

ANNUAL BUDGET

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1993-94

CITY OF HOLLY HILL, FLORIDA

HISTORY OF HOLLY HILL

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

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

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

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

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

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

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

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

CITY OF HOLLY HILL

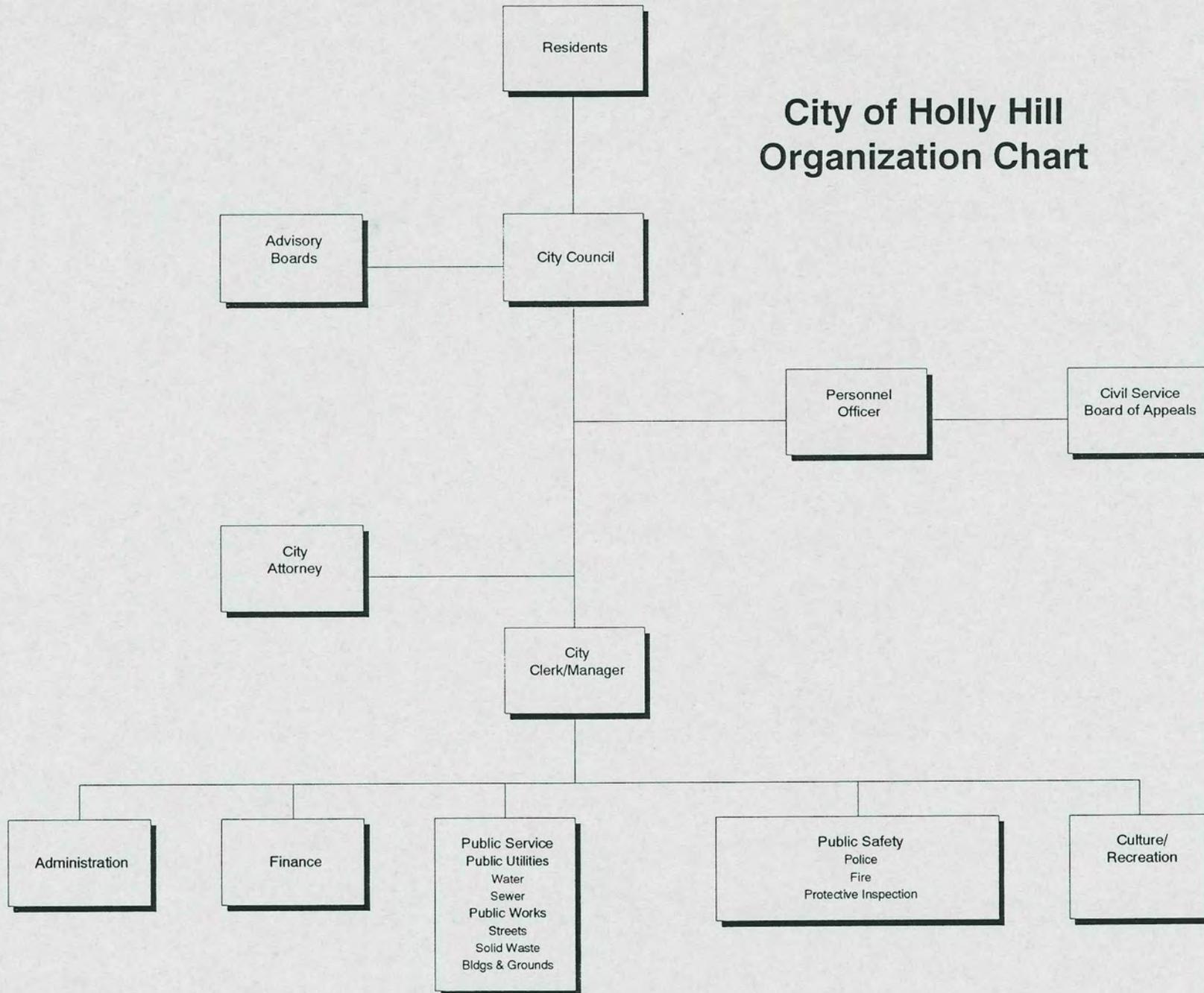
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City of Holly Hill Organization Chart



EXECUTIVE DIRECTORY

CITY COUNCIL

James Gaither
Arthur J. Byrnes
J. D. Mellette
Robert Chesnowitz
William S. Walker

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

CITY MANAGER

Ralph K. Hester

CITY ATTORNEY

Edward F. Simpson, Jr.

DEPUTY CLERK

Sue W. Blackwell, CMC/AAE

FINANCE DIRECTOR

Brenda Gubernator

CHIEF BUILDING OFFICIAL

Timothy Harbuck

POLICE CHIEF

John P. Finn

FIRE CHIEF

Robert Lacy

PUBLIC SERVICES DIRECTOR

Marcus Chattin



CITY OF HOLLY HILL



The Government Finance Officers Association of the United States and Canada (GFOA) presented an award for Distinguished Budget Presentation to the City of Holly Hill for its annual budget for the fiscal year beginning October 1, 1992.

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

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

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

September, 1993

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

Mayor and Councilmembers:

The attached document is the budget as proposed for the fiscal year October 1, 1993 to September 30, 1994. 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. Many customer services are expected to improve during the next year as improvements to City Hall are completed. Renovation of the first floor in City Hall will improve police services by providing needed space for specific activities such as communications, records, briefing and training, and will eliminate overlapping and sharing of cramped offices. The second floor renovations will include new and remodeled areas for administrative activities and council chambers. An elevator and restrooms are planned which will enable disabled persons much easier access to all activities in City Hall. This budget demonstrates a continuing commitment by the City Council, the City Manager, the Department Heads, and Employees to focus on the areas of greatest concern to our Taxpayers.

Effectively managing the dollars available to provide basic services and to improve those services is a difficulty we face each year due to ever increasing costs. This year is particularly difficult since we have a tax base that has decreased for the second consecutive year and new demands to cut costs while maintaining services. Management audits conducted during the past eighteen months recommended some reorganization of operations and these recommendations have been incorporated into this budget wherever possible. Operating and personnel costs are continually reviewed to provide good services at the least cost. This budget does not include any proposals to increase taxes or other fees, however, during the coming year we will be exploring ways to enhance our revenues in order to fund capital items that will be needed in the 1994-95 fiscal year. We will continue to examine and reorganize various operations as necessary in the coming year to improve customer service and to achieve greater cost effectiveness.

Goals

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

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

The City is looking for new ways to provide needed services and programs to the community. In July of 1992 the City Council hired a firm to assist with the establishment of a Community Redevelopment Area, and to assist in obtaining grant funds to redevelop blighted areas. The City has begun the necessary steps to establish the redevelopment area by appointing a seven member board composed of business people within the proposed district who will advise the City Council on what needs to be accomplished in this multi-year project.

Several storm drainage projects planned during the current year are expected to be completed during the coming year. Also, plans for improvements to Ross Point Park will be implemented during the coming year. Improvements to Hollyland Park were completed this past spring and improvements to Sunrise Park are expected to be completed by November, 1993.

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

Financial Condition

In the General Fund, it is estimated that the City will begin the new fiscal year with an unreserved fund balance of \$689,000. The proposed budget does not anticipate using any of this fund balance toward expenditures. This will leave an estimated \$729,000 in fund balance at the end of fiscal year 1994, about 13.8% of this budget. The recommended reserve is 10 - 20% of the General Fund budget to provide for emergencies and other unforeseen financial obligations.

The General Fund also is expected to begin the new fiscal year with \$461,000 in reserve for stormwater drainage projects. An appropriation of \$195,000 has been made from this amount to continue with current stormwater drainage projects. The Stormwater utility fees to be collected during the next budget year will be used for labor and other operating expenditures to maintain and repair the storm drainage system. The budget also includes the purchase of a street sweeper and a part-time position assigned to cleaning out the storm drains.

The General Fund also anticipates \$7,200 in reserve for Police Education at the beginning of the year. Of this amount, \$3,000 has been appropriated for training of police officers and the reserve is expected to be \$4,200 at the end of the fiscal year.

The Water and Sewer Enterprise Fund will begin the new year with an estimated operating cash reserve of \$758,000. Approximately \$520,000 (three months operating expenses) is recommended to be maintained as a cash reserve for emergencies. The proposed budget anticipates using \$173,800 toward 1993-94 expenses and ending fiscal year 1994 with a cash reserve of \$584,200.

Unobligated cash reserves for the Water and Sewer Renewal and Replacement Fund are estimated to be \$363,000 at the beginning of the new fiscal year and \$378,000 at the end of the fiscal year. These reserves are restricted for major improvements and/or major repairs in the Water and Sewer Fund. The City also maintains an additional \$150,000 in this fund as per the Series 1992 Bond Ordinance.

The Law Enforcement Trust Fund is estimated to begin the new fiscal year with \$28,600 in reserves and end the year with \$18,100. These reserves are restricted to law enforcement purposes only.

The Solid Waste Enterprise Fund is in good condition with resources anticipated to meet expenditures. Cash reserves of \$74,000 are anticipated by the end of the 1993-94 fiscal year.

Debt Management

The Water and Sewer System Improvement and Refunding Revenue Bonds, Series 1992 bond issue was completed in December, 1992. The bonds, totalling \$15,390,000 were issued to provide the funds necessary to finance the cost of refunding outstanding water and sewer debt, and for the construction, acquisition and installation of capital additions, extensions and improvements to the Water and Sewer System and for certain expenses related to the issuance and sale of the bonds.

The refunding portion of the bond proceeds, \$14,703,519 was used to refund or defease the Water and Sewer Improvement and Refunding Revenue Bonds, Series 1989.

The refunding proceeds were deposited in an irrevocable trust with an escrow agent to provide for all future debt service payments on the bonds. As a result, the refunded bonds are considered to be defeased and the liability for those bonds has been removed from the Water and Sewer Enterprise Fund. The refunding was undertaken to remove restrictions which were contained in the old debt agreement.

The portion of the bond proceeds being used for constructing improvements to the Water and Sewer System is approximately \$1,500,000. Improvements funded by the bond proceeds include: Nova Road Utility Relocations and System Expansion; Wellfield System Improvements; Washwater Recovery System; Wastewater Re-use System; and expansion of administrative offices.

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

Significant Budget Changes

Several factors affected the development of the City's budget. The budget, including the General Fund, Law Enforcement Trust Fund, Solid Waste Enterprise Fund and the Water and Sewer Enterprise Fund, decreased about 5.6% from the prior year. The decrease is due to delaying purchases of replacement vehicles and other capital items, as well as a reduction in personnel costs due to retirements of higher paid employees.

The 1993-94 budget includes adding one part-time position in the Street Department. The person filling this position will be assigned to cleaning the city streets. This budget also includes the purchase of a street sweeper which will reduce the amount of sand and leaves that accumulate in the storm drains.

Planned stormwater drainage system improvements will continue and are included in the budget at a cost of \$200,000. A list of these projects is included in the Capital Outlay section of this document.

Parks and Recreation improvements are included in this budget at a cost of \$142,500. A conceptual plan for Ross Point Park improvements was approved by the City Council in August, 1993. The improvements include picnic shelters, playground, restrooms and a fishing pier. These improvements are funded by grants from the Land and Water Conservation Fund and the Volusia County Port Authority. Under a joint agreement with the local middle school, the City will provide fencing at the school and use their facilities to expand the recreation programs offered by the City.

The Law Enforcement department budget includes \$13,500 to purchase new uniforms for sworn officers. Blue uniforms will replace the brown uniforms worn by department personnel for many years. Current plans are to have all officers outfitted in time for the Christmas Parade and activities happening in early December.

The Water and Sewer Renewal and Replacement Fund will provide for repairs to water filter mechanisms and for exterior painting of the elevated tank. It will also provide for replacing the control panels and starters at Lift Stations #4, #6 and #11. The anticipated cost of these items is approximately \$68,000.

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

1. Salary adjustments in accordance with the approved pay plan are included in the personal services costs. No cost-of-living wage adjustments have been added to departmental budgets, however, an amount that would be equal to approximately 2% has been reserved in each fund.
2. The retirement contributions to the Florida Retirement System for general employees will decrease from 17.75% to 17.66% effective 01/01/94. Retirement contributions for the police and fire are expected to increase when new actuarial reports are completed later this year.
3. Health insurance rates for employees remained the same as the prior year.
4. Debt Service payments of \$241,900 for loans obtained in the prior year to purchase vehicles, build a Fire Station and remodel City Hall are included in this budget.

Revenue Highlights

The General Fund revenue projections include decreased Ad Valorem Tax (property tax) revenues of \$9,000. This estimate is based on decreasing the rolled-back millage rate by 1.3% and maintaining the current rate. The current and proposed rate is \$5.4695 per \$1,000 assessed valuation. The gross taxable value decreased by \$2,103,960 or .80% from the prior year.

The residential garbage and trash pick-up rate of \$12.00 per month will remain the same in the new fiscal year. The rates for dumpsters and roll-off pull charges are also expected to remain the same. No increases are proposed.

The Water and Sewer rates have been proposed to increase by a percentage based on the Consumer Price Index (CPI), which most recently was 3%. However, this budget anticipates utilizing cash reserves to meet expenditures until such time as an increase may be approved.

Major Work Programs

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

GENERAL GOVERNMENT

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

PUBLIC SAFETY

Law Enforcement
Fire Control
Protective Inspection

CULTURE/RECREATION

Recreation

PUBLIC SERVICES

PUBLIC WORKS

Garbage/Solid Waste Control
Transportation/Road and Street Facilities
Buildings and Grounds

PUBLIC UTILITIES

Water Utility Services
Sewer Services

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

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

The *Public Services* division performs city-wide garbage and trash pickups, maintains streets, sidewalks, drainage systems, parks and grounds. It also provides motor vehicle maintenance for all City vehicles.

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

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

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

Respectfully submitted,



Ralph K. Hester
City Manager



Brenda Gubernator
Finance Director

MANAGEMENT AND BUDGET POLICIES

The 1993-94 Budget has been prepared in accordance with a number of management and budget policies in mind. Some of the policies are requirements of the City Charter and Code and State law. The balance reflect the financial management actions of the current and previous City Councils.

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

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

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

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

of, and language in, the advertisements; the method of fixing the millage rate; and other limitations.

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

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

The Solid Waste Enterprise Fund budget provides a reserve for future replacements of machinery and equipment. The reserve is estimated to be \$74,000 at the end of the fiscal year.

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

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

7. *Pension Plans* - The State of Florida established and manages the Florida Retirement System which covers the City's general employees. The City is currently obligated to contribute 17.75% of gross wages of covered employees, and this rate will decrease to 17.66%, effective January 1, 1994.

The Firefighters' Retirement System and the Police Officers' Retirement Trust Fund are governed by two separate Boards of Trustees appointed by the City Council, and are responsible for the administration of each fund. The City is now contributing 8% of covered gross wages to the police officers' pension fund. The City contributions to the firefighters' pension fund are estimated at 8.3% in fiscal year 1993-94 due to increased benefits. The City is responsible for any actuarial deficiency which may arise in either fund. The two pension funds are included in the financial statements of the City, but are not budgeted.

FINANCIAL STRUCTURE

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

BUDGET PROCESS

The City of Holly Hill's budget process is a continuing process that involves the City Council, City Manager, Department Heads, Employees, Advisory Boards, and the Residents and Businesses located in our community.

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

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

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

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

The following calendar outlines the procedures in preparing, adopting and amending the Annual Budget:

1. By the 15th of April each year the Finance Director distributes budget instructions and forms to the Department Heads along with a Budget Calendar stating actual dates of meetings and deadlines.
2. In May, the Department Heads meet individually with the City Manager and Finance Director regarding their budget needs and documentation.
3. In June, the Finance Department prepares the City Manager's recommended budget and comments, and additional meetings with Department Heads may be held.
4. In July, public workshops are held by the City Council for discussion of expenditure proposals and estimated revenues. A proposed millage rate is set in July and an advertising calendar is prepared in accordance with the "Trim Bill" requirements.

5. In August, the budget is modified to reflect Council consensus and final preparations are made for the first public hearing.
6. In September, two public hearings are held to adopt the budget and a millage rate. The hearings are held and advertised according to State Statutes. The budget is legally enacted through passage of an ordinance.
7. On October 1 of each year the budget finally adopted goes into effect.
8. In June of the following year, preparations are made for amending the current year's budget.
9. In July or August, a first and second reading of the amending ordinance is held and the budget amendments are adopted.
10. The City Manager is authorized to transfer part or all of an unencumbered appropriation balance among programs within a department. This may be done at any time during the year and the City Manager needs only to report it to the Council. Transfers between departments must be accomplished by ordinance.

CAPITAL OUTLAY

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

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

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

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

RESOLUTION NO. 93-R-50

A RESOLUTION OF THE CITY OF HOLLY HILL, FLORIDA, ADOPTING A FINAL MILLAGE RATE FOR THE YEAR BEGINNING OCTOBER 1, 1993 FOR THE CITY OF HOLLY HILL, FLORIDA.

WHEREAS, the City Council of the City of Holly Hill, Florida, is required by Florida Statute 200.065 to certify to the County Property Appraiser the general municipal millage rate established by said Council for the tax year beginning October 1, 1993; and

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

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

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

Section 1. That the final millage rate adopted by the City Council of the City of Holly Hill, Florida, for the tax year beginning October 1, 1993 is 5.4695 (\$5.4695 per \$1,000), said final millage rate exceeding the rolled back rate by 0% which shall be the percentage increase in property taxes.

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

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

The within and foregoing Resolution was read before the City Council of the City of Holly Hill, Florida at its regular meeting held in council chambers at Sica Hall, 1065 Daytona Avenue, Holly Hill, Florida, on the 28th day of September A.D. 1993.

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

Mayor James Gaither	<u>YES</u>
Councilman Arthur Byrnes	<u>YES</u>
Councilman Robert Chesnowitz	<u>YES</u>
Councilman J. D. Mellette	<u>YES</u>
Councilman William Walker	<u>YES</u>

WHEREAS, the Mayor of the City of Holly Hill, Florida, has hereunto set his official signature, duly authorized by the City Clerk, and has caused the official seal of said City to be affixed, all at the City Hall in the City of Holly Hill, this 28th day of September, A.D. 1993, for the purpose of authenticity as is required by law.


JAMES GAITHER, MAYOR
CITY OF HOLLY HILL, FLORIDA

ATTEST:


CITY CLERK/MANAGER

AN ORDINANCE ADOPTING THE APPROPRIATIONS BUDGET FOR THE CITY OF HOLLY HILL, FLORIDA, FOR THE FISCAL YEAR OCTOBER 1, 1993, THROUGH SEPTEMBER 30, 1994, PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT HEREWITH; PROVIDING FOR THE TERMS AND CONDITIONS THEREOF; AND PROVIDING WHEN THIS ORDINANCE SHALL TAKE EFFECT

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

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

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

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

Section 1. That the attached appropriation budget for the fiscal year October 1, 1993, through September 30, 1994, is hereby approved and adopted as a final budget.

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

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

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

The within and foregoing Ordinance was introduced and read on first reading before the City Council of the City of Holly Hill, Florida, at its Special Meeting held in Council Chambers at Sica Hall on the 15th Day of September, A.D., 1993.

It was moved by Councilman Arthur Byrnes and seconded by Councilman J. D. Mellette that said Ordinance be approved on first reading. A roll call vote of the Council held on said motion for approval of the Ordinance resulted as follows:

Mayor James Gaither	<u>YES</u>
Councilman Arthur Byrnes	<u>YES</u>
Councilman J. D. Mellette	<u>YES</u>
Councilman Rbbert Chesnowitz	<u>ABSENT</u>
Councilman William Walker	<u>YES</u>

The within and foregoing Ordinance was introduced and read on second reading before the City Council of the City of Holly Hill, Florida, at its regular meeting held in Council Chambers at Sica Hall on the 28nd day of September, A.D., 1993.

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

Mayor James Gaither	<u>YES</u>
Councilman Arthur Byrnes	<u>YES</u>
Councilman J. D. Mellette	<u>YES</u>
Councilman Robert Chesnowitz	<u>YES</u>
Councilman William Walker	<u>YES</u>

Whereupon, the Mayor of the City of Holly Hill, Florida, has hereunto set his official signature, duly attested by the City Clerk, and has caused the official seal of said City to be affixed, all at City Hall in the City of Holly Hill, this 28nd day of September, A.D. 1993, for the purpose of authenticity as is required by law.


 JAMES GAITHER, MAYOR
 CITY OF HOLLY HILL, FLORIDA

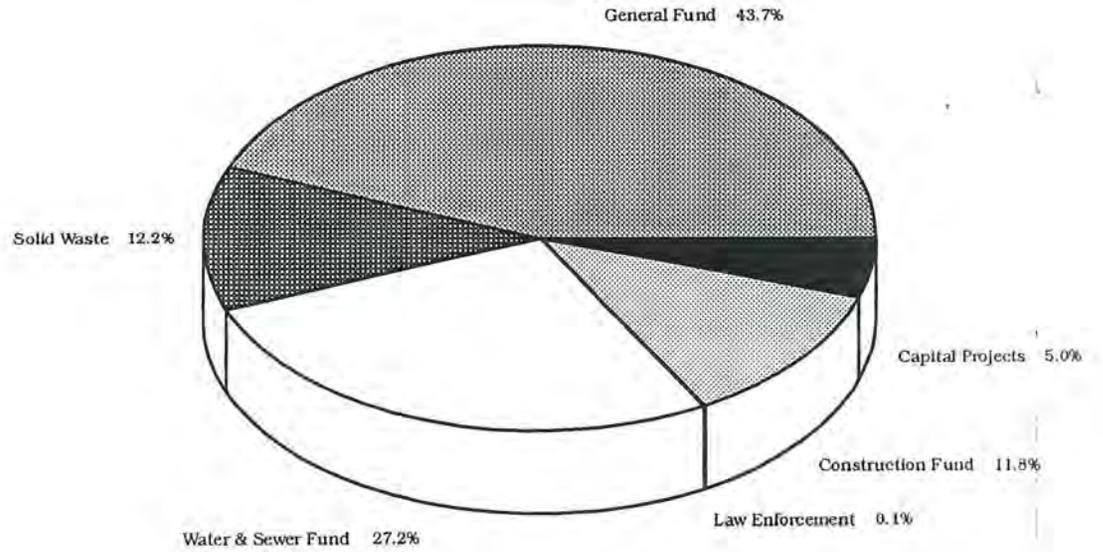
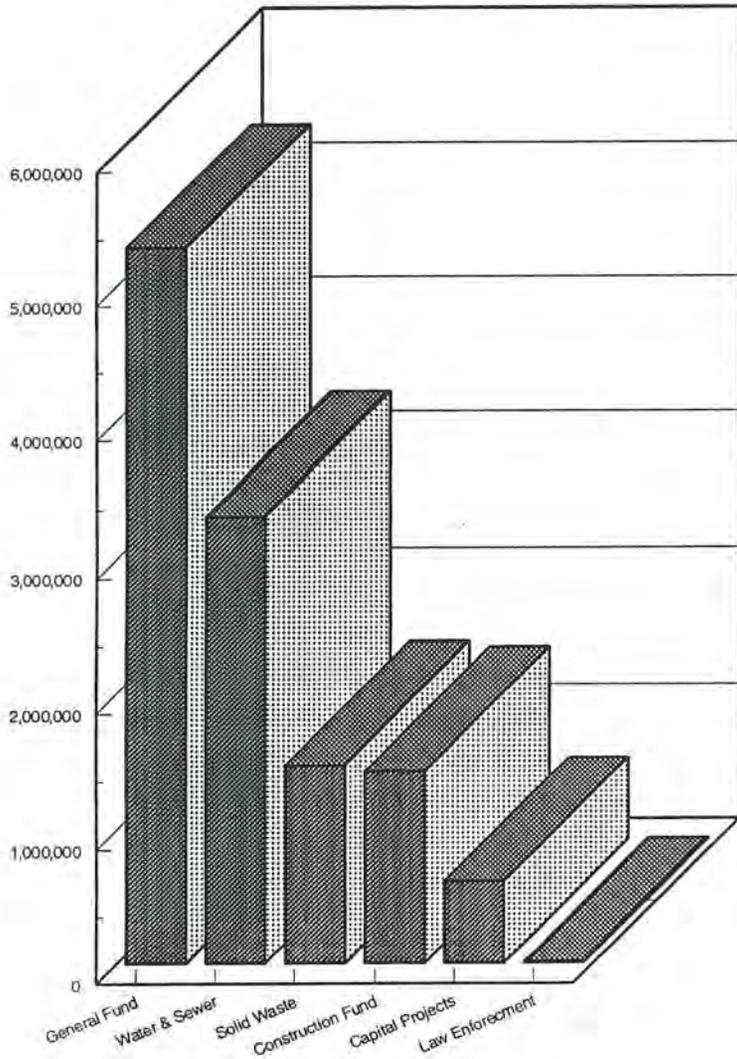
ATTEST:

 CITY CLERK/MANAGER



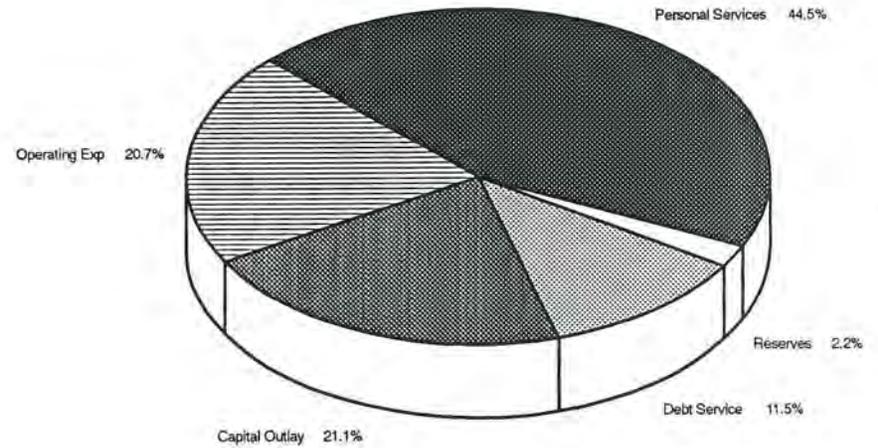
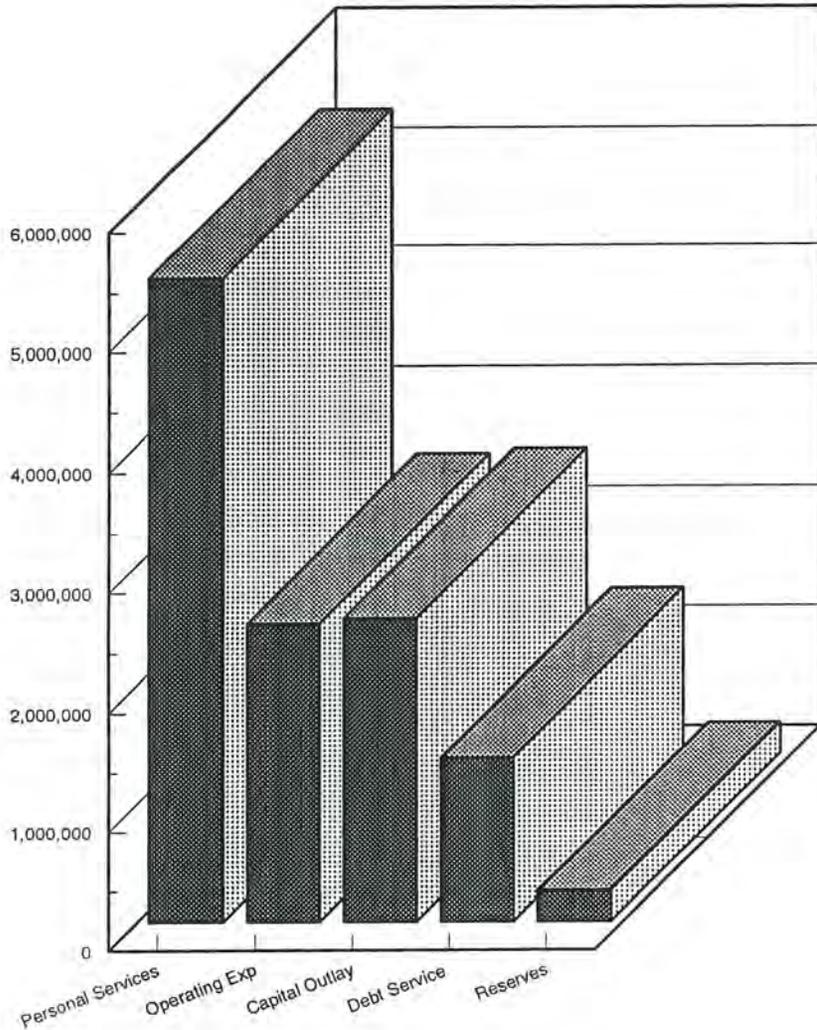
CITY OF HOLLY HILL

ALL FUNDS REVENUE BUDGET YEAR 1993-94



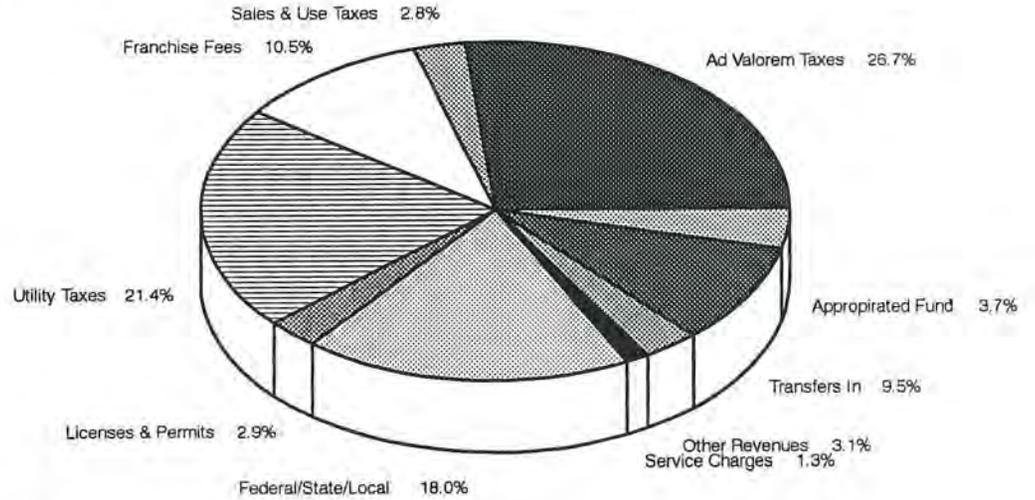
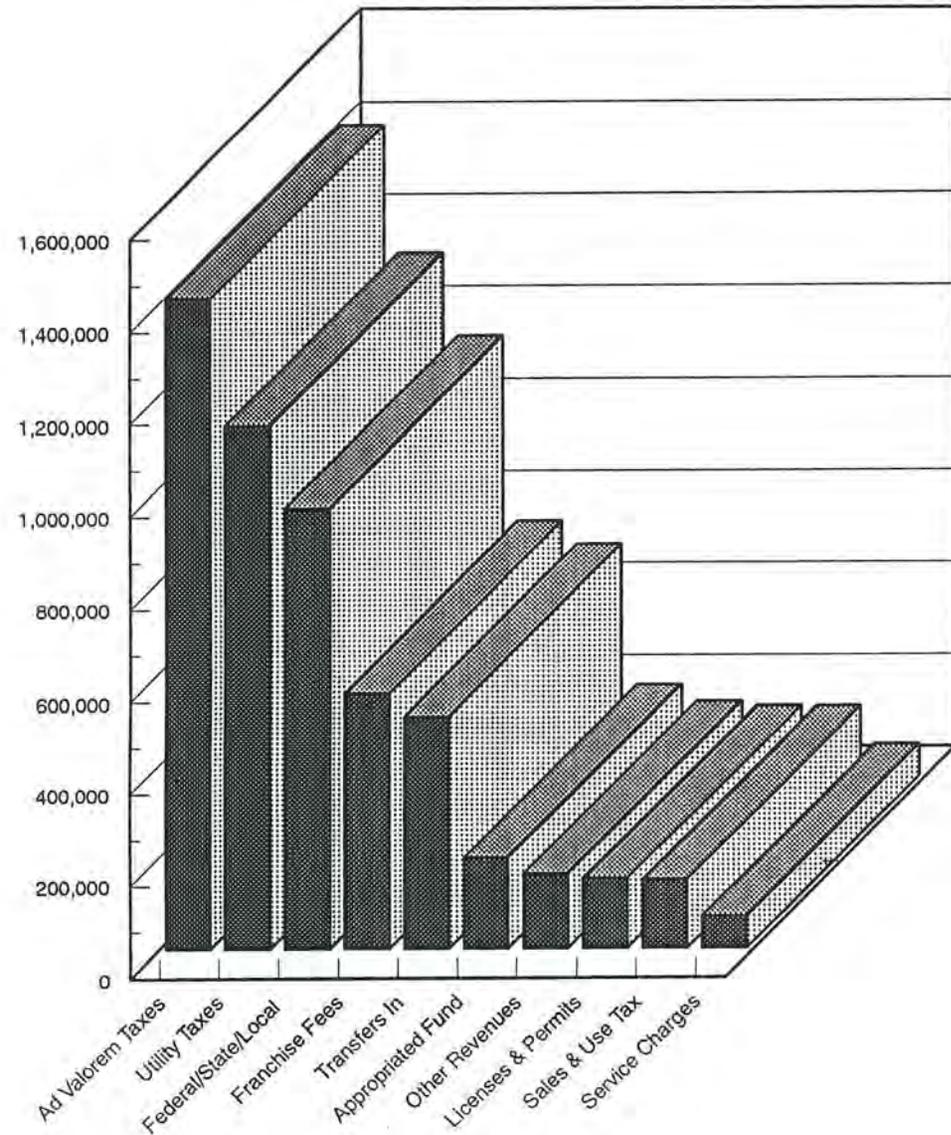
General Fund	5,289,400
Solid Waste Enterprise	1,470,400
Water & Sewer Fund	3,292,800
Law Enforcement Trust Reserve	10,500
Construction Fund Reserve	1,424,000
Capital Projects	<u>608,000</u>
Total Revenue	12,095,100

CITY OF HOLLY HILL ALL FUNDS EXPENDITURES BUDGET YEAR 1993-94



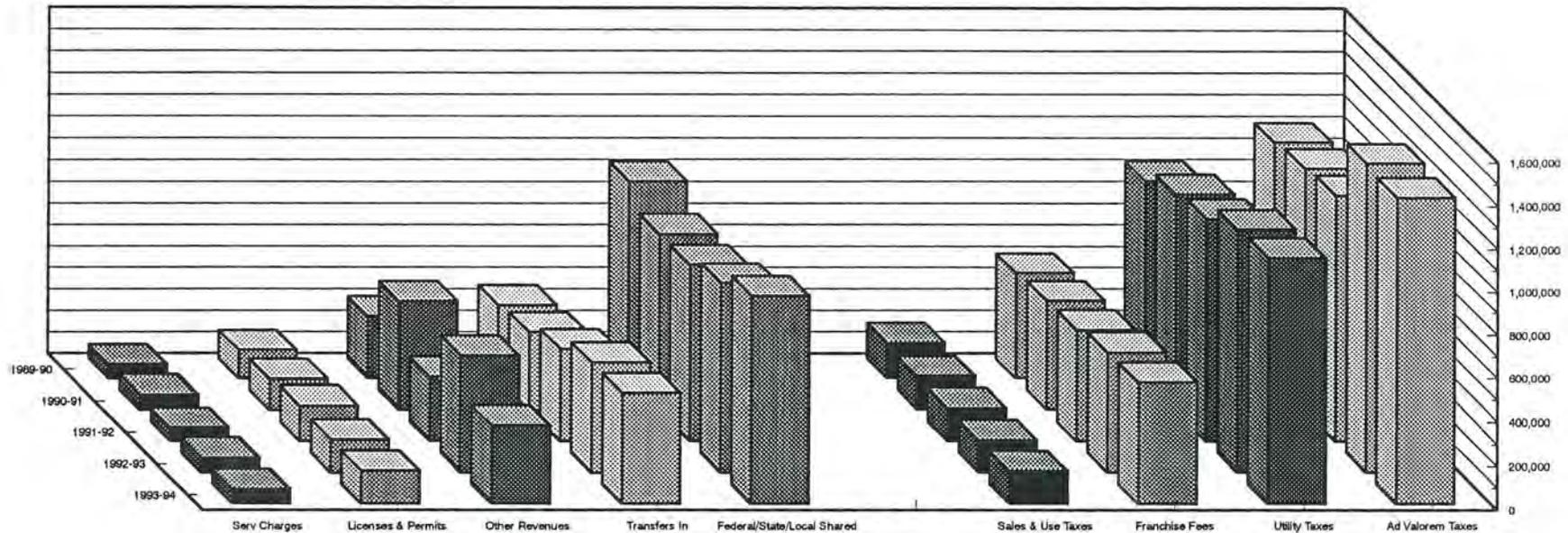
Personal Services	5,388,150
Operating Expenditures	2,506,950
Capital Outlay	2,551,000
Debt Service	1,385,900
Reserve	<u>263,100</u>
Total Expenditures	12,095,100

CITY OF HOLLY HILL GENERAL FUND REVENUES BUDGET YEAR 1993-94



Ad Valorem Taxes	1,411,000
Utility Taxes	1,134,000
Federal/State/Local Shared	954,500
Franchise Fees	554,000
Transfers In	503,900
Other Revenues	162,200
Appropriated Fund Balance	198,000
Sales & Use Taxes	150,000
Licenses & Permits	152,500
Service Charges	69,300
Total General Revenues	5,289,400

CITY OF HOLLY HILL
GENERAL FUND REVENUES
BUDGET YEAR 1993-94

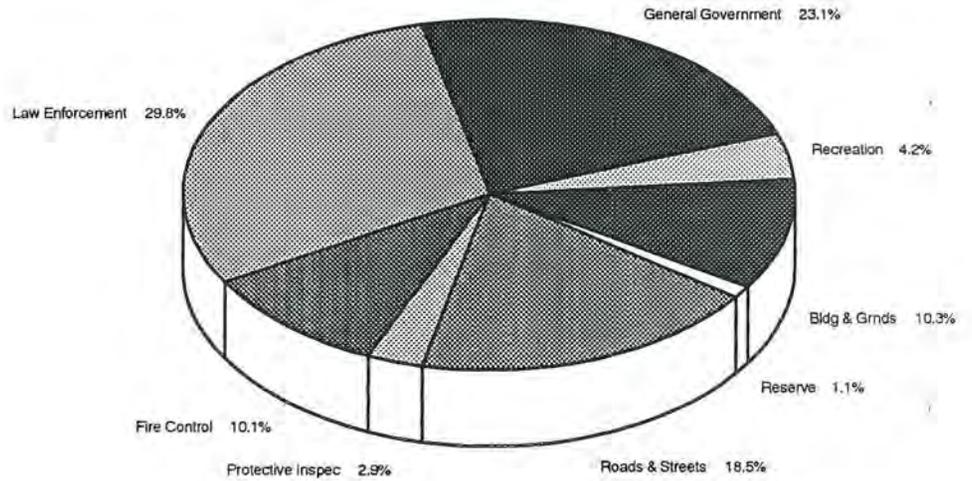
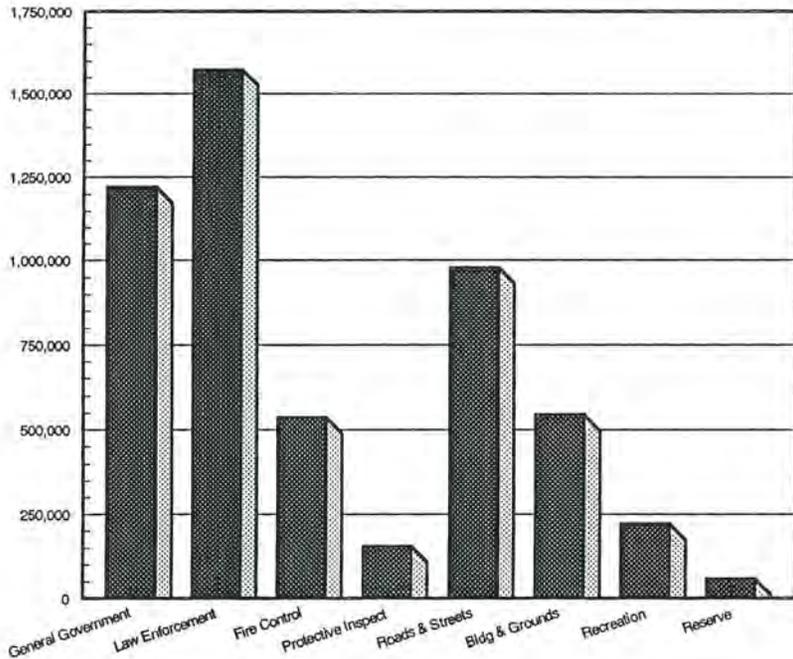


FIVE YEAR HISTORY					
Description	1989-90	1990-91	1991-92	1992-93	1993-94
	Actual	Actual	Actual	Amended	Proposed
REVENUES					
Ad Valorem Taxes	1,093,868	1,114,858	1,135,303	1,425,000	1,411,000
Sales & Use Taxes	164,720	154,634	150,853	150,000	150,000
Franchise Fees	490,469	503,050	510,038	548,000	554,000
Utility Taxes	916,093	997,695	1,027,853	1,122,000	1,134,000
Licenses & Permits	131,742	141,469	162,885	152,500	152,500
Federal/State/Local Shared	915,558	815,165	814,890	871,700	954,500
Service Charges	67,020	71,629	64,376	69,300	69,300
Other Revenues	290,100	502,642	293,906	536,460	360,200
Transfers In	340,000	357,000	423,000	503,000	503,900
Total Revenues	\$4,409,570	\$4,658,142	\$4,583,104	\$5,377,960	\$5,289,400

CITY OF HOLLY HILL

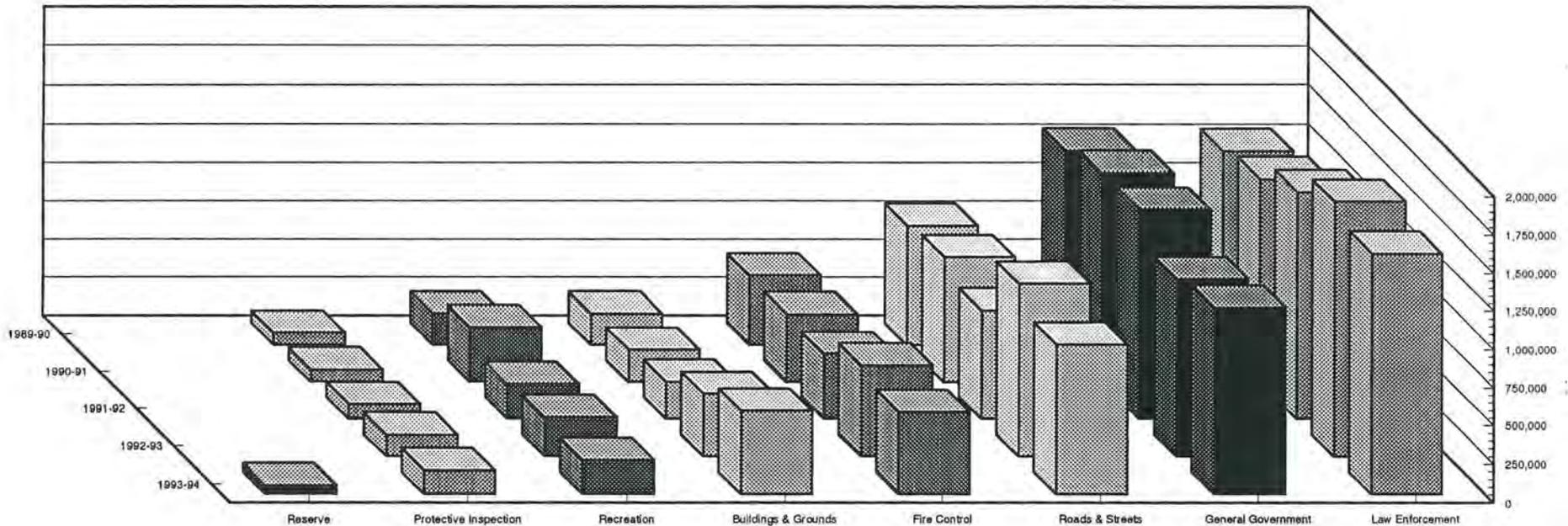
GENERAL FUND EXPENDITURES

BUDGET YEAR 1993-94



General Government	1,220,000
Law Enforcement	1,574,100
Fire Control	536,100
Protective Inspection	155,300
Roads & Streets	978,800
Buildings & Grounds	544,000
Recreation	222,100
Reserve	<u>59,000</u>
Total General Fund Expenditures	5,289,400

CITY OF HOLLY HILL
GENERAL FUND EXPENDITURES
BUDGET YEAR 1993-94

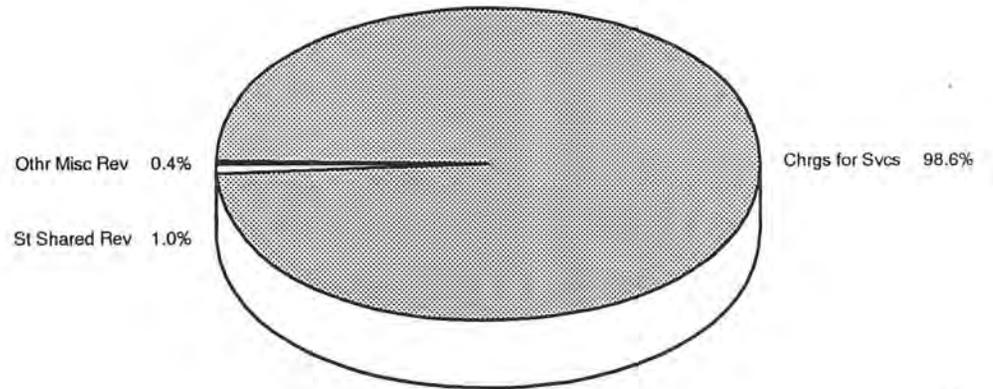
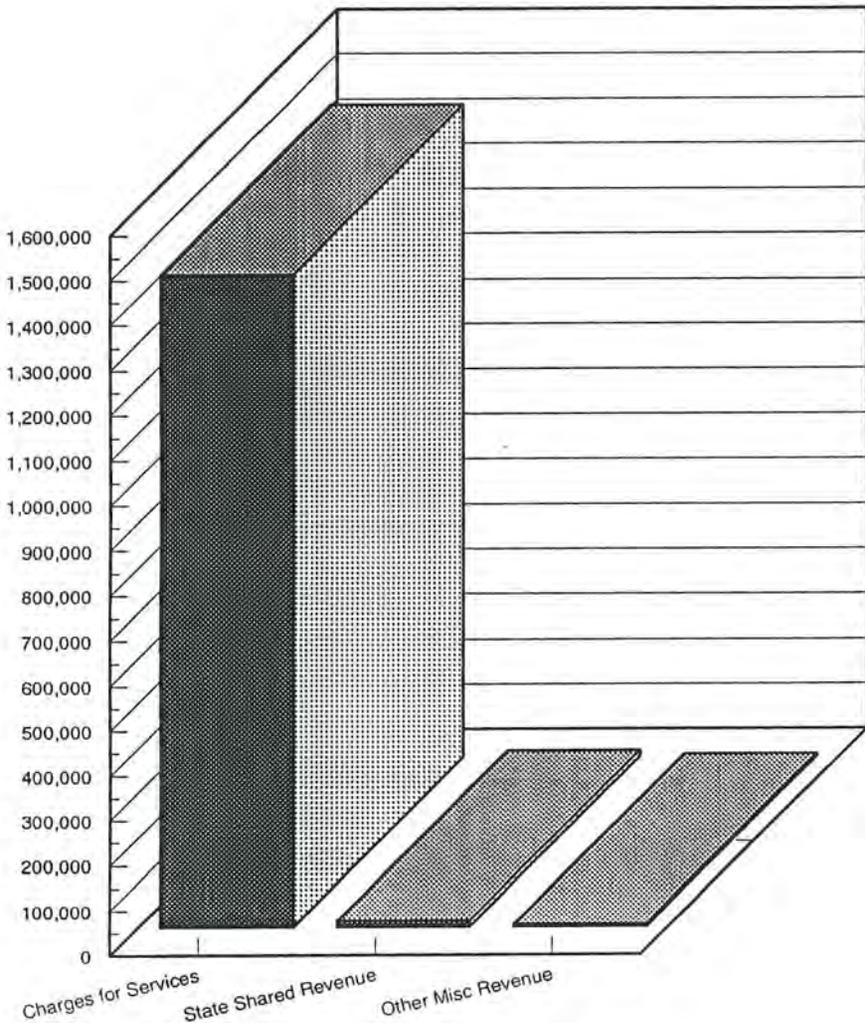


FIVE YEAR HISTORY					
Description	1989-90	1990-91	1991-92	1992-93	1993-94
	Actual	Actual	Actual	Amended	Proposed
EXPENDITURES					
Reserve	0	0	0	0	59,000
Protective Inspection	79,879	84,564	95,055	143,000	155,300
Recreation	207,483	362,487	232,308	256,000	222,100
Buildings & Grounds	203,816	210,455	246,904	409,100	544,000
Fire Control	455,474	446,445	429,490	599,460	536,100
Roads & Streets	780,783	821,012	714,072	1,133,000	978,800
General Government	1,267,856	1,370,059	1,375,415	1,165,200	1,220,000
Law Enforcement	1,266,897	1,328,657	1,489,860	1,672,200	1,574,100
Total Expenditures	4,262,188	4,623,679	4,583,104	5,377,960	5,289,400

CITY OF HOLLY HILL

SOLID WASTE REVENUES

BUDGET YEAR 1993-94

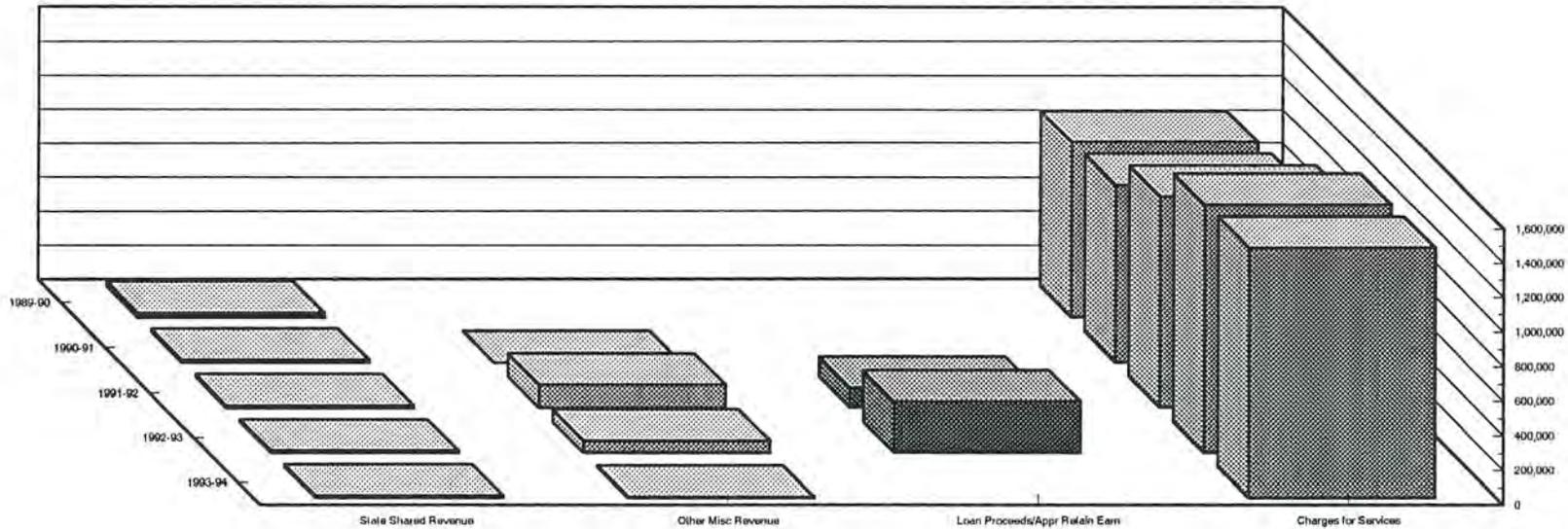


State Shared Revenue	14,000
Charges for Services	1,450,400
Other Misc Revenue	<u>6,000</u>
Total Solid Waste Revenue	1,470,400

CITY OF HOLLY HILL

SOLID WASTE REVENUES

BUDGET YEAR 1993-94

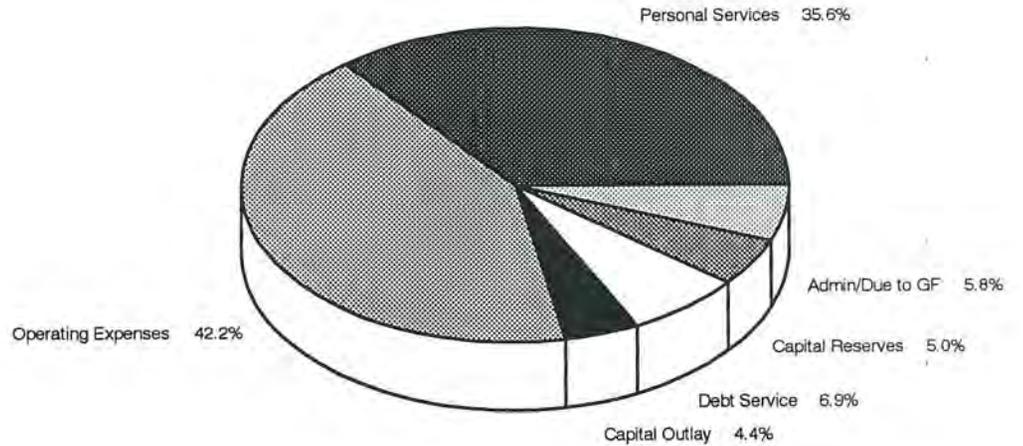
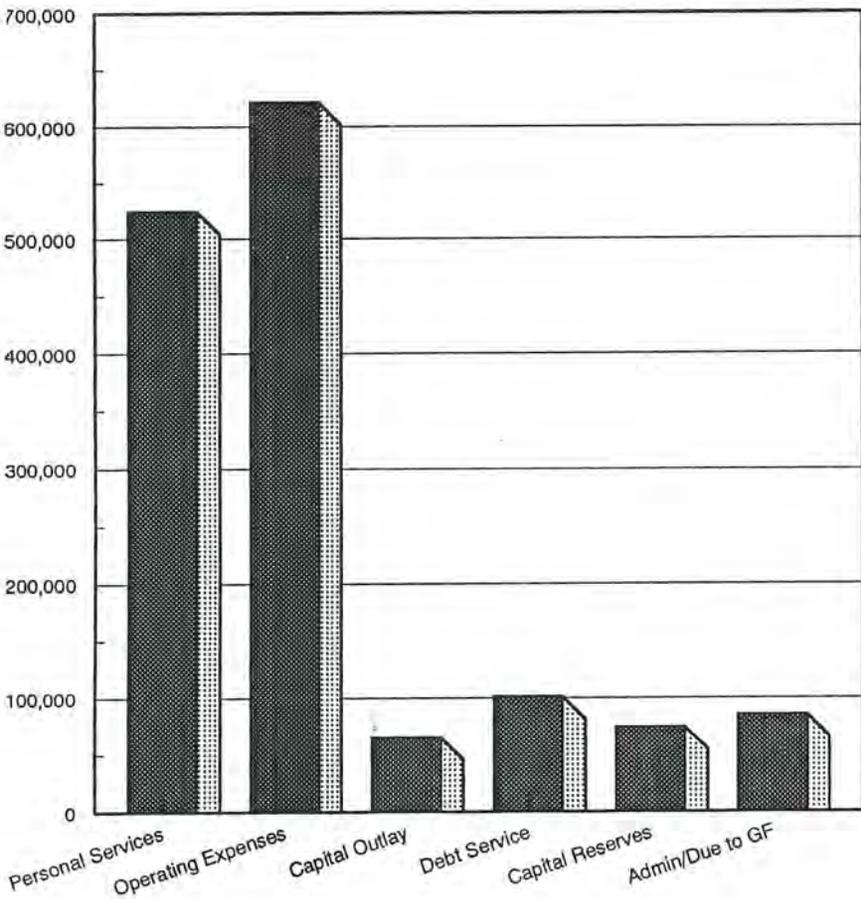


FIVE YEAR HISTORY					
Description	1989-90 Actual	1990-91 Actual	1991-92 Actual	1992-93 Amended	1993-94 Proposed
REVENUES					
State Shared Revenue	28,264	20,258	16,188	14,000	14,000
Other Misc Revenue	0	3,526	134,328	74,000	6,000
Loan Proceeds/Appr Retain Earn	0	0	118,269	298,800	0
Charges for Services	1,025,563	1,037,045	1,229,280	1,443,900	1,450,400
Total Revenues	1,053,827	1,060,829	1,498,065	1,830,700	1,470,400

CITY OF HOLLY HILL

SOLID WASTE EXPENDITURES

BUDGET YEAR 1993-94

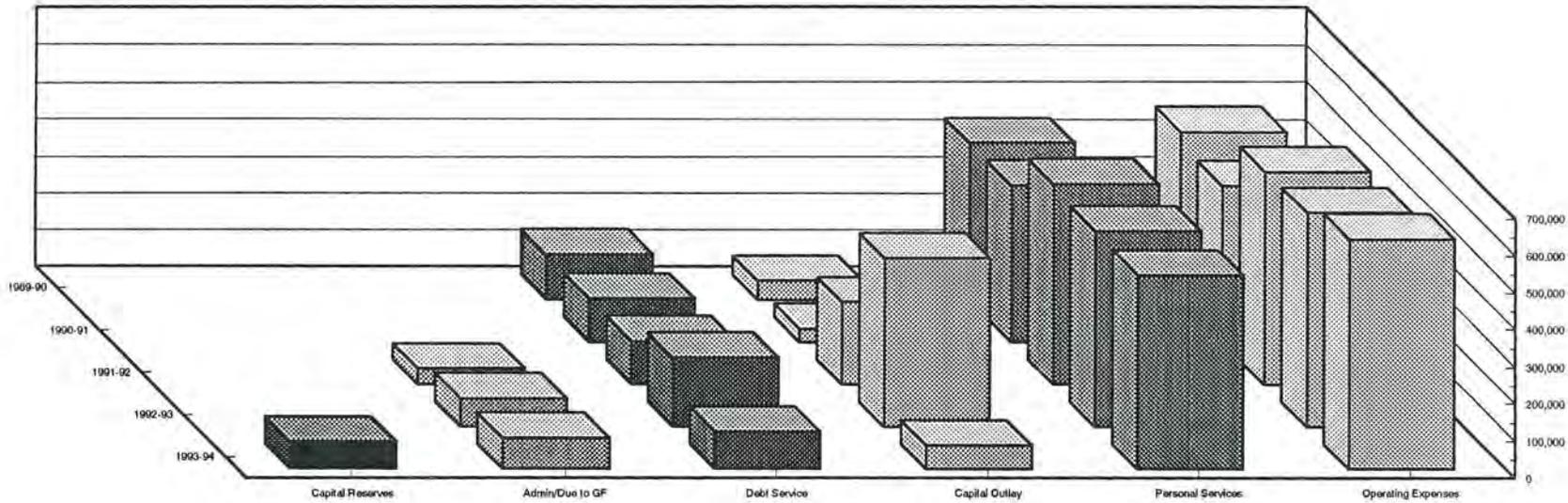


Personal Services	524,100
Operating Expenses	621,200
Capital Outlay	65,000
Debt Service	101,100
Capital Reserves	74,100
Admin/Due to GF	<u>84,900</u>
Total Solid Waste Expenditures	1,470,400

CITY OF HOLLY HILL

SOLID WASTE EXPENDITURES

BUDGET YEAR 1993-94



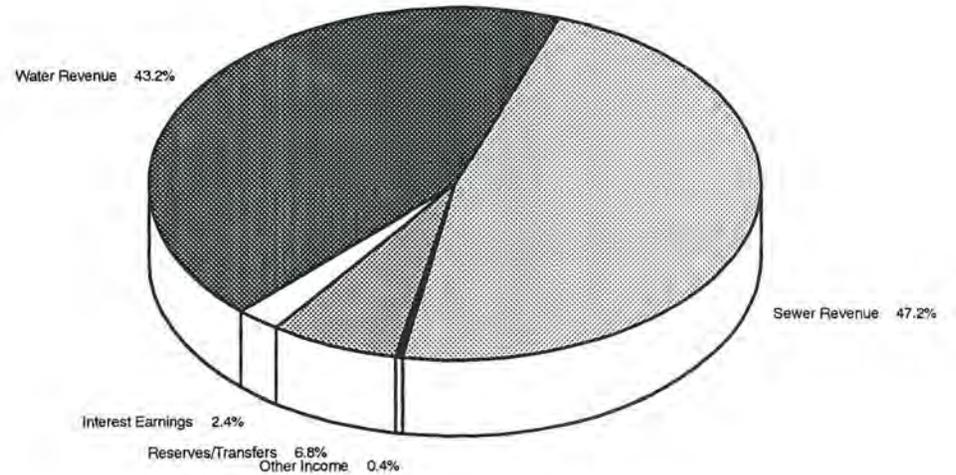
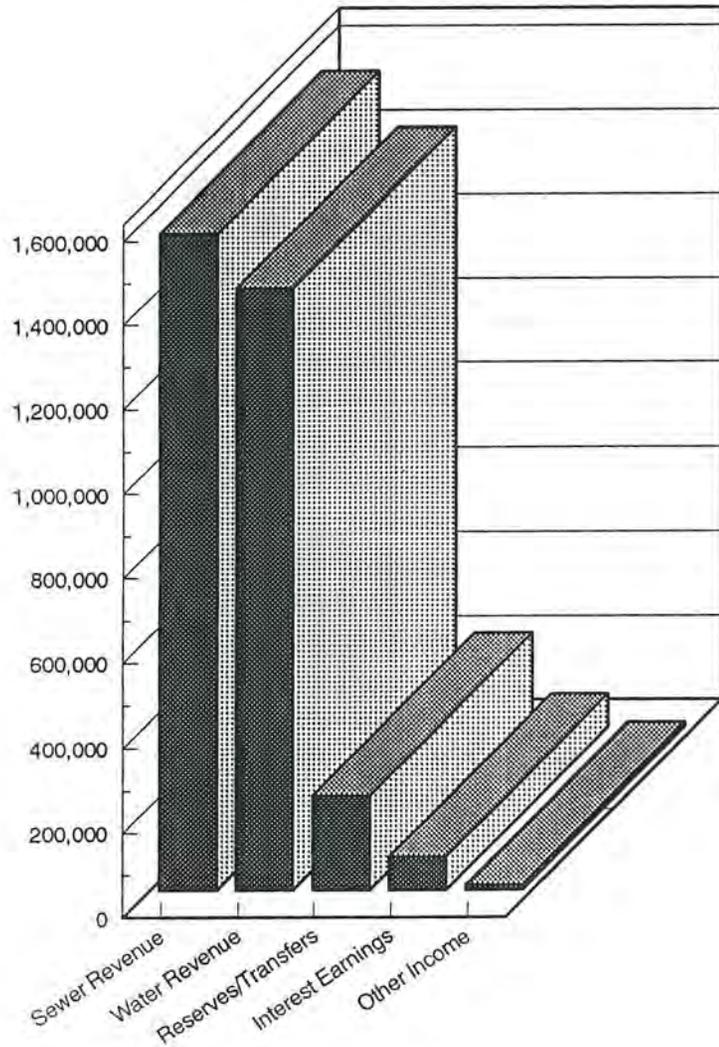
FIVE YEAR HISTORY

Description	1989-90 Actual	1990-91 Actual	1991-92 Actual	1992-93 Amended	1993-94 Proposed
Expenditures					
Capital Reserves	0	0	0	0	74,100
Admin/Due to GF	0	0	43,300	77,000	84,900
Debt Service	124,973	118,184	117,639	188,000	101,100
Capital Outlay	52,682	35,383	221,833	456,000	65,000
Personal Services	428,134	426,728	544,892	529,600	524,100
Operating Expenses	457,265	424,997	576,767	580,100	621,200
Total Expenditures	1,063,054	1,005,292	1,504,431	1,830,700	1,470,400

CITY OF HOLLY HILL

WATER & SEWER REVENUE

BUDGET YEAR 1993-94

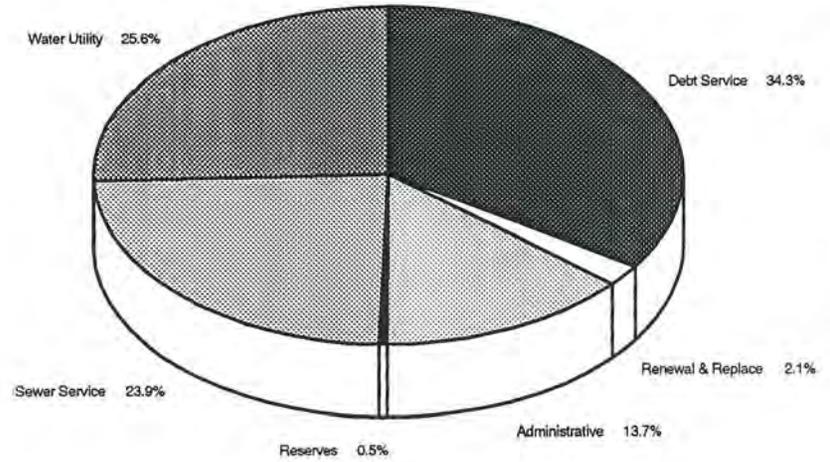
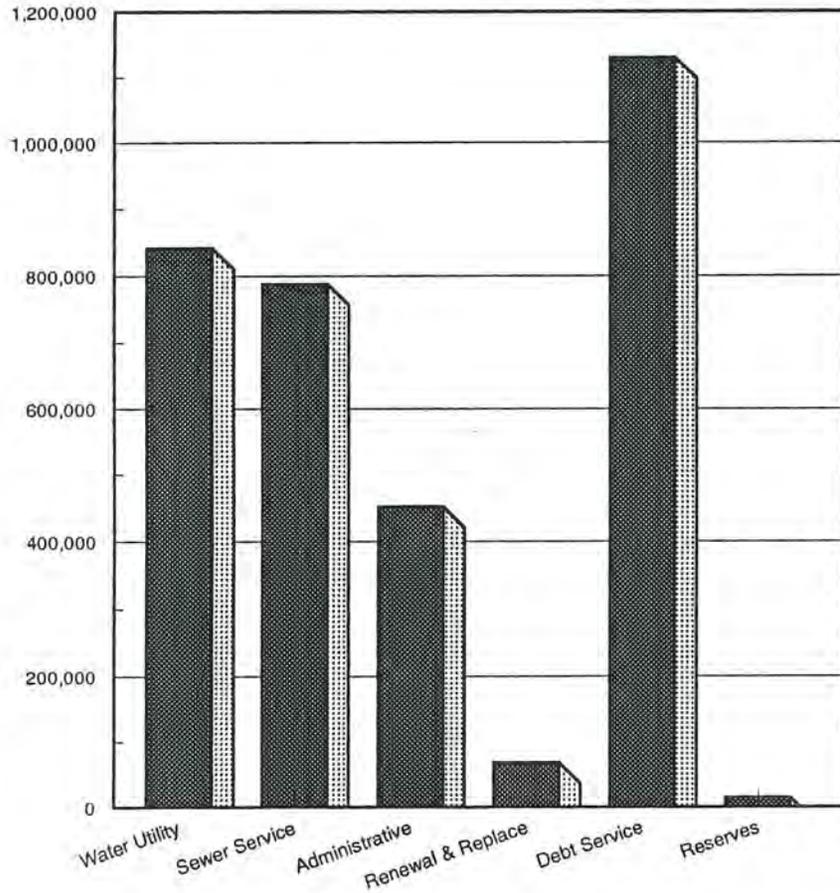


Sewer Revenue	1,555,000
Water Revenue	1,424,000
Reserves/Transfers	223,800
Interest Earnings	78,000
Other Income	<u>12,000</u>
Total Revenue	3,292,800

CITY OF HOLLY HILL

WATER & SEWER EXPENDITURES

BUDGET YEAR 1993-94

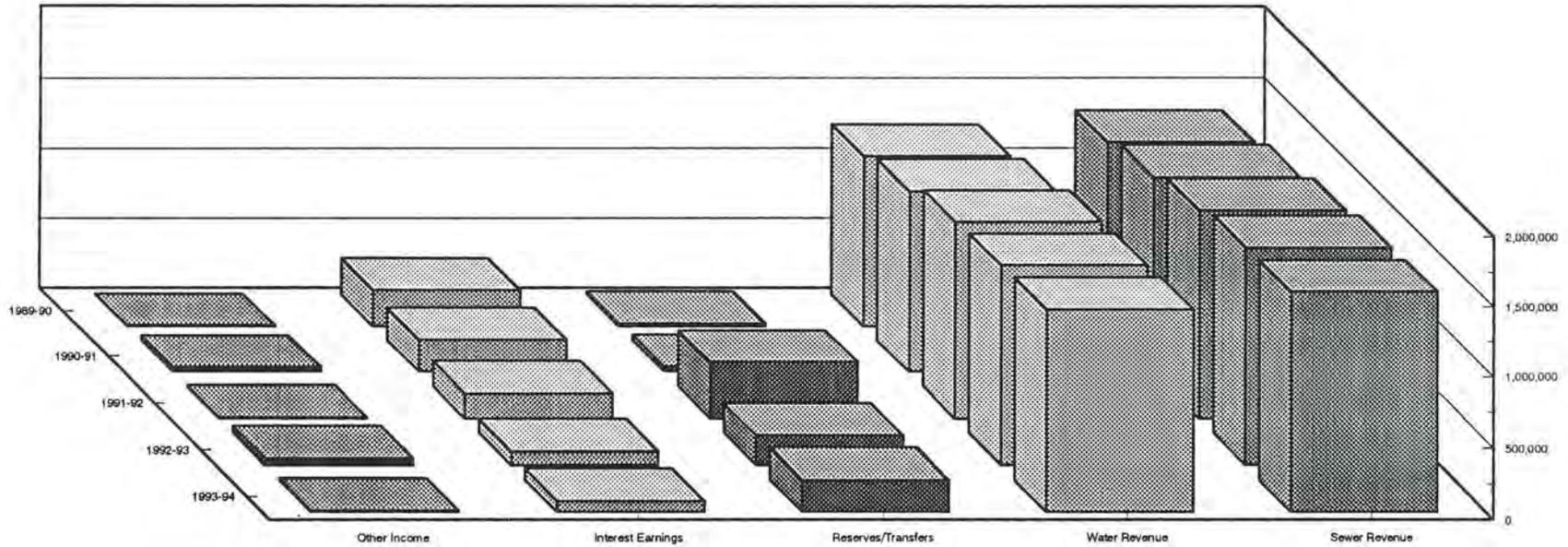


Water Utility Service	841,500
Sewer Service	787,300
Administrative	452,000
Renewal & Replacement	68,000
Debt Service	1,129,000
Reserves	<u>15,000</u>
Total Expenditures	3,292,800

CITY OF HOLLY HILL

WATER & SEWER REVENUES

BUDGET YEAR 1993-94

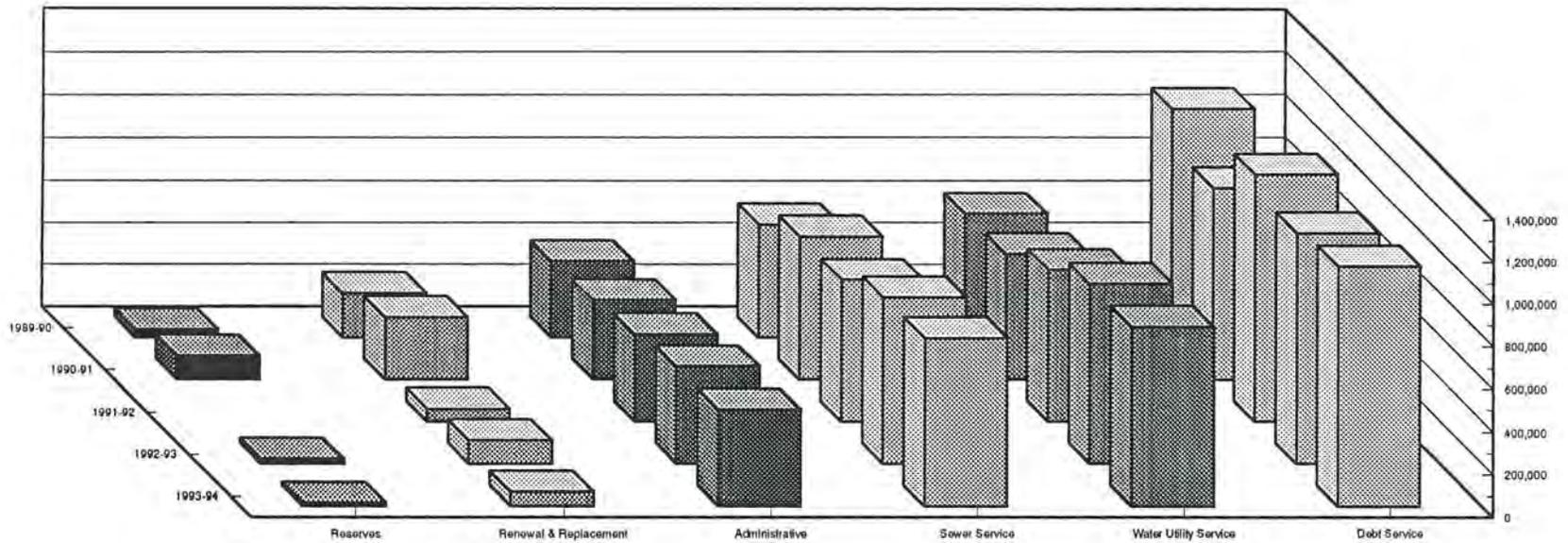


FIVE YEAR HISTORY					
Description	1989-90	1990-91	1991-92	1992-93	1993-94
	Actual	Actual	Actual	Amended	Proposed
REVENUES					
Other Income	7,442	32,458	9,129	49,100	12,000
Interest Earnings	257,782	230,238	172,948	98,000	78,000
Reserves/Transfers	20,295	39,712	396,756	206,600	223,800
Water Revenue	1,216,440	1,295,361	1,400,156	1,417,000	1,424,000
Sewer Revenue	1,319,239	1,394,437	1,484,379	1,546,000	1,555,000
Total Revenues	2,821,198	2,992,206	3,463,368	3,316,700	3,292,800

CITY OF HOLLY HILL

WATER & SEWER EXPENDITURES

BUDGET YEAR 1993-94



FIVE YEAR HISTORY

Description	1989-90 Actual	1990-91 Actual	1991-92 Actual	1992-93 Amended	1993-94 Proposed
EXPENDITURES					
Reserves	42,000	113,358	0	25,100	15,000
Renewal & Replacement	211,510	295,241	61,500	112,900	68,000
Administrative	364,053	376,036	412,800	459,000	452,000
Sewer Service	537,940	677,939	669,700	783,300	787,300
Water Utility Service	588,081	596,147	718,500	848,400	841,500
Debt Service	1,080,500	906,600	1,166,000	1,088,000	1,129,000
Total Expenditures	2,824,084	2,965,321	3,028,500	3,316,700	3,292,800

**CITY OF HOLLY HILL
PERSONNEL SUMMARY**

	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
	Budgeted Positions	Budgeted Positions	Budgeted Positions	Budgeted Positions	Budgeted Positions
<u>GENERAL GOVERNMENT</u>					
<u>City Manager</u>					
City Manager	1	1	1	1	1
Deputy Clerk	1	1	1	1	1
Administration Assistant to CM	0	0	1	1	1
City Manager Secretary	1	1	1	1	1
Office Assistant/Receptionist	1	1	1	1	1
Custodian	1	1	1	1	1
Carpenter/Tradesworker	<u>1</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>
	6	6	6	6	6
 <u>Finance and Administration</u>					
Finance Director	1	1	1	1	1
Chief Accountant	1	1	1	1	1
Customer Serv Supervisor/Accountant	1	1	1	1	1
Senior Account Clerk	1	1	1	1	1
Account Clerk	1	1	2	2	2
Sr Customer Service Clerk	1	1	1	1	1
Customer Service Clerk II	1	1	1	1	1
Customer Service Clerk I	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
	8	8	9	9	9
 <u>Civil Service</u>					
Secretary	<u>.25</u>	<u>.50</u>	<u>.25</u>	<u>.25</u>	<u>.25</u>
	.25	.50	.25	.25	.25
 <u>PUBLIC SAFETY</u>					
<u>Law Enforcement</u>					
Police Chief	1	1	1	1	1
Police Captain	1	1	1	1	1
Police Sergeant	4	4	4	4	4
Police Corporal	0	0	0	0	3
Sergeant/Criminal Investigator Div	1	1	1	1	1
Police Investigator	2	2	2	2	2
Crime Prevention/Comm Relation Office	2	2	2	1	1
Police Officer	10	10	10	14	11

**CITY OF HOLLY HILL
PERSONNEL SUMMARY**

	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
	<u>Budgeted Positions</u>	<u>Budgeted Positions</u>	<u>Budgeted Positions</u>	<u>Budgeted Positions</u>	<u>Budgeted Positions</u>
<u>PUBLIC SAFETY CON'T</u>					
<u>Law Enforcement Con't</u>					
Code Enforcement Officer	1	1	1	0	0
Telecommunicators	5	5	5	5	5
Staff Assistant	1	1	1	1	1
Office Assistant/CID	1	1	1	1	1
Office Assistant/Records	1	1	1	1	1
Animal Control Officer	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
	31	31	31	33	33
<u>Fire Control</u>					
Fire Chief	1	1	1	1	1
Captain	1	1	1	1	0
Fire Lieutenant	0	0	0	0	3
Fire Inspector EMT	2	2	2	2	1
Driver/Engineer EMT	3	3	3	2	0
Firefighter EMT	<u>3</u>	<u>3</u>	<u>3</u>	<u>4</u>	<u>5</u>
	10	10	10	10	10
<u>Protective Inspection</u>					
Chief Building Official	1	1	1	1	1
Code Enforcement Officer	0	0	0	1.40	1.40
Staff Assistant	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
	2	2	2	3.40	3.40
<u>PUBLIC SERVICES</u>					
<u>Administration</u>					
Public Services Director	1	1	1	1	1
Utilities Manager	0	0	0	0	1
Special Projects Assistant	0	0	0	0	1
Public Works Manager	0	0	0	0	1
Staff Assistant/PSD	1	1	1	1	1
Staff Assistant/PW	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
	3	3	3	3	6

**CITY OF HOLLY HILL
PERSONNEL SUMMARY**

	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
	Budgeted Positions	Budgeted Positions	Budgeted Positions	Budgeted Positions	Budgeted Positions
<u>PUBLIC SERVICES CON'T</u>					
<u>Transportation/Road & Street Facilities</u>					
Garage Supervisor	1	1	1	1	1
Streets Foreman	0	0	0	0	1
Senior Mechanic	0	0	0	0	1
Mechanic	2	3	3	3	2
Equipment/Maintenance Supervisor	0	0	1	1	0
Equipment Operator/Maint Worker	0	1	1	0	6.6
Heavy Equipment Operator	0	0	0	0	2
Crew Chief	1	1	1	2	0
Maintenance Worker 11	2	5	3	3	0
Maintenance Worker 1	<u>8</u>	<u>5</u>	<u>8</u>	<u>7</u>	<u>0</u>
	14	16	18	17	13.6
<u>Buildings & Grounds</u>					
Public Works Supervisor	1	1	1	1	0
Foreman	0	1	1	0	1
Grounds Specialist	1	1	1	1	1
Tradesworker	0	0	0	0	3
Equipment Operator/Maint Worker	0	0	0	0	5
Custodian	0	0	0	0	1.5
Maintenance Worker 11	3	2	0	0	0
Maintenance Worker 1	0	0	4	4	0
Assistant Gardener	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>0</u>
	6	6	8	7	11.5
<u>Recreation</u>					
Director	1	1	1	0	0
Recreation Supervisor	1	1	1	2	2
Staff Assistant	1	1	1	1	1
Maintenance Worker	<u>1.5</u>	<u>1.5</u>	<u>1.5</u>	<u>1.5</u>	<u>0</u>
	4.5	4.5	4.5	4.5	3

**CITY OF HOLLY HILL
PERSONNEL SUMMARY**

	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
	Budgeted Positions	Budgeted Positions	Budgeted Positions	Budgeted Positions	Budgeted Positions
<u>PUBLIC SERVICES CONT</u>					
<u>Garbage/Solid Waste Control</u>					
Deputy Director - Public Works	1	1	1	1	0
Sanitation Foreman	0	0	0	0	1
Senior Mechanic	1	1	1	1	1
Refuse Driver/Operator	8	6	5	5	0
Automated Refuse Operator	0	0	0	0	2
Front End Refuse Operator	0	0	0	0	1
Refuse Collector/Driver	2	2	4	6	7
Maintenance Specialist	<u>1</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>
	13	11	11	13	12
<u>PUBLIC UTILITIES</u>					
<u>Water Utility Service/Water Plant</u>					
Deputy Director - Public Utilities	1	1	1	1	0
Utility Maint Supervisor	0	1	1	1	1
Chief Water Plant Operator	1	1	1	1	1
Lab Technician	0	1	1	1	1
Water Plant Operator	3	2	3	3	3
Water Plant Operator Trainee	1	1	0	0	1
Utility Mechanic	2	2	3	3	3
Meter Reader	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
	10	11	12	12	12
<u>Sewer Service/Water Pollution Control Plant</u>					
Chief Wastewater Plant Operator	0	1	0	0	1
Plant Operator	3	2	2	2	3
Plant Operator Trainee	2	2	3	3	1
Sludge Belt Press Operator	0	0	0	0	1
Utility Mechanic	3	3	3	3	3
Driver	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>0</u>
	9	9	9	9	9
TOTAL PERSONNEL	116.75	118.00	123.75	127.15	128.75

**CITY OF HOLLY HILL
COMBINED BUDGET SUMMARY
1993 - 94**

<u>REVENUES</u>		<u>EXPENDITURES</u>	
TOTAL TAXES	\$3,249,000	GENERAL GOVERNMENT	\$1,220,000
LICENSES & PERMITS	\$152,500	PUBLIC SAFETY	\$2,276,000
FEDERAL, STATE & LOCAL SHARED	\$954,500	PUBLIC SERVICES	\$1,522,800
CHARGES FOR SERVICES	\$69,300	CULTURE/RECREATION	\$222,100
OTHER REVENUES	\$787,200	PUBLIC UTILITIES	\$1,661,800
SOLID WASTE REVENUES	\$1,470,400	SOLID WASTE	\$1,210,300
WATER & SEWER REVENUES	\$3,069,000	DEBT SERVICE	\$1,230,100
TRANSFERS IN	\$503,900	BUDGET RESERVES	\$236,100
APPROPRIATED RESERVES	\$1,839,300	TRANSFERS OUT	\$683,900
		RENEWAL & REPLACEMENT	\$68,000
		CONSTRUCTION FUND	\$1,156,000
		CAPITAL PROJECTS	\$608,000
TOTAL REVENUES	\$12,095,100	TOTAL EXPENDITURES	\$12,095,100

**CITY OF HOLLY HILL
REVENUE COMPARISON
1993 - 94**

	1989-90 ACTUAL	1990-91 ACTUAL	1991-92 ACTUAL	1992-93 AMENDED	1993-94 PROPOSED	% CHANGE
GENERAL FUND						
Ad Valorem Taxes	1,093,868	1,114,858	1,135,303	1,425,000	1,411,000	-1.0%
Sales & Use Taxes	164,720	154,634	150,853	150,000	150,000	0.0%
Franchise Fees	490,469	503,050	510,038	548,000	554,000	1.1%
Utility Service Taxes	916,093	997,695	1,027,853	1,122,000	1,134,000	1.1%
Total Taxes	\$2,665,150	\$2,770,237	\$2,824,047	\$3,245,000	\$3,249,000	0.1%
Licenses & Permits	\$131,742	\$141,469	\$162,885	\$152,500	\$152,500	0.0%
Federal Shared Revenues	0	0	49,095	7,000	92,000	1214.3%
State Shared Revenues	870,801	732,121	746,143	792,400	775,000	-2.2%
Local Shared Revenues	44,757	83,044	19,652	72,300	87,500	21.0%
Total Shared Revenues	\$915,558	\$815,165	\$814,890	\$871,700	\$954,500	9.5%
Charges for Services	67,020	71,629	64,376	69,300	69,300	0.0%
Fines & Forfeitures	86,251	65,862	87,325	85,700	85,700	0.0%
Interest Earnings	141,651	116,494	73,786	55,000	55,000	0.0%
Sales & Compensation	33,924	8,779	0	10,500	10,000	-4.8%
Contributions	1,875	6,333	32,384	800	500	-37.5%
Other Miscellaneous Revenues	26,399	100,732	6,343	11,000	11,000	0.0%
Total Misc Revenue	\$357,120	\$369,829	\$264,214	\$232,300	\$231,500	-0.3%
Appropriations	\$0	\$204,442	\$94,068	\$373,460	\$198,000	-47.0%
Transfers	\$340,000	\$357,000	\$423,000	\$503,000	\$503,900	0.2%
Total General Fund Revenues	\$4,409,570	\$4,658,142	\$4,583,104	\$5,377,960	\$5,289,400	-1.6%

**CITY OF HOLLY HILL
REVENUE COMPARISON
1993 - 94**

	1989-90 ACTUAL	1990-91 ACTUAL	1991-92 ACTUAL	1992-93 AMENDED	1993-94 PROPOSED	% CHANGE
LAW ENFORCEMENT TRUST FUND						
Law Enforcement Trust	\$64,878	\$31,904	\$25,635	\$20,400	\$10,500	-48.5%
SOLID WASTE ENTERPRISE						
State Shared Revenue	28,264	20,258	16,188	14,000	14,000	0.0%
Charges for Services	1,025,563	1,037,045	1,229,280	1,443,900	1,450,400	0.5%
Other Miscellaneous Revenue	0	3,526	134,328	74,000	6,000	-91.9%
Non Revenues	0	0	118,269	298,800	0	-100.0%
Total Solid Waste Enterprise	\$1,053,827	\$1,060,829	\$1,498,065	\$1,830,700	\$1,470,400	-19.7%
WATER & SEWER ENTERPRISE						
Federal Grants	0	19,287	0	0	0	0.0%
Water Revenue	1,216,440	1,295,361	1,400,156	1,417,000	1,424,000	0.5%
Sewer Revenue	1,319,239	1,394,437	1,484,379	1,546,000	1,555,000	0.6%
Interest Earnings	257,782	230,238	172,948	98,000	78,000	-20.4%
Other Income	7,442	13,171	9,129	49,100	12,000	-75.6%
Appropriations	20,295	39,712	396,756	206,600	223,800	8.3%
Total Water & Sewer	\$2,821,198	\$2,992,206	\$3,463,368	\$3,316,700	\$3,292,800	-0.7%
CONSTRUCTION FUND						
Construction Fund	\$5,436,903	\$1,334,020	\$674,401	\$1,706,000	\$1,424,000	-16.5%
CAPITAL PROJECTS FUND						
Capital Projects	\$0	\$0	\$0	\$1,008,000	\$608,000	-39.7%
TOTAL ALL FUNDS	\$13,786,376	\$10,077,101	\$10,244,573	\$13,259,760	\$12,095,100	-8.8%

**CITY OF HOLLY HILL
EXPENDITURE COMPARISON
1993 - 94**

	1989-90 ACTUAL	1990-91 ACTUAL	1991-92 ACTUAL	1992-93 AMENDED	1993-94 PROPOSED	% CHANGE
General Government	\$1,267,856	\$1,370,059	\$1,375,415	\$1,165,200	\$1,220,000	4.7%
Public Safety	\$1,802,251	\$1,859,666	\$2,014,405	\$2,414,660	\$2,265,500	-6.2%
Public Services	\$984,599	\$1,031,467	\$960,976	\$1,542,100	\$1,522,800	-1.3%
Culture/Recreation	\$207,483	\$362,487	\$232,308	\$256,000	\$222,100	-13.2%
Transfers	\$0	\$0	\$0	\$0	\$59,000	100.0%
Total General Fund	\$4,262,189	\$4,623,679	\$4,583,104	\$5,377,960	\$5,289,400	-1.6%
Law Enforcement Trust	\$40,869	\$19,976	\$25,635	\$20,400	\$10,500	-48.5%
Total Special Revenue Funds	\$40,869	\$19,976	\$25,635	\$20,400	\$10,500	-48.5%
Solid Waste	\$1,063,054	\$1,005,292	\$1,504,431	\$1,830,700	\$1,470,400	-19.7%
Total Solid Waste	\$1,063,054	\$1,005,292	\$1,504,431	\$1,830,700	\$1,470,400	-19.7%
Water and Sewer	\$1,490,074	\$1,652,734	\$1,940,655	\$2,090,700	\$2,080,800	-0.5%
Renewal and Replacement	\$211,510	\$108,358	\$365,983	\$138,000	\$83,000	-39.9%
Debt Service	\$870,325	\$1,162,516	\$1,161,369	\$1,088,000	\$1,129,000	3.8%
Construction Fund	\$5,436,903	\$1,334,020	\$674,401	\$727,000	\$1,424,000	95.9%
Capitol Projects	\$0	\$0	\$0	\$1,008,000	\$608,000	-39.7%
Total Water and Sewer Funds	\$8,008,812	\$4,257,628	\$4,142,408	\$5,051,700	\$5,324,800	5.4%
TOTAL ALL FUNDS	\$13,374,924	\$9,906,575	\$10,255,578	\$12,280,760	\$12,095,100	-1.5%

**CITY OF HOLLY HILL
SUMMARY OF EXPENDITURES
1993 - 94**

GENERAL FUND

<u>Department</u>	<u>Operating</u>	<u>Capital</u>	<u>Debt Service & Reserves</u>	<u>Total</u>
General Government	\$1,111,000	\$8,000	\$160,000	1,279,000
Law Enforcement	1,564,100	10,000	0	1,574,100
Fire Control	493,300	3,000	39,800	536,100
Protective Inspection	155,300	0	0	155,300
Transportation/Road & Street	679,000	299,800	0	978,800
Buildings & Grounds	401,200	142,800	0	544,000
Recreation	222,100	0	0	222,100
TOTAL	<u>\$4,626,000</u>	<u>\$463,600</u>	<u>\$199,800</u>	<u>\$5,289,400</u>

LAW ENFORCEMENT TRUST FUND

<u>Department</u>	<u>Operating</u>	<u>Capital</u>	<u>Debt Service & Reserves</u>	<u>Total</u>
Law Enforcement	<u>\$10,500</u>	<u>\$0</u>	<u>\$0</u>	<u>\$10,500</u>

SOLID WASTE ENTERPRISE FUND

<u>Department</u>	<u>Operating</u>	<u>Capital</u>	<u>Debt Service & Reserves</u>	<u>Total</u>
Garbage/Solid Waste Control	\$1,145,300	\$65,000	\$175,200	\$1,385,500
Transfer to General/Admin	84,900	0	0	84,900
	<u>\$1,230,200</u>	<u>\$65,000</u>	<u>\$175,200</u>	<u>\$1,470,400</u>

**CITY OF HOLLY HILL
SUMMARY OF EXPENDITURES
1993 - 94**

WATER AND SEWER SYSTEM ENTERPRISE FUND

<u>Department</u>	<u>Operating</u>	<u>Capital</u>	<u>Debt Service & Reserves</u>	<u>Total</u>
Water Utility Service	\$834,500	\$7,000	\$0	\$841,500
Sewer Service	741,900	45,400	0	787,300
Administrative	452,000	0	0	452,000
Operating Reserve	0	0	0	0
Debt Service	0	0	1,129,000	1,129,000
Renewal & Replacement	0	68,000	15,000	83,000
TOTAL	<u>\$2,028,400</u>	<u>\$120,400</u>	<u>\$1,144,000</u>	<u>\$3,292,800</u>

CONSTRUCTION FUND

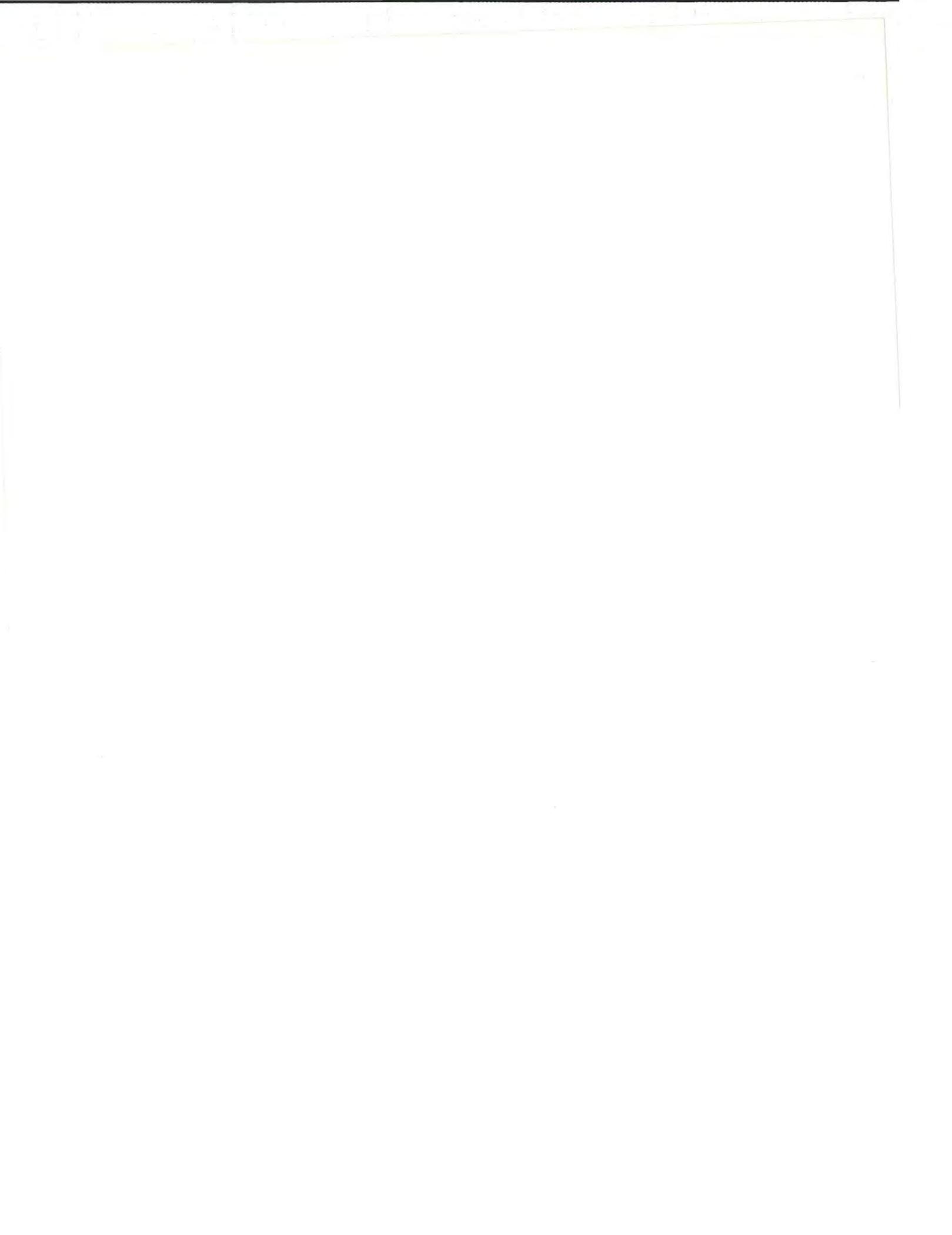
<u>Department</u>	<u>Operating</u>	<u>Capital</u>	<u>Debt Service & Reserves</u>	<u>Total</u>
Water Improvements	\$0	\$1,336,000	\$88,000	\$1,424,000
Wastewater Improvements	0	0	0	0
TOTAL	<u>\$0</u>	<u>\$1,336,000</u>	<u>\$88,000</u>	<u>\$1,424,000</u>

CAPITAL PROJECTS FUND

<u>Department</u>	<u>Operating</u>	<u>Capital</u>	<u>Debt Service & Reserves</u>	<u>Total</u>
Capital Projects	<u>\$0</u>	<u>\$566,000</u>	<u>\$42,000</u>	<u>\$608,000</u>
TOTAL EXPENDITURES	<u>\$7,895,100</u>	<u>\$2,551,000</u>	<u>\$1,649,000</u>	<u>\$12,095,100</u>

**CITY OF HOLLY HILL
ESTIMATED FUND BALANCES
1993 - 94**

FUND	Est Beginning Fund Balance Sept 30, 1993	Revenue Projection 1993-94	Expenditure Projection 1993-94	Estimated Fund Balance Sept 30, 1994
General Fund				
Unreserved	\$ 729,000	\$ 4,817,400	\$ 4,817,400	\$ 729,000
Stormwater Utility	461,000	271,000	466,000	266,000
Police Education	7,200	3,000	6,000	4,200
Sub Total	\$ 1,197,200	\$ 5,091,400	\$ 5,289,400	\$ 999,200
Law Enforcement Trust	28,600	0	10,500	18,100
Capital Projects	428,000	180,000	608,000	0
Solid Waste	0	1,470,400	1,396,300	74,100
Water and Sewer	1,121,000	3,119,000	3,277,800	962,200
Construction	979,000	445,000	1,424,000	0
TOTAL	\$ 3,753,800	\$ 10,305,800	\$ 12,006,000	\$ 2,053,600



**CITY OF HOLLY HILL
NOTES PAYABLE
1993 - 94**

Present notes payable are summarized as follows:

<u>Lender / Purpose</u>	<u>Principal Balance 10/01/93</u>	<u>Principal Payment 1993-94</u>	<u>Interest Payment 1993-94</u>	<u>Principal Balance 9/30/94</u>
GENERAL FUND				
Sun Bank of Volusia County- City Hall/Fire Station Renovation & Fire Truck	<u>\$808,000</u>	<u>\$67,565</u>	<u>\$32,173</u>	<u>\$740,435</u>
SOLID WASTE ENTERPRISE				
Sun Bank of Volusia County- 2 Garbage Trucks	\$237,892	\$47,600	\$10,245	\$190,292
General Fund/Roll-Off Truck and Containers	<u>80,000</u>	<u>40,000</u>	<u>3,250</u>	<u>40,000</u>
Total Solid Waste	<u>\$317,892</u>	<u>\$87,600</u>	<u>\$13,495</u>	<u>\$230,292</u>
NOTES PAYABLE BALANCE	<u>\$1,125,892</u>	<u>\$155,165</u>	<u>\$45,668</u>	<u>\$970,727</u>

CITY OF HOLLY HILL
BONDS PAYABLE
1993 - 94

DEBT SERVICE REQUIREMENTS TO MATURITY

FISCAL YEAR		PRINCIPAL	INTEREST	TOTAL DEBT SERVICE
OCTOBER 1,	ENDING			
	1993	\$ 165,000	\$ 748,420	\$ 913,420
	1994	230,000	893,319	1,123,319
	1995	240,000	885,039	1,125,039
	1996	245,000	875,679	1,120,679
	1997	255,000	865,144	1,120,144
	1998	270,000	853,414	1,123,414
	1999	280,000	840,589	1,120,589
	2000	295,000	826,589	1,121,589
	2001	310,000	811,544	1,121,544
	2002	330,000	795,114	1,125,114
	2003	345,000	776,964	1,121,964
	2004	365,000	757,644	1,122,644
	2005	385,000	736,656	1,121,656
	2006	410,000	714,038	1,124,038
	2007	435,000	689,438	1,124,438
	2008	460,000	663,338	1,123,338
	2009	490,000	635,163	1,125,163
	2010	520,000	605,150	1,125,150
	2011	550,000	573,300	1,123,300
	2012	585,000	539,613	1,124,613
	2013	620,000	503,781	1,123,781
	2014	660,000	465,806	1,125,806
	2015	700,000	425,381	1,125,381
	2016	740,000	382,506	1,122,506
	2017	785,000	337,181	1,122,181
	2018	835,000	289,100	1,124,100
	2019	885,000	237,956	1,122,956
	2020	940,000	183,750	1,123,750
	2021	1,000,000	126,175	1,126,175
	2022	1,060,000	64,925	1,124,925
TOTAL		\$ 15,390,000	\$ 18,102,712	\$ 33,492,712

**CAPITAL OUTLAY
FISCAL YEAR 1993-94**

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

	ITEM COST	TOTAL COST
General Government		
		\$8,000
Code Book on Disk	2,000	
Workstations, Portable Walls	6,000	
Law Enforcement		
		\$10,000
3 Radar Units - 1 Hawk, 1 Trooper and 1-S Trooper	5,635	
Cumputer with Laser Printer	4,300	
Fire Control		
		\$3,000
Carlin Valve	2,200	
Video Camera	800	
Transportation/Road & Street Facilities		
		\$299,800
Carryover from 1992-93 Drainage Projects:	200,000	
Regrade 11th Street Canal from Ridgewood to Riverside (to be completed by Vol Co)		
Replace Culvert at 10th Street & Grove Canal		
Replace Culvert at 8th Street & Grove Canal		
Construct Orange Avenue Improvements		
Construct Grove Street Improvements		
Construct Magnolia Ave & Marlene Dr at 8th Street Improvements		
Construct Carswell Ave & 6th Street Improvements		
Miscellaneous Improvements (Right-of-Way, Easements, Etc)		
Street Sweeper	95,000	
Parts Washer	729	
Ridgewood & Flomich - Resurface & Remark 200' East Side	4,000	
Buildings and Grounds		
		\$142,800
Ross Point Park Improvements	135,000	
Tennis Court Repairs	2,800	
School Improvements	4,000	
Batting Cage Frame	1,000	

**CAPITAL OUTLAY
FISCAL YEAR 1993-94**

		\$65,000
Garbage/Solid Waste Control Services	23,000	
Roll-off Containers (10)	12,000	
Dumpsters	15,000	
300 Replacement Containers	1,000	
Other Equipment	14,000	
Recycling Grant		
		\$7,000
Water Treatment Plant	5,000	
200 Meters	1,800	
3 Hydrants		
		\$45,400
Water Pollution Control Plant	21,000	
Service Truck	2,400	
Rescue & Retrieval System (confined spaces)	22,000	
CADD/GIS System - Processor, Software & Plotter		
		63,000
Renewal & Replacement	40,500	
Water Plant Filter Repairs	22,500	
Sewage Pumping Station Control System Repairs (3)		
		1,110,000
Series 1992 Construction	240,000	
Nova Road Utility Adj/System Expansion West of Nova (DOT)	350,000	
I-95 Interchange Raw Water Main Adj	10,000	
Wellfield Electrical Interconnect		
Washwater Recovery System (WPC FY 92-93)	10,000	
Wellfield Wetlands Monitoring System	500,000	
Wastewater Reuse System		
		\$1,754,000
Total Capital Outlay		

GENERAL FUND

GENERAL FUND

ANNUAL BUDGET

1993-94

GENERAL FUND REVENUE EXPLANATION

Property Tax Revenue

The General Fund revenue projections include ad valorem tax revenue of \$1,391,000. This estimate is based on the millage rate of \$5.4695 per \$1,000 assessed valuation of \$259,499,255. The proposed millage rate represents a 1.3% decrease from the rolled-back rate of \$5.54346. The current year gross taxable value decreased by \$2,103,960, or .80% from the 1992 final gross taxable value of \$263,008,396. The following table provides a summary of the City's anticipated tax collections at the rate of 98% estimated collections.

Gross taxable value	\$260,904,436
Less exemptions	
(new construction + additions - deletions)	1,405,181
Adjusted taxable value	259,499,255
Rate per \$1,000	5.4695
1992-93 tax levy	1,419,331
Estimated % of collections	98%
Estimated current tax collections	1,390,944

Sales and Use Taxes

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

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

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

Franchise Fees

Based on eight months' collections, revenue from franchise fees is anticipated to increase by \$6,000, over the 1992-93 amended estimates. The following table shows the franchise fee charged to various companies:

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

Utility Service Taxes

Based on current and historical revenue information, the electric, telephone and gas utility taxes is anticipated to increase by \$17,000. The stormwater utility fee revenue is anticipated at \$271,000 based on current year estimates. This revenue is used for maintenance and repairs to the storm drainage system and for new projects.

Licenses and Permits

Revenue from occupational licenses is anticipated to increase based on last year's collections. Permit fees are anticipated

to remain approximately the same as the 1992-93 estimates and are based on eight months' collections.

State Shared Revenues

This revenue is received from the State for grants, one-half cent of the state sales tax, cigarette tax, mobile home licenses, alcoholic beverage licenses, and motor fuel tax rebate. The State Revenue Sharing line item is composed of both cigarette taxes and the 8th cent motor fuel tax. Currently, 33% of the City's State Revenue Sharing funds are from the 8th cent motor fuel tax. This amount, approximately \$90,750, is restricted by F.S.S. 206.605(3) to road use only. This use includes the purchase of transportation facilities and road and street rights-of-way, construction reconstruction and maintenance of roads and streets. The F.S.S. 206.625(1) provides that the return of tax paid by the City (Motor Fuel Tax Rebate) will also be used for roads and streets construction, reconstruction, and maintenance.

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

Local Shared Revenues

This revenue is monies received from the County for grants and for the City share of County licenses. The city has anticipated receiving grant funds of \$67,500 from the Port Authority for Ross Point Park improvements. Based on eight months' collections, the city's share of county licenses is expected to remain the same.

Fines and Forfeitures

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

issued and revenue of \$2,000 is projected.

Interest Earnings

Interest earnings are based on current average earnings for 1992-93.

Miscellaneous Revenues

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

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

Appropriated Fund Balances and Reserves

Prior year cash reserves of \$3,000 will be used to fund additional police education. An appropriation of \$195,000 from stormwater utility reserves is also included to fund major projects.

Transfers

Transfers from the Water and Sewer Enterprise Fund and the Solid Waste Enterprise Fund totalling \$496,000 will defray those funds' administrative expenses and share of debt service payments for City Hall Renovations budgeted in the General Fund.

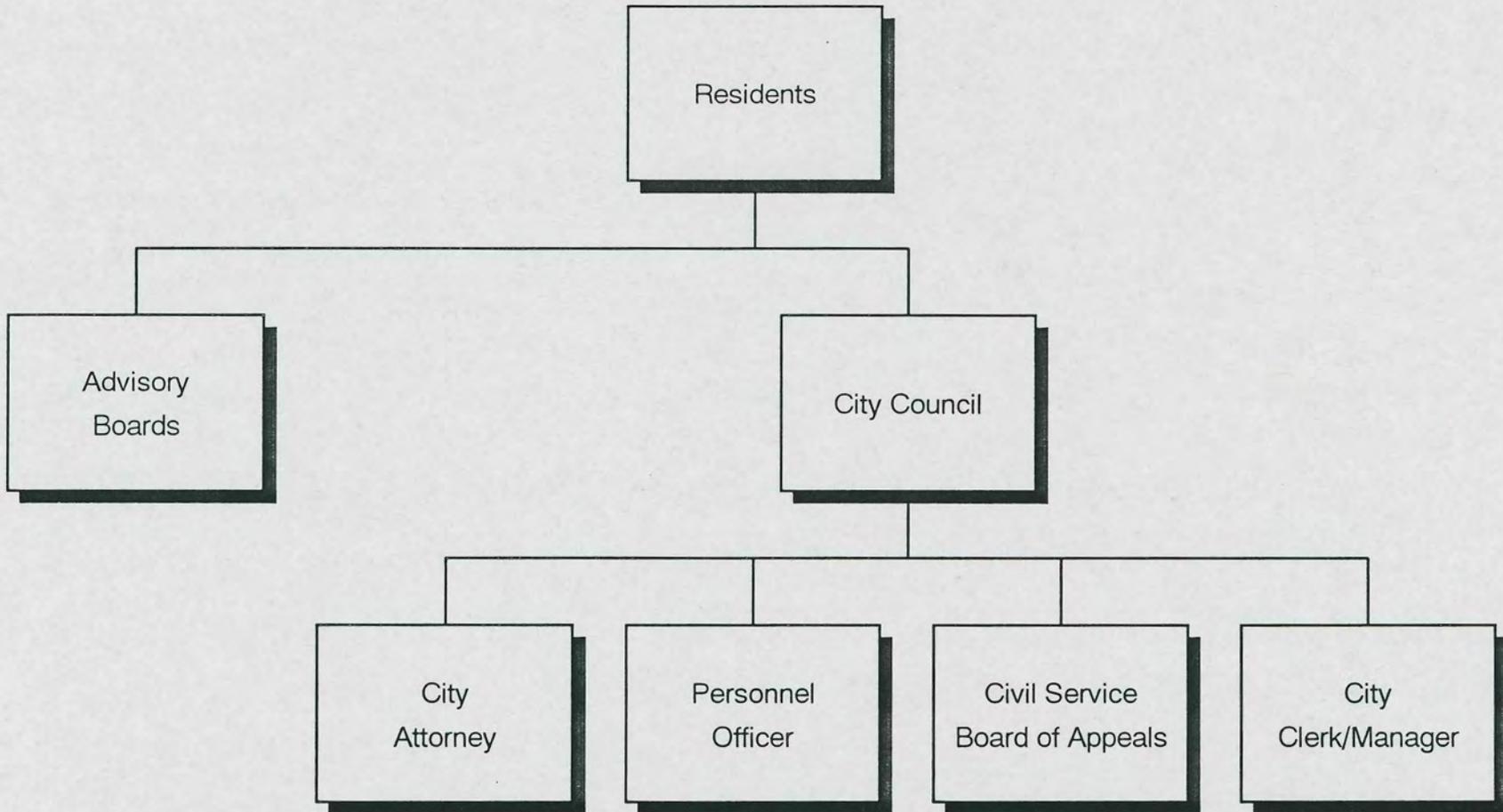
Loan Proceeds

No loans are anticipated in this budget.

FUND ACCOUNT		ACCOUNT NAME	1989-90 ACTUAL	1990-91 ACTUAL	1991-92 ACTUAL	1992-93 BUDGET	1992-93 AMENDED	1993-94 PROPOSED
LICENSES & PERMITS								
001	321.100	Professional & Occupational Licenses	\$ 97,435	\$ 109,191	\$ 118,023	\$ 106,000	\$ 115,000	\$ 115,000
001	322.100	Building Permits	13,059	14,255	16,584	14,000	14,000	14,000
001	322.110	Electrical Permits	6,558	4,878	9,705	8,500	8,500	8,500
001	322.120	Plumbing Permits	2,317	2,352	5,453	4,500	3,000	3,000
001	322.130	Mechanical Permits	2,813	2,678	4,014	3,000	4,000	4,000
001	329.100	Other Licenses & Permits	9,559	8,115	9,106	8,000	8,000	8,000
		Sub-total Licenses & Permits	\$ 131,742	\$ 141,469	\$ 162,885	\$ 144,000	\$ 152,500	\$ 152,500
FEDERAL SHARED REVENUES								
001	331.210	D.A.R.E. Grant	\$ 0	\$ 0	\$ 0	\$ 0	\$ 7,000	\$ 7,000
001	331.710	Land & Water conservation Fund Grant	0	0	49,095	0	0	85,000
		Sub-total Federal Shared Revenues	\$ 0	\$ 0	\$ 49,095	\$ 0	\$ 7,000	\$ 92,000
STATE SHARED REVENUES								
001	334.150	Dept of Community Affairs	\$ 0	\$ 21,447	\$ 3,483	\$ 0	\$ 3,400	\$ 0
001	334.750	State Grant	63,584	(63,584)	0	0	40,000	0
001	335.110	Two Cents Additional Cigarette Tax	49,216	44,601	42,660	40,000	42,000	43,000
001	335.120	State Revenue Sharing	319,801	294,228	274,511	280,000	275,000	270,000
001	335.140	Mobile Home Licenses	12,627	12,499	13,204	13,000	13,000	13,000
001	335.150	Alcoholic Beverage Licenses	8,044	11,451	9,688	11,000	11,000	11,000
001	335.180	Half Cent Sales Tax	413,263	406,533	401,378	403,000	405,000	435,000
001	335.410	Motor Fuel Tax Rebate	4,265	4,946	1,219	4,000	3,000	3,000
		Sub-total State Shared Revenues	\$ 870,801	\$ 732,121	\$ 746,143	\$ 751,000	\$ 792,400	\$ 775,000

FUND ACCOUNT		ACCOUNT NAME	1989-90 ACTUAL	1990-91 ACTUAL	1991-92 ACTUAL	1992-93 BUDGET	1992-93 AMENDED	1993-94 PROPOSED
LOCAL SHARED REVENUES								
001	337.400	Co Contrib/Sidewalks	\$ 24,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
001	337.700	Port Authority	0	31,250	0	0	46,000	67,500
001	337.710	Co Land Acquisition Fund	0	31,250	0	0	0	0
001	338.200	City Share of County Licenses	20,757	20,544	19,652	20,000	20,000	20,000
001	337.200	Co contrib/911 Grant	0	0	0	0	6,300	0
Sub-total Local Shared Revenues			\$ 44,757	\$ 83,044	\$ 19,652	\$ 20,000	\$ 72,300	\$ 87,500
Total Shared Revenues			\$ 915,558	\$ 815,165	\$ 814,890	\$ 771,000	\$ 871,700	\$ 954,500
CHARGES FOR SERVICES								
001	341.200	Zoning Fees	\$ 2,726	\$ 3,974	\$ 2,871	\$ 3,900	\$ 3,000	\$ 3,000
001	341.210	Legal Ad Reimbursements	0	1,755	1,419	1,900	1,500	1,500
001	341.300	Sales of Maps/Publications	385	258	305	600	300	300
001	341.400	Certifications/Xerox Copies	1,167	1,037	1,103	1,000	1,000	1,000
001	342.100	Police Services	2,687	3,195	2,784	3,500	3,500	3,500
001	347.210	Program Activity Fees	53,818	54,179	47,181	54,000	50,000	50,000
001	347.430	Special Events	0	0	433	0	1,000	1,000
001	347.530	Sica Hall Revenues	6,237	7,231	8,280	8,500	9,000	9,000
Sub-total Charges for Services			\$ 67,020	\$ 71,629	\$ 64,376	\$ 73,400	\$ 69,300	\$ 69,300
FINES & FORFEITURES								
001	351.100	Court Fines	\$ 73,851	\$ 62,775	\$ 83,559	\$ 80,000	\$ 80,000	\$ 80,000
001	351.300	Police Education	4,002	3,087	3,556	3,500	3,000	3,000
001	351.500	Code Enforcement Fines	8,398	0	210	0	700	700
001	351.600	Parking Violations (125 @ \$15; 25 @ \$100)	0	0	0	3,900	2,000	2,000
Sub-total Fines & Forfeitures			\$ 86,251	\$ 65,862	\$ 87,325	\$ 87,400	\$ 85,700	\$ 85,700

City Council



CITY COUNCIL

<i>EXPENDITURES</i>	ACTUAL <u>1989-90</u>	ACTUAL <u>1990-91</u>	ACTUAL <u>1991-92</u>	BUDGET <u>1992-93</u>	AMENDED <u>1992-93</u>	PROPOSED <u>1993-94</u>
Personal Services	\$42,864	\$45,996	\$36,151	\$16,000	\$16,000	\$16,000
Operating Expenses	<u>5,197</u>	<u>5,171</u>	<u>15,957</u>	<u>36,500</u>	<u>36,500</u>	<u>36,200</u>
TOTAL	\$48,060	\$51,167	\$52,108	\$52,500	\$52,500	\$52,200

SIGNIFICANT EXPENDITURE CHANGES

1. None

ACTIVITY DESCRIPTION

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

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

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

ACTIVITY GOALS

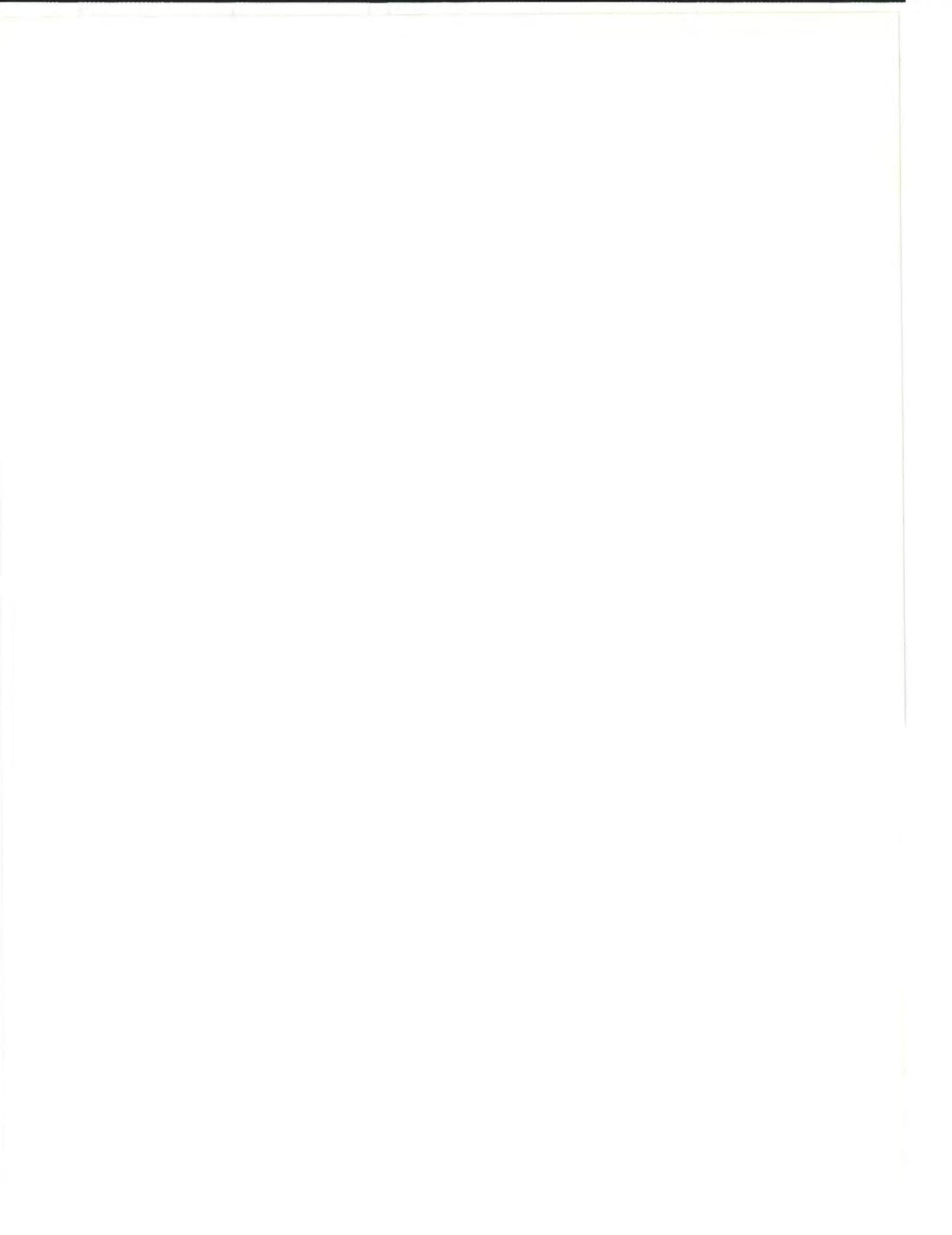
1. Represent the residents of Holly Hill by formulating and enacting public policy and by providing the leadership necessary to meet community needs.

ACTIVITY OBJECTIVES

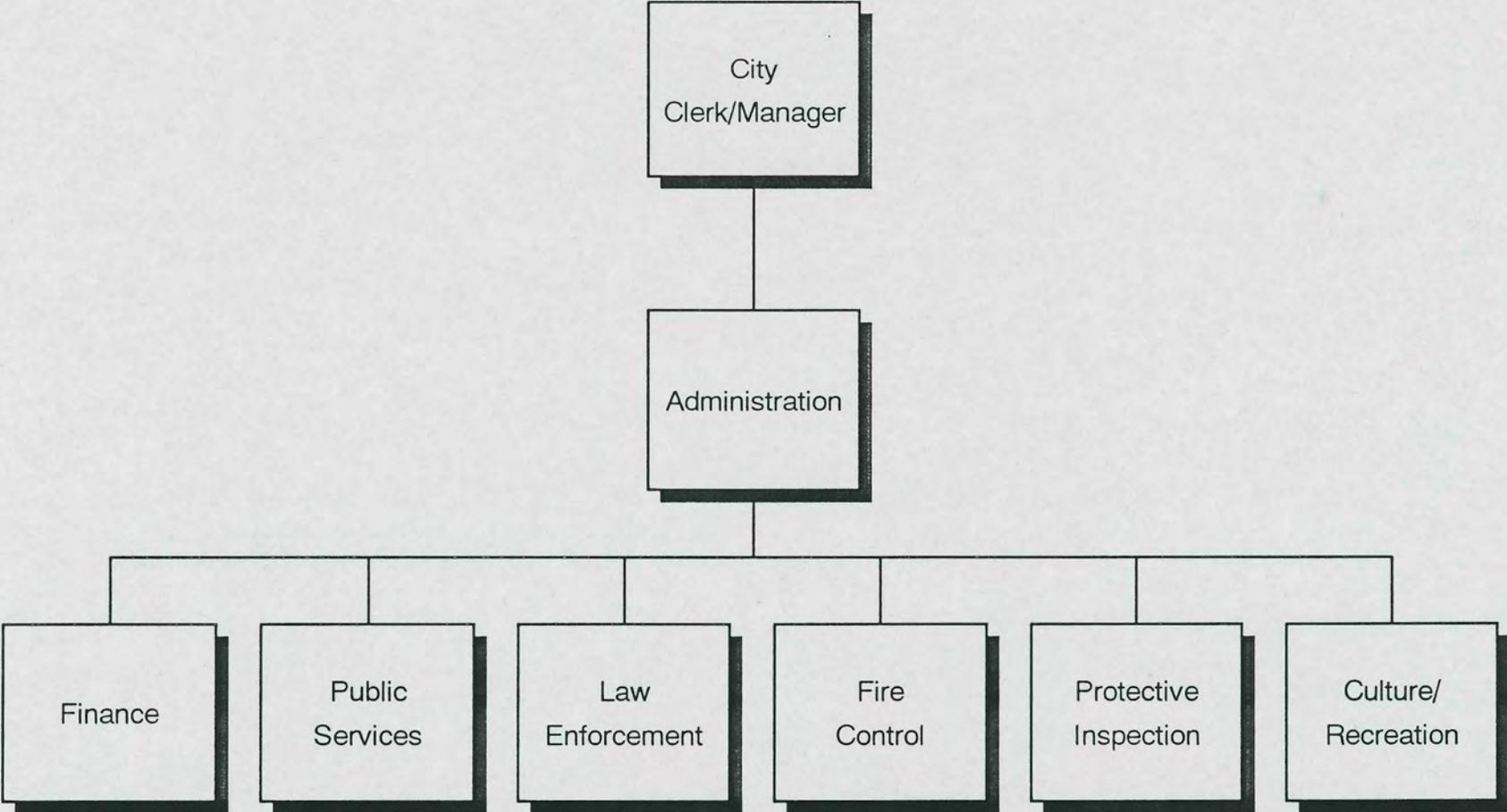
1. Review, evaluate and adopt the annual budget.
2. Review, evaluate and adopt the Redevelopment District.
3. Review and evaluate alternative uses of the school property adjacent to City Hall.

ACTIVITY MEASUREMENTS

	<u>ACTUAL</u> <u>1990-91</u>	<u>ACTUAL</u> <u>1991-92</u>	<u>ESTIMATED</u> <u>1992-93</u>	<u>PROJECTED</u> <u>1993-94</u>
Number of Regular City Council meetings	23	24	23	23
Number of Special Council meetings	13	12	10	10
Number of Ordinances adopted	35	36	35	35
Number of Resolutions adopted	40	60	60	60



City Manager



CITY MANAGER

<i>EXPENDITURES</i>	ACTUAL <u>1989-90</u>	ACTUAL <u>1990-91</u>	ACTUAL <u>1991-92</u>	BUDGET <u>1992-93</u>	AMENDED <u>1992-93</u>	PROPOSED <u>1993-94</u>
Personal Services	\$193,167	\$156,962	\$188,341	\$225,600	\$231,900	\$300,200
Operating Expenses	<u>18,800</u>	<u>25,002</u>	<u>18,512</u>	<u>29,600</u>	<u>26,500</u>	<u>35,200</u>
TOTAL	\$211,967	\$181,964	\$206,853	\$255,200	\$258,400	\$335,400

PERMANENT POSITIONS

City Manager	1.0
Deputy Clerk	1.0
Administrative Assistant to C.M.	1.0
City Manager Secretary	1.0
Office Assistant/Receptionist	1.0
Custodian	<u>1.0</u>
TOTAL	6.0

CITY MANAGER CON'T

SIGNIFICANT EXPENDITURE CHANGES

1. None

ACTIVITY DESCRIPTION

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

The Deputy Clerk records and maintains the City Council minutes, agendas, ordinances, resolutions and other official city records. This office is also responsible for administering all municipal elections.

ACTIVITY GOALS

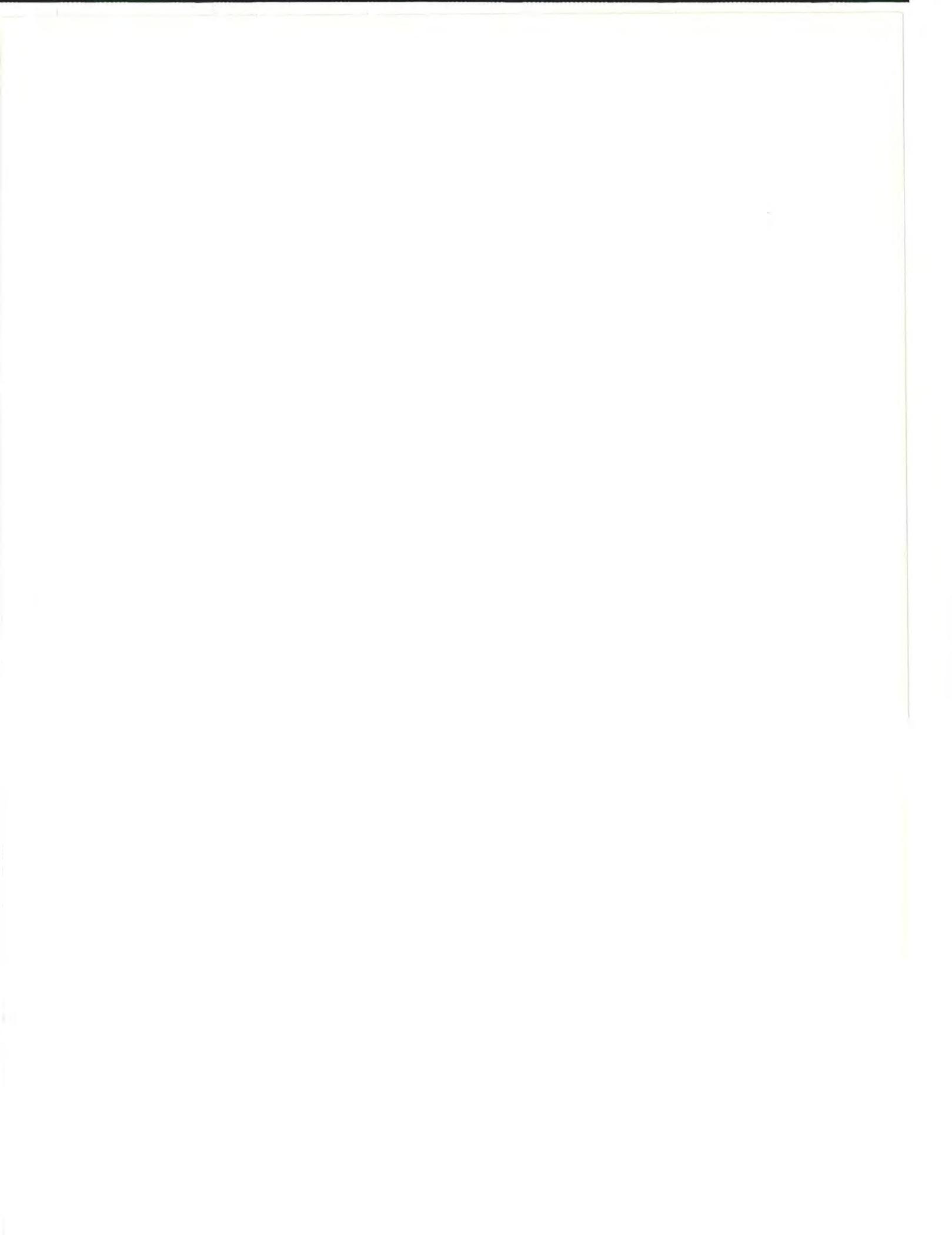
1. Coordinate and administer all city functions effectively and efficiently.
2. Provide leadership, direction and guidance for all city departments, programs and projects.

ACTIVITY OBJECTIVES

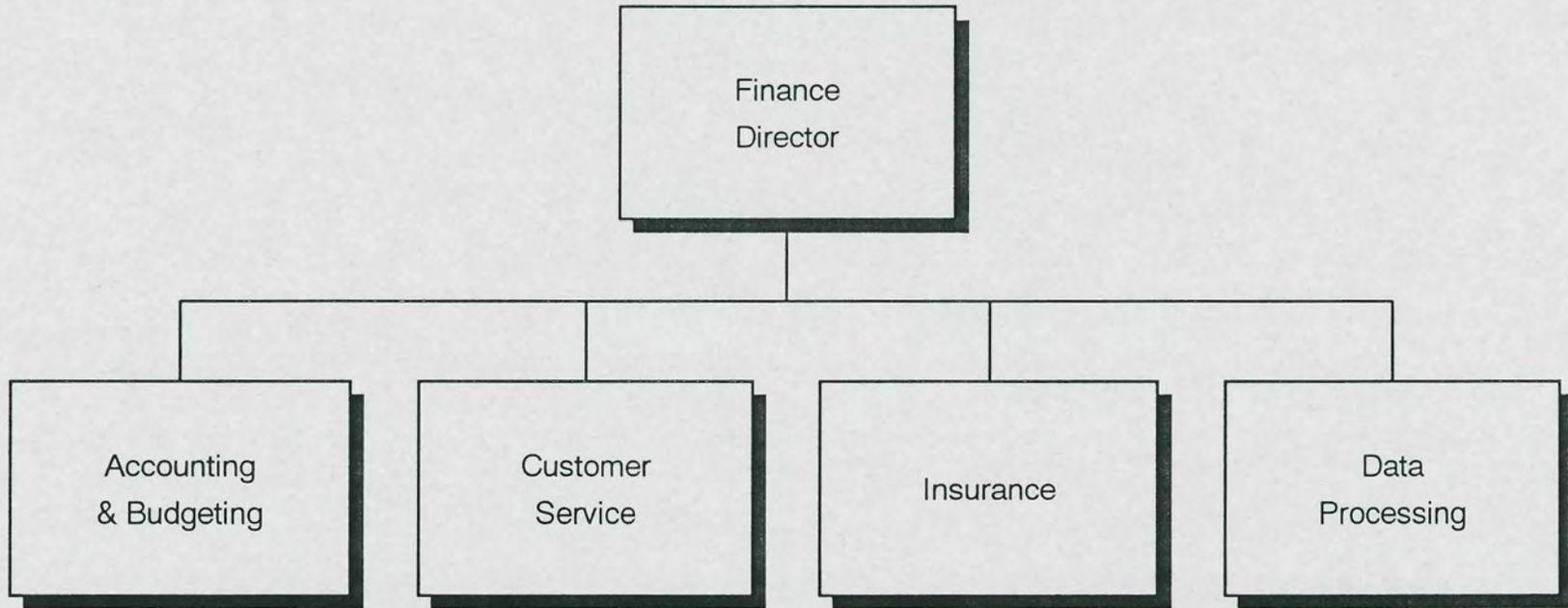
1. Prepare and present the Annual Budget to the City Council.
2. Develop a five-year capital improvement program for Council consideration.
3. Provide direction and guidance to Council on establishing the Redevelopment District.
4. Provide direction and guidance to Council on developing Master Plans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

ACTIVITY MEASUREMENTS

	<u>ACTUAL</u> <u>1990-91</u>	<u>ACTUAL</u> <u>1991-92</u>	<u>ESTIMATED</u> <u>1992-93</u>	<u>PROJECTED</u> <u>1993-94</u>
Number of City Council meetings attended	36	35	33	33
Number of agendas prepared	36	33	33	33
Number of resolutions and ordinances filed	75	95	100	100
Number of elections administered	0	2	0	2



Finance



FINANCE AND ADMINISTRATION

<i>EXPENDITURES</i>	ACTUAL <u>1989-90</u>	ACTUAL <u>1990-91</u>	ACTUAL <u>1991-92</u>	BUDGET <u>1992-93</u>	AMENDED <u>1992-93</u>	PROPOSED <u>1993-94</u>
Personal Services	\$345,173	\$357,263	\$392,845	\$407,600	\$412,600	\$350,300
Operating Expenses	<u>360,971</u>	<u>312,365</u>	<u>283,277</u>	<u>235,100</u>	<u>240,600</u>	<u>242,100</u>
TOTAL	\$706,144	\$669,628	\$676,122	\$642,700	\$653,200	\$592,400

PERMANENT POSITIONS

Finance Director	1.0
Chief Accountant	1.0
C.S. Super/Acct	1.0
Sr. Account Clerk	1.0
Account Clerk	2.0
Sr. C.S. Clerk	1.0
Customer Service Clerk II	1.0
Customer Service Clerk I	<u>1.0</u>
TOTAL	9.0

SIGNIFICANT EXPENDITURE CHANGES

1. None

ACTIVITY DESCRIPTION

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

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

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

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

ACTIVITY GOALS

1. Complete billing cycle accurately and on a timely basis.
2. Process cash receipts and disbursements accurately and in a timely manner.
3. Provide and maintain accurate financial information.
4. Provide polite and cordial contact to the general public.

ACTIVITY OBJECTIVES

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

ACTIVITY MEASUREMENTS

	ACTUAL <u>1989-90</u>	ACTUAL <u>1990-91</u>	ACTUAL <u>1991-92</u>	PROJECTED <u>1992-93</u>	PROJECTED <u>1993-94</u>
Number of utility bills mailed	72,432	72,088	73,000	73,000	73,000
Number of penalty notices mailed	10,476	10,915	11,000	11,000	11,000
Number of payroll checks prepared	6,724	6,534	6,700	5,700	5,700
Number of accounts payable checks issued	4,328	4,495	5,300	5,300	5,300
Number of insurance claims filed	28	52	30	30	30
Number of new occupational licenses processed	230	156	200	225	200
Number of occupational license renewals	1,394	1,445	1,400	1,400	1,400



CIVIL SERVICE

<i>EXPENDITURES</i>	<u>ACTUAL 1989-90</u>	<u>ACTUAL 1990-91</u>	<u>ACTUAL 1991-92</u>	<u>BUDGET 1992-93</u>	<u>AMENDED 1992-93</u>	<u>PROPOSED 1993-94</u>
Personal Services	\$10,737	\$12,754	\$6,719	\$7,900	\$7,900	\$7,900
Operating Expenses	2,496	3,301	10,968	8,300	8,300	6,900
Capital Outlay	<u>806</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$14,039	\$16,055	\$17,687	\$16,200	\$16,200	\$14,800

PERMANENT POSITIONS

Secretary .25

SIGNIFICANT EXPENDITURE CHANGES

1. None

ACTIVITY DESCRIPTION

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

ACTIVITY GOALS

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

ACTIVITY OBJECTIVES

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

ACTIVITY MEASUREMENTS

	<u>ACTUAL</u> <u>1989-90</u>	<u>ACTUAL</u> <u>1990-91</u>	<u>ACTUAL</u> <u>1991-92</u>	<u>PROJECTED</u> <u>1992-93</u>	<u>PROJECTED</u> <u>1993-94</u>
Number of Regular Board meetings	3	4	4	4	4
Number of joint meetings with City Council	4	3	4	3	4
Number of joint meetings with Employees Committee	4	3	4	4	4
Number of job advertisements placed	5	6	4	7	5
Number of tests given	9	7	4	7	5
Number of appeals hearings	1	0	1	2	0
Number of special joint meetings	N/A	6	0	3	0

GENERAL GOVERNMENT - OTHER SERVICES

<i>EXPENDITURES</i>	<u>ACTUAL 1989-90</u>	<u>ACTUAL 1990-91</u>	<u>ACTUAL 1991-92</u>	<u>BUDGET 1992-93</u>	<u>AMENDED 1992-93</u>	<u>PROPOSED 1993-94</u>
Personal Services	\$123,211	\$240,596	\$173,188	\$ 68,000	\$ 28,000	\$ 35,850
Operating Expenses	<u>122,764</u>	<u>153,698</u>	<u>140,713</u>	<u>77,800</u>	<u>74,800</u>	<u>80,350</u>
TOTAL	\$245,975	\$394,294	\$313,901	\$145,800	\$102,800	\$116,200

PERMANENT POSITIONS

N/A

SIGNIFICANT EXPENDITURE CHANGES

1. None

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

ACTIVITY DESCRIPTION

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

ACTIVITY GOALS

N/A

ACTIVITY OBJECTIVES

N/A

ACTIVITY MEASUREMENTS

N/A

GENERAL GOVERNMENT - CAPITAL OUTLAY

<i>EXPENDITURES</i>	<u>ACTUAL</u> <u>1989-90</u>	<u>ACTUAL</u> <u>1990-91</u>	<u>ACTUAL</u> <u>1991-92</u>	<u>BUDGET</u> <u>1992-93</u>	<u>AMENDED</u> <u>1992-93</u>	<u>PROPOSED</u> <u>1993-94</u>
Capital Outlay	\$41,671	\$56,951	\$108,744	\$1,232,000	\$32,100	\$ 8,000
Debt Service	<u>0</u>	<u>0</u>	<u>0</u>	<u>135,000</u>	<u>50,000</u>	<u>101,000</u>
TOTAL	\$41,671	\$56,951	\$108,744	\$1,367,000	\$82,100	\$109,000

PERMANENT POSITIONS

N/A

SIGNIFICANT EXPENDITURE CHANGES

1. None

ACTIVITY GOALS

N/A

ACTIVITY DESCRIPTION

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

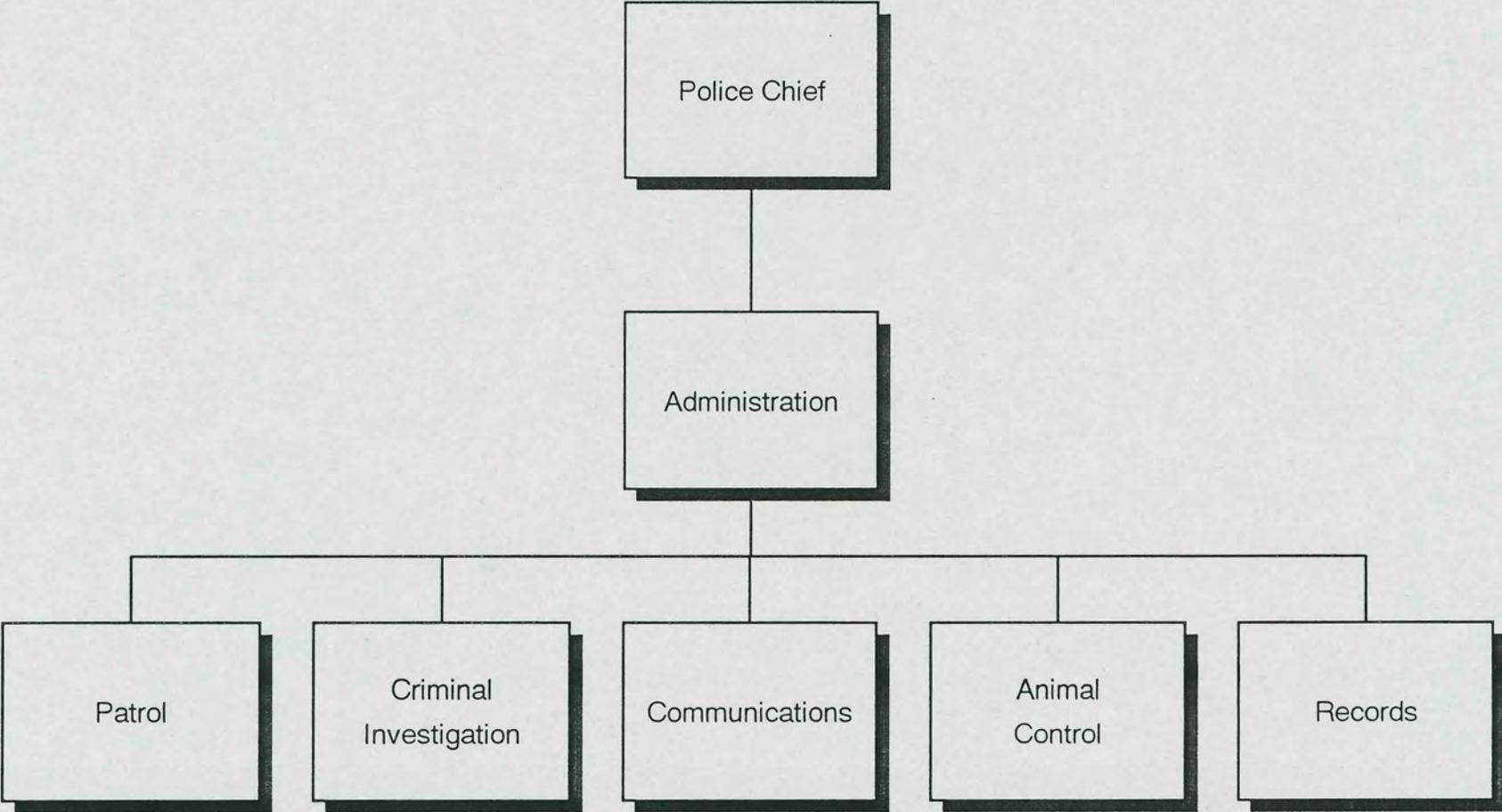
ACTIVITY OBJECTIVES

N/A

ACTIVITY MEASUREMENTS

N/A

Law Enforcement



LAW ENFORCEMENT

<i>EXPENDITURES</i>	ACTUAL <u>1989-90</u>	ACTUAL <u>1990-91</u>	ACTUAL <u>1991-92</u>	BUDGET <u>1992-93</u>	AMENDED <u>1992-93</u>	PROPOSED <u>1993-94</u>
Personal Services	\$1,082,832	\$1,192,233	\$1,305,743	\$1,444,600	\$1,457,600	\$1,406,500
Operating Expenses	114,995	131,560	129,347	134,400	150,600	157,600
Capital Outlay	<u>69,071</u>	<u>4,864</u>	<u>54,770</u>	<u>64,000</u>	<u>64,000</u>	<u>10,000</u>
TOTAL	\$1,266,897	\$1,328,657	\$1,489,860	\$1,643,000	\$1,672,200	\$1,574,100

PERMANENT POSITIONS

Police Chief	1.0
Police Captain	1.0
Sergeants/CID	1.0
Police Sergeant	4.0
Police Corporal	3.0
Police Investigator	2.0
Police Officers	11.0
Crime Prev/Comm Relations Officer	1.0
Telecommunicators	5.0
Animal Control Officer	1.0
Staff Assistant	1.0
Office Assistant II/CID	1.0
Office Assistant II/Records	<u>1.0</u>
TOTAL	33.0

SIGNIFICANT EXPENDITURE CHANGES

1. None

ACTIVITY DESCRIPTION

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

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

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

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

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

complaints of reported violations, and issuing citations when warranted.

ACTIVITY GOALS

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

ACTIVITY OBJECTIVES

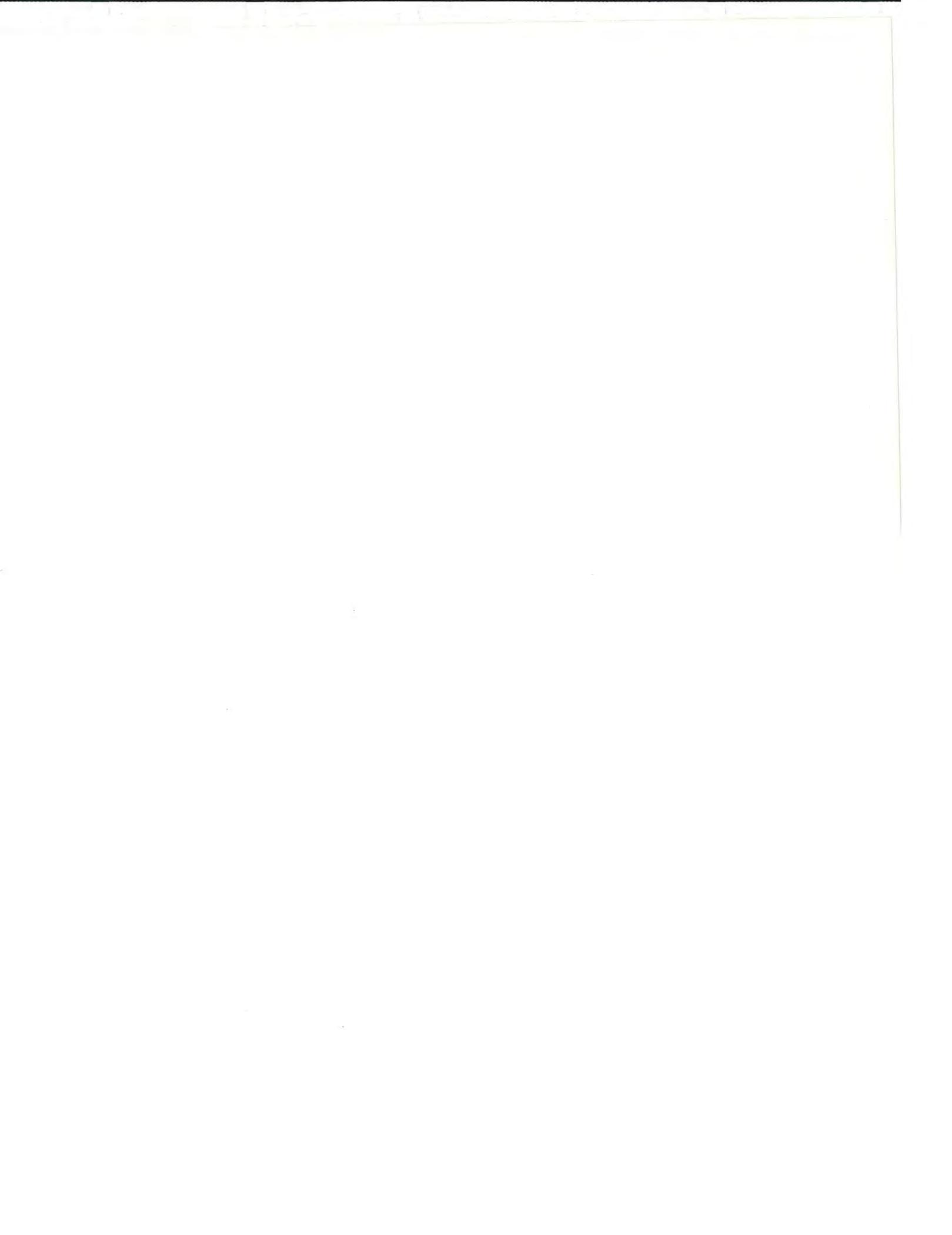
1. Reduce the error rate to less than 1% on the teletype.
2. Dispatch calls for service within an average of one minute or less.
3. Provide immediate notification to ambulance, fire and wrecker services.
4. Achieve response time of 2.5 minutes or less on all calls for police assistance.
5. Maximize traffic safety and reduce accidents by 5%.

6. Reduce crimes per 100,000 population to 9,500.
7. Achieve a minimum of 25% clearance/exception for all Part I crimes (felonies).
8. Achieve above 50% minimum recovery of stolen property.
9. Coordinate investigative efforts to achieve a maximum workload of 25 cases per month per investigator.
10. Reduce the number of stray animals within the City.

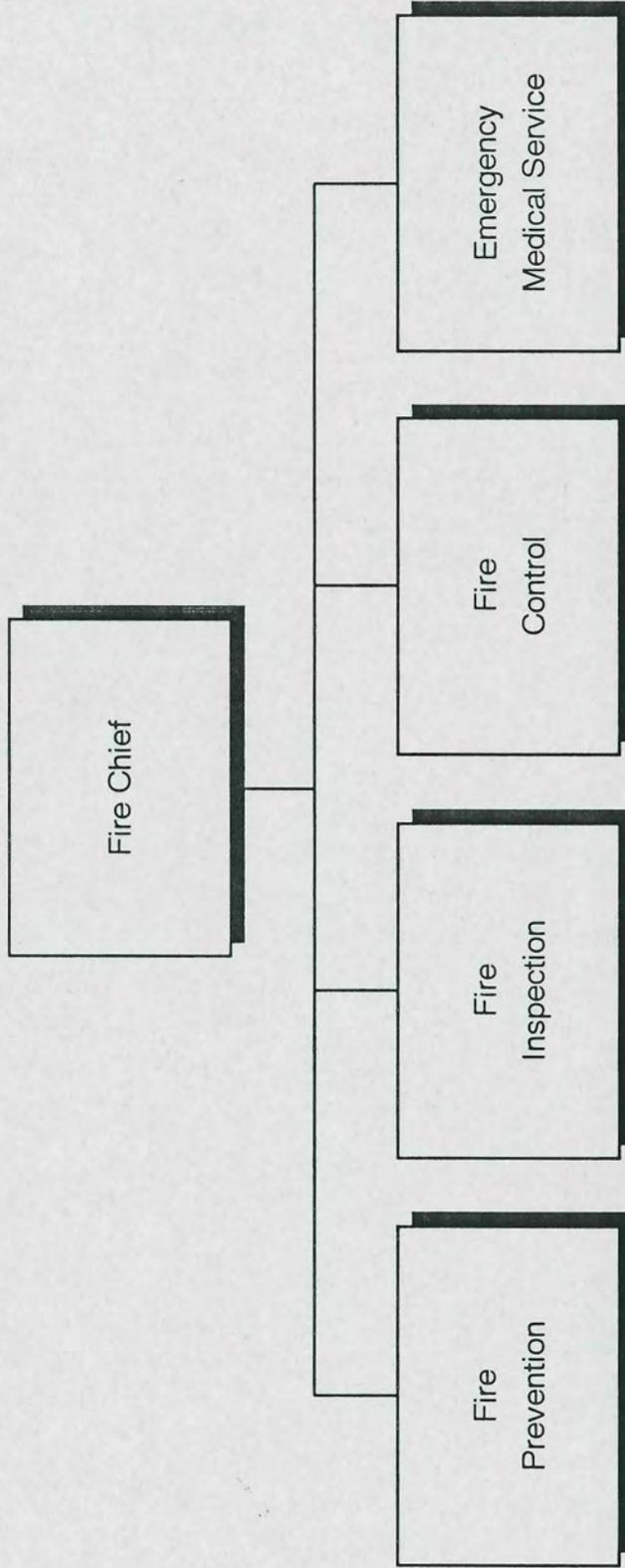
ACTIVITY MEASUREMENTS

	ACTUAL <u>1989</u>	ACTUAL <u>1990</u>	ACTUAL <u>1991</u>	ACTUAL <u>1992</u>	PROJECTED <u>1993</u>
Number of calls dispatched	14,236	14,515	14,114	15,693	16,000
Number of reports processed	5,848	5,148	5,408	6,053	6,000
Average response time (minutes)	3.5	3.5	3.0	2.75	2.75
Number of traffic accidents	534	534	481	560	550
Crimes per 100,000 population	10,984.9	9,408.3	10,183	9,975	9,500
Number of active reserves	6	8	10	8	10
Percent of Part I crimes cleared	21%	25.1%	23.1%	21.4%	24%
Percent of recovered prop/vehicles	41.5%	51.1%	48.8%	54.9%	51%
Number of animal licenses issued (FY)	524	370	484	400	400

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



Fire Control



FIRE CONTROL

<i>EXPENDITURES</i>	ACTUAL <u>1989-90</u>	ACTUAL <u>1990-91</u>	ACTUAL <u>1991-92</u>	BUDGET <u>1992-93</u>	AMENDED <u>1992-93</u>	PROPOSED <u>1993-94</u>
Personal Services	\$410,098	\$392,920	\$353,803	\$432,800	\$381,700	\$414,100
Operating Expenses	39,060	48,261	54,173	65,060	71,760	79,200
Capital Outlay	6,316	5,264	21,514	21,100	142,600	3,000
Debt Service	<u>0</u>	<u>0</u>	<u>0</u>	<u>8,500</u>	<u>3,400</u>	<u>39,800</u>
TOTAL	\$455,474	\$446,445	\$429,490	\$527,460	\$599,460	\$536,100

PERMANENT POSITIONS

Fire Chief	1.0
Fire Lieutenant	3.0
Fire Inspector	1.0
Firefighters/EMT	<u>5.0</u>
TOTAL	10.0

SIGNIFICANT EXPENDITURE CHANGES

1. Interest on loan for new fire truck.

ACTIVITY DESCRIPTION

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

ACTIVITY GOALS

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

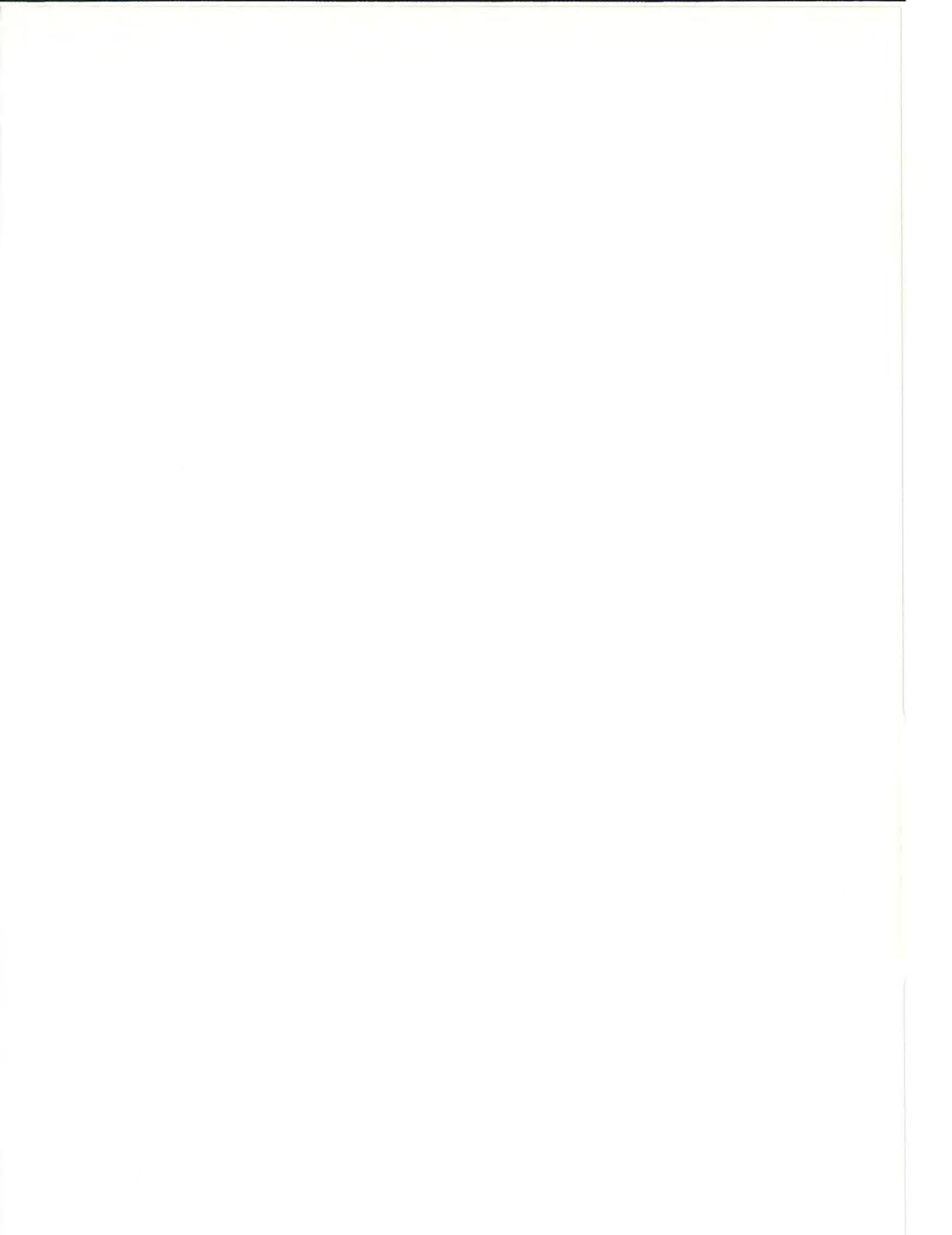
6. Reduce arson fires.
7. Respond immediately to all alarms.
8. Reduce code violation related fires.

ACTIVITY OBJECTIVES

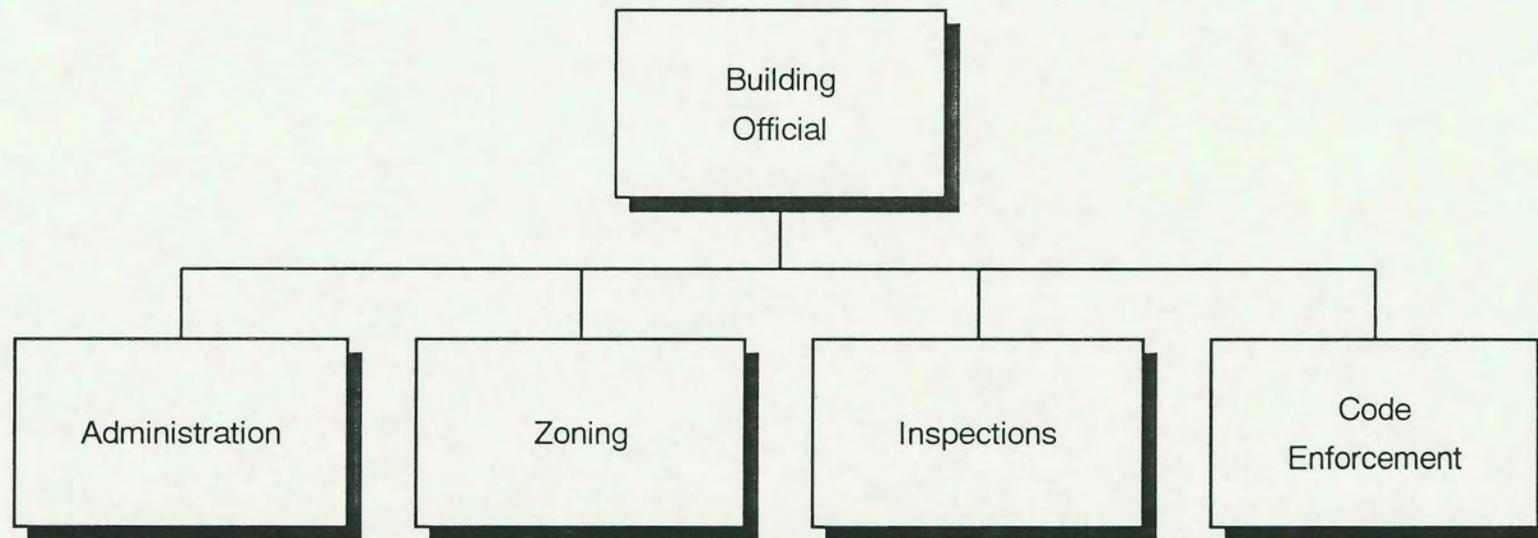
1. Reduce arson by 10%
2. Continue to improve and train the City Fire Support Unit.
3. Keep fire and building codes updated to increase fire protection.
4. Increase fire inspections of residences and retirement centers.
5. Spend more time working with schools and rest homes on fire prevention.
6. Train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

ACTIVITY MEASUREMENTS

	ACTUAL <u>1989</u>	ACTUAL <u>1990</u>	ACTUAL <u>1991</u>	ACTUAL <u>1992</u>	PROJECTED <u>1993</u>
Number of fire responses	129	137	152	140	85
Number of medical responses	761	811	1,266	800	1,329
Number of other responses	N/A	N/A	N/A	N/A	126
Total estimated fire losses	\$207,650	\$345,340	\$119,835	\$200,000	\$200,000
Number of locations inspected	960	1,325	950	1,100	1,100
Number of reserves	14	12	10	13	13
Number of Support Unit members	10	10	10	10	10



Protective Inspection Code Administration



PROTECTIVE INSPECTION

<i>EXPENDITURES</i>	ACTUAL <u>1989-90</u>	ACTUAL <u>1990-91</u>	ACTUAL <u>1991-92</u>	BUDGET <u>1992-93</u>	AMENDED <u>1992-93</u>	PROPOSED <u>1993-94</u>
Personal Services	\$71,770	\$76,772	\$85,170	\$138,200	\$127,000	\$138,400
Operating Expenses	8,109	7,792	7,222	16,000	15,000	16,900
Capital Outlay	<u>0</u>	<u>0</u>	<u>2,663</u>	<u>1,000</u>	<u>1,000</u>	<u>0</u>
TOTAL	\$79,879	\$84,564	\$95,055	\$155,200	\$143,000	\$155,300

PERMANENT POSITIONS

Chief Building Official	1.0
Staff Assistant	1.0
Code Enforcement Officer	<u>1.4</u>
TOTAL	3.4

SIGNIFICANT EXPENDITURE CHANGES

1. 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. All new applications for occupational licenses are submitted to this office, where they are checked for meeting zoning and business regulations. Property rezoning and variances are processed by

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

ACTIVITY GOALS

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

ACTIVITY OBJECTIVES

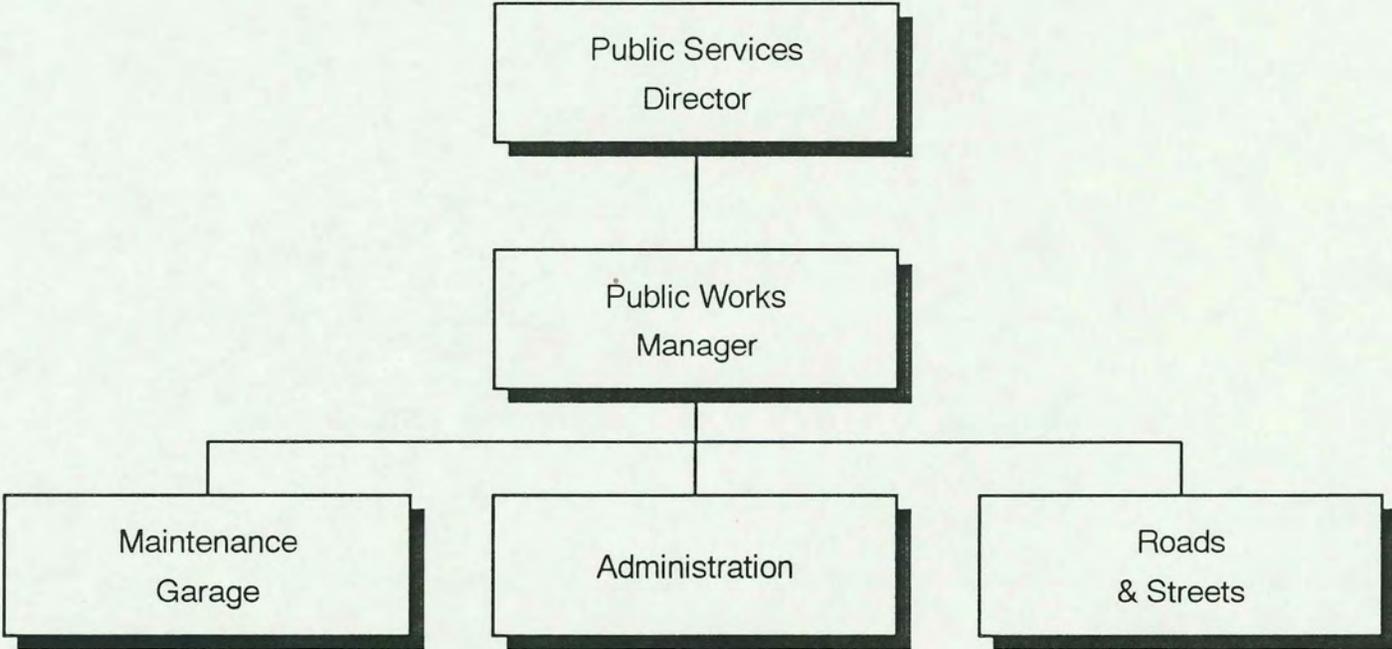
1. Enforce the provisions of the City's building and licensing codes.
2. Provide all inspections promptly.
3. Process applications and permits in a timely manner.
4. Provide information to various boards, City Council and City Manager.
5. Reduce the number of City Ordinance violations within the City.

ACTIVITY MEASUREMENTS

	<u>ACTUAL</u> <u>1989-90</u>	<u>ACTUAL</u> <u>1990-91</u>	<u>ACTUAL</u> <u>1991-92</u>	<u>PROJECTED</u> <u>1992-93</u>	<u>PROJECTED</u> <u>1993-94</u>
Number of building permits issued	758	635	822	853	850
Number of new occupational licenses issued	226	156	230	250	250
Number of inspections performed	2,844	2,269	2,020	2,094	2,090
Number of Board of Adjustment meetings	12	11	7	0	0
Number of Planning Board meetings	12	11	6	0	0
Number of Board of Planning and Appeals meetings	0	0	4	12	5



Transportation/Road and Street Facilities



TRANSPORTATION/ROAD AND STREET FACILITIES

<i>EXPENDITURES</i>	ACTUAL <u>1989-90</u>	ACTUAL <u>1990-91</u>	ACTUAL <u>1991-92</u>	BUDGET <u>1992-93</u>	AMENDED <u>1992-93</u>	PROPOSED <u>1993-94</u>
Personal Services	\$449,386	\$467,417	\$482,064	\$565,000	\$587,800	\$464,400
Operating Expenses	213,243	179,149	195,938	242,600	235,700	214,600
Capital Outlay	118,154	174,446	36,070	316,500	309,500	299,800
Debt Service	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$780,783	\$821,012	\$714,072	\$1,124,100	\$1,133,000	\$978,800

PERMANENT POSITIONS

Public Services Director	.20
Public Works Manager	.33
Spec Proj Asst	.20
Staff Assistant	.50
Garage Supervisor	.25
Sr. Mechanic	1.00
Foreman	1.00
Mechanic	1.50
Hvy Equip Opr	2.00
Equip Opr/Maint Wrkr	<u>6.10</u>
Total	13.08

TRANSPORTATION/ROAD AND STREET FACILITIES CON'T

SIGNIFICANT EXPENDITURE CHANGES

1. Purchase of Street Sweeper.
2. Part-time position added.
3. Reorganized department personnel and operations.

ACTIVITY DESCRIPTION

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

Annual cleaning of the storm drain system is performed by employees in this department. During this budget year, the department plans to purchase Street Sweeping equipment and add a part-time position to maintain a regular street sweeping program.

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

The department has prepared reports on the condition of City streets and sidewalks and these reports are being used to determine priorities for repair and maintenance during the year. Community Development Block Grant Funds will be used toward resurfacing a repaving certain streets. These funds are administered by Volusia County.

ACTIVITY GOALS

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

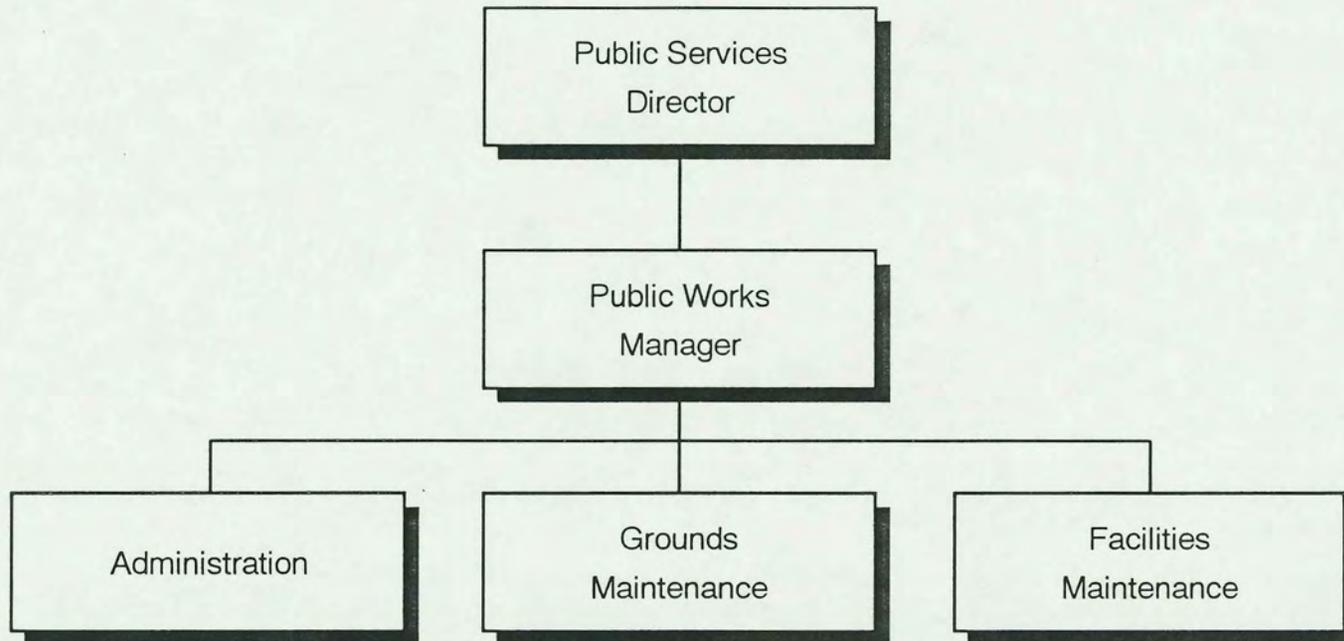
ACTIVITY OBJECTIVES

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

TRANSPORTATION/ROAD AND STREET FACILITIES
 CON'T

<i>ACTIVITY MEASUREMENTS</i>	<u>ACTUAL</u> <u>1989-90</u>	<u>ACTUAL</u> <u>1990-91</u>	<u>ACTUAL</u> <u>1991-92</u>	<u>PROJECTED</u> <u>1992-93</u>	<u>PROJECTED</u> <u>1993-94</u>
Paved Streets	50.3 miles	50.3 miles	50.3 miles	50.3 miles	50.3 miles
Unpaved Streets	2.3 miles	2.3 miles	2.3 miles	2.3 miles	2.3 miles
Sidewalks	22.2 miles	22.7 miles	22.7 miles	22.7 miles	22.7 miles
Storm Sewers	28.7 miles	28.9 miles	28.9 miles	28.9 miles	28.9 miles

Buildings and Grounds



BUILDINGS AND GROUNDS

<i>EXPENDITURES</i>	ACTUAL <u>1989-90</u>	ACTUAL <u>1990-91</u>	ACTUAL <u>1991-92</u>	BUDGET <u>1992-93</u>	AMENDED <u>1992-93</u>	PROPOSED <u>1993-94</u>
Personal Services	\$144,160	\$141,453	\$149,068	\$174,700	\$174,700	\$334,100
Operating Expenses	49,642	55,214	54,750	60,300	76,400	67,100
Capital Outlay	<u>10,014</u>	<u>13,788</u>	<u>43,086</u>	<u>85,500</u>	<u>158,000</u>	<u>142,800</u>
TOTAL	\$203,816	\$210,455	\$246,904	\$320,500	\$409,100	\$544,000

PERMANENT POSITIONS

Public Services Director	.20
Public Works Manager	.33
Spec Proj Asst	.20
Foreman	1.00
Tradesworker	3.00
Equip Opr/Maint Wrkr	5.00
Grounds Specialist	1.00
Custodian	<u>1.50</u>
Total	12.33

SIGNIFICANT EXPENDITURE CHANGES

1. Improvements at Ross Point Park.
2. Reorganized department personnel and operations.

ACTIVITY DESCRIPTION

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

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

This budget provides funds for improvements to Ross Point Park. The improvements include a fishing pier, restrooms, playground and picnic shelters.

ACTIVITY GOALS

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

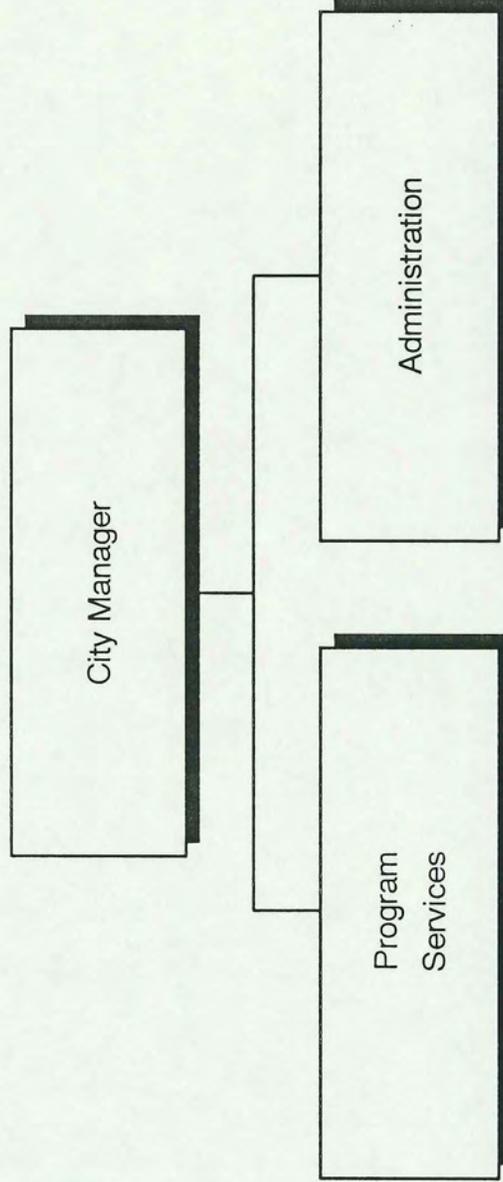
ACTIVITY OBJECTIVES

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

ACTIVITY MEASUREMENTS

	<u>ACTUAL</u> <u>1989-90</u>	<u>ACTUAL</u> <u>1990-91</u>	<u>ACTUAL</u> <u>1991-92</u>	<u>PROJECTED</u> <u>1992-93</u>	<u>PROJECTED</u> <u>1993-94</u>
Number of acres of park space	44.2	44.2	44.2	44.2	44.2
Building area square footage	4,899	4,899	4,899	9,099	32,077
Number of playgrounds	2	2	2	2	3
Number of ballfields	5	5	5	5	5
Number of public boat ramps	1	1	1	1	1
Number of fishing piers	1	1	1	1	2

Culture/Recreation



RECREATION DEPARTMENT

<i>EXPENDITURES</i>	ACTUAL <u>1989-90</u>	ACTUAL <u>1990-91</u>	ACTUAL <u>1991-92</u>	BUDGET <u>1992-93</u>	AMENDED <u>1992-93</u>	PROPOSED <u>1993-94</u>
Personal Services	\$135,691	\$151,349	\$159,317	\$169,000	\$169,300	\$133,500
Operating Expenses	69,237	68,896	72,141	87,500	86,700	88,600
Capital Outlay	<u>2,555</u>	<u>142,242</u>	<u>850</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$207,483	\$362,487	\$232,308	\$256,500	\$256,000	\$222,100

PERMANENT POSITIONS

Recreation Supervisor	2.0
Staff Assistant	<u>1.0</u>
Total	3.0

TEMPORARY POSITIONS

Day Camp Counselors	7.0
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SIGNIFICANT EXPENDITURE CHANGES

1. None

ACTIVITY DESCRIPTION

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

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

ACTIVITY GOALS

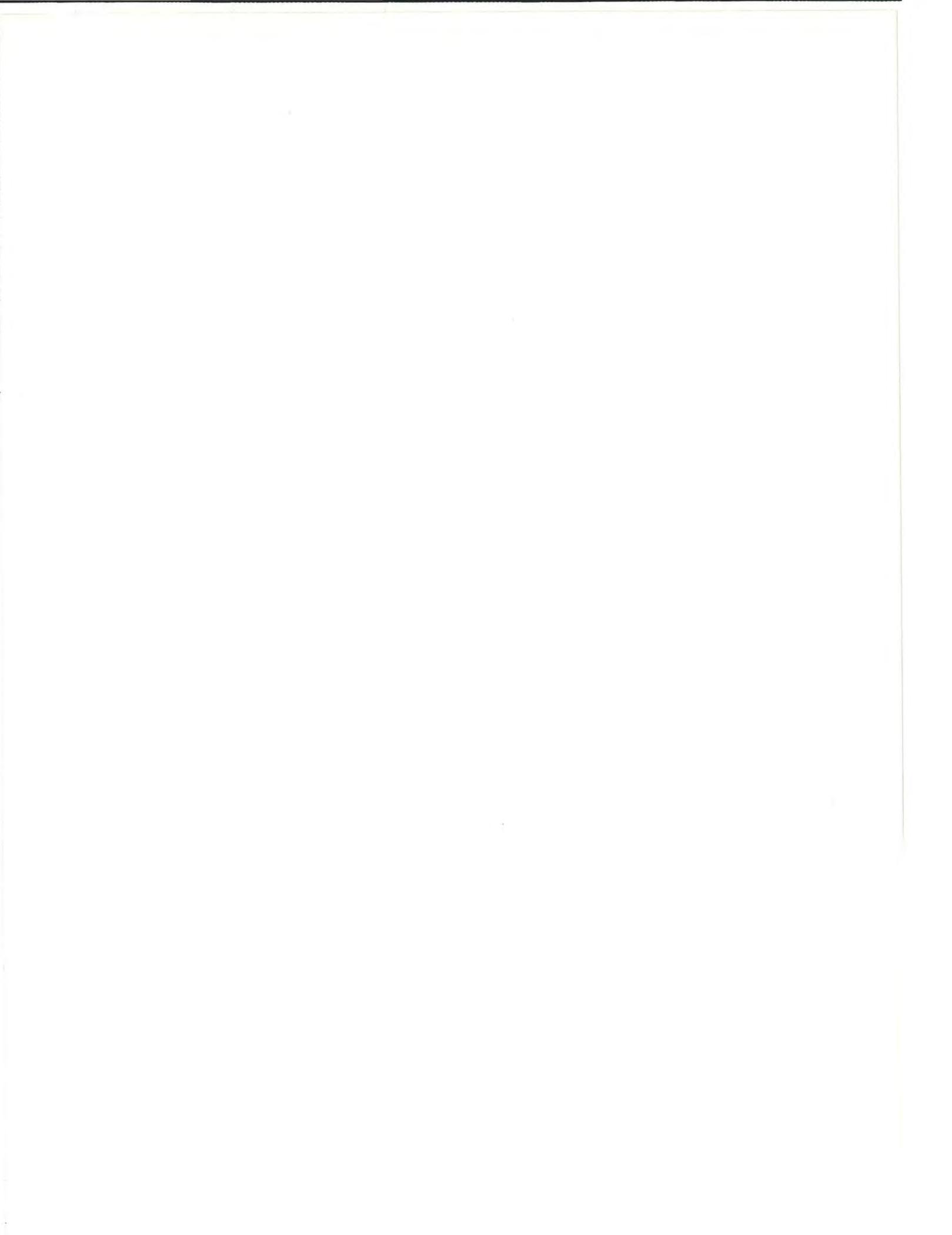
1. Provide a variety of quality recreational programs that are affordable and meet the needs of the community.
2. Use staff and facilities to optimum.

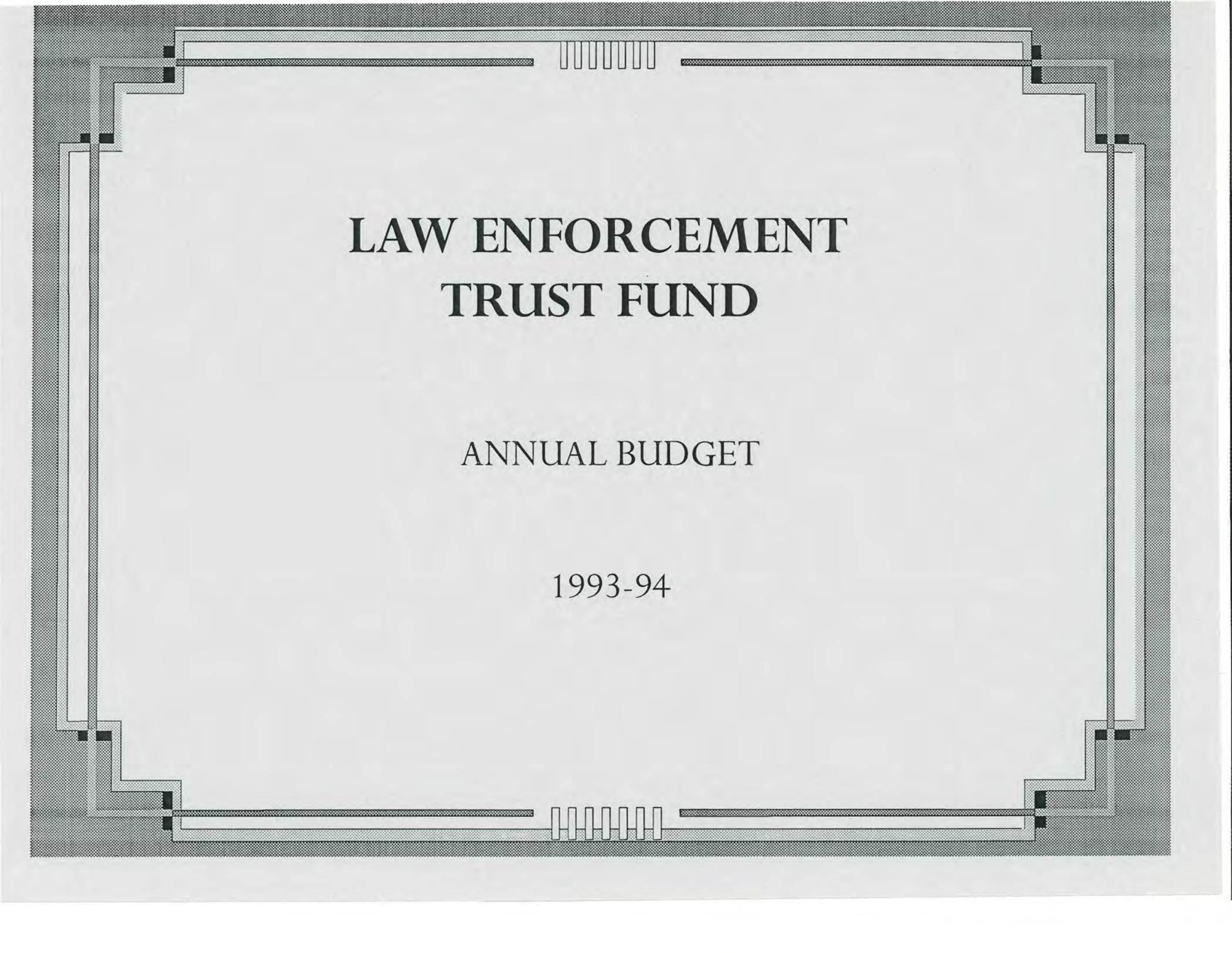
ACTIVITY OBJECTIVES

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

ACTIVITY MEASUREMENTS

	<u>ACTUAL</u> <u>1989-90</u>	<u>ACTUAL</u> <u>1990-91</u>	<u>ACTUAL</u> <u>1991-92</u>	<u>PROJECTED</u> <u>1992-93</u>	<u>PROJECTED</u> <u>1993-94</u>
Number of ballfields	5	5	5	5	5
Number of tennis courts	1	1	1	1	1
Number of shuffleboard courts	9	9	9	9	9
Number of community centers	1	1	1	1	1
Number of other recreations centers	3	3	3	3	3
Number of youth baseball participants	384	500	612	650	650
Number of summer day camp weekly registrations	490	480	480	480	480
Number of senior participants	144	164	175	300	300





**LAW ENFORCEMENT
TRUST FUND**

ANNUAL BUDGET

1993-94

LAW ENFORCEMENT TRUST FUND

<i>EXPENDITURES</i>	ACTUAL <u>1989-90</u>	ACTUAL <u>1990-91</u>	ACTUAL <u>1991-92</u>	BUDGET <u>1992-93</u>	AMENDED <u>1992-93</u>	PROPOSED <u>1993-94</u>
Personal Services	\$809	\$5,650	\$ 4,538	\$0	\$4,500	\$4,500
Operating Expenses	3,911	10,059	11,582	10,600	14,100	6,000
Capital Outlay	<u>36,149</u>	<u>4,268</u>	<u>9,515</u>	<u>9,800</u>	<u>1,800</u>	<u>0</u>
TOTAL	\$40,869	\$19,976	\$25,635	\$20,400	\$20,400	\$10,500

PERMANENT POSITIONS

N/A

SIGNIFICANT EXPENDITURE CHANGES

None

ACTIVITY DESCRIPTION

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



CAPITAL PROJECTS FUND

ANNUAL BUDGET

1993-94

CAPITAL PROJECTS FUND

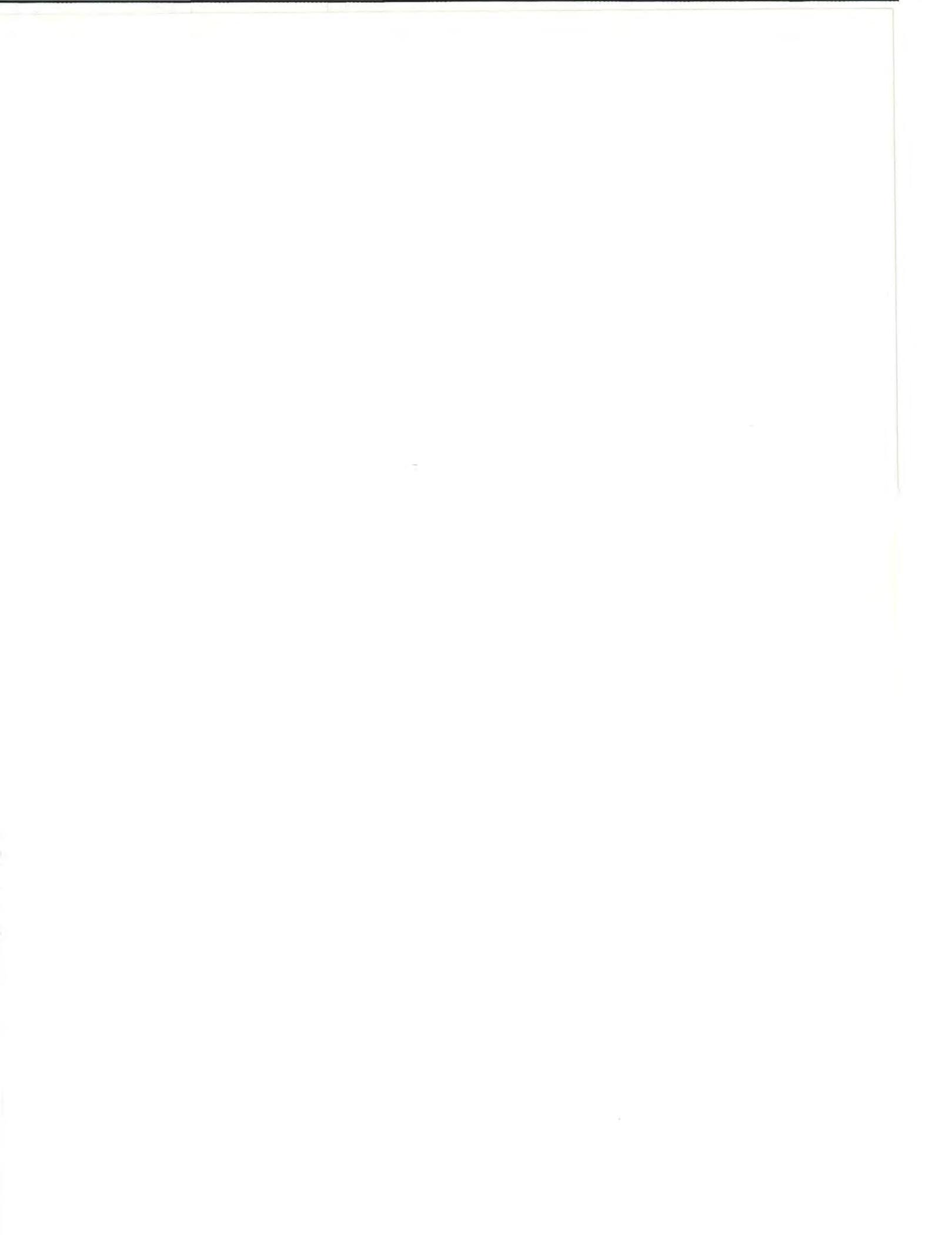
<i>EXPENDITURES</i>	<u>ACTUAL 1989-90</u>	<u>ACTUAL 1990-91</u>	<u>ACTUAL 1991-92</u>	<u>BUDGET 1992-93</u>	<u>AMENDED 1992-93</u>	<u>PROPOSED 1993-94</u>
Capital Outlay	\$0	\$0	\$0	\$0	\$580,000	\$566,000
Reserve	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>428,000</u>	<u>42,000</u>
TOTAL	\$0	\$0	\$0	\$0	\$1,008,000	\$608,000

PERMANENT POSITIONS

Construction Manager 1.0

ACTIVITY DESCRIPTION

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

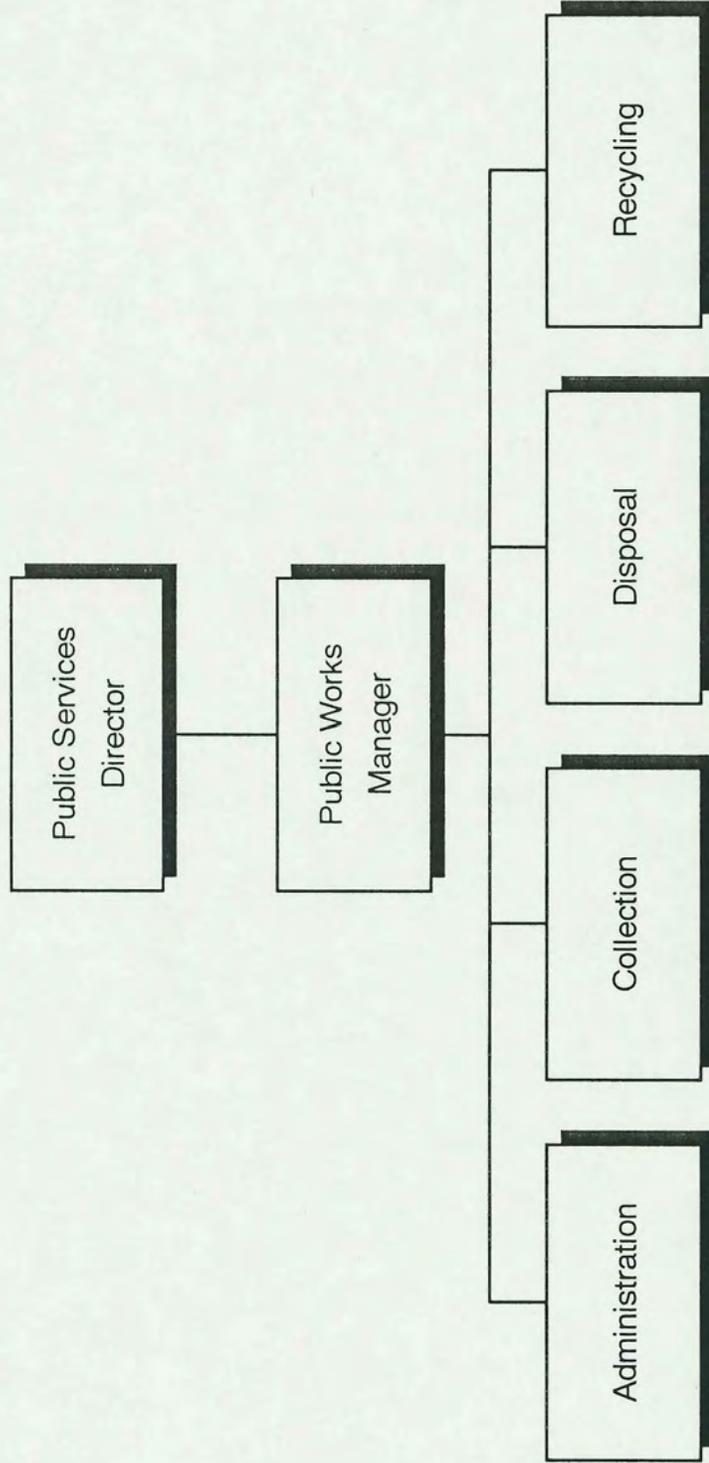


**SOLID WASTE
ENTERPRISE FUND**

ANNUAL BUDGET

1993-94

Garbage/Solid Waste



SOLID WASTE REVENUE EXPLANATION

State Shared Revenues

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

Charges for Services

Anticipated revenues for trash and garbage pick-up are based on current average collections. No increases are anticipated for 1993-94.

Other Miscellaneous Revenue

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

Loan Proceeds

No loan proceeds are anticipated in this budget.

FUNDACCOUNT		ACCOUNT NAME	1989-90 ACTUAL	1990-91 ACTUAL	1991-92 ACTUAL	1992-93 BUDGET	1992-93 AMENDED	1993-94 PROPOSED
PHYSICAL ENVIRONMENT/GARBAGE/SOLID WASTE CONTROL SERVICES								
STATE SHARED REVENUE								
495	334.390	Recycling Grant	\$ 28,264	\$ 20,258	\$ 16,188	\$ 15,000	\$ 14,000	\$ 14,000
		Sub-total State Shared Revenues	\$ 28,264	\$ 20,258	\$ 16,188	\$ 15,000	\$ 14,000	\$ 14,000
CHARGES FOR SERVICES								
495	343.410	Trash Sales	\$ 503,125	\$ 546,053	\$ 643,244	\$ 755,400	\$ 750,400	\$ 750,400
495	343.420	Refuse Sales	522,438	490,992	547,250	605,700	570,000	570,000
495	343.430	Roll-Off Pull Charges	0	0	12,127	72,000	72,000	72,000
495	343.432	Roll-Off Disposal Charges	0	0	26,659	58,425	51,500	58,000
		Sub-total Charges for Services	\$ 1,025,563	\$ 1,037,045	\$ 1,229,280	\$ 1,491,525	\$ 1,443,900	\$ 1,450,400
OTHER MISCELLANEOUS REVENUE								
495	369.900	Miscellaneous (Settlement Proceeds)	\$ 0	\$ 0	\$ 130,000	\$ 0	\$ 0	\$ 0
495	369.950	Recycling Revenue	0	3,526	3,288	15,000	5,000	5,000
495	361.200	Interest Earnings	0	0	1,040	0	1,000	1,000
495	364.420	Insurance Proceeds/Loss of Equipment	0	0	0	0	68,000	0
		Sub-total Other Misc. Revenue	\$ 0	\$ 3,526	\$ 134,328	\$ 15,000	\$ 74,000	\$ 6,000
NON-REVENUE								
495	380.100	Appropriated Retained Earnings	\$ 0	\$ 0	\$ 0	\$ 0	\$ 60,800	\$ 0
495	384.100	Loan Proceeds	0	0	118,269	250,000	238,000	0
		Total Non Revenue	\$ 0	\$ 0	\$ 118,269	\$ 250,000	\$ 298,800	\$ 0
		Total Enterprise Fund Revenues	\$ 1,053,827	\$ 1,060,829	\$ 1,498,065	\$ 1,771,525	\$ 1,830,700	\$ 1,470,400

GARBAGE/SOLID WASTE CONTROL

<i>EXPENDITURES</i>	<u>ACTUAL</u> <u>1989-90</u>	<u>ACTUAL</u> <u>1990-91</u>	<u>ACTUAL</u> <u>1991-92</u>	<u>BUDGET</u> <u>1992-93</u>	<u>AMENDED</u> <u>1992-93</u>	<u>PROPOSED</u> <u>1993-94</u>
Personal Services	\$428,134	\$426,728	\$544,892	\$545,600	\$529,600	\$524,100
Operating Expenses	457,265	424,997	576,767	586,400	580,100	621,200
Capital Outlay	52,682	35,383	221,833	387,500	456,000	65,000
Debt Service	124,973	118,184	117,639	163,125	188,000	101,100
Reserve for Equip	0	0	0	0	0	89,100
Trnsfr to Gen Fnd	<u>0</u>	<u>0</u>	<u>43,300</u>	<u>88,900</u>	<u>77,000</u>	<u>84,900</u>
TOTAL	\$1,063,054	\$1,005,292	\$1,504,431	\$1,771,525	\$1,830,700	\$1,470,400

PERMANENT POSITIONS

Public Services Director	.20
Public Works Manager	.33
Spec Proj Asst	.50
Staff Assistant	.50
Garage Supervisor	.25
Foreman	1.00
Sr Mechanic	1.00
Mechanic	.50
Equip Opr/Maint Wkr	.50
F'Load Refuse Truck Driver	1.00
Auto Ref Truck Driver	2.00
Refuse Collector/Driver	<u>7.00</u>
TOTAL	14.78

SIGNIFICANT EXPENDITURE CHANGES

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

ACTIVITY DESCRIPTION

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

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

Due to recycling requirements, the City implemented a curbside recycling program during the prior fiscal year. This program utilizes a recycling truck with bins to separate newspapers, plastics and aluminum for 4,500 residential customers.

ACTIVITY GOALS

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

ACTIVITY OBJECTIVES

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

GARBAGE/SOLID WASTE CONTROL CON'T

<i>ACTIVITY MEASUREMENTS</i>	<u>ACTUAL</u> <u>1989-90</u>	<u>ACTUAL</u> <u>1990-91</u>	<u>ACTUAL</u> <u>1991-92</u>	<u>PROJECTED</u> <u>1992-93</u>	<u>PROJECTED</u> <u>1993-94</u>
Number of residential units	3,945	3,980	4,000	4,130	4,130
Number of commercial units	465	432	450	436	436
Number of dumpster customers	237	237	230	235	235
Number of Roll-off customers	0	0	17	25	25

FUND	ACCOUNT	ACCOUNT NAME	1989-90 ACTUAL	1990-91 ACTUAL	1991-92 ACTUAL	1992-93 BUDGET	1992-93 AMENDED	1993-94 PROPOSED
		PHYSICAL ENVIRONMENT/GARBAGE/SOLID WASTE CONTROL SERVICES						
		CAPITAL OUTLAY						
495	534.620	Buildings	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
495	534.630	Improvements other than Buildings	0	0	0	0	0	0
495	534.640	Machinery & Equipment	31,550	35,383	221,833	372,500	442,000	51,000
495	534.641	Equip (Special Revenues - Recycling Grant)	21,132	0	0	15,000	14,000	14,000
		Sub-total Capital Outlay	\$ 52,682	\$ 35,383	\$ 221,833	\$ 387,500	\$ 456,000	\$ 65,000
		DEBT SERVICE						
495	534.710	Debt Service - Principal	\$ 100,000	\$ 100,000	\$ 100,000	\$ 140,000	\$ 172,000	\$ 87,600
495	534.720	Debt Service - Interest	24,973	18,184	17,639	23,125	16,000	13,500
		Sub-total Debt Service	\$ 124,973	\$ 118,184	\$ 117,639	\$ 163,125	\$ 188,000	\$ 101,100
		CAPITAL RESERVES						
495	534.990	Budget Reserves	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 74,100
		TOTAL SOLID WASTE CONTROL SERVICES	\$ 1,063,054	\$ 1,005,292	\$ 1,461,131	\$ 1,682,625	\$ 1,753,700	\$ 1,385,500

WATER & SEWER
ENTERPRISE FUND

**WATER AND SEWER
ENTERPRISE FUND**

ANNUAL BUDGET

1993-94

WATER AND SEWER ENTERPRISE FUND REVENUE EXPLANATION

Water Sales

Based on nine months' billings, revenues from water sales will be higher than anticipated for 1992-93. Due to a 3.2% rate increase to be effective October 1, 1993, an additional \$54,000 has been projected for 1993-94.

Meter Connection Charges

Current estimates indicate that revenues will be higher than anticipated for 1992-93. No increase over the original 1992-93 budget is anticipated.

Service Charges

Current estimates indicate that revenues will be as anticipated for 1992-93. No increase has been projected for 1993-94.

Cut-Off Charges

Current estimates indicate that revenues will be higher than anticipated for 1992-93. No increase has been projected for 1993-94.

Hydrant Rental

Current estimates indicate that revenues will be slightly less than anticipated for 1992-93. No increase has been projected for 1993-94.

Sewer Charges

Based on nine months' billings, revenues from sewer charges will be higher than anticipated for 1992-93. Sewer charges are 115% of the water rate and due to a water rate increase to be effective October 1, 1993, an additional \$60,000 has been projected for 1993-94.

Sewer Connection Charges

Current estimates indicate that revenues will be higher than anticipated for 1992-93. No increase has been projected for 1993-94.

Interest Earnings

Current estimates for 1992-93 indicate that earnings will be less than anticipated due to the bond refunding. The projection of \$78,000 for 1993-94 is based on current average earnings.

Other Income

Current estimates indicate revenues will be less than anticipated for 1992-93. The 1993-94 budget level is based on current year estimates.

Impact Fees

Current estimates indicate that revenues will be much higher than anticipated for 1992-93. The 1993-94 budget is estimated to be less than the current year amended estimate.

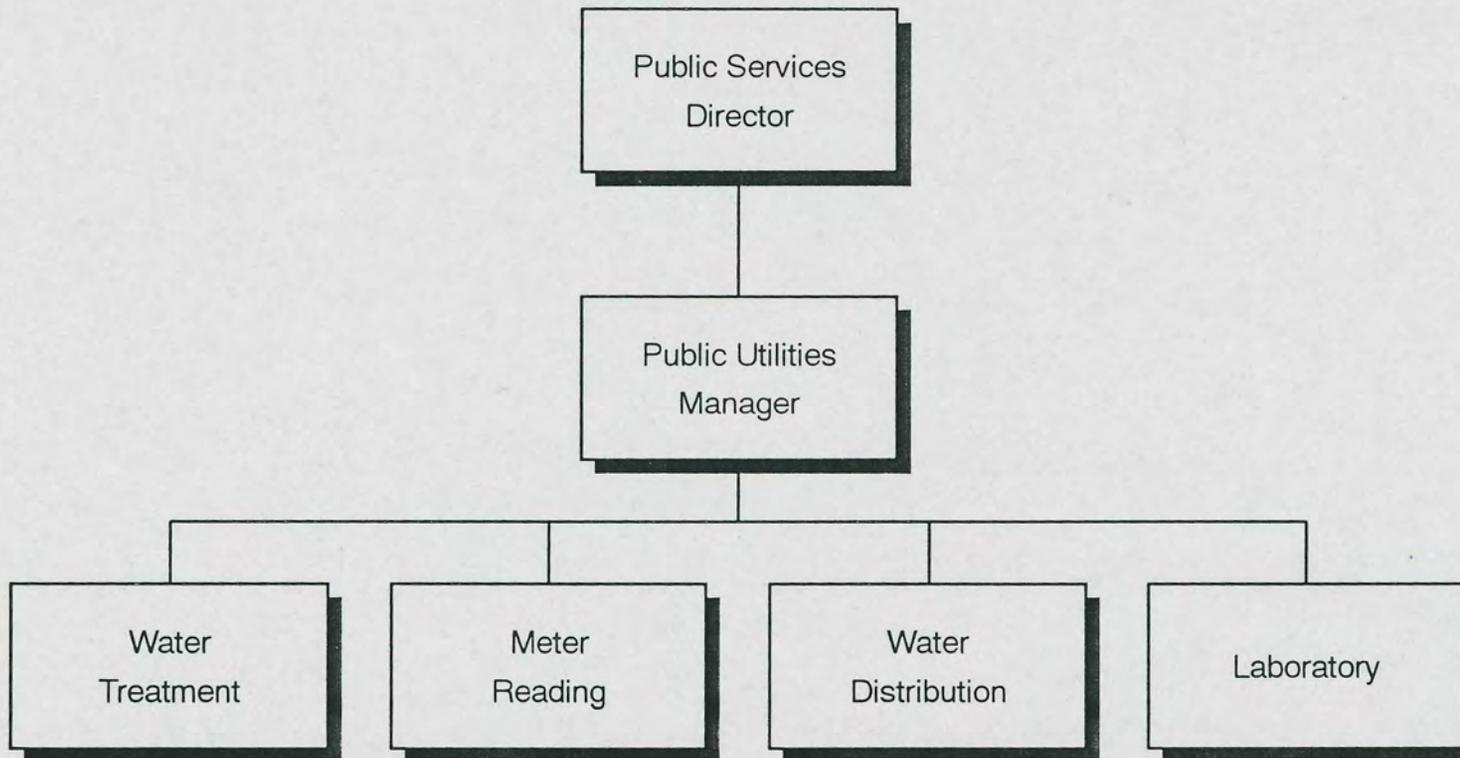
Appropriated Reserves

The budget anticipates using cash reserves of \$79,800 for purchases of equipment and improvements to the Water and Sewer System. The reserves will also provide for additional certification training for plant operators and distribution system technicians as well as for major well repairs and increased chemical costs associated with completed improvements to the water and sewer system.

FUND ACCOUNT		ACCOUNT NAME	1989-90 ACTUAL	1990-91 ACTUAL	1991-92 ACTUAL	1992-93 BUDGET	1992-93 AMENDED	1993-94 PROPOSED
FEDERAL GRANTS								
400	331.390	Flouride Grant	\$ 0	\$ 19,287	\$ 0	\$ 0	\$ 0	\$ 0
WATER REVENUE								
400	343.611	Water Sales	\$ 1,171,163	\$ 1,237,932	\$ 1,341,449	\$ 1,340,600	\$ 1,360,000	\$ 1,370,000
400	343.612	Meter Connection Charges	8,085	15,326	17,954	14,000	17,000	14,000
400	343.613	Service Charges	14,871	15,600	15,610	15,000	15,000	15,000
400	343.614	Cut-off Charges	12,727	16,942	15,525	15,000	15,000	15,000
400	343.615	Hydrant Rental	9,594	9,561	9,618	10,000	10,000	10,000
		Sub-Total Water Revenue	\$ 1,216,440	\$ 1,295,361	\$ 1,400,156	\$ 1,394,600	\$ 1,417,000	\$ 1,424,000
SEWER REVENUE								
400	343.621	Sewer Charges	\$ 1,316,439	\$ 1,392,537	\$ 1,478,779	\$ 1,517,600	\$ 1,540,000	\$ 1,550,000
400	343.622	Sewer Connection Charges	2,800	1,900	5,600	5,000	6,000	5,000
		Sub-total Sewer Revenue	\$ 1,319,239	\$ 1,394,437	\$ 1,484,379	\$ 1,522,600	\$ 1,546,000	\$ 1,555,000
INTEREST EARNINGS								
400	361.100	Investment Income	\$ 25,957	\$ 24,589	\$ 5,887	\$ 4,000	\$ 0	\$ 4,000
400	361.200	SBA Int/Wtr Rev & Opr Fd	92,491	89,537	77,465	50,000	54,000	50,000
471	361.210	SBA Int/Debt Service Fund	93,539	82,466	65,790	40,000	30,000	10,000
480	361.000	SBA Int/Impact Fees	45,795	33,646	23,806	14,000	14,000	14,000
		Sub-total Interest Earnings	\$ 257,782	\$ 230,238	\$ 172,948	\$ 108,000	\$ 98,000	\$ 78,000
								Page 124

FUND ACCOUNT		ACCOUNT NAME	1989-90 ACTUAL	1990-91 ACTUAL	1991-92 ACTUAL	1992-93 BUDGET	1992-93 AMENDED	1993-94 PROPOSED
OTHER INCOME								
400	362.100	Building Rental	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
400	364.410	Surplus Sales	0	1,330	175	2,000	600	1,000
400	364.420	Insurance Proceeds/Loss	843	0	0	0	7,000	0
400	365.100	Scrap Sales	0	0	0	1,000	1,000	1,000
400	369.960	DOT Reimbursements	0	0	0	0	16,500	0
400	369.900	Miscellaneous	6,599	11,841	8,954	10,000	10,000	10,000
480	369.962	Volusia Co Reimbursement	0	0	0	0	14,000	0
Sub-total Other Income			\$ 7,442	\$ 13,171	\$ 9,129	\$ 13,000	\$ 49,100	\$ 12,000
APPROPRIATIONS, TRANSFERS, CONTRIBUTIONS								
400	380.100	Appropriated Operating Reserve	\$ 0	\$ 0	\$ 50,000	\$ 177,150	\$ 106,600	\$ 173,800
471	380.100	Appropriated Debt Service Reserve	0	0	4,579	0	0	0
480	380.100	Appropriated Renewal & Replacement	0	0	191,019	37,000	0	0
400	383.200	Transfer From General Fund	0	0	0	0	0	0
480	363.236	Impact Fees	20,295	39,712	151,158	50,000	100,000	50,000
Sub-total			\$ 20,295	\$ 39,712	\$ 396,756	\$ 264,150	\$ 206,600	\$ 223,800
TOTAL WATER AND SEWER REVENUE			\$ 2,821,198	\$ 2,992,205	\$ 3,463,368	\$ 3,302,350	\$ 3,316,700	\$ 3,292,800

Water Utility Service/Water Plant



WATER UTILITY SERVICE/WATER PLANT

<i>EXPENDITURES</i>	<u>ACTUAL</u> 1989-90	<u>ACTUAL</u> 1990-91	<u>ACTUAL</u> 1991-92	<u>BUDGET</u> 1992-93	<u>AMENDED</u> 1992-93	<u>PROPOSED</u> 1993-94
Personal Services	\$343,091	\$377,186	\$464,766	\$480,900	\$510,800	\$520,700
Operating Expenses	244,990	218,962	309,932	277,000	292,600	313,800
Capital Outlay	<u>0</u>	<u>0</u>	<u>19,652</u>	<u>28,800</u>	<u>45,000</u>	<u>7,000</u>
TOTAL	\$588,081	\$596,147	\$794,350	\$786,700	\$848,400	\$841,500

PERMANENT POSITIONS

Public Services Director	.25
Utilities Manager	.50
Spec Proj Asst	.20
Staff Assistant	.50
Lab Technician	.50
Garage Supervisor	.25
Maintenance Supervisor	1.00
Chief Plant Operator	1.00
Water Plant Operator	3.00
Water Plant Operator Trainee	1.00
Maintenance Supervisor	1.00
Utility Mechanic	3.00
Meter Reader	<u>2.00</u>
Total	13.20

SIGNIFICANT EXPENDITURE CHANGES

1. None

WATER UTILITY SERVICE/WATER PLANT CON'T

ACTIVITY DESCRIPTION

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

ACTIVITY GOALS

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

ACTIVITY OBJECTIVES

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

ACTIVITY MEASUREMENTS

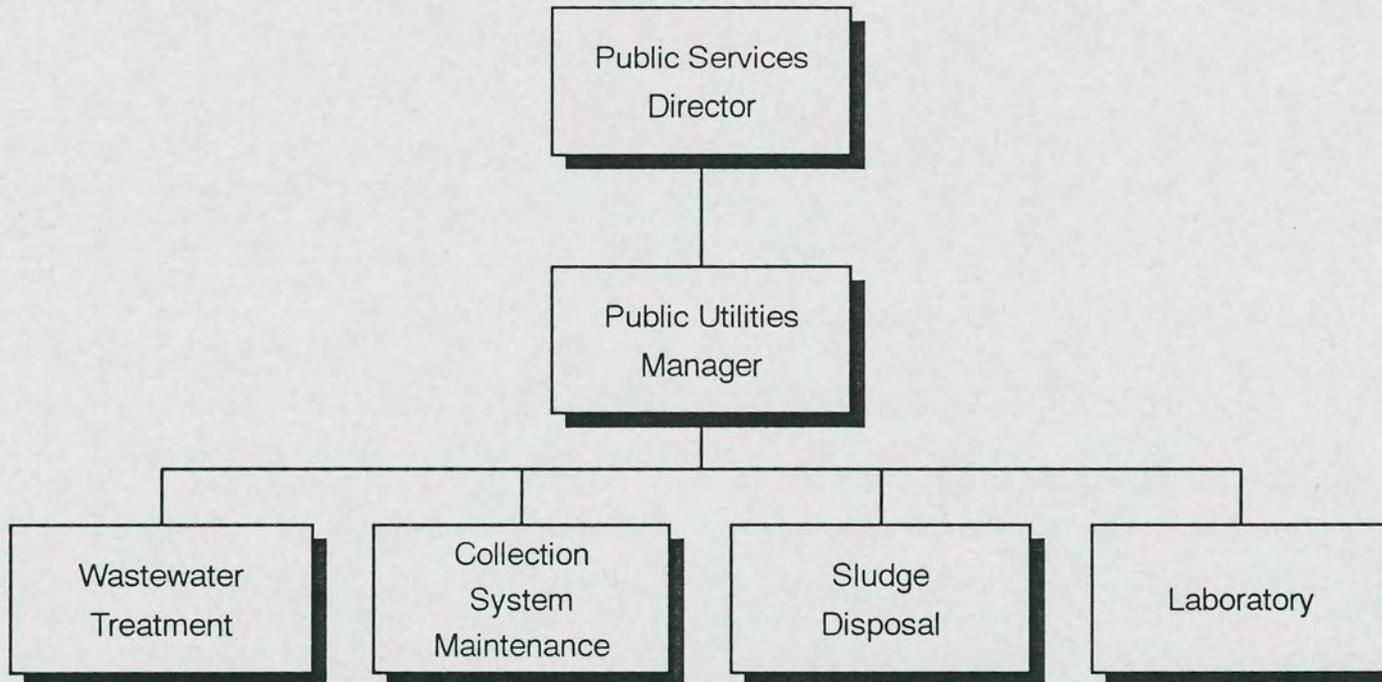
	<u>ACTUAL</u> <u>1989-90</u>	<u>ACTUAL</u> <u>1990-91</u>	<u>ACTUAL</u> <u>1991-92</u>	<u>PROJECTED</u> <u>1992-93</u>	<u>PROJECTED</u> <u>1993-94</u>
Water Treatment Plant capacity	2.3 MGD	2.3 MGD	2.3 MGD	2.3 MGD	2.3 MGD
Water average daily flow	1.1 MGD	1.1 MGD	1.1 MGD	1.2 MGD	1.2 MGD
Number of fire hydrants	258	260	260	264	268
Average number of meters read per month	5,438	5,474	5,516	5,530	5,570

FUND ACCOUNT	ACCOUNT NAME	1989-90 ACTUAL	1990-91 ACTUAL	1991-92 ACTUAL	1992-93 BUDGET	1992-93 AMENDED	1993-94 PROPOSED
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		WATER UTILITY SERVICE/WATER PLANT						
		PERSONAL SERVICES						
400	533.110	Executive Salaries	\$ 28,863	\$ 35,581	\$ 42,801	\$ 36,000	\$ 36,000	\$ 36,300
400	533.120	Regular Salaries & Wages	226,182	242,500	299,894	296,300	310,000	314,400
400	533.130	Other Salaries & Wages	0	0	0	0	0	0
400	533.140	Overtime/Regular Employees	12,649	17,249	20,258	19,000	27,000	27,000
400	533.190	Uniforms	1,719	1,829	2,165	2,600	2,600	2,600
400	533.210	FICA Taxes	20,422	19,677	24,985	26,900	28,500	28,900
400	533.220	Retirement Contributions	39,949	44,834	57,999	62,300	66,200	67,000
400	533.230	Life & Health Insurance	12,133	14,045	15,749	18,900	21,000	23,600
400	533.240	Workers' Compensation	0	0	0	15,900	16,500	17,200
400	533.280	Training & Travel	1,173	1,470	915	3,000	3,000	3,700
		Sub-total Personal Services	\$ 343,091	\$ 377,186	\$ 464,766	\$ 480,900	\$ 510,800	\$ 520,700



Sewer Service/Water Pollution Control



SEWER SERVICE/WATER POLLUTION CONTROL PLANT

<i>EXPENDITURES</i>	<u>ACTUAL</u> <u>1989-90</u>	<u>ACTUAL</u> <u>1990-91</u>	<u>ACTUAL</u> <u>1991-92</u>	<u>BUDGET</u> <u>1992-93</u>	<u>AMENDED</u> <u>1992-93</u>	<u>PROPOSED</u> <u>1993-94</u>
Personal Services	\$304,293	\$337,407	\$367,581	\$393,900	\$394,400	\$402,400
Operating Expenses	233,647	340,532	348,613	300,700	344,900	339,500
Capital Outlay	<u>0</u>	<u>2,612</u>	<u>18,806</u>	<u>41,550</u>	<u>44,000</u>	<u>45,400</u>
TOTAL	\$537,940	\$680,551	\$735,000	\$736,150	\$783,300	\$787,300

PERMANENT POSITIONS

Public Services Director	.25
Utilities Manager	.50
Staff Assistant	.50
Lab Technician	.50
Garage Supervisor	.25
Chief Wastewater Plant Operator	1.00
Plant Operator	3.00
Plant Operator Trainee	1.00
Sludge Belt Press Opr	1.00
Utility Mechanic	<u>3.00</u>
TOTAL	11.00

SIGNIFICANT EXPENDITURE CHANGES

1. Purchase of CADD/GIS Information System

SEWER PLANT CON'T

ACTIVITY DESCRIPTION

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

ACTIVITY GOALS

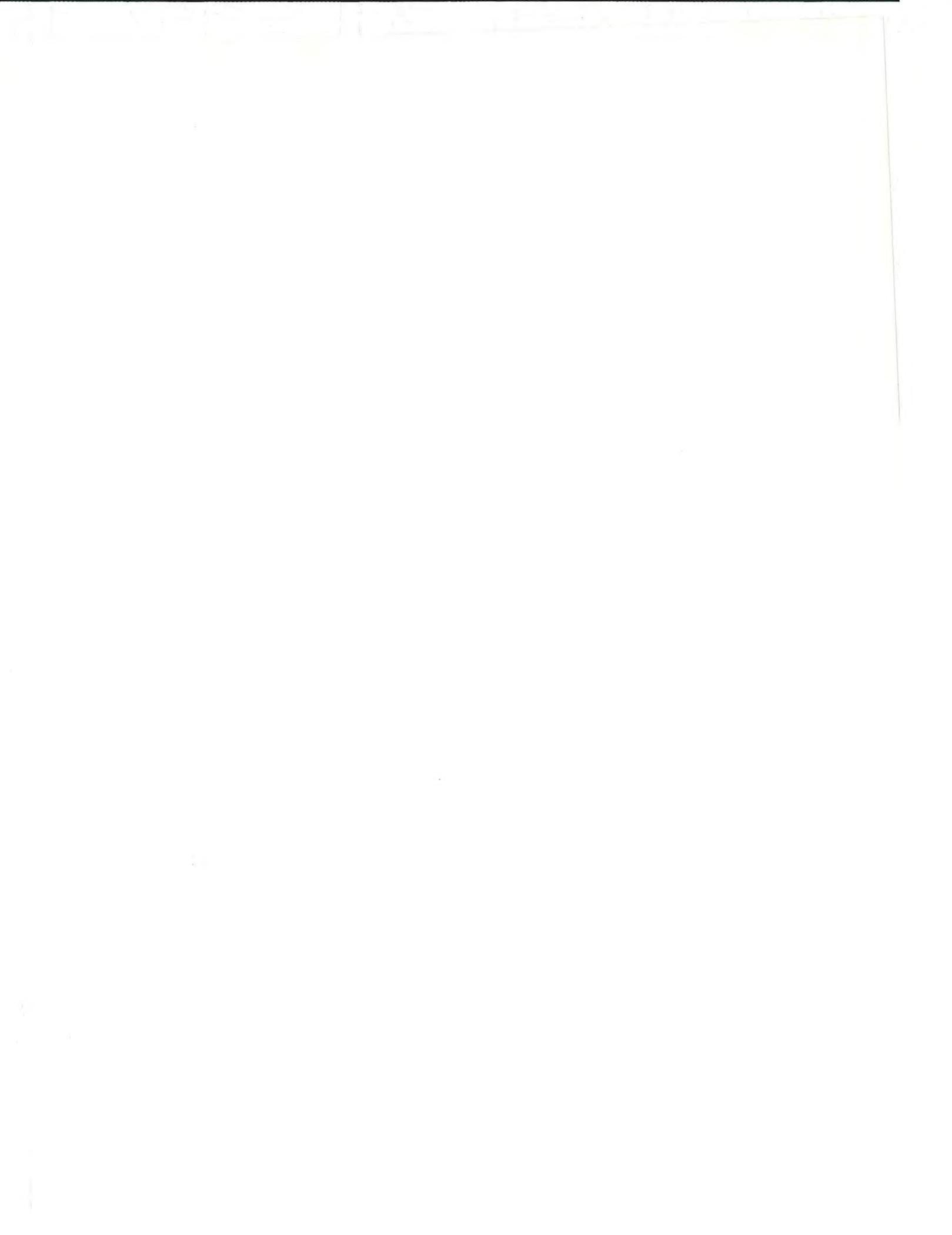
1. Operate the water pollution control plant to meet all State and Federal regulations and requirements.
2. Maintain sewer mains and lift stations to insure effective, sanitary conditions.

ACTIVITY OBJECTIVES

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

ACTIVITY MEASUREMENTS

	ACTUAL <u>1989-90</u>	ACTUAL <u>1990-91</u>	ACTUAL <u>1991-92</u>	PROJECTED <u>1992-93</u>	PROJECTED <u>1993-94</u>
Wastewater treatment capacity	1.6 MGD	2.4 MGD	2.4 MGD	2.4 MGD	2.4 MGD
Wastewater average daily flow	1.2 MGD	1.7 MGD	1.7 MGD	1.8 MGD	1.8 MGD
Number of lift stations	26	26	26	26	26
Miles of sanitary sewers	65.0 miles	65.0 miles	65.0 miles	65.0 miles	65.0 miles



WATER AND SEWER ADMINISTRATION

<i>EXPENDITURES</i>	ACTUAL <u>1989-90</u>	ACTUAL <u>1990-91</u>	ACTUAL <u>1991-92</u>	BUDGET <u>1992-93</u>	AMENDED <u>1992-93</u>	PROPOSED <u>1993-94</u>
Personal Services	\$246,000	\$259,600	\$282,700	\$269,750	\$269,750	\$268,700
Operating Expenses	118,053	116,436	128,605	229,250	179,250	180,300
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>10,000</u>	<u>10,000</u>	<u>3,000</u>
TOTAL	\$364,053	\$376,036	\$411,305	\$509,000	\$459,000	\$452,000

PERMANENT POSITIONS

City Manager	.33
Deputy Clerk	.50
Finance Director	.50
Chief Accountant	.25
C.S. Supervisor/Acct	.25
Sr Account Clerk	.25
Account Clerk	.25
Sr Cust Serv Clerk	.75
Cust Serv Clerk II	.75
Cust Serv Clerk I	.75
City Manager Secretary	.25
Office Assistant/Receptionist	.25
Custodian	.33
Admin Asst to CM	<u>.33</u>
TOTAL	5.74

SIGNIFICANT EXPENDITURE CHANGES

1. None

ACTIVITY DESCRIPTION, GOALS, OBJECTIVES, MEASUREMENTS

See General Government departments



**WATER AND SEWER
DEBT SERVICE**

ANNUAL BUDGET

1993-94

WATER AND SEWER DEBT SERVICE

<i>EXPENDITURES</i>	<u>ACTUAL</u> <u>1989-90</u>	<u>ACTUAL</u> <u>1990-91</u>	<u>ACTUAL</u> <u>1991-92</u>	<u>BUDGET</u> <u>1992-93</u>	<u>AMENDED</u> <u>1992-93</u>	<u>PROPOSED</u> <u>1993-94</u>
Principal Payments	\$0	\$165,000	\$175,000	\$190,000	\$165,000	\$230,000
Interest Expense	870,325	995,516	985,369	974,500	918,000	894,000
Other Debt Service	<u>0</u>	<u>2,000</u>	<u>1,000</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
TOTAL	\$870,325	\$1,162,516	\$1,161,369	\$1,169,500	\$1,088,000	\$1,129,000

PERMANENT POSITIONS
N/A

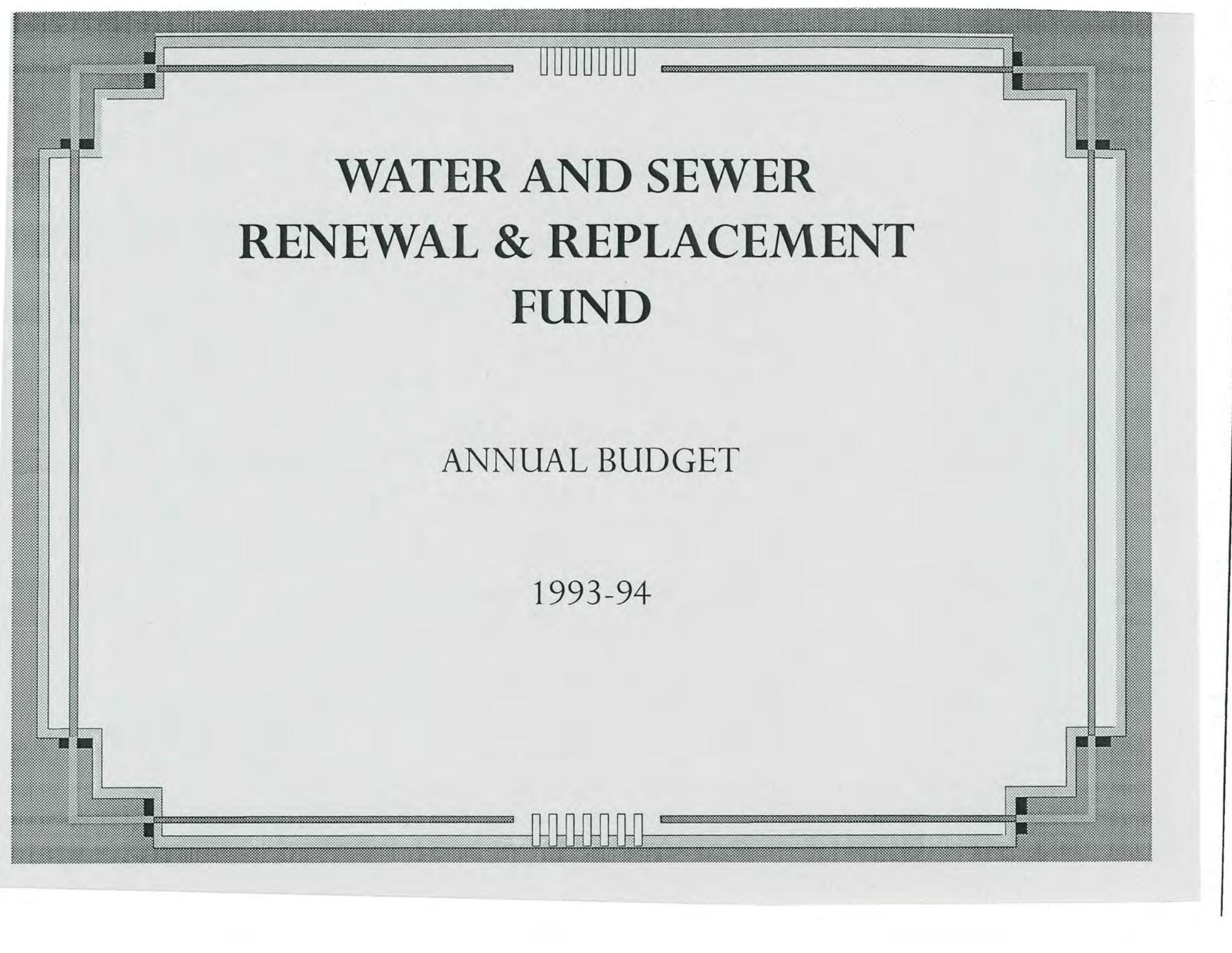
ACTIVITY GOAL
N/A

SIGNIFICANT EXPENDITURE CHANGES
1. None

ACTIVITY MEASUREMENTS
N/A

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

RENEWAL &
REPLACEMENT FUND



**WATER AND SEWER
RENEWAL & REPLACEMENT
FUND**

ANNUAL BUDGET

1993-94

WATER AND SEWER RENEWAL AND REPLACEMENT FUND

<i>EXPENDITURES</i>	<u>ACTUAL 1989-90</u>	<u>ACTUAL 1990-91</u>	<u>ACTUAL 1991-92</u>	<u>BUDGET 1992-93</u>	<u>AMENDED 1992-93</u>	<u>PROPOSED 1993-94</u>
Capital Outlay	\$211,510	\$ 35,841	\$365,983	\$101,000	\$112,900	\$68,000
Reserve for Improv	<u>0</u>	<u>72,517</u>	<u>0</u>	<u>0</u>	<u>25,100</u>	<u>15,000</u>
TOTAL	\$211,510	\$108,358	\$365,983	\$101,000	\$138,000	\$83,000

PERMANENT POSITIONS
N/A

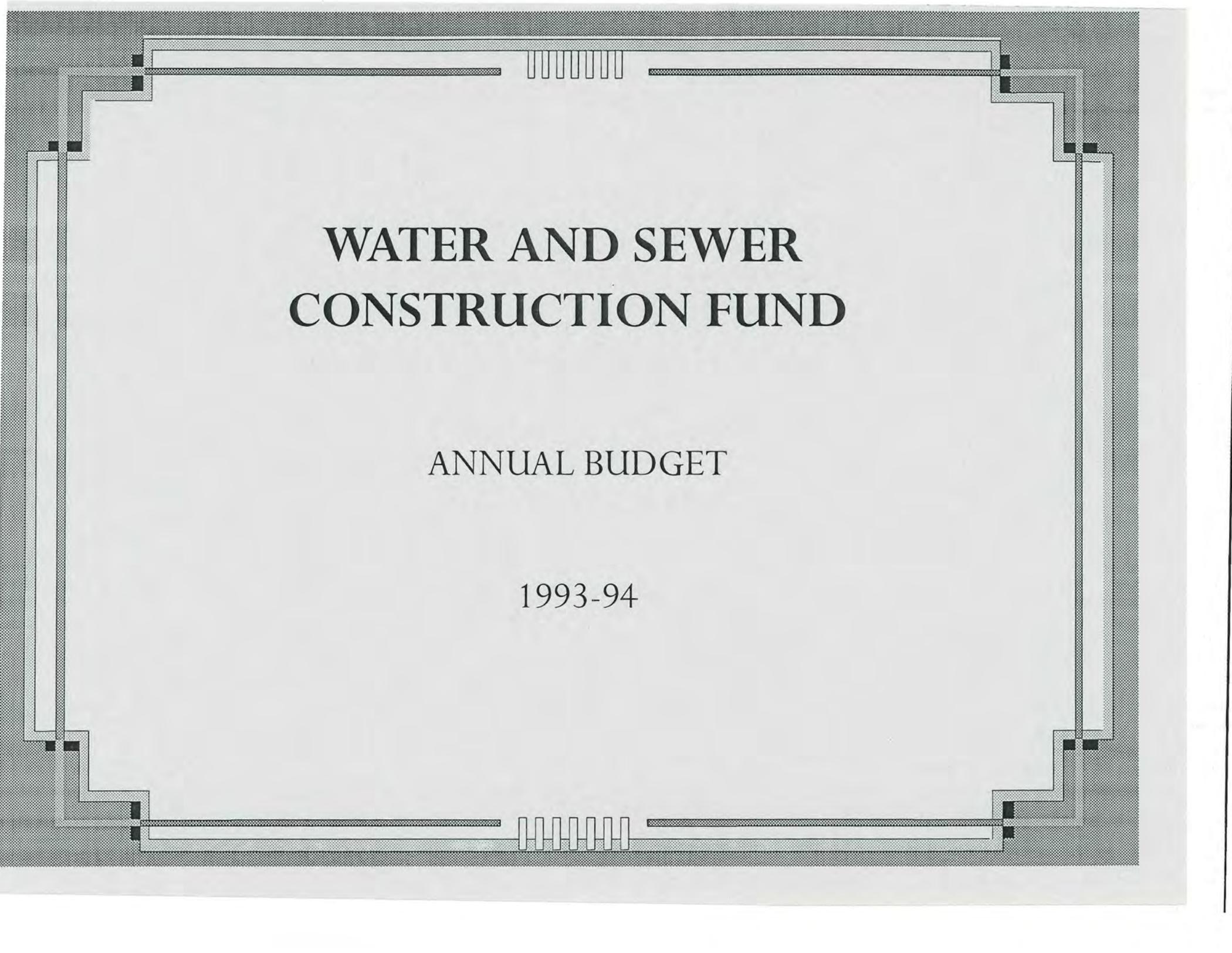
ACTIVITY GOAL
N/A

SIGNIFICANT EXPENDITURE CHANGES
1. None

ACTIVITY OBJECTIVE
N/A

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

ACTIVITY MEASUREMENTS
N/A



WATER AND SEWER CONSTRUCTION FUND

ANNUAL BUDGET

1993-94

WATER AND SEWER CONSTRUCTION FUND

<i>EXPENDITURES</i>	ACTUAL <u>1989-90</u>	ACTUAL <u>1990-91</u>	ACTUAL <u>1991-92</u>	BUDGET <u>1992-93</u>	AMENDED <u>1992-93</u>	PROPOSED <u>1993-94</u>
Capital Outlay	\$5,436,903	\$1,334,020	\$674,401	\$0	\$727,000	\$1,424,000
Reserve	<u>1,194,320</u>	<u>657,590</u>	<u>0</u>	<u>0</u>	<u>979,000</u>	<u>0</u>
TOTAL	\$6,631,223	\$1,991,610	\$674,401	\$0	\$1,706,000	\$1,424,000

PERMANENT POSITIONS

N/A

ACTIVITY DESCRIPTION

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

FUND ACCOUNT	ACCOUNT NAME	1989-90 ACTUAL	1990-91 ACTUAL	1991-92 ACTUAL	1992-93 BUDGET	1992-93 AMENDED	1993-94 PROPOSED	
SERIES 1989 AND 1992 CONSTRUCTION FUND - REVENUES								
491	384.100	Bond Proceeds	\$ 0	\$ 0	\$ 0	\$ 0	\$ 1,590,000	\$ 0
491	361.200	Interest from SBA	479,877	139,700	16,811	0	35,000	0
491	369.960	DOT Reimbursements	0	0	0	0	81,000	445,000
491	380.100	Appropriated Fund Balance	4,957,026	1,194,320	657,590	0	0	979,000
TOTAL CONSTRUCTION FUND REVENUES			\$ 5,436,903	\$ 1,334,020	\$ 674,401	\$ 0	\$ 1,706,000	\$ 1,424,000
SERIES 1989 AND 1992 CONSTRUCTION FUND - EXPENDITURES								
WATER PLANT								
491	533.310	Professional Services	\$ 15,104	\$ 101,467	\$ 45,077	\$ 0	\$ 173,000	\$ 21,000
491	533.620	Buildings	0	26,405	22,526	0	0	0
491	533.630	Improvements other than Buildings	0	21,038	570,207	0	190,000	610,000
491	533.640	Machinery & Equipment	770	218	0	0	0	0
WASTEWATER TREATMENT PLANT EXPANSION								
491	535.310	Professional Services	\$ 265,935	\$ 99,001	\$ 7,636	\$ 0	\$ 74,000	\$ 25,000
491	535.620	Buildings	0	13,039	0	0	0	0
491	535.630	Improvements other than Buildings	5,148,982	1,036,010	15,999	0	0	500,000
491	535.640	Machinery & Equipment	1,095	36,842	12,956	0	0	0
WATER & SEWER ADMINISTRATION								
491	536.310	Bond Issue Costs/Contingencies	\$ 5,017	\$ 0	\$ 0	\$ 0	\$ 90,000	\$ 88,000
491	581.920	Transfer to Capital Projects Fund	0	0	0	0	200,000	180,000
TOTAL EXPENDITURES			\$ 5,436,903	\$ 1,334,020	\$ 674,401	\$ 0	\$ 727,000	\$ 1,424,000
RESERVES			\$ 1,194,320	\$ 657,590	\$ 0	\$ 0	\$ 979,000	\$ 0
TOTAL CONSTRUCTION FUND			\$ 6,631,223	\$ 1,991,610	\$ 674,401	\$ 0	\$ 1,706,000	\$ 1,424,000



GLOSSARY

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

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

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

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

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

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

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

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

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

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

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

FDER - Florida Department of Environmental Regulations.

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

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

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

Fund Balance - The excess of assets over liabilities.

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

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

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

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

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

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

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

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

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

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

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

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

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

Transfer - Amounts transferred from one fund to another fund.

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

USEPA - United States Environmental Protection Agency.

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