

Lewisville Town Council - Budget and Action Meeting #3
Monday, May 10, 2021 - 6:00 p.m. - Meeting Minutes
ZOOM Electronic Meeting Originating at Town Hall
6510 Shallowford Road

Council Budget Workshop

When: May 10, 2021 06:00 PM Eastern Time (US and Canada)

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/86205291430?pwd=N1VuOHRueFY1MEx3Q0ljUHJ3TmlyUT09>

Passcode: 325946

Or

Telephone: US: +1 646 558 8656

Webinar ID: 862 0529 1430

Passcode: 325946

1. **Call to Order:**

- a. Mayor Horn opened the meeting being simultaneously streamed electronically at 6:00 p.m. Council members attending electronically were Jeanne Marie Foster, Fred Franklin, Melissa Hunt, Ken Sadler, David Smitherman and Welch. Also attending electronically were Town Manager Hank Perkins, Attorney Bo Houff, Town Planner Stacy Tolbert, Finance Director Pam Orrell, Public Works Director Ryan Moser, and Town Clerk Joyce Walker.
- b. Adoption of Agenda
 - i. Mayor Horn advised that a Closed Session will be added to the agenda as item #3.
 - ii. Council Member Sadler moved to approve the agenda as amended. The motion was seconded by Council Member Welch and approved unanimously with a roll call vote of ayes from Council Members Foster, Franklin, Hunt, Sadler, Smitherman, Welch and Mayor Horn.

2. **Budget Review**

- a. General Fund
 - i. Revenues (reviews completed at the 04-12-2021 meeting)
 - ii. Expenditures (by Department) Page 18
 - (1) Review completed at the 04-12-2021 meeting)
 - (a) Personnel Page 19
 - (b) Governing Body Page 20
 - (c) Administration Page 22
 - (d) Student Leadership Page 24
 - (e) Finance Page 25
 - (f) Debt Service Page 27
 - (g) Planning Page 29
 - (h) Beautification Page 31
 - (i) Community Policing Page 33
 - (j) Public Safety Page 35

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- (2) **Expenditures by Department - Budget Meeting #2 - Review completed April 19, 2021**
 - (a) Public Works Page 37
 - (b) Streets Page 39
 - (c) Powell Bill Page 41
 - (d) Storm Water Page 43
 - (e) Solid Waste Page 45
 - (f) Recycling Page 47
 - (g) Parks and Recreation Page 49
- iii. Willow Run Municipal Service District
 - (1) Revenues Page 53
 - (2) Expenses Page 54
- iv. **Budget Meeting #3 - May 6, 2021 moved to May 10, 2021 - 6:00 p.m.**
 - (1) Capital Reserve Funds Page 55
 - (a) Capital Reserve Funds are like savings accounts. The town places funds in these accounts for future projects so that taxes don't have to be raised.
 - (b) Mr. Perkins reviewed funds in the following Capital Reserves:
 - (i) Storm Water.
 - 1) There is no allocation proposed for the 2021-22 fiscal year.
 - 2) After discussion, the balance of \$404,674.⁰⁰ in this fund is to be split by transferring \$170,000.⁰⁰ to Municipal Buildings/Land and the balance going to the proposed stand alone account: Public Works Building.
 - 3) Normally, the annual contribution of \$95,000.⁰⁰ for Storm Water will now be contributed to the Public Works Building.
 - (ii) GWR ROW/Construction.
 - 1) No change.
 - (iii) Sidewalks, Bike Paths, and Greenways.
 - 1) No change
 - (iv) Municipal Buildings/Land.
 - 1) This fund will continue to have \$170,000.⁰⁰ allocated for fiscal year 2021-22 as noted above.
 - (v) Public Works Building.
 - 1) Proposed new account with funding as noted above.
 - 2) After discussion, staff was asked to bring a resolution (must be an ordinance) to Council for approval following the approval of the budget that will establish a cumulative goal of \$1,000,000.⁰⁰

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over a period of ten (10) years, either of which may be amended at any time.

- (2) Capital Project Funds Page 56
- (a) Mrs. Orrell reviewed the following Capital Projects Funds:
- (i) GWR ROW/Construction
 - 1) No changes.
 - a) DOT has changed allocations strategy in that the DOT will pay for Complete Streets without a contribution of 20% from the town.
 - b) Staff will be consulting on other investment options for return on investment and will update Council on the results of that meeting.
 - (ii) Jack Warren Park Maintenance Facility/Playground Expansion
 - 1) No changes.
 - a) This account has been dormant because the original intent to build a maintenance facility at Jack Warren Park never came to fruition.
 - b) Mrs. Orrell suggested that the funds could be used for playground expansion.
 - (iii) Gateway Project
 - 1) No changes to this active account.
 - (iv) Heritage Drive Regional Storm Water Pond #1
 - 1) This project has been closed and monies moved to Storm Water Reserve (soon to be moved also).
 - (v) Community Center
 - 1) No changes to this active account.
 - a) An updated budget schedule has been sent to Council.
 - (vi) Roundabout at Lewisville-Vienna Road and Robinhood Road
 - 1) No changes.
 - a) The \$257,565.87 is the town's anticipated 20% match for the project.
- (3) Fee Schedule
- (a) The fee schedule was shared on screen.
 - (b) Fees are being developed for the Mary Alice Warren Community Center; however, those fees will be provided at a later date.
 - (c) The schedule is being reformatted so that any fees will be referenced by an associated chapter in the Town Code.

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- (d) No fees are being changed at facilities.
- (e) The Planning and Zoning fees have been reviewed and clarified where needed.
 - (i) Staff was asked to compare with other municipalities on their prices.
- (f) Public Works has provided fees for bulky pickup not associated with the town's pickup.
 - (i) A few other minor changes have been amended.
- (4) Revaluation
 - (a) Mrs. Orrell provided information on the revaluation process and the expenditures being paid from the increase in ad valorem. Additionally, she shared presentations on an analysis of the General Fund and the identification of new continuing expenses as well as non-continuing expenses **(See attachments)**.
 - (b) The increase in expenditures is calculated at 11.7% for fiscal year 2021-2022 over 2.04 % for the previous year.
 - (c) Fund Balance Appropriated (the amount to balance the budget) is \$423,354.⁰⁰.
 - (d) No new services are being proposed as there are a number of projects in the works.

Council took a break between 7:24 p.m. and 7:30 p.m.
Attorney Houff was admitted to the meeting at 7:25 p.m.

3. Closed Session

- a. Attorney Houff read the reason for the Closed Session: §143-318.11.(a)(3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged; and (5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease.
 - i. At 7:31 p.m., Council Member Smitherman moved to go into Closed Session. The motion was seconded by Council Member Foster and approved unanimously with a roll call vote of ayes from Council Members Foster, Franklin, Hunt, Sadler, Smitherman, Welch and Mayor Horn.
 - ii. Council returned from Closed Session at 8:29 p.m.

4. Adjournment

- a. Having no other business to discuss, Council Member Sadler moved to adjourn the meeting at 8:30 p.m. The motion was seconded by Council Member Hunt and approved unanimously with a roll call vote of ayes from Council Members Foster, Franklin, Hunt, Sadler, Smitherman, Welch and Mayor Horn.

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Mike Horn, Mayor

ATTEST:

Joyce C. McWilliams Walker, Town Clerk