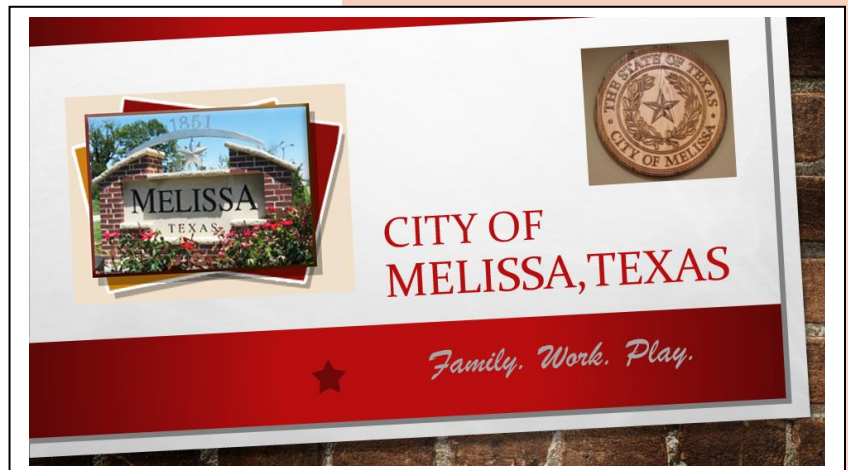


2018

ADOPTED ANNUAL BUDGET



City of
Melissa, Texas

**FISCAL YEAR 2018 (FY18) BEGINS
OCTOBER 1, 2017**

CITY OF MELISSA ANNUAL BUDGET FY2017-18



Fiscal Year 2018

**Adopted Annual
Budget**

As Adopted By:

THE MAYOR AND THE CITY COUNCIL





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Melissa
Texas**

For the Fiscal Year Beginning

October 1, 2016

A handwritten signature in black ink, reading "Jeffrey R. Egan".

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to City of Melissa, Texas for its annual budget for the fiscal year beginning October 1, 2016. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device. The City of Melissa has received this award each year since 2008.

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

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Overview



Mayor and City Council

Organizational Chart

Boards and Commissions

Outsourced Services

Budget Team

Vision, Mission & Principles

Strategic Plan

S. B. 656 Notice

Community Profile

Letter from City Manager



Mayor and City Council



**REED GREER
MAYOR**



**STACY JACKSON
PLACE 1**



**CHAD TAYLOR
PLACE 2**



**NICCO WARREN
PLACE 3**



**JAY NORTHCUT
MAYOR PRO-TEM**



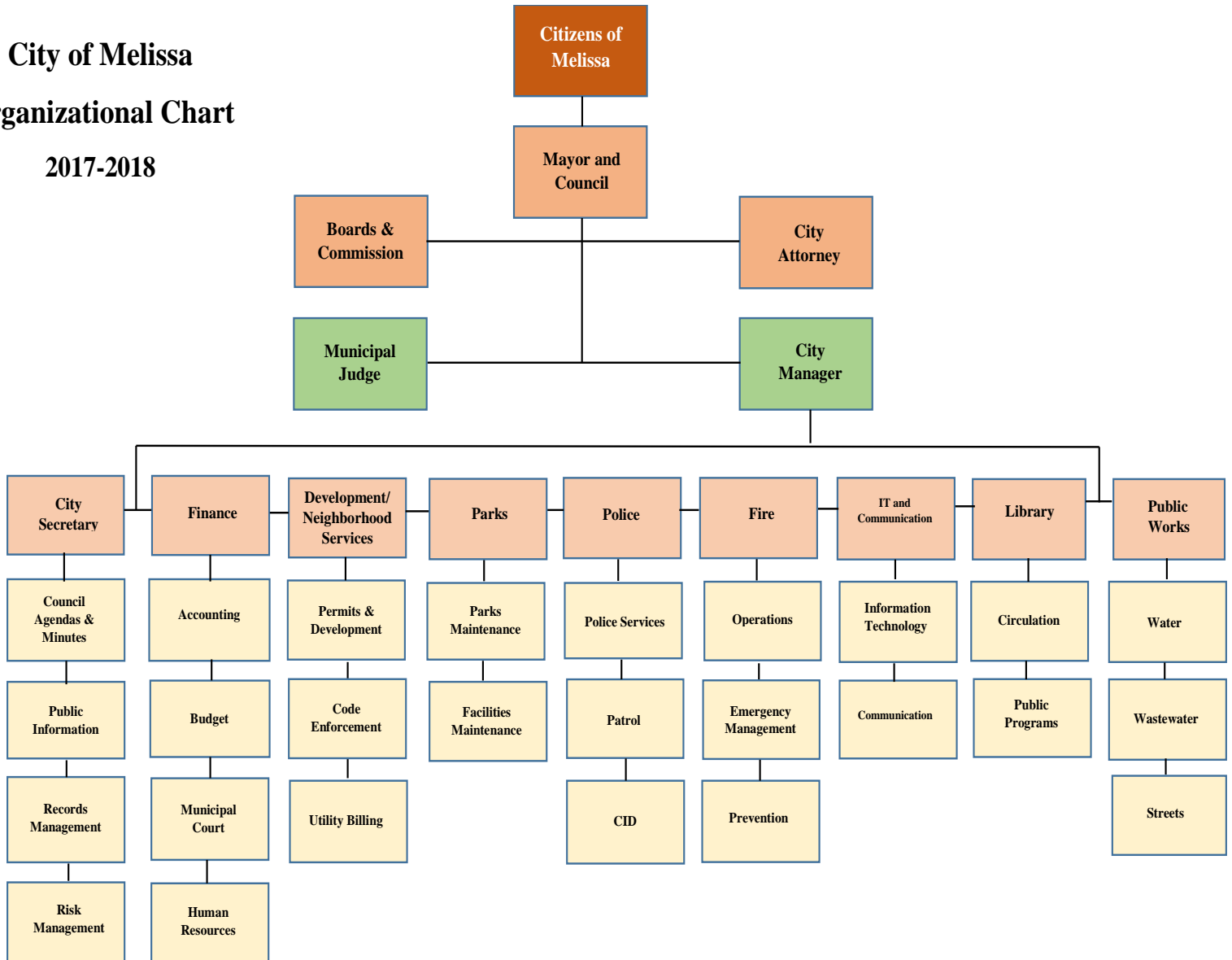
**CRAIG ACKERMAN
PLACE 5**



**ANTHONY FIGUEROA
PLACE 6**

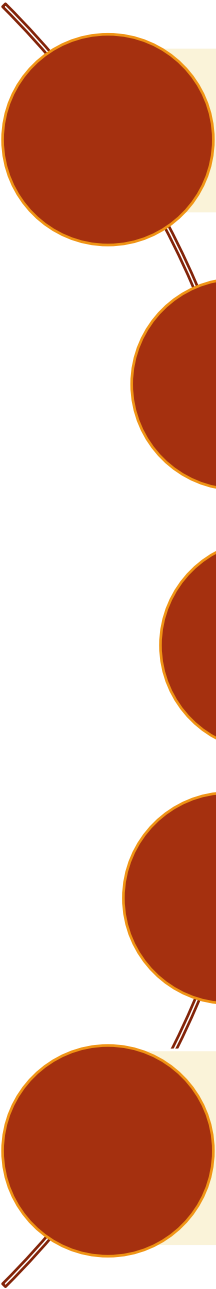
Organizational Chart

City of Melissa Organizational Chart 2017-2018



Boards and Commissions – FY18

Below are the City Council appointed Boards and Commissions for the City of Melissa. All meetings are held at Melissa City Hall located at 3411 Barker Avenue.



BOARD OF ADJUSTMENT: Serves as an appeal body for individuals seeking variances to the Zoning Ordinances or to a decision made by an administrative official enforcing the ordinance. There are five (5) members; two year staggered terms. Alternate members as appointed by Council. The Board meets monthly, if necessary, at 7:00 p.m.

PLANNING & ZONING BOARD: Reviews and considers submitted site plans and plats; makes recommendations to City Council on Zoning Ordinance amendments, Comprehensive Plan Amendments, Specific Use Permits and rezoning request. There are seven (7) members; two year terms. The Board meets on the 3rd Thursday of each month at 7:00 p.m.

LIBRARY BOARD: Advises City Council in matters related to Library Services. There are seven (7) members; two year terms. The Board meets on the 1st Thursday of each month at 6:30 p.m. in the Community Room.

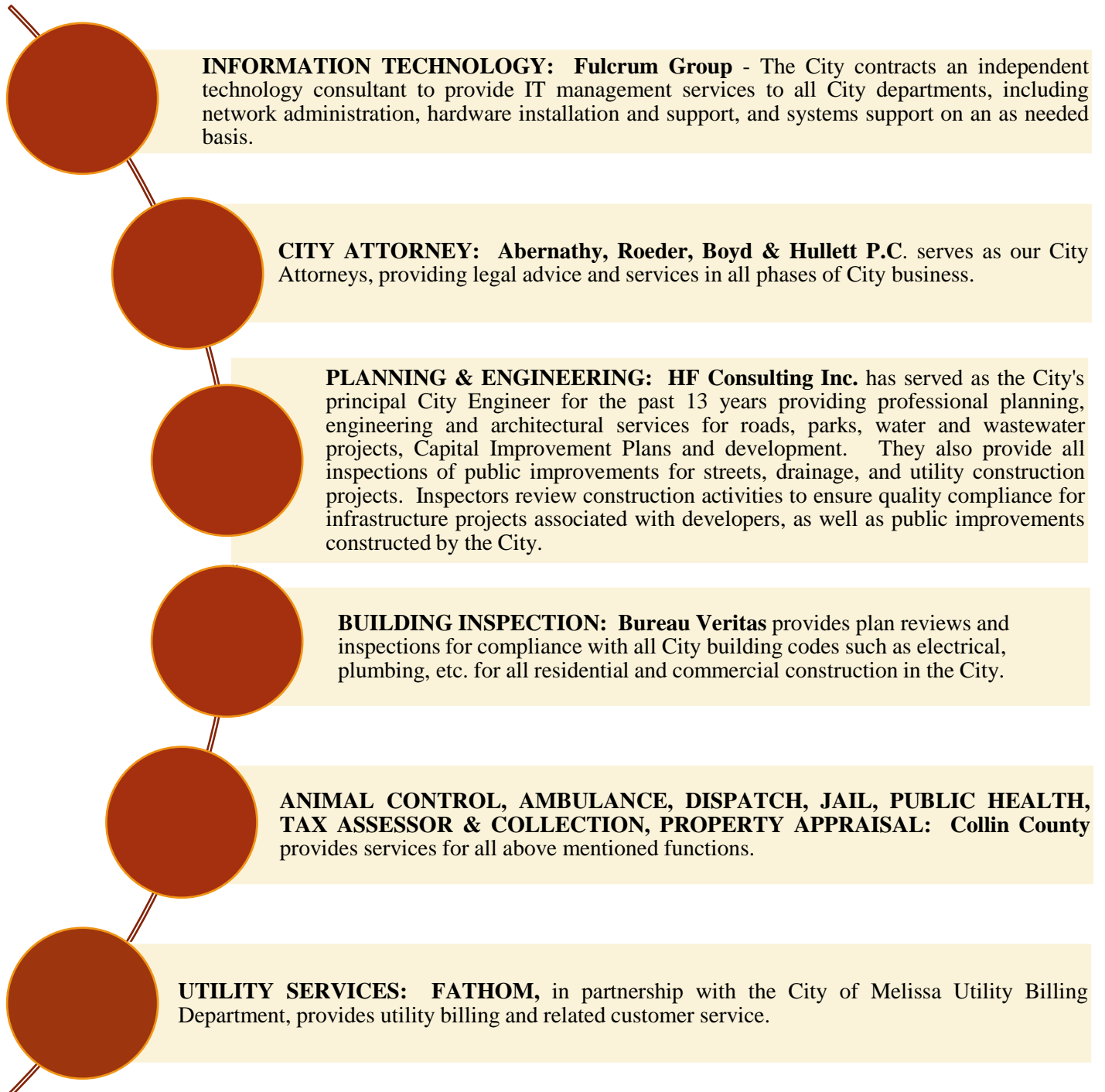
MELISSA COMMUNITY AND ECONOMIC DEVELOPMENT CORPORATION (4B): Identifies and funds community facilities and related projects to maintain and enhance the quality of life in Melissa. In 2013, Melissa Park Board was combined with the MCEDC Board. There are nine (9) members; two year terms. The Board meets on the 2nd Thursday of each month at 7:00 p.m.

MELISSA INDUSTRIAL AND ECONOMIC DEVELOPMENT CORPORATION (4A): Lead, directs and coordinates the broad-based expansion of the City's business base and promotes sustainable job growth, thereby continuously enhancing the quality of life for the citizens of the Melissa area. There are seven (7) members; three year terms. The Board meets when necessary.

All information regarding meetings in this section is for informational purposes only and is not intended to be a public notice of meetings. All meeting dates and times are subject to change. Please refer to the official Public Notice of Agenda for current date and time of all meetings mentioned in this section.

Outsourced Services

The City of Melissa outsources the following services:



Budget Team

Jason Little	<i>City Manager</i>
Gail Dansby	<i>Finance Director</i>
Linda Bannister	<i>City Secretary</i>
Duane Smith	<i>Police Chief</i>
Harold Watkins	<i>Fire Chief</i>
Tyler Brewer	<i>Development & Neighborhood Services Director</i>
Lorelei Perkins	<i>City Librarian</i>
Jeff Cartwright	<i>Public Works Director</i>
Mitzi McCabe	<i>Human Resources Coordinator</i>
Erin Mynatt	<i>IT/ Communications Director</i>
Lorie Lambert	<i>Court Administrator</i>
Amanda Ryan	<i>Administrative Assistant</i>

THANK YOU FOR YOUR HELP!

***The City Manager and Finance Director expresses their
appreciation to all City departments for their assistance
and cooperation in completing the annual budget.***

Vision, Mission & Principals



Vision

- Leveraging our community spirit, our passion for service and our beauty to grow a unique community that welcomes your future with us.

Mission

- Invite, encourage and grow collaborative participation in the development of Melissa by:
 - promoting community involvement
 - expanding infrastructure
 - attracting quality commercial and residential development, and
 - delivering open space options, with a focus on beautification, while keeping Melissa safe for all.



Principles

- CONNECTING WITH OUR COMMUNITY
- PASSION FOR OUR SCHOOLS
- SERVICE FOR OTHERS
- QUALITY DEVELOPMENT
- INVESTING IN OUR FAMILY

Strategic Plan



Strategic Plan Goals

- Focus on beautification efforts to enhance drive through appeal in order to increase property values and sustain community pride.
- Focus on creating opportunities for citizen participation and citizen connections.
- Invest in communication efforts in order to build a sense of community, to get information to all citizens, and to create channels of feedback.
- Commit to marketing Melissa in order to communicate who we are, where we are and what we offer.
- Foster an environment that reflects our small town character while supporting a strong, diverse, and growing economy.
- Proactively safeguard our community as our family.

Implementation of Goals in FY18

- * Improve and articulate residential and commercial standards.
 - Continue refinement of all development standards.
- * Create beautification plan for transportation systems.
 - Construction of the Texas Department of Transportation's Green Ribbon Funding for the US75/SH121 interchange.
- * Create opportunities for citizens to connect.
 - Farmers Market expansion.
- * Identify and implement methods to increase electronic communications saturation.
 - Website upgrades.
- * Provide adequate funding for training, equipment, and tools for personnel to provide necessary measures in safeguarding Melissa's citizens/property.
 - PD/FD personnel expansion.
 - Emphasis on Code Compliance through the consideration and adoption of the Internal Property Maintenance Code.



S.B. 656 Notice

This budget will raise more total property taxes than last year's budget by \$361,932 or 8.37%. The property tax revenue to be raised from new property added to the tax roll this year is \$435,562.

On September 12, 2017, the members of governing body approved the Fiscal Year 2017-18 Budget as follows:

FOR: Reed Greer, Anthony Figueroa, Jay Northcut, Craig Ackerman, Nicco Warren, Chad Taylor

AGAINST: None

PRESENT AND NOT VOTING: None

ABSENT: Stacy Jackson

The Governing Body proposes to use revenue attributable to the tax rate increase for the purpose of increasing overall services to the citizens, with additions of fire and police personnel and the continuation of our Capital Improvement Plan for the construction of Throckmorton, Davis and Fannin Roads and the branding and beautification of the SH121 & US75 interchange.

Property Tax Rate Comparison (per \$100)

	<u>FY17</u>	<u>FY18</u>
Total Property Tax Rate:	\$0.6100	\$0.6100
Effective Tax Rate:	\$0.556578	\$0.549277
Effective M&O Tax Rate:	\$0.436939	\$0.416168
Rollback Tax Rate:	\$0.619721	\$0.602156
Debt Tax Rate:	\$0.147827	\$0.152695
Total Municipal Debt Obligations (secured by property taxes):	\$942,811.00	\$1,173,128

Community Profile

History of Melissa, Texas



(Source: City of Melissa)

County: Collin

Location: 38 miles north of Dallas on US Hwy 75

Area: 21 square Miles

Form of Government: Council/Manager

Number on Council: 7

Municipal Police: 13

Melissa settlement began in the 1840s although the town did not take off until the Houston and Texas Central Railway arrived in the early 1870s. The town's namesake is not certain since there were two railroad executives with daughters named Melissa. The town's railroad connection attracted population from Highland, Texas, a small community about 2.5 miles north of Melissa.



A post office was granted in the first half of 1873 and by 1884 the town had a population estimated at 100.

Melissa was on the line of the first Texas Interurban line (the Texas Electric Railway) which ran from Denison to Dallas beginning in 1908. The population increased to 400 by 1914. Melissa's connection to the electric railway insured that the town

was "wired" and the townspeople also benefited from paved roads and a telephone exchange. All of this infrastructure was installed prior to 1920.

Melissa had all essential businesses plus a fully-enrolled school. As a shipping point, Melissa sent out 3,000 bales of cotton each year from two cotton gins. Disaster appeared in 1921 in the form of a tornado. In April of that year thirteen people were killed and both businesses and residences were destroyed. To make matters worse, a fire raged through town eight years later consuming many of the replacement buildings. Growth was curtailed by the Great Depression, mechanized farming and Defense industry jobs available in

CITY OF MELISSA ANNUAL BUDGET FY2017-18

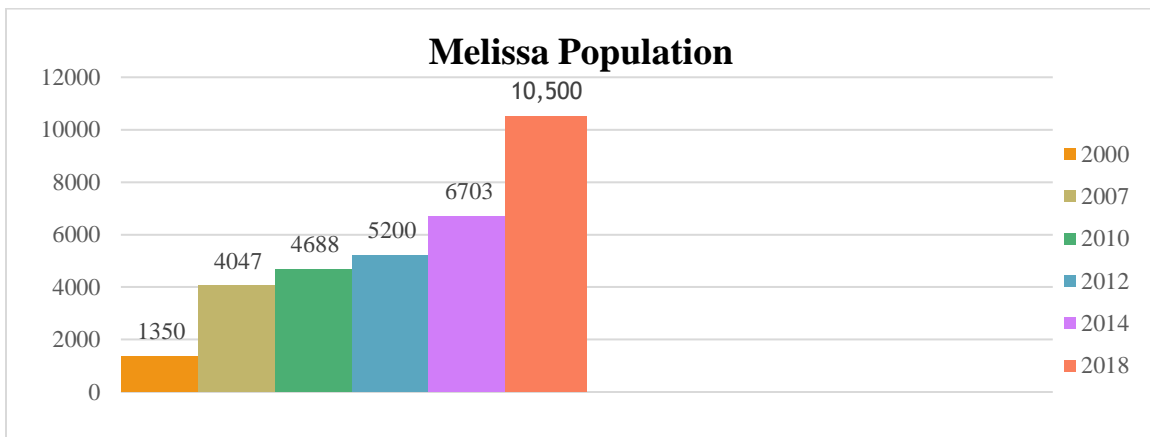
Dallas during WWII. From 500 people in the mid-1920s, Melissa declined to less than 300 by 1949. It increased to 375 by the mid-1960s and to just over 600 in 1980. The 2000 Census shows a substantial increase to over 1,300. The estimated population for 2018 is 10,500.

(Source: Melissa, Texas Forum)

Demographics

POPULATION						
	2000	2007	2008	2010	2014	2018
Melissa	1,350	4,047	4,688	5,200	6,703	10,500
Collin County	491,675	731,350	749,590	791,633	885,241	

(Source: Texas State Data Center—UT-SA; Texas-Demographics.com)



	City of Melissa	Collin County
Total Number of Households:	501	194,892
2000	1,025	295,237
2007	1,617	302,938
2009		327,567
2014		
Median Household Income:		
2000	\$60,761	\$70,331
2009	\$64,376	\$97,234

Miscellaneous Demographics

Household Size: 3.3

Average Single Family Home Value: \$264,593

CITY OF MELISSA ANNUAL BUDGET FY2017-18

	2012	\$84,410	\$81,364
	2013	\$82,762	90,556
Average Household Income:			
	2000	\$77,560	\$ 89,506
	2009	\$87,843	\$124,474
	2012	\$92,452	\$130,712
	2013		
Per Capita Income:			
	2000	\$26,193	\$33,345
	2009	\$31,179	\$45,601
	2012	\$32,968	\$47,949
	2013	\$30,428	\$37,839

Employment – Census 2010 Data

Population (16 years and older)	2,750
In Labor Force	1,977
Civilian Labor Force	1,954
Employed	1,879
Unemployed	75
Armed Forces	23
Not in Labor Force	773
Employed Civilian Population	1,954
Management, Professional, and related	762
Service	202
Sales and Office	593
Farming, Fishing & Forestry	40
Construction, Extraction & Maintenance	91
Production, Transportation & Material Moving	174

(Source: Census 2010)

Education

Melissa ISD (Texas Exemplary Campuses)

- Number of Enrolled Students: 2633
- Elementary (837 Students) - Harry McKillop Elementary
- Intermediate School (446 Students) - Melissa Ridge Intermediate
- Middle School (598 Students) - Melissa Ridge Middle School
- High School (752 Students) - Melissa High School



Area Universities and Colleges:

- Collin County College
- Texas A&M University (Commerce)
- Texas Woman's University (Denton)
- University of North Texas (Denton)
- University of Texas at Dallas (Richardson)
- Southern Methodist University (Dallas)

Top 10 Major Employers

1.	Melissa ISD	325
2.	Kirk Concrete Construction, Inc.	145
3.	SteelFab Texas Fabricated Structural Steel	100
4.	Calhar Construction Inc.	75
5.	NTMWD Regional Disposal Facility/Fleet	46
6.	City of Melissa City Government	45
7.	Sonic Drive-In	36
8.	CMC Rebar	28
9.	Mudpies & Lullabies	23
10.	Corner Store	15

(Source: City of Melissa)

Transportation



Road Service:

US Route	US 75
State Highway	Hwy 121 (Sam Rayburn Highway) Hwy 5 (McKinney Street)

Distance in miles to:

Dallas	38	Chicago	895
Fort Worth	65	Los Angeles	1,430
Houston	277	New York	1,541

Air Service:

McKinney - Municipal
DFW - International
Love Field - Regional
Alliance - Industrial

Rail Service:

Provider - Southern Pacific

CITY OF MELISSA ANNUAL BUDGET FY2017-18

Taxation

PROPERTY TAX:

Rate per \$1,000

Valuation \$2.552056

Breakdown by Entity:

Collin County \$0.192246

Special District (Community College) \$0.079810

Melissa City \$0.61

Melissa ISD \$1.67

SALES TAX:

Total Sales Tax Rate 8.25%

Breakdown by Entity:

Municipal Sales Tax 1%

State Sales Tax 6.25%

Economic Development Sales Tax (4A) 0.5%

Other Sales Tax (4B) 0.5%

TOTAL TAXABLE VALUE \$854 Million

2017 Top 5 Property Valuations

For More Information

DR Horton - Texas LTD

• \$8,428,686

Bloomfield Homes

• \$4,507,585

L 109 Mckinney

• 4,287,405

DR Horton

• \$3,242,493

K Hovnanian Homes

• \$2,993,613

City of Melissa Municipal Center
3411 Barker Avenue
Melissa, TX 75454
Call (972) 838-2338
Fax (972) 837-2452

Melissa Independent School District
1904 Cooper Street
Melissa, TX 75454
(972) 837-2411
(972) 837-4233

Melissa Chamber of Commerce
1501 W. Harrison Street
Melissa, TX 75454
(972) 837-4277

Letter from City Manager

October 1, 2017

Honorable Mayor and City Council,

I am pleased to present to you the Fiscal Year 2018 budget for the City of Melissa. This budget represents a program of work designed to enhance the quality of life in Melissa, while maintaining the existing tax rate for the tenth year in a row. This budget is a **balanced budget** and intended to serve as: (i) a plan for financial operations embodying an estimate of expenditures for the next fiscal year and the means of financing them; and (ii) a management and operation plan for the allocation of resources within this budget.

This is truly an organizational budget, as the organization collaborated prior to the budget process beginning to develop the core needs of the community. Staff feels that focusing investments on the future of our community will ensure the highest level of services to the Melissa community. The priority of the FY18 budget is to maintain and improve the programs and facilities that have been invested in previously. Organizationally, Staff believes that these investments will further stimulate the local economy, at which time, the organization can develop a plan for investments that will improve and expand services to our community.

Summary of significant initiatives funded:

- Commitment to Financial Policy by budgeting contribution to Undesignated Fund Balance
- Roadway investments include:
 - Construction of Throckmorton East from SH 5 to Shirley Lane
 - Construction of Davis Road
 - Construction of or Fannin Road North
 - City participation in the TxDOT's Green Ribbon Program for the beautification and branding of the US 75 and SH 121 intersection
 - Right of way acquisition for Melissa Road East and West
 - Schematic Design of Telephone Road from US 75 to the Collin County Outer Loop
 - Schematic Design of Davis Road West from US 75 to FM 543
- Additional employee in Police and Fire



City of Melissa

3411 Barker Avenue
Melissa, TX 75454

Phone: 972-838-2338
Fax: 972-837-4524
cityofmelissa.com

- Economic Development Contribution continued
- Renewal and Replacement funding for major systems at City Hall
- Designated Capital Project Contribution to help offset future debt

Additionally, the City Council Strategic Plan will be further implemented in the following manner:

- Improve and articulate residential and commercial standards.
 - Continued refinement of all development standards
- Create opportunities for citizens to connect.
 - Farmers Market Expansion
- Identify and implement methods to increase electronic communications saturation.
 - Website upgrades
- Provide adequate funding for training, equipment, and tools for personnel to provide necessary measures in safeguarding Melissa's citizens and property.
 - PD /FD personnel expansion
 - Emphasis on Code Enforcement through the consideration and adoption of the Internal Property Maintenance Code

City government is the form of government that has the widest ranging impacts on the daily lives of our citizens. Meeting the fundamental health, safety, and welfare needs of our citizens is essential to a progressive and successful community. As presented, this budget will ensure the safety of our citizens and enhance the quality of life we hold dear in Melissa.

We will have a great year in Melissa and the employees and staff of the City thank you for your guidance and support.

Respectfully submitted,



Jason Little
City Manager

BUDGET PROCESS

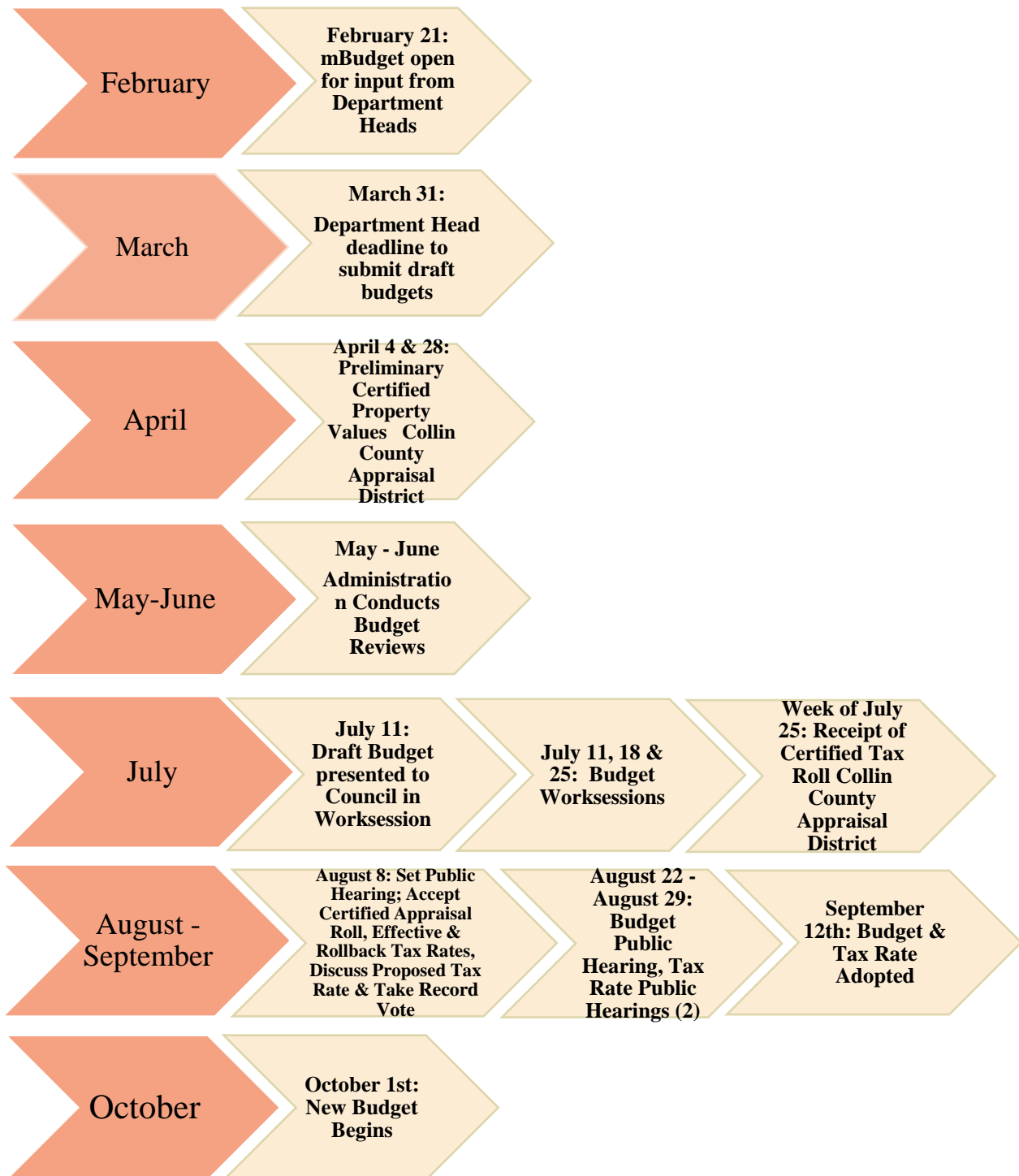
Budget Calendar

Budget Preparation, Procedures & Policies

Summary of Financial Policies



Budget Calendar FY18



Budget Preparation Procedures & Policies

The Budget Process began this year with the Budget Kick-Off Meeting with Department Heads and Staff on March 31, 2017.

Certified Property Values were received on July 21, 2017.

The City utilizes the web-based budgeting software, *mBudget*. The web-based budgeting software adds new dimensions of input, notes, justifications and feedback from both department heads and the City Manager.



The Administrative Staff reviews the action plans of the Comprehensive Plan each year to determine if any items should be addressed in that budget year. The Capital Improvement Plans for water, wastewater and transportation are also reviewed to examine the triggers and future projects that will need to be addressed in a budget year.

Basis of Budgeting: Budgetary Basis refers to the basis of accounting used to estimate financing sources and uses in the budget. Accrual Basis indicates revenues are recorded as they are earned (whether or not cash is received at the time) and expenditures are recorded when goods and services are received (whether cash disbursement are made at the time or not). Modified Accrual is the method under which revenues and other financial resource increments are recognized when they become susceptible to accrual; that is, when they become both “measurable” and “available to finance expenditures of the current period.” “Available” means collectible in the current period or soon enough thereafter to be used to pay the liabilities of the current period.

The City of Melissa accounting records for all Governmental Funds are accounted and budgeted for using the modified accrual basis. The Enterprise Funds are accounted and budgeted for using the accrual basis of the accounting in accordance with generally accepted accounting principles.

Each department director submits to the City Manager a budget of estimated expenditures for a coming fiscal year. These expenditure projections are reviewed extensively for accuracy, justification, and cost-effectiveness.

The City Manager also reviewed the key indicators of performance, benchmarks and objectives on all budgets submitted.

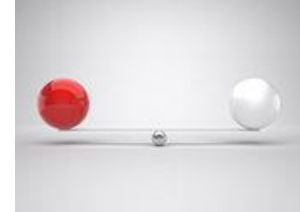
The City Manager, upon completing all necessary reviews of the budget, submitted the preliminary document to the City Council during the Budget Work Sessions on July 11, July 18, and July 25, 2017. Key points of FY17-18 programs of services are presented by the City Manager and staff. An overview of funds and major revenue sources are discussed, as well as the results of the annual Water Rate study.

Three public hearings concerning the budget and proposed tax rate were held prior to adoption with two (2) held on August 22 and one (1) on August 29, 2017. Prior to these public hearings, a draft copy of the budget was placed for public review with the City Secretary. Information about the budget ordinance is published in the newspaper of record. The budget was adopted on September 12, 2017.

CITY OF MELISSA ANNUAL BUDGET FY2017-18

During the fiscal year, the Finance Director is responsible for overall budgetary control while the management team maintains responsibility for departmental budgetary performance.

Departmental appropriations that have not been expended by the end of the fiscal year shall become part of the undesignated fund balance. The City Manager is authorized to transfer budgeted amounts within and among departments at the fund level. Any revisions that alter total expenditures must be approved by the City Council. Staff prepares any budget amendments with justifications deemed appropriate to present to Council at any time during the year for year-end alignments.



Summary of Financial Policies

Financial Planning Policies

- **Balanced Budget** - Each year the budget for each fund shall be balanced. Total resources available, including fund balances plus projected revenue, shall be equal to or greater than the projected expenditures for the coming year. In the event a budget deviates from being presented as balanced, full disclosure and City Council approval will be required including the factors affecting the budget such as economic factors or emergency capital expenditures.
- **Long-Range Planning** - The City will strive to annually prepare a Five-Year Forecast for each fund. The forecast will include estimated operating costs and revenues of future capital improvements included in the capital budget.
- **Asset Inventory** - Fixed assets include equipment, computers, furniture and vehicles. Once purchased, all capital items are maintained in the physical inventory until disposed. All vehicles are maintained for maximum life and use through each department's fleet management and maintenance programs.

Revenue Policies

- **Revenue Diversification** - The City will strive to identify new revenue streams for the organization. These fees will be reviewed by the City Council in conjunction with the budget process.
- **Fees and Charges** - In conjunction with the annual budget process, departments will review the cost of providing services against the fee charged. For those services which the costs exceed the fees collected, the City Council will be presented analysis for each proposed fee increase. The City Council will determine if the fees are to be amended, but the responsibility for the identification of these fees is with the organization.
- **Use of One-time Revenues** - Use of one-time revenues will be reserved for the highest priorities of the current budget to include any revenue shortfalls impacting current budget, reducing and managing debt, use in considering one-time capital purchases and fund balance reserves. One-time revenues are discouraged from being used to maintain or establish ongoing expenditures.
- **Revenue Collections** - The City will maintain an aggressive policy of collecting all moneys due to the City.

Expenditure Policies

CITY OF MELISSA ANNUAL BUDGET FY2017-18

- **Debt Capacity, Issuance, and Management** - The City of Melissa strives to manage debt issuance by reviewing the Maintenance and Operations allocation against the Interest and Sinking allocation. The City will strive to maintain a 65/35% ratio. This ratio is a guide only and may be amended as our growing community's needs dictate; however, this policy will be used as a measuring device before any debt is issued.
- **Reserve or Stabilization Accounts** - Unreserved, undesignated fund balance equal to three months annually budgeted expenditures of General Fund and Enterprise Fund is maintained for the purpose of providing for emergency and other unplanned expenditures and revenue shortfalls.



- **Operating/Capital Expenditure Accountability** - The City of Melissa will review expenditures monthly and align the City's adopted Fiscal Management Plan that outlines appropriate budget strategies in light of the economic conditions. In addition, the City Council will be presented quarterly reports and an annual alignment action item.

Financial Reporting

- **GFOA Distinguished Budget Award** - The City of Melissa will annually submit the Operating Budget to the Government Finance Officers Association of America's (GFOA) Distinguished Budget Award Program. The budget document will address comments and suggestions by the GFOA review to continuously improve the quality and usefulness of the budget document.
- **GFOA Certificate of Achievement for Excellence in Financial Reporting** - The City of Melissa will annually submit the Comprehensive Annual Financial Report (CAFR) to the Government Finance Officers Association of America's (GFOA) Achievement for Excellence in Financial Reporting Program. The CAFR will address comments and suggestions by the GFOA review to continuously improve the quality and usefulness of the annual report document.

Investment Policies

- **City of Melissa, Texas Investment Policy** - It is the policy of the City of Melissa that, after allowing for the anticipated cash flow requirements of the City and giving due consideration to the safety and risks of investments, all available funds shall be invested in conformance with these legal and administrative guidelines to obtain a market rate of return. The City is required under the Public Funds Investment Act (Chapter 2256 of the Texas Government Code) to adopt a formal written Investment Policy for the investment of public funds.

Purchasing Policies

- **Purchasing Policies and Procedures** - It is the policy of the City of Melissa to assure fair and competitive access by responsible vendors/contractors to the purchasing requirements of the City and to conduct business activities in such a manner as to foster public confidence in the integrity of the City of Melissa. The City of Melissa adheres to all State of Texas laws and regulations as set forth in

CITY OF MELISSA ANNUAL BUDGET FY2017-18

the State of Texas Local Government Code (“LGC”), as amended, and as published in the City’s Purchasing Manual and as approved by the City Council of the City of Melissa, Texas.

Donation Policies

- **Donation Policies and Procedures** - It is the policy of the City of Melissa that the decisions on acceptance of a financial gift for capital projects are made in a consistent manner and are appropriate for the purposes of the City of Melissa. This policy is directed for donations that exceed \$50,000.00 and can be designated for transportation, wastewater or water projects. Should the City of Melissa be notified that an outside person or organization is willing to donate funds for a particular capital improvement project, said donation will be made the subject of a Developers Agreement to outline the purpose and terms for the use of said donation and will be subject to City Council approval. The Melissa City Council reserves the right to accept or decline any financial donation for any reason.

FUND OVERVIEW

Fund Descriptions

Fund Structure

General Fund Overview

Water Fund Overview



Fund Descriptions

In governmental accounting, the resources of the government are accounted for in “funds.” The City of Melissa uses a general fund, an enterprise fund, debt service funds, capital projects fund, and a special financing fund known as a Tax Increment Financing (TIF). A general description of each fund is as follows:

General Fund: The General Fund is the principal fund of the City. The General Fund accounts are for the normal recurring operating activities of the City (i.e. public safety, fire services, neighborhood and development services, municipal courts and general government). Principally, these activities are funded by user fees, or property, sales, and franchise taxes.

Accounting records and budgets for governmental fund types are accounted for using the modified accrual basis of accounting. That is, revenues are recognized when they become measurable and available as net current assets. Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred.

Enterprise Fund: The Enterprise Fund is used to account for operations that are financed and operated in a manner similar to a business. Accounting records for proprietary fund types are maintained on an accrual basis, whereby revenues are recognized when earned and expenses are recognized when incurred. Budget for the Enterprise Fund is prepared on a modified accrual basis. In Melissa, the Enterprise Fund is referred to as the Water Fund and is used for the operation and maintenance of the water, wastewater and drainage systems and payment of long term debt.

Debt Service Funds: Debt Service Funds account for the payment of long-term principal and interest, as well as, the accumulation of money for the repayment of debt payable in installments. For the General Debt Service Fund, the revenue sources are general taxes, 4A and 4B contributions, and transfers in from the Tax Increment Financing (TIF) District #1 Fund. Accounting records and budgeting for the Debt Service Fund is maintained on the modified accrual basis.

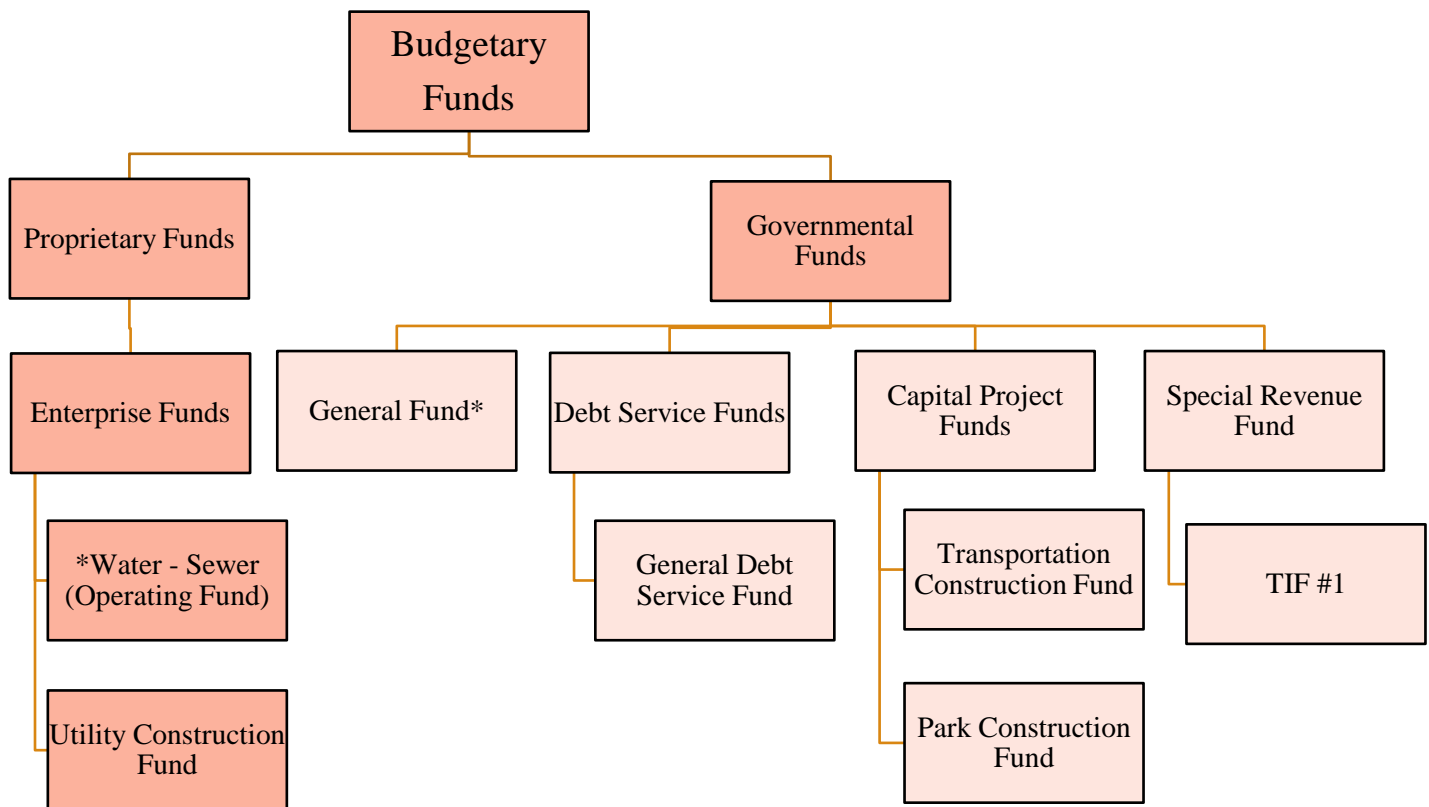
Capital Project Funds: The Capital Project Funds are used to account for the construction of major capital projects. The City has three Capital Project Funds: Transportation Construction Fund, Utility Construction Fund and Park Construction Fund. The City has undertaken a major prioritization process for its Capital Improvements Program (CIP) projects and this budget reflects that prioritization. Accounting records and budgeting for the Capital Project Funds are maintained on the modified accrual basis.

Special Financing Fund: The Tax Increment Financing (TIF) #1 Fund accounts for the operations and improvements within the TIF Zone and accumulation of money for the repayment of the 2006 and 2009 Bonds payable in installments through 2034. The principal source of revenue is levying the property tax on the properties located within the TIF which includes the 50% participation of Collin County property

CITY OF MELISSA ANNUAL BUDGET FY2017-18

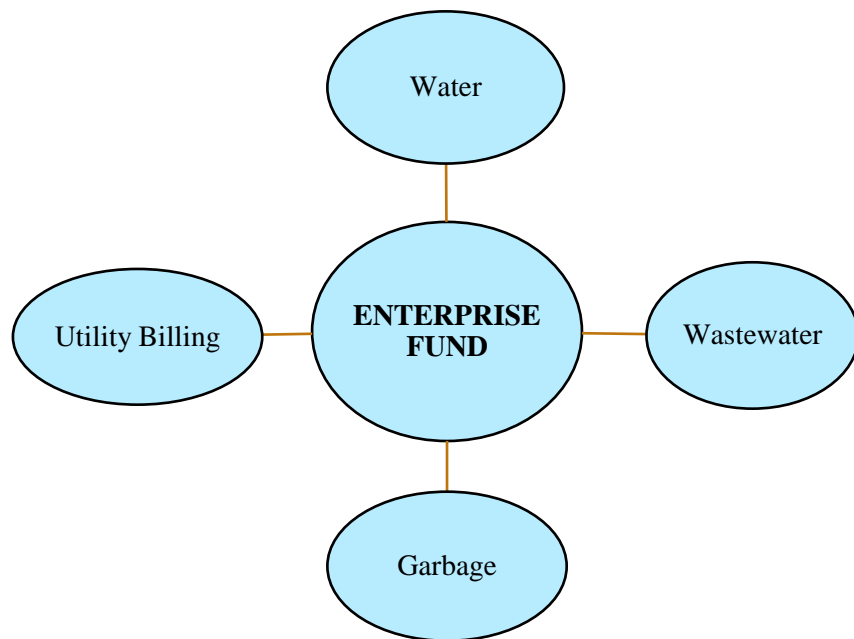
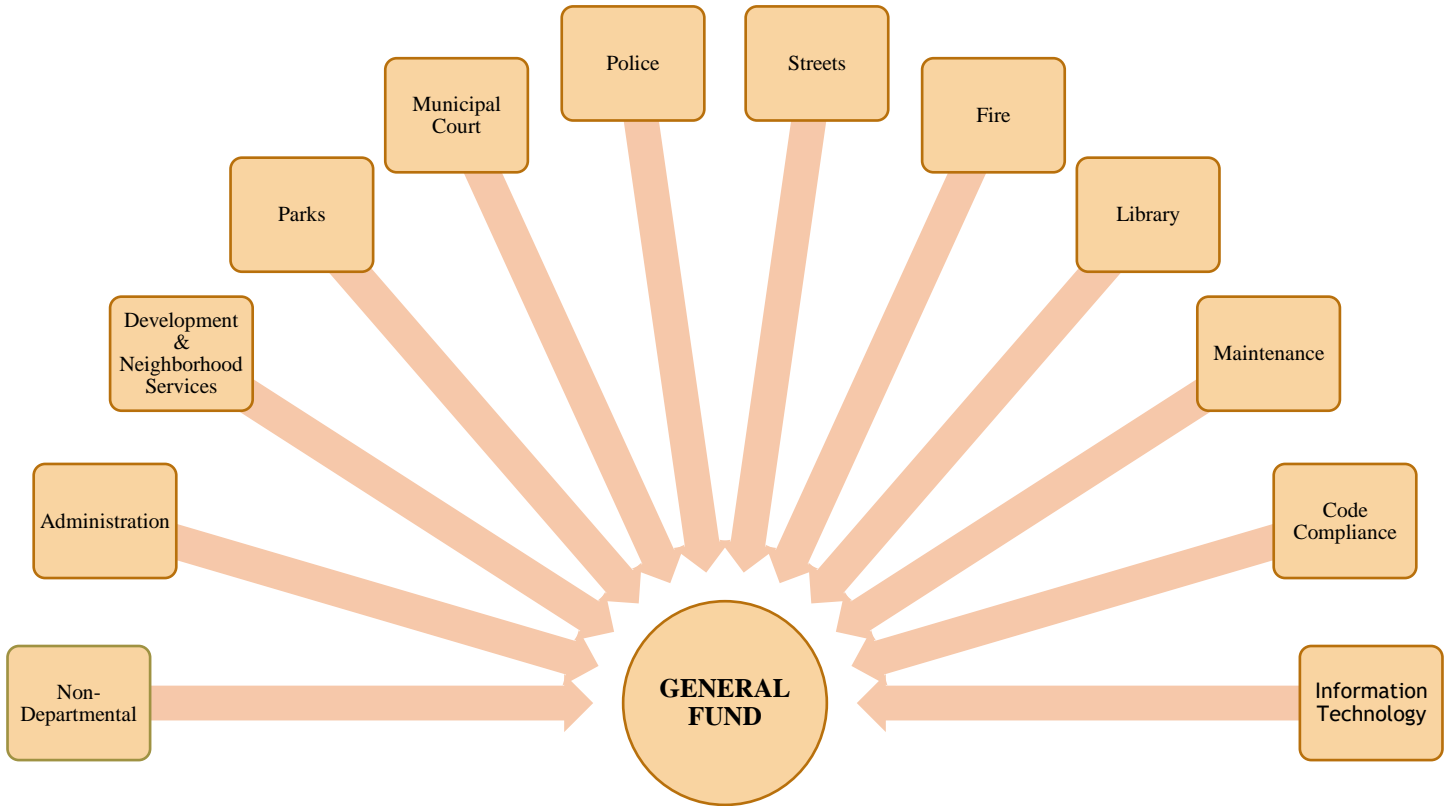
taxes within the TIF zone. Accounting records and budgeting for the Special Financing Fund are maintained on the modified accrual basis.

Fund Structure



**See General and Water Fund department descriptions on next page*

CITY OF MELISSA ANNUAL BUDGET FY2017-18



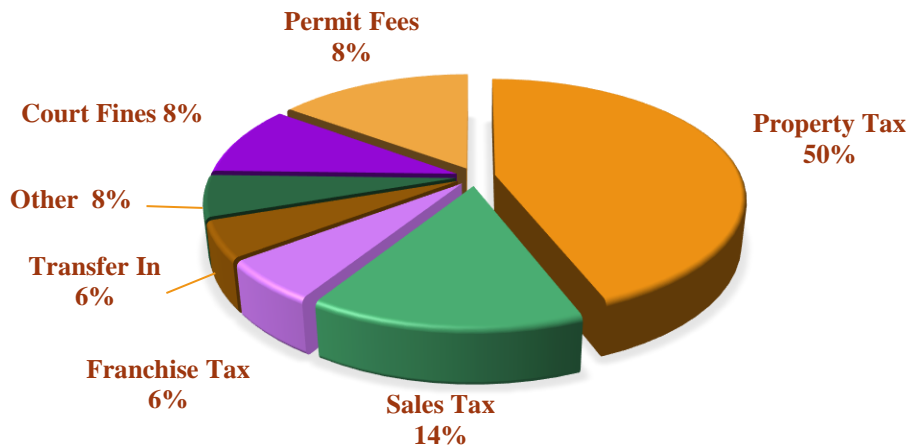
General Fund Overview

Revenue Projections

The City receives revenues from many sources, most of which must be accounted for separately and their identity kept intact. Revenue projections in the FY18 budget are estimated using historical information, data collected from various sources including the State Comptroller, and numerous financial advisors. Trends in sales taxes, home prices, and interest rates are examined. The City utilizes historical data plus a general sense of the economic status of the local community to help predict future revenues. When combined with various data and other indicators noted above, the City normally produces a reasonably good but financially conservative picture of the near future.

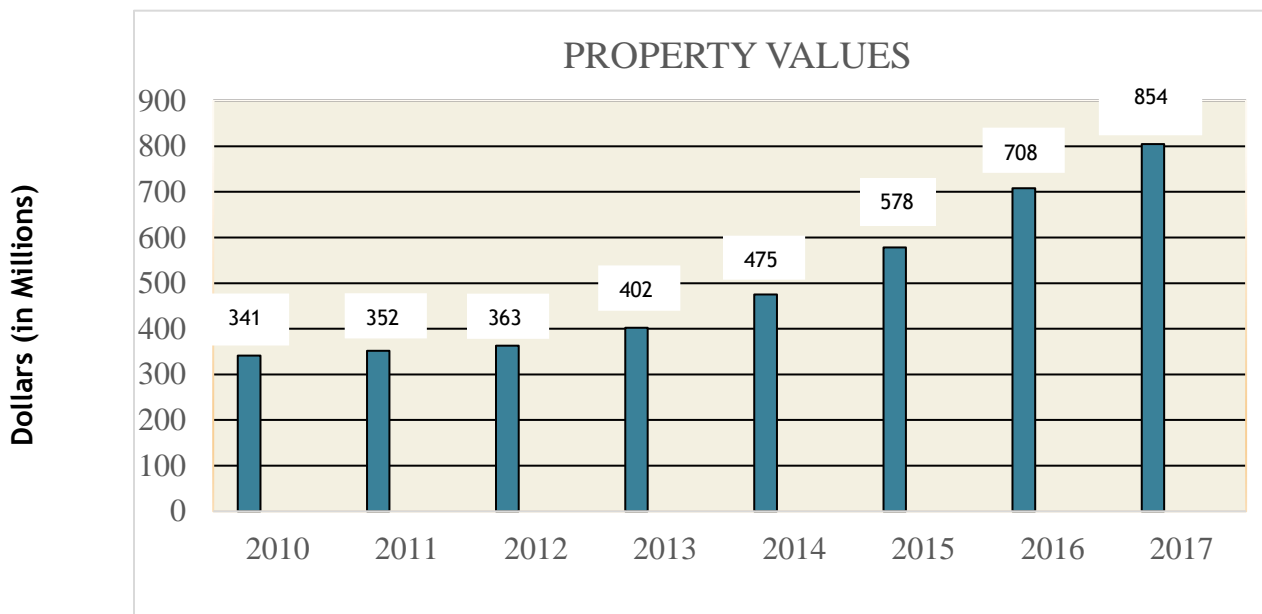
General Fund revenue estimates are higher than the previous year primarily due to an increase in overall assessed property value, franchise tax, permit fees and sales tax. Staff has been charged with concentrating on operational efficiencies where applicable and to develop cost saving measures that do not impact services to the Melissa residents.

Where the Money Comes From



CITY OF MELISSA ANNUAL BUDGET FY2017-18

Property Values According to information obtained by Collin County Central Appraisal District, the certified assessed value in the City of Melissa is approximately \$854 million, an overall increase of \$145 million or twenty-one percent (21%) from the preceding year. From a historical perspective, assessed property values have increased \$513 million since 2010, as illustrated in the following chart:



Proposed Tax Rate

Property tax is by far the largest source of revenue in the City of Melissa General Fund. Property tax is collected by Collin County and distributed to the City. The City's property tax is proposed to **remain at the rate of \$.61 for 2017 for the tenth year in a row**. The average single family home value is estimated at \$260,000, an increase from \$244,670 in the previous year. The City experienced a 6.3% increase in existing property values. Listed below is a historical table depicting the recent history of the City of Melissa property tax rate and associated values.

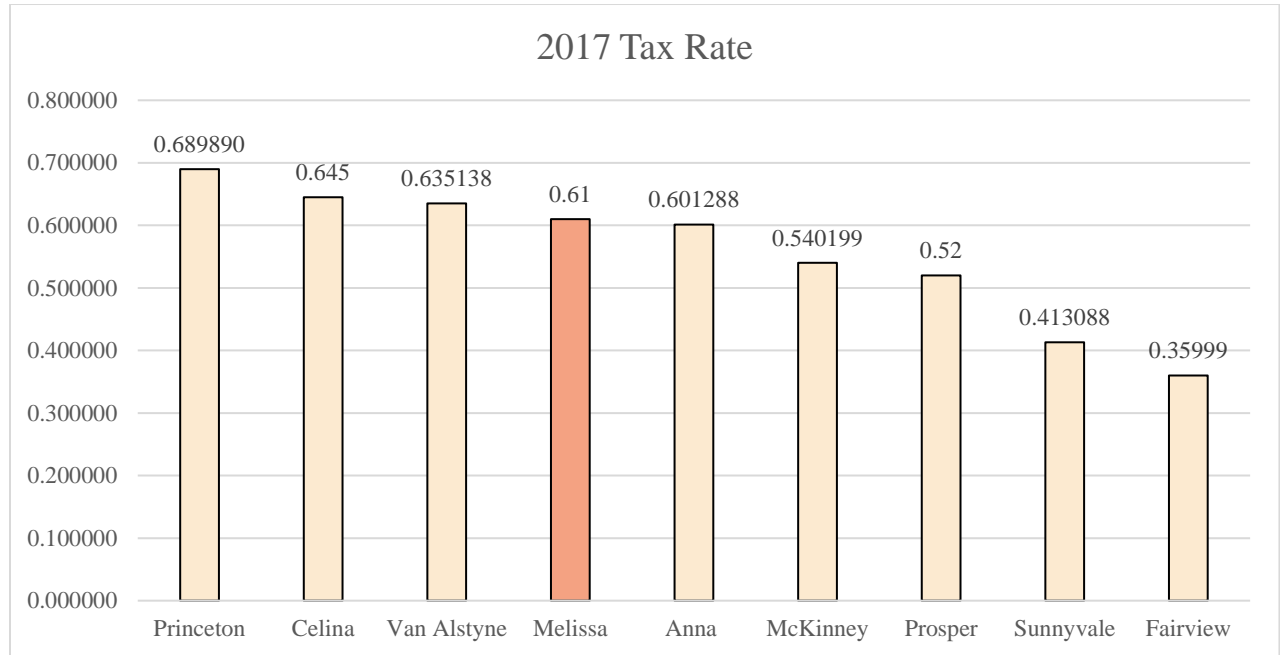
CITY OF MELISSA ANNUAL BUDGET FY2017-18

Property Tax Rates

Tax Year	Tax Rate	Valuation (\$)	
2009	0.61	341,000,000	
2010	0.61	341,000,000	
2011	0.61	352,000,000	
2012	0.61	363,000,000	
2013	0.61	402,000,000	
2014	0.61	475,000,000	
2015	0.61	578,000.000	
2016	0.61	708,000.000	
2017	0.61	854,000,000 (certified)	
Table of Typical City Tax Bill			
	Average Home Value	City Tax	Difference Annually
FY 2018	\$260,000	\$1,586.00	
FY 2017	\$244,670	\$1,492.49	\$93.51

CITY OF MELISSA ANNUAL BUDGET FY2017-18

Melissa's tax rate remains competitive in comparison to other cities within the area.



FISCAL YEAR 2017 TAX RATES

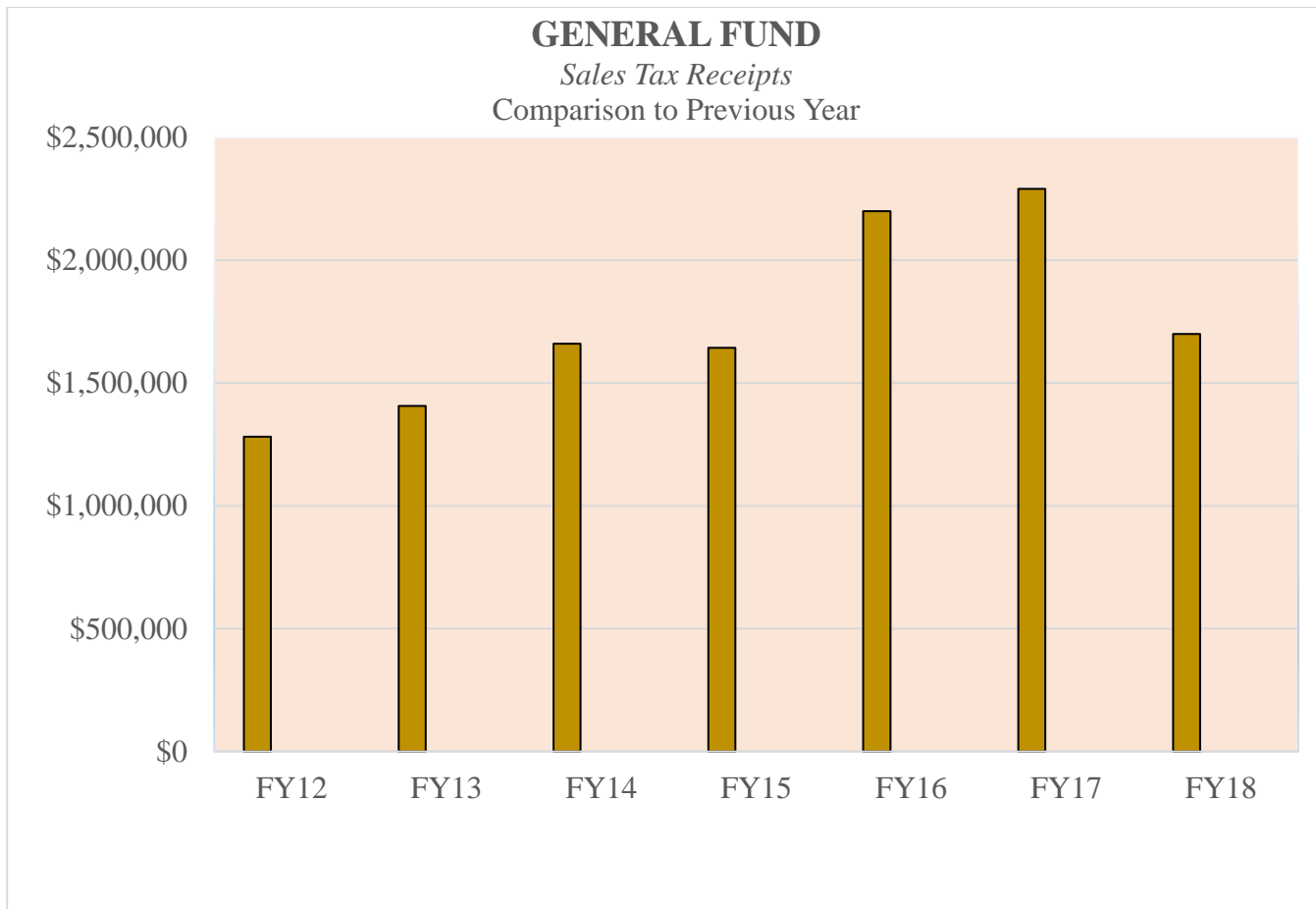
City	O&M	I&S	Total
Princeton	0.426465	0.263425	0.689890
Van Alstyne	0.492633	0.142505	0.635138
Celina	0.427800	0.2172	0.645
Anna	0.478870	0.122418	0.601288
Melissa (2017)	0.457305	0.152695	0.610
McKinney	0.375611	0.164588	0.540199
Prosper	0.367500	0.152500	0.520
Sunnyvale	0.348505	0.064583	0.413088
Fairview	0.231409	0.128590	0.35999

CITY OF MELISSA ANNUAL BUDGET FY2017-18

Sales Tax (14% of Total Revenues)

Sales Tax is the second largest source of revenue to the City's General Fund, making up \$900,000 or 14% of total revenues. The City's portion of sales tax is actually split between the 4A and 4B corporations, making the total projected sales tax collected by the City approximately \$1,800,000.

Sales Tax, by its very nature, is a volatile revenue source, and the City understands the importance of not being too reliant on a volatile revenue source. There is a balancing act that is difficult to predict in revenue estimation, but the collective financial picture from the City is a stable one and the City is experiencing growth in our sales tax. During the past years of strong collections, the City has been able to build a working reserve to help weather downturns. These sound financial policies enacted by the City Council have been validated by the financial institutions through the recent increases in the City's bond rating by both Moody's and Standard and Poor's.



CITY OF MELISSA ANNUAL BUDGET FY2017-18

General Fund Expenditures

The General Fund budget, \$6,584,798 for FY18, is approximately 10% more than the original FY17 budget and is prioritized as follows:

Function	General Fund Total	Percentage of Total
Police	\$1,322,020	20%
Fire	\$1,184,172	18%
Non-Departmental	\$ 846,471	13%
Administration	\$ 812,128	12%
Development & Neighborhood Services	\$ 697,786	11%
Parks	\$ 563,264	9%
Municipal Court	\$ 352,303	5%
Streets	\$ 228,982	4%
Library	\$ 273,247	4%
I/T	\$ 150,501	2%
Building Maintenance	\$ 81,365	1%
Code Enforcement	\$ 72,459	1%

CITY OF MELISSA ANNUAL BUDGET FY2017-18

Personnel Services Overview

The total Personnel Services account for 47% of the General Fund budget. Since FY16, the City's personnel schedule has remained very stable, with a few positive changes in employees. It is the collective direction that the City offers services to which this personnel schedule can provide and look to alternative service delivery methods (i.e. contracting, regional opportunities) to expand the services offered. This budget adds one (1) FTE in Police, one (1) FTE for a Parks Superintendent and converts part-time hours to a full-time Fire Engineer.

General Fund	FY16	FY17	FY18
Non-Departmental	0	0	0
Administration	5.0	5.0	5.0
Building Maintenance	0	0	0
Code Enforcement	1.0	1.0	1.0
Dev & Neighborhood Services	2.5	2.5	2.5
Fire	9.0	10.0	10.0
Library	4.0	4.0	4.0
Municipal Court	1.5	2.0	2.0
Parks	2.0	2.0	3.0
Police	11	12	13
Streets	0.5	0.5	0.5
I/T	0	0	0
General Fund Total	36.5	39.0	41.0

Operations Overview

The Operational line items cover all associated costs for providing services and conducting the normal course of business. The line items total 49% of the General Fund budget, an equivalent level with the previous year. Several service and personnel expansions were approved in the FY18 budget, mainly those related to beautification, cleanliness, safety, and community engagement within the community to help meet City Council's priorities.

CITY OF MELISSA ANNUAL BUDGET FY2017-18

Capital Overview

Capital line items cover large, one-time purchases or the cost for the payment for large pieces of equipment or vehicles over time. In FY18, 4% of the General Fund budget is allocated to routine capital purchases, consisting of annual payments for equipment such as patrol cars and fire apparatus.

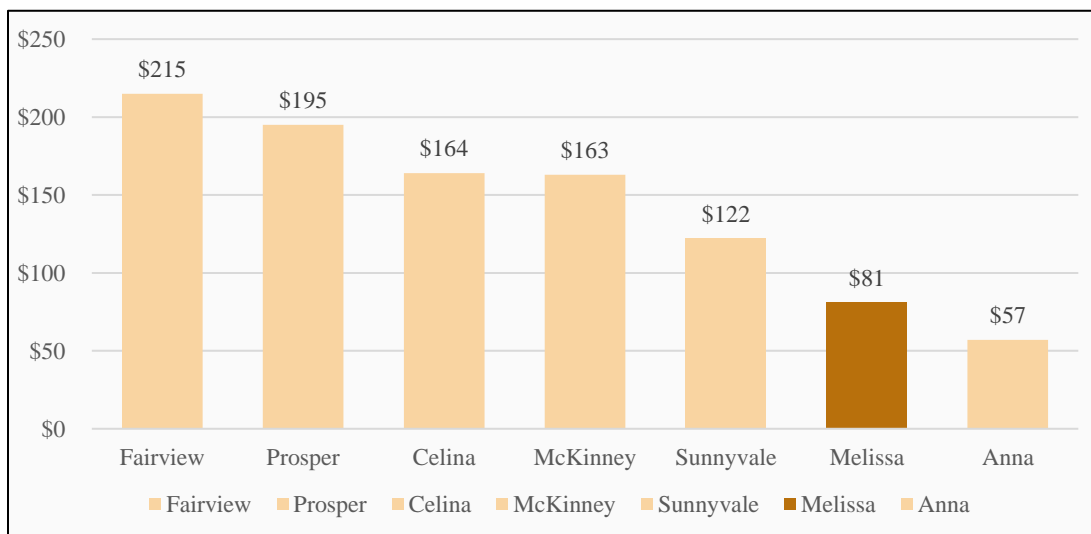
The Capital Improvement Plans for City infrastructure are designed to allow the City the opportunity to get ahead of the infrastructure demand and place itself in a positive position to begin the planning and installation of infrastructure that helps facilitate advanced economic development for Melissa. The FY18 budget focuses much attention to fund transportation initiatives that capitalizes on participation from other sources, mainly the 2007 Collin County transportation bonds. Construction is proposed on the Throckmorton Road, Davis Road construction, Fannin Road construction and the partnering with TxDOT on the Green Ribbon project for the beautification and branding of the US75/SH121 interchange.

Debt Management

The City has adopted debt management policies and reviews them in conjunction with the budget process. They are included in the policy section of this document.

The City's debt consists of certificates of obligations and general obligations to fund a variety of city projects. The dollars associated with covering the City's debt payment constitutes \$3,180,434.64 in the General Debt Services Fund budget. Funding sources include general taxes, 4A and 4B contributions, TIF Fund and Transportation Impact Fees. It is again important to note how Melissa stands in comparison with area cities on the debt rate. The chart below illustrates how the City of Melissa compares to area cities in the debt per capita calculation based on Interest & Sinking tax rate and Taxable Property Values.

2016 Annual Debt Per Capita Cost



CITY OF MELISSA ANNUAL BUDGET FY2017-18

Reserve Funds

The City will end FY18 with approximately 97 days of operating Fund Balance (FB). In FY18, it is recommended that the contribution to the reserve fund be continued as a buffer for future financial needs, and the proposed budget allocates approximately \$34,000 to this fund until we get Certified Property Values back in July. The City's improved bond rating is a direct result of the growth of Undesignated Fund Balance and is important to protect.

Fund	Estimated Beginning Fund Balance	Projected Revenues	Projected Expenditures	Designated Fund Balances	Estimated Ending Fund Balance
General Fund	\$2,749,496	\$6,517,556	\$6,449,556	\$342,940	\$3,126,436

TIF Transfer

The policy decision to begin construction of the new City Hall facility was approved by the City Council with the understanding that the General Fund would need to help support the TIF district in the beginning years. The proforma for the facility was created with an annual allocation from the General Fund to the TIF fund when necessary. The TIF Board then approved a reimbursement resolution that will reimburse the City any and all funds contributed at such point in time as the TIF fund is self-sustaining. For FY18, the TIF fund will not need a transfer from the General Fund or Water Fund since the growth within the TIF now supports the debt for the City Hall within the TIF area.



Water Fund Overview

Revenue Projections

The City of Melissa's enterprise fund is commonly referred to as the Water Fund. The revenues derived from any enterprise fund are designed to cover the cost of providing these services to the residents and businesses located in Melissa. In FY18, water sales are estimated to be approximately \$4,665,078 and wastewater revenues are estimated at \$2,223,120. The North Texas Municipal Water District (NTMWD) delivers water to the City and treats its wastewater as well. Current wholesale rates for water and sewer will be increased by NTMWD, and a portion of these increases are historically passed on to the customer to cover the delivery and treatment charges. Due to the fluidity in sales and costs paid by Melissa, water and wastewater rates are reviewed annually through a water rate study to ensure the rates generate the needed revenue to cover the costs of both the water and wastewater system.

Overall, the City anticipates meter growth of approximately 400 in FY18.

CITY OF MELISSA ANNUAL BUDGET FY2017-18

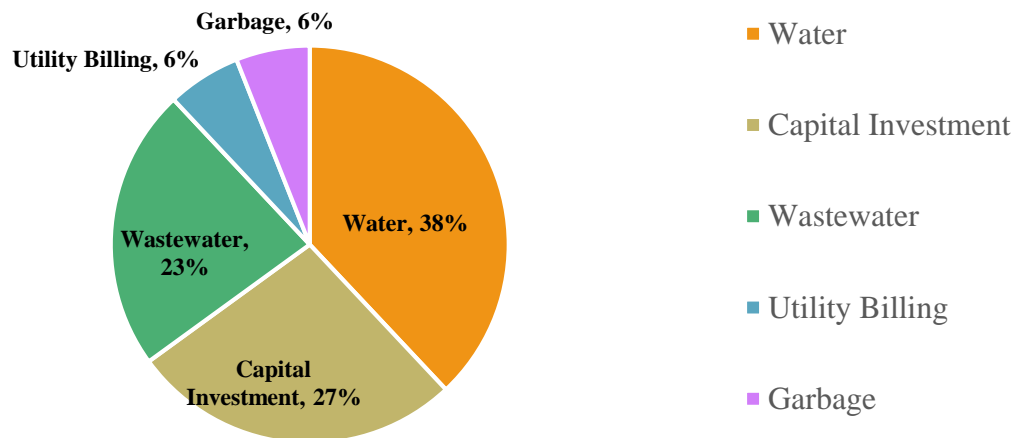
Expenditures

The FY18 budget reflects an increase in water costs due to an anticipated volume of water consumed, as well as the increased wholesale cost and wastewater treatment costs from the District.

The Water Fund Budget is distributed as follows:

Function	Enterprise Fund Total	Percentage of Total
Water	\$3,086,498	38%
Capital Investment	\$2,243,758	27%
Wastewater	\$1,826,006	23%
Utility Billing	\$490,726	6%
Garbage	\$461,000	6%

Water Fund Budget



CITY OF MELISSA ANNUAL BUDGET FY2017-18

Personnel Services Overview

Personnel Services account for 7% of the Enterprise Fund budget. We are proposing to add/replace the open position of one (1) Public Works employee for FY18.

Enterprise Fund	FY12	FY13	FY14	FY15	FY16	FY17	FY18
Water/Wastewater	4.0	4.5	4.5	4.5	4.5	3.5	4.5
Utility Billing	3.0	3.0	3.5	3.5	3.5	3.5	3.5
Enterprise Fund Total	7.0	7.5	8.0	8.0	8.0	7.0	8.0

Operations Overview

The Operational line items cover all associated costs for providing services and conducting the normal course of business. The line items total 64% of the Water Fund budget, a slight increase over the previous year.

Capital Purchases/Improvements

Capital line items cover large, one-time purchases or the cost for the payment of large pieces of equipment or vehicles over time. In FY18, 1% of the Enterprise Fund budget is allocated to routine capital purchases.

This year represents the tenth year of the City's Capital Improvement Program. Over time, the ten-year planning program will review to anticipate, plan, and construct the necessary improvements for the water and wastewater system.

Budget Assumptions

- One (1) replacement Public Works employee;
- Increase of NTMWD wholesale rate of 10% for purchase of water;
- Increase of NTMWD wholesale rate of 13% for wastewater treatment/transmission;
- No capital investments;
- Growth in meters ~ 400
- Minimum Bills - reduced from \$31.53 to \$24.00 for ¾" meter;
- CGMA debt reallocation.

Financial Summary

General Fund Summary

Water Fund Summary



CITY OF MELISSA ANNUAL BUDGET FY2017-18

TOTAL FUNDS BUDGET OVERVIEW

City of Melissa Total Funds Budget Overview						
Description	Actual FY13	Actual FY14	Actual FY15	Actual FY16	Estimated FY17	Adopted FY18
REVENUES by Fund						
General Fund	4,546,552	5,413,657	5,301,555	7,004,558	10,031,819	6,584,798
Water Fund	3,680,101	3,981,044	4,909,082	5,532,685	6,814,335	8,420,938
TIF #1	291,828	409,241	613,584	704,624	765,445	806,773
General Debt Svc Fund	1,536,600	1,578,783	1,544,798	2,104,575	2,351,676	3,180,435
Utility Debt Svc Fund	1,187,713					
Transportation Construction Fund	823,126	486,250	-	-	-	-
Utility Construction Fund	426,592	342,901	575,000			
Park Construction Fund						
City Hall Construction Fund			-	-	-	-
Total Revenues	12,492,512	12,211,876	12,944,019	15,346,442	19,963,275	18,992,943
Bond Proceeds	7,845,746	2,109,134	12,296,350		25,172,259	
Grant Proceeds			-	-	-	-
Other			-	-	-	-
TOTAL	20,338,258	14,321,010	25,240,369	15,346,442	45,135,534	18,992,943
APPROPRIATIONS by Fund						
General Fund	4,520,018	5,395,302	5,258,902	6,416,279	9,876,263	6,550,798
Water Fund	3,386,479	2,469,932	3,451,720	4,391,665	4,614,506	5,864,229
TIF #1	341,645	436,583	732,316	740,026	708,036	695,950
General Debt Svc Fund	1,442,330	1,538,018	1,613,533	2,104,575	2,351,676	3,180,435
Utility Debt Svc Fund	1,150,330	1,441,366	1,585,335	1,683,241	1,861,425	2,243,758
Transportation Construction Fund	1,796,014	547,731	200,989	-	2,263,050	10,461,689
Utility Construction Fund	456,238	2,577,968	5,213,523		1,143,971	1,579,799
Park Construction Fund			431,144	1,353,193	6,957,434	
City Hall Construction Fund	889	6,130	18,596			
Total Appropriations	13,093,943	14,413,030	18,506,058	16,688,979	29,776,361	30,576,658
Estimated Fund Balances**						
General Fund	\$ 1,483,830	\$ 1,505,467	\$ 1,805,737	\$ 2,425,534	\$ 3,269,548	\$ 3,681,187
Water Fund	\$ 1,287,056	\$ 1,356,802	\$ 1,228,828	\$ 1,075,726	\$ 1,414,131	\$ 1,727,310
TIF #1	\$ 201,692	\$ 201,275	\$ 82,542	\$ 47,140	\$ 105,250	\$ 103,896
General Debt Svc Fund	\$ 162,268	\$ 203,033	\$ 263,510	\$ 263,510	\$ 378,848	\$ 645,709
Transportation Construction Fund		\$ 577,995		\$ 503,389	\$ 3,001	\$ -
Road Escrow Funds		\$ 277,785		\$ 284,685	\$ 150,213	\$ 150,213
Road Impact Funds		\$ 1,092,725		\$ 1,743,735	\$ 2,280,178	\$ 2,595,094
Utility Construction Fund		\$ 4,245,760		\$ -	\$ 144,387	
Water/Wastewater Tap Fee Funds		\$ 1,548,275		\$ 867,926		\$ 826,352
Water/Wastewater Impact Fee Funds		\$ 319,429		\$ 490,589	\$ 752,908	\$ 725,997
City Hall Construction Fund		\$ 18,576		\$ -	\$ -	\$ -
Park Construction Fund			\$ 8,310,628	\$ 6,957,435	\$ -	\$ -

**Detailed Fund Balances with changes on page 30

CITY OF MELISSA ANNUAL BUDGET FY2017-18

GENERAL FUND SUMMARY

City of Melissa General Fund Summary								
Description	Actual FY12	Actual FY13	Actual FY14	Actual FY15	Actual FY16	Revised FY17	Estimated FY17	Adopted FY18
REVENUES								
Current Property Taxes	1,398,423	1,479,059	1,598,838	1,997,817	2,443,631	2,783,350	2,786,136	3,362,088
Delinquent Property Taxes	14,098	47,451	19,844	42,510	33,030	27,000	26,572	25,000
Penalties & Interest	16,038	20,328	11,689	14,753	7,935	12,000	12,518	12,000
Fines	567,255	443,317	542,946	547,993	538,838	460,000	458,946	540,000
Sales Tax	640,758	703,708	830,043	821,537	1,128,127	1,133,000	1,145,104	900,000
Franchise Fees/Taxes	246,857	254,621	282,327	306,194	338,653	372,000	372,384	360,000
Licenses & Permits	390,024	406,478	548,807	771,681	663,750	844,100	888,496	510,000
Fire Department Insurance Reimbursement	-	-	19,692	21,964	38,474	43,000	43,606	30,000
Platting & Development	27,035	142,844	186,459	182,809	520,636	747,725	968,106	250,000
Lease Revenue	73,789	83,363	85,158	95,742	102,384	97,560	98,651	97,560
Transfer In	218,892	236,474	271,567	295,910	322,000	1,120,611	5,120,611	301,000
Interest	29,486	18,214	10,014	14,808	20,687	30,000	43,099	15,000
Park Maintenance/Support	46,260	45,905	46,600	69,524	67,173	70,000	69,489	61,575
Park Rental Fees								50,000
Fire Dept/Collin County	31,136	31,902	42,776	41,161	44,859	43,000	42,866	43,000
Misc Income		105,490	11,982	16,448	82,657	50,452	70,366	6,000
Collin County/ Library	18,295	15,539	15,995	12,248	17,236	16,000	14,308	17,675
Library Misc	1,595	2,315	5,812	2,625	10,985	12,031	13,293	3,900
Lone Star Grant/Library					-			
Library Grant					-			
Lease Purchase Proceeds					-			
Grant Proceeds		28,671	7,789	5,314		38,737	42,073	
Bond Proceeds	108,515				341,099	21,167,907	21,172,259	
Road Escrow Funds		400,219	364,425			175,000	175,000	
Road Impact Funds			465,707	22,080	157,404	973,119	982,153	
Park Escrow Funds					75,000			
Park Development Fee Funds					50,000	433,753	433,753	
Tree Landscape Escrow						224,289	224,289	
Other Revenue	93,054	80,654	45,187	18,438				
Fund Balance Contribution					-			
Total Revenues	3,921,511	4,546,552	5,413,657	5,301,556	7,004,558	30,874,634	35,204,076	6,584,798
APPROPRIATIONS								
Administration	547,291	628,572	1,431,848	761,502	990,426	24,480,346	28,986,671	812,128
Non-Departmental	562,717	1,052,384	727,498	777,558	1,134,067	1,530,346	1,278,651	812,471
Development & Neighborhood Services	383,688	493,025	701,637	738,467	759,880	928,796	1,025,633	697,786
Code Compliance					37,112	87,373	70,795	72,459
Parks	241,709	244,587	251,887	435,784	449,648	396,412	318,319	563,364
Municipal Court	357,495	304,688	341,120	333,694	368,243	323,335	298,369	352,303
Police	839,802	780,073	855,888	968,509	1,116,346	1,252,000	1,255,872	1,322,020
Streets	279,310	229,884	247,761	257,370	307,394	301,812	276,894	228,982
Fire	494,668	574,065	610,383	682,439	967,731	1,091,317	1,231,722	1,184,172
Information Technology								150,501
Library	114,253	138,640	156,611	165,243	186,980	234,169	219,648	273,247
Building Maintenance	50,711	74,100	70,670	138,336	98,452	99,505	85,948	81,365
Total Appropriations	3,871,644	4,520,018	5,395,303	5,258,902	6,416,279	30,725,411	35,048,522	6,550,798

CITY OF MELISSA ANNUAL BUDGET FY2017-18

GENERAL FUND SUMMARY BY CATEGORY

City of Melissa General Fund Summary by Category								
Description	Actual FY12	Actual FY13	Actual FY14	Actual FY15	Actual FY16	Revised FY17	Estimated FY17	Adopted FY18
REVENUES								
Current Property Taxes	1,398,423	1,479,059	1,598,838	1,997,817	2,443,631	2,783,350	2,786,136	3,362,088
Delinquent Property Taxes	14,098	47,451	19,844	42,510	33,030	27,000	26,572	25,000
Penalties & Interest	16,038	20,328	11,689	14,753	7,935	12,000	12,518	12,000
Fines	567,255	443,317	542,946	547,993	538,838	460,000	458,946	540,000
Sales Tax	640,758	703,708	830,043	821,537	1,128,127	1,133,000	1,145,104	900,000
Franchise Fees/Taxes	246,857	254,621	282,327	306,194	338,653	372,000	372,384	360,000
Licenses & Permits	390,024	406,478	548,807	771,681	663,750	844,100	888,496	510,000
Fire Department Insurance Reimbursement	-	-	19,692	21,964	38,474	43,000	43,606	30,000
Platting & Development	27,035	142,844	186,459	182,809	520,636	747,725	968,106	250,000
Lease Revenue	73,789	83,363	85,158	95,742	102,384	97,560	98,651	97,560
Transfer In	218,892	236,474	271,567	295,910	322,000	1,120,611	5,120,611	301,000
Interest	29,486	18,214	10,014	14,808	20,687	30,000	43,099	15,000
Park Maintenance/Support	46,260	45,905	46,600	69,524	67,173	70,000	69,489	61,575
Park Rental Fees								50,000
Fire Dept/Collin County	31,136	31,902	42,776	41,161	44,859	43,000	42,866	43,000
Misc Income		105,490	11,982	16,448	82,657	50,452	70,366	6,000
Collin County/ Library	18,295	15,539	15,995	12,248	17,236	16,000	14,308	17,675
Library Misc	1,595	2,315	5,812	2,625	10,985	12,031	13,293	3,900
Lone Star Grant/Library					-			
Library Grant					-			
Lease Purchase Proceeds					-			
Grant Proceeds		28,671	7,789	5,314		38,737	42,073	
Bond Proceeds	108,515				341,099	21,167,907	21,172,259	
Road Escrow Funds		400,219	364,425			175,000	175,000	
Road Impact Funds			465,707	22,080	157,404	973,119	982,153	
Park Escrow Funds					75,000			
Park Development Fee Funds					50,000	433,753	433,753	
Tree Landscape Escrow						224,289	224,289	
Other Revenue	93,054	80,654	45,187	18,438				
Fund Balance Contribution					-			
Total Revenues	3,921,511	4,546,552	5,413,657	5,301,556	7,004,558	30,874,634	35,204,076	6,584,798
APPROPRIATIONS								
Personnel Services	1,577,497	1,634,686	1,845,339	2,131,275	2,511,437	2,892,854	2,918,006	3,256,891
Operations	2,069,593	2,731,401	3,422,473	2,904,851	3,523,713	20,333,029	24,582,400	3,085,679
Capital	212,789	131,632	105,927	182,343	327,854	7,463,205	7,511,059	208,228
IT Computer Replacement	11,766	22,299	21,564	40,432	53,275	36,323	37,058	
Total	3,871,645	4,520,018	5,395,303	5,258,902	6,416,279	30,725,411	35,048,522	6,550,798

Water Fund Summary

City of Melissa Water Fund Summary								
Description	Actual FY12	Actual FY13	Actual FY14	Actual FY15	Actual FY16	Estimated FY17	Revised FY17	Adopted FY18
REVENUES								
Water Sales	2,081,839	2,357,982	2,283,178	2,783,334	3,262,736	3,417,616	3,374,420	4,665,078
Water Sales - unmetered						285,629	285,203	
Meter Installation Fee	3,000	6,850	19,200	16,907	16,600	9,400	10,000	-
Penalties & Reconnects	48,221	56,508	58,745	81,036	79,495	109,471	95,750	79,750
Water Tap Fees								
Meter Sales			1,662	1,392	1,812	83,415	15,000	222,458
Sewer Sales	687,679	857,450	1,105,205	1,312,923	1,491,766	1,792,518	1,762,077	2,223,120
Sewer Inspections						10,140	9,000	
Sewer Use - City of Anna	316,077	125,593	4,769	439		5,260	12,000	100,000
Sewer Tap Fees								
Garbage Sales	175,904	194,132	210,722	231,908	330,525	375,113	375,000	370,000
Garbage Administration	52,398	57,888	58,745	69,522	77,755	86,803	86,000	86,000
Bond Proceeds								
Interest	22,514	5,567	3,346	4,070	2,754	15,143	2,100	2,000
Franchise fees	6,163	8,487	7,270	12,615	12,932	14,995	15,000	15,000
Misc Income	15,718	9,644	190	166,489	7,724			9,000
W/WW Impact Fees								
W/WW Tap Fees								100,000
4A/4B Throckmorton Sewer Participation			228,012	228,446	228,586	228,532	228,532	228,532
NTMWD Participation Stiff Creek Sewer								320,000
Transfer In					20,000	380,300	369,928	
Total Revenues	3,409,512	3,680,101	3,981,044	4,909,081	5,532,684	6,814,335	6,640,010	8,420,938
APPROPRIATIONS								
Water	1,274,782	1,358,364	1,721,319	1,844,009	2,127,151	2,692,267	2,165,774	3,086,498
Wastewater	672,167	603,130	219,293	1,005,583	1,351,016	1,003,354	1,374,263	1,826,006
Garbage	219,175	246,833	274,007	302,695	414,546	456,319	450,000	461,000
Utility Billing	221,520	218,035	254,710	299,432	498,081	462,306	449,615	490,726
Debt	777,639	960,117	1,441,366	1,586,842	1,684,112	1,861,685	1,861,425	2,243,758
Total	3,165,283	3,386,479	3,910,695	5,038,561	6,074,906	6,475,931	6,301,077	8,107,988

CITY OF MELISSA ANNUAL BUDGET FY2017-18

Fund Balance

City of Melissa Fund Balances								
Description	Actual FY12	Actual FY13	Actual FY14	Actual FY15	Actual FY16	Estimated FY17	Revised FY17	Adopted FY18
General Fund								
Beginning Fund Balance	1,395,664	1,457,296	1,483,830	1,505,467	1,805,737	2,425,534	2,425,534	3,269,548
Appropriations to Operating Budget	-	-	-	-	-	-	-	-
Designated Funds				254,666	388,013	688,460	211,323	377,639
Undesignated Funds	61,632	26,534	21,637	45,604	231,784	155,554	150,000	34,000
ENDING FUND BALANCE	1,457,296	1,483,830	1,505,467	1,805,737	2,425,534	3,269,548	2,786,857	3,681,187
# of Days of Operating Funds	120	120	117	117	93	93	103	97
Includes:								
Court Building Security Fund	31,124	35,339	40,942	3,706	20,555	20,415	24,255	20,415
Court Technology Fund	33,243	38,059	43,902	50,372	55,861	61,689	62,161	61,689
Economic Development Designated Fund					20,000	40,000	40,000	60,000
Designated IT Replacement Fund	57,121	53,627	63,855	104,287	114,962	112,734	151,285	112,734
City Hall R&R Fund		10,000	25,000	40,000	55,000	70,000	70,000	178,063
Special Projects- Designated Fund					340,000	860,000	340,000	979,576
Designated Capital Project Fund			40,000	270,000	250,000	380,000	380,000	510,000
	121,488	137,025	213,699	468,365	856,378	1,544,838	1,067,701	1,922,477
Water Fund								
Beginning Fund Balance	741,935	976,007	1,287,056	1,356,802	1,617,947	1,075,726	1,075,726	1,414,359
Appropriations to Operating Budget				127,974	542,221			
Undesignated Funds	234,072	311,049	69,746			338,405	338,633	312,951
ENDING FUND BALANCE	976,007	1,287,056	1,356,802	1,228,828	1,075,726	1,414,131	1,414,359	1,727,310
# of Days of Operating Funds	104	131	120	89	65	83	83	78
TIF Fund								
Beginning Fund Balance	379,872	251,508	201,691	201,275	82,543	47,841	47,841	13,988
Appropriations	128,364	49,817	416	118,732	34,702	33,852		
Additions to Fund	-	-	-	-	-		57,409	89,907
ENDING FUND BALANCE	251,508	201,691	201,275	82,543	47,841	13,988	105,250	103,896
Transportation Construction Fund								
Beginning Fund Balance							2,266,051	10,461,689
Appropriations							2,263,050	10,461,689
Undesignated Funds					-	-	-	-
ENDING FUND BALANCE	-	-	-	-	-	-	3,001	-
Road Impact Fee Funds								
Beginning Fund Balance	241,989	704,929	1,022,242		-	-	2,267,462	2,280,178
Appropriations	-	-	484,808	-			982,153	685,084
Additions to Fund	462,940	317,313	555,291				994,869	1,000,000
ENDING FUND BALANCE	704,929	1,022,242	1,092,725	-	-	-	2,280,178	2,595,094
Road Escrow Funds								
Beginning Fund Balance	1,838,364	1,838,364	619,509			-	322,514	150,213
Appropriations		1,222,455	345,324	-			175,000	
Additions to Fund		3,600	3,600				2,699	
ENDING FUND BALANCE	1,838,364	619,509	277,785	-	-	-	150,213	150,213
Utility Construction Fund								
Beginning Fund Balance	-	-	-	-	-	-	1,288,358	1,579,799
Appropriations	-	-	-	-	-	-	1,143,971	1,579,799
Additions to Fund	-	-	-	-	-	-		
ENDING FUND BALANCE	-	-	-	-	-	-	144,387	-
Water/Wastewater Tap Fund								
Beginning Fund Balance	-	-	-	-	-	-		826,352
Appropriations	-	-	-	-	-	-		
Additions to Fund	-	-	-	-	-	-		
ENDING FUND BALANCE	-	-	-	-	-	-		826,352
Water/Wastewater Impact Fee Funds								
Beginning Fund Balance	77,015	159,234	203,355			-	802,783	752,908
Appropriations	-	-	19,101	-	-	-	460,911	26,911
Additions to Fund	82,219	44,121	134,384		-	-	411,036	-
ENDING FUND BALANCE	159,234	203,355	318,638	-	-	-	752,908	725,997

DEPARTMENT SUMMARIES

Non-Departmental

Administration

Development & Neighborhood Services

Code Compliance

Parks Department

Municipal Court

Police Department

Streets Department

Fire Department

Library Department

Building Maintenance

Water/Wastewater Department

Utility Billing Department



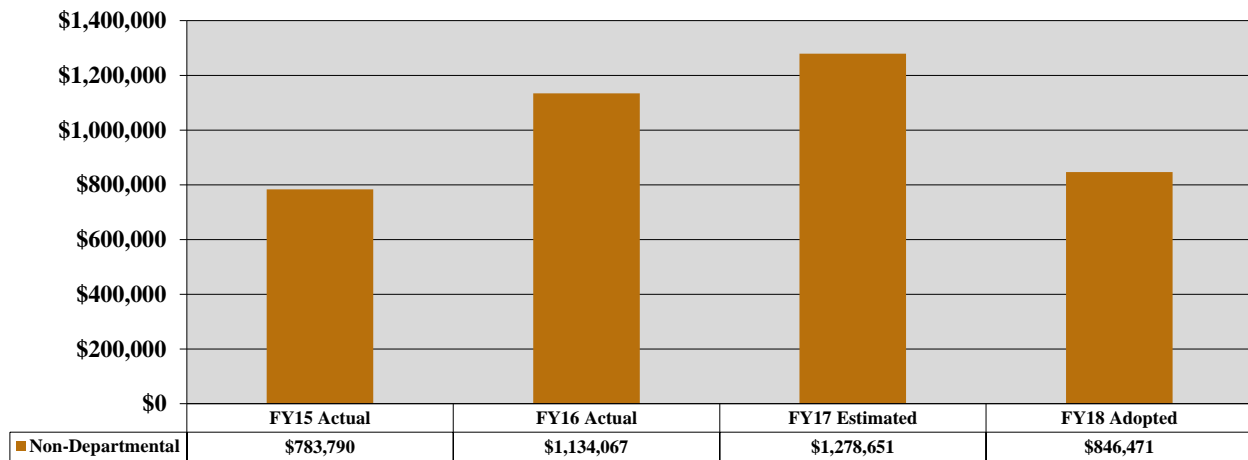
Non-Departmental Summary

PURPOSE STATEMENT:

It is the mission of this department to provide funding for various charges that are not directly related to any specific department or activity of the City of Melissa. Expenditures include consultant contracts, or other non-routine one-time operational charges, and transfers to other funds. This department is administered by the City Manager's Office.

SERVICE OVERVIEW: The Non-Departmental budget fund serves as an interdepartmental resource to fund activities and purchases that benefit the entire organization and community. The Non-Departmental account funds items such as insurance, legal, engineering, appraisal district, animal control, utilities for city hall, information technology and transfers into the TIF

Non-Departmental Budget Summary 2015-18



DEPARTMENT EXPENDITURES:

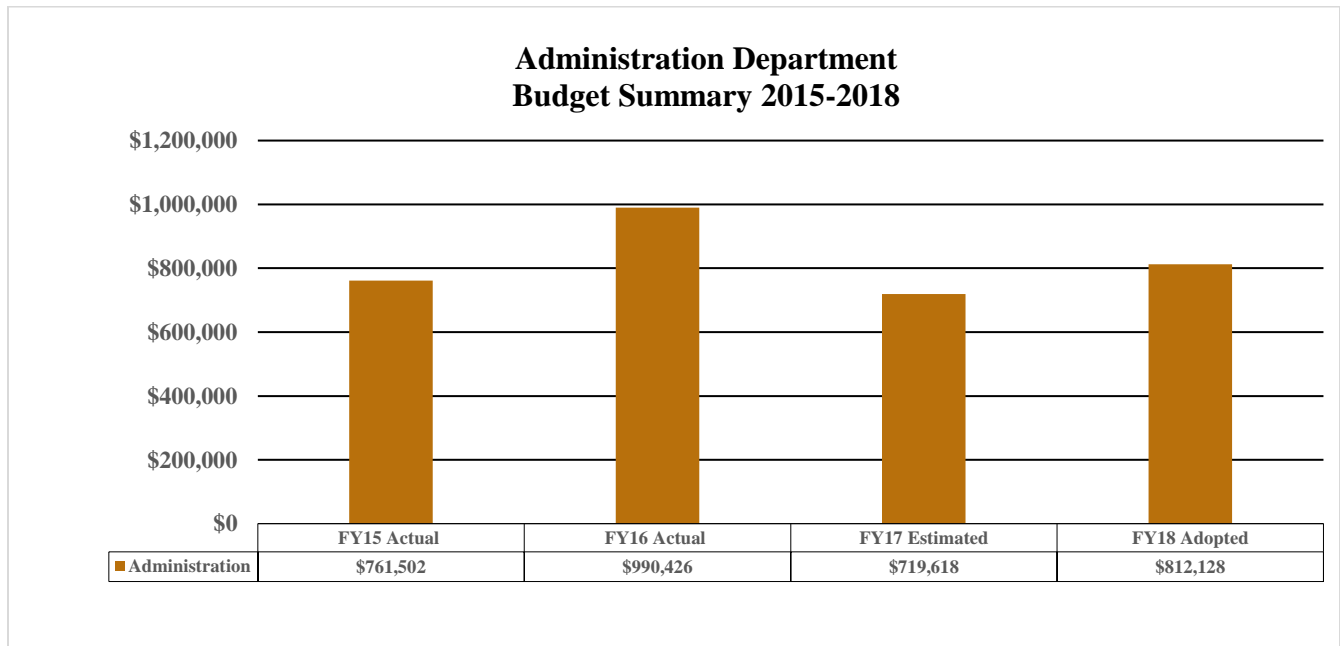
ITEM	FY15 Actual	FY16 Actual	FY17 Estimated	FY18 Adopted
Personnel	\$ 0	\$ 0	\$ 0	\$ 0
Operations	\$ 763,281	\$1,114,697	\$ 1,268,234	846,471
IT Computer Replacement Program	\$ 20,509	\$ 19,370	\$ 10,417	\$ 0
TOTAL	\$ 783,790	\$1,134,067	1,278,651	846,771

Administration Summary

PURPOSE STATEMENT:

It is the mission of the Administration Office to implement the policies established by the City Council, recommend cost effective alternatives for providing City services and meeting Community needs, and provide general management and oversight for the operation of all other City departments. It is the further mission of the Administration Office to provide financial accountability to the City Council and the residents of the City of Melissa.

SERVICE OVERVIEW: The Administration Department Staff coordinates the operational aspects of the City and facilitates the efforts of the City Manager, City Council, and support roles in responding to the needs of the residents of Melissa. The City Secretary's office is responsible for the administration of City elections, the city-wide Records Management program, and the annual Boards and Commissions appointment process. The overall Administration Budget reflects no change in the personnel schedule and line item/categorical increases reflect the maintenance of the services currently offered by the City of Melissa. The Finance Department provides planning and direction for the City's financial activities, including accounting, budgeting, payroll, accounts payable, financial reporting, and debt administration. The Finance Department coordinates with the external auditor, hired by City Council, to monitor internal controls and provides financial reporting to the citizens of Melissa, the Council, the City Manager, City Department heads, bond holders, MIEDC, MCEDC and other Boards and Commissions.



CITY OF MELISSA ANNUAL BUDGET FY2017-18

DEPARTMENT EXPENDITURES:

ITEM	FY15 Actual	FY16 Actual	FY17 Estimated	FY18 Adopted
Personnel	\$ 583,522	\$ 569,013	\$ 609,699	\$632,809
Operations	\$ 175,501	378,545	\$ 126,966	\$ 129,319
IT Computer Replacement Program	\$ 2,479	\$ 5,768	\$ 4,692	\$ 0
Capital	\$0	\$37,100	\$10,000	\$50,000
TOTAL	\$ 761,502	\$ 990,426	\$ 719,618	\$ 812,128

GOALS & OBJECTIVES:

- To monitor effectiveness of all City Operations.
- To provide Mayor and City Council with administrative support necessary to implement policy.
- To respond to citizen's concerns in a timely manner.
- To communicate clearly and effectively with the City Council and to communicate with the organization on Council policy and direction.
- Continue training of newly elected/appointed officers as required by the Texas Open Meetings Act.
- To finalize all scanning and filing of documents, organize filed documents so that they are readily available if needed.
- Provide financial reporting with generally accepted accounting principles that receives the Government Finance Officer's Association (GFOA) Certificate of Achievement.



CITY OF MELISSA ANNUAL BUDGET FY2017-18

PERSONNEL SCHEDULE:

	FY16	FY17	FY18
City Manager	1	1	1
Finance Director	1	1	1
City Secretary	1	1	1
Human Resources Coordinator	1	1	1
Administrative Assistant (PT)	2	2	2
FULL TIME	4	4	4
PART TIME	2	2	2

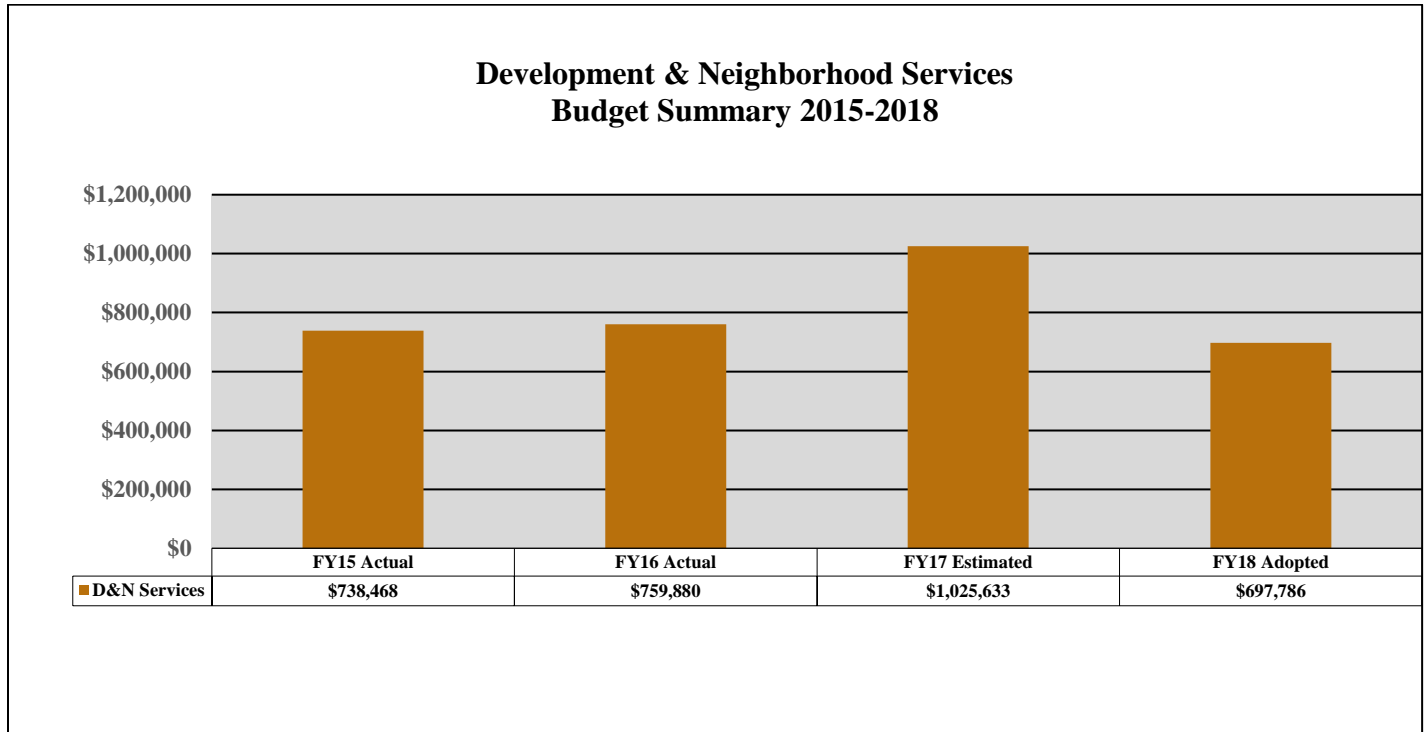
KEY INDICATORS OF PERFORMANCE	FY16 Actual	FY17 Adopted	FY18 Projected
Successful completion of budget, strategic planning and comprehensive plan implementation.	Yes	Yes	Yes
% of General Fund Budgeted Revenues realized	100%	100%	100%
Fund Balance objectives (General Fund) achieved	Yes	Yes	Yes
GFOA Distinguished Budget Award	Yes	Yes	Yes
GFOA Excellence in Financial Reporting (CAFR) Award	Yes	Yes	Yes

Development & Neighborhood Services Summary

PURPOSE STATEMENT:

It is the mission of the Development and Neighborhood Services Department to provide planning, zoning and permitting services ensuring quality development and construction in the

SERVICE OVERVIEW: The Development & Neighborhood Services Staff coordinates the planning, zoning, permitting of the City. The overall Development and Neighborhood Services Budget line item/categorical increases reflect the maintenance of the services currently offered by the City of Melissa. Development & Neighborhood Services provides project assistance to citizens, builders & developers.



DEPARTMENT EXPENDITURES:

ITEM	FY15 Actual	FY16 Actual	FY17 Estimated	FY18 Adopted
Personnel	\$ 137,593	\$ 161,349	\$ 169,384	\$ 170,593
Operations	\$ 600,542	\$ 596,820	\$849,425	\$ 521,993
IT Computer Replacement Program	\$333	\$ 1,711	\$ 1,375	\$ 0
Capital	\$ 0	\$ 0	\$ 5,450	\$ 5,200
TOTAL	\$ 738,468	\$ 759,880	\$1,025,633	\$ 697,786

GOALS & OBJECTIVES:

- To respond to citizen's concerns in a timely manner.
- To process requests from the development community in a timely and efficient manner.
- To maintain strong relationships with applicable boards and commission.

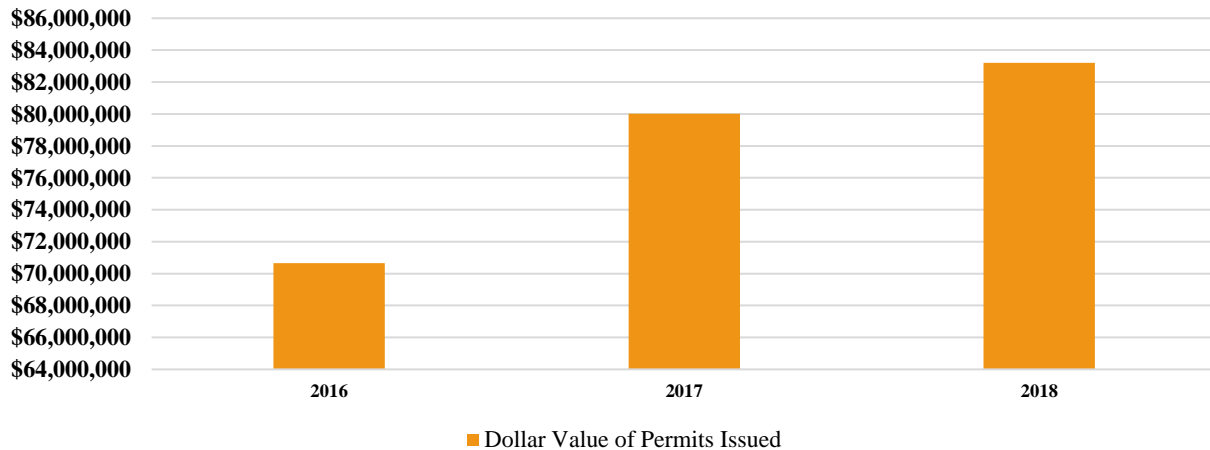
CITY OF MELISSA ANNUAL BUDGET FY2017-18

PERSONNEL SCHEDULE:

	FY15	FY16	FY17
Development/Neighborhood Services Director	1	1	1
Permit Clerk	1	1.5	1.5
FULL TIME	2	2	2
PART TIME	0	1	1

KEY INDICATORS OF PERFORMANCE	FY16 ACTUAL	FY17 ESTIMATED	FY18 PROJECTED
Number of residential permits issued	244	310	320
Total # Permits Issued	972	1,300	1,028
Total Dollar Value of Permits Issued	\$70,654,738	\$80,016,000	\$83,200,000

Dollar Value of Permits Issued



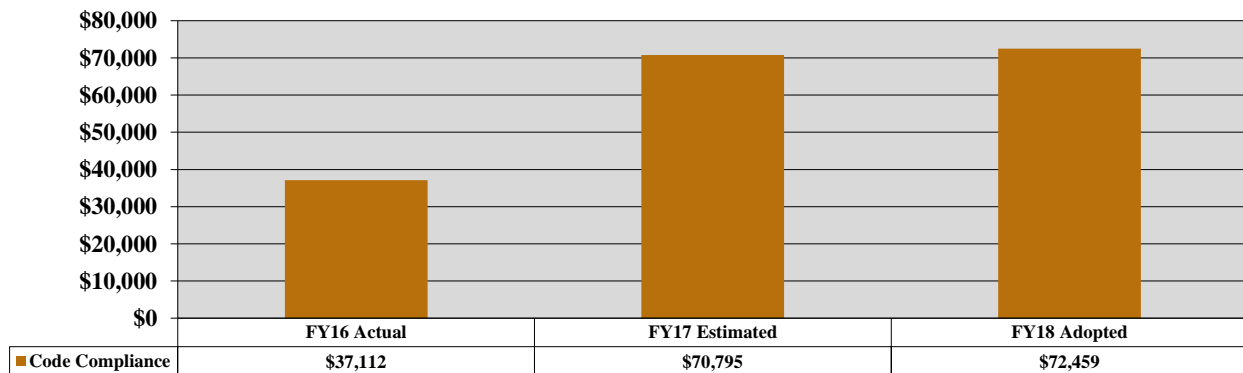
Code Compliance Department Summary

PURPOSE STATEMENT:

The Code Compliance Department strives to promote and protect the health, safety, and welfare of all Melissa citizens by monitoring and ensuring compliance with City of Melissa

SERVICE OVERVIEW: The Code Compliance Department ensures compliance with all applicable city, county and state laws, codes, ordinances and regulations related to the identification, improvement, and rehabilitation of environmental hazards on public and private premises. The overall Code Compliance budget reflects one (1) full time Code Compliance Officer and the line item/categorical increases reflect the maintenance of the services provided by the City of Melissa that moved out from under the Fire Department into a new Code Compliance Department in July of FY16.

Code Compliance Department Budget Summary 2016-2018



CITY OF MELISSA ANNUAL BUDGET FY2017-18

DEPARTMENT EXPENDITURES:

ITEM	FY16 Actual	FY17 Estimated	FY18 Adopted
Personnel	\$ 10,877	\$ 46,363	\$ 63,079
Operations	\$ 9,298	\$ 24,432	\$ 9,380
Capital	\$ 16,937	\$ 0	
TOTAL	\$ 37,112	\$ 70,795	\$ 72,459

PERSONNEL SCHEDULE:

	FY15	FY16	FY17	FY18
Code Compliance Officer	0	1	1	1
FULL TIME	0 *	1	1	1
PART TIME	0	0	0	0

*Previously within Fire Department budget.

GOALS & OBJECTIVES:

- Strive for voluntary compliance with City of Melissa ordinances through personal outreach and education, including outreach to Homeowners Associations.
- Investigate customer complaints within 24 hours of initial contact.
- Proactively monitor and ensure compliance with City of Melissa ordinances to help resolve code issues before they are reported by citizens.
- Promote the City of Melissa Compliance Initiative to help citizens better understand ordinances to gain voluntary compliance. Public outreach includes but is not limited to physical mailers, the use of The Melissa Minute/City of Melissa websites, and partnering with local entities to provide outreach when feasible.
 - http://www.cityofmelissa.com/departments/code_compliance/code_compliance_initiatives.html

KEY INDICATORS OF PERFORMANCE	FY16 ACTUAL	FY17 ESTIMATED	FY18 PROJECTED
% of Citizen Complaints Investigated Within 24 Business Hours of Receipt	95%	95%	95%
% of Code Issues Resolved via Voluntary Compliance	90%	90%	95%
# of Code Issues Investigated	100	130	200
# of Hours of Training	36	40	40

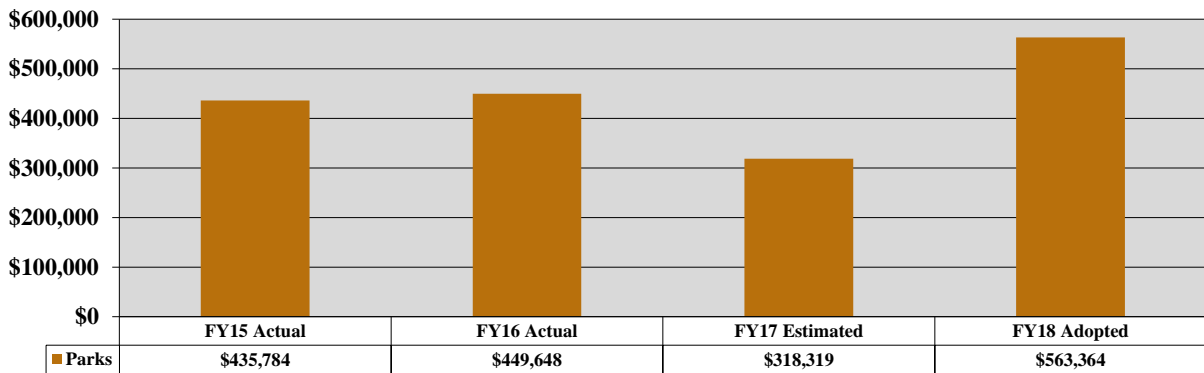
Parks Department Summary

PURPOSE STATEMENT:

The Parks Department strives to provide a safe, well-maintained environment at each park location for the public to enjoy.

SERVICE OVERVIEW: The Parks Department maintains the grounds, playground equipment, and city recreation facilities. The Parks Department works as a liaison between the City and maintenance contractors. The overall Parks budget reflects an addition of one (1) Parks Superintendent and the line item/categorical increases reflect the maintenance of the services currently offered by the City of Melissa.

Parks Department Budget Summary 2015-2018



CITY OF MELISSA ANNUAL BUDGET FY2017-18

DEPARTMENT EXPENDITURES:

ITEM	FY15 Actual	FY16 Actual	FY17 Estimated	FY18 Adopted
Personnel	\$ 55,922	\$ 99,683	\$ 115,552	\$ 171,351
Operations	\$ 374,757	\$ 272,456	\$ 197,287	\$ 387,208
IT Computer Replacement Program	\$ 300	\$ 734	\$ 675	\$ 0
Capital	\$ 4,805	\$ 76,775	\$ 4,805	\$ 4,805
TOTAL	\$ 435,784	\$ 449,648	\$ 318,319	\$ 563,364

PERSONNEL SCHEDULE:

	FY16	FY17	FY18
Maintenance Worker	2	2	2
FULL TIME	2	2	2
PART TIME	0	0	0

GOALS & OBJECTIVES:

- To provide safe and well-maintained parks and public recreation facilities.
- To respond to citizen's concerns in a timely manner.
- To have open communication with the Community Development Board (4B).

KEY INDICATORS OF PERFORMANCE	FY16 ACTUAL	FY17 ESTIMATED	FY18 PROJECTED
# of Community Events	1	1	1
Acres of Parks/Grounds Maintained + Trails	40	98	98

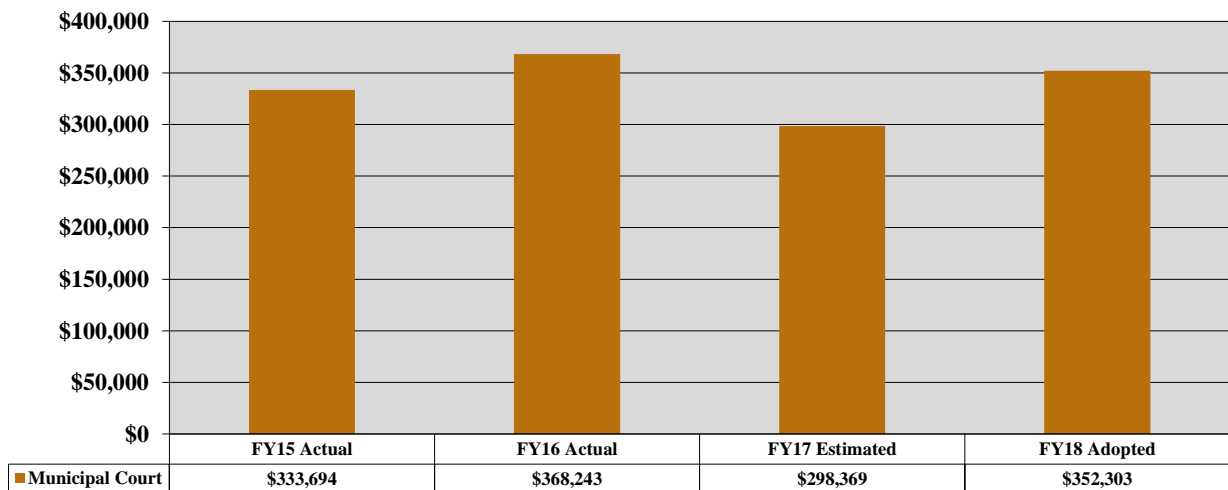
Municipal Court Summary

PURPOSE STATEMENT:

The purpose of the Municipal Court is to provide the public with a fair, impartial and unbiased court system for the person charged with the offenses, in accordance with the Code of Criminal Procedures and the Rules of Criminal Evidence. The City of Melissa Municipal Court strives to courteously respond to requests for information from the public; and to perform responsible collection of assessed fines and fees and efficient docketing of

SERVICE OVERVIEW: The Municipal Court division is responsible for the judicial processing of Class C misdemeanors that originate from traffic citations, citizen complaints, code violations, and misdemeanor arrests, occurring within the jurisdiction of the City of Melissa. Municipal Court processing is governed by the Texas Code of Criminal Procedure and the Code of Judicial Conduct. The Court prepares dockets, schedules trials, records and collects fine payments and issues warrants for Violation of Promise to Appear and Failure to Appear. The Municipal Court Judge is appointed by the City Council and is responsible for holding arraignments, juvenile, show cause and trial dockets.

Municipal Court Budget Summary 2015-2018



DEPARTMENT EXPENDITURES:

ITEM	FY15 Actual	FY16 Actual	FY17 Estimated	FY18 Adopted
Personnel	\$ 120,425	\$ 119,926	\$ 129,487	\$ 147,120
Operations	\$ 213,269	\$ 247,504	\$ 168,883	\$ 205,183
Capital	\$ 0	\$ 813	\$ 0	\$ 0
TOTAL	\$ 333,694	\$ 368,243	\$298,369	\$ 352,303

CITY OF MELISSA ANNUAL BUDGET FY2017-18

GOALS & OBJECTIVES:

- Continue working on the policy and procedure handbook to improve employee training and ensure consistency in managing court processes.
- Development of Court Clerks through pursuing certification through the Court Clerk Certification Program.
- To continue participating in area- and state-wide Warrant Round Ups.
- Diligently pursuing outstanding warrants.
- Working on Traffic Safety Initiative to engage our community in Traffic Safety Awareness.

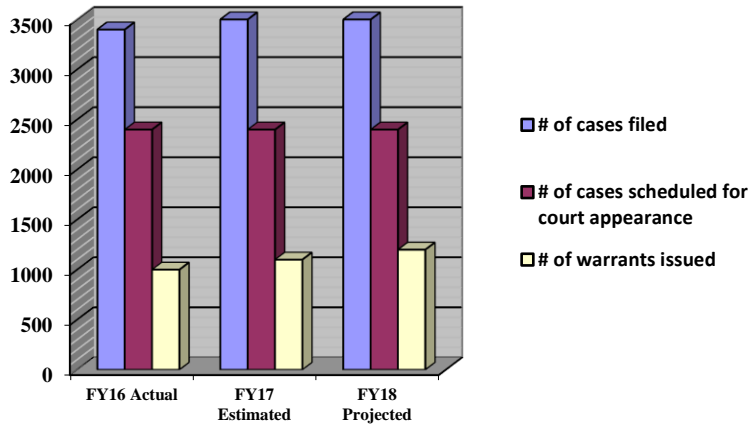
PERSONNEL SCHEDULE:

	FY16	FY17	FY18
Court Administrator	1	1	1
Court Clerk (PT)	1	1	1
Warrant Officer (PT)	0	1	1
FULL TIME	1	1	1
PART TIME	1	2	2

KEY INDICATORS OF PERFORMANCE	FY16 ACTUAL	FY17 ESTIMATED	FY18 PROJECTED
Number of Warrants cleared	600	625	650
Warrants cleared through Warrant Round Up	31	62	65
Warrant Fine Revenue collected during Warrant Round Ups	\$15,000	\$17,250	\$18,000

CITY OF MELISSA ANNUAL BUDGET FY2017-18

ACTIVITY WORKLOAD



	FY16 Actual	FY17 Estimate d	FY18 Project ed
# of cases filed	3,400	3,500	3,500
# of cases scheduled for court appearance	2,400	2,400	2,400
# of warrants issued	1,000	1,100	1,200
Municipal Court fine revenue retained by City	\$376,844	\$390,000	\$390,000

Police Department Summary

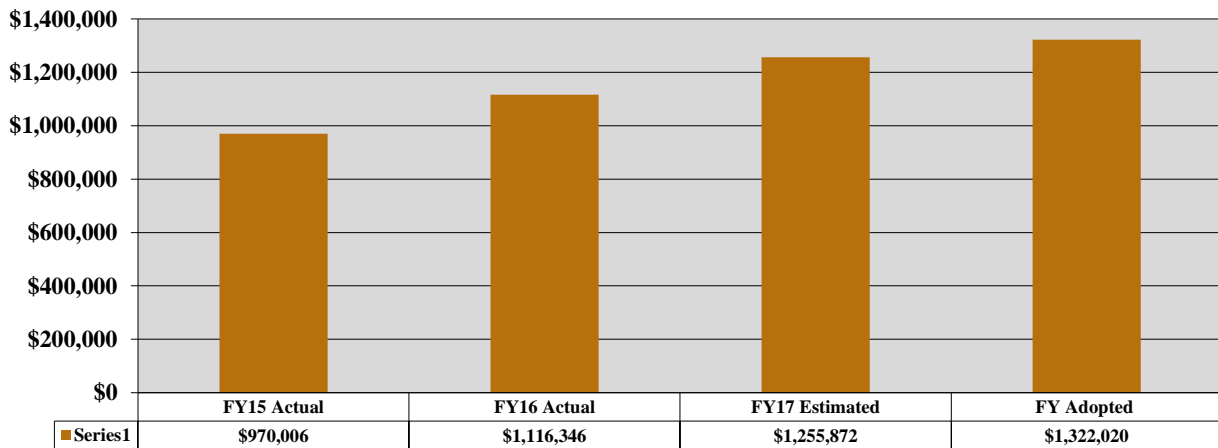
PURPOSE STATEMENT:

*The Police Department, in serving the people of Melissa, strives to reduce crime and provide a safe city by: * Recognizing that its goal is to help people and provide assistance at every opportunity;*

** Increasing citizen satisfaction with public safety and obtaining community cooperation through the Department's training, skills and efforts; and * Realizing that the Police Department alone cannot control crime, but must act in concert with the community and the rest of the Criminal Justice System.*

SERVICE OVERVIEW: The Police Department Service provides protection of life and property to the citizens of Melissa. The Budget reflects an increase in the personnel schedule. The line item/categorical increases/decreases reflect the maintenance of the services currently offered by the City of Melissa.

Police Department Budget Summary 2015-2018



CITY OF MELISSA ANNUAL BUDGET FY2017-18



DEPARTMENT EXPENDITURES:

ITEM	FY15 Actual	FY16 Actual	FY17 Estimated	FY18 Adopted
Personnel	\$ 774,978	\$ 899,128	\$ 969,224	\$ 1,107,812
Operations	\$ 124,577	\$ 131,748	\$ 190,105	\$ 172,011
IT Computer Replacement Program	\$ 9,239	\$ 10,745	\$ 11,062	\$ 0
Capital	\$ 61,212	\$ 74,725	\$ 85,481	\$ 42,197
TOTAL	\$ 970,006	\$ 1,116,346	\$ 1,255,872	\$ 1,322,020

GOALS & OBJECTIVES:

- To protect the Citizens of Melissa and their property.
- To continue to foster relationships with the community through special programs such as National Night Out, Celebration of Freedom and annual parades.
- To provide the Citizens of Melissa with the most professional police services available.
- To increase needed resources to ensure all service calls are answered in a safe, timely manner.

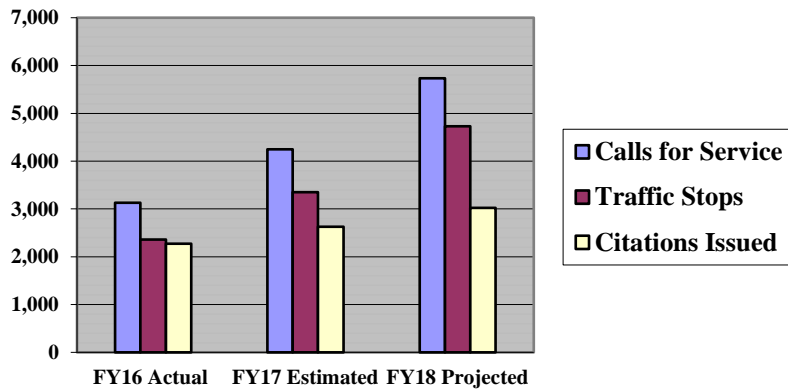
PERSONNEL SCHEDULE:

	FY16	FY17	FY18
Chief of Police	1	1	1
Captain	1	1	1
Sergeant	1	1	2
Patrol Officer	6	7	8
Police Services Officer	1	1	1
Reserve Officer	4	4	4
FULL TIME OFFICER	11	12	13
PART TIME OFFICER	0	0	0
RESERVE OFFICER	4	4	4

CITY OF MELISSA ANNUAL BUDGET FY2017-18

KEY INDICATORS OF PERFORMANCE	FY16 Actual	FY17 Estimated	FY18 Projected
Average Number Officer Initiated Calls as a % of Total Calls	56%	56%	43%
Calls Received/Cleared	269/149 56%	316/160 50%	256/124 50%

ACTIVITY WORKLOAD



	FY16 Actual	FY17 Estimated	FY18 Projected
Calls for Service	3,128	4,248	5,734
Traffic Stops	2,362	3,352	4,726
Citations Issued	2,274	2,628	3,022

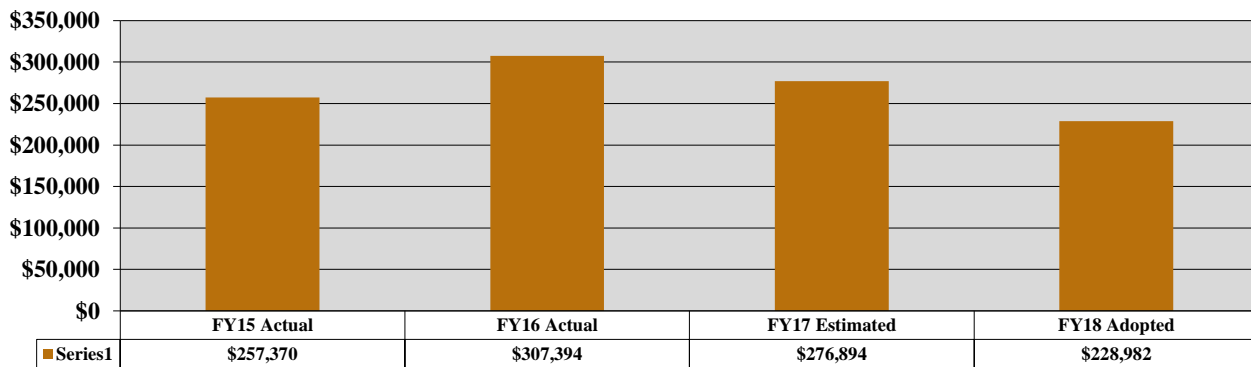
Streets Department Summary

PURPOSE STATEMENT:

The Street Department is committed to maintaining streets and roads that are smooth, pot-hole free, and safe for the citizens of Melissa and all who pass through.

SERVICE OVERVIEW: The Streets Department maintains all the streets and drainage within the city limits. The overall street budget reflects no change in the personnel schedule and line item/categorical increases reflect the maintenance of the services currently offered by the City of Melissa.

**Streets Department
Budget Summary 2015-2018**



DEPARTMENT EXPENDITURES:

ITEM	FY15 Actual	FY16 Actual	FY17 Estimated	FY18 Adopted
Personnel	\$ 24,277	\$ 23,760	\$ 33,714	\$ 24,541
Operations	\$ 233,093	\$ 267,171	\$ 243,180	\$ 204,441
Capital	\$ 0	\$ 16,463	\$	\$
TOTAL	\$ 257,370	\$ 307,394	\$ 276,894	\$ 228,982

CITY OF MELISSA ANNUAL BUDGET FY2017-18

GOALS & OBJECTIVES:

- Respond to citizen's concerns in a timely manner.
- Continue rehab program for asphalt streets.
- Continue the 'Street Sign Replacement' program according to 2014 MUTCD rules.
- Continue the Street Sweeping Program that was launched in March 2012.
- Continue to maintain drainage and pothole repair through constant monitoring.
- Maintain ALL asphalt and concrete streets with repairs in a timely manner.

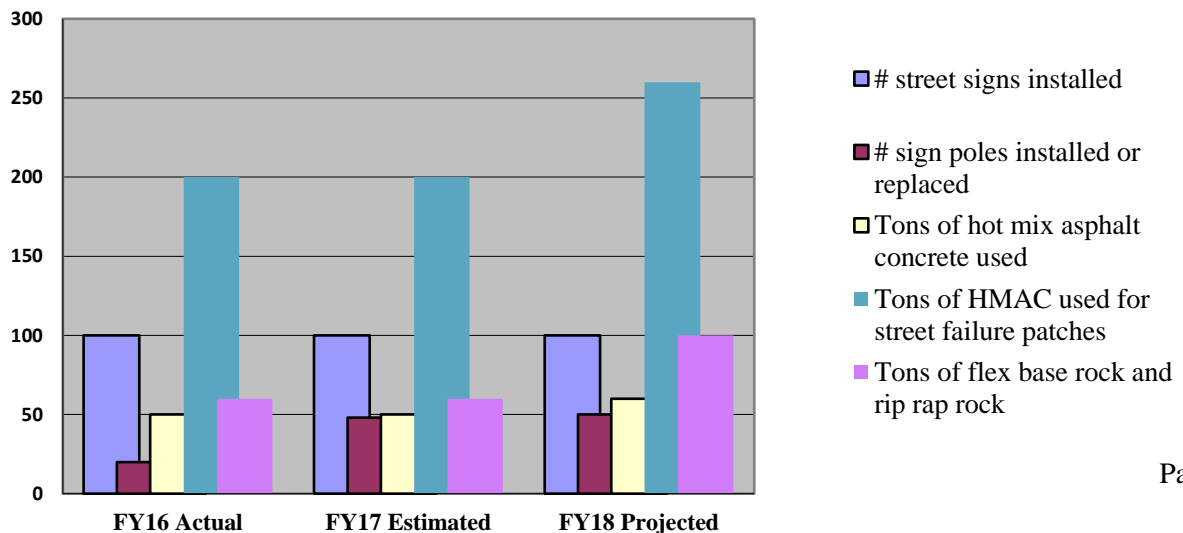
PERSONNEL SCHEDULE:

	FY16	FY17	FY18
Maintenance Technician	.5	.5	.5
FULL TIME	.5	.5	.5
PART TIME	0	0	0

*½ Street Maintenance worker shared with Water Dept. beginning with 12-13 budget

KEY INDICATORS OF PERFORMANCE	FY16 Actual	FY17 Estimated	FY18 Projected
% of Annual Line Mile Scheduled Maintenance Completed	90%	90%	100%
% of Emergency Calls Responded to Within 4 Hours or Less	95%	95%	95%
# of street signs installed	75	100	100
# of sign poles installed or replaced	20	20	50
Tons Hot Mix asphalt	42.5	50	60
Tons HMAC	319	200	260
Tons Flex Base rock/Rip rap rock	60	60	100

Work Activity



Fire Department Summary

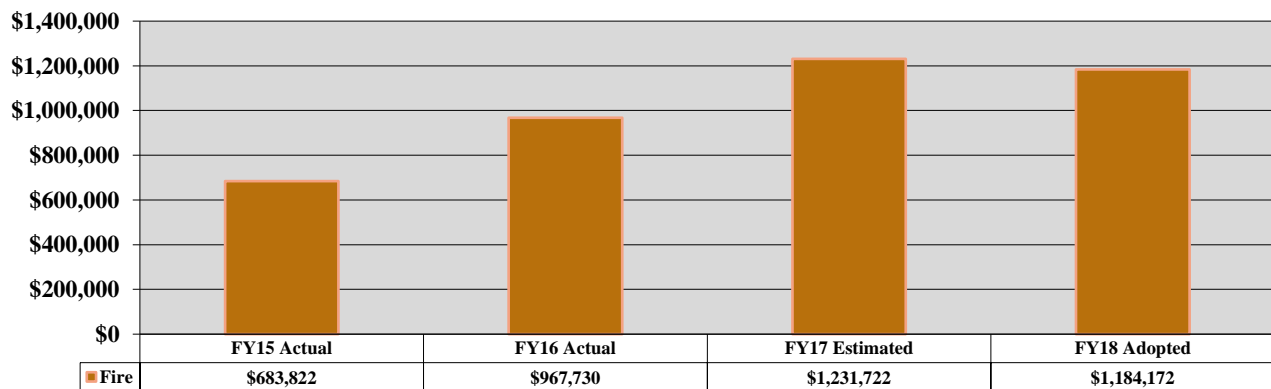
PURPOSE STATEMENT:

Collaboration with our unique community to equip personnel to respond with dedicated, compassionate, and enthusiastic leaders for today and tomorrow.

We are, and will continue to be, a premier organization, and this can only be accomplished through building leaders. Our vision will be accomplished by collaborating with our community and city leaders, as well as with neighboring communities.

SERVICE OVERVIEW: The Melissa Fire Department responds to all fire, rescue, medical, hazmat, and other miscellaneous emergency events within the fire district as well as automatic and mutual aid emergency events for our neighboring communities. The Melissa Fire Department ensures the fire codes and ordinances are enforced through proper plan reviews, inspection process, and code enforcement. The Department promotes fire safety for the citizens of Melissa through public interaction and programs in the schools and community groups. This budget reflects the personnel, training and equipment that are necessary for the resolution of potential emergency events; whether by man-made or natural events, that are plausible in a fast growing community. The Melissa Fire Department staff includes a Fire Chief, Assistant Fire Chief, four (4) full-time Captains, one (1) full-time engineer, part-time personnel and dedicated volunteers serving in both firefighting and support capacities.

**Fire Department
Budget Summary 2015-2018**



CITY OF MELISSA ANNUAL BUDGET FY2017-18

DEPARTMENT EXPENDITURES

ITEM	FY15 Actual	FY16 Actual	FY17 Estimated	FY18 Adopted
Personnel	\$ 314,664	\$ 491,154	\$ 678,892	\$ 726,410
Operations	\$ 286,476	\$ 367,432	\$ 394,835	\$ 351,736
IT Computer Replacement Program	\$ 6,304	\$ 9,753	\$ 5,577	\$ 0
Capital	\$ 76,378	\$ 97,391	\$ 152,418	\$ 106,026
TOTAL	\$ 683,822	\$ 967,730	\$ 1,231,722	\$ 1,184,172

GOALS & OBJECTIVES:

- To provide the appropriate resolution to all emergency events within the fire district.
- To minimize loss of life, property and environmental impact for the citizens of Melissa.
- To follow and enforce fire codes and ordinances that has been established by the City Council of Melissa.
- To provide the highest quality training for the Melissa Fire Department personnel.
- To help ensure the lowest insurance rating for the citizens and business owners of Melissa.
- Meet Federal mandated guidelines required by the Department of Homeland Security.
- To equip the fire personnel with the highest quality and most appropriate equipment possible.
- To ensure all Melissa Fire Department firefighters return home safely after every call.
- To provide genuine, compassionate care for the citizens of Melissa in their time of need.

PERSONNEL SCHEDULE:

	FY16	FY17	FY18
Fire Chief	1	1	1
Assistant Fire Chief	1	1	1
Deputy Chief	1	0	0
Captains	3	4	4
Fire Engineer	0	1	2
FULL TIME	5	7	8
Firefighters (PT)	10	12	10
PART TIME (FTE)	4	2	1

Prestigious ISO Rating Class



*Insurance Services Office (ISO)
evaluated the Melissa Fire
Dept. and awarded it with a*

CITY OF MELISSA ANNUAL BUDGET FY2017-18

VOLUNTEER-BASED PERSONNEL:

	FY16	FY17	FY18
TCFP *Firefighter/Paramedic	2	9	9
TCFP *Firefighter/EMT	10	5	5

*TCFP = Texas Commission on Fire Protection.

KEY INDICATORS OF PERFORMANCE	FY16 Actual	FY17 Estimated	FY18 Projected
FIRE SUPPRESSION:			
Total runs per year	1,150	1,325	1,500
Total training hours per year	6,000	6,000	6,000
Certifications earned by firefighters	30	30	30
Volunteer staffing hours	25,000	25,000	25,000
FIRE PREVENTION:			
ISO Rank	2	2	2
Certificate of Occupancies issued	26	40	40
Total structures condemned	3	0	0
Fire Inspections	200	250	250
Nuisance complaints investigated	550	600	600
% of complaints investigated within 24 hours of receipt	95%	95%	95%

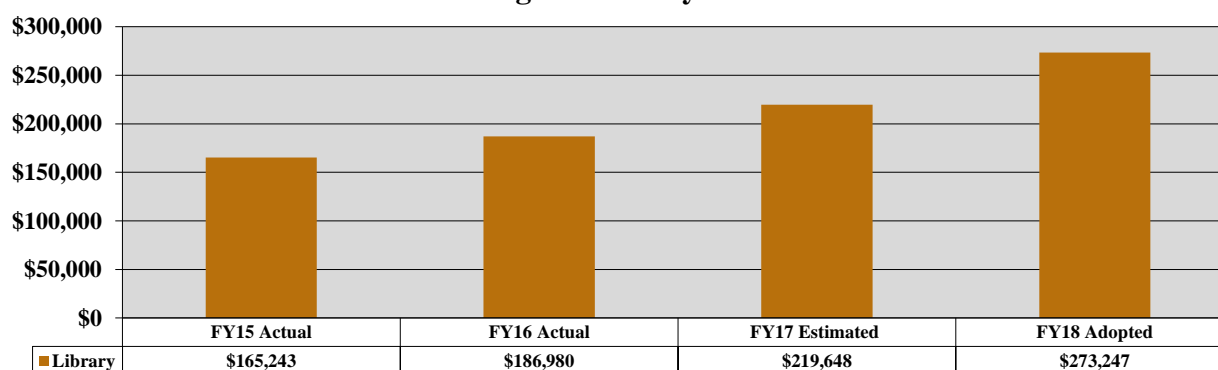
Library Summary

PURPOSE STATEMENT:

The Melissa Public Library's mission is to foster life-long learning through diverse media and services that enrich and satisfy the needs of the community.

SERVICE OVERVIEW: The Melissa Public Library is a reliable resource center for the community providing free and equal access to information, materials, services and programs, and an advocate of intellectual freedom. It will acquire, organize and circulate books, non-print materials and services that help educate, enrich, entertain and inform individuals of all ages. It will promote and encourage the maximum use of its services and materials by the greatest number of people in its service area. The Melissa Public Library adheres to its logo—a global reach with local touch.

Library Department Budget Summary 2015-2018



DEPARTMENT EXPENDITURES:

ITEM	FY15 Actual	FY16 Actual	FY17 Estimated	FY18 Adopted
Personnel	\$ 119,894	\$ 134,548	\$ 165,691	\$ 213,176
Operations	\$ 41,199	\$ 40,390	\$ 48,864	\$ 60,071
IT Computer Replacement Program	\$ 4,150	\$ 4,392	\$ 2,125	\$ 0
Capital	\$ 0	\$ 7,650	\$ 4,968	\$ 0
TOTAL	\$ 165,243	\$ 186,980	\$ 219,648	\$ 273,247

GOALS & OBJECTIVES:

- Ensure that communication of library information and services is available to all using a variety of sources; newspaper, webpage, and electronic means and signage.
- Promote high quality programs and services for all ages and diverse populations and various levels of literacy.

- FY17 successes include:
 - Continuing the long-range plans for shelf expansion, two (2) more mobile carts were purchased by the Friends of the Melissa Public Library for the Young Adult non-fiction area and PG/G movies.
 - Teen area was carved out of a niche area.
 - Children's area was rearranged to increase seating and visibility.
 - Total library weed was completed.
 - New Apollo/Biblionix computerized check out system installed.
 - Genealogy area was created in one book stack.
 - Start of Next Chapter Book Club for developmentally disabled patrons and training of facilitators.
 - Individual staff learning opportunities were increased to include several online workshops and area meetings. Two staff members completed an American Library Association on-line class on 'Reference for Non-MLS Staff'. They shared their knowledge in the library shared folder. Three librarians completed a coding class, an area highly desired by the community.
 - One full-time, alternating weekend staff member was certified as a Notary Public, increasing this service to the public.
 - First Melissa Library Eggstravaganza for preschools.

CITY OF MELISSA ANNUAL BUDGET FY2017-18

➤ FY18 Goals

- Continuing development of Next Chapter Book Club, year 2, for developmentally disabled patrons. Goal of 5-6 members in original group and possible 2nd group.
- Texas Library Association will meet in Dallas and the goal is for all staff to attend at least ½ day. This statewide meeting is the seminal professional meeting for libraries and rotates between Houston, Austin, San Antonio and Dallas. This would be the first time that general staff would attend.
- Librarian to attend Association of Small and Rural Libraries meeting in Chicago to improve awareness and to recruit new library director. (Goal date January to March 2019 with overlap).
- Establish parameters for EDGE assessment with library board. This program helps the board direct the most desired and needed activities within the library.
 - Technology training for patrons
- Prepare for expansion of physical library space within the next 2-5 years.
- Create an emergency/preparedness program for community utilizing other city departments.
- Schedule a quarterly Master Gardener/Water Conservation workshop for adults with other city departments.
- Create a STEAM (Science! Technology! Engineering! Art! Math!) site for Melissa Library patrons to include furnishings and materials and instructor.

- Provide public access to information technology; desktop computing, WiFi, basic skills.

PERSONNEL SCHEDULE:

	FY16	FY16	FY17
Library Director	1	1	1
FT Tech/Materials Library Clerk	1	1	1
PT Clerk	2	2	2
PT Youth Librarian	2	2	2
FULL TIME	2	2	3
PART TIME	4	4	3
ON-CALL/CONTRACT STAFF	0	2	3

KEY INDICATORS OF PERFORMANCE	FY16 Actual	FY17 Estimated	FY18 Projected
Rate of Collection Turnover	2.71%	2.8%	2.9%
Circulation Per Capita	6.32%	6.45%	7.40%
ACTIVITY WORKLOAD			
➤ Number of Items Circulated	54,000	56,899	54,000
➤ Number of Library Visitors	26,029	27,000	28,000
➤ Library Program Attendance	4,599/286 prog	4,599/286 prog.	7,000

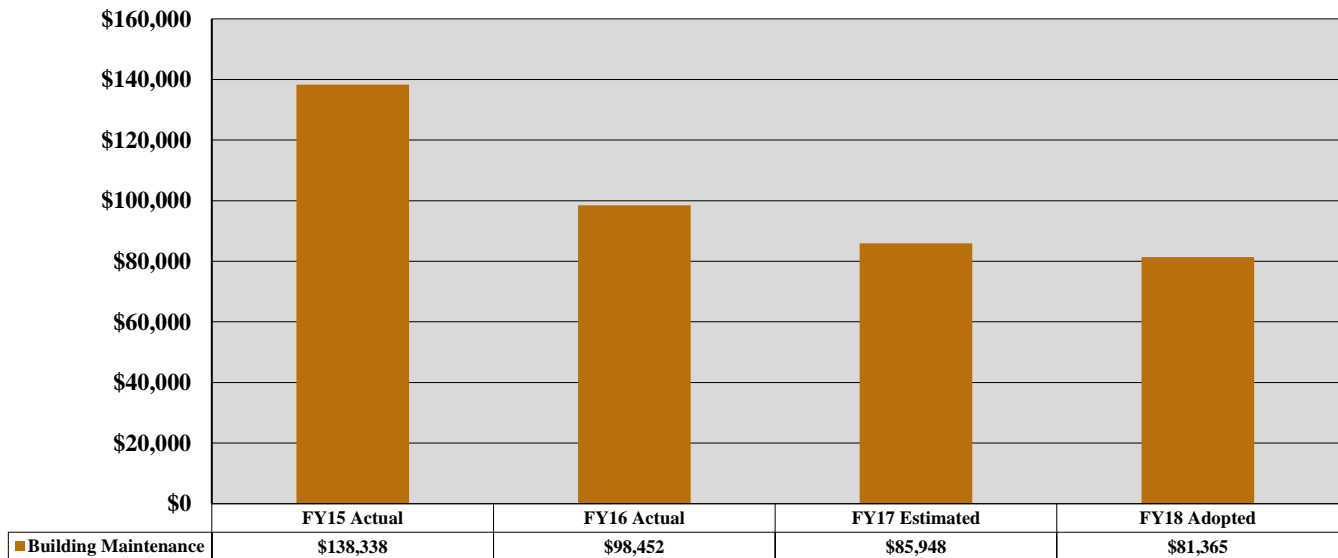
Building Maintenance Summary

PURPOSE STATEMENT:

The mission of Building Maintenance is to provide a service for the employees of the City of Melissa to ensure a safe, comfortable and accommodating work place.

SERVICE OVERVIEW: The Building Maintenance department oversees all the maintenance and repairs for eight (8) city facilities. The overall Building Maintenance Budget reflects line item/categorical increases reflect the maintenance of the services currently offered by the City of Melissa.

**Building Maintenance Department
Budget Summary 2015-2018**



CITY OF MELISSA ANNUAL BUDGET FY2017-18

DEPARTMENT EXPENDITURES:

ITEM	FY15 Actual	FY16 Actual	FY17 Estimated	FY18 Adopted
Operations	\$ 97,652	\$ 98,452	\$ 85,948	\$ 81,365
Capital	\$ 40,684	\$ 0	\$ 0	\$ 0
TOTAL	\$ 138,336	\$ 98,452	\$ 85,948	\$ 81,365

GOALS & OBJECTIVES:

- To preserve the taxpayer's investment in city facilities through preventative maintenance.
- To maintain city facilities ensuring a safe, functional and comfortable environment for citizens and staff.
- To respond to citizen's and employee's concerns in a timely manner.

PERSONNEL SCHEDULE:

	FY16	FY17	FY18
Vacant	0	0	0
FULL TIME	0	0	0
PART TIME	0	0	0

Building Maintenance is supported through the Development Services and
Parks & Grounds departments.

KEY INDICATORS OF PERFORMANCE	FY16 Actual	FY17 Estimate	FY18 Projected
Total square footage of facilities maintained	60,219	60,219	61,719
# of building & facilities maintained	8	8	9

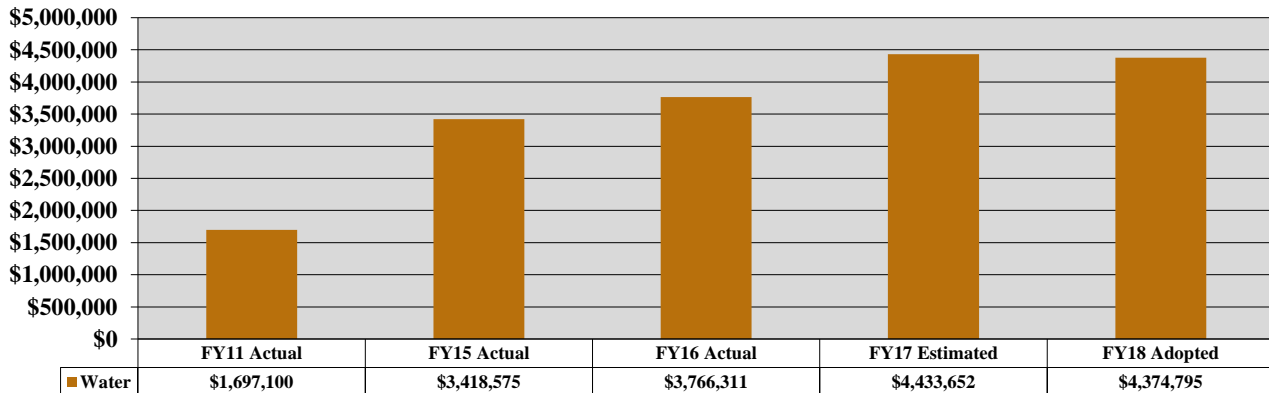
Water Summary

PURPOSE STATEMENT:

The mission of the Water Department is to provide the highest quality product as possible while maintaining a superior infrastructure to provide continuous service without interruptions, guaranteeing a clean and safe environment as well as sustaining a high quality of life.

SERVICE OVERVIEW: The Water Department is responsible for providing clean, safe water to the citizens and visitors of Melissa. The Water Department maintains and repairs a complex water system of valves, fire hydrants and customer service meters while regulating system pressure and water volume through calculated pump efficiencies, tower elevations and electronic controls. The Water Department maintains adequate pressure and volume with as little interruption in service as possible. The Water Department meets or exceeds regulations set by TCEQ. The City of Melissa Water Department maintains the highest water quality possible. The Water Department budget is adding back in a Public Works water worker and line item/categorical increases reflect the growth of the City and maintenance of the services currently offered by the City of Melissa.

Water Department Budget Summary 2015-2018



CITY OF MELISSA ANNUAL BUDGET FY2017-18

DEPARTMENT EXPENDITURES:

ITEM	FY15 Actual	FY16 Actual	FY17 Estimated	FY18 Adopted
Personnel	\$ 280,048	\$ 291,851	\$ 262,992	\$ 373,637
Operations	\$ 1,495,455	\$ 1,743,173	\$ 2,359,042	\$ 2,673,414
Capital	\$ 61,825	\$ 45,164	\$ 64,207	\$ 34,447
Debt Service	\$ 1,575,999	\$ 1,684,112	\$ 1,741,385	\$ 1,293,297
IT Computer Replacement Program	\$ 5,248	\$ 2,011	\$ 6,027	\$ 0
TOTAL	\$ 3,418,575	\$ 3,766,311	\$ 4,433,652	\$ 4,374,795

GOALS & OBJECTIVES:

- Continue to have no positive e-coli samples.
- Respond to customer complaints in a timely matter.
- Continue to develop and implement a valve and hydrant maintenance program working with the Fire Department.
- Develop and implement an inventory control plan.
- Obtain a 'Superior Water System' certification from TCEQ.
- Proactive approach on water loss and water leaks accountability.
- Public Education on Water Conservation tips and methods.

CITY OF MELISSA ANNUAL BUDGET FY2017-18

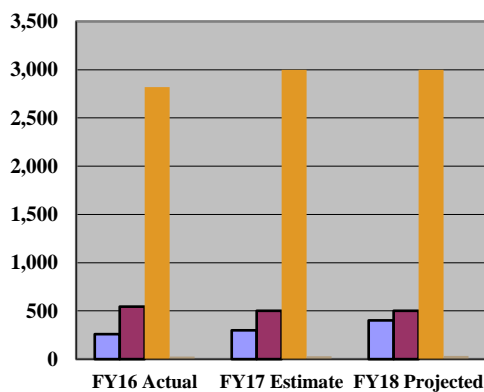
PERSONNEL SCHEDULE

	FY16	FY17	FY18
Public Works Director	1	1	1
Maintenance Worker	3.5	2.5	3.5
FULL TIME	4.5	4.5	4.5
PART TIME	0	0	0

Street Maintenance position is shared with the General Fund.

KEY INDICATORS OF PERFORMANCE	FY16 Actual	FY17 Estimate	FY18 Projected
All meters installed within 72 hours	95%	98%	98%
Complaints addressed within 24-48 hours or less	100%	100%	100%
Repaired leaks within 24 hours or less of notification	95%	95%	95%

ACTIVITY WORKLOAD



	FY16 Actual	FY17 Estimated	FY18 Projected
meters installed	258	300	400
work orders completed	545	500	500
line locates	2,820	3,000	3,000
water leaks repaired	26	30	32

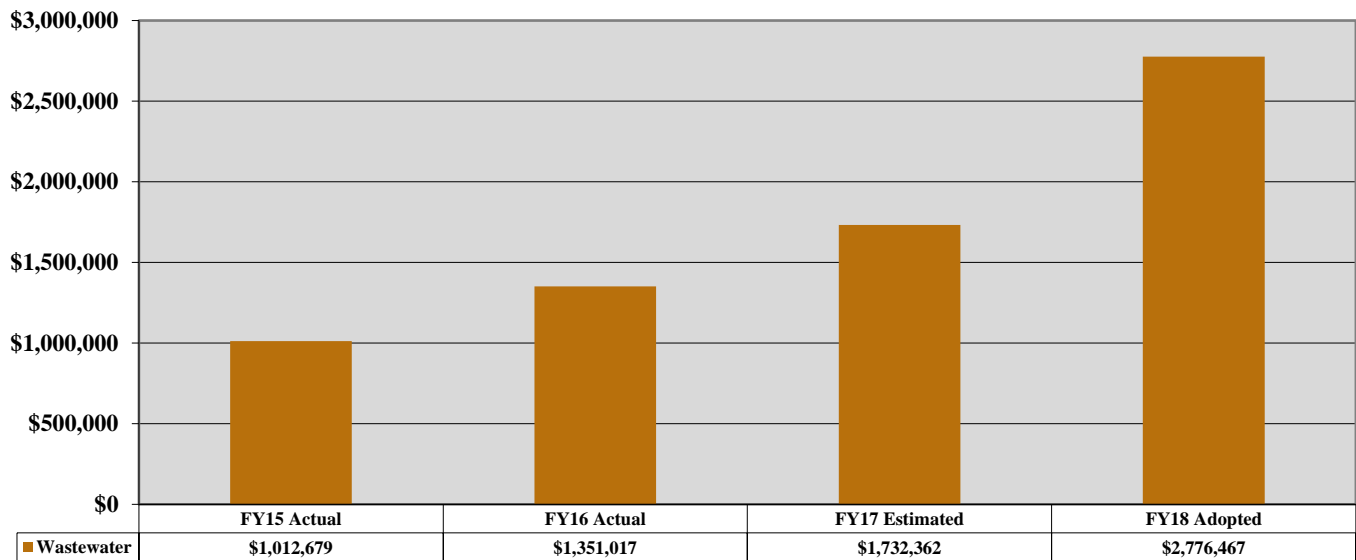
Wastewater Summary

PURPOSE STATEMENT:

To provide wastewater collection service that is continuous, safe and reliable.

SERVICE OVERVIEW: The Wastewater Department maintains and repairs the City's wastewater lines and lift stations through constant electronic monitoring and visual checks of the system.

**Wastewater Department
Budget Summary 2015-2018**



CITY OF MELISSA ANNUAL BUDGET FY2017-18

DEPARTMENT EXPENDITURES

*The Water Rate Study separated the debt between Water & Wastewater as an effort of equity in expenses and rates.

ITEM	FY15 Actual	FY16 Actual	FY17 Estimated	FY18 Adopted
Personnel	\$ 0	\$ 0	\$ 0	\$ 0
Operations	\$ 1,012,679	\$ 1,351,017	\$ 1,003,354	\$ 1,815,506
Debt Service	\$ 0	\$ 0	\$ 729,833	\$ 950,461
Capital	\$ 0	\$ 0	\$ 0	\$ 10,500
TOTAL	\$ 1,012,679	\$ 1,351,017	\$ 1,732,362	\$ 2,776,467

GOALS & OBJECTIVES:

- Respond to citizen's concerns in a timely manner.
- Reduce infiltration by physical checks, smoke testing, maintenance program, and repair of faulty lines.
- Continue the Preventative Maintenance program that was launched in April 2012.
- Continue Collection/Manhole system Preventative Maintenance program.
- Report ALL Sanitary Overflows to TCEQ by Rules and Regulations.
- Public Education - Proper disposal of fats, grease, oil and medications.
- Initiate CMOM Program and partnering with NTMWD regional CMOM program.

CITY OF MELISSA ANNUAL BUDGET FY2017-18

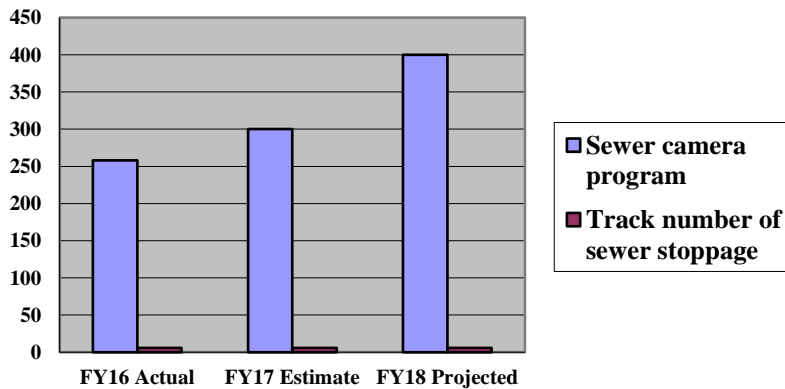
PERSONNEL SCHEDULE

	FY16	FY17	FY18
Public Works Director	1	1	1
Maintenance Workers	3	3	3
FULL TIME	4	4	4

*Public Works Personnel support both Water and Wastewater Departments.

KEY INDICATORS OF PERFORMANCE	FY16 Actual	FY17 Estimate	FY18 Projected
Response to customer calls within 24-72 hours	100%	100%	100%
Work orders identified and solved	10	10	11

ACTIVITY WORKLOAD



WASTEWATER SUMMARY

	FY16 Actual	FY17 Estimated	FY18 Projected
Sewer camera program (based on new installs)	258	300	400
Track number of sewer stoppage	6	6	6

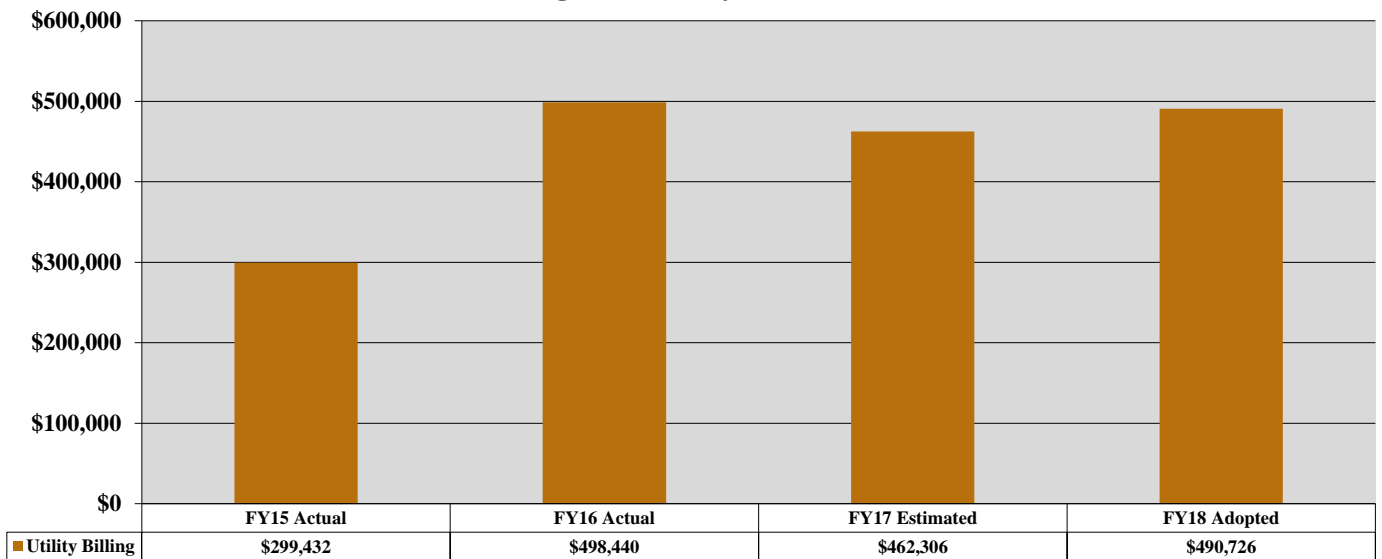
Utility Billing Summary

PURPOSE STATEMENT:

The mission of the Utility Billing Department is to ensure accuracy and efficiency in the assessment, distribution, and collection of utility charges. We will strive to provide customer service that will exceed all expectations by listening to our customers and responding to their needs in a timely, professional, courteous, and respectful manner.

Service Overview: The Utility Billing (UB) Department in partnership with FATHOM bills and collects for all City utility services and contracted solid waste services and processes requests for new service connections. As often the first face or voice a new resident encounters, we will continue to strive to provide excellent customer service that will exceed all expectations and will hold FATHOM to this same standard of providing high quality customer service. The water rates are established through Water Rate Studies performed at the request of and are adopted by the City Council. The Utility Billing Department bases policy and procedures in accordance with City ordinances as well as the rules established by the Texas Commission on Environmental Quality (TCEQ).

**Utility Billing Department
Budget Summary 2015-2018**



CITY OF MELISSA ANNUAL BUDGET FY2017-18

DEPARTMENT EXPENDITURES:

ITEM	FY15 Actual	FY16 Actual	FY17 Estimated	FY18 Adopted
Personnel	\$ 188,387	\$ 195,939	\$ 222,403	\$ 225,035
Operations	\$ 109,651	\$ 301,390	\$ 238,221	\$ 265,691
IT Computer Replacement Program	\$ 1,394	\$ 1,111	\$ 1,683	\$ 0
TOTAL	\$ 299,432	\$ 498,440	\$ 462,306	\$ 490,726

Beginning in FY2015-16, the Utility Billing Department began partnering with FATHOM to provide utility billing and related customer service. Advanced Metering Infrastructure (AMI) technology was installed beginning in Winter 2015 and provides automatic, accurate and consistent water meter reads without the need for manual meter reads and data entry. This partnership will ensure that this data is utilized in the most effective manner possible.

GOALS AND OBJECTIVES:

- To reduce the error rate in customer billing data by leveraging new AMI technology and our partnership with FATHOM, which will consequently reduce the number of customer inquiries/complaints.
- To continue working with FATHOM to develop and implement Utility Billing Standard Operating Procedures that will include all aspects of Utility Billing handled by both FATHOM and the Utility Billing Department staff.
- To effectively communicate to our customers, the value added benefits of FATHOM, including their ability to actively monitor water usage throughout the month through the FATHOM online Customer Usage Portal.
- To increase efforts to optimize receivable accounting accuracy and Finance interface by leveraging our partnership with FATHOM.
- To serve as good stewards of the City's water supply by promoting effective water conservation, implementing the City of Melissa's Water Conservation and Water Resources Management Plan, and promoting the water conservation-related tools provided to the City by North Texas Municipal Water District, the City's water provider.
- Exhibit behavior and provide customer service that will reflect the City of Melissa's Mission and Vision.

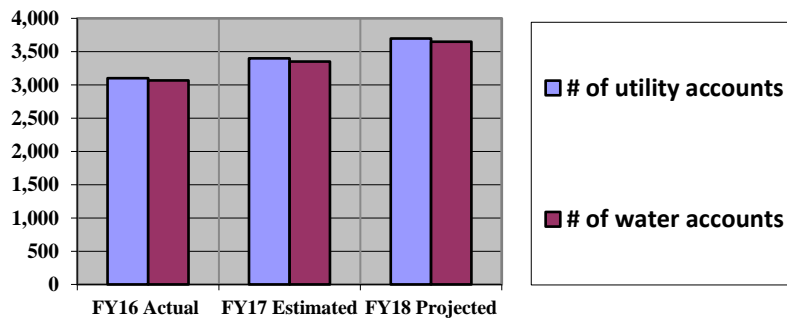
CITY OF MELISSA ANNUAL BUDGET FY2017-18

PERSONNEL SCHEDULE:

	FY16	FY17	FY18
UB Manager (Assistant to City Manager)	1	1	1
Utility Billing Clerk	1.5	1.5	1.5
Administrative Services Manager	1	1	1
FULL TIME	3	3	3
PART TIME	1	1	1

KEY INDICATORS OF PERFORMANCE	FY16 Actual	FY17 Estimated	FY18 Projected
% of water customers using FATHOM Customer Usage Portal	20%	20%	30%
% of customers enrolled in www.watermyyard.org	10%	10%	10%

ACTIVITY WORKLOAD



	FY16 Actual	FY17 Estimated	FY18 Projected
# of utility accounts	3,099	3,399	3,699
# of water accounts	3,065	3,349	3,649

PERSONNEL OVERVIEW

Personnel Overview



CITY OF MELISSA ANNUAL BUDGET FY2017-18

Personnel Overview

	FY14	FY15	FY16	FY17	FY18
Administration	4.5	5.0	5.0	5.0	5.0
Non-Departmental	0	0	0	0.0	0.0
Building Maintenance	0	0	0	0.0	0.0
Code Compliance	0	0	1.0	1.0	1.0
Dev & Neighborhood Services	2.0	2.0	2.5	2.5	2.5
Fire	5.0	5.0	9.0	9.0	9.0
Library	3.0	3.5	4.0	4.0	4.0
Municipal Court	2.5	1.5	1.5	1.5	1.5
Parks	1.0	1.0	2.0	2.0	3.0
Police	11.0	11.0	11.0	12.0	13.0
Streets	0.5	0.5	0.5	0.5	0.5
General Fund Total	29.5 FTE	29.5 FTE	36.5 FTE	37.5 FTE	40.5 FTE
Enterprise Fund	FY14	FY15	FY16	FY17	FY17
Water/Wastewater	4.5	4.5	4.5	3.5	4.5
Utility Billing	3.5	3.5	3.5	3.5	3.5
Enterprise Fund Total	8.0 FTE	8.0 FTE	8.0 FTE	7.0 FTE	8.0 FTE
TOTAL CITY PERSONNEL	37.5 FTE	37.5 FTE	44.5 FTE	45.5 FTE	48.5 FTE

FTE - Full Time Employee or Equivalent

The City of Melissa personnel numbers have remained consistent. Since the year 2000, the City's population has grown on average approximately 20% a year. Over the past four years, the growth rate has slowed due to the national economic climate, but the City growth rate has still exceeded ten percent. The net effect is that the City's employees are providing a high level of services to more residents annually without the offset of more employees to do the work.

New Personnel built into this year in the budget creation are: one (1) FTE in Police, one (1) FTE for a Parks Superintendent in Parks Department and converting part time hours in the Fire Department for a FTE Fire Engineer and one (1) FTE Public Works Water Worker.

Capital Improvement Program (CIP)

Capital Improvement Program



Capital Improvement Program (CIP)

As mentioned in the fund narratives, Capital line items cover large, one-time purchases or the cost for the payment for large pieces of equipment or vehicles over time. In FY18, 3% of the General Fund budget is allocated to routine capital purchases. All capital allocations with the General Fund and Enterprise Fund are for routine purchases consisting of annual payments for equipment such as patrol cars and fire apparatus, and public works equipment.

The Capital Improvement Plans for City infrastructure are designed to allow the City the opportunity to get ahead of the infrastructure demand and place itself in a positive position to begin the planning and installation of infrastructure that helps facilitate advanced economic development for Melissa. The FY18 budget focuses much attention to fund transportation initiatives that capitalizes on participation from other sources, mainly the 2007 Collin County transportation bonds. Construction is proposed on the Throckmorton Road, Davis Road construction, Fannin Road construction and the partnering with TxDOT on the Green Ribbon project for the beautification and branding of the US75/SH121 interchange.

Other capital expenses in FY18 Budget are to fund the debt service payments for the following projects described below. For debt service costs, please see chart entitled “Debt Service Summary” located on pages 95-97.

CITY OF MELISSA ANNUAL BUDGET FY2017-18

PROJECT	FUNDING SOURCE	DESCRIPTION	OPERATING IMPACT	FORECASTED COST UPON COMPLETION	EXPENDED TO DATE	REMAINING BALANCE
David Road Sewer	Bond Proceeds supported by Water Rates (2013)	Construction and Design: Will extend a sanitary sewer line from the west side of US75 to the east side of US75.	No additional operating impact for the GF in FY17 as the debt payments were programmed in the FY15 budget and sewer line is still in construction phase.	\$1,465,328	\$1,396,197	\$69,131
Parks	Certificate of Obligation (2015)	Construction and Design for Phase 1 of the Parks CIP including the construction of the City Hall park and Phase 1 on the 100-acre park area to include soccer and football fields along with baseball/softball fields.	Operating impact for FY17 has been incorporated into the budget for the City Hall Park. The 100 acre park is in construction and no operational impact contemplated for FY17.	\$10,522,658	\$10,639,645	\$75,007
FM2933/FM545 Waterline & Park Utilities	Bond Proceeds supported by Water Rates (2015)	In conjunction with the Phase 1 of the Park CIP, the surface water systems have been extended south along FM2933 and east on Melissa Road (FM545). The water expansion will serve the 100 acre park, as well as the future MISD high school site and various residentially zoned properties.	Debt associated with the project will be incorporated into the annual water rate study. Due to the maintenance contract with the contractor, there are no additional impacts anticipated.	\$1,400,000	\$1,327,794	\$72,206
Milrany Lane Reconstruction	General Obligation Bond (2015)	This transportation project will expand Milrany Lane north from SH121 to Karnaghan Lane. The existing roadway is approximately 20' wide with two travel lanes. The project design will accommodate three (3) 12' travel lanes with roadway lighting and some aesthetic components incorporated into the project.	Debt associated with the project will be incorporated into the General Fund revenue. Due to the maintenance contract with the contractor, there are no additional impacts anticipated for the roadway. Depending on the final design decision by the City Council, operating funds for lighting and mowing will have to be incorporated into future budgets.	\$2,263,270	\$2,293,721	
Throckmorton Rd	Proposed Certificate of Obligation (2016) \$2,000,000; County Match \$2,000,000 2017 Go Bond Sale	Design and Construction - approximately 1,200 homes an alternative access to the neighborhoods other than SH 121, school site	No operational impact contemplated for FY17	\$7,655,441	\$768,033	\$6,894,414
Melissa Road - East	Proposed General Obligation Bond (2016)	Right of Way - removes the last barrier to reconstruction, acquisition is like to take a long time with parcels	Since the project is for right of way only, no additional impact in FY 17	\$500,000	\$800,00	\$494,200
Melissa Road - West	Proposed Certificate of Obligation (2016)	Right of Way acquisition - only City obligation for roadway to be built upon TF issuance of 1,200 BP	Since the project is for right of way only, no additional impact in FY 17	\$500,000		\$500,000
Fannin Road -	Proposed General Obligation Bond (2016)	Design and Right of Way - The realignment of SH 5 to Fannin Road as part of SH 121 reconstruction	Since the project is for design and right of way only, no additional impact in FY 17	\$1,690,778	\$637,255	\$997,523
Sports Park	Proposed Certificate of Obligation (2016)	Design and Construction - Phase II of park amenities	Phase II will have no operational impact on FY17.	\$0	\$0	
Land Acquisition	Proposed Certificate of Obligation (2016) \$2,000,000 shared by Park Development Fee Fund and Water Fund; Road Impact fee cash; Water/Wastewater tap fee cash; Water/Wastewater Impact fee cash; Park Development fee cash and Tree Landscape Escrow cash.					
Davis Road - West	Road Escrow cash	The 2014 Collin County Mobility Plan included a connection of Davis Road in Melissa to FM543 in McKinney's ETJ. Melissa proposed to prepare schematic designs for this connection to reach consensus with Collin County and McKinney for this future east-west connection to US 75.	No operational impact contemplated for FY17	\$10,000	\$11,010	\$88,990
David Road - East	Transportation CIP cash and County Match \$375,000 2017 GO Bond Sale	Davis Road sewer to be completed in the near future; roadway last infrastructure hurdle to opening the corridor; roadway aligns with US75 exit to take cars to SH121 North; not an issue today but will be one in the very near term.	No operational impact contemplated for FY17	\$8,535,391	\$703,822	\$7,831,509
Telephone Road	Road Escrow cash	The 2014 Collin County Mobility Plan shows Telephone Road as a major 4 lane divided arterial from US75 to the Collin County Outer Loop. Schematics will assist in proper planning for the roadway section in the current ETJ.	No operational impact contemplated for FY18	\$250,000	\$27,775	\$222,225
Stiff Creek Sewer	Proposed Certificate of Obligation (2016) - with reimbursement agreement with NTMWD	Opens Stiff Creek sewer basin for development - \$320,000 NTMWD funding for initial five years	Wastewater flow will be accounted for through the charges for wastewater service.	\$4,445,432	\$3,874,384	\$571,048

Debt Service Summary

Debt Service Summary - Narrative

Debt Service Summary - Financial



Debt Service Summary - Narrative

During the summer of 2008, the City initiated the first phase of its transportation and water capital improvement plan. In doing so, the City was critically evaluated by both Standard and Poor's and Moody's Investor Services for the appropriate bond rating. The table below shows the increases awarded to the City by both agencies.

On January 30, 2009, both agencies evaluated the City once again for the issuance of the 2009 Bond for the City Hall construction project. Moody's upgraded the City of Melissa to an A3 at that time. Then in April 2010, Moody's Investors Service performed a recalibration of their municipal ratings to a global scale. As a result of this recalibration, the City of Melissa's rating was changed to "A1". This increase in rating is not considered an upgrade, but simply a recalibration.

Standard & Poor's evaluated the City in December 2013 based on the application of their recently released local GO criteria and raised its rating to "A+" from "A" which is considered an upgrade. The recent upgrades to the bond ratings for Melissa are a key indicator of the health and stability of the organization and the financial position of the City.

Quality of Rating	Moody's	Standard & Poor's (S&P)
Best Quality	Aaa	AAA
High Quality	Aa1 Aa2 Aa3	AA+ AA AA-
Upper Medium	A1 A2 A3	A+ A A-
Medium Grade	Baa1 Baa2 Baa3	BBB+ BBB BBB-

CITY OF MELISSA ANNUAL BUDGET FY2017-18

The following are the City of Melissa's policies related to debt and debt management as reviewed and approved by the Melissa City Council. The City of Melissa does not currently have a formal debt management policy apart from the policies listed below. These policies are reviewed annually during the budget process and are amended as needed.

- The City of Melissa strives to manage debt issuance by reviewing the Maintenance and Operations allocation against the Interest and Sinking allocation. The City will strive to maintain a 65/35% ratio. This ratio is a guide only and may be amended as our growing community's needs dictate; however, this policy will be used as a measuring device before any debt is issued.
- Legal Debt Limit: The State of Texas Attorney General limits the General Obligation (GO) debt that a city can issue to \$1.00 on the property tax rate. For 2017, the City's debt tax rate was \$0.152695 per \$100/valuation which is 25% of the \$0.61 total tax rate for 2017.
- Debt will be considered for any purpose that municipalities can fund in accordance with State Law of Texas. Under the direction of the City's financial advisor, any debt type and structure will be considered. Ideally, any debt sold should address a need identified in one of the City's Capital Improvements Plans (CIP). The CIP's should be reviewed before any debt is sold.
- Debt should not be considered if it exceeds 25 years, unless a market standard exists to fund the project at a longer term.
- If excess funds exist after addressing maintenance and operations, including reserve allocations and debt service commitments, outstanding debt principal amounts should be reviewed to make advance payments to buy down obligation. This scenario is reviewed during the budget process and approved by the City Council.
- Methods for debt sales will be reviewed and recommended through the City's financial advisor, with approval by the City Council.
- Bond proceeds shall be placed in the highest interest bearing account the City has access to, as long as the invested funds are fully collateralized.
- Existing debt will be reviewed annually to determine if savings can be realized through refinancing or refunding opportunities.

Summary of Current Year Liabilities - Debt

Fund	FY18 Principal	FY18 Interest	Total FY18 Payment
General	\$995,000	\$663,212	\$1,658,212
Water	\$1,151,250	\$853,721.54	\$2,004,971.54
MIEDC	\$60,000	\$79,400	\$139,400
MCEDC	\$305,000	\$313,022.51	\$618,022.51
TIF	\$380,000	\$315,950	\$695,950

CITY OF MELISSA ANNUAL BUDGET FY2017-18

Debt Service Summary – Financial

FY18 Budget Debt Service Summary						
Description	Maturity Date	Principal	2017-2018 Payable			O/S Principal as of 10/01/17
			Principal	Interest	Fiscal Total	
GENERAL FUND OBLIGATIONS						
General Obligation Bonds, Series 2012	9/30/2032	\$ 500,000	\$ 20,000	\$ 15,000.00	\$ 35,000.00	\$ 400,000
Transportation Bond CIP - Bond Election Nov 07 Berry Farms Rd. Rehab.						
General Obligation Bonds, Series 2013	9/30/2032	\$ 2,430,000	\$ 185,000	\$ 37,812.50	\$ 222,812.50	\$ 1,810,000
Transportation Bond CIP - \$750,000 Milrany/CR 418 Refinanced 2004 & 2005 CO \$1,635,000						
Combination Tax and Revenue CO, Series 2015	2/15/2040					\$ 9,820,000
\$1,100,000 City Hall Park			\$ 30,000	\$ 34,925.00	\$ 64,925.00	\$ 1,070,000
\$7,290,000 Phase I 2015 Park Dev Plan			\$ 200,000	\$ 231,806.26	\$ 431,806.26	\$ 7,100,000
\$1,695,000 Water Line to 100 acre Park			\$ 45,000	\$ 53,943.76	\$ 98,943.76	\$ 1,650,000
General Obligation Bonds, Series 2015	2/15/2035	\$ 2,100,000	\$ 75,000	\$ 64,353.76	\$ 139,353.76	\$ 2,015,000
Transportation Bond CIP - Bond Election Nov 07 Milrany Road					\$ 46,451.25	
General Obligation Bonds, Series 2016	9/30/2036	\$ 650,000	\$ 25,000	\$ 22,450.00	\$ 47,450.00	\$ 630,000
Transportation Bond CIP - Bond Election Nov 07 Fannin Rd Design/Row - Melissa Rd East ROW						
Combination Tax and Revenue CO, Series 2016	9/30/2036	\$ 10,020,000				
\$4,450,000 Stiff Creek Sewer Improvements - NTMWD			\$ 155,000	\$ 158,850.00	\$ 313,850.00	\$ 4,165,000
\$990,000 Land Acquisition for Park			\$ 35,000	\$ 33,850.00	\$ 68,850.00	\$ 890,000
\$990,000 Land Acquisition for Water Tower site			\$ 35,000	\$ 33,850.00	\$ 68,850.00	\$ 890,000
\$495,000 Melissa Rd West ROW			\$ 15,000	\$ 17,850.00	\$ 32,850.00	\$ 465,000
\$1,780,000 Sports Park - Phase II			\$ 60,000	\$ 63,700.00	\$ 123,700.00	\$ 1,670,000
\$1,985,000 Throckmorton Rd - Design/Construction			\$ 65,000	\$ 67,950.00	\$ 132,950.00	\$ 1,780,000
3 Year Phase in to GF with Road Impact Fee support					\$ 44,316.67	
					\$ 88,633.33	
General Obligation Bonds, Series 2008 - Refi 2016	9/30/2018	\$ 5,230,000	\$ 250,000	\$ 5,781.25	\$ 255,781.25	\$ 250,000
Transportation Bond CIP - Bond Election Nov 07 Throckmorton Rd; CR 418; Fannin Rd; Rehab Projects; Melissa Rd Ph 2; and Impact Fee Study						
General Obligation Refunding & Improvements Bonds, Series 2016	9/30/2018	\$ 3,115,000	\$ 5,000	\$ 112,050.00	\$ 117,050.00	\$ 3,085,000
Transportation Bond CIP - Bond Election Nov 07 - 2008 CO Refi Throckmorton Rd; CR 418; Fannin Rd; Rehab Projects; Melissa Rd Ph 2; and Impact Fee Study						
General Obligation Bonds, Series 2017	9/30/2037	\$ 3,950,000	\$ 135,000	\$ 142,182.12	\$ 277,182.12	\$ 3,950,000
Transportation Bond CIP - Bond Election Nov 07 Davis Rd and Fannin Rd construction					\$ 60,000.00 \$ 217,182.12	
Combination Tax and Revenue CO, Series 2017	9/30/2037	\$ 5,705,000	\$ 190,000	\$ 202,857.50	\$ 392,857.50	\$ 3,950,000
Throckmorton Rd 2.0m; Land Acquisition \$3.2m; Green Ribbon TxDOT Project \$500k					\$ 132,817.88 \$ 260,039.62	
Total Obligation - General Fund					\$ 1,173,127.54	
WATER FUND OBLIGATIONS						
Contract Revenue Bonds, Series 2005	9/30/2029	\$ 2,800,000	\$ 120,000	\$ 95,546.00	\$ 215,546.00	\$ 1,740,000
Greater Texoma Utility Authority (Collin-Grayson Project) Cities of Anna, Howe, Melissa and Van Alstyne			\$ 30,000	\$ 23,886.50	\$ 53,886.50	\$ 435,000
State Participation Assistance Calculations	9/30/2040	\$ 8,675,000		\$ 500,822.50	\$ 500,822.50	\$ 8,675,000
GTUA-Collin Grayson Project - w/Anna, Howe and Van Alstyne			\$ -	\$ 125,205.63	\$ 125,205.63	\$ 2,168,750
Contract Revenue Bonds, Series 2006 (TWDB-SRF) Melissa-Anna Interceptor Project Throckmorton-Trinity River Sewer Project	9/30/2026 (GTUA reserve)	\$ 1,745,000	\$ 90,000	\$ 34,410.00	\$ 124,410.00	\$ 945,000
Contract Revenue Bonds, Series 2007 GTUA-Collin Grayson Project - w/Anna, Howe and Van Alstyne	9/30/2037	\$ 5,000,000	\$ 45,000	\$ 199,842.50	\$ 244,842.50	\$ 3,600,000
Contract Revenue Bonds, Series 2007 (CWSRF) Melissa-Anna Interceptor Project Throckmorton-Trinity River Sewer Project	9/30/2028 (GTUA reserve)	\$ 1,105,000	\$ 55,000	\$ 27,917.50	\$ 82,917.50	\$ 715,000
Contract Revenue Bonds, Series 2009A (Dfund) (GTUA) Fitzhugh Sewer (part 1 of 2)	9/30/2029	\$ 1,085,000	\$ 50,000	\$ 38,320.00	\$ 88,320.00	\$ 820,000
Contract Revenue Bonds, Series 2009B (CWSRF) (GTUA) Fitzhugh Sewer (part 2 of 2)	9/30/2029	\$ 1,400,000	\$ 70,000	\$ 38,297.50	\$ 108,297.50	\$ 1,035,000

CITY OF MELISSA ANNUAL BUDGET FY2017-18

Water Fund Obligations (Cont'd)

Description	Maturity Date	Principal	2017-2018 Payable			O/S Principal as of 10/01/17
			Principal	Interest	Fiscal Total	
General Obligation Refunding Bonds, Series 2010	9/30/2029	\$ 1,255,000	\$ 120,000	\$ 17,550.00	\$ 137,550.00	\$ 510,000
Refinancing \$1,255,000 Series 2000 CO Water Tower						
Certificate of Obligation, Series 2012	9/30/2032	\$ 1,390,000	\$ 55,000	\$ 41,950.00	\$ 96,950.00	\$ 1,120,000
Fannin Road Water Line & Road rehab						
Certificate of Obligation, Series 2013	9/30/2032	\$ 4,705,000	\$ 215,000	\$ 87,521.26	\$ 302,521.26	\$ 3,910,000
US 75 Util Reloc, Mel Rd Util reloc, Davis Rd sewer						
South Take Point water project						
Certificate of Obligation, Series 2014	2/15/2034	\$ 2,150,000	\$ 85,000	\$ 61,606.26	\$ 146,606.26	\$ 1,935,000
SH 121 Utility Relocation, AMR System						
Combination Tax and Revenue CO, Series 2015	2/15/2040					\$ 9,820,000
\$1,100,000 City Hall Park			\$ 30,000	\$ 34,925.00	\$ 64,925.00	\$ 1,070,000
\$7,290,000 Phase I 2015 Park Dev Plan			\$ 200,000	\$ 231,806.26	\$ 431,806.26	\$ 7,100,000
\$1,695,000 Water Line to 100 acre Park			\$ 45,000	\$ 53,943.76	\$ 98,943.76	\$ 1,650,000
Combination Tax and Revenue CO, Series 2016	9/30/2036	\$ 10,020,000				
\$4,450,000 Stiff Creek Sewer Improvements - NTMWD			\$ 155,000	\$ 158,850.00	\$ 313,850.00	\$ 4,165,000
\$990,000 Land Acquisition for Park			\$ 35,000	\$ 33,850.00	\$ 68,850.00	\$ 890,000
\$990,000 Land Acquisition for Water Tower site			\$ 35,000	\$ 33,850.00	\$ 68,850.00	\$ 890,000
\$495,000 Melissa Rd West ROW			\$ 15,000	\$ 17,850.00	\$ 32,850.00	\$ 465,000
\$1,780,000 Sports Park - Phase II			\$ 60,000	\$ 63,700.00	\$ 123,700.00	\$ 1,670,000
\$1,985,000 Throckmorton Rd - Design/Construction			\$ 65,000	\$ 67,950.00	\$ 132,950.00	\$ 1,780,000
3 Year Phase in to GF with Road Impact Fee support					\$ 44,316.67	
					\$ 88,633.33	
Certificate of Obligations/Contract Revenue, Series 2008	9/30/2018	\$ 205,000	\$ 105,000	\$ 2,152.50	\$ 107,152.50	\$ 105,000
Water/Wastewater CIP Phase 1 - refi 2016						
Current Outstanding Debt 2008 CO						
FM 2933 water main from 121 to 545; SW mains;						
Stiff Creek Sewer improvements; Davis Rd Gravity						
sewer interceptor; East Water Facility transmission						
line; and Fitzhugh sewer \$2,250,000						
General Obligation Refunding & Improvements Bonds, Series 2016	9/30/2028	\$ 1,835,000	\$ 30,000	\$ 58,300.00	\$ 88,300.00	\$ 1,635,000
Water/Wastewater CIP Phase 1 - Refi CO 2008/2006						
FM 2933 water main from 121 to 545; SW mains;						
Stiff Creek Sewer improvements; Davis Rd Gravity						
sewer interceptor; East Water Facility transmission						
line; and Fitzhugh sewer - 2006 Country Ridge CO						
Total Obligation - Water Fund					\$ 2,004,971.53	
MELISSA CDC 4B OBLIGATIONS						
Combination Tax and Revenue CO, Series 2005A	2/15/2026	\$ 825,000	\$ 45,000	\$ 17,516.25	\$ 62,516.25	\$ 455,000
Fire Station \$100k, Tennis Courts \$250k, BMP \$144k, Hunter's Ridge Park \$5k, Historical House \$300k, plus expenses						
Throckmorton-Trinity River Sewer Project	9/30/2028					
Participation per Interlocal w/City dated July 28, 2006						
Combination Tax and Revenue CO, Series 2015	2/15/2040					\$ 9,820,000
\$1,100,000 City Hall Park			\$ 30,000	\$ 34,925.00	\$ 64,925.00	\$ 1,070,000
\$7,290,000 Phase I 2015 Park Dev Plan			\$ 200,000	\$ 231,806.26	\$ 431,806.26	\$ 7,100,000
\$1,695,000 Water Line to 100 acre Park			\$ 45,000	\$ 53,943.76	\$ 98,943.76	\$ 1,650,000
Combination Tax and Revenue CO, Series 2016	9/30/2036	\$ 10,020,000				
\$4,450,000 Stiff Creek Sewer Improvements - NTMWD			\$ 155,000	\$ 158,850.00	\$ 313,850.00	\$ 4,165,000
\$990,000 Land Acquisition for Park			\$ 35,000	\$ 33,850.00	\$ 68,850.00	\$ 890,000
\$990,000 Land Acquisition for Water Tower site			\$ 35,000	\$ 33,850.00	\$ 68,850.00	\$ 890,000
\$495,000 Melissa Rd West ROW			\$ 15,000	\$ 17,850.00	\$ 32,850.00	\$ 465,000
\$1,780,000 Sports Park - Phase II			\$ 60,000	\$ 63,700.00	\$ 123,700.00	\$ 1,670,000
\$1,985,000 Throckmorton Rd - Design/Construction			\$ 65,000	\$ 67,950.00	\$ 132,950.00	\$ 1,780,000
3 Year Phase in to GF with Road Impact Fee support					\$ 44,316.67	
Total Obligation - CDC 4B					\$ 618,022.51	
MELISSA EDC 4A OBLIGATIONS						
Throckmorton-Trinity River Sewer Project	9/30/2028				\$ 228,288.00	
Participation per Interlocal w/City dated July 28, 2006						
General Obligation Refunding & Improvements Bonds, Series 2016	9/30/2026	\$ 2,250,000				
\$1,120,000 - Melissa Rd - 2006 CO Refi			\$ 60,000	\$ 19,400.00	\$ 79,400.00	\$ 595,000
General Obligation Bonds, Series 2017	9/30/2037	\$ 3,950,000	\$ 135,000	\$ 142,182.12	\$ 277,182.12	\$ 3,950,000
Transportation Bond CIP - Bond Election Nov 07					\$ 60,000.00	
Davis Rd and Fannin Rd construction					\$ 217,182.12	
Total Obligation - EDC 4A					\$ 367,688.00	
TAX INCREMENT FINANCING ZONE						
Combination Tax and Revenue CO, Series 2009	9/30/2018	\$ 690,000	\$ 350,000	\$ 12,250.00	\$ 362,250.00	\$ 350,000
2009 CO Refi with 2016 GO Refunding- City Hall \$9,840,000						
Current Outstanding Debt Service						
General Obligation Refunding & Improvements Bonds, Series 2016	9/30/2034	\$ 8,140,000	\$ 30,000	\$ 303,700.00	\$ 333,700.00	\$ 8,035,000
2009 CO Refi - City Hall \$9,840,000						
2006 CO Refi- Town Center Architect \$515k - falls off 9/30/2026						
Total Obligation - TIF					\$ 695,950.00	

Planning Processes

PLANNING PROCESSES

Planning Processes



Planning Processes

Comprehensive Plan:

Overview: The City adopted its first Comprehensive Plan in 2006 with the help of an outside consulting firm. The document reviewed many building blocks for community development including utilities, thoroughfares, parks, facilities, housing, among other topics. The action steps that were to be considered in the future were outlined in a specific chapter within the document. These action steps were designed to help the City address any existing issues identified through the study or to help the City proceed in the desired direction. The Comprehensive Plan was updated and adopted in 2015 and is available on the City's website at www.cityofmelissa.com.

FY18 Budget Impact: Action Plans based on the implementation priorities are being drafted for consideration in the FY18 budget.

Capital Improvement Programs:

Overview: The City adopted Capital Improvement Programs for water, wastewater, and transportation in 2007. The plans are for the ultimate growth of each of these systems and total in excess of \$100 million. Each plan is built upon the assumption of growth in the Melissa tax base/customers/community and established general timelines on what infrastructure needs to be in place if certain growth occurs. If the growth does not occur, the projects are not constructed until the need exists.



FY18 Budget Impact: The FY18 budget focuses much attention to fund transportation initiatives that capitalizes on participation from other sources, mainly the 2007 Collin County transportation bonds. Construction is proposed on the Throckmorton extension that will connect SH5 to Milrany Lane, construction of David Road from US75 to Fannin Road, and Fannin Road from Melissa Road to SH121. Roadway design and right of way acquisition is planned for sections of Davis Road and Fannin Road. Right of way acquisition is planned for Melissa Road east and west. Schematic level design is proposed for the Telephone Road corridor and Davis Road west of US75.

Strategic Planning:

Overview: The City Council initiated a strategic planning process to develop a revised Vision, Mission, and Strategic Priorities for the next three years and ten year time period. These items were compiled into a strategy map that was used in the budget process to evaluate programs and services for funding. Continuation of the planning process is planned for FY18.

SUPPLEMENTAL INFORMATION

Ordinances

Glossary of Terms

Commonly Used Acronyms



Ordinance adopting FY2017-18 Budget

Ordinance was adopted September 12, 2017

CITY OF MELISSA TEXAS

ORDINANCE NO. 17-45

AN ORDINANCE OF THE CITY OF MELISSA, TEXAS APPROVING THE BUDGET FIGURES FOR FISCAL YEAR 2017-2018; ADOPTING A BUDGET AND APPROPRIATING RESOURCES FOR THE CITY OF MELISSA, TEXAS, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2017; PROVIDING FOR REPEALING, SAVINGS AND SEVERABILITY CLAUSES; PROVIDING FOR THE FILING OF THE BUDGET IN THE OFFICE OF THE COLLIN COUNTY CLERK; PROVIDING FOR AN EFFECTIVE DATE OF THIS ORDINANCE; AND PROVIDING FOR THE PUBLICATION OF THE CAPTION HEREOF.

WHEREAS, pursuant to the laws of the State of Texas, the Mayor of the City of Melissa, Texas ("Melissa") has submitted to the City Council of the City of Melissa, Texas (the "City Council") the proposed budget of the revenues and the expenditures for conducting the affairs of Melissa and providing a complete financial plan for the fiscal year beginning October 1, 2017 and ending September 30, 2018 and has filed the same with the City Secretary (the "budget"). A copy of the budget is attached hereto as Exhibit "A" and incorporated herein for all purposes; and

WHEREAS, a public hearing was held by the City Council on said budget on August 22, 2017, at which time said budget was fully considered, and interested taxpayers were given the opportunity to be heard by the City Council; and

WHEREAS, the City Council has studied the budget and listened to the comments of the taxpayers at the public hearings and has investigated and determined that adoption of the budget is in the best interest of Melissa; and

WHEREAS, the City Council finds that all legal notices, hearings, procedures and publishing requirements for the adoption of the budget have been performed or completed in the manner and form set forth by law.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MELISSA, TEXAS:

SECTION 1: Findings Incorporated. The findings set forth above are incorporated into the body of this Ordinance as if fully set forth herein.

SECTION 2: Adoption of Budget. The proposed budget estimate of revenues and expenditures for Melissa, attached hereto as Exhibit "A", as submitted by the Mayor and appropriated by the City Council for the fiscal year beginning October 1, 2017 and ending September 30, 2018, is hereby approved and adopted.

SECTION 3: Appropriation of Funds. The sums below are hereby appropriated from the respective funds for the payment of expenditures on behalf of Melissa as established in the approved budget:

CITY OF MELISSA ANNUAL BUDGET FY2017-18

Ordinance was adopted September 12, 2017

Page 2

Fiscal Year 2017/2018

General Fund	\$6,584,798
Water Fund	\$8,107,987
General Debt Service	\$1,173,128
TIF #1	\$ 695,950

SECTION 4: Savings/ Repealing Clause. All provisions of any ordinance in conflict with this Ordinance are hereby repealed; but such repeal shall not abate any pending prosecution for violation of the repealed Ordinance, nor shall the repeal prevent prosecution from being commenced for any violation if occurring prior to the repeal of the Ordinance. Any remaining portions of conflicting ordinances shall remain in full force and effect.

SECTION 5: Severability. Should any section, subsection, sentence, clause or phrase of this Ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Ordinance shall remain in full force and effect. Melissa hereby declares that it would have passed this Ordinance, and each section, subsection, sentence, clause, or phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared unconstitutional or invalid.

SECTION 6: Filing of Budget. The City Secretary shall file a true and correct copy of the approved budget in the office of the Collin County Clerk.

SECTION 7: Effective Date. This Ordinance shall become effective from and after its passage and publication.



REED GREER, MAYOR

ATTESTED TO AND
CORRECTLY RECORDED BY:



LINDA BANNISTER, CITY SECRETARY



CITY OF MELISSA ANNUAL BUDGET FY2017-18

General Fund Budget Summary

01 GENERAL FUND Budget Summary				
	ACTUAL FY16	REVISED FY17	ESTIMATED FY17	ADOPTED FY18
REVENUES				
Administrative (01)	5,098,309	28,594,189	32,654,285	5,078,648
Development & Neighborhood Services (02)	1,184,385	1,591,825	1,856,277	760,000
Parks & Grounds (4)	70,703	70,500	70,404	111,575
Municipal Courts (5)	538,838	462,579	459,255	540,000
Police Department (6)	769	14,277	19,876	
Fire Department (8)	83,334	113,233	115,656	73,000
Library Department (10)	28,220	28,031	28,325	21,575
Total General Fund Revenue	\$7,004,558	\$30,874,634	\$35,204,078	\$6,584,798
	ADOPTED FY16	REVISED FY17	ESTIMATED FY17	ADOPTED FY18
EXPENSES BY DEPARTMENT				
Non-Departmental	1,134,067	1,530,346	1,278,651	846,471
Administrative	990,426	24,480,346	28,986,670	812,128
Development Services	759,880	928,796	1,025,633	697,786
Code Enforcement	37,112	87,373	70,795	72,459
Parks	449,648	396,412	318,319	563,364
Municipal Courts	368,243	323,335	298,369	352,303
Police	1,116,346	1,252,000	1,255,872	1,322,020
Street	307,394	301,812	276,894	228,982
Fire	967,731	1,091,317	1,231,722	1,184,172
IT				150,501
Library	186,980	234,169	219,648	273,247
Building Maintenance	98,452	99,505	85,948	81,365
Total General Fund Expenditures	\$6,416,279	\$30,725,411	\$35,048,522	\$6,584,798

CITY OF MELISSA ANNUAL BUDGET FY2017-18

General Fund Revenue Detail

01 GENERAL FUND					
Revenue Details					
	Actual FY15	Actual FY16	Revised FY17	Estimated FY17	Adopted FY18
ADMINISTRATIVE					
4110 CURRENT PROPERTY TAXES	1,997,817	2,443,631	2,783,350	2,786,136	3,362,088
4120 DELINQUENT PROPERTY TAXES	42,510	33,030	27,000	26,572	25,000
4130 PENALTIES & INTEREST	14,753	7,935	12,000	12,518	12,000
4145 COLLIN COUNTY/CHILD SAFETY	5,904	6,609	6,000	6,421	6,000
4160 SALES TAX	821,537	1,128,127	1,133,000	1,145,104	900,000
4170 FRANCHISE FEES/TAXES	306,194	338,653	372,000	372,384	360,000
4210 LIQUOR LICENSE REGISTRATION	60	420		1,082	
4220 LEASE REVENUE	95,742	102,384	97,560	98,651	97,560
4225 BOND PROCEEDS/Grant		341,099	21,167,907	21,172,259	
4315 TRANSFER IN	295,910	322,000	1,120,611	5,120,611	301,000
4330 INTEREST	14,714	20,687	30,000	43,021	15,000
4380 MISCELLANEOUS INCOME	9,950.71	71,329	38,600	54,332	-
Tree Landscape Escrow REVENUE - RECOGNIZED/UTILIZED			224,289	224,289	
PARK ESCROW REVENUE - RECOGNIZED/UTILIZED		75,000			
PARK DEVELOPMENT FEE - RECOGNIZED/UTILIZED		50,000	433,753	433,753	
ROAD IMPACT FEE	22,079.69	157,404	973,119	982,153	
ROAD ESCROW			175,000	175,000	
TOTAL 01 ADMINSTRATIVE	\$3,627,171	\$5,098,309	28,594,189	32,654,285	5,078,648
DEVELOPMENT & NEIGHBORHOOD SVCS					
4180 LICENSES & PERMITS	762,681	650,925	828,100	870,977	500,000
4180 LICENSES - CONTRACTOR	9,000	12,825	16,000	17,069	10,000
4190 PLATTING & DEVELOPMENT	182,809	520,636	747,725	968,106	250,000
4380 MISCELLANEOUS INCOME	350			125	
TOTAL 02 DEVELOPMENT & NEIGHBORHOOD	\$954,840	\$1,184,385	\$1,591,825	\$1,856,277	\$760,000
PARKS & GROUNDS					
PARK RENTAL FEES	3,170	3,530	500	915	50,000
4345 PARK MAINTENANCE/SUPPORT	69,524	67,173	70,000	69,489	61,575
TOTAL 04 PARKS & GROUNDS	\$72,694	\$70,703	\$70,500	\$70,404	\$111,575
MUNICIPAL COURTS					
4140 COURT FINES	547,993	538,838	462,579	459,255	530,000
COURT TECHNOLOGY FUNDS					8,000
COURT SECURITY FUNDS					2,000
TOTAL 05 MUNICIPAL COURTS	\$547,993	\$538,838	\$462,579	\$459,255	540,000
POLICE DEPARTMENT					
PD DRUG/SEIZURES	94.62			154	
LAW ENFORCEMENT OFFICER	2328.6		1,273	1,273	
4380 MISCELLANEOUS INCOME	1366.48		13,004	17,868	
GOLF CARTS	220	340		460	
POLICE REPORTS	775.55	429	-	121	-
TOTAL 06 POLICE	\$4,785	\$769	\$14,277	\$19,876	\$0
FIRE DEPARTMENT					
4185 FIRE DEPARTMENT INSURANCE REIMBURSE	21,964	38,474	43,000	43,606	30,000
4365 FIRE DEPT./COLLIN COUNTY	41,161	44,859	43,000	42,866	43,000
4320 GRANTS	5,314		25,733	27,174	
4380 MISCELLANEOUS INCOME	2,897		1,500	2,010	
4378 TRAINING CLASSES - TUITION					
TOTAL 08 FIRE	\$71,336	\$83,334	\$113,233	\$115,656	\$73,000
LIBRARY DEPARTMENT					
LIBRARY FINES	4,733	648	120	421	120
LIBRARY SERVICES - COPIES, FAX		3,586	2,800	3,296	1,800
NOTARY FEES	883	1,321	1,380	1,461	780
LIBRARY DONATIONS	2,625	1,868	6,131	6,131	300
LIBRARY ORNAMENT SALES	62	93		7	
DONATIONS - BOOKS AND PATRONS		3,469	1,600	1,800	900
4380 MISCELLANEOUS INCOME	2,184			901	
4390 COLLIN COUNTY/LIBRARY	12,248	17,235	16,000	14,308	17,675
TOTAL 10 LIBRARY	\$22,736	\$28,220	\$28,031	\$28,325	\$21,575
Total General Fund Revenue	5,301,555	7,004,558	30,874,634	35,204,076	6,584,798

CITY OF MELISSA ANNUAL BUDGET FY2017-18

General Fund Detailed Budget by Department

NON-DEPARTMENTAL

GENERAL FUND DETAILED BUDGET					
00 NON-DEPARTMENTAL					
LINE ITEMS	ACTUAL FY14	ACTUAL FY15	ACTUAL FY16	ESTIMATED FY17	PROPOSED FY18
5110 SALARY -RAISE/ADJUSTMENTS			0	0	0
5220 ANIMAL CONTROL	31,316	31,356	27,265	28,329	30,000
5230 APPRAISAL DISTRICT	15,884	18,632	23,271	25,981	32,547
5260 ENGINEERING	36,718	46,668	53,362	39,021	50,000
5290 SECURITY	1,764	4,685	426	1,399	0
5310 DUES & MEMBERSHIPS			50		0
5321 SHIPPING & COURIER SVC			82		0
5343 REIMBURSEMENT INCENTIVES		6,396			0
5344 ECONOMIC DEVELOPMENT	0	0	20,000	20,000	20,000
5371 R&R FUND - CITY HALL	15,000	15,000	15,000	15,000	108,063
5372 DESIGNATED CAPITAL PROJECT FUNDS	40,000	60,000	60,000	130,000	130,000
5374 DESIGNATED FUND: SPECIAL PROJECTS			340,000	520,000	119,576
5390 PROFESSIONAL SERVICES	22,331	15,476	12,751	31,110	8,200
5400 AUDIT FEES	12,500	12,500	13,500	14,500	13,500
54705 PROPERTY TAXES			204	2,848	0
5410 LEGAL FEES	114,515	84,271	61,250	68,179	70,000
5415 ENVIRONMENTAL SVCS	4,568	4,952	5,362	6,336	6,500
5420 INSURANCE	97,227	123,977	135,338	129,551	135,000
5430 TELEPHONE	17,614	14,977	5,449	3,815	4,000
5335 CUSTOMER CREDIT CARD CHARGES				20	
5357 WEBSITE	0	2,919	5,874	5,060	0
5356 COMMUNICATIONS	0	228	347	918	1,149
5435 INTERNET SERVICE	0	0	778	898	936
5436 COMPUTER EXPENSES	31,661	55,383	76,093	69,231	3,000
5438 COMPUTER HARDWARE/SOFTWARE	664	7,547	8,638	6,087	0
5443 IT COMPUTER REPLACEMENT	7,195	20,509	19,370	10,417	0
5460 TRAINING				2,195	
5470 UTILITIES	62,091	61,583	57,132	58,066	60,000
55xx Celebration of Freedom	10,500	10,500	10,000	17,311	20,000
5550 SUPPLIES			33		0
5530 CAPITAL OUTLAY VEHICLE				5,230	
5574 DOCUMENT MANAGEMENT			1,692		0
5610 CHILD ADVOCACY SERVICES	2,677	0	0	0	0
5635 CHARITABLE CONTRIBUTIONS		0	0	500	0
5611 FUND BALANCE CONTRIBUTION					34,000
5661 DEBT SERVICE ADMIN FEES			800	800	
5950 TRANSFER OUT	202,874	180,000	180,000	65,850	0
OPERATIONS TOTAL	\$ 727,098	\$ 777,558	\$ 1,134,067	\$ 1,278,650	\$ 846,471
01-00 TOTAL	\$ 727,498	\$ 777,558	\$ 1,134,067	\$ 1,278,650	\$ 846,471

CITY OF MELISSA ANNUAL BUDGET FY2017-18

ADMINISTRATION

GENERAL FUND DETAILED BUDGET				
01 ADMINISTRATION				
LINE ITEMS	ACTUAL FY15	ACTUAL FY16	ESTIMATED FY17	PROPOSED FY18
5110 SALARIES & WAGES	439,796	460,348	491,929	503,729
5145 LONGEVITY PAY	1,936	2,128	2,320	2,516
5190 CONTRACT LABOR			135	
5150 SOCIAL SECURITY EXPENSE	23,058	26,058	25,679	28,686
5155 MEDICARE EXPENSE	6,073	6,652	6,552	6,454
5160 SUTA EXPENSE	81	1,087	75	162
5165 AFLAC EXPENSE	543		0	0
5166 LONG TERM DISABILITY	467	467	589	543
5170 TMRS EXPENSE	73,764	30,800	33,137	37,084
5192 RECRUITING EXPENSES		141	992	0
5195 DRUG SCREENING	90	48	141	45
5442 CAR ALLOWANCE	7,200	9,175	8,378	8,117
5510 GROUP HEALTH INSURANCE	30,515	32,109	39,771	45,473
PERSONNEL TOTAL	\$ 583,522	\$ 569,013	\$ 609,699	\$ 632,809
5196 MISC EMPLOYEE EXPENSE	1,295	4,827	5,098	1,695
5197 EMPLOYEE APPRECIATION-	4,124	2,497	2,615	4,512
5198 EMPLOYEE SPECIAL EVENTS	897	3,517	5,424	7,758
5240 CITY COUNCIL EXPENSE	4,564	7,013	5,820	14,026
5250 ELECTION EXPENSE	4,687	20,597	4,619	10,000
5280 OFFICE SUPPLIES	7,466	7,097	5,805	6,000
5310 DUES & MEMBERSHIPS	12,296	7,462	7,040	9,880
5320 POSTAGE AND DELIVERY	1,744	2,328	1,658	1,200
5321 SHIPPING AND COURIER SVC	414	177	894	0
5330 PUBLICATIONS AND SUBSCRIPTIONS	886	1,320	1,151	0
5335 CUSTOMER CREDIT CARD CHARGES			101	
5340 LEGAL ADVERTISING	3,640	9,184	7,920	5,000
5341 PROMOTIONAL MATERIALS		2,276	546	5,000
5350 PRINTING AND REPRODUCTION	4,677	4,073	3,206	4,000
5343 ECONOMIC DEVELOPMENT INCENTIVE		19,753	39,534	25,000
5352 CODIFICATION OF ORDINANCES	4,270	6,271	8,103	8,000
5357 WEBSITE MAINTENANCE	0	0	950	0
5360 EQUIPMENT	540	0	1,397	0
5361 EQUIPMENT RENTAL	1,419	1,392	731	1,392
5376 BLDG REPAIR & MAINTENANCE	840	0	-	0
5377 LEASE/RENT EXPENSE		954	-	0
5380 VEHICLE EXPENSE			70	
5385 VEHICLE FUEL	0	963	1,033	0

CITY OF MELISSA ANNUAL BUDGET FY2017-18

Administration Cont'd

LINE ITEMS	ACTUAL FY15	ACTUAL FY16	ESTIMATED FY17	PROPOSED FY18
5390 PROFESSIONAL SERVICES	57,123	31,874	48,258	0
5395 LICENSE FEES	0	0	82	0
5410 LEGAL FEES		6,207	21,217	0
5420 INSURANCE	354	0	323	0
5430 TELEPHONE	5,341	4,557	4,362	4,200
5432 WIRELESS TELEPHONE EXP	2,657	3,257	2,427	2,400
5435 INTERNET SERVICE	1,607	152	-	0
5436 COMPUTER EXPENSES	6,849	7,957	11,923	0
5438 COMPUTER HARDWARE/SOFTWARE	7,492	1,813	7,503	0
5439 BUSINESS MEALS	2,658	1,991	2,742	2,000
5440 TRAVEL EXPENSES	22,065	5,281	13,281	16,163
5441 MILEAGE REIMBURSEMENT	3,103	967	1,434	1,000
5443 IT COMPUTER REPLACEMENT	2,479	5,768	4,692	0
5450 UNIFORMS	290	315	995	600
5460 TRAINING	4,930	6,454	5,374	4,519
5462 TRAINING CLASS EXPENSES			304	
5470 UTILITIES		4	62	0
5500 MISC EXPENSE	54	1,070	303	0
5509 PROPERTY TAX EXPENSE	0	0	-	0
5520 TRANSFER OUT	0	198,243	20,886,467	0
5550 SUPPLIES	5,119	5,106	2,464	2,500
5511 CHAMBER OF COMMERCE		500	750	0
5661 DEBT SERVICE ADMIN FEES		400		0
5573 COLLIN COUNTY FILING FEE	600	695	1,053	1,500
5574 DOCUMENT MANAGEMENT	0	0	989	0
5639 MCKINNEY URBAN TRANSIT DISTRICT			3,046	
5635 CHARITABLE CONTRIBUTION	1,500	0	500	0
OPERATIONS TOTAL	\$ 177,980	\$ 384,313	\$ 21,124,265	\$ 138,345
5910 CAPITAL OUTLAY	0	37,100	7,252,706	50,000
CAPITAL TOTAL	\$ -	\$ 37,100	\$ 7,252,706	\$ 50,000
01-01 TOTAL	\$ 761,502	\$ 990,426	\$ 28,986,671	\$ 821,154

CITY OF MELISSA ANNUAL BUDGET FY2017-18

DEVELOPMENT & NEIGHBORHOOD SERVICES

GENERAL FUND DETAILED BUDGET				
02 DEVELOPMENT & NEIGHBORHOOD SERVICES				
LINE ITEMS	ACTUAL FY15	ACTUAL FY16	ESTIMATED FY17	PROPOSED FY18
5110 SALARIES & WAGES	107,845	125,183	126,562	121,410
New Hire Request with Overhead/Benefits				0
5115 SALARIES - OVERTIME	3,455	2,079	4,399	0
5145 LONGEVITY PAY	872	968	1,092	1,216
5150 SOCIAL SECURITY EXPENSE	6,588	8,048	8,373	11,128
5155 MEDICARE EXPENSE	1,541	1,882	1,979	2,603
5160 SUTA EXPENSE	21	445	128	108
5166 LONG TERM DISABILITY	145	167	222	214
5170 TMRS EXPENSE	5,886	8,140	9,733	13,174
5195 DRUG SCREENING	-	-	-	250
5510 GROUP HEALTH INSURANCE	11,239	14,435	16,895	20,490
PERSONNEL TOTAL	\$ 137,592	\$ 161,348	\$ 169,384	\$ 170,593
5261 DEVELOPMENT PROJECT ENG. FEES	210,124	246,064	293,668	250,000
5270 INSPECTIONS	373,370	332,799	523,764	251,050
5280 OFFICE SUPPLIES	2,352	2,695	8,143	4,500
5310 DUES & MEMBERSHIPS	175	285	203	360
5320 POSTAGE AND DELIVERY	646	234	569	1,000
5330 PUBLICATIONS AND SUBSCRIPTIONS	123	1,449	74	265
5335 CUSTOMER CREDIT CARD CHARGES			673	
5340 LEGAL ADVERTISING	2,810	1,644	3,247	3,000
5350 PRINTING AND REPRODUCTION	1,793	1,769	4,217	1,500
5361 EQUIPMENT RENTAL	2,727	3,302	2,727	2,976
5370 CONTRACT REPAIRS & MAINTENANCE	482	0	-	0
5430 TELEPHONE	2,919	3,117	2,386	2,400
5436 COMPUTER EXPENSES	6	0	-	0
5438 COMPUTER HARDWARE/SOFTWARE	456		-	0
5439 BUSINESS MEALS	175	887	901	1,200
5390 PROFESSIONAL SVCS			3,915	
5410 LEGAL FEES			1,472	
5440 TRAVEL EXPENSES	1,246	398	1,139	1,600
5441 MILEAGE REIMBURSEMENT		81	32	0
5443 IT COMPUTER REPLACEMENT	333	1,711	1,375	0
5450 UNIFORMS	105	44	230	0
5460 TRAINING	545	630	290	600
5500 MISC EXPENSE	25	0	200	42
5550 SUPPLIES		258	-	0
5573 COLLIN COUNTY FILING FEES	464	1,167	1,575	1,500
OPERATIONS TOTAL	\$ 600,875	\$ 598,531	\$ 850,800	\$ 521,993
5910 CAPITAL OUTLAY	0	0	5,450	5,200
CAPITAL TOTAL	\$ -	\$ -	\$ 5,450	\$ 5,200
01-02 TOTAL	\$ 738,467	\$ 759,880	\$ 1,025,633	\$ 697,786

CITY OF MELISSA ANNUAL BUDGET FY2017-18

CODE COMPLIANCE

GENERAL FUND DETAILED BUDGET			
03 CODE COMPLIANCE			
LINE ITEMS	ACTUAL FY16	ESTIMATED FY17	PROPOSED FY18
5110 SALARIES & WAGES	8,492	33,272	44,235
5115 SALARIES - OVERTIME	459	1,076	0
5145 LONGEVITY PAY	0	0	0
5150 SOCIAL SECURITY EXPENSE	555	1,874	2,667
5155 MEDICARE EXPENSE	130	439	624
5160 SUTA EXPENSE	0	21	27
5166 LONG TERM DISABILITY	4	51	60
5170 TMRS EXPENSE	568	2,459	3,155
5192 RECRUITING EXPENSES	219	82	0
5195 DRUG SCREENING	0	48	0
5510 GROUP HEALTH INSURANCE	450	7,040	12,311
PERSONNEL TOTAL	\$ 10,877	\$ 46,363	\$ 63,079
5310 DUES & MEMBERSHIPS		90	905
5280 OFFICE SUPPLIES	24	329	400
5375 VEHICLE REPAIR & MAINTENANCE	384	405	500
5320 POSTAGE AND DELIVERY	79	1,654	1,500
5350 PRINTING AND REPRODUCTION	480	290	700
5385 VEHICLE FUEL	245	1,020	3,000
5430 TELEPHONE EXP	259	1,063	0
5432 WIRELESS TELEPHONE EXP	374	730	800
5438 COMPUTER HARDWARE/SOFTWARE	4,800	3,600	0
5443 IT COMPUTER REPLACEMENT	800	510	0
5450 UNIFORMS	229	179	200
5618 CONDEMNED PROPERTY DEMOLITION		13,965	
5440 TRAVEL	0	148	1,055
5460 TRAINING	1,625	450	320
OPERATIONS TOTAL	\$ 9,298	\$ 24,432	\$ 9,380
5530 CAPITAL OUTLAY- VEHICLE	16,937	0	0
CAPITAL TOTAL	\$ 16,937	\$ -	\$ -
01-04 TOTAL	\$ 37,112	\$ 70,795	\$ 72,459

CITY OF MELISSA ANNUAL BUDGET FY2017-18

PARKS

GENERAL FUND DETAILED BUDGET				
04 PARKS & GROUNDS				
LINE ITEMS	ACTUAL FY15	ACTUAL FY16	ESTIMATED FY17	PROPOSED FY18
5110 SALARIES & WAGES	41,910	73,047	83,329	85,921
New Park Position w/benefits				45,000
5115 SALARIES - OVERTIME	1,000	1,431	1,804	0
5145 LONGEVITY PAY	308	356	452	548
5150 SOCIAL SECURITY EXPENSE	2,469	4,453	4,799	4,773
5155 MEDICARE EXPENSE	577	1,041	1,122	5,105
5160 SUTA EXPENSE	9	360	42	54
5166 LONG TERM DISABILITY	60	94	148	139
5170 TMRS EXPENSE	2,294	4,727	5,841	6,181
5190 CONTRACT LABOR	0	0	0	0
5192 RECRUITING			31	
5195 DRUG SCREENING	0	45	48	0
5510 GROUP HEALTH INSURANCE	7,294	14,130	17,938	23,630
PERSONNEL TOTAL	\$ 55,922	\$ 99,683	\$ 115,552	\$ 171,351
5310 DUES & MEMBERSHIPS	45	45	45	50
5280 OFFICE SUPPLIES			219	
5320 POSTAGE AND DELIVERY		6		0
5360 EQUIPMENT	0	4,031	438	1,200
5370 CONTRACT REPAIRS & MAINTENANCE	101,692	97,787	88,980	159,608
5372 DESIGNATED CAPITAL PROJECT FUNDS	140,000	0	0	0
5375 VEHICLE REPAIR & MAINTENANCE	1,466	1,757	10,091	1,500
5376 BLDG REPAIR & MAINTENANCE		5,670	539	6,900
5390 PROFESSIONAL SERVICES	4,500		0	0
5380 VEHICLE EXPENSE			115	
5385 VEHICLE FUEL	1,770	2,257	2,287	3,000
5430 TELEPHONE EXP			0	1,200
5432 WIRELESS TELEPHONE EXP	827	1,830	2,066	1,850
5441 MILEAGE REIMBURSEMENT	0	0	0	0
5443 IT COMPUTER REPLACEMENT	300	734	675	0
5450 UNIFORMS	0	443	1,302	1,200
5460 TRAINING	0	0	0	0
5470 UTILITIES	61,552	71,458	52,558	120,000
5501 ZADOW PARK - MISD	11,233	14,739	10,783	0
Sports Park Maintenance & Supplies				40,000
5500 MISC EXPENSE		345	335	0
5520 TRANSFER OUT		50,000		0
5505 PARK EXPENSES	9,349		10,390	11,200
5550 SUPPLIES	42,322	22,088	17,139	39,500
OPERATIONS TOTAL	\$ 375,057	\$ 273,190	\$ 197,962	\$ 387,208
5910 CAPITAL OUTLAY		71,970		0
5530 CAPITAL OUTLAY - VEHICLE	4,805	4,805	4,805	4,805
CAPITAL TOTAL	\$ 4,805	\$ 76,775	\$ 4,805	\$ 4,805
01-04 TOTAL	\$ 435,784	\$ 449,648	\$ 318,320	\$ 563,364

CITY OF MELISSA ANNUAL BUDGET FY2017-18

MUNICIPAL COURTS

GENERAL FUND DETAILED BUDGET 05 MUNICIPAL COURTS				
LINE ITEMS	ACTUAL FY15	ACTUAL FY16	ESTIMATED FY17	PROPOSED FY18
5110 SALARIES & WAGES	59,525	60,594	66,849	82,089
5115 SALARIES - OVERTIME	908	1,117	1,907	0
5145 LONGEVITY PAY	392	440	488	536
5150 SOCIAL SECURITY EXPENSE	3,220	3,633	3,788	5,090
5155 MEDICARE EXPENSE	753	850	886	1,191
5160 SUTA EXPENSE	18	353	58	81
5166 LONG TERM DISABILITY	62	62	81	75
5170 TMRS EXPENSE	3,211	3,956	4,395	4,926
5190 CONTRACT LABOR	40,800	40,800	40,800	40,800
5510 GROUP HEALTH INSURANCE	11,537	8,121	10,235	12,332
PERSONNEL TOTAL	\$ 120,425	\$ 119,926	\$ 129,487	\$ 147,120
5280 OFFICE SUPPLIES	3,915	7,842	1,980	1,900
5290 SECURITY	881	0	278	0
5310 DUES & MEMBERSHIPS	140	140	60	200
5320 POSTAGE AND DELIVERY	691	1,037	1,222	1,000
5335 CREDIT CARD CHARGES	705	988	0	0
5340 ADVERTISING & PROMOTIONS	250	325	280	490
5350 PRINTING AND REPRODUCTION	1,434	542	575	700
5355 PUBLIC EDUCATION	1,206	723	176	1,000
5376 BLDG REPORT & MAINTENANCE		1,500		0
5430 TELEPHONE	2,200	1,828	1,140	1,200
5436 COMPUTER EXPENSES	2,708	13,082	0	5,843
5438 COMPUTER HARDWARE/SOFTWARE		31,810	0	0
5439 BUSINESS MEALS	260	118	221	100
5395 LICENSE FEES			440	
5440 TRAVEL EXPENSES	180	100	73	370
5441 MILEAGE REIMBURSEMENT	288	94	409	200
5500 MISC EXPENSES	0	90	0	0
5550 SUPPLIES	0	464	0	0
5450 UNIFORMS	197	27	876	180
5460 TRAINING	200	125	494	0
5570 STATE COURT COST	165,229	159,174	135,051	160,000
5571 FINES - COLLECTION EXPENSE	26,580	21,119	20,704	25,000
5572 DISPOSITION SERVICES	2,298	1,632	2,670	2,000
5575 INMATE BOARDING EXPENSE	3,908	4,746	2,233	5,000
OPERATIONS TOTAL	\$ 213,269	\$ 247,504	\$ 168,882	\$ 205,183
5620 CAPITAL OUTLAY BUILDING	0	813	0	0
CAPITAL TOTAL	\$ -	\$ 813	\$ -	\$ -
01-05 TOTAL	\$ 333,694	\$ 368,243	\$ 298,369	\$ 352,303

CITY OF MELISSA ANNUAL BUDGET FY2017-18

POLICE

GENERAL FUND DETAILED BUDGET				
06 POLICE DEPARTMENT				
LINE ITEMS	ACTUAL FY15	ACTUAL FY16	ESTIMATED FY17	PROPOSED FY18
5110 SALARIES & WAGES	580,410	652,662	683,307	760,729
5115 SALARIES - OVERTIME	24,234	40,419	41,812	47,256
5145 LONGEVITY PAY	3,388	3,928	4,464	4,992
5150 SOCIAL SECURITY EXPENSE	33,645	40,899	40,451	48,927
5155 MEDICARE EXPENSE	7,869	9,565	9,460	12,026
5160 SUTA EXPENSE	90	1,989	261	324
5166 LONG TERM DISABILITY	736	967	1,148	1,141
5170 TMRS EXPENSE	32,240	44,141	50,472	58,527
5192 RECRUITING EXPENSES			11	
5194 PSYCHOLOGICAL SCREEN	100	0	200	125
5195 DRUG SCREENING	165	60	334	45
5510 GROUP HEALTH INSURANCE	92,101	104,499	137,305	173,720
PERSONNEL TOTAL	\$ 774,978	\$ 899,128	\$ 969,224	\$ 1,107,812
5196 MISC EMPLOYEE EXPENSE	198	99	89	120
5280 OFFICE SUPPLIES	4,152	5,569	3,157	5,000
5281 FURNITURE & FIXTURES	0	0	0	0
5290 SECURITY	0	0	0	0
5310 DUES & MEMBERSHIPS	962	947	1,152	1,032
5320 POSTAGE AND DELIVERY	105	289	199	250
5321 SHIPPING AND COURIER SVC	158	99	0	80
5330 PUBLICATIONS AND SUBSCRIPTIONS	2,050	2,398	2,050	2,200
5340 ADVERTISING & PROMOTIONS	0	0	116	0
5341 PROMOTIONAL MATERIALS	890	1,925	1,567	1,800
5350 PRINTING AND REPRODUCTION	880	440	2,950	1,000
5355 PUBLIC EDUCATION	0	0	0	0
5360 EQUIPMENT	5,155	2,058	4,559	7,269
5362 PERSONAL PROTECTIVE EQUIP PPE		6,304		0
5370 CONTRACT REPAIRS & MAINTENANCE	720	720	0	2,900
5375 VEHICLE REPAIR & MAINTENANCE	13,815	20,949	20,489	14,000
5376 BLDG REPAIR & MAINTENANCE	0	0	0	0
5385 VEHICLE FUEL	25,260	20,334	22,503	24,000
5390 PROFESSIONAL SERVICES	37	65	26	0
5395 LICENSE FEES	0		0	2,632
5430 TELEPHONE	3,649	4,568	3,959	3,600
5432 WIRELESS TELEPHONE EXP	5,152	4,453	4,807	4,500
5435 INTERNET SERVICE	0	0	0	0
5436 COMPUTER EXPENSES	11,894	3,739	35,276	1,680
5439 BUSINESS MEALS	128	259	323	0
5440 TRAVEL EXPENSES	2,394	1,130	4,355	3,545
5441 MILEAGE REIMBURSEMENT	63	533	566	0
5443 IT COMPUTER REPLACEMENT	7,743	10,745	11,062	0
5450 UNIFORMS	9,509	2,266	11,443	10,364

CITY OF MELISSA ANNUAL BUDGET FY2017-18

Police Cont'd

LINE ITEMS	ACTUAL FY15	ACTUAL FY16	ESTIMATED FY17	PROPOSED FY18
5460 TRAINING	2,353	3,021	5,204	3,460
5461 LEOSE EXPENSE	1,814	1,089	1,080	0
5500 MISC EXPENSE	540	350	0	0
5550 SUPPLIES	1,105	3,142	3,354	4,065
5600 DISPATCHING EXPENSE	28,096	41,503	57,383	75,014
5610 CHILD ADVOCACY SERVICES	3,500	3,500	3,500	3,500
OPERATIONS TOTAL	\$ 132,320	\$ 142,493	\$ 201,167	\$ 172,011
5530 CAPITAL OUTLAY VEHICLE	61,212	74,725	37,790	12,696
5620 CAPITAL OUTLAY BUILDING	0	0	0	0
5910 CAPITAL OUTLAY	0		47,691	29,501
CAPITAL TOTAL	\$ 61,212	\$ 74,725	\$ 85,481	\$ 42,197
01-06 TOTAL	\$ 968,509	\$ 1,116,346	\$ 1,255,872	\$ 1,322,020

CITY OF MELISSA ANNUAL BUDGET FY2017-18

STREETS

GENERAL FUND DETAILED BUDGET				
07 STREET DEPARTMENT				
LINE ITEMS	ACTUAL FY15	ACTUAL FY16	ESTIMATED FY17	PROPOSED FY18
5110 SALARIES & WAGES	16,213	15,328	19,972	19,282
5115 SALARIES - OVERTIME	2,384	1,762	2,448	0
5145 LONGEVITY PAY	42	24	0	30
5150 SOCIAL SECURITY EXPENSE	1,148	1,024	1,329	1,195
5155 MEDICARE EXPENSE	269	240	311	280
5160 SUTA EXPENSE	5	89	0	27
5166 LONG TERM DISABILITY	21	22	28	12
5170 TMRS EXPENSE	1,044	1,087	1,531	1,415
5510 GROUP HEALTH INSURANCE	3,152	4,183	8,095	2,300
PERSONNEL TOTAL	\$ 24,277	\$ 23,760	\$ 33,714	\$ 24,541
5280 OFFICE SUPPLIES	0	0	0	0
5320 POSTAGE AND DELIVERY			17	
5360 EQUIPMENT	4,340	0	9,158	0
5361 EQUIPMENT RENTAL		482	518	0
5370 CONTRACT REPAIRS & MAINTENANCE	68,507	143,402	59,696	50,000
5375 VEHICLE REPAIR & MAINTENANCE	826	1,001	254	1,000
5385 VEHICLE FUEL	0	0	65	0
5432 WIRELESS TELEPHONE EXP	759	817	816	816
5441 MILEAGE REIMBURSEMENT	0	0	0	0
5443 IT COMPUTER REPLACEMENT	0	0	625	0
5450 UNIFORMS	150	0	0	625
5470 UTILITIES	84,869	92,338	111,295	95,000
5520 TRANSFER OUT		9,800		0
5550 SUPPLIES	10,396	8,690	5,262	10,000
5500 MISC EXPENSE			1,523	
5640 STREET REPAIRS	59,622	6,600	49,530	40,000
5650 STREET SIGNS	3,623	4,040	4,421	7,000
OPERATIONS TOTAL	\$ 233,092	\$ 267,171	\$ 243,180	\$ 204,441
5910 CAPITAL OUTLAY	0	16,463	0	0
CAPITAL TOTAL	\$ -	\$ 16,463	\$ -	\$ -
01-07 TOTAL	\$ 257,370	\$ 307,394	\$ 276,894	\$ 228,982

CITY OF MELISSA ANNUAL BUDGET FY2017-18

FIRE

GENERAL FUND DETAILED BUDGET 08 FIRE DEPARTMENT				
LINE ITEMS	ACTUAL FY15	ACTUAL FY16	ESTIMATED FY17	PROPOSED FY18
5110 SALARIES & WAGES	246,466	375,635	511,461	526,200
5111 VOLUNTEER INCENTIVE COMP.	15,060		0	0
5115 SALARIES - OVERTIME	2,915	12,118	28,497	18,600
5190 CONTRACT LABOR		4,050	120	0
5145 LONGEVITY PAY	252	216	440	648
5150 SOCIAL SECURITY EXPENSE	14,994	23,577	31,369	32,463
5155 MEDICARE EXPENSE	3,507	5,514	7,336	7,592
5160 SUTA EXPENSE	264	2,271	62	432
5166 LONG TERM DISABILITY	197	363	673	692
5170 TMRS EXPENSE	13,288	24,547	37,502	38,408
5193 PHYSICALS	10,475	16,214	15,943	16,000
5195 DRUG SCREENING	360	159	163	360
5192 RECRUITING		1,870	1,026	0
5510 GROUP HEALTH INSURANCE	6,886	26,619	44,301	85,015
PERSONNEL TOTAL	\$ 314,663	\$ 493,154	\$ 678,892	\$ 726,410
5280 OFFICE SUPPLIES	1,580	2,086	2,311	2,500
5196 MISC EMPLOYEE EXPENSE/APPRECIATION	1,108	254	562	0
5310 DUES & MEMBERSHIPS	2,556	6,918	2,462	5,800
5320 POSTAGE AND DELIVERY	148	131	170	200
5321 SHIPPING AND COURIER SVC	71	173	65	200
5330 PUBLICATIONS AND SUBSCRIPTIONS	2,914	5,995	2,388	1,410
5340 ADVERTISING & PROMOTIONS		47	1,760	0
5341 PROMOTIONAL MATERIALS			1,600	
5350 PRINTING AND REPRODUCTION	2,276	3,599	3,445	3,500
5355 PUBLIC EDUCATION	58	567	873	1,500
5360 EQUIPMENT	34,771	18,703	18,922	10,232
5361 EQUIPMENT RENTAL		160		0
5362 PERSONAL PROTECTIVE EQUIPMENT FD	21,788	31,220	24,470	25,000
5363 PPE MAINTENANCE FD	6,716	7,244	5,944	8,000
5370 CONTRACT REPAIRS & MAINTENANCE	8,124	15,826	15,334	16,950
5375 VEHICLE REPAIR & MAINTENANCE	21,423	34,496	30,702	20,000
5376 BLDG REPAIR & MAINTENANCE	5,375	11,110	22,022	8,200
5385 VEHICLE FUEL	12,453	10,678	12,720	15,000
5390 PROFESSIONAL SERVICES	1,900	2,895	0	0
5395 LICENSE FEES	2,585	226	9,374	20,175
5420 INSURANCE	4,426	4,450	0	5,000
5430 TELEPHONE	5,910	6,149	3,716	3,600
5432 WIRELESS TELEPHONE EXP	5,087	5,401	6,035	6,260
5436 COMPUTER EXPENSES	424	629	11,379	1,000
5439 BUSINESS MEALS	3,799	3,498	3,146	4,000

CITY OF MELISSA ANNUAL BUDGET FY2017-18

Fire Cont'd

LINE ITEMS	ACTUAL FY15	ACTUAL FY16	ESTIMATED FY17	PROPOSED FY18
5440 TRAVEL EXPENSES	4,443	11,899	9,193	4,000
5441 MILEAGE REIMBURSEMENT		451		0
5443 IT COMPUTER REPLACEMENT	4,918	9,753	5,577	0
5450 UNIFORMS	15,002	27,777	25,329	15,000
5460 TRAINING	10,859	22,850	28,212	18,000
5462 TRAINING - CLASS EXPENSES	0	0	0	0
5470 UTILITIES	17,685	15,915	15,881	16,000
5490 AMBULANCE CONTRACT SERVICES	78,884	93,939	100,437	104,709
5xxx MEDICAL DIRECTOR CONTRACT	0		0	18,000
5500 MISC EXPENSE	0	40	0	0
5512 CELEBRATION OF FREEDOM EVENT			400	
5549 TIFMAS FIRE HURRICAN HARVEY EXP			17,744	
5550 SUPPLIES	1,799	2,425	3,783	4,500
5551 MEDICAL SUPPLIES	7,260	6,527	7,463	6,000
5552 REHAB SUPPLIES	192	918	2,638	2,000
5553 FIRE SUPPLIES	4,862	5,967	4,352	5,000
5618 CONDEMNED PROPERTY DEMOLITION	0	6,269	0	0
OPERATIONS TOTAL	\$ 291,397	\$ 377,185	\$ 400,412	\$ 351,736
5530 CAPITAL OUTLAY VEHICLE	55,436	78,989	99,681	53,289
5910 CAPITAL OUTLAY	20,943	18,403	52,737	52,737
CAPITAL TOTAL	\$ 76,379	\$ 97,391	\$ 152,418	\$ 106,026
01-08 TOTAL	\$ 682,439	\$ 967,731	\$ 1,231,722	\$ 1,184,172

CITY OF MELISSA ANNUAL BUDGET FY2017-18

INFORMATION TECHNOLOGY (IT)

GENERAL FUND DETAILED BUDGET 09 IT DEPARTMENT	
LINE ITEMS	PROPOSED FY18
5357 WEBSITE MAINTENANCE	3,015
5395 LICENSE FEES	0
5436 COMPUTER EXPENSES	80,629
5438 COMPUTER HARDWARE/SOFTWARE	36,951
5443 IT COMPUTER REPLACEMENT	29,906
OPERATIONS TOTAL	\$ 150,501
5910 CAPITAL OUTLAY	0
CAPITAL TOTAL	\$ -
01-10 TOTAL	\$ 150,501

CITY OF MELISSA ANNUAL BUDGET FY2017-18

LIBRARY

GENERAL FUND DETAILED BUDGET				
10 LIBRARY DEPARTMENT				
LINE ITEMS	ACTUAL FY15	ACTUAL FY16	ESTIMATED FY17	PROPOSED FY18
5110 SALARIES & WAGES	98,951	111,335	136,749	171,287
5115 SALARIES - OVERTIME	68	74	563	0
5145 LONGEVITY PAY	332	380	428	528
5150 SOCIAL SECURITY EXPENSE	5,814	6,990	8,105	10,257
5155 MEDICARE EXPENSE	1,360	1,635	1,896	2,399
5160 SUTA EXPENSE	144	921	-92	108
5166 LONG TERM DISABILITY	52	52	80	121
5170 TMRS EXPENSE	4,837	6,280	8,468	12,144
5195 DRUG SCREENING	90	48	93	0
5190 CONTRACT LABOR		20	132	0
5192 RECRUITING EXPENSES		971	104	0
5510 GROUP HEALTH INSURANCE	8,247	5,842	9,165	16,332
PERSONNEL TOTAL	\$ 119,894	\$ 134,548	\$ 165,691	\$ 213,176
5280 OFFICE SUPPLIES	1,846	2,404	1,825	3,115
5198 EMPLOYEE SPECIAL EVENTS			416	
5290 SECURITY		2,366		0
5310 DUES & MEMBERSHIPS	665	715	783	1,193
5320 POSTAGE AND DELIVERY	35	100	82	150
5330 PUBLICATIONS AND SUBSCRIPTIONS	865	918	0	349
5341 PROMOTIONAL MATERIALS	561	663	872	990
5350 PRINTING AND REPRODUCTION	1,570	1,926	1,561	3,450
5355 PUBLIC EDUCATION	1,165	1,105	607	100
5360 EQUIPMENT	1,098	1,672	2,514	1,925
5370 CONTRACT REPAIRS & MAINTENANCE	3,756	0	0	400
5376 BLDG REPAIR & MAINTENANCE	978	-2,106	0	0
5390 PROFESSIONAL SERVICES		202		0
5395 LICENSE FEES	791	815	7,614	350
5420 INSURANCE	0			0
5430 TELEPHONE	5,468	7,811	4,985	4,800
5439 BUSINESS MEALS		250	50	0
5440 TRAVEL EXPENSES	130	-88	0	1,180
5441 MILEAGE REIMBURSEMENT	101	406	0	500
5443 IT COMPUTER REPLACEMENT	4,150	4,392	2,125	0
5450 UNIFORMS	128	68	56	400
5460 TRAINING	434	0	-128	1,950
5462 TRAINING - CLASS EXPENSES	0	0	515	1,000
5470 UTILITIES	0	0	0	0
5500 MISC EXPENSE	881	0	2	0
5550 SUPPLIES	149	359	1,170	800
5554 LONE STAR GRANT PURCHASES	0	0	0	0
5556 LIBRARY INVENTORY PURCHASES	15,847	14,923	19,131	18,000
FARMERS MARKET	268	110	121	7,656
5558 LIBRARY PROGRAMS	4465	5772	4690	11,763
OPERATIONS TOTAL	\$ 45,349	\$ 44,782	\$ 48,989	\$ 60,071
5910 CAPITAL OUTLAY	0	7650	4968	0
CAPITAL TOTAL	\$ -	\$ 7,650	\$ 4,968	\$ -
01-10 TOTAL	\$ 165,243	\$ 186,980	\$ 219,648	\$ 273,247

CITY OF MELISSA ANNUAL BUDGET FY2017-18

BUILDING MAINTENANCE

GENERAL FUND DETAILED BUDGET				
11 BUILDING MAINTENANCE				
LINE ITEMS	ACTUAL FY15	ACTUAL FY16	ESTIMATED FY17	PROPOSED FY18
5110 SALARIES & WAGES	0	0	0	0
5115 SALARIES - OVERTIME	0	0	0	0
5145 LONGEVITY PAY	0	0	0	0
5150 SOCIAL SECURITY EXPENSE	0	0	0	0
5155 MEDICARE EXPENSE	0	0	0	0
5160 SUTA EXPENSE	0	0	0	0
5170 TMRS EXPENSE	0	0	0	0
5510 GROUP HEALTH INSURANCE	0	0	0	0
PERSONNEL TOTAL	\$ -	\$ -	\$ -	\$ -
5280 OFFICE SUPPLIES	0	0	0	0
5360 EQUIPMENT	0	0	0	500
5370 CONTRACT REPAIRS & MAINTENANCE	12,962	11,076	22,863	6,500
5375 VEHICLE REPAIR & MAINTENANCE	0	0	0	0
5376 BLDG REPAIR & MAINTENANCE	81,895	84,120	59,413	71,915
5385 VEHICLE FUEL	0	0	0	0
5395 LICENSE FEES	0	0	0	0
5430 TELEPHONE	0		0	0
5432 WIRELESS TELEPHONE EXP	0	0	0	0
5440 TRAVEL EXPENSES	0	0	0	0
5441 MILEAGE REIMBURSEMENT	0	0	0	0
5443 IT COMPUTER REPLACEMENT	0	0	0	0
5450 UNIFORMS	0	0	0	0
5470 UTILITIES	0	0	0	0
5550 SUPPLIES	2,795	3,256	3,671	2,450
OPERATIONS TOTAL	\$ 97,652	\$ 98,452	\$ 85,948	\$ 81,365
5620 CAPITAL OUTLAY	40,684	0	0	0
CAPITAL TOTAL	\$ 40,684	\$ -	\$ -	\$ -
01-11 TOTAL	\$ 138,336	\$ 98,452	\$ 85,948	\$ 81,365

CITY OF MELISSA ANNUAL BUDGET FY2017-18

Debt Service Fund Budget – General Fund Debt

General Debt Service Fund FY18 - Proposed					PROPOSED FY18 BUDGET
BEGINNING FUND BALANCE - I & S ACCT					508,976.88
Revenues					
4110	Current Property Taxes - I & S Portion				\$ 1,173,127.54
4315	Transfer In - Road Impact Fees (Milrany Transp GO Bond 2015) Year 2 of 3				\$ 46,451.25
4315	Transfer In - Road Impact Fees (Milrany Transp GO Bond 2016) Year 1 of 3				\$ 88,633.33
4315	Transfer In - Road Impact Fees (Davis Rd/Fannin Rd GO Bond 2017) Participation \$350k total Yr 1				\$ 217,182.12
4315	Transfer In - Road Impact Fees (Throckmorton Rd CO Series 2017) Participation \$350k total Yr 1				\$ 132,817.88
4315	Transfer In - Park Development Fee 100% - Land Acquisition				\$ 68,850.00
	Transfer In - Road Escrow Donation Total				\$ -
	EDC 4A - Series 2006 CO/Refi 2016 GO - Melissa Rd	79,400.00			
	EDC 4A - Series 2017 GO - Davis Rd/Fannin Rd Construction - participation	60,000.00			
	Transfer In - EDC 4A Total				\$ 139,400.00
	EDC 4B - Series 2005A CO - Fire St/Tennis/Barker/BMP	62,516.25			
	EDC 4B - Series 2015 CO - Phase I Park Dev Plan	431,806.26			
	EDC 4B - Series 2016 CO - Phase II Sports Park	123,700.00			
	Transfer In - EDC 4B Total				\$ 618,022.51
	TIF - Series 2006 CO/Refi 2016 GO - Town Center Architect - City Hall	333,700.00			
	TIF - Series 2009 CO - City Hall/Refi 2016 Current O/S debt	362,250.00			
	Transfer In - TIF Fund Total				\$ 695,950.00
	Total Revenues				\$ 3,180,434.63
Expenditures					
Debt Service		Principal	Interest		
5664	Debt Service - Series 2005A CO - Fire St/Tennis/Barker/BMP 4B	45,000.00	17,516.25	62,516.25	
5666	Debt Service - Series 2006 CO/Refi 2016 GO - Melissa Rd 1,120,000 4A	60,000.00	19,400.00	79,400.00	
5678	Debt Service - Series 2006 CO/Refi 2016 GO - Town Center Arch 515K TIF plus City Hall	30,000.00	303,700.00	333,700.00	
5667	Debt Service - Series 2008 GO/Refi 2016 - Transportation Bond Current Obligation	250,000.00	5,781.25	255,781.25	
5668	Debt Service - Series 2009 CO - City Hall/Refi 2016 Current Outstanding Debt	350,000.00	12,250.00	362,250.00	
	Debt Service - Series 2012 GO - Transportation	20,000.00	15,000.00	35,000.00	
	Debt Service - Series 2013 GO - Transportation/Refinance	185,000.00	37,812.50	222,812.50	
	Debt Service - Series 2015 CO - Park - City Hall Park	30,000.00	34,925.00	64,925.00	
	Debt Service - Series 2015 CO - Park - Phase I Park Dev	200,000.00	231,806.26	431,806.26	
	Debt Service - Series 2015 GO - Transportation - Milrany Rd	75,000.00	64,353.76	139,353.76	
	Debt Service - Series 2016 GO - Transportation - Fannin Rd design/row Mel Rd E row	25,000.00	22,450.00	47,450.00	
	Debt Service - Series 2016 C0 - Transportation - Melissa Rd W row	15,000.00	17,850.00	32,850.00	
	Debt Service - Series 2016 C0 - Transportation - Throckmorton Rd	65,000.00	67,950.00	132,950.00	
	Debt Service - Series 2016 C0 - Sports Park - Phase II	60,000.00	63,700.00	123,700.00	
	Debt Service - Series 2016 C0 - Land Acquisition - Park Dev fee 100%	35,000.00	33,850.00	68,850.00	
5667	Debt Service - Series 2008 GO/Refi 2016 - Transportation Bond New Refi	5,000.00	112,050.00	117,050.00	
	Debt Service - Series 2017 CO - Throckmorton Rd, Land Acquisition, Green Ribbon project	190,000.00	202,857.50	392,857.50	
	Debt Service - Series 2017 GO - Davis Rd/Fannin Rd construction	135,000.00	142,182.12	277,182.12	
		1,775,000.00	1,405,434.64		
	Principal Reduction				1,775,000.00
	Interest				1,405,434.64
	Paying Agent Fees/Other				-
	Total Debt Service Expenditures				3,180,434.64
	Ending Fund Balance				508,976.87

CITY OF MELISSA ANNUAL BUDGET FY2017-18

Water Fund Budget Summary

Actual & Projected Revenue Requirements Financial Summary - Water & Wastewater				
Description	Actual 2016	Revised 2017	Estimated 2017	Proposed 2018 - New Tiered Rate Schedule - Reduce Miss
Beginning Working Capital Reserve	\$ 1,617,947	\$ 1,075,726	\$ 1,075,726	\$ 1,414,129
Water Sales	\$ 3,262,736	\$ 3,374,420	\$ 3,417,616	\$ 4,665,078
Unmetered Water Sales		\$ 285,203	\$ 285,629	
Water Rate Stabilization Fee	-	10,000	-	-
Sewer Treatment	1,491,766	1,762,077	\$1,792,518	2,223,120
City of Anna Throckmorton M&O Charges	3,893	12,000	5,260	100,000
Garbage	330,525	375,000	375,113	370,000
Recoup Meter Cost for New Subdivisions			83,415	87,500
Non-Rate Operating Revenues	212,425	220,750	230,808	324,707
Throckmorton Funding - 4A/4B	228,586	228,532	228,532	228,532
NTMWD Participation Stiff Creek Sewer project				320,000
W/W Impact Fees		109,928	120,300	
W/WW Tap fees				100,000
Transfer In				
Non-Operating Revenues	2,754	2,100	15,143	2,000
TOTAL SOURCES OF FUNDS	\$ 5,532,685	\$ 6,380,010	\$ 6,554,334	\$ 8,420,938
Utility Billing	\$ 498,080	\$ 453,216	\$ 462,306	\$ 490,726
Water Purchases	940,050	1,311,789	1,438,418	1,825,732
All Other Water Department	836,059	869,972	984,643	1,016,319
Wastewater Treatment: Melissa	1,318,229	977,002	975,647	1,564,979
All Other Wastewater Department	32,788	120,527	27,707	261,027
Garbage Expense	337,546	378,000	381,319	373,000
TOTAL OPERATING EXPENDITURES	\$ 3,962,752	\$ 4,110,506	\$ 4,270,040	\$ 5,531,783
Net Revenues	\$ 1,569,933	\$ 2,269,504	\$ 2,284,294	\$ 2,889,155
Debt Service - Existing	\$ 1,684,112	\$ 1,682,920	\$ 1,683,180	\$ 2,243,758
Debt Service - Planned	-	178,505	178,505	
TOTAL DEBT SERVICE	\$ 1,684,112	\$ 1,861,425	\$ 1,861,685	\$ 2,243,758
Transfer to General Fund	\$ 200,000	\$ 205,000	\$ 205,000	\$ 210,000
Transfer to General Fund - Garbage	77,000	75,000	75,000	91,000
Transfer to General Fund - TIF	100,000	(260,000)	(260,000)	-
Departmental Capital Outlay	51,042	49,447	64,206	34,447
NON-OPERATING EXPENDITURES	\$ 428,042	\$ 69,447	\$ 84,206	\$ 335,447
Total Uses of Funds	\$ 6,074,906	\$ 6,041,377	\$ 6,215,931	\$ 8,110,988
Sources Minus Uses of Funds	\$ (542,221)	\$ 338,633	\$ 338,403	\$ 309,950
Ending Working Capital Reserve	\$ 1,075,726	\$ 1,414,359	\$ 1,414,129	\$ 1,724,079
% of Operating Expenditures	17.7%	23.4%	22.8%	21.3%
Days of Working Capital	65	85	83	78
One Day of Expenditures in W/C	\$ 16,643.58	\$ 16,552	\$ 17,030	\$ 22,222
Average Monthly Bill @ 7,400 Gallons:				
Water		\$ 71.64		\$ 66.19
Wastewater		\$ 52.92		\$ 54.37
Garbage		\$ 14.18		\$ 14.18
TOTAL		\$ 138.74		\$ 134.74
Difference				\$ (4.00)
Difference				-2.88%

CITY OF MELISSA ANNUAL BUDGET FY2017-18

Water Fund Detailed Budget – by Department

WATER

Financial Summary				
Water Fund				
Description	Actual 2015	Actual 2016	Estimated 2017	Proposed 2018
5110 SALARIES & WAGES	\$197,614	\$206,449	\$188,132	\$260,306
5115 SALARIES - OVERTIME	\$18,181	\$16,394	\$15,236	
5145 LONGEVITY PAY	\$842	\$372	\$444	\$630
5150 SOCIAL SECURITY EXPENSE	\$11,877	\$13,405	\$11,159	\$15,757
5155 MEDICARE EXPENSE	\$2,777	\$3,135	\$2,589	\$3,686
5160 SUTA EXPENSE	\$56	\$1,083	\$152	\$162
5166 LONG TERM DISABILITY	\$255	\$280	\$326	\$358
5170 TMRS EXPENSE	\$29,008	\$14,136	\$13,543	\$18,016
5190 CONTRACT LABOR	\$0		\$0	\$0
5195 DRUG SCREENING	\$180	\$103	\$0	\$90
5192 RECRUITING		\$94		
5510 GROUP HEALTH INSURANCE	\$36,959	\$36,400	\$31,411	\$74,632
PERSONNEL TOTAL	\$297,749	\$291,851	\$262,992	\$373,637
5260 ENGINEERING	\$16,279	\$23,245	\$59,828	\$45,000
5270 INSPECTIONS	\$1,284	\$50	\$0	\$4,000
5280 OFFICE SUPPLIES	\$865	\$267	\$905	\$800
5310 DUES & MEMBERSHIPS	\$8,363	\$8,555	\$13,097	\$10,120
5320 POSTAGE AND DELIVERY	\$15	\$189	\$157	\$50
5340 ADVERTISING AND PROMOTIONS	\$624	\$0	\$0	\$0
5344 ECONOMIC DEVELOPMENT		\$20,000		
5350 PRINTING AND REPRODUCTION	\$1,470	\$465	\$85	\$500
5360 EQUIPMENT	\$10,089	\$6,305	\$1,375	\$10,000
5361 EQUIPMENT RENTAL	\$694	\$0	\$0	\$2,000
5370 CONTRACT REPAIRS & MAINTENANCE	\$114,327	\$47,633	\$77,524	\$75,350
5375 VEHICLE REPAIR & MAINTENANCE	\$4,081	\$2,580	\$7,937	\$6,500
5376 BLDG REPAIR & MAINTENANCE	\$144	\$3,028	\$1,958	\$2,500
5385 VEHICLE FUEL	\$11,550	\$9,298	\$8,665	\$10,000
5390 PROFESSIONAL SERVICES	\$16,918	\$20,192	\$4,514	\$10,000
5395 LICENSE FEES	\$841	\$222	\$322	\$1,250
5400 AUDIT FEES	\$12,500	\$13,500	\$14,500	\$14,500
5410 LEGAL FEES	\$38,425	\$58,229	\$51,280	\$50,000
5430 TELEPHONE	\$6,492	\$6,661	\$4,115	\$8,100
5432 WIRELESS TELEPHONE EXP	\$3,664	\$3,605	\$3,831	\$4,000
5436 COMPUTER EXPENSES	\$25,661	\$28,634	\$25,890	\$34,285
5439 BUSINESS MEALS	\$434	\$441	\$409	\$900
5440 TRAVEL EXPENSES	\$258	\$67	\$1,035	\$1,000
5441 MILEAGE REIMBURSEMENT	\$260	\$0	\$656	\$300
5443 IT COMPUTER REPLACEMENT	\$5,248	\$2,011	\$6,027	\$6,027

CITY OF MELISSA ANNUAL BUDGET FY2017-18

Water Cont'd

Description	Actual 2015	Actual 2016	Estimated 2017	Proposed 2018
5444 PURCHASE OF METERS/FIREFLY EQUIP	\$35,637	\$108,100	\$145,658	\$125,000
5445 PURCHASE OF WATER	\$712,851	\$940,050	\$1,438,418	\$1,856,412
GTUA O&M OF CGMA SYSTEM			\$103,687	\$80,000
GTUA ADMIN FEE			\$16,443	\$15,000
5450 UNIFORMS	\$3,553	\$4,101	\$3,329	\$5,000
5460 TRAINING	\$1,072	\$1,485	\$1,431	\$3,500
5470 UTILITIES	\$66,458	\$64,098	\$66,773	\$70,000
5475 WATER TESTING	\$2,521	\$6,006	\$5,782	\$6,000
5477 BAD DEBT EXPENSE			\$33,941	
5750 GARBAGE EXPENSE	\$462	\$64	\$0	\$1,000
5550 SUPPLIES	\$47,663	\$66,103	\$60,498	\$40,000
5950 TRANSFER OUT-TIF	\$160,000	\$100,000	\$0	\$0
5950 TRANSFER OUT	\$190,000	\$200,000	\$205,000	\$205,000
OPERATIONS TOTAL	\$1,500,703	\$1,745,184	\$2,365,070	\$2,704,094
5530 CAPITAL OUTLAY VEHICLE	\$45,557	\$34,447	\$34,447	\$34,447
5910 CAPITAL OUTLAY	\$0	\$10,717	\$29,759	\$0
CAPITAL TOTAL	\$45,557	\$45,164	\$64,206	\$34,447
5660 DEBT SERVICE	\$1,585,335	\$1,684,112	\$1,131,592	\$1,296,332
DEBT TOTAL	\$1,585,335	\$1,684,112	\$1,131,592	\$1,296,332
02-14 TOTAL	\$3,429,344	\$3,766,311	\$3,823,859	\$4,408,510

CITY OF MELISSA ANNUAL BUDGET FY2017-18

WASTEWATER

Wastewater Fund				
Description	Actual 2015	Actual 2016	Estimated 2017	Proposed 2018
5260 ENGINEERING	\$35,067	\$26,316	\$19,209	\$37,000
5360 EQUIPMENT				
5361 EQUIPMENT RENTAL	\$0			
5370 CONTRACT REPAIRS & MAINTENANCE	\$6,662	\$2,170	\$5,079	\$5,000
5390 Professional Services		\$823		
5395 LICENSE FEES	\$0	\$1,144	\$1,619	\$777
5430 TELEPHONE	\$0	\$0	\$0	\$0
5443 IT COMPUTER REPLACEMENT	\$0	\$0	\$0	\$0
5446 SEWER TREATMENT SERVICES	\$953,528	\$1,318,229	\$975,647	\$1,562,605
GTUA ADMIN FEE			\$0	\$5,000
5448 TAP DISCOUNTS	\$0	\$0	\$0	\$0
5470 UTILITIES	\$667	\$784	\$529	\$750
5500 MISC EXPENSE	\$6,670			\$200,000
5550 SUPPLIES	\$2,989	\$1,551	\$1,270	\$2,000
OPERATIONS TOTAL	\$1,005,583	\$1,351,017	\$1,003,353	\$1,813,132
5910 CAPITAL OUTLAY		\$0	\$0	\$10,500
CAPITAL TOTAL	\$0	\$0	\$0	\$10,500
5660 DEBT SERVICE			\$729,833	\$950,461
DEBT TOTAL	\$0	\$0	\$729,833	\$950,461
02-15 TOTAL	\$1,005,583	\$1,351,017	\$1,733,186	\$2,774,092

CITY OF MELISSA ANNUAL BUDGET FY2017-18

GARBAGE

City of Melissa Financial Summary - Garbage Fund				
Description	Actual 2015	Actual 2016	Estimated 2017	Proposed 2018
5751 HAZARDOUS WASTE	650	\$ 1,345	\$ 800	\$ 3,000
5850 GARBAGE-TRANSFER GENERAL FUND	\$ 69,000	\$ 77,000	\$ 75,000	\$ 91,000
GARBAGE EXPENSE	\$ 233,045	\$ 336,201	\$ 380,519	\$ 370,000
OPERATIONS	\$ 302,695	\$ 414,546	\$ 456,319	\$ 464,000
TOTAL 16 GARBAGE	\$ 302,695	\$ 414,546	\$ 456,319	\$ 464,000

CITY OF MELISSA ANNUAL BUDGET FY2017-18

UTILITY BILLING

Financial Summary - Utility Billing Fund				
Description	Actual 2015	Actual 2016	Estimated 2017	Proposed 2018
5110 SALARIES & WAGES	\$145,616	\$153,488	\$168,511	\$171,481
5115 OVERTIME	\$1,788	\$2,344	\$2,094	
5145 LONGEVITY PAY	\$620	\$792	\$964	\$1,136
5150 SOCIAL SECURITY EXPENSE	\$7,978	\$9,112	\$9,532	\$10,287
5155 MEDICARE EXPENSE	\$1,866	\$2,131	\$2,229	\$2,406
5160 SUTA EXPENSE	\$32	\$628	\$85	\$81
5166 LONG TERM DISABILITY	\$185	\$202	\$292	
5170 TMRS EXPENSE	\$7,733	\$9,970	\$11,465	\$12,179
5195 DRUG SCREENING				
5510 GROUP HEALTH INSURANCE	\$22,569	\$26,567	\$27,231	\$27,465
PERSONNEL TOTAL	\$188,387	\$205,234	\$222,403	\$225,035
5280 OFFICE SUPPLIES	\$1,356	\$994	\$1,048	\$1,500
5310 DUES & MEMBERSHIPS	\$175	\$292	\$579	\$256
5320 POSTAGE AND DELIVERY	\$4,358	\$1,769	\$0	\$2,000
5335 CREDIT CARD CHARGES	\$68,250	\$17,048		
5340 ADVERTISING AND PROMOTION				
5350 PRINTING AND REPRODUCTION	\$579	\$25	\$74	\$2,500
5430 TELEPHONE	\$2,389	\$2,338	\$1,869	\$2,500
5436 COMPUTER EXPENSES	\$3,850	\$2,250	\$0	\$0
5437 STATEMENT PROCESSING	\$27,120	\$2,263		
AMI MANAGEMENT CONTRACT	\$0	\$260,505	\$232,615	\$253,802
5438 COMPUTER HARDWARE/SOFTWARE				
5439 BUSINESS MEALS	\$313	\$303	\$20	\$200
5440 TRAVEL EXPENSES	\$0	\$416	\$684	\$1,500
5441 MILEAGE REIMBURSEMENT	\$54	\$100	\$0	\$250
5450 UNIFORMS	\$102	\$41	\$34	
5910 CAPITAL OUTLAY		\$5,878		
5500 MISC EXPENSE		\$100		
5443 IT COMPUTER REPLACEMENT	\$1,394	(\$2,624)	\$1,683	
5460 TRAINING	\$1,106	\$1,148	\$1,298	\$1,183
OPERATIONS TOTAL	\$111,046	\$292,846	\$239,904	\$265,691
Utility Billing TOTAL	\$299,433	\$498,080	\$462,306	\$490,726

CITY OF MELISSA ANNUAL BUDGET FY2017-18

Debt Service Fund Budget – Utility Fund Debt

Utility Debt Service - Expenditures 2017-2018- Proposed				
Debt Service Fund		Principal	Interest	Fund Total
5676	Debt Service - Series 2005 - Rev Bond GTUA CGMA	46,443.75	36,979.29	83,423.04
5677	Debt Service - Series 2006 CO - Country Ridge 615k Water			-
5679	Debt Service - 2006 State Part Assist-GTUA - CGMA	-	300,904.14	300,904.14
5673	Debt Service - Series 2006 - Rev Bond GTUA TR/TC Sewer	90,000.00	34,410.00	124,410.00
5681	Debt Service - Series 2007 Rev Bond - GTUA - CGMA	17,416.41	77,345.29	94,761.70
5682	Debt Service - Series 2007 Rev Bond - GTUA TR/TC Sewer	55,000.00	27,917.50	82,917.50
5683	Debt Service - Series 2008 Combo Tax/Rev - Water/Wastewater CIP	105,000.00	2,152.50	107,152.50
5684	Debt Service - Series 2009A (Dfund)- Fitzhugh Sewer - GTUA	50,000.00	38,320.00	88,320.00
	Debt Service - Series 2009B (CWSRF)- Fitzhugh Sewer - GTUA	70,000.00	38,297.50	108,297.50
5675	Debt Service- Series 2000/2010 Refunding CO - Water Tower	120,000.00	17,550.00	137,550.00
	Debt Service - Series 2011 Fannin Waterline Project	55,000.00	41,950.00	96,950.00
	Debt Service - Series 2013 CO - South Take Pt/US 75 water relocation/Davis Rd Sewer	215,000.00	87,521.26	302,521.26
	Debt Service - Series 2014 CO - SH 121 Util Relocation, Harrison St Sewer, AMR Sys	85,000.00	61,606.26	146,606.26
	Water Fund - Series 2015 CO - Waterline to 100 acre park	45,000.00	53,943.76	98,943.76
	Debt Service - Series 2016 GO Refunding CO 2008	30,000.00	58,300.00	88,300.00
	New Debt 2016 #1 Wastewater - Stiff Creek Sewer Improvements	155,000.00	158,850.00	313,850.00
	New Debt 2016 #2 W/WW - Land Acquisition	35,000.00	33,850.00	68,850.00
		1,173,860.16	1,069,897.50	2,243,757.66
Principal Reduction:				1,173,860.16
Interest:				1,069,897.50
Reserves/Other:				-
Total Debt Service Expenditures:				2,243,757.66

CITY OF MELISSA ANNUAL BUDGET FY2017-18

Tax Increment Financing (TIF) Zone Budget

Melissa Tax Increment Financing Zone #1 Fund		
Proposed FY18		
		PROPOSED FY18
Beginning Fund Balance (estimated)		13,547.82
Revenues		
4110	Current Property Taxes - levy	676,847.68
	County's Participation - Property Taxes (2016) - levy	129,924.83
	Interest Income	
	Transfer from General Fund	
	Transfer from Water Fund	
	Total Revenues	806,772.51
Expenditures		
	Town Center construction costs	-
	Professional Services	
Debt Services		
	Transfer to Debt Service on 2016 GO - refi 2006/2009 CO - Principal	30,000.00
	Transfer to Debt Service on 2016 GO - refi 2006/2009 CO - Interest	303,700.00
	Transfer to Debt Service on 2009 Combo Tax and Rev CO - Principal	350,000.00
	Transfer to Debt Service on 2009 Combo Tax and Rev CO - Interest	12,250.00
	Total TIF Expenditures	695,950.00
	Revenues less Expenditures	110,822.51
	Ending Fund Balance	124,370.33
	Tax Increment Base Appraised Value - 2005 Certified Value	15,845,914
	Tax Increment Appraised Value for 2017 (City)	126,804,550
	Tax Increment Captured Appraised Value for 2017	110,958,636
	Tax Increment Appraised Value for 2017 (County)	123,000,414
	Tax Increment Captured Appraised Value for 2017 (County)	107,154,500
	City of Melissa Tax Rate for 2014 (100% participation)	.61/\$100 valuation
	Collin County Tax Rate for 2014 (50% participation)	.2425/\$100 valuation

Ordinance Levying Taxes for 2017

Ordinance was adopted September 12, 2017

CITY OF MELISSA TEXAS ORDINANCE NO: 17-46

AN ORDINANCE OF THE CITY OF MELISSA, TEXAS LEVYING TAXES FOR THE 2017 TAX YEAR AT THE RATE OF \$0.6100 PER ONE HUNDRED DOLLARS (\$100.00) ASSESSED VALUE ON ALL TAXABLE PROPERTY WITHIN THE CORPORATE LIMITS OF THE CITY OF MELISSA, TEXAS; PROVIDING FOR A DATE ON WHICH SUCH TAXES BECOME DUE AND DELINQUENT TOGETHER WITH PENALTIES AND INTEREST THEREON; PROVIDING FOR REPEALING, SAVINGS AND SEVERABILITY CLAUSES; PROVIDING FOR AN EFFECTIVE DATE OF THIS ORDINANCE; AND PROVIDING FOR THE PUBLICATION OF THE CAPTION HEREOF.

WHEREAS, the City Council of the City of Melissa, Texas (hereinafter referred to as the "City") hereby finds that the tax for the fiscal year beginning October 1, 2017, and ending September 30, 2018, hereinafter levied for current expenditures of the City and the general improvements of the City and its property must be levied to provide the revenue requirements of the budget for the ensuing year; and

WHEREAS, the City Council has approved, by a separate ordinance to be adopted on the 12th day of September, 2017, the budget for the fiscal year beginning October 1, 2017, and ending September 30, 2018; and

WHEREAS, all statutory and constitutional requirements concerning the levying and assessing of ad valorem taxes have been complied with.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MELISSA, TEXAS:

SECTION 1: Findings Incorporated. The findings set forth above are incorporated into the body of this Ordinance as if fully set forth herein.

SECTION 2: Tax Levied. There is hereby levied and ordered to be assessed and collected for the fiscal year beginning October 1, 2017, and ending September 30, 2018, and for each fiscal year thereafter until it be otherwise provided by and ordained on all taxable property, real, personal and mixed, situated within the corporate limits of the City of Melissa, Texas, and not exempt from taxation by the Constitution of the State and valid State laws, an ad valorem tax for the general operations of the City at a rate of \$0.6100 on each One Hundred Dollars (\$ 100.00) assessed value of taxable property, and shall be apportioned and distributed as follows:

- a. For the purpose of defraying the current expenses of the municipal government of the City, a tax of \$0.457305 on each One Hundred Dollars (\$100.00) assessed value of all taxable property.
- b. For the purpose of creating an interest and sinking fund to pay the interest and principal on all outstanding debt, capital lease payments, and related fees of the City, not otherwise provided for, a tax of \$0.152695 on each One Hundred Dollars (\$100.00) assessed value of all taxable property, within the City which

Ordinance was adopted September 12, 2017

Page 2

shall be applied to the payment of such interest and maturities of all outstanding debt.

Total tax rate of \$0.6100 is based on one hundred percent (100%) market value on each One Hundred Dollars (\$100.00) of all taxable property within said City.

THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE. THE RATE WILL EFFECTIVELY BE RAISED BY 9.88 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$ 100,000 HOME BY APPROXIMATELY \$4.86.

SECTION 3: Due Date of Taxes. The taxes assessed and levied hereby are payable anytime after the approval and publication of this Ordinance and not later than January 31 of the year following the year in which the taxes are assessed. The penalties and interest provided for herein shall accrue after January 31 of the year following the year in which the taxes are assessed. However, if the entire taxes due as provided herein are paid in full by January 31 of the year following the year in which the taxes are assessed, no penalty or interest shall be due.

SECTION 4: Penalties and Interest. A delinquent tax shall incur the maximum penalty and interest authorized by Section 33.01, Texas Property Tax Code, to-wit: a penalty of six percent (6%) of the amount of the tax for the first calendar month it is delinquent, plus one percent (1%) for each additional month or portion of a month the tax remains unpaid prior to July 1st of the year in which it becomes delinquent.

Provided, however, a tax that is delinquent on July 1st of the year in which it becomes delinquent shall incur a total penalty of twelve percent (12%) of the amount of the delinquent tax without regard to the number of months the tax has been delinquent. A delinquent tax shall also accrue interest at a rate of one percent (1%) for each month or portion of a month the tax remains unpaid. Taxes that remain delinquent on July 1 of the year in which they become delinquent shall incur an additional penalty of fifteen percent (15%) of the amount of taxes, penalty and interest due; such additional penalty is to defray the costs of collection as authorized by Section 6.30, Texas Property Tax Code.

SECTION 5: Place of Payment/Collection. Taxes are payable at the office of the City Tax Assessor/Collector. The City shall have available all rights and remedies provided by law for the enforcement of the collection of taxes levied under this ordinance,

Ordinance was adopted September 12, 2017

Page 3

SECTION 6: Tax Roll. The tax roll, as presented to the City Council, together with any supplement thereto, is hereby accepted.

SECTION 7: Rollback Taxes. All rollback taxes collected during the 2010 fiscal year shall be deposited only in the General Fund of the City of Melissa, Texas and said funds shall not be allocated, in whole or in part, to the Debt Service fund of the City.

SECTION 8: Savings/Repealing Clause. All provisions of any ordinance in conflict with this Ordinance are hereby repealed; but such repeal shall not abate any pending prosecution

LEVYING TAXES THE 2017 TAX YEAR -Page 2

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for violation of the repealed Ordinance, nor shall the repeal prevent prosecution from being commenced for any violation if occurring prior to the repeal of the Ordinance. Any remaining portions of conflicting ordinances shall remain in full force and effect.

SECTION 9: Severability. Should any section, subsection, sentence, clause or phrase of this Ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Ordinance shall remain in full force and effect. City hereby declares that it would have passed this Ordinance, and each section, subsection, sentence, clause, or phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared unconstitutional or invalid.

SECTION 10: This Ordinance shall become effective from and after its adoption and publication as required by law.

COUNCIL
OF



DULY PASSED AND APPROVED BY THE CITY
OF THE CITY OF MELISSA, TEXAS, ON THIS 12 DAY
SEPTEMBER, 2017.

A handwritten signature in black ink, appearing to read "Reed Greer", is written over a horizontal line.

REED GREER, MAYOR

O AND
ATTESTED TO
CORRECTLY RECORDED BY:

A handwritten signature in blue ink, appearing to read "Linda Bannister", is written over a horizontal line.

LINDA BANNISTER, City Secretary

Date of Publication: Sept 14 + 21, 2017, The McKinney Courier-Gazette

Glossary of Terms

4A or MIEDC: Melissa Industrial and Economic Development Corporation

4B or MCEDC: Melissa Community and Economic Development Corporation

Accrual Basis: The basis of accounting under which transactions are recognized when they occur, regardless of the timing of related cash flows.

Activity: A service performed by a department or division.

Ad Valorem Tax: A tax computed from the assessed evaluation of land and improvements.

Appropriation: A legal authorization granted by a legislative body (City Council) to make expenditures and to incur obligations for specific purposes.

Assets: Resources owned or held by the city, which have monetary value.

Balanced Budget: A balanced budget occurs when the total sum of money a government collects in a year is equal to the amount it spends on goods, services, and debt interest.

Bonds: A debt security issued by a state, municipality or county to finance its capital expenditures. Municipal bonds are exempt from federal taxes and from most state and local taxes, especially if you live in the state in which the bond is issued.

Budget: The city's financial plan for a specific fiscal year that contains both the estimated revenue to be received during the year and the proposed expenditures to be incurred to achieve related objectives.

Comprehensive Annual Financial Report (CAFR): is a set of U.S. government financial statements comprising the financial report of a state, municipal or other governmental entity that complies with the accounting requirements promulgated by the Governmental Accounting Standards Board (GASB).

Capital Improvement Program (CIP): The process of planning, monitoring, programming, and budgeting over a multi-year period used to allocate the City's capital monies.

Certificates of Obligations (COs): Similar to general obligations bonds except the certificates requires no voter approval.

Debt Service Fund: A fund used to account for the monies set aside for the payment of interest and principal to holders of the city's general obligation and revenue bonds, the sale of which finances long term capital improvements, such as facilities, streets and drainage, parks and water/wastewater systems.

Department: A functional unit of the city containing one or more divisions or activities.

Division: A section of a department.

Encumbrances: Obligations in the form of purchase orders, contracts or salary commitments which are chargeable to appropriation and for which a part of the appropriation is reserved. When paid, the encumbrance is liquidated.

CITY OF MELISSA ANNUAL BUDGET FY2017-18

Enterprise Fund (EF): A fund established for operations that are financed and operated in a manner similar to private business enterprises- where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

Expenditures: The cost of goods received or services rendered whether cash payments have been made or encumbered.

Fund: A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objective in accordance with special regulations, restrictions, or limitations.

Fund Balance: The excess of a fund's current assets over its current liabilities; sometimes called working capital in enterprise funds. A negative fund balance is often referred to as a deficit.

Fiscal Year (FY): Fiscal Year (the fiscal year ends on September 30 of the year stated and begins on October 1 of the previous year.)

General Fund: The fund used to account for all financial resources except those required to be accounted for in another fund.

General Obligation (GO) Bonds: Bonds backed by the full faith and credit of the issuing government. In issuing its general obligation bonds, the City pledges to levy whatever property tax is needed to repay the bonds for any particular year. Bonds cannot be issued without voter approval and are usually issued with maturities of between 15 and 30 years.

General Obligation Debt: Monies owed on interest and principal to holders of the city's general obligation bonds. The debt is supported by revenue provided from real property which is assessed through the taxation power of the local government unit.

Governmental Funds (GF): Those funds through which most governmental functions typically are financed. The acquisition, use and financial resources and the related current liabilities are accounted for through governmental funds (General, Capital Projects and Debt Service Funds).

Liabilities: Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded at some future date. This term does not include encumbrances.

Modified Accrual Basis: The accrual basis of accounting adapted to the governmental fund type spending measurement focus. Under this basis, revenues are recognized when they become both "measurable and available to finance expenditures with the current period". Expenditures are recognized when the related fund liability is incurred.

Operating Budget: Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending, and service delivery activities of the city are controlled.

Performance Measures: Specific quantitative measure of work performed within an activity or program. They may also measure results obtained through an activity or program.

CITY OF MELISSA ANNUAL BUDGET FY2017-18

Purpose Statement: The mission statement articulates the Department's purpose both for those in the organization and for the public.

Position: A full-time employee working at least 40 hours per week. For example, an activity requiring three full-time and one part-time employees would have 3 ½ positions.

Reserve: An account used to indicate that a portion of fund resources is restricted for a specific purpose, or is not available for appropriation and subsequent spending.

Revenues: All amounts of money received by a government from external sources.

Supplemental Requests: A request to budget an activity above current service levels in order to achieve increased or additional objectives.

Tax Rate: A percentage applied to all taxable property to raise general revenues. It is derived by dividing the total tax levy by the taxable net property valuation.

Taxes: Compulsory charges levied by a government for the purpose of financing services performed for the common benefit.

Tax Increment Financing (TIF): Melissa Tax Increment Financing Zone #1 was established in 2005 for the purpose of revitalization of the downtown and town center of Melissa. The new City Hall is being constructed in the TIF and financed through this special financing fund.

Undesignated fund balance (UFB): The excess of a fund's assets over its liabilities and reserves which has not been officially assigned a particular purpose by the governmental board.

Working Capital: A measure of both a company's efficiency and its short-term financial health. The working capital ratio is calculated as: Working Capital equals Current Assets less Current Liabilities. This ratio indicates whether a company has enough short term assets to cover its short term debt. Most believe that a ratio between 1.2 and 2.0 is sufficient.

Commonly Used Acronyms

FTE:	Full Time Employees or Equivalent
FYM:	First Year Measure
GAAP:	Generally Accepted Accounting Principals
GASB:	Governmental Accounting Standards Board
GCEC:	Grayson Collin Electric Cooperative
GFOA:	Government Finance Officers Association
ISO:	Insurance Service Office
I&S:	Interest & Sinking or Debt
MFD:	Melissa Fire Department
ME:	Month End
NTMWD:	North Texas Municipal Water District
O&M:	Operating & Maintenance
PT:	Part Time Employee
PTD:	Period to Date
P&Z:	Planning & Zoning
PW:	Public Works
R-O-W:	Right-of-Way
TCEQ:	Texas Commission and Environmental Quality
TML:	Texas Municipal League
TMLIEBP:	Texas Municipal League Intergovernmental Employee Benefit Pool
TMRS:	Texas Municipal Retirement System
TXDOT:	Texas Department of Transportation
WF:	Water Fund
W/WW:	Water/Wastewater
YTD:	Year to Date