

TOWN OF NORTHLAKE

Fiscal Year 2014-2015 Annual Budget



TUNNEL VISION

Singularly Focused on Providing Exemplary Service



Town of Northlake

Adopted Budget For Fiscal Year Starting October 1, 2014

Town Council

Peter Dewing, Mayor

Jean Young, Mayor Pro Tem

Michael Ganz

Mike McBride

Roger Sessions

Danny Simpson

Drew Corn, Town Administrator

Karen Bolyard, Finance Director

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TOWN OF NORTHLAKE, TEXAS

ANNUAL OPERATING BUDGET FOR FISCAL YEAR 2014-2015

This budget will raise more revenue from property taxes than last year's budget by an amount of \$28,089, which is a 4.111% increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$13,166.

Town Council Record Vote

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

FOR: Young, McBride, Ganz, Sessions, Simpson

AGAINST:

PRESENT and not voting: Dewing

ABSENT:

Tax Rate	Proposed FY 2014-15	Adopted FY 2013-14
Property Tax Rate	0.295000	0.295000
Effective Rate	0.288005	0.308894
Effective M&O Tax Rate	0.199708	0.225870
Rollback Tax Rate	0.304060	0.334336
Debt Rate	0.088297	0.090397

The total amount of municipal debt obligation secured by property taxes for the Town of Northlake is \$1,665,000.

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October 1, 2014

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

With pleasure, I present the Town of Northlake budget for the fiscal year 2014/2015. This budget reflects the budget priorities of Mayor Dewing, the statutory budget officer for the Town. Per Town Ordinance, "the Town Administrator shall, as directed by the Mayor, assist in the preparation of a proposed budget." 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. 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 2014. As commercial values increased, mineral values dropped precipitously; wiping out most of the commercial property recovery. Sales tax revenues returned to the pre-2008 levels by 2012 and for 2014 have reached record highs. Residential growth will bring much needed water customers to support the Town's utility system operations which are experiencing cost increases from wholesale providers.

From 2009 to 2014, 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 transitioned from leasing vehicles and equipment to purchasing which has reduced financing costs. The FY 2015 adopted general fund budget is an increase of 10.6% from the previous year adopted budget. This increase represents three additional staff positions completely supported by anticipated additional development fee revenue as well as a proposed across-the-board pay raise of up to 5% for all employees. The proposed pay raise will accomplish the final phase of salary survey recommendations and make Northlake more competitive as an employer.

Mayor Dewing's direction to staff when developing the budget was to maintain the current tax rate while meeting the current 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. Even though the proposed tax rate will not change, the rate will be over the effective tax rate of 28.44 cents; legislatively defined as the tax rate needed to provide the same property tax revenues using the upcoming year's tax base. Staff continues to focus on basic services and continually look for ways operate more efficiently and cost effectively. However due to the expected growth in

development, the proposed additional staff are needed to maintain the current service levels specifically in the Development Services and Public Works departments.

As the Town's financial plan for FY 2014-2015, 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 2014/2015 as ratified by the Town Council during the Budget Work Session on May 15, 2014.

- 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 \$327,135,687 in 2013, to \$341,974,830 in 2014 despite the continued drop in mineral values. After exemptions, losses and caps, the taxable value has increased from \$231,620,373 in 2013 to \$241,142,050 in 2014. Applying the proposed tax rate of 29.5¢ per \$100 valuation, property taxes revenues are project to be \$711,369, a 4.11 percent increase from property tax revenue last fiscal year. Of this amount \$215,212 will be dedicated to debt service and the remaining \$496,157 will pay for maintenance and operations. The increase in property tax revenue is due to a combination of new growth and increased values. Increases in sales tax revenue and development related fees are anticipated. Franchise fees and traffic citation revenue is expected to remain at current levels.

All department heads submitted budget requests that maintain current service levels. Healthcare costs have increased 17% over last year. Retirement costs will increase \$20,161 in FY 2015 which is the first phase of a three year phasing. Fuel costs continue to remain stable and are anticipated to remain so for Fiscal Year 2015. Supplies expense category will increase slightly due to increased staff levels. Maintenance costs will increase due to the usage life of equipment and increased focus on road maintenance and repair. Many costs for services have decreased due to more favorable contracts with new providers or with renewed providers.

The theme of this year's budget is to continue providing exemplary service as the Town begins to grow. The service enhancements continue to invest in equipment and technology and invest in Town employees through the salary survey implementation, and to staff appropriately based on the demands of new residents and customers. From the Town's financial resources: the proposed budget will allow the Town to grow reserves to approximately \$625,000 as well as fund the aforementioned service enhancements.

The service enhancements are as follows:

- Maintain fiscal responsibility: maintain current tax rate of 29.5 cents per \$100 value.
- Address strategic issues identified in Comp Plan: begin road impact fee implementation with update of master thoroughfare plan and creation of capital improvement plan.
- Increase economic and business development: creation of a Permit Technician position to expedite permit processing and enhance review of applications and plans.
- Enhance road improvement and maintenance: increase road materials purchases 33%.
- Expand and maintain water and sewer infrastructure: schedule seven-day-a-week monitoring of water system per new Texas Commission on Environmental Quality regulation interpretations.
- Attract and retain highly qualified personnel: 5% across the board salary increase to accomplish 100% salary survey recommendations and provide a nominal cost of living allocation which will standardize pay increases and keep Town competitive within the regional employee market; and continued 100% coverage for employee health benefits with a 50% dependent subsidy.
- Validate external and internal services and capabilities: creation of two Maintenance Worker positions for proper crew size for most maintenance and repair activities.
- Develop facilities to mitigate risks and control costs: lease expanded portable building to office increased staff; begin planning for permanent Town Hall building; contract with neighboring municipality for the provision of detention services; and implement emergency data backup and disaster recovery system.
- Increase productivity and efficiency through technology: Phase III upgrade of existing water meters with radio read system; and replace older computers and servers.

The current Town Hall was constructed in 1999. In 2008, a portable building was leased to accommodate the growing number of staff. The combined square footage for both buildings is 3,400 for a staff of 20. With the addition of three new positions, the already crowded space will be insufficient. Using FY 2014 Revised Budget resources, the current portable building will be replaced with a new portable expanding the usable square footage to 4,800. But eventually the Town will outgrow this arrangement so we must plan now for a future facility that will accommodate Council Chambers, Municipal Court, offices for staff and provide a safe, healthy and welcoming environment for residents, visitors and customers of Northlake.

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. A 2% salary range adjustment two years ago for

both civilian and uniformed employees helped counteract this competitive disadvantage. Last year, the officer step was increased to 75% of the study recommended level. A 5% across-the-board pay increase will bring all employees to 100% of the salary study recommendations and provide a nominal cost of living allocation. The increase will put Northlake slightly below the local salary market but much more competitive than prior to the study.

With the FY 2014 purchase of an asphalt roller, the FY 2013 purchase of the road grader, and dump truck, the Town has the equipment to repair all road types in Northlake. However, due to safety regulations, the Town is often unable to staff the appropriate crew size for many jobs. This is exacerbated by the increased need to for infrastructure inspections which pulls the Public Works Director away from maintenance work. The addition of two positions in Public Works will allow the department to cover the many and varied tasks they perform. To further enhance road improvement, this budget includes a proposed 33% increase (from \$75,000 to \$100,000) 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. Other technology enhancements to Town services are the replacement of servers that are no longer serviced by manufacturer or no longer able to process new software upgrades.

In summary, the Fiscal Year 2014/2015 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. With the slow recovery of property tax revenue in spite of decreased property value appraisals of mineral property, and return of sales tax revenue and development related fees, the Town is able to address increased demand for services and growth to the Town's infrastructure. The budget will expand existing services specifically for economic development and public improvements, retain and attract Town employees, and continue to develop in- house capabilities while continually improving 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

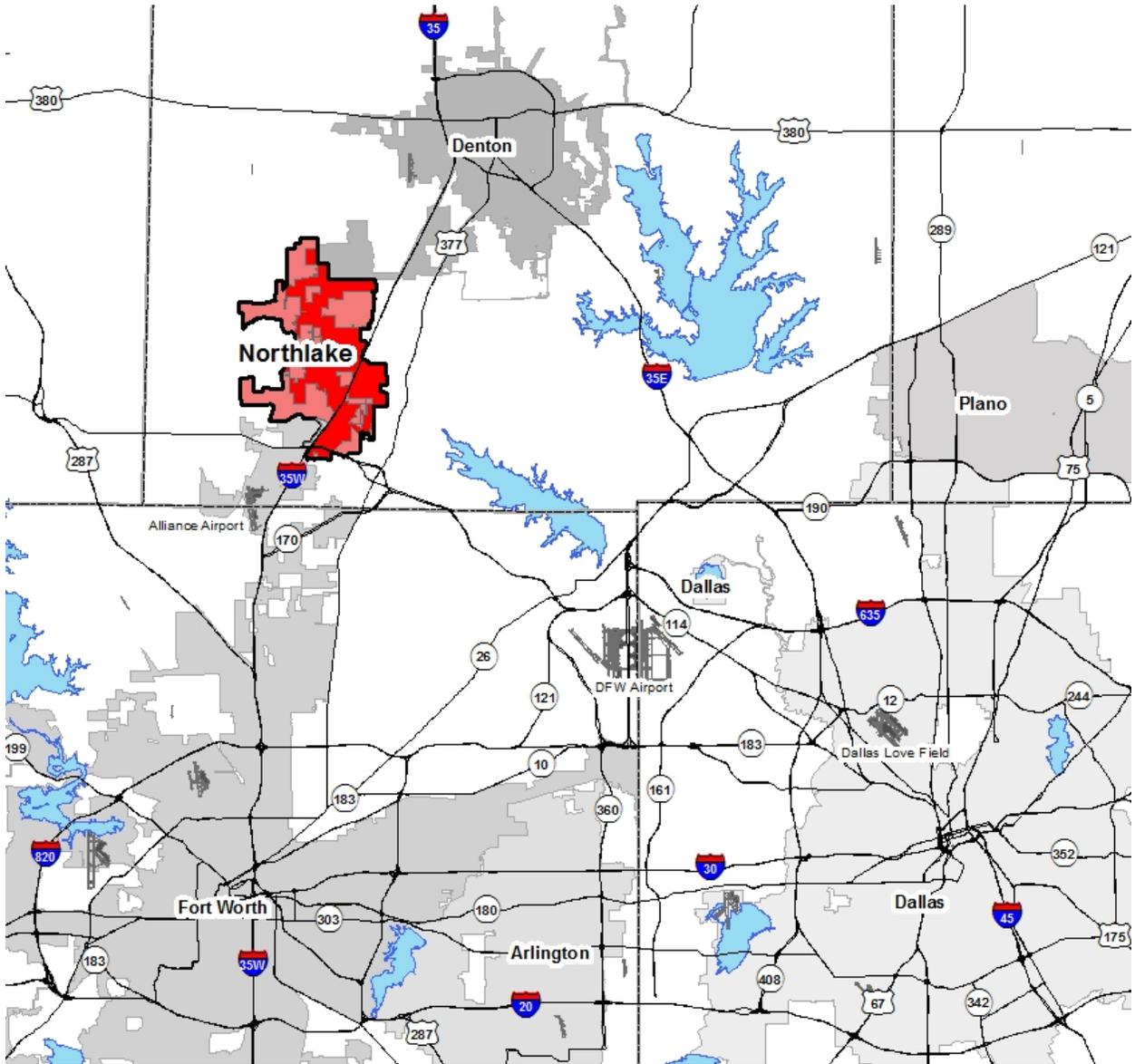
The Town of Northlake was incorporated on December 28, 1960, in an effort to avoid annexation by adjacent cities including Denton and Fort Worth. Dan and Margaret Ashmore were the first Mayor and Secretary of the Town, and they took it upon themselves to enlist the support of 37 families and produce 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 2013/2014

Maintain Fiscal Responsibility

Although assessed taxable property values had decreased by approximately 2%, the adopted budget maintained the property tax rate at 29.5¢. The Town was 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 growth in development fees based on anticipated growth in Northlake. The Town has achieved fund balance goals.

Implement Strategic Issues in the Northlake Comprehensive Plan

Due to the number of studies that had been completed since the adoption of the Comp Plan, no new strategic implementation issues were addressed in the fiscal year 2013/2014 budget. As major growth occurs, most key components of the Town's development strategy are now in place: Comprehensive Land Use Plan, Engineering Design Manual, Utility Impact Fee Ordinance, Park Recreation and Open Space Master Plan, and Unified Development Code.

Increase Economic and Business Development

In fiscal year 2013/2014, the Town continued 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 engaged 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 was the update of marketing materials and aerial maps for specific distribution at the previously mentioned events as well as targeted businesses. Northlake also participated in a specialize publication "DFW to Alliance: 114 West Corridor" touting the region which was funded by the Metroport Cities Partnership.

Enhance Road Improvement and Maintenance

Maintenance of gravel and asphalt roads will continue in FY 2014. The revised budget includes a 46% increase in materials used for road maintenance such as gravel and asphalt from \$60,000 to \$87,500. The adopted budget funded the purchase of 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.

Expand and Maintain Water and Sewer Infrastructure

The wholesale water providers and sewer treatment provider for Northlake adopted increases for their services in FY 2014. In the case of wholesale water, Fort Worth Water Supply increased approximately 15% and Upper Trinity Regional Water District will increased about 10%. The greatest percent increase has been assessed by Trinity River Authority for sewer treatment which was an almost 100% increase over the next four years. These cost increases are beyond

the control of the Town and therefore were passed on to our customers. Commercial water rates increased 10%, residential sewer rates 100% and commercial sewer rates 90% to ensure funds are available to pay the regional providers. Residential water rates did not increase.

Attract and Retain Highly Qualified Personnel

Based on the salary and benefit survey, salary ranges and steps were brought to 50% of recommendations in FY 2013. Due to budget constraints a partial phase adjusted officer steps to 75% of survey recommendations in FY 2014. Employees received 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 received 1.5% and those over the maximum received 1%.

Validate External and Internal Services and Capabilities

The Town of Northlake provides twenty-four hour police service within Town limits and often assists 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. In FY 2014, Northlake partnered with the Harvest community in the Town's extra-territorial jurisdiction to provide police services for this area. Northlake also provided police and court services to Corral City.

Develop Facilities to Mitigate Risks and Cost Effective Manner

No new facilities have been built or renovated since FY 2010. Office and work space has been maximized. Any addition of staff requires additional space whether through lease, expansion or construction. Staff has proposed an amendment to the FY 2014 budget in the amount of \$73,000 from the General, Utility and Court Safety funds for the setup and lease of a new, larger modular building. The current office space is approximately 3,400 square feet. The proposed modular building will replace the current modular building and increase office space to 4,800 square feet.

Increase Productivity and Efficiency through Technology

As software upgrades require greater and greater amounts of computing power, computers and servers must be continually upgraded to keep pace with software. The Town works diligently at extending the life of all computers but many computers are no longer supported by their manufacturers as the manufacturers focus on their latest offerings. The proposed FY 2014 revised budget includes requests for replacements for a file and phone system servers.

Encourage Job-related Training and Education

For the last few years, the tuition reimbursement program was cancelled due to lack of funding and uncertainty by employees who were considering utilizing the program. However, recently employees are participating in the program as they pursue college degrees. The program was reinstated in Fiscal Year 2014 and additional employees are expected to participate.

Mayor and Town Council Goals FY 2014/2015

Maintain Fiscal Responsibility

The proposed budget will maintain the current property tax rate of 29.5¢. The Town is able to keep the tax rate the same as the prior year due to modest increases in property values, the return of sales tax and projected development fee revenues to pre-2008 levels.

Implement Strategic Issues in the Northlake Comprehensive Plan

A crucial study for the proper development of Northlake and protection of future road rights-of-way is the Master Thoroughfare Plan (MTP) update. The MTP provides the blueprint to then develop the capital improvement needs and costs related to the MTP. Another benefit of the MTP is the identification of major thoroughfares and protection of these corridors from encroaching development. A capital improvement plan has been proposed for the FY 2014 revised budget as the first phase of a two phase program. The second phase is proposed to occur in FY 2015 with the development of road impact fees. These fees will allow the Town to assess fees to property owners who develop land which increases vehicular traffic.

Increase Economic and Business Development

Permit intake and processing is an integral part of community development. One of the primary questions asked by developers is the timeliness of document review. The addition of a Permit Technician will allow for the prompt processing of routine permits, but also provide the Development Director uninterrupted review time for large, complex plan submissions and increased focus on economic development opportunities. In FY 2015, 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.

Enhance Road Improvement and Maintenance

Maintenance of gravel and asphalt roads will continue in FY 2015. The proposed budget includes a 67% increase over last year's original budget in materials used for road maintenance such as gravel and asphalt. This increase will bring available funds for road materials to \$100,000 in FY 2015 over twice the amount spent of road materials just two years ago. The purchase of public works equipment has given the Town the ability to utilize the increased materials in a timely and effective manner.

Construct and Maintain Water and Sewer Infrastructure per Master Plans

The water system will continue expansion in FY 2015. In terms of water meter installation, staff anticipates a water meter installation almost every work day this upcoming year. The new expansion will require thorough inspection of public infrastructure being built by developers. The Town's Public Work Director serves as inspector and currently assists on many repair and maintenance jobs. The budget funds two additional Public Works maintenance workers to properly staff road and utility repairs, provide for seven-day-a-week water system monitoring,

and allow the director to focus on work crew oversight, infrastructure inspection, regulatory compliance and general department administration.

In partnership with the Highland Public Improvement District, the Town will construct a twenty inch water line along FM 407 from the water plant at Town Hall to the North Ridge Estates neighborhood. In addition the Belmont Fresh Water Supply District will be increasing the capacity of the Town Hall water plant in order to serve more areas of Northlake with water service. The addition of Public Works personnel will position the Town to properly oversee and coordinate with the District as water service demands increase.

Attract and Retain Highly Qualified Personnel

Based on the salary and benefit survey, salary ranges and steps were brought to 50% of recommendations two years ago. Last year officer steps were adjusted to 75% of survey recommendations. The budget provides an across the board pay increase of up to 5% which will bring all salary ranges and uniform steps to 100% of the survey recommendations and provide a nominal cost of living increase. The increase will keep employee compensation competitive with other area municipalities but still moderately below the market average.

Validate External and Internal Services and Capabilities

The addition of a permit technician and two maintenance workers will allow to the Town to keep pace with growth while maintaining customer service levels.

Develop Facilities to Mitigate Risks and Control Costs

With growth, the ability maintain current service delivery levels requires increased staffing. Increasing staff creates a need for additional office space and facilities. With the development of master-planned communities opportunities may arise to locate some Town offices in shared facilities or located within the communities. Staff will begin a municipal facility plan in FY 2015.

The FY 2015 budget addresses off-site data storage and disaster recovery. As Northlake grows and systems become more complex, data recovery after a disaster or even a system failure is crucial to comply with records retention regulations. The budget contains funding for an off-site storage service that mirrors all Town data to a secure, remote site.

Increase Productivity and Efficiency through Technology

Public Works will continue to replace or retrofit older water meters with new radio meter read technology. All new meter installation require radio read transmitters. The budget will fund the final phase of the radio meter read program.

Encourage Job-related Training and Education

The Town will continue to focus on training through achievement pay incentives for job-related certifications, and tuition reimbursement for job-related degrees.

Fund Summaries

Before moving into the details of the proposed budget for FY 2014/2015, 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, and Court Security, Court Technology, and Child Safety and Education funds.

Proprietary Funds

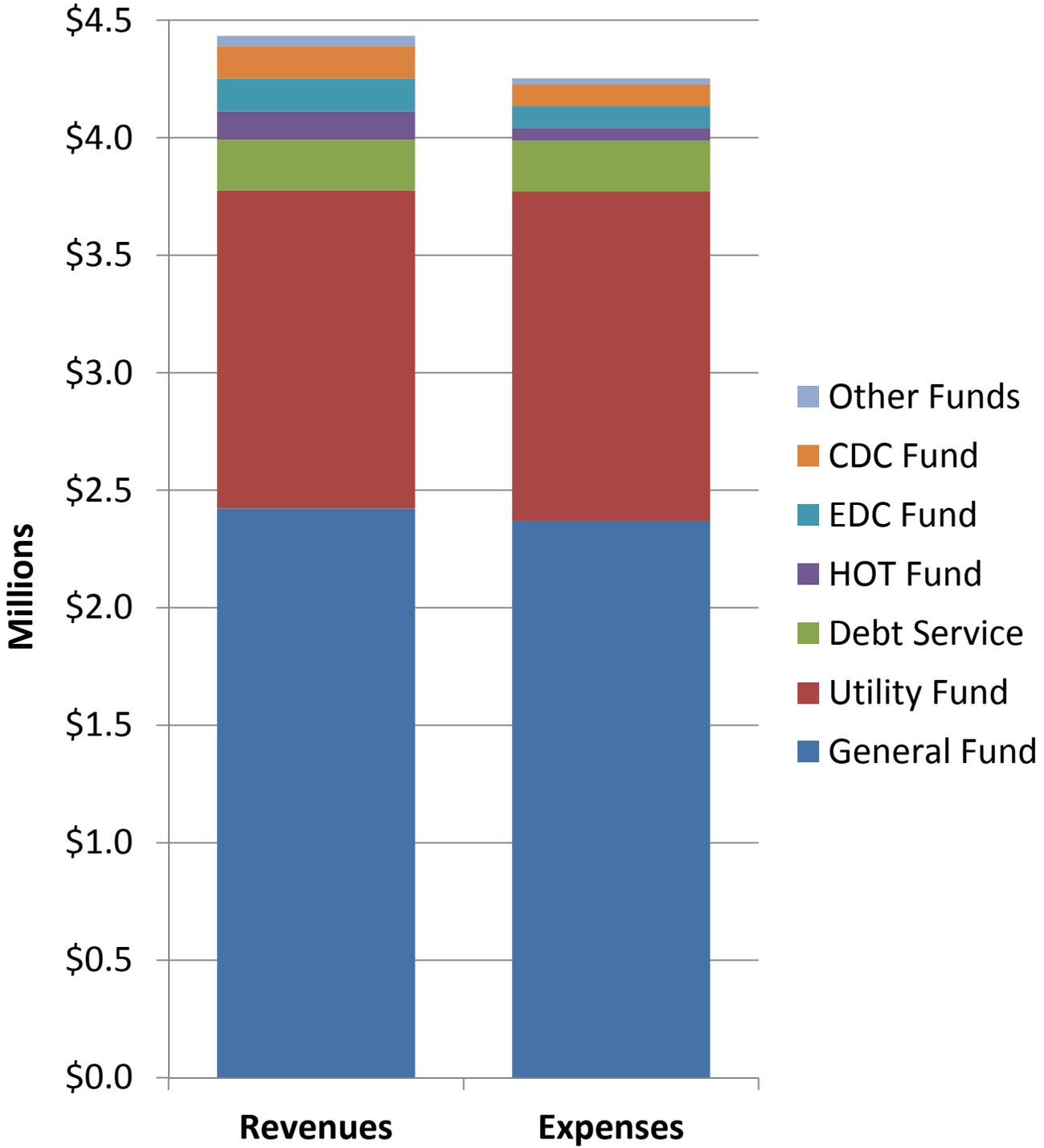
The Proprietary Funds are for ongoing organizations and activities that are similar to those often found in the private sector. These funds include:

- 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

Property Tax Summary	Adopted 2014 Tax Year
<u>Net Taxable Value:</u>	
Total Certified Value as of July 24, 2014	\$ 337,842,941
Less Exemptions:	
Disabled Veteran	\$ (115,500)
Over 65	\$ (456,157)
Homestead	\$ (989,452)
Less Value Losses:	
Agricultural Productivity	\$ (78,542,861)
Non-profit Organization	\$ (4,109,145)
Personal Property Nominal Inventory	\$ (6,883)
Freeport Inventory	\$ (16,179,973)
Pollution Control	\$ -
Total Reduction to Values	<u>\$ (100,399,971)</u>
 Estimated ARB Minimum Value	 \$ 3,699,080
 Net Taxable Value	 <u><u>\$ 241,142,050</u></u>

Estimated Property Tax Collections:

Net Taxable Value	\$ 241,142,050
Proposed Tax Rate per \$100 valuation	\$ 0.295
 Estimated Property Tax Levy	 <u>\$ 711,369</u>

Tax Rate Distribution Schedule:

	% of Tax Rate	Tax Rate per \$100
Maintenance and Operations	69.7%	\$ 0.2058
Debt Service	30.3%	\$ 0.0892
 Total Distribution of Tax Rate	100.0%	\$ 0.295

Distribution of Estimated Tax Revenue:

Maintenance and Operations	\$ 496,157
Debt Service	\$ 215,212
 Total Estimated Tax Revenue	 \$ 711,369



Town of Northlake
GENERAL FUND

Fund: 100	FY 2012 Actual	FY 2013 Actual	FY 2014 Revised Budget	FY 2015 Proposed Budget	FY 2015 Adopted Budget
BEGINNING FUND BALANCE:	345,775	365,172	526,940	569,438	569,438
REVENUES:					
Court Fines	688,827	623,268	650,000	650,000	650,000
Sales/Beverage Tax	204,310	247,243	275,000	275,000	375,000
Ad Valorem Taxes	580,645	515,571	473,923	496,200	496,200
Permits and Registrations	16,510	10,177	7,850	8,850	8,850
Franchise Fees	170,398	224,394	178,900	172,700	172,700
Building Permits	30,585	45,251	140,000	250,500	250,500
Development	19,997	146,572	250,000	215,500	215,500
Transfers	190,000	175,000	175,000	175,000	175,000
Other Revenue:	49,578	33,305	73,360	78,760	78,760
TOTAL REVENUE:	1,950,851	2,020,780	2,224,033	2,322,510	2,422,510
EXPENDITURES:					
Payroll & Benefits	1,118,300	1,156,937	1,265,692	1,328,122	1,459,198
Supplies	116,723	117,124	158,050	139,400	149,400
Maintenance	104,930	95,575	132,450	145,200	158,950
Utilities	31,853	32,042	39,666	39,166	39,166
Services	381,873	418,912	577,608	497,627	558,802
Capital Outlay	26,422	14,470	4,050	-	-
Transfers	40,561	-	-	-	-
Lease Purchase Debt Service	27,682	23,951	4,020	4,020	4,020
TOTAL EXPENDITURES:	1,848,344	1,859,012	2,181,535	2,153,534	2,369,535
REV OVER/(UNDER) EXP	102,507	161,768	42,498	168,976	52,975
Budget Requests:					
Audit services and scope increase				6,175	
Officer safety and software enhancements				10,000	
Master thoroughfare updated roadway impact fee study				30,000	
Roadway materials				13,750	
Phase III salary implementation & COLA adjustment				60,830	
Permit Clerk				33,770	
2 utility staff members				36,475	
Flower Mound detention services contract				25,000	
Construction sales tax revenue				(100,000)	
REVISED REV OVER/(UNDER) EXP			42,498	52,975	52,975
REVISED ENDING FUND BAL - UNASSIGNED			569,438	622,413	622,413



Town of Northlake
HOTEL OCCUPANCY TAX

Fund: 110	FY 2012 Actual	FY 2013 Actual	FY 2014 Revised Budget	FY 2015 Proposed Budget	FY 2015 Adopted Budget
BEGINNING FUND BALANCE:	570,028	644,018	709,164	788,358	788,358
REVENUES:					
Taxes / Fees & Fines	101,127	101,053	120,000	120,000	120,000
Permits and Registrations	-	-	-	-	-
Franchise Fees	-	-	-	-	-
Building Permits	-	-	-	-	-
Development	-	-	-	-	-
Transfers	-	-	-	-	-
Other Revenue:	1,287	1,531	1,300	1,300	1,300
TOTAL REVENUE:	102,414	102,585	121,300	121,300	121,300
EXPENDITURES:					
Payroll & Benefits	20,115	28,700	26,506	27,706	28,776
Supplies	-	-	2,000	2,000	2,000
Maintenance	-	-	-	-	-
Utilities	342	469	-	-	-
Services	7,968	8,269	13,600	25,600	25,600
Capital Outlay	-	-	-	-	-
Transfers	-	-	-	-	-
Lease Purchase Debt Service	-	-	-	-	-
TOTAL EXPENDITURES:	28,425	37,438	42,106	55,306	56,376
REV OVER/(UNDER) EXP	73,989	65,146	79,194	65,994	64,924
ENDING FUND BALANCE	644,018	709,164	788,358	854,352	853,282
Budget Requests					
Phase III salary implementation				350	
COLA adjustment				720	
REVISED REV OVER/(UNDER) EXP			79,194	64,924	64,924
REVISED ENDING FUND BAL			788,358	853,282	853,282



Town of Northlake
SPECIAL REVENUE FUNDS

Fund: 120, 121, 150, 151, 152	FY 2012 Actual	FY 2013 Actual	FY 2014 Revised Budget	FY 2015 Proposed Budget	FY 2015 Adopted Budget
BEGINNING FUND BALANCE:	138,039	180,318	153,647	170,932	170,932
REVENUES:					
Interest	282	335	305	305	305
Court Technology	17,163	16,684	16,000	16,000	16,000
Court Security	12,885	12,528	12,000	12,000	12,000
Seatbelt Fees	19,710	12,035	15,000	15,000	15,000
Seized Monies & Goods	66,228	45,704	-	-	-
State Training	-	-	-	-	-
Child Safety	3,013	1,519	1,000	1,000	1,000
Traffic Safety Fines	-	-	-	120,000	120,000
Transfers	268	-	-	-	-
Other Revenue:	-	-	-	-	-
TOTAL REVENUE:	119,549	88,804	44,305	164,305	164,305
EXPENDITURES:					
Payroll & Benefits	-	-	-	-	-
Supplies	3,957	19,668	3,020	2,000	3,500
Maintenance	-	-	-	-	-
Utilities	2,051	2,222	3,000	3,000	3,000
Services	28,262	18,610	39,250	23,000	23,000
Capital Outlay	-	74,975	-	-	-
Transfers	43,000	-	-	-	-
Lease Purchase Debt Service	-	-	-	-	-
TOTAL EXPENDITURES:	77,271	115,475	45,270	28,000	29,500
REV OVER/(UNDER) EXP	42,278	(26,671)	(965)	136,305	134,805
ENDING FUND BALANCE	180,318	153,647	152,682	307,237	305,737

Budget Requests

ATS speed sign fees for Smart Apps	-	-	-	1,500	-
REVISED REV OVER/(UNDER) EXP	-	-	(965)	134,805	134,805
REVISED ENDING FUND BAL	-	-	152,682	305,737	305,737



ECONOMIC DEVELOPMENT CORPORATION

Fund: 130	FY 2012 Actual	FY 2013 Actual	FY 2014 Revised Budget	FY 2015 Proposed Budget	FY 2015 Adopted Budget
BEGINNING FUND BALANCE:	304,025	321,566	370,859	414,401	414,401
REVENUES:					
Taxes / Fees & Fines	102,155	123,622	137,500	137,500	137,500
Permits and Registrations	-	-	-	-	-
Franchise Fees	-	-	-	-	-
Building Permits Development	-	-	-	-	-
Transfers	-	-	-	-	-
Other Revenue:	635	735	650	650	650
TOTAL REVENUE:	102,790	124,357	138,150	138,150	138,150
EXPENDITURES:					
Payroll & Benefits	19,684	20,967	21,506	22,341	23,411
Supplies	912	936	3,600	3,150	3,150
Maintenance	-	1,135	250	250	250
Utilities	342	469	552	552	552
Services	44,311	26,557	43,700	41,100	41,100
Capital Outlay	-	-	-	-	-
Transfers	20,000	25,000	25,000	25,000	25,000
Lease Purchase Debt Service	-	-	-	-	-
TOTAL EXPENDITURES:	85,248	75,064	94,608	92,393	93,463
REV OVER/(UNDER) EXP	17,541	49,293	43,542	45,757	44,687
ENDING FUND BALANCE	321,566	370,859	414,401	460,158	459,088

Budget Requests

Phase III salary implementation & COLA adjustment

1,070

REVISED REV OVER/(UNDER) EXP

43,542

44,687

44,687

REVISED ENDING FUND BAL

414,401

459,088

459,088



COMMUNITY DEVELOPMENT CORPORATION

Fund: 131	FY 2012 Actual	FY 2013 Actual	FY 2014 Revised Budget	FY 2015 Proposed Budget	FY 2015 Adopted Budget
BEGINNING FUND BALANCE:	287,715	306,467	349,258	392,900	392,900
REVENUES:					
Taxes / Fees & Fines	102,155	123,622	137,500	137,500	137,500
Permits and Registrations	-	-	-	-	-
Franchise Fees	-	-	-	-	-
Building Permits Development	-	-	-	-	-
Transfers	-	-	-	-	-
Other Revenue:	618	714	750	650	650
TOTAL REVENUE:	102,773	124,335	138,250	138,150	138,150
EXPENDITURES:					
Payroll & Benefits	19,684	21,067	21,506	22,341	23,411
Supplies	912	914	3,600	3,100	3,100
Maintenance	-	1,135	250	250	250
Utilities	342	469	552	552	552
Services	43,084	32,959	43,700	41,100	41,100
Capital Outlay	-	-	-	-	-
Transfers	20,000	25,000	25,000	25,000	25,000
Lease Purchase Debt Service	-	-	-	-	-
TOTAL EXPENDITURES:	84,022	81,543	94,608	92,343	93,413
REV OVER/(UNDER) EXP	18,752	42,792	43,642	45,807	44,737
ENDING FUND BALANCE	306,467	349,258	392,900	438,707	437,637

Budget Requests

Phase III salary implementation & COLA adjustment

1,070

REVISED REV OVER/(UNDER) EXP

43,642

44,737

44,737

REVISED ENDING FUND BAL

392,900

437,637

437,637



Town of Northlake
DEBT SERVICE

Fund: 160	FY 2012 Actual	FY 2013 Actual	FY 2014 Revised Budget	FY 2015 Proposed Budget	FY 2015 Adopted Budget
BEGINNING FUND BALANCE:	23,049	24,363	1,911	431	431
REVENUES:					
Taxes / Fees & Fines	206,621	188,778	209,387	215,500	215,500
Permits and Registrations	-	-	-	-	-
Franchise Fees	-	-	-	-	-
Building Permits	-	-	-	-	-
Development	-	-	-	-	-
Transfers	-	-	-	-	-
Bond Proceeds	-	-	-	-	-
Other Revenue:	47	5	20	20	20
TOTAL REVENUE:	206,669	188,783	209,407	215,520	215,520
EXPENDITURES:					
Payroll & Benefits	-	-	-	-	-
Supplies	-	-	-	-	-
Maintenance	-	-	-	-	-
Utilities	-	-	-	-	-
Services	300	600	300	300	300
Capital Outlay	-	-	-	-	-
Transfers	-	-	-	-	-
Lease Purchase Debt Service	205,054	210,635	210,587	215,500	215,500
TOTAL EXPENDITURES:	205,354	211,235	210,887	215,800	215,800
REV OVER/(UNDER) EXP	1,314	(22,452)	(1,480)	(280)	(280)
ENDING FUND BALANCE	24,363	1,911	431	151	151
REVISED REV OVER/(UNDER) EXP					
REVISED ENDING FUND BAL			(1,480)	(280)	(280)



Town of Northlake
UTILITY FUNDS

Fund:	200, 201, 202	FY 2012 Actual	FY 2013 Actual	FY 2014 Revised Budget	FY 2015 Proposed Budget	FY 2015 Adopted Budget
BEGINNING FUND BALANCE:		1,446,410	1,439,864	1,385,054	1,463,911	1,463,911
REVENUES:						
Water Sales		565,511	628,923	775,000	800,000	800,000
Water Fees		500	10,200	54,850	77,250	77,250
Sewer Sales		159,110	177,782	305,000	350,000	350,000
Sewer Fees		850	2,500	1,500	1,500	1,500
Impact Fee Revenue		(2,167)	-	-	33,610	33,610
FWSD Reimbursement		-	-	40,000	80,000	80,000
Transfers		-	-	-	-	-
Other Revenue:		23,374	18,074	11,100	11,100	11,100
TOTAL REVENUE:		747,178	837,478	1,187,450	1,353,460	1,353,460
EXPENSES:						
Payroll & Benefits		110,930	133,544	145,308	156,593	199,368
Supplies		27,001	20,121	23,595	30,595	30,595
Maintenance		21,826	31,580	42,400	43,400	43,400
Utilities		329,702	443,740	651,235	865,485	865,485
Services		101,441	115,672	64,765	49,515	55,340
Capital Outlay		2,420	24,062	47,290	-	49,325
Transfers		161,926	125,000	134,000	134,000	134,000
Debt Service		-	-	-	28,236	28,236
TOTAL EXPENSES:		755,246	893,720	1,108,593	1,307,824	1,405,749
REV OVER/(UNDER) EXP		(8,067)	(56,242)	78,857	45,636	(52,289)
ENDING FUND BALANCE		1,438,343	1,383,622	1,463,911	1,509,547	1,411,622
UNRESTRICTED FUND BALANCE		127,076	45,356	114,028	159,664	61,739
Budget Requests						
Automatic meter reading system for Dry Creek Apartments					5,325	
Audit services for PID & Equipment Funds					3,325	
2 new staff members					36,475	
COLA adjustment					6,300	
Meters for 120 Harvest homes					24,000	
Meters for 100 Canyon Falls homes					20,000	
Maintenance order system					2,500	
REVISED REV OVER/(UNDER) EXP				78,857	(52,289)	(52,289)
REVISED ENDING FUND BAL				1,463,911	1,411,622	1,411,622



Town of Northlake
EQUIPMENT FUND

Fund: 505	FY 2012 Actual	FY 2013 Actual	FY 2014 Revised Budget	FY 2015 Proposed Budget	FY 2015 Adopted Budget
BEGINNING FUND BALANCE:	14,000	94,374	75,480	89,280	89,280
REVENUES:					
Service Charge-Admin	-	-	-	-	-
Service Charge-GF	28,368	51,000	46,500	46,500	46,500
Service Charge-Police Seizure	43,000	-	-	-	-
Service Charge-Public Works	9,000	18,000	18,000	18,000	18,000
Service Charge-Water Operations	9,000	18,000	9,000	9,000	9,000
Other Revenue	-	4,892	-	-	-
TOTAL REVENUE:	89,368	91,892	73,500	73,500	73,500
EXPENSES:					
Payroll & Benefits	-	-	-	-	-
Supplies	-	-	-	-	-
Maintenance	-	4,909	-	-	-
Utilities	-	-	-	-	-
Services	8,254	22,426	-	-	-
Capital Outlay	-	82,716	49,100	-	100,000
Transfers	-	-	-	-	-
Lease Purchase Debt Service	740	735	10,600	10,600	10,600
TOTAL EXPENSES:	8,994	110,786	59,700	10,600	110,600
REV OVER/(UNDER) EXP	80,374	(18,894)	13,800	62,900	(37,100)
ENDING FUND BALANCE	94,374	75,480	89,280	152,180	52,180
UNRESTRICTED FUND BALANCE	72,913	75,480	89,280	152,180	52,180

Budget Requests

2 police vehicles - Chevrolet Tahoes				100,000	
REVISED REV OVER/(UNDER) EXP			13,800	(37,100)	(37,100)
REVISED ENDING FUND BAL			89,280	52,180	52,180

FY 2013/2014 Revised Budget Requests

FY 2014 has placed the Town of Northlake in a fortunate financial position. Town staff have been able to keep expenses within budget. Revenues are all projected to meet budget levels. However development related revenues such as building permits and infrastructure inspection have surpassed the original budget numbers. As has sales tax which is a product of regional development activity. These greater than anticipated resources allow the Town to address a number of deferred issues.

Modular Building Expanded Replacement

In 1999, the Town of Northlake was able to actually office in the town limits through the construction of Town Hall. Over the years this facility has been expanded to about 2,000 square feet. In 2008, the Town began leasing a used modular building of 1,400 square feet. From 2008 to the present Town staff has expanded from 14 positions to 20 positions. Looking forward as increased demands are placed on the Town, staff growth is anticipated to follow. The FY 2014 revised budget requests the leasing of a new 2,800 square feet modular building to replace the existing modular building thereby increasing office space to 4,800 square feet. This increased office space will safely and adequately house existing staff as well as future positions.

Master Thoroughfare Plan Update and Capital Improvement Plan

The Town's current master thoroughfare plan has not been updated since 2004. Since then many road corridors have been modified due to Denton County projects and property owner input. The plan protects the Town's roadway corridors from encroachment from new buildings and gas exploration. The plan informs the development of the Town's road system capital improvement plan by estimating costs associated with construction. Finally, these estimated costs are used to develop roadway impact fees. The impact fees can be assessed on new development that will create greater impact on the Town public infrastructure and used for infrastructure construction. The FY 2014 Proposed Revised Budget will begin the update and capital plan to be followed with the impact fee development in the upcoming budget year.

Roadway Materials Increase

With the recent purchase of the asphalt roller, Public Works has all the equipment necessary to repair and maintain a majority of the roads in Northlake. To further enhance maintenance, the Town has increased roadway materials purchases as resources have allowed. From \$25,000 in FY 2010, over \$50,000 in FY 2012, to almost \$75,000 in FY 2013, a requested \$87,500 is proposed for the FY 2014 Revised Budget.

Data Disaster Recovery and Server Replacement

The FY 2014 budget request will provide off-site data backup and recovery services in the event of a disaster or system failure. The request also includes the replacement of computers and servers no longer maintained by manufacturer or with inadequate computing speed.

FY 2014/2015 Proposed Budget Requests

Growth is coming to Northlake. The master planned communities of Harvest and Canyon Falls are adding new homes on a weekly basis. In addition, the proposed communities of The Highlands and Heritage Fields are in the planning stages. All projects include massive greenbelt areas with trails, parks and lakes, which precisely mirror the Northlake Comprehensive Plan that calls for this type of environment throughout the Town. These developments create new and expanded work demands on development and public works staff in terms of permitting, review, inspection and installation. However, the expectations of residents and businesses for Town services remain high. The challenge will be to maintain service levels to the greatly increased workloads. These budget requests focus on maintaining current service levels of the Town by enhancing the Town's in-house capabilities through new positions. The following descriptions provide details of the proposed service enhancements.

Employee Compensation and Benefits

In 2012, the council approved a salary and benefit survey and analysis. 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 FY 2012-2013 budget was only able to bring salary ranges within 5% of the market. In the FY 2013-2014 budget, resources were still scarce and only able to fund police officer step plan to within 2.5% of the market as measured in 2012. The salaries of other area communities have not remained static. The salary survey recommendations were based on the 2012 market and most all other competing municipalities have continued to increase employee compensation. To keep from slipping further behind in the market, the FY 2015 budget includes an up to 5% across the board salary increase for all employees. This increase will accomplish the final implementation of 2012 salary study by bringing all salaries and steps to 100% of recommendations. The net impact of these changes for all funds is \$70,340 or about 2% of total budget.

Roadway Impact Fee Implementation

In this second phase of a two-year project, the road system capital improvement plan that is created in FY 2014 will be used to develop a roadway impact fee. The impact fee will be assessed to residential and commercial development that will place an increased impact of the Town's road system. Each development will be required to perform a traffic impact analysis which will determine the amount of roadway impact fees to be paid to the Town. The Town will then use these funds to develop and expand the road system.

Roadway Materials Increase

In FY 2015, roadway material purchases will continue to be enhanced. The request will bring the amount of purchases to \$100,000 over four times the amount from five years ago.

Detention Services Contract

Over the last few years the Denton County Sheriff's Office has been unable to detain individuals who have outstanding warrants with the Town of Northlake. With no foreseeable change in this policy, the Town has approached neighboring police departments to detain warrant violators. The Town of Flower Mound has agreed to detain Northlake warrantees as well as provide the same service to a number of other towns in the area. The FY 2015 impact is \$25,000.

Permit Technician Position – Development Services

Currently, the Town Development Director is responsible for the review of many of the development related permits and plans received by the Town. The director also distributes these documents to outside third-party consultants for their review. The plans can be as simple as a small accessory building or a complex as a master-planned community. The more complex reviews require the undivided and uninterrupted attention of the reviewer. With the addition of a Permit Technician, this position can review the more routine applications, distribute plans to the appropriate party and expedite and track all development related documents. The position will also serve as reception and permit intake at Town Hall freeing up the director for review, planning, economic development and general administration.

Maintenance Worker Positions (2) – Public Works

The current staffing of Public Works consists of the director and two maintenance workers. In the current year 132 water meters will be installed and next year 210 meters. Harvest has over 50 water accounts and additional phases are underway. Canyon Falls expects to start building homes in January 2015. The Highlands will start homes next summer. This workload alone warrants the addition of positions. In addition, Dry Creek Apartments Phase II is underway and industrial building projects are anticipated. Each of these developments will require the inspection of public infrastructure such as streets, water and sewer lines and drainage systems. The director's workload will become more focused on inspections, regulatory compliance and general administration. In the past the director was able to perform many of the field work himself. Finally, the growth of the water system in particular has required the Town to go from a weekday monitoring to a weeklong monitoring further increasing staff workload. The FY 2015 budget proposes two additional public works positions. One to start in October and another to start in April. The positions will be funded evenly by the General and Utility funds.

Retrofit of Existing Water Meters with Radio Enabled Transmitters

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. The proposed budget request is \$5,325 for the conversion of the remaining meters in the system. The new meters will more accurately measure water usage and decrease the time needed to read meters.



Town of Northlake
DEPARTMENT REPORT

	FY 2012 Actual	FY 2013 Actual	FY 2014 Revised Budget	FY 2015 Proposed Budget	FY 2015 Adopted Budget
COUNCIL					
EXPENDITURES:					
Payroll & Benefits	1,733	1,098	1,800	1,800	1,800
Supplies	378	285	1,100	1,100	1,100
Maintenance	142	-	-	-	-
Utilities	673	819	750	750	750
Services	11,677	(17,143)	7,700	7,700	7,700
Capital Outlay	-	-	-	-	-
Transfers	-	-	-	-	-
Lease Purchase Debt Service	-	-	-	-	-
TOTAL EXPENSES:	14,603	(14,941)	11,350	11,350	11,350
ADMINISTRATION					
EXPENDITURES:					
Payroll & Benefits	226,840	227,798	236,671	244,446	261,740
Supplies	15,215	14,560	16,375	16,375	16,375
Maintenance	708	1,118	1,000	1,000	1,000
Utilities	5,967	4,832	6,200	6,200	6,200
Services	69,199	62,760	77,750	78,350	84,525
Capital Outlay	1,068	6,922	-	-	-
Transfers	2,926	-	-	-	-
Lease Purchase Debt Service	-	-	-	-	-
TOTAL EXPENSES:	321,922	317,991	337,996	346,371	369,840
TOWN SECRETARY					
EXPENDITURES:					
Payroll & Benefits	75,506	77,216	79,443	81,843	84,839
Supplies	4,433	3,203	4,880	4,880	4,880
Maintenance	224	372	550	550	550
Utilities	3,062	2,940	4,364	4,364	4,364
Services	12,065	17,475	28,700	19,200	19,200
Capital Outlay	120	1,286	4,050	-	-
Transfers	-	-	-	-	-
Lease Purchase Debt Service	-	-	-	-	-
TOTAL EXPENSES:	95,410	102,492	121,987	110,837	113,833



Town of Northlake
DEPARTMENT REPORT

	FY 2012 Actual	FY 2013 Actual	FY 2014 Revised Budget	FY 2015 Proposed Budget	FY 2015 Adopted Budget
MUNICIPAL COURT					
EXPENDITURES:					
Payroll & Benefits	155,797	152,386	164,979	171,479	181,811
Supplies	8,301	6,755	8,080	8,580	8,580
Maintenance	224	633	150	150	150
Utilities	5,458	5,225	6,821	6,321	6,321
Services	71,637	62,681	59,620	81,470	81,470
Capital Outlay	440	3,047	-	-	-
Transfers	-	-	-	-	-
Lease Purchase Debt Service	-	-	-	-	-
TOTAL EXPENSES:	241,856	230,727	239,650	268,000	278,332
DEVELOPMENT SERVICES					
EXPENDITURES:					
Payroll & Benefits	-	17,620	20,105	20,940	54,710
Supplies	-	2,771	3,300	3,300	3,300
Maintenance	-	-	-	-	-
Utilities	-	3,105	3,000	3,000	3,000
Services	-	71,906	109,905	137,680	167,680
Capital Outlay	-	1,286	-	-	-
Transfers	-	-	-	-	-
Lease Purchase Debt Service	-	-	-	-	-
TOTAL EXPENSES:	-	96,686	136,310	164,920	228,690
POLICE					
EXPENDITURES:					
Payroll & Benefits	581,548	584,853	648,765	690,340	720,548
Supplies	62,584	61,261	69,040	74,890	84,890
Maintenance	18,850	15,431	19,100	19,100	19,100
Utilities	12,628	11,328	13,217	13,217	13,217
Services	105,618	158,733	121,400	104,294	129,294
Capital Outlay	23,206	1,286	-	-	-
Transfers	28,636	-	-	-	-
Lease Purchase Debt Service	27,682	23,951	4,020	4,020	4,020
TOTAL EXPENSES:	860,751	856,844	875,542	905,861	971,069



Town of Northlake
DEPARTMENT REPORT

	FY 2012 Actual	FY 2013 Actual	FY 2014 Revised Budget	FY 2015 Proposed Budget	FY 2015 Adopted Budget
NON-DEPARTMENTAL - GENERAL FUND					
EXPENDITURES:					
Payroll & Benefits	-	-	10,000	10,000	10,000
Supplies	22	-	-	-	-
Maintenance	-	-	-	-	-
Utilities	-	-	-	-	-
Services	75,121	35,281	36,000	36,000	36,000
Capital Outlay	-	-	-	-	-
Transfers	-	-	-	-	-
Lease Purchase Debt Service	-	-	-	-	-
TOTAL EXPENSES:	75,144	35,281	46,000	46,000	46,000

PUBLIC WORKS - GENERAL FUND					
EXPENDITURES:					
Payroll & Benefits	76,875	95,966	103,929	107,274	143,749
Supplies	25,790	28,290	28,275	30,275	30,275
Maintenance	84,782	78,020	97,900	124,400	138,150
Utilities	4,066	3,793	5,314	5,314	5,314
Services	36,556	27,220	80,033	32,933	32,933
Capital Outlay	1,588	643	-	-	-
Transfers	9,000	-	-	-	-
Lease Purchase Debt Service	-	-	-	-	-
TOTAL EXPENSES:	238,658	233,932	315,450	300,195	350,420

ADMINISTRATION - UTILITY FUND					
EXPENSES:					
Payroll & Benefits	33,103	39,061	43,252	45,192	47,492
Supplies	8,725	7,597	7,620	7,620	7,620
Maintenance	307	100	200	200	200
Utilities	2,231	2,079	2,885	2,885	2,885
Services	77,803	44,816	19,965	16,465	22,290
Capital Outlay	-	643	-	-	-
Transfers	152,926	125,000	125,000	125,000	125,000
Lease Purchase Debt Service	-	-	-	-	-
TOTAL EXPENSES:	275,094	219,296	198,922	197,362	205,487



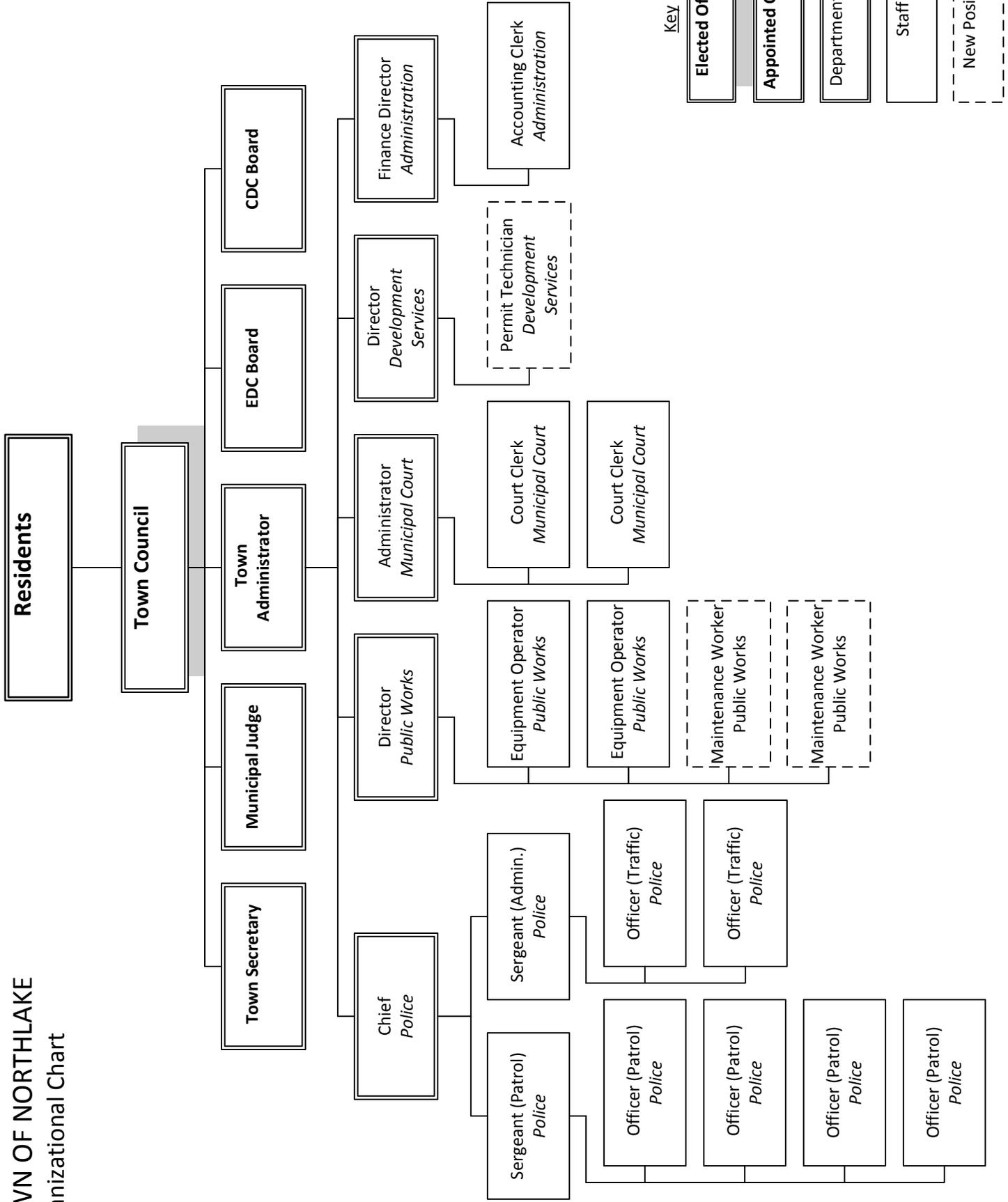
Town of Northlake
DEPARTMENT REPORT

	FY 2012 Actual	FY 2013 Actual	FY 2014 Revised Budget	FY 2015 Proposed Budget	FY 2015 Adopted Budget
PUBLIC WORKS - UTILITY FUND					
EXPENSES:					
Payroll & Benefits	77,827	94,483	101,856	111,401	151,876
Supplies	18,276	12,525	15,975	22,975	22,975
Maintenance	21,519	31,480	42,200	43,200	43,200
Utilities	327,470	441,661	648,350	862,600	862,600
Services	11,418	59,095	14,750	21,050	21,050
Capital Outlay	2,420	23,419	47,290	-	49,325
Transfers	9,000	-	9,000	9,000	9,000
Lease Purchase Debt Service	-	-	-	-	-
TOTAL EXPENSES:	467,931	662,663	879,421	1,070,226	1,160,026

PUBLIC WORKS - NON DEPARTMENTAL					
EXPENSES:					
Payroll & Benefits	-	-	-	-	-
Supplies	-	-	-	-	-
Maintenance	-	-	-	-	-
Utilities	-	-	-	-	-
Services	12,220	11,760	12,000	12,000	12,000
Capital Outlay	-	-	-	-	-
Transfers	-	-	-	-	-
Lease Purchase Debt Service	-	-	-	28,236	28,236
TOTAL EXPENSES:	12,220	11,760	12,000	40,236	40,236

TOWN OF NORTHLAKE

Organizational Chart



TOWN OF NORTHLAKE

Personnel Distribution
Full-Time Equivalents

	2012/13	2013/14	2013/14	2013/14	2014/15	2014/15
	Actual	Adopted	Changes	Actual	Proposed	Adopted
GENERAL FUND						
Administration						
Town Administrator	1.00	1.00		1.00		1.00
Town Secretary	1.00	1.00		1.00		1.00
Finance Director (65%)	0.65	0.65		0.65		0.65
Accounting Clerk (65%)	0.00	0.00		0.00	0.65	0.65
Accounting Clerk Part-time (65%)	0.52	0.52		0.52	(0.52)	0.00
Full-Time	2.65	2.65	0.00	2.65	0.65	3.30
Part-Time	0.52	0.52	0.00	0.52	(0.52)	0.00
Total	3.17	3.17	0.00	3.17	0.13	3.30
Development Services						
Development Director (25%)	0.25	0.25		0.25		0.25
Permit Technician	0.00	0.00		0.00	0.75	0.75
Full-Time	0.25	0.25	0.00	0.25	0.75	1.00
Part-Time	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.25	0.25	0.00	0.25	0.75	1.00
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%)	0.75	1.00		1.00	0.75	1.75
Full-Time	1.25	1.50	0.00	1.50	0.75	2.25
Part-Time	0.00	0.00	0.00	0.00	0.00	0.00
Total	1.25	1.50	0.00	1.50	0.75	2.25
Total General Fund						
Full-Time	16.15	16.40	0.00	16.40	2.15	18.55
Part-Time	0.52	0.52	0.00	0.52	(0.52)	0.00
Total	16.67	16.92	0.00	16.92	1.63	18.55

TOWN OF NORTHLAKE

Personnel Distribution
Full-Time Equivalents

	<u>2012/13</u> <u>Actual</u>	<u>2013/14</u> <u>Adopted</u>	<u>2013/14</u> <u>Changes</u>	<u>2013/14</u> <u>Actual</u>	<u>2014/15</u> <u>Proposed</u>	<u>2014/15</u> <u>Adopted</u>
<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 (35%)	0.00	0.00		0.00	0.35	0.35
Accounting Clerk Part-time (35%)	0.28	0.28		0.28	(0.28)	0.00
Full-Time	0.35	0.35	0.00	0.63	0.35	0.70
Part-Time	0.28	0.28	0.00	0.00	(0.28)	0.00
Total	0.63	0.63	0.00	0.63	0.07	0.70
Public Works						
Public Works Director (50%)	0.50	0.50		0.50		0.50
Equipment Operator (50%)	0.75	1.00		1.00	0.75	1.75
Full-Time	1.25	1.50	0.00	1.50	0.75	2.25
Part-Time	0.00	0.00	0.00	0.00	0.00	0.00
Total	1.25	1.50	0.00	1.50	0.75	2.25
Total Utility Fund						
Full-Time	1.60	1.85	0.00	2.13	1.10	2.95
Part-Time	0.28	0.28	0.00	0.00	(0.28)	0.00
Total	1.88	2.13	0.00	2.13	0.82	2.95
<u>All Funds Total</u>						
Full-Time	18.50	19.00	0.00	19.28	3.25	22.25
Part-Time	0.80	0.80	0.00	0.52	(0.80)	0.00
Total	19.30	19.80	0.00	19.80	2.45	22.25

TOWN OF NORTHLAKE

COMMUNITY PROFILE

Date of Incorporation	1960	<u>Distance in Miles To:</u>	
Form of Government	Mayor/Council	Denton	14
Area	10,815 acres (16.9 sq. miles)	Fort Worth	30
		Dallas	42
Mean Household Income	\$82,289	Houston	281
Avg. Single Family Home Value	\$275,201	Chicago	926
		Los Angeles	1378
		New York	1576
<u>Area Fire Protection</u>		<u>Tax Rate Per \$100 Valuation</u>	
Roanoke Fire Department		Northlake	\$0.295
Argyle Fire Department		Argyle ISD	\$1.475
<u>Police Protection</u>		Northwest ISD	\$1.453
Number of Stations	1	Ponder ISD	\$1.385
Number of Sworn Personnel	9	Denton County	\$0.285
		Denton County ESD #1	\$0.100
<u>Area Recreational Parks and Facilities</u>	5		
<u>Area Libraries</u>	6	<u>Area Community Facilities</u>	
		Hotels	11
<u>Education</u>		Hospitals	5
The University of North Texas		Churches	27
University of Texas - Arlington			
Southern Methodist University		<u>Utilities</u>	
Texas Wesleyan University		Natural Gas	Atmos
Texas Christian University			COSERV
Texas Woman's University		Electricity	TXU Electric
North Central Texas College			COSERV
Tarrant County College		Telephone, Internet	AT&T
Northwest, Ponder, and Argyle ISDs			Verizon
Elementary Schools	10		Grande
Intermediate School (5 th -6 th grades)	1	Waste Collection	IESI
Middle Schools	5		
High Schools	5	<u>Major Area Employers</u>	
		Alliance Texas	
<u>Railroads</u>		Amazon	
Burlington Northern Santa Fe		Argyle ISD	
Union Pacific		BNSF	
		Clorox Distribution Center	
<u>Air Service</u>		G.E. Locomotive	
DFW Airport (34 miles)	Commercial	Hydro Conduit	
Alliance Airport (14 miles)	Industrial	Northwest ISD	
Meacham Airport (28 miles)	General Aviation	Texas Motor Speedway	
Northwest Regional (4 miles)	General Aviation		
		<u>Incentives:</u>	
<u>Highways</u>		Freeport Exemptions	
Interstate	IH-35W	Economic Development Incentives	
Highways	SH 114, US 377	Pioneer Grant (5 year forgivable loan)	
Major Farm-to-Market	FM 156, FM 407, FM 1171	Fast Track Permitting	



ORDINANCE NO. 14-0911B

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF NORTHLAKE, TEXAS FIXING AND LEVYING MUNICIPAL AD VALOREM TAXES OF THE TOWN OF NORTHLAKE, TEXAS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2014 AND ENDING SEPTEMBER 30, 2015 AT THE RATE OF \$0.295000 PER ONE HUNDRED DOLLARS (\$100.00), AND FOR DIRECTING THE ASSESSMENT THEREOF; 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 Town Council hereby finds that the tax for the fiscal year beginning October 1, 2014 and ending September 30, 2015, thereafter levied for current expenses of the Town and the general improvements of the Town and its property must be levied to provide the revenue requirements of the budget for the ensuing year; and

WHEREAS, the Town Council approved on September 11, 2014 a separate budget ordinance for the fiscal year beginning October 1, 2014 and the 2014 Appraisal Roll of the Town of Northlake as approved by the Appraisal Review Board of the Denton County Appraisal District; and

WHEREAS, all statutory and constitutional requirements concerning the levying and assessing of ad valorem taxes have been completed in due and correct time.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF NORTHLAKE, 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, 2014 and ending on September 30, 2015, and for each fiscal year thereafter until it be otherwise provided and ordained on all property situated within the corporate limits of the Town of Northlake, Texas, and not exempt from taxation by valid law, an ad valorem tax rate of \$0.0892/\$100 valuation for interest and sinking funds required on the Town's bonded indebtedness and \$0.2058/\$100 valuation for the general operations of the Town for a total of \$0.295000 on each One Hundred Dollar (\$100.00) valuation of such property.

Section 3. Due Date of Taxes. The taxes assessed and levied hereby are payable any time 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 Tax Assessor/Collector. The Town 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 Town Council, together with any supplement thereto, is hereby accepted.

Section 7. 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 8. 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. The Town 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 9. Effective Date. This Ordinance shall become effective from and after its adoption.

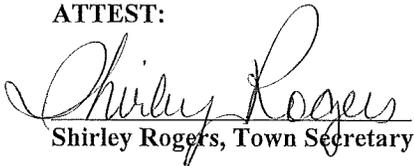
PASSED AND APPROVED BY THE TOWN COUNCIL OF THE TOWN OF NORTHLAKE, TEXAS
this 11th day of September, 2014



Town of Northlake, Texas


Peter Dewing, Mayor

ATTEST:


Shirley Rogers, Town Secretary



ORDINANCE NO. 14-0911A

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF NORTHLAKE, TEXAS, APPROVING AND ADOPTING A BUDGET FOR THE TOWN FOR THE FISCAL YEAR OCTOBER 1, 2014 THROUGH SEPTEMBER 30, 2015; PROVIDING THAT EXPENDITURES FOR SAID FISCAL YEAR SHALL BE MADE IN ACCORDANCE WITH SAID BUDGET; AND DECLARING AN EFFECTIVE DATE.

WHEREAS, the Town Council of the Town of Northlake, Texas has held work sessions and a public hearing on the budget for the Town of Northlake, Texas for the fiscal year 2014 - 2015; and

WHEREAS, the Northlake Economic Development Corporation and the Northlake Community Development Corporation held public hearings on their budgets on August 14, 2014; and

WHEREAS, the Northlake Economic Development Corporation and the Northlake Community Development Corporation recommended their budgets for approval by the Town Council; and

WHEREAS, the Town Council concluded its public hearing on said budget on August 14, 2014; and

WHEREAS, the Town Council, upon full consideration of the matter, is of the opinion that the budget hereinafter set forth is proper and should be adopted;

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF NORTHLAKE, TEXAS:

Section 1. That appropriations as designated for the payment of expenses for the operation of the town government, hereinafter itemized by a true and correct copy of the budget document hereto attached as Exhibit A, are hereby approved.

Section 2. That expenditures during the fiscal year shall be made in accordance with budget approved by this ordinance, unless otherwise authorized by a duly enacted ordinance of the Town, said Budget document being on file for public inspection in the office of the Town Secretary.

Section 3. That the necessity for making and approving a budget for the fiscal year, as required by the laws of the State of Texas, require that this Ordinance shall take effect immediately from and after its passage, as the law in this case provides.

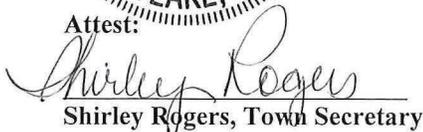
RESOLVED, PASSED, AND APPROVED by the Town Council of the Town of Northlake, Texas this 11th day of September 2014.



Town of Northlake, Texas


Peter Dewing, Mayor

Attest:


Shirley Rogers, Town Secretary

