

Lewisville Town Council
Regular Meeting Agenda
December 14, 2023 – 7:00 PM
Lewisville Town Hall 1st Floor Council Chambers
6510 Shallowford Road

1. Call to Order:

- A. Roll Call
- B. Invocation – Pastor Tom Lee
- C. Pledge of Allegiance – Council Member Fred Franklin
- D. Adoption of Agenda

2. Consent Agenda

- A. Resolution 2023-055 – Financial statements for four months ended October 31, 2023
(Attachment #1)
- B. Approval of Agenda Briefing Minutes – November 2, 2023 *(Attachment #2)*
- C. Approval of Regular Meeting Minutes – November 9, 2023 *(Attachment #3)*

3. Introductions, Recognitions, Presentations and/or Proclamations

- A. Presentations
 - i. Sheriff's Office monthly report

4. Public Forum

- A. Residents should register with the Town Clerk and limit their comments to three (3) minutes.
- B. Written comments are also available.

5. Old Business

- A. Ordinance 2023-048 – Amending Ordinance 2023-001 – Contribution to Lewisville Community Assistance Program (LCAP) - \$2,000 *(Attachment #4)*

6. Comments by Outgoing Council

7. Presentations to Outgoing Council

8. Oath of Office – District Court Judge Ted Kazakos

- A. Mike Horn – Mayor
- B. Ivan C. Huffman – Council Member
- C. Melissa Hunt – Council Member
- D. William D. (Monte) Long – Council Member
- E. Julia A. (Julie) Puckett – Council Member
- F. Dr. Kenneth M. Sadler – Council Member
- G. Jane Welch – Council Member

9. Seating of New Council

10. New Business

- A. Election of Mayor Pro Tem
 - i. Oath of Office
- B. Council appointment considerations
 - i. Winston-Salem/Forsyth County Urban Planning Area Transportation Advisory Committee (TAC)
 - a. Primary – Mike Horn
 - b. Alternate – Monte Long
 - ii. Piedmont Triad Regional Council (PTRC) Delegate
 - a. Primary – Melissa Hunt
 - b. Alternate – Julie Puckett
 - iii. Special Projects Review Committee
 - a. Member 1 – Jane Welch (Chair)
 - b. Member 2 – Ivan Huffman
 - c. Member 3 – Julie Puckett
 - iv. Administrative Committee
 - a. Member 1 – Mike Horn
 - b. Member 2 – Ken Sadler
 - c. Member 3 – Monte Long
- C. 2024 Meeting Schedule ([Attachment #5](#))

11. Administrative Reports

- A. Upcoming events and closings
 - i. December 25-26 – Christmas Holiday – Office closed
 - ii. January 1 – New Year’s Day – Office Closed
 - iii. Christmas Tree collection – January 8
- B. Clerk’s Report
 - i. Council Retreat – February 16-17, MAWCC
 - ii. Essentials of Municipal Government – February 22-23, UNC SOG
 - iii. Board and committee appointments will be made in March.

12. For the Good of the Order

- A. Public Comments
 - i. Residents should limit their comments to three (3) minutes.
 - ii. Written comment forms are also available.
- B. Council Comments

13. Adjournment

14. Reception to follow meeting



**RESOLUTION 2023-055 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 four months ended October 31, 2023; and

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

NOW, THEREFORE BE IT RESOLVED THAT the Lewisville Town Council accepts the Revenue Statement Summary and the Encumbrances and Expenditure Statement Summary for the four months ended October 31, 2023 and incorporated herein.

Adopted this the 14th day of December 2023 by the Lewisville Town Council.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk

Town of Lewisville
Financial Budget to Actual Report - General Fund
Four Months Ended October 31, 2023

General Fund

Revenues	Budget	Revenue Year to Date	Revenue Over (Under) Budget	Percentage Collected
Property Tax Collections	\$ 2,993,220.00	\$ 513,565.26	\$ (2,479,654.74)	17.16%
Sales Tax Revenue	1,272,770.00	216,557.61	(1,056,212.39)	17.01%
Other Revenues	1,515,280.00	358,413.56	(1,156,866.44)	23.65%
Transfer from ARPA Special Revenue Fund	-	343,578.50	343,578.50	-
Subtotal	5,781,270.00	\$ 1,432,114.93	\$ (4,349,155.07)	24.77%
Appropriation from Fund Balance	825,768.10			
Total	\$ 6,607,038.10			

Departments	Budget	Expenditures Year to Date	Encumbrances Year to Date	Unencumbered and Unspent Balance	Percentage of Budget Spent or Encumbered
Governing Body	\$ 363,052.00	\$ 70,561.76	\$ 33,749.41	\$ 258,740.83	28.73%
Administration	955,200.00	297,644.82	26,872.35	630,682.83	33.97%
Finance	292,977.00	103,399.93	417.00	189,160.07	35.44%
Debt Service	228,800.00	228,800.00	-	-	100.00%
Planning & Zoning	466,340.00	93,827.90	141,811.65	230,700.45	50.53%
Beautification	115,407.00	27,147.58	76,032.88	12,226.54	89.41%
Community Policing	824,750.00	14,781.95	788,660.00	21,308.05	97.42%
Public Safety	15,075.00	1,083.36	-	13,991.64	7.19%
Public Works	557,091.00	136,489.35	45,121.36	375,480.29	32.60%
Streets	302,100.20	164,348.76	490.44	137,261.00	54.56%
Powell Bill	386,550.00	311,164.51	20,500.00	54,885.49	85.80%
Storm Water	152,642.00	13,770.55	91,176.81	47,694.64	68.75%
Solid Waste	1,077,790.00	234,149.08	-	843,640.92	21.72%
Recycling	9,215.00	-	-	9,215.00	0.00%
Parks and Recreation	350,623.00	123,218.03	36,115.12	191,289.85	45.44%
Transfers to Capital Projects Funds	384,425.90	384,425.90	-	-	100.00%
Transfers to Capital Reserves	125,000.00	125,000.00	-	-	100.00%
Total	\$ 6,607,038.10	\$ 2,329,813.48	\$ 1,260,947.02	\$ 3,016,277.60	54.35%

General Fund Balance 7/1/2023	\$ 6,021,921.94
Year-to-Date Increase (Decrease) FY 2023-2024	(897,698.55)
General Fund Balance 10/31/2023	<u>\$ 5,124,223.39</u>

Town of Lewisville
Financial Budget to Actual Report - Willow Run Municipal Service District
Four Months Ended October 31, 2023

Willow Run Municipal Service District

Revenues	Budget	Revenue Year to Date	Revenue Over (Under) Budget	Percentage Collected
Revenues	\$ 39,352.00	\$ 8,110.33	\$ (31,241.67)	20.61%
Subtotal	39,352.00	\$ 8,110.33	\$ (31,241.67)	20.61%
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	\$ 17.20	\$ 1,853.62	\$ 37,481.18	4.75%
Total	\$ 39,352.00	\$ 17.20	\$ 1,853.62	\$ 37,481.18	4.75%

MSD Fund Balance 7/1/2023	\$ 233,234.96
Year-to-Date Increase (Decrease) FY 2023-2024	8,093.13
MSD Fund Balance 10/31/2023	<u><u>\$ 241,328.09</u></u>

**Town of Lewisville
October 31, 2023**

Capital Reserve Funds					
	Fund Balance 7/1/2023	Transfers In	Transfers Out	Investment Earnings	Fund Balance 10/31/2023
GWR ROW/Construction Capital Reserve	\$ 1,090,536.88	\$ -	\$ -	\$ 19,219.30	\$ 1,109,756.18
Sidewalks, Bike Paths, and Greenways Capital Reserve	163,166.47	25,000.00	(188,100.00)	1,274.20	1,340.67
Municipal Buildings/Land Capital Reserve	135,263.38	-	-	2,383.84	137,647.22
Public Works Facility Capital Reserve	855,960.81	-	-	15,085.19	871,046.00
Parks & Recreation Capital Reserve	414,845.38	100,000.00	(459,854.22)	2,478.50	57,469.66
Total	\$ 2,659,772.92	\$ 125,000.00	\$ (647,954.22)	\$ 40,441.03	\$ 2,177,259.73

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 September 30, 2023	(343,578.50)
Investment earnings	124,876.63
American Rescue Plan Act Special Revenue Fund - Cash Balance 10/31/2023	\$ 1,491,998.92

**Town of Lewisville
October 31, 2023**

Capital Projects Funds - Since Inception								
Project	Revenue	Expenditures	Transfers In	Transfers Out	Investment Earnings	Loan Proceeds	Fund Balance 10/31/2023	Budget
GWR ROW/Construction Capital Project	\$ 221,684.95	\$(1,093,360.03)	\$ 1,563,000.00	\$ -	\$ 85,725.55	\$ -	\$ 777,050.47	\$ 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	1,612,669.03	(2,049,344.32)	1,810,901.90	-	56,554.81	-	1,430,781.42	\$ 4,094,108.90
Community Center Capital Project	100,000.00	(4,789,472.19)	2,947,137.00	-	12,510.57	2,000,000.00	270,175.38	\$ 4,947,137.00
Roundabout at Lewisville-Vienna Road and Robinhood Road Capital Project	256,256.33	(335,290.23)	560,297.00	-	26,984.03	-	508,247.13	\$ 2,801,485.00
Jack Warren Park Improvements	-	(9,810.58)	481,125.00	-	6,567.16	-	477,881.58	\$ 520,645.00
Lewisville-Vienna Multipurpose Path	-	-	353,291.00	-	3,822.21	-	357,113.21	\$ 1,766,453.00
Shallowford Road CMAQ Sidewalk	-	-	-	-	-	-	-	\$ 1,446,134.00
Total	\$ 2,190,610.31	\$(8,312,758.68)	\$ 7,770,751.90	\$ (21,270.78)	\$ 193,916.44	\$2,000,000.00	\$ 3,821,249.19	\$ 17,194,762.90

Lewisville Town Council
Briefing and Action Meeting Minutes
November 2, 2023 – 6:30 PM
Lewisville Town Hall 2nd Floor Conference Room
6510 Shallowford Road

1. Call to Order:

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

2. Items Requiring Council Direction

- A. Facility use exemption requests
 - i. Forsyth County Sheriff's Office – The Forsyth County Sheriff's Office has requested use of the Shallowford Square pavilion for a foundation fundraiser on September 7, 2024. This item will be placed on the November 9, 2023 agenda for consideration.
 - ii. North Carolina League of Municipalities – Manager Ayers requested exemption be granted to allow the Town to host the North Carolina League of Municipalities (NCLM) Regional Risk Management Meeting on March 28, 2024 at the Mary Alice Warren Community Center (MAWCC). The meeting will be attended by NCLM members and staff as well as Town staff. This item will be placed on the November 9, 2023 agenda for consideration.
 - iii. Lewisville-Clemmons Chamber of Commerce – The local weekly LEADS group of the Lewisville-Clemmons Chamber of Commerce has been meeting at a local business. The group has grown to 20 individuals. The Leads group is requesting weekly usage of MAWCC. Due to the routine nature of the group meetings, it was recommended that the Leads group meet at the G. Galloway Reynolds Community Center. This item will be placed on the November 9, 2023 agenda for consideration.
- B. BAC Update – Manager Ayers shared recommendations with the Council from the Board and Committee workgroup (BAC). After detailed discussion between Council and staff, Council direction was given as follows:
 - The Stormwater and Utilities Committee will be dissolved.
 - Mayor Horn requested recognition of Ed Rachlin be added to the November 9, 2023 agenda.
 - The Parks & Recreation Advisory Board will have monthly scheduled meetings but will only meet as needed (like the Zoning Board of Adjustment).
 - The charters of all boards and committees will be reviewed with some revisions as follows:
 - i. Members of the same household cannot serve as chair and vice chair.
 - ii. Three (3) unexcused absences will result in removal from the board/committee.
 - iii. Unexcused absence to be defined.
 - The following items will be discussed at the Council Retreat:
 - i. Annual reports
 - ii. Size limits
 - iii. Governance of boards and committees
 - iv. Liaison roles

3. Items Requiring Action at Briefing – None

4. **Old Business** – None

5. **Administrative Reports**

A. Clerk

- i. Miriam Marley has resigned from the Lewisville Beautification Committee.
- ii. Newly Elected Officials Orientation – November 30, 5:30-7 PM, Town Hall
- iii. Holiday Open House – December 1, 5-6:30 PM, MAWCC
- iv. Council and staff Christmas lunch – December 6, 12 PM, MAWCC
- v. Christmas Parade – December 10, 3 PM
- vi. CPR Classes – January 19 at 1 PM; April 27 at 8 AM; and, August 10 at 8 AM

B. Finance Director

- i. Audit update – Mrs. Orrell shared details related to the recently completed 2022-2023 audit. Gibson and Company will give an official presentation at the November 9, 2023 meeting. *(Information shared by Mrs. Orrell is included with the minutes.)*

6. **Tentative Agenda Items for Regular Meeting on November 9, 2023**

A. Consent Agenda

- i. Resolution 2023-049 – Financial statements for three months ended September 30, 2023
- ii. Approval of Agenda Briefing Minutes – October 5, 2023
- iii. Approval of Regular Meeting Minutes – October 12, 2023
- iv. **UNSEAL** Closed Session Minutes – February 21, 2023

B. Introductions, Recognitions, Presentations and/or Proclamations

- i. Presentations
 - a. Sheriff’s Office monthly report
 - b. June 30, 2023 Audit Report – Monty Pendry, Gibson & Company PA

C. New Business

- i. Ordinance 2023-045– Establishing the Shallowford Road CMAQ Sidewalk Capital Project Ordinance - \$1,446,134
 - a. Mrs. Orrell noted the information she was sharing applied to both this agenda item and the next. The Town has been awarded a federal CMAQ (Congestion Mitigation & Air Quality) grant and a CRPDA (Carbon Reduction Program) grant to construct sidewalk along one side of Shallowford Road from Lowes Foods Drive to Shallowford Reserve Drive. The Town Manager has signed the agreement with the NC Department of Transportation for the locally administered project with the following breakdown:

Fund Source	Federal Funds	Reimbursement Rate	Town Funds	Town Match Rate
CMAQ (Congestion Mitigation & Air Quality)	\$ 884,928	80%	\$ 221,232	20%
CRPDA (Carbon Reduction Program)	\$ 166,806	80%	\$ 41,701	20%
Total	\$ 1,051,734	80%	\$ 262,933	20%

Total Project Cost \$1,314,667

With this agreement in place, staff is ready to proceed with the procurement of preliminary engineering services. As such, staff is recommending approval of the capital project ordinance titled **Shallowford Road CMAQ Sidewalk Capital Projects Fund** with the following initial budget for expenditures and revenues which does include a 10% contingency over the figures in the table above:

EXPENDITURES	
Preliminary Engineering	\$ 208,507
Right-of Way/Utility Relocation	\$ 158,400
Construction	\$ 947,760
10% Contingency	\$ 131,467
Total Expenditures	\$ 1,446,134

REVENUES	
Transfer from Sidewalks, Bike Paths, & Greenways Capital Reserve Fund	\$ -
Transfer from General Fund	\$ 1,446,134
Total Revenues	\$ 1,446,134

- ii. Ordinance 2023-046 – Amending Ordinance 2023-001 to transfer \$262,933 from General Fund to Shallowford Road CMAQ Sidewalk Capital Projects Fund
- iii. Resolution 2023-050 – Internal Control Policy
 - a. The proposed Internal Control Policy provides operational structure and documentation with procedures designed to protect the Town’s assets.
- iv. Resolution 2023-051 – Supporting Clean Energy
 - a. In 2021, Council adopted Resolution 2021051 – The Goal of 100% Clean Renewable Energy by 2050. The current resolution states the Town “commits” to five goals. After some review and discussion by the Environmental Conservation and Sustainability Committee, the Committee is recommending that the Resolution wording be changed to “strive.” This change also aligns with the State’s Executive Order 80.

7. For the Good of the Order

- A. Manager Ayers reported the Gateway project is going well and a little ahead of schedule.
- B. The post office is setting up in their new facility.
- C. The charging stations at Shallowford Square are receiving some activity. Average usage is for an hour.

8. **Adjournment** – Council Member Franklin moved to adjourn the meeting at 8:30 PM. The motion was seconded by Mayor Pro Tem Foster and approved unanimously.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk

DRAFT

Lewisville Town Council
Regular Meeting Minutes
November 9, 2023 – 7:00 PM
Lewisville Town Hall Council Chambers
6510 Shallowford Road

1. Call to Order:

- A. Mayor Horn opened the meeting at 7:00 PM. In attendance were Mayor Mike Horn, Mayor Pro Tem Jeanne Marie Foster, and Council Members Fred Franklin, Melissa Hunt, Ken Sadler (remote), David Smitherman, and Jane Welch. Also attending were Town Manager James Ayers, Town Clerk Dora Moore, Finance Director Pam Orrell, Public Works Director Jon Hanna, Communications Specialist Veronica Leasure, and Town Attorney Elliot Fus.
- B. Invocation – Council Member Jane Welch
- C. Pledge of Allegiance – Mayor Pro Tem Jeanne Marie Foster
- D. Adoption of Agenda – Council Member Hunt moved to approve the agenda. The motion was seconded by Council Member Franklin and approved unanimously.

2. Consent Agenda

- A. Resolution 2023-049 – Financial statements for three months ended September 30, 2023
- B. Approval of Agenda Briefing Minutes – October 5, 2023
- C. Approval of Regular Meeting Minutes – October 12, 2023
- D. **UNSEAL** Closed Session Minutes – February 21, 2023
- E. Ordinance 2023-047 – Dissolving the Utilities and Stormwater Committee

Council Member Franklin moved to approve the consent agenda items. The motion was seconded by Council Member Welch and approved unanimously. *(Resolution 2023-049 and Ordinance 2023-047 are herein incorporated by reference into the minutes.)*

3. Presentations, Introductions and/or Proclamations

- A. Recognition
 - i. Ed Rachlin – In absentia, Mayor Horn recognized Ed Rachlin who was one of the first individuals to serve on the Town's boards and committees. Mayor Pro Tem Foster moved to approve the recognition of Ed Rachlin. The motion was seconded by Council Member Hunt and approved unanimously. Mayor Pro Tem Foster shared the support she has received from Mr. Rachlin over the years. *(A copy of the certificate is herein incorporated into the minutes.)*
- B. Presentations
 - i. Forsyth County Sheriff's Office – Sergeant Stringer shared current call statistics. With the holiday season and it getting darker earlier, he encouraged residents to look out for their neighbors. Residents were also encouraged to call the Forsyth County Sheriff's Office when traveling out of town.

2023													
TYPE OF INCIDENT	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
Total calls for service	872	676	751	758	754	800	734	769	477	675			7266
Security Check	570	396	136	446	442	518	388	464	207	338			3905
Traffic Arrest / Violation	49	47	51	75	41	35	30	72	26	45			471
Alarm	17	23	23	22	15	16	20	7	9	12			164
Priority Call Response Time	5.2	3.6	5.2	5.3	5	5.5	5	4.1	6	6			50.9
2022													
TYPE OF INCIDENT	JAN	FEB	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Total calls for service	700	532	608	586	492	559	586	612	776	775			
Security Check	258	253	275	297	177	245	285	293	517	494			
Traffic Arrest / Violation	26	17	61	59	19	25	37	44	55	24			
Alarm	15	21	14	22	21	15	23	26	14	17			
Priority Call Response Time	6.4	5	5.5	5	5.2	5	5	5.7	5	6			

ii. June 30, 2023 Audit Report – Monty Pendry, Gibson & Company PA – Mrs. Orrell outlined key financial aspects of the 2022-2023 fiscal year. Mr. Pendry reported the Town received an unmodified (clean) opinion for the 2022-2023 fiscal year audit. Council expressed their appreciation to Mrs. Orrell and Leslie Nations. *(Powerpoint presentation is herein incorporated into the minutes.)*

4. **Public Forum** – No comments.

5. **Old Business** – None

6. **New Business**

- A. Ordinance 2023-045 – Establishing the Shallowford Road CMAQ Sidewalk Capital Project Ordinance - \$1,446,134 – Council Member Smitherman moved to approve Ordinance 2023-045. The motion was seconded by Council Member Hunt and approved unanimously. *(Ordinance 2023-045 is herein incorporated by reference into the minutes.)*
- B. Ordinance 2023-046 – Amending Ordinance 2023-001 to transfer \$262,933 from General Fund to Shallowford Road CMAQ Sidewalk Capital Projects Fund – Council Member Welch moved to approve Ordinance 2023-046. The motion was seconded by Council Member Smitherman and approved unanimously. *(Ordinance 2023-046 is herein incorporated by reference into the minutes.)*
- C. Resolution 2023-050 – Internal Control Policy – Council Member Franklin moved to approve Resolution 2023-050. The motion was seconded by Mayor Pro Tem Foster and approved unanimously. *(Resolution 2023-050 is herein incorporated by reference into the minutes.)*
- D. Resolution 2023-051 – Supporting Clean Energy – Council Member Hunt moved to approve Resolution 2023-051. The motion was seconded by Mayor Pro Tem Foster and passed unanimously. *(Resolution 2023-051 is herein incorporated by reference into the minutes.)*
- E. Resolution 2023-052 – One-Time Facility Fee Exemption – Forsyth County Sheriff’s Office – The request is to allow the Forsyth County Sheriff’s Office to utilize the Shallowford Square Pavilion at no charge for their annual foundation fundraiser on September 7, 2024. Council Member Smitherman moved to approve Resolution 2023-052. The motion was seconded by Council Member Welch and passed unanimously. *(Resolution 2023-052 is herein incorporated by reference into the minutes.)*
- F. Resolution 2023-053 – One-Time Facility Fee Exemption – North Carolina League of Municipalities – The request is to allow North Carolina League of Municipalities to hold a regional Risk Management meeting at Mary Alice Warren Community Center on March 28, 2024 at no charge. Council Member Franklin moved to approve Resolution 2023-053. The motion was seconded by

Council Member Welch and approved unanimously. *(Resolution 2023-053 is herein incorporated by reference into the minutes.)*

- G. Resolution 2023-054 – Facility Fee Exemption – Lewisville-Clemmons Chamber of Commerce LEADS – The request is to allow the local LEADS group of the Lewisville-Clemmons Chamber of Commerce to utilize the G. Galloway Reynolds Community Center for their weekly meetings at no charge. Council Member Hunt moved to approve Resolution 2023-054. The motion was seconded by Council Member Franklin and passed unanimously. *(Resolution 2023-054 is herein incorporated by reference into the minutes.)*

Council received a lot of comments on Election Day about living in Lewisville and the facilities offered by the Town. It was noted that facilities being used by the community creates community.

7. **Administrative Reports**

A. Upcoming events and closings

- i. November 10 – Veteran’s Day Observance – Office Closed
- ii. November 23 & 24 – Thanksgiving Holiday – Office closed
 - a. Garbage will be delayed one day for Thursday and Friday service.
- iii. Holiday Open House – December 1, 5-6:30 PM, MAWCC
- iv. Christmas Tree Lighting – December 1, 6:30 PM
 - a. The tree will be lit at 7 PM.
- v. The Santa Clause movie – December 8, 7 PM, MAWCC
 - a. Doors will open at 6 PM. Free refreshments that includes cookies, popcorn, apple cider and hot chocolate will be available. Space is limited and, currently, seventy-six (76) people have registered.
- vi. Christmas Parade – December 10, 3 PM

B. Clerk’s Report

- i. Newly Elected Officials Orientation – November 30, 5:30-7 PM, Town Hall
- ii. Due to the municipal election year, there will be no December agenda briefing.

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

A. Public comments

- i. Susan Frey, 165 Will Austin Court – Mrs. Frey extended thanks to Mayor Pro Tem Foster, Council Member Franklin and Council Member Smitherman for their service to the Town. Mrs. Frey also extended gratitude for Mayor Horn, Council Member Hunt, Council Member Sadler and Council Member Welch serving again.

B. Council comments

- i. Council Member Franklin encouraged residents to give blood.
- ii. Council Member Smitherman encouraged residents to be safe over the Thanksgiving holiday.
- iii. Council Member Hunt expressed her joy that MAWCC was an Election Day voting site.
- iv. Mayor Horn thanked voters for their turnout noting local government probably most shapes their lives. He extended congratulations to those reelected and newly elected.
- v. Council expressed their gratitude for all veterans’ service.
- vi. Residents were encouraged to buy local during the holiday season.

9. **Adjournment** – Council Member Smitherman moved to adjourn the meeting at 7:50 PM. The motion was seconded by Council Member Welch and approved unanimously.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk

DRAFT



STAFF REPORT

ITEM:	1. ORDINANCE 2023-048
SUBJECT:	1. ORDINANCE 2023-048 - BUDGET AMENDMENT – TO CONTRIBUTE \$2,000 TO LCAP
	PAM ORRELL, FINANCE DIRECTOR
DATE SUBMITTED:	12/14/2023

BACKGROUND/SUMMARY:

The Lewisville Community Assistance Program (LCAP) submitted a funding request to the Town of Lewisville for \$5,000. Per their application, additional funds are needed to support the growing demand they are experiencing at their food pantry. These funds are needed to help keep the pantry stocked with dry nonperishables as well as fresh food options. The Lewisville Special Projects Review Committee has met two times to discuss this funding request. At their meeting on November 9, 2023 they voted unanimously 3-0 to contribute \$2,000 to LCAP to aid in stocking the shelves at their food pantry.

STAFF RECOMMENDATION AND REQUESTED ACTION:

1. Staff is requesting that Council approve Ordinance 2023-048 to amend the annual operating budget to contribute \$2,000 to LCAP.

FISCAL IMPACT:

The contribution of \$2,000 will be paid out of fund balance.

ATTACHMENTS:

1. Ordinance 2023-048 - Amendment to Budget Ordinance 2023-001
2. Application package from LCAP



TOWN OF LEWISVILLE
 Budget Amendment Ordinance 2023-048
 Amending Budget Ordinance 2023-001

FINANCE DEPARTMENT USE ONLY
Budget Amendment # 8
Pam Orrell, Finance Director

CODE	ACCOUNT DESCRIPTION	AMOUNT	CODE	ACCOUNT DESCRIPTION	AMOUNT
10-00-4110-6400	General Fund - Governing Body - Contributions to Other Agencies	\$ 2,000.00	10-00-3990-9000	General Fund - Fund Balance Appropriated	\$ 2,000.00
		\$ 2,000.00			\$ 2,000.00

EXPLANATION: To contribute \$2,000 to the Lewisville Community Assistance Program (LCAP) to aid in stocking their food pantry.

RECOMMENDED BY: Pam Orrell, Town Finance Director

Approved and effective upon adoption this the 14th day of December, 2023 by the Lewisville Town Council.

ATTEST:

 Mike Horn, Mayor

 Dora K. Moore, Town Clerk



TOWN OF LEWISVILLE 2024 MEETING SCHEDULE

	TIME	PLACE	DAY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Beautification Committee	06:00pm	TH	MON	N/A	19	18	15	20	17	N/A	N/A	16	21	N/A	N/A
Parks and Recreation Board	06:00pm	TH	MON	8	12	11	8	13	10	8	12	9	14	N/A	9
Planning Board Meeting (Room 110)	06:00pm	TH	WED	10	14	13	10	8	12	10	14	11	9	13	11
Public Art Advisory Committee	06:00pm	TH	MON	N/A	5	4	1	6	3	1	5	N/A	7	4	2
Public Safety Committee	06:00pm	TH	TUE	2	6	5	2	7	4	2	N/A	3	1	5	3
Environmental Committee	06:00pm	TH	TUE	9	13	12	9	14	11	9	13	10	8	12	10
Special Projects Review Comm	06:00pm	TH	THU	4	1	7	4	2	6	N/A	1	5	3	7	5
T C Briefing & Action Meeting	06:00pm	TH	THU	4	1	7	4	2	6	N/A	1	5	3	7	5
Town Council Meeting (Room 110)	06:00pm	TH	THU	11	8	14	11	9	13	11	8	12	10	14	12
Willow Run Mun. Svc. District Board	06:00pm	TH	TUE	16	N/A	19	N/A	21	N/A	N/A	20	N/A	15	N/A	N/A
Zoning Bd. of Adjustment (Room 110)	06:00pm	TH	TUE	23	27	26	23	28	25	23	27	24	22	26	N/A
Council Retreat		MAWCC	February 16 - 5:30 PM; February 17 - 8:30 AM												

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

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

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

Parks & Recreation Board and Zoning Board of Adjustment - Only meets as needed.

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

**DISABLED PERSONS REQUIRING SPECIAL ACCOMMODATIONS MAY CONTACT TOWN HALL AT LEAST 72 HOURS
IN ADVANCE OF THE MEETING TO REQUEST SPECIAL ASSISTANCE (336-945-5558).**

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