1. Agenda

    Documents:

    01-11-2018 AGENDA.PDF

2. Meeting Materials

    Documents:

    01-11-2018 COUNCIL PACKET.PDF

Town Council Meeting Agenda
Thursday, January 11, 2018 at 5:30 pm
1400 FM 407 - Chamber Room
Northlake, Texas

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, January 11, 2018 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. Special Recognition- Police Officer of the Year

3. Briefing Items
   A. Water and Sanitary Sewer Impact Fee Update
   B. FY 18 Quarterly Investment Review
   C. FY 18 Quarterly Budget Update
   D. Credit Card Payments for Utility Bills

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

   E. Consider for approval the Town Council meeting minutes of 12-14-17
   F. Consider for approval a resolution authorizing the establishment of a departmental cash drawer for the Police Department (Resolution No. 18-1)

7. Convene as Board of Adjustment
   G. See separate agenda for Board of Adjustment meeting

8. Rconvene as Town Council for consideration of Regular Items
   H. Consider for approval a resolution of the Town Council of the Town of Northlake establishing a public hearing date to consider amendments to the land use assumptions, Capital Improvements Plans and Impact Fees for Water and Sanitary Sewer Facilities; providing for the giving of notice of the public hearings (Resolution No. 18-2)

l. Consider for approval a resolution amending Section 10.03 Dress Code of the Northlake Employee Handbook adopted in 2011 (Resolution No. 18-03)

9. 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 Deliberation on Real Property authorizes a governmental body to deliberate the purchase, exchange, lease, or value of real property
         (a) Value of real property contemplated for Right-of-Way and/or drainage easement

10. 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, January 5, 2018 by 4 pm.

Shirley Rogers

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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Regular Work Session

Agenda Item 1

Special Recognition

Agenda Item 2

Special Recognition- Police Officer of the Year

Briefing Items

Agenda Item 3

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B. FY 18 Quarterly Investment Review

C. FY 18 Quarterly Budget Update

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1301 FM 407 * PO Box 729
Northlake, TX 76247
940-648-3290
Fax 940-648-0363

Town of Northlake

Memo

To: Honorable Mayor and Town Council

From: Drew Corn, Town Administrator

CC: Shirley Rogers, Town Secretary

Date: January 11, 2017

Re: Water and Sewer Impact Fee Update

On December 8, 2016, Council adopted the Northlake Comprehensive Plan – Pathway to 2040. The plan updated to the 2009 Comprehensive Plan. The first action step from the 2016 plan is:

> Amend all infrastructure plans – thoroughfare, water and wastewater plans - to require all current and future infrastructure design to meet rural standards in the part of the Town that is proposed for rural development.

A major concept that came from the comp plan process was the need to "right-size" the infrastructure specifically in the Ranch Preservation character area. Smaller water distribution lines, no wastewater collection system (only septic), and asphalt roads with bar ditches are appropriate for these areas. The 2012 water and sewer master plans assumed that eventually the rural areas would eventually desire water and sewer services. To ensure these areas remain rural, the proposed water and sewer plans have been reduced in the former and eliminated in the latter.

To continue to assess an impact fee State law requires an update be conducted every five years. On March 9, 2017 Council contracted with Halff and Associates to update the impact fees. The original study considered minimal isolated infrastructure. The update will consider all the additional infrastructure that has been built over the last five years. Although the study is an update, the system is much more complex, and the land use assumptions have drastically changed.

On November 16, 2017, the Capital Improvement Advisory Committee reconvened and reviewed the land use assumptions and water and sanitary sewer master plans. The Committee's comments and recommendations to the Council are attached. Halff will brief the proposed study to Council. Any Council comments will be incorporated into the final study and a public hearing will be called for the March 8, 2017 council meeting, if so directed. Council may then adopt the updated impact fees at that meeting.

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

January 4, 2018

Town of Northlake
1400 FM 407
Northlake, TX 76247

RE: Northlake Impact Fee Study

Honorable Mayor Dewing and Northlake Town Council:

We, the Capital Improvements Advisory Committee for the Northlake Impact Fee development, hereby provide our comments on the Water and Sanitary Sewer Impact Fee Study. These comments are provided in accordance with the requirements of Chapter 395 of the Texas Local Government Code, which establishes the rules for impact fees in Texas. The Committee has reviewed a draft of the Impact Fee Study, and the project consultant has met with us to present the land use assumptions, capital improvement plans, and proposed impact fees. Our comments are based on our review of the draft of the Impact Fee Study, dated November 10, 2017, and the committee presentation on November 16, 2017.

Land Use Assumptions - The land use assumptions developed for the capital improvement plan substantially correspond with the updated Northlake Comprehensive Plan adopted by the Town Council on December 8, 2016. Although it is difficult to predict the growth of the Town, the land use assumptions set forth in the Impact Fee Study are clear and in line with the expected growth patterns.

Capital Improvements Plan - The CIP developed for the Impact Fee Study reasonably corresponds with the land use assumptions and appropriately reflects the infrastructure needs to meet projected Town demands over the next 10 years. The recent decisions by council and staff to eliminate the sewer lines and resize the water lines in the Rural area of town are reflected by this plan.

Proposed Impact Fee - The committee believes the impact fees set forth in the Impact Fee Study are appropriate and reasonable based on the presentation by the consultants. The Committee recommends that the Council approve and adopt the adjusted maximum water and sanitary sewer impact fees as shown in Tables 18 and 24 of the Study. These adjusted maximum fees are appropriately priced within the range of surrounding/comparable towns and will provide the funds necessary for growth.

We appreciate the invitation to participate as members of this committee and to be of service to the Town.

Sincerely,

Dennis Lambrecht
Chairperson, Northlake Capital Improvements Advisory Committee

Water & Sanitary Sewer Impact Fee Update

NORTHLAKE
TEXAS

HALFF

HALFF ASSOCIATES, INC. ENGINEERS - SURVEYORS - SCIENTISTS PRELIMINARY - FOR INTERIM REVIEW ONLY These documents are for Interim Review. They were prepared by or under the supervision of: Philip Wheat PE #: 113381 Date: 01/05/2018 TBPE Firm #: 312

AVO 32335

January 2018

EXECUTIVE SUMMARY

The Town of Northlake (Town) retained Halff Associates (Halff) to develop land use assumptions, capital improvements plans (CIPs), and maximum impact fees for its water and sanitary sewer systems in 2012. The Texas Local Government Code Chapter 395, Section 052, requires a political subdivision imposing an impact fee to update the land use assumptions and capital improvements plan at least every five years. Therefore, the Town again hired Halff to update the impact fee because of the recent update to the Town's Comprehensive Plan[1] and changes to the future land use assumptions.

The land use assumptions include projections for new service units, which are standardized measures of capacity utilization attributable to individual development units. Table ES-1 shows the projected new service units within the 10-year planning period for each service area.

Table ES.1: New 10-year Service Units by Service Area

Service Area	Water		Sanitary Sewer
	North	South	
New Service Units	5,760	1,140	6,290

A capital improvement plan (CIP) identifies the facilities needed to serve future development within the service area for the planning period. The total 10-year water CIP is estimated to cost approximately $127 million, and the 10-year sanitary sewer CIP cost is estimated to total approximately $34 million. Capital improvements eligible for reimbursement by impact fees include those that must be added or expanded to serve future development. The proportional capacity of the infrastructure utilized by new development is used to determine the CIP costs eligible for inclusion in the impact fees. Table ES.2 shows the eligible CIP costs calculated for each service area.

Table ES.2: CIP Eligible Costs by Service Area

Service Area	Water		Sanitary Sewer
	North	South	
Eligible CIP Costs	$38,830,680	$6,751,230	$19,845,710

The impact fee for each infrastructure system equals the eligible cost of the capital improvements divided by the increase of service units from projected new development during the study period. The impact fee analysis must include a schedule that discounts from the maximum impact fee the amount of utility service revenues or ad valorem taxes that are allocated to capital improvements included in the CIP. Alternately, a credit of 50 percent can be applied to the eligible CIP cost. Table ES.3 shows the maximum adjusted impact fees for different meter sizes assuming the 50 percent credit is applied. Figures ES.1 and ES.2 show the Northlake maximum and adjusted impact fees for the standard service unit (3/4-inch water meter) assuming the 50 percent credit is applied compared to impact fees imposed by surrounding municipalities.

[1] Pathway to 2040: Northlake Comprehensive Plan Update, Adopted December 8, 2016 (Ordinance No. 16-1208E)

Table ES.3: Adjusted Water Maximum Impact Fees by Meter Size

Meter Size	Water Service Areas		Sanitary Sewer Service Area
	North	South	
5/8"	$2,415	$1,984	$1,057
3/4"	$3,604	$2,961	$1,578
1"	$6,019	$4,945	$2,635
1.5"	$12,001	$9,860	$5,255
2"	$19,209	$15,782	$8,411
3"	$36,040	$29,610	$15,780
4"	$72,080	$59,220	$31,560
6"	$162,180	$133,245	$71,010
8"	$216,240	$177,660	$94,680
10"	$288,320	$236,880	$126,240

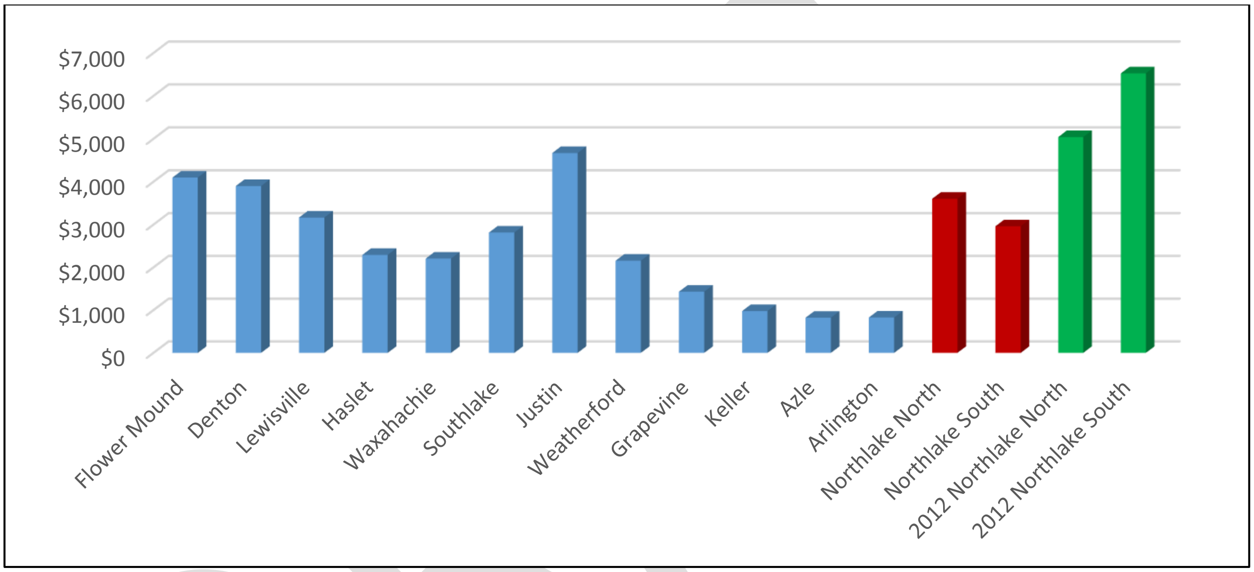

Figure ES.1: Local Water Impact Fee Comparisons

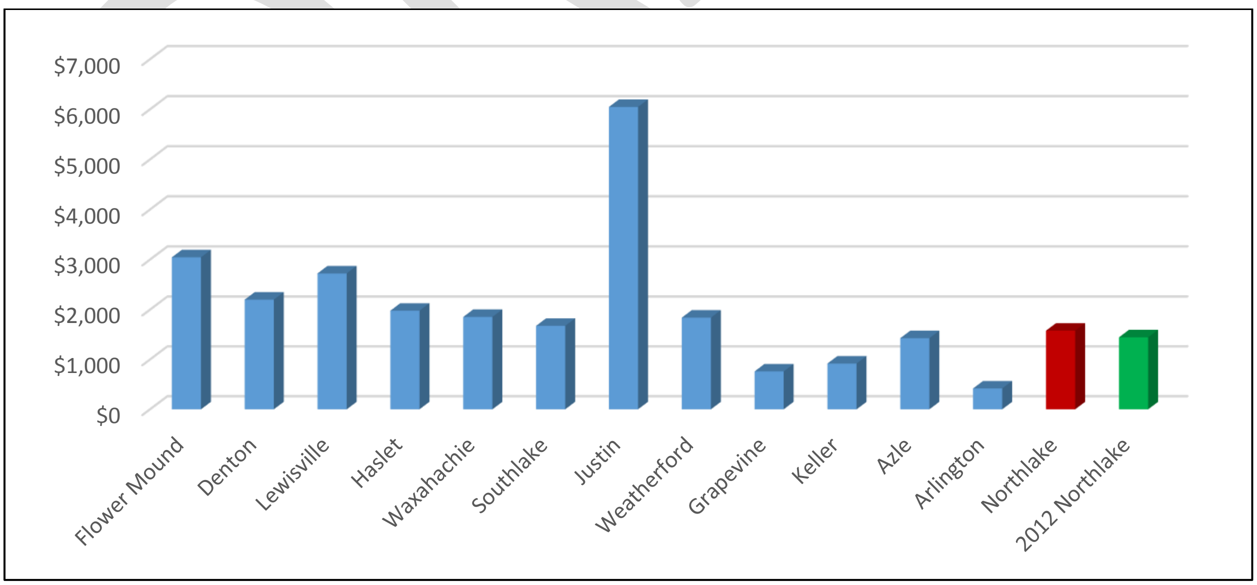

Figure ES.2: Local Sanitary Sewer Impact Fee Comparisons

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1.0 INTRODUCTION

Political subdivisions in the State of Texas may impose impact fees on land within their corporate boundaries in accordance with Chapter 395 of the Texas Local Government Code. An impact fee is defined as "a charge or assessment imposed by a political subdivision against new development in order to generate revenue for funding or recouping the costs of capital improvements or facility expansions necessitated by and attributable to the new development." The Town of Northlake (Town) retained Halff Associates (Halff) to develop land use assumptions, capital improvements plans (CIPs), and maximum impact fees for its water and sanitary sewer systems in 2012.

The Texas Local Government Code Chapter 395, Section 052, requires a political subdivision imposing an impact fee to update the land use assumptions and capital improvements plan at least every five years. This impact fee update is also warranted because of the recent update to the Town's Comprehensive Plan[2] and changes to the future land use assumptions. The planning period for this study is the 10-year period from 2017 to 2027.

This master plan and impact fee report update is intended to provide guidance for the Town to make decisions on water and sanitary sewer sizing, timing, and budgetary costs needed to service the Town as a whole. This report is based on assumptions and engineering judgement in conjunction with the planning documents that the Town has previously produced. As Northlake continues to grow, updating the master plan regularly will be necessary to accurately reflect the ongoing changes with the Town or deviations from the original plan. Each new development should be considered on a case-by-case basis to ensure that the infrastructure is sized to serve both the new development the surrounding area accordingly.

[2] Pathway to 2040: Northlake Comprehensive Plan Update, Adopted December 8, 2016 (Ordinance No. 16-1208E)

2.0 LAND USE ASSUMPTIONS

The capital improvements plans for which the impact fees are developed must be based on approved land use assumptions for the CIP's service area(s). Land use assumptions for the purposes of an impact fee study are defined as descriptions of the service area and projections of changes in land uses, densities, intensities, and population in the service area over at least a 10-year period. This section summarizes Northlake's land use assumptions.

2.1 Service Areas

Land use assumptions forecast changes in land uses, densities, intensities, and population over a 10-year period within an established service area. A service area must first be delineated to define the limits of land use assumptions. The service area also establishes the area to be served by the proposed capital improvements and the boundaries inside which an impact fee may be imposed. Service areas for water and sanitary sewer impact fees may include all or part of the Town's current limits and its extraterritorial jurisdiction (ETJ).

Northlake's water CCN (#12915) comprises 18,800 acres, including undevelopable floodplain, and is shown in Exhibit 1. The water service area deviates partially from the Town ETJ and has been updated from the previous master plan to reflect the current CCN boundary. Northlake is divided into two water service areas, North Water Service Area and South Water Service Area with Denton Creek generally serving as the divide between the two. The City of Fort Worth supplies water to southern Northlake via one existing point of connection, and Upper Trinity Regional Water District (UTRWD) provides water to North and East Northlake at two existing points of connection. The existing connection points are shown in Exhibit 1. The acreages shown below exclude floodplain.

- North Water Service Area – 10,450 acres
- South Water Service Area – 3,320 acres

The water service areas are further subdivided by four proposed pressure planes in order to provide appropriate water pressures to all customers in the system: North Town Hall Pressure Plane, North Ranch Pressure Plane, Denton Creek Pressure Plane, and Southside Pressure Plane. The Denton Creek Pressure Plane falls within both service areas. The North Water Service Area includes all or part of three separate pressure planes (North Town Hall Pressure Plane, North Ranch Pressure Plane, and part of the Denton Creek Pressure Plane). The South Service Area includes the Southside Pressure Plane and part of the Denton Creek Pressure Plane. Water from the higher elevation planes may flow to the lower planes, but water from the lower planes will not flow to the upper plane under normal circumstances. Figure 1 schematically shows how the systems are planned in buildout. Through the limits of this study, only the North Town Hall Pressure Plane and North Ranch Pressure Plane are anticipated to be connected.

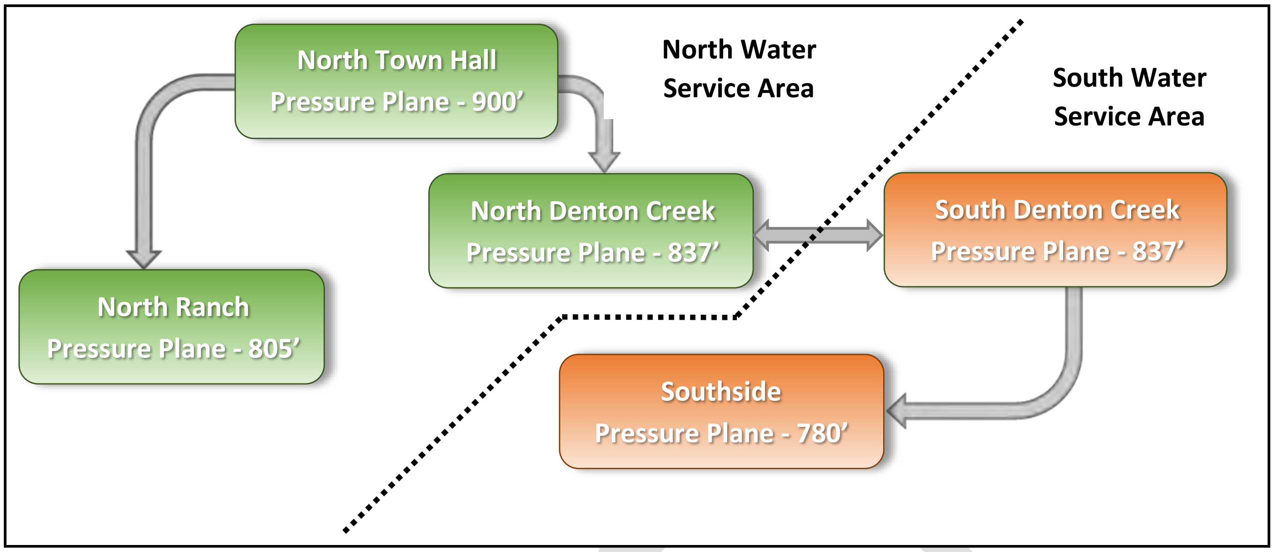


Figure 1: Proposed Water System Hydraulic Connectivity Schematic

The divide between service areas is important because Fort Worth assesses an impact fee in Northlake for water supply. Since the service areas are not anticipated to be linked within the 10-year planning period, this study establishes a clear boundary beyond which Fort Worth water will not be distributed, thereby establishing the area in which the Fort Worth impact fee should be assessed. The existing points of entry are shown in Exhibit 2.

Northlake's Sanitary Sewer Service Area encompasses 13,800 acres and is shown in Exhibit 2. The Sanitary Sewer Service Area includes an additional 1,736 acres of land west of FM 156 S compared to the Water Service Area and coincides with Northlake's sewer CCN (CCN #20866). Northlake is served by the Trinity River Authority's (TRA) Henrietta Creek and Graham Branch sanitary sewer interceptor systems via multiple points of entry. The flow is currently monitored by three metering stations for nine points of entry on Graham Branch and by three metering stations for three points of entry on Henrietta Creek. Flow from both interceptors convey flow to TRA'S Denton Creek sanitary sewer treatment facility for treatement.

On June 8, 2017, the Town of Northlake passed resolution no. 17-16 stating that the Town desired to protect the character of the Ranch Preservation area as identified in the Comprehensive Plan. The Ranch Preservation zone is generally in the northwest portion of Town. The Town intends to preserve this area and large lot development through "the reduction of sewer capacity in this area". Therefore, this area was removed from the Sanitary Sewer Service Area since the previous impact fee study.

2.2 Population and Growth Rate Projections

Northlake has experienced significant growth in the last few years, largely due to the addition of the Harvest and Canyon Falls master planned developments. Historical population estimates and resultant growth rates for Northlake are shown in Table 1.

Table 1: Historical Population and Growth Rates

Year	1990	2000	2010	2011	2012	2013	2014	2015	2016	2017
Population	250	921	1,724	1,867	1,950	2,050	2,150	2,237	2,660	3,010
Annual Population Growth	NA	67*	80*	143	83	100	100	87	423	350
Growth Rate	NA	27%*	8.7%*	8.3%	4.4%	5.1%	4.9%	4.0%	19%	13%

Data Sources: US Census Bureau, North Central Texas Council of Governments, and Texas Water Development Board
**Values are averages over 10-year time period*

The growth rate of Northlake is projected to increase through the duration of this study due to continued building of existing developments along with multiple new developments planned within the Town. Based on the densities established in the Comprehensive Plan and developable area within Northlake, the projected buildout population within Northlake is estimated to be about 50,300 people. This study assumes that developed acreages and utility connection count growth is proportional to the population growth curve. Table 2 and Figure 2 shows the population projections for Northlake through buildout.

Table 2: Northlake Population Projections Based on Land Use Development

Year	2017	2022	2027	2032	2042	2052	2062	2070
Population	3,010	9,000	16,950	24,200	35,900	43,600	50,300	50,300
Average Annual Growth	na	1,198	1,590	1,450	1,170	770	670	0
Annual Growth Rate	na	24.5%	13.5%	7.4%	4.0%	2.0%	1.4%	0.0%

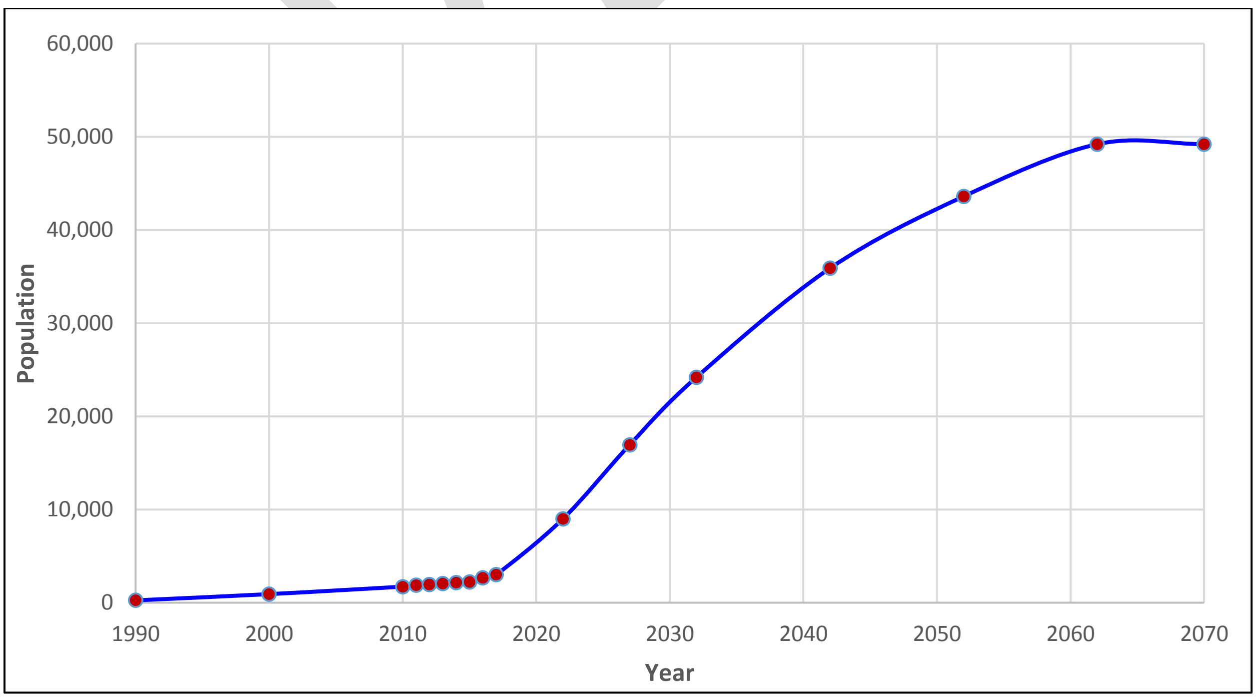


Figure 2: Historical and Projected Population

2.3 Future Land Use

The recent update to the Town's Comprehensive Plan created a future land use map that established geographical regions for seven types of future development and land uses (Appendix A). The seven zones were Neighborhood Residential, Ranch Preservation, Workforce Residential, Mixed Use, Business Park, Transitional Mixed Use, and Transitional Market Dependent. The Comprehensive Plan used broad categories describing each land use, such as residential and non-residential. The non-residential land use types were further subdivided into more detailed categories to reflect the varying types of non-residential usage: hotels, commercial, industrial, and institutional. The detailed breakdown aided in more accurately depicting the water demands and sanitary sewer flow rates in the hydraulic models.

The following list summarizes the assumptions made for usage and density percentages for each development type based on the Comprehensive Plan. The density percentages deviate from the Comprehensive Plan only in areas where an existing development falls within the boundaries of a zone but is not one of the proposed uses detailed in the Comprehensive Plan.

Neighborhood Residential (NR)

Use: Open Space (15%), Single Family Residential (73.4%), Residential Estates/Ranches (0.4%), Commercial (4%), and Institutional (8%)

Density: Average of three Single Family lots per acre and Non-Residential usage with an average Floor Area Ratio of 0.50

Ranch Preservation (RP)

Use: Single Family (41%), Residential Estates/Ranches (50%), Commercial (4%), Industrial (1%), and Institutional (4%)

Density: Average of one Single Family lot per five acres, one Ranch Estate lots per 20 acres, and Non-Residential usage with an average Floor Area Ratio of 0.50

Workforce Residential (WR)

Use: Open Space (5%), Multi-family (30%), Commercial (63%), and Hotel (2%)

Density: Average of 22 Multi-Family units per acre and Non-Residential usage with an average Floor Area Ratio of 0.50

Mixed Use (MU)

Use: Open Space (15%), Single Family Residential (20.5%), Multi-family (6%), Residential Estates/Ranches (1%), Commercial (45%), Industrial (1%), Hotel (6.5%), and Institutional (5%)

Density: Average of six Single Family lots per acre and 22 Multi-Family units per acre and Non-Residential usage with an average Floor Area Ratio of 0.50

Business Park (BP)

Use: Open Space (10%), Single Family Residential (3%), Residential Estates/Ranches (8%), Commercial (37%), Industrial (35%), Hotel (5%), and Manufactured Housing (2%)

Density: Non-Residential usage with an average Floor Area Ratio of 0.50

Transitional Mixed Use (TMU)

Use: Open Space (15%), Single Family Residential (23%), Multi-family (7%), Commercial (50%), and Institutional (5%)

Density: Average of four Single Family lots per acre and 22 Multi-Family units per acre and Non-Residential usage with an average Floor Area Ratio of 0.50

Transitional Market Dependent (TMD) - For the purpose of this study, the Transitional Market Dependent zone was considered the same as Transitional Mixed Use.

Exhibit 3 identifies the locations of existing and planned development within the Town and categorizes developed and undeveloped areas based on the aforementioned zones. With the exception of the Ranch Estates, land with existing development was assumed to retain its current development type and density regardless of the zoning. Table 3 summarizes the existing and future acreages by land use type.

Table 3 also shows estimated 2027 acreages by land use type. Development typically occurs earlier in areas where roads and utilities are easily accessible. The Town's thoroughfare plan is in Appendix B. This study assumes that land along highway and arterial corridors will begin developing first and the remaining undeveloped land will infill afterwards. If other areas develop first, the capital improvements plan would adjust accordingly based on the infrastructure identified in the master plan.

Table 3: Acreages by Land Use Type

Service Area		Land Use Type							Total Developable Area	Floodplain	Undeveloped Area	Total Service Area Acrage
		Neighborhood Residential	Ranch Preservation	Workforce Residential	Mixed Use	Business Park	Transitional Mixed Use	Transitional Market Dependent				
North	*Existing*	1,040	1,000	0	0	40	0	0	2,080	2,600	8,370	13,050
	2027	2,670	2,410	0	780	40	110	0	6,010		4,440	
	Buildout	3,320	4,800	0	1,160	1,000	170	0	10,450		0	
South	*Existing*	0	0	120	0	310	0	0	430	2,400	2,890	5,720
	2027	0	60	170	300	610	30	0	1,170		2,150	
	Buildout	0	230	230	1,710	610	540	0	3,320		0	
Sanitary Sewer	*Existing*	1,040	0	120	0	350	0	400	1,910	3,560	9,100	13,800
	2027	2,670	0	170	1,080	650	140	400	5,110		5,800	
	Buildout	3,320	0	230	2,870	1,610	710	1,500	10,240		0	

2.4 Service Unit Equivalents

The land use assumptions must include estimates for the amount of change in service units over the 10-year planning period. A service unit is a standardized measure of consumption attributable to an individual unit of development. The base service unit for the purposes of water and sanitary sewer impact fee studies is typically a water service connection to a single-family residence. In Northlake, a 3/4-inch water meter is currently used for single-family residences. The consumption attributable to other land use types can be related to a single family residence by a comparison of the water meter size required to serve the particular uses.

Table 4 shows standard water meter sizes and their maximum operating capacities as established in American Water Works Association Standards[3]. The ratio of each meter's capacity to a 3/4-inch meter's capacity establishes the Service Unit Equivalent (SUE) factor. This factor is used to relate the demand attributable to service units with larger water meters to the demand of a single-family residence, which is the base service unit. For instance, an industrial facility with a 2-inch meter has the potential of using 5.33 times as much water as a single-family residence, and thus counts as 5.33 service units. A single-family residence counts as a single service unit. The service unit equivalents in Table 5 are used for both water and sanitary sewer service units since sanitary sewer production is proportional to water demand.

Table 4: Service Unit Equivalents

Meter Size (Inches)	Meter Type	Maximum Capacity (gpm)	Ratio to 3/4" Meter (Service Unit Equivalent)
5/8	Displacement	20	**0.67**
3/4	Displacement	30	**1**
1	Displacement	50	**1.67**
1.5	Displacement	100	**3.33**
2	Displacement	160	**5.33**
3	Propeller	300	**10**
4	Propeller	600	**20**
6	Propeller	1,350	**45**
8	Propeller	1,800	**60**
10	Propeller	2,400	**80**

Table 5 identifies the existing and buildout SUE count for each service area based on the densities and areas established in the Comprehensive Plan. The existing SUEs reflect customers, platted developments, and developed land that may connect to the system in the future since impact fees can only be imposed on new, unplatted development. Existing development was not assumed to redevelop in the future. Appendix C details how the SUE counts were derived based on existing meter sizes and distributed for future development.

[3] AWWA C700-02, *Cold Water Meters – Displacement Type, Bronze Main Case* and AWWA C704-02, *Propeller-Type Meters for Waterworks Applications*

Table 5: SUEs by Land Use Type

Service Area		Neighborhood Residential	Ranch Preservation	Workforce Residential	Mixed Use	Business Park	Transitional Mixed Use	Transitional Market Dependent	Total
		Land Use Type							
North	*Existing*	2,310	580	0	10	40	0	0	2,940
	2027	5,890	1,160	0	1,400	40	210	0	8,700
	Buildout	6,000	4,320	0	2,120	880	350	0	13,670
South	*Existing*	0	0	780	0	190	0	0	970
	2027	0	30	900	560	570	50	0	2,110
	Buildout	0	210	900	3,110	1,090	1,110	0	6,420
Sanitary Sewer	*Existing*	2,310	0	780	10	230	0	370	3,700
	2027	5,890	0	900	1,960	610	260	370	9,990

The impact fee calculation is based on the difference between the total existing and total 2027 SUEs. The 2027 SUEs were determined based on the anticipated growth rates for Northlake and known planned subdivisions. Table 6 shows the anticipated total number of SUEs in 2027 by Service Area and the anticipated number of SUEs eligible to be charged an impact fee.

Table 6: 2027 SUEs Growth by Service Area

Service Area	10-Year SUE Growth
North	5,760
South	1,140
Sanitary Sewer	6,290

2.5 Existing and Future Water Demands

Existing wholesale water and meter data was reviewed to determine the historical daily water demands for Northlake. The historical water demands were used to establish an approximate flow from which future projections could be made. The average annual daily demand was approximately 0.66 MGD; the recorded maximum day water demand of 1.6 million gallons per day (MGD) occurred on August 5, 2016. This equates to an average daily demand of 125 gallons per capita day (gpcd) for the Town of Northlake. Water demand summary tables are located in Appendix D.

Combined with the densities and future land use from the Comprehensive Plan, the historical water demands were used to determine a demand per acre for each of the future land uses. Table 7 shows the average and maximum day water demand unit rates anticipated for Northlake. The ratio of maximum day demand to average day demand is based on historical usage in Northlake. The historical water usage per the various types of existing developments in Northlake are described in Appendix E.

Table 7: Usage Rate Assumptions by Land Use

Land Use Type	Water	
	Average Day	**Maximum Day**
	gpd/acre	*gpd/acre*
Neighborhood Residential	620	1,500
Ranch Preservation[1]	110	290
Workforce Residential	1,900	3,900
Mixed Use	1,300	2,900
Business Park	800	2,200
Transitional Mixed Use	1,100	2,500
Transitional Market Dependent	0	0

[1] Ranch Preservation usage rate is averaged across the entire land area designated in the Future Land Use plan. Developments with 1 acre lots are anticipated to use a higher demand per acre (approximately 390 gallons per day per acre on average) while ranch estates area anticipated to use a lower demand per acre than shown in the above table depending on the size.

The demand per acre values were applied to the undeveloped areas within Northlake to project the future water demands. The projected average and maximum day water demands for the Town are shown in Table 8. Based on the projected buildout population and demands, the average per capita demand is 200 gpcd including non-residential development. The future per capita demand is projected to be higher than the existing per capita demand because multi-family development represents 40 percent of the existing population and typically uses less water. As the Town grows with smaller lot developments, the per capita demand is anticipated to adjust accordingly.

Table 8: Northlake Water Demand Projections

Year	Average Day	Maximum Day
	mgd	*mgd*
2017	0.66	1.6
2027	3.85	9.26
Buildout	8.80	21.1

Halff accounted for usage variations over a standard 24-hour day and reflected these variances in the hydraulic model. The City of Fort Worth diurnal pattern for its Northside II pressure plane, which serves part of Northlake was used for the water demand patterns within Northlake's system. The diurnal graph shown in Figure 3 displays the multiplier for each hour of the day.

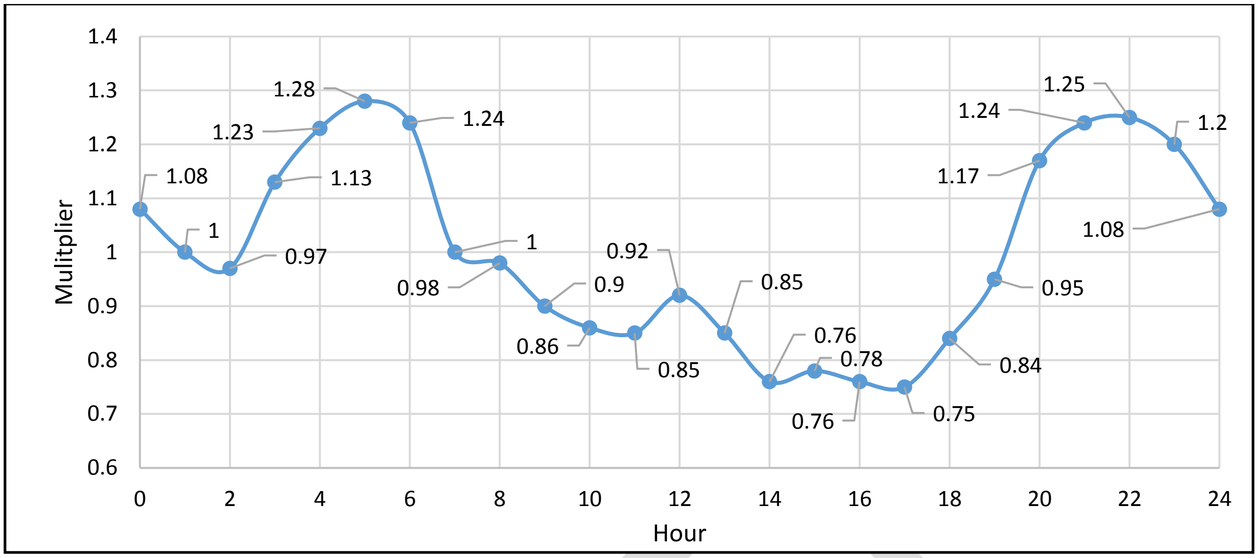


Figure 3: Northlake Assumed Diurnal Pattern

In 2004, the TWDB released a report from their Water Conservation Implementation Task Force recommending municipalities take action to achieve reduced water usage. Per the report, the Task Force recommended that an entity should consider "a minimum annual reduction of 1 percent in total per capita demand based on a five-year rolling average, until such time as the entity achieves a total daily per capita demand of 140 or less." Because Northlake's existing per capita demand is significantly above the recommended goal, this report reflects a reduction of 0.5 percent to occur naturally as development progresses and recommends Northlake strive to further reduce the per capita demand 140 gpcd goal set by the Task Force. Ironically, if Northlake were able to achieve an annual 1 percent reduction in demands, the 140 gpcd water demand goal would occur the same year Northlake was assumed to reach buildout, 2062.

2.6 Existing and Future Sanitary Sewer Flowrates

Northlake does not meter individual sanitary sewer accounts. The available flowrate data consists of monthly flowrates at Northlakes POEs into TRA's interceptor system. Additionally, some of the flows from Northlake to TRA were not being metered at the time of this report because the inline meters were too large for the relatively small amount of flow. Therefore, Halff did a comparison of the available metered sanitary sewer flow data with the same area of metered water data to determine a water to sanitary sewer ratio. By comparison, sanitary sewer flows consist of approximately 75 percent of water demands. Therefore, the assumed average daily flowrate for Northlake is 95 gpcd. Sanitary sewer flowrate summary tables are located in Appendix D.

Similar to water, a sanitary sewer flowrate per acre of land use was developed based on the calculated ratio to water demands. Table 9 also shows the average and peak wet-weather sanitary sewer usage. Per TCEQ 217.32.a.2, "When site-specific data is unavailable, the peak flow must be determined by multiplying the design flow by a factor of at least 4.0." For the purposes of this report, the peak wet-weather flowrate was established at approximately five times the average daily flow.

Table 9: Usage Rate Assumptions by Land Use

Land Use Type	Sanitary Sewer	
	Average	Peak Wet-Weather
	gpd/acre	*gpd/acre*
Neighborhood Residential	465	2,330
Ranch Preservation	0	0
Workforce Residential	1,425	7,130
Mixed Use	975	4,880
Buisness Park	600	3,000
Transitional Mixed Use	825	4,130
Transitional Market Dependent	675	3,380

The flowrate per acre values were applied to the undeveloped areas within Northlake to project the future sanitary sewer flowrates with the exception of Ranch Preservation, which will remain un-sewered. The projected average and peak wet-weather sanitary sewer flowrates for the Town are shown in Table 10. Based on the projected buildout population and flowrates, the average per capita flowrate is 150 gpcd including non-residential development.

Table 10: Northlake Sanitary Sewer Flowrate Projections

Year	Average Day	Peak Wet-Weather
	mgd	*mgd*
2017	0.49	2.49
2027	2.74	14.0
Buildout	6.53	33.5

3.0 WATER CAPITAL IMPROVEMENTS PLANS

The capital improvements plan is a 10-year outlook of water and sanitary sewer infrastructure needs to meet the Town's growing demands. The cost of the portion of the capital improvements used to meet the demands of new development within the 10-year growth period is eligible for reimbursement by the impact fees.

Halff performed hydraulic model analyses of the water distribution system using Innovyze InfoWater software. The primary goals of the analyses were to:

- Reflect the flows, pressures, and infrastructure of the existing system,
- Identify areas of needed improvements, and
- Provide long-term recommendations to accommodate flows through buildout conditions.

The water CIP developed for Northlake is for planning purposes; each CIP project should undergo further evaluation to verify location, materials, etc. prior to design and construction.

3.1 Existing Water System

The existing system was analyzed to evaluate existing deficiencies. Northridge Estates was assessed separately from the rest of the existing UTRWD Service Area since it has its own dedicated pump station. The Harvest distribution system fills the ground storage tank at Northridge Estates. The Canyon Falls and Southside systems both currently operate off of the wholesale provider's pressure. Halff conducted a series of field tests to determine actual field conditions and calibrated the hydraulic model to reflect field results. See Appendix F for the calibration analysis.

3.2 Water Master Plan

Halff updated the Town's water master plan to revise estimates for the ultimate infrastructure needs in Northlake. The Town's ultimate water demands projected in the land use assumptions were input into the hydraulic model to estimate required infrastructure capacities.

The master plan and CIP development considered proposed distribution mains 12-inches in diameter or larger and all existing pipes. The following criteria were used to estimate required distribution system sizes including ground storage tanks, elevated storage tanks, and pipelines.

- Maximum friction headloss = 7 feet per 1,000 feet of pipe length for domestic demand scenarios
- Maximum velocity = 8 feet/second
- Hazen-Williams C-Factor = 130 for new pipe diameters. Existing pipe roughness factors were established as part of the model calibration.
- Minimum domestic demand system pressure = 35 psi
- Minimum fire demand system pressure = 20 psi
- Fire flow demand = 3,000 gpm for three hours in Business Park and 1,500 gpm for three hours elsewhere
- Elevated Storage Tanks = Volume of 40 percent of peak hour demand for 3 hours and enough to retain enough volume in each pressure plane to meet the fire flow demand
- Ground Storage Tanks = Volume of 8 hours of max day demand
- Pump Stations = The ability to meet peak hour demand with the largest pump out of service

In addition to the design criteria listed previously, the water improvements in the master plans were checked against minimum TCEQ capacity requirements. The State of Texas requires the following minimum water system capacities for each pressure plane in community water systems with more than 250 connections (30 TAC §290.45).

- Pressure tank capacity of 20 gallons per connection with maximum capacity of 30,000 gallons if less than 2,500 connections
- Elevated storage volume – 100 gallons per connection, mandatory when 2,500 or more connections are present
- Total storage volume – 200 gallons per connection
- Pump capacity – 2.0 gpm per connection, or the ability to meet peak hour demand with the largest pump out of service, whichever is less.

Table 11 shows the minimum water facility capacity requirements for each pressure plane based on the Town's land use assumptions. The table also shows the estimated facility capacities based on the water model results. The SUE in Table 11 refers to the number of water customers.

Table 11: Current, 10-year, and Buildout Infrastructure Regulatory Requirements Comparison

Water Service Area		SUE	Required Pumping Capacity	Actual Pumping Capacity	Required Elevated Storage	Proposed Elevated Storage	Required Total Storage	Proposed Total Storage
			gpm	gpm	MG	MG	MG	MG
Existing	Northridge Estates[1]	166	332	360	0.0	0.0	0.03	0.2
	North Town Hall/Ranch	879	1,758	2,277	0.0	0.0	0.18	0.6
	North Denton Creek[2]	418	836	3,114	0.0	0.0	0.08	0.75
2027	North Town Hall/Ranch	4,924	2,954	4,054	0.5	1.3	1.0	1.9
	North Denton Creek	2,359	2,427	3,114	0.0	0.0	0.5	0.75
	Southside	2,028	1,217	2,200	0.0	0.75	0.4	1.25
Buildout	North Town Hall/Ranch	8,671	8,922	9,000	0.9	1.3	1.7	3.9
	North Denton Creek[3]	4,972	2,983	4,671	0.5	0.63	1.0	2.9
	Southside	2,036	1,222	4,200	0.0	0.75	0.4	1.8
	South Denton Creek[3]	4,447	2,668	5,858	0.4	0.63	0.9	2.9

1 NRE assumed to be part of North Town Hall/Ranch in the future.
2 Values based on proposed Canyon Fallos pump station.
3 The Denton Creek Service Area in Buildout shares the elevated storage capacity and requirement because the future elevated storage tank serves both service areas. The sum of the values in the table reflect the required and actual capacities.

The North Ranch Pressure Plane and North Town Hall Pressure Plane are the only pressure planes anticipated to be connected in 2027. Water can flow from the North Town Hall pressure plane into the North Ranch pressure plane but not the reverse. Therefore, the infrastructure in the North Town Hall pressure plane must also be sized to accommodate the connections in the North Ranch pressure plane. Likewise, in buildout conditions, all pressure planes are assumed to be hydraulically connected, but flow will be restricted from higher pressure planes to lower.

3.3 Water 10-Year Capital Improvement Plans

The 10-year (2017-2027) capital improvements plan (CIP) includes master plan infrastructure in the areas of town where development is expected in the next 10 years. As stated previously, development tends to closely follow existing infrastructure. Therefore, the development is anticipated to follow major thoroughfares and currently established development and expand outward from those focal points.

The size of the water capital improvements were determined based on Northlake's demands at build-out. The CIPs were modeled to verify that the infrastructure meets minimum design requirements. Exhibit 4 shows the town's proposed 10-year water capital improvements plan.

Table 12 lists the water projects and estimates for each project's total cost. Detailed cost estimates for each project are provided in Appendix G. Projects are labeled in a manner that identifies the infrastructure type (water or sewer), type of improvement (abbreviated below), and proposed year of construction.

- PL – Pipeline
- PS – Pump Station
- GST – Ground Storage Tank
- EST – Elevated Storage Tank
- N – North Service Area supplied from water from Upper Trinity
- S – South Service Area supplied from water from Fort Worth

The opinions of probable construction costs (OPCC) were developed based on actual construction costs for similar projects in North Texas. The estimates include the following items:

- Construction costs, complete in place.
    - Pavement replacement costs are included where pipe lines cross existing streets.
    - Pipe boring and encasement costs are included for pipe lines crossing TxDOT facilities and other right-of-ways where open cut construction is not feasible.
- Land acquisition costs for facilities not in future Town rights-of-way.
- A 25 percent contingency factor.
- Assumed annual inflation of four percent.
- Engineering and surveying fee estimates.
- Financing costs, equivalent to interest paid on a 20-year bond at five percent annually.

Table 12: Water CIP and Estimated Costs

Project	Description	Total Project
EX CF WL	Existing Canyon Falls waterlines.	$689,000
EX 20" WL	20" waterline connection the Harvest pump station to the NRE pump station.	$200,000
WN18A	12" waterline beginning at the intersection of Faith Lane and Faught Road and extends to the Harvest Development.	$2,315,000
WN18B	New 750,000 gallon ground storage tank and 5.2 MGD pump station for Canyon Falls.	$15,453,000
WS18A	12" waterline along Interstate 35 West Service Road to Ashmore Lane.	$674,000
WS18B	12" waterline along 114 between Chadwick Pkwy and Cleveland Gibbs Road.	$745,000
WN19	12" waterline East of Woodhill Farm extending from FM 407 to FM 335.	$2,650,000

Table 12 Continued: Water CIP and Estimated Costs

Project	Description	Total Project
WS19	16" waterline along Interstate 35 West Service Road from Ashmore Lane to Dale Earnhardt Way.	$2,232,000
WN20A	12" waterlines directly North of Harvestfrom Robson Ranch Road to FM 317 from Northwest to Southeast and from North to South.	$5,094,000
WN20B	New 1 MG elevated storage tank located North of Old Justin Road and East of the existing Brian's Place neighborhood.	$9,979,000
WS20	16" waterline connecting the intersection of E Sam Lee Lane and Cleveland Gibbs Road to Dale Earnhardt Way.	$2,696,000
WN21A	12" waterline that connects Canyon Falls to Cross Timbers Road.	$883,000
WN21B	12" waterline that connects Cross Timbers Road to Airport Road.	$1,963,000
WN21C	16" waterline along FM 338 from FM 335 to FM 407.	$3,187,000
WS21	12" waterline from Dale Earnhardt Way to Denton Creek on the West side of Highway 35W.	$2,541,000
WN22A	12" waterline starting at Yarbrough Way and Robson Ranch Road heading East and continues past FM 334.	$2,210,000
WN22B	16" waterline connecting Canyon Falls to the East side of Highway 35W along Cross Timbers Road.	$2,771,000
WN23A	16" waterline from Cross Timbers Road on the East side of Highway 35W down the Highway until Denton Creek.	$2,753,000
WN23B	12" waterline connecting the southern portion of Pecan Squares along FM 335.	$1,939,000
WN23C	One 1777 gpm Pump at Harvest pump station and a VFD.	$1,939,000
WN24	16" waterline from the intersection of Canyon Falls Drive and Westbridge Drive and extends perpendicular to FM 338.	$3,686,000
WS24A	12" waterline from Highway 35W along Dale Earnhardt Way, north on Harmonson Road, and extends back East towards Highway 35W.	$8,823,000
WS24B	New 500,000 gallon ground storage tank and 3.1 MGD pump station for Southside.	$11,967,000
WN25A	12" waterline along Evelyn Lane from Florance Road to Old Justin Road.	$3,789,000
WN25B	16" waterline heading south from Taglewood Trail and FM 338 down to Cross Timbers Road, then heads west to Highway 35W and crosses over the highway. Before the highway a 12" waterline runs parallel to Highway 35W up to FM 338. To the west a 16" waterline crosses the highway, and to the east a 20" waterline connects back to Canyon Falls.	$7,285,000
WS25	New 0.75 MG elevated storage tank located in the Industrial region of Southside, south of E Sam Lee Lane.	$9,106,000
WN26A	12" waterline on the parallel to Highway 35W on the west side of Highway 35W near the Canyon Falls development.	$2,546,000
WN26B	12" waterline on the West side that loops to connect to project WS26B.	$5,493,000
WN27A	16" waterline that connects the southeast corner of the Airport Road loop to Cleveland Gibbs Road.	$2,494,000
WN27B	12" waterline that connects Cleveland Gibbs Road to the east side of Highway 35W.	$2,395,000
Total		$126,509,000

In addition to the Town CIP projects to distribute water, a cost is associated with the treatment and conveyance of treated water to Northlake by Fort Worth and UTRWD. Fort Worth's costs are recouped via their own impact fee, which will be added to the Northlake impact fee for the South ater Service Area.

UTRWD capital costs attributable to Northlake's demand can be included in the impact fee calculation. Table 13 shows UTRWD's debt service scheduled over the next ten years for their Regional Treated Water System, according to the UTRWD FY 2017-2018 Adopted Budget. The current water treatment capacity in the UTRWD Regional Treated Water System is 70 mgd. The table also shows the portion of the UTRWD debt service assumed to be attributable to Northlake based on Northlake's 10-year water demand projections.

Table 13: 10-year UTRWD Treatment and Conveyance Costs Attributable to Northlake

Year	UTRWD Debt Service	Project Northlake Demand Supplied by UTRWD[1] (MGD)	Capacity Attibuted to Northlake	UTRWD Debt Attributed to Northlake
2018	$20,037,145	1.30	1.85%	$370,973
2019	$18,478,125	1.75	2.50%	$461,610
2020	$18,043,560	2.20	3.14%	$567,444
2021	$16,653,825	2.65	3.79%	$631,442
2022	$16,770,530	3.11	4.44%	$744,324
2023	$18,440,795	3.56	5.09%	$937,714
2024	$18,930,875	4.01	5.73%	$1,085,064
2025	$16,591,790	4.46	6.38%	$1,058,295
2026	$14,142,720	4.92	7.03%	$993,546
2027	$12,919,835	5.37	7.67%	$991,191
			Total	**$7,841,604**

1 Approximately 81% of Northlake's total demand is projected to be supplied by UTRWD in 2027.

3.4 Water Infrastructure Utilization

An impact fee can only include the portion of the capital improvements costs attributable to that portion of capacity utilized by new development within the 10-year planning period. The infrastructure utilization is directly proportional to the buildout percentage of the Town. The difference in connection counts relative to the buildout connection counts was used to determine the the new development SUE utilization percentage as demonstrated in the SUE equation below.

$$New\ Development\ Utilization\ (\%) = \frac{2027\ SUEs - 2017\ SUEs}{Buildout\ SUEs}$$

As an example, assume a one million gallon storage tank is needed to accommodate buildout demands. The pressure plane utilizing the storage tank is only 10 percent built out currently and will be 35 percent built out in 2027. Therefore, 25 percent of the total cost of the storage tank is eligible for impact fee reimbursement by 2027. Table 14 respresents the utilization rate for each service area for 2017, 2027, and buildout based on SUE counts.

Table 14: Utilization by Service Area

Year	Water Service Area and Utilization			
	North		South	
	SUE	% Utilization	SUE	% Utilization
2017	2,920	21%	970	15%
2027	8,670	64%	2,150	33%
Buildout	13,600	100%	6,500	100%
10-year Utilization	43%		18%	

3.5 Water Eligible Project Costs

The cost attributable to new development is the proportional cost eligible for inclusion in the impact fee calculation. Tables 15 and 16 show the eligible costs of the water CIP projects in the UTRWD and Fort Worth Service Areas, respectively. Table 15 includes the eligible cost of UTRWD debt service attributable to new development in Northlake.

Table 15: Eligible Costs for UTRWD Service Area Water Infrastructure

Project	Eligible Utilization	Total Project Costs	Eligible Project Costs
Existing CF WL	43.0%	$689,000	$296,270
EX 20" WL	43.0%	$200,000	$86,000
WN18A	43.0%	$2,077,000	$893,110
WN18B	43.0%	$14,900,000	$6,407,000
WN19	43.0%	$2,650,000	$1,139,500
WN20A	43.0%	$5,094,000	$2,190,420
WN20B	43.0%	$12,474,000	$5,363,820
WN21A	43.0%	$883,000	$379,690
WN21B	43.0%	$1,963,000	$844,090
WN21C	43.0%	$3,187,000	$1,370,410
WN22A	43.0%	$2,210,000	$950,300
WN22B	43.0%	$2,771,000	$1,191,530
WN23A	43.0%	$2,655,000	$1,141,650
WN23B	43.0%	$1,869,000	$803,670
WN23C	43.0%	$1,869,000	$803,670
WN24	43.0%	$3,555,000	$1,528,650
WN25A	43.0%	$3,789,000	$1,629,270
WN25B	43.0%	$7,025,000	$3,020,750
WN26A	43.0%	$2,546,000	$1,094,780
WN26B	43.0%	$5,297,000	$2,277,710
WN27A	43.0%	$2,405,000	$1,034,150
WN27B	43.0%	$2,310,000	$993,300
W IF Study	25.0%	$76,200	$19,050
UTRWD	43.0%	$7,841,604	$3,371,890
		Total	$38,830,680

Table 16: Eligible Costs for Fort Worth Service Area Water Infrastructure

Project	Eligible Utilization	Total Project Costs	Eligible Project Costs
WS18A	18.0%	$650,000	$117,000
WS18B	18.0%	$718,000	$129,240
WS19	18.0%	$2,153,000	$387,540
WS20	18.0%	$2,600,000	$468,000
WS21	18.0%	$2,451,000	$441,180
WS24A	18.0%	$8,508,000	$1,531,440
WS24B	18.0%	$11,539,000	$2,077,020
WS25	18.0%	$8,782,000	$1,580,760
W IF Study	25%	$76,200	$19,050
		Total	$6,751,230

3.6 Water Impact Fees

The impact fee for each infrastructure system is determined by dividing the eligible cost of the capital improvements by the increase of service units from projected new development during the study period. Table 17 shows the calculated maximum unadjusted water and sanitary sewer impact fees for a standard service unit (a 3/4-inch water meter).

Table 17: Adjusted Maximum Impact Fees

Service Area	2017-2027 SUE Increase	Total Eligible Costs	Maximum Impact Fee
Water Service Areas			
North Service Area	5,760	$38,830,680	$3,371
South Service Area	1,140	$6,751,230	$2,961

The impact fee analysis must include a schedule that discounts from the maximum impact fee the amount of utility service revenues or ad valorem taxes that are allocated to capital improvements included in the CIP. Alternately, a credit of 50 percent can be applied to the eligible CIP cost. Table 18 shows the adjusted water impact fees for different meter sizes assuming the 50 percent credit is applied. These values are calculated by multiplying the impact fee for the base service unit by the service unit equivalency factors in Table 4. Table 18 includes the current Fort Worth water impact fees for the South Service Area.

Table 18: Adjusted Water Maximum Impact Fees by Meter Size

Meter Size	Water Service Areas	
	North	South
5/8"	$2,259	$2,955
3/4"	$3,371	$4,418
1"	$5,630	$7,373
1.5"	$11,225	$14,717
2"	$17,967	$23,553
3"	$33,710	$50,737
4"	$67,420	$95,646
6"	$151,695	$910,334
8"	$202,260	$313,651
10"	$269,680	$440,867

4.0 SANITARY SEWER CAPITAL IMPROVEMENTS PLANS

Halff also performed hydraulic model analyses of the sanitary sewer collection systems using Innovyze ICM 6.5. The primary goals of the analyses were the same as water:

- Reflect the conditions and operation of the existing systems,
- Identify areas of needed improvements, and
- Provide long-term recommendations to accommodate flows through buildout conditions.

As with the water CIP, the sanitary sewer CIP developed for Northlake are for planning purposes. Halff recommends that each CIP project undergo further evaluation to verify capacity and location prior to design and construction.

4.1 Existing Sanitary Sewer System

The existing system consists of small collector mains before they connect to TRA interceptors in multiple locations. The existing mains were evaluated as part of the overall system to estimate needed improvements based on exsiting flows and future routing of flows.

4.2 Sanitary Sewer Master Plan

Halff developed a sanitary sewer master plan to estimate the ultimate infrastructure needs in Northlake through buildout. The Town's ultimate sanitary sewer flowrates projected in the land use assumptions were input into a hydraulic model of the sewer collection system to verify the infrastructure capacity.

The sanitary sewer improvements in the master plans were sized to meet TCEQ capacity requirements. The State of Texas requires the following sanitary sewer system capacities (30 TAC §217.53).

- Minimum velocity = 2 feet/second at full flow
- Maximum velocity = 10 feet/second at full flow
- No surcharging of manholes (i.e. the peak flow is fully contained in the pipe)

Additionally, Halff attempted to minimize lift stations and aerial crossings, thereby reducing long-term maintenance requirements. The Northlake topography allows for a sanitary sewer interceptor system that flows entirely by gravity; lift stations will not be necessary if the sanitary sewer infrastructure is appropriately phased. Pipe slopes were estimated based on existing topography, maintaining at least three feet of cover over the top of pipe. Future pipes less than 8-inches in diameter were excluded from the analysis.

4.3 Sanitary Sewer 10-Year Capital Improvement Plans

Exhibit 5 shows the town's proposed 10-year water capital improvements plan. Table 19 lists the sanitary sewer projects and estimates for each project’s total cost. Detailed cost estimates for each project are provided in Appendix H. The sanitary sewer capital improvements plan assumes that development will occur in a manner that will prevent the need for lift stations. If a development is planned in an area of town that is geographically separated from the existing collection system, a temporary lift station may be necessary to deliver flow across Town.

Projects are listed sequentially by date of anticipated construction. The first letter, an S, indicates that the project is sanitary sewer infrastructure. The last letter indicates the sequential segments of the same pipe. The OPCCs were developed in the same manner as water. See the *Water 10-Year Capital Improvement Plans* section for a description of the costs attributed to each project’s OPCC.

Table 19: Sanitary Sewer CIP and Estimated Costs

Project	Description	Total Project Cost
S18A	54'' SS line along Denton Creek southeast of IH-35W crossing SH 338	$ 8,311,000
S18B	12'' SS line south of IH-35W intercepting to SS line along Denton Creek	$ 685,000
S18C	8'' SS line south of IH-35W intercepting to SS line along Denton Creek	$ 499,000
S20A	48'' SS line along Denton Creek southeast of IH-35W	$ 366,000
S20B	30'' SS line running from IH-35W to Denton Creek along Catherine Branch	$ 1,822,000
S20C	24'' SS line crossing IH-35W along Catherine Branch	$ 2,806,000
S22A	48'' SS line along Denton Creek southeast of IH-35W	$ 1,282,000
S22B	21'' SS line crossing Denton Creek southeast of IH-35W	$ 989,000
S22C	18'' SS line along Cleveland Branch southeast of IH-35W	$ 2,047,000
S22D	12'' SS line along Cleveland Branch southeast of IH-35W	$ 1,201,000
S24A	36'' SS line along Denton Creek crossing IH-35W	$ 6,133,000
S24B	24'' SS line crossing Denton Creek northwest of IH-35W	$ 492,000
S24C	10'' SS line along Cleveland Branch crossing SH 1171 east of IH-35W	$ 1,695,000
S26A	21'' SS line from Denton Creek crossing to SH 1171, west of IH-35W	$ 1,104,000
S26B	18'' SS line from SH 1171, west of IH-35W	$ 3,281,000
S26C	15'' SS line from SH 1171, west of IH-35W	$ 1,717,000
	Total	**$ 34,430,000**

In addition to the Town CIP projects to collect sanitary sewer, a cost is associated with the treatment and disposal of sanitary sewer by the Trinity River Authority. TRA capital costs attributable to Northlake's flowrate can be included in the impact fee calculation. Table 20 shows TRA's debt service for their Denton Creek Regional Wastewater System according to their FY 2018 Budget. The 2018 year end debt service was assumed to be sustained through the timeframe of this report. The current treatment capacity in the Denton Creek Regional Wastewater System is 11.5 mgd. The table shows the portion of the TRA debt service assumed to be attributable to Northlake based on Northlake's 10-year sanitary sewer flowrate projections.

Table 20: 10-year TRA Treatment and Conveyance Costs Attributable to Northlake

Year	TRA Debt Service	Project Northlake Flowrate to TRA (MGD)	Capacity Attibuted to Northlake	TRA Debt Attributed to Northlake
2018	$ 11,312,709	0.49	4.3%	$ 482,020
2019	$ 11,104,223	0.74	6.4%	$ 714,533
2020	$ 11,104,223	0.99	8.6%	$ 955,929
2021	$ 11,104,223	1.24	10.8%	$ 1,197,325
2022	$ 11,104,223	1.49	13.0%	$ 1,438,721
2023	$ 11,104,223	1.74	15.1%	$ 1,680,117
2024	$ 11,104,223	1.99	17.3%	$ 1,921,513
2025	$ 11,104,223	2.24	19.5%	$ 2,162,910
2026	$ 11,104,223	2.49	21.7%	$ 2,404,306
2027	$ 11,104,223	2.74	23.8%	$ 2,645,702
			Total	**$ 15,603,075**

4.4 Sanitary Sewer Infrastructure Utilization

An impact fee can only include the portion of the capital improvements costs attributable to that portion of capacity utilized by new development within the 10-year planning period. Table 21 shows the flowrates simulated in the hydraulic model for each infrastructure component in the sanitary sewer CIP. The flowrate values are the total flows passing through each infrastructure project during peak flow. Note that all existing development is assumed to be connected to the sanitary sewer collection system in 2017 pursuant to the land use assumptions. The 10-year sanitary sewer utilization rate is directly proportional to the percentage of each infrastructure's utilized capacity. Table 20 shows the utilization rates of the sanitary sewer capital improvements.

Table 21: 10-Year Utilization of Sanitary Sewer Capital Improvements

Project	2017 Daily Flow (mgd)	2027 Daily Flow (mgd)	Ultimate Daily Flow (mgd)	2017 Utilization	10-Year Utilization
S18A	0.00	9.26	29.36	0.0%	31.5%
S18B	0.00	8.70	28.59	0.0%	30.4%
S18C	0.00	6.63	17.84	0.0%	37.2%
S20A	0.00	3.04	12.53	0.0%	24.3%
S20B	0.00	3.04	4.76	0.0%	63.9%
S20C	0.00	2.39	4.12	0.0%	58.0%
S22A	0.00	1.11	2.84	0.0%	39.1%
S22B	0.00	0.97	2.01	0.0%	48.3%
S22C	0.00	0.41	0.63	0.0%	65.1%
S22D	0.00	0.75	0.75	0.0%	100.0%
S24A	0.00	0.37	0.37	0.0%	100.0%
S24B	0.00	1.84	10.76	0.0%	17.1%
S24C	0.00	1.42	10.34	0.0%	13.7%
S26A	0.00	3.60	5.33	0.0%	67.5%
S26B	0.00	2.82	3.80	0.0%	74.2%
S26C	0.00	2.29	2.59	0.0%	88.4%

4.5 Sanitary Sewer Eligible Project Costs

The cost attributable to new development is the proportional cost eligible for inclusion in the impact fee calculation. The eligible cost for each infrastructure component equals the difference between the 2027 and 2017 utilization percentages multiplied by the total project cost. Table 22 shows the eligible cost of each sanitary sewer CIP project.

Table 22: Eligible Costs for Sanitary Sewer Infrastructure

Project	Eligible Utilization	Total Project Costs	Eligible Project Costs
S18A	32%	$8,311,000	$2,659,520
S18B	100%	$685,000	$685,000
S18C	100%	$499,000	$499,000
S20A	30%	$366,000	$109,800
S20B	17%	$1,822,000	$309,740
S20C	14%	$2,806,000	$392,840
S22A	39%	$1,282,000	$499,980
S22B	65%	$989,000	$642,850
S22C	72%	$2,047,000	$1,473,840
S22D	88%	$1,201,000	$1,056,880
S24A	28%	$6,133,000	$1,717,240
S24B	63%	$492,000	$309,960
S24C	80%	$1,695,000	$1,356,000
S26A	59%	$1,104,000	$651,360
S26B	48%	$3,281,000	$1,574,880
S26C	61%	$1,717,000	$1,047,370
WW IF Study	50%	$76,200	$38,100
TRA	31%	$ 15,603,075	$4,821,350
Total			**$19,845,710**

4.6 Sanitary Sewer Impact Fees

The impact fee for each infrastructure system is determined by dividing the eligible cost of the capital improvements by the increase of service units from projected new development during the study period. Table 23 shows the calculated maximum unadjusted water and sanitary sewer impact fees for a standard service unit (a 3/4-inch water meter).

The impact fee analysis must include a schedule that discounts from the maximum impact fee the amount of utility service revenues or ad valorem taxes that are allocated to capital improvements included in the CIP. Alternately, a credit of 50 percent can be applied to the eligible CIP cost. The tables in this section show the adjusted maximum water and sanitary sewer impact fees assuming the 50 percent credit is applied. The unadjusted impact fees are available in Appendix I.

Table 23: Adjusted Maximum Impact Fees

Service Area	2017-2027 SUE Increase	Total Eligible Costs	Maximum Impact Fee
Sanitary Sewer Service Areas			
Sanitary Sewer	6,290	$19,845,710	$1,578

Table 24 shows the adjusted sanitary sewer impact fees for different meter sizes.

Table 24: Adjusted Sanitary Sewer Maximum Impact Fees by Meter Size

Meter Size	Sanitary Sewer Service Area
5/8"	$1,057
3/4"	$1,578
1"	$2,635
1.5"	$5,255
2"	$8,411
3"	$15,780
4"	$31,560
6"	$71,010
8"	$94,680
10"	$126,240

5.0 COMPARISON OF LOCAL IMPACT FEES

Table 25 and Figures 4 and 5 show the actual impact fees adopted by other local municipalities for their base meter size. The Northlake fees in the table reflect the values with the 50 percent adjustment.

Table 25: Impact Fees of Other Local Municipalities

Municipality	Water Impact Fee	Sanitary Sewer Impact Fee	Base Meter Size
Northlake North[1]	$3,371	$1,578	3/4"
Northlake South[2]	$2,961		3/4"
Flower Mound	$4,098	$3,045	5/8"
Denton	$3,900	$2,200	5/8"
Lewisville	$3,165	$2,724	3/4"
Haslet	$2,292	$1,978	5/8"
Waxahachie	$2,206	$1,854	3/4"
Southlake	$2,815	$1,675	1"
Justin	$4,670	$6,046	3/4"
Weatherford	$2,157	$1,839	3/4"
Grapevine	$1,431	$760	3/4"
Keller	$979	$918	5/8"
Azle	$822	$1,428	3/4"
Arlington	$828.13	$418	3/4"

1 *Northlake Sanitary Sewer Impact Fee in not eligible to be charged to development in the Ranch Preservation land use area.*

2 *Table does not reflect the Fort Worth Impact Fee ($1,457 for a ¾" meter)*

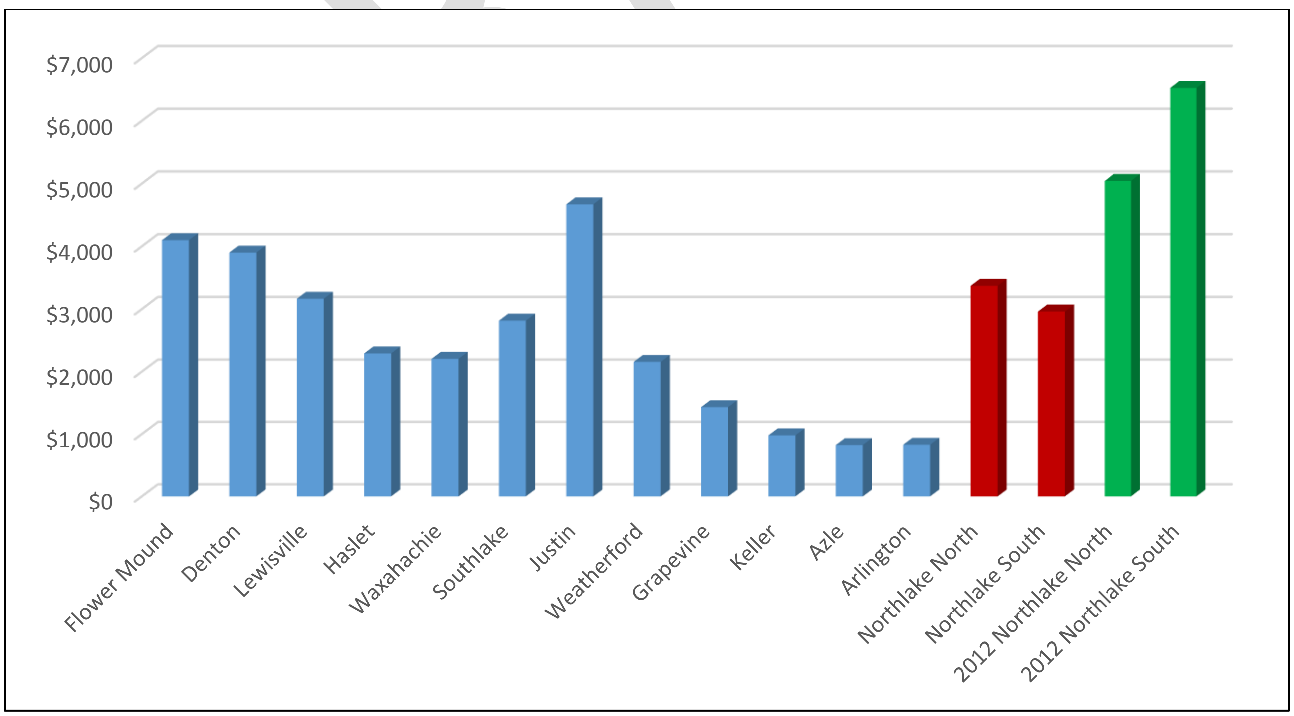


Figure 4: Local Water Impact Fee Comparisons

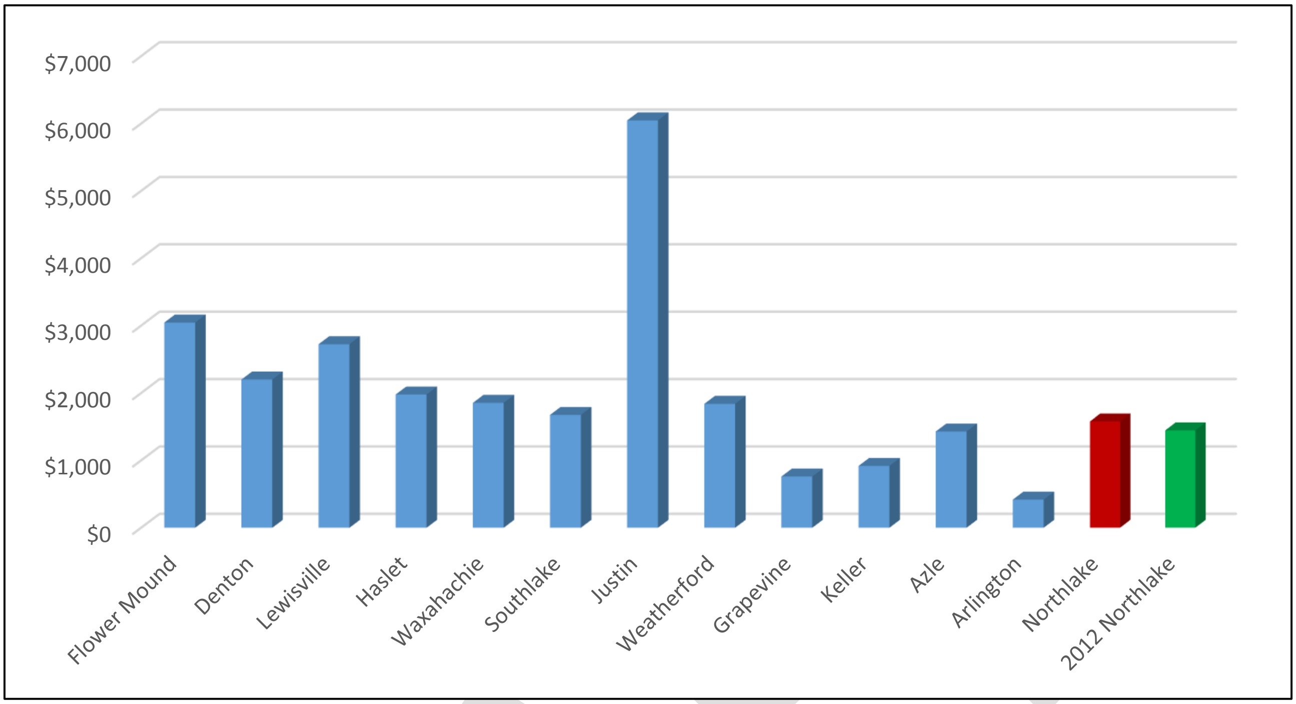
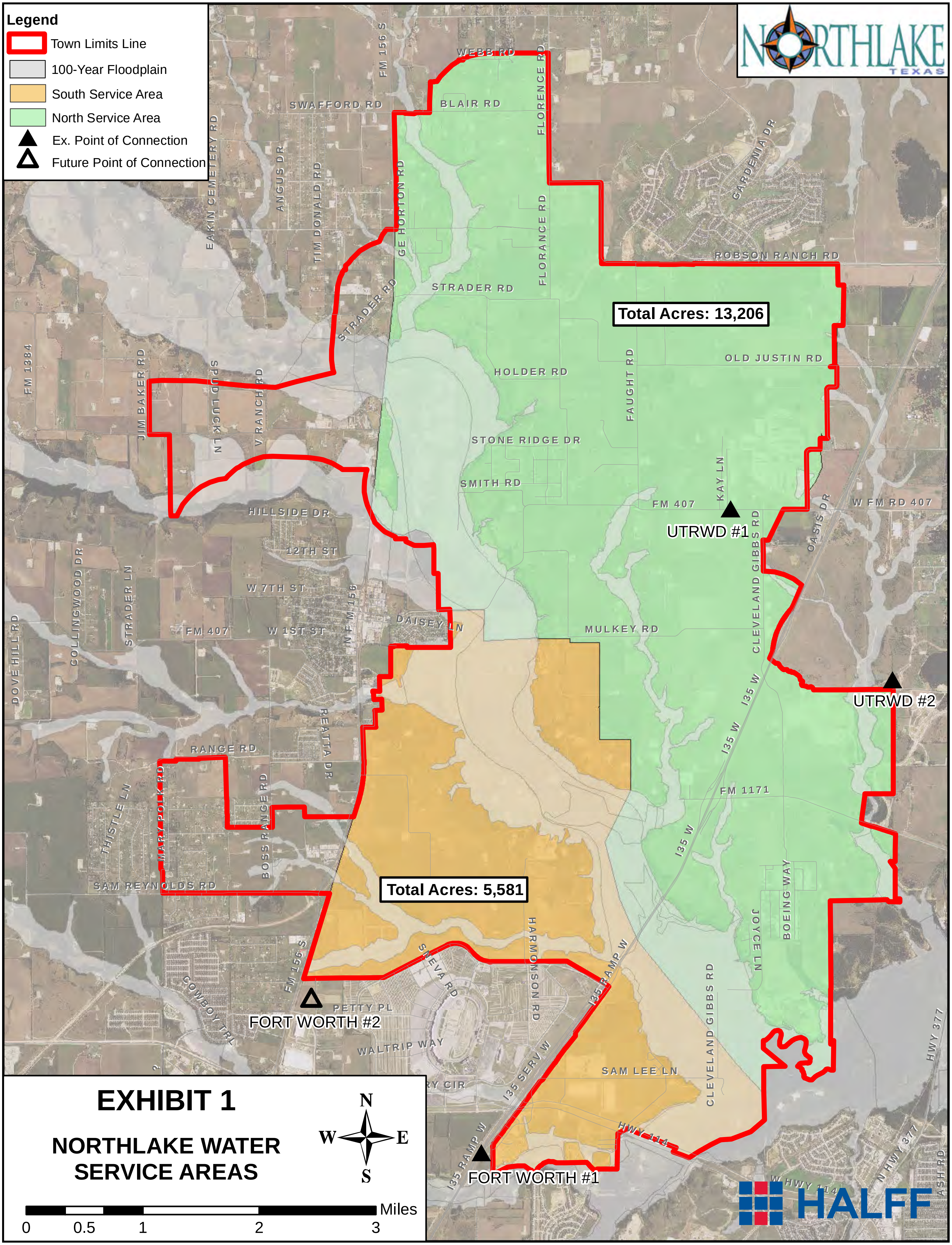
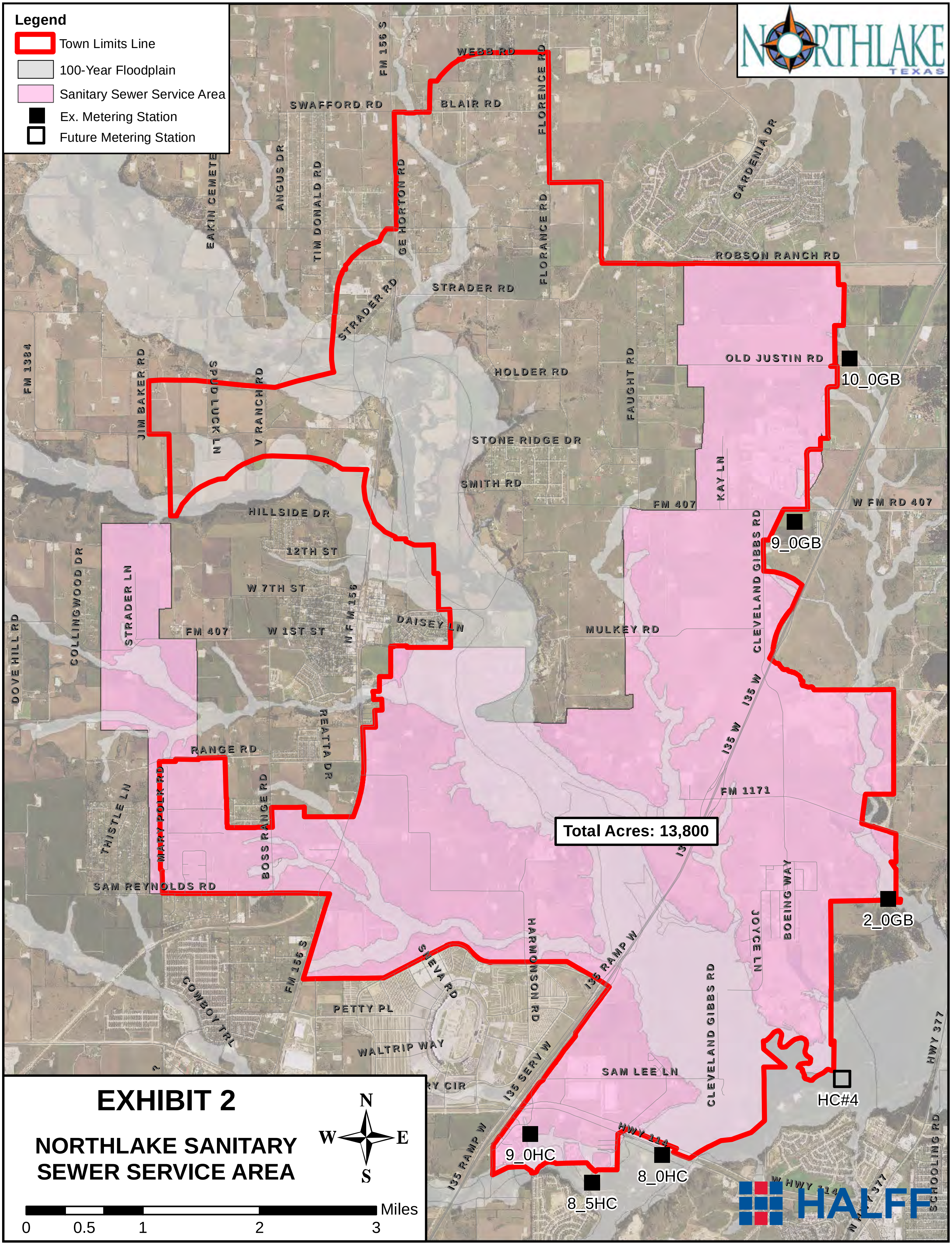


Figure 5: Local Sanitary Sewer Impact Fee Comparisons

EXHIBITS


Legend
Town Limits Line
100-Year Floodplain
South Service Area
North Service Area
Ex. Point of Connection
Future Point of Connection
NORTHLAKE
TEXAS
Total Acres: 13,206
Total Acres: 5,581
UTRWD #1
UTRWD #2
FORT WORTH #1
FORT WORTH #2
WEBB RD
BLAIR RD
SWAFFORD RD
FLORENCE RD
FLORANCE RD
FM 156 S
EAKIN CEMETERY RD
ANGUS DR
TIM DONALD RD
GE HORTON RD
GARDENIA DR
ROBSON RANCH RD
STRADER RD
OLD JUSTIN RD
HOLDER RD
FAUGHT RD
FM 1384
JIM BAKER RD
SPUD LUCK LN
V RANCH RD
STONE RIDGE DR
SMITH RD
KAY LN
FM 407
W FM RD 407
OASIS DR
HILLSIDE DR
12TH ST
W 7TH ST
N FM 156
DAISEY LN
W 1ST ST
MULKEY RD
CLEVELAND GIBBS RD
COLLINGWOOD DR
STRADER LN
DOVE HILL RD
I35 W
REATTA DR
RANGE RD
FM 1171
THISTLE LN
MARY POLK RD
BOSS RANGE RD
SAM REYNOLDS RD
BOEING WAY
JOYCE LN
HARMONSON RD
I35 RAMP W
SENEVA RD
COWBOY TRL
PETTY PL
WALTRIP WAY
I35 SERV W
SAM LEE LN
HWY 377
N HWY 377
HWY 114
W HWY 114
ASH RD
HALFF
EXHIBIT 1
NORTHLAKE WATER SERVICE AREAS
N
W
E
S
Miles
0
0.5
1
2
3


Legend
Town Limits Line
100-Year Floodplain
Sanitary Sewer Service Area
Ex. Metering Station
Future Metering Station
NORTHLAKE
TEXAS
WEBB RD
FM 156 S
SWAFFORD RD
BLAIR RD
FLORENCE RD
GARDENIA DR
EAKIN CEMETE
ANGUS DR
TIM DONALD RD
GE HORTON RD
FLORANCE RD
ROBSON RANCH RD
STRADER RD
STRADER RD
FM 1384
JIM BAKER RD
SPUD LUCK LN
V RANCH RD
HOLDER RD
OLD JUSTIN RD
10_0GB
FAUGHT RD
STONE RIDGE DR
SMITH RD
KAY LN
FM 407
W FM RD 407
HILLSIDE DR
9_0GB
12TH ST
CLEVELAND GIBBS RD
COLLINGWOOD DR
STRADER LN
W 7TH ST
N FM 156
DAISEY LN
DOVE HILL RD
FM 407
W 1ST ST
MULKEY RD
I35 W
REATTA DR
I35 W
RANGE RD
FM 1171
THISTLE LN
MARY POLK RD
BOSS RANGE RD
Total Acres: 13,800
BOEING WAY
SAM REYNOLDS RD
2_0GB
JOYCE LN
HARMONSON RD
I35 RAMP W
SHEVA RD
FM 156 S
COWBOY TRL
PETTY PL
WALTRIP WAY
CLEVELAND GIBBS RD
HWY 377
SAM LEE LN
I35 SERV W
HC#4
EXHIBIT 2
NORTHLAKE SANITARY SEWER SERVICE AREA
N
W
E
S
I35 RAMP W
HWY 114
9_0HC
8_0HC
8_5HC
W HWY 114
N HWY 377
SCHOOLING RD
HALFF
Miles
0
0.5
1
2
3

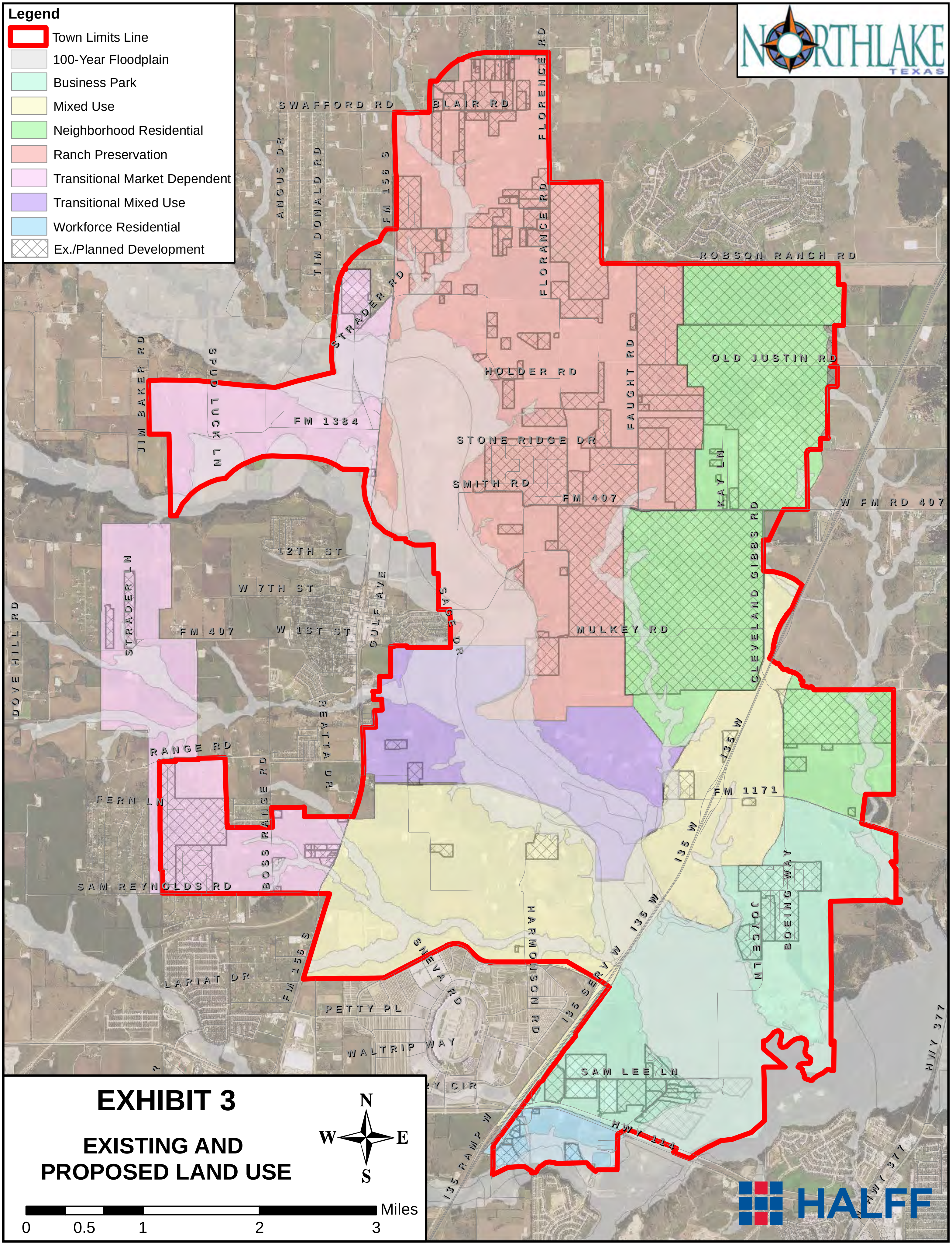


EXHIBIT 3

EXISTING AND PROPOSED LAND USE

EXHIBIT 4

WATER CAPITAL IMPROVEMENTS PLAN

Legend
Town Limits Line
100-Year Floodplain
Sanitary Sewer Service Area
Sanitary Sewer
2027
Buildout
Existing
NORTHLAKE
TEXAS
S26C
S26B
S26A
S24C
S24B
S24A
S22D
S22C
S22B
S22A
S20C
S20B
S20A
S18C
S18B
S18A
EXHIBIT 5
SEWER CAPITAL IMPROVEMENTS PLAN
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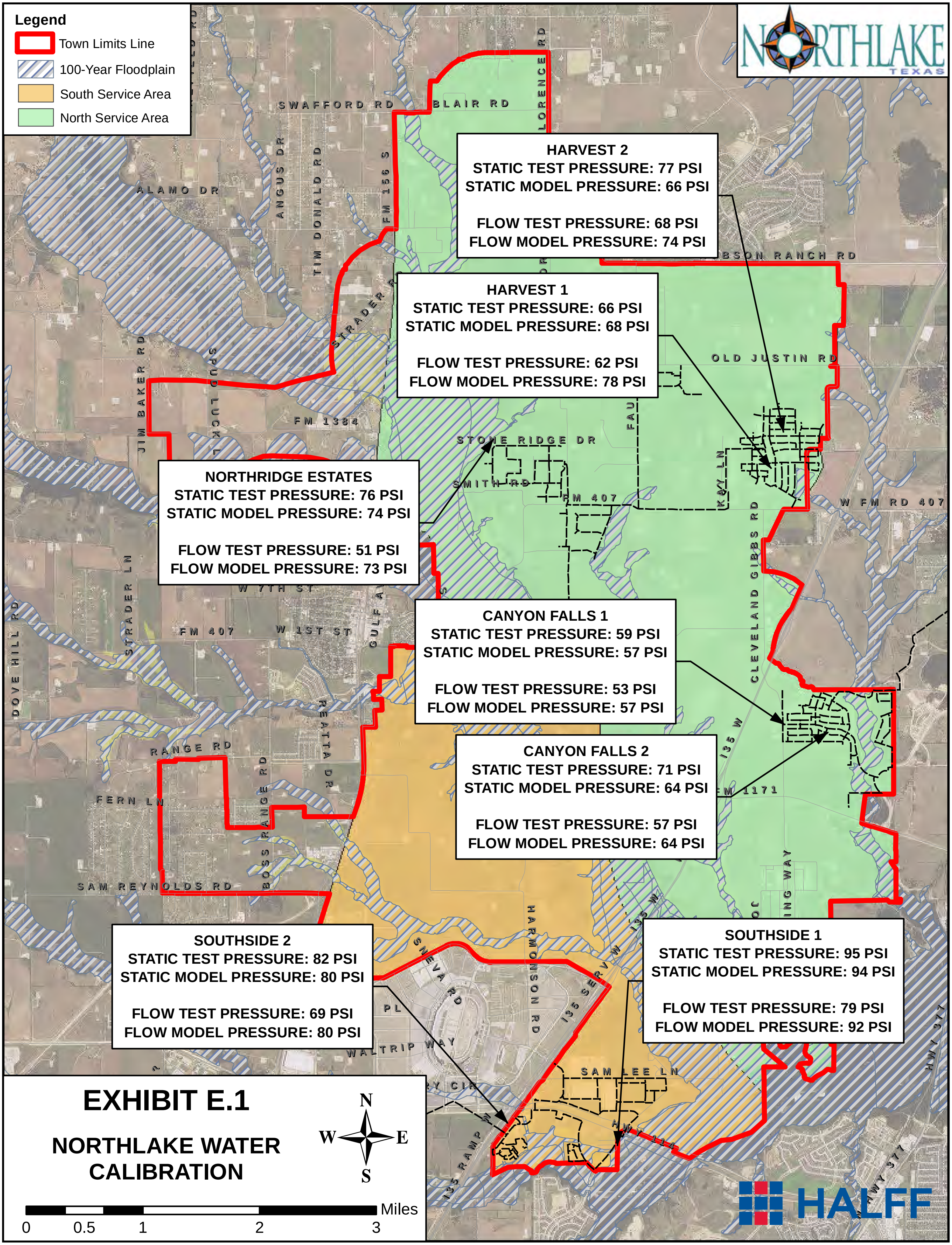
0.5
1
2
Miles
HALFF



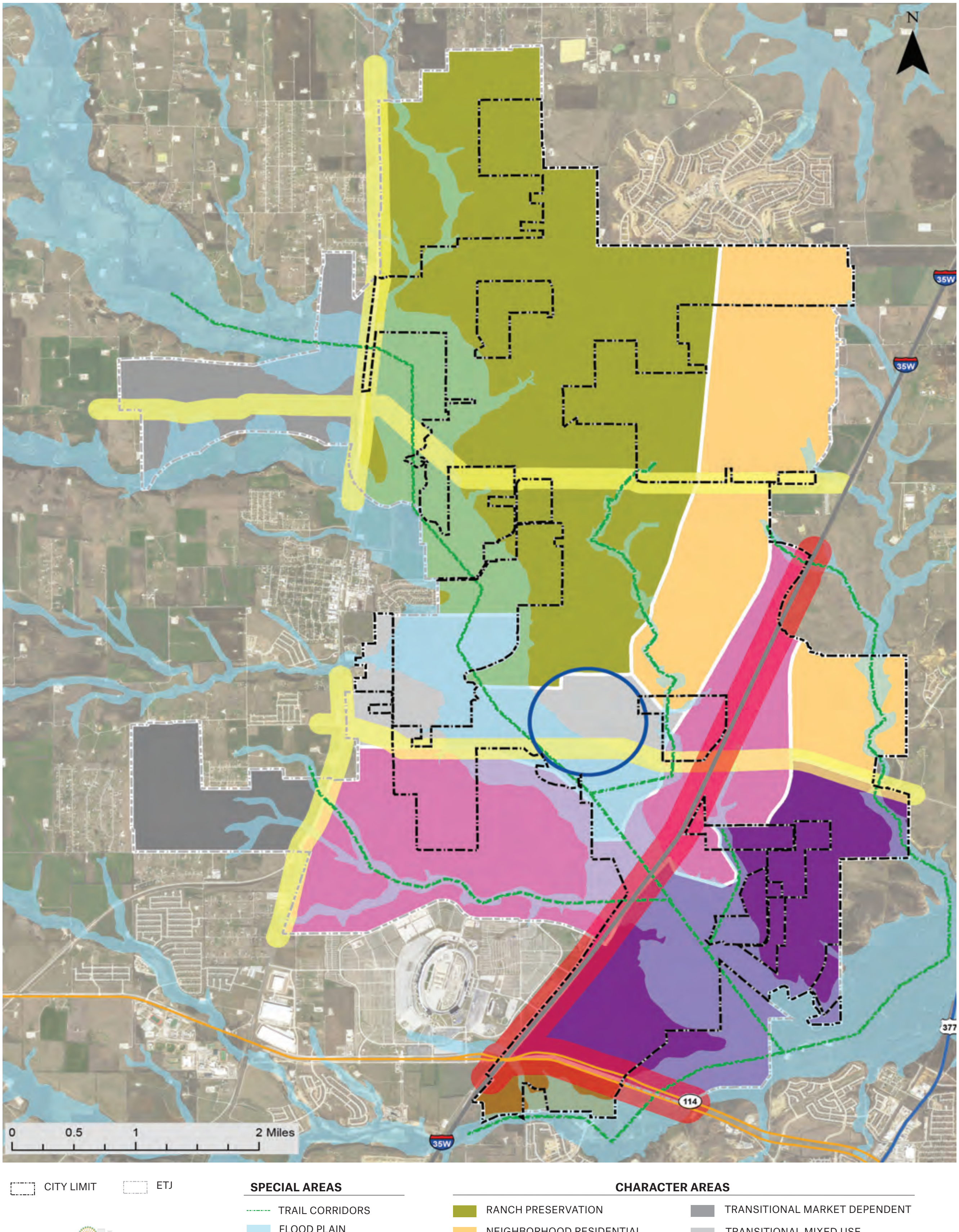
Legend
Town Limits Line
100-Year Floodplain
South Service Area
North Service Area
NORTHLAKE TEXAS
HARVEST 2
STATIC TEST PRESSURE: 77 PSI
STATIC MODEL PRESSURE: 66 PSI
FLOW TEST PRESSURE: 68 PSI
FLOW MODEL PRESSURE: 74 PSI
HARVEST 1
STATIC TEST PRESSURE: 66 PSI
STATIC MODEL PRESSURE: 68 PSI
FLOW TEST PRESSURE: 62 PSI
FLOW MODEL PRESSURE: 78 PSI
NORTHRIDGE ESTATES
STATIC TEST PRESSURE: 76 PSI
STATIC MODEL PRESSURE: 74 PSI
FLOW TEST PRESSURE: 51 PSI
FLOW MODEL PRESSURE: 73 PSI
CANYON FALLS 1
STATIC TEST PRESSURE: 59 PSI
STATIC MODEL PRESSURE: 57 PSI
FLOW TEST PRESSURE: 53 PSI
FLOW MODEL PRESSURE: 57 PSI
CANYON FALLS 2
STATIC TEST PRESSURE: 71 PSI
STATIC MODEL PRESSURE: 64 PSI
FLOW TEST PRESSURE: 57 PSI
FLOW MODEL PRESSURE: 64 PSI
SOUTHSIDE 2
STATIC TEST PRESSURE: 82 PSI
STATIC MODEL PRESSURE: 80 PSI
FLOW TEST PRESSURE: 69 PSI
FLOW MODEL PRESSURE: 80 PSI
SOUTHSIDE 1
STATIC TEST PRESSURE: 95 PSI
STATIC MODEL PRESSURE: 94 PSI
FLOW TEST PRESSURE: 79 PSI
FLOW MODEL PRESSURE: 92 PSI
SWAFFORD RD
BLAIR RD
ALAMO DR
ANGUS DR
TIM DONALD RD
FM 156 S
STRADER RD
OLD JUSTIN RD
FM 1384
STONE RIDGE DR
SMITH RD
FM 407
W FM RD 407
W 7TH ST
W 1ST ST
FM 407
JIM BAKER RD
SPUD LUCK L
STRADER LN
DOVE HILL RD
RANGE RD
FERN LN
BOSS RANGE RD
REATTA DR
SAM REYNOLDS RD
CLEVELAND GIBBS RD
I 35 W
SNEVA RD
HARMONSON RD
135 SERV W
WALTRIP WAY
SAM LEE LN
HWY 114
I 35 RAMP
HWY 377
EXHIBIT E.1
NORTHLAKE WATER CALIBRATION
N
W
E
S
0
0.5
1
2
3
Miles
HALFF

APPENDIX A: Northlake Future Land Use Map

Northlake Comprehensive Plan - Pathway to 2040

Adopted December 8, 2016

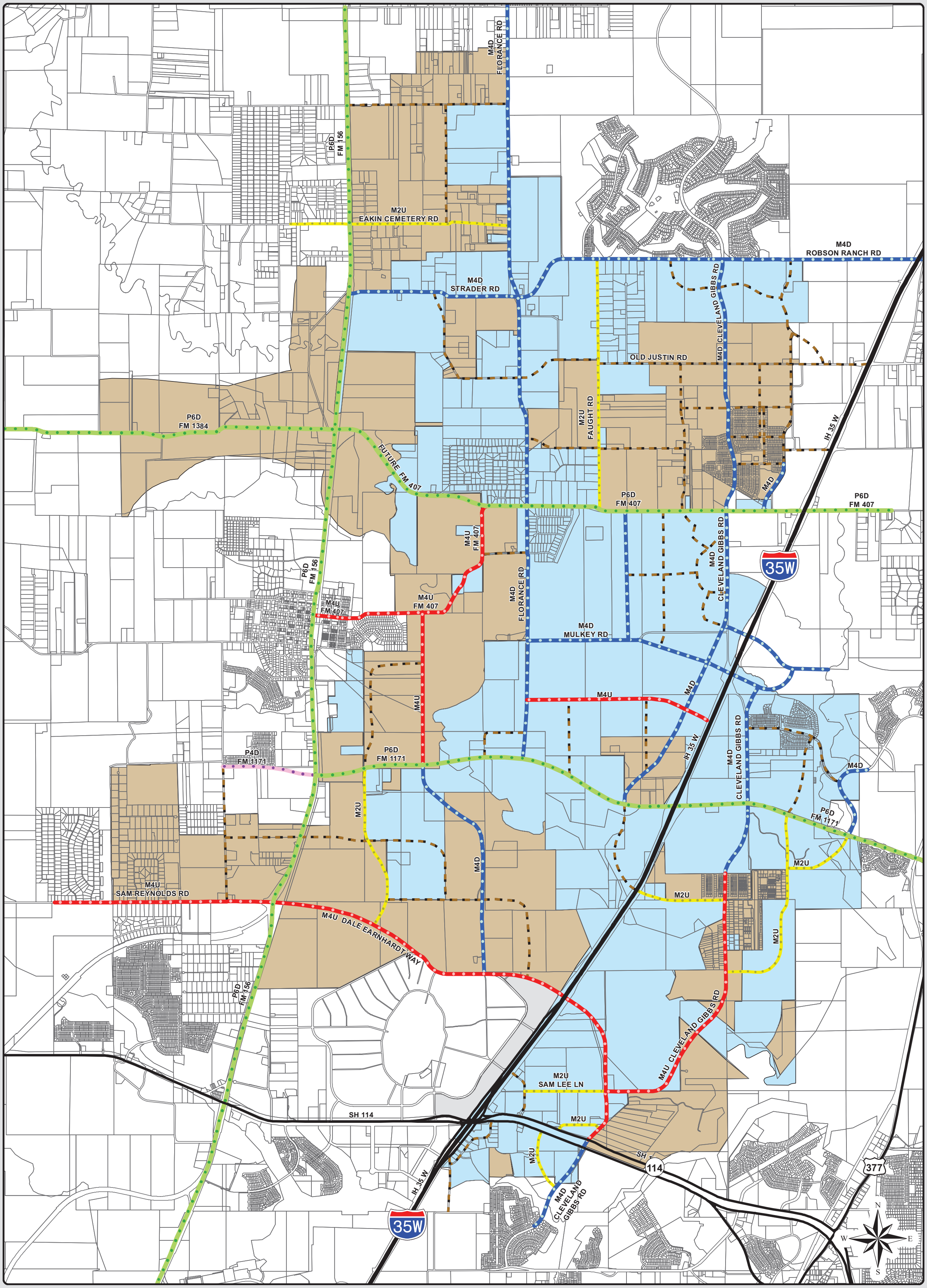
Vision: **Northlake is a town that honors its rural legacy while attracting a multi-generational, family oriented and highly engaged population through policies that promote responsible growth, self-reliance, and a diversified tax base.**



PATHWAY to 2040

A comprehensive plan shall not constitute zoning regulations or establish zoning district boundaries.

APPENDIX B: Northlake Thoroughfare Plan



Map Features

Thoroughfare Type

- M2U
- M4D
- M4U
- P4D
- P6D
- Collector Road
- Major Roads

- Town of Northlake Incorporated Area
- Town of Northlake Extraterritorial Jurisdiction
- Intergovernmental Agreement Area

NORTHLAKE
TEXAS

DENTON COUNTY, TEXAS
MASTER THOROUGHFARE PLAN
MTP Update Adopted by Ordinance 17-0511D on May 11, 2017

The MTP plan identifies existing and future roadways for the Town and its ETJ. It is recognized that classifications and/or locations of arterials may change based on future conditions. In areas, particularly in the ETJ, where the streets are not in place, the street alignments reflect corridors and not exact locations.

0 2,000 4,000
Scale in Feet

HALFF

Last Updated: 5/5/2017

APPENDIX C: Meter Size / SUE Conversions and Customer Only Tables

Existing, unconnected development does not have water meters. Likewise, future development and its corresponding meter size is contingent on an unknown number of fixtures (sinks, lavatories, etc.). To established infrastructure usage currently unserved parts of the Town, Halff established the approximate number of SUEs for each proposed unit of land use by development type. Table C.1 presents the existing number of water meters in Northlake for each type of land use and converts the meter quantities to service units using the service unit equivalents.

Table C.1: Existing Northlake Water Meters and Service Unit Equivalents

Development Type[2]	3/4"		1"		1 1/2"		2"		3"		Total SUEs
	Meters	SUEs	Meters	SUEs	Meters	SUEs	Meters	SUEs	Meters	SUEs	
Commercial	1	1	4	7	5	17	1	5	0	0	**30**
Industrial	2	2	0	0	1	3	20	107	3	30	**142**
Institutional[1]	0	0	3	5	0	0	6	32	0	0	**37**
Hotel	2	2	0	0	1	3	6	32	0	0	**37**
Multi-Family	0	0	2	3	1	3	69	368	24	240	**614**
Single Family	1,366	1,366	6	10	0	0	10	53	0	0	**1,429**
Manufactured Housing	1	1	0	0	0	0	4	21	0	0	**22**
										Total	**2,311**

[1] Assumes 2-2" meters for the Harvest community center and 1-2" meter for the Town Hall and Courthouse.
[2] Ranch Estate is not included in the table because there are currently not existing meters on Ranch Estate properties, however, it is anticipated to have the same meter size as a single family unit.

An average water meter size assumed for the individual types of developments. In some instances, the average meter size is between two common sizes; the corresponding SUE was interpolated and applied to existing unconnected development and future development. Table C.2 shows the average number of SUEs per land use unit used in determining future development usage.

Table C.2: Average SUEs per Existing Development Type Unit

Development Type[1]	Units	SUEs	Development Quantity	SUEs per Unit of Development Type
Commercial	Acre	30	13	2.3
Industrial		142	190	0.7
Institutional		37	21	1.8
Manufactured Housing		22	21	1.0
Hotel		37	4	9.3
Multi-Family	Dwelling Unit	614	93	6.6
Single Family		1429	701	2.0

[1] Ranch Estate is not included in the table because there are currently not existing meters on Ranch Estate properties, however, it is anticipated to have the same meter size as a single family unit.

Since impact fees can only be assessed to new development, the tables in the report (Tables 3 and 5) referencing acreages and SUEs reflect the necessary values for the impact fee calculations. The acreages and SUEs in Tables 3 and 5 include connected customers, platted development, and existing development that is **not** served water by the City of Northlake. Tables C.3 and C.4 are for informational purposes only and reflect the acreages and SUEs of current connected customers. Existing development that is on well or septic is not anticipated to connect to the system within the next 10 years, but is anticipated to be connected before buildout occurs.

Table C.3: Acreages of Customers

Service Area		Land Use							Total Developable Area	Floodplain	Undeveloped Area	Total
		Neighborhood Residential	Ranch Preservation	Workforce Residential	Mixed Use	Business Park	Transitional Mixed Use	Transitional Market Dependent				
North Denton Creek	*Existing*	180	120	0	0	0	0	0	300	1,500	3,290	5,090
	2027	260	350	0	780	0	110	0	1,500		2,090	
	Buildout	720	700	0	1,000	1,000	170	0	3,590		0	
North Ranch	*Existing*	0	230	0	0	0	0	0	230	1,030	1,870	3,130
	2027	0	300	0	0	0	0	0	300		1,800	
	Buildout	0	2,100	0	0	0	0	0	2,100		0	
North Town Hall	*Existing*	400	80	0	0	0	0	0	480	100	4,300	4,880
	2027	2,000	1,100	0	0	0	0	0	3,100		1,680	
	Buildout	2,600	2,000	0	180	0	0	0	4,780		0	
South Southside	*Existing*	0	0	80	0	220	0	0	300	890	550	1,740
	2027	0	0	130	0	610	0	0	740		110	
	Buildout	0	0	230	10	610	0	0	850		0	
South Denton Creek	*Existing*	0	0	0	0	0	0	0	0	1,500	2,470	3,970
	2027	0	60	0	310	0	30	0	400		2,070	
	Buildout	0	230	0	1,700	0	540	0	2,470		0	
Sanitary Sewer	*Existing*	580	0	80	0	220	0	0	880	3,560	9,100	13,820
	2027	2,260	0	130	1,090	610	140	0	4,230		5,800	
	Buildout	3,320	0	230	2,890	1,610	710	1,500	10,260		0	

Table C.4: SUEs of Customers

Service Area		Land Use: Neighborhood Residential	Ranch Preservation	Workforce Residential	Mixed Use	Business Park	Transitional Mixed Use	Transitional Market Dependent	Total
North Denton Creek	*Existing*	400	50	0	10	0	0	0	460
	2027	570	160	0	1,400	0	210	0	2,340
	Buildout	1,300	620	0	1,800	890	350	0	4,960
North Ranch	*Existing*	0	170	0	0	0	0	0	170
	2027	0	130	0	0	0	0	0	130
	Buildout	0	1,900	0	0	0	0	0	1,900
North Town Hall	*Existing*	880	30	0	0	0	0	0	910
	2027	4,290	500	0	0	0	0	0	4,790
	Buildout	4,670	1,800	0	320	0	0	0	6,790
South Southside	*Existing*	0	0	670	0	180	0	0	850
	2027	0	0	830	0	560	0	0	1,390
	Buildout	0	0	940	10	1,080	0	0	2,030
South Denton Creek	*Existing*	0	0	0	0	0	0	0	0
	2027	0	30	0	560	0	50	0	640
	Buildout	0	210	0	3,100	0	1,110	0	4,420
Sanitary Sewer	*Existing*	1,280	0	670	10	180	0	0	2,140
	2027	4,860	0	830	1,960	560	260	0	8,470
	Buildout	5,970	0	940	5,230	1,970	1,460	2,600	18,170

APPENDIX D: Water and Sanitary Sewer Use Summary Tables

The average daily water use data was provided by the Town of Northlake by entry point. Halff combined the flows from each entry point for every month to determine the average, minimum, maximum, and peaking factor for the town as shown in Table D.1.

TableD.1: Northlake Daily Water Use by Entry Point

Average Daily Water Use (MGD)												
	2014			2015			2016			2017		
	Average	Min	Max	Average	Min	Max	Average	Min	Max	Average	Min	Max
January	0.16	0.10	0.25	0.25	0.10	0.38	0.34	0.25	0.48	0.47	0.31	0.82
Feburary	0.17	0.11	0.25	0.25	0.12	0.40	0.41	0.27	0.66	0.55	0.31	0.87
March	0.22	0.11	0.34	0.23	0.12	0.41	0.45	0.27	0.77	0.73	0.47	1.04
April	0.25	0.12	0.38	0.28	0.16	0.43	0.13	0.02	0.34			
May	0.38	0.25	0.57	0.30	0.12	0.85	0.57	0.41	0.92			
June	0.38	0.24	0.59	0.42	0.23	0.71	0.78	0.35	1.33	**Average**		**0.66**
July	0.42	0.29	0.62	0.73	0.43	1.00	1.10	0.64	1.44	**Min**		**0.02**
August	0.46	0.33	0.65	0.87	0.66	1.21	1.11	0.46	1.60	**Max**		**1.60**
September	0.46	0.33	0.62	0.89	0.58	1.18	1.02	0.54	1.28	**PF**		**2.41**
October	0.38	0.24	0.58	0.69	0.30	1.10	0.88	0.47	1.13			
November	0.31	0.18	0.47	0.36	0.25	0.51	0.62	0.87	0.87			
December	0.23		0.30	0.36	0.21	0.51	0.46	0.28	0.63			

Monthly sewer readings were provided by the Trinity River Authority to Northlake as part of their billing requirements. Their metering stations for Northlake measures the flow at the end of each month and is provided as an average. Because there is not daily data, only an average sanitary sewer flow could be determined. Table D.2 shows the average flows from December 2015 to November 2016.

Table D.2: Northlake Monthly Average Sanitary Sewer Flow

Monthly Average SS Flow		
Month	**2015**	**2016**
	Average	Average
January		0.17
Feburary		0.15
March		0.21
April		0.29
May		0.24
June		0.28
July		0.25
August		0.26
September		0.21
October		0.20
November		0.21
December	0.19	

APPENDIX E: Usage Rates per Development Type

Water demands were arranged into nine separate uses: Single family residential, manufactured housing, multifamily residential, hotels, ranch estates (homes on greater than five acres), commercial, industrial, institutional, and open space. The historical usage for each type of development is shown in Table E.1. Based on the available data at the time of this study, the maximum day peaking factor for water usage varied by the development type.

Table E.1: Historical and Existing Usage Rates by Development Type (Approximate)

Development Type	Units[2]	Water			Sanitary Sewer
		Average Day	Maximum Day	Peaking Factor	Average Day
Commercial	gpd/acre	1,200	3,200	2.7	900
Industrial	gpd/acre	310	1,500	4.8	233
Institutional	gpd/acre	40	140	3.5	30
Hotel	gpd/acre	3,900	7,300	1.9	2,925
Multi-Family	gpd/acre	1,880	3,100	1.6	1,410
Single Family	gpd/acre	790	1,900	2.4	593
Ranch Estate[1]	gpd/acre	390	960	2.5	293
Manufactured Housing	gpcd	80	1,880	23.5	60

[1] Ranch Estate demand applies to all residential development with an average lot size 1 acre or larger. For larger estate lots greater than 1 acre, the demand rate does not change. This study assumes that 1 acre of the lot is irrigated, not the full extent.
[2] Flowrates per acre were based on land acreages and do not account for floor area ratios.

APPENDIX F: Water Model Calibration

The hydraulic water model was calibrated to seven fire hydrant tests conducted on at various sites throughout the Town on April 28, 2017. Exhibit E.1 shows the location of the fire hydrant tests, field results and calibration results. Calibration is intended to determine if the assumptions and setup on the hydraulic model correlates to the actual field conditions. The calibration is intended to detect issues related to pipe connectivity, boundary conditions (storage and pump station setup), valve positioning, and pipe roughness.

The model was calibrated for both static and dynamic pressure and flow scenarios. Each test included one flow hydrant and one residual hydrant. The flow from the flow hydrant was tested simultaneously as the pressure at the residual hydrant. Each test was run until the flow and pressure in the hydrants stabilized at which point the leveled values were recorded. The tank level and pump run status were also recorded during each test. The modeled tank level, pump status, and flowrate matched what was recorded during the test. Table E.1 and E.2 lists the test results and calibration results for each location.

Table E.1: Static Hydrant Test Calibration Results

Test Name	Test Pressure	Model Pressure	Difference
	psi	*psi*	
Northridge Estates	76	74	2.6%
Harvest 1	66	68	-3.0%
Harvest 2	77	66	14.3%
Canyon Falls 1	59	57	3.4%
Canyon Falls 2	71	64	9.9%
Southside 1	95	94	1.1%
Southside 2	82	80	2.4%

Table E.2: Dynamic Hydrant Test Calibration Results

Test Name	Test Flowrate	Test Pressure	Model Pressure	Difference
	gpm	*psi*	*psi*	
Northridge Estates	350	51	73	-43.1%
Harvest 1	375	62	78	-25.8%
Harvest 2	380	68	74	-8.8%
Canyon Falls 1	320	53	57	-7.5%
Canyon Falls 2	400	57	64	-12.3%
Southside 1	425	79	92	-16.5%
Southside 2	375	69	80	-15.8%

APPENDIX G: Water Opinions of Probable Construction Costs

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Water Capital Improvements Plan

Opinion of Probable Construction Cost 17-Sep

Project:				**Existing CF WL**
Anticipated Construction Year:				N/A
Description:				
Existing CF WL.				
Item	Quantity	Unit	Unit Cost	Item Cost
Canyon Falls Waterlines	1	LS	$689,000	$689,000
			Subtotal:	$689,000
			25% Contingency:	$0
			Years Until Construction:	0
			Inflation at 4%:	$0
			Total Construction:	$689,000
			Engineering + Surveying:	$0
			Finance Cost (n=20, i=5%):	$0
			Total Project Cost:	**$689,000**

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Project:				**Existing 20" WL**
Anticipated Construction Year:				N/A
Description:				
20" waterline connection the Harvest pump station to the NRE pump station.				
Item	Quantity	Unit	Unit Cost	Item Cost
20" Waterline	1	LS	$200,000	$200,000
			Subtotal:	$200,000
			25% Contingency:	$0
			Years Until Construction:	0
			Inflation at 4%:	$0
			Total Construction:	$200,000
			Engineering + Surveying:	$0
			Finance Cost (n=20, i=5%):	$0
			Total Project Cost:	**$200,000**

Project:				**WN18A**
Anticipated Construction Year:				2018
Description:				
12" waterline beginning at the intersection of Faith Lane and Faught Road and extends to the Harvest Development.				
Item	Quantity	Unit	Unit Cost	Item Cost
12" Waterline	4,497	LF	$200	$899,400
			Subtotal:	$900,000
			25% Contingency:	$225,000
			Years Until Construction:	1
			Inflation at 4%:	$45,000
			Total Construction:	$1,170,000
			Engineering + Surveying:	$141,000
			Finance Cost (n=20, i=5%):	$766,000
			Total Project Cost:	**$2,077,000**

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Project:				**WN18B**
Anticipated Construction Year:				2018
Description:				
New 750,000 gallon ground storage tank and 5.2 MGD pump station for Canyon Falls.				
Item	Quantity	Unit	Unit Cost	Item Cost
Canyon Falls Pump Station	5,200,000	GPD	$1	$5,200,000
Canyon Falls GST	750,000	GAL	$2	$1,500,000
			Subtotal:	$6,700,000
			25% Contingency:	$1,675,000
			Years Until Construction:	1
			Inflation at 4%:	$335,000
			Total Construction:	$8,710,000
			Engineering + Surveying:	$1,046,000
			Finance Cost (n=20, i=5%):	$5,697,000
			Total Project Cost:	**$15,453,000**

Project:				**WS18A**
Anticipated Construction Year:				2018
Description:				
12" waterline along Interstate 35 West Service Road to Ashmore Lane.				
Item	Quantity	Unit	Unit Cost	Item Cost
12" Waterline	1,430	LF	$200	$286,000
Pavement Repair	50	LF	$100	$5,000
			Subtotal:	$291,000
			25% Contingency:	$73,000
			Years Until Construction:	1
			Inflation at 4%:	$15,000
			Total Construction:	$379,000
			Engineering + Surveying:	$46,000
			Finance Cost (n=20, i=5%):	$249,000
			Total Project Cost:	**$674,000**

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Project:				**WS18B**
Anticipated Construction Year:				2018
Description:				
12" waterline along 114 between Chadwick Pkwy and Cleveland Gibbs Road.				
Item	Quantity	Unit	Unit Cost	Item Cost
12" Waterline	1,603	LF	$200	$320,600
			Subtotal:	$321,000
			25% Contingency:	$81,000
			Years Until Construction:	1
			Inflation at 4%:	$17,000
			Total Construction:	$419,000
			Engineering + Surveying:	$51,000
			Finance Cost (n=20, i=5%):	$275,000
			Total Project Cost:	**$745,000**

Project:				**WN19**
Anticipated Construction Year:				2019
Description:				
16" waterline East of Woodhill Farm extending from FM 407 to FM 335.				
Item	Quantity	Unit	Unit Cost	Item Cost
16" Waterline	5,501	LF	$200	$1,100,200
Pavement Repair	30	LF	$100	$3,000
			Subtotal:	$1,104,000
			25% Contingency:	$276,000
			Years Until Construction:	2
			Inflation at 4%:	$113,000
			Total Construction:	$1,493,000
			Engineering + Surveying:	$180,000
			Finance Cost (n=20, i=5%):	$977,000
			Total Project Cost:	**$2,650,000**

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Project:				**WS19**
Anticipated Construction Year:				2019
Description:				
16" waterline along Interstate 35 West Service Road from Ashmore Lane to Dale Earnhardt Way.				
Item	Quantity	Unit	Unit Cost	Item Cost
16" Waterline	4,104	LF	$225	$923,400
Pavement Repair	60	LF	$100	$6,000
			Subtotal:	$930,000
			25% Contingency:	$233,000
			Years Until Construction:	2
			Inflation at 4%:	$95,000
			Total Construction:	$1,258,000
			Engineering + Surveying:	$151,000
			Finance Cost (n=20, i=5%):	$823,000
			Total Project Cost:	**$2,232,000**

Project:				**WN20A**
Anticipated Construction Year:				2020
Description:				
12" waterline North of Harvest extending to Robson Ranch Road.				
Item	Quantity	Unit	Unit Cost	Item Cost
12" Waterline	10,203	LF	$200	$2,040,600
			Subtotal:	$2,041,000
			25% Contingency:	$511,000
			Years Until Construction:	3
			Inflation at 4%:	$319,000
			Total Construction:	$2,871,000
			Engineering + Surveying:	$345,000
			Finance Cost (n=20, i=5%):	$1,878,000
			Total Project Cost:	**$5,094,000**

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Project:				**WN20B**
Anticipated Construction Year:				2020
Description:				
New 1.25 MGD elevated storage tank located North of Old Justin Road and East of the existing Brian's Place neighborhood.				
Item	Quantity	Unit	Unit Cost	Item Cost
Harvest EST	1,250,000	GAL	$4	$5,000,000
			Subtotal:	$5,000,000
			25% Contingency:	$1,250,000
			Years Until Construction:	3
			Inflation at 4%:	$781,000
			Total Construction:	$7,031,000
			Engineering + Surveying:	$844,000
			Finance Cost (n=20, i=5%):	$4,599,000
			Total Project Cost:	**$12,474,000**

Project:				**WS20**
Anticipated Construction Year:				2020
Description:				
16" waterline connecting the intersection of E Sam Lee Lane and Cleveland Gibbs Road to Dale Earnhardt Way.				
Item	Quantity	Unit	Unit Cost	Item Cost
16" Waterline	4,781	LF	$225	$1,075,725
Pavement Repair	40	LF	$100	$4,000
			Subtotal:	$1,080,000
			25% Contingency:	$270,000
			Years Until Construction:	3
			Inflation at 4%:	$169,000
			Total Construction:	$1,519,000
			Engineering + Surveying:	$183,000
			Finance Cost (n=20, i=5%):	$994,000
			Total Project Cost:	**$2,696,000**

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Project:				**WN21A**
Anticipated Construction Year:				2021
Description:				
12" waterline that connects Canyon Falls to Cross Timbers Road.				
Item	Quantity	Unit	Unit Cost	Item Cost
12" Waterline	1,662	LF	$200	$332,400
Pavement Repair	60	LF	$100	$6,000
			Subtotal:	$339,000
			25% Contingency:	$85,000
			Years Until Construction:	4
			Inflation at 4%:	$73,000
			Total Construction:	$497,000
			Engineering + Surveying:	$60,000
			Finance Cost (n=20, i=5%):	$326,000
			Total Project Cost:	**$883,000**

Project:				**WN21B**
Anticipated Construction Year:				2021
Description:				
12" waterline that connects Cross Timbers Road to Airport Road.				
Item	Quantity	Unit	Unit Cost	Item Cost
12" Waterline	3,778	LF	$200	$755,600
			Subtotal:	$756,000
			25% Contingency:	$189,000
			Years Until Construction:	4
			Inflation at 4%:	$161,000
			Total Construction:	$1,106,000
			Engineering + Surveying:	$133,000
			Finance Cost (n=20, i=5%):	$724,000
			Total Project Cost:	**$1,963,000**

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Opinion of Probable Construction Cost 17-Sep

Project:				**WN21C**
Anticipated Construction Year:				2021
Description:				
16" waterline along FM 338 from FM 335 to FM 407.				
Item	Quantity	Unit	Unit Cost	Item Cost
16" Waterline	5,455	LF	$225	$1,227,375
			Subtotal:	$1,228,000
			25% Contingency:	$307,000
			Years Until Construction:	4
			Inflation at 4%:	$261,000
			Total Construction:	$1,796,000
			Engineering + Surveying:	$216,000
			Finance Cost (n=20, i=5%):	$1,175,000
			Total Project Cost:	**$3,187,000**

Project:				**WS21**
Anticipated Construction Year:				2021
Description:				
12" waterline from Dale Earnhardt Way to Denton Creek on the West side of Highway 35W.				
Item	Quantity	Unit	Unit Cost	Item Cost
12" Waterline	4,894	LF	$200	$978,800
			Subtotal:	$979,000
			25% Contingency:	$245,000
			Years Until Construction:	4
			Inflation at 4%:	$208,000
			Total Construction:	$1,432,000
			Engineering + Surveying:	$172,000
			Finance Cost (n=20, i=5%):	$937,000
			Total Project Cost:	**$2,541,000**

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Project:				**WN22A**
Anticipated Construction Year:				2022
Description:				
12" waterline starting at Yarbrough Way and Robson Ranch Road heading East and continues past FM 334.				
Item	Quantity	Unit	Unit Cost	Item Cost
12" Waterline	4,050	LF	$200	$810,000
Pavement Repair	80	LF	$100	$8,000
			Subtotal:	$818,000
			25% Contingency:	$205,000
			Years Until Construction:	5
			Inflation at 4%:	$222,000
			Total Construction:	$1,245,000
			Engineering + Surveying:	$150,000
			Finance Cost (n=20, i=5%):	$815,000
			Total Project Cost:	**$2,210,000**

Project:				**WN22B**
Anticipated Construction Year:				2022
Description:				
16" waterline connecting Canyon Falls to the East side of Highway 35W along Cross Timbers Road.				
Item	Quantity	Unit	Unit Cost	Item Cost
16" Waterline	4,471	LF	$225	$1,005,975
Pavement Repair	200	LF	$100	$20,000
			Subtotal:	$1,026,000
			25% Contingency:	$257,000
			Years Until Construction:	5
			Inflation at 4%:	$278,000
			Total Construction:	$1,561,000
			Engineering + Surveying:	$188,000
			Finance Cost (n=20, i=5%):	$1,022,000
			Total Project Cost:	**$2,771,000**

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Project:				**WN23A**
Anticipated Construction Year:				2023
Description:				
16" waterline from Cross Timbers Road on the East side of Highway 35W down the Highway until Denton Creek.				
Item	Quantity	Unit	Unit Cost	Item Cost
16" Waterline	4,332	LF	$225	$974,700
Pavement Repair	50	LF	$100	$5,000
			Subtotal:	$980,000
			25% Contingency:	$245,000
			Years Until Construction:	6
			Inflation at 4%:	$326,000
			Total Construction:	$1,551,000
			Engineering + Surveying:	$187,000
			Finance Cost (n=20, i=5%):	$1,015,000
			Total Project Cost:	**$2,753,000**

Project:				**WN23B**
Anticipated Construction Year:				2023
Description:				
12" waterline connecting the southern portion of Pecan Squares along FM 335.				
Item	Quantity	Unit	Unit Cost	Item Cost
12" Waterline	3,448	LF	$200	$689,600
			Subtotal:	$690,000
			25% Contingency:	$173,000
			Years Until Construction:	6
			Inflation at 4%:	$229,000
			Total Construction:	$1,092,000
			Engineering + Surveying:	$132,000
			Finance Cost (n=20, i=5%):	$715,000
			Total Project Cost:	**$1,939,000**

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Project:				**WN23C**
Anticipated Construction Year:				2023
Description:				
One 1777 gpm Pump at Harvest pump station and a VFD.				
Item	Quantity	Unit	Unit Cost	Item Cost
1777 gpm Pump	2,558,880	GPD	$0.25	$639,720
VFD	1	LS	$50,000	$50,000
			Subtotal:	$690,000
			25% Contingency:	$173,000
			Years Until Construction:	6
			Inflation at 4%:	$229,000
			Total Construction:	$1,092,000
			Engineering + Surveying:	$132,000
			Finance Cost (n=20, i=5%):	$715,000
			Total Project Cost:	**$1,939,000**

Project:				**WN24**
Anticipated Construction Year:				2024
Description:				
16" waterline from the intersection of Canyon Falls Drive and Westbridge Drive and extends perpendicular to FM 338.				
Item	Quantity	Unit	Unit Cost	Item Cost
16" Waterline	5,582	LF	$225	$1,255,950
Pavement Repair	60	LF	$100	$6,000
			Subtotal:	$1,262,000
			25% Contingency:	$316,000
			Years Until Construction:	7
			Inflation at 4%:	$499,000
			Total Construction:	$2,077,000
			Engineering + Surveying:	$250,000
			Finance Cost (n=20, i=5%):	$1,359,000
			Total Project Cost:	**$3,686,000**

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Project:				**WS24A**
Anticipated Construction Year:				2024
Description:				
12" waterline from Highway 35W along Dale Earnhardt Way, north on Harmonson Road, and extends back East towards Highway 35W.				
Item	Quantity	Unit	Unit Cost	Item Cost
12" Waterline	12,598	LF	$200	$2,519,600
12" Waterline (by other than open cut)	690	LF	$700	$483,000
Pavement Repair	200	LF	$100	$20,000
			Subtotal:	$3,023,000
			25% Contingency:	$756,000
			Years Until Construction:	7
			Inflation at 4%:	$1,194,000
			Total Construction:	$4,973,000
			Engineering + Surveying:	$597,000
			Finance Cost (n=20, i=5%):	$3,253,000
			Total Project Cost:	**$8,823,000**

Project:				**WS24B**
Anticipated Construction Year:				2024
Description:				
New 500,000 gallon ground storage tank and 3.1 MGD pump station for Southside.				
Item	Quantity	Unit	Unit Cost	Item Cost
Southside Pump Station	3,100,000	GPD	$1	$3,100,000
Southside GST	500,000	GAL	$2	$1,000,000
			Subtotal:	$4,100,000
			25% Contingency:	$1,025,000
			Years Until Construction:	7
			Inflation at 4%:	$1,620,000
			Total Construction:	$6,745,000
			Engineering + Surveying:	$810,000
			Finance Cost (n=20, i=5%):	$4,412,000
			Total Project Cost:	**$11,967,000**

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Project:				**WN25A**
Anticipated Construction Year:				2025
Description:				
12" waterline along Evelyn Lane from Florance Road to Old Justin Road.				
Item	Quantity	Unit	Unit Cost	Item Cost
12" Waterline	6,190	LF	$200	$1,238,000
Pavement Repair	100	LF	$100	$10,000
			Subtotal:	$1,248,000
			25% Contingency:	$312,000
			Years Until Construction:	8
			Inflation at 4%:	$575,000
			Total Construction:	$2,135,000
			Engineering + Surveying:	$257,000
			Finance Cost (n=20, i=5%):	$1,397,000
			Total Project Cost:	**$3,789,000**

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Project:				**WN25B**
Anticipated Construction Year:				2025
Description:				
16" waterline heading south from Taglewood Trail and FM 338 down to Cross Timbers Road, then heads west to Highway 35W and crosses over the highway. Before the highway a 12" waterline runs parallel to Highway 35W up to FM 338. To the west a 16" waterline crosses the highway, and to the east a 20" waterline connects back to Canyon Falls.				
Item	Quantity	Unit	Unit Cost	Item Cost
12" Waterline	4,001	LF	$200	$800,200
16" Waterline	2,977	LF	$225	$669,825
20" Waterline	870	LF	$300	$261,000
16" Waterline (by other than open cut)	850	LF	$775	$658,750
Pavement Repair	100	LF	$100	$10,000
			Subtotal:	$2,400,000
			25% Contingency:	$600,000
			Years Until Construction:	8
			Inflation at 4%:	$1,106,000
			Total Construction:	$4,106,000
			Engineering + Surveying:	$493,000
			Finance Cost (n=20, i=5%):	$2,686,000
			Total Project Cost:	**$7,285,000**

Project:				**WN25**
Anticipated Construction Year:				2025
Description:				
New 0.75 MG elevated storage tank located in the Industrial region of Southside, south of E Sam Lee Lane.				
Item	Quantity	Unit	Unit Cost	Item Cost
Southside EST	750,000	GAL	$4	$3,000,000
			Subtotal:	$3,000,000
			25% Contingency:	$750,000
			Years Until Construction:	8
			Inflation at 4%:	$1,383,000
			Total Construction:	$5,133,000
			Engineering + Surveying:	$616,000
			Finance Cost (n=20, i=5%):	$3,357,000
			Total Project Cost:	**$9,106,000**

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Project:				**WN26A**
Anticipated Construction Year:				2026
Description:				
12" waterline on the parallel to Highway 35W on the west side of Highway 35W near the Canyon Falls development.				
Item	Quantity	Unit	Unit Cost	Item Cost
12" Waterline	4,022	LF	$200	$804,400
			Subtotal:	$805,000
			25% Contingency:	$202,000
			Years Until Construction:	9
			Inflation at 4%:	$427,000
			Total Construction:	$1,434,000
			Engineering + Surveying:	$173,000
			Finance Cost (n=20, i=5%):	$939,000
			Total Project Cost:	**$2,546,000**

Project:				**WN26B**
Anticipated Construction Year:				2026
Description:				
16" waterline that begins at intersection of Yarbrough Way and Robson Ranch Road and heads East, then heads South on FM 334 until FM 317.				
Item	Quantity	Unit	Unit Cost	Item Cost
12" Waterline	8,636	LF	$200	$1,727,200
Pavement Repair	120	LF	$100	$12,000
			Subtotal:	$1,740,000
			25% Contingency:	$435,000
			Years Until Construction:	9
			Inflation at 4%:	$921,000
			Total Construction:	$3,096,000
			Engineering + Surveying:	$372,000
			Finance Cost (n=20, i=5%):	$2,025,000
			Total Project Cost:	**$5,493,000**

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Town of Northlake Impact Fee
Water Capital Improvements Plan

Opinion of Probable Construction Cost 17-Sep

Project:				**WN27A**
Anticipated Construction Year:				2027
Description:				
16" waterline that connects the southeast corner of the Airport Road loop to Cleveland Gibbs Road.				
Item	Quantity	Unit	Unit Cost	Item Cost
16" Waterline	2,836	LF	$225	$638,100
Pavement Repair	1,200	LF	$100	$120,000
			Subtotal:	$759,000
			25% Contingency:	$190,000
			Years Until Construction:	10
			Inflation at 4%:	$456,000
			Total Construction:	$1,405,000
			Engineering + Surveying:	$169,000
			Finance Cost (n=20, i=5%):	$920,000
			Total Project Cost:	**$2,494,000**

Project:				**WN27B**
Anticipated Construction Year:				2027
Description:				
12" waterline that connects Cleveland Gibbs Road to the east side of Highway 35W.				
Item	Quantity	Unit	Unit Cost	Item Cost
12" Waterline	3,644	LF	$200	$728,800
			Subtotal:	$729,000
			25% Contingency:	$183,000
			Years Until Construction:	10
			Inflation at 4%:	$438,000
			Total Construction:	$1,350,000
			Engineering + Surveying:	$162,000
			Finance Cost (n=20, i=5%):	$883,000
			Total Project Cost:	**$2,395,000**

APPENDIX H: Sanitary Sewer Opinions of Probable Construction Costs

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Town of Northlake Impact Fee
Sanitary Sewer Capital Improvements

Opinion of Probable Construction Cost 17-Sep

Project:	**S18A**
Anticipated Construction Year:	2018
Description:	
54'' SS line along Denton Creek southeast of IH-35W crossing SH 338	

Item	Quantity	Unit	Unit Cost	Item Cost
54" RCP Sewer line	9565	LF	$362	$3,462,530
72" Manhole	10	LF	$12,000	$120,000
Easement Acquisition	9565	LF	$2	$19,130
			Subtotal:	$3,602,000
			25% Contingency:	$901,000
			Years Until Construction:	1
			Inflation at 4%:	$181,000
			Total Construction:	$4,684,000
			Engineering + Surveying:	$563,000
			Finance Cost (n=20, i=5%):	$3,064,000
			Total Project Cost:	**$8,311,000**

Project:	**S18B**
Anticipated Construction Year:	2018
Description:	
12'' SS line south of IH-35W intercepting to SS line along Denton Creek	

Item	Quantity	Unit	Unit Cost	Item Cost
12" RCP Sewer line	2000	LF	$122	$244,000
72" Manhole	4	LF	$12,000	$48,000
Easement Acquisition	2000	LF	$2	$4,000
Pavement Replacement	0	LF	$50	$0
			Subtotal:	$296,000
			25% Contingency:	$74,000
			Years Until Construction:	1
			Inflation at 4%:	$15,000
			Total Construction:	$385,000
			Engineering + Surveying:	$47,000
			Finance Cost (n=20, i=5%):	$253,000
			Total Project Cost:	**$685,000**

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Town of Northlake Impact Fee
Sanitary Sewer Capital Improvements

Opinion of Probable Construction Cost 17-Sep

Project:				**S18C**
Anticipated Construction Year:				2018
Description:				
8'' SS line south of IH-35W intercepting to SS line along Denton Creek				
Item	Quantity	Unit	Unit Cost	Item Cost
8" RCP Sewer line, Open Cut	1509	LF	$92	$138,810
8" RCP Sewer line, BOTOC	34	LF	$342	$11,628
72" Manhole	5	LF	$12,000	$60,000
Easement Acquisition	1509	LF	$2	$3,018
Pavement Replacement	34	LF	$50	$1,700
			Subtotal:	$216,000
			25% Contingency:	$54,000
			Years Until Construction:	1
			Inflation at 4%:	$11,000
			Total Construction:	$281,000
			Engineering + Surveying:	$34,000
			Finance Cost (n=20, i=5%):	$184,000
			Total Project Cost:	**$499,000**

Project:				**S20A**
Anticipated Construction Year:				2018
Description:				
48'' SS line along Denton Creek southeast of IH-35W				
Item	Quantity	Unit	Unit Cost	Item Cost
48" RCP Sewer line	481	LF	$276	$132,756
72" Manhole	1	LF	$12,000	$12,000
Easement Acquisition	481	LF	$2	$962
			Subtotal:	$146,000
			25% Contingency:	$37,000
			Years Until Construction:	3
			Inflation at 4%:	$23,000
			Total Construction:	$206,000
			Engineering + Surveying:	$25,000
			Finance Cost (n=20, i=5%):	$135,000
			Total Project Cost:	**$366,000**

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Town of Northlake Impact Fee
Sanitary Sewer Capital Improvements

Opinion of Probable Construction Cost 17-Sep

Project:				**S20B**
Anticipated Construction Year:				2020
Description:				
36'' SS line running from IH-35W to Denton Creek along Catherine Branch				
Item	Quantity	Unit	Unit Cost	Item Cost
36" RCP Sewer line	3000	LF	$225	$675,000
72" Manhole	4	LF	$12,000	$48,000
Easement Acquisition	3000	LF	$2	$6,000
			Subtotal:	$729,000
			25% Contingency:	$183,000
			Years Until Construction:	3
			Inflation at 4%:	$114,000
			Total Construction:	$1,026,000
			Engineering + Surveying:	$124,000
			Finance Cost (n=20, i=5%):	$672,000
			Total Project Cost:	**$1,822,000**

Project:				**S20C**
Anticipated Construction Year:				2020
Description:				
24'' SS line crossing IH-35W along Catherine Branch				
Item	Quantity	Unit	Unit Cost	Item Cost
24" RCP Sewer line, Open Cut	2715	LF	$267	$724,852
24" RCP Sewer line, BOTOC	441	LF	$705	$310,905
72" Manhole	5	LF	$12,000	$60,000
Easement Acquisition	2715	LF	$2	$5,430
Pavement Replacement	441	LF	$50	$22,050
			Subtotal:	$1,124,000
			25% Contingency:	$281,000
			Years Until Construction:	3
			Inflation at 4%:	$176,000
			Total Construction:	$1,581,000
			Engineering + Surveying:	$190,000
			Finance Cost (n=20, i=5%):	$1,035,000
			Total Project Cost:	**$2,806,000**

Town of Northlake Impact Fee
Sanitary Sewer Capital Improvements

Opinion of Probable Construction Cost — 17-Sep

Project:				**S22A**
Anticipated Construction Year:				2022
Description:				
48'' SS line along Denton Creek southeast of IH-35W				
Item	Quantity	Unit	Unit Cost	Item Cost
48" RCP Sewer line	1617	LF	$276	$446,292
72" Manhole	2	LF	$12,000	$24,000
Easement Acquisition	1617	LF	$2	$3,234
			Subtotal:	$474,000
			25% Contingency:	$119,000
			Years Until Construction:	5
			Inflation at 4%:	$129,000
			Total Construction:	$722,000
			Engineering + Surveying:	$87,000
			Finance Cost (n=20, i=5%):	$473,000
			Total Project Cost:	**$1,282,000**

Project:				**S22B**
Anticipated Construction Year:				2022
Description:				
21'' SS line crossing Denton Creek southeast of IH-35W				
Item	Quantity	Unit	Unit Cost	Item Cost
21" RCP Sewer line, Open Cut	1300	LF	$260	$338,000
72" Manhole	2	LF	$12,000	$24,000
Easement Acquisition	1300	LF	$2	$2,600
			Subtotal:	$365,000
			25% Contingency:	$92,000
			Years Until Construction:	5
			Inflation at 4%:	$100,000
			Total Construction:	$557,000
			Engineering + Surveying:	$67,000
			Finance Cost (n=20, i=5%):	$365,000
			Total Project Cost:	**$989,000**

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Town of Northlake Impact Fee
Sanitary Sewer Capital Improvements

Opinion of Probable Construction Cost 17-Sep

Project:				**S22C**
Anticipated Construction Year:				2022
Description:				
18'' SS line along Cleveland Branch southeast of IH-35W				
Item	Quantity	Unit	Unit Cost	Item Cost
18" RCP Sewer line	3179	LF	$221	$702,559
72" Manhole	4	LF	$12,000	$48,000
Easement Acquisition	3179	LF	$2	$6,358
Pavement Replacement	0	LF	$50	$0
			Subtotal:	$757,000
			25% Contingency:	$190,000
			Years Until Construction:	5
			Inflation at 4%:	$206,000
			Total Construction:	$1,153,000
			Engineering + Surveying:	$139,000
			Finance Cost (n=20, i=5%):	$755,000
			Total Project Cost:	**$2,047,000**

Project:				**S22D**
Anticipated Construction Year:				2022
Description:				
12'' SS line along Cleveland Branch southeast of IH-35W				
Item	Quantity	Unit	Unit Cost	Item Cost
12" RCP Sewer line, Open Cut	2324	LF	$163	$378,812
72" Manhole	5	LF	$12,000	$60,000
Easement Acquisition	2324	LF	$2	$4,648
			Subtotal:	$444,000
			25% Contingency:	$111,000
			Years Until Construction:	5
			Inflation at 4%:	$121,000
			Total Construction:	$676,000
			Engineering + Surveying:	$82,000
			Finance Cost (n=20, i=5%):	$443,000
			Total Project Cost:	**$1,201,000**

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Town of Northlake Impact Fee
Sanitary Sewer Capital Improvements

Opinion of Probable Construction Cost 17-Sep

Project:				**S24A**
Anticipated Construction Year:				2024
Description:				
36'' SS line along Denton Creek crossing IH-35W				
Item	Quantity	Unit	Unit Cost	Item Cost
36" RCP Sewer line, Open Cut	5663	LF	$302	$1,710,317
36" RCP Sewer line, BOTOC	423	LF	$647	$273,681
72" Manhole	7	LF	$12,000	$84,000
Easement Acquisition	5663	LF	$2	$11,327
Pavement Replacement	423	LF	$50	$21,150
			Subtotal:	$2,101,000
			25% Contingency:	$526,000
			Years Until Construction:	7
			Inflation at 4%:	$830,000
			Total Construction:	$3,457,000
			Engineering + Surveying:	$415,000
			Finance Cost (n=20, i=5%):	$2,261,000
			Total Project Cost:	**$6,133,000**

Project:				**S24B**
Anticipated Construction Year:				2024
Description:				
24'' SS line crossing Denton Creek northwest of IH-35W				
Item	Quantity	Unit	Unit Cost	Item Cost
24" RCP Sewer line, Open Cut	763	LF	$201	$153,363
72" Manhole	1	LF	$12,000	$12,000
Easement Acquisition	763	LF	$2	$1,526
			Subtotal:	$167,000
			25% Contingency:	$42,000
			Years Until Construction:	7
			Inflation at 4%:	$67,000
			Total Construction:	$276,000
			Engineering + Surveying:	$34,000
			Finance Cost (n=20, i=5%):	$182,000
			Total Project Cost:	**$492,000**

Town of Northlake Impact Fee
Sanitary Sewer Capital Improvements

Opinion of Probable Construction Cost 17-Sep

Project:				**S24C**
Anticipated Construction Year:				2024
Description:				
10'' SS line along Cleveland Branch crossing SH 1171 east of IH-35W				
Item	Quantity	Unit	Unit Cost	Item Cost
10" RCP Sewer line, Open Cut	3105	LF	$143	$444,058
10" RCP Sewer line, BOTOC	73	LF	$401	$29,273
72" Manhole	8	LF	$12,000	$96,000
Easement Acquisition	3105	LF	$2	$6,211
Pavement Replacement	73	LF	$50	$3,650
			Subtotal:	$580,000
			25% Contingency:	$145,000
			Years Until Construction:	7
			Inflation at 4%:	$230,000
			Total Construction:	$955,000
			Engineering + Surveying:	$115,000
			Finance Cost (n=20, i=5%):	$625,000
			Total Project Cost:	**$1,695,000**

Project:				**S26A**
Anticipated Construction Year:				2026
Description:				
21'' SS line from Denton Creek crossing to SH 1171, west of IH-35W				
Item	Quantity	Unit	Unit Cost	Item Cost
21" RCP Sewer line, Open Cut	1604	LF	$193	$309,591
72" Manhole	3	LF	$12,000	$36,000
Easement Acquisition	1604	LF	$2	$3,208
Pavement Replacement	0	LF	$50	$0
			Subtotal:	$349,000
			25% Contingency:	$88,000
			Years Until Construction:	9
			Inflation at 4%:	$185,000
			Total Construction:	$622,000
			Engineering + Surveying:	$75,000
			Finance Cost (n=20, i=5%):	$407,000
			Total Project Cost:	**$1,104,000**

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Town of Northlake Impact Fee
Sanitary Sewer Capital Improvements

Opinion of Probable Construction Cost 17-Sep

Project:				**S26B**
Anticipated Construction Year:				2026
Description:				
18'' SS line from SH 1171, west of IH-35W				
Item	Quantity	Unit	Unit Cost	Item Cost
18" RCP Sewer line, Open Cut	4333	LF	$221	$957,681
72" Manhole	6	LF	$12,000	$72,000
Easement Acquisition	4333	LF	$2	$8,667
			Subtotal:	$1,039,000
			25% Contingency:	$260,000
			Years Until Construction:	9
			Inflation at 4%:	$550,000
			Total Construction:	$1,849,000
			Engineering + Surveying:	$222,000
			Finance Cost (n=20, i=5%):	$1,210,000
			Total Project Cost:	**$3,281,000**

Project:				**S26C**
Anticipated Construction Year:				2026
Description:				
15'' SS line from SH 1171, west of IH-35W				
Item	Quantity	Unit	Unit Cost	Item Cost
15" RCP Sewer line, Open Cut	2500	LF	$191	$477,500
72" Manhole	5	LF	$12,000	$60,000
Easement Acquisition	2500	LF	$2	$5,000
			Subtotal:	$543,000
			25% Contingency:	$136,000
			Years Until Construction:	9
			Inflation at 4%:	$288,000
			Total Construction:	$967,000
			Engineering + Surveying:	$117,000
			Finance Cost (n=20, i=5%):	$633,000
			Total Project Cost:	**$1,717,000**

APPENDIX I: Maximum Impact Fee Values

The impact fee for each infrastructure system is determined by dividing the eligible cost of the capital improvements by the increase of service units from projected new development during the study period. The tables in the report identify the the assessable impact fees assuming a 50 percent reductions to account for utility service revenues or ad valoren taxes. Alternatively, per Texas Local Govnerment Code §395.014 the Town may participate in the accounting exercise of determining "a credit for the portion of ad valorem tax and utility service revenues generated by new service units during the program period that is used for the payment of improvements, including the payment of debt, that are included in the capital improvements plan". In the event that the Town agrees to determine an Impact Fee other than the 50 percent reduction, Table H.1 identifies the unadjusted maximum impact fees for each service area for a ¾-inch meter. The Water South Service Area includes the additional impact fee that Fort Worth assesses for wholesale water service.

Table H.1: Maximum Impact Fees

Service Area	2017-2027 SUE Increase	Total Eligible Costs	Maximum Impact Fee
Water Service Areas			
North	5,760	$38,830,680	$6,741
South	1,140	$6,751,230	$5,922
Sanitary Sewer Service Areas			
Sanitary Sewer	6,290	$19,438,116	$3,090

Tables H.2 and H.3 show the unadjusted impact fees for different meter sizes.

Table H.2: Water Maximum Impact Fees by Meter Size

Meter Size	Water	
	North	South
5/8"	$4,516	$10,612
3/4"	$6,741	$15,847
1"	$11,257	$26,459
1.5"	$22,448	$52,776
2"	$35,930	$84,470
3"	$67,410	$165,027
4"	$134,820	$324,226
6"	$303,345	$1,424,639
8"	$404,460	$999,391
10"	$539,280	$1,355,187

Table H.3: Sanitary Sewer Maximum Impact Fees by Meter Size

Meter Size	Sanitary Sewer Service Area
5/8"	$2,070
3/4"	$3,090
1"	$5,160
1.5"	$10,290
2"	$16,470
3"	$30,900
4"	$61,800
6"	$139,050
8"	$185,400
10"	$247,200

1400 FM 407
Northlake, TX 76247
940-648-3290
Fax 940-648-0363

Town of Northlake

Memo

To: Honorable Mayor and Town Council

From: Karen Bolyard, Director of Finance

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

Date: January 11, 2018

Re: Quarterly Investment Report – First Quarter 2018

During the first quarter of 2018, the Town earned $36,045.34 interest revenue. When comparing the first quarter interest earnings to the prior quarter interest earnings, the Town incurred a 1% or $533.29 increase.

The decrease in interest revenue is contributable to $700,000.00 being spent for budgeted roadway projects and due to a decrease in the amount of interest Wells Fargo is paying on the Town's investments. Since October 2017 the rate of interest earned on the Town's investment account has decreased from 0.23% to 0.05%.

Approximately 84% of the investments that the Town holds are in LOGIC. This entity allows local governments within Texas to "pool" their money together to earn increased returns over individual investment options. One advantage of the pooled system is same day access to funds should the need arise. The pool is maintained in accordance with the Public Funds Investment Act. The pool's interest yield is regularly compared to Treasury Bills because of the similarities in security. Treasury Bills are sold by the US Government and are considered the most conservative investment option, often having the lowest interest yield. The Treasury bill return remains low, fueling low earnings in the pools.

The remainder of the Town's investments are held in an interest bearing account with Wells Fargo. The interest rate offered through Wells Fargo is comparable to that of investment pools and allows the Town to use the balance to earn credits to offset banking fees. The investments are partially covered from bank default by FDIC insurance with the remainder fully collateralized with the collateral held by a third party.

If you have any questions regarding this report or need further information please contact me at 940-242-5706.

NORTHLAKE TEXAS

Quarterly Investment Report

October 2017 - December 2017

Investment	Account Number	Acount Name	Account Code	Beginning Balance	Account Activity	Interest Earned Oct-17	Nov-17	Dec-17	Ending Balance
Wells Fargo	65302966649	General Fund	100-11225-00-00	1,299,046.85		43.14	41.76	43.16	1,299,174.91
LOGIC	2414814014 & 4015	General Fund	100-11275-00-00	2,841,750.91		204.90	196.37	220.35	2,842,372.53
Wells Fargo	65302966649	Donations Fund	105-11225-00-00	6,684.57		0.26	0.25	0.26	6,685.34
LOGIC	2414814014 & 4015	Donations Fund	105-11275-00-00	1,695.63		162.69	158.40	174.96	2,191.68
Wells Fargo	65302966649	Hotel/Motel Fund	110-11225-00-00	278,436.13		10.64	10.30	10.64	278,467.71
LOGIC	2414814014 & 4015	Hotel/Motel Fund	110-11275-00-00	64,770.94		231.50	220.30	248.94	65,471.68
Wells Fargo	65302966649	Court Revenue Fund	120-11225-00-00	54,003.04		2.06	2.00	2.06	54,009.16
LOGIC	2414814014 & 4015	Court Revenue Fund	120-11275-00-00	10,803.38		172.62	167.33	185.64	11,328.97
LOGIC	2414814014 & 4015	Court Technology Fund	121-11275-00-00	781.21		161.85	157.65	174.07	1,274.79
Wells Fargo	65302966649	4A EDC	130-11225-00-00	36,109.94		1.38	1.34	1.38	36,114.04
LOGIC	2414814014 & 4015	4A EDC	130-11275-00-00	29,217.22		192.71	185.40	207.24	29,802.58
Wells Fargo	65302966649	4B CDC	131-11225-00-00	14,561.22		0.56	0.54	0.56	14,562.88
LOGIC	2414814014 & 4015	4B CDC	131-11275-00-00	29,221.95		192.72	185.41	207.25	29,807.33
Wells Fargo	65302966649	Belmont	140-11225-00-00	40,333.56		1.54	1.49	1.54	40,338.13
LOGIC	2414814014	Belmont	140-11275-00-00	4,835.76		166.12	161.48	178.65	5,342.01
Wells Fargo	65302966649	Police Asset Forfeiture Fund	150-11225-00-00	7,578.24		0.29	0.28	0.29	7,579.10
Wells Fargo	65302966649	Child Safety Fund	152-11225-00-00	52,252.88		2.00	1.93	2.00	52,258.81
LOGIC	2414814014 & 4015	Child Safety Fund	152-11275-00-00	5,452.71		166.79	162.08	179.37	5,960.95
LOGIC	2414814014 & 4015	Court Online Access Fees	153-11275-00-00	973.19		161.85	157.65	174.07	1,466.77
Wells Fargo	65302966649	Debt Service Fund	160-11225-00-00	29,413.58		1.12	1.09	1.12	29,416.91
LOGIC	2414814015	Debt Service	160-11275-00-00	998.89		161.85	157.65	174.07	1,492.47
Wells Fargo	65302966649	Water/Waste Water Fund	200-11225-00-00	2,085.91		0.08	0.08	0.08	2,086.15
LOGIC	2414814014 & 4015	Water/Waste Water Deposit Fund	200-11280-00-00	30,762.73		194.40	186.92	209.05	31,353.10
Wells Fargo	65302966649	Cost Recovery Fund	201-11225-00-00	129,340.15		4.94	4.78	4.94	129,354.81
LOGIC	2414814014 & 4015	Cost Recovery Fund	201-11285-00-00	15,276.39		177.51	171.73	190.90	15,816.53
Wells Fargo	6530266649	Water Impact Fees North Fund	202-11225-00-00	231.66		1.63	1.58	1.63	236.50
LOGIC	2414814014 & 4015	Water Impact Fees North	202-11275-00-00	936.35		161.85	157.65	174.07	1,429.93
Wells Fargo	6530266649	Water Capital Projects Fund	203-11225-00-00	227.38		1.63	1.58	1.63	232.22
LOGIC	752414814011	Waterline Project-CO Srs 2014A	203-11275-00-00	904,703.07		1,148.83	1,118.93	1,235.48	908,206.32
LOGIC	752414814013	Waterline Project-CO Srs 2014B	203-11276-00-00	396,222.65		432.49	421.24	465.10	397,541.48
Wells Fargo	6530266649	Water Impact Fees South Fund	204-11225-00-00	242.48		1.63	1.58	1.63	247.32
LOGIC	2414814014 & 4015	Water Impact Fees South	204-11275-00-00	931.43		161.85	157.65	174.07	1,425.01
Wells Fargo	65302966649	Capital Projects Fund	301-11225-00-00	16,765.11		0.64	0.62	0.64	16,767.01
LOGIC	2414814014 & 4015	Capital Projects Fund	301-11275-00-00	6,811,909.87	(700,000.00)	7,590.66	6,841.80	7,343.25	6,133,685.58
LOGIC	752414814012	Highlands PID #2 Developer Reim	402-11275-00-00	26,875.63		29.18	28.44	31.37	26,964.62
Wells Fargo	65302966649	Equipment Fund	505-11225-00-00	168,758.92		6.45	6.24	6.45	168,778.06
LOGIC	2414814014 & 4015	Equipment Fund	505-11275-00-00	1,412.58		162.37	158.11	174.62	1,907.68
Wells Fargo	6530266649	Building Services	506-11225-00-00	228.01		1.63	1.58	1.63	232.85
LOGIC	2414814014 & 4015	Building Services Fund	506-11275-00-00	931.43		161.85	157.65	174.07	1,425.01
				$ 13,316,763.57	$ (700,000.00)	$ 12,278.25	$ 11,388.86	$ 12,378.23	$ 12,652,808.93

Total Quarter Interest Earned $ 36,045.34

AVERAGE YIELDS		WEIGHTED AVERAGE MATURITY
LOGIC	1.3182%	35 days
Wells Fargo	0.0767%	

TREASURY YIELDS	
30 Day T-Bill	1.0944%
90 Day T-Bill	1.2266%
1 Year T-Bill	1.5503%

Drew Corn, Town Administrator

1400 FM 407
Northlake, TX 76247
940-648-3290
Fax 940-648-0363

Town of Northlake

Town of Northlake

Memo

To: Honorable Mayor and Town Council

From: Karen Bolyard, Finance Director

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

Date: January 11, 2018

Re: Quarterly Budget Review – First Quarter 2018

During the first quarter of 2018 both the General Fund revenues and expenditures were below expectations. Revenues tracked 3.5% below expectations while expenditures came in 4.6% below budget. Staff anticipates that as we progress through the new year we will meet budget expectations.

Hotel Occupancy Tax revenues are 11.5% higher than anticipated for the first quarter due to increased occupancy at the Town's newest hotel, Homewood 2 Suites by Hilton.

At the end of the first quarter, NEDC and NCDC revenues exceeded budget expectations by 3.4% which is attributable to higher than anticipated sales tax receipts. Expenditures are below expectations but are anticipated to meet expectations as development incentives and the retail market study begin to be paid out during the second quarter.

During the first quarter the Capital Projects fund made expenditures for engineering and paving for Cleveland-Gibbs and Florance Road.

Revenues and expenditures for the Water/Sewer fund came in lighter than anticipated for the first quarter. Revenues came in 3.7% under budget expectations due to a slight decrease in new homes being built during the winter months. Expenditures came in 6.8% below expectations but are expected to pick up during the second quarter.

The Equipment funds expenditures are below expectations due to not all of the budgeted items being received and paid by the end of the first quarter. The Police Department did receive one vehicle during the first quarter. Staff expects to meet budget expectations as the remaining equipment is received during the second and third quarter.

If you have any questions or comments please contact me at 940.242.5706.

Town of Northlake

GENERAL FUND

Quarter Ended December 31 2017

(Unaudited)

Fund: 100	Original Budget	Forecasted Budget	Quarterly Activity	YTD Activity	Over(under) Forcasted Budget	% of Budget Realized	Prior Year Actual	Prior Year Quarter	Prior YTD Activity	Over(Under) Prior Year Actual	% of Actual Realized
BEGINNING FUND BALANCE:	1,878,278	1,878,278		1,878,278			1,510,410		1,510,410		
REVENUES:											
Court Fines	600,000	600,000	107,804	107,804	(492,196)	18.0%	592,248	129,327	129,327	(462,922)	21.8%
Sales/Beverage Tax	480,000	480,000	147,472	147,472	(332,528)	30.7%	623,492	183,395	183,395	(440,097)	29.4%
Ad Valorem Taxes	842,210	842,210	257,032	257,032	(585,178)	30.5%	744,911	156,158	156,158	(588,753)	21.0%
Permits and Registrations	21,450	21,450	6,969	6,969	(14,481)	32.5%	20,760	13,717	13,717	(7,044)	66.1%
Franchise Fees	311,000	311,000	83,205	83,205	(227,795)	26.8%	282,277	218	218	(282,059)	0.1%
Building Permits	969,500	969,500	172,625	172,625	(796,876)	17.8%	793,743	191,546	191,546	(602,197)	24.1%
Development	437,500	437,500	16,528	16,528	(420,972)	3.8%	527,041	169,792	169,792	(357,250)	32.2%
Transfers	230,881	230,881	50,000	50,000	(180,881)	21.7%	200,000	50,000	50,000	(150,000)	25.0%
Other Revenue:	156,260	156,260	26,694	26,694	(129,566)	17.1%	149,495	32,513	32,513	(116,982)	21.7%
TOTAL REVENUE:	4,048,801	4,048,801	868,327	868,327	(3,180,474)	21.4%	3,933,968	926,666	926,666	(3,007,302)	23.6%
EXPENDITURES:											
Payroll & Benefits	2,399,917	2,399,917	525,668	525,668	(1,874,249)	21.9%	1,873,267	485,614	485,614	(1,387,652)	25.9%
Supplies	156,108	156,108	24,980	24,980	(131,128)	16.0%	116,755	17,497	17,497	(99,258)	15.0%
Maintenance	321,603	321,603	61,069	61,069	(260,534)	19.0%	189,990	61,251	61,251	(128,739)	32.2%
Utilities	19,095	19,095	4,317	4,317	(14,778)	22.6%	17,546	3,809	3,809	(13,736)	21.7%
Services	908,991	908,991	140,785	140,785	(768,206)	15.5%	700,190	133,104	133,104	(567,086)	19.0%
Capital Outlay	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Transfers	234,000	234,000	67,500	67,500	(166,500)	28.8%	668,352	67,088	67,088	(601,264)	10.0%
Lease Purchase Debt Service	-	-	-	-	-	0.0%	-	-	-	-	0.0%
TOTAL EXPENDITURES:	4,039,714	4,039,714	824,319	824,319	(3,215,395)	20.4%	3,566,099	768,363	768,363	(2,797,736)	21.5%
REV OVER/(UNDER) EXP	9,087	9,087	44,008	44,008			367,868	158,302	158,302		
ENDING FUND BALANCE	**1,887,365**	**1,887,365**		**1,922,286**			**1,878,278**		**1,668,712**		

Town of Northlake

HOTEL OCCUPANCY TAX

Quarter Ended December 31 2017

(Unaudited)

Fund: 110	Original Budget	Forecasted Budget	Quarterly Activity	YTD Activity	Over(under) Forcasted Budget	% of Budget Realized	Prior Year Actual	Prior Year Quarter	Prior YTD Activity	Over(Under) Prior Year Actual	% of Actual Realized
BEGINNING FUND BALANCE:	1,484,307	1,484,307		1,484,307			1,258,552		1,258,552		
REVENUES:											
Taxes / Fees & Fines	300,000	300,000	109,389	109,389	(190,611)	36.5%	267,965	52,017	52,017	(215,949)	19.4%
Permits and Registrations	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Franchise Fees	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Building Permits	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Development	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Transfers	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Other Revenue:	10,805	10,805	732	732	(10,073)	6.8%	17,407	179	179	(17,228)	1.0%
TOTAL REVENUE:	310,805	310,805	110,121	110,121	(200,684)	35.4%	285,372	52,195	52,195	(233,177)	18.3%
EXPENDITURES:											
Payroll & Benefits	33,675	33,675	16,953	16,953	(16,722)	50.3%	34,336	8,225	8,225	(26,112)	24.0%
Supplies	-	-	49	49	49	0.0%	-	-	-	-	0.0%
Maintenance	-	-	77	77	77	0.0%	65	-	-	(65)	0.0%
Utilities	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Services	57,400	57,400	1,550	1,550	(55,850)	2.7%	25,215	9,474	9,474	(15,741)	37.6%
Capital Outlay	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Transfers	1,800	1,800	450	450	(1,350)	25.0%	-	-	-	-	0.0%
Lease Purchase Debt Service	-	-	-	-	-	0.0%	-	-	-	-	0.0%
TOTAL EXPENDITURES:	92,875	92,875	19,079	19,079	(73,796)	20.5%	59,616	17,699	17,699	(41,918)	29.7%
REV OVER/(UNDER) EXP	217,930	217,930	91,042	91,042			225,756	34,497	34,497		
ENDING FUND BALANCE	**1,702,237**	**1,702,237**		**1,575,350**			**1,484,307**		**1,293,048**		

Town of Northlake

SPECIAL REVENUE FUNDS

Quarter Ended December 31 2017

(Unaudited)

Fund: <<120,121,150,151,152,153>>	Original Budget	Forecasted Budget	Quarterly Activity	YTD Activity	Over(under) Forcasted Budget	% of Budget Realized	Prior Year Actual	Prior Year Quarter	Prior YTD Activity	Over(Under) Prior Year Actual	% of Actual Realized
BEGINNING FUND BALANCE:	250,722	250,722		250,722			250,910		250,910		
REVENUES:											
Interest	305	305	2,034	2,034	1,729	666.8%	3,675	100	100	(3,575)	2.7%
Court Technology	16,000	16,000	3,233	3,233	(12,767)	20.2%	15,094	3,403	3,403	(11,692)	22.5%
Court Security	12,000	12,000	2,425	2,425	(9,575)	20.2%	11,324	2,552	2,552	(8,772)	22.5%
Seatbelt Fees	15,000	15,000	640	640	(14,360)	4.3%	3,845	678	678	(3,167)	17.6%
Online Access Fees	18,000	18,000	3,878	3,878	(14,122)	21.5%	19,646	4,521	4,521	(15,125)	23.0%
Seized Monies & Goods	-	-	313	313	313	0.0%	(4,200)	-	-	4,200	0.0%
State Training	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Child Safety	1,000	1,000	1,438	1,438	438	143.8%	2,100	2,100	2,100	-	100.0%
Transfers	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Other Revenue:	-	-	-	-	-	0.0%	1,852	1,852	1,852	-	100.0%
TOTAL REVENUE:	62,305	62,305	13,960	13,960	(48,345)	22.4%	53,335	15,205	15,205	(38,131)	28.5%
EXPENDITURES:											
Payroll & Benefits	-	-	-	-	-	0.0%	1,098	1,001	1,001	(97)	91.1%
Supplies	3,250	3,250	-	-	(3,250)	0.0%	2,812	2,812	2,812	-	100.0%
Maintenance	7,385	7,385	1,500	1,500	(5,885)	20.3%	5,825	1,500	1,500	(4,325)	25.8%
Utilities	3,000	3,000	570	570	(2,430)	19.0%	1,943	405	405	(1,539)	20.8%
Services	27,100	27,100	6,522	6,522	(20,578)	24.1%	32,188	4,818	4,818	(27,369)	15.0%
Capital Outlay	3,240	3,240	-	-	(3,240)	0.0%	9,657	-	-	(9,657)	0.0%
Transfers	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Lease Purchase Debt Service	-	-	-	-	-	0.0%	-	-	-	-	0.0%
TOTAL EXPENSES:	43,975	43,975	8,592	8,592	(35,383)	19.5%	53,523	10,536	10,536	(42,987)	19.7%
REV OVER/(UNDER) EXP	18,330	18,330	5,368	5,368			(188)	4,669	4,669		
ENDING FUND BALANCE	**269,052**	**269,052**		**256,091**			**250,722**		**255,578**		

Town of Northlake

ECONOMIC DEVELOPMENT CORPORATION

Quarter Ended December 31 2017

(Unaudited)

Fund: 130	Original Budget	Forecasted Budget	Quarterly Activity	YTD Activity	Over(under) Forcasted Budget	% of Budget Realized	Prior Year Actual	Prior Year Quarter	Prior YTD Activity	Over(Under) Prior Year Actual	% of Actual Realized
BEGINNING FUND BALANCE:	612,391	612,391	612,391	612,391			595,579		595,579		
REVENUES:											
Taxes / Fees & Fines	240,000	240,000	73,736	73,736	(166,264)	30.7%	311,471	91,688	91,688	(219,783)	29.4%
Permits and Registrations	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Franchise Fees	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Building Permits	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Development	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Transfers	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Other Revenue:	22,650	22,650	739	739	(21,911)	3.3%	23,048	180	180	(22,869)	0.8%
TOTAL REVENUE:	262,650	262,650	74,475	74,475	(188,175)	28.4%	334,519	91,867	91,867	(242,652)	27.5%
EXPENDITURES:											
Payroll & Benefits	33,025	33,025	7,433	7,433	(25,592)	22.5%	26,554	6,676	6,676	(19,878)	25.1%
Supplies	1,700	1,700	49	49	(1,651)	2.9%	465	21	21	(444)	4.4%
Maintenance	2,250	2,250	77	77	(2,173)	3.4%	1,765	-	-	(1,765)	0.0%
Utilities	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Services	39,250	59,250	2,737	2,737	(56,513)	4.6%	28,484	8,015	8,015	(20,469)	28.1%
Development Incentives	125,500	125,500	-	-	(125,500)	0.0%	233,700	-	-	(233,700)	0.0%
Capital Outlay	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Transfers	26,800	26,800	6,700	6,700	(20,100)	25.0%	26,739	6,685	6,685	(20,054)	25.0%
Lease Purchase Debt Service	-	-	-	-	-	0.0%	-	-	-	-	0.0%
TOTAL EXPENSES:	228,525	248,525	16,997	16,997	(231,528)	6.8%	317,707	21,396	21,396	(296,311)	6.7%
REV OVER/(UNDER) EXP	34,125	14,125	57,479	57,479			16,812	70,471	70,471		
ENDING FUND BALANCE	**646,516**	**626,516**		**669,870**			**612,391**		**666,050**		

Town of Northlake

COMMUNITY DEVELOPMENT CORPORATION

Quarter Ended December 31 2017

(Unaudited)

Fund: 131	Original Budget	Forecasted Budget	Quarterly Activity	YTD Activity	Over(under) Forcasted Budget	% of Budget Realized	Prior Year Actual	Prior Year Quarter	Prior YTD Activity	Over(Under) Prior Year Actual	% of Actual Realized
BEGINNING FUND BALANCE:	592,138	592,138		592,138			575,332		575,332		
REVENUES:											
Taxes / Fees & Fines	240,000	240,000	73,736	73,736	(166,264)	30.7%	311,471	91,688	91,688	(219,783)	29.4%
Permits and Registrations	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Franchise Fees	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Building Permits	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Development	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Transfers	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Other Revenue:	22,650	22,650	737	737	(21,913)	3.3%	23,021	166	166	(22,854)	0.7%
TOTAL REVENUE:	262,650	262,650	74,473	74,473	(188,177)	28.4%	334,492	91,854	91,854	(242,638)	27.5%
EXPENDITURES:											
Payroll & Benefits	33,025	33,025	7,434	7,434	(25,591)	22.5%	26,554	6,676	6,676	(19,878)	25.1%
Supplies	1,700	1,700	49	49	(1,651)	2.9%	488	21	21	(467)	4.2%
Maintenance	2,250	2,250	77	77	(2,173)	3.4%	1,765	-	-	(1,765)	0.0%
Utilities	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Services	39,250	59,250	2,707	2,707	(56,543)	4.6%	28,439	8,015	8,015	(20,424)	28.2%
Development Incentives	125,500	125,500	-	-	(125,500)	0.0%	233,700	-	-	(233,700)	0.0%
Capital Outlay	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Transfers	26,800	26,800	6,700	6,700	(20,100)	25.0%	26,739	6,685	6,685	(20,054)	25.0%
Lease Purchase Debt Service	-	-	-	-	-	0.0%	-	-	-	-	0.0%
TOTAL EXPENSES:	228,525	248,525	16,966	16,966	(231,559)	6.8%	317,685	21,396	21,396	(296,289)	6.7%
REV OVER/(UNDER) EXP	34,125	14,125	57,507	57,507			16,807	70,458	70,458		
ENDING FUND BALANCE	**626,263**	**606,263**		**649,645**			**592,138**		**645,790**		

Town of Northlake

CAPITAL PROJECTS

Quarter Ended December 31 2017

(Unaudited)

Fund: 301	Original Budget	Forecasted Budget	Quarterly Activity	YTD Activity	Over(under) Forcasted Budget	% of Budget Realized	Prior Year Actual	Prior Year Quarter	Prior YTD Activity	Over(Under) Prior Year Actual	% of Actual Realized
BEGINNING FUND BALANCE:	6,012,859	6,012,859		6,012,859			11,071		11,071		
REVENUES:											
Transfer from General Fund	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Transfer from Utility Fund	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Bond Proceeds	-	-	-	-	-	0.0%	6,738,006	6,703,641	6,703,641	(34,366)	99.5%
Other Revenue:	-	-	21,778	21,778	21,778	0.0%	1,235,504	13,923	13,923	(1,221,581)	1.1%
TOTAL REVENUE:	-	-	21,778	21,778	21,778	0.0%	7,973,510	6,717,563	6,717,563	(1,255,947)	84.2%
EXPENDITURES:											
Payroll & Benefits	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Supplies	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Maintenance	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Utilities	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Services	-	-	45,789	45,789	45,789	0.0%	353,795	13,365	13,365	(340,430)	3.8%
Capital Outlay	5,200,000	5,200,000	634,327	634,327	(4,565,673)	12.2%	1,617,927	-	-	(1,617,927)	0.0%
Transfers	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Lease Purchase Debt Service	-	-	-	-	-	0.0%	-	-	-	-	0.0%
TOTAL EXPENSES:	5,200,000	5,200,000	680,116	680,116	(4,519,884)	13.1%	1,971,722	13,365	13,365	(1,958,357)	0.7%
REV OVER/(UNDER) EXP	(5,200,000)	(5,200,000)	(658,338)	(658,338)			6,001,788	6,704,198	6,704,198		
ENDING FUND BALANCE	**812,859**	**812,859**		**5,354,521**			**6,012,859**		**6,715,269**		

Town of Northlake

Northlake PID #1 - Harvest

Quarter Ended December 31 2017

(Unaudited)

Fund: 401	Original Budget	Forecasted Budget	Quarterly Activity	YTD Activity	Over(under) Forcasted Budget	% of Budget Realized	Prior Year Actual	Prior Year Quarter	Prior YTD Activity	Over(Under) Prior Year Actual	% of Actual Realized
BEGINNING FUND BALANCE:	758	758		758			(5,607)		(5,607)		
REVENUES:											
Taxes / Fees & Fines	501,050	501,050	39,373	39,373	(461,677)	7.9%	294,469	19,267	19,267	(275,202)	6.5%
Permits and Registrations	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Franchise Fees	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Building Permits	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Development	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Transfers	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Other Revenue:	-	-	-	-	-	0.0%	-	-	-	-	0.0%
TOTAL REVENUE:	501,050	501,050	39,373	39,373	(461,677)	7.9%	294,469	19,267	19,267	(275,202)	6.5%
EXPENDITURES:											
Payroll & Benefits	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Supplies	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Maintenance	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Utilities	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Services	501,050	501,050	1,464	1,464	(499,586)	0.3%	288,104	4,659	4,659	(283,444)	1.6%
Capital Outlay	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Transfers	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Lease Purchase Debt Service	-	-	-	-	-	0.0%	-	-	-	-	0.0%
TOTAL EXPENSES:	501,050	501,050	1,464	1,464	(499,586)	0.3%	288,104	4,659	4,659	(283,444)	1.6%
REV OVER/(UNDER) EXP	-	-	37,909	37,909			6,365	14,608	14,608		
ENDING FUND BALANCE	**758**	**758**		**38,667**			**758**		**9,001**		

Town of Northlake

Northlake PID #2 - Highlands

Quarter Ended December 31 2017

(Unaudited)

Fund: 402	Original Budget	Forecasted Budget	Quarterly Activity	YTD Activity	Over(under) Forcasted Budget	% of Budget Realized	Prior Year Actual	Prior Year Quarter	Prior YTD Activity	Over(Under) Prior Year Actual	% of Actual Realized
BEGINNING FUND BALANCE:	118,594	118,594		118,594			1,379,116		1,379,116		
REVENUES:											
Taxes / Fees & Fines	317,899	317,899	16,671	16,671	(301,228)	5.2%	316,034	13,017	13,017	(303,017)	4.1%
Permits and Registrations	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Franchise Fees	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Building Permits	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Development	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Transfers	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Other Revenue:	10,000	10,000	89	89	(9,911)	0.9%	8,857	6,443	6,443	(2,414)	72.7%
TOTAL REVENUE:	327,899	327,899	16,760	16,760	(311,139)	5.1%	324,892	19,460	19,460	(305,431)	6.0%
EXPENDITURES:											
Payroll & Benefits	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Supplies	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Maintenance	10,824	10,824	10,612	10,612	(212)	98.0%	-	-	-	-	0.0%
Utilities	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Services	13,150	13,150	732	732	(12,418)	5.6%	9,538	3,842	3,842	(5,695)	40.3%
Capital Outlay	-	-	-	-	-	0.0%	1,300,000	1,300,000	1,300,000	-	100.0%
Transfers	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Bond Debt Service	278,525	278,525	(21,345)	(21,345)	(299,870)	-7.7%	275,875	(22,295)	(22,295)	(298,170)	-8.1%
TOTAL EXPENSES:	302,499	302,499	(10,001)	(10,001)	(312,500)	-3.3%	1,585,413	1,281,547	1,281,547	(303,865)	80.8%
REV OVER/(UNDER) EXP	25,400	25,400	26,761	26,761			(1,260,521)	(1,262,087)	(1,262,087)		
ENDING FUND BALANCE	**143,994**	**143,994**		**145,356**			**118,594**		**117,028**		

Town of Northlake

TIRZ #1 - Canyon Falls

Quarter Ended December 31 2017

(Unaudited)

Fund: 451	Original Budget	Forecasted Budget	Quarterly Activity	YTD Activity	Over(under) Forcasted Budget	% of Budget Realized	Prior Year Actual	Prior Year Quarter	Prior YTD Activity	Over(Under) Prior Year Actual	% of Actual Realized
BEGINNING FUND BALANCE:	5,197	5,197		5,197			(1,385)		(1,385)		
REVENUES:											
Taxes / Fees & Fines	73,451	73,451	-	-	(73,451)	0.0%	36,896	-	-	(36,896)	0.0%
Permits and Registrations	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Franchise Fees	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Building Permits	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Development	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Transfers	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Other Revenue:	-	-	-	-	-	0.0%	-	-	-	-	0.0%
TOTAL REVENUE:	73,451	73,451	-	-	(73,451)	0.0%	36,896	-	-	(36,896)	0.0%
EXPENDITURES:											
Payroll & Benefits	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Supplies	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Maintenance	43,451	43,451	-	-	(43,451)	0.0%	-	-	-	-	0.0%
Utilities	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Services	30,000	30,000	996	996	(29,004)	3.3%	30,314	3,842	3,842	(26,472)	12.7%
Capital Outlay	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Transfers	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Bond Debt Service	-	-	-	-	-	0.0%	-	-	-	-	0.0%
TOTAL EXPENSES:	73,451	73,451	996	996	(72,455)	1.4%	30,314	3,842	3,842	(26,472)	12.7%
REV OVER/(UNDER) EXP	0	0	(996)	(996)			6,582	(3,842)	(3,842)		
ENDING FUND BALANCE	**5,197**	**5,197**		**4,201**			**5,197**		**(5,227)**		

Town of Northlake

DEBT SERVICE

Quarter Ended December 31 2017

(Unaudited)

Fund: 160	Original Budget	Forecasted Budget	Quarterly Activity	YTD Activity	Over(under) Forcasted Budget	% of Budget Realized	Prior Year Actual	Prior Year Quarter	Prior YTD Activity	Over(Under) Prior Year Actual	% of Actual Realized
BEGINNING FUND BALANCE:	77,165	77,165		77,165			249,740		249,740		
REVENUES:											
Taxes / Fees & Fines	556,937	556,937	128,516	128,516	(428,421)	23.1%	408,634	75,063	75,063	(333,572)	18.4%
Permits and Registrations	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Franchise Fees	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Building Permits	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Development	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Transfers	-	-	-	-	-	0.0%	50,000	-	-	(50,000)	0.0%
Bond Proceeds	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Other Revenue:	500	500	497	497	(3)	99.4%	1,271	81	81	(1,190)	6.3%
TOTAL REVENUE:	557,437	557,437	129,013	129,013	(428,424)	23.1%	459,905	75,143	75,143	(384,762)	16.3%
EXPENDITURES:											
Payroll & Benefits	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Supplies	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Maintenance	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Utilities	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Services	2,241	2,241	550	550	(1,691)	24.5%	-	-	-	-	0.0%
Capital Outlay	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Transfers	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Lease Purchase Debt Service	554,696	554,696	(19,988)	(19,988)	(574,684)	-3.6%	632,481	(31,077)	(31,077)	(663,558)	-4.9%
TOTAL EXPENSES:	556,937	556,937	(19,438)	(19,438)	(576,375)	-3.5%	632,481	(31,077)	(31,077)	(663,558)	-4.9%
REV OVER/(UNDER) EXP	500	500	148,451	148,451			(172,576)	106,220	106,220		
ENDING FUND BALANCE	**77,665**	**77,665**		**225,615**			**77,165**		**355,961**		

Town of Northlake

WATER & SEWER FUND

Quarter Ended December 31 2017

(Unaudited)

Fund: <<200>>	Original Budget	Forecasted Budget	Quarterly Activity	YTD Activity	Over(under) Forcasted Budget	% of Budget Realized	Prior Year Actual	Prior Year Quarter	Prior YTD Activity	Over(Under) Prior Year Actual	% of Actual Realized
BEGINNING FUND BALANCE:	2,849,411	2,849,411		2,849,411			2,653,339		2,653,339		
REVENUES:											
Water Sales	2,000,000	2,000,000	408,494	408,494	(1,591,506)	20.4%	1,564,207	310,930	310,930	(1,253,277)	19.9%
Water Fees	250,250	250,250	49,200	49,200	(201,050)	19.7%	203,250	64,850	64,850	(138,400)	31.9%
Sewer Sales	1,200,000	1,200,000	252,719	252,719	(947,281)	21.1%	917,177	201,708	201,708	(715,469)	22.0%
Sewer Fees	20,000	20,000	3,050	3,050	(16,950)	15.3%	21,100	700	700	(20,400)	3.3%
Sewer Impact Fees	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Water Impact Fees	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Transfers	-	-	-	-	-	0.0%	-	-	-	-	0.0%
FWSD Reimbursement	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Other Revenue:	10,650	10,650	27,687	27,687	17,037	260.0%	27,687	20,311	20,311	(7,376)	73.4%
TOTAL REVENUE:	3,480,900	3,480,900	741,151	741,151	(2,739,749)	21.3%	2,733,422	598,500	598,500	(2,134,922)	21.9%
EXPENSES:											
Payroll & Benefits	444,528	444,528	78,280	78,280	(366,248)	17.6%	322,264	66,785	66,785	(255,479)	20.7%
Supplies	105,795	105,795	4,514	4,514	(101,281)	4.3%	38,546	5,643	5,643	(32,903)	14.6%
Maintenance	136,300	136,300	24,056	24,056	(112,244)	17.6%	107,506	26,657	26,657	(80,849)	24.8%
Wholesale Water	1,000,000	1,000,000	170,180	170,180	(829,820)	17.0%	881,097	116,276	116,276	(764,821)	13.2%
Sewer Treatment	1,000,000	1,000,000	188,978	188,978	(811,022)	18.9%	732,937	265,721	265,721	(467,216)	36.3%
Utilities	46,620	46,620	7,950	7,950	(38,670)	17.1%	35,001	5,452	5,452	(29,549)	15.6%
Services	92,235	92,235	23,474	23,474	(68,761)	25.5%	181,996	35,736	35,736	(146,260)	19.6%
Capital Outlay	210,000	210,000	34,462	34,462	(175,538)	16.4%	-	38,523	38,523	38,523	0.0%
Transfers	299,100	299,100	74,775	74,775	(224,325)	25.0%	297,262	74,316	74,316	(222,947)	25.0%
Lease Purchase Debt Service	-	-	-	-	-	0.0%	-	-	-	-	0.0%
TOTAL EXPENSES:	3,334,578	3,334,578	606,668	606,668	(2,727,910)	18.2%	2,596,608	635,108	635,108	(1,961,500)	24.5%
REV OVER/(UNDER) EXP	146,322	146,322	134,483	134,483			136,813	(36,608)	(36,608)		
ENDING FUND BALANCE	2,995,733	2,995,733		2,983,894			2,790,153		2,616,731		
Less: Net Capital Assets	(2,609,785)	(2,609,785)		(2,609,785)			(2,609,785)		(2,477,506)		
Less: Customer Deposits	(316,003)	(316,003)		(316,003)			(306,985)		(216,710)		
Less: Upper Trinity Deposit	-	-		-			-		-		
Changes to Fund Balance	-	-		-			-		-		
UNRESTRICTED FUND BALANCE	**69,946**	**69,946**		**58,107**			**(126,617)**		**(77,485)**		

Town of Northlake

BUILDING SERVICES FUND

Quarter Ended December 31, 2017

(Unaudited)

Fund: 504	Original Budget	Forecasted Budget	Quarterly Activity	YTD Activity	Over(under) Forcasted Budget	% of Budget Realized	Prior Year Actual	Prior Year Quarter	Prior YTD Activity	Over(Under) Prior Year Actual	% of Actual Realized
BEGINNING FUND BALANCE:	-	-		-			-		-		
REVENUES:											
Mayor & Council	500	500	125	125	(375)	25.0%	-	-	-	-	0.0%
Administration-GF	9,000	9,000	2,250	2,250	(6,750)	25.0%	100,000	-	-	(100,000)	0.0%
Town Secretary	4,000	4,000	1,000	1,000	(3,000)	25.0%	-	-	-	-	0.0%
Municipal Courts	12,000	12,000	3,000	3,000	(9,000)	25.0%	-	-	-	-	0.0%
Development	5,000	5,000	1,250	1,250	(3,750)	25.0%	-	-	-	-	0.0%
Police	36,000	36,000	9,000	9,000	(27,000)	25.0%	-	-	-	-	0.0%
Public Works	10,000	10,000	2,500	2,500	(7,500)	25.0%	-	-	-	-	0.0%
Administration-HOT	1,000	1,000	250	250	(750)	25.0%	-	-	-	-	0.0%
Adminstration-EDC	1,000	500	125	125	(375)	25.0%	-	-	-	-	0.0%
Administration-CDC	1,000	500	125	125	(375)	25.0%	-	-	-	-	0.0%
Administration-WS Fund	3,000	3,000	750	750	(2,250)	25.0%	-	-	-	-	0.0%
Utility Department	11,000	11,000	2,750	2,750	(8,250)	25.0%	-	-	-	-	0.0%
Maintenace Reserve	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Insurance Proceeds	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Interest Revenue	-	-	-	-	-	0.0%	-	-	-	-	0.0%
TOTAL REVENUE:	93,500	92,500	23,125	23,125	(69,375)	25.0%	100,000	-	-	(100,000)	0.0%
EXPENSES:											
Payroll & Benefits	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Supplies	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Maintenance	1,450	1,450	230	230	(1,220)	15.9%	428	-	-	(428)	0.0%
Utilities	16,000	16,000	-	-	(16,000)	0.0%	-	-	-	-	0.0%
Services	100,000	100,000	19,586	19,586	(80,415)	19.6%	9,853	-	-	(9,853)	0.0%
Capital Outlay	66,250	66,250	5,348	5,348	(60,902)	8.1%	-	-	-	-	0.0%
Transfers	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Lease Purchase Debt Service	-	-	-	-	-	0.0%	-	-	-	-	0.0%
TOTAL EXPENSES:	183,700	183,700	25,163	25,163	(158,537)	13.7%	10,281	-	-	(10,281)	0.0%
REV OVER/(UNDER) EXP	(90,200)	(91,200)	(2,038)	(2,038)			89,719	-	-		
ENDING FUND BALANCE	(90,200)	(91,200)		(2,038)			89,719		-		
Less: Net Capital Assets	-	-		-			-		-		
Changes to Fund Balance	-	-		-			-		-		
UNRESTRICTED FUND BALANCE	**(90,200)**	**(91,200)**		**(2,038)**			**89,719**		**-**		

Town of Northlake

EQUIPMENT FUND

Quarter Ended December 31, 2017

(Unaudited)

Fund: 505	Original Budget	Forecasted Budget	Quarterly Activity	YTD Activity	Over(under) Forcasted Budget	% of Budget Realized	Prior Year Actual	Prior Year Quarter	Prior YTD Activity	Over(Under) Prior Year Actual	% of Actual Realized
BEGINNING FUND BALANCE:	774,773	774,773		774,773			370,929		370,929		
REVENUES:											
Equipment Service Revenue-PD	110,000	110,000	27,500	27,500	(82,500)	25.0%	110,000	27,500	27,500	(82,500)	25.0%
Equipment Service Revenue-PW	25,000	25,000	6,250	6,250	(18,750)	25.0%	25,000	6,250	6,250	(18,750)	25.0%
Equipment Service Revenue-Utilities	75,000	75,000	31,250	31,250	(43,750)	41.7%	125,000	31,250	31,250	(93,750)	25.0%
Transfer from Donation Fund	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Transfers from GF	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Transfer from UF	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Bond Proceeds	-	-	-	-	-	0.0%	301,360	301,360	301,360	-	100.0%
Other Revenue	11,500	11,500	8,585	8,585	(2,915)	74.6%	58,745	712	712	(58,033)	1.2%
TOTAL REVENUE:	221,500	221,500	73,585	73,585	(147,915)	33.2%	620,104	367,071	367,071	(253,033)	59.2%
EXPENSES:											
Payroll & Benefits	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Supplies	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Maintenance	2,000	2,000	8,678	8,678	6,678	433.9%	44,818	-	-	(44,818)	0.0%
Utilities	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Services	-	-	-	-	-	0.0%	171,443	-	-	(171,443)	0.0%
Capital Outlay	223,000	223,000	32,210	32,210	(190,790)	14.4%	-	335,785	335,785	335,785	0.0%
Transfers	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Lease Purchase Debt Service	5,000	5,000	-	-	(5,000)	0.0%	-	-	-	-	0.0%
TOTAL EXPENSES:	230,000	230,000	40,888	40,888	(189,112)	17.8%	216,260	335,785	335,785	119,524	155.3%
REV OVER/(UNDER) EXP	(8,500)	(8,500)	32,696	32,696			403,844	31,287	31,287		
ENDING FUND BALANCE	766,273	766,273		807,469			774,773		402,216		
Less: Net Capital Assets	(667,552)	(667,552)		(667,552)			(667,552)		(322,581)		
Changes to Fund Balance	-	-		-			-		-		
UNRESTRICTED FUND BALANCE	**98,721**	**98,721**		**139,917**			**107,221**		**79,635**		

Town of Northlake

BUILDING SERVICES FUND

Quarter Ended December 31, 2018

(Unaudited)

Fund: 506	Original Budget	Forecasted Budget	Quarterly Activity	YTD Activity	Over(under) Forcasted Budget	% of Budget Realized	Prior Year Actual	Prior Year Quarter	Prior YTD Activity	Over(Under) Prior Year Actual	% of Actual Realized
BEGINNING FUND BALANCE:	589,702	589,702		589,702			264,839		264,839		
REVENUES:											
Mayor & Council	400	400	100	100	(300)	25.0%	825	206	206	(619)	25.0%
Administration-GF	7,000	7,000	1,750	1,750	(5,250)	25.0%	266,000	4,000	4,000	(262,000)	1.5%
Town Secretary	3,100	3,100	775	775	(2,325)	25.0%	6,958	1,740	1,740	(5,219)	25.0%
Municipal Courts	9,200	9,200	2,300	2,300	(6,900)	25.0%	20,870	5,218	5,218	(15,653)	25.0%
Development	3,800	3,800	950	950	(2,850)	25.0%	8,696	2,174	2,174	(6,522)	25.0%
Police	27,400	27,400	6,850	6,850	(20,550)	25.0%	62,611	15,653	15,653	(46,958)	25.0%
Public Works	7,600	7,600	1,900	1,900	(5,700)	25.0%	17,392	4,348	4,348	(13,044)	25.0%
Administration-HOT	800	800	200	200	(600)	25.0%	1,739	435	435	(1,304)	25.0%
Adminstration-EDC	800	800	200	200	(600)	25.0%	1,739	435	435	(1,304)	25.0%
Administration-CDC	800	800	200	200	(600)	25.0%	1,739	435	435	(1,304)	25.0%
Administration-WS Fund	2,200	2,200	550	550	(1,650)	25.0%	4,870	1,218	1,218	(3,653)	25.0%
Utility Department	7,900	7,900	1,975	1,975	(5,925)	25.0%	17,392	4,348	4,348	(13,044)	25.0%
Maintenace Reserve	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Insurance Proceeds	-	-	-	-	-	0.0%	43,812	-	-	(43,812)	0.0%
Interest Revenue	-	-	498	498	498	0.0%	1,159	25	25	(1,134)	2.2%
TOTAL REVENUE:	71,000	71,000	18,248	18,248	(52,752)	25.7%	455,803	40,233	40,233	(415,570)	8.8%
EXPENSES:											
Payroll & Benefits	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Supplies	24,760	24,760	6,030	6,030	(18,730)	24.4%	23,989	6,734	6,734	(17,255)	28.1%
Maintenance	8,000	8,000	737	737	(7,263)	9.2%	5,562	1,617	1,617	(3,945)	29.1%
Utilities	30,500	30,500	5,085	5,085	(25,415)	16.7%	24,473	4,942	4,942	(19,530)	20.2%
Services	7,200	(800)	34,767	34,767	35,567	-4345.8%	76,916	24,033	24,033	(52,883)	31.2%
Capital Outlay	475,000	483,000	9,801	9,801	(473,199)	2.0%	-	-	-	-	0.0%
Transfers	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Lease Purchase Debt Service	-	-	-	-	-	0.0%	-	-	-	-	0.0%
TOTAL EXPENSES:	545,460	545,460	56,419	56,419	(489,041)	10.3%	130,939	37,325	37,325	(93,614)	28.5%
REV OVER/(UNDER) EXP	(474,460)	(474,460)	(38,170)	(38,170)			324,863	2,908	2,908		
ENDING FUND BALANCE	115,242	115,242		551,532			589,702		267,747		
Less: Net Capital Assets	(24,071)	(24,071)		(24,071)			(24,071)		(27,190)		
Changes to Fund Balance	-	-		-			-		-		
UNRESTRICTED FUND BALANCE	**91,171**	**91,171**		**527,461**			**565,631**		**240,556**		

Town of Northlake

DEPARTMENT REPORT

Quarter Ended December 31 2017

(Unaudited)

	Original Budget	Forecasted Budget	Quarterly Activity	YTD Activity	Over(under) Forcasted Budget	% of Budget Realized	Prior Year Actual	Prior Year Quarter	Prior YTD Activity	Over(Under) Prior Year Actual	% of Actual Realized
COUNCIL											
EXPENDITURES:											
Payroll & Benefits	2,600	2,600	760	760	(1,840)	29.2%	1,997	760	760	(1,237)	38.1%
Supplies	1,100	1,100	7	7	(1,093)	0.6%	625	86	86	(539)	13.7%
Maintenance	-	-	-	-	-	0.0%	65	-	-	(65)	0.0%
Utilities	750	750	148	148	(602)	19.8%	629	136	136	(493)	21.6%
Services	15,500	15,000	2,183	2,183	(12,817)	14.6%	13,465	3,915	3,915	(9,550)	29.1%
Capital Outlay	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Transfers	400	900	-	-	(900)	0.0%	-	206	-	-	0.0%
Lease Purchase Debt Service	-	-	-	-	-	0.0%	-	-	-	-	0.0%
TOTAL EXPENSES:	20,350	20,350	3,098	3,098	(17,252)	15.2%	16,781	5,103	4,897	(11,884)	29.2%
ADMINISTRATION											
EXPENDITURES:											
Payroll & Benefits	342,540	342,540	87,835	87,835	(254,705)	25.6%	321,999	82,021	82,021	(239,978)	25.5%
Supplies	15,725	15,725	1,066	1,066	(14,659)	6.8%	14,336	1,224	1,224	(13,112)	8.5%
Maintenance	650	650	-	-	(650)	0.0%	4,933	81	81	(4,852)	1.6%
Utilities	1,200	1,200	376	376	(824)	31.3%	1,529	301	301	(1,227)	19.7%
Services	237,325	228,325	40,196	40,196	(188,129)	17.6%	180,012	53,275	53,275	(126,736)	29.6%
Capital Outlay	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Transfers	7,000	16,000	1,750	1,750	(14,250)	10.9%	66,000	4,000	4,000	(62,000)	6.1%
Lease Purchase Debt Service	-	-	-	-	-	0.0%	-	-	-	-	0.0%
TOTAL EXPENSES:	604,440	604,440	131,223	131,223	(473,217)	21.7%	588,808	140,903	140,903	(447,906)	23.9%
TOWN SECRETARY											
EXPENDITURES:											
Payroll & Benefits	97,315	97,315	24,980	24,980	(72,335)	25.7%	92,896	24,043	24,043	(68,853)	25.9%
Supplies	3,610	3,610	735	735	(2,875)	20.4%	2,369	388	388	(1,981)	16.4%
Maintenance	500	500	-	-	(500)	0.0%	146	81	81	(65)	55.6%
Utilities	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Services	20,650	16,650	2,172	2,172	(14,478)	13.0%	24,298	2,564	2,564	(21,734)	10.6%
Capital Outlay	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Transfers	3,100	7,100	775	775	(6,325)	10.9%	-	1,740	1,740	1,740	0.0%
Lease Purchase Debt Service	-	-	-	-	-	0.0%	-	-	-	-	0.0%
TOTAL EXPENSES:	125,175	125,175	28,662	28,662	(96,513)	22.9%	119,709	28,816	28,816	(90,893)	24.1%

Town of Northlake

DEPARTMENT REPORT

Quarter Ended December 31 2017

(Unaudited)

	Original Budget	Forecasted Budget	Quarterly Activity	YTD Activity	Over(under) Forcasted Budget	% of Budget Realized	Prior Year Actual	Prior Year Quarter	Prior YTD Activity	Over(Under) Prior Year Actual	% of Actual Realized
MUNICIPAL COURT											
EXPENDITURES:											
Payroll & Benefits	211,065	211,065	51,051	51,051	(160,014)	24.2%	197,385	51,639	51,639	(145,746)	26.2%
Supplies	6,040	6,040	816	816	(5,224)	13.5%	3,794	479	479	(3,315)	12.6%
Maintenance	-	-	-	-	-	0.0%	2,537	163	163	(2,375)	6.4%
Utilities	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Services	66,500	54,500	10,116	10,116	(44,384)	18.6%	32,257	5,130	5,130	(27,128)	15.9%
Capital Outlay	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Transfers	9,200	21,200	2,300	2,300	(18,900)	10.8%	20,870	5,218	5,218	(15,653)	25.0%
Lease Purchase Debt Service	-	-	-	-	-	0.0%	-	-	-	-	0.0%
TOTAL EXPENSES:	292,805	292,805	64,283	64,283	(228,522)	22.0%	256,844	62,628	62,628	(194,216)	24.4%
DEVELOPMENT SERVICES											
EXPENDITURES:											
Payroll & Benefits	135,518	135,518	21,639	21,639	(113,879)	16.0%	75,249	19,136	19,136	(56,113)	25.4%
Supplies	4,700	4,700	642	642	(4,058)	13.7%	1,738	286	286	(1,452)	16.4%
Maintenance	150	150	-	-	(150)	0.0%	546	81	81	(465)	14.9%
Utilities	600	600	148	148	(452)	24.7%	579	136	136	(443)	23.4%
Services	387,450	382,450	64,246	64,246	(318,204)	16.8%	308,282	31,945	31,945	(276,337)	10.4%
Capital Outlay	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Transfers	3,800	8,800	950	950	(7,850)	10.8%	8,696	2,174	2,174	(6,522)	25.0%
Lease Purchase Debt Service	-	-	-	-	-	0.0%	-	-	-	-	0.0%
TOTAL EXPENSES:	532,218	532,218	87,625	87,625	(444,593)	16.5%	395,090	53,757	53,757	(341,333)	13.6%
POLICE											
EXPENDITURES:											
Payroll & Benefits	1,209,154	1,209,154	267,749	267,749	(941,405)	22.1%	939,339	254,237	254,237	(685,102)	27.1%
Supplies	87,328	87,328	15,235	15,235	(72,093)	17.4%	66,044	11,388	11,388	(54,656)	17.2%
Maintenance	41,228	41,228	19,110	19,110	(22,118)	46.4%	25,640	4,918	4,918	(20,722)	19.2%
Utilities	7,500	7,500	1,665	1,665	(5,835)	22.2%	5,247	1,677	1,677	(3,569)	32.0%
Services	59,360	59,360	3,916	3,916	(55,444)	6.6%	56,079	10,894	10,894	(45,184)	19.4%
Capital Outlay	27,225	27,225	5,629	5,629	(21,596)	20.7%	-	-	-	-	0.0%
Transfers	137,400	137,400	34,350	34,350	(103,050)	25.0%	172,611	43,153	43,153	(129,458)	25.0%
Lease Purchase Debt Service	-	-	-	-	-	0.0%	-	-	-	-	0.0%
TOTAL EXPENSES:	1,569,195	1,569,195	347,654	347,654	(1,221,541)	22.2%	1,264,959	326,267	326,267	(938,692)	25.8%

Town of Northlake

DEPARTMENT REPORT

Quarter Ended December 31 2017

(Unaudited)

PUBLIC WORKS - GENERAL FUND	Original Budget	Forecasted Budget	Quarterly Activity	YTD Activity	Over(under) Forcasted Budget	% of Budget Realized	Prior Year Actual	Prior Year Quarter	Prior YTD Activity	Over(Under) Prior Year Actual	% of Actual Realized
EXPENDITURES:											
Payroll & Benefits	386,725	386,725	71,654	71,654	(315,071)	18.5%	243,269	53,779	53,779	(189,490)	22.1%
Supplies	37,605	37,605	6,015	6,015	(31,590)	16.0%	27,809	3,647	3,647	(24,163)	13.1%
Maintenance	245,850	245,850	41,959	41,959	(203,891)	17.1%	150,524	55,927	55,927	(94,597)	37.2%
Utilities	9,045	9,045	1,980	1,980	(7,065)	21.9%	9,563	1,559	1,559	(8,003)	16.3%
Services	38,000	28,000	11,220	11,220	(16,780)	40.1%	34,933	6,691	6,691	(28,242)	19.2%
Capital Outlay	6,000	6,000	-	-	(6,000)	0.0%	-	-	-	-	0.0%
Transfers	32,600	42,600	8,150	8,150	(34,450)	19.1%	42,392	10,598	10,598	(31,794)	25.0%
Lease Purchase Debt Service	-	-	-	-	-	0.0%	-	-	-	-	0.0%
TOTAL EXPENSES:	755,825	755,825	140,978	140,978	(614,847)	18.7%	508,489	132,200	132,200	(376,289)	26.0%

GENERAL FUND - NON DEPARTMENTAL	Original Budget	Forecasted Budget	Quarterly Activity	YTD Activity	Over(under) Forcasted Budget	% of Budget Realized	Prior Year Actual	Prior Year Quarter	Prior YTD Activity	Over(Under) Prior Year Actual	% of Actual Realized
EXPENDITURES:											
Payroll & Benefits	15,000	15,000	-	-	(15,000)	0.0%	1,133	-	-	(1,133)	0.0%
Supplies	-	-	462	462	462	0.0%	41	-	-	(41)	0.0%
Maintenance	-	-	-	-	-	0.0%	5,598	-	-	(5,598)	0.0%
Utilities	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Services	124,706	124,706	16,962	16,962	(107,744)	13.6%	58,648	18,896	18,896	(39,751)	32.2%
Capital Outlay	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Transfers	-	-	-	-	-	0.0%	350,000	-	-	(350,000)	0.0%
Lease Purchase Debt Service	-	-	-	-	-	0.0%	-	-	-	-	0.0%
TOTAL EXPENSES:	139,706	139,706	17,424	17,424	(122,282)	12.5%	415,420	18,896	18,896	(396,523)	4.5%

ADMINISTRATION - UTILITY FUND	Original Budget	Forecasted Budget	Quarterly Activity	YTD Activity	Over(under) Forcasted Budget	% of Budget Realized	Prior Year Actual	Prior Year Quarter	Prior YTD Activity	Over(Under) Prior Year Actual	% of Actual Realized
EXPENSES:											
Payroll & Benefits	129,467	129,467	19,939	19,939	(109,528)	15.4%	103,121	24,520	24,520	(78,601)	23.8%
Supplies	8,700	8,700	126	126	(8,574)	1.5%	5,795	829	829	(4,965)	14.3%
Maintenance	100	100	-	-	(100)	0.0%	1,322	81	81	(1,241)	6.2%
Utilities	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Services	25,350	25,350	4,161	4,161	(21,189)	16.4%	114,912	7,951	7,951	(106,961)	6.9%
Capital Outlay	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Transfers	155,200	155,200	38,800	38,800	(116,400)	25.0%	154,870	38,718	38,718	(116,153)	25.0%
Lease Purchase Debt Service	-	-	-	-	-	0.0%	-	-	-	-	0.0%
TOTAL EXPENSES:	318,817	318,817	63,026	63,026	(255,791)	19.8%	380,019	72,099	72,099	(307,920)	19.0%

Town of Northlake
DEPARTMENT REPORT
Quarter Ended December 31 2017
(Unaudited)

PUBLIC WORKS - UTILITY FUND	Original Budget	Forecasted Budget	Quarterly Activity	YTD Activity	Over(under) Forcasted Budget	% of Budget Realized	Prior Year Actual	Prior Year Quarter	Prior YTD Activity	Over(Under) Prior Year Actual	% of Actual Realized
EXPENSES:											
Payroll & Benefits	315,061	315,061	58,340	58,340	(256,721)	18.5%	219,143	42,265	42,265	(176,878)	19.3%
Supplies	97,095	97,095	4,387	4,387	(92,708)	4.5%	32,751	4,813	4,813	(27,938)	14.7%
Maintenance	136,200	136,200	24,056	24,056	(112,144)	17.7%	106,183	26,575	26,575	(79,608)	25.0%
Utilities	2,046,620	2,046,620	367,108	367,108	(1,679,512)	17.9%	1,649,035	387,449	387,449	(1,261,586)	23.5%
Services	41,800	41,800	13,703	13,703	(28,097)	32.8%	38,649	20,067	20,067	(18,582)	51.9%
Capital Outlay	210,000	210,000	34,462	34,462	(175,538)	16.4%	-	38,523	38,523	38,523	0.0%
Transfers	143,900	143,900	35,975	35,975	(107,925)	25.0%	142,392	35,598	35,598	(106,794)	25.0%
Lease Purchase Debt Service	-	-	-	-	-	0.0%	-	-	-	-	0.0%
TOTAL EXPENSES:	2,990,676	2,990,676	538,031	538,031	(2,452,645)	18.0%	2,188,154	555,292	555,292	(1,632,862)	25.4%

PUBLIC WORKS - NON DEPARTMENTAL	Original Budget	Forecasted Budget	Quarterly Activity	YTD Activity	Over(under) Forcasted Budget	% of Budget Realized	Prior Year Actual	Prior Year Quarter	Prior YTD Activity	Over(Under) Prior Year Actual	% of Actual Realized
EXPENSES:											
Payroll & Benefits	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Supplies	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Maintenance	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Utilities	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Services	25,085	25,085	5,611	5,611	(19,474)	22.4%	28,435	7,717	36	(28,399)	0.1%
Capital Outlay	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Transfers	-	-	-	-	-	0.0%	-	-	-	-	0.0%
Lease Purchase Debt Service	-	-	-	-	-	0.0%	-	-	-	-	0.0%
TOTAL EXPENSES:	25,085	25,085	5,611	5,611	(19,474)	22.4%	28,435	7,717	36	(28,399)	0.1%

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Memo

To: Honorable Mayor and Town Council

From: Drew Corn, Town Administrator

CC: Shirley Rogers, Town Secretary

Karen Bolyard, Finance Director

Date: January 11, 2018

Re: Credit Card Service Charge Policy

Town staff has been reviewing the Town's current credit card services options for utility billing and would like to bring a potential solution to Council for policy direction.

Different organizations have differing philosophies on how to recover the credit card transaction costs. Some include the transaction costs as part of doing business and ensure that fines, fees or rates for the organization's service cover these costs. Other organizations charge a service fee but these fees do not completely offset the transaction costs. Others pass all credit card transaction fees to the customer as a service or convenience fee up to the State maximum of 5%.

Based on input given by Council at the November 9, 2017 meeting, Council directed staff to process credit card transactions such that any fees associated for processing the charge by borne by the credit card holder. The additional convenience fee (convenience for the ability to pay online) may discourage some from paying online and cause increased staffing to handle mail and walkup payments.

However, bank draft options are available to water customers at no additional costs. In addition, the service will also allow for the online bill pay options through the customer's bank at no additional cost. With this process, the Town will be identified as a bill pay recipient thereby simplifying the payment process.

Staff has provided a comparison table of the two vendors: Pace through the Town's financial software STW; and Wells Fargo the Town's depository bank.

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

Town of Northlake
Comparision of Merchant Services Costs

MERCHANT SERVICES PROCESSING CHARGES

Description	Wells Fargo	Pace Payment Systems
Monthly Gateway Fee	20.00 X 2 Contract	0.00 Contract
Monthly Statement Fee	0.00 Contract	5.00 X 2 Contract
Chargeback Fee (Per Item)	10.00 Contract	10.00 Contract
Per Item Fee if Town Pays	1.86% per $100.00 -Variable	1.85% per $100.00-Contract
Per Item Fee if Customer Pays	Still awaiting quote	2.5% -Contract (Has not changed in 7 years)
Both Pace Payment Services and Wells Fargo offer a 3 year contract		

ESTIMATED TOTAL ANNUAL COSTS TO THE TOWN

Description	Wells Fargo	Pace Payment Systems
No charge to the resident/customer	$13,530 est. for FY 2018	$13,170 est. for FY 2018
Partial charge to resident/customer	Council discretion	Council discretion
Resident/customer pays full fee	No cost to Town or collection of fees	No cost to Town or collection of fees

NORTHLAKE
TEXAS

Regular Session

Agenda Item 4

Public Input

Agenda Item 5

Consent Items

Agenda Item 6

E. Consider for approval the Town Council meeting minutes of 12-14-17

F. Consider for approval a resolution authorizing the establishment of a departmental cash drawer for the Police Department (Resolution No. 18-1)

Town Council Meeting Minutes
Thursday, December 14, 2017
1400 FM 407 - Chamber Room
Northlake, Texas

1. Mayor Peter Dewing called the meeting 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; Robert Crawford, Chief of Police; Eric Tamayo, PW Director; and Shirley Rogers, Town Secretary
Consultants present:	Ashley Dierker, Legal Counsel; Ben McGahey, PE, Town Engineer

2. Briefing Items
   A. Baker Properties Development West of FM 156 - representative from Double B Land LP spoke on behalf of the developer, 137 acres for residential, home prices ranging from $350,000, with up to a 7 year build out and a need to create a Fresh Water Supply District to assist with the financing of public infrastructure

3. Mayor Dewing called the regular meeting to order at 5:38 pm, all present
   Pledge of Allegiance and a Moment of Silence was observed

4. Public Input
   Dale Toon, resident of Northlake, thanked the council for road construction being done on Florance Road

5. Consent Items
   Councilmember Sessions made the motion to approve the consent items. 2nd by Councilmember Simpson
   Vote: motion passed unanimous

   B. Town Council meeting minutes of 11-9-17
   C. Resolution No. 17-36 declaring certain personal property owned by the Town to be surplus inventory and authorizing the Town Administrator to dispose of such

6. Board of Adjustment Public Hearing and Meeting
   See separate agenda for Board of Adjustment meeting

7. Regular Items
   D. Mayor Pro Tem McBride made the motion to approve the Preliminary Plat of the Alliance Northport Addition, a proposed development consisting of 7 industrial lots, 1 commercial lot, and 1 private open space lot on a 181.226-acre tract of land out of the B.B.B. & C.R.R. Company Survey, Abstract No. 189, and the H.W. Cooke Survey, Abstract No. 310, generally located east of IH 35W, north of Sam Lee Lane and west of the future

extension of Dale Earnhardt Way, and zoned Industrial (I) and Commercial (C). AIL Investment LP is the owner/applicant. Peloton Land Solutions, Inc. is the engineer/surveyor. Case # PP-17-007. 2nd Councilmember Sessions

Vote: motion passed unanimous

E. Councilmember Ganz made the motion to approve Final Plat of Lots 6R1 and 6R2, Block 6, Northlake Ridge Estates, being a replat of Lot 6, Block 6, North Ridge Estates, a 4.60-acre lot located at 8030 Stone Ridge Drive and zoned Rural Estate (RE). Keven and Rebecca McCown are the owners/applicants. Kaz Surveying, Inc. is the surveyor. Case # FP-17-013. 2nd by Councilmember Simpson

Vote: motion passed unanimous

i. Mayor Dewing open the public hearing at 5:55 to hear comments for or against the Final Plan

No one came forward for or against the approval of the Final Plat

Mayor Dewing closed the public hearing at 5:56 pm

F. Zoning change from Commercial (C) to Mixed-Use Planned Development (MPD) for an approximately 1.53-acre tract of land in the G.W. Shamblin Survey, Abstract No. 1191, bounded by IH 35W on the north and west, Old Elizabethtown Road on the east, and vacant land in the City of Fort Worth on the south. Sahil Properties is the owner/applicant. Case # PD-17-009

i. Mayor Dewing opened the public hearing at 6:00 pm to hear comments for or against the proposed change in zoning

No one came forward for or against the proposed zoning change

Mayor Dewing closed the public hearing at 6:01 pm

ii. Councilmember Simpson made the motion to approve Ordinance 17-1214A. 2nd by Councilmember Sessions

Vote: motion passed unanimous

G. Councilmember Ganz moved to approve Resolution No. 17-37 of the Town of Northlake, Texas authorizing certain territory within the exterritorial jurisdiction of the Town of Northlake, Texas to be included within West Denton County Fresh Water Supply District No. 1. 2nd by Councilmember Young with the minor changes relating name and under Section 3 E- change from 5 to 7 years. 2nd by Councilmember Young

Vote: motion passed unanimous

H. Mayor Pro Tem McBride made the motion to approve Ordinance No. 17-1214B to amend the Northlake Economic Development Corporation and Community Development Corporation budgets for the fiscal year 2017-2018. 2nd by Councilmember Ganz

Vote: motion passed unanimous

8. By general consent, the board convened into Executive Session at 6:05 pm
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
         (d) On a matter in which the duty of the attorney to the Town under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Open Meetings Act, Tex. Gov't Code, Chapter 551
            - Item 7.G., Resolution No. 17-37
   b. Section 551.072 Deliberation on Real Property authorizes a governmental body to deliberate the purchase, exchange, lease, or value of real property
      (a) Value of real property contemplated for Right-of-Way

Mayor Dewing stated no action was taken during the closed session

9. Open Session at 6:20 pm
   I. Councilmember Young move that the Town of Northlake authorize the use of the power of eminent domain to acquire .7469 acres of land as right-of-way, out of that certain 3.530 acre tract of property described in the Special Warranty Deed to Mary Schluter recorded in Volume 2901, Page 260 in the Deed Records of Denton County, Texas, said right-of-way being more particularly described in Exhibit A to Resolution No. 17-38, for the construction and maintenance of roadway and public utilities for the Harvest Way Road and Utility Project, and that Resolution No. 17-38 be approved as presented. 2nd by Councilmember Simpson

   Vote: motion passed unanimous

10. Mayor Dewing adjourned the meeting at 6:22 pm by general consent

Passed and approved on this the 11th of January, 2018

Town of Northlake, Texas

____
Peter Dewing, Mayor

Attest:

____
Shirley Rogers, Town Secretary

TOWN OF NORTHLAKE, TEXAS
RESOLUTION No. 18-1

A RESOLUTION OF THE TOWN OF NORTHLAKE, TEXAS, AUTHORIZING THE ESTABLISHMENT OF A DEPARTMENTAL CASH DRAWER FOR THE POLICE DEPARTMENT

WHEREAS, the Town Council of Northlake has previously authorized the establishment of two Municipal Court cash drawers not to exceed a total of $400.00 (four hundred dollars) and of a Municipal Court petty cash change fund in the amount of $200.00 (two hundred dollars); and

WHEREAS, the Town Council of Northlake has previously authorized the establishment of three cash drawers not to exceed a total of $900.00 (nine hundred dollars) which are utilized to collect monies for the Finance Department, Development Services and Utility Department; and of the establishment of a Finance Department petty cash change fund not to exceed $300.00 (three hundred dollars); and

WHEREAS, on September 7, 2017, the Town Council of Northlake authorized Ordinance No. 17-0907E adopting a budget for the Town for the fiscal year October 1, 2017 through September 30, 2018 which included the creation of an Administration Assistant for the Town of Northlake Police Department; and

WHEREAS, the Town of Northlake Police Department administrative personnel needs to collect monies for report fees, the Police Department requests the establishment of a cash drawer not to exceed a total of $200.00 (two hundred dollars);

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

1. Authorize the establishment of a cash drawer to be utilized by the Police Department. The total amount of this cash drawer shall not exceed $200.00 (two hundred dollars)

PASSED AND APPROVED ON THIS 11TH DAY OF JANUARY, 2018

TOWN OF NORTHLAKE, TEXAS

____
Peter Dewing, Mayor

ATTEST:

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Shirley Rogers, Town Secretary

Board of Adjustment

Agenda Item 7

TOWN OF NORTHLAKE, TEXAS
BOARD OF ADJUSTMENT MEETING
THURSDAY, JANUARY 11, 2018 AT 5:30 PM
1400 FM 407-CHAMBER ROOM
NORTHLAKE, TEXAS

1. **Call to Order**
   Call meeting to order and announce a quorum is present by Chairman

2. **Agenda Item**
   Discuss, Consider and Act on 12-14-17 meeting minutes

3. **Adjournment**

CERTIFICATE

I hereby certify that the above agenda was posted at the Town Hall of Town of Northlake, Texas, on Friday, January 5, 2018, by 4:00 pm pursuant to the Texas Government Code Chapter 551.

Shirley Rogers

Shirley Rogers, Town Secretary

TOWN OF NORTHLAKE, TEXAS
BOARD OF ADJUSTMENT MEETING MINUTES
THURSDAY, DECEMBER 14, 2017

1. **Call to Order**
   Chairman Peter Dewing called the meeting to order at 5:42 pm and established a quorum. Board Members Present: Peter Dewing, Jean Young, Mike McBride, Michael Ganz, Roger Sessions, Danny Simpson

2. **Public Hearing**
   Prior to opening the public hearing, Nathan Reddin, Development Director, briefed the Board on the variance request and informed the board that no written had been received in response to the notification of the public hearing. At 5:46 pm, Chairman Peter Dewing opened the hearing to receive comments for or against a request for a variance to the minimum front yard setback established by the recorded plat for Lots 1-10, Block B, Prairie View Farms, which are zoned Rural Estate (RE). Venado Ridge Investments LLC, First Texas Homes Inc., and Bloomfield Homes LP are the owners. Gallery Custom Homes is the applicant. Case # VR-17-001.

   William Durham, a representative for the applicant, Gallery Custom Homes, spoke in favor of the request. No one else came forward to speak for or against the request.

   Chairman Peter Dewing closed the public hearing at 5:47 pm.

3. **Agenda Item**
   Upon discussion of the variance request and finding that:

   1. That literal enforcement of the controls will create an unnecessary hardship or practical difficulty in the development of the affected property, and
   2. That the situation causing the hardship or difficulty is unique to the affected property and is not self-imposed, and
   3. That the relief sought will not injure the permitted use of adjacent conforming property, and
   4. That the granting of the variance will be in harmony with the spirit and purposes of the Unified Development Code.

Board Member Ganz moved to **GRANT** the variance to reduce the minimum front yard setback of 50 feet established by the recorded plat to 25 feet for Lots 1-10, Block B, Prairie View Farms, which are zoned Rural Estate (RE).

2nd by Board Member McBride. The Motion to Grant the variance request was approved.

For: Dewing, Simpson, Ganz, McBride, Young
Against: Sessions

4. **Adjournment**
The chairman adjourned the meeting at 5:50.

Passed and approved on this the 11th day of January, 2018

Town of Northlake, Texas

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Peter Dewing, Chairman, Board of Adjustment

Attest:

____

Shirley Rogers, Town Secretary

Regular Items

Agenda Item 8

I. Consider for approval a resolution of the Town Council of the Town of Northlake establishing a public hearing date to consider amendments to the land use assumptions, Capital Improvements Plans and Impact Fees for Water and Sanitary Sewer Facilities; providing for the giving of notice of the public hearings (Resolution No. 18-2)

H. Consider for approval a resolution amending Section 10.03 Dress Code of the Northlake Employee Handbook adopted in 2011 (Resolution No. 18-03)

TOWN OF NORTHLAKE, TEXAS

RESOLUTION NO. 18-2

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF NORTHLAKE, TEXAS ESTABLISHING A PUBLIC HEARING DATE TO CONSIDER AMENDMENTS TO THE LAND USE ASSUMPTIONS, CAPITAL IMPROVEMENTS PLANS AND IMPACT FEES FOR WATER AND SANITARY SEWER FACILITIES; PROVIDING FOR THE GIVING OF NOTICE OF THE PUBLIC HEARINGS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town Council of Town of Northlake approved Ordinance No 12-0614A adopting Land Use Assumptions, Capital Improvements Plans and Impact Fees for water and sanitary sewer facilities on June 14, 2012; and

WHEREAS, Chapter 395 of the Texas Local Government Code provides procedures for establishing and amending land use assumptions, capital improvements plans and impact fees; and

WHEREAS, the Town of Northlake has appointed a Capital Improvements Advisory Committee to advise the Town Council concerning the updated land use assumptions, capital improvements plans and impact fees for water and sanitary sewer facilities; and

WHEREAS, the Town has retained consultants to update the Town's land use assumptions, capital improvements plans, and impact fees for water and sanitary sewer facilities; and

WHEREAS, the Town Council finds that it is in the best interest of the citizens of the Town to amend land use assumptions, capital improvements plans, and impact fees for water and sanitary sewer facilities; and

WHEREAS, Chapter 395 of the Texas Local Government Code requires the governing body of the Town of Northlake to conduct a public hearing to consider the land use assumptions, capital improvements plans, and impact fees for water and sanitary sewer facilities;

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

SECTION 1. That the Town Council of the Town of Northlake, Texas, shall conduct a public hearing on March 8, 2018 at 5:30 PM to consider the amended land use assumptions, capital improvements plans and impact fees for water and sanitary sewer facilities.

SECTION 2. That on or before the date of the first publication of the notice of the hearing, the updated land use assumptions, capital improvements plans and impact fees for water and sanitary sewer facilities shall be made available to the public.

SECTION 3. That pursuant to Sections 395.055 of the Texas Local Government Code, the Town Secretary is directed to cause a Notice of Public Hearing on Amendments to Land Use Assumptions, Capital Improvements Plans and Impact Fees to be published in the Denton Record-Chronicle and to be sent by certified mail to any person requesting notice of the hearing within two years preceding the date set for the hearing. The notice shall appear in the paper and be sent to any person requesting it before the 30th day before the date set for the hearing. The notice shall contain the following: (1) a headline to read as follows: "NOTICE OF PUBLIC HEARING ON AMENDMENT OF IMPACT FEES"; (2) the time, date, and location of hearing; (3) a statement that the purpose of the hearing is to consider the amendment of land use assumptions and a capital improvements plan and the imposition of an impact fee; and (4) a statement that any member of the public has the right to appear at the hearing and present evidence for or against the update.

SECTION 4. This resolution shall become effective immediately from and after its passage, as the law in such cases provides.

DULY PASSED and approved on this the 11th day of January, 2018.

Town of Northlake, Texas

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Peter Dewing, Mayor

ATTEST:

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Shirley Rogers, Town Secretary

APPROVED AS TO FORM:

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Ashley Dierker, Town Attorney

"NOTICE OF PUBLIC HEARING ON AMENDMENT OF IMPACT FEES"

Notice is hereby given that The Town of Northlake, Texas will conduct a public hearing to consider the amendment of land use assumptions and a capital improvements plan and the imposition of an impact fee. The public hearing will be in the Town Hall Chamber Room, 1400 FM 407, Northlake, Texas on March 8, 2018 at 5:30 PM. Any member of the public has the right to appear at the hearing and present evidence for or against the update. Copies of the Impact Fee Study Update, which includes the Land Use Assumptions and Capital Improvements Plans, are available for review at Town Hall.

1400 FM 407
Northlake, TX 76247
940-648-3290
Fax 940-648-0363

Town of Northlake

Memo

To: Honorable Mayor and Town Council

From: Drew Corn, Town Administrator

CC: Shirley Rogers, Town Secretary

Date: January 11, 2018

Re: Revision to the Northlake Personnel Policy Regarding Dress Code

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On August 25, 2011, Council adopted the Employee Handbook which consolidated many existing personnel policies, updated others based on changes in State and federal statutes, and added others that were not previously addressed. Town staff has grown since 2011 but primarily in Police and Public Works where employees have a Town-issued uniform and clothing. Recently, the Town has been adding office staff who are not provided uniforms.

The original dress code in the Employee Handbook was relatively generic and referred to clothing styles from just a few years ago. However, fashions continually change and what is acceptable to some may not be acceptable to others. In addition, the Town has a diverse workforce of varying ages and backgrounds. The goal of any dress code and the Town's is to portray a professional demeanor to the customer and to select clothing acceptable to a majority of the public.

In working with the Department Heads, we recommend some minor revisions to the Dress Code to clarify what is acceptable and unacceptable employee dress while at work. In the end, the employees reflect the Town and the Town Council. The dress code policy is a policy of the Town Council.

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

RESOLUTION NO. 18-3

WHEREAS, the Town of Northlake, Texas ("Northlake"), is a Type-A General Law municipality, is a duly incorporated municipality in the State of Texas; and

WHEREAS, on August 25, 2011, Northlake adopted an Employee Handbook; and

WHEREAS, the Town Council has determined that the Employee Handbook adopted should show amendment as stated in the attached Exhibit 'A' titled Section 10.03 'Dress Code'; and

WHEREAS, the Town Administrator has briefed Town Council on these recommendations for selected revisions to the Employee Handbook and received input from Town Council with the purpose of providing employees, supervisors and Department Heads with a permanent, written source of information about the policies, procedures and administrative directives of the Town of Northlake; and

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

1. The Town of Northlake Employee Handbook is hereby amended as such, adopted and the same shall hereby constitute the Employee Handbook of the Town of Northlake.

Passed and approved on this the 11th day of January, 2018

Town of Northlake, Texas

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Peter Dewing, Mayor

ATTEST:

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Shirley Rogers, Town Secretary

10.03 Dress Code

Dress Code / Grooming

The Town is a public “service” organization; most employees are in constant contact with the public, citizens, out-of-town guests, potential new residents, the business and professional community, etc. Employees are expected to dress in a manner that is appropriate to a business environment and their specific positions that will represent pride in the Town and the citizens they serve. In accordance with department/division standards, or the work environment, employees shall maintain a neat, clean, pressed and well-groomed appearance, including clothing that fits properly.

The Town allows business casual wear year-~~ a~~round, ~~good~~ jeans ~~(without holes and not tattered)~~ are allowed on Fridays. Public Works field personnel may wear jeans year-round. Torn, ripped, or tattered jeans are prohibited. Clothing should be clean, comfortable and attractive, but not distracting. Clothing with pictures, designs, words, and/or advertising are not appropriate. See-through, tight fitting and/or otherwise sexually provocative clothing are prohibited for all employees. Shorts, yoga pants, sweatshirts, flip flops (plastic or rubber), bare shoulder tops (minimum of two inches coverage) or ~~tank tops~~skirts or skorts above mid-thigh are inappropriate wear.

This dress policy applies to all employees of the Town including full-time, part-time, temporary, seasonal, uniformed, and non-uniformed personnel. This policy is not designed to conflict with established uniform or safety codes of individual departments. Supervisors shall administer guidelines that are appropriate for their work units and counsel their employees when necessary.

Personal Hygiene All employees should be aware that it is necessary to include daily bathing, the use of deodorant, and the practice of good dental hygiene in their personal hygiene habits in order to maintain a good professional appearance and non-offensive work environment. Personal hygiene products that may be offensive to others should be used in moderation out of concern for others in the workplace. Facial hair is permitted if neatly trimmed.

Uniforms Town employees provided with a uniform are required to wear the uniforms in the performance of their duties as determined by the department head. This may include jeans, shirts, caps or hats, rain gear, all weather jackets, and steel-toed boots. Special equipment as provided by the police department will be issued according to department policy. Employees should consult departmental policies for any specifics regarding uniform requirements.

Steel-toed boots will be purchased for the employees to a maximum determined by the department. Anything more than the department maximum shall be paid by the employee to the vendor at the time of purchase. If an employee resigns or is terminated before the completion of the introductory period, the employee shall reimburse the Town for the boots through a payroll deduction on his/her final paycheck.

Uniforms are the property of the Town and all employees are responsible for proper care and use. No part of a Town issued uniform shall be worn for "off-duty" attire unless allowed by a department policy. A terminating employee will return all Town issued articles before receiving his/her final paycheck except for steel-toed boots. Any employee who willfully damages or destroys any part of a Town issued uniform must reimburse the Town for those items damaged or destroyed. Employees are required to keep uniform articles clean and in good repair.

~~Facial~~ Jewelry No facial jewelry may be worn by employees while they are on duty. Facial jewelry is defined as jewelry which is worn on the face: nose, eyebrows, eyelids, lips, tongue, etc. This policy does not prevent the wearing of jewelry on the ears, neck, hands, etc. while on duty unless restricted by departmental policy. The size and/or number of earrings, rings, necklaces, and bracelets may be determined at the department level based on specific job functions, operational, and safety factors. Where job duties present any type of safety risk, jewelry may be prohibited or severely limited.

~~Tatoos~~Tattoos Uniformed and non-uniformed employees in 'high public contact' positions are prohibited from displaying any tattoo or body art. This applies to off-duty employees who are wearing Town issued uniform or clothing that would identify them as a Town of Northlake employee. "High public contact" is defined as employees whose primary job responsibility is to routinely assist the general public.

A. Employees in these "high public contact" positions must cover their tattoo or body art with an approved article of clothing or a skin tone patch.

B. This policy applies to employees who were hired after January 2010; however, all employees regardless of their hire date must adhere to the requirement of this policy with any newly acquired tattoos or body art.

C. At no point shall tattoos or body art be visible above the shoulders regardless of the employees hire date.

Executive Session

Agenda Item 9

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: 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 Deliberation on Real Property authorizes a governmental body to deliberate the purchase, exchange, lease, or value of real property
   (a) Value of real property contemplated for Right-of-Way