

Lewisville Town Council
Budget and Action Meeting Minutes
Tuesday, May 19, 2015 - 6:00 p.m.
Town Hall
6510 Shallowford Road - Room 110

1. **Call to Order:**

- a. Mayor Pugh opened the meeting at 6:11 p.m. Council Members present were Robert Greene, Mike Horn, Sandra Mock, Ken Sadler, and Ed Smith. Others present were Town Manager Hank Perkins, Assistant Town Manager/Finance Director Kathy Bruce, Public Information Officer/Event Supervisor Lynn Hall, Public Works Director George Hauser, Receptionist Stacy Howard, Maintenance Technician Ryan Moser and Town Clerk Joyce Walker. Also present were Student Leadership Committee members Mandy, Chase and Abby Hill. Council Member Zenger arrived at 6:32 p.m.
- b. Adoption of Agenda
 - i. Council Member Smith moved to approve the agenda. The motion was seconded by Council Member Greene and approved unanimously.

2. **Items Requiring Action**

- a. [Ordinance 2015044](#) - amending Budget Ordinance 2014027 in the amount of \$4,000.⁰⁰ to allow construction contractor or CEI firm for Lewisville-Vienna Road Sidewalk Extension Project to consult with Plan Design Engineer only as needed
 - i. Mr. Perkins advised Council that the concurrence letter was received on May 19th.
 - ii. Council Member Sadler moved to approve Ordinance 2015044. The motion was seconded by Council Member Smith and approved unanimously. Ordinance 2015044 is herein incorporated by reference into the minutes.

3. **Discussion Items**

- a. Form Based Code
 - i. Planning Board requested that \$125,000.⁰⁰ be placed in the budget to change the present UDO document into Form Based Code which is more graphic illustrated. The cost cited is for an outside firm to make the change.
 - ii. After discussion, Council agreed that there could be other alternatives which can be evaluated in the future. There was also a question whether the County Inspections Department would still be willing to work with a code that does not conform to the format used by the County, City of Winston-Salem and the other municipalities in the County.
 - iii. Consensus was that Council Member need to know about Form Based Code and the monies would not be placed in the budget at this time.

4. **Budget Review**

- a. General discussion and inquiries

DATE	BY	QUESTION
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04-24-2015	Greene	In Community Policing there is \$2,000 each year, but no expenditures. Why? * This is to cover court costs for tickets should any violators be taken to the magistrate.
04-27-2015	Sadler	When do salary ranges change? * They change at the beginning of the fiscal year on July 1 and only if there is a COLA in which case the ranges are adjusted.
		Who is at the top of their pay range? * Council Members were provided a copy of that information via email.
04-27-2015	Zenger	How do these salaries compare to similar towns our size? * Mr. Perkins reviewed the information that had been provided to Council, noting that the comparison is for salary ranges only since much of the staffing and duties do not compare to cities of similar size.
05-07-2015	Horn	When do proposed salary increases take effect? * Any salary changes or increases would be effective on July 1. <u>In Public Works</u> - what requires overtime? * Generally, calls that are received close to the end of the day that require the removal of trees blocking the road, dead animals, and parks and recreation activities over and above daily duties require overtime. - describe the work functions that require everyone to have individual desktop access. * Mapping, safety courses, safety data sheets, and update sheets, time sheets, research, purchasing, and work orders. - what are the space needs over and beyond what is available now? * At this time, the current space needs for Public Works is sufficient.

Break 8:42 p.m. - 8:50 p.m.

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		<p><u>In Parks & Rec</u></p> <ul style="list-style-type: none"> - what has been the average attendance for town sponsored events last year (excluding July 4th)? <ul style="list-style-type: none"> * Council members were provided a report detailing the attendance for each of the events and the estimated overtime hours required and cost. - how much overtime is associated with putting on town events? <ul style="list-style-type: none"> * See above.
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5. Discussion

- a. Council reviewed Public Works' Equipment Non-Capital and removed one desktop, opting to use the sparsely used laptop, and deleted the magnetic locator and gas heaters changing *the Department Request* amount to \$11,210.⁰⁰.
- b. Council discussed salaries, salary ranges, overtime, COLA, bonuses, merit pools and extra payments on the Town Hall bank note.
 - i. After discussion, Council Member Horn proposed leaving the pool at 0-5%, making as a one-time bonus and leaving at the manager's discretion. The motion was seconded by Council Member Smith.
 - ii. Council Member Zenger moved to amend the motion to 2½%. There was no second.
 - iii. Council Member Mock moved to amend to 3%. Council Members Horn and Smith accepted the amendment. The vote was 6-1 with Council Members Greene, Horn, Mock, Pugh, Sadler and Smith voting *for* and Council Member Zenger voting *against*.
 - iv. Staff was instructed to place a discussion of the extra bank payment on the August agenda.
- c. There was consensus to cancel the meeting scheduled for Thursday, May 21, 2015. The next budget discussion will be at the June Briefing meeting.

6. Adjournment

- a. Having no other business to discuss, Council Member Smith moved to adjourn the meeting at 9:40 p.m. The motion was seconded by Council Member Mock and approved unanimously.

Dan R. Pugh,
Mayor

ATTEST:

Joyce C. McWilliams Walker
Town Clerk