

**TOWN OF LEWISVILLE
ORDINANCE NUMBER 2015045
FISCAL YEAR 2015-2016 BUDGET**

BE IT ORDAINED by the Town Council of the Town of Lewisville, North Carolina:

Section 1: The following amounts are hereby appropriated in the General Fund for the operation of the Town Government and its activities for the fiscal year beginning July 1, 2015 and ending June 30, 2016, in accordance with the chart of accounts heretofore established for the Town:

Governing Body	\$ 280,550
Administration Department	\$ 521,950
Student Leadership Committee	\$ 500
Finance Department	\$ 196,840
Debt Service General Fund	\$ 317,470
Beautification Committee	\$ 43,150
Public Works Department	\$ 457,540
Powell Bill	\$ 353,630
Stormwater	\$ 91,800
Solid Waste	\$ 700,060
Recycling Committee	\$ 16,850
Community Policing Department	\$ 533,450
Public Safety Department	\$ 200
Streets Department	\$ 263,710
Planning & Zoning Department	\$ 147,380
Parks and Recreation Department	\$ 143,840
TOTAL DEPARTMENTAL APPROPRIATIONS	\$ 4,068,920

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Section 2: It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2015, and ending June 30, 2016:

Ad-Valorem Property Tax	\$ 2,083,530
Tax Penalties & Interest	\$ 2,000
Sales Tax	\$ 747,030
Local Occupancy Tax	\$ 29,500
CATV Franchise Tax	\$ 27,000
Video Programming Sales Tax	\$ 153,690
Utility Franchise Tax - Electricity	\$ 382,000
Sales Tax on Piped Natural Gas	\$ 14,000
Telecommunications Tax	\$ 52,380
Recreational Facilities Rental Fees	\$ 3,000
Parking Violations	\$ 500
Event Fees/Sales	\$ 1,700
Magistrate Facility Fees	\$ 23,500
Investment Revenue	\$ 370
Beer & Wine Tax	\$ 55,250
ABC Revenue	\$ 82,000
Powell Bill Street Aid Distribution	\$ 353,630
Miscellaneous Revenue	\$ 200
Gas Tax Refund	\$ 200
Solid Waste Disposal Tax	\$ 7,600
Fund Balance Appropriated - General Fund	\$ 49,840
TOTAL REVENUES	\$ 4,068,920

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Section 3: The following amounts are hereby appropriated in the Special Revenue Fund for the operation and activities of the Willow Run Municipal Service District for the fiscal year beginning July 1, 2015, and ending June 30, 2016, in accordance with the chart of accounts heretofore established for the Municipal Service District:

Legal Expense	\$	1,000
Supplies	\$	2,500
Contracted Services	\$	22,190
TOTAL	\$	25,690

Section 4: It is estimated that the following revenues will be available in the Willow Run Municipal Service District Special Revenue Fund for the fiscal year beginning July 1, 2015, and ending June 30, 2016:

Ad-Valorem Property Tax	\$	25,690
TOTAL	\$	25,690

Section 5: The following amount is hereby appropriated in the Great Wagon Road Right-of-Way Acquisition/ Construction Capital Reserve Fund for the fiscal year beginning July 1, 2015, and ending June 30, 2016, in accordance with the chart of accounts heretofore approved for the Town:

Reserve for future expenditures:	\$125,000
TOTAL	\$125,000

Section 6: The following revenues will be available in the Great Wagon Road Right-of-Way Acquisition/ Construction Capital Reserve Fund for the fiscal year beginning July 1, 2015, and ending June 30, 2016:

Transfer from General Fund:	\$125,000
TOTAL	\$125,000

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Section 7: The following amount is hereby appropriated in the Stormwater Capital Reserve Fund for the fiscal year beginning July 1, 2015, and ending June 30, 2016, in accordance with the chart of accounts heretofore approved for the Town:

Reserve for future expenditures:	\$ 25,000
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Section 8: The following revenues will be available in the Stormwater Capital Reserve Fund for the fiscal year beginning July 1, 2015, and ending June 30, 2016:

Transfer from General Fund	\$ 25,000
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Section 9: The following amount is hereby appropriated in the Municipal Buildings and Land Capital Reserve Fund for the fiscal year beginning July 1, 2015, and ending June 30, 2016, in accordance with the chart of accounts heretofore approved for the Town:

Reserve for future expenditures:	\$100,000
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TOTAL	\$100,000
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Section 10: The following revenues will be available in the Municipal Buildings and Land Capital Reserve Fund for the fiscal year beginning July 1, 2015, and ending June 30, 2016:

Transfer from General Fund	\$100,000
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TOTAL	\$100,000
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Section 11: The following amount is hereby appropriated in the Sidewalks/Bike Paths/Greenways Construction Capital Reserve Fund for the fiscal year beginning July 1, 2015, and ending June 30, 2016, in accordance with the chart of accounts heretofore approved for the Town:

Reserve for future expenditures:	\$ 25,000
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Section 12: The following revenues will be available in the Sidewalks/Bike Paths/Greenways Construction Capital Reserve Fund for the fiscal year beginning July 1, 2015, and ending June 30, 2016:

Transfer from General Fund	\$ 25,000
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Section 13:

(A) For the Town of Lewisville: There is hereby levied a tax rate of seventeen and seven tenths cents (17.7¢) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2015, for the purpose of raising the revenue listed as "Ad-Valorem Property Tax" in the General Fund in Section 2 of this ordinance.

This rate is based on a total valuation of property for the purpose of taxation of \$1,213,542,004 and an estimated rate of collection of 97%. The estimated rate of collection is based on the fiscal 2013-2014 collection rate of 98.92%.

(B) For the Willow Run Municipal Service District: There is hereby levied a tax rate of five cents (4.5¢) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2015, for the purpose of raising the revenue listed as "Ad-Valorem Property Tax" in the Special Revenue Fund in Section 4 of this ordinance.

This rate is based on a total valuation of property for the purpose of taxation of \$58,840,896 and an estimated rate of collection of 97%.

Section 14: GWR R-O-W/Construction Capital Project Fund is included as a part of this budget ordinance.

Section 15: Capital Project Harper Road Lift Station is included as part of this budget ordinance.

Section 16: Capital Project Fund Maintenance Facility/Playground Expansion at Jack Warren Park is included as part of this budget ordinance.

Section 17: Shallowford Road Roundabout Construction Grant Project is included as part of this budget ordinance.

Section 18: Capital Project - Stormwater Repairs.

Section 19: Lewisville-Vienna Road Sidewalk Extension Grant Project is included as part of this budget ordinance.

Section 20: Estimated event fees/sales in the amount of \$1,700.⁰⁰ and collected during FY 2014-2015 and along with \$3,350 from the General Fund have been included by the Town Council to be expended on events during FY 2015-2016. Events expenditures are calculated at \$5.50 per person using the estimated population count of 13,000. This equals \$71,500. Estimated events expense for FY 2015-2016 is \$76,550.⁰⁰. Upon completion of the FY 2014-2015 audit, event fees/sales will be reviewed for comparison to estimates.

Section 21: Travel Per Diem Rates, and Fee Schedules are hereby established in accordance with Appendix A and C attached hereto.

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Section 22: Salary range minimums and maximums for town staff and town manager are hereby established in accordance with Appendix B attached hereto.

Section : a. The Town Manager shall have the authority per G.S. 159-15 to transfer appropriations from one line item to another line item within a departmental budget. These changes should not result in increases in recurring obligations such as salaries. The manager is further authorized to transfer funds from one appropriation to another in a different department within the same fund with a maximum of \$10,000 provided that such transfer shall be reported to the Town Council at its next regular meeting and shall be entered in the minutes. No additional transfers shall be made between funds, except as approved by the Town Council in the Budget Ordinance as amended. The Town Manager shall have the authority to approve and execute contracts in amounts not to exceed \$10,000. The manager has the authority to make a change order to an existing paving contract not to exceed \$40,000.

b. The manager shall not hire or authorize the hiring of employees that will result in more than the equivalent of 11.0 full time permanent employees to be paid.

Section 23: Appendix A Lodging Plus Per Diem Rates FY 2015-2016 is herein incorporated into this ordinance.

Section 24: Appendix B Salary Ranges by Pay Grade is herein incorporated into this ordinance.

Section 25: Appendix C Fiscal Year 2015-2016 Fee Schedule is herein incorporated into this ordinance.

Section 26: Copies of this Budget Ordinance shall be furnished to the Finance Officer, the Budget Officer and Town Clerk, to be kept on file by them for their direction in the disbursement of funds.

NOW, THEREFORE, this Ordinance is adopted this the 11th day of June, 2015, by the Lewisville Town Council.

ATTEST:

Joyce C. McWilliams Walker
Town Clerk

Dan R. Pugh
Mayor

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APPENDIX A

LODGING PLUS PER DIEM RATES FY 2015-2016

1. Reference Town of Lewisville Personnel Policy Resolution section 8-2 (Seminars and Training) the following per diem rates are enacted for FY 2015-2016:

- a. Authorized travelers will be reimbursed for the full cost of overnight lodging accommodations plus the following meal rates, except as stated in paragraph 5 below:

<u>Application Time</u>	<u>Meal</u>	<u>Rate</u>
7:00 A.M.	Breakfast	\$ 10.00
12:00 Noon	Lunch	\$ 10.00
6:00 P.M.	Dinner	\$ 25.00
	Total	\$ 45.00

- b. Exception to 1. a.: When Council and/or Town Staff dine together as part of a group function, one (1) town credit card will be used for payment and total meal expenses will be equally divided among all participants and posted accordingly to the appropriate departmental expense. Individual meal rates for this function may be over or under per diem rates. No reimbursement shall be made for these expenses.

2. Partial day per diem will be based on meal rate deductions which will be determined by the time of departure from and return to Lewisville. Departure from Lewisville or the traveler's regular place of business prior to the next application time will qualify the traveler for the appropriate meal rate. Return to Lewisville or the traveler's regular place of business prior to the application time will result in non-payment of the corresponding meal rate.

3. Meals provided by the sponsor of a conference or meeting will result in the corresponding meal rate deduction. The traveler is required to report meals provided or consumed in flight when traveling by air, if meals are included in the hotel/motel room rate, or if meals are provided as a part of the attended program. Meals provided by the hotel/motel in which the traveler resides may be optional. For example, should continental breakfast be inadequate the traveler may option not to consume the provided meal and obtain a meal from an alternate source and be reimbursed at the corresponding per diem rate.

4. Traveler must complete a Town Travel Reimbursement claim form in order to receive payment for official travel, including local official travel mileage reimbursement claims. Lodging receipts, airline tickets, and other claims for reimbursement must be attached to the claim form. Receipts for meal expenses are not required except when using Town credit cards.

5. During FY 2015-2016 use of privately owned vehicles (POV) while conducting official town business will be reimbursed at the same rate established by the IRS. Employees and other Town Officials receiving an automobile allowance will not be reimbursed mileage when using their POV for official travel within the state.

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APPENDIX B

SALARY RANGES BY PAY GRADE

Pay Grade	Salary Range	
	Minimum	Maximum
5	\$64,550	\$93,887
4	\$52,812	\$76,284
3	\$35,209	\$58,681
2	\$29,340	\$46,944
1	\$23,472	\$35,209

Pay Grade

Classifications

5	Finance Director, Assistant Manager
4	Planner, Public Works Director, Town Clerk
3	Public Information Officer, Events Programing Supervisor, Stormwater Administrator
2	Maintenance Technician, Receptionist, Accounting Clerk I
1	Laborer

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Fiscal Year 2015 - 2016 Fee Schedule

Appendix C - See Attached

Cancellations of Reservations for Use of Town Facilities:

Cancellation prior to 30 days before rental reservation date	Full Refund
Cancellation prior to 15 days but less than 30 days:	
Resident or non-resident	50% of base rental fee
Non-Resident, Business or Commercial	Forfeit Surcharge
Cancellation 15 days or less before rental reservation date	Forfeit All Fees Paid

Other

Renters subject to policies established by the Parks, Recreation and Cultural Development Board and Town Code both as approved by Town Council.

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**APPENDIX C
FEE SCHEDULE**

Resource			<u>Account #</u>
Facility Rental and Associated Fees	Fees for 4 hours	Sur- Charge	
Comm Ctr: Flr 1 or 2 Resident	\$35	-	10-00-3343-4000
Comm Ctr: Flr 1 or 2 Non-Resident	\$35	\$100	10-00-3343-4000
Comm Ctr: Flr 1 w/Kitchen Resident	\$55	-	10-00-3343-4000
Comm Ctr: Flr 1 w/Kitchen Non-Resident	\$55	\$100	10-00-3343-4000
Comm Ctr: Entire Bldg w/Kitchen Resident	\$85	-	10-00-3343-4000
Comm Ctr: Entire Bldg w/Kitchen Non-Resident	\$85	\$100	10-00-3343-4000
Town Square Pavilion Resident	\$35		10-00-3343-4000
Town Square Pavilion Non-Resident	\$35	\$100	10-00-3343-4000
Jack Warren Park Pavilion Resident	\$35		10-00-3343-4000
Jack Warren Park Pavilion Non-Resident	\$35	\$100	10-00-3343-4000
(Additional hours are priced at \$15 per hour)			

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Officer Fees (minimum 4 hrs each) (Required to serve alcohol [minimum 2] and Large events support) (Required for high attendance events)	\$28 per hour per officer \$33 per hour for supervisors		10-00-3344-4000
Cleaning Deposit	\$200		10-00-2160-1000
<u>Event Fees</u>			
Parks and Recreation Program Fees	\$0		10-00-3302-3001
Fee to be determined by cost of program			
Planning & Zoning Fees			
Re-zoning Petitions * & Development Fees			
General Use All Districts	\$1200		10-00-3352-4000
Developer Request Change	\$900		10-00-3352-4000
Town Request Change	\$0		10-00-3352-4000
Special Use District Zoning	\$1500		10-00-3352-4000
Developer Request Change	\$900		10-00-3352-4000
Town Request Change	\$0		10-00-3352-4000
Site Plan Major (5 acres or greater)	\$1500		10-00-3352-4000
Site Plan Minor (less than 5 acres)	\$1000		10-00-3352-4000

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Site Plan Amendment	\$500		10-00-3352-4000
Zoning Text Amendment	\$900		10-00-3352-4000
Special Use Permit by Elected Body	\$1100		10-00-3352-4000
Final Development Plan	\$1500		10-00-3352-4000
Staff and Minor Changes	\$150		10-00-3352-4000
Planning Board Review	\$600		10-00-3352-4000
Amending Uses	\$900		10-00-3352-4000
Subdivision Fees			
Subdivision Major	\$1500		10-00-3352-4000
Subdivision Minor	\$500		10-00-3352-4000
Deed Approval	\$150		10-00-3352-4000
Recombination Plat - Exception	\$175		10-00-3352-4000
Final Plat Approval	\$500		10-00-3352-4000
Zoning Certification Letter	\$25		10-00-3352-4000
Planning Staff Sub-division Denial Appeal	\$50		10-00-3352-4000
Driveway Permit Fees			
Residential	\$45		10-00-3352-4000
Commercial	\$250		10-00-3352-4000
Map Printing & Other Planning & Zoning Fees			
Zoning Board of Adjustment Fees (See Winston-Salem Fee Schedule)			

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Land Use, Zoning, and Special Map Copies	\$25.00		10-00-3352-4000
Miscellaneous Planning & Zoning Publications	Per page		10-00-3352-4000
Black & White	2¢		
Color	5¢		
Outside vendor copy	Cost		
Street Name Change (resident initiated)	\$200 + Cost		10-00-3352-4000
Street Closing Request (resident initiated)	\$400		10-00-3352-4000
Temporary Sign Permits	\$35		10-00-3328-0000
Stormwater Fees			
Stormwater Application	\$100		10-00-3329-0000
Stormwater Plan Review	\$600		10-00-3329-0000
Stormwater Plan Re-submittal	\$0		10-00-3329-0100
Stormwater Variance Fee	\$70		10-00-3329-0000
Miscellaneous Fees			
MSD Fishing License	\$100		10-00-3839-8000
Unkept lot administrative fee	\$50		10-00-3839-8000
Unkept lot contractor abatement			
Operator	\$100 per hr		10-00-3839-8000
Equipment	\$100 per hr		10-00-3839-8000
Photo Copies	Per page		10-00-3839-8000
Black & White	2¢		
Color	5¢		
Outside vendor copy	Cost		

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Comprehensive Plan Copy (1 copy per household for residents - free)	\$25.00		10-00-3839-8000
Lewisville Street Map	\$3.00		10-00-3839-8000
Paver Bricks	\$150		10-00-3839-8000
Check returned for Insufficient Funds	\$25		10-00-3839-8000
CD & Tape Fees (minutes) (1 copy per household for residents - free)	\$2		10-00-3839-8000
Budget Copies (1 copy per household for residents - free)	\$3		10-00-3839-8000
Permit Application Fee for itinerant merchants and peddlers	\$10		10-00-3125-0001
LBC Landscaping Book	\$5		10-00-3839-8000

* Fee includes posting of signs on the property, legal advertising and, if applicable, the mailing of letters to adjoining property owners.