

Agenda
Board of Aldermen
Town of Gibsonville

October 16, 2023
Regular Meeting

Town Hall
7:00 pm

1. Public Comments
2. Approval of agenda
3. Approval of minutes
4. Setting public hearing - Annexation Petition – 5612 NC HWY 61 North
5. Discussion of Police Headquarters and Library
6. Hammerhead parking follow-up discussion
7. Capital Project Ordinance for HWY 61/70 Water & Sewer Extension Project
Close Out
8. Budget Ordinance Amendment #3
9. Reports
 - a. Town Manager
 - b. Mayor
 - c. Board Members

Addendum

4. Setting public hearing - Annexation Petition – 5612 NC HWY 61 North – Property owners Teresa and Donald Merner have submitted a petition requesting to annex Guilford County Parcel 104920, Deed Book 4803, Page 1501-1503 consisting of 0.491 acres. The clerk has certified the sufficiency of the petition. The board will need to set a public hearing for November 6th.

Attachment: Certificate of Sufficiency

5. Discussion of Police Headquarters and Library – Davenport Public Finance has provided discussion materials to the board regarding financial options and the feasibility of building a new Police Headquarters and Library. The discussion materials can be viewed at www.gibsonvillenc.org/notices.

6. Hammerhead Parking Follow-up Discussion – The board discussed the “no-parking” signs placed in four separate hammerhead intersections at the September 18th meeting. These signs are intended to keep vehicles off the streets and allow the garbage, recycling, and other large vehicles a safe turn around area. Mayor Williams continued this item at the October 2nd meeting. A final decision will need to be made whether these intersections will or will not be added to the traffic schedule within the Gibsonville Code of Ordinances as no-parking areas.

7. Capital Project Ordinance for HWY 61/70 Water & Sewer Extension Project Close Out – The HWY 61 and HWY 70 Water & Sewer Extension project is completed. This ordinance will close out the capital project ordinance and transfer an unspent appropriated amount of \$555,535.46 back to the Water & Sewer Fund.

Attachment: Memo, Capital Project Ordinance

8. Budget Ordinance Amendment #3 – This budget ordinance amendment is needed to appropriate Fund Balance (General Fund) to purchase one police vehicle, appropriate Federal Drug Funds to purchase police equipment, account for insurance proceeds to replace a damaged fire hydrant, account for one-month distribution of state aid for the library, and account for a donation to the fire department.

Attachment: Memo, Budget Ordinance Amendment #3

CERTIFICATE OF SUFFICIENCY

To the Board of Aldermen of the Town of Gibsonville, North Carolina:

I, Gina M. Griffeth, Town of Gibsonville Clerk, do hereby certify that I have investigated the attached petition and hereby make the following findings:

- a. The petition contains an adequate property description of the area proposed for annexation.
- b. The area described in the petition is contiguous to the Town of Gibsonville primary corporate limits, as defined by G.S. 160A-31.
- c. The petition is signed by and includes addresses of all owners of real property lying in the area described therein.

**Guilford County Parcel #104920
0.49 acres
Guilford County Register of Deeds Book 4803, Page 1501-1503
Owned by Teresa and Donald Merner**

In witness whereof, I have hereunto set my hand and affixed the seal of the Town of Gibsonville, this 11th day of October, 2023.



Gina M. Griffeth
Town of Gibsonville Clerk

Memo

To: Mayor Williams and Members of the Board of Aldermen

From: Ben Baxley, Town Manager

Date: 10/13/2023

Re: Capital Project Ordinance for Highway 61 and Highway 70 Water & Sewer Extension Project Close Out

The Highway 61 and Highway 70 Water & Sewer Extension Project is completed. The Capital Project Ordinance for the Highway 61 and Highway 70 Water & Sewer Extension Project shows that an appropriated amount of \$555,535.46 has not been spent. It is recommended to transfer \$555,535.46 back to the Water & Sewer Fund. Attached with this memo is the capital project ordinance close out.

**CAPITAL PROJECT ORDINANCE
HIGHWAY 61 & HIGHWAY 70 WATER AND SEWER EXTENSION
PROJECT**

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE TOWN OF GIBSONVILLE, NORTH CAROLINA, that pursuant to Section 13.2, Chapter 159 of the General Statutes of North Carolina, the following Capital Project Ordinance is hereby closed:

Section 1. The Project authorized is Highway 61 & Highway 70 Water and Sewer Extension Project.

Section 2. The officials of the Town of Gibsonville are hereby directed to proceed with this program within the terms of the project.

Section 3. The following revenues are anticipated to be available to the Town to complete the project:

Loan Proceeds	\$1,465,075
Transfer from Water & Sewer Fund	\$837,625
<u>Transfer from Capital Reserve Fund (SDF)</u>	<u>\$627,450</u>
Total Revenues	\$2,930,150

Section 4. The following amounts are appropriated for this project:

Construction	\$2,188,456
Design Services	\$297,000
Contingency	\$159,694
Construction Management	\$105,000
Easement Acquisition	\$90,000
Legal	\$50,000
Easement Preparation (Surveying)	\$30,000
<u>Miscellaneous</u>	<u>\$10,000</u>
Total Expenditures	\$2,930,150

Section 5. The Town Manger shall report on the financial status of this project as directed by the Board of Aldermen and will inform the Board of any unusual occurrences.

Section 6. Copies of this project ordinance shall be made available to the Town Manager and the Finance Officer for direction in carrying out this project.

Section 7. The project has been completed and there is an appropriated amount of \$555,535.46 unspent.

Section 8. The remaining amount of \$555,535.46 will be transferred to the Water and Sewer Fund with the passage of this ordinance.

Section 9. That this ordinance close out shall take effect upon passage.

This the 16th day of October, 2023.

Leonard Williams, Mayor

ATTEST:

Gina Griffeth, Town Clerk

Memo

To: Mayor ^{BB}Williams and Members of the Board of Aldermen

From: Ben Baxley, Town Manager

Date: 10/13/2023

Re: FY 2024 Budget Ordinance Amendment #3

The attached FY 2024 Budget Ordinance Amendment #3 is needed to appropriate Fund Balance (General Fund) to purchase one police department vehicle, appropriate Federal Drug Funds to purchase police department equipment, account for insurance proceeds to replace a damaged fire hydrant, account for one-month distribution of state aid for the library, and account for a donation to the fire department. Below is a list of the amendments with explanations.

General Fund Revenue Fund Revenues

- Increase of \$695 in Miscellaneous line item to account for one-month distribution of state aid for the library in the amount of \$545 and a donation to the fire department in the amount of \$150
- Increase of \$5,033 in Appropriated Federal Drug Funds line item to purchase police department equipment
- Increase of \$62,000 in Fund Balance (General Fund) Appropriation line item to purchase one police department vehicle (this would allow the Town to purchase an additional patrol vehicle this fiscal year as it is currently available; it is extremely difficult to locate patrol vehicles and this will be one less vehicle that the Town would have to purchase in the next fiscal year)

General Fund Expenditures

- Increase of \$67,033 in Police line item to purchase one police department vehicle in the amount \$62,000 (this would allow the Town to purchase an additional patrol vehicle this fiscal year as it is currently available; it is extremely difficult to locate patrol vehicles and this will be one less vehicle that the Town would have to purchase in the next fiscal year) and to purchase police department equipment in the amount of \$5,033 with Federal Drug Funds
- Increase of \$150 in Fire line item to account for a donation
- Increase of \$545 in Library line to account for one-month distribution of state aid for the library

Water and Sewer Fund Revenues

- Increase of \$15,586 in Insurance Proceeds line item (Water Revenues) to account for insurance proceeds to replace a damaged fire hydrant

Water and Sewer Fund Expenditures

- Increase of \$15,586 in Water Expenditures line item to account for insurance proceeds to replace a damaged fire hydrant

The amendments increase the General Fund by \$67,728 and the Water and Sewer Fund by \$15,586.

**TOWN OF GIBSONVILLE, NORTH CAROLINA
FY 2024 BUDGET ORDINANCE AMENDMENT #3**

BE IT ORDAINED by the Board of Aldermen of the Town of Gibsonville, North Carolina, a meeting was held this the 16th day of October, 2023 that the following fund revenues and departmental expenditures together with certain restrictions and authorizations be amended.

SECTION I. GENERAL FUND

Anticipated Revenues	FY 2024	Amendment Increase/Decrease	FY 2024
	<u>Current Budget</u>		<u>Revised Budget</u>
Taxes, Current Year	4,807,076	-	4,807,076
Taxes, Prior Years, Interest & Penalties	31,150	-	31,150
Motor Vehicle Tax	467,508	-	467,508
Cemetery	16,000	-	16,000
Recreation	111,005	-	111,005
Sanitation Service Charge	475,000	-	475,000
Interest on Investments	23,000	-	23,000
Fire District Tax (Guilford)	19,271	-	19,271
Library	4,000	-	4,000
Transfer Perpetual Care	2,700	-	2,700
Sale of Fixed Assets	5,000	-	5,000
Guilford County Funds	55,500	-	55,500
Code Enforcement/Planning	18,000	-	18,000
Brush/White Goods Pickup Fees	4,000	-	4,000
<i>Miscellaneous</i>	<i>113,107</i>	695	<i>113,802</i>
GHA	2,340	-	2,340
Stormwater Fee	70,500	-	70,500
Solid Waste Disposal Tax	7,000	-	7,000
Intangible: Sales Tax (Alamance Co.)	1,500,600	-	1,500,600
Intangible: Sales Tax (Guilford Co.)	788,225	-	788,225
Utility Franchise	422,000	-	422,000
Beer & Wine	35,500	-	35,500
Powell Bill Funds	257,000	-	257,000
Loan Proceeds	1,106,000	-	1,106,000
<i>Appropriated Federal Drug Funds</i>	<i>-</i>	5,033	<i>5,033</i>
<i>Fund Balance (General Fund) Appropriation</i>	<i>735,923</i>	62,000	<i>797,923</i>
Fund Balance (Powell Bill) Appropriation	325,000	-	325,000
Total Anticipated Revenues	<u>11,402,405</u>	<u>67,728</u>	<u>11,470,133</u>

Authorized Expenditures

	<u>Current Budget</u>	<u>Increase/Decrease</u>	<u>Revised Budget</u>
Governing Board	94,337	-	94,337
Administration	1,485,746	-	1,485,746
Police	3,259,655	67,033	3,326,688
Fire	2,513,038	150	2,513,188
Public Works	2,253,804	-	2,253,804
Powell Bill	420,000	-	420,000
Recreation	940,150	-	940,150
Library	367,175	545	367,720
Cemetery	28,500	-	28,500
Contingency	40,000	-	40,000
Total Authorized Expenditures	<u>11,402,405</u>	<u>67,728</u>	<u>11,470,133</u>
	0	0	0

SECTION II. WATER & SEWER

	<u>Current Budget</u>	<u>Increase/Decrease</u>	<u>Revised Budget</u>
Anticipated W&S Revenues			
<u>Water Revenues</u>			
Water Service Fees	1,007,700	-	1,007,700
Tapping Fees	5,000	-	5,000
Meter Setting	10,000	-	10,000
Reconnection Fees	50,000	-	50,000
Miscellaneous Revenues	12,000	-	12,000
Insurance Proceeds	-	15,586	15,586
Retained Earnings Appropriation	131,039	-	131,039
Total Anticipated Water Revenues	<u>1,215,739</u>	<u>15,586</u>	<u>1,231,325</u>
<u>Sewer Revenues</u>			
Sewer Service Fees	2,180,000	-	2,180,000
Tapping Fees	5,000	-	5,000
Meter Setting	10,000	-	10,000
Reconnection Fees	50,000	-	50,000
Miscellaneous Revenues	12,000	-	12,000
Retained Earnings Appropriation	372,375	-	372,375
Total Anticipated Sewer Revenues	<u>2,629,375</u>	<u>-</u>	<u>2,629,375</u>
Total Anticipated W&S Revenues	<u>3,845,114</u>	<u>15,586</u>	<u>3,860,700</u>
Authorized W&S Expenditures			
Water Expenditures	1,215,739	15,586	1,231,325
Sewer Expenditures	2,629,375	-	2,629,375
Total Authorized Expenditures	<u>3,845,114</u>	<u>15,586</u>	<u>3,860,700</u>
	-	-	-

SECTION III. PERPETUAL CARE FUND

<i>Anticipated Revenues</i>	2,700	-	2,700
<i>Authorized Expenditures</i>	2,700	-	2,700

SECTION IV. WATER AIA GRANT SPECIAL REVENUE FUND

<i>Anticipated Revenues</i>	200,000	-	200,000
<i>Authorized Expenditures</i>	200,000	-	200,000

SECTION V. SEWER AIA GRANT SPECIAL REVENUE FUND

<i>Anticipated Revenues</i>	200,000	-	200,000
<i>Authorized Expenditures</i>	200,000	-	200,000

SECTION VI. WATER TANK CAPITAL PROJECT FUND

<i>Anticipated Revenues</i>	3,300,000	-	3,300,000
<i>Authorized Expenditures</i>	3,300,000	-	3,300,000

SECTION VI. TAX RATE ESTABLISHED

An ad valorem tax rate of \$0.49 per \$100 at full valuation is hereby established as the official tax rate for the Town of Gibsonville for the fiscal year 2024. This rate is based on a total valuation of property of \$1,087,318,941 and an estimated collection rate of 99.00%.

SECTION VII.

Charges for services and fees by Town Departments are levied in the amounts set forth in the Fee Schedule (See Attachment A).

SECTION VIII. SPECIAL AUTHORIZATION - BUDGET OFFICER

- A. Budget Officer shall be authorized to reallocate departmental appropriations among various object of expenditures as he believes necessary.
- B. The Budget Officer shall be authorized to effect interdepartmental transfers, in the same fund, not to exceed 10% of the appropriated monies for the department whose allocations is reduced. Notation of all such transfers shall be made to the Board on the next succeeding Financial Report.
- C. He may make interfund loans for a period of not more than 60 days.
- D. Interfund transfers, established in the budget document may be accomplished without recourse to the Board.

SECTION IX. RESTRICTION - BUDGET OFFICER

- A. Interfund transfer of monies, except as noted in Section VI. Shall be accomplished by the Board authorization only.
- B. The utilization of any contingency appropriations shall be accomplished only with Board authorization.

SECTION X. UTILIZATION OF BUDGET ORDINANCE

This Ordinance Amendment and the Budget Document shall be the basis of the financial plan for the Gibsonville Municipal Government during the 2024 fiscal year. The Budget Officer shall administer the budget and shall insure that operating officials are provided guidance and sufficient details to implement their appropriate portion of the budget. The accounting section shall establish records which are consonance with the Budget and this Ordinance and the appropriate statute of the State of North Carolina.

Amended this the 16th day of October, 2023.

Attest:

Mayor of Gibsonville, NC

Town Clerk of Gibsonville, NC