



To Protect and to Preserve



Town of Northlake
2015-2016 Annual Budget



Town of Northlake

Proposed Budget For Fiscal Year Starting October 1, 2015

This budget will raise more total property taxes than last year's budget by \$77,195 or 10.35%, and of that amount \$32,364 is a revenue increase from new property added to tax roll this year.

Town Council

Peter Dewing, Mayor

Danny Simpson, Mayor Pro Tem

Michael Ganz

Mike McBride

Roger Sessions

Jean Young

Drew Corn, Town Administrator

Karen Bolyard, Finance Director

www.town.northlake.tx.us

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July 30, 2015

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

The Town of Northlake budget for the fiscal year 2015/2016 focuses on protecting the persons and property in Northlake, and preserving the rural character. As planned residential neighborhoods expand, residents have an expectation that Town services will continue to be provided at a high level. In addition, the new roads, pipelines and buildings that come with this development are expected to meet the Town's high standards. Additional resources will be dedicated to police protection and public works in the budget.

The worst of the mortgage crisis of 2008 is effectively behind the Town of Northlake. Over the last few years traditional revenue sources of property and sales tax have rebounded from the downturn and have surpassed historic levels. During the downturn, commercial properties were substantially reduced in 2009 and 2010 only to slowly recover starting in 2011 and continuing through 2014. Mineral values have continued to drop since 2010. Commercial values have increased enough to overcome the loss in mineral values to the point that FY 2016 will witness the second year in a row of increase in overall property values. Sales tax revenues have far outdistanced the pre-2008 levels and continue to set record highs each report. Pressure continues for needed increases in water and sewer rates to support the Town's utility system operations which are experiencing substantial, annual 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. The FY 2015 revised general fund budget was an increase of 30% from the previous year adopted budget. This increase represents three additional staff positions, an across-the-board pay raise up to 5%, and one-time transfer of \$200,000 to the Equipment, Building, Debt Service and Capital Projects funds. The FY 2016 budget is a net increase of 8% from FY 2015 not including one-time transfers in FY 2015.

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. Even though the proposed tax rate will not change, the rate will be over the effective tax rate of 28.22 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 continues growth in

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

As the Town's financial plan for FY 2015-2016, 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 2015/2016 as ratified by the Town Council during the Budget Work Session on May 15, 2015.

- 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 from a market value of \$341,974,830 in 2014, to \$379,028,671 in 2015 despite the continued drop in mineral values. After exemptions, losses and caps, the taxable value has increased from \$241,142,050 in 2014 to \$278,963,233 in 2015. Applying the proposed tax rate of 29.5¢ per \$100 valuation, property taxes revenues are \$822,942 an approximately 16 percent increase from property tax revenue last fiscal year. Of this amount \$215,500 will be dedicated to debt service and the remaining \$607,442 will pay for maintenance and operations. The increase in property tax revenue is due to a combination of new commercial property growth and increased values primarily in commercial 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 have submitted budget requests that maintain current service levels. Healthcare costs will remain flat over last year. However, future increases are highly anticipated therefore a reserve will be established to offset expected healthcare rate increases in the future. 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. Costs for services will increase as outsourced engineering and building inspections services will increase to ensure new development and construction is reviewed and inspected to meet the Town's high standards.

The general theme of this year's proposed service enhancements is to prepare for the growth corridors converging on Northlake while protecting and preserving the rural core of Northlake as delineated in the Northlake Comprehensive Plan. From the Town's financial resources: the proposed budget will allow the Town to maintain General Fund reserves to approximately \$1,000,000 as well as fund service enhancements.

The proposed 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: update of master thoroughfare plan, create of capital improvement plan, and adopt road impact fees.
- Increase economic and business development: aggressively market Northlake based on the relocation of Farmer Brothers and development of Northport 35.
- Enhance road improvement and maintenance: increase road materials purchases 25%.
- Expand and maintain water and sewer infrastructure: begin Phase 2 expansion of the Town Hall water plant and transition from interim to permanent point-of-delivery in Canyon Falls.
- Attract and retain highly qualified personnel: increase salary ranges and step plans to 95% of market based on the recently conducted survey; and implement a tiered salary increase ranging from 2% - 5%.
- Validate external and internal services and capabilities: expand Police by two additional patrol officer positions to allow service to keep pace with growth; creation of Public Works Crew Leader position for proper oversight of crews and allow for multiple, simultaneous maintenance and repair activities; and contract with outsourced code enforcement services to focus on complicated and protracted violations.
- Develop facilities to mitigate risks and control costs: continue to explore Town Hall expansion options including new construction and long-term leasing.
- Increase productivity and efficiency through technology: Phase III upgrade of existing water meters with radio read system; and replace older computers and servers.

The previous budget replaced a used portable building with a new portable of twice the space expanding the usable square footage to 4,800 for 23 personnel. As service volume increases with resident and customer growth, the Town will outgrow this arrangement. As a community, 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. Last year's 5% across-the-board pay increase brought all employees to 100% of the salary market of three years ago. The most recent study again finds Northlake salaries 10% below market. The proposed budget will bring salaries within 95% of market through the following pay raise methodology: employees below salary minimum will be brought to minimum or receive a 5% pay increase whichever is higher, employees below

salary range midpoint will receive a 4% increase, employees above midpoint but below maximum of their salary range will receive 3%, and employees above maximum receive a lump-sum payment of 2% of their annual salary.

Currently, the Town police department provides around the clock patrol services to over 17 square miles of Town limits in addition to traffic enforcement of Town, County and States roads including almost five miles of Interstate 35W. Two additional proposed patrol positions would provide a minimum of two sworn officers on a twenty-four hour basis. Having backup will greatly enhance officer safety. Also in the event an officer must transport an individual to County jail another officer will remain in Northlake therefore no longer relying solely on neighboring jurisdictions to respond to calls.

As development accelerates, the need for thorough and consistent infrastructure inspections increases the focus of the Public Works Director to this area and away from maintenance work. The addition of a Crew Leader will allow Public Works crews more flexibility toward projects and will provide the Director with a secondary inspector. With the Crew Leader, further enhancement to road improvements is possible. This budget includes a proposed 25% increase (from \$100,000 to \$125,000) in road materials such as gravel and asphalt.

In summary, the Fiscal Year 2015/2016 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 complete recovery of property tax revenue in spite of decreased mineral values, and exponential growth of sales tax revenue and development related fees, the Town balances the increased demand for services and growth to the Town's infrastructure with a proportional increase of resources . The proposed budget will expand existing services specifically for public safety and public improvements, protecting both life and property but also infrastructure and most importantly the rural core of Northlake which is something well worth preserving.

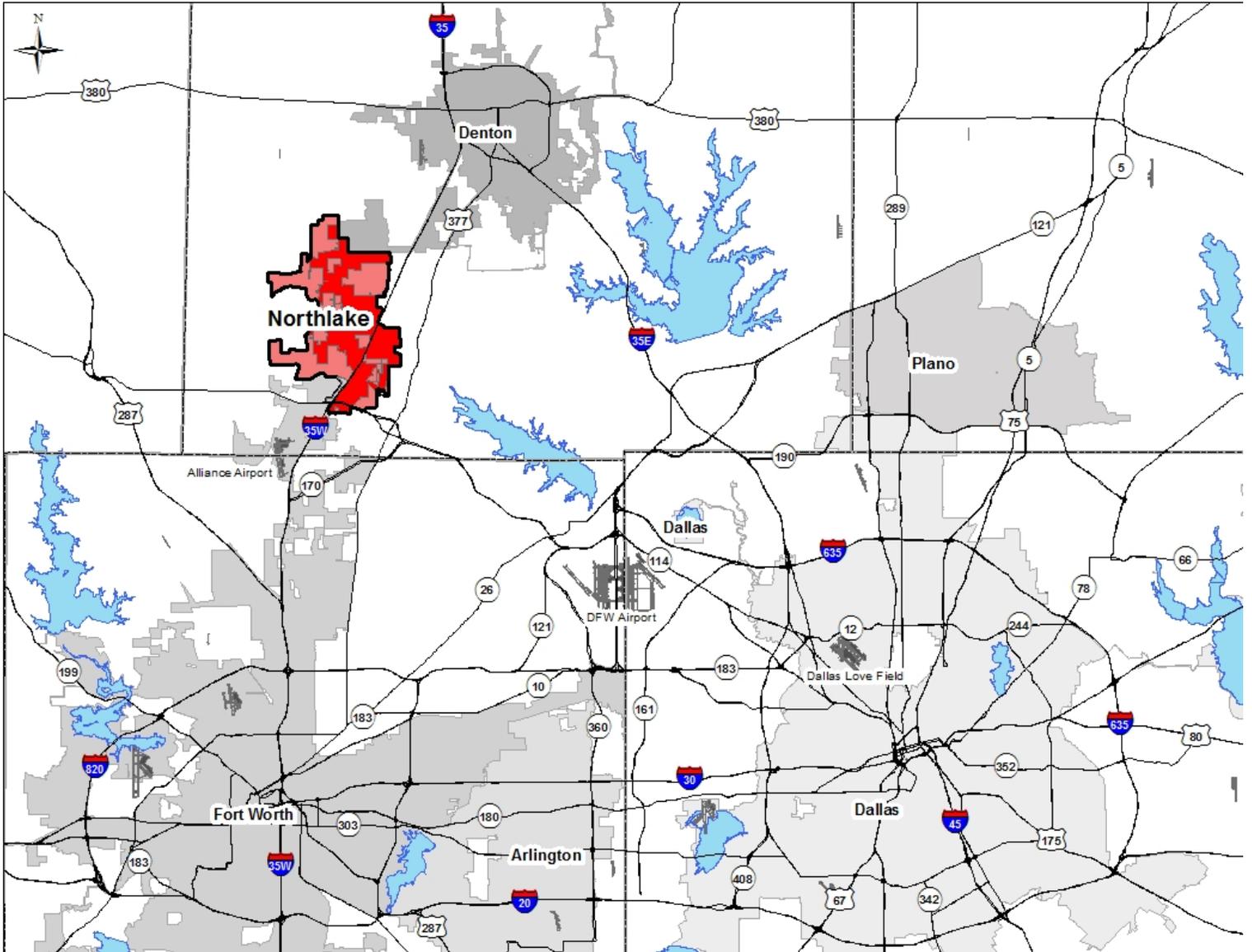
This will be accomplished without increasing the property tax rate which will remain at 29.5¢ per \$100 valuation.

Sincerely,

A handwritten signature in black ink, appearing to read "Drew Corn". The signature is fluid and cursive, with the first name "Drew" and last name "Corn" clearly distinguishable.

Drew Corn
Town Administrator

Regional Map



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 enjoy to this day.

Growth is coming from Denton and Fort Worth and also Flower Mound and Roanoke. The vision of the “founding families” to maintain a rural setting is captured in the Northlake Comprehensive Land Use Plan. The Plan attempts to find a balance between the ceaseless pressures for growth with the desire to protect a rural core in the center of the Town limits. Through controlled growth, the Town can improve services and infrastructure without overly burdening existing residents. The original generation of town’s “founding families” have passed on and their descendants are struggling with how best to preserve their ancestors’ legacies.

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. 2015 will witness the construction of the new national headquarters, roasting facility and distribution warehouse of Farmer Brothers Company one of the largest wholesale producers of coffee, tea and spices.

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.

Mayor and Town Council Goals FY 2014/2015 Revised Budget

Maintain Fiscal Responsibility

Assessed taxable property values increased by approximately 4%. The FY 2015 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

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 plan 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. The capital improvement plan development was begun through the FY 2015 adopted budget as the first phase of a two phase program. The second phase is will be completed in FY 2016 with the development of road impact fees. These fees will allow the Town to assess fees to property owners who develop land that will increase 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 has enabled the prompt processing of routine permits, but also provides the Development Director uninterrupted review time for large, complex plan submissions and increased focus on economic development opportunities. In FY 2015, 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.

Enhance Road Improvement and Maintenance

Maintenance of gravel and asphalt roads continued and was enhanced in FY 2015. The adopted budget includes a 33% increase in materials used for road maintenance such as gravel and asphalt from \$75,000 to \$100,000. The revised budget funded the purchase of a backhoe to replace a well-used backhoe originally purchased used. With a grader, dump truck, and roller the much more reliable backhoe 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 water system continued expansion in FY 2015. In terms of water meter installation, staff experience a water meter installation almost every work day. The new development 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 adopted budget added two additional Public Works maintenance workers who properly staff road and utility repairs, provide 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 has completed 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 2012 salary and benefit survey, salary ranges and steps were brought to 50% of recommendations three years ago. Two years ago, officer steps were adjusted to 75% of survey recommendations. The adopted budget provided an across the board pay increase of up to 5% which brought all salary ranges and uniform steps to 100% of the survey recommendations. The increase kept employee compensation competitive with other area municipalities but was based on a market average from three years ago.

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. In FY 2015, Northlake partnered with the Harvest community and Corral City to provide police services for these areas.

The increase in public works staff from three to five positions allows for the conduct of multiple, simultaneous repairs and projects and larger more complex projects. The addition of a crew cab provides for crew transportation to work site with all necessary equipment and tools.

Develop Facilities to Mitigate Risks and Cost Effective Manner

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 has begun a Town Hall facility needs assessment in FY 2015.

The FY 2015 adopted budget addressed 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 and for resumption of business operations. The budget funded an off-site storage service that mirrors all Town data to a secure, remote site.

Increase Productivity and Efficiency through Technology

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

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 Proposed Budget

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 increases in commercial property values, growth in sales tax and development fee revenues due to commercial development activity. These increased resources have been proposed to be reinvested in the Town in terms of additional personnel and services.

Implement Strategic Issues in the Northlake Comprehensive Plan

With the completion of the Master Thoroughfare Plan (MTP) update anticipated for FY 2015, FY 2016 will witness the development of the roadway capital improvement plan. The capital improvement plan will estimate a cost to build and complete the roadways identified in the MTP. These costs will then determine the amount of road impact fees. These fees will allow the Town to assess fees to property owners who develop land that increases vehicular traffic.

Increase Economic and Business Development

February 2015, the Town was approached by representatives of Farmer Brothers, a leading supplier of coffee, teas and spices. By May, the Town had reached an agreement with Farmer Brothers for a wide-range of economic development incentives for guarantees of area employment and substantial investment in the community. With the August groundbreaking, the Town will aggressively promote Northlake locally through the Alliance Development Forum and Northwest Metroport Chamber and regionally through the International Council of Shopping Centers by touting the national corporate headquarters of Farmer Brothers.

Enhance Road Improvement and Maintenance

Maintenance of gravel and asphalt roads will continue in FY 2016. The proposed budget includes a 25% 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 \$125,000 in FY 2015, over thrice 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 proposed budget requests 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 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 2012 salary and benefit survey, salary ranges and steps were brought to 100% of the recommendations in 2015. Salaries in the employment market have continued to increase since 2012 and Northlake is again below market in employee compensation. The 2015 salary survey found Northlake salaries to be 10% below market. The proposed FY 2016 budget includes increases that will bring overall salary ranges within 95% of the market. Compensation will be increased in a tiered approach: employees below the minimum salary will receive a 5% increase or brought to minimum whichever higher; employees above minimum but below midpoint will receive a 4% increase; employees between midpoint and maximum of their salary range will receive a 3% increase; and employees over maximum will receive a 2% lump-sum payment. 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 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. Starting in FY 2014, Northlake partnered with the Harvest community and Corral City to provide police services for these areas. Due to the growth in Harvest, their district will increase the payment for police services. To ensure that the residents of Northlake,

Harvest and Corral City and their property will continue to be protected and the laws of the State and Town are enforced, the FY 2016 proposed budget will add two additional patrol officer positions. These new positions will allow Northlake Police Department to have two sworn personnel on duty at all time (24 hours a day, 7 days a week). In the past, if an officer needed to transport a suspect to the Denton County jail, the Town would rely on surrounding agencies to respond to calls for service.

The increase in public works staff from three to four positions has allowed crews to take on multiple projects simultaneously, and tackle more complex activities. These multiple crews need adequate oversight. In addition the public works director is being pulled more frequently to inspect infrastructure. As developers are required to build public infrastructure, the Town inspects these facilities to ensure all regulations and standards of the Town are met. The director must also work with various regulatory agencies, perform administrative tasks such as budgeting, contract management and workforce scheduling. A proposed crew leader position will augment the director's duties by overseeing work crews, planning and implementing smaller work plans, and providing infrastructure inspection for less complicated installation or when the director is unavailable.

Develop Facilities to Mitigate Risks and Control Costs

In 2015, the Town contracted with an architectural firm to conduct a Town Hall facility needs assessment. Working with staff, the firm has recommended a 20,500 square foot building to accommodate anticipated staffing levels for the next ten to fifteen years. The challenge with building an interim facility is determining the future use if and when staffing levels outgrow the interim facility. The next steps will be to explore various options: location of interim facility, future use, level of finish-out, and whether to build or lease.

Increase Productivity and Efficiency through Technology

Public Works has replaced or retrofitted all older water meters with new radio meter read technology. All new meter installation require radio read transmitters. An additional crew cab has been requested in the proposed budget to be outfitted with a radio meter reader increasing the number of readers to two allowing for faster readings and redundancy in the event one reader is down.

The proposed crew cab will also enable the proposed crew leader to update and create work orders in the field and push these work orders to all public works field crews. The crews receive these work orders through smart phones which also have the ability to update the Town's geographic information as to location of Town public infrastructure.

Encourage Job-related Training and Education

The Town will continue to focus on training through achievement pay incentives for job-related certifications. The tuition reimbursement program is expected to be well utilized in FY 2016.

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, Court Security, Court Technology, Child Safety and Education and proposed Traffic Safety.

Proprietary Funds

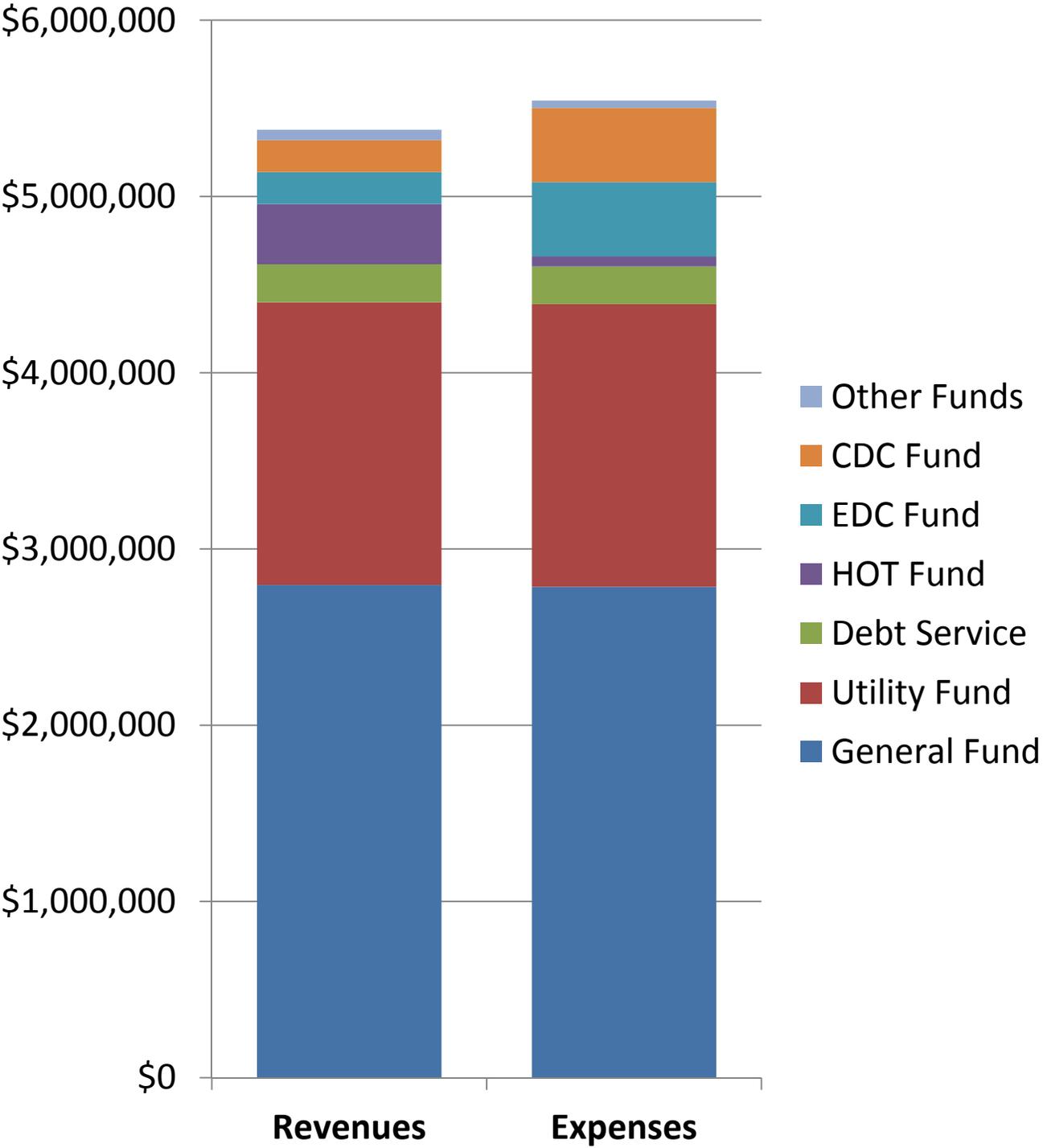
The Proprietary Funds are for ongoing organizations and activities that are similar to those often found in the private sector. These funds include:

- 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 Equipment Fund supports vehicle and equipment purchases and leases, and parts and maintenance. The Building Fund will provide for operations and maintenance of shared Town facilities and allow for repairs to existing buildings.

Town of Northlake

All Funds Summary



TOWN OF NORTHLAKE

	Certified 2015 Tax Year
Property Tax Summary	
<u>Net Taxable Value:</u>	
Total Certified Value as of July 25, 2015	\$ 365,420,589
Less Exemptions:	
Disabled Veteran	\$ (115,500)
Over 65	\$ (455,492)
Homestead	\$ (787,690)
Less Value Losses:	
Agricultural Productivity	\$ (69,589,701)
Non-profit Organization	\$ (4,218,339)
Personal Property Nominal Inventory	\$ -
Freeport Inventory	\$ (18,092,898)
Pollution Control	\$ -
Total Reduction to Values	\$ (93,259,620)
 Estimated ARB Minimum Values	 \$ 6,802,264
 Net Taxable Value	 \$ 278,963,233

Estimated Property Tax Collections:

Net Taxable Value	\$ 278,963,233
Proposed Tax Rate per \$100 valuation	\$ 0.295
 Estimated Property Tax Levy	 \$ 822,942

Tax Rate Distribution Schedule:

	<u>% of Tax Rate</u>	<u>Tax Rate per \$100</u>
Maintenance and Operations	73.8%	\$ 0.2177
Debt Service	26.2%	\$ 0.0773
 Total Distribution of Tax Rate	 <u>100.0%</u>	 <u>\$ 0.295</u>

Distribution of Estimated Tax Revenue:

Maintenance and Operations	\$ 607,442
Debt Service	\$ 215,500
 Total Estimated Tax Revenue	 \$ 822,942



Town of Northlake
GENERAL FUND

Fund: 100	FY 2013 Actual	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Actual As of 6/30	FY 2015 Revised Budget	FY 2016 Proposed Budget
BEGINNING FUND BALANCE:	365,172	526,940	940,481	940,481	940,481	1,050,797
REVENUES:						
Court Fines	623,268	691,397	650,000	517,812	650,000	625,000
Sales/Beverage Tax	247,243	313,413	375,000	210,667	400,000	360,000
Ad Valorem Taxes	515,571	474,563	496,200	519,214	520,000	607,422
Permits and Registrations	10,177	12,232	8,850	16,566	15,000	15,550
Franchise Fees	224,394	198,913	177,200	105,949	202,200	225,000
Building Permits	45,251	160,219	250,500	291,157	368,400	386,500
Development	146,572	295,206	215,500	337,205	338,300	327,500
Transfers	175,000	175,000	175,000	131,250	175,000	175,000
Other Revenue:	33,305	96,688	74,260	67,076	78,760	74,260
Prior Year Encumbrances					22,300	
TOTAL REVENUE:	2,020,780	2,417,630	2,422,510	2,196,897	2,769,960	2,796,232
EXPENDITURES:						
Payroll & Benefits	1,156,937	1,233,582	1,459,198	1,074,143	1,459,246	1,507,453
Supplies	117,124	127,197	149,400	86,827	162,750	128,480
Maintenance	95,575	114,987	158,950	102,044	162,750	176,050
Utilities	32,042	33,549	39,166	24,122	43,326	10,200
Services	349,912	422,895	494,302	401,819	510,652	498,431
Capital Outlay	14,470	-	-	2,400	2,400	-
Transfers	69,000	67,889	64,500	223,375	239,500	223,511
Lease Purchase Debt Service	23,951	3,992	4,020	-	4,020	-
TOTAL EXPENDITURES:	1,859,012	2,004,090	2,369,536	1,914,731	2,584,644	2,544,125
REV OVER/(UNDER) EXP	161,768	413,541	52,975	282,166	185,317	252,107
ENDING FUND BALANCE	526,940	940,481	993,455	1,222,647	1,125,797	1,302,904
Budget Requests						
Emergency Reserves					50,000	
Building Services					25,000	
Town Events						5,000
Code Enforcement Services						20,000
2 Patrol Officers						120,000
Investigative Services						2,338
PW Crew Leader						30,000
Salary Increases						63,730
Total Budget Requests					75,000	241,068
REVISED REV OVER/(UNDER) EXP					110,317	11,039
REVISED ENDING FUND BAL - UNASSIGNED					1,050,797	1,061,836



Town of Northlake
HOTEL OCCUPANCY TAX

Fund:	110	FY 2013	FY 2014	FY 2015	FY 2015	FY 2015	FY 2016
		Actual	Actual	Original	Actual	Revised	Proposed
				Budget	As of 6/30	Budget	Budget
BEGINNING FUND BALANCE:		644,018	709,164	814,978	814,978	814,978	383,943
REVENUES:							
Taxes / Fees & Fines		101,053	143,548	120,000	153,116	180,000	200,000
Permits and Registrations		-	-	-	-	-	-
Franchise Fees		-	-	-	-	-	-
Building Permits		-	-	-	-	-	-
Development		-	-	-	-	-	-
Transfers		-	-	-	-	-	-
Other Revenue:		1,531	1,382	1,300	588	29,581	141,843
TOTAL REVENUE:		102,585	144,929	121,300	153,705	209,581	341,843
EXPENDITURES:							
Payroll & Benefits		28,700	21,204	24,976	19,125	24,976	27,476
Supplies		-	-	2,000	51	2,000	2,000
Maintenance		-	863	-	-	-	-
Utilities		469	445	-	319	-	-
Services		8,269	16,604	25,600	15,800	25,600	25,600
Capital Outlay		-	-	-	-	-	-
Transfers		-	-	-	588,040	588,040	1,690
Lease Purchase Debt Service		-	-	-	-	-	-
TOTAL EXPENDITURES:		37,438	39,116	52,576	623,336	640,616	56,766
REV OVER/(UNDER) EXP		65,146	105,814	68,724	(469,631)	(431,035)	285,077
Changes to Fund Balance		-	-	-	-	-	-
ENDING FUND BALANCE		709,164	814,978	883,702	345,347	383,943	669,020
Budget Requests							
Salary Increases							1,500
Hotel Conference Center Market Feasibility Study							30,000
Total Budget Requests							31,500
REVISED REV OVER/(UNDER) EXP							253,577
REVISED ENDING FUND BAL							637,520



Town of Northlake
SPECIAL REVENUE FUNDS

Fund: <<120,121,150,151,1	FY 2013 Actual	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Actual As of 6/30	FY 2015 Revised Budget	FY 2016 Proposed Budget
BEGINNING FUND BALANCE:	180,318	153,647	157,985	157,985	157,985	172,290
REVENUES:						
Interest	335	273	305	190	305	305
Court Technology	16,684	19,373	16,000	16,796	16,000	16,000
Court Security	12,528	14,536	12,000	10,953	12,000	12,000
Seatbelt Fees	12,035	10,030	15,000	7,546	15,000	15,000
Online Access Fees	-	-	-	-	-	15,000
Seized Monies & Goods	45,704	752	-	-	-	-
State Training	-	-	-	-	-	-
Child Safety	1,519	1,566	1,000	1,608	1,000	1,000
Transfers	-	-	-	-	-	-
Other Revenue:	-	-	-	-	-	-
TOTAL REVENUE:	88,804	46,530	44,305	37,093	44,305	59,305
EXPENDITURES:						
Payroll & Benefits	-	-	-	-	-	-
Supplies	19,668	1,116	3,500	3,274	3,500	3,500
Maintenance	-	-	-	-	-	-
Utilities	2,222	1,880	3,000	1,539	3,000	3,000
Services	18,610	39,195	23,500	16,888	23,500	34,700
Capital Outlay	74,975	-	-	-	-	-
Transfers	-	-	-	-	-	-
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENDITURES:	115,475	42,192	30,000	21,700	30,000	41,200
REV OVER/(UNDER) EXP	(26,671)	4,338	14,305	15,393	14,305	18,105
Changes to Fund Balance	-	-	-	-	-	-
ENDING FUND BALANCE	153,647	157,985	172,290	173,378	172,290	190,395



Town of Northlake
ECONOMIC DEVELOPMENT CORPORATION

Fund: 130	FY 2013	FY 2014	FY 2015	FY 2015	FY 2015	FY 2016
	Actual	Actual	Original	Actual	Revised	Proposed
			Budget	As of 6/30	Budget	Budget
BEGINNING FUND BALANCE:	321,566	370,859	455,140	455,140	455,140	562,327
REVENUES:						
Taxes / Fees & Fines	123,622	156,706	137,500	105,334	200,000	180,000
Permits and Registrations	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Building Permits	-	-	-	-	-	-
Development	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
Other Revenue:	735	680	650	672	650	1,250
TOTAL REVENUE:	124,357	157,386	138,150	106,006	200,650	181,250
EXPENDITURES:						
Payroll & Benefits	20,967	21,789	23,411	17,235	23,411	26,911
Supplies	936	1,926	3,150	954	3,150	3,200
Maintenance	1,135	-	250	-	250	250
Utilities	469	445	552	320	552	150
Services	26,557	23,944	41,100	21,469	41,100	32,600
Capital Outlay	-	-	-	-	-	-
Transfers	25,000	25,000	25,000	18,750	25,000	26,690
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENDITURES:	75,064	73,105	93,463	58,727	93,463	89,801
REV OVER/(UNDER) EXP	49,293	84,281	44,687	47,278	107,187	91,449
Changes to Fund Balance	-	-	-	-	-	-
ENDING FUND BALANCE	370,859	455,140	499,827	502,419	562,327	653,776

Budget Requests

Salary Increases	1,500
Northport 35 Construction Sales Tax Reimbursement	50,000
Farmer Bros Construction Sales Tax Reimbursement	30,000
Sam Lee Infrastructure Participation	250,000
Total Budget Requests	331,500

REVISED REV OVER/(UNDER) EXP	107,187	(240,051)
REVISED ENDING FUND BAL	562,327	322,276



Town of Northlake
COMMUNITY DEVELOPMENT CORPORATION

Fund: 131	FY 2013	FY 2014	FY 2015	FY 2015	FY 2015	FY 2016
	Actual	Actual	Original	Actual	Revised	Proposed
			Budget	As of 06/30	Budget	Budget
BEGINNING FUND BALANCE:	306,467	349,258	433,937	433,937	433,937	541,174
REVENUES:						
Taxes / Fees & Fines	123,622	156,706	137,500	105,334	200,000	180,000
Permits and Registrations	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Building Permits	-	-	-	-	-	-
Development	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
Other Revenue:	714	631	650	638	650	1,250
TOTAL REVENUE:	124,335	157,337	138,150	105,972	200,650	181,250
EXPENDITURES:						
Payroll & Benefits	21,067	21,689	23,411	17,135	23,411	26,911
Supplies	914	1,904	3,100	854	3,100	3,200
Maintenance	1,135	121	250	-	250	250
Utilities	469	445	552	320	552	150
Services	32,959	23,499	41,100	21,466	41,100	32,600
Capital Outlay	-	-	-	-	-	-
Transfers	25,000	25,000	25,000	18,750	25,000	26,691
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENDITURES:	81,543	72,658	93,413	58,525	93,413	89,802
REV OVER/(UNDER) EXP	42,792	84,679	44,737	47,447	107,237	91,448
Changes to Fund Balance	-	-	-	-	-	-
ENDING FUND BALANCE	349,258	433,937	478,674	481,384	541,174	632,622

Budget Requests

Salary Increases	1,500
Northport 35 Construction Sales Tax Reimbursement	50,000
Farmer Bros Construction Sales Tax Reimbursement	30,000
Sam Lee Infrastructure Participation	250,000
Total Budget Requests	331,500

REVISED REV OVER/(UNDER) EXP	107,237	(240,052)
REVISED ENDING FUND BAL	541,174	301,122



Town of Northlake
DEBT SERVICE

Fund:	160	FY 2013	FY 2014	FY 2015	FY 2015	FY 2015	FY 2016
		Actual	Actual	Original	Actual	Revised	Proposed
				Budget	As of 06/30	Budget	Budget
BEGINNING FUND BALANCE:		24,363	1,911	(28)	(28)	(28)	31,872
REVENUES:							
Taxes / Fees & Fines		188,778	208,939	215,500	221,680	222,680	215,500
Permits and Registrations		-	-	-	-	-	-
Franchise Fees		-	-	-	-	-	-
Building Permits		-	-	-	-	-	-
Development		-	-	-	-	-	-
Transfers		-	-	-	25,000	25,000	-
Bond Proceeds		-	-	-	-	-	-
Other Revenue:		5	9	20	100	20	20
TOTAL REVENUE:		188,783	208,948	215,520	246,780	247,700	215,520
EXPENDITURES:							
Payroll & Benefits		-	-	-	-	-	-
Supplies		-	-	-	-	-	-
Maintenance		-	-	-	-	-	-
Utilities		-	-	-	-	-	-
Services		600	300	300	300	300	300
Capital Outlay		-	-	-	-	-	-
Transfers		-	-	-	-	-	-
Lease Purchase Debt Service		210,635	210,587	215,500	213,989	215,500	214,228
TOTAL EXPENDITURES:		211,235	210,887	215,800	214,289	215,800	214,528
REV OVER/(UNDER) EXP		(22,452)	(1,938)	(280)	32,491	31,900	992
Changes to Fund Balance		-	-	-	-	-	-
ENDING FUND BALANCE		1,911	(28)	(308)	32,464	31,872	32,864



Town of Northlake
WATER & WASTEWATER

Fund: 200	FY 2013	FY 2014	FY 2015	FY 2015	FY 2015	FY 2016
	Actual	Actual	Original	Actual	Revised	Proposed
			Budget	As of 06/30	Budget	Budget
BEGINNING FUND BALANCE:	1,005,061	949,901	888,093	888,093	888,093	1,039,980
REVENUES:						
Water Sales	628,923	644,076	800,000	492,302	750,000	915,000
Water Fees	10,200	55,700	77,250	79,000	96,250	101,050
Sewer Sales	177,782	331,609	350,000	288,495	400,000	525,000
Sewer Fees	2,500	3,000	1,500	400	1,500	1,500
FWSD Reimbursement	-	-	80,000	-	50,000	50,000
Transfers	-	-	-	-	-	-
Other Revenue:	8,566	18,985	10,650	25,418	10,650	10,650
TOTAL REVENUE:	827,971	1,053,370	1,319,400	885,615	1,308,400	1,603,200
EXPENSES:						
Payroll & Benefits	133,544	143,644	201,868	132,096	201,868	221,268
Supplies	20,121	21,433	30,595	16,123	30,595	30,675
Maintenance	31,580	53,721	43,400	37,641	43,400	47,850
Wholesale Water	189,371	254,758	480,000	246,979	350,000	500,000
Sewer Treatment	231,686	372,989	350,000	203,817	250,000	400,000
Utilities	22,683	33,558	35,485	26,465	35,485	45,220
Services	97,672	101,076	52,840	48,659	52,840	58,475
Capital Outlay	24,062	-	49,325	57,997	49,325	84,300
Transfers	143,000	134,000	134,000	107,250	143,000	171,629
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENSES:	893,720	1,115,179	1,377,513	877,028	1,156,513	1,559,417
REV OVER/(UNDER) EXP	(65,749)	(61,809)	(58,113)	8,587	151,887	43,783
ENDING FUND BALANCE	939,312	888,093	829,980	896,680	1,039,980	1,083,763
Less: Net Capital Assets	(1,009,818)	(1,027,105)	(1,027,105)	(1,027,105)	(1,027,105)	(1,027,105)
Less: Customer Deposits	(39,016)	(50,866)	(74,291)	(69,791)	(74,291)	(74,291)
Changes to Fund Balance	1,432	-	-	-	-	-
UNRESTRICTED FUND BALANCE	(108,090)	(189,878)	(271,416)	(200,215)	(61,416)	(17,633)

Budget Requests

Crew Leader	30,000
Salary Increases	6,500
Utility Billing Mail Services	2,900
Gas Detector & Water Line Locator	4,500
Total Budget Requests	43,900

REVISED REV OVER/(UNDER) EXP 151,887 (117)

REVISED ENDING FUND BAL 1,039,980 1,039,863



Town of Northlake
EQUIPMENT SERVICES FUND

Fund: 505	FY 2013 Actual	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Actual As of 6/30	FY 2015 Revised Budget	FY 2016 Proposed Budget
BEGINNING FUND BALANCE:	94,374	88,307	99,330	99,330	99,330	79,166
REVENUES:						
Equip. Service Revenue-PD	87,000	76,889	46,500	35,211	46,500	69,750
Equip. Service Revenue-PW	-	-	18,000	13,500	18,000	25,000
Equip. Service Revenue-Utilities	-	-	18,000	13,500	18,000	25,000
Transfers from GF	-	-	-	125,000	125,000	-
Transfers from UF	-	-	-	-	-	-
Other Revenue	3,884	1,163	-	523	-	-
TOTAL REVENUE:	<u>90,884</u>	<u>78,052</u>	<u>82,500</u>	<u>187,734</u>	<u>207,500</u>	<u>119,750</u>
EXPENSES:						
Payroll & Benefits	-	-	-	-	-	-
Supplies	-	4,076	-	-	-	-
Maintenance	4,909	4,444	-	2,649	2,649	3,000
Utilities	-	-	-	-	-	-
Services	-	-	-	-	-	-
Capital Outlay	82,716	48,327	100,000	189,649	225,000	-
Transfers	-	-	-	-	-	-
Lease Purchase Debt Service	9,326	10,182	10,600	12	15	-
TOTAL EXPENSES:	<u>96,951</u>	<u>67,029</u>	<u>110,600</u>	<u>192,310</u>	<u>227,664</u>	<u>3,000</u>
REV OVER/(UNDER) EXP	(6,067)	11,023	(28,100)	(4,576)	(20,164)	116,750
ENDING FUND BALANCE	<u>88,307</u>	<u>99,330</u>	<u>71,230</u>	<u>94,753</u>	<u>79,166</u>	<u>195,916</u>
UNRESTRICTED FUND BALANCE	<u><u>88,307</u></u>	<u><u>99,330</u></u>	<u><u>71,230</u></u>	<u><u>94,753</u></u>	<u><u>79,166</u></u>	<u><u>195,916</u></u>
Budget Requests						
PW Service Truck						67,185
2 Police Vehicles						103,000
Total Budget Requests						<u>170,185</u>
REVISED REV OVER/(UNDER) EXP					(20,164)	(53,435)
REVISED ENDING FUND BAL					<u><u>79,166</u></u>	<u><u>25,731</u></u>



Town of Northlake
BUILDING SERVICES FUND

Fund: 506	FY 2013 Actual	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Actual As of 6/30	FY 2015 Revised Budget	FY 2016 Proposed Budget
BEGINNING FUND BALANCE:	-	-	-	-	-	25,000
REVENUES:						
Administration-GF	-	-	-	-	25,000	14,546
Town Secretary	-	-	-	-	-	6,325
Municipal Courts	-	-	-	-	-	18,973
Development	-	-	-	-	-	7,905
Police	-	-	-	-	-	56,919
Public Works	-	-	-	-	-	15,811
Administration-HOT	-	-	-	-	-	1,581
Administration-EDC	-	-	-	-	-	1,581
Administration-CDC	-	-	-	-	-	1,581
Administration-WS Fund	-	-	-	-	-	4,427
Utility Department	-	-	-	-	-	15,811
Maintenance Reserve	-	-	-	-	-	10,000
TOTAL REVENUE:	-	-	-	-	25,000	155,460
EXPENSES:						
Payroll & Benefits	-	-	-	-	-	-
Supplies	-	-	-	-	-	24,760
Maintenance	-	-	-	-	-	8,000
Utilities	-	-	-	-	-	30,500
Services	-	-	-	-	-	82,200
Capital Outlay	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENSES:	-	-	-	-	-	145,460
REV OVER/(UNDER) EXP	-	-	-	-	25,000	10,000
ENDING FUND BALANCE	-	-	-	-	25,000	35,000
Budget Requests						
Town Hall Roof Replacement						25,000
Total Budget Requests						25,000
REVISED REV OVER/(UNDER) EXP					25,000	(15,000)
REVISED ENDING FUND BAL					25,000	10,000

FY 2014/2015 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 and sales tax on construction sales related to the Northport 35 development. These greater than anticipated resources allow the Town to address a number of deferred issues.

Town Hall Roof 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. After the last expansion of Town Hall in 2010 leaks in the roof were noticed. Numerous contractors were brought in to determine the cause and fix the leak. However none were successful. The only remedy at this point is to replace the roof or construct another layer of roofing over the existing. A \$25,000 transfer from the General Fund to the newly created Building Services Fund will occur in FY 2015 to fund the roof replacement or recovering.

Emergency Reserve Fund

In 2015, the Town avoided two potential major cost increases. First, the record rainfall in May caused havoc to many roads in the area. Many communities were forced to repair sections of roads that were undermined by erosion or swept away by overflowing creeks and rivers. Fortunately, the Town experienced minimal road damage, but future weather events may impact the Town significantly. Second, the healthcare renewal cost with the Town's current provider did not increase. Future renewals will more than likely increase as much as 50% based on renewals received by other communities. These known potential cost increases as well as many unknown cost increases show the Town the need to prepare for these events. The current surplus is not expected to be repeated in next year's budget due to rising costs of service provision.

FY 2015/2016 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. The Highlands is completing infrastructure and anticipates building new homes in Fall 2015. The proposed communities of Heritage Fields, Prairie View Farms and Stardust Ranch 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 a 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 2015, 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. The proposed salary ranges will put Town salaries at 95% of the market which is an increase over existing salaries. An across-the-board increase is proposed to be implemented based on the new salary ranges based on the following formula: employees below salary range minimum will receive a 5% increase or be brought to minimum whichever higher; salaries between minimum to midpoint will be increased 4%; midpoint to maximum will be increased 3%; and employees over maximum salary will receive a 2% lump-sum. Police officer steps will be increased about 5% to match 95% of the salary survey recommendation. The net impact of these changes for all funds is \$74,730 or about 2% of total budget.

Crew Leader Position – Public Works

The current staffing of Public Works consists of the director, two equipment operators, and two maintenance workers. In the current year 220 water meters will be installed and next year 330 meters. Harvest has over 150 water accounts and additional phases are underway. Canyon Falls has started building homes and The Highlands will start homes this Fall. This workload alone warrants the addition of positions. In addition, Northport 35 industrial park is underway and the Farmer Brothers headquarters is anticipated to begin this Fall. Each of these developments will require the inspection of public infrastructure such as streets, water and sewer lines and drainage systems by the director. The director's workload becomes more focused on inspections, regulatory compliance and general administration. In the past the director was able to oversee much of the field work himself and inspect public infrastructure installation. The continuing increase in development activity necessitates the addition of a crew leader position that will augment the director position allowing for oversight of multiple work crews and provide additional infrastructure inspection. The FY 2016 budget proposes the position start in January 2016 and be funded evenly by the General and Utility funds.

Roadway Impact Fee Implementation

In this second phase of the project, the road system capital improvement plan that is created in FY 2015 will be used to develop a roadway impact fee. The impact fee will be assessed to 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 \$125,000 over five times the amount from six years ago.

Patrol Officer Positions (2) – Police

Currently, the Northlake Police Department has nine sworn peace officers. This staffing level allows the Town to have at least one officer on duty at all times. In addition, two traffic officers provide traffic enforcement on Town, County and State roads and highways particularly the almost five-mile stretch of Interstate 35W. During the day, these traffic officers are also available for backup to patrol officers if they are engaged. However, during the night most often only one officer is on duty. The proposed addition of two patrol officer positions will enable the department to provide two officers on duty around the clock.

Code Enforcement Services

The Town of Northlake does not have any dedicated code enforcement staff. Code enforcement duties are split between Police, Public Works and Development Services. This fragmented approach makes building a code violation case difficult and no Town personnel has specific training in this area. Larger tracts are more susceptible to code violations especially outside storage. The Town exhausts every avenue to gain compliance with codes but in some cases enforcement is necessary. By engaging a firm for code enforcement services, a case can be formulated with backup documentation to ensure all property owner rights have been observed.



Town of Northlake
DEPARTMENT REPORT

	FY 2013 Actual	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Actual As of 06/30	FY 2015 Revised Budget	FY 2016 Proposed Budget
COUNCIL						
EXPENDITURES:						
Payroll & Benefits	1,098	1,158	1,800	1,943	1,848	1,800
Supplies	285	652	1,100	1,088	1,430	1,100
Maintenance	-	265	-	549	-	-
Utilities	819	654	-	461	750	750
Services	10,539	9,207	15,400	8,764	9,050	9,050
Capital Outlay	-	-	-	-	-	-
Transfers	(27,682)	-	-	-	-	-
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENSES:	(14,941)	11,935	18,300	12,805	13,078	12,700
ADMINISTRATION						
EXPENDITURES:						
Payroll & Benefits	227,798	240,211	261,740	197,679	261,740	273,210
Supplies	14,560	29,284	16,375	15,190	21,360	14,825
Maintenance	1,118	238	1,000	75	1,000	650
Utilities	4,832	4,966	6,200	3,756	6,200	1,200
Services	62,760	85,614	84,525	63,639	73,825	92,871
Capital Outlay	6,922	-	-	-	-	-
Transfers	-	-	-	-	-	-
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENSES:	317,991	360,313	369,840	280,339	364,125	382,756
TOWN SECRETARY						
EXPENDITURES:						
Payroll & Benefits	77,216	78,927	84,840	62,772	84,840	89,827
Supplies	3,203	3,338	4,880	3,972	4,880	3,260
Maintenance	372	100	550	280	550	500
Utilities	2,940	3,242	4,364	2,365	4,364	-
Services	17,475	15,389	19,200	16,855	19,200	22,159
Capital Outlay	1,286	-	-	-	-	-
Transfers	-	-	-	-	-	-
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENSES:	102,492	100,997	113,834	86,244	113,834	115,746



Town of Northlake
DEPARTMENT REPORT

	FY 2013 Actual	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Actual As of 06/30	FY 2015 Revised Budget	FY 2016 Proposed Budget
MUNICIPAL COURT						
EXPENDITURES:						
Payroll & Benefits	152,386	163,213	181,811	135,079	181,811	196,972
Supplies	6,755	6,736	8,580	6,143	8,580	5,740
Maintenance	633	190	150	75	150	-
Utilities	5,225	5,548	6,321	3,461	6,321	-
Services	62,681	49,067	81,470	32,510	81,470	91,887
Capital Outlay	3,047	-	-	-	-	-
Transfers	-	-	-	-	-	-
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENSES:	230,727	224,754	278,332	177,269	278,332	294,599

DEVELOPMENT SERVICES						
EXPENDITURES:						
Payroll & Benefits	17,620	19,417	54,710	36,341	54,710	62,944
Supplies	2,771	3,056	3,300	3,551	3,300	1,700
Maintenance	-	-	-	-	-	-
Utilities	3,105	3,482	3,000	2,478	3,000	150
Services	71,906	112,985	167,680	187,244	179,680	234,004
Capital Outlay	1,286	-	-	-	-	-
Transfers	-	-	-	-	-	-
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENSES:	96,686	138,941	228,690	229,614	240,690	298,798

POLICE						
EXPENDITURES:						
Payroll & Benefits	584,853	634,999	720,548	538,207	720,548	768,985
Supplies	61,261	62,230	84,890	39,862	88,890	70,150
Maintenance	15,431	19,541	19,100	21,453	19,100	20,000
Utilities	11,328	11,221	13,217	7,669	17,217	4,500
Services	158,733	122,643	129,294	86,137	129,294	183,573
Capital Outlay	1,286	-	-	-	-	-
Transfers	-	-	-	-	-	-
Lease Purchase Debt Service	23,951	3,992	4,020	-	4,020	-
TOTAL EXPENSES:	856,844	854,625	971,069	693,327	979,069	1,047,208



Town of Northlake
DEPARTMENT REPORT

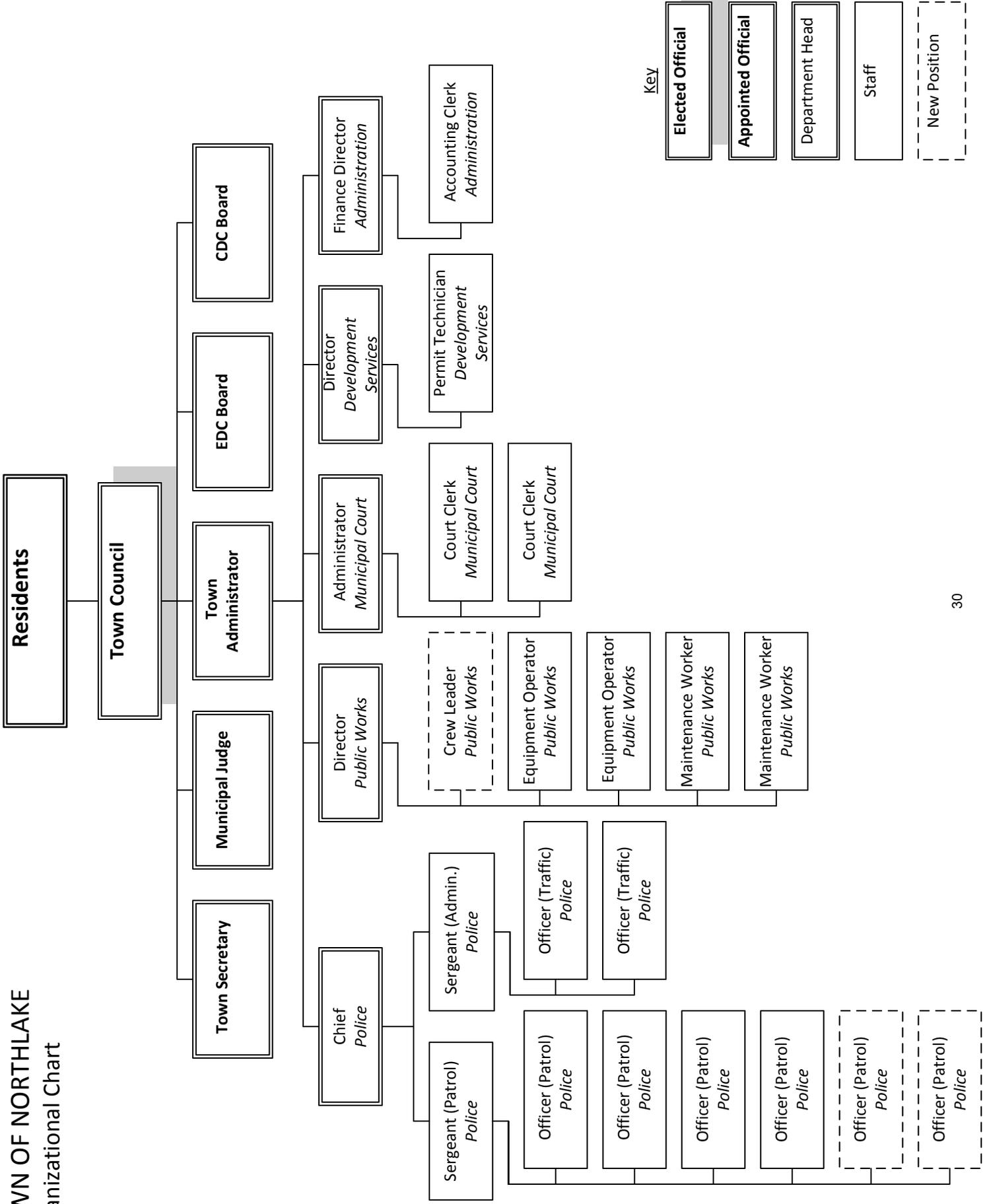
	FY 2013 Actual	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Actual As of 06/30	FY 2015 Revised Budget	FY 2016 Proposed Budget
NON-DEPARTMENTAL - GENERAL FUND						
EXPENDITURES:						
Payroll & Benefits	-	-	10,000	-	10,000	15,000
Supplies	-	-	-	-	-	-
Maintenance	-	-	-	1,495	-	-
Utilities	-	-	-	-	-	-
Services	35,281	71,943	36,000	32,420	44,200	36,000
Capital Outlay	-	-	-	2,400	2,400	-
Transfers	-	-	-	175,000	200,000	-
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENSES:	35,281	71,943	46,000	211,315	256,600	51,000

PUBLIC WORKS - GENERAL FUND						
EXPENDITURES:						
Payroll & Benefits	95,966	95,656	143,749	102,122	143,749	158,716
Supplies	28,290	21,901	30,275	17,023	34,310	31,705
Maintenance	78,020	94,654	138,150	78,118	141,950	154,900
Utilities	3,793	4,436	5,314	3,931	5,474	3,600
Services	27,220	23,936	32,933	22,625	38,433	52,398
Capital Outlay	643	-	-	-	-	-
Transfers	-	-	-	-	-	-
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENSES:	233,932	240,582	350,421	223,818	363,916	401,319

ADMINISTRATION - UTILITY FUND						
EXPENSES:						
Payroll & Benefits	39,061	47,245	49,992	36,398	49,992	53,711
Supplies	7,597	5,979	7,620	7,214	7,620	6,200
Maintenance	100	100	200	75	200	100
Utilities	2,079	2,240	2,885	1,959	2,885	-
Services	44,816	47,464	19,790	18,991	19,790	26,406
Capital Outlay	643	-	-	-	-	-
Transfers	125,000	125,000	125,000	93,750	125,000	125,000
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENSES:	219,296	228,028	205,487	158,388	205,487	211,417

TOWN OF NORTHLAKE

Organizational Chart



Key

- Elected Official**
- Appointed Official**
- Department Head
- Staff
- New Position

TOWN OF NORTHLAKE

Personnel Distribution
Full-Time Equivalents

	2013/14	2014/15	2014/15	2014/15	2015/16	2015/16
	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
Finance Director (65%)	0.65	0.65		0.65		0.65
Accounting Clerk (65%)	0.00	0.65		0.65		0.65
Accounting Clerk Part-time (65%)	0.52	0.00		0.00		0.00
Full-Time	2.65	3.30	0.00	3.30	0.00	3.30
Part-Time	0.52	0.00	0.00	0.00	0.00	0.00
Total	3.17	3.30	0.00	3.30	0.00	3.30
Development Services						
Development Director (25%)	0.25	0.25		0.25		0.25
Permit Technician	0.00	0.75		0.75	0.25	1.00
Full-Time	0.25	1.00	0.00	1.00	0.25	1.25
Part-Time	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.25	1.00	0.00	1.00	0.25	1.25
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	1.50	7.50
Full-Time	9.00	9.00	0.00	9.00	1.50	10.50
Part-Time	0.00	0.00	0.00	0.00	0.00	0.00
Total	9.00	9.00	0.00	9.00	1.50	10.50
Public Works						
Public Works Director (50%)	0.50	0.50		0.50		0.50
Crew Leader	0.00	0.00		0.00	0.37	0.37
Equipment Operator (50%)	0.75	1.75		1.75	0.25	2.00
Full-Time	1.25	2.25	0.00	2.25	0.62	2.87
Part-Time	0.00	0.00	0.00	0.00	0.00	0.00
Total	1.25	2.25	0.00	2.25	0.62	2.87
Total General Fund						
Full-Time	16.15	18.55	0.00	18.55	2.37	20.92
Part-Time	0.52	0.00	0.00	0.00	0.00	0.00
Total	16.67	18.55	0.00	18.55	2.37	20.92

TOWN OF NORTHLAKE

Personnel Distribution
Full-Time Equivalents

	2013/14 Actual	2014/15 Adopted	2014/15 Changes	2014/15 Actual	2015/16 Requests	2015/16 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 (35%)	0.00	0.35		0.35		0.35
Accounting Clerk Part-time (35%)	0.28	0.00		0.00		0.00
Full-Time	0.35	0.35	0.00	0.70	0.00	0.70
Part-Time	0.28	0.00	0.00	0.00	0.00	0.00
Total	0.63	0.35	0.00	0.70	0.00	0.70
Public Works						
Public Works Director (50%)	0.50	0.50		0.50		0.50
Crew Leader	0.00	0.00		0.00	0.38	0.38
Equipment Operator (50%)	0.75	1.75		1.75	0.25	2.00
Full-Time	1.25	2.25	0.00	2.25	0.63	2.88
Part-Time	0.00	0.00	0.00	0.00	0.00	0.00
Total	1.25	2.25	0.00	2.25	0.63	2.88
Total Utility Fund						
Full-Time	1.60	2.60	0.00	2.95	0.63	3.58
Part-Time	0.28	0.00	0.00	0.00	0.00	0.00
Total	1.88	2.60	0.00	2.95	0.63	3.58
<u>All Funds Total</u>						
Full-Time	18.50	21.90	0.00	22.25	3.00	25.25
Part-Time	0.80	0.00	0.00	0.00	0.00	0.00
Total	19.30	21.90	0.00	22.25	3.00	25.25