



**NORTHLAKE TOWN COUNCIL  
REGULAR MEETING AGENDA  
JANUARY 11, 2024, AT 5:30 PM  
TOWN HALL - COUNCIL CHAMBER ROOM  
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 January 11, 2024, 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. Town Councilmembers may appear virtually via video conference pursuant to Texas Government Code § 551.127. The following items will be considered:

**1. CALL TO ORDER**

- A. Roll Call, Invocation, Pledge of Allegiance

**2. ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS**

The following will be addressed:

- A. Briefing - Updates on Denton County Bond Program Projects and TXDOT Road Projects
- B. Briefing - Capital Projects Update
- C. Briefing - Strategic Plan Performance Metrics

**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**

Items listed under Consent will be enacted with one motion, one second, and one vote. Any Council member may request an item on the Consent Agenda to be taken up for Individual Consideration.

- A. Consider approval of the Town Council Meeting Minutes for December 14, and December 19, 2023
- B. Consider an Ordinance of the Town of Northlake, Texas, amending the Code of Ordinances and Appendix "A," "Fee Schedule," Article 3.000 "Business Related Fees," by creating new subsections with fees for hotels and motels, short-term rentals, and single-family and multi-family rental housing permit programs
- C. Consider a Resolution of the Town of Northlake, Texas, approving and authorizing the Town

Manager to execute a purchase agreement/contract with Sam Pack's Five Star Ford, for 2023 Transit Van, in an amount not to exceed \$56,020.33

- D. Consider a Resolution of the Town of Northlake, Texas, approving and authorizing the Town Manager to execute a purchase agreement/contract with Axon Enterprises, to outfit four new police vehicles with in-car camera systems, for a total amount of \$36,331.16 (\$9,082.79 per year/ 4 year term)

## 5. **ACTION ITEMS**

The Following Items will be Considered:

- A. Consider an Ordinance of the Town of Northlake, Texas, appointing a Municipal Court Judge for a two year term beginning May 2023 and ending May 2025
- B. Consider an Ordinance of the Town of Northlake, Texas, authorizing and ordering a municipal election to be held in the Town of Northlake on May 4, 2024, and if required, a Runoff Election on June 15, 2024, for the purpose of electing a Mayor, and Council Members to Places 1, 2, and 3; prescribing the time and designating the locations, and manner of conducting the election to be in accordance with the Joint Election Agreement and Contract for Election Services with Denton County and the Denton County Elections Administrator; authorizing the Town Manager to execute the agreement and contract; and providing an effective date
- C. Consider an Ordinance of the Town of Northlake, Texas, authorizing and ordering a Special Election to be held in the Town of Northlake on May 4, 2024, and if required, a Runoff Election on June 15, 2024, for the purpose of electing a Council Member to Place 6, for an unexpired term ending May 2025; prescribing the time and designating the locations, and manner of conducting the election to be in accordance with the Joint Election Agreement and Contract for Election Services with Denton County and the Denton County Elections Administrator; authorizing the Town Manager to execute the agreement and contract; and providing an effective date
- D. Consider a Resolution of the Town of Northlake, Texas approving an updated Town Strategic Plan

## 6. **EXECUTIVE SESSION**

The Town Council will convene in an 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 an executive session to consult with its attorney to seek advice on a legal matter. It provides as follows: A governmental body may not conduct a private consultation with its attorney except: (1) When the governmental body seeks the advice of its attorney about: (a) pending or contemplated litigation; or (b) a settlement offer; or (2) 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 this chapter. The Town Council may adjourn into executive session for consultation with the Town Attorney regarding:

- i. Potential annexation and development agreement of a property consisting of a 38.1-acre tract, a 20.0-acre tract of land, and a 2.8-acre tract generally located at the southeast corner of Harmonson Road and McPherson Drive in the extraterritorial jurisdiction of the Town.

- ii. Potential development agreement and annexation of a property consisting of a 156.8-acre tract of land generally located east of FM 156 and northwest of Victory Circle in the extraterritorial jurisdiction of the Town.
- iii. Potential Development Agreement and annexation of the Florance Endeavors tract on approximately 5.0 acres of land generally located on the east side of 8000 block of Florance Road in the extraterritorial jurisdiction of the Town.
- iv. Potential Development Agreement and annexation of the Revival Fire LLC tract on approximately 5.09 acres of land generally located on the east side of 8000 block of Florance Road in the extraterritorial jurisdiction of the Town.
- v. Potential Development Agreement and annexation of Lot 4, Block A, The Hills of Northlake West, approximately 2.127 acres of land generally located on the north side of 1600 block of FM 407 in the extraterritorial jurisdiction of the Town.
- vi. Potential annexation and development agreement of a property consisting of a 24.8-acre tract, a 11.9-acre tract, and a 1.8-acre tract of land generally located at the northwest corner of FM 156 and Timberbrook Pkwy in the extraterritorial jurisdiction of the Town.
- vii. Potential annexation and development agreement for property consisting of a 3.7-acre tract, a 3.2-acre tract, and a 5.0-acre tract of land generally located at the northeast corner of SH 114 and Dale Earnhardt Way in the extraterritorial jurisdiction of the Town.
- viii. Potential annexation and development agreement for property consisting of 1.8-acre tract, a 2.9-acre tract, a 1.5-acre, and a 6.0-acre tract of land generally located at the northwest corner of Florance Rd and Linnie Bell Rd in the extraterritorial jurisdiction of the Town.
- ix. Decertification of water and sewer Certificates of Convenience and Necessity in the Extraterritorial Jurisdiction and impacted service requests.
- x. Potential annexation and development agreement for the Oneta Lee Cope Revocable Trust tracts consisting of a 69.0-acre, 0.8-acre, 1.5-acre, 3.9-acre, 4.0-acre, and 1.0-acre tracts of land generally located at the northwest corner of Sam Reynolds Rd. and FM 156 in the extraterritorial jurisdiction of the Town.
- xi. Merits of joining City of Grand Prairie in lawsuit to have Senate Bill 2038 declared unconstitutional.

## **7. RECONVENE INTO OPEN SESSION**

The Town Council will reconvene into Open Session for possible action resulting from any items posted and legally discussed or deliberated in Executive Session.

## **8. ADJOURN**

With no further items to consider, the meeting will be adjourned.

**NOTE:** The Town Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above as authorized by Texas Government Code Section 551.071(Consultation with Attorney); Section 551.072 (Deliberations about Real Property);551.073 (Deliberations about Gifts and Donations); 551.074 (Personnel Matters); 551.076 (Deliberations about Security Devices); 551.087(Economic Development Negotiations).

## **CERTIFICATION**

I, Zolaina R. Parker, Town Secretary for the Town of Northlake, Texas, hereby certify that the above agenda was posted on the official bulletin board located at Town Hall, 1500 Commons Circle, Suite 300, Northlake,

Texas 76226, on January 5, 2024, by 6:00 p.m., in accordance with Chapter 551 of the Texas Government Code.



*Zolaina R. Parker*  
Zolaina R. Parker, Town Secretary

NOTICE: THE TOWN OF NORTHLAKE'S DESIGNATED PUBLIC MEETING FACILITIES ARE ACCESSIBLE IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT(ADA). THE TOWN WILL PROVIDE ACCOMMODATIONS, SUCH AS SIGN LANGUAGE INTERPRETERS FOR THE HEARING I MPAIRED IF REQUESTED AT LEAST FORTY-EIGHT (48) HOURS IN ADVANCE OF THE SCHEDULED MEETING. PLEASE CALL THE TOWN SECRETARY'S OFFICE AT 940-242-5702 OR USE TELECOMMUNICATIONS DEVICES FOR THE DEAF (TDD), BY CALLI NG 1-800-RELAY-TX SO THAT REASONABLE ACCOMMODATIONS CAN BE ARRANGED.

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**NORTHLAKE TOWN COUNCIL COMMUNICATION**



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**DATE:** January 11, 2024  
**Section:** 1. CALL TO ORDER

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**NORTHLAKE TOWN COUNCIL COMMUNICATION**

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**DATE:** January 11, 2024

**Section:** 2. ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS

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## NORTHLAKE TOWN COUNCIL COMMUNICATION

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**DATE:** January 11, 2024  
**REF. DOC.:** Denton County and TXDOT Road Projects  
**SUBJECT:** Briefing - Updates on Denton County Bond Program Projects and TXDOT Road Projects  
**GOALS/** Invest in Infrastructure/Commit and plan for a road bond program in partnership with  
**OBJECTIVES:** Denton County, Invest in Infrastructure/Dedicate staff and other external resources to improve TxDOT coordination

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### **BACKGROUND INFORMATION:**

- John Polster with Innovative Transportation Solutions briefing on County and State projects
- Current Denton County Bond Program Projects
- Proposed Denton County Bond Program Projects within Northlake
  - FM 407 Breakout project
- Current TXDOT Roadway Projects

### **COUNCIL ACTION/DIRECTION:**

Provide direction and input regarding Denton County and TXDOT projects

NORTHLAKE TOWN COUNCIL COMMUNICATION



**DATE:** January 11, 2024  
**REF. DOC.:** [Capital Improvement Plan](#)  
**SUBJECT:** Briefing - Capital Projects Update  
**GOALS/ OBJECTIVES:** Invest in Infrastructure/Continue to invest in infrastructure expansions and improvements, Define Future Amenities/Build a defined Town Center; Town Hall; municipal building and other assets

**BACKGROUND INFORMATION:**

Review and update of the status of current projects from the Town's [Capital Improvement Plan](#)

Status	Capital Improvement Project
Completed	Catherine Branch Phase 1 - Water, Sewer, & Roads
Under Construction/In Progress	Cellular Meter Upgrade
Under Construction/In Progress	Hotel Conference Center
Under Construction/In Progress	Denton Creek Trunkline Phase 1 Engineering
Under Construction/In Progress	Cleveland Gibbs South
Under Construction/In Progress	Second North Ground Storage Tank
Bids	Catherine Branch Phase 2 Sewer Line <b>(March)</b>
Bids	Faught Road Waterline <b>(May)</b>
Bids	Faught Road <b>(May)</b>
Bids	Southwest Elevated Storage Tank <b>(May)</b>
Bids	Fort Worth Wholesale Water Additional Capacity Phase 1 <b>(June &amp; August)</b>
Requests for Proposals/Qualifications & Engineering	Public Works Building
Requests for Proposals/Qualifications & Engineering	Sports Venue
Requests for Proposals/Qualifications & Engineering	Dale Earnhardt Way South
Future Projects	Wastewater Treatment Plant Expansion
Future Projects	Northwest Elevated Storage Tank
Future Projects	Third North Ground Storage Tank
Future Projects	Fort Worth Additional Capacity
Future Projects	Town Hall and Police Facility

**COUNCIL ACTION/DIRECTION:**

Provide Council feedback and direction

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## NORTHLAKE TOWN COUNCIL COMMUNICATION

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**DATE:** January 11, 2024  
**REF. DOC.:** Strategic Planning Retreat Documents - November 2023  
**SUBJECT:** Briefing - Strategic Plan Performance Metrics  
**GOALS/  
OBJECTIVES:** Define Future Amenities/Develop a highly-trained and expert Town staff

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### **BACKGROUND INFORMATION:**

- November 18, 2023: Northlake Strategic Planning Retreat
  - Proctored by Ron Cox Consulting
  - Final report from planning session provided as Exhibit "A"
- Planning session resulted in updates to:
  - Town Mission
  - Town Vision
  - Town Values
  - Town Strategic Goals
- Town Staff has developed internal metrics to track performance
  - Demonstrate progress to meet strategic goals
  - Demonstrate compliance with Council intent
- Metrics attached as Exhibit "B" for Council awareness

### **COUNCIL ACTION/DIRECTION:**

Provide guidance to Town Staff regarding performance metrics



**Report  
on  
Strategic Planning Session  
City Council and Staff**

**November 18, 2023**

**Facilitated  
By**

**Ron Cox**



## Introduction

The Northlake City Council, City Manager, and executive staff met on November 18, 2023, for a day-long planning session at the Northwest Independent School District Outdoor Learning Center. Ron Cox, Ron Cox Consulting, was engaged to facilitate the discussions. This report is a synopsis of the process used to facilitate the session and the outcomes. (Note: For purposes of this report the City Council or Council refers to all the elected officials including the Mayor and each Council Member.)

## Process

**Interviews.** In preparation for the session, Ron Cox met virtually with the Mayor and each of the Council members. The purpose of the meeting was to make introductions before the session and prepare the elected officials as well as the facilitator for the subjects that might be discussed. In addition, the facilitator met virtually with the city manager and executive staff to do the same – make introductions and understand the issues and challenges the staff might discuss.

### Elected Officials.

David Rettig Mayor	
Brian Montini Mayor Pro Tem, Council Member, Place 3	Robert Keecker Council Member, Place 1
Michael Ganz Council Member, Place 2	Roger Sessions Council Member, Place 4
Maryl Lorencz Council Member, Place 5	Aaron Fowler Council Member, Place 6

### Executive Staff.

Drew Corn City Manager	
John Zagurski Director of Finance	Chance Willeford Administrative Services Director

Nathan Reddin Development Director	Eric Tamayo Public Works Director
Robert Crawford Chief of Police	Brandon Doughty Assistant Director of Public Works (attended in the absence of Eric Tamayo)
Zolaina Parker City Secretary	LeAnn Oliver Court Administrator

The group worked well together throughout the session, and each was forthcoming and respectful in every way.

**Planning Session.** The planning session focused on the following activities.

- **Review and close out of the 2022 Strategic Plan.** The city manager gave a detailed report of the status of the current strategic plan. He related the benchmarks and indicators for the stated strategies. Also discussed were the ongoing planning efforts that were underway or recently completed.
- **Discussion of operational needs and challenges** The city manager reported on the changing demographics, specifically including the growth and development of Northlake over the past several years and what is in store for the next several years.
- **Discussion and confirmation of Vision, Mission, Values.** The facilitator worked with the Council and staff to review, discuss, and update as needed, the Vision, Mission and Values previously prepared. Eventually these were updated for clarity and understanding and are included later in this report.
- **Strategic Focus Areas.** The strategic focus areas from the previous plan were reviewed and updated. Ultimately six strategic focus areas were identified for the plan. These are include later in this report.
- **Strategies.** Within each of the strategic focus areas, those present determined whether strategies from the previous plan were worthy of being brought forward into the current plan, which were not, and what new strategies are now important as next steps within the context of attaining the vision for Northlake.

**Preparation of Report.** This report is prepared to document the activities of the process and the ideas and concepts that were identified during the planning session.

**Presentation of Report to City Council.** The Report and Strategic Plan was presented to the Council on **TBD**. Council had the opportunity to review and revise the draft Strategic Plan and adopt the plan as the work program for the next two to three years.

**Calendar of Events.** The following is the calendar of events for the process.

Facilitator engagement	September 20, 2023
Mayor and Council interviews	October 30-31, 2023
Executive Staff interviews	November 1, 2023
Planning Session	November 18, 2023
Report to Council	<b>TBD</b>

## **Vision, Mission, Values**

**Vision Statement.** The Council reviewed the Vision Statement. The current vision statement reads as follows.

**Northlake is an iconic hometown community, honoring its rural heritage and embracing promising opportunities. (original)**

During discussions it was determined there were some challenges when interpreting and promoting some elements of the vision statement since it had been originally developed. During the course of the discussions the Council worked to clarify what they meant and prepared a revised statement as follows.

**Northlake is a distinctive hometown that welcomes promising opportunities while respecting and preserving our rural lifestyle. (revised)**

**Mission Statement.** Likewise, the Council reviewed and amended the Mission Statement.

**The Town of Northlake provides responsive and affordable public services, creating and sustaining an exceptional quality of life for all. (original)**

**The Town of Northlake delivers exceptional quality of life through responsive, effective, and affordable core services. (revised)**

**Values.** After review of the list of original values there were some minor changes.

Service, Innovation, Integrity, Excellence, Trust, and Community  
(original)

**Service, Integrity, Trust, and Excellence (revised)**

## **Strategic Focus Areas**

After considerable discussion and after review of the 2022 Focus Areas, the Council agreed on the following strategic Focus Areas. These were later prioritized and are listed in the prioritized order.

**Protect the Public**

**Ensure Fiscal Sustainability**

**Plan Intentionally and Responsibly**

## **Invest in Infrastructure**

### **Advance Northlake's Interests**

#### **Promote Economic Vitality**

## **Strategic Objectives**

Within each of the Strategic Focus Areas, Council established specific strategic objectives. Staff will take these strategies and add action items or tasks to show what steps will be taken to implement the objectives.

### **#1 - Protect the Public**

- **Ensure police presence in the community.**
- **Collaborate with fire and EMS departments.**
- **Engage with the community to ensure trust.**
- **Ensure safe community standards and processes.**
- **Attract and retain top quality staff (across the board) to match growth.**

### **#2 - Ensure Fiscal Sustainability**

- **Sustain the low property tax rate.**
- **Manage the long-term financial plan.**
- **Create sustainable service plans.**
- **Project future staffing, facilities and resources.**

### **#3 - Plan Intentionally and Responsibly**

- **Identify and plan for changes in codes and zoning that enhance desired development.**
- **Embrace and adapt to state legislative actions.**
- **Review and revise town plans as needed.**
- **Plan for access to nature.**

### **#4 - Invest in Infrastructure**

- **Leverage funding sources for needed infrastructure financing.**
- **Create a master drainage plan.**
- **Prioritize road projects and mitigate traffic.**
- **Provide adequate water and sewer infrastructure.**
- **Leverage technology and equipment to deliver services.**

### **#5 - Advance Northlake's Interests**

- **Manage the town’s municipal boundaries.**
- **Capture and incorporate the ETJ.**
- **Influence local, regional, and state issues.**
- **Partner regionally to mitigate adverse impacts.**

#### **#6 - Promote Economic Vitality**

- **Diversify sources of revenue.**
- **Target business development through economic incentives.**
- **Build out sports and entertainment corridor.**

**Implementation.** It will be the responsibility of the staff to add detail to each of these strategic objectives. Staff will prepare action steps, timelines, budget implications and assign staff responsibilities. This will form the basis for future reports and follow up to and with the Council.

### **Conclusion**

Council and staff met to review the status of the 2022 strategic plan, review and update the vision, mission and values, set the strategic focus areas and assign key strategic objectives. They were successful in all respects. Participation in this effort has been a pleasure.



2024

**Strategic Plan**

**Prepared  
by**

**Mayor and City Council Members**

**City Manager and Executive Staff**

**Approved and Adopted**

**TBD**

# **Vision**

(revised 2023)

**Northlake is a distinctive hometown that welcomes promising opportunities while respecting and preserving our rural lifestyle.**

# **Mission**

(revised 2023)

**The Town of Northlake delivers exceptional quality of life through responsive, effective, and affordable core services.**

**Values**  
(revised 2023)

**Service**

**Integrity**

**Trust**

**Excellence**

**Strategic Focus Areas**  
(In Priority Order)

**Protect the Public**

**Ensure Fiscal Sustainability**

**Plan Intentionally and Responsibly**

**Invest in Infrastructure**

**Advance Northlake's Interests**

**Promote Economic Vitality**

# **Strategic Objective #1**

## **Protect the Public**

- **Ensure police presence in the community.**
- **Collaborate with fire and EMS departments.**
- **Engage with the community to ensure trust.**
- **Ensure safe community standards and processes.**
- **Attract and retain top quality staff (across the board) to match growth.**

## **Strategic Objective #2**

### **Ensure Fiscal Sustainability**

- **Sustain the low property tax rate.**
- **Manage the long-term financial plan.**
- **Create sustainable service plans.**
- **Project future staffing, facilities, and resources.**

## **Strategic Objective #3**

### **Plan Intentionally and Responsibly**

- **Identify and plan for changes in codes and zoning that enhance desired development.**
- **Embrace and adapt to state legislative actions.**
- **Review and revise town plans as needed.**
- **Plan for access to nature.**

## **Strategic Objective #4**

### **Invest in Infrastructure**

- **Leverage funding sources for needed infrastructure financing.**
- **Create a master drainage plan.**
- **Prioritize road projects and mitigate traffic.**
- **Provide adequate water and sewer infrastructure.**
- **Leverage technology and equipment to deliver services.**

## **Strategic Objective #5**

### **Advance Northlake's Interests**

- **Manage the town's municipal boundaries.**
- **Capture and incorporate the ETJ.**
- **Influence local, regional, and state issues.**
- **Partner regionally to mitigate adverse impacts.**

## **Strategic Objective #6**

### **Promote Economic Vitality**

- **Diversify sources of revenue.**
- **Target business development through economic incentives.**
- **Build out sports and entertainment corridor.**



## PROTECT THE PUBLIC

### I.1 - Ensure police presence in the community.

- Number of patrols per shift per residential address/neighborhood
- Number of calls taken (Mark 43 heat map)
- Town Survey Results: Community Perceptions of Service

### I.2 - Collaborate with fire and EMS departments.

- Number of Town Council updates by ESD and joint training sessions between Northlake PD and ESD (to show interagency communication)
- Number of Fire/EMS calls taken (weekly, monthly, etc.)
- Maintenance and metrics of fire hydrants/emergency water
- Metrics of development services safety functions (fire permits/plan reviews, DRC meetings, etc)

### I.3 - Engage with the community to ensure trust.

- Social media metrics for official Town functions (notices, meetings, hearings, etc)
- Number of CPAAA graduates and Town Hall 101 graduates
- Number of community events attended by the Police Department

### I.4 - Ensure safe community standards and processes.

- Continued staff education on safety standards and processes (measurable by hours)
- Status of Superior Water System designation
- Development metrics:
  - Building inspections/plan reviews
  - Health inspections (pools/food establishments)
  - ISO - Building Code Effectiveness Rating
  - Updated building codes
  - Hotel/apartment inspections

### I.5 - Attract and retain top quality staff ~~(across the board)~~ to match growth.)

- Staff turnover rate & metrics (determined through Exit Interview)
- Number of staff with degrees and/or certifications
- Creation of professional development course for employees



## ENSURE FISCAL SUSTAINABILITY

### 2.1 - Sustain the low property tax rate.

- Number of years at the current tax rate
- Comparable analysis with neighboring municipalities – compare:
  - Current tax rates
  - Average tax bills

### 2.2 - Manage the long-term financial plan.

- Develop/maintain five- or ten-year plans
  - Equipment/Asset Plan
  - CIP Plan
- Development of a financial health score/benchmarking report (yearly or quarterly)

### 2.3 - Create sustainable service plans.

- Number of employees per resident
- Town Survey Results: Resident satisfaction with Town-provided services
- Infrastructure development and planning (as informed by demand increases)

### 2.4 - Project future staffing, facilities and resources.

- Facilities report showing current workstations vs current staff workspace requirements
- Staffing Plan



## PLAN INTENTIONALLY & RESPONSIBLY

### 3.1 - Identify and plan for changes in codes and zoning that enhance desired development.

- Metrics: Percentages of land use zoning
- Town Survey Results: development desired by residents
- Review Unified Development Code
  - Add/update zoning districts
  - Review/update design standards

### 3.2 - Embrace and adapt to state legislative actions.

- Public Works: Lead and Copper Inventory by October 2024; PFAS remediation
- Metrics: CCN decertifications
- Updated policies: Development Services (planning processes, mandates, Shot Clock Rule)

### 3.3 - Review and revise town plans as needed.

- Update infrastructure plans regularly and as needed
- Metrics: implementation of Comprehensive Plan objectives

### 3.4 - Plan for access to nature.

- Number of trails and open spaces available for residents
  - Miles of Trails
  - Open space acreage
- Average distance a residential address is from green space/trail system
- Update Open Space and Trails Plan



## INVEST IN INFRASTRUCTURE

### 4.1 - Leverage funding sources for needed infrastructure financing.

- Percentages of funding source per project:
  - Town Funded
    - Special districts (TIRZ/MMD)
    - EDC/CDC
  - Intergovernmental
    - County Bond
    - Green Ribbon
  - PPP
    - Developer built infrastructure
    - Developer contribution (impact fees)

### 4.2 - Create a master drainage plan.

- Submit Municipal Separate Stormwater Sewer System (MS4) permit to TCEQ

### 4.3 - Prioritize road projects and mitigate traffic.

- Miles of road lanes created/expanded/repaired
- Number of traffic stops/accidents
- Town Survey Results: feedback from road projects/traffic

### 4.4 - Provide adequate water and sewer infrastructure.

- Miles of water/sewer pipe expanded (including size changes)
- Cost per resident for water service
- Construct adequate capacity for planned projects

### 4.5 - Leverage technology and equipment to deliver services.

- Adoption vs cost avoidance (personnel):
  - Number of customers assisted per year by “X” equipment/software
  - Percent of increased service due to “X” equipment/software
  - Cellular meter implementation - number of residents utilizing app



## ADVANCE NORTHLAKE'S INTERESTS

### 5.1 - Manage the town's municipal boundaries.

- Reevaluate boundary agreements with neighboring communities
- Show withdrawals from ETJ
- Show removal/additions of CCNs

### 5.2 - Capture and incorporate the ETJ.

- Gross acreage of ETJ added
- Percentage of ETJ captured in fiscal year

### 5.3 - Influence local, regional, and state issues.

- Metrics – Town staff participation in regional organizations
  - Metroport Chamber
  - Public Works Council
  - NTCOG
- Information from Council: Contacts at County, State, and Federal level
- Number of regional and state hearings that attended

### 5.4 - Partner regionally to mitigate adverse impacts.

- Number of partnerships/collaborations with other agencies or entities
- Continued collaboration with Fort Worth, including recent PFAS settlement response



## PROMOTE ECONOMIC VITALITY

### 6.1 - Diversify sources of revenue.

- Total Revenue by Source
  - Amount
  - Percentage
- Property Tax Base:
  - Current tax base
  - Future tax base, as predicted under current zoning

### 6.2 - Target business development through economic incentives.

- Private investment generated by amount and type
  - Number and amount of incentives
- Pioneer grant program update
- Number of new businesses and types of business
- Number of inquiries/recruitment contacts

### 6.3 - Build out sports and entertainment corridor.

- Status of StarCenter (Start/Completion)
- Completion of Conference Center
- Status of the surrounding commercial development
  - Amount of square footage developed

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**NORTHLAKE TOWN COUNCIL COMMUNICATION**



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**DATE:** January 11, 2024  
**Section:** 3. PUBLIC INPUT

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**NORTHLAKE TOWN COUNCIL COMMUNICATION**

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**DATE:** January 11, 2024  
**Section:** 4. CONSENT ITEMS

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## NORTHLAKE TOWN COUNCIL COMMUNICATION

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**DATE:** January 11, 2024  
**REF. DOC.:** Northlake Home Rule Charter  
**SUBJECT:** Consider approval of the Town Council Meeting Minutes for December 14, and December 19, 2023  
**GOALS/  
OBJECTIVES:** Define Future Amenities/Prioritize Town-provided services

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### **BACKGROUND INFORMATION:**

- Approve Minutes Draft:
  - December 14, 2023 - Regular Meeting
  - December 19, 2023 - Joint Meeting with Planning & Zoning Commission

### **COUNCIL ACTION/DIRECTION:**

Approve Minutes Draft as presented



**NORTHLAKE TOWN COUNCIL  
REGULAR MEETING MINUTES  
TOWN HALL - COUNCIL CHAMBER ROOM  
1500 COMMONS CIRCLE, SUITE 300, NORTHLAKE, TEXAS 76226**

**DECEMBER 14, 2023**

The Northlake Town Council convened in a Regular Meeting on December 14, 2023, at 5:30 p.m., in the Northlake Town Hall - Council Chamber Room, 1500 Commons Circle, Suite 300, Northlake, Texas.

**1. CALL TO ORDER**

A. Mayor Rettig called the meeting to order at 5:30 p.m., and a quorum was present as follows:

- Roll Call:

David Rettig, Mayor	Roger Sessions, Place 4
Robert Keeker, Place 1	Maryl Lorencz, Place 5
Michael Ganz, Place 2	Aaron Fowler, Place 6
Brian Montini, Mayor Pro Tem, Place 3	

Also present were Drew Corn, Town Manager, and Dean Roggia, Town Attorney.

- Invocation was given by Pastor Ben Scheck, The Grove Church.
- The Pledge of Allegiance to the United States and Texas Flags was recited.

Mayor Rettig advised the Agenda would be considered out of order.

**2. ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS**

A. Briefing - Northlake Signage Concepts

The item was presented by Drew Corn, Town Manager, and discussion followed.

Following discussion, Council consensus was to provide thoughts and suggestion to staff for further review and present findings at a future meeting.

**3. PUBLIC INPUT**

The following individuals shared comments as allowed under the Public Input portion of the agenda. All comments may be viewed in their entirety on the Town's Website at <https://www.town.northlake.tx.us/337/Watch-Council-Meetings>.

- Linda King, address on file - addressed Item 2A - not knowledgeable on history, very attractive, only one that suggest rural flavor is windmill design; Town should not be known as sports destination
- Rena Hardeman, address on file - addressed Item 2A; not a sports town, founders never wanted to be Frisco; UNT Bridge has a light; zoning change requests are setting a legal precedence

#### 4. CONSENT ITEMS

The Consent Agenda consisted of Item 4.A. - 4.B., and no items were pulled for individual consideration.

Mayor Pro Tem Montini moved to approve the item as presented. Motion seconded by Councilmember Sessions. Motion passed.

AYES (7): Rettig, Keeker, Ganz, Montini, Sessions, Lorencz, Fowler

NAYS (0): None

ABSENT (0): None

- A. Consider approval of the Town Council Meeting Minutes for November 9, November 16, and November 18, 2023

**APPROVED**

- B. Consider a Resolution of the Town of Northlake, Texas, acknowledging acceptance of and, to the extent required, ratifying, approving, and authorizing the Town Manager's acceptance of the dedication of the infrastructure improvements described in the August 3, 2021 Development Agreement with 6 McFarm, LLC (assigned to Exel Inc. d/b/a DHL Supply Chain (USA) ("Developer) on August 31, 2021 (the "Development Agreement"); authorizing the Town Manager to take any further necessary action to allow Developer to create a sales tax situs pursuant to Section 4.8(c) of the Development Agreement

**APPROVED RESOLUTION NO. 23-76**

#### 5. ACTION ITEMS

The Following Items will be Considered:

- A. Consider a Resolution of the Town of Northlake, Texas, ratifying the actions taken by the Northlake Economic Development Corporation and Northlake Community Development Boards of Directors, approving a Pioneer Grant Program for Kurogi Ramen & Sushi in the amount of \$50,000

**APPROVED RESOLUTION NO. 23-77**

The item was presented, and discussion followed.

Mayor Pro Tem Montini moved to approve the item as presented. Motion seconded by Mayor Rettig. Motion passed.

AYES (5): Rettig, Keeker, Montini, Lorencz, Fowler

NAYS (2): Ganz, Sessions

ABSENT (0): None

- B. Consider a Resolution of the Town of Northlake, Texas, approving and authorizing the Town Manager to execute an agreement/contract with Halff Associates, for Conceptual Design and Discharge Permitting for the third Catherine Branch Wastewater Treatment Plant Expansion, in an amount not to exceed \$78,700

**APPROVED RESOLUTION NO. 23-78**

The item was presented, and discussion followed.

Mayor Rettig moved to approve the item as presented. Motion seconded by Councilmember Sessions. Motion passed.

AYES (7): Rettig, Keeker, Ganz, Montini, Sessions, Lorencz, Fowler

NAYS (0): None

ABSENT (0): None

- C. Consider an ordinance for a zoning change from RR – Rural Residential to I – Industrial for approximately 0.88 acres of land located on the east side of Cleveland-Gibbs Road at 12219 Cleveland-Gibbs Road. Case # 23-ZCA00004

i. Public Hearing

ii. Consider Approval

**APPROVED ORDINANCE NO. 23-1214A**

The item was presented, and discussion followed.

Mayor Rettig opened the public hearing at 6:48 p.m., and with no speakers coming forward, the public hearing was closed at 6:49 p.m.

Mayor Rettig moved to approve the item as presented. Motion seconded by Mayor Pro Tem Montini. Motion carried.

AYES (7): Rettig, Keeker, Ganz, Montini, Sessions, Lorencz, Fowler

NAYS (0): None

ABSENT (0): None

- D. Consider an Ordinance for a zoning change from RR – Rural Residential to NC – Neighborhood Commercial for approximately 2.75 acres of land located on the north side of FM 1171 at 12170 FM 1171. Case # 23-ZCA00003

i. Public Hearing

ii. Consider Approval

**APPROVED ORDINANCE NO. 23-1214B**

The item was presented, and discussion followed.

Mayor Rettig opened the public hearing at 7:00 p.m., and with no speakers coming forward, the public hearing was closed at 7:01 p.m.

Councilmember Ganz moved to approve the item as presented. Motion seconded by Councilmember Keeker. Motion passed.

AYES (5): Rettig, Keeker, Ganz, Sessions, Lorencz  
NAYS (2): Montini, Fowler  
ABSENT (0): None

- E. Consider an Ordinance for a zoning change from RR – Rural Residential/CRO - Conservation Residential Overlay to RR-PD – Rural Residential Planned Development for an approximately 156.11-acre tract of land situated in the J. James Survey, Abstract No. 1501, generally located west of Faught Road between Evelyn Lane and Robson Ranch Road. Case # PD-23-006
- i. Public Hearing
  - ii. Consider Approval
- APPROVED RESOLUTION NO. 23-1214C**

The item was presented, and discussion followed.

Mayor Rettig opened the public hearing at 7:14 p.m., and with no speakers coming forward, the public hearing was closed at 7:14: p.m.

Councilmember Sessions moved to approve the item as presented. Motion seconded by Mayor Pro Tem Montini. Motion passed.

AYES (6): Rettig, Keeker, Montini, Sessions, Lorencz, Fowler  
NAYS (1): Ganz  
ABSENT (0): None

- F. Consider an Ordinance to amend Ordinance No. 17-1214A, the Mixed-Use Planned Development (MPD) zoning district applicable to approximately 1.53 acres of land in the G.W. Shamblin Survey, Abstract No. 1191, bounded by IH 35W on the north and west, Old Elizabethtown Road on the east, and vacant land in the extraterritorial jurisdiction of the Town of Northlake on the south. Case # PD-23-007
- i. Public Hearing
  - ii. Consider Approval
- APPROVED ORDINANCE NO. 23-1214D**

The item was presented, and discussion followed.

Mayor Rettig opened the public hearing at 7:25 p.m., and with no speakers coming forward, the public hearing was closed at 7:25 p.m.

Mayor Rettig recessed the regular meeting and convened into Executive Session at 7:26 p.m. Following Executive Session, Mayor Rettig reconvened the regular meeting at 7:52 p.m.

Councilmember Sessions moved to approve the item as presented. Motion seconded by Councilmember Lorencz. Motion Passed.

AYES (6): Keeker, Ganz, Montini, Sessions, Lorencz, Fowler  
NAYS (1): Rettig  
ABSENT(0): None

- G. Consider an Ordinance to amend the Chadwick Farms Mixed-Use Planned Development (MPD) applicable to approximately 75.879 acres of land generally located along the frontage south of State Highway 114 and east of Cleveland-Gibbs Road. Chadwick Farms, LTD is the owner/applicant/developer. Case # PD-23-005
- i. Public Hearing
  - ii. Consider Approval

**APPROVED ORDINANCE NO. 23-1214E**

*The item was considered after Executive Session and approval of Items 7.A. and 7.B.*

The item was presented, and discussion followed.

Mayor Pro Tem Montini presided over the item at the request of Mayor Rettig.

Mayor Pro Tem Montini opened the public hearing at 8:04 p.m., with the following coming forward to speak:

- Rena Hardeman, address on file - 900 more apartments; more burden on people to the North; TIRZ will fund property
- Joel McGreggor, address on file - what is happening with facility Stars are leaving

With no further speakers Mayor Pro Tem Montini closed the public hearing at 8:07 p.m.

Mayor Pro Tem Montini moved to approve the item as presented. Motion seconded by Mayor Rettig. Motion passed.

AYES (6): Keeker, Montini, Sessions, Lorencz, Fowler, Rettig

NAYS (1): Ganz

ABSENT (0): None

- H. Consider an Ordinance approving a Specific Use Permit (SUP) for gas drilling and production of three additional wells, Cole Frazier 3 (AW) 3H, 4 (AW) 4H, and 5 (AW) U5H, on an existing 3.29-acre pad site, being a portion of a 133.925-acre tract of land situated in the Patrick Rock Survey, Abstract No. 1063, and located approximately 2,600 feet east of Faught Road and 2,000 feet south of Robson Ranch Road. Case #SUP-23-001
- i. Public Hearing
  - ii. Consider Approval

**APPROVED ORDINANCE NO. 23-1214F**

*The item was moved to be the first action item considered.*

The item was presented, and discussion followed.

Mayor Rettig opened the public hearing at 5:59 p.m., with the following coming forward to speak:

- Lisa Galvin, address on file - may look like industrial area; tanks were elevated; spoke to P&Z and addressed sound abatement; lower profile well to make more appealing; 71 sound decibels; permanent fencing abatement; take steps to keep it a rural and peaceful place; never heard back from driller; permanent sound abatement
- Rena Hardeman, address on file - incredibly annoying; sound wall is great idea and landscaped around it; is there a map of the direction of the well; is existing well vertical; oil and gas industry is what makes Texas great

With no further speakers coming forward, Mayor Rettig closed the public hearing at 6:05 p.m.

Mayor Rettig recessed the regular meeting and convened into Executive Session at 6:06 p.m. Following the Executive Session, Mayor Rettig reconvened the regular meeting at 6:18 p.m.

Councilmember Sessions moved to approve the item as presented. Motion seconded by Councilmember Lorencz. Motion Passed.

AYES (7): Keeker, Ganz, Montini, Sessions, Lorencz, Fowler, Rettig

NAYS (0): None

ABSENT (0): None

- I. Consider a request for a meritorious exception to the window sign requirements of Article 11 of the Unified Development Code (UDC) for It's a Paw Thang located at 1236 FM 407, Suite 500. Case # 23-VBOA00003  
**THIS PUBLIC HEARING IS POSTPONED AND A NEW NOTICE WILL BE PUBLISHED IN ADVANCE OF THE FUTURE PUBLIC HEARING IN ACCORDANCE WITH TOWN OF NORTHLAKE, UNIFIED DEVELOPMENT CODE, ARTICLE 4 AND 11.**
  - i. Public Hearing
  - ii. Consider Recommendation**NOT CONSIDERED**

## 6. EXECUTIVE SESSION

The Town Council convened in an Executive Session at 7:26 p.m., and 8:08 p.m. consistent with Chapter 551 of the Texas Government Code, as amended, or as otherwise allowed by law to address the following:

### A. Section 551.071 - Consultation with Attorney

- i. Potential annexation and development agreement of a property consisting of a 38.1-acre tract, a 20.0-acre tract of land, and a 2.8-acre tract generally located at the southeast corner of Harmonson Road and McPherson Drive in the extraterritorial jurisdiction of the Town.
- ii. Potential development agreement and annexation of a property consisting of a 156.8-acre tract of land generally located east of FM 156 and northwest of Victory Circle in the extraterritorial jurisdiction of the Town.
- iii. Potential Development Agreement and annexation of the Florance Endeavors tract on approximately 5.0 acres of land generally located on the east side of 8000 block of Florance Road in the extraterritorial jurisdiction of the Town.
- iv. Potential Development Agreement and annexation of the Revival Fire LLC tract on approximately 5.09 acres of land generally located on the east side of 8000 block of Florance Road in the extraterritorial jurisdiction of the Town.
- v. Potential Development Agreement and annexation of Lot 4, Block A, The Hills of Northlake West, approximately 2.127 acres of land generally located on the north side of 1600 block of FM 407 in the extraterritorial jurisdiction of the Town.
- vi. Potential annexation and development agreement of a property consisting of a 24.8-acre tract, a 11.9-acre tract, and a 1.8-acre tract of land generally located at the northwest corner of FM 156 and Timberbrook Pkwy in the extraterritorial jurisdiction of the Town.

- vii. Potential annexation and development agreement for property consisting of a 3.7-acre tract, a 3.2-acre tract, and a 5.0-acre tract of land generally located at the northeast corner of SH 114 and Dale Earnhardt Way in the extraterritorial jurisdiction of the Town.
- viii. Potential annexation and development agreement for property consisting of 1.8- acre tract, a 2.9-acre tract, a 1.5-acre, and a 6.0-acre tract of land generally located at the northwest corner of Florance Rd and Linnie Bell Rd in the extraterritorial jurisdiction of the Town.
- ix. Decertification of water and sewer Certificates of Convenience and Necessity in the Extraterritorial Jurisdiction and impacted service requests.
- x. Assessment of road fees in the extraterritorial jurisdiction of the Town.
- xi. Financial responsibility of offsite improvements related to Catherine Branch Wastewater Treatment Plant.
- xii. Lease agreement with DSE Hockey Centers, L.P.
- xiii. Developer agreement with Chadwick Farms, Ltd.
- xiv. Potential annexation and development agreement for the Oneta Lee Cope Revocable Trust tracts consisting of a 69.0-acre, 0.8-acre, 1.5-acre, 3.9-acre, 4.0- acre, and 1.0-acre tracts of land generally located at the northwest corner of Sam Reynolds Rd. and FM 156 in the extraterritorial jurisdiction of the Town.

## 7. RECONVENE INTO OPEN SESSION (Part 1)

Mayor Rettig reconvened the Regular Meeting at 7:52 p.m., to address items 7.A., 7.B., and 5.G. for Council action as deliberated during Executive Session.

Mayor Pro Tem Montini presided over the items at the request of Mayor Rettig.

*\*Item 5.G.- see under Action Items*

- A. Lease agreement with DSE Hockey Centers, L.P.

**APPROVED**

Mayor Pro Tem Montini moved to approve the item as presented. Motion seconded by Mayor Rettig. motion passed.

AYES (6): Rettig, Keeker, Montini, Sessions, Lorencz, Fowler

NAYS (1): Ganz

ABSENT (0): None

- B. Developer agreement with Chadwick Farms, Ltd.

**APPROVED**

Mayor Pro Tem Montini moved to approve the item as presented. Motion seconded by Councilmember Lorencz. Motion Passed.

AYES (6): Keeker, Montini, Sessions, Lorencz, Fowler, Rettig

NAYS (1): Ganz

ABSENT (0): None

- 5. G. *\*See under Action Items*

7. **RECONVENE INTO OPEN SESSION (Part 2)**

Mayor Rettig reconvened the Regular Meeting at 8:41 p.m., to address Council action regarding the items deliberated during Executive Session.

\*6.A.iv. Potential Development Agreement and annexation of the Revival Fire LLC tract on approximately 5.09 acres of land generally located on the east side of 8000 block of Florance Road in the extraterritorial jurisdiction of the Town.

**APPROVED**

Mayor Pro Tem Montini moved to approve the item as discussed during deliberations and authorize the Town Manager to negotiate and execute the agreement with the parameters addressed by Council. Motion seconded by Councilmember Lorencz. Motion Passed.

AYES (6): Keeker, Ganz, Montini, Lorencz, Fowler, Rettig

NAYS (1): Sessions

ABSENT (0): None

C. Potential Development Agreement and annexation of the Florance Endeavors and Revival Fire LLC tracts on approximately 5.0 acres and 5.1 acres of land generally located on the east side of 8000 block of Florance Road in the extraterritorial jurisdiction of the Town.

**NOT CONSIDERED** \* See 6.A.iv.

D. Potential annexation and development agreement for property consisting of a 3.7- acre tract, a 3.2-acre tract, and a 5.0-acre tract of land generally located at the northeast corner of SH 114 and Dale Earnhardt Way in the extraterritorial jurisdiction of the Town.

**APPROVED**

Mayor Pro Tem Montini moved to approve the item as discussed during deliberations and authorize the Town Manager to negotiate and execute the agreement with the parameters addressed by Council. Motion seconded by Mayor Rettig. Motion passed.

AYES (7): Keeker, Ganz, Montini, Sessions, Lorencz, Fowler, Rettig

NAYS (0): None

ABSENT (0): None

E. Potential annexation and development agreement for the Oneta Lee Cope Revocable Trust tracts consisting of a 69.0-acre, 0.8-acre, 1.5-acre, 3.9-acre, 4.0-acre, and 1.0- acre tracts of land generally located at the northwest corner of Sam Reynolds Rd. and FM 156 in the extraterritorial jurisdiction of the Town.

**NOT CONSIDERED**

F. Potential annexation and development agreement of a property consisting of a 38.1- acre tract, a 20.0-acre tract of land, and a 2.8-acre tract generally located at the southeast corner of Harmonson Road and McPherson Drive in the extraterritorial jurisdiction of the Town.

**NOT CONSIDERED**

**8. ADJOURN**

With no further business, Mayor Rettig adjourned the meeting at 8:46 p.m.

\_\_\_\_\_  
David Rettig, Mayor Attest:

\_\_\_\_\_  
Zolaina R. Parker, Town Secretary

MINUTES APPROVED ON: \_\_\_\_\_



**NORTHLAKE TOWN COUNCIL  
PLANNING & ZONING COMMISSION**

**SPECIAL JOINT MEETING MINUTES  
DECEMBER 19, 2023**

The Northlake Town Council and Planning & Zoning Commission, convened in a Special Meeting on December 19, 2023, at 5:30 p.m., in the Northlake Town Hall - Chamber Room, 1500 Commons Circle, Suite 300, Northlake, Texas.

**1. CALL TO ORDER**

Mayor David Rettig called the meeting to order at 5:30 p.m., and a quorum was present as follows:

- Town Council Roll Call:

David Rettig, Mayor  
Robert Keeker, Place 1  
Michael Ganz, Place 2  
Brian Montini, Mayor Pro Tem, Place 3

Roger Sessions, Place 4  
Maryl Lorencz, Place 5  
Aaron Fowler, Place 6 - Absent with Notice

Also present was Drew Corn, Town Manager.

Chairperson Linda King called the meeting to order at 5:30 p.m., and a quorum was present as follows:

- Planning & Zoning Commission Roll Call:

Linda King, Chairperson  
Danny Simpson, Commissioner  
Bryan Davenport, Commissioner  
Chris Amarante, Commissioner - Absent with Notice

Jana Hall, Vice-Chairperson - Absent with Notice  
John Kelley, Commissioner - Absent with Notice  
Josh Pezzuto, Commissioner

**2. ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS**

A. Briefing – Northlake Next 2045 Plan Draft Overview and Discussion

The item was presented by Drew Corn, Town Manager, and Halff & Associates.

The following items were discussed:

- Overview of process
- Feedback regarding Town Center

- Feedback regarding draft plan
- Next Steps and gathering Council and Commission Members' input

The item was for presentation, planning, and discussion purposes only, and no action was taken.

**3. ADJOURN**

With no further business, Mayor Rettig adjourned the meeting at 7:15 p.m.; Chairperson King adjourned the meeting at 7:14 p.m.

\_\_\_\_\_  
David Rettig, Mayor  
Town Council

\_\_\_\_\_  
Linda King, Chairperson  
Planning & Zoning Commission

Attest:

\_\_\_\_\_  
Zolaina R. Parker, Town Secretary

MINUTES APPROVED ON: \_\_\_\_\_

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## NORTHLAKE TOWN COUNCIL COMMUNICATION

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**DATE:** January 11, 2024

**REF. DOC.:** Ordinances adopting hotel, short-term rental, and single-family and multi-family rental housing permit programs

**SUBJECT:** Consider an Ordinance of the Town of Northlake, Texas, amending the Code of Ordinances and Appendix "A," "Fee Schedule," Article 3.000 "Business Related Fees," by creating new subsections with fees for hotels and motels, short-term rentals, and single-family and multi-family rental housing permit programs

**GOALS/  
OBJECTIVES:** Exercise Fiscal Responsibility/Accurately project and budget future resources and staffing needs

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### **BACKGROUND INFORMATION:**

- Council approved following ordinances on November 9, 2023
  - Ordinance 23-1109B - created short-term rentals permit program
  - Ordinance 23-1109C - created single-family and multi-family rental housing permit and inspection programs
  - Ordinance 23-1109D - created hotel and motel permit and inspection program
- Ordinances reference fees in fee schedule
- Fee schedule amendment proposes fees for new permit and inspection programs
  - Fees similar to those originally proposed with initial presentation of programs to Council
  - Primary difference is reduction in short-term and single-family rental fees due to not requiring inspections
  - Fees proposed to capture costs related to managing the new programs
  - Fees expected to generate approximately \$15,000 in first year of programs

### **COUNCIL ACTION/DIRECTION:**

Approve ordinance to adopt new fees for hotel, short-term rental, and single-family and multi-family rental housing permit programs



**TOWN OF NORTHLAKE, TEXAS  
OFFICIAL ORDINANCE**

**NO.**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF NORTHLAKE, TEXAS, AMENDING THE CODE OF ORDINANCES AND APPENDIX "A" "FEE SCHEDULE," ARTICLE 3.000 "BUSINESS RELATED FEES," BY CREATING NEW SUBSECTIONS WITH FEES FOR HOTELS AND MOTELS, SHORT-TERM RENTALS, AND SINGLE-FAMILY AND MULTI-FAMILY RENTAL HOUSING PERMIT PROGRAMS; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING THAT THIS ORDINANCE IS CUMULATIVE; PROVIDING A PENALTY FOR VIOLATION; PROVIDING FOR PUBLICATION; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, the Town of Northlake, Texas is a Home Rule municipality located in Denton County, created in accordance with the provisions of Chapter 9 of the Local Government Code and operating pursuant to the enabling legislation of the State of Texas; and

**WHEREAS**, the Town has previously established and promulgated the Town of Northlake's Fee Schedule to provide for various fees to include, without limitation: Building and Construction Fees; Temporary Vending Fees; Business Related Fees; Cost Recovery Fee Schedule; Development Application Fees; Public Works/Engineering Fees; Health Related Fees; Overweight Vehicle Permit Fees; Miscellaneous Fees; Fire and Public Safety Related Fees; Animal Control Fees; and Municipal Court Fees; and

**WHEREAS**, the Town Council finds it necessary from time to time to review and amend the Fee Schedule to ensure that it is consistent with and reflective of the costs incurred by the Town in connection with the provision of various services; and

**WHEREAS**, the Town Council finds it necessary to establish fees to cover the costs of new programs to permit hotels and motels, short-term rentals, and single-family and multi-family rental housing; and

**WHEREAS**, the Town Council finds that the amendments to the fee schedule as outlined herein are in the best interest of the health, safety, and general welfare of the citizens of the Town and the general public.

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

**Section 1.** All 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

ordinance as if copied in their entirety.

**Section 2.** Appendix "A," "Fee Schedule," Article 3.000, "Business Related Fees," of the Code of Ordinances, Town of Northlake is hereby amended by adding subsections A3.005, A3.006, and A3.007 as follows:

“§ A3.005 Hotel and motel fees

- a. Hotel permit application fee: \$120.00 for initial year.
- b. Hotel permit renewal fee: \$60.00 annually.
- c. Hotel inspection fee: \$5.00 per room annually.

§ A3.006 Short-term rental fees

- a. Short-term rental permit application fee: \$60.00 per unit for initial year.
- b. Short-term rental permit renewal fee: \$30.00 per unit annually.

§ A3.007 Rental housing fees

- a. Single-family rental permit application fee: \$60.00 per home for initial year.
- b. Single-family rental permit renewal fee: \$30.00 per home annually.
- c. Multi-family rental permit application fee: \$120.00 per complex for initial year.
- d. Multi-family rental permit renewal fee: \$60.00 per complex annually.
- e. Multi-family rental inspection fee: \$10.00 per unit annually."

**Section 3.** Any person, firm or corporation violating any of the provisions of this Ordinance shall be punished in accordance to Section 1.01.009 of the Town of Northlake Code of Ordinances, and no penalty shall be greater or less than the penalty provided for the same or a similar offense under the laws of the state.

**Section 4.** With the exception of those Ordinances expressly repealed herein, this Ordinance shall be cumulative of all provisions of Ordinances of the Town of Northlake, except where the provisions of this Ordinance are in direct conflict with the provisions of such Ordinances, in which event the more stringent provision shall apply and the less stringent provision, whether contained within this Ordinance or in any prior Ordinance of the Town, whether codified or un-codified, is hereby repealed to the extent of the conflict, but all other provisions of the Ordinances of the Town, whether codified or un-codified, which are not in conflict with the provisions of the Ordinance, shall remain in full force and effect.

**Section 5.** All rights and remedies of the Town are expressly saved as to any and all violations of the provisions of this Ordinance, or any other Ordinances affecting the matters addressed herein, which have accrued at the time of the effective date of this Ordinance; and, as to such accrued violations and all pending litigation, both civil and

criminal, whether pending in court or not, under such ordinances, same shall not be affected by the Ordinance but may be prosecuted until final disposition by the courts.

**Section 6.** 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 7.** This Ordinance shall be in full force and effect from and after its passage and/or publication as required by law.

**PASSED AND APPROVED** by the Town Council of the Town of Northlake, Texas, on January 11, 2024.

Town of Northlake, Texas

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David Rettig, Mayor

Attest:

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Zolaina Parker, Town Secretary

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## NORTHLAKE TOWN COUNCIL COMMUNICATION

---



**DATE:** January 11, 2024  
**REF. DOC.:** Town of Northlake Purchasing Policy  
**SUBJECT:** Consider a Resolution of the Town of Northlake, Texas, approving and authorizing the Town Manager to execute a purchase agreement/contract with Sam Pack's Five Star Ford, for 2023 Transit Van, in an amount not to exceed \$56,020.33  
**GOALS/  
OBJECTIVES:** Protect the Public/Maintain a safe community with the support of diligent and aware residents

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### **BACKGROUND INFORMATION:**

- New 2023 Transit Van for evidence transfer/destruction and transporting fleet supplies to vendors
  - Vehicle will be used for securing vehicle supplies and transporting evidence to and from crime labs in region
  - Estimated Cost \$56,020.33
  - Vehicle purchased through Sam Pack's Five Star Ford - part of Buy Board Texas Smart Buy Purchasing Cooperative

### **COUNCIL ACTION/DIRECTION:**

Approve resolution to purchase police support vehicle



**TOWN OF NORTHLAKE, TEXAS  
OFFICIAL RESOLUTION**

**NO.**

**A RESOLUTION OF THE TOWN OF NORTHLAKE, TEXAS, APPROVING AND DIRECTING THE TOWN MANAGER TO EXECUTE A PURCHASE AGREEMENT WITH SAM PACK'S FIVE STAR FORD, IN ORDER TO PURCHASE A 2023 TRANSIT VAN, IN AN AMOUNT NOT TO EXCEED \$56,020.33**

**WHEREAS**, the Town Council of the Town of Northlake, Texas, has determined that a public need and necessity exists for the Town to replace and purchase a new vehicle for the police department; and

**WHEREAS**, the Town Council approved and budgeted for the expenditure of \$56,020.33 in the 2023-2024 budget year for purchase of a support vehicle for fleet maintenance and property - evidence; and

**WHEREAS**, the vendor Sam Pack's Five Star Ford is providing the quote for the police vehicle replacement through cooperative purchasing Buy Board Texas Smart Buy; and

**WHEREAS**, the Town is a member of the Buy Board Texas Smart Buy Purchasing Contract, which per Subchapter F of Section 271 of the Texas Local Government Code fulfills State purchasing requirements; and

**WHEREAS**, the Town Council has determined that it is advisable and in the best interest of the Town to authorize the Town Manager to enter into an agreement to purchase a replacement support vehicle, but not to exceed \$56,020.33.

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

**Section 1.** All 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 a police vehicle 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 \$56,020.33.

**Section 3.** This resolution shall be effective immediately upon approval by the Town Council.

**PASSED AND APPROVED** by the Town Council of the Town of Northlake, Texas, on January 11, 2024.

Town of Northlake, Texas

---

David Rettig, Mayor

Attest:

---

Zolaina Parker, Town Secretary

# Sam Pack's Five Star Ford

# INVOICE

Takin' Care of Business!

**Remit to:**

PO Box 110098  
 Carrollton, Texas 75011-0098  
 Phone 888.835.3389 Fax 972.245.5278

**PLEASE FORWARD/PROCESS THESE DOCUMENTS  
 FOR PAYMENT AND LICENSING**

**ORIGINAL INVOICE - REMIT FOR PAYMENT**

**DATE:** 12.18.23  
**INVOICE #** PKB36172

**Bill To:**  
 TOWN OF NORTHLAKE  
 1600 COMMONS CIRCLE  
 NORTHLAKE, TX 76226

**Ship To:**  
 CUSTOMER PICK-UP

**Comments or Special Instructions:**

SALESPERSON	P.O. NUMBER	SHIP DATE	SHIP VIA	F.O.B. POINT	TERMS
ROSNER		TBD	DRIVER		NET 30 DAYS

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	2023 TRANSIT R1C T250 VAN 1FTBR1CG0PKB36172	\$ 56,020.33	\$ 56,020.33

<b>Wiring Instructions:</b> Remit To: JP Morgan Chase PO BOX 660197 Dallas Texas 75266 ABA 111000614 ACCT 32400145045 Bank Contact Diane Kinson 817-856-5932/ 877-972-6352	SUBTOTAL	\$ 56,020.33
	TAX RATE	
	SALES TAX	
	SHIPPING & HANDLING	-
	<b>TOTAL</b>	<b>\$ 56,020.33</b>

Make all checks payable to Sam Pack's Five Star Ford  
 If you have any questions concerning this invoice, or paperwork, please contact Jessica Wooten  
[JWOOTEN@SPFORD.COM](mailto:JWOOTEN@SPFORD.COM)  
 972-242-6415 EXT 5317

THANK YOU FOR YOUR BUSINESS!

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## NORTHLAKE TOWN COUNCIL COMMUNICATION

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**DATE:** January 11, 2024  
**REF. DOC.:** Town of Northlake Purchasing Policy  
**SUBJECT:** Consider a Resolution of the Town of Northlake, Texas, approving and authorizing the Town Manager to execute a purchase agreement/contract with Axon Enterprises, to outfit four new police vehicles with in-car camera systems, for a total amount of \$36,331.16 (\$9,082.79 per year/ 4 year term)  
**GOALS/  
OBJECTIVES:** Protect the Public/Maintain a safe community with the support of diligent and aware residents

---

### **BACKGROUND INFORMATION:**

- Three in-car camera systems and one wiring harness for new patrol vehicles
  - Estimated cost \$9,082.79/year
  - Four-year agreement/term total \$36,331.16
  - Existing vendor - Axon Enterprises

### **COUNCIL ACTION/DIRECTION:**

- Approve resolution authorizing purchase of new in-car camera systems and wiring harness



**TOWN OF NORTHLAKE, TEXAS  
OFFICIAL RESOLUTION**

**NO.**

**A RESOLUTION OF THE TOWN OF NORTHLAKE, TEXAS, APPROVING AND AUTHORIZING THE TOWN MANAGER TO EXECUTE A PURCHASE AGREEMENT/CONTRACT WITH AXON ENTERPRISES, FOR IN-CAR CAMERA SYSTEMS AND WIRING HARNESS, FOR AN AMOUNT NOT TO EXCEED \$36,331.16**

**WHEREAS**, the Town Council of the Town of Northlake, Texas, has determined that a public need and necessity exists for the Town to replace and purchase new equipment for the police department; and

**WHEREAS**, the Town Council approved and budgeted for the expenditure of \$36,331.16 in the 2023-2024 budget year for purchase of new in-car camera systems and wiring harness for police vehicles; and

**WHEREAS**, the quote for the cameras is provided through through Axon Enterprise; and

**WHEREAS**, the Town Council has determined that it is advisable and in the best interest of the Town to authorize the Town Manager to enter into an agreement to purchase in-car camera systems and wiring harness for police vehicles, in an amount not to exceed \$36,331.16.

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

**Section 1.** All 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.** The Town Council Hereby authorizes the Town Manager to enter into an agreement for the purchase of in-car camera systems and wiring harness for police vehicles 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 \$36,331.16

**Section 3.** This resolution shall be effective immediately upon approval by the Town Council.

**PASSED AND APPROVED** by the Town Council of the Town of Northlake, Texas, on January 11, 2024.

Town of Northlake, Texas

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David Rettig, Mayor

Attest:

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Zolaina Parker, Town Secretary



**Axon Enterprise, Inc.**  
 17800 N 85th St.  
 Scottsdale, Arizona 85255  
 United States  
 VAT: 86-0741227  
 Domestic: (800) 978-2737  
 International: +1.800.978.2737

Q-530276-45261.841AS

Issued: 12/01/2023

Quote Expiration: 12/31/2023

Estimated Contract Start Date: 02/01/2024

Account Number: 110512

Payment Terms: N30

Delivery Method:

SHIP TO	BILL TO
Northlake Police Dept.-1600 Commons Circle 1600 Commons Cir Argyle, TX 76226-1591 USA	Northlake Police Dept. - TX 1600 Commons Cir Argyle TX 76226-1591 USA Email:

SALES REPRESENTATIVE	PRIMARY CONTACT
Adam Smith Phone: 602-751-1798 Email: asmith@axon.com Fax: (480) 463-2201	Robert Crawford Phone: 940-648-4804 Email: rcrawford@town.northlake.tx.us Fax: (940) 648-5803

**Quote Summary**

Program Length	49 Months
<b>TOTAL COST</b>	<b>\$36,331.16</b>
<b>ESTIMATED TOTAL W/ TAX</b>	<b>\$36,331.16</b>

**Discount Summary**

Average Savings Per Year	\$3,011.57
<b>TOTAL SAVINGS</b>	<b>\$12,297.24</b>

**Payment Summary**

Date	Subtotal	Tax	Total
Jan 2024	\$9,082.79	\$0.00	\$9,082.79
Feb 2025	\$9,082.79	\$0.00	\$9,082.79
Feb 2026	\$9,082.79	\$0.00	\$9,082.79
Feb 2027	\$9,082.79	\$0.00	\$9,082.79
<b>Total</b>	<b>\$36,331.16</b>	<b>\$0.00</b>	<b>\$36,331.16</b>

Quote Unbundled Price: \$48,628.40  
 Quote List Price: \$41,920.79  
 Quote Subtotal: \$36,331.16

**Pricing**

*All deliverables are detailed in Delivery Schedules section lower in proposal*

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
<b>Program</b>									
80462	FLEET 3 ADVANCED BUNDLE WITH TAP TRUE UP	3	11		\$108.00	\$101.52	\$3,350.16	\$0.00	\$3,350.16
Fleet3A	Fleet 3 Advanced	3	49	\$300.20	\$254.57	\$218.00	\$32,046.00	\$0.00	\$32,046.00
<b>A la Carte Hardware</b>									
100150	FLEET 3 WIRING REFRESH KIT	1			\$335.00	\$335.00	\$335.00	\$0.00	\$335.00
<b>A la Carte Services</b>									
73393	FLEET 3 REFRESH INSTALLATION (PER VEHICLE)	1			\$600.00	\$600.00	\$600.00	\$0.00	\$600.00
<b>Total</b>							<b>\$36,331.16</b>	<b>\$0.00</b>	<b>\$36,331.16</b>

## Delivery Schedule

### Hardware

Bundle	Item	Description	QTY	Estimated Delivery Date
Fleet 3 Advanced	70112	AXON SIGNAL UNIT	3	01/01/2024
Fleet 3 Advanced	72036	FLEET 3 STANDARD 2 CAMERA KIT	3	01/01/2024
A la Carte	100150	FLEET 3 WIRING REFRESH KIT	1	02/01/2024
Fleet 3 Advanced	72040	FLEET REFRESH, 2 CAMERA KIT	3	01/01/2028

### Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
Fleet 3 Advanced	80400	FLEET, VEHICLE LICENSE	3	02/01/2024	02/29/2028
Fleet 3 Advanced	80401	FLEET 3, ALPR LICENSE, 1 CAMERA	3	02/01/2024	02/29/2028
Fleet 3 Advanced	80402	RESPOND DEVICE LICENSE - FLEET 3	3	02/01/2024	02/29/2028
Fleet 3 Advanced	80410	FLEET, UNLIMITED STORAGE, 1 CAMERA	6	02/01/2024	02/29/2028

### Services

Bundle	Item	Description	QTY
Fleet 3 Advanced	73391	FLEET 3 DEPLOYMENT (PER VEHICLE)	3
A la Carte	73393	FLEET 3 REFRESH INSTALLATION (PER VEHICLE)	1

### Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
Fleet 3 Advanced	80379	EXT WARRANTY, AXON SIGNAL UNIT	3	01/01/2025	02/29/2028
Fleet 3 Advanced	80495	EXT WARRANTY, FLEET 3, 2 CAMERA KIT	3	01/01/2025	02/29/2028

## Payment Details

Jan 2024						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 1	100150	FLEET 3 WIRING REFRESH KIT	1	\$83.75	\$0.00	\$83.75
Year 1	73393	FLEET 3 REFRESH INSTALLATION (PER VEHICLE)	1	\$150.00	\$0.00	\$150.00
Year 1	80462	FLEET 3 ADVANCED BUNDLE WITH TAP TRUE UP	3	\$837.54	\$0.00	\$837.54
Year 1	Fleet3A	Fleet 3 Advanced	3	\$8,011.50	\$0.00	\$8,011.50
<b>Total</b>				<b>\$9,082.79</b>	<b>\$0.00</b>	<b>\$9,082.79</b>

Feb 2025						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 2	100150	FLEET 3 WIRING REFRESH KIT	1	\$83.75	\$0.00	\$83.75
Year 2	73393	FLEET 3 REFRESH INSTALLATION (PER VEHICLE)	1	\$150.00	\$0.00	\$150.00
Year 2	80462	FLEET 3 ADVANCED BUNDLE WITH TAP TRUE UP	3	\$837.54	\$0.00	\$837.54
Year 2	Fleet3A	Fleet 3 Advanced	3	\$8,011.50	\$0.00	\$8,011.50
<b>Total</b>				<b>\$9,082.79</b>	<b>\$0.00</b>	<b>\$9,082.79</b>

Feb 2026						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 3	100150	FLEET 3 WIRING REFRESH KIT	1	\$83.75	\$0.00	\$83.75
Year 3	73393	FLEET 3 REFRESH INSTALLATION (PER VEHICLE)	1	\$150.00	\$0.00	\$150.00
Year 3	80462	FLEET 3 ADVANCED BUNDLE WITH TAP TRUE UP	3	\$837.54	\$0.00	\$837.54
Year 3	Fleet3A	Fleet 3 Advanced	3	\$8,011.50	\$0.00	\$8,011.50
<b>Total</b>				<b>\$9,082.79</b>	<b>\$0.00</b>	<b>\$9,082.79</b>

Feb 2027						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 4	100150	FLEET 3 WIRING REFRESH KIT	1	\$83.75	\$0.00	\$83.75
Year 4	73393	FLEET 3 REFRESH INSTALLATION (PER VEHICLE)	1	\$150.00	\$0.00	\$150.00
Year 4	80462	FLEET 3 ADVANCED BUNDLE WITH TAP TRUE UP	3	\$837.54	\$0.00	\$837.54
Year 4	Fleet3A	Fleet 3 Advanced	3	\$8,011.50	\$0.00	\$8,011.50
<b>Total</b>				<b>\$9,082.79</b>	<b>\$0.00</b>	<b>\$9,082.79</b>

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

## Standard Terms and Conditions

### Axon Enterprise Inc. Sales Terms and Conditions

#### Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at [www.axon.com/legal/sales-terms-and-conditions](http://www.axon.com/legal/sales-terms-and-conditions)), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

#### ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at [www.axon.com/legal/sales-terms-and-conditions](http://www.axon.com/legal/sales-terms-and-conditions)), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

#### Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

hon



Signature

12-12-2023

Date Signed

12/1/2023



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**NORTHLAKE TOWN COUNCIL COMMUNICATION**



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**DATE:** January 11, 2024  
**Section:** 5. ACTION ITEMS

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## NORTHLAKE TOWN COUNCIL COMMUNICATION

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**DATE:** January 11, 2024  
**REF. DOC.:** Texas Local Government Code Chapter 29; Town of Northlake Home Rule Charter & Code of Ordinances  
**SUBJECT:** Consider an Ordinance of the Town of Northlake, Texas, appointing a Municipal Court Judge for a two year term beginning May 2023 and ending May 2025  
**GOALS/ OBJECTIVES:** Protect the Public/Maintain a safe community with the support of diligent and aware residents

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### **BACKGROUND INFORMATION:**

- Mr. Harris Hughey currently serving as Municipal Court Judge
  - Appointed May 2021
- Government Code; Home Rule Charter; Code of Ordinances authorizes Town Council to appoint Municipal Court Judge
- Appointment - 2 year term, ending May 2025

### **COUNCIL ACTION/DIRECTION:**

Approve proposed ordinance appointing a municipal judge and authorize Town Manager to execute contract for services and compensation



**TOWN OF NORTHLAKE, TEXAS  
OFFICIAL ORDINANCE**

**NO.**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF NORTHLAKE, TEXAS, APPOINTING AN INDIVIDUAL PURSUANT TO SECTION 29.004 OF THE TEXAS GOVERNMENT CODE, SECTION 6.02 OF THE TOWN OF NORTHLAKE CHARTER, AND CHAPTER 1, ARTICLE 1.04 MUNICIPAL COURT, DIVISION 1, SECTION 1.04.002, OF THE TOWN OF NORTHLAKE CODE OF ORDINANCES, TO SERVE AS MUNICIPAL COURT JUDGE FOR THE TOWN OF NORTHLAKE; PROVIDING A SAVINGS CLAUSE; PROVIDING THAT THIS ORDINANCE IS CUMULATIVE; PROVIDING FOR PUBLICATION; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, pursuant to Section 29.004 of the Texas Government Code, Section 6.02 of the Town of Northlake Home Rule Charter, and Chapter 1, Article 1.04 of the Code of Ordinances, the Town Council has the authority to appoint the Municipal Court Judge for the Town; and

**WHEREAS**, the term of office for Municipal Court Judge as outlined in the Northlake Home Rule Charter and Code of Ordinances shall be for two (2) years commencing May 2023 and ending May 2025; and

**WHEREAS**, the Town Council has determined it is the best interest of the Town, Municipal Court, and all residents, to appoint Harris Hughey as Municipal Court Judge.

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

**Section 1.** All 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 ordinance as if copied in their entirety.

**Section 2.** The Town Council hereby appoints Harris Hughey to serve as Municipal Court Judge for the Town of Northlake, Texas, for a two (2) year term, commencing May 2023 and ending May 2025; and authorizes the Town Manager to execute the agreement for services and compensation.

**Section 3.** This Ordinance shall take effect and be in full force from and after the date of its passage and publication as required by law.

**PASSED AND APPROVED** by the Town Council of the Town of Northlake, Texas, on January 11, 2024.

Town of Northlake, Texas

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David Rettig, Mayor

Attest:

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Zolaina Parker, Town Secretary

## **PRESIDING MUNICIPAL COURT JUDGE LETTER AGREEMENT**

On January 11, 2024, the Mayor of the Town of Northlake, with the concurrence of the Town Council for the Town of Northlake (“Town”), appointed Harris R. Hughey to serve as the Presiding Municipal Court Judge (“Judge”) for the Town of Northlake. This Letter Agreement (“Agreement”) shall become effective on May 1, 2023, subject to the following terms and conditions for such professional services.

### ***Section 1. Appointment.***

- a. The Judge shall be appointed in accordance with the Town Charter, and upon approval of the Town Council.
- b. The Town shall appoint one or more Alternate Judges in accordance with the Town Charter and upon approval by the Town Council.
- c. The Judge shall be the liaison between the Alternate Judge(s) and any Town departmental staff. The Judge shall conduct a performance review of each Alternate Judge no less than twice per year.

### ***Section 2. Term and Termination.***

- a. The Judge shall be, at all times and for all purposes, an independent contractor of the Town, as that term is defined by Texas legal authority. The Judge agrees that no property right shall be created by the execution of this Agreement.
- b. The Judge shall serve as Presiding Municipal Court Judge beginning on the effective date of this Agreement and shall end on May 31, 2025. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Town to terminate the services of the Judge at any time.
- c. The Judge shall serve at the pleasure of the Town Council. This Agreement and the Judge’s services may be terminated at any time by the Town Council, with or without cause, and with thirty (30) days notice.

### ***Section 3. Duties.***

- a. The Judge shall perform the functions and duties specified in the applicable sections of the Town Charter and Town Ordinances, and shall perform such other legally permissible and proper duties and functions as the Town shall assign from time to time. The Judge shall provide the Town Council with updates of matters in the Northlake Municipal Court. Such updates shall occur at scheduled Town Council meetings.
- b. The Judge shall perform all services and duties customarily performed by a judge of a municipal court in the State of Texas.

- c. The Judge is required to keep abreast of state law and local ordinances, including state-mandated fees for the Northlake Municipal Court. Although a recognized function of judicial discretion, the Judge shall endeavor to enforce the law consistently and within suggested state guidelines and pursuant to the Standing Orders, and shall be uniform and consistent in the implementation of judicial policy in accordance with State law and local ordinances. The Judge shall apply the law and enter judgments in accordance with State law and local ordinances, shall abide by all mandatory provisions of the law, and shall not create or apply exceptions where none exist under law. Judicial discretion shall only be applied where allowed under law.
- d. The Judge shall operate within the docket schedule prepared and coordinated by the Judge, the Court Administrator, the Municipal Court Prosecutor, the Town Attorney and the Town Manager, or designees thereof. The Judge shall timely perform all duties, including, but not limited to, the dockets set forth in the docket schedule.

***Section 4. Standing Orders.***

- a. The Town Council desires uniformity and consistency in the implementation of judicial policy in accordance with state law and local ordinances. Therefore, the Judge shall utilize the “Bench Book” produced by the Texas Municipal Court Education Center.
- b. The Judge shall promulgate and maintain judicial policies and procedures for insertion into “Standing Orders” which addresses the daily administration of the municipal court and trial procedures, for matters such as dismissals, installment payments, deferred disposition, and continuances. The Court Administrator will be available for consultation and comment with regard to any proposed procedures should the Judge so desire. The Town will provide the necessary secretarial staff to the Judge for clerical assistance. The Standing Orders shall be signed by each judge appointed by the Town Council. Any changes to the Standing Orders must be in writing and signed by the Judge prior to incorporation. No policy will be implemented by the clerks of the court prior to the same being in written form and executed by the Judge. Court clerks will not enforce oral policies.
- c. The Judge shall adhere to the Standing Orders.

***Section 5. On Call Procedures.***

- a. A written schedule setting the assigned judges’ duty report days shall be created and provided by the Judge to the Court and to the Police Department on a monthly basis no later than seven (7) days prior to the end of the previous month. Each day of the month shall have an assigned judge on duty for arraignments and

on duty for the scheduled court sessions. Duty days for the assigned judge shall begin at 7:00 a.m. and continue for the next twenty-four (24) hours. Changes to the “On Call” status shall be made by agreement between the Judge and any alternate judges; any modification to the schedule shall be submitted to the Court and to the Police Department, in writing, including the effective date, seven (7) days prior to any previously established schedule, excluding exigent circumstances. It is the responsibility of each judge to notify the Court and the Police Department of current telephone numbers and locations where the “On Call” judge may be reached while on duty if said number or locations are different from any such numbers or locations on file.

- b. When “On Call,” the judge must return calls within thirty (30) minutes. The Town shall provide a \$100/month mobile phone allowance for this purpose.

***Section 6. Municipal Court.***

- a. Court shall commence promptly for scheduled docket times on designated court dates. The Judge shall make every effort to take the bench and convene court dockets at the designated docket time.
- b. Court shall convene up to three times every month based on a yearly schedule, unless otherwise noted in advance and in writing, after consultation with the Court Administrator and the Municipal Court Prosecutor.

***Section 7. Arraignments.***

- a. Jail arraignments shall be performed on an as needed basis in accordance with the rules in the Standing Orders and all applicable state and federal laws. This schedule shall be a permanent responsibility, which must be maintained other than for emergencies or upon advance notice.
- b. All paperwork from jail arraignments must be properly completed. The Judge shall ensure that no judicially-inputted information is omitted on judgments, warrants and probable cause affidavits. Any documents prepared by Town staff that are not properly completed will be returned for correction by the Judge; however, this shall in no way be read to create a duty for the Judge to correct the document or to give legal advice to Town staff.
- c. The Judge shall be available when “On Call” to sign warrants, probable cause affidavits or emergency arraignments (such as for medical emergencies) at times other than as scheduled, or for times outside the normal business day of 8:00 a.m. to 5:00 p.m. The Police Department shall use all reasonable efforts to ensure that each situation receives immediate judicial attention. The Judge will be

compensated according to the rate(s) specified in Section 8 – *Compensation and Evaluation* of this Agreement for each additional job duty required.

- d. An alternate judge shall be “On Call” on the days where the Judge is not “On Call,” which shall be decided between the alternate judge(s) and the Judge. The alternate judge shall be available when “On Call,” and when acting as a substitute for the Judge, unless alternate arrangements have been agreed upon twenty-four (24) hours prior to the changed date and time. Additionally, when “On Call” the Judge must be available to sign both search and arrest warrants. Every effort will be made to do so during the normal business day; however, blood search warrants often require immediate attention outside normal business hours.
- e. Every effort shall be made by the Judge to give at least thirty (30) minutes’ notice to police personnel (either by contacting the CSO on duty or the main Northlake Police Department telephone number) prior to arrival on Town premises to conduct arraignments.

**Section 8. Compensation and Evaluation.**

- a. As compensation for all required services, and as outlined above, the Town agrees to pay to the Judge according to a rate-based/flat fee compensation plan. The Judge will receive a monthly stipend of Two Thousand and No/100 Dollars (\$2,000.00) for such required duties as schedule making, developing policies, issuing Judge’s orders, legal reviews, telephone calls, and meetings with staff. The Judge shall also receive a flat rate per job duty according to the following schedule:

Arraignments	\$100.00
Night Court	\$500.00
Blood Draw Warrants (personally reviewed or issued between 10:00 p.m. and 7:00 a.m., per warrant)	\$125.00
Faxed Warrants (personally reviewed or issued between 10:00 p.m. and 7:00 a.m., per warrant)	\$50.00

- b. In the event the Judge is required to testify at a court proceeding relative to his duties as Judge, the Judge shall be entitled to receive compensation at an amount \$100.00 per half day of appearance in court, to be approved by the Town in advance of such testimony, when feasible.
- c. The Judge shall send a bill to the Town once per month not later than the fifth day of each month. The bill shall indicate each date that the Judge performed a compensable duty outlined in Section 8(a), above, the duty performed, and the applicable flat daily rate. The bill shall also provide a total invoiced amount for the month.

- d. The Town shall pay the Judge once per month within twenty-one (21) days from the date the invoice is received by the Town unless the invoice is disputed by the Town, in which instance the Town may withhold the amount(s) of the disputed charges until such dispute is settled.
- e. The Town Council will endeavor to evaluate the Judge no less than once every (2) two years.
- f. The Town understands and agrees that certain judicial training is mandated by the State of Texas for the Judge. Such training and expenses associated with such training, and payment therefor, shall be coordinated with the Town’s Chief Financial Officer in advance of any such training. Judge will not be otherwise compensated for such training.

***Section 9. General Provisions.***

- a. The text herein, or as amended hereafter, in writing, by agreement of Town and Judge, shall constitute the entire agreement between the parties.
- b. This Agreement shall become effective on May 1, 2023.
- c. This Agreement shall be governed by the laws of the State of Texas and venue for any proceeding related to this Agreement shall be in Denton County, Texas.
- d. If any provision, or any portion thereof, contained in this Agreement is held to be unconstitutional, invalid, or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

**ACKNOWLEDGED AND ACCEPTED:**

\_\_\_\_\_  
Harris R. Hughey

\_\_\_\_\_  
Drew Corn, Town Manager  
Town of Northlake, Texas

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Date Signed

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## NORTHLAKE TOWN COUNCIL COMMUNICATION

---



**DATE:** January 11, 2024

**REF. DOC.:** Texas Election Code; Northlake Home Rule Charter

**SUBJECT:** Consider an Ordinance of the Town of Northlake, Texas, authorizing and ordering a municipal election to be held in the Town of Northlake on May 4, 2024, and if required, a Runoff Election on June 15, 2024, for the purpose of electing a Mayor, and Council Members to Places 1, 2, and 3; prescribing the time and designating the locations, and manner of conducting the election to be in accordance with the Joint Election Agreement and Contract for Election Services with Denton County and the Denton County Elections Administrator; authorizing the Town Manager to execute the agreement and contract; and providing an effective date

**GOALS/  
OBJECTIVES:** Define Future Amenities/Prioritize Town-provided services

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### **BACKGROUND INFORMATION:**

- Per statute Town Council shall order an election no later than the 62nd day before election day
- Election shall be held on uniform election date of May 4, 2024
- Mayor, Place 1, Place 2, and Place 3 will be placed on the ballot
- Town shall notice election per posting requirements at Town Hall, website and paper of record
- Election will be held jointly with other political subdivisions
- Town will contract with Denton County Elections Administration to provide election services
  - Denton County will provide draft of contract when available
- Candidate Filing period - January 17, 2024 - February 16, 2024

### **COUNCIL ACTION/DIRECTION:**

Approve proposed Ordinance calling General Election and authorize staff to contract with Denton County for election services



**TOWN OF NORTHLAKE, TEXAS  
OFFICIAL ORDINANCE**

**NO.**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF NORTHLAKE, TEXAS, AUTHORIZING AND ORDERING A MUNICIPAL ELECTION TO BE HELD IN THE TOWN OF NORTHLAKE ON MAY 4, 2024, AND IF REQUIRED, A RUNOFF ELECTION ON JUNE 15, 2024, FOR THE PURPOSE OF ELECTING A MAYOR, AND COUNCIL MEMBERS TO PLACES 1, 2, 3; PRESCRIBING THE TIME AND DESIGNATING THE LOCATIONS, AND MANNER OF CONDUCTING THE ELECTION TO BE IN ACCORDANCE WITH THE JOINT ELECTION AGREEMENT AND CONTRACT FOR ELECTION SERVICES WITH DENTON COUNTY AND THE DENTON COUNTY ELECTIONS ADMINISTRATOR; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE AGREEMENT AND CONTRACT; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, the General Uniform Election for the Town of Northlake, as set forth by the Texas Election Code, is required to be held on May 4, 2024, at which time the voters will elect a Mayor and Councilmembers for positions designated as Town Council Place, 1, 2, and 3; and

**WHEREAS**, the Town Council finds that it is in the public interest to enter into a joint election agreement and election services contract with Denton County, to provide the most efficient and convenient voting opportunities,

**WHEREAS**, the Town Council of Northlake desires to hold a joint election with Denton County and to enter into a Contract for Election Services whereby the general election will be administered by the Denton County Elections Administrator; and

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

**Section 1.** The facts and recitations contained in the above preamble of this Ordinance are hereby incorporated herein for all purposes.

**Section 2.** The Town Council hereby calls and orders a General Uniform Election to be held on May 4, 2024, between the hours of 7:00 a.m., and 7:00 p.m., for the purpose of electing a Mayor for a term beginning May 2024 through May 2027 for the position of Mayor; and Council Members to Town Council, Places 1, 2, and 3, and for a term beginning May 2024 through May 2026, or until their successors are duly elected and qualified.

**Section 3.** Eligible persons wishing to become candidates must file application with the Town Secretary of the Town of Northlake, 1500 Commons Circle, Suite 300, Northlake, Texas 76226, and may do so beginning at 8:00 a.m., January 17, 2024 and continuing through February 16, 2024, until 5:00 p.m. Each application shall be on a form meeting the requirements of Section 141.031 of the Election Code.

**Section 4.** The election shall be held in accordance with and shall be governed by, the election laws of the State of Texas. Pursuant to Chapter 271 of the Texas Election Code, the Town Council authorizes the Town Manager to enter and execute a Joint Election Agreement with Denton County and other participating political subdivisions for this election. The Town Secretary and Mayor are hereby authorized to perform all duties and take all actions as required by the election services contract and/or joint election agreement.

**Section 5.** Denton County shall designate the Main Early Voting Location for early voting for the election.

**Section 6.** Early voting by personal appearance will be held jointly with other Denton County political subdivisions at Denton County’s Main Early Voting Site, located at the Denton County Elections Office in Denton, Texas beginning on April 22, 2024, and continuing through April 30, 2024, at the times set forth as follows:

**Denton County Elections Administration  
701 Kimberly Drive, Suite A101  
Denton, Texas 76208**

<b>DATE</b>	<b>TIME</b>
Monday, April 22, 2023 - Saturday, April 27, 2024	8:00 a.m. - 5:00 p.m.
Sunday, April 28, 2024	11:00 a.m. - 5:00 p.m.
Monday, April 29, 2024 - Tuesday, April 30, 2024	7:00 a.m. - 7:00 p.m.

Branch offices for early voting by personal appearance may also be established as outlined in the contract for joint election and election services between the Town of Northlake and Denton County.

**Section 7.** Any eligible registered voter may cast their vote at any of the additional early voting locations. The final early voting locations will be available via the Denton County Elections Administration website [www.votedenton.gov](http://www.votedenton.gov).

**Section 8.** The Denton County Election Administrator is hereby appointed to serve as the Early Voting Clerk and the Election Administrator’s permanent county employees are appointed as deputy early voting clerks.

Applications for ballot by mail shall be submitted via the following methods:

**REGULAR MAIL:** Frank Phillips, Early Voting Clerk  
P.O. Box 1720  
Denton, Texas 76202

**COMMON/CONTRACT CARRIER:** Frank Phillips, Early Voting Clerk Denton County Elections  
701 Kimberly Drive  
Denton, Texas 76208

**FAX:** (940) 349-3201

**EMAIL:** [elections@dentoncounty.gov](mailto:elections@dentoncounty.gov)

Applications for ballots by mail which are hand-delivered must be received no later than the close of business on April 23, 2024. Applications for ballots by mail which are submitted via mail, fax, email, or contract carrier must be received no later than the close of business April 23, 2024. A hard copy of the application must be received within 4 (four) business days, and it must include a wet signature to be considered a valid application.

Federal Post Card Applications must be received no later than the close of business on April 23, 2024.

**Section 9.** The election shall be conducted pursuant to the election laws of the State of Texas and in accordance with the Constitution of the State of Texas.

**Section 10.** This ordinance shall be construed with any action of the Denton County Commissioners Court providing for the conduct of a joint election with other public entities as herein contemplated.

**Section 11.** The joint election agreement and election services contract between the Town of Northlake and Denton County which is incorporated herein as "Exhibit A" for all purposes is hereby approved. In the event of a conflict between this ordinance and the contract, the contract shall control.

**Section 12.** The Town Secretary shall issue notice of said election to be published one time in the Denton Record Chronicle, which is hereby found and declared to be a newspaper of general circulation in the Town of Northlake, not less than ten (10) days nor more than thirty (30) days prior to the date of said election; in addition, notice of said election shall be posted on the bulletin board in Town Hall not later than the twenty-first (21st) day before election day and remain posted thorough election day.

**Section 13.** The Mayor, Town Manager, and the Town Secretary, in consultation with the Town Attorney, are hereby authorized and directed to take all actions necessary to comply with the provisions of federal and state law in carrying out and conducting the election, whether or not expressly authorized herein.

**Section 14** This ordinance shall be effective immediately upon adoption.

**PASSED AND APPROVED** by the Town Council of the Town of Northlake, Texas, on January 11, 2024.

Town of Northlake, Texas

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David Rettig, Mayor

Attest:

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Zolaina Parker, Town Secretary

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## NORTHLAKE TOWN COUNCIL COMMUNICATION

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**DATE:** January 11, 2024

**REF. DOC.:** Texas Election Code & Northlake Homerule Charter

**SUBJECT:** Consider an Ordinance of the Town of Northlake, Texas, authorizing and ordering a Special Election to be held in the Town of Northlake on May 4, 2024, and if required, a Runoff Election on June 15, 2024, for the purpose of electing a Council Member to Place 6, for an unexpired term ending May 2025; prescribing the time and designating the locations, and manner of conducting the election to be in accordance with the Joint Election Agreement and Contract for Election Services with Denton County and the Denton County Elections Administrator; authorizing the Town Manager to execute the agreement and contract; and providing an effective date

**GOALS/  
OBJECTIVES:** Define Future Amenities/Prioritize Town-provided services

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### **BACKGROUND INFORMATION:**

- Town Council Place 6
  - Resignation received - May 2023
  - Appointment made by Council - August 2023
  - Election needed to elect a member to serve unexpired term ending May 2025
- Election shall be held on uniform election date of May 4, 2024 - pursuant to Texas Election Code/Homerule Charter
- Town shall notice election per posting requirements at Town Hall, website and paper of record
- Election held jointly with other political subdivisions
- Town will contract with Denton County Elections Administration to provide election services
  - Denton County will provide draft of contract when available
- Candidate Filing period - January 12, 2024 - March 4, 2024

### **COUNCIL ACTION/DIRECTION:**

Approve proposed Ordinance calling Special Election and authorize staff to contract with Denton County for election services



**TOWN OF NORTHLAKE, TEXAS  
OFFICIAL ORDINANCE**

**NO.**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF NORTHLAKE, TEXAS, AUTHORIZING AND ORDERING A SPECIAL MUNICIPAL ELECTION TO BE HELD IN THE TOWN OF NORTHLAKE ON MAY 4, 2024, AND IF REQUIRED, A RUNOFF ELECTION ON JUNE 15, 2024, FOR THE PURPOSE OF ELECTING A COUNCIL MEMBER TO PLACE 6 FOR AN UNEXPIRED TERM ENDING MAY 2025; PRESCRIBING THE TIME AND DESIGNATING THE LOCATIONS, AND MANNER OF CONDUCTING THE ELECTION TO BE IN ACCORDANCE WITH THE JOINT ELECTION AGREEMENT AND CONTRACT FOR ELECTION SERVICES WITH DENTON COUNTY AND THE DENTON COUNTY ELECTIONS ADMINISTRATOR; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE AGREEMENT AND CONTRACT; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, a Special Election for the Town of Northlake, as set forth by the Texas Election Code, and Homerule Charter, is required to be held on May 4, 2024, at which time the voters will elect a Councilmember for the position designated as Town Council Place, 6, for the unexpired term ending May 2025; and

**WHEREAS**, the Town Council finds that it is in the public interest to enter into a joint election agreement and election services contract with Denton County, to provide the most efficient and convenient voting opportunities; and

**WHEREAS**, the Town Council of Northlake desires to hold a joint election with Denton County and to enter into a Contract for Election Services whereby the special election will be administered by the Denton County Elections Administrator; and

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

**Section 1.** The facts and recitations contained in the above preamble of this Ordinance are hereby incorporated herein for all purposes.

**Section 2.** The Town Council hereby calls and orders a Special Election to be held on May 4, 2024, between the hours of 7:00 a.m., and 7:00 p.m., for the purpose of electing a Councilmember to Town Council, Place 6, for the unexpired term beginning May 2024 through May 2025, or until their successors are duly elected and qualified.

**Section 3.** Eligible persons wishing to become candidates must file application with the Town

Secretary of the Town of Northlake, 1500 Commons Circle, Suite 300, Northlake, Texas 76226, and may do so beginning at 8:00 a.m., January 12, 2024 and continuing through March 4, 2024, until 5:00 p.m. Each application shall be on a form meeting the requirements of Section 141.031 of the Election Code.

**Section 4.** The election shall be held in accordance with and shall be governed by, the election laws of the State of Texas. Pursuant to Chapter 271 of the Texas Election Code, the Town Council authorizes the Town Manager to enter and execute a Joint Election Agreement with Denton County and other participating political subdivisions for this election. The Town Secretary and Mayor are hereby authorized to perform all duties and take all actions as required by the election services contract and/or joint election agreement.

**Section 5.** Denton County shall designate the Main Early Voting Location for early voting for the election.

**Section 6.** Early voting by personal appearance will be held jointly with other Denton County political subdivisions at Denton County's Main Early Voting Site, located at the Denton County Elections Office in Denton, Texas beginning on April 22, 2024, and continuing through April 30, 2024, at the times set forth as follows:

**Denton County Elections Administration  
701 Kimberly Drive, Suite A101  
Denton, Texas 76208**

<b>DATE</b>	<b>TIME</b>
Monday, April 22, 2023 - Saturday, April 27, 2024	8:00 a.m. - 5:00 p.m.
Sunday, April 28, 2024	11:00 a.m. - 5:00 p.m.
Monday, April 29, 2024 - Tuesday, April 30, 2024	7:00 a.m. - 7:00 p.m.

Branch offices for early voting by personal appearance may also be established as outlined in the contract for joint election and election services between the Town of Northlake and Denton County.

**Section 7.** Any eligible registered voter may cast their vote at any of the additional early voting locations. The final early voting locations will be available via the Denton County Elections Administration website [www.votedenton.gov](http://www.votedenton.gov).

**Section 8.** The Denton County Election Administrator is hereby appointed to serve as the Early Voting Clerk and the Election Administrator's permanent county employees are appointed as deputy early voting clerks.

Applications for ballot by mail shall be submitted via the following methods:

**REGULAR MAIL:** Frank Phillips, Early Voting Clerk  
P.O. Box 1720  
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**FAX:** (940) 349-3201

**EMAIL:** [elections@dentoncounty.gov](mailto:elections@dentoncounty.gov)

Applications for ballots by mail which are hand-delivered must be received no later than the close of business on April 23, 2024. Applications for ballots by mail which are submitted via mail, fax, email, or contract carrier must be received no later than the close of business April 23, 2024. A hard copy of the application must be received within 4 (four) business days, and it must include a wet signature to be considered a valid application.

Federal Post Card Applications must be received no later than the close of business on April 23, 2024.

**Section 9.** The election shall be conducted pursuant to the election laws of the State of Texas and in accordance with the Constitution of the State of Texas.

**Section 10.** This ordinance shall be construed with any action of the Denton County Commissioners Court providing for the conduct of a joint election with other public entities as herein contemplated.

**Section 11.** The joint election agreement and election services contract between the Town of Northlake and Denton County which is incorporated herein as "Exhibit A" for all purposes is hereby approved. In the event of a conflict between this ordinance and the contract, the contract shall control.

**Section 12.** The Town Secretary shall issue notice of said election to be published one time in the Denton Record Chronicle, which is hereby found and declared to be a newspaper of general circulation in the Town of Northlake, not less than ten (10) days nor more than thirty (30) days prior to the date of said election; in addition, notice of said election shall be posted on the bulletin board in Town Hall not later than the twenty-first (21st) day before election day and remain posted thorough election day.

**Section 13.** The Mayor, Town Manager, and the Town Secretary, in consultation with the Town Attorney, are hereby authorized and directed to take all actions necessary to comply with the provisions of federal and state law in carrying out and conducting the election, whether or not expressly authorized herein.

**Section 14** This ordinance shall be effective immediately upon adoption.

**PASSED AND APPROVED** by the Town Council of the Town of Northlake, Texas, on January 11, 2024.

Town of Northlake, Texas

\_\_\_\_\_  
David Rettig, Mayor

Attest:

\_\_\_\_\_  
Zolaina Parker, Town Secretary

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## NORTHLAKE TOWN COUNCIL COMMUNICATION

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**DATE:** January 11, 2024  
**REF. DOC.:** Strategic Planning Retreat Documents - November 2023  
**SUBJECT:** Consider a Resolution of the Town of Northlake, Texas approving an updated Town Strategic Plan  
**GOALS/  
OBJECTIVES:** Define Future Amenities/Develop a highly-trained and expert Town staff

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### **BACKGROUND INFORMATION:**

- November 18, 2023: Northlake Strategic Planning Retreat
- Planning session resulted in updates to:
  - Town Mission
  - Town Vision
  - Town Values
  - Town Strategic Goals
- Updated Strategic Plan presented for final approval

### **COUNCIL ACTION/DIRECTION:**

Approve resolution implementing updated Town Strategic Plan



**TOWN OF NORTHLAKE, TEXAS  
OFFICIAL RESOLUTION**

**NO.**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF NORTHLAKE, TEXAS APPROVING AN UPDATED TOWN STRATEGIC PLAN**

**WHEREAS**, the Town of Northlake maintains a Strategic Plan that defines the Town's mission, vision, values, and strategic goals; and

**WHEREAS**, on November 18th, 2023, the Town Council held a Strategic Planning Retreat to determine possible updates to the Strategic Plan; and

**WHEREAS**, the Strategic Planning Retreat resulted in various proposed updates to the Town's mission, vision, values, and strategic goals; and

**WHEREAS**, Town Staff have prepared various means to measure administrative compliance with the proposed Town Strategic Plan.

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

**Section 1.** All 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.** The Town Council hereby approves the updated Town Strategic Plan, attached hereto as "Exhibit A", and directs the Town Manager to take such actions as may be necessary to disseminate the updated information and achieve its stated goals.

**Section 3.** This resolution shall be effective immediately upon approval by the Town Council.

**PASSED AND APPROVED** by the Town Council of the Town of Northlake, Texas, on January 11, 2024.

Town of Northlake, Texas

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David Rettig, Mayor

Attest:

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Zolaina Parker, Town Secretary



## OUR GOALS

## OUR STRATEGY

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### OUR VISION

Northlake is a distinctive hometown that welcomes promising opportunities while respecting and preserving our rural lifestyle.

### OUR MISSION

The Town of Northlake delivers exceptional quality of life through responsive, effective, and affordable core services.

### OUR CORE VALUES

Service  
Integrity  
Trust  
Excellence

**1**  
Protect  
the  
Public

**2**  
Exercise  
Fiscal  
Sustainability

**3**  
Plan  
Intentionally  
and  
Responsibly

**4**  
Invest  
in  
Infrastructure

**5**  
Advance  
Northlake's  
Interests

**6**  
Promote  
Economic  
Vitality

- 1.1 – Ensure police presence in the community.
  - 1.2 – Collaborate with fire and medical services.
  - 1.3 – Engage with the community to ensure trust.
  - 1.4 – Ensure safe community standards and processes.
  - 1.5 – Attract and retain top quality staff.
- 

- 2.1 – Sustain the low property tax rate.
  - 2.2 – Manage the long-term financial plan.
  - 2.3 – Create sustainable service plans.
  - 2.4 – Project future staffing, facilities, and resources.
- 

- 3.1 – Identify and plan for changes in codes and zoning that enhance desired development.
  - 3.2 – Embrace and adapt to state legislative actions.
  - 3.3 – Review and revise town plans as needed.
  - 3.4 – Plan for access to nature.
- 

- 4.1 – Leverage funding sources for needed infrastructure financing.
  - 4.2 – Create a master drainage plan.
  - 4.3 – Prioritize road projects and mitigate traffic.
  - 4.4 – Provide adequate water and sewer infrastructure.
  - 4.5 – Leverage technology and equipment to deliver services.
- 

- 5.1 – Manage the town's municipal boundaries.
  - 5.2 – Capture and incorporate the extraterritorial jurisdiction.
  - 5.3 – Influence local, regional, and state issues.
  - 5.4 – Partner regionally to mitigate adverse impacts.
- 

- 6.1 – Diversify sources of revenue.
  - 6.2 – Target business development through economic incentives.
  - 6.3 – Build out sports and entertainment corridor.
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**NORTHLAKE TOWN COUNCIL COMMUNICATION**

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**DATE:** January 11, 2024

**Section:** 6. EXECUTIVE SESSION

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**NORTHLAKE TOWN COUNCIL COMMUNICATION**



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**DATE:** January 11, 2024

**Section:** 7. RECONVENE INTO OPEN SESSION

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**NORTHLAKE TOWN COUNCIL COMMUNICATION**

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**DATE:** January 11, 2024

**Section:** 8. ADJOURN

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