

**Lewisville Town Council**  
**Briefing and Action Meeting Agenda**  
**June 1, 2023 – 6:30 PM**  
**Lewisville Town Hall 2<sup>nd</sup> Floor Conference Room**  
**6510 Shallowford Road**

- 1. Call to Order:**
  - A. Roll Call
  - B. Adoption of Agenda
  
- 2. Items Requiring Council Direction**
  - A. Application to serve on Environmental Conservation and Sustainability Committee – Brittany Burke
  
- 3. Items Requiring Action at Briefing**
  - A. Resolution 2023-030 – Authorizing Town Manager to acquire rights-of-way and easements for Lewisville-Vienna Road and Robinhood Road Roundabout project (U-6154) ([Attachment #1](#))
  
- 4. Old Business**
  
- 5. Administrative Reports**
  - A. Manager
    - i. Communication and project updates
    - ii. FY 2022-2023 Budget Amendments – Reclassification of appropriations between General Fund departments ([Attachment #2](#))
  - B. Clerk
    - i. Candidate filing for municipal elections begins at 12 PM Friday, July 7 and closes at 12 PM Friday, July 21. Filing fee is \$5.
    - ii. Zoning Board of Adjustment membership update
    - iii. Blood drive update
  - C. Assistant Town Manager/Planning Director
  - D. Public Works Director
  
- 6. Tentative Agenda Items for Regular Meeting on June 8, 2023**
  - A. Consent Agenda
    - i. Resolution 2023-027 – Financial statements for the ten months ended April 30, 2023 – ([Attachment #3](#))
    - ii. Approval of Budget Work Session Minutes – April 20, 2023 ([Attachment #4](#))
    - iii. Approval of Budget Work Session Minutes – May 1, 2023 ([Attachment #5](#))
    - iv. Approval of Agenda Briefing Minutes – May 4, 2023 ([Attachment #6](#))
    - v. Approval of Regular Meeting Minutes – May 11, 2023 ([Attachment #7](#))
    - vi. Revised 2023 Meeting Schedule ([Attachment #8](#))
  - B. Introductions, Recognitions, Presentations and/or Proclamations
    - i. Recognition
      - a. Congressional Student Merit Awardees
    - ii. Presentations
      - a. Sheriff's Office
  - C. Appointment
    - i. Appointment Order 2023-006 – Zoning Board of Adjustment – Terrance L. Fulton, Jr. – Permanent Member ([Attachment #9](#))
  - D. Old Business

E. New Business

- i. Ordinance 2023-001 – 2023-2024 Budget ([Attachment #10](#))
- ii. Ordinance 2023-020 – Amending the Parks and Recreation Capital Reserve Fund ([Attachment #11](#))
- iii. Ordinance 2023-021 – Amending the Great Wagon Road ROW/Construction Capital Reserve Fund ([Attachment #12](#))
- iv. Ordinance 2023-022 – Amending the Municipal Buildings and Land Capital Reserve Fund ([Attachment #13](#))
- v. Ordinance 2023-023 – Amending the Public Works Facility Capital Reserve Fund ([Attachment #14](#))
- vi. Resolution 2023-026 – Revising personnel policy ([Attachment #15](#))
- vii. Resolution 2023-028 – Community Policing Contract - \$787,910 ([Attachment #16](#))
- viii. Resolution 2023-029 – UDO update contract - \$149,565 ([Attachment #17](#))

**7. For the Good of the Order**

**8. Closed Session pursuant to NCGS 143-318.11(6)**

**9. Budget Work Session**

**10. Adjournment**



## STAFF REPORT

ITEM:	RESOLUTION 2023-030 AUTHORIZING THE TOWN MANAGER TO ENTER INTO CONTRACTS TO ACQUIRE RIGHTS OF WAY AND EASEMENTS IN CONNECTION WITH THE ROUNDABOUT AT LEWISVILLE-VIENNA ROAD AND ROBINHOOD ROAD PROJECT (U-6154)
SUBJECT:	ACQUISITION OF RIGHTS OF WAY AND EASEMENTS FOR THE ROUNDABOUT AT LEWISVILLE-VIENNA ROAD AND ROBINHOOD ROAD PROJECT (U-6154)
PREPARED BY:	PAM ORRELL, FINANCE DIRECTOR
DATE SUBMITTED:	6/1/2023

### BACKGROUND/SUMMARY:

The Town of Lewisville has contracted with Kimley Horn for preliminary engineering services related to the Roundabout at Lewisville-Vienna Road and Robinhood Road Project (Roundabout Project). Kimley Horn is using the services of a subcontractor, Right of Way Consultants, LLC, to acquire rights of way and easements in connection with the Roundabout Project. This resolution will allow the Town Manager to enter into contracts to acquire all necessary rights of way and easements in connection with this project at such cost as may be necessary to complete the acquisitions. The cost of some of the rights of way and easements may exceed the current amount by which the Town Manager is authorized to enter into contracts without Council approval. An approval of this resolution will allow the project to continue at an efficient pace without needing the approval of Council for each purchase above the Manager's current authority.

### STAFF RECOMMENDATION AND REQUESTED ACTION:

Staff requests that the Town Council approve Resolution 2023-030 authorizing the Town Manager to enter into contracts to acquire rights of way and easements in connection with the Roundabout at Lewisville-Vienna Road and Robinhood Road Project.

**FISCAL IMPACT:**

The amount currently budgeted for ROW/Utilities Relocation is \$473,450. Any projected deviations will be reported back to Council.

**ATTACHMENTS:**

Resolution 2023-030



**RESOLUTION 2023-030 OF THE LEWISVILLE TOWN COUNCIL  
AUTHORIZING THE TOWN MANAGER TO ENTER INTO CONTRACTS TO ACQUIRE RIGHTS OF  
WAY AND EASEMENTS IN CONNECTION WITH THE ROUNDABOUT AT LEWISVILLE-VIENNA  
ROAD AND ROBINHOOD ROAD PROJECT (U-6154)**

**WHEREAS**, the firm of Right of Way Consultants, LLC is a sub-contractor of Kimley Horn that has been hired to acquire rights of way and easements in connection with the Roundabout at Lewisville-Vienna Road and Robinhood Road Project; and,

**WHEREAS**, Right of Way Consultants, LLC will be entering into negotiations using NCDOT guidelines and standard practices; and,

**WHEREAS**, it is anticipated that some negotiations might yield costs in excess of \$10,000.<sup>00</sup>.

**NOW, THEREFORE, BE IT RESOLVED THE LEWISVILLE TOWN COUNCIL** authorizes the Town Manager to enter into contracts to acquire all necessary rights of way and easements in connection with this project at such cost as may be necessary to complete the acquisitions, without further authorization from the Lewisville Town Council.

**Resolved, approved and effective upon adoption, this the 1st day of June, 2023 by the Lewisville Town Council.**

\_\_\_\_\_  
Mike Horn  
Mayor

ATTEST:

\_\_\_\_\_  
Dora K. Moore  
Town Clerk



## STAFF REPORT

ITEM:	<b>MANAGER'S REPORT</b> – FY 2022-2023 BUDGET AMENDMENTS TRANSFERRING BUDGETED APPROPRIATIONS BETWEEN LINE ITEMS IN DIFFERENT GENERAL FUND DEPARTMENTS
SUBJECT:	BUDGET AMENDMENTS TRANSFERRING APPROPRIATIONS BETWEEN DEPARTMENTS
PREPARED BY:	PAM ORRELL, FINANCE DIRECTOR
DATE SUBMITTED:	6/1/2023

### BACKGROUND/SUMMARY:

Per Section 25 of the FY 2022-2023 Budget Ordinance, the Town Manager is authorized to transfer funds from one appropriation to another in a different department within the same fund with a maximum of \$10,000 provided that such transfer shall be reported to the Town Council at its next regular meeting and shall be entered in the minutes.

Two such budget amendments have been requested by the Finance Director and approved by the Town Manager.

1. The budget for legal fees in the Governing Body Department will not be sufficient to cover projected actual expenses for FY 2022-2023. The current budget for legal fees in the Governing Body Department is \$55,000. The projected overrun is primarily due to the Blanco Tackabery legal fees associated with the Solomon Claim. Legal fees in the Planning Department are set to come in under budget this year. Thus, the Finance Director has proposed and the Town Manager has approved a budget amendment to transfer appropriations of \$10,000 in legal fees from the Planning Department to the Governing Body Department.
2. Traditionally the Public Works Department and the Administration Department have provided the staff to manage the facility rentals during the week and weekends and to also staff the town-

sponsored events in Shallowford Square. An employee in the Finance Department has recently begun to assume some of these duties as well. However, the amounts budgeted in the Finance Department for overtime/FICA/retirement expenses are not adequate to cover the additional work by this employee. Thus, the Finance Director has proposed and the Town Manager has approved a budget amendment to transfer appropriations for overtime/FICA/retirement expenses from the Administration Department to the Finance Department in the amount of \$4,570.

**STAFF RECOMMENDATION AND REQUESTED ACTION:**

No action is requested.

**FISCAL IMPACT:**

There is no fiscal impact. Budgeted amounts are simply being reclassified between departments within the General Fund.

**ATTACHMENTS:**

None



**RESOLUTION 2023-027 OF THE LEWISVILLE TOWN COUNCIL  
ACCEPTANCE AND APPROVAL OF MONTHLY DISBURSEMENTS**

**WHEREAS**, the Finance Officer has presented the Town Council with the Revenue Statement Summary and the Encumbrances and Expenditure State Summary of figures for the ten months ended April 30, 2023; and

**WHEREAS**, the Finance Officer did not report any unusual expenditures.

**NOW, THEREFORE BE IT RESOLVED THAT** the Lewisville Town Council accepts the Revenue Statement Summary and the Encumbrances and Expenditure Statement Summary for the ten months ended April 30, 2023 and incorporated herein.

Adopted this the 8<sup>th</sup> day of June 2023 by the Lewisville Town Council.

ATTEST:

\_\_\_\_\_  
Mike Horn, Mayor

\_\_\_\_\_  
Dora K. Moore, Town Clerk



**Town of Lewisville  
Financial Budget to Actual Report - General Fund  
Ten Months Ended April 30, 2023**

**General Fund**

Revenues	Budget	Revenue Year to Date	Uncollected	Percentage Collected
Property Tax Collections	\$ 2,883,926.00	\$ 2,913,491.47	\$ (29,565.47)	101.03%
Sales Tax Revenue	1,057,280.00	834,039.54	223,240.46	78.89%
Other Revenues	1,399,596.00	1,162,557.61	237,038.39	83.06%
Transfer from ARPA Special Revenue Fund	-	812,388.82	(812,388.82)	0.00%
Total	5,340,802.00	\$ 5,722,477.44	\$ (381,675.44)	107.15%
Appropriation from Fund Balance	7,215,999.98			
	<u>\$ 12,556,801.98</u>			

Departments	Budget	Expenditures Year to Date	Encumbrances Year to Date	Unencumbered and Unspent Balance	Percentage of Budget Spent or Encumbered
Governing Body	\$ 2,291,547.00	\$ 2,183,529.02	\$ 2,536.75	\$ 105,481.23	95.40%
Administration	916,853.18	594,844.51	4,240.99	317,767.68	65.34%
Finance	266,245.00	218,105.15	-	48,139.85	81.92%
Debt Service	232,400.00	232,400.00	-	-	100.00%
Planning & Zoning	465,975.00	182,942.20	7,337.50	275,695.30	40.83%
Beautification	119,302.00	105,293.70	6,233.92	7,774.38	93.48%
Community Policing	847,146.00	566,029.45	-	281,116.55	66.82%
Public Safety	16,450.00	280.00	-	16,170.00	1.70%
Public Works	508,896.00	339,945.96	34,482.84	134,467.20	73.58%
Streets	250,585.00	31,384.01	120,000.00	99,200.99	60.41%
Powell Bill	405,357.00	43,792.60	305,064.51	56,499.89	86.06%
Storm Water	183,176.00	76,451.09	63,681.94	43,042.97	76.50%
Solid Waste	917,000.00	658,877.51	-	258,122.49	71.85%
Recycling	8,595.00	2,838.11	-	5,756.89	33.02%
Parks and Recreation	600,977.80	393,368.02	26,586.80	181,022.98	69.88%
Transfers to Capital Projects Funds	3,606,297.00	982,914.00	-	2,623,383.00	27.26%
Transfers to Capital Reserves	920,000.00	920,000.00	-	-	100.00%
Total	<u>\$ 12,556,801.98</u>	<u>\$ 7,532,995.33</u>	<u>\$ 570,165.25</u>	<u>\$ 4,453,641.40</u>	64.53%

General Fund Balance 7/1/2022	\$ 7,943,133.05
Year-to-Date Increase (Decrease) FY 6/30/2023	(1,810,517.89)
General Fund Balance 4/30/2023	<u>\$ 6,132,615.16</u>

**Town of Lewisville**  
**Financial Budget to Actual Report - Willow Run Municipal Service District**  
**Ten Months Ended April 30, 2023**

***Willow Run Municipal Service District***

Revenues	Budget	Revenue Year to Date	Uncollected	Percentage Collected
Revenues	\$ 36,610.00	\$ 41,155.04	\$ (4,545.04)	112.41%
Total	<u>\$ 36,610.00</u>	<u>\$ 41,155.04</u>	<u>\$ (4,545.04)</u>	112.41%
Appropriation from Fund Balance	\$ -			
	<u>\$ 36,610.00</u>			

	Budget	Expenditures Year to Date	Encumbrances Year to Date	Unencumbered and Unspent Balance	Percentage of Budget Spent or Encumbered
Expenditures	\$ 36,610.00	\$ 1,412.19	\$ -	\$ 35,197.81	3.86%
Total	<u>\$ 36,610.00</u>	<u>\$ 1,412.19</u>	<u>\$ -</u>	<u>\$ 35,197.81</u>	3.86%

MSD Fund Balance 7/1/2022	\$ 192,445.34
Year-to-Date Increase (Decrease) FY 6/30/2023	39,742.85
MSD Fund Balance 4/30/2023	<u>\$ 232,188.19</u>

**Town of Lewisville  
Other Funds  
April 30, 2023**

<b>Capital Reserve Funds</b>					
	Balance 7/1/2022	Transfers In	Transfers Out	Investment Earnings	Balance 4/30/2023
GWR ROW/Construction Capital Reserve	\$ 1,051,083.99	\$ -	\$ -	\$ 30,437.75	\$ 1,081,521.74
Sidewalks, Bike Paths, and Greenways Capital Reserve	132,269.89	25,000.00	-	4,547.73	161,817.62
Municipal Buildings/Land Capital Reserve	130,369.89	-	-	3,775.30	134,145.19
Public Works Facility Capital Reserve	330,120.65	495,000.00	-	23,764.19	848,884.84
Parks & Recreation Capital Reserve	-	400,000.00	-	11,415.98	411,415.98
<b>Total</b>	<b>\$ 1,643,844.42</b>	<b>\$ 920,000.00</b>	<b>\$ -</b>	<b>\$ 73,940.95</b>	<b>\$ 2,637,785.37</b>

<b>Capital Projects Funds</b>							
	Balance 7/1/2022	Revenue	Expenditures	Transfers In	Transfers Out	Investment Earnings	Balance 4/30/2023
GWR ROW/Construction Capital Project	\$ 735,968.24	\$ -	\$ -	\$ -	\$ -	\$ 21,312.50	\$ 757,280.74
JWP Maintenance Facility/Playground Expansion Capital Project	20,661.31	-	-	-	-	598.31	21,259.62
Gateway Project Capital Project	191,785.19	18,438.21	(30,461.26)	676,617.00	-	9,585.12	865,964.26
Community Center Capital Project	274,674.25	-	(13,416.13)	-	-	4,626.06	265,884.18
Roundabout at Lewisville-Vienna Road and Robinhood Road Capital Project	217,065.93	14,308.96	(67,527.09)	306,297.00	-	8,029.49	478,174.29
<b>Total</b>	<b>\$ 1,440,154.92</b>	<b>\$ 32,747.17</b>	<b>\$ (111,404.48)</b>	<b>\$ 982,914.00</b>	<b>\$ -</b>	<b>\$ 44,151.48</b>	<b>\$ 2,388,563.09</b>

<b>American Rescue Plan Act Special Revenue Fund</b>	
American Rescue Plan Act funding received	\$ 4,024,471.50
Transferred to General Fund to reimburse for general government services - revenue replacement - Fiscal Year 2021-2022	(1,208,168.14)
Transferred to General Fund to reimburse for general government services - revenue replacement - First Nine Months of Fiscal Year 2022-2023	(812,388.82)
Investment earnings	<u>77,401.68</u>
<b>American Rescue Plan Act Special Revenue Fund - Cash Balance 4/30/2023</b>	<b><u>\$ 2,081,316.22</u></b>

**Lewisville Town Council**  
**Budget and Action Meeting**  
**April 20, 2023 – 6:00 PM**  
**Lewisville Town Hall 1<sup>st</sup> Floor Council Chambers**  
**6510 Shallowford Road**

**1. Call to Order:**

- A. Mayor Horn opened the meeting at 6:00 PM. In attendance were Mayor Mike Horn (remote), Mayor Pro Tem Jeanne Marie Foster and Council Members Fred Franklin, Melissa Hunt, Ken Sadler (remote), David Smitherman and Jane Welch. Also attending were Town Manager James Ayers, Assistant Town Manager/Planning Director Stacy Tolbert, Finance Director Pam Orrell, Town Clerk Dora Moore, and Public Works Director Jon Hanna.

**2. Budget Review**

- A. The proposed 2023-2024 Budget was discussed.
- B. Manager Ayers shared he is proposing no tax increase, services remain the same and funding for existing projects to move forward.
- C. The North Carolina League of Municipalities' (NCLM) projections for sales and use tax revenues was followed. They are projecting an eleven percent increase in revenues.
- D. Revenue investments have increased and are projected to increase as well. This helps with both the budget and capital reserve funds.
- E. Revenues at the Mary Alice Warren Community Center (MAWCC) are projected to exceed \$60,000 in the current fiscal year and the 2023-2024 projection is \$70,000.
- F. American Rescue Plan Act (ARPA) funding is not reflected in the proposed budget. As in the current fiscal year, staff will request a budget amendment be done to transfer ARPA funds into the general fund. This is so it does not appear the budget is being balanced with ARPA funds.
- G. A great deal of discussion was held related to the proposed Toyota RAV4 Prime Plug-In Hybrid. Council consensus was to leave the vehicle in the budget.
- H. Manager Ayers explained a Capital Improvement Plan (CIP) would reflect long-term goals and objectives while linking all of the Town's plans.
- I. CCTV camera upgrade at the Galloway Community Center is proposed. This is based upon the recommendation of NCLM risk manager's assessment and recommendation.

A break was taken 7:09 PM until 7:19 PM.

- J. Council consensus was to provide fifty percent of family/spouse/children healthcare benefits for employees.
- K. Council consensus was to provide 1.5% to employees' 457/401K and match up to 5% which includes the 1.5% (total match of 3.5%).

- 3. Adjournment** – Council Member Smitherman moved to adjourn the meeting at 8:50 PM. The motion as seconded by Council Member Franklin and approved unanimously.

ATTEST:

\_\_\_\_\_  
Mike Horn, Mayor

\_\_\_\_\_  
Dora K. Moore, Town Clerk

**Lewisville Town Council**  
**Budget and Action Meeting**  
**May 1, 2023 – 6:00 PM**  
**Lewisville Town Hall 1<sup>st</sup> Floor Council Chambers**  
**6510 Shallowford Road**

**1. Call to Order:**

- A. Mayor Horn opened the meeting at 6:00 PM. In attendance were Mayor Mike Horn, Mayor Pro Tem Jeanne Marie Foster and Council Members Fred Franklin, Melissa Hunt, Ken Sadler, and Jane Welch. Also attending were Town Manager James Ayers, Assistant Town Manager/Planning Director Stacy Tolbert, Finance Director Pam Orrell, Town Clerk Dora Moore, and Public Works Director Jon Hanna. Council Member David Smitherman was absent.

**2. Budget Review**

- A. Discussion of the proposed 2023-2024 Budget was continued.
- B. Manager Ayers is recommending a consultant be hired to work with staff in developing a Capital Improvement Plan (CIP). He explained in detail what a CIP would encompass. It was noted that a CIP is also needed for funding opportunities.
- C. A generator for Town Hall is in the current fiscal year budget. Manager Ayers recommends purchase be delayed until a needs analysis is completed and grant revenue is available.
- D. Manager Ayers also recommends the Galloway/Town Hall Annex study be removed until a recommended use is determined.
- E. A one-day Student Leadership session will be held August 15.
- F. Staff overtime has been increased to allow staff to provide coverage at Mary Alice Warren Community Center (MAWCC) versus hiring a part-time employee. This endeavor is being done currently and is working well for now.
- G. Direct deposit was discussed but noted a new payroll system-process would be needed to implement direct deposit.
- H. Committee budget requests and Manager Ayers' recommendations were shared and discussed by Council.
- I. Three mobile AED units are proposed for Community Policing.

A break was taken 7:25 PM until 7:36 PM.

- J. Not in the upcoming fiscal year but in the future, Manager Ayers would like to do ~~biannual~~ biennial Powell Bill improvements because this would generate more bidding interest.
- K. Stormwater mapping will continue into the 2023-2024 fiscal year. It was noted that mapping can only be done during fall/winter months. It is hoped this project will be completed this calendar year.
- L. An additional 746 homes and 5% fuel surcharge were added to the solid waste and recycling funding. It was noted that a house count has not been done since prior to 2016.
- M. Two bulky pickups will be done instead of three.
- N. Manager Ayers proposes to eliminate SeeClick Fix due to the human element being removed from customer service and a false impression of the fix being made.
- O. No transfer to the Parks & Recreation Capital Reserve Fund was recommended. After a great deal of discussion, Council consensus was to transfer \$100,000 from appropriated fund balance to the Parks & Recreation Capital Reserve Fund. Staff was also requested to amend the Parks & Recreation Capital Reserve Fund ordinance to reflect funding for dog parks, all-inclusive park and other related parks as designated by Council.

- P. No transfer to the Public Works Facility Capital Reserve Fund is recommended due to unknown plans at this time.
- Q. Section 25 of the Budget Ordinance will allow the Town Manager to transfer up to \$10,000 between departments. It also gives contract signing authority to the Town Manager up to \$50,000.
- R. Staff was requested to message the budget hearing on the Town's social media and website.

**3. Adjournment** – Mayor Pro Tem Foster moved to adjourn the meeting at 9:04 PM. The motion as seconded by Council Member Hunt and approved unanimously.

ATTEST:

\_\_\_\_\_  
Mike Horn, Mayor

\_\_\_\_\_  
Dora K. Moore, Town Clerk

DRAFT

**Lewisville Town Council**  
**Briefing and Action Meeting Minutes**  
**May 4, 2023 – 6:30 PM**  
**Lewisville Town Hall 2<sup>nd</sup> Floor Conference Room**  
**6510 Shallowford Road**

1. **Call to Order:**

- A. Mayor Horn opened the meeting at 6:30 PM. In attendance were Mayor Mike Horn, Mayor Pro Tem Jeanne Marie Foster and Council Members Melissa Hunt, Ken Sadler, and Jane Welch. Also attending were Town Manager James Ayers, Assistant Town Manager/Planning Director Stacy Tolbert, Finance Director Pam Orrell, Town Clerk Dora Moore, Public Works Director Jon Hanna, and Attorney Elliot Fus. Council Members Fred Franklin and David Smitherman were absent.
- B. Adoption of Agenda – Council Member Welch moved to approve the agenda. The motion was seconded by Council Member Hunt and approved unanimously.

2. **Items Requiring Council Direction**

- A. Lewisville-Clemmons Chamber of Commerce special events – Manager Ayers shared that the Lewisville-Clemmons Chamber of Commerce has shared two event ideas for them to host at the Mary Alice Warren Community Center (MAWCC): 1) an economic forum; and, 2) a family game night. A fee waiver to host the events has been requested. After some discussion, Council requested discussions continue to be held with the Chamber about events that would be more engaging to businesses.
- B. Resolution on pending legislation – Mayor Horn shared a proposed resolution opposing Senate Bill 317 and House Bill 562 that attempt to provide solutions to North Carolina’s affordable and workforce housing shortages while impacting planning and zoning ordinances. Council consensus was for the resolution to be placed on the May 11 agenda for consideration.

3. **Administrative Reports**

- A. Manager
  - i. Cyber security update – North Carolina League of Municipalities (NCLM) has debuted a cybersecurity assistance program to assess local government computer systems and map out security strategies. Town staff and the Town’s IT specialist will meet with NCLM cybersecurity experts next week. As part of the process, both Council and staff will receive training. Attorney Fus noted that North Carolina laws prohibit municipalities from bargaining if they are cyberattacked.
- B. Clerk
  - i. Boards & Committees Ice Cream Social – May 19, 4:30-6:30 PM, MAWCC
- C. Assistant Town Manager/Planner
  - i. Great Wagon Road playground relocation – Mrs. Tolbert shared a proposal for relocating the playground and swing sets at Shallowford Square, which are impacted by the Great Wagon Road project. The proposed area has a large hedge and would need some grading to level the area. Mrs. Tolbert is trying to ascertain how NCDOT will contribute to the relocation. It was noted the playground may be damaged when moved due to the way it was constructed/installed. Council consensus was given for the new location. *(The proposal is included with the minutes.)*
  - ii. Gateway project update – Biweekly meetings are being held with all parties involved with the Gateway project construction. Emergency communications have been discussed with the Lewisville Fire Chief. Kimley-Horn is developing graphics that can be used for community outreach on the Town’s website, social media, etc. Updates-If needed, updates will be emailed to Council on non-Council meeting weeks.

D. Public Works Director

- i. Jack Warren Park gate relocation – During the construction of MAWCC, the electrical lines for the Jack Warren Park gate were damaged. The Town was compensated for the damage. The gate is currently located at the entrance of Jack Warren Park. Over the past year, the parking area located inside the Jack Warren Park gate has been used as overflow parking for MAWCC events. With this in mind, Mr. Hanna proposes the gate be relocated to just past those parking spaces and in front of the sidewalk. Total cost for repairing and relocating the gate is \$17,389.73. Council consensus was for this item to be placed on the May 11 agenda for consideration. *(The proposal is included with the minutes.)*

4. **Agenda Items for Regular Meeting on May 11, 2023**

A. Tentative Agenda

i. Consent Agenda

- a. Resolution 2023-021– Financial statements for the nine months ended March 31, 2023
- b. Approval of Agenda Briefing Minutes –April 6, 2023
- c. Approval of Closed Session Minutes –April 6, 2023
- d. Approval of Regular Meeting Minutes – April 13, 2023

ii. Introductions, Recognitions, Presentations and/or Proclamations

a. Presentations

1. Historic Preservation
2. Sheriff's Office

iii. Public Hearing

- a. 2023-2024 Budget

iv. Old Business

v. New Business

- a. Ordinance 2023-016 – Order to collect 2023 taxes
- b. Ordinance 2023-017– Order to collect 2022 and prior years' taxes
- c. Voluntary Agricultural District (VAD)

1. Mrs. Tolbert and Attorney Fus are working with Forsyth County on the Voluntary Agricultural District. Forsyth County will handle all hearings and will notify the Town of applications. Council consensus was for this item to be placed on the May 11 agenda for consideration.

5. **For the Good of the Order**

- A. Board of Elections update – For the one-day primary and one-day general elections, voters will enter MAWCC at the side near the kitchen versus the main entrance allowing for other events to be held at MAWCC during that time. There will be a designated area for signs and no handouts will be permitted. Council consensus was given for these one-day elections to be held at MAWCC.

6. **Adjournment** – Council Member Sadler moved to adjourn the meeting at 7:20 PM. The motion was seconded by Mayor Pro Tem Foster and approved unanimously.

ATTEST:

\_\_\_\_\_  
Mike Horn, Mayor

\_\_\_\_\_  
Dora K. Moore, Town Clerk





4. **Public Forum** – No comments.

5. **Public Hearing – 2023-2024 Budget**

- A. Mayor Horn opened the public hearing regarding the proposed 2023-2024 Budget at 7:10 PM.
- B. Manager Ayers shared that the proposed 2023-2024 Budget has no tax increase and no service reductions.
- C. Mayor Horn noted the Council has met several times and been very engaged with the proposed budget. He noted that he is pleased with the staff's recommendation.
- D. Harlan Cobert, 960 Wellesley Place Dr – Mr. Cobert ~~expressed displeasure in~~ spoke in favor of the Public Safety Advisory Committee's ~~recommendations not being~~ funding request to be included in the proposed budget. *(A copy of Mr. Cobert's comments are herein incorporated into the minutes.)*
- E. Christopher Cobert, 960 Wellesley Place Dr – Mr. Cobert also ~~expressed displeasure that the~~ spoke in favor of the Public Safety Advisory Committee's requested funding of radios ~~were not to be~~ included in the proposed budget. He stated communication is key for public safety and public safety costs money but it is cheap insurance. Mr. Cobert requested Council to look again at the proposal.
- F. Harlan Cobert introduced members in attendance of the Public Safety Advisory Committee.
- G. The public hearing was closed at 7:28 PM.

6. **New Business**

- A. Ordinance 2023-016 – Order to collect 2023 taxes – Council Member Franklin moved to approve Ordinance 2023-016. The motion was seconded by Mayor Pro Tem Foster and approved unanimously. *(Ordinance 2023-016 is herein incorporated by reference into the minutes.)*
- B. Ordinance 2023-017 – Order to collect 2022 and prior years' taxes – Council Member Franklin moved to approve Ordinance 2023-017. The motion was seconded by Council Member Hunt and approved unanimously. *(Ordinance 2023-017 is herein incorporated by reference into the minutes.)*
- C. Resolution 2023-022 – Opposing Senate Bill 317 and House Bill 562 (workforce housing crisis) – Mayor Horn shared a proposed resolution opposing Senate Bill 317 and House Bill 562. He stated the bills say they are addressing workforce housing, of which he has no opposition; however, as they are currently constructed, there is concern related to the impact on the Town's planning and zoning powers. Both bills are off the schedule for consideration but Mayor Horn believes the Town should still communicate their concerns. Council Member Welch moved to approve Resolution 2023-022. The motion was seconded by Council Member Hunt and approved unanimously. *(Resolution 2023-022 is herein incorporated by reference into the minutes.)*
- D. Ordinance 2023-018 – Amending Budget Ordinance 2022-001 – Jack Warren Park gate replacement - \$16,904 – Mr. Hanna reported the gate at Jack Warren Park was damaged during the Mary Alice Warren Community Center (MAWCC) construction. Staff is requesting approval to repair and relocate the gate. The gate would be relocated further into the park just past the parking spaces to allow overflow parking for MAWCC and allow the park to be closed at night. Council Member Sadler moved to approve Ordinance 2023-018. The motion was seconded by Council Member Franklin and passed unanimously. *(Ordinance 2023-018 is herein incorporated by reference into the minutes.)*
- E. Resolution 2023-023 – Awarding contract to Fence Builders, Inc. to relocate Jack Warren Park entrance gate - \$14,630 – Council Member Franklin moved to approve Resolution 2023-023. The motion was seconded by Council Member Sadler and passed unanimously. *(Resolution 2023-023 is herein incorporated by reference into the minutes.)*
- F. Resolution 2023-024 – Interlocal agreement with Forsyth County for Voluntary Agricultural District program – Mrs. Tolbert shared information related to the Voluntary Agricultural District

(VAD) program with Forsyth County. The Forsyth County Agricultural Board would review applications for participation in the VAD program and the Town would have an opportunity to submit comments on requests located within the Town of Lewisville. The VAD program fits perfectly with the Town's vision to preserve its rural character. Council Member Franklin moved to approve Resolution 2023-024. The motion was seconded by Mayor Pro Tem Foster and passed unanimously. The interlocal agreement will be forwarded to Forsyth County for their consideration. *(Resolution 2023-024 is herein incorporated by reference into the minutes.)*

- G. Ordinance 2023-019 – Amending Town Code Chapter 22 – Voluntary Agricultural District – Council Member Welch moved to approve Ordinance 2023-019 establishing the Voluntary Agricultural District program. The motion was seconded by Mayor Pro Tem Foster and passed unanimously. *(Ordinance 2023-019 is herein incorporated by reference into the minutes.)*
- H. Resolution 2023-025 – Opposing Senate Bill 374 and House Bill 409 (accessory dwelling units) – Mayor Horn shared a proposed resolution opposing Senate Bill 374 and House Bill 409 related to accessory dwelling units. He stated the bills undermine the Town's ability to regulate density. This resolution of opposition is supported by the North Carolina League of Municipalities. Mayor Horn noted that Senator Paul Lowe has offered to meet with Lewisville, Clemmons, Winston-Salem and Kernersville regarding this issue. Council Member Sadler moved to approve Resolution 2023-025. The motion was seconded by Council Member Hunt and approved unanimously. *(Resolution 2023-025 is herein incorporated by reference into the minutes.)*

## 7. **Administrative Reports**

- A. Upcoming events and closings
  - i. May 19 – Movie Night – Top Gun Maverick
  - ii. May 29 – Town offices closed
  - iii. May 29 – Military Appreciation Concert – The Embers – 6-8 PM
- B. Clerk's Report
  - i. Boards & Committees Ice Cream Social – May 19, 4:30-6:30 PM, MAWCC
  - ii. Community Appearance Commission – County Commissioners Award for Mary Alice Warren Community Center
    - a. May 31 – 4 PM – Old Salem Museums & Gardens Gray Auditorium
    - b. Let Dora know by May 19 if plan to attend.

## 8. **For the Good of the Order**

- A. Public comments
  - i. Susan Frey, 165 Will Austin Ct – Mrs. Frey expressed thanks for Council approving the resolutions of opposition to the proposed bills. She inquired if they could be posted on the Town's website with a clickable link to view the bills.
- B. Council comments
  - i. Mayor Horn recognized Council Member Sadler for receiving an Honorary Doctor in Humane Letters from Lincoln University for his contributions to the community through dentistry and community organizations he has served.
  - ii. Council Member Franklin encouraged residents to give blood at MAWCC on May 17.
  - iii. Council Member Hunt inquired if another budget session would be held. Manager Ayers stated a work session could be added to the end of the June agenda briefing.
  - iv. Mayor Pro Tem Foster thanked members of the Public Safety Advisory Committee for attending. She noted that board and committee requests have been discussed in the Board & Committee workgroup meetings.
  - v. Mayor Pro Tem Foster noted May is Mental Health Awareness Month.

9. **Adjournment** – Council Member Welch moved to adjourn the meeting at 8:08 PM. The motion was seconded by Council Member Hunt and approved unanimously.

ATTEST:

\_\_\_\_\_  
Mike Horn, Mayor

\_\_\_\_\_  
Dora K. Moore, Town Clerk

DRAFT

Revised December 8, 2022



## TOWN OF LEWISVILLE 2023 MEETING SCHEDULE

	TIME	PLACE	DAY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Beautification Committee	07:00pm	TH	MON	N/A	20	20	17	15	N/A	N/A	N/A	18	16	20	4
LV Utilities Committee	06:30pm	TH	WED	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Parks and Recreation Board	06:30pm	TH	MON	9	13	13	10	8	12	10	14	11	9	13	11
Planning Board Meeting (Room 110)	06:30pm	TH	WED	11	8	8	12	10	14	12	09	13	11	08	13
Planning Board Work Session	06:30pm	TH	WED	25	22	22	26	24	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Public Safety Committee	05:30pm	TH	TUE	3	7	7	4	2	6	N/A	1	5	3	7	5
Environmental Committee	06:30pm	TH	TUE	10	14	14	11	9	13	11	8	12	10	14	12
Special Projects Review Comm	06:30pm	TH	THU	5	2	2	6	4	1	6	3	7	5	2	7
T C Briefing & Action Meeting	06:30pm	TH	THU	5	2	2	6	4	1	6	3	7	5	2	7
Town Council Meeting (Room 110)	07:00pm	TH	THU	12	9	9	13	11	8	13	10	14	12	9	14
Willow Run Mun. Svc. District Board	06:30pm	TH	TUE	17	N/A	21	N/A	16	N/A	N/A	15	N/A	17	N/A	N/A
Zoning Bd. of Adjustment (Room 110)	06:30pm	TH	TUE	24	28	28	25	23	27	25	22	26	24	28	N/A
Council Retreat		MAWCC	January 27 -5:30 PM; January 28 - 8:30 AM												

All meetings are held in conference room 201 unless otherwise noted. Room 110 is the Council Chambers.

Additional meetings and changes in the meeting schedule will be advertised on Channel 6 and the Town's website.

**Special Projects Review Committee** - Only meets when there is a request to be heard by the committee. The meeting follows the Town Council Briefing.

**Zoning Board of Adjustment** - Only meets as needed.

**Planning Board Meeting** - If no public hearing is scheduled, Planning Board meets in Town Hall conference room 201.

**DISABLED PERSONS REQUIRING SPECIAL ACCOMMODATIONS MAY CONTACT TOWN HALL AT LEAST 72 HOURS**

**IN ADVANCE OF THE MEETING TO REQUEST SPECIAL ASSISTANCE (336-945-5558).**

**Location Legend: MAWCC - Mary Alice Warren Community Center; TH - Town Hall**



**TOWN OF LEWISVILLE  
2023-006 APPOINTMENT ORDER  
ZONING BOARD OF ADJUSTMENT**

**WHEREAS**, the Town Council established the Lewisville Zoning Board of Adjustment to address zoning cases as part of the Town’s Planning Organization; and

**WHEREAS**, a vacancy has occurred on the Zoning Board of Adjustment.

**NOW, THEREFORE, BE IT RESOLVED THAT THE LEWISVILLE TOWN COUNCIL** appoints the following to serve on the Zoning Board of Adjustment through March 31, 2024 as a permanent member:

Terrance L. Fulton, Jr.

Appointed this the 8<sup>th</sup> day of June 2023 by the Lewisville Town Council.

ATTEST:

\_\_\_\_\_  
Mike Horn, Mayor

\_\_\_\_\_  
Dora K. Moore, Town Clerk

DRAFT

**TOWN OF LEWISVILLE  
BUDGET ORDINANCE NUMBER 2023-001  
FISCAL YEAR 2023-2024 BUDGET**

**BE IT ORDAINED** by the Town Council of the Town of Lewisville, North Carolina:

**Section 1:** The following amounts are hereby appropriated in the General Fund for the operation of the Town Government and its activities for the fiscal year beginning July 1, 2023 and ending June 30, 2024, in accordance with the chart of accounts heretofore established for the Town:

Governing Body	\$ 363,052
Administration	\$ 955,200
Finance	\$ 292,977
Debt Service	\$ 228,800
Planning	\$ 466,340
Beautification	\$ 115,407
Community Policing	\$ 824,750
Public Safety	\$ 15,075
Public Works	\$ 557,091
Streets	\$ 317,865
Powell Bill	\$ 386,550
Storm Water	\$ 152,642
Solid Waste	\$ 1,077,790
Recycling	\$ 9,215
Parks and Recreation	\$ 450,623
<b>Total Departmental Appropriations</b>	<b>\$ 6,213,377</b>

**TOWN OF LEWISVILLE  
BUDGET ORDINANCE NUMBER 2023-001  
FISCAL YEAR 2023-2024 BUDGET**

**Section 2:** It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024:

Ad Valorem Property Tax	\$ 2,988,220
Tax Penalties & Interest	\$ 5,000
Local Sales and Use Tax	\$ 1,272,770
Alcoholic Beverage Tax	\$ 56,825
Electricity Sales Tax	\$ 448,835
Piped Natural Gas Sales Tax	\$ 30,280
Telecommunications Sales Tax	\$ 19,935
Video Programming Sales Tax	\$ 122,030
Solid Waste Disposal Tax	\$ 11,025
Powell Bill Allocation	\$ 386,550
ABC Board Revenue	\$ 212,000
Occupancy Tax	\$ 50,000
Investment Revenue	\$ 87,000
Miscellaneous Revenue	\$ 90,800
Fund Balance Appropriated	\$ 432,107
<b>Total Revenues</b>	<b>\$ 6,213,377</b>



**TOWN OF LEWISVILLE  
BUDGET ORDINANCE NUMBER 2023-001  
FISCAL YEAR 2023-2024 BUDGET**

**Section 3:** The following amounts are hereby appropriated in the Special Revenue Fund for the operation and activities of the Willow Run Municipal Service District for the fiscal year beginning July 1, 2023 and ending June 30, 2024, in accordance with the chart of accounts heretofore established for the Municipal Service District:

Legal Expense	\$ 1,000
Supplies	\$ 2,000
Contracted Services	\$ 32,617
Contingency	\$ 3,735
<b>Total</b>	<u>\$ 39,352</u>

**Section 4:** It is estimated that the following revenues will be available in the Willow Run Municipal Service District Special Revenue Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024:

Ad Valorem Property Tax	\$ 37,352
Investment Revenue	\$ 2,000
<b>Total</b>	<u>\$ 39,352</u>

**Section 5:** The following amount is hereby appropriated in the Great Wagon Road Right-of-Way/Construction Capital Reserve Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024, in accordance with the chart of accounts heretofore approved for the Town:

Reserve for Expenditures	<u>\$ -</u>
--------------------------	-------------

**Section 6:** The following revenue will be available in the Great Wagon Road Right-of-Way/Construction Capital Reserve Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024:

Transfer from General Fund	<u>\$ -</u>
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**TOWN OF LEWISVILLE  
BUDGET ORDINANCE NUMBER 2023-001  
FISCAL YEAR 2023-2024 BUDGET**

**Section 7:** The following amount is hereby appropriated in the Sidewalks, Bike Paths, and Greenways Capital Reserve Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024, in accordance with the chart of accounts heretofore approved for the Town:

Reserve for Expenditures	\$ 25,000
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**Section 8:** The following revenue will be available in the Sidewalks, Bike Paths, and Greenways Capital Reserve Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024:

Transfer from General Fund	\$ 25,000
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**Section 9:** The following amount is hereby appropriated in the Municipal Buildings/Land Capital Reserve Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024, in accordance with the chart of accounts heretofore approved for the Town:

Reserve for Expenditures	\$ -
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**Section 10:** The following revenue will be available in the Municipal Buildings/Land Capital Reserve Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024:

Transfer from General Fund	\$ -
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**Section 11:** The following amount is hereby appropriated in the Public Works Facility Capital Reserve Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024, in accordance with the chart of accounts heretofore approved for the Town:

Reserve for Expenditures	\$ -
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**Section 12:** The following revenue will be available in the Public Works Facility Capital Reserve Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024:

Transfer from General Fund	\$ -
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**TOWN OF LEWISVILLE  
BUDGET ORDINANCE NUMBER 2023-001  
FISCAL YEAR 2023-2024 BUDGET**

**Section 13:** The following amount is hereby appropriated in the Parks and Recreation Capital Reserve Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024, in accordance with the chart of accounts heretofore approved for the Town:

Reserve for Expenditures	\$ 100,000
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**Section 14:** The following revenue will be available in the Parks and Recreation Capital Reserve Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024:

Transfer from General Fund	\$ 100,000
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**Section 15:**

(A) For the Town of Lewisville, there is hereby levied a tax rate of seventeen and seven tenths cents (\$.177) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2023, for the purpose of raising the revenue as "Ad Valorem Property Tax" in the General Fund in Section 2 of this ordinance.

This rate is based on a total valuation of property for the purpose of taxation of \$1,722,712,574 and an estimated rate of collection of 98%.

(B) For the Willow Run Municipal Service District, there is hereby levied a tax rate of five cents (\$.05) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2023, for the purpose of raising the revenue as "Ad Valorem Property Tax" in the Willow Run Municipal Service District Special Revenue Fund in Section 4 of this ordinance.

This rate is based on a total valuation of property for the purpose of taxation of \$76,227,947 and an estimated rate of collection of 98%.

**Section 16:** The Great Wagon Road Right-of-Way/Construction Capital Projects Fund is included as a part of this budget ordinance.

**Section 17:** The Jack Warren Park Maintenance Facility/Playground Expansion Capital Projects Fund is included as a part of this budget ordinance.

**Section 18:** The Gateway Project Capital Projects Fund is included as a part of this budget ordinance.

**Section 19:** The Community Center Capital Projects Fund is included as a part of this budget ordinance.

**TOWN OF LEWISVILLE  
BUDGET ORDINANCE NUMBER 2023-001  
FISCAL YEAR 2023-2024 BUDGET**

**Section 20:** The Roundabout at Lewisville-Vienna Road and Robinhood Road Capital Projects Fund is included as a part of this budget ordinance.

**Section 21:** The Special Revenue Fund - Grant Project Fund for the American Rescue Plan Act of 2021 Coronavirus State and Local Fiscal Recovery Funds is included as a part of this budget ordinance.

**Section 22:** Events expenditures are calculated at \$6.50 per resident using the estimated population count of 13,444. The budget for events is \$87,386.

**Section 23:** Travel Per Diem Rates and Fee Schedules are hereby established in accordance with Appendix A and C attached hereto.

**Section 24:** Salary range minimums and maximums for Town staff are hereby established in accordance with Appendix B attached hereto.

**Section 25:** The Town Manager shall have the authority per G.S. 159-15 to transfer appropriations from one line item to another line item within a departmental budget. These changes should not result in increases in recurring obligations such as salaries and benefits. The Town Manager is further authorized to transfer funds from one appropriation to another in a different department within the same fund with a maximum of \$10,000. No transfers shall be made between funds, except as approved by the Town Council in the Budget Ordinance as amended. The Town Manager shall have the authority to approve and execute contracts and contract amendments in amounts not to exceed \$50,000.

**Section 26:** The Town Manager shall not hire or authorize the hiring of employees that will result in more than the equivalent of 13 full time permanent employees.

**Section 27:** Appendix A Lodging Plus Per Diem Rates Fiscal Year 2023-2024 is herein incorporated into this ordinance.

**Section 28:** Appendix B Salary Ranges by Pay Grade is herein incorporated into this ordinance.

**Section 29:** Appendix C Fiscal Year 2023-2024 Fee Schedule is herein incorporated into this ordinance.

**TOWN OF LEWISVILLE  
BUDGET ORDINANCE NUMBER 2023-001  
FISCAL YEAR 2023-2024 BUDGET**

**Section 30:** Copies of this Budget Ordinance shall be furnished to the Finance Director, the Budget Officer, and the Town Clerk, to be kept on file by them for their direction in the disbursement of funds.

**ADOPTED THIS THE 8<sup>TH</sup> DAY OF JUNE, 2023 BY THE LEWISVILLE TOWN COUNCIL.**

\_\_\_\_\_  
Mike Horn, Mayor

ATTEST: \_\_\_\_\_  
Dora Moore, Town Clerk

DRAFT

**TOWN OF LEWISVILLE  
BUDGET ORDINANCE NUMBER 2023-001  
FISCAL YEAR 2023-2024 BUDGET**

**APPENDIX A**

**LODGING PLUS PER DIEM RATES FISCAL YEAR 2023-2024**

1. Reference the Town of Lewisville Personnel Policy Section 8-3 Seminars and Training.
  - a. Authorized travelers will be reimbursed for the full cost of overnight lodging accommodations plus the current per diem for breakfast, lunch, dinner, and incidentals as published by the United States General Services Administration (GSA).
  - b. Following is an exception to 1.a. above. When the Town Council and/or Town staff dine together as part of a group function, one (1) Town credit card will be used for payment and total meal expenses will be equally divided among all participants and posted accordingly to the appropriate departmental expense. Individual meal rates for this function may be over or under per diem rates. No reimbursement shall be made for these expenses.
2. Partial day per diem will be based on meal rate deductions which will be determined by the time of departure from and return to Lewisville. Departure from Lewisville or the traveler's regular place of business prior to the next application time will qualify the traveler for the appropriate meal rate. Return to Lewisville or the traveler's regular place of business prior to the application time will result in non-payment of the corresponding meal rate.
3. Meals provided by the sponsor of a conference or meetings will result in the corresponding meal rate deduction. The traveler is required to report meals provided or consumed in flight when traveling by air, if meals are included in the hotel/motel room rate, or if meals are provided as a part of the attended program. Meals provided by the hotel/motel in which the traveler resides may be optional. For example, should a continental breakfast be inadequate the traveler may have the option not to consume the provided meal and obtain a meal from an alternate source and be reimbursed at the corresponding per diem rate.
4. The traveler must complete a Town Travel Reimbursement claim form in order to receive payment for official travel, including local official travel mileage reimbursement claims. Lodging receipts, airline tickets, and other claims for reimbursement must be attached to the claim form. Receipts for meal expenses are not required except when using Town credit cards.
5. During FY 2023-2024 use of privately-owned vehicles (POV) while conducting official Town business will be reimbursed at the same rate established by the IRS. Employees and other Town officials receiving an automobile allowance will not be reimbursed mileage when using their POV for official travel within the State.

**TOWN OF LEWISVILLE  
BUDGET ORDINANCE NUMBER 2023-001  
FISCAL YEAR 2023-2024 BUDGET**

**APPENDIX B**

**SALARY RANGES BY PAY GRADE**

Pay Grade	Salary Range	
	Minimum	Maximum
6	\$ 82,942	\$ 128,558
5	\$ 67,858	\$ 109,931
4	\$ 60,610	\$ 90,914
3	\$ 45,240	\$ 75,402
2	\$ 37,700	\$ 60,320
1	\$ 30,158	\$ 45,240

Pay Grade	Classifications
6	Finance Director
	Assistant Town Manager
5	Planning Director
	Public Works Director
4	Town Clerk
3	Communications Specialist
	Office Manager/Events Coordinator
	Storm Water Administrator
	Community Center Operations Manager
	Facilities Manager
	Planner I
2	Maintenance Technician
	Accounting Clerk I
1	Maintenance Worker I

**APPENDIX C  
FEE SCHEDULE**

Resource			Account Number
<b>Town Code Chapter 16</b>			
Facility Rental and Associated Fees			
<b>G. Galloway Reynolds Community Center</b>	<b>Fees for 4 Hours</b>	<b>Surcharge</b>	
Comm Ctr: Flr 1 or 2 - Resident	\$35		10-00-3343-4002
Comm Ctr: Flr 1 or 2 - Non-Resident	\$35	\$100	10-00-3343-4002
Comm Ctr: Flr 1 w/ kitchen - Resident	\$55		10-00-3343-4002
Comm Ctr: Flr 1 w/ kitchen - Non-Resident	\$55	\$100	10-00-3343-4002
Comm Ctr: Entire Bldg w/ Kitchen - Resident	\$85		10-00-3343-4002
Comm Ctr: Entire Bldg w/ Kitchen - Non -Resident	\$85	\$100	10-00-3343-4002
Refundable cleaning deposit	\$200		10-00-2160-1000
(Additional hours are priced at \$15 per hour)			
Damages (fee to be determined by cost of damage and/or repair)			



Officer Fees (minimum 4 hrs each) (Required to serve alcohol [minimum 2] and large events support) (Required for high attendance events) Cancellations with less than 24 hours notice prior to start time, officers will be paid \$55 per hour for a minimum of 4 hours and supervisors \$60 per hour for a minimum of 4 hours. Private events must contract directly with the Forsyth County Sheriff's Office.	\$55 per hour per officer \$60 per hour per supervisor		
<b>Hank Chilton Pavilion at Shallowford Square</b>	<b>Fees for 4 Hours</b>	<b>Surcharge</b>	
Town Square Pavilion - Resident	\$35		10-00-3343-4003
Town Square Pavilion - Non-Resident	\$35	\$100	10-00-3343-4003
Refundable cleaning deposit	\$200		10-00-2160-1000
(Additional hours are priced at \$15 per hour)			
Damages (fee to be determined by cost of damage and/or repair)			
Officer Fees (minimum 4 hrs each) (Required to serve alcohol [minimum 2] and large events support) (Required for high attendance events) Cancellations with less than 24 hours notice prior to start time, officers will be paid \$55 per hour for a minimum of 4 hours and supervisors \$60 per hour for a minimum of 4 hours. Private events must contract directly with the Forsyth County Sheriff's Office.	\$55 per hour per officer \$60 per hour per supervisor		

<b>Jack Warren Park Pavilion</b>	<b>Fees for 4 Hours</b>	<b>Surcharge</b>	
Jack Warren Park Pavilion - Resident	\$35		10-00-3343-4004
Jack Warren Park Pavilion - Non-Resident	\$35	\$100	10-00-3343-4004
Refundable cleaning deposit	\$200		10-00-2160-1000
(Additional hours are priced at \$15 per hour)			
Damages (fee to be determined by cost of damage and/or repair)			
Officer Fees (minimum 4 hrs each) (Required to serve alcohol [minimum 2] and large events support) (Required for high attendance events) Cancellations with less than 24 hours notice prior to start time, officers will be paid \$55 per hour for a minimum of 4 hours and supervisors \$60 per hour for a minimum of 4 hours. Private events must contract directly with the Forsyth County Sheriff's Office.	\$55 per hour per officer \$60 per hour per supervisor		
<b>Mary Alice Warren Community Center</b>	<b>Fees for 4 Hours</b>	<b>Surcharge</b>	
Shallow Ford Multi-Purpose Room - Resident	\$200		10-00-3343-4005
Shallow Ford Multi-Purpose Room - Non-Resident	\$200	\$100	10-00-3343-4005
(Additional hours are priced at \$50 per hour.)			
Lewisville Multi-Purpose Room - Resident	\$300		10-00-3343-4005

Lewisville Multi-Purpose Room - Non-Resident	\$300	\$100	10-00-3343-4005
(Additional hours are priced at \$75 per hour.)			
Vienna Multi-Purpose Room - Resident	\$200		10-00-3343-4005
Vienna Multi-Purpose Room - Non-Resident	\$200	\$100	10-00-3343-4005
(Additional hours are priced at \$50 per hour.)			
Shallow Ford Multi-Purpose Room w/ Kitchen - Resident	\$275		10-00-3343-4005
Shallow Ford Multi-Purpose Room with Kitchen - Non-Resident	\$275	\$100	10-00-3343-4005
(Additional hours are priced at \$50 per hour.)			
Magnolia Activity Room - Resident	\$100		10-00-3343-4005
Magnolia Activity Room - Non-Resident	\$100	\$100	10-00-3343-4005
(Additional hours are priced at \$25 per hour.)			
Great Wagon Conference Room - Resident	\$25 per hour (no minimum hour requirement)		10-00-3343-4005
Great Wagon Conference Room - Non-Resident	\$25 per hour (no minimum hour requirement)	\$100	10-00-3343-4005
Kitchen	\$75		10-00-3343-4005
Refundable cleaning deposit (per room)	\$300		10-00-2160-1000

Amenities requested as needed - EXTRA - to be determined per rental			
Damages (fee to be determined by cost of damage and/or repair)			
Officer Fees (minimum 4 hrs each) (Required to serve alcohol [minimum 2] and large events support) (Required for high attendance events) Cancellations with less than 24 hours notice prior to start time, officers will be paid \$55 per hour for a minimum of 4 hours and supervisors \$60 per hour for a minimum of 4 hours. Private events must contract directly with the Forsyth County Sheriff's Office.	\$55 per hour per officer \$60 per hour per supervisor		
<b>Event Fees</b>			
<b>Parks and Recreation Program Fees</b>			
Fee to be determined by cost of program			10-00-3302-3001
<b>Planning &amp; Zoning Fees</b>			
Re-Zoning Petitions & Development Fees *			
General Use All Districts	\$1,200		10-00-3352-4000
Special Use District Zoning	\$1,500		10-00-3352-4000
Site Plan Approval Major (5 acre or greater)	\$1,500		10-00-3352-4000
Site Plan Approval Minor (less than 5 acres)	\$1,000		10-00-3352-4000
Site Plan Amendment	\$500		10-00-3352-4000
Zoning Text Amendment	\$900		10-00-3352-4000

Special Use Permit by Elected Body	\$1,100		10-00-3352-4000
Staff and Minor Changes	\$150		10-00-3352-4000
Planning Board Review	\$600		10-00-3352-4000
Amending Uses	\$900		10-00-3352-4000
<b>Subdivision Fees</b>			
Subdivision Major (final plat)	\$1,500		10-00-3352-4000
Subdivision Minor (final plat)	\$500		10-00-3352-4000
Recombination Plat - Exception	\$175		10-00-3352-4000
Zoning Certification Letter	\$25		10-00-3352-4000
Planning Staff Sub-Division Denial Appeal	\$50		10-00-3352-4000
<b>Driveway Permit Fees</b>			
Residential	\$50		10-00-3352-4000
Commercial	\$250		10-00-3352-4000
<b>Map Printing &amp; Other Planning &amp; Zoning Fees</b>			
Zoning Board of Adjustment Fees & Inspection Fees (See Winston-Salem Fee Schedule)			
Land Use, Zoning, and Special Map Copies	\$25		10-00-3352-4000

Miscellaneous Planning & Zoning Publications:	<i>Per Page</i>		
Black & White	\$0.02		10-00-3352-4000
Color	\$0.05		10-00-3352-4000
Outside Vendor Copy	Cost		10-00-3352-4000
Street Name Change (resident initiated)	\$200 + Cost		10-00-3352-4000
Street Closing Request (resident initiated)	\$400		10-00-3352-4000
Temporary Sign Permits	\$35		10-00-3328-0000
<b>Storm Water Fees</b>			
<b>Review - No BMP Required</b>			
1st Disturbed Acre	\$250		10-00-3329-0000
Each additional disturbed acre	\$40		10-00-3329-0000
Resubmittal:			
1st Disturbed Acre	\$250		10-00-3329-0000
Each additional disturbed acre	\$40		10-00-3329-0000
<b>Review - BMP Required</b>			
1st Disturbed Acre	\$250		10-00-3329-0000

Each additional disturbed acre	\$100		10-00-3329-0000
Per Quantity BMP	\$500		10-00-3329-0000
Resubmittal:			
1st Disturbed Acre	\$250		10-00-3329-0000
Each additional disturbed acre	\$100		10-00-3329-0000
Per Quantity BMP	\$500		10-00-3329-0000
Non-Review Administration Fee Less Than 1 acre	\$200		10-00-3329-0000
<b>Miscellaneous Fees</b>			
MSD Fishing License for other Lewisville Residents	\$100		10-00-3839-8000
<b>Town Code Chapter 17</b>			
Abandoned, Hazardous, Junked Vehicles (see towing company fees)			
<b>Town Code Chapter 43</b>			
Tall Grass Nuisances (mowing) administrative fee	\$50		10-00-3839-8000
Tall Grass Nuisances (mowing) contractor abatement			
Operator	\$100 per hour		10-00-3839-8000

Equipment	\$100 per hour		10-00-3839-8000
Nuisances - Attorney Fees (per incident)			
<b>Bulky Item Removal</b>			
Long Bed Pick-Up Truck Load	\$100		10-00-3839-8000
6'x12' Trailer	\$275		10-00-3839-8000
Combined Use of Truck and Trailer	\$375		10-00-3839-8000
Photo Copies:	<i>Per Page</i>		
Black & White	\$0.02		10-00-3839-8000
Color	\$0.05		10-00-3839-8000
Outside Vendor Copy	Cost		10-00-3839-8000
Comprehensive Plan Copy (1 copy per household for residents - free)	\$25		10-00-3839-8000
Lewisville Street Map	\$3		10-00-3839-8000
Paver Bricks (Shallowford Square)	\$150		10-00-3841-8000
Tree Honoraries/Memorials (Jack Warren Park)	\$300		10-00-3841-8000
Bench Honoraries/Memorials (Jack Warren Park)	\$600		10-00-3841-8000



Check Returned for Insufficient Funds	\$36		10-00-3839-8000
Thumb Drive Fee	\$10		10-00-3839-8000
Budget Copies (1 copy per household for residents - free)	\$3		10-00-3839-8000
Permit Application Fee for Itinerant Merchants and Peddlers	\$10		10-00-3125-0001
<i>A Gardner's Guide to Landscaping and Plants</i> by the Beautification Committee	\$5		10-00-3839-8000
Board of Election filing fee for the offices of Mayor and Council Member payable to the Forsyth County Board of Elections	\$5		
Traffic Control Measures (See Policy)			10-00-3303-3000
Pedestrian Crossing Treatments (See Policy)			10-00-3303-3000

\* Fee includes posting of signs on the property, legal advertising and, if applicable, the mailing of letters to adjoining property owners.



## STAFF REPORT

ITEM:	1. ORDINANCE 2023-020 PARKS & RECREATION CAPITAL RESERVE FUND
SUBJECT:	1. ORDINANCE 2023-020 TO AMEND PARKS & RECREATION CAPITAL RESERVE ORDINANCE
PREPARED BY:	PAM ORRELL, FINANCE DIRECTOR
DATE SUBMITTED:	6/1/2023

### BACKGROUND/SUMMARY:

The Parks & Recreation Capital Reserve Ordinance was adopted by Council in June, 2022 for the purpose of purchasing land for parks and/or constructing additional amenities and facilities for parks and recreation. Per the adopted ordinance the reserve is to stay operational for 10 years until June, 2032 or until the reserve reaches a balance of \$1,500,000. The ordinance also requires an annual contribution from the general fund of \$400,000.

During FY 2023-2024 budget discussions, the Lewisville Town Council determined the following:

1. The FY 2023-2024 contribution from the general fund shall be \$100,000 rather than \$400,000.
2. The ordinance shall be amended to specify that the purpose of the capital reserve shall be for the purchase of land for parks and/or constructing amenities and facilities for parks and recreation that may include a dog park, an all-inclusive park, and any other parks and recreation amenities deemed appropriate by the Lewisville Town Council.

### STAFF RECOMMENDATION AND REQUESTED ACTION:

Staff requests that the Town Council approve Ordinance 2023-020 that documents the Town Council's desire to amend the Parks & Recreation Capital Reserve ordinance for Points 1 and 2 above.

**FISCAL IMPACT:**

The contribution from the general fund to the Parks & Recreation Capital Reserve Fund for FY 2023-2024 shall be \$100,000 rather than \$400,000.

**ATTACHMENTS:**

1. Ordinance 2023-020



**ORDINANCE 2023-020 OF THE LEWISVILLE TOWN COUNCIL  
AMENDING THE PARKS & RECREATION  
CAPITAL RESERVE FUND**

**WHEREAS**, on June 9, 2022, the Lewisville Town Council approved Ordinance 2022-026 establishing the Parks & Recreation Capital Reserve Fund for the purpose of purchasing land for parks and/or constructing additional amenities and facilities for parks and recreation.

**WHEREAS**, the terms of the Parks & Recreation Capital Reserve Fund are as follows:

- Section 1.** The Lewisville Town Council hereby creates a Capital Reserve Fund for the purpose of purchasing land for parks and/or constructing amenities and facilities for parks and recreation.
- Section 2.** This fund will remain operational for a period not to exceed ten years (beginning July 1, 2022 and ending June 30, 2032) or until the capital reserve fund reaches a balance of \$1,500,000.
- Section 3.** The Lewisville Town Council will appropriate or transfer an amount of no less than \$400,000 each year from the General Fund to this fund.
- Section 4.** This ordinance shall become effective upon its adoption.

**WHEREAS**, during budget discussions for FY 2023-2024, the Lewisville Town Council determined that the contribution to the Parks & Recreation Capital Reserve Fund from the General Fund would be \$100,000 for FY 2023-2024.

**WHEREAS**, during budget discussions for FY 2023-2024, the Lewisville Town Council decided to amend the capital reserve ordinance to indicate that construction of future amenities and facilities may include a dog park, an all-inclusive park, and any other parks and recreation amenities deemed appropriate by the Lewisville Town Council.

**NOW THEREFORE, BE IT ORDAINED BY THE LEWISVILLE TOWN COUNCIL THAT:**

The contribution to the Parks & Recreation Capital Reserve Fund for FY 2023-2024 will be \$100,000 and Section 1 of the Capital Reserve ordinance shall be amended to read as follows:

- Section 1.** The Lewisville Town Council hereby creates a Capital Reserve Fund for the purpose of purchasing land for parks and/or constructing amenities and facilities for parks

and recreation that may include a dog park, an all-inclusive park, and any other parks and recreation amenities deemed appropriate by the Lewisville Town Council.

Adopted the 8th day of June, 2023 by the Lewisville Town Council.

ATTEST:

\_\_\_\_\_  
Mike Horn, Mayor

\_\_\_\_\_  
Dora K. Moore, Town Clerk

DRAFT



**ORDINANCE 2023-021 OF THE LEWISVILLE TOWN COUNCIL  
AMENDING THE GREAT WAGON ROAD ROW/CONSTRUCTION  
CAPITAL RESERVE FUND**

**WHEREAS**, the Lewisville Town Council adopted Resolution 2005024 creating a capital reserve fund for the acquisition of right-of-way for the Great Wagon Road on April 7, 2005 and transferred from the General Fund \$277,000 with future transfers to be in the amount of \$200,000; and,

**WHEREAS**, the capital reserve fund was amended on May 5, 2005 to transfer \$150,000 each year beginning with FY 2005-2006 and transferred \$150,000 during FY 2005-2006 and transferred \$150,000 during FY 2006-2007; and,

**WHEREAS**, at its budget meeting on May 3, 2007 requested to amend the capital reserve fund transfer amount to \$100,000 for FY 2007-2008 budget appropriation and each year thereafter; and,

**WHEREAS**, the Great Wagon Road Capital Reserve Fund was corrected from a resolution to an ordinance; and,

**WHEREAS**, the establishing resolution was amended to Ordinance 2010028 on June 10, 2010; and,

**WHEREAS**, the following sections are corrected to read:

Section 2. The funds will remain operational for a period not to exceed ten years, (beginning July 1, 2004 and ending June 30, 2017) or until a cumulative sum not to exceed one million, three hundred and eighty six thousand (\$1,386,000) has been received.

Section 3. The Lewisville Town Council will appropriate or transfer an amount of \$277,000 in FY 2004-2005, \$150,000 in FY 2005-2006, \$150,000 in FY 2006-2007, \$100,000 in FY 2007-2008, \$100,000 in FY 2008-2009, \$0 in FY 2009-2010, \$0 in FY 2010-2011, \$100,000 in FY 2011-2012, \$100,000 in FY 2012-2013 and will appropriate a transfer no less than \$100,000 each year from the General Fund to this Fund until FY 2016-2017 when the final amount of \$9,000 will be transferred, except for the transfer for FY 2009-2010 and FY 2010-2011 being suspended.

Section 4. Also this was amended in April 2009 (FY 2008-2009) to transfer \$800,000 to the Great Wagon Road Capital Project Fund.

Section 5. The Town will transfer \$50,000 to the Great Wagon Road Capital Projects ROW Fund during FY 2011-2012 to complete funding for grant construction design and survey costs and in

December 2011 (FY 2011-2012) also transferred \$18,000 to the Great Wagon Road Capital Project.

Section 6. Due to a need to increase funding for the STP-DA Capital Project GWR/ROW/Construction Project, the Town will transfer \$99,000 from the Great Wagon Road ROW/Construction Capital Reserve Fund into the Great Wagon Road ROW/Construction Capital Project.

**WHEREAS**, Town Council transferred \$100,000 for FY 2012-2013, 2013-2014 and 2014-2015 to the Great Wagon Road Capital Reserve Fund from the General Fund; and,

**WHEREAS**, the Town Council at its meeting on June 13, 2013, amended the Great Wagon Road ROW Capital Reserve Fund to Great Wagon Road ROW/Construction Capital Reserve Fund; and

**WHEREAS**, the Town Council at its meeting on June 12, 2014, amended the Great Wagon Road ROW/Construction Capital Reserve Fund; and,

**WHEREAS**, on November 6, 2014, the Lewisville Town Council amended Ordinance 2014063 Section 3 to read: The Lewisville Town Council will appropriate or transfer an amount of \$277,000 in FY 2004-2005, \$150,000 in FY 2005-2006, \$150,000 in FY 2006-2007, \$100,000 in FY 2007-2008, \$100,000 in FY 2008-2009, \$100,000 in FY 2011-2012, \$100,000 in FY 2012-2013, \$100,000 in FY 2013-2014, \$100,000 in FY 2014-2015 and will appropriate a transfer no less than \$100,000 each year from the General Fund to this Fund until FY 2017-2018 when the final amount of \$9,000 will be transferred, except for the transfer for FY 2009-2010 and FY 2010-2011 being suspended; and,

**WHEREAS**, at the Town Council briefing meeting on May 5, 2016, the Lewisville Town Council requested the Capital Reserve Fund be amended as follows:

Section 2. The fund will remain operational for a period not to exceed ten years, (beginning July 1, 2004 and ending June 30, 2017) or until a cumulative sum not to exceed one million, three hundred and eighty six thousand (\$1,386,000) has been received. The ordinance is amended to remain operational for an additional period of ten (10) years beginning July 1, 2016 and ending June 30, 2026 or until the fund reaches a balance of one million five hundred thousand dollars (\$1,500,000).

Section 3. The Lewisville Town Council will appropriate or transfer an amount of \$277,000 in FY 2004-2005, \$150,000 in FY 2005-2006, \$150,000 in FY 2006-2007, \$100,000 in FY 2007-2008, \$100,000 in FY 2008-2009, \$100,000 in FY 2011-2012, \$100,000 in FY 2012-2013, \$100,000 in FY 2013-2014, \$100,000 in FY 2014-2015 and will appropriate a transfer no less than \$100,000 each year from the General Fund to this Fund until FY 2017-2018 when the final amount of \$9,000 will be transferred, except for the transfer for FY 2009-2010 and FY 2010-2011 being suspended. The Lewisville Town Council will appropriate or transfer an amount of \$125,000 in FY 2016-2017.

**WHEREAS**, at its meeting on August 9, 2018, the Lewisville Town Council amended Section 2 of this ordinance, effective with the FY 2018-2019 budget to appropriate or transfer an amount of no less than \$115,000 each fiscal year from the General Fund to the Capital Reserve Fund to June 30, 2026 or until the fund reaches a balance of \$1,500,000; and,

**WHEREAS**, during discussions for FY 2020-2021 budget, Council determined there would be no transfers to this capital reserve fund; and,

**WHEREAS**, at its meeting on June 9, 2022, the Lewisville Town Council amended this ordinance as follows:

Amendment 1. During discussions for the FY 2022-2023 budget, Council determined there would be no transfers to this capital reserve from the General Fund. The GWR ROW/Construction Capital Reserve Fund is amended for FY 2022-2023 to suspend funding for FY 2022-2023 to be resumed during FY 2023-2024.

**WHEREAS**, during budget discussions for FY 2023-2024, the Lewisville Town Council determined there would be no contributions to this capital reserve during FY 2023-2024.

**NOW, THEREFORE, BE IT ORDAINED BY THE LEWISVILLE TOWN COUNCIL THAT:**

No contributions will be made to the GWR ROW/Construction Capital Reserve Fund for FY 2023-2024.

Adopted the 8th day of June, 2023 by the Lewisville Town Council.

ATTEST:

\_\_\_\_\_  
Mike Horn, Mayor

\_\_\_\_\_  
Dora K. Moore, Town Clerk





**ORDINANCE 2023-022 OF THE LEWISVILLE TOWN COUNCIL  
AMENDING THE MUNICIPAL BUILDINGS AND LAND  
CAPITAL RESERVE FUND**

**WHEREAS**, the Town of Lewisville established a Municipal Building Capital Reserve Fund by Resolution 2006035 for the purpose of constructing the municipal building; and,

**WHEREAS**, this fund will remain operational for a period not to exceed ten years (beginning July 1, 2006 and ending June 30, 2016) or until a cumulative sum not to exceed \$1,500,000 has been received; and,

**WHEREAS**, the Lewisville Town Council will appropriate or transfer an amount no less than \$150,000 each year from the General Fund to this fund; and,

**WHEREAS**, a transfer was made from the General Fund in the amount of \$150,000 during FY 2006-007 and \$150,000 during FY 2007-2008; and,

**WHEREAS**, Resolution 2006035 was corrected and suspended for FY 2008-2009 to Ordinance 20060048 on June 4, 2009; and,

**WHEREAS**, the Town Council authorized the transfer of \$130,000 of the accumulated funds to the Capital Projects Municipal Building Fund for FY 2008-2009 by Ordinance 2008021; and,

**WHEREAS**, the Town Council met on June 4, 2009 and determined that this fund may be used for other municipal buildings in the future; and,

**WHEREAS**, Ordinance 2009023 amended the Municipal Building Capital Reserve Fund to Municipal Buildings Capital Reserve Fund; and,

**WHEREAS**, Town Council, upon review of proposed budget for FY 2009-2010, suspended the annual transfer of \$150,000 from the General Fund to this fund during FY 2009-2010; and,

**WHEREAS**, Town Council met on February 13, 2010 and determined that this fund may be used for land in addition to future municipal buildings and transferred \$30,253 to Capital Project Municipal Buildings/Town Hall during FY 2009-2010; and,

**WHEREAS**, Section 1 has been amended to read, "The Lewisville Town Council hereby creates a Capital Reserve Fund for the purpose of purchasing land and constructing municipal buildings."; and,

**WHEREAS**, Town Council, upon review of the proposed budget for FY 2010-2011, suspended the annual transfer of \$150,000 from the General Fund to this fund during FY 2010-2011 and transferred \$6,300.29 to Capital Projects Municipal Building/Town Hall; and,

**WHEREAS**, Town Council has approved a transfer to the Capital Projects Fund Maintenance Facility Jack Warren Park for construction of the facility in the amount of \$55,000 for FY 2011-2012; and,

**WHEREAS**, Town Council, upon review of the proposed budget for FY 2011-2012, transferred \$100,000 for FY 2011-2012 to Municipal Buildings and Land Capital Reserve Fund from the General Fund for FY 2011-2012; and,

**WHEREAS**, Town Council, upon review of the proposed budget for FY 2012-2013, transferred \$100,000 for FY 2012-2013 to the Municipal Buildings and Land Capital Reserve Fund from the General Fund for FY 2012-2013; and,

**WHEREAS**, Town Council, upon review of the proposed budget for FY 2013-2014, transferred \$100,000 for FY 2013-2014 to the Municipal Buildings and Land Capital Reserve Fund from the General Fund for FY 2013-2014; and,

**WHEREAS**, on June 12, 2014, the Lewisville Town Council amended Ordinance 2006048 to read:

Section 3. The Lewisville Town Council will appropriate or transfer an amount of no less than \$100,000 from the General Fund to this fund for FY 2014-2015; and,

**WHEREAS**, Town Council upon review of the proposed budget for FY 2015-2016 transferred \$100,000 from the General Fund to this fund; and,

**WHEREAS**, at its meeting on May 5, 2016, upon review of the this fund, Council directed Ordinance 2006048 to be amended; and

**WHEREAS**, at its meeting on May 12, 2016, Town Council amended Sections 2 and 3 as follows:

Section 2. This fund will remain operational for a period not to exceed ten years (beginning July 1, 2006 and ending June 30, 2016) or until a cumulative sum not to exceed \$1,500,000 has been received. This ordinance is amended to remain operational for an additional period of ten (10) years beginning July 1, 2016 and ending June 30, 2026 or until the fund reaches a balance of one million five hundred thousand dollars (\$1,500,000).

Section 3. The Lewisville Town Council will appropriate or transfer an amount of no less than \$100,000 from the General Fund to this fund for FY 2016-2017; and,

**WHEREAS**, on August 9, 2018, Section 2 of Ordinance 2006048 was amended as follows:

Effective with FY 2017-2018, the ordinance is amended to appropriate or transfer an amount of no less than \$170,000 each fiscal year from the General Fund to the Capital Reserve Fund to June 30, 2026 or until the fund reaches a balance of \$1,500,000.

**WHEREAS**, on July 9, 2020, Section 3 of Ordinance 2006048 was amended as follows:

- Amendment 1. The Town Council, at its meeting on April 15, 2019, transferred funds in the amount of \$16,000 to the Community Center Capital Project Fund.
- Amendment 2. The Town Council, at its meeting on October 10, 2019, transferred funds in the amount of \$379,000 to the Community Center Capital Projects Fund.
- Amendment 3. The Town Council, at its meeting on November 7, 2019, transferred funds in the amount of \$28,200 to the Community Center Capital Projects Fund.

**WHEREAS**, on June 14, 2021, Section 3 of Ordinance 2006048 was amended as follows:

- Amendment 1. The Town Council, at its meeting on August 13, 2020, transferred funds in the amount of \$997,788 to the Community Center Capital Project Fund.
- Amendment 2. The Town Council, at its meeting on June 14, 2021, transferred funds in the amount of \$170,000 from the Municipal Storm Water Capital Reserve Fund to this fund.
- Amendment 3. During discussion for FY 2021-2022 budget, Council determined there would be no transfers to this capital reserve from the General Fund. The Municipal Buildings and Land Capital Reserve Fund was amended for FY 2021-2022 to suspend funding for FY 2021-2022 to be resumed during FY 2022-2023.

**WHEREAS**, on June 9, 2022, Section 3 of Ordinance 2006048 was amended as follows:

- Amendment 1. During discussions for FY 2022-2023 budget, Council determined there would be no transfers to this capital reserve from the General Fund. The Municipal Buildings and Land Capital Reserve Fund is amended for FY 2022-2023 to suspend funding for FY 2022-2023 to be resumed during FY 2023-2024.

**WHEREAS**, during budget discussions for FY 2023-2024, the Lewisville Town Council determined that no contributions would be made to this capital reserve during FY 2023-2024.

**NOW, THEREFORE, BE IT ORDAINED BY THE LEWISVILLE TOWN COUNCIL:**

No contributions will be made to the Municipal Buildings/Land Capital Reserve Fund for FY 2023-2024.

Adopted the 8th day of June, 2023 by the Lewisville Town Council.

ATTEST:

\_\_\_\_\_  
Mike Horn, Mayor

\_\_\_\_\_  
Dora K. Moore, Town Clerk

DRAFT



**ORDINANCE 2023-023 OF THE LEWISVILLE TOWN COUNCIL  
AMENDING THE PUBLIC WORKS FACILITY  
CAPITAL RESERVE FUND**

**WHEREAS**, on June 14, 2021, the Lewisville Town Council approved Ordinance 2021-030 establishing the Public Works Facility Capital Reserve Fund for the construction of a public works facility; and

**WHEREAS**, it was determined the Town must bear the cost of purchasing land and constructing the public works facility at an estimated cost of \$1,000,000.

**WHEREAS**, the Public Works Facility Capital Reserve Ordinance was approved with the following points:

**Section 1.** The Lewisville Town Council hereby creates a Capital Reserve Fund for the purpose of purchasing land and constructing a public works facility.

**Section 2.** This fund will remain operational for a period not to exceed ten years (beginning July 1, 2021 and ending June 30, 2031) or until the capital reserve fund reaches a balance of \$1,000,000.

**Section 3.** The Lewisville Town Council will appropriate or transfer an amount of no less than \$95,000 each year from the General Fund to this fund.

**Section 4.** This ordinance shall become effective upon its adoption.

**WHEREAS**, a transfer in the amount of \$234,681.97 was made into the Public Works Facility Capital Reserve Fund from the Storm Water Capital Reserve Fund when it was closed in June, 2021.

**WHEREAS**, during budget discussions for FY 2022-2023, the Lewisville Town Council determined that an additional contribution of \$400,000 would be made from the General Fund in addition to the regular transfer of \$95,000 during the FY 2022-2023.

**WHEREAS**, during budget discussion for FY 2023-2024, the Lewisville Town Council determined that no contributions would be made to this capital reserve during the FY 2023-2024.

**NOW THEREFORE, BE IT ORDAINED BY THE LEWISVILLE TOWN COUNCIL THAT:**

No contributions will be made to the Public Works Facility Capital Reserve Fund for the FY 2023-2024.

**Adopted the 8th day of June, 2023 by the Lewisville Town Council.**

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Mike Horn  
Mayor

ATTEST

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Dora K. Moore  
Town Clerk

DRAFT



## STAFF REPORT

ITEM:	RESOLUTION 2023-026 REVISING THE TOWN'S PERSONNEL POLICY
SUBJECT:	REVISING THE TOWN'S PERSONNEL POLICY
PREPARED BY:	PAM ORRELL, FINANCE DIRECTOR
DATE SUBMITTED:	6/1/2023

### BACKGROUND/SUMMARY:

Staff is proposing amendments to the Town's Personnel Policy for the following items:

1. Per the Town's Personnel Policy, the Town currently pays 100% of each full-time employees' cost for medical, vision, and dental insurance. Further, the Town pays 20% of the additional premium for spouse, child, or family insurance coverage. During the FY 2023-2024 budget discussions, the Town Council agreed to increase the family coverage from 20% to 50%. This change will require an amendment to the Town's Personnel Policy.
2. The Family and Medical Leave Act (FMLA) is a federal law that allows for unpaid, job protected leave. The Town's Personnel Policy currently allows an employee to take advantage of FMLA. However, according to federal law, for an employee to be eligible for FMLA, they must work at a worksite that has at least 50 employees. As the Town of Lewisville employs less than 50 employees, the Town is not required to provide this benefit.
3. **Section 2 – 2d Time and Attendance – Overtime** provides that all non-exempt employees be paid at a rate of 1 ½ hours for each hour worked in excess of 40 hours in a workweek. Staff wishes to emphasize and clarify in the Personnel Policy that the Town adheres to the Fair Labor Standards Act (FLSA) when it comes to how overtime is calculated for each employee.

### STAFF RECOMMENDATION AND REQUESTED ACTION:

1. Staff requests that the Town Council approve Resolution 2023-026 to amend **Section 6 – 10 Insurance** of the Town's Personnel Policy to change the amount the Town shall pay for the additional family insurance premium from 20% to 50%.

2. Staff requests that the Town Council approve Resolution 2023-026 to remove **Section 6 – 3d Sick Leave – Family and Medical Leave Act of 1993**.
3. Staff requests that the Town Council approve Resolution 2023-026 to add the following sentence to the end of **Section 2 – 2d Time and Attendance – Overtime**: “Notwithstanding anything to the contrary herein, the Personnel Policy shall conform to the FLSA (Fair Labor Standards Act).”

#### FISCAL IMPACT:

1. The fiscal impact of 50% family coverage versus 20% family coverage for FY 2023-2024 is approximately \$19,000.
2. There is no estimable fiscal impact.
3. There is no estimable fiscal impact.

#### ATTACHMENTS:

1. Resolution 2023-026





**RESOLUTION 2023-026 OF THE LEWISVILLE TOWN COUNCIL  
REVISING THE PERSONNEL POLICY**

**WHEREAS**, the Town Council maintains a Personnel Policy in order to provide for uniform personnel management practices within the Town government; and

**WHEREAS**, the Personnel Policy is reviewed periodically to determine that the policies are stated as intended and reflect current desired practices; and

**WHEREAS**, the Personnel Policy is updated to include conditions and situations that arise which are not addressed in the current policy; and

**NOW, THEREFORE, BE IT RESOLVED THAT THE LEWISVILLE TOWN COUNCIL** amends the Personnel Policy for the following:

1. During the FY 2023-2024 budget discussions, the Lewisville Town Council agreed to increase the amount that the Town will pay for spouse, child, or family medical, dental, and vision insurance coverage for the Town's full-time employees from 20% to 50%. The Town Council thus amends **Section 6 – 10 Insurance** of the Personnel Policy to change the amount the Town shall pay for the additional family insurance premium from 20% to 50%.
2. **Section 6 – 3d Sick Leave – Family and Medical Leave Act of 1993** allows for the use of unpaid, job protected leave. According the Family and Medical Leave Act, to be eligible for benefits under this federal law, an employee must work at a worksite that has at least 50 employees. The Town of Lewisville employs fewer than 50 employees and thus is not required to provide benefits under the Family and Medical Leave Act. The Town Council thus removes **Section 6 -3d Sick Leave – Family and Medical Leave Act of 1993** from the Personnel Policy.
3. **Section 2 – 2d Time and Attendance – Overtime** shall be amended by adding the following sentence to the end of that section: "Notwithstanding anything to the contrary herein, the Personnel Policy shall conform to the FSLA (Fair Labor Standards Act).

**Adopted and effective this the 8<sup>th</sup> day of June, 2023 by the Lewisville Town Council.**

\_\_\_\_\_  
Mike Horn, Mayor

ATTEST:

\_\_\_\_\_  
Dora K. Moore, Town Clerk



## STAFF REPORT

ITEM:	RESOLUTION 2023-028
SUBJECT:	INTERLOCAL AGREEMENT – FORSYTH COUNTY – COMMUNITY POLICING
PREPARED BY:	PAM ORRELL, FINANCE DIRECTOR
DATE SUBMITTED:	6/1/2023

### BACKGROUND/SUMMARY:

Forsyth County has presented the Town of Lewisville with a 3-year Interlocal Agreement for the community policing program. The term of the Interlocal Agreement is July 1, 2023 through June 30, 2026. The amount due the County in FY 2023-2024 is a fixed amount of \$787,910. This fee provides the Town with (1) Sergeant and (6) deputies. The cost of service for the next 2 years of the Interlocal Agreement shall be presented to the Town the previous March to allow for proper budgeting of the program.

### STAFF RECOMMENDATION AND REQUESTED ACTION:

Staff is requesting that Council approve Resolution 2023-028 to approve the Interlocal Agreement with Forsyth County for the community policing program for FY 2023-2024, FY 2024-2025, and FY 2025-2026.

### FISCAL IMPACT:

The contract is for an amount not to exceed \$787,910 for FY 2023-2024.

### ATTACHMENT(S):

Resolution 2023-028  
Interlocal Agreement



**RESOLUTION 2023-028 OF THE LEWISVILLE TOWN COUNCIL  
COMMUNITY POLICING CONTRACT WITH FORSYTH COUNTY SHERIFF'S OFFICE**

**WHEREAS**, Town of Lewisville utilizes deputies employed by the Forsyth County Sheriff's Office; and,

**WHEREAS**, the Town of Lewisville requires the service of seven (7) deputies consisting of one (1) sergeant and six (6) deputies; and,

**WHEREAS**, the Forsyth County Sheriff's Office agrees seven (7) deputies shall be dedicated to the Town of Lewisville; and,

**WHEREAS**, the Community Policing contract is for FY 2023-2024, FY 2024-2025, and FY 2025-2026.

**NOW THEREFORE, BE IT HEREBY RESOLVED** that the Lewisville Town Council approves and authorizes the Community Policing contract with Forsyth County on behalf of the Forsyth County Sheriff's Office not exceed \$787,910 for FY 2023-2024.

**BE IT FURTHER RESOLVED** that the effective date of this contract is July 1, 2023.

Adopted this the 8<sup>th</sup> day of June 2023.

\_\_\_\_\_  
Mike Horn, Mayor

ATTEST:

\_\_\_\_\_  
Dora Moore, Town Clerk

NORTH CAROLINA     )  
  )  
FORSYTH COUNTY     )

**INTERLOCAL AGREEMENT**

This **INTERLOCAL AGREEMENT** dated and effective as of July 1, 2023 (this “Agreement”), between Forsyth County, North Carolina, a political subdivision of the State of North Carolina (the “County”) and the Town of Lewisville, North Carolina, a municipal corporation organized under the laws of the State of North Carolina (the “Town”);

**WITNESSETH**

**WHEREAS** under Article 20 of Chapter 160A of the North Carolina General Statutes, municipalities and counties are authorized to enter into interlocal cooperation undertakings with other local governments for the joint exercise of any power, function, public enterprise, right, privilege, or immunity of local governments in North Carolina; and

**WHEREAS** the Town desires to have the County, acting through the Forsyth County Sheriff’s Office, provide law enforcement officers assigned to keep the peace, enforce the criminal laws of the State of North Carolina and criminal ordinances of the Town, and maintain order in the Town;

**NOW, THEREFORE**, the parties hereto agree as follows:

**1. Service.** The County shall provide the Town with Forsyth County Sheriff’s Office deputies and staff assigned by the Sheriff to the Town (“Assigned Deputies”) as set forth in Exhibit A. Assigned Deputies shall perform law enforcement duties within the Town, patrolling the Town, answering calls for service, conducting general security checks, providing information and education to the public, interacting with residents and visitors, and performing other duties associated with community policing within the Town. Any additional services requested by the Town may not take place unless approved in writing by the Sheriff prior to such service beginning.

**2. Scope of Service.** Assigned Deputies shall serve the Town on a full-time basis. Notwithstanding anything to the contrary herein, the Assigned Deputies have a duty to provide law enforcement within all of Forsyth County, and circumstances may arise where the Sheriff determines it necessary to reassign temporarily one or more Assigned Deputies from the Town in order to meet such needs or to respond to an emergency or mutual aid request. At all times, the Assigned Deputies shall be employees of the Forsyth County Sheriff’s Office and shall be under the control of, and subject to, the Sheriff. Assigned Deputies shall not be employees of the Town or subject to the control of the Town.

**3. Term.** This agreement shall commence July 1, 2023, and terminate June 30, 2026, unless terminated earlier. Each year of service shall begin on July 1 and end on June 30 of the subsequent year. Either party may terminate this Agreement by providing 90-days' written notice to the other party.

**4. Consideration.** The Town shall pay the County such amounts as set forth in Exhibits A, B, and C for each applicable year of service.

**5. Payment Due Date.** Within 30 days of the end of each quarter, the Town shall pay the County for Services for the prior quarter equal to one-fourth of the amount shown in Exhibits A, B, and C for the appropriate fiscal year. The Town shall pay the County within 30 days of the date of the invoice. The Town's obligation to pay this final invoice shall survive termination of this agreement. In the event of a termination of this agreement before the expiration of the annual term, the County shall prepare an invoice with a reconciliation of all costs incurred as of the termination date, and the Town shall reimburse the County for such costs within 30 days of the date of the invoice from the County.

**6. Annual Cost of Service.** Exhibit A is the cost of service for the year of service ending June 30, 2024. By March 31, 2024, the County shall provide the Town with Exhibit B, the cost of service for the second year of service, and by March 31, 2025, the County shall provide the Town with Exhibit C, the cost of service for the third year of service.

**7. Insurance.** The County shall provide professional liability coverage for Assigned Deputies.

**8. Amendment.** This Agreement may be amended in writing by the Town and the County.

**9. Severability.** If any section of this Agreement is deemed to be illegal or otherwise unenforceable, it is the intent of the parties hereto that all other provisions of this Agreement shall remain in full force and effect.

**10. Governing Law.** This Agreement is to be governed by and interpreted in accordance with the laws of the State of North Carolina, with the exception that conflicts of laws provisions shall not apply.

**11. Notice.** All notices permitted or required to be given by one party to the other party shall be addressed and delivered in writing as follows:

**For the County:**

J. Dudley Watts, Jr.  
Forsyth County Manager  
201 North Chestnut Street  
Winston-Salem, NC 27101

With Copy to:  
Randy C. Hunsucker  
Forsyth County Sheriff's Office Department Business Manager  
301 North Church Street  
Winston-Salem, NC 27101  
[business@fcsso.us](mailto:business@fcsso.us)

**For the Town:**

James Ayers  
Lewisville Town Manager  
6510 Shallowford Road  
Lewisville, NC 27023  
[jayers@lewisvillenc.net](mailto:jayers@lewisvillenc.net)

**12. Execution in Multiple Counterparts.** This Agreement may be executed in multiple counterparts, each of which constitutes a completed document.

**13. Exhibits.** Exhibit A, attached hereto, is incorporated herein by reference. Exhibit B, the cost of service for the second year of service, and Exhibit C, the cost of service for the third year of service, shall be provided by the County to the Town no later than March 31, 2024, and March 31, 2025, respectively, and shall become incorporated herein by reference on July 1, 2024, and July 1, 2025, respectively, unless the Town objects in writing to either Exhibit B by May 31, 2024, or Exhibit C by May 31, 2025. If the Town objects in writing by May 31 of either year, this Agreement shall terminate on June 30 of that year.

**IN WITNESS WHEREOF**, the Mayor of the Town and the Chairman of the Forsyth County Board of Commissioners have each executed this Interlocal Agreement to evidence the agreement of the parties hereto and the Town Clerk and the Clerk to the Board of County Commissioners have affixed the seal of the Town and the County, as applicable, to this Interlocal Agreement.

**Town of Lewisville, North Carolina**

**Forsyth County, North Carolina**

By: \_\_\_\_\_  
Mike Horn, Mayor

By: \_\_\_\_\_  
Don Martin, Chairman

Attest:  
  
\_\_\_\_\_  
Dora Moore, Town Clerk

Attest:  
  
\_\_\_\_\_  
Ashleigh Matthews,  
Clerk to the Forsyth County  
Board of Commissioners

[SEAL]

[SEAL]

DRAFT

EXHIBIT A  
ANNUAL COST

<b>TOWN OF LEWISVILLE COSTS FY 2023-2024</b>				
<b>DIRECT COSTS</b>	Total for FY 2023-2024	Payable by County of Forsyth	Payable by FCSO	Payable by Lewisville
Salary (1 Sgt. and 6 Deputies)	\$ 373,860	\$ 26,830	\$ -	\$ 347,030 <sup>1</sup>
Overtime (Training Related)	\$ 8,070	\$ -	\$ -	\$ 8,070
Standard Fringe Benefits	\$ 165,530	\$ 11,630	\$ -	\$ 153,900
Separation Allowance	\$ 32,160	\$ 2,290	\$ -	\$ 29,870
Law Enforcement 401(k)	\$ 18,920	\$ 1,350	\$ -	\$ 17,570
OPEB	\$ 5,600	\$ -	\$ -	\$ 5,600
Teleprocessing/On-line services	\$ 24,470	\$ -	\$ -	\$ 24,470
Insurance Premiums	\$ 3,750	\$ -	\$ -	\$ 3,750
Training & Conference	\$ 5,410	\$ -	\$ -	\$ 5,410
Office Supplies	\$ 220	\$ -	\$ -	\$ 220
Small Equipment/Equip. Repair	\$ 5,820	\$ -	\$ -	\$ 5,820
Uniforms	\$ 3,850	\$ -	\$ -	\$ 3,850
Books, Subscriptions & Media	\$ 330	\$ -	\$ -	\$ 330
Operating Supplies	\$ 5,260	\$ -	\$ -	\$ 5,260
Claims	\$ 9,870	\$ -	\$ -	\$ 9,870
Memberships & Dues	\$ -	\$ -	\$ -	\$ -
Emergency Vehicles	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -
<b>Total Direct Costs</b>	<b>\$ 663,120</b>	<b>\$ 42,100</b>	<b>\$ -</b>	<b>\$ 621,020</b>
<b>INDIRECT COSTS</b>	Total Indirect Costs	Payable by County of Forsyth	Payable by FCSO	Payable by Lewisville
Fleet Operating - 7 VEHICLES ~135,000 miles @ \$0.33)	\$ 44,550	\$ -	\$ -	\$ 44,550
Fleet Capital Recovery - 7 vehicles (Est. \$44,504 base vehicle; \$11,850 standard equipment; 5 yr life, and; \$4,000 surplus value)	\$ 73,300	\$ -	\$ -	\$ 73,300 <sup>2</sup>
<b>Total Indirect Costs</b>	<b>\$ 117,850</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 117,850</b>
<b>ADMINISTRATIVE COSTS</b>	Total Admin Costs	Payable by County of Forsyth	Payable by FCSO	Payable by Lewisville
FCSO Administrative Fee	\$ 49,040	\$ -	\$ -	\$ 49,040
<b>TOTAL ANNUAL COST</b>	<b>\$ 830,010</b>	<b>\$ 42,100</b>	<b>\$ -</b>	<b>\$ 787,910</b>
1- County's mini-COPs funding ends 6/30/2024 for new deputy position added 7/1/2022.				
2- Increases to 7 after purchase (FCSO covering initial purchase)				

Payment Due:      October 30, 2023              \$196,977.50

   January 30, 2024              \$196,977.50

   April 30, 2024                \$196,977.50

   June 30, 2024                \$196,977.50





## STAFF REPORT

ITEM:	RESOLUTION 2023-029
SUBJECT:	COMPREHENSIVE UDO UPDATE CONTRACT
PREPARED BY:	STACY TOLBERT, ASST. TOWN MANAGER/PLN DIRECTOR
DATE SUBMITTED:	JUNE 1, 2023

### BACKGROUND/SUMMARY:

On March 29, a Request for Proposals (RFP) was advertised seeking professional consulting services from qualified firms to comprehensively update and modernize the Town of Lewisville Unified Development Ordinance (UDO). The scope of work was developed by the Assistant Town Manager/Planning Director Stacy Tolbert with assistance from Town Manager, James Ayers, and Planner, Adam Barr. Proposals were due back to the Town on April 24, 2023.

The town received four proposals from qualified firms and were evaluated based on five criteria. Those criteria were overall qualifications of the firm, capacity of the project team, project understanding and approach, schedule and cost of the project. Overall qualifications of the firm made up 25% of the score, capacity of the project team was 20% of the score, project understanding and approach was 25%, while schedule was 10% and cost was the final 20% making up 100% of the score. Each firm was scored by the staff mentioned above. Kimley-Horn was the chosen firm with the highest score out of the four responses.

Kimley-Horn recently worked with the Town on the Lewisville Tomorrow Comprehensive Plan as well as the Lewisville Tomorrow Parks & Recreation Master Plan. They are very knowledgeable about the Town, the needs and wants of the residents and their experience in ordinance writing goes above and beyond. Their proposal takes a phased approach with the first phase being UDO development. Phase two will be the zoning map and phase three, an added alternate phase, will be a UDO administrative manual to prepare a user's guide for the new UDO.

### STAFF RECOMMENDATION AND REQUESTED ACTION:

Staff recommends this contract be approved by Council.

### FISCAL IMPACT:

The proposed contract value of \$149,565 represents expenditures that fall within the budgeted amount for the project (\$175,000).

### ATTACHMENT(S):