

1. Town Council Agenda 8-12-21

Documents:

[TOWN COUNCIL AGENDA 8-12-21.PDF](#)

2. Town Council Packet 8-12-21

Documents:

[COUNCIL PACKET 8-12-21.PDF](#)

3. August 12, 2021 - MEETING SLIDE DECK

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DAVID A. RETTIG, MAYOR

RENA HARDEMAN, COUNCIL PLACE 1
MICHAEL C. GANZ, COUNCIL PLACE 2
BRIAN MONTINI, MAYOR PRO TEM

ROGER SESSIONS, COUNCIL PLACE 4
BILL MOORE, COUNCIL PLACE 5
WES BOYER, COUNCIL PLACE 6

**NORTHLAKE TOWN COUNCIL
REGULAR MEETING AGENDA
AUGUST 12, 2021 @ 5:30 PM
1500 COMMONS CIRCLE SUITE 300 - NORTHLAKE, TEXAS 76226**

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 regular meeting on Thursday, August 12, 2021, at 5:30 pm at the Northlake Town Hall in the Chamber Room, 1500 Commons Circle, Suite 300, Northlake, Texas 76226. The items listed below are placed on the agenda for discussion and/or action.

1. Call to Order
Roll Call
Invocation
Pledges of Allegiance to US and Texas Flags
2. Announcements, Proclamations and Presentations
 - A. Presentation by Debbie Jensen - CASA of Denton County
 - B. Recognition – Shirley Rogers, Town Secretary
 - C. Master Thoroughfare Plan and Roadway Impact Fee Update Process
 - D. Social Media Usage Policy
 - E. FY 2022 Proposed Budget Presentation
3. Public Input
This item is available for citizens to address the Town Council on any matter. The presiding officer may ask the citizen to hold his or her comment on an agenda item until that agenda item is reached. By law, no deliberation or action may be taken on the topic if the topic is not posted on the agenda. The presiding officer reserves the right to impose a time limit on this portion of the agenda.
4. Consent Items
Any Council member may request an item on the Consent Agenda to be taken up for individual consideration
 - F. Town Council Meeting Minutes 7-22-21
 - G. Approval of a Resolution designating certain individual(s) authority to handle registration documentation pertaining to marked/unmarked vehicle license plates
 - i. Resolution No. 21-25

- H. Resolution of the Town Council of the Town of Northlake, Texas, giving consent to the issuance of unlimited tax bonds by Northlake Municipal Management District No. 1 of Denton County, a conservation and reclamation district located within the corporate boundaries of the Town.
 - i. Resolution No. 21-26
- I. Resolution of the Town Council of the Town of Northlake, Texas, approving and authorizing the Town Manager to enter into an agreement for the purchase of OpenGov Cloud Software Update.
 - i. Resolution No. 21-27

5. Action Items

- J. Approval of an Ordinance Zoning change from RR – Rural Residential (min. 5 acres lots) /CRO - Conservation Residential Overlay to RE-PD – Rural Estate Planned Development (min. 2 acre lots) for an approximately 14.2855-acre tract of land situated in the J.E. Anderson Survey, Abstract No. 22, generally located on the northeast corner of Florance Road and Strader Road/ Robson Ranch Road. Kenneth Frisby is the owner/applicant. Case # PD-21-003.
 - i. Ordinance No. 21-0812A
- K. Approval of an Ordinance of the Town of Northlake, Texas, amending the Code of Ordinances Northlake, Texas Chapter 11 “Traffic and Vehicles” Article 11.04 “Stopping, Standing and Parking” to modify Section 11.04.001 “Definitions” and to add Section 11.04.018 “Parking on Certain Streets Prohibited”
 - i. Ordinance No. 21-0812B
- L. Discussion and action on setting the date for public hearings for the Fiscal Year 2021-2022 Proposed Tax Rate and Town Budget at the council meeting on August 26, 2021 or September 9, 2021 and set the adoption of the proposed tax rate and budget at same meeting
- M. Discussion and action on setting the date for public hearings for the service and assessment plans of Northlake Public Improvement District No. 1 (Harvest) and Northlake Public Improvement District No. 2 (The Highlands) for the council meeting on August 26, 2021 or September 9, 2021 and set the adoption of the plans at the same meeting
- N. Consider ratifying approval of a Professional Services Contract with City Hall Essentials for a Consulting Town Secretary appointed by Town Manager and authorize the Town Manager to execute any future agreements or amendment to the Professional Services Contract necessary for Town Manager’s appointment of a Consulting Town Secretary
- O. Approval of modifying, continuing and/or suspending the First Amended Declaration of Local and Public Health Emergency as modified by the Town Council on April 23, 2020

6. Executive Session

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

- a. Section 551.071 Consultation with Attorney. The Town Council may convene in executive session to conduct a private consultation with its attorney on any legally posted agenda item, when the Town Council seeks the advice of its attorney about pending or contemplated litigation, a settlement offer, or on a matter

in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the provisions of Chapter 551, including the following items:

- i. Development of the IMA and AMI Development Groups tracts on approximately 6.4 acres of land north of FM 407; and
- ii. Development and annexation of the Oneta Lee Cope Trust tract on approximately 69.0 acres of land located west of FM 156; and
- iii. Development of the Petrus Investments LP tracts on approximately 559.7 acres of land located east of FM 156; and
- iv. Development and annexation of the CKD Holdings Inc Tracts 24.8-acre, 11.9-acre, and 1.8-acre tracts of land general located north of Oliver Creek and west of FM 156 in the extraterritorial jurisdiction of the Town; and
- v. Development and annexation of the Hatfield, Brasher, Green Tract on approximately 97.9 acre tract of land generally located south of Evelyn Lane, west of Faught Road and north of Faith Lane in the extraterritorial jurisdiction of the Town; and the development of the Charles Faught tracts totaling approximately 152.3 acres of land generally located north of Evelyn Lane, west of Faught Road, and south of Robson Ranch Road; and
- vi. Water line oversizing agreement with Newland Communities; and
- vii. Town of Northlake vs. City of Justin, Denton County District Court Cause No. 15-08170-367; and
- viii. City of Justin v. Toby Baker, Cause No. D-1-GN-20-002084.
- b. Section 551.072 Deliberations about Real Property
 - i. Regarding purchase, exchange, lease or value of real property to be acquired as right-of-way out of 138.1 acre tract, Anderson Tract 1
- c. Section 551.087 Economic Development Negotiations
 - i. Potential amendment to Development Agreement approved October 10, 2020, between Town, NEDC, NCDC, and Foster, Lewis, Gierisch, and Weis; and
 - ii. Potential development agreement with Henry Northlake Development LLC on five tracts totaling approximately 122 acres generally located east of I-35W and north of Denton Creek.

7. Reconvene into Open Session

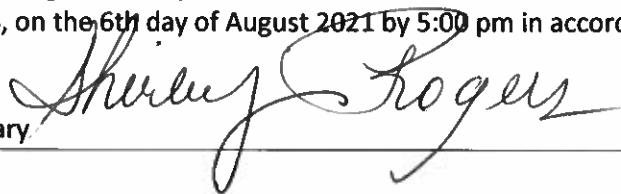
In accordance with Texas Government Code, Section 551, the Town Council will reconvene into Open Session and consider action, if any, on matters discussed in Executive Session

8. Adjourn

CERTIFICATION

I hereby certify that the above agenda was posted on the bulletin board at Town Hall 1500 Commons Circle, Suite 300, Northlake, Texas 76226, on the 6th day of August 2021 by 5:00 pm in accordance with Chapter 551, Texas Government Code.

Shirley Rogers, Town Secretary



NOTE: The Town Council reserves the right to adjourn into executive session at any time 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); 551.076 (Deliberations about Security Devices); 551.087 (Economic Development Negotiations).



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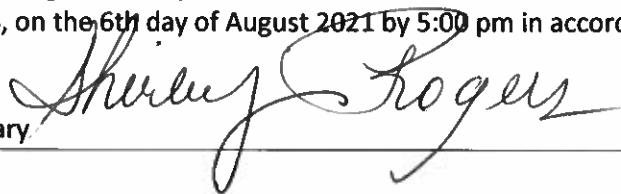
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TOWN OF NORTHLAKE COUNCIL ITEM NO. 1

DATE: AUGUST 12, 2021

ITEM: CALL TO ORDER



TOWN OF NORTHLAKE COUNCIL ITEM NO. 2

DATE: AUGUST 12, 2021

ITEM: ANNOUNCEMENTS-PROCLAMATIONS-PRESENTATIONS





TOWN OF NORTHLAKE, TEXAS
OFFICIAL PROCLAMATION

No. 21-3

Recognizing Town Secretary Shirley Rogers for 24 years of Dedicated Service to the Town of Northlake

We are here today to express our appreciation to Shirley Rogers and to honor her twenty-four year career with the Town of Northlake

WHEREAS, Shirley began her career in Northlake as Town Secretary on March 24, 1997; and

WHEREAS, during her twenty-four years as Town Secretary Shirley has attended countless Town Council Meetings, held elections, handled purchasing payroll and other financial duties; onboarded numerous new city employees; responded to Public Information requests, served on various boards in the Northlake area, served as the unofficial Town historian, and “other duties as required” ; and

WHEREAS, Shirley has always been a strong supporter of the Town of Northlake and has served the Town, its residents, and employees with exemplary dedication; and

WHEREAS, on behalf of the entire Town Council, I want to express my sincere appreciation to Shirley for her loyalty to the Town of Northlake over the past twenty-four years and wish her much happiness as she begins this exciting new chapter in her life.

NOW, THEREFORE, I, David Rettig, Mayor, of the Town of Northlake along with the entire Town Council proudly honors, celebrates, and recognizes the contributions and dedicated service of Town Secretary

SHIRLEY ROGERS

to the Town of Northlake Town Council, its residents, and employees.

Dated this the 12th day of August 2021

Seal

David Rettig, Mayor, Northlake, Texas

NORTHLAKE MAYOR AND COUNCIL COMMUNICATION

DATE: AUGUST 12, 2021

REF. DOC.: LOCAL GOVERNMENT CODE, CHAPTER 395, FINANCING CAPITAL IMPROVEMENTS REQUIRED BY NEW DEVELOPMENT

SUBJECT: MASTER THOROUGHFARE PLAN AND ROADWAY IMPACT FEE UPDATE PROCESS



GOALS/OBJECTIVES:

- Systematically Invest in Infrastructure; Maintain and improve public roadways (Council Goal)
- Responsibly Manage Growth; Adhere to the Comprehensive Plan (Council Goal)

BACKGROUND INFORMATION:

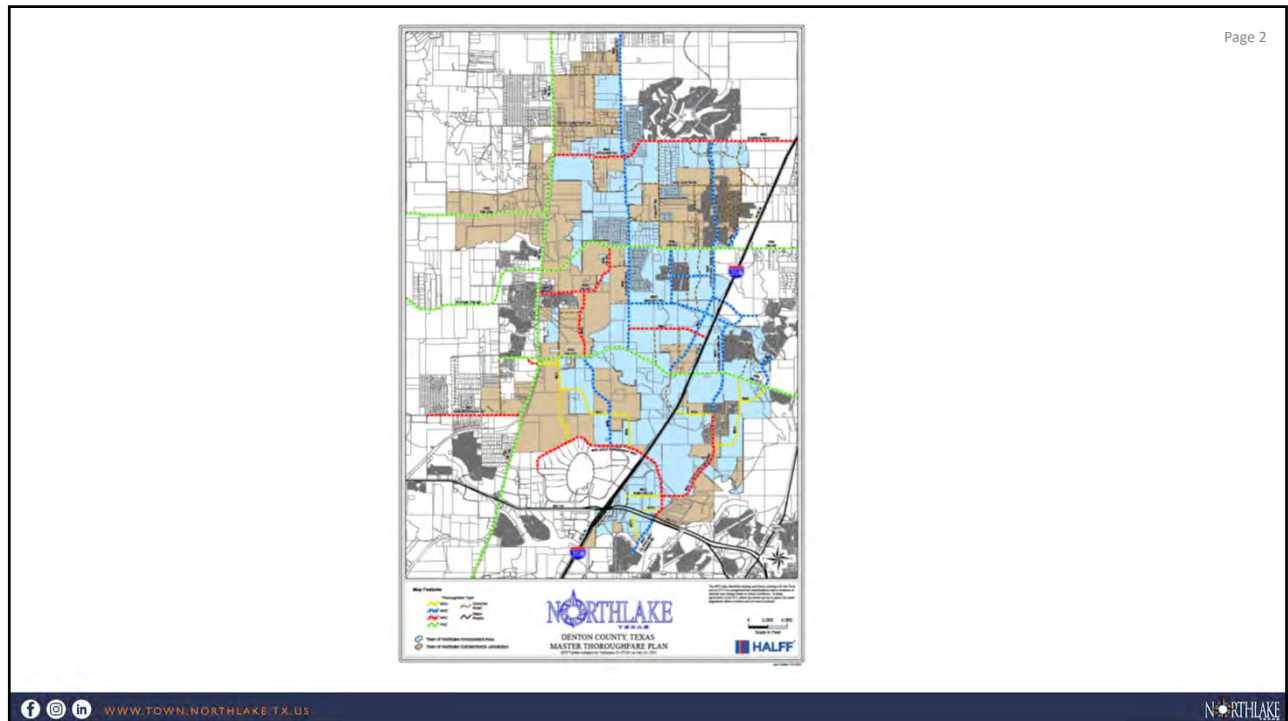
- In 2016, Town Council adopted a Roadway Impact Fee ordinance per Chapter 395 of LGC
- Based on development, Council amended Master Thoroughfare Plan (MTP) to reflect current roadway alignments
- Updates of land use assumptions (LUA), capital improvement plans (CIP) and roadway impact fees required every five years
- Capital improvements advisory committee (CIAC) appointed by Council reviews LUA, CIP and roadway impact fees
 - Minimum of five members
 - Forty percent of CIAC must be in real estate, development, or building industries
- Alternatively, Planning and Zoning Commission (P&Z) can serve as CIAC
 - At least one member must be in industries listed above
 - If not, Council must appoint ad hoc voting member to CIAC from categories
- Prior to creation of P&Z, Council appointed CIAC members meeting above requirements
- Next steps:
 - After appointment of CIAC, staff will contract with consultant to update LUA, CIP and roadway impact fees
 - CIAC will review LUA, CIP and roadway impact fees, and provide written comments
 - Public hearing on LUA, CIP and roadway impact fees will be held
 - Council will act on proposed LUA, CIP and roadway impact fee schedule

COUNCIL DIRECTION:

- Council preference on capital improvement advisory committee appointments



1



2

ROADWAY IMPACT FEES

- Review and update land use assumptions (LUAs) from previous plan
- Update 10-year capital improvement plan (CIP)
- Recalculate impact fees
- Present findings and proposed changes to Advisory Committee
- Conduct public hearings
- Approve LUAs and CIP
- Adopt impact fee ordinance



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3

CIP ADVISORY COMMITTEE (CIAC)

- Minimum of five members
- 40 percent of members must be
 - Real estate professional,
 - Development professional, or
 - Building industry professional
- P&Z commission could serve as CIAC
 - One member must be professional in one of above categories
 - If not, Council must appoint one ad hoc voting member that is



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4

NEXT STEPS

- At September Council meeting:
 - Staff provides list of potential CIAC members; OR
 - Staff provides list of potential ad hoc voting member to P&Z
- Staff authorize contract to begin updating CIP and LUAs
- After first committee meeting, updated schedule will be developed for the completion of process
- Update completion deadline December 2021

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5

QUESTIONS

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6

NORTHLAKE MAYOR AND COUNCIL COMMUNICATION

DATE: AUGUST 12, 2021

REF. DOC.: NORTHLAKE SOCIAL MEDIA POLICY

SUBJECT: TOWN SOCIAL MEDIA POLICY UPDATE



GOALS/OBJECTIVES:

- Define and Strengthen our Identity; Develop an identifiable Northlake brand
- Promote Public Involvement

BACKGROUND INFORMATION:

- Primary purpose to inform Northlake residents of Town projects and activities
- Northlake shares posts from various entities with information benefitting residents
 - National Weather Service alerts
 - Special Olympics fund raiser with Northlake Police Department at Texas Roadhouse
 - Conservation tips from Upper Trinity Regional Water District and CoServ
 - Northlake businesses coming soon and opening
- Current Northlake Social Media Policy:
 - "Provide Northlake Residents, businesses and visitors with information about Town activities, events and other important issues"
 - "To promote Northlake to those in and outside of the community"
- Requests denied in past:
 - Hiring events (redirected to the Texas Workforce Commission)
 - Community events not tied to Town or local charity or non-profit
 - Selection services for senior living and telecommunications

COUNCIL DIRECTION:

- Input on current policy and recommended changes if any

**TOWN OF NORTHLAKE
RESOLUTION NO. 20-4**

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, on January 22, 2015, the Town Council amended the Employee Handbook to include 'Town of Northlake Social Media Guidelines'; and

WHEREAS, Facebook was the primary social media used to promote Northlake and share important information on events and activities; and

WHEREAS, Instagram is another social media platform to promote Northlake primarily through photographs that can be leveraged to define and strengthen Northlake's identity; and

WHEREAS, the Town Administrator recommends selected revisions to the Social Media Guidelines 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 23rd day of January 2020



Shirley Rogers
Shirley Rogers, Town Secretary

Town of Northlake, Texas

David A. Rettig
David A. Rettig, Mayor

Brin Martin Mayor Pro Tem

Town of Northlake Social Media Policy

Revised January 23, 2020

1. Overview

This policy governs the use of Town of Northlake social media sites as well as personal social media use by Northlake employees.

The town maintains the official Town of Northlake Facebook page. The Town of Northlake social media site shall be created, administered and maintained by the Town Administrator or designee to meet the following purposes:

- To provide Northlake residents, businesses and visitors with information about town activities, events and other important issues.
- To promote Northlake to those in and outside the community.

The following rules apply to all employees when using official Town of Northlake social media sites:

- All town-related communication should remain professional in nature and be conducted in accordance with the town's policies, practices and expectations. Inappropriate use of social media can be grounds for disciplinary action.
- Social media use on Town of Northlake sites is only for business communication and for the purpose of fulfilling job duties in accordance with town goals and objectives. It is not for personal use.
- Staff may not use their personal social media account to post official comments.
- Posts should provide sufficient information to describe the news event, topic, event or program being discussed. Whenever possible, content posts shall link or otherwise refer visitors to the town's official website at www.town.northlake.tx.us
- The town's separate Social Media Terms of Use is to be posted, linked or referred to on all town social media outlets when possible. Town of Northlake employees are to be held to the terms of that policy at all times.
- Any posting is subject to removal at any time.
- Employees should be aware of the Terms of Service (TOS) of the particular social media outlet being used. Any employee using a form of social media on behalf of the Town of Northlake should consult the most current TOS in order to avoid violations.

2. Oversight of Sites

The Town Administrator or designee will oversee all social media applications, including:

- Authorization of sites
- Content of sites, in adherence to town policies
- Requests for separate sites
- Maintaining a list of social media domains, account logins and passwords
- Changing passwords and/or administrator settings if an employee is removed from social media duties or the organization

3. Departmental Sites

Under certain circumstances, a town department may wish to create and maintain a separate,

department-specific social media site. Departments wishing to create separate social media sites must provide specific justification, and receive approval from the Town Administrator, who will designate authorized personnel to work with the department to create the site. Once approved, the department head will appoint an individual to assist in posting and monitoring content, who will receive training regarding social media management. The Town Administrator or designee will review individual department sites from time to time, and sites that do not meet the town's intended goals and objectives may be removed.

Please keep in mind that:

- Staff members are not allowed to change the password of departmental social media profiles
- Unless an exception is granted by the Town Administrator, departmental social media profiles are not allowed to follow or friend individuals or organizations except as follows:
 - Government agencies
 - Nonprofit organizations within the Town of Northlake town limits

4. Comment Guidelines

Some social media sites allow the public to post comments to sites maintained by the town. Due to concern with regard to Open Meetings Act rules, the Town of Northlake recommends that elected officials not be allowed to comment on official town social media sites. Individuals should be encouraged to attend Town Council meetings or contact Council members directly through town email found on the town website.

Other posted information and comments from the public must comply with the following regulations or face removal by the administrator/moderator:

- Comments must be civil and may not contain libelous, malicious, offensive, threatening, profane or insulting language, symbols, videos or images.
- Content that promotes, fosters or perpetuates discrimination on the basis of race, ethnicity, religion, age, gender, marital or financial status, physical or mental disability, or sexual orientation will not be permitted.
- Personal attacks or potentially libelous statements will not be permitted.
- Advertising or promotional announcements will not be permitted.
- Comments must be within the scope of the topic under discussion.
- Comments cannot include personally identifiable information, such as an address, phone number, Social Security number or other sensitive information.
- Comments of a sexual nature or links to sexual content will not be permitted.
- Comments cannot represent a person other than the one posting the comment.
- Comments must not breach any law, confidentiality or copyright.
- Comments containing links to other websites or pages must be relevant to the topic.
- Comments cannot serve electoral campaign purposes. Political messages will not be published except for announcements of town elections or voter encouragement

campaigns.

- Comments encouraging illegal activity will not be permitted.
- Solicitations of commerce will not be permitted.
- Chat functions in any social media site shall not be used.
- Comments failing to meet these regulations or deemed inappropriate for reasons not currently described in this policy, may be removed at the town's discretion.
- Comments in violation of copyright, trademark or other intellectual property rights of any third party are not allowed.

Participants are responsible for what they post. Anyone posting comments contrary to these terms may be prohibited from future participation. Under the Texas Public Information Act, all electronic messages received by the Town of Northlake become town record and may be retained and subject to disclosure to the public under the provisions of that statute.

5. Comment Violations

If a comment does not adhere to the town's social media policy, the Town Administrator or designee, as necessary, may review the comment and discuss the possible policy violation.

- Staff member's designated by the Town Administrator and trained on social media are primarily responsible for monitoring comments.
- Both the designated staff member and Town Administrator will have to agree that the comment violates the policy before the comment can be removed.
- If a consensus on the comment cannot be reached and if either party believes the comment violates the Town of Northlake Social Media Terms of Use, the Town Administrator will have the final opinion.

6. Current Social Media Sites

A. Facebook

- Photographs and posts for profiles and of facilities, activities and events will be maintained and monitored by the designated staff member.
- Tagging of photos by the town will not be allowed. Photo subjects will be allowed to tag themselves.
- The Town of Northlake Facebook page will be managed by the Town Administrator and authorized designee only.

B. Instagram

- Photographs for profiles and of facilities, activities and events will be maintained and monitored by the designated staff member.
- Tagging of photos by the town will not be allowed. Photo subjects will be allowed to tag themselves.
- The Town of Northlake Instagram page will be managed by the Town Administrator and authorized designee only.

C. Other

- Department-specific accounts for other social media outlets will be approved on a case-by-case basis by the Town Administrator.
- These sites will be primarily managed by authorized department staff and will be reviewed by the Town Administrator or designee from time to time. Sites that do not meet the town's intended goals and objectives may be removed.
- At this time, these include:
 - i. Nixle (Police Department)

7. Personal Social Media Accounts

- Employees have the right to use and maintain personal accounts or to engage in personal social media sites. These sites should be used to share personal opinions or non-work-related information. This helps ensure a distinction between sharing personal and Town of Northlake views. Information from your personal Facebook page, blog entries and tweets – even if they are intended as personal messages between family and friends – can easily reach beyond your intended audience and represent you and the Town of Northlake to the outside world. In addition, employees should never use their town e-mail account or password in conjunction with a personal social media site.
- Personal/private employee use of social media sites during work hours is subject to the Town's Electronic Communication Policy (section 10.04) and the Town's Code of Ethics (section 1.09).
- Employees are prohibited against disclosure of confidential information that could breach the security of the town's computer system or any Town of Northlake project, facility or program, in any way.
- Participation in social media sites may result in a user's comments being permanently available and open to being republished in other media. Users should be aware that libel, defamation, copyright and data protection laws apply.
- Use of Town of Northlake logos, uniforms, vehicles, etc. are not to be used, published, displayed or posted on personal social media sites.

NORTHLAKE MAYOR AND COUNCIL COMMUNICATION

DATE: AUGUST 12, 2021

REF. DOC.: LOCAL GOVERNMENT CODE, SECTION 102, MUNICIPAL BUDGET

SUBJECT: FISCAL YEAR 2021-2022 PROPOSED BUDGET AND TAX RATE



GOALS/OBJECTIVES:

- Diversify the Tax Base (Council Goal)
- Effectively Manage Public Resources (Council Goal)
- Operate Efficiently and Effectively (Council Goal)
- Systematically Invest in Infrastructure (Council Goal)

BACKGROUND INFORMATION:

- Maintain Property Tax Rate at \$0.295
 - o Maximize maintenance and operation rate using de minimis rate
 - o Reduce interest and sinking fund rate to maintain total rate of \$0.295
- Invest in Infrastructure to Sustain Commercial Tax Base
 - o Catherine Branch Phase 2 water line allows increased light industrial growth
 - o Canyon Falls Water Line Oversizing Participation opens commercial growth along FM 1171
- Maintain Employee Compensation at Regional Market Levels
 - o Market Adjustment costing \$239,246 bringing average compensation to mid-point
 - o Longevity Pay costing \$20,069 offered to enhance retention
- Maintain Customer Service Levels
 - o 9 new positions added bringing total staffing to 63 positions
 - o Development Services Office adding office space for new employees
- Future Key Budget Dates
 - o September 9, 2021 – FY 2022 Budget and Tax Rate Adoption
 - o August 26, 2021 – Optional early adoption date

COUNCIL DIRECTION:

- Provide direction and input regarding proposed budget and tax rate



1

VISION

Northlake honors its rural legacy while thriving as a multi-generational, family-oriented and highly engaged community.

MISSION

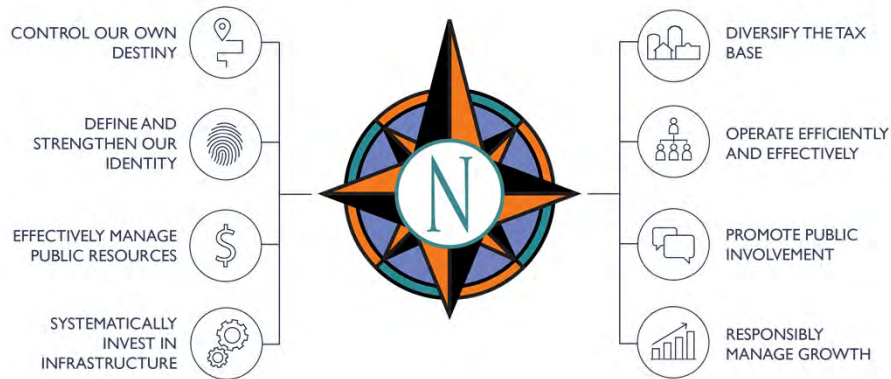
Our mission is to create and sustain a high quality of life for Northlake citizens by respecting its heritage and partnering with the community to provide exceptional services, responsive governance, and thoughtfully managed growth.

VALUES

Accountability, Respect, Integrity, Service, Excellence, Ethics, Stewardship

2

COUNCIL STRATEGIC GOALS



3

FY 2022 BUDGET FOCUS

-  **EFFECTIVELY MANAGE PUBLIC RESOURCES**
 - Maintain property tax rate at \$0.295
-  **DIVERSIFY THE TAX BASE**
 - Invest in infrastructure to sustain commercial tax base
-  **OPERATE EFFICIENTLY & EFFECTIVELY**
 - Maintain employee compensation at regional market levels
-  **RESPONSIBLY MANAGE GROWTH**
 - Maintain current customer service levels

4



5

TRUTH IN TAXATION RATES

Tax Rate Category	Tax Rate	Election
		Automatic
De Minimis Tax Rate (\$500K)	\$0.295000/\$100	
Voter-Approval Tax Rate (3.5%)	\$0.263580/\$100	
No-New-Revenue Tax Rate (0.0%)	\$0.259006/\$100	

6

PROPOSED TAX RATE

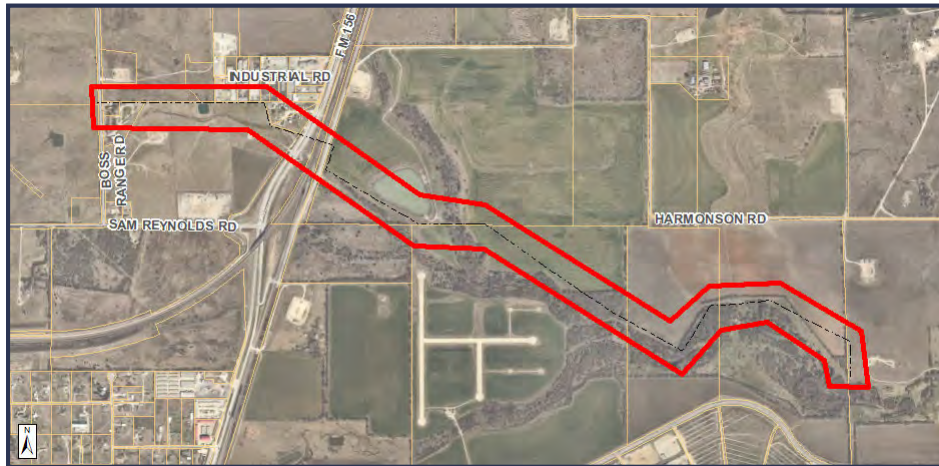
	FY 2021	Percent	FY 2022	Percent
Maintenance & Operation Rate	\$0.146828/\$100	50%	\$0.166687/\$100	57%
Interest & Sinking Fund Rate	\$0.148172/\$100	50%	\$0.128313/\$100	43%
Total Proposed Property Tax Rate	\$0.295000/\$100	100%	\$0.295000/\$100	50%

7

INVEST IN INFRASTRUCTURE TO SUSTAIN COMMERCIAL TAX BASE

8

CATHERINE BRANCH PHASE 2



9

CATHERINE BRANCH PHASE 2

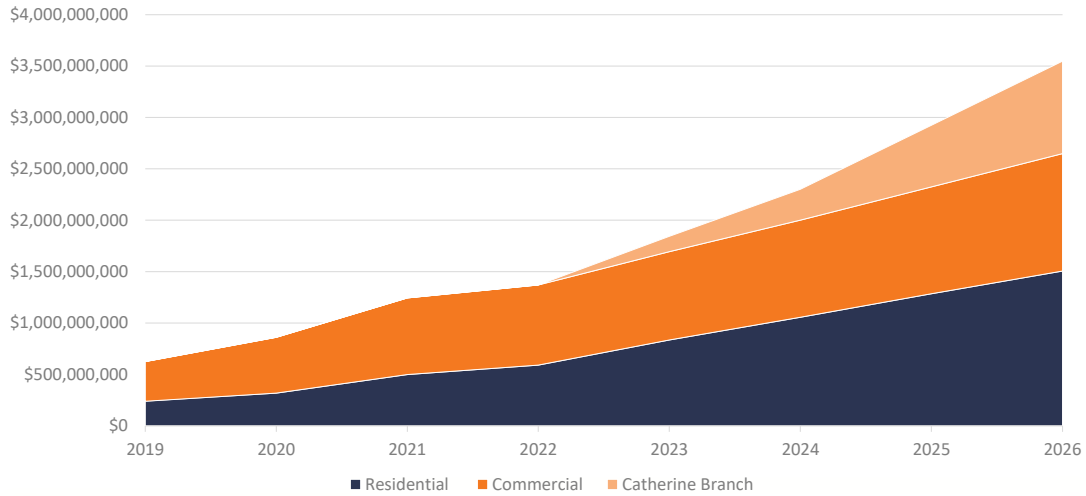
Project Scope & Update

- Will incentivize and serve future commercial growth that will help diversify the Town's tax base
- Extends the Town's CCN to meet the needs of properties in the ETJ

Project Cost	Cost-to-Date	Funding	Completion
\$7,200,000	\$0	2021 CO	2023

10

PROPERTY TAX BASE



11

PROPOSED PROJECTS

Project	Funding	Completion	Total
Development Services Office Finish-out	Development Revenues	2022	400,000
Ground Storage Tank	Cost Recovery Fee	2022	2,000,000
Catherine Branch Sewer Line Phase 2	2021 C.O.	2023	7,200,000
Canyon Falls Water Line Oversizing Participation	2021 C.O.	2023	200,000
Denton Creek Trunk Line Phase 1 Study	2021 C.O.	2023	100,000
Total			\$9,900,000

12



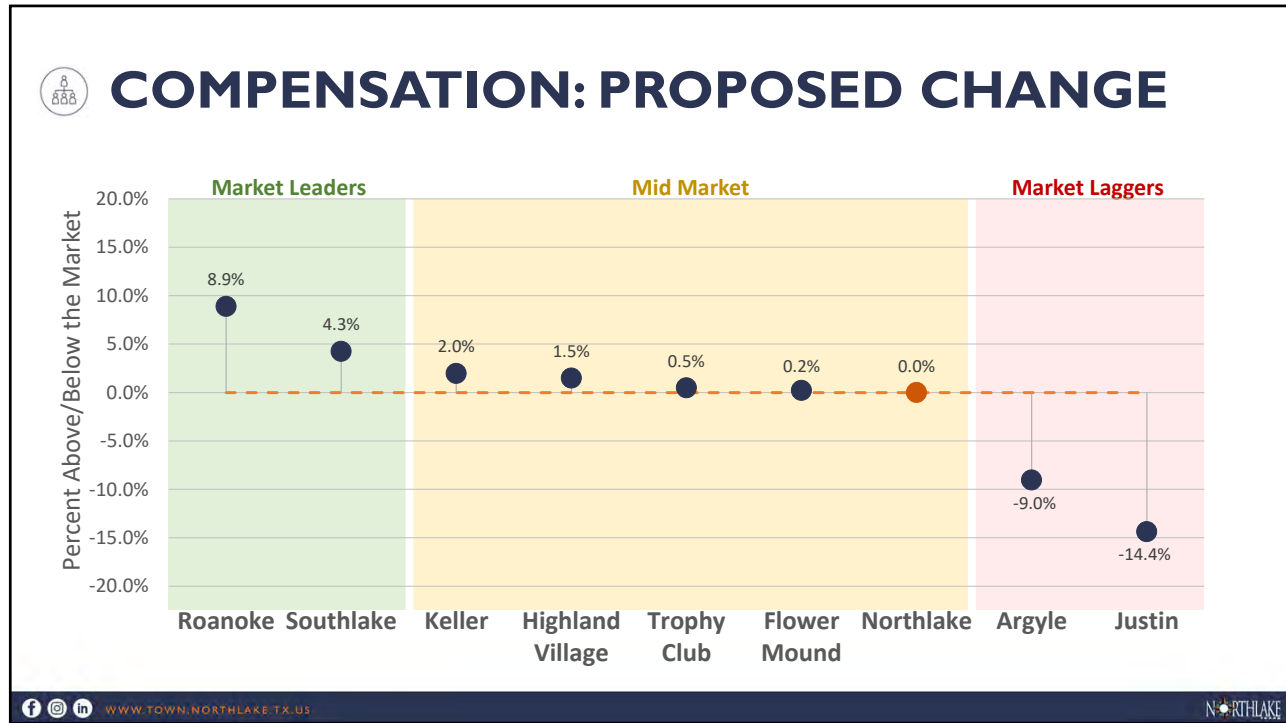
13



COMPENSATION ADJUSTMENT

- **Total Cost of Market Adjustment: \$239,246**
 - **Benefits of moving to mid-market position:**
 - Aids in the recruitment effort of vacant positions
 - Increases retention by making the Town market competitive
 - Lowers the costs of retraining staff due to poaching
 - **Council policy direction – maintain commitment to mid-market salaries**
- **Total Cost of Longevity Pay: \$20,069**
 - **Reasons for Longevity Pay:**
 - Common practice of organizations over 50 employees
 - Incentivizes retention
 - \$5.00 per month served

14



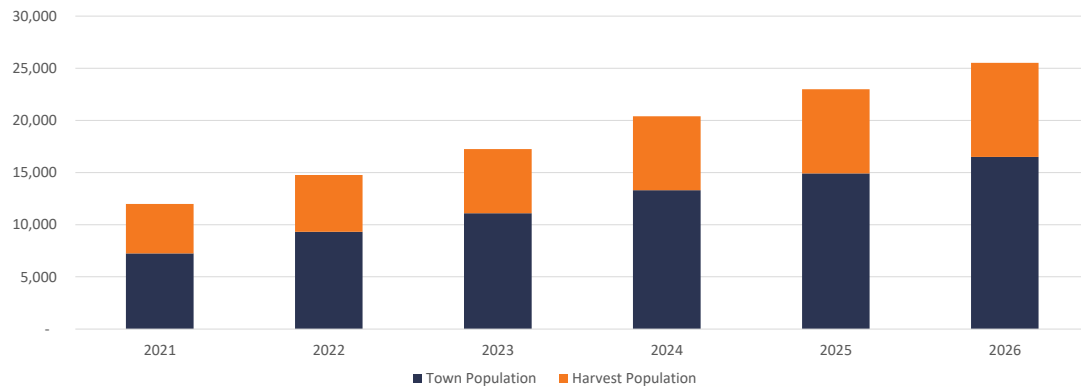
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16

POPULATION GROWTH

Service Area Population Five-Year Projection



17



STAFFING ADDITIONS

• Positions Added:

- Police Officer (2)
- Traffic Officer
- Infrastructure Inspector
- Plant Operator
- Maintenance Worker
- Planner
- Grants/Development Analyst
- Human Resources Coordinator

18



STAFFING ALLOCATION BY FUND

Department	General	Utility	HOT	EDC	CDC	Grant	Total
Current Staffing	39.50	13.00	0.50	0.50	0.50	0.00	54.00

Department	General	Utility	HOT	EDC	CDC	Grant	Total
Police	3.00						3.00
Public Works	0.50	2.50					3.00
Development	1.00			0.25	0.25	0.5	2.00
Administration	1.00						1.00
Total Additions	5.50	2.50	0.00	0.25	0.25	0.50	9.00
Total Staffing	45.00	15.50	0.50	0.75	0.75	0.50	63.00

19

DEVELOPMENT SERVICES OFFICE



20

DEVELOPMENT SERVICES OFFICE

Project Scope & Update

- Will serve as offices for the Development Services department, which will free up additional space at Town Hall
- Paid for from development revenues from the past two years

Project Cost	Cost-to-Date	Funding	Completion
\$400,000	\$0	Development Revenue	2022


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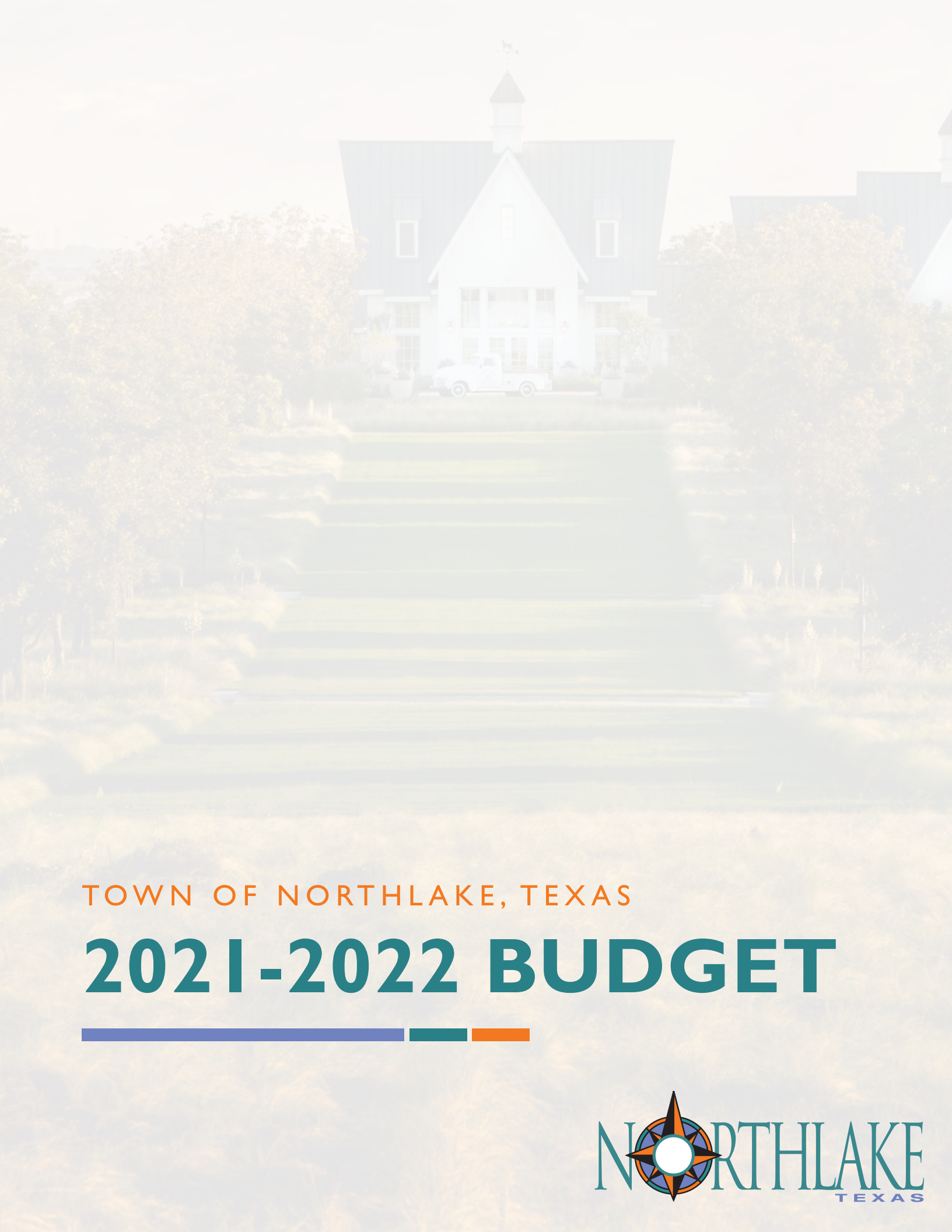

21

KEY BUDGET DATES

Dates	FY 2021 Budget
May 13, 2021	Budget Focus and Planning
May 27, 2021	Preliminary Budget with revenue overview and budget requests
June 10, 2021	Capital Improvement Projects and Tax Increment Zone budgets
June 24, 2021	Departmental and Programmatic budgets
July 22, 2021	Property Tax Rate and Financing Discussions
August 12, 2021	Proposed Budget Presentation
August 26, 2021	Budget and Tax Rate Adoption (Optional)
September 9, 2021	Budget and Tax Rate Adoption


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TOWN OF NORTHLAKE, TEXAS

2021-2022 BUDGET



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COUNCIL VOTE & TAX RATE

This tax rate will raise more total property taxes than last year's budget by \$858,221 or 24%, and of that amount \$710,949 is tax revenue to be raised from new properties added to the tax roll this year.

The Town Council will voted on September 9, 2021 to adopt a tax rate not to exceed a the De Minimis Tax Rate.

Name	Title	For	Against
David Rettig	Mayor		
Brian Montini	Mayor Pro Tem		
Rena Hardeman	Council Member		
Michael Ganz	Council Member		
Roger Sessions	Council Member		
Bill Moore	Council Member		
Wes Boyer	Council Member		

MUNICIPAL TAX RATE

	2021-2022 CURRENT YEAR
De Minimis Tax Rate	\$0.295000/\$100
Voter-Approval Tax Rate	\$0.263580/\$100
No-New-Revenue Tax Rate	\$0.259006/\$100
No-New-Revenue M&O Rate	\$0.130693/\$100
Interest & Sinking (I&S)	\$0.128313/\$100
Tax Supported Debt Service	\$1,782,417

	2019-2020 LAST YEAR	2020-2021 CURRENT YEAR
Maintenance & Operations (M&O)	\$ 0.146828/\$100	\$ 0.166687/\$100
Interest & Sinking (I&S)	\$ 0.148172/\$100	\$ 0.128313/\$100
Total Property Tax Rate	\$ 0.295000/\$100	\$ 0.295000/\$100

TOWN OF NORTHLAKE
Property Tax Summary

	Town	TIRZ	Penalties, Interest & Excess Collections	NET
<u>Certified Totals Tax Year 2021</u>				
Total Certified Value as of July 26, 2021	\$ 2,330,457,034	\$ 348,047,654		
Less Exemptions:				
Disabled Veteran	\$ (17,114,764)	\$ (897,505)		
Over 65	\$ (2,917,500)			
Homestead Exemption	\$ (109,758,699)			
Homestead Cap	\$ (3,865,635)	\$ (76,239)		
Less Value Losses:				
Agricultural Productivity	\$ (97,913,516)	\$ (728,855)		
Non-profit Organization	\$ (10,732,928)	\$ (2,718,654)		
Abatements	\$ (58,112,498)			
Freeport Inventory	\$ (605,514,532)			
Pollution Control	\$ (94,580)			
Total Reduction to Values	<u>\$ (906,024,652)</u>	<u>\$ (4,421,253)</u>		
Estimated ARB Minimum Values	\$ 70,577,231			
Net Taxable Value	<u>\$ 1,495,009,613</u>	<u>\$ 343,626,401</u>		
<u>Estimated Property Tax Collections:</u>				
Net Taxable Value	\$ 1,495,009,613	\$ 343,626,401		
Proposed Tax Rate per \$100 valuation	\$ 0.295	\$ 0.0909		
Estimated Property Tax Levy	<u>\$ 4,410,278</u>	<u>\$ 312,356</u>		
<u>Tax Rate Distribution Schedule:</u>				
	Tax Rate per \$100			
Maintenance and Operations	57%	\$ 0.166687		
Debt Service	43%	\$ 0.128313		
Total Distribution of Tax Rate		<u>\$ 0.295000</u>		
<u>Distribution of Estimated Tax Revenue:</u>				
Maintenance and Operations	\$ 2,491,987	\$ (176,494)	\$ 16,000	\$ 2,331,493
Debt Service	\$ 1,918,292	\$ (135,862)	\$ 5,500	\$ 1,787,929
Total Estimated Tax Revenue	<u>\$ 4,410,278</u>			<u>\$ 4,119,422</u>



TOWN OVERVIEW

NORTHLAKE, TEXAS

COMMUNITY PROFILE

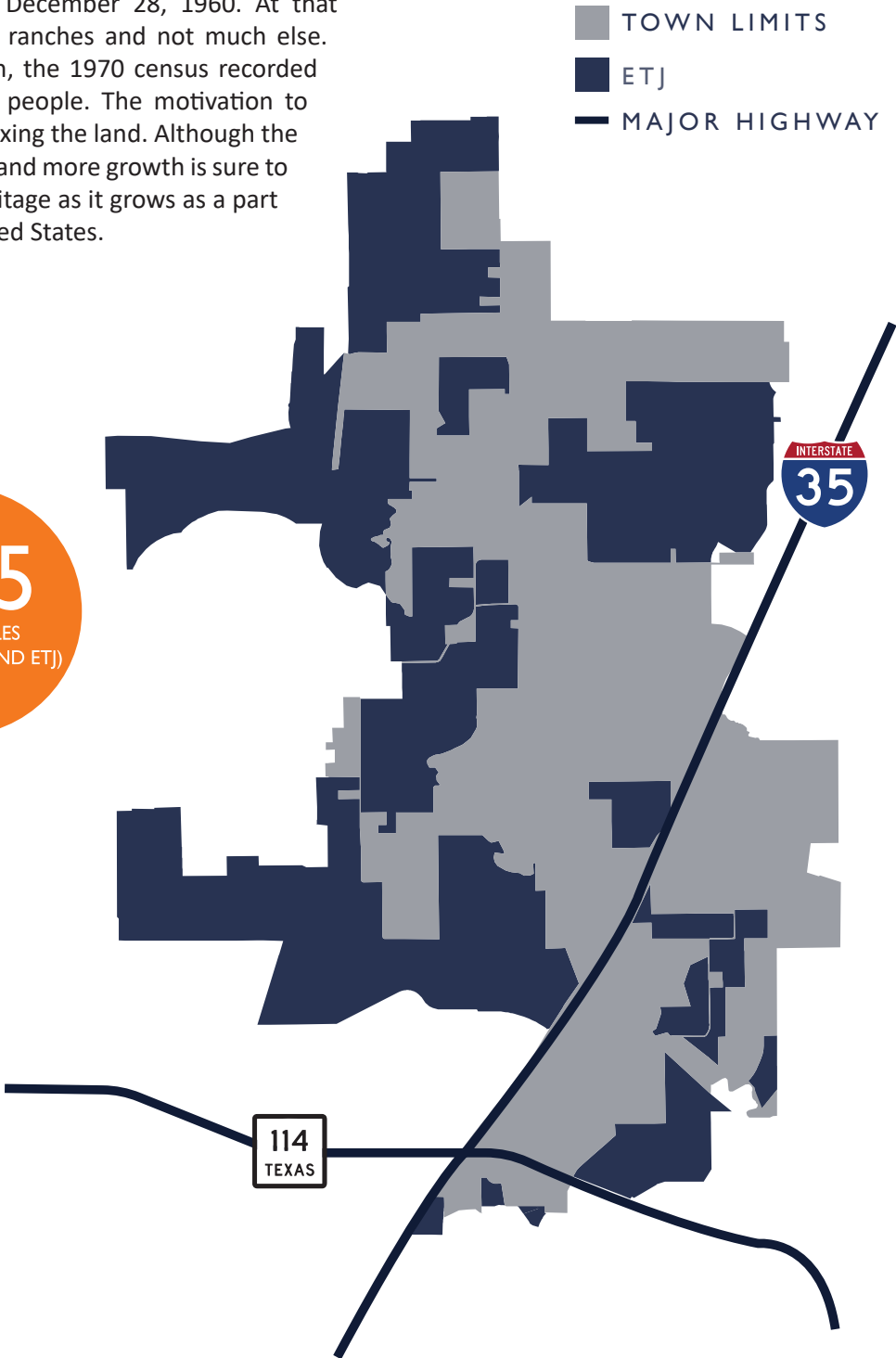
Northlake is a growing community located in the southwest corner of Denton County, Texas, along Interstate Highway 35W and State Highway 114, between Fort Worth and Denton, and just 15 miles from the Dallas/Fort Worth International Airport (DFW). Northlake benefits from its location in the Dallas/Fort Worth Metroplex, the 4th largest metropolitan area in the United States.

The Town of Northlake was incorporated on December 28, 1960. At that time Northlake consisted of only a number of ranches and not much else. In fact, after existing nearly 10 years as a town, the 1970 census recorded the population of Northlake as being only 20 people. The motivation to incorporate was to keep nearby cities from annexing the land. Although the town has grown considerably since its inception and more growth is sure to come, Northlake continues to value its rural heritage as it grows as a part of one of the fastest growing regions in the United States.

POPULATION:
7,330
(NCTCOG 2021 ESTIMATE)

32.5
SQUARE MILES
(TOWN LIMITS AND ETJ)

PROPERTY TAX RATE
\$0.295
PER \$100 OF VALUATION
ONE OF THE LOWEST IN
DENTON COUNTY!



KEY OFFICIALS



MAYOR
DAVID RETTIG



MAYOR PRO TEM
PLACE 3
BRIAN MONTINI



PLACE 1
RENA HARDEMAN



PLACE 2
MICHAEL GANZ



PLACE 4
ROGER SESSIONS



PLACE 5
BILL MOORE



PLACE 6
WES BOYER

APPOINTED OFFICIALS

TOWN MANAGER - DREW CORN
MUNICIPAL JUDGE - HONORABLE HARRIS HUGHEY

MANAGEMENT TEAM

COURT ADMINISTRATOR - LEANN OLIVER
DEVELOPMENT SERVICES DIRECTOR - NATHAN REDDIN
FINANCE DIRECTOR - JOHN ZAGURSKI
POLICE CHIEF - ROBERT CRAWFORD
PUBLIC WORKS DIRECTOR - ERIC TAMAYO
TOWN SECRETARY - SHIRLEY ROGERS

Northlake Residents

ELECTED

Town Council

APPOINTED

Municipal Judge

Town Manager

Boards & Commissions

STAFF

Municipal Court
Administrator

Court Clerk
(2)

Municipal
Court

Finance
Director

Accountant

Accounting Clerk
(2)

Finance

Town Secretary

Comm./Mktg.
Coordinator

HR Coordinator

Management
Analyst

Administration

Development
Director

Analyst/Grant
Coordinator

Code Comp.
Coordinator

Permit
Specialist

Permit
Technician

Planner

Development
Services

Public Works
Director

Administrative
Assistant

Superintendent

Streets Crew
(5)

Utilities Crew
(4)

Maintenance
Crew
(3)

Plant
Operations
(2)

Infrastructure
Inspections
(2)

Public Works

Police Chief

Administrative
Assistant

Support
Specialist

Captain

Sergeants
(4)

Patrol Officers
(11)

Traffic Officers
(3)

Detectives
(2)

Police



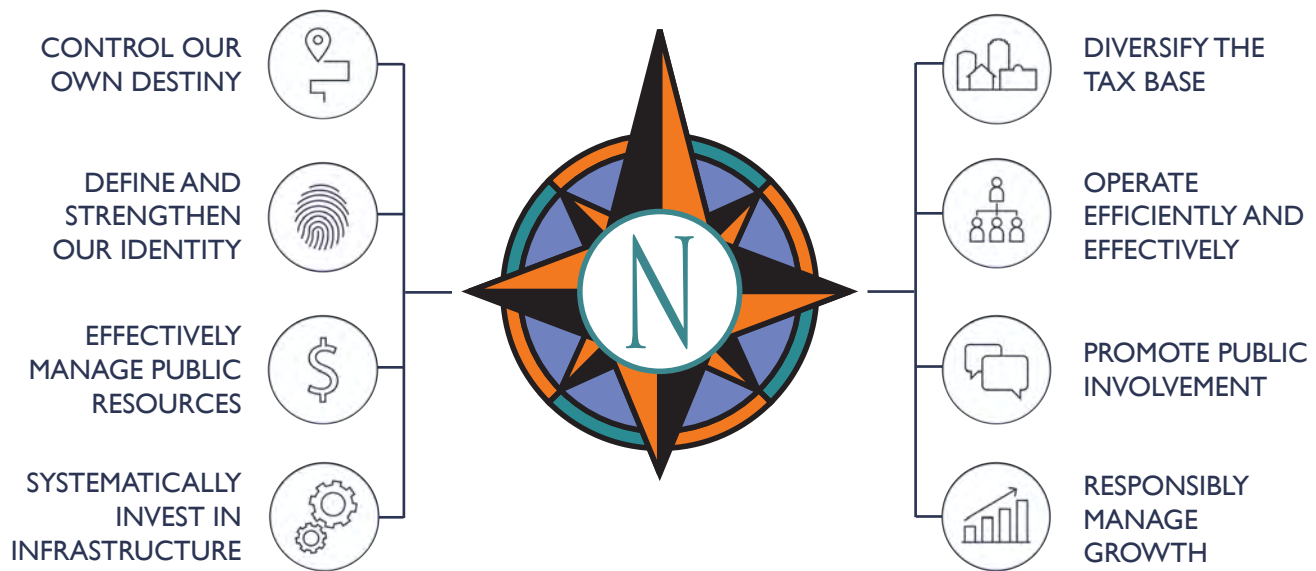
TOWN OF NORTHLAKE

Organizational Chart



STRATEGIC PLANNING

TOWN COUNCIL GOALS



BUDGET FOCUS



- MAINTAIN PROPERTY TAX RATE AT \$0.295



- INVEST IN INFRASTRUCTURE TO SUSTAIN COMMERCIAL TAX BASE



- MAINTAIN EMPLOYEE COMPENSATION AT REGIONAL MARKET LEVELS



- MAINTAIN CURRENT CUSTOMER SERVICE LEVELS



BUDGET OVERVIEW

Town Budget Timeline



MARCH 11

Capital Improvement Program Update

May 4

Budget Kickoff

May 13

Budget Focus and Planning

May 30

Internal Department Budget Meetings

June 24

Departmental and Programmatic Budgets

July 30

Tax Rate Calculation provided by Denton

August 12

Proposed Budget Presentation

October 1

Start of the new fiscal year

MAY

Received Preliminary property values

May 5

Update of 5 Year Capital Improvement Program

May 27

Budget Outlook

June 10

Budget Outlook

July 22

Tax Rate and Financing Strategy

August 2

Proposed Budget Available to Public

September 9

Adoption of the Budget and Tax Rate; Public Hearing on Budget/Tax Rate

TOWN OF NORTHLAKE

FISCAL YEAR 2021-2022 ANNUAL BUDGET

TRANSMITTAL LETTER

Honorable Mayor & Councilors of the Town of Northlake,

In accordance with the Town of Northlake Charter and the State of Texas Local Government Code, I am pleased to present the proposed budget for the fiscal year 2021/2022, which staff developed to achieve Town Council's Strategic Goals. As a financial planning document, the budget identifies the resources needed to maintain services at current levels for a growing population. Northlake continues our practice of long-term strategic investment of capital dollars to diversify our future tax base. As more residents and new businesses relocate to Northlake, their expectations for high-quality Town services follow. The new homes, stores, offices, and warehouses added to the Town's property tax rolls will provide resources to fund Town services such as police and public works, construct and expand water and sewer systems, and improve the Town's road system. This balanced budget delivers personnel and infrastructure using verifiable and sustainable resources.

Overview

The proposed budget includes total revenues of \$33,753,618 and expenditures of \$52,966,936. Expenditures exceed revenues by \$19,213,318 due to \$23,997,202 of capital improvements in the Capital Projects Fund & Water Capital Projects Fund. Excluding capital improvements, the overall budget contains a surplus (revenues over expenditures) of \$4,783,884. The fund balance of the General Fund is projected to increase by \$184,749. This message discusses the major issues addressed in the FY2021/2022 budget. Highlights include:

Personnel Totaling \$6,354,099

3 Police Positions	1 Administrative Position
3 Public Works Positions	Salary Adjustments to 50% of the Market
2 Development Services Positions	Longevity Pay

Equipment & Technology Items Totaling \$775,698

2 New Police Patrol Vehicle	Taser Upgrade (Police)
2 New Public Work Trucks	5 Backup Radio Units (Police)
4 Replacement Vehicles for Police	10 License Plate Readers (Police)
2 Replacement Vehicles for Public Works	Police Video Storage System
Trench Shoring (Public Works)	

Capital Improvement Projects Totaling \$24,397,202

Repair of Canyon Falls & Dale Earnhardt Road Failures	Catherine Branch Water and Sewer Projects (Phase I & II)
Florance Road Reconstruction (Strader to Yarbrough)	Development Services Office Finish Out
Faught Road Reconstruction (Old Justin to Robson Ranch)	North Ground Water Storage Tank
North Elevated Water Storage Tank	Water Line Oversizing Participation
South Elevated Water Storage Tank	Denton Creek Sewer Trunk Line - Phase I (Study)
South Area Water Improvements: Pump Station, Ground Storage Tank and Water Line	

STRATEGIC GOALS BUDGET FOCUS AREAS

The Fiscal Year 2021/2022 budget development started in January of the prior year. The process involved several meetings with Town Council and Town Staff. The Town Manager provided his budget focus areas to develop a budget to address the Town's challenges. Below is a discussion of the budget focus areas, the challenge it addresses, and what resources and actions the Town dedicates to them.

EFFECTIVELY MANAGE PUBLIC RESOURCES



The Town of Northlake has maintained a tax rate of \$0.295 for the past 23 years. The Town Council has prioritized keeping the low tax rate to maintain service levels and invest in infrastructure. What does change about the Town's tax rate is the proportion of Maintenance & Operations (OM&O) rate to the Interest & Sinking rate (I&S). A more straightforward way of distinguishing between the two is operations vs. debt. The Town's operating expenditures have increased to meet the growth in population. Staff is proposing to adopt the de minimus tax rate, which will allow the Town to increase the O&M rate by 7% or \$0.019859. Adopting this higher operating rate will create a sustainable funding source for operations this year and in the future. The Town's debt rate will decrease to \$0.128313, which maintains the total tax rate of \$0.295. The Town will issue the 2021 Certificates of Obligation this fall and make a significant upfront debt payment, which will lessen the impact of the issuance on future tax rates.

	2020-2021 Last Year	2021-2022 Current Year
Maintenance & Operations (M&O)	\$0.146828/\$100	\$0.166687/\$100
Interest & Sinking (I&S)	\$0.148172/\$100	\$0.128313/\$100
Total Property Tax Rate	\$0.295000/\$100	\$0.295000/\$100

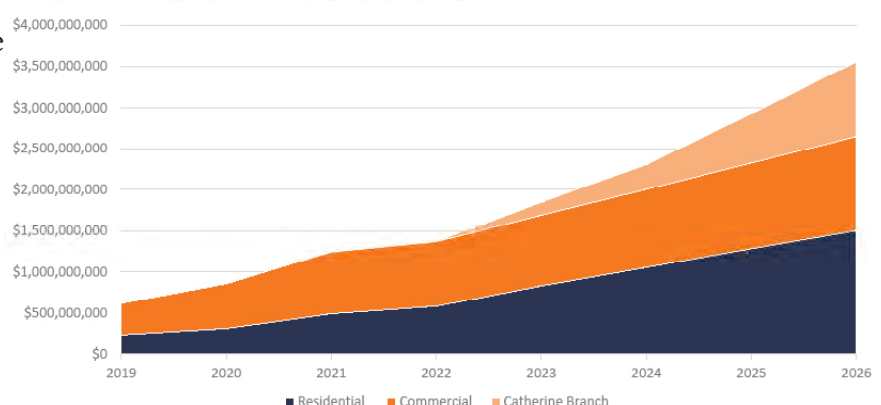
DIVERSIFY THE TAX BASE



The Town's residential property tax base grew by 70% last year. Without a corresponding growth of the commercial tax base, residents of the Town will begin to bear a more significant proportion of service costs. The Town will utilize the 2021 Certificates of Obligation to fund the second phase of a sewer line across the Catherine Branch to

provide sewer utilities to a booming commercial sector on the south side of Northlake. The Catherine Branch infrastructure investment will balance the growth in the residential base, providing future property tax relief and a sustainable source of funding for the service of a growing population. At buildout, the three entitled developments, which are only about one-third of available land, will yield over \$1,000,000 in additional annual property tax revenues.

PROPERTY TAX BASE



OPERATE EFFICIENTLY & EFFECTIVELY



Services are provided to the residents and businesses of Northlake by the Town's employees. Compensation represents the most significant expense to the Town behind the capital investment. The FY 2022 budget includes an adjustment to put employee compensation at the middle of the surrounding labor market. The increase will bring total employee compensation to 50% of the market, which aids in recruitment, increases retention, and lowers the cost of retraining. The Town will also institute a longevity policy to incentivize long-term retention of staff.



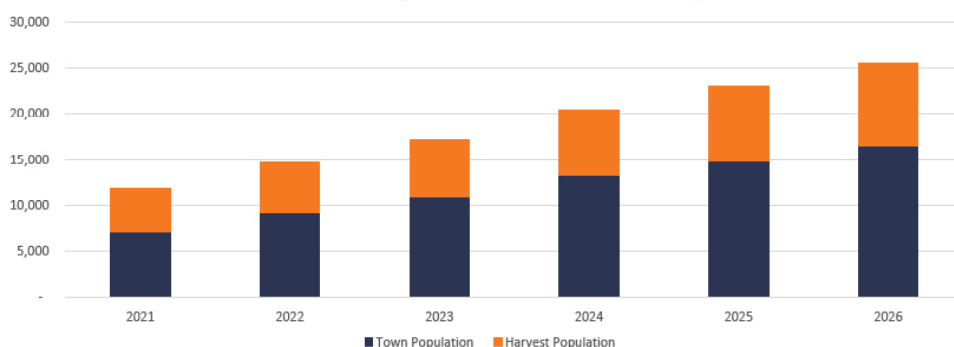
RESPONSIBLY MANAGE GROWTH



The immediate challenge facing the Town of Northlake is maintaining service levels with growth in our residential population. Based on the most recent figures from the North Central Texas Council of Governments, the Town of Northlake grew by almost 50% last year, which was the highest growth rate in the region.

The FY 2022 proposed budget includes nine new positions to mitigate the growth in service demand. The Police department is adding three new officers, two dedicated to increasing shift coverage, and the third dedicated to traffic enforcement. These positions add two new patrol vehicles to the fleet. Increased police presence ensures that response times don't lengthen due to a growth in call volume.

Service Area Population Five-Year Projection



The proposed budget adds three new Public Works positions: a Senior Plant Operator needed to meet regulatory requirements of new elevated storage tanks, pump station, and wastewater treatment plant; a Senior Infrastructure Inspector to keep up with the growing inspections of new public infrastructure; and a Maintenance Worker that will help with the maintenance of the growing utility infrastructure.

Development Services is proposing to add two new positions next fiscal year: a planner to take on the development review functions and work with the newly created Planning and Zoning Board and Board of Adjustment, and a Development Analyst/Grants Coordinator to manage funding from the American Rescue

Plan and assist with development recruitment. The positions are budgeted for three quarters of the year due to office space availability in Town Hall. The Development Services building is currently under construction, and the estimated completion date is early in 2022.

CONCLUSION

The Fiscal Year 2021/2022 budget reflects the Council's strategic goals and budget focus areas. It serves as an operating guide for management staff and the Town's financial plan concerning anticipated appropriations and projected revenues. With the growth in property tax revenue due to new construction, the stabilization of sales tax revenue, and the expected growth in development-related fees, the Town can support increased demand for services and expansion of the Town's infrastructure with a proportional increase in resources. This operating plan will maintain existing service levels but for a greater number of residents, customers, and businesses and for activities with an increased level of complexity. The budget will continue to use new resources to invest in infrastructure upgrades and personnel to accomplish core municipal functions.

Sincerely,

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

Drew Corn
Town Manager



TOWN OF NORTHLAKE

FUND DISCUSSION

GENERAL FUND

The general fund is the Town of Northlake's primary operating fund. The projected starting fund balance for the general fund is \$4,091,528 or 45% of FY 2022 operating expenditures. The State of Texas recommends the general fund cover 30% of operating expenses, and the Town's balance comfortably meets this standard. Fund balance is projected to increase \$184,749, to a total ending fund balance of \$4,276,277. The fund balance has doubled over the past three years due to the rapid residential and commercial growth the Town is experiencing.

REVENUE

The largest revenue source for the general fund is building permits at \$3,084,000, totaling 34% of all revenues. The major driver for building permits is new residential permits, which make up 81% of all permit revenues. These residential permits are primarily issued for new homes in large residential developments such as Pecan Square, The Ridge, and Harvest in addition to estate lot developments such as Stardust Ranch, The Highlands and Creek Meadows.

Property tax revenues make up the second largest category of revenues at \$2,331,493, or 26% of all revenues. With the rapid residential expansion, property tax revenues are projected to overtake building permit revenues in the next two years. The Town's property tax base is primarily commercial; however the base will continue to change over the next few years due to residential growth. The large commercial base has given the Town the ability to increase its homestead exemption to 20% of taxable value, the maximum allowed by State law, providing a property tax relief to homeowners. The property tax of the Town has remained low at \$0.295000 per \$100 of taxable value for the past 23 years.

Sales tax makes up 14% of the total revenue at \$1,260,000. This is a 25% increase from last year's budgeted amount due to the opening of Texas Roadhouse in Northlake along the east side of 35W at SH114. The second driver of increased revenue has been the South Dakota v. Wayfair decision, which has increased the online sales tax revenue the Town receives. Northlake's sales tax has proven to be resilient during the pandemic, as evidenced by the fact that revenue has increased since March. Northlake does not overly rely heavily on retail and tax exportation which has created a stable revenue stream.

Other smaller sources of revenue for the general fund are court fines (6%), franchise fees (6%), development revenues (7%), and contract police services (3%). Combined, these sources make up \$1,989,250 or 22% of the total general fund revenue. Registrations, interest, service fees, and unanticipated revenue account for the remaining 4% of total revenue.

EXPENDITURES

Personnel payroll is the largest expenditure category for the Town's General Fund. Essential services provided by Northlake staff to residents on behalf of the Town government and are the largest driver of costs. The Town has budgeted for approximately 64 employees for next year. Total personnel expenditures for the general fund are \$4,836,831, or 54% of total expenditures. This has increased since last year due to the addition of six new positions to the fund: two patrol officers, a traffic officer, infrastructure inspector,

planner, and human resources coordinator. Additional staff are necessary to maintain service levels and to accommodate growth.

Services are the second largest expenditure for the Town at \$2,216,888, or 25% of total expenditures. These are third party contract services, the greatest costs being inspection, development review services, engineering, and legal services. Relying on contractors to provide development review services saves the Town money by eliminating the need for additional staff that will need to be reduced when development begins to slow.

Internal services are the third largest expenditure category at \$1,341,524, making up 15% of total expenditures. This category is comprised of departmental transfers to the technology, equipment, and building funds. The transfers to the technology and building funds are calculated using a prorated amount based on personnel. The equipment fund transfer is based on depreciation and projected vehicle needs. The remaining 7% of general fund expenditures is comprised of three categories: supplies (2%), maintenance (4%), and utilities (>1%). The total budgeted expenditures for these categories are \$551,651.

DEBT SERVICES FUND

The primary revenue source for the debt services fund is property taxes. Property tax revenue has increased due to the growth of the property tax base and increases in the interest and sinking (I&S) rate. The rate decreased \$0.019859 in an effort to maintain the Town's total tax rate of \$0.295. The Town is also issuing \$7,500,000 in Certificates of Obligation for the Catherine Branch Phase II sewer line. These funds will be deposited into the water capital projects fund. The debt services fund received another increase in resources due to an increase in the transfer in from the utility billing fund of \$1,041,709. Town Council took action to increase water rates to ensure utilities were paying for debt that went to fund water and sewer capital projects, namely the Series 2018 Certificates of Obligation and half of the 2020 Tax Notes.

Increases in debt service payments are largely due to large upfront payments being made on the 2021 Certificates of Obligation. By making a large one-time upfront payment, the out-year payments for the debt decrease, minimizing the impact on the future debt capacity. The increased payment is coming from a one-time transfer of \$820,000 from the Sewer Impact Fees Fund, which does result in an increase of \$47,561. The projected ending fund balance for the debt services fund is \$631,753.

HOTEL OCCUPANCY TAX FUND

Northlake is home to five hotels near the intersection of SH114 and 35W. Over time, these hotels have grown the Town's hotel occupancy fund balance. In FY2020, the Town used these funds to purchase land for a future conference center in partnership with Cambria Hotels. The Town has budgeted an additional \$250,000 for design and improvements. As pandemic related travel restrictions have been lifted, the Town experienced a small increase in Hotel Occupancy Revenues in FY2021. It is expected that Hotel Occupancy Revenues will remain steady going into FY 2022 with the recent additions of Staybridge Suites and Tru by Hilton.

ECONOMIC DEVELOPMENT CORPORATION (EDC) AND COMMUNITY DEVELOPMENT CORPORATION FUNDS (CDC)

Initiatives funded by EDC and CDC funds have been instrumental in attracting new businesses to Northlake. Recent additions, including Amano Italian Bistro, IHOP, Rosa's Café, PJ's Coffee, Bella Italia and Wingstop, provide a growing number of dining options for Northlake residents and visitors. The

addition of a Texas Roadhouse has boosted projected sales tax revenue for both the EDC and CDC funds to \$625,000. Town Council has prioritized increasing and diversifying the Town's sales tax base as an additional measure to decrease the Town's reliance on the property tax base. The continued growth of the EDC and CDC funds will allow the Town to offer further incentives to high-quality businesses.

INTERNAL SERVICE FUNDS

The Town has three internal services funds dedicated to technology, equipment and building services. These funds allow the Town to charge departments directly for shared costs of the organization and ensure sustainable funding of needed items. The cost allocation is reviewed annually as the organization changes. The revenue for each fund is directly related to the operating costs required for each year, and therefore fluctuates with costs.

The technology services fund expenditures change annually based on technology enhancements and purchasing software subscriptions. COVID-19 brought on an increased reliance on technology as many functions of the

Town were forced to move online. Adjusting operations for remote work increased reliance on remote technology, such as laptops and online payment systems. These costs were absorbed with CARES Act funding allocated to the Town by the State of Texas and Denton County. Due to the higher than anticipated development revenues, at the end of FY 2021, the Town was able to purchase a financial software upgrade for OpenGov Cloud and a fixed asset/work order management software for public works. Next year new budgeted requests include License Plate Readers and Police Camera Video Storage. Technology tends to have a replacement cycle of 3-5 years; these replacements are spread out to ease the impact on the budget.

The equipment services fund serves three departments: police, public works, and Development Services. The fund also receives revenues from the sale of Town vehicles at auction. The costs billed to departments are based on depreciation and future needs. This year the Town is replacing two police patrol vehicles. The police department will also purchase radio back-ups, upgraded tasers, and two new patrol vehicles to be split between the three new patrol officer positions. Public works will replace an existing truck, a mower, and a backhoe. The Public Works Department will also be purchasing trench shoring safety equipment and two new public works trucks for increased staffing levels. The equipment services fund is projected to slightly decrease its fund balance drawing down on funds set aside last year for the backhoe replacement.

The building services fund charges departments for the cost of the Town's lease spaces, property maintenance, cleaning services and capital items related to the construction or repairs of facilities. The police department moved into the new leased space adjacent to Town Hall in 2020. The one budget request for the building services fund is \$400,000 in finish-out costs for the new Development Services offices being constructed near Town Hall. The new structure is slated to be complete at the beginning of 2022 and will be a leased building like Town Hall and the Police Building. The funds for the finish-out was completely paid for with excess development revenues at the end of FY 2021. Total fund balance for the building services fund is anticipated to decrease due to the drawing down of funds set aside for the Development Services Building finish-out.

UTILITY FUND

The Town's utility fund has also experienced high levels of growth with the addition of over 1,000 new utility accounts last year. These new accounts brought increased revenue along with increased costs. Due to a growing reliance on fund balance, the Town allocated funds to a water and sewer rate study in the 2020 budget. The rate study showed that the utility fund was not funding all operating costs and debt

service payments. In the six years since the last rates study, wholesale, capital and operational costs have increased. After receiving the results of the rate study, Town Council voted to increase water and sewer rates to a level that funded both operational and capital costs, effective August 21, 2020.

Wholesale costs make up 62% of the total operating costs for the water and wastewater fund. Ensuring the Town has adequate water has caused increases in the Town's water subscription from Upper Trinity Regional Water District (UTRWD). The subscription cannot be decreased. Costs for upgraded subscription are also billed back to June of that year. The increased consumption can be attributed to seasonal peaks during the summer months due to irrigation and the rapid growth in population. The Town's current water subscription level is 3.8 million gallons per day from UTRWD. The Town was able to absorb both an increase in subscription level, and wholesale prices, without increasing utility rates.

To maintain service levels, personnel costs have increased in proportion to growth. The public works department submitted budget requests for an Infrastructure Inspector, Plant Operator, and Maintenance Worker. In addition to personnel costs, a transfer to the debt services fund totaling \$1,401,709 was made as payment on the 2018 CO and 50% of the payment for the 2021 Tax Notes, which is currently funding water and sewer improvements in both the north and south areas of Town. Capital Outlay increased by \$250,000 due to the rising cost of utility meters.

Increased revenues are providing resources for the utility to rebuild operating reserves. This budget projects that the ending operating balance for the utility fund will be \$2,109,036, which is 25% of operating expense. Utilities typically need at least 50% of operating expenses in fund balance; Northlake will continue to build reserves until we reach sustainable utility service operations.

SPECIAL TAXING DISTRICTS

The Town has three special taxing districts within its boundaries and ETJ: Public Improvement District #1 (Harvest), Public Improvement District #2 (The Highlands) and the Tax Increment Reinvestment Zone #1 (Canyon Falls). These districts allow assessments or taxes to be collected and dedicated to specific improvements or maintenance for a designated area.

Public Improvement District #1 (Harvest) funds common area maintenance within the Harvest community by way of a \$0.21 assessment on properties within the PID. As the PID continues to build out, the revenue from assessments will grow as well. The HOA management company oversees maintenance within Harvest and submits reimbursements to the Town, which are paid out as services.

Public Improvement District #2 (The Highlands) charges an annual per-acre assessment as payment towards the bonds used to fund improvements in the area. The expenditures of the PID are limited by the creation documents of the PID, and thus are fixed to a schedule laid out in the services assessment plan.

Tax Increment Reinvestment Zone (TIRZ) #1 (Canyon Falls) was created to fund public amenities and maintenance, specifically the trail system and dog park, and utilizes \$0.0909 of the Town's \$0.295 tax rate to fund those amenities. Most of the amenities are in place as of 2022, and the developer will receive reimbursement for those improvements as the fund generates revenue. The budget for maintenance reimbursements is limited to the revenue the district can generate.

PUBLIC SAFETY SPECIAL REVENUE FUNDS

The State places several limitations on the uses of funds collected through municipal court or police. Because of these statutory restrictions, funds dedicated to these sources are to be presented separately from general operating activities. This is the case for the following funds: court security funds, court

technology fund, child safety special revenue fund, court online access fee fund, police asset forfeiture fund and police special training fund.

Revenue for the special revenue court funds and the child safety fund come from special fines charged on certain violations and each have very statutorily dedicated uses. Projected revenues from Court related revenues are being projected higher than last year due to the hiring of a dedicated traffic officer. With the growth of the community has come increased traffic and an increased need to focus on traffic related issues.

The police asset forfeiture fund does not forecast revenue because of the difficulty predicting if or when seizures will be made, and if they will be awarded to the Town. The police special training fund is dedicated to grant funding from the Texas Commission of Law Enforcement for training officers in effective policing techniques to protect and serve all members of the public. The Town receives this grant each year for the training of police officers.

CAPITAL PROJECTS FUNDS

The Town has two main capital project funds: the capital projects fund, which handles all road and fire protection projects; and the water capital projects fund, dedicated to water and sewer infrastructure projects. The Town also has seven impact fee funds for water, sewer and roads which provide funding for projects outside of debt issuance. Impact fees come from new, active developments in the Town and are assessed based on the level of increased use of infrastructure caused by the new development.

The capital projects fund has four current ongoing projects: Old Justin Road improvements, Canyon Falls & Dale Earnhardt road failure repairs, Florance Road, and Faught Road. These projects are funded through the remainder of the Series 2016 C.O. and the 2020 Tax Notes. Budget requests on the departmental page reflect the entire cost of the project. In the five-year capital improvement program located at the back of the budget, a detailed schedule of costs and useful life of the project are provided, along with individual project descriptions.

The water capital projects fund has five active projects. Two elevated storage tanks in the north and south areas of the Town are priority projects and take up a large portion of the water capital project fund. The south area of the Town will benefit from the construction of a pump station, ground storage tank and water transmission line. All of these assets are necessary to ensure adequate water supply and pressure to the businesses, hotels and apartment complexes located at the intersection of 35W and SH114. The last two projects are Phase 1 of water and sewer improvements for the Catherine Branch land development, which include running a water line under 35W from the east to the west side of the highway. This will allow the Town to provide water service to tracts of land north of Texas Motor Speedway, which is planned as a commercial district. To establish sewer services, a temporary wastewater treatment plant will be constructed along with lines to establish services. The provision of utility services to these areas is contingent on the annexation of these properties into the Town limits, further diversifying the property tax base. The projected tax revenue from the Catherine Branch properties once completed will be over \$1,000,000 per year. The final project being requested is a new pump for the north area of town to meet projected demands. These improvements are funded from the proceeds from the Series 2018 C.O.s and the Cost Recovery Fund. FY2022 budget requests include four additional projects: the North Area Ground Storage Tank, Catherine Branch Sewer Trunk Line Phase 2, Oversizing participation, and a study for Phase 1 of the Denton Creek Sewer Trunk Line. These projects are funded from the 2021 Certificates of Obligation being issued in fall of 2021. The projects will help to further add to the commercial tax base and begin the process of planning for the largest sewer project in Town history.

The Town charges a cost recovery fee to homes constructed in Harvest to offset the proportional costs those residents place on the water system. This year there is a budget request for cost recovery fees to

provide funding to the water capital projects fund for the construction of the North Area Ground Storage Tank. This tank is necessary to accommodate the growth in customers and daily water users associated with Harvest.

The Town has two water impact fee funds, divided into two areas: north and south. The north water impact fee fund has experienced a large amount of growth due to new homes being constructed in the north area of the Town and is paying for a portion of the North Ground Storage Tank. The south water impact fee fund has received most of its revenue from commercial construction in the south area of Town.

Northlake has only one sewer impact fee zone which encompasses the entire town. Budget requests for FY 2022 include \$820,000 in funding to be transferred to the debt services fund for a one-time lumpsum payment on the 2021 Certificates of Obligation.

Roadway impact fees are broken up into four districts: northwest, northeast, southwest and southeast. The southwest does not currently have revenue and is not projected to generate revenue in the next fiscal year, therefore there is no fund presentation. Northwest road impact fees have grown over the past year with the Stardust Ranch development contributing substantially to the fund. The primary driver of impact fee revenue for the northeast is The Ridge, Pecan Square and The Highlands developments. Each of these developments has a reimbursement agreement with the Town so that once each development has completed construction of roadway improvements on the Master Thoroughfare Plan, they can seek reimbursement for a portion of the roadway impact fees paid. Remaining fees are deposited into the impact fee fund for future planned projects. Southeast roadway impact fees have steadily come in as commercial development has occurred on the southeast section of town, but no projects or reimbursements are budgeted currently.

All Funds Summary Fiscal Year 2022

	General	Debt Service	Hotel Occupancy	EDC	CDC	Internal Services	Water & Wastewater	Special Taxing Districts	Special Revenue	Capital Projects	Total
Beginning Fund Balance	\$4,091,528	\$584,192	\$956,640	\$1,184,927	\$1,190,675	\$684,587	\$826,354	\$333,653	\$627,918	\$20,308,464	\$30,788,938
Revenue											
Property Tax	2,331,493	1,787,929						312,356			4,431,778
Sales Tax	1,260,000			625,000	625,000						2,510,000
Occupancy Tax			480,000								480,000
Court Fines & Fees	550,000								52,820		602,820
Franchise Fees	533,000										533,000
Development Revenues	3,778,200										3,778,200
Services & Fees	288,950			17,000	17,000	11,000			1,400		335,350
Water & Sewer Revenue							10,217,158				10,217,158
Assessments								1,775,224			1,775,224
Impact & Cost Recovery Fees										6,750,000	6,750,000
Internal Contributions						1,846,694					1,846,694
Grants									414,794		414,794
Interest	10,000	100	5,000	2,500	2,500	500	50		50	57,900	78,600
Total Revenue	\$ 8,751,643	\$ 1,788,029	\$ 485,000	\$ 644,500	\$ 644,500	\$ 1,858,194	\$10,217,208	\$ 2,087,580	\$ 469,064	\$ 6,807,900	\$ 33,753,618
Expenditures:											
Payroll & Benefits	4,836,831		70,189	98,239	102,364		1,246,475				6,354,099
Supplies	204,545		200	1,200	2,200	543,600	94,275		16,000		862,020
Maintenance	321,386				3,000	20,000	199,000	294,073	7,000		847,459
Utilities	25,720				-	50,200	107,200				183,120
Services	2,216,888	11,665	22,550	464,200	463,550	502,600	167,025	1,502,332	28,475	3,000,000	8,379,285
Internal Services	1,341,524		8,170	16,340	16,340		464,320				1,846,694
Wholesale Costs							4,714,522				4,714,522
Debt Service		3,590,513						279,325			3,869,838
Capital Outlay			250,000			1,052,698	600,000		10,000	23,997,202	25,909,900
Total Expenditures	\$ 8,946,894	\$ 3,602,178	\$ 351,109	\$ 582,979	\$ 587,454	\$ 2,169,098	\$ 7,592,817	\$ 2,075,730	\$ 61,475	\$ 26,997,202	\$ 52,966,936
Transfers & Debt Issuance											
Debt Issuance		7,500,000									7,500,000
Transfers In	380,000	1,861,709		18,733	18,733					10,675,000	12,954,175
Transfers Out	-	(7,500,000)		(40,000)	(40,000)		(1,341,709)		(37,466)	(3,995,000)	(12,954,175)
Total Transfers & Debt Issuance	\$ 380,000	\$ 1,861,709	\$ -	\$ (21,267)	\$ (21,267)	\$ -	\$ (1,341,709)	\$ -	\$ (37,466)	\$ 6,680,000	\$ 7,500,000
Net Increase (Decrease)	\$ 184,749	\$ 47,561	\$ 133,891	\$ 40,254	\$ 35,779	\$ (310,904)	\$ 1,282,682	\$ 11,850	\$ 370,123	\$ (13,509,302)	\$ (11,713,318)
Ending Fund Balance	\$ 4,276,277	\$ 631,753	\$ 1,090,531	\$ 1,225,181	\$ 1,226,454	\$ 373,683	\$ 2,109,036	\$ 345,503	\$ 998,041	\$ 6,799,162	\$ 19,075,620

Internal Service Funds - Technology Fund, Building Services Fund & Equipment Replacement Fund

Special Taxing Districts - Northlake PID #1, Northlake PID#2 & TIRZ #1

Special Revenue - Grants Fund, Court Security Fund, Court Technology Fund, Police Asset Forfeiture, Police Special Training, Child Safety Special Revenue & Court Online Access Fees

Capital Projects - Capital Projects Fund, Water Capital Projects Fund, Cost Recovery Fees Fund, Water Impact Fees North Fund, Water Impact Fees South Fund, Sewer Impact Fees Fund, Northwest Roadway Impact Fees Fund, Northeast Roadway Impact Fees Fund, Southeast Roadway Impact Fees Fund

TOWN OF NORTHLAKE
DEPARTMENT REPORT

	FTE	FY 2019 Actual	FY 2020 Actual	FY 2021 Original Budget	FY 2021 Actual As of 6/30	FY 2021 Estimate As of 9/30	FY 2022 Proposed Budget
COUNCIL							
EXPENDITURES:							
Payroll & Benefits		1,769	1,499	5,100	2,698	5,100	18,800
Supplies		4,672	3,670	4,300	3,122	4,300	3,800
Utilities		292	-	-	-	-	-
Services		16,336	19,452	28,500	46,488	49,550	28,500
Internal Services		20,390	31,500	31,600	31,600	31,500	42,500
TOTAL EXPENSES:		43,458	56,121	69,500	83,908	90,450	93,600

ADMINISTRATION		5					
EXPENDITURES:							
Payroll & Benefits		791,953	920,212	525,752	422,942	578,148	731,052
Supplies		8,852	14,856	10,300	4,709	6,837	6,800
Maintenance		6,604	6,798	500	-	-	-
Utilities		1,431	2,469	1,500	1,107	2,000	1,500
Services		721,882	1,413,604	302,861	345,249	390,059	261,600
Internal Services		65,430	163,300	67,920	67,920	67,920	89,870
TOTAL EXPENSES:		1,596,152	2,521,239	908,833	841,927	1,044,964	1,090,822

FINANCE		4					
EXPENDITURES:							
Payroll & Benefits	-	2,577	352,076	249,886	349,642	354,672	
Supplies	-	16	10,525	3,205	6,100	1,975	
Maintenance	-	-	600	-	-	-	
Services	-	13	139,405	65,494	139,105	158,390	
Internal Services	-	-	60,400	60,400	155,400	65,360	
TOTAL EXPENSES:	-	2,606	563,006	378,984	650,247	580,397	

MUNICIPAL COURT		3				
EXPENDITURES:						
Payroll & Benefits	216,712	223,957	228,872	164,745	228,872	237,588
Supplies	2,797	2,841	4,640	2,039	3,500	1,500
Maintenance	5,463	-	6,000	6,464	6,500	7,000
Services	36,935	42,097	80,800	26,365	43,000	81,200
Internal Services	111,830	55,800	45,290	45,290	45,290	49,020
Capital Outlay	543	-	8,000	-	1,500	-
TOTAL EXPENSES:	374,279	324,696	373,602	244,904	328,662	376,308

TOWN OF NORTHLAKE
DEPARTMENT REPORT

	FTE	FY 2019 Actual	FY 2020 Actual	FY 2021 Original Budget	FY 2021 Actual As of 6/30	FY 2021 Estimate As of 9/30	FY 2022 Proposed Budget
DEVELOPMENT SERVICES	6						
EXPENDITURES:							
Payroll & Benefits		158,675	190,044	347,763	218,264	340,667	511,329
Supplies		3,770	3,023	5,000	1,405	2,800	3,500
Maintenance		985	666	3,783	2,493	3,800	3,950
Utilities		1,646	1,428	1,500	1,066	1,500	1,500
Services		450,267	701,144	766,300	446,029	771,800	1,380,300
Internal Services		27,180	45,000	72,380	72,380	472,380	110,041
Capital Outlay		3,095	-	-	-	-	-
TOTAL EXPENSES:		645,618	941,305	1,196,726	741,638	1,592,947	2,010,620
POLICE	24						
EXPENDITURES:							
Payroll & Benefits		1,301,829	1,543,468	2,096,491	1,325,959	1,907,519	2,635,629
Supplies		80,396	101,171	139,001	77,320	123,040	116,645
Maintenance		47,483	61,795	58,096	41,293	54,073	62,736
Utilities		7,645	8,860	10,040	7,614	10,040	7,320
Services		83,724	60,724	113,629	78,207	118,963	161,884
Internal Services		904,225	392,500	451,990	451,990	451,990	815,164
Capital Outlay		134,686	168,220	220,000	49,893	196,350	160,000
TOTAL EXPENSES:		2,559,988	2,336,738	3,089,247	2,032,277	2,861,975	3,959,378
PUBLIC WORKS	21						
EXPENDITURES:							
Payroll & Benefits		570,844	904,646	1,192,456	786,557	1,147,472	1,590,708
Supplies		72,706	87,242	130,459	96,765	127,654	169,200
Maintenance		251,385	377,136	452,075	204,961	333,534	456,700
Utilities		2,561,758	3,532,688	4,342,000	2,605,202	3,778,687	4,837,122
Services		580,693	816,835	429,500	211,427	264,850	126,500
Internal Services		197,445	325,765	446,790	446,790	564,890	674,739
Capital Outlay		2,472,162	576,321	6,760,000	1,075,277	1,371,212	828,198
TOTAL EXPENSES:		6,706,994	6,620,632	13,753,280	5,426,980	7,588,299	8,683,167



PRIMARY OPERATING FUNDS

TOWN OF NORTHLAKE
GENERAL FUND

Fund: 100	FY 2019 Actual	FY 2020 Actual	FY 2021 Original Budget	FY 2021 Actual As of 6/30	FY 2021 Estimate As of 9/30	FY 2022 Proposed Budget
BEGINNING FUND BALANCE:	1,847,823	3,075,444	3,126,236	3,601,826	3,601,826	4,091,528
REVENUES:						
Court Fines	512,290	455,228	450,000	284,037	350,000	550,000
Sales/Beverage Tax	757,432	854,553	1,005,000	687,713	1,206,500	1,260,000
Ad Valorem Taxes	1,014,024	1,247,253	1,666,794	1,545,223	1,608,861	2,331,493
Permits and Registrations	52,930	48,936	41,450	32,448	35,106	49,950
Franchise Fees	458,927	477,795	489,000	277,156	479,080	533,000
Building Permits	1,294,244	1,933,974	1,931,000	1,915,634	2,348,350	3,084,000
Development	1,227,914	264,322	512,000	790,312	794,023	644,250
Transfers	290,000	310,881	310,000	310,000	310,000	380,000
Contract Police Services	161,813	252,563	250,000	113,188	225,000	262,000
Other	259,542	68,429	56,760	18,438	20,691	36,950
TOTAL REVENUE:	6,029,114	5,913,933	6,712,004	5,974,150	7,377,611	9,131,643
EXPENDITURES:						
Payroll & Benefits	2,480,586	2,946,613	3,720,794	2,409,115	3,486,181	4,069,435
Supplies	137,193	162,186	234,468	133,436	201,687	204,545
Maintenance	185,175	215,828	334,954	147,494	242,573	321,386
Utilities	19,273	22,409	25,240	18,381	25,740	25,720
Services	857,186	1,237,153	1,510,908	930,759	1,476,928	2,216,888
Internal Services	1,099,180	788,377	832,450	832,450	1,445,450	1,341,524
Capital Outlay	22,899	14,985	-	8,894	9,350	-
Transfers	-	-	-	-	-	-
TOTAL EXPENDITURES:	4,801,492	5,387,551	6,658,814	4,480,528	6,887,909	8,179,498
REV OVER/(UNDER) EXP	1,227,621	526,382	53,190	1,493,622	489,702	952,145
ENDING FUND BALANCE	3,075,444	3,601,826	3,179,426	5,095,448	4,091,528	5,043,673
BUDGET REQUESTS						
Police - Patrol Officers (2), Traffic Officer						351,693
Public Works - Infrastructure Inspector (50%)						50,524
Development Services - Planner						74,933
Administration - Human Resources Coordinator						106,252
Mid-Point Market Adjustment						163,925
Longevity						20,069
TOTAL BUDGET REQUESTS						767,396
REVISED REV OVER/(UNDER) EXP						184,749
REVISED ENDING FUND BALANCE						4,276,277

TOWN OF NORTHLAKE
DEBT SERVICE

Fund: 160	FY 2019 Actual	FY 2020 Actual	FY 2021 Original Budget	FY 2021 Actual As of 6/30	FY 2021 Estimate As of 9/30	FY 2022 Proposed Budget
BEGINNING FUND BALANCE:	783,748	275,706	487,313	554,090	554,090	584,192
REVENUES:						
Taxes / Fees & Fines	827,474	1,254,824	1,670,947	1,554,300	1,670,762	1,787,929
Transfers	-	50,000	450,000	450,000	450,000	1,861,709
Bond Proceeds	12,000,000	-	7,000,000	7,070,000	7,070,000	7,500,000
Interest	59	41	100	19	100	100
TOTAL REVENUE:	12,827,532	1,304,865	9,121,047	9,074,319	9,190,862	11,149,738
EXPENDITURES:						
Services	32,679	2,575	10,206	25,823	28,748	11,665
Transfers	12,000,000	-	7,000,000	7,000,000	7,000,000	7,500,000
Debt Service	1,368,811	1,023,906	2,479,887	1,296,108	2,132,012	3,590,513
TOTAL EXPENDITURES:	13,401,490	1,026,481	9,490,093	8,321,931	9,160,760	11,102,178
REV OVER/(UNDER) EXP	(573,957)	278,383	(369,046)	752,388	30,102	47,561
ENDING FUND BALANCE	209,791	554,090	118,267	1,306,479	584,192	631,753

TOWN OF NORTHLAKE
WATER & WASTEWATER

Fund: 200	FY 2019 Actual	FY 2020 Actual	FY 2021 Original Budget	FY 2021 Actual As of 6/30	FY 2021 Estimate As of 9/30	FY 2022 Proposed Budget
REVENUES:						
Water Sales	2,271,684	3,077,076	4,650,000	2,923,619	4,058,435	6,134,798
Water Fees	253,550	392,071	250,250	48,786	58,250	250,250
Sewer Sales	1,261,804	1,779,926	2,410,000	2,082,098	2,653,462	3,737,110
Sewer Fees	38,950	34,600	20,000	19,350	20,000	20,000
Fees	135,285	129,178	75,000	115,687	122,300	75,000
Interest	298	3,835	50	164	165	50
Adjustments	2,309	2,101	-	-	-	-
TOTAL REVENUE:	3,963,881	5,418,786	7,405,300	5,189,704	6,912,612	10,217,208
EXPENSES:						
Payroll & Benefits	421,879	635,548	866,519	618,032	874,444	962,959
Supplies	34,355	44,558	65,157	46,899	64,582	94,275
Maintenance	103,331	210,930	177,100	99,456	145,801	199,000
Wholesale Water	1,814,880	2,465,019	3,000,000	1,481,728	2,486,687	3,200,166
Sewer Treatment	689,547	991,719	1,250,000	1,076,965	1,200,000	1,514,356
Utilities	49,071	66,296	79,800	37,916	79,800	107,200
Services	250,760	862,836	149,705	122,258	166,955	167,025
Internal Services	142,615	207,288	321,300	321,300	321,300	464,320
Capital Outlay	901,677	464,500	300,000	322,964	350,000	600,000
Transfers	230,000	300,881	700,000	700,000	700,000	1,341,709
TOTAL EXPENSES:	4,638,116	6,249,577	6,909,581	4,827,518	6,389,569	8,651,010
REV OVER/(UNDER) EXP	(674,235)	(830,790)	495,719	362,185	523,043	1,566,198
ENDING CASH RESERVES	499,847	303,311	1,061,421	665,496	826,354	2,392,552
BUDGET REQUESTS						
Infrastructure Inspector (50%)						51,724
Plant Operator						94,019
Maintenance Worker						78,637
Mid-Point Market Adjustment						59,136
TOTAL BUDGET REQUESTS						283,516
REVISED REV OVER/(UNDER) EXP						1,282,682
REVISED ENDING CASH RESERVES						2,109,036

TOWN OF NORTHLAKE
HOTEL OCCUPANCY TAX

Fund: 110	FY 2019 Actual	FY 2020 Actual	FY 2021 Original Budget	FY 2021 Actual As of 6/30	FY 2021 Estimate As of 9/30	FY 2022 Proposed Budget
BEGINNING FUND BALANCE:	1,884,974	2,270,708	826,401	861,954	861,954	956,640
REVENUES:						
Taxes / Fees & Fines	457,149	393,540	480,000	347,575	425,000	480,000
Interest	1,184	22,390	5,000	2,560	3,000	5,000
Adjustments	5,784	-	-	-	-	-
TOTAL REVENUE:	464,118	415,930	485,000	350,136	428,000	485,000
EXPENDITURES:						
Payroll & Benefits	67,769	58,995	70,474	35,065	60,474	64,794
Supplies	-	-	200	-	200	200
Maintenance	-	-	-	-	-	-
Services	7,380	5,422	22,550	1,680	20,100	22,550
Internal Services	3,235	4,800	7,540	7,540	7,540	8,170
Capital Outlay	-	1,755,468	1,000,000	-	245,000	250,000
TOTAL EXPENDITURES:	78,384	1,824,685	1,100,764	44,285	333,314	345,714
REV OVER/(UNDER) EXP	385,733	(1,408,755)	(615,764)	305,850	94,686	139,286
ENDING FUND BALANCE	2,270,708	861,954	210,637	1,167,804	956,640	1,095,926
BUDGET REQUESTS						
Mid-Point Market Adjustment						5,395
TOTAL BUDGET REQUESTS						5,395
REVISED REV OVER/(UNDER) EXP						133,891
REVISED ENDING FUND BALANCE						1,090,531

TOWN OF NORTHLAKE
ECONOMIC DEVELOPMENT CORPORATION

Fund: 130	FY 2019 Actual	FY 2020 Actual	FY 2021 Original Budget	FY 2021 Actual As of 6/30	FY 2021 Estimate As of 9/30	FY 2022 Proposed Budget
BEGINNING FUND BALANCE:	584,305	409,669	639,895	712,316	712,316	1,184,927
REVENUES:						
Taxes / Fees & Fines	378,396	427,100	500,000	341,518	600,000	625,000
Transfer from Grants Fund	-	-	-	-	-	18,733
Interest	351	369	100	2,355	2,600	2,500
Ground Lease	14,862	16,067	17,000	11,770	13,000	17,000
TOTAL REVENUE:	393,609	443,536	517,100	355,643	615,600	663,233
EXPENDITURES:						
Payroll & Benefits	37,201	50,987	50,799	35,440	50,549	55,375
Supplies	468	297	1,200	864	400	1,200
Maintenance	3,644	3,335	-	1,765	-	3,000
Services	63,197	49,570	64,700	17,788	54,500	64,200
Incentives	430,500	-	75,000	-	-	400,000
Internal Services	3,235	6,700	7,540	7,540	7,540	16,340
Transfers	30,000	30,000	30,000	30,000	30,000	40,000
TOTAL EXPENDITURES:	568,245	140,889	229,239	93,397	142,989	580,115
REV OVER/(UNDER) EXP	(174,636)	302,647	287,861	262,246	472,611	83,118
ENDING FUND BALANCE	409,669	712,316	927,756	974,562	1,184,927	1,268,045
BUDGET REQUESTS						
Grants/Development Analyst (50%)						37,466
Mid-Point Market Adjustment						5,398
TOTAL BUDGET REQUESTS						42,864
REVISED REV OVER/(UNDER) EXP						40,254
REVISED ENDING FUND BALANCE						1,225,181

TOWN OF NORTHLAKE
COMMUNITY DEVELOPMENT CORPORATION

Fund: 131	FY 2019 Actual	FY 2020 Actual	FY 2021 Original Budget	FY 2021 Actual As of 6/30	FY 2021 Estimate As of 9/30	FY 2022 Proposed Budget
BEGINNING FUND BALANCE:	562,935	390,910	621,690	693,489	693,489	1,190,675
REVENUES:						
Taxes / Fees & Fines	378,396	427,100	500,000	341,518	600,000	625,000
Transfer from Grants Fund	-	-	-	-	-	18,733
Interest	308	312	100	2,253	2,500	2,500
Ground Lease	14,862	16,067	17,000	11,770	13,000	17,000
TOTAL REVENUE:	393,566	443,479	517,100	355,541	615,500	663,233
EXPENDITURES:						
Payroll & Benefits	37,001	50,887	54,924	35,940	51,674	59,500
Supplies	532	245	2,200	843	300	2,200
Maintenance	2,854	3,335	3,000	1,765	3,000	3,000
Services	61,468	49,733	64,050	16,806	25,800	63,550
Incentives	430,500	-	75,000	-	-	400,000
Internal Services	3,235	6,700	7,540	7,540	7,540	16,340
Transfers	30,000	30,000	30,000	30,000	30,000	40,000
TOTAL EXPENDITURES:	565,590	140,900	236,714	92,894	118,314	584,590
REV OVER/(UNDER) EXP	(172,024)	302,578	280,386	262,647	497,186	78,643
ENDING FUND BALANCE	390,910	693,489	902,076	956,136	1,190,675	1,269,318
BUDGET REQUESTS						
Grants/Development Analyst (50%)						37,466
Mid-Point Market Adjustment						5,398
TOTAL BUDGET REQUESTS						42,864
REVISED REV OVER/(UNDER) EXP						35,779
REVISED ENDING FUND BALANCE						1,226,454

TOWN OF NORTHLAKE
GRANTS FUND

Fund: 210	FY 2019 Actual	FY 2020 Actual	FY 2021 Original Budget	FY 2021 Actual As of 6/30	FY 2021 Estimate As of 9/30	FY 2022 Proposed Budget
BEGINNING FUND BALANCE:	-	-	-	111,228	111,228	414,794
REVENUES:						
CARES Act - Relief Revenue	-	227,700	-	-	414,794	414,794
TOTAL REVENUE:	-	227,700	-	-	414,794	414,794
EXPENDITURES:						
Payroll & Benefits	-	47,522	-	44,098	44,098	-
Supplies	-	2,928	-	47	47	-
Services	-	25,000	-	64,897	64,896	-
Transfers	-	-	-	-	-	-
Capital Outlay	-	41,022	-	2,187	2,187	-
TOTAL EXPENDITURES:	-	116,472	-	111,228	111,228	-
REV OVER/(UNDER) EXP	-	111,228	-	(111,228)	303,566	414,794
ENDING FUND BALANCE	-	111,228	-	-	414,794	829,588
BUDGET REQUESTS						
Transfer to EDC for Analyst Position						18,733
Transfer to CDC for Analyst Position						18,733
TOTAL BUDGET REQUESTS						37,466
REVISED REV OVER/(UNDER) EXP						377,328
REVISED ENDING FUND BALANCE						792,122



INTERNAL SERVICES FUNDS

TOWN OF NORTHLAKE
TECHNOLOGY SERVICES FUND

Fund: 504	FY 2019 Actual	FY 2020 Actual	FY 2021 Original Budget	FY 2021 Actual As of 6/30	FY 2021 Estimate As of 9/30	FY 2022 Proposed Budget
BEGINNING FUND BALANCE:	23,020	(18,207)	59,843	35,635	35,635	23,277
REVENUES:						
General Fund Contributions	156,000	256,500	165,670	165,670	377,770	298,770
HOT Fund Contributions	1,500	2,000	2,000	2,000	2,000	2,278
EDC Fund Contributions	1,500	3,850	2,000	2,000	2,000	4,555
CDC Fund Contributions	1,500	3,850	2,000	2,000	2,000	4,555
Utility Fund Contributions	19,000	26,300	52,200	52,200	52,200	86,640
Interest Revenue	-	-	-	-	-	-
TOTAL REVENUE:	179,500	292,500	223,870	223,870	435,970	396,798
EXPENSES:						
Maintenance	6,979	10,425	12,532	14,507	20,000	11,000
Utilities	25,286	25,520	26,800	17,383	29,000	22,000
Services	180,962	146,682	184,458	168,435	399,328	270,000
Capital Outlay	7,500	56,030	-	-	-	-
TOTAL EXPENSES:	220,727	238,658	223,790	200,325	448,328	303,000
REV OVER/(UNDER) EXP	(41,227)	53,842	80	23,545	(12,358)	93,798
ENDING FUND BALANCE	(18,207)	35,635	59,923	59,180	23,277	117,075
BUDGET REQUESTS:						
License Plate Readers						27,500
Police Camera Video Storage						28,000
TOTAL BUDGET REQUESTS						55,500
REVISED REV OVER/(UNDER) EXP						38,298
REVISED ENDING FUND BALANCE						61,575

TOWN OF NORTHLAKE
EQUIPMENT SERVICES FUND

Fund: 505	FY 2019 Actual	FY 2020 Actual	FY 2021 Original Budget	FY 2021 Actual As of 6/30	FY 2021 Estimate As of 9/30	FY 2022 Proposed Budget
BEGINNING FUND BALANCE:	162,819	107,012	159,841	164,374	164,374	236,684
REVENUES:						
General Fund Contributions	147,000	212,000	212,000	212,000	212,000	484,000
Utility Fund Contributions	75,000	100,000	125,000	125,000	125,000	195,000
Sale of Equipment Proceeds	-	27,800	11,000	-	-	11,000
Insurance Proceeds	1,576	2,809	-	1,422	1,422	-
Interest	341	157	500	72	100	500
TOTAL REVENUE:	223,917	342,766	348,500	338,494	338,522	690,500
EXPENSES:						
Supplies	-	-	-	-	-	-
Maintenance	5,690	5,348	-	-	-	-
Services	-	2,085	-	-	-	-
Capital Outlay	274,034	277,971	275,000	119,755	266,212	378,198
TOTAL EXPENSES:	279,724	285,404	275,000	119,755	266,212	378,198
REV OVER/(UNDER) EXP	(55,807)	57,362	73,500	218,739	72,310	312,302
ENDING FUND BALANCE	107,012	164,374	233,341	383,112	236,684	548,986
BUDGET REQUESTS:						
Trench Shoring						15,500
Radio Backup Purchase						22,500
Taser Upgrade						45,000
2 New Police Vehicles						150,000
2 New Public Works Trucks						109,000
TOTAL BUDGET REQUESTS						342,000
REVISED REV OVER/(UNDER) EXP						(29,698)
REVISED ENDING FUND BALANCE						206,986

TOWN OF NORTHLAKE
BUILDING SERVICES FUND

Fund: 506	FY 2019 Actual	FY 2020 Actual	FY 2021 Original Budget	FY 2021 Actual As of 6/30	FY 2021 Estimate As of 9/30	FY 2022 Proposed Budget
BEGINNING FUND BALANCE:	140,472	773,437	38,669	(21,845)	(21,845)	424,626
REVENUES:						
Interest Income	85	229	-	105	150	-
General Fund Contributions	796,180	317,700	454,780	454,780	827,070	558,754
HOT Fund Contributions	1,735	2,800	5,540	5,540	2,770	5,892
EDC Fund Contributions	1,735	2,850	5,540	5,540	2,770	11,785
CDC Fund Contributions	1,735	2,850	5,540	5,540	2,770	11,785
Utility Fund Contributions	48,615	78,800	144,100	144,100	144,100	182,680
Court Security	75,000	-	-	-	-	-
TOTAL REVENUE:	925,085	405,229	615,500	615,605	979,630	770,896
EXPENSES:						
Rent	141,330	339,112	382,116	271,802	365,342	442,000
Supplies	9,506	5,168	18,600	4,943	6,000	34,100
Maintenance	30,275	9,646	6,500	8,251	9,500	9,000
Utilities	16,336	19,569	36,600	14,073	19,200	28,200
Services	85,036	99,876	127,200	71,644	104,777	177,100
Capital Outlay	9,638	727,140	25,000	28,340	28,340	-
TOTAL EXPENSES:	292,120	1,200,511	596,016	399,053	533,159	690,400
REV OVER/(UNDER) EXP	632,965	(795,282)	19,484	216,552	446,471	80,496
ENDING FUND BALANCE	773,437	(21,845)	58,153	194,707	424,626	505,122
BUDGET REQUESTS:						
Development Services - Finish Out						400,000
TOTAL BUDGET REQUESTS						400,000
REVISED REV OVER/(UNDER) EXP						(319,504)
REVISED ENDING FUND BALANCE						105,122



SPECIAL TAXING DISTRICTS FUNDS

TOWN OF NORTHLAKE
NORTHLAKE PID#I - HARVEST COMMUNITY

Fund:	401	FY 2019 Actual	FY 2020 Actual	FY 2021 Original Budget	FY 2021 Actual As of 6/30	FY 2021 Estimate As of 9/30	FY 2022 Proposed Budget
BEGINNING FUND BALANCE:		4,133	17,169	55,353	107,566	107,566	105,357
REVENUES:							
Assessments		785,055	1,050,997	1,200,000	1,195,059	1,197,791	1,459,182
TOTAL REVENUE:		785,055	1,050,997	1,200,000	1,195,059	1,197,791	1,459,182
EXPENDITURES:							
Services		772,020	960,599	1,200,000	737,083	1,200,000	1,459,182
TOTAL EXPENDITURES:		772,020	960,599	1,200,000	737,083	1,200,000	1,459,182
REV OVER/(UNDER) EXP		13,036	90,397	-	457,976	(2,209)	-
ENDING FUND BALANCE		17,169	107,566	55,353	565,542	105,357	105,357

TOWN OF NORTHLAKE
NORTHLAKE PID#2 - THE HIGHLANDS

Fund: 402	FY 2019 Actual	FY 2020 Actual	FY 2021 Original Budget	FY 2021 Actual As of 6/30	FY 2021 Estimate As of 9/30	FY 2022 Proposed Budget
BEGINNING FUND BALANCE:	125,790	158,769	153,510	191,724	191,724	228,296
REVENUES:						
Assessments	318,747	316,726	320,437	321,336	322,197	316,042
Interest	-	-	-	-	-	-
TOTAL REVENUE:	318,747	316,726	320,437	321,336	322,197	316,042
EXPENDITURES:						
Maintenance	11,041	-	11,717	-	-	11,717
Services	10,218	2,146	13,150	1,984	2,600	13,150
Debt Service	279,352	281,625	283,025	49,013	283,025	279,325
TOTAL EXPENDITURES:	300,612	283,771	307,892	50,996	285,625	304,192
REV OVER/(UNDER) EXP	18,136	32,955	12,545	270,340	36,572	11,850
ENDING FUND BALANCE	143,926	191,724	166,055	462,064	228,296	240,146

TOWN OF NORTHLAKE
TAX INCREMENT REINVESTMENT ZONE #I

Fund: 451	FY 2019 Actual	FY 2020 Actual	FY 2021 Original Budget	FY 2021 Actual As of 6/30	FY 2021 Estimate As of 9/30	FY 2022 Proposed Budget
BEGINNING FUND BALANCE:	46,896	169,182	30,812	46,893	46,893	-
REVENUES:						
Ad Valorem Taxes	127,027	173,105	235,826	237,204	237,204	312,356
TOTAL REVENUE:	127,027	173,105	235,826	237,204	237,204	312,356
EXPENSES:						
Maintenance	-	130,984	197,215	125,184	125,184	282,356
Services	4,741	12,385	30,000	11,350	30,000	30,000
Capital Outlay	-	152,026	-	128,912	128,912	-
TOTAL EXPENSES:	4,741	295,394	227,215	265,446	284,096	312,356
REV OVER/(UNDER) EXP	122,286	(122,290)	8,611	(28,243)	(46,892)	-
ENDING FUND BALANCE	169,182	46,893	39,423	18,651	-	-



PUBLIC SAFETY SPECIAL REVENUE FUNDS

TOWN OF NORTHLAKE
COURT SECURITY FUND

Fund: 120	FY 2019 Actual	FY 2020 Actual	FY 2021 Original Budget	FY 2021 Actual As of 6/30	FY 2021 Estimate As of 9/30	FY 2022 Proposed Budget
BEGINNING FUND BALANCE:	60,324	(9,363)	(2,563)	(3,398)	(3,398)	352
REVENUES:						
Court Security	9,856	9,562	12,000	6,684	8,000	13,320
Interest	205	-	300	-	-	-
TOTAL REVENUE:	10,061	9,562	12,300	6,684	8,000	13,320
EXPENDITURES:						
Services	4,756	3,596	9,000	2,495	4,250	9,000
Internal Services	75,000	-	-	-	-	-
TOTAL EXPENDITURES:	79,756	3,596	9,000	2,495	4,250	9,000
REV OVER/(UNDER) EXP	(69,695)	5,965	3,300	4,189	3,750	4,320
ENDING FUND BALANCE	(9,371)	(3,398)	737	792	352	4,672

TOWN OF NORTHLAKE
COURT TECHNOLOGY FUND

Fund: 121	FY 2019 Actual	FY 2020 Actual	FY 2021 Original Budget	FY 2021 Actual As of 6/30	FY 2021 Estimate As of 9/30	FY 2022 Proposed Budget
BEGINNING FUND BALANCE:	15,530	28,667	37,167	39,194	39,194	46,694
REVENUES:						
Court Technology	13,137	10,527	16,000	6,288	9,000	16,000
Interest	-	-	-	-	-	-
TOTAL REVENUE:	13,137	10,527	16,000	6,288	9,000	16,000
EXPENDITURES:						
Supplies	-	-	15,000	-	-	15,000
Capital Outlay	-	-	8,000	-	1,500	-
TOTAL EXPENDITURES:	-	-	23,000	-	1,500	15,000
REV OVER/(UNDER) EXP	13,137	10,527	(7,000)	6,288	7,500	1,000
ENDING FUND BALANCE	28,667	39,194	30,167	45,482	46,694	47,694

TOWN OF NORTHLAKE
POLICE ASSET FORFEITURE

Fund: 150	FY 2019 Actual	FY 2020 Actual	FY 2021 Original Budget	FY 2021 Actual As of 6/30	FY 2021 Estimate As of 9/30	FY 2022 Proposed Budget
BEGINNING FUND BALANCE:	10,084	11,459	10,099	14,269	14,269	14,071
REVENUES:						
Seized Monies & Goods	2,751	3,350	-	1,797	1,797	-
Interest	15	11	-	5	5	-
TOTAL REVENUE:	2,766	3,361	-	1,802	1,802	-
EXPENDITURES:						
Services	1,391	551	-	1,980	2,000	-
TOTAL EXPENDITURES:	1,391	551	-	1,980	2,000	-
REV OVER/(UNDER) EXP	1,375	2,809	-	(178)	(198)	-
ENDING FUND BALANCE	11,459	14,269	10,099	14,091	14,071	14,071

TOWN OF NORTHLAKE
POLICE SPECIAL TRAINING

Fund: 151	FY 2019 Actual	FY 2020 Actual	FY 2021 Original Budget	FY 2021 Actual As of 6/30	FY 2021 Estimate As of 9/30	FY 2022 Proposed Budget
BEGINNING FUND BALANCE:	473	3,628	3,628	5,036	5,036	5,019
REVENUES:						
State Training Funds	3,155	1,408	1,400	1,383	1,383	1,400
TOTAL REVENUE:	3,155	1,408	1,400	1,383	1,383	1,400
EXPENDITURES:						
Services	-	-	1,400	-	1,400	1,400
TOTAL EXPENDITURES:	-	-	1,400	-	1,400	1,400
REV OVER/(UNDER) EXP	3,155	1,408	-	1,383	(17)	-
ENDING FUND BALANCE	3,628	5,036	3,628	6,420	5,019	5,019

TOWN OF NORTHLAKE
CHILD SAFETY SPECIAL REVENUE

Fund: 152	FY 2019 Actual	FY 2020 Actual	FY 2021 Original Budget	FY 2021 Actual As of 6/30	FY 2021 Estimate As of 9/30	FY 2022 Proposed Budget
BEGINNING FUND BALANCE:	98,054	96,861	98,625	99,711	99,711	96,461
REVENUES:						
Seatbelt Fees	3,590	1,955	3,000	672	700	3,000
Child Safety	2,313	4,638	2,500	-	-	2,500
Interest	149	73	100	33	50	50
TOTAL REVENUE:	6,052	6,666	5,600	705	750	5,550
EXPENDITURES:						
Supplies	410	1,317	1,000	-	500	1,000
Maintenance	5,763	-	-	-	-	-
Services	1,071	2,500	2,500	3,472	3,500	2,975
Capital	-	-	25,000	-	-	10,000
TOTAL EXPENDITURES:	7,244	3,817	28,500	3,472	4,000	13,975
REV OVER/(UNDER) EXP	(1,193)	2,850	(22,900)	(2,767)	(3,250)	(8,425)
ENDING FUND BALANCE	96,861	99,711	75,725	96,944	96,461	88,036

TOWN OF NORTHLAKE
COURT ONLINE ACCESS FEES

Fund: 153	FY 2019 Actual	FY 2020 Actual	FY 2021 Original Budget	FY 2021 Actual As of 6/30	FY 2021 Estimate As of 9/30	FY 2022 Proposed Budget
BEGINNING FUND BALANCE:	57,949	60,931	57,931	59,626	59,626	50,526
REVENUES:						
Online Access Fees	17,884	15,491	18,000	7,266	12,000	18,000
Interest Revenue	-	-	-	-	-	-
TOTAL REVENUE:	17,884	15,491	18,000	7,266	12,000	18,000
EXPENDITURES:						
Supplies	235	-	-	-	-	-
Maintenance	5,463	-	6,000	6,464	6,500	7,000
Services	9,204	16,797	28,800	11,566	14,600	15,100
TOTAL EXPENDITURES:	14,903	16,797	34,800	18,030	21,100	22,100
REV OVER/(UNDER) EXP	2,981	(1,306)	(16,800)	(10,765)	(9,100)	(4,100)
ENDING FUND BALANCE	60,931	59,626	41,131	48,862	50,526	46,426



CAPITAL PROJECTS FUNDS

TOWN OF NORTHLAKE
CAPITAL PROJECTS

Fund: 301	FY 2019 Actual	FY 2020 Actual	FY 2021 Original Budget	FY 2021 Actual As of 6/30	FY 2021 Estimate As of 9/30	FY 2022 Proposed Budget
BEGINNING FUND BALANCE:	2,419,659	1,249,935	1,142,435	922,438	922,438	5,222,905
REVENUES:						
Transfers	-	-	5,300,000	5,300,000	5,300,000	-
Interest	47,379	74,605	50,000	1,891	2,500	500
Developer Contributions	421,929	-	-	-	-	-
TOTAL REVENUE:	469,308	74,605	5,350,000	5,301,891	5,302,500	500
EXPENDITURES:						
Services	225,136	201,703	-	45,660	52,000	-
Capital Outlay	1,413,895	200,399	6,380,000	681,101	950,000	5,165,113
TOTAL EXPENDITURES:	1,639,031	402,102	6,380,000	726,795	1,002,033	5,165,113
REV OVER/(UNDER) EXP	(1,169,724)	(327,497)	(1,030,000)	4,575,096	4,300,467	(5,164,613)
ENDING FUND BALANCE	1,249,935	922,438	112,435	5,497,534	5,222,905	58,292

TOWN OF NORTHLAKE
NORTHWEST ROADWAY IMPACT FEES

Fund: 396	FY 2019 Actual	FY 2020 Actual	FY 2021 Original Budget	FY 2021 Actual As of 6/30	FY 2021 Estimate As of 9/30	FY 2022 Proposed Budget
BEGINNING FUND BALANCE:	-	-	400,000	398,291	398,291	48,291
REVENUES:						
Roadway Impact Fees	-	398,291	400,000	241,515	250,000	200,000
Interest	-	-	-	-	-	-
TOTAL REVENUE:	-	398,291	400,000	241,515	250,000	200,000
EXPENSES:						
Transfers	-	-	600,000	600,000	600,000	-
TOTAL EXPENSES:	-	-	600,000	600,000	600,000	-
REV OVER/(UNDER) EXP	-	398,291	(200,000)	(358,485)	(350,000)	200,000
ENDING FUND BALANCE	-	398,291	200,000	39,806	48,291	248,291

TOWN OF NORTHLAKE
NORTHEAST ROADWAY IMPACT FEES

Fund: 397	FY 2019 Actual	FY 2020 Actual	FY 2021 Original Budget	FY 2021 Actual As of 6/30	FY 2021 Estimate As of 9/30	FY 2022 Proposed Budget
BEGINNING FUND BALANCE:	156,123	785,146	914,146	933,473	933,473	661,473
REVENUES:						
Roadway Impact Fees	629,023	1,521,595	1,900,000	1,993,005	2,000,000	3,000,000
Interest	-	4,003	3,000	837	3,000	3,000
TOTAL REVENUE:	629,023	1,525,598	1,903,000	1,993,842	2,003,000	3,003,000
EXPENSES:						
Services	-	1,377,272	1,615,000	1,062,368	1,075,000	1,800,000
Transfers	-	-	1,200,000	1,200,000	1,200,000	-
TOTAL EXPENSES:	-	1,377,272	2,815,000	2,262,368	2,275,000	1,800,000
REV OVER/(UNDER) EXP	629,023	148,327	(912,000)	(268,526)	(272,000)	1,203,000
ENDING FUND BALANCE	785,146	933,473	2,146	664,947	661,473	1,864,473

TOWN OF NORTHLAKE
SOUTHEAST ROADWAY IMPACT FEES

Fund: 399	FY 2019 Actual	FY 2020 Actual	FY 2021 Original Budget	FY 2021 Actual As of 6/30	FY 2021 Estimate As of 9/30	FY 2022 Proposed Budget
BEGINNING FUND BALANCE:	625,244	999,957	1,209,957	1,207,330	1,207,330	1,223,330
REVENUES:						
Roadway Impact Fees	374,713	195,281	175,000	10,545	11,000	50,000
Interest	-	12,092	10,000	4,667	5,000	4,000
TOTAL REVENUE:	374,713	207,373	185,000	15,212	16,000	54,000
EXPENSES:						
Services	-	-	-	-	-	-
TOTAL EXPENSES:	-	-	-	-	-	-
REV OVER/(UNDER) EXP	374,713	207,373	185,000	15,212	16,000	54,000
ENDING FUND BALANCE	999,957	1,207,330	1,394,957	1,222,542	1,223,330	1,277,330



UTILITY CAPITAL PROJECT FUNDS

TOWN OF NORTHLAKE
WATER CAPITAL PROJECTS

Fund: 203	FY 2019 Actual	FY 2020 Actual	FY 2021 Original Budget	FY 2021 Actual As of 6/30	FY 2021 Estimate As of 9/30	FY 2022 Proposed Budget
BEGINNING FUND BALANCE:	42,121	11,403,584	9,238,781	8,219,468	8,219,468	8,320,858
REVENUES:						
Transfers	12,000,000	-	5,560,000	5,560,000	5,560,000	10,675,000
Interest	293,976	98,408	50,000	6,194	10,000	50,000
Adjustments	12,058	-	-	-	-	-
TOTAL REVENUE:	12,306,034	98,408	5,610,000	5,566,194	5,570,000	10,725,000
EXPENSES:						
Services	117,249	17,058	-	17,994	25,000	-
Capital Outlay	-	3,245,465	12,485,000	3,749,394	5,443,610	9,532,089
Transfers	797,292	-	-	-	-	-
Debt Service	30,030	20,000	-	-	-	-
TOTAL EXPENSES:	944,571	3,282,523	12,485,000	3,767,388	5,468,610	9,532,089
REV OVER/(UNDER) EXP	11,361,463	(3,184,116)	(6,875,000)	1,798,806	101,390	1,192,911
ENDING FUND BALANCE	11,403,584	8,219,468	2,363,781	10,018,274	8,320,858	9,513,769
BUDGET REQUESTS						
North Area Water Ground Storage Tank						2,000,000
Catherine Branch Sewer Trunk Line Phase 2						7,000,000
Oversizing Participation						200,000
Denton Creek Sewer Trunk Line Phase 1 Study						100,000
TOTAL BUDGET REQUESTS						9,300,000
REVISED REV OVER/(UNDER) EXP						(8,107,089)
REVISED ENDING FUND BAL						213,769

TOWN OF NORTHLAKE
COST RECOVERY

Fund: 201	FY 2019 Actual	FY 2020 Actual	FY 2021 Original Budget	FY 2021 Actual As of 6/30	FY 2021 Estimate As of 9/30	FY 2022 Proposed Budget
BEGINNING FUND BALANCE:	431,147	863,885	1,292,926	1,243,702	1,243,702	1,743,902
REVENUES:						
Cost Recovery Fees	433,149	378,639	300,000	286,184	560,000	480,000
Interest	399	1,177	1,000	183	200	300
TOTAL REVENUE:	433,548	379,817	301,000	286,367	560,200	480,300
EXPENSES:						
Services	810	-	-	-	-	-
Transfers	-	-	60,000	60,000	60,000	1,000,000
TOTAL EXPENSES:	810	-	60,000	60,000	60,000	1,000,000
REV OVER/(UNDER) EXP	432,738	379,817	241,000	226,367	500,200	(519,700)
ENDING FUND BALANCE	863,885	1,243,702	1,533,926	1,470,069	1,743,902	1,224,202
BUDGET REQUESTS						
North Area Water Ground Storage Tank (Transfer to Water Capital Projects)						1,200,000
TOTAL BUDGET REQUESTS						1,200,000
REVISED REV OVER/(UNDER) EXP						(1,719,700)
REVISED ENDING FUND BAL						24,202

TOWN OF NORTHLAKE
WATER IMPACT FEES - NORTH

Fund: 202	FY 2019 Actual	FY 2020 Actual	FY 2021 Original Budget	FY 2021 Actual As of 6/30	FY 2021 Estimate As of 9/30	FY 2022 Proposed Budget
BEGINNING FUND BALANCE:	595,318	875,475	1,175,475	1,385,768	1,385,768	2,370,768
REVENUES:						
Water Impact Fees	440,606	1,208,005	1,400,000	1,386,366	1,600,000	2,000,000
Interest	85	52	-	-	-	-
TOTAL REVENUE:	440,691	1,208,057	1,400,000	1,386,366	1,600,000	2,000,000
EXPENSES:						
Services	159,457	697,765	850,000	422,433	615,000	1,200,000
Capital Outlay	1,077	-	-	-	-	-
Transfers	-	-	-	-	-	175,000
TOTAL EXPENSES:	160,534	697,765	850,000	422,433	615,000	1,375,000
REV OVER/(UNDER) EXP	280,157	510,293	550,000	963,933	985,000	625,000
ENDING FUND BALANCE	875,475	1,385,768	1,725,475	2,349,701	2,370,768	2,995,768
BUDGET REQUESTS						
North Ground Storage Tank (Transfer to Water Capital Projects)						800,000
TOTAL BUDGET REQUESTS						800,000
REVISED REV OVER/(UNDER) EXP						(175,000)
REVISED ENDING FUND BAL						2,195,768

TOWN OF NORTHLAKE
WATER IMPACT FEES - SOUTH

Fund: 204	FY 2019 Actual	FY 2020 Actual	FY 2021 Original Budget	FY 2021 Actual As of 6/30	FY 2021 Estimate As of 9/30	FY 2022 Proposed Budget
BEGINNING FUND BALANCE:	1,340,482	1,841,770	1,512,000	1,122,393	1,122,393	2,393
REVENUES:						
Water Impact Fees	437,941	62,151	200,000	15,782	160,000	120,000
Sewer Impact Fees	287,571	313,659	-	-	-	-
Interest	85	21,752	1,700	4,531	5,000	100
TOTAL REVENUE:	725,597	397,562	201,700	20,313	165,000	120,100
EXPENSES:						
Services	224,309	389,302	322,000	77,841	85,000	-
Transfers	-	727,637	1,200,000	1,200,000	1,200,000	-
TOTAL EXPENSES:	224,309	1,116,940	1,522,000	1,277,841	1,285,000	-
REV OVER/(UNDER) EXP	501,288	(719,378)	(1,320,300)	(1,257,528)	(1,120,000)	120,100
ENDING FUND BALANCE	1,841,770	1,122,393	191,700	(135,135)	2,393	122,493

TOWN OF NORTHLAKE
SEWER IMPACT FEES

Fund: 205	FY 2019 Actual	FY 2020 Actual	FY 2021 Original Budget	FY 2021 Actual As of 6/30	FY 2021 Estimate As of 9/30	FY 2022 Proposed Budget
BEGINNING FUND BALANCE:	-	909,545	887,637	909,545	909,545	714,545
REVENUES:						
Sewer Impact Fees	177,576	-	500,000	566,071	570,000	900,000
Transfers	727,637	-	-	-	-	-
Interest	4,332	-	-	33,591	35,000	-
TOTAL REVENUE:	909,545	-	500,000	599,662	605,000	900,000
EXPENSES:						
Transfers	-	-	800,000	800,000	800,000	-
TOTAL EXPENSES:	-	-	800,000	800,000	800,000	-
REV OVER/(UNDER) EXP	909,545	-	(300,000)	(200,338)	(195,000)	900,000
ENDING FUND BALANCE	909,545	909,545	587,637	709,208	714,545	1,614,545
BUDGET REQUESTS						
Lump Sum Debt Payment (Transfer Out to Debt Service Fund)						820,000
TOTAL BUDGET REQUESTS						820,000
REVISED REV OVER/(UNDER) EXP						80,000
REVISED ENDING FUND BAL						794,545



CAPITAL IMPROVEMENT PROGRAM

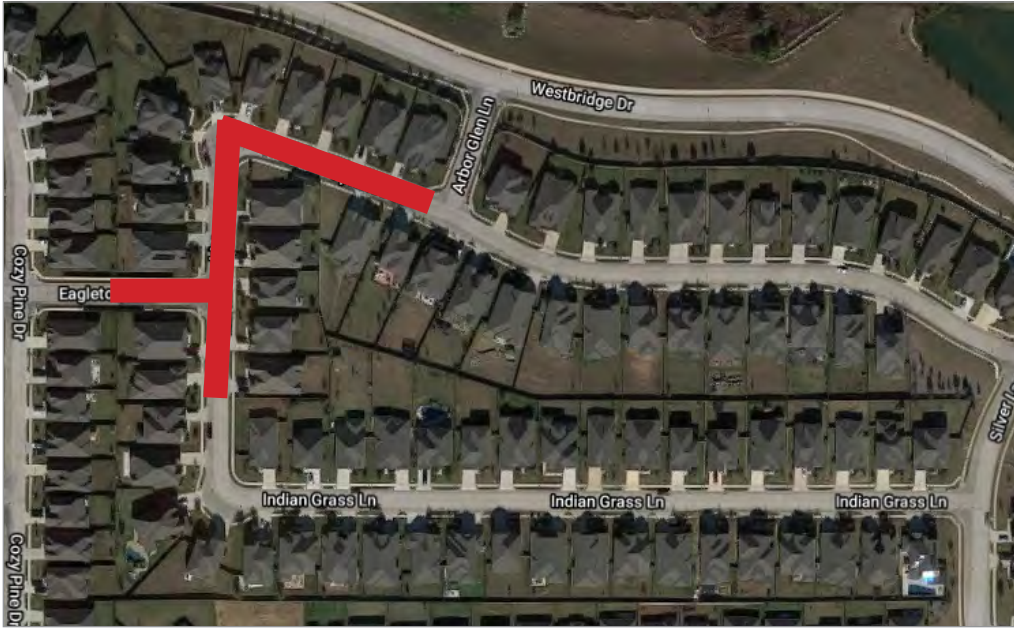
TOWN OF NORTHLAKE
FIVE YEAR CAPITAL IMPROVEMENT PROGRAM

Project Title	To Date	2022	2023	2024	2025	2026+	Total Cost
Repair of Canyon Falls & Dale Earnheart Road Failures	150,000	452,000					602,000
Florance Road (Strader to Yarbrough)	151,517	2,448,483					2,600,000
Faught Road (Old Justin to Robson Ranch)	135,370	2,264,630					2,400,000
1.25 MG North Elevated Storage Tank & Line	3,200,000	575,000					3,775,000
0.75 MG South Elevated Storage Tank	2,900,000	200,000					3,100,000
South Pump Station, Ground Storage Tank & Water Line	2,200,000	3,450,000					5,650,000
Catherine Branch (Water Improvements) Phase 1		1,900,000					1,900,000
Catherine Branch (Sewer Improvements) Phase 1	192,911	3,407,089					3,600,000
Development Services Office Finish Out		400,000					400,000
North Ground Storage Tank 600 KG		2,000,000					2,000,000
Oversizing Participation		200,000					200,000
Catherine Branch (Sewer Improvements) Phase 2	200,000	7,000,000					7,200,000
Denton Creek Trunk Line - Phase 1		100,000	2,000,000	4,000,000	4,000,000	4,900,000	15,000,000
Blair/Florance Water Line				3,000,000			3,000,000
Hotel Conference Center				4,500,000			4,500,000
	\$ 9,129,798	\$ 24,397,202	\$ 2,000,000	\$ 11,500,000	\$ 4,000,000	\$ 4,900,000	\$ 55,927,000

Sources of Funding	To Date	2022	2023	2024	2025	2026+	Total Funding
2016 Certificates of Obligation	150,000	452,000					602,000
2018 Certificates of Obligation	7,750,000	3,650,000					11,400,000
2020 Tax Notes	479,798	6,220,202					6,700,000
2021 Certificates of Obligation	200,000	7,300,000	-				7,500,000
Cost Recovery Fee	550,000	2,400,000					2,950,000
Northeast Roadway Impact Fee		1,200,000					1,200,000
Northwest Roadway Impact Fee		600,000					600,000
North Water Impact Fee		175,000					175,000
South Water Impact Fee		1,200,000					1,200,000
Sewer Impact Fee		800,000					800,000
Development Revenues		400,000					400,000
Future Debt			2,000,000	7,000,000	4,000,000	4,900,000	17,900,000
Future Debt (Hotel Occupancy Fund)				4,500,000			4,500,000
	\$ 9,129,798	\$ 24,397,202	\$ 2,000,000	\$ 11,500,000	\$ 4,000,000	\$ 4,900,000	\$ 55,927,000



CANYON FALLS AND DALE EARNHARDT ROAD FAILURES



TOTAL COSTS

\$602,000

FUNDING SOURCE

2016 Certificates of Obligation

USEFUL LIFE OF ASSET

20 years

PROJECT PHASE

Construction

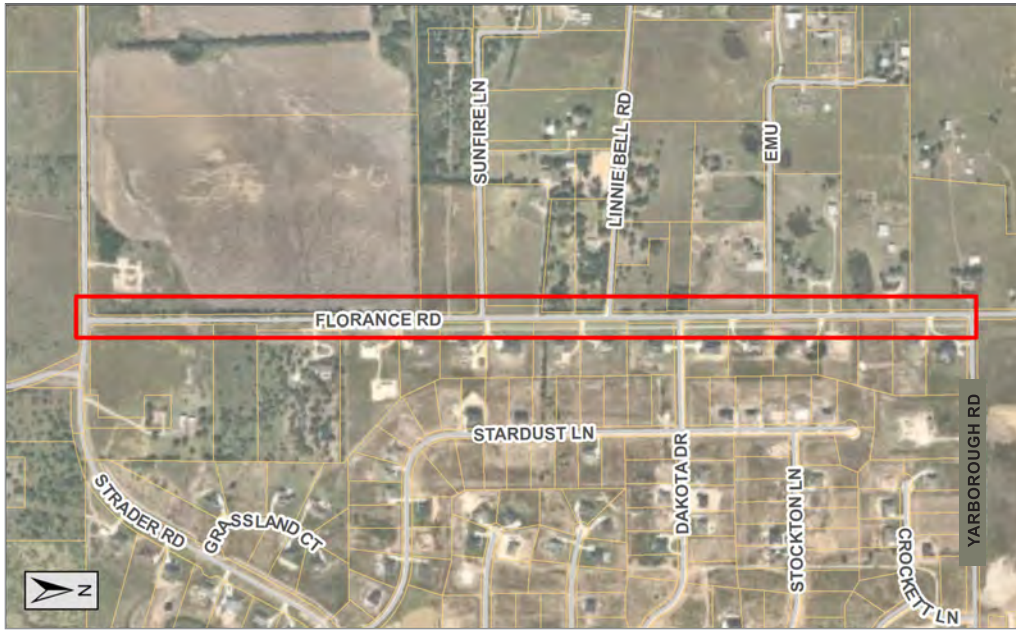
PROJECT DESCRIPTION

Roads within the Canyon Falls community have failed from foundational failures and the Town is improving these assets to expand their long term useful life. Canyon Falls is developing rapidly and approaching build-out while new residents move in weekly. This development will stress the current road system and these repairs will ensure streets are safe and property values are maintained. The Town will continue to seek reimbursement from the contractor for the road failures.

FINANCIAL SUMMARY

	PROJECT TIMELINE						TOTAL FUNDING
	TO DATE	2022	2023	2024	2025	2026+	
FUNDING SOURCE 2016 Certificates of Obligation	\$150,000	\$452,000	-	-	-	-	\$602,000
PROJECT EXPENDITURES Capital Project Fund	\$150,000	\$452,000	-	-	-	-	\$602,000

FLORANCE ROAD (STRADER TO YARBROUGH)



TOTAL COSTS

\$2,600,000

FUNDING SOURCE

2020 Tax Notes

USEFUL LIFE OF ASSET

20 years

PROJECT PHASE

Design

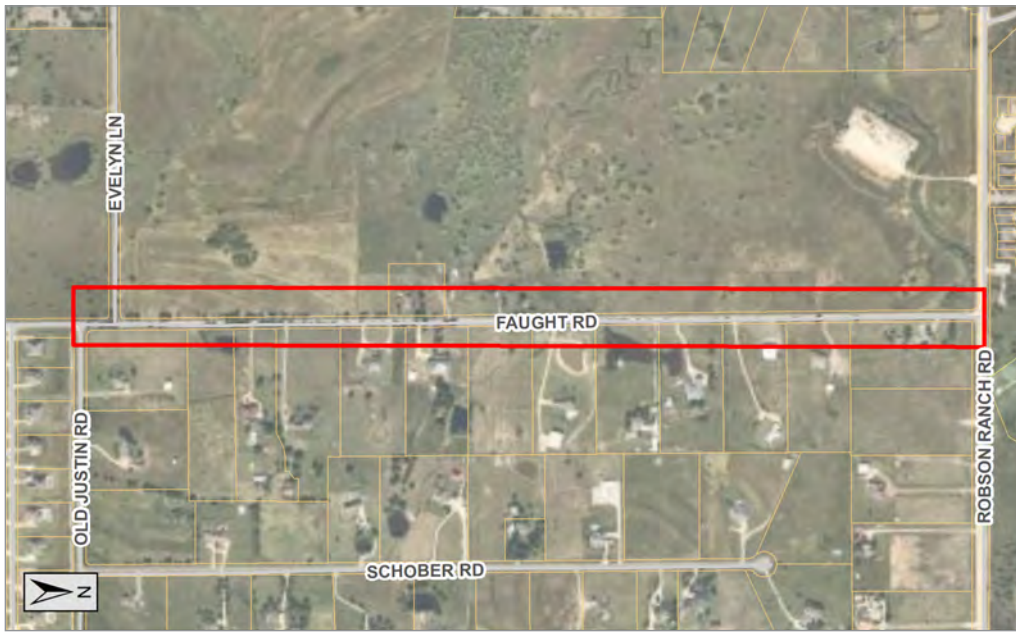
PROJECT DESCRIPTION

Florance Road requires repairs due to asphalt and subgrade failures. This road was not intended for heavy trucks and the increased weight has damaged the infrastructure. Northlake's public works crews will mill the road's surface, stabilize subgrade, and repave sections as necessary. Implementing these repairs will address the underlying problems and strengthen the road for years of heavy use. Right-of-way acquisition costs are included in the total budget for this project.

FINANCIAL SUMMARY

	PROJECT TIMELINE						TOTAL FUNDING
	TO DATE	2022	2023	2024	2025	2026+	
FUNDING SOURCE 2020 Tax Notes	\$151,517	\$2,448,483	-	-	-	-	\$2,600,000
PROJECT EXPENDITURES Capital Project Fund	\$151,517	\$2,448,483	-	-	-	-	\$2,600,000

FAUGHT ROAD (OLD JUSTIN TO ROBSON RANCH)



TOTAL COSTS

\$2,400,000

FUNDING SOURCE

2020 Tax Notes, NW Roadway
Impact Fees, NE Roadway
Impact Fees

USEFUL LIFE OF ASSET

20 years

PROJECT PHASE

Design

PROJECT DESCRIPTION

Faught Road requires repairs due to asphalt and subgrade failures. Road upgrades will improve mobility and mitigate flood risk. This road was not intended for heavy trucks and the increased weight has damaged the infrastructure. Our public works crews will mill the roads surface, stabilize subgrade, and repave sections as necessary. Implementing these repairs will address the underlying problems and strengthen the road for years of heavy use. Right-of-way acquisition costs are included in the total budget for this project.

FINANCIAL SUMMARY

	PROJECT TIMELINE						TOTAL FUNDING
	TO DATE	2022	2023	2024	2025	2026+	
FUNDING SOURCE							
2020 Tax Notes	\$135,370	\$464,630	-	-	-	-	\$600,000
NW Roadway Impact Fees		\$600,000	-	-	-	-	\$600,000
NE Roadway Impact Fees		\$1,200,000	-	-	-	-	\$1,200,000
PROJECT EXPENDITURES							
Capital Project Fund	\$135,370	\$2,264,630	-	-	-	-	\$2,400,000

NORTH ELEVATED STORAGE TANK AND WATER LINE



TOTAL COSTS

\$2,000,000

FUNDING SOURCE

2018 Certificates of
Obligation and Other

USEFUL LIFE OF ASSET

30 years

PROJECT PHASE

Construction

PROJECT DESCRIPTION

The proposed improvements include a 1.25-million-gallon elevated water storage tank (EST) in the North Pressure Plain. This EST will assist the Town in providing safe and reliable water to the public by expanding our water capacity, storage and improve distribution of water to residents' homes and commercial businesses.

FINANCIAL SUMMARY

	PROJECT TIMELINE						TOTAL FUNDING
	TO DATE	2022	2023	2024	2025	2026+	
WATER IMPACT FEES NORTH	-	\$175,000	-	-	-	-	\$175,000
Cost Recovery	\$550,000	\$400,000	-	-	-	-	\$950,000
2018 Certificates of Obligation	\$2,650,000	-	-	-	-	-	\$2,650,000
PROJECT EXPENDITURES	\$3,200,000	\$575,000	-	-	-	-	\$3,775,000

SOUTH ELEVATED STORAGE TANK



TOTAL COSTS

\$3,100,000

FUNDING SOURCE

2018 Certificates of
Obligation

USEFUL LIFE OF ASSET

30 years

PROJECT PHASE

Construction

PROJECT DESCRIPTION

Phase II improvements of the South Pressure Plain include a 0.75-million-gallon elevated water storage tank (EST). The Town has acquired the site for the EST, and the tank will be composite style construction, including a pedestal and steel storage tank bowl. The tank overflow elevation will be 780 ft. The tank will include two (2) Town logos. The scope also includes SCADA design, geotechnical and surveying. This EST will assist the Town in providing safe and reliable water to the public by expanding water capacity and storage, and will improve distribution of water to residents' homes and commercial businesses.

FINANCIAL SUMMARY

	PROJECT TIMELINE						TOTAL FUNDING
	TO DATE	2022	2023	2024	2025	2026+	
FUNDING SOURCE 2018 Certificates of Obligation	\$2,900,000	\$200,000	-	-	-	-	\$3,100,000
PROJECT EXPENDITURES Water Capital Project Fund	\$2,900,000	\$200,000	-	-	-	-	\$3,100,000

SOUTH GROUND STORAGE TANK, PUMP STATION AND WATER LINE



TOTAL COSTS

\$5,650,000

FUNDING SOURCE

2018 Certificates of Obligation

USEFUL LIFE OF ASSET

30 years

PROJECT PHASE

Construction

PROJECT DESCRIPTION

Phase II improvements of the South Pressure Plain include the 0.5-million-gallon ground water storage tank (GST) and pump. The Town acquired the site for the GST and pump station as well as all necessary water line easements. The site is approximately 400' x 180' located at Chadwick Farms and includes an access easement from SH114. This station will include a firm pumping capacity of 3.1 MGD and all essential equipment to operate efficiently. The pump station will allow the Town to deliver water to an elevated site and connect to residential water lines in the South Pressure Plain.

FINANCIAL SUMMARY

	PROJECT TIMELINE						TOTAL FUNDING
	TO DATE	2022	2023	2024	2025	2026+	
FUNDING SOURCE 2018 Certificates of Obligation	\$2,200,000	\$3,450,000	-	-	-	-	5,650,000
PROJECT EXPENDITURES Water Capital Project Fund	\$2,200,000	\$3,450,000	-	-	-	-	5,650,000



CATHERINE BRANCH WATER IMPROVEMENTS



TOTAL COSTS

\$1,900,000

FUNDING SOURCE

2020 Tax Notes, South Water
Impact Fees

USEFUL LIFE OF ASSET

30 years

PROJECT PHASE

Design

PROJECT DESCRIPTION

Catherine Branch will serve future commercial development for the Town of Northlake, and is strategically located off I-35W and Texas Motor Speedway. Northlake is improving the Town's infrastructure to incentivize businesses to locate within the Town limits and contribute to its tax base. Diversifying the tax base reduces the tax burden on residents and allows Northlake to provide affordable and high quality government services. Catherine Branch will serve as a key commercial zone, and improve Northlake's reputation as destination for business and economic development.

FINANCIAL SUMMARY

	PROJECT TIMELINE						TOTAL FUNDING
	TO DATE	2022	2023	2024	2025	2026+	
FUNDING SOURCE							
2020 Tax Notes	-	\$700,000	-	-	-	-	\$700,000
South Water Impact Fee	-	\$1,200,000	-	-	-	-	\$1,200,000
PROJECT EXPENDITURES							
Water Capital Project Fund	-	\$1,900,000	-	-	-	-	\$1,900,000



CATHERINE BRANCH SEWER IMPROVEMENTS



TOTAL COSTS

\$3,600,000

FUNDING SOURCE

2020 Tax Notes, Sewer Impact
Fee

USEFUL LIFE OF ASSET

30 years

PROJECT PHASE

Planning

PROJECT DESCRIPTION

Catherine Branch will serve future commercial development for the Town of Northlake, and is strategically located off I-35W and near Texas Motor Speedway. Northlake is improving the Town's infrastructure to incentivize businesses to locate within the Town limits and contribute to its tax base. Diversifying the tax base reduces the tax burden on residents and allows Northlake to provide affordable and high-quality government services. Catherine Branch will serve as a key commercial zone, and improve Northlake's reputation as destination for business and economic development.

FINANCIAL SUMMARY

	PROJECT TIMELINE						TOTAL FUNDING
	TO DATE	2022	2023	2024	2025	2026+	
FUNDING SOURCE 2020 Tax Notes	\$192,911	\$2,607,089	-	-	-	-	\$2,800,000
Sewer Impact Fee	-	\$800,000	-	-	-	-	\$800,000
PROJECT EXPENDITURES Water Capital Project Fund	\$192,911	\$3,407,089	-	-	-	-	\$3,600,000

DEVELOPMENT SERVICES OFFICES FINISH OUT



TOTAL COSTS

\$400,000

FUNDING SOURCE

Development Revenue

USEFUL LIFE OF ASSET

30 years

PROJECT PHASE

Construction

PROJECT DESCRIPTION

The office provides 2,200 square feet of space in a newly constructed building in Northlake Commons. It will serve as office for the Development Services department, providing additional space at Town Hall.

FINANCIAL SUMMARY

	PROJECT TIMELINE						TOTAL FUNDING
	TO DATE	2022	2023	2024	2025	2026+	
FUNDING SOURCE Development Revenue	-	\$400,000	-	-	-	-	\$400,000
PROJECT EXPENDITURES	-	\$400,000	-	-	-	-	\$400,000

NORTH GROUND STORAGE TANK



TOTAL COSTS

\$2,000,000

FUNDING SOURCE

North Water Impact Fees

USEFUL LIFE OF ASSET

30 years

PROJECT PHASE

Design

PROJECT DESCRIPTION

The 0.6 MG ground water storage tank (GST), and pump for Phase III improvements of the North Pressure Plain. The Town acquired the site for the GST and pump station as well as all necessary water line easements. The location is at the intersection of FM 407 and Thompson Road. The GST and pump station will maintain water pressure and provide water to the residents in the North Pressure Plain including Harvest, The Highlands, and Pecan Square and Prairie View Farms communities.

FINANCIAL SUMMARY

	PROJECT TIMELINE						TOTAL FUNDING
	TO DATE	2022	2023	2024	2025	2026+	
FUNDING SOURCE Cost Recovery Fund	-	\$1,200,000	-	-	-	-	\$2,000,000
PROJECT EXPENDITURES North Water Impact Fees	-	\$800,000	-	-	-	-	\$2,000,000

OVERSIZING PARTICIPATION



TOTAL COSTS

\$200,000

FUNDING SOURCE

2021 Certificates of Obligation

USEFUL LIFE OF ASSET

30 years

PROJECT PHASE

Planning

PROJECT DESCRIPTION

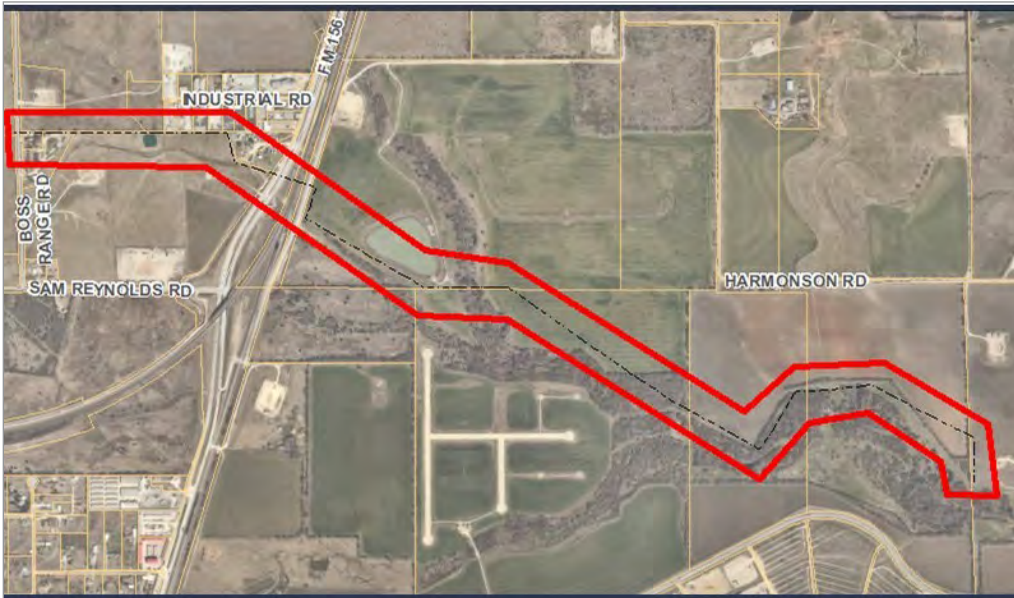
Oversizing a water line from 8 inches to 16 inches. This is needed to loop water and is planned to serve commercial and multi-family residential development in Canyon Falls will provide additional capacity for commercial development along FM 1171 and at the intersection of IH 35W and FM 1171.

FINANCIAL SUMMARY

	PROJECT TIMELINE						TOTAL FUNDING
	TO DATE	2022	2023	2024	2025	2026+	
FUNDING SOURCE Cost Recovery Fund	-	\$200,000	-	-	-	-	\$200,000
PROJECT EXPENDITURES North Water Impact Fees	-	\$200,000	-	-	-	-	\$200,000



CATHERINE BRANCH SEWER IMPROVEMENTS (PHASE II)



TOTAL COSTS

\$7,200,000

FUNDING SOURCE

2021 Certificates of Obligation

USEFUL LIFE OF ASSET

30 years

PROJECT PHASE

Design

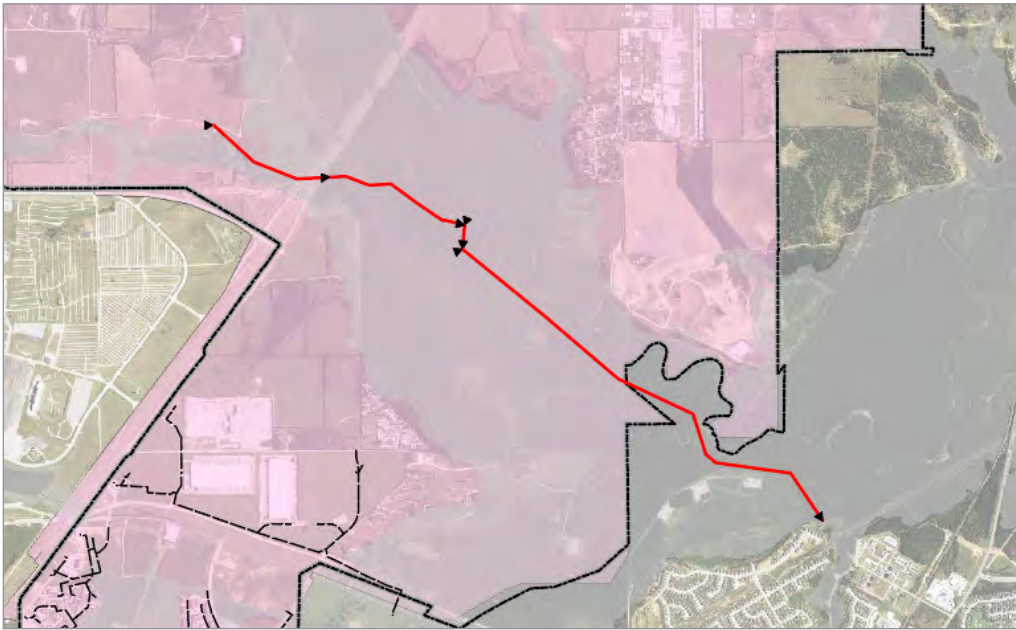
PROJECT DESCRIPTION

Catherine Branch will serve future commercial developments for the Town of Northlake and is located strategically off of I-35W near the Texas Motor Speedway. The second phase of the Catherine Branch project is designed to allow the Town to attract and serve future commercial growth that will diversify the Town's tax base. This project will also extend the Town's Certificate of Convenience and Necessity (CCN) to meet the needs of properties located in the ETJ.

FINANCIAL SUMMARY

	PROJECT TIMELINE						TOTAL FUNDING
	TO DATE	2022	2023	2024	2025	2026+	
FUNDING SOURCE 2021 Certificates of Obligation	\$200,000	\$7,000,000	-	-	-	-	\$7,200,000
PROJECT EXPENDITURES Capital Project Fund	\$200,000	\$7,000,000	-	-	-	-	\$7,200,000

DENTON CREEK TRUNK LINE - PHASE I



TOTAL COSTS

\$15,000,000

FUNDING SOURCE

Future Debt

USEFUL LIFE OF ASSET

30 years

PROJECT PHASE

Planning

PROJECT DESCRIPTION

Northlake is experiencing development associated with master-planned communities in the North Pressure Plain. This proposed sewer trunk line will expand the Town's wastewater capacity and provide service to residents living in new subdivision developments. The Town anticipates a growing demand for wastewater services in relation to population growth, and this line will meet current and future needs. The Town is preparing its infrastructure in order to prevent strain on the current system and provide continuous high quality service.

FINANCIAL SUMMARY

	PROJECT TIMELINE						TOTAL FUNDING
	TO DATE	2022	2023	2024	2025	2026+	
FUNDING SOURCE 2021 Certificates of Obligations	-	\$100,000	-	-	-	-	\$100,000
FUNDING SOURCE Future Debt	-	-	\$2,000,000	\$4,000,000	\$4,000,000	\$4,900,000	\$14,900,000
PROJECT EXPENDITURES Water Capital Project Fund	-	\$100,000	\$2,000,000	\$4,000,000	\$4,000,000	\$4,900,000	\$15,000,000

BLAIR/FLORENCE WATER LINE



TOTAL COSTS

\$3,000,000

FUNDING SOURCE

Future Debt

USEFUL LIFE OF ASSET

30 years

PROJECT PHASE

Planning

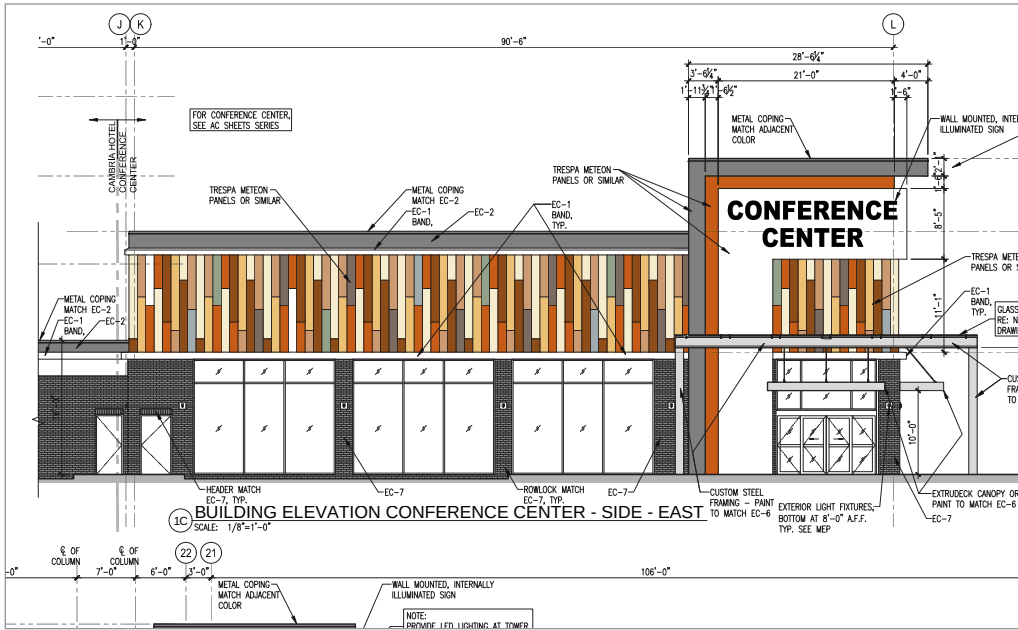
PROJECT DESCRIPTION

As development within the Town and Town's ETJ continues, there is an increased need for the adequate provision of water. To meet these needs the Town will install a 16" diameter pipeline along Strader and Blair that will connect to the Town's north elevated storage tank. This pipeline line will extend coverage to areas along Strader and Blair Roads, as well as allowing for a future potential partnership with Upper Trinity.

FINANCIAL SUMMARY

	PROJECT TIMELINE						TOTAL FUNDING
	TO DATE	2022	2023	2024	2025	2026+	
FUNDING SOURCE Future Debt	-	-	-	\$ 3,000,000	-	-	\$3,000,000
PROJECT EXPENDITURES Capital Project Fund	-	-	-	\$3,000,000	-	-	\$3,000,000

HOTEL CONFERENCE CENTER



TOTAL COSTS

\$4,500,000

FUNDING SOURCE

Future Debt (From Hotel Occupancy Fund)

USEFUL LIFE OF ASSET

30 years

PROJECT PHASE

Planning

PROJECT DESCRIPTION

The Town has planned for the construction of a 10,000 sq ft Hotel Conference Center that will be used to host events and public gatherings. Upon completion of the Hotel Conference Center, the Town will assume ownership. A hotel management group will be contracted to operate the conference center on behalf of the Town.

FINANCIAL SUMMARY

	PROJECT TIMELINE						TOTAL FUNDING
	TO DATE	2022	2023	2024	2025	2026+	
FUNDING SOURCE Future Debt (From Hotel Occupancy Fund)	-	-	-	\$4,500,000	-	-	\$4,500,000
PROJECT EXPENDITURES	-	-	-	\$4,500,000	-	-	\$4,500,000



PERSONNEL SUMMARY

TOWN OF NORTHLAKE
PERSONNEL DISTRIBUTION

	Full-Time Equivalents			
	2020/21 Actual	2020/21 Adopted	2021/22 Requests	2021/22 Proposed
GENERAL FUND				
Administration				
Town Manager	1.00	1.00		1.00
Town Secretary	1.00	1.00		1.00
Communications & Marketing Coordinator (25%)	0.25	0.25		0.25
Management Analyst	1.00	1.00		1.00
Human Resources Coordinator	0.00	0.00	1.00	1.00
	3.25	3.25	1.00	4.25
Finance				
Director (75%)	0.75	0.75		0.75
Accountant (75%)	0.75	0.75		0.75
Accounting Clerk (75%)	0.75	0.75		0.75
Total	2.25	2.25	0.00	2.25
Development Services				
Director (25%)	0.25	0.25		0.25
Planner	0.00	0.00	1.00	1.00
Code Compliance Coordinator	1.00	1.00		1.00
Permit Technician	1.00	1.00		1.00
Permit Specialist	1.00	1.00		1.00
Total	3.25	3.25	1.00	4.25
Municipal Court				
Court Administrator	1.00	1.00		1.00
Court Clerk	2.00	2.00		2.00
Total	3.00	3.00	0.00	3.00
Police				
Chief	1.00	1.00		1.00
Captain	1.00	1.00		1.00
Sergeant	4.00	4.00		4.00
Officer	10.00	11.00	3.00	14.00
Detective	1.00	2.00		2.00
Police Support Specialist	1.00	1.00		1.00
Administrative Assistant	1.00	1.00		1.00
Total	19.00	21.00	3.00	24.00
Public Works				
Director (50%)	0.50	0.50		0.50
Superintendent (25%)	0.25	0.25		0.25
Crew Leader	1.00	1.00		1.00
Infrastructure Inspector (50%)	0.50	0.50	0.50	1.00
Equipment Operator	1.00	1.00		1.00
Maintenance Worker	3.00	3.00		3.00
Administrative Assistant (50%)	0.50	0.50		0.50
Total	6.75	6.75	0.50	7.25
Total General Fund	37.50	39.50	5.50	45.00

TOWN OF NORTHLAKE
PERSONNEL DISTRIBUTION

		Full-Time Equivalents			
		2020/21 Actual	2020/21 Adopted	2021/22 Requests	2021/22 Proposed
<u>ECONOMIC DEVELOPMENT CORPORATION FUND</u>					
Development Services					
	Director (25%)	0.25	0.25	0.00	0.25
	Grants/Development Analyst	0.00	0.00	0.50	0.50
	Total	0.25	0.25	0.50	0.75
<u>Marketing & Communications</u>					
	Communications & Marketing Coordinator (25%)	0.25	0.25	0.00	0.25
	Total	0.50	0.50	0.50	1.00
<u>COMMUNITY DEVELOPMENT CORPORATION FUND</u>					
Development Services					
	Director (25%)	0.25	0.25	0.00	0.25
	Grants/Development Analyst	0.00	0.00	0.50	0.50
	Total	0.25	0.25	0.50	0.75
<u>Marketing & Communications</u>					
	Communications & Marketing Coordinator (25%)	0.25	0.25	0.00	0.25
	Total	0.50	0.50	0.50	1.00
<u>HOTEL OCCUPANCY TAX FUND</u>					
Development Services					
	Director (25%)	0.25	0.25	0.00	0.25
<u>Marketing & Communications</u>					
	Communications & Marketing Coordinator (25%)	0.25	0.25	0.00	0.25
	Total	0.50	0.50	0.00	0.50

TOWN OF NORTHLAKE
PERSONNEL DISTRIBUTION

		Full-Time Equivalents			
		2020/21	2020/21	2021/22	2021/22
		Actual	Adopted	Requests	Proposed
UTILITY FUND					
Finance					
Director (25%)		0.25	0.25		0.25
Accountant (25%)		0.25	0.25		0.25
Accounting Clerk (25%)		0.25	0.25		0.25
Utility Billing Clerk		1.00	1.00		1.00
Total		1.75	1.75	0.00	1.75
Public Works					
Director (50%)		0.50	0.50		0.50
Superintendent (75%)		0.75	0.75		0.75
Crew Leader		2.00	2.00		2.00
Infrastructure Inspector (50%)		0.50	0.50	0.50	1.00
Equipment Operator		3.00	3.00		3.00
Plant Operator		1.00	1.00	1.00	2.00
Maintenance Worker		3.00	3.00	1.00	4.00
Administrative Assistant (50%)		0.50	0.50		0.50
Total		11.25	11.25	2.50	13.75
Total Utility Fund		13.00	13.00	2.50	15.50
All Funds Total		52.00	54.00	9.00	63.00



TOWN OF NORTHLAKE COUNCIL ITEM NO. 3

DATE: AUGUST 12, 2021

ITEM: PUBLIC INPUT



TOWN OF NORTHLAKE COUNCIL ITEM NO. 4

DATE: AUGUST 12, 2021

ITEM: CONSENT ITEMS





DAVID A. RETTIG, MAYOR

RENA HARDEMAN, COUNCIL PLACE 1
MICHAEL C. GANZ, COUNCIL PLACE 2
BRIAN MONTINI, COUNCIL PLACE 3

ROGER SESSIONS, COUNCIL PLACE 4
BILL MOORE, COUNCIL PLACE 5
WES BOYER, COUNCIL PLACE 6

**NORTHLAKE TOWN COUNCIL
REGULAR MEETING MINUTES
THURSDAY, JULY 22, 2021
1500 COMMONS CIRCLE SUITE 300 - NORTHLAKE, TEXAS 76226**

1. Mayor David Rettig called the meeting to order at 5:33 pm, all present

Roll Call:

David Rettig, Mayor	present	Roger Sessions, Place 4	present
Rena Hardeman, Place 1	present	Bill Moore, Place 5	present
Michael Ganz, Place 2	present	Wes Boyer, Place 6	present
Brian Montini, Place 3, Mayor Pro Tem	present		

Staff present:

Drew Corn, Town Manager,	Nathan Reddin, Development Director
Robert Crawford, Chief of Police	Michael Coleman, PD Captain
Eric Tamayo, Public Works Director	John Zagurski, Finance Director
John Thomson, Management Analyst	Shirley Rogers, Town Secretary

Invocation given by Josh Akers, Roanoke Community Groups Pastor, Compass Church
Mayor Rettig led the Pledges of Allegiance to the US and Texas Flags

2. Announcements, Proclamations and Presentations
- A. FY 2021 Quarterly Reports presented by John Zagurski, Finance Director
 - Investment Report
 - Budget
 - B. FY 2022 Tax Rate and Financing Strategy presented by Drew Corn
 - Vision, Mission, Values and Council Goals
 - FY 22 Budget Focus
 - FY 22 Tax Rate Strategy – maintain low tax rate \$0.295 per \$100 assessed value, maximize M&O rate to maintain Town service levels, utilize revenue growth to make one-time debt paydown
 - Leveraging Development – investing in infrastructure, proposed financing 2021 CO's Projects: Catherine Branch Ph 2, main trunk line route study, oversizing participation
3. Public Input - none

4. Consent Items

Mayor Rettig pulled Item D on behalf of Council Member Hardeman for further discussion

Mayor Pro Tem Montini made the motion to approve the Consent Items C & E. 2nd by Council Member Sessions

Vote: motion passed unanimous
For: Montini, Sessions, Moore, Boyer, Rettig, Ganz, Hardeman
Against: none

C. Town Council Meeting Minutes 6-24-21

E. Approval of an Interlocal Cooperation Agreements for Property Tax Assessment and Collection between Denton County and Town of Northlake

- i. Town of Northlake
- ii. Northlake Public Improvement District No. 1 (Harvest)
- iii. Northlake Public Improvement District No. 2 (The Highlands)

D. Council Member Moore made the motion to approve Resolution No. 21-21 Appointing Directors of Northlake Municipal Management District No. 1 of Denton County, a Conservation and Reclamation District located within the corporate limits of the Town of Northlake, Texas. 2nd by Council Member Boyer

Vote: motion passed
For: Moore, Boyer, Rettig, Montini, Ganz
Against: Sessions, Hardeman

5. Action Items

F. Mayor Pro Tem Montini made the motion to approve Ordinance No. 21-0722A of the Town Council of the Town of Northlake, Texas, amending the Adopted Budget for the Fiscal Year October 1, 2020, through September 30, 2021; providing that expenditures for the said fiscal year shall be made in accordance with the said Amended Budget. 2nd by Council Member Sessions

Vote: motion passed unanimous
For: Montini, Sessions, Moore, Boyer, Rettig, Ganz, Hardeman
Against: none

G. Approval of an Ordinance on the Comprehensive Plan amendment to change the future land use designation from MU – Mixed Use to BP – Business Park for the area generally located north of Victory Circle and south of Denton Creek and the future extension of FM 1171 and west of IH35W and east of FM 156

- i. Mayor Rettig opened the public hearing at 6:23 pm to hear comments for or against the proposed amendment - none received - Mayor Rettig closed the public hearing at 6:23 pm
- ii. Mayor Pro Tem Montini made the motion to approve Ordinance No. 21-0722B. 2nd by Council Member Ganz
Vote: motion passed
For: Montini, Ganz, Hardeman, Rettig, Moore, Boyer
Against: Sessions

- H. Approval of an Ordinance on the Master Thoroughfare Plan amendment to amend the 2016 Master Thoroughfare Plan Update as amended, by replacing the Master Thoroughfare Plan Map
- i. Mayor Rettig opened the public hearing at 6:52 pm to hear comments for or against the proposed amendment
- Dennis Bryson, resident of Northlake ETJ stated he did not think Faith Lane should go thru to Florance Rd, Evelyn Lane not maintained, Strader Road in bad shape- needs work
- Mayor Rettig closed the public hearing at 6:52pm
- ii. Mayor Pro Tem Montini made the motion to approve Ordinance No. 21-0722C as shown and direct Staff to start a project list of roads/streets for discussion at a future council meeting. 2nd by Council Member Sessions
- Vote: motion passed
- For: Montini, Sessions, Boyer, Moore, Rettig, Ganz
- Against: Hardeman
- I. Council Member Hardeman made the motion to approve Resolution No. 21-22 of the Town Council of the Town of Northlake, Texas, approving and authorizing the Town Manager to apply for the American Recovery Plan Act through the Texas Department of Emergency Management and accepting any and all grant funds awarded to the Town pursuant to such application. 2nd by Council Member Ganz
- Vote: motion passed unanimous
- For: Hardeman, Ganz, Montini, Rettig, Sessions, Moore, Boyer
- Against: none
- J. Approval of an Ordinance for a Specific Use Permit (SUP) for an accessory building to be constructed on Lot 14R2, Block A, Northlake Country Estates, a 9.167-acre lot located at 2250 FM 407, the northwest corner of FM 407 and Fought Road, and zoned Rural Residential (RR). Mohammad Khan is the owner/applicant. Case # SUP-21-001
- i. Mayor Rettig opened the public hearing at 7:26 pm to hear comments for or against the SUP request - none received - Mayor Rettig closed the public hearing at 7:26 pm
- ii. Council Member Sessions made the motion to approve Ordinance No. 21-0722D. 2nd by Council Member Ganz
- Vote: motion passed unanimous
- For: Sessions, Ganz, Hardeman, Montini, Rettig, Moore, Boyer
- Against: none
- K. Ordinance Zoning change from RR – Rural Residential (min. 5 acres lots) /CRO - Conservation Residential Overlay to RE-PD – Rural Estate Planned Development (min. 2 acre lots) for an approximately 14.2855-acre tract of land situated in the J.E. Anderson Survey, Abstract No. 22, generally located on the northeast corner of Florance Road and Strader Road/ Robson Ranch Road. Kenneth Frisby is the owner/applicant. Case # PD-21-003

- i. Mayor Rettig opened the public hearing at 7:25 pm to hear comments for or against the zoning change
- Kevin Eldridge, friend of Kenneth Frisby, presented a recorded message from Mr. Frisby submitted for this item. He would like to subdivide his property into 3 two-acre lots which is along the lines of his neighbors in the Stardust Ranch subdivision. Commented on the Florence and Strader roads alignment. He would like for the council to consider his request for rezoning his property.
 - Austin Frisby, son of Mr. Frisby supports the rezoning of the 14.285 acres
 - Dennis Bryson, Northlake ETJ resident supports the zoning change request
 - Stacey Holland, Northlake resident, supports the applicant on the zoning change
 - Josh Akers, Northlake resident, was in support of the zoning change

Mayor Rettig closed the public hearing at 7:44 pm

- ii. Council Member Moore made the motion to not approve Ordinance No. 21-0722E denying the zoning change. Died for lack of a second

Council Member Boyer moved to table this item until the next council meeting. 2nd by Mayor Rettig

Vote: motion passed unanimous

For: Boyer, Rettig, Moore, Sessions, Montini, Ganz, Hardeman

Against: none

- L. Approval of an Ordinance Zoning change from I – Industrial to I-PD – Industrial Planned Development for an approximately 251-acre tract of land located on the east side of Harmonson Road at 10677 Harmonson Road. 6 McFarm LLC is the owner. Westgate Capital Group, LLC is the applicant. Case # PD-21-004.

- i. Mayor Rettig opened the public hearing at 8:15 pm to hear comments for or against the zoning change. Tom Hillsman, Westgate Capital Group LLC, was in support of the zoning change. Mayor Rettig closed the public hearing at 8:16 pm

- ii. Mayor Pro Tem Montini made the motion to approve Ordinance No. 21-0722F. 2nd by Council Member Sessions

Vote: motion passed unanimous

For: Montini, Sessions, Boyer, Rettig, Moore, Ganz, Hardeman

Against: none

- M. Mayor Pro Tem Montini made the motion to approve Resolution No. 21-23 to authorize Town Manager to Execute Change Order No. 1 with Landmark Structures for the installation of Pressure Reducing Valve at a cost not to exceed \$175,000.00. 2nd by Council Member Sessions

Vote: motion passed unanimous

For: Montini, Sessions, Boyer, Moore, Rettig, Ganz, Hardeman

Against: none

Mayor Rettig wanted it noted that the town's engineers missed this item in the initial proposal but has been discussed with the town engineers and are satisfied with their response to their error.

- N. Mayor Pro Tem Montini made the motion to approve Resolution No. 21-24 to authorize Town Manager to contract with Halff and Associates for design of Catherine Branch Wastewater Trunk Line Phase 2 at a cost not to exceed \$525,000.00. 2nd by Council Member Boyer

Vote: motion passed unanimous
For: Montini, Boyer, Moore, Sessions, Rettig, Ganz, Hardeman
Against: none

- O. No action - Approval of modifying, continuing and/or suspending the First Amended Declaration of Local and Public Health Emergency as modified by the Town Council on April 23, 2020

By general consent, Mayor Rettig convened the council into executive session at 8:20 pm pursuant to Texas Government Code, annotated, Chapter 551 Subchapter D on the items listed: Section 551.071 Consultation with Attorney; Section 551.072 Deliberations about Real Property; and Section 551.087 Economic Development Negotiations

By general consent, Mayor Rettig reconvened the council into open session at 9:05 pm.

7. P. Council Member Sessions made the motion to approve the Development Agreement with 6McFarm LLC and Westgate Capital Group LLC and Town of Northlake. 2nd by Council Member Moore

Vote: motion passed unanimous
For: Sessions, Moore, Boyer, Rettig, Montini, Ganz, Hardeman
Against: none

- Q. Mayor Pro Tem Montini made the motion to approve the Retail Sewer Service Agreement with Continental U.S. Management LLC and the Town of Northlake. 2nd by Council Member Ganz

Vote: motion passed unanimous
For: Montini, Ganz, Hardeman, Rettig, Sessions, Moore, Boyer
Against: none

- R. Council Member Ganz made the motion to approve the Development Agreement with Westview Trails LLC and the Town of Northlake. 2nd by Council Member Moore

Vote: motion passed
For: Ganz, Moore, Boyer, Sessions, Rettig, Montini,
Against: Hardeman

6. Mayor Rettig convened the Council in a 2nd Executive Session at 9:16 pm pursuant to Texas Government Code, annotated, Chapter 551 Subchapter D on the items listed:

a. Section 551.071 Consultation with Attorney. The Town Council may convene in executive session to conduct a private consultation with its attorney on any legally posted agenda item, when the Town Council seeks the advice of its attorney about pending or contemplated litigation, a settlement offer, or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the provisions of Chapter 551, including the following items:

- i. Development of the Hatfield, Brasher, Green tract of approximately 97.9 acres of land west of Faught Road; and
- ii. Development and annexation of the Scrivner Tract totaling 44.8 acres of land generally located east of Florance Road approximately 2,533 feet north of FM 407 in the extraterritorial jurisdiction of the Town; and
- iii. Development of the IMA and AMI Development Groups tracts on approximately 6.4 acres of land north of FM 407; and
- iv. Development of the Oneta Lee Cope Trust tract on approximately 69.0 acres of land located west of FM 156; and
- v. Development of the Petrus Investments LP tracts on approximately 559.7 acres of land located east of FM 156; and
- vi. Development and annexation of the CKD Holdings Inc Tracts 24.8-acre, 11.9-acre, and 1.8-acre tracts of land general located north of Oliver Creek and west of FM 156 in the extraterritorial jurisdiction of the Town; and
- vii. Legal advice related to the development and annexation of the Hatfield, Brasher, Green Tract on approximately 97.9 acre tract of land generally located south of Evelyn Lane, west of Faught Road and north of Faith Lane in the extraterritorial jurisdiction of the Town; and the development of the Charles Faught tracts totaling approximately 152.3 acres of land generally located north of Evelyn Lane, west of Faught Road, and south of Robson Ranch Road; and
- viii. Town of Northlake vs. City of Justin, Denton County District Court Cause No. 15-08170-367; and
- ix. City of Justin v. Toby Baker, Cause No. D-1-GN-20-002084.

b. Section 551.072 Deliberations about Real Property

- i. Regarding purchase, exchange, lease or value of real property to be acquired as right-of-way out of 138.1 acre tract, Anderson Tract 1

c. Section 551.087 Economic Development Negotiations

- i. Potential amendment to Development Agreement approved October 10, 2020, between Town, NEDC, NCDC, and Foster, Lewis, Gierisch, and Weis

Mayor Rettig reconvened the council into open session at 9:34 pm. No further action as a result of the second closed session.

8. Mayor Rettig adjourned the meeting at 9:34 pm

Passed and approved by Town Council on this the 12th day of August 2021.

Town of Northlake, Texas

David Rettig, Mayor

Attest:

Shirley Rogers, Town Secretary

NORTHLAKE MAYOR AND COUNCIL COMMUNICATION

DATE: AUGUST 12, 2021

REF. DOC.: TEXAS ADMINISTRATIVE CODE; CHAPTER 217, SUBCHAPTER B

SUBJECT: REGISTRATION OF UNMARKED VEHICLE LICENSE PLATES



GOALS/OBJECTIVES:

- Operate Efficiently and Effectively; Provide needed technology and equipment (Council Goal)

BACKGROUND INFORMATION:

- In 2012, Town Council approved a Resolution designating certain individual(s) authority to handle registration documentation pertaining to unmarked vehicle license plates
- Due to the retirement of the Town Secretary, a new resolution is required to authorize an individual to handle registration and licensing of unmarked vehicles

COUNCIL DIRECTION:

- Council to adopt the attached resolution authorizing the Town Manager or designee to handle registration of licensing and unmarked vehicles as allowed by statute.



RESOLUTION NO. 21-25

A RESOLUTION OF THE TOWN OF NORTHLAKE, TEXAS, DESIGNATING CERTAIN INDIVIDUAL(S) THE AUTHORITY TO HANDLE REGISTRATION DOCUMENTATION PERTAINING TO UNMARKED VEHICLE LICENSE PLATES

WHEREAS, the Town of Northlake recognizes the need for the Northlake Police Department to operate unmarked police vehicles in the performance of official duties; and

WHEREAS, the unmarked police vehicles will be operated for official duties and will therefore remain exempt from various state and local taxes and fees; and

WHEREAS, the Town of Northlake shall request that the Texas State Department of Highways and Public Transportation issue regular plates upon proper application; and

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

Section I.

The governing body of the Town of Northlake does hereby resolve that certain vehicles used by the Northlake Police Department are exempt under Texas law when used in the performance of official duties.

Section II.

The Chief of Police of the Town of Northlake is authorized to designate and use such unmarked license plates for vehicles as he or she may deem necessary for the purpose of transporting juvenile offenders, criminal investigations, and for performing official police duties.

Section III.

The following individual is authorized to handle the registrations and licensing of unmarked vehicles: Town Manager or his or her designee.

Passed and approved by the Town Council of the Town of Northlake on this the 12th day of August, 2021.

Town of Northlake, Texas

David Rettig, Mayor

Attest:

Shirley Rogers, Town Secretary

NORTHLAKE TOWN COUNCIL COMMUNICATION

DATE: AUGUST 12, 2021

REF. DOC.: HP GIBBS, LP (HILLWOOD) DEVELOPMENT AGREEMENT

SUBJECT: CONSENT FOR NORTHLAKE MMD NO. 1 TO ISSUE DEBT



GOALS/OBJECTIVES:

- Systematically Invest in Infrastructure; maintain and improve public roadways (Council Goal)

BACKGROUND INFORMATION:

- Municipal Management Districts (MMDs) governed by Texas Commission on Environmental Quality
- MMDs must prove adequate assessed property value prior to debt issuance per TCEQ regulations
- Debt will reimburse developer for private financing of public infrastructure
- In Pecan Square development agreement, Town Council consented to issuance of debt by MMD to construct waterworks system, sanitary sewer system, storm water system, and roadway system
- Council consented to Northlake MMD No. 1 issuance of road and utility bonds in December 2020

COUNCIL DIRECTION:

- Consent for Northlake MMD No. 1 to issue up to \$14,115,000 in tax road bonds and \$12,000,000 in tax utility bonds

COATS | ROSE

A PROFESSIONAL CORPORATION

MINDY L. KOEHNE
DIRECTOR

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DIRECT: (972) 982-8461
FAX: (713) 890-3979

July 29, 2021

VIA FEDERAL EXPRESS

Mr. Drew Corn, Town Administrator
The Town of Northlake, Texas
1500 Commons Circle, Suite 300
Northlake, Texas 76226

Re: Northlake Municipal Management District No. 1 of Denton County Unlimited Tax Road Bonds, Series 2021 (the "Road Bonds") in an amount not to exceed \$14,115,000 and Unlimited Tax Utility Bonds, Series 2022 (the "Utility Bonds") in an amount not to exceed \$12,000,000

Dear Mr. Corn:

Pursuant to the terms of that certain Development Agreement between HP Gibbs, LP (the "Developer") and the Town of Northlake, Texas (the "Town"), the Developer has agreed to construct a waterworks system, a sanitary sewer system, a storm water drainage system and a roadway system (collectively, the "Public Infrastructure").

Northlake Municipal Utility District No. 1 (the "District") desires to proceed with the issuance of the Road Bonds in the increased amount of \$14,115,000 and to proceed with the issuance of the Utility Bonds in an amount not to exceed \$12,000,000 to reimburse the Developer for the costs of such Public Infrastructure. Enclosed please find a proposed form of resolution consenting to the issuance of the Road Bonds and the Utility Bonds for the Town's review and approval. If you have any questions or concerns on the matter, feel free to contact me at (972) 982-8461.

Very truly yours,



Mindy L. Koehne

Enclosure

14755 PRESTON ROAD, SUITE 600, DALLAS, TEXAS 75254
PHONE: (972) 788-1600 FAX: (972) 702-0662
coatsrose.com

HOUSTON | AUSTIN | DALLAS | SAN ANTONIO | NEW ORLEANS | CINCINNATI



TOWN OF NORTHLAKE, TEXAS
OFFICIAL RESOLUTION

No. 21-26

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF NORTHLAKE, TEXAS GIVING CONSENT TO THE ISSUANCE OF UNLIMITED TAX BONDS BY NORTHLAKE MUNICIPAL MANAGEMENT DISTRICT NO. 1 OF DENTON COUNTY, A CONSERVATION AND RECLAMATION DISTRICT LOCATED WITHIN THE CORPORATE BOUNDARIES OF THE TOWN.

WHEREAS, the Town of Northlake, Texas (the "Town") is a Texas municipal corporation as defined by the Texas Local Government Code; and

WHEREAS, Northlake Municipal Management District No. 1 of Denton County (the "District") is a conservation and reclamation district operating pursuant to Chapters 49 and 54 of the Texas Water Code and Chapter 375 of the Texas Local Government Code, and is located within the corporate boundaries of the Town; and

WHEREAS, on December 10, 2020, the District received approval from the Town to proceed with the issuance of Northlake Municipal Management District No. 1 of Denton County Unlimited Tax Road Bonds, Series 2021 (the "Road Bonds") in an amount not to exceed \$9,000,000; and

WHEREAS, the District's Financial Advisor has informed the District that the District has the capacity to increase the amount of the Road Bonds to \$14,115,000; and

WHEREAS, the District desires to proceed with the issuance of Northlake Municipal Management District No. 1 Unlimited Tax Utility Bonds, Series 2022 (the "Utility Bonds") in the amount not to exceed \$12,000,000; and

WHEREAS, the District desires that the Town give its written consent to the issuance of the Road Bonds in the increased amount of \$14,115,000 and to the issuance of the Utility Bonds in an amount not to exceed \$12,000,000.

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

SECTION 1. That the findings contained in the preamble of this Resolution are determined to be true and correct and are hereby adopted as part of this Resolution.

SECTION 2. That the Town Council hereby specifically gives its written consent to the issuance of the Road Bonds in an amount not to exceed \$14,115,000 and to the issuance of the Utility Bonds in an amount not to exceed \$12,000,000.



TOWN OF NORTHLAKE, TEXAS
OFFICIAL RESOLUTION

PASSED AND APPROVED by the Town Council of the Town of Northlake, Texas on this 12th day of August, 2021.

Town of Northlake, Texas

David Rettig, Mayor

Attest:

Shirley Rogers, Town Secretary

NORTHLAKE MAYOR AND COUNCIL COMMUNICATION

DATE: AUGUST 12, 2021

REF. DOC.: LOCAL GOVERNMENT CODE, SECTION 102, MUNICIPAL BUDGET

SUBJECT: RESOLUTION AUTHORIZING THE TOWN MANAGER TO ENTER INTO AN AGREEMENT TO PURCHASE THE OPENGOV CLOUD A FINANCE SOFTWARE UPGRADE



GOALS/OBJECTIVES:

- Operate Efficiently and Effectively (Council Goal)

BACKGROUND INFORMATION:

- On July 27, 2021 Town Council approved a budget amendment
 - o The amendment included a \$95,000 purchase of OpenGov Cloud Software Upgrade
 - o The total quoted cost of the upgrade is \$92,500
- This upgrade will provide the following benefits
 - o Access to the full suite of OpenGov software's
 - o Cloud storage of Town's financial data
 - o The newest updates to the Financial Software
 - o Better linkage between individual modules
 - o Increased customization of software

COUNCIL DIRECTION:

- Approve Resolution 21-XX authorizing the Town Manager to purchase the upgrade to OpenGov Cloud



TOWN OF NORTHLAKE, TEXAS
OFFICIAL RESOLUTION

NO. 21-27

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF NORTHLAKE, TEXAS, APPROVING AND AUTHORIZING THE TOWN MANAGER TO ENTER INTO AN AGREEMENT FOR THE PURCHASE OF OPENGOV CLOUD SOFTWARE UPDATE

WHEREAS, the Town Council of the Town of Northlake, Texas, has determined that a public need and necessity exists for the Town to upgrade the current financial software; and

WHEREAS, the Town Council approved and budgeted for the expenditure of \$95,000 in the 2020-2021 budget year from the financial software update; and

WHEREAS, the Town Council has determined that it is advisable and in the best interests of the Town to authorize the Town Manager to enter into an agreement to upgrade the Town's financial software to a cloud hosted product, but not to exceed \$95,000; and

WHEREAS, vendors OpenGov is the only authorized provider of their proprietary software thus is the sole source provider, thus exempting it from the competitive bidding process Texas Local Government code 252.022(a)(7)(A) ; and

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

SECTION 1. All of the above premises are true and correct legislative and factual findings of the Town Council, and they are hereby approved, ratified and incorporated into the body of this resolution as if copied in their entirety.

SECTION 2. That the Town Council hereby authorizes the Town Manager to enter into an agreement for the purchase of OpenGov Cloud at the quoted unit prices, provided that the total amount to be expended pursuant to this grant of authority shall not, in total, exceed the sum of \$95,000.

PASSED AND APPROVED by the Town Council of the Town of Northlake, Texas, this 12th day of August 2021.

Town of Northlake, Texas

Attest:

David Rettig, Mayor

Shirley Rogers, Town Secretary



OpenGov Inc.
6525 Crown Blvd #41340
San Jose, CA 95160
United States

Created On: 8/4/2021
Order Form Expiration: 8/9/2021
Subscription Start Date: 8/1/2021
Subscription End Date: 9/30/2026

Prepared By: Andrew Stout
Email: astout@opengov.com
Contract Term: 62 Months

Customer Information		Contact Name: John Zagurski		Billing Contact: John Zagurski	
Customer:	Town of Northlake, TX	Email:	jzagurski@town.northlake.tx.us	Email:	jzagurski@town.northlake.tx.us
Bill To/Ship To:	1500 Commons Circle, Suite 300 Northlake, TX 76226-1598 United States	Phone:	(940) 242-5706	Phone:	(940) 242-5706
Order Details			Description: See Billing Table Below		
Billing Frequency: Annual					
Payment Terms: Net Thirty (30) Days					

SOFTWARE SERVICES:

Product / Service	Start Date	End Date	Annual Term	Annual Fee
BankRed	8/31/2021	9/30/2021	Prorated	\$166.62
OpenGov Financials Cloud Core Financials, Utility Billing, HR & Payroll, Budgeting & Planning, Reporting & Transparency, Premium Support — Platinum	10/1/2021	9/30/2026	5	\$58,000.00
One-Time CREDIT for Prepaid Unused Financials Fees from October 1, 2021 though June 30, 2022.	10/1/2021	6/30/2022	One-Time CREDIT	\$15,483.75
One-Time CREDIT for Prepaid Unused Reporting & Analytics and Transparency Fees from October 1, 2021 though March 21, 2022.	10/1/2021	3/21/2022	One-Time CREDIT	\$2,556.93
One-Time CREDIT for Prepaid Unused Story Builder Fees from October 1, 2021 though October 29, 2021.	10/1/2021	10/29/2021	One-Time CREDIT	\$239.65

Annual Subscription: See Billing Table

PROFESSIONAL SERVICES:

Product / Service	Description
OpenGov Deployment — One Time Fee	Product configuration, setup, and training described in the attached SOW
Professional Services Total:	
	\$92,500.00

Billing Table:

Amount Due	Billing Date
\$92,666.62	August 31, 2021 (\$166.62 Software Services + \$92,500.00 Professional Services)
\$39,719.67	October 1, 2021 (\$58,000.00 Software Services - \$18,280.33 One Time Credit for Unused Software Services)
\$58,000.00	October 1, 2022
\$58,000.00	October 1, 2023
\$58,000.00	October 1, 2024
\$58,000.00	October 1, 2025

Order Form Legal Terms

Welcome to OpenGov! Thanks for using our Software Services. This Order Form is entered into between OpenGov, Inc., with its principal place of business at 6525 Crown Blvd #41340 San Jose, CA 95160 ("OpenGov"), and you, the entity identified above ("Customer"), as of the Effective Date. This Order Form includes and incorporates the OpenGov Software Services Agreement ("SSA") attached, or if no such SSA is attached, the SSA available at <https://opengov.com/terms-of-service> and the applicable Statement of Work ("SOW") incorporated herein in the event Professional Services are purchased. The Order Form, SSA and SOW shall hereafter be referred to as the "Agreement". Unless otherwise specified above, fees for the Software Services and Professional Services shall be due and payable, in advance, on the Effective Date. By signing this Agreement, Customer acknowledges that it has reviewed, and agrees to be legally bound by, the OpenGov Software Services Agreement. Each party's acceptance of this Agreement is conditional upon the other's acceptance of the terms in the Agreement to the exclusion of all other terms. This Agreement shall replace and supersede in its entirety those Agreements signed between the parties dated **July 1, 2019**, as amended on **February 19, 2021**, **October 27, 2020**, and **February 25, 2021**, as may have been amended from time to time (collectively, "On-Prem Licensed Products Prior Agreement") upon the earlier of December 31, 2021 or the date Customer transfers Customer Data used with the On-Prem Licensed Products to the OpenGov Financials Software Services (following the instructions specified by OpenGov) and Customer has completed training for using the OpenGov Financials Software Services. Upon termination of the On-Prem Licensed Products Prior Agreement Customer shall delete all copies of the Licensed Products from Designated Systems and destroy all Authorized Copies. Customer shall notify OpenGov when such copies are deleted.

Town of Northlake, TX

Signature:

Name:

Title:

Date:

OpenGov, Inc.

Signature:

Name:

Title:

Date:

TOWN OF NORTHLAKE COUNCIL ITEM NO. 5

DATE: AUGUST 12, 2021

ITEM: ACTION ITEMS



NORTHLAKE MAYOR AND COUNCIL COMMUNICATION

DATE: AUGUST 12, 2021

REF DOC.: NORTHLAKE UNIFIED DEVELOPMENT CODE (UDC); THE PATHWAY
TO 2040 NORTHLAKE COMPREHENSIVE PLAN UPDATE

SUBJECT: PLANNED DEVELOPMENT ZONING CHANGE REQUEST
RURAL RESIDENTIAL (RR) TO RURAL ESTATE PLANNED
DEVELOPMENT (RE-PD)



GOALS/OBJECTIVES:

- Responsibly Manage Growth; Adhere to the Comprehensive Plan (Council Goal)

ZONING CHANGE REQUEST INFORMATION:

Site: Approximately 14.2855-acre tract of land situated in the J.E. Anderson Survey, Abstract No. 22, generally located on the northeast corner of Florance Road and Strader Road/ Robson Ranch Road.

Applicant/Owner: Kenneth Frisby

Current Zoning: RR – Rural Residential (min. 5 acres lots)/CRO - Conservation Residential Overlay

Proposed Zoning: RE-PD – Rural Estate Planned Development (min. 2 acres lots)

Future Land Use: Ranch Preservation (RP) Character Area – This area is largely undeveloped with ranches, farms, and estates, but may develop low density residential. This area would seek to preserve ranches, farms, and large estates, typically greater than twenty acres, but also allow, under certain conditions, some areas to have an average density of one dwelling unit per five acres with more possible with master planning through a Planned Development process if it can be shown to still generally achieve the character of the area. It is the intention to preserve and enhance rural character.

Summary: The proposed RE-PD calls for the development of 3 lots with a minimum of 2 acres each to front Florance Road, similar to the lots fronting Florance Road in the Stardust Ranch development to the north. The remainder of the property would remain as a single lot with approximately 8 acres. A concept plan for the development is provided along with detailed development standards which are modeled after the standards within the Stardust Ranch RE-PD. The average density across the planned development is one home per 3.57 acres.

Public Hearing: A public hearing was held before the Planning & Zoning Commission and at the July 22nd Town Council meeting, and public hearing notices were mailed to Northlake property owners within 200 feet of the subject property as

required. Notice was also published in the Denton Record Chronicle and on the Town's website. No written comments for or against the request were received. The applicant did submit some letters of support, including several from neighbors who are in the notification area. Since the public hearing at the July 22nd meeting was closed, no further hearings are required.

Staff Analysis:

Staff has reviewed this application in accordance with the Unified Development Code (UDC) and found the submittal to meet the minimum requirements to be considered by the P&Z and Town Council. The Town Council, in considering this PD, should consider the following criteria outlined in the UDC:

1. Whether the proposed PD implements the policies of the adopted Comprehensive Plan and other adopted master plans of the Town;
2. Whether the proposed PD promotes the health, safety, or general welfare of the Town and the safe, orderly, efficient and healthful development of the Town;
3. Whether the uses permitted by the proposed change in zoning district classification and the standards applicable to such uses will be appropriate in the immediate area of the land to be reclassified;
4. Whether the proposed change is in accord with any existing or proposed plans for providing public schools, streets, water supply, sanitary sewers or other public services and utilities to the area;
5. The extent to which the proposed PD will result in a superior development than could be achieved through conventional zoning; or
6. Other criteria which, at the discretion of the Town Council [or P&Z] are deemed relevant and important in the consideration of the PD.

P&Z RECOMMENDATION:

- Recommended approval of the PD zoning change request as presented with a unanimous 5-0 vote at June 29th meeting
 - o Commissioners Amarante, Dixon, Monson, Nichols and Parker voted in favor
 - o Commissioners Fowler and Simpson were absent

COUNCIL ACTIONS:

- July 22nd
 - o Held public hearing
 - o Tabled consideration to the next Council meeting
- August 12th
 - o Approve, approve with conditions, or disapprove the PD zoning change request

ATTACHMENTS:

- Letters of support
- Ordinance for consideration to approve the PD zoning change

AERIAL VIEWS OF SITE:





TOWN OF NORTHLAKE, TEXAS
OFFICIAL ORDINANCE

ORDINANCE NO. 21-0812A

AN ORDINANCE AMENDING ORDINANCE NO. 13-0124A BEING THE NORTHLAKE UNIFIED DEVELOPMENT CODE AS AMENDED, BY CHANGING THE ZONING CLASSIFICATION OF A 14.2855 ACRE TRACT OF LAND SITUATED IN THE J.E. ANDERSON SURVEY, ABSTRACT NO. 22, IN THE TOWN OF NORTHLAKE FROM “RR” RURAL RESIDENTIAL/”CRO” CONSERVATION RESIDENTIAL OVERLAY TO “RE-PD” RURAL ESTATES PLANNED DEVELOPMENT AND REVISING THE OFFICIAL ZONING MAP IN ACCORDANCE THEREWITH; PROVIDING FOR THE ADOPTION OF DEVELOPMENT STANDARDS; PROVIDING FOR THE ADOPTION OF A CONCEPT PLAN; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

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

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

WHEREAS, the Unified Development Code and Official Zoning Map established the zoning of “RR” Rural Residential/”CRO” Conservation Residential Overlay for a 14.2855-acre tract of land located in J.E. Anderson Survey, Abstract No. 22, in the Town of Northlake, Denton County, Texas (the “Property”); and

WHEREAS, the Unified Development Code provides for adoption of Planned Development Districts; and

WHEREAS, the Town of Northlake has received a request from the owners of the Property to rezone the Property to establish a “RE-PD” Rural Estates Planned Development District; and

WHEREAS, the Town of Northlake heretofore adopted Ordinance No. 16-1208E on December 12, 2016, The Pathway to 2040 Northlake Comprehensive Plan Update, and the requested rezoning complies with recommendations of the plan; and

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

WHEREAS, upon review and consideration of the Planning and Zoning Commission following a public hearing at their meeting on June 29, 2021, the Planning and Zoning Commission recommended approval of the zoning change as provided herein; and

WHEREAS, a public hearing was held by the Town Council of the Town of Northlake on July 22, 2021 with respect to the zoning change described herein; and

WHEREAS, the Town Council of the Town of Northlake does hereby deem it advisable and in the public interest to approve the zoning change request and establish a "RE-PD" Rural Estates Planned Development District on the Property.

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

SECTION 1. The 14.2855-acre Property more fully described in Exhibit "A" shall be zoned "RE-PD" Rural Estates Planned Development with the concept plan as provided in Exhibit "B" and development standards as provided in Exhibit "C" attached hereto.

SECTION 2. The use of the Property described in Exhibit "A" shall be subject to all applicable regulations contained in the Development Standards provided in Exhibit "C", the Unified Development Code, and all other applicable and pertinent ordinances of the Town of Northlake.

SECTION 3. This ordinance shall be and is hereby declared to be cumulative of all other ordinances of the Town of Northlake, and this ordinance shall not operate to repeal or affect the Code of Ordinances of the Town of Northlake or any other ordinances except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this ordinance, in which event such conflicting provisions, if any, in such Code of Ordinances or any other ordinances are hereby repealed.

SECTION 4. It is hereby declared to be the intention of the Northlake Town Council that the phrases, clauses, sentences, paragraphs, and sections of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional by the valid judgment or decree of any court or competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs or sections of this ordinance, since same would have been enacted by the Town Council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

SECTION 5. Any person, firm, association of persons, corporation or other organization violating the provisions of this ordinance shall be deemed to be guilty of a misdemeanor and, upon conviction, shall be fined an amount not to exceed \$2,000.00. Each day that a violation continues shall be deemed a separate offense.

SECTION 6. This ordinance shall take effect immediately from and after its passage and publication in accordance with the provisions of the laws of the State of Texas.

PASSED AND APPROVED ON THIS THE 12th DAY OF AUGUST 2021

Town of Northlake, Texas

David Rettig, Mayor

ATTEST:

Shirley Rogers, Town Secretary

AERIAL VIEWS OF SITE:



EXHIBIT "A"
FIELD NOTE DESCRIPTION

ALL of that certain tract or parcel of land situated in the J. E. ANDERSON SURVEY, ABSTRACT NO. 22, Denton County, Texas and being a portion that same tract as described in deed to Roger L. Thompson and wife, Sharla S. Thompson, and James Huang as recorded in Volume 2987, Page 233, Real Property Records, Denton County, Texas and being more particularly described by metes and bounds as follows:

BEGINNING at a wood fence post found for the southeast corner of said Thompson-Huang tract;

THENCE South 89 degrees 38 minutes 35 seconds West with a wire fence, at a distance of 399.70 feet passing a wood fence post on line in the apparent easterly right-of-way line of Florence Road and with Strader Road, in all a distance of 829.44 feet to a 1/2 inch steel rod with cap stamped "MOAK SURV INC" set at the intersection with Florence Road;

THENCE North 00 degrees 08 minutes 00 seconds East with Florence Road, a distance of 775.63 feet to a 1/2 inch steel rod with cap stamped "MOAK SURV INC" set;

THENCE North 89 degrees 38 minutes 35 seconds East, a distance of 843.27 feet to a 1/2 inch steel rod with cap stamped "MOAK SURV INC" set in a wire fence;

THENCE South 01 degrees 09 minutes 17 seconds West with said wire fence, a distance of 775.87 feet to the PLACE OF BEGINNING and containing 14.892 acres of land, more or less.

N 89°08'39" E - 843.03'



J. JAMES SURVEY
ABST. NO. 1501

EXHIBIT C

PLANNED DEVELOPMENT STANDARDS FRISBY TRACT

COMMUNITY FRAMEWORK

The Frisby Tract development is a small, low-density residential development with lot sizes ranging from a minimum of two (2) acres to more than five (5) acres within the planned development district boundary. The development is designed in context with the adjacent Stardust Ranch and lower-density Rural Residential lots surrounding the development.

GENERAL STANDARDS

1. The design and development of the Frisby Tract shall take place in general accordance with the attached Concept Plan.
2. The maximum number of residential lots in the Frisby Tract development shall be 4. (0.28 homes/gross acre or 3.57 gross acres/home).
3. The Frisby Tract shall be developed in accordance with all applicable development requirements of the Town of Northlake unless otherwise provided herein. In the event of any conflict between these standards and any requirement of the Town, these standards shall apply.

COMMUNITY DESIGN STANDARDS

1. **Perimeter Fencing:** No solid paneled fencing shall be allowed. Fencing shall be split rail, ornamental metal (wrought iron), or similar open style material.
2. **Hike & Bike Trails:** A minimum eight (8) foot wide concrete trail shall be provided along the east side of Florance Road and north side of Strader Road/Robson Ranch Road in accordance with the Town's Future Trail Plan. The trail should be contained within an easement adjacent to the street right-of-way (ROW), and it may encroach the street ROW where staff determines that it will not conflict with any future improvements within the ROW. The trail shall be built with the construction of the house on the subject lot.
3. **Driveway Access:** All access will be from existing streets perimeter streets, Florance Road and Strader Road/Robson Ranch Road
4. **Parkland Dedication/Development:** The provision of hike and bike trails shall be recognized as meeting all of the Town of Northlake's parkland dedication requirements.

DEVELOPMENT STANDARDS

The Frisby Tract development will be comprised of four (4) single-family detached homes with three (3) lots on the western boundary fronting Florance Road with a minimum lot size of two (2) acres and one lot on the eastern side of the property fronting Robson Ranch Road with a minimum lot size of five (5) acres. The lot with a minimum lot size of five (5) acres shall be developed in accordance with the Rural Residential (RR) District of the Northlake Unified Development Code (UDC) as it exists or may be amended. The lots with a minimum lot size of two (2) acres shall be developed in accordance with the Rural Estates (RE) District of the Northlake Unified Development Code (UDC) as it exists or may be amended, except as otherwise provided herein.

Dimensional Requirements

The dimensional requirements for the Rural Estates (RE) District, in accordance with Table 5.1 of the Northlake Unified Development Code (UDC) as amended, shall apply except as indicated below.

Minimum Lot Size and Dimensions

1. Area: 2 acres.

Minimum Yard Setbacks

1. Front: 50 ft.
2. Side: 50 ft.
3. Side adjacent to street: 50 ft.

Miscellaneous Lot Development Requirements

1. Minimum dwelling unit area: 2,700 sf.
2. Maximum height: 40 ft. for the main building.
3. Maximum impervious cover: 40%.

Permitted Uses

Permitted uses allowed in the Frisby Tract shall be all principal and accessory uses which are allowed by right in the Rural Estates (RE) District, in accordance with Table 5.2 of the Northlake Unified Development Code (UDC), as amended. A Special Use Permit (SUP) shall be required for all uses otherwise requiring a SUP in the Rural Estates (RE) District, in accordance with Table 5.2 of the Northlake Unified Development Code (UDC), as amended.

Accessory Uses and Structures

The standards for Accessory Uses and Structures outlined in Sec. 8.2 of the Northlake Unified Development Code (UDC), as amended, shall apply except as indicated below.

1. No accessory structure shall be constructed on a lot without a principal structure.
2. No trailers, containers, shipping containers, commercial boxes, vehicles or similar structures shall be used as accessory structures.
3. A maximum of one (1) accessory structure (not a detached garage) and one (1) detached garage shall be permitted per lot.
4. Accessory dwellings shall comply with Section 8.3 of the UDC.
5. Accessory structures shall adhere to the following design requirements:
 - a. Accessory structures with a floor area in excess of 120 square feet but less than 240 square feet shall be constructed with exterior grade wood siding or with the same materials as the principal structure.
 - b. Accessory structures with a floor area in excess of 240 square feet but less than 600 square feet shall be constructed with the same percentage and type of materials as the primary structure.
 - c. Accessory structures with a floor area in excess of 600 square feet shall be constructed with the same percentage and type of materials as the primary structure. Additionally, it shall match the architectural style of the primary structure as much as possible (including, but not limited to, roof style and pitch, window and door design, height measured at the wall top plate and architectural detailing).

Exterior Construction and Design Standards

All exterior construction and design standards outlined in Sec. 9.5 of the Northlake Unified Development Code (UDC), as amended, shall apply except as indicated below.

1. Architectural repetition: Homes with the same floor plan and/or elevation shall be prohibited from being located next to each other.
2. In addition to the single-family residential mandatory provisions of Sec. 9.5 of the UDC, all homes must contain a minimum of 80% brick, stone, or stucco on the exterior facade.
3. All individual mailboxes as permitted by the United States Postal Service shall be constructed of brick and stone to match the home.

Landscaping and Tree Protection

Landscaping and tree protection standards of Sec. 9.10 of the Northlake Unified Development Code (UDC), as amended, shall apply except as indicated below.

1. The front yard of each residential lot shall be fully landscaped with sod and a minimum of three (3) shade trees (three-inch caliper minimum) prior to occupancy of a home. The front yard shall include an irrigation system for maintenance of the required front yard landscaping.

Screening and Fencing

Screening and fencing standards of Sec. 9.11 of the Northlake Unified Development Code (UDC), as amended, shall apply except as indicated below.

1. Perimeter fencing shall meet the requirements specified in the Community Design Standards section above.

Parking and Loading

Parking and loading standards of Article 10 of the Northlake Unified Development Code (UDC), as amended, shall apply except as indicated below.

1. Each home shall have a minimum of three (3) parking spaces within an enclosed garage.
2. Garage doors shall not face a street unless they are incorporated into a mixed-swing design with only a one-car garage door facing the street and/or the garage is detached and located behind the main house or setback a minimum of 100 feet from the street, whichever is less.

Ken Frisby

From: Peavey, Brandon <[REDACTED]>
Sent: Tuesday, May 18, 2021 2:27 PM
To: [REDACTED]
Subject: Zoning Change/ Florance Road
Attachments: Screen Shot 2018-11-15 at 8.14.19 PM.png

Ken,

Thank you for discussing your request to replat or change the zoning for the lots adjacent to my property. I am in favor of the move to keep Florance Road lots of similar size to new development in the surrounding area. If I can be of assistance with this process please let me know.

Brandon Peavey
Florance Road - A0022A JE. Anderson /TR2A(1)
Northlake, Texas 76247
[REDACTED]



BRANDON PEAVEY
Superintendent
Bridgeport Independent School District
[REDACTED]
2107 15th Street Bridgeport, TX 76426

Ken Frisby

From: Eric Cook <[REDACTED]>
Sent: Thursday, May 20, 2021 8:23 PM
To: [REDACTED]
Subject: Subdivision 2 acre lots

Thank you for stopping by today. As we discussed I do not have any concerns with you subdividing and selling 2 acre lots on the sw side of your property.

Eric Cook

Sent from my Verizon, Samsung Galaxy smartphone
Get [Outlook for Android](#)

Ken Frisby

From: Jackson, Bradley M <[REDACTED]>
Sent: Tuesday, May 11, 2021 10:48 AM
To: [REDACTED]
Subject: Zoning Change

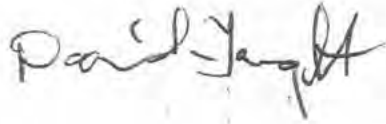
Ken,
Per our conversation earlier today, I do not have a problem with the rezoning request to establish three 2 acre lots on your property at the intersection of Robson Ranch and Florance road. Per our discussion, they would be between 3000-5000sqft in size and be consistent in size and design with the recent home sites that Royal Crest has developed just east of Florance road and north of Robson Ranch road on the 2 acre lots existing there today.

Brad Jackson
7910 Evelyn Ln
Northlake, Tx 76247
[REDACTED]

Kenneth – I don't ~~have~~ have a problem with the rezoning request for you to establish three 2 acre lots on the west side of your property on Florence road . As long as the houses face west like the house that are being built down Florence , they would be consistent

With the homes that are being build around your property .

David Faught
7910 Evelyn Ln
Justin



Ken Frisby

From: Melissa Stankavich <[REDACTED]>
Sent: Sunday, May 2, 2021 4:13 PM
To: Ken Frisby
Subject: Meeting This Afternoon

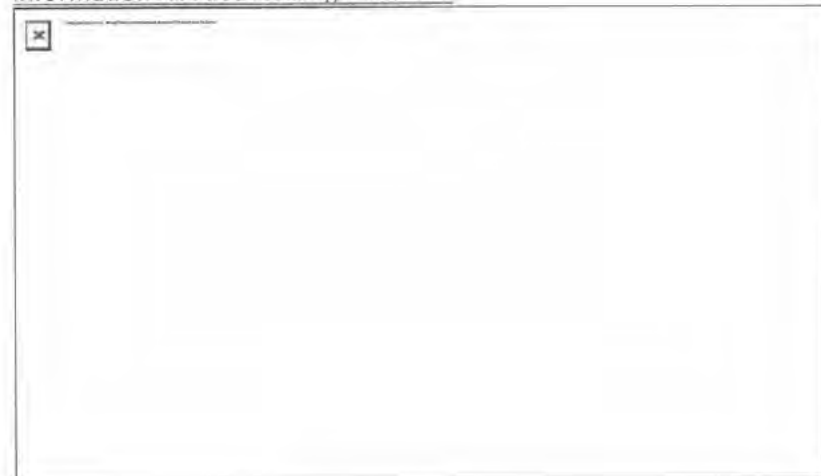
Hi Ken, thanks so much for meeting with us this afternoon. My clients, Femi & Maria Dominic, love the property and would like to select the 2 acre property in the center. We are prepared to write the contract for your full asking price, \$100,000.00 per acre for a total of \$200,000.00 for the 2 acre center lot, immediately upon approval from the city. My client has already secured financing. In a previous conversation you mentioned that you would go to the city immediately following lot selection. If you could please confirm and let me know the date that you would begin that process I would appreciate it.

Thanks so much for the lovely tour that you gave us! I look forward to hearing from you.

Melissa Stankavich



Consumer Protection Notice
Information About Brokerage Services



From: [Ken Frisby](#)
To: [Nathan Reddin](#)
Subject: Fwd: Florance road property
Date: Monday, May 24, 2021 5:44:44 PM

Nathan I'm not sure if you can print this email and attach it to my paperwork I appreciate it wasn't sure if it was included.

Sent from my iPhone

Begin forwarded message:

From: Joshua Akers [REDACTED]
Date: May 21, 2021 at 10:54:28 AM CDT
To: Ken Frisby [REDACTED]
Subject: Florance road property

Ken,
I've got no issue with the rezoning request for your property that runs along Florance road.

Josh Akers
6401 Florance Rd
Northlake, TX 76247

--

Josh

Colossians 3:17 "Whatever you do in word or deed do it all in the name of the Lord Jesus giving thanks to God the Father through Him."

NORTHLAKE MAYOR AND COUNCIL COMMUNICATION

DATE: AUGUST 12, 2021

REF. DOC.: ORDINANCE 10-1109A NO PARKING ON TXDOT ROW

SUBJECT: EXPAND NO PARKING RESTRICTIONS TO ALL TXDOT ROW



GOALS/OBJECTIVES:

- Systematically Invest in Infrastructure; Maintain and improve public roadways (Council Goal)

BACKGROUND INFORMATION:

- In 2010, Council prohibited stopping, standing, and parking on right-of-way (ROW) on following Texas Department of Transportation (TXDOT) roadways:
 - o State Highway 114
 - o Interstate 35W
- Farm-to-market roads 156, 407 and 1171 show increased vehicle usage
- High speed thoroughfares not appropriate for parking
- Additionally, original purpose of these roads for transport of farm equipment and produce
- Vehicles blocking ROW hinder movements of farm activity

COUNCIL ACTION:

- Consider ordinance prohibiting stopping, standing, or parking on TXDOT ROW except under specific circumstances



TOWN OF NORTHLAKE, TEXAS
OFFICIAL ORDINANCE

NO. 21-0812B

AN ORDINANCE OF THE TOWN OF NORTHLAKE, TEXAS, AMENDING THE CODE OF ORDINANCES, NORTHLAKE, TEXAS, CHAPTER 11, "TRAFFIC AND VEHICLES," ARTICLE 11.04, "STOPPING, STANDING, AND PARKING" TO MODIFY SECTION 11.04.001, "DEFINITIONS," AND TO ADD SECTION 11.04.018, "PARKING ON CERTAIN STREETS PROHIBITED;" PROVIDING FOR A PENALTY; PROVIDING FOR SEVERABILITY; PROVIDING FOR PUBLICATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Texas Transportation Code Section 545.301, et. seq., grants to municipalities the authority to control the operations of motor vehicles using its streets and to prescribe reasonable and safe restrictions related to the stopping, standing, and parking of vehicles;

WHEREAS, the Town Council of the Town of Northlake finds that parking of vehicles in areas of Texas Department of Transportation ("TxDOT") Right-of-Way within the Town is detrimental and unsafe and hereby determines and declares no parking shall be permitted anytime in those designated areas constituting TxDOT Rights-of-Way within the Town, as set forth in this Ordinance;

WHEREAS, the Town Council finds that the restrictions for parking of vehicles adopted by this Ordinance are in the best interest of the citizens and the traveling public because the same will promote the health, safety, and general welfare of the Town and its citizens.

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

SECTION 1. Chapter 11, Traffic and Vehicles, Article 11.04, "Stopping Standing and Parking," Section 11.04.001, "Definitions," of the Code of Ordinances, Town of Northlake Texas, is hereby amended to read as follows:

"Sec. 11.04.001 Definitions

For purposes of this Article, the following definitions shall apply:

- (a) "Parking" shall mean the standing of a vehicle, whether occupied or not, other than a temporary stopping of such vehicle for the purpose of, and while actually engaged in, loading or unloading passengers or merchandise, or any involuntary stopping of the vehicle by reason of cause beyond the control of the occupant of the vehicle.
- (b) "Vehicle" shall mean every device or machine in, upon, or by which any person or property may be carried, transported, drawn, or propelled in any manner upon any public street, alley or highway."

SECTION 2. Chapter 11, Traffic and Vehicles, Article 11.04, "Stopping Standing and Parking," of the Code of Ordinances, Town of Northlake Texas, is hereby amended to add Section 11.04.0018, "Parking on Certain Streets Prohibited," to read as follows:

"Section 11.04.018 Parking on Certain Streets Prohibited

The Town hereby establishes and designates a "No Parking Anytime" zone along all TxDOT rights-of-way within the Town limits. A person commits an offense if he parks any vehicle along any TxDOT right-of-way in the "No Parking Anytime" zone as designated, established, and marked as such. Such designation, establishment or marking shall be prima facie evidence of the existence and legality of such zone."

SECTION 3. The appropriate administrative officials of the Town are directed to procure and erect, or request that TxDOT erect, any and all No Parking signs and other appropriate signage or other markings, as are necessary to post on roadways to prohibit parking as set forth herein. The signs shall conform to the manual and specifications for uniform traffic control devices adopted by the State Department of Highway and Public Transportation.

SECTION 4. All ordinances and provisions of the Town of Northlake, Texas, that are in conflict with this Ordinance shall be, and the same are, hereby repealed and all ordinances and provisions of ordinances of said Town not so repealed are hereby retained in full force and effect.

SECTION 5. That is the intent of the Town Council that each paragraph, sentence, subdivision, clause, phrase or section of this Ordinance be deemed severable and should any such paragraph, sentence, subdivision, clause, phrase, or section be declared invalid or unconstitutional for any reason, such declaration of invalidity or unconstitutionality shall not be construed to affect the validity of those provisions of this Ordinance left standing, nor the validity of any ordinances of the Town of Northlake.

SECTION 6. Any person who violates any of the provisions or terms of this Ordinance within the corporate limits of the Town of Northlake shall be guilty of a misdemeanor and upon conviction in the Municipal Court shall be subject to a fine not to exceed FIVE HUNDRED AND NO/100 (\$500.00) DOLLARS.

SECTION 7. The Town Secretary of the Town of Northlake is hereby directed to publish the caption, penalty clause, publication clause, and effective date clause of this Ordinance.

SECTION 8. This ordinance shall be effective from and after the date the same has been adopted by the Town Council of the Town of Northlake and published as required by law.

PASSED AND APPROVED BY TOWN COUNCIL on the 12th day of August 2021.

Town of Northlake, Texas

Attest:

David Rettig, Mayor

Shirley Rogers, Town Secretary

NORTHLAKE MAYOR AND COUNCIL COMMUNICATION

DATE: AUGUST 12, 2021

REF. DOC.: LOCAL GOVERNMENT CODE, SECTION 102, MUNICIPAL BUDGET
AND TAX CODE, SECTION 26, PROPERTY TAX, ASSESSMENT

SUBJECT: PUBLISH NOTICE AND CALL PUBLIC HEARINGS FOR ANNUAL
BUDGET AND TAX RATE



GOALS/OBJECTIVES:

- Maintain low tax rate (Budget Principle)

BACKGROUND INFORMATION:

Per Texas State Law, the Town of Northlake is required to publish notice and hold a public hearing to allow taxpayer to express their views on the tax rate. The Town of Northlake has proposed to preserve the existing low tax rate of \$0.295 per \$100 of assessed value.

- Key Tax Rate Information
 - FY 2022 Proposed Tax Rate - \$0.295 per \$100 assessed value
 - Maintenance and Operations Rate - \$0.166687
 - Interest and Sinking Rate - \$0.128313
 - No-New-Revenue Tax Rate - \$0.259006
 - If proposed rate greater, public hearing required
 - Voter-Approval Tax Rate - \$0.263580
 - If proposed rate greater; petition for election available
 - De Minimus Tax Rate - \$0.295
 - If proposed rate greater; automatic election required
- Potential Dates for Public Hearings
 - August 26, 2021
 - September 9, 2021

The proposed budget and tax rate calculation are available on the Town's website under the Finance Department's page.

COUNCIL DIRECTION:

- Call public hearings for budget and proposed tax rate

NORTHLAKE MAYOR AND COUNCIL COMMUNICATION

DATE: AUGUST 12, 2021

REF. DOC.: LOCAL GOVERNMENT CODE, CHAPTER 372, IMPROVEMENT DISTRICTS IN MUNICIPALITIES AND COUNTIES

SUBJECT: CALL FOR A PUBLIC HEARING ON SERVICE AND ASSESSMENT PLAN (SAP) NORTHLAKE PUBLIC IMPROVEMENT DISTRICT NO. 1 (HARVEST) AND NO.2 (HIGHLANDS)



GOALS/OBJECTIVES:

- Responsibly Manage Growth; Preserve public parks and open space (Council Goal)
- Systematically Invest in Infrastructure; Develop a hike and bike trail system (Council Goal)

BACKGROUND INFORMATION:

Per Texas State Law, the Town of Northlake is required to publish notice and hold a public hearing to allow property owners to express their views on the assessments levied by the public improvement districts (PID).

- Key Assessment Information
 - o Public Improvement District No. 1 (Harvest) - \$0.21 per \$100 of assessed value
 - o Public Improvement District No. 2 (Highlands) - \$1,290.55 per acre
- Key Public Improvement District Dates
 - o August 12, 2021 – Call the public hearings for Public Improvement Districts
 - o August 26, 2021 – Publish notice of Public Improvement Districts
 - o September 9, 2021 – Hold public hearings on the Service Assessment Plan (SAP) for Public Improvement District No. 1 (Harvest); approve the SAPs for the PID

COUNCIL DIRECTION:

- Conduct a public hearing for Public Improvement District No. 1 (Harvest) and No. 2 (Highlands)

NORTHLAKE MAYOR AND COUNCIL COMMUNICATION

DATE: AUGUST 12, 2021

REF. DOC.: FY 2021 ADOPTED BUDGET, FY 2022 PROPOSED BUDGET

SUBJECT: PROFESSIONAL SERVICES AGREEMENT FOR CONSULTING TOWN SECRETARY



GOALS/OBJECTIVES:

- Effectively Manage Public Resources; Ensure disciplined financial management (Council Goal)
- Operate Efficiently and Effectively; Attract and retain top-quality staff (Council Goal)

BACKGROUND INFORMATION:

- Town's first and only Town Secretary retiring after twenty-four years of exemplary service
- Replacing integral and long-serving employee important employment decision
- Maintaining high service level of Council agenda meeting operations crucial
- Town engaged consulting Town Secretary to serve Town for interim period
- Overlap of incumbent and consultant necessary for training and to minimize service interruptions
- Town Manager initiated agreement but projected to exceed spending authority
- Allows for three to six month period to assess staffing needs and assist with permanent hire

COUNCIL ACTION:

- Ratify professional services agreement and approve expenditure



11675 Jollyville Road, Suite 300
Austin, TX 78759
512.334.9570
www.CityHallEssentials.com

Professional Services Agreement

This Professional Services Agreement ("Agreement") shall serve as the contract between City Hall Essentials, LLC ("CHE") and the **City of Northlake, TX** ("Client").

1. **Scope of Services.** Specifications regarding the scope and nature of the professional services and/or products to be provided to the Client by CHE shall be documented in a Work Order, which once approved shall be an addendum to this Agreement. While Work Orders may identify a particular consultant as having been assigned to a project, those are subject to change at CHE's sole discretion depending on modifications to the consultant's availability. When possible, CHE will assign a suitable substitute consultant as warranted.
2. **Independent Contractor.** CHE, its managers, personnel and consultants, are independent contractors. Nothing herein shall be construed to create an employee / employer relationship. Client acknowledges that CHE's consultants are independent contractors and not employees of CHE.
3. **Standard of Performance.** The standard of care for all consulting and related services performed or furnished by CHE under this Agreement will be the care and skill ordinarily used by members of CHE's profession practicing under the same or similar circumstances at the same time and in the same locality. CHE makes no warranties, express or implied, under this Agreement or otherwise, in connection with CHE's services.
4. **Invoices.** CHE will submit invoices for services rendered (either monthly or upon conclusion of the project, as applicable), and Client will make prompt payments in response to CHE's invoices. CHE will retain receipts for reimbursable expenses. Receipts will be available for inspection by Client's auditors upon request. If Client disputes any items in CHE's invoice for any reason, including the lack of supporting documentation, Client may temporarily delete the disputed item and pay the remaining amount of the invoice. Client will promptly notify CHE of the dispute and request clarification and/or correction. After any dispute has been settled, CHE will include the disputed item on a subsequent, regularly scheduled invoice, or on a special invoice for the disputed item only. Client recognizes that late payment of invoices results in extra expenses for CHE. CHE retains the right to assess Client's interest at the rate of one and one-half percent (1.5%) per month, but not to exceed the maximum rate allowed by law, on invoices which are not paid within thirty (30) days from the date of the invoice. In the event undisputed portions of CHE's invoices are not paid when due, CHE also reserves the right, after seven (7) days prior written notice, to suspend the performance of its services under this Agreement until all past due amounts have been paid in full.
5. **Termination of Agreement.** Either party may terminate the Agreement upon providing the other party with seven (7) day's written notice, unless another period is specified in an applicable Work Order. Where the method of payment Fixed Fee, the final invoice will

include all services and expenses associated with the project up to the effective date of termination. An equitable adjustment shall also be made to provide for termination settlement costs CHE incurs as a result of commitments that had become firm before termination. Termination by either party does not relieve the Client from timely remitting payments for all invoices submitted under this Agreement.

6. **Limited License.** This Agreement shall constitute a limited license pursuant to which the Client grants CHE the right to use the Client's name and logo for the narrow purpose of creating products (such as reports or presentation materials) for the Client. CHE can also use the Client's logo when identifying its current or previous clients in marketing materials.
7. **Controlling Law.** This Agreement is to be governed by the law of the State of Texas.
8. **Successors & Assigns.** Client and CHE respectively, bind themselves, their partners, successors, assigns, and legal representatives to the covenants of this Agreement. Neither Client nor CHE will assign, sublet, or transfer any interest in this Agreement or claims arising therefrom without the written consent of the other.
9. **Non-exclusivity:** Nothing herein shall preclude CHE or its consultants from performing services for other CHE clients, unless specifically stated otherwise in an executed Work Order.
10. **Changes.** The parties agree that no change or modification to this Agreement, or any attachments hereto, shall have any force or effect unless the change is reduced to writing, dated, and made part of this Agreement. The execution of the change shall be authorized and signed in the same manner as this Agreement. Any proposed fees by CHE are estimates to perform the services required to complete the project as CHE understands it to be defined. For those projects involving conceptual or process development services, activities often are not fully definable in the initial planning. In any event, as the project progresses, the facts developed may dictate a change in the services to be performed, which may alter the scope. CHE will inform Client of such situations so that changes in scope and adjustments to the time of performance and compensation can be made as required. If Client approves such change, additional services, or suspension of services and such change, additional services or suspension of services results in an increase or decrease in the cost of or time required for performance of the services, an equitable adjustment shall be made, and the Agreement modified accordingly.
11. **Controlling Agreement.** The terms and conditions of this Agreement (and any accompanying Work Order) shall take precedence over any inconsistent or contradictory provisions contained in any proposal, contract, purchase order, requisition, notice-to-proceed, or similar document.
12. **Severability.** If any provision of this agreement is held invalid or unenforceable, the remaining provisions shall be valid and binding upon the parties. One or more waivers by either party of any provision, term or condition shall not be construed by the other party as a waiver of any subsequent breach of the same provision, term or condition.
13. **Limitation of Liability.** CHE, its employees', and its consultants' total liability to Client for any loss or damage, including but not limited to special and consequential damages

arising out of or in connection with the performance of services or any other cause, including CHE's and its employees' professional negligent acts, errors, or omissions, shall not exceed the greater of the CHE's Professional Liability coverage or the total compensation received by CHE hereunder.

14. Insurance. To the extent permitted by Client's applicable policy limitations and/or coverage documents, Client shall use best efforts to include any CHE consultant working for the Client in an interim capacity as a covered person under the Client's liability coverage, risk pool, and/or insurance as it would an employee of the Client operating in an official capacity for the Client. Provided however that nothing in this Agreement shall require Client to procure additional liability coverage, risk pool, and/or insurance coverage pursuant to this Section 14. CHE shall maintain general liability umbrella coverage through an insurance policy covering work performed by its employees and consultants and shall ensure that the services provided to Client shall be covered under any such policy held by CHE.

15. Staff Replacement Fee. If Client hires CHE's consultant during the term of this Agreement or within sixty (60) days of the termination of this Agreement, Client agrees to pay CHE a one-time Staff Replacement Fee of five thousand dollars (\$5,000.00) to compensate CHE for the loss of the staff resource and reimburse CHE for the investments made in recruitment, training, supervision, and marketing.

16. Statute of Limitations. The parties agree that any action in relation to an alleged breach of this Agreement shall be commenced within two years of the date of the breach, without regard to the date the breach is discovered. Any action not brought within that two-year time period shall be barred, without regard to any other limitations period set forth by law or statute.

17. Dispute Resolution. The parties agree that if a dispute arises under this Agreement or regarding the services provided under the terms of this Agreement, the party will promptly provide written notice to the other party with at least fourteen (14) days to remedy the situation. The parties further agree that any dispute arising regarding the terms of this Agreement or the services provided under the terms of this Agreement shall be submitted to mediation prior the filing of a lawsuit.

18. Disclaimer on Legal Services. The parties acknowledge and agree that CHE is not a law firm and does not provide legal services. Communications, products, programs and services rendered by CHE and service providers operating through CHE do not constitute legal services. Regardless of whether the Consultant is a licensed attorney, this Agreement neither facilitates nor provides for the legal representation of clients or provision of legal advice to clients. Alan Bojorquez is a co-owner of CHE, and is the owner of the Bojorquez Law Firm, PC. However, those are separate entities. A contractual relationship between the client and CHE does not create an attorney-client relationship with Alan Bojorquez or the Bojorquez Law Firm, PC. Neither CHE's work product or any oral conversations with CHE personnel shall be presumed *confidential* or protected by the *attorney-client privilege* by virtue of this Agreement.

19. Effective Date. This Agreement shall become effective on the date upon which it has been executed by both parties.

Northlake

20. Execution. This Agreement, including the exhibits made part hereof, constitute the entire Agreement between CHE and Client, supersedes and controls over all prior written or oral understandings.

CHE:

by:

Sheila Bojorquez

Sheila Bojorquez, President &
Chief Executive Officer
City Hall Essentials, LLC

Date: 8/3/2021

CLIENT:

by:

Drew Cain

Name Drew Cain
Title Town Manager
City of Northlake

Date: 8/3/2021



Exhibit "A"

WORK ORDER

This Exhibit shall be incorporated under the current Professional Services Agreement between City Hall Essentials, LLC ("CHE"), and the Client identified below.

☒ Consulting ☐ Training ☐ Interim Staffing ☐ Planning

CHE Consultant: Mary Kayser

CHE Client: City of Northlake, TX

Project Title: Consulting City Secretary Services

Client Contact Person: Drew Corn, City Manager

Anticipated Project Start Date: 8/3/2021

Anticipated Project End Date: none specified

Deliverable Date: N/A

- Description:** Work to be performed by CHE may include all services, tasks and deliverables described below: Professional Municipal City Secretary consulting work including all roles and responsibilities as deemed usual and expected by the Texas Municipal Clerks Association; work may be completed in-person, on-site and/or via remotely
- Deliverables:** The final deliverables for this project may include, but are not limited to, tangible or intangible products such as digital files, paper printouts, emails, videos, or other digital content.
- Compensation:** For all approved work related to this Work Order, Client shall pay CHE:
☐ Fixed Fee of \$, ☒ an hourly rate of \$75 per hour
☐ other: ☐ Not to Exceed \$ without prior approval.
- Expenses:** CHE's out-of-pocket expenses directly related to this Work Order shall be billed to the Client as follows:
☐ Fixed Fee of \$ (or actual)
☒ Travel \$ mileage reimbursed at current IRS rate for calendar year
☒ Lodging \$150/nightly for any needed or agreed upon stays, i.e. non-safe travel due to weather conditions or a meeting being adjourned past the hour the consultant deems safe to travel home
☒ Meals \$40/day if overnight stay at a hotel required
☒ Copies, Supplies \$ city will pay for these expenses as accrued
☐ Other \$
- Change Orders:** All modifications to this Work Order shall be in writing. Any changes may affect the project scope, timeline or deliverables or modify the scope of the overall project.

As an authorized agent of the Client, I have read and agree to the terms of this Work Order.

Client Representative's Signature

Printed Name

Date

Please sign and return this Work Order to CHE to initiate this project.
Emails can be sent to Sheila@CityHallEssentials.com

NORTHLAKE MAYOR AND COUNCIL COMMUNICATION

DATE: AUGUST 12, 2021

REF. DOC.:

SUBJECT: CONTINUE WITH DECLARATION OF LOCAL AND PUBLIC HEALTH
EMERGENCY APRIL 23, 2020



TOWN OF NORTHLAKE COUNCIL ITEM NO. 6

DATE: AUGUST 12, 2021

ITEM: EXECUTIVE SESSION



TOWN OF NORTHLAKE COUNCIL ITEM NO. 7

DATE: AUGUST 12, 2021

ITEM: OPEN SESSION



TOWN OF NORTHLAKE COUNCIL ITEM NO. 8

DATE: AUGUST 12, 2021

ITEM: ADJOURNMENT

