

1. Agenda

Documents:

[09-07-2017 AGENDA.PDF](#)

2. Meeting Materials

Documents:

[09-07-2017 COUNCIL PACKET.PDF](#)



**Town of Northlake
Town Council Agenda
Thursday, September 7, 2017 at 5:30 pm
1400 FM 407 - Chamber Room
Northlake, Texas 76247**

Notice is hereby given as required by Title 5, Chapter 551.041 of the Government Code that the Northlake Town Council will meet in a work session and regular meeting on Thursday, September 7, 2017 at 5:30 pm at the Northlake Town Hall in the Chamber Room, 1400 FM 407, Northlake Texas. The items listed below are placed on the agenda for discussion and/or action.

1. Call Regular Work Session to Order

2. Proclamation

A. No. 17-4 United Way in Denton County

3. Briefing Items

4. Call Regular Meeting to Order

Pledge of Allegiance-Moment of Silence

5. Public Input

This item is available for citizens to address the Town Council on any issues that are not the subject of a public hearing. No action by law may be taken on the topic. The presiding officer reserves the right to impose a time limit on this portion of the agenda

6. Consent Items

All items listed below are considered routine by Town Council and will be enacted with one motion. There will be no separate discussion of items unless a Councilmember so requests, in which event the item will be removed and considered separately

B. Consider for approval the August 24, 2017 Town Council meeting minutes

C. Consider for approval designating the Denton Record Chronicle as the official newspaper for official publication for notices – Resolution No. 17-23

D. Consider for approval an Amended/Restated Interlocal Cooperation Agreement for Law Enforcement Services with Belmont Fresh Water Supply District No. 1 of Denton County Texas and Town of Northlake

E. Consider for approval a Interlocal Cooperation Agreement for Law Enforcement Services between the City of Draper and Town of Northlake

F. Consider for approval the FY 18 Animal Control Services Agreement between Brian Hall dba Brian the Animal Guy and the Town of Northlake

7. Regular Items

- G. Consider for approval a request from Waste Connections (formally known as Progressive/IESI) for a 2017 CPI-U DFW rate adjustment of 4% or .40 per home for residential and commercial customers
- H. Consider for approval a Specific Use Permit (SUP) for an accessory dwelling unit to be constructed on Lot 14, Block A, The Highlands Phase 1, a 1.27-acre lot at 3409 Knights Court and zoned Rural Estate (RE). James Lambert is the owner/applicant. Case # SUP-17-001
 - i. Public Hearing
 - ii. Ordinance No. 17-0907
- I. Consider for approval an Ordinance setting the levy of assessments for the cost of services provided in Northlake Public Improvement District No. 1 (Harvest) during the Fiscal Year 2017-18; setting the charges and liens against property in the District and against the owners thereof; providing for the collection of such assessments; reserving unto the Town Council the right to allow credits reducing the amount of the respective assessment to the extent of any credit granted
 - i. Public Hearing
 - ii. Ordinance No. 17-0907A
- J. Consider for approve an Ordinance approving the Fiscal Year 2017-18 Annual Service Plan Update to the Service and Assessment Plan for The Highlands Public Improvement District
 - i. Public Hearing
 - ii. Ordinance No. 17-0907B
- K. Consider for approval an Ordinance of the Town of Northlake, Texas adopting a Fiscal Year 2018 Annual Budget for Tax Increment Reinvestment Zone No. 1, Town of Northlake Texas
Ordinance 17-0907C
- L. Consider for approval an Ordinance to provide for a general residential homestead exemption ad valorem (property) taxes for all homestead individuals in the Town of Northlake
Ordinance No. 17-0907
- M. Consider for approval an Ordinance to increase the residential homestead exemption to ad valorem taxes for individuals sixty-five years of age or older or disabled individuals in the Town of Northlake
Ordinance No. 17-0907D
- N. Consider for approval an Ordinance of the Town Council of the Town of Northlake, Texas, approving and adopting a Proposed Budget for the Fiscal Year October 1, 2017 through September 30, 2018 for the Town of Northlake, Northlake Economic Development corporation, Northlake Community Development Corporation, Northlake Public Improvement District No. 1 (Harvest), and The Highlands Public Improvement District providing that expenditures for said fiscal year shall be made in accordance with said Budget and declaring an effective date
Ordinance No. 17-0907E
- O. Consider for approval an Ordinance of the Town Council of the Town of Northlake, Texas, fixing and levying municipal ad valorem taxes of the Town of Northlake, Texas, for the Fiscal Year beginning October 1, 2017 and ending September 30, 2018 at the rate of \$0.295000 per one hundred dollars (\$100.00), and for directing the assessment thereof; providing for a date on which such taxes become due and delinquent together with penalties and interest; hereon; providing for repealing, savings, and

severability clauses, providing for an effective date of this ordinance, and providing for the publication of the caption thereof

Ordinance No. 17-0907F

- P. Consider for approval a Resolution adopting certain amendments to certain portions of the revising Town Council Rules of Procedure
Resolution No. 17-24

8. Convene into Executive Session

Pursuant to Texas Government Code, annotated, Chapter 551 Subchapter D:

- a. Section 551.071 authorizes a governmental body to consult with its attorney in an executive session to seek his or her advice on a legal matter. It provides as follows: A governmental body may not conduct a private consultation with its attorney except:
- 1) When the governmental body seeks the advice of its attorney about:
 - (a) Pending or contemplated litigation; or
 - (b) A settlement offer; or
 - 'Town of Northlake vs. City of Justin (Cause No. 15-08170-367)
 - (c) Appellate Docket No. 06-17-00054-CV
City of Justin vs. Town of Northlake
- b. Section 551.072 authorizes a governmental body to deliberate in executive session on certain matters concerning real property
- 1) Right-of-way Acquisition

9. Adjournment

CERTIFICATION

I hereby certify that the above agenda was posted on the front glass doors and bulletin board at Town Hall 1400 FM 407, Northlake, Texas on Friday, September 1, 2017 by 4 pm



Shirley Rogers, Town Secretary

NOTE: The Town Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above as authorized by Texas Government Code Section 551.071 (Consultation with Attorney); Section 551.072 (Deliberations about Real Property); 551.073 (Deliberations about Gifts and Donations); 551.074 (Personnel Matters); 55.076 (Deliberations about Security Devices); 551.087 (Economic Development Negotiations)



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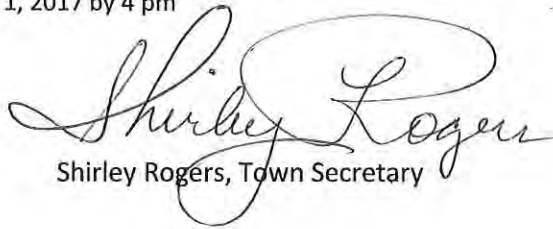
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Regular Work Session

Agenda Item 1



Proclamation

Agenda Item 2

Proclamation No. 17-4 United Way of Denton County



PROCLAMATION NO. 17-4

WHEREAS, United Way of Denton County achieves its mission to improve lives in Denton County by mobilizing community resources and building partnerships that help children, families, Veterans, people experiencing homelessness, and people affected by mental illness; and

WHEREAS, United Way of Denton County and its partners help more than 80,000 Denton County residents each year by assessing community needs, developing collaborative solutions, and measuring results; and

WHEREAS, United Way of Denton County seeks to reduce duplication of efforts through increased coordination of activities by providing backbone support to collective impact initiatives that address complex community problems; and

WHEREAS, locally led by 46 community and business leaders, the Board of Directors of United Way of Denton County continues to find innovative ways to serve people of all ages in our community who need a helping hand.

NOW, THEREFORE, the Town of Northlake declares **September 2017 LIVE UNITED Month** and joins United Way of Denton County donors, volunteers and community Partners in calling all residents to **LIVE UNITED**.

Given under my hand and Seal of the Town of Northlake, this the 7th day of September, 2017

Town of Northlake, Texas

Peter Dewing, Mayor

SEAL:



Briefing Items

Agenda Item 3



Regular Session

Agenda Item 4



Public Input

Agenda Item 5



Consent Items

Agenda Item 6

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**Town of Northlake
Town Council Meeting Minutes
Thursday, August 24, 2017
1400 FM 407 - Chamber Room
Northlake, Texas**

1. Mayor Peter Dewing called the regular workshop to order at 5:30 pm and stated a quorum was present

Councilmembers present: Peter Dewing, Jean Young, Mike McBride, Michael Ganz, Roger Sessions, Danny Simpson

Staff present: Drew Corn, Town Administrator; Nathan Reddin, Development Director; Karen Bolyard, Finance Director; Robert Crawford, Chief of Police; Eric Tamayo, Public Works Director; and Shirley Rogers, Town Secretary

2. Briefing Items

- A. Nathan Reddin briefed the council on a Specific Use Permit (SUP) request for an accessory dwelling to be constructed on Lot 14, Block A, The Highlands Phase 1, a 1.27-acre lot at 3409 Knights Court and zoned Rural Estate (RE)

3. Mayor Dewing called the regular meeting to order at 5:35 pm
Pledge of Allegiance and a Moment of Silence was observed

4. Public Input

Clifford Travis, resident of Northlake stated the compressor station located on Mulkey Lane in The Highlands subdivision was very loud and asked if anything could be done about it; and stated his opinion on appointment of a resident vs a non-resident to a board in Northlake

5. Consent Items

Councilmember Sessions moved to approve the Consent Items as presented. 2nd by Councilmember Young

Vote: Motion passed unanimous

- B. July 27, 2017 Town Council Meeting Minutes
- C. August 10, 2017 Town Council Meeting Minutes
- D. Resolution No. 17-21 approving the "Draft" Denco Area 911 District FY 2018 Financial Plan
- E. Interlocal Cooperation Contract with Texas Department of Public Safety for Supplies

6. Regular Items

- F. Mayor Pro Tem McBride made the motion to approve Resolution No. 17-22 authorizing the Town Administrator to submit a Letter of No Objection to U.S. Department of Commerce for the Minor Boundary Modification to Foreign Trade Zone #196. 2nd by Councilmember Ganz

Vote: Motion passed unanimous

- G. Councilmember Sessions made a motion to approve the Fourth Amendment to the Third Amended and Restated Development Agreement (Town of Northlake-Harvest) by and between Town of Northlake, Texas, Belmont 407 LLC, Realty Capital Argyle 114 Ltd, Hillwood Enterprises LP, Harvest Phase 1 LLC, Harvest Phase 11 LLC, Harvest Phase 3 LLC, Meadows Phase 2 at Harvest LLC, Harvest Meadows Phase 3 LLC and Belmont Fresh Water Supply District No. 1 of Denton County. 2nd by Councilmember Simpson

Vote: Motion passed unanimous

- H. Mayor Dewing opened the 2nd public hearing at 6:00 pm on a proposed Property Tax Rate for Fiscal Year 2017-2018 of \$0.2950 per \$100 valuation to be considered for adoption by the governing body of the Town of Northlake, Texas at the September 7, 2017 meeting to hear comments for or against the proposed property tax rate

Joel McGregor, resident of Northlake, stated in favor of an exemption, keep the same tax rate but cut the budget

Mayor Dewing closed the public hearing at 6:02 pm

- I. Mayor Dewing opened the public hearing at 6:15 pm on the Proposed Budget for Fiscal Year 2017-18 beginning on October 1, 2017 and ending on September 30, 2018 for the Town of Northlake, Northlake Economic Development Corporation, Northlake Community Development Corporation, Northlake Public Improvement District No. 1 (Harvest), The Highlands Public Improvement District to hear comments for or against the proposed budget

No one came forward for or against the proposed budget during the meeting

Mayor Dewing closed the public hearing at 6:16 pm

- J. Councilmember Ganz made the motion to call a special session for September 7, 2017 and cancel the September 14th, September 28th, October 26th, November 23rd, and December 28th 2017 meetings, 2nd by Councilmember Young

Vote: Motion passed unanimous

7. Convene into Executive Session

Mayor Dewing convened into closed session at 6:18 pm to discuss the items listed below:

- a. Section 551.071 authorizes a governmental body to consult with its attorney in an executive session to seek his or her advice on a legal matter. It provides as follows: A governmental body may not conduct a private consultation with its attorney except:
 - 1) When the governmental body seeks the advice of its attorney about:
 - (a) Pending or contemplated litigation; or
 - (b) A settlement offer; or
 - ‘Town of Northlake vs. City of Justin (Cause No. 15-08170-367)
 - (c) Appellate Docket No. 06-17-00054-CV
 - City of Justin vs. Town of Northlake
- b. Section 551.074 Personnel Matters authorizes certain deliberations about officers and employees of the governmental body
 - (a) Performance Review- Town Administrator

Mayor Dewing reconvened the council into open session at 6:36 pm

Mayor Pro Tem McBride made a motion to authorize the Mayor to negotiate a contract with the Town Administrator. 2nd by Councilmember Sessions

Vote: Motion passed unanimous

8. Mayor Dewing adjourned the meeting at 6:37 pm

Passed and approved on this the 7th day of September, 2017

Town of Northlake, Texas

Peter Dewing, Mayor

Attest:

Shirley Rogers, Town Secretary

TOWN OF NORTHLAKE, TEXAS

RESOLUTION NO. 17-23

WHEREAS, the Town Council of the Town of Northlake, Texas, desires to authorize an official newspaper for publication of official notices of the Town;

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

Section 1. The Denton Record Chronicle, a daily newspaper published in the City of Denton, Texas, is hereby designated and approved as the official newspaper and publication of the Town of Northlake, Texas, as required by law is to be published in accordance with the law.

Section 2. Any prior Resolution of the Town of Northlake, Texas, establishing any other newspaper as the official paper and publication for the Town of Northlake, Texas, shall hereby be repealed and made of no effect.

Section 3. This Resolution shall become effective on the 1st of October, 2017.

AND IT IS SO RESOLVED.

PASSED AND APPROVED ON THIS THE 7TH DAY OF SEPTEMBER 2017

TOWN OF NORTHLAKE, TEXAS

Peter Dewing, Mayor

ATTEST:

Shirley Rogers, Town Secretary

Memo

To: Honorable Mayor and Town Council
From: Robert Crawford, Chief of Police
CC: Drew Corn, Town Administrator
Shirley Rogers, Town Secretary
Date: 9/1/2017
Re: Police Services Contract - Belmont Freshwater Supply District

The Northlake Police Department has been supplying the Belmont Freshwater Supply District, also known as Harvest, with Police services since 2013. During this time, our contract price has been set on a rate negotiated by the Police Chief and the Developer.

To better plan the increase in contract price, a per house cost is being implemented. This cost equates to \$125 per home based on certificates of occupancy. The cost will be calculated each quarter, January 1, April 1, July 1, and October 1 of each year and shall be shifted upward to match the number of homes x \$125.00. A minimum annual payment of \$100,000 shall be in place to ensure the Town of Northlake is duly compensated for the Police services provided. This method will be beneficial for both the Police Department and Developer to assist in predicting cost increases over the next several years.

The Police Services Contract is for consideration on tonight's Council agenda. No other changes to the contract were made besides the pricing methodology and time frame of contract.

**AMENDED AND RESTATED INTERLOCAL COOPERATION
AGREEMENT FOR LAW ENFORCEMENT SERVICES**

THIS AGREEMENT (hereinafter the “Agreement”), is made and entered into by the Town of Northlake, Texas, a municipal corporation, (hereinafter referred to as “Northlake”), and the Belmont Fresh Water Supply District No. 1 of Denton County, Texas, a conservation and reclamation district created pursuant to Article XVI, Section 59, Texas Constitution, and operating pursuant to Chapters 49 and 53, Texas Water Code, with the powers of a county road district (hereinafter referred to as “the District”), and collectively, “the Parties.”

RECITALS:

WHEREAS, the District is desirous of providing its residents and businesses with certain full-time law enforcement protection and services to the extent authorized by Section 49.216, Texas Water Code, and has requested Northlake to provide such law enforcement services; and

WHEREAS, Northlake is desirous of furnishing full-time law enforcement protection and services to the District; and

WHEREAS, the District and Northlake are parties to that “Interlocal Cooperation Agreement for Law Enforcement Services”, effective October 1, 2016 (the “Prior Agreement”), pursuant to which Northlake provides law enforcement protection and services for the District in accordance with the terms and conditions set forth therein; and

WHEREAS, the parties desire to amend, restate, and replace the Prior Agreement in its entirety with this Agreement; and

WHEREAS, all payments to be made hereunder shall be made from current revenues or other funds currently available to the paying party; and

WHEREAS, the parties have concluded that this Agreement fairly compensates the performing party for the services being provided hereunder and is in the best interest of each party; and

WHEREAS, this Agreement shall be in conformance with Section 49.216, Texas Water Code, and Chapter 791 of the Texas Government Code, more commonly known as the “Interlocal Cooperation Act;”

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES AND CONSIDERATION PROVIDED FOR HEREIN, THE RECEIPT AND SUFFICIENCY OF WHICH ARE HEREBY CONFIRMED, THE PARTIES AGREE AS FOLLOWS:

Section 1. Preamble. All matters stated above in the preamble are found to be true and correct and are incorporated herein by reference as if copied in their entirety.

Section 2. Term. This Agreement shall be for an initial term (the “Initial Term”) of three (3) years commencing on October 1, 2017 (“Effective Date”), and ending at midnight on September 30, 2020. This Agreement will be automatically renewed and extended for additional consecutive three (3) year terms (a “Subsequent Term”) without the necessity for further action or approval of either party hereto. Notwithstanding anything in this Section 2 to the contrary, the Initial Term and any Subsequent Term is subject to the provisions of Section 10 hereof.

Section 3. Scope of Services. Northlake agrees to provide the District with the services described in Section 49.216, Texas Water Code, including the following equipment, services, personnel, and facilities (described below, hereinafter collectively referred to as “Police Services”):

(a) Provide one officer per shift and a police patrol unit to provide random, routine neighborhood patrols, patrols of business establishments, routine investigation services, and otherwise enforce the laws of the State of Texas and rules of the District, in such a manner as to provide adequate police services considering factors such as, but not limited to, housing densities, commercial development, roadway conditions, and traffic flow. It is understood that (i) the officer provided to the District may, from time to time, be required to respond to calls or otherwise provide services outside of the District and (ii) that typically only one officer is assigned to cover Northlake and the District per shift. The parties agree that the coverage described hereinabove constitutes adequate police services. The District lies within Northlake’s extra territorial jurisdiction (“ETJ”) and its boundaries are depicted on the attached map (Attachment A).

(b) Answer and respond to calls for police assistance on a 24-hour basis.

(c) Arrange for and/or coordinating jail capacity and services for housing the District arrestees, including providing booking services.

(d) Provide all human resource services necessary for the recruitment, screening, employment, and training of all personnel required to provide services to the District, including providing all employee policies and procedures and the administration thereof.

(e) Provide all general and personal liability coverage necessary for the adequate protection of Northlake personnel providing police services to the District at the same level of protection afforded officers and employees while performing the same or similar duties in Northlake, provided however, that neither party shall be responsible for the other party’s employee retirement and/or pension benefits.

(f) Conduct all crime reporting and maintain Northlake’s standard law enforcement activity reports/statistics pertinent to the District for the purpose of providing the District performance measures relating to services provided by Northlake in accordance with this Agreement.

(g) Give prompt consideration to all requests from the District routed through the District Liaison Officer regarding the delivery of law enforcement services under this Agreement. Northlake will make every reasonable effort to comply with such requests as long as they are consistent with the law and the Policy Manual of the Northlake Police Department.

(h) Submit written reports of any and all activity within the District once a quarter in January, April, July, and October of every year for the services provided during the prior months. Such reports shall include the response time for all activity reported within the District.

(i) Provide citizens and/or residents of the District with the same access to Northlake's Police Chief, officers, and employees as is provided to Northlake's citizens and residents.

Section 4. Liaison.

(a) The Chief of Police of Northlake or his designee shall act on behalf of Northlake, and serve as "Northlake Liaison Officer" for Northlake. The Northlake Liaison Officer will make or receive requests and confer upon matters concerning the delivery of law enforcement services to the District. The Northlake Liaison Officer will devote sufficient time and attention to the execution of said duties and will provide immediate and direct supervision of the Northlake Police Department employees, agents, contractors, subcontractors, and/or laborers, if any, in the furtherance of the purposes, terms and conditions of this Agreement for the mutual benefit of the District and Northlake. The Northlake Liaison Officer will cause the Northlake Police Department to respond to any non-emergency inquiries from the District Liaison Officer within 24 hours from the receipt of inquiry or, if the request is made on a weekend or holiday, on the next business day.

(b) The District shall designate a liaison to act on behalf of the District, and to serve as "The District Liaison Officer" for the District. The District Liaison Officer will devote sufficient time and attention to the execution of said duties on behalf of the District and will provide immediate and direct supervision of The District' employees, agents, contractors, and/or laborers, if any, in the furtherance of the purpose, terms and conditions of this Agreement for the mutual benefit of the District and Northlake. The District will notify Northlake as to the designation of the District Liaison Officer for the District. For routine inquiries, the Liaison Officer shall phone the Northlake Police Department non-emergency line or email Northlake at the email address furnished by the Northlake Chief of Police.

Section 5. Supervision. The Chief of Police for the Northlake Police Department will be solely responsible for the planning, organizing, assigning, directing and supervising the Northlake personnel under this Agreement. The rendition of service, the standard of performance, the discipline of officers, and other matters incident to the performance of such services and the control of personnel so employed will be solely determined, directed and performed by the Northlake Police Department; provided however, that the Northlake Police Department may consult with the District Liaison Officer concerning such matters.

Section 6. Compensation.

(a) As consideration for the Police Services to be provided hereunder, the District agrees to make quarterly payments (a "Quarterly Payment") to Northlake at the times and in the amounts as provided in subsection (b) below. The parties agree that these payments are intended to compensate Northlake for the costs to provide the Police Services to the District. In this regard, before June 30 of each year during the Initial Term and any Subsequent Term hereof, Northlake agrees to prepare and submit to the District a calculation of the estimated costs to provide Police Services in the District on a per residential unit basis (the "Annual Unit Cost"). The Annual Unit Cost shall be calculated to ensure that Northlake will recover any and all costs associated with providing Police Services. For the period of October 1, 2017 through September 30, 2018, the Annual Unit Cost has been calculated to be \$125.00. In the event that the demand for services during any year of the Initial Term or any Subsequent Term generates costs to Northlake that exceed the Annual Unit Cost for that year, Northlake shall provide a revised calculation of the Annual Unit Cost and the parties agree to use good faith efforts to adjust the Annual Unit Cost for the remainder of the contract year. Further, the District shall provide to Northlake the number of residential housing units for which a certificate of occupancy has been issued (the "Completed Units") as of January 1, April 1, July 1, and October 1 of each year during the Initial Term and any Subsequent Term, beginning October 1, 2017.

(b) A Quarterly Payment shall be calculated based upon (i) the number of Completed Units as of the first day of such quarter (ii) multiplied by the Annual Unit Cost then in effect (iii) with the product divided by four (4). The initial Quarterly Payment, being the payment for the period of October 1, 2017 through December 31, 2017, is calculated to be as follows:

$$[725 \text{ Completed Units} \times \text{Annual Unit Cost of } \$125.00] / 4 = \$22,656.25$$

Notwithstanding the foregoing, for the initial year of the Initial Term of this Agreement, the parties agree that the minimum amount due for Police Services shall not be less than \$100,000.00. In the event that the Quarterly Payments for the initial year of the Initial Term calculated pursuant to this subsection (b) aggregate to an amount less than \$100,000.00, the Quarterly Payment for the quarterly period ending September 30, 2018 shall be adjusted upward so that the total consideration to be paid for Police Services during the initial year equals not less than \$100,000.00. The Quarterly Payments are due on or before January 31, April 30, July 31, and October 31 of each year during the Initial Term and any Subsequent Term of this Agreement, beginning January 31, 2018.

Section 7. Vehicle and Equipment.

(a) The District agrees that portions of its Quarterly Payments are dedicated to provide cost recovery in the purchase of a vehicle, in proper working condition, and all equipment necessary for patrol operation. This equipment includes, but is not limited to:

1. Radio
2. Lights and Siren
3. Markings
4. Cage

5. Camera System
6. MDC (compatible with Denton County-Northlake version)

(b) The District agrees that portions of its Quarterly Payments will subsidize costs of fuel and regularly scheduled maintenance and unscheduled maintenance and vehicle repair/replacement, including but not limited to:

1. Oil changes
2. Tires
3. Required fluids
4. Transmission Service
5. Fuel

Section 8. Ordinance/Rule Conflict. In the event a conflict between the applicable Rules and Ordinances of Northlake and the District creates difficulty in enforcement, Northlake shall notify the District of such conflict and the District shall consider amending its Rule(s) to be consistent with that of Northlake. If the District fails or refuses to amend its Rule(s) to be consistent with the corresponding Northlake Ordinance within 30 days of notice from Northlake, Northlake may refrain from enforcing the conflicting the District Rule(s).

Section 9. Revenues Retained. All revenues, fines, and forfeitures that may be generated by the performance of law enforcement duties within the geographical boundaries of the District shall be retained by Northlake.

Section 10. Termination.

(a) Either party may terminate this Agreement at any time by giving 90 days' notice to the other party. In the event of termination, the District shall pay Northlake for all services performed to the termination date, which will be 90 days after the date of the notice of termination, together with any payments then due and as authorized by this Agreement.

(b) Should the District fail to make any payment due under the terms of this Agreement, then the District will be in default under this Agreement and interest shall accrue on behalf of Northlake in accordance with the percent of interest authorized by the Texas Prompt Payment Act (Chapter 2251, TEX. GOV'T. CODE, as amended). Failure to pay a Quarterly Payment or other invoice for services rendered hereunder within 15 days of written notice from Northlake of such default and the amount of payment required to remedy the default, shall result in termination of this Agreement and police services will cease 15 days after notice to the District.

(c) The District' recourse for failure of Northlake to furnish law enforcement services under this Agreement will be the right to make a proportionate reduction in the fee to be paid (as determined by mutual agreement of the parties) or to terminate this Agreement by giving notice.

(d) If this Agreement is terminated, the vehicle and equipment subsidized by the District pursuant to Section 7 will be relinquished to Northlake.

(e) Either party to this Agreement can expect and may require the other party and its officials and employees to carry out, respect and enforce the terms and obligations of this Agreement. Should any party to this Agreement be in default under this Agreement, the other party shall provide 30 days' notice to remedy the default, after which notice such party shall promptly cure the default.

(f) Should any notice of default be given for any default (other than a default for nonpayment) and not be cured to the satisfaction of the non-defaulting party within 30 days, the parties agree to submit to non-binding mediation. Each party will name at least two and no more than three potential mediators (complete with resume) who are located in Texas. If the parties cannot mutually agree on a mediator, each party may strike all but one of the other party's proposed mediators, leaving a total of two names. The parties shall then select a name by coin toss. It is the intent of the parties that mediation be scheduled as soon as practical once the mediator is determined. The cost of the mediator shall be divided evenly by the parties whether or not the mediation results in resolution of the matters in controversy.

(g) If mediation does not result in resolution of the matters in controversy, the aggrieved party may proceed to enforce its rights in a court of competent jurisdiction.

(h) The foregoing remedies shall be cumulative; the election of one remedy shall not preclude pursuit of another.

(i) All negotiations pursuant to this section are confidential and shall be treated as compromise and settlement negotiations for purposes of applicable rules of evidence.

Section 11. Notices. All written notices shall be sent to the following parties by certified mail-return receipt requested:

Northlake
Mayor Peter Dewing
Town of Northlake
1400 FM 407
Northlake, Texas 76247
940-648-3290

Belmont Fresh Water Supply District No. 1
President, Board of Supervisors
Belmont FWSD No. 1 of Denton County
c/o Crawford & Jordan, LLP
3100 McKinnon, Suite #1100
Dallas, Texas 75230
214-981-9090

Section 12. Jurisdiction. The District grants full and complete authorization and jurisdiction to Northlake for all Police Services provided by Northlake contained in this Agreement. Said jurisdiction shall apply to the boundary limits of the District.

Section 13. Venue. Venue for any legal dispute arising pursuant to this Agreement shall be in Denton County, Texas.

Section 14. Northlake Police Department. At all times during the term of this Agreement, all police officers and employees shall be solely under the supervision and control of the Chief of Police of Northlake or the Chief's duly authorized representative.

Section 15. Party Status. Both parties agree that (i) Northlake is an independent contractor, (ii) that Northlake shall have exclusive control of the performance of services hereunder, and (iii) that employees of Northlake in no way are to be considered employees of the District.

Section 16. Indemnification.

(a) To the extent permitted by law, the District agrees to hold harmless, save and indemnify Northlake from and against any and all claims for damages, personal injury and/or death that may be asserted against Northlake arising from the District's negligence or its performance hereunder, save and except intentional acts or acts of gross negligence by Northlake.

(b) To the extent permitted by law, Northlake agrees to hold harmless, save and indemnify the District from and against any and all claims for damages, personal injury and/or death that may be asserted against the District arising from Northlake's negligence or its performance hereunder, save and except intentional acts or acts of gross negligence by the District.

(c) The foregoing notwithstanding, the parties hereto reserve the right to assert all available legal defenses and all protections and limitations of liability provided by the Texas Tort Claims Act and the Texas Constitution relative to these parties.

(d) The provisions of this indemnification are solely for the benefit of the parties hereto and are not intended to create or grant any rights, contractual or otherwise, to any person or entity.

Section 17. Waiver of Breach. No waiver by either party of any default or breach of a term or condition of this Agreement by the other party may be treated as a waiver of any subsequent default or breach of the same or any other term or condition of this Agreement.

Section 18. Modification. This Agreement may only be modified, changed or altered at any time upon mutual agreement of the parties, provided that any such modification, change and/or alteration be reduced to writing and approved by the governing bodies of Northlake and the District.

Section 19. No Waiver of Immunity. Nothing in this Agreement shall give any claim or cause of action to any person or party not a party to this Agreement, nor create any claim or cause of action against Northlake or the District which would not exist in the absence of this Agreement. Nothing in this Agreement shall add to or change the liability limits or immunities otherwise available to each party to this Agreement, and nothing in this Agreement shall be deemed or construed to waive any defense, privilege, or immunity of any of the parties to this Agreement nor of any of their elected officials, officers, or employees, as to any claim or cause of action brought by any person or entity.

Section 20. Miscellaneous. This Agreement is not intended to and shall not be construed so as to create a joint enterprise between the parties hereto. This Agreement shall not be construed more

strictly against the drafter as both parties have the benefit of counsel. This Agreement contains the entire agreement between the parties and all prior negotiations, statements, or representations are superseded and displaced hereby. A waiver, alteration, or modification of this Agreement shall not be binding unless it is in writing and signed by both parties. The headings of the various paragraphs of the Agreement have been inserted for convenient reference only and shall not be construed to enlarge, diminish, or otherwise change the express provisions hereof.

(the remainder of this page intentionally left blank)

IN WITNESS WHEREOF, we have hereunto set our hands this the _____ day of _____, 2017 in duplicate originals.

TOWN OF NORTHLAKE, TEXAS

**BELMONT FRESH WATER SUPPLY
DISTRICT NO. 1 OF DENTON
COUNTY**

Peter Dewing, Mayor

Matt Befort, President

ATTEST:

ATTEST:

Shirley Rogers, Town Secretary

G. Walker Phillips, Board Secretary

INTERLOCAL COOPERATION AGREEMENT FOR POLICE AND MUNICIPAL COURT SERVICES

STATE OF TEXAS §

COUNTY OF DENTON §

THIS INTERLOCAL COOPERATION AGREEMENT ("Agreement") is made and entered into by and between the Town of Northlake, Texas ("Northlake") and the City of Draper, Texas ("Draper") (individually a "Party;" together the "Parties"), political subdivisions duly incorporated pursuant to the general laws of the State of Texas, each acting by and through its duly authorized individuals:

WHEREAS, Northlake and Draper are authorized and empowered pursuant to the Texas Interlocal Cooperation Act, Chapter 791, Texas Gov. Code (Vernon) to agree with one another to perform governmental functions and services, including law enforcement and municipal court services; and

WHEREAS, because both Northlake and Draper desire to improve the efficiency and effectiveness of law enforcement and municipal court services provided to the citizens of both entities, the Parties now enter into this agreement as specified herein; and

WHEREAS, Northlake and Draper desire to enter into this Agreement agree that this Agreement is in the best interest of and serves the public health, safety, and welfare of both municipalities.

NOW, THEREFORE, for and in consideration of the mutual promises and covenants herein made, the benefits flowing each of the parties hereto, and other good and valuable consideration, Northlake and Draper do hereby CONTRACT AND AGREE as follows:

1. Effective Date. This Agreement shall be in effect beginning the 1st day of October 2017.
2. Term. This Agreement shall be in force and effect for a period of two (2) years from the effective date and ending on the 30th day of September 2019.
3. Definitions. When used in this Agreement, the following words and phrases shall have the respective meanings ascribed to them:
 - A. "Police Officer" shall mean all full time, part time, reserve, paid and non-paid police personnel of the Town of Northlake.
 - B. "Service Area" means the corporate limits of the City of Draper, Texas as of the date of this Agreement or as may be amended or changed during the term of this Agreement.

4. Patrol Services. Northlake shall provide to Draper patrol services. During these patrols, the Officers will address any violations of Federal or State Law which they observe. This will include traffic law enforcement and motor vehicle accident investigation and reporting. The Northlake Police Department will also take reports of criminal offenses occurring in Draper, investigate those reports, and file cases with the Denton County District Attorney. The Chief of the Northlake Police Department (or his/her designee) will provide to Draper a report of police activities on a monthly basis, no later than the 10th day of each month. For purposes of providing services under the Agreement, Northlake police officers shall constitute police officers of the City of Draper while such officers are acting within the Service Area and shall have full authority as peace officers within the Service Area. Notwithstanding any other provision of this Agreement, patrol services within Northlake shall have priority over the patrol services within the Service Area.
5. Independent Contractor Relationship. Parties mutually agree that Northlake is an independent contractor, and shall have exclusive control of performance hereunder, and that employees of Northlake in no way are to be considered employees of Draper.
6. Municipal Court. The Town of Northlake, by and through its Municipal Court, will provide to Draper, Municipal Court services including, but not limited to:

The adjudication of Class C misdemeanor crimes, issuing arrest warrants, collecting and receipting fines and court costs, filing the required monthly Office of Court Administration reports, remitting the quarterly payment to the Office of the State Comptroller, preparing and submitting reports on all moving traffic violation convictions to the Department of Public Safety, and any other necessary functions. The Northlake Municipal Court Administration will serve in a like capacity for Draper. Each complaint shall be processed in the same manner as a complaint filed for a violation of a law within the corporate limits of Northlake.

7. Compensation. Draper will compensate Northlake for Police and Municipal Court services, as set forth herein, in the amount of **One thousand dollars (\$1,000.00) per month**, due and payable by the first Tuesday of each month. Furthermore, any and all fines and fees collected by and through the Municipal Court (less that amount paid to the State as required by law) shall be the sole property of Northlake. If not paid by the second Tuesday of any month, Northlake may immediately terminate the Agreement and its obligations hereunder without any further notice to Draper. All costs incurred hereunder shall be paid from current revenues legally available to the paying Party.

Notwithstanding anything to the contrary herein, Northlake, in its sole discretion, may increase the amount owed by Draper to accommodate for increased demand on police or municipal court services should such an increase become necessary during the term of this Agreement. Northlake shall provide notice of the increase to Draper at least thirty (30) days before the increase will take effect.

8. Termination. This Agreement may be terminated at any time by either Party hereto giving at least thirty (30) days written notice to the other Party of such termination, except the Town of Northlake may immediately terminate the Agreement in accordance with Section 6. In the event of such termination, Northlake shall be compensated by Draper for all services performed up to and including the date of termination.
9. Liability. Pursuant to Texas Government Code Section 791.006(b), Draper shall be solely responsible for any civil liability that arises from the furnishing of services requested by Draper and agreed to by Northlake under this Agreement.

DRAPER HEREBY AGREES TO INDEMNIFY AND OTHERWISE HOLD HARMLESS NORTHLAKE, ITS OFFICERS, AGENTS AND EMPLOYEES IN BOTH PUBLIC AND PRIVATE CAPACITY AGAINST ALL LIABILITY, CLAIMS, SUITS, DEMANDS, LOSSES, DAMAGES, ATTORNEY'S FEES, INCLUDING ALL EXPENSES OF LITIGATION OR SETTLEMENT, FOR CAUSES OF ACTION OF ANY KIND WHICH MAY ARISE FOR ANY REASON IN ANY WAY CONNECTED TO NORTHLAKE'S PERFORMANCE UNDER THIS AGREEMENT, INCLUDING BY REASON OF INJURY TO, OR DEATH OF, ANY PERSON OR FOR A LOSS OF, OR DAMAGE TO, OR LOSS OF THE USE OF ANY PROPERTY ARISING OUT OF OR IN ANY WAY CONNECTED TO NORTHLAKE'S PERFORMANCE UNDER THIS AGREEMENT FOR ANY INTENTIONAL ACTS OR OMISSIONS BY SUCH NORTHLAKE OFFICIALS, OFFICERS, AGENTS OR EMPLOYEES RELATING TO OR ARISING OUT OF PERFORMANCE OF THE SERVICES PROVIDED FOR UNDER THIS AGREEMENT.

10. Immunity. It is expressly agreed and understood that, in the execution of this Agreement, the Parties do not waive nor shall be deemed hereby to waive any immunity or defense that would otherwise be available to or against claims arising in the exercise of governmental functions relating hereto or otherwise. By entering into this Agreement, the Parties do not create any obligation, express or implied, other than those set forth herein and this Agreement shall not create any rights in any parties not signatory hereto.
11. Entire Agreement. This Agreement represents the entire and integrated agreement between Northlake and Draper and supersedes all other prior negotiations, representations, and/or agreements, whether written or oral. The Agreement may be amended only by written instrument signed by both Northlake and Draper.

12. Applicable Law. The validity of this Agreement and any of its terms or provisions, as well as the rights and duties of the parties hereto, shall be governed by the laws of the State of Texas. This Agreement shall be performable and all compensation payable in Denton County, Texas. Venue under this Agreement lies in Denton County, Texas.
13. Severability. If any clause, paragraph, section, or portion of this Agreement shall be found to be illegal, unlawful, unconstitutional, or void for any reason, the balance of the Agreement shall remain in full force and effect and the parties shall be deemed to have contracted as if said clause, section, paragraph, or portions had not been in the Agreement initially.
14. Authority to Execute. The undersigned officers or agents of the Parties hereto are properly authorized officials and have the necessary authority to execute this Agreement on behalf of the Parties hereto, and each Party hereby certifies to the other that any necessary resolutions extending said authority have been fully passed and are now in full force and effect.

Executed in duplication original at Denton County, Texas on the date and year first written below.

TOWN OF NORTHLAKE, TEXAS

CITY OF DRAPER, TEXAS

Date: _____

Date: 9-28-17

By: _____

By: Mike Collins

Peter Dewing, Mayor

Mike Collins, Mayor

Attest:

Attest:

Shirley Rogers, Town Secretary

Shirley Rogers
Draper, City Secretary

APPROVED AS TO FORM:

APPROVED AS TO FORM:

AGREEMENT FOR ANIMAL CONTROL SERVICES

THIS AGREEMENT (hereinafter referred to as the “Agreement”) is made and entered into by Brian Hall, a private contractor, d/b/a/ Brian the Animal Guy (hereinafter referred to as Brian The Animal Guy) and the Town of Northlake, Texas, a municipal corporation, (hereinafter referred to as “Northlake” or the “Town”).

RECITALS:

WHEREAS, Town of Northlake, is desirous of providing its residents and businesses with full-time animal control services, and a designated Local Rabies Control Authority, and

WHEREAS, Brian the Animal Guy is desirous of furnishing full-time animal control services to Town of Northlake; and

WHEREAS, the parties hereto desire to enter into this Agreement to provide animal control services at the highest level possible to Town of Northlake in accordance with the terms and conditions set forth herein; and

WHEREAS, all payments to be made hereunder shall be made from current revenues available to the paying party; and

WHEREAS, the parties have concluded that this Agreement fairly compensates the performing party for the services being provided hereunder, and is in the best interest of each party.

NOW THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES AND CONSIDERATION PROVIDED FOR HEREIN, THE RECEIPT AND SUFFICIENCY OF WHICH ARE HEREBY CONFIRMED, THE PARTIES HERETO AGREE TO THE FOLLOWING:

- Section 1. All matters stated above in the preamble are found to be true and correct and are incorporated herein by reference as if copied in their entirety.
- Section 2. **Term:** This Agreement shall be for a term of twelve (12) months, commencing on October 1, 2017 and ending September 30, 2018, and may be extended thereafter by mutual consent of the parties hereto for an additional term of 12 months. Any extension of the term of this Agreement, including any changes in the terms and conditions, shall require the approval of the governing body of Town of Northlake.

Section 3. **Scope of Services:** Brian the Animal Guy hereby agrees to provide Town of Northlake the following equipment, services, personnel, and facilities:

- a. **Service Calls:** Brian the Animal Guy will provide unlimited field service calls per month in consideration for the payment to be made by Town of Northlake under Section 4a.
- b. **Monthly Reports:** Brian the Animal Guy will supply a monthly report to the Town Secretary, Police Chief, or Town representative of Town of Northlake no later than 4:00 p.m., the 6th day of every month. The report shall summarize all animal control activity within the Town borders from the previous month.
- c. **Animal Bites:** Brian the Animal Guy will make an investigation with incident report and have the animal's owner verify that rabies vaccinations are current. Contractor will respond and oversee proper quarantine procedures set forth by state law and Town Ordinance. Brian the Animal Guy will be the Town's designated Local Rabies Control Authority.
- d. **Dead Animal Pickup:** Brian the Animal Guy agrees to provide removal of dead animals, excluding livestock, within the limits of Town of Northlake.
- e. **Impoundment:** An ACO is authorized to capture and impound any animal upon having probable cause to believe the animal to be in violation of any provision of the Town of Northlake Code of Ordinances or state law, which authorizes or requires the animal's capture and impoundment. The ACO will notify Town Hall as soon as possible regarding any animal impounded. The Town shall receive fifty (50) percent of the fees generated from impounds if the animal is claimed by its owner. All impound fees are waived if the animal is adopted out or humanely destroyed.

If, by identification tag, the owner of an impounded animal can be identified, the ACO will make every attempt to return the animal to its home and notify the owner of any violations witnessed by the ACO. Written warnings may be issued to owners. Repeat violators may be impounded and/or citations may be issued to owners of said animal.

All impounded animals shall be kept for not less than three (3) days by Brian the Animal Guy. After this period of time, the animal shall be released to the animal control facility and either placed for adoption or humanely destroyed at the discretion of the facility and Brian the

Animal Guy. No record shall be kept by the Town as to the disposition of an animal after release is made to the facility.

Any animal, whether licensed or unlicensed, which in the professional judgment of Brian the Animal Guy and its employees, is in great pain and suffering due to injury from which the animal probably will not recover, or which appears to have rabies, and/or which is at large and is posing an imminent danger to human beings or to other animals, may be destroyed by the ACO on scene.

Brian the Animal Guy shall use the animal holding facility located at:

*1200 W. Hwy 114
Roanoke, TX, 76262
Phone (817) 401-1861*

If Brian the Animal Guy desires to change facilities, a representative of Brian the Animal Guy must notify Town of Northlake at least 48 hours prior to the change.

- f. **Humane Traps:** Brian The Animal Guy shall make available humane traps for raccoons, armadillos, opossums, cats, skunks, and unapproachable dogs. Traps will be set by the ACO. Skunks will be euthanized due to their rabies risk. Dogs will be impounded. Other animals will be relocated to remote drop sites. The ACO will determine whether any cats caught in live traps will be released. Trap rental fees to the resident will be applicable.
- g. **Loose Livestock:** Brian the Animal Guy will respond to calls on loose horses, cattle, pigs, or ruminants by containing the animal(s) and then notifying the owner (if possible) to claim the animal(s).
- h. **Wild Animal Removal:** Brian the Animal Guy will remove snakes and other wildlife from the Town resident's homes or yards. Fees to the resident will be applicable.
- i. **Animal Cruelty Calls:** Brian the Animal Guy will respond to animal cruelty or neglect calls and take appropriate action according to state law. A police officer will assist ACO on any such call.
- j. **Education:** Brian the Animal Guy will provide information to residents on pet responsibility, local and state animal control laws, rabies and coping with wildlife issues. Professional advice will be given to solve most animal related problems.

k. **Schedule of Fees to Residents:**

<i>Animal Impoundment Fee:</i>	\$30 per day from animal owner.
<i>Trap Rental Fee:</i>	\$30 per trap, per week usage charged to resident.
<i>Trap Emptying Fee:</i>	\$25 per visit, charged to resident.
<i>Wildlife Removal Fee:</i>	\$20 to \$30 depending upon situation.

Section 4. **Town of Northlake's Obligations:** Town of Northlake agrees to perform the following:

- a. Pay an all-inclusive monthly fee of two hundred dollars (\$200.00) for all animal control patrol and services, payable on the first day of each month.
- b. Agree to the "Schedule of Fees" set forth in Section 3.

Section 5. **Revenues Retained:** Town of Northlake shall retain all fines, forfeitures, etc. that may be generated by performing ordinance enforcement duties within the Town's boundary.

Section 6. **Termination:**

- a. This Agreement may be terminated at any time, by either party, giving thirty (30) days written notice to the other party to the addresses provided herein. In the event of such termination by either party, Brian the Animal Guy will be compensated for all service performed to termination date, which will be the date one (1) month after the date of the notice of termination, together with any payments then due and as authorized by this Agreement.
- b. If Town of Northlake fails to make payment to Brian the Animal Guy within fifteen (15) days after the date of billing for any invoiced amounts, Brian the Animal Guy, at its discretion, may suspend service until payment is received. Town of Northlake will not receive credit for time which service is suspended for payment. If it becomes necessary for Brian the Animal Guy to suspend services to Town of Northlake for non-payment of the invoiced amounts, Brian the Animal Guy will identify a date on which the services will be suspended and will notify Town Hall by telephone and in writing of the date services will be suspended.

- c. Town of Northlake's recourse for failure of Brian the Animal Guy to furnish any services under this Agreement will be the right to make a proportionate reduction in the fee to be paid (as determined by mutual agreement of the parties) or terminate this Agreement by giving proper notice.

Section 7. **Notices:** All written notices shall be sent to the following parties by certified mail-return receipt requested:

Brian the Animal Guy
510 Santa Barbara Dr.
Keller, TX 76248

Town of Northlake
1400 FM 407
Northlake, TX 76247

Section 8. **Dispute Resolution:** In order to ensure an effective relationship between the parties and to provide the best possible services, it is mutually agreed that all questions arising under this Agreement shall be handled and resolved between the Town Council of Town of Northlake and the CEO of Brian the Animal Guy.

Section 9. **Jurisdiction:** By this Agreement, Town of Northlake grants full and complete authorization and jurisdiction to Brian the Animal Guy for all services provided by Brian the Animal Guy as contained in this Agreement.

Section 10. **Venue:** Venue for any legal dispute arising pursuant to this Agreement shall be in Denton County, Texas.

Section 11. **Supervision/Certification:** At all times during the term of this Agreement, all animal control officers shall be under supervision and control of a representative of Brian the Animal Guy. Also, all officers must be certified in their respective areas of expertise to carry out their duties.

Section 12. **Performance:** Both parties mutually agree that Brian the Animal Guy is an independent contractor, and shall have exclusive control of performance hereunder, and that employees of Brian the Animal Guy in no way are to be considered employees of Town of Northlake.

Section 13. **Indemnification:** Brian the Animal Guy agrees to hold harmless, save and indemnify the Town of Northlake and its Officers for any and all claims for damages, personal injury and/or death that any be asserted against Town of Northlake arising from Brian the Animal Guy negligence or its performance hereunder, save and except intentional acts of gross negligence by Town of Northlake. The foregoing notwithstanding, the parties hereto reserve the right

to all available legal defenses and all protections and limitations of liability provided by the Texas Tort Claims Act and the Texas Constitution relative to these parties. The provisions of this indemnification re solely for the benefit of the parties hereto and not intended to create or grant any rights, contractual or otherwise, to any other person or entity.

Section 14. **Insurance:** Brian the Animal Guy agrees to procure and maintain, at a minimum, \$300,000 liability insurance policy providing coverage against any and all claims for personal injury or property damage arising out of acts, errors, or omissions of Brian The Animal Guy, its officers, employees, or agents under or pursuant to this agreement.

IN WITNESS WHEREOF, we have hereunto set our hands this ___th day of_____, 2017, in duplicate originals.

BRIAN THE ANIMAL GUY

TOWN OF NORTHLAKE

By: Brian Hall, Owner

By: Peter Dewing, Mayor

ATTEST:

ATTEST:

By: Witness

Shirley Rogers, Town Secretary



Regular Items

- G. Consider for approval a request from Waste Connections (formally known as Progressive/IESI) for a 2017 CPI-U DFW rate adjustment of 4% or .40 per home for residential and commercial customers
- H. Consider for approval a Specific Use Permit (SUP) for an accessory dwelling unit to be constructed on Lot 14, Block A, The Highlands Phase 1, a 1.27-acre lot at 3409 Knights Court and zoned Rural Estate (RE). James Lambert is the owner/applicant. Case # SUP-17-001
Ordinance No. 17-0907_
- I. Consider for approval an Ordinance setting the levy of assessments for the cost of services provided in Northlake Public Improvement District No. 1 (Harvest) during the Fiscal Year 2017-18; setting the charges and liens against property in the District and against the owners thereof; providing for the collection of such assessments; reserving unto the Town Council the right to allow credits reducing the amount of the respective assessment to the extent of any credit granted
 - i. Public Hearing
 - ii. Ordinance No. 17-0907_
- J. Consider for approve an Ordinance approving the Fiscal Year 2017-18 Annual Service Plan Update to the Service and Assessment Plan for The Highlands Public Improvement District
 - i. Public Hearing
 - ii. Ordinance No. 17-0907_
- K. Consider for approval an Ordinance of the Town of Northlake, Texas adopting a Fiscal Year 2018 Annual Budget for Tax Increment Reinvestment Zone No. 1, Town of Northlake Texas
Ordinance 17-0907_
- L. Consider for approval an Ordinance to provide for a general residential homestead exemption ad valorem (property) taxes for all homestead individuals in the Town of Northlake

Ordinance No. 17-0907_
- M. Consider for approval an Ordinance to increase the residential homestead exemption to ad valorem taxes for individuals sixty-five years of age or older or disabled individuals in the Town of Northlake
Ordinance No. 17-0907_
- N. Consider for approval an Ordinance of the Town Council of the Town of Northlake, Texas, approving and adopting a Proposed Budget for the Fiscal Year October 1, 2016 through

September 30, 2018 for the Town of Northlake, Northlake Economic Development corporation, Northlake Community Development Corporation, Northlake Public Improvement District No. 1 (Harvest), and The Highlands Public Improvement District providing that expenditures for said fiscal year shall be made in accordance with said Budget and declaring an effective date

Ordinance No. 17-0907_

- O. Consider for approval an Ordinance of the Town Council of the Town of Northlake, Texas, fixing and levying municipal ad valorem taxes of the Town of Northlake, Texas, for the Fiscal Year beginning October 1, 2017 and ending September 30, 2018 at the rate of \$0.295000 per one hundred dollars (\$100.00), and for directing the assessment thereof; providing for a date on which such taxes become due and delinquent together with penalties and interest; hereon; providing for repealing, savings, and severability clauses, providing for an effective date of this ordinance, and providing for the publication of the caption thereof

Ordinance No. 17-0907_

- P. Consider for approval a Resolution adopting certain amendments to certain portions of the revising Town Council Rules of Procedure

Resolution No. 17-24



August 28, 2017

Honorable Mayor and Members of Council
Town of Northlake
1400 FM 407
Northlake, TX 76247

Re: Price Increase Notification:

Dear Honorable Mayor and Members of Council:

Waste Connections would like to take this opportunity to express our appreciation for your business. Per our contract we would like to notify you of a 2017 rate adjustment. The amount is based on the published Bureau of Labor Standard Consumer Price Index / Urban Consumers (CPI-U DFW)-all items. The amount of the request for 2017 is equal to 4% or .40 per home. This increase would include the commercial customers as well. We respectfully ask for your support in order to maintain our operations and continue to meet our financial obligations. The effective date will be October 1, 2017. Your current rate per home is \$9.97 (with one roll-out) and with the increase your new rate will be \$10.37. We have not increased trash and recycling since January 1, 2015.

If you have any questions or need additional information, please feel free to contact me if you have any questions per this request.

Sincerely,

Kim Flood
Municipal Manager
Waste Connections
817-401-4556

Memo

To: Honorable Mayor and Town Council

From: Nathan Reddin, Development Director

CC: Drew Corn, Town Administrator
Shirley Rogers, Town Secretary

Date: September 7, 2017

Re: Specific Use Permit for 3409 Knights Court accessory dwelling (SUP-17-001)

Purpose: Consider a Specific Use Permit (SUP) for an accessory dwelling to be constructed on Lot 14, Block A, The Highlands Phase 1, a 1.27-acre lot at 3409 Knights Court and zoned Rural Estate (RE).

Public Hearing Information: A Specific Use Permit (SUP) is a discretionary zoning permit, and Northlake's Unified Development Code (UDC) in accordance with state law requires that a zoning change must be approved by ordinance following public notice and a public hearing. The public hearing is scheduled to be held at this meeting. Notice of the public hearing was published in the Denton Record Chronicle 15 days prior to the public hearing, and a notice was mailed 30 days prior to the public hearing to all Northlake property owners subject to the SUP site and within 200 feet its boundary. Staff has received one response to the notifications as of the writing of this memo, and it was in favor of the request. Any other responses received prior to the public hearing will be presented at the Town Council meeting.

Owner/Applicant: James Lambert

Adjacent Zoning/Existing Land Uses:

North:	Rural Estate (RE)/Vacant lot
South:	Rural Estate (RE)/Vacant lot
East:	Rural Estate (RE)/Vacant lot opposite Knights Court
West:	Rural Estate (RE)/Vacant, undeveloped property opposite right-of-way for future Florance Road

Staff Summary and Analysis: The property owner has submitted a request for a Specific Use Permit (SUP), a discretionary zoning permit that may be approved by Council for certain uses as required in the Unified Development Code (UDC), to allow for the construction of a detached accessory dwelling unit at 3409 Knights Court, a lot in the first phase of the Highlands subdivision which includes a 4,075 square-foot house that was recently completed. A building permit for a 629 square-foot guest house, a type of accessory dwelling unit, was also obtained pursuant to the UDC provisions for accessory dwelling units in the Rural Estate (RE) zoning district, and construction of the guest house is nearing completion.

The guest house is considered a dwelling unit because it contains both a bathroom and kitchen for the use of an occupant. The UDC defines a dwelling unit as “a room, or suite of two or more rooms, designed or intended for use by an individual or family in which culinary and sanitary convenience are provided for the exclusive use of such individual or family.” Among the requirements for an accessory dwelling in the RE zoning district is that it be attached to the main house by way of a porte-cochere. This requirement is interpreted to include a covered connection for pedestrians or automobiles.

Initial plans submitted by the builder for the guest house did not include a covered connection. Staff informed the builder that a connection would be required in order for the plans to be approved and the permit to be issued, but staff also informed the builder of the SUP process permitted by the UDC for consideration of any deviations from the accessory dwelling standards. Due the urgency of starting the building for the purpose as described in the applicant’s request letter, the builder modified the plans to show the covered walkway connection in order to obtain the permit and begin construction. In the meantime, the owner could request a SUP to not provide the connection.

The owner has submitted this SUP request for the guest house to be allowed without the connection. In order for the guest house to pass final inspection, it needs to include a covered walkway connection as proposed in the approved permit plans unless an SUP is approved by the Town Council specifying that such a connection is not required. The UDC requires that an accessory dwelling unit to be constructed, used or occupied in any other manner than specified within Section 8.3, Accessory Dwelling Units, must receive SUP approval. All requirements except for the connection to the main house have been met, including the exterior matching the main house. This SUP request is simply to allow the removal of the covered walkway connection that is shown on the plans.

Staff has reviewed this application in accordance with the Unified Development Code (UDC). The applicant has provided a specific use permit application with a site plan and exhibits in accordance with the UDC. The applicant has also provided a letter of request and photo exhibits. The SUP application appears to meet the requirements outlined in the UDC for consideration. Staff finds the SUP, as presented in the attached ordinance, acceptable for consideration. The UDC outlines the following criteria for the Town Council to consider when taking final action on a SUP:

1. The proposed use at the specified location is consistent with the policies embodied in the adopted Comprehensive Plan;
2. The proposed use is consistent with the general purpose and intent of the applicable zoning district regulations;
3. The proposed use is compatible with and preserves the character and integrity of adjacent developments and neighborhoods, and includes improvements either on-site or within the public rights-of-way to mitigate development related adverse impacts, such as traffic, noise, odors, visual nuisances, drainage or other similar adverse effects to adjacent development and neighborhoods;
4. The proposed use does not generate pedestrian and vehicular traffic which will be hazardous or conflict with the existing and anticipated traffic in the neighborhood;
5. The proposed use incorporates roadway adjustments, traffic control devices or mechanisms, and access restrictions to control traffic flow or divert traffic as may be needed to reduce or eliminate development generated traffic on neighborhood streets;

6. The proposed use incorporates features to minimize adverse effects, including visual impacts, of the proposed use on adjacent properties;
7. The proposed use meets the standards for the zoning district, or to the extent variations from such standards have been requested, that such variations are necessary to render the use compatible with adjoining development and the neighborhood;
8. The proposed use and associated site plan promote the health, safety or general welfare of the Town and the safe, orderly, efficient and healthful development of the Town; or
9. Other criteria which, at the discretion of the Town Council are deemed relevant and important in the consideration of the SUP.

Attachments:

- Letter of Request & Photos
- Public Hearing Information (Public Hearing Notice, Buffer Map and Contact List)
- Proposed Ordinance with Legal Description and Plans Exhibits

September 1, 2017

Northlake City Council

1400 FM 407, Northlake, Texas

Dear Council Members,

Request:

We are seeking relief from the Town of Northlake, Unified Development Code, Article 8 Section 8.3 and requesting a Special Use Permit for an accessory building located at property 3409 Knights Court, Northlake, TX 76247.

Background and Building Use:

We chose Noble Classic Homes (NCH) to build our home in The Highlands of Northlake and have finally occupied the location for just over one month. During the extended building process, which began in March 2016, we took on the sudden, unexpected and total responsibility of caring for one of our parents. In order to peacefully keep her close to us and to avoid any outside placement facility, we requested from Noble to add on a guesthouse for the additional family member. Although it was highly unlikely that Lisa's mother would occupy the guesthouse and not the main home, it was something she could see that she could still call her own in case she wanted to be away from the main family for short periods of time.

We requested that the structure be placed as close as possible to the main house for personal safety issues, and is approximately 11 feet from the building to the main house. The same exterior building materials were used to complete this structure, including the bricks, roof and windows. The building was constructed in strict compliance of City and Home Owner Association requirements with the exception of UDC Article 8, Section 8.3, B, 2, d. The builder, John Michaels, and architect, Jamie Linn, informed us that a Special Use Permit would be something to request from the Town of Northlake prior to final payment of the structure. The project was not started immediately, unfortunately, as there were multiple delays in the building process by NCH. Due to the length of time it took for Noble to actually build the main house and the structure (due to be a temporary guesthouse), as well as the severity of our mother's degenerative and terminal condition, she passed away on April 15 before even seeing the structure take shape. We had already made a contract and payment for the structure to begin by that time.

After our mother's passing, it was decided to keep the design of the structure the same, but will no longer be considered a dwelling. We have a pool and a backyard patio barbeque area on the main house. The house designed to be a temporary hospice for our parent, will be used for our pool guests now. It will not be used as a primary residence nor will it be used as a rental. Each of our three children have individual rooms in the main house.

Conclusion:

The loss of our family member eliminated the need for an additional temporary living area and it is our desire to utilize the structure as stated. There was no malice, ill intent or deception intended directly or indirectly as we planned and recently completed this project. To suggest otherwise, is frankly, insulting

and hurtful. The city, county and state will benefit from the improvement on the property. The current neighbors within The Highlands of Northlake development have expressed no objections to our property as is. Please see their names and contact information below. We are also providing some aerial photos of our property.

We look forward to a decision that is favorable to our request.

Sincerely,

James (Jimmy) and Kathryn "Lisa" Lambert

Supportive neighbors in The Highlands of Northlake that do not oppose our structure as is:

Mark and Karen Piel 972-679-2688; 972-679-4499

Cliff and Christine Travis 818-730-8402

Brandon and Christina Green 817-891-1366

Sam and Carol Bonar 817-913-0495

Dan and Lauren Hunke 214-926-8108

Tony and Teresa English 817-822-9603

Cody and Paige Locknane 817-487-9323

Photos of our property









Photos of other properties in the Highlands with detached accessory buildings



3273 Glenmore Avenue



3416 Glenmore Avenue



NOTICE OF PUBLIC HEARING

Notice is hereby given that the Northlake Town Council will hold a public hearing on Thursday, September 7, 2017, at a meeting to begin at 5:30 pm at Northlake Town Hall, 1400 FM 407, Northlake, Texas. The purpose of this hearing is to hear comments for or against a Specific Use Permit (SUP) for an accessory dwelling to be constructed on Lot 14, Block A, The Highlands Phase 1, a 1.27-acre lot at 3409 Knights Court and zoned Rural Estate (RE). James Lambert is the owner/applicant. Case # SUP-17-001.

ABOUT THIS REQUEST

A summary of the SUP request is provided on the following page/s. If you would like more information or have any questions about this request, please contact Nathan Reddin, Development Director, at 940-242-5703 or nreddin@town.northlake.tx.us. You may also visit Northlake Town Hall between the hours of 8:00 am to 4:00 am, Monday – Friday.

PUBLIC HEARING PROCESS

The public hearing process is designed to provide opportunities for citizen involvement and comment. The public hearing is held before the Town Council. During the public hearing, interested persons are asked to sign in and speak before the Town Council to provide comments for or against the request before the Town Council. Prior to the public hearing, Northlake landowners within two hundred (200) feet of the subject property are notified of the request by mailing of this notice thirty (30) days prior to the date of the public hearing. Notifications are also published in the Denton Record-Chronicle fifteen (15) days prior to the date of the public hearing.

WRITTEN RESPONSE PROCESS

You may also make your opinion known on this request by returning the enclosed Notification Response Form. Please return this form with your comments prior to the date of the public hearing. *This in no way prohibits you from attending and participating in the public hearing.* The Council is informed of the percent of responses in support and in opposition of the request. If the owners of more than twenty (20) percent of the Northlake land area within two hundred (200) feet of the site submit written opposition, then four (4) out of five (5) votes of the Town Council are required to approve the request. ***These forms are used to calculate the percentage of landowner opposition.***

SUMMARY OF SUP REQUEST

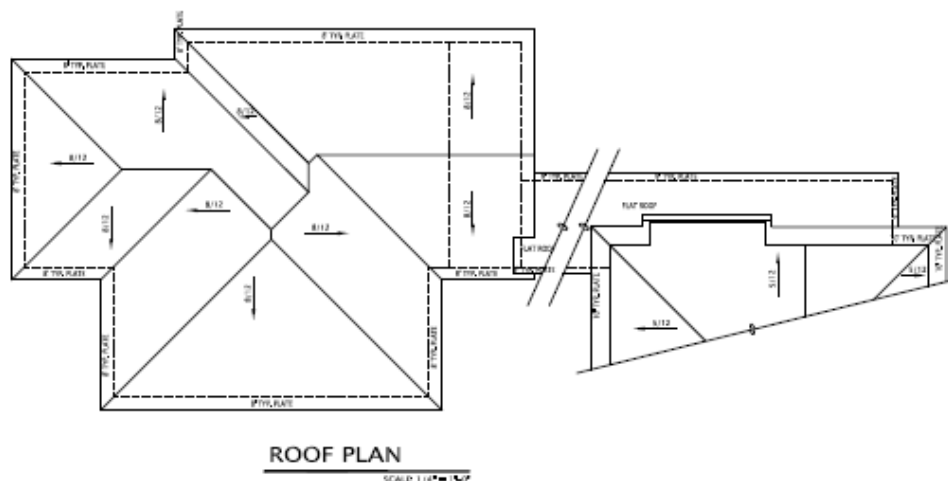
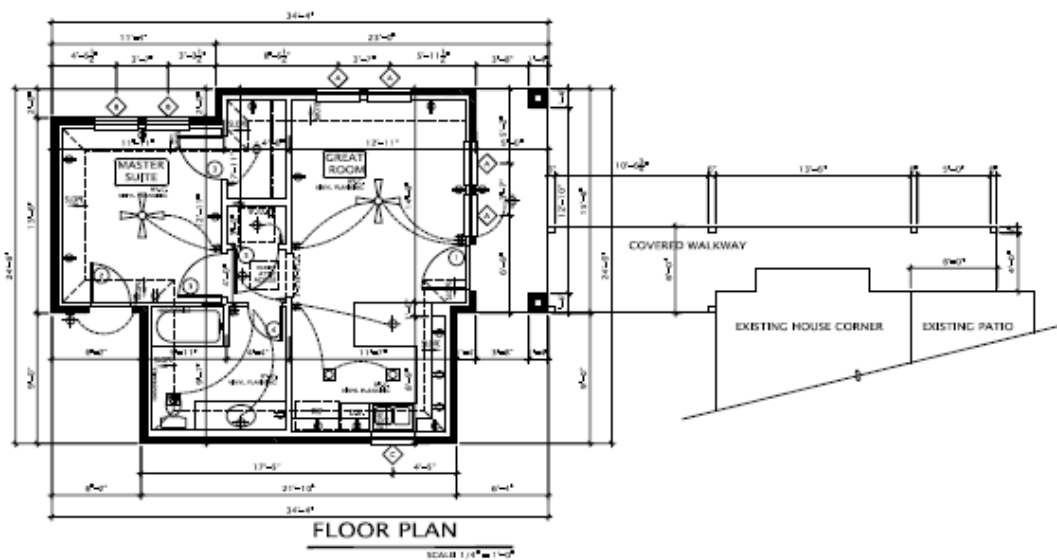
The property owner has submitted this Specific Use Permit (SUP) request to allow for the construction of a detached accessory dwelling unit at 3409 Knights Court, a lot in the first phase of the Highlands subdivision which includes a 4,075 square-foot house that was recently completed. A permit for a 629 square-foot guest house was also obtained pursuant to the Unified Development Code (UDC) provisions for accessory dwelling units in the Rural Estate (RE) zoning district, and construction of the guest house is nearing completion.

OFFICIAL NOTIFICATION

Page 2 of 4

Among the requirements for the accessory dwelling is that it be attached to the main house by way of a porte-cochere. This requirement is interpreted to include a covered connection for pedestrians or automobiles. The plans approved with the initial permit show a covered walkway connection to the main house, but the owner has requested that the guest house be allowed without the connection. In order for the guest house to pass final inspection, it needs to include a covered walkway connection as proposed unless an SUP is approved by the Town Council which specifies that such a connection is not required. The UDC requires that an accessory dwelling unit to be constructed, used or occupied in any other manner than specified within Section 8.3, Accessory Dwelling Units, must receive SUP approval. All requirements except for the connection to the main house have been met, including matching the main house. The following exhibits show the guest house as permitted. This SUP request is to allow the removal of the covered walkway connection that is shown on the plans.

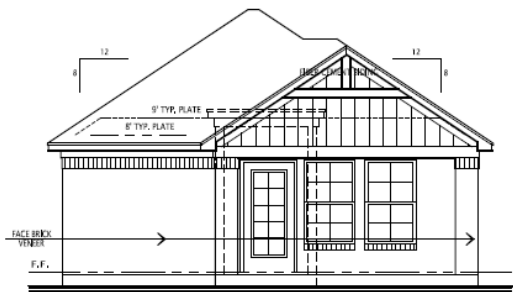
GUEST HOUSE PLANS



OFFICIAL NOTIFICATION

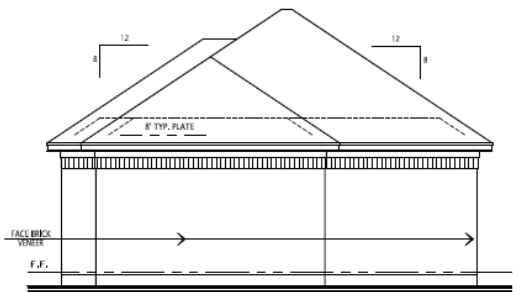
Page 3 of 4

GUEST HOUSE ELEVATIONS



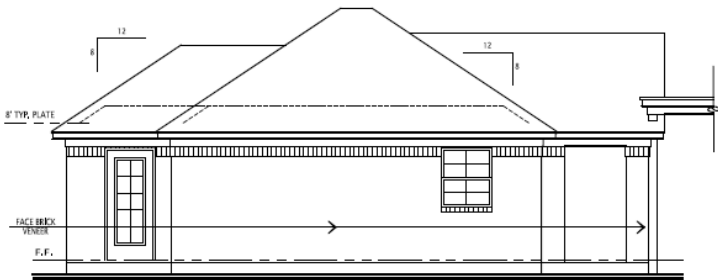
FRONT ELEVATION

SCALE: 1/4" = 1'-0"



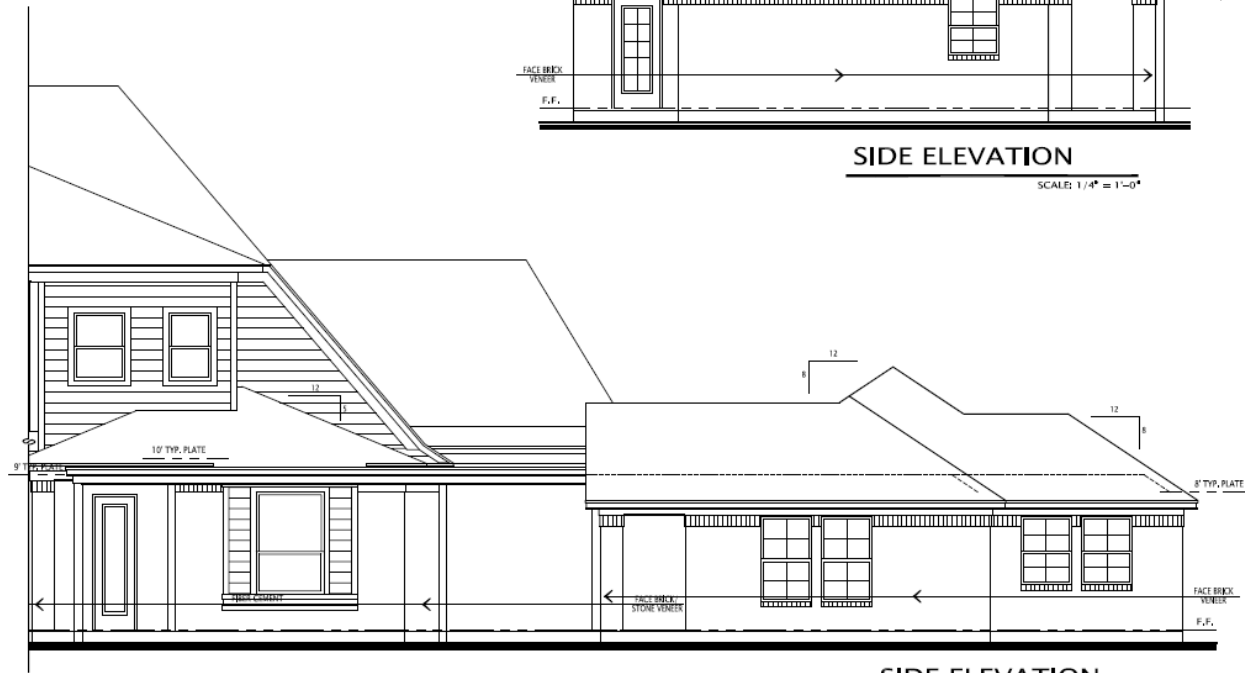
REAR ELEVATION

SCALE: 1/4" = 1'-0"



SIDE ELEVATION

SCALE: 1/4" = 1'-0"



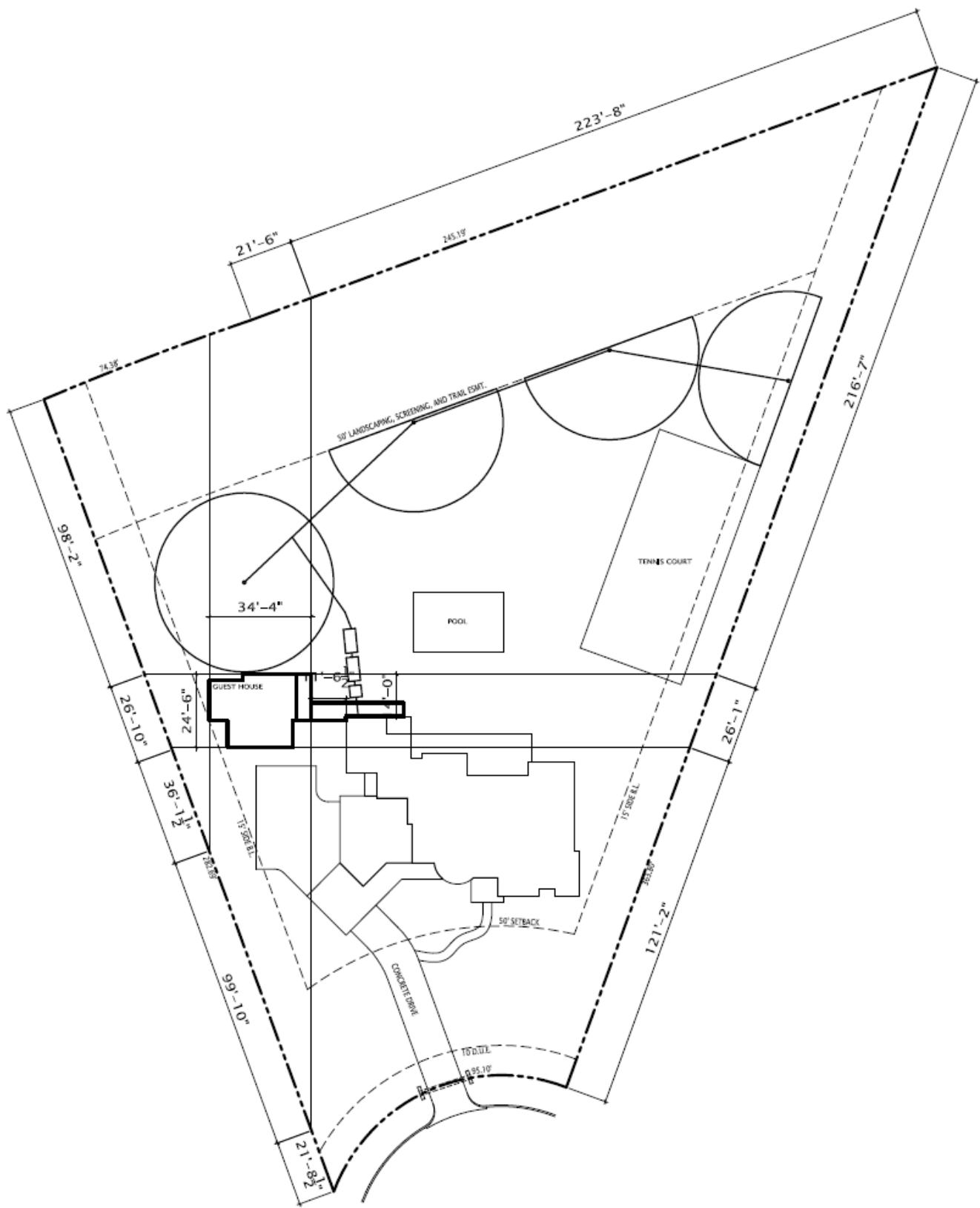
SIDE ELEVATION

SCALE: 1/4" = 1'-0"

OFFICIAL NOTIFICATION

Page 4 of 4

GUEST HOUSE SITE PLAN



200 Foot Notification List for Public Hearing

Case Name: 3409 Knights Court Accessory Dwelling
Case Type: Specific Use Permit (SUP)
Case Number: SUP-17-001
Public Hearing Date: September 7, 2017

PROPERTY ID	OWNER NAME	OWNER ADDRESS	CITY	STATE	ZIP	LEGAL DESCRIPTION
OWNER/ APPLICANT	JAMES & KATHRYN LAMBERT	4708 SHAGBARK DR	ARGYLE	TX	76226	THE HIGHLANDS PHASE I BLK A LOT 14
MULTIPLE	RCM HIGHLANDS LP	909 LAKE CAROLYN PKWY STE 150	IRVING	TX	75039	A0785A A. MCDONALD, TR 3A & THE HIGHLANDS PHASE I BLK A LOTS 12 & 13
MULTIPLE	INDEPENDENCE CUSTOM HOMES INC	PO BOX 716		TX	76034	THE HIGHLANDS PHASE I BLK A LOTS 11 & 16
669992	BOND, RHONDA G	3285 GLENMORE AVE	NORTHLAKE	TX	76247	THE HIGHLANDS PHASE I BLK B LOT 1
669961	BRUGLER, MERCER L & DONNA J	17407 PRESCOTT MNR	CYPRESS	TX	77433	THE HIGHLANDS PHASE I BLK A LOT 15
165020	WEST, BOBBY B JR & DARLENE J	2740 FM 407	JUSTIN	TX	76247	A1593A A.M. FELTUS, TR 2A



NOTIFICATION RESPONSE FORM

Form revised 9/14/2011

CASE INFORMATION

Public Hearing Date: September 7, 2017, 5:30 pm
Case Type: Specific Use Permit (SUP)
Case Name: 3409 Knights Court Accessory Dwelling
Case #: SUP-17-001

WRITTEN RESPONSE

Please check one: ☒ In favor of request ☐ Neutral/Undecided on request ☐ Opposed to request

Comments (optional):

Our future address will be
3401 Knights Court

Signature: Mercer L Brugler
Printed Name: Mercer L Brugler
Address: 17407 Prescott Manor
Phone number: 214 683 6113

Date: Aug 12, 2017
City/State/ZIP: Cypress TX 77433

RETURN COMPLETED FORM VIA EMAIL, FAX OR HAND DELIVERY BEFORE THE START OF THE SCHEDULED PUBLIC HEARING.

RETURN RESPONSES AND/OR DIRECT QUESTIONS TO:

Town of Northlake
Development Director
Email: nreddin@town.northlake.tx.us
Phone: 940-242-5703
Fax: 940-648-0363

Address:
1400 FM 407
Northlake, Texas 76247

FOR OFFICE USE ONLY

Stamp Received

RECEIVED
AUG 16 2017
BY: TR

Property within notification area: ☒ Yes ☐ No

Property ID: 669961

Size of property within notification area: 1.05 ac.

TOWN OF NORTHLAKE, TEXAS

ORDINANCE NO. 17-0907_

AN ORDINANCE OF THE TOWN OF NORTHLAKE, TEXAS AMENDING ORDINANCE NO. 13-0124A, THE NORTHLAKE UNIFIED DEVELOPMENT CODE AS AMENDED, BY APPROVING A SPECIFIC USE PERMIT TO AUTHORIZE AN ACCESSORY DWELLING UNIT IN ACCORDANCE WITH CERTAIN CONDITIONS TO BE LOCATED AT 3409 KNIGHTS COURT; PROVIDING CERTAIN REGULATIONS FOR SAID SUP IN ACCORDANCE WITH THE EXHIBITS ATTACHED HERETO AND WITH THE REQUIREMENTS OF THE UNIFIED DEVELOPMENT CODE AND ALL OTHER APPLICABLE ORDINANCES OF THE TOWN; PROVIDING THAT THE ZONING MAP SHALL INDICATE “RE – SUP” FOR THE SUBJECT PROPERTY; PROVIDING THAT THE ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING A PENALTY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Northlake, as an incorporated municipality in the State of Texas, has been given the authority by Chapter 211 of the Local Government Code to establish zoning and amend zoning in accordance with Chapter 211; and

WHEREAS, the Town Council of the Town of Northlake heretofore adopted Ordinance No. 13-0124A establishing the Unified Development Code which contains the zoning regulations of the Town of Northlake; and

WHEREAS, the zoning regulations provide for the use of accessory dwelling units in the Rural Estate zoning district subject to specific standards including that they be attached to the main structure by way of a porte-cochere; and

WHEREAS, approval of a “SUP” Specific Use Permit is required for an accessory dwelling unit not meeting all standards; and

WHEREAS, the owner of certain property located at 3409 Knights Court, known as Lot 14, Block A, The Highlands Phase 1, a 1.27-acre lot as more particularly described in Exhibit “A”, has filed an application for a specific use permit to allow an accessory dwelling unit on said property without being attached to the main structure by way of a porte-cochere and to change the zoning classification from “RE” Rural Estate to “RE – SUP”; and

WHEREAS, all requirements of Chapter 211 of the Local Government Code, and all other laws dealing with notice, publication, and procedural requirements for zoning of property have been complied with; and

WHEREAS, a public hearing was held by the Town Council of the Town of Northlake on September 7, 2017 with respect to the zoning application described herein; and

WHEREAS, the Town Council of the Town of Northlake does hereby deem it advisable and in the public interest to approve a Specific Use Permit for the construction of an accessory dwelling unit on this property as proposed herein.

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

SECTION 1

THAT the zoning regulations of the Town of Northlake are hereby amended by approving a specific use permit to authorize an accessory dwelling unit to be constructed in accordance with this ordinance and conditions as provided herein on a 1.27-acre tract of land in Northlake, Denton County, Texas commonly referred to as 3409 Knights Court and more specifically described on Exhibit "A," attached hereto and incorporated for all purposes.

SECTION 2

The Town Council finds that the information submitted by the applicant pursuant to the requirements of the zoning regulations is sufficient to approve the specific use permit in accordance with the plans as provided in Exhibit "B" attached hereto and the requirements hereof, subject to the following conditions:

1. The accessory dwelling unit shall be allowed without being attached to the main structure by way of a porte-cochere.

SECTION 3

The specific use permit as herein established has been made for the purpose of promoting the health, safety, morals, and general welfare of the Town of Northlake, Texas. It has been approved after a full and complete public hearing with reasonable consideration, among other things, of the character of the specific use permit and its peculiar suitability for the particular use and with a view of conserving the value of buildings and encouraging the most appropriate use of land in the municipality.

SECTION 4

The official Zoning Map of the Town of Northlake is hereby amended and the Town Secretary is hereafter directed to revise the zoning map to reflect the revised zoning classification of "RE – SUP," Rural Estate – Specific Use Permit, for the property described herein.

SECTION 5

The use of the property herein above described shall be subject to the Plans as provided in Exhibit "B" attached hereto and all the applicable regulations contained in the Unified Development Code and all other applicable and pertinent ordinances of the Town of Northlake.

SECTION 6

This ordinance shall be cumulative of all ordinances of the Town of Northlake, Texas, and shall not repeal any of the provisions of such ordinances except in those instances where the provisions of such ordinances are in direct conflict with the provisions of this ordinance.

SECTION 7

It is hereby declared to be the intention of the Northlake Town Council that the phrases, clauses, sentences, paragraphs, and sections of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional by the valid

judgment or decree of any court or competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs or sections of this ordinance, since same would have been enacted by the Town Council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

SECTION 8

Any person, firm, association of persons, corporation or other organization violating the provisions of this ordinance shall be deemed to be guilty of a misdemeanor and, upon conviction, shall be fined an amount not to exceed \$2,000.00. Each day that a violation continues shall be deemed a separate offence.

SECTION 9

All rights and remedies of the Town of Northlake are expressly saved as to any and all violations of the provisions of any ordinances governing zoning that have accrued at the time of the effective date of this Ordinance; and, as to such accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such ordinances, same shall not be affected by this Ordinance but may be prosecuted until final disposition by the courts.

SECTION 10

This ordinance shall take effect immediately from and after its passage and publication in accordance with the provisions of the laws of the State of Texas.

PASSED AND APPROVED on this the 7TH day of SEPTEMBER 2017

TOWN OF NORTHLAKE, TEXAS

Peter Dewing, Mayor

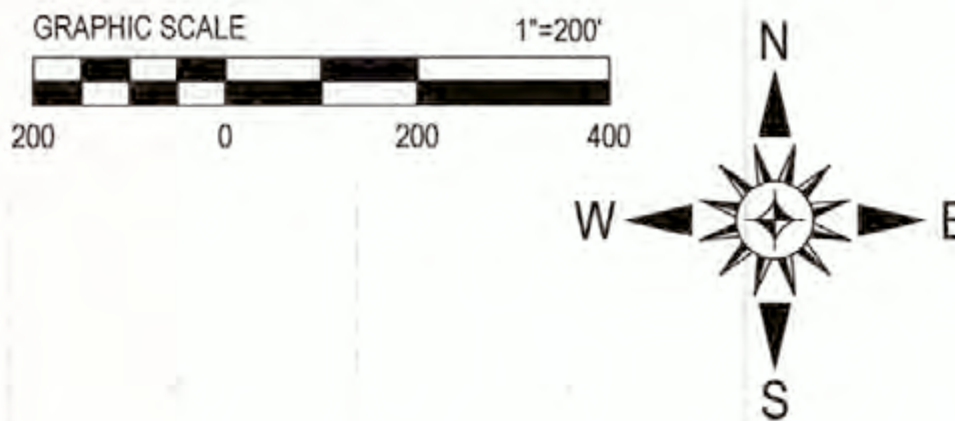
ATTEST:

Shirley Rogers, Town Secretary

Exhibit A

Legal Description

Lot 14, Block A of The Highlands Phase I, an Addition to the Town of Northlake, Denton County, Texas, according to the Plat thereof recorded as Document Number 2015-450 in the Plat Records of Denton County, Texas.



The map shows the project location in the City of Los Angeles. The project is located at the intersection of Mulvey Road and the 104th Street Corridor. The map includes a north arrow and a scale bar. The project location is marked with a hatched rectangle and labeled 'PROJECT LOCATION'. The map also shows the Los Angeles Convention Center to the west, the Los Angeles Convention Center to the east, and the Los Angeles Convention Center to the south. The map includes a north arrow and a scale bar.

Line Table			Line Table		
Line #	Length	Direction	Line #	Length	Direction
L1	350.05	N00° 30' 53"E	L29	15.62	N36° 19' 16"W
L2	118.82	N12° 46' 13"E	L30	3.96	N88° 01' 11"W
L3	199.83	N31° 23' 26"E	L31	15.89	N53° 07' 59"E
L4	346.76	N22° 35' 02"E	L32	12.55	S38° 21' 23"E
L5	172.47	S67° 24' 58"E	L33	43.00	N15° 45' 06"E
L6	22.52	N61° 17' 47"W	L34	55.70	N31° 23' 26"E
L7	87.44	N88° 01' 11"W	L35	35.36	N45° 30' 53"E
L8	193.37	S81° 55' 52"W	L36	35.36	S44° 29' 07"E
L9	356.53	S89° 29' 07"E	L37	70.00	S89° 29' 07"E
L10	147.76	S67° 24' 58"E	L38	10.00	S89° 29' 07"E
L11	14.14	S22° 24' 58"E	L39	52.29	S00° 30' 53"W
L12	14.14	N67° 35' 02"E	L40	19.71	S00° 30' 53"W
L13	107.76	S67° 24' 58"E	L41	14.14	N67° 35' 02"E
L14	107.76	S67° 24' 58"E	L42	14.14	S22° 24' 58"E
L15	190.01	S45° 00' 00"W	L43	13.70	N00° 18' 21"E
L16	82.00	S45° 00' 00"W	L44	13.00	N89° 29' 07"W
L17	83.21	S45° 00' 00"W	L45	22.52	N61° 17' 47"W
L18	170.01	N45° 00' 00"W	L46	22.52	N61° 17' 47"W
L19	62.04	N45° 00' 00"W	L47	1.99	N88° 01' 11"W
L20	63.17	N45° 00' 00"W	L48	53.64	S81° 55' 52"W
L21	53.42	N00° 06' 47"W	L49	117.76	N22° 35' 02"E
L22	35.36	N45° 11' 55"E	L50	134.47	S74° 57' 49"E
L23	63.50	S45° 11' 55"W	L51	71.46	S74° 57' 49"E
L26	13.82	N89° 29' 07"W	L52	251.92	S89° 29' 07"E
L27	35.42	S44° 35' 23"E	L53	22.55	S89° 34' 11"E
L28	0.37	S74° 57' 49"E			

SHEET 1 of 2



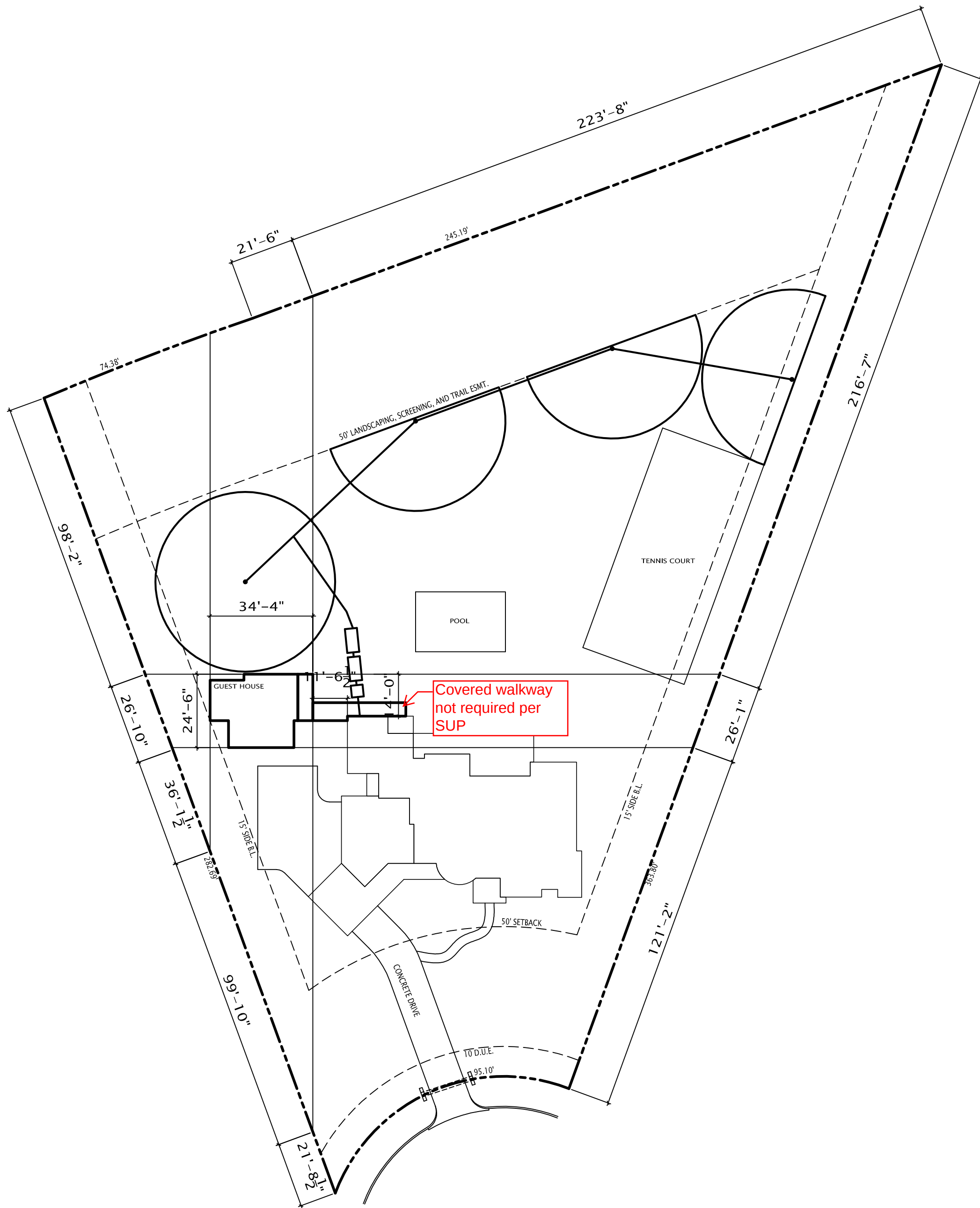
Exhibit B

Plans

LAMBERT GUEST HOUSE
3409 KNIGHTS COURT
NORTHLAKE, TX

LAMBERT GUEST HOUSE

SP. 1
OF 1 SHEETS

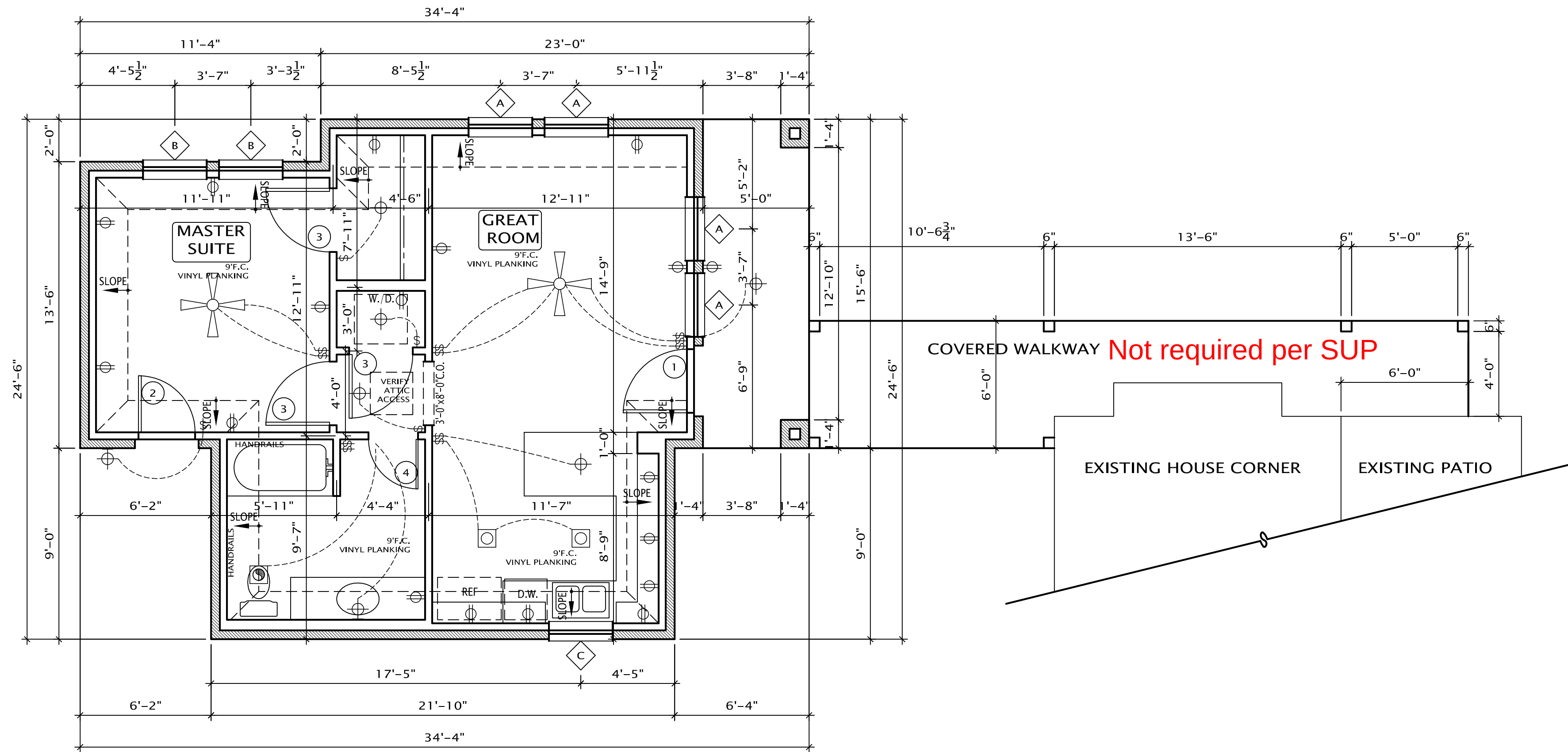


LOT: 14 BLOCK: A
NORTHLAKE HIGHLANDS
CITY OF NORTHLAKE
DENTON COUNTY, TEXAS



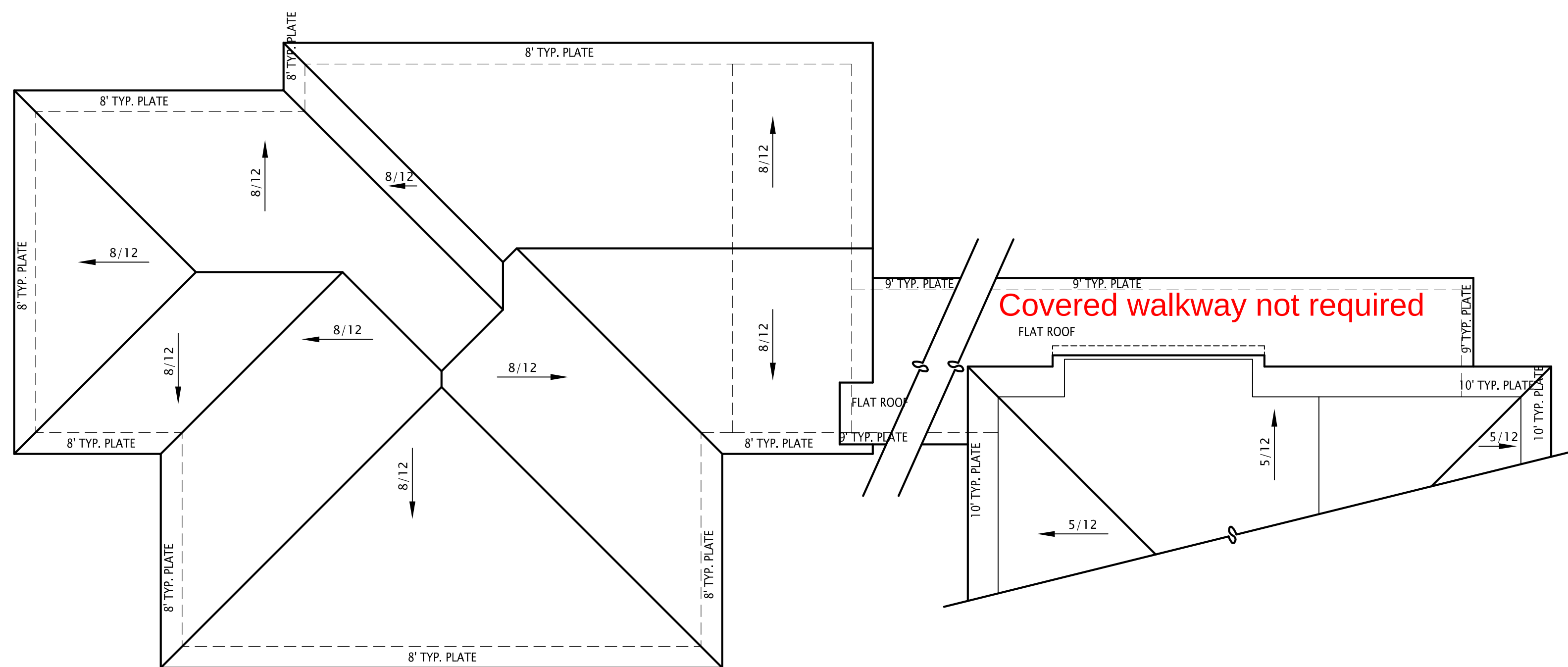
SITE PLAN

SCALE: 1" = 30'-0"



FLOOR PLAN

SCALE: 1/4" = 1'-0"



ROOF PLAN

SCALE: 1/4" = 1'-0"

AREAS

TOTAL LIVING AREA	629 SQ. FT.
PORCH & PATIO	78 SQ. FT.
COVERED WALKWAY	157 SQ. FT.

WINDOW SCHEDULE

MARK	SIZE	TYPE
A	3'-0" x 5'-0"	S.H.
B	3'-0" x 4'-0"	S.H.
C	3'-0" x 3'-6"	S.H.

DOOR SCHEDULE

MARK	SIZE	TYPE
1	3'-0" x 6'-8" UNIT	3'-0" x 6'-8" ENTRY FIBERGLASS
2	2'-8" x 6'-8"	EXT. FRENCH FIBERGLASS
3	3'-0" x 6'-8"	INT. S.C.
4	2'-4" x 6'-8"	INT. S.C.

- NOTES:
VERIFY ATTIC ACCESS AND HVAC AS REQUIRED
- WATER HEATER IN ATTIC.
VERIFY EXACT REQUIREMENTS AND LOCATION
- INSULATION WILL BE R13 BATTs AND R38 BLOWN IN ATTIC

JAMIE LINN DESIGN

11601 CARTWRIGHT TRAIL
PONDER, TEXAS 76259
817-733-7173

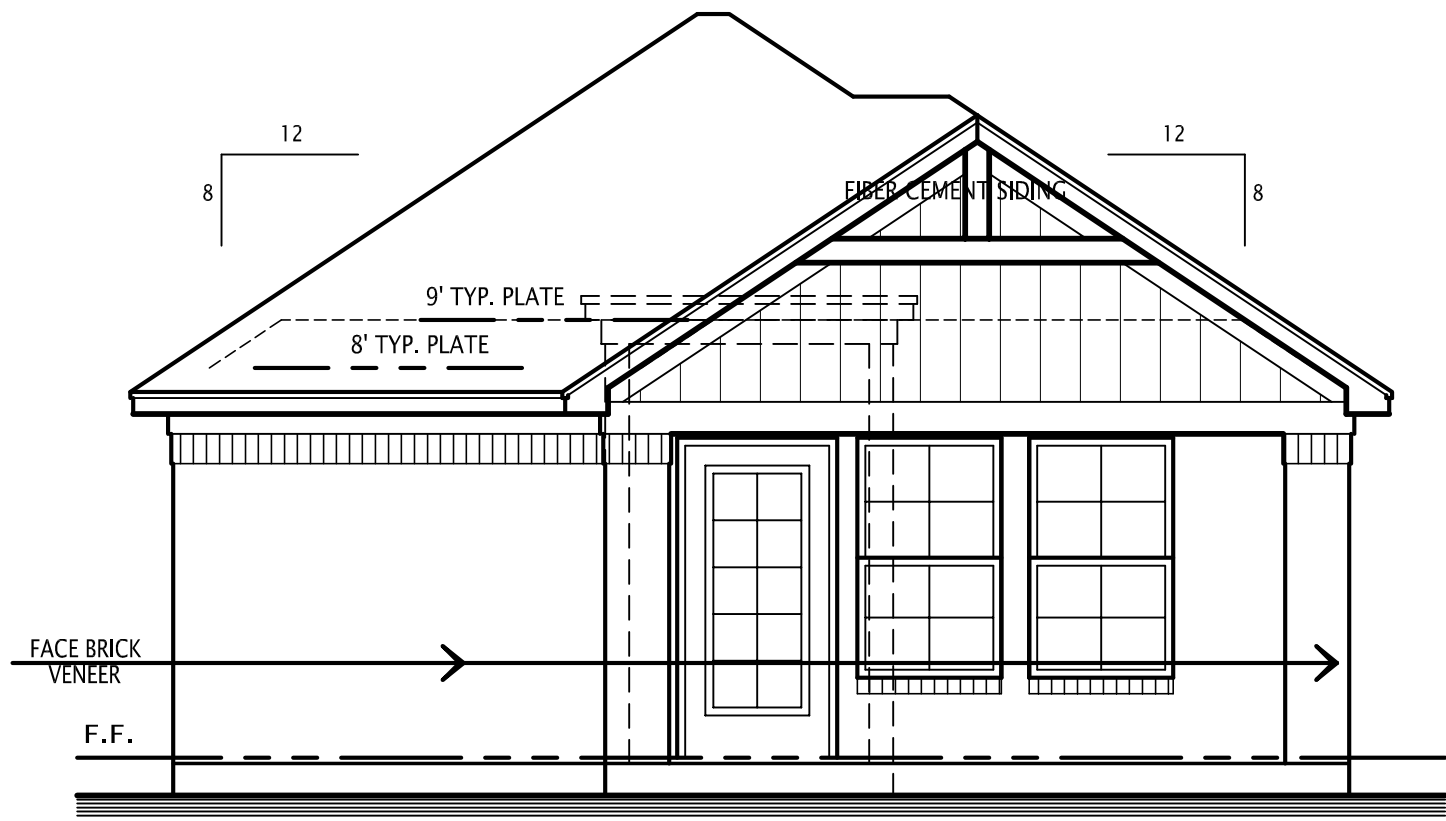
LAMBERT GUEST HOUSE
3409 KNIGHTS COURT
NORTH LAKE, TX

LAMBERT GUEST HOUSE

NOTES:
VERIFY ATTIC ACCESS AND
HVAC AS REQUIRED

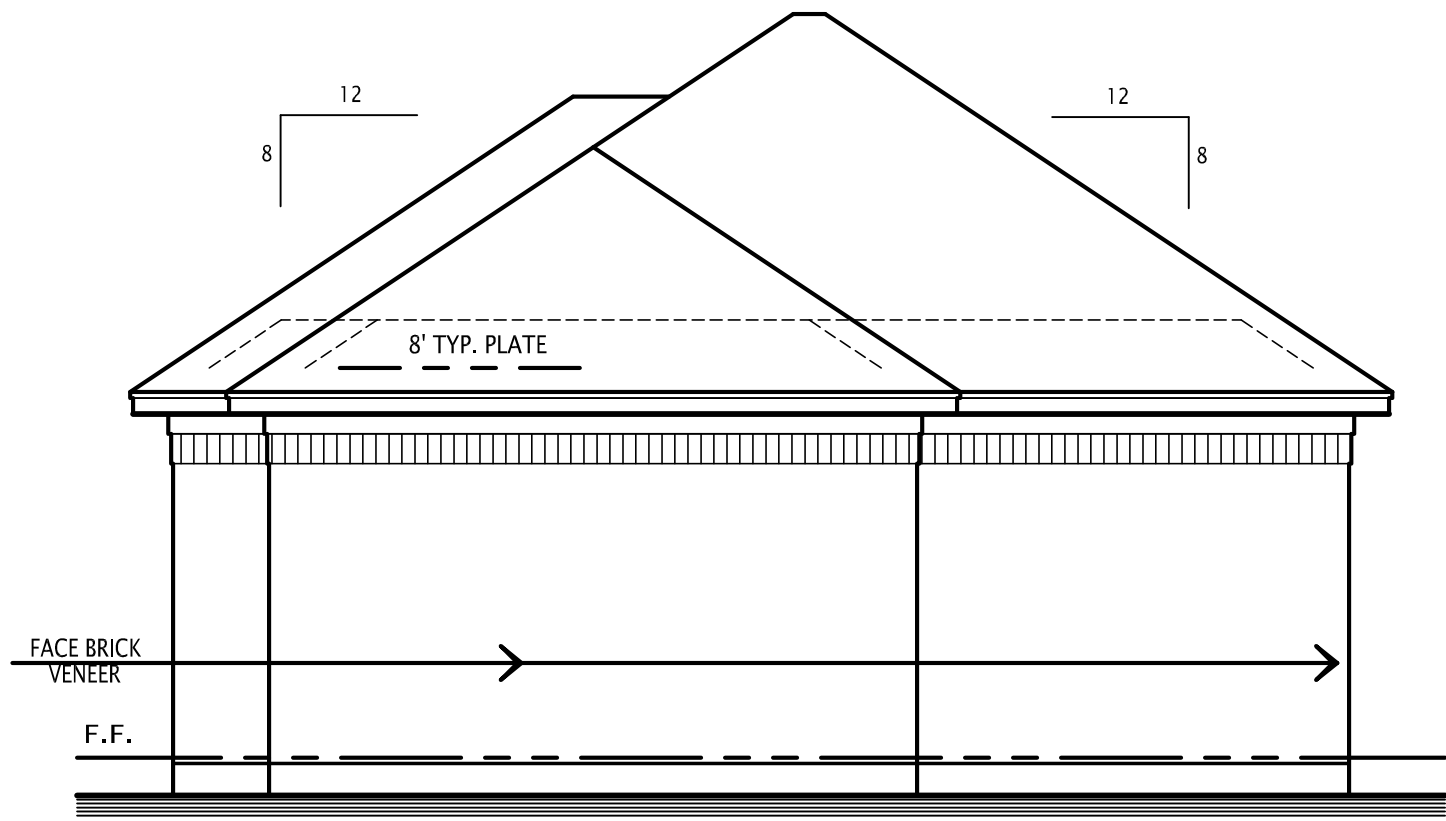
WATER HEATER IN ATTIC.
VERIFY EXACT REQUIREMENTS
AND LOCATION

INSULATION WILL BE R13
BATTS AND R38 BLOWN IN
ATTIC



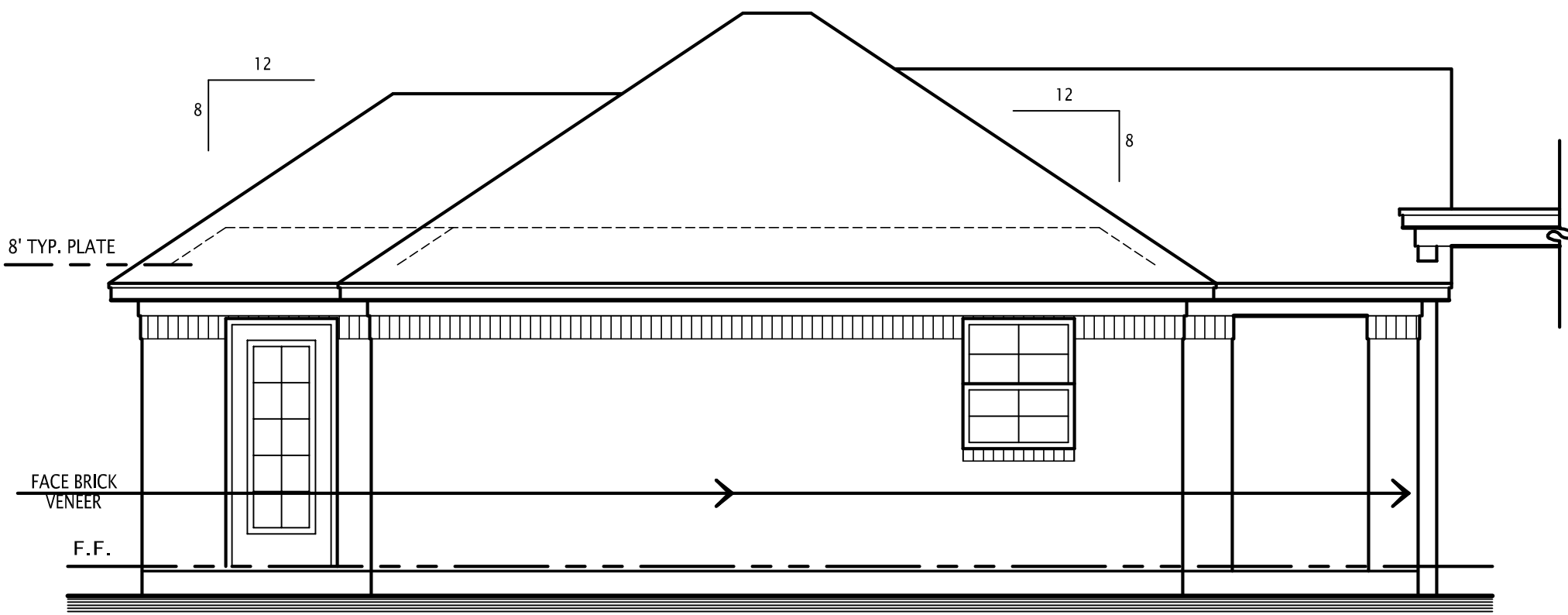
FRONT ELEVATION

SCALE: 1/4" = 1'-0"



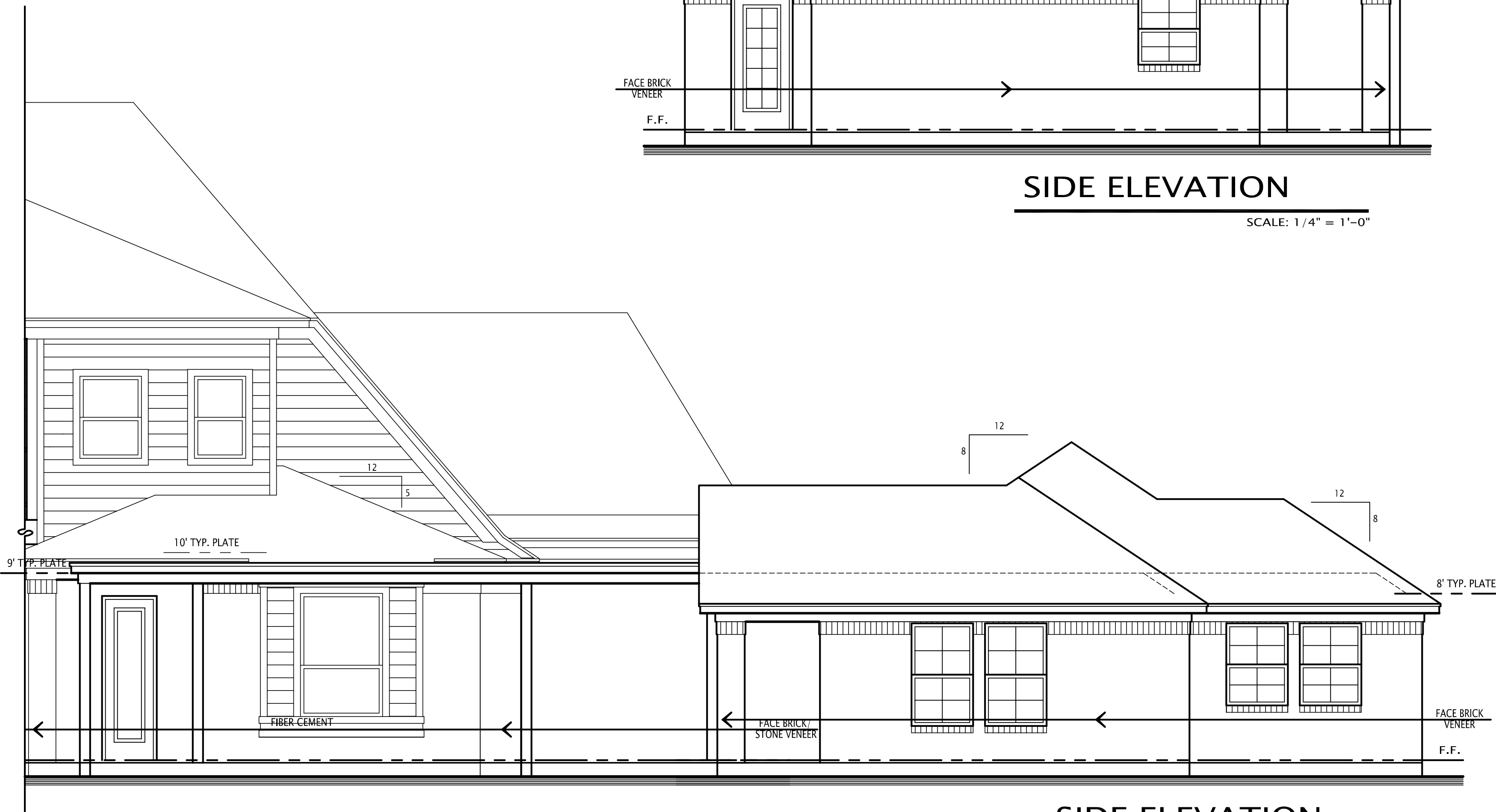
REAR ELEVATION

SCALE: 1/4" = 1'-0"



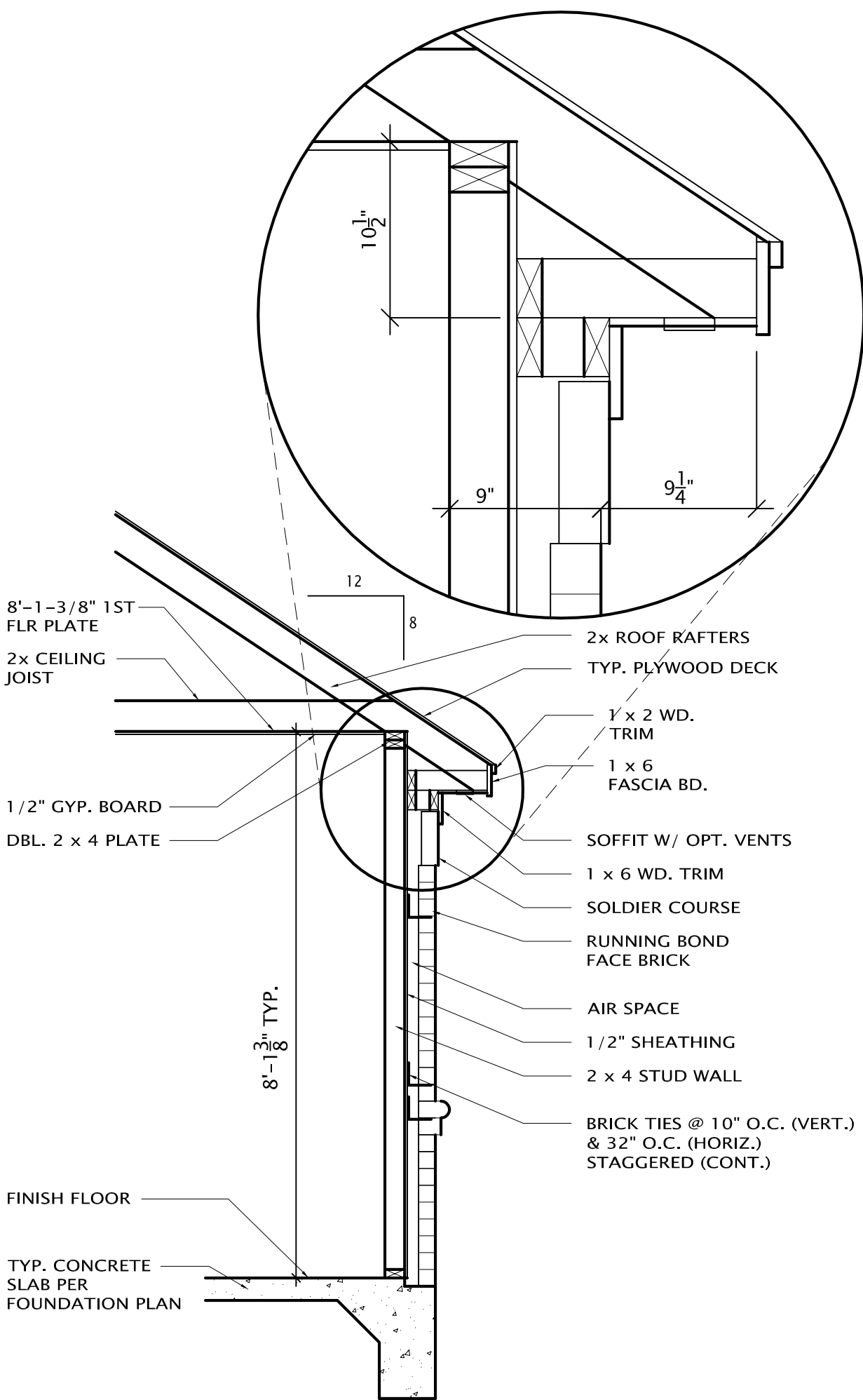
SIDE ELEVATION

SCALE: 1/4" = 1'-0"



SIDE ELEVATION

SCALE: 1/4" = 1'-0"



TYP. CONCEPTUAL WALL SECTION

SCALE: 1/2" = 1'-0"

DATE: 6 APR 2017

JAMIE LINN DESIGN
11601 CARTWRIGHT TRAIL
PONDER, TEXAS 76259
817-733-7173

LAMBERT GUEST HOUSE
3409 KNIGHTS COURT
NORTH LAKE, TX

LAMBERT GUEST HOUSE

A.2
OF 2 SHEETS

Memo

To: Honorable Mayor and Town Council

From: Drew Corn, Town Administrator

CC: Shirley Rogers, Town Secretary
Karen Bolyard, Finance Director

Date: September 7, 2017

Re: Public Improvement District #1 (Harvest) Fiscal Year 2017-2018 Service and Assessment Plan Public Hearing and Adoption

On May 23, 2013, council held a public hearing on the creation of Public Improvement District (PID) #1 (Harvest). This hearing notice was published on May 6, 2013; seventeen days in advance of the hearing. At the council meeting, Council adopted the service and assessment plan and created the PID.

Each fiscal year, the Council must hold a public benefit hearing on the PID with an updated service and assessment plan. The PID is known as a rate-based PID and the rate is twenty-one cents per \$100 valuation for the assessment. The service plan is developed by First Residential Services which is also the Harvest Homeowners' Association management company. The services provided for in the plan consist of maintenance, landscaping and irrigation of common public areas with Harvest.

Please contact me at 940.242.5701, if you have any questions or comments before the Council meeting.

TOWN OF NORTHLAKE, TEXAS
ORDINANCE NO. 17-0907_

AN ORDINANCE SETTING THE LEVY OF ASSESSMENTS FOR THE COST OF SERVICES PROVIDED IN NORTHLAKE PUBLIC IMPROVEMENT DISTRICT NO. 1 DURING FISCAL YEAR 2017-2018; SETTING OF CHARGES AND LIENS AGAINST PROPERTY IN THE DISTRICT AND AGAINST THE OWNERS THEREOF; PROVIDING FOR THE COLLECTION OF SUCH ASSESSMENTS; RESERVING UNTO THE TOWN COUNCIL THE RIGHT TO ALLOW CREDITS REDUCING THE AMOUNT OF THE RESPECTIVE ASSESSMENT TO THE EXTENT OF ANY CREDIT GRANTED; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town Council of the Town of Northlake, Texas, has heretofore directed that certain services (the "Services") shall be provided in the Northlake Public Improvement District No. 1 (the "District"); and

WHEREAS, the boundaries of the improvement district are approximately: quarter mile north of Old Justin Road on the north, Harvest Way on the east, FM 407 on the south, and quarter mile west of Cleveland-Gibbs Road on the west; and

WHEREAS, the Services provided in Fiscal Year 2017-2018 and their estimated costs are as follows:

EXPENSES	
Utilities	145,093
Landscape Maintenance	827,500
Common Area Maintenance	90,500
Limited Access	0
General and Administrative	30,447
Insurance and Taxes	4,718
Employees	76,208
Town Administration Fee	10,000
Budget Expenses	\$1,184,466

The total budgeted expenses of the Services are \$1,184,466 in the District; and

WHEREAS, it is proposed that property in the District be assessed at \$0.21 per each \$100 of property value, as of January 1, 2017 and determined by the appraisal district with jurisdiction over property in the District; and

WHEREAS, the Services and proposed assessment roll were heard by the Town Council in a public hearing conducted on the 7TH DAY OF September, 2017 at 5:30 p.m. in the Council Chamber in the Town Hall in the Town of Northlake, Texas (the "Public Hearing"), notice of which was published in a newspaper of general circulation in the Town, and at such hearing all desiring to be heard were given a full and fair opportunity to be heard.

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

SECTION 1.

The Town Council, from all evidence before it, including all information provided to it and considered in the Public Hearing, finds that the assessments herein described should be levied against the respective parcels of property in the District and against the owners of such property. Such assessments and charges are right and proper and are substantially in proportion to the benefits to the respective parcels of property by means of the Improvements in the District for which such assessments are levied and establish substantial justice and equality and uniformity between all parties concerned, considering the benefits received and burdens imposed. The Town Council further finds that in each case the property assessed is specially benefited in enhanced value to the said property by means of the Improvements in the District and for which assessment is levied and charge made, and further finds that the apportionment of the cost of the Improvements is in accordance with applicable law. The Town Council, from the evidence, further finds that the values of the respective parcels of property on January 1, 2016, are true and correct.

SECTION 2.

There shall be levied and assessed against the parcels of property in the District and against the real and true owners thereof (whether such owners be correctly named herein or not), the sums of money itemized per parcel of property, and the owners thereof, as far as such owners are known, at the following rates and method of payment: \$0.21 per each \$100 of value for property in the District.

SECTION 3.

Where more than one person or entity owns an interest in any property described herein, each such person or entity shall be personally liable only for its, her or his pro rata share of the total assessment against such property in proportion to its, his or her respective interest to the total ownership such property, and its, his or her respective interest in such property may be released from the assessment lien upon payment of a proportionate sum.

SECTION 4.

The several sums above mentioned and assessed against the said parcels of property, and owners thereof, and penalty and interest thereon at the rate prescribed by Chapter 372, Texas Local Government Code (the Public Improvements District Assessment Act), together with reasonable attorney's fees and cost of collection, if incurred, are hereby declared to be and are made a lien upon the respective parcels of property against which the same are assessed, and a personal liability and charge against the real and true owners of such property, whether such owners be correctly named herein or not, and such liens shall be and constitute the first enforceable lien and claim against the property on which such assessments are levied, and shall be a first and paramount lien thereon, superior to all other liens and claims, except state, county, school district and Town ad valorem taxes. A copy of this ordinance may be filed with the County Clerk of Denton County, Texas, and when so filed shall constitute complete and adequate legal notice to the public concerning the liens hereby assessed against the respective parcels of property and the owners thereof.

The sums so assessed against the respective parcels of property and the owners thereof shall be and become due and payable on or before January 31, 2018, and shall become delinquent if not paid by February 1, 2018. The entire amount assessed against each parcel of property shall bear penalty and interest, from and after February 1, 2018 at the same rate as prescribed by law for any delinquent ad valorem tax until paid.

SECTION 5.

If default shall be made in the payment of any assessments, collection thereof shall be enforced by suit in any court of competent jurisdiction, and Town shall exercise all of its lawful powers to aid in the enforcement and collection of said assessments.

SECTION 6.

The total amount assessed against the respective parcels of property, and the owners thereof, is in accordance with the proceedings of the Town hereto and is less than the proportion of the cost allowed and permitted by applicable law.

SECTION 7.

Although the aforementioned charges have been fixed, levied, and assessed in the respective amounts herein stated, the Town Council does hereby reserve the right to reduce the aforementioned assessments by allowing credits to certain property owners where deemed appropriate and provided that such any such allowance does not result in any inequity and/or unjust discrimination.

SECTION 8.

Full power to make and levy reassessments and to correct mistakes, errors, invalidities or irregularities in the assessments are, in accordance with the law in force in this Town, vested in the Town.

SECTION 9.

In any suit upon any assessment or reassessment, it shall be sufficient to allege the substance of the provision recited in this ordinance and that such recitals are in fact true, and further allegations with reference to the proceedings relating to such assessment and reassessment shall not be necessary.

SECTION 10.

Should any portion, section or part of a section of this Ordinance be declared invalid, inoperative or void for any reason by a court of competent jurisdiction, such decision, opinion or judgment shall in no way impair the remaining portions, sections, or parts of sections of this Ordinance, which shall remain in full force and effect.

SECTION 11.

This Ordinance shall be cumulative of all other ordinances and appropriations amending the same except in those instances where the provisions of this Ordinance are in direct conflict with such other ordinances and appropriations, in which instance said conflicting provisions of said prior ordinances and appropriations are hereby expressly repealed.

SECTION 12.

This Ordinance shall take effect and be in full force and effect from and after the date of its passage.

PASSED AND APPROVED ON THIS THE 7TH DAY OF SEPTEMBER 2017

TOWN OF NORTHLAKE, TEXAS

Peter Dewing, Mayor

ATTEST:

Shirley Rogers, Town Secretary

APPROVED AS TO FORM AND LEGALITY:

Ashley Dierker, Town Attorney

M&C: _____

Effective: _____

Memo

To: Honorable Mayor and Town Council

From: Drew Corn, Town Administrator

cc: Shirley Rogers, Town Secretary
Karen Bolyard, Development Director

Date: September 7, 2017

Re: The Highlands Public Improvement District Fiscal Year 2017-2018 Service and Assessment Plan Public Hearing And Adoption

On March 14, 2014, the Town Secretary received a petition from Bill Knight, property owner of approximately 364 acres in the Towns extra-territorial jurisdiction, to create a public improvement district (PID). On April 24, 2014, Town Council held a public hearing on the creation of The Highlands PID and authorized the PID at the same meeting. On May 15, 2014, Council adopted the service and assessment plan (SAP) after conducting the public hearing.

The SAP describes the improvements to be funded by the PID and the method and amount of assessments on the property to generate said funds. The Highlands PID is known as a set-amount PID where the assessment is based on the area or length of property. In the case of the Highlands PID the assessment is based per one-acre lot. The service to be provided to the PID is the financing of a waterline and the reimbursement to the developer for certain public improvements including trails, open space, roads and utilities.

Each fiscal year, the Council must hold a public benefit hearing on the PID with an updated service and assessment plan. The service plan has not changed since the creation of the PID. Three years of debt service have been paid for the water line and all \$3,015,000 in reimbursements have been paid to the developer.

Please contact me at 940.242.5701 if you have any questions or comments.

TOWN OF NORTHLAKE, TEXAS
ORDINANCE NO. 17-0907_

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF NORTHLAKE, TEXAS ACCEPTING AND APPROVING AN UPDATE OF THE SERVICE AND ASSESSMENT PLAN AND AN UPDATED ASSESSMENT ROLL FOR THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT IN COMPLIANCE WITH CHAPTER 372 (AUTHORIZED IMPROVEMENT ASSESSMENT); MAKING AND ADOPTING FINDINGS; PROVIDING FOR THE INCORPORATION OF FINDINGS; ACCEPTING AND APPROVING THE ANNUAL SERVICE PLAN UPDATE AND UPDATED ASSESSMENT ROLL FOR THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT, ATTACHED AS EXHIBIT "A" HERETO; PROVIDING A CUMULATIVE REPEALER CLAUSE; PROVIDING SEVERABILITY, PROVIDING FOR ENGROSSMENT AND ENROLLMENT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on April 24, 2014, after due notice, the Town Council of the Town of Northlake, Texas (the "Town Council") held the public hearing in the manner required by law on the advisability of the public improvements and services described in the petition as required by Sec. 372.009 of the Public Improvement District Assessment Act, Chapter 372, Texas Local Government Code, as amended (the "PID Act ") and made the findings required by Sec. 372.009(b) of the PID Act and, by Resolution No. 14-12 adopted by a majority of the members of the Town Council, authorized the PID in accordance with its finding as to the advisability of the public improvements and services;

WHEREAS, on May 29, 2014, after notice and a public hearing conducted in the manner required by law, the Town Council adopted Ordinance No. 14-0529A approving a service and assessment plan and an assessment roll for The Highlands Public Improvement District;

WHEREAS, on May 29, 2014, the Town Council issued bonds secured directly and indirectly, respectively, by the assessments levied pursuant to the Assessment Ordinance;

WHEREAS, Section 372.013 of the PID Act and the Service and Assessment Plan require that the Service and Assessment Plan and Assessment Roll be annually reviewed and updated;

WHEREAS, the Annual Service Plan Update and updated Assessment Roll attached as **Exhibit "A"** hereto conform the original Assessment Roll to the principal and interest payment schedule required for the bonds, thereby reducing the amounts listed on the original Assessment Roll, and update the Assessment Roll to reflect prepayments, property divisions and changes to the budget allocation for District public improvements that occur during the year, if any; and

WHEREAS, the Town Council now desires to proceed with the adoption of this Ordinance which supplements the Assessment Ordinance and approves and adopts the Annual Service Plan Update and the Updated Assessment Roll attached thereto, in conformity with the requirements of the PID Act, for the fiscal year beginning October 1, 2017, and ending September 30, 2018.

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

SECTION 1.
INCORPORATION OF FINDINGS

The findings and determinations set forth in the preambles above are incorporated herein for all purposes and are hereby adopted.

SECTION 2.
ANNUAL SERVICE PLAN UPDATE AND UPDATED ASSESSMENT ROLL

The Annual Service Plan Update and Updated Assessment Roll attached hereto as **Exhibit "A"** are hereby accepted and approved and compliance with the PID Act in all matters is required.

SECTION 3.
CUMULATIVE REPEALER

That this Ordinance shall be cumulative of all other Ordinances and shall not repeal any of the provisions of such Ordinances except for those instances where there are direct conflicts with the provisions of this Ordinance. Ordinances or parts thereof in force at the time this Ordinance shall take effect and that are inconsistent with this Ordinance are hereby repealed to the extent that they are inconsistent with this Ordinance. Provided however, that any complaint, action, claim or lawsuit which has been initiated or has arisen under or pursuant to such Ordinance on the date of adoption of this Ordinance shall continue to be governed by the provisions of that Ordinance and for that purpose the Ordinance shall remain in full force and effect.

SECTION 4.
SEVERABILITY

If any provision, section, subsection, sentence, clause, or phrase of this Ordinance, or the application of same to any person or set of circumstances is for any reason held to be unconstitutional, void, or invalid, the validity of the remaining portions of this Ordinance or the application to other persons or sets of circumstances shall not be affected thereby, it being the intent of the Town Council that no portion hereof, or provision or regulation contained herein shall become inoperative or fail by reason of any unconstitutionality, voidness, or invalidity of any other portion hereof, and all provisions of this Ordinance are declared to be severable for that purpose.

SECTION 5.
EFFECTIVE DATE

This Ordinance shall take effect, and the levy of the Assessments, and the provisions and terms of the Plan shall be and become effective on upon passage and execution hereof in accordance with the law.

Passed and approved on this 7th day of September, 2017

Town of Northlake, Texas

Peter Dewing, Mayor

ATTEST:

Shirley Rogers, Town Secretary

APPROVED TO AS FORM:

Ashley D. Dierker , Town Attorney

EXHIBIT "A"
ANNUAL SERVICE PLAN UPDATE AND UPDATED ASSESSMENT ROLL
(AUTHORIZED IMPROVEMENT ASSESSMENT)

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**THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT
NORTHLAKE, TEXAS**

**ANNUAL SERVICE PLAN UPDATE
TO THE SERVICE AND ASSESSMENT PLAN**

Introduction

On April 24, 2014 the Town Council of the Town of Northlake, Texas adopted resolution 14-12, pursuant to the Public Improvement District Assessment Act, Chapter 372, Texas Local Government Code, creating The Highlands Public Improvement District.

A service and assessment plan (the "Service and Assessment Plan") was prepared at the direction of the Town Council identifying the public improvements to be provided by the PID, the costs of the Authorized Improvements, the indebtedness to be incurred for the authorized improvements, and the manner of assessing the property in the PID for the costs of the authorized improvements. Pursuant to Sections 372.013, 372.014, and 372.015 of the Public Improvement District Act (the "PID Act"), the Service and Assessment Plan is to be reviewed and updated annually. The update of the Service and Assessment Plan (the "Annual Service and Assessment Plan Update") for 2017 includes the 2017 assessment roll identifying the assessments on each parcel, based on the method of assessment set forth in the Service and Assessment Plan, as amended, and pursuant to this Annual Service Plan Update. Section 372.015 of the PID Act states that the governing body of the municipality shall apportion the cost of an improvement to be assessed against property in an improvement district, and the apportionment shall be made on the basis of special benefits accruing to the property because of the improvement.

On May 29, 2014 The Town Council authorized the issuance of combination tax and assessment revenue certificates of obligation, series 2014A, in the amount of \$4,170,000.00 for the authorized improvements within The Highlands Public Improvement District.

Update of the Service Plan

Schedule A shows the sources of funds for the Authorized Improvements and estimated costs to be incurred in connection with the issuance of the 2014 Series A Certificates of Obligation and the uses of these funds.

Schedule B contains the five year service plan that details the sources of funding and expenditures for PID. The schedule shows the activity that has occurred through August 2017 and outlines the anticipated activity from September 2017 through May 2019.

Schedule A
Sources and Uses of Funds
The Highlands Public Improvement District
(Cumulative as of August 31, 2017)

Sources of Funds:

Par Amount of Certificates	\$ 4,170,000
Net Original Issue Discount	(720)
Developer Contributions	7,862,709
Total Sources of Funds	<u>\$ 12,031,989</u>

Uses of Funds:

PID Improvements	
Waterline	\$ 890,000
Paving	4,901,078
Landscaping/Open Space	2,586,000
Utilities	1,612,203
Soft Cost	1,125,000
Contingency	653,428
Underwriter's Discount	49,515
Cost to Establish PID and Issuance Costs	214,765
Total Uses of Funds	<u>\$ 12,031,989</u>

Schedule B
Authorized Improvements
The Highlands Public Improvement District Sources & Usage of Funds
May 2014 - August 2017

	<u>Total</u>
<u>Sources of Funds:</u>	
Par Amount of Certificates	4,170,000
Net Original Issue Discount	(720)
Developer Contributions	<u>7,862,709</u>
Total Sources of Funds	<u><u>12,031,989</u></u>
 <u>Uses of Funds:</u>	
PID Improvements	
Waterline	890,000
Paving	4,901,078
Landscaping/Open Space	2,586,000
Utilities	1,612,203
Soft Cost	1,125,000
Contingency	653,428
Underwriter's Discount	49,515
Cost to Establish PID and Issuance Costs	<u>214,765</u>
Total Uses of Funds	<u><u>12,031,989</u></u>

Debt Service and Assessment Collections

The assessments imposed on any parcel may be paid in full at any time. If an assessment is not paid in full, the assessments are payable in 20 (twenty) annual installments. Each assessment installment is comprised of payment for principal and interest for the 2014 Series A Tax and Assessment Certificate of Obligation, maintenance and operation expenses, and administrative expenses.

The Highlands Public Improvement District
Tax Year 2017 Certified Assessment Roll
Fiscal Year 2018

entity	prop_id	owner	land_total_acres	Assessment To Collect
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	161073	RCM HIGHLANDS LP	263.905	219,392.11
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	669938	RCM HIGHLANDS LP	1.5	1,940.55
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	669939	ENGLISH, TONY R & TERESA L	1.09	1,410.13
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	669940	PROVIDENTIAL LAND DEVELOPMENT LP	1.09	1,410.13
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	669941	NOBLE CLASSIC HOMES INC	1.09	1,410.13
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	669942	ANDERSON MILLER INTERESTS LLC A TEXAS LIMITED LIABILITY CO DBA	1.09	1,410.13
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	669943	RCM HIGHLANDS LP	1.09	1,410.13
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	669944	INDEPENDENCE CUSTOM HOMES INC	1.09	1,410.13
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	669945	ANDERSON MILLER INTERESTS LLC A TEXAS LIMITED LIABILITY CO DBA	1.09	1,410.13
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	669946	TRAVIS, CLIFFORD WAYNE & CHRISTINE DAVIES	1.09	1,410.13
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	669947	NOBLE CLASSIC HOMES INC	1.09	1,410.13
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	669948	INDEPENDENCE CUSTOM HOMES INC	1.11	1,436.01
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	669949	INDEPENDENCE CUSTOM HOMES INC	1.03	1,332.51
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	669950	RCM HIGHLANDS LP	1	1,293.70
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	669951	RCM HIGHLANDS LP	1.02	1,319.57
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	669952	LOCKNAME, CODY & PAIGE	1.03	1,332.51
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	669953	GREEN, BRANDON & KRISTINA	1.24	1,604.19
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	669955	BUTLER, WILLIAM R & SADIE F	1.22	1,578.31
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	669956	TYLER, DAVID L & LINDA A	1.22	1,578.31
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	669957	RCM HIGHLANDS LP	1.29	1,668.87
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	669958	RCM HIGHLANDS LP	1.22	1,578.31
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	669959	RCM HIGHLANDS LP	1.59	2,056.98
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	669960	LAMBERT, JAMES & KATHRYN	1.27	1,643.00
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	669961	BRUGLER, MERCER L & DONNA J	1.05	1,358.39
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	669962	HUNKE, DANIEL & LAUREN	1.01	1,306.64
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	669963	RCM HIGHLANDS LP	1.01	1,306.64
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	669964	RCM HIGHLANDS LP	1.16	1,500.69
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	669965	RCM HIGHLANDS LP	1.19	1,539.50
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	669967	RCM HIGHLANDS LP	1.18	1,526.57
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	669968	RCM HIGHLANDS LP	1.01	1,306.64
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	669969	RCM HIGHLANDS LP	1.01	1,306.64
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	669970	RCM HIGHLANDS LP	1.01	1,306.64
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	669971	RCM HIGHLANDS LP	1.01	1,306.64
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	669972	RCM HIGHLANDS LP	1.14	1,474.82
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	669973	RCM HIGHLANDS LP	1.52	1,966.42
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	669974	RCM HIGHLANDS LP	1.16	1,500.69
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	669975	RCM HIGHLANDS LP	1.08	1,397.20
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	669976	RCM HIGHLANDS LP	1.14	1,474.82
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	669977	RCM HIGHLANDS LP	1.17	1,513.63
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	669978	RCM HIGHLANDS LP	1.17	1,513.63
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	669979	RCM HIGHLANDS LP	1.25	1,617.13
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	669980	RCM HIGHLANDS LP	1.16	1,500.69
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	669981	RCM HIGHLANDS LP	1.33	1,720.62
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	669982	RCM HIGHLANDS LP	1.05	1,358.39
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	669983	RCM HIGHLANDS LP	1.1	1,423.07
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	669984	RCM HIGHLANDS LP	1.09	1,410.13
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	669985	RCM HIGHLANDS LP	1.06	1,371.32
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	669986	RCM HIGHLANDS LP	1.29	1,668.87
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	669987	RCM HIGHLANDS LP	1.02	1,319.57
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	669988	RCM HIGHLANDS LP	1.13	1,461.88
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	669989	RCM HIGHLANDS LP	1	1,293.70
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	669990	RCM HIGHLANDS LP	1	1,293.70
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	669992	BOND, RHONDA G	1.02	1,319.57
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	669993	BONAR, SAMUEL A & CAROL A	1	1,293.70
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	669994	CAMPBELL, LESLI G	1	1,293.70
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	669995	INDEPENDENCE CUSTOM HOMES INC	1	1,293.70
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	669996	PROVIDENTIAL LAND DEVELOPMENT LP	1	1,293.70
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	669997	PROVIDENTIAL LAND DEVELOPMENT LP	1	1,293.70
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	669998	ANDERSON MILLER INTERESTS LLC A TEXAS LIMITED LIABILITY CO DBA	1	1,293.70
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	670000	RCM HIGHLANDS LP	1	1,293.70
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	670001	RCM HIGHLANDS LP	1	1,293.70
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	670002	RCM HIGHLANDS LP	1	1,293.70
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	670003	RCM HIGHLANDS LP	1	1,293.70
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	670004	BAILEY, DELINDA K & GARY LYNN	1	1,293.70
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	670005	RCM HIGHLANDS LP	1	1,293.70
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	670006	RCM HIGHLANDS LP	1	1,293.70
THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT	670007	RCM HIGHLANDS LP	1.02	1,319.57
			336.995	\$ 313,948.65

Memo

To: Honorable Mayor and Town Council

From: Drew Corn, Town Administrator

CC: Shirley Rogers, Town Secretary
Karen Bolyard, Finance Director

Date: September 7, 2017

Re: Northlake Tax Increment Reinvestment Zone No. 1 (Canyon Falls) FY 2017-2018
Budget Adoption

On December 10, 2015, the Council held a public hearing for the creation of a tax increment reinvestment zone (TIRZ) within Canyon Falls and created the zone at the same meeting. The TIRZ uses a portion of the Town's ad valorem tax rate (\$0.0909 of the Town's \$0.295) from taxes paid within the Canyon Falls development to reimburse the developer for an enhanced trail system and fund an off-ramp from I35W to Cleveland-Gibbs Road. The total project costs are estimated at \$6,100,000: \$4,040,000 for the trail; \$1,310,000 for the off-ramp; and \$750,000 for administration.

The finance plan reimburses the developer for the trail system improvements over a term of 25 years. The finance plan also reimburses the Town for the off-ramp and administration costs.

Each year the Council must adopt the TIRZ budget. The TIRZ board, which is also the Town Council, recommended approval of the TIRZ budget at their June 8, 2017 board meeting. Because the Town is the only taxing entity participating in the TIRZ, the TIRZ is known as a single-entity TIRZ and the Town Council may appoint itself as the board. This arrangement was recommended due to the limited scope of projects, no participation by other taxing entities, and no debt issuance by the TIRZ.

Please contact me at 940.242.5701 if you have any questions or comments.

**TOWN OF NORTHLAKE, TEXAS
ORDINANCE NO. 17-0907_**

**AN ORDINANCE OF THE TOWN OF NORTHLAKE, TEXAS ADOPTING A FISCAL YEAR 2018
ANNUAL BUDGET FOR TAX INCREMENT REINVESTMENT ZONE NUMBER ONE, TOWN OF
NORTHLAKE, TEXAS; AND PROVIDING AN EFFECTIVE DATE**

WHEREAS, on December 10, 2015, the Town Council of the Town Of Northlake, Texas (the "Town") held a public hearing on the creation of Tax Increment Reinvestment Zone Number One, Town of Northlake, Texas (the "Zone"), at which a preliminary Project and Financing Plan for the Zone was presented;

WHEREAS, on December 10, 2015, the Town Council created a Tax Increment Financing Reinvestment Zone to be entitled "Tax Increment Reinvestment Zone Number One, Town of Northlake, Texas;"

WHEREAS, on January 14, 2016, this Board of Directors of the Tax Increment Reinvestment Zone Number One, Town of Northlake, Texas approved the Project and Financing Plan and found and determined that the projects set forth in the Project and Financing Plan provide infrastructure and facilities that enhance and promote the development and redevelopment of the Zone and enhance property values in the Zone;

WHEREAS, on June 8, 2017 the Board of Directors of Tax Increment Reinvestment Zone Number One, Town of Northlake, Texas approved Resolution TIRZ No. 1-02 which approved the proposed Fiscal Year 2018 Annual Budget for Tax Increment Reinvestment Zone Number One, Town of Northlake, Texas; and

WHEREAS, the Town Council has reviewed the proposed Fiscal Year 2018 Annual Budget for Tax Increment Reinvestment Zone Number One, Town of Northlake, Texas as approved by the Board of Directors and has determined that the proposed budget should be approved.

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

SECTION 1

The Town Council finds that all matters stated in the preamble of this ordinance are true and correct and are incorporated into the body of this ordinance.

SECTION 2

The Fiscal Year 2018 Annual Budget for the Tax Increment Reinvestment Zone Number One, Town of Northlake, Texas (attached hereto as Exhibit A) in the form and substance attached hereto and incorporated herein, is hereby approved.

SECTION 3

This ordinance is effective on the date of passage.

PASSED AND APPROVED on this 7th day of September, 2017

TOWN OF NORTHLAKE, TEXAS

Peter Dewing, Mayor

ATTEST:

Shirley Rogers, Town Secretary

EXHIBIT A

Fiscal Year 2017 Annual Budget



EXHIBIT A

Town of Northlake

TAX INCREMENT REINVESTMENT ZONE #1

Fund: 451	FY 2015 Actual	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Actual As of 6/30	FY 2017 Revised Budget	FY 2018 Proposed Budget
BEGINNING FUND BALANCE:	-	-	-	-	-	-
REVENUES:						
Ad Valorem Taxes	-	-	43,632	36,896	36,896	73,451
Transfers	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-
TOTAL REVENUE:	-	-	43,632	36,896	36,896	73,451
EXPENSES:						
Payroll & Benefits	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Maintenance	-	-	48,900	-	6,896	43,451
Utilities	-	-	-	-	-	-
Services	-	1,385	30,000	16,922	30,000	30,000
Capital Outlay	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENSES:	-	1,385	78,900	16,922	36,896	73,451
REV OVER/(UNDER) EXP	-	(1,385)	(35,268)	19,973	-	-
ENDING FUND BALANCE	-	(1,385)	(35,268)	19,973	-	-

TOWN OF NORTHLAKE, TEXAS

ORDINANCE NO. 17-0907_

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF NORTHLAKE, TEXAS,
PROVIDING FOR A RESIDENTIAL HOMESTEAD AD VALOREM (PROPERTY) TAX
EXEMPTION; PROVIDING A SAVINGS/REPEALING CLAUSE, SEVERABILITY CLAUSE, AND
AN EFFECTIVE DATE.**

WHEREAS, the Town of Northlake, Texas (the "Town") is a Type A general law municipality located in Denton County, Texas created in accordance with the provisions of Chapter 6 of the Texas Local Government Code and operating pursuant to the enabling legislation of the State of Texas; and

WHEREAS, Section 11.13(n) of the Texas Tax Code authorizes the Town to adopt an exemption from taxation of a portion of the appraised value of an individual's residence homestead located within the Town; and

WHEREAS, the Town Council has determined that it would be advantageous and beneficial to Town residents to adopt the residential homestead ad valorem (property) tax exemption in accordance with Section 11.13(n) of the Texas Tax Code, as set forth below.

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

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

SECTION 2: Adoption of Residential Homestead Ad Valorem (Property) Tax Exemption. In addition to any other exemption provided by Texas law or Town ordinance, the owner of a residence homestead shall be entitled to an exemption from Town ad valorem taxation in an amount equal to the greater of five thousand dollars (\$5,000) or __ percent (__%) of the appraised value of the residence homestead, subject to the limitations set forth in Texas law, including Section 11.13(n) of the Texas Tax Code, as it exists or may be amended. The exemption shall be granted to any such residential homestead and the improvements qualifying for same as provided by law.

SECTION 3: Effective Date of Exemption. The exemption set forth in Section 2 of this Ordinance shall become effective beginning with the 2018 tax year, and shall remain effective for each successive tax year until otherwise amended or repealed by the Town Council or other appropriate authority.

SECTION 4: Savings/Repealing. All provisions of any ordinance in conflict with this Ordinance are hereby repealed, but such repeal shall not abate any pending prosecution for violation of the repealed ordinance, nor shall the repeal prevent prosecution from being commenced for any violation occurring prior to the repeal of the ordinance. Any remaining portions of conflicting ordinances shall remain in full force and effect.

SECTION 5: Severability. Should any section, subsection, sentence, clause or phrase of this Ordinance be declared unconstitutional and/or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Ordinance shall remain in full force and effect. The Town

Council hereby declares that it would have passed this Ordinance, and each section, subsection, clause or phrase thereof, regardless of whether any one or more sections, subsections, sentences, clauses or phrases is declared unconstitutional and/or invalid.

SECTION 6: Effective Date. This Ordinance shall become effective immediately upon its passage.

DULY PASSED AND APPROVED BY THE TOWN COUNCIL OF THE TOWN OF NORTHLAKE, TEXAS on this 7th day of September, 2017.

TOWN OF NORTHLAKE, TEXAS

Peter Dewing, Mayor

**ATTESTED TO AND CORRECTLY
RECORDED BY:**

APPROVED AS TO FORM:

Shirley Rogers, Town Secretary

Ashley Dierker, Town Attorney

TOWN OF NORTHLAKE, TEXAS

ORDINANCE NO. 17-0907_

AN ORDINANCE OF THE TOWN OF NORTHLAKE, TEXAS, AMENDING ORDINANCE NO. 90-0809 (SECTION F), INCREASING THE EXEMPTION TO AD VALOREM PROPERTY TAXES FOR RESIDENCE HOMESTEADS OF ELDERLY AND DISABLED INDIVIDUALS IN THE TOWN OF NORTHLAKE; PROVIDING FOR AN EFFECTIVE DATE OF THE EXEMPTION; PROVIDING FOR REPEALING, SAVINGS AND SEVERABILITY CLAUSES; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Northlake, Texas (the “Town”) is a Type A general law municipality located in Denton County, Texas created in accordance with the provisions of Chapter 6 of the Texas Local Government Code and operating pursuant to the enabling legislation of the State of Texas; and

WHEREAS, the Town Council of the Town of Northlake, Texas (“Town”) has determined that it will be advantageous and beneficial to Town residents to amend Ordinance No. 90-0809 (Section F), increasing the exemption to ad valorem property taxes for residence homesteads of elderly and disabled individuals in Town as set forth below; and

WHEREAS, the Texas Property Tax Code Section 11.13(d) authorizes the Town Council of Town (“Council”) to establish and/or increase exemptions to ad valorem property taxes for residence homesteads of elderly and disabled individuals; and

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

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

SECTION 2: Increase of exemption to ad valorem property taxes for residence homesteads of elderly and disabled individuals. The exemption to ad valorem property taxes imposed by Town on the residence homesteads of elderly and disabled individuals is hereby increased to the amount of _____ and No/100 Dollars (\$_____). A person may not receive an exemption for more than one residence homestead, no matter where located, in the same year. The exemption shall be granted to any such residential homestead and the improvements qualifying for same as provided by law.

SECTION 3: Effective Date of Exemption. This exemption shall become effective beginning with the 2017 tax year, and shall remain effective for each successive tax year until otherwise amended or repealed by the Town Council or other appropriate authority.

SECTION 4: Savings/Repealing Clause. Ordinance No. 90-0809 shall remain in full force and effect, save and except as amended by this or any other ordinance. All provisions of any ordinance in conflict with this Ordinance are hereby repealed to the extent they are in conflict; but such repeal shall not abate any pending prosecution for violation of the repealed ordinance, nor shall the repeal prevent a prosecution from being commenced for any violation if occurring prior to the repeal of the ordinance. Any remaining portions of said ordinances shall remain in full force and effect.

SECTION 5: Severability. Should any section, subsection, sentence, clause or phrase of this Ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Ordinance shall remain in full force and effect. Northlake hereby declares that it would have passed this Ordinance, and each section, subsection, clause or phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional or invalid.

SECTION 6: Effective Date. This Ordinance shall become effective upon its passage.

DULY PASSED AND APPROVED BY THE TOWN COUNCIL OF THE TOWN OF NORTHLAKE, TEXAS on this 7th day of September, 2017.

TOWN OF NORTHLAKE, TEXAS

Peter Dewing, Mayor

ATTEST TO:

APPROVED AS TO FORM:

Shirley Rogers, Town Secretary

Ashley Dierker, Town Attorney

Memo

To: Honorable Mayor and Town Council

From: Drew Corn, Town Administrator

CC: Shirley Rogers, Town Secretary
Karen Bolyard, Finance Director

Date: September 7, 2017

Re: Adoption of 2017-2018 Proposed Budget and 2016-2017 Revised Budget

The 2017-2018 Proposed Budget is based on continuing the 29.5¢ tax rate. The same rate since last increased in 1997. The proposed budget document was filed with the Town Secretary and was made available online at the Town website www.town.northlake.tx.us on July 28, 2017.

The 2016-2017 Revised and 2017-2018 Proposed Annual Operating Budgets are as follows:

<u>Fund Title</u>	<u>FY 2017 Revised</u>	<u>FY 2018 Proposed</u>
General Fund	\$3,825,351	\$4,039,714
Capital Projects Fund	\$2,800,000	\$5,200,000
Debt Service Fund	\$662,060	\$556,937
Other Special Revenue Funds	\$76,015	\$40,735
Hotel Occupancy Tax Fund	\$90,704	\$91,930
Economic Development Corporation	\$410,924	\$228,525
Community Development Corporation	\$410,925	\$228,525
Utility Fund	\$2,786,743	\$3,334,578
Utility Impact Fees Fund	\$162,422	\$1,505,010
Utility Capital Projects Fund	\$25,882	\$30,881
Equipment Services Fund	\$532,207	\$230,000
Building Services Fund	\$145,460	\$545,460
Information Technology Services Fund	\$0	\$183,700
PID #1 (Harvest)	\$309,900	\$501,050
PID #2 (The Highlands)	\$297,437	\$302,499
TIRZ #1 (Canyon Falls)	\$36,896	\$73,451

The Economic and Community Development Corporation Board meetings were held on August 17, 2017 at 5:30 pm and 6:30 pm at which the Boards reviewed the operating budgets for the Corporations and made recommendations to Council to approve the respective proposed budgets.

September 7, 2017

Adoption of 2017-2018 Proposed Budget and 2016-2017 Revised Budget

Page 2 of 2

The notice of public hearing for the 2017-2018 Annual Budget was published in the Denton Record Chronicle newspaper on August 13, 2017 in accordance with State law. The public hearing was held during the Town Council meeting, August 24, 2017. All necessary notices, publications and hearings have been completed in compliance with State law.

Please contact me at 940.242.5701 if you have any questions or comments.

**TOWN OF NORTHLAKE, TEXAS
ORDINANCE NO. 17-0907_**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF NORTHLAKE, TEXAS,
APPROVING AND ADOPTING A BUDGET FOR THE TOWN FOR THE FISCAL YEAR OCTOBER
1, 2017 THROUGH SEPTEMBER 30, 2018; PROVIDING THAT EXPENDITURES FOR SAID
FISCAL YEAR SHALL BE MADE IN ACCORDANCE WITH SAID BUDGET; AND DECLARING
AN EFFECTIVE DATE.**

WHEREAS, the Town Council of the Town of Northlake, Texas has held multiple work sessions on the budget for the Town of Northlake, Texas for the fiscal year 2017-2018; and

WHEREAS, the Northlake Tax Increment Reinvestment Zone No. 1 (Canyon Falls) recommended the proposed budget for approval at the June 8, 2017 TIRZ Board meeting; and

WHEREAS, the Northlake Economic Development Corporation and the Northlake Community Development Corporation Boards reviewed the respective budgets on August 17, 2017; and

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

WHEREAS, the Town Council held its public hearing on the budget on August 24, 2017; and

WHEREAS, the Northlake Public Improvement Districts No. 1 (Harvest) and The Highlands Public Improvement District (PID No. 2) held public hearings on the budgets on September 7, 2017; and

WHEREAS, the Town Council, upon full consideration of the matter, is of the opinion that the budgets hereinafter set forth is proper, is in the best interest of the health, safety, and general welfare of the citizens of the Town of Northlake, and should be adopted;

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

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

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

Section 3. That the budget shall be filed with the municipal clerk; a copy of budget, including the cover page, shall be posted on the Town's official website; and the record vote of each member voting on the adoption of the budget shall be posted on the Town's official website.

Section 4. That the necessity for making and approving a budget for the fiscal year, as required by the laws of the State of Texas, require that this Ordinance shall take effect immediately from and after its passage, as the law in such case provides.

DULY PASSED AND APPROVED by the Town Council of the Town of Northlake, Texas this **7th day of September, 2017**

Town of Northlake, Texas

Peter Dewing, Mayor

Attest:

Shirley Rogers, Town Secretary



Building on Success Investing in the Future

Town of Northlake

2017-2018 Annual Budget



Town of Northlake

Proposed Budget For Fiscal Year Starting October 1, 2017

This budget will raise more total property taxes than last year's budget by \$270,708 or 23.3%, and of that amount \$245,573 is a revenue increase from new property added to tax roll this year.

Town Council

Peter Dewing, Mayor

Mike McBride, Mayor Pro Tem

Michael Ganz

Roger Sessions

Danny Simpson

Jean Young

Drew Corn, Town Administrator

Karen Bolyard, Finance Director

www.town.northlake.tx.us

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August 24, 2017

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

The Town of Northlake budget for the fiscal year 2017/2018 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 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 Town services and provide the resources to fund these new needs. Expansion of necessary water and sewer infrastructure and reconstruction and improvement to existing infrastructure will be required to keep up with growth and meet expectations of residents.

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, Wesco Aircraft, Hempel, Allen Distribution and Lab Supply. 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 housing prices.

In multiple surveys of residents and in many conversations with residents, the desire for restaurants and shopping in the area is great. With the addition of employers and their workforce, and of new housing in Northlake and the surrounding area, some quick-serve restaurants have located in Northlake. Rosa's Café was the first followed by Sonic. IHOP and Popeye's, currently in the planning stages, are soon to follow. Although a grocery store is still a few years off, convenience stores have popped up, most recently Quik Trip. Two 7-Eleven stores are locating in Northlake one at State Highway 114 at Dale Earnhardt Way in the south part of Town and the other at Farm-to-Market 407 in the north.

In addition to the increase in market values of housing, new homes and buildings have increased property values in Northlake. Residential property values have increased 64%. Almost two-thirds of this increase is from new construction. The remainder of the increases are due to increases in market value. Sales tax revenues have decreased from last year. However, part of the increases in FY 2017 were one-time sales tax on construction related material for the

Northport 35 and Farmer Brothers projects. A stabilization in sales tax revenues is expected but at much higher levels than in the past. 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 in the proposed FY 2018, the Town has increased staffing primarily in police and public works. This trend is proposed to continue with the addition of four positions; administrative assistants in Police and Public Works and inspectors in Public Works and Development Services. The administrative assistants will assist with reporting to State and federal regulatory agencies. In Police, the assistant will also fulfill open records requests, primarily accident reports, and in Public Works, the assistant will manage the work order system insuring tasks, personnel and materials are properly assigned. The public works infrastructure inspector and development services code compliance coordinator are specialized positions that will ensure developer-built infrastructure meets Town standards and existing and proposed activities and uses meet Town codes.

In the FY 2017 proposed budget, Northlake returned to investing in road infrastructure. The last major investment was in 2005 when the Town issued \$1,900,000 in debt to improve Florance Road, Holder Road, Evelyn Road, 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 recent 2016 Series debt totals \$6,700,000 in certificates of obligation to finance the paving of portions of Cleveland-Gibbs Road, Sam Lee Lane, and repaving of Florance Road. Similar to the previous debt issuance, the 2016 debt is being financed by the additional taxable value added from new development, in this case primarily Canyon Falls.

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. Prairie View Farms brought a water line from FM 407 up Faught Road and Stardust Ranch brought 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 27.96 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.

As the Town's financial plan for FY 2017-2018, the budget illustrates appropriations and projected revenues. This budget is also intended to document for 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 2017/2018 as ratified by the Town Council during the Budget Work Session on May 11, 2017.

- 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 \$485,648,798 in 2016, to \$623,274,169 in 2017. After exemptions, losses and caps, the taxable value is projected to increase from \$382,188,447 in 2016 to \$470,440,045 in 2017. Applying the proposed tax rate of 29.5¢ per \$100 valuation, property taxes revenues are \$1,399,204 an approximately 20 percent increase from property tax revenue last fiscal year. Of this amount \$556,935 will be dedicated to debt service and the remaining \$842,269 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 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 decrease 6.8% over last year which is below 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 and building inspections will increase proportionally with new development and construction which is reviewed and inspected to meet the Town's high standards.

The general themes of this year's proposed service enhancements are to protect Northlake's future and existing infrastructure and built environment through staff specialization that will further efficiency and productivity, and to navigate the increasingly complex regulatory environment with administrative assistance. From the Town's financial resources: the proposed budget will allow the Town to fund service enhancements, continue to fund maintenance, operations and debt service, and maintain General Fund reserves of approximately \$1,500,000. The proposed fund reserve level surpasses the Town policy of three months of operational expenses by two months.

The proposed service enhancements are as follows:

- Maintain current tax rate of 29.5 cents per \$100 value while supporting debt service and current service levels
- 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
- Microseal Schober and Bingham roads to extend their useful life
- Implement a tiered salary increase ranging from 3% - 4%
- Reduce service retirement from 25 years to 20 years
- Provide an education incentive for post-secondary degrees
- Add two administrative assistant positions in Police and Public Works to assist in State and federal regulations and process open record requests and manage work order system, respectively
- Create two positions in Public Works and Development Services for infrastructure inspection and code compliance
- Finish out Town Hall lease space with move in summer of 2018
- Continue contract with flow monitoring services for maintenance of Town sewer system
- Purchase police and public works replacement vehicles and new vehicle for new code enforcement position
- Fund approximately \$30,000 in enhancements for officer safety, traffic enforcement and criminal investigations
- Begin design of Phase 3 of the northern pressure plain and Phase 1 of the southern pressure plain including ground storage, pumps and elevated tanks

Maintaining one of the lowest tax rates in Denton County, which has one of the lowest county tax rates 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. As mentioned previously, the Town of Northlake has a long history of using increased tax base to invest back into the Town. This budget is no different and continued investment avoids potential infrastructure failure in the future.

Retaining and recruiting qualified and capable employees is difficult in the competitive North Texas region especially for a small community. Although a range, the proposed pay raise will

average about 3% which is the federal cost-of-living adjustment. 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 and by contract for the Harvest community and the City of Draper, in addition to traffic enforcement of Town, County and State roads including almost five miles of Interstate 35W. With a force of 13 licensed peace officers, administrative duties have increased particularly in meeting the reporting requirements of State and federal regulatory agencies. An administrative assistant position will assist the Police Chief in reporting and will also assist in fulfilling over 300 open records request per year which are currently handled by one of three sergeants on staff.

Last year's budget added a detective position. To increase the productivity and efficiency of the detective requests for a rugged laptop, evidence camera and evidence tracking software are being proposed. For traffic enforcement, Police requests two replacement LIDAR (light detection and ranging) devices for vehicle speed detection and three spike strips to stop vehicles. Finally for officer safety additional weapons and protective gear are requested.

The Town of Northlake has two active major developments in Harvest and Canyon Falls and four active rural estate developments in The Highlands, Prairie View, Stardust Ranch and Creek Meadows. In addition, two future developments of Heritage Field and Pecan Square will start in the next few years. As development accelerates, the need for thorough and consistent infrastructure inspections increases. A dedicated infrastructure inspection position will serve a single voice for Public Works and single point of contact for developers. Timely inspections are crucial for proper oversight of developer construction to ensure Town standards and requirements are met prior to a water line being buried or concrete road section being poured.

Over the last ten years, Public Works has grown from two positions to ten in order to operate and maintain the Town's growing water, sewer and road system. As with Police, Public Works must also meet and track numerous State and federal regulations. In addition, with all the various tasks and assignments, Public Works has implemented a work order system that tracks projects, maintenance, assigned personnel and inventory. To assist with regulatory compliance and manage the work order system, Public Works requests an administrative assistant position.

Although much of Northlake development occurred in the last five years, many areas were built ten years to twenty years ago. As buildings and properties age, a tendency for decreased owner attention to maintenance occurs. Currently, the Town contracts with a code enforcement contractor but proposes hiring a full-time position to enforce Town codes. This position will also review plans for adherence to basic zoning requirements for new buildings as well as to landscape, fence, and sign standards.

In the late Eighties when the neighborhoods of Brian's Place and Northlake Country Estates were developed, the Town had much lower standards. The developers of these two neighborhoods were allowed to install gravel for Bingham and Schober roads. Over the years with the help of all Northlake taxpayers, the Town taxpayers have been able to pave these two roads. In 1997, the Town adopted much stricter development requirements so that developments along State Highway 114 and North Ridge Estates were required to install concrete roads. However, to extend the life of Bingham and Schober roads, a request to microseal these roads is included in the proposed budget.

For a small town, Northlake has a vastly expanding water system with over one water meter installed per day. There are over 1,000 water connections in Northlake and to provide safe, reliable water to each customer Northlake must expand its pumping and storage capacity. The southern area of Northlake benefits from being on the low end of the City of Fort Worth's water system and currently receives water at adequate pressure. However, with the development of north Fort Worth this latent pressure will not last forever. It is incumbent on the Town to begin design of storage and pressurization facilities. The northern area of Northlake entered the water distribution business with the addition of pumps and ground storage located at Town Hall as funded by the Belmont Fresh Water Supply District. Belmont FWSD which is now called Harvest designed and constructed Phases 1 and 2 of the northern system. Because of the development of The Highlands, Prairie View, Stardust Ranch and Creek Meadow and the future development of Heritage Field and Pecan Square, the Town has decided to take the lead in the design and construction of Phase 3 for the benefit of all customers. Belmont FWSD will still proportionally participate in the cost of Phase 3 but with the Town in the lead. The initial budget estimates for these two design efforts are \$600,000 each and will be funded from water impact fees.

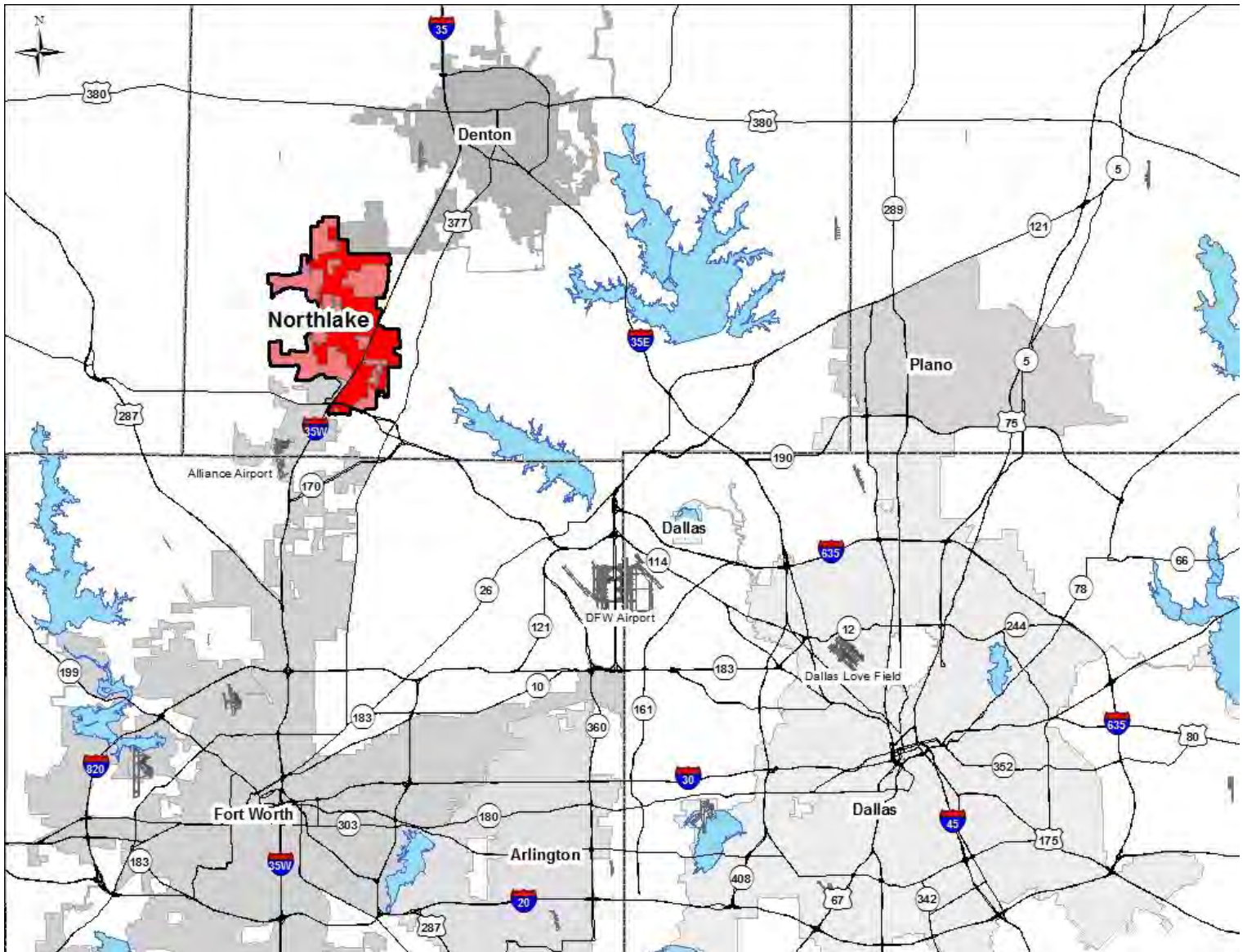
In summary, the Fiscal Year 2017/2018 budget reflects the budget principles. It serves as an operating guide for management staff and presents the Town's financial plan, illustrating anticipated appropriations and projected revenues by which programs are funded. With the growth in property tax revenue due to new construction, the stabilization of sales tax revenue and the anticipated growth in 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

Regional Map



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 13 full time Police Officers.

Council Budget Principles FY 2016/2017 Revised Budget

Maintain Fiscal Responsibility While Investing in Town Resources and Assets

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 transferred to the building fund in anticipation of lease space finish out costs and support debt service for Series 2016 Certificates of Obligation.

Ensure Sustainable Development through Strategic Planning

FY 2017 witnessed 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 determined the amount of road impact fees the Town will charge for developments' impact on the road system. The Comp Plan (Northlake Pathway 2040) serves as a guide to property owners and developers on the Town's vision and expectations of future development. The Comp Plan update continues 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, Allen Distribution, Hempel and Lab Supply, restaurants of Rosa's Café and Sonic Drive-in, Popeye's and IHOP, hotels of Home 2 Suites, StayBridge Suites and Holiday Inn Express, and residential single family and multifamily development show the diversity of Northlake's tax base. Hillwood's purchase of 260 acres off I-35W additional warehouse and commercial development in FY 2017 will continue this trend.

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

The Town maintained gravel and asphalt roads in FY 2017 but hope to repave Florance Road from FM 407 to Strader by the end of the fiscal year. The paving of Cleveland-Gibbs Road (from FM 407 to FM 1171) and Sam Lee Lane had been delayed due to right-of-way acquisition and problematic sewer and drainage issues. With the complete repaving of Florance Road from FM 407 and Strader Road, additional funds can be dedicated to maintain the remaining gravel and asphalt 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 a 16-inch line will be built parallel to Florance Road. The Florance Road line was built by the developer of Stardust Ranch Estates with participation from Upper Trinity Regional Water District. The permanent pump station serving Canyon Falls was still under design and review in FY 2017 with hopes to begin construction in FY 2018 and will be funded by the Canyon Falls Water Control and Improvement District.

Recruit, Retain and Train Highly Qualified Personnel

The 2015 salary survey 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.

Enhance External and Internal Capabilities with Appropriate Staffing and Facilities

With the addition of a detective, investigations are now carried out by this dedicated position. Before the addition of the detective, investigation of alleged crimes was handled by the officer on scene and was investigated by the officer while on shift and not engaged in patrol activities. Now crucial evidence and interviews are timely and officers can focus on patrol activities. An additional sergeant was added in FY 2017 to provide oversight and backup for front-line officers on an almost 24-hour basis.

With the addition of a crew leader in FY 2017, crews can work on multiple projects simultaneously, and tackle more complex activities. Additional infrastructure add to the complexity and activity of the public works and increase the amount of State and federal regulations due to the growth of the system. Also added in FY 2017 was the Utility Technician position who performs the numerous daily, weekly and monthly tests and reports required by regulatory agencies and will perform routine preventive maintenance of these systems.

The Town Council finalized a lease agreement for office space on the north side of FM 407 at the entrance of the Harvest neighborhood. The lease is 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 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 purchased body cameras for officer use. The body cameras integrate with the patrol cars' dashcams and all videos are uploaded. Two patrol cars were replaced due to excessive use and mileage with new vehicles: a Chevy Tahoe patrol vehicle and a Ford Interceptor for traffic enforcement.

Public Works was 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 was purchased to maintain the Town's growing yet aging sanitary sewer system. The Town has been fortunate that the City of Roanoke lent their equipment to Northlake and that their equipment was available. Public Works also purchased testing and analyzing equipment to monitor the Town's water and sewer systems for reporting and ensuring optimal operational performance.

Council Budget Principles FY 2017/2018 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 construction 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

With the completion of the Master Thoroughfare Plan (MTP) and the Comprehensive Land Use Plan Update in FY 2017, Northlake began the Water and Sewer Impact Fee Study. The study begins with land use assumptions as determined by the Capital Improvement Advisory Committee made up of Northlake residents. The land use assumptions determine the proposed capital improvement plan which calculates the impact fees. The 2016 Comp Plan Update built on and improved the comp plans of 2002 and 2009 especially in preserving the rural core of the Town. Past water and sewer system master plans had too much infrastructure in the rural areas of Town. Town Council provided clear direction for the upcoming impact fee study that the rural core should have minimal water and sewer infrastructure because the rural lifestyle is associated with septic systems, well water and open drainage ditches.

Attract and Retain Various Business Types for Diverse Future Tax Base

With only 60,000 square feet of leasable space remaining of the almost 1,000,000 square feet Northport 35 business park, Northlake anticipates the beginning of construction of the over 2,500,000 million square feet in warehouse space in the Alliance Northport development at the corner of Dale Earnhardt Way and Interstate 35W. At State Highway 114 east of I35W plans for 10,000 and 17,000 square feet of retail space are being reviewed on the north and south side of SH 114, respectively. There are a number of available tracts ready for development in this area. Town economic development efforts in FY 2018 will focus on assisting commercial developers in finding tenants for their available buildings and properties.

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

The Town will continue to maintain gravel and asphalt roads in FY 2018 but with the capital improvement program some gravel roads will be paved as asphalt and concrete. Florance Road reconstruction project will begin in September 2017 and completed in six to nine months depending on weather and other factors. Projected start date for Cleveland-Gibbs and Sam Lee paving is anticipated to begin in FY 2018. Also, proposed for FY 2018 is the micro-seal of Schober and Bingham Roads. These roads were originally gravel and over the years the Town has been able to improve the surface first by chip-sealing then with an asphalt overlay. To prolong the life of the road, the Town will seal the asphalt surface to protect from water infiltration.

Design of Phase III of the Town Hall water plant will begin in FY 2018 with funds coming from impact fees and participation of 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. Design of water storage and pumping capacity in the I35W/SH 114 area will also begin in FY 2018 with the potential addition of an elevated storage tank, ground storage tanks and pump station. A majority of Northlake businesses and residents reside in this area and these crucial improvements are needed for fire safety and economic vitality.

Recruit, Retain and Train Highly Qualified Personnel

Without a salary survey to understand where Northlake salaries rank in the market, the Town will provide a cost-of-living allocation in line with the federal increase. Compensation will be increased in a tiered approach: employees at minimum to midpoint will receive a 4% increase; and employees between midpoint and maximum of their salary range will receive a 3% increase. The increase will keep employee compensation competitive with other area municipalities but still moderately below the market average. In FY 2018, the Town will conduct a salary survey to determine where our salary ranges compare with other area municipalities. To recruit and retain, employees with post-secondary degrees, the Town proposes offering an annual incentive ranging from \$750 for an Associates to \$1,250 for a Masters degree.

Enhance External and Internal Capabilities with Appropriate Staffing and Facilities

In the FY 2017 budget, the Northlake Police Department added a detective so investigations can be carried out by a dedicated position and an additional sergeant to provide oversight and backup for front-line officers on an almost 24-hour basis. For FY 2018, Police proposes adding an administrative assistant to assist the chief and sergeants with a number of administrative tasks including processing over 300 open record requests annually and submitting the annual use-of-force and racial profiling reports required by State and federal regulatory agencies. The assistant position will be a non-peace officer but will assist the 13 licensed peace officers in the Northlake police force.

Developer-built public infrastructure has accelerated and the need for proper inspection has increased proportionally. A proposed infrastructure inspector position will allow for one point of contact and one voice for Public Works in inspecting the work of contractors building public infrastructure. In addition, a proposed Administrative Assistant position will assist the director and crew leaders in managing the work order system. Over 60 work orders per week are processed to track work-hours, assets, accounts and supplies. The assistant will also keep an inventory of supplies and replenish as necessary. The assistant will also assist the department with the numerous reports and compliance tests for State and federal regulatory agencies.

Development Services processes building permits ranging from fence to commercial building, plats, zoning change requests as well as oversee economic development activity. Reviews of permits, plats and zoning funnel through one person, the director. A proposed Code Compliance Coordinator position will assist the director in the reviewing submissions for basic zoning requirements and will also inspect for compliance to zoning in the field.

The Town finalized a lease agreement for office space on the north side of FM 407 at the entrance of Harvest. Town staff has completed floor layout and selected finish out materials. FY 2018 will see the purchase of furniture, fixtures and equipment including an audio and visual system for council chambers and court room. Move in date for the lease space is projected to be late summer of 2018.

Utilize Equipment and Technology to Increase Productivity and Efficiency

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. Similar models were purchased in FY 2017 and the department has been pleased so far with their performance. A number of smaller equipment purchases are requested to assist the detective in criminal investigations and to enhance traffic enforcement and officer safety including an evidence camera, evidence tracking software, replacement LIDAR, spike strips and additional Toughbook laptops.

In the past, Public Works has used decommissioned police vehicles for transportation. These older high-mileage vehicles, while a great stop-gap measure, are well beyond their useful life and are becoming unreliable and costly to maintained. Two replacement vehicles, Ford F-150, are proposed for Public Works in FY 2018 to replace the former police Chevy Tahoes. A new addition to the Town fleet will be a Ford F-150 or smaller model for the Code Compliance Coordinator as this position inspects code and zoning violations throughout the Town.

Public Works will also continue the testing and analyzing service started in FY 2017 in FY 2018 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

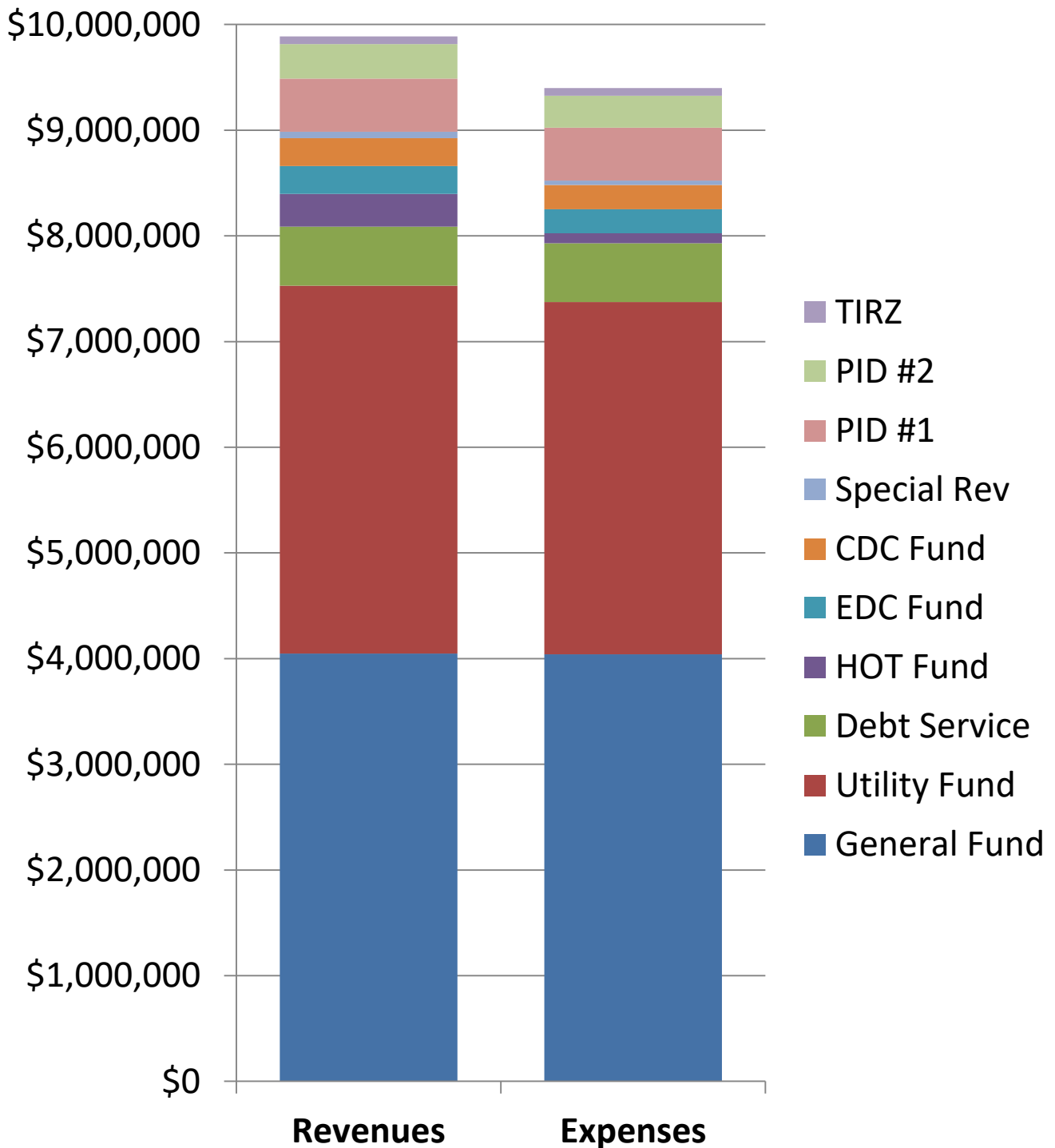
The Proprietary Funds are for ongoing organizations and activities that are similar to those often found in the private sector. These funds include:

- 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. Information Technology Fund accounts for services and computer replacement.

Town of Northlake

All Funds Summary



TOWN OF NORTHLAKE

			Certified 2017 Tax Year
Property Tax Summary			
<u>Net Taxable Value:</u>	M&O	I&S	TOTAL
Total Certified Value as of July 18, 2017			\$ 623,274,169
Less Exemptions:			
Disabled Veteran			\$ (146,500)
Over 65			\$ (673,300)
Homestead Cap			\$ (3,727,142)
Less Value Losses:			
Agricultural Productivity			\$ (91,085,957)
Non-profit Organization			\$ (4,751,239)
Personal Property Nominal Inventory			\$ -
Freeport Inventory			\$ (26,708,287)
Tax Abatements			\$ (25,741,699)
Total Reduction to Values			<u>\$ (152,834,124)</u>
 Estimated ARB Minimum Values			 \$ 28,765,116
 Net Taxable Value			 <u><u>\$ 499,205,161</u></u>
 <u>Estimated TIRZ Captured Appraised Value:</u>			
Estimated Net Taxable Value			\$ 86,353,981
Less: TIRZ #1 Base Value			\$ (5,549,784)
 Net Taxable Value For TIRZ 1			 <u><u>\$ 80,804,197</u></u>
 <u>Estimated Property Tax Collections:</u>			
Estimated Net Taxable Value			\$ 499,205,161
Less: TIRZ #1 Captured Value (30.8%)			\$ (24,898,649)
 Net Taxable Values			 <u><u>\$ 474,306,512</u></u>
 <u>Total Estimated Tax Revenue:</u>	\$ 842,269	\$ 556,935	\$ 1,399,204
 <u>Proposed Tax Rate per \$100 Valuation</u>	\$ 0.1776	\$ 0.1174	\$ 0.295
 Percent of Tax Rate	60.2%	39.8%	100.0%



Town of Northlake
GENERAL FUND

Fund:	100	FY 2015	FY 2016	FY 2017	FY 2017	FY 2017	FY 2018
		Actual	Actual	Original Budget	Actual As of 6/30	Revised Budget	Proposed Budget
BEGINNING FUND BALANCE:		940,481	1,478,315	1,510,410	1,510,410	1,510,410	1,597,842
REVENUES:							
Court Fines		671,848	601,110	625,000	460,469	600,000	600,000
Sales/Beverage Tax		457,100	679,648	400,000	496,904	600,000	480,000
Ad Valorem Taxes		531,191	693,972	725,000	725,183	725,000	842,210
Permits and Registrations		23,529	31,452	15,950	24,222	45,105	21,450
Franchise Fees		244,696	257,563	285,000	130,983	285,000	311,000
Building Permits		468,096	686,682	821,250	602,304	838,000	969,500
Development		489,223	343,565	327,500	486,322	501,428	437,500
Transfers		175,000	175,000	200,000	150,000	200,000	230,881
Other Revenue:		97,167	110,340	108,260	98,898	118,250	156,260
Prior Year Encumbrances							
TOTAL REVENUE:		3,157,850	3,579,331	3,507,960	3,175,285	3,912,783	4,048,801
EXPENDITURES:							
Payroll & Benefits		1,449,115	1,635,467	2,047,239	1,417,398	2,047,239	2,161,459
Supplies		129,233	105,596	140,508	78,669	146,788	151,808
Maintenance		147,914	187,603	197,678	137,007	199,928	231,828
Utilities		39,001	14,661	10,320	13,413	15,890	19,095
Services		560,765	843,499	880,880	494,374	784,765	908,991
Capital Outlay		54,488	2,484	-	-	-	-
Transfers		239,500	757,927	230,741	201,264	230,741	234,000
Lease Purchase Debt Service		-	-	-	-	-	-
TOTAL EXPENDITURES:		2,620,015	3,547,237	3,507,366	2,342,125	3,425,351	3,707,181
REV OVER/(UNDER) EXP		537,835	32,094	594	833,160	487,432	341,620
Changes to Fund Balance		-	-	-	-	-	-
ENDING FUND BALANCE		1,478,315	1,510,410	1,511,004	2,343,570	1,997,842	1,939,462

Budget Requests

Transfer to Building Services - Lease space finish out	250,000	
Transfer to Technology Services Fund - Lease space finish out	100,000	
Transfer to Debt Service	50,000	
Code Compliance Coordinator		57,700
Schober & Bingham Microseal Roadway		50,000
Public Works Inspector		28,695
Public Works Administrative Coordinator		34,278
PD Admin Assistant		55,455
Patrol enhancements		16,740
Investigation enhancements		13,790
4 % Salary Adjustment		65,850
TMRS 20 Year Retirement		1,150
Higher Education Incentive		8,875

Total Budget Requests	400,000	332,533
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REVISED REV OVER/(UNDER) EXP	87,432	9,088
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REVISED ENDING FUND BAL - UNASSIGNED	1,597,842	1,606,930
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Town of Northlake
CAPITAL PROJECTS

Fund: 301	FY 2015 Actual	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Actual As of 6/30	FY 2017 Revised Budget	FY 2018 Proposed Budget
BEGINNING FUND BALANCE:	(39,094)	(13,986)	(13,929)	(13,929)	(13,929)	5,186,071
REVENUES:						
Taxes / Fees & Fines	-	-	-	-	-	-
Permits and Registrations	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Building Permits	-	-	-	-	-	-
Development	-	-	-	-	-	-
Transfers	25,000	25,000	-	-	-	-
Bond Proceeds	-	(25,000)	6,700,000	6,738,006	6,700,000	-
Other Revenue:	108	57	-	1,219,196	1,300,000	-
TOTAL REVENUE:	25,108	57	6,700,000	7,957,202	8,000,000	-
EXPENDITURES:						
Payroll & Benefits	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Maintenance	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Services	-	-	-	188,233	500,000	-
Capital Outlay	-	-	6,700,000	1,300,000	2,300,000	5,200,000
Transfers	-	-	-	-	-	-
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENDITURES:	-	-	6,700,000	1,488,233	2,800,000	5,200,000
REV OVER/(UNDER) EXP	25,108	57	-	6,468,969	5,200,000	(5,200,000)
Changes to Fund Balance	-	-	-	-	-	-
ENDING FUND BALANCE	(13,986)	(13,929)	(13,929)	6,455,040	5,186,071	(13,929)

Budget Requests

Total Budget Requests

-

REVISED REV OVER/(UNDER) EXP

(5,200,000)

REVISED ENDING FUND BAL

(13,929)



Town of Northlake
DEBT SERVICE

Fund: 160	FY 2015 Actual	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Actual As of 6/30	FY 2017 Revised Budget	FY 2018 Proposed Budget
BEGINNING FUND BALANCE:	(28)	34,765	249,740	249,740	249,740	37,730
REVENUES:						
Taxes / Fees & Fines	225,188	260,514	400,000	407,857	400,000	556,937
Permits and Registrations	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Building Permits	-	-	-	-	-	-
Development	-	-	-	-	-	-
Transfers	25,000	200,000	-	-	-	-
Bond Proceeds	-	-	-	-	-	-
Other Revenue:	117	66	50	564	50	500
TOTAL REVENUE:	250,305	460,580	400,050	408,420	400,050	557,437
EXPENDITURES:						
Payroll & Benefits	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Maintenance	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Services	300	300	1,941	-	1,941	2,241
Capital Outlay	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
Debt Service	215,212	245,304	598,334	73,437	660,119	554,696
TOTAL EXPENDITURES:	215,512	245,604	600,275	73,437	662,060	556,937
REV OVER/(UNDER) EXP	34,793	214,976	(200,225)	334,983	(262,010)	500
Changes to Fund Balance	-	-	-	-	-	-
ENDING FUND BALANCE	34,765	249,740	49,515	584,724	(12,270)	38,230

Budget Requests

Transfer from General Fund	50,000	
Total Budget Requests	50,000	-
REVISED REV OVER/(UNDER) EXP	(212,010)	500
REVISED ENDING FUND BAL	37,730	38,230



Town of Northlake
SPECIAL REVENUE FUNDS

Fund: <<120,121,150,151,152,153>>	FY 2015 Actual	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Actual As of 6/30	FY 2017 Revised Budget	FY 2018 Proposed Budget
BEGINNING FUND BALANCE:	157,985	180,989	250,910	250,910	250,910	234,200
REVENUES:						
Court Technology	20,797	15,785	16,000	12,269	16,000	16,000
Court Security	13,954	11,845	12,000	9,202	12,000	12,000
Seatbelt Fees	8,610	5,830	15,000	3,080	15,000	15,000
Online Access Fees	-	21,013	15,000	15,767	15,000	18,000
Seized Monies & Goods	-	-	-	(4,200)	-	-
State Training	-	416	-	-	-	-
Child Safety	1,608	1,773	1,000	2,100	1,000	1,000
Transfers	-	59,416	-	-	-	-
Interest	261	323	305	2,104	305	305
Other Revenue:	1,675	4,555	-	1,852	-	-
TOTAL REVENUE:	46,905	120,956	59,305	42,174	59,305	62,305
EXPENDITURES:						
Payroll & Benefits	-	99	6,000	1,098	2,800	-
Supplies	1,774	7,559	3,250	2,812	3,250	3,250
Maintenance	-	-	1,500	5,825	5,825	7,385
Utilities	2,051	2,159	3,000	1,430	3,000	3,000
Services	20,202	41,218	30,700	26,873	33,900	27,100
Capital Outlay	-	-	27,240	9,657	27,240	-
Transfers	-	-	-	-	-	-
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENDITURES:	24,027	51,036	71,690	47,696	76,015	40,735
REV OVER/(UNDER) EXP	22,878	69,921	(12,385)	(5,522)	(16,710)	21,570
Changes to Fund Balance	-	-	-	-	-	-
ENDING FUND BALANCE	180,863	250,910	238,525	245,388	234,200	255,770



Town of Northlake
HOTEL OCCUPANCY TAX

Fund: 110	FY 2015 Actual	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Actual As of 6/30	FY 2017 Revised Budget	FY 2018 Proposed Budget
BEGINNING FUND BALANCE:	814,978	1,029,865	1,258,552	1,258,552	1,258,552	1,453,944
REVENUES:						
Taxes / Fees & Fines	238,013	257,813	270,000	173,023	270,000	300,000
Permits and Registrations	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Building Permits	-	-	-	-	-	-
Development	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
Other Revenue:	21,696	21,535	16,096	1,248	16,096	10,805
TOTAL REVENUE:	259,709	279,348	286,096	174,271	286,096	310,805
EXPENDITURES:						
Payroll & Benefits	25,485	27,911	31,626	28,035	31,626	32,730
Supplies	51	-	-	-	-	-
Maintenance	-	-	-	65	-	-
Utilities	447	167	-	-	-	-
Services	18,838	22,583	57,339	24,360	57,339	57,400
Capital Outlay	-	-	-	-	-	-
Transfers	-	1,690	1,739	1,304	1,739	1,800
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENDITURES:	44,821	52,351	90,704	53,764	90,704	91,930
REV OVER/(UNDER) EXP	214,887	226,996	195,392	120,506	195,392	218,875
Changes to Fund Balance	-	-	-	-	-	-
ENDING FUND BALANCE	1,029,865	1,256,862	1,453,944	1,379,058	1,453,944	1,672,819

Budget Requests

Higher Education Incentive	250
TMRS 20 Year Retirement	16
4 % Salary Adjustment	934
Total Budget Requests	934

REVISED REV OVER/(UNDER) EXP **217,941**

REVISED ENDING FUND BAL - UNASSIGNED **1,671,885**



Town of Northlake
ECONOMIC DEVELOPMENT CORPORATION

Fund:	130	FY 2015 Actual	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Actual As of 6/30	FY 2017 Revised Budget	FY 2018 Proposed Budget
BEGINNING FUND BALANCE:		455,140	592,373	595,579	595,579	595,579	501,305

REVENUES:							
Taxes / Fees & Fines	212,948	339,824	200,000	248,442	300,000	240,000	
Permits and Registrations	-	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-	-
Building Permits	-	-	-	-	-	-	-
Development	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-
Other Revenue:	998	15,908	16,650	22,505	16,650	22,650	
TOTAL REVENUE:	213,946	355,732	216,650	270,948	316,650	262,650	

EXPENDITURES:							
Payroll & Benefits	23,122	29,540	32,735	20,161	32,735	31,825	
Supplies	1,313	2,934	1,700	311	1,700	1,700	
Maintenance	-	2,100	2,250	1,765	2,250	2,250	
Utilities	447	78	150	-	150	-	
Services	26,816	41,183	25,430	25,430	51,100	37,600	
Incentives	14	250,000	246,250	233,700	296,250	125,500	
Capital Outlay	-	-	-	-	-	-	
Transfers	25,000	26,690	26,739	20,054	26,739	26,800	
Lease Purchase Debt Service	-	-	-	-	-	-	
TOTAL EXPENDITURES:	76,713	352,526	335,254	301,421	410,924	225,675	

REV OVER/(UNDER) EXP	137,233	3,206	(118,604)	(30,474)	(94,274)	36,975	
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Changes to Fund Balance	-	-	-	-	-	-	
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ENDING FUND BALANCE	592,373	595,579	476,975	565,105	501,305	538,280	
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Budget Requests							
Xceligent Real Estate Database						1,650	
Higher Education Incentive						250	
TMRS 20 Year Retirement						16	
4 % Salary Adjustment						934	
Total Budget Requests						2,850	

REVISED REV OVER/(UNDER) EXP						34,125	
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REVISED ENDING FUND BAL						535,430	
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COMMUNITY DEVELOPMENT CORPORATION

Fund:	131	FY 2015 Actual	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Actual As of 6/30	FY 2017 Revised Budget	FY 2018 Proposed Budget
BEGINNING FUND BALANCE:		433,937	571,429	575,332	575,332	575,332	481,057

REVENUES:

Taxes / Fees & Fines	212,947	339,824	200,000	248,442	300,000	240,000
Permits and Registrations	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Building Permits	-	-	-	-	-	-
Development	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
Other Revenue:	952	15,859	16,650	22,470	16,650	22,650
TOTAL REVENUE:	213,899	355,683	216,650	270,912	316,650	262,650

EXPENDITURES:

Payroll & Benefits	22,973	29,390	32,736	20,160	32,736	31,825
Supplies	1,190	2,934	1,700	311	1,700	1,700
Maintenance	-	2,100	2,250	1,765	2,250	2,250
Utilities	447	64	150	-	150	-
Services	26,783	40,600	25,385	25,385	51,100	37,600
Incentives	14	250,000	246,250	233,700	296,250	125,500
Capital Outlay	-	-	-	-	-	-
Transfers	25,000	26,691	26,739	20,054	26,739	26,800
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENDITURES:	76,407	351,780	335,210	301,376	410,925	225,675

REV OVER/(UNDER) EXP	137,492	3,903	(118,560)	(30,464)	(94,275)	36,975
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Changes to Fund Balance	-	-	-	-	-	-
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ENDING FUND BALANCE	571,429	575,332	456,772	544,868	481,057	518,032
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Budget Requests

Xceligent Real Estate Database	1,650
Higher Education Incentive	250
TMRS 20 Year Retirement	16
4 % Salary Adjustment	934

Total Budget Requests	2,850
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REVISED REV OVER/(UNDER) EXP	34,125
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REVISED ENDING FUND BAL	515,182
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Town of Northlake
WATER & WASTEWATER

Fund: 200	FY 2015 Actual	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Actual As of 6/30	FY 2017 Revised Budget	FY 2018 Proposed Budget
BEGINNING FUND BALANCE:	888,093	2,227,459	2,653,339	2,653,339	2,653,339	2,786,743
REVENUES:						
Water Sales	852,395	1,216,909	1,900,000	1,005,303	1,700,000	2,000,000
Water Fees	109,800	166,850	125,250	163,800	200,250	250,250
Sewer Sales	428,612	680,368	759,900	646,917	950,000	1,200,000
Sewer Fees	550	6,350	3,000	13,400	15,000	20,000
FWSD Reimbursement	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
Developer Contributions	-	1,337,206	-	-	-	-
Other Revenue:	1,362,362	81,605	10,650	68,387	10,650	10,650
TOTAL REVENUE:	2,753,719	3,489,287	2,798,800	1,897,807	2,875,900	3,480,900
EXPENSES:						
Payroll & Benefits	186,038	244,699	380,494	228,985	380,494	379,435
Supplies	25,881	26,783	42,070	26,101	42,070	98,795
Maintenance	55,404	104,721	92,800	73,105	95,400	111,300
Wholesale Water	519,390	722,044	1,000,000	489,324	850,000	1,000,000
Sewer Treatment	286,599	228,325	500,000	586,237	783,000	1,000,000
Utilities	40,466	36,092	45,220	25,145	45,220	46,620
Services	160,840	191,908	59,150	82,311	59,150	90,150
Capital Outlay	-	-	189,900	154,467	189,900	204,000
Transfers	143,000	171,629	297,262	222,947	297,262	299,100
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENSES:	1,417,618	1,726,201	2,606,896	1,888,621	2,742,496	3,229,400
REV OVER/(UNDER) EXP	1,336,100	1,763,086	191,904	9,186	133,404	251,500
ENDING FUND BALANCE	2,224,193	3,990,545	2,845,243	2,662,525	2,786,743	3,038,243
Less: Net Capital Assets	(2,369,136)	(2,477,506)	(2,477,506)	(2,477,506)	(2,477,506)	(2,477,506)
Less: Customer Deposits	(88,075)	(211,510)	(280,349)	(267,535)	(280,349)	(280,349)
Changes to Fund Balance	(11,430)	-	-	-	-	-
UNRESTRICTED FUND BALANCE	(244,448)	1,301,529	87,388	(82,516)	28,888	280,388

Budget Requests

Public Works Inspector	28,695
Public Works Administrative Coordinator	34,278
Safety Equipment	5,000
Sewer Flow Monitoring Services	25,000
TMRS 20 Year Retirement	195
4 % Salary Adjustment	11,635
Education Pay	375

Total Budget Requests	105,178
REVISED REV OVER/(UNDER) EXP	146,323
REVISED ENDING UNRESTRICTED FUND BAL	426,710



Town of Northlake
WATER IMPACT FEES - NORTH

Fund: 202	FY 2015 Actual	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Actual As of 6/30	FY 2017 Revised Budget	FY 2018 Proposed Budget
BEGINNING FUND BALANCE:	8,404	(25,964)	8,402	8,402	8,402	93,130
REVENUES:						
Water Impact Fees	-	60,504	168,150	200,007	228,150	250,000
Sewer Impact Fees	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
Other Revenue:	-	-	-	16,625	17,100	1,700
TOTAL REVENUE:	-	60,504	168,150	216,632	245,250	251,700
EXPENSES:						
Payroll & Benefits	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Maintenance	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Services	13,444	4,299	-	20,955	-	-
Capital Outlay	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
Debt Service	20,924	21,838	160,522	(1,222)	160,522	305,010
TOTAL EXPENSES:	34,368	26,137	160,522	19,733	160,522	305,010
REV OVER/(UNDER) EXP	(34,368)	34,367	7,628	196,899	84,728	(53,310)
ENDING FUND BALANCE	(25,964)	8,402	16,030	205,301	93,130	39,820
Less: Net Capital Assets	-	(632,125)	(632,125)	(632,125)	(632,125)	(632,125)
Less: Future Impact Fees	(13,444)	(13,444)	(13,444)	(13,444)	(13,444)	(13,444)
Changes to Fund Balance	-	-	-	-	-	-
UNRESTRICTED FUND BALANCE	(39,408)	(637,167)	(629,539)	(440,268)	(552,439)	(605,749)

Budget Requests:

Design of phase 1 water tower 600,000

Total Budget Requests **600,000**

REVISED REV OVER/(UNDER) EXP (653,310)

REVISED ENDING UNRESTRICTED FUND BAL **(1,259,059)**



Town of Northlake
WATER IMPACT FEES - SOUTH

Fund: 204	FY 2015 Actual	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Actual As of 6/30	FY 2017 Revised Budget	FY 2018 Proposed Budget
BEGINNING FUND BALANCE:	-	590,101	1,022,565	1,022,565	1,022,565	1,154,565
REVENUES:						
Water Impact Fees	485,012	391,488	113,000	115,272	113,000	400,000
Sewer Impact Fees	105,089	40,976	38,000	15,426	38,000	88,000
Transfers	-	-	-	-	-	-
Other Revenue:	-	-	-	515	-	1,700
TOTAL REVENUE:	590,101	432,464	151,000	131,213	151,000	489,700
EXPENSES:						
Payroll & Benefits	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Maintenance	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Services	-	-	-	39,005	19,000	-
Capital Outlay	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
TOTAL EXPENSES:	-	-	-	39,005	19,000	-
REV OVER/(UNDER) EXP	590,101	432,464	151,000	92,208	132,000	489,700
ENDING FUND BALANCE	590,101	1,022,565	1,173,565	1,114,773	1,154,565	1,644,265
Less: Net Capital Assets	-	-	-	-	-	-
Less: Future Impact Fees	-	-	-	-	-	-
Changes to Fund Balance	-	-	-	-	-	-
UNRESTRICTED FUND BALANCE	590,101	1,022,565	1,173,565	1,114,773	1,154,565	1,644,265

Budget Requests:

Design of phase 1 water tower 600,000

Total Budget Requests **600,000**

REVISED REV OVER/(UNDER) EXP **(110,300)**

REVISED ENDING UNRESTRICTED FUND BAL **1,754,565**



Town of Northlake
WATER CAPITAL PROJECTS

Fund: 203	FY 2015 Actual	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Actual As of 6/30	FY 2017 Revised Budget	FY 2018 Proposed Budget
BEGINNING FUND BALANCE:	787,307	764,864	731,964	731,964	731,964	706,082
REVENUES:						
Water Sales	-	-	-	-	-	-
Water Fees	-	-	-	-	-	-
Sewer Sales	-	-	-	-	-	-
Sewer Fees	-	-	-	-	-	-
Cost Recovery Fees	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
Other Revenue:	28,399	5,932	-	9,909	-	-
TOTAL REVENUE:	28,399	5,932	-	9,909	-	-
EXPENSES:						
Payroll & Benefits	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Maintenance	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Services	37,546	26,116	-	513	-	-
Capital Outlay	-	-	-	-	-	-
Transfers	-	-	-	-	-	30,881
Lease Purchase Debt Service	13,296	12,717	25,882	3,966	25,882	-
TOTAL EXPENSES:	50,842	38,832	25,882	4,478	25,882	30,881
REV OVER/(UNDER) EXP	(22,443)	(32,900)	(25,882)	5,431	(25,882)	(30,881)
ENDING FUND BALANCE	764,864	731,964	706,082	737,395	706,082	675,201
Less: Net Capital Assets	(1,673,609)	(1,063,529)	(1,063,529)	(1,063,529)	(1,063,529)	(1,063,529)
Changes to Fund Balance	-	-	-	-	-	-
UNRESTRICTED FUND BALANCE	(908,745)	(331,565)	(357,447)	(326,134)	(357,447)	(388,328)

Budget Requests:

Design of phase 1 water tower

Total Budget Requests

-

REVISED REV OVER/(UNDER) EXP

(30,881)

REVISED ENDING UNRESTRICTED FUND BAL

(30,881)



Town of Northlake
EQUIPMENT SERVICES FUND

Fund: 505	FY 2015 Actual	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Actual As of 6/30	FY 2017 Revised Budget	FY 2018 Proposed Budget
BEGINNING FUND BALANCE:	94,374	335,090	370,929	370,929	370,929	400,582
REVENUES:						
Equip. Service Revenue-PD	46,836	69,750	110,000	82,500	110,000	110,000
Equip. Service Revenue-PW	18,000	25,000	25,000	18,750	25,000	25,000
Equip. Service Revenue-Utilities	18,000	25,000	75,000	93,750	125,000	75,000
Equip. Service Revenue-Dev	-	-	-	-	-	12,000
Sale of Equipment Proceeds	-	-	-	-	-	11,000
Transfers from GF	125,000	12,500	-	-	-	-
Transfers from UF	-	-	-	-	-	-
Bond Proceeds	-	-	-	301,360	301,360	-
Other Revenue	617	363	500	1,335	500	500
TOTAL REVENUE:	208,453	132,613	210,500	497,694	561,860	233,500
EXPENSES:						
Payroll & Benefits	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Maintenance	3,496	3,388	7,000	16,843	7,000	2,000
Utilities	-	-	-	-	-	-
Services	56,757	93,386	-	-	-	-
Capital Outlay	-	-	496,707	508,941	525,207	-
Transfers	-	-	-	-	-	-
Lease Purchase Debt Service	(890)	-	61,785	-	-	5,000
TOTAL EXPENSES:	59,362	96,774	565,492	525,784	532,207	7,000
REV OVER/(UNDER) EXP	149,091	35,839	(354,992)	(28,090)	29,653	226,500
ENDING FUND BALANCE	243,464	370,929	15,937	342,839	400,582	627,082
Less: Net Capital Assets	(219,561)	(322,581)	(322,581)	(322,581)	(322,581)	(322,581)
Less: Customer Deposits	-	-	-	-	-	-
Changes to Fund Balance	-	-	-	-	-	-
UNRESTRICTED FUND BALANCE	23,903	48,348	(306,644)	20,259	78,001	304,501

Budget Requests:

2 Police patrol vehicles	120,000
2 Public Works vehicles	67,000
Code Compliance vehicle	36,000

Total Budget Requests **223,000**

REVISED REV OVER/(UNDER) EXP **3,500**

REVISED ENDING UNRESTRICTED FUND BAL **308,001**



Town of Northlake
BUILDING SERVICES FUND

Fund: 506	FY 2015 Actual	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Actual As of 6/30	FY 2017 Revised Budget	FY 2018 Proposed Budget
BEGINNING FUND BALANCE:	-	-	264,839	264,839	264,839	530,210
REVENUES:						
Mayor & Council	-	-	825	619	825	400
Administration-GF	-	14,546	16,000	12,000	16,000	7,000
Town Secretary	-	6,325	6,958	5,219	6,958	3,100
Municipal Courts	-	18,973	20,870	15,653	20,870	9,200
Development	-	7,905	8,696	6,522	8,696	3,800
Police	-	56,919	62,611	46,958	62,611	27,400
Public Works	-	15,811	17,392	13,044	17,392	7,600
Administration-HOT	-	1,581	1,739	1,304	1,739	800
Adminstration-EDC	-	1,581	1,739	1,304	1,739	800
Administration-CDC	-	1,581	1,739	1,304	1,739	800
Administration-WS Fund	-	4,427	4,870	3,653	4,870	2,200
Utility Department	-	15,811	17,392	13,044	17,392	7,900
Maintenace Reserve	-	260,001	-	-	-	-
TOTAL REVENUE:	-	405,461	160,831	120,623	160,831	71,000
EXPENSES:						
Payroll & Benefits	-	-	-	-	-	-
Supplies	-	25,191	24,760	18,508	24,760	24,760
Maintenance	-	6,446	8,000	4,148	8,000	8,000
Utilities	-	24,730	30,500	18,176	30,500	30,500
Services	-	84,255	82,200	60,940	82,200	7,200
Capital Outlay	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENSES:	-	140,622	145,460	101,773	145,460	70,460
REV OVER/(UNDER) EXP	-	264,839	15,371	18,851	15,371	540
ENDING FUND BALANCE	-	264,839	280,210	283,690	280,210	530,750
Less: Net Capital Assets	-	(27,190)	(27,190)	(27,190)	(27,190)	(27,190)
Changes to Fund Balance	-	-	-	-	-	-
UNRESTRICTED FUND BALANCE	-	237,649	253,020	256,499	253,020	503,560

Budget Requests:

General Fund transfer for lease space finish out	250,000	
Lease space finish out		400,000
Furniture and equipment		75,000

Total Budget Requests	250,000	475,000
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REVISED REV OVER/(UNDER) EXP	530,210	(474,460)
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REVISED ENDING UNRESTRICTED FUND BAL	783,230	29,100
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Town of Northlake
TECHNOLOGY SERVICES FUND

Fund: 504	FY 2015 Actual	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Actual As of 6/30	FY 2017 Revised Budget	FY 2018 Proposed Budget
BEGINNING FUND BALANCE:	-	-	-	-	-	100,000
REVENUES:						
Mayor & Council	-	-	-	-	-	500
Administration-GF	-	-	-	-	-	9,000
Town Secretary	-	-	-	-	-	4,000
Municipal Courts	-	-	-	-	-	12,000
Development	-	-	-	-	-	5,000
Police	-	-	-	-	-	36,000
Public Works	-	-	-	-	-	10,000
Administration-HOT	-	-	-	-	-	1,000
Administration-EDC	-	-	-	-	-	1,000
Administration-CDC	-	-	-	-	-	1,000
Administration-WS Fund	-	-	-	-	-	3,000
Utility Department	-	-	-	-	-	11,000
Interest Revenue	-	-	-	-	-	-
TOTAL REVENUE:	-	-	-	-	-	93,500
EXPENSES:						
Payroll & Benefits	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Maintenance	-	-	-	-	-	1,450
Utilities	-	-	-	-	-	16,000
Services	-	-	-	-	-	75,000
Capital Outlay	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENSES:	-	-	-	-	-	92,450
REV OVER/(UNDER) EXP	-	-	-	-	-	1,050
ENDING FUND BALANCE	-	-	-	-	-	101,050
Less: Net Capital Assets	-	-	-	-	-	-
Less: Customer Deposits	-	-	-	-	-	-
Changes to Fund Balance	-	-	-	-	-	-
UNRESTRICTED FUND BALANCE	-	-	-	-	-	101,050

Budget Requests:

Lease space finish out	100,000	
Website redevelopment		25,000
Phase 2 of server virtualization		12,000
2nd SAN switch		4,250
Network equipment		50,000
Total Budget Requests	100,000	91,250
REVISED REV OVER/(UNDER) EXP	100,000	(90,200)
REVISED ENDING UNRESTRICTED FUND BAL	100,000	9,800



Town of Northlake
NORTH LAKE PID#1 - HARVEST COMMUNITY

Fund: 401	FY 2015 Actual	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Actual As of 6/30	FY 2017 Revised Budget	FY 2018 Proposed Budget
BEGINNING FUND BALANCE:	-	(92)	(5,607)	(5,607)	(5,607)	293
REVENUES:						
Assessments	56,412	131,219	315,800	293,512	315,800	501,050
Transfers	-	-	-	-	-	-
Other Revenue:	-	-	-	-	-	-
TOTAL REVENUE:	56,412	131,219	315,800	293,512	315,800	501,050
EXPENDITURES:						
Supplies	-	-	-	-	-	-
Maintenance	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Services	83,041	136,733	309,900	233,240	309,900	501,050
Transfers	-	-	-	-	-	-
TOTAL EXPENDITURES:	83,041	136,733	309,900	233,240	309,900	501,050
REV OVER/(UNDER) EXP	(26,629)	(5,514)	5,900	60,273	5,900	-
Changes to Fund Balance	-	-	-	-	-	-
ENDING FUND BALANCE	(26,629)	(5,607)	293	54,666	293	293



Town of Northlake
NORTH LAKE PID#2 - THE HIGHLANDS

Fund:	402	FY 2015 Actual	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Actual As of 6/30	FY 2017 Revised Budget	FY 2018 Proposed Budget
BEGINNING FUND BALANCE:		3,060,802	3,103,098	1,379,116	1,379,116	1,379,116	1,399,991
REVENUES:							
Assessments		309,746	305,200	316,812	314,320	316,812	317,899
Transfers		-	-	-	-	-	-
Other Revenue		3,260	13,972	1,500	8,644	1,500	10,000
Other Financing Sources		-	-	-	-	-	-
TOTAL REVENUE:		<u>313,006</u>	<u>319,172</u>	<u>318,312</u>	<u>322,965</u>	<u>318,312</u>	<u>327,899</u>
EXPENDITURES:							
Supplies		-	-	-	-	-	-
Maintenance		-	-	10,612	-	10,612	10,824
Utilities		-	-	-	-	-	-
Services		-	1,745,835	10,000	1,309,375	10,000	13,150
Transfers		-	-	-	-	-	-
Bond Debt Service		270,711	297,320	276,825	33,618	276,825	278,525
TOTAL EXPENDITURES:		<u>270,711</u>	<u>2,043,155</u>	<u>297,437</u>	<u>1,342,993</u>	<u>297,437</u>	<u>302,499</u>
REV OVER/(UNDER) EXP		42,296	(1,723,982)	20,875	(1,020,028)	20,875	25,400
Changes to Fund Balance		-	-	-	-	-	-
ENDING FUND BALANCE		<u><u>3,103,098</u></u>	<u><u>1,379,116</u></u>	<u><u>1,399,991</u></u>	<u><u>359,088</u></u>	<u><u>1,399,991</u></u>	<u><u>1,425,391</u></u>



Town of Northlake
TAX INCREMENT REINVESTMENT ZONE #1

Fund: 451	FY 2015 Actual	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Actual As of 6/30	FY 2017 Revised Budget	FY 2018 Proposed Budget
BEGINNING FUND BALANCE:	-	-	-	-	-	-
REVENUES:						
Ad Valorem Taxes	-	-	43,632	36,896	36,896	73,451
Transfers	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-
TOTAL REVENUE:	-	-	43,632	36,896	36,896	73,451
EXPENSES:						
Payroll & Benefits	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Maintenance	-	-	48,900	-	6,896	43,451
Utilities	-	-	-	-	-	-
Services	-	1,385	30,000	16,922	30,000	30,000
Capital Outlay	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENSES:	-	1,385	78,900	16,922	36,896	73,451
REV OVER/(UNDER) EXP	-	(1,385)	(35,268)	19,973	-	-
ENDING FUND BALANCE	-	(1,385)	(35,268)	19,973	-	-

FY 2016/2017 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 17 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 99 residential building permits issued, followed by 189 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

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. In FY 2016, a transfer of \$225,000 from General Fund reserves to Building Services Fund was made. In FY 2017 an additional \$250,000 is proposed to be transferred to Building Services Fund. In addition, a transfer of \$50,000 from the General Fund to the new Information Technology Fund is proposed for FY 2018 to provide funding for computers, network, telecommunications, copy/scan/print devices and audio and visual equipment for council chambers. These funds totaling \$525,000 will provide sufficient monies for the project.

Debt Service Reserves Increase

A transfer of \$50,000 is scheduled in the fiscal year 2016-2017 revised budget from the General Fund to the Debt Service Fund to increase the fund balance.

FY 2017/2018 Proposed Budget Requests

The master planned communities of Harvest and Canyon Falls are adding a new home every day and every other day, respectively. The Highlands, Prairie View Farms and Stardust Ranch have completed their Phase 1 infrastructure with Creek Meadow, Heritage Fields and Pecan Square not far behind. All projects have expanded the Town's water and road systems and increased the population. These developments create new and expanded work demands on development and public works staff in terms of permitting, review, inspection and installation. More residents require additional police staff to ensure proper coverage of patrols. 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 and ever-increasing complexity. 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 maintenance efforts.

Infrastructure Inspector and Administrative Assistant Positions – Public Works

Public Works now has staffing of two independent work crews with a crew leader, equipment operator and maintenance worker. In addition, the recently added utility technician position works semi-autonomously monitoring, testing and maintaining the Town's water and sewer systems. A crucial position needed by Public Works and warranted by the growth in Northlake is an infrastructure inspector. This position is responsible for inspecting on site all public infrastructure in the Town of Northlake built by developers to ensure all construction meets the high standards set by Town Council. Harvest Phase 3B, Harvest Meadows Phase 3, Stardust Ranch Phase 2 and Creek Meadows Phase 2 are all underway. Additional phases are anticipated for Canyon Falls in the upcoming fiscal year as well. Each phase will have corresponding construction of water and sewer lines, drainage, and roadways. In addition, commercial construction is expected to take off: IHOP and the Albert Retail Center at the northeast corner of I35W and SH 114; Two 7-Elevens located at FM 407 and SH 114; larger retail areas such as the Town Commons in front of Harvest and Chadwick Commons on the south side of SH 114. The proposed inspector will be one voice and one contact for the Town and will have the authority to stop construction if it does not conform to Town standards.

Every activity and task conducted by the crews, technician, or proposed inspector is logged into the work order system. Work orders are tied to assets and record what work was done and what supplies were used. Currently over 60 work orders are processed a week and this number is expected to increase. The data collected from the work orders ties into inventory and determines when supplies should be replenished. The system records when preventive maintenance has occurred and when next scheduled. While this information is very helpful administrative assistance is needed to manage the system in terms of reporting, supply ordering and tracking man-hours. A proposed administrative assistant for Public Works would assist the director with the work order system as well as all public works staff. Administrative functions could be handled by this position allowing existing public works staff to remain in the field repairing roads and drainage, maintaining water and sewer systems, and inspecting public infrastructure during construction.

Administrative Assistant Position – Police

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. Northlake recently added a sergeant and a detective to the Police Department increasing the number of sworn peace officers from eleven to thirteen. This staffing will allow a supervisor on most shifts and focused and timely investigation of crimes. New residents and businesses necessitate the expansion of the police force to protect life and property but this growth will increase the complexity of the department. Increased activity will increase the amount of open records request, typically accident reports, which are currently around 300 per year. In addition, federal and state regulatory agencies require periodic reporting such as the Racial Profiling Report and the Use of Force Report. A growing department also means increased purchasing of equipment, uniforms, supplies, etc. The FY 2018 budget proposes adding an administrative assistant position in the Police Department to assist with the various and numerous administrative functions of the department. The position will not be a peace officer but will support the 13 licensed peace officers on staff allowing them to focus on the core function of the police department: to protect and to serve the residents and businesses of Northlake.

Code Compliance Coordinator – Development Services

Infrastructure inspection concerns public utilities, roadways and drainage. Once the facilities are built and accepted they become the property of the Town. Most of the properties and buildings in the Town are private and are the responsibility and liability of the owner. However, the Town does require property owners to maintain their property and buildings to certain community standards, known as the code of ordinances. Enforcement of Town codes is a delicate proposition. Preferably, the Town would prefer all property owners maintain their property within the code and would prefer not to encroach on private property. Unfortunately, there are cases when a property or structure deteriorates to a point that it becomes a health or safety hazard. Currently the Town contracts for code enforcement services on a part-time basis. For FY 2018, a proposed code compliance coordinator would be a staff position reporting to the Development Director and would be available throughout the workday for code compliance issues. In addition, this position would review permit applications for basic zoning requirements including landscape, fence, and sign standards. This position will spend half of their time in the office reviewing plans and the other half inspecting properties.

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 2017 budget brought salary ranges to 100% of the 2015 survey. For FY 2018, a cost-of-living increase for all employees is proposed which is in line with the federal adjustment. Employees between salary range minimum to midpoint will be increased 4%; and midpoint to maximum will be increased 3%. Police officer steps will be increased from 6 total steps to 8 steps to allow room for officers at the top of their step to receive a salary

increase. The employee retirement benefit will be enhanced to allow for retirement at 20 years of service versus the current 25-year requirement. The service retirement change will have minimum impact on the budget because the retiree will receive less in annual benefit by virtue of having less years in the system. Also, proposed for FY 2018 is annual education pay for employees with post-secondary degree. Education pay provides a useful benefit when recruiting degreed personnel, a means to retain existing employees who have a degree, and an incentive when encouraging employees to seek a degree or an advanced degree. The levels of payment are: Associates \$750, Bachelors \$1,000, Masters \$1,250 and Doctorate \$1,500. The net impact of these changes for all funds is \$90,480.

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. Both vehicles with equipment are estimated to cost \$120,000. The equipment includes radar, emergency lights, heavy-duty bumper, and rugged laptop. Several equipment additions and enhancement are requested by Police including an evidence camera, rugged laptop and evidence tracking software for the detective and an additional rugged laptop, replacement LiDAR (Light Detection and Tracking) and spike strips for traffic enforcement. For officer safety, the Police Department is requesting protective gear and weapons. Total for all listed equipment is \$30,530.

Public Works Vehicles

The proposed Infrastructure Inspector will need a dedicated vehicle to make the many rounds throughout various construction areas and will most likely be a Ford F-150. Currently, the employee serving in this role drives a used Chevy Tahoe that was formerly a police patrol vehicle. The public works director is assigned a take-home vehicle so that he is available during emergencies or major system failures. His vehicle is also a used high-mileage former police vehicle. A Ford F-150 would replace the used Tahoe for the public works director's vehicle. Maintenance and reliability have become a major issue with these vehicles. Together both vehicles are estimated to cost \$67,000.

Continue Flow Monitoring Services

Beginning in FY 2017, public works contracted for flow monitoring services to measure wastewater flows at various points in the sewer system. The purpose of the service is to determine if any points exist where groundwater or rainwater enter the sewer collection system. The Town contracts with Trinity River Authority to treat sewer and the service is costed on volume. The Town believes that spending funds to prevent rainwater entering the system is more responsible and cost effective than paying TRA to treat it. This service is \$25,000 annually.

Micro-seal of Schober and Bingham Roads

Schober and Bingham roads were built by developers in the late Eighties when the Town had minimal development standards. These five-acre tract developments were rural in every sense: open drainage ditches, groundwater wells, on-site septic systems and gravel roads. For the roads over the years the Town with general tax funds has been able to improve the road surface, by chip-sealing the original gravel surface then paving an asphalt overlay. The asphalt section has held up well for the last few years. To extend the life of these roads, a micro-seal is proposed for both roads. After the existing road surface has been repaired, and all cracks filled and potholes filled, a thin asphalt layer is placed over the entire road surface. The seal protects the road from water infiltration which could erode or expand any cracks in the road, if not repaired. The estimated costs for both roads are \$50,000.

Design of Expansion of Water System in North and South Pressure Plains

The Northlake water system currently provides service to over 1,000 accounts with a meter added on average every day. The system is divided into two pressure plains. The north is all areas north of Denton Creek which is supplied by Upper Trinity Regional Water District. All the current single family residential is in the north pressure plain and currently has about 900,000 gallons of ground storage. The Town needs to begin design for additional ground storage, elevated storage and additional pumping capacity. Growth in residential is projected to continue for five to ten years. The south pressure plain is the remainder of Town and the wholesale water supplier is the City of Fort Worth. The south is where the Town's commercial and multifamily uses are located. There is no storage or pumps in the south; all pressure is latent in the system by virtue of this area being on the downhill end of Fort Worth's system. With the rapid development in north Fort Worth, this beneficial pressure will be reduced over time. To replace this projected decrease in pressure, the Town will need build storage and pressure. Each design project is estimated to be \$600,000. The funding will come from the respective impact fee funds.

Economic Development Real Estate Database

As the commercial real estate market heats up in Northlake, real-time data on real estate property listings and accurate and timely listings of available properties is crucial for the Town's economic development efforts. When potential retail developers and brokers call, having up-to-date information helps staff effectively promote the Town. This listing service through Xceligent costs \$3,300 annually and split evenly between Northlake Economic and Community Development Corporations

Website Redevelopment

The Town has had the basic same website for about seven years. Over this time there have been many suggestions to the layout and functionality both from residents and staff. Unfortunately, the current website service has limited capabilities. The Town proposes redeveloping the website with a new provider that has higher functionality. The estimated cost for the new website is \$25,000. A balance must be found that allows for Town staff with

minimal expertise in website development to still be able to navigate the controls of the website while maximizing the capabilities of the site and enhancing the user experience.

Server Virtualization – Phase 2

In February of 2017, a number of related upgrades and replacements were necessary to the Town's servers. \$19,500 was budgeted for a stand-alone server to separate the Police Department to comply with Criminal Justice Information System standards. An additional \$8,500 was budgeted for a server for the body and vehicle camera system. After including cost savings and unanticipated revenues, the Town was able purchase the first phase of a virtualized server system and place police services on the virtual server yet separate them to meet CJIS standards. Phase 1 included two dedicated servers, a mass data storage device and a high-speed router. For FY 2018, Phase 2 will add an additional reserve server and router to the system to provide for redundancy in the event of server failure with no downtime.

Harvest Commons Lease Space

In 2015, the Town engaged an architectural firm to conduct a needs assessment for office space specifically the need for a new Town Hall. The firm recommended a Town Hall of approximately 20,000 square feet; current facilities total 4,400 square feet. The recommended size would accommodate Town staff accounting for growth for the next five to fifteen years depending on the rate of growth. The budget for this size facility including land, infrastructure, building, furniture and equipment ranged from \$10,000,000 to \$13,000,000. Town Council decided that large of financial commitment should not be made now and to build a smaller structure the Town would soon outgrow would be a waste of taxpayer money. The direction was to seek lease space to house Town staff. The first opportunity came when Harvest began developing the retail area along FM 407. The Town has negotiated with the building owner to lease about 6,000 square feet of office space in the area known as Town Commons but also keep the current buildings bringing the total of Town office space to 10,400 square feet. Police will occupy the portable building and Public Works current Town Hall. Administration, Court, Finance and Development Services will relocate to the new lease space. Funds have been set aside for the finish out of the space, furniture and equipment, and networking. Part of the finish out costs will be borne by the building owner but the Town's portion is estimated at \$400,000. Furniture is budgeted at \$75,000 and network installation at \$50,000. Move-in date is anticipated for August 2018 when monthly rent payments will begin.



Town of Northlake
DEPARTMENT REPORT

	FY 2015 Actual	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Actual As of 6/30	FY 2017 Revised Budget	FY 2018 Proposed Budget
COUNCIL						
EXPENDITURES:						
Payroll & Benefits	1,955	2,103	2,600	1,997	2,600	2,600
Supplies	1,217	817	1,100	411	1,100	1,100
Maintenance	579	205	-	65	-	-
Utilities	666	822	750	481	750	750
Services	10,972	9,933	15,000	5,812	15,250	15,000
Capital Outlay	-	-	-	-	-	-
Transfers	-	-	825	619	825	900
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENSES:	15,388	13,879	20,275	9,384	20,525	20,350
ADMINISTRATION						
EXPENDITURES:						
Payroll & Benefits	268,163	290,158	323,891	242,586	323,891	332,560
Supplies	20,538	10,033	14,825	12,633	15,325	15,725
Maintenance	1,270	306	650	146	500	650
Utilities	5,333	2,147	1,200	1,153	2,100	1,200
Services	92,375	278,553	228,325	141,117	264,325	228,325
Capital Outlay	-	-	-	-	-	-
Transfers	-	15,546	16,000	12,000	16,000	16,000
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENSES:	387,679	596,743	584,891	409,635	622,141	594,460
TOWN SECRETARY						
EXPENDITURES:						
Payroll & Benefits	84,248	86,698	92,971	71,050	92,971	93,890
Supplies	5,611	2,323	3,510	1,873	3,510	3,610
Maintenance	320	51	500	146	500	500
Utilities	3,356	485	-	-	-	-
Services	22,393	9,781	14,650	14,373	14,650	16,650
Capital Outlay	-	-	-	-	-	-
Transfers	-	99,238	825	5,219	6,958	7,100
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENSES:	115,928	198,576	112,456	92,661	118,589	121,750



Town of Northlake
DEPARTMENT REPORT

	FY 2015 Actual	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Actual As of 6/30	FY 2017 Revised Budget	FY 2018 Proposed Budget
MUNICIPAL COURT						
EXPENDITURES:						
Payroll & Benefits	180,739	184,886	202,687	152,752	202,687	204,400
Supplies	8,193	3,286	6,040	2,477	6,040	6,040
Maintenance	101	3,266	-	228	-	-
Utilities	4,829	-	-	-	-	-
Services	44,984	(1,673)	59,610	22,946	34,610	54,500
Capital Outlay	-	-	-	-	-	-
Transfers	-	20,277	20,870	15,653	20,870	21,200
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENSES:	238,845	210,042	289,207	194,055	264,207	286,140
DEVELOPMENT SERVICES						
EXPENDITURES:						
Payroll & Benefits	53,403	68,981	75,216	56,776	75,216	76,475
Supplies	4,857	3,999	1,700	1,238	1,700	4,700
Maintenance	-	1,297	800	546	800	150
Utilities	3,520	630	150	431	150	600
Services	254,384	384,051	344,130	195,022	329,730	382,450
Capital Outlay	-	-	-	-	-	-
Transfers	-	8,449	8,696	6,522	8,696	8,800
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENSES:	316,164	467,406	430,692	260,535	416,292	473,175
POLICE						
EXPENDITURES:						
Payroll & Benefits	717,551	824,652	1,096,531	712,288	1,096,531	1,112,929
Supplies	64,126	60,634	79,628	42,491	84,408	85,928
Maintenance	38,184	31,660	29,978	17,935	31,378	34,678
Utilities	10,499	6,344	4,500	4,251	6,090	7,500
Services	65,156	41,993	61,200	50,045	61,200	59,360
Capital Outlay	-	2,484	-	-	-	-
Transfers	46,500	130,582	135,000	129,458	135,000	137,400
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENSES:	942,015	1,098,349	1,406,837	956,468	1,414,607	1,437,795



Town of Northlake
DEPARTMENT REPORT

	FY 2015 Actual	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Actual As of 6/30	FY 2017 Revised Budget	FY 2018 Proposed Budget
PUBLIC WORKS - GENERAL FUND						
EXPENDITURES:						
Payroll & Benefits	143,055	176,630	238,343	178,861	238,343	323,605
Supplies	23,775	24,490	33,705	17,547	34,705	34,705
Maintenance	103,540	150,818	165,750	112,358	166,750	195,850
Utilities	10,799	4,234	3,720	7,097	6,800	9,045
Services	24,962	43,872	28,000	22,032	28,000	28,000
Capital Outlay	54,488	-	-	-	-	-
Transfers	18,000	41,898	42,392	31,794	42,392	42,600
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENSES:	378,619	441,942	511,910	369,689	516,990	633,805
NON-DEPARTMENTAL - GENERAL FUND						
EXPENDITURES:						
Payroll & Benefits	-	1,360	15,000	1,088	15,000	15,000
Supplies	916	13	-	-	-	-
Maintenance	3,920	-	-	5,583	-	-
Utilities	-	-	-	-	-	-
Services	45,539	76,990	129,965	43,274	37,000	124,706
Capital Outlay	-	-	-	-	-	-
Transfers	175,000	534,416	825	-	-	-
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENSES:	225,376	612,778	145,790	49,945	52,000	139,706
ADMINISTRATION - UTILITY FUND						
EXPENSES:						
Payroll & Benefits	53,182	76,329	99,357	74,220	99,357	101,780
Supplies	11,330	6,148	6,200	5,517	6,200	8,700
Maintenance	101	51	100	81	100	100
Utilities	2,878	43	-	-	-	-
Services	108,951	101,964	25,350	26,763	25,350	25,350
Capital Outlay	-	-	-	-	-	-
Transfers	125,000	129,731	154,870	116,153	154,870	155,200
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENSES:	301,441	314,267	285,877	222,734	285,877	291,130

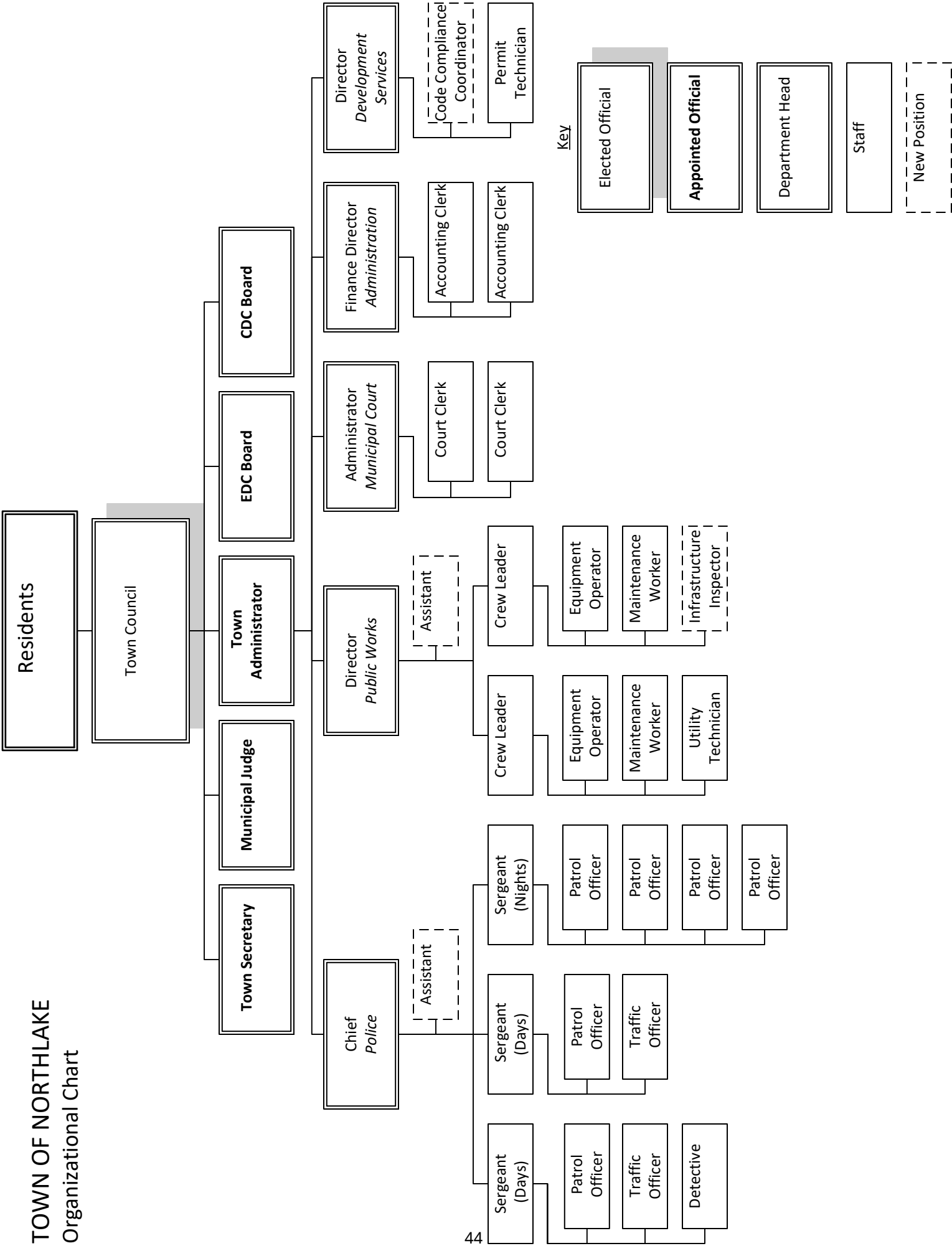


Town of Northlake
DEPARTMENT REPORT

	FY 2015 Actual	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Actual As of 6/30	FY 2017 Revised Budget	FY 2018 Proposed Budget
PUBLIC WORKS - UTILITY FUND						
EXPENSES:						
Payroll & Benefits	132,857	168,345	281,137	154,765	281,137	277,655
Supplies	14,551	20,635	35,870	20,583	35,870	90,095
Maintenance	55,304	104,670	92,700	73,024	95,300	111,200
Utilities	843,577	986,418	1,545,220	1,100,706	1,678,220	2,046,620
Services	30,956	72,170	21,800	35,391	21,800	41,800
Capital Outlay	-	-	189,900	154,467	189,900	204,000
Transfers	18,000	41,898	142,392	106,794	142,392	143,900
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENSES:	1,095,245	1,394,136	2,309,019	1,645,729	2,444,619	2,915,270
PUBLIC WORKS - NON-DEPARTMENTAL						
EXPENSES:						
Payroll & Benefits	-	25	-	-	-	-
Supplies	-	-	-	-	-	-
Maintenance	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Services	20,933	17,774	12,000	20,157	12,000	23,000
Capital Outlay	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
Lease Purchase Debt Service	-	-	-	-	-	-
TOTAL EXPENSES:	20,933	17,799	12,000	20,157	12,000	23,000

TOWN OF NORTHLAKE

Organizational Chart



TOWN OF NORTHLAKE

Personnel Distribution

Full-Time Equivalents

	2015/16 Actual	2016/17 Adopted	2016/17 Amended	2016/17 Actual	2017/18 Requests	2017/18 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	0.75		0.75		0.75
Accounting Clerk (75%)	0.65	0.75		0.75		0.75
Full-Time	3.30	3.50	0.00	3.50	0.00	3.50
Part-Time	0.00	0.00	0.00	0.00	0.00	0.00
Total	3.30	3.50	0.00	3.50	0.00	3.50
Development Services						
Development Director (25%)	0.25	0.25		0.25		0.25
Code Compliance Coordinator	0.00	0.00		0.00	0.75	0.75
Permit Technician	1.00	1.00		1.00		1.00
Full-Time	1.25	1.25	0.00	1.25	0.75	2.00
Part-Time	0.00	0.00	0.00	0.00	0.00	0.00
Total	1.25	1.25	0.00	1.25	0.75	2.00
Municipal Court						
Court Administrator	1.00	1.00		1.00		1.00
Court Clerk	2.00	2.00		2.00		2.00
Full-Time	3.00	3.00	0.00	3.00	0.00	3.00
Part-Time	0.00	0.00	0.00	0.00	0.00	0.00
Total	3.00	3.00	0.00	3.00	0.00	3.00
Police						
Police Chief	1.00	1.00		1.00		1.00
Lieutenant	0.00	0.00		0.00		0.00
Sergeant	2.00	2.75		2.75	0.25	3.00
Police Officer	7.50	8.00		8.00		8.00
Detective	0.00	0.75		0.75	0.25	1.00
Administrative Assistant	0.00	0.00		0.00	0.75	0.75
Full-Time	10.50	12.50	0.00	12.50	1.25	13.75
Part-Time	0.00	0.00	0.00	0.00	0.00	0.00
Total	10.50	12.50	0.00	12.50	1.25	13.75
Public Works						
Public Works Director (50%)	0.50	0.50		0.50		0.50
Crew Leader (50%)	0.50	0.87		0.87	0.13	1.00
Infrastructure Inspector (50%)	0.00	0.00		0.00	0.37	0.37
Equipment Operator (50%)	1.00	1.00		1.00		1.00
Maintenance Worker (50%)	1.00	1.00		1.00		1.00
Administrative Assistant (50%)	0.00	0.00		0.00	0.37	0.37
Full-Time	3.00	3.37	0.00	3.37	0.87	4.24
Part-Time	0.00	0.00	0.00	0.00	0.00	0.00
Total	3.00	3.37	0.00	3.37	0.87	4.24
Total General Fund						
Full-Time	21.05	23.62	0.00	23.62	2.87	26.49
Part-Time	0.00	0.00	0.00	0.00	0.00	0.00
Total	21.05	23.62	0.00	23.62	2.87	26.49

TOWN OF NORTHLAKE

Personnel Distribution

Full-Time Equivalents

	2015/16 Actual	2016/17 Adopted	2016/17 Amended	2016/17 Actual	2017/18 Requests	2017/18 Projected
<u>ECONOMIC DEVELOPMENT CORP.</u>						
Development Services						
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>						
Development Services						
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>						
Development Services						
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	0.25		0.25		0.25
Accounting Clerk (25%)	0.35	0.25		0.25		0.25
Utility Billing Clerk	0.00	0.50		0.50	0.50	1.00
Full-Time	0.70	1.00	0.00	1.00	0.50	1.50
Part-Time	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.70	1.00	0.00	1.00	0.50	1.50
Public Works						
Public Works Director (50%)	0.50	0.50		0.50		0.50
Crew Leader (50%)	0.50	0.87		0.87	0.13	1.00
Infrastructure Inspector (50%)	0.00	0.00		0.00	0.37	0.37
Equipment Operator (50%)	1.00	1.00		1.00		1.00
Maintenance Worker (50%)	1.00	1.00		1.00		1.00
Utility Technician	0.00	0.75		0.75	0.25	1.00
Administrative Assistant (50%)	0.00	0.00		0.00	0.37	0.37
Full-Time	3.00	4.12	0.00	4.12	1.12	5.24
Part-Time	0.00	0.00	0.00	0.00	0.00	0.00
Total	3.00	4.12	0.00	4.12	1.12	5.24
Total Utility Fund						
Full-Time	3.70	5.12	0.00	5.12	1.62	6.74
Part-Time	0.00	0.00	0.00	0.00	0.00	0.00
Total	3.70	5.12	0.00	5.12	1.62	6.74
<u>All Funds Total</u>						
Full-Time	25.50	29.49	0.00	29.49	4.49	33.98
Part-Time	0.00	0.00	0.00	0.00	0.00	0.00
Total	25.50	29.49	0.00	29.49	4.49	33.98

Date of Incorporation 1960
Form of Government Mayor/Council
Area 10,881 acres (17.0 sq. miles)

Mean Household Income \$82,023
Avg. Single Family Home Value \$342,262

Area Fire Protection

Roanoke Fire Department
Argyle Fire Department

Police Protection

Number of Stations 1
Number of Sworn Personnel 13

Area Recreational Parks and Facilities

5

Area Libraries

6

Education

The University of North Texas
University of Texas - Arlington
Southern Methodist University
Texas Wesleyan University
Texas Christian University
Texas Woman's University
North Central Texas College
Tarrant County College
Northwest, Ponder, and Argyle ISDs
Elementary Schools 10
Intermediate School (5th-6th grades) 1
Middle Schools 5
High Schools 5

Railroads

Burlington Northern Santa Fe
Union Pacific

Air Service

DFW Airport (34 miles) Commercial
Alliance Airport (14 miles) Industrial
Meacham Airport (28 miles) General Aviation
Northwest Regional (4 miles) General Aviation

Highways

Interstate IH-35W
Highways SH 114, US 377
Major Farm-to-Market FM 156, FM 407, FM 1171

Distance in Miles To:

Denton 14
Fort Worth 30
Dallas 42
Houston 281
Chicago 926
Los Angeles 1378
New York 1576

Tax Rate Per \$100 Valuation

Northlake \$0.295
Argyle ISD \$1.570
Northwest ISD \$1.453
Ponder ISD \$1.468
Denton County \$0.248
Denton County ESD #1 \$0.100

Area Community Facilities

Hotels 12
Hospitals 5
Churches 27

Utilities

Natural Gas Atmos
COSERV
Electricity TXU Electric
COSERV
Telecommunications AT&T
Frontier
Grande
Waste Collection Progressive

Major Area Employers

Amazon
Argyle ISD
BNSF
Clorox Distribution Center
Farmer Bros
G.E. Locomotive
Hydro Conduit
Northwest ISD
Texas Motor Speedway

Incentives:

Freeport Exemptions
Economic Development Incentives
Pioneer Grant (5 year forgivable loan)
Fast Track Permitting

www.town.northlake.tx.us

Memo

To: Honorable Mayor and Town Council
From: Drew Corn, Town Administrator
cc: Shirley Rogers, Town Secretary
Karen Bolyard, Finance Director
Date: September 7, 2017
Re: Adopting Tax Rate for Tax Year 2017

The notice of effective tax rate and tax rate hearings for the 2017 tax year was published in the Denton Record Chronicle newspaper on August 3, 2017. In addition, this notice was posted on the Town's website. Public hearings on the tax rate were held on August 10, 2017 at 5:30 pm and August 24, 2017 at 5:30 pm at Northlake Town Hall.

The proposed 2017-2018 tax rate for the Town of Northlake is 29.5¢ per \$100 of valuation. The proposed tax rate is an increase of 5.51% of the effective tax rate of 27.96¢ per \$100 of valuation. As a reminder, the effective tax rate is the rate that would be applied to the July 2017 property tax values that would generate the same amount of revenue as the 2016 tax year.

The proposed tax rate is below the rollback tax rate of 30.60¢ per \$100 of valuation therefore the rollback petition process is not available. If council adopts a tax rate higher than the rollback rate, voters may petition to require a public vote to lower the tax rate to the rollback rate.

The proposed tax rate of 29.5¢ per \$100 of valuation is distributed as follows:

17.76¢ for maintenance and operations
11.74¢ for payment of principal and interest

Council action is required to approve the tax rate. State law requires the following motion to approve the tax rate:

"I move that the property tax rate be increased by the adoption of a tax rate of 29.5¢ per \$100 of valuation, which is effectively a 5.51 percent increase in the tax rate."

Please contact me at 940.242.5701 if you have any questions or comments.

**TOWN OF NORTHLAKE, TEXAS
ORDINANCE NO. 17-0907_**

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF NORTHLAKE, TEXAS FIXING AND LEVYING MUNICIPAL AD VALOREM TAXES ON ALL TAXABLE PROPERTY WITHIN THE CORPORATE LIMITS OF THE TOWN OF NORTHLAKE, TEXAS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2017 AND ENDING SEPTEMBER 30, 2018 AT THE RATE OF \$0.295000 PER ONE HUNDRED DOLLARS (\$100.00), AND FOR DIRECTING THE ASSESSMENT THEREOF; PROVIDING FOR A DATE ON WHICH SUCH TAXES BECOME DUE AND DELINQUENT TOGETHER WITH PENALTIES AND INTEREST THEREON; PROVIDING FOR PLACE OF PAYMENT; PROVIDING FOR APPROVAL OF THE TAX ROLLS PRESENTED TO THE TOWN COUNCIL; PROVIDING FOR REPEALING, SAVINGS AND SEVERABILITY CLAUSES; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Town Council hereby finds that the tax for the fiscal year beginning October 1, 2017 and ending September 30, 2018, thereafter levied for current expenses of the Town and the general improvements of the Town and its property must be levied to provide the revenue requirements of the budget for the ensuing year; and

WHEREAS, the Town Council approved on September 7, 2017 a separate budget ordinance for the fiscal year beginning October 1, 2017 and the 2017 Appraisal Roll of the Town of Northlake as approved by the Appraisal Review Board of the Denton Central Appraisal District; and

WHEREAS, pursuant to Section 26.05 of the Texas Tax Code, the Town Council held a public hearing concerning the proposed tax rate on August 10, 2017 and on August 24, 2017 and all statutory and constitutional requirements concerning the levying and assessing of ad valorem taxes have been completed in due and correct time.

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

Section 1. **Findings Incorporated.** The findings set forth above are incorporated into the body of this Ordinance as if fully set forth herein.

Section 2. **Tax Levied.** THAT, there is hereby levied and ordered to be assessed and collected for the fiscal year beginning October 1, 2017 and ending on September 30, 2018, and for each fiscal year thereafter until it be otherwise provided and ordained, on all taxable property, real, personal and mixed, situated within the corporate limits of the Town of Northlake, Texas, and not exempt from taxation by the constitution of the State of Texas and valid law, an ad valorem tax rate of \$0.295000 on each One Hundred Dollar (\$100.00) valuation of such property assessed value of taxable property, which tax rate is apportioned and distributed as follows:

- a. For the purpose of defraying the current maintenance and operation expenses of the Town (General Fund): \$0.177600 on each One Hundred Dollars (\$100.00) assessed value of taxable property
- b. For the purposed of creating a Debt Service Fund to pay the interest and principle on all outstanding indebtedness which shall be applied to the payment of such interest and maturities of all outstanding bonded indebtedness: \$0.117400 on each One Hundred Dollars (\$100.00) assess value of all taxable property

Total tax rate \$0.295000

Section 3. THAT, THIS TAX RATE WILL RAISE LESS TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE. THE TAX RATE WILL DECREASE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$12.70.

Section 4. THAT, THIS TAX RATE WILL RAISE MORE TAXES FOR DEBT SERVICE THAN LAST YEAR'S TAX RATE. THE TAX RATE WILL RAISE TAXES FOR DEBT SERVICE ON A \$100,000 HOME BY APPROXIMATELY \$12.70

Section 5. THAT, THE TAX RATE WILL EFFECTIVELY BE RAISED BY 23.3. PERCENT.

Section 6. **Due Date of Taxes.** The taxes assessed and levied hereby are payable any time after the approval and publication of this Ordinance and not later than January 31 of the year following the year in which the taxes are assessed. The penalties and interest provided for herein shall accrue after January 31 of the year following the year in which the taxes are assessed. However, if the entire taxes due as provided herein are paid in full by January 31 of the year following the year in which the taxes are assessed, no penalty or interest shall be due.

Section 7. **Penalties and Interest.** A delinquent tax shall incur the maximum penalty and interest authorized by Section 33.01, Texas Property Tax Code, to-wit: a penalty of six percent (6%) of the amount of the tax for the first calendar month it is delinquent, plus one percent (1%) for each additional month or portion of a month the tax remains unpaid prior to July 1st of the year in which it becomes delinquent.

Provided, however, a tax that is delinquent on July 1st of the year in which it becomes delinquent shall incur a total penalty of twelve percent (12%) of the amount of the delinquent tax without regard to the number of months the tax has been delinquent. A delinquent tax shall also accrue interest at a rate of one percent (1%) for each month or portion of a month the tax remains unpaid. Taxes that remain delinquent on July 1 of the year in which they become delinquent shall incur an additional penalty of fifteen percent (15%) of the amount of taxes, penalty and interest due; such additional penalty is to defray the costs of collection as authorized by Section 6.30, Texas Property Tax Code.

Section 8. **Place of Payment/Collection.** Taxes are payable at the office of the Tax Assessor/Collector. The Town shall have available all rights and remedies provided by law for the enforcement of the collection of taxes levied under this ordinance.

Section 9. **Tax Roll.** The real and personal property tax appraisal rolls as certified by the Chief Appraiser of the Denton Central Appraisal District, as presented to the Town Council, together with any supplement thereto, are hereby accepted.

Section 10. **Savings/Repealing Clause.** All provisions of any ordinance in conflict with this Ordinance are hereby repealed; but such repeal shall not abate any pending prosecution for violation of the repealed Ordinance, nor shall the repeal prevent prosecution from being commenced for any violation if occurring prior to the repeal of the Ordinance. Any remaining portions of conflicting ordinances shall remain in full force and effect.

Section 11. **Severability.** Should any section, subsection, sentence, clause or phrase of this Ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Ordinance shall remain in full force and effect. The Town hereby declares that it would have passed this Ordinance, and each section, subsection, sentence, clause, or phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared unconstitutional or invalid.

Section 12. **Effective Date.** This Ordinance shall become effective from and after its adoption.

**PASSED AND APPROVED BY THE TOWN COUNCIL OF THE TOWN OF NORTHLAKE, TEXAS
this the 7th day of September, 2017**

Town of Northlake, Texas

Peter Dewing, Mayor

ATTEST:

Shirley Rogers, Town Secretary

Memo

To: Honorable Mayor and Town Council
From: Drew Corn, Town Administrator
cc: Shirley Rogers, Town Secretary
Nathan Reddin, Development Director
Date: September 7, 2017
Re: Amendment to Section 10.2 of Council Rules and Procedures – Designating Mayor as Lead Development Officer for Town and Other Related Changes

The current practice of the Town's interactions with property owners, developers and business owners do not always conform with Northlake Town Council Rules and Procedures and the Town Administrator Creation Ordinance and Employment Agreement. Since creation of the position, the Town Administrator was the lead development officer for the Town and would in turn notify the Mayor and Council of any interactions that would affect economic development incentives, development regulation exceptions and other negotiations. Over the last ten years, the Mayor has often been the first contact of potential developers and would often be the sole Town representative in these meetings and conversations.

Recently, the council has modified the Town Administrator employment agreement to eliminate the role of lead development officer or representative. This creates a void where no individual is designated as the Town's representative. If the intent of the Council was for the Mayor to serve as the representative, a modification of Council Rules and Procedures is necessary. In order for the Mayor to be the representative, the following changes are recommended to Council Rules and Procedures:

10.2 CONTACTS REGARDING DEVELOPMENT ISSUES OR ECONOMIC DEVELOPMENT

The Mayor is the lead development officer of the Town. Any contacts made by developers or potential businesses to other Town officials shall be redirected to the Mayor. The Mayor may direct the Town Administrator to follow up on any and all economic development efforts. Any and all contacts with developers or potential businesses by the Mayor shall be reported to the Town Administrator Secretary and copied to the entire Council, Mayor and EDCs not later than 12 hours in a reasonable amount of time after the contact. (Holidays and weekends; report as soon as possible during the next time the office is open) ~~Violation of this policy shall result in denial of future participation in economic development negotiations of any type.~~ All meetings and telephone contacts, even first contact with developers or potential businesses, shall be positive in nature. No one shall reject or discourage a developer or potential business without written Council approval and permission to reject. ~~No negotiations shall occur without at least two of the following people present: Mayor, any Council member, the Council's designated representative, or EDC representatives.~~ Violation of this policy shall result in denial of future participation in economic development negotiations of any type.

September 7, 2017

Amendment to Section 10.2 of Northlake Town Council Rules and Procedures

Page 2 of 2

Although I believe that economic and property development activities were being managed successfully under the current policies. Ensuring that practice follows policy is more important. Therefore, by changing the Council Rules and Procedures and the Town Administrator Employee Agreement will align policy with practice.

Please contact me at 940.242.5701 if you have any questions.

TOWN OF NORTHLAKE

RESOLUTION NO. 17-24

A RESOLUTION OF THE TOWN OF NORTHLAKE, TEXAS ADOPTING AMENDMENTS TO CERTAIN PORTIONS OF THE TOWN COUNCIL RULES OF ORDER AND PROCEDURE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the Town of Northlake, Texas ("Northlake"), a Type-A General Law municipality, meets and negotiates with property owners, businesses and developers in accordance with the Texas Local Government Code; and

WHEREAS, the Texas Local Government Code provides that the Town Council shall negotiate with parties for the development of Northlake; and

WHEREAS, the Town Council has previously adopted Rules of Order and Procedure for Northlake representatives in these meetings and negotiations; and

WHEREAS, the Town Council has determined that it is advisable to amend and revise its Rules of Order and Procedure in one or more particulars:

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

The Town Council Rules of Order and Procedure, previously adopted by the Town Council are amended by replacing the current Section 10.2 thereof with the following, so that hereafter, said Section 10.2 shall read as follows:

SECTION 1.

The Town Council Rules of Order and Procedure, previously adopted by the Town Council are amended by replacing the current Section 10.2 thereof with the following, so that hereafter, said Section 10.2 shall read as follows:

10.2 CONTACTS REGARDING DEVELOPMENT ISSUES OR ECONOMIC DEVELOPMENT

The Mayor is the lead development officer of the Town. Any contacts made by developers or potential businesses to other Town officials shall be redirected to the Mayor. The Mayor may direct the Town Administrator to follow up on any and all economic development efforts. Any and all contacts with developers or potential businesses by the Mayor shall be reported to the Town Administrator and Council in a reasonable amount of time after the contact. All meetings and telephone contacts, even first contact with developers or potential businesses, shall be positive in nature. No one shall reject or discourage a developer or potential business without written Council approval and permission to reject. Violation of this policy shall result in denial of future participation in economic development negotiations of any type.

Section 2.

The Amendments adopted herein shall be effective immediately upon passage.

PASSED AND APPROVED ON THE 7th DAY OF SEPTEMBER, 2017

Town of Northlake, Texas

Peter Dewing, Mayor

ATTEST:

Shirley Rogers, Town Secretary



Executive Session

Agenda Item 8

Convene into Executive Session

Pursuant to Texas Government Code, annotated, Chapter 551 Subchapter D:

- a. Section 551.071 authorizes a governmental body to consult with its attorney in an executive session to seek his or her advice on a legal matter. It provides as follows: A governmental body may not conduct a private consultation with its attorney except:
 - 1) When the governmental body seeks the advice of its attorney about:
 - (a) Pending or contemplated litigation; or
 - (b) A settlement offer; or
'Town of Northlake vs. City of Justin (Cause No. 15-08170-367)
 - (c) Appellate Docket No. 06-17-00054-CV
City of Justin vs. Town of Northlake
- b. Section 551.072 authorizes a governmental body to deliberate in executive session on certain matters concerning real property
 - 1) Right-of-way Acquisition