

Lewisville Town Council
Budget and Action Meeting #2 (continued from 04-13-2020)
Agenda - Monday, April 20, 2020 - 6:00 p.m.
Originating via ZOOM Electronic Meeting from Lewisville Town Hall
6510 Shallowford Road

1. **Call to Order**

- a. Mayor Horn opened the meeting electronically at 6:00 p.m. Council members attending electronically were Jeanne Marie Foster, Fred Franklin, Melissa Hunt, Ken Sadler, David Smitherman, and Jane Welch. Also attending electronically were Town Manager Hank Perkins, Attorney Bo Houff, Town Planner Stacy Tolbert, Finance Director Pam Orrell, Acting Public Works Director Ryan Moser and Town Clerk Joyce Walker.
 - i. Jim Ford, McGill and Associates, was attending electronically to discuss the PARTF grant.
- b. Approval of Agenda
 - i. Council Member Foster moved to approve the agenda. The motion was seconded by Council Member Welch and approved unanimously.

2. **Approval of Minutes**

- a. April 9, 2020
 - i. Council Member Franklin moved to approve the April 9, 2020 minutes. The motion was seconded by Council Member Hunt and approved unanimously.
- b. April 13, 2020
 - i. Council Member Franklin moved to approve the April 13, 2020 minutes. The motion was seconded by Council Member Sadler and approved unanimously.
- c. April 16, 2020
 - i. Council Member Hunt moved to approve the April 16, 2020 minutes. The motion was seconded by Council Member Franklin and approved unanimously.

3. **PARTF Discussion** (from 04-13 and 04-16-2020 meetings)

- a. [Resolution 2020023](#) - approving the Jack Warren Park Site Master Plan Report
 - i. An acknowledgment of the land gift by Mrs. Warren has been added.
 - ii. Comments to amend the Acknowledgment section of the document:
 - (1) Following the Mayor and Mayor Pro Tem, list the Council Members in alphabetical order.
 - (2) Add the Community Center Advisory Group.
 - iii. With those changes, Council Member Hunt moved to approve Resolution 2020023. The motion was seconded by Council Member Welch and approved unanimously. Resolution 2020023 is herein incorporated by reference into the minutes.
- b. [Resolution 2020021](#) - approving the Parks, Recreation and Cultural Development Master Plan
 - i. Information regarding updates to the Plan:
 - (1) The CIP was corrected (typing error).
 - (2) The West Central Community Center (WCCC) and the Little League were added as recreational non-profits.
 - ii. Comments to add to the document:

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- (1) In the Acknowledgments section, following the Mayor and Mayor Pro Tem, list the Council Members in alphabetical order.
 - (2) Refer to the Town’s Greenway Plan and Comprehensive Plan.
 - iii. With those changes, Council Member Foster moved to approve Resolution 2020021. The motion was seconded by Council Member Smitherman and approved unanimously. Resolution 2020021 is herein incorporated by reference into the minutes.
 - c. [Resolution 2020025](#) - approval to proceed with an application for consideration of a PARTF grant for improvements at Jack Warren Park
 - i. Council Member Smitherman moved to approve Resolution 2020025. The motion was seconded by Council Member Franklin and approved unanimously. Resolution 2020025 is herein incorporated by reference into the minutes.
- 4. **Board and Committee Restart**
 - a. Council Member Foster reminded everyone that she, Mr. Perkins, and Mrs. Walker were working on a holistic plan for boards and committees, along with their charters, prior to the COVID-19 pandemic. She asked that meetings for these groups continue to be on hold, at least through May, and that boards and committees not meet until June. That will provide time to assess and plan a process to start meeting again.
 - i. Council Member Hunt asked to have the members familiar with the technology and to provide orientation to new members.
 - b. Mr. Perkins suggested that a “rolling” start might be the best way to begin and that might start with Planning Board and Zoning Board of Adjustment.
 - i. Attorney Houff explained that meetings being held electronically are only being held by an **opinion** of the State Attorney General. He also noted that any public and quasi-judicial hearings that require participants to either be present or sworn in will pose a problem.
 - ii. Mrs. Walker also noted that a communication from the Secretary of State’s office also will have a problem with having hearings that require a person to appear in person and the legislature has not approved electronic oaths. She also noted that the Town has a policy that was approved in 2017 that only allows Council to meet electronically.
 - c. The restart will proceed accordingly.
- 5. **Budget Review**
 - a. General Fund
 - i. Revenues (reviews completed at the 04-13-2020 meeting)
 - ii. Expenditures by Department Page 16
 - (1) Community Policing Page 24
 - (a) The line item under Claims was explained and that liability costs for deputy incidents could be forwarded to the Town. Mr. Perkins has been able to negotiate that only a flat \$4,350.⁰⁰ be paid under

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the contract with the Sheriff's Office and that the Sheriff's Office will not seek any reimbursements for "Claims" as addressed in the agreement.

- (b) He also provided background on the deputy positions and reviewed the amounts for event and traffic "hustles" that are different from the contracted amount for the six deputies that report to the Town.
 - (i) Mrs. Welch mentioned that Council receives the monthly report from the Sheriff's Office and asked if this report could be covered at Council meetings.
 - (c) Council Member Franklin moved to approve the Community Policing budget as presented. The motion was seconded by Council Member Sadler and approved unanimously.
- (2) Public Safety Page 25
- (a) Council Member Smitherman moved to approve the Public Safety budget as presented. The motion was seconded by Council Member Welch and approved unanimously.
- (3) Governing Body Page 17
- (a) Highlights in Governing Body were reviewed.
 - (i) The line item for Historic Commission participation was reviewed and explained.
 - 1) Staff was asked to provide the status of the historical book that is included in this line item distribution.
 - (b) Items for the publication of the newsletter was also covered.
 - (i) Staff was asked to check on a company that can provide printing, addressing and mailing totally without having to send to different companies to complete.
 - 1) Mayor Horn has a suggested company that he will provide to staff.
 - (c) Council Member Welch moved to approve Governing Body as presented. The motion was seconded by Council Member Foster and approved unanimously.
- (4) Administration Page 18
- (a) Mr. Perkins noted that the information covered for personnel salaries, insurance, etc. is the same for each department.
 - (b) Because of the uncertain economic situation in the future that has been caused by the COVID-19 pandemic, he suggested that personnel be provided a one-time bonus to salary instead of a merit raise going to pay from the merit pool. He noted that government statistics is used for market adjustments.
 - (i) Mayor Horn asked to receive a copy of the compensation survey.

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- (c) Staff members covered in Administration are: Manager Hank Perkins, Town Clerk Joyce Walker, Office Manager/Events Coordinator Stacy Howard and Part-time Communications Specialist Gennie Taylor.
 - (i) There was discussion on staffing.
 - 1) Should the position of Communications Specialist be a full time PIO (as was the previous PIO) position?
 - a) Mr. Perkins explained how this position became part time and the difficulty in finding a part time person that can write as well as do IT.
 - b) Any equipment to be used for digital meetings, etc. is more of an IT function.
 - c) The past PIO used to do events which is now handled by Mrs. Howard.
 - d) Mr. Perkins indicated he is satisfied with the current staffing arrangement.
 - e) After additional discussion, there was a suggestion for Council members to provide their thoughts to Mr. Perkins on what might be lacking so that he can consider what might be needed in a future position.
- (d) There was a discussion on the repairs at the Town Hall Annex that included resurfacing the front and side parking lots.
 - (i) Council members discussed whether anything should be done at that location and it was concluded that the repairs at the Annex are needed.
- (e) There was discussion on Contracted Services.
 - (i) Mrs. Welch stated she thought the cost of the contract for cleaning service at Town Hall was too much.
 - 1) The total cost of the contract is \$7,800.00 for the year, or \$150.⁰⁰ a week for the entire 3-story building.
- (f) There was discussion on IT services and how the Town backs up its data.
 - (i) It was noted that the IT budget has been increased to \$3000.⁰⁰ this year over last fiscal year to provide for additional IT support services that had been performed in the past by the Public Works Director. This line item has been increased to \$9000.⁰⁰ in the current fiscal year by

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budget amendment to cover additional contract work relating to building networking and computer installation and is proposed in next year's budget at \$15,000.⁰⁰. This IT budget has been increased to provide IT support by contract for expected technical support for the Town of Lewisville.

- (g) The Contingency line item was explained.
 - (i) This line item is provided in case there is a need to make an expenditure that is not itemized in the budget. This expenditure must be reported to Council.
 - (h) After additional review and discussion, Council Member Sadler moved to approve Administration as presented. The motion was seconded by Council Member Franklin and approved by a vote of 6-1 with Council Member Welch voting nay.
- (5) Student Leadership Page 19
 - (a) Council Member Foster moved to approve Student Leadership as presented. The motion was seconded by Council Member Smitherman and approved unanimously.
- (6) Finance Page 20
 - (a) Council Member Franklin moved to approve Finance as presented. The motion was seconded by Council Member Smitherman and approved unanimously.
- (7) Debt Service Page 21
 - (a) Council Member Franklin moved to approve Debt Service as presented. The motion was seconded by Council Member Sadler and approved unanimously.
- (8) Beautification Page 23
 - (a) Council Member Welch moved to approve Beautification as presented. The motion was seconded by Council Member Smitherman and approved unanimously.
- (9) Planning Page 22
- (10) Public Works Page 26
- (11) Streets Page 27
- (12) Powell Bill Page 28
- (13) Stormwater Page 29
- (14) Solid Waste Page 30
- (15) Recycling Page 31
- (16) Parks and Recreation Page 32
- b. Willow Run Municipal Service District
 - i. Revenues Page 40
 - ii. Expenses Page 41
- c. Capital Reserve Funds Page 42

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d. Capital Project Funds Page 43

6. **Adjournment**

- a. At the next budget meeting, Council will start by reviewing Planning.
- b. The next budget meeting will be on Thursday, May 7th following the briefing.
- c. Having no other business to discuss, Council Member Smitherman moved to adjourn the meeting at 8:39 p.m. The motion was seconded by Council Member Hunt and approved unanimously.

Mike Horn, Mayor

ATTEST:

Joyce C. McWilliams Walker, Town Clerk