



# City of Melissa

## Fiscal Year 2011 Annual Budget

October 1, 2010

# **CITY OF MELISSA, TEXAS**



## **OPERATING BUDGET**

**FISCAL YEAR 2011  
OCTOBER 1, 2010 - SEPTEMBER 30, 2011**

**AS APPROVED BY  
THE MAYOR AND THE CITY COUNCIL**

**MAYOR  
REED GREER**

**MAYOR PRO TEM  
SHARON WEIDEMAN**

**CITY COUNCIL MEMBERS  
WILLIAM FARMER  
JILL FITCH  
DAN TROTT  
KIM YOUNGBLOOD**

### **STAFF:**

City Administrator – Jason Little  
Finance Director – Gail Dansby  
City Secretary – Linda Bannister  
Police Chief – Duane Smith  
Fire Chief – Perry Elliott  
Development & Neighborhood Services Director – Dana Nixon  
City Librarian – Lorelei Perkins  
Public Works Superintendent – Jeff Cartwright

# DISTINGUISHED BUDGET PRESENTATION AWARD



The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Melissa, Texas for the Annual Budget beginning October 01, 2009.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

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

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# OVERVIEW



December 1, 2010

Mayor Reed Greer  
City Council Members  
Community of Melissa, Texas

To the Honorable Mayor and City Council:

On behalf of the entire Management Team, I am pleased to present to you the Fiscal Year 2011 (FY10) City of Melissa Annual Budget. The City Budget is, in essence, the Financial Plan for the ensuing year and will serve as a wealth of information about the City and its services to the community.

We have come a long way. By all measures, Melissa is a city on the rise and continues to attract new residents at a brisk pace. The 2000 Census estimated the population to be 1,350, while the 2010 population estimate exceeds 5,200 residents. Even with the national economic slowdown, people continue to relocate to Melissa in large numbers because it is a great place to live and raise a family, particularly with the exemplary rated Melissa Independent School District. The City has taken the initiative through comprehensive planning to define what it wants to look like in the face of the future growth, and all are excited about the future.

#### **Budget Purpose**

The budget is meant to serve the following four major purposes:

1. To serve as a **Policy Guide**, as promulgated by the City Council.
2. To serve as an **Operating Guide** for management staff to aid in the control of financial resources, while complying with State requirements for General Law cities and generally accepted accounting principles for government.
3. To present the City's **Financial Plan** for the fiscal year, illustrating appropriations and projected revenues by which the appropriations are funded.
4. To serve as a **Communication Document** for the citizens of Melissa who wish to understand how the City operates and the methods used to finance those operations.

The budget document continues to evolve and be refined as our experience with this budget creation grows. The City will again submit this document to the Government Finance Officers Association of America for review and consideration for the National Distinguished Budget Award, which the City received for the FY09 and FY10 budget document.

## **Summary of the Fiscal Year 201 Budget**

The FY11 Approved Budget totals \$11,818,857, inclusive of General Fund, Water Fund, TIF Fund, Debt Funds, and CIP Funds. The property tax revenue within the FY11 budget is based on an ad valorem tax rate of \$.61 per \$100 of valuation, no change from the previous fiscal year. More details on the General Fund are included in the General Fund Overview and throughout the document.

On the Enterprise Fund side, the City of Melissa's retail water rates are being increased as a result from the increase in wholesale rates set by the North Texas Municipal Water District (NTMWD), the City's water supplier and wastewater treatment provider. In addition to the increases, the City also addressed the volatility in the rate making process by establishing a monthly rate stabilization fee to help build and maintain the undesignated fund balance of the Enterprise Fund in order to financially withstand any unforeseen emergencies and to help smooth the rate increases from the City's water and wastewater service provider. While any future increases are not known at this time, the City Council is committed to review the water and wastewater rates annually to ensure the rates are competitive in the area and will support the water and wastewater system.

Like any community, the City of Melissa has many needs and desires but limited resources. Resource constraints compel a community to set priorities. The funding priorities for FY11 area as follows:

- Debt
- Personnel/Benefits Adjustments
- Operations & Maintenance
- Reserves
- Capital

Other important items to note about the FY11 budget:

- **Conservative revenue projections:** The FY11 budget experienced a 3% reduction in revenues in order to help minimize the potential impacts of an uncertain economy. Property taxes, the largest source of revenue for Melissa, are estimated at \$1,396,184 and are higher than last year. The City continues to estimate a 99% collection rate when 100%+ has been experienced over the past six years. Sales taxes total \$420,000 and are approximately 12.5% of General Fund revenues. Sales tax continues to be a volatile revenue source with no discernable trend in collections. Other accounts are conservatively estimated due to the potential volatility; however, these line items have historically exceeded the revenue projections: franchise fees and fines. Interest earnings' projections for FY11 has been significantly reduced due to the extension of the bank contract with reduced interest rates. It is also important to note that certain revenue categories have expense accounts tied to the performance of that particular revenue. For example, the City contracts out building inspections, and if permitting revenues are down, the building inspections are down as well.
- **Protect fund balances:** Since 2007, the City has budgeted funds to help develop an undesignated funds account to assist the City in weathering any



unforeseen economic issues that may arise. This financial management philosophy is strongly recommended by any financial advisor and is a leading factor in the City having its bond rating increased by Standard and Poor's in 2009. The FY11 General Fund budget utilizes reserves as a one time budget balancing strategy but the Council remains committed to building and maintaining a strong reserve fund. The City Council has adopted a financial policy that commits to the building of these funds and remains committed to protecting these funds in order to ensure Melissa's financial health.


- **Services to remain stable:** In light of reduced revenues, services will remain stable for the FY11 period. No additional services are contemplated and efficiencies will continue to be the focus. The City does not anticipate that residents or businesses will have any service impacts but the service demands will need to be monitored in the future so as to not overload the existing staff.
- **A one-time Cost of Living Adjustment:** In FY10, the City decided that employees would forgo raises during that fiscal year so that the existing positions would be protected and not subject to layoff. This was the first time in many years, if ever, that employees were not given a cost of living adjustment. The City Council is very cognizant of the direction to create a salary and benefit structure that not only allows Melissa to attract quality talent but to also ensure Melissa retains its employees. For FY 11, the City Council approved a 2.7% cost of living increase as a one time payment to allow for a benefit increase but to do so in a manner where the continued costs are not guaranteed in future years.

### **Acknowledgment**

Overall, every effort has been made within the Fiscal Year 2011 budget to allocate resources in a sound manner that enables the effective delivery of municipal services for the safety, health, and welfare of the citizens of the City of Melissa. The City Administration sincerely appreciates the cooperation and assistance of the City Council and staff in crafting the Fiscal Year 2011 budget.

Finally, as always, we look forward to your comments and suggestions as to this budget presentation so that we may continue to refine the document so it will be as readable and useful as possible to the City Council and to the community.

Respectfully submitted,



Jason Little  
City Administrator

## **City of Melissa Vision**

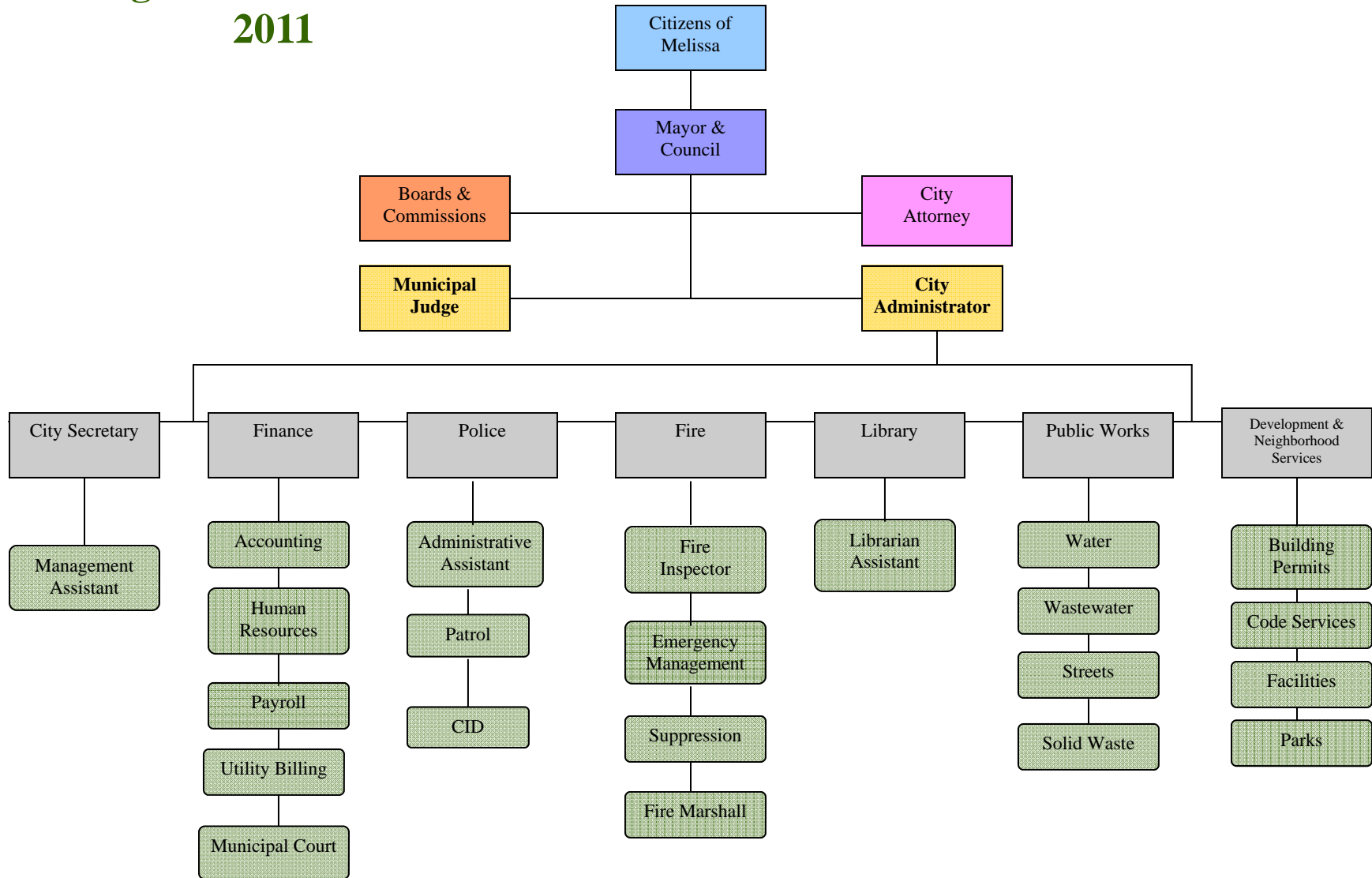
Professional citizen-servants leading a growing community by providing responsible public administration and reliable municipal services; enforcing reasonable standards of development and safety which protect property values and ensure a quality community atmosphere; dedicated to fiscal responsibility and stewardship based on honesty, integrity, fairness, and accountability with service above self and excellence in all we do.

## **City of Melissa Mission**

Serve the citizens of Melissa by prosecuting a system of government through which our citizens and businesses prosper.

- Ensure a safe, quality environment for residents and businesses.
- Provide effective, reasonable priced municipal services and administration.
- Establish and enforce reasonable standards pertinent to the City with all due respect for established State and Federal laws.
- Control development to ensure opportunity for growth, retention of property values, and preservation of our rural heritage with an emphasis on city beautification.
- Maintain a vision of the future and plan for services, which support that vision.
- Execute these responsibilities in harmony with our neighbor communities, State and Federal government without discrimination based on race, color, creed, or national origin.

# City of Melissa Organizational Chart 2011



# BUDGET PROCESS



# City of Melissa Budget Calendar

## 2010

### **April**

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April 5  
Budget Direction & Forms  
Distributed to Departments

### **May**

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May 14  
Department Budget  
Input Submitted

### **July**

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Administration Conducts  
Budget Reviews

July 14  
Draft Budget Distributed for  
Work Sessions

July 15 & 22  
Budget Work Sessions

Week of July 26  
Receipt of Certified Tax Roll

### **August/September**

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August 10, 24, 31 and September 14  
Public Hearings  
Budget & Tax Rate Adopted

# Budget Preparation Procedures and Policies

The Budget Preparation Manual was distributed on April 5, 2010 to all members of the management team. The Budget Preparation Manual includes the Budget Preparation/FY 11 message from the City Administrator, the standard forms to be used, along with item by item instructions. The City also had training for each department head on the new web-based budgeting software, mBudget. The web-based budgeting software added new dimensions of input, notes, justifications and feedback from both department heads and the City Administrator.

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. None were found for FY11 except the commitment to update the plan in the future. The Capital Improvement Plans for water, wastewater and transportation were also reviewed to examine the triggers and future projects that would need to be addressed in a budget year. Project triggers were not met therefore no new projects are anticipated into the FY11 budget. The Council has begun work on strategic plans concerning Economic Development which were touched on during the budgeting process but were not built into the FY10 budget until a plan is in place with specific objectives to be met.

**Basis of Budgeting: What is Budgetary Basis?** Budgetary Basis refers to the basis of accounting used to estimate financing sources and uses in the budget. Accrual Basis indicates revenues are recorded when 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 for and budgeted for using the modified accrual basis and the Enterprise Funds are accounted for and budgeted for using the accrual basis of the accounting in accordance with generally accepted accounting principals.

Each department director submitted to the City Administrator a budget of estimated expenditures for the coming fiscal year. These expenditure projections were reviewed extensively for accuracy, justification, and cost-effectiveness. The City Administrator also reviewed the key indicators of performance, benchmarks and objectives on all budgets submitted.

The City Administrator, upon completing all necessary reviews of the budget, submitted the preliminary document to the City Council during the Budget Work Sessions on July 15 and July 22, 2010. Key points of FY 10-11 programs of services were presented by the City Administrator and staff. An overview of funds and major revenue sources were discussed, as well as the results of the annual Water Rate study.

# Budget Preparation Procedures and Policies

A public hearing concerning the budget and proposed tax rate was conducted before adoption. Prior to the public hearing, a draft copy of the budget is placed for public review with the City Secretary. Information about the budget ordinance is published in the newspaper of record. The budget was adopted September 14, 2010.

During the fiscal year, the Finance Director is responsible for overall budgetary control while the management team retains 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 Administrator 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.

# **City of Melissa**

## **Summary of Financial Policies**

### **2010-2011 Budget**

#### **Financial Planning Policies**

1. **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.

2. **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.

3. **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**

1. **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.

2. **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 be the determinate of if the fees are amended, but the responsibility for the identification of these fees will be with the organization.

3. **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.

4. **Revenue Collections** – The City will maintain an aggressive policy of collecting all moneys due to the City.



## **Expenditure Policies**

1. **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 communities needs dictate; however, this policy will be used as a measuring device before any debt is issued.
2. **Reserve or Stabilization Accounts** – Unreserved, undesignated fund balance equal to three months annually budgeted expenditures of General Fund and Enterprise Fund maintained for the purpose of providing for emergency and other unplanned expenditures and revenue shortfalls.
3. **Operating/Capital Expenditure Accountability** - The City of Melissa will review expenditures monthly and align 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**

1. **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.
2. **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**

1. **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**

**1. 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 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.

# 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, debt service funds, capital projects funds, an enterprise fund and a special financing fund (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 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 user fees, property, sales, and franchise taxes fund these activities.

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. That is, their revenues are recognized when they are earned and their expenses are recognized when they are 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.

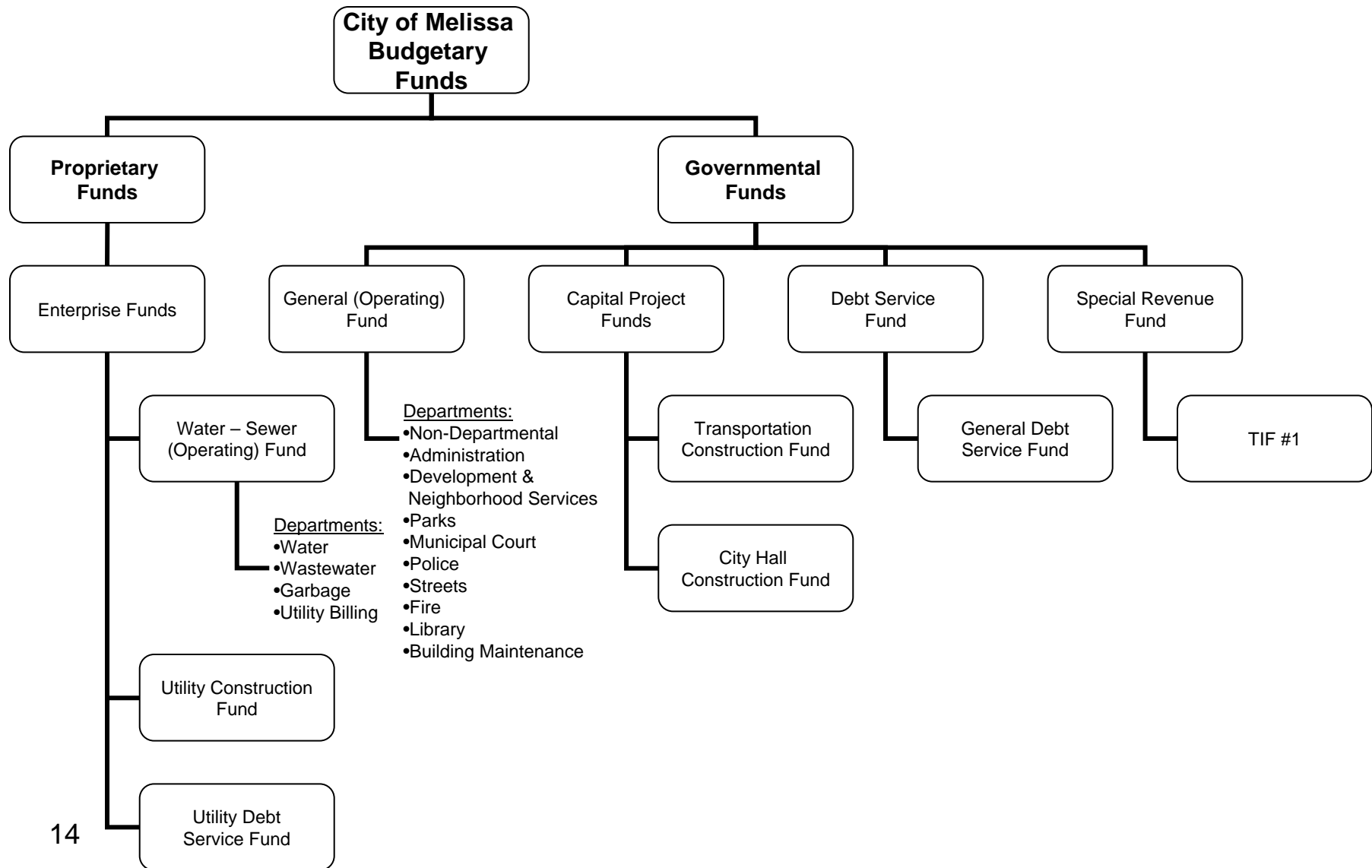
**Debt Service Funds:** Debt Service Funds account for the payment of long-term principal and interest, as well as the accumulation of money for the repayment of debt payable in installments. For the General Debt Service Fund, the revenue sources are general taxes, 4A and 4B contributions, and transfers in from the Tax Increment Financing District #1 Fund. For the Utility Debt Service Fund, user fees related to utility services and 4A and 4B contributions are the revenue sources for debt associated with water, wastewater, and drainage improvements. Accounting records and budgeting for the Debt Service Funds are 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 City Hall Construction Fund. The City has undertaken a major prioritization process for its Capital Improvements Program (CIP) projects. 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 taxes within the TIF zone. Accounting records and budgeting for the Special Financing Fund are maintained on the modified accrual basis.

# City of Melissa Fund Structure

## 2011



# General Fund

## 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 FY 11 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. Data provided from the Collin County Central Appraisal District is used to budget for Property tax revenue along with a 99% collection rate. Staff analyzes averaging and trends in projecting revenue for the Municipal Court fines and Sales Tax revenue. The City uses previous year's performance and trends in determining the projection of the Franchise Fee and Tax revenue. A spreadsheet is produced with an anticipated number of houses to be permitted in specific subdivisions of the City and calculated based on average home value in those subdivisions to project revenue for Permits.

General Fund revenue estimates are lower than the previous year by approximately \$134,125 due to the reduced projection in permitting revenue from FY10 and interest earnings. While there was a decrease to the overall general revenues, there was not a reduction of services contemplated in this fiscal year. 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.

## Property Values

According to Collin County Central Appraisal District, the certified assessed value in the City of Melissa is approximately \$341 million, no increase or decrease from the preceding year. In FY10, the City heeded the appraisal district's warning that FY 11 may be worse than FY 10, and Melissa responded by approving a reduced budget from the previous fiscal year in an effort to protect the service levels to the community and employee positions with the City. From a historical perspective, assessed property values have rose \$225 million since 2002, as illustrated in the following chart:

Fiscal Year	Taxable Value (in Millions)	% Change
2003	116	
2004	130	12.07%
2005	151	16.15%
2006	197	30.46%
2007	236	19.80%
2008	308	30.51%
2009	340	10.39%
2010	341	0.50%
2011	341	0.00%

## 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 remaining at the rate of \$.61 for 2010. The average single family home value is estimated at \$191,809, a decrease from \$196,967 in the previous year. With the existing property tax rate of \$.61, the average single family residence in Melissa would have a City property tax in the amount of \$1,170.03. Listed below is a historical table depicting the recent history of the City of Melissa property tax rate and associated values.

Tax Year	Tax Rate	Valuation (\$)
1997	0.32	45,000,000
1998	0.32	49,000,000
1999	0.32	60,000,000
2000	0.42	78,000,000
2001	0.42	97,000,000
2002	0.43	116,000,000
2003	0.437	130,000,000
2004	0.49	151,000,000
2005	0.52	197,000,000
2006	0.52	236,000,000
2007	0.52	308,000,000
2008	0.61	340,000,000
2009	0.61	341,000,000
2010	0.61	341,000,000

As you can see in the chart below, Melissa's tax rate is very competitive in comparison to other cities within the area.

### Fiscal Year 2010 Tax Rates

City	O & M	I&S	Total Rate
Wylie	0.60	0.298	0.899
Princeton	0.471	0.257	0.728
Celina	0.585	0.060	0.645
Anna	0.554	0.096	0.65
Richardson	0.363	0.272	0.635
<b>Melissa</b>	<b>0.431</b>	<b>0.179</b>	<b>0.61</b>
Farmersville	0.453	0.157	0.61
McKinney	0.407	0.179	0.586
Allen	0.409	0.145	0.554
Prosper	0.335	0.185	0.52
Plano	0.314	0.175	0.489

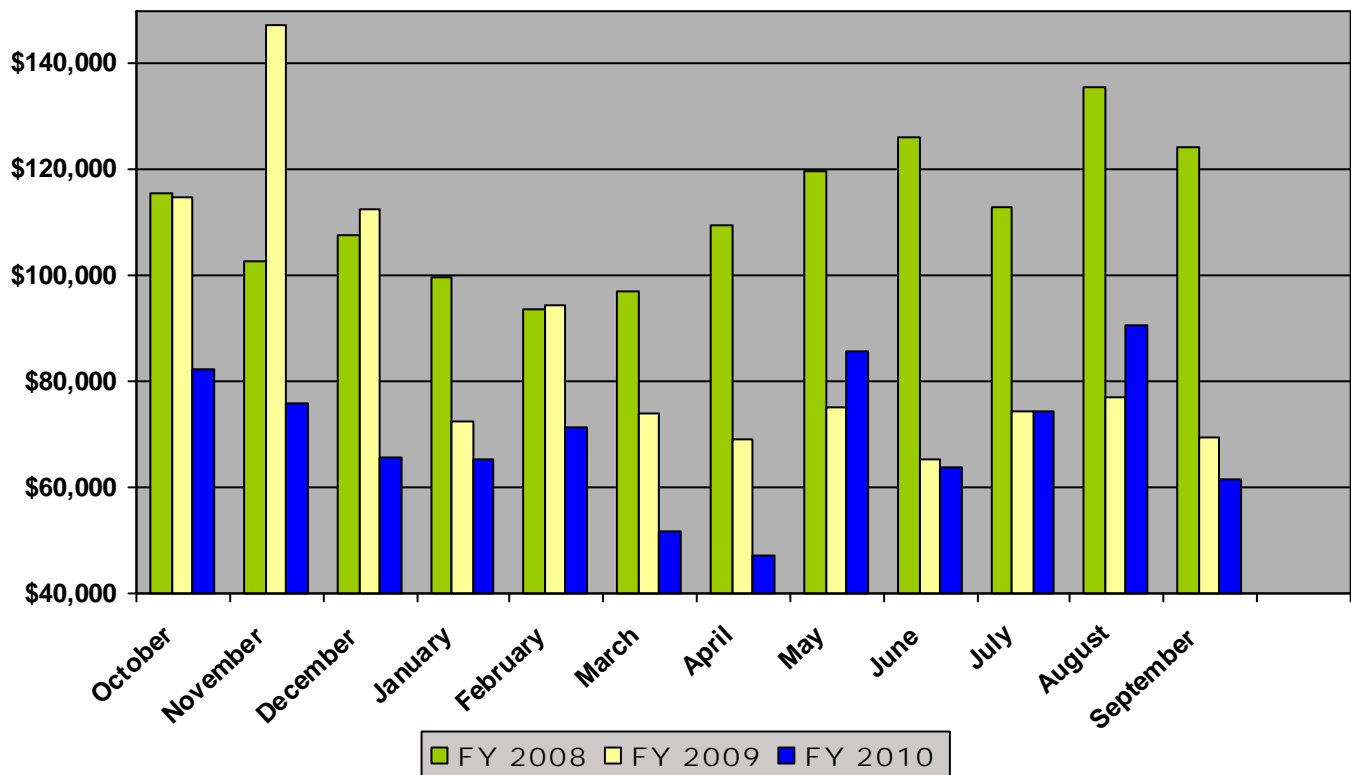


## Sales Tax

Sales Tax is the second largest source of revenue to the City's General Fund, making up \$420,000 or 14% of total revenues. The City's portion of sales tax is actually split between the 4A and 4B corporations, making the total sales tax collected by the City approximately \$840,000. Sales Tax dipped in 2007, but exceeded the budgeted amount in 2008 and subsequently fell again in 2009 and 2010. One major sales tax payer filed for bankruptcy in 2009, and the general down economy has hurt the retail sales of the business material suppliers within the City. Melissa is going through the financial issues similarly experienced by almost every other government entity in the area, state, and even nation.

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. 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.

### GENERAL FUND *Sales Tax Receipts* Comparison to Previous Year



## **Fines**

The Melissa Municipal Court is responsible for collection of assessed fines and fees for the judicial processing of Class C misdemeanors that originate from traffic citations, citizen complaints, code violations, and misdemeanors arrests occurring within the jurisdiction of the City of Melissa. The projection of revenue is based on past performance of fines and fees collected and is not linked in any way to financial goals of the Courts or the Police Department. FY09 experienced a peak in collection of assessed fines, \$427,290, with a decline in FY10 of \$376,881 and a projection of \$400,000 for FY11.

## **Franchise Fees and Taxes**

The City of Melissa collects franchise fees and taxes from telecommunication vendors, electrical vendors, cable vendors, commercial trash vendor and various other vendors that utilize the City's streets and right of ways. Previous years' revenues collected along with estimates of new vendors are used in determining a projection of revenue in a budget year. FY11 projects \$220,000, which is \$20,000 higher than the FY10 and \$73,613 higher than FY09 due primarily to a new franchise agreement with GCEC, an electric provider.

## **Permit Fees**

Permit fee revenue is directly tied to the building activity within the City. A spreadsheet is updated with an anticipated number of houses to be permitted in specific subdivisions of the City and calculated based on average home value in those subdivisions to project revenue for Permits. Due to the slowdown in homes being built, FY11 projects \$108,800 for permit revenue even though FY10 revenue was \$220,000. The City estimates to permit 79 homes in FY11.

## **General Fund Expenditures**

The General Fund budget, \$3,201,113 for FY 11, is approximately \$49,817 less than the FY 10 budget .

The General Fund budget prioritizes its spending as follows:

Function	General Fund Budget Total	Percentage of Total
Police	\$666,605	21%
Non Departmental	\$578,878	18%
Administration	\$501,738	16%
Fire	\$381,190	12%
Municipal Court	\$287,604	9%
Dev & Neighborhood Services	\$245,537	8%
Parks	\$217,673	7%
Streets	\$173,395	5%
Library	\$110,381	3%
Building Maintenance	\$ 38,112	1%

### **Personnel Services Overview**

The total Personnel Services account for 48% of the General Fund budget. Since FY08, the City's personnel schedule has remained very stable, with only a few slight 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.

General Fund	FY 08	FY 09	FY 10	FY 11
Administration	4.0	4.0	4.0	4.0
Building Maintenance	1.0	.5	0	0
Dev & Neighborhood Services	3.0	3.0	3.0	3.0
Fire	0.5	1.5	1.5	2.0
Library	2.5	2.5	2.0	2.0
Municipal Court	2.5	2.5	2.5	2.5
Parks	1.0	1.0	1.0	1.0
Police	13.5	13.0	13.5	13.5
Streets	1.0	1.0	1.0	1.0
<b>General Fund Total</b>	<b>29</b>	<b>29</b>	<b>28.5</b>	<b>29</b>

### **Operations Overview**

The Operational line items cover all associated costs for providing services and conducting the normal course of business. The line items total 48% of the General Fund budget, an equivalent level with the previous year. No expansion of services or programs was approved in the budget, and an emphasis of efficiencies will be the focus for departments in the FY11 budget.

The City has anticipates operational costs in this year's budget due to the new City Hall to cover the cost of utilities, mowing, cleaning, and various service agreements and have been accounted for in the FY11 proposed budget.

### **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 FY11, 4% of the General Fund budget is allocated to routine capital purchases. All capital allocations with the General Fund are for routine purchases consisting of existing annual payments for equipment such as patrol cars and fire apparatus, and public works equipment including backhoe and skid loader. Exclusive of the continual cost for previous purchases, the FY11 budget will authorize no new capital purchases.

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 FY11 budget does not anticipate

any new capital projects being initiated due to the triggers in the individual plans not being met, and thus no budgetary impacts are contemplated at this point.

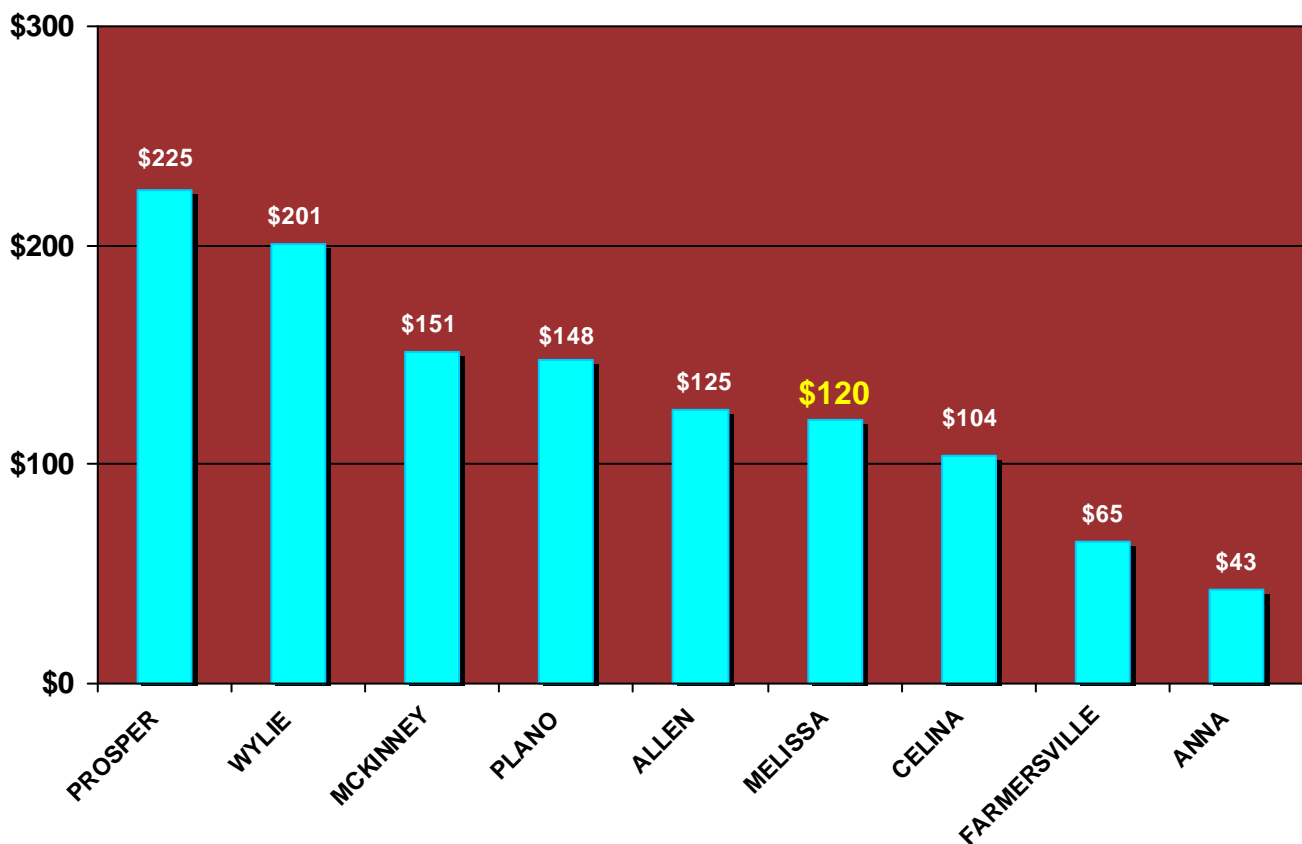
### Debt Management

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 to fund a variety of city projects. The dollars associated with covering the City's debt payment constitutes \$1,278,020 in the General Debt Services Fund budget. Funding sources include general taxes, 4A and 4B contributions, and transfers from the TIF Fund.

It is again important to note how Melissa stands in comparison with area cities on the debt rate with and without the City Hall being calculated into the rate. The chart below illustrates how the City of Melissa compares to area cities in the debt per capita calculation.

**2010 Annual Debt Per Capita Cost**



### Reserve Funds

The City has reached the original goal of securing 90 days of Undesignated Fund Balance and will begin FY11 with approximately 128 days of operating undesignated fund balance. In FY 11, it is recommended that the continued contribution to the

reserve fund be suspended and approximately \$115,000 or 11.5 days be transferred to the General Fund to minimize the impacts of the overall revenue loss to the City. Staff strongly recommends that this be seen as a one time policy and the City immediately focus on continued contributions to the undesignated reserves as soon as possible.

### **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 may 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 General Fund any and all funds contributed at such point in time as the TIF fund is self sustaining. The first contribution made in FY09 exceeded the amount in the proforma and the FY10 budget provides for a transfer of \$125,000 to the TIF for said purpose. For FY 11, the City will designate an additional \$25,000 for a total of \$150,000 to the TIF fund as a result of the assumed tax base not materializing in the preliminary estimates provided by Collin County. Any additional funds contributed to the TIF fund helps the City minimize the risk the City Hall project has on the future tax rate, and thus this philosophy is highly recommended to continue when appropriate and possible.

# **Water Fund**

## **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 FY 11, water sales are estimated to be approximately \$1,854,477 and wastewater revenues are estimated at \$613,921. The North Texas Municipal Water District (NTMWD) delivers water to the City and treats its wastewater as well. Current wholesale rates and/or anticipated flows for water and sewer will be increased by NTMWD, and these increases will be 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 mild growth in meters in FY11 and assumes no increase in per meter usage. Revenues have been significantly impacted by the amount of rainfall in the heaviest water sale months, as highlighted in the table below. In strong growth years during the past decade, the City was able to build significant reserves that were utilized to smooth the water and sewer rate increases; however, the utilization of these funds in this effort has resulted in the reduction in reserves for this fund. In FY11, the City must refocus on the building of the reserves and another increase in both water and sewer rates are needed.

Deviation from Average for High Water Usage Months							
	May	June	July	August	Sept	Oct	
2005	-1.7	-2.94	-0.66	-1.15	-2.39	-4.18	Melissa was in a drought the entire summer of 2005. Water restrictions were in force
PTD	-1.7	-4.64	-5.3	-6.45	-8.84	13.02	
2006	-4.32	-3.06	-1.59	0.08	-1.24	0.96	The drought that began in 2005 carried through the summer of 2006. Mandatory water use restrictions in place kept water sales low.
PTD	-4.32	-7.38	-8.97	-8.89	-10.13	-9.17	
2007	3.3	8.76	1.41	0.01	0.36	0.67	Drought broke in December of 2006 and Melissa had above normal precipitation through October of 2007 resulting in low water sales.
PTD	3.3	12.06	13.47	13.48	13.84	14.51	
2008	-1.79	-1.75	-2.23	1.7	0.65	-3.24	Moderately dry summer preceded by above normal rainfall likely resulted in normal to lower than normal water sales for 2008.
PTD	-1.79	-3.54	-5.77	-4.07	-3.42	-6.66	
2009	2.76	-1.17	1.55	0.78	5.22	4.01	Above average rainfall throughout the summer of 2009 resulted in lower water sales than normal.
PTD	2.76	1.59	3.14	3.92	9.14	13.15	
2010	-4.22	-2.91					Trend in 2010 thus far is for dry weather and normal water sales.
PTD	-4.22	-7.13					
	PTD - Period to Date						
		Below normal monthly or cumulative rainfall					
		Above normal monthly or cumulative rainfall					

## Expenditures

The FY 11 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.

Illustration of Increases in NTMWD Water Rate Charges to the City					
	Average Cost /1,000 Gallons				
Fiscal Year	Wholesale Rates	McKinney Rate	Total Wholesale Rates	Dollar Change	Percentage Change
1993-2002	\$ 0.77	\$ -	\$ 0.77	N/A	N/A
2003	\$ 0.92	\$ -	\$ 0.92	\$ 0.15	19.6%
2004	\$ 0.97	\$ -	\$ 0.97	\$ 0.05	5.40%
2005	\$ 1.02	\$ -	\$ 1.02	\$ 0.05	5.20%
2006	\$ 1.02	\$ -	\$ 1.02	\$ -	0.00%
2007	\$ 1.07	\$ -	\$ 1.07	\$ 0.05	4.90%
2008	\$ 1.13	\$ 0.55	\$ 1.68	\$ 0.61	56.50%
2009	\$ 1.23	\$ 0.55	\$ 1.78	\$ 0.10	5.90%
2010	\$ 1.30	\$ 0.56	\$ 1.86	\$ 0.08	4.50%
2011	\$ 1.42	\$ 0.56	\$ 1.98	\$ 0.12	6.50%
Change 2002-2011				\$ 1.21	108.50%

Illustration of Increases in NTMWD Wastewater Treatment Costs				
	Average Cost /1,000 Gallons			
Fiscal Year	Total Rates	Dollar Change	Percentage Change	Annual Flows (thousands)
2005	\$1.79	N/A	N/A	34,251
2006	\$2.10	\$0.31	17.20%	54,193
2007	\$1.73	(\$0.37)	-17.60%	113,647
2008	\$2.09	\$0.37	21.00%	97,871
2009	\$2.57	\$0.47	22.40%	154,869
2010	\$2.31	(\$0.25)	-9.70%	258,000
2011	\$2.43	\$0.12	4.90%	258,000



The Water Fund Budget is distributed as follows:

Function	Enterprise Fund Budget Total	Percentage of Total
Water	\$1,129,109	38%
Debt	\$948,207	32%
Wastewater	\$548,553	18%
Utility Billing	\$181,850	6%
Garbage	\$178,265	6%

### **Personnel Services Overview**

Personnel Services account for 11% of the Enterprise Fund budget. The FY 11 budget has no new positions proposed.

Enterprise Fund	FY 09	FY 10	FY 11
Water	3.0	3.0	3.0
Wastewater	1.0	1.0	1.0
Utility Billing	3.0	3.0	3.0
<b>Enterprise Fund Total</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>

### **Operations Overview**

The Operational line items cover all associated costs for providing services and conducting the normal course of business. The line items total 56% of the Water Fund budget, a slight increase over the previous year. No expansion of services or programs is proposed in the budget, and an emphasis of efficiencies will be the focus for departments in the FY 11 budget.

### **Capital Improvements**

Capital line items cover large, one time purchases or the cost for the payment for large pieces of equipment or vehicles over time. In FY 11, 1% of the Enterprise Fund budget is allocated to routine capital purchases. No additional capital purchases are allocated in the FY11 budget.

This year represents the third year of the City's Capital Improvement Program. The ten year planning program will look over time and anticipated, plan, and construct the necessary improvements for the water and wastewater system. Due to the lack of growth in water meters in Melissa, no new capital projects are contemplated for FY11.

# FINANCIAL SUMMARY



# CITY OF MELISSA

## TOTAL FUNDS BUDGET OVERVIEW

ACTUAL FY09*	REVISED FY10	ESTIMATED FY10	ADOPTED FY11
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### REVENUES by Fund

General Fund	3,356,815	3,344,979	3,335,237	3,201,113
Water Fund	2,521,019	2,842,042	2,778,400	2,809,663
TIF #1	1,005,485	298,360	285,687	277,570
General Debt Svc Fund	878,593	1,484,158	1,522,440	1,278,020
Utility Debt Svc Fund	795,016	863,183	862,158	948,707
Transportation Construction Fund	1,450,000	3,625,581	555,000	13,163
Utility Construction Fund	22,602	2,500,000	438,493	176,670
City Hall Construction Fund				-
<b>Total Revenues</b>	<b>10,029,530</b>	<b>14,958,303</b>	<b>9,777,415</b>	<b>8,704,906</b>

Bond Proceeds	9,840,000	9,840,000	9,840,000	-
Grant Proceeds	-	1,006,000	1,006,000	-
Other				963,581
<b>TOTAL</b>	<b>19,869,530</b>	<b>25,804,303</b>	<b>20,623,415</b>	<b>9,668,487</b>

### APPROPRIATIONS by Fund

General Fund	3,847,199	3,250,930	3,256,607	3,201,113
Water Fund	2,474,613	2,878,070	2,874,200	2,796,723
TIF #1	63,230	674,647	655,047	439,714
General Debt Svc Fund	870,073	1,484,158	1,488,781	1,278,020
Utility Debt Svc Fund	789,534	863,183	795,465	948,707
Transportation Construction Fund	2,008,677	6,576,003	3,689,135	2,859,629
Utility Construction Fund	2,052,367	2,444,905	399,316	294,951
City Hall Construction Fund	3,756,198	7,226,334	5,566,539	-
<b>Total Appropriations</b>	<b>15,861,891</b>	<b>25,398,230</b>	<b>18,725,090</b>	<b>11,818,857</b>

### Estimated Fund Balances at 9/30/11\*\*

General Fund	\$ 1,223,718
Water Fund	\$ 443,749
TIF #1	\$ 396,777
General Debt Svc Fund	\$ 37,439
Utility Debt Svc Fund	\$ -
Transportation Construction Fund	\$ 204,031
Road Escrow Funds	\$ 1,911,537
Road Impact Funds	\$ 42,309
Utility Construction Fund	\$ 2,555
Capital Improvement Funds	\$ 605,785
Water/Wastewater Impact Fee Funds	\$ 75,045
City Hall Construction Fund	\$ -

\*FY 08-09 created and separated budgets for Non-departmental expenses, Capital Improvements and Debt Service  
Therefore additional years of actual expenses will be added beginning with 08-09 for purposes of comparison of more than 1 year.

\*\*Detailed Fund Balances with changes on page 30

# CITY OF MELISSA

## GENERAL FUND SUMMARY - By Dept.

	ACTUAL FY09	ADOPTED FY10	ESTIMATED FY10	PROPOSED FY11
<b>REVENUES</b>				
Current Property Taxes	1,416,340	1,381,884	1,368,062	1,396,184
Delinquent Property Taxes	39,850	40,000	39,941	40,000
Penalties & Interest	22,123	20,000	19,093	20,000
Fines	427,290	375,000	376,881	400,000
Sales Tax	506,854	415,136	406,061	420,000
Franchise Fees/Taxes	146,387	193,000	192,874	220,000
Licenses & Permits	206,102	213,000	220,011	108,800
Fire Department Insurance Reimbursement	7,670	1,500	1,500	5,000
Platting & Development		25,150	25,167	18,150
Lease Revenue	43,913	50,700	47,913	68,700
Transfer In	193,961	198,629	203,329	211,395
Interest	225,854	220,000	221,621	65,000
Park Maintenance/Support	43,033	43,945	43,945	44,921
Fire Dept/Collin County	32,756	43,768	43,768	35,000
Misc Income	7,176	6,756	6,482	
Collin County/ Library	15,907	17,675	17,675	16,000
Library Donations		-		
Lone Star Grant/Library	4,173	5,534	5,534	5,500
Gates HUG Grant - Library		-	-	-
Lease Purchase Proceeds		-	-	-
Grant Proceeds		67,000	67,000	-
Bond Proceeds		-	-	-
Other Revenue	17,426	26,302	28,381	-
Fund Balance Contribution				126,463
<b>Total Revenues</b>	<b>3,356,815</b>	<b>3,344,979</b>	<b>3,335,238</b>	<b>3,201,113</b>
<b>APPROPRIATIONS</b>				
Administration	533,536	526,930	535,465	501,738
Non-Departmental	1,256,786	494,639	485,134	578,878
Development & Neighborhood Services	349,804	353,917	355,707	245,537
Parks	167,603	163,953	190,459	217,673
Municipal Court	325,923	283,462	289,785	287,604
Police	655,045	705,757	699,829	666,605
Streets	125,836	149,747	144,252	173,395
Fire	292,289	429,522	427,882	381,190
Library	112,778	124,003	115,377	110,381
Building Maintenance	27,599	19,000	12,737	38,112
<b>Total</b>	<b>3,847,199</b>	<b>3,250,930</b>	<b>3,256,627</b>	<b>3,201,113</b>

# CITY OF MELISSA

## GENERAL FUND SUMMARY- By Category

	ACTUAL FY09	ADOPTED FY10	ESTIMATED FY10	PROPOSED FY11
<b>REVENUES</b>				
Current Property Taxes	1,416,340	1,381,884	1,368,062	1,396,184
Delinquent Property Taxes	39,850	40,000	39,941	40,000
Penalties & Interest	22,123	20,000	19,093	20,000
Fines	427,290	375,000	376,881	400,000
Sales Tax	506,854	415,136	406,061	420,000
Franchise Fees/Taxes	146,387	193,000	192,874	220,000
Licenses & Permits	206,102	213,000	220,011	108,800
Fire Department Insurance Reimbursement	7,670	1,500	1,500	5,000
Platting & Development		25,150	25,167	18,150
Lease Revenue	43,913	50,700	47,913	68,700
Transfer In	193,961	198,629	203,329	211,395
Interest	225,854	220,000	221,621	65,000
Park Maintenance/Support	43,033	43,945	43,945	44,921
Fire Dept/Collin County	32,756	43,768	43,768	35,000
Misc Income	7,176	6,756	6,482	
Collin County/ Library	15,907	17,675	17,675	16,000
Library Donations		-		
Lone Star Grant/Library	4,173	5,534	5,534	5,500
Gates HUG Grant - Library		-	-	-
Lease Purchase Proceeds		-	-	-
Grant Proceeds		67,000	67,000	-
Bond Proceeds		-	-	-
Other Revenue	17,426	26,302	28,381	-
Fund Balance Contribution				126,463
<b>Total Revenues</b>	<b>3,356,815</b>	<b>3,344,979</b>	<b>3,335,238</b>	<b>3,201,113</b>
<b>APPROPRIATIONS</b>				
Personnel Services	1,450,213	1,451,694	1,443,144	1,526,650
Operations	2,300,378	1,603,108	1,617,340	1,546,248
Capital	96,607	196,128	196,124	128,215
Debt Service	-			-
<b>Total</b>	<b>3,847,198</b>	<b>3,250,930</b>	<b>3,256,608</b>	<b>3,201,113</b>

# CITY OF MELISSA

## WATER FUND SUMMARY-By Division

	ACTUAL FY09	ADOPTED FY10	ESTIMATED FY10	PROPOSED FY11
<b>REVENUES</b>				
Water Sales	1,187,779	1,206,182	1,187,779	1,854,477
Meter Installation Fee	3,400	3,400	3,400	-
Penalties & Reconnects	56,681	58,000	57,867	45,000
Water Tap Fees	96,000	90,000	96,000	108,000
Meter Sales	320	-	320	-
Sewer Sales	399,080	407,517	399,079	613,921
Sewer Tap Fees	93,675	88,000	93,675	-
Garbage Sales	153,030	139,305	153,033	130,979
Garbage Administration	39,273	44,535	39,270	47,286
Bond Proceeds	-			
Interest	50,209	50,000	50,209	10,000
Franchise fees	6,331	6,330	6,330	-
Misc Income	3,035	432,207	433,004	-
Transfer In	432,207			
<b>Total Revenues</b>	<b>2,521,020</b>	<b>2,525,476</b>	<b>2,519,966</b>	<b>2,809,663</b>
<b>APPROPRIATIONS</b>				
Water	1,539,720	1,586,912	1,632,630	1,723,681
Wastewater	608,882	435,776	555,107	710,849
Garbage	154,660	183,840	154,660	178,265
Utility Billing	171,351	175,720	171,351	183,928
<b>Total</b>	<b>2,474,613</b>	<b>2,382,248</b>	<b>2,513,748</b>	<b>2,796,723</b>

# CITY OF MELISSA FUND BALANCE OVERVIEW

ACTUAL FY09	ADOPTED FY10	ESTIMATED FY10	PROPOSED FY11
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## **General Fund**

Beginning Fund Balance	1,096,671	1,260,156	1,260,156	1,338,786
Appropriations to Operating Budget	-	-	-	115,068
Undesignated Funds	163,485	50,000	78,630	-
ENDING FUND BALANCE	<b>1,260,156</b>	<b>1,310,156</b>	<b>1,338,786</b>	<b>1,223,718</b>

# of Days of Operating Funds	121	125	128	114
------------------------------	-----	-----	-----	-----

## **Water Fund**

Beginning Fund Balance	520,362	526,608	526,608	430,808
Appropriations to Operating Budget	-	36,028	95,800	-
Undesignated Funds	6,246	-	-	12,941
ENDING FUND BALANCE	<b>526,608</b>	<b>490,580</b>	<b>430,808</b>	<b>443,749</b>

# of Days of Operating Funds	79	62	55	54
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## **TIF Fund**

Beginning Fund Balance	23,974	948,136	948,136	558,920
Appropriations	-	376,287	389,216	162,144
Additions to Fund	924,162	-	-	-
ENDING FUND BALANCE	<b>948,136</b>	<b>571,849</b>	<b>558,920</b>	<b>396,776</b>

## **Transportation Construction Fund**

Beginning Fund Balance				2,100,079
Appropriations				1,896,048
Undesignated Funds				-
ENDING FUND BALANCE	-	-	-	<b>204,031</b>

## **Road Impact Fee Funds**

Beginning Fund Balance	-	-	-	39,682
Appropriations	-	-	-	-
Additions to Fund	-	-	39,682	2,626
ENDING FUND BALANCE	-	-	<b>39,682</b>	<b>42,308</b>

## **Road Escrow Funds**

Beginning Fund Balance	1,395,387	1,890,464	1,890,464	1,901,000
Appropriations	-	-	-	-
Additions to Fund	495,077	10,537	2,037	10,537
ENDING FUND BALANCE	<b>1,890,464</b>	<b>1,901,001</b>	<b>1,892,501</b>	<b>1,911,537</b>

## **Utility Construction Fund**

Beginning Fund Balance	-	-	-	263,906
Appropriations	-	-	-	261,351
Additions to Fund	-	-	-	-
ENDING FUND BALANCE	-	-	-	<b>2,555</b>

## **Capital Improvement Funds**

Beginning Fund Balance	-	-	-	531,385
Appropriations	-	-	-	-
Additions to Fund	-	-	-	74,400
ENDING FUND BALANCE	-	-	-	<b>605,785</b>

## **Water/Wastewater Impact Fee Funds**

Beginning Fund Balance	-	-	-	6,375
Appropriations	-	-	-	-
Additions to Fund	-	-	6,375	68,670
ENDING FUND BALANCE	-	-	<b>6,375</b>	<b>75,045</b>

**2010 TOTAL TAX RATE FOR MELISSA  
COMPARED TO TOTAL TAX RATES FOR OTHER AREA CITIES  
(PER \$100)**

Town of Prosper.....	\$ 0.520000
City of Allen.....	\$ 0.554000
City of Murphy.....	\$ 0.565000
City of McKinney.....	\$ 0.585500
<b>City of Melissa.....</b>	<b>\$ 0.610000</b>
City of Farmersville..	\$ 0.610073
City of Celina.....	\$ 0.645000
City of Anna.....	\$ 0.650332
City of Princeton.....	\$ 0.728394
City of Wylie.....	\$ 0.898900

Entity	2009 Tax Rate	2010 Tax Rate	2009 M & O (Operations)	I & S (Debt)
City of Anna	0.622733	0.650332	0.554225	0.096107
City of Celina	0.645000	0.645000	0.584853	0.060147
City of Allen	0.556000	0.554000	0.409082	0.144918
City of Farmersville	0.586109	0.610073	0.452979	0.157094
<b>City of Melissa</b>	<b>0.610000</b>	<b>0.610000</b>	<b>0.431322</b>	<b>0.178678</b>
City of McKinney	0.585500	0.585500	0.406500	0.179000
City of Murphy	0.538405	0.565000	0.317442	0.247558
Town of Prosper	0.520000	0.520000	0.334742	0.185258
City of Princeton	0.728394	0.728394	0.470884	0.257510
City of Wylie	0.898900	0.898900	0.600850	0.298050

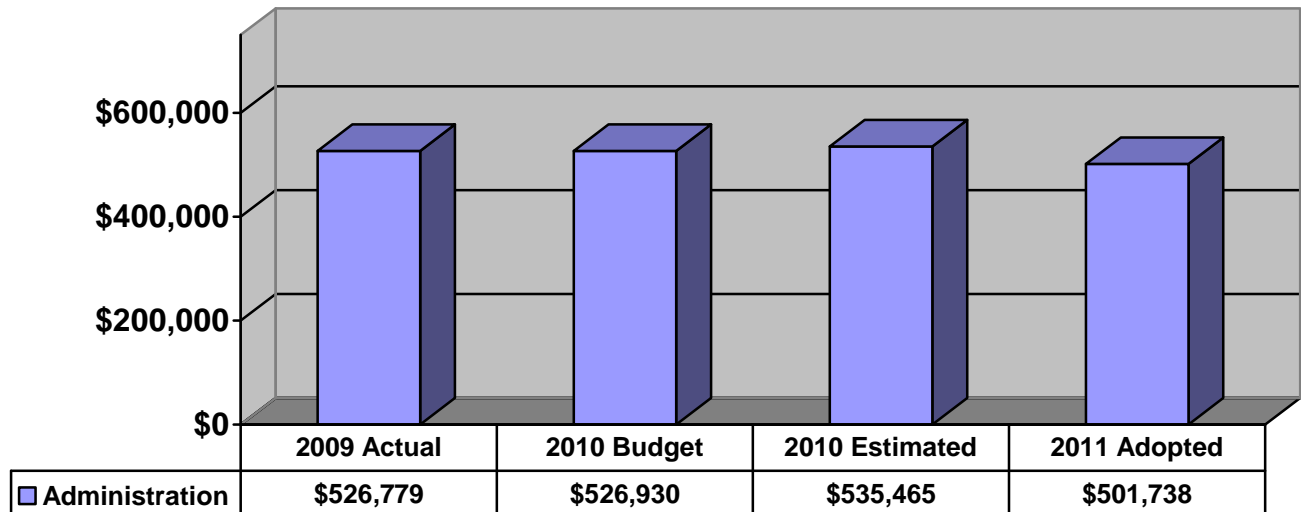


# OPERATING BUDGET



# ADMINISTRATION SUMMARY 2010-2011

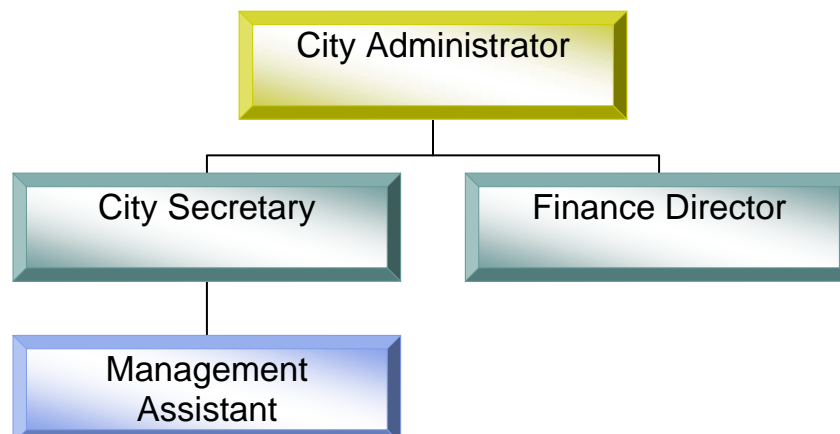
## Administration Budget Summary



### SERVICE OVERVIEW:

The Administration Department Staff coordinates the operational aspects of the City and facilitates the efforts of the City Administrator, 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, utility billing, 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 Administrator, City Department heads, bond holders, MIEDC, MCEDC and other Boards and Commissions.

### DEPARTMENTAL STRUCTURE:



**FUND**  
General

**DEPARTMENT**  
Administration

**NUMBER**  
01








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**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.

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**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.
- 

**KEY INDICATORS OF PERFORMANCE:**

	<b>FY 09 Actual</b>	<b>FY10 Estimate</b>	<b>FY11 Projection</b>
Successful completion of budget, strategic planning, and comprehensive plan implementation.	yes	yes	yes
% of General Fund Budgeted Revenues realized	101%	104%	100%
Fund Balance objectives (General Fund) achieved	Yes	Yes	Yes
GFOA Distinguished Budget Award	Yes	Yes	Yes

**FUND**  
General

**DEPARTMENT**  
Administration

**NUMBER**  
01

ITEM	2008-09 Actual	2009-10 Revised Budget	2010-11 Budget
			Adopted

**EXPENDITURES:**

Personnel	\$360,386	\$361,048	\$362,913
Operations	\$166,393	\$165,882	\$138,825
Total	\$526,779	\$526,930	\$501,738

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**PERSONNEL SCHEDULE:**

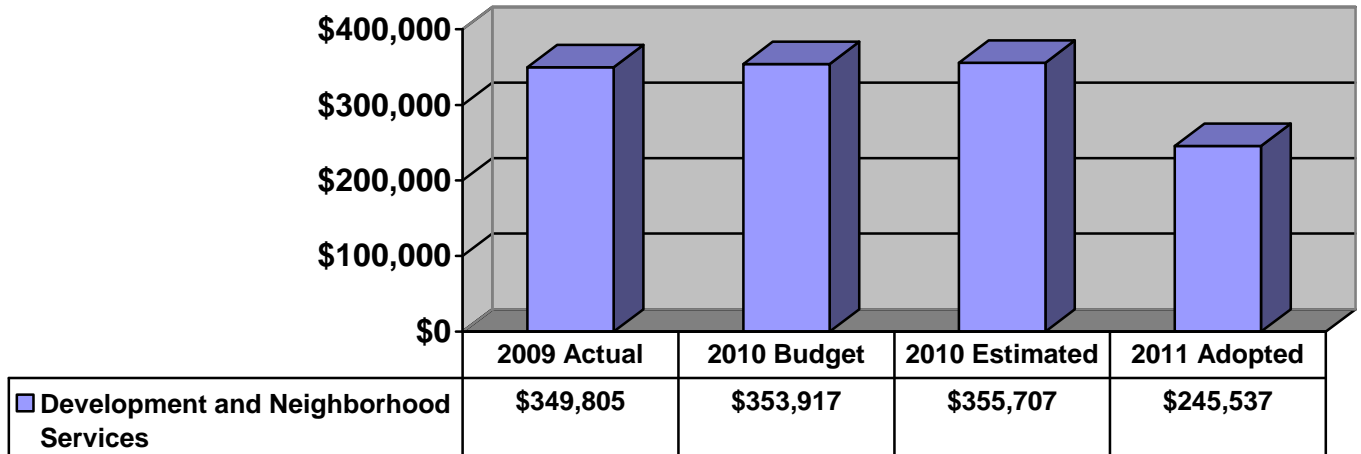
Title	FY 08	FY 09	FY 10
City Administrator	1	1	1
City Secretary	1	1	1
Finance Director	1	1	1
Management Assistant	1	1	1

**FY 09**

Full Time – 4  
Part Time – 0

# DEVELOPMENT AND NEIGHBORHOOD SERVICES SUMMARY 2010-2011

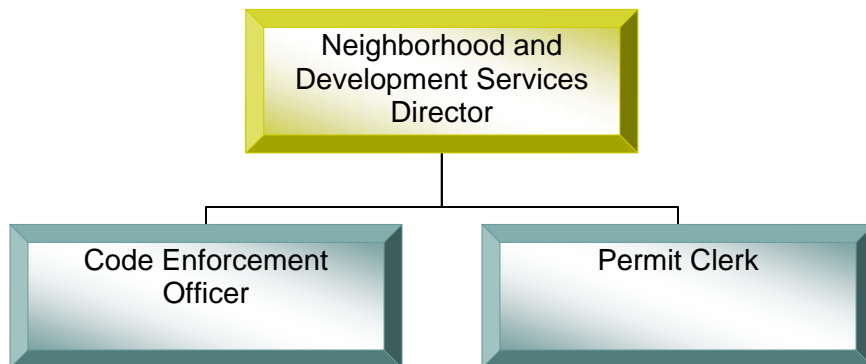
## Development and Neighborhood Services Budget Summary



### SERVICE OVERVIEW:

The Development and Neighborhood Services Staff coordinates the planning, zoning, permitting and code services of the City. The overall Development and Neighborhood Services Budget reflects the line item/categorical increases reflect the maintenance of the services currently offered by the City of Melissa. Development and Neighborhood Services provides project assistance to citizens, builders and developers. Code Enforcement strives to encourage high community standards by assisting and encouraging citizens to comply with city codes and ordinances.

### DEPARTMENTAL STRUCTURE:







<u>FUND</u>	<u>DEPARTMENT</u>	<u>NUMBER</u>
General	Development and Neighborhood Services	02

#### 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 City of Melissa, and to encourage high community standards for all citizens through consistent enforcement of the City of Melissa codes and ordinances.

#### GOALS & OBJECTIVES:

-  To provide quality customer service at every level.
-  To maintain strong relationships with applicable boards and commissions.
-  To respond to citizen's concerns in a timely manner.
-  To communicate clearly and effectively to citizens the standards and requirements for enforcement of codes and ordinances.

#### KEY INDICATORS OF PERFORMANCE:

	<u>FY 09</u> <u>Actual</u>	<u>FY10</u> <u>Estimate</u>	<u>FY11</u> <u>Projection</u>
% of Inspections Performed Within 24 hours of Request	100%	100%	100%
% of Code Complaints Investigated Within 24 hours of Receipt	90%	100%	100%

#### ACTIVITY WORKLOAD:

Number of Permits Issued	74	119	79
Number of Substandard Buildings Identified	4	7	4
Number Junk Vehicle Complaints Investigated	8	9	10
Number Trash/Debris Complaints Investigated	10	10	10
Number of Weed Complaints Investigated	98	828	100
Number of Sign Complaints Investigated	14	9	10

**FUND**  
General

**DEPARTMENT**  
Development and Neighborhood Services

**NUMBER**  
02

ITEM	2008-09 Actual	2009-10 Revised	2010-11 Budget
			Adopted

**EXPENDITURES:**

Personnel	\$152,049	\$148,565	\$153,506
Operations	\$197,756	\$205,352	\$ 92,031
Capital	_____	_____	_____
Total	\$349,805	\$353,917	\$245,537

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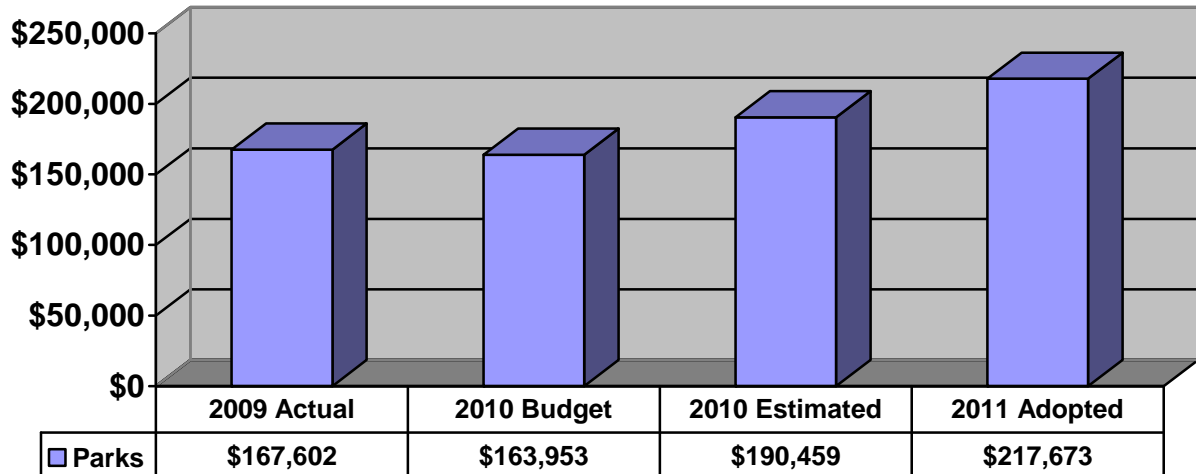
**PERSONNEL SCHEDULE:**

Title	<b>FY 09</b>	<b>FY 10</b>	<b>FY 11</b>
Development and Neighborhood Services Director	1	1	1
Code Enforcement Officer	1	1	1
Permit Clerk	1	1	1

**FY 11**  
Full Time – 3  
Part Time – 0

# PARKS SUMMARY 2010-2011

## Parks Budget Summary



### 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 no change in the personnel schedule and line item/categorical increases reflect the maintenance of the services currently offered by the City of Melissa.

### DEPARTMENTAL STRUCTURE:





**FUND**  
General




**DEPARTMENT**  
Parks

**NUMBER**  
04

**PURPOSE STATEMENT:**

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

**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 Park Board through the Development Services Coordinator.

**KEY INDICATORS OF PERFORMANCE:**

	<b>FY 09 Actual</b>	<b>FY 10 Estimate</b>	<b>FY 11 Projection</b>
% of Park Maintenance Completed On-Schedule	95%	95%	95%
% of Time Spent on Special Projects (not maintenance related)	20%	20%	20%

**ACTIVITY WORKLOAD:**

Acres of Parks/Grounds Maintained	31	31	31
Hours Spent Maintaining Existing Parks/Recreation Facilities	4,000	4,000	4,000

FUND  
General

DEPARTMENT  
Parks

NUMBER  
04

ITEM	2008-09 Actual	2009-10 Revised	2010-11 Budget
			Adopted

EXPENDITURES:

Personnel	\$41,654	\$43,953	\$45,006
Operations	\$125,948	\$120,000	\$172,667
Capital	--	--	--
Total	\$167,602	\$163,953	\$217,673

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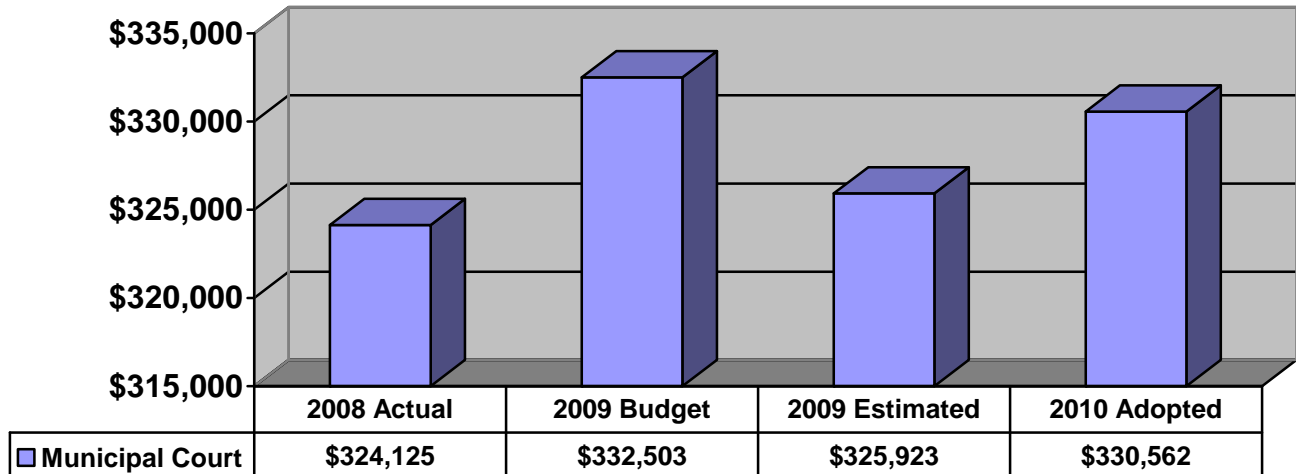
PERSONNEL SCHEDULE:

Title	FY 09	FY 10	FY 11
Maintenance Worker	1	1	1

FY 11  
Full Time – 1  
Part Time – 0

# MUNICIPAL COURT SUMMARY 2010-11

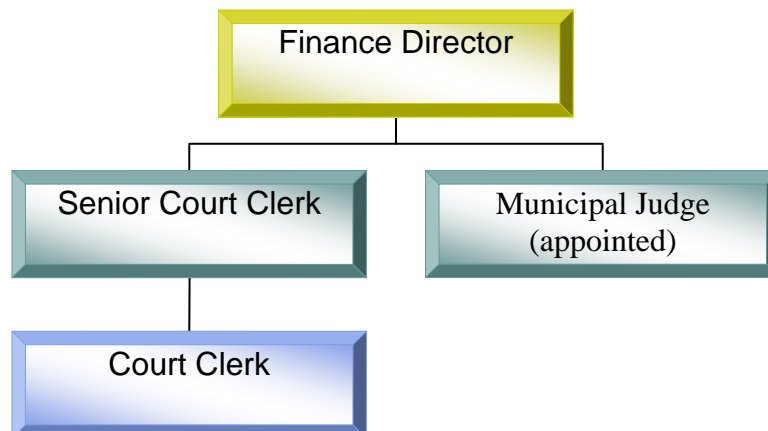
## Municipal Court Budget Summary



### 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.

### DEPARTMENTAL STRUCTURE:



<u>FUND</u>	<u>DEPARTMENT</u>	<u>NUMBER</u>
General	Municipal Court	05

#### PURPOSE STATEMENT:

The purpose of the Municipal Court is to provide timely, impartial, and accurate processing of complaints and violations filed with the City of Melissa Municipal Court; to courteously respond to requests for information from the public; and to perform responsible collection of assessed fines and fees and efficient docketing of cases for adjudication.

#### GOALS & OBJECTIVES:

- ✚ Develop a 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 to participate in area and state-wide Warrant Round Ups.
- ✚ To more actively pursue outstanding warrants.

#### KEY INDICATORS OF PERFORMANCE:

	<b>FY 09 Actual</b>	<b>FY 10 Estimate</b>	<b>FY 11 Projection</b>
Number of Warrants cleared	546	700	850
Warrants cleared through Warrant Round Up	80	74	100
Warrant fine revenue collected during Warrant Round Ups	\$23,014	\$18,413	\$20,000

#### ACTIVITY WORKLOAD:

Number of cases filed	4,224	4,800	5,000
Number of cases scheduled for court appearance	2,789	2,317	3,000
Number of warrants issued	653	389	400
Municipal Court fine revenue retained by City	\$273,743	\$242,375	\$280,000

**FUND**  
General

**DEPARTMENT**  
Municipal Court

**NUMBER**  
05

ITEM	2008-09 Actual	2009-10 Revised	2010-11 Budget
			Adopted

**EXPENDITURES:**

Personnel	\$139,947	\$132,197	\$140,149
Operations	\$185,977	\$151,265	\$147,455
Capital	_____	_____	_____
Total	\$325,924	\$283,462	\$287,604

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**PERSONNEL SCHEDULE:**

<b>Title</b>	<b>FY 09</b>	<b>FY 10</b>	<b>FY 11</b>
Senior Court Clerk	1	1	1
Court Clerk	1	1	1
Municipal Court Judge (PT)	1	1	1

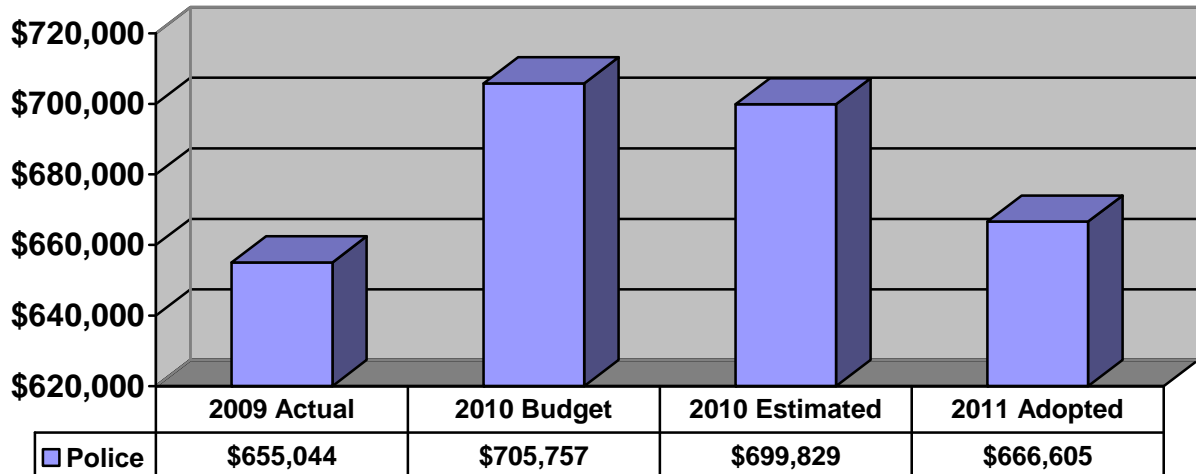
**FY 11**

Full Time – 2

Part Time – 1

# POLICE SUMMARY 2010-2011

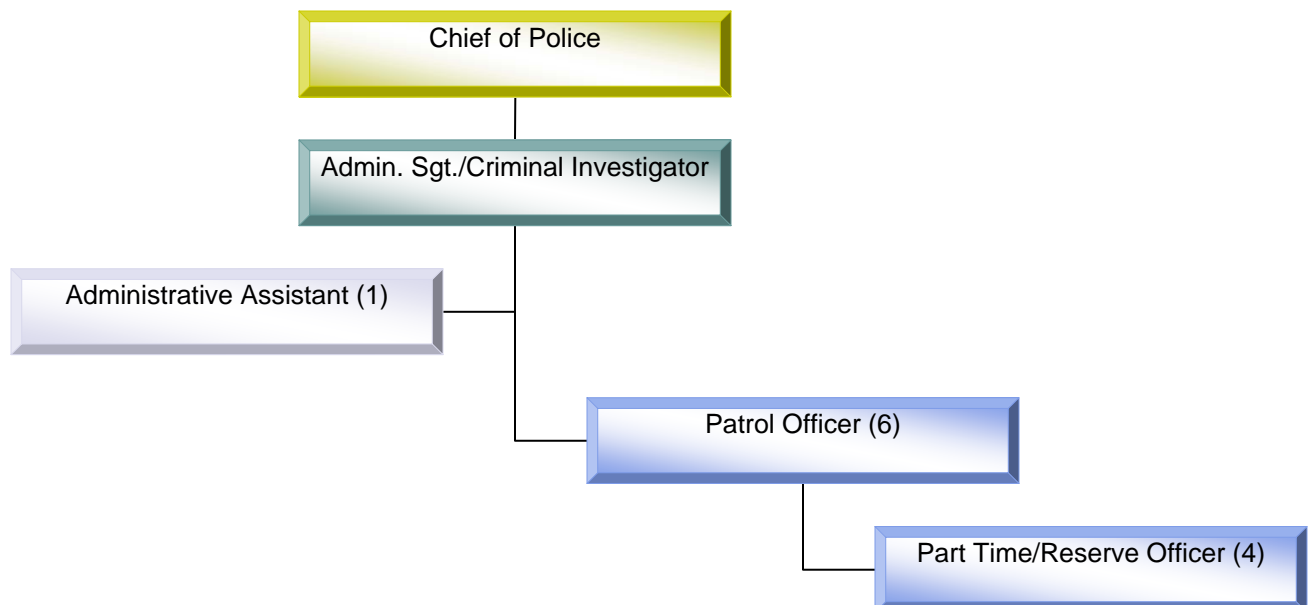
## Police Budget Summary



### SERVICE OVERVIEW:

The Police Department Service provides protection of life and property to the citizens of Melissa. The Budget reflects a continuation of the personnel schedule. The line item/categorical increases reflect the maintenance of the services currently offered by the City of Melissa.

### DEPARTMENTAL STRUCTURE:



<u>FUND</u>	<u>DEPARTMENT</u>	<u>NUMBER</u>
General	Police	06

**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.

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**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.
- ✚ 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.

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**KEY INDICATORS OF PERFORMANCE:**

	<b>FY 09 Actual</b>	<b>FY 10 Estimate</b>	<b>FY 11 Projection</b>
Average Number Officer Initiated Calls as a % of Total Calls	72%	72%	70%
Cases Received/Cleared	340/203 - 60%	198/112 - 57%	194/108 -56%

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**ACTIVITY WORKLOAD:**

Calls for Service	7,055	4,700	5,000
Traffic Stops	4,217	3,400	3,800
Citations Issued	3,536	2,500	2,800

**FUND**  
General

**DEPARTMENT**  
Police

**NUMBER**  
06

ITEM	2008-09 Actual	2009-10 Revised	2010-11 Budget
			Adopted

**EXPENDITURES:**

Personnel	\$509,014	\$520,014	\$527,788
Operations	\$116,191	\$141,623	\$107,065
Capital	<u>\$ 29,839</u>	<u>\$44,120</u>	<u>\$31,752</u>
Total	\$655,044	\$705,757	\$666,605

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**PERSONNEL SCHEDULE:**

Title	FY 09	FY 10	FY 11
Chief of Police	1	1	1
Sergeant	1	1	1
Criminal Investigator	0	0	0
Patrol Officer	6	6.5	6
Administrative Assistant	1	1	1
Reserve Officer	4	4	4

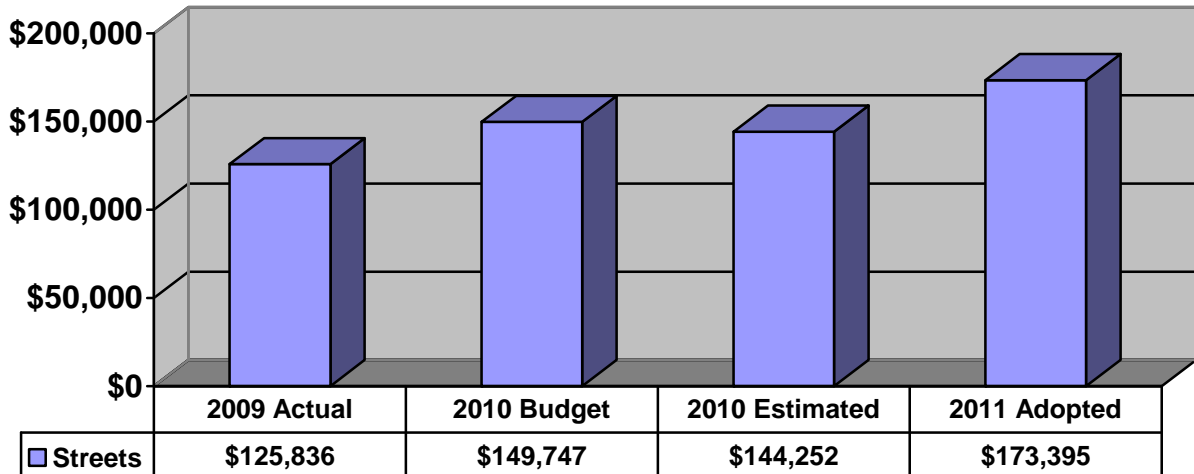
**FY 11**

Full Time Officer – 8  
Full Time Civilian – 1  
Part Time Officer – 1  
Part Time Civilian – 0  
Reserve Officer - 4



# STREETS SUMMARY 2010-11

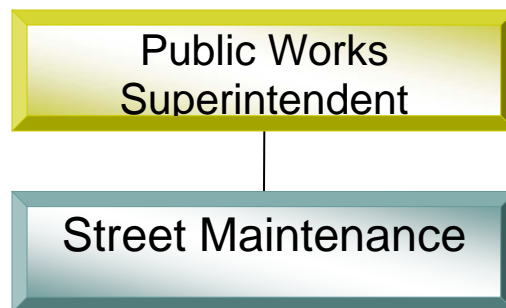
## Streets Budget Summary



### SERVICE OVERVIEW:

The Street 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.

### DEPARTMENTAL STRUCTURE:



<u>FUND</u>	<u>DEPARTMENT</u>	<u>NUMBER</u>
General	Streets	07

**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.

**GOALS & OBJECTIVES:**

- ✚ Finish chip sealing the streets in the core of Melissa.
- ✚ To continue to improve the pothole or drainage reporting system for the citizen's of Melissa.
- ✚ To respond to citizen's concerns in a timely manner.
- ✚ Develop a street repair maintenance program.

**KEY INDICATORS OF PERFORMANCE:**

	<b>FY 09 Actual</b>	<b>FY 10 Estimate</b>	<b>FY 11 Projection</b>
% of Annual Line Mile Scheduled Maintenance Completed	75%	90%	90%
% of Emergency Calls Responded to Within 4 Hours	95%	95%	95%

**ACTIVITY WORKLOAD:**

Number of Street Signs Installed	30	30	50
Tons of Hot Mix Asphalt Concrete Used	0	0	30
Tons of HMAC Used for Street Failure Patches	36	71	50

**FUND**  
General

**DEPARTMENT**  
Streets

**NUMBER**  
07

ITEM	2008-09 Actual	2009-10 Revised	2010-11 Budget
			Adopted

**EXPENDITURES:**

Personnel	\$47,984	\$41,769	\$46,917
Operations	\$77,852	\$107,978	\$126,478
Capital	_____	_____	_____
Total	\$125,836	\$149,747	\$173,395

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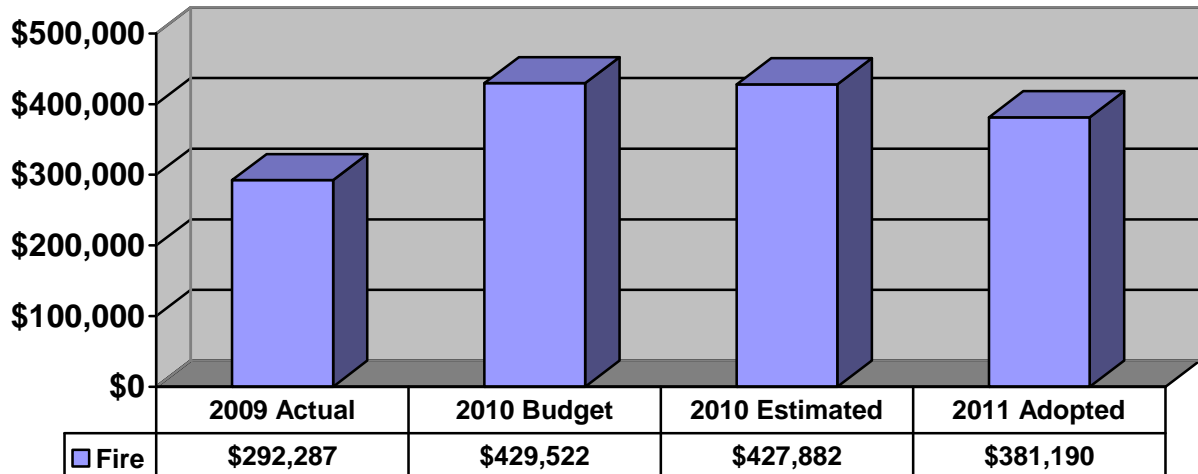
**PERSONNEL SCHEDULE:**

Title	FY 09	FY 10	FY 11
Maintenance Technician	1	1	1

**FY 11**  
Full Time – 1  
Part Time – 0

# FIRE SUMMARY 2010-2011

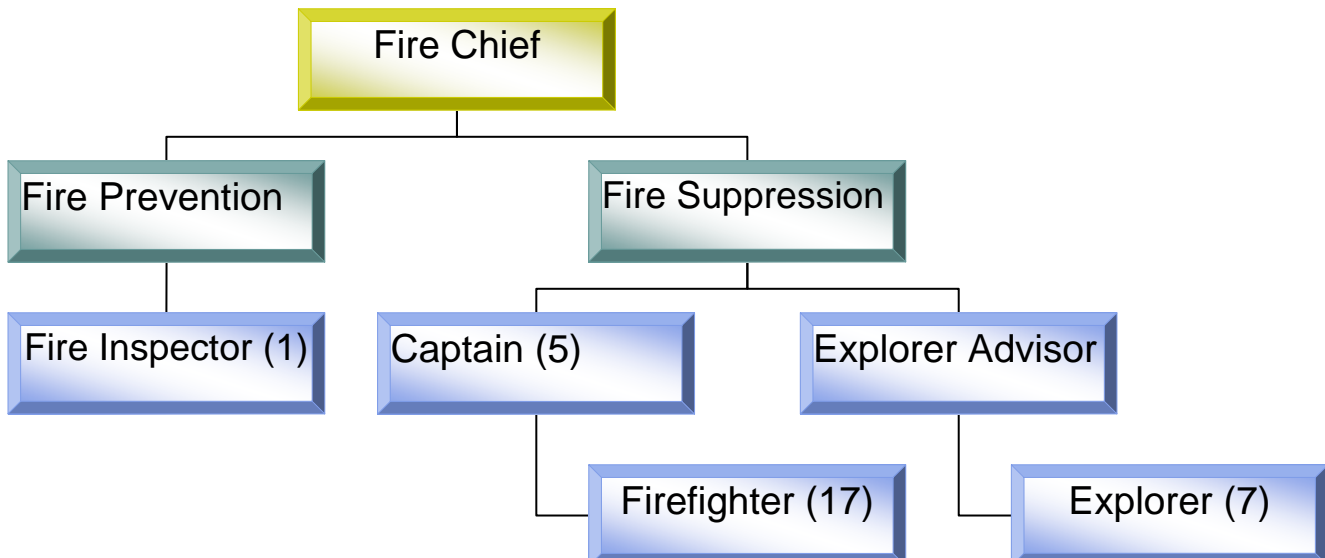
## Fire Budget Summary



### SERVICE OVERVIEW:

The Melissa Volunteer Fire Department responds to all fire, rescue, medical and other miscellaneous emergency events within the fire district as well as automatic and mutual aid emergency events for our neighboring communities. The Melissa Volunteer Fire Department ensures the fire codes and ordinances are enforced through proper plan reviews and inspection process. The Melissa Volunteer Fire Department promotes fire safety for the citizens of Melissa through public interaction and programs in the schools and community groups. This Melissa Volunteer Fire Department 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 Volunteer Fire Department budget reflects a change in the personnel schedule from one part-time position to a full-time position.

### DEPARTMENTAL STRUCTURE:



<u>FUND</u>	<u>DEPARTMENT</u>	<u>NUMBER</u>
General	Fire	08

#### PURPOSE STATEMENT:

The Melissa Volunteer Fire Department (MVFD) strives to provide the highest level of life safety and property conservation through the extension of fire prevention, fire suppression, medical rescue and public education services consistent with the prudent utilization of public funds while fostering economic growth through leadership, management and appropriate actions.

#### GOALS & OBJECTIVES:

- ✚ To provide the appropriate resolution to all emergency events within the MVFD 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 Volunteer Fire Department personnel.
- ✚ To help ensure the lowest insurance rating for the citizens and business owners of Melissa.
- ✚ Meet Federally mandated guidelines required by the Department of Homeland Security.
- ✚ To ensure property values and safety among dilapidated structures.
- ✚ To equip the MVFD fire personnel with highest quality and most appropriate equipment possible.
- ✚ To ensure all Melissa Volunteer Fire Department firefighters return home safely after every call.
- ✚ To provide genuine compassionate care for the citizens of Melissa in their time of need.

#### KEY INDICATORS OF PERFORMANCE:

	<u>FY 09</u> Actual	<u>FY 10</u> Estimate	<u>FY 11</u> Projection
<u>Fire Suppression:</u>			
Total Runs per year:	441	450	500
Total Training hours per year	1,990	2,345	2,600
Certifications earned by firefighters	12	12	15
<u>Fire Prevention:</u>			
ISO Rank	3	3	2
Certificate of Occupancies issued:	14	15	15
Total structures condemned	0	3	3
Fire Inspections	50	80	125

FUND  
General

DEPARTMENT  
Fire

NUMBER  
08

ITEM	2008-09 Actual	2009-10 Revised	2010-11 Budget
			Adopted

EXPENDITURES:

Personnel	\$80,417	\$105,563	\$131,690
Operations	\$141,826	\$171,951	\$153,037
Capital	<u>\$70,044</u>	<u>\$152,008</u>	<u>\$96,463</u>
Total	\$292,287	\$429,522	\$381,190

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PERSONNEL SCHEDULE:

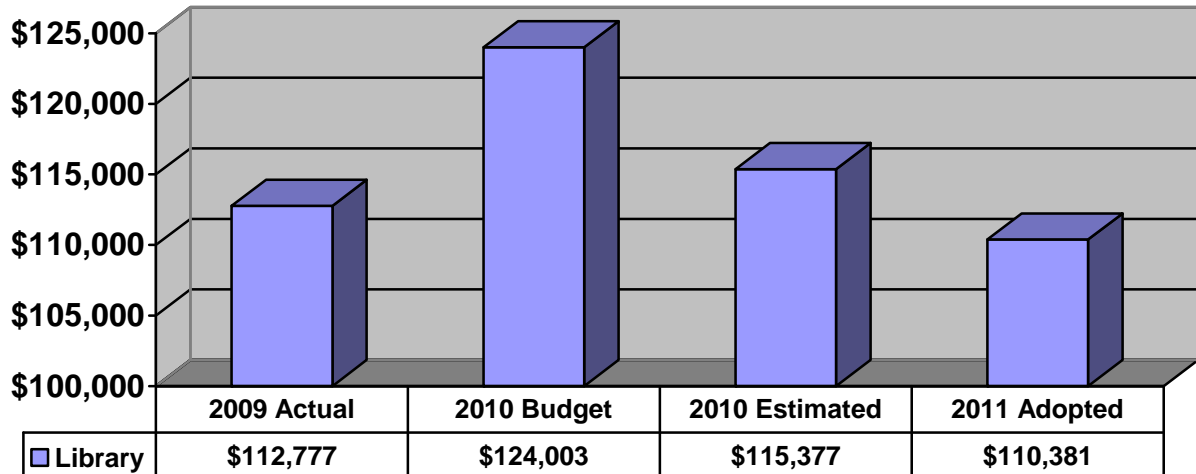
Title	FY 09	FY 10	FY 11
Fire Chief	1	1	1
Fire Inspector	0	1	1
Volunteer Firefighters	23	22	25
Explorers	7	7	7

FY 11

Full Time –	2
Part Time –	0
Volunteers-	32

# LIBRARY SUMMARY 2010-2011

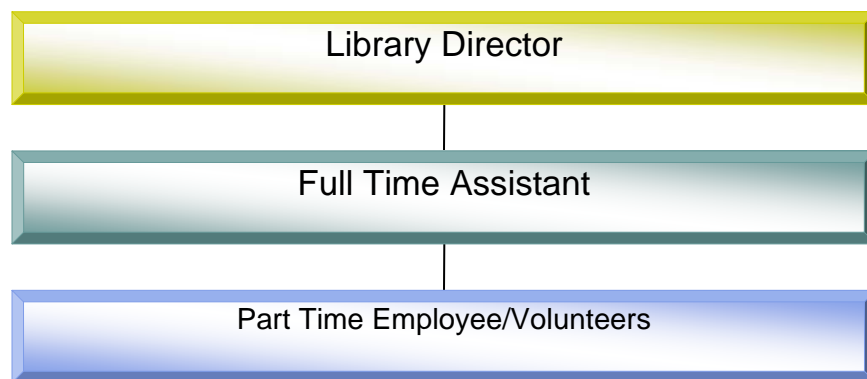
## Library Budget Summary



### SERVICE OVERVIEW:

The Melissa Public Library strives to offer the best possible service to our patrons. The overall Melissa Public Library Budget reflects no change in the personnel schedule and line item/categorical increases reflect the maintenance of the services.

### DEPARTMENTAL STRUCTURE:








<u>FUND</u>	<u>DEPARTMENT</u>	<u>NUMBER</u>
General	Library	10

**PURPOSE STATEMENT:**

The mission of the Melissa Public Library is to enrich and adapt its range of services availability to the community by providing resources to aid in the pursuit of information and provide recreation and cultural enhancement using print, various media products, electronic access and planned quality programs available to all. The Melissa Public Library adheres to its logo—a global reach with local touch.

**GOALS & OBJECTIVES:**

-  Ensure that library resources are available to all
-  Promote high quality programs and services
-  Provide public access to information technology
-  Provide resources and instruction for online job applications
-  Promote community involvement and encourage diversity

**KEY INDICATORS OF PERFORMANCE:**

	<b>FY 09 Actual</b>	<b>FY 10 Estimate</b>	<b>FY 11 Projection</b>
Rate of Collection Turnover	1.04	1.55	1.75
Circulation Per Capita	4.00	4.05	5.50

**ACTIVITY WORKLOAD:**

Number of Items Circulated	20,000	20,228	22,000
Number of Library Visitors	10,500	13,465	16,000
Library Program Attendance	1,000	1,032	1,745



FUND  
General

DEPARTMENT  
Library

NUMBER  
10

ITEM	2008-09 Actual	2009-10 Revised	2010-11 Budget
			Adopted

EXPENDITURES:

Personnel	\$95,868	\$98,585	\$88,681
Operations	\$16,909	\$25,418	\$21,700
Capital	_____	_____	_____
Total	\$112,777	\$124,003	\$110,381

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PERSONNEL SCHEDULE:

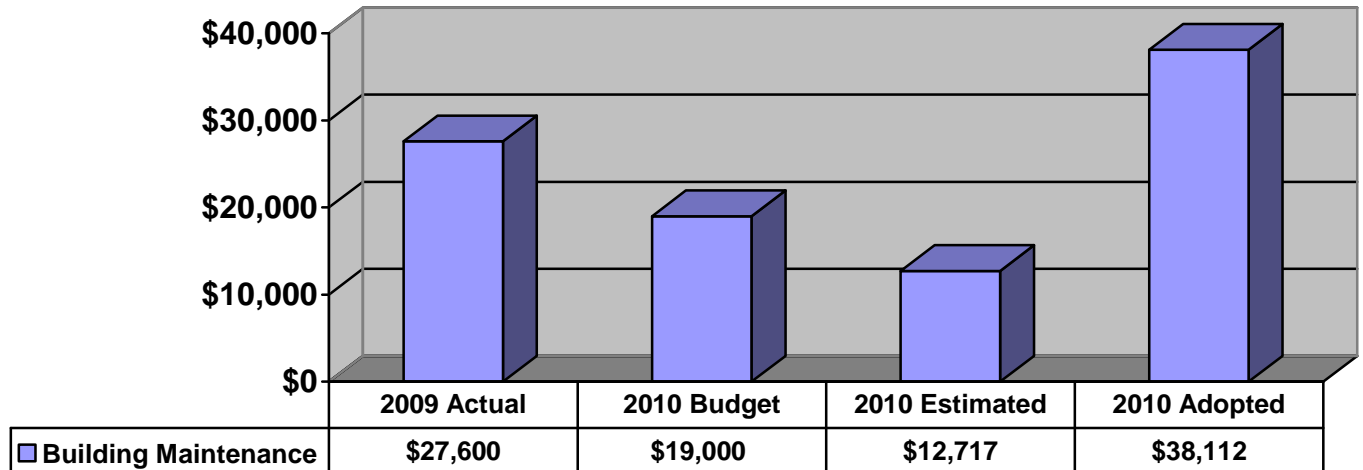
Title	FY 09	FY 10	FY 11
Library Director (PT)	1	1	1
Part Time Assistant	1	1	0
Full Time Assistant	1	1	1

FY 11

Full Time – 1  
Part Time – 2

# BUILDING MAINTENANCE SUMMARY 2010-2011

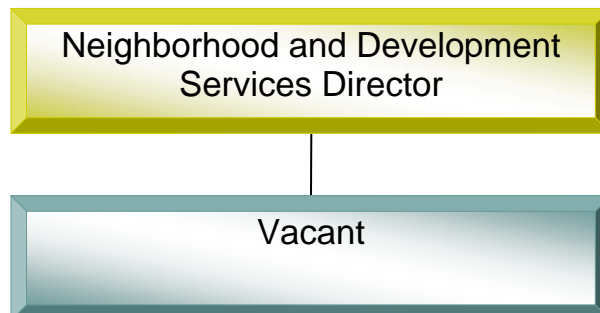
## Building Maintenance Budget Summary



### SERVICE OVERVIEW:

The Building Maintenance department oversees all the maintenance and repairs for eight city facilities. The overall Building Maintenance Budget reflects a vacancy in the personnel schedule and line item/categorical increases reflect the maintenance of the services currently offered by the City of Melissa. The increase in operating expenses is due to the increase of janitorial services associated with the move to the new City Hall facilities.

### DEPARTMENTAL STRUCTURE:



**FUND**  
General



**DEPARTMENT**  
Building Maintenance

**NUMBER**  
11

**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.

**GOALS & OBJECTIVES:**

-  To maintain city facilities insuring a safe, comfortable environment for citizens and staff..
-  To respond to citizen's and employee's concerns in a timely manner.

**KEY INDICATORS OF PERFORMANCE:**

	<b>FY 09 Actual</b>	<b>FY 10 Estimate</b>	<b>FY 11 Projection</b>
% of Non-Emergency Service Calls Responded to Within 3 Days	85%	90%	90%
% of Emergency Service Calls Responded to Within 24 Hours	100%	100%	100%

**ACTIVITY WORKLOAD:**

Number of Request for Service (Work Orders)	140	150	150
Total Square Footage of Buildings and Facilities Maintained	23,299	57,577	57,577
Number of Building and Facilities Maintained	8	7	7

**FUND**  
General

**DEPARTMENT**  
Building Maintenance

**NUMBER**  
11

ITEM	2008-09 Actual	2009-10 Revised	2010-11 Budget
			Adopted

**EXPENDITURES:**

Personnel	\$22,860	\$0	\$0
Operations	\$4,740	\$19,000	\$38,112
Capital	_____	_____	_____
Total	\$27,600	\$19,000	\$38,112

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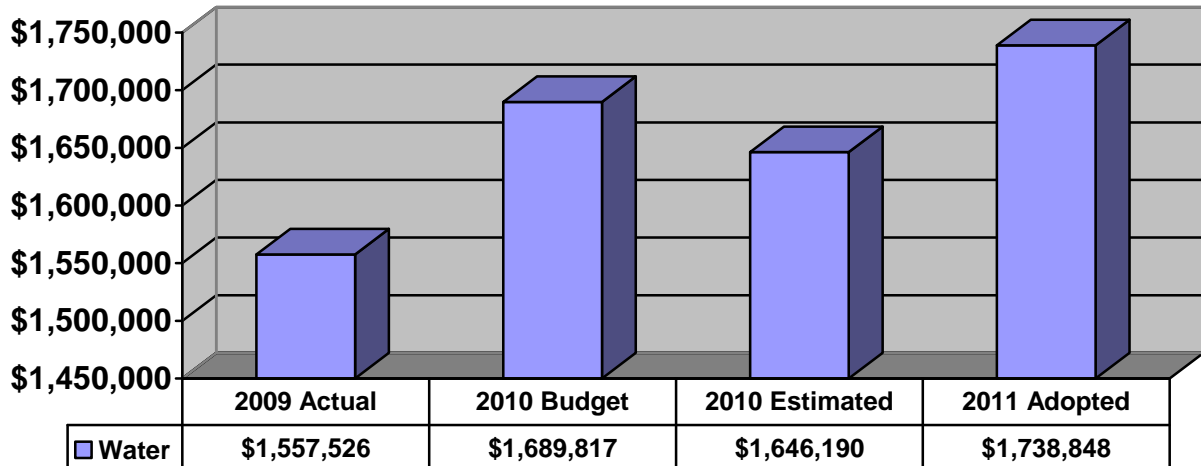
**PERSONNEL SCHEDULE:**

Title	FY 09	FY 10	FY 11
Vacant Position	1	0	0

**FY 11**  
Full Time – 0  
Part Time – 0

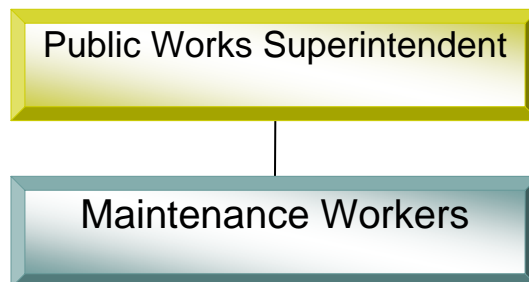
# WATER SUMMARY 2010-11

## Water Budget Summary



### 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 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.



**FUND**

Water

**DEPARTMENT**

Water






**NUMBER**

14

**PURPOSE STATEMENT:**

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.

**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
-  Review and update radio read capabilities
-  Develop and implement an inventory control plan

**KEY INDICATORS OF PERFORMANCE:**

	<b>FY 09 Actual</b>	<b>FY 10 Estimate</b>	<b>FY 11 Projection</b>
All meter have been installed with in 72 hours	95%	95%	95%
Customer complaints have been addressed with in 24-48 hours or less	100%	100%	100%
Repaired leaks with in 24 hours or less of notification	85%	85%	90%

**ACTIVITY WORKLOAD:**

Meters installed	68	150	300
Work orders completed	853	930	1,000
Line locates	599	900	1,100

**FUND**  
Water

**DEPARTMENT**  
Water

**NUMBER**  
14

ITEM	*2008-09 Actual	*2009-10 Revised Budget	2010-11 Budget
			Adopted

**EXPENDITURES:**

Personnel	\$191,117	\$216,133	\$202,013
Operations	\$968,350	\$901,439	\$939,267
Capital	\$21,972	\$21,972	\$21,972
Debt Service	<u>\$376,087</u>	<u>\$550,273</u>	<u>\$575,596</u>
Total	\$1,557,526	\$1,689,817	\$1,738,848

*\* 2008-2009 Budget begins the first year of the CIP program with associated debt service.*

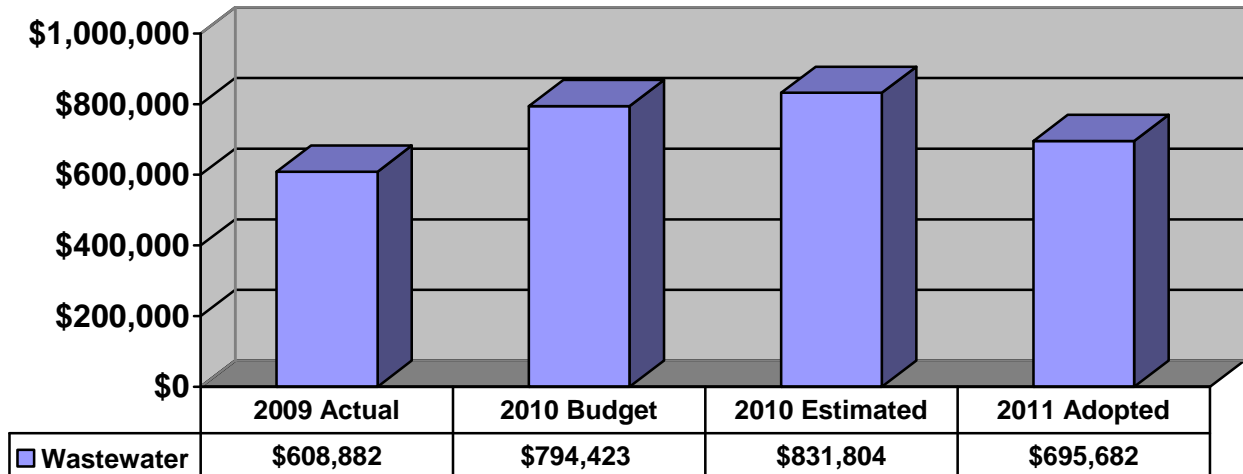
**PERSONNEL SCHEDULE:**

Title	FY 09	FY 10	FY 11
Public Works Superintendent	1	1	1
Maintenance Worker	3	3	3

**FY 11**  
Full Time – 4

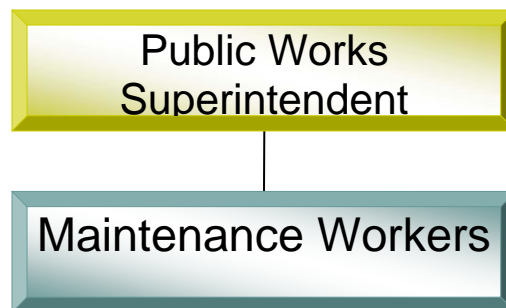
# WASTEWATER SUMMARY 2010-2011

**Wastewater Budget Summary**



**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.





**FUND**

Water

**DEPARTMENT**

Wastewater





**NUMBER**

15

**PURPOSE STATEMENT:**

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

**GOALS & OBJECTIVES:**

-  To finish smoke testing on the East Fork line.
-  Reduce infiltration by physical checks, maintenance program, and repair of faulty lines.
-  To respond to citizen's concerns in a timely manner.
-  Continue preventive maintenance program.

**KEY INDICATORS OF PERFORMANCE:**

	<b>FY 09 Actual</b>	<b>FY 10 Estimate</b>	<b>FY 11 Projection</b>
Response to customer calls with 24/72 hours	100%	100%	100%
Work orders identified and solved	20	20	40

**ACTIVITY WORKLOAD:**

Sewer camera Program (based on new installs)	49	49	65
Track number of sewer stoppage.	24	24	30

**FUND**

Water

**DEPARTMENT**

Wastewater

**NUMBER**

15

ITEM	2008-09 Actual	2009-10 Revised	2010-11 Budget
			Adopted

**EXPENDITURES:**

Personnel	\$0	\$0	\$0
Operations	\$555,107	\$671,490	\$548,553
Debt Service	\$53,775	\$122,933	\$147,129
Capital	_____	_____	_____
Total	\$608,882	\$794,423	\$695,682

**PERSONNEL SCHEDULE:**

Title	FY 09	FY 10	FY 11
Public Works Superintendent	1	1	1
Maintenance Workers	3	3	3

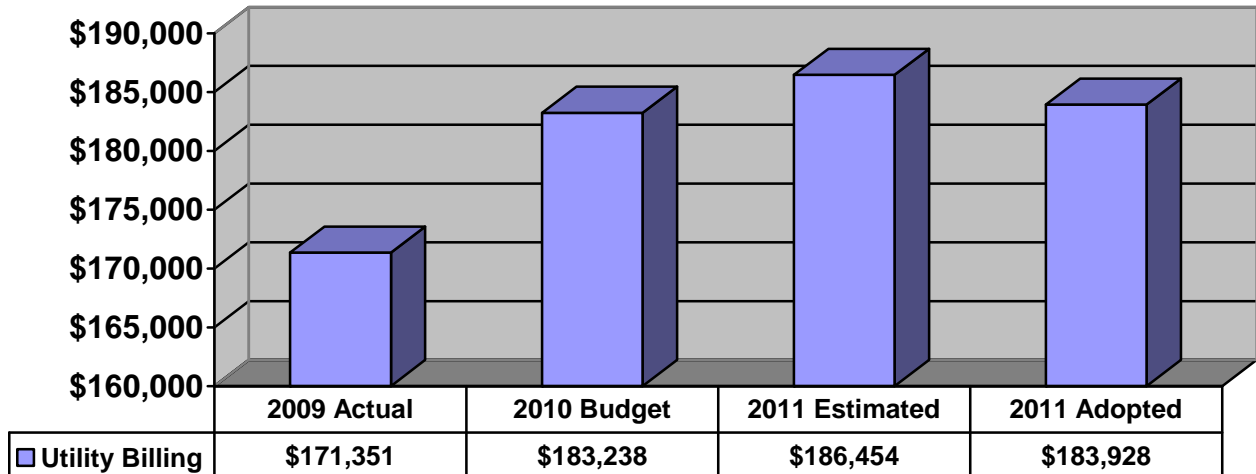
**FY 11**

Full Time – 4\*

\*Public Works Personnel support both Water and Wastewater Departments.

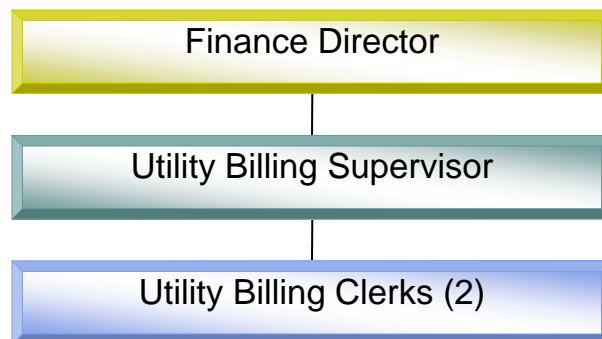
# UTILITY BILLING SUMMARY 2010-2011

## Utility Billing Budget Summary



### SERVICE OVERVIEW:

The Utility Billing division bills and collects for all City utility services and contracted solid waste services and processes requests for new service connections. The staff ensures the timely and accurately billing of accounts and responds to customer requests for information and issues quickly and fairly. The water rates are established through Water Rate Studies performed at the request of and adopted by the City Council. The Utility Billing division bases policy and procedures in accordance with rules established by the Texas Commission on Environmental Quality (TCEQ).



**FUND**

Water

**DEPARTMENT**

Utility Billing





**NUMBER**

24

**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.

**GOALS & OBJECTIVES:**

-  To reduce the error rate in customer billing data which will consequently reduce the number of customer inquiries/complaints.
-  To develop and implement a Utility Billing Standard Operating Procedures that will include all aspects of Utility Billing.
-  Increase emphasis on customer service and UB related training.
-  To increase efforts to optimize receivable accounting accuracy and Finance interface.

**KEY INDICATORS OF PERFORMANCE:**

	<b>FY 09 Actual</b>	<b>FY 10 Estimate</b>	<b>FY 11 Projection</b>
Percentage of customers using automated payment options	22%	21%	22%
Percentage of customers using on-line payment options	0%	19%	22%
Number of hours of training	0	0	34

**ACTIVITY WORKLOAD:**

Number of Water Accounts	1,566	1,718	1,800
Number of Automatic Payment customers	349	372	400
Number of On-line Payment customers	0	329	400

**FUND**

Water

**DEPARTMENT**

Utility Billing

**NUMBER**

24

ITEM	*2008-09 Actual	*2009-10 Revised	2010-11 Budget
			Adopted

**EXPENDITURES:**

Personnel	\$132,513	\$135,553	\$136,777
Operations	\$38,838	\$47,685	\$47,151
Capital	_____	_____	_____
Total	\$171,351	\$183,238	\$183,928

**PERSONNEL SCHEDULE:**

Title	FY 09	FY 10	FY 11
Utility Billing Supervisor	1	1	1
Utility Billing Clerk	2	2	2

**FY 10**

Full Time – 3

Part Time –0

# PERSONNEL OVERVIEW



## Personnel Overview: 3 Year Data

General Fund	FY 09	FY 10	FY 11
Administration	4.0	4.0	4.0
Building Maintenance	.5	0	0
Dev & Neighborhood Services	3.0	3.0	3.0
Fire	1.5	1.5	2.0
Library	2.5	2.0	2.0
Municipal Court	2.5	2.5	2.5
Parks	1.0	1.0	1.0
Police	13.0	13.5	13.5
Streets	1.0	1.0	1.0
<b>General Fund Total</b>	<b>29 FTE*</b>	<b>28.5 FTE</b>	<b>29 FTE</b>
Enterprise Fund	FY 08	FY 09	FY 10
Water	3.0	3.0	3.0
Wastewater	1.0	1.0	1.0
Utility Billing	3.0	3.0	3.0
<b>Enterprise Fund Total</b>	<b>7.0 FTE</b>	<b>7.0 FTE</b>	<b>7.0 FTE</b>

As you can see from the table above, 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. The City Council recognizes this and has committed to enhancing the salary and benefits package for the employees when available.

\*FTE – Full Time Employee or Equivalent



## City of Melissa

901 State Hwy. 121  
PO Box 409  
Melissa, TX 75454

Ph: 972-838-2338  
Fax: 972-837-2452  
www.cityofmelissa.com

# City of Melissa Benefit Summary

As of October 1, 2010

## Insurance

***TML IEBP (Texas Municipal League Intergovernmental Employee Benefit Pool)***

### **Health and Dental**

Employee is 100% covered by the City for Health and Dental

Employee shares cost of dependant coverage

### **Life Insurance through The Standard (1x Salary Employer paid)**

Optional additional Life Insurance up to 3 times employee's annual salary

### **Optional Life Insurance for dependents**

### **Employee Assistance Program Plan – Employer Paid**

### **Long Term Disability insurance offered with a Buy-up Plan**

### **Optional Vision coverage available**

### **Annual Open Enrollment October 1<sup>st</sup>**

## Retirement

***TMRs (Texas Municipal Retirement System)***

**7% Mandatory employee contribution**

**City matches 2 to 1**

### ***Social Security***

-City participates & matches

## Deferred Compensation Program

***ICMA Retirement Corporation or Security Benefit Group***

**Pre-Tax Savings plan - 457**

**No Match from the City**

## Supplemental Insurance - *AFLAC*

**Plan year begins Nov. 1<sup>st</sup>**

## Flexible Spending – Cafeteria Plan - Administered by *AFLAC*

**Pre-Tax**

**Health Insurance Premiums, Medical & Dependent Care**

**Plan year begins Nov. 1<sup>st</sup>**

## Workers Compensation – *TML*

## Time off

**10 Holidays**

**3 Personal Days after 6 months**

**2 Week of Vacation – 1-4 years of service, eligible after 6 months**

**3 Weeks of Vacation – 5-9 years of service**

**4 Weeks of Vacation – 10+ years of service**

**48 Hours of sick time each calendar year – eligible after 3 months**

**96 Hours of Extended Illness accrued annually**

**Longevity Pay - \$4.00 per month for each full month employed after 1 year service on December 1<sup>st</sup>**

**Over Time Hours - Cash or Compensatory Time**

**Please refer to Personnel Policies & Procedures Manual on all benefits.**



# CAPITAL OVERVIEW



## **Capital Improvement Program: Significant Non-recurring Projects**

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 FY 11, 4% 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 including backhoe and skid loader. No new routine capital purchases have been budgeted for FY11.

Other capital expenses in the FY 11 Budget are to fund the debt service payments for the following projects. There is no additional impact to the General Fund for the current Transportation projects to the FY 11 Budget as debt has been sold to fund the approved project scope. A brief description of the CIP projects in progress in Melissa are outlined below. For debt service costs, please see chart entitled "City of Melissa Debt Service Summary."(page 74)

Project		Approved Work Orders	Expended	Budget Remaining
Melissa Rd Phase 2	Design, survey, & row acquisition	\$ 762,578	\$ 406,623	\$ 355,955
Throckmorton Rd E Reconstruction	Construction and design	\$ 4,291,727	\$ 3,153,166	\$ 1,138,561
Fannin Rd Reconstruction	Construction and design	\$ 3,016,869	\$ 2,283,210	\$ 733,659
Roads Rehab Projects	Construction and design	\$ 254,546	\$ 101,375	\$ 153,171
CR 418	Design, survey, & row acquisition	\$ 758,304	\$ 535,771	\$ 222,533
FM 2933 water main from SH121 to FM545	Design, survey, & row acquisition	\$ 181,315	\$ 201,582	\$ (20,267)
Southeast Water Mains	Design, survey, & row acquisition	\$ 342,547	\$ 213,918	\$ 128,629
Stiff Creek Sewer Improvements	Design, survey, & row acquisition	\$ 487,883	\$ 406,267	\$ 81,616
Fitzhugh Sewer Improvements	Construction and design	\$ 2,452,730	\$ 639,925	\$ 1,812,805

### **Transportation CIP:**

#### **Melissa Road Phase 2b**

Funding Source: Bond Proceeds supported by Ad Valorem Tax Rate (2008)

Description: The funds for this project will be used for the design, right of way acquisition, and utility relocation for the second phase of the Melissa Road expansion. The second phase will construct Melissa Road from its current terminus at Highway 5 and connect to State Highway 121. This project will be considered for construction when the appropriate private development necessitates the expansion.

Operating Impact: There will no additional operating impact for the General Fund in FY11 as the debt payments are programmed into the budget. Future impact will be realized upon construction and subsequent maintenance and landscape mowing costs will be estimated for the street and parks department during that budget year.

### **Throckmorton Road E Reconstruction**

Funding Source: Bond Proceeds supported by Ad Valorem Tax Rate (2008), Developer's participation and Collin County Bond Program

Description: This project reconstructed the eastern portion of Throckmorton Road east of State Highway 5. This project also reconstructed the DART railroad crossing to allow for safer ingress and egress for the concrete batching plants and their associated traffic. These funds are for the design, right of way acquisition, utility relocation, and construction. The project was completed in the spring of 2010.

Operating Impact: The operating impact for the General Fund in FY11 includes the debt payments and the contract for mowing that is covered in the landscaping contract.

### **Fannin Road Reconstruction**

Funding Source: Bond Proceeds supported by Ad Valorem Tax Rate (2008) and TEA Grant

Description: This project reconstructed Fannin Road from State Highway 5 to the Melissa Road intersection. The road was widened to 27 feet with 31 feet intersections and incorporate the first phase of the city's hike and trail system, which will give the children and residents of the Hunters Ridge community a safe walking system to the school district facilities along Fannin Road. A portion of this project is being funded through the Texas Department of Transportation. Construction for the road was completed in the summer of 2010, with the trail construction following shortly after the road completion.

Operating Impact: There will be no additional operating impact for the General Fund in FY11 as the debt payments are programmed into the budget.

### **Annual Budget for Rehab Projects**

Funding Source: Bond Proceeds (2008) supported by Ad Valorem Tax Rate

Description: Included in the 2007 Transportation Bond Election was a commitment to create an organization rehabilitation program for the existing roads within the Melissa community. The initial review of the roads would be condensed into a road inventory survey to help identify and prioritize how the rehabilitation funds could be used.

Operating Impact: There will be no additional operating impact for the General Fund in FY11 as the debt payments are programmed into the budget.

### **CR 418**

Funding Source: Bond Proceeds (2008) supported by Ad Valorem Tax Rate

Description: Funds for this project will be used for the design, right of way acquisition, and utility relocation for the widening of County Road 418.

Operating Impact: There will be no additional operating impact for the General Fund in FY11 as the debt payments are programmed into the budget. Future impact will be realized upon construction and subsequent maintenance and landscape mowing costs will be estimated for the street and parks department during that budget year

### **Utility CIP:**

#### **FM 2933 water main from SH121 to FM545**

Funding Source: Bond Proceeds supported by Water Rates (2008)

Description: This project will fund the design and right of way acquisition in order to get City water facilities in the northern and eastern corridors of Highway 121.

Operating Impact: There will be no additional operating impact for the Water Fund in FY11 as the debt payments are programmed into the budget.

#### **Southwest mains**

Funding Source: Bond Proceeds supported by Water Rates (2008)

Description: This project will fund the design and right of way acquisition in order to get City water facilities near the intersection of State Highway 121 and US Highway 75.

Operating Impact: There will be no additional operating impact for the Water Fund in FY11 as the debt payments are programmed into the budget.

#### **Stiff Creek Sewer Improvements**

Funding Source: Bond Proceeds supported by Water Rates (2008)

Description: This is a companion project of the FM 2933 water main project and will fund the design and right of way acquisition in order to get City sewer facilities in the northern and eastern corridors of Highway 121.

Operating Impact: There will be no additional operating impact for the Water Fund in FY11 as the debt payments are programmed into the budget.

#### **Fitzhugh Sewer Improvements**

Funding Source: Bond Proceeds supported by Water Rates (2010)

Description: The new project will be the construction of the Fitzhugh Sewer Line, which will replace an aged sewer line/lift station that services the west portion of Melissa. This project is being initiated in large part because of a bridge replacement program initiated by the Texas Department of Transportation. The project is anticipated to be completed in early 2011.

Operating Impact: City of Melissa expects some operational savings as this project will eliminate the 121 sewer lift station, a current maintenance liability, although there is no estimate as to the potential savings.

# DEBT SERVICE SUMMARY



## **Debt Service Summary**

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. 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.

The FY11 budget does not plan on any additional debt issuances, however any capital needs dependent on debt financing will be considered by Council.

Rating Agency	06-07	8/7/08	1/30/09	4/30/10
Moody's	Baa2	Baa1	A3	A1
Standard and Poor's	BBB-	A	A	A

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 on the property tax rate. For 2010, the City's debt tax rate is \$0.178792 per \$100/valuation which is 29% of the \$0.61 total tax rate for 2010.
- 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.

### Summary of Current Year Liabilities – Debt

Fund	FY 11 Principal	FY 11 Interest	Total FY 11 Payment
General	\$280,000	\$304,746	\$584,746
Water	\$382,500	\$488,473	\$870,973
MIEDC	\$45,000	\$45,512	\$90,512
MCEDC	\$130,000	\$33,047	163,047
TIF	\$20,000	\$419,714	\$439,714

# City of Melissa

## 2010-11 Budget Debt Service Summary

Date	Description	Maturity Date	Principal	Principal	2010-2011 Payable		Commitment	as of 10/01/10		
					Interest	Fiscal Total		O/S Principal	O/S Interest	
<b>GENERAL FUND OBLIGATIONS</b>										
9/24/2004	Combination Tax and Revenue CO Melissa Rd Phase I	9/30/2024	\$ 1,400,000	\$ 60,000	\$ 50,702.50	\$ 110,702.50	General Fund	\$ 1,190,000	\$ 408,953.75	
6/17/2005	Combination Tax and Revenue CO Melissa Rd - \$525,000 and Fire Station - \$400,000, plus expenses	9/30/2025	\$ 950,000	\$ 40,000	\$ 31,365.00	\$ 71,365.00	General Fund	\$ 785,000	\$ 266,602.50	
8/12/2008	General Obligation Bonds, Series 2008 Transportation Bond CIP - Bond Election Nov 07	9/30/2028	\$ 5,230,000	\$ 180,000	\$ 222,678.76	\$ 402,678.76	General Fund	\$ 4,905,000	\$ 2,335,543.17	
Total Obligation - General Fund						\$ 584,746.26				
<b>WATER FUND OBLIGATIONS</b>										
12/19/2000	Combination Tax and Revenue CO - Refinanced 5/25/10 Water Tower	9/30/2021	\$ 1,475,000				Water Fund			
1/15/2005	Contract Revenue Bonds, Series 2005 Greater Texoma Utility Authority (Collin-Grayson Project) Cities of Anna, Howe, Melissa and Van Alstyne	9/30/2029	\$ 2,800,000	\$ 80,000	\$ 126,577.00	\$ 206,577.00	Water Fund	\$ 2,405,000	\$ 840,257.00	
				\$ 20,000	\$ 31,644.25	\$ 51,644.25	Divided by 4 Cities	\$ 601,250	\$ 210,064.25	
5/31/2006	Combination Tax and Revenue CO, Series 2006 \$615k - Country Ridge Water Supply purchase, plus expenses \$1,120,000 - Melissa Rd, plus expenses \$515k - Town Center Architect fees, plus expenses	2/15/2026	\$ 2,250,000	\$ 25,000	\$ 25,045.00	\$ 50,045.00	Water Fund	\$ 2,015,000	\$ 826,451.25	
				\$ 45,000	\$ 45,512.50	\$ 90,512.50	EDC 4A	\$ 540,000	\$ 221,592.50	
				\$ 20,000	\$ 23,095.00	\$ 43,095.00	TIF	\$ 495,000	\$ 227,082.50	
7/15/2006	State Participation Assistance Calculations GTUA-Collin Grayson Project - w/Anna, Howe and Van Alstyne	9/30/2040	\$ 8,675,000	\$ -	\$ 200,329.00	\$ 200,329.00	Water Fund	\$ 8,675,000	\$ 13,854,483.00	
					\$ 50,082.25	\$ 50,082.25	Divided by 4 Cities	\$ 2,168,750	\$ 3,463,620.75	
11/1/2006	Contract Revenue Bonds, Series 2006 (TWDB-SRF) Melissa-Anna Interceptor Project Throckmorton-Trinity River Sewer Project	9/30/2026 (GTUA reserve)	\$ 1,745,000	\$ 70,000	\$ 52,287.50 \$ 24,474.72	\$ 122,287.50 \$ 24,474.72	Water Fund (4A/4B participation)	\$ 1,490,000	\$ 498,767.50	
2/20/2007	Contract Revenue Bonds, Series 2007 GTUA-Collin Grayson Project - w/Anna, Howe and Van Alstyne	9/30/2020	\$ 5,000,000	\$ 130,000	\$ 257,096.50	\$ 387,096.50	Water Fund	\$ 4,895,000	\$ 4,418,091.00	
				\$ 32,500	\$ 64,274.13	\$ 96,774.13	Divided by 4 Cities	\$ 1,223,750	\$ 1,104,522.75	
1/31/2008	Contract Revenue Bonds, Series 2007 (CWSRF) Melissa-Anna Interceptor Project Throckmorton-Trinity River Sewer Project	9/30/2028 (GTUA reserve)	\$ 1,105,000	\$ 40,000	\$ 38,197.50 \$ 16,188.72	\$ 78,197.50 \$ 16,188.72	Water Fund (4A/4B participation)	\$ 1,030,000	\$ 422,465.00	
8/12/2008	Certificate of Obligations/Contract Revenue, Series 2008 Water/Wastewater CIP Phase 1	9/30/2028	\$ 2,250,000	\$ 80,000	\$ 92,430.00	\$ 172,430.00	Water Fund	\$ 2,105,000	\$ 980,697.50	
12/11/2009	Contract Revenue Bonds, Series 2009A (Dfund) (GTUA) Fitzhugh Sewer (part 1 of 2)	9/30/2029 (GTUA reserve)	\$ 1,085,000	\$ 10,000	\$ 45,445.00 \$ 16,980.72	\$ 55,445.00 \$ 16,980.72	Water Fund	\$ 1,085,000	\$ 592,495.00	
12/11/2009	Contract Revenue Bonds, Series 2009B (CWSRF) (GTUA) Fitzhugh Sewer (part 2 of 2)	9/30/2029 (GTUA reserve)	\$ 1,400,000	\$ 10,000	\$ 44,615.00 \$ 20,088.72	\$ 54,615.00 \$ 20,088.72	Water Fund	\$ 1,400,000	\$ 588,670.00	
5/25/2010	General Obligation Refunding Bonds, Series 2010 Refinancing \$1,255,000 Series 2000 CO Water Tower	9/30/2029	\$ 1,255,000	\$ 95,000	\$ 44,453.13	\$ 139,453.13	Water Fund	\$ 1,255,000	\$ 257,340.63	
Total Obligation - Water Fund						\$ 948,706.64				



City of Melissa  
2010-11 Budget  
Debt Service Summary

Date	Description	Maturity Date	Principal	2010-2011 Payable			Commitment	as of 10/01/10		
				Principal	Interest	Fiscal Total		O/S Principal	O/S Interest	
<b><u>MELISSA CDC 4B OBLIGATIONS</u></b>										
7/24/2001	Combination Tax and Revenue CO Zadow Park	9/30/2011	\$ 835,000	\$ 100,000	\$ 4,900.00	\$ 104,900.00	CDC 4B	\$ 100,000	\$ 4,900.00	
12/29/2005	Combination Tax and Revenue CO, Series 2005A Fire Station \$100k, Tennis Courts \$250k, BMP \$144k, Hunter's Ridge Park \$5k, Historical House \$300k, plus expenses	2/15/2026	\$ 825,000	\$ 30,000	\$ 28,147.50	\$ 58,147.50	CDC 4B	\$ 710,000	\$ 254,340.00	
2006	Throckmorton-Trinity River Sewer Project Participation per Interlocal w/City dated July 28, 2006	9/30/2028				\$ 112,991.00	EDC 4A/4B			
<b>Total Obligation - CDC 4B</b>						<b>\$ 276,038.50</b>				
<b><u>MELISSA EDC 4A OBLIGATIONS</u></b>										
5/31/2006	Combination Tax and Revenue CO, Series 2006 \$615k - Country Ridge Water Supply purchase, plus expenses <b>\$1,120,000 - Melissa Rd, plus expenses</b> \$515k - Town Center Architect fees, plus expenses	2/15/2026	\$ 2,250,000	\$ 25,000	\$ 25,045.00	\$ 50,045.00	Water Fund	\$ 2,015,000	\$ 826,451.25	
				\$ 45,000	\$ 45,512.50	\$ 90,512.50	EDC 4A	\$ 540,000	\$ 221,592.50	
				\$ 20,000	\$ 23,095.00	\$ 43,095.00	TIF	\$ 980,000	\$ 401,471.25	
								\$ 495,000	\$ 227,082.50	
3/30/2007	Loan - 1411 Preston Ave - FNB Trenton 60 month loan with \$80,884.63 balloon on 2/28/12	2/28/2012	\$ 105,000			\$ 11,155.80	EDC 4A			
2006	Throckmorton-Trinity River Sewer Project Participation per Interlocal w/City dated July 28, 2006	9/30/2028				\$ 112,991.00	EDC 4A/4B			
<b>Total Obligation - EDC 4A</b>						<b>\$ 214,659.30</b>				
<b><u>TAX INCREMENT FINANCING ZONE #1</u></b>										
5/31/2006	Combination Tax and Revenue CO, Series 2006 \$615k - Country Ridge Water Supply purchase, plus expenses \$1,120,000 - Melissa Rd, plus expenses <b>\$515k - Town Center Architect fees, plus expenses</b>	2/15/2026	\$ 2,250,000	\$ 25,000	\$ 25,045.00	\$ 50,045.00	Water Fund	\$ 2,015,000	\$ 826,451.25	
				\$ 45,000	\$ 45,512.50	\$ 90,512.50	EDC 4A	\$ 540,000	\$ 221,592.50	
				\$ 20,000	\$ 23,095.00	\$ 43,095.00	TIF	\$ 980,000	\$ 401,471.25	
								\$ 495,000	\$ 227,082.50	
2/10/2009	Combination Tax and Revenue CO, Series 2009 City Hall	9/30/2034	\$ 9,840,000	\$ -	\$ 396,618.76	\$ 396,618.76	TIF	\$ 9,840,000	\$ 6,284,753.86	
<b>Total Obligation - TIF</b>						<b>\$ 439,713.76</b>				

# 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, and many other issues. 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.

FY10 Budget impact: The action plans identified were revisited during the budget process. None of the items that will be addressed in the FY11 year will have a budgetary impact. The major item that the City will undertake next will be a review and update of the Plan, which may begin in the 2011 calendar year.

### **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.

FY10 Budget Impact: In the budget process, each Capital Improvement Plan was reviewed to determine if the City met the criteria to accommodate additional infrastructure projects. In FY10, the City's tax base and utility customers did not grow in an amount that allows the City to undertake additional projects unless an unanticipated situation occurs. These projects will slide to the next fiscal year and will be reviewed in the budget process

### **Service Summary Planning:**

Overview: About every other year, the City conducts a Services Summary with the City Council. The Summary is a tool that gauges City Council opinion on many different topics. The compiled results are then reviewed together to gauge the collective opinion of the City Council. These results help set the direction for the upcoming budget process and to identify those long term items that need to be addressed.

Budget Impact: None of the items identified had a significant impact on the FY11 budget. These results will be revisited in the goal setting session in February 2011.

# SUPPLEMENTAL REFERENCES



# CITY OF MELISSA, TEXAS

## Melissa, Texas



County: Collin

Location: 38 miles north of Dallas on US Hwy 75

Area: 21 square Miles

Form of Government: Mayor/Council

Number on Council: 6

Municipal Police: 8

Paid Fireman: 1

Volunteer Firemen: 25

City Zoning: YES

Master Plan: YES Completed in 2006

(Source: City of Melissa)

## History

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 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.

(Source: Melissa, Texas Forum)

## Demographics

			POPULATION	
	2000	2007	2008	2010
Melissa	1,350	4,047	4,688	5,200
Collin County	491,675	731,350	749,590	791,633

(Source: Texas State Data Center—UT-SA)  
Note: 2009 estimates should be available by the end of October.

TOTAL NUMBER OF HOUSEHOLDS			
	2000	2007	2009
Melissa	501	1,025	1,617
Collin County	194,892	295,237	302,938

(Source NCTCOG)

MEDIAN HOUSEHOLD INCOME			
	2000	2009	2014
Melissa	\$60,761	\$64,376	\$62,054
Collin County	\$70,331	\$97,234	\$102,878

AVERAGE HOUSEHOLD INCOME			
	2000	2009	2014
Melissa	\$77,560	\$87,843	\$92,452
Collin County	\$89,506	\$124,474	\$130,712

PER CAPITA INCOME			
	2000	2009	2014
Melissa	\$26,193	\$31,179	\$32,968
Collin County	\$33,345	\$45,601	\$47,949

(Source: ESRI)

MISCELLANEOUS DEMOGRAPHICS			
	HH Size	Avg. Single Family Home Value	Median Age
Melissa	2.65	\$198,900	36.9

(Source: Collin Central Appraisal District/ESRI)

## **Employment – Census 2000 Data**

Population (16 years and older).....	928
In Labor Force.....	632
Civilian Labor Force.....	632

Employed.....	600
Unemployed.....	32
Armed Forces.....	0
Not in Labor Force.....	296
Employed Civilian Population.....	600
Management, Professional, and related.....	197
Service.....	57
Sales and Office.....	191
Farming, Fishing & Forestry.....	0
Construction, Extraction & Maintenance.....	66
Production, Transportation & Material Moving.....	89

(Source: Census 2000)

### **Top 10 Major Employers**

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1.	Melissa ISD.....	165
2.	Calhar Utility Contractors.....	88
3.	Kirk Concrete Construction, Inc.....	75
4.	Alpha Industries Fabricated structural steel.....	55
5.	City of Melissa City Government.....	30
6.	McKinney Lumber.....	30
7.	Sonic Drive-In.....	25
8.	Bee Builder Supply.....	23
9.	Mudpies & Lullabies.....	22
10.	CMC Construction Services.....	15

(Source: City of Melissa)

## Education

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Melissa ISD (A Texas Exemplary School District)

Number of Enrolled Students: 1,453

Elementary (598 Students).....	Harry McKillop Elementary
Intermediate School (222 Students).....	Melissa Ridge Intermediate
Middle School (222 Students).....	Melissa Ridge Middle School
High School (411 Students).....	Melissa High School

(Source: Melissa ISD)

Area Universities and Colleges:

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

## Transportation

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Interstate.....US-75

State Highway.....Hwy 121, Hwy 5

Distance in Miles to:

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

Air Service:

McKinney.....	Municipal
DFW International.....	International
Dallas Love Field.....	Regional
Alliance Airport.....	Industrial



#### Rail Service:

Provider..... Southern Pacific  
(Source: City of Melissa)

### **Taxation**

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#### Property Tax:

Rate per \$1,000

Valuation..... \$2.4763

#### Breakdown by Entity:

Collin County.....\$0.24

Special District (Community College).....\$0.0863

Melissa City.....\$0.61

Melissa ISD..... \$1.54

(Source: Collin County Appraisal District)

#### 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..... \$341 Million

(Source: City of Melissa)

### **2010 Top 5 Property Valuations**

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1. Hillwood RLD LP.....\$2,895,740

2. HFG VOM LP..... \$2,293,412

3. Zenith Finance & Construction.....\$2,047,760

4. Engibous, Thomas J.....\$1,925,000

5. Alpha Industries Inc.....\$1,917,046

(Source: City of Melissa)

## **Dollar Value of Permits Issued**

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2010.....	\$15,062,644 (through 12/14/10)
2009.....	\$10,348,048
2008.....	\$14,921,023
2007.....	\$21,396,300
2006.....	\$38,835,826
2005.....	\$31,350,075

(Source: City of Melissa)

## **Economic Development**

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Tax Abatement.....	NO
Enterprise Zone.....	NO
Industrial Foundation.....	NO
Foreign Trade Zone.....	NO
Reinvestment Zone.....	YES
Freeport Exemption.....	NO
4A & 4B Economic Development Commissions.....	YES
Chamber of Commerce.....	Melissa Area Chamber of Commerce
Planning & Zoning Commission.....	YES

(Source: City of Melissa)

## **Utilities**

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Electricity.....	TXU Electric Delivery/Collin Grayson Electrical Cooperative
Natural Gas.....	Atmos Energy
Water Supplier.....	North Texas Municipal Water District
Sewer System.....	North Texas Municipal Water District

(Source: City of Melissa)

## **Community Information**

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Media: Local TV Stations and Cable Available

Churches: 6

Recreation:

Parks: 3

Area Lakes: 3

Country Clubs: 1

Public Golf Courses: 1

Library: 1

Area Attractions:

Annual County Live Stock Show

Horse Shows

Collin County Farm Museum

Collin County Youth Park

Community Carnival

Climate:

Annual Average Temperature: 65.7 F

Annual Average Precipitation: 33.22"

Annual Average Snow Fall: 2.70"

Collin County Carbon Monoxide Emissions (Tons): 111.5 in a 24 hour period

Finance:

First National Bank Trenton, Melissa, Texas

(Sources: City of Melissa, NCTCOG)

## For More Information

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City of Melissa Municipal Center  
3411 Barker Avenue  
Melissa, TX 75454-9501  
Call (972) 838-2338  
Fax (972) 837-2452  
Monday - Friday  
8:00am to 5:00pm

**City of Melissa, Texas  
BOARDS AND COMMISSIONS  
DESCRIPTIONS AND FUNCTIONS  
2010-2011**

**BOARD OF ADJUSTMENTS:**

5 Members; two year staggered terms. 4 Alternate members  
Generally meets 3<sup>rd</sup> Monday of each month at 7:00 p.m.; City of Melissa Municipal Center, 901 State Highway 121.  
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.

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**PLANNING AND ZONING BOARD:**

7 Members; two year terms.  
Meets on the 3<sup>rd</sup> Thursday of each month at 7:00 p.m. at City of Melissa Municipal Center, 901 State Highway 121.  
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 requests.

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**MELISSA PARK ADVISORY BOARD:**

7 Members; two year terms.  
Meets on the 2<sup>nd</sup> Thursday of each month at 7:00 p.m. at City of Melissa Municipal Center, 901 State Hwy 121  
Advises City Council on Park related matters.

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**LIBRARY ADVISORY BOARD:**

7 Members; two year terms  
Meets 1<sup>st</sup> Thursday of each month at 7:00 p.m. at Melissa Christian Church 1708 W. Harrison St.  
Advises City Council in matters related to Library Services

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**4B ( MELISSA COMMUNITY AND ECONOMIC DEVELOPMENT CORPORATION):**

7 Members; two year terms  
Meets on the 4<sup>th</sup> Thursday of each month at 7:00 p.m. at City of Melissa Municipal Center, 901 State Hwy 121  
Identifies and funds community facilities and related projects to maintain and enhance the quality of life in Melissa.

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**4A (MELISSA INDUSTRIAL AND ECONOMIC DEVELOPMENT CORPORATION):**

5 Members; three year terms  
Meets when necessary at The Barker House, 1501 West Harrison, Melissa, TX.  
Leads, directs and coordinates the broad-based expansion of the city's business tax base and promotes sustainable job growth, thereby continuously enhancing the quality of life for the citizens of the Melissa area.

# **Outsourced Services**

## **Information Technology**

The City contracts an independent technology consultant to provide IT management services to all City departments, including network administration, hardware installation and support, and systems support on an as needed basis.

## **City Attorney**

Abernathy, Roeder, Boyd & Joplin P.C. serves as our City Attorneys providing legal advice and services in all phases of City business.

## **Animal Control**

The City contracts with Collin County to help enforce state and city laws regarding the care and keeping of domestic animals in the City. They investigate animal abuse complaints, impound and quarantine animals as appropriate, and collect and dispose of dead animals. Our budgeted expenditure is divided by two components: animal control services and animal shelter construction, operation, and use.

## **Ambulance**

The City contracts with Collin County to furnish ambulance and emergency medical services.

## **Planning and Engineering**

Bucher, Willis & Ratliff Corporation has served as the City's principal City Engineer for the past 11 years. Bucher, Willis & Ratliff provides professional planning, engineering and architectural services for roads, parks, water and wastewater projects, Capital Improvement Plans and development.

Bucher Willis & Ratliff provides all the inspections of public improvements for streets, drainage, and utility construction projects. Inspectors review construction activities to ensure quality compliance for infrastructure projects associated with developers, as well as public improvements constructed by the City.

## **Building Inspection**

Bureau Veritas (formally Graham Marcus) provides plan reviews and inspections for compliance with all City building codes such as electrical, plumbing, etc. for all residential and commercial construction in the City.

**AN ORDINANCE OF THE CITY OF MELISSA, TEXAS APPROVING THE BUDGET FIGURES FOR FISCAL YEAR 2010-2011; ADOPTING A BUDGET AND APPROPRIATING RESOURCES FOR THE CITY OF MELISSA, TEXAS, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2010; 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, 2010 and ending September 30, 2011 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 24, 2010, 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, 2010 and ending September 30, 2011 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:

## Fiscal Year 2011

General Fund	\$3,201,113.00
Water Fund	\$2,073,499.00
General Debt Service	\$1,278,020.00
Utility Debt Service	\$ 948,707.00
Transportation Construction	\$2,859,629.00
Utility Construction	\$ 294,951.00
TIF #1	\$ 439,714.00

**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

## 01 GENERAL FUND SUMMARY

ORGUNIT / DIVISION	ACTUAL 2008-2009	BUDGET 2009-2010	PROPOSED 2010-2011
01-01 REVENUES 01 ADMINSTRATIVE	\$2,599,327	\$2,534,349	\$ 2,567,742
01-02 REVENUES 02 DEVELOPMENT & NEIGHBORHOOD SVCS	\$206,102	\$107,350	\$ 126,950
01-04 REVENUES 04 PARKS & GROUNDS	\$43,033	\$43,945	\$ 44,921
01-05 Municipal Courts Revenue	\$ 427,290	\$ 450,000	\$ 400,000
01-06 REVENUES 06 POLICE DEPARTMENT	\$2,176	\$0	\$0
01-07 REVENUES 07 STREET DEPARTMENT	\$3,936	\$0	\$0
01-08 REVENUES 08 FIRE DEPARTMENT	\$51,664	\$47,000	\$ 40,000
01-10 REVENUES 10 LIBRARY DEPARTMENT	\$21,049	\$20,202	\$ 21,500
<b>TOTAL REVENUES</b>	<b>\$ 3,354,577</b>	<b>\$ 3,202,846</b>	<b>\$ 3,201,113</b>
01-00 00 NON-DEPARTMENTAL	\$ 1,372,201	\$ 619,516	\$ 578,878
01-01 01 ADMINSTRATIVE	\$ 526,779	\$ 490,598	\$ 501,738
01-02 02 DEVELOPMENT & NEIGHBORHOOD SVCS	\$ 349,805	\$ 239,705	\$ 245,537
01-04 04 PARKS & GROUNDS	\$ 167,602	\$ 158,303	\$ 217,673
01-05 05 MUNICIPAL COURTS	\$ 325,924	\$ 330,562	\$ 287,604
01-06 06 POLICE DEPARTMENT	\$ 655,044	\$ 687,057	\$ 666,605
01-07 07 STREET DEPARTMENT	\$ 125,836	\$ 148,097	\$ 173,395
01-08 08 FIRE DEPARTMENT	\$ 292,287	\$ 389,097	\$ 381,190
01-10 10 LIBRARY DEPARTMENT	\$ 112,777	\$ 120,913	\$ 110,381
01-11 11 BUILDING MAINTENANCE	\$ 27,600	\$ 19,000	\$ 38,112
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,955,855</b>	<b>\$ 3,202,848</b>	<b>\$ 3,201,113</b>

<b>City of MELISSA</b> <b>FUND</b> <b>01 GENERAL FUND</b>	<b>REVENUES</b>
<b>DETAILS</b>	

LINE ITEMS	ACTUAL 2008-2009	BUDGET 2009-2010	PROPOSED 2010-2011
<b>Administrative</b>			
4110 CURRENT PROPERTY TAXES	\$1,416,340	\$1,381,884	\$ 1,396,184
4120 DELINQUENT PROPERTY TAXES	\$39,850	\$35,000	\$ 40,000
4130 PENALTIES & INTEREST	\$22,123	\$20,000	\$ 20,000
4145 COLLIN COUNTY/CHILD SAFETY	\$2,299	\$0	\$0
4160 SALES TAX	\$506,854	\$534,136	\$ 420,000
4170 FRANCHISE FEES/TAXES	\$146,387	\$145,000	\$ 220,000
4210 LIQUOR TAX	\$796	\$0	\$0
4220 LEASE REVENUE	\$43,913	\$44,700	\$ 68,700
4225 BOND PROCEEDS	\$0	\$0	\$0
4315 TRANSFER IN	\$193,961	\$198,629	\$ 211,395
4330 INTEREST	\$225,107	\$175,000	\$ 65,000
4380 MISCELLANEOUS INCOME	\$1,698	\$0	\$0
Fund Balance Contribution			\$ 126,463
<b>TOTAL 01 ADMINSTRATIVE</b>	<b>\$2,599,328</b>	<b>\$2,534,349</b>	<b>\$ 2,567,742</b>
<b>Development &amp; Neighborhood Svcs</b>			
4180 LICENSES & PERMITS	\$206,102	\$89,200	\$108,800
4190 PLATTING & DEVELOPMENT	\$0	\$18,150	\$18,150
<b>TOTAL 02 DEVELOPMENT &amp; NEIGHBORHOOD SVCS</b>	<b>\$206,102</b>	<b>\$107,350</b>	<b>\$126,950</b>
<b>Parks &amp; Grounds</b>			
4345 PARK MAINTENANCE/SUPPORT	\$43,033	\$43,945	\$44,921
<b>TOTAL 04 PARKS &amp; GROUNDS</b>	<b>\$43,033</b>	<b>\$43,945</b>	<b>\$44,921</b>
<b>Municipal Courts</b>			
4140 Court Fines	\$ 427,290	\$ 450,000	\$ 400,000
<b>TOTAL 05 MUNICIPAL COURTS</b>	<b>\$ 427,290</b>	<b>\$ 450,000</b>	<b>\$ 400,000</b>
<b>Fire Department</b>			
4185 FIRE DEPARTMENT INSURANCE REIMBURSE	\$7,670	\$15,000	\$5,000
4365 FIRE DEPT./COLLIN COUNTY	\$32,756	\$32,000	\$35,000
4990 GAIN/LOSS ON SALE OF FIXED ASSETS	\$11,238	\$0	\$0
<b>TOTAL 08 FIRE DEPARTMENT</b>	<b>\$51,664</b>	<b>\$47,000</b>	<b>\$40,000</b>
<b>Library Department</b>			
4385 MISCELLANEOUS INCOME/LIBRARY	\$969	\$0	\$0
4390 COLLIN COUNTY/LIBRARY	\$15,907	\$16,000	\$16,000
4410 LONE STAR GRANT/LIBRARY	\$4,173	\$4,202	\$5,500
<b>TOTAL 10 LIBRARY DEPARTMENT</b>	<b>\$21,049</b>	<b>\$20,202</b>	<b>\$21,500</b>

City of MELISSA	
FUND	DEPARTMENT
01 GENERAL FUND	00 NON-DEPARTMENTAL
DETAILS	

LINE ITEMS	ACTUAL 2008-2009	BUDGET 2009-2010	PROPOSED 2010-2011
5111 EMPLOYEE INCENTIVE COMPENSATION	\$0	\$0	\$ 30,000
PERSONNEL	\$0	\$0	\$ 30,000
5220 ANIMAL CONTROL	\$ 21,201	\$ 28,496	\$ 28,496
5230 APPRAISAL DISTRICT	\$ 13,116	\$ 13,000	\$ 13,547
5260 ENGINEERING	\$ 80,781	\$ 70,000	\$ 70,000
5290 SECURITY			\$ 1,500
5344 ECONOMIC DEVELOPMENT		\$ 25,000	\$ 25,000
5390 PROFESSIONAL SERVICES	\$ 25,875	\$ 21,000	\$ 16,000
5400 AUDIT FEES	\$ 10,000	\$ 10,000	\$ 14,000
5410 LEGAL FEES	\$ 125,547	\$ 140,000	\$ 100,000
5415 ENVIRONMENTAL SVCS	\$ 3,120	\$ 3,520	\$ 4,000
5420 INSURANCE	\$ 64,858	\$ 75,000	\$ 85,000
5436 COMPUTER EXPENSES	\$ 26,569	\$ 40,000	\$ 9,940
5438 COMPUTER HARDWARE/SOFTWARE			\$ 10,000
5511 CHAMBER OF COMMERCE EXPENSES	\$ 10,000	\$ 12,500	\$ 10,000
5610 CHILD ABUSE	\$ 5,000		
5611 ARTS OF COLLIN COUNTY	\$ 5,716	\$ 6,000	\$0
5950 Transfer Out - TIF	\$ 875,000	\$ 125,000	\$ 150,000
Reserve Fund Balance	\$ 105,418	\$ 50,000	\$ 11,395
OPERATIONS	\$ 1,372,201	\$ 619,516	\$ 548,878
TOTAL 00 NON-DEPARTMENTAL	\$ 1,372,201	\$ 619,516	\$ 578,878

City of MELISSA	
FUND	DEPARTMENT
01 GENERAL FUND	01 ADMINSTRATIVE
DETAILS	

LINE ITEMS	ACTUAL 2008-2009	BUDGET 2009-2010	PROPOSED 2010-2011
5110 SALARIES & WAGES	\$288,060	\$292,233	\$ 292,233
5111 EMPLOYEE INCENTIVE COMPENSATION	\$0	\$0	\$ -
5145 LONGEVITY PAY	\$572	\$804	\$ 996
5150 SOCIAL SECURITY EXPENSE	\$16,934	\$17,095	\$ 18,118
5155 MEDICARE EXPENSE	\$3,960	\$3,998	\$ 4,237
5160 SUTA EXPENSE	\$117	\$180	\$ 756
5165 AFLAC EXPENSE	\$253	\$0	\$0
5166 LONG TERM DISABILITY	\$581	\$52	\$ 480
5170 TMRS EXPENSE	\$21,960	\$15,220	\$ 17,709
5442 CAR ALLOWANCE	\$6,231	\$6,000	\$ 6,000
5510 GROUP HEALTH INSURANCE	\$21,718	\$21,066	\$ 22,384
<b>PERSONNEL</b>	<b>\$360,386</b>	<b>\$356,648</b>	<b>\$ 362,913</b>
5196 MISC EMPLOYEE EXPENSE	\$8,292	\$0	\$ 2,000
5245 BOARDS AND COMMISSIONS	\$3,147	\$4,000	\$ 4,000
5250 ELECTION EXPENSE	\$13,901	\$10,000	\$ 5,000
5280 OFFICE SUPPLIES	\$6,112	\$5,000	\$ 4,000
5290 SECURITY	\$0	\$0	\$0
5310 DUES & MEMBERSHIPS	\$12,426	\$5,500	\$ 3,255
5320 POSTAGE AND DELIVERY	\$3,779	\$4,000	\$ 4,000
5321 SHIPPING AND COURIER SVC	\$379	\$500	\$ 500
5330 PUBLICATIONS AND SUBSCRIPTIONS	\$844	\$250	\$ 35
5335 CREDIT CARD CHARGES	\$189	\$0	\$0
5340 ADVERTISING & PROMOTIONS	\$6,666	\$7,500	\$ 3,500
5341 Promotional Materials	\$ 496		
5350 PRINTING AND REPRODUCTION	\$1,162	\$4,000	\$ 2,000
5361 EQUIPMENT RENTAL	\$2,443	\$1,260	\$ 6,332
5370 CONTRACT REPAIRS & MAINTENANCE	\$2,885	\$2,000	\$ 1,236
5376 Building Repairs and Maintenance	\$ 9,508		
5405 PROPERTY TAXES	\$27,609	\$0	\$ 9,000
5430 TELEPHONE	\$5,838	\$6,000	\$ 11,094
5432 WIRELESS TELEPHONE EXP	\$2,442	\$1,440	\$ 1,500
5435 INTERNET SERVICE	\$2,815	\$0	\$0
5436 COMPUTER EXPENSES	\$11,143	\$4,500	\$ 8,140
5439 BUSINESS MEALS	\$3,848	\$2,000	\$ 1,000
5440 TRAVEL EXPENSES	\$10,315	\$7,000	\$ 3,022
5441 MILEAGE REIMBURSEMENT	\$4,785	\$2,000	\$ 1,500
5450 UNIFORMS	\$0	\$500	\$0
5460 TRAINING	\$6,610	\$5,000	\$ 1,515
5470 UTILITIES	\$14,540	\$46,000	\$ 63,196
5500 Misc. Expense	\$ 382		
5550 SUPPLIES	\$2,125	\$1,500	\$ 2,000
5573 COLLIN COUNTY FILING FEE	\$160	\$1,000	\$ 1,000
5635 Charitable Contribution	\$ 500		
5750 Garbage Expense	\$ 1,052		
5574 DOCUMENT MANAGEMENT	\$0	\$13,000	\$0
<b>OPERATIONS</b>	<b>\$ 166,393</b>	<b>\$ 133,950</b>	<b>\$ 138,825</b>
<b>TOTAL 01 ADMINSTRATIVE</b>	<b>\$ 526,779</b>	<b>\$ 490,598</b>	<b>\$ 501,738</b>

City of MELISSA	
FUND	DEPARTMENT
01 GENERAL FUND	02 DEVELOPMENT & NEIGHBORHOOD SVCS
DETAILS	

LINE ITEMS	ACTUAL 2008-2009	BUDGET 2009-2010	PROPOSED 2010-2011
5110 SALARIES & WAGES	\$118,570	\$119,737	\$ 119,737
5145 LONGEVITY PAY	\$428	\$572	\$ 716
5150 SOCIAL SECURITY EXPENSE	\$7,414	7424	\$ 7,424
5155 MEDICARE EXPENSE	\$ 1,734	1736	\$ 1,736
5160 SUTA EXPENSE	\$ 118	\$135	\$ 567
5166 LONG TERM DISABILITY	\$ 267	\$18	\$ 216
5170 TMRS EXPENSE	\$9,372	\$6,609	\$ 7,256
5190 CONTRACT LABOR	\$175	\$0	\$0
5195 DRUG SCREENING	\$64	\$0	\$0
5510 GROUP HEALTH INSURANCE	\$13,907	\$13,134	\$ 15,854
<b>PERSONNEL</b>	<b>\$ 152,049</b>	<b>\$149,365</b>	<b>\$ 153,506</b>
5261 DEVELOPMENT PROJECT ENG. FEES	\$89,693	\$18,150	\$18,150
5270 INSPECTIONS	\$78,232	\$44,600	\$55,000
5280 OFFICE SUPPLIES	\$1,590	\$1,500	\$1,000
5310 DUES & MEMBERSHIPS	\$210	\$500	\$331
5320 POSTAGE AND DELIVERY	\$612	\$750	\$750
5330 PUBLICATIONS AND SUBSCRIPTIONS	\$190	\$750	\$750
5350 PRINTING AND REPRODUCTION	\$1,189	\$1,700	\$1,500
5361 EQUIPMENT RENTAL	\$2,018	\$2,100	\$2,100
5370 CONTRACT REPAIRS & MAINTENANCE	\$1,206	\$1,100	\$1,100
5375 VEHICLE REPAIR & MAINTENANCE	\$1,743	\$2,400	\$2,400
5376 BLDG REPAIR & MAINTENANCE	\$2,682	\$0	\$0
5385 VEHICLE FUEL	\$545	\$1,000	\$750
5405 Property Tax	\$ 146		
5430 TELEPHONE	\$7,206	\$7,250	\$3,800
5432 WIRELESS TELEPHONE EXP	\$479	\$500	\$500
5436 COMPUTER EXPENSES	\$4,472	\$2,700	\$2,700
5439 Business Meals	\$ 228		
5440 TRAVEL EXPENSES	\$832	\$1,200	\$1,200
5441 Mileage Reimbursement	\$ 474		
5460 Training	760	\$ 900	
5450 UNIFORMS	\$175	\$240	\$0
5550 Supplies	\$ 180		
5470 UTILITIES	\$2,894	\$3,000	\$0
<b>OPERATIONS</b>	<b>\$ 197,756</b>	<b>\$ 90,340</b>	<b>\$92,031</b>
5910 CAPITAL OUTLAY	\$0	\$0	\$0
<b>CAPITAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL 02 DEVELOPMENT &amp; NEIGHBORHOOD SVCS</b>	<b>\$ 349,805</b>	<b>\$ 239,705</b>	<b>\$ 245,537</b>

City of MELISSA	
FUND	DEPARTMENT
01 GENERAL FUND	04 PARKS & GROUNDS
DETAILS	

LINE ITEMS	ACTUAL 2008-2009	BUDGET 2009-2010	PROPOSED 2010-2011
5110 SALARIES & WAGES	\$32,510	\$34,076	\$ 34,076
5115 SALARIES - OVERTIME	\$192	\$1,750	\$ 1,750
5145 LONGEVITY PAY	\$0	\$68	\$ 116
5150 SOCIAL SECURITY EXPENSE	\$2,120	\$2,221	\$ 2,221
5155 MEDICARE EXPENSE	\$496	\$519	\$ 519
5160 SUTA EXPENSE	\$99	\$45	\$ 189
5166 LONG TERM DISABILITY	\$59	\$5	\$ 60
5170 TMRS EXPENSE	\$2,579	\$1,978	\$ 2,171
5190 CONTRACT LABOR	\$0	\$0	\$0
5195 DRUG SCREENING	\$0	\$0	\$0
5510 GROUP HEALTH INSURANCE	\$3,599	\$3,641	\$ 3,904
<b>PERSONNEL</b>	<b>\$41,654</b>	<b>\$44,303</b>	<b>\$ 45,006</b>
5360 EQUIPMENT	\$0	\$0	\$500
5340 Advertising & Promotions	\$ 131		
5370 CONTRACT REPAIRS & MAINTENANCE	\$62,610	\$52,000	\$ 89,717
5375 VEHICLE REPAIR & MAINTENANCE	\$494	\$1,700	\$1,700
5376 Bldg Repair & Maintenance	\$ 10		
5385 VEHICLE FUEL	\$1,679	\$1,500	\$1,750
5432 WIRELESS TELEPHONE EXP	\$479	\$500	\$550
5450 UNIFORMS	\$245	\$300	\$ 250
5460 TRAINING	\$0	\$0	\$0
5470 UTILITIES	\$54,380	\$45,000	\$53,000
5505 PARK EXPENSES	\$760	\$0	\$0
5550 SUPPLIES	\$5,160	\$13,000	\$25,200
<b>OPERATIONS</b>	<b>\$ 125,948</b>	<b>\$114,000</b>	<b>\$ 172,667</b>
5910 CAPITAL OUTLAY	\$0	\$0	\$0
<b>CAPITAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL 04 PARKS &amp; GROUNDS</b>	<b>\$ 167,602</b>	<b>\$158,303</b>	<b>\$ 217,673</b>

<b>City of MELISSA</b>	
<b>FUND</b>	<b>DEPARTMENT</b>
01 GENERAL FUND	05 MUNICIPAL COURTS
<b>DETAILS</b>	

LINE ITEMS	ACTUAL 2008-2009	BUDGET 2009-2010	PROPOSED 2010-2011
5110 SALARIES & WAGES	\$104,408	\$102,251	\$ 102,251
5115 SALARIES - OVERTIME	\$2,937	\$2,500	\$ 2,500
5145 LONGEVITY PAY	\$392	\$524	\$ 620
5150 SOCIAL SECURITY EXPENSE	\$6,630	\$6,495	\$ 6,495
5155 MEDICARE EXPENSE	\$1,551	\$1,519	\$ 1,519
5160 SUTA EXPENSE	\$161	\$135	\$ 567
5166 LONG TERM DISABILITY	\$286	\$15	\$ 180
5170 TMRS EXPENSE	\$8,363	\$5,782	\$ 6,348
5190 CONTRACT LABOR	\$0	\$0	\$0
5510 GROUP HEALTH INSURANCE	\$15,219	\$14,226	\$ 19,669
<b>PERSONNEL</b>	<b>\$139,947</b>	<b>\$133,447</b>	<b>\$ 140,149</b>
5280 OFFICE SUPPLIES	\$970	\$1,500	\$1,500
5290 SECURITY	\$0	\$0	\$0
5310 DUES & MEMBERSHIPS	\$125	\$200	\$215
5320 POSTAGE AND DELIVERY	\$1,587	\$1,200	\$2,000
5335 CREDIT CARD CHARGES	\$2,796	\$4,500	\$3,000
5385 Vehicle Fuel	\$ 25		
5390 PROFESSIONAL SERVICES	\$2,248	\$0	\$0
5395 LICENSE FEES	\$75	\$0	\$75
5430 TELEPHONE	\$2,241	\$2,000	\$2,800
5431 BEEPER SERVICE	\$65	\$65	\$65
5436 COMPUTER EXPENSES	\$3,586	\$1,500	\$1,500
5439 Business Meals	\$ 125		
5440 TRAVEL EXPENSES	\$525	\$1,000	\$1,500
5441 Mileage Reimbursement	\$ 463		
5460 TRAINING	\$614	\$150	\$800
5550 Misc Expense	\$ 42		
5570 STATE COURT COST	\$153,547	\$157,500	\$120,000
5571 FINES - COLLECTION EXPENSE	\$8,325	\$13,500	\$0
5572 DISPOSITION SERVICES	\$1,848	\$4,000	\$2,000
5575 INMATE BOARDING EXPENSE	\$6,770	\$10,000	\$12,000
<b>OPERATIONS</b>	<b>\$ 185,977</b>	<b>\$197,115</b>	<b>\$147,455</b>
5910 CAPITAL OUTLAY	\$0	\$0	\$0
<b>CAPITAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL 05 MUNICIPAL COURTS</b>	<b>\$ 325,924</b>	<b>\$330,562</b>	<b>\$ 287,604</b>

City of MELISSA	
FUND	DEPARTMENT
01 GENERAL FUND	06 POLICE DEPARTMENT
DETAILS	

LINE ITEMS	ACTUAL 2008-2009	BUDGET 2009-2010	PROPOSED 2010-2011
5110 SALARIES & WAGES	\$375,455	\$403,579	\$ 399,574
5115 SALARIES - OVERTIME	\$30,020	\$14,000	\$ 14,000
5145 LONGEVITY PAY	\$1,640	\$2,024	\$ 2,192
5150 SOCIAL SECURITY EXPENSE	\$25,438	\$25,890	\$ 25,766
5155 MEDICARE EXPENSE	\$5,949	\$6,055	\$ 6,026
5160 SUTA EXPENSE	\$399	\$495	\$ 1,890
5166 LONG TERM DISABILITY	\$648	\$79	\$ 684
5170 TMRS EXPENSE	\$30,993	\$23,050	\$ 25,062
5194 PSYCHOLOGICAL SCREEN	\$100	\$200	\$ 200
5195 DRUG SCREENING	\$200	\$300	\$ 300
5510 GROUP HEALTH INSURANCE	\$38,172	\$47,342	\$ 52,094
<b>PERSONNEL</b>	<b>\$509,014</b>	<b>\$523,014</b>	<b>\$ 527,788</b>
5196 MISC EMPLOYEE EXPENSE	\$115	\$150	\$150
5280 OFFICE SUPPLIES	\$3,318	\$4,000	\$3,500
5290 SECURITY	\$721	\$725	\$0
5310 DUES & MEMBERSHIPS	\$562	\$600	\$525
5320 POSTAGE AND DELIVERY	\$912	\$1,100	\$1,100
5321 SHIPPING AND COURIER SVC	\$270	\$225	\$225
5330 PUBLICATIONS AND SUBSCRIPTIONS	\$607	\$2,200	\$2,204
5340 ADVERTISING & PROMOTIONS	\$102	\$100	\$100
5341 PROMOTIONAL MATERIALS	\$1,825	\$1,800	\$1,800
5350 PRINTING AND REPRODUCTION	\$1,056	\$1,500	\$1,800
5355 PUBLIC EDUCATION	\$0	\$0	\$0
5360 Equipment	\$ 6,560	\$ 1,345	\$ 5,100
5370 CONTRACT REPAIRS & MAINTENANCE	\$830	\$1,000	\$684
5375 VEHICLE REPAIR & MAINTENANCE	\$18,976	\$12,500	\$12,500
5376 BLDG REPAIR & MAINTENANCE	\$3,276	\$2,500	\$0
5385 VEHICLE FUEL	\$22,375	\$25,000	\$25,000
5395 LICENSE FEES	\$845	\$845	\$395
5430 TELEPHONE	\$5,520	\$5,700	\$4,700
5431 BEEPER SERVICE	\$422	\$425	\$0
5432 WIRELESS TELEPHONE EXP	\$5,993	\$6,550	\$4,400
5435 INTERNET SERVICE	\$0	\$0	\$0
5436 COMPUTER EXPENSES	\$4,049	\$1,308	\$3,112
5439 Business Meals	\$ 468		
5440 TRAVEL EXPENSES	\$1,800	\$0	\$1,275
5441 MILEAGE REIMBURSEMENT	\$266	\$500	\$500
5450 UNIFORMS	\$4,945	\$6,600	\$6,705
5460 TRAINING	\$1,873	\$2,625	\$ 2,854
5470 UTILITIES	\$4,455	\$5,000	\$0
5550 SUPPLIES	\$1,310	\$2,600	\$2,940
5576 NATIONAL NIGHT OUT	\$731	\$0	\$0
5600 DISPATCHING EXPENSE	\$19,332	\$30,348	\$22,819
5610 CHILD ABUSE	\$2,677	\$2,677	\$2,677
<b>OPERATIONS</b>	<b>\$ 116,191</b>	<b>\$ 119,923</b>	<b>\$ 107,065</b>
5530 CAPITAL OUTLAY VEHICLE	\$29,839	\$44,120	\$31,752
5620 CAPITAL OUTLAY BUILDING	\$0	\$0	\$0
5910 CAPITAL OUTLAY	\$0	\$0	\$0
<b>CAPITAL</b>	<b>\$29,839</b>	<b>\$44,120</b>	<b>\$31,752</b>
<b>TOTAL 06 POLICE DEPARTMENT</b>	<b>\$ 655,044</b>	<b>\$ 687,057</b>	<b>\$ 666,605</b>



City of MELISSA	
FUND	DEPARTMENT
01 GENERAL FUND	07 STREET DEPARTMENT
DETAILS	

LINE ITEMS	ACTUAL 2008-2009	BUDGET 2009-2010	PROPOSED 2010-2011
5110 SALARIES & WAGES	\$32,086	\$31,576	\$ 32,760
5115 SALARIES - OVERTIME	\$2,888	\$0	\$ 1,000
5145 LONGEVITY PAY	\$0	\$68	\$0
5150 SOCIAL SECURITY EXPENSE	\$2,029	\$1,958	\$ 2,093
5155 MEDICARE EXPENSE	\$475	\$458	\$ 490
5160 SUTA EXPENSE	\$105	\$ 45	\$ 189
5166 Long Term Disability	\$ 60	\$ 5	\$ 60
5170 TMRS EXPENSE	\$2,772	\$1,743	\$ 2,046
5510 GROUP HEALTH INSURANCE	\$7,569	\$7,766	\$ 8,279
<b>PERSONNEL</b>	<b>\$ 47,984</b>	<b>\$43,619</b>	<b>\$ 46,917</b>
5280 OFFICE SUPPLIES	\$95	\$0	\$0
5360 EQUIPMENT	\$404	\$0	\$2,000
5361 EQUIPMENT RENTAL	\$0	\$1,000	\$1,000
5370 CONTRACT REPAIRS & MAINTENANCE	\$4,339	\$10,000	\$10,000
5375 VEHICLE REPAIR & MAINTENANCE	\$160	\$1,000	\$1,000
5385 VEHICLE FUEL	\$188	\$500	\$500
5432 WIRELESS TELEPHONE EXP	\$573	\$678	\$528
5441 MILEAGE REIMBURSEMENT	\$466	\$0	\$200
5450 UNIFORMS	\$406	\$300	\$250
5470 UTILITIES	\$64,854	\$68,000	\$68,000
5550 SUPPLIES	\$923	\$1,000	\$1,000
5640 STREET REPAIRS	\$4,070	\$20,000	\$ 40,000
5650 STREET SIGNS	\$1,374	\$2,000	\$2,000
<b>OPERATIONS</b>	<b>\$77,852</b>	<b>\$104,478</b>	<b>\$ 126,478</b>
5910 CAPITAL OUTLAY	\$0	\$0	\$0
<b>CAPITAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL 07 STREET DEPARTMENT</b>	<b>\$ 125,836</b>	<b>\$148,097</b>	<b>\$ 173,395</b>

City of MELISSA	
FUND	DEPARTMENT
01 GENERAL FUND	08 FIRE DEPARTMENT
DETAILS	

LINE ITEMS	ACTUAL 2008-2009	BUDGET 2009-2010	PROPOSED 2010-2011
5110 SALARIES & WAGES	\$57,777	\$82,656	\$ 98,000
5111 EMPLOYEE INCENTIVE COMPENSATION	\$0	\$0	\$ 1
5145 LONGEVITY PAY	\$0	\$0	\$ 88
5150 SOCIAL SECURITY EXPENSE	\$3,461	\$5,125	\$ 5,476
5155 MEDICARE EXPENSE	\$809	\$1,199	\$ 1,421
5160 SUTA EXPENSE	\$129	\$90	\$ 378
5166 LONG TERM DISABILITY	\$62	\$9	\$ 163
5170 TMRS EXPENSE	\$4,517	\$4,563	\$ 5,939
5190 CONTRACT LABOR	\$8,250	\$0	\$0
5195 DRUG SCREENING	\$83	\$0	\$0
5442 CAR ALLOWANCE	\$900	\$0	\$ 3,600
5510 GROUP HEALTH INSURANCE	\$4,429	\$7,871	\$ 16,624
<b>PERSONNEL</b>	<b>\$80,417</b>	<b>\$101,513</b>	<b>\$ 131,690</b>
5280 OFFICE SUPPLIES	\$1,610	\$2,500	\$ 2,000
5310 DUES & MEMBERSHIPS	\$990	\$2,081	\$ 2,972
5320 POSTAGE AND DELIVERY	\$69	\$150	\$ 75
5321 SHIPPING AND COURIER SVC	\$74	\$135	\$ 135
5330 PUBLICATIONS AND SUBSCRIPTIONS	\$452	\$1,000	\$ 636
5350 PRINTING AND REPRODUCTION	\$1,061	\$500	\$ 300
5355 PUBLIC EDUCATION	\$360	\$550	\$ 550
5360 EQUIPMENT	\$19,118	\$30,000	\$ 21,150
5370 CONTRACT REPAIRS & MAINTENANCE	\$5,792	\$4,000	\$ 4,801
5375 VEHICLE REPAIR & MAINTENANCE	\$7,276	\$8,700	\$ 8,700
5376 BLDG REPAIR & MAINTENANCE	\$3,654	\$3,500	\$ 5,782
5385 VEHICLE FUEL	\$3,237	\$5,500	\$ 3,500
5390 PROFESSIONAL SERVICES	\$2,400	\$300	\$ 300
5395 LICENSE FEES	\$1,000	\$0	\$ -
5420 INSURANCE	\$3,224	\$3,230	\$ 3,770
5430 TELEPHONE	\$6,301	\$6,400	\$ 6,400
5431 BEEPER SERVICE	\$2,413	\$2,340	\$ 2,100
5432 WIRELESS TELEPHONE EXP	\$1,235	\$1,000	\$ 1,920
5436 COMPUTER EXPENSES	\$5,781	\$3,469	\$ -
5439 BUSINESS MEALS	\$380	\$700	\$ 1,500
5440 TRAVEL EXPENSES	\$595	\$2,200	\$ 1,500
5441 MILEAGE REIMBURSEMENT	\$374	\$100	\$ 300
5450 UNIFORMS	\$1,295	\$4,250	\$ 4,250
5460 TRAINING	\$175	\$3,300	\$ 3,000
5470 UTILITIES	\$11,086	\$13,500	\$ 10,000
5490 AMBULANCE CONTRACT SERVICES	\$58,121	\$58,121	\$ 60,446
5550 SUPPLIES	\$ 30	\$0	\$ -
5551 MEDICAL SUPPLIES	\$1,426	\$5,800	\$ 4,500
5552 REHAB SUPPLIES	\$1,120	\$1,000	\$ 1,200
5553 FIRE SUPPLIES	\$682	\$250	\$ 1,250
5618 CONDEMNED PROPERTY DEMOLITION	\$0	\$3,000	\$ -
<b>OPERATIONS</b>	<b>\$ 141,826</b>	<b>\$167,576</b>	<b>\$ 153,037</b>
5530 CAPITAL OUTLAY VEHICLE	\$70,044	\$80,008	\$56,463
5910 CAPITAL OUTLAY	\$0	\$40,000	\$40,000
<b>CAPITAL</b>	<b>\$70,044</b>	<b>\$120,008</b>	<b>\$96,463</b>
<b>TOTAL 08 FIRE DEPARTMENT</b>	<b>\$ 292,287</b>	<b>\$389,097</b>	<b>\$ 381,190</b>

City of MELISSA	
FUND	DEPARTMENT
01 GENERAL FUND	10 LIBRARY DEPARTMENT
DETAILS	

LINE ITEMS	ACTUAL 2008-2009	BUDGET 2009-2010	PROPOSED 2010-2011
5110 SALARIES & WAGES	\$74,548	\$78,515	\$ 68,115
5115 SALARIES - OVERTIME	\$45	\$0	\$0
5145 LONGEVITY PAY	\$668	\$808	\$ 904
5150 SOCIAL SECURITY EXPENSE	\$4,798	\$4,868	\$ 4,223
5155 MEDICARE EXPENSE	\$1,122	\$1,138	\$ 988
5160 SUTA EXPENSE	\$112	\$135	\$ 378
5166 LONG TERM DISABILITY	\$121	\$10	\$ 120
5170 TMRS EXPENSE	\$5,928	\$4,334	\$ 4,128
5190 CONTRACT LABOR	\$0	\$0	\$0
5195 DRUG SCREENING	\$30	\$0	\$0
5510 GROUP HEALTH INSURANCE	\$8,496	\$9,077	\$ 9,825
<b>PERSONNEL</b>	<b>\$95,868</b>	<b>\$98,885</b>	<b>\$ 88,681</b>
5280 OFFICE SUPPLIES	\$1,398	\$500	\$500
5310 DUES & MEMBERSHIPS	\$121	\$350	\$350
5320 POSTAGE AND DELIVERY	\$0	\$0	\$0
5330 PUBLICATIONS AND SUBSCRIPTIONS	\$20	\$40	\$50
5376 BLDG REPAIR & MAINTENANCE	\$0	\$250	\$0
5395 LICENSE FEES	\$576	\$576	\$650
5420 INSURANCE	\$0	\$50	\$0
5430 TELEPHONE	\$2,205	\$2,500	\$3,800
5435 INTERNET SERVICE	\$1,850	\$1,860	\$0
5436 COMPUTER EXPENSES	\$40	\$2,000	\$3,000
5440 TRAVEL EXPENSES	\$0	\$100	\$0
5441 MILEAGE REIMBURSEMENT	\$207	\$100	\$0
5450 UNIFORMS	\$0	\$0	\$0
5460 TRAINING	\$0	\$0	\$0
5470 UTILITIES	\$2,848	\$2,600	\$0
5550 SUPPLIES	\$348	\$200	\$350
5554 LONE STAR GRANT PURCHASES	\$5,120	\$4,202	\$5,500
5556 LIBRARY INVENTORY PURCHASES	\$2,176	\$6,700	\$7,500
5557 GATES HUG LIBRARY GRANT	\$0	\$0	\$0
<b>OPERATIONS</b>	<b>\$16,909</b>	<b>\$22,028</b>	<b>\$21,700</b>
5910 CAPITAL OUTLAY	\$0	\$0	\$0
<b>CAPITAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL 10 LIBRARY DEPARTMENT</b>	<b>\$112,777</b>	<b>\$120,913</b>	<b>\$ 110,381</b>

City of MELISSA	
FUND	DEPARTMENT
01 GENERAL FUND	11 BUILDING
DETAILS	

LINE ITEMS	ACTUAL 2008-2009	BUDGET 2009-2010	PROPOSED 2010-2011
5110 SALARIES & WAGES	\$16,816	\$0	\$0
5115 SALARIES - OVERTIME	\$698	\$0	\$0
5145 LONGEVITY PAY	\$204	\$0	\$0
5150 SOCIAL SECURITY EXPENSE	\$1,204	\$0	\$0
5155 MEDICARE EXPENSE	\$282	\$0	\$0
5166 Long Term Disability	\$ 34		
5160 SUTA EXPENSE	\$86	\$0	\$0
5170 TMRS EXPENSE	\$1,411	\$0	\$0
5510 GROUP HEALTH INSURANCE	\$2,125	\$0	\$0
<b>PERSONNEL</b>	<b>\$ 22,860</b>	<b>\$0</b>	<b>\$0</b>
5280 OFFICE SUPPLIES	\$0	\$0	\$0
5310 Dues & Memberships	\$ 35		
5360 EQUIPMENT	\$154	\$0	\$0
5370 CONTRACT REPAIRS & MAINTENANCE	\$146	\$3,500	\$3,500
5375 VEHICLE REPAIR & MAINTENANCE	\$741	\$0	\$0
5376 BLDG REPAIR & MAINTENANCE	\$523	\$13,000	\$32,112
5385 VEHICLE FUEL	\$704	\$0	\$0
5395 LICENSE FEES	\$111	\$0	\$0
5432 WIRELESS TELEPHONE EXP	\$269	\$0	\$0
5436 Computer Expenses	\$ 312		
5440 TRAVEL EXPENSES	\$64	\$0	\$0
5441 MILEAGE REIMBURSEMENT	\$0	\$0	\$0
5450 UNIFORMS	\$290	\$0	\$0
5470 UTILITIES	\$0	\$0	\$0
5550 SUPPLIES	\$1,391	\$2,500	\$2,500
<b>OPERATIONS</b>	<b>\$ 4,740</b>	<b>\$19,000</b>	<b>\$38,112</b>
5530 CAPITAL OUTLAY VEHICLE	\$0	\$0	\$0
<b>CAPITAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL 11 BUILDING MAINTENANCE</b>	<b>\$ 27,600</b>	<b>\$19,000</b>	<b>\$38,112</b>

City of Melissa						
General Debt Service Fund						
2010-2011 - Proposed						
						2010-2011
						Proposed Budget
Beginning Fund Balance - I & S Acct						37,439.00
Revenues						
4110	Current Property Taxes - I & S Portion					\$ 584,746.26
4315	Transfer In					
	EDC 4A - Series 2008 CO - Melissa Rd	90,512.50				
	Transfer In - EDC 4A Total					90,512.50
	EDC 4B - Series 2001 CO - Zadow Park	104,900.00				
	EDC 4B - Series 2005A CO - Fire St/Tennis/Barker/BMP	58,147.50				
	Transfer In - EDC 4B Total					163,047.50
	TIF - Series 2006 CO - Town Center Architect	43,095.00				
	TIF - Series 2009 CO - City Hall	396,618.76				
	Transfer In - TIF Fund Total					439,713.76
	Total Revenues					1,278,020.02
Expenditures						
Debt Service						
		Principal	Interest	Reserve		
5560	Debt Service - Series 2001 CO - Zadow Park	100,000.00	4,900.00		104,900.00	
5660	Debt Service - Series 2004 CO - Melissa Rd	60,000.00	50,702.50		110,702.50	
5663	Debt Service - Series 2005 - CO - Mel Rd/Fire St	40,000.00	31,365.00		71,365.00	
5664	Debt Service - Series 2005A CO - Fire St/Tennis/Barker/BMP	30,000.00	28,147.50		58,147.50	
5666	Debt Service - Series 2008 CO - Melissa Rd 1,120,000 4A	45,000.00	45,512.50		90,512.50	
5678	Debt Service - Series 2006 CO - Town Center Arch 515K TIF	20,000.00	23,095.00		43,095.00	
5667	Debt Service - Series 2008 GO - Transportation Bond	180,000.00	222,678.76		402,678.76	
5668	Debt Service - Series 2009 CO - City Hall	-	396,618.76		396,618.76	
		475,000.00	803,020.02	-		
	Principal Reduction					475,000.00
	Interest					803,020.02
	Paying Agent Fees/Other					-
	Total Debt Service Expenditures					1,278,020.02
	Ending Fund Balance					37,439.00

City of Melissa		
Melissa Tax Increment Financing Zone #1 Fund		
Annual Report for FY11 (projected)		
		2010-2011
<b>Beginning Fund Balance (estimated)</b>		<b>558,920.44</b>
<b>Revenues</b>		
4110	Current Property Taxes - levy	89,734.00
	County's Participation - Property Taxes (2010) - levy	17,836.00
	Interest Income	20,000.00
	Transfer from General Fund	150,000.00
	<b>Total Revenues</b>	<b>277,570.00</b>
<b>Expenditures</b>		
<b>Debt Service</b>		
	Transfer to Debt Service on 2006 Cert of Obligation - Principal	20,000.00
	Transfer to Debt Service on 2006 Cert of Obligation - Interest	23,095.00
	Transfer to Debt Service on 2009 Combo Tax and Rev CO - Principal	
	Transfer to Debt Service on 2009 Combo Tax and Rev CO - Interest	396,618.76
	<b>Total TIF Expenditures</b>	<b>439,713.76</b>
	<b>Revenues less Expenditures</b>	<b>(162,143.76)</b>
	<b>Ending Fund Balance</b>	<b>396,776.68</b>
	Tax Increment Base Appraised Value - 2005 Certified Value	13,583,109
	Tax Increment Appraised Value for 2010	28,293,658
	Tax Increment Captured Appraised Value for 2009	14,710,549
	City of Melissa Tax Rate for 2010 (100% participation)	.61/\$100 valuation
	Collin County Tax Rate for 2010 (50% participation)	.2425/\$100 valuation

# City of MELISSA

## 02 WATER FUND SUMMARY

ORGUNIT / DIVISION	ACTUAL 2008-2009	BUDGET 2009-2010	PROPOSED 2010-2011
Water Sales	\$ 1,187,779	\$ 1,541,241	\$ 1,854,477
Sewer Treatment	\$ 399,080	\$ 428,146	\$ 613,921
Water Tap Fees	\$ 96,000	\$ 116,500	\$ 108,000
Sewer Tap Fees	\$ 93,675	\$ 112,000	\$ -
Garbage Sales	\$ 198,637	\$ 162,230	\$ 178,265
Other Revenue	\$ 62,640	\$ 40,000	\$ 45,000
Interest	\$ 50,209	\$ 42,000	\$ 10,000
Transfer in 4A/4B participation	\$ 228,892	\$ 229,988	\$ 225,982
Transfer in from CIP Reserve	\$ 432,207	\$ -	\$ -
<b>TOTAL REVENUES</b>	<b>\$ 2,749,119</b>	<b>\$ 2,672,105</b>	<b>\$ 3,035,645</b>
Water Department	\$ 1,009,142	\$ 1,116,074	\$ 1,163,252
Debt Service	\$ 795,016	\$ 903,193	\$ 948,706
Sewer Department	\$ 552,377	\$ 340,690	\$ 548,553
Garbage Department	\$ 192,306	\$ 162,230	\$ 178,265
Utility Billing Department	\$ 169,251	\$ 167,788	\$ 183,928
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,718,092</b>	<b>\$ 2,689,975</b>	<b>\$ 3,022,704</b>

City of MELISSA	
FUND	DEPARTMENT
02 WATER FUND	14 WATER DEPARTMENT
DETAILS	

LINE ITEMS	ACTUAL 2008-2009	BUDGET 2009-2010	PROPOSED 2010-2011
5110 SALARIES & WAGES	\$128,834	\$142,177	\$142,177
5115 SALARIES - OVERTIME	\$17,708	\$10,000	\$15,000
5145 LONGEVITY PAY	\$524	\$528	\$816
5150 SOCIAL SECURITY EXPENSE	\$9,301	\$9,435	\$9,745
5155 MEDICARE EXPENSE	\$2,175	\$2,207	\$2,279
5160 SUTA EXPENSE	\$165	\$180	\$756
5166 LONG TERM DISABILITY	\$0	\$0	\$20
5170 TMRS EXPENSE	\$11,559	\$8,400	\$9,525
5190 CONTRACT LABOR	\$6,520	\$0	\$0
5195 DRUG SCREENING	\$0	\$0	\$500
5510 GROUP HEALTH INSURANCE	\$14,331	\$18,736	\$21,195
<b>PERSONNEL</b>	<b>\$191,117</b>	<b>\$191,663</b>	<b>\$202,013</b>
5260 ENGINEERING	\$35,118	\$64,210	\$85,000
5270 INSPECTIONS	\$770	\$1,500	\$1,500
5280 OFFICE SUPPLIES	\$1,488	\$1,500	\$1,500
5310 DUES & MEMBERSHIPS	\$801	\$300	\$300
5320 POSTAGE AND DELIVERY	\$0	\$0	\$0
5321 SHIPPING AND COURIER SVC	\$101	\$0	\$0
5330 PUBLICATIONS AND SUBSCRIPTIONS	\$381	\$300	\$300
5335 CREDIT CARD CHARGES	\$25	\$0	\$0
5350 PRINTING AND REPRODUCTION	\$179	\$500	\$500
5360 EQUIPMENT	\$3,245	\$2,000	\$3,000
5361 EQUIPMENT RENTAL	\$698	\$2,000	\$2,000
5370 CONTRACT REPAIRS & MAINTENANCE	\$57,281	\$30,000	\$30,000
5375 VEHICLE REPAIR & MAINTENANCE	\$4,772	\$4,000	\$4,000
5376 BLDG REPAIR & MAINTENANCE	\$5,768	\$1,000	\$1,000
5385 VEHICLE FUEL	\$5,590	\$5,000	\$6,000
5390 PROFESSIONAL SERVICES	\$19,167	\$20,000	\$19,200
5395 LICENSE FEES	\$444	\$500	\$500
5400 AUDIT FEES	\$8,000	\$8,000	\$10,000
5410 LEGAL FEES	\$789	\$25,000	\$10,000
5430 TELEPHONE	\$7,370	\$7,500	\$7,500
5432 WIRELESS TELEPHONE EXP	\$2,764	\$3,000	\$3,000
5435 INTERNET SERVICE	\$0	\$0	\$0
5436 COMPUTER EXPENSES	\$3,106	\$1,500	\$5,760
5437 STATEMENT PROCESSING	\$0	\$0	\$0
5439 BUSINESS MEALS	\$191	\$0	\$1,000
5440 TRAVEL EXPENSES	\$32	\$500	\$500
5441 MILEAGE REIMBURSEMENT	\$2,013	\$2,500	\$2,500
5444 PURCHASE OF METERS/FIREFLY EQUIP	\$30,127	\$25,000	\$25,000
5445 PURCHASE OF WATER	\$331,226	\$372,000	\$382,898
5448 TAP DISCOUNTS	\$26,000	\$29,600	\$33,600
5450 UNIFORMS	\$848	\$1,200	\$2,000
5460 TRAINING	\$1,665	\$2,000	\$4,000
5470 UTILITIES	\$78,691	\$92,000	\$92,000
5475 WATER TESTING	\$1,458	\$500	\$600
5520 TRANSFER OUT	\$0	\$0	\$0
5550 SUPPLIES	\$29,175	\$40,000	\$40,000



City of MELISSA	
FUND	DEPARTMENT
02 WATER FUND	14 WATER DEPARTMENT
DETAILS	

LINE ITEMS	ACTUAL 2008-2009	BUDGET 2009-2010	PROPOSED 2010-2011
5950 Transfer Out to General Fund	\$154,688	\$159,329	\$164,109
OPERATIONS	\$813,971	\$902,439	\$939,267
5530 CAPITAL OUTLAY VEHICLE	\$4,054	\$21,972	\$21,972
CAPITAL	\$4,054	\$21,972	\$21,972
5660 DEBT SERVICE (Water & Sewer)	\$ 795,016	\$ 903,193	\$ 948,706
DEBT	\$ 795,016	\$ 903,193	\$ 948,706
TOTAL 14 WATER DEPARTMENT	\$ 1,804,158	\$ 2,019,267	\$ 2,111,958

City of MELISSA	
FUND	DEPARTMENT
02 WATER FUND	15 SEWER DEPARTMENT
DETAILS	

LINE ITEMS	ACTUAL 2008-2009	BUDGET 2009-2010	PROPOSED 2010-2011
5260 ENGINEERING	\$14,721	\$11,550	\$12,000
5361 EQUIPMENT RENTAL	\$0	\$0	\$0
5370 CONTRACT REPAIRS & MAINTENANCE	\$4,149	\$5,000	\$5,000
5395 LICENSE FEES	\$671	\$700	\$700
5430 TELEPHONE	\$342	\$0	\$0
5446 SEWER TREATMENT SERVICES	\$501,232	\$286,340	\$523,353
5448 TAP DISCOUNTS	\$22,000	\$29,600	\$0
5470 UTILITIES	\$3,425	\$3,500	\$3,500
5550 SUPPLIES	\$5,837	\$4,000	\$4,000
OPERATIONS	\$552,377	\$340,690	\$548,553
<hr/>			
TOTAL 15 SEWER DEPARTMENT	\$552,377	\$340,690	\$548,553

City of MELISSA	
FUND	DEPARTMENT
02 WATER FUND	16 GARBAGE
DETAILS	

LINE ITEMS	ACTUAL 2008-2009	BUDGET 2009-2010	PROPOSED 2010-2011
5850 GARBAGE-TRANSFER GENERAL FUND	\$ 39,273	\$39,300	\$47,286
5950 GARBAGE EXPENSE	\$ 153,033	\$ 122,930	\$ 130,979
OPERATIONS	\$ 192,306	\$ 162,230	\$ 178,265
TOTAL 16 GARBAGE	\$ 192,306	\$ 162,230	\$ 178,265

City of MELISSA	
FUND	DEPARTMENT
02 WATER FUND	17 UTILITY BILLING
DETAILS	

LINE ITEMS	ACTUAL 2008-2009	BUDGET 2009-2010	PROPOSED 2010-2011
5110 SALARIES & WAGES	\$98,950	\$100,927	\$102,918
5145 LONGEVITY PAY	\$0	\$464	\$608
5150 SOCIAL SECURITY EXPENSE	\$5,959	\$6,257	\$6,381
5155 MEDICARE EXPENSE	\$1,394	\$1,463	\$1,492
5160 SUTA EXPENSE	\$178	\$135	\$567
5170 TMRS EXPENSE	\$7,759	\$5,571	\$6,237
5510 GROUP HEALTH INSURANCE	\$17,302	\$16,486	\$18,575
<b>PERSONNEL</b>	<b>\$131,542</b>	<b>\$131,303</b>	<b>\$136,777</b>
5280 OFFICE SUPPLIES	\$1,078	\$1,500	\$1,500
5310 DUES & MEMBERSHIPS	\$217	\$35	\$50
5320 POSTAGE AND DELIVERY	\$1,037	\$1,250	\$1,000
5335 CREDIT CARD CHARGES	\$10,077	\$10,000	\$13,200
5350 PRINTING AND REPRODUCTION	\$1,830	\$1,000	\$2,000
5430 TELEPHONE	\$2,449	\$2,500	\$2,800
5436 COMPUTER EXPENSES	\$7,227	\$1,600	\$10,601
5437 STATEMENT PROCESSING	\$12,698	\$14,000	\$15,000
5440 TRAVEL EXPENSES	\$0	\$0	\$0
5441 MILEAGE REIMBURSEMENT	\$1,017	\$1,000	\$1,000
5460 TRAINING	\$79	\$3,600	\$0
<b>OPERATIONS</b>	<b>\$37,709</b>	<b>\$36,485</b>	<b>\$47,151</b>
<b>TOTAL 17 UTILITY BILLING DEPARTMENT</b>	<b>\$169,251</b>	<b>\$167,788</b>	<b>\$183,928</b>

City of Melissa					
Utility Debt Service Fund					
2010-2011 - Proposed					
					2010-2011
					Proposed Budget
Revenues					
4315	Transfer In				
4428	Water Fund - Series 2000/2010 Refunding Combo Tax/Rev CO	139,453.13			
4429	Water Fund - Series 2005 - Rev Bond GTUA CGMA	51,644.25			
4430	Water Fund - Series 2006 CO - Country Ridge	50,045.00			
4431	Water Fund - 2006 State Part Assist-GTUA - CGMA	50,082.25			
4432	Water Fund - Series 2007 Rev Bond - GTUA CGMA	96,774.13			
4433	Water Fund - Series 2008 Combo Tax/Rev CO - CIP	172,430.00			
4436	Water Fund - Series 2009A (Dfund) Fitzhugh Sewer - GTUA	72,425.72			
	Water Fund - Series 2009B (CWSRF) Fitzhugh Sewer - GTUA	74,703.72			
4437	Water Fund - Reserves supplement TR/TC Sewer	15,166.44			
	Transfer In - Water Fund Total				722,724.64
	EDC 4A - Throckmorton/Trinity River Commitment	112,991.00			112,991.00
	Transfer In - EDC 4A Total				
	EDC 4B - Throckmorton/Trinity River Commitment	112,991.00			112,991.00
	Transfer In - EDC 4B Total				
					948,706.64
	Total Revenues				
Expenditures					
Debt Service		Principal	Interest	Reserve	
					139,453.13
5675	Debt Service- Series 2000/2010 Refunding CO - Water Tower	95,000.00	44,453.13		51,644.25
5676	Debt Service - Series 2005 - Rev Bond GTUA CGMA	20,000.00	31,644.25		50,045.00
5677	Debt Service - Series 2006 CO - Country Ridge 615k Water	25,000.00	25,045.00		50,082.25
5679	Debt Service - 2006 State Part Assist-GTUA - CGMA	-	50,082.25		146,762.22
5673	Debt Service - Series 2006 - Rev Bond GTUA TR/TC Sewer	70,000.00	52,287.50	24,474.72	96,774.13
5681	Debt Service - Series 2007 Rev Bond - GTUA - CGMA	32,500.00	64,274.13		94,386.22
5682	Debt Service - Series 2007 Rev Bond - GTUA TR/TC Sewer	40,000.00	38,197.50	16,188.72	172,430.00
5683	Debt Service - Series 2008 Combo Tax/Rev - Water/Wastewater CIP	80,000.00	92,430.00		72,425.72
5684	Debt Service - Series 2009A (Dfund)- Fitzhugh Sewer - GTUA	10,000.00	45,445.00	16,980.72	74,703.72
	Debt Service - Series 2009B (CWSRF)- Fitzhugh Sewer - GTUA	10,000.00	44,615.00	20,088.72	
		382,500.00	488,473.76	77,732.88	
	Principal Reduction				382,500.00
	Interest				488,473.76
	Paying Agent Fees/Other				77,732.88
	Total Debt Service Expenditures				948,706.64

City of Melissa				
Transportation Construction Fund				
2010-2011 Proposed				
		2010-2011		
		Proposed Budget		
Beginning Fund Balance (estimated)		1,901,000	Road Escrow Funds	
		39,682	Impact Fee Funds	
		2,100,079	Construction CIP Funds	
Revenues				
	TEA Grant - Fannin Road	963,581		
	Road Escrow	10,537		
	Road Impact Fees	2,626		
	Total Revenues	974,118		
Expenditures				
Capital Improvement Appropriations				
	Fannin Road (East/West TEA Grant)	1,320,248		
	Throckmorton Road East of Hwy 5	730,000		
	Melissa Road Phase 2b	360,381		
	County Road 418	234,935		
	Annual Budget for Rehab Projects	160,881		
	Program Management	53,184		
	Total Expenditures	2,859,629.00		
	Ending Fund Balance	1,911,536.99	Road Escrow Funds	
		42,309	Impact Fee Funds	
		204,031.00	Construction CIP Funds	

City of Melissa					
Utility Construction Fund					
2010-2011 Proposed					
			2010-2011		
			Proposed Budget		
Beginning Fund Balance (estimated)			531,385	Capital Improvements Funds	
			6,375	Impact Fee Funds	
			263,906	Construction CIP Funds	
Revenues					
		Sewer Tap Fees	108,000		
		Sewer Impact Fees	68,670		
		Total Revenues	176,670		
Expenditures					
		Sewer Tap Discounts	33,600		
Capital Improvements Appropriations					
		FM 2933 Water Main from SH121 to FM 545	-		
		Southwest Mains	120,259		
		East Water Facility Transmission Lines	-		
		Stiff Creek Sewer Improvements	76,493		
		Davis Road Gravity Sewer Interceptor	-		
		Program Management	64,599		
		Fitzhugh Sewer	-		
		Total Expenditures	294,951		
		Ending Fund Balance	605,785	Capital Improvements Funds	
			75,045	Impact Fee Funds	
			2,555	Construction CIP Funds	

**AN ORDINANCE OF THE CITY OF MELISSA, TEXAS LEVYING TAXES FOR THE 2010 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, 2010, and ending September 30, 2011, 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 14 day of September, 2010, the budget for the fiscal year beginning October 1, 2010, and ending September 30, 2011; 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, 2010, and ending September 30, 2011, 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 \$0.431322 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 \$0.178678 on each One Hundred Dollars (\$100.00) assessed value of all taxable property, within the City which



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.

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 1<sup>st</sup> of the year in which it becomes delinquent.

Provided, however, a tax that is delinquent on July 1<sup>st</sup> 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.

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 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.

DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MELISSA, TEXAS, ON THIS \_\_\_\_\_ DAY OF SEPTEMBER, 2010.



\_\_\_\_\_  
REED GREER, MAYOR

ATTESTED TO AND  
CORRECTLY RECORDED BY



  
\_\_\_\_\_  
LINDA BANNISTER, City Secretary

Date of Publication: September 17 & 19, 2010, *The McKinney Courier-Gazette*

# **GLOSSARY OF TERMS**

**4A:** Melissa Industrial and Economic Development Corporation

**4B:** 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.

**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.

**CAFR:** Comprehensive Annual Financial Report

**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 (CO's):** 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 holder's 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.

**Enterprise Fund:** 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*.

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

**FYM:** First Year Measure

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

**General Obligation 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.

**GFOA:** Government Finance Officer's Association

**Governmental Funds:** Those funds through which most governmental functions typically are financed. The acquisition, use and financial resources and the related

# GLOSSARY OF TERMS

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.

**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.

**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:** 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.

## Commonly Used Acronyms

4A:	Melissa Industrial and Economic Development Board
4B:	Melissa Community and Economic Development Board
CAFR:	Comprehensive Annual Financial Report
CIP:	Capital Improvement Plan
CO:	Certificate of Obligation
FTE:	Full Time Employees or Equivalent
FY:	Fiscal Year
FYM:	First Year Measure
GCEC:	Grayson Collin Electrical Cooperative
GF:	General Fund
GO:	General Obligation
I&S:	Interest & Sinking or Debt
ISO:	Insurance Service Office
ME:	Month End
MCEDC:	Melissa Community and Economic Development Corporation or Board
MIEDC:	Melissa Industrial and Economic Development Corporation or Board
MVFD:	Melissa Volunteer Fire Department
NTMWD:	North Texas Municipal Water District
O&M:	Operating & Maintenance
PT:	Part Time Employee
PTD:	Period to Date
PW:	Public Works
TCEQ:	Texas Commission and Environmental Quality
TIF:	Tax Increment Financing
TML:	Texas Municipal League
TMLIEBP:	Texas Municipal League Intergovernmental Employee Benefit Pool
TMRS:	Texas Municipal Retirement System
WF:	Water Fund
W/WW:	Water/Wastewater
YTD:	Year to Date