



**CITY OF MELISSA TEMPORARY BOARD OF
THE FIRE CONTROL, PREVENTION, AND
EMERGENCY MEDICAL SERVICES
DISTRICT
REGULAR MEETING AGENDA**

Tuesday, February 13, 2024

Regular Meeting - 6:00 p.m. or immediately after City Council Meeting
City of Melissa City Hall - 3411 Barker Avenue, Melissa, TX 75454

REGULAR MEETING AGENDA

1. CALL TO ORDER AND ROLL CALL

2. PUBLIC COMMENTS – AGENDA ITEMS

This item is available for citizens to speak for up to 3 minutes on any item on the current agenda.

3. REGULAR AGENDA

A. Consider approval of the minutes from the January 23, 2024 meeting.

B. Consider Order calling an election regarding the Fire Control, Prevention, and Emergency Medical Services District on May 4, 2024.

4. ADJOURN

Certified to this the 9th day of February, 2024

Posted: February 9, 2024 @ 11:30 a.m.

Hope Cory, City Secretary

If during the course of the meeting covered by this notice, the City Council should determine that a closed or executive meeting or session of the City Council or a consultation with the attorney for the City should be held or is required, then such closed or executive meeting or session or consultation with attorney as authorized by the Texas Open Meetings Act, Texas Government Code §551.001 et seq., will be held by the City Council at the date, hour and place given in this notice or as soon after the commencement of the meeting covered by this notice as the City Council may conveniently meet in such closed or executive meeting or session or consult with the attorney for the City concerning any and all subjects and for any and all purposes permitted by the Act, including, but not limited to, the following sanctions and purposes:

Texas Government Code Section:

551.087 Deliberation regarding Economic Development Negotiations
551.071 Private consultation with the attorney for the City
551.072 Discussing purchase, exchange, lease or value of real property
551.074 Discussing personnel or to hear complaints against personnel

MINUTES
CITY OF MELISSA TEMPORARY BOARD
OF THE FIRE CONTROL, PREVENTION, AND
EMERGENCY MEDICAL SERVICES DISTRICT
REGULAR MEETING
January 23, 2024
6:00 p.m.

1. CALL TO ORDER AND ROLL CALL

President Sean Lehr called the meeting to order at 7:30 p.m.

Mayor Northcut, Craig Ackerman, Joseph Armstrong, Jennifer Clark, Dana Conklin, Rendell Hendrickson, and Sean Lehr were all present.

2. PUBLIC COMMENTS – AGENDA ITEMS

This item is available for citizens to speak for up to 3 minutes on any item on the current agenda. General public comments can be made at the end of the Council meeting.

There were no public comments.

3. REGULAR AGENDA

A. Consider approval of the minutes from the January 9, 2024 meeting.

Action

Motion was made by Joseph Armstrong and seconded by Dana Conklin to approve the minutes as noted.

Vote: 7/0/0

B. Conduct a public hearing and consider adoption of the two year fire control, prevention, and emergency medical services plan and budget.

Action

Motion was made by Joseph Armstrong and seconded by Craig Ackerman to open the public hearing at 7:32 p.m.

Vote: 7/0/0

Jason Little, City Manager, presented the item to Council stating that the initial two-year plan for the Fire Control District is more focused than the Crime Control side because the initial investment for fire will be about a new facility and equipment. A new station would be constructed in northern Melissa where a large proportion of calls for service originate. In addition to the station, funding would be focused on equipping the facility with the appropriate apparatus and personnel.

Action

Motion was made by Dana Conklin and seconded by Joseph Armstrong to close the public hearing at 7:34 p.m.

Vote: 7/0/0

Motion was made by Joseph Armstrong and seconded by Rendell Hendrickson to adopt the two year fire control, prevention, and emergency medical services plan and budget as noted.

Vote: 7/0/0

4. ADJOURN

Action

Motion was made by Joseph Armstrong and seconded by Craig Ackerman to adjourn the meeting.

Vote: 7/0/0

President Sean Lehr adjourned the meeting at 7:35 p.m.

ATTEST:

Hope Cory, City Secretary

President, Sean Lehr

City of Melissa City Council Staff Report



Date February 13, 2024

Subject Consider Order calling an election regarding the Fire Control, Prevention, and Emergency Medical Services District on May 4, 2024.

Submitted By Jason Little, City Manager

Action Requested

Consider Order calling an election regarding the Fire Control, Prevention, and Emergency Medical Services District on May 4, 2024.

Summary of Subject

In December 2023, the City Council created a Special Purpose District: a Fire Control, Prevention, and Emergency Medical Services District (“FPD”) (Texas Local Government Code, Chapter 344).

In accordance with State Law, the City Council can create special purpose districts, but the funding authorization must be approved by the voters in Melissa through an election.

A FPD supports fire control and prevention programs, fire operational expenses, and related capital purchases. The proposed District (FPD) would collect a ¼ cent sales tax on sales within the City of Melissa that is currently dedicated to industrial economic development. These monies would be utilized to fund construction of a proposed fire station facility, necessary personnel, and apparatus purchases.

To be funded, voters must reallocate a portion of the current sales tax dedicated to industrial economic development and redirect those funds to Fire.

The election to ask the voters for reallocation of the current sales tax dedicated from industrial economic development to Police and Fire services will soon be called for the May 4, 2024 general election date. The City will contract with Collin County to conduct the election.

It is important to note that this is not a tax increase of any kind. The sales tax rate will remain the same regardless of the election outcome; the only change would be that there would be no dedicated sales tax for industrial economic development. That dedicated funding source would be split for Police and/or Fire or both services.

Budget Impact

Comprehensive Plan Comments

Staff Recommendation

Staff recommends approving an Order calling an election regarding the Fire Control, Prevention, and Emergency Medical Services District on May 4, 2024

Supporting Documents

1. Melissa Fire Control, Prevention, and Emergency Medical Services District Election Order

MELISSA FIRE CONTROL, PREVENTION, AND EMERGENCY MEDICAL SERVICES DISTRICT ELECTION ORDER

AN ORDER OF THE TEMPORARY BOARD OF DIRECTORS OF THE MELISSA FIRE CONTROL, PREVENTION, AND EMERGENCY MEDICAL SERVICES DISTRICT, ORDERING A SPECIAL ELECTION TO BE ADMINISTERED BY THE COLLIN COUNTY ELECTIONS ADMINISTRATOR ON MAY 4, 2024, FOR THE PURPOSE OF SUBMITTING TO THE QUALIFIED VOTERS OF THE CITY OF MELISSA THE FOLLOWING PROPOSITION: THE CREATION OF THE MELISSA FIRE CONTROL, PREVENTION, AND EMERGENCY MEDICAL SERVICES DISTRICT DEDICATED TO FIRE SAFETY AND EMERGENCY MEDICAL SERVICES PROGRAMS, WITH THE CITY COUNCIL TO SERVE AS THE DISTRICT'S BOARD OF DIRECTORS, THE ADOPTION OF A PROPOSED SALES AND USE TAX AT A RATE OF 1/4 OF 1%, AND TO MAINTAIN THE SAME OVERALL SALES TAX RATE IN THE CITY, THE REDUCTION OF THE SALES AND USE TAX CURRENTLY LEVIED FOR THE PROMOTION AND DEVELOPMENT OF NEW AND EXPANDED BUSINESS ENTERPRISES BY THE MELISSA INDUSTRIAL AND ECONOMIC DEVELOPMENT CORPORATION FROM A RATE OF 1/2 OF 1% TO 1/4 OF 1%; PRESCRIBING THE PROPOSITION TO BE PLACED ON THE BALLOT; SETTING FORTH SUMMARY OF APPROVED FIRE CONTROL DISTRICT PLAN AND BUDGET AND PROPOSED TAX RATE; DESIGNATING EARLY VOTING POLLING PLACES AND HOURS; DESIGNATING ELECTION DAY POLLING PLACES AND HOURS; ORDERING NOTICES OF ELECTION TO BE GIVEN AS PRESCRIBED BY LAW IN CONNECTION WITH SUCH ELECTION; AND PROVIDING A SAVINGS/REPEALING CLAUSE, SEVERABILITY CLAUSE AND AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Melissa, Texas ("City Council") is authorized to propose the creation of a Fire Control, Prevention, and Emergency Medical Services District ("Fire Control District") in the City of Melissa, Texas ("Melissa" or "City") pursuant to the Fire Control, Prevention, and Emergency Medical Services District Act, codified at Chapter 344 of the Texas Local Government Code; and

WHEREAS, in Ordinance No. 2024-16, the City Council proposed the creation of the Fire Control District to cover all of the corporate boundaries of the City, as they exist or may be amended, and appointed a temporary board of directors of the Fire Control District; and

WHEREAS, the temporary board of the Fire Control District has formulated and approved the required two-year plan and two-year budget in compliance with Section 344.061 of the Texas Local Government Code, and as of the effective date of this Order, the City Council has ordered or will order an election authorizing the creation of the Fire Control District in accordance with Section 344.054 of the Texas Local Government Code; and

WHEREAS, the City Council is authorized to order an election to reduce the sales and use tax rate currently levied for the promotion and development of new and expanded business enterprises by the

Melissa Industrial and Economic Development Corporation, a Type A corporation, in accordance with Section 504.258 of the Texas Local Government Code; and

WHEREAS, the temporary board finds that all notices, public hearings, procedures and other actions required for the ordering of an election authorizing the creation of the Fire Control District and the reduction of the sales and use tax currently levied for the promotion and development of new and expanded business enterprises by the Melissa Industrial and Economic Development Corporation have occurred in accordance with applicable law, including Chapter 344 of the Texas Local Government Code, Chapter 504 of the Texas Local Government Code and the Texas Election Code; and

WHEREAS, the temporary board finds that adopting this Order will promote the health, safety and welfare of Melissa and is in the best interest of the citizens of Melissa.

NOW, THEREFORE, BE IT ORDERED BY THE TEMPORARY BOARD OF THE FIRE CONTROL DISTRICT:

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

SECTION 2: Special Election Ordered. A special election (“Election”) is hereby ordered to be held on Saturday, May 4, 2024 (“Election Day”), for the purpose of submitting to the qualified voters of Melissa the following proposition: The creation of the Melissa Fire Control, Prevention, and Emergency Medical Services District dedicated to fire safety and emergency medical services programs, with the City Council to serve as the District’s board of directors, the adoption of a proposed sales and use tax at a rate of 1/4 of 1%, and to maintain the same overall sales tax rate in the City, the reduction of the sales and use tax currently levied for the promotion and development of new and expanded business enterprises by the Melissa Industrial and Economic Development Corporation from a rate of 1/2 of 1% to 1/4 of 1%. The Election shall be administered by the Collin County Elections Administrator.

SECTION 3: Official Ballot Proposition. The question shall be submitted to the qualified voters of Melissa at the Election on ballots in the form of the proposition set forth in Exhibit A, attached hereto and incorporated as if fully set forth herein, in conformance with the requirements of Chapter 344 of the Texas Local Government Code, Chapter 504 of the Texas Local Government Code and the Texas Election Code.

SECTION 4: Summary of Approved Fire Control District Plan and Budget; Proposed Tax Rate. In accordance with Section 344.054(b)(5) of the Texas Local Government Code, attached hereto as Exhibit B is the proposed Fire Control District’s budget plan and the following is a summary of the proposed Fire Control District’s fire control, prevention, and emergency medical services plan: Funds from the Fire Control District’s budget will be allocated to design and construct a new Fire Station in the northern portion of Melissa, outfit the facility with necessary equipment and Fire apparatus and fund additional personnel for the Melissa Fire Department. The proposed sales and use tax rate for financing the operations of the Fire Control District is 1/4 of 1%. If approved, the proposed sales and use tax will be charged in addition to any other sales and use tax authorized by law and will be included in computing a combined sales and use tax rate for purposes of any limitation provided by law on the maximum combined sales and use tax rate of the City.

SECTION 5: Early Voting. Early voting by personal appearance shall be available at: the Melissa City Hall, Municipal Court Room, 3411 Barker Avenue, Melissa, Texas 75454; or the Collin County Elections Office, 2010 Redbud Blvd., Suite #102, McKinney, Texas 75069, which is designated as the main early voting polling place. Early voting will begin on Monday, April 22, 2024, and continue through Tuesday, April 30, 2024, during the normal working hours of 8:00 a.m. to 5:00 p.m., with extended voting hours on Saturday, April 27, 2024 from 8:00 a.m. to 5:00 p.m.; Monday, April 29, 2024 from 7:00 a.m. to 7:00 p.m.; and Tuesday, April 30, 2024 from 7:00 a.m. to 7:00 p.m. Applications for ballots by mail shall be requested from and mailed to Bruce Sherbet, Early Voting Clerk, 2010 Redbud Boulevard, Suite 102, McKinney, Texas 75069, or faxed to 972-547-1996, or emailed to absenteemailballoting@collincountytx.gov. (If faxed or emailed, the original application must be mailed and received within 4 days.) Applications for ballots by mail must be received no later than the close of business on April 23, 2024.

Collin County voters may vote at any of the additional Early Voting locations open under full contract services with the Collin County Elections Administrator, which may be designated after the date of this Order. This previous sentence shall also be posted in the Notice of Election. Early voting times and locations are subject to change.

SECTION 6: Election Day Voting. Election Day voting by personal appearance shall be at the Melissa City Hall, Municipal Court Room, 3411 Barker Avenue, Melissa, Texas 75454; the Collin County Elections Office, 2010 Redbud Blvd., Suite #102, McKinney, Texas 75069; and any of the additional Election Day Vote Centers open under full contract services with Collin County Elections Administrator, from 7:00 a.m. to 7:00 p.m.

SECTION 7: Voting Equipment and Materials. For early voting in person, early voting by mail, election day voting and provisional voting, the following voting equipment will be used in Collin County: ES&S ExpressVote Universal voting machines (EVS 6.1.1.0), ES&S ExpressTouch curbside voting machines (EVS 6.1.1.0), ES&S DS200 ballot counters (EVS 6.1.1.0), ES&S Model DS450 and DS850 High-Speed Scanners/Tabulators (EVS 6.1.1.0), along with the required ancillary parts and services required for such voting tabulation system.

SECTION 8: Election to Comply with Applicable Laws. The City Secretary is hereby authorized and directed to publish and/or post, in the time and manner prescribed by law, all notices required to be so published and/or posted in connection with the conduct of this Election. The Election and notice of the Election shall be conducted in accordance with the Texas Election Code and other applicable law, and all qualified and registered voters of Melissa shall be eligible to vote at the Election.

SECTION 9: Authority of Mayor and City Secretary. The Mayor and the City Secretary, in consultation with the City Attorney, are hereby authorized and directed to take any and all actions necessary to comply with the provisions of the Texas Election Code and any other state or federal law in carrying out and conducting the Election, whether or not expressly authorized herein.

SECTION 10: Severability. Should any section, subsection, sentence, clause or phrase of this Order be declared unconstitutional and/or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Order shall remain in full force and effect. The temporary board hereby declares that it would have passed this Order, and each section, subsection, clause

and phrase thereof regardless of whether any one or more sections, subsections, sentences, clauses or phrases may be declared unconstitutional and/or invalid.

SECTION 11: Savings/Repealing. All provisions of any order in conflict with this Order are hereby repealed to the extent they are in conflict. Any remaining portion of conflicting orders shall remain in full force and effect.

SECTION 12: Effective Date. This order for an election becomes effective immediately upon its passage.

DULY PASSED AND APPROVED BY THE ORDERED BY THE TEMPORARY BOARD OF THE FIRE CONTROL DISTRICT on this 13th day of February 2024.

Sean Lehr, Presiding Officer

Exhibit A
Official Ballot Proposition

At the Election, the following ballot proposition shall be submitted to the qualified voters of Melissa in conformance with the requirements of Chapter 344 of the Texas Local Government Code, Chapter 504 of the Texas Local Government Code and the Texas Election Code:

PROPOSITION B

The creation of the Melissa Fire Control, Prevention, and Emergency Medical Services District dedicated to fire safety and emergency medical services programs, with the City Council to serve as the District's board of directors, the adoption of a proposed sales and use tax at a rate of 1/4 of 1%, and to maintain the same overall sales tax rate in the City, the reduction of the sales and use tax currently levied for the promotion and development of new and expanded business enterprises by the Melissa Industrial and Economic Development Corporation from a rate of 1/2 of 1% to 1/4 of 1%.

FOR THE PROPOSITION: _____ AGAINST THE PROPOSITION: _____

Exhibit B
Fire Control District Budget Plan

FIRE CONTROL DISTRICT FUND BUDGET						
Revenue	FY25	FY26	FY27	FY28	FY29	
Beginning Balance	\$ 1,000,000	\$ 1,247,500	\$ 1,545,000	\$ 1,895,000	\$ 2,300,125	
Sales Tax	\$ 1,000,000	\$ 1,050,000	\$ 1,102,500	\$ 1,157,625	\$ 1,215,506	
Interest	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	
Total Revenue	\$ 2,005,000	\$ 2,302,500	\$ 2,652,500	\$ 3,057,625	\$ 3,520,631	

LINE ITEMS	Base FY25	Base FY26	Base FY27	Base FY28	Base FY29	
5110 SALARIES & WAGES & BENEFITS	\$ 97,500	\$ 97,500	\$ 97,500	\$ 97,500	\$ 97,500	
PERSONNEL TOTAL	\$ 97,500	\$ 97,500	\$ 97,500	\$ 97,500	\$ 97,500	
OPERATIONS TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	
5910 CAPITAL OUTLAY						
Fire Station #2 debt (\$450k annual for \$6m CO)	\$ 450,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ 450,000	
Utilities/supplies	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	
Aerial Ladder truck	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000	
Fire Engine	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	
CAPITAL TOTAL	\$ 660,000	\$ 660,000	\$ 660,000	\$ 660,000	\$ 660,000	
ENDING BALANCE	\$ 1,247,500	\$ 1,545,000	\$ 1,895,000	\$ 2,300,125	\$ 2,763,131	