

2015

CITY OF MELISSA ANNUAL BUDGET



City of
Melissa, Texas

FISCAL YEAR 2015

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Prepared by: Jason Little and Gail Dansby

Fiscal Year 2015 Annual Budget

As Approved by:

THE MAYOR AND THE CITY COUNCIL

On September 9, 2014





CITY OF MELISSA ANNUAL BUDGET 2014-2015

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

City of Melissa

Texas

For the Fiscal Year Beginning

October 1, 2013

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

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to City of Melissa, Texas for its annual budget for the fiscal year beginning October 1, 2013. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device. The City of Melissa has received this award each year since 2008.

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



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Overview

Mayor & Council

Organizational Chart

Budget Team

Vision, Mission & Principles

S. B. 656 Notice

Letter from City Manager



CITY OF MELISSA ANNUAL BUDGET 2014-2015

Mayor and City Council



REED GREER
MAYOR



JULIE ANDERSON
PLACE 1



SHARON WEIDEMAN
PLACE 2



NICCO WARREN
MAYOR PRO-TEM



JASON KAISER
PLACE 4



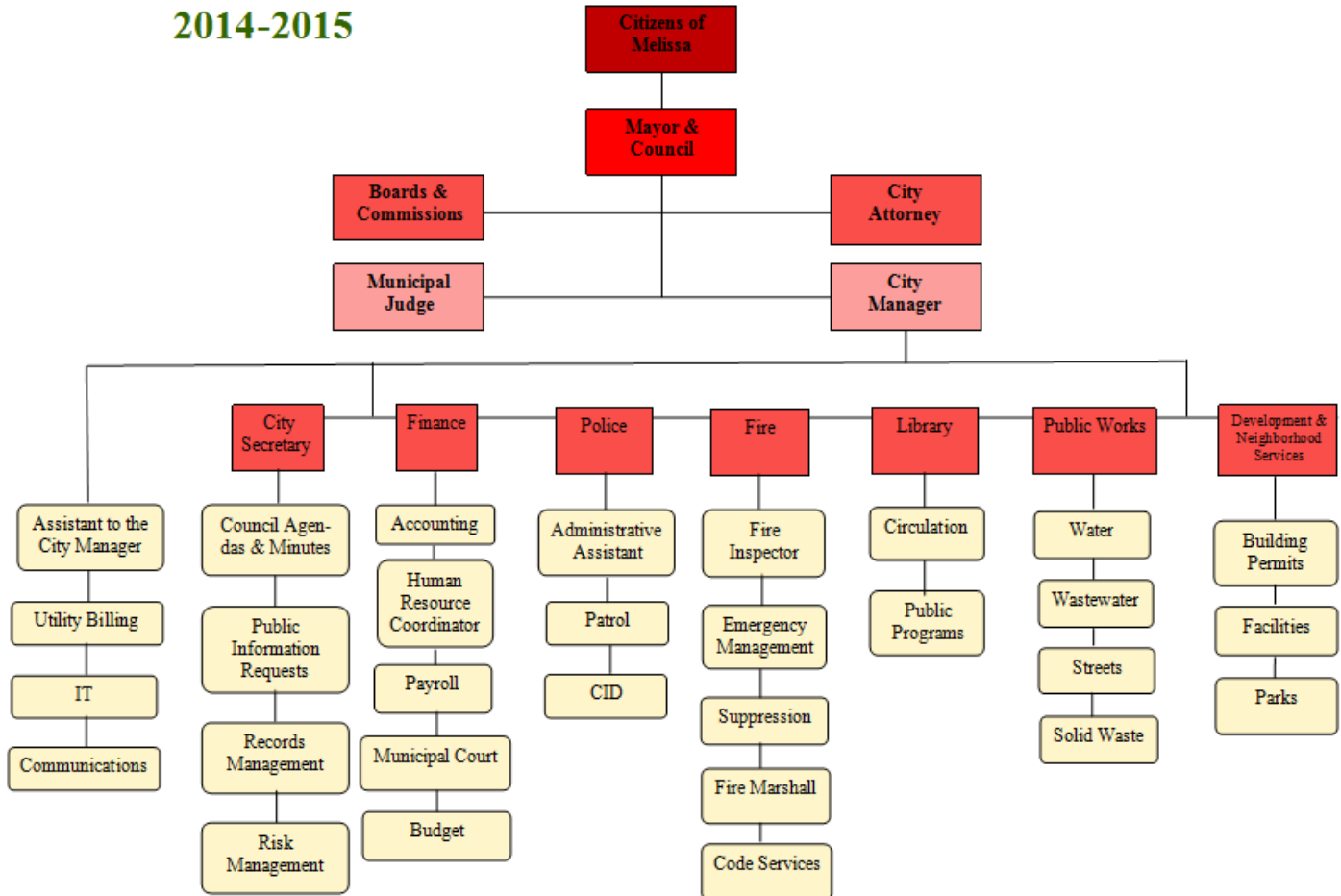
DICK HAYDEN
PLACE 5



DAVID KASSON
PLACE 6

Organizational Chart

City of Melissa Organizational Chart 2014-2015



Budget Team

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

THANK YOU FOR YOUR HELP!

*The Financial Services Department expresses its appreciation
to all City departments for their assistance and cooperation in
completing the annual budget.*

Vision, Mission & Principals



Vision

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



Mission

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



Principles

- PRIDE IN OUR COMMUNITY
 - Friday Night Lights
- PASSION FOR OUR SCHOOLS
- SERVICE FOR OTHERS
 - Volunteerism
 - Supporting those in need
 - Participation in community events
- QUALITY DEVELOPMENT
 - Delivering industry, commercial and retail that best fit our vision
 - Ensuring quality standards for residential development



S.B. 656 Notice

“This budget will raise more revenue from property taxes than last year’s budget by an amount of \$261,147, which is a 10.54% increase from last year’s budget. The property tax revenue to be raised from new property added to the tax roll this year is \$166,571.”

On September 9, 2014, the members of the governing body approved the Fiscal Year 2014-15 Budget as follows:

FOR: *Reed Greer, Sharon Weideman, Julie Anderson, Nicco Warren, Jason Kaiser, Dick Hayden, David Kasson*

AGAINST: None

PRESENT AND NOT VOTING: None

ABSENT: None

Property Tax Rate Comparison (per \$100)

	<u>FY 14-15</u>	<u>FY 13-14</u>
Total Property Tax Rate:	\$0.6100	\$0.6100
Effective Tax Rate:	\$0.543539	\$0.587681
Effective M&O Tax Rate:	\$0.398426	\$0.421725
Rollback Tax Rate:	\$0.576658	\$0.623732
Debt Tax Rate:	\$0.146358	\$0.168269
Total Municipal Debt Obligations (secured by property taxes):	\$656,932	\$649,672

Letter from City Manager

October 1, 2014

Honorable Mayor and City Council,

I am pleased to present to you the 2014-2015 budget for the City of Melissa. This budget represents a program of work designed to enhance the quality of life in Melissa. This budget is a **balanced budget** and intended to serve as: (i) a plan for financial operations embodying an estimate of expenditures for the next fiscal year and the means of financing them; and (ii) a management and operation plan for the allocation of resources within this budget. The FY2015 budget is prioritized as follows:

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

Available revenues, and the sources from which revenues are derived, are the basis for any budget creation. With every budget, there are assumptions that have to be made in regards to revenues. This budget conservatively estimates our revenue projections based on historical knowledge and information about our current fiscal environment. The City has experienced strong growth in property valuation (both new construction and existing properties), sales tax and permitting over the past year and there are no indications that these revenue fluctuations are a one-time experience. Caution must be exercised when building a financial plan on volatile revenue sources such as permitting and sales tax; however, Staff feels that the revenue projections are a conservative estimate due in large part to the fact that 48.7% of the estimated revenue comes from property taxes, a much stronger and predictable revenue source. Listed below are the major revenue assumptions for the Fiscal Year 2015 budget:

General Fund – 11% increase over FY14

- Tax Rate remains at \$.61 per \$100 of valuation
- Taxable value increased from \$402 to \$475M
- Property Tax collection rate of 99%
- Sales tax increased due to current trends
- Single family permits are projected to grow with 182 permits being issued in FY15



City of Melissa

3411 Barker Avenue
Melissa, TX 75454

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

Expenditures

The FY 15 budget continues to address strategic goals set forth in the City Council's Strategic Plan. Investments in sustainable feature within public facilities will continue with the completion of a non-potable water supply for irrigating Zadow Park. Additionally, the Community park development project will include sustainable features within the project to carry this concept forward. The FY 15 budget also addressed the Council priority of providing funding for the training, equipment, and tools necessary for Public Safety functions. Aside from direct budget allocation, the FY 15 budget work plan also provides for staff dedication to reviewing and upgrading residential standards for future development and funds to address dangerous structures through the process required by law and demolition costs.

All line items were scrutinized and all expenditures were reviewed thoroughly. Departments did an excellent job of starting at zero and creating a budget that primarily focuses on enhancing responsible service levels to the Melissa community.

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

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

Respectfully submitted,



Jason Little
City Manager

Budget Process

Budget Calendar

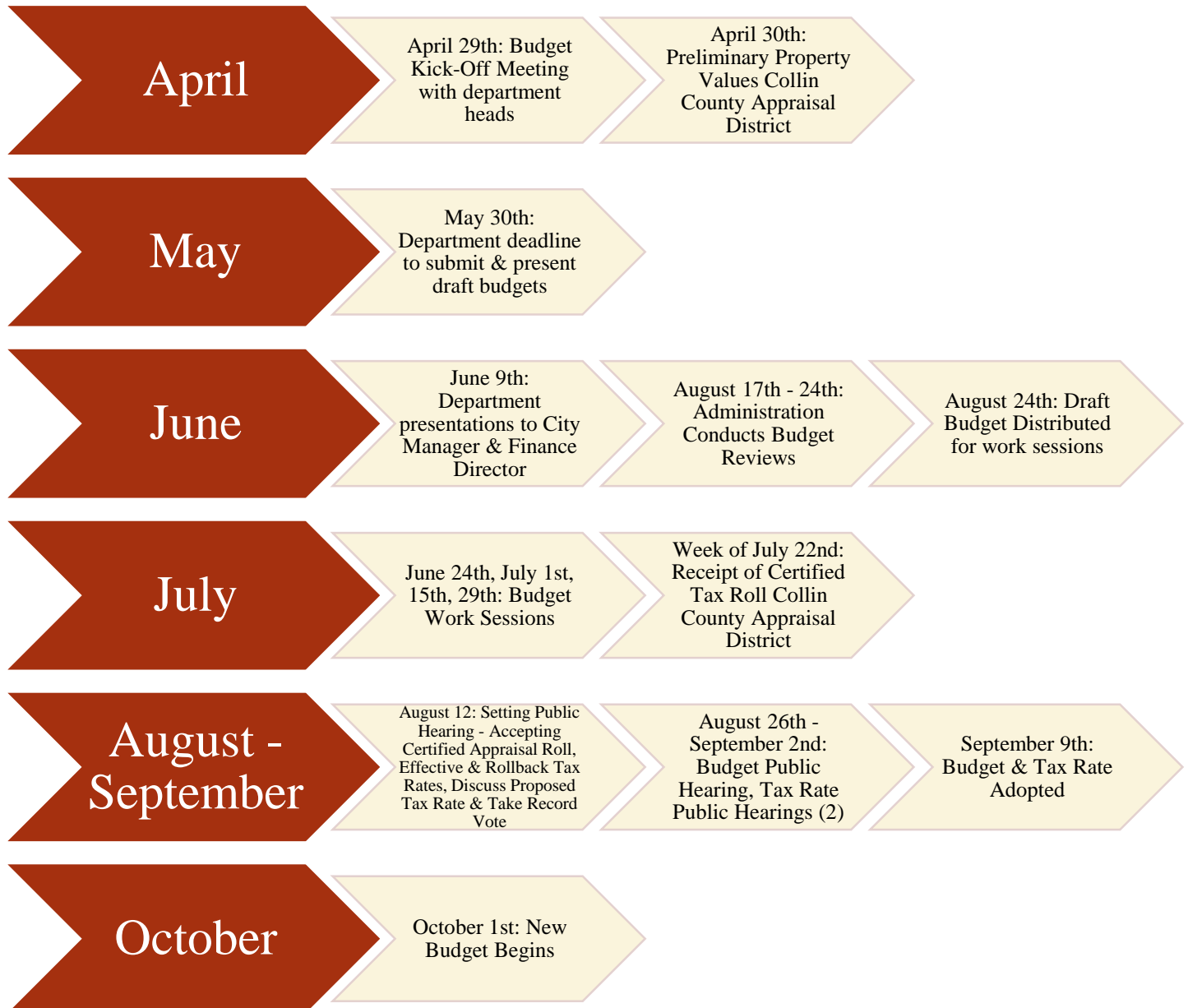
Budget Preparation, Procedures & Policies

Summary of Financial Policies



CITY OF MELISSA ANNUAL BUDGET 2014-2015

Budget Calendar 2014



Budget Preparation Procedures & Policies

The Budget Process began this year with the Budget Kick-Off Meeting with Department Heads and Staff on April 29, 2014.

Preliminary Property Values were received on April 30, 2014.

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



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

Basis of Budgeting: Budgetary Basis refers to the basis of accounting used to estimate financing sources and uses in the budget. Accrual Basis indicates revenues are recorded 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 principles.

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.

CITY OF MELISSA ANNUAL BUDGET 2014-2015

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

The City Manager, upon completing all necessary reviews of the budget, submitted the preliminary document to the City Council during the Budget Work Sessions on June 24, July 1, 15, and 29, 2014. Key points of FY 14-15 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.

Three public hearings concerning the budget and proposed tax rate were conducted on August 26 and September 2, 2014 before adoption. Prior to the public hearing, a draft copy of the budget was placed for public review with the City Secretary. Information about the budget ordinance is published in the newspaper of record. The budget was presented September 9, 2014 and approved by Ordinance.

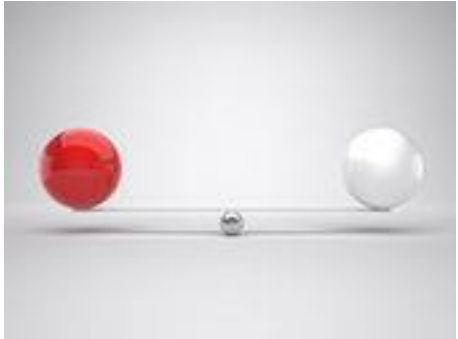
During the fiscal year, the Finance Director is responsible for overall budgetary control while the management team retains responsibility for departmental budgetary performance.



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.

Summary of Financial Policies

Financial Planning Policies

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

Revenue Policies

- **Revenue Diversification** - The City will strive to identify new revenue streams for the organization. These fees will be reviewed by the City Council in conjunction with the budget process.
- **Fees and Charges** - In conjunction with the annual budget process, departments will review the cost of providing services against the fee charged. For those services which the costs exceed the fees collected, the City Council will be presented analysis for each proposed fee increase. The City Council will be the determinate of if the fees are amended, but the responsibility for the identification of these fees will be with the organization.
- **Use of One-time Revenues** – Use of one-time revenues will be reserved for the highest priorities of the current budget to include any revenue shortfalls impacting current budget, reducing and managing debt, use in

CITY OF MELISSA ANNUAL BUDGET 2014-2015

considering one-time capital purchases and fund balance reserves. One-time revenues are discouraged from being used to maintain or establish ongoing expenditures.

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

Expenditure Policies

- **Debt Capacity, Issuance, and Management** - The City of Melissa strives to manage debt issuance by reviewing the Maintenance and Operations allocation against the Interest and Sinking allocation. The City will strive to maintain a 65/35% ratio. This ratio is a guide only and may be amended as our growing community's needs dictate; however, this policy will be used as a measuring device before any debt is issued.
- **Reserve or Stabilization Accounts** – Unreserved, undesignated fund balance equal to three months annually budgeted expenditures of General Fund and Enterprise Fund maintained for the purpose of providing for emergency and other unplanned expenditures and revenue shortfalls.
- **Operating/Capital Expenditure Accountability** - The City of Melissa will review expenditures monthly and align the City's adopted Fiscal Management Plan that outlines appropriate budget strategies in light of the economic conditions. In addition, the City Council will be presented quarterly reports and an annual alignment action item.

Financial Reporting

- **GFOA Distinguished Budget Award** - The City of Melissa will annually submit the Operating Budget to the Government Finance Officers Association of America's (GFOA) Distinguished Budget Award Program. The budget document will address comments and suggestions by the GFOA review to continuously improve the quality and usefulness of the budget document.





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

Investment Policies

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

Purchasing Policies

- **Purchasing Policies and Procedures** – It is the policy of the City of Melissa to assure fair and competitive access by responsible vendors/contractors to the purchasing requirements of the City and to conduct business activities in such a manner as to foster public confidence in the integrity of the City of Melissa. The City of Melissa adheres to all State of Texas laws and regulations as set forth in the State of Texas Local Government Code ("LGC"), as amended, and as published in the City's Purchasing Manual and as approved by the City Council of the City of Melissa, Texas.

Donation Policies

- **Donation Policies and Procedures** – It is the policy of the City of Melissa that the decisions on acceptance of a financial gift for capital projects are made in a consistent manner and are appropriate for the purposes of the City of Melissa. This policy is directed for donations that exceed \$50,000.00



CITY OF MELISSA ANNUAL BUDGET 2014-2015

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

Fund Structure

General Fund Overview

Water Fund Overview



Fund Descriptions



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

General Fund: The General Fund is the principal fund of the City. The General Fund accounts 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 (TIF). 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.

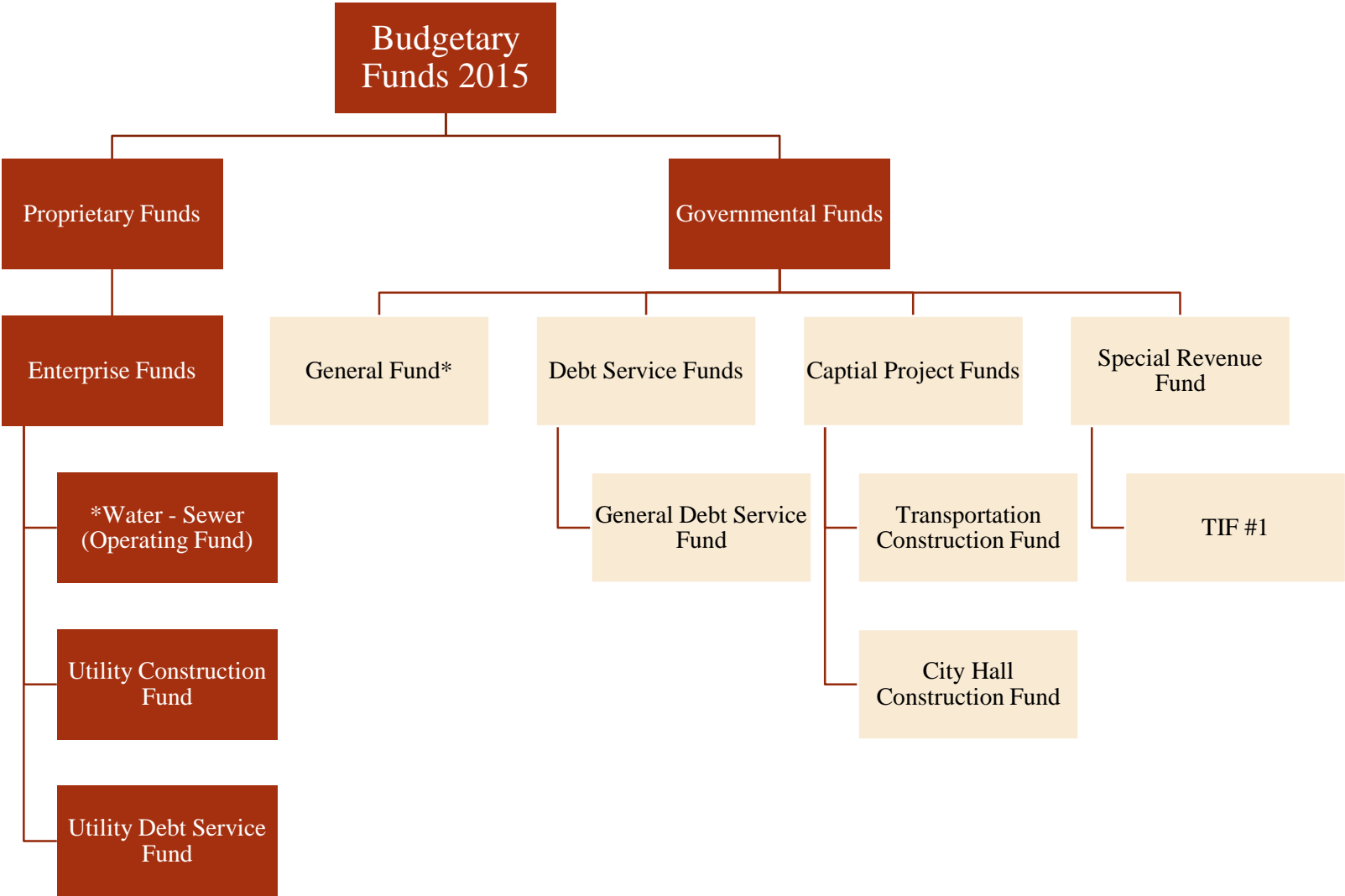


CITY OF MELISSA ANNUAL BUDGET 2014-2015

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.

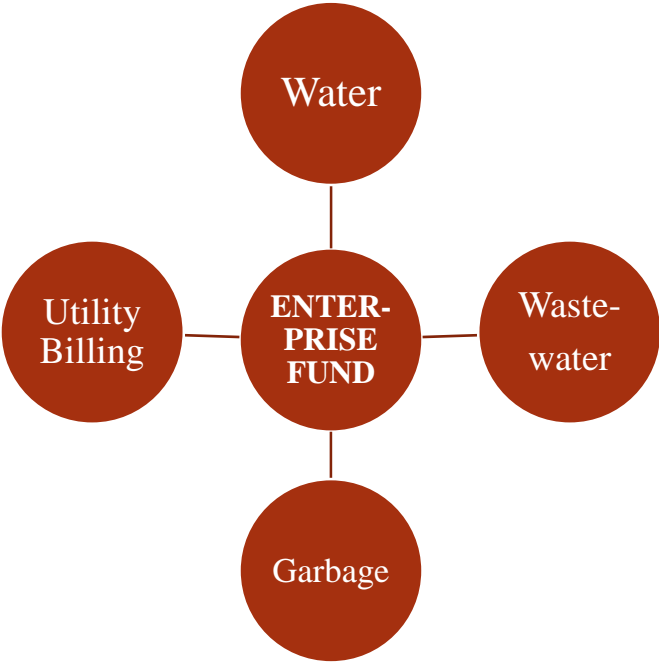
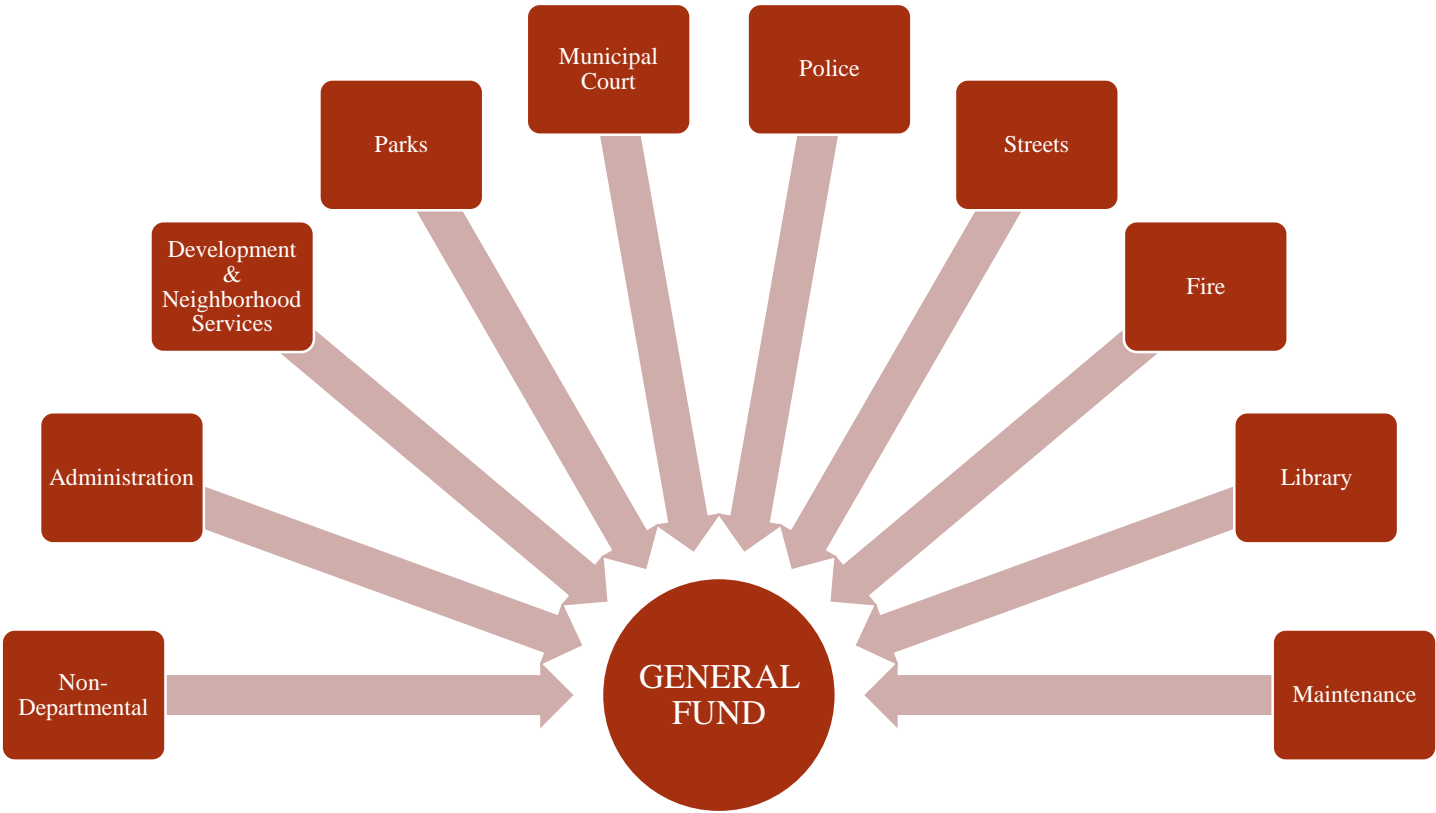
Special Financing Fund: The Tax Increment Financing (TIF) #1 Fund accounts for the operations and improvements within the TIF Zone and accumulation of money for the repayment of the 2006 and 2009 Bonds payable in installments through 2034. The principal source of revenue is levying the property tax on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

Fund Structure



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

CITY OF MELISSA ANNUAL BUDGET 2014-2015



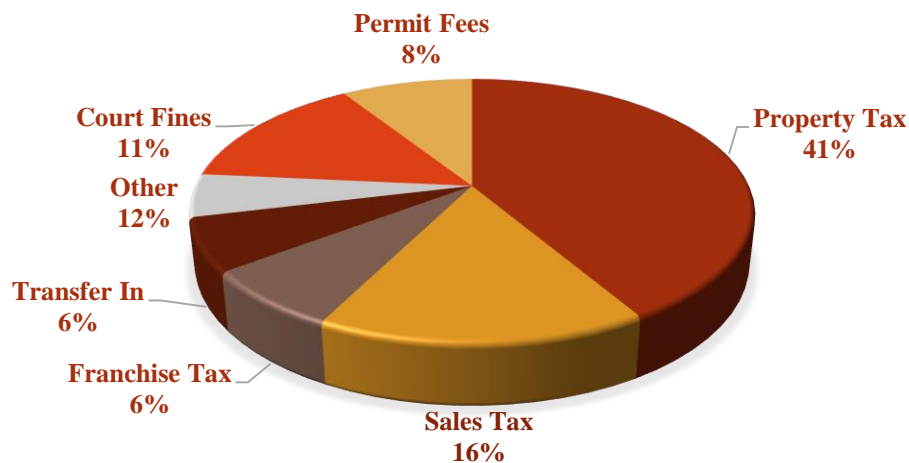
General Fund Overview

Revenue Projections

The City receives revenues from many sources, most of which must be accounted for separately and their identity kept intact. Revenue projections in the FY 15 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 utilized historical data plus a general sense of the economic status of the local community to help predict future revenues. When combined with various data and other indicators noted above, the City normally produces a reasonably good but financially conservative picture of the near future.

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

Where the Money Comes From

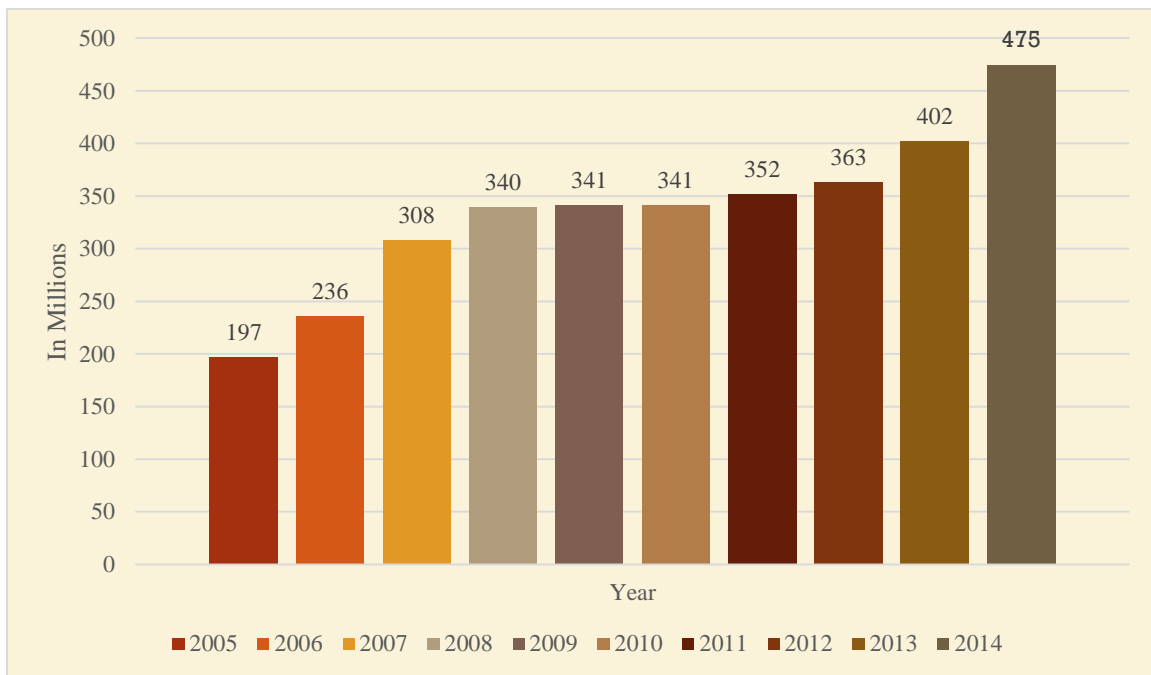


CITY OF MELISSA ANNUAL BUDGET 2014-2015

Property Values

According to information obtained by Collin County Central Appraisal District, the certified assessed value in the City of Melissa is approximately \$475 million, an overall increase of \$73 million or 18 percent (18%) from the preceding year. From a historical perspective, assessed property values have increased \$278 million since 2005, 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 2014 for the seventh year in a row.** The average single family home value is estimated as \$207,392, an increase from \$185,038 in the previous year. The City experienced an 11% increase in existing property values, reversing the trend of the past few years. Listed below is a historical table depicting the recent history of the City of Melissa property tax rate and associated values.

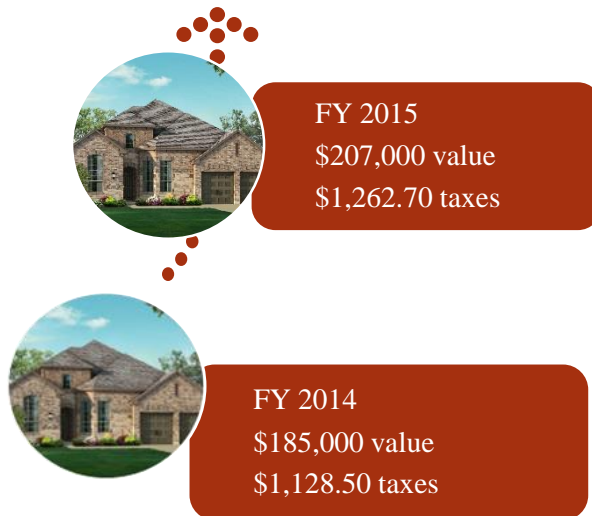
CITY OF MELISSA ANNUAL BUDGET 2014-2015

Property Tax Rates

Tax Year	Tax Rate	Valuation (\$)
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	352,000,000
2012	0.61	363,000,000
2013	0.61	402,000,000
2014	0.61	475,000,000

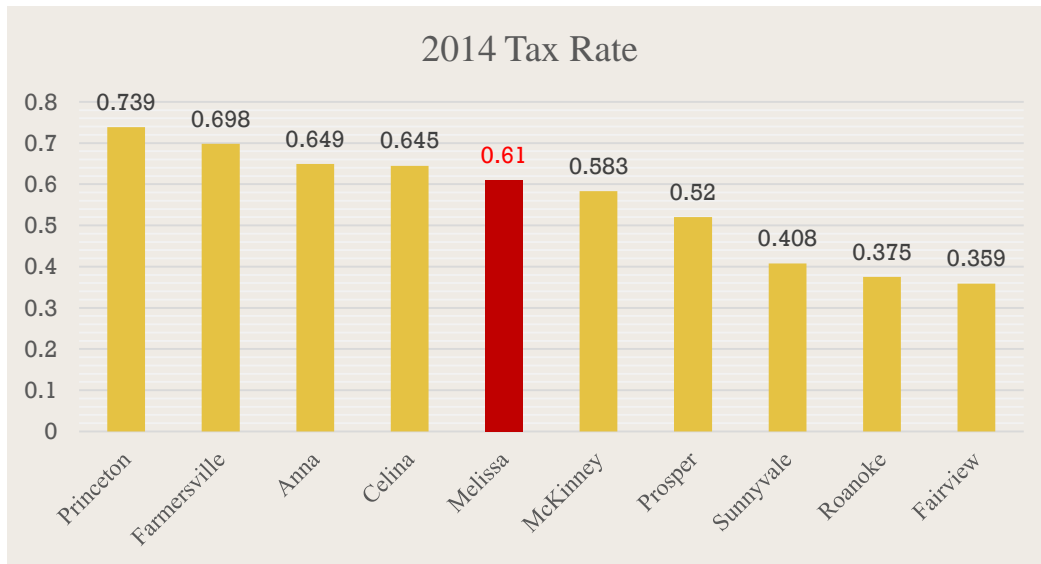
Table of Typical City Tax Bill

	Ave Home Value	City Tax	Difference Annually
FY 2015	\$ 207,000	\$ 1,262.70	\$134.20
FY 2014	\$ 185,000	\$ 1,128.50	



CITY OF MELISSA ANNUAL BUDGET 2014-2015

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



Average for these cities = .634

FISCAL YEAR 2014 TAX RATES

City	O&M	I&S	Total
Princeton	0.511969	0.227030	0.738999
Farmersville	0.473368	0.224132	0.697500
Anna	0.545826	0.103174	0.649000
Celina	0.432737	0.212630	0.645000
Melissa	0.463642	0.146358	0.610000
McKinney	0.415344	0.167563	0.583000
Prosper	0.356301	0.163699	0.520000
Sunnyvale	0.307408	0.100554	0.407962
Roanoke	0.149130	0.225990	0.375120
Fairview	0.221733	0.138266	0.360000

CITY OF MELISSA ANNUAL BUDGET 2014-2015

Sales Tax

(16% of Total Revenues)

Sales Tax is the second largest source of revenue to the City's General Fund, making up \$725,000 or 16% of total revenues. The City's portion of sales tax is actually split between the 4A and 4B corporations, making the total projected sales tax collected by the City approximately \$1,450,000.

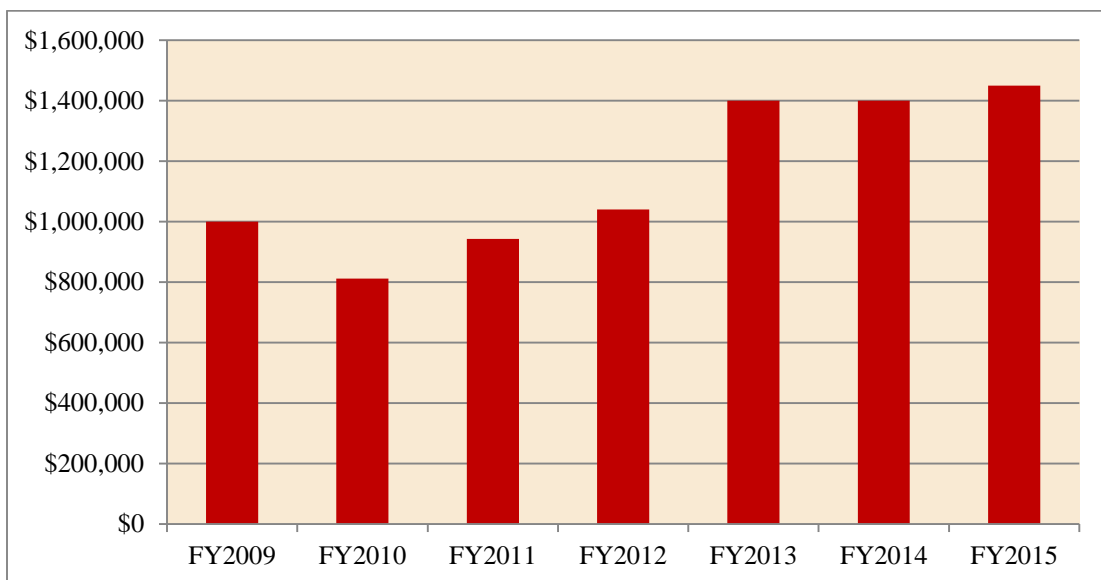


Sales tax, by its very nature, is a volatile revenue source, and the City understands the importance of not being too reliant on a volatile revenue source. There is a balancing act that is difficult to predict in revenue estimation, but the collective financial picture from the City is a stable one and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

GENERAL FUND

Sales Tax Receipts

Comparison to Previous Year

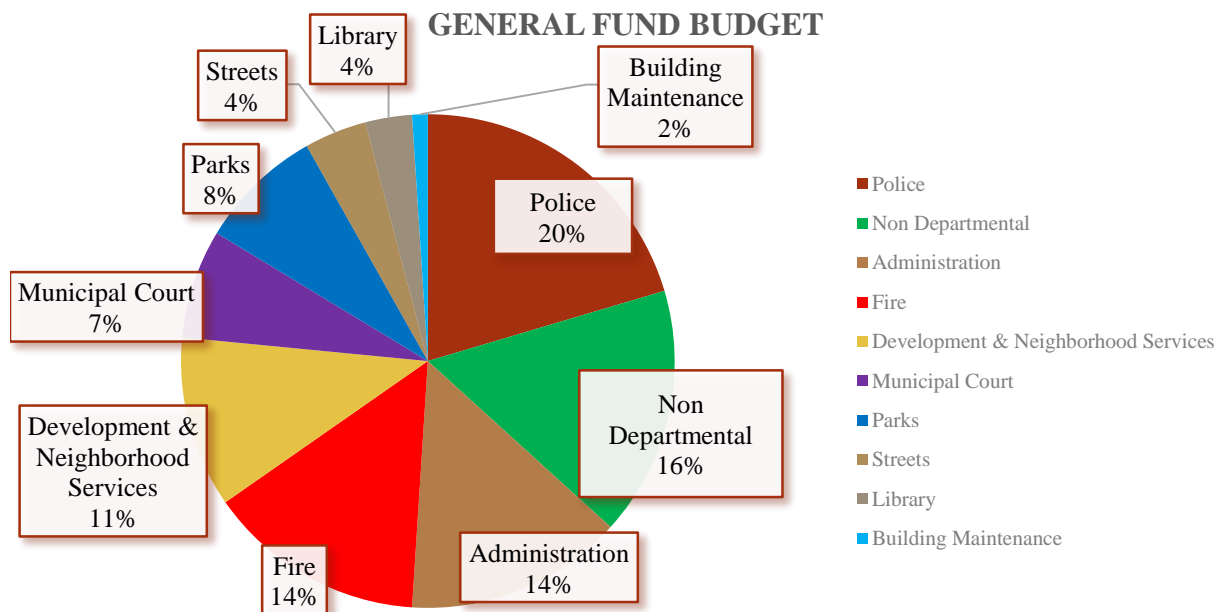


CITY OF MELISSA ANNUAL BUDGET 2014-2015

General Fund Expenditures

The General Fund budget, \$4,617,528 for FY 15, is approximately 15% more than the original FY 14 budget and is prioritized as follows:

Function	General Fund Budget Total	Percentage of Total
Police	\$930,711	20%
Non Departmental	\$736,407	16%
Fire	\$661,656	14%
Administration	\$634,819	14%
Development & Neighborhood Services	\$519,431	11%
Parks	\$384,110	8%
Municipal Court	\$316,785	7%
Streets	\$187,061	4%
Library	\$161,963	4%
Building Maintenance	\$62,990	2%



CITY OF MELISSA ANNUAL BUDGET 2014-2015

Personnel Services Overview

The total Personnel Services account for 45% of the General Fund budget. Since FY08, the City's personnel schedule has remained very stable, with a few positive changes in employees. The council approved an additional Police Officer, Part-time Administrative Assistant, and additional hours for Code Enforcement with the Fire Department. The City also adopted the beginning of an Employee Incentive Program. 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 09	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15
Administration	4.0	4.0	4.0	4.0	4.5	4.5	5
Building Maintenance	.5	0	0	0	0	0	0
Dev & Neighborhood Services	3.0	3.0	3.0	3.0	2.0	2.0	2.0
Fire	1.5	1.5	2.0	2.0	3.0	3.5	3.5
Library	2.5	2.0	2.0	2.0	2.0	3.0	3.0
Municipal Court	2.5	2.5	2.0	2.0	2.5	2.5	2
Parks	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Police	9.0	9.5	9.5	9.5	10	11	12
Streets	1.0	1.0	1.0	1.0	.5	.5	.5
General Fund Total	25	24.5	24.5	24.5	25.5	28	29

Operations Overview

The Operational line items cover all associated costs for providing services and conducting the normal course of business. The line items total 53% of the General Fund budget, an equivalent level with the previous year. Several service and personnel expansions were approved in the FY15 budget, mainly those related to beautification and cleanliness, safety, and community engagement within the community to help meet City Council's priorities.

CITY OF MELISSA ANNUAL BUDGET 2014-2015

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 FY15, 2% 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 FY15 budget is proposing one replacement Police Patrol Vehicle, a replacement Park Maintenance Truck, as well as replacement of the Fire Department's Self-Contained Breathing Apparatus (SCBA) system.

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 FY15 budget did not anticipate any new capital infrastructure projects being initiated, and thus no additional budgetary impacts are contemplated at this point.



CITY OF MELISSA ANNUAL BUDGET 2014-2015

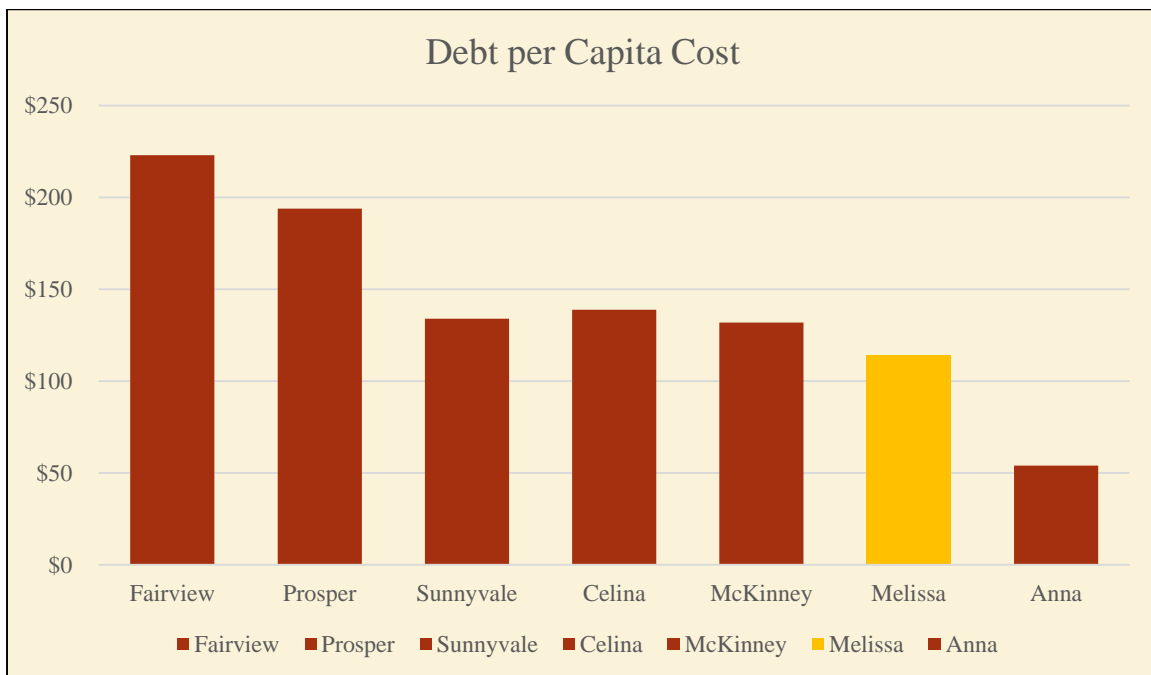
Debt Management

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

The City's debt consists of certificates of obligations and general obligations to fund a variety of city projects. The dollars associated with covering the City's debt payment constitutes \$1,544,798 in the General Debt Services Fund budget. Funding sources include general taxes, 4A and 4B contributions and 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)

2014 Annual Debt Per Capita Cost



CITY OF MELISSA ANNUAL BUDGET 2014-2015

Reserve Funds

The City will end FY15 with approximately 117 days of operating Fund Balance (FB). In FY 15, it is recommended that the contribution to the reserve fund be continued as a buffer for future financial needs, and the proposed budget allocates approximately \$20,000 to this fund. The City's improved bond rating is a direct result of the growth of FB and should be protected and grown when possible.

Fund	Estimated Beginning Fund Balance	Projected Revenues	Projected Expenditures	Estimated Ending Fund Balance
General Fund	\$1,502,103	\$4,617,528	\$4,595,823	\$1,523,808

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 Tax Increment Financing (**TIF**) district in the beginning years. The proforma for the facility was created with an annual allocation from the General Fund to the TIF fund when necessary. The TIF board then approved a reimbursement resolution that will reimburse the City any and all funds contributed at such point in time as the TIF fund is self-sustaining. For FY 15, the City will transfer approximately \$180,000 from the General Fund and \$160,000 from the Water Fund 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 Overview

Revenue Projections

The City of Melissa's enterprise fund is commonly referred to as the Water Fund. The revenues derived from any enterprise fund are designed to cover the cost of providing these services to the residents and businesses located in Melissa. In FY 15, water sales are estimated to be approximately \$2,914,639 and wastewater revenues are estimated at \$1,229,039. The North Texas Municipal Water District (NTMWD) delivers water to the City and treats its wastewater as well. Current wholesale rates for water and sewer will be increased by NTMWD, and a portion of these increases 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 steady growth in meters in FY15 and assumes a slight decrease in per meter usage due to customer conservation efforts.

Expenditures

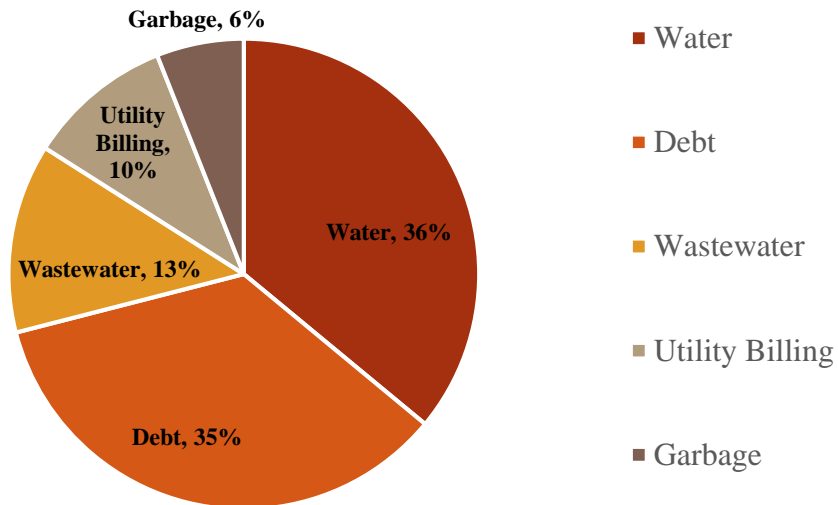
The FY 15 budget reflects an increase in water costs due to an anticipated volume of water consumed, as well as the increased wholesale cost and wastewater treatment costs from the District.

The Water Fund Budget is distributed as follows:

Function	Enterprise Fund Budget Total	Percentage of Total
Water	\$1,625,249	36%
Debt	\$1,585,335	35%
Wastewater	\$565,124	13%
Utility Billing	\$447,659	10%
Garbage	\$263,000	6%

CITY OF MELISSA ANNUAL BUDGET 2014-2015

Water Fund Budget



Personnel Services Overview

Personnel Services account for 10% of the Enterprise Fund budget. No additional staff was requested with the new Automatic Meter Infrastructure (AMI) system funded and future installation and implementation.

Enterprise Fund	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15
Water	3.0	3.0	3.0	3.5	3.5	3.5
Wastewater	1.0	1.0	1.0	1.0	1.0	1.0
Utility Billing	3.0	3.0	3.0	3.0	3.5	3.5
Enterprise Fund Total	7.0	7.0	7.0	7.5	8.0	8.0

Operations Overview

The Operational line items cover all associated costs for providing services and conducting the normal course of business. The line items total 54% of the Water Fund budget, a slight increase over the previous year. We are proposing an expansion of services with the Automatic Meter Infrastructure (AMI) installation, an investment in technology that will allow better customer management and education of their water usage.

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 15, 1% of the Enterprise Fund budget is allocated to routine capital purchases. The FY 15 budget proposes the replacement of a Public Works Maintenance truck.

This year represents the seventh year of the City's Capital Improvement Program. The ten year planning program will look over time and anticipate, plan, and construct the necessary improvements for the water and wastewater system.

No new water or wastewater projects are proposed for FY 15. All existing Capital Improvement projects are listed within the CIP section of this document.

Financial Summary

Total Funds Budget Overview

General Fund Summary – by Dept.

Water Fund Summary – by Division

Fund Balance Overview



CITY OF MELISSA ANNUAL BUDGET 2014-2015

Total Funds Budget Overview

	ACTUAL FY11	ACTUAL FY12	ACTUAL FY13	REVISED FY14	ESTIMATED FY14	ADOPTED FY15
REVENUES by Fund						
General Fund	3,339,267	3,921,511	4,546,552	4,825,855	5,413,659	4,617,528
Water Fund	3,201,611	3,409,512	3,680,101	3,728,313	3,756,857	4,470,679
TIF #1	241,209	315,000	291,828	416,167	409,241	620,020
General Debt Svc Fund	1,308,264	1,214,003	1,536,600	1,537,295	1,578,783	1,544,798
Utility Debt Svc Fund	948,707	1,014,839	1,187,713	1,664,527	1,458,267	1,612,993
Transportation Construction	13,163		823,126	486,250	486,250	-
Utility Construction Fund	260,178	604,172	426,592	342,901	342,901	2,017,797
City Hall Construction Fund						-
Total Revenues	9,312,399	10,479,037	12,492,512	13,001,308	13,445,957	14,883,815
Bond Proceeds			7,845,746	2,109,134	2,109,134	
Grant Proceeds		963,581				-
Other						-
TOTAL	9,312,399	11,442,618	20,338,258	15,110,442	15,555,091	14,883,815
APPROPRIATIONS by						
General Fund	3,335,107	3,871,644	4,520,018	4,804,046	5,395,303	4,595,824
Water Fund	2,847,323	3,165,283	3,386,479	3,856,540	3,699,985	4,258,355
TIF #1	440,114	443,364	341,645	416,583	436,583	740,751
General Debt Svc Fund	1,282,243	1,194,716	1,442,330	1,537,295	1,538,018	1,544,798
Utility Debt Svc Fund	948,707	1,023,713	1,150,330	1,641,365	1,402,500	1,585,335
Transportation Construction	627,520	1,547,743	1,796,014	547,731	547,731	-
Utility Construction Fund	396,242	1,407,959	456,238	2,577,968	2,577,968	4,109,149
City Hall Construction Fund	48,494	5,071	889		6,130	18,576
Total Appropriations	9,925,750	12,659,493	13,093,943	15,381,528	15,604,218	16,852,788
Estimated Fund Balances*						
General Fund	1,395,664	1,457,296	1,483,830		1,502,184	1,523,888
Water Fund	741,935	976,007	1,287,056		1,343,929	1,556,252
TIF #1	379,872	\$251,508	201,692		201,275	80,544
General Debt Svc Fund			162,268		203,033	203,033
Utility Debt Svc Fund			-		-	-
Transportation Construction					577,995	577,995
Road Escrow Funds					277,785	277,785
Road Impact Funds					1,092,725	1,069,826
Utility Construction Fund					4,245,760	136,611
Capital Improvement Funds					1,548,275	549,516
Water/Wastewater Impact					319,429	196,530
City Hall Construction Fund					18,576	-

**Detailed Fund Balances with changes on page 46*

CITY OF MELISSA ANNUAL BUDGET 2014-2015

General Fund Summary

	ACTUAL FY11	ACTUAL FY12	ACTUAL FY13	REVISED FY14	ESTIMATED FY14	ADOPTED FY15
REVENUES						
Current Property Taxes	1,380,508	1,398,423	1,479,059	1,625,773	1,598,838	1,984,618
Delinquent Property Taxes	15,971	14,098	47,451	20,000	19,844	40,000
Penalties & Interest	16,492	16,038	20,328	12,000	11,690	20,000
Fines	521,125	567,255	443,317	535,000	542,946	500,000
Sales Tax	471,926	640,758	703,708	810,000	830,043	725,000
Franchise Fees/Taxes	216,624	246,857	254,621	282,000	282,327	280,000
Licenses & Permits	232,417	390,024	406,478	502,500	548,807	369,000
Fire Dept. Ins Reimbursement		-	-	20,000	19,692	15,000
Platting & Development	2,056	27,035	142,844	186,150	186,459	186,150
Lease Revenue	68,700	73,789	83,363	81,243	85,158	86,403
Transfer In	213,564	218,892	236,474	243,000	271,567	250,000
Interest	30,158	29,486	18,214	10,000	10,014	20,000
Park Maintenance/Support	44,921	46,260	45,905	47,082	46,600	67,150
Fire Dept/Collin County	22,256	31,136	31,902	42,776	42,776	42,776
Miscellaneous Income			105,490	13,000	11,982	
Collin County/ Library	16,018	18,295	15,539	15,995	15,995	16,331
Library Donations	2,595	1,595	2,315	5,000	5,812	1,600
Lone Star Grant/Library	4,501					-
Library Grant						-
Lease Purchase Proceeds						-
Grant Proceeds	4,500		28,671	6,165	7,789	-
Bond Proceeds		108,515				-
Road Escrow Funds			400,219	324,781	364,426	
Road Impact Funds					465,707	
Other Revenue	74,936	93,054	80,654	43,390	45,187	13,500
Fund Balance Contribution						-
Total Revenues	3,339,268	3,921,511	4,546,552	4,825,855	5,413,659	4,617,528
APPROPRIATIONS						
Administration	549,311	547,291	628,572	857,697	1,431,848	634,819
Non-Departmental	428,807	562,717	1,052,384	749,102	727,498	736,407
Development & Neighborhood Services	302,671	383,688	493,025	653,970	701,637	519,431
Parks	240,816	241,709	244,587	253,767	251,887	384,001
Municipal Court	358,655	357,495	304,688	336,931	341,120	316,785
Police	690,985	839,802	780,073	856,448	855,888	930,711
Streets	219,289	279,310	229,884	246,115	247,761	187,061
Fire	383,741	494,668	574,065	628,042	610,383	661,656
Library	113,660	114,253	138,640	156,841	156,611	161,963
Building Maintenance	47,173	50,711	74,100	65,133	70,670	62,990
Total	3,335,108	3,871,644	4,520,018	4,804,046	5,395,303	4,595,824

CITY OF MELISSA ANNUAL BUDGET 2014-2015

General Fund Summary by Category

	ACTUAL FY11	ACTUAL FY12	ACTUAL FY13	REVISED FY14	ESTIMATED FY14	ADOPTED FY15
REVENUES						
Current Property Taxes	1,380,508	1,398,423	1,479,059	1,625,773	1,598,838	1,984,618
Delinquent Property Taxes	15,971	14,098	47,451	20,000	19,844	40,000
Penalties & Interest	16,492	16,038	20,328	12,000	11,690	20,000
Fines	521,125	567,255	443,317	535,000	542,946	500,000
Sales Tax	471,926	640,758	703,708	810,000	830,043	725,000
Franchise Fees/Taxes	216,624	246,857	254,621	282,000	282,327	280,000
Licenses & Permits	232,417	390,024	406,478	502,500	548,807	369,000
Fire Department Insurance Reimbursement		-	-	20,000	19,692	15,000
Platting & Development	2,056	27,035	142,844	186,150	186,459	186,150
Lease Revenue	68,700	73,789	83,363	81,243	85,158	86,403
Transfer In	213,564	218,892	236,474	243,000	271,567	250,000
Interest	30,158	29,486	18,214	10,000	10,014	20,000
Park Maintenance/Support	44,921	46,260	45,905	47,082	46,600	67,150
Fire Department/Collin County	22,256	31,136	31,902	42,776	42,776	42,776
Miscellaneous Income			105,490	13,000	11,982	
Collin County/ Library	16,018	18,295	15,539	15,995	15,995	16,331
Library Donations	2,595	1,595	2,315	5,000	5,812	1,600
Lone Star Grant/Library	4,501					-
Library Grant						-
Lease Purchase Proceeds						-
Grant Proceeds	4,500		28,671	6,165	7,789	-
Bond Proceeds		108,515				-
Road Escrow Funds			400,219	324,781	364,426	
Road Impact Funds					465,707	
Other Revenue	74,936	93,054	80,654	43,390	45,187	13,500
Fund Balance Contribution						-
Total Revenues	3,339,268	3,921,511	4,546,552	4,825,855	5,413,659	4,617,528
APPROPRIATIONS						
Personnel Services	1,468,673	1,577,497	1,634,686	1,824,302	1,845,339	2,049,907
Operations	1,710,531	2,069,593	2,731,401	2,848,650	3,422,473	2,395,418
Capital	155,903	212,789	131,632	109,530	105,927	110,816
IT Computer Replacement		11,766	22,299	21,564	21,564	39,683
Total	3,335,107	3,871,645	4,520,018	4,804,046	5,395,303	4,595,824

CITY OF MELISSA ANNUAL BUDGET 2014-2015

Water Fund Summary

	ACTUAL FY11	ACTUAL FY12	ACTUAL FY13	REVISED FY14	ESTIMATED FY14	ADOPTED FY15
REVENUES						
Water Sales	1,972,265	2,081,839	2,357,982	2,248,401	2,283,178	2,914,640
Meter Installation Fee	1,550	3,000	6,850	18,000	19,200	-
Penalties & Reconnects	49,500	48,221	56,508	60,000	58,745	45,000
Water Tap Fees	160,000					
Meter Sales				1,000	1,662	
Sewer Sales	590,184	687,679	857,450	1,103,912	1,105,205	1,229,039
Sewer Use - City of Anna	203,534	316,077	125,593	-	-	
Sewer Tap Fees						
Garbage Sales	165,462	175,904	194,132	210,000	210,722	200,000
Garbage Administration	49,238	52,398	57,888	62,000	62,570	60,000
Bond Proceeds						
Interest	4,349	22,514	5,567	5,000	3,346	5,000
Franchise fees	5,189	6,163	8,487	8,000	7,270	5,000
Miscellaneous Income	341	15,718	9,644	12,000	4,959	12,000
Transfer In						
Total Revenues	3,201,612	3,409,512	3,680,101	3,728,313	3,756,857	4,470,679
APPROPRIATIONS						
Water	1,647,852	1,274,782	1,358,364	1,692,574	1,721,720	1,625,249
Wastewater	758,400	672,167	603,130	409,583	219,293	565,124
Garbage	224,373	219,175	246,833	272,000	274,007	263,000
Utility Billing	217,150	221,520	218,035	269,029	254,710	447,659
Debt		777,639	960,117	1,213,354	1,230,255	1,357,323
Total	2,847,775	3,165,283	3,386,479	3,856,540	3,699,985	4,258,355

CITY OF MELISSA ANNUAL BUDGET 2014-2015

Fund Balances

	ACTUAL FY11	ACTUAL FY12	ACTUAL FY13	REVISED FY14	ESTIMATED FY14	ADOPTED FY15
<u>General Fund</u>						
Beginning Fund Balance	1,391,503	1,395,664	1,457,296	1,483,830	1,483,830	1,502,184
Appropriations to Operating Budget		-	-	-	-	
Undesignated Funds	4,161	61,632	26,534	21,810	18,354	21,704
ENDING FUND BALANCE	1,395,664	1,457,296	1,483,830	1,505,640	1,502,184	1,523,888
# of Days of Operating Funds includes:	127	120	120	117	117	117
Court Building Security Fund	24,251	31,124	35,339	40,942	40,942	20,000
Court Technology Fund	24,083	33,243	38,059	43,902	43,902	48,000
Designated IT Replacment Fund		57,121	53,627	63,855	63,855	65,000
City Hall R&R Fund			10,000	25,000	25,000	40,000
Designated Capital Project Fund				40,000	40,000	180,000
<u>Water Fund</u>						
Beginning Fund Balance	446,851	741,935	976,007	1,287,056	1,287,056	1,343,929
Appropriations to Operating Budget						-
Undesignated Funds	295,084	234,072	311,049	61,773	56,873	212,323
ENDING FUND BALANCE	741,935	976,007	1,287,056	1,348,829	1,343,929	1,556,252
# of Days of Operating Funds	88	104	131	120	120	125
<u>TIF Fund</u>						
Beginning Fund Balance	578,776	379,872	251,508	201,691	201,691	201,275
Appropriations	198,904	128,364	49,817	27,342	416	120,731
Additions to Fund		-	-	-	-	-
ENDING FUND BALANCE	379,872	251,508	201,691	174,349	201,275	80,544
<u>Transportation Construction Fund</u>						
Beginning Fund Balance						577,996
Appropriations						-
Undesignated Funds						-
ENDING FUND BALANCE		-	-	-	-	577,996
<u>Road Impact Fee Funds</u>						
Beginning Fund Balance	41,320	241,989	704,929		1,022,242	1,092,725
Appropriations		-	-	-	484,808	22,899
Additions to Fund	200,669	462,940	317,313		555,291	
ENDING FUND BALANCE	241,989	704,929	1,022,242	-	1,092,725	1,069,826
<u>Road Escrow Funds</u>						
Beginning Fund Balance	1,870,732	1,838,364	1,838,364		619,509	277,785
Appropriations	32,368		1,222,455	-	345,324	
Additions to Fund			3,600		3,600	
ENDING FUND BALANCE	1,838,364	1,838,364	619,509	-	277,785	277,785
<u>Utility Construction Fund</u>						
Beginning Fund Balance		-	-	-	-	4,245,760
Appropriations		-	-	-	-	4,109,149
Additions to Fund		-	-	-	-	
ENDING FUND BALANCE		-	-	-	-	136,611
<u>Capital Improvement Funds</u>						
Beginning Fund Balance		-	-	-	-	1,548,275
Appropriations		-	-	-	-	998,760
Additions to Fund		-	-	-	-	
ENDING FUND BALANCE		-	-	-	-	549,515
<u>Water/Wastewater Impact Fee Funds</u>						
Beginning Fund Balance	23,900	77,015	159,234		203,355	319,429
Appropriations		-	-	-	-	122,899
Additions to Fund	53,115	82,219	44,121		116,074	-
ENDING FUND BALANCE	77,015	159,234	203,355	-	319,429	196,530

CITY OF MELISSA ANNUAL BUDGET 2014-2015

	ACTUAL FY11	ACTUAL FY12	ACTUAL FY13	REVISED FY14	ESTIMATED FY14	ADOPTED FY15
<u>Park Development Fees Fund</u>						
Beginning Fund Balance		-	-	-	-	15,000
Appropriations		-	-	-	-	-
Additions to Fund		-	-	-	15,000	232,500
ENDING FUND BALANCE		-	-	-	-	247,500

CITY OF MELISSA ANNUAL BUDGET 2014-2015

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Department Summaries

GENERAL FUND

Administration Summary

Development & Neighborhood Services Summary

Parks Department Summary

Municipal Court Summary

Police Department Summary

Streets Department Summary

Fire Department Summary

Library Summary

Building Maintenance Summary

WATER FUND

Water Department Summary

Wastewater Department Summary

Utility Billing Summary



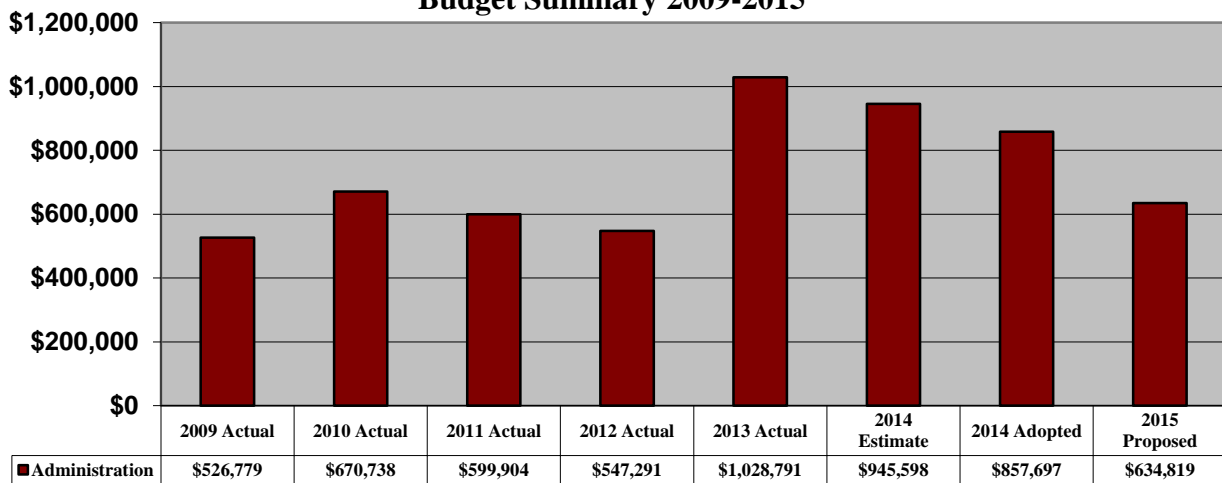
CITY OF MELISSA ANNUAL BUDGET 2014-2015

Administration Summary

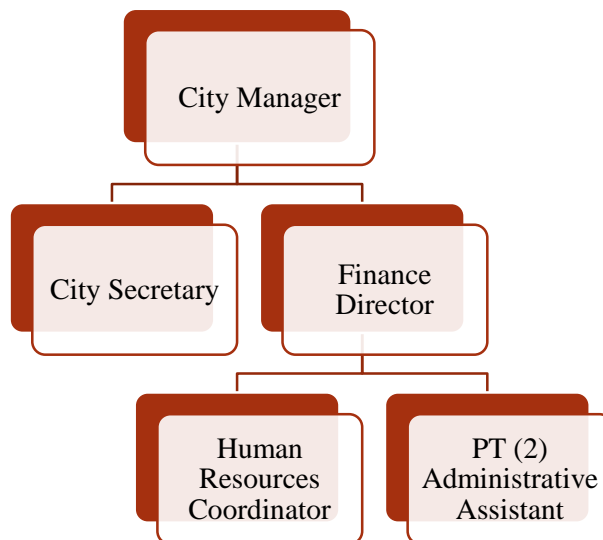
PURPOSE STATEMENT:

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

Administration Department Budget Summary 2009-2015



DEPARTMENTAL STRUCTURE



CITY OF MELISSA ANNUAL BUDGET 2014-2015

ADMINISTRATION SUMMARY

DEPARTMENT EXPENDITURES:

ITEM	2012-13 Actual	2013-14 Revised Budget	2014-15 Budget Adopted
Personnel	\$431,708	\$436,515	\$544,136
Operations	\$594,216	\$419,449	\$88,372
IT Computer Replacement Program	\$2,867	\$1,733	\$2,311
TOTAL	\$1,028,791	\$857,697	\$63,4819

PERSONNEL SCHEDULE:

	FY 13	FY 14	FY 15
City Manager	1	1	1
Finance Director	1	1	1
City Secretary	1	1	1
Human Resources Coordinator	1	1	1
Administrative Asst	1	1	2
FULL TIME	4	4	4
PART TIME	1	1	2

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.

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.

CITY OF MELISSA ANNUAL BUDGET 2014-2015

ADMINISTRATION SUMMARY

KEY INDICATORS OF PERFORMANCE	FY 13 ACTUAL	FY 14 ACTUAL	FY 15 PROJ
Successful completion of budget, strategic planning and comprehensive plan implementation.	Yes	Yes	Yes
% of General Fund Budgeted Revenues realized	108%	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



4 Fourth
Year
Award

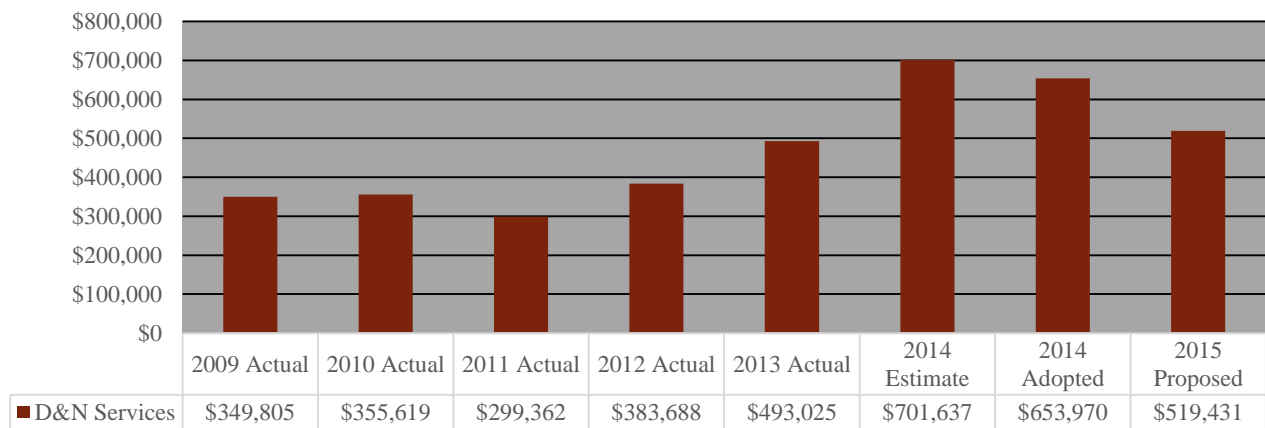
Texas Comptroller
Leadership Circle
Silver Member

Development & Neighborhood Services Summary

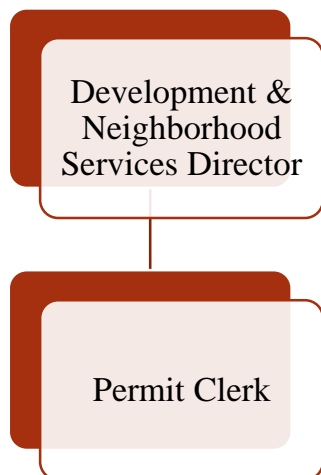
PURPOSE STATEMENT:

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

Development & Neighborhood Services Budget Summary 2009-2015



DEPARTMENTAL STRUCTURE



CITY OF MELISSA ANNUAL BUDGET 2014-2015

DEVELOPMENT & NEIGHBORHOOD SERVICES SUMMARY

DEPARTMENT EXPENDITURES:

ITEM	2012-13 Actual	2013-14 Revised Budget	2014-15 Budget Adopted
Personnel	\$106,984	\$116,636	\$125,511
Operations	\$384,542	\$537,045	\$393,920
IT Computer Replacement Program	\$1,500	\$289	\$0
TOTAL	\$493,025	\$653,970	\$519,431

PERSONNEL SCHEDULE:

	FY 13	FY 14	FY 15
Development & Neighborhood Services Director	1	1	1
Permit Clerk	1	1	1
FULL TIME	2	2	2
PART TIME	0	0	0

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.

SERVICE OVERVIEW

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

CITY OF MELISSA ANNUAL BUDGET 2014-2015

DEVELOPMENT & NEIGHBORHOOD SERVICES SUMMARY

KEY INDICATORS OF PERFORMANCE

KEY INDICATORS OF PERFORMANCE	FY 13 ACTUAL	FY 14 ESTIMATE	FY 15 PROJECTED
All inspections performed within 24 hours of request	100%	100%	100%

Key Indicators of Performance:



*Past 5 years in a row
100% of all inspections
performed
within 24 hours of request*

Activity Workload

Number of Permits Issued

FY 13 Actual: **158**

FY 14 Actual: **264**

FY 15 Projected.: **182**

CITY OF MELISSA ANNUAL BUDGET 2014-2015

Parks Department Summary

PURPOSE STATEMENT:

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



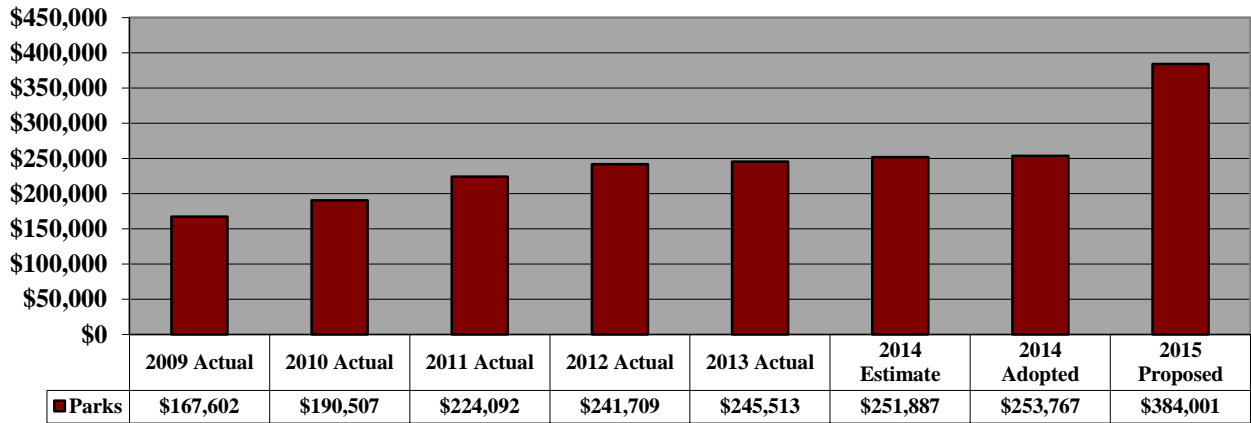
KEY INDICATORS OF PERFORMANCE

KEY INDICATORS OF PERFORMANCE	FY 13 ACTUAL	FY 14 ESTIMATE	FY 15 PROJECTED
% of Park Maintenance Completed On-Schedule	95%	95%	95%
% of Time Spent on Special Projects (no maintenance related)	20%	20%	20%

CITY OF MELISSA ANNUAL BUDGET 2014-2015

PARKS SUMMARY

Parks Department Budget Summary 2014-2015

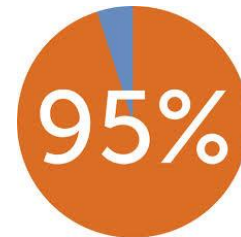


DEPARTMENTAL STRUCTURE



Key Indicators

of Performance:



Past 3 years in a row

95% of Park Maintenance has been

Completed On-Schedule

20% of time spent on special projects (not maintenance related)

CITY OF MELISSA ANNUAL BUDGET 2014-2015

PARKS SUMMARY

DEPARTMENT EXPENDITURES:

ITEM	2012-13 Actual	2013-14 Revised Budget	2014-15 Budget Adopted
Personnel	\$47,567	\$50,091	\$55,446
Operations	\$197,313	\$20,376	\$322,255
IT Computer Replacement Program	\$533	\$300	\$300
Capital	0	0	\$6,000
TOTAL	\$245,413	\$253,767	\$384,001

PERSONNEL SCHEDULE

	FY 13	FY 14	FY 15
Maintenance Worker	1	1	1
FULL TIME	1	1	1
PART TIME	0	0	0

GOALS & OBJECTIVES:

- ✓ To provide safe and well-maintained parks and public recreation facilities.
- ✓ To respond to citizen's concerns in a timely manner.
- ✓ To have open communication with the Park Board through the Development Services Coordinator.

SERVICE OVERVIEW

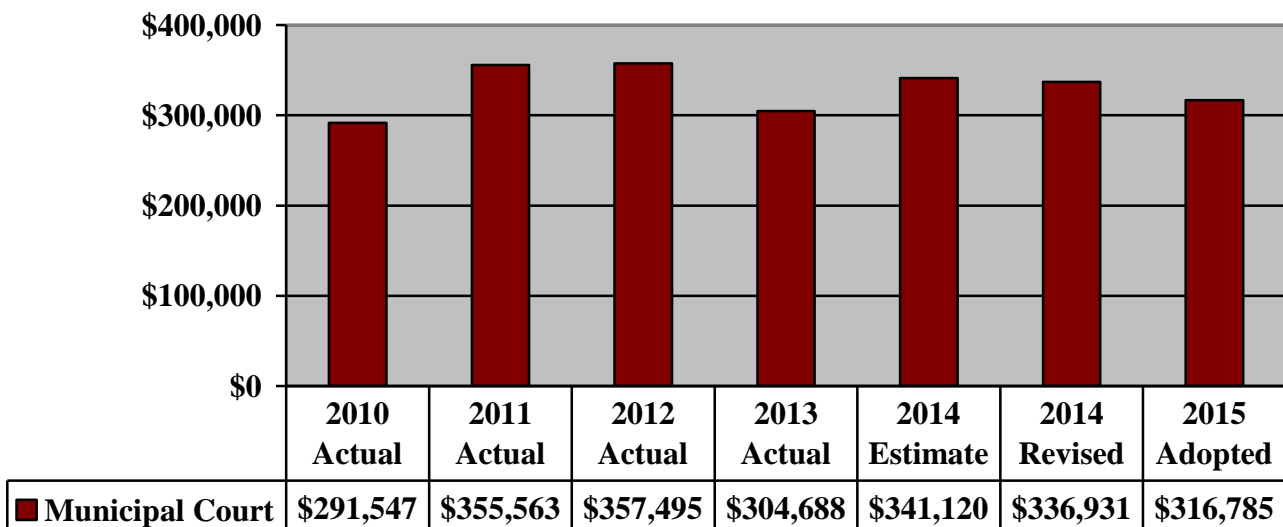
The Parks Department maintains the grounds, playground equipment, and city recreation facilities. The Parks Department works as a liaison between the city and maintenance contractors. The overall Parks budget reflects no change in the personnel schedule and the line item/categorical increases reflect the maintenance of the services currently offered by the City of Melissa.

Municipal Court Summary

PURPOSE STATEMENT:

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

Municipal Court Budget Summary



GOALS & OBJECTIVES:

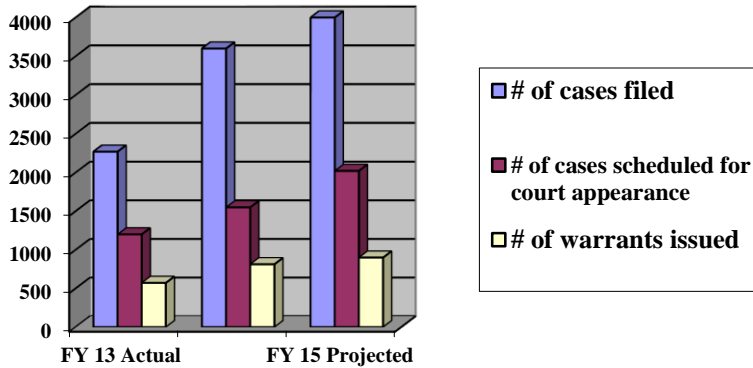
- ✓ Develop a policy and procedure handbook to improve employee training and ensure consistency in managing court processes.
- ✓ Development of Court Clerks through pursuing certification through the Court Clerk Certification Program.
- ✓ To continue to participate in area and state-wide Warrant Round Ups.
- ✓ To more actively pursue outstanding warrants.
- ✓ Processing of citations with efficiency and without delay



CITY OF MELISSA ANNUAL BUDGET 2014-2015

MUNICIPAL COURT SUMMARY

ACTIVITY WORKLOAD

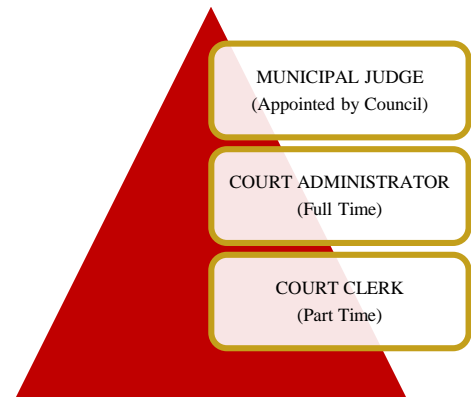


	FY13 Actual	FY 14 Estimate	FY 15 Projected
# of cases filed	2,270	3,600	4,000
# of cases scheduled for court appearance	1,200	1,550	2,022
# of warrants issued	572	813	900
Municipal Court fine revenue retained by City	\$309,308	\$375,591	\$344,000

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



CITY OF MELISSA ANNUAL BUDGET 2014-2015

MUNICIPAL COURT SUMMARY

DEPARTMENT EXPENDITURES:

ITEM	2012-13 Actual	2013-14 Revised Budget	2014-15 Budget Adopted
Personnel	\$133,090	\$125,498	\$118,009
Operations	\$181,643	\$211,433	\$198,686
IT Computer Replacement Program	0	0	0
Capital	-----	-----	-----
TOTAL	\$316,433	\$336,931	\$316,785

KEY INDICATORS OF PERFORMANCE

KEY INDICATORS OF PERFORMANCE	FY 13 ACTUAL	FY 14 ESTIMATE	FY 15 PROJECTED
Number of Warrants cleared	500	579	600
Warrants cleared through Warrant Round Up	56	51	70
Warrant Fine Revenue collected during Warrant Round Ups	\$21,944	12,118	\$40,000

PERSONNEL SCHEDULE:

	FY 13	FY 14	FY 15
Court Administrator	1	1	1
Court Clerk (PT)	1	1	1
Warrant Officer (PT)	1	1	0
FULL TIME	1	1	1
PART TIME	2	2	1

***PT Warrant Officer transitioned to FT Police Officer June, 2014**

CITY OF MELISSA ANNUAL BUDGET 2014-2015

Police Department Summary

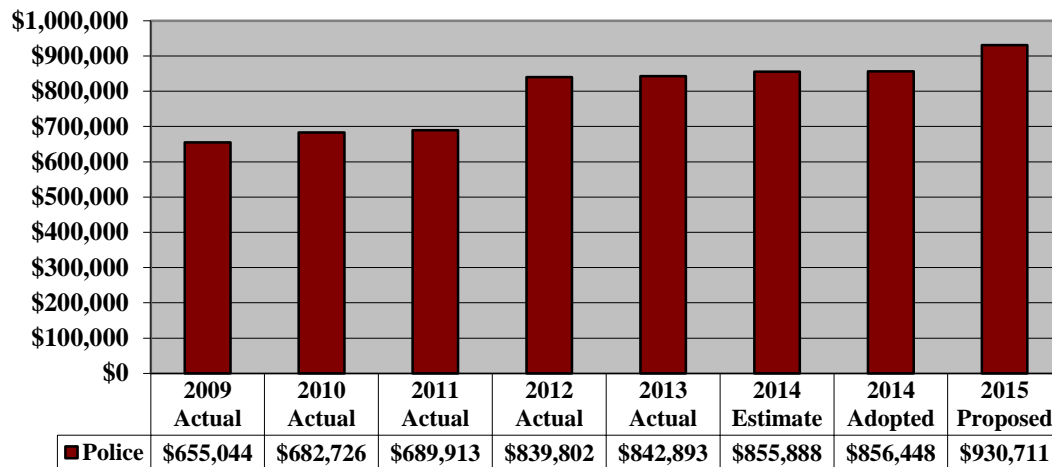
PURPOSE STATEMENT:

The Police Department, in serving the people of Melissa, strives to reduce crime and provide a safe city by:

*Recognizing that it's 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.*

Police Budget Summary 2014-2015



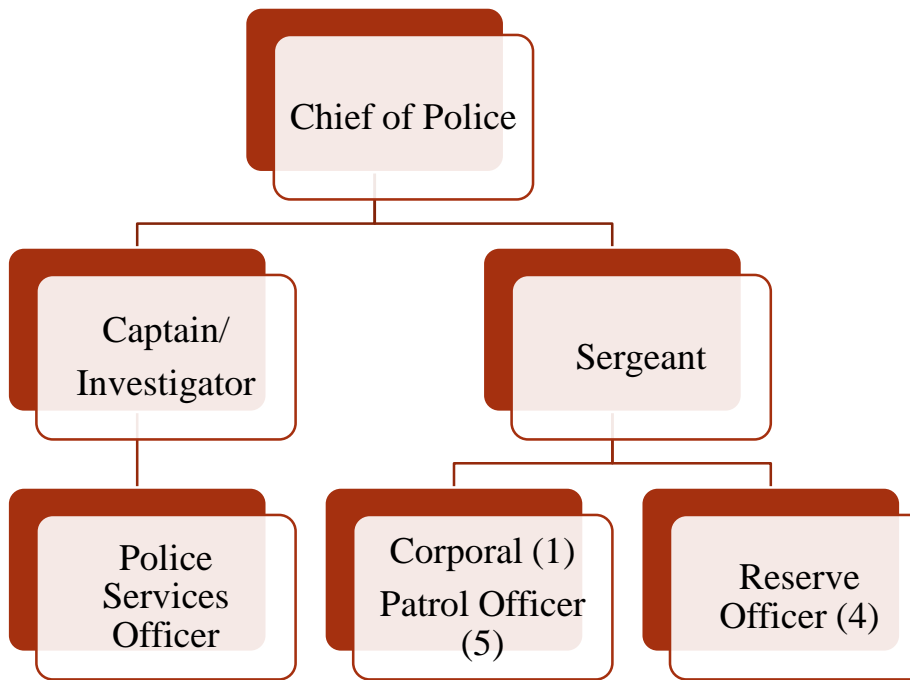
GOALS & OBJECTIVES:

- ✓ 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.

CITY OF MELISSA ANNUAL BUDGET 2014-2015

POLICE SUMMARY

DEPARTMENTAL STRUCTURE



***92nd
Recognized
Agency
In the
State of
Texas***

KEY INDICATORS OF PERFORMANCE	FY 13 ACTUAL	FY 14 ACTUAL	FY 15 PROJECTED
Average Number Officer Initiated Calls as a % of Total Calls	72%	72%	70%
Calls Received/Cleared	198/112 57%	190/84 44%	241/68 38%

SERVICE OVERVIEW

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

CITY OF MELISSA ANNUAL BUDGET 2014-2015

POLICE SUMMARY

DEPARTMENT EXPENDITURES:

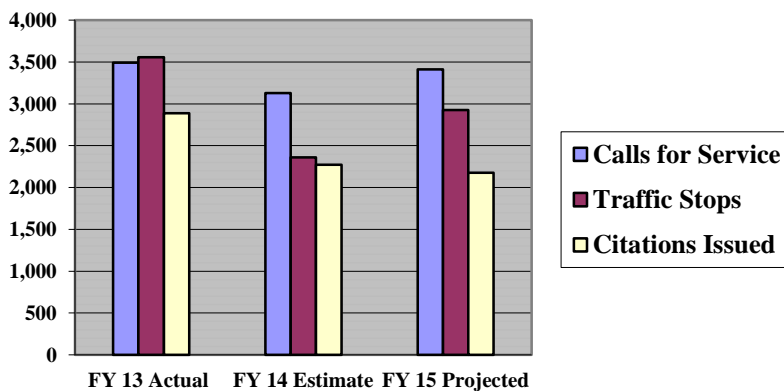
ITEM	2012-13 Actual	2013-14 Revised Budget	2014-15 Budget Adopted
Personnel	\$605,848	\$676,397	\$753,541
Operations	\$137,888	\$119,218	\$120,295
IT Computer Replacement Program	\$3,833	\$6,971	\$7,495
Capital	\$31,482	\$53,862	\$49,380
TOTAL	\$771,384	\$856,448	\$930,711



North Central Expressway, Highway 121, Highway 5

Police Services are provided to over 40,000 commuters on a daily basis due to Melissa's three major highways which span the city's jurisdiction.

ACTIVITY WORKLOAD



	FY13 Actual	FY 14 Estimate	FY 15 Projected
Calls for Service	3,208	3,128	3,708
Traffic Stops	3,556	2,362	3,387
Citations Issued	2,889	2,274	3,231

CITY OF MELISSA ANNUAL BUDGET 2014-2015

POLICE SUMMARY

PERSONNEL SCHEDULE:

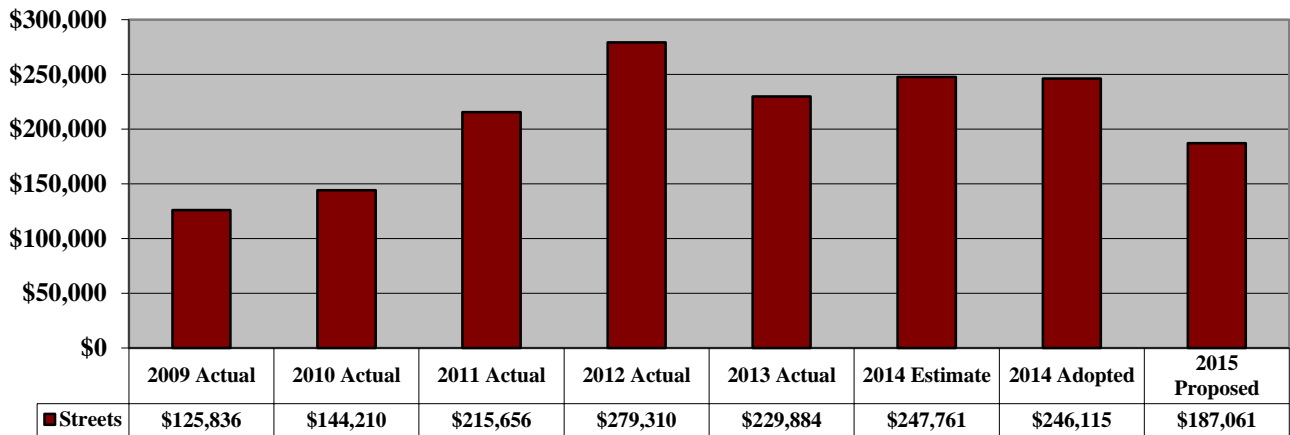
	FY 13	FY 14	FY 15
Chief of Police	1	1	1
Captain	1	1	1
Sergeant	1	1	1
Corporal	0	1	1
Patrol Officer	6	6	7
Administrative Asst	1	1	1
Reserve Officer	4	4	4
FULL TIME OFFICER	10	11	12
PART TIME OFFICER	0	0	0
RESERVE OFFICER	4	4	4

Streets Department Summary

PURPOSE STATEMENT:

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

Streets Department Budget Summary 2014-2015



GOALS & OBJECTIVES:

- ✓ Respond to citizen's concerns in a timely manner.
- ✓ Start up the 'Chip Seal' program for asphalt streets.
- ✓ Start up the 'Street Sign Replacement' program (pending new MUTCD rules for 2014)
- ✓ Initiated Street Sweeping Program 3/2012
- ✓ Extend contract mowing of TxDOT ROWs inside the City's jurisdiction.
- ✓ Continue to maintain drainage and pothole repair through constant monitoring.
- ✓ Maintain ALL asphalt and concrete streets with repairs in a timely manner.

STRATEGIC PLAN GOALS & OBJECTIVES:

- Repair or reconstruct asphalt streets within 3 years
- Establish and maintain a high standard of uniformity of all streets, signage, and drainage.



CITY OF MELISSA ANNUAL BUDGET 2014-2015

STREETS SUMMARY

MAINTAINING:

53

Miles of pavement

375

Street name signs

300+

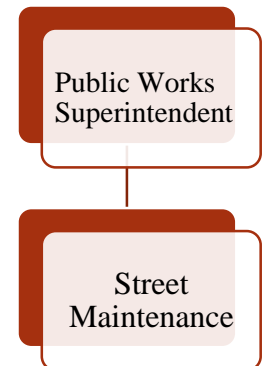
Other traffic control
Signs

275

Street lights



DEPARTMENTAL STRUCTURE



KEY INDICATORS OF PERFORMANCE	FY 13 ACTUAL	FY 14 ACTUAL	FY 15 PROJ
% of Annual Line Mile Scheduled Maintenance Completed	90%	90%	90%
% of Emergency Calls Responded to Within 4 Hours or Less	95%	95%	95%

DEPARTMENT EXPENDITURES:

ITEM	2012-13 Actual	2013-14 Revised Budget	2014-15 Budget Adopted
Personnel	\$23,171	\$31,315	\$28,861
Operations	\$206,714	\$214,800	\$158,200
TOTAL	\$229,884	\$246,115	\$187,061

PERSONNEL SCHEDULE

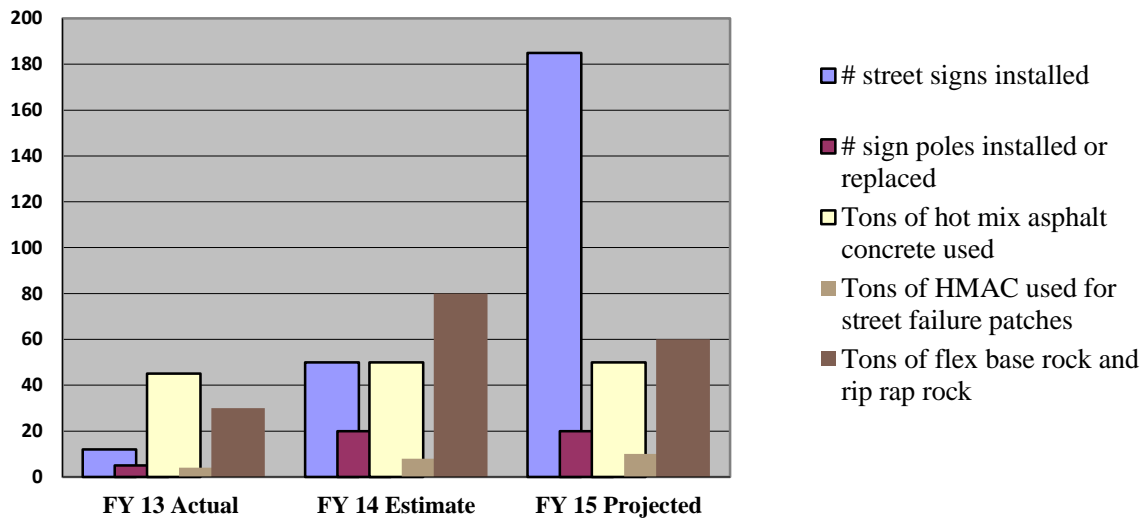
	FY 13	FY 14	FY 15
Maintenance Technician	.5	.5	.5
FULL TIME	.5	.5	.5
PART TIME	0	0	0

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

CITY OF MELISSA ANNUAL BUDGET 2014-2015

STREETS SUMMARY

Work Activity



	FY13 Actual	FY 14 Estimate	FY 15 Projected
# of street signs installed	12	50	185
# of sign poles installed or replaced	5	20	20
Tons Hot Mix asphalt	45	50	50
Tons HMAC	4	8	10
Tons Flex Base rock/ Rip rap rock	30	80	60

SERVICE OVERVIEW

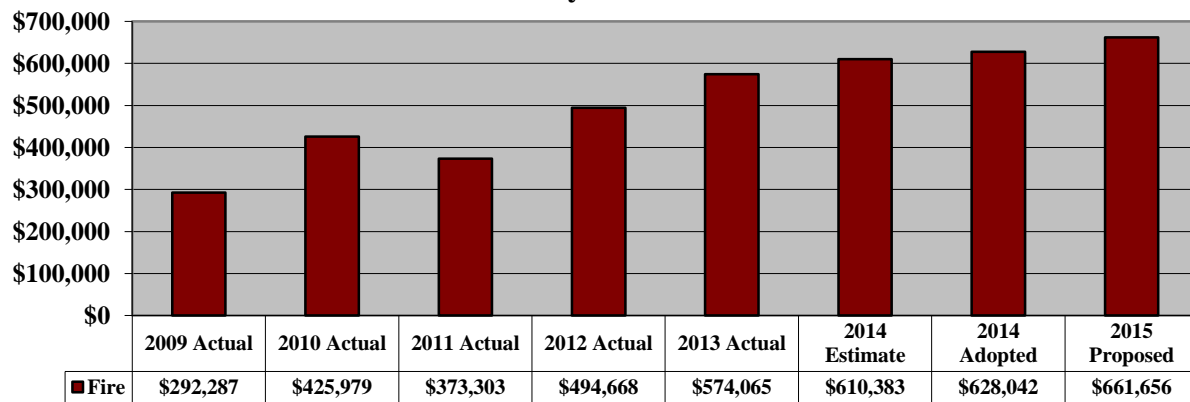
The Streets Department maintains all the streets and drainage within the city limits. The overall street budget reflects no change in the personnel schedule and line item/categorical increases reflect the maintenance of the services currently offered by the City of Melissa.

Fire Department Summary

PURPOSE STATEMENT:

It is the Fire Department's mission to collaborate with our unique community to equip personnel to respond with dedicated, compassionate, and enthusiastic leaders for today and tomorrow. We are, and will continue to be, a premiere organization, and this can only be accomplished through building leaders. Our vision will be accomplished by collaborating with our community and city leaders, as well as with neighboring communities.

**Fire Budget
Summary 2014-2015**



Prestigious ISO Rating

Class

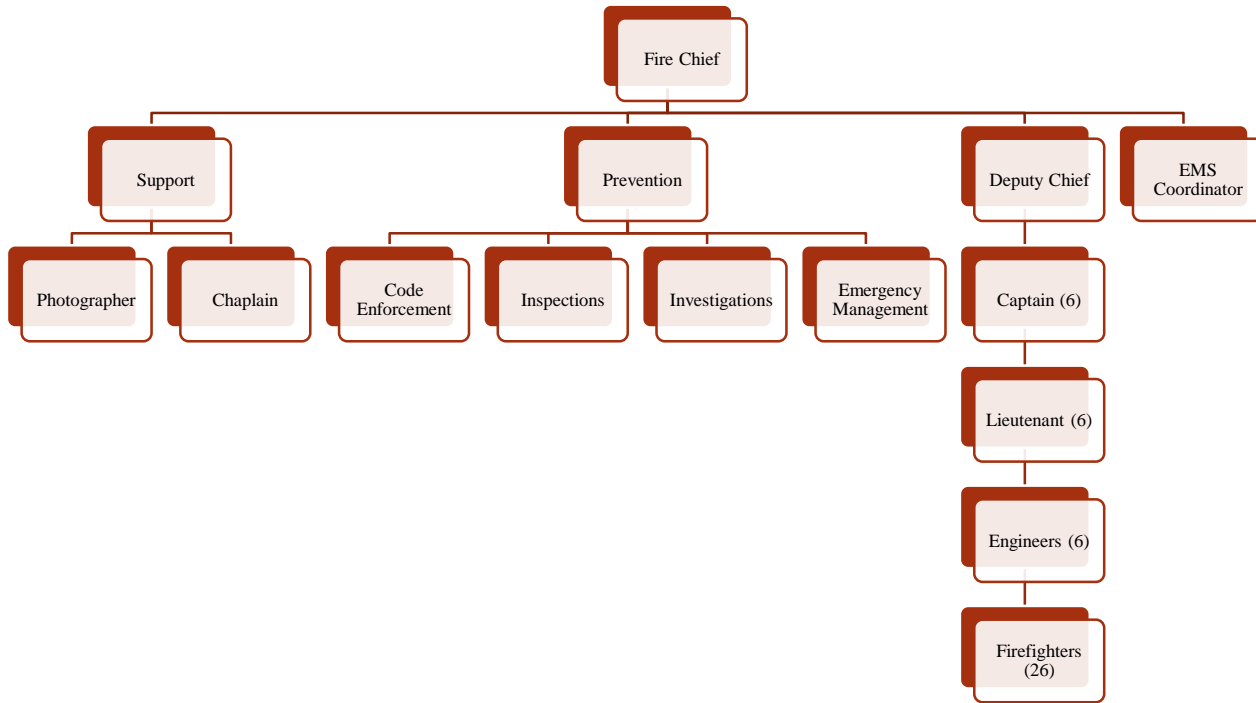


*Insurance Services Office (ISO) evaluated the Melissa Fire Dept. and awarded it with a **Class 2 rating**. Rates are based on a 1-10 scale with 1 being the highest.*

CITY OF MELISSA ANNUAL BUDGET 2014-2015

FIRE DEPT SUMMARY

DEPARTMENTAL STRUCTURE



KEY INDICATORS OF PERFORMANCE	FY 13 ACTUAL	FY 14 ACTUAL	FY 15 PROJECTED
FIRE SUPPRESSION:			
Total runs per year	775	825	1000
Total training hours per year	5,523	6,770	6,400
Certifications earned by firefighters	26	20	20
Volunteer staffing hours	25,521	26,472	26,000
FIRE PREVENTION:			
ISO Rank	2	2	2
Certificate of Occupancies issued	15	15	15
Total structures condemned	5	5	5
Fire Inspections	9	141	200
Nuisance complaints investigated	239	380	500
% of complaints investigated within 24 hours of receipt	95%	95%	95%

Incident Responses
825

Volunteer Hours
26,000

Training Hours
6,400

CITY OF MELISSA ANNUAL BUDGET 2014-2015

FIRE DEPT SUMMARY

GOALS & OBJECTIVES:

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

DEPARTMENT EXPENDITURES:

ITEM	2012-13 Actual	2013-14 Revised Budget	2014-15 Budget Adopted
Personnel	\$212,477	\$275,378	\$304,388
Operations	\$284,195	\$297,053	\$296,914
IT Computer Replacement Program	\$3,233	\$1,943	\$4,918
Capital	\$74,160	\$53,668	\$55,436
TOTAL	\$574,065	\$628,042	\$661,656

PERSONNEL SCHEDULE:

	FY 13	FY 14	FY 15
Fire Chief	1	1	1
Deputy Chief	1	1	1
Code Enforcement Officer	1	0	0
Firefighters (PTE)	4	5	5
FULL TIME	2	2	2
PART TIME	4	5	5

CITY OF MELISSA ANNUAL BUDGET 2014-2015

FIRE DEPT SUMMARY

VOLUNTEER BASED PERSONNEL:

	FY 13	FY 14	FY 15
Firefighter/Paramedic	8	8	13
Firefighter/EMT	5	6	16
Firefighter 1 or 2	30	36	38
Explorers	10	8	0

SERVICE OVERVIEW

The Melissa Fire Department responds to all fire, rescue, medical, hazmat, and other miscellaneous emergency events within the fire district as well as automatic and mutual aid emergency events for our neighboring communities. The Melissa Fire Department ensures the fire codes and ordinances are enforced through proper plan reviews, inspection process, and code enforcement. The Melissa Fire Department promotes fire safety for the citizens of Melissa through public interaction and programs in the schools and community groups. The Melissa 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 Fire Department staff includes a full-time Fire Chief, full-time Deputy Chief, five part-time personnel, and dedicated volunteers serving in firefighting and support capacities

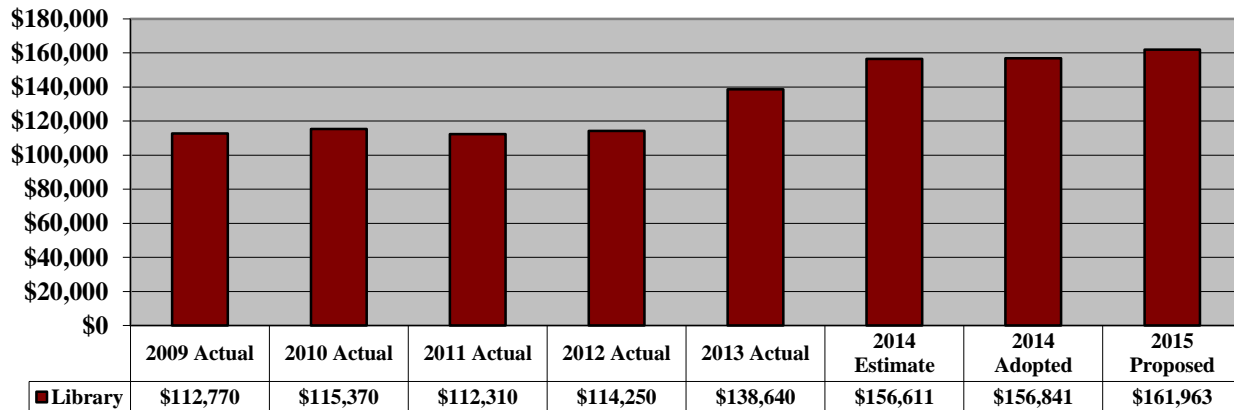
CITY OF MELISSA ANNUAL BUDGET 2014-2015

Library Summary

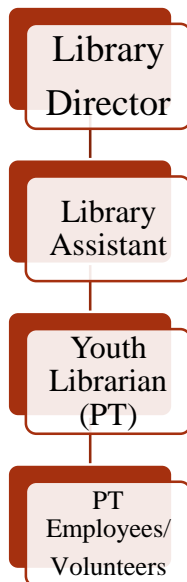
PURPOSE STATEMENT:

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

Library Budget Summary 2014-2015



DEPARTMENTAL STRUCTURE



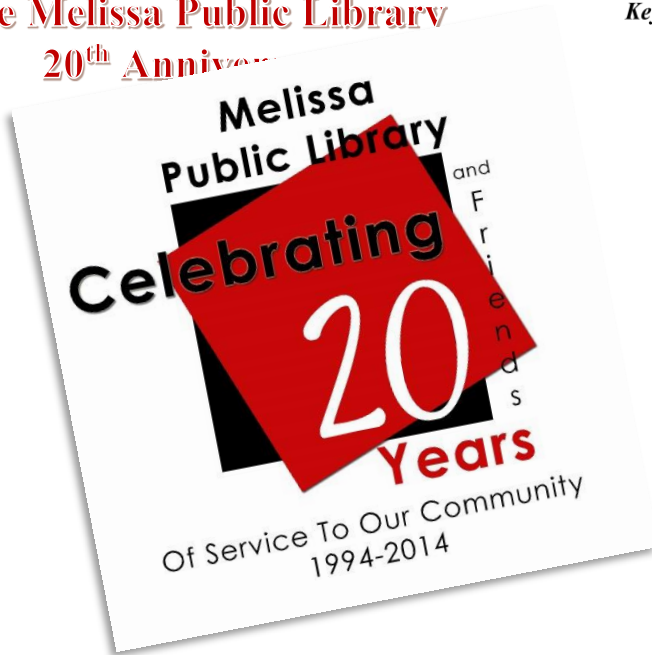
GOALS & OBJECTIVES:

- ✓ Ensure that communication of library information and services is available to all using a variety of sources; newspapers, webpage, electronic means and signage.
- ✓ Promote high quality programs and services for all ages and diverse populations and various levels of literacy.
- ✓ Provide public access to information technology; desktop computing, WiFi, basic skills.
- ✓ Increase professional staffing to include a part-time children's librarian and dedicated tech/materials librarian, both of which would cover the circulation desk, also.

CITY OF MELISSA ANNUAL BUDGET 2014-2015

LIBRARY SUMMARY

The Melissa Public Library 20th Anniversary



Key Indicators of Performance

+ 6,000

+50%

6

Library Cards Issued

Increase in Internet stations

OPEN Days a week

45,000

of Items Circulated

23,000

of Library Visitors

2,600

Library Program Attendance



DEPARTMENT EXPENDITURES:

ITEM	2012-13 Actual	2013-14 Revised Budget	2014-15 Budget Adopted
Personnel	\$87,013	\$112,472	\$119,925
Operations	\$44,295	\$41,236	\$37,888
IT Computer Replacement Program	\$7,333	\$3,133	\$4,150
TOTAL	\$138,640	\$156,841	\$161,963

CITY OF MELISSA ANNUAL BUDGET 2014-2015

LIBRARY SUMMARY

SERVICE OVERVIEW

The Melissa Public Library will be a reliable resource center for the community, providing free and equal access to information, materials, services and programs, and an advocate of intellectual freedom. It will acquire, organize and circulate books, non-print materials and services that help educate, enrich, entertain and inform individuals of all ages. It will promote and encourage the maximum use of its services and materials by the greatest number of people in its service area. The Melissa Public Library adheres to its logo—a global reach with local touch. The 2014/2015 Melissa Public Library Budget reflects the addition of one part-time youth librarian to assist with the increase of traffic and circulation, especially focusing on children's and teen programming.

PERSONNEL SCHEDULE:

	FY 13	FY 14	FY 15
Library Director	1	1	1
FT Assistant	1	1	1
PT Assistant	1	1	1
PT Youth Librarian	0	1	1
FULL TIME	1	1	1
PART TIME	2	3	3

KEY INDICATORS OF PERFORMANCE	FY 13 ACTUAL	FY 14 ACTUAL	FY 15 PROJECTED
Rate of Collection Turnover	1.84%	2.54%	2.66%
Circulation Per Capita	5.79%	6.34%	6.4%
ACTIVITY WORKLOAD			
Number of Items Circulated	30,088	45,670	48,000
Number of Library Visitors	19,936	23,227	25,000
Library Program Attendance	2,073	2,649	3000

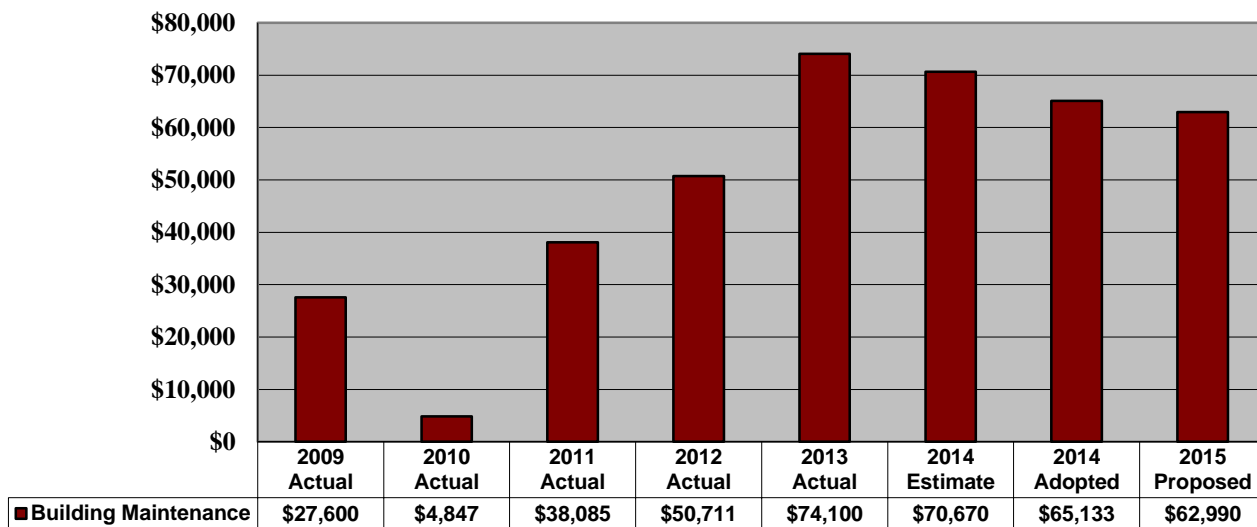
CITY OF MELISSA ANNUAL BUDGET 2014-2015

Building Maintenance Summary

PURPOSE STATEMENT:

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

Building Maintenance Department Budget Summary 2014-2015



GOALS & OBJECTIVES:

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

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.



CITY OF MELISSA ANNUAL BUDGET 2014-2015

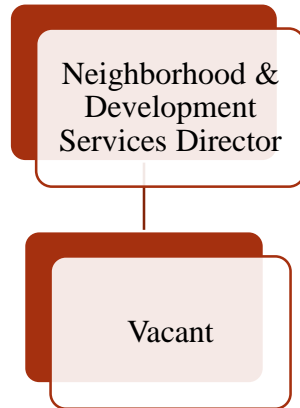
BUILDING MAINTENANCE SUMMARY

56,219

Square footage
of
buildings and
facilities
maintained



DEPARTMENTAL STRUCTURE



ACTIVITY WORKLOAD

	FY13 Actual	FY 14 Est.	FY 15 Proj.
# of requests for service (work orders)	150	150	150
Total square footage of facilities maintained	56,219	56,219	56,219
# of building & facilities maintained	7	7	7

KEY INDICATORS OF PERFORMANCE

	FY 13 ACTUAL	FY 14 ACTUAL	FY 15 PROJ
% 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%

DEPARTMENT EXPENDITURES:

ITEM	2012-13 Actual	2013-14 Revised Budget	2014-15 Budget Adopted
Personnel	\$0	\$0	\$0
Operations	\$74,100	\$65,133	\$62,990
Capital			
TOTAL	\$74,100	\$65,133	\$62,990

PERSONNEL SCHEDULE:

	FY 13	FY 14	FY 15
Vacant	0	0	0
FULL TIME	0	0	0
PART TIME	0	0	0

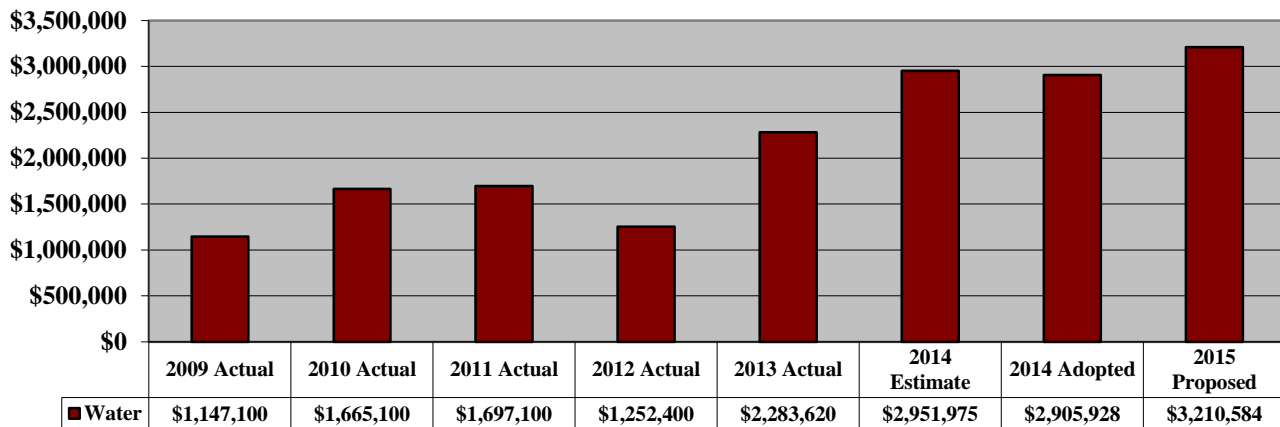
CITY OF MELISSA ANNUAL BUDGET 2014-2015

Water Summary

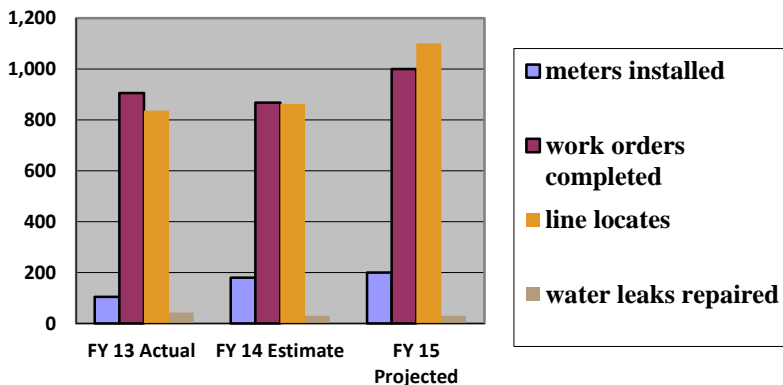
PURPOSE STATEMENT:

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

Water Department Budget Summary 2014-2015



ACTIVITY WORKLOAD



	FY13 Actual	FY 14 Estimate	FY 15 Projected
Meters installed	104	180	200
Work orders completed	905	867	1,000
Line locates	836	862	1,100
Water leaks repaired	43	30	30

WATER SUMMARY

GOALS & OBJECTIVES:

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

STRATEGIC PLAN GOALS & OBJECTIVES

- Public Education on Water Conservation tips and methods

Key Indicators of Performance:



**95 % All meters installed
within 72 hours
AND
All leaks repaired within
24 hours notification or
less**



**100% all complaints
addressed within 24-48
hours or less**



KEY INDICATORS OF PERFORMANCE	FY 13 ACTUAL	FY 14 ACTUAL	FY 15 PROJ
All meters installed within 72 hours	95%	95%	95%
Complaints addressed within 24-48 hours or less	100%	100%	100%
Repaired leaks within 24 hours or less of notification	95%	95%	95%

CITY OF MELISSA ANNUAL BUDGET 2014-2015

WATER SUMMARY

DEPARTMENT EXPENDITURES:

ITEM	2012-13 Actual	2013-14 Revised Budget	2014-15 Budget Adopted
Personnel	\$240,467	\$272,674	\$282,545
Operations	\$1,753,386	\$1,344,678	\$1,291,899
Capital (Vehicles)	\$30,520	\$60,557	\$45,557
Debt Service	\$0	\$1,213,354	\$1,585,335
IT Computer Replacement Program	0	\$14,665	\$5,248
TOTAL	\$2,024,373	\$2,905,928	\$3,210,584

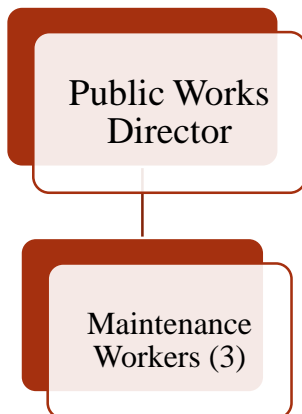
PERSONNEL SCHEDULE:

	FY 13	FY 14	FY 15
Public Works Director	1	1	1
Maintenance Worker	3.5	3.5	3.5
FULL TIME	4.5	4.5	4.5
PART TIME	0	0	0

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.

DEPARTMENTAL STRUCTURE

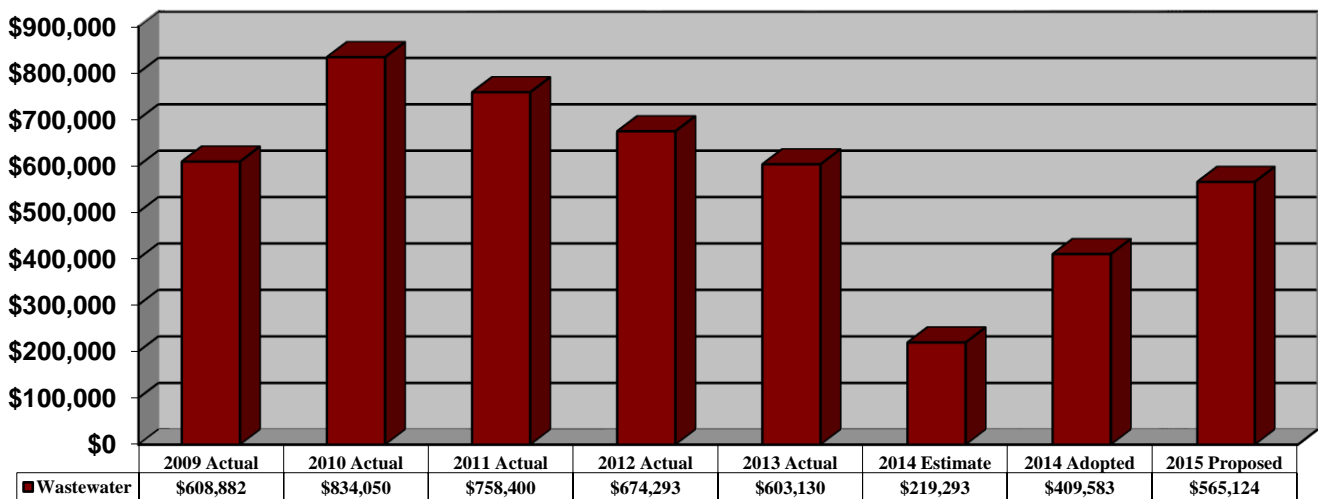


Wastewater Summary

PURPOSE STATEMENT:

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

Wastewater Department Budget Summary 2014-2015



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.
- ✓ Initiated Preventative Maintenance program 04/2012.
- ✓ Continue Collection/Manhole system Preventative Maintenance program.
- ✓ Report ALL Sanitary Overflows to TCEQ by Rules and Regulations.

STRATEGIC PLAN GOALS & OBJECTIVES:

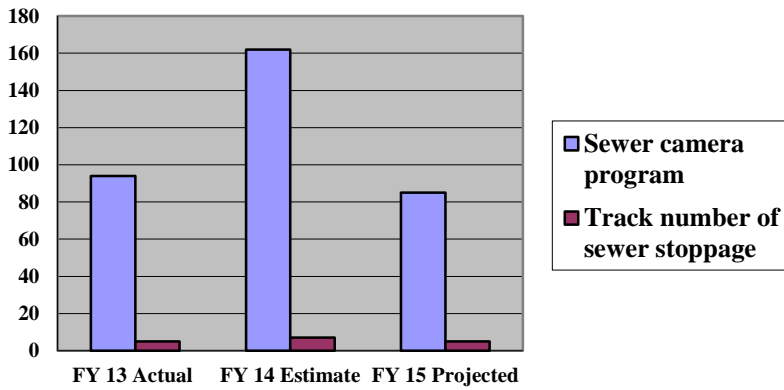
- PUBLIC EDUCATION: Proper disposal of fats, grease, oil and medications.



CITY OF MELISSA ANNUAL BUDGET 2014-2015

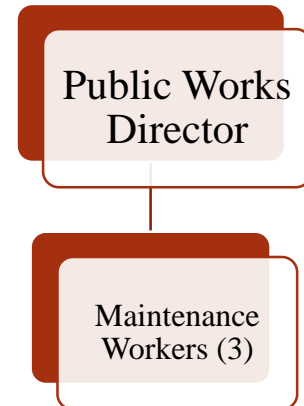
WASTEWATER SUMMARY

ACTIVITY WORKLOAD



	FY13 Actual	FY 14 Estimate	FY 15 Projected
Sewer camera program (based on new installs)	94	162	85
Track number of sewer stoppage	5	7	5

DEPARTMENTAL STRUCTURE



KEY INDICATORS OF PERFORMANCE	FY 13 ACTUAL	FY 14 ACTUAL	FY 15 PROJ
Response to customer calls within 24-72 hours	100%	100%	100%
Work orders identified and solved	8	10	10

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.

DEPARTMENT EXPENDITURES:

ITEM	2012-13 Actual	2013-14 Revised Budget	2014-15 Budget Adopted
Personnel	\$0	\$0	\$0
Operations	\$603,130	\$398,083	\$565,124
Debt Service	\$0	\$0	\$0
Capital		\$11,500	\$11,500
TOTAL	\$603,130	\$409,583	\$576,624

CITY OF MELISSA ANNUAL BUDGET 2014-2015

PERSONNEL SCHEDULE:

	FY 13	FY 14	FY 15
Public Works Director	1	1	1
Maintenance Workers	3	3	3
FULL TIME	4	4	4

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

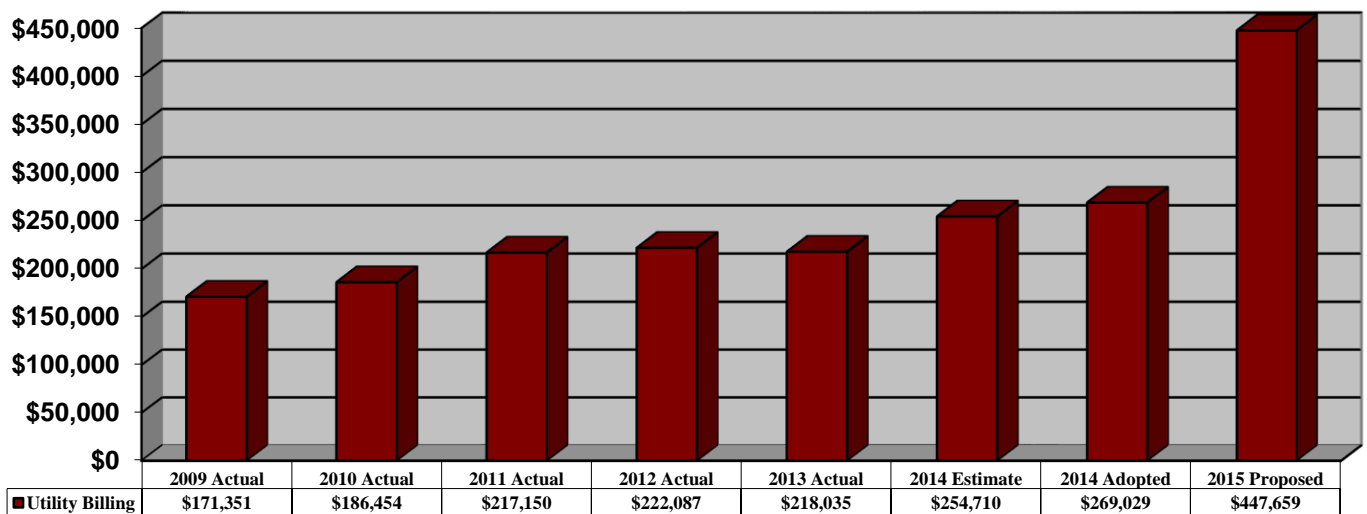
CITY OF MELISSA ANNUAL BUDGET 2014-2015

Utility Billing Summary

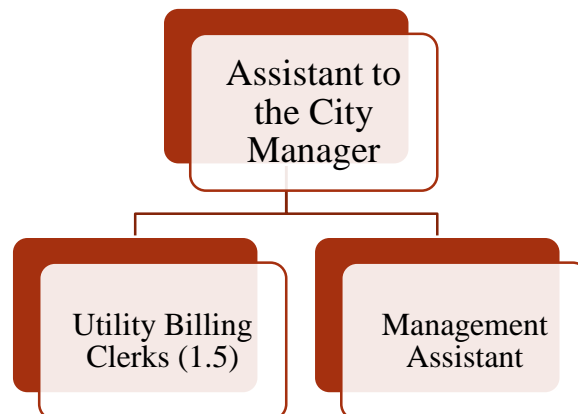
PURPOSE STATEMENT:

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

Utility Billing Department Budget Summary 2014-2015



DEPARTMENTAL STRUCTURE



CITY OF MELISSA ANNUAL BUDGET 2014-2015

UTILITY BILLING SUMMARY

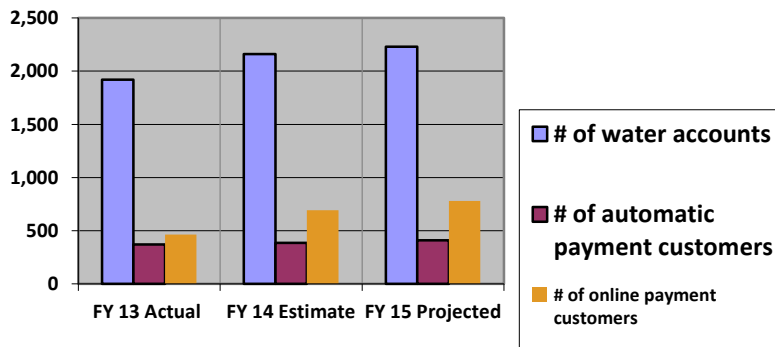
GOALS & OBJECTIVES:

- ✓ To reduce the error rate in customer billing data which will consequently reduce the number of customer inquiries/complaints.
- ✓ To continue to develop and implement a Utility Billing Standard Operation Procedures that will include all aspects of Utility Billing.
- ✓ Increase emphasis on customer service training.
- ✓ To increase efforts to optimize receivable accounting accuracy and finance interface.
- ✓ To serve as good stewards of the City's water supply by promoting effective water conservation and implementing the City of Melissa's Water Conservation and Water Resources Management Plan

STRATEGIC PLAN GOALS & OBJECTIVES:

- Exhibit behavior and provide customer service that will reflect the City of Melissa's Mission and Vision.
- Review current processes and procedures to ensure they meet the standards of the City of Melissa's Mission and Vision while also ensuring they provide efficient and quality customer service for the internal and external customers.

ACTIVITY WORKLOAD



	FY13 Actual	FY 14 Estimate	FY 15 Projected
# of water accounts	2,159	2,359	2,559
# automatic payment customers	410	450	480
# of online payment customers	783	820	860

KEY INDICATORS OF PERFORMANCE	FY 13 ACTUAL	FY 14 ACTUAL	FY 15 PROJ
% of customers using automated payment options	17%	19%	20%
% of customers using online payment options	33%	36%	37%
% of customers using paperless billing (launched Summer 2013)	4.5%	7%	8%
Number of hours of training	80	80	80

CITY OF MELISSA ANNUAL BUDGET 2014-2015

UTILITY BILLING SUMMARY

DEPARTMENT EXPENDITURES:

ITEM	2012-13 Actual	2013-14 Revised Budget	2014-15 Budget Adopted
Personnel	\$132,481	\$157,076	\$171,216
Operations	\$84,121	\$110,520	\$275,049
IT Computer Replacement Program	\$1,433	\$1,433	\$1,394
TOTAL	\$218,035	\$269,029	\$447,659

SERVICE OVERVIEW

The Utility Billing Department bills and collects for all City utility services and contracted solid waste services and processes requests for new service connections. Our staff is often the first face or voice a new resident encounters and we recognize our role as ambassadors of the City of Melissa.

To that end, we will continue to strive to provide excellent 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. The water rates are established through Water Rate Studies performed at the request of and are 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).

PERSONNEL SCHEDULE:

	FY 13	FY 14	FY 15
Utility Billing Supervisor (Asst to City Manager)	1	1	1
Utility Billing Clerk	2	1.5	1.5
Management Assistant	0	1	1
FULL TIME	3	3	3
PART TIME	0	1	1

Personnel Overview

Personnel Overview



CITY OF MELISSA ANNUAL BUDGET 2014-2015

Personnel Overview

General Fund	FY 11	FY 12	FY 13	FY 14	FY 15
Administration	4.0	4.0	4.5	4.5	5
Building Maintenance	0	0	0	0	0
Dev & Neighborhood Services	3.0	3.0	2.0	2.0	2.0
Fire	2.0	2.0	3.0	3.5	3.5
Library	2.0	2.0	2.0	3	3
Municipal Court	2.0	2.0	2.5	2.5	2
Parks	1.0	1.0	1.0	1.0	1.0
Police	9.5	9.5	10	11	12
Streets	1.0	1.0	.5	.5	.5
General Fund Total	24.5	24.5	25.5	28	29
	FTE	FTE	FTE	FTE	FTE
Enterprise Fund	FY 11	FY 12	FY 13	FY 14	FY 15
Water	3.0	3.0	3.5	3.5	3.5
Wastewater	1.0	1.0	1.0	1.0	1.0
Utility Billing	3.0	3.0	3.0	3.5	3.5
Enterprise Fund Total	7.0	7.0	7.5	8.0	8.0
	FTE	FTE	FTE	FTE	FTE

FTE – Full Time Employee or Equivalent

PT – Part Time employee

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



CITY OF MELISSA ANNUAL BUDGET 2014-2015

New Personnel built into this year in the budget creation are: 1 FT Police Officer (half way through the year), additional hours for Code Enforcement coverage and a Part Time Administrative Assistant. Also included in the budget is an Employee Incentive Program.

In an effort to continue to attract and retain employees we made some improvements to our benefit package. The Leave Benefit Package was updated to include a vacation buy back option, employer paid Long-Term Disability coverage, realignment of sick leave, and an additional tier of vacation for extended tenure.

CITY OF MELISSA ANNUAL BUDGET 2014-2015

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Capital Overview

Capital Improvement Program



Capital Improvement Program

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 15, 2% 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 FY15 Budget approved the replacement of one patrol car for the Police Department, replacements for a Park Maintenance truck, a Public Works truck, and updating the Fire Department's Self-Contained Breathing Apparatus (SCBA) systems.



Other capital expenses in the FY 15 Budget are to fund the debt service payments for the following projects. 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." (Pages 98-100)

Project		Forecasted Completion	Expended	Budget Remaining
South Take Point Project	Construction and design	\$ 3,277,390	\$ 998,689	\$ 2,278,701
US 75 Utility Relocation	Construction and design	\$ 1,325,000	\$ 231,006	\$ 1,093,994
Davis Road Sewer Project	Construction and design	\$ 1,215,000	\$ 18,755	\$ 1,196,245
SH 121 Utility Relocation	Construction and design	\$ 923,982*	\$ 44,037	\$ 879,945
Automatic Meter Reading System	Purchase and installation	\$ 1,134,000*	\$ 0	\$ 1,134,000

*Approved Work Orders have not been presented.

Utility CIP:

South Take Point Project

Funding Source: Bond Proceeds supported by Water Rates (2013)

Description: This project will relocate the existing ground storage water tank in order to allow for the future development of Melissa Road. Included in this project is an upgraded pump station and storage facility for City equipment.

Operating Impact: There will be no additional operating impact for the General Fund in FY15 as the debt payments were programmed in the FY14 budget.

US 75 Utility Relocation

Funding Source: Bond Proceeds supported by Water Rates (2013)

Description: This project will relocate an existing sewer line and water line from the east side of US 75 to the west side of US 75 as required for the US 75 reconstruction project.

Operating Impact: There will be no additional operating impact for the General Fund in FY15 as the debt payments were programmed in the FY 13 budget.

Davis Road Sewer Project

Funding Source: Bond Proceeds supported by Water Rates (2013)

Description: This project will extend a sanitary sewer line from the west side of US 75 to the east side of US 75.

Operating Impact: There will be no additional operating impact for the General Fund in FY15 as the debt payments were programmed in the FY 14 budget.

SH 121 Utility Relocation

Funding Source: Bond Proceeds supported by Water Rates (2014)

Description: This project is a placeholder for any and all utility relocations required by the Texas Department of Transportation (TxDOT) reconstruction of SH 121 through Melissa.

CITY OF MELISSA ANNUAL BUDGET 2014-2015

Operating Impact: Debt service payments are programmed into the Utility Fund budget. No additional operating impacts are anticipated at this point.



Automatic Meter Reading System

Funding Source: Bond Proceeds supported by Water Rates (2014)

Description: This project will allow more efficient and precise reading of meters, instant maintenance records, better leak detection and improve customer service with usage and flow data.

Operating Impact: Debt service payments are programmed into the Utility Fund budget. Any additional operating impacts are built into the Water Fund and into Water and Sewer Rates.

Debt Service Summary

Debt Service Summary – Narrative

Debt Service Summary – Financial

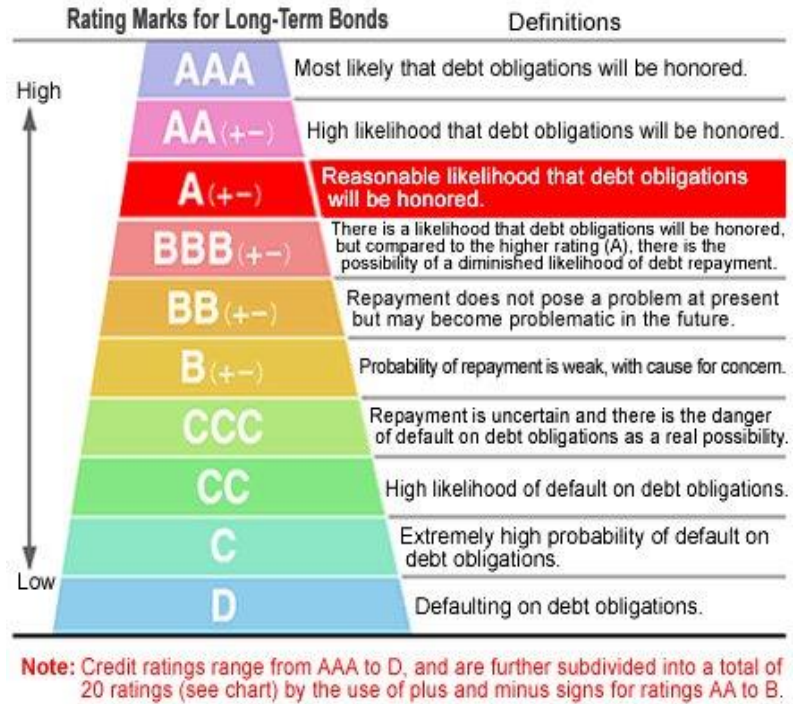


Debt Service Summary - Narrative

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

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

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



Rating Agency	2007	2008	2009	2010	2013
Moody's	Baa2	Baa1	A3	A1	A1
Standard and Poor's	BBB-	A	A	A	A+



CITY OF MELISSA ANNUAL BUDGET 2014-2015

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

- The City of Melissa strives to manage debt issuance by reviewing the Maintenance and Operations allocation against the Interest and Sinking allocation. The City will strive to maintain a 65/35% ratio. This ratio is a guide only and may be amended as our growing community's needs dictate; however, this policy will be used as a measuring device before any debt is issued.
- Legal Debt Limit: The State of Texas Attorney General limits the General Obligation (GO) debt that a city can issue to \$1.00 on the property tax rate. For 2014, the City's debt tax rate was \$0.146358 per \$100/valuation which is 24% of the \$0.61 total tax rate for 2014.
- Debt will be considered for any purpose that municipalities can fund in accordance with State Law of Texas. Under the direction of the City's financial advisor, any debt type and structure will be considered. Ideally, any debt sold should address a need identified in one of the City's Capital Improvements Plans (CIP). The CIP's should be reviewed before any debt is sold.
- Debt should not be considered if it exceeds 25 years, unless a market standard exists to fund the project at a longer term.
- If excess funds exist after addressing maintenance and operations, including reserve allocations and debt service commitments, outstanding debt principal amounts should be reviewed to make advance payments to buy down obligation. This scenario is reviewed during the budget process and approved by the City Council.
- Methods for debt sales will be reviewed and recommended through the City's financial advisor, with approval by the City Council.
- Bond proceeds shall be placed in the highest interest bearing account the City has access to, as long as the invested funds are fully collateralized.
- Existing debt will be reviewed annually to determine if savings can be realized through refinancing or refunding opportunities.

CITY OF MELISSA ANNUAL BUDGET 2014-2015

Summary of Current Year Liabilities – Debt

Fund	FY 15 Principal	FY 15 Interest	Total FY 15 Payment
General	\$410,000	\$246,932	\$656,932
Water	\$850,000	\$698,265	\$1,548,265
MIEDC	\$50,000	\$34,638	\$84,638
MCEDC	\$40,000	\$22,478	\$62,478
TIF	\$345,000	\$395,751	\$740,751

CITY OF MELISSA ANNUAL BUDGET 2014-2015

Debt Service Summary – Financial

City of Melissa 2014-15 Budget Debt Service Summary										as of 10/01/14	
Date	Description	Maturity Date	Principal	Principal	Interest	Fiscal Total	Commitment	O/S Principal	O/S Interest		
GENERAL FUND OBLIGATIONS											
8/12/2008	General Obligation Bonds, Series 2008 Transportation Bond CIP - Bond Election Nov07 Throckmorton Rd; CR 418; Farmin Rd; Rehab Projects; Melissa Rd Ph 2; and Impact Fee Study	9/30/2028	\$ 5,230,000	\$ 215,000	\$ 188,258.88	\$ 401,258.88	General Fund	\$ 4,135,000	\$ 1,515,979.27		
12/19/2011	General Obligation Bonds, Series 2012 Transportation Bond CIP - Bond Election Nov07 Beny Farms Rd. Rehab.	9/30/2032	\$ 500,000	\$ 20,000	\$ 16,200.00	\$ 36,200.00	General Fund	\$ 460,000	\$ 178,200.00		
1/8/2013	General Obligation Bonds, Series 2013 Transportation Bond CIP - \$750,000 Millitary/CR 418 Refinanced 2004 & 2005 CO \$1,635,000	9/30/2032	\$ 2,430,000	\$ 175,000	\$ 44,475.00	\$ 219,475.00	General Fund	\$ 2,335,000	\$ 368,875.00		
	Total Obligation - General Fund					\$ 656,931.88					
WATER FUND OBLIGATIONS											
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	\$ 100,000	\$ 110,969.50	\$ 210,969.50	Water Fund Divided by 4 Cities	\$ 2,065,000	\$ 356,874.00		
5/31/2006	Combination Tax and Revenue CO, Series 2006 \$815k - 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	\$ 30,000	\$ 19,120.00	\$ 49,120.00	Water Fund EDC 4A TIF	\$ 465,000	\$ 150,367.50		
7/15/2006	State Participation Assistance Calculations GTUA-Collin Grayson Project - w/Anna, Howe and Van Alstyne	9/30/2040	\$ 8,675,000	\$ -	\$ 106,424.78	\$ 106,424.78	Water Fund Divided by 4 Cities	\$ 8,675,000	\$ 12,877,879.12		
11/1/2006	Contract Revenue Bonds, Series 2006 (TWDB-SRF) Melissa-Anna Interceptor Project Throckmorton-Trinity River Sewer Project	9/30/2026	\$ 1,745,000	\$ 80,000	\$ 42,912.50	\$ 122,912.50	Water Fund (4A/4B participation)	\$ 1,195,000	\$ 302,337.50		
2/20/2007	Contract Revenue Bonds, Series 2007 GTUA-Collin Grayson Project - w/Anna, Howe and Van Alstyne	9/30/2020	\$ 5,000,000	\$ 200,000	\$ 229,183.50	\$ 429,183.50	Water Fund Divided by 4 Cities	\$ 4,230,000	\$ 3,554,828.25		
1/31/2008	Contract Revenue Bonds, Series 2007 (CWSRF) Melissa-Anna Interceptor Project Throckmorton-Trinity River Sewer Project	9/30/2028	\$ 1,105,000	\$ 45,000	\$ 32,875.00	\$ 77,875.00	Water Fund (4A/4B participation)	\$ 860,000	\$ 277,155.00		
8/12/2008	Certificate of Obligations (Contract Revenue, Series 2008 Water/Wastewater CIP Phase 1 RM 2933 water main from 121 to 545; SW mains; Stiff Creek Sewer improvements; Davis Rd Gravity sewer interceptor; East Water Facility transmission line; and Fitzhugh sewer	9/30/2028	\$ 2,250,000	\$ 95,000	\$ 77,681.25	\$ 172,681.25	Water Fund	\$ 1,765,000	\$ 632,440.00		

CITY OF MELISSA ANNUAL BUDGET 2014-2015

Date	Description	Maturity Date	Principal	Principal	Interest	Fiscal Total	Commitment	O/S Principal	O/S Interest
WATER FUND OBLIGATIONS									
12/11/2009	Contract Revenue Bonds, Series 2009A (Dfund) (GTUA)	9/30/2029	\$ 1,085,000		\$ 42,552.50	\$ 87,552.50	Water Fund	\$ 960,000	\$ 413,555.00
	Fitzhugh Sewer (part 1 of 2)	(GTUA reserve)			\$ 16,980.72	\$ 16,980.72			
12/11/2009	Contract Revenue Bonds, Series 2009B (CWSRF) (GTUA)	9/30/2029	\$ 1,400,000		\$ 42,130.00	\$ 102,130.00	Water Fund	\$ 1,220,000	\$ 412,370.00
	Fitzhugh Sewer (part 2 of 2)	(GTUA reserve)			\$ 20,088.72	\$ 20,088.72			
5/25/2010	General Obligation Refunding Bonds, Series 2010	9/30/2029	\$ 1,255,000		\$ 27,200.00	\$ 137,200.00	Water Fund	\$ 850,000	\$ 118,000.00
	Refinancing \$1,255,000 Series 2000 CO Water Tower								
12/19/2011	Certificate of Obligation, Series 2012	9/30/2032	\$ 1,390,000		\$ 45,250.00	\$ 100,250.00	Water Fund	\$ 1,285,000	\$ 499,100.00
	Fannin Road Water Line & Road rehab								
1/8/2013	Certificate of Obligation, Series 2013	9/30/2032	\$ 4,705,000		\$ 99,821.26	\$ 294,821.26	Water Fund	\$ 4,515,000	\$ 1,059,162.03
	US 75 Util Reloc, Mel Rd Util reloc, Davis Rd sewer								
	South Take Point water project								
7/1/2014	Certificate of Obligation, Series 2014	2/15/2034	\$ 2,150,000		\$ 77,282.30	\$ 137,282.30	Water Fund	\$ 2,150,000	\$ 840,016.81
	SH 121 Utility Relocation, AMR System								
71	Total Obligation - Water Fund					\$ 1,585,334.78			
MELISSA CDC 4B OBLIGATIONS									
12/29/2005	Combination Tax and Revenue CO, Series 2005A	2/15/2026	\$ 825,000		\$ 22,477.50	\$ 62,477.50	CDC 4B	\$ 575,000	\$ 149,951.25
	Fire Station \$100k, Tennis Courts \$250k, BMP \$144k, Hunter's Ridge Park \$5k, Historical House \$300k, plus expenses								
2006	Throckmorton-Trinity River Sewer Project	9/30/2028				\$ 114,223.00	EDC 4A/4B		
	Participation per Interlocal w/City dated July 28, 2006								
	Total Obligation - CDC 4B					\$ 176,700.50			
MELISSA EDC 4A OBLIGATIONS									
5/31/2006	Combination Tax and Revenue CO, Series 2006	2/15/2026	\$ 2,250,000		\$ 19,120.00	\$ 49,120.00	Water Fund	\$ 1,635,000	\$ 509,436.25
	\$615k - Country Ridge Water Supply purchase, plus expenses				\$ 30,000	\$ 49,120.00		\$ 440,000	\$ 130,412.50
	\$1,120,000 - Melissa Rd, plus expenses				\$ 50,000	\$ 84,637.50	EDC 4A	\$ 795,000	\$ 235,771.25
	\$515k - Town Center/Architect fees, plus expenses				\$ 25,000	\$ 42,432.50	TIF	\$ 400,000	\$ 143,252.50
2006	Throckmorton-Trinity River Sewer Project	9/30/2028				\$ 114,223.00	EDC 4A/4B		
	Participation per Interlocal w/City dated July 28, 2006								
	Total Obligation - EDC 4A					\$ 198,860.50			

CITY OF MELISSA ANNUAL BUDGET 2014-2015

Date	Description	Maturity Date	Principal	Principal	Interest	Fiscal Total	Commitment	O/S Principal	O/S Interest
	TAX INCREMENT FINANCING ZONE #1								
5/31/2006	Combination Tax and Revenue CO, Series 2006	2/15/2026	\$ 2,250,000						
	\$615k - Country Ridge Water Supply purchase, plus expenses			\$ 30,000	\$ 19,120.00	\$ 49,120.00	Water Fund	\$ 1,735,000	\$ 585,988.75
	\$1,120,000 - Melissa Rd, plus expenses			\$ 50,000	\$ 34,637.50	\$ 84,637.50	EDC 4A	\$ 485,000	\$ 150,957.50
	\$515k - Town Center Architect fees, plus expenses			\$ 25,000	\$ 17,432.50	\$ 42,432.50	TIF	\$ 845,000	\$ 273,033.75
								\$ 425,000	\$ 161,997.50
2/10/2009	Combination Tax and Revenue CO, Series 2009	9/30/2034	\$ 9,840,000	\$ 320,000	\$ 378,318.76	\$ 698,318.76	TIF	\$ 9,230,000	\$ 4,707,278.82
	City Hall								
	Total Obligation - TIF					\$ 740,751.26			

CITY OF MELISSA ANNUAL BUDGET 2014-2015

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Planning Processes

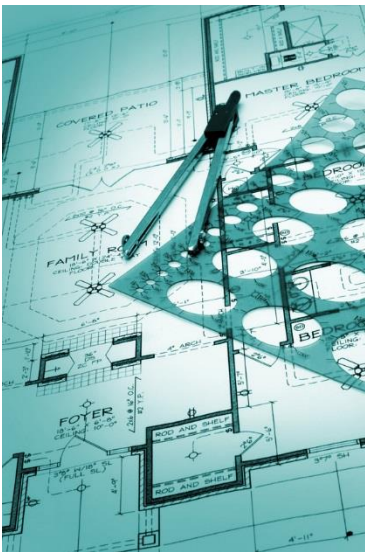
Planning Processes



Planning Processes

Comprehensive Plan:

Overview: The City adopted its first Comprehensive Plan in 2006 with the help of an outside consulting firm. The document reviewed many building blocks for community development including utilities, thoroughfares, parks, facilities, housing, 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.



FY15 Budget impact: The update of the Plan will be considered for adoption. The update was funded in the FY14 budget, thus no impact in plan is planned for FY15.

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.

FY15 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 FY15, the City plans to fund the completion of Milrany Lane from SH121 to Karnaghan Lane.

Strategic Planning:

Overview: The City Council initiated a strategic planning process to develop a revised Vision, Mission, and Strategic Priorities for the next three years and ten year time period. These items were compiled into a strategy map that was used in the budget process to evaluate programs and services for funding. Continuation of the planning process is planned for FY15.

Supplemental Information

Community Profile

Outsourced Services

Boards & Commissions

Ordinances

Glossary of Terms



Community Profile

HISTORY OF MELISSA, TEXAS

MELISSA, TEXAS



County: Collin

Location: 38 miles north of Dallas on US Hwy 75

Area: 21 square Miles

Form of Government: Council/Manager

Number on Council: 7

Municipal Police: 10

Paid Fireman: 3.5

Volunteer Firemen: 33

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



CITY OF MELISSA ANNUAL BUDGET 2014-2015

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. The estimated population for 2015 is 7,800.

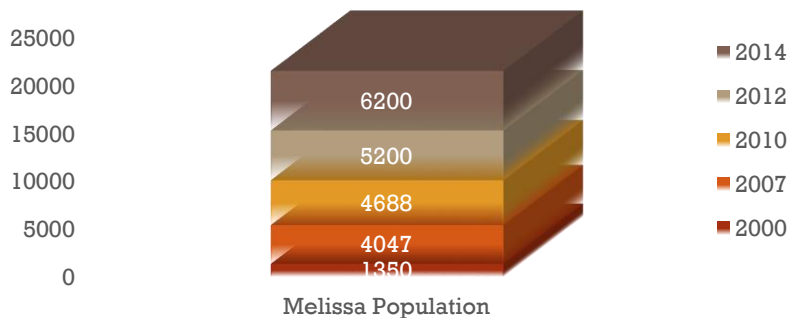
(Source: Melissa, Texas Forum)

DEMOGRAPHICS

POPULATION					
	2000	2007	2008	2010	2014
Melissa	1,350	4,047	4,688	5,200	7,500
Collin County	491,675	731,350	749,590	791,633	854,778

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

MELISSA POPULATION



CITY OF MELISSA ANNUAL BUDGET 2014-2015

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	2012
Melissa	\$60,761	\$64,376	\$84,410
Collin County	\$70,331	\$97,234	\$81,364

AVERAGE HOUSEHOLD INCOME

	2000	2009	2012
Melissa	\$77,560	\$87,843	\$92,452
Collin County	\$89,506	\$124,474	\$130,712

PER CAPITA INCOME

	2000	2009	2012
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	\$207,392	30.1

CITY OF MELISSA ANNUAL BUDGET 2014-2015

EMPLOYMENT – CENSUS 2010 DATA

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

(Source: Census 2010)

EDUCATION

Melissa ISD (Texas Exemplary Campuses)

Number of Enrolled Students: 1,921

Elementary (666 Students) - Harry McKillop Elementary

Intermediate School (427 Students) - Melissa Ridge Intermediate

Middle School (317 Students) - Melissa Ridge Middle School

High School (511 Students) - Melissa High School

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)



(Source: Melissa ISD)

CITY OF MELISSA ANNUAL BUDGET 2014-2015

TOP 10 MAJOR EMPLOYERS

1.	Melissa ISD	239
2.	Kirk Concrete Construction, Inc	130
3.	Calhar Utility Contractors	80
4.	Alpha Industries Fabricated structural steel	71
5.	NTMWD Regional Disposal Facility	47
6.	City of Melissa City Government	44
7.	Mudpies & Lullabies	34
8.	First Melissa Church	28
9.	CMC Rebar	28
10.	Sonic Drive-In	24

(Source: City of Melissa)

TRANSPORTATION



Road Service:

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

Distance in miles to:	
Dallas	38
Fort Worth	65
Houston	277
Chicago	895
Los Angeles	1,430
New York	1,541

CITY OF MELISSA ANNUAL BUDGET 2014-2015

Air Service:

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



DALLAS/FORT WORTH
INTERNATIONAL AIRPORT

Rail Service:

Provider - Southern Pacific

(Source: City of Melissa)

TAXATION

PROPERTY TAX:

Rate per \$1,000

Valuation \$2.471143

Breakdown by Entity:

Collin County	\$0.2375
Special District (Community College)	\$0.083643
Melissa City	\$0.61
Melissa ISD	\$1.54

(Source: Collin County Appraisal District)

SALES TAX:

Total Sales Tax Rate 8.25%

Breakdown by Entity:

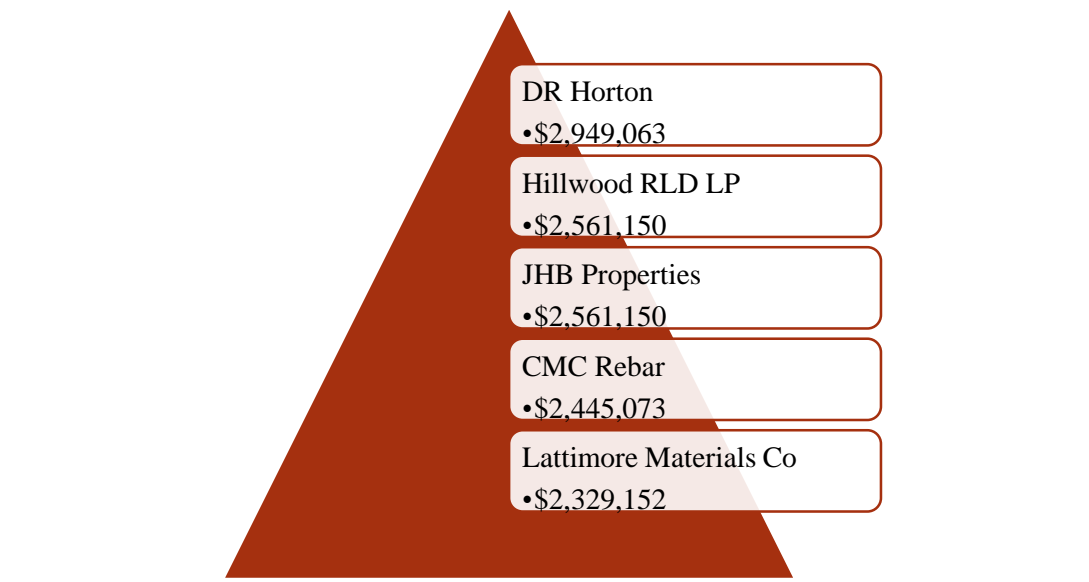
Municipal Sales Tax	1%
State Sales Tax	6.25%
Economic Development Sales Tax (4A)	0.5%
Other Sales Tax (4B)	0.5%

TOTAL TAXABLE VALUE \$475 Million

CITY OF MELISSA ANNUAL BUDGET 2014-2015

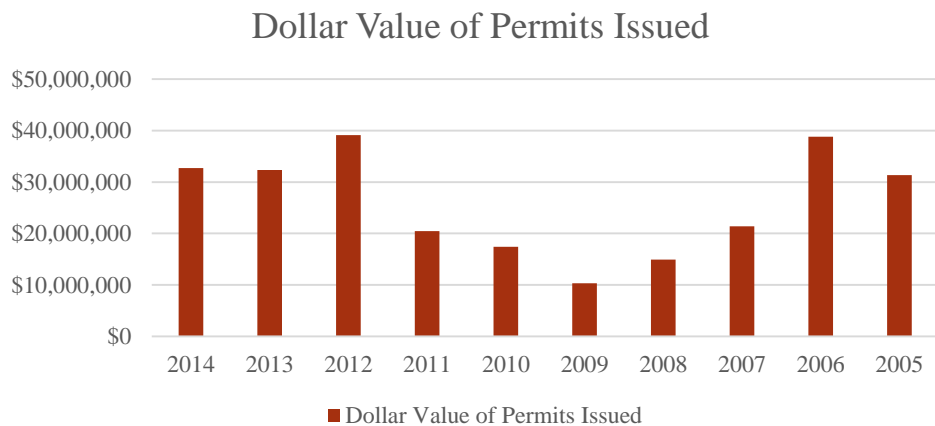
(Source: City of Melissa)

2013 TOP 5 PROPERTY VALUATIONS



(Source: Collin County Appraisal District)

DOLLAR VALUE OF PERMITS ISSUED



2014 - \$32,708,070 (through 7/25/14)	2009 - \$10,348,048
2013 - \$32,334,387	2008 - \$14,921,023
2012 - \$39,137,790	2007 - \$21,396,300
2011 - \$20,439,210	2006 - \$38,835,826
2010 - \$17,439,309	2005 - \$31,350,075

(Source: City of Melissa)



CITY OF MELISSA ANNUAL BUDGET 2014-2015

ECONOMIC DEVELOPMENT

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

(Source: City of Melissa)

UTILITIES



Electricity



Electricity



Natural Gas



Water Supplier + Sewer System

(Source: City of Melissa)

CITY OF MELISSA ANNUAL BUDGET 2014-2015

COMMUNITY INFORMATION AND SURROUNDING AREA

Enjoy any of Melissa's...



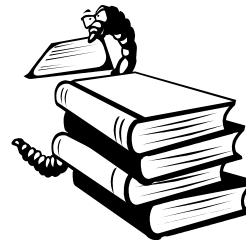
6 Churches



3 Parks



3 Area Lakes



1 Library

CLIMATE:



Annual Avg
Temperature
65.7F



Annual Avg
Precipitation
33.22"



Annual Avg
Snow Fall
2.70"

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

CITY OF MELISSA ANNUAL BUDGET 2014-2015

BANKING

First National Bank Trenton, Melissa, Texas

MEDIA

Local TV Stations and Cable/Satellite Available

AREA ATTRACTIONS

Annual County Live Stock Show
Horse Shows
Collin County Farm Museum
Collin County Youth Park
Community Carnival

FOR MORE INFORMATION



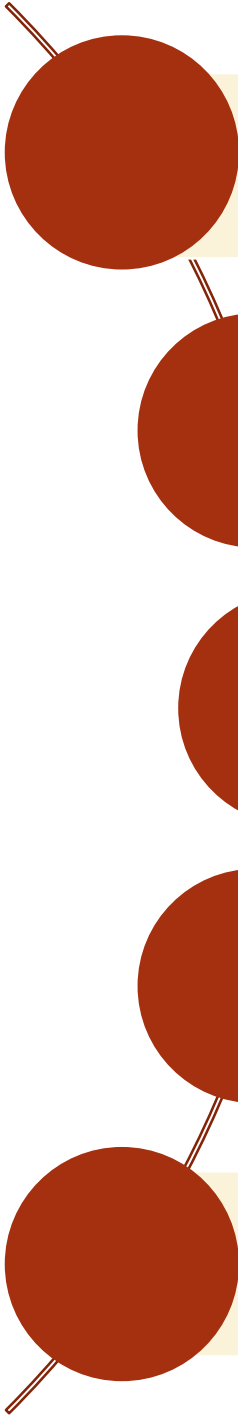
City of Melissa Municipal
Center
3411 Barker Avenue
Melissa, TX 75454-9501
Call (972) 838-2338
Fax (972) 837-2452
Monday - Friday
8:00am to 5:00pm

(Sources: City of Melissa, NCTCOG)



Outsourced Services

The City of Melissa outsources the following services:



Information Technology

- **Fulcrum Group** - 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.

Planning & Engineering

- **HF Consulting Inc.** has served as the City's principal City Engineer for the past 13 years providing professional planning, engineering and architectural services for roads, parks, water and wastewater projects, Capital Improvement Plans and development. They also provide all 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** 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.

Animal Control, Ambulance, Dispatch, Jail, Public Health, Tax Assessor & Collection, Property Appraisal

- **Collin County** - The City contracts with Collin County to provides services for all above mentioned functions.

Boards and Commissions

**CITY OF MELISSA, TEXAS
BOARDS AND COMMISSIONS
DESCRIPTIONS AND FUNCTIONS
2014-2015**

BOARD OF ADJUSTMENTS:

5 Members; two year staggered terms. Alternate members as appointed by Council.

Meets monthly, if necessary, at 7:00 p.m., City of Melissa City Hall, 3411 Barker Ave., Melissa, TX

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 3rd Thursday of each month at 7:00 p.m. at City of Melissa City Hall, 3411 Barker Ave., Melissa, TX

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.

LIBRARY ADVISORY BOARD:

7 Members; two year terms

Meets on the 1st Thursday of each month at 6:30 p.m. at Melissa City Hall, Community Room, 3411 Barker Ave., Melissa, TX

Advises City Council in matters related to Library Services



CITY OF MELISSA ANNUAL BUDGET 2014-2015

MELISSA COMMUNITY AND ECONOMIC DEVELOPMENT CORPORATION (4B):

2013 Melissa Park Board was combined with the MCEDC Board

9 Members; two year terms

Meets on the 2nd Thursday of each month at 7:00 p.m. at City of Melissa City Hall, 3411 Barker Ave., Melissa, TX

Identifies and funds community facilities and related projects to maintain and enhance the quality of life in Melissa.

MELISSA INDUSTRIAL AND ECONOMIC DEVELOPMENT CORPORATION (4A):

7 Members; three year terms

Meets when necessary at City of Melissa City Hall, 3411 Barker Ave., 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.

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

Ordinance adopting FY2014-2015 Budget

CITY OF MELISSA, TEXAS

ORDINANCE NO: 14-30

AN ORDINANCE OF THE CITY OF MELISSA, TEXAS APPROVING THE BUDGET FIGURES FOR FISCAL YEAR 2014-2015; ADOPTING A BUDGET AND APPROPRIATING RESOURCES FOR THE CITY OF MELISSA, TEXAS, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2014; 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, 2014 and ending September 30, 2015 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 26, 2014, 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, 2014 and ending September 30, 2015, is hereby approved and adopted.

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

CITY OF MELISSA ANNUAL BUDGET 2014-2015

Fiscal Year 2014/2015

General Fund	\$ 4,617,528.00
Water Fund	\$ 2,901,032.00
General Debt Service	\$ 1,544,798.14
Utility Debt Service	\$ 1,585,334.79
Utility Construction	\$ 6,985,902.00
TIF #1	\$ 740,751.26

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

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

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

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



REED GREER, MAYOR

ATTESTED TO AND
CORRECTLY RECORDED BY:


LINDA BANNISTER, CITY SECRETARY



CITY OF MELISSA ANNUAL BUDGET 2014-2015

General Fund Budget Summary

City of MELISSA			
FUND			
01 GENERAL FUND			
DETAILS			
LINE ITEMS	Budget 2012-2013	ADOPTED 2013-2014	PROPOSED 2014-2015
Revenues			
TOTAL 01 ADMINSTRATIVE	2,886,964	2,972,016	3,412,021
TOTAL 02 DEVELOPMENT & NEIGHBORHOOD SERVICES	549,321	413,650	555,150
TOTAL 04 PARKS & GROUNDS	54,530	51,082	71,150
TOTAL 05 MUNICIPAL COURTS	443,317	500,000	500,000
TOTAL 06 POLICE	18,600	0	0
TOTAL 08 FIRE DEPARTMENT	43,902	57,776	57,776
TOTAL 10 LIBRARY DEPARTMENT	26,375	20,995	21,431
Total General Fund Revenue	\$ 4,023,009	\$ 4,015,519	\$ 4,617,528
Expenses by Department	Actual 2012-2013	Proposed 2013-2014	Proposed 2014-2015
Non-Departmental	652,165	661,702	805,612
Administrative	563,112	515,556	620,221
Development Services	492,343	400,470	516,243
Parks	245,413	258,355	382,672
Municipal Courts	304,688	324,031	314,964
Police	780,073	834,798	912,298
Street	229,884	244,114	186,421
Fire	574,065	580,617	656,662
Library	139,356	153,740	159,445
Building Maintenance	74,100	62,133	62,990
Total General Fund Expenditures	\$ 4,055,199	\$ 4,035,516	\$ 4,617,528
General Fund Debt Service		\$ 649,672	\$ 656,932
Total General Fund		\$ 4,804,918	\$ 5,274,460
Contribution to Fund Balance	\$ 16,562	\$ 10,000	\$ 21,705

CITY OF MELISSA ANNUAL BUDGET 2014-2015

General Fund Revenue Detail

City of Melissa FUND 01 GENERAL FUND DETAILS				
LINE ITEMS	Actual 2012-2013	Adopted 2013-2014	Estimated 2013-2014	Proposed 2014-2015
Administrative				
4110 CURRENT PROPERTY TAXES	1,479,059	1,611,773	1,611,773	1,984,618
4120 DELINQUENT PROPERTY TAXES	47,451	40,000	40,000	40,000
4130 PENALTIES & INTEREST	20,328	20,000	20,000	20,000
4145 COLLIN COUNTY/CHILD SAFETY	5,711	6,000	6,000	6,000
4160 SALES TAX	703,708	700,000	700,000	725,000
4170 FRANCHISE FEES/TAXES	254,621	240,000	278,000	280,000
4210 LIQUOR TAX	181			
4220 LEASE REVENUE	83,363	81,243	81,243	86,403
4225 BOND PROCEEDS/Grant	37,854			
4315 TRANSFER IN	236,474	243,000	243,000	250,000
4330 INTEREST	18,214	30,000	30,000	20,000
4380 MISCELLANEOUS INCOME		0	0	0
Road Escrow	400,219			
TOTAL 01 ADMINSTRATIVE	\$3,287,183	\$2,972,016	\$3,010,016	\$ 3,412,021
Development & Neighborhood Services				
4180 LICENSES & PERMITS	406,478	220,000	348,173	359,000
4180 Licenses - Contractor		7,500	7,500	10,000
4190 PLATTING & DEVELOPMENT	142,844	186,150	186,150	186,150
TOTAL 02 DEVELOPMENT & NEIGHBORHOOD SERVICES	\$ 549,321	\$ 413,650	\$ 541,823	\$ 555,150
Parks & Grounds				
Park Rental Fees	8,625	4,000	4,000	4,000
Grant				
4345 PARK MAINTENANCE/SUPPORT	45,905	47,082	47,082	67,150
TOTAL 04 PARKS & GROUNDS	\$ 54,530	\$ 51,082	\$ 51,082	\$ 71,150
Municipal Courts				
4140 Court Fines	443,317	500,000	500,000	500,000
TOTAL 05 MUNICIPAL COURTS	\$ 443,317	\$ 500,000	\$ 500,000	\$ 500,000
Police Department				
PD Drug/Seizure	17,408			
Law Enforcement Officer Stand/Training				
Golf Carts	240			
Police Reports	952	0	0	0
TOTAL 06 POLICE	\$18,600	\$ -	\$ -	\$ -
Fire Department				
4185 FIRE DEPARTMENT INSURANCE REIMBURSE	0	15,000	15,000	15,000
4365 FIRE DEPT./COLLIN COUNTY	31,902	42,776	42,776	42,776
4378 Training Classes - Tuition	12,000			
TOTAL 08 FIRE	\$ 43,902	\$57,776	\$57,776	\$57,776
Library Department				
4385 MISCELLANEOUS INCOME/LIBRARY	8,521	5,000	5,000	3,500
Library Donations	2,315			1,000
Donations - Books and Patrons				600
4390 COLLIN COUNTY/LIBRARY	15,539	15,995	15,995	16,331
4410 LONE STAR GRANT/LIBRARY	0	0	0	0
TOTAL 10 LIBRARY	\$26,375	\$20,995	\$20,995	\$21,431
Total General Fund Revenue	\$4,423,228	\$4,015,519	\$4,181,692	\$4,617,528

CITY OF MELISSA ANNUAL BUDGET 2014-2015

General Fund Detailed Budget by Department

NON-DEPARTMENTAL

CITY OF MELISSA			
FUND	DEPARTMENT		
01 GENERAL FUND	00 NON-DEPARTMENTAL		
LINE ITEM DETAIL			
LINE ITEMS	ACTUAL 2013	BUDGET Revised 2014	PROPOSED 2015
5220 ANIMAL CONTROL	32,151	32,000	32,000
5230 APPRAISAL DISTRICT	14,488	16,075	16,556
5260 ENGINEERING	64,507	35,000	35,000
5290 SECURITY & Access	1,852	1,764	2,664
5344 ECONOMIC DEVELOPMENT	-	-	20,000
5371 R&R FUND - CITY HALL	10,000	15,000	15,000
5390 PROFESSIONAL SERVICES	18,231	23,250	24,825
5400 AUDIT FEES	12,500	12,500	12,500
5410 LEGAL FEES	149,992	118,000	50,000
Property Taxes	16		-
5415 ENVIRONMENTAL SVCS	4,160	4,000	4,000
5420 INSURANCE	73,799	98,000	95,000
5430 TELEPHONE	10,169	17,641	19,041
5433 WEBSITE	-	2,874	2,919
5434 COMMUNICATIONS	-	700	1,000
5435 INTERNET SERVICE	-	850	850
5436 COMPUTER EXPENSES	11,682	25,229	65,218
5438 COMPUTER HARDWARE/SOFTWARE	-	4,750	9,325
5443 IT COMPUTER REPLACEMENT	1,300	7,195	20,509
5470 UTILITIES	62,242	60,000	60,000
5511 CHAMBER OF COMMERCE EXPENSES	10,150	10,000	10,000
5610 CHILD ABUSE	2,677	-	-
Chartiable Contributions	2,250	1,000	-
Contribution to Fund Balance			21,705
Debt Service - Admin fees		400	
Designated Capital Project Fund Balance		60,000	60,000
5950 TRANSFER OUT	170,000	202,874	180,000
OPERATIONS TOTAL	\$652,165	\$749,102	\$758,112

CITY OF MELISSA ANNUAL BUDGET 2014-2015

ADMINISTRATION

CITY OF MELISSA			
FUND	DEPARTMENT		DIVISION
01 GENERAL FUND	01 ADMINSTRATIVE		01 ADMINSTRATIVE
LINE ITEM DETAIL			
LINE ITEMS	ACTUAL 2013	BUDGET Base only 2014	PROPOSED 2015
5110 SALARIES & WAGES	353,788	359,365	414,121
5111 EMPLOYEE INCENTIVE COMPENSATION		0	20,000
5145 LONGEVITY PAY	1,380	1,572	1,936
5150 SOCIAL SECURITY EXPENSE	19,987	21,877	25,613
5155 MEDICARE EXPENSE	4,922	5,117	5,990
5160 SUTA EXPENSE	117	36	145
5165 AFLAC EXPENSE	1,106	0	0
5166 LONG TERM DISABILITY	381	435	501
5170 TMRS EXPENSE	14,597	15,667	26,779
5195 DRUG SCREENING	61	0	0
5442 CAR ALLOWANCE	6,969	6,000	6,000
5510 GROUP HEALTH INSURANCE	28,399	26,446	43,051
PERSONNEL TOTAL	\$ 431,708	\$ 436,516	\$ 544,136
5196 MISC EMPLOYEE EXPENSE	5,764	1,500	1,500
5197 EMPLOYEE APPRECIATION-RECOGNITION	0	3,000	3,650
5198 EMPLOYEE SPECIAL EVENTS	0	2,000	2,000
5240 CITY COUNCIL EXPENSE	5,296	5,000	5,000
5245 BOARDS AND COMMISSIONS	0	0	3,000
5250 ELECTION EXPENSE	8,203	0	10,000
5280 OFFICE SUPPLIES	7,759	3,000	5,000
5290 SECURITY	456	0	0
5310 DUES & MEMBERSHIPS	8,006	9,930	8,245
5320 POSTAGE AND DELIVERY	1,314	1,000	1,000
5321 SHIPPING AND COURIER SVC	416	500	500
5330 PUBLICATIONS AND SUBSCRIPTIONS	7,566	717	717
5335 CREDIT CARD CHARGES	270	0	0
5340 ADVERTISING & PROMOTIONS	18,012	4,500	2,500
5350 PRINTING AND REPRODUCTION	3,950	4,000	2,000
5352 Codification of Ordinances		4,000	
5356 Communications	328		0
5357 Website Maintenance	3,313		0
5360 EQUIPMENT	1,540	0	
5361 EQUIPMENT RENTAL	5,228	2,690	3,536
5370 CONTRACT REPAIRS & MAINTENANCE	126	0	0
5377 Lease Expense	3		0

CITY OF MELISSA ANNUAL BUDGET 2014-2015

LINE ITEMS	ACTUAL 2013	BUDGET Base only 2014	PROPOSED 2015
5390 PROFESSIONAL SERVICES	13,677	8,000	0
5420 INSURANCE	310	0	0
5430 TELEPHONE	11,042	3,600	3,715
5432 WIRELESS TELEPHONE EXP	2,422	1,650	2,400
5435 INTERNET SERVICE	1,535	550	1,000
5436 COMPUTER EXPENSES	15,234	11,590	8,590
5438 Computer Hardware/Software	31,227		0
5439 BUSINESS MEALS	3,706	3,000	3,000
5440 TRAVEL EXPENSES	9,528	8,561	12,149
5441 MILEAGE REIMBURSEMENT	1,956	2,000	1,000
5443 IT COMPUTER REPLACEMENT	2,867	1,733	2,311
5450 UNIFORMS	712	600	600
5460 TRAINING	13,849	7,720	3,270
5499 Beautification Committee	66		0
5500 Misc Expense	2,493	560	0
5550 SUPPLIES	3,900	2,500	2,500
5573 COLLIN COUNTY FILING FEE	2,537	1,500	1,500
5574 DOCUMENT MANAGEMENT	1,850	1,000	0
5520 Transfer Out		324,781	
5635 Charitable Contributions	400	0	0
OPERATIONS TOTAL	\$ 196,864	\$ 421,182	\$ 90,683
5910 CAPITAL OUTLAY	0	0	0
CAPITAL TOTAL	\$ -	\$ -	\$ -
01-01 TOTAL	\$ 563,112	\$ 857,697	\$ 634,819

CITY OF MELISSA ANNUAL BUDGET 2014-2015

DEVELOPMENT & NEIGHBORHOOD SERVICES

CITY OF MELISSA			
FUND	DEPARTMENT		DIVISION
01 GENERAL FUND	02 DEVELOPMENT & NEIGHBORHOOD SVCS		02 DEVELOPMENT & NEIGHBORHOOD SVCS
LINE ITEM DETAIL			
LINE ITEMS	ACTUAL 2013	BUDGET Base only 2014	PROPOSED 2015
5110 SALARIES & WAGES	86,024	93,963	96,782
5115 Salaries Overtime	868		0
5145 LONGEVITY PAY	680	1,148	872
5150 SOCIAL SECURITY EXPENSE	5,324	5,891	6,001
5155 MEDICARE EXPENSE	1,245	1,377	1,403
5160 SUTA EXPENSE	63	18	18
5166 LONG TERM DISABILITY	151	123	123
5170 TMRS EXPENSE	3,531	4,006	8,006
5190 CONTRACT LABOR	0	0	0
5195 DRUG SCREENING	0	0	0
5510 GROUP HEALTH INSURANCE	9,098	10,110	12,306
PERSONNEL TOTAL	\$106,984	\$116,636	\$125,510
5261 DEVELOPMENT PROJECT ENG. FEES	215,291	261,150	200,000
5270 INSPECTIONS	158,873	262,000	179,500
5280 OFFICE SUPPLIES	2,435	2,350	2,500
5310 DUES & MEMBERSHIPS	240	320	245
5320 POSTAGE AND DELIVERY	394	400	500
5330 PUBLICATIONS AND SUBSCRIPTIONS	247	275	275
5340 ADVERTISING & PROMOTIONS	0	1,000	1,000
5350 PRINTING AND REPRODUCTION	60	750	300
5361 EQUIPMENT RENTAL	0	3,250	3,600
5370 CONTRACT REPAIRS & MAINTENANCE	1,332	600	0
5430 TELEPHONE	3,089	2,800	3,000
5436 COMPUTER EXPENSES	0	0	500
5439 BUSINESS MEALS	142	0	0
5440 TRAVEL EXPENSES	640	1,400	1,400
5443 IT COMPUTER REPLACEMENT	1,500	289	0
5450 UNIFORMS	85	0	600
5460 TRAINING	416	750	
5550 Supplies	370	0	
5573 COLLIN COUNTY FILING FEES	247	0	500
OPERATIONS TOTAL	\$385,359	\$537,334	\$393,920
5910 CAPITAL OUTLAY	0	0	0
CAPITAL TOTAL	\$ -	\$ -	\$ -
01-02 TOTAL	\$492,343	\$653,970	\$ 519,430

CITY OF MELISSA ANNUAL BUDGET 2014-2015

PARKS

CITY OF MELISSA			
FUND	DEPARTMENT		DIVISION
01 GENERAL FUND	04 PARKS & GROUNDS		04 PARKS & GROUNDS
LINE ITEM DETAIL			
LINE ITEMS	ACTUAL 2013	BUDGET Base only 2014	PROPOSED 2015
5110 SALARIES & WAGES	38,279	39,188	40,364
5115 SALARIES - OVERTIME	281	1,750	1,750
5145 LONGEVITY PAY	212	260	308
5150 SOCIAL SECURITY EXPENSE	1,993	2,538	2,611
5155 MEDICARE EXPENSE	466	594	608
5160 SUTA EXPENSE	9	9	9
5166 LONG TERM DISABILITY	44	53	53
5170 TMRS EXPENSE	1,488	1,846	2,595
5190 CONTRACT LABOR	0	0	0
5195 DRUG SCREENING	0	0	0
5510 GROUP HEALTH INSURANCE	4,795	3,852	7,148
PERSONNEL TOTAL	\$ 47,567	\$ 50,090	\$ 55,446
5310 DUES & MEMBERSHIPS	45	0	50
5360 EQUIPMENT	988	1,200	1,200
5370 CONTRACT REPAIRS & MAINTENANCE	96,330	90,445	99,565
5375 VEHICLE REPAIR & MAINTENANCE	1,152	2,000	2,000
5376 Bldg Repairs & Maintenance	845		
5385 VEHICLE FUEL	1,920	2,000	2,200
5432 WIRELESS TELEPHONE EXP	502	600	600
5443 IT COMPUTER REPLACEMENT	533	300	300
5447 IT Computer Replacement Purchases	827		
5450 UNIFORMS	319	400	400
5470 UTILITIES	68,300	72,000	65,000
5500 Misc Expense	840		
5501 ZADOW PARK	0	10,411	0
5505 PARK EXPENSES	0	3,830	33,940
Park Debt			80,000
5550 SUPPLIES	25,246	20,490	37,300
OPERATIONS TOTAL	\$ 197,846	\$ 203,676	\$ 322,555
5530 CAPITAL OUTLAY Vehicle	0	0	6,000
CAPITAL TOTAL	\$ -	\$ -	\$ 6,000
01-04 TOTAL	\$ 245,413	\$ 253,766	\$ 384,001

CITY OF MELISSA ANNUAL BUDGET 2014-2015

MUNICIPAL COURTS

CITY OF MELISSA			
FUND	DEPARTMENT		DIVISION
01 GENERAL FUND	05 MUNICIPAL COURTS		05 MUNICIPAL COURTS
LINE ITEM DETAIL			
LINE ITEMS	ACTUAL 2013	BUDGET 2014	PROPOSED Totals 2015
5110 SALARIES & WAGES	89,321	82,426	55,301
5115 SALARIES - OVERTIME	1,359	2,500	2,500
5145 LONGEVITY PAY	296	344	392
5150 SOCIAL SECURITY EXPENSE	5,060	5,885	3,739
5155 MEDICARE EXPENSE	1,183	1,376	875
5160 SUTA EXPENSE	19	36	18
5166 LONG TERM DISABILITY	98	139	46
5170 TMRS EXPENSE	3,425	4,179	3,555
5194 Psychological Screen	100		0
5195 Drug Screening	45		0
5190 CONTRACT LABOR	0	13,600	40,800
5510 GROUP HEALTH INSURANCE	19,012	15,013	10,873
PERSONNEL TOTAL	\$ 119,919	\$ 125,499	\$118,099
5280 OFFICE SUPPLIES	2,315	3,755	3,800
5310 DUES & MEMBERSHIPS	90	140	100
5320 POSTAGE AND DELIVERY	528	1,000	1,000
5335 CREDIT CARD CHARGES	11,450	8,600	0
5340 ADVERTISING & PROMOTIONS	495	0	400
5350 PRINTING AND REPRODUCTION	1,620	1,600	900
5360 Equipment	715		
5430 TELEPHONE	2,197	2,064	2,064
5436 COMPUTER EXPENSES	5,035	2,419	2,692
5441 Mileage	192	400	400
5443 IT COMPUTER REPLACEMENT	1,700	0	0
5450 UNIFORMS	179	180	180
5460 TRAINING	156	275	150
5500 Misc Expense	50		0
5570 STATE COURT COST	134,009	166,000	156,000
5571 FINES - COLLECTION EXPENSE	18,920	20,000	25,000
5572 DISPOSITION SERVICES	1,350	2,000	2,000
5575 INMATE BOARDING EXPENSE	3,769	3,000	4,000
OPERATIONS TOTAL	\$ 184,770	\$ 211,432	\$ 198,686
5910 CAPITAL OUTLAY	0	0	0
CAPITAL TOTAL	0	0	0
01-05 TOTAL	\$ 304,688	\$ 336,931	\$ 316,785

CITY OF MELISSA ANNUAL BUDGET 2014-2015

POLICE

CITY OF MELISSA			
FUND	DEPARTMENT		DIVISION
01 GENERAL FUND	06 POLICE DEPARTMENT		06 POLICE DEPARTMENT
LINE ITEM DETAIL			
LINE ITEMS	ACTUAL 2013	BUDGET Base only 2014	PROPOSED 2015
5110 SALARIES & WAGES	458,843	506,098	559,079
5115 SALARIES - OVERTIME	26,132	32,000	17,000
5145 LONGEVITY PAY	3,008	3,392	3,388
5150 SOCIAL SECURITY EXPENSE	26,676	32,507	35,655
5155 MEDICARE EXPENSE	6,239	7,606	8,339
5160 SUTA EXPENSE	120	90	181
5166 LONG TERM DISABILITY	546	639	707
5170 TMRS EXPENSE	19,234	23,083	35,529
5194 PSYCHOLOGICAL SCREEN	0	200	200
5195 DRUG SCREENING	0	200	200
5510 GROUP HEALTH INSURANCE	65,049	70,582	93,263
PERSONNEL TOTAL	\$ 605,848	\$ 676,397	\$ 753,540
5196 MISC EMPLOYEE EXPENSE	99	150	250
5280 OFFICE SUPPLIES	4,461	3,500	3,500
5281 FURNITURE & FIXTURES	0	0	0
5310 DUES & MEMBERSHIPS	966	1,011	997
5320 POSTAGE AND DELIVERY	78	250	250
5321 SHIPPING AND COURIER SVC	183	100	100
5330 PUBLICATIONS AND SUBSCRIPTIONS	2,001	2,105	2,105
5340 ADVERTISING & PROMOTIONS	0	0	0
5341 PROMOTIONAL MATERIALS	1,540	1,800	1,800
5350 PRINTING AND REPRODUCTION	725	1,200	1,200
5355 PUBLIC EDUCATION	0	0	0
5360 EQUIPMENT	5,089	4,730	3,100
5370 CONTRACT REPAIRS & MAINTENANCE	722	684	1,034
5375 VEHICLE REPAIR & MAINTENANCE	15,184	12,500	12,500
5376 BLDG REPAIR & MAINTENANCE	0	0	0
5390 Professional Services	556	4,000	
5385 VEHICLE FUEL	33,395	28,000	31,500
5395 LICENSE FEES	1,361	824	355
5430 TELEPHONE	3,747	3,400	3,400
5431 BEEPER SERVICE	0	0	0
5432 WIRELESS TELEPHONE EXP	4,822	5,220	5,220
5436 COMPUTER EXPENSES	4,646	4,646	5,495
5439 Business Meals	213		0
5440 TRAVEL EXPENSES	1,122	650	2,310
5441 MILEAGE REIMBURSEMENT	583	900	400
5443 IT COMPUTER REPLACEMENT	3,833	6,971	7,495
5450 UNIFORMS	5,302	6,670	7,353
5460 TRAINING	2,788	2,990	3,090
5461 LEOSE Training		1,700	
5550 SUPPLIES	1,180	2,340	2,740

CITY OF MELISSA ANNUAL BUDGET 2014-2015

LINE ITEMS	ACTUAL 2013	BUDGET Base only 2014	PROPOSED 2015
5500 Misc Expese	0	950	0
5600 DISPATCHING EXPENSE	22,158	25,398	28,096
5610 CHILD ABUSE	0	3,500	3,500
OPERATIONS TOTAL	\$ 116,753	\$ 126,189	\$ 127,540
5530 CAPITAL OUTLAY VEHICLE	57,472	53,862	49,380
5910 CAPITAL OUTLAY		0	0
CAPITAL TOTAL	\$ 57,472	\$ 53,862	\$ 49,380
01-06 TOTAL	\$ 780,073	\$ 856,448	\$ 930,460

CITY OF MELISSA ANNUAL BUDGET 2014-2015

STREETS

CITY OF MELISSA			
FUND	DEPARTMENT		DIVISION
01 GENERAL FUND	07 STREET DEPARTMENT		07 STREET DEPARTMENT
LINE ITEM DETAIL			
LINE ITEMS	ACTUAL 2013	BUDGET Base only 2014	PROPOSED 2015
5110 SALARIES & WAGES	16,391	18,863	19,429
5115 SALARIES - OVERTIME	1,020	1,000	1,000
5145 LONGEVITY PAY	38	36	84
5150 SOCIAL SECURITY EXPENSE	1,281	1,174	1,267
5155 MEDICARE EXPENSE	394	276	297
5160 SUTA EXPENSE	7	9	9
5166 LONG TERM DISABILITY	40	51	25
5170 TMRS EXPENSE	870	899	1,310
5510 GROUP HEALTH INSURANCE	3,130	9,007	5,440
PERSONNEL TOTAL	\$ 23,171	\$ 31,314	\$ 28,861
5280 OFFICE SUPPLIES	0	0	0
5360 EQUIPMENT	1,998	5,350	4,350
5361 EQUIPMENT RENTAL	0	2,000	2,000
5370 CONTRACT REPAIRS & MAINTENANCE	42,260	65,000	25,000
5375 VEHICLE REPAIR & MAINTENANCE	3,361	1,500	1,500
5385 VEHICLE FUEL	112	500	700
5432 WIRELESS TELEPHONE EXP	504	800	800
5441 MILEAGE REIMBURSEMENT	284	100	100
5443 IT COMPUTER REPLACEMENT	0	0	0
5450 UNIFORMS	632	550	550
5470 UTILITIES	67,730	71,000	76,000
5550 SUPPLIES	6,449	10,000	8,000
5640 STREET REPAIRS	76,055	50,000	30,000
5650 STREET SIGNS	7,328	8,000	9,200
OPERATIONS TOTAL	\$ 206,714	\$ 214,800	\$ 158,200
5910 CAPITAL OUTLAY	0	0	0
CAPITAL TOTAL	\$ -	\$ -	\$ -
01-07 TOTAL	\$ 229,884	\$ 246,114	\$ 187,061

CITY OF MELISSA ANNUAL BUDGET 2014-2015

FIRE

CITY OF MELISSA			
FUND	DEPARTMENT		DIVISION
01 GENERAL FUND	08 FIRE DEPARTMENT		08 FIRE DEPARTMENT
LINE ITEM DETAIL			
LINE ITEMS	ACTUAL 2013	BUDGET Base only 2014	PROPOSED 2015
5110 SALARIES & WAGES	179,349	219,005	230,324
5111 EMPLOYEE INCENTIVE COMPENSATION	0	23,000	28,000
5145 LONGEVITY PAY	396	120	252
5150 SOCIAL SECURITY EXPENSE	11,060	12,637	14,227
5155 MEDICARE EXPENSE	2,587	2,955	3,327
5160 SUTA EXPENSE	267	81	63
5166 LONG TERM DISABILITY	-20	105	163
5170 TMRS EXPENSE	7,096	9,042	14,777
5190 CONTRACT LABOR	950	0	0
5193 Physicals			7,966
5195 DRUG SCREENING	150	0	0
5442 CAR ALLOWANCE	0	0	0
5510 GROUP HEALTH INSURANCE	10,642	8,433	5,289
PERSONNEL TOTAL	\$ 212,477	\$ 275,378	\$ 304,388
5280 OFFICE SUPPLIES	1,616	2,000	2,000
5196 Misc Employee Expense	603		
5310 DUES & MEMBERSHIPS	2,480	7,160	5,630
5320 POSTAGE AND DELIVERY	183	200	200
5321 SHIPPING AND COURIER SVC	14	100	100
5330 PUBLICATIONS AND SUBSCRIPTIONS	1,007	1,160	1,160
5340 ADVERTISING & PROMOTIONS	0	0	0
5342 BUSINESS PROMOTIONS/ASSISTANCE	0	0	0
5350 PRINTING AND REPRODUCTION	1,760	1,200	500
5355 PUBLIC EDUCATION	151	3,000	3,000
5360 EQUIPMENT	41,682	4,000	35,620
5362 PERSONAL PROTECTIVE EQUIPMENT FD	3,917	17,000	23,000
5363 PPE MAINTENANCE FD	1,998	9,000	2,000
5370 CONTRACT REPAIRS & MAINTENANCE	16,998	11,325	12,833
5375 VEHICLE REPAIR & MAINTENANCE	17,363	15,000	15,000
5376 BLDG REPAIR & MAINTENANCE	6,051	10,000	3,000
5385 VEHICLE FUEL	16,801	15,000	15,000
5390 PROFESSIONAL SERVICES	0	2,000	0

CITY OF MELISSA ANNUAL BUDGET 2014-2015

LINE ITEMS	ACTUAL 2013	BUDGET Base only 2014	PROPOSED 2015
5395 LICENSE FEES	2,845	2,435	2,435
5420 INSURANCE	10,505	10,000	4,000
5430 TELEPHONE	5,616	5,200	5,200
5431 BEEPER SERVICE	0	0	0
5432 WIRELESS TELEPHONE EXP	3,152	4,900	4,900
5436 COMPUTER EXPENSES	12,626	8,250	750
5439 BUSINESS MEALS	1,831	2,500	3,000
5440 TRAVEL EXPENSES	2,659	2,000	2,500
5441 MILEAGE REIMBURSEMENT	393	0	0
5443 IT COMPUTER REPLACEMENT	3,233	1,943	4,918
5450 UNIFORMS	5,704	8,500	8,500
5460 TRAINING	13,548	10,000	15,000
5462 Training - Class Expenses	13,200	23,785	
5470 UTILITIES	14,840	12,000	16,500
5490 AMBULANCE CONTRACT SERVICES	69,009	77,798	99,286
5500 Misc Expense		40	
5550 SUPPLIES	2,212	1,750	3,000
5551 MEDICAL SUPPLIES	6,781	9,050	6,300
5552 REHAB SUPPLIES	720	1,500	2,000
5553 FIRE SUPPLIES	2,559	6,500	4,500
5615 FIRE STATION CONSTRUCTION	0	0	0
5618 CONDEMNED PROPERTY DEMOLITION	3,372	12,700	0
OPERATIONS TOTAL	\$ 287,428	\$ 298,996	\$ 301,832
5530 CAPITAL OUTLAY VEHICLE	63,362	53,668	55,436
5910 CAPITAL OUTLAY	10,798	0	0
CAPITAL TOTAL	\$ 74,160	\$ 53,668	\$ 55,436
5660 DEBT SERVICE	0	0	0
DEBT TOTAL	\$ -	\$ -	\$ -
01-08 TOTAL	\$ 574,065	\$ 628,042	\$ 661,657

CITY OF MELISSA ANNUAL BUDGET 2014-2015

LIBRARY

CITY OF MELISSA			
FUND	DEPARTMENT		DIVISION
01 GENERAL FUND	10 LIBRARY DEPARTMENT		10 LIBRARY DEPARTMENT
LINE ITEM DETAIL			
LINE ITEMS	ACTUAL 2013	BUDGET Base only 2014	PROPOSED 2015
5110 SALARIES & WAGES	71,554	94,836	97,917
5115 SALARIES - OVERTIME	324	0	0
5145 LONGEVITY PAY	236	284	332
5150 SOCIAL SECURITY EXPENSE	4,393	5,942	6,071
5155 MEDICARE EXPENSE	1,028	1,388	1,420
5160 SUTA EXPENSE	83	36	36
5166 LONG TERM DISABILITY	37	44	44
5170 TMRS EXPENSE	2,894	3,491	6,302
5190 CONTRACT LABOR	0	0	0
5195 DRUG SCREENING	45	0	0
5510 GROUP HEALTH INSURANCE	6,419	6,450	7,803
PERSONNEL TOTAL	\$ 87,013	\$ 112,471	\$ 119,925
5280 OFFICE SUPPLIES	2,889	2,400	2,900
5310 DUES & MEMBERSHIPS	449	388	724
5320 POSTAGE AND DELIVERY	29	50	50
5330 PUBLICATIONS AND SUBSCRIPTIONS	0	725	1,031
5341 PROMOTIONAL MATERIALS	2,722	1,095	950
5350 PRINTING AND REPRODUCTION	928	1,100	0
5355 PUBLIC EDUCATION	560	100	100
5360 EQUIPMENT	345	3,350	377
5370 CONTRACT REPAIRS & MAINTENANCE	0	4,623	6,701
5395 LICENSE FEES	1,677	705	781
5420 INSURANCE	0	0	0
5430 TELEPHONE	5,435	5,400	5,400
5435 INTERNET SERVICE	-145	0	0
5440 TRAVEL EXPENSES	0	350	120
5441 MILEAGE REIMBURSEMENT	0	100	50
5443 IT COMPUTER REPLACEMENT	7,333	3,133	4,150
5450 UNIFORMS	343	350	54
5460 TRAINING	48	500	500
5550 SUPPLIES	347	400	350
5554 GRANT PURCHASES	13,057	2,000	0
5556 LIBRARY INVENTORY PURCHASES	15,612	15,000	15,000
5557 GATES HUG LIBRARY GRANT	0	0	0
5558 LIBRARY PROGRAMS	0	2,600	2,800
OPERATIONS TOTAL	\$ 51,628	\$ 44,369	\$ 42,038
5910 CAPITAL OUTLAY	0	0	0
CAPITAL TOTAL	\$ -	\$ -	\$ -
01-10 TOTAL	\$ 139,356	\$ 156,840	\$ 161,963

CITY OF MELISSA ANNUAL BUDGET 2014-2015

BUILDING MAINTENANCE

CITY OF MELISSA			
FUND	DEPARTMENT		DIVISION
01 GENERAL FUND	11 BUILDING MAINTENANCE		11 BUILDING MAINTENANCE
LINE ITEM DETAIL			
LINE ITEMS	ACTUAL 2013	BUDGET 2014	PROPOSED Totals 2015
5360 EQUIPMENT	0	500	500
5370 CONTRACT REPAIRS & MAINTENANCE	1,385	6,500	6,500
5376 BLDG REPAIR & MAINTENANCE	68,634	56,133	53,990
5550 SUPPLIES	4,081	2,000	2,000
OPERATIONS TOTAL	\$ 74,100	\$ 65,133	\$ 62,990
5530 CAPITAL OUTLAY VEHICLE	0	0	0
CAPITAL TOTAL	\$ -	\$ -	\$ -
01-11 TOTAL	\$ 74,100	\$ 65,133	\$ 62,990

CITY OF MELISSA ANNUAL BUDGET 2014-2015

Debt Service Fund Budget – General Fund Debt

City of Melissa					
General Debt Service Fund					
2014-2015 - Proposed					
					Proposed Budget
Beginning Fund Balance - I & S Acct					\$ 142,025
Revenues					
	4110	Current Property Taxes - I & S Portion			\$ 656,932
	4315	Transfer In			
		Transfer In - Road Escrow Donation Total			-
		EDC 4A - Series 2006 CO - Melissa Rd	84,638		
		Transfer In - EDC 4A Total			84,638
		EDC 4B - Series 2005A CO - Fire St/Tennis/Barker/BMP	62,478		
		Transfer In - EDC 4B Total			62,478
		TIF - Series 2006 CO - Town Center Architect	42,433		
		TIF - Series 2009 CO - City Hall	698,319		
		Transfer In - TIF Fund Total			740,751
Total Revenues					\$ 1,544,798
Expenditures					
Debt Service			Principal	Interest	
	5664	Debt Service - Series 2005A CO - Fire St/Tennis/Barker/BMP 4B	40,000	22,478	62,478
	5666	Debt Service - Series 2006 CO - Melissa Rd 1,120,000 4A	50,000	34,638	84,638
	5678	Debt Service - Series 2006 CO - Town Center Arch 515K TIF	25,000	17,433	42,433
	5667	Debt Service - Series 2008 GO - Transportation Bond	215,000	186,257	401,257
	5668	Debt Service - Series 2009 CO - City Hall	320,000	378,319	698,319
		Debt Service - Series 2011 GO - Transportation	20,000	16,200	36,200
		Debt Service - Series 2013 GO - Transportation/Refinance	175,000	44,475	219,475
			845,000	699,798	
		Principal Reduction			\$ 845,000
		Interest			\$ 699,798
		Paying Agent Fees/Other			-
Total Debt Service Expenditures					\$ 1,544,798
Ending Fund Balance					\$ 142,025

CITY OF MELISSA ANNUAL BUDGET 2014-2015

Water Fund Budget Summary

City of Melissa				
Water Fund Budget				
Fiscal Year ending September 30, 2015				
Description		Actual 2013	Estimated 2014	Adopted 2015
Beginning Working Capital Reserve		\$ 976,307	\$ 1,287,356	\$ 1,320,587
Water Sales		\$ 2,129,202	\$ 2,524,221	\$ 2,914,639
Water Rate Stabilization Fee		228,780	-	-
Sewer Treatment		857,450	1,064,232	1,229,039
City of Anna Throckmorton Sewer Usage		125,593	-	-
City of Anna Throckmorton M&O Charges		2,355	12,000	12,000
Garbage		194,132	190,000	200,000
Non-Rate Operating Revenues		136,993	110,000	110,000
Throckmorton Funding - 4A/4B		227,596	228,446	228,012
Non-Operating Revenues		5,567	5,000	5,000
Transfers In from CIP Reserve		-	-	-
Total Sources of Funds		\$ 3,907,668	\$ 4,133,899	\$ 4,698,690
Utility Billing		\$ 218,035	\$ 267,146	\$ 262,822
AMI Management Contract				184,837
Water Purchases		612,999	647,800	697,800
All Other Water Department		518,690	728,217	691,892
Wastewater Treatment: Melissa		448,803	492,273	547,064
Wastewater Treatment: Anna		125,593	-	-
All Other Wastewater Department		28,735	18,810	18,060
Garbage Expense		193,833	190,000	203,000
Total Operating Expenditures		\$ 2,146,688	\$ 2,344,246	\$ 2,605,475
Net Revenues		\$ 1,760,980	\$ 1,789,653	\$ 2,093,215
Debt Service - Existing		\$ 1,182,937	\$ 1,441,366	\$ 1,585,335
Debt Service - Planned		-	-	-
New GTUA Debt Issue		-	-	-
Total Debt Service		\$ 1,182,937	\$ 1,441,366	\$ 1,585,335
Revenue Debt Coverage Test		1.49	1.24	1.32
Transfer to General Fund		\$ 183,474	\$ 186,000	\$ 190,000
Transfer to General Fund - Garbage		53,000	57,000	60,000
Departmental Capital Outlay		30,520	72,057	45,557
Non-Operating Expenditures		\$ 266,994	\$ 315,057	\$ 295,557
Total Uses of Funds		\$ 3,596,619	\$ 4,100,669	\$ 4,486,367
Sources Minus Uses of Funds		\$ 311,049	\$ 33,230	\$ 212,323
Ending Working Capital Reserve		\$ 1,287,356	\$ 1,320,587	\$ 1,532,909

CITY OF MELISSA ANNUAL BUDGET 2014-2015

		Actual	Estimated	Adopted
		2013	2014	2015
% of Operating Expenditures		35.8%	32.2%	34.2%
Days of Working Capital		131	118	125
<u>Revenue Increase Drivers:</u>				
Monthly Minimum Bill: Water		8.0%	17.7%	0.00%
Volumetric Rate/1,000 Gallons Water		8.0%	17.7%	9.90%
Overall: Water		8.0%	17.7%	5.91%
Monthly Minimum Bill: Sewer		8.0%	17.8%	0.00%
Volumetric Rate/1,000 Gallons Sewer		8.0%	17.9%	8.22%
Overall: Sewer		8.0%	17.8%	3.49%
Overall W&S		8.0%	17.7%	5.18%
One Day of Expenditures in W/C		\$ 9,854	\$ 11,235	\$ 12,291
<u>Average Monthly Bill @ 8,145 Gallons:</u>				
Water		\$ 73.00	\$ 74.15	\$ 78.37
Wastewater		\$ 55.25	\$ 65.09	\$ 68.38
Total		\$ 128.25	\$ 139.24	\$ 146.75
Difference			\$ 19.14	\$ 7.50
Difference				5.39%
* utilized during 2014 Water Rate Study				

CITY OF MELISSA ANNUAL BUDGET 2014-2015

Water Fund Detailed Budget – by Department

WATER

CITY OF MELISSA			
FUND	DEPARTMENT		DIVISION
02 WATER FUND	14 WATER DEPARTMENT		14 WATER DEPARTMENT
LINE ITEM DETAIL			
LINE ITEMS	ACTUAL 2013	BUDGET Revised 2014	PROPOSED 2015
5110 SALARIES & WAGES	181,803	194,952	194,290
5115 SALARIES - OVERTIME	11,216	15,000	15,000
5145 LONGEVITY PAY	1,042	1,196	800
5150 SOCIAL SECURITY EXPENSE	11,426	13,011	12,976
5155 MEDICARE EXPENSE	2,578	3,044	3,035
5160 SUTA EXPENSE	42	36	36
5166 LONG TERM DISABILITY	101	244	269
5170 TMRS EXPENSE	7,549	9,544	13,460
5190 CONTRACT LABOR	0	0	0
5195 DRUG SCREENING	135	500	500
5510 GROUP HEALTH INSURANCE	24,574	35,147	42,179
PERSONNEL TOTAL	\$240,466	\$272,674	\$282,545
5260 ENGINEERING	34,215	80,000	40,000
5270 INSPECTIONS	50	1,500	1,875
5280 OFFICE SUPPLIES	861	1,000	1,200
5310 DUES & MEMBERSHIPS	6,893	8,167	8,000
5320 POSTAGE AND DELIVERY	0	50	50
5340 Advertising and Promotions	420	0	0
5350 PRINTING AND REPRODUCTION	1,032	1,000	1,000
5360 EQUIPMENT	1,811	32,000	13,500
5361 EQUIPMENT RENTAL	198	2,000	2,000
5370 CONTRACT REPAIRS & MAINTENANCE	36,745	95,000	32,000
5375 VEHICLE REPAIR & MAINTENANCE	8,608	8,000	8,000
5376 BLDG REPAIR & MAINTENANCE	1,161	2,000	2,000
5385 VEHICLE FUEL	14,232	12,000	14,000
5390 PROFESSIONAL SERVICES	17,935	19,200	19,875
5395 LICENSE FEES	111	1,220	1,450
5400 AUDIT FEES	12,500	12,500	15,450
5410 LEGAL FEES	10,545	30,000	50,000
5430 TELEPHONE	6,016	7,500	8,100
5432 WIRELESS TELEPHONE EXP	2,854	4,000	4,000
5436 COMPUTER EXPENSES	6,551	16,741	41,099
5439 BUSINESS MEALS	695	1,000	800
5440 TRAVEL EXPENSES	0	750	1,000
5441 MILEAGE REIMBURSEMENT	503	1,000	1,500
5443 IT COMPUTER REPLACEMENT	1,500	14,665	5,248

CITY OF MELISSA ANNUAL BUDGET 2014-2015

LINE ITEMS	ACTUAL 2013	BUDGET Revised 2014	PROPOSED 2015
5444 PURCHASE OF METERS/FIREFLY EQUIP	10,002	25,000	25,000
5445 PURCHASE OF WATER	612,999	697,800	697,800
5450 UNIFORMS	2,491	2,800	3,200
5460 TRAINING	0	3,000	3,000
5470 UTILITIES	59,859	62,000	70,000
5475 WATER TESTING	1,558	1,500	1,000
5750 Garbage Expense	1,919	0	0
5550 SUPPLIES	36,958	30,000	35,000
5950 TRANSFER OUT	183,474	186,000	190,000
OPERATIONS TOTAL	\$1,074,697	\$1,359,393	\$1,297,147
5530 CAPITAL OUTLAY VEHICLE	30,520	60,557	45,557
5910 CAPITAL OUTLAY		0	0
CAPITAL TOTAL	\$30,520	\$60,557	\$45,557
5660 DEBT SERVICE	1,182,937	1,213,354	1,585,335
DEBT TOTAL	\$1,182,937	\$1,213,354	\$1,585,335
02-14 TOTAL	\$ 2,528,620	\$2,905,977	\$3,210,583

CITY OF MELISSA ANNUAL BUDGET 2014-2015

WASTEWATER

CITY OF MELISSA			
FUND	DEPARTMENT		DIVISION
02 WATER FUND	15 SEWER DEPARTMENT		15 SEWER DEPARTMENT
LINE ITEM DETAIL			
LINE ITEMS	ACTUAL 2013	BUDGET Revised 2014	PROPOSED 2015
5260 ENGINEERING	23,430	12,000	12,000
5360 Equipment	682		
5361 EQUIPMENT RENTAL	0	200	200
5370 CONTRACT REPAIRS & MAINTENANCE	480	2,000	2,000
5395 LICENSE FEES	722	1,110	1,110
5430 TELEPHONE	0	0	0
5443 IT COMPUTER REPLACEMENT	0	0	0
5446 SEWER TREATMENT SERVICES	574,396	379,273	547,064
5448 TAP DISCOUNTS	0	0	0
5470 UTILITIES	941	1,500	750
5500 Misc Expense	702		
5550 SUPPLIES	1,778	2,000	2,000
OPERATIONS TOTAL	\$603,130	\$398,083	\$565,124
5910 CAPITAL OUTLAY		11,500	0
CAPITAL TOTAL	\$0	\$11,500	\$0
02-15 TOTAL	\$603,130	\$409,583	\$565,124

CITY OF MELISSA ANNUAL BUDGET 2014-2015

GARBAGE

CITY OF MELISSA			
FUND	DEPARTMENT		DIVISION
02 WATER FUND	16 GARBAGE		02-16 16 GARBAGE
DETAILS			
LINE ITEMS	ACTUAL 2013	BUDGET 2014	PROPOSED 2015
5751 Harzardous Waste Program	\$0	\$0	3,000
5850 GARBAGE-TRANSFER GENERAL FUND	53,000	62,000	60,000
Garbage Expense	193,833	210,000	200,000
OPERATIONS	\$ 246,833	\$ 272,000	\$ 263,000
TOTAL 16 GARBAGE	\$ 246,833	\$ 272,000	\$ 263,000

CITY OF MELISSA ANNUAL BUDGET 2014-2015

UTILITY BILLING

CITY OF MELISSA			
FUND	DEPARTMENT		
02 WATER FUND	17 UTILITY BILLING DEPARTMENT		
LINE ITEM DETAIL			
LINE ITEMS	ACTUAL 2013	BUDGET Revised 2014	PROPOSED 2015
5110 SALARIES & WAGES	103,923	125,060	130,935
5115 Overtime	468		
5145 LONGEVITY PAY	600	744	620
5150 SOCIAL SECURITY EXPENSE	6,096	8,374	8,118
5155 MEDICARE EXPENSE	1,426	1,959	1,899
5160 SUTA EXPENSE	61	36	36
5166 Long Term Disability	91		
5170 TMRS EXPENSE	4,186	5,996	8,458
5195 Drug Screening	90		
5510 GROUP HEALTH INSURANCE	15,540	14,907	21,150
PERSONNEL TOTAL	\$ 132,481	\$ 157,076	\$ 171,216
5280 OFFICE SUPPLIES	1,267	2,500	2,500
5310 DUES & MEMBERSHIPS	230	120	448
5320 POSTAGE AND DELIVERY	2,945	3,300	3,300
5335 CREDIT CARD CHARGES	47,956	61,700	36,700
5340 Advertising and Promotions	350		
5350 PRINTING AND REPRODUCTION	1,276	1,300	2,800
5430 TELEPHONE	2,197	2,500	2,500
5436 COMPUTER EXPENSES	4,701	7,400	5,281
5437 STATEMENT PROCESSING	21,152	26,900	18,900
AMI Management Contract			184,837
5438 Computer Hardware/Software	973		
5439 Business Meals	38		
5440 TRAVEL EXPENSES	63	3,000	15,250
5441 MILEAGE REIMBURSEMENT	158	800	800
5450 Uniforms	160		
5500 Misc Expense	415		
5443 IT COMPUTER REPLACEMENT	1,433	1,433	1,394
5460 TRAINING	240	1,000	1,733
OPERATIONS TOTAL	\$85,554	\$ 11,953	\$ 276,443
02-17 TOTAL	\$ 218,035	\$ 269,029	\$ 447,659

CITY OF MELISSA ANNUAL BUDGET 2014-2015

Debt Service Fund Budget – Utility/Water Fund Debt

City of Melissa Utility Debt Service Fund 2014-2015 - Proposed					
Revenues					Proposed Budget
4315	Transfer In				
4428	Water Fund - Series 2000/2010 Refunding Combo Tax/Rev CO	137,200			
4429	Water Fund - Series 2005 - Rev Bond GTUA CGMA	52,740			
4430	Water Fund - Series 2006 CO - Country Ridge	49,120			
4431	Water Fund - 2006 State Part Assist-GTUA - CGMA	106,425			
4432	Water Fund - Series 2007 Rev Bond - GTUA CGMA	107,296			
4433	Water Fund - Series 2008 Combo Tax/Rev CO - CIP	172,661			
4436	Water Fund - Series 2009A (Dfund) Fitzhugh Sewer - GTUA	104,533			
	Water Fund - Series 2009B (CWSRF) Fitzhugh Sewer - GTUA	122,219			
	Water Fund - Series 2011 Fannin Waterline Project	100,250			
	Water Fund - Series 2013 CO - South Take Pt/US 75 water relocation/Davis Rd Sewer	294,821			
	Water Fund - Series 2014 CO - SH 121 Util Reloc, Harrison St Sewer, AMR System	137,282			
	Transfer In - Water Fund Total				1,384,548
	EDC 4A - Throckmorton/Trinity River Commitment	114,223			
	Transfer In - EDC 4A Total				114,223
	EDC 4B - Throckmorton/Trinity River Commitment	114,223			
	Transfer In - EDC 4B Total				114,223
Total Revenues					1,612,993
		Principal	Interest	Reserve	
5676	Debt Service - Series 2005 - Rev Bond GTUA CGMA	25,000	27,740		52,740
5677	Debt Service - Series 2006 CO - Country Ridge 615k Water	30,000	19,120		49,120
5679	Debt Service - 2006 State Part Assist-GTUA - CGMA	-	106,425		106,425
5673	Debt Service - Series 2006 - Rev Bond GTUA TR/TC Sewer	80,000	42,913	-	122,913
5681	Debt Service - Series 2007 Rev Bond - GTUA - CGMA	50,000	57,296		107,296
5682	Debt Service - Series 2007 Rev Bond - GTUA TR/TC Sewer	45,000	32,875		77,875
5683	Debt Service - Series 2008 Combo Tax/Rev - Water/Wastewater CIP	95,000	77,661		172,661
5684	Debt Service - Series 2009A (Dfund)- Fitzhugh Sewer - GTUA	45,000	42,553	16,981	104,533
	Debt Service - Series 2009B (CWSRF)- Fitzhugh Sewer - GTUA	60,000	42,130	20,089	122,219
5675	Debt Service- Series 2000/2010 Refunding CO - Water Tower	110,000	27,200		137,200
	Debt Service - Series 2011 Fannin Waterline Project	55,000	45,250		100,250
	Debt Service - Series 2013 CO - South Take Pt/US 75 water relocation/Davis Rd Sewer	195,000	99,821		294,821
	Debt Service - Series 2014 CO - SH 121 Util Relocation, Harrison St Sewer, AMR Sys	60,000	77,282		137,282
		850,000	698,265	37,069	
	Principal Reduction				850,000
	Interest				698,265
	Reserves/Other				37,069
Total Debt Service Expenditures					1,585,335

CITY OF MELISSA ANNUAL BUDGET 2014-2015

Utility Construction Fund Budget

City of Melissa				
Utility Construction Fund				
2014-2015 Proposed				
			2014-2015 Proposed Budget	
Beginning Fund Balance (estimated)			\$1,548,275	Capital Improvements Funds
			\$319,429	Water/Sewer Impact Funds
			\$4,289,797	Construction CIP Funds
Revenues				
		CDBG Grant – South Take Point	275,000	
		TX DOT reimbursement - US 75 Utilities Relocation	300,000	
		Total Revenues	\$575,000	
Expenditures				
		Comprehensive Plan update (shared costs with Road Impact Fee acct)	22,899	
Capital Improvements Appropriations				
		Program Management		
		South Take Point Project - Melissa Rd Utility Relocation - 2013 Bond Funds	1,772,135	
		South Take Point Project - Melissa Rd Utility Relocation - Utilizing Tap Funds	505,740	
		South Take Point Project - Melissa Rd Utility Relocation - Utilizing Impact fees	100,000	
		US 75 Utility Relocation - 2013 Bond Funds	121,841	
		US 75 Utility Relocation - Utilizing Tap Funds	175,020	
		US 75 Utility Relocation – project refund back to W/WW tap acct	300,000	
		Davis Road Sewer Project - 2013 Bond Funds	1,195,989	
		Davis Road Sewer Project - Utilizing Tap Funds	215,000	
		US 121 Utility Relocation	822,980	
		Automatic Meter Reading System	1,134,000	
		Country Ridge Well Site improvements	60,000	
		Pump Station Contract	520,000	
		South Take Pt/Pump Station change order	100,000	
		South Take Pt/Pump Station Contract utilizing tap funds	303,000	
		South Take Pt/Pump Station Contract utilizing impact fees	100,000	
		Total Expenditures	\$7,448,604	
		Ending Fund Balance	\$549,516	Capital Improvements Funds
			\$196,530	Water/Sewer Impact Funds
			\$136,611	Construction CIP Funds
			\$882,657	TOTAL

CITY OF MELISSA ANNUAL BUDGET 2014-2015

Transportation Construction Fund

City of Melissa Transportation Construction Fund 2014-2015 Proposed				
			2014-2015	
			Proposed Budget	
Beginning Fund Balance (estimated)			\$ 577,996	Construction CIP Funds
			\$ 277,786	Road Escrow Funds
			\$ 1,092,725	Road Impact Funds
Revenues				
Total Revenues			\$ -	
Expenditures				
		Comprehensive Plan update (shared costs with Water Impact Fee acct)	\$ 22,899	
Capital Improvement Appropriations				
			\$ -	
Total Expenditures			\$ 22,899	
Ending Fund Balance				
			\$ 577,996	Construction CIP Funds
			\$ 277,786	Road Escrow Funds
			\$ 1,069,826	Road Impact Funds

CITY OF MELISSA ANNUAL BUDGET 2014-2015

Tax Increment Financing (TIF) Zone Budget

City of Melissa			
Melissa Tax Increment Financing Zone #1 Fund			
Annual Report for FY15			
			Adopted
			2014-2015
Beginning Fund Balance (estimated)			\$201,496
Revenues			
4110	Current Property Taxes - levy		238,432
	County's Participation - Property Taxes (2014) - levy		41,589
	Interest Income		
	Transfer from General Fund		180,000
	Transfer from Water Fund		160,000
Total Revenues			\$620,020
Expenditures			
	Town Center construction costs		-
	Professional Services		
Debt Service			
	Transfer to Debt Service on 2006 Cert of Obligation - Principal		25,000
	Transfer to Debt Service on 2006 Cert of Obligation - Interest		17,433
	Transfer to Debt Service on 2009 Combo Tax and Rev CO - Principal		320,000
	Transfer to Debt Service on 2009 Combo Tax and Rev CO - Interest		0
	Less from I&S tax rate		
Total TIF Expenditures			\$362,433
Revenues less Expenditures			\$257,588
Ending Fund Balance			\$459,084
Tax Increment Base Appraised Value - 2005 Certified Value			\$13,583,109
Tax Increment Appraised Value for 2014 (City)			\$52,670,290
Tax Increment Captured Appraised Value for 2014			\$39,087,181
Tax Increment Appraised Value for 2014 (County)			\$48,240,201
Tax Increment Captured Appraised Value for 2014 (County)			\$34,657,092
City of Melissa Tax Rate for 2014 (100% participation)			.61/\$100 valuation
Collin County Tax Rate for 2014 (50% participation)			.2425/\$100 valuation

Ordinance Levying Taxes for 2014

CITY OF MELISSA, TEXAS

ORDINANCE NO: 14-31

AN ORDINANCE OF THE CITY OF MELISSA, TEXAS LEVYING TAXES FOR THE 2014 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, 2014, and ending September 30, 2015, 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 9th day of September, 2014, the budget for the fiscal year beginning October 1, 2014, and ending September 30, 2015; 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, 2013, and ending September 30, 2014, 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 \$0.463642 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 \$0.146358 on each One Hundred Dollars (\$100.00) assessed value of all taxable property, within the City which

CITY OF MELISSA ANNUAL BUDGET 2014-2015

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

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

THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE. THE RATE WILL EFFECTIVELY BE RAISED BY 16.37 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$21.91.

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

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

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

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

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 2014 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

CITY OF MELISSA ANNUAL BUDGET 2014-2015

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.

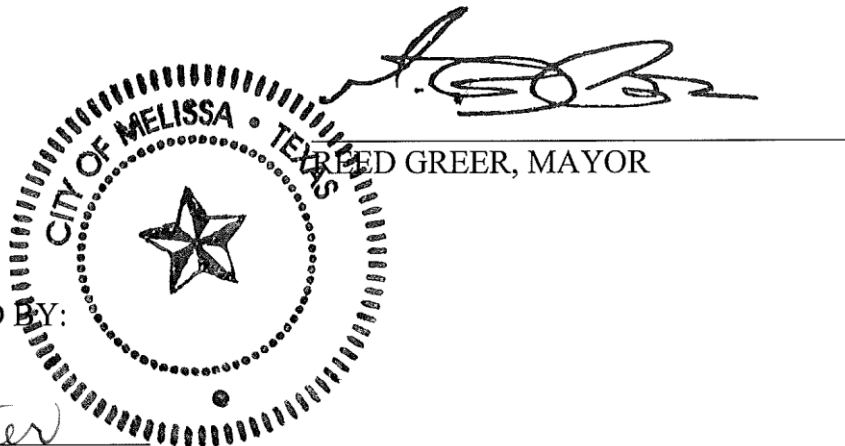
SECTION 9: Severability. Should any section, subsection, sentence, clause or phrase of this Ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Ordinance shall remain in full force and effect. City 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 9th DAY OF SEPTEMBER, 2014.

ATTESTED TO AND
CORRECTLY RECORDED BY:


LINDA BANNISTER, City Secretary



Date of Publication: Sept 19 and 26th, 2014, *The Anna Melissa Tribune.*

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.

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

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

CAFR: Comprehensive Annual Financial Report



CITY OF MELISSA ANNUAL BUDGET 2014-2015

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.



CITY OF MELISSA ANNUAL BUDGET 2014-2015

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.

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

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

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



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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.

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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.

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

COMMONLY USED ACRONYMS

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
GAAP:	Generally accepted accounting principals
GASB:	Governmental Accounting Standards Board
GCEC:	Grayson Collin Electrical Cooperative
GF:	General Fund
GFOA:	Government Finance Officers Association
GO:	General Obligation
I&S:	Interest & Sinking or Debt
ISO:	Insurance Service Office
ME:	Month End

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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
TXDOT:	Texas Department of Transportation
UFB:	Undesignated Fund Balance
WF:	Water Fund
W/WW:	Water/Wastewater
YTD:	Year to Date

