700	-6.6%
COMMUNITY DEVELOPMENT BLOCK GRANT					
Comm Development Block Grant	12,000	80,570	238,700	101,800	-57.4%
LOCAL LAW ENFORCEMENT BLOCK GRANT					
LLEBG	29,984	29,850	31,600	0	-100.0%
STORMWATER DRAINAGE					
Charges for Services	433,210	440,057	537,000	683,300	27.2%
State Revolving Loan	652,945	1,695,651	3,000,000	0	-100.0%
Transfers	0	0	0	42,000	100.0%
Appropriations	0	513,079	227,500	98,800	-56.6%
Total Stormwater Drainage	1,086,155	2,648,787	3,764,500	824,100	-78.1%
CAPITAL PROJECTS FUND					
Capital Projects	334,041	202,459	659,700	1,186,800	79.9%
SOLID WASTE ENTERPRISE					
Charges for Services	1,482,494	1,535,218	1,520,000	1,520,000	0.0%
Other Miscellaneous Revenue	23,277	20,435	12,200	12,200	0.0%
Non Revenues	0	4,241	0	0	0.0%
Appropriations	0	0	600,000	305,000	-49.2%
Total Solid Waste Enterprise	1,505,771	1,559,894	2,132,200	1,837,200	-13.8%
WATER & SEWER ENTERPRISE					
Water Revenue	1,934,882	1,995,993	2,005,900	2,062,600	2.8%
Sewer Revenue	1,969,929	2,050,233	2,062,300	2,117,500	2.7%
Interest Earnings	85,158	71,208	69,000	79,000	14.5%
Impact Fees	502,506	105,234	40,000	40,000	0.0%
Other Income	25,278	27,374	31,300	30,600	-2.2%
State Revolving Loan Fund	0	0	0	0	0.0%
Appropriations	0	0	1,185,900	1,434,300	20.9%
Transfers	0	0	0	65,300	100.0%
Total Water & Sewer	4,517,753	4,250,042	5,394,400	5,829,300	8.1%
TOTAL ALL FUNDS	14,060,254	15,295,205	20,605,700	18,044,200	-12.4%

**CITY OF HOLLY HILL
EXPENDITURE COMPARISON
2004 - 2005**

	2001-2002 ACTUAL	2002-03 ACTUAL	2003-04 AMENDED	2004-05 BUDGET	%
					CHANGE
<u>GENERAL FUND</u>					
General Government	\$1,446,277	\$1,446,704	\$1,740,000	\$1,799,000	3.4%
Public Safety	2,636,593	2,953,179	3,444,400	3,598,300	4.5%
Public Services	1,294,167	1,498,950	1,653,100	1,702,300	3.0%
Culture/Recreation	316,398	328,983	405,400	460,900	13.7%
Transfers/Reserves/Advance	634,565	4,139	431,800	60,000	-86.1%
Total General Fund	6,328,000	6,231,955	7,674,700	7,620,500	-0.7%
<u>LAW ENFORCEMENT TRUST FUND</u>					
Law Enforcement Trust	29,940	12,059	20,000	0	-100.0%
<u>RECREATION ACTIVITY FUND</u>					
Recreation Activity	0	23,800	4,800	4,800	0.0%
<u>COMMUNITY REDEVELOPMENT TRUST FUND</u>					
Community Redevelopment	131,811	194,873	685,100	639,700	-6.6%
<u>COMMUNITY DEVELOPMENT BLOCK GRANT</u>					
Community Development	12,000	80,570	238,700	101,800	-57.4%
<u>LOCAL LAW ENFORCEMENT BLOCK GRANT</u>					
LLEBG	26,697	31,256	31,600	0	-100.0%
<u>STORMWATER DRAINAGE FUND</u>					
Stormwater Drainage	884,761	2,376,337	3,764,500	824,100	-78.1%
<u>CAPTIAL PROJECTS FUND</u>					
Capitai Projects	344,297	50,326	659,700	1,186,800	79.9%
<u>SOLID WASTE ENTERPRISE</u>					
Solid Waste	1,358,508	1,621,600	2,132,200	1,837,200	-13.8%
<u>WATER & SEWER ENTERPRISE</u>					
Water & Sewer	2,063,491	2,233,574	2,615,800	3,022,700	15.6%
Renewal and Replacement	173,496	1,127,600	1,243,500	1,473,600	18.5%
Debt Service	1,340,233	1,235,130	1,236,100	1,238,000	0.2%
Reserves / Transfers	800,425	207,595	299,000	95,000	-68.2%
Total Water and Sewer Funds	4,377,645	4,803,899	5,394,400	5,829,300	8.1%
TOTAL ALL FUNDS	13,493,659	15,426,675	20,605,700	18,044,200	-12.4%

**CITY OF HOLLY HILL
SUMMARY OF EXPENDITURES
Budget 2004-2005**

	<u>Operating</u>	<u>Capital</u>	<u>Debt Service/ Reserves/Trans</u>	<u>Total</u>
<u>GENERAL FUND</u>				
General Government	1,559,900	34,300	204,800	1,799,000
Law Enforcement	1,947,500	50,900	0	1,998,400
Fire Control	1,218,900	18,300	0	1,237,200
Protective Inspection	359,500	3,200	0	362,700
Transportation/Road & Street	729,100	201,900	0	931,000
Buildings & Grounds	610,900	160,400	0	771,300
Recreation	450,500	10,400	0	460,900
Reserves/Transfers/ Advances	60,000	0	0	60,000
Total General Fund	6,936,300	479,400	204,800	7,620,500
<u>LAW ENFORCEMENT TRUST FUND</u>	0	0	0	0
<u>RECREATION ACTIVITY</u>	4,800	0	0	4,800
<u>COMMUNITY REDEVELOPMENT TRUST</u>	639,700	0	0	639,700
<u>COMMUNITY DEVELOPMENT BLOCK GRAI</u>	0	101,800	0	101,800
<u>LOCAL LAW ENFORCEMENT BLOCK GRAN</u>	0	0	0	0
<u>STORMWATER DRAINAGE FUND</u>	310,500	122,000	391,600	824,100
<u>CAPITAL PROJECTS FUND</u>	0	1,186,800	0	1,186,800
<u>SOLID WASTE ENTERPRISE FUND</u>	1,176,900	0	660,300	1,837,200
<u>WATER & SEWER ENTERPRISE FUND</u>				
Water Utility Service	1,302,300	0	42,000	1,344,300
Sewer Service	1,210,400	0	0	1,210,400
Administrative	60,000	0	450,000	510,000
Operating Reserve	0	0	0	0
Debt Service	0	0	1,238,000	1,238,000
Renewal & Replacement	0	1,473,600	53,000	1,526,600
Total Water & Sewer	2,572,700	1,473,600	1,783,000	5,829,300
 TOTAL EXPENDITURES	 11,640,900	 3,363,600	 3,039,700	 18,044,200

CITY OF HOLLY HILL
ESTIMATED FUND BALANCES
2004 - 2005

	Est Beginning Fund Balance Sept 30, 2004	Revenue Projection 2004-05	Expenditure Projection 2004-05	Estimated Fund Balance Sept 30, 2005	% of Expenditures
General Fund					
Unreserved	1,702,400	6,568,100	7,620,500	650,000	
Police Education	9,400	3,500	8,000	4,900	
Total General Fund	1,711,800	6,571,600	7,628,500	654,900	8.6%
Law Enforcement Trust	22,100	0	0	22,100	100.0%
Recreation Activity Fund	13,400	0	4,800	8,600	179.2%
Community Redevelopment	7,700	632,000	639,700	0	0.0%
Community Development	0	101,800	101,800	0	0.0%
Local Law Enforcement Block Grant	0	0	0	0	0.0%
Stormwater Drainage	401,000	725,300	892,300	234,000	26.2%
Capital Projects	417,600	0	348,500	69,100	19.8%
Solid Waste	311,600	1,532,200	1,837,200	6,600	0.4%
Water and Sewer	1,093,900	4,265,700	5,039,800	319,800	6.3%
Renewal & Replacement	460,000	1,046,600	1,473,600	33,000	2.2%
TOTAL	4,439,100	14,875,200	17,966,200	1,348,100	7.5%

CITY OF HOLLY HILL
NOTES PAYABLE
2004 - 2005

Present notes payable are summarized as follows

<u>Lender / Purpose</u>		<u>Principal Balance 2003-04</u>	<u>Principal Payment 2004-05</u>	<u>Interest Payment 2004-05</u>	<u>Principal Balance 9/30/2005</u>
GENERAL FUND					
<u>Sun Bank of Volusia County-</u>					
(1) New Gym , City Hall/Fire					
Station Renovation	(2)	471,135	134,447	22,926	313,762
Fire Truck	(3)	46,820	43,820	3,000	0
NOTES PAYABLE BALANCE		<u>517,955</u>	<u>178,267</u>	<u>25,926</u>	<u>313,762</u>

- (1) Pledged Revenue Utility Service Taxes
- (2) Payoff 3/2008
- (3) Payoff 9/2005

**CITY OF HOLLY HILL
BONDS PAYABLE
2004 - 2005**

DEBT SERVICE REQUIREMENTS TO MATURITY

	FISCAL YEAR ENDING	PRINCIPAL	INTEREST	TOTAL DEBT SERVICE
OCTOBER 1	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	13,535,000	6,914,036	20,449,036

CITY OF HOLLY HILL
 FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
 WASTEWATER TREATMENT LOAN CS12070905P *
 2004 - 2005

DEBT SERVICE REQUIREMENTS TO MATURITY

	FISCAL YEAR ENDING	PRINCIPAL	INTEREST	TOTAL DEBT SERVICE
OCTOBER 1	2004	92,776	67,666	160,442
	2005	95,683	64,758	160,442
	2006	98,682	61,760	160,442
	2007	101,775	58,667	160,442
	2008	104,965	55,477	160,442
	2009	108,255	52,187	160,442
	2010	111,648	48,794	160,442
	2011	115,147	45,295	160,442
	2012	118,756	41,686	160,442
	2013	122,478	37,964	160,442
	2014	126,317	34,125	160,442
	2015	130,276	30,166	160,442
	2016	134,359	26,083	160,442
	2017	138,570	21,872	160,442
	2018	142,913	17,529	160,442
	2019	147,392	13,050	160,442
	2020	152,011	8,431	160,442
	2021	156,776	3,666	160,442
TOTAL		<u>2,198,776</u>	<u>689,177</u>	<u>2,887,953</u>

* State Revolving Loan for Sewer System Rehabilitation.

CAPITAL OUTLAY 2004 - 2005

Capital outlay and improvements included in this 2004-05 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. Vehicles (2) Police Package

Replacement of vehicles with high mileage and maintenance.

Cost: \$45,000 Source: General Revenue

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

2. Street Resurfacing Program

Fifth year of the updated five year plan.

Cost: \$75,000 Source: Gas Tax

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

3. Sidewalk Program

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

Cost: \$75,000 Source: Sidewalk fee \$15,000 General Revenue \$60,000

Impact: Improved safety for pedestrians.

4. US 1 Medians

Landscape improvements to medians on US 1.

Cost: \$200,000 Source: Florida Department of Transportation (FDOT)

Impact: \$42,350 annual maintenance Enhance landscape with low maintenance shrubs and plants.

5. South Nova Road

Landscape improvements to the medians on Nova Road between Eighth Street and Flomich Street.

Cost: \$200,000 Source: Florida Department of Transportation (FDOT)

Impact: \$42,350 annual maintenance Enhance landscape with low maintenance shrubs and plants

6. North Nova Road

Landscape improvements to the medians on Nova Road from Flomich Street North to Arroyo Parkway.

Cost: \$200,000 Source: Florida Department of Transportation (FDOT)

Impact: \$42,350 annual maintenance Enhance landscape with low maintenance shrubs and plants.

**CAPITAL OUTLAY
2004 - 2005**

7. Centennial Park Improvements
Improvements include a nature trail, picnic shelters/pavilions, lighting, grills, picnic tables, play equipment, an access road and parking.
Cost: \$118,900 Source: FRDAP Grant \$93,300 General Revenue \$25,600
Impact: Enhance park facilities. Additional maintenance costs are anticipated.

8. Hollyland Park Improvements
Refurbishment and improvements to restrooms, concession facility, parking areas, and barbeque grill and upgrade bleachers
Cost: \$298,700 Source: ECHO grant \$118,700 Community Redevelopment Trust Fund \$125,000 General Fund \$55,000
Impact: Enhance park facilities. Reduce maintenance and repairs.

9. Holly Forest Neighborhood Park
Construct a recreational park to include landscaping, picnic tables, walking path and pedestrian bridge.
Cost: \$53,500 Source: General Revenue \$26,800 ECHO Grant \$26,700
Impact: Enhance park facilities. Additional maintenance costs are anticipated.

10. Gym Landscaping, Signage
Improvements include landscape design and signage.
Cost: \$85,700 Source: General Revenue
Impact: Enhance landscape and beautification. Additional maintenance costs are anticipated.

11. SICA Hall Community Center Exterior
Improvement include sidewalks, parking, and landscape design for exterior
Cost: \$101,800 Source: Community Development Block Grant
Impact: Reduce labor, maintenance and repairs. Enhance landscape and beautification.

12. Water Mains
Design and Inspections for water mains
Cost: \$95,000 Source: Water Revenue
Impact: Design and inspect mains to strengthen water system and make interlocal connections.

13. Water Meters
Fourth 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.

**CAPITAL OUTLAY
2004 - 2005**

14. 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: \$45,000 Source: Water Revenue
Impact: Meet obligation of the St. Johns River Management to decrease consumption of finished water.

15. Slakers and Feeders
Replace east lime slaker at water plant.
Cost: \$50,000 Source: Water Revenue
Impact: Improve the finished water quality.

16. Security Improvements
Required security for the Public Works Compound including the Water Treatment Plant.
Cost: 160,000 Source: Water Revenue
Impact: Comply with Federal regulations to increase security to protect against possible destructive actions toward the City's water treatment plant.

17. Florida East Coast Railroad Crossings
Florida East Coast Railroad Crossing Improvements.
Cost: \$50,000 Source: Water Revenue
Impact: Improved safety at railroad crossing.

18. Water System Interconnection
Develop unified water interconnects between Holly Hill, Daytona Beach and Ormond Beach.
Cost: \$112,500 Source: Water Revenue
Impact: Provide flexibility to optimize well field operations and supply water during emergency conditions and planned interruption.

19. Wastewater Lift Station Rehabilitation
Upgrade several lift stations throughout the City.
Cost: \$240,000 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: \$59,500 Source: Sewer Revenue
Impact: Reduce major maintenance and repairs.

21. Recycle Pumps
Refurbishment 15 year old recycle pumps.
Cost: \$38,000 Source: Sewer Revenue
Impact: Improve operation and reduce maintenance.

**CAPITAL OUTLAY
2004 - 2005**

22. Haffman Blowers

Rebuild filter system, electrical control panels and reset calibration of blowers.

Cost: \$58,000

Source: Sewer Revenue

Impact: Improve operation and reduce maintenance.

23. Dissolved Air Flotation Unit

Retrofit 19 year old equipment.

Cost: \$40,000

Source: Sewer Revenue

Impact: Improve operation and reduce maintenance.

CITY OF HOLLY HILL
FISCAL YEAR 2004 - 2005
CAPITAL OUTLAY

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

	<u>ITEM COST</u>	<u>TOTAL COST</u>
General Government		\$34,300
CAT Automatic Transfer Switch	4,700	
Color Printer	2,700	
Lexmark T630N Printer	1,200	
Copier / Fax	2,200	
Dell Proxy Server - Replacement	3,000	
Exchange Server 2003 Software	2,500	
Inventory Bar Code Program	18,000	
Law Enforcement		\$50,900
Computer - Community Svc Officer	1,700	
Light Bars Replacements (2)	4,200	
Vehicles - Crown Victoria (2) - Patrol	45,000	
Fire Control		\$18,300
Cardiac Monitor (Life Pak 12) - Station #96	3,000	
FLIR - Infrared Helmet Replacement	7,800	
Tracking Software COPCN - EMS Grant	7,500	
Protective Inspection		\$3,200
Code Enforcement Equipment Shed	1,000	
PCS Portable Radio - Replacement Program	2,200	
Transportation/Road & Street Facilities		\$831,900
Roof - Portion of Public Works Office & Meter Shop	20,000	
Street Resurfacing Program (5th of 5 Year Plan)	75,000	
Sidewalk Program (5th of 5 Year Plan)	75,000	
File Room Files	18,000	
Street Paint & Marking Machine	3,500	
Vibra Strike for Sidewalk Construction	1,600	
Color Printer	2,700	
Computer, Terminal	2,700	
Lab Scope (Garage)	1,200	
PCS Portable Radio - Replacement Program	2,200	
US 1 Medians	200,000	
South Nova Road	200,000	
North Nova Road	200,000	
Engineering for Medians	30,000	
Buildings and Grounds		\$631,500
Clubhouse	12,500	
Public Works Buildings	10,000	
Park Restrooms	25,000	
Fence Ball fields #2, #3 & #4-Repairs & Some Replacement	10,000	
New Grandstands - 2 Low Rise	10,000	
Canopies for Grandstands (2)	6,300	
Irrigation System (Field #4)	10,000	
Repair & Resurface City Hall East Entrance	15,000	
Playground Equipment	10,000	
Workout Stations for Sunrise Park North	10,000	
Slope Mower	18,000	
Mower for Bob Cat	15,000	
Boat Trailer & Motor (Pond Maintenance)	5,000	
Portable Generator	1,400	
PCS Portable Radio - Replacement Program	2,200	
Centennial Park Improvements	118,900	
Hollyland Park (ECHO Project)	298,700	
Holly Forest Neighborhood Park (ECHO Project)	53,500	

CITY OF HOLLY HILL
FISCAL YEAR 2004 - 2005
CAPITAL OUTLAY

Capital Outlay Cont'		96,100
Recreation		
Scoreboard (Field #2)	2,600	
Boundary Netting (Field #4)	1,600	
Foul Poles w/Screen Extensions (3 Fields)	3,500	
Gym Landscaping, Signage, etc.	85,700	
Color Printer	2,700	

TOTAL GENERAL FUND CAPITAL OUTLAY \$1,666,200

Community Development Block Grant Fund		\$101,800
SICA Hall Community Center Exterior	101,800	

Stormwater Drainage		122,000
Storage Slab - Concrete Slab with Walls	20,000	
Fountains for Ponds (7)	70,000	
Engineering & Surveys (MPDS)	20,000	
Vehicle - Dump Truck (DOT)	12,000	

Renewal & Replacement 1,473,600

Water

WTP Rehab Engineering Services	30,000	
Design & Inspections for Water Mains to Strengthen		
Water System - (\$65,000 carry-over)	95,000	
Steel Doors for WTP Control Building (8 Sets)	12,000	
Lime Silo Corroded Metal Panels	5,000	
Replace Filtration Media (3)	60,000	
Water Meter Replacement Program -4th Year	150,000	
Concrete Pit & Silo at Lime Building	5,000	
Irrigation System - Water Plant	45,000	
Security Improvements - Required	160,000	
Fire Hydrants - Tap & Installation - \$2,000 ea	20,000	
FEC Railroad Crossing	50,000	
Match for Water System Interconnection with		
Daytona Beach & Ormond Beach (\$65,000 carryover)	112,500	
Rebuild High Service Pump (2)	15,000	
Rebuild Sludge Pumps	8,000	
Replace East Lime Slaker	50,000	
Fabricate Splitter Boxes (2)	6,000	
CL2 Online Meter	1,000	
Turbid meters Online Meters (4)	7,800	
Ph Online Meter	1,000	
Fluoride Online Meter	5,000	
Rebuild WTP Backflow	6,000	
Install WTP Booster Pumps	3,000	
Vehicle - Utility Truck	17,000	
Computer Maintenance Program for WTP	4,000	
Misc Tool & Equipment Lockers	3,500	
PCS Portable Radio	2,200	
TOTAL WATER R&R		<u>874,000</u>

**CITY OF HOLLY HILL
FISCAL YEAR 2004 - 2005
CAPITAL OUTLAY**

Capital Outlay Cont'

Sewer

Engineering Services - Lift Stations Improvements	40,000
Chemical Storage Building	5,500
Control Building	5,000
Rebuild Lift Stations #8- \$30,000, #12- \$35,000, #14-\$40,000, #20-\$30,000	170,000
Misc Lift Station Repairs	30,000
Desk, Printer & Chair - (Chief Plant Opr)	2,500
Biological Treatment Units - (rebuild)	59,500
Equalization Pumps & Drives	27,800
Belt Press & Solids Handling	26,000
Return Activated Pumps	19,500
Recycle Pumps	38,000
Reuse Pump Station	7,000
Alum Tank & Pumps	4,000
Effluent Pumps	5,000
Generator	12,500
Aerated Holding Tank	8,000
Clarifiers	6,500
Hoffman Blowers (rebuild)	58,000
Bar Screen & Pista Grit (rebuild)	5,000
Dissolved Air Flotation Unit (rebuild)	40,000
Waste Pumps	4,000
Vehicle - Utility Truck	17,000
Vehicle - AMT (replace 1993 AMT)	5,600
Computer	1,000
PCS Portable Radio	2,200
TOTAL SEWER R&R	<u>599,600</u>

TOTAL 2004 - 2005 CAPITAL OUTLAY

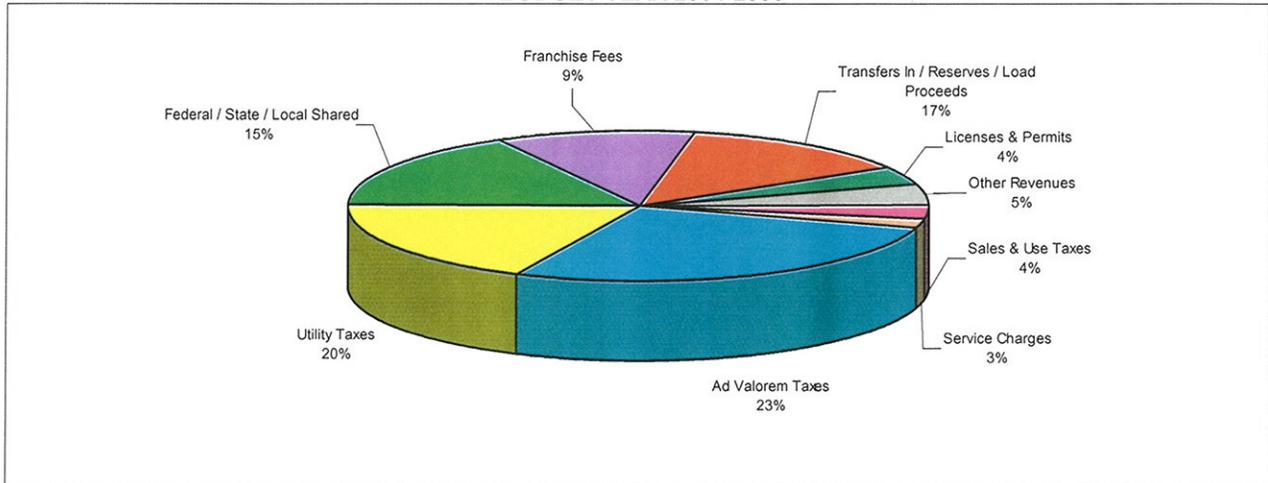
\$3,363,600

GENERAL FUND

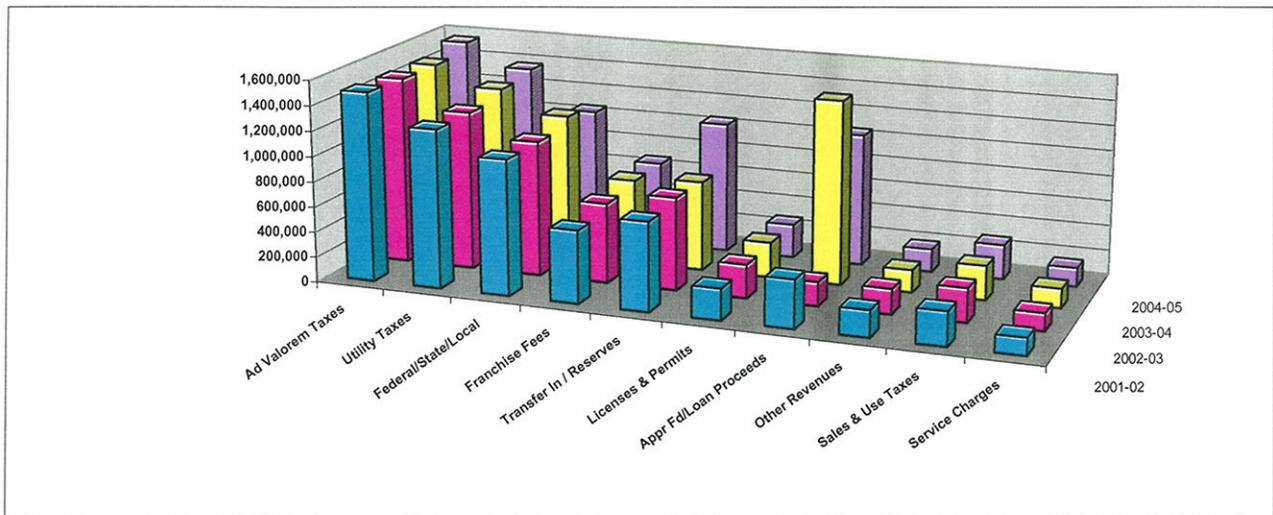
ANNUAL BUDGET

2004-2005

**CITY OF HOLLY HILL
GENERAL FUND REVENUES
BUDGET YEAR 2004-2005**



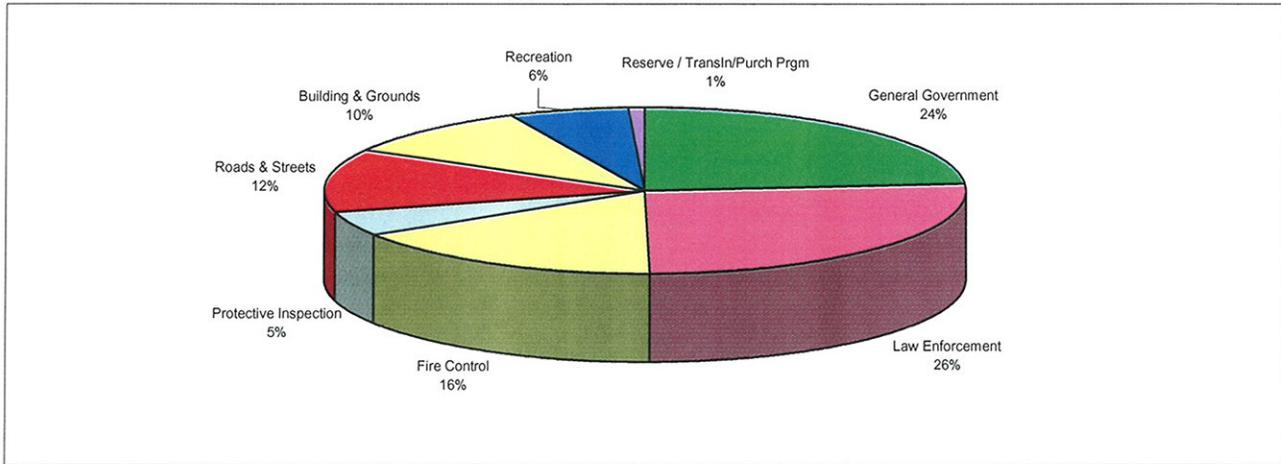
Ad Valorem Taxes	1,553,300	Licenses & Permits	268,500
Utility Taxes	1,368,500	Other Revenues	183,000
Federal / State / Local Shared	1,055,300	Sales & Use Taxes	275,000
Franchise Fees	671,200	Service Charges	148,300
Transfers In / Reserves	2,097,400	Total Revenue	7,620,500



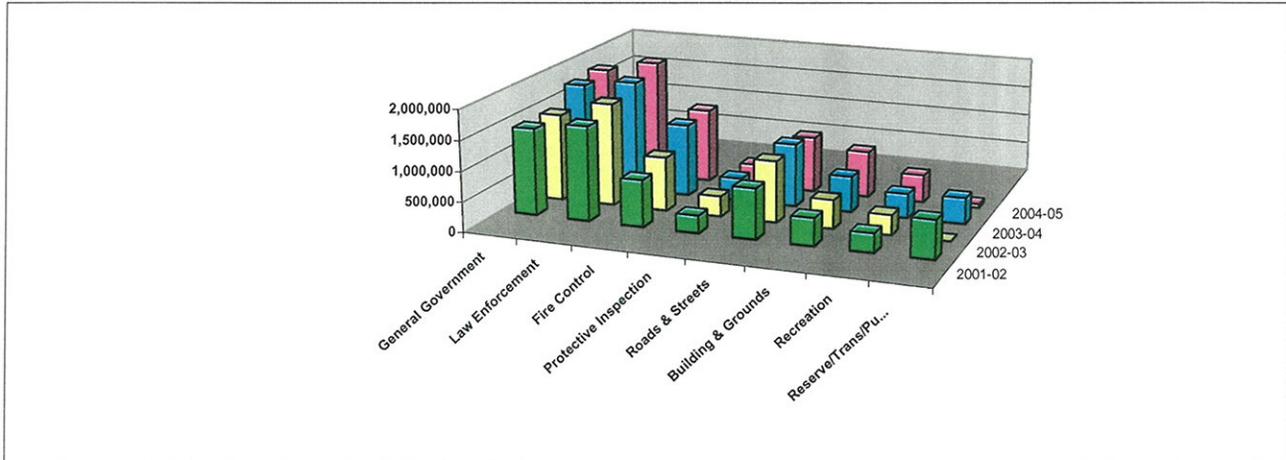
FOUR YEAR HISTORY

	2001-02	2002-03	2003-04	2004-05
	ACTUAL	ACTUAL	AMENDED	BUDGET
Ad Valorem Taxes	1,499,620	1,484,986	1,480,000	1,553,300
Utility Taxes	1,255,247	1,258,523	1,324,000	1,368,500
Federal/State/Local	1,071,284	1,071,666	1,144,800	1,055,300
Franchise Fees	576,380	633,659	674,100	671,200
Transfer In / Reserves	700,000	735,000	712,500	1,045,000
Licenses & Permits	247,330	264,820	280,700	268,500
Appr Fd/Loan Proceeds	379,180	189,770	1,457,300	1,052,400
Other Revenues	208,903	198,572	177,900	183,000
Sales & Use Taxes	266,392	266,516	271,000	275,000
Service Charges	133,964	139,344	152,400	148,300
TOTAL REVENUES	\$6,338,300	\$6,242,856	\$7,674,700	\$7,620,500

**CITY OF HOLLY HILL
GENERAL FUND EXPENDITURES
BUDGET YEAR 2004-2005**



General Government	1,799,000
Law Enforcement	1,998,400
Fire Control	1,237,200
Protective Inspection	362,700
Roads & Streets	931,000
Building & Grounds	771,300
Recreation	460,900
Reserve / TransIn/Purch Prgm	60,000
Total Revenues	\$7,620,500



FOUR YEAR HISTORY

	2001-2002	2002-2003	2003-2004	2004-2005
	ACTUAL	ACTUAL	AMENDED	BUDGET
EXPENDITURES				
General Government	1,446,277	1,446,704	1,740,000	1,799,000
Law Enforcement	1,572,005	1,714,954	1,859,400	1,998,400
Fire Control	777,135	898,163	1,205,300	1,237,200
Protective Inspection	287,453	340,062	379,700	362,700
Roads & Streets	836,245	1,022,632	1,053,900	931,000
Building & Grounds	457,922	476,318	599,200	771,300
Recreation	316,398	328,983	405,400	460,900
Reserve/Trans/Purch Prgm	634,565	4,139	431,800	60,000
TOTAL EXPENDITURES	\$6,328,000	\$6,231,955	\$7,674,700	\$7,620,500

GENERAL FUND REVENUE EXPLANATION 2004-05

Property Tax Revenue

The General Fund revenue projections include ad valorem tax revenue of \$1,732,037 less \$198,734 to be placed in the Community Redevelopment Trust Fund. This estimate is based on the rate of \$4.08002 per \$1,000 assessed valuation of \$446,859,904. The adopted millage rate is the same as the current year rate of \$4.08002 which is 8.75% over the rolled-back rate. The current year estimated gross taxable value increased by \$41,823,630, or 10.33% from the 2003 final gross taxable value of \$405,036,274. The following table provides a summary of the City's anticipated tax collections at the rate of 95% estimated collections.

Gross taxable value	\$446,859,904
Less exemptions	
(new construction + additions - deletions)	6,386,332
Adjusted taxable value	440,473,572
Rate per \$1,000	4.08002
2004 tax levy	1,823,197
Estimated % of collections	95%
Estimated current tax collections	1,732,037

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 \$155,000 is based on Volusia County's revenue projections for 2004-05.

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 \$120,000, is based on Volusia County's revenue projections for 2004-05.

Franchise Fees

Based on eight months' collections, revenue from franchise fees is expected to be higher than the 20 03-04 budget. 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 lower than the 2003-04 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. The city’s rate is 5.22% on these services. The revenues that are combined are the cable and telecommunications franchise fees and the telecommunications utility tax. Based on eight months collections, the revenues are higher for 2004 – 05.

Licenses and Permits

Revenue from occupational licenses is expected to be the same as the 2003-04 amended budget. Permit fees and inspection fees are expected to be lower than anticipated in the 2003-04 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, 29.5% 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 \$100,200, 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 2003-04 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

Court fines and police education revenues are expected to be higher than the 2003-04 amended budget as greater emphasis is expected to be placed on traffic issues within the city.

Code enforcement fines and parking violations are anticipated to be about the same as the current year.

Interest Earnings

Interest earnings are based on current average earnings and are expected to remain about the same as estimates in the 2003-04 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 2003-04 budget.

Appropriated Fund Balances and Reserves

Fund balance appropriations for current year projects which are being reappropriated and new capital items and projects totaling \$1,047,900 is planned in this budget. 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 \$740,000 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	2001-2002 ACTUAL	2002-2003 ACTUAL	2003-2004 BUDGET	2003-2004 AMENDED	2004-2005 BUDGET
AD VALOREM TAXES						
311.10.00	Current Ad Valorem Taxes	1,496,507	1,461,035	1,430,200	1,460,000	1,533,300
311.20.00	Delinquent Ad Valorem Taxes	3,113	23,951	20,000	20,000	20,000
	Total Ad Valorem Taxes	1,499,620	1,484,986	1,450,200	1,480,000	1,553,300
SALES AND USE TAXES						
312.41.00	Local Option Gas Tax	152,638	152,701	152,000	154,700	155,000
312.41.10	2nd Local Option Gas Tax	113,754	113,815	115,000	116,300	120,000
	Total Sales and Use Taxes	266,392	266,516	267,000	271,000	275,000
FRANCHISE FEES						
313.10.00	Electricity	552,470	601,888	613,000	632,000	640,000
313.20.00	Telecommunications	4,479	0	0	0	0
313.40.00	Gas	11,631	24,571	11,600	24,600	11,600
313.91.00	Towing Services	7,800	7,200	7,200	17,500	19,600
	Total Franchise Fees	576,380	633,659	631,800	674,100	671,200
UTILITY SERVICE TAXES						
314.10.00	Electricity	698,828	678,953	765,000	725,500	740,000
314.20.00	Telecommunications	3,210	0	0	0	0
314.40.00	Gas	27,677	28,519	25,000	28,500	28,500
	Total Utility Taxes	729,715	707,472	790,000	754,000	768,500
LOCAL COMMUNICATIONS SERVICE TAX						
315.10.00	Telecommunications	525,532	551,051	550,000	570,000	600,000
	Total Local Communications Serv Tax	525,532	551,051	550,000	570,000	600,000
	Total Taxes	3,597,639	3,643,684	3,689,000	3,749,100	3,868,000
LICENSES & PERMITS						
321.10.00	Professional & Occupational Licenses	159,021	165,386	200,000	175,000	175,000
322.10.00	Building Permits	48,348	56,250	49,000	58,000	50,000
322.11.00	Electrical Permits	5,931	8,055	9,000	9,000	9,000
322.12.00	Plumbing Permits	4,463	5,078	4,000	5,000	5,000
322.13.00	Mechanical Permits	3,239	4,565	4,000	5,000	4,500
329.10.00	Other Licenses & Permits	5,618	6,051	5,700	5,700	5,000
329.20.00	Inspection Fees	20,710	19,435	23,000	23,000	20,000
	Total Licenses & Permits	247,330	264,820	294,700	280,700	268,500
FEDERAL SHARED REVENUES						
331.22.00	Part-time COPS Grant	5,389	7,432	0	0	0
331.22.10	COPS More Grant	17,955	330	0	0	0
331.22.15	COPS More Grant 2002 (Tech Equip)	0	15,719	0	13,300	0
331.24.00	Byrne Grant / PAL	62,485	25	0	0	0
331.24.10	Byrne Grant/Police Investigator	0	10,269	15,000	15,000	15,000
331.26.00	Bulletproof Vest Grant	0	815	0	0	0
331.29.20	FEMA / Firefighters Grant	0	0	0	57,400	0
	Total Federal Shared Revenues	85,830	34,590	15,000	85,700	15,000
STATE SHARED REVENUES						
334.21.00	DCA - CERT Program	0	3,000	0	6,800	0
335.12.00	State Revenue Sharing	305,529	324,773	310,000	339,700	339,700
335.14.00	Mobile Home Licenses	18,073	15,304	19,000	17,000	17,000
335.15.00	Alcoholic Beverage Licenses	7,198	7,026	7,000	7,000	7,000
335.18.00	Half Cent Sales Tax	635,249	667,245	650,000	650,000	662,300
335.23.00	Firefighter Supplemental Comp.	600	600	600	1,000	1,000
335.41.00	Motor Fuel Tax Rebate	5,201	824	800	600	300
	Total State Shared Revenues	971,850	1,018,772	987,400	1,022,100	1,027,300

**CITY OF HOLLY HILL
GENERAL FUND REVENUES**

FUND 001	ACCOUNT DESCRIPTION	2001-2002 ACTUAL	2002-2003 ACTUAL	2003-2004 BUDGET	2003-2004 AMENDED	2004-2005 BUDGET
LOCAL SHARED REVENUES						
337.20.00	County Contrib EMS Grant	0	0	0	24,000	0
338.20.00	City Share of County Licenses	13,604	18,304	13,000	13,000	13,000
	Total Local Shared Revenues	13,604	18,304	13,000	37,000	13,000
	Total Shared Revenues	1,071,284	1,071,666	1,015,400	1,144,800	1,055,300
CHARGES FOR SERVICES						
341.20.00	Zoning Fees	2,205	2,550	2,400	3,000	3,000
341.30.00	Sales of Maps/Publications	127	225	400	400	400
341.40.00	Certifications/Copies/Research	6,700	6,342	6,000	6,600	6,000
342.10.10	Police Services/Reports/Copies/Other	0	1,415	1,751	1,500	1,500
342.10.20	Police Services/Fingerprinting/False Alarms	2,700	2,401	2,535	2,500	2,500
342.20.00	Fire Programs	0	1,470	1,500	1,500	1,500
344.90.10	Median/Roadway Maintenance (DOT)	20,126	20,126	20,100	33,000	33,900
344.90.12	Traffic Signal Maint (DOT)	0	3,684	6,400	6,400	0
344.90.20	Sidewalk Fee	11,440	17,169	15,000	15,000	15,000
344.90.30	R-O-W Maint. Volusia Cty	0	4,879	2,400	2,500	2,500
347.21.00	Program Activity Fees	81,957	67,423	100,000	70,000	70,000
347.43.00	Special Events	89	0	0	0	0
347.53.00	Sica Hall Revenues	8,620	11,660	12,000	10,000	12,000
	Total Charges for Services	133,964	139,344	170,466	152,400	148,300
FINES & FORFEITURES						
351.10.00	Court Fines	71,165	41,093	60,000	44,000	60,000
351.30.00	Police Education	3,759	2,413	3,500	2,500	3,500
351.50.00	Code Enforcement Fines	1,700	500	2,000	500	500
351.60.00	Parking Violations	225	1,849	2,000	1,500	1,500
359.10.00	Other Fines and Forfeitures	350	325	500	500	500
	Total Fines & Forfeitures	77,199	46,180	68,000	49,000	66,000
INTEREST EARNINGS						
361.10.00	Investments	25,037	12,168	12,000	3,000	3,000
361.20.00	Investments/Slate Bd of Administration	47,304	36,663	47,000	47,000	47,000
	Total Interest Earnings	72,341	48,831	59,000	50,000	50,000
SALES & COMPENSATION/LOSS OF FIXED ASSETS						
364.41.00	Surplus Sales (Equip., Land, Bldgs.)	20,000	48,419	20,000	27,700	20,000
364.42.00	Insurance Proceeds/Loss	0	1,368	0	4,200	0
	Total Sales & Compensation	20,000	49,787	20,000	31,900	20,000
CONTRIBUTIONS						
366.90.00	Contributions & Donations	3,638	3,616	0	4,500	4,500
	Total Contributions	3,638	3,616	0	4,500	4,500
OTHER MISCELLANEOUS REVENUES						
365.10.00	Scrap Sales	200	626	500	500	500
369.62.00	Volusia County Reimbursements	0	24,839	12,000	12,000	12,000
369.90.00	Other Miscellaneous Revenue	35,525	24,693	40,000	30,000	30,000
	Total Other Misc. Revenues	35,725	50,158	52,500	42,500	42,500
	Total Misc. Revenue	131,704	152,392	131,500	128,900	117,000

**CITY OF HOLLY HILL
GENERAL FUND REVENUES**

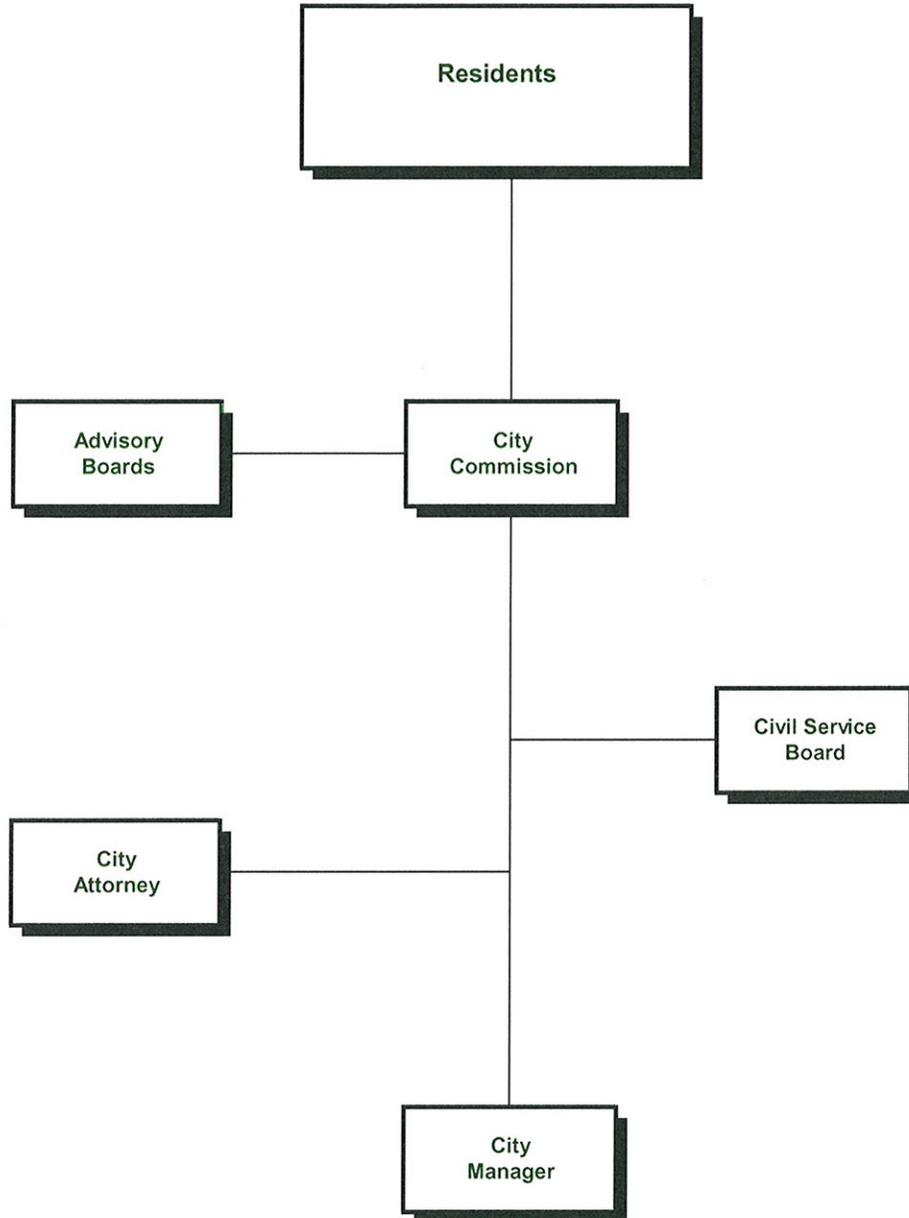
FUND 001	ACCOUNT DESCRIPTION	2001-2002 ACTUAL	2002-2003 ACTUAL	2003-2004 BUDGET	2003-2004 AMENDED	2004-2005 BUDGET
APPROPRIATIONS						
380.10.00	Appropriated Fund Balance	379,160	189,770	1,190,600	1,451,800	1,047,900
380.11.00	Appropriated Reserve for Police Education	0	0	4,500	5,500	4,500
TRANSFERS FROM OTHER FUNDS						
381.50.00	Transfer from LETF	0	0	0	2,500	0
TRANSFERS FROM ENTERPRISE OPERATIONS						
381.10.00	Transfer From Water & Sewer Fund	450,000	465,000	450,000	450,000	450,000
381.70.00	Transfer From Solid Waste Fund	250,000	270,000	260,000	260,000	595,000
	Total Transfers From Enterprise	<u>700,000</u>	<u>735,000</u>	<u>710,000</u>	<u>710,000</u>	<u>1,045,000</u>
Total General Fund Revenues		<u>6,338,301</u>	<u>6,242,856</u>	<u>7,274,186</u>	<u>7,674,700</u>	<u>7,620,500</u>

**CITY OF HOLLY HILL
GENERAL FUND EXPENDITURES**

FUND 001	ACCOUNT DESCRIPTION	2001-2002 ACTUAL	2002-2003 ACTUAL	2003-2004 BUDGET	2003-2004 AMENDED	2004-2005 BUDGET
GENERAL FUND EXPENDITURES SUMMARY						
	General Government	1,446,277	1,446,704	1,646,600	1,740,000	1,799,000
	Law Enforcement	1,572,005	1,714,954	1,841,100	1,859,400	1,998,400
	Fire Control	777,135	898,163	1,155,400	1,205,300	1,237,200
	Protective Inspection	287,453	340,062	376,700	379,700	362,700
	Transportation/Road & Street	836,245	1,022,632	929,100	1,053,900	931,000
	Buildings & Grounds	457,922	476,318	735,700	599,200	771,300
	Recreation Department	316,398	328,983	420,500	405,400	460,900
	Community Redevelopment Trust Fund	0	0	0	0	0
	Transfer to LLEBG Fund	2,747	4,139	2,300	10,400	0
	Transfer to Capital Projects	180,400	0	105,000	361,400	0
	Employee Computer Purchase Program	0	0	60,000	60,000	60,000
	Reserve	451,418	0	0	0	0
	TOTAL EXPENDITURES	6,328,000	6,231,955	7,272,400	7,674,700	7,620,500

CITY OF HOLLY HILL

CITY COMMISSION



CITY COMMISSION

EXPENDITURES	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	AMENDED 2003-04	BUDGET 2004-05
Personal Services	29,127	26,893	35,600	36,300	38,700
Operating Expenses	<u>50,426</u>	<u>53,302</u>	<u>55,300</u>	<u>55,600</u>	<u>57,100</u>
TOTAL	79,553	80,195	90,900	91,900	95,800

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.

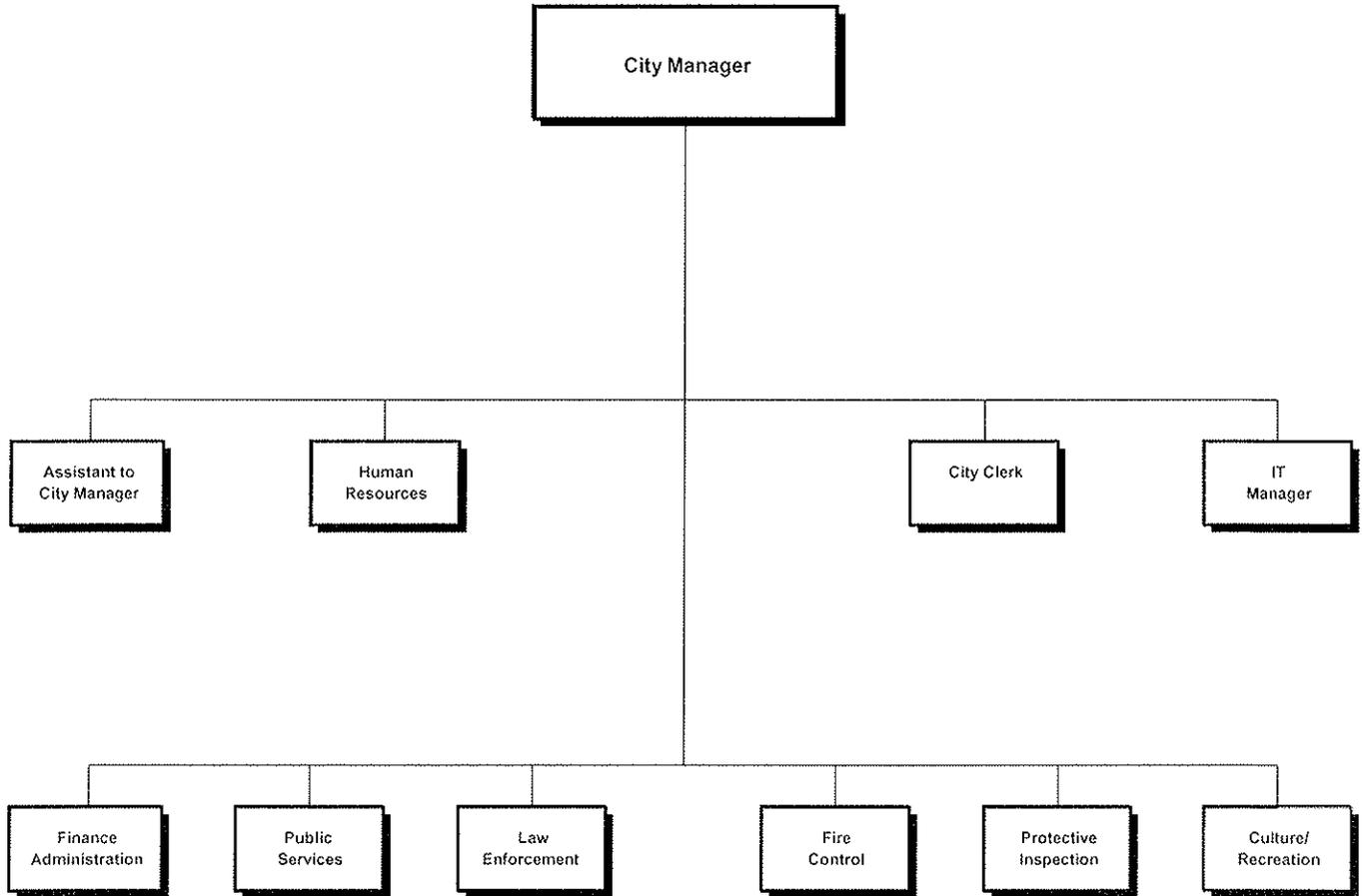
ACTIVITY MEASUREMENTS	ACTUAL 2001-02	ACTUAL 2002-03	ESTIMATE 2003-04	PROJECTED 2004-05
Number of Reg City Commission Meetings	24	22	21	22
Number of Special Commission Meetings	1	2	2	2
Number of Commission Workshops	11	13	15	14
Number of Ordinances adopted	21	33	26	30
Number of Resolutions adopted	81	79	70	74

**CITY OF HOLLY HILL
GENERAL FUND EXPENDITURES**

FUND 001	ACCOUNT DESCRIPTION	2001-2002 ACTUAL	2002-2003 ACTUAL	2003-2004 BUDGET	2003-2004 AMENDED	2004-2005 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	14,080	17,557	19,600	20,300	22,700
511.24.00	Workers' Compensation	0	0	0	0	0
511.28.01	Training & Travel	15,047	9,336	16,000	16,000	16,000
	Total Personal Services	<u>29,127</u>	<u>26,893</u>	<u>35,600</u>	<u>36,300</u>	<u>38,700</u>
OPERATING EXPENSES						
511.41.00	Telephone/Communications Service	825	802	1,300	1,300	1,300
511.44.00	Rentals & Leases	436	434	600	700	600
511.45.00	Non-Employee Insurance	0	0	0	0	700
511.46.50	Repairs & Maintenance	0	0	0	0	700
511.47.00	Printing & Binding	264	212	200	200	200
511.49.01	Other Charges & Obligations	421	319	500	700	500
511.49.10	Other Special Costs	41,190	43,983	44,000	44,000	44,000
511.51.00	Office Supplies	90	0	200	200	200
511.52.50	Fuel & Oil	0	0	0	0	500
511.54.00	Subscriptions & Memberships	7,200	7,552	8,500	8,500	8,400
	Total Operating Expenses	<u>50,426</u>	<u>53,302</u>	<u>55,300</u>	<u>55,600</u>	<u>57,100</u>
TOTAL CITY COMMISSION		<u><u>79,553</u></u>	<u><u>80,195</u></u>	<u><u>90,900</u></u>	<u><u>91,900</u></u>	<u><u>95,800</u></u>

CITY OF HOLLY HILL

CITY MANAGER



CITY MANAGER

EXPENDITURES	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	AMENDED 2003-04	BUDGET 2004-05
Personal Services	271,034	283,468	323,100	328,100	390,800
Operating Expenses	<u>33,392</u>	<u>32,864</u>	<u>40,000</u>	<u>44,600</u>	<u>52,000</u>
TOTAL	304,426	316,332	363,100	372,700	442,800

PERMANENT POSITIONS	2002-03	2003-04	2004-05
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	1.00	1.00	1.00
IT Assistant	<u>0.00</u>	<u>0.00</u>	<u>1.00</u>
Total	5.00	5.00	6.00

SIGNICANT EXPENDITURE CHANGES

An IT Assistant will be added to this budget to assist with additional tasks in the IT Department.

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

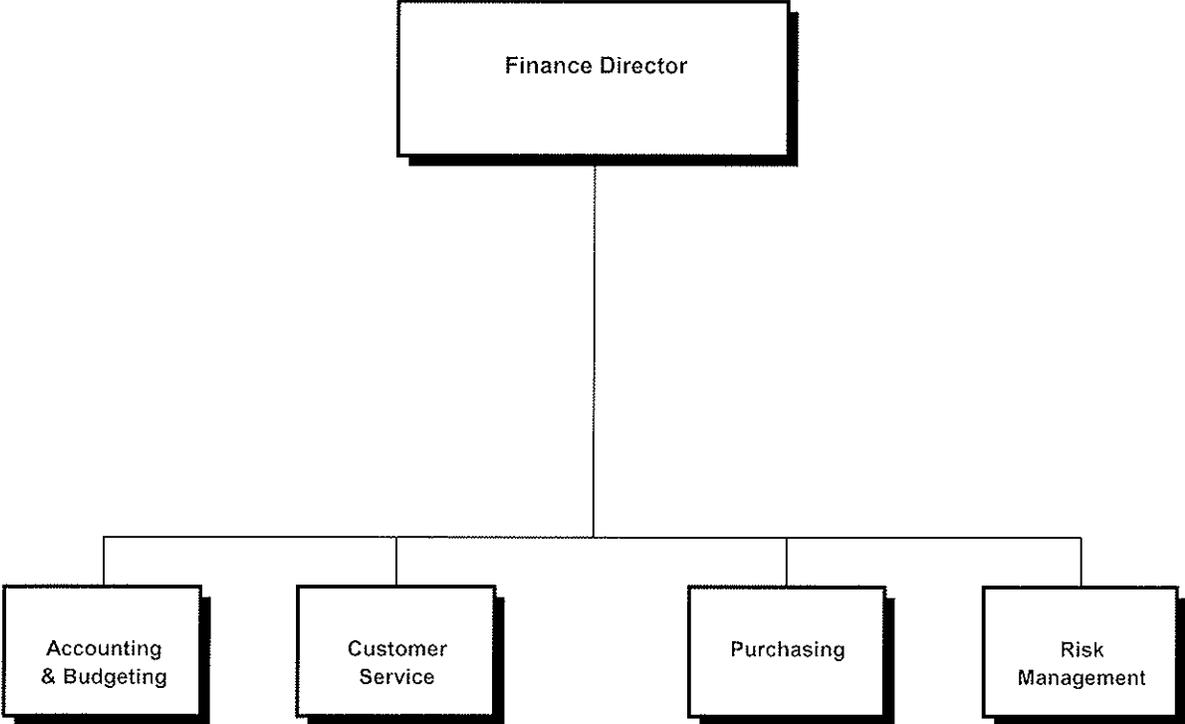
	ACTUAL	ACTUAL	ESTIMATE	PROJECTED
	2001-02	2002-03	2003-04	2004-05
Number of City Commission meetings & Workshops attended	36	37	38	38
Number of agendas prepared	24	24	23	24
Number of resolutions & ordinances filed	102	112	96	104
Number of elections administered	4	2	1	2

**CITY OF HOLLY HILL
GENERAL FUND EXPENDITURES**

FUND 001	ACCOUNT DESCRIPTION	2001-2002 ACTUAL	2002-2003 ACTUAL	2003-2004 BUDGET	2003-2004 AMENDED	2004-2005 BUDGET
GENERAL GOVERNMENT - CITY MANAGER						
PERSONAL SERVICES						
512.11.00	Executive Salaries	117,122	122,628	89,500	93,200	98,800
512.12.00	Regular Salaries & Wages	91,247	100,627	154,500	144,500	194,300
512.14.00	Overtime/Regular Employees	0	0	500	500	500
512.19.01	Uniforms	270	360	600	600	800
512.21.00	FICA Taxes	15,158	16,086	18,700	18,700	22,400
512.22.00	Retirement Contributions	23,412	16,490	27,700	27,000	36,400
512.23.00	Life & Health Insurance	13,666	18,869	20,100	20,100	25,700
512.24.00	Workers' Compensation	861	849	1,500	1,500	1,900
512.28.01	Training & Travel	9,298	7,559	10,000	10,000	10,000
	Total Personal Services	271,034	283,468	323,100	328,100	390,800
OPERATING EXPENSES						
512.31.01	Professional Services	165	60	200	200	200
512.41.00	Telephone/Communications Services	5,403	6,572	6,000	7,000	6,000
512.42.00	Postage, Freight & Express	1,726	591	1,000	2,500	1,000
512.44.00	Rentals and Leases	98	394	600	600	600
512.45.00	Non-Employee Insurance	689	422	1,000	1,400	1,500
512.46.01	Repair & Maintenance Services	997	1,000	1,700	1,700	1,700
512.46.50	Vehicle Repairs & Maintenance	32	1,097	1,200	1,200	1,200
512.47.00	Printing & Binding	577	1,990	2,000	2,000	2,000
512.49.01	Other Charges & Obligations	10,392	9,300	15,000	15,000	26,000
512.49.10	Other Special Costs	3,891	0	0	0	0
512.51.00	Office Supplies	6,439	7,788	6,000	7,000	6,000
512.52.50	Fuel & Oil Supplies	101	428	300	1,000	800
512.54.00	Subscriptions & Memberships	2,881	3,222	5,000	5,000	5,000
	Total Operating Expenses	33,392	32,864	40,000	44,600	52,000
	TOTAL CITY MANAGER	304,426	316,332	363,100	372,700	442,800

CITY OF HOLLY HILL

FINANCE



FINANCE AND ADMINISTRATION

EXPENDITURES	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	AMENDED 2003-04	BUDGET 2004-05
Personal Services	409,173	362,966	403,400	424,600	425,600
Operating Expenses	<u>200,867</u>	<u>225,155</u>	<u>273,900</u>	<u>276,900</u>	<u>320,400</u>
TOTAL	610,040	588,121	677,300	701,500	746,000

PERMANENT POSITIONS	2002-03	2003-04	2004-05
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 Supervisor	1.00	1.00	1.00
Customer Service III	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	ACTUAL	ESTIMATED	PROJECTED
	2001-02	2002-03	2003-04	2004-05
Number of utility bills mailed	67,923	74,058	68,396	75,000
Number of penalty notices mailed	11,294	11,410	11,831	11,950
Number of payroll checks prepared	327	510	520	520
Number of direct deposit receipts prepared	3,113	2,995	3,100	3,200
Number of accounts payable checks issued	4,514	4,235	4,500	4,500
Number of insurance claims filed	2	0	3	0

**CITY OF HOLLY HILL
GENERAL FUND EXPENDITURES**

FUND 001	ACCOUNT DESCRIPTION	2001-2002 ACTUAL	2002-2003 ACTUAL	2003-2004 BUDGET	2003-2004 AMENDED	2004-2005 BUDGET
GENERAL GOVERNMENT - FINANCE AND ADMINISTRATION						
PERSONAL SERVICES						
513.11.00	Executive Salaries	61,762	64,815	68,200	86,000	72,300
513.12.00	Regular Salaries & Wages	266,982	226,414	237,000	240,400	245,500
513.14.00	Overtime	270	176	1,000	1,000	1,000
513.21.00	FICA Taxes	24,013	20,931	23,400	23,400	24,400
513.22.00	Retirement Contributions	23,562	15,217	26,000	26,000	28,800
513.23.00	Life & Health Insurance	24,126	30,707	35,400	35,400	41,100
513.24.00	Workers' Compensation	1,307	1,121	1,900	1,900	2,000
513.28.01	Training & Travel	7,150	3,585	10,500	10,500	10,500
	Total Personal Services	<u>409,173</u>	<u>362,966</u>	<u>403,400</u>	<u>424,600</u>	<u>425,600</u>
OPERATING EXPENSES						
513.31.01	Professional Services	67,486	89,499	108,000	111,500	110,000
513.31.20	Pension Administration	3,270	0	3,500	0	50,000
513.32.00	Accounting & Auditing Services	36,736	42,009	50,000	51,000	46,000
513.41.00	Telephone/Communications Services	5,311	5,489	8,000	8,000	8,000
513.42.00	Postage, Freight & Express	26,901	30,644	31,000	33,000	31,000
513.44.00	Rentals & Leases	9,208	9,917	11,000	11,000	13,000
513.46.01	Repairs & Maintenance	32,120	24,888	37,000	37,000	37,000
513.47.00	Printing & Binding	7,467	10,895	12,500	12,500	12,500
513.49.01	Other Charges & Obligations	1,202	975	1,500	1,500	1,500
513.51.00	Office Supplies	9,873	9,484	10,000	10,000	10,000
513.54.00	Subscriptions & Memberships	1,294	1,355	1,400	1,400	1,400
	Total Operating Expenses	<u>200,867</u>	<u>225,155</u>	<u>273,900</u>	<u>276,900</u>	<u>320,400</u>
	TOTAL FINANCE AND ADMIN	<u>610,040</u>	<u>588,121</u>	<u>677,300</u>	<u>701,500</u>	<u>746,000</u>

HUMAN RESOURCES/CIVIL SERVICE

EXPENDITURES	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	AMENDED 2003-04	BUDGET 2004-05
Personal Services	56,314	56,290	71,100	71,400	74,900
Operating Expenses	<u>7,782</u>	<u>14,275</u>	<u>15,100</u>	<u>27,900</u>	<u>15,300</u>
TOTAL	64,097	70,565	86,200	99,300	90,200

PERMANENT POSITIONS	2002-03	2003-04	2004-05
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 2001-02	ACTUAL 2002-03	ESTIMATED 2003-04	PROJECTED 2004-05
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	34	33	22	30
Number of tests given	1	0	2	0

**CITY OF HOLLY HILL
GENERAL FUND EXPENDITURES**

FUND 001	ACCOUNT DESCRIPTION	2001-2002 ACTUAL	2002-2003 ACTUAL	2003-2004 BUDGET	2003-2004 AMENDED	2004-2005 BUDGET
GENERAL GOVERNMENT - HUMAN RESOURCES / CIVIL SERVICES						
PERSONAL SERVICES						
513.11.00	Executive Salaries	45,391	47,827	52,200	52,500	54,800
513.21.00	FICA Taxes	3,414	3,621	4,000	4,000	4,200
513.22.00	Retirement Contributions	4,539	1,165	5,200	5,200	5,500
513.23.00	Life & Health Insurance	2,442	2,641	4,100	4,100	4,700
513.24.00	Workers' Compensation	175	208	300	300	400
513.28.01	Training & Travel	352	828	5,300	5,300	5,300
	Total Personal Services	<u>56,314</u>	<u>56,290</u>	<u>71,100</u>	<u>71,400</u>	<u>74,900</u>
OPERATING EXPENSES						
513.41.00	Telephone/Communications Services	148	188	400	400	400
513.42.00	Postage, Freight & Express	12	1,007	600	600	600
513.43.01	Utility Services	1,604	1,570	1,400		1,400
513.46.01	Repairs & Maintenance	0	241	400	400	400
513.47.00	Printing & Binding	0	93	400	400	400
513.49.01	Other Charges & Obligations	155	165	200	500	400
513.50.00	Advertising	4,800	10,032	10,000	22,000	10,000
513.51.00	Office Supplies	58	3	500	500	500
513.54.00	Subscriptions & Memberships	1,040	879	1,200	1,200	1,200
	Total Operating Expenses	<u>7,782</u>	<u>14,275</u>	<u>15,100</u>	<u>27,900</u>	<u>15,300</u>
	TOTAL PERSONNEL	<u><u>64,097</u></u>	<u><u>70,565</u></u>	<u><u>86,200</u></u>	<u><u>99,300</u></u>	<u><u>90,200</u></u>

GENERAL GOVERNMENT – DEBT SERVICES

EXPENDITURES	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	AMENDED 2003-04	BUDGET 2004-05
Debt Service	<u>248,893</u>	<u>216,240</u>	<u>220,600</u>	<u>220,600</u>	<u>204,800</u>
TOTAL	248,893	222,800	220,600	220,600	204,800

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.

**CITY OF HOLLY HILL
GENERAL FUND EXPENDITURES**

FUND 001	ACCOUNT DESCRIPTION	2001-2002 ACTUAL	2002-2003 ACTUAL	2003-2004 BUDGET	2003-2004 AMENDED	2004-2005 BUDGET
GENERAL GOVERNMENT - DEBT SERVICE						
DEBT SERVICE - PRINCIPAL						
517.71.01	General Government	143,844	117,550	128,000	128,000	134,500
517.71.10	Police Equipment	13,946	14,652	15,300	15,300	0
517.71.20	Fire Equipment	39,183	41,621	42,000	42,000	44,400
	Total Principal Payments	<u>196,972</u>	<u>173,823</u>	<u>185,300</u>	<u>185,300</u>	<u>178,900</u>
DEBT SERVICE - INTEREST						
517.72.01	General Government	41,697	35,337	29,400	29,400	22,900
517.72.10	Police Equipment	2,023	1,317	600	600	0
517.72.20	Fire Equipment	8,201	5,763	5,300	5,300	3,000
	Total Interest Payments	<u>51,921</u>	<u>42,417</u>	<u>35,300</u>	<u>35,300</u>	<u>25,900</u>
	TOTAL GEN GOVT DEBT SERVICE	<u><u>248,893</u></u>	<u><u>216,240</u></u>	<u><u>220,600</u></u>	<u><u>220,600</u></u>	<u><u>204,800</u></u>

GENERAL GOVERNMENT – OTHER SERVICES

EXPENDITURES	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	AMENDED 2003-04	BUDGET 2004-05
Personal Services	12,708	28,787	28,000	21,500	28,500
Operating Expenses	102,565	112,699	149,300	194,700	156,600
Capital Outlay	<u>23,995</u>	<u>33,765</u>	<u>31,200</u>	<u>37,800</u>	<u>34,300</u>
TOTAL	139,268	175,251	208,500	254,000	219,400

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.

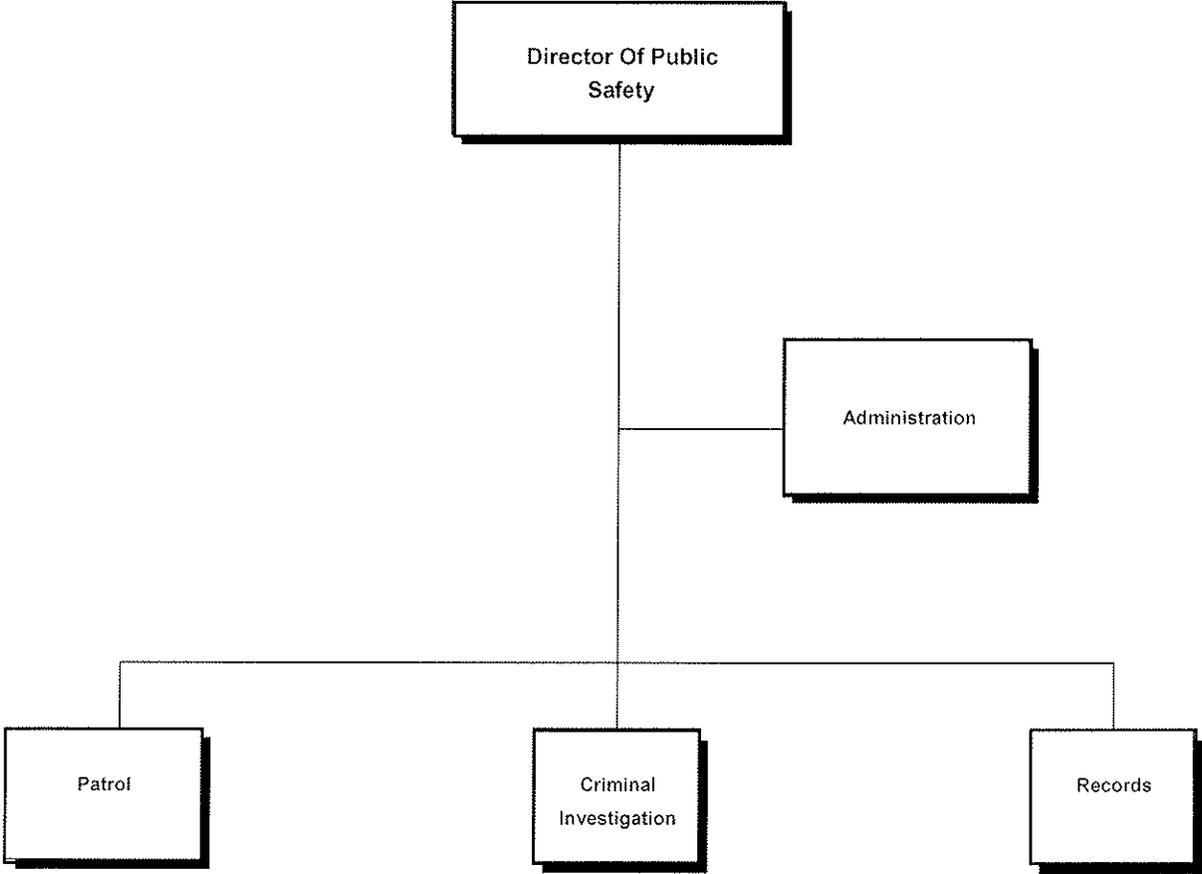
The City owns the Library building and the Chamber of Commerce building and provides for the maintenance and repairs of these buildings. Volusia County provides for the operations of the Library and local business people operate the Chamber of Commerce.

**CITY OF HOLLY HILL
GENERAL FUND EXPENDITURES**

FUND 001	ACCOUNT DESCRIPTION	2001-2002 ACTUAL	2002-2003 ACTUAL	2003-2004 BUDGET	2003-2004 AMENDED	2004-2005 BUDGET
GENERAL GOVERNMENT - OTHER SERVICES						
PERSONAL SERVICES						
519.25.00	Unemployment Insurance	3,180	20,077	4,000	11,000	4,000
519.29.01	Other Personal Services	9,528	8,710	8,500	10,500	8,500
519.29.10	Reserve/ Retirees & Personal Services	0	0	15,500	0	16,000
	Total Personal Services	<u>12,708</u>	<u>28,787</u>	<u>28,000</u>	<u>21,500</u>	<u>28,500</u>
OPERATING EXPENSES						
519.43.01	Utility Services	16,222	15,400	16,000	17,000	16,000
519.45.00	Non-employee Insurance	42,065	55,076	60,000	60,000	65,000
519.46.01	Repair & Maintenance Services	6,742	10,155	8,900	48,900	8,900
519.46.02	Repair & Maintenance Svc - Computers	0	0	6,000	8,000	4,800
519.50.00	Advertising	6,529	11,504	6,000	14,000	12,000
519.52.01	Operating Supplies	1,171	3,673	6,000	4,000	6,000
519.52.02	Operating Supplies - Computers	0	0	20,600	15,000	16,800
519.58.00	Election Expenses	14,607	1,891	8,000	10,000	3,000
519.80.00	Grants and Aids	15,229	15,000	17,800	17,800	24,100
	Total Operating Expenses	<u>102,565</u>	<u>112,699</u>	<u>149,300</u>	<u>194,700</u>	<u>156,600</u>
CAPITAL OUTLAY						
519.61.00	Land	0	749	0	0	0
519.62.00	Buildings	0	0	0	0	0
519.63.00	Improvements Other than Buildings	0	0	0	0	0
519.64.00	Machinery & Equipment	23,995	33,016	31,200	37,800	34,300
	Total Capital Outlay	<u>23,995</u>	<u>33,765</u>	<u>31,200</u>	<u>37,800</u>	<u>34,300</u>
	TOTAL OTHER SERVICES	<u>139,268</u>	<u>175,251</u>	<u>208,500</u>	<u>254,000</u>	<u>219,400</u>
	TOTAL GENERAL GOVERNMENT	<u>1,446,277</u>	<u>1,446,704</u>	<u>1,646,600</u>	<u>1,740,000</u>	<u>1,799,000</u>

CITY OF HOLLY HILL

LAW ENFORCEMENT



LAW ENFORCEMENT

EXPENDITURES	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	AMENDED 2003-04	BUDGET 2004-05
Personal Services	1,393,650	1,457,864	1,611,800	1,611,200	1,656,400
Operating Expenses	138,308	164,405	176,800	190,100	291,100
Capital Outlay	<u>40,046</u>	<u>92,685</u>	<u>52,500</u>	<u>58,100</u>	<u>50,900</u>
TOTAL	1,572,005	1,714,954	1,841,100	1,859,400	1,998,400

PERMANENT POSITIONS	2003	2004	2005
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	5.00
Police Investigators	1.00	1.00	2.00
Drug Investigator	1.00	1.00	1.00
Police Officers	11.00	11.00	2.00
Community Service Officer	1.00	1.00	1.00
Telecommunicators	4.00	4.00	0.00
Administrative Assistant	1.00	1.00	1.00
Staff Assistant II SOD	1.00	1.00	1.00
Staff Assistant II/Records	1.00	1.00	0.00
Police Service Clerks	<u>0.00</u>	<u>0.00</u>	<u>3.00</u>
Total	32	32	30.5
Part-Time Police Officers	10.00	10.00	10.00

SIGNIFICANT EXPENDITURE CHANGES

Police dispatch functions were contracted to the Volusia County Sheriff's Office on 6/30/04. The three telecommunicators were retrained in the new classification of Police Service Clerks to work in records and to staff the front desk. Two full times and one part time position were eliminated.

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 two 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 investigations into reported crimes and address traffic matters in the city.

ACTIVITY DESCRIPTION CON' T

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. The investigations team 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 Special Operations Division consists of the Community Action Team made up of one corporal and two police officers funded by the Community Redevelopment Agency (CRA). They are responsible for providing high visibility patrol in the community redevelopment area.

Police service clerks maintain department records, answer non-emergency telephones and provide customer service at the front desk.

ACTIVITY GOALS

1. Maintain police information effectively.
2. Provide thorough and complete patrol of the city.
3. Enforce all laws in a non-discriminatory manner.
4. Respond promptly to requests for police service.
5. Provide investigation services to insure adequate and thorough investigations are conducted.

ACTIVITY OBJECTIVES

1. Achieve response time of 2 minutes or less on all emergency calls for police assistance.
2. Maximize traffic safety and reduce accidents through education, prevention and enforcement.
3. Reduce crime to the extent possible.
4. Maintain state accreditation.
5. 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.
6. Upgrade security and accountability in the handling of property and evidence through the use of technology and enhanced procedure.
7. Assist employee with training and career goals by developing and implementing comprehensive plans.

ACTIVITY MEASUREMENTS	ACTUAL	ACTUAL	Estimated	PROJECTED
	2002	2003	2004	2005
Number of calls dispatched	13,317	13,695	14,500	14,500
Number of reports processed	5,957	5861	5,850	5,850
Average response time (minutes)	2	2	2	2
Number of traffic crash reports	510	515	500	500
Number of active reserves	6	0	8	8

**CITY OF HOLLY HILL
GENERAL FUND EXPENDITURES**

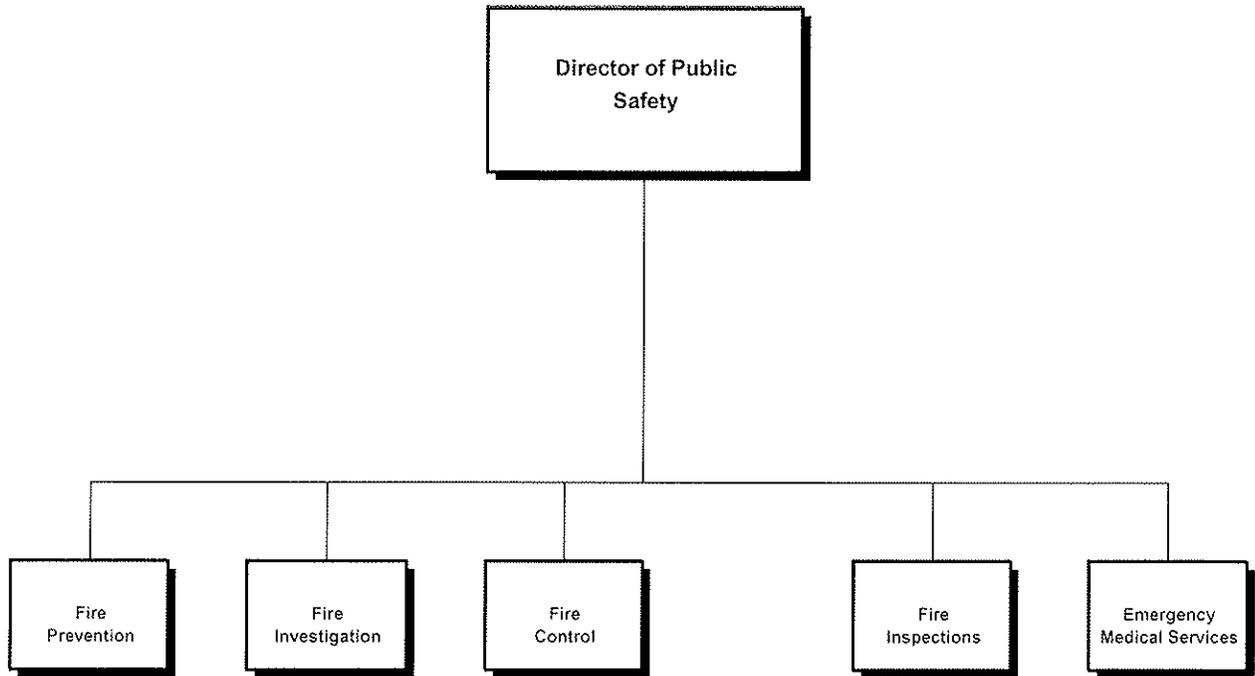
FUND 001	ACCOUNT DESCRIPTION	2001-2002 ACTUAL	2002-2003 ACTUAL	2003-2004 BUDGET	2003-2004 AMENDED	2004-2005 BUDGET
PUBLIC SAFETY/LAW ENFORCEMENT						
PERSONAL SERVICES						
521.11.00	Executive Salaries	33,685	35,371	37,300	39,300	39,100
521.12.00	Regular Salaries	877,134	847,356	971,900	971,900	992,600
521.13.00	Other Salaries	36,723	61,172	60,900	30,000	25,000
521.14.00	Overtime/Regular Employees	78,249	98,231	52,000	110,000	52,000
521.15.00	Incentive Pay Supplement	12,957	12,510	11,700	11,700	11,700
521.19.01	Uniforms	9,505	8,800	15,000	15,000	16,000
521.19.10	Uniform & Equipment Allowances	8,715	8,630	10,500	10,500	10,500
521.21.00	FICA Taxes	82,370	82,819	86,700	90,700	85,700
521.22.00	Retirement Contributions	110,881	133,384	130,700	115,000	166,800
521.23.00	Life & Health Insurance	86,287	108,754	122,400	112,400	139,500
521.24.00	Workers' Compensation	45,879	45,929	96,700	84,700	101,500
521.28.01	Training & Travel	8,387	5,893	8,000	12,000	8,000
521.28.20	Second Dollar Training Fund	2,880	9,015	8,000	8,000	8,000
	Total Personal Services	1,393,650	1,457,864	1,611,800	1,611,200	1,656,400
OPERATING EXPENSES						
521.31.01	Professional Services	4,629	8,504	8,800	8,800	8,800
521.34.00	Other Contractual Services	0	0	0	700	91,700
521.41.00	Telephone/Communications Services	8,891	16,446	14,600	15,600	20,000
521.42.00	Postage, Freight & Express	845	1,206	1,000	1,000	1,000
521.43.01	Utility Services	11,510	12,226	11,300	13,400	11,300
521.44.00	Rentals & Leases	4,716	4,605	8,800	8,800	10,000
521.45.00	Non-Employee Insurance	21,657	18,476	22,500	37,500	30,000
521.46.01	Repair & Maintenance Services	14,147	9,602	11,000	12,000	11,000
521.46.50	Vehicle Repairs & Maintenance	17,305	25,653	24,000	24,000	24,000
521.47.00	Printing & Binding	5,037	2,612	3,000	3,200	3,000
521.49.01	Other Charges & Obligations	1,027	1,514	700	700	700
521.51.00	Office Supplies	5,110	8,596	7,000	7,000	7,000
521.52.01	Operating Supplies	11,004	13,972	17,000	17,000	18,000
521.52.50	Fuel & Oil Supplies	28,015	36,278	41,300	34,000	48,300
521.54.00	Subscriptions & Memberships	1,494	1,321	1,800	2,400	2,300
521.56.01	Program Expenses	2,922	3,394	4,000	4,000	4,000
	Total Operating Expenses	138,308	164,405	176,800	190,100	291,100

**CITY OF HOLLY HILL
GENERAL FUND EXPENDITURES**

FUND 001	ACCOUNT DESCRIPTION	2001-2002 ACTUAL	2002-2003 ACTUAL	2003-2004 BUDGET	2003-2004 AMENDED	2004-2005 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	12,342	0	0	0
521.64.00	Machinery & Equipment	40,046	80,343	52,500	58,100	50,900
	Total Capital Outlay	<u>40,046</u>	<u>92,685</u>	<u>52,500</u>	<u>58,100</u>	<u>50,900</u>
	TOTAL LAW ENFORCEMENT	<u>1,572,005</u>	<u>1,714,954</u>	<u>1,841,100</u>	<u>1,859,400</u>	<u>1,998,400</u>

CITY OF HOLLY HILL

FIRE CONTROL



FIRE CONTROL

EXPENDITURES	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	AMENDED 2003-04	BUDGET 2004-05
Personal Services	676,723	744,665	1,002,200	963,700	1,063,900
Operating Expenses	97,324	112,407	146,000	160,400	155,000
Capital Outlay	<u>3,088</u>	<u>41,091</u>	<u>7,200</u>	<u>81,200</u>	<u>18,300</u>
TOTAL	777,135	898,163	1,155,400	1,205,300	1,237,200

PERMANENT POSITIONS	2002-03	2003-04	2004-05
Director of Public Safety	0.50	0.50	.50
Fire Division Chief	1.00	1.00	1.00
Fire Lieutenant	2.00	2.00	2.00
Driver/Engineer	3.00	6.00	4.00
Firefighters/EMT	6.00	6.00	8.00
Fire Inspector	1.00	1.00	1.00
Total	13.50	16.50	16.50

PART-TIME POSITIONS

Permanent Part Time Staff Asst	0.50	0.50	.50
Part Time Fire Fighters	10.00	10.00	10.00

SIGNIFICANT EXPENDITURE CHANGES

Structure changed to reflect four Driver Engineers and Fire Fighter / EMT / Paramedics.

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 2002	ACTUAL 2003	PROJECTED 2004	PROJECTED 2005
Total calls for service	2,190	2,371	2,410	2,300
Number of fire responses	209	178	130	150
Number of medical responses	1,674	1,863	1,880	1,800
Number of other responses	131	100	118	100
Total estimated fire losses	100,000	100,000	100,000	100,000
Number of vehicle accident responses	176	212	264	200
Number of environmental responses	0	0	0	0

**CITY OF HOLLY HILL
GENERAL FUND EXPENDITURES**

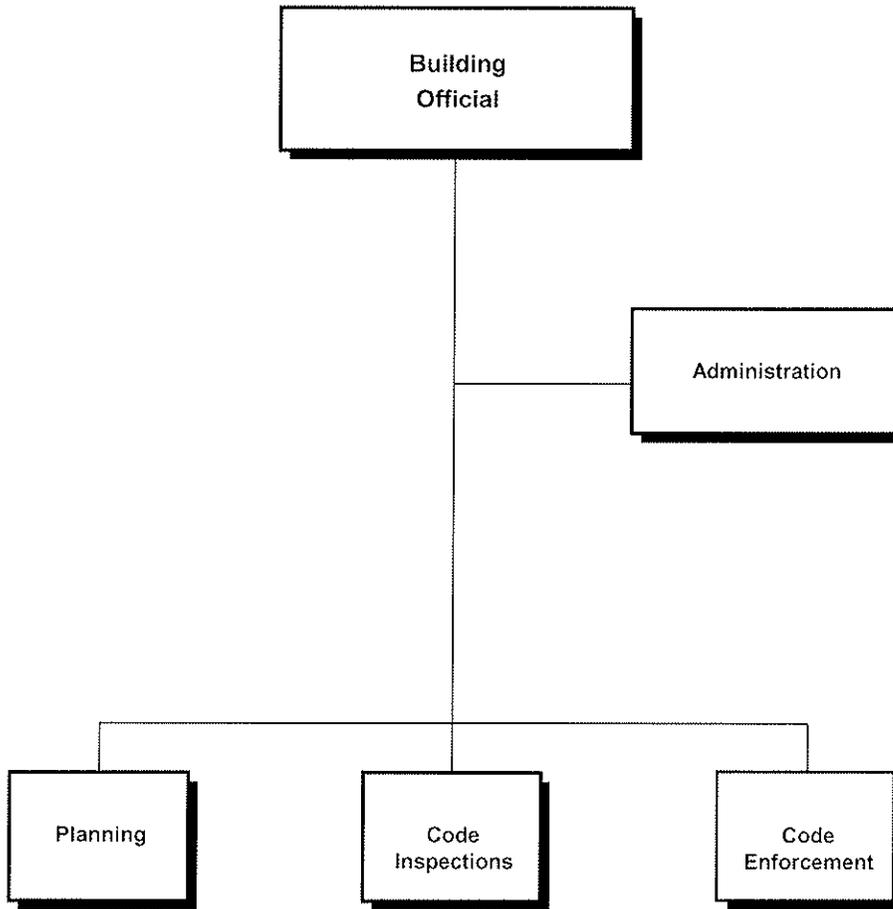
FUND 001	ACCOUNT DESCRIPTION	2001-2002 ACTUAL	2002-2003 ACTUAL	2003-2004 BUDGET	2003-2004 AMENDED	2004-2005 BUDGET
PUBLIC SAFETY/FIRE CONTROL						
PERSONAL SERVICES						
522.11.00	Executive Salaries	33,858	35,371	37,300	38,800	39,100
522.12.00	Regular Salaries	372,214	395,294	566,600	510,000	600,100
522.13.00	Other Salaries	32,977	29,566	30,300	27,000	30,300
522.14.00	Overtime/Regular Employees	57,759	81,421	44,400	101,000	44,400
522.15.00	Incentive Pay Supplement	614	630	600	2,100	2,600
522.19.01	Uniforms	6,612	7,117	11,800	11,800	11,800
522.21.00	FICA Taxes	36,293	39,437	52,000	46,000	54,800
522.22.00	Retirement Contributions	72,904	77,297	121,800	103,800	126,700
522.23.00	Life & Health Insurance	32,958	44,673	62,700	52,700	70,300
522.24.00	Workers' Compensation	24,706	26,452	63,200	55,000	67,800
522.28.01	Training & Travel	5,830	7,407	11,500	15,500	16,000
	Total Personal Services	<u>676,723</u>	<u>744,665</u>	<u>1,002,200</u>	<u>963,700</u>	<u>1,063,900</u>
OPERATING EXPENSES						
522.31.01	Professional Services	3,356	2,541	4,200	9,000	5,200
522.34.00	Contractual Services	21,807	23,045	23,800	23,800	25,100
522.41.00	Telephone/Communications Services	3,109	2,842	6,700	6,700	6,700
522.42.00	Postage, Freight & Express	363	474	700	700	700
522.43.01	Utility Services	8,277	8,572	7,900	9,900	7,900
522.44.00	Rentals & Leases	11,122	11,642	12,400	14,400	12,400
522.45.00	Non-Employee Insurance	8,945	7,680	11,400	16,400	15,400
522.46.01	Repair & Maintenance Services	8,327	5,876	8,500	8,500	8,500
522.46.50	Vehicle Repairs & Maintenance	7,908	8,797	10,400	10,400	10,400
522.47.00	Printing & Binding	168	767	1,000	1,600	1,000
522.49.01	Other Charges & Obligations	449	208	500	700	500
522.51.00	Office Supplies	1,250	1,360	1,800	2,000	2,600
522.52.01	Operating Supplies	12,373	21,464	23,000	24,000	24,300
522.52.50	Fuel & Oil Supplies	1,654	8,468	9,400	7,000	10,000
522.52.70	EMS Supplies	5,662	5,402	20,600	20,600	20,600
522.52.90	Fire Prevention Supplies	341	2,318	1,500	2,100	1,500
522.54.00	Subscriptions & Memberships	2,211	951	2,200	2,600	2,200
	Total Operating Expenses	<u>97,324</u>	<u>112,407</u>	<u>146,000</u>	<u>160,400</u>	<u>155,000</u>

**CITY OF HOLLY HILL
GENERAL FUND EXPENDITURES**

FUND 001	ACCOUNT DESCRIPTION	2001-2002 ACTUAL	2002-2003 ACTUAL	2003-2004 BUDGET	2003-2004 AMENDED	2004-2005 BUDGET
PUBLIC SAFETY/FIRE CONTROL CONTINUED						
CAPITAL OUTLAY						
522.62.00	Buildings	0	0	0	20,000	0
522.63.00	Improvements other than Buildings	0	5,700	0	18,000	0
522.64.00	Machinery & Equipment	3,088	35,391	7,200	43,200	18,300
	Total Capital Outlay	<u>3,088</u>	<u>41,091</u>	<u>7,200</u>	<u>81,200</u>	<u>18,300</u>
	TOTAL FIRE CONTROL	<u><u>777,135</u></u>	<u><u>898,163</u></u>	<u><u>1,155,400</u></u>	<u><u>1,205,300</u></u>	<u><u>1,237,200</u></u>

CITY OF HOLLY HILL

PROTECTIVE INSPECTION



PROTECTIVE INSPECTION

EXPENDITURES	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	AMENDED 2003-04	BUDGET 2004-05
Personal Services	210,674	219,265	246,500	250,600	242,100
Operating Expenses	75,696	91,046	114,700	115,000	117,400
Capital Outlay	<u>1,083</u>	<u>29,751</u>	<u>15,500</u>	<u>14,100</u>	<u>3,200</u>
TOTAL	287,453	340,062	376,700	379,700	362,700

PERMANENT POSITIONS	2002-03	2003-04	2004-05
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 2001-02	ACTUAL 2002-03	ESTIMATED 2003-04	PROJECTED 2004-05
Number of building permits issued	1,089	1074	1,200	1,200
Number of other permits issued	* 418	516	500	500
Number of occupational license renewals	1,456	2071	2,100	2,100
Number of new occupational license issued	223	258	250	260
Number of building inspections performed	820	850	850	850
Number of animal licenses				
Number of code inspections & notices				
Number of license registrations	93	120	100	100
Number of Board of Planning & Appeals meetings	10	12	12	12
Rental License	242	129	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**

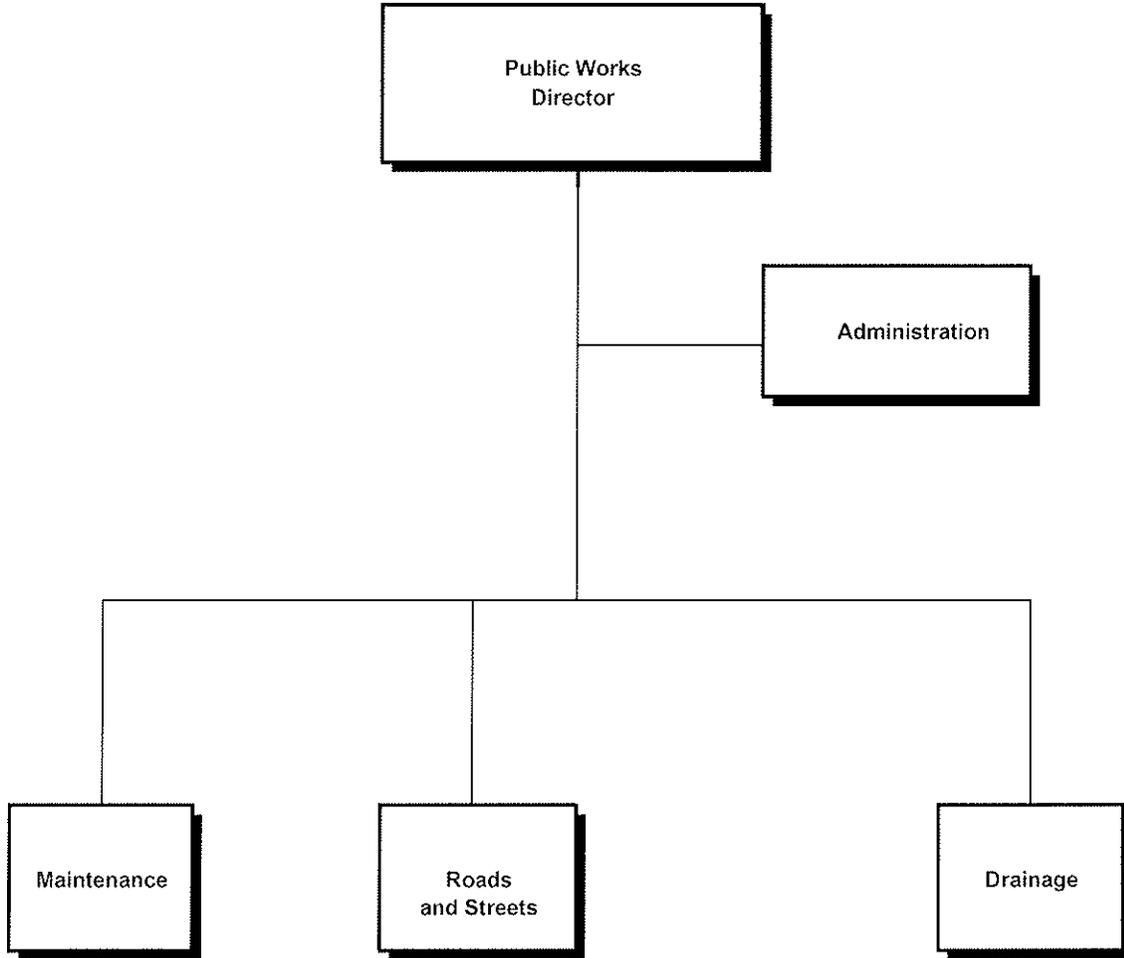
FUND 001	ACCOUNT DESCRIPTION	2001-2002 ACTUAL	2002-2003 ACTUAL	2003-2004 BUDGET	2003-2004 AMENDED	2004-2005 BUDGET
PUBLIC SAFETY/PROTECTIVE INSPECTION CODE ADMINISTRATION						
PERSONAL SERVICES						
524.11.00	Executive Salaries	52,680	55,507	58,400	66,000	61,300
524.12.00	Regular Salaries	101,601	108,386	113,500	112,100	103,100
524.14.00	Overtime/Regular Employees	414	356	1,900	2,900	1,900
524.19.01	Uniforms	770	250	700	1,000	700
524.21.00	FICA Taxes	11,614	12,255	13,300	13,800	12,700
524.22.00	Retirement Contributions	12,977	6,758	15,900	13,900	15,000
524.23.00	Life & Health Insurance	14,556	20,124	19,800	21,100	22,800
524.24.00	Workers' Compensation	12,591	14,073	18,500	16,200	20,100
524.28.01	Training & Travel	3,470	1,556	4,500	3,600	4,500
	Total Personal Services	210,674	219,265	246,500	250,600	242,100
OPERATING EXPENSES						
524.31.01	Professional Services	29,559	36,913	40,300	47,300	40,300
524.34.00	Contractual Services	23,588	31,416	32,500	27,000	30,500
524.41.00	Telephone/Communications Services	1,274	1,522	2,100	2,200	2,100
524.42.00	Postage, Freight, & Express	4,063	3,917	5,300	4,500	5,300
524.43.01	Utility Services	1,660	1,945	2,100	2,100	2,100
524.44.00	Rentals & Leases	116	149	200	200	200
524.45.00	Non-Employee Insurance	4,715	4,125	5,600	6,000	7,000
524.46.01	Repair & Maintenance Services	1,010	1,517	9,200	9,200	11,500
524.46.50	Vehicle Repairs & Maintenance	3,193	1,319	1,500	1,800	1,500
524.47.00	Printing & Binding	1,204	1,435	3,200	2,200	3,200
524.49.01	Other Charges & Obligations	528	9	400	400	300
524.49.10	Other Special Charges	0	756	0	300	0
524.50.00	Advertising	765	772	2,000	2,000	2,000
524.51.00	Office Supplies	1,505	1,215	2,200	2,500	1,600
524.52.01	Operating Supplies	964	1,084	2,500	2,500	3,500
524.52.50	Fuel & Oil Supplies	1,283	2,604	4,900	4,100	5,600
524.54.00	Subscriptions & Memberships	269	348	700	700	700
	Total Operating Expenses	75,696	91,046	114,700	115,000	117,400

**CITY OF HOLLY HILL
GENERAL FUND EXPENDITURES**

FUND 001	ACCOUNT DESCRIPTION	2001-2002 ACTUAL	2002-2003 ACTUAL	2003-2004 BUDGET	2003-2004 AMENDED	2004-2005 BUDGET
PUBLIC SAFETY/PROTECTIVE INSPECTION 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	1,083	29,751	15,500	14,100	3,200
	Total Capital Outlay	<u>1,083</u>	<u>29,751</u>	<u>15,500</u>	<u>14,100</u>	<u>3,200</u>
	TOTAL PROTECTIVE INSPECTION	<u>287,453</u>	<u>340,062</u>	<u>376,700</u>	<u>379,700</u>	<u>362,700</u>
	TOTAL PUBLIC SAFETY	<u>2,636,592</u>	<u>2,953,179</u>	<u>3,373,200</u>	<u>3,444,400</u>	<u>3,598,300</u>

CITY OF HOLLY HILL

TRANSPORTATION/ROAD AND STREET FACILITIES



TRANSPORTATION / ROAD AND STREET FACILITIES

EXPENDITURES	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	AMENDED 2003-04	BUDGET 2004-05
Personal Services	308,815	313,223	355,300	365,400	387,100
Operating Expenses	243,757	258,243	320,300	333,000	339,500
Capital Outlay	<u>283,674</u>	<u>451,166</u>	<u>253,500</u>	<u>355,500</u>	<u>201,900</u>
TOTAL	836,245	1,022,632	929,100	1,053,900	928,500

PERMANENT POSITIONS	2002-03	2003-04	2004-05
Public Works Director	0.25	0.25	0.25
City Engineer	0.00	0.00	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	2.00
Equip Operator/Maint Worker	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>
Total	8.50	8.50	8.75

SIGNIFICANT EXPENDITURE CHANGES

1. A City Engineer position will assist the Public Works Director with engineer projects that will eliminate outside engineer costs in Streets, Buildings and Grounds, Drainage, Water and Sewer departments.

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 \$75,000 per mile and sidewalk on one side of street only.

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 (2) miles of new sidewalk.
7. Re-roof a portion of public works administration building and meter shop.
8. Develop a file room for better record keeping and access to information.

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.

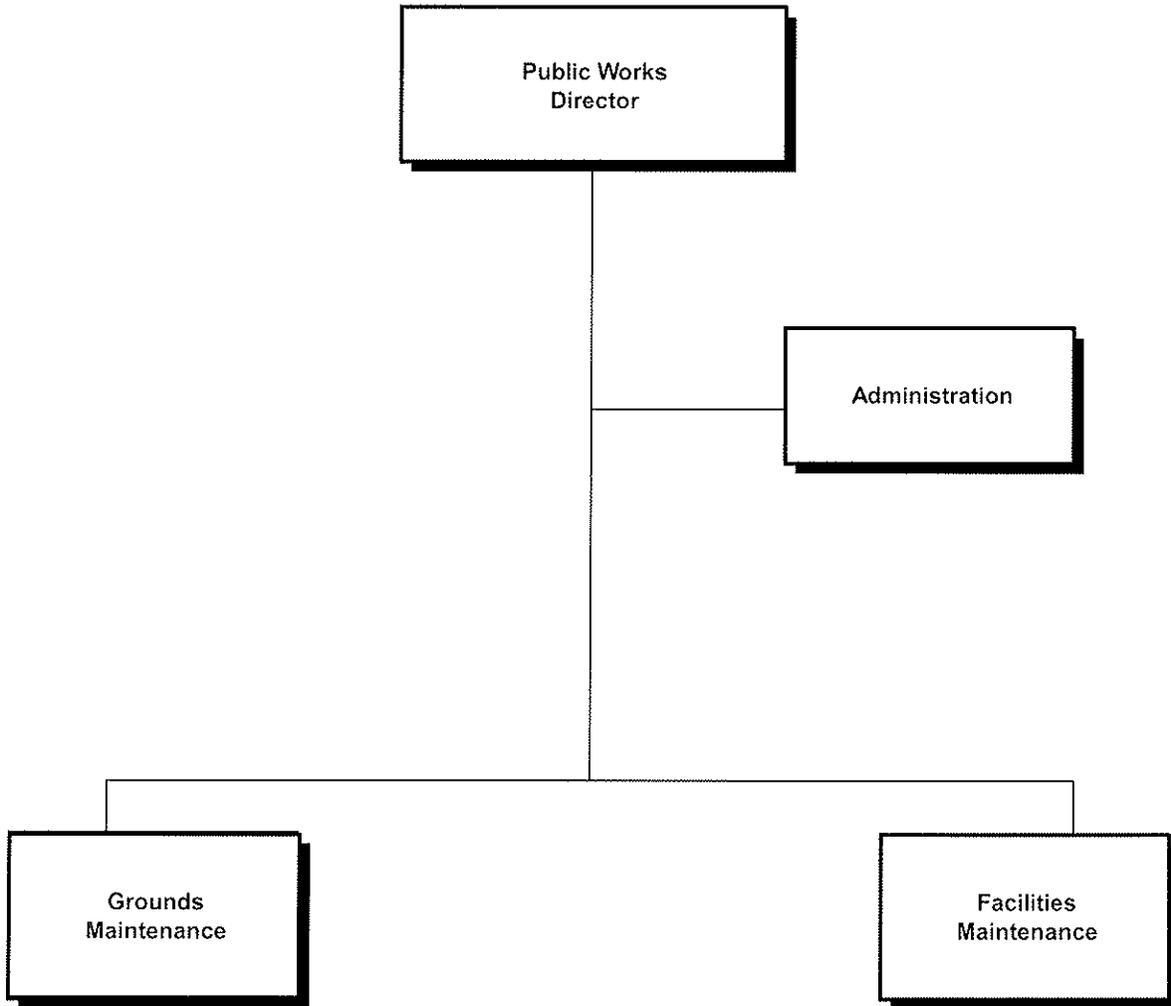
ACTIVITY MEASUREMENTS	ACTUAL 2001-02	ACTUAL 2002-03	ACTUAL 2003-04	PROJECTED 2004-05
Paved Streets	59.00 miles	61.00 miles	62.50 miles	64.00 miles
Unpaved Streets	1.00 miles	.50 miles	.50 miles	0.00 miles
Sidewalks	30.00 miles	32.00 miles	34.00 miles	36.00 miles

**CITY OF HOLLY HILL
GENERAL FUND EXPENDITURES**

FUND 001	ACCOUNT DESCRIPTION	2001-2002 ACTUAL	2002-2003 ACTUAL	2003-2004 BUDGET	2003-2004 AMENDED	2004-2005 BUDGET
TRANSPORTATION/ROAD & STREET FACILITIES						
PERSONAL SERVICES						
541.11.00	Executive Salaries	17,088	17,845	18,700	20,800	27,800
541.12.00	Regular Salaries	217,401	219,364	229,900	240,900	239,500
541.14.00	Overtime/Regular Employees	1,287	1,503	3,000	5,000	3,000
541.19.01	Uniforms	2,383	2,173	2,500	2,500	3,000
541.21.00	FICA Taxes	17,887	17,442	19,300	20,300	20,700
541.22.00	Retirement Contributions	18,157	13,069	21,500	22,500	23,800
541.23.00	Life & Health Insurance	19,932	27,728	39,300	34,000	45,400
541.24.00	Workers' Compensation	12,225	12,328	18,700	17,000	21,500
541.28.01	Training & Travel	2,454	1,771	2,400	2,400	2,400
	Total Personal Services	308,815	313,223	355,300	365,400	387,100
OPERATING EXPENSES						
541.31.01	Professional Services	452	826	2,000	2,000	2,000
541.34.00	Contractual Services	46,950	57,007	76,000	62,000	78,900
541.41.00	Telephone/Communications Services	442	585	700	1,200	700
541.42.00	Postage, Freight, & Express	187	341	500	500	500
541.43.01	Utility Services	2,685	3,243	4,000	4,000	4,000
541.43.50	Street Lighting	90,352	92,307	98,000	98,000	105,700
541.43.60	Traffic Lights	13,072	13,098	12,600	13,800	13,200
541.44.00	Rentals & Leases	2,185	1,170	3,300	3,300	3,300
541.45.00	Non-Employee Insurance	12,508	8,765	14,900	16,500	18,000
541.46.01	Repair & Maintenance Services	11,863	12,199	11,500	12,500	14,000
541.46.10	Traffic Light Repairs	7,680	6,135	15,000	15,000	15,000
541.46.50	Vehicle Repairs & Maintenance	5,418	8,313	12,500	12,500	10,500
541.47.00	Printing & Binding	140	590	400	400	400
541.49.01	Other Charges & Obligations	144	74	500	500	500
541.49.10	Other Special Charges	918	2,189	1,000	1,000	1,000
541.49.20	Tree Removal	3,185	4,095	10,000	10,000	10,000
541.51.00	Office Supplies	577	948	1,100	2,000	1,100
541.52.01	Operating Supplies	22,886	22,667	25,000	40,000	26,900
541.52.10	Signs & Materials	4,985	6,032	6,000	8,000	6,000
541.52.50	Fuel & Oil Supplies	6,240	9,958	13,000	13,000	18,000
541.53.00	Road Materials & Supplies	10,481	7,330	11,500	16,000	11,500
541.54.00	Subscriptions & Memberships	407	371	800	800	800
	Total Operating Expenses	243,757	258,243	320,300	333,000	342,000

CITY OF HOLLY HILL

BUILDINGS AND GROUNDS



BUILDINGS AND GROUNDS

EXPENDITURES	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	AMENDED 2003-04	BUDGET 2004-05
Personal Services	264,354	290,809	323,800	324,900	409,600
Operating Expenses	125,838	155,558	182,000	179,400	201,300
Capital Outlay	<u>67,731</u>	<u>29,951</u>	<u>229,900</u>	<u>94,900</u>	<u>160,400</u>
TOTAL	457,922	476,318	735,700	599,200	771,300

PERMANENT POSITIONS	2002-03	2003-04	2004-05
Public Works Director	0.25	0.25	0.25
City Engineer	0.00	0.00	0.25
Buildings & Grounds Supervisor	1.00	1.00	1.00
Heavy Equip Operator	1.00	1.00	1.00
Equip Operator/Maint Worker	500	4.00	6.00
Trades worker	1.00	1.00	1.00
Custodian	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
Total	10.25	10.25	11.50

SIGNIFICANT EXPENDITURE CHANGES

1. City Engineer position will assist the Public Works Director with engineer projects that will eliminate outside engineer costs in Street, Buildings and Grounds, Drainage, Water and Sewer.
2. Two additional Equipment Operators/Maintenance Workers have been added to this budget to strengthen the development and maintenance through-out the City.

ACTIVITY DESCRIPTION

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

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

Plans include improvements to be constructed in the Centennial Park and all stormwater retention/recreation areas, nature area. The improvements include playground equipment, picnic pavilion, multiple covered picnic tables, park benches, road improvements, aeration/aerial fountains, restrooms and an additional ballfield. Improvements with plantings and irrigation are planned for parks and new highway medians on Nova Road and U.S. 1.

This budget provides funds for highway medians maintenance of the FDOT roads U S1/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.
4. Enhance parks and stormwater retention areas.
5. Maintain all city properties, buildings and landscape.

ACTIVITY MEASUREMENTS	ACTUAL 2001-02	ACTUAL 2002-03	ACTUAL 2003-04	PROJECTED 2004-05
Number of acres of park space	81.5	81.5	84	104
Number of playgrounds	4	4	5	5
Number of Ball fields	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	4	8
Air Conditioned Gymnasium	0	0	1	1
Wellness Center	1	1	1	1
Tennis Courts	2	2	2	2
Racquet Ball Courts	2	2	2	2
Shuffleboard Courts	9	9	9	9

**CITY OF HOLLY HILL
GENERAL FUND EXPENDITURES**

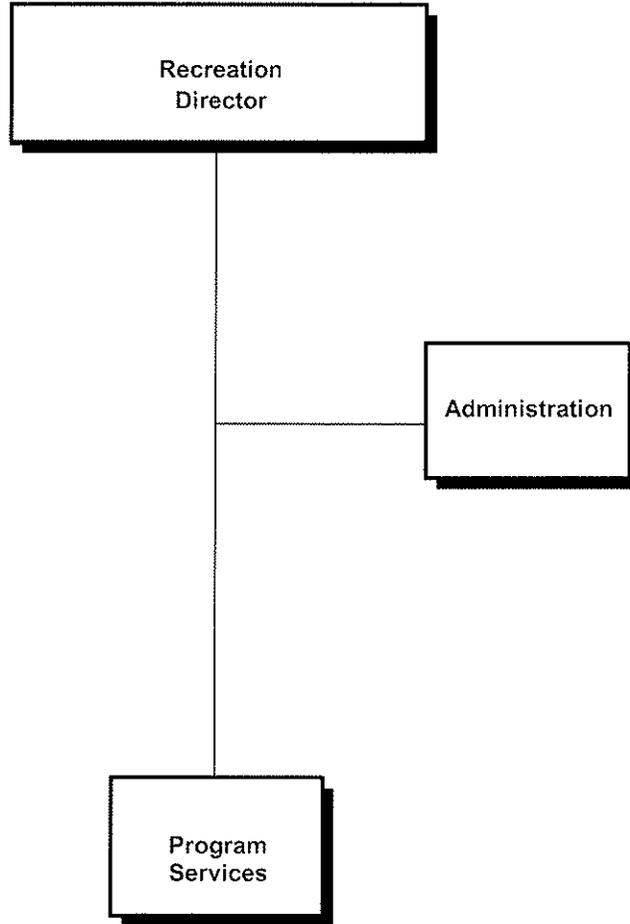
FUND 001	ACCOUNT DESCRIPTION	2001-2002 ACTUAL	2002-2003 ACTUAL	2003-2004 BUDGET	2003-2004 AMENDED	2004-2005 BUDGET
BUILDINGS AND GROUNDS - DIVISION 7210						
PERSONAL SERVICES						
572.11.00	Executive Salaries	17,088	17,845	18,700	20,200	27,800
572.12.00	Regular Salaries & Wages	169,177	187,851	201,200	206,700	245,600
572.13.00	Other Salaries & Wages	893	403	2,000	2,000	2,000
572.14.00	Overtime/Regular Employees	3,256	4,422	6,000	7,200	6,000
572.19.01	Uniforms	2,293	2,827	2,500	1,700	2,900
572.21.00	FICA Taxes	13,608	14,922	17,400	16,000	22,100
572.22.00	Retirement Contributions	16,263	11,399	20,100	18,500	26,100
572.23.00	Life & Health Insurance	26,497	36,105	35,700	35,000	50,500
572.24.00	Workers' Compensation	14,998	14,217	19,600	17,000	25,600
572.28.01	Training & Travel	281	818	600	600	1,000
	Total Personal Services	<u>264,354</u>	<u>290,809</u>	<u>323,800</u>	<u>324,900</u>	<u>409,600</u>
OPERATING EXPENSES						
572.31.01	Professional Services	941	15,488	21,000	11,000	21,000
572.34.00	Contractual Services	10,013	36,616	46,200	46,200	46,900
572.41.00	Telephone/Communications Services	29	36	300	300	300
572.42.00	Postage, Freight, & Express	120	186	400	400	400
572.43.01	Utility Services	20,042	20,720	20,900	26,500	23,000
572.44.00	Rentals & Leases	100	581	1,000	1,000	2,500
572.45.00	Non-Employee Insurance	10,442	8,103	10,000	13,000	15,000
572.46.01	Repairs & Maintenance Services	13,269	11,032	9,000	9,000	14,000
572.46.50	Vehicle Repair & Maintenance	7,842	6,487	10,000	7,000	10,000
572.47.00	Printing & Binding	100	25	200	200	200
572.49.01	Other Charges & Obligations	13	256	200	300	200
572.49.10	Other Special Charges	12,296	1,153	500	500	500
572.49.20	Tree Removal	5,915	2,050	2,000	5,000	3,000
572.51.00	Office Supplies	221	491	300	500	300
572.52.01	Operating Supplies	36,294	40,698	39,200	39,200	39,200
572.52.50	Fuel & Oil Supplies	5,506	8,445	10,000	8,500	14,000
572.54.00	Subscriptions & Memberships	148	73	800	800	800
572.57.00	Beautification	2,547	3,118	10,000	10,000	10,000
	Total Operating Expenses	<u>125,838</u>	<u>155,558</u>	<u>182,000</u>	<u>179,400</u>	<u>201,300</u>

**CITY OF HOLLY HILL
GENERAL FUND EXPENDITURES**

FUND 001	ACCOUNT DESCRIPTION	2001-2002 ACTUAL	2002-2003 ACTUAL	2003-2004 BUDGET	2003-2004 AMENDED	2004-2005 BUDGET
BUILDINGS AND GROUNDS CONTINUED						
CAPITAL OUTLAY						
572.62.00	Buildings	6,640	0	75,000	5,000	47,500
572.63.00	Improvements other than Buildings	13,049	0	122,300	57,300	71,300
572.64.00	Machinery & Equipment	48,042	29,951	32,600	32,600	41,600
	Total Capital Outlay	<u>67,731</u>	<u>29,951</u>	<u>229,900</u>	<u>94,900</u>	<u>160,400</u>
	TOTAL BUILDINGS AND GROUNDS	<u><u>457,922</u></u>	<u><u>476,318</u></u>	<u><u>735,700</u></u>	<u><u>599,200</u></u>	<u><u>771,300</u></u>

CITY OF HOLLY HILL

CULTURE/RECREATION



RECREATION DEPARTMENT

EXPENDITURES	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	AMENDED 2003-04	BUDGET 2004-05
Personal Services	217,883	233,682	263,000	251,300	277,600
Operating Expenses	98,515	86,981	157,500	145,200	172,900
Capital Outlay	<u>0</u>	<u>8,320</u>	<u>0</u>	<u>8,900</u>	<u>10,400</u>
TOTAL	316,398	328,983	420,500	405,400	460,900

PERMANENT POSITIONS	2002-03	2003-04	2004-05
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 (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 and the annual Christmas parade.

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 optimal levels.
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 2001-02	ACTUAL 2002-03	ESTIMATE 2003-04	PROJECTED 2004-05
Number of ball fields	5	5	5	5
Number of tennis courts	1	2	2	2
Number of shuffleboard courts	9	9	9	9
Number of community centers	2	2	2	2
Number of pool facilities	1	1	1	1
Number of other recreation centers	2	2	2	2
Number of youth baseball participants	500	270	300	325
Number of day camp weekly registrations	70	104	90	125
Number of weekly adult participants	285	325	320	525
Number of basketball participants	80	77	80	90
Number of cheerleading participants	30	0	24	24
Number of outdoor racquet ball courts	2	2	2	2
Number of wellness/exercise centers	1	1	1	1
Number of Multi-purpose fields	0	0	1	1
Number of participants for Spring Break Camp & School Holiday Mini-Camps	30	45	50	50

**CITY OF HOLLY HILL
GENERAL FUND EXPENDITURES**

FUND 001	ACCOUNT DESCRIPTION	2001-2002 ACTUAL	2002-2003 ACTUAL	2003-2004 BUDGET	2003-2004 AMENDED	2004-2005 BUDGET
RECREATION DEPARTMENT - DIVISION 7220						
PERSONAL SERVICES						
572.11.00	Executive Salaries	43,904	46,128	51,100	51,400	55,200
572.12.00	Regular Salaries & Wages	79,386	83,161	86,400	89,900	90,700
572.13.00	Other Salaries & Wages	46,653	56,771	65,600	53,600	65,600
572.14.00	Overtime/Regular Employees	279	529	300	800	1,000
572.19.01	Uniforms	633	519	1,000	1,000	1,000
572.21.00	FICA Taxes	12,710	13,897	15,600	14,600	16,300
572.22.00	Retirement Contributions	10,165	7,119	11,500	9,500	12,200
572.23.00	Life & Health Insurance	11,766	15,674	16,300	16,300	18,400
572.24.00	Workers' Compensation	8,543	6,932	10,400	9,400	12,400
572.28.01	Training & Travel	3,843	2,952	4,800	4,800	4,800
	Total Personal Services	<u>217,883</u>	<u>233,682</u>	<u>263,000</u>	<u>251,300</u>	<u>277,600</u>
OPERATING EXPENSES						
572.31.01	Professional Services	448	535	200	500	300
572.34.00	Contractual Services	0	0	0	0	300
572.41.00	Telephone/Communications Services	673	713	2,000	2,000	2,000
572.42.00	Postage, Freight, & Express	438	473	600	600	600
572.43.01	Utility Services	33,499	40,198	50,100	42,500	49,000
572.44.00	Rentals & Leases	152	156	200	200	200
572.45.00	Non-Employee Insurance	4,455	5,641	5,800	8,300	8,500
572.46.01	Repair & Maintenance Services	7,233	9,803	10,000	20,000	15,000
572.46.50	Vehicle Repairs & Maintenance	105	1,166	1,000	2,500	2,000
572.47.00	Printing & Binding	27	235	500	500	500
572.49.01	Other Charges & Obligations	(22)	131	500	500	500
572.51.00	Office Supplies	620	1,401	800	800	800
572.52.01	Operating Supplies	723	2,275	9,200	9,200	13,500
572.52.50	Fuel & Oil Supplies	436	1,024	1,000	2,000	4,000
572.54.00	Subscriptions & Memberships	580	580	600	600	700
572.56.01	Program Expense	49,149	22,650	75,000	55,000	75,000
	Total Operating Expenses	<u>98,515</u>	<u>86,981</u>	<u>157,500</u>	<u>145,200</u>	<u>172,900</u>
CAPITAL OUTLAY						
572.61.00	Land	0	0	0	0	0
572.62.00	Buildings	0	0	0	0	0
572.63.00	Improvements	0	0	0	1,700	0
572.64.00	Machinery & Equipment	0	8,320	0	7,200	10,400
	Total Capital Outlay	<u>0</u>	<u>8,320</u>	<u>0</u>	<u>8,900</u>	<u>10,400</u>
TOTAL RECREATION		<u><u>316,398</u></u>	<u><u>328,983</u></u>	<u><u>420,500</u></u>	<u><u>405,400</u></u>	<u><u>460,900</u></u>

**LAW ENFORCEMENT
TRUST FUND**

ANNUAL BUDGET

2004-2005

LAW ENFORCEMENT TRUST FUND

EXPENDITURES	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	AMENDED 2003-04	BUDGET 2004-05
Personal Services	0	0	0	0	0
Operating Expenses	28,340	12,059	0	20,000	0
Capital Outlay	<u>1,600</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	29,940	12,059	0	20,000	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.

**CITY OF HOLLY HILL
LAW ENFORCEMENT TRUST FUND**

FUND 110	ACCOUNT DESCRIPTION	2001-2002 ACTUAL	2002-2003 ACTUAL	2003-2004 BUDGET	2003-2004 AMENDED	2004-2005 BUDGET
REVENUES						
331.26.00	Federal Grant	3,800	1,236	0	0	0
351.20.00	Confiscated Property	9,710	9,307	0	0	0
361.10.00	Interest Earnings	258	186	0	0	0
380.10.00	Appropriated Fund Balance	0	0	0	20,000	0
TOTAL REVENUES		13,768	10,731	0	20,000	0
EXPENDITURES						
521.28.01	Training & Travel	0	0	0	0	0
521.31.01	Professional Services	7,400	0	0	0	0
521.44.00	Rentals & Leases	0	0	0	0	0
521.49.10	Other Special Costs	1,527	1,925	0	500	0
521.52.01	Operating Supplies	19,413	10,134	0	17,000	0
521.64.00	Machinery & Equipment	1,600	0	0	2,500	0
TOTAL EXPENDITURES		29,940	12,059	0	20,000	0

***RECREATION ACTIVITY
FUND***

ANNUAL BUDGET

2004-2005

RECREATION ACTIVITY FUND

<u>EXPENDITURES</u>	<u>ACTUAL 2001-02</u>	<u>ACTUAL 2002-03</u>	<u>BUDGET 2003-04</u>	<u>AMENDED 2003-04</u>	<u>BUDGET 2004-05</u>
Operating Expenses	<u>0</u>	<u>23,890</u>	<u>0</u>	<u>4,800</u>	<u>4,800</u>
TOTAL	0	23,890	0	4,800	4,800

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.

**CITY OF HOLLY HILL
RECREATION ACTIVITY FUND**

FUND #120	ACCOUNT DESCRIPTION	2001-2002 ACTUAL	2002-2003 ACTUAL	2003-2004 BUDGET	2003-2004 AMENDED	2004-2005 BUDGET
REVENUES						
331.24.00	Federal Grants	0	21,034			
347.21.00	Program Activity Fees	0	0	0	0	0
347.43.00	Special Events	240	0	0	0	0
366.90.00	Contributions & Donations	3,229	13,503	0	4,800	4,800
369.90.00	Miscellaneous Revenue	595	0	0	0	0
380.10.00	Appropriated Fund Balance	0	0	0	0	0
TOTAL REVENUES		4,064	34,537	0	4,800	4,800
EXPENDITURES						
572.47.00	Printing & Binding	0	0	0	0	0
572.49.01	Other Charges	0	2,856	0	800	800
572.52.01	Operating Supplies	0	0	0	0	0
572.56.01	Program Expense	0	21,034	0	4,000	4,000
TOTAL EXPENDITURES		0	23,890	0	4,800	4,800

***COMMUNITY
REDEVELOPMENT
TRUST FUND
ANNUAL BUDGET***

2004 - 2005

COMMUNITY REDEVELOPMENT TRUST FUND

EXPENDITURES	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	AMENDED 2003-04	BUDGET 2004-05
Personal Services	82,769	126,638	155,900	177,200	184,000
Operating Expenses	49,042	71,235	248,700	500,400	455,700
Capital Outlay	0	0	0	7,500	0
TOTAL	131,811	197,873	404,600	685,100	639,700

PERMANENT POSITIONS	2002-03	2003-04	2004-05
Administration Area Coordinator	.50	.50	1.00
Police Corporal	1.00	1.00	1.00
Police Officer	2.00	2.00	2.00
Total	3.50	3.50	4.00

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 130	ACCOUNT DESCRIPTION	2001-2002 ACTUAL	2002-2003 ACTUAL	2003-2004 BUDGET	2003-2004 AMENDED	2004-2005 BUDGET
REVENUES						
311.10.00	Ad Valorem Taxes (Tax Increment Funds)	71,926	88,512	134,800	133,600	198,700
	Urban Forestry Grant	0	0	0	0	10,000
338.30.00	Intergovernmental Share of TIF	132,006	171,280	266,800	282,500	420,300
361.20.00	Interest Earned - SBA	4,485	5,537	3,000	3,000	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	266,000	7,700
TOTAL REVENUES		268,417	265,329	404,600	685,100	639,700

**CITY OF HOLLY HILL
COMMUNITY REDEVELOPMENT TRUST FUND**

FUND		2001-2002	2002-2003	2003-2004	2003-2004	2004-2005
130	ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	BUDGET	AMENDED	BUDGET
COMMUNITY REDEVELOPMENT - GENERAL ADMINISTRATION						
PERSONAL SERVICES						
510.12.00	Regular Salaries & Wage	0	0	0	16,300	29,500
510.13.00	Other Salaries & Wage	0	5,184	18,600	7,600	0
510.21.00	FICA Taxes	0	397	1,300	1,900	2,300
510.22.00	Retirement Contribution	0	0	0	1,700	3,000
510.23.00	Life & Health Insurance	0	0	0	2,200	4,600
510.24.00	Workers' Compensation	0	0	100	100	200
510.28.01	Training & Travel	830	357	2,900	2,900	2,900
	Total Personal Services	<u>830</u>	<u>5,938</u>	<u>22,900</u>	<u>32,700</u>	<u>42,500</u>
OPERATING EXPENSES						
510.31.01	Professional Services	0	75	0	3,000	1,000
510.34.00	Other Contract Services	0	0	0	10,500	60,700
510.41.00	Communication Services	0	0	0	200	200
510.42.00	Postage, Freight & Express	0	0	0	700	500
510.43.01	Utility Services	0	0	0	300	0
510.44.00	Rentals & Leases	0	0	0	0	0
510.45.00	Non-Employee Insurance	0	0	0	0	0
510.46.01	Repairs & Maintenance Services	0	0	0	300	0
510.47.00	Printing & Binding	0	366	200	1,200	1,000
510.49.01	Other Charges & Obligations	1,272	1,086	4,000	10,000	3,000
510.50.00	Advertising	0	0	0	10,000	5,000
510.51.00	Office Supplies	0	0	200	3,700	400
510.52.01	Operating Supplies	0	0	0	1,000	0
510.54.00	Subscriptions & Memberships	0	395	200	200	500
510.82.01	Property Improvement Grant	47,770	69,313	244,100	244,100	160,000
510.82.10	Other Economic Development	0	0	0	215,200	223,400
	Total Operating Expenses	<u>49,042</u>	<u>71,235</u>	<u>248,700</u>	<u>500,400</u>	<u>455,700</u>
	TOTAL ADMINISTRATION	<u>49,872</u>	<u>77,173</u>	<u>271,600</u>	<u>533,100</u>	<u>498,200</u>
COMMUNITY REDEVELOPMENT - PUBLIC SAFETY						
PERSONAL SERVICES						
520.12.00	Regular Salaries & Wage	50,622	80,891	85,200	87,200	90,600
520.14.00	Overtime	10,468	6,047	2,500	10,700	2,500
520.15.00	Incentive Pay	174	110	1,300	1,300	1,000
520.19.01	Uniforms	0	0	600	600	600
520.19.10	Uniform & Equipment Allowance	900	900	900	900	900
520.21.00	FICA Taxes	4,998	7,218	6,800	8,100	7,200
520.22.00	Retirement Contribution	4,941	7,092	15,000	15,000	15,400
520.23.00	Life & Health Insurance	5,772	11,375	11,800	11,800	13,500
520.24.00	Workers' Compensation	4,064	4,067	8,900	8,900	9,800
520.31.00	Professional Services	0	0	0	0	0
	Total Personal Services	<u>81,939</u>	<u>117,700</u>	<u>133,000</u>	<u>144,500</u>	<u>141,500</u>
COMMUNITY REDEVELOPMENT - TRANSPORTATION/ROAD & STREET FACILITIES						
CAPITAL OUTLAY						
530.63.00	Improvements other than Buildings	0	0	0	7,500	0
	Total Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>7,500</u>	<u>0</u>
	TOTAL COMMUNITY REDEVELOPMENT	<u>131,811</u>	<u>194,873</u>	<u>404,600</u>	<u>685,100</u>	<u>639,700</u>

***COMMUNITY DEVELOPMENT
BLOCK GRANT***

ANNUAL BUDGET

2004 - 2005

COMMUNITY DEVELOPMENT BLOCK GRANT FUND

EXPENDITURES	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	AMENDED 2003-04	BUDGET 2004-05
Operating Expenses	0	0	0	0	0
Capital Outlay	<u>12,000</u>	<u>80,570</u>	<u>105,600</u>	<u>238,700</u>	<u>101,800</u>
TOTAL	12,000	80,570	105,600	238,700	101,800

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.

The budget ed items for FY 2004/2005 are for exterior rehabilitation of SICA Hall at 1065 Daytona Avenue.

**CITY OF HOLLY HILL
COMMUNITY DEVELOPMENT BLOCK GRANT**

FUND 140	ACCOUNT DESCRIPTION	2001-2002 ACTUAL	2002-2003 ACTUAL	2003-2004 BUDGET	2003-2004 AMENDED	2004-2005 BUDGET
REVENUES						
331.500	Community Development Block Grant Fund	12,000	80,570	105,600	238,700	101,800
TOTAL REVENUES		12,000	80,570	105,600	238,700	101,800
EXPENDITURES						
541.630	Improvements Other Than Bldgs					
	Street Improvements	12,000	78,967	0	0	0
	Sidewalks	0	0	0	0	0
	Drainage	0	1,603	0	133,100	0
572.620	SICA Hall Community Center	0	0	105,600	105,600	101,800
TOTAL EXPENDITURES		12,000	80,570	105,600 *	238,700	101,800

* Prior Year CDBG Funds Awarded

***LOCAL LAW ENFORCEMENT
BLOCK GRANT
ANNUAL BUDGET***

2004 - 2005

LOCAL LAW ENFORCEMENT BLOCK GRANT FUND

EXPENDITURES	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	AMENDED 2003-04	BUDGET 2004-05
Operating Expenses	14,246	3,363	500	12,700	0
Capital Outlay	<u>12,451</u>	<u>27,893</u>	<u>22,900</u>	<u>18,900</u>	<u>0</u>
TOTAL	26,697	31,256	23,400	31,600	0

PERMANENT POSITIONS

N/A

SIGNIFICANT EXPENDITURE CHANGES

Federal funding was reduced and as a result the City will not be eligible for grant funds from the Bureau of Justice this fiscal year.

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	2001-2002 ACTUAL	2002-2003 ACTUAL	2003-2004 BUDGET	2003-2004 AMENDED	2004-2005 BUDGET
REVENUES						
331.23.00	Local Law Enforcement Block Grant	27,040	25,628	21,100	21,100	0
361.10.00	Interest on Investments	197	84	0	100	0
381.60.00	Transfer from General Fund	2,747	4,138	2,300	10,400	0
TOTAL REVENUES		29,984	29,850	23,400	31,600	0
EXPENDITURES						
521.41.00	Communication Services	2,381	0	0	3,700	0
521.44.11	Rentals & Leases	296	0	0	6,700	0
521.46.01	Repairs & Maintenance	450	0	0	0	0
521.52.01	Operating Supplies	10,019	2,763	0	1,800	0
521.56.01	Program Expenses	1,100	600	500	500	0
521.64.00	Machinery & Equipment	12,451	27,893	22,900	18,900	0
TOTAL EXPENDITURES *		26,697	31,256	23,400	31,600	0

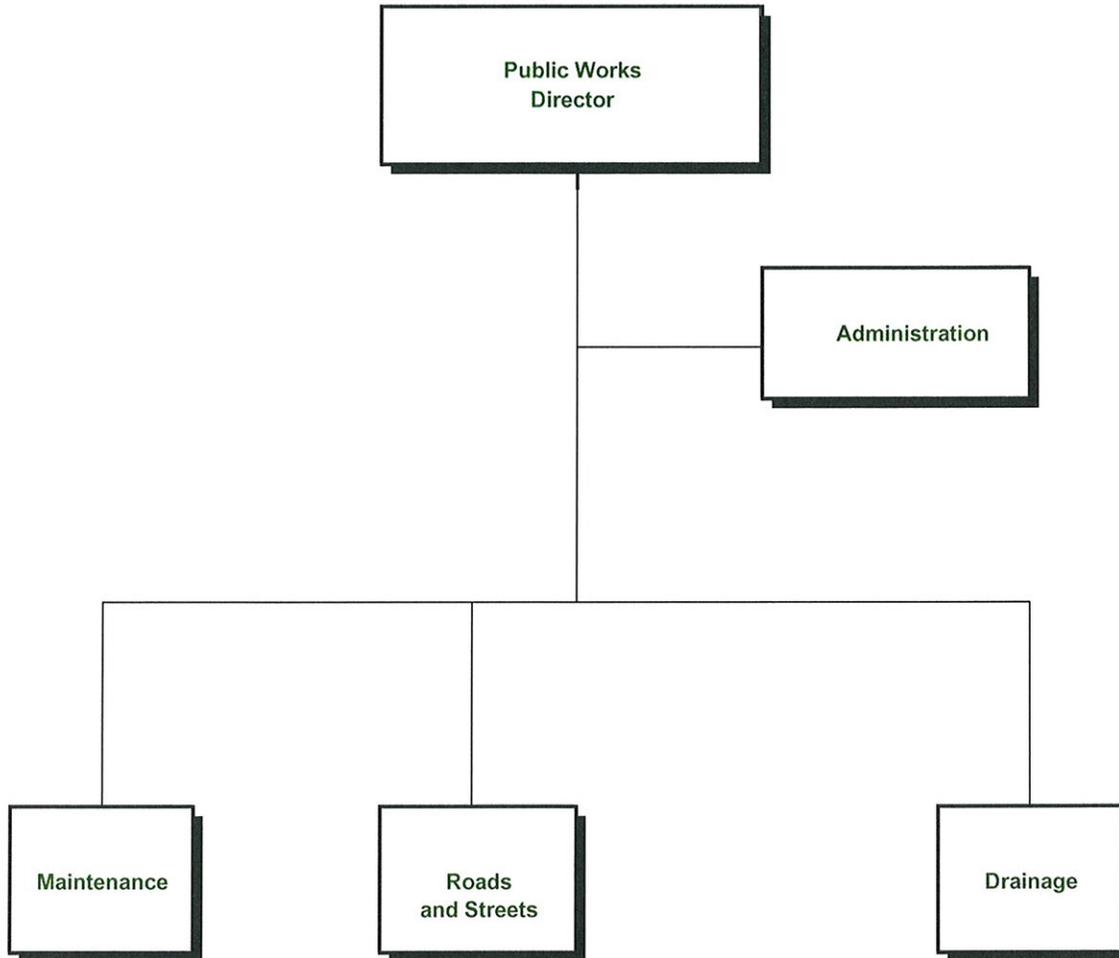
STORMWATER DRAINAGE

ANNUAL BUDGET

2004 - 2005

CITY OF HOLLY HILL

STORMWATER DRAINAGE



STORMWATER DRAINAGE

<u>EXPENDITURES</u>	<u>ACTUAL 2001-02</u>	<u>ACTUAL 2002-03</u>	<u>BUDGET 2003-04</u>	<u>AMENDED 2003-04</u>	<u>BUDGET 2004-05</u>
Personal Services	134,337	132,398	146,600	155,300	167,900
Operating Expenses	19,034	56,036	127,600	114,300	142,600
Capital Outlay	731,391	2,187,903	288,000	3,118,000	122,000
Debt Service	<u>0</u>	<u>0</u>	<u>181,100</u>	<u>376,900</u>	<u>391,600</u>
TOTAL	884,762	2,376,337	743,300	3,764,500	824,100

<u>PERMANENT POSITIONS</u>	<u>2002-03</u>	<u>2003-04</u>	<u>2004-05</u>
Public Works Director	0.10	0.10	0.10
City Engineer	0.00	0.00	0.25
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	4.60

SIGNIFICANT EXPENDITURE CHANGES

1. A City Engineer position will assist the Public Works Director with engineer projects that will eliminate outside engineer costs in Streets, Buildings and Grounds, Drainage, Water and Sewer departments.
2. Improvements to new retention ponds and one dump truck.

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 \$671,300 based on current year estimates. This department is responsible for the construction and maintenance of all drainage facilities, 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 NPDES permit status for second year.
4. Improve new regional storm water drainage retention ponds area with aeration, aerial fountains and park amenities.

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!
- 6. To make the public aware of how to reduce canal and stream pollution.

ACTIVITY MEASUREMENTS

	ACTUAL 2001-02	ACTUAL 2002-03	ACTUAL 2003-04	PROJECTED 2004-05
Storm Sewers	34.5 miles	37.5 miles	39.5 miles	39.5 miles

**CITY OF HOLLY HILL
STORMWATER DRAINAGE REVENUES**

FUND 160	ACCOUNT DESCRIPTION	2001-2002 ACTUAL	2002-2003 ACTUAL	2003-2004 BUDGET	2003-2004 AMENDED	2004-2005 BUDGET
CHARGES FOR SERVICES						
343.60.91	Stormwater Management Utility Fee	415,546	422,904	521,300	525,000	671,300
361.20.00	Interest Earnings - SBA	17,663	16,948	17,400	12,000	12,000
369.90.00	Miscellaneous Revenue	0	205	0	0	0
	Total Revenues	<u>433,210</u>	<u>440,057</u>	<u>538,700</u>	<u>537,000</u>	<u>683,300</u>
OTHER NON-REVENUES						
384.30.00	State Revolving Loan	652,945	1,695,651	0	3,000,000	0
	Total Other Non-Revenues	<u>652,945</u>	<u>1,695,651</u>	<u>0</u>	<u>3,000,000</u>	<u>0</u>
APPROPRIATIONS						
381.10.00	Transfer from Water & Sewer	0	0	0	0	42,000
380.12.00	Appropriated Reserve for Storm Drainage	0	513,079	204,600	227,500	98,800
	Total Appropriated Reserves	<u>0</u>	<u>513,079</u>	<u>204,600</u>	<u>227,500</u>	<u>140,800</u>
	Total Stormwater Drainage Revenues	<u><u>1,086,155</u></u>	<u><u>2,648,787</u></u>	<u><u>743,300</u></u>	<u><u>3,764,500</u></u>	<u><u>824,100</u></u>

STORMWATER DRAINAGE EXPENSES

FUND 160	ACCOUNT DESCRIPTION	2001-2002 ACTUAL	2002-2003 ACTUAL	2003-2004 BUDGET	2003-2004 AMENDED	2004-2005 BUDGET
PERSONAL SERVICES						
541.11.00	Executive Salaries	6,834	7,138	7,500	7,900	15,700
541.12.00	Regular Salaries	92,083	88,576	93,200	101,000	97,600
541.14.00	Overtime/Regular Employees	363	691	1,000	1,600	1,000
541.19.01	Uniforms	1,093	1,167	1,000	800	1,000
541.21.00	FICA Taxes	7,502	7,369	7,800	8,400	8,800
541.22.00	Retirement Contributions	8,044	4,594	8,600	10,000	10,800
541.23.00	Life & Health Insurance	12,272	16,730	15,600	16,300	19,200
541.24.00	Workers' Compensation	5,961	5,956	10,100	9,000	11,300
541.28.01	Training & Travel	185	177	1,800	300	2,500
	Total Personal Services	<u>134,337</u>	<u>132,398</u>	<u>146,600</u>	<u>155,300</u>	<u>167,900</u>
OPERATING EXPENSES						
541.31.01	Professional Services	380	15,098	44,700	29,000	35,000
541.34.00	Contractual Services	1,425	10,448	18,800	18,800	21,000
541.42.00	Postage, Freight & Express	48	17	200	200	200
541.43.01	Utility Services	2,465	2,548	3,000	3,500	21,000
541.44.00	Rentals & Leases	0	0	6,000	6,000	6,000
541.45.00	Non-Employee Insurance	4,866	3,149	5,000	6,900	9,000
541.46.01	Repairs & Maintenance Service	2,026	3,012	5,000	5,000	6,500
541.46.50	Vehicle Repairs & Maintenance	4,513	3,723	10,000	13,000	10,000
541.47.00	Printing & Binding	0	0	400	400	400
541.49.01	Other Charges & Obligations	27	0	500	500	500
541.50.00	Advertising	204	0	0	0	0
541.51.00	Office Supplies	0	0	500	500	500
541.52.01	Operating Supplies	2,653	12,025	20,000	20,000	20,000
541.52.50	Fuel & Oil Supplies	61	5,645	8,000	5,000	7,000
541.53.00	Road Materials & Supplies	0	0	5,000	5,000	5,000
541.54.00	Subscriptions & Memberships	364	371	500	500	500
	Total Operating Expenses	<u>19,034</u>	<u>56,036</u>	<u>127,600</u>	<u>114,300</u>	<u>142,600</u>
CAPITAL OUTLAY						
541.61.00	Land	417,459	2,512	0	0	0
541.62.00	Buildings	0	0	20,000	0	20,000
541.63.00	Improvements	290,016	2,015,194	265,000	3,115,000	90,000
541.64.00	Machinery & Equipment	23,916	170,197	3,000	3,000	12,000
	Total Capital Outlay	<u>731,391</u>	<u>2,187,903</u>	<u>288,000</u>	<u>3,118,000</u>	<u>122,000</u>
STATE LOAN DEBT SERVICE						
	Transfer to Debt Service Fund	0	0	181,100	376,900	391,600
TOTAL STORMWATER DRAINAGE		<u><u>884,761</u></u>	<u><u>2,376,337</u></u>	<u><u>743,300</u></u>	<u><u>3,764,500</u></u>	<u><u>824,100</u></u>

**CITY OF HOLLY HILL
STATE LOAN DEBT SERVICE**

FUND		2001-2002	2002-2003	2003-2004	2003-2004	2004-2005
161	ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	BUDGET	AMENDED	PROPOSED
REVENUES						
STATE REVOLVING						
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	0	0	0	0	42,000
381.75.00	Transfer from Stormwater Fund	0	0	0	376,900	349,600
TOTAL DEBT SERVICE REVENUES		0	0	0	376,900	391,600

EXPENDITURES						
STATE REVOLVING						
587.71.80	Principal	0	0	0	286,900	0
587.72.80	Interest	0	0	0	90,000	0
TOTAL DEBT SERVICE EXPENDITURES		0	0	181,000	376,900	391,600

CAPITAL PROJECTS FUND

ANNUAL BUDGET

2004 - 2005

CAPITAL PROJECTS FUND

EXPENDITURES	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	AMENDED 2003-04	BUDGET 2004-05
Capital Outlay	344,297	50,326	155,00	659,700	1,186,800
TOTAL	344,297	50,326	155,00	659,700	1,186,800

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**

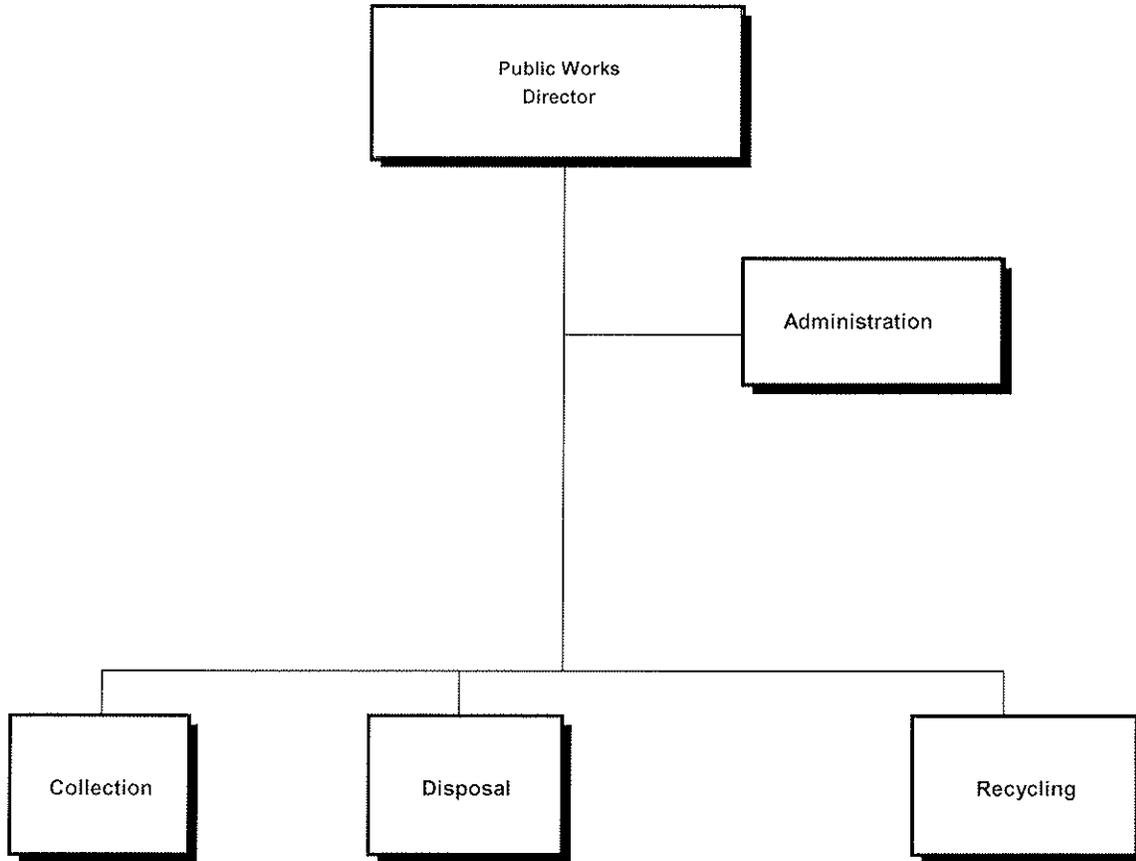
FUND 301	ACCOUNT DESCRIPTION	2001-2002 ACTUAL	2002-2003 ACTUAL	2003-2004 BUDGET	2003-2004 AMENDED	2004-2005 BUDGET
REVENUES						
334.49.10	Median Beautification Grant	0	0	50,000	0	600,000
334.75.20	FRDAP Grant	0	0	0	0	93,300
337.71.10	ECHO Grants (2)	0	0	0	0	145,000
361.20.00	Interest Earnings/SBA	3,641	2,459	0	3,000	0
366.90.00	Contributions/Donations Wellness Center	150,000	0	0	0	0
380.10.00	Appropriated Fund Balance	0	0	0	295,300	348,500
381.60.00	Transfer from General Fund	180,400	0	105,000	361,400	0
381.65.00	Transfer from CDBG	0	0	0	0	0
381.70.00	Transfer from Solid Waste	0	200,000	0	0	0
TOTAL REVENUES		334,041	202,459	155,000	659,700	1,186,800
EXPENDITURES						
541.62.00	Buildings	0	0	0	146,400	0
541.63.00	Median Improvements	0	0	100,000	20,000	630,000
572.63.00	Park Improvements	0	7,673	0	60,000	471,100
572.62.00	Recreation	344,297	42,653	50,000	64,300	0
572.63.00	Recreational Facilities Improvements	0	0	5,000	0	85,700
572.99.01	Reserve for Improvements	0	0	0	369,000	0
TOTAL EXPENDITURES		344,297	50,326	155,000	659,700	1,186,800

***SOLID WASTE
ENTERPRISE FUND
ANNUAL BUDGET***

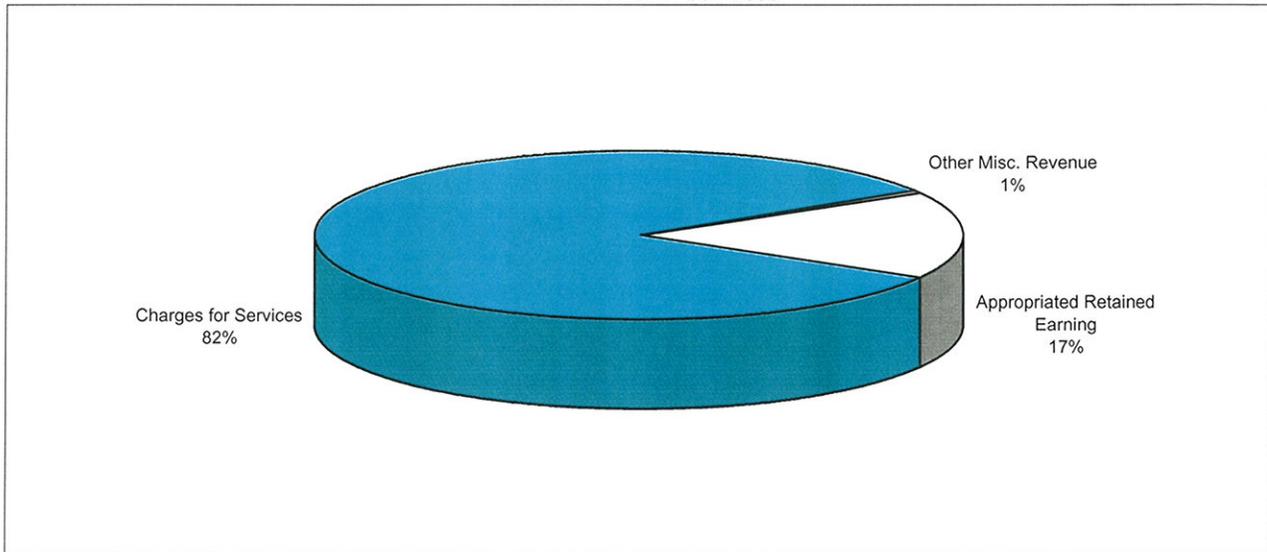
2004 - 2005

CITY OF HOLLY HILL

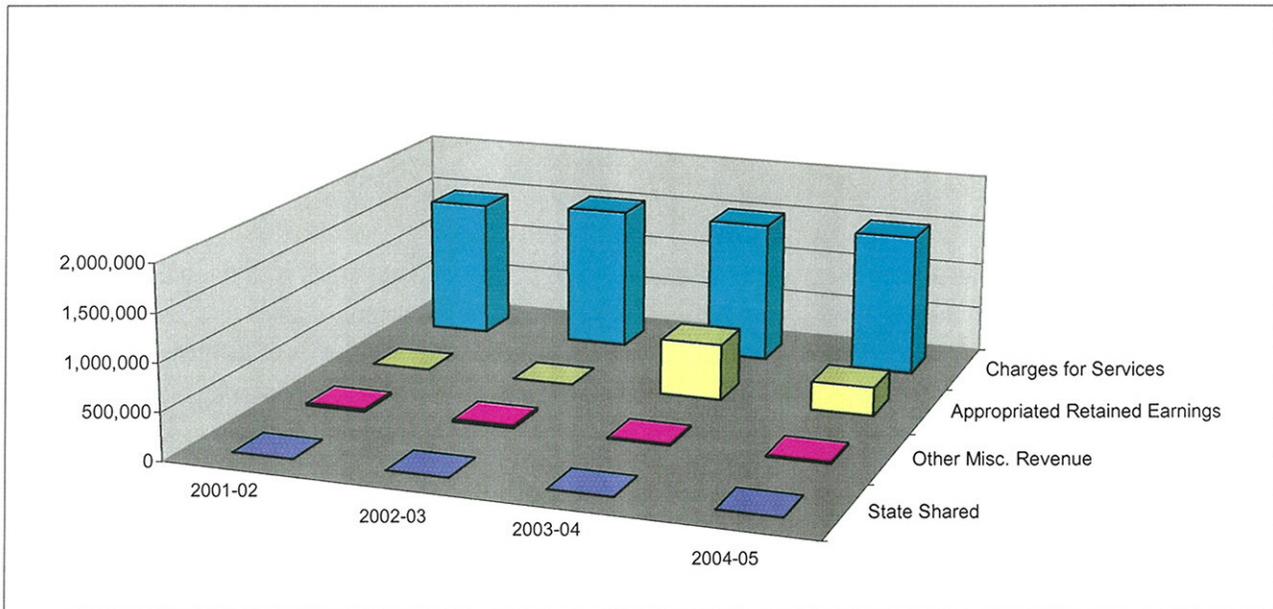
GARBAGE/SOLID WASTE



**CITY OF HOLLY HILL
SOLID WASTE REVENUES
BUDGET YEAR 2004-2005**



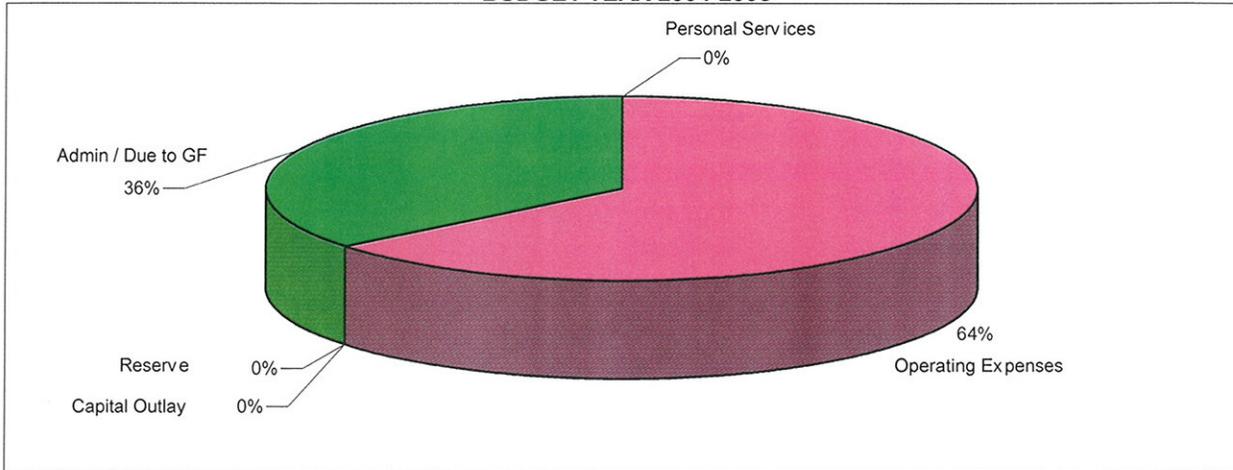
Charges for Services	1,520,000
Other Misc. Revenue	12,200
Appropriated Retained Earning	305,000
Total Solid Waste Revenues	\$1,837,200



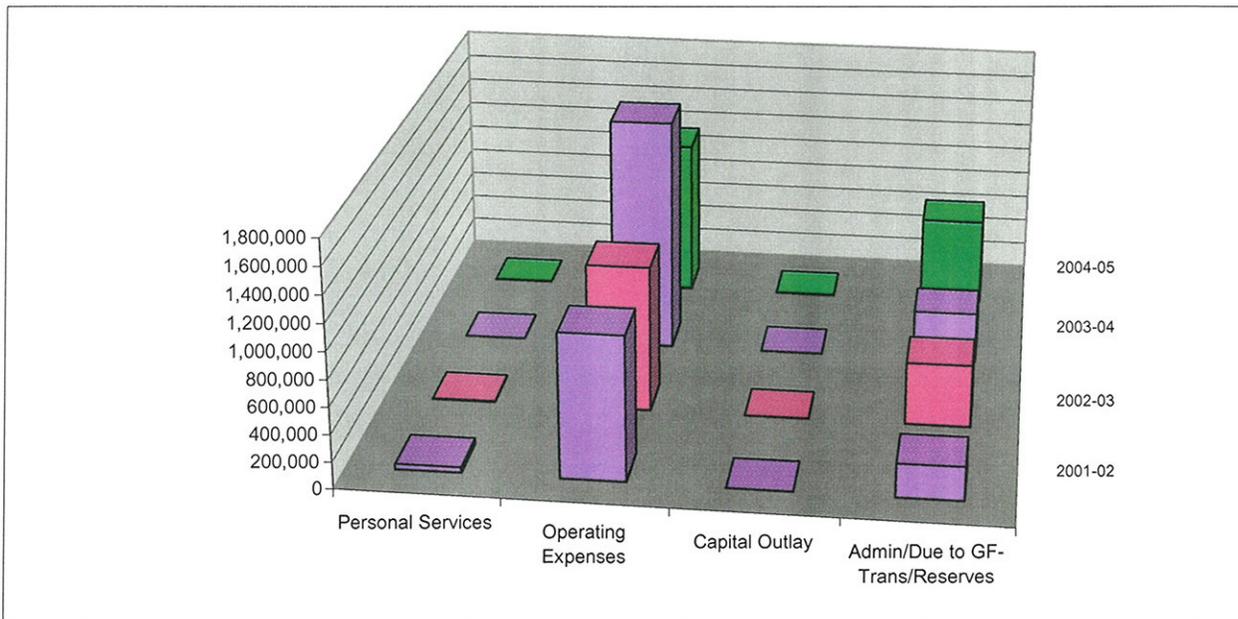
FOUR YEAR HISTORY

	2001-2002 ACTUAL	2002-2003 ACTUAL	2003-2004 AMENDED	2004-2005 BUDGET
REVENUES				
State Shared	0	0	0	0
Other Misc. Revenue	23,277	24,676	12,200	12,200
Appropriated Retained Earnings	0	0	600,000	305,000
Charges for Services	1,482,494	1,535,218	1,520,000	1,520,000
TOTAL REVENUES	\$1,505,771	\$1,559,894	\$2,132,200	\$1,837,200

**CITY OF HOLLY HILL
SOLID WASTE EXPENDITURES
BUDGET YEAR 2004-2005**



Personal Services	500
Operating Expenses	1,176,400
Capital Outlay	0
Reserve	0
Admin / Due to GF/ Transfer	660,300
Total Solid Waste Expenditures	\$1,837,200



FOUR YEAR HISTORY

	2001-2002 ACTUAL	2002-2003 ACTUAL	2003-2004 AMENDED	2004-2005 BUDGET
EXPENDITURES				
Personal Services	39,547	4,214	500	500
Operating Expenses	1,068,961	1,088,470	1,757,000	1,176,400
Capital Outlay	1,129	0	0	0
Admin/Due to GF-Trans/Reserves	250,000	470,000	374,700	660,300
Total Expenditures	\$1,359,637	\$1,562,684	\$2,132,200	\$1,837,200

SOLID WASTE REVENUE EXPLANATION 2004 – 05

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 2001-02	ACTUAL 2002-03	BUDGET 2003-04	AMENDED 2003-04	BUDGET 2004-05
Personal Services	39,547	4,214	500	500	500
Operating Expenses	1,068,961	1,088,470	1,157,000	1,757,000	1,176,400
Capital Outlay	1,129	0	0	0	0
Reserve	0	0	114,700	114,700	0
Transfer to Capital Project	0	200,000	0	0	0
Transfer to Water & Sewer	0	0	0	0	65,300
Transfer to General Fund	<u>250,000</u>	<u>270,000</u>	<u>260,000</u>	<u>260,000</u>	<u>595,000</u>
TOTAL	1,359,637	1,562,684	1,532,200	2,132,200	1,837,200

PERMANENT POSITIONS	2002-03	2003-04	2004-05
Solid Waste Coordinator	0.00	0.00	0.00
Total	0.00	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 2001-02	ACTUAL 2002-03	ESTIMATE 2003-04	PROJECTED 2004-05
Number of residential units	5,974	5,833	5,000	5,000
Number of commercial units	429	406	400	400
Number of dumpster customers	365	403	350	350
Number of Roll-off customers	5	5	5	5

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

FUND 495	ACCOUNT DESCRIPTION	2001-2002 ACTUAL	2002-2003 ACTUAL	2003-2004 BUDGET	2003-2004 AMENDED	2004-2005 BUDGET
CHARGES FOR SERVICES						
343.10.42	Refuse Charges	1,482,494	1,535,218	1,520,000	1,520,000	1,520,000
	Total Charges for Services	<u>1,482,494</u>	<u>1,535,218</u>	<u>1,520,000</u>	<u>1,520,000</u>	<u>1,520,000</u>
OTHER MISCELLANEOUS REVENUE						
361.10.00	Interest Earnings	615	0	0	0	0
361.20.00	Interest Earnings/SBA	16,557	11,939	12,000	12,000	12,000
364.42.00	Insurance Proceeds/Loss of Equipment	0	0	0	0	0
369.90.00	Miscellaneous	0	8,101	200	200	200
369.95.00	Recycling Revenue	6,104	395	0	0	0
	Total Other Misc. Revenue	<u>23,277</u>	<u>20,435</u>	<u>12,200</u>	<u>12,200</u>	<u>12,200</u>
NON-REVENUE						
364.41.00	Sale of Equipment	0	4,241	0	0	0
380.10.00	Appropriated Retained Earnings	0	0	0	600,000	305,000
	Total Non Revenue	<u>0</u>	<u>4,241</u>	<u>0</u>	<u>600,000</u>	<u>305,000</u>
	Total Enterprise Fund Revenues	<u><u>1,505,770</u></u>	<u><u>1,559,894</u></u>	<u><u>1,532,200</u></u>	<u><u>2,132,200</u></u>	<u><u>1,837,200</u></u>

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

FUND 495	ACCOUNT DESCRIPTION	2001-2002 ACTUAL	2002-2003 ACTUAL	2003-2004 BUDGET	2003-2004 AMENDED	2004-2005 BUDGET
PERSONAL SERVICES						
534.12.00	Regular Salaries	28,928	(536)	0	0	0
534.14.00	Overtime/Regular Employees	0	0	0	0	0
534.19.01	Uniforms	250	8	0	0	0
534.21.00	FICA Taxes	2,134	67	0	0	0
534.22.00	Retirement Contributions	1,960	52	0	0	0
534.23.00	Life & Health Insurance	2,902	263	0	0	0
534.24.00	Worker's Compensation	3,188	4,211	0	0	0
534.28.01	Training & Travel	185	129	500	500	500
	Total Personal Services	39,547	4,214	500	500	500
OPERATING EXPENSES						
534.31.01	Professional Services	35	0	0	0	0
534.34.00	Other Contractual Services	1,049,441	1,086,715	1,140,000	1,740,000	1,155,700
534.41.00	Telephone/Communications Services	155	178	500	500	500
534.42.00	Postage, Freight, & Express	0	0	500	500	500
534.45.00	Non-employee Insurance	6,943	8,494	7,000	7,000	10,000
534.46.01	Repair & Maintenance Services	179	526	3,000	3,000	3,000
534.46.50	Vehicle Repairs & Maintenance	295	0	0	0	0
534.49.01	Other Charges & Obligations	80	0	200	200	200
534.50.00	Advertising	365	384	500	500	700
534.51.00	Office Supplies	75	100	500	500	500
534.52.01	Operating Supplies	0	52	600	600	600
534.52.50	Fuel & Oil Supplies	693	71	0	0	0
534.54.00	Subscriptions & Memberships	0	0	200	200	200
534.59.01	Bad Debt Expense	1,178	(8,050)	4,000	4,000	4,500
539.59.20	Depreciation Expense	9,522	0	0	0	0
	Total Operating Expenses	1,068,961	1,088,470	1,157,000	1,757,000	1,176,400
CAPITAL OUTLAY						
534.62.00	Buildings	0	0	0	0	0
534.63.00	Improvements other than Buildings	0	0	0	0	0
534.64.00	Machinery & Equipment	1,129	0	0	0	0
	Total Capital Outlay	1,129	0	0	0	0
CAPITAL RESERVES AND TRANSFERS						
539.99.01	Budget Reserves	0	0	114,700	114,700	0
581.91.01	Transfer to General Fund	250,000	270,000	260,000	260,000	595,000
581.91.30	Transfer to Water & Sewer	0	0	0	0	65,300
581.91.60	Transfer to Capital Projects Fund	0	200,000	0	0	0
	TOTAL SOLID WASTE CONT SERVICES	1,359,636	1,562,684	1,532,200	2,132,200	1,837,200

***WATER AND SEWER
ENTERPRISE FUND***

ANNUAL BUDGET

2004 - 2005

WATER AND SEWER ENTERPRISE FUND REVENUE
EXPLANATION
2004 – 05

Water Sales

Residential and commercial water sales are expected to increase 3% more than current year revenue projections. This increase is due to a 3% increase in rates effective October 2004.

Meter Connection Charges/Service Charges/Cut-Off Charges

Current estimates indicate that revenues will be about the same as 2003-2004.

Hydrant Rental

Current estimates indicate that revenues will be as anticipated for 2003-04. No increase has been projected for 2004-05, as the number of hydrants will remain approximately the same.

Sewer Charges

Sewer charges are based on 115% of the water rates. Due to a rate increase to be effective in October, revenues from sewer charges will be higher than anticipated for 2004-05.

Sewer Connection Charges

Current estimates indicate that revenues will be slightly less than 2003-04.

Interest Earnings

Current estimates for 2003-04 indicate that earnings will be slightly more than anticipated.

Other Income

Current estimates indicate revenues will be about the same as anticipated for 2003-04.

Impact Fees

Revenues are estimated at about the same as 2003-04, due to an expected slowing of new construction next year.

Appropriated Reserves

The budget anticipates using cash reserves in 2004-05 for renewals and replacements in the water and sewer systems.

**CITY OF HOLLY HILL
WATER AND SEWER SYSTEMS - REVENUE**

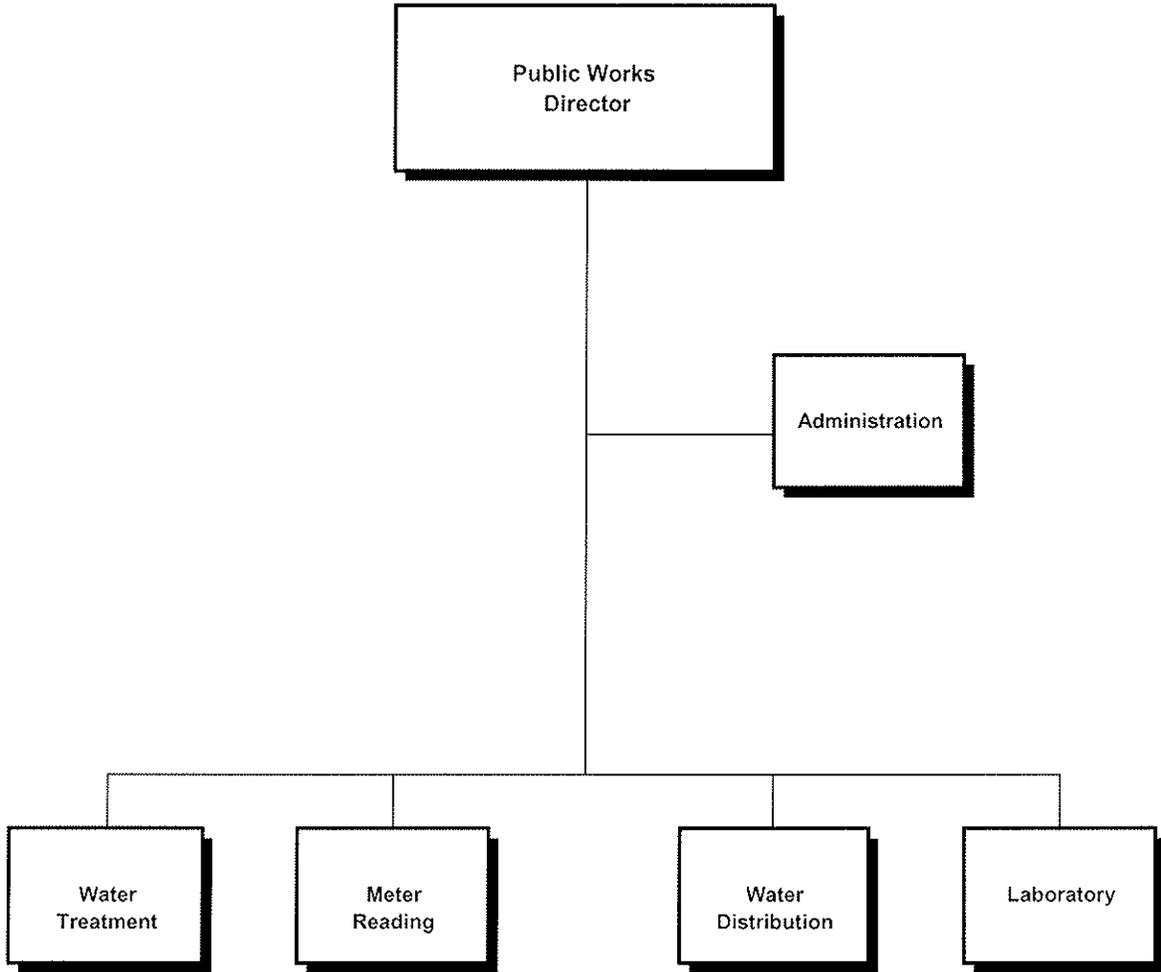
FUND 400	ACCOUNT DESCRIPTION	2001-2002 ACTUAL	2002-2003 ACTUAL	2003-2004 BUDGET	2003-2004 AMENDED	2004-2005 BUDGET
WATER REVENUE						
343.60.10	Water Sales	1,872,940	1,929,423	1,900,000	1,940,000	1,996,700
343.60.20	Meter Connection Charges	17,630	19,745	20,000	20,000	20,000
343.60.30	Service Charges	11,997	12,130	12,000	12,700	12,700
343.60.40	Cut-off Charges	23,976	23,718	23,000	23,000	23,000
343.60.50	Hydrant Rental	8,340	10,977	10,200	10,200	10,200
	Total Water Revenue	<u>1,934,882</u>	<u>1,995,993</u>	<u>1,965,200</u>	<u>2,005,900</u>	<u>2,062,600</u>
SEWER REVENUE						
343.60.60	Sewer Charges	1,954,986	2,029,240	2,001,000	2,037,000	2,094,000
343.60.70	Sewer Connection Charges	4,094	7,075	7,000	8,800	7,000
343.60.80	Reclaimed Water Charges	2,459	2,520	3,000	3,000	3,000
343.90.10	Inspections	8,390	11,398	11,000	13,500	13,500
	Total Sewer Revenue	<u>1,969,929</u>	<u>2,050,233</u>	<u>2,022,000</u>	<u>2,062,300</u>	<u>2,117,500</u>
INTEREST EARNINGS						
361.20.00	SBA Int/Wtr Rev & Opr Fd	56,739	43,683	55,000	50,000	55,000
	Total Interest Earnings	<u>56,739</u>	<u>43,683</u>	<u>55,000</u>	<u>50,000</u>	<u>55,000</u>
OTHER INCOME						
362.21.00	Communications Lease/Apt & Sprint	20,000	21,500	22,600	22,600	22,600
364.41.00	Surplus Sales	0	2,030	1,000	1,700	1,000
364.42.00	Insurance Proceeds/Loss	0	0	0	0	0
365.10.00	Scrap Sales	3	3	1,000	1,000	1,000
369.90.00	Miscellaneous	5,275	3,841	4,300	6,000	6,000
	Total Other Income	<u>25,278</u>	<u>27,374</u>	<u>28,900</u>	<u>31,300</u>	<u>30,600</u>
OTHER NON-REVENUES						
380.10.00	Appropriated Retained Earnings	0	0	892,200	857,400	954,300
381.70.00	Transfer from Solid Waste Fund	0	0	0	0	65,300
	Total Non-revenues	<u>0</u>	<u>0</u>	<u>892,200</u>	<u>857,400</u>	<u>1,019,600</u>
TOTAL WATER AND SEWER REVENUE		<u><u>3,986,828</u></u>	<u><u>4,117,283</u></u>	<u><u>4,963,300</u></u>	<u><u>5,006,900</u></u>	<u><u>5,285,300</u></u>

**CITY OF HOLLY HILL
WATER & SEWER SYSTEM - EXPENSES**

FUND 400	ACCOUNT DESCRIPTION	2001-2002 ACTUAL	2002-2003 ACTUAL	2003-2004 BUDGET	2003-2004 AMENDED	2004-2005 BUDGET
WATER & SEWER SYSTEM - EXPENDITURE SUMMARY						
OPERATING						
533.00.00	Water Utility Service/Water Plant	776,241	839,425	1,015,300	1,058,900	1,302,300
535.00.00	Sewer Service/Water Pollution Control Plant	816,420	884,808	1,046,900	1,046,900	1,210,400
ADMINISTRATIVE						
536.00.00	Transfer to General Fund	450,000	469,000	450,000	450,000	450,000
536.00.00	Other Administrative Expense	20,830	40,341	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	453,100	1,157,000	1,157,000	984,600
581.91.20	Series 2002 Transfer	1,329,107	1,075,500	1,073,600	1,073,600	1,075,500
581.91.50	Transfer to Stormwater Drainage	0	0	0	0	42,000
581.91.80	State Loan Debt Service	180,032	160,500	160,500	160,500	160,500
GRAND TOTAL		4,022,630	3,922,674	4,963,300	5,006,900	5,285,300

CITY OF HOLLY HILL

WATER UTILITY SERVICE/WATER PLANT



WATER UTILITY SERVICE

EXPENDITURES	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	AMENDED 2003-04	BUDGET 2004-05
Personal Services	444,384	467,761	512,100	537,200	598,600
Operating Expenses	331,857	371,664	503,200	521,700	703,700
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	776,241	839,425	1,015,300	1,058,900	1,302,300

PERMANENT POSITIONS	2002-03	2003-04	2004-05
Public Works Director	0.20	0.20	0.20
City Engineer	0	0	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	5.00
Water Plant Opr Trainee	1.00	1.00	0
Utility Mechanic	2.00	2.00	3.00
Utility Service Worker	1.00	1.00	0
Meter Reader	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
Total	11.95	11.95	13.15

SIGNIFICANT EXPENDITURE CHANGES

1. A City Engineer position will assist the Public Works Director with engineer projects that will eliminate outside engineer costs in Streets, Buildings and Grounds, Drainage, Water and Sewer departments.

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.

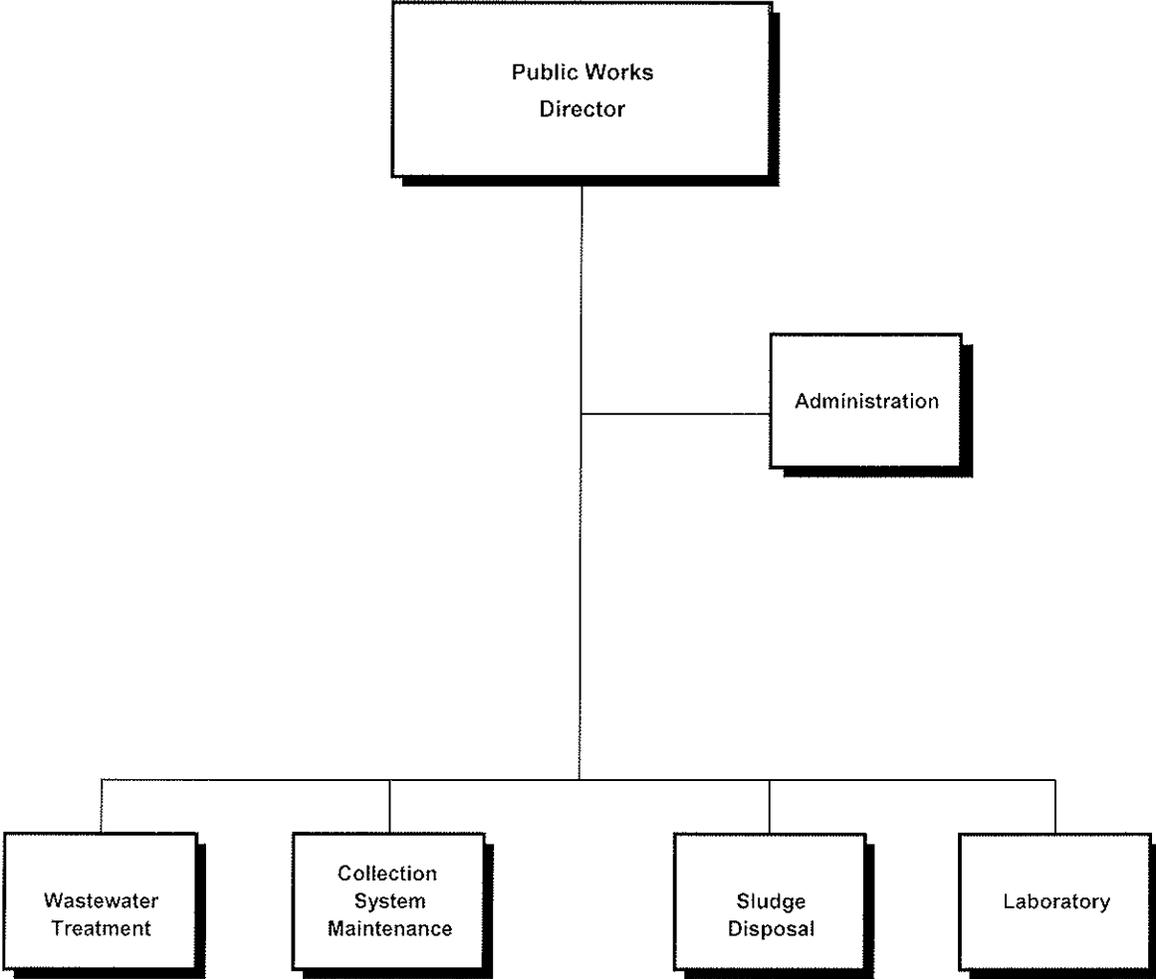
ACTIVITY MEASUREMENTS	ACTUAL 2001-02	ACTUAL 2002-03	ACTUAL 2003-04	PROJECTED 2004-05
Water Treatment Plant Capacity	2.3 MGD	2.3 MGD	2.3 MGD	2.3 MGD
Water average daily flow	1.1 MGD	1.23MGD	1.23MGD	1.3 MGD
Number of fire hydrants	289	293	283	301
Average number of meters read per month	5,901	5,936	5,833	6,005

**CITY OF HOLLY HILL
WATER & SEWER SYSTEM - EXPENSES**

FUND 400	ACCOUNT DESCRIPTION	2001-2002 ACTUAL	2002-2003 ACTUAL	2003-2004 BUDGET	2003-2004 AMENDED	2004-2005 BUDGET
WATER UTILITY SERVICE/WATER PLANT						
PERSONAL SERVICES						
533.11.00	Executive Salaries	36,256	37,766	14,900	15,400	19,800
533.12.00	Regular Salaries & Wages	297,116	314,408	351,000	384,500	394,100
533.14.00	Overtime/Regular Employees	8,121	7,411	12,000	12,000	12,000
533.19.01	Uniforms	3,073	3,627	3,100	2,500	3,200
533.21.00	FICA Taxes	23,917	25,125	28,900	30,900	32,600
533.22.00	Retirement Contributions	24,847	18,879	31,000	29,000	37,500
533.23.00	Life & Health Insurance	33,475	43,966	43,000	42,000	59,700
533.24.00	Workers' Compensation	12,831	14,853	20,200	16,900	24,800
533.28.01	Training & Travel	4,747	1,726	8,000	4,000	14,900
	Total Personal Services	444,384	467,761	512,100	537,200	598,600
OPERATING EXPENSES						
533.31.01	Professional Services	16,585	20,819	68,100	98,100	103,900
533.34.00	Contractual Services	29,838	26,341	35,000	35,000	41,200
533.41.00	Telephone/Communications Services	213	276	1,200	700	1,200
533.42.00	Postage, Freight & Express	23	262	500	500	500
533.43.01	Utility Services	135,017	134,053	148,300	148,300	177,800
533.44.00	Rentals & Leases	1,524	658	3,800	3,800	3,800
533.45.00	Non-employee Insurance	16,899	38,467	36,500	53,000	55,000
533.46.01	Repair & Maintenance Services	46,925	46,841	50,500	50,500	116,700
533.46.50	Vehicle Repairs & Maintenance	4,474	6,397	9,000	6,500	9,000
533.47.00	Printing & Binding	450	350	400	400	400
533.49.01	Other Charges & Obligations	65	36	500	500	500
533.49.10	Other Special Costs	103	328	1,000	500	1,000
533.51.00	Office Supplies	2,970	2,516	1,000	1,500	1,600
533.52.01	Operating Supplies	70,003	86,840	135,000	110,000	173,900
533.52.50	Fuel & Oil Supplies	4,679	5,821	9,500	9,500	13,300
533.54.00	Subscriptions & Memberships	2,090	1,659	2,900	2,900	3,900
	Total Operating Expenses	331,857	371,664	503,200	521,700	703,700
	TOTAL WATER PLANT	776,241	839,425	1,015,300	1,058,900	1,302,300

CITY OF HOLLY HILL

WATER UTILITY SERVICE/SEWER PLANT



SEWER SERVICE

EXPENDITURES	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	AMENDED 2003-04	BUDGET 2004-05
Personal Services	464,045	468,564	523,300	514,800	582,100
Operating Expenses	352,375	416,244	523,600	532,100	628,300
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	816,420	884,808	1,046,900	1,046,900	1,210,400

PERMANENT POSITIONS	2002-03	2003-04	2004-05
Public Works Director	0.20	0.20	0.20
City Engineer	0	0	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 Belt Press Operator	1.00	1.00	1.00
Utility Mechanic	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>
Total	11.95	11.95	12.15

SIGNIFICANT EXPENDITURE CHANGES

1. Rehabilitation of major lift stations.
2. A City Engineer position will assist the Public Works Director with engineer projects that will eliminate outside engineer costs in Streets, Buildings and Grounds, Drainage, Water and Sewer departments.

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.
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 2001-02	ACTUAL 2002-03	ACTUAL 2003-04	PROJECTED 2004-05
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	30	30	30	30
Miles of sanitary sewers	69.0 miles	70 miles	70 miles	70 miles
Collection system users	5,169	5,204	5,200	5,200

**CITY OF HOLLY HILL
WATER & SEWER SYSTEM - EXPENSES**

FUND 400	ACCOUNT DESCRIPTION	2001-2002 ACTUAL	2002-2003 ACTUAL	2003-2004 BUDGET	2003-2004 AMENDED	2004-2005 BUDGET
SEWER SERVICE/WATER POLLUTION CONTROL PLANT						
PERSONAL SERVICES						
535.11.00	Executive Salaries	36,186	37,764	14,900	15,400	30,800
535.12.00	Regular Salaries & Wages	302,433	310,406	350,900	350,900	368,800
535.14.00	Overtime/Regular Employees	21,521	18,163	15,000	22,000	15,000
535.19.01	Uniforms	2,653	2,827	3,000	3,000	3,000
535.21.00	FICA Taxes	25,493	26,487	29,100	29,100	31,700
535.22.00	Retirement Contributions	28,283	18,524	33,700	28,700	36,900
535.23.00	Life & Health Insurance	32,246	44,390	46,900	42,900	59,000
535.24.00	Workers' Compensation	11,890	8,906	15,200	14,200	17,900
535.28.01	Training & Travel	3,340	1,097	14,600	8,600	19,000
	Total Personal Services	464,045	468,564	523,300	514,800	582,100
OPERATING EXPENSES						
535.31.01	Professional Services	26,719	18,044	131,700	91,000	153,200
535.34.00	Contractual Service	29,838	26,341	35,000	35,000	41,200
535.41.00	Telephone/Communications Services	416	527	1,200	700	1,200
535.42.00	Postage, Freight & Express	310	122	500	500	500
535.43.01	Utility Services	110,025	112,040	125,000	121,000	151,200
535.44.00	Rentals & Leases	165	941	2,000	2,000	2,000
535.45.00	Non-Employee Insurance	25,888	30,797	30,500	38,900	41,000
535.46.01	Repair & Maintenance Services	50,762	81,480	64,700	84,700	67,500
535.46.50	Vehicle Repairs & Maintenance	1,510	2,950	7,000	5,000	7,000
535.47.00	Printing & Binding	167	27	300	300	300
535.49.01	Other Charges & Obligations	64	147	300	300	300
535.49.10	Other Special Costs	0	0	1,000	500	1,000
535.51.00	Office Supplies	992	353	700	900	700
535.52.01	Operating Supplies	102,374	133,544	111,400	141,500	144,700
535.52.50	Fuel & Oil Supplies	3,026	8,531	10,500	8,000	14,700
535.54.00	Subscriptions & Memberships	120	400	1,800	1,800	1,800
	Total Operating Expense	352,375	416,244	523,600	532,100	628,300
	TOTAL SEWER SERVICE	816,420	884,808	1,046,900	1,046,900	1,210,400

WATER & SEWER ADMINISTRATION

EXPENDITURES	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	AMENDED 2003-04	BUDGET 2004-05
Personal Services	251,300	250,500	249,500	249,500	244,100
Operating Expenses	246,630	258,841	260,500	260,500	265,900
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	497,930	509,341	510,000	510,000	510,000

PERMANENT POSITIONS	2002-03	2003-04	2004-05
City Manager	0.33	0.33	0.25
City Clerk	0.33	0.33	0.25
Finance Director	0.33	0.33	0.25
H R Director	0.33	0.33	0.25
IT Director	0.33	0.33	0.25
Chief Acct/Asst Fin Dir	0.33	0.33	0.25
Accountant	0.33	0.33	0.25
Account Clerk III	0.33	0.33	0.25
Account Clerk II	0.33	0.33	0.25
Account Clerk I	0.33	0.33	0.25
Cust Svc Supervisor	0.75	0.75	0.75
Cust Svc Clerk III	0.75	0.75	0.75
Cust Svc Clerk II	0.75	0.75	0.75
Cust Svc Clerk I	0.75	0.75	0.75
Custodian	<u>0.00</u>	<u>0.20</u>	<u>0.20</u>
Total	6.06	6.26	5.70

SIGNIFICANT EXPENDITURE CHANGES

1. None

ACTIVITY DESCRIPTION, GOALS, OBJECTIVES, MEASUREMENTS

See General Government departments

ACTIVITY MEASUREMENTS	ACTUAL 2001-02	ACTUAL 2002-03	ESTIMATED 2003-04	PROJECTED 2004-05
Number of utility bills mailed	67,923	74,058	75,000	75,000
Number of penalty notices mailed	11,294	11,410	11,800	11,950
Number of payroll checks prepared	327	510	520	520
Number of direct deposit receipts prepared	3,113	2,995	3,100	3,200
Number of accounts payable checks issued	4,514	4,235	4,500	4,500
Number of insurance claims filed	2	3	3	2

**CITY OF HOLLY HILL
WATER & SEWER SYSTEM - EXPENSES**

FUND 400	ACCOUNT DESCRIPTION	2001-2002 ACTUAL	2002-2003 ACTUAL	2003-2004 BUDGET	2003-2004 AMENDED	2004-2005 BUDGET
WATER AND SEWER ADMINISTRATION						
PERSONAL SERVICES						
536.11.00	Executive Salaries	73,800	73,800	73,800	73,800	54,400
536.12.00	Regular Salaries & Wages	109,000	109,000	109,000	109,000	123,500
536.14.00	Overtime	2,000	2,000	2,000	2,000	1,000
536.21.00	FICA Taxes	14,200	14,200	14,200	14,200	13,700
536.22.00	Retirement Contributions	29,200	25,300	25,300	25,300	17,400
536.23.00	Life & Health Insurance	13,900	13,900	13,900	13,900	23,000
536.24.00	Worker's Compensation	900	1,000	1,000	1,000	1,100
536.25.00	Unemployment Compensation	1,300	1,300	1,300	1,300	1,000
536.26.01	Training & Travel	4,000	7,000	6,000	6,000	6,000
536.29.01	Other Personal Services	3,000	3,000	3,000	3,000	3,000
	Total Personal Services	251,300	250,500	249,500	249,500	244,100
OPERATING EXPENSES						
536.31.01	Professional Services	59,000	59,000	59,000	59,000	59,000
536.31.90	Bond Issue Cost	0	4,000	0	0	0
536.32.00	Accounting & Auditing	16,500	18,500	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	17,800	15,500	15,500	15,500
536.43.01	Utility Services	9,000	13,000	12,000	12,000	12,600
536.44.00	Rentals & Leases	4,500	4,500	4,000	4,000	4,000
536.46.01	Repair & Maintenance Services	16,000	16,000	15,000	15,000	15,000
536.46.50	Vehicle Repairs & Maintenance	800	1,800	1,800	1,800	1,800
536.47.00	Printing & Binding	10,500	10,500	9,500	9,500	9,500
536.49.01	Other Charges & Obligations	32,900	32,900	31,900	31,900	31,900
536.49.10	Other Special Costs	18,152	10,745	35,000	35,000	35,000
536.50.00	Advertising	2,000	2,000	2,000	2,000	2,800
536.51.00	Office Supplies	3,200	10,200	5,000	5,000	8,000
536.52.01	Operating Supplies	10,000	10,000	8,000	8,000	9,000
536.52.50	Fuel & Oil Supplies	2,000	2,000	2,000	2,000	2,000
536.54.00	Subscriptions & Memberships	4,500	4,000	4,000	4,000	4,000
536.59.01	Bad Debt Expense	2,677	29,596	25,000	25,000	25,000
536.80.00	Grants & Aids	34,600	7,500	7,500	7,500	7,500
	Total Operating Expenses	246,630	258,841	260,500	260,500	265,900
	TOTAL WATER & SEWER ADMINIS	497,930	509,341	510,000	510,000	510,000

***WATER AND SEWER
DEBT SERVICE***

ANNUAL BUDGET

2004 - 2005

WATER & SEWER DEBT SERVICE FUND

EXPENDITURES	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	AMENDED 2003-04	BUDGET 2004-05
Principal Payments	578,287	584,956	597,800	597,800	610,700
Interest Expense	761,946	648,582	635,300	635,300	622,300
Other Debt Service	<u>00</u>	<u>1,592</u>	<u>3,000</u>	<u>3,000</u>	<u>5,000</u>
TOTAL	1,340,233	1,235,130	1,236,100	1,236,100	1,238,000

PERMANENT POSITIONS

N/A

SIGNIFICANT EXPENDITURE CHANGES

- 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		2001-2002	2002-2003	2003-2004	2003-2004	2004-2005
471	ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	BUDGET	AMENDED	BUDGET
REVENUES						
SERIES 2002						
361.20.00	Interest from SBA	7,004	6,768	2,000	2,000	2,000
369.90.00	Misc Revenue	0	0	0	0	0
380.10.00	Appropriated Retained Earnings	0	0	0	254,000	0
381.10.00	Transfer from Water & Sewer Fund	1,329,107	1,075,500	1,073,600	819,600	1,075,500
TOTAL DEBT SERVICE REVENUES		1,336,111	1,082,268	1,075,600	1,075,600	1,077,500

EXPENDITURES						
SERIES 2002						
587.71.60	Principal	450,301	495,000	505,000	505,000	515,000
587.72.60	Interest	689,689	577,481	567,600	567,600	557,500
587.73.60	Other Debt Service Costs	0	1,592	3,000	3,000	5,000
581.91.30	Transfer to Water & Sewer Fund	0	0	0	0	0
TOTAL DEBT SERVICE EXPENDITURES		1,139,990	1,074,073	1,075,600	1,075,600	1,077,500

**CITY OF HOLLY HILL
STATE LOAN DEBT SERVICE**

FUND		2001-2002	2002-2003	2003-2004	2003-2004	2004-2005
472	ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	BUDGET	AMENDED	BUDGET
REVENUES						
STATE REVOLVING						
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	180,032	160,500	160,500	160,500	160,500
TOTAL DEBT SERVICE REVENUES		180,032	160,500	160,500	160,500	160,500
EXPENDITURES						
STATE REVOLVING						
587.71.80	Principal	127,986	89,956	92,800	92,800	95,700
587.72.80	Interest	72,257	71,101	67,700	67,700	64,800
TOTAL DEBT SERVICE EXPENDITURES		200,243	161,057	160,500	160,500	160,500

***WATER AND SEWER
RENEWAL & REPLACEMENT
FUND***

ANNUAL BUDGET

2004 - 2005

WATER & SEWER RENEWAL AND REPLACEMENT FUND

EXPENDITURES	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	AMENDED 2003-04	BUDGET 2004-05
Capital Outlay	173,496	1,127,600	1,243,500	1,243,500	1,473,600
Transfer	0	0	0	0	0
Reserve for Improvement	<u>800,425</u>	<u>117,595</u>	<u>45,000</u>	<u>53,000</u>	<u>53,000</u>
TOTAL	973,921	1,245,195	1,288,500	1,296,500	1,526,600

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 Wastewater 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	2001-2002 ACTUAL	2002-2003 ACTUAL	2003-2004 BUDGET	2003-2004 AMENDED	2004-2005 BUDGET
	REVENUES	523,921	102,000	57,000	57,000	62,000
	APPROPRIATIONS & TRANSFERS	450,000	1,115,600	1,231,500	1,231,500	1,464,600
	TOTAL R & R FUND REVENUES	973,921	1,217,600	1,288,500	1,288,500	1,526,600
	EXPENDITURES					
	WATER PLANT/ CAPITAL OUTLAY	32,047	476,200	583,100	583,100	874,000
	SEWER PLANT/ CAPITAL OUTLAY	141,449	651,400	660,400	660,400	599,600
	WATER & SEWER ADMIN	0	0	0	0	0
	RESERVES/TRANSFERS	800,425	117,595	45,000	45,000	53,000
	TOTAL EXPENDITURES & RESERVES	973,921	1,245,195	1,288,500	1,288,500	1,526,600

**CITY OF HOLLY HILL
RENEWAL AND REPLACEMENT FUND
WATER & SEWER**

FUND 480	ACCOUNT DESCRIPTION	2001-2002 ACTUAL	2002-2003 ACTUAL	2003-2004 BUDGET	2003-2004 AMENDED	2004-2005 BUDGET
REVENUES						
361.20.00	Interest Earnings - SBA	11,464	8,396	12,000	12,000	9,000
369.60.00	DOT Reimbursement	0	0	0	0	0
389.40.00	Contributions from Other Sources	0	0	0	0	0
	Total Revenues	11,464	8,396	12,000	12,000	9,000
APPROPRIATIONS & TRANSFERS						
380.10.00	Appropriated Retained Earnings	0	0	74,500	74,500	480,000
381.10.00	Transfer from Water & Sewer Fund	450,000	453,100	1,157,000	1,157,000	984,600
381.41.00	Transfer from Water Impact Fees	0	0	0	0	0
381.42.00	Transfer from Sewer Impact Fees	0	0	0	0	0
	Total Appropriations & Transfers	450,000	453,100	1,231,500	1,231,500	1,464,600
TOTAL R & R FUND REVENUES		461,464	461,496	1,243,500	1,243,500	1,473,600
EXPENDITURES						
WATER PLANT/CAPITAL OUTLAY						
533.31.01	Professional Services	5,990	22,600	65,000	65,000	125,000
533.62.00	Buildings	0	20,000	0	0	17,000
533.63.00	Improvements other than Buildings	18,486	421,600	487,500	487,500	602,500
533.64.00	Machinery & Equipment	7,571	12,000	30,600	30,600	129,500
	Total Water Plant	32,047	476,200	583,100	583,100	874,000
WATER POLLUTION CONTROL/CAPITAL OUTLAY						
535.31.01	Professional Services	5,188	88,500	70,000	70,000	40,000
535.62.00	Buildings	0	0	0	0	10,500
535.63.00	Improvements other than Buildings	14,706	0	348,700	348,700	202,500
535.64.00	Machinery & Equipment	121,555	562,900	241,700	241,700	346,600
	Total Water Pollution Control	141,449	651,400	660,400	660,400	599,600
BUDGET RESERVE						
582.99.01	Reserve for Improvements	287,968	0	0	0	0
TOTAL EXPENDITURES & RESERVES		461,464	1,127,600	1,243,500	1,243,500	1,473,600

**CITY OF HOLLY HILL, FLORIDA
MISCELLANEOUS STATISTICAL DATA
2004 - 2005**

Date of Incorporation: July 1, 1901
Date First Charter Adopted: 1901
Date Present Charter Adopted: 1941
Form of Government: Commission/Manager
Population: 12,612
Area - Square Miles: 5.0

Miles of Streets and Sidewalks:
Paved Streets 61.0 miles
Unpaved Streets 0.5 miles
Sidewalks 33.0 miles

Miles of Storm Sewers:
Storm sewers 37.0 miles
Sanitary sewers 75.0 miles

Fire Protection:
Number of stations: 1
Number of Firefighters 12
Number of fire hydrants 298

Police Protection:
Number of stations: 1
Number of Police officers 26
Number of Reserve officers 6
Animal Control officers 1

Recreation:
Parks (total 81.5 acres): 10
Dog Park Facility (2.7 acres) 1
Playgrounds 4
Recreation buildings 5
Tennis courts 2
Racquetball courts 2
Shuffleboard courts 9
Baseball/softball fields 5
Community centers 2
Public fishing piers 3
Boat ramp 1
Wooden pier overlook 3
Municipal gymnasium 1
Concrete bike paths (miles) 1.5
Swimming pools 1
Multi-purpose field 1

Employees as of September 30, 2004
Civil service 124
Exempt 2

Education: Volusia County School District
Elementary schools 1
Secondary schools 1
Students:
Kindergarten to grade 5 681
Grades 6 to 8 1,000
Total 1,681

Education personnel:
Instructional 106
Noninstructional 58
Administrative 7

Street Lights:
High pressure Sodium Vapor:
6,300 lumen 672
9,500 lumen 86
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 1.262 MGD
Users 5,955

Water Pollution Control Plant:
Design capacity 2.4 MGD
Current production rate 1.542 MGD
Users 4,967

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 earning 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.