

TOWN OF NORTHLAKE, TEXAS

ANNUAL OPERATING BUDGET FOR FISCAL YEAR 2016-2017

This budget will raise more revenue from property taxes than last year's budget by an amount of \$304,514, which is a 37.0 percent increase from last year's budget. The property tax revenue to be raised from new property added to tax roll this year is \$167,953.

Town Council Record Vote

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

FOR: Mayor Pro Tem Danny Simpson, Council Members Jean Young, Mike McBride, Michael Ganz, and Dr. Roger Sessions

AGAINST: None

PRESENT and not voting: Mayor Peter Dewing

ABSENT: None

Tax Rate	Proposed FY 2016-17	Adopted FY 2015-16
Property Tax Rate	0.2950	0.2950
Effective Tax Rate	0.2788	0.2822
Effective M&O Tax Rate	0.1984	0.1984
Rollback Tax Rate	0.3316	0.2916
Debt Rate	0.1047	0.0773

The total amount of municipal debt obligation secured by property taxes for the Town of Northlake is \$11,295,000.

Town of Northlake

2016-2017 Annual Budget



enforce
investigate
review
prepare
repair
evaluate
test
certify
detect
improve
report
inspect
verify
construct





Town of Northlake

Proposed Budget For Fiscal Year Starting October 1, 2016

This budget will raise more total property taxes than last year's budget by \$304,514 or 37.0%, and of that amount \$164,953 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

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September 8, 2016

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

The Town of Northlake budget for the fiscal year 2016/2017 prepares the Town for the ever growing complexity of municipal operations. As new residents move into planned residential neighborhoods and as new businesses relocate and build in Northlake, expectations of high quality and ever expanding Town services will accompany them. New roads, water and sewer lines and buildings that come with this development must be inspected to ensure conformity with the Town's high standards. The new residents and businesses will both create the need for additional police protection and provide the resources to fund these new needs.

Northlake is a microcosm of the North Texas region and of the State of Texas. The Texas "miracle" is shorthand for the economic success Texas has had in attracting major companies to relocate here. Northlake is no exception with the successful recruitment of Farmer Brothers with assistance from Denton County and the Governor's Office. The Texas Comptroller's office estimates that another Texan is added to our population roughly every minute. The North Texas Commission projects that our region grows by one person every five minutes. These new residents are following the new companies and the jobs they bring. This influx of newcomers has created an increased demand for quality housing. In basic economic terms, increased demand in a housing market with limited supply will increase prices.

In addition to the increase in market values of housing, new homes and buildings have increase the property values of Northlake. Residential and commercial property values have increased 39% and 42%, respectively. Over one-half of the residential value increase and over three-fourths of the increased commercial value is new construction. The remainder of the increases for both residential and commercial are due to increases in market value. Sales tax revenues have far outdistanced the pre-2008 levels and continue to set record highs with each monthly disbursement. However, part of the increases in FY 2016 are one-time sales for construction related material for the Northport 35 and Farmer Brothers projects. Pressure continues for 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 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 healthcare, debt service, and wholesale water. Starting with the FY 2015 revised budget and continuing with the FY 2016 adopted budget, the Town has increased staffing primarily in police and public works.

This trend is proposed to continue with the addition of four staff positions; two in police and two in public works. The police sergeant and public works crew leader will provide for greater oversight of staff and allow for their respective directors more time devoted to strategic planning, intergovernmental coordination and overall administration. The police investigator and public works utility technician are specialized positions that by focusing on their areas of expertise will free up their coworkers to focus on neighborhood patrolling and ongoing maintenance of the utility system.

In the FY 2017 proposed budget, Northlake will take another major step in investing in road infrastructure. The last major investment was in 2005 when the Town issued \$1,900,000 in debt to improve Florance Road (from FM 407 to Strader), Holder Road (from Florance to creek crossing), Evelyn (from Florance to creek crossing), Bingham Road and Schober Road. The additional tax base gained from the development of North Ridge Estates allowed the Town capacity to issue the 2005 debt. The proposed 2016 Series debt would total \$6,700,000 in certificates of obligation to finance the paving of Cleveland-Gibbs Road (from FM 407 to FM 1171), Sam Lee Lane (from Ashmore to 1,800 feet east), and repaving of Florance Road (from 1,000 feet north of FM 407 to Strader Lane). Similar to the previous debt issuance, the proposed 2016 debt will be finance by the additional taxable value added from the Canyon Falls development. In 2005, the taxable value was \$75,211,617 or 40 times the debt service. For 2016, the certified taxable value is \$382,188,447 or 57 times the proposed debt service.

The Town of Northlake has been able to leverage growth to the benefit of the residents and the Town infrastructure. As mentioned previously North Ridge Estates provided funding to pave Schober and Bingham. The Highlands of Northlake brought a water line to North Ridges Estates down FM 407. Prairie View Farms will bring a water line from FM 407 up Faught Road and Stardust Ranch will bring a water line from FM 407 up Florance Road. Although Harvest is not in the Town limits, this development provided for the connection with Upper Trinity Regional Water District and the Town Hall pump station and ground storage tanks. The Canyon Falls development will bring a second connection to UTRWD, a trail system and capacity to upgrade Florance, Cleveland-Gibbs and Sam Lee. If history is any predictor of the future, these investments will lead to further increases to the Town's taxable value.

Mayor Dewing's recurring message to staff when developing the budget is to maintain the Town's very low tax rate while maintaining 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 26.63 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 look for ways operate more efficiently and cost effectively. However due to the expected continued 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 2016-2017, the budget illustrates appropriations and projected revenues. This budget is also intended to document for the residents 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 the Council Budget Principles for FY 2016/2017 as ratified by the Town Council during the Budget Work Session on May 12, 2016.

- Maintain fiscal responsibility while investing in Town resources and assets
- Ensure sustainable development through strategic planning
- Attract and retain various business types for diverse future tax base
- Improve, construct and maintain road, water, sewer and drainage infrastructure
- Recruit, retain and train highly qualified personnel
- Enhance external and internal services and capabilities with appropriate staff and facilities
- Utilize equipment and technology to increase productivity and efficiency

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 \$379,028,671 in 2015, to \$485,648,798 in 2016. After exemptions, losses and caps, the taxable value is projected to increase from \$278,963,233 in 2015 to \$382,188,447 in 2016. Applying the proposed tax rate of 29.5¢ per \$100 valuation, property taxes revenues are \$1,125,000 an approximately 37 percent increase from property tax revenue last fiscal year. Of this amount \$400,000 will be dedicated to debt service and the remaining \$725,000 will pay for maintenance and operations. The increase in property tax revenue is due to a combination of new property growth and increased values. Increases in sales tax revenue and development related fees are anticipated. Franchise fees are expected to grow as new customers are added.

All department heads submitted budget requests that maintain current service levels. With some modest plan changes, healthcare costs are expected to increase 15% over last year which is in line with initial projections. 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, building inspections, planning and code enforcement services will increase to ensure new development and construction is reviewed and inspected to meet the Town's high standards.

The general themes of this year's proposed service enhancements is to invest in Northlake's future through road improvements that will spur private investment and through staff specialization that will further efficiency and productivity. From the Town's financial resources: the proposed budget will allow the Town to fund service enhancements, finance \$6,700,000 in road improvements, and maintain General Fund reserves of approximately \$1,200,000. The proposed fund reserve level meets the Town policy of three months of operational expenses.

The proposed service enhancements are as follows:

- Maintain current tax rate of 29.5 cents per \$100 value while using increased tax base to finance \$6,700,000 in much needed road improvement projects
- Develop long range financial plan to validate budget assumptions
- Update market analysis for use in attracting businesses to locate in Northlake.
- Repave Florance Road from FM 407 to Strader Road, pave Cleveland-Gibbs from FM 407 to FM 1171 and pave Sam Lee Lane from Ashmore to 1,850 feet east.
- Increase salary ranges and step plans to 100% of market based on the 2014 survey
- Implement a tiered salary increase ranging from 2% - 5%.
- Expand Police by two additional positions to allow for specialization and greater oversight
- Creation of two positions in Public Works for oversight of multiple crews and to keep up with infrastructure inspections and water system regulations
- Purchase of GIS imagery for better planning review and site development
- Continue to explore Town Hall long-term leasing options
- Finance sewer jetter for \$300,000 and contract with flow monitoring services for maintenance of Town sewer system
- Purchase police and public works vehicles to support new positions
- Retrofit police vehicle camera systems and storage to include body cameras

Maintaining one of the lowest tax rates in Denton County, which has one of the lowest county tax rate in Texas, is one of the biggest business recruitment tools in Northlake's tool belt. All increases in the proposed budget are a result of increases in development activity, increases in the number of residents, or investments in upgrading existing infrastructure. The proposed budget is in response to existing needs not in future potential desires. The Town has a long history of using increased tax base to invest back into the Town. This budget is no different and the proposed investment is long overdue. Unfortunately, Florance Road was paved right at the advent of fracking technology; the water trucks were just too much for the 2005 road section. Cleveland-Gibbs was once one of the few roads that connected Northlake even predating Interstate 35W. Over the years this road has been improved in bits and pieces but a complete section from FM 1171 to FM 407 would provide the Northlake residents a much needed alternative route. Various developers have and will improve Sam Lee Lane as development occurs but a small stretch of the roadway between existing businesses is in dire need of upgrade. This improvement will benefit the entire Northlake business park.

Retaining and recruiting qualified and capable employees is difficult in the competitive North Texas region especially for a small community. The most recent salary study found Northlake salaries 10% below market. The previous budget brought salaries within 95% of market. The proposed budget will implement a 100% of the study recommendations of the 2015 study. The pay raise methodology is: 5% increase for employees below salary minimum, 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. An additional proposed sergeant position would provide almost twenty-four hour supervision and backup for patrol officers. Having oversight will greatly enhance officer safety and ensure policies are followed. The police detective is requested due to the ever increasing amount of investigations. Currently the responding officer conducts investigations between calls for service and other duties. A specialized investigator will be able to follow through with less interruptions and more efficiently process cases which will free up officers for neighborhood patrols.

As development accelerates, the need for thorough and consistent infrastructure inspections increases. The second Crew Leader position will provide for supervision and oversight of two independent work crews with the potential specialization between road and utility maintenance. The Crew Leader will also assist in ensuring contractors follow Town standards. As the complexity of the Town's water and sewer operations increases, the addition of a Utility Technician will allow for consistent monitoring and reporting, and a primary point-of-contact for regulatory agencies.

In summary, the Fiscal Year 2016/2017 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 a loss in business personal property 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.

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

Community Background

The Town of Northlake was incorporated on December 28, 1960, in an effort to avoid annexation by the City of Irving. 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 preserve the rural heritage the residents enjoy to this day.

Growth has arrived 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 to the south of Town. In 1995, construction began on the Texas Motor Speedway, which is a NASCAR racing facility that seats 200,000 persons at a single event. In 2016, the construction will be completed for 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 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. The master planned communities of Harvest and Canyon Falls are located in Town extraterritorial jurisdiction at I-35W and FM 407 and in Town limits at I-35W and FM 1171, respectively.

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 11 full time Police Officers.

Mayor and Town Council Goals FY 2015/2016 Revised Budget

Maintain Fiscal Responsibility

The adopted budget maintained the property tax rate of 29.5¢. The Town was able to keep the tax rate the same as the prior years due to increases in residential and commercial property values, growth in sales tax and development fee revenues due to development activity. The increased resources were 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 in early FY 2016, late FY 2016 will witness the finalization 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. Impact fee adoption is anticipated for FY 2017.

FY 2016 also saw the kickoff of the Comprehensive Land Use Plan update or Northlake Vision 2040. Consultants and staff met with various stakeholders in a forecasting session that helped frame our efforts. Public input meetings were held both in person and virtually to understand preferences of residents. Advice from transportation, development and utility infrastructure experts was sought to ground the results to the possible. The economic development corporations' boards will serve as the review committee and recommend a final draft to Town Council for approval in early FY 2017.

Increase Economic and Business Development

With the projected 2016 opening of Farmer Brothers, the Town has aggressively promoted Northlake locally through the Alliance Development Forum and Northwest Metroport Chamber and regionally through the International Council of Shopping Centers. Both Wesco, an aircraft parts distributor, and Hempel, a marine and industrial coatings manufacturer, have relocated to Northlake. Following these employers and the outlet mall across I-35W in an adjoining city are Rosa's Café and Sonic Drive-in. All of the previously mentioned businesses received some type of incentive from the Town and economic development corporations.

Enhance Road Improvement and Maintenance

Maintenance of gravel and asphalt roads continued in FY 2016. The budget included a 25% increase over FY 2015 original budget in materials used for road maintenance such as gravel and asphalt. This increase brought available funds for road materials to \$125,000 in FY 2015, over thrice the amount spent on 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.

Expand and Maintain Water and Sewer Infrastructure

The water system continued to expand in FY 2016 with the completion of the Faught Road water line. In terms of water meter installation, this year staff averaged a new water meter installation every day. The new expansion requires thorough inspection of public infrastructure being built by developers and ongoing preventive maintenance. The new Public Works crew leader provides direct oversight on many repair and maintenance jobs, and allows the director to focus on work crew oversight, infrastructure inspection, regulatory compliance and general department administration.

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. A new salary survey initiated in 2015 found Northlake salaries to be 10% below market. The FY 2016 budget salary increases brought overall salary ranges within 95% of the market. Compensation was increased in a tiered approach: employees below minimum salary received a 5% increase or were brought to minimum; those between minimum to midpoint received a 4% increase; those between midpoint and maximum of their salary range received a 3% increase; and employees over maximum received a 2% lump-sum payment. The increase kept employee compensation competitive with other area municipalities but still 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. Since FY 2014, Northlake provides police services to the Harvest community and Corral City. To ensure that the residents of Northlake, Harvest and Corral City and their property will continue to be protected, the FY 2016 budget added two additional patrol officer positions. These new positions will allow Northlake Police Department to have two sworn personnel on duty 24-7.

As the public works director is being pulled more frequently to work with various regulatory agencies, perform administrative tasks such as budgeting, contract management and workforce scheduling, the new crew leader position has augmented 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 Cost Effective Manner

In 2015, the Town contracted with an architectural firm to conduct a Town Hall facility needs assessment. Working with staff, the firm recommended a 20,500 square foot building to accommodate anticipated staffing levels for the next ten to fifteen years. The price tag for such a facility was over \$20,000,000. Council decided that this was too big of a step for the Town to take at the time. The more prudent course has been to investigate short-term leasing opportunities until the Town's population and tax base can support this large of an investment.

Increase Productivity and Efficiency through Technology

Public Works has replaced or retrofitted all older water meters with new radio meter read technology. The new crew cab has been outfitted with a radio meter reader increasing the number of readers allowing for faster readings and redundancy. The web-based work order system has enabled the crew leader to update and create work orders in the field and push these work orders to all field crews. The crews receive these work orders through smart phones which also have the ability to update the geographic information as to location of Town public infrastructure.

Encourage Job-related Training and Education

The tuition reimbursement program is currently being utilized by two employees with another two employees showing interest in pursuing college degrees.

Council Budget Principles FY 2016/2017 Proposed Budget

Maintain Fiscal Responsibility While Investing in Town Resources and Assets

The proposed budget will maintain the current property tax rate of 29.5¢. New residential and commercial development has increased the property tax base. These increased resources are proposed to be reinvested in the Town as capital improvements. The new property tax revenue will fund the debt service on \$6,700,000 in capital improvements such as the repaving of Florance Road, the paving of Cleveland-Gibbs Road from FM 407 to FM 1171, and the paving of Sam Lee Lane.

Ensure Sustainable Development through Strategic Planning

FY 2017 will witness the culmination of efforts to update both the Master Thoroughfare Plan (MTP) and the Comprehensive Land Use Plan. The MTP and subsequent roadway capital improvement plan will determine the amount of road impact fees the Town can charge for developments' impact on the road system. The Comp Plan will serve as a guide to property owners and developers on the Town's vision and expectations of future development. The initial results of the Comp Plan update continue to reflect the residents desire to preserve the rural heritage of the Town in terms of architectural features and land planning.

Attract and Retain Various Business Types for Diverse Future Tax Base

The relocation of the national corporate headquarters of Farmer Brothers from California was a significant catalyst for additional business to move to and expand in Northlake. Logistics warehouses for Wesco and Hempel, restaurants of Rosa's Café and Sonic Drive-in, hotels of Home 2 Suites, StayBridge Suites and Holiday Inn Express, and residential single family and multifamily development show the diverse tax base the Town has. With Hillwood's purchase of 260 acres off I-35W additional warehouse and commercial development is anticipated. Harvest and Canyon Falls are expected to continue to grow for 10 years. Restaurant and retail development will be the primary focus of the Town's recruitment activity.

Improve, Construct and Maintain Road, Water, Sewer and Drainage Infrastructure

The Town will continue to maintain gravel and asphalt roads in FY 2017 but with the proposed capital improvement program some gravel roads will be paved as asphalt and concrete. With the proposed paving of Cleveland-Gibbs Road (from FM 407 to FM 1171) and Sam Lee Lane, funds spent to maintain these roads can now be redirected to other areas. Road maintenance funds were also used to repair Florance Road on an as-needed basis. With the complete repaving of Florance Road from FM 407 and Strader Road, additional funds can be dedicated to maintain the remaining gravel roads.

The construction of the 20 inch water line along FM 407 has allowed for a 12 inch line to be built up Faught Road and in FY 2017 a 16 inch line will be built parallel to Florance Road. The Florance Road line will be built by the developer of Stardust Ranch Estates with participation from Upper Trinity Regional Water District. The permanent pump station serving Canyon Falls will begin construction in FY 2017 and will be funded by the Canyon Falls Water Control and Improvement District. Finally, Phase III of the Town Hall water plant will also begin in FY 2017 with funds coming from the Town, participating developers and the Belmont Fresh Water Supply District. The increase capacity will allow the Town to serve additional phases of Harvest as well as other areas within the northern part of Northlake.

Recruit, Retain and Train Highly Qualified Personnel

The 2015 salary survey found Northlake salaries to be 10% below market. The FY 2016 budget increases overall salary ranges to 95% of the market. In FY 2017 salary ranges will be brought to 100% of the 2015 study. 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.

Enhance External and Internal Capabilities with Appropriate Staffing and Facilities

The FY 2016 budget added two additional officers to the force which will allow for two officers on duty around-the-clock. However, growth continues and as the diversity of the residents, businesses and visitors grows so too will the complexity of police operations. In the past the major challenge in Northlake law enforcement was covering the large areas and distances between neighborhoods. With the coming of major employers, restaurant patrons and hotel guests, the need for specialization in the police department will increase. Currently investigation of alleged crime is handled by the officer called to the scene and is investigated when the officer is on shift and not engaged in patrol activities. This causes crucial evidence and interviews to be delayed and for officers to be taken away from patrol activities. With the addition of a detective, investigations can be carried out by a dedicated position. A second proposed new position is an additional sergeant to provide oversight and backup for front-line officers on an almost 24-hour basis.

With the addition of a crew leader, crews can work on multiple projects simultaneously, and tackle more complex activities. And just as police operations grow more complex so too do public works activities. Developer-built public infrastructure has accelerated and the need for proper inspection has increased proportionally. Additional water lines, pump stations and storage tanks add to the complexity of the water system and subsequently increase the amount of State and federal regulations affecting water operations. The director must also work with various regulatory agencies, perform administrative tasks such as budgeting, contract management and workforce scheduling. A proposed second crew leader position will allow for the specialization of work crews one focusing on road and drainage maintenance and another to operate and maintain the water and sewer systems. In addition a proposed Utility Technician position will perform the numerous daily, weekly and monthly tests and reports required by regulatory agencies and will perform routine preventive maintenance of these systems.

The Town hopes to finalize a lease agreement for office space on the north side of FM 407 at the entrance of the Harvest neighborhood. The lease will be an interim solution to the need for professional offices for expanding Town staff. The location will be less than a mile from the current Town Hall location and will be convenient to water customers in Harvest and Canyon Falls.

Utilize Equipment and Technology to Increase Productivity and Efficiency

The safety of both the residents and officers is a priority for the Town. To ensure the proper conduct of the Town's officers and to defend their actions if necessary, the Town proposes to purchase body cameras for each officers. The body cameras integrate with the patrol cars' dashcams and all videos are uploaded to a dedicated server. Two patrol cars will be replaced due to excessive use and mileage with new vehicles: a Chevy Tahoe patrol vehicle and a Ford Interceptor for traffic enforcement.

Public Works will be assigned a new Ford Crew Cab for the new crew leader position and a Ford F-150 for the Utility Technician to make the rounds. In addition, a sewer jetter will be purchased to maintain the Town's growing yet aging sanitary sewer system. The Town has been fortunate that the City of Roanoke has lent their equipment to Northlake and that their equipment was available. Stiff fines can accumulate if sewer issues are not addressed immediately; the sewer jetter is crucial.

Public Works will also purchase testing and analyzing equipment to monitor the Town's water and sewer systems for reporting and ensuring optimal operational performance.

Fund Summaries

Before moving into the details of the proposed budget for FY 2016/2017, 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

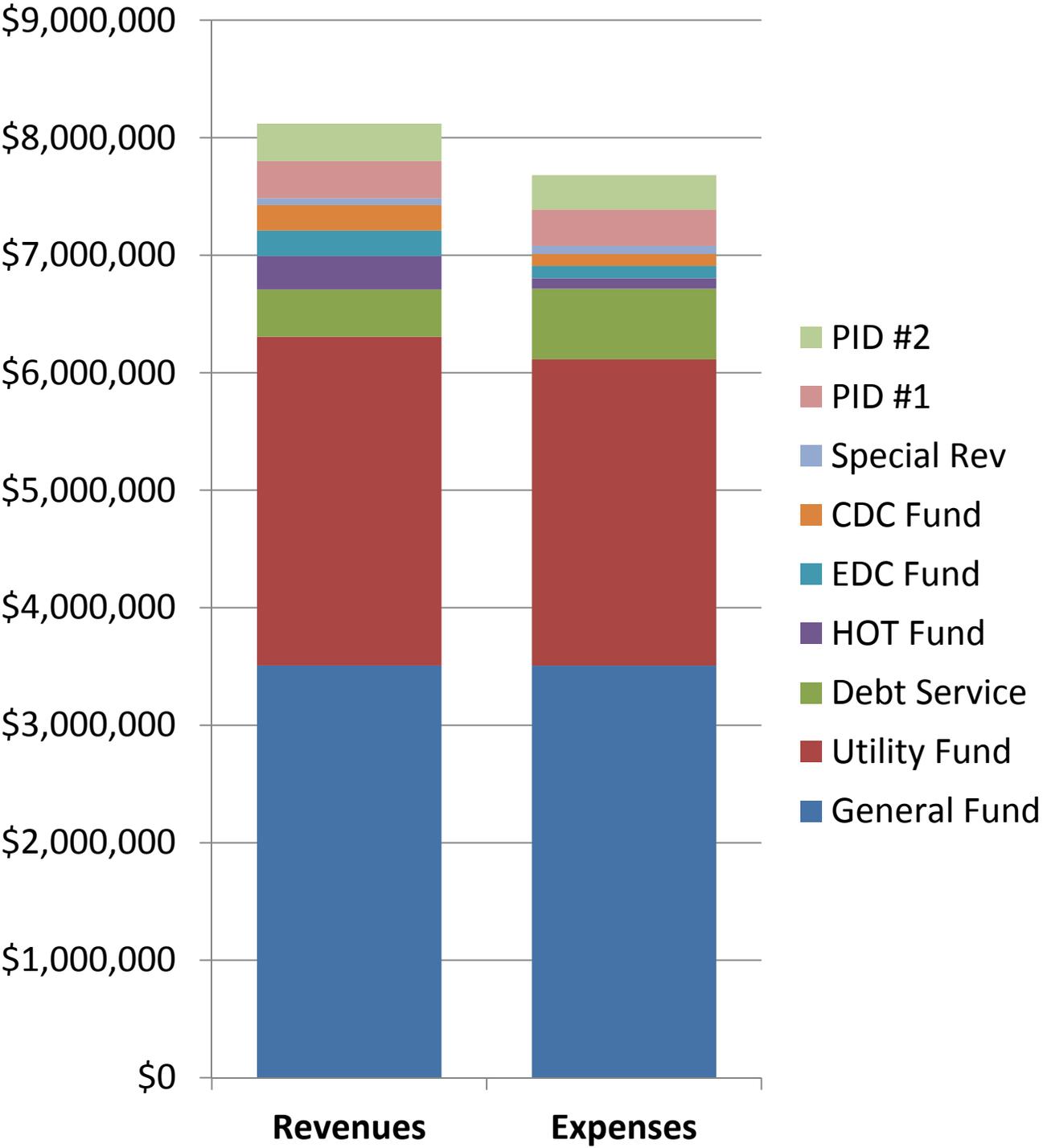
The Proprietary Funds are for ongoing organizations and activities that are similar to those often found in the private sector. These funds include:

- 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	<u>\$ (93,259,620)</u>
 Estimated ARB Minimum Values	 \$ 6,802,264
 Net Taxable Value	 <u><u>\$ 278,963,233</u></u>

Estimated Property Tax Collections:

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

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	 <u><u>\$ 822,942</u></u>



Town of Northlake
GENERAL FUND

Fund: 100	FY 2014	FY 2015	FY 2016	FY 2016	FY 2016	FY 2017
	Actual	Actual	Original Budget	Actual As of 6/30	Revised Budget	Proposed Budget
BEGINNING FUND BALANCE:	526,940	940,481	1,478,315	1,478,315	1,478,315	1,255,232
REVENUES:						
Court Fines	691,397	671,848	625,000	416,116	625,000	625,000
Sales/Beverage Tax	313,413	457,100	360,000	410,970	550,000	400,000
Ad Valorem Taxes	474,563	531,191	607,422	687,971	655,000	725,000
Permits and Registrations	12,232	23,529	15,550	19,235	20,150	15,950
Franchise Fees	198,913	244,696	225,000	133,004	261,000	285,000
Building Permits	160,219	468,096	386,500	478,837	513,500	821,250
Development	295,206	489,223	327,500	184,218	278,500	327,500
Transfers	175,000	175,000	175,000	131,250	175,000	200,000
Other Revenue:	96,688	97,167	74,260	69,840	83,860	108,260
Prior Year Encumbrances						
TOTAL REVENUE:	2,417,630	3,157,850	2,796,232	2,531,440	3,162,010	3,507,960
EXPENDITURES:						
Payroll & Benefits	1,233,582	1,449,115	1,721,128	1,239,616	1,761,778	1,785,193
Supplies	127,197	129,233	128,480	65,923	131,480	140,508
Maintenance	114,987	147,914	176,050	108,847	161,550	197,678
Utilities	33,549	39,001	10,200	9,886	10,200	10,320
Services	422,895	560,765	525,824	523,741	609,824	850,880
Capital Outlay	-	54,488	-	-	-	-
Transfers	67,889	239,500	223,511	227,049	501,261	230,741
Lease Purchase Debt Service	3,992	-	-	-	-	-
TOTAL EXPENDITURES:	2,004,090	2,620,015	2,785,193	2,175,062	3,176,093	3,215,320
REV OVER/(UNDER) EXP	413,541	537,835	11,039	356,379	(14,083)	292,640
Changes to Fund Balance	-	-	-	-	-	-
ENDING FUND BALANCE	940,481	1,478,315	1,489,354	1,834,694	1,464,232	1,547,873

Budget Requests

Financial Software Enhancement-Purchase Order Module	9,000	-
Transfer to Debt Service	200,000	-
Midterm-Longterm Financial Plan Consultant		15,000
GIS Mapping Capability		15,000
Police Detective		73,875
Police Sergeant		81,955
4 % Salary Adjustments		63,800
Certification Pay Increase		12,800
Public Works Crew Leader		29,616
Total Budget Requests	209,000	292,046

REVISED REV OVER/(UNDER) EXP	(223,083)	594
REVISED ENDING FUND BAL - UNASSIGNED	1,255,232	1,255,827



Town of Northlake
CAPITAL PROJECTS

Fund:	301	FY 2014	FY 2015	FY 2016	FY 2016	FY 2016	FY 2017
		Actual	Actual	Original	Actual	Revised	Proposed
				Budget	As of 6/30	Budget	Budget
BEGINNING FUND BALANCE:		(19,092)	(39,094)	(38,986)	(38,986)	(38,986)	11,014
REVENUES:							
		-	-	-	-	-	6,700,000
Taxes / Fees & Fines		-	-	-	-	-	-
Permits and Registrations		-	-	-	-	-	-
Franchise Fees		-	-	-	-	-	-
Building Permits		-	-	-	-	-	-
Development		-	-	-	-	-	-
Transfers		-	-	-	-	50,000	-
Other Revenue:		94,465	108	-	42	-	-
TOTAL REVENUE:		94,465	108	-	42	50,000	6,700,000
EXPENDITURES:							
Payroll & Benefits		-	-	-	-	-	-
Supplies		-	-	-	-	-	-
Maintenance		-	-	-	-	-	-
Utilities		-	-	-	-	-	-
Services		22,999	-	-	-	-	-
Capital Outlay		91,468	-	-	-	-	-
Transfers		-	-	-	-	-	-
Lease Purchase Debt Service		-	-	-	-	-	-
TOTAL EXPENDITURES:		114,468	-	-	-	-	-
REV OVER/(UNDER) EXP		(20,002)	108	-	42	50,000	6,700,000
Changes to Fund Balance		-	-	-	-	-	-
ENDING FUND BALANCE		(39,094)	(38,986)	(38,986)	(38,944)	11,014	6,711,014
Budget Requests							
Cleveland - Gibbs Road							4,500,000
Sam Lee Lane							1,200,000
Florance Road							1,000,000
Total Budget Requests							6,700,000
REVISED REV OVER/(UNDER) EXP							-
REVISED ENDING FUND BAL							11,014



Town of Northlake
DEBT SERVICE

Fund: 160	FY 2014 Actual	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Actual As of 6/30	FY 2016 Revised Budget	FY 2017 Proposed Budget
BEGINNING FUND BALANCE:	1,911	(28)	34,765	34,765	34,765	235,757
REVENUES:						
Taxes / Fees & Fines	208,939	225,188	215,500	259,541	215,500	400,000
Permits and Registrations	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Building Permits	-	-	-	-	-	-
Development	-	-	-	-	-	-
Transfers	-	25,000	-	-	200,000	-
Bond Proceeds	-	-	-	-	-	-
Other Revenue:	9	117	20	48	20	50
TOTAL REVENUE:	208,948	250,305	215,520	259,590	415,520	400,050
EXPENDITURES:						
Payroll & Benefits	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Maintenance	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Services	300	300	300	300	300	300
Capital Outlay	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
Lease Purchase Debt Service	210,587	215,212	214,228	213,537	214,228	217,785
TOTAL EXPENDITURES:	210,887	215,512	214,528	213,837	214,528	218,085
REV OVER/(UNDER) EXP	(1,938)	34,793	992	45,752	200,992	181,965
Changes to Fund Balance	-	-	-	-	-	-
ENDING FUND BALANCE	(28)	34,765	35,757	80,517	235,757	417,722
Budget Requests						
CO Series 2016-Principal						180,000
CO Series 2016-Interest						202,190
Total Budget Requests						382,190
REVISED REV OVER/(UNDER) EXP						(200,225)
REVISED ENDING FUND BAL						35,532



SPECIAL REVENUE FUNDS

Fund: <<120,121,150,151,152,153>>	FY 2014 Actual	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Actual As of 6/30	FY 2016 Revised Budget	FY 2017 Proposed Budget
BEGINNING FUND BALANCE:	153,647	157,985	180,989	180,989	180,989	193,594
REVENUES:						
Interest	273	261	305	232	305	305
Court Technology	19,373	20,797	16,000	10,908	16,000	16,000
Court Security	14,536	13,954	12,000	8,184	12,000	12,000
Seatbelt Fees	10,030	8,610	15,000	4,468	15,000	15,000
Online Access Fees	-	-	15,000	14,594	15,000	15,000
Seized Monies & Goods	752	-	-	-	-	-
State Training	-	-	-	416	-	-
Child Safety	1,566	1,608	1,000	1,773	1,000	1,000
Transfers	-	-	-	59,416	-	-
Other Revenue:	-	1,675	-	8,486	-	-
TOTAL REVENUE:	46,530	46,905	59,305	108,477	59,305	59,305
EXPENDITURES:						
Payroll & Benefits	-	-	-	-	-	-
Supplies	1,116	1,774	3,500	2,835	3,500	3,250
Maintenance	-	-	-	-	-	1,500
Utilities	1,880	2,051	3,000	1,538	3,000	3,000
Services	39,195	20,202	34,700	36,781	40,200	36,700
Capital Outlay	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENDITURES:	42,192	24,027	41,200	41,154	46,700	44,450
REV OVER/(UNDER) EXP	4,338	22,878	18,105	67,323	12,605	14,855
Changes to Fund Balance	-	-	-	-	-	-
ENDING FUND BALANCE	157,985	180,863	199,094	248,312	193,594	208,449

Budget Requests

2 Court Laptop Computers	3,240	-
3 Handheld Ticket Writers	-	24,000
Total Budget Requests	3,240	24,000
REVISED REV OVER/(UNDER) EXP	9,365	(9,145)
REVISED ENDING FUND BAL	190,354	184,449



Town of Northlake
HOTEL OCCUPANCY TAX

Fund: 110	FY 2014 Actual	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Actual As of 6/30	FY 2016 Revised Budget	FY 2017 Proposed Budget
BEGINNING FUND BALANCE:	709,164	814,978	1,029,865	1,029,865	1,029,865	1,158,565
REVENUES:						
Taxes / Fees & Fines	143,548	238,013	200,000	175,216	200,000	270,000
Permits and Registrations	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Building Permits Development	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
Other Revenue:	1,382	21,696	141,843	651	20,616	16,096
TOTAL REVENUE:	144,929	259,709	341,843	175,867	220,616	286,096
EXPENDITURES:						
Payroll & Benefits	21,204	25,485	28,976	22,055	32,626	30,426
Supplies	-	51	2,000	-	2,000	-
Maintenance	863	-	-	-	-	-
Utilities	445	447	-	158	-	-
Services	16,604	18,838	57,290	20,770	57,290	57,339
Capital Outlay	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENDITURES:	39,116	44,821	88,266	42,983	91,916	87,765
REV OVER/(UNDER) EXP	105,814	214,887	253,577	132,884	128,700	198,331
Changes to Fund Balance	-	-	-	-	-	-
ENDING FUND BALANCE	814,978	1,029,865	1,283,442	1,162,749	1,158,565	1,356,896

Budget Requests

4 % Salary Adjustment 1,200

Total Budget Requests 1,200

REVISED REV OVER/(UNDER) EXP 197,131

REVISED ENDING FUND BAL - UNASSIGNED 1,355,696



Town of Northlake
ECONOMIC DEVELOPMENT CORPORATION

Fund: 130	FY 2014 Actual	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Actual As of 6/30	FY 2016 Revised Budget	FY 2017 Proposed Budget
BEGINNING FUND BALANCE:	370,859	455,140	592,373	592,373	592,373	534,722
REVENUES:						
Taxes / Fees & Fines	156,706	212,948	180,000	221,088	275,000	200,000
Permits and Registrations	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Building Permits	-	-	-	-	-	-
Development	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
Other Revenue:	680	998	1,250	15,595	16,150	16,650
TOTAL REVENUE:	157,386	213,946	181,250	236,683	291,150	216,650
EXPENDITURES:						
Payroll & Benefits	21,789	23,122	28,411	21,427	28,411	31,364
Supplies	1,926	1,313	3,200	2,668	3,200	1,700
Maintenance	-	-	250	2,100	250	2,250
Utilities	445	447	150	70	150	150
Services	23,944	26,830	362,600	32,437	290,100	277,350
Capital Outlay	-	-	-	-	-	-
Transfers	25,000	25,000	26,690	20,018	26,690	26,739
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENDITURES:	73,105	76,713	421,301	78,719	348,801	339,553
REV OVER/(UNDER) EXP	84,281	137,233	(240,051)	157,964	(57,651)	(122,903)
Changes to Fund Balance	-	-	-	-	-	-
ENDING FUND BALANCE	455,140	592,373	352,322	750,337	534,722	411,819

Budget Requests

Catalyst Economic Development Consulting	10,000
4 % Salary Adjustment	1,200
Total Budget Requests	11,200

REVISED REV OVER/(UNDER) EXP **(134,103)**

REVISED ENDING FUND BAL **400,619**



COMMUNITY DEVELOPMENT CORPORATION

Fund: 131	FY 2014 Actual	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Actual As of 6/30	FY 2016 Revised Budget	FY 2017 Proposed Budget
BEGINNING FUND BALANCE:	349,258	433,937	571,429	571,429	571,429	507,477
REVENUES:						
Taxes / Fees & Fines	156,706	212,947	180,000	221,088	275,000	200,000
Permits and Registrations	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Building Permits Development	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
Other Revenue:	631	952	1,250	15,560	16,150	16,650
TOTAL REVENUE:	157,337	213,899	181,250	236,647	291,150	216,650
EXPENDITURES:						
Payroll & Benefits	21,689	22,973	28,411	21,327	30,511	31,535
Supplies	1,904	1,190	3,200	2,668	5,400	1,700
Maintenance	121	-	250	2,100	2,250	2,250
Utilities	445	447	150	56	150	150
Services	23,499	26,797	362,600	31,805	290,100	277,350
Capital Outlay	-	-	-	-	-	-
Transfers	25,000	25,000	26,691	20,018	26,691	26,739
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENDITURES:	72,658	76,407	421,302	77,973	355,102	339,724
REV OVER/(UNDER) EXP	84,679	137,492	(240,052)	158,674	(63,952)	(123,074)
Changes to Fund Balance	-	-	-	-	-	-
ENDING FUND BALANCE	433,937	571,429	331,377	730,103	507,477	384,403

Budget Requests

Catalyst Economic Development Consulting	10,000
4 % Salary Adjustment	1,200
Total Budget Requests	11,200

REVISED REV OVER/(UNDER) EXP (134,274)

REVISED ENDING FUND BAL 373,203



Town of Northlake
WATER & WASTEWATER

Fund: 200	FY 2014	FY 2015	FY 2016	FY 2016	FY 2016	FY 2017
	Actual	Actual	Original	Actual	Revised	Proposed
			Budget	As of 6/30	Budget	Budget
BEGINNING FUND BALANCE:	949,901	888,093	2,237,781	2,237,781	2,237,781	2,327,339
REVENUES:						
Water Sales	644,076	852,395	915,000	763,229	1,210,000	1,900,000
Water Fees	55,700	109,800	101,050	119,900	150,250	125,250
Sewer Sales	331,609	428,612	525,000	457,605	600,000	759,900
Sewer Fees	3,000	550	1,500	5,350	3,200	3,000
FWSD Reimbursement	-	-	50,000	-	-	-
Transfers	-	-	-	-	-	-
Developer Contributions	-	1,337,206	-	-	-	-
Other Revenue:	7,504	39,852	10,650	57,529	21,150	10,650
TOTAL REVENUE:	1,041,890	2,768,414	1,603,200	1,403,613	1,984,600	2,798,800
EXPENSES:						
Payroll & Benefits	143,644	186,038	257,768	168,402	286,768	295,879
Supplies	21,433	25,881	30,675	19,878	26,925	36,675
Maintenance	53,721	55,404	52,350	64,671	50,200	67,300
Wholesale Water	254,758	519,390	500,000	367,974	750,000	1,000,000
Sewer Treatment	372,989	286,599	400,000	74,817	350,000	500,000
Utilities	33,558	40,466	45,220	21,354	44,820	45,220
Services	101,076	160,840	61,375	89,818	58,400	59,150
Capital Outlay	-	-	84,300	115,028	150,300	157,000
Transfers	134,000	143,000	171,629	128,722	177,629	247,262
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENSES:	1,115,179	1,417,618	1,603,317	1,050,664	1,895,042	2,408,486
REV OVER/(UNDER) EXP	(73,289)	1,350,796	(117)	352,950	89,558	390,314
ENDING FUND BALANCE	876,612	2,238,889	2,237,664	2,590,730	2,327,339	2,717,653
Less: Net Capital Assets	(1,027,105)	(2,369,136)	(2,369,136)	(2,369,136)	(2,369,136)	(2,369,136)
Less: Customer Deposits	(50,866)	(88,075)	(177,475)	(177,475)	(177,475)	(177,475)
Changes to Fund Balance	-	(11,430)	-	-	-	-
UNRESTRICTED FUND BALANCE	(201,358)	(229,753)	(308,948)	44,119	(219,273)	171,041

Budget Requests

Public Works Crew Leader	29,616
Utility Technician	36,900
Certification Pay	7,200
4 % Salary Adjustment	10,900
NRE Chloramination Equipment	20,000
Sewer Jetter Maintenance & Supplies	6,395
3 tablets for SCADA system	12,900
Equipment Services - Increased Charge	50,000
Sewer Flow Monitoring	20,000
PPA Water Analyzer	4,500
Total Budget Requests	198,411

REVISED REV OVER/(UNDER) EXP 191,903

REVISED ENDING UNRESTRICTED FUND BAL (27,370)



Town of Northlake
WATER IMPACT FEES - NORTH

Fund: 202	FY 2014 Actual	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Actual As of 6/30	FY 2016 Revised Budget	FY 2017 Proposed Budget
BEGINNING FUND BALANCE:	-	8,404	(25,964)	(25,964)	(25,964)	(740,826)
REVENUES:						
Water Impact Fees	8,404	-	33,610	20,166	33,610	168,150
Sewer Impact Fees	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
Other Revenue:	-	-	-	-	-	-
TOTAL REVENUE:	8,404	-	33,610	20,166	33,610	168,150
EXPENSES:						
Payroll & Benefits	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Maintenance	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Services	-	13,444	-	-	-	-
Capital Outlay	-	-	-	48,000	-	-
Transfers	-	-	-	588,040	588,040	-
Debt Service	-	20,924	28,236	-	160,432	160,522
TOTAL EXPENSES:	-	34,368	28,236	636,040	748,472	160,522
REV OVER/(UNDER) EXP	8,404	(34,368)	5,374	(615,874)	(714,862)	7,628
ENDING FUND BALANCE	8,404	(25,964)	(20,590)	(641,838)	(740,826)	(733,198)
Less: Net Capital Assets	-	-	-	-	-	-
Less: Future Impact Fees	-	(13,444)	(13,444)	(13,444)	(13,444)	(13,444)
Changes to Fund Balance	-	-	-	-	-	-
UNRESTRICTED FUND BALANCE	8,404	(39,408)	(34,034)	(655,282)	(754,270)	(746,642)



Town of Northlake
WATER CAPITAL PROJECTS

Fund: 203	FY 2014 Actual	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Actual As of 6/30	FY 2016 Revised Budget	FY 2017 Proposed Budget
BEGINNING FUND BALANCE:	-	787,307	764,864	764,864	764,864	1,326,722
REVENUES:						
Water Sales	-	-	-	-	-	-
Water Fees	-	-	-	-	-	-
Sewer Sales	-	-	-	-	-	-
Sewer Fees	-	-	-	-	-	-
Cost Recovery Fees	-	-	-	-	-	-
Transfers	890,000	-	-	588,040	588,040	-
Other Revenue:	411	28,399	-	3,859	-	-
TOTAL REVENUE:	890,411	28,399	-	591,899	588,040	-
EXPENSES:						
Payroll & Benefits	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Maintenance	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Services	74,310	37,546	-	-	-	-
Capital Outlay	28,795	-	-	3,400	-	-
Transfers	-	-	-	-	-	-
Lease Purchase Debt Service	-	13,296	140,543	-	26,182	25,882
TOTAL EXPENSES:	103,105	50,842	140,543	3,400	26,182	25,882
REV OVER/(UNDER) EXP	787,307	(22,443)	(140,543)	588,499	561,858	(25,882)
ENDING FUND BALANCE	787,307	764,864	624,321	1,353,364	1,326,722	1,300,840
Less: Net Capital Assets	-	(1,673,609)	(1,673,609)	(1,673,609)	(1,673,609)	(1,673,609)
Less: Customer Deposits	-	-	-	-	-	-
Changes to Fund Balance	-	-	-	-	-	-
UNRESTRICTED FUND BALANCE	787,307	(908,745)	(1,049,288)	(320,246)	(346,887)	(372,769)



Town of Northlake
EQUIPMENT SERVICES FUND

Fund: 505	FY 2014 Actual	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Actual As of 6/30	FY 2016 Revised Budget	FY 2017 Proposed Budget
BEGINNING FUND BALANCE:	94,374	185,999	335,090	335,090	335,090	282,155
REVENUES:						
2016 Tax Note Proceeds	-	-	-	-	-	300,000
Equip. Service Revenue-PD	76,889	46,836	69,750	52,313	69,750	110,000
Equip. Service Revenue-PW	-	18,000	25,000	18,750	25,000	25,000
Equip. Service Revenue-Utilities	-	18,000	25,000	18,750	25,000	75,000
Transfers from GF	-	125,000	-	12,500	-	-
Transfers from UF	-	-	-	-	-	-
Other Revenue	81	617	-	267	500	500
TOTAL REVENUE:	76,970	208,453	119,750	102,580	120,250	510,500
EXPENSES:						
Payroll & Benefits	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Maintenance	4,444	3,496	3,000	-	3,000	7,000
Utilities	-	-	-	-	-	-
Services	39,304	56,757	-	-	-	-
Capital Outlay	-	-	170,185	187,836	170,185	-
Transfers	-	-	-	-	-	-
Lease Purchase Debt Service	347	(890)	-	-	-	61,785
TOTAL EXPENSES:	44,095	59,362	173,185	187,836	173,185	68,785
REV OVER/(UNDER) EXP	32,874	149,091	(53,435)	(85,256)	(52,935)	441,715
ENDING FUND BALANCE	127,248	335,090	281,655	249,833	282,155	723,869.63
Less: Net Capital Assets	(86,668)	(219,561)	(219,561)	(219,561)	(219,561)	(219,561)
Less: Customer Deposits	-	-	-	-	-	-
Changes to Fund Balance	77,645	-	-	-	-	-
UNRESTRICTED FUND BALANCE	118,224	115,529	62,094	30,273	62,594	504,309
Budget Requests						
Sewer Jetter						301,359
2 Police Vehicles						110,000
Public Works Truck						31,953
New Server						19,500
Vehicle Cameras Retrofit						11,540
Wearable Body Cameras						5,075
Camera & Body Cameras Server						17,280
Total Budget Requests						496,707
REVISED REV OVER/(UNDER) EXP						(54,992)
REVISED ENDING UNRESTRICTED FUND BAL						7,602



Town of Northlake
BUILDING SERVICES FUND

Fund: 506	FY 2014 Actual	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Actual As of 6/30	FY 2016 Revised Budget	FY 2017 Proposed Budget
BEGINNING FUND BALANCE:	-	-	25,000	25,000	25,000	401,867
REVENUES:						
Mayor & Council	-	-	-	-	750	825
Administration-GF	-	25,000	14,546	35,910	241,546	16,000
Town Secretary	-	-	6,325	4,744	6,325	6,958
Municipal Courts	-	-	18,973	14,230	18,973	20,870
Development	-	-	7,905	5,929	7,905	8,696
Police	-	-	56,919	42,689	56,919	62,611
Public Works	-	-	15,811	11,858	15,811	17,392
Administration-HOT	-	-	1,581	1,186	1,581	1,739
Administration-EDC	-	-	1,581	1,186	1,581	1,739
Administration-CDC	-	-	1,581	1,186	1,581	1,739
Administration-WS Fund	-	-	4,427	3,320	10,427	4,870
Utility Department	-	-	15,811	11,858	15,811	17,392
Maintenace Reserve	-	-	10,000	7,501	10,000	-
TOTAL REVENUE:	-	25,000	155,460	141,596	389,210	160,831
EXPENSES:						
Payroll & Benefits	-	-	-	-	-	-
Supplies	-	-	24,760	18,447	24,760	24,760
Maintenance	-	-	8,000	3,766	8,000	8,000
Utilities	-	-	30,500	17,865	30,500	30,500
Services	-	-	82,200	71,161	90,583	82,200
Capital Outlay	-	-	25,000	27,612	33,500	-
Transfers	-	-	-	-	-	-
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENSES:	-	-	170,460	138,851	187,343	145,460
REV OVER/(UNDER) EXP	-	25,000	(15,000)	2,745	201,867	15,371
ENDING FUND BALANCE	-	25,000	10,000	27,745	226,867	417,238
Less: Net Capital Assets	-	-	-	-	-	-
Less: Customer Deposits	-	-	-	-	-	-
Changes to Fund Balance	-	-	-	-	-	-
UNRESTRICTED FUND BALANCE	-	25,000	10,000	27,745	226,867	417,238



Town of Northlake
NORTH LAKE PID#1 - HARVEST COMMUNITY

Fund: 401	FY 2014 Actual	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Actual As of 6/30	FY 2016 Revised Budget	FY 2017 Proposed Budget
BEGINNING FUND BALANCE:	-	26,536	(92)	(92)	(92)	(2,547)
REVENUES:						
Assessments	27,886	56,412	143,845	143,402	143,845	315,800
Transfers	-	-	-	-	-	-
Other Revenue:	-	-	-	-	-	-
TOTAL REVENUE:	27,886	56,412	143,845	143,402	143,845	315,800
EXPENDITURES:						
Supplies	-	-	-	-	-	-
Maintenance	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Services	1,350	83,041	143,700	136,598	146,300	309,900
Transfers	-	-	-	-	-	-
TOTAL EXPENDITURES:	1,350	83,041	143,700	136,598	146,300	309,900
REV OVER/(UNDER) EXP	26,536	(26,629)	145	6,804	(2,455)	5,900
Changes to Fund Balance	-	-	-	-	-	-
ENDING FUND BALANCE	26,536	(92)	53	6,711	(2,547)	3,353



Town of Northlake
NORTH LAKE PID#2 - THE HIGHLANDS

Fund: 402	FY 2014 Actual	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Actual As of 6/30	FY 2016 Revised Budget	FY 2017 Proposed Budget
BEGINNING FUND BALANCE:	-	3,060,802	3,103,098	3,103,098	3,103,098	3,136,273
REVENUES:						
Assessments	-	309,746	305,200	305,200	305,200	316,812
Transfers	-	-	-	-	-	-
Other Revenue	46,167	3,260	1,500	9,091	5,500	1,500
Other Financing Sources	4,169,281	-	-	-	-	-
TOTAL REVENUE:	4,215,448	313,006	306,700	314,291	310,700	318,312
EXPENDITURES:						
Supplies	-	-	-	-	-	-
Maintenance	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Services	264,646	-	-	2,825	2,500	15,000
Transfers	890,000	-	-	-	-	-
Bond Debt Service	-	270,711	275,025	63,103	275,025	276,825
TOTAL EXPENDITURES:	1,154,646	270,711	275,025	65,928	277,525	291,825
REV OVER/(UNDER) EXP	3,060,802	42,296	31,675	248,362	33,175	26,487
Changes to Fund Balance	-	-	-	-	-	-
ENDING FUND BALANCE	3,060,802	3,103,098	3,134,773	3,351,460	3,136,273	3,162,760



Town of Northlake
TAX INCREMENT REINVESTMENT ZONE #1

Fund: 451	FY 2014 Actual	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Actual As of 6/30	FY 2016 Revised Budget	FY 2017 Proposed Budget
BEGINNING FUND BALANCE:	-	-	-	-	-	-
REVENUES:						
Ad Valorem Taxes	-	-	-	-	-	43,632
Transfers	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-
TOTAL REVENUE:	-	-	-	-	-	43,632
EXPENSES:						
Payroll & Benefits	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Maintenance	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Services	-	-	-	-	-	78,900
Capital Outlay	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENSES:	-	-	-	-	-	78,900
REV OVER/(UNDER) EXP	-	-	-	-	-	(35,268)
ENDING FUND BALANCE	-	-	-	-	-	(35,268)

FY 2015/2016 Revised Budget Requests

Throughout the economic downturn, Town staff has been able to keep expenses within budget by delaying and deferring many crucial projects and programs. From calendar year 2010 to 2014 only 11 new homes were built in Northlake. During this time of very low activity, staff was still able to build General Fund reserves to more than the three months of operations. However 2015 saw 100 residential building permits issued, followed by 107 in 2016. This does not include housing starts in Harvest. Obviously these new houses will bring new residents which in turn will increase traffic on Town roads, water service requests and calls for police service. To provide these basic Town services, additional personnel and resources are needed.

Lease Space Buildout Reserve

After deciding that construction of a Town Hall facility at this point in the Town's growth would be premature and put too large a debt liability on the Town, Town Council has moved forward with a plan to lease space in a building to be built on the north side of FM 407 at the entrance to Harvest. Although the building owner will provide some funds for the finish-out of the office interior, additional funds will be required. A transfer of \$225,000 from General Fund reserves to Building Services Fund will provide sufficient monies for the project. This and other planned transfers will lower fund balance but the balance will still remain above the three month goal.

Proposed Series 2016 Year One Debt Service Payment

The last capital improvement program the Town launched was in 2005 in the amount of \$1,900,000 for road and drainage improvements. The total assessed taxable property value in 2005 was \$75,211,617. The proposed debt issuance in 2016 is \$7,050,000 and the taxable value is \$382,188,447. Although the amount of debt proposed for 2016 is about three-and-a-half times as much as was issued in 2005, the property values from 2005 to 2016 have increased five-fold. The plan for the first year debt service payment is to use \$200,000 of reserves to pay a portion of the approximately \$600,000 annual debt service. By year two property values will increase by a projected 25 percent based on residential and commercial construction-in-progress. This new property value will support the entire \$600,000 debt service. In FY 2016 a proposal would transfer \$200,000 from General Fund reserves to the Debt Service Fund and in FY 2017 these funds would be expended on the year one, Series 2016 debt service payment.

Purchase Order Module Financial Software Enhancement

Currently all invoice payments are submitted by paper to accounts payables with authorization both from the originating department and budget administration. The purchase order module will allow this process to become paperless but with the same level of authorization control. In addition an entered purchase order will hold or encumber funds to assist department heads in tracking their expenses against budget. The purchase order can be entered on a recurring or one-time basis and ties to a specific budget line-item. This enhancement costs \$9,000.

FY 2016/2017 Proposed Budget Requests

The master planned communities of Harvest and Canyon Falls are adding new homes on a weekly basis. The Highlands has completed infrastructure and has begun building new homes. Prairie View Farms is wrapping up their infrastructure and will begin home starts. Stardust Ranch has completed infrastructure plans and will begin home construction soon. All projects have expanded the Town's water and road systems and will increase the population. These developments create new and expanded work demands on development and public works staff in terms of permitting, review, inspection and installation. The increased population requires additional police staff to ensure proper coverage of patrols. However, the expectations of residents and businesses for Town services remain high. The challenge will be to maintain service levels in the face of 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, equipment and consultant services.

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. FY 2016 budget brought salary ranges to 95% of the market. The proposed FY 2017 will increase salary ranges to 100% of the 2015 survey. 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 3% overall to match 100% of the salary survey recommendation. The net impact of these changes for all funds is \$78,300. In addition, certification pay will be doubled in FY 2017. Employees receiving the basic certification in their field will receive an additional \$100 per month, intermediate certification is \$200 per month, and advanced \$300.

Crew Leader and Utility Technician Positions – Public Works

Last year over 200 water meters were installed and this year a projected 330 meters will be installed. Harvest anticipates about 250 new water accounts per year for the next few years. Canyon Falls expects almost the same amount of new accounts. The Highlands has witnessed the start of home construction. Due to Harvest being outside the Town limits but being part of the Town's water system, the rate of growth of water accounts is nearly double the number of new homes being built in Northlake. The size and complexity of the Town's water system has caused the need for two additional positions. Last year's budget added a Crew Leader but another Crew Leader position is warranted. By having two crew leaders, one can focus on street and drainage maintenance while the other crew leader will oversee teams operating the Town's water and sewer systems. Both crew leaders and corresponding crews will be cross-trained in both areas, the crews will begin to specialize in their particular areas. An additional public works position is the Utility Technician. The position will be responsible for the daily, weekly and monthly test required by State and federal regulatory agencies and the reporting and monitoring of the utility system.

Sergeant and Detective Positions – Police

Northlake recently added two new officers to the Police Department increasing the number of sworn peace officers from nine to eleven. This staffing will allow two officers on most shifts once the police trainees are released from field training. The two new officers were recent graduates of the Tarrant County College Police Academy; the first graduates of the program from Northlake. As the Town grows and police personnel grows, oversight of the force is imperative both for the safety of the officer and the public especially in the current environment. The budget will add another Sergeant; increasing their number to three. Having three Sergeants will allow for almost twenty-four hour supervision. Growth increases the complexity of law enforcement as more businesses and homes are built, the likelihood of crime grows proportionally and the different types of crime increase. A proposed detective position will allow for focused and timely investigation of crimes. Currently each officer investigates during their daily duties and when they are at work which is sometimes deep nights. By having a detective following up on leads, conducting interviews, speaking with the district attorneys office, patrol officers will spend more time in neighborhoods rather than at their desk.

Financial Planning Consultant

With the proposed issuance of debt for road projects, growing residential and commercial tax base, and special districts and tax abatements, the complexity of financial planning has increased. A long range financial plan projecting Town revenue streams and ongoing obligations will validate council and staff decisions and help inform future financial programs. A third-party consultant, who has experience in multiple jurisdictions of various degrees of complexity, will work with Town financial staff to develop a plan. Going forward Town staff will update the financial plan annually.

Geographic Information Systems (GIS) Aerial Imagery

GIS are multiple layers of information ranging from street alignments to fire hydrant locations. This budget request would add the most recent aerial imagery and contour topography to the Town's existing GIS layers which is hosted by the Town's engineering firm. The new layers will allow Town staff to perform much more efficient and accurate review of plats and site plans. In addition, staff created brochures and information packet will be enhanced by the more magnified and detailed aerial imagery for our economic development efforts.

Police Vehicles and Equipment

Two police vehicles with corresponding equipment are proposed for this budget to replace two high-mileage vehicles. The two vehicles to be replaced have been in use for over 100,000 miles for usage that is greater than typical vehicle wear and tear. One vehicle will be for patrol and the vehicle type will continue to be the Chevy Tahoe. The other vehicle will be used for traffic enforcement and will be a Ford Interceptor. The equipment includes radar, emergency lights, heavy-duty bumper, and rugged laptop. In addition, three ticket writers will replace existing units that either no longer function or are repeatedly in for repairs.

Police Body Camera System

Due to unfortunate events throughout the US, staff believes it necessary to equip police officers with body cameras both for their protection and for the protection of the public. Video evidence is crucial in prosecution of those who break the law. It can also reduce liability by giving supervisors another tool to investigate complaints against officers. The proposed body camera system is a complete upgrade and replacement of the existing vehicle camera system. The new system will integrate body and vehicle cameras into one upload and storage platform.

Public Works Vehicles and Heavy Equipment

The proposed Utility Technician will need a dedicated vehicle to make the many rounds throughout the system for monitoring and testing and will most likely be a Ford F-150. A much larger purchase will be the proposed Sewer Jetter at \$300,000. A large vacuum and reservoir is mounted to a heavy-duty chassis. The Jetter is used to remove debris from sewer lines for maintenance or to unclog backed-up sewer mains. The Town has been using a similar vehicle of a neighboring city which fortunately has been available when an emergency need occurs. Without an available jetter clearing backed-up sewer mains the Town could experience fines and other regulatory actions.

Public Works Testing Equipment

As mentioned previously, the Town's water and sewer systems are growing and increasing in complexity. At the same time regulatory requirements continue to increase with new regulations coming from the US Environmental Protection Agency and Texas Commission on Environmental Quality. Monitoring and analyzing the Town's water supply and distribution and effluent discharge becomes more and more important. This budget includes three tablets that interface with the water system supervisory controls, sewer flow monitoring service, and a handheld water analyzer.

North Ridge Estates (NRE) Water System Retrofit

In 2015, the Town completed a water line project that brought water service to the new Highlands neighborhood. The line gave the Town the potential to serve the North Ridge Estates neighborhood with water from the Town Hall pump stations. Currently NRE is served by two ground wells which is treated with chlorine. The water coming from Town Hall is treated with chloramines. These two treatment methods are incompatible, therefore, it is necessary to retrofit the NRE system with a chloramine treatment booster. The cost of this improvement is approximately \$20,000.

Economic Development Market Analysis

A periodic refresh of the Town's economic development marketing material are necessary to put the Town in the best light with the most up-to-date information. This request is \$20,000 and will include updated traffic counts, demographics and businesses.



Town of Northlake
DEPARTMENT REPORT

	FY 2014 Actual	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Actual As of 5/31	FY 2016 Revised Budget	FY 2017 Proposed Budget
COUNCIL						
EXPENDITURES:						
Payroll & Benefits	1,158	1,955	-	1,010	1,800	2,060
Supplies	652	1,217	1,100	564	1,100	1,100
Maintenance	265	579	-	-	-	-
Utilities	654	666	750	577	750	750
Services	9,207	10,972	14,050	7,117	14,050	15,000
Capital Outlay	-	-	-	-	-	-
Transfers	-	-	-	-	750	750
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENSES:	11,935	15,388	15,900	9,268	18,450	19,660
ADMINISTRATION						
EXPENDITURES:						
Payroll & Benefits	240,211	268,163	292,548	184,309	309,198	314,375
Supplies	29,284	20,538	14,825	8,607	14,825	14,825
Maintenance	238	1,270	650	280	650	650
Utilities	4,966	5,333	1,200	1,121	1,200	1,200
Services	85,614	92,375	77,325	159,990	213,325	213,325
Capital Outlay	-	-	-	-	-	-
Transfers	-	-	15,546	7,773	15,546	15,546
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENSES:	360,313	387,679	402,094	362,080	554,744	559,921
TOWN SECRETARY						
EXPENDITURES:						
Payroll & Benefits	78,927	84,248	89,328	56,009	90,028	94,432
Supplies	3,338	5,611	3,260	1,524	3,260	3,510
Maintenance	100	320	500	25	500	500
Utilities	3,242	3,356	-	410	-	-
Services	15,389	22,393	15,400	6,549	15,400	14,650
Capital Outlay	-	-	-	-	-	-
Transfers	-	-	-	3,380	6,759	6,759
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENSES:	100,997	115,928	108,488	67,896	115,947	119,851



Town of Northlake
DEPARTMENT REPORT

	FY 2014 Actual	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Actual As of 5/31	FY 2016 Revised Budget	FY 2017 Proposed Budget
MUNICIPAL COURT						
EXPENDITURES:						
Payroll & Benefits	163,213	180,739	189,992	120,220	191,042	200,431
Supplies	6,736	8,193	5,740	2,225	5,990	6,040
Maintenance	190	101	-	-	-	-
Utilities	5,548	4,829	-	-	-	-
Services	47,815	44,984	71,610	(10,735)	24,310	59,610
Capital Outlay	-	-	-	-	-	-
Transfers	1,252	-	20,277	10,139	20,277	20,277
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENSES:	224,754	238,845	287,619	121,848	241,619	286,358
DEVELOPMENT SERVICES						
EXPENDITURES:						
Payroll & Benefits	19,417	53,403	70,064	44,542	72,114	77,487
Supplies	3,056	4,857	1,700	3,478	4,450	1,700
Maintenance	-	-	-	-	-	800
Utilities	3,482	3,520	150	310	150	150
Services	112,985	254,384	245,610	138,986	246,410	329,130
Capital Outlay	-	-	-	-	-	-
Transfers	-	-	8,449	4,225	8,449	8,449
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENSES:	138,941	316,164	325,973	191,541	331,573	417,716
POLICE						
EXPENDITURES:						
Payroll & Benefits	634,999	717,551	887,055	521,642	890,455	936,339
Supplies	62,230	64,126	70,150	31,297	70,150	79,628
Maintenance	19,541	38,184	20,000	15,508	20,000	29,978
Utilities	11,221	10,499	4,500	4,500	4,500	4,500
Services	74,006	65,156	55,329	19,109	55,329	61,200
Capital Outlay	-	-	-	-	-	-
Transfers	48,637	46,500	130,582	65,291	130,582	186,453
Lease Purchase Debt Service	3,992	-	-	-	-	-
TOTAL EXPENSES:	854,625	942,015	1,167,616	657,347	1,171,016	1,298,098



Town of Northlake
DEPARTMENT REPORT

	FY 2014 Actual	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Actual As of 5/31	FY 2016 Revised Budget	FY 2017 Proposed Budget
PUBLIC WORKS - GENERAL FUND						
EXPENDITURES:						
Payroll & Benefits	95,656	143,055	192,141	107,641	192,141	208,869
Supplies	21,901	23,775	31,705	7,481	31,705	33,705
Maintenance	94,654	103,540	154,900	80,063	140,400	165,750
Utilities	4,436	10,799	3,600	1,863	3,600	3,720
Services	5,936	24,962	10,500	20,931	5,000	28,000
Capital Outlay	-	54,488	-	-	-	-
Transfers	18,000	18,000	41,898	20,949	41,898	41,898
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENSES:	240,582	378,619	434,744	238,929	414,744	481,942
NON-DEPARTMENTAL - GENERAL FUND						
EXPENDITURES:						
Payroll & Benefits	-	-	-	1,360	15,000	15,000
Supplies	-	916	-	-	-	-
Maintenance	-	3,920	-	-	-	-
Utilities	-	-	-	-	-	-
Services	71,943	45,539	36,000	58,409	36,000	136,000
Capital Outlay	-	-	-	-	-	-
Transfers	-	175,000	-	59,416	2,000	-
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENSES:	71,943	225,376	36,000	119,185	53,000	151,000
ADMINISTRATION - UTILITY FUND						
EXPENSES:						
Payroll & Benefits	47,245	53,182	58,178	37,196	88,178	95,142
Supplies	5,979	11,330	6,200	5,153	6,150	6,200
Maintenance	100	101	100	25	100	100
Utilities	2,240	2,878	-	-	-	-
Services	47,464	108,951	24,575	19,987	24,600	25,350
Capital Outlay	-	-	-	6,000	6,000	-
Transfers	125,000	125,000	129,731	64,866	129,731	129,731
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENSES:	228,028	301,441	218,784	133,227	254,759	256,523



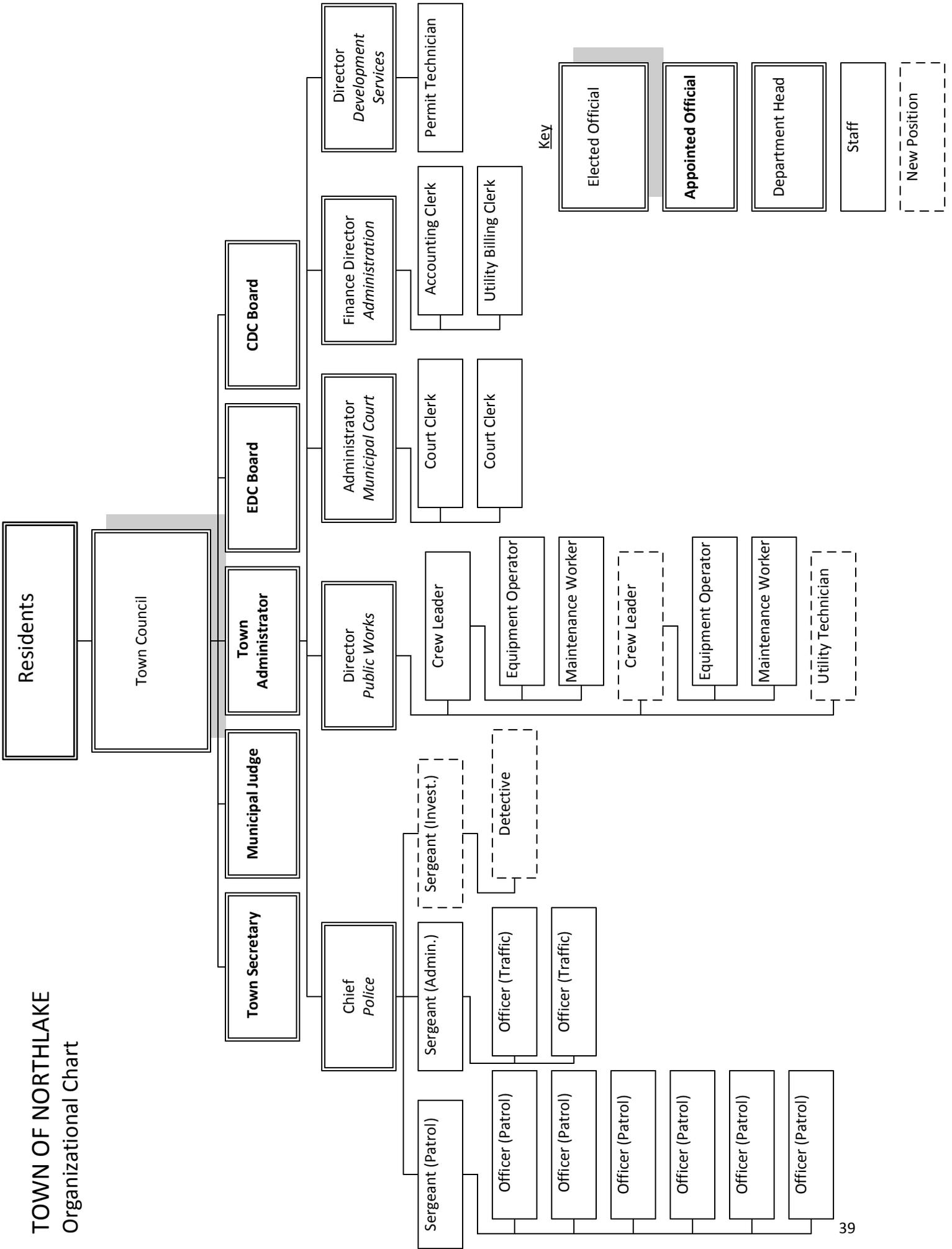
Town of Northlake
DEPARTMENT REPORT

	FY 2014 Actual	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Actual As of 5/31	FY 2016 Revised Budget	FY 2017 Proposed Budget
PUBLIC WORKS - UTILITY FUND						
EXPENSES:						
Payroll & Benefits	96,400	132,857	199,590	100,152	198,590	211,637
Supplies	15,454	14,551	24,475	12,695	20,775	30,475
Maintenance	53,621	55,304	52,250	59,835	50,100	67,200
Utilities	659,065	843,577	945,220	357,689	1,144,820	1,545,220
Services	17,274	30,956	24,800	44,126	21,800	21,800
Capital Outlay	-	-	84,300	96,515	84,300	157,000
Transfers	9,000	18,000	41,898	20,949	41,898	41,898
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENSES:	850,813	1,095,245	1,372,533	691,960	1,562,283	2,075,230

PUBLIC WORKS - NON-DEPARTMENTAL						
EXPENSES:						
Payroll & Benefits	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Maintenance	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Services	36,338	20,933	12,000	13,234	12,000	12,000
Capital Outlay	-	-	-	-	-	-
Transfers	-	-	-	-	6,000	-
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENSES:	36,338	20,933	12,000	13,234	18,000	12,000

TOWN OF NORTHLAKE

Organizational Chart



Key

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

TOWN OF NORTHLAKE

Personnel Distribution
Full-Time Equivalents

	2014/15 Actual	2015/16 Adopted	2015/16 Amended	2015/16 Actual	2016/17 Requests	2016/17 Projected
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 (75%)	0.65	0.65	0.10	0.75		0.75
Accounting Clerk (75%)	0.00	0.65	0.10	0.75		0.75
Full-Time	2.65	3.30	0.20	3.50	0.00	3.50
Part-Time	0.00	0.00	0.00	0.00	0.00	0.00
Total	2.65	3.30	0.20	3.50	0.00	3.50
Development Services						
Development Director (25%)	0.25	0.25		0.25		0.25
Permit Technician	0.75	1.00		1.00		1.00
Full-Time	1.00	1.25	0.00	1.25	0.00	1.25
Part-Time	0.00	0.00	0.00	0.00	0.00	0.00
Total	1.00	1.25	0.00	1.25	0.00	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	0.75	2.75
Police Officer	6.00	7.50		7.50	0.50	8.00
Detective	0.00	0.00		0.00	0.75	0.75
Full-Time	9.00	10.50	0.00	10.50	1.25	11.75
Part-Time	0.00	0.00	0.00	0.00	0.00	0.00
Total	9.00	10.50	0.00	10.50	1.25	11.75
Public Works						
Public Works Director (50%)	0.50	0.50		0.50		0.50
Crew Leader (50%)	0.00	0.37		0.37	0.50	0.50
Equipment Operator (50%)	0.87	1.00		1.00		1.00
Maintenance Worker (50%)	0.87	1.00		1.00		1.00
Full-Time	2.24	2.87	0.00	2.87	0.50	3.00
Part-Time	0.00	0.00	0.00	0.00	0.00	0.00
Total	2.24	2.87	0.00	2.87	0.50	3.00
Total General Fund						
Full-Time	17.89	20.92	0.20	21.12	1.75	22.50
Part-Time	0.00	0.00	0.00	0.00	0.00	0.00
Total	17.89	20.92	0.20	21.12	1.75	22.50

TOWN OF NORTHLAKE

Personnel Distribution
Full-Time Equivalents

	2014/15 Actual	2015/16 Adopted	2015/16 Amended	2015/16 Actual	2016/17 Requests	2016/17 Projected
<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 (25%)	0.35	0.35	(0.10)	0.25		0.25
Accounting Clerk (25%)	0.35	0.35	(0.10)	0.25		0.25
Utility Billing Clerk	0.00	0.00	0.40	0.50	0.50	1.00
Full-Time	0.35	0.70	0.20	1.00	0.50	1.50
Part-Time	0.00	0.00	0.40	0.00	0.00	0.00
Total	0.35	0.70	0.60	1.00	0.50	1.50
Public Works						
Public Works Director (50%)	0.50	0.50		0.50		0.50
Crew Leader (50%)	0.00	0.37		0.37	0.50	0.87
Equipment Operator (50%)	0.87	1.00		1.00		1.00
Maintenance Worker (50%)	0.87	1.00		1.00		1.00
Utility Technician	0.00	0.00		0.00	0.75	0.75
Full-Time	2.24	2.87	0.00	2.87	1.25	4.12
Part-Time	0.00	0.00	0.00	0.00	0.00	0.00
Total	2.24	2.87	0.00	2.87	1.25	4.12
Total Utility Fund						
Full-Time	2.59	3.57	0.20	3.87	1.75	5.62
Part-Time	0.00	0.00	0.40	0.00	0.00	0.00
Total	2.59	3.57	0.60	3.87	1.75	5.62
<u>All Funds Total</u>						
Full-Time	21.23	25.24	0.40	25.74	3.50	28.87
Part-Time	0.00	0.00	0.40	0.00	0.00	0.00
Total	21.23	25.24	0.80	25.74	3.50	28.87

TOWN OF NORTHLAKE

COMMUNITY PROFILE

Date of Incorporation	1960	<u>Distance in Miles To:</u>	
Form of Government	Mayor/Council	Denton	14
Area	10,881 acres (17.0 sq. miles)	Fort Worth	30
		Dallas	42
Mean Household Income	\$82,023	Houston	281
Avg. Single Family Home Value	\$315,147	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	\$1.570
<u>Police Protection</u>		Northwest ISD	\$1.453
Number of Stations	1	Ponder ISD	\$1.388
Number of Sworn Personnel	11	Denton County	\$0.262
		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	12
<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		Telecommunications	AT&T
Northwest, Ponder, and Argyle ISDs			Frontier
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	

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