



# City of Melissa

## Fiscal Year 2012 Annual Budget

October 1, 2011

# **CITY OF MELISSA, TEXAS**



## **OPERATING BUDGET**

**FISCAL YEAR 2012  
OCTOBER 1, 2011 - SEPTEMBER 30, 2012**

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

**MAYOR  
REED GREER**

**MAYOR PRO TEM  
SHARON WEIDEMAN**

**CITY COUNCIL MEMBERS  
WILLIAM FARMER  
DAN TROTT  
NICCO WARREN  
KIM YOUNGBLOOD**

### **STAFF:**

City Manager – Jason Little  
Finance Director – Gail Dansby  
City Secretary – Linda Bannister  
Police Chief – Duane Smith  
Fire Chief – Harold Watkins  
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, 2010.

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.

## TABLE OF CONTENTS

### **OVERVIEW**

---

BUDGET MESSAGE – CITY ADMINISTRATOR	1
VISION AND MISSION	5
ORGANIZATIONAL CHART	6

### **BUDGET PROCESS**

---

BUDGET CALENDAR	7
BUDGET PREPARATION PROCEDURES AND POLICIES	8
FINANCIAL POLICIES	10

### **FUND OVERVIEW**

---

FUND DESCRIPTIONS	13
FUND STRUCTURE	15
GENERAL FUND	16
WATER FUND	24

### **FINANCIAL SUMMARY**

---

TOTAL FUNDS BUDGET OVERVIEW	26
GENERAL FUND SUMMARY	27
WATER FUND SUMMARY	29
FUND BALANCE OVERVIEW	30
TAX RATE COMPARISONS	31

### **OPERATING BUDGET**

---

GENERAL FUND DEPARTMENTS	
ADMINISTRATION SUMMARY	32
DEVELOPMENT AND NEIGHBORHOOD SERVICES SUMMARY	35
PARKS SUMMARY	38
MUNICIPAL COURT SUMMARY	41
POLICE SUMMARY	44
STREETS SUMMARY	47
FIRE SUMMARY	50
LIBRARY SUMMARY	53
BUILDING MAINTENANCE SUMMARY	56
WATER FUND DEPARTMENTS	
WATER SUMMARY	59
WASTEWATER SUMMARY	62
UTILITY BILLING SUMMARY	65

### **PERSONNEL OVERVIEW**

---

PERSONNEL OVERVIEW – 3-YEAR DATA	68
BENEFITS SUMMARY	69

## **TABLE OF CONTENTS CONT.**

### **CAPITAL OVERVIEW**

---

CAPITAL IMPROVEMENT PROGRAM	70
-----------------------------	----

### **DEBT SERVICE SUMMARY**

---

DEBT SERVICE SUMMARY	73
DEBT SERVICE SUMMARY SCHEDULE	75

### **PLANNING PROCESSES**

---

PLANNING SUMMARIES	77
--------------------	----

### **SUPPLEMENTAL REFERENCES**

---

COMMUNITY PROFILE	79
ADVISORY BOARDS & COMMISSION	87
OUTSOURCED SERVICES	88
2009 BUDGET ORDINANCE	89
TAX RATE AND LEVY ORDINANCE	115
GLOSSARY	118

# OVERVIEW





## City of Melissa

---

Melissa City Hall  
3411 Barker Avenue  
Melissa, TX 75454

---

Ph: 972-838-2338  
Fax: 972-837-4524  
[www.cityofmelissa.com](http://www.cityofmelissa.com)

December 1, 2011

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 2012 (FY12) 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 many programs.

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, and the City has taken the initiative through comprehensive planning to define what it wants to look like in the face of the future growth.

### **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.

As readers will notice from this point forward, the 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 Distinguished Budget Award, which the City received for the FY08, FY09, FY10, and FY 11 budget documents.

## **Summary of the Fiscal Year 2012 Budget**

The FY12 Approved Budget totals \$12,730,196. The property tax revenue within the FY12 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 water rates are being increased on average 8% 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 and the new debt service associated with an economic development opportunity. 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 FY12 are as follows:

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

Other important items to note about the FY12 budget:

- ISO Reduction: The City of Melissa currently has an ISO rating (Insurance Standards Organization) of 3, with 1 being the best. From a calculation standpoint, Melissa is very close to moving to a rating of 2 (1.5 points). This could mean an annual savings of 10% or so on residents and businesses' annual homeowners' insurance premiums. By way of example only, 10% savings for me personally would be approximately \$100 savings annually. I use me as an example because I know what I pay annually, but each person's savings would be based on factors such as insurance company, rating, etc, so the actual community wide savings is only an estimate, but a real savings could be achieved. If we were equating a \$100 savings on all residential properties in Melissa, the community wide savings could be approximately \$150,000 and up. On my example, the \$100 savings would be the same as if the City reduced the tax rate \$.04/100.
- Fire Station Finish Out: In order to maximize the ability to recruit volunteers for the Fire Department, the interior second floor needs to be finished out to allow for sleeping and training to occur. The ability for shifts to stay at the station will also increase the ability of the department to recruit volunteers outside the community. A secondary justification for the finish out will be to relocate AMR, the County Ambulance provider, to the Melissa station to decrease response times to the community. The finish out, in addition to the equipment and/or personnel shift, maximizes the City's ability to reduce the ISO rating and thus offer a reduction to the residents and businesses of Melissa.

- **Cleanliness/Beautification:** In some way or another, the appearance of the community was a priority of the City Council. A drive through the community identified several strategies for the Council to consider in addressing the cleanliness: street/intersection cleanings; TxDOT right of way mowing; and street sign replacement. TxDOT rarely, if ever, cleans the intersection on SH 121, so street sweeping would be a small cost component that will add the element of cleanliness at these areas. In addition to the intersection, semiannual street sweeping will be effective in general cleaning of all City streets. This will be critical as the development of the neighborhoods continues and builders track mud and debris throughout the streets. TxDOT has recently cut its annual mowing of all state right of ways from four mows a year to two mows a year. With Melissa having three major highways in our community, this will be more noticeable in Melissa than some neighboring communities. The City has contacted TxDOT's contractors to quote mowing cost of four major areas in Melissa: the intersection of SH 121 and US 75; SH 121 and SH 5 intersection; Melissa Road and US 75 intersection; and right of way mowing from the old City Hall to north of Fannin Road/SH 121. Of all beautification efforts, mowing TxDOT right of ways will have the most impact visually to those in and passing through our community.
- **Salary Adjustments:** Salary adjustments is a priority in this budget, as it has become clear that departments, particularly the Police Department, is now the lowest paid starting salary in Collin County. This has not only impacted morale but has made recruitment of open positions very difficult. To help address this issue, this budget proposes to raise the starting salary for a patrol officer from \$35,000 to \$44,000. The list below shows the starting pay for like sized agencies:
  - Celina - \$47,439
  - Farmersville - \$40,000
  - Anna - \$40,000
  - Prosper - \$48,120
  - Fairview - \$50,440
  - Parker - \$46,000
  - Princeton - \$39,811
  - Melissa - \$35,000

In addition, it is important to keep the same spread between the positions to account for tenure within the department. Staff is proposing addressing this issue over a three year target, with 50% of the adjustment occurring in this budget, following by staggering out the remainder over the next two years. We have the same issue with critical positions within the organization, and thus market adjustments are being proposed. It is my philosophical intent to keep Melissa competitive in the market for like positions to not only retain those employees but to be able to attract new talent when the opportunity arises.

- **Conservative revenue projections:** Property taxes, the largest source of revenue for Melissa, is higher than last year, and the City estimates a 99% collection rate when 100%+ has been experienced over the past six years. Sales

taxes contribute approximately 13% of General Fund revenues and continues to be a volatile revenue source with no discernable trend in collections. In response to this, the City continues to hold the line on its budget projections for the third year in a row. Other accounts are conservatively estimated due to the potential volatility; however, these line items have historically exceeded the revenue projections: permitting fees, franchise fees, and fines. 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 FY12 budgets approximately \$37,000 to be added to the fund balance at the end of the fiscal year, and 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 minimal revenue increases, services will remain stable for the FY12 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.

### **Acknowledgment**

Overall, every effort has been made within the Fiscal Year 2012 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 2012 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 Manager

## **City of Melissa Vision**

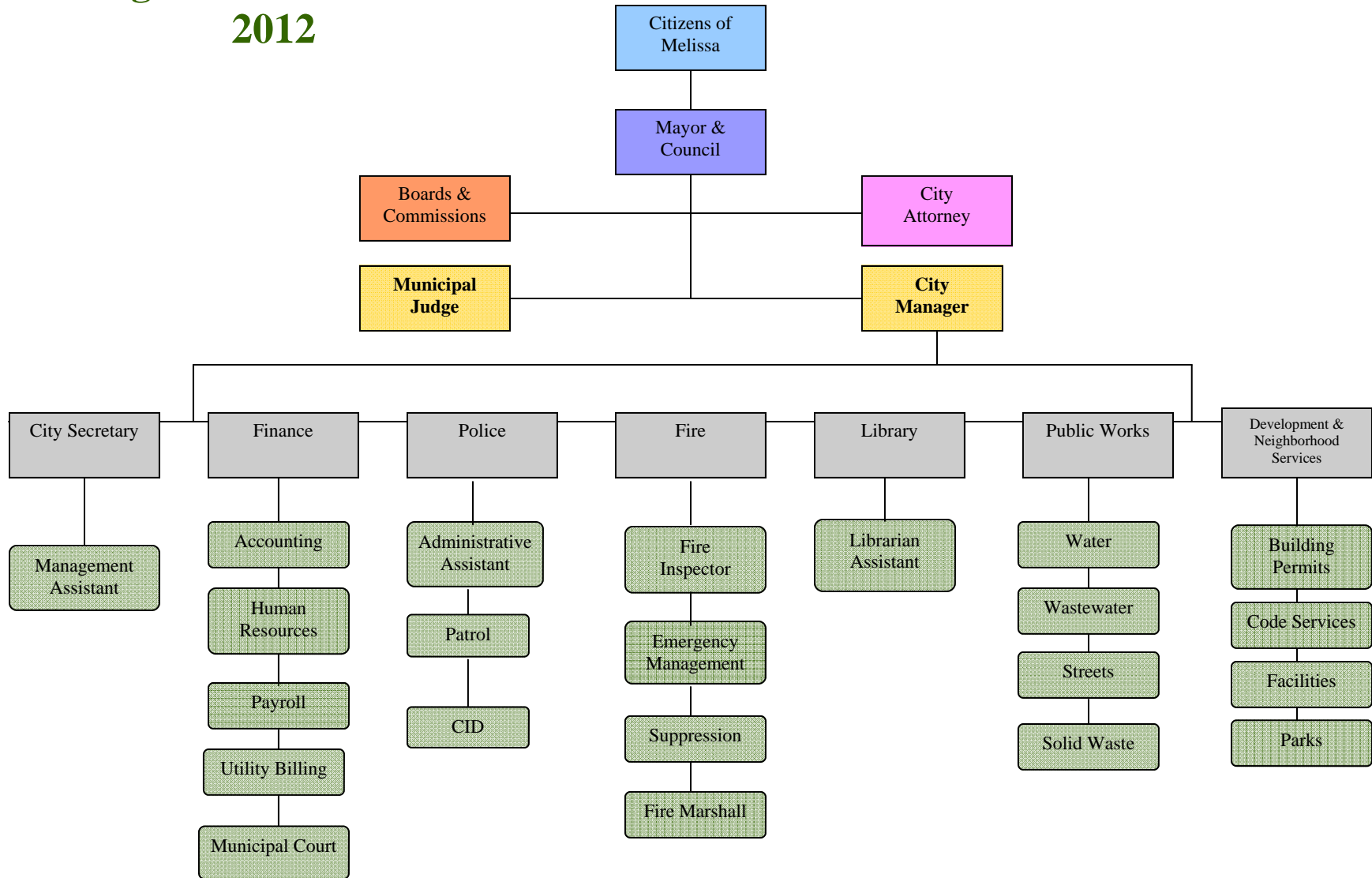
Professional citizen-servants leading a growing community by providing responsible public administration and reliable municipal services; enforcing reasonable standards of development and safety which protect property values and ensure a quality community atmosphere; dedicated to fiscal responsibility 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 2012



# BUDGET PROCESS



# City of Melissa Budget Calendar

## 2011

### April

---

April 26  
Council Work Session –  
Revenue Projections

April 30  
Preliminary Property Values  
Collin County Appraisal District

### May

---

Individual Council Member  
Meetings with City Manager  
regarding Budget Priorities

May 27  
Budget Kick off Meeting  
with Department Heads

### June

---

June 20  
Department Head deadline  
to submit draft budgets

June 24-July 8  
Administration Conducts  
Budget Reviews

### July

---

July 8  
Draft Budget Distributed for  
Work Sessions

July 12, 16 & 26  
Budget Work Sessions

Week of July 25  
Receipt of Certified Tax Roll  
Collin County Appraisal District

### August

---

August 8  
Setting Public Hearing  
Accepting Certified Appraisal Roll,  
Effective & Rollback Tax Rates, Discuss  
Proposed Tax Rate & Take Record Vote

August 23  
Budget Public Hearing  
Budget & Tax Rate Adopted

# Budget Preparation Procedures and Policies

The Budget Process began this year with a Council Work Session presenting Revenue Projections along with current Revenue performance on April 26, 2011. Preliminary Property Values were received by April 30, 2011.

The City Manager met individually with City Council Members regarding individual Budget priorities and found collectively many common threads of priorities to direct Staff and Department Heads in creating department budgets for FY12. The Budget Kick Off Meeting was held with Department Heads on May 27, 2011. The City utilizes the web-based budgeting software, mBudget. The web-based budgeting software adds new dimensions of input, notes, justifications and feedback from both department heads and the City Manager.

The Administrative Staff reviews the action plans of the Comprehensive Plan each year to determine if any items should be addressed in that budget year. None were found for FY12 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 FY12 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 FY12 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 Manager a budget of estimated expenditures for the coming fiscal year. These expenditure projections were reviewed extensively for accuracy, justification, and cost-effectiveness. The City Manager also reviewed the key indicators of performance, benchmarks and objectives on all budgets submitted.

The City Manager, upon completing all necessary reviews of the budget, submitted the preliminary document to the City Council during the Budget Work

# Budget Preparation Procedures and Policies

Sessions on July 12, 16 and 26, 2011. Key points of FY 11-12 programs of services were presented by the City Manager and staff. An overview of funds and major revenue sources were discussed, as well as the results of the annual Water Rate study.

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 August 23, 2011.

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 Manager is authorized to transfer budgeted amounts within and among departments at the fund level. Any revisions that alter total expenditures must be approved by the City Council.

# **City of Melissa**

## **Summary of Financial Policies**

### **2011-12 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.

## **Donation Policies**

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

# FUND OVERVIEW



## **Fund Descriptions**

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.

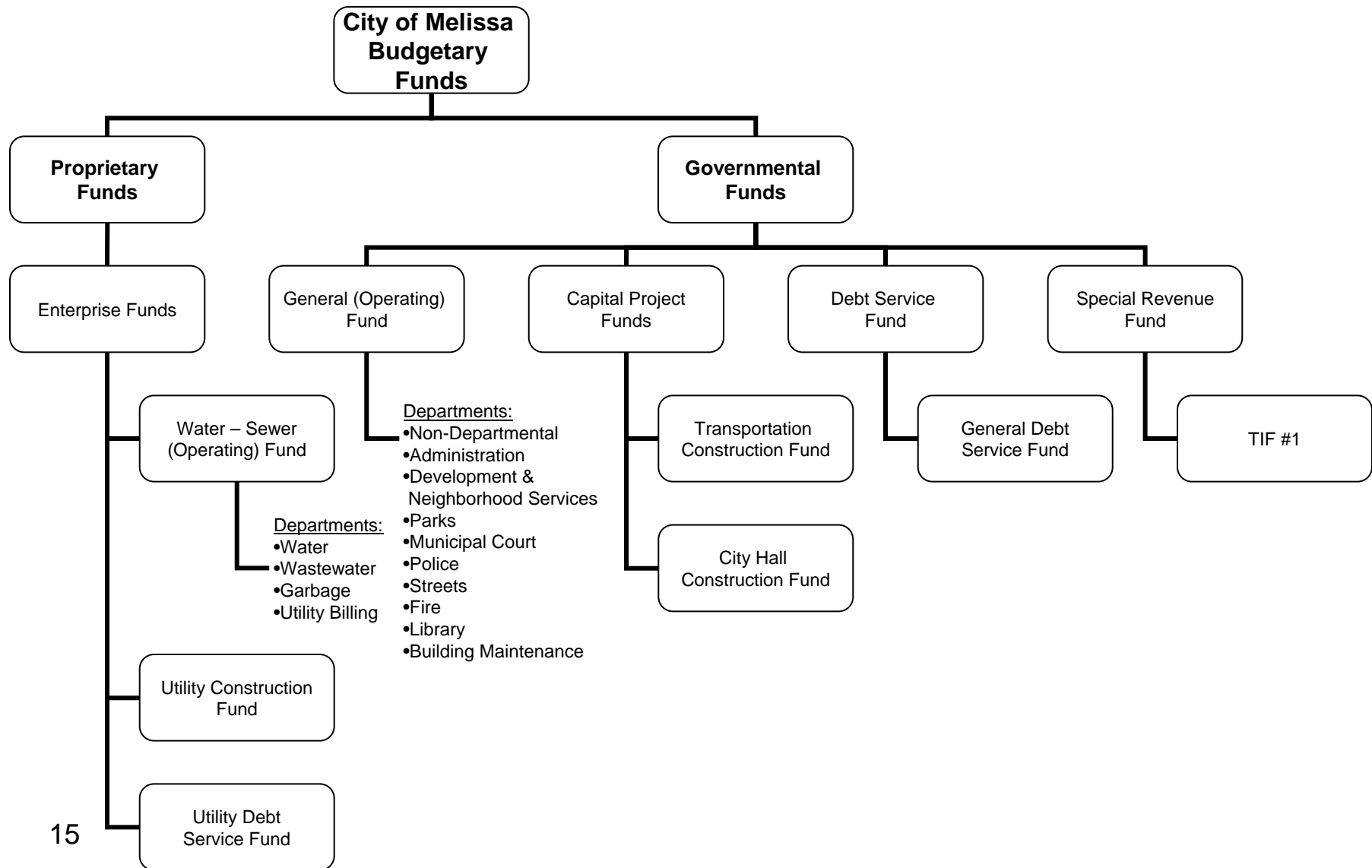
**Debt Service Funds:** Debt Service Funds account for the payment of long-term principal and interest, as well as the accumulation of money for the repayment of debt payable in installments. For the General Debt Service Fund, the revenue sources are general taxes, 4A and 4B contributions, and transfers 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

## 2012



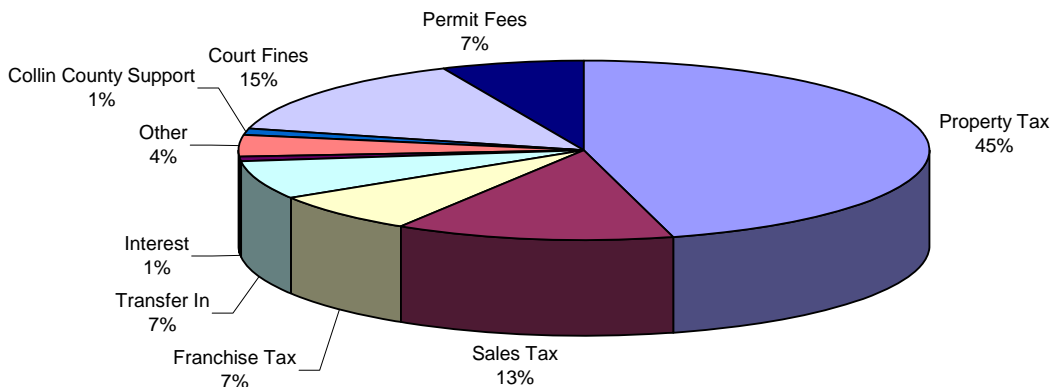
# General Fund

## 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 12 budget are estimated using historical information, data collected from various sources including the State Comptroller, and numerous financial advisors. Trends in sales taxes, home prices, and interest rates are examined. The City utilizes historical data plus a general sense of the economic status of the local community to help predict future revenues. When combined with various data and other indicators noted above, the City normally produces a reasonably good but financially conservative picture of the near future.

General Fund revenue estimates are higher than the previous year by approximately \$40,000 due to an increase in overall assessed property value. While there was not a large increase in overall general revenues, there is an expansion and realignment of expenditures to enhance services 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.

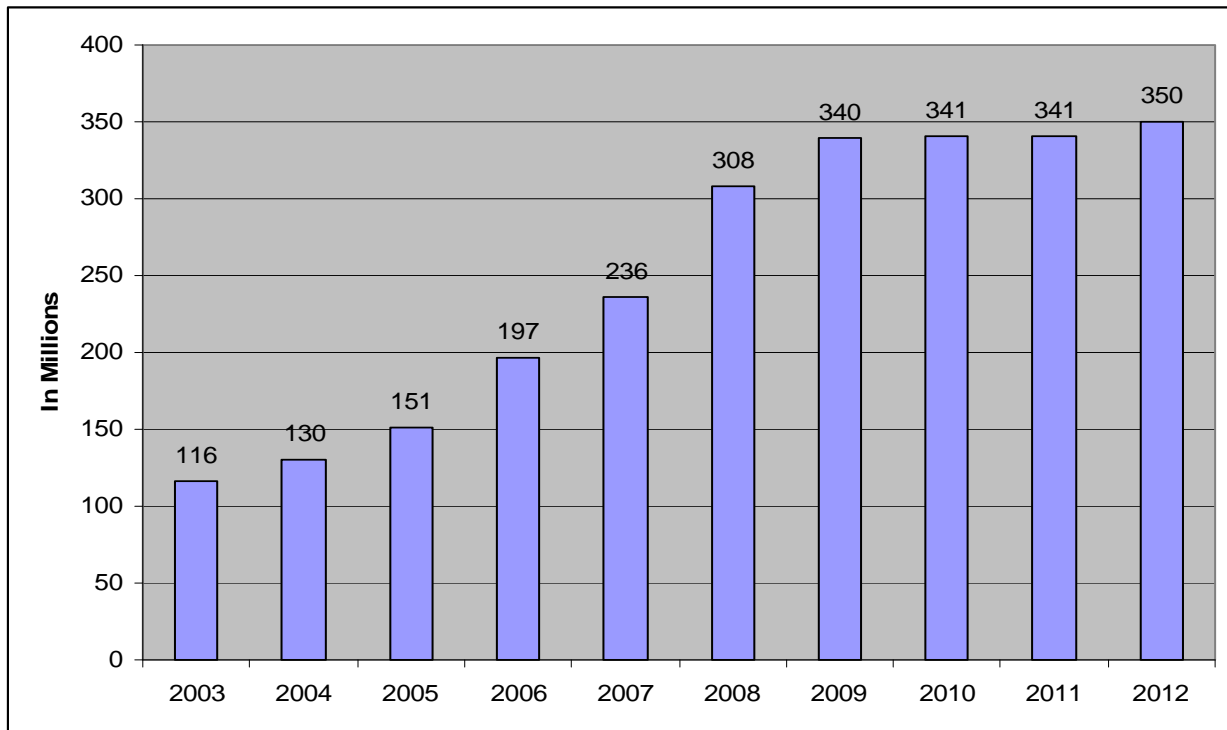
## Where the Money Comes From



## Property Values

According to information obtained by Collin County Central Appraisal District, the assessed value in the City of Melissa is approximately \$350 million, an overall increase of \$9 million or 3 percent from the preceding year. From a historical perspective, assessed property values have rose \$237 million since 2002, as illustrated in the following chart:

### Property Values



### Proposed Tax Rate

Property Tax is by far the largest source of revenue in the City of Melissa General Fund. Property tax is collected by Collin County and distributed to the City. The City's property tax is proposed to remain at the rate of \$.61 for 2011. The average single family home value is estimated at \$185,000, a decrease from \$190,000 in the previous year. 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 (\$)
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
2011	0.61	350,000,000

### Table of Typical City Tax Bill

	Ave Home Value	City Tax	Difference Annually
FY 2011	\$ 190,000	\$ 1,159.00	
FY 2012	\$ 185,000	\$ 1,128.50	(\$30.50)

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 2011 Tax Rates

City	O&M	I&S	Total
Wylie	0.600153	0.298747	0.8989
Princeton	0.470132	0.258262	0.728394
Sache	0.598894	0.17193	0.770819
Anna	0.559376	0.090956	0.65033
Celina	0.565174	0.079826	0.645
Richardson	0.36281	0.27235	0.63516
Farmersville	0.489546	0.153355	0.642901
<b>Melissa</b>	<b>0.434830</b>	<b>0.175170</b>	<b>0.61</b>
McKinney	0.40506	0.18044	0.5855
Murphy	0.309993	0.255007	0.565
Allen	0.405328	0.147672	0.553
Prosper	0.316937	0.203063	0.52
Fairview	0.183263	0.176737	0.36

### Sales Tax

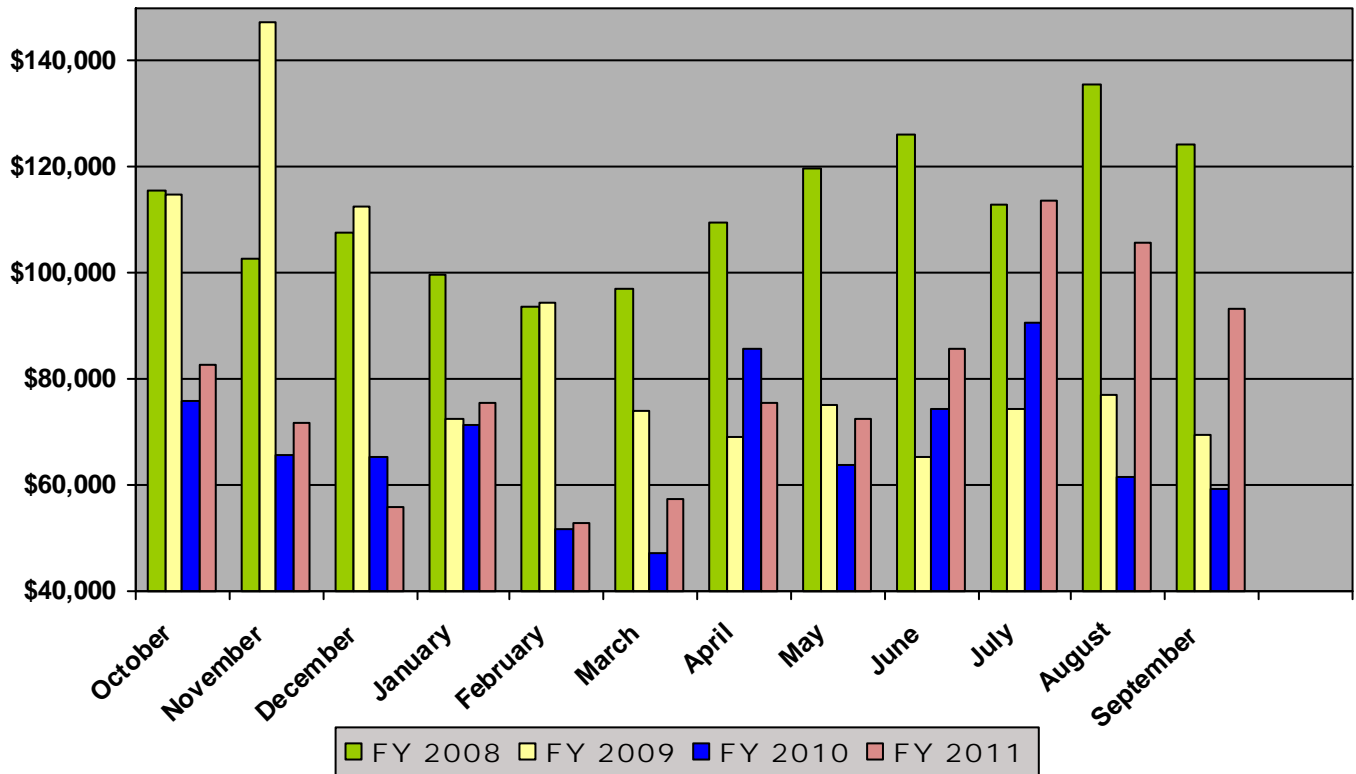
Sales Tax is the third largest source of revenue to the City's General Fund, making up \$420,000 or 13% of total revenues. The City's portion of sales tax is actually split between the 4A and 4B corporations, making the total sales tax collected by the City approximately \$840,000. Staff anticipates a flat year, and thus no increase in sales tax collections.

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

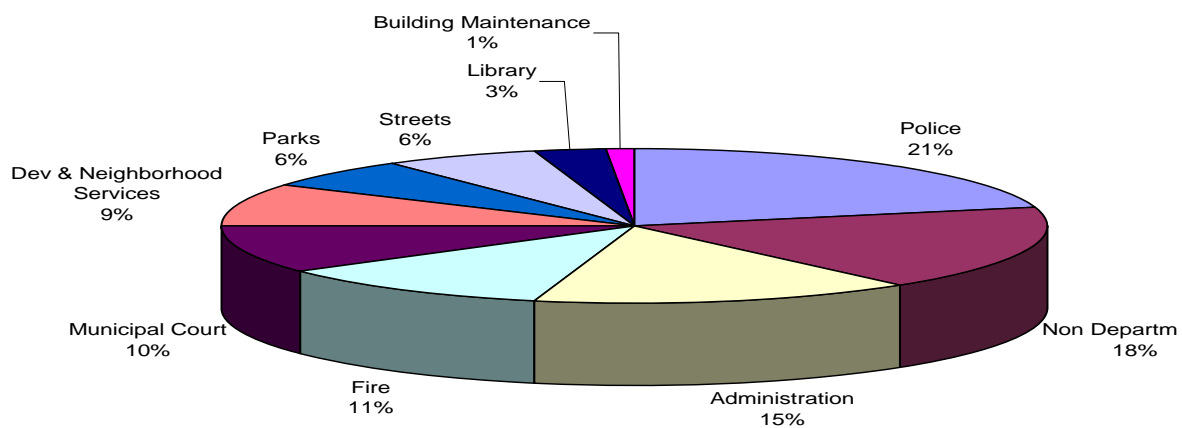
## *Sales Tax Receipts*

### Comparison to Previous Year



### General Fund Expenditures

The General Fund budget, \$3,204,563 for FY 12, is approximately 1.5% more than the FY 11 budget and is prioritized as follows:



Function	General Fund Budget Total	Percentage of Total
Police	\$666,471	21%
Non Departmental	\$575,644	18%
Administration	\$439,051	15%
Fire	\$357,165	11%
Municipal Court	\$319,260	10%
Dev & Neighborhood Services	\$285,432	9%
Parks	\$203,733	6%
Streets	\$205,667	6%
Library	\$104,878	3%
Building Maintenance	\$47,262	1%

### Personnel Services Overview

The total Personnel Services account for 49% of the General Fund budget. Since FY08, the City's personnel schedule has remained very stable, with only a few slight changes in employees. The full-time Fire Inspector position in the Fire Department was re-organized to provide for a pool of hours to be filled by Certified Firefighter/EMT. 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	FY 12
Administration	4.0	4.0	4.0	4.0	4.0
Building Maintenance	1.0	.5	0	0	0
Dev & Neighborhood Services	3.0	3.0	3.0	3.0	3.0
Fire	0.5	1.5	1.5	2.0	2.0
Library	2.5	2.5	2.0	2.0	2.0
Municipal Court	2.5	2.5	2.5	2.0	2.0
Parks	1.0	1.0	1.0	1.0	1.0
Police	13.5	13.0	13.5	13.5	13.5
Streets	1.0	1.0	1.0	1.0	1.0
<b>General Fund Total</b>	<b>29</b>	<b>29</b>	<b>28.5</b>	<b>28.5</b>	<b>28.5</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. Several service expansions are proposed in the FY12 budget, mainly those related to beautification and cleanliness

within the community. TxDOT right of way mowing, street sweepings, and preventative maintenance programs are a few of the new programs being proposed this year to help meet City Council's priorities.

The City anticipated an increase in operational costs for the new City Hall to cover the cost of utilities, mowing, cleaning, and various service agreements. The utility estimates came in line with the estimates in the FY 11 budget, and the utility cost, the service agreements, mowing, and janitorial costs have been accounted for in the FY12 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 FY12, 3% of the General Fund budget is allocated to routine capital purchases, consisting of annual payments for equipment such as patrol cars and fire apparatus. Exclusive of the continual cost for previous purchases, the FY12 budget is proposing one Fire Department Command Vehicle and one replacement Police Patrol Vehicle.

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 FY12 budget did 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.

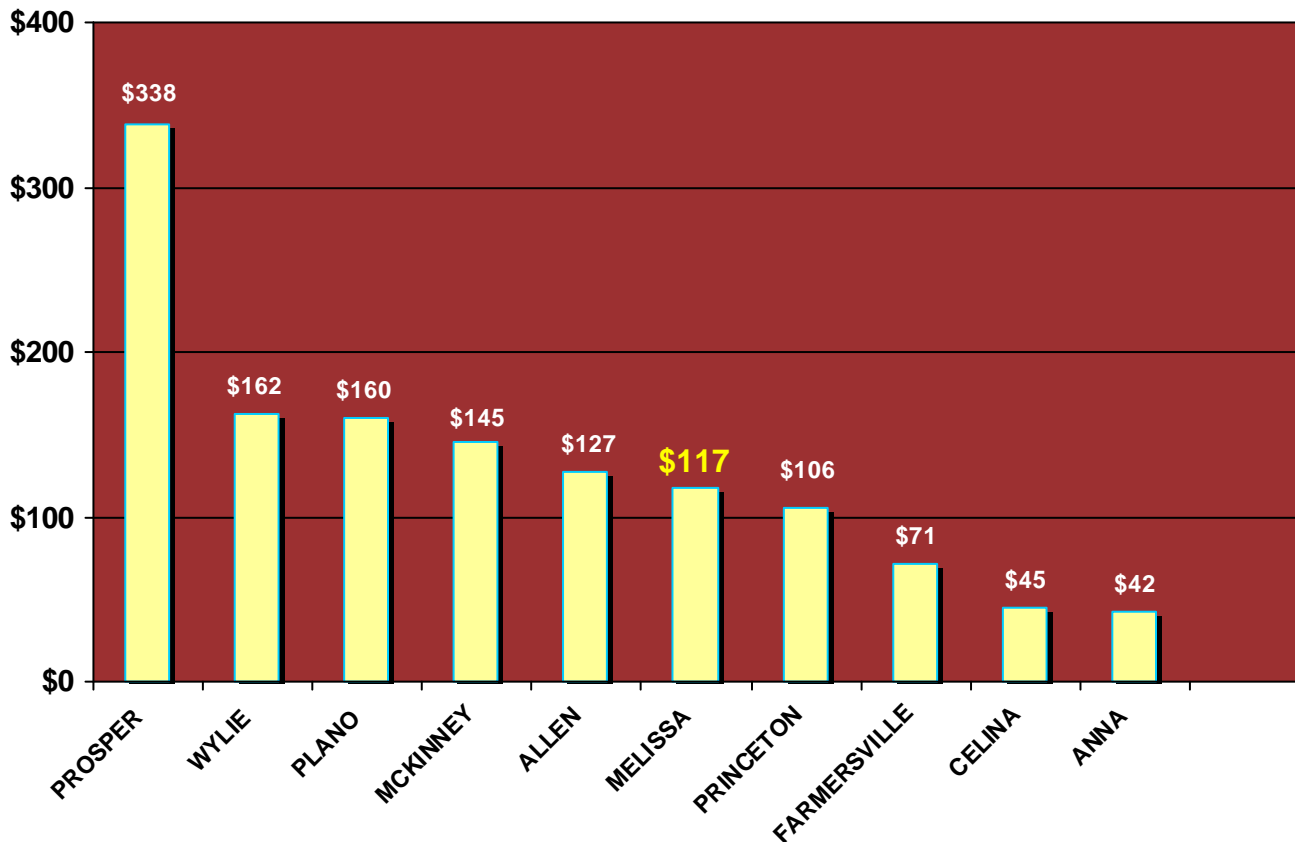
### **Debt Management**

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 \$1,174,026 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. The chart below illustrates how the City of Melissa compares to area cities in the debt per capita calculation\*. (\*less City Hall debt)

## 2011 Annual Debt Per Capita Cost



## Reserve Funds

The City will begin FY12 with approximately 131 days of operating Undesignated Fund Balance (UFB). In FY 12, it is recommended that the contribution to the reserve fund be reinstituted as a buffer for future financial needs, and the proposed budget allocates approximately \$37,000 to this fund. The City's improved bond rating is a direct result of the growth of UFB and is important to protect.

Fund	Estimated Beginning Fund Balance	Projected Revenues	Projected Expenditures	Estimated Ending Fund Balance
General Fund	\$ 1,342,986	\$ 3,241,273	\$ 3,204,563	\$ 1,379,696

**TIF Transfer**

The policy decision to begin construction of the new City Hall facility was approved by the City Council with the understanding that the General Fund would need to help support the TIF district in the beginning years. The proforma for the facility was created with an annual allocation from the General Fund to the TIF fund when necessary. The TIF board then approved a reimbursement resolution that will reimburse the General Fund any and all funds contributed at such point in time as the TIF fund is self sustaining. For FY 12, the City will transfer \$150,000 to the TIF fund. 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 12, water sales are estimated to be approximately \$2,151,030 and wastewater revenues are estimated at \$702,162. The North Texas Municipal Water District (NTMWD) delivers water to the City and treats its wastewater as well. Current wholesale rates for water and sewer will be increased by NTMWD, and 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 FY12 and assumes no increase in per meter usage.

## Expenditures

The FY 12 budget reflects an increase in water costs due to an anticipated volume of water consumed, as well as the increased wholesale cost and wastewater treatment costs from the District.

The Water Fund Budget is distributed as follows:

Function	Enterprise Fund Budget Total	Percentage of Total
Water	\$1,242,236	35%
Debt	\$1,096,562	31%
Wastewater	\$795,197	22%
Utility Billing	\$198,895	6%
Garbage	\$214,475	6%

## Personnel Services Overview

Personnel Services account for 10% of the Enterprise Fund budget. The FY 12 budget has no new positions proposed.

Enterprise Fund	FY 10	FY 11	FY 12
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 57% 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 12 budget.

### **Capital Purchases/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 12, 1% of the Enterprise Fund budget is allocated to routine capital purchases. The FY 12 budget allocates funds to replace two Public Works trucks and to purchase a Hydro Excavator, which will assist the excavation during water/sewer line repairs/replacements. Hydro excavation is a method that combines pressurized water to cut and loosen soil with a high flow vacuum to quickly and safely remove material out of the excavation area. This method of excavation is nondestructive compared to traditional means, allowing a crew to access an underground location without damaging utilities such as water, sewer, gas pipelines, electric, and fiber optic cables. This manner of excavation causes less surface damage, reduces disruption of traffic and other surface activities, and can be easier and less expensive to repair.

This year represents the fourth 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 FY12 with the exception of a water line project along Fannin Road to facilitate an economic development opportunity along SH121. The debt service cost for this project was contemplated and incorporated into the approved water rate for FY12.

# FINANCIAL SUMMARY



# CITY OF MELISSA

## TOTAL FUNDS BUDGET OVERVIEW

	ACTUAL FY09*	ACTUAL FY10	REVISED FY11	ESTIMATED FY11	ADOPTED FY12
<b>REVENUES by Fund</b>					
General Fund	3,356,815	3,373,862	3,292,305	3,334,599	3,241,273
Water Fund	2,521,019	3,008,638	3,127,944	3,201,611	3,374,323
TIF #1	1,005,485	298,360	277,570	241,210	284,259
General Debt Svc Fund	878,593	1,484,158	1,278,020	1,308,263	1,174,026
Utility Debt Svc Fund	795,016	863,183	948,707	931,305	1,126,234
Transportation Construction Fund	1,450,000	3,625,581	13,163	-	-
Utility Construction Fund	22,602	2,500,000	176,670	404,079	1,556,000
City Hall Construction Fund					-
<b>Total Revenues</b>	<b>10,029,530</b>	<b>15,153,782</b>	<b>9,114,379</b>	<b>9,421,067</b>	<b>10,756,115</b>
Bond Proceeds	9,840,000				-
Grant Proceeds	-	1,006,000	963,581		963,581
Other					-
<b>TOTAL</b>	<b>19,869,530</b>	<b>16,159,782</b>	<b>10,077,960</b>	<b>9,421,067</b>	<b>11,719,696</b>
<b>APPROPRIATIONS by Fund</b>					
General Fund	3,847,199	3,212,211	3,250,930	3,256,607	3,204,563
Water Fund	2,474,613	3,089,422	3,017,007	2,847,776	3,319,963
TIF #1	63,230	674,647	439,714	440,114	443,364
General Debt Svc Fund	870,073	1,484,158	1,278,020	1,282,243	1,174,026
Utility Debt Svc Fund	789,534	863,183	948,707	896,775	1,096,561
Transportation Construction Fund	2,008,677	6,576,003	2,859,629	721,320	1,917,133
Utility Construction Fund	2,052,367	2,444,905	294,951	396,242	1,574,586
City Hall Construction Fund	3,756,198	7,226,334	-	484,963	-
<b>Total Appropriations</b>	<b>15,861,891</b>	<b>25,570,863</b>	<b>12,088,958</b>	<b>10,326,040</b>	<b>12,730,196</b>
<b>Estimated Fund Balances**</b>					
General Fund				\$ 1,342,986	\$ 1,379,696
Water Fund				\$ 446,851	\$ 590,821
TIF #1				\$ 396,777	\$ 222,703
General Debt Svc Fund				\$ 92,525	\$ 92,525
Utility Debt Svc Fund				\$ -	\$ -
Transportation Construction Fund				\$ 204,031	\$ 67,316
Road Escrow Funds				\$ 1,870,732	\$ 1,870,732
Road Impact Funds				\$ 241,988	\$ 241,988
Utility Construction Fund				\$ 2,555	\$ -
Capital Improvement Funds				\$ 605,785	\$ 861,486
Water/Wastewater Impact Fee Funds				\$ 77,015	\$ 77,015
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	ACTUAL FY10	REVISED FY11	ESTIMATED FY11	ADOPTED FY12
<b>REVENUES</b>					
Current Property Taxes	1,416,340	1,368,062	1,381,184	1,380,508	1,425,646
Delinquent Property Taxes	39,850	39,941	20,000	15,971	40,000
Penalties & Interest	22,123	19,093	20,000	16,492	20,000
Fines	427,290	376,881	514,000	521,125	470,000
Sales Tax	506,854	406,061	454,000	471,926	420,000
Franchise Fees/Taxes	146,387	192,874	220,000	216,624	240,000
Licenses & Permits	206,102	220,011	223,800	232,417	200,000
Fire Department Insurance Reimbursement	7,670	1,500			5,000
Platting & Development		25,167	6,150	2,056	18,150
Lease Revenue	43,913	47,913	68,700	68,700	68,700
Transfer In	193,961	203,329	213,395	213,395	218,892
Interest	225,854	221,621	31,000	30,158	30,000
Park Maintenance/Support	43,033	43,945	44,921	44,921	44,921
Fire Dept/Collin County	32,756	43,768	22,300	22,256	15,000
Misc Income	7,176				
Collin County/ Library	15,907	17,675	16,000	16,018	16,000
Library Donations			2,595	2,595	
Lone Star Grant/Library	4,173	5,534	4,500	4,501	-
Gates HUG Grant - Library					-
Lease Purchase Proceeds					-
Grant Proceeds		67,000			-
Bond Proceeds					-
Other Revenue	17,426	73,488	49,760	74,936	8,964
Fund Balance Contribution					-
<b>Total Revenues</b>	<b>3,356,815</b>	<b>3,373,863</b>	<b>3,292,305</b>	<b>3,334,599</b>	<b>3,241,273</b>
<b>APPROPRIATIONS</b>					
Administration	533,536	708,319	541,723	548,686	439,051
Non-Departmental	1,256,786	324,002	425,983	428,807	575,644
Development & Neighborhood Services	349,804	351,119	298,417	305,605	285,432
Parks	167,603	189,542	245,827	240,986	203,733
Municipal Court	325,923	290,555	353,149	351,384	319,260
Police	655,045	729,759	689,709	693,115	666,471
Streets	125,836	143,530	172,700	219,095	205,667
Fire	292,289	425,844	377,160	382,161	357,165
Library	112,778	48,823	116,552	113,318	104,878
Building Maintenance	27,599	718	47,812	47,173	47,262
<b>Total</b>	<b>3,847,199</b>	<b>3,212,211</b>	<b>3,269,032</b>	<b>3,330,330</b>	<b>3,204,563</b>

# CITY OF MELISSA

## GENERAL FUND SUMMARY- By Category

	ACTUAL FY09	ACTUAL FY10	REVISED FY11	ESTIMATED FY11¹	ADOPTED FY12
<b>REVENUES</b>					
Current Property Taxes	1,416,340	1,368,062	1,381,184	1,380,508	1,425,646
Delinquent Property Taxes	39,850	39,941	20,000	15,971	40,000
Penalties & Interest	22,123	19,093	20,000	16,492	20,000
Fines	427,290	376,881	514,000	521,125	470,000
Sales Tax	506,854	406,061	454,000	471,926	420,000
Franchise Fees/Taxes	146,387	192,874	220,000	216,624	240,000
Licenses & Permits	206,102	220,011	223,800	232,417	200,000
Fire Department Insurance Reimbursement	7,670	1,500			5,000
Platting & Development		25,167	6,150	2,056	18,150
Lease Revenue	43,913	47,913	68,700	68,700	68,700
Transfer In	193,961	203,329	213,395	213,395	218,892
Interest	225,854	221,621	31,000	30,158	30,000
Park Maintenance/Support	43,033	43,945	44,921	44,921	44,921
Fire Dept/Collin County	32,756	43,768	22,300	22,256	15,000
Misc Income	7,176				
Collin County/ Library	15,907	17,675	16,000	16,018	16,000
Library Donations			2,595	2,595	
Lone Star Grant/Library	4,173	5,534	4,500	4,501	-
Gates HUG Grant - Library					-
Lease Purchase Proceeds					-
Grant Proceeds		67,000			-
Bond Proceeds					-
Other Revenue	17,426	73,488	49,760	74,936	8,964
Fund Balance Contribution					
<b>Total Revenues</b>	<b>3,356,815</b>	<b>3,373,863</b>	<b>3,292,305</b>	<b>3,334,599</b>	<b>3,241,273</b>
<b>APPROPRIATIONS</b>					
Personnel Services	1,450,213	1,400,668	1,468,628	1,468,652	1,479,119
Operations	2,300,378	1,576,625	1,658,543	1,705,942	1,617,342
Capital	96,607	234,918	141,861	155,735	97,136
IT Computer Replacement	-				10,966
<b>Total</b>	<b>3,847,198</b>	<b>3,212,211</b>	<b>3,269,032</b>	<b>3,330,329</b>	<b>3,204,563</b>

# CITY OF MELISSA

## WATER FUND SUMMARY-By Division

	ACTUAL FY09	ACTUAL FY10	REVISED FY11	ESTIMATED FY11	ADOPTED FY12
<b>REVENUES</b>					
Water Sales	1,187,779	1,427,711	1,892,477	1,972,265	2,151,030
Meter Installation Fee	3,400	350	150	1,550	-
Penalties & Reconnects	56,681	52,825	45,000	49,500	45,000
Water Tap Fees	96,000	228,000	122,000	160,000	
Meter Sales	320	933			
Sewer Sales	399,080	460,111	606,819	590,184	702,162
Sewer Use - City of Anna		133,857	245,683	203,534	251,656
Sewer Tap Fees	93,675	226,000			
Garbage Sales	153,030	158,303	155,979	165,462	164,615
Garbage Administration	39,273	44,770	49,286	49,238	49,860
Bond Proceeds	-				
Interest	50,209	39,018	5,000	4,349	5,000
Franchise fees	6,331	6,522	5,200	5,189	5,000
Misc Income	3,035	250	350	341	
Transfer In	432,207				
<b>Total Revenues</b>	<b>2,521,020</b>	<b>2,778,650</b>	<b>3,127,944</b>	<b>3,201,612</b>	<b>3,374,323</b>
<b>APPROPRIATIONS</b>					
Water	1,539,720	1,624,789	1,831,774	1,818,243	2,112,010
Wastewater	608,882	834,050	767,834	588,009	795,197
Garbage	154,660	209,752	205,265	224,373	214,475
Utility Billing	171,351	186,454	212,134	217,150	198,281
<b>Total</b>	<b>2,474,613</b>	<b>2,855,045</b>	<b>3,017,007</b>	<b>2,847,775</b>	<b>3,319,963</b>

# CITY OF MELISSA FUND BALANCE OVERVIEW

	ACTUAL FY09	ACTUAL FY10	REVISED FY11	ESTIMATED FY11	ADOPTED FY12
<b>General Fund</b>					
Beginning Fund Balance	1,096,671	1,260,156	1,338,786	1,338,786	1,342,986
Appropriations to Operating Budget	-	-	-	-	-
Undesignated Funds	163,485	78,630	23,273	4,200	36,710
ENDING FUND BALANCE	<b>1,260,156</b>	<b>1,338,786</b>	<b>1,362,059</b>	<b>1,342,986</b>	<b>1,379,696</b>
# of Days of Operating Funds	121	128	129	127	133
<b>Water Fund</b>					
Beginning Fund Balance	520,362	526,608	446,851	446,851	800,686
Appropriations to Operating Budget	-	79,757	-	-	-
Undesignated Funds	6,246	-	110,937	353,835	54,360
ENDING FUND BALANCE	<b>526,608</b>	<b>446,851</b>	<b>557,788</b>	<b>800,686</b>	<b>855,046</b>
# of Days of Operating Funds	79	57	67	97	94
<b>TIF Fund</b>					
Beginning Fund Balance	23,974	948,136	558,920	558,920	360,016
Appropriations	-	389,216	162,143	198,904	159,105
Additions to Fund	924,162	-	-	-	-
ENDING FUND BALANCE	<b>948,136</b>	<b>558,920</b>	<b>396,777</b>	<b>360,016</b>	<b>200,911</b>
<b>Transportation Construction Fund</b>					
Beginning Fund Balance	-	-	-	-	1,020,868
Appropriations	-	-	-	-	953,552
Undesignated Funds	-	-	-	-	-
ENDING FUND BALANCE	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>67,316</b>
<b>Road Impact Fee Funds</b>					
Beginning Fund Balance	-	-	41,320	41,320	241,988
Appropriations	-	-	-	-	-
Additions to Fund	-	41,320	-	200,668	-
ENDING FUND BALANCE	<b>-</b>	<b>41,320</b>	<b>41,320</b>	<b>241,988</b>	<b>241,988</b>
<b>Road Escrow Funds</b>					
Beginning Fund Balance	1,395,387	1,890,464	1,892,501	1,892,501	1,870,732
Appropriations	-	-	-	21,769	-
Additions to Fund	495,077	2,037	10,537	-	10,537
ENDING FUND BALANCE	<b>1,890,464</b>	<b>1,892,501</b>	<b>1,903,038</b>	<b>1,870,732</b>	<b>1,881,269</b>
<b>Utility Construction Fund</b>					
Beginning Fund Balance	-	-	-	-	167,386
Appropriations	-	-	-	-	167,386
Additions to Fund	-	-	-	-	-
ENDING FUND BALANCE	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Capital Improvement Funds</b>					
Beginning Fund Balance	-	-	-	-	712,686
Appropriations	-	-	-	-	-
Additions to Fund	-	-	-	-	148,800
ENDING FUND BALANCE	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>861,486</b>
<b>Water/Wastewater Impact Fee Funds</b>					
Beginning Fund Balance	-	-	6,375	6,375	77,015
Appropriations	-	-	-	-	-
Additions to Fund	-	6,375	-	70,640	-
ENDING FUND BALANCE	<b>-</b>	<b>6,375</b>	<b>6,375</b>	<b>77,015</b>	<b>77,015</b>

**2011 TOTAL TAX RATE FOR MELISSA  
COMPARED TO TOTAL TAX RATES FOR OTHER AREA CITIES  
(PER \$100)**

City of Fairview.....	\$ 0.360000
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

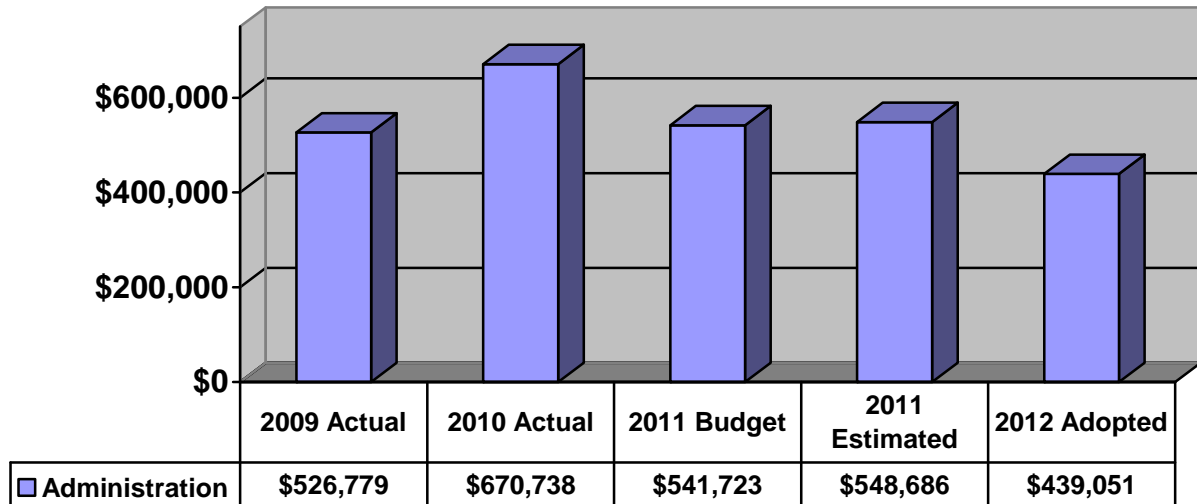
Entity	2010 Tax Rate	2011 Tax Rate	2011 M & O (Operations)	2011 I & S (Debt)
City of Anna	0.650332	0.650332	0.559376	0.090956
City of Celina	0.645000	0.645000	0.565174	0.079826
City of Allen	0.554000	0.553000	0.405328	0.147672
City of Fairview	0.365000	0.360000	0.183263	0.176737
City of Farmersville	0.610073	0.642901	0.489546	0.153355
<b>City of Melissa</b>	<b>0.610000</b>	<b>0.610000</b>	<b>0.434830</b>	<b>0.175170</b>
City of McKinney	0.585500	0.585500	0.405060	0.180440
City of Murphy	0.565000	0.565000	0.309993	0.255007
Town of Prosper	0.520000	0.520000	0.316937	0.203063
City of Princeton	0.728394	0.728394	0.470132	0.258262
City of Wylie	0.898900	0.898900	0.060015	0.298747

# OPERATING BUDGET



# ADMINISTRATION SUMMARY 2011-2012

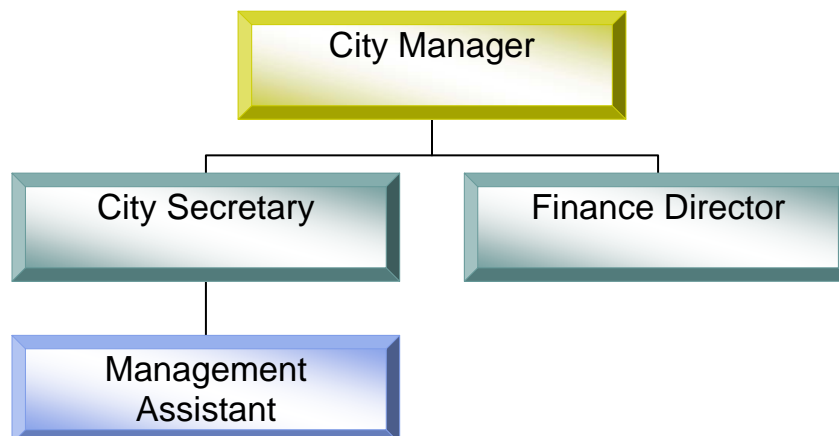
## Administration Budget Summary



### SERVICE OVERVIEW:

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

### DEPARTMENTAL STRUCTURE:



**FUND**  
General








**DEPARTMENT**  
Administration

**NUMBER**  
01

**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.

**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 10 Actual</b>	<b>FY11 Estimate</b>	<b>FY12 Projection</b>
Successful completion of budget, strategic planning, and comprehensive plan implementation.	yes	yes	yes
% of General Fund Budgeted Revenues realized	104%	108%	100%
Fund Balance objectives (General Fund) achieved	Yes	Yes	Yes
GFOA Distinguished Budget Award	Yes	Yes	Yes
GFOA Excellence in Financial Reporting (CAFR) Award	Yes	Yes	Yes

**FUND**  
General

**DEPARTMENT**  
Administration

**NUMBER**  
01

ITEM	2009-10 Actual	2010-11 Revised Budget	2011-12 Budget
			Adopted

**EXPENDITURES:**

Personnel	\$362,872	\$370,513	\$357,831
Operations	\$307,866	\$171,210	\$ 79,520
IT Computer Replacement Program			\$ 1,700
Total	\$670,738	\$541,723	\$439,051

---

---

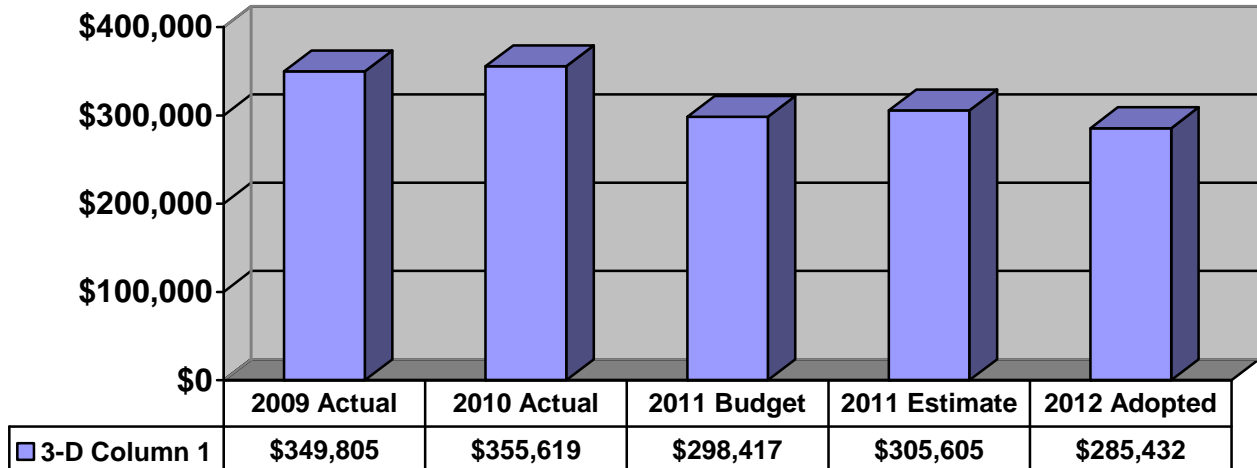
**PERSONNEL SCHEDULE:**

Title	FY 10	FY 11	FY 12
City Manager	1	1	1
City Secretary	1	1	1
Finance Director	1	1	1
Management Assistant	1	1	1

**FY 12**  
Full Time – 4  
Part Time – 0

# DEVELOPMENT AND NEIGHBORHOOD SERVICES SUMMARY 2011-2012

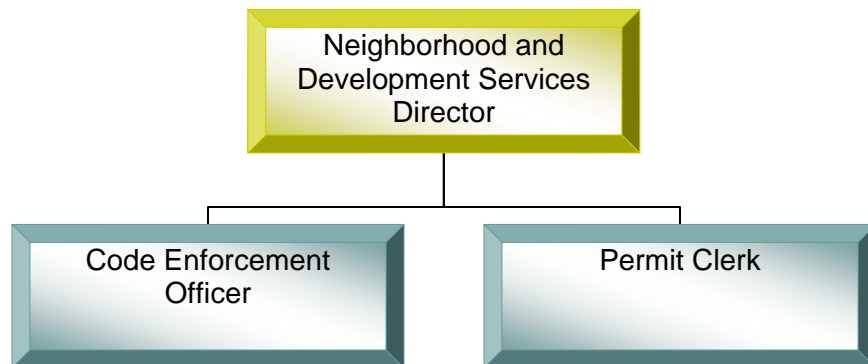
## Development and Neighborhood Services Budget Summary



### 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:



**FUND**  
General





**DEPARTMENT**  
Development and Neighborhood Services

**NUMBER**  
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:**

	<b>FY 10 Actual</b>	<b>FY11 Estimate</b>	<b>FY12 Projection</b>
% of Inspections Performed Within 24 hours of Request	100%	100%	100%
% of Code Complaints Investigated Within 24 hours of Receipt	90%	95%	100%

**ACTIVITY WORKLOAD:**

Number of Permits Issued	119	101	81
Number of Substandard Buildings Identified	7	13	10
Number Junk Vehicle Complaints Investigated	9	4	10
Number Trash/Debris Complaints Investigated	10	17	15
Number of Weed Complaints Investigated	82	188	150
Number of Sign Complaints Investigated	9	3	10

**FUND**  
General

**DEPARTMENT**  
Development and Neighborhood Services

**NUMBER**  
02

ITEM	2009-10 Actual	2010-11 Budget	2011-12 Budget
			Adopted

**EXPENDITURES:**

Personnel	\$152,164	\$155,386	\$150,865
Operations	\$203,455	\$143,031	\$133,500
IT Computer Replacement Program	_____	_____	\$1,067
Total	\$355,619	\$298,417	\$285,432

---

---

**PERSONNEL SCHEDULE:**

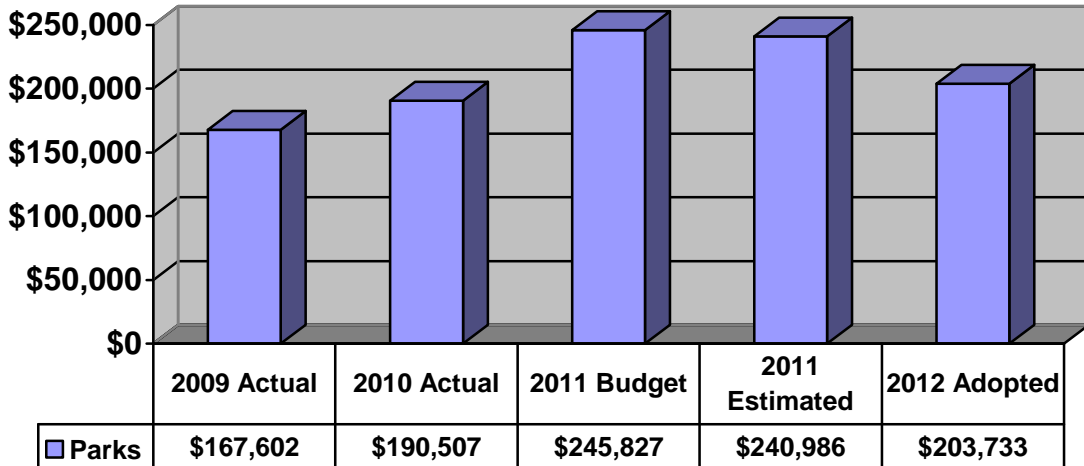
<b>Title</b>	<b>FY 10</b>	<b>FY 11</b>	<b>FY 12</b>
Development and Neighborhood Services Director	1	1	1
Code Enforcement Officer	1	1	1
Permit Clerk	1	1	1

**FY 12**

Full Time – 3  
Part Time – 0

# PARKS SUMMARY 2011-2012

## 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 10 Actual</b>	<b>FY 11 Estimate</b>	<b>FY 12 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	2009-10 Actual	2010-11 Budget	2011-12 Budget
			Proposed

EXPENDITURES:

Personnel	\$42,958	\$42,060	\$44,370
Operations	\$147,549	\$203,767	\$158,830
IT Computer Replacement Program	--	--	\$533
Capital	--	--	--
Total	\$190,507	\$245,827	\$203,733

---

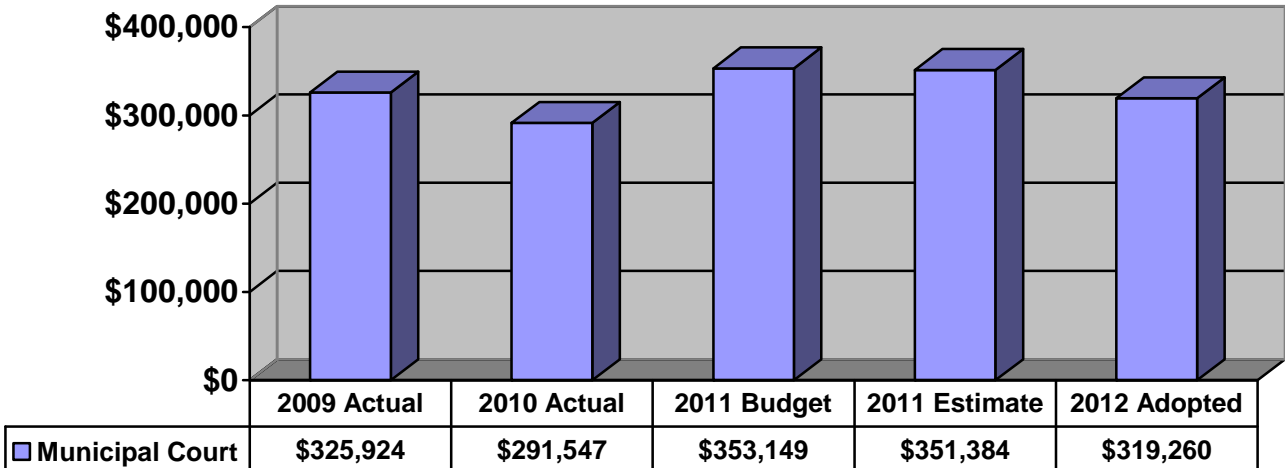
PERSONNEL SCHEDULE:

Title	FY 10	FY 11	FY 12
Maintenance Worker	1	1	1

FY 12  
Full Time – 1  
Part Time – 0

# MUNICIPAL COURT SUMMARY 2011-12

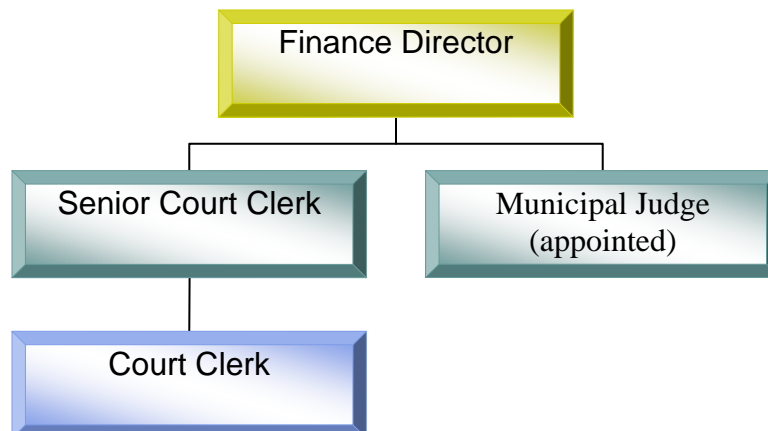
## Municipal Court Budget Summary



### 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:



**FUND**  
General





**DEPARTMENT**  
Municipal Court

**NUMBER**  
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 10 Actual</b>	<b>FY 11 Estimate</b>	<b>FY 12 Projection</b>
Number of Warrants cleared	401	1476	1500
Warrants cleared through Warrant Round Up	74	93	100
Warrant fine revenue collected during Warrant Round Ups	\$18,413	\$30,685	\$40,000

**ACTIVITY WORKLOAD:**

Number of cases filed	3,019	2,932	3,100
Number of cases scheduled for court appearance	2,317	2,100	2,200
Number of warrants issued	393	1,174	1,200
Municipal Court fine revenue retained by City	\$227,000	\$285,434	\$290,000

**FUND**  
General

**DEPARTMENT**  
Municipal Court

**NUMBER**  
05

ITEM	2009-10 Actual	2010-11 Budget	2011-12 Budget
			Proposed

**EXPENDITURES:**

Personnel	\$133,123	\$137,994	\$142,652
Operations	\$158,424	\$215,155	\$174,908
IT Computer Replacement Program	_____	_____	\$1,700
Capital	_____	_____	_____
Total	\$291,547	\$353,149	\$319,260

---

---

**PERSONNEL SCHEDULE:**

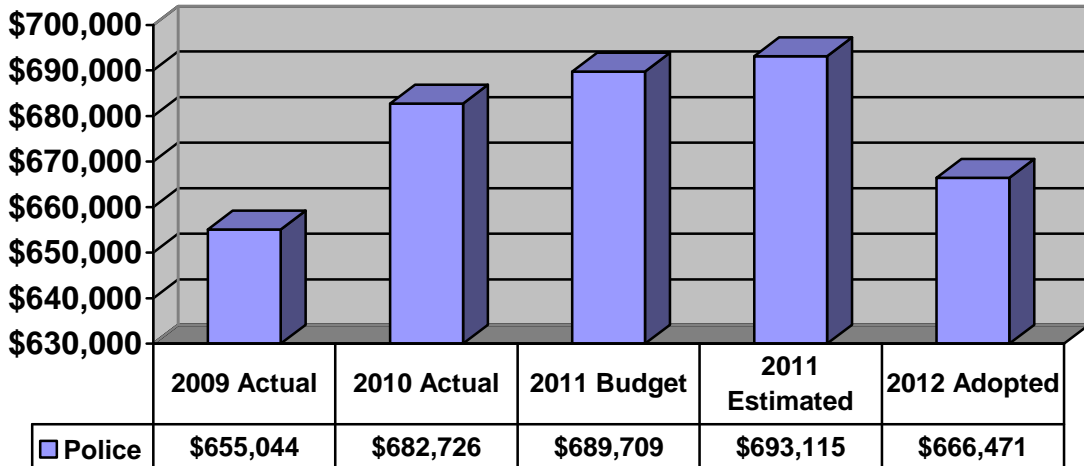
Title	FY 10	FY 11	FY 12
Senior Court Clerk	1	1	1
Court Clerk	1	1	1
Municipal Court Judge (PT)	1	1	1

**FY 12**

Full Time – 2  
Part Time – 1

# POLICE SUMMARY 2011-2012

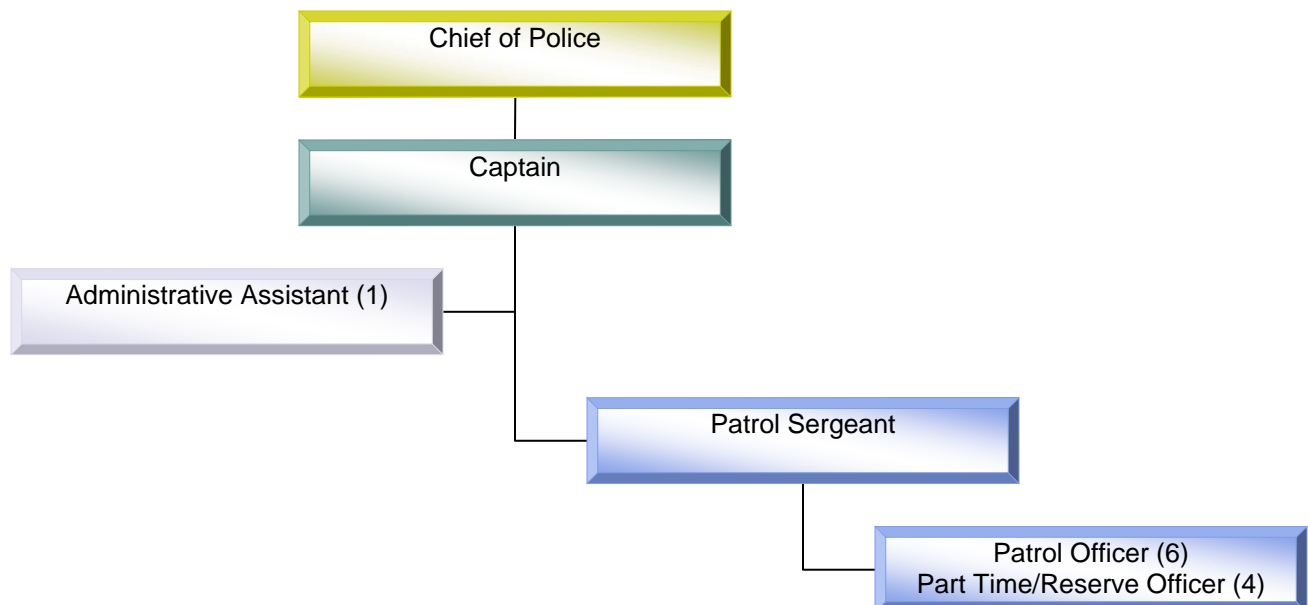
## Police Budget Summary



### 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:



**FUND**  
General

**DEPARTMENT**  
Police

**NUMBER**  
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.

---

**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.

---

**KEY INDICATORS OF PERFORMANCE:**

	<b>FY 10 Actual</b>	<b>FY 11 Estimate</b>	<b>FY 12 Projection</b>
Average Number Officer Initiated Calls as a % of Total Calls	72%	72%	70%
Cases Received/Cleared	198/112 - 57%	194/108 -56%	194/108 -56%

---

**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	2009-10 Actual	2010-11 Revised	2011-12 Budget
			Adopted

**EXPENDITURES:**

Personnel	\$507,917	\$524,838	\$529,700
Operations	\$148,255	\$133,119	\$100,598
IT Computer Replacement Program	-0-	-0-	\$2,700
Capital	<u>\$ 78,833</u>	<u>\$31,752</u>	<u>\$33,473</u>
Total	\$682,726	\$689,709	\$666,471

---

**PERSONNEL SCHEDULE:**

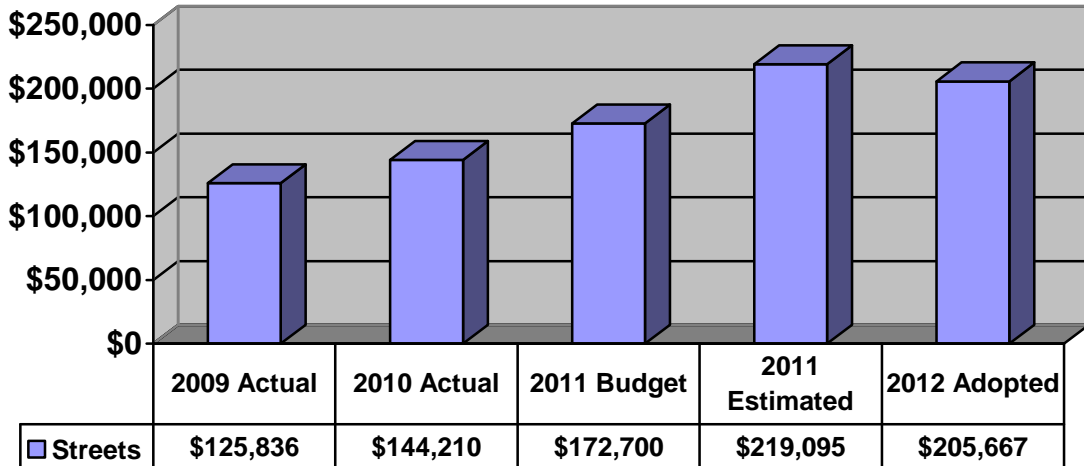
Title	FY 10	FY 11	FY 12
Chief of Police	1	1	1
Sergeant	1	1	1
Criminal Investigator	0	0	0
Patrol Officer	6.5	6	6
Administrative Assistant	1	1	1
Reserve Officer	4	4	4

**FY 12**

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

# STREETS SUMMARY 2011-2012

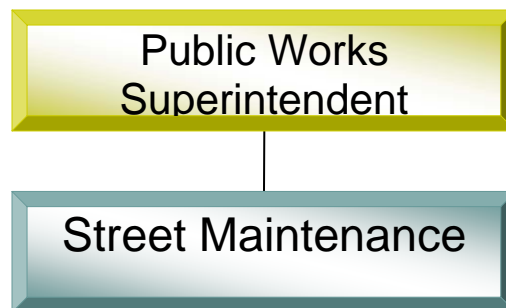
## Streets Budget Summary



### 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:

- + Respond to citizen's concern in a timely manner.
- + Start up the 'Chip Seal' program for asphalt streets.
- + Start up the 'Street Sign Replacement' program.
- + Start up the 'Street Sweeping/Cleaning' program.
- + Extend contract mowing of TxDot ROWs inside the City's jurisdiction.
- + Continue to maintain drainage and pothole repair through constant monitoring.

#### KEY INDICATORS OF PERFORMANCE:

	<b>FY 10 Actual</b>	<b>FY 11 Estimate</b>	<b>FY 12 Projection</b>
% of Annual Line Mile Scheduled Maintenance Completed	90%	90%	90%
% of Emergency Calls Responded to Within 4 Hours	95%	95%	95%

#### ACTIVITY WORKLOAD:

Number of Street Signs Installed	30	40	185
Number of Sign Poles installed or replaced	---	16	20
Tons of Hot Mix Asphalt Concrete Used	0	30	30
Tons of HMAC Used for Street Failure Patches	71	30	30
Tons of Flex Base rock and rip rap rock	---	60	60

**FUND**  
General

**DEPARTMENT**  
Streets

**NUMBER**  
07

ITEM	2009-10 Actual	2010-11 Revised	2011-12 Budget
			Adopted

**EXPENDITURES:**

Personnel	\$42,516	\$43,722	\$43,167
Operations	\$101,694	\$128,978	\$162,500
IT Computer Replacement Program	_____	_____	_____
Total	\$142,210	\$172,700	\$205,667

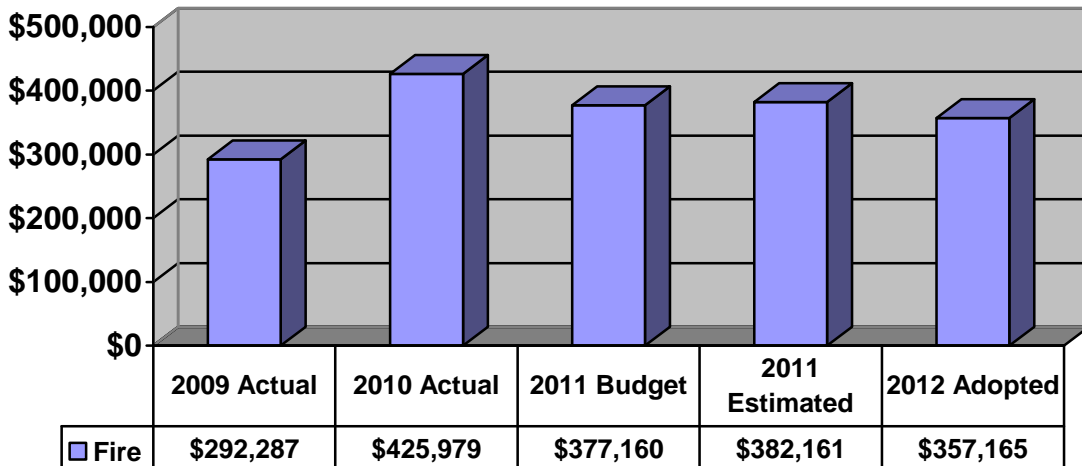
---

**PERSONNEL SCHEDULE:**

Title	FY 09	FY 10	FY 11
Maintenance Technician	1	1	1
	<b><u>FY 12</u></b>		
	Full Time – 1		
	Part Time – 0		

# FIRE SUMMARY 2011-2012

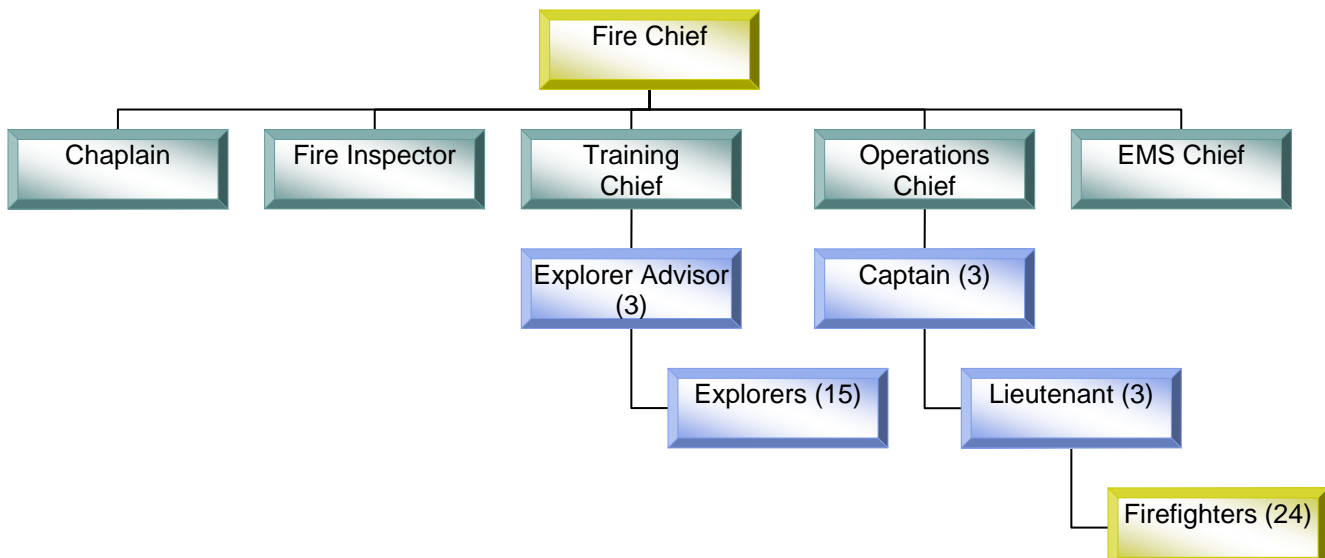
## Fire Budget Summary



### 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:



**FUND**  
General

**DEPARTMENT**  
Fire

**NUMBER**  
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:**

	<b><u>FY 10</u></b> <b>Actual</b>	<b><u>FY 11</u></b> <b>Estimate</b>	<b><u>FY 12</u></b> <b>Projection</b>
<b><u>Fire Suppression:</u></b>			
Total Runs per year:	450	520	650
Total Training hours per year	2,345	5,000+	6,000+
Certifications earned by firefighters	12	50	30
<b><u>Fire Prevention:</u></b>			
ISO Rank	3	3	2
Certificate of Occupancies issued:	15	10	15
Total structures condemned	3	17	3
Fire Inspections	80	50	150

**FUND**  
General

**DEPARTMENT**  
Fire

**NUMBER**  
08

ITEM	2009-10 Actual	2010-11 Revised	2011-12 Budget
			Adopted

**EXPENDITURES:**

Personnel	\$106,998	\$111,264	\$130,691
Operations	\$162,895	\$160,787	\$161,678
IT Computer Replacement Program	-0-	-0-	\$1,133
Capital	<u>\$156,085</u>	<u>\$105,109</u>	<u>\$63,663</u>
Total	\$425,979	\$377,160	\$357,165

---

---

**PERSONNEL SCHEDULE:**

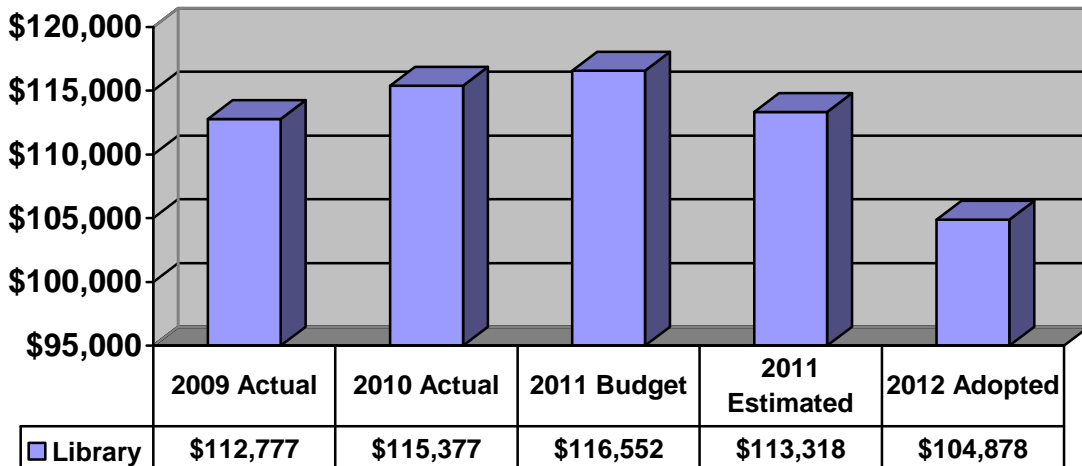
Title	FY 10	FY 11	FY 12
Fire Chief	1	1	1
Fire Inspector	1	0	1
Certified Firefighter/Paramedic	0	8	10
Certified Firefighter/EMT	0	5	8
Volunteer Firefighters	22	20	39
Explorers	7	15	15

**FY 12**

Full Time –	1
Part Time –	6
Volunteers–	32

# LIBRARY SUMMARY 2011-2012

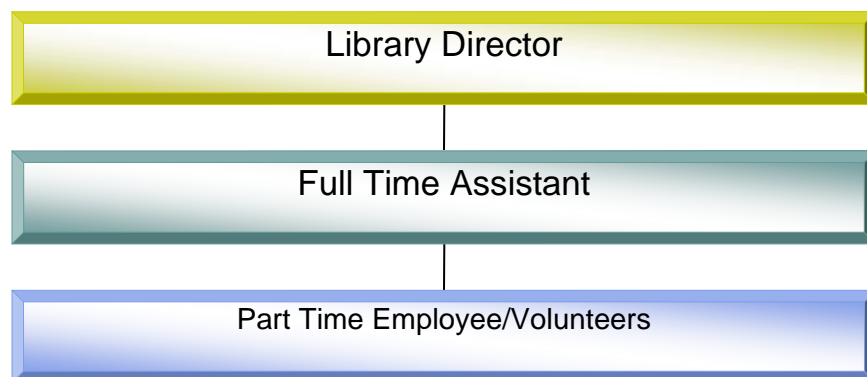
## Library Budget Summary



### 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 10 Actual</b>	<b>FY 11 Estimate</b>	<b>FY 12 Projection</b>
Rate of Collection Turnover	1.55	1.75	1.75
Circulation Per Capita	4.05	5.50	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	2009-10 Actual	2010-11 Revised	2011-12 Budget
			Adopted

**EXPENDITURES:**

Personnel	\$87,906	\$82,851	\$79,843
Operations	\$24,471	\$28,701	\$22,902
IT Computer Replacement Program	_____	_____	\$2,133
Capital	_____	_____	_____
Total	\$115,377	\$116,552	\$104,878

---

**PERSONNEL SCHEDULE:**

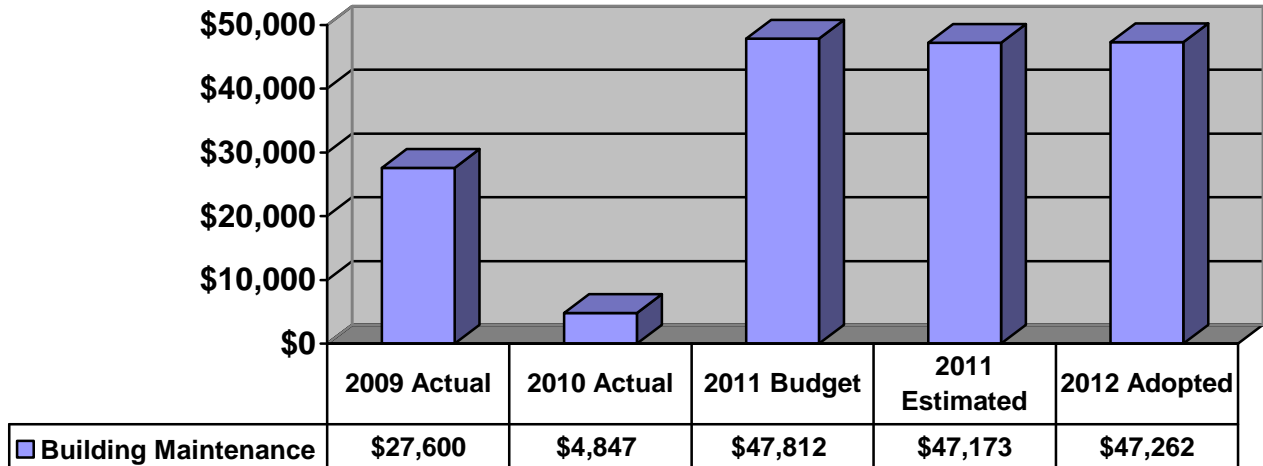
Title	FY 09	FY 10	FY 11
Library Director (PT)	1	1	1
Part Time Assistant	1	1	2
Full Time Assistant	1	1	1

**FY 12**

Full Time – 1  
Part Time – 3

# BUILDING MAINTENANCE SUMMARY 2011-2012

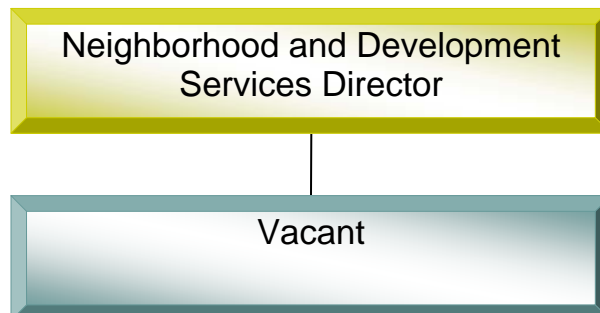
## Building Maintenance Budget Summary



### 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 10 Actual</b>	<b>FY 11 Estimate</b>	<b>FY 12 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)	150	150	150
Total Square Footage of Buildings and Facilities Maintained	57,577	56,219	56,219
Number of Building and Facilities Maintained	8	7	7

**FUND**  
General

**DEPARTMENT**  
Building Maintenance

**NUMBER**  
11

ITEM	2009-10 Actual	2010-11 Revised	2011-12 Budget
			Adopted

**EXPENDITURES:**

Personnel	\$4,130	\$0	\$0
Operations	\$717	\$47,812	\$47,262
Capital	_____	_____	_____
Total	\$4,847	\$47,812	\$47,262

---

---

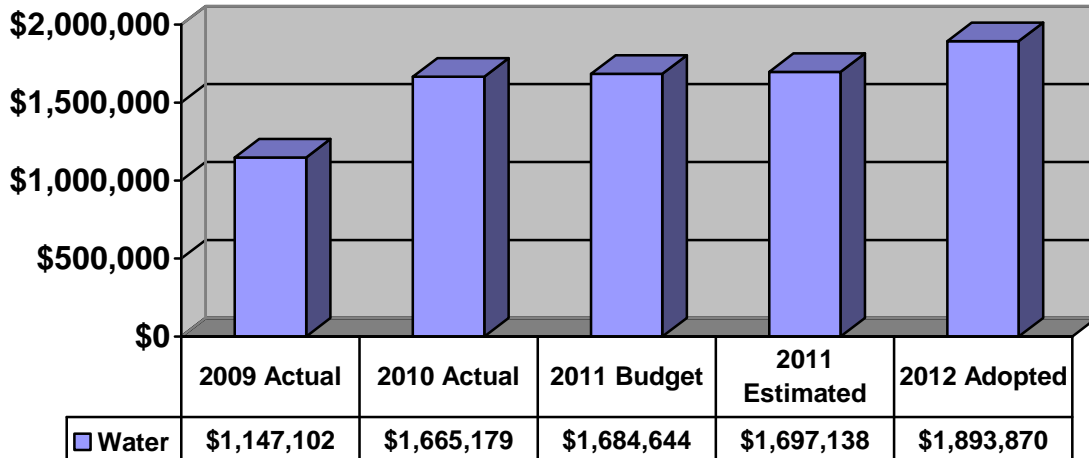
**PERSONNEL SCHEDULE:**

Title	FY 10	FY 11	FY 12
Vacant Position	0	0	0

**FY 12**  
Full Time – 0  
Part Time – 0

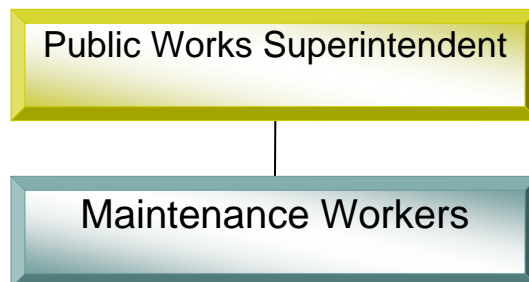
# WATER SUMMARY 2011-12

## 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
- ✚ Replace AMR system with a new updated system
- ✚ Develop and implement an inventory control plan
- ✚ Obtain a 'Superior Water System' certification from TCEQ

**KEY INDICATORS OF PERFORMANCE:**

	<b>FY 10 Actual</b>	<b>FY 11 Estimate</b>	<b>FY 12 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%	95%	95%

**ACTIVITY WORKLOAD:**

Meters installed	68	150	160
Work orders completed	853	700	1,000
Line locates	599	840	1,100
Water Leaks Repaired	-----	35	?

FUND  
Water

DEPARTMENT  
Water

NUMBER  
14

ITEM	2009-10 Actual	2010-11 Revised Budget	2011-12 Budget
			Adopted

EXPENDITURES:

Personnel	\$211,408	\$209,843	\$223,110
Operations	\$920,627	\$877,234	\$969,654
Capital	\$ 6,240	\$21,972	\$49,472
Debt Service	<u>\$526,904</u>	<u>\$575,595</u>	<u>\$651,634</u>
Total	\$1,665,179	\$1,684,644	\$1,896,870

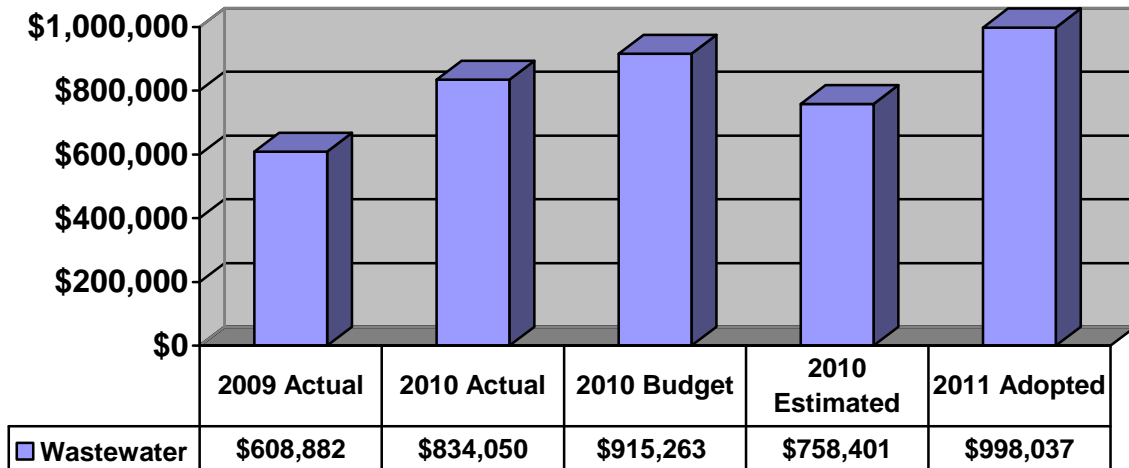
PERSONNEL SCHEDULE:

Title	FY 10	FY 11	FY 12
Public Works Superintendent	1	1	1
Maintenance Worker	3	3	3

FY 12  
Full Time – 4

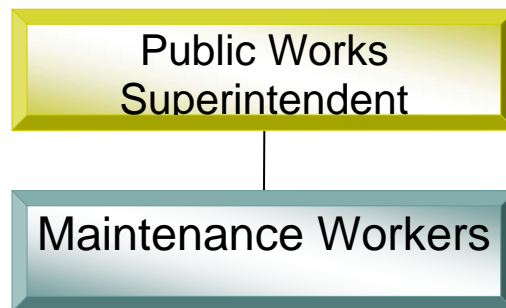
# WASTEWATER SUMMARY 2011-2012

**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:**

-  Respond to citizen's concerns in a timely manner.
-  Reduce infiltration by physical checks, smoke testing, maintenance program, and repair of faulty lines.
-  Smoke Test Program and repair of mains for the core of Melissa.
-  Continue improving the preventive maintenance program.

**KEY INDICATORS OF PERFORMANCE:**

	<b>FY 10 Actual</b>	<b>FY 11 Estimate</b>	<b>FY 12 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	75	85
Track number of sewer stoppage.	24	5	5

**FUND**

Water

**DEPARTMENT**

Wastewater

**NUMBER**

15

ITEM	2009-10 Actual	2010-11 Revised	2011-12 Budget
			Adopted

**EXPENDITURES:**

Personnel	\$0	\$0	\$0
Operations	\$726,538	\$785,236	\$795,197
Debt Service	\$107,512	\$130,027	\$202,840
Capital	_____	_____	_____
Total	\$834,050	\$915,263	\$998,037

**PERSONNEL SCHEDULE:**

Title	FY 10	FY 11	FY 12
Public Works Superintendent	1	1	1
Maintenance Workers	3	3	3

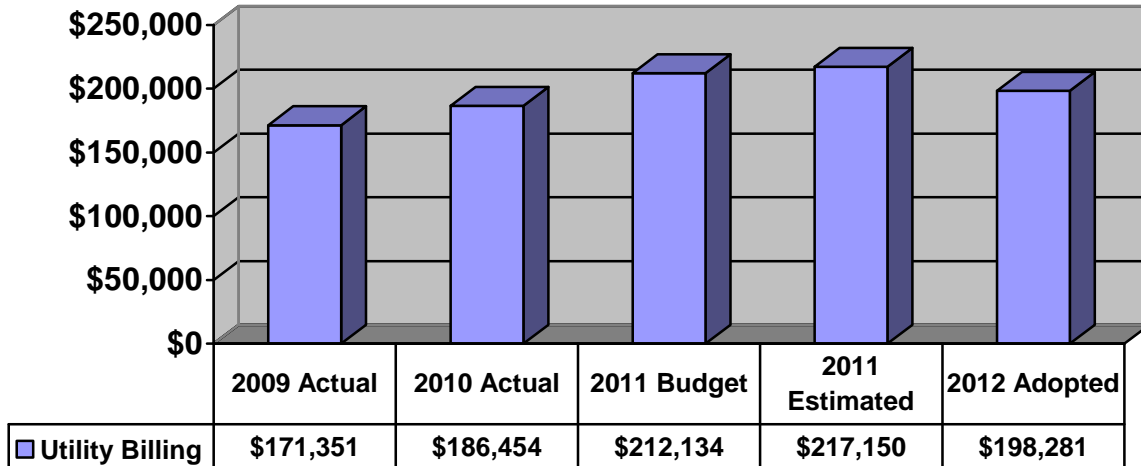
**FY 12**

Full Time – 4\*

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

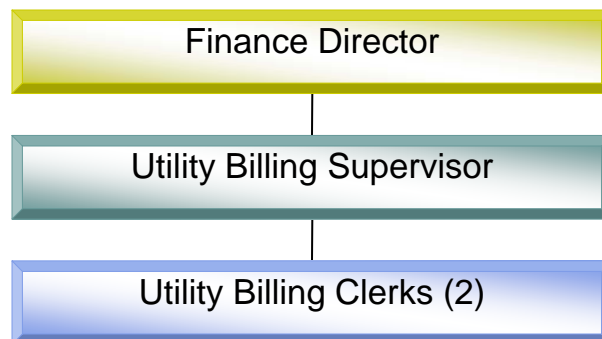
# UTILITY BILLING SUMMARY 2011-2012

## 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 10 Actual</b>	<b>FY 11 Estimate</b>	<b>FY 12 Projection</b>
Percentage of customers using automated payment options	21%	21%	22%
Percentage of customers using on-line payment options	19%	20%	22%
Number of hours of training	0	40	48

**ACTIVITY WORKLOAD:**

Number of Water Accounts	1,718	1,754	1,794
Number of Automatic Payment customers	372	379	400
Number of On-line Payment customers	329	358	400

**FUND**

Water

**DEPARTMENT**

Utility Billing

**NUMBER**

24

ITEM	2009-10 Actual	2010-11 Revised	2011-12 Budget
			Adopted

**EXPENDITURES:**

Personnel	\$138,768	\$144,383	\$134,564
Operations	\$47,686	\$67,751	\$63,151
Capital	_____	_____	_____
Total	\$186,454	\$212,134	\$198,281

**PERSONNEL SCHEDULE:**

Title	FY 10	FY 11	FY 12
Utility Billing Supervisor	1	1	1
Utility Billing Clerk	2	2	2

**FY 12**

Full Time – 3

Part Time –0

# PERSONNEL OVERVIEW



## Personnel Overview: 3 Year Data

General Fund	FY 09	FY 10	FY 11	FY 12
Administration	4.0	4.0	4.0	4.0
Building Maintenance	.5	0	0	0
Dev & Neighborhood Services	3.0	3.0	3.0	3.0
Fire	1.5	1.5	2.0	2.0
Library	2.5	2.0	2.0	2.0
Municipal Court	2.5	2.5	2.0	2.0
Parks	1.0	1.0	1.0	1.0
Police	13.0	13.5	13.5	13.5
Streets	1.0	1.0	1.0	1.0
<b>General Fund Total</b>	<b>29 FTE*</b>	<b>28.5 FTE</b>	<b>28.5 FTE</b>	<b>28.5 FTE</b>
Enterprise Fund	FY 08	FY 09	FY 10	FY 10
Water	3.0	3.0	3.0	3.0
Wastewater	1.0	1.0	1.0	1.0
Utility Billing	3.0	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>	<b>7.0 FTE</b>

As you can see from the table above, the City of Melissa personnel numbers have remained consistent. The full-time Fire Inspector position in the Fire Department was re-organized to provide for a pool of hours to be filled by Certified Firefighter/EMT. 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

Melissa City Hall  
3411 Barker Avenue  
Melissa, TX 75454

Ph: 972-838-2338  
Fax: 972-837-4524  
[www.cityofmelissa.com](http://www.cityofmelissa.com)

# City of Melissa Benefit Summary

## As of October 1, 2011

### Insurance

*TML IEBP (Texas Municipal League Intergov't Employee Benefit Pool)*

### Health

#### **Dental Select - Dental**

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

Employee shares cost of dependant coverage

**Life Insurance through Lincoln Nat'l Life (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**

**Short Term Disability insurance – optional for employees**

**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 - AFLA (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 12, 3% of the General Fund budget is allocated to routine capital purchases. All capital allocations with the General Fund and Enterprise Fund are for routine purchases consisting of annual payments for equipment such as patrol cars and fire apparatus, and public works equipment. The FY12 Budget includes a Hydro Excavator for Public Works and replacement of 2 Public Works trucks. The General Fund includes capital purchases of a Fire Department Command Vehicle along with the replacement of 1 Patrol car for the Police Department.

Other capital expenses in the FY 12 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 12 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 75)

Project		Approved Work Orders	Expended	Budget Remaining
Melissa Rd Phase 2	Design, survey, & row acquisition	\$ 762,578	\$ 444,859	\$ 317,719
Throckmorton Rd E Reconstruction	Construction and design	\$ 4,291,727	\$ 4,191,727	\$ 100,000
Fannin Rd Reconstruction	Construction and design	\$ 3,016,869	\$ 3,016,869	\$ -0-
Roads Rehab Projects	Construction and design	\$ 254,546	\$ 106,031	\$ 148,515
CR 418	Design, survey, & row acquisition	\$ 758,304	\$ 574,049	\$ 184,255
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	\$ 1,340,000	\$ 151,276	\$ 1,188,724
Stiff Creek Sewer Improvements	Design, survey, & row acquisition	\$ 487,883	\$ 449,387	\$ 38,496
Fitzhugh Sewer Improvements	Construction and design	\$ 2,452,730	\$ 2,452,730	\$ -0-

### **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 FY12 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 FY12 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 FY12 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 FY12 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 FY12 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 FY12 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 FY12 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 FY12 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 was 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 FY12 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 2011, the City's debt tax rate is \$0.175170 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 12 Principal	FY 12 Interest	Total FY 12 Payment
General	\$295,000	\$291,019	\$586,019
Water	\$472,500	\$485,767	\$958,267
MIEDC	\$45,000	\$42,813	\$87,813
MCEDC	\$35,000	\$26,831	\$ 61,831
TIF	\$25,000	\$418,364	\$443,364

**City of Melissa**  
2011-12 Budget  
Debt Service Summary

Date	Description	Maturity Date	Principal	2011-2012 Payable		Commitment	as of 10/01/11	
				Principal	Interest		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	\$ 65,000	\$ 47,171.25	\$ 112,171.25	General Fund	\$ 1,130,000 \$ 358,251.25
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	\$ 29,725.00	\$ 69,725.00	General Fund	\$ 745,000 \$ 235,237.50
8/12/2008	General Obligation Bonds, Series 2008 Transportation Bond CIP - Bond Election Nov 07	9/30/2028	\$ 5,230,000	\$ 190,000	\$ 214,122.51	\$ 404,122.51	General Fund	\$ 4,725,000 \$ 2,112,864.41
<b>Total Obligation - General Fund</b>				<b>\$ 586,018.76</b>				
<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	\$ 85,000	\$ 123,185.00	\$ 208,185.00	Water Fund	\$ 2,325,000 \$ 713,680.00
				\$ 21,250	\$ 30,796.25	\$ 52,046.25	Divided by 4 Cities	\$ 581,250 \$ 178,420.00
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	\$ 23,545.00	\$ 48,545.00	Water Fund	\$ 1,920,000 \$ 732,798.75
				\$ 45,000	\$ 42,812.50	\$ 87,812.50	EDC 4A	\$ 515,000 \$ 196,547.50
				\$ 25,000	\$ 21,745.00	\$ 46,745.00	TIF	\$ 935,000 \$ 355,958.75
7/15/2006	State Participation Assistance Calculations GTUA-Collin Grayson Project - w/Anna, Howe and Van Alstyne	9/30/2040	\$ 8,675,000	\$ -	\$ 68,863.10	\$ 68,863.10	Water Fund	\$ 475,000 \$ 203,987.50
					\$ 275,452.38	\$ 275,452.38	Divided by 4 Cities	\$ 8,675,000 \$13,704,236.25
11/11/2006	Contract Revenue Bonds, Series 2006 (TWDB-SRF) Melissa-Anna Interceptor Project Throckmorton-Trinity River Sewer Project	9/30/2026	\$ 1,745,000	\$ 70,000	\$ 50,117.50	\$ 120,117.50	Water Fund	\$ 2,168,750 \$ 3,426,059.06
							(4A/4B participation)	\$ 1,420,000 \$ 446,480.00
2/20/2007	Contract Revenue Bonds, Series 2007 GTUA-Collin Grayson Project - w/Anna, Howe and Van Alstyne	9/30/2020	\$ 5,000,000	\$ 165,000	\$ 252,065.50	\$ 417,065.50	Water Fund	\$ 4,765,000 \$ 4,289,542.75
				\$ 41,250	\$ 63,016.38	\$ 104,266.38	Divided by 4 Cities	\$ 1,191,250 \$ 1,072,385.69
1/31/2008	Contract Revenue Bonds, Series 2007 (CWSRF) Melissa-Anna Interceptor Project Throckmorton-Trinity River Sewer Project	9/30/2028	\$ 1,105,000	\$ 40,000	\$ 36,997.50	\$ 76,997.50	Water Fund	\$ 990,000 \$ 384,267.50
							(4A/4B participation)	
8/12/2008	Certificate of Obligations/Contract Revenue, Series 2008 Water/Wastewater CIP Phase 1	9/30/2028	\$ 2,250,000	\$ 85,000	\$ 88,923.75	\$ 173,923.75	Water Fund	\$ 2,025,000 \$ 888,267.50
12/11/2009	Contract Revenue Bonds, Series 2009A (Dfund) (GTUA) Fitzhugh Sewer (part 1 of 2)	9/30/2029	\$ 1,085,000	\$ 35,000	\$ 45,290.00	\$ 80,290.00	Water Fund	\$ 1,075,000 \$ 547,050.00
					\$ 16,980.72	\$ 16,980.72		
12/11/2009	Contract Revenue Bonds, Series 2009B (CWSRF) (GTUA) Fitzhugh Sewer (part 2 of 2)	9/30/2029	\$ 1,400,000	\$ 55,000	\$ 44,555.00	\$ 99,555.00	Water Fund	\$ 1,390,000 \$ 544,055.00
					\$ 20,088.72	\$ 20,088.72		
5/25/2010	General Obligation Refunding Bonds, Series 2010 Refinancing \$1,255,000 Series 2000 CO Water Tower	9/30/2029	\$ 1,255,000	\$ 100,000	\$ 33,662.50	\$ 133,662.50	Water Fund	\$ 1,160,000 \$ 212,887.50
<b>Total Obligation - Water Fund</b>				<b>\$ 995,336.41</b>				

**City of Melissa**  
2011-12 Budget  
Debt Service Summary

Date	Description	Maturity Date	Principal	2011-2012 Payable	Fiscal Total	Commitment	O/S Principal	O/S Interest
as of 10/01/11								
MELISSA CDC 4B OBLIGATIONS								
7/24/2001	Combination Tax and Revenue CO - last payment 8/15/2011 Zadow Park	9/30/2011	\$ 835,000	\$ -	\$ -	CDC 4B	\$ -	\$ -
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	\$ 35,000	\$ 26,831.25	CDC 4B	\$ 680,000	\$ 226,192.50
2006	Throckmorton-Trinity River Sewer Project Participation per Interlocal w/City dated July 28, 2006	9/30/2028			\$ 113,394.00	EDC 4A/4B		
Total Obligation - CDC 4B				\$ 175,225.25				
MELISSA EDC 4A OBLIGATIONS								
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	\$ 23,545.00	Water Fund EDC 4A TIF	\$ 1,920,000 \$ 515,000 \$ 935,000	\$ 732,798.75 \$ 196,547.50 \$ 355,958.75
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	\$ 25,000	\$ 21,745.00	EDC 4A	\$ 475,000	\$ 203,987.50
2006	Throckmorton-Trinity River Sewer Project Participation per Interlocal w/City dated July 28, 2006	9/30/2028			\$ 113,394.00	EDC 4A/4B		
Total Obligation - EDC 4A				\$ 286,739.38				
TAX INCREMENT FINANCING ZONE #1								
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	\$ 23,545.00	Water Fund EDC 4A TIF	\$ 1,920,000 \$ 515,000 \$ 935,000	\$ 732,798.75 \$ 196,547.50 \$ 355,958.75
2/10/2009	Combination Tax and Revenue CO, Series 2009 City Hall	9/30/2034	\$ 9,840,000	\$ -	\$ 396,618.76	TIF	\$ 9,840,000	\$ 5,888,135.10
Total Obligation - TIF				\$ 443,363.76				

# 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.

FY12 Budget impact: The action plans identified were revisited during the budget process. None of the items that will be addressed in the FY12 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 2012 calendar year and is funded in the FY12 budget.

### **Capital Improvement Programs:**

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

FY12 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 FY12, 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 FY12 budget. These results will be revisited in the goal setting session in February 2012.

**Strategic Planning:**

Overview: The City Council initiated a strategic planning process to develop a revised Vision, Mission, and Strategic Priorities for the next three years and ten year time period. These items are being compiled into a strategy map that will be used in the budget process to evaluate programs and services for funding. Completion of this project is estimated to be in January 2012 for use in the FY13 budget process.

Budget Impact: The map and strategies will be revisited in the goal setting session in February 2012.

# 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	3.3	\$185,000	32.4

## **Employment – Census 2010 Data**

Population (16 years and older).....	2,750
In Labor Force.....	1,977
Civilian Labor Force.....	1,954

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

(Source: Census 2010)

### **Top 10 Major Employers**

---

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

---

Melissa ISD (Texas Exemplary Campuses)

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

---

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**

---

#### 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**

---

1. Hillwood RLD LP.....\$2,793,740

2. Independent Bank>.....\$2,479,989

3. Lattimore Materials Co.....\$2,398,462

4. Phillips Properties, Ltd.....\$2,149,292

5. Alpha Industries Inc.....\$2,049,282

(Source: City of Melissa)

## **Dollar Value of Permits Issued**

2010.....	\$18,961,530 (through 12/19/11)
2010.....	\$17,439,309
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**

Tax Abatement.....	Case by Case
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**

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**

---

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

---



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  
2011-2012**

**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.

+++++

**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.

+++++

**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.

+++++

**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

+++++

**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.

+++++

**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**

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

Lochner 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 2011-2012; ADOPTING A BUDGET AND APPROPRIATING RESOURCES FOR THE CITY OF MELISSA, TEXAS, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2011; 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, 2011 and ending September 30, 2012 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 23, 2011, 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, 2011 and ending September 30, 2012, 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 2012

General Fund	\$ 3,241,273
Water Fund	\$ 3,601,111
General Debt Service	\$ 1,174,026
Utility Debt Service	\$ 1,096,561
Transportation Construction	\$ 1,917,133
Utility Construction	\$ 1,574,586
TIF #1	\$ 443,364

**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.



ATTESTATION AND  
CORRECTLY RECORDED BY:

REED GREER, MAYOR

LINDA BANNISTER, City Secretary

City of MELISSA			
FUND			
01 GENERAL FUND			
DETAILS			
LINE ITEMS	Actual 2009-2010	Budget 2010-2011	PROPOSED 2011-2012
Revenues			
TOTAL 01 ADMINSTRATIVE	\$ 2,626,871	\$ 2,567,742	\$ 2,465,238
TOTAL 02 DEVELOPMENT & NEIGHBORHOOD	\$ 245,178	\$ 126,950	\$ 218,150
TOTAL 04 PARKS & GROUNDS	\$ 45,310	\$ 44,921	\$ 46,421
TOTAL 05 MUNICIPAL COURTS	\$ 376,881	\$ 400,000	\$ 473,464
TOTAL 06 POLICE	\$ 9,722	\$ -	\$ -
TOTAL 08 FIRE DEPARTMENT	\$ 45,268	\$ 40,000	\$ 20,000
TOTAL 10 LIBRARY DEPARTMENT	\$ 24,632	\$ 21,500	\$ 18,000
<b>Total General Fund Revenue</b>	<b>\$ 3,373,862</b>	<b>\$ 3,201,113</b>	<b>\$ 3,241,273</b>
Expenses			
Non-Departmental	\$ 324,002	\$ 537,483	\$ 575,644
Administrative	\$ 708,319	\$ 501,739	\$ 439,051
Dev Services	\$ 351,119	\$ 245,537	\$ 285,432
Parks	\$ 189,542	\$ 217,674	\$ 203,733
Courts	\$ 290,555	\$ 287,604	\$ 319,260
Police	\$ 729,759	\$ 661,505	\$ 666,471
Street	\$ 143,530	\$ 173,335	\$ 205,667
Fire	\$ 425,844	\$ 381,190	\$ 357,165
Library	\$ 48,823	\$ 110,381	\$ 104,878
Bldg Maint	\$ 718	\$ 38,112	\$ 47,262
<b>Total General Fund Expenditures</b>	<b>\$ 3,212,211</b>	<b>\$ 3,154,560</b>	<b>\$ 3,204,563</b>
<b>Excess (Loss) - Contribution to Fund Balance</b>			<b>\$ 36,710</b>

City of MELISSA					
FUND					
01 GENERAL FUND					
DETAILS					
LINE ITEMS	Actual 2009-2010	Budget 2010-2011	Estimated 2010-2011	PROPOSED 2011-2012	
<b>Administrative</b>					
4110 CURRENT PROPERTY TAXES	\$ 1,368,062	\$ 1,396,184	\$ 1,396,184	\$ 1,425,646	
4120 DELINQUENT PROPERTY TAXES	\$ 39,941	\$ 40,000	\$ 40,000	\$ 40,000	
4130 PENALTIES & INTEREST	\$ 19,093	\$ 20,000	\$ 20,000	\$ 20,000	
4145 COLLIN COUNTY/CHILD SAFETY	\$ 2,406	\$ 0	\$ 2,000	\$ 2,000	
4160 SALES TAX	\$ 406,061	\$ 420,000	\$ 420,000	\$ 420,000	
4170 FRANCHISE FEES/TAXES	\$ 192,874	\$ 220,000	\$ 220,000	\$ 220,000	
4210 LIQUOR TAX	\$ 0	\$ 0	\$ 0	\$ 0	
4220 LEASE REVENUE	\$ 47,913	\$ 68,700	\$ 68,700	\$ 68,700	
4225 BOND PROCEEDS/Grant	\$ 67,000	\$ 0	\$ 0	\$ 0	
4315 TRANSFER IN	\$ 203,329	\$ 211,395	\$ 211,395	\$ 218,892	
4330 INTEREST	\$ 221,621	\$ 65,000	\$ 30,000	\$ 30,000	
4380 MISCELLANEOUS INCOME	\$ 58,572	\$ 0	\$ 36,825	\$ 0	
Fund Balance Contribution		\$ 126,463	\$ -	\$ -	
<b>TOTAL 01 ADMINSTRATIVE</b>	<b>\$ 2,626,871</b>	<b>\$ 2,567,742</b>	<b>\$ 2,445,104</b>	<b>\$ 2,465,238</b>	
<b>Development &amp; Neighborhood Svcs</b>					
4180 LICENSES & PERMITS	\$ 220,011	\$ 108,800	\$ 200,000	\$ 200,000	
4190 PLATTING & DEVELOPMENT	\$ 25,167	\$ 18,150	\$ 18,150	\$ 18,150	
<b>TOTAL 02 DEVELOPMENT &amp; NEIGHBORHOOD SVCS</b>	<b>\$ 245,178</b>	<b>\$ 126,950</b>	<b>\$ 218,150</b>	<b>\$ 218,150</b>	
<b>Parks &amp; Grounds</b>					
xxxx Park Rental Fees	\$ 1,365		\$ 1,500	\$ 1,500	
4345 PARK MAINTENANCE/SUPPORT	\$ 43,945	\$ 44,921	\$ 44,921	\$ 44,921	
<b>TOTAL 04 PARKS &amp; GROUNDS</b>	<b>\$ 45,310</b>	<b>\$ 44,921</b>	<b>\$ 46,421</b>	<b>\$ 46,421</b>	
<b>Municipal Courts</b>					
4140 Court Fines	\$ 376,881	\$ 400,000	\$ 450,000	\$ 470,000	
Transfer In Court Technology				\$ 1,700	
Transfer In Court Security				\$ 1,764	
<b>TOTAL 05 MUNICIPAL COURTS</b>	<b>\$ 376,881</b>	<b>\$ 400,000</b>	<b>\$ 450,000</b>	<b>\$ 473,464</b>	
<b>Police Department</b>					
xxxx PD Drug/Seizure	\$ 8,024				
xxxx Law Enforcement Officer Stand/Training	\$ 1,114		\$ 1,171		
xxxx Police Reports	\$ 584	\$ -	\$ 500	\$ -	
<b>TOTAL 05 MUNICIPAL COURTS</b>	<b>\$ 9,722</b>	<b>\$ -</b>	<b>\$ 1,671</b>	<b>\$ -</b>	
<b>Fire Department</b>					
4185 FIRE DEPARTMENT INSURANCE REIMBURSE	\$ 1,500	\$ 5,000	\$ 5,000	\$ 5,000	
4365 FIRE DEPT./COLLIN COUNTY	\$ 43,768	\$ 35,000	\$ 15,000	\$ 15,000	
4990 GAIN/LOSS ON SALE OF FIXED ASSETS	\$ 0	\$ 0	\$ 0	\$ 0	
<b>TOTAL 08 FIRE DEPARTMENT</b>	<b>\$ 45,268</b>	<b>\$ 40,000</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	
<b>Library Department</b>					
4385 MISCELLANEOUS INCOME/LIBRARY	\$ 1,423	\$ 0	\$ 3,595	\$ 2,000	
4390 COLLIN COUNTY/LIBRARY	\$ 17,675	\$ 16,000	\$ 16,000	\$ 16,000	
4410 LONE STAR GRANT/LIBRARY	\$ 5,534	\$ 5,500	\$ 4,501	\$ -	
<b>TOTAL 10 LIBRARY DEPARTMENT</b>	<b>\$ 24,632</b>	<b>\$ 21,500</b>	<b>\$ 24,096</b>	<b>\$ 18,000</b>	
<b>Total General Fund Revenue</b>	<b>\$ 3,373,862</b>	<b>\$ 3,201,113</b>	<b>\$ 3,205,442</b>	<b>\$ 3,241,273</b>	

City of Melissa			
FUND		DEPARTMENT	
01 GENERAL FUND		00 NON-DEPARTMENTAL	
DETAILS			
LINE ITEMS	ACTUAL 2009-2010	BUDGET 2010-2011	Proposed 2011-2012
5110 Personnel Adjustments			\$ 65,000
5220 ANIMAL CONTROL	\$28,496	\$28,496	\$ 28,496
5230 APPRAISAL DISTRICT	\$13,256	\$13,547	\$ 13,307
5260 ENGINEERING	\$52,527	\$70,000	\$ 25,000
5290 SECURITY	\$0	\$1,500	\$ 1,764
5344 ECONOMIC DEVELOPMENT	\$0	\$25,000	\$ 25,000
5390 PROFESSIONAL SERVICES	\$12,280	\$16,000	\$ 12,500
5400 AUDIT FEES	\$0	\$14,000	\$ 10,500
5410 LEGAL FEES	\$102,458	\$100,000	\$ 50,000
5415 ENVIRONMENTAL SVCS	\$3,520	\$4,000	\$ 4,000
5420 INSURANCE - Work Comp, Prop, Gen Liab, Auto	\$64,280	\$85,000	\$ 80,000
5430 Telephone			\$ 13,877
5435 Cable and Internet Svcs			\$ 700
5436 COMPUTER EXPENSES	\$26,692	\$9,940	\$ 21,504
5438 COMPUTER HARDWARE/SOFTWARE	\$0	\$10,000	\$ -
5443 IT Computer Replacement - Depreciation			\$ 800
5470 Utilities			\$ 63,196
5511 CHAMBER OF COMMERCE EXPENSES	\$12,500	\$10,000	\$ 10,000
5610 CHILD ABUSE	\$2,677	\$0	\$ -
5611 ARTS OF COLLIN COUNTY	\$5,316	\$0	\$ -
5950 TRANSFER OUT to TIF	\$0	\$150,000	\$ 150,000
OPERATIONS	\$324,002	\$537,483	\$ 575,644
TOTAL 00 NON-DEPARTMENTAL	\$324,002	\$537,483	\$ 575,644

City of Melissa			
FUND	DEPARTMENT		
01 GENERAL FUND	01 ADMINSTRATIVE		
DETAILS			
LINE ITEMS	ACTUAL 2009-2010	BUDGET 2010-2011	Proposed 2011-2013
5110 SALARIES & WAGES	\$310,739	\$292,233	\$ 292,233
5145 LONGEVITY PAY	\$804	\$996	\$ 1,188
5150 SOCIAL SECURITY EXPENSE	\$16,851	\$18,118	\$ 18,192
5155 MEDICARE EXPENSE	\$4,145	\$4,237	\$ 4,255
5160 SUTA EXPENSE	\$737	\$756	\$ 288
5165 AFLAC EXPENSE	\$462	\$0	\$ -
5166 LONG TERM DISABILITY	\$432	\$480	\$ 485
5170 TMRS EXPENSE	\$19,104	\$17,709	\$ 12,368
5190 CONTRACT LABOR	\$0	\$0	\$ -
5195 DRUG SCREENING	\$0	\$0	\$ -
5442 CAR ALLOWANCE	\$6,000	\$6,000	\$ 6,000
5510 GROUP HEALTH INSURANCE	\$20,915	\$22,384	\$ 22,823
PERSONNEL	\$380,189	\$362,914	\$ 357,831
5196 MISC EMPLOYEE EXPENSE	\$3,384	\$2,000	\$ 2,000
5240 City Council Meals			\$ 3,000
5245 BOARDS AND COMMISSIONS	\$2,854	\$4,000	\$ 3,000
5250 ELECTION EXPENSE	\$5,087	\$5,000	\$ 10,000
5280 OFFICE SUPPLIES	\$4,978	\$4,000	\$ 3,000
5290 SECURITY	\$882	\$0	\$ -
5310 DUES & MEMBERSHIPS	\$4,588	\$3,255	\$ 7,548
5320 POSTAGE AND DELIVERY	\$3,150	\$4,000	\$ 2,000
5321 SHIPPING AND COURIER SVC	\$659	\$500	\$ 500
5330 PUBLICATIONS AND SUBSCRIPTIONS	\$1,284	\$35	\$ 717
5340 ADVERTISING & PROMOTIONS	\$3,026	\$3,500	\$ 2,500
5350 PRINTING AND REPRODUCTION	\$4,872	\$2,000	\$ 2,000
5351 NEWSLETTER	\$0	\$0	\$ -
5360 EQUIPMENT	\$0	\$0	\$ -
5361 EQUIPMENT RENTAL	\$4,261	\$6,332	\$ 6,690
5370 CONTRACT REPAIRS & MAINTENANCE	\$2,797	\$1,236	\$ -
5376 BLDG REPAIR & MAINTENANCE	\$17,291	\$0	\$ -
5390 PROFESSIONAL SERVICES	\$4,555	\$0	\$ -
5400 AUDIT FEES	\$14,000	\$0	\$ -
5405 PROPERTY TAXES	\$18,123	\$9,000	\$ -
5430 TELEPHONE	\$12,137	\$11,094	\$ 2,880
5432 WIRELESS TELEPHONE EXP	\$1,402	\$1,500	\$ 1,500
5435 INTERNET SERVICE	\$1,522	\$0	\$ 550
5436 COMPUTER EXPENSES	\$29,412	\$8,140	\$ 10,640
5439 BUSINESS MEALS	\$2,948	\$1,000	\$ 1,500
5440 TRAVEL EXPENSES	\$6,394	\$3,022	\$ 11,100
5441 MILEAGE REIMBURSEMENT	\$749	\$1,500	\$ 1,000
5450 UNIFORMS	\$631	\$0	\$ 600
5460 TRAINING	\$3,787	\$1,515	\$ 3,795
5470 UTILITIES	\$29,896	\$63,196	\$ -
5550 SUPPLIES	\$6,526	\$2,000	\$ 2,000
5573 COLLIN COUNTY FILING FEE	\$304	\$1,000	\$ 1,000
5574 DOCUMENT MANAGEMENT	\$11,800	\$0	\$ -
5580 OTHER EXPENSE	\$0	\$0	\$ -
5950 TRANSFER OUT	\$124,831	\$0	\$ -
OPERATIONS	\$328,130	\$138,825	\$ 79,520
5443 IT Computer Replacement - Depreciation	\$0	\$0	\$ 1,700
DEPRECIATION	\$0	\$0	\$ 1,700
5910 CAPITAL OUTLAY	\$0	\$0	\$0
CAPITAL	\$0	\$0	\$0
TOTAL 01 ADMINSTRATIVE	\$708,319	\$501,739	\$ 439,051

City of Melissa			
FUND	DEPARTMENT		
01 GENERAL FUND	02 DEVELOPMENT & NEIGHBORHOOD SV		
DETAILS			
LINE ITEMS	ACTUAL 2009-2010	BUDGET 2010-2011	Proposed 2011-2012
5110 SALARIES & WAGES	\$119,781	\$119,737	\$ 119,737
5145 LONGEVITY PAY	\$572	\$716	\$ 860
5150 SOCIAL SECURITY EXPENSE	\$7,117	\$7,424	\$ 7,477
5155 MEDICARE EXPENSE	\$1,019	\$1,736	\$ 1,749
5160 SUTA EXPENSE	\$0	\$567	\$ 216
5166 LONG TERM DISABILITY	\$0	\$216	\$ 216
5170 TMRS EXPENSE	\$7,496	\$7,256	\$ 5,083
5190 CONTRACT LABOR	\$0	\$0	\$ -
5195 DRUG SCREENING	\$0	\$0	\$ -
5510 GROUP HEALTH INSURANCE	\$14,806	\$15,854	\$ 15,527
PERSONNEL	\$150,791	\$153,506	\$ 150,865
5261 DEVELOPMENT PROJECT ENG. FEES	\$80,625	\$18,150	\$ 18,150
5270 INSPECTIONS	\$97,258	\$55,000	\$ 100,000
5280 OFFICE SUPPLIES	\$909	\$1,000	\$ 1,000
5310 DUES & MEMBERSHIPS	\$296	\$331	\$ 456
5320 POSTAGE AND DELIVERY	\$419	\$750	\$ 500
5330 PUBLICATIONS AND SUBSCRIPTIONS	\$185	\$750	\$ 750
5350 PRINTING AND REPRODUCTION	\$0	\$1,500	\$ 500
5361 EQUIPMENT RENTAL	\$2,189	\$2,100	\$ 2,100
5370 CONTRACT REPAIRS & MAINTENANCE	\$1,046	\$1,100	\$ 600
5375 VEHICLE REPAIR & MAINTENANCE	\$1,622	\$2,400	\$ 1,500
5376 BLDG REPAIR & MAINTENANCE	\$1,614	\$0	\$ -
5385 VEHICLE FUEL	\$534	\$750	\$ 1,000
5430 TELEPHONE	\$6,603	\$3,800	\$ 2,304
5432 WIRELESS TELEPHONE EXP	\$524	\$500	\$ 500
5436 COMPUTER EXPENSES	\$3,583	\$2,700	\$ 2,700
5440 TRAVEL EXPENSES	\$354	\$1,200	\$ 1,200
5450 UNIFORMS	\$177	\$0	\$ 240
5470 UTILITIES	\$2,390	\$0	\$ -
OPERATIONS	\$200,328	\$92,031	\$ 133,500
5443 IT Computer Replacement - Depreciation	\$0	\$0	\$ 1,067
DEPRECIATION	\$0	\$0	\$ 1,067
5910 CAPITAL OUTLAY	\$0	\$0	\$ -
CAPITAL	\$0	\$0	\$ -
TOTAL 02 DEVELOPMENT & NEIGHBORHOOD SVCS	\$351,119	\$245,537	\$ 285,432

City of Melissa			
FUND	DEPARTMENT		
01 GENERAL FUND	04 PARKS & GROUNDS		
DETAILS			
LINE ITEMS	ACTUAL 2009-2010	BUDGET 2010-2011	Proposed 2011-2012
5110 SALARIES & WAGES	\$34,070	\$34,076	\$ 34,076
5115 SALARIES - OVERTIME	\$541	\$1,750	\$ 1,750
5145 LONGEVITY PAY	\$68	\$116	\$ 164
5150 SOCIAL SECURITY EXPENSE	\$1,864	\$2,221	\$ 2,231
5155 MEDICARE EXPENSE	\$436	\$519	\$ 522
5160 SUTA EXPENSE	\$189	\$189	\$ 72
5166 LONG TERM DISABILITY	\$62	\$60	\$ 60
5170 TMRS EXPENSE	\$2,155	\$2,171	\$ 1,517
5190 CONTRACT LABOR	\$0	\$0	\$ -
5195 DRUG SCREENING	\$0	\$0	\$ -
5510 GROUP HEALTH INSURANCE	\$3,573	\$3,904	\$ 3,978
PERSONNEL	\$42,958	\$45,007	\$ 44,370
5360 EQUIPMENT	\$428	\$500	\$ 500
5370 CONTRACT REPAIRS & MAINTENANCE	\$71,554	\$89,717	\$ 84,030
5375 VEHICLE REPAIR & MAINTENANCE	\$1,414	\$1,700	\$ 1,000
5377 LEASE/RENT EXPENSE	\$0	\$0	\$ -
5385 VEHICLE FUEL	\$2,283	\$1,750	\$ 2,000
5432 WIRELESS TELEPHONE EXP	\$524	\$550	\$ 550
5441 MILEAGE REIMBURSEMENT	\$30	\$0	\$ -
5450 UNIFORMS	\$220	\$250	\$ 250
5460 TRAINING	\$0	\$0	\$ -
5470 UTILITIES	\$62,975	\$53,000	\$ 53,000
5501 ZADOW PARK - PHASE II	\$0	\$0	\$ -
5502 BOB MILLER PARK PHASE II	\$0	\$0	\$ -
5503 HUNTER'S RIDGE PARK	\$0	\$0	\$ -
5505 PARK EXPENSES	\$0	\$0	\$ 3,500
5550 SUPPLIES	\$7,156	\$25,200	\$ 14,000
OPERATIONS	\$146,584	\$172,667	\$ 158,830
5443 IT Computer Replacement - Depreciation	\$0	\$0	\$ 533
DEPRECIATION	\$0	\$0	\$ 533
5910 CAPITAL OUTLAY	\$0	\$0	\$ -
CAPITAL	\$0	\$0	\$ -
TOTAL 04 PARKS & GROUNDS	\$189,542	\$217,674	\$ 203,733

City of Melissa			
FUND	DEPARTMENT		
01 GENERAL FUND	05 MUNICIPAL COURTS		
DETAILS			
LINE ITEMS	ACTUAL 2009-2010	BUDGET 2010-2011	Proposed 2011-2012
5110 SALARIES & WAGES	\$103,276	\$102,251	\$ 105,929
5115 SALARIES - OVERTIME	\$2,252	\$2,500	\$ 2,500
5145 LONGEVITY PAY	\$524	\$620	\$ 248
5150 SOCIAL SECURITY EXPENSE	\$6,121	\$6,495	\$ 6,738
5155 MEDICARE EXPENSE	\$1,432	\$1,519	\$ 1,576
5160 SUTA EXPENSE	\$586	\$567	\$ 216
5166 LONG TERM DISABILITY	\$244	\$180	\$ 210
5170 TMRS EXPENSE	\$6,627	\$6,348	\$ 4,581
5190 CONTRACT LABOR	\$0	\$0	\$ -
5510 GROUP HEALTH INSURANCE	\$12,061	\$19,669	\$ 20,654
PERSONNEL	\$133,123	\$140,149	\$ 142,652
5280 OFFICE SUPPLIES	\$1,285	\$1,500	\$ 3,755
5290 SECURITY	\$0	\$0	\$ -
5310 DUES & MEMBERSHIPS	\$380	\$215	\$ 355
5320 POSTAGE AND DELIVERY	\$453	\$2,000	\$ 1,200
5335 CREDIT CARD CHARGES	\$2,990	\$3,000	\$ 4,000
5390 PROFESSIONAL SERVICES	\$2,746	\$0	\$ -
5395 LICENSE FEES	\$0	\$75	\$ 75
5410 LEGAL FEES	\$0	\$0	\$ -
5430 TELEPHONE	\$2,640	\$2,800	\$ 1,728
5431 BEEPER SERVICE	\$65	\$65	\$ 65
5436 COMPUTER EXPENSES	\$6,527	\$1,500	\$ 1,930
5440 TRAVEL EXPENSES	\$0	\$1,500	\$ 700
5460 TRAINING	\$895	\$800	\$ 500
5570 STATE COURT COST	\$134,506	\$120,000	\$ 120,000
5571 FINES - COLLECTION EXPENSE	\$0	\$0	\$ 33,600
5572 DISPOSITION SERVICES	\$1,176	\$2,000	\$ 2,000
5575 INMATE BOARDING EXPENSE	\$3,769	\$12,000	\$ 5,000
OPERATIONS	\$157,432	\$147,455	\$ 174,908
5443 IT Computer Replacement - Depreciation	\$0	\$0	\$ 1,700
DEPRECIATION	\$0	\$0	\$ 1,700
5910 CAPITAL OUTLAY	\$0	\$0	\$0
CAPITAL	\$0	\$0	\$0
TOTAL 05 MUNICIPAL COURTS	\$290,555	\$287,604	\$ 319,260

City of Melissa			
FUND	DEPARTMENT		
01 GENERAL FUND	06 POLICE DEPARTMENT		
DETAILS			
LINE ITEMS	ACTUAL 2009-2010	BUDGET 2010-2011	Proposed 2011-2012
5110 SALARIES & WAGES	\$372,311	\$399,574	\$ 399,574
5115 SALARIES - OVERTIME	\$32,824	\$14,000	\$ 14,000
5145 LONGEVITY PAY	\$1,856	\$2,192	\$ 2,528
5150 SOCIAL SECURITY EXPENSE	\$24,043	\$25,766	\$ 25,798
5155 MEDICARE EXPENSE	\$5,623	\$6,026	\$ 6,033
5160 SUTA EXPENSE	\$1,765	\$1,890	\$ 1,890
5166 LONG TERM DISABILITY	\$586	\$684	\$ 706
5170 TMRS EXPENSE	\$24,554	\$25,062	\$ 17,539
5194 PSYCHOLOGICAL SCREEN	\$100	\$200	\$ 400
5195 DRUG SCREENING	\$160	\$300	\$ 400
5510 GROUP HEALTH INSURANCE	\$43,535	\$52,094	\$ 60,831
PERSONNEL	\$507,357	\$527,788	\$ 529,700
5196 MISC EMPLOYEE EXPENSE	\$160	\$150	\$ 200
5280 OFFICE SUPPLIES	\$2,521	\$3,500	\$ 3,000
5290 SECURITY	\$1,257	\$0	\$ -
5310 DUES & MEMBERSHIPS	\$788	\$525	\$ 540
5320 POSTAGE AND DELIVERY	\$415	\$1,100	\$ 700
5321 SHIPPING AND COURIER SVC	\$120	\$225	\$ 225
5330 PUBLICATIONS AND SUBSCRIPTIONS	\$2,055	\$2,204	\$ 2,226
5340 ADVERTISING & PROMOTIONS	\$0	\$100	\$ 100
5341 PROMOTIONAL MATERIALS	\$374	\$1,800	\$ 1,800
5350 PRINTING AND REPRODUCTION	\$1,440	\$1,800	\$ 1,800
5355 PUBLIC EDUCATION	\$0	\$0	\$ 1,000
5360 EQUIPMENT	\$0	\$0	\$ 295
5370 CONTRACT REPAIRS & MAINTENANCE	\$1,149	\$684	\$ 684
5375 VEHICLE REPAIR & MAINTENANCE	\$25,462	\$12,500	\$ 12,500
5376 BLDG REPAIR & MAINTENANCE	\$3,435	\$0	\$ -
5385 VEHICLE FUEL	\$27,818	\$25,000	\$ 27,000
5395 LICENSE FEES	\$395	\$395	\$ 824
5430 TELEPHONE	\$5,711	\$4,700	\$ 2,880
5431 BEEPER SERVICE	\$435	\$0	\$ -
5432 WIRELESS TELEPHONE EXP	\$5,108	\$4,400	\$ 4,500
5435 INTERNET SERVICE	\$0	\$0	\$ -
5436 COMPUTER EXPENSES	\$20,640	\$3,112	\$ 5,446
5440 TRAVEL EXPENSES	\$105	\$1,275	\$ 2,000
5441 MILEAGE REIMBURSEMENT	\$293	\$500	\$ 500
5450 UNIFORMS	\$7,328	\$6,705	\$ 5,190
5460 TRAINING	\$913	\$2,854	\$ 2,365
5470 UTILITIES	\$3,807	\$0	\$ -
5550 Materials and SUPPLIES	\$1,493	\$2,940	\$ 1,405
5576 NATIONAL NIGHT OUT	\$0	\$0	\$ -
5600 DISPATCHING EXPENSE	\$30,347	\$22,819	\$ 20,741
5610 CHILD ABUSE	\$0	\$2,677	\$ 2,677
OPERATIONS	\$143,569	\$101,965	\$ 100,598
5443 IT Computer Replacement - Depreciation	\$0	\$0	\$ 2,700
DEPRECIATION	\$0	\$0	\$ 2,700
5530 CAPITAL OUTLAY VEHICLE	\$78,833	\$31,752	\$ 33,473
5910 CAPITAL OUTLAY	\$0	\$0	\$ -
CAPITAL	\$78,833	\$31,762	\$ 33,473
TOTAL 06 POLICE DEPARTMENT	\$729,759	\$661,505	\$ 666,471

City of Melissa			
FUND	DEPARTMENT		
01 GENERAL FUND	07 STREET DEPARTMENT		
DETAILS			
LINE ITEMS	ACTUAL 2009-2010	BUDGET 2010-2011	Proposed 2011-2012
5110 SALARIES & WAGES	\$30,745	\$32,760	\$ 32,760
5115 SALARIES - OVERTIME	\$1,843	\$1,000	\$ 1,000
5145 LONGEVITY PAY	\$68	\$0	\$ -
5150 SOCIAL SECURITY EXPENSE	\$1,811	\$2,093	\$ 2,093
5155 MEDICARE EXPENSE	\$424	\$490	\$ 490
5160 SUTA EXPENSE	\$285	\$189	\$ 72
5166 LONG TERM DISABILITY	\$23	\$0	\$ 60
5170 TMRS EXPENSE	\$2,055	\$2,046	\$ 1,215
5510 GROUP HEALTH INSURANCE	\$5,241	\$8,279	\$ 5,477
PERSONNEL	\$42,495	\$46,857	\$ 43,167
5280 OFFICE SUPPLIES	\$0	\$0	\$ -
5360 EQUIPMENT	\$3,500	\$2,000	\$ 2,000
5361 EQUIPMENT RENTAL	\$0	\$1,000	\$ 2,000
5370 CONTRACT REPAIRS & MAINTENANCE	\$1,893	\$10,000	\$ 27,000
5375 VEHICLE REPAIR & MAINTENANCE	\$716	\$1,000	\$ 1,500
5385 VEHICLE FUEL	\$744	\$500	\$ 1,600
5432 WIRELESS TELEPHONE EXP	\$816	\$528	\$ 700
5441 MILEAGE REIMBURSEMENT	\$150	\$200	\$ 200
5450 UNIFORMS	\$597	\$250	\$ -
5470 UTILITIES	\$67,294	\$68,000	\$ 68,000
5550 SUPPLIES	\$3,818	\$1,000	\$ 5,000
5640 STREET REPAIRS	\$15,983	\$40,000	\$ 50,000
5650 STREET SIGNS	\$5,524	\$2,000	\$ 4,500
OPERATIONS	\$101,035	\$126,478	\$ 162,500
5443 IT Computer Replacement - Depreciation	\$0	\$0	\$ -
DEPRECIATION	\$0	\$0	\$ -
5910 CAPITAL OUTLAY	\$0	\$0	\$ -
CAPITAL	\$0	\$0	\$0
TOTAL 07 STREET DEPARTMENT	\$143,530	\$173,335	\$ 205,667

City of Melissa			
FUND	DEPARTMENT		
01 GENERAL FUND	08 FIRE DEPARTMENT		
DETAILS			
LINE ITEMS	ACTUAL 2009-2010	BUDGET 2010-2011	Proposed 2011-2012
5110 SALARIES & WAGES	\$82,936	\$98,000	\$ 102,000
5111 EMPLOYEE INCENTIVE COMPENSATION	\$0	\$1	\$ -
5145 LONGEVITY PAY	\$0	\$88	\$ 56
5150 SOCIAL SECURITY EXPENSE	\$5,107	\$5,476	\$ 6,324
5155 MEDICARE EXPENSE	\$1,194	\$1,421	\$ 1,479
5160 SUTA EXPENSE	\$387	\$378	\$ 144
5166 LONG TERM DISABILITY	\$114	\$163	\$ 212
5170 TMRS EXPENSE	\$5,388	\$5,939	\$ 3,674
5190 CONTRACT LABOR	\$0	\$0	\$ -
5195 DRUG SCREENING	\$30	\$0	\$ -
5442 CAR ALLOWANCE	\$3,600	\$3,600	\$ -
5510 GROUP HEALTH INSURANCE	\$8,241	\$16,624	\$ 16,802
PERSONNEL	\$106,997	\$131,689	\$ 130,691
5280 OFFICE SUPPLIES	\$905	\$2,000	\$ 1,500
5310 DUES & MEMBERSHIPS	\$1,712	\$2,972	\$ 2,345
5320 POSTAGE AND DELIVERY	\$40	\$75	\$ 75
5321 SHIPPING AND COURIER SVC	\$137	\$135	\$ 100
5330 PUBLICATIONS AND SUBSCRIPTIONS	\$1,135	\$636	\$ 560
5340 ADVERTISING & PROMOTIONS	\$0	\$0	\$ -
5342 BUSINESS PROMOTIONS/ASSISTANCE	\$0	\$0	\$ -
5350 PRINTING AND REPRODUCTION	\$0	\$300	\$ 300
5355 PUBLIC EDUCATION	\$726	\$550	\$ 2,000
5360 EQUIPMENT	\$40,303	\$21,150	\$ 19,400
5370 CONTRACT REPAIRS & MAINTENANCE	\$4,821	\$4,801	\$ 5,045
5375 VEHICLE REPAIR & MAINTENANCE	\$4,273	\$8,700	\$ 8,000
5376 BLDG REPAIR & MAINTENANCE	\$3,577	\$5,782	\$ 1,502
5385 VEHICLE FUEL	\$4,067	\$3,500	\$ 6,000
5390 PROFESSIONAL SERVICES	\$0	\$300	\$ -
5395 LICENSE FEES	\$0	\$0	\$ -
5420 INSURANCE	\$3,077	\$3,770	\$ 10,000
5430 TELEPHONE	\$6,063	\$6,400	\$ 5,188
5431 BEEPER SERVICE	\$1,761	\$2,100	\$ 2,500
5432 WIRELESS TELEPHONE EXP	\$1,366	\$1,920	\$ 1,200
5436 COMPUTER EXPENSES	\$6,423	\$0	\$ 1,945
5439 BUSINESS MEALS	\$968	\$1,500	\$ 800
5440 TRAVEL EXPENSES	\$425	\$1,500	\$ 1,500
5441 MILEAGE REIMBURSEMENT	\$847	\$300	\$ -
5450 UNIFORMS	\$1,861	\$4,250	\$ 4,000
5460 TRAINING	\$3,780	\$3,000	\$ 7,000
5470 UTILITIES	\$10,635	\$10,000	\$ 12,000
5490 AMBULANCE CONTRACT SERVICES	\$58,121	\$60,446	\$ 63,468
5550 SUPPLIES	\$218	\$0	\$ 500
5551 MEDICAL SUPPLIES	\$3,430	\$4,500	\$ 2,000
5552 REHAB SUPPLIES	\$1,419	\$1,200	\$ 1,250
5553 FIRE SUPPLIES	\$672	\$1,250	\$ 1,500
5615 FIRE STATION CONSTRUCTION	\$0	\$0	\$ -
5618 CONDEMNED PROPERTY DEMOLITION	\$0	\$0	\$ -
OPERATIONS	\$162,762	\$153,037	\$ 161,678
5443 IT Computer Replacement - Depreciation	\$0	\$0	\$ 1,133
DEPRECIATION	\$0	\$0	\$ 1,133
5530 CAPITAL OUTLAY VEHICLE	\$156,085	\$56,463	\$ 63,663
5910 CAPITAL OUTLAY	\$0	\$40,000	\$ -
CAPITAL	\$156,085	\$96,463	\$ 63,663
TOTAL 08 FIRE DEPARTMENT	\$425,844	\$381,190	\$ 357,165

City of Melissa			
FUND	DEPARTMENT		
01 GENERAL FUND	10 LIBRARY DEPARTMENT		
DETAILS			
LINE ITEMS	ACTUAL 2009-2010	BUDGET 2010-2011	Proposed 2011-2012
5110 SALARIES & WAGES	\$27,462	\$68,115	\$ 65,608
5115 SALARIES - OVERTIME	\$59	\$0	\$ -
5145 LONGEVITY PAY	\$808	\$904	\$ 188
5150 SOCIAL SECURITY EXPENSE	\$1,685	\$4,223	\$ 4,079
5155 MEDICARE EXPENSE	\$394	\$988	\$ 954
5160 SUTA EXPENSE	\$55	\$378	\$ 216
5166 LONG TERM DISABILITY	\$50	\$120	\$ 49
5170 TMRS EXPENSE	\$2,084	\$4,128	\$ 2,773
5190 CONTRACT LABOR	\$0	\$0	\$ -
5195 DRUG SCREENING	\$0	\$0	\$ -
5510 GROUP HEALTH INSURANCE	\$4,161	\$9,825	\$ 5,975
PERSONNEL	\$36,758	\$88,681	\$ 79,843
5280 OFFICE SUPPLIES	\$315	\$500	\$ 2,400
5310 DUES & MEMBERSHIPS	\$0	\$350	\$ 478
5320 POSTAGE AND DELIVERY	\$0	\$0	\$ 36
5330 PUBLICATIONS AND SUBSCRIPTIONS	\$0	\$50	\$ 1,357
5360 EQUIPMENT	\$0	\$0	\$ 1,400
5376 BLDG REPAIR & MAINTENANCE	\$0	\$0	\$ -
5395 LICENSE FEES	\$0	\$650	\$ 666
5420 INSURANCE	\$0	\$0	\$ -
5430 TELEPHONE	\$848	\$3,800	\$ 5,400
5435 INTERNET SERVICE	\$580	\$0	\$ -
5436 COMPUTER EXPENSES	\$4,459	\$3,000	\$ -
5440 TRAVEL EXPENSES	\$0	\$0	\$ -
5441 MILEAGE REIMBURSEMENT	\$0	\$0	\$ 190
5450 UNIFORMS	\$0	\$0	\$ 200
5460 TRAINING	\$0	\$0	\$ 300
5470 UTILITIES	\$971	\$0	\$ -
5550 SUPPLIES	\$0	\$350	\$ 475
5554 LONE STAR GRANT PURCHASES	\$4,105	\$5,500	\$ -
5556 LIBRARY INVENTORY PURCHASES	\$787	\$7,500	\$ 10,000
5557 GATES HUG LIBRARY GRANT	\$0	\$0	\$ -
OPERATIONS	\$12,065	\$21,700	\$ 22,902
5443 IT Computer Replacement - Depreciation	\$0	\$0	\$ 2,133
DEPRECIATION	\$0	\$0	\$ 2,133
5910 CAPITAL OUTLAY	\$0	\$0	\$ -
CAPITAL	\$0	\$0	\$ -
TOTAL 10 LIBRARY DEPARTMENT	\$48,823	\$110,381	\$ 104,878

City of Melissa			
FUND	DEPARTMENT		
01 GENERAL FUND	11 BUILDING MAINTENANCE		
DETAILS			
LINE ITEMS	ACTUAL 2009-2010	BUDGET 2010-2011	Proposed 2011-2012
5110 SALARIES & WAGES	\$0	\$0	\$0
5115 SALARIES - OVERTIME	\$0	\$0	\$0
5145 LONGEVITY PAY	\$0	\$0	\$0
5150 SOCIAL SECURITY EXPENSE	\$0	\$0	\$0
5155 MEDICARE EXPENSE	\$0	\$0	\$0
5160 SUTA EXPENSE	\$0	\$0	\$0
5170 TMRS EXPENSE	\$0	\$0	\$0
5510 GROUP HEALTH INSURANCE	\$0	\$0	\$0
PERSONNEL	\$0	\$0	\$0
5280 OFFICE SUPPLIES	\$0	\$0	\$ -
5360 EQUIPMENT	\$0	\$0	\$ -
5370 CONTRACT REPAIRS & MAINTENANCE	\$0	\$3,500	\$ 3,500
5375 VEHICLE REPAIR & MAINTENANCE	\$0	\$0	\$ -
5376 BLDG REPAIR & MAINTENANCE	\$517	\$32,112	\$ 41,262
5385 VEHICLE FUEL	\$0	\$0	\$ -
5395 LICENSE FEES	\$0	\$0	\$ -
5432 WIRELESS TELEPHONE EXP	\$0	\$0	\$ -
5440 TRAVEL EXPENSES	\$0	\$0	\$ -
5441 MILEAGE REIMBURSEMENT	\$0	\$0	\$ -
5450 UNIFORMS	\$0	\$0	\$ -
5470 UTILITIES	\$0	\$0	\$ -
5550 SUPPLIES	\$201	\$2,500	\$ 2,500
OPERATIONS	\$718	\$38,112	\$ 47,262
5443 IT Computer Replacement - Depreciation	\$0	\$0	\$ -
DEPRECIATION	\$0	\$0	\$ -
5530 CAPITAL OUTLAY VEHICLE	\$0	\$0	\$0
CAPITAL	\$0	\$0	\$0
TOTAL 11 BUILDING MAINTENANCE	\$718	\$38,112	\$ 47,262

City of Melissa						
General Debt Service Fund						
2011-2012 - Proposed						
						2010-2011
						Proposed Budget
Beginning Fund Balance - I & S Acct						92,525.55
Revenues						
4110	Current Property Taxes - I & S Portion					\$ 586,018.76
4315	Transfer In					
	EDC 4A - Series 2006 CO - Melissa Rd	87,812.50				
	Transfer In - EDC 4A Total					87,812.50
	EDC 4B - Series 2005A CO - Fire St/Tennis/Barker/BMP	61,831.25				
	Transfer In - EDC 4B Total					61,831.25
	TIF - Series 2006 CO - Town Center Architect	41,745.00				
	TIF - Series 2009 CO - City Hall	396,618.76				
	Transfer In - TIF Fund Total					438,363.76
	Total Revenues					1,174,026.27
Expenditures						
Debt Service						
		Principal	Interest	Reserve		
5660	Debt Service - Series 2004 CO - Melissa Rd	65,000.00	47,171.25		112,171.25	
5663	Debt Service - Series 2005 - CO - Mel Rd/Fire St	40,000.00	29,725.00		69,725.00	
5664	Debt Service - Series 2005A CO - Fire St/Tennis/Barker/BMP	35,000.00	26,831.25		61,831.25	
5666	Debt Service - Series 2006 CO - Melissa Rd 1,120,000 4A	45,000.00	42,812.50		87,812.50	
5678	Debt Service - Series 2006 CO - Town Center Arch 515K TIF	20,000.00	21,745.00		41,745.00	
5667	Debt Service - Series 2008 GO - Transportation Bond	190,000.00	214,122.51		404,122.51	
5668	Debt Service - Series 2009 CO - City Hall	-	396,618.76		396,618.76	
		395,000.00	779,026.27	-		
	Principal Reduction					395,000.00
	Interest					779,026.27
	Paying Agent Fees/Other					-
	Total Debt Service Expenditures					1,174,026.27
	Ending Fund Balance					92,525.55

City of Melissa		
Melissa Tax Increment Financing Zone #1 Fund		
Annual Report for FY12 (projected)		
		2011-2012
<b>Beginning Fund Balance (estimated)</b>		<b>381,807.98</b>
<b>Revenues</b>		
4110	Current Property Taxes - levy	109,681.81
	County's Participation - Property Taxes (2010) - levy	21,576.75
	Interest Income	3,000.00
	Transfer from General Fund	150,000.00
<b>Total Revenues</b>		<b>284,258.56</b>
<b>Expenditures</b>		
	Town Center construction costs	-
	Professional Services	-
<b>Debt Service</b>		
	Transfer to Debt Service on 2006 Cert of Obligation - Principal	25,000.00
	Transfer to Debt Service on 2006 Cert of Obligation - Interest	21,745.00
	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>443,363.76</b>
<b>Revenues less Expenditures</b>		<b>(159,105.20)</b>
<b>Ending Fund Balance</b>		<b>222,702.78</b>
	Tax Increment Base Appraised Value - 2005 Certified Value	13,583,109
	Tax Increment Appraised Value for 2009	31,563,733
	Tax Increment Captured Appraised Value for 2009	17,980,624
	City of Melissa Tax Rate for 2010 (100% participation)	.61/\$100 valuation
	Collin County Tax Rate for 2010 (50% participation)	.24/\$100 valuation

# City of MELISSA

## 02 WATER FUND SUMMARY

ORGUNIT / DIVISION	ACTUAL 2009-2010	BUDGET 2010-2011	Revised 2010-2011	PROPOSED 2011-2012
Water Sales	\$ 1,427,711	\$ 1,854,477	\$ 1,892,631	\$ 2,151,030
Sewer Treatment	\$ 460,111	\$ 613,921	\$ 606,819	\$ 702,162
Water Tap Fees	\$ 228,000	\$ 108,000	\$ 108,000	\$ -
Sewer Tap Fees	\$ 226,000	\$ -	\$ -	\$ -
Garbage Sales	\$ 158,303	\$ 178,265	\$ 179,645	\$ 164,615
Other Revenue	\$ 239,507	\$ 45,000	\$ 342,969	\$ 351,516
Interest	\$ 39,018	\$ 10,000	\$ 5,000	\$ 5,000
Transfer in 4A/4B participation	\$ 229,988	\$ 225,982	\$ 225,982	\$ 226,788
Transfer in from CIP Reserve		\$ -		\$ -
<b>TOTAL REVENUES</b>	<b>\$ 3,008,638</b>	<b>\$ 3,035,645</b>	<b>\$ 3,361,046</b>	<b>\$ 3,601,111</b>
Water Department	\$ 1,119,458	\$ 1,163,252	\$ 1,123,902	\$ 1,242,236
Debt Service	\$ 847,211	\$ 948,706	\$ 931,304	\$ 1,096,562
Sewer Department	\$ 726,537	\$ 548,553	\$ 780,236	\$ 795,197
Garbage Department	\$ 209,762	\$ 178,265	\$ 227,280	\$ 214,475
Utility Billing Department	\$ 186,454	\$ 183,928	\$ 199,429	\$ 198,281
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,089,422</b>	<b>\$ 3,022,704</b>	<b>\$ 3,262,151</b>	<b>\$ 3,546,751</b>

<b>City of Melissa</b>	
<b>FUND</b>	<b>DEPARTMENT</b>
02 WATER FUND	14 WATER DEPARTMENT
<b>DETAILS</b>	

LINE ITEMS	ACTUAL 2009-2010	BUDGET 2010-2011	Proposed 2011-12
5110 SALARIES & WAGES	\$ 140,664	\$142,177	\$ 168,726
5115 SALARIES - OVERTIME	\$ 22,846	\$15,000	\$ 15,000
5145 LONGEVITY PAY	\$ 624	\$816	\$ 812
5150 SOCIAL SECURITY EXPENSE	\$ 9,889	\$9,745	\$ 10,511
5155 MEDICARE EXPENSE	\$ 2,313	\$2,279	\$ 2,458
5160 SUTA EXPENSE	\$ 756	\$756	\$ 288
5166 LONG TERM DISABILITY	\$ 245	\$20	\$ 242
5170 TMRS EXPENSE	\$ 10,240	\$9,525	\$ 7,146
5190 CONTRACT LABOR	\$ 0	\$0	\$ -
5195 DRUG SCREENING	\$ 70	\$500	\$ 500
5510 GROUP HEALTH INSURANCE	\$ 23,761	\$21,195	\$ 17,427
<b>PERSONNEL</b>	<b>\$ 211,408</b>	<b>\$202,013</b>	<b>\$ 223,110</b>
5260 ENGINEERING	\$ 65,256	\$85,000	\$ 40,000
5270 INSPECTIONS	\$ 50	\$1,500	\$ 1,500
5280 OFFICE SUPPLIES	\$ 641	\$1,500	\$ 1,500
5310 DUES & MEMBERSHIPS	\$ 1,092	\$300	\$ 500
5320 POSTAGE AND DELIVERY	\$ 0	\$0	\$ 150
5321 SHIPPING AND COURIER SVC	\$ 29	\$0	\$ -
5330 PUBLICATIONS AND SUBSCRIPTIONS	\$ 102	\$300	\$ -
5335 CREDIT CARD CHARGES	\$ 0	\$0	\$ -
5350 PRINTING AND REPRODUCTION	\$ 245	\$500	\$ 500
5360 EQUIPMENT	\$ (3,958)	\$3,000	\$ 3,000
5361 EQUIPMENT RENTAL	\$ 802	\$2,000	\$ 3,000
5370 CONTRACT REPAIRS & MAINTENANCE	\$ 41,294	\$30,000	\$ 30,000
5375 VEHICLE REPAIR & MAINTENANCE	\$ 7,912	\$4,000	\$ 4,500
5376 BLDG REPAIR & MAINTENANCE	\$ 4,350	\$1,000	\$ 6,564
5385 VEHICLE FUEL	\$ 8,925	\$6,000	\$ 8,000
5390 PROFESSIONAL SERVICES	\$ 20,974	\$19,200	\$ 19,200
5395 LICENSE FEES	\$ -	\$500	\$ 1,220
5400 AUDIT FEES	\$ 10,000	\$10,000	\$ 10,500
5410 LEGAL FEES	\$ 0	\$10,000	\$ 10,000
5430 TELEPHONE	\$ 6,721	\$7,500	\$ 7,500
5432 WIRELESS TELEPHONE EXP	\$ 2,781	\$3,000	\$ 3,000
5435 INTERNET SERVICE	\$ 0	\$0	\$ -
5436 COMPUTER EXPENSES	\$ 20,359	\$5,760	\$ 10,441
5437 STATEMENT PROCESSING	\$ 0	\$0	\$ -
5439 BUSINESS MEALS	\$ 1,354	\$1,000	\$ 1,000
5440 TRAVEL EXPENSES	\$ 20	\$500	\$ 750
5441 MILEAGE REIMBURSEMENT	\$ 1,811	\$2,500	\$ 3,000
5444 PURCHASE OF METERS/FIREFLY EQUIP	\$ 29,514	\$25,000	\$ 25,000
5445 PURCHASE OF WATER	\$ 332,787	\$382,898	\$ 470,297
5448 TAP DISCOUNTS	\$ 61,156	\$33,600	\$ -
5450 UNIFORMS	\$ 1,292	\$2,000	\$ 2,500
5460 TRAINING	\$ 1,474	\$4,000	\$ 4,000
5470 UTILITIES	\$ 84,158	\$92,000	\$ 92,000
5475 WATER TESTING	\$ 2,185	\$600	\$ 1,000
5520 TRANSFER OUT	\$ -	\$0	\$ -
5550 SUPPLIES	\$ 23,253	\$40,000	\$ 40,000
5950 TRANSFER OUT	\$ 159,498	\$164,109	\$ 169,032
<b>OPERATIONS</b>	<b>\$ 886,078</b>	<b>\$939,267</b>	<b>\$ 969,654</b>
5443 IT Computer Replacement - Depreciation	\$0	\$0	\$ -
<b>DEPRECIATION</b>	<b>\$0</b>	<b>\$0</b>	<b>\$ -</b>
5530 CAPITAL OUTLAY VEHICLE	\$ 21,972	\$21,972	\$ 49,472
5910 CAPITAL OUTLAY	\$ 0	\$0	\$ -
<b>CAPITAL</b>	<b>\$ 21,972</b>	<b>\$21,972</b>	<b>\$ 49,472</b>
<b>TOTAL 14 WATER DEPARTMENT</b>	<b>\$ 1,119,458</b>	<b>\$ 1,163,252</b>	<b>\$ 1,242,236</b>

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

LINE ITEMS	ACTUAL 2009-2010	BUDGET 2010-2011	Proposed 2011-12
5260 ENGINEERING	\$ 7,653	\$12,000	\$ 5,000
5361 EQUIPMENT RENTAL	\$0	\$0	\$ 200
5370 CONTRACT REPAIRS & MAINTENANCE	\$ 7,396	\$5,000	\$ 5,000
5395 LICENSE FEES	\$ 682	\$700	\$ 1,110
5430 TELEPHONE	\$ 147	\$0	\$ -
5446 SEWER TREATMENT SERVICES	\$ 636,475	\$523,353	\$ 776,387
5448 TAP DISCOUNTS	\$ 69,400	\$0	\$ -
5470 UTILITIES	\$ 3,626	\$3,500	\$ 3,500
5550 SUPPLIES	\$ 1,158	\$4,000	\$ 4,000
OPERATIONS	\$ 726,538	\$548,553	\$ 795,197
TOTAL 15 SEWER DEPARTMENT	\$ 726,538	\$636,145	\$ 795,197

# City of Melissa

**FUND**  
02 WATER FUND

**DEPARTMENT**  
16 GARBAGE

## DETAILS

LINE ITEMS	ACTUAL 2009-2010	BUDGET 2010-2011	Proposed 2011-12
5850 GARBAGE-TRANSFER GENERAL FUND	\$ 44,000	\$47,286	\$ 49,860
5750 Garbage Expense	\$ 165,752	\$130,979	\$ 164,615
<b>OPERATIONS</b>	<b>\$ 209,752</b>	<b>\$178,265</b>	<b>\$ 214,475</b>
<b>TOTAL 16 GARBAGE</b>	<b>\$ 209,752</b>	<b>\$178,265</b>	<b>\$ 214,475</b>

# City of Melissa

**FUND**  
02 WATER FUND

**DEPARTMENT**  
17 UTILITY BILLING

## DETAILS

LINE ITEMS	ACTUAL 2009-2010	BUDGET 2010-2011	Proposed 2011-12
5110 SALARIES & WAGES	\$ 106,191	\$102,918	\$ 104,989
5145 LONGEVITY PAY	\$ 464	\$608	\$ 556
5150 SOCIAL SECURITY EXPENSE	\$ 6,007	\$6,381	\$ 4,433
5155 MEDICARE EXPENSE	\$ 1,405	\$1,492	\$ 6,544
5160 SUTA EXPENSE	\$ 612	\$567	\$ 216
Long Term Disability	\$ 178		
5170 TMRS EXPENSE	\$ 6,449	\$6,237	\$ 4,449
5510 GROUP HEALTH INSURANCE	\$ 17,462	\$18,575	\$ 13,378
<b>PERSONNEL</b>	<b>\$ 138,768</b>	<b>\$136,777</b>	<b>\$ 134,564</b>
5280 OFFICE SUPPLIES	\$ 1,574	\$1,500	\$ 2,000
5310 DUES & MEMBERSHIPS	\$ 300	\$50	\$ 50
5320 POSTAGE AND DELIVERY	\$ 2,182	\$1,000	\$ 3,000
5335 CREDIT CARD CHARGES	\$ 13,298	\$13,200	\$ 26,700
5350 PRINTING AND REPRODUCTION	\$ 2,049	\$2,000	\$ 2,000
5430 TELEPHONE	\$ 2,640	\$2,800	\$ 2,500
5436 COMPUTER EXPENSES	\$ 8,928	\$10,601	\$ 9,601
5437 STATEMENT PROCESSING	\$ 16,098	\$15,000	\$ 16,500
5440 TRAVEL EXPENSES	\$0	\$0	\$ -
5441 MILEAGE REIMBURSEMENT	\$ 532	\$1,000	\$ 800
5460 TRAINING	\$ 85	\$0	\$ -
<b>OPERATIONS</b>	<b>\$ 47,686</b>	<b>\$47,151</b>	<b>\$ 63,151</b>
5443 IT Computer Replacement - Depreciation	\$ -	\$0	\$ 566
<b>DEPRECIATION</b>	<b>\$ -</b>	<b>\$0</b>	<b>\$ 566</b>
<b>TOTAL 17 UTILITY BILLING DEPARTMENT</b>	<b>\$ 186,454</b>	<b>\$183,928</b>	<b>\$ 198,281</b>

City of Melissa					
Utility Debt Service Fund					
2011-2012 - Proposed					
					2011-2012
					Proposed Budget
Revenues					
4315	Transfer In				
4428	Water Fund - Series 2000/2010 Refunding Combo Tax/Rev CO	133,662.50			
4429	Water Fund - Series 2005 - Rev Bond GTUA CGMA	52,046.25			
4430	Water Fund - Series 2006 CO - Country Ridge	48,545.00			
4431	Water Fund - 2006 State Part Assist-GTUA - CGMA	68,863.10			
4432	Water Fund - Series 2007 Rev Bond - GTUA CGMA	104,266.38			
4433	Water Fund - Series 2008 Combo Tax/Rev CO - CIP	173,923.75			
4436	Water Fund - Series 2009A (Dfund) Fitzhugh Sewer - GTUA	98,697.72			
	Water Fund - Series 2009B (CWSRF) Fitzhugh Sewer - GTUA	119,441.72			
	Water Fund - Series 2011 Fannin Waterline Project	100,000.00			
	Transfer In - Water Fund Total				899,446.42
	EDC 4A - Throckmorton/Trinity River Commitment	113,394.00			
	Transfer In - EDC 4A Total				113,394.00
	EDC 4B - Throckmorton/Trinity River Commitment	113,394.00			
	Transfer In - EDC 4B Total				113,394.00
	Total Revenues				1,126,234.42
Expenditures					
Debt Service		Principal	Interest	Reserve	
5675	Debt Service- Series 2000/2010 Refunding CO - Water Tower	100,000.00	33,662.50		133,662.50
5676	Debt Service - Series 2005 - Rev Bond GTUA CGMA	21,250.00	30,796.25		52,046.25
5677	Debt Service - Series 2006 CO - Country Ridge 615k Water	25,000.00	23,545.00		48,545.00
5679	Debt Service - 2006 State Part Assist-GTUA - CGMA	-	68,863.10		68,863.10
5673	Debt Service - Series 2006 - Rev Bond GTUA TR/TC Sewer	70,000.00	50,117.50	-	120,117.50
5681	Debt Service - Series 2007 Rev Bond - GTUA - CGMA	41,250.00	63,016.38		104,266.38
5682	Debt Service - Series 2007 Rev Bond - GTUA TR/TC Sewer	40,000.00	36,997.50		76,997.50
5683	Debt Service - Series 2008 Combo Tax/Rev - Water/Wastewater CIP	85,000.00	88,923.75		173,923.75
5684	Debt Service - Series 2009A (Dfund)- Fitzhugh Sewer - GTUA	35,000.00	46,717.00	16,980.72	98,697.72
	Debt Service - Series 2009B (CWSRF)- Fitzhugh Sewer - GTUA	55,000.00	44,353.00	20,088.72	119,441.72
	Debt Service - Series 2011 Fannin Waterline Project	40,000.00	60,000.00		100,000.00
		512,500.00	546,991.98	37,069.44	
	Principal Reduction				512,500.00
	Interest				546,991.98
	Paying Agent Fees/Other				37,069.44
	Total Debt Service Expenditures				1,096,561.42

City of Melissa			
Utility Construction Fund			
2011-2012 Proposed			
		2011-2012	
		Proposed Budget	
Beginning Fund Balance (estimated)		712,686	Capital Improvements Funds
		167,386	Construction CIP Funds
Revenues			
	Sewer Tap Fees (estimated)	108,000	
	Water Tap Fees (estimated)	108,000	
	Bond Proceeds - 2011 CO SW Mains/Fannin Rd Water Line	1,340,000	
	Total Revenues	1,556,000	
Expenditures			
	Sewer Tap Discounts (estimated)	33,600	
	Water Tap Discounts (estimated)	33,600	
Capital Improvements Appropriations			
	FM 2933 Water Main from SH121 to FM 545	-	
	Southwest Mains/Fannin Rd Water Line	1,340,000	
	East Water Facility Transmission Lines	-	
	Stiff Creek Sewer Improvements	38,496	
	Davis Road Gravity Sewer Interceptor	80,265	
	Program Management	48,625	
	Fitzhugh Sewer	-	
	Total Expenditures	1,574,586	
	Ending Fund Balance	861,486	Capital Improvements Funds
		-	Construction CIP Funds

City of Melissa				
Transportation Construction Fund				
2011-2012 Proposed				
		2011-2012		
		Proposed Budget		
Beginning Fund Balance (estimated)		1,020,868	Construction CIP Funds	
Revenues				
	TEA Grant - Fannin Road	963,581		
	Total Revenues	963,581		
Expenditures				
Capital Improvement Appropriations				
	Fannin Road	-		
	Fannin Trails System (East/West TEA Grant)	1,134,669		
	Throckmorton Road East of Hwy 5	100,000		
	Melissa Road Phase 2b	317,719		
	County Road 418	184,255		
	Annual Budget for Rehab Projects	148,515		
	Program Management	31,974		
	Total Expenditures	1,917,132.73		
	Ending Fund Balance	67,316.65	Construction CIP Funds	

<b>City of Melissa</b>			
<b>Melissa Industrial and Economic Development Corporation (4A)</b>			
<b>2011-2012 Proposed</b>			
			<b>2011-2012</b>
			<b>Projected</b>
<b>Beginning Fund Balance (estimated)</b>			<b>188,390</b>
<b>Revenues</b>			
	Sales Tax		<b>210,000</b>
	Interest Income		<b>2,000</b>
	<b>Total Revenues</b>		<b>212,000</b>
<b>Expenditures</b>			
	Contract Labor		
	Office Supplies		
	Dues & Memberships		
	Postage & Delivery		
	Publications & Subscriptions		
	Advertising		
	Printing & Reproduction		
	Lease/Rent Expense		<b>12,000</b>
	Legal Fees		
	Telephone		<b>1,800</b>
	Wireless Telephone		
	Computer Expenses		
	Business Meals		
	Travel Expenses		
	Mileage Reimbursement		
	Misc. Expense		
	Networking & Promotions		
	Supplies		
	<b>Total Maintenance &amp; Operations Expenditures</b>		<b>13,800</b>
<b>Debt Service</b>			
	Melissa Road - \$1,120,000 CO 2006		<b>87,813</b>
	1411 Preston Road loan		<b>3,719</b>
	1411 Preston Road Property Balloon		<b>81,357</b>
	Southern Star Concrete		<b>3,000</b>
	Throckmorton-Trinity River Sewer Project participation		<b>113,394</b>
	<b>Total Debt Service</b>		<b>289,282</b>
	<b>Total Expenditures</b>		<b>303,082</b>
	<b>Ending Fund Balance</b>		<b>97,308</b>

<b>City of Melissa</b>			
<b>Melissa Community and Economic Development Corporation (4B)</b>			
<b>2011-2012 Proposed</b>			
			<b>2011-2012 Proposed</b>
<b>Beginning Fund Balance (estimated)</b>			<b>23,589</b>
<b>Revenues</b>			
		Sales Tax	<b>210,000</b>
		Interest Income	<b>1,000</b>
		<b>Total Revenues</b>	<b>211,000</b>
<b>Expenditures</b>			
		Park Maintenance	<b>30,000</b>
		Collin County Leadership	
		Misc. Expense	
		1401 Cooper Street Property - last payment deferred to FY12	
		<b>Total Maintenance &amp; Operations Expenditures</b>	<b>30,000</b>
<b>Debt Service</b>			
		Zadow Park - \$835,000 CO 2001 (last pymt 8-15-11)	
		Tennis Courts, BMPark, Barker House, Fire St - \$825,000 CO 2005	<b>61,831</b>
		Throckmorton-Trinity River Sewer Project participation	<b>113,394</b>
		<b>Total Debt Service</b>	<b>175,225</b>
		<b>Total Expenditures</b>	<b>205,225</b>
		<b>Ending Fund Balance</b>	<b>29,363</b>

**AN ORDINANCE OF THE CITY OF MELISSA, TEXAS LEVYING TAXES FOR THE 2011 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, 2011, and ending September 30, 2012, 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 23<sup>rd</sup> day of August 2011, the budget for the fiscal year beginning October 1, 2011, and ending September 30, 2012; 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, 2011, and ending September 30, 2012, 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 \$0.434830 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 \$0.175170 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.

**THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.**

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 2011 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 23<sup>rd</sup> DAY OF AUGUST 2011.



REED GREER, MAYOR

ATTESTED TO AND  
CORRECTLY RECORDED BY:

LINDA BANNISTER, City Secretary

Date of Publication: \_\_\_\_\_, *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