



Town of Northlake

Proposed Budget For Fiscal Year Starting October 1, 2013

Town Council

Peter Dewing, Mayor

Jean Young, Mayor Pro Tem

Michael Ganz

Rena Hardeman

Roger Sessions

Danny Simpson

Drew Corn, Town Administrator

Misty Shaw, Finance Director

www.town.northlake.tx.us

TOWN OF NORTHLAKE, TEXAS

ANNUAL OPERATING BUDGET FOR FISCAL YEAR 2013-2014

This budget will raise less revenue from property taxes than last year's budget by an amount of \$12,703, which is a 1.825% decrease from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$4,457.

Town Council Record Vote

The members of the governing body voted on the adoption of the budget as follows:

FOR:

AGAINST:

PRESENT and not voting:

ABSENT:

Tax Rate	Proposed FY 2013-14	Adopted FY 2012-13
Property Tax Rate	0.295000	0.295000
Effective Rate	0.308894	0.327529
Effective M&O Tax Rate	0.225870	0.240494
Rollback Tax Rate	0.334336	0.338782
Debt Rate	0.090397	0.079300

The total amount of municipal debt obligation secured by property taxes for the Town of Northlake is \$1,790,000.



August 22, 2013

Honorable Mayor and Members of the Town Council
Town of Northlake
Northlake, Texas

It is my pleasure to present to you the Town of Northlake budget for the fiscal year 2013/2014. This budget reflects the intent of Mayor Dewing, the statutory budget officer for the Town. Per Town Ordinance, Council has directed me “to prepare and submit to the Town Council for its consideration and approval, prior to the beginning of each fiscal year, a budget of proposed revenue and expenditures for the ensuing year.” The budget illustrates to Council and residents how the resources of the Town are used.

The last few years have created challenges in terms of available resources. The mortgage crisis in 2008 had effectively shut down growth in Northlake. Only now are significant building permits being submitted but these properties will not be placed on the tax rolls until the 2014 tax year. During the downturn, commercial properties (valued on an income-based approach) were substantially reduced in 2009 and 2010 only to slowly recover starting in 2011 and continuing through 2013. As commercial values increased, mineral values dropped precipitously; wiping out most of the commercial property recovery. Beginning in 2012 and continuing through 2013, sales tax revenues have returned to the pre-2008 levels. The return of growth will bring much needed water customers to support the Town’s utility system operations.

From 2009 to 2012, the general fund expenses have remained relatively flat. Staff was able to accomplish this by controlling costs, deferring maintenance and replacement of equipment, and reducing contract services even with certain costs increasing such as fuel, debt service, and wholesale water. During this time the Town has been transitioning from leasing vehicles and equipment to purchasing which has reduced financing costs. The FY 2014 proposed general fund budget is an increase of 1.7% from previous year. Most of this increase is a partial implementation of the salary survey recommendations. Northlake continues to lag behind other communities in terms of salaries and many neighboring communities have proposed salary increases further widening the gap between Northlake and competing employers.

Mayor Dewing’s direction to staff when developing the budget was to maintain the current tax rate with the same service levels. In fact, the tax rate has remained at 29.5¢ per \$100 valuation since 1997 when it was last increased from 25¢ to the current rate. Although no spending cuts were proposed, dropping property tax revenues have forced staff to focus only on basic services and continually look for ways operate more efficiently and cost effectively.

As the Town's financial plan for FY 2013/2014, the budget illustrates appropriations and projected revenues. This budget is also intended to document for the citizens how the Town operates and the methods used to finance those operations. The Town of Northlake has achieved many of its goals set by the Council over the last year, while providing exceptional service to our citizens.

This budget is based on mayoral goals for FY 2013/2014 as ratified by the Town Council during the Budget Work Session on May 9, 2013.

- Maintain fiscal responsibility
- Implement strategic issues in the Northlake Comprehensive Plan
- Increase economic and business development
- Enhance road improvement and maintenance
- Expand and maintain water and sewer infrastructure
- Attract and retain highly qualified personnel
- Validate external and internal services and capabilities
- Develop facilities to mitigate risks and control costs
- Increase productivity and efficiency through technology
- Encourage job-related training and education

A detailed discussion of council budget goals can be found later in the budget document.

Property values are estimated to increase slightly from a market value of \$322,677,580 in 2012, to \$327,135,687 in 2013 despite the continued precipitous drop in mineral values. However, after exemptions, losses and caps, the taxable value has decreased from \$235,936,582 in 2012 to \$231,630,373 in 2013 due to a significant exemption of business personal property. Applying the proposed tax rate of 29.5¢ per \$100 valuation, property taxes account for \$683,310 an approximately 2 percent decrease from property tax revenue last fiscal year. Of this amount \$209,387 will be dedicated to debt service and the remaining \$473,923 will pay for maintenance and operations. The decrease in property tax revenue is anticipated to be partially offset by increases in sales tax revenue and development related fees. Franchise fees and traffic citation revenue is expected to remain at current levels.

All department heads have submitted budget requests that maintain current service levels. Healthcare costs have increased 5% over last year. Retirement costs have decreased slightly. Fuel costs continue to remain stable and are anticipated to remain so for Fiscal Year 2013/2014. Supply costs are also projected to be relatively similar to last year because of no changes in staff levels and service activity with the exception of road material which will be discussed later. Maintenance costs are increasing due to the age of equipment. Many costs for services have decreased due to more favorable contracts with new providers or with renewed providers.

The general theme of this year's proposed service enhancements is to invest in existing and new equipment and technology that will provide immediate and long-lasting savings to the Town. From the Town's financial resources: the proposed budget will allow the Town to

maintain reserves at approximately \$450,000 as well as fund service enhancements. For the Town's human resources, the proposed budget will continue to offer competitive salaries and benefits. One of Northlake's greatest recruiting tools is its future anticipated growth and the opportunities for staff professional growth.

The proposed service enhancements are as follows:

- Maintain fiscal responsibility: water and sewer rate increases to ensure adequate resources for operations.
- Increase economic and business development: update aerial maps and marketing materials to showcase latest developments in Northlake
- Enhance road improvement and maintenance: increase road materials purchases.
- Attract and retain highly qualified personnel: up to 2% across the board cost of living allowance; police step plan adjustment to increase officer starting pay and avoiding compression; and continued 100% coverage for employee health benefits with a 50% dependent subsidy.
- Validate external and internal services and capabilities: purchase of an asphalt roller for performance of street repairs by public works staff rather than current rental.
- Develop facilities to mitigate risks and control costs: upgrade existing water meters with radio read system; replace older computers; and extend warranties on police laptops.
- Increase productivity and efficiency through technology: upgrade warrant services interface with intergovernmental partner reducing future fees; implement record management system for reduced file storage and increased access; and work order system to increase feedback between office and field personnel.
- Encourage job-related training and education: re-implement tuition reimbursement program.

In 2013, the Town conducted a water and sewer rate study to determine if the water and sewer rates were adequate to cover operations. At the time of the study, the rates were determined to be sufficient in the long run but the utility fund would experience deficits in the short term. Additionally, recent charges and fee schedules received from regional treatment providers equated to 10% to 15% increase for water treatment and 100% increase for sewer treatment. With this recent information and the short-term deficits, increases in both water and sewer rates are proposed in this budget.

Per the unanimous recommendations of the Northlake Economic and Community Development Corporations, a budget request has been proposed to update the Town's economic development marketing materials through the creation of a new retail economic development plan. This project will be completely funded by the economic development corporations.

Retaining and recruiting qualified and capable employees is difficult in the competitive North Texas region especially for a small community. A recent salary survey conducted by the Town had employee pay roughly 10% below market. Last year's adopted 5% salary range adjustment for both civilian and uniformed employees helped to solve this competitive disadvantage. For

this budget year, the officer step will be increased to 75% of the study recommended level. A 2% across-the-board cost of living allowance will be given to non-step employees unless their salary is above or near mid-range in which case they will receive 1.5%. Employees over the maximum will receive a 1% increase.

Currently, Northlake Public Works rents an asphalt roller to repair roads in Northlake. Because of a projected surplus in the Equipment Fund, a roller can be purchased using these funds. The annual rental costs are approximately the same amount necessary to replenish the equipment fund over a two-year period. The asphalt roller will allow Public Works staff more flexibility in scheduling asphalt repairs and provide for immediate response in emergencies. With the purchase of a road grader in 2010 and the proposed roller in 2014, Public Works staff will be able to make most road repairs in-house. To further enhance road improvement, this budget includes a 25% increase (from \$60,000 to \$75,000) in road materials such as gravel and asphalt.

Changes in information technology occur at a rapid pace especially software upgrades. As software complexity increases, hardware processing capability must increase correspondingly. The Town recently migrated email services from in-house to cloud-based to avoid a server replacement. Desktop and laptop computers must also keep up with operating system upgrades so additional replacement computers will be purchased as well as extended warranties for existing computers. Other technology enhancements to Town services will use existing hardware platforms to increase productivity and customer service. These enhancements are a smart-phone enabled work order system and user-intuitive record management system that allows web-based searches and requests for information.

In summary, the Fiscal Year 2013/2014 budget reflects the budget goals. It serves as an operating guide for management staff and presents the Town's financial plan, illustrating anticipated appropriations and projected revenues by which the appropriations are funded. Even with the decrease in property tax revenue caused by decreased property value appraisals of mineral property and increased exemptions of business personal property, and continued slow recovery of sales tax revenue and development related fees, the Town will be able to maintain existing General Fund reserves. The proposed budget will protect and maintain existing services, provide a competitive compensation package for Town employees, and continue to develop in-house capability of Town staff to continually improve services to Northlake residents, businesses and visitors. This will be accomplished without increasing the property tax rate which will remain at 29.5¢ per \$100 valuation.

Sincerely,



Drew Corn
Town Administrator

Community Background

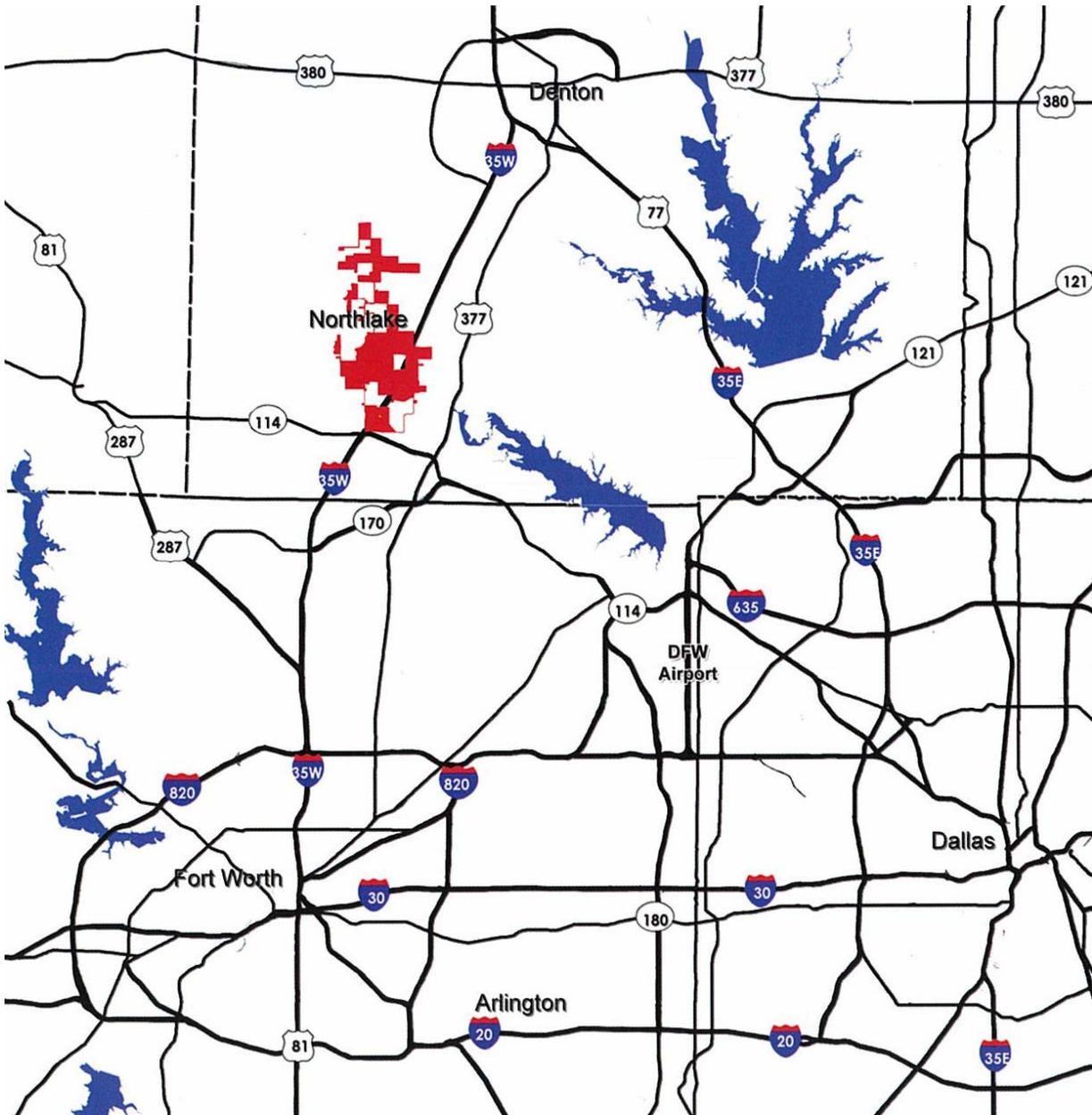
The Town of Northlake was incorporated on December 28, 1960, in an effort to avoid annexation by adjacent cities including Denton and Fort Worth. Dan and Margaret Ashmore were the first Mayor and Secretary of the Town, and they took it upon themselves to enlist the support of 37 families and produce the required paperwork for incorporation. It required at least 200 people and 2 square miles in order to petition for this incorporation, which would protect the 14 square miles of idealistic rural setting which the citizens enjoyed.

Many of the town's "founding families" are still landowners and residents of the Town of Northlake today. In 1988, the Town and its citizens were impacted economically with the construction of Alliance Industrial Airport, which is located near the Town's southern border. In 1995, construction began on the Texas Motor Speedway, which is a NASCAR racing facility that seats 200,000 persons at a single event.

The Town of Northlake that we know today, is located in Denton County, in a prime location, 20 miles NE of Ft. Worth, 40 miles NW of Dallas, 6 miles SW of Denton, 20 miles NW of the Dallas-Fort Worth Airport and two miles from Alliance Airport. Northlake is adjacent to I-35W and the Texas Motor Speedway.

Northlake is a General Law Type A town that operates under a Mayor-Council form of government with a Mayor and five Council Members. The Mayor and Council members are elected at large, and are responsible for all policy matters. The Town Council has the authority to levy taxes, secure revenue, authorize expenditures of funds and incur debt. A Town Administrator position has been created by ordinance. The Town Administrator is directly responsible to the Town Council and is responsible for the daily operations of the Town and implementing Town Council policy. The Town provides 24-hour police service and employs 9 full time Police Officers.

Regional Map



Mayor and Town Council Goals FY 2012/2013

Maintain Fiscal Responsibility

The FY 2012/2013 adopted budget maintained a property tax rate of 29.5¢ per \$100 valuation. The FY 2013 budget continued programming for the equipment fund which allows for the accumulation of reserves for the cash purchase of vehicles and equipment thereby avoiding short-term financing costs.

Implement Strategic Issues in the Northlake Comprehensive Plan

The Northlake Comprehensive Plan identified a number of initial implementation tasks necessary to ensure development follows the plan. One such task recently completed is the comprehensive park, open space and trail system master plan. The plan identified potential future facilities needs and defined a process for timely review of development proposals. The plan will also ensure that opportunities to develop park and trail systems are not compromised. The Community Development Corporation (CDC) provided the funding for the park system master plan. With the assistance of an advisory committee, the plan has been presented to the public for their input on multiple occasions. Council adopted the final plan in December 2012.

The Industrial Sector Plan adopted by Council in August 2012 discovered an opportunity for the economic development corporations to spur development and increase the amount of taxable property within the industrial areas. Both industrial areas border the flood plain headwaters of Lake Grapevine. Typically development that covers ground with buildings and parking lots must build stormwater detention areas so that downstream properties are not adversely affected. Working with the Corps of Engineers, staff was able to determine that detention ponds can be reduced or completely avoided thereby reducing development costs and increasing the amount of taxable property value.

Increase Economic and Business Development

The Town through the Northlake Economic and Community Development Corporations has been aggressively marketing opportunities in Northlake. In November at the International Council of Shopping Centers (ICSC) Texas Conference and Deal Making in Dallas and in May at the ICSC RECon in Las Vegas, Town, EDC and CDC staff met with multiple restaurant and retail developers to promote Northlake. In conjunction with the Northwest Metroport Chamber, Northlake co-hosted the second annual Alliance Development Forum to tout the economic advantages of locating business in our region.

Enhance Road Improvement and Maintenance

With the acquisition of a road grader in 2010, Town staff has been able to perform monthly maintenance and handle emergency repairs of gravel roads. Additional funds were allocated for road material purchases of both gravel and asphalt. Overall the quality of the road surfaces has improved with the continual upkeep.

Expand and Maintain Water and Sewer Infrastructure

Denton County Fresh Water Supply District #1 began construction on a water plant located behind Town Hall that will provide water service to the Harvest development. The Northlake water plant is anticipated to be complete in October 2013. This plant is the Town's initial point-of-delivery from Upper Trinity Regional Water District and will ultimately provide the water supply for the area bounded by Denton Creek to the south, IH 35W to the east and the Town limits to the north and west.

Attract and Retain Highly Qualified Personnel

In the fiscal year 2011/2012 budget, council authorized a salary and benefit survey. The survey results showed that overall Northlake salaries were ten percent lower than comparable municipalities. The first phase adjusted salary ranges within five percent of the market median salary. This adjustment brought some employees up to their salary range minimum or adjusted step. For the employees not affected by the salary or step adjustments, a modest two percent cost of living adjustment (COLA) was given unless they are above their maximum salary range. The salary and step adjustments were \$15,756 or 1.14% of total budget and the remaining COLAs were \$16,006 or 1.16% of total budget.

Validate External and Internal Services and Capabilities

Since FY 2009, the Town has added four new staff positions but has managed to keep general fund expenses at pace with inflation. To accomplish this, contract services were reduced by a comparable amount or additional revenues were earned that offset the new position costs. Through judicious resource allocation, many functions previously performed by contractors are now performed in-house but only when the amount of work warranted. Full year funding of an additional public works position was experienced in FY 2013. Having an additional worker has improved safety, increased maintenance and repair, and allowed for multiple projects to be performed simultaneously.

Develop Facilities to Mitigate Risks and Cost Effective Manner

No new facilities have been built since FY 2010. Office and work space has been maximized. Any addition of staff will require additional space whether through lease, expansion or construction.

Increase Productivity and Efficiency through Technology

Municipal court operations implemented an imaging system that integrates with our current court software system. The imaging system has decreased the file storage needs and allows for immediate access to court documents for staff and defendants. The court also implemented a web-based credit card interface with the court system. Previously, court outsourced credit card payments through a third-party vendor but the new system integrates automatically with court software. Staff has observed increase usage of the credit card system as compared to the previous outsourced payments.

Encourage Job-related Training and Education

As part of the total compensation survey, recommendations included a doubling of the certification incentive pay. Employees are given an incentive for obtaining certifications which increase the higher the level of the certificate. The incentive went from \$25, \$50 and \$75 per month to \$50, \$100 and \$150 per month.

Mayor and Town Council Goals FY 2013/2014

Maintain Fiscal Responsibility

Although assessed taxable property values have decreased by approximately 2%, the proposed budget maintains the property tax rate at 29.5¢. The Town is able to keep the tax rate the same as the prior year in the face of a reduction in values because of a return of sales tax and development fee revenues back to pre-2008 levels and the projected growth in development fees based on anticipated growth in Northlake.

Implement Strategic Issues in the Northlake Comprehensive Plan

Due to the number of studies that have been completed since the adoption of the Comp Plan, no new strategic implementation issues will be address in the fiscal year 2013/2014 budget. All key components of the Town's development strategy are in place before major growth occurs such as the Comprehensive Land Use Plan, the Engineering Design Manual, the Utility Impact Fee Ordinance, Park Recreation and Open Space Master Plan, and the Unified Development Code.

Increase Economic and Business Development

In fiscal year 2013/2014, the Town will continue to promote Northlake locally through the Alliance Development Forum and Northwest Metroport Chamber and regionally through the International Council of Shopping Centers. Through funding from the Northlake Economic and Community Development Corporations, the Town will engage a consultant to develop a retail economic development plan to help focus recruitment efforts by understanding community desires and market viability. A much needed byproduct of the plan will be updated marketing materials and aerial maps for specific distribution at the previously mentioned events as well as targeted businesses. Northlake will also participate in a specialize publication touting the region in conjunction with the Metroport Cities Partnership.

Enhance Road Improvement and Maintenance

Maintenance of gravel and asphalt roads will continue in FY 2014. The proposed budget includes a 25% increase in materials used for road maintenance such as gravel and asphalt. The proposed budget includes a request to purchase an asphalt roller at a cost almost equivalent to the annual rental cost. With an existing backhoe, grader and dump truck, the addition of a roller will enable the Public Works Department to accomplish most types of road repair and maintenance in-house and without rental of additional equipment.

Construct and Maintain Water and Sewer Infrastructure per Master Plans

The wholesale water providers and sewer treatment provider for Northlake have adopted increases for their services in FY 2014. In the case of wholesale water, Fort Worth Water Supply will increase approximately 15% and Upper Trinity Regional Water District will increase about 10%. The greatest percent increase has been assessed by Trinity River Authority for sewer treatment which will be an almost 100% increase over the next four years. These cost increases are beyond the control of the Town and therefore must be passed on to our customers. Commercial water rates have been proposed to increase 10%, residential sewer rates 100% and commercial sewer rates 90% to ensure funds are available to pay the regional providers. No increase to residential water rates has been proposed.

Attract and Retain Highly Qualified Personnel

Based on the salary and benefit survey, salary ranges and steps were brought to 50% of recommendations. Due to budget constraints the remaining 50% adjustment cannot be accomplished in this fiscal year. The next or second phase will adjust officer steps to 75% of survey recommendations. All other employees will receive up to a two percent cost of living adjustment (COLA), unless they are above the mid-point of their salary range. Those employees over mid-point will receive 1.5% and those over the maximum will receive 1%.

Validate External and Internal Services and Capabilities

The Town of Northlake provides twenty-four hour police service within her Town limits and is often available to assist the County in unincorporated areas and neighboring communities when backup is needed. Traffic enforcement provides for additional backup and allows patrol officers to focus on neighborhood patrols. Increased traffic enforcement creates increased municipal court activity, which is also funded from traffic enforcement operations. Also in FY 2014, Northlake will partner with the new Harvest residential development in the Town's extra-territorial jurisdiction to provide police services for this area.

The increase in public works staff from two to three positions allows for the conduct of additional types of repairs and projects due to safety requirements and equipment operator minimums. Since the creation of the development and finance director positions, the contracts for planning, economic development and financial consulting have all ceased. The next area of focus for staff additions will be in permitting based on need if development continues to increase.

Develop Facilities to Mitigate Risks and Control Costs

No new facilities are proposed for fiscal year 2013/2014. However, the Town must plan for anticipated growth. The location of facilities must be convenient for residents and the size of facilities must be sufficient to safely house necessary staff. With the development of master-planned communities opportunities may arise to locate some Town offices in shared facilities. Specifically a developer along State Highway 114 has offered to lease the Town office space for a below market rate to assist with the Town's lack of adequate work space.

Increase Productivity and Efficiency through Technology

In FY 2011, council approved a web-based geographic information system (GIS) mapping program. Staff currently develops customized maps from data and information available from various sources such as the county and the council of governments. At a cost \$6,000 from the utility fund, staff can locate Town infrastructure in GIS by physically going to the site and uploading the coordinates via a smart-phone application.

Encourage Job-related Training and Education

For the last few years, the tuition reimbursement program has been cancelled due to lack of funding and uncertainty by employees who were considering utilizing the program. However, recently some employees have inquired of the program because they are pursuing college degrees. The proposed budget provides funds to reinstate this program.

Fund Summaries

Before moving into the details of the proposed budget for FY 2012/2013, we feel it is important to give a brief overview of the types of funds used in planning and accounting for our annual program of work so that both our Council members and our citizens are fully informed. This should help facilitate a better understanding of our budget as it is reviewed.

Governmental Funds

These funds are used to account for resources that are received and expended with no expectation of a specific user fee or departmental charge. These funds include:

- General Fund
- Capital Projects Funds
- Debt Service Funds
- Special Revenue Funds

The General Fund is used to account for all revenues and expenditures not accounted for in other funds and is the principal fund of the Town. The General Fund, which is used to account for resources associated with core government services, is primarily supported by the ad valorem tax, general sales tax, franchise taxes, license and permit fees, and municipal court fines. All the programs included in the budget are justified, efficient, and serve the basic needs of the community. The Town has recently implemented capital project and debt service funds separate from the General Fund to capture costs associated with these specific activities.

The Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes, such as the Type A Economic Development Fund, Type B Economic Development Fund, Hotel Occupancy Tax Fund, Court Security, Court Technology and Child Safety and Education.

Proprietary Funds

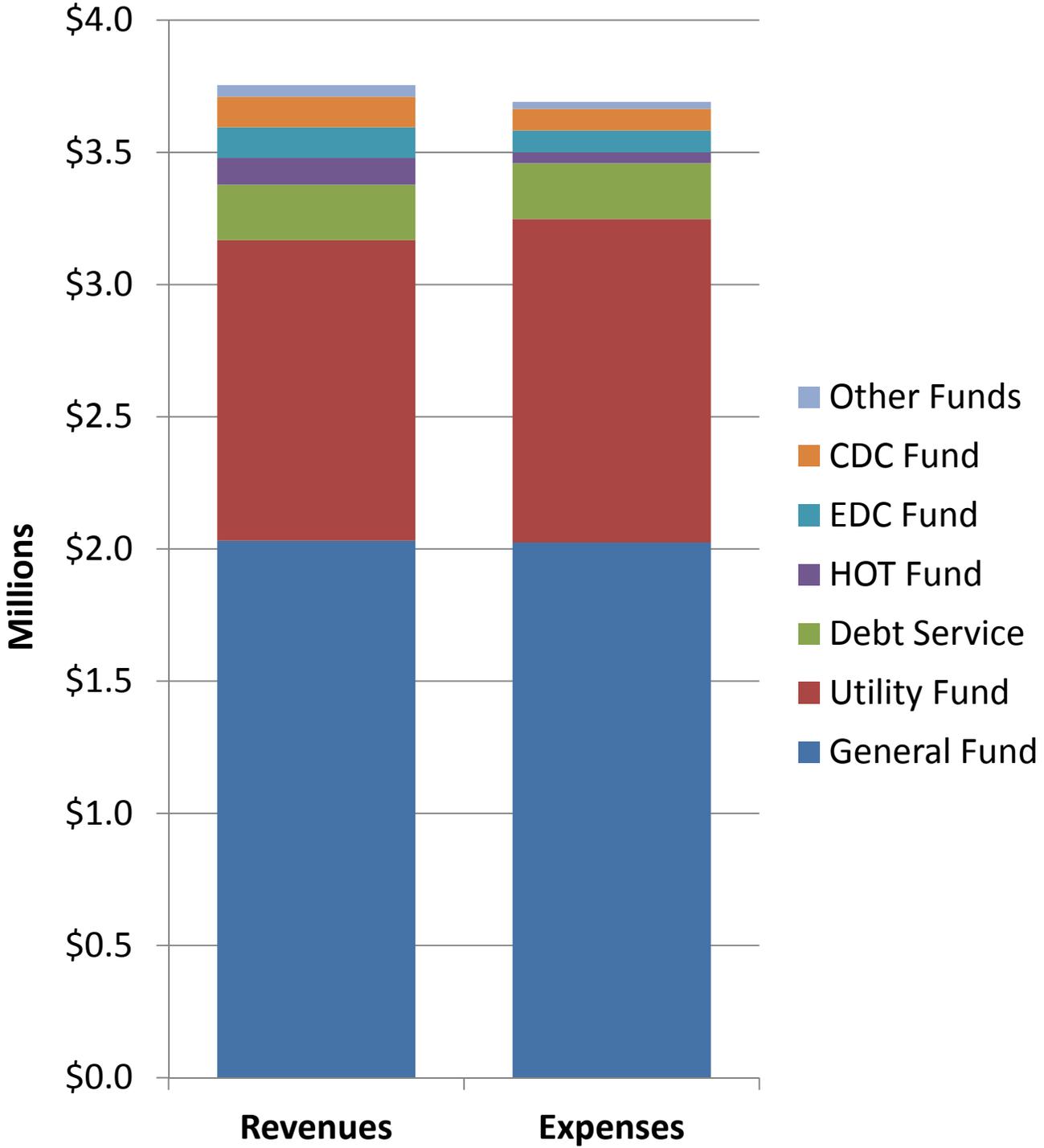
The Proprietary Funds are for ongoing organizations and activities that are similar to those often found in the private sector. These funds include:

- Enterprise Funds
- Internal Service Funds

Enterprise Funds account for services that are funded directly user fees. They are financed similarly to a private business, in that cost of providing goods and services are self-supporting. The Utility Fund is used to account for the provision of water and wastewater services to the citizens of Northlake. All activities necessary to provide such services are accounted for in this fund, including administration, operations, maintenance, financing, debt service, billing and collection. Internal Service Funds capture and distribute internal service costs such as fleet and building maintenance. The only current internal service fund for Northlake is the Equipment Fund which funds vehicle and equipment purchases and leases.

Town of Northlake

All Funds Summary



TOWN OF NORTHLAKE

	Proposed 2013 Tax Year
Property Tax Summary	
<u>Net Taxable Value:</u>	
Total Certified Value as of July 22, 2013	\$ 326,344,153
Less Exemptions:	
Disabled Veteran	\$ (93,000)
Over 65	\$ (421,556)
Homestead	\$ (353,699)
Less Value Losses:	
Agricultural Productivity	\$ (77,535,224)
Non-profit Organization	\$ (4,258,053)
Personal Property Nominal Inventory	\$ (6,588)
Freeport Inventory	\$ (12,731,779)
Pollution Control	\$ -
Total Reduction to Values	<u>\$ (95,399,899)</u>
 Estimated Minimum ARB Protested Values	 \$ 686,119
 Net Taxable Value	 <u><u>\$ 231,630,373</u></u>
<u>Estimated Property Tax Collections:</u>	
Net Taxable Value	\$ 231,630,373
Proposed Tax Rate per \$100 valuation	\$ 0.295
 Estimated Property Tax Levy	 <u>\$ 683,310</u>
<u>Tax Rate Distribution Schedule:</u>	
	<u>% of Tax Rate</u> <u>Tax Rate per \$100</u>
Maintenance and Operations	69.4% \$ 0.2046
Debt Service	30.6% \$ 0.0904
 Total Distribution of Tax Rate	 <u>100.0% \$ 0.295</u>
<u>Distribution of Estimated Tax Revenue:</u>	
Maintenance and Operations	\$ 473,923
Debt Service	\$ 209,387
 Total Estimated Tax Revenue	 <u><u>\$ 683,310</u></u>



Town of Northlake
GENERAL FUND

Fund: 100	FY 2011 Actual	FY 2012 Actual	FY 2013 Original Budget	FY 2013 Actual As of 06/30	FY 2013 Revised Budget	FY 2014 Proposed Budget
BEGINNING FUND BALANCE:	319,703	345,775	365,172	365,172	365,172	438,457
REVENUES:						
Court Fines	628,780	688,827	663,000	450,650	615,000	650,000
Sales/Beverage Tax	145,216	204,310	198,000	174,361	230,000	230,000
Ad Valorem Taxes	649,357	580,645	529,013	516,584	516,714	473,923
Permits and Registrations	10,485	16,510	8,350	7,546	8,150	7,850
Franchise Fees	159,100	170,398	166,300	131,264	216,500	157,700
Building Permits	24,845	30,585	96,000	38,298	41,750	114,500
Development	3,804	19,997	191,500	135,068	160,550	188,500
Transfers	177,000	190,000	175,000	131,250	175,000	175,000
Other Revenue:	40,843	49,578	16,860	24,504	30,260	33,760
TOTAL REVENUE:	1,839,428	1,950,851	2,044,023	1,609,524	1,993,924	2,031,233
EXPENDITURES:						
Payroll & Benefits	1,081,804	1,118,300	1,217,522	850,043	1,170,478	1,230,063
Supplies	124,318	116,723	157,140	88,483	134,075	146,550
Maintenance	63,034	104,930	102,550	85,362	97,000	118,700
Utilities	31,399	31,853	37,801	22,231	36,566	39,666
Services	363,119	381,873	404,435	283,178	385,065	430,200
Capital Outlay	67,881	26,422	1,500	14,470	14,700	-
Transfers	14,000	40,561	69,000	51,750	45,000	55,500
Lease Purchase Debt Service	67,800	27,682	-	17,963	23,970	4,020
TOTAL EXPENDITURES:	1,813,356	1,848,344	1,989,948	1,413,481	1,906,854	2,024,699
REV OVER/(UNDER) EXP	26,072	102,507	54,075	196,042	87,070	6,535
Changes to Fund Balance	-	(83,110)	-	-	-	-
ENDING FUND BALANCE	345,775	365,172	419,247	561,214	452,242	444,991

Budget Requests

Computer Replacements & Extended Maintenance Agreement	2,608	1,600
Incode Warrant Interface Module (net of cost \$11,000 and savings \$1,000)	10,000	(12,000)
Record Management & Work Order Systems	1,177	1,065
Civilian 2 % COLA Increase & Uniform Step Adjustment		25,029
Tuition Reimbursement		10,000
Asphalt Roller Purchase - (Transfer to Equipment \$9,000 and rental savings \$8,000)		1,000
Harvest Contracted Police Service		(36,000)

REVISED REV OVER/(UNDER) EXP 73,285 15,841

REVISED ENDING FUND BAL - UNASSIGNED 15 **438,457 454,297**



Town of Northlake
DEBT SERVICE

Fund:	160	FY 2011	FY 2012	FY 2013	FY 2013	FY 2013	FY 2014
		Actual	Actual	Original	Actual	Revised	Proposed
				Budget	As of 06/30	Budget	Budget
BEGINNING FUND BALANCE:		26,670	23,049	24,363	24,363	24,363	2,128
REVENUES:							
Taxes / Fees & Fines		143,197	206,621	189,600	189,296	189,350	209,387
Permits and Registrations		-	-	-	-	-	-
Franchise Fees		-	-	-	-	-	-
Building Permits		-	-	-	-	-	-
Development		-	-	-	-	-	-
Transfers		-	-	-	-	-	-
Bond Proceeds		-	-	-	-	-	-
Other Revenue:		993	47	40	3	15	20
TOTAL REVENUE:		144,190	206,669	189,640	189,298	189,365	209,407
EXPENDITURES:							
Payroll & Benefits		-	-	-	-	-	-
Supplies		-	-	-	-	-	-
Maintenance		-	-	-	-	-	-
Utilities		-	-	-	-	-	-
Services		300	300	300	600	600	300
Capital Outlay		-	-	-	-	-	-
Transfers		-	-	-	-	-	-
Lease Purchase Debt Service		147,512	205,054	211,000	208,510	211,000	210,587
TOTAL EXPENDITURES:		147,812	205,354	211,300	209,110	211,600	210,887
REV OVER/(UNDER) EXP		(3,621)	1,314	(21,660)	(19,812)	(22,235)	(1,480)
Changes to Fund Balance		-	-	-	-	-	-
ENDING FUND BALANCE		23,049	24,363	2,703	4,551	2,128	648



Town of Northlake
HOTEL OCCUPANCY TAX

Fund: 110	FY 2011 Actual	FY 2012 Actual	FY 2013 Original Budget	FY 2013 Actual As of 06/30	FY 2013 Revised Budget	FY 2014 Proposed Budget
BEGINNING FUND BALANCE:	498,797	570,028	644,018	644,018	644,018	704,093
REVENUES:						
Taxes / Fees & Fines	106,392	101,127	100,000	71,509	100,000	100,000
Permits and Registrations	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Building Permits	-	-	-	-	-	-
Development	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
Other Revenue:	696	1,287	1,300	1,180	1,300	1,300
TOTAL REVENUE:	107,088	102,414	101,300	72,690	101,300	101,300
EXPENDITURES:						
Payroll & Benefits	21,202	20,115	23,625	24,172	30,860	26,175
Supplies	-	-	2,000	-	250	2,000
Maintenance	100	-	-	-	-	-
Utilities	305	342	-	316	500	-
Services	14,250	7,968	15,600	8,269	9,615	13,600
Capital Outlay	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENDITURES:	35,857	28,425	41,225	32,757	41,225	41,775
REV OVER/(UNDER) EXP	71,231	73,989	60,075	39,933	60,075	59,525
Changes to Fund Balance	-	-	-	-	-	-
ENDING FUND BALANCE	570,028	644,018	704,093	683,950	704,093	763,618

Budget Requests

Civilian 2 % COLA Increase & Uniform Step Adjustment 331

REVISED REV OVER/(UNDER) EXP 59,194

REVISED ENDING FUND BAL 763,287



Town of Northlake
COURT SECURITY SPECIAL REVENUE

Fund: 120	FY 2011 Actual	FY 2012 Actual	FY 2013 Original Budget	FY 2013 Actual As of 06/30	FY 2013 Revised Budget	FY 2014 Proposed Budget
BEGINNING FUND BALANCE:	87,313	104,881	120,520	120,520	120,520	82,205
REVENUES:						
Interest	78	189	150	165	200	200
Court Technology	17,735	17,163	-	-	-	-
Court Security	13,345	12,885	12,000	9,259	12,250	12,000
Seatbelt Fees	-	-	-	-	-	-
Child Safety	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
Other Revenue:	-	-	-	-	-	-
TOTAL REVENUE:	31,157	30,237	12,150	9,424	12,450	12,200
EXPENDITURES:						
Payroll & Benefits	-	-	-	-	-	-
Supplies	1,246	-	1,000	-	-	-
Maintenance	-	-	-	-	-	-
Utilities	3,059	2,051	-	-	-	-
Services	9,284	12,546	10,030	2,934	7,000	7,000
Capital Outlay	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENDITURES:	13,589	14,598	11,030	2,934	7,000	7,000
REV OVER/(UNDER) EXP	17,568	15,640	1,120	6,490	5,450	5,200
Changes to Fund Balance	-	-	(43,765)	(43,765)	(43,765)	-
ENDING FUND BALANCE	104,881	120,520	77,875	83,246	82,205	87,405



Town of Northlake
COURT TECHNOLOGY SPECIAL REVENUE

Fund: 121	FY 2011 Actual	FY 2012 Actual	FY 2013 Original Budget	FY 2013 Actual As of 06/30	FY 2013 Revised Budget	FY 2014 Proposed Budget
BEGINNING FUND BALANCE:	-	-	-	-	-	5,565
REVENUES:						
Interest	-	-	50	-	-	-
Court Technology	-	-	17,000	12,329	16,500	16,000
Court Security	-	-	-	-	-	-
Seatbelt Fees	-	-	-	-	-	-
Child Safety	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
Other Revenue:	-	-	-	-	-	-
TOTAL REVENUE:	-	-	17,050	12,329	16,500	16,000
EXPENDITURES:						
Payroll & Benefits	-	-	-	-	-	-
Supplies	-	-	11,250	-	-	-
Maintenance	-	-	-	-	-	-
Utilities	-	-	6,000	1,482	3,000	3,000
Services	-	-	-	12,408	13,000	13,000
Capital Outlay	-	-	27,612	25,561	27,612	-
Transfers	-	-	-	-	-	-
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENDITURES:	-	-	44,862	39,451	43,612	16,000
REV OVER/(UNDER) EXP	-	-	(27,812)	(27,122)	(27,112)	-
Changes to Fund Balance	-	-	32,677	32,677	32,677	-
ENDING FUND BALANCE	-	-	4,865	5,555	5,565	5,565



Town of Northlake
POLICE ASSET FORFEITURE

Fund: 150	FY 2011 Actual	FY 2012 Actual	FY 2013 Original Budget	FY 2013 Actual As of 06/30	FY 2013 Revised Budget	FY 2014 Proposed Budget
BEGINNING FUND BALANCE:	1,231	3,536	9,773	9,773	9,773	1,178
REVENUES:						
Interest	-	31	25	5	5	5
Seatbelt Fees	-	-	-	-	-	-
Seized Monies & Goods	1,025	66,228	-	45,500	45,500	-
State Training	-	-	-	-	-	-
Child Safety	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
Other Revenue:	16,700	-	-	425	400	-
TOTAL REVENUE:	17,725	66,259	25	45,930	45,905	5
EXPENDITURES:						
Payroll & Benefits	-	-	-	-	-	-
Supplies	519	1,306	10,000	1,974	9,000	-
Maintenance	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Services	1,913	15,716	-	-	-	-
Capital Outlay	12,988	-	-	44,355	45,500	-
Transfers	-	43,000	-	-	-	-
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENDITURES:	15,420	60,022	10,000	46,329	54,500	-
REV OVER/(UNDER) EXP	2,305	6,237	(9,975)	(399)	(8,595)	5
Changes to Fund Balance	-	-	-	-	-	-
ENDING FUND BALANCE	3,536	9,773	(202)	9,374	1,178	1,183

Budget Requests

Accurint - Investigation Tool	1,020
REVISED REV OVER/(UNDER) EXP	(1,015)
REVISED ENDING FUND BAL	163



Town of Northlake
POLICE SPECIAL TRAINING

Fund: 151	FY 2011 Actual	FY 2012 Actual	FY 2013 Original Budget	FY 2013 Actual As of 06/30	FY 2013 Revised Budget	FY 2014 Proposed Budget
BEGINNING FUND BALANCE:	(738)	(268)	-	-	-	-
REVENUES:						
Interest	-	-	-	-	-	-
Seatbelt Fees	-	-	-	-	-	-
Seized Monies & Goods	-	-	-	-	-	-
State Training	1,100	-	-	-	-	-
Child Safety	-	-	-	-	-	-
Transfers	-	268	-	-	-	-
Other Revenue:	-	-	-	-	-	-
TOTAL REVENUE:	1,100	268	-	-	-	-
EXPENDITURES:						
Payroll & Benefits	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Maintenance	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Services	631	0	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENDITURES:	631	0	-	-	-	-
REV OVER/(UNDER) EXP	470	268	-	-	-	-
Changes to Fund Balance	-	-	-	-	-	-
ENDING FUND BALANCE	(268)	-	-	-	-	-



Town of Northlake
CHILD SAFETY SPECIAL REVENUE

Fund: 152	FY 2011 Actual	FY 2012 Actual	FY 2013 Original Budget	FY 2013 Actual As of 06/30	FY 2013 Revised Budget	FY 2014 Proposed Budget
BEGINNING FUND BALANCE:	10,353	29,890	50,024	50,024	50,024	63,412
REVENUES:						
Interest	-	62	100	95	100	100
Court Technology	-	-	-	-	-	-
Court Security	-	-	-	-	-	-
Seatbelt Fees	19,920	19,710	23,000	9,982	13,500	15,000
Seized Monies & Goods	-	-	-	-	-	-
State Training	-	-	-	-	-	-
Child Safety	1,471	3,013	1,000	1,519	1,500	1,000
Transfers	-	-	-	-	-	-
Other Revenue:	-	-	-	-	-	-
TOTAL REVENUE:	21,391	22,786	24,100	11,596	15,100	16,100
EXPENDITURES:						
Payroll & Benefits	-	-	-	-	-	-
Supplies	1,854	2,652	2,000	690	2,000	2,000
Maintenance	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Services	-	-	-	729	800	1,000
Capital Outlay	-	-	10,000	-	10,000	-
Transfers	-	-	-	-	-	-
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENDITURES:	1,854	2,652	12,000	1,419	12,800	3,000
REV OVER/(UNDER) EXP	19,537	20,134	12,100	10,177	2,300	13,100
Changes to Fund Balance	-	-	11,088	11,088	11,088	-
ENDING FUND BALANCE	29,890	50,024	73,212	71,289	63,412	76,512



Town of Northlake
ECONOMIC DEVELOPMENT CORPORATION

Fund: 130	FY 2011 Actual	FY 2012 Actual	FY 2013 Original Budget	FY 2013 Actual As of 06/30	FY 2013 Revised Budget	FY 2014 Proposed Budget
BEGINNING FUND BALANCE:	292,126	304,025	321,566	321,566	321,566	346,731
REVENUES:						
Taxes / Fees & Fines	72,608	102,155	99,000	87,181	115,000	115,000
Permits and Registrations	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Building Permits	-	-	-	-	-	-
Development	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
Other Revenue:	2,636	635	650	563	650	650
TOTAL REVENUE:	75,244	102,790	99,650	87,743	115,650	115,650
EXPENDITURES:						
Payroll & Benefits	18,901	19,684	20,625	14,125	20,625	21,175
Supplies	8,170	912	3,000	879	3,000	3,100
Maintenance	-	-	250	127	250	250
Utilities	305	342	402	316	402	552
Services	15,330	44,311	35,200	19,104	35,200	33,700
Capital Outlay	640	-	-	-	-	1,000
Transfers	20,000	20,000	25,000	18,750	25,000	25,000
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENDITURES:	63,345	85,248	84,477	53,302	84,477	84,777
REV OVER/(UNDER) EXP	11,899	17,541	15,173	34,441	31,173	30,873
Changes to Fund Balance	-	-	-	-	-	-
ENDING FUND BALANCE	304,025	321,566	336,739	356,007	352,739	377,604

Budget Requests

Development Computer Replacement	1,008	
Retail Economic Development Plan	5,000	10,000
Civilian 2 % COLA Increase & Uniform Step Adjustment		331
REVISED REV OVER/(UNDER) EXP	25,165	20,542
REVISED ENDING FUND BAL	346,731	367,273



Town of Northlake
COMMUNITY DEVELOPMENT CORPORATION

Fund: 131	FY 2011 Actual	FY 2012 Actual	FY 2013 Original Budget	FY 2013 Actual As of 06/30	FY 2013 Revised Budget	FY 2014 Proposed Budget
BEGINNING FUND BALANCE:	278,063	287,715	306,467	306,467	306,467	331,732
REVENUES:						
Taxes / Fees & Fines	72,608	102,155	99,000	87,181	115,000	115,000
Permits and Registrations	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Building Permits	-	-	-	-	-	-
Development	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
Other Revenue:	2,600	618	850	553	750	750
TOTAL REVENUE:	75,208	102,773	99,850	87,734	115,750	115,750
EXPENDITURES:						
Payroll & Benefits	18,902	19,684	20,625	14,175	20,625	21,175
Supplies	8,159	912	3,000	857	3,000	3,100
Maintenance	-	-	250	127	250	250
Utilities	305	342	402	316	402	552
Services	17,551	43,084	35,200	25,506	35,200	33,700
Capital Outlay	640	-	-	-	-	1,000
Transfers	20,000	20,000	25,000	18,750	25,000	25,000
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENDITURES:	65,556	84,022	84,477	59,732	84,477	84,777
REV OVER/(UNDER) EXP	9,652	18,752	15,373	28,002	31,273	30,973
Changes to Fund Balance	-	-	-	-	-	-
ENDING FUND BALANCE	287,715	306,467	321,840	334,469	337,740	362,705

Budget Requests

Development Computer Replacement	1,008	
Retail Economic Development Plan	5,000	10,000
Civilian 2 % COLA Increase & Uniform Step Adjustment		331
REVISED REV OVER/(UNDER) EXP	25,265	20,642
REVISED ENDING FUND BAL	331,732	352,374



Town of Northlake
WATER & WASTEWATER

Fund: 200	FY 2011 Actual	FY 2012 Actual	FY 2013 Original Budget	FY 2013 Actual As of 06/30	FY 2013 Revised Budget	FY 2014 Proposed Budget
BEGINNING FUND BALANCE:	933,197	985,274	1,005,061	1,005,061	1,005,061	936,038
REVENUES:						
Water Sales	624,639	565,511	600,000	408,241	580,000	700,000
Water Fees	250	500	650	950	4,450	54,850
Sewer Sales	124,074	159,110	165,000	127,674	170,000	235,000
Sewer Fees	500	850	500	1,850	1,700	1,500
FWSD Reimbursement	-	-	-	-	-	135,000
Transfers	-	-	-	-	-	-
Other Revenue:	7,239	23,002	10,700	9,453	10,550	10,650
TOTAL REVENUE:	756,702	748,973	776,850	548,168	766,700	1,137,000
EXPENSES:						
Payroll & Benefits	90,838	110,930	135,503	99,148	135,378	141,875
Supplies	22,204	27,001	31,128	14,879	20,270	33,595
Maintenance	18,191	21,826	47,600	19,932	20,100	40,400
Wholesale Water	208,048	185,075	200,000	130,819	200,000	263,000
Sewer Treatment	108,053	122,265	120,000	172,481	220,000	318,250
Utilities	24,979	22,361	23,945	15,516	24,015	44,985
Services	75,215	76,902	67,350	49,075	57,600	51,900
Capital Outlay	26,199	2,420	13,000	45,897	14,300	195,500
Transfers	137,000	161,926	168,000	107,250	143,000	134,000
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENSES:	710,726	730,706	806,526	654,997	834,663	1,223,505
REV OVER/(UNDER) EXP	45,976	18,267	(29,676)	(106,828)	(67,963)	(86,505)
ENDING FUND BALANCE	979,173	1,003,540	975,385	898,232	937,098	849,533
Less: Net Capital Assets	(980,989)	(988,825)	(988,825)	(988,825)	(988,825)	(988,825)
Less: Customer Deposits	(29,743)	(32,922)	(30,866)	(31,332)	(30,866)	(30,866)
Changes to Fund Balance	6,101	1,520	-	-	-	-
UNRESTRICTED FUND BALANCE	(25,458)	(16,687)	(44,306)	(121,924)	(82,593)	(170,158)
Budget Requests						
Sewer Rate Increase						(70,000)
Water Rate Increase						(75,000)
Finance Computer Replacement					1,008	
Maintenance Edge Work Order System					52	615
Automatic Meter Reading System for Creekside Apts						31,290
Civilian 2 % COLA Increase & Uniform Step Adjustment						2,433
REVISED REV OVER/(UNDER) EXP					(69,023)	24,158
REVISED ENDING FUND BAL					936,038	960,195



Town of Northlake
COST RECOVERY

Fund: 201	FY 2011 Actual	FY 2012 Actual	FY 2013 Original Budget	FY 2013 Actual As of 06/30	FY 2013 Revised Budget	FY 2014 Proposed Budget
BEGINNING FUND BALANCE:	575,619	461,137	434,803	434,803	434,803	435,203
REVENUES:						
Water Sales	-	-	-	-	-	-
Water Fees	-	-	-	-	-	-
Sewer Sales	-	-	-	-	-	-
Sewer Fees	-	-	-	-	-	-
Cost Recovery Fees	3,707	(2,167)	3,000	-	-	-
Transfers	-	-	-	-	-	-
Other Revenue:	586	372	450	272	400	450
TOTAL REVENUE:	4,293	(1,795)	3,450	272	400	450
EXPENSES:						
Payroll & Benefits	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Maintenance	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Services	83,076	24,539	-	-	-	-
Capital Outlay	35,700	-	-	-	-	-
Transfers	-	-	-	-	-	-
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENSES:	118,776	24,539	-	-	-	-
REV OVER/(UNDER) EXP	(114,483)	(26,334)	3,450	272	400	450
ENDING FUND BALANCE	461,137	434,803	438,253	435,075	435,203	435,653
Less: Net Capital Assets	-	-	-	-	-	-
Less: Upper Trinity Deposits	(288,000)	(288,000)	(288,000)	(288,000)	(288,000)	(288,000)
Changes to Fund Balance	-	-	-	-	-	-
UNRESTRICTED FUND BALANCE	173,137	146,803	150,253	147,075	147,203	147,653



Town of Northlake
EQUIPMENT FUND

Fund: 505	FY 2011 Actual	FY 2012 Actual	FY 2013 Original Budget	FY 2013 Actual As of 06/30	FY 2013 Revised Budget	FY 2014 Proposed Budget
BEGINNING FUND BALANCE:	-	14,000	94,374	94,374	94,374	48,624
REVENUES:						
Transfers from Admin - GF	14,000	-	-	-	-	-
Transfers from Police - GF	-	28,368	51,000	38,250	27,000	46,500
Transfers from Police - Seiz	-	43,000	-	-	-	-
Transfers from Public Works	-	9,000	18,000	13,500	18,000	9,000
Transfers from Water Oper	-	9,000	18,000	13,500	18,000	9,000
Other Revenue	-	-	10,000	4,872	4,800	-
TOTAL REVENUE:	14,000	89,368	97,000	70,122	67,800	64,500
EXPENSES:						
Payroll & Benefits	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Maintenance	-	-	-	4,909	5,000	-
Utilities	-	-	-	-	-	-
Services	-	8,254	-	-	-	-
Capital Outlay	-	-	120,000	82,716	83,000	-
Transfers	-	-	-	-	-	-
Lease Purchase Debt Service	-	740	35,000	591	10,550	10,600
TOTAL EXPENSES:	-	8,994	155,000	88,216	98,550	10,600
REV OVER/(UNDER) EXP	14,000	80,374	(58,000)	(18,094)	(30,750)	53,900
ENDING FUND BALANCE	14,000	94,374	36,374	76,280	63,624	102,524
Less: Net Capital Assets	-	(21,461)	(21,461)	(21,461)	(21,461)	(21,461)
Changes to Fund Balance	-	-	-	-	-	-
UNRESTRICTED FUND BALANCE	14,000	72,913	14,913	54,819	42,163	81,063

Budget Requests

L-3 Police Video Server					15,000	
Asphalt Roller Purchase						46,000
Increase in Transfer from General Fund - Public Works						(9,000)
Maintenance Estimate						3,100
REVISED REV OVER/(UNDER) EXP					(45,750)	13,800
REVISED ENDING FUND BAL					48,624	62,424

FY 2013/2014 Budget Requests

All indicators point to a return of growth in Northlake. Two new master planned developments spanning 2,500 acres and bringing 6,700 rooftops to Northlake and neighboring communities Argyle and Flower Mound have been restarted by new investor groups. Both projects include massive greenbelt areas with trails, parks and lakes, which precisely mirrors the Northlake Comprehensive Plan that calls for this type of environment throughout the Town. In the past Northlake has benefitted from fast paced growth through new properties added to the tax rolls. For the third year in a row, property values have actually declined. Commercial property returns to pre-2008 levels have been offset by dramatic decreases in mineral values. However, the expectations of residents and businesses for Town services remain high. Challenges continue to exist to effectively and properly serve our community in the face of declining property tax revenue. The hope is that the tax base will grow as development returns to Northlake. These budget requests focus on maintaining current service levels of the Town by enhancing the Town's in-house capabilities and utilizing technology for more cost effective service provision in accordance with the council budget goals. The following descriptions provide details of the proposed service enhancements.

Employee Compensation and Benefits

In order to understand the Town's position in the labor market, the council approved a salary and benefit survey and analysis conducted by a third-party. The study showed that Northlake salary ranges were approximately 10% below market and recommended new salary ranges for Town positions. Based on budget constraints, the adopted FY 2012-2013 budget was only able to bring salary ranges within 5% of the market. In the proposed FY 2013-2014 budget, resources are still scarce and only able to fund police officer step plan to within 2.5% of the market as measured in 2012.

To keep from slipping further behind in the market, an up to 2% cost of living allowance is proposed for employees not impacted by the new police step plan. Employees below midpoint of their position salary range will receive a 2% increase in January. Employees above midpoint will receive 1.5% and employees over their position salary range maximum will receive 1%. The net impact of these changes for all funds is \$28,455 or less than 1% of total budget.

The tuition reimbursement program, which allows employees' to be partially reimbursed for job relevant degrees from accredited colleges and universities, has been put on hold for the last few years due to lack of funding and interest on the part of employees. Some employees have approached management with their desire to pursue a degree in their field and have begun the process for verifying the degrees are eligible and the program are accredited. The proposed budget includes funds for the tuition reimbursement program in an amount not to exceed \$10,000.

Asphalt Roller Purchase

With the increase of the public works staff to three positions, public works has been better able to perform repairs and maintenance that were unsafe or undoable with two staff. Currently to perform asphalt road repairs, Public Works must rent an asphalt roller. Due to the delay of police vehicle purchases, reserves are available in the Equipment Fund for cash purchase of the roller. Over the next two years, Public Works will transfer funds to the Equipment Fund to return reserves back to the original amount in order for the police department to purchase replacement vehicles when needed. The additional transfer amount from Public Works is \$9,000 which is slightly greater than the typically annual roller rental cost of \$8,000.

Upgrade Municipal Court Warrant Services Interface

Currently, the Roanoke Police Department uploads Northlake court warrants into the statewide database at a cost of \$15 per warrant. By using this service, other law enforcement agencies are able to verify Northlake warrants 24 hours per day. The City of Roanoke has notified Northlake of their intent to upgrade their warrant entry system which will necessitate a matching upgrade to our system. Using FY 2013 savings, the upgrade will be purchased in the current year at a cost of \$12,000. However, Roanoke has agreed to reduce the warrant entry cost to \$10 per warrant. Based on current activity this equates to a \$1,000 per month savings.

Record Management and Work Order Systems

Leveraging existing systems and technology, the proposed budget also dedicates fund for the purchase of a record management system and a public works work order system. The record management system will seamlessly interface with the Town's existing website provider allowing residents and other interested parties to search through the Town's online archives and download documents. The work order system is an application that can be loaded on a smart phone that pushes work orders into the field instantaneously and enables crews report back the work order status without traveling back to the office. The work order system also compiles reports and analyzes metrics and trends so operators can spot maintenance issues before they become emergencies.

Harvest Contracted Police Services

The Harvest development will be outside the Town limits for a number of years. Homeowners in Harvest will be utility customers of the Town but will pay property taxes to a fresh water supply district and not the Town. Typically, the Denton County Sheriff's Office would be the public safety provider for areas outside the Town. However, through the developer agreement the Northlake Police Department will provide patrol service to the Harvest community. Since these residents do not pay Northlake property taxes, their district will fund police services. For fiscal year 2013/2014, \$36,000 in additional revenue is projected for payment of services.

Computer Hardware Upgrades and Maintenance

The Town uses a variety of software programs in daily operations from Microsoft Office to specialized systems for court, utility billing, GIS mapping, etc. As software increases in speed and complexity, computer hardware must keep pace in terms of memory and computing power. The proposed budget includes upgrades for multiple personal computers and warranties for highly crucial and ruggedly used police laptops.

Retail Economic Development Plan

In 2010, the economic development corporations (EDCs) funded a merchandising plan for the Town of Northlake. Since that time the two master planned communities in Northlake have undergone ownership restructuring and significant changes to the vision for the developments. More importantly, retail and residential development in surrounding communities has increase dramatically. In an effort to provide the best and latest information to retailers who demand no less, the EDCs have recommended for council consideration engaging a consultant to develop a retail economic development plan. The process will include understanding the type of retail desired by the community, projected growth and trends in the community and the market conditions affecting the decision makers who determine retail growth and expansion. In order to have the update material available for the national ICSC event, a consultant will be engaged in FY 2013 with the contract continuing through FY 2014. The costs will be evenly shared by the Northlake Economic Development Corporation and the Northlake Community Development Corporation. The FY 2013 revised budget request is \$5,000 for each corporation and \$10,000 budget request for each in the FY 2014 proposed budget.

Water and Sewer Rate Increases

With the recent notice from the Town's regional wholesale water and sewer treatment providers of their intent to increase charges, the Town of Northlake will increase rates to our customers. Commercial water rates are proposed to increase 10% which will generate approximately \$75,000 in new revenue necessary to cover the announced increase from Fort Worth Wholesale Water. Additional revenue of \$70,000 will be generated from the 100% increase in residential sewer rates and 90% increase in commercial sewer rates. Residential sewer rates will not be applied to the first 3,000 gallons of usage so the actual sewer bill increase will be less than 100%.

Homeowners in the Harvest development which is outside the Town limits will not be residents of Northlake but will be water and sewer customers. By contract the developers of Harvest must subsidize any operational losses experienced by the Town in providing water and sewer service. The first few years of operations are projected to run at a loss. In order to cover this loss through operational revenues, the developers have requested that Harvest water customers pay an additional 25% surcharge on their utility bill. Prior to the recent changes in the water rates, utility customers outside the Town limits paid up to twice the in Town rates.

Replacement of Existing Water Meters with Radio Enabled

Starting in the fall of 2012, the Town began replacing residential water meters with a radio enabled automated reader. At the time of implementation, many of the recently installed commercial water meters could be easily converted without replacing the entire meter. Unfortunately some of the older commercial meters must be completely replaced in order to be read through the new system instead of manually as they are currently read. In the proposed budget is funding to replace some of the Town's oldest commercial water meters at a cost of \$31,290. The new meters will more accurately measure water usage and decrease the time needed to read meters.



Town of Northlake
DEPARTMENT REPORT

	FY 2011 Actual	FY 2012 Actual	FY 2013 Original Budget	FY 2013 YTD As of 06/30	FY 2013 Revised Budget	FY 2014 Proposed Budget
COUNCIL						
EXPENDITURES:						
Payroll & Benefits	1,779	1,733	1,800	1,098	1,100	1,800
Supplies	5,954	378	1,150	285	950	1,100
Maintenance	2,919	142	-	-	-	-
Utilities	552	673	750	597	800	750
Services	6,688	11,677	9,850	8,833	10,850	7,700
Capital Outlay	-	-	-	-	-	-
Transfers	14,000	-	-	-	-	-
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENSES:	31,892	14,603	13,550	10,814	13,700	11,350

ADMINISTRATION						
EXPENDITURES:						
Payroll & Benefits	226,859	226,840	224,650	172,753	229,850	232,500
Supplies	16,846	15,215	20,375	10,479	13,975	16,375
Maintenance	645	708	3,100	75	200	1,000
Utilities	6,287	5,967	6,835	3,424	5,500	6,200
Services	109,407	69,199	93,500	55,798	75,900	77,750
Capital Outlay	-	1,068	-	6,922	7,000	-
Transfers	-	2,926	-	-	-	-
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENSES:	360,045	321,922	348,460	249,452	332,425	333,825

TOWN SECRETARY						
EXPENDITURES:						
Payroll & Benefits	74,425	75,506	77,800	57,766	77,025	78,400
Supplies	4,518	4,433	4,730	2,411	4,680	4,880
Maintenance	260	224	500	347	600	550
Utilities	3,172	3,062	4,364	2,078	3,864	4,364
Services	11,874	12,065	17,900	14,123	20,500	19,825
Capital Outlay	987	120	-	1,286	1,300	-
Transfers	-	-	-	-	-	-
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENSES:	95,235	95,410	105,294	78,011	107,969	108,019



Town of Northlake
DEPARTMENT REPORT

	FY 2011 Actual	FY 2012 Actual	FY 2013 Original Budget	FY 2013 YTD As of 06/30	FY 2013 Revised Budget	FY 2014 Proposed Budget
MUNICIPAL COURT						
EXPENDITURES:						
Payroll & Benefits	139,769	155,797	160,750	112,854	158,200	162,250
Supplies	9,390	8,301	9,280	4,972	8,080	8,580
Maintenance	611	224	550	75	100	150
Utilities	5,365	5,458	6,821	3,631	6,321	6,821
Services	57,820	71,637	93,385	40,789	66,835	90,620
Capital Outlay	1,974	440	1,500	3,047	3,100	-
Transfers	-	-	-	-	-	-
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENSES:	214,929	241,856	272,286	165,369	242,636	268,421
DEVELOPMENT SERVICES						
EXPENDITURES:						
Payroll & Benefits	-	-	18,832	12,980	18,150	19,063
Supplies	-	-	-	1,988	2,500	3,300
Maintenance	-	-	-	-	-	-
Utilities	-	-	-	2,187	2,850	3,000
Services	-	-	58,000	69,459	81,380	107,905
Capital Outlay	-	-	-	1,286	1,300	-
Transfers	-	-	-	-	-	-
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENSES:	-	-	76,832	87,900	106,180	133,268
POLICE						
EXPENDITURES:						
Payroll & Benefits	575,103	581,548	638,800	421,155	590,200	636,250
Supplies	72,819	62,584	81,880	47,200	69,640	74,040
Maintenance	17,370	18,850	17,000	13,268	17,100	19,100
Utilities	12,005	12,628	12,717	7,726	11,917	13,217
Services	86,312	105,618	76,300	60,635	85,600	76,900
Capital Outlay	64,775	23,206	-	1,286	1,300	-
Transfers	-	28,636	51,000	38,250	27,000	46,500
Lease Purchase Debt Service	67,800	27,682	-	17,963	23,970	4,020
TOTAL EXPENSES:	896,183	860,751	877,697	607,483	826,727	870,027



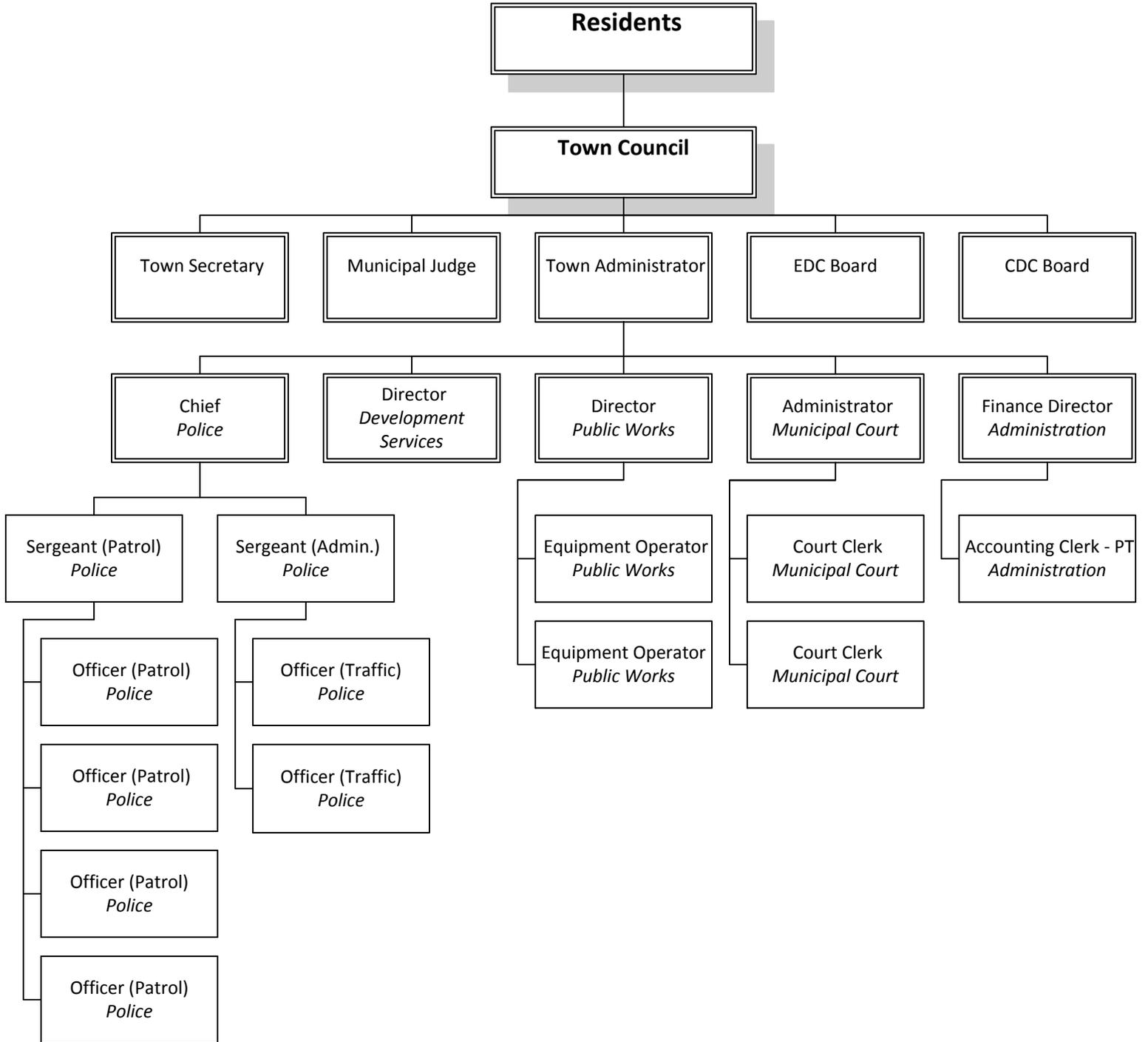
Town of Northlake
DEPARTMENT REPORT

	FY 2011 Actual	FY 2012 Actual	FY 2013 Original Budget	FY 2013 YTD As of 06/30	FY 2013 Revised Budget	FY 2014 Proposed Budget
PUBLIC WORKS - GENERAL FUND						
EXPENDITURES:						
Payroll & Benefits	63,870	76,875	94,890	71,436	95,953	99,800
Supplies	14,020	25,790	39,725	21,149	34,250	38,275
Maintenance	41,029	84,782	81,400	71,597	79,000	97,900
Utilities	4,019	4,066	6,314	2,587	5,314	5,314
Services	26,132	36,556	19,500	6,709	8,000	13,500
Capital Outlay	145	1,588	-	643	700	-
Transfers	-	9,000	18,000	13,500	18,000	9,000
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENSES:	149,215	238,658	259,829	187,621	241,217	263,789

ADMINISTRATION - UTILITY FUND						
EXPENSES:						
Payroll & Benefits	29,809	33,103	41,373	30,247	40,950	42,400
Supplies	7,531	8,725	9,203	5,479	7,420	7,620
Maintenance	(259)	307	200	75	100	200
Utilities	2,564	2,231	2,885	1,417	2,685	2,885
Services	136,395	77,803	16,850	9,246	12,250	15,850
Capital Outlay	35,700	-	-	2,522	2,800	-
Transfers	137,000	152,926	150,000	93,750	125,000	125,000
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENSES:	348,739	275,094	220,511	142,737	191,205	193,955

PUBLIC WORKS - UTILITY FUND						
EXPENSES:						
Payroll & Benefits	61,029	77,827	94,130	68,900	94,428	99,475
Supplies	14,673	18,276	21,925	9,400	12,850	25,975
Maintenance	18,450	21,519	47,400	19,857	20,000	40,200
Utilities	338,516	327,470	341,060	317,399	441,330	551,350
Services	10,141	11,418	38,500	30,885	33,350	24,050
Capital Outlay	26,199	2,420	13,000	43,375	11,500	195,500
Transfers	-	9,000	18,000	13,500	18,000	9,000
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENSES:	469,008	467,931	574,015	503,316	631,458	945,550

TOWN OF NORTHLAKE
Organizational Chart



TOWN OF NORTHLAKE

Personnel Distribution
Full-Time Equivalents

	2011/12	2012/13	2012/13	2012/13	2012/13	2013/14
	Actual	Adopted	Changes	Actual	Requests	Proposed
GENERAL FUND						
Administration						
Town Administrator	1.00	1.00		1.00		1.00
Town Secretary	1.00	1.00		1.00		1.00
Development Director (25%)	0.25	0.00		0.00		0.00
Finance Director (65%)	0.65	0.65		0.65		0.65
Accounting Clerk - Part Time (65%)	0.50	0.50		0.50		0.50
Full-Time	2.90	2.65	0.00	2.65	0.00	2.65
Part-Time	0.50	0.50	0.00	0.50	0.00	0.50
Total	3.40	3.15	0.00	3.15	0.00	3.15
Development Services						
Development Director (25%)	0.00	0.25		0.25		0.25
Full-Time	0.00	0.25	0.00	0.25	0.00	0.25
Part-Time	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.25	0.00	0.25	0.00	0.25
Municipal Court						
Court Administrator	1.00	1.00		1.00		1.00
Court Clerk	2.00	2.00		2.00		2.00
Full-Time	3.00	3.00	0.00	3.00	0.00	3.00
Part-Time	0.00	0.00	0.00	0.00	0.00	0.00
Total	3.00	3.00	0.00	3.00	0.00	3.00
Police						
Police Chief	1.00	1.00		1.00		1.00
Lieutenant	0.00	0.00		0.00		0.00
Sergeant	2.00	2.00		2.00		2.00
Police Officer	6.00	6.00		6.00		6.00
Full-Time	9.00	9.00	0.00	9.00	0.00	9.00
Part-Time	0.00	0.00	0.00	0.00	0.00	0.00
Total	9.00	9.00	0.00	9.00	0.00	9.00
Public Works						
Public Works Director (50%)	0.50	0.50		0.50		0.50
Equipment Operator (50%)	0.50	1.00		1.00		1.00
Full-Time	1.00	1.50	0.00	1.50	0.00	1.50
Part-Time	0.00	0.00	0.00	0.00	0.00	0.00
Total	1.00	1.50	0.00	1.50	0.00	1.50
Total General Fund						
Full-Time	15.90	16.15	0.00	16.15	0.00	16.15
Part-Time	0.50	0.50	0.00	0.50	0.00	0.50
Total	16.40	16.65	0.00	16.65	0.00	16.65

TOWN OF NORTHLAKE

Personnel Distribution
Full-Time Equivalents

	2011/12 Actual	2012/13 Adopted	2012/13 Changes	2012/13 Actual	2012/13 Requests	2013/14 Proposed
<u>ECONOMIC DEVELOPMENT CORP.</u>						
Administration						
Development Director (25%)	0.25	0.25		0.25		0.25
Full-Time	0.25	0.25	0.00	0.25	0.00	0.25
Part-Time	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.25	0.25	0.00	0.25	0.00	0.25
<u>COMMUNITY DEVELOPMENT CORP.</u>						
Administration						
Development Director (25%)	0.25	0.25		0.25		0.25
Full-Time	0.25	0.25	0.00	0.25	0.00	0.25
Part-Time	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.25	0.25	0.00	0.25	0.00	0.25
<u>HOTEL OCCUPANY TAX FUND</u>						
Administration						
Development Director (25%)	0.25	0.25		0.25		0.25
Full-Time	0.25	0.25	0.00	0.25	0.00	0.25
Part-Time	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.25	0.25	0.00	0.25	0.00	0.25
<u>UTILITY FUND</u>						
Administration						
Finance Director (35%)	0.35	0.35		0.35		0.35
Accounting Clerk - Part Time (35%)	0.30	0.30		0.30		0.30
Full-Time	0.35	0.35	0.00	0.35	0.00	0.35
Part-Time	0.30	0.30	0.00	0.30	0.00	0.30
Total	0.65	0.65	0.00	0.65	0.00	0.65
Public Works						
Public Works Director (50%)	0.50	0.50		0.50		0.50
Equipment Operator (50%)	0.50	1.00		1.00		1.00
Full-Time	1.00	1.50	0.00	1.50	0.00	1.50
Part-Time	0.00	0.00	0.00	0.00	0.00	0.00
Total	1.00	1.50	0.00	1.50	0.00	1.50
Total Utility Fund						
Full-Time	1.35	1.85	0.00	1.85	0.00	1.85
Part-Time	0.30	0.30	0.00	0.30	0.00	0.30
Total	1.65	2.15	0.00	2.15	0.00	2.15
<u>All Funds Total</u>						
Full-Time	18.00	18.75	0.00	18.75	0.00	18.75
Part-Time	0.80	0.80	0.00	0.80	0.00	0.80
Total	18.80	19.55	0.00	19.55	0.00	19.55

TOWN OF NORTHLAKE

COMMUNITY PROFILE

Date of Incorporation	1960	<u>Distance in Miles To:</u>	
Form of Government	Mayor/Council	Denton	14
Area	2245 acres (14sq. miles)	Fort Worth	30
		Dallas	42
Mean Household Income	\$93,420	Houston	281
		Chicago	926
<u>Area Fire Protection</u>		Los Angeles	1378
Roanoke Fire Department		New York	1576
Argyle Fire Department			
		<u>Tax Rate Per \$100 Valuation</u>	
<u>Police Protection</u>		Northlake	\$0.295
Number of Stations	1	Argyle ISD	\$1.04005
Number of Sworn Personnel	9	Northwest ISD	\$1.375
		Ponder ISD	\$1.22821
<u>Area Recreational Parks and Facilities</u>	5	Denton County	\$0.277
		Denton County ESD #1	\$0.10
<u>Area Libraries</u>	6		
		Avg. Single Family Home Value	\$241,642
<u>Education</u>		<u>Area Community Facilities</u>	
The University of North Texas		Motels	9
University of Texas-Arlington		Hospitals	7
Southern Methodist University		Churches	48
Texas Wesleyan University			
Texas Christian University		<u>Utilities</u>	
Texas Woman's University		Natural Gas	Atmos Energy Corporation
North Central Texas College			COSERV
Tarrant County College		Electricity	TXU Electric
Northwest, Ponder, Argyle Independent School Districts			COSERV
Elementary Schools	15	Telephone, Internet	AT&T
Intermediate School (5 th -6 th grades)	1		Verizon
Middle Schools	5	Residential, Commercial & Industrial Waste	IESI
High Schools	4		
		<u>Major Area Employers</u>	
<u>Railroads</u>		Alliance Texas	
Burlington Northern Santa Fe		Amazon	
Union Pacific		Argyle ISD	
		BNSF	
<u>Air Service</u>		Clorox Distribution Center	
DFW Airport (34 miles)	Commercial	G.E. Locomotive	
Alliance Airport (14 miles)	Industrial	Hydro Conduit	
Meacham Airport (28 miles)	General Aviation	Northwest ISD	
Northwest Regional (4 miles)	General Aviation	Texas Motor Speedway	
<u>Highways</u>		<u>Incentives:</u>	
Interstate	IH-35W	Freeport Exemptions	
Highways	SH 114, US 377	Economic Development Incentives	
Major Farm-to-Market	FM 156, FM 407, FM 1171	Pioneer Grant (5 year forgivable loan)	