



Lewisville Town Council
Briefing and Action Meeting Agenda
June 6, 2024 – 6:00 PM
Lewisville Town Hall 2nd Floor Conference Room
6510 Shallowford Road

- 1. Call to Order:**
 - A. Roll Call
 - B. Adoption of Agenda

- 2. Items Requiring Council Direction**
 - A. July agenda briefing
 - B. Lake Desmond access
 - C. Public Art Committee requests
 - i. MAWCC mural grant
 - ii. Additional committee members
 - iii. Staggered terms

- 3. Items Requiring Action at Briefing**

- 4. Administrative Reports**
 - A. Town Manager
 - i. Forsyth 250 representative
 - ii. Task/Project update
 - B. Town Clerk
 - i. Camel City Yacht Club – June 8, 7-9 PM
 - ii. Blood Drive – June 12, MAWCC
 - iii. Street Party & Food Truck Festival – The Band of Oz – June 22, 6-9 PM
 - iv. Independence Day tribute Concert – Jim Quick & the Coastline – June 29, 7-9 PM
 - v. Town offices closed – July 4
 - vi. CPR Class – August 10, 8 AM-12 PM, MAWCC
 - C. Public Works Director
 - i. Request for Qualifications – Lake Marblehead Dam

- 5. Tentative Agenda Items for Regular Meeting on June 13, 2024**
 - A. Consent Agenda
 - i. Resolution 2024-025– Financial statements for the ten months ended April 30, 2024 ([Attachment #1](#))
 - ii. Approval of Budget Workshop Minutes – April 18, 2024 ([Attachment #2](#))
 - iii. Approval of Budget Workshop Minutes – April 29, 2024 ([Attachment #3](#))
 - iv. Approval of Agenda Briefing Minutes – May 2, 2024 ([Attachment #4](#))
 - v. Approval of Closed Session Minutes – May 2, 2024
 - vi. Approval of Regular Meeting Minutes – May 9, 2024 ([Attachment #5](#))
 - vii. Approval of Closed Session Minutes – May 9, 2024
 - viii. Approval of Budget Workshop Minutes – May 13, 2024 ([Attachment #6](#))
 - ix. Ordinance 2024-011 – Amending Budget Ordinance 2023-001 – Jack Warren Park Improvements - \$58,736 (Ordinance Number Correction – Previously adopted as Ordinance 2024-008)
 - B. Introductions, Recognitions, Presentations and/or Proclamations
 - i. Presentations
 - a. Sheriff's Office monthly report
 - b. Introduction of Officer

- C. Public Hearing
 - i. Rezoning – L-109 – 2065 Glenn Ferry Court
 - a. Staff presentation
 - b. Public Hearing
 - c. Council discussion
 - d. Council consideration – Ordinance 2024-012– Change zoning from Forsyth County RS-30 to Town of Lewisville RS-30 – 2065 Glenn Ferry Court ([Attachment #7](#))
 - ii. Annexation – 2065 Glenn Ferry Court
 - a. Staff presentation
 - b. Public Hearing
 - c. Council discussion
 - d. Council consideration – Ordinance 2024-013 – Extend the Town of Lewisville corporate limits to include 2065 Glenn Ferry Court ([Attachment #8](#))
- D. Old Business
- E. New Business
 - i. Ordinance 2024-001 – 2024-2025 Budget ([Attachment #9](#))
 - ii. Ordinance 2024-014 – Amending the Sidewalks, Bike Paths and Greenways Capital Reserve Fund ([Attachment #10](#))
 - iii. Ordinance 2024-015 – Amending the Municipal Buildings and Land Capital Reserve Fund ([Attachment #11](#))
 - iv. Ordinance 2024-016 – Amending the Public Works Facility Capital Reserve Fund ([Attachment #12](#))
 - v. Ordinance 2024-017– Amending the Parks and Recreation Capital Reserve Fund ([Attachment #13](#))
 - vi. Ordinance 2024-018 – Order to collect 2024 taxes ([Attachment #14](#))
 - vii. Ordinance 2024-019 – Order to collect 2023 and prior years’ taxes ([Attachment #15](#))
 - viii. Resolution 2024-026 – Awarding janitorial service contract for Jack Warren Pak, Shallowford Square, Town Hall Annex and G Galloway Reynolds Community Center - \$50,496 ([Attachment #16](#))
 - ix. Resolution 2024-027 – Awarding janitorial service contract for Town Hall - \$27,384 ([Attachment #17](#))
 - x. Resolution 2024-028 – Awarding horticultural maintenance contract - \$95,616 ([Attachment #18](#))
 - xi. Resolution 2024-029 – Awarding grounds maintenance services contract ([Attachment #19](#))
 - xii. Resolution 2024-030 – Awarding snow and ice removal contract ([Attachment #20](#))
 - xiii. Ordinance 2024-020 – Amend Grant Project Ordinance for the American Rescue Plan Act of 2021: Coronavirus State and Local Fiscal Recovery Funds ([Attachment #21](#))
 - xiv. Appointment 2024-003 – Triad Municipal Alcoholic Beverage Control System Board ([Attachment #22](#))
 - xv. Ordinance 2024-021 – Street maintenance acceptance of a portion Plemmons Road ([Attachment #23](#))

6. For the Good of the Order

7. Closed Session per NCGS 143-318.11(a)5

8. Adjournment



**RESOLUTION 2024-025 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, 2024; 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, 2024 and incorporated herein.

Adopted this the 13th day of June 2024 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, 2024

General Fund

Revenues	Budget	Revenue Year to Date	Revenue Over (Under) Budget	Percentage Collected
Property Tax Collections	\$ 2,993,220.00	\$ 2,946,562.13	\$ (46,657.87)	98.44%
Sales Tax Revenue	1,272,770.00	837,766.89	(435,003.11)	65.82%
Other Revenues	1,556,288.00	1,225,139.18	(331,148.82)	78.72%
Transfer from ARPA Special Revenue Fund	-	1,028,650.76	1,028,650.76	-
Subtotal	5,822,278.00	\$ 6,038,118.96	\$ 215,840.96	103.71%
Appropriation from Fund Balance	1,090,701.10			
Total	\$ 6,912,979.10			

Departments	Budget	Expenditures Year to Date	Encumbrances Year to Date	Unencumbered and Unspent Balance	Percentage of Budget Spent or Encumbered
Governing Body	\$ 355,216.00	\$ 172,895.07	\$ 3,362.44	\$ 178,958.49	49.62%
Administration	965,036.00	674,583.49	8,247.59	282,204.92	70.76%
Finance	292,977.00	237,465.82	91.59	55,419.59	81.08%
Debt Service	228,800.00	228,800.00	-	-	100.00%
Planning & Zoning	466,340.00	268,094.93	101,723.00	96,522.07	79.30%
Beautification	115,407.00	90,374.02	13,567.82	11,465.16	90.07%
Community Policing	824,750.00	610,059.13	196,977.50	17,713.37	97.85%
Public Safety	15,075.00	7,437.31	-	7,637.69	49.34%
Public Works	557,091.00	338,976.64	9,940.34	208,174.02	62.63%
Streets	302,100.20	187,101.43	-	114,998.77	61.93%
Powell Bill	427,558.00	325,274.51	65,390.00	36,893.49	91.37%
Storm Water	152,642.00	59,192.07	78,097.41	15,352.52	89.94%
Solid Waste	1,077,790.00	714,258.45	-	363,531.55	66.27%
Recycling	9,215.00	2,021.55	-	7,193.45	21.94%
Parks and Recreation	350,623.00	226,632.21	27,900.14	96,090.65	72.59%
Transfers to Capital Projects Funds	647,358.90	647,358.90	-	-	100.00%
Transfers to Capital Reserves	125,000.00	125,000.00	-	-	100.00%
Total	\$ 6,912,979.10	\$ 4,915,525.53	\$ 505,297.83	\$ 1,492,155.74	78.42%

General Fund Balance 7/1/2023	\$ 6,021,921.94
Year-to-Date Increase (Decrease) FY 2023-2024	1,122,593.43
General Fund Balance 4/30/2024	<u><u>\$ 7,144,515.37</u></u>

Town of Lewisville
Financial Budget to Actual Report - Willow Run Municipal Service District
Ten Months Ended April 30, 2024

Willow Run Municipal Service District

Revenues	Budget	Revenue Year to Date	Revenue Over (Under) Budget	Percentage Collected
Revenues	\$ 39,352.00	\$ 44,150.10	\$ 4,798.10	112.19%
Subtotal	39,352.00	\$ 44,150.10	\$ 4,798.10	112.19%
Appropriation from Fund Balance	-			
Total	\$ 39,352.00			

	Budget	Expenditures Year to Date	Encumbrances Year to Date	Unencumbered and Unspent Balance	Percentage of Budget Spent or Encumbered
Expenditures	\$ 39,352.00	\$ 24,175.25	\$ 5,250.00	\$ 9,926.75	74.77%
Total	\$ 39,352.00	\$ 24,175.25	\$ 5,250.00	\$ 9,926.75	74.77%

MSD Fund Balance 7/1/2023	\$ 233,234.96
Year-to-Date Increase (Decrease) FY 2023-2024	19,974.85
MSD Fund Balance 4/30/2024	<u><u>\$ 253,209.81</u></u>

Town of Lewisville
April 30, 2024

Capital Reserve Funds					
	Fund Balance 7/1/2023	Transfers In	Transfers Out	Investment Earnings	Fund Balance 4/30/2024
GWR ROW/Construction Capital Reserve	\$ 1,090,536.88	\$ -	\$ (1,131,952.97)	\$ 41,416.09	\$ (0.00)
Sidewalks, Bike Paths, and Greenways Capital Reserve	163,166.47	25,000.00	(188,100.00)	1,309.65	1,376.12
Municipal Buildings/Land Capital Reserve	135,263.38	-	-	6,022.98	141,286.36
Public Works Facility Capital Reserve	855,960.81	-	-	38,114.06	894,074.87
Parks & Recreation Capital Reserve	414,845.38	100,000.00	(459,854.22)	3,997.90	58,989.06
Total	\$ 2,659,772.92	\$ 125,000.00	\$ (1,779,907.19)	\$ 90,860.68	\$ 1,095,726.41

American Rescue Plan Act Special Revenue Fund	
American Rescue Plan Act funding received	\$ 4,024,471.50
Transferred to General Fund to reimburse for general government services - revenue replacement - FY 2021-2022	(1,208,168.14)
Transferred to General Fund to reimburse for general government services - revenue replacement - FY 2022-2023	(1,105,602.57)
Transferred to General Fund to reimburse for general government services - revenue replacement - July 1, 2023 through March 31, 2024	(1,028,650.76)
Investment earnings	157,321.43
American Rescue Plan Act Special Revenue Fund - Cash Balance 4/30/2024	\$ 839,371.46

Town of Lewisville
April 30, 2024

Capital Projects Funds - Since Inception

Project	Revenue	Expenditures	Transfers In	Transfers Out	Investment Earnings	Loan Proceeds	Fund Balance 4/30/2024	Budget
GWR ROW/Construction Capital Project	\$ 221,684.95	\$(1,093,360.03)	\$ 1,563,000.00	\$ (792,592.65)	\$ 101,267.73	\$ -	\$ (0.00)	\$ 1,563,800.00
JWP Maintenance Facility/Playground Expansion Capital Project	-	(35,481.33)	55,000.00	(21,270.78)	1,752.11	-	(0.00)	\$ 55,000.00
Gateway Project Capital Project	2,572,518.96	(3,271,927.01)	1,810,901.90	-	97,647.57	-	1,209,141.42	\$ 4,094,108.90
Community Center Capital Project	100,000.00	(4,795,266.19)	2,947,137.00	-	16,969.79	2,000,000.00	268,840.60	\$ 4,947,137.00
Roundabout at Lewisville-Vienna Road and Robinhood Road Capital Project	538,673.83	(724,408.21)	560,297.00	-	42,510.68	-	417,073.30	\$ 2,801,485.00
Jack Warren Park Improvements	-	(61,835.19)	481,125.00	-	18,898.48	-	438,188.29	\$ 520,645.00
Lewisville-Vienna Multipurpose Path	-	-	353,291.00	-	13,263.64	-	366,554.64	\$ 1,766,453.00
Shallowford Road CMAQ Sidewalk	-	-	262,933.00	-	6,487.31	-	269,420.31	\$ 1,446,134.00
Great Wagon Road Improvements	-	-	1,924,545.62	-	6,343.76	-	1,930,889.38	\$ 1,924,545.62
Total	\$ 3,432,877.74	\$(9,982,277.96)	\$ 9,958,230.52	\$ (813,863.43)	\$ 305,141.07	\$2,000,000.00	\$ 4,900,107.94	\$ 19,119,308.52

Lewisville Town Council
Budget and Action Meeting
April 18, 2024 – 6:00 PM
Lewisville Town Hall 1st 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 Melissa Hunt and Council Members Ivan Huffman, Monte Long and Jane Welch. Also attending were Interim Town Manager Stacy Tolbert, Finance Director Pam Orrell, Town Clerk Dora Moore, and Public Works Director Jon Hanna. Council Members Julie Puckett and Ken Sadler were absent.
- B. Council Member Huffman moved to approve the agenda. The motion was seconded by Council Member Long and approved unanimously.

2. Budget Review

- A. Mayor Horn stated the Town has been fortunate to maintain the current tax rate for twenty years. Two years ago, the Town did not fully fund reserves. Reserves are critical because they allow the Town to apply for and fund projects. Again this year, reserves will not be funded and Mayor Horn stated this should cause concern.

Forsyth County Commissioner Dan Besse briefly entered the chambers to introduce himself to Council.

- B. A tax increase from 17.7 cents/\$100 valuation to 21.7 cents/\$100 valuation is proposed.
- C. Services remain the same and funding for existing projects will move forward.
- D. The North Carolina League of Municipalities' (NCLM) projections for sales and use tax revenues was followed. They are projecting a 2.2% increase in revenues.
- E. The alcoholic beverages tax revenue is projected to decrease 13.9% in FY 2023-2024 and rebound by 3.5% in FY 2024-2025.
- F. As residents continue to 'cut the cord,' telecommunications and video programming sales tax revenues continue to decline.
- G. Powell Bill funds are appropriated by the NC General Assembly.
- H. Revenue investments have increased and are projected to increase as well. This helps with both the budget and capital reserve funds.
- I. Revenues at the Mary Alice Warren Community Center (MAWCC) are projected to remain steady at \$70,000.
- J. Appropriated fund balance includes: 1) transfer to Willow Run MSD Special Revenue Fund; 2) carryover of Unified Development Ordinance rewrite; and, 3) carryover of storm water mapping project.
- K. Property tax revenue is half of the Town's revenue source.

- L. Mrs. Tolbert explained the proposed tax increase:

The proposed budget for FY 2024-2025 has a \$.04 property tax increase. It is necessary to fund the cost increases of the following contracts and projects:

Community Policing Contract	\$ 0.01
Solid Waste/Recycling Contract	\$ 0.03
	<u>\$ 0.04</u>

Community Policing Contract

Community Policing Contract FY 2023-2024	\$ 787,910
Community Policing Contract FY 2024-2025	\$ 978,970
Increase	\$ 191,060
Revenue from 1 cent on the tax rate	\$ 173,510
Tax Increase (in cents)	<u>1.1011</u>

Tax Increase (in currency) \$ 0.011011

Solid Waste/Recycling Contract

Waste Management Contract FY 2023-2024	\$ 951,197
Waste Management Contract FY 2024-2025	\$ 1,599,860
Increase	\$ 648,663
Revenue from 1 cent on the tax rate	\$ 173,510
Tax Increase (in cents)	<u>3.7385</u>

Tax Increase (in currency) \$ 0.037385

- M. Council expressed concern that they discussed proposed projects at the recent retreat and they are unable to fund any new projects.
- N. Council consensus was given to obtain quotes for a pay study by a third-party consultant.
- O. Council consensus was given for the interim manager to award up to 3% merit bonuses to staff members, as warranted. Merit is not to be added to salaries.
- P. Council consensus was given for a 3.1% COLA for staff and it will be added to the top of the pay grade.
- Q. The five-year resident survey will be done digitally in 2024.
- R. Staff will obtain cost estimates buyout of the current touch-screen television as well as purchase of a new one.
- S. Mayor Pro Tem Hunt requested the Forsyth County Sheriff's Office be requested if they would assist with repairs to the Town Hall Annex.

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

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk

Lewisville Town Council
Budget and Action Meeting
April 29, 2024 – 6:00 PM
Lewisville Town Hall 1st 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 Melissa Hunt and Council Members Ivan Huffman, Monte Long, Julie Puckett, Ken Sadler and Jane Welch. Also attending were Interim Town Manager Stacy Tolbert, Finance Director Pam Orrell, Town Clerk Dora Moore, and Public Works Director Jon Hanna.
- B. Council Member Puckett moved to approve the agenda. The motion was seconded by Council Member Huffman and approved unanimously.

2. Budget Review

- A. Mrs. Tolbert requested additional clarification about follow up items from the April 18 meeting:
 - i. Citizen survey – Council consensus was to conduct the citizen survey digitally only this year, time the survey with the newsletter so it can be promoted, possibly do a Lewisville Connect call, and budget \$3,000.
 - ii. Educational television – Mrs. Tolbert reported the current lease for the educational television is \$4,400/year and it is time to sign a 3-year renewal lease. A new television can be purchased for \$7,500. Council consensus was to purchase a new television and to look at an extended warranty.
- B. After some discussion about training and travel, Council requested staff to come back with savings in training and travel budgets.
- C. Council Member Welch inquired what the impact would be if taxes were only increased two cents versus four cents. Mrs. Orrell stated the Council would be violating their policy of not funding operations from general fund. Council Member Welch then expressed concern about the community policing increase.
- D. Mrs. Tolbert reminded Council the proposed four cent tax increase does not fully cover the increases of solid waste, recycling and community policing.
- E. The beautification budget was increased for additional plantings at the Mary Alice Warren Community Center (MAWCC) dinosaurs and other areas, Jack Warren Park (JWP) gardens, the gateway project, and future JWP improvements.
- F. The Town's current speed trailer no longer stores data and is unable to be updated due to its age. Staff is proposing to purchase a new speed trailer.
- G. Council inquired if the Town can add an additional fine to those who speed in Lewisville.
- H. Traffic enforcement hustles are done at a minimum of four hours and includes running radar, writing tickets and bringing visibility in areas as needed.
- I. Mayor Pro Tem Hunt inquired what it would look like to bring mowing in house. Mrs. Tolbert and Mr. Hanna noted the Town does not have the staff capacity nor equipment, which would be an estimated initial investment of \$250,000 for equipment only.

Break 7:45 PM – 7:55 PM.

- J. Mr. Hanna shared the first year requirements of the five-year stormwater permit. He noted Clemmons, Kernersville and Winston-Salem have stormwater impact fees. Due to growth and standards, Mrs. Tolbert stated it would be beneficial to have a dedicated staff person for stormwater only.

MS4 Stormwater Permit Requirements for 2024 (first year of five year permit period)

- Fiscal gap analysis to ensure adequate program funding
 - Annual self-assessment
 - Develop/review/revise/maintain written procedures for implementing six minimum measures
 - Develop and review existing public education materials
 - Distribute public education materials at minimum one public event
 - Post educational materials through all town outlets quarterly
 - Maintain stormwater education component of town website
 - Maintain and promote stormwater hotline
 - Organize litter clean-up events
 - Organize storm drain marking event
 - Participate in Forsyth Creek Week
 - Continue development of MS4 map
 - Continue development of MS4 map, non-curb and gutter areas
 - Review and update IDDE ordinances
 - Develop written IDDE plan to address illicit discharges
 - Locate priority areas for ID inspection
 - Conduct routine dry weather inspection of outfalls (20% annually)
 - Develop and implement and IDDE training program for staff and contractors
 - Train staff on sire runoff complaint protocols
 - Implement standardized tracking, documentation, inspections, and reporting mechanisms for post-construction requirements
 - Develop or review and revise a pet waste management ordinance
 - Review and revise inventory of town-owned properties with potential to generate polluted runoff
 - Develop and implement a spill response program and staff training
 - Develop MS4 O&M written program and standard documentation
 - Perform inspections of stormwater collection system (~25%)
 - Develop inventory of town-owned SCM's along with O&M program
 - Pavement management program
- k. Mayor Horn noted there is nothing in the budget for sustainability citing the Town's resolution goals by 2030.
- l. Council Member Sadler requested telephone options for the Galloway building be explored.
- m. Mrs. Tolbert noted that at the retreat, Council discussed the Public Art Committee's budget requests. At that time, Council directed the budget to include hanging systems for the gallery, a mural over the coffee bar and miscellaneous expenses such as art shows. Mayor Horn stated that Barbara Campbell, Public Art Committee chair, has expressed concern with the Town not matching the \$5,000 Shallowford Foundation grant for public art in Shallowford Square. Council discussed their desire to assist the committee in locating funding as well as supporting the Shallowford Foundation, since they have contributed diligently to MAWCC programming. Council consensus was to establish a grant line item in the budget of \$10,000, whereby this year those funds will be given to the Public Art Committee. Council also desires to find ways to assist the committee in soliciting future benefactors.
- n. No funding is proposed for any of the Town's capital reserve funds. Concern was expressed about not funding the reserves which permits the Town to pursue project and grant opportunities when they become available.
- o. ARPA funding is not budgeted because it cannot be used to balance the budget. The Town's remaining ARPA funds must be spent by December 31, 2024. Mrs. Orrell stated that by reimbursing salaries there should be no problem expending the funds by the deadline.
- p. There are no proposed fee schedule changes.

q. Council discussed having another budget work session since two Council members were unable to attend the first session. The next budget work session is scheduled to be held following the May 2 agenda briefing.

3. Adjournment – Council Member Huffman moved to adjourn the meeting at 9:21 PM. The motion as seconded by Council Member Puckett and approved unanimously.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk

DRAFT

Lewisville Town Council
Briefing and Action Meeting Minutes
May 2, 2024 – 6:00 PM
Lewisville Town Hall 2nd Floor Conference Room
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 Melissa Hunt, and Council Members Ivan Huffman, Monte Long, Julia Puckett, Ken Sadler and Jane Welch. Also attending were Interim Town Manager/Planning Director Stacy Tolbert, Town Clerk Dora Moore, Finance Director Pam Orrell, Public Works Director Jon Hanna, and Town Attorney Elliot Fus.
- B. Adoption of Agenda – Council Member Welch moved to approve the agenda. The motion was seconded by Council Member Puckett and approved unanimously.

2. Items Requiring Council Direction

- A. Plemmons Road maintenance – The North Carolina Department of Transportation (NCDOT) has inquired if the Town would be interested in assuming maintenance of 265 feet of Plemmons Road (gravel) that is outside the Town’s corporate limits. The Town currently maintains portions of Plemmons Road on both sides of this section. Staff has inquired if the unincorporated portion would be eligible for Powell Bill funding. One dwelling and one vacant lot is accessed from this portion of Plemmons Road. At this time, the Town does not maintain any other roads outside the corporate limits. Council consensus was to accept maintenance with or without Powell Bill funding.
- B. Great Wagon Road betterments
 - i. Since the Great Wagon Road will become a Town-maintained road a year after project completion, the Town can install pedestal lighting. Council consensus was given to install straight poles whereby banners can be hung along the Great Wagon Road at a cost of \$2,447.84/pole plus \$21.85/pole/month for LED lights.
 - ii. The retaining wall at Lewisville First Baptist Church will be impacted by the project. NCDOT will replace the portion of the retaining wall within the project area and will attempt to match the block style; however, they do not think the color will match. To replace all of the block would be a cost to the Town of approximately \$55,000-\$65,000. Mrs. Tolbert has discussed this with the church’s pastor and the church would like the block to match but understand if the Town is unable to do so. Council consensus was to not replace all the block and for staff to evaluate potential options to rectify the inconsistency.
 - iii. Mrs. Tolbert noted the Town is responsible for the water and sewer lines in the Great Wagon Road. It is anticipated the Town will see a shortfall of approximately \$2 million. Mrs. Tolbert stressed this is only an estimate and the Town will know more at bid.
- C. Forsyth 250 Committee representative – Forsyth County Historic Resources Commission has requested a Town representative to serve on the Forsyth 250 committee. This committee is an official America 250 NC committee commemorating 250 years since the signing of the Declaration of Independence. If the Lewisville Historical Society has representation on the committee, a Town staff member will serve as a Town’s representative.
- D. Traffic calming discussion – Council Member Long, via email, shared videos with Council regarding an accident and traffic issues in Shallowford Reserve. The Town’s current traffic mitigation policy was discussed. Council consensus was to evaluate the cost of speed humps with emergency breaks, develop proposed revisions to the policy, and determine if the Town can set additional speeding fines.

3. **Items Requiring Action at Briefing – None**

4. **Administrative Reports**

A. Interim Town Manager

- i. Willow Run Municipal Service District (WRMSD) update – Town staff hosted an informational meeting related to Marblehead Dam improvements and the proposed WRMSD tax increase was held at the Mary Alice Warren Community Center (MAWCC) on May 1. The meeting was publicized by flyer, the MSD Board, the neighborhood association and Lewisville Connect. The goal of the meeting was to inform the WRMSD community about the history, charter, MSD duties, funding, and the procurement and bid process. Approximately, fifty-six residents attended who were receptive of the needed repairs. The resident’s main question was why the Town was not contributing whereby staff shared the Town would provide an interest-free loan to WRMSD, which is a revenue loss to the Town. Mrs. Tolbert noted the WRMSD Board concurs with the Town’s proposal.
- ii. PARTF/Jack Warren Park Improvements – Five bids were received at the April 18 bid opening for the PARTF/Jack Warren Park improvements. To offset costs, the Town had self-perform options for landscaping and electrical. With these two items being self-performed, low bid was approximately \$425,000. There is \$404,000 in the project fund and almost \$60,000 in the Parks & Recreation reserve fund. Council consensus was to add this item to the May 9 agenda.

B. Clerk

- i. Youth Art Show – May 8, 4:30-7:00 PM, MAWCC
- ii. Budget Work Session – May 13, 6 PM, Town Hall
- iii. Board & Committee Collaboration Session – May 16, 5:30-6:30 PM, Town Hall
- iv. Volunteer Appreciation Event – May 16, 6:30 PM, Town Hall
- v. Jurassic Park – May 17
- vi. Military Appreciation Concert – May 27, 6-8 PM
- vii. Camel City Yacht Club – June 8, 7-9 PM
- viii. Blood Drive – June 12, MAWCC

5. **Tentative Agenda Items for Regular Meeting on May 9, 2024**

A. Consent Agenda

- i. Resolution 2024-020– Financial statements for the nine months ended March 31, 2024
- ii. Approval of Closed Session Minutes – April 3, 2024
- iii. Approval of Agenda Briefing Minutes – April 4, 2024
- iv. Approval of Closed Session Minutes – April 4, 2024
- v. Approval of Regular Meeting Minutes – April 11, 2024
- vi. Approval of Closed Session Minutes – April 15, 2024

B. Introductions, Recognitions, Presentations and/or Proclamations

- i. Presentations
 - a. Sheriff’s Office monthly report

C. Public Hearing

- i. 2024-2025 Budget

D. New Business

- i. Resolution 2024-021 – 2023-2024 Audit services contract with Gibson & Company, PA

A break was taken 7:37 PM – 7:43 PM.

6. **Closed Session – NCGS 143-318.11(a)(5) and NCGS 143-318.11(a)(6)**

- A. Council Member Huffman moved to enter into closed session for property acquisition pursuant to NCGS 143-318.11(a)(5) and personnel pursuant to NCGS 143-318.11(a)(6) at 7:43 PM. The motion was seconded by Council Member Long and approved unanimously.
- B. Staff was excused from the personnel portion of the closed session at 8:19 PM.
- C. Council returned from closed session at 8:44 PM.

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

- A. Clarification was given regarding COLA and merit increases for staff. It was noted that merit will be given as a bonus this year and not added to salary.

8. **Adjournment** – Council Member Huffman moved to adjourn the meeting at 9:00 PM. The motion was seconded by Council Member Welch and approved unanimously.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk

DRAFT

Lewisville Town Council
Regular Meeting Minutes
May 9, 2024 – 6:00 PM
Lewisville Town Hall 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 Melissa Hunt, and Council Members Ivan Huffman, Monte Long, Julie Puckett, Ken Sadler and Jane Welch. Also attending were Interim Town Manager Stacy Tolbert, Town Clerk Dora Moore, Finance Director Pam Orrell, Public Works Director Jon Hanna, and Town Attorney Elliot Fus.
- B. Invocation – Council Member Ken Sadler
- C. Pledge of Allegiance – Council Member Jane Welch
- D. Adoption of Agenda – Council Member Welch moved to approve the agenda. The motion was seconded by Council Member Puckett and approved unanimously.

2. Consent Agenda

- A. Resolution 2024-020– Financial statements for the nine months ended March 31, 2024
- B. Approval of Closed Session Minutes – April 3, 2024
- C. Approval of Agenda Briefing Minutes – April 4, 2024
- D. Approval of Closed Session Minutes – April 4, 2024
- E. Approval of Regular Meeting Minutes – April 11, 2024
- F. Approval of Closed Session Minutes – April 15, 2024

Council Member Sadler moved to approve the consent agenda items. The motion was seconded by Mayor Pro Tem Hunt and approved unanimously. (*Resolution 2024-020 is herein incorporated by reference into the minutes.*)

3. Presentations, Introductions and/or Proclamations – None

4. Public Forum

- A. Susan Morris, 237 North Street, shared Lewisville is home to the newest district of the Colored Pencil Society of America Chapter 125. She noted open drawing sessions are held at the Mary Alice Warren Community Center (MAWCC) on Mondays, 10 AM-12 PM and the second Saturday. Mayor Horn thanked Mrs. Morris for judging the recent Youth Art Show.

5. Old Business – None

6. Public Hearing

- A. 2024-2025 Budget
 - i. Staff presentation – Mrs. Tolbert shared the proposed tax rate for the 2024-2025 budget year is \$0.217. The tax increase is due to increased solid waste, recycling and community policing costs. No allocations have been made to the capital reserve funds. The budget also includes a contribution to the Willow Run Municipal Service District (WRMSD) fund for repairs to Lake Marblehead Dam.
 - ii. Public hearing
 - a. Peter Schwartz, 1852 Barnstable Road, inquired if the proposed five cents tax increase for WRMSD would revert back to the current tax after eight years. Mrs. Tolbert explained this

is a proposed, temporary, interest-free tax as permitted by the WRMSD charter for repairs.

- iii. Council discussion – Mayor Horn encouraged residents to call him if they have questions regarding the budget.

7. New Business

- A. Town Manager appointment and contract approval – Mayor Horn stated that Stacy Tolbert has taken on additional responsibilities each time when serving as interim town manager and has done a great job. Mayor Horn moved to appoint Stacy Tolbert as Town Manager and to enter into a contract effective May 1, 2024 and expiring July 30, 2025. The motion was seconded by Council Member Sadler. Council members echoed Mayor Horn’s sentiments. The motion was approved unanimously.
- B. Resolution 2024-022 – Appointing Deputy Finance Officer – Council Member Long moved to approve Resolution 2024-022 appointing Town Manager Stacy Tolbert as Deputy Finance Officer. The motion was seconded by Council Member Puckett and approved unanimously. *(Resolution 2024-022 is herein incorporated by reference into the minutes.)*

Mrs. Tolbert was administered the oath of office by Town Clerk Dora Moore. Mrs. Tolbert was assisted by her husband and sons, Justin, Camden and Colten Tolbert.

Mrs. Tolbert expressed gratitude and excitement to serve and give back to the Town of Lewisville, the residents and the community.

- C. Resolution 2024-021 – 2023-2024 Audit services contract with Gibson & Company, PA – Council Member Sadler moved to approve Resolution 2024-021. The motion was seconded by Mayor Pro Tem Hunt and approved unanimously. *(Resolution 2024-021 is herein incorporated by reference into the minutes.)*
- D. Ordinance 2024-008 – Amend the Jack Warren Park Improvements Capital Project Ordinance - \$151,404 – Council Member Sadler moved to approve Ordinance 2024-008. The motion was seconded by Council Member Puckett and approved unanimously. *(Ordinance 2024-008 is herein incorporated by reference into the minutes.)*
- E. Ordinance 2024-009 – Amend Ordinance 2023-001 to transfer \$58,736 from the Parks & Recreation Capital Reserve Fund to the JWP Improvements Capital Projects Fund – Mayor Pro Tem Hunt moved to approve Ordinance 2024-009. The motion was seconded by Council Member Huffman and approved unanimously. *(Ordinance 2024-009 is herein incorporated by reference into the minutes.)*
- F. Ordinance 2024-010 – Amending Ordinance 2023-001 to transfer \$132,188 from the General Fund to the JWP Improvements Capital Projects Fund – Council Member Welch moved to approve Ordinance 2024-010. The motion was seconded by Council Member Long and approved unanimously. *(Ordinance 2024-010 is herein incorporated by reference into the minutes.)*
- G. Resolution 2024-023 – Approving contract with Garanco, Inc. – \$420,176.14 – Council Member Huffman moved to approve Resolution 2024-023. The motion was seconded by Mayor Pro Tem Hunt and approved unanimously. *(Resolution 2024-023 is herein incorporated by reference into the minutes.)*
- H. Resolution 2024-024 – Approving contract with Johnson's Modern Electric, Inc. – \$57,910 – Council Member Puckett moved to approve Resolution 2024-024. The motion was seconded by Council Member Long and approved unanimously. *(Resolution 2024-024 is herein incorporated by reference into the minutes.)*

8. Administrative Reports

A. Upcoming events and closings

- i. Jurassic Park – May 17
- ii. Memorial Day – May 27 – Town Offices Closed
- iii. Military Appreciation Concert – The Embers – May 27, 6-8 PM
- iv. Camel City Yacht Club – June 8, 7-9 PM
- v. Blood Drive – June 12, MAWCC

B. Clerk's Report

- i. Budget Calendar
 - Workshops – May 13, 6 PM
 - Budget ordinance final review – June 6, 6 PM
 - Budget approval – June 13, 6 PM
- ii. Board & Committee Collaboration/Orientation Session – May 16, 5:30-6:30 PM, Town Hall
- iii. Volunteer Appreciation Event – May 16, 6:30 PM, Town Hall

9. For the Good of the Order

A. Public comments – None

B. Council comments

- i. Council Member Sadler commended Town staff with how they managed during the interim period of appointing a new Town Manager.
- ii. Council Member Sadler stated resident Rusty LaRue was the commencement speaker at the Forsyth Tech graduation. Mr. LaRue did a great job encouraging the graduates who ranged in age from 15 to 74.

A reception was held 6:44 PM-7:03 PM.

10. Closed Session – NCGS 143-318.11(a)(5)

- A. Mayor Horn moved to enter into closed session for property acquisition pursuant to NCGS 143-318.11(a)(5) at 7:06 PM. The motion was seconded by Council Member Huffman and approved unanimously.
- B. Council returned from closed session at 7:39 PM.

Council Member Puckett moved to retain the services of AuFrance Valuations, LLC for an appraisal of a potential property acquisition. The motion was seconded by Council Member Sadler and approved unanimously.

Mayor Horn extended thanks to the Public Art Advisory Committee for the recent Youth Art Show at MAWCC.

11. Adjournment – Council Member Long moved to adjourn the meeting at 7:41 PM. The motion was seconded by Council Member Huffman and approved unanimously.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk

Lewisville Town Council
Budget and Action Meeting
May 13, 2024 – 6:00 PM
Lewisville Town Hall 1st 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 Melissa Hunt and Council Members Ivan Huffman, Monte Long, Ken Sadler and Jane Welch. Also attending were Interim Manager Stacy Tolbert, Finance Director Pam Orrell, Town Clerk Dora Moore, and Public Works Director Jon Hanna. Council Member Julie Puckett was absent.

2. Budget Review

- A. Mrs. Tolbert and Mrs. Orrell shared the proposed budget adjustments as requested by Council. *(Handout is included with the minutes.)*
- B. Mayor Pro Tem Hunt inquired if a budget amendment could be done during the year if Council decides to add something back into the budget. Mrs. Orrell confirmed this could be done.
- C. Mrs. Orrell noted that the general fund is not used for operations. The general fund needs to grow so funding is available for emergencies, project increases, and project opportunities.
- D. A great deal of discussion was held regarding the Town's community policing program. It was noted that community policing is a community-oriented policing that places dedicated officers in the community and the residents become familiar with the officers.
- E. Mrs. Orrell shared and provided responses to questions submitted by Mayor Pro Tem Hunt. *(Handout is included with the minutes.)*
- F. Mrs. Orrell also shared and provided responses to questions submitted by Council Member Welch. *(Handout is included with the minutes.)*

Council Member Sadler left at 6:59 PM.

- G. Council discussed options related to tax increases. It was agreed t this would be a Council Retreat topic.
- H. Mayor Horn stated the budget is a reflection of what is important to the Town. Surveys have consistently shown sidewalks, recreation, and a dog park as being important; however, the budget does not have any allocations for these.
- I. Council Member Welch inquired if the survey includes a question about increasing tax rate for services. If not, she requested it be included on the next one.

- 3. Adjournment** – Council Member Huffman moved to adjourn the meeting at 7:36 PM. The motion as seconded by Council Member Long and approved unanimously.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk



**ORDINANCE 2024-012 OF THE TOWN OF LEWISVILLE
AMENDING THE TOWN OF LEWISVILLE'S ZONING ORDINANCE OF THE UNIFIED
DEVELOPMENT ORDINANCE AND OFFICIAL ZONING MAP OF THE TOWN OF LEWISVILLE**

2065 GLENN FERRY COURT (L-109)

BE IT ORDAINED BY THE LEWISVILLE TOWN COUNCIL as follows:

Section 1. The Town of Lewisville Zoning Ordinance (Section B 6-2) of the Lewisville Unified Development Ordinances and the official zoning maps of the Town of Lewisville and Forsyth County, North Carolina are hereby amended by changing from RS-30 Forsyth County jurisdiction to RS-30 Lewisville jurisdiction for the following described property as:

PIN 5887-32-3982 – 2065 Glenn Ferry Court, Pfafftown, NC 27040

OFFICIAL METES AND BOUNDS FOLLOW:

LYING AND BEING in Vienna Township, Forsyth County, North Carolina, and BEGINNING at stone, the southeast corner of the property of Seymour T. Solomon, now or formerly (Book 1000, Page 1, Forsyth County Registry); thence with the eastern property line of said Solomon, now or formerly, the following Five (5) courses and distances: (1) North 10° 19' 25" East 270.66 feet to an existing iron pipe; (2) North 06° 27' 02" West 77.89 feet to an existing iron pipe; (3) North 29° 34' 08" East 66.84 feet to an existing pipe; (4) North 10° 07' 15" East 91.77 feet to an existing iron pipe and (5) North 10° 10' 33" East 134.94 feet to an existing iron pipe located in the southern property line of Alice S. Phillips, now or formerly (81 E 887/ 1-1-83, Forsyth County); thence with the southern property line of said Phillips, now or formerly; South 87° 58' 53" East 666.75 feet to an existing iron pipe, the northwest corner of the property of James E Minick, now or formerly (Book 1333, Page 936, Forsyth County Registry); thence from said iron South 01° 35' 42" West 460.25 feet to an existing iron pipe, the northeast corner of the property of Jay R. Harmel, now or formerly (Book 1667, Page 1028, Forsyth County Registry); thence with the northern property line of said Harmel, now or formerly, South 84° 04' 19" West 156.07 feet to an existing iron pipe; thence North 84° 06' 05" West, crossing a 10' gravel drive, 109.22 feet to an existing iron pipe, the northeast corner of the property of Wallace G. Getchell, now or formerly (Book 1627 Page 902, Forsyth County Registry); thence with the northern property line of said Getchell, now or formerly, North 71° 02' 15" West 202.77 feet to an existing iron pipe, the northwest corner of said Getchell property; thence with the western property line of said Getchell, now or formerly, South 19° 30' 04" West 215.04 feet to an existing iron pipe, the southwest corner of the aforementioned Getchell property; thence with the northern property line of Clifton E. Darnell, Sr., now or formerly (Book 1654, Page 1519, Forsyth County Registry), North 89° 55' 38" West 238.80 feet to a stone, the point and place of BEGINNING and containing 8.398 acres, more

or less. Being Tax Lot 24M, a portion of Tax Lot 24N and a portion of Tax Lot 118 of Tax Block 4617, Forsyth County Tax Records. The foregoing description was taken from a plat of survey prepared by Larry L. Callahan Surveying Co., Inc.; dated 6/14/93 and entitled "Map For Cynthia R. Bennett". TOGETHER WITH AND SUBJECT TO a 30' Access Easement (Book 1021, Page 577, Forsyth County Registry) and a 25' Access Easement (Book 1410, Page 1001, Forsyth County Registry) to Glenn Ferry Road (S.R. 1441).

Section 2. This Ordinance shall be effective from and after its date of adoption.

Adopted and effective this the 13th day of June 2024 by the Lewisville Town Council with a vote of _____.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk

GENERAL USE DISTRICT REZONING STAFF REPORT

2065 Glenn Ferry Court

DOCKET: L-109
STAFF: Adam Barr, Planner
Petitioner: Brady Allen
Ownership: Brady Allen

REQUEST:

From: RS-30 (Residential Single Family, minimum lot size of 30,000 sq. ft.) Forsyth County Zoning
To: RS-30 (Residential Single Family, minimum lot size of 30,000 sq. ft.) Lewisville Zoning
PIN(s): 5887-32-3982
Acreage: 1.67 ac

LOCATION:

Street(s): Glenn Ferry Ct
Jurisdiction: Town of Lewisville (pending annexation)

PROPERTY SITE/IMMEDIATE AREA:

Existing Structures on Site: The site is currently occupied by a single family home.

Adjacent uses:

- * North – Single family residences, zoned RS-30
- * East - Single family residences, zoned RS-30
- * South - Single family residences, zoned RS-30
- * West - Single family residences, zoned RS-30

GENERAL AREA:

Character/Maintenance: The area is comprised entirely of single-family residence and lots.

PHYSICAL FEATURES:

Topography: The site slopes from north to south towards Glenn Ferry Ct.
Vegetation/habitat: The property is residential and wooded.
Watershed: The property is currently within the Yadkin River WS IV watershed.

WATER AND SEWER FACILITIES:

The site is served by well and septic.

TRANSPORTATION:

Direct Access to Site: Glenn Ferry Ct
Street Classification(s): Glenn Ferry Ct – Private street

CONFORMITY TO ORDINANCE/PLANS:

Lewisville Tomorrow Comprehensive Plan- The Comprehensive Plan's Future Land Use Map identifies the areas in the town that is closest to the property as Neighborhood Residential. Neighborhood Residential accounts for many of the suburban-style, lower-density residential areas that have been built during the past 20 years. While most of the existing neighborhoods have a uniform housing type, future

Neighborhood Residential areas should promote a mixture of housing sizes and prices as well as efficient neighborhood design, where appropriate. Neighborhood Residential areas of the future could include single-family homes and townhomes in a clustered design.

Legacy Development Guide - Legacy recognizes this area as being in GMA-5 Rural Area. GMA-5 Rural Area is located at the fringes of Forsyth County and is beyond the area that can be provided with public sewer and other services in a cost-effective manner. This area is intended to remain very low density residential and agricultural in character.

ANALYSIS:

As described in NC § 160D-202(g): When a city annexes, or a new city is incorporated in, or a city extends its jurisdiction to include, an area that is currently being regulated by the county, the county development regulations and powers of enforcement shall remain in effect until (i) the city has adopted such development regulations or (ii) a period of 60 days has elapsed following the annexation, extension, or incorporation, whichever is sooner. Prior to the transfer of jurisdiction, the city may hold hearings and take any other measures consistent with G.S. 160D-204 that may be required in order to adopt and apply its development regulations for the area at the same time it assumes jurisdiction.

The zoning district classifications contained in the Zoning Ordinances of Forsyth County and the Town of Lewisville are very similar and the permitted uses and development standards are in most cases equivalent, if not identical. The purpose of this zoning map amendment is to continue a similar type of zoning within the Town of Lewisville as previously applied under Forsyth County jurisdiction.

This request is a general use rezoning for the purposes of accepting a Lewisville zoning district due to annexation.

RECOMMENDATION:

The proposal is consistent with both the Lewisville Comprehensive Plan and Forsyth County Legacy Plan. Given these findings and other supporting information found in this report, staff recommends the rezoning to the Planning Board.

L-109 REZ 2065 Glenn Ferry Court

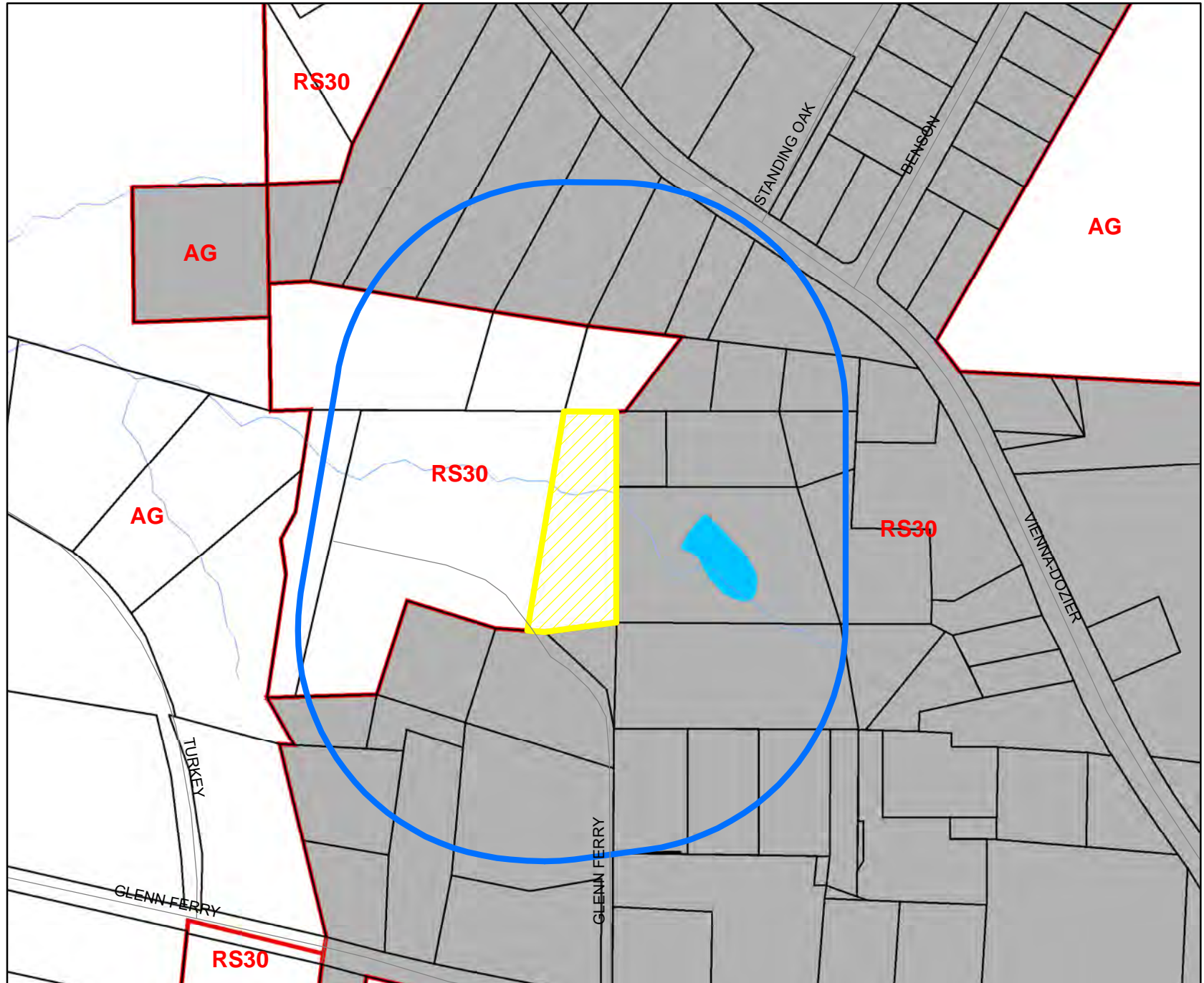
Legend

- CENTERLINES
- Legal Lot Lines
- Streams
- Pond / Lake
- Zoning
- Forsyth County
- Lewisville
- Property of Request
- 500 ft. Buffer

PIN(s):
5887-32-3982



1 inch = 300 feet



This map and analysis are provided "As Is" without warranty of any kind, either express or implied. The information contained in this map is for informational purposes only and was not prepared for, and is not suitable for legal, engineering, or surveying purposes. Use of these materials constitutes acceptance of this disclaimer of liability.

Created by: Stacy Tolbert



**ORDINANCE 2024-013 OF THE TOWN OF LEWISVILLE
EXTEND THE TOWN OF LEWISVILLE CORPORATE LIMITS TO INCLUDE
2065 GLENN FERRY COURT**

WHEREAS, the Town of Lewisville has been petitioned under NCGS 160A-31 to annex the area described below; and,

WHEREAS, the Lewisville Town Council has by resolution directed the Town Clerk to investigate the sufficiency of the petition requesting annexation of property known as 2065 Glenn Ferry Court into the Town of Lewisville; and,

WHEREAS, the Town Clerk has certified the sufficiency of the petition and a public hearing on the question of annexation was held at the Lewisville Town Hall, 6510 Shallowford Road, at 6 PM on Thursday, June 13, 2024 after due notice by the Winston-Salem Journal on Saturday, June 1, 2024;

WHEREAS, the Lewisville Town Council finds that the petition meets the requirements of NCGS 160A-31.

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

Section 1. By virtue of the authority granted by NCGS 160A-31, the following described territory is hereby annexed and made part of the Town of Lewisville as of June 13, 2024:

2065 Glenn Ferry Court, Pfafftown, NC 27040
PIN 5887-32-3982

OFFICIAL METES AND BOUNDS FOLLOW:

LYING AND BEING in Vienna Township, Forsyth County, North Carolina, and BEGINNING at stone, the southeast corner of the property of Seymour T. Solomon, now or formerly (Book 1000, Page 1, Forsyth County Registry); thence with the eastern property line of said Solomon, now or formerly, the following Five (5) courses and distances: (1) North 10° 19' 25" East 270.66 feet to an existing iron pipe; (2) North 06° 27' 02" West 77.89 feet to an existing iron pipe; (3) North 29° 34' 08" East 66.84 feet to an existing pipe; (4) North 10° 07' 15" East 91.77 feet to an existing iron pipe and (5) North 10° 10' 33" East 134.94 feet to an existing iron pipe located in the southern property line of Alice S. Phillips, now or formerly (81 E 887/ 1-1-83, Forsyth County); thence with the southern property line or said Phillips, now or formerly; South 87° 58' 53" East 666.75 feet to an existing iron pipe, the northwest corner of the property of James E Minick, now or formerly (Book 1333, Page 936, Forsyth County Registry); thence from said iron South 01° 35' 42" West 460.25 feet to an existing iron pipe, the northeast corner of the property of Jay R. Harmel, now or formerly (Book 1667, Page 1028, Forsyth County Registry); thence with the northern property line of

said Harmel, nor or formerly, South 84° 04' 19" West 156.07 feet to an existing iron pipe; thence North 84° 06' 05" West, crossing a 10' gravel drive, 109.22 feet to an existing iron pipe, the northeast corner of the property of Wallace G. Getchell, nor or formerly (Book 1627 Page 902, Forsyth County Registry); thence with the northern property line of said Getchell, nor or formerly, North 71° 02' 15" West 202.77 feet to an existing iron pipe, the northwest corner of said Getchell property; thence with the western property line of said Getchell, now or formerly, South 19° 30' 04" West 215.04 feet to an existing iron pipe, the southwest corner of the aforementioned Getchell property; thence with the northern property line of Clifton E. Darnell, Sr., now or formerly (Book 1654, Page 1519, Forsyth County Registry), North 89° 55' 38" West 238.80 feet to a stone, the point and place of BEGINNING and containing 8.398 acres, more or less. Being Tax Lot 24M, a portion of Tax Lot 24N and a portion of Tax Lot 118 of Tax Block 4617, Forsyth County Tax Records. The foregoing description was taken from a plat of survey prepared by Larry L. Callahan Surveying Co., Inc.; dated 6/14/93 and entitled "Map For Cynthia R. Bennett". TOGETHER WITH AND SUBJECT TO a 30' Access Easement (Book 1021, Page 577, Forsyth County Registry) and a 25' Access Easement (Book 1410, Page 1001, Forsyth County Registry) to Glenn Ferry Road (S.R. 1441).

Section 2. Upon and after June 13, 2024, the above described territory shall be subject to all debts, laws, ordinance and regulations in force in the Town of Lewisville and shall be entitled to the same privileges and benefits as other parts of the of the Town of Lewisville. Said territory shall be subject to municipal taxes according the NCGS 160A-58.10.

Section 3. The Mayor of the Town of Lewisville shall cause to be recorded in the office of the Forsyth County Register of Deeds and the office of the North Carolina Secretary of State an accurate map of the annexed territory, described in Section 1 above, together with a duly certified copy of the ordinance. Such map shall also be delivered to the Forsyth County Board of Elections as required by NCGS 163-288.1.

Adopted this the 13th day of June 2024 by the Lewisville Town Council.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk

THE UNDERSIGNED HEREBY CERTIFY THAT THE AREA SHOWN ON THIS PLAT WAS MEASURED AND SURVEYED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT THE AREA SHOWN ON THIS PLAT IS ACCURATELY REPRESENTED BY THE COORDINATES AND BEARINGS THEREON.

[Signature]
 SURVEYOR

Planning Department Review Officer
 First Subdivision Plat Approval

This is to certify that the plat meets the planning requirements of the Planning Department. Conditions, standards, regulations or other provisions of the Planning Department may apply to this subdivision. The applicant is responsible for obtaining all other necessary permits from the appropriate agencies.

[Signature]
 Director of Planning/Review Officer
 Forsyth County, North Carolina

Surveyor Certification for Closure

Having examined the plat and the field notes thereon, I hereby certify that the same are correct and that the same conform to the provisions of the laws of North Carolina relating to the surveying profession.

[Signature]
 Surveyor

Surveyor Certification for Subdivision

Having examined the plat and the field notes thereon, I hereby certify that the same are correct and that the same conform to the provisions of the laws of North Carolina relating to the surveying profession.

[Signature]
 Surveyor

Forsyth County Registrar of Deeds
 Plat Registration

This is to certify that the plat has been registered in the public records of Forsyth County, North Carolina.

[Signature]
 Registrar of Deeds

TOTAL AREA
 365,778 Sq. Feet
 8.40 Acres
 BY COORDINATES

STREET N SHAFER
 VANCE L. SHAFER
 TAX PIN # 5807-32-0992
 DB 1275 PG 723

AREA
 TRACT C
 55002 Sq. Feet
 1.25 Acres

AREA
 TRACT B
 239038 Sq. Feet
 5.46 Acres

AREA
 TRACT A
 72238 Sq. Feet
 1.67 Acres

AREA
 TRACT D
 10811 Sq. Feet
 0.25 Acres

Course	Bearing	Distance
L1	N 02°35'10" W	72.87
L2	N 29°38'14" E	69.85

25' EASEMENT TABLE

Course	Bearing	Distance
E1	N 28°42'18" W	95.29
E2	N 57°40'33" W	23.06
E3	N 45°48'44" W	120.57
E4	N 74°35'24" W	21.07
E5	N 87°53'02" W	75.21

NOTE: ALL POINTS DIMENSIONED ALONG CENTERLINE OF EASEMENT.

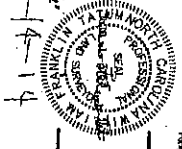
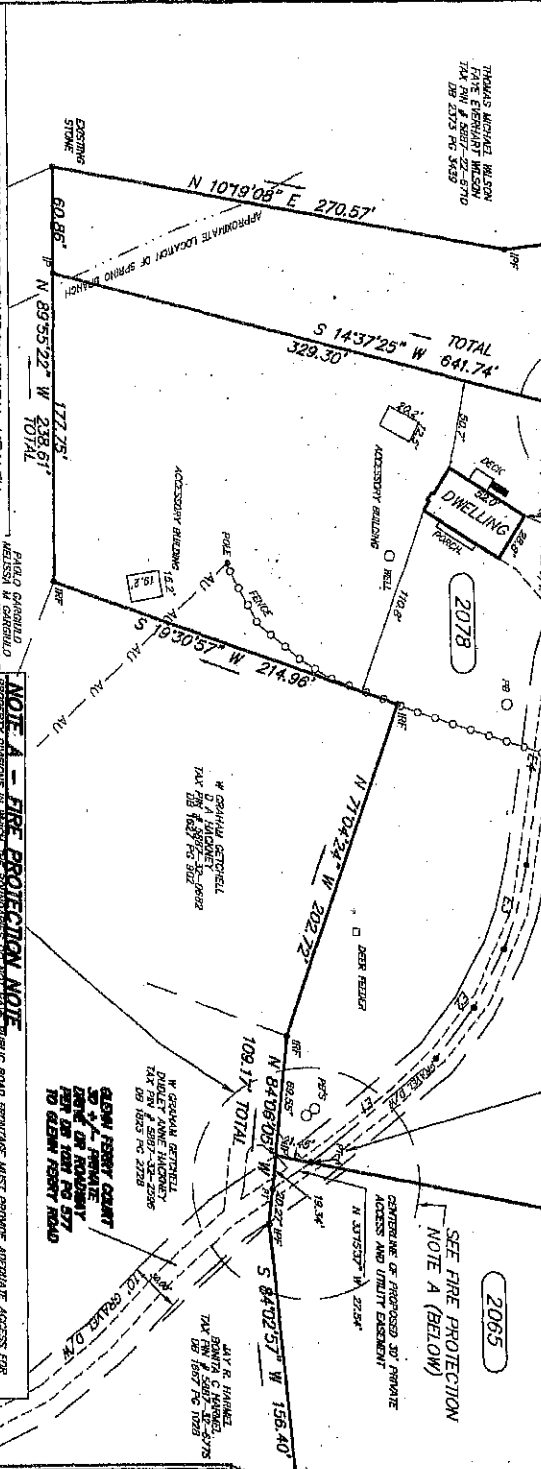
REFERENCE INFORMATION
 TAX PIN # 5887-32-0992
 TAX BLOCK 4617 TAX LOT 129
 CURBENT ZONING RS-30
 ALSO SEE PLAT BOOK 53 PG 194

EASEMENT NOTE
 EASEMENT HANGERS TO BE HUNG AT POINT A

SEE FIRE PROTECTION NOTE A (BELOW)

- NOTES
1. - IRON PIPES AT ALL CORNERS UNLESS OTHERWISE DESIGNATED.
 2. - NO N.C.A.S. HORIZONTAL CONTROL FOUND WITHIN 2000 FEET.
 3. - THIS PROPERTY IS SUBJECT TO AN EASEMENT FOR ACCESS TO THE TRACT AND WHICH WERE NOT VISIBLE AT THE TIME OF THIS SURVEY.
 4. - ALL DIMENSIONS ARE IN FEET AND DECIMALS THEREOF.
 5. - ALL DIMENSIONS ARE TO THE CENTERLINE OF THE ROAD UNLESS OTHERWISE DESIGNATED.
 6. - TAX PIN # 5887-32-0992 (2022/28/2023/NOV).
 7. - ZONED RS-30

- LEGEND
- FT From Iron Found
 - FT From Road Found
 - FT From Property Line
 - FT From Right-of-Way
 - FT From Edge of Fencing
 - FT Point (Unnumbered)
 - M1 Marker
 - (Z) ADDRESS
 - (C) CURB
 - (S) Face of Curb
 - (C) Corner
 - (L) Length of Curve
 - (R) Right-Angle Intersection
 - (M) Marked Intersection
 - (C) Old Corner Monument
 - (S) Slight Easement



#2014037

FOR ALL STAR FINANCIAL LLC

TOWNSHIP COUNTY STATE DATE JOB NO.

TRUSTY NC 09-13-14 14-46

ISSUE A RECONSTRUCTION OF REAL PROPERTY DESCRIBED

IN DEED BOOK 1709 PG 0233

Mcandilly Land Surveying, P.C.

812 Burke Street, Winston-Salem, NC 27101

Phone # 336-931-9885

http://www.mcandillylandsurveying.com

Scale 1" = 50'

100'

FORSYTH COUNTY DIVISION OF ENVIRONMENTAL HEALTH

The Forsyth County Health Department has not included any of the jobs represented on this plat for the purposes of issuing improvements Permits.



June 13, 2024

To: Mayor Mike Horn
Mayor Pro Tempore Melissa Hunt
Council Member Ivan Huffman
Council Member William "Monte" Long
Council Member Julia Puckett
Council Member Ken Sadler
Council Member Jane Welch

Subject: Fiscal Year 2024-2025 Budget Message

The Honorable Mayor and Members of the Town Council:

Executive Summary

As Town Manager, I am pleased to present the proposed General Fund budget of \$7,221,891 for fiscal year 2024-2025. The budget as proposed includes a proposed property tax increase from 17.7 cents per \$100 of valuation to 21.7 cents per \$100 of valuation. This represents an increase of 4 cents. This budget shows an increase in the General Fund budget from the previous year budget, as adopted for July 1, 2023, of \$1,008,514 or 16.2%. This budget as proposed is balanced with \$387,586 in fund balance from the General Fund. This fund balance appropriation represents the costs associated with projects that are not recurring operational costs.

The estimated tax base for the Town is \$1,770,509,128 producing estimated Ad Valorem tax revenue of \$3,765,165 with one cent of the tax rate generating approximately \$173,510.

The Town of Lewisville also collects a levy for a municipal service district. The current tax rate is 5 cents per \$100 of valuation. The proposed tax rate for the municipal service district for fiscal year 2024-2025 is 10 cents per \$100 valuation which represents an increase of 5 cents per \$100 of valuation.

The Town Council has been diligent and used sound financial planning to continue its commitment to the residents of Lewisville to provide a high standard of services. The Town of Lewisville stays committed to the continuation of all of its existing services for the upcoming fiscal year including, but not limited to, parks & recreation, community events, community policing, public works, planning & zoning, finance, administration, residential garbage pick-up & recycling, stormwater management, and road paving & maintenance.

The Economy

Inflation, which appeared to be slowing in late 2023, remains elevated above the Federal Reserve's 2% target. For April, 2024, the Consumer Price Index for All Urban Consumers (CPI-U) increased 3.4% from April, 2023. High levels of inflation in recent years are one reason that local sales tax revenue, which is the Town's second largest revenue source, have increased significantly. Buoyed by factors including stimulus checks provided directly to consumers, enhanced and extended unemployment benefits, and rising inflation, local governments saw months of double-digit growth in sales tax revenues year-over-year in 2021 and 2022. That run is over. A slowdown began at the end of fiscal year 2022-2023 and has become more pronounced in the first half of fiscal year 2023-2024, with year-over-year growth hovering around 1.39% seven months into the 2023-2024 fiscal year. As such, the Town of Lewisville anticipates very modest growth in this revenue source for fiscal year 2024-2025.

The Town's largest expense is our contract for solid waste and recycling collection. This contract was renegotiated for a new 5-year period to begin July 1, 2024. The renewal terms yielded a cost of increase of approximately \$648,000 or 68% for fiscal year 2024-2025 compared to fiscal year 2023-2024. Of the 4-cent increase in the property tax rate included in this proposed budget for the General Fund, 3 cents are necessary to fund the increase in the cost of this service to the Town's residents.

The Town's second largest expense is our contract with the Forsyth County Sheriff's Department for our community policing program. The contract for fiscal year 2024-2025 is increasing approximately \$191,000 or 24%. Of the 4-cent increase in the property tax rate included in this proposed budget for the General Fund, 1 cent is necessary to fund the increase in the cost of the community policing program for the Town.

In projecting revenues for the 2024-2025 budget, we have followed the guidance of the North Carolina League of Municipalities (NCLM) along with their researchers and economists. They have provided their most conservative projections for how our municipal revenues will emerge in the new fiscal year. While economists increasingly worry about a potential recession, the NCLM reports that North Carolina remains resilient and in a better position to weather economic storms compared to the United States as a whole.

Willow Run Municipal Service District

The proposed budget for the Municipal Service District includes a property tax rate increase from 5 cents per \$100 of valuation to 10 cents per \$100 of valuation. This represents a tax increase of 5 cents per \$100 of valuation. In the current fiscal year, it has been determined that significant repair work is needed on one of the dams within the District. The MSD's fund balance is currently insufficient to pay for the repairs and it is necessary for them to borrow approximately \$263,827 from the General Fund to cover the cost of the repairs. In order to reimburse the General Fund in future years while still funding their current operating expenses, it is deemed necessary to increase the MSD's property tax rate for FY 2024-2025. The proposed budget for the General Fund includes this \$263,827 transfer to the Willow Run MSD Special Revenue Fund to finance the repairs.

Capital Reserve Funds

At the Town Council planning session, recently held on February 17, Council re-affirmed its desire to proactively support key projects ranging from recreation enhancements at Jack Warren Park to road & sidewalk improvements throughout the Town. To help fund these projects, the Town has accumulated the following amounts in its capital reserve funds.

Capital Reserve Funds

Sidewalks, Bike Paths, and Greenways	\$ 1,376
Municipal Buildings/Land	\$ 141,286
Public Works Facility	\$ 894,075
Parks & Recreation	\$ 253

As part of the proposed budget for fiscal year 2024-2025, it is proposed that all General Fund contributions to these capital reserves be suspended.

Capital Project Ordinances

The Capital Project Ordinances and Grant Project Ordinances that remain in the budget during Fiscal Year 2024-2025 are as follows.

Active Projects

- Gateway Project
- Community Center
- Roundabout at Lewisville-Vienna Road and Robinhood Road
- Jack Warren Park Improvements
- Lewisville-Vienna Multipurpose Path
- Shallowford Road CMAQ Sidewalk
- Great Wagon Road Improvements
- American Rescue Plan Act Special Revenue Fund

Transportation Projects

The Town anticipates that construction will conclude on the Gateway Project in the current fiscal year. This project is a roadway project to make improvements from the Highway 421 Interchange on Williams Road with improvements continuing on Williams Road between the interchange and the roundabout at Shallowford Road and Williams Road. The Town has been awarded federal STP-DA & STBG-DA funding of \$2,883,207 to be used on the project that has an estimated cost of approximately \$4,094,109. The Town contribution to this project is estimated at \$1,210,902.

The Town will begin the construction phase of the roundabout project at Robinhood Road and Lewisville-Vienna Road in fiscal year 2024-2025. This project is the construction of a single-lane roundabout at Robinhood Road and Lewisville-Vienna Road. The project will include necessary sidewalk connections at the roundabout along with streetscape work, lighting, and landscaping. The Town has been awarded federal STP-DA funding of \$2,241,188 to be used on the project that has a current budget of \$2,801,485. The local match for this project is estimated at \$560,297.

The Town has also been awarded funding for a CMAQ (Congestion Mitigation & Air Quality) project to extend the sidewalk along Lewisville-Vienna Road from Riverwood Drive to Robinhood Road. The Town has been awarded CMAQ funding of \$1,413,162 to be used on the project that has a current budget of \$1,766,453. The Town contribution to this project is estimated at \$353,291.

The Town has also been awarded funding for a CMAQ project for sidewalk improvements along Shallowford Road. The Town has been awarded CMAQ funding of \$1,051,734 to be used on the project that has a current budget of \$1,446,134. The local match for this project is estimated at \$394,400.

Parks and Recreation Improvements

The Town has been awarded \$230,940 from the North Carolina Parks and Recreation Trust Fund for improvements at Jack Warren Park to include a disc golf course, an amphitheater, and walking trails. The project has a budget of approximately \$672,049. The Town contribution to this project is estimated at \$441,109.

Great Wagon Road

In 2017, the Town Council learned that the NC Department of Transportation planned to assume financial responsibility for the remaining work to be done on the Great Wagon Road to include design, right-of-way, and construction. As construction of the Great Wagon Road progresses, we anticipate that the Town of Lewisville will participate financially with the NC Department of Transportation on improvements such as street trees, streetlights, and expansion of the width of the sidewalk. The Town currently has \$1,930,889 in a capital project fund to pay for future expenditures related to the Great Wagon Road.

Planning

Town Council previously authorized Town staff and the Planning Board to start the process of updating the Town's Unified Development Ordinance. The budget proposed for Fiscal Year 2024-2025 contains funding to facilitate this work, including performance of professional services by a third-party consultant. Project completion is expected during the upcoming fiscal year.

Conclusion

I would like to express my sincere gratitude to the Mayor and Town Council for their vision and guidance as we worked to develop a budget that would provide resources to implement their policies and address community needs. I would also like to convey my appreciation for the many members of the community who have shared their thoughts and ideas, including those serving on the Town's advisory boards and committees. Next, this budget could not have been prepared without the diligent efforts of the Town's department heads and key team members. Finally, I would like to thank the entire team here at the Town for their hard work and dedication in serving the people of the Town of Lewisville.

Respectfully,



Stacy Tolbert
Town Manager

**TOWN OF LEWISVILLE
BUDGET ORDINANCE NUMBER 2024-001
FISCAL YEAR 2024-2025 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, 2024 and ending June 30, 2025, in accordance with the chart of accounts heretofore established for the Town:

Governing Body	\$ 568,899
Administration	\$ 1,027,257
Finance	\$ 309,693
Debt Service	\$ 225,200
Planning	\$ 383,876
Beautification	\$ 130,956
Community Policing	\$ 1,035,720
Public Works	\$ 519,645
Streets	\$ 325,107
Powell Bill	\$ 466,430
Storm Water	\$ 231,157
Solid Waste	\$ 1,605,860
Recycling	\$ 5,310
Parks and Recreation	\$ 386,781
Total Departmental Appropriations	\$ 7,221,891

**TOWN OF LEWISVILLE
BUDGET ORDINANCE NUMBER 2024-001
FISCAL YEAR 2024-2025 BUDGET**

Section 2: It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2024 and ending June 30, 2025:

Ad Valorem Property Tax	\$ 3,765,165
Tax Penalties & Interest	\$ 5,000
Local Sales and Use Tax	\$ 1,289,255
Alcoholic Beverage Tax	\$ 54,300
Electricity Sales Tax	\$ 474,290
Piped Natural Gas Sales Tax	\$ 24,705
Telecommunications Sales Tax	\$ 18,740
Video Programming Sales Tax	\$ 115,780
Solid Waste Disposal Tax	\$ 10,955
Powell Bill Allocation	\$ 466,430
ABC Board Revenue	\$ 273,785
Occupancy Tax	\$ 50,000
Investment Revenue	\$ 192,000
Miscellaneous Revenue	\$ 93,900
Fund Balance Appropriated	\$ 387,586
Total Revenues	<u><u>\$ 7,221,891</u></u>

**TOWN OF LEWISVILLE
BUDGET ORDINANCE NUMBER 2024-001
FISCAL YEAR 2024-2025 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, 2024 and ending June 30, 2025, in accordance with the chart of accounts heretofore established for the Municipal Service District:

Legal Expense	\$ 1,000
Supplies	\$ 2,000
Contracted Services	\$ 528,715
Contingency	\$ -
Total	<u><u>\$ 531,715</u></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, 2024 and ending June 30, 2025:

Ad Valorem Property Tax	\$ 75,016
Transfer from General Fund	\$ 263,827
Fund Balance Appropriated	\$ 192,872
Total	<u><u>\$ 531,715</u></u>

Section 5: The following amount is hereby appropriated in the Sidewalks, Bike Paths, and Greenways Capital Reserve Fund for the fiscal year beginning July 1, 2024 and ending June 30, 2025, in accordance with the chart of accounts heretofore approved for the Town:

Reserve for Expenditures	<u><u>\$ -</u></u>
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Section 6: The following revenue will be available in the Sidewalks, Bike Paths, and Greenways Capital Reserve Fund for the fiscal year beginning July 1, 2024 and ending June 30, 2025:

Transfer from General Fund	<u><u>\$ -</u></u>
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**TOWN OF LEWISVILLE
BUDGET ORDINANCE NUMBER 2024-001
FISCAL YEAR 2024-2025 BUDGET**

Section 7: The following amount is hereby appropriated in the Municipal Buildings/Land Capital Reserve Fund for the fiscal year beginning July 1, 2024 and ending June 30, 2025, in accordance with the chart of accounts heretofore approved for the Town:

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

Section 8: The following revenue will be available in the Municipal Buildings/Land Capital Reserve Fund for the fiscal year beginning July 1, 2024 and ending June 30, 2025:

Transfer from General Fund	\$ -
	<u> </u>

Section 9: The following amount is hereby appropriated in the Public Works Facility Capital Reserve Fund for the fiscal year beginning July 1, 2024 and ending June 30, 2025, in accordance with the chart of accounts heretofore approved for the Town:

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

Section 10: The following revenue will be available in the Public Works Facility Capital Reserve Fund for the fiscal year beginning July 1, 2024 and ending June 30, 2025:

Transfer from General Fund	\$ -
	<u> </u>

Section 11: The following amount is hereby appropriated in the Parks and Recreation Capital Reserve Fund for the fiscal year beginning July 1, 2024 and ending June 30, 2025, in accordance with the chart of accounts heretofore approved for the Town:

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

Section 12: The following revenue will be available in the Parks and Recreation Capital Reserve Fund for the fiscal year beginning July 1, 2024 and ending June 30, 2025:

Transfer from General Fund	\$ -
	<u> </u>

**TOWN OF LEWISVILLE
BUDGET ORDINANCE NUMBER 2024-001
FISCAL YEAR 2024-2025 BUDGET**

Section 13:

(A) For the Town of Lewisville, there is hereby levied a tax rate of twenty-one and seven tenths cents (\$.217) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2024, 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 \$1,770,509,128 and an estimated rate of collection of 98%.

(B) For the Willow Run Municipal Service District, there is hereby levied a tax rate of ten cents (\$.10) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2024, 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 \$76,546,698 and an estimated rate of collection of 98%.

Section 14: The Gateway Project Capital Projects Fund is included as a part of this budget ordinance.

Section 15: The Community Center Capital Projects Fund is included as a part of this budget ordinance.

Section 16: The Roundabout at Lewisville-Vienna Road and Robinhood Road Capital Projects Fund is included as a part of this budget ordinance.

Section 17: The Jack Warren Park Improvements Capital Projects Fund is included as a part of this budget ordinance.

Section 18: The Lewisville-Vienna Multipurpose Path Capital Projects Fund is included as a part of this budget ordinance.

Section 19: The Shallowford Road CMAQ Sidewalk Capital Projects Fund is included as a part of this budget ordinance.

Section 20: The Great Wagon Road Improvements Capital Projects Fund is included as a part of this budget ordinance.

**TOWN OF LEWISVILLE
BUDGET ORDINANCE NUMBER 2024-001
FISCAL YEAR 2024-2025 BUDGET**

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 13,585. The budget for events is \$88,303

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 2024-2025 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 2024-2025 Fee Schedule is herein incorporated into this ordinance.

**TOWN OF LEWISVILLE
BUDGET ORDINANCE NUMBER 2024-001
FISCAL YEAR 2024-2025 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 13TH DAY OF JUNE, 2024 BY THE LEWISVILLE TOWN COUNCIL.

Mike Horn, Mayor

ATTEST: _____
Dora K. Moore, Town Clerk

DRAFT

**TOWN OF LEWISVILLE
BUDGET ORDINANCE NUMBER 2024-001
FISCAL YEAR 2024-2025 BUDGET**

APPENDIX A

LODGING PLUS PER DIEM RATES FISCAL YEAR 2024-2025

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 2024-2025 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 2024-001
FISCAL YEAR 2024-2025 BUDGET**

APPENDIX B

SALARY RANGES BY PAY GRADE

Pay Grade	Salary Range	
	Minimum	Maximum
6	\$ 85,513	\$ 132,543
5	\$ 69,962	\$ 113,339
4	\$ 62,489	\$ 93,732
3	\$ 46,642	\$ 77,739
2	\$ 38,869	\$ 62,190
1	\$ 31,093	\$ 46,642

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
Town Code Chapter 16			
Facility Rental and Associated Fees			
G. Galloway Reynolds Community Center	Fees for 4 Hours	Surcharge	
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		
Hank Chilton Pavilion at Shallowford Square	Fees for 4 Hours	Surcharge	
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		

Jack Warren Park Pavilion	Fees for 4 Hours	Surcharge	
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		
Mary Alice Warren Community Center	Fees for 4 Hours	Surcharge	
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		
Event Fees			
Parks and Recreation Program Fees			
Fee to be determined by cost of program			10-00-3302-3001
Planning & Zoning Fees			
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
Subdivision Fees			
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
Driveway Permit Fees			
Residential	\$50		10-00-3352-4000
Commercial	\$250		10-00-3352-4000
Map Printing & Other Planning & Zoning Fees			
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
Storm Water Fees			
Review - No BMP Required			
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
Review - BMP Required			
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
Miscellaneous Fees			
MSD Fishing License for other Lewisville Residents	\$100		10-00-3839-8000
Town Code Chapter 17			
Abandoned, Hazardous, Junked Vehicles (see towing company fees)			
Town Code Chapter 43			
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)			
Bulky Item Removal			
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:	<ol style="list-style-type: none">1. ORDINANCE 2024-014 SIDEWALKS, BIKE PATHS, AND GREENWAYS CAPITAL RESERVE2. ORDINANCE 2024-015 MUNICIPAL BUILDINGS/LAND CAPITAL RESERVE3. ORDINANCE 2024-016 PUBLIC WORKS FACILITY CAPITAL RESERVE4. ORDINANCE 2024-017 PARKS AND RECREATION CAPITAL RESERVE
SUBJECT:	<ol style="list-style-type: none">1. ORDINANCE 2024-014 TO SUSPEND THE CONTRIBUTION TO THE SIDEWALKS, BIKE PATHS, AND GREENWAYS CAPITAL RESERVE FUND FOR FY 2024-20252. ORDINANCE 2024-015 TO SUSPEND THE CONTRIBUTION TO THE MUNICIPAL BUILDINGS/LAND CAPITAL RESERVE FUND FOR FY 2024-20253. ORDINANCE 2024-016 TO SUSPEND THE CONTRIBUTION TO THE PUBLIC WORKS FACILITY CAPITAL RESERVE FUND FOR FY 2024-20254. ORDINANCE 2024-017 TO SUSPEND THE CONTRIBUTION TO THE PARKS AND RECREATION CAPITAL RESERVE FUND FOR FY 2024-2025
PREPARED BY:	PAM ORRELL, FINANCE DIRECTOR
DATE SUBMITTED:	6/13/2024



BACKGROUND/SUMMARY:

During budget discussions for FY 2024-2025, the Town Council determined that the annual contributions from the general fund to the following capital reserve funds would be suspended for FY 2024-2025:

Sidewalks, Bike Paths & Greenways Capital Reserve	\$ 25,000
Municipal Buildings/Land Capital Reserve	\$ 170,000
Public Works Facility Capital Reserve	\$ 95,000
Parks & Recreation Capital Reserve	\$ 400,000
Total	\$ 690,000

The required annual contribution to any capital reserve is always spelled out in the capital reserve ordinance when it is adopted or amended. When a decision is made by the governing board that this contribution is not to be made in any fiscal year, then the capital reserve ordinance must be amended to document the governing board’s decision.

STAFF RECOMMENDATION AND REQUESTED ACTION:

1. Staff requests that Council approve Ordinance 2024-014 that documents Town Council’s decision to suspend the contribution to the Sidewalks, Bike Paths, and Greenways Capital Reserve for FY 2024-2025.
2. Staff requests that Council approve Ordinance 2024-015 that documents Town Council’s decision to suspend the contribution to the Municipal Buildings/Land Capital Reserve Fund for FY 2024-2025.
3. Staff requests that Council approve Ordinance 2024-016 that documents Town Council’s decision to suspend the contribution to the Public Works Facility Capital Reserve Fund for FY 2024-2025.
4. Staff requests that Council approve Ordinance 2024-017 that documents Town Council’s decision to suspend the contribution to the Parks and Recreation Capital Reserve Fund for FY 2024-2025.

FISCAL IMPACT:

The following transfers from the general fund to the various capital reserves will be suspended for FY 2024-2025:

Sidewalks, Bike Paths & Greenways Capital Reserve	\$ 25,000
Municipal Buildings/Land Capital Reserve	\$ 170,000
Public Works Facility Capital Reserve	\$ 95,000
Parks & Recreation Capital Reserve	\$ 400,000
Total	\$ 690,000

ATTACHMENTS:

1. Ordinance 2024-014
2. Ordinance 2024-015
3. Ordinance 2024-016
4. Ordinance 2024-017



**ORDINANCE 2024-014 OF THE TOWN OF LEWISVILLE
AMENDING THE
SIDEWALKS, BIKE PATHS & GREENWAYS CAPITAL RESERVE FUND**

WHEREAS, the Lewisville Town Council adopted Resolution 2006036 on June 8, 2006 authorizing the establishment of the Sidewalks Construction Capital Reserve Fund; 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 \$250,000 has been received; and,

WHEREAS, the Lewisville Town Council will appropriate or transfer an amount of no less than \$25,000 each year from the General Fund to this fund; and,

WHEREAS, Resolution 2006036 was corrected to Ordinance 2006047 on June 4, 2009; and

WHEREAS, Resolution 2007008 changed the name to Sidewalks/Bike Paths Capital Reserve Fund and also was amended by Ordinance 2006047 on June 4, 2009; and,

WHEREAS, Town Council has suspended annual transfer of \$25,000 from the General Fund to the Sidewalks/Bike Paths Construction Capital Reserve Fund during Fiscal Year 2009-2010; and,

WHEREAS, Town Council, upon review of the proposed budget for FY 2010-2011, suspended the annual transfer of \$25,000 from the General Fund to the Sidewalks/Bike Paths Construction Capital Reserve Fund during Fiscal Year 2010-2011; and,

WHEREAS, Town Council, upon review of the proposed budget for FY 2011-2012, suspended the annual transfer of \$25,000 from the General Fund to the Sidewalks/Bike Paths Construction Capital Reserve Fund during Fiscal Year 2011-2012; and,

WHEREAS, the Town Council suspended the annual transfer of \$25,000 from the General Fund to the Sidewalks/Bike Paths Construction Capital Reserve Fund during FY 2012-2013; and,

WHEREAS, the Town Council suspended the annual transfer of \$25,000 from the General Fund to the Sidewalks/Bike Paths Construction Capital Reserve Fund during FY 2013-2014; and,

WHEREAS, on June 12, 2014, the Lewisville Town Council approved the appropriation or transfer of an amount of no less than \$25,000 each year from the General Fund to this fund for FY 2014-2015 and continue annual transfers to June 30, 2016 or until a cumulative sum not to exceed \$250,000 has been received; and,

WHEREAS, the Lewisville Town Council has been informed that the Lewisville-Vienna Sidewalk

Extension Grant Project costs have increased, and,

WHEREAS, the Capital Reserve Fund for Sidewalks/Bike Paths has an accumulated amount of \$102,648.15 as of August 31, 2014; and,

WHEREAS, the purpose of the Capital Reserve Fund for Sidewalks/Bike Paths is to construct new sidewalks/Bike Paths; and,

WHEREAS, Section 3 was amended in October 2014 to transfer \$100,000 to the Lewisville-Vienna Sidewalk Extension Grant Project from the Capital Reserve Sidewalks/Bike Paths; and,

WHEREAS, the Town Council has been informed that there has been a change to the engineering for the drainage pipe in the Lewisville-Vienna Sidewalk Project; and,

WHEREAS, The Lewisville Town Council will continue to appropriate or transfer an amount of no less than \$25,000 each fiscal year from the General Fund to the Capital Reserve Fund to June 30, 2025 or until an accumulative sum not to exceed \$250,000 has been received; and

WHEREAS, in June, 2015, the Town Council transferred \$1,667 to the Lewisville-Vienna Sidewalk Extension Grant Project from the Capital Reserve Sidewalks/Bikepaths; and,

WHEREAS, Town Council has directed staff to close the Greenways Capital Reserve Fund and to transfer all monies into the Sidewalks/Bikepaths/Greenways Capital Reserve Fund; and,

WHEREAS, the amount being transferred is \$100,127.24 and any future dividends; and,

WHEREAS, also at its meeting in July 2015 the Town Council ordained that the Sidewalks/Bikepaths Capital Reserve Fund be renamed the Sidewalks/Bikepaths/Greenways Capital Reserve Fund; and,

WHEREAS, there is a need to fund Supplemental Agreement #2 for drainage measures for the Grant Project Lewisville-Vienna Sidewalk Extension in the amount of \$6,379.59; and,

WHEREAS, \$6,379.59 was transferred into the Grant Project - Lewisville-Vienna Sidewalk Extension for construction in August, 2015; and,

WHEREAS, the Town Council will continue to appropriate or transfer an amount of no less than \$25,000 each fiscal year from the General Fund to the Capital Reserve Fund to June 30, 2025 or until the fund reaches a balance of \$250,000; and,

WHEREAS, there was a need to fund the purchase of right of way and/or utilities, preliminary engineering, and construction for the Gateway Project and \$125,546.44 was transferred to the Gateway Project Capital Projects Fund; and,

WHEREAS, there was a need to fund the purchase of right-of-way and/or utilities, preliminary engineering, and construction of the Lewisville-Vienna Multi-Use Path and \$188,100 was transferred to the Lewisville-Vienna Multipurpose Path Capital Projects Fund in August, 2023; and

WHEREAS, during budget discussions for FY 2024-2025, the Lewisville Town Council decided there would be no contributions to this reserve for the FY 2024-2025.

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

No contributions will be made to the Sidewalks, Bike Paths, and Greenways Capital Reserve Fund in FY 2024-2025.

Adopted this the 13th day of June, 2024 by the Lewisville Town Council.

Mike Horn, Mayor

ATTEST:

Dora K. Moore, Town Clerk



**ORDINANCE 2024-015 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.

WHEREAS, during budget discussions for FY 2024-2025, the Lewisville Town Council determined that no contributions would be made to this capital reserve during FY 2024-2025.

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 2024-2025.

Adopted the 13th day of June, 2024 by the Lewisville Town Council.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk

DRAFT



**ORDINANCE 2024-016 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.

WHEREAS, during budget discussion for FY 2024-2025, the Lewisville Town Council determined that no contributions would be made to this capital reserve during the FY 2024-2025.

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 2024-2025.

Adopted the 13th day of June, 2024 by the Lewisville Town Council.

Mike Horn
Mayor

ATTEST

Dora K. Moore
Town Clerk

DRAFT



**ORDINANCE 2024-017 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, on June 8, 2023, the Town Council amended the ordinance to state that the annual contribution from the General Fund to this reserve would be \$100,000 in 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.

WHEREAS, on June 8, 2023 the Town Council amended the scope in Section 1 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.

WHEREAS, there was a need to fund the construction of improvements at Jack Warren Park in relation to a PARTF grant and \$459,854.22 was transferred from this reserve to the Jack Warren Park Improvements Capital Projects Fund in July, 2023; and

WHEREAS, there was a need to fund the construction of improvements at Jack Warren Park in relation to a PARTF grant and \$58,736 was transferred from this reserve to the Jack Warren Park Improvements Capital Projects Fund in May, 2024; and

WHEREAS, during budget discussions for FY 2024-2025, the Lewisville Town Council decided no contributions would be made to this capital reserve during FY 2024-2025.

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

No contributions will be made to the Parks & Recreation Capital Reserve Fund for FY 2024-2025.

Adopted the 13th day of June, 2024 by the Lewisville Town Council.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk

NORTH CAROLINA
FORSYTH COUNTY

ORDINANCE 2024-018
ORDER OF THE COUNCIL OF THE TOWN OF LEWISVILLE
IN ACCORDANCE WITH G.S.105-321 AND G.S. 153A-156
FOR THE COLLECTION OF 2024 TAXES

TO: JOHN T. BURGESS, RES
TAX COLLECTOR OF FORSYTH COUNTY, CITY OF WINSTON-SALEM,
VILLAGE OF CLEMMONS, VILLAGE OF TOBACCOVILLE, TOWN OF LEWISVILLE,
TOWN OF RURAL HALL, TOWN OF WALKERTOWN, CITY OF KING,
TOWN OF KERNERSVILLE, TOWN OF BETHANIA, CITY OF HIGH POINT

You are hereby authorized, empowered, and commanded to collect the taxes set forth in the 2024 tax records filed in the Office of the Forsyth County Tax Collector, and in the tax receipts herewith delivered to you in the amounts and from the taxpayers likewise therein set forth. You are further authorized, empowered, and commanded to collect the 2024 taxes charged and assessed as provided by law for adjustments, changes, and additions to the tax records and tax receipts delivered to you which are made in accordance with law. Such taxes are hereby declared to be a first lien on all real property of the respective taxpayers in Forsyth County, City of Winston-Salem, Town of Rural Hall, Town of Walkertown, Village of Clemmons, Village of Tobacoville, Town of Bethania, Town of Lewisville, City of King, Town of Kernersville, City of High Point, Beeson’s Cross Roads Fire Protection District, Beeson’s Cross Roads Service District, Belews Creek Fire and Rescue Protection District, City View Fire Protection District, Clemmons Fire and Rescue Protection District, Forest Hill Fire and Rescue Protection District, Griffith Fire Protection District, Gumtree Fire and Rescue Protection District, Horneytown Fire and Rescue Protection District, King of Forsyth County Fire and Rescue Protection District, Lewisville Fire and Rescue Protection District, Mineral Springs Fire Protection District, Mineral Springs Service District, Mount Tabor Fire and Rescue Protection District, Northeast Fire and Rescue Protection District, Old Richmond Fire and Rescue Protection District, Piney Grove Fire Protection District, Suburban Fire and Rescue Protection District, Salem Chapel Fire and Rescue Protection District, South Fork Fire Protection District, Talley’s Crossing Fire and Rescue Protection District, Triangle Fire Protection District, Union Cross Fire and Rescue Protection District, Vienna Fire Protection District, West Bend Service District, Downtown Winston-Salem Business Improvement District, Willow Run Municipal Service District, and Countywide Service District, and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell, any real or personal property, and attach wages and/or other funds, of such taxpayers, for and on account thereof, in accordance with law. You are hereby authorized and directed to use any method of collections authorized by law to collect such taxes including, without limitation, the in-rem method of foreclosure authorized by NCGS § 105-375, the mortgage style of foreclosure authorized by NCGS § 105-374.

You are also hereby authorized, empowered and commanded to administer and to collect taxes on gross receipts derived from retail short-term leases or rentals of motor vehicles as set forth under G.S. 153A-156. You are hereby authorized to promulgate such rules and procedures necessary to administer these taxes which are not inconsistent or contrary to applicable law.

You are also hereby authorized, to the full extent permitted by law, to collect liens that attach to real property under NCGS chapters 160D, 160A, or 153A, including but not limited to those that arise by reason of removal of a structure to the extent authorized by state and local law, and sanitation liens that arise under § 160A-193 or 153A-140.

Within available funds in the budget ordinance and personnel positions established, the Tax Collector may appoint employees and authorize them to perform those functions authorized by the Machinery Act of Chapter 105 of the North Carolina General Statutes and other applicable laws for current and previous years’ taxes. County personnel presently in the Tax Collector’s office continue to serve in their respective positions at the discretion of the Tax Collector.

WITNESS my hand and official seal, this the _____ day of _____, 2024.

ATTEST:

MIKE HORN, MAYOR, TOWN OF LEWISVILLE

DORA K. MOORE, TOWN CLERK

NORTH CAROLINA

FORSYTH COUNTY

**ORDINANCE 2024-019
ORDER OF THE COUNCIL OF THE TOWN OF LEWISVILLE
IN ACCORDANCE WITH G.S.105-373, G.S.105-321, AND G.S.105-330.3
FOR THE COLLECTION OF 2023 AND PRIOR YEARS' TAXES**

TO: JOHN T. BURGESS, RES
TAX COLLECTOR OF FORSYTH COUNTY, CITY OF WINSTON-SALEM,
VILLAGE OF CLEMMONS, VILLAGE OF TOBACCOVILLE, TOWN OF
LEWISVILLE, TOWN OF RURAL HALL, TOWN OF WALKERTOWN, CITY OF
KING, TOWN OF KERNERSVILLE, TOWN OF BETHANIA, CITY OF HIGH POINT

You are hereby authorized, empowered, and commanded to collect the taxes remaining unpaid as set forth in the 2015 through 2023 tax records filed in the Office of the Forsyth County Tax Collector, and in the tax receipts herewith delivered to you in the amounts and from the taxpayers likewise therein set forth. You are further authorized, empowered, and commanded to collect the 2015 through 2023 taxes charged and assessed as provided by law for adjustments, changes, and additions to the tax records and tax receipts delivered to you which are made in accordance with law. Such taxes are hereby declared to be a first lien on all real property of the respective taxpayers in Forsyth County, City of Winston-Salem, Town of Rural Hall, Town of Walkertown, Village of Clemmons, Village of Tobacoville, Town of Bethania, Town of Lewisville, City of King, Town of Kernersville, City of High Point, Beeson's Cross Roads Fire Protection District, Beeson's Cross Roads Service District, Belews Creek Fire and Rescue Protection District, City View Fire Protection District, Clemmons Fire and Rescue Protection District, Forest Hill Fire and Rescue Protection District, Griffith Fire Protection District, Gumtree Fire and Rescue Protection District, Horneytown Fire and Rescue Protection District, King of Forsyth County Fire and Rescue Protection District, Lewisville Fire and Rescue Protection District, Mineral Springs Fire Protection District, Mineral Springs Service District, Mount Tabor Fire and Rescue Protection District, Northeast Fire and Rescue Protection District, Old Richmond Fire and Rescue Protection District, Piney Grove Fire Protection District, Suburban Fire and Rescue Protection District, Salem Chapel Fire and Rescue Protection District, South Fork Fire Protection District, Talley's Crossing Fire and Rescue Protection District, Triangle Fire Protection District, Union Cross Fire and Rescue Protection District, Vienna Fire Protection District and West Bend Service District, Downtown Winston-Salem Business Improvement District, Willow Run Municipal Service District, and Countywide Service District, and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell, any real or personal property, and attach wages and/or other funds, of such taxpayers, for and on account thereof, in accordance with law.

Within available funds in the budget ordinance and personnel positions established, the Tax Collector may appoint employees and authorize them to perform those functions authorized by the Machinery Act of Chapter 105 of the North Carolina General Statutes and other applicable laws for current and previous years' taxes. County personnel presently in the Tax Collector's office continue to serve in their respective positions in the discretion of the Tax Collector.

Taxes on registered classified Motor Vehicles for 2020 and prior years are deemed uncollectible; therefore, the Forsyth County Commissioners, pursuant to G.S. 105-373(h) do hereby relieve the tax collector of the charge of collecting taxes on registered classified motor vehicles listed pursuant to G.S. 105-330.3(a)(1) for 2020 and prior years.

WITNESS my hand and official seal, this the _____ day of _____, 2024.

MIKE HORN, MAYOR, TOWN OF LEWISVILLE

ATTEST:

DORA K. MOORE, TOWN CLERK



**RESOLUTION 2024-026 OF THE TOWN OF LEWISVILLE
AWARDING JANITORIAL SERVICE CONTRACT FOR
JACK WARREN PARK, SHALLOWFORD SQUARE, TOWN HALL ANNEX AND G. GALLOWAY
REYNOLDS COMMUNITY CENTER**

WHEREAS, Executive Cleaning Service provided a price for janitorial service at Jack Warren Park, Shallowford Square, Town Hall Annex and G. Galloway Reynolds Community Center; and,

WHEREAS, the janitorial service for Jack Warren Park, Shallowford Square, Town Hall Annex and G. Galloway Reynolds Community Center has been reviewed and itemized for fiscal years 2024-2025, 2025-2026 and 2026-2027; and,

WHEREAS, the cost for Jack Warren Park, Shallowford Square, Town Hall Annex and G. Galloway Reynolds Community Center janitorial service for fiscal year 2024-2025 is for an amount not to exceed \$16,350; for fiscal year 2025-2026 is for an amount not to exceed \$16,842; and, for fiscal year 2026-2027 is for an amount not to exceed \$17,304.

NOW THEREFORE BE IT RESOLVED BY THE LEWISVILLE TOWN COUNCIL that the Town Manager is authorized to sign a contract and other related documents with Executive Cleaning Service for janitorial services at Jack Warren Park, Shallowford Square, Town Hall Annex and G. Galloway Reynolds Community Center in an amount not to exceed \$16,350 for fiscal year 2024-2025, \$16,842 for fiscal year 2025-2026, and \$17,304 for fiscal year 2026-2027 effective July 1, 2024.

Adopted this the 13th day of June 2024 by the Lewisville Town Council.

Mike Horn, Mayor

ATTEST:

Dora K. Moore, Town Clerk



**RESOLUTION 2024-027 OF THE TOWN OF LEWISVILLE
AWARDING JANITORIAL SERVICE CONTRACT FOR TOWN HALL**

WHEREAS, Executive Cleaning Service provided a price for janitorial service at Town Hall; and,

WHEREAS, the janitorial service for Town Hall has been reviewed and itemized for fiscal years 2024-2025, 2025-2026 and 2026-2027; and,

WHEREAS, the cost for Town Hall janitorial service for fiscal year 2024-2025 is for an amount not to exceed \$8,904; for fiscal year 2025-2026 is for an amount not to exceed \$9,120; and, for fiscal year 2026-2027 is for an amount not to exceed \$9,360.

NOW THEREFORE BE IT RESOLVED BY THE LEWISVILLE TOWN COUNCIL that the Town Manager is authorized to sign a contract and other related documents with Executive Cleaning Service for Town Hall janitorial services in an amount not to exceed \$8,904 for fiscal year 2024-2025, \$9,120 for fiscal year 2024-2025, and \$9,360 for fiscal year 2026-2027 effective July 1, 2024.

Adopted this the 13th day of June 2024 by the Lewisville Town Council.

Mike Horn, Mayor

ATTEST:

Dora K. Moore, Town Clerk



**RESOLUTION 2024-028 OF THE TOWN OF LEWISVILLE
AWARDING HORTICULTURAL CONTRACT**

WHEREAS, Hauser Horticulture, Inc. has been chosen to horticulturally maintain the Town's shrubs trees and flower beds and to provide all the peripheral materials associated with the maintenance; and,

WHEREAS, the cost for fiscal year 2024-2025 is for an amount not to exceed \$95,616.

NOW THEREFORE BE IT RESOLVED BY THE LEWISVILLE TOWN COUNCIL that the Town Manager is authorized to sign a contract and other related documents with Hauser Horticulture, Inc. in an amount not to exceed \$95,616 for fiscal year 2024-2025 effective July 1, 2024.

Adopted this the 13th day of June 2024 by the Lewisville Town Council.

Mike Horn, Mayor

ATTEST:

Dora K. Moore, Town Clerk



**RESOLUTION 2024-029 OF THE TOWN OF LEWISVILLE
AWARDING GROUNDS MAINTENANCE SERVICE CONTRACT**

WHEREAS, Lawn Masters of the Triad d/b/a Yards by Us has been chosen to provide grounds maintenance for the Town of Lewisville; and,

WHEREAS, the grounds maintenance has been reviewed and itemized for fiscal years 2024-2025; and,

WHEREAS, the cost for grounds maintenance for fiscal year 2024-2025 is as follows:

Area 1 – Municipal grounds/rights-of-way	\$61,302.12
Area 2 – MSD dams	\$ 3,600.00
Area 3 – MSD guardrails	\$ 440.00
Area 4 – Unkempt lots as service required	\$ 65.00/hour
Extra services as requested	\$ 65.00/hour

NOW THEREFORE BE IT RESOLVED BY THE LEWISVILLE TOWN COUNCIL that the Town Manager is authorized to sign a contract and other related documents with Lawn Masters of the Triad d/b/a Yards by Us in the amounts as identified in the contract for fiscal year 2024-2025 effective July 1, 2024.

Adopted this the 13th day of June 2024 by the Lewisville Town Council.

Mike Horn, Mayor

ATTEST:

Dora K. Moore, Town Clerk



**RESOLUTION 2024-030 OF THE TOWN OF LEWISVILLE
AWARDING SNOW AND ICE REMOVAL CONTRACT**

WHEREAS, it is necessary for the Town to be prepared for winter storms and to have a contractor on stand-by should there be a snow or ice storm; and,

WHEREAS, it is necessary to pre-determine a company for mobilization of the necessary equipment and manpower per the North Carolina Department of Transportation; and,

WHEREAS, it is prudent to secure a three-year contract beginning July 1, 2024 and ending June 30, 2027.

NOW THEREFORE BE IT RESOLVED BY THE LEWISVILLE TOWN COUNCIL that the Town Manager is authorized to sign a contract and other related documents with Spease Lawn Care, LLC effective July 1, 2024.

BE IT FURTHER RESOLVED BY THE LEWISVILLE TOWN COUNCIL that Spease Lawn Care, LLC will be paid an hourly rate as follows:

FY 2024-2025

Plow truck \$ 250.00/hour/truck
Supervisor truck \$ 75.00/hour

FY 2025-2026

Plow truck \$ 260.00/hour/truck
Supervisor truck \$ 75.00/hour

FY 2026-2027

Plow truck \$ 270.00/hour/truck
Supervisor truck \$ 75.00/hour

A retainer fee of \$8,000 will be paid at the end of the season if there are no winter storm events.

Adopted this the 13th day of June 2024 by the Lewisville Town Council.

Mike Horn, Mayor

ATTEST:

Dora K. Moore, Town Clerk



STAFF REPORT

ITEM:	1.ORDINANCE 2024-020
SUBJECT:	1. AMENDING GRANT PROJECT ORDINANCE FOR THE AMERICAN RESCUE PLAN ACT OF 2021: CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS
PREPARED BY:	PAM ORRELL, FINANCE DIRECTOR
DATE SUBMITTED:	6/13/2024

BACKGROUND/SUMMARY:

The Town of Lewisville has received a total of \$4,024,471.50 in ARPA funding. This money is housed in a separate fund of the Town (outside of the General Fund) until it can be spent on qualifying expenditures allowed by the United States Treasury. On March 10, 2022, the Lewisville Town Council established a **Grant Project Ordinance for the American Rescue Plan Act of 2021: Coronavirus State and Local Fiscal Recovery Funds (Grant Project Ordinance)**. It states that the Town has elected to take the “standard allowance” which allows the Town to use up to \$1 million in ARPA funds as revenue replacement to be spent for the provision of government services. At the recommendation of the UNC School of Government and the NC League of Municipalities, and in order to minimize the administrative burden that accompanies the use of federal money, the Town Council opted to use the ARPA money to cover the cost of Town staff salaries and related benefits. As staff salaries and benefits are paid out of the General Fund, transfers are made from the ARPA Fund to the General Fund to reimburse the General Fund.

The **Grant Project Ordinance** outlines the budget and timeline for the use of the ARPA funds. The Town has until December 31, 2024 to use its ARPA funding for the reimbursement to the General Fund for salaries and benefits. Staff is requesting that Council approve an amendment to the **Grant Project Ordinance** to incorporate the salaries and benefits for the FY 2024-2025.

In summary, the proposed amendment to the **Grant Project Ordinance** is as follows:

Expenditure	Current Budget	Budget as Amended
Salaries and Benefits for the period April 1, 2021 through June 30, 2022	\$ 1,208,168.14	\$ 1,208,168.14
Salaries and Benefits for the period July 1, 2022 through June 30, 2023	\$ 1,105,602.57	\$ 1,105,602.57
Salaries and Benefits for the period July 1, 2023 through June 30, 2024	\$ 1,515,461.00	\$ 1,320,142.11
Salaries and Benefits for the period July 1, 2024 through December 31, 2024	\$ -	\$ 390,558.68
Unassigned	\$ 195,239.79	\$ -
Total	\$ 4,024,471.50	\$ 4,024,471.50

STAFF RECOMMENDATION AND REQUESTED ACTION:

1. Staff is requesting that Council approve Ordinance 2024-020 to amend the Grant Project Ordinance for the American Rescue Plan Act of 2021: Coronavirus State and Local Fiscal Recovery Funds.

FISCAL IMPACT:

This amendment proposes to transfer up to \$1,320,142.11 in ARPA funds to the General Fund in FY 2023-2024 to reimburse for salaries and benefits. This amendment also proposes to transfer up to \$390,558.68 in ARPA funds to the General Fund in FY 2024-2025 to reimburse for salaries and benefits.

ATTACHMENTS:

1. Ordinance 2024-020



**TOWN OF LEWISVILLE
ORDINANCE 2024-020
AMENDING GRANT PROJECT ORDINANCE FOR THE AMERICAN RESCUE PLAN ACT OF
2021: CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS**

WHEREAS, on March 10, 2022, the Lewisville Town Council established the Grant Project Ordinance for the American Rescue Plan Act of 2021: Coronavirus State and Local Fiscal Recovery Funds pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina.

WHEREAS, the ordinance established a budget for a project to be funded by the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (ARP/CSLFRF). The Town of Lewisville (Town) received the first tranche in the amount of \$2,012,235.75 in 2021. The remainder, or second tranche of \$2,012,235.75, was received by the Town in 2022. These funds, which total \$4,024,471.50, may be used for the following categories of expenditures, to the extent authorized by state law.

1. Support public health expenditures, by funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff;
2. Address negative economic impacts caused by the public health emergency, including economic harms to workers, households, small businesses, impacted industries, and the public sector;
3. Replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
4. Provide premium pay for essential workers, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and,
5. Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet.

WHEREAS, the Town has elected to take the standard allowance, as authorized by 31 CFR Part 35.6(d)(1) and expend its ARP/CSLFRF funds for the provision of government services.

NOW THEREFORE BE IT ORDAINED that the Town of Lewisville desires to amend Section 3 of Ordinance 2022-035 as follows:

Section 3: The following amounts are appropriate for the project and authorized for expenditure:

Project Description	Expenditure Category	Cost Object	Appropriation of ARP/CSLFRF
Administration services for period of April 1, 2021 through June 30, 2022	6.1	Salaries	\$ 404,209.55
		Benefits	\$ 114,149.44
Finance services for period of April 1, 2021 through June 30, 2022	6.1	Salaries	\$ 182,900.45
		Benefits	\$ 61,810.82
Planning services for period of April 1, 2021 through June 30, 2022	6.1	Salaries	\$ 101,406.56
		Benefits	\$ 33,864.63
Public Works services for period of April 1, 2021 through June 30, 2022	6.1	Salaries	\$ 223,680.20
		Benefits	\$ 86,146.49
Subtotal - Salaries and Benefits for the period of April 1, 2021 through June 30, 2022 (Actual)			\$ 1,208,168.14
Administration services for period of July 1, 2022 through June 30, 2023	6.1	Salaries	\$ 318,793.87
		Benefits	\$ 100,515.44
Finance services for period of July 1, 2022 through June 30, 2023	6.1	Salaries	\$ 175,888.81
		Benefits	\$ 57,690.38
Planning services for period of July 1, 2022 through June 30, 2023	6.1	Salaries	\$ 134,456.39
		Benefits	\$ 46,299.78
Public Works services for period of July 1, 2022 through June 30, 2023	6.1	Salaries	\$ 199,045.21
		Benefits	\$ 72,912.69
Subtotal - Salaries and Benefits for the period of July 1, 2022 through June 30, 2023 (Actual)			\$ 1,105,602.57

continued

Project Description	Expenditure Category	Cost Object	Appropriation of ARP/CSLFRF
Administration services for period of July 1, 2023 through June 30, 2024	6.1	Salaries	\$ 400,156.67
		Benefits	\$ 149,832.96
Finance services for period of July 1, 2023 through June 30, 2024	6.1	Salaries	\$ 186,705.03
		Benefits	\$ 69,156.60
Planning services for period of July 1, 2023 through June 30, 2024	6.1	Salaries	\$ 134,557.85
		Benefits	\$ 55,283.59
Public Works services for period of July 1, 2023 through June 30, 2024	6.1	Salaries	\$ 231,181.79
		Benefits	\$ 93,267.62
Subtotal - Salaries and Benefits for the period of July 1, 2023 through June 30, 2024 (Estimate)			\$ 1,320,142.11
Administration services for period of July 1, 2024 through December 31, 2024	6.1	Salaries	\$ 118,393.96
		Benefits	\$ 44,039.40
Finance services for period of July 1, 2024 through December 31, 2024	6.1	Salaries	\$ 50,878.08
		Benefits	\$ 19,199.86
Planning services for period of July 1, 2024 through December 31, 2024	6.1	Salaries	\$ 41,219.56
		Benefits	\$ 17,047.89
Public Works services for period of July 1, 2024 through December 31, 2024	6.1	Salaries	\$ 70,913.74
		Benefits	\$ 28,866.19
Subtotal - Salaries and Benefits for the period of July 1, 2024 through December 31, 2024 (Estimate)			\$ 390,558.68
Unassigned			\$ -
Total			\$ 4,024,471.50

Section 4: The following revenues are anticipated to be available to complete the project:

ARP/CSLFRF Funds \$4,024,471.50

Section 5: The Finance Director is hereby directed to maintain sufficient specific detailed accounting records to satisfy the requirements of the grantor agency and the grant agreements, including payroll documentation and effort certifications, in accordance with 2 CFR 200.430 & 2 CFR 200.431 and the Town’s Uniform Guidance Allowable Costs and Cost Principles Policy.

Section 6: The Finance Director is hereby directed to report the financial status of the project to the governing board on a monthly basis.

Section 7: Copies of this grant project ordinance shall be furnished to the Budget Officer, the Finance Director and to the Clerk of the Town Council.

Section 8: This grant project ordinance expires on December 31, 2026, or when all the ARP/CSLFRF funds have been obligated and expended by the Town, whichever occurs sooner.

Adopted this the 13th of June, 2024 by the Lewisville Town Council.

APPROVED: _____
Mike Horn, Mayor

ATTEST:

Dora K. Moore, Town Clerk



**TOWN OF LEWISVILLE
2024-003 APPOINTMENT ORDER
TRIAD MUNICIPAL ALCOHOLIC BEVERAGE CONTROL SYSTEM BOARD**

WHEREAS, the Town of Lewisville belongs to the consolidated Alcoholic Beverage Control System which serves Forsyth, Guilford, Davie, and Yadkin Counties as provided by applicable law; and

WHEREAS, the powers of the consolidated board are those specific in Chapter 18B of the North Carolina General Statutes; and

WHEREAS, the Town of Lewisville is a member of the Triad Municipal Alcoholic Beverage Control System.

NOW, THEREFORE, BE IT RESOLVED THAT THE LEWISVILLE TOWN COUNCIL appoints Ed Smith to serve on the Triad Municipal Alcoholic Beverage Control System Board for a term of three (3) years beginning July 1, 2024 and concluding June 30, 2027.

Ed Smith 134 Oak Leaf Lane, Lewisville, NC 27023

Appointed this the 13th day of June 2024 by the Lewisville Town Council.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk



**ORDINANCE 2024-021 OF THE LEWISVILLE TOWN COUNCIL
ACCEPTING PUBLIC STREET MAINTENANCE AND PUBLIC DEDICATION OF
A PORTION OF PLEMMONS ROAD**

WHEREAS, it is appropriate for the Town of Lewisville to maintain public streets; and

WHEREAS, the North Carolina Department of Transportation (NCDOT) has inquired if the Town would accept maintenance of 265 linear feet +/- of Plemmons Road (SR 1304) located outside the Lewisville Town limits (as indicated on attached map); and,

WHEREAS, Plemmons Road is a gravel road; and,

WHEREAS, there are no existing major or significant maintenance or construction deficiencies related to the continued safe public use of this portion of Plemmons Road; and,

WHEREAS, the Lewisville Town Council has considered public interest in the Town's acceptance of this street into the Town's municipal street maintenance program.

NOW, THEREFORE BE IT ORDAINED THAT the Lewisville Town Council requests removal of 265 linear feet +/- of Plemmons Road (SR 1304) located outside the Lewisville Town limits from the NCDOT State Highway System; and,

BE IT FURTHER ORDAINED BY THE LEWISVILLE TOWN COUNCIL that the 265 linear feet +/- of Plemmons Road (SR 1304) located outside the Lewisville Town limits be added to the Town of Lewisville's Powell Bill system; and,

BE IT FURTHER ORDAINED BY THE LEWISVILLE TOWN COUNCIL the provisions of this ordinance shall be made a part of the Town of Lewisville Town Code; the sections of this ordinance may be re-numbered or re-lettered; and, the word 'ordinance' may be changed to 'section', 'article', 'chapter' or other appropriate designation to accomplish such intention as needed.

Adopted this the 13th day of June 2024 by the Lewisville Town Council.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk