

**TOWN OF LEWISVILLE
ORDINANCE NUMBER 2018001
FISCAL YEAR 2018-2019 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, 2018 and ending June 30, 2019, in accordance with the chart of accounts heretofore established for the Town:

Governing Body	\$	396,210
Administration Department	\$	578,090
Student Leadership Committee	\$	700
Finance Department	\$	212,430
Debt Service General Fund	\$	207,300
Beautification Committee	\$	71,480
Public Works Department	\$	440,600
Powell Bill	\$	347,000
Stormwater	\$	157,644
Solid Waste	\$	784,480
Recycling Committee	\$	2,095
Community Policing Department	\$	618,400
Public Safety Department	\$	8,160
Streets Department	\$	253,320
Planning & Zoning Department	\$	245,164
Parks and Recreation Department	\$	203,170
TOTAL DEPARTMENTAL APPROPRIATIONS	\$	4,526,243

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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, 2018, and ending June 30, 2019:

Ad Valorem Property Tax	\$ 2,337,950
Tax Penalties & Interest	\$ 4,000
Sales Tax	\$ 802,320
Local Occupancy Tax	\$ 37,540
CATV Franchise Tax	\$ 8,000
Video Programming Sales Tax	\$ 144,820
Electricity Sales Tax	\$ 421,800
Sales Tax on Piped Natural Gas	\$ 16,120
Telecommunications Sales Tax	\$ 39,780
Recreational Facilities Rental Fees	\$ 4,500
Recreational Facilities Rental Fees - Non Residents	\$ 800
Magistrate Facility Fees	\$ 19,000
Investment Revenue	\$ 30,000
Beer & Wine Tax	\$ 56,100
ABC Revenue	\$ 140,000
Powell Bill Street Aid Distribution	\$ 347,000
Miscellaneous Revenue	\$ 5,000
Gas Tax Refund	\$ 200
Solid Waste Disposal Tax	\$ 8,940
Planning and Developer Fees	\$ 3,000
Fund Balance Appropriated - General Fund	\$ 99,373
TOTAL REVENUES	\$ 4,526,243

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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, 2018, and ending June 30, 2019, in accordance with the chart of accounts heretofore established for the Municipal Service District:

Legal Expense	\$	1,000
Supplies	\$	2,000
Contracted Services	\$	25,630
TOTAL	\$	28,630

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, 2018, and ending June 30, 2019:

Ad Valorem Property Tax	\$	28,630
TOTAL	\$	28,630

Section 5: The following amount is hereby appropriated in the Great Wagon Road Right-of-Way/Construction Capital Reserve Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019, in accordance with the chart of accounts heretofore approved for the Town:

Reserve for future expenditures	\$115,000
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Section 6: The following revenue will be available in the Great Wagon Road Right-of-Way/Construction Capital Reserve Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019:

Transfer from General Fund	\$115,000
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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, 2018, and ending June 30, 2019, in accordance with the chart of accounts heretofore approved for the Town:

Reserve for future expenditures	\$ 95,000
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Section 8: The following revenue will be available in the Stormwater Capital Reserve Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019:

Transfer from General Fund	\$ 95,000
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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, 2018, and ending June 30, 2019, in accordance with the chart of accounts heretofore approved for the Town:

Reserve for future expenditures	\$170,000
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Section 10: The following revenue will be available in the Municipal Buildings and Land Capital Reserve Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019:

Transfer from General Fund	\$170,000
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Section 11: The following amount is hereby appropriated in the Sidewalks/Bike Paths/Greenways Capital Reserve Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019, 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 revenue will be available in the Sidewalks/Bike Paths/Greenways Capital Reserve Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019:

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, 2018, 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 \$1,361,726,206 and an estimated rate of collection of 97%. The estimated rate of collection is based on the fiscal 2016-2017 collection rate of 99.59%.

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(B) For the Willow Run Municipal Service District: There is hereby levied a tax rate of four and one half cents (4.5¢) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2018, 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 \$65,589,703 and an estimated rate of collection of 97%.

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

Section 15: Jack Warren Park Maintenance Facility/Playground Expansion Capital Projects Fund is included as part of this budget ordinance.

Section 16: Gateway Project Capital Projects Fund is included as part of this budget ordinance.

Section 17: Heritage Drive Regional Storm Water Pond #1 Capital Projects Fund is included as a part of this budget ordinance.

Section 18: Events expenditures are calculated at \$6.50 per resident using the estimated population count of 13,120. This equals \$85,280.

Section 19: Travel Per Diem Rates and Fee Schedules are hereby established in accordance with Appendix A and C attached hereto.

Section 20: Salary range minimums and maximums for town staff are hereby established in accordance with Appendix B attached hereto.

Section 21. 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.

Section 22. The manager shall not hire or authorize the hiring of employees that will result in more than the equivalent of 9.5 full time permanent employees and a seasonal part-time employee to be paid.

Section 23: Appendix A Lodging Plus Per Diem Rates FY 2018-2019 is herein incorporated into this ordinance.


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

Section 25: Appendix C Fiscal Year 2018-2019 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 14th day of June, 2018, by the Lewisville Town Council.



Mike Horn, Mayor

ATTEST: 
Joyce C. McWilliams Walker, Town Clerk



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APPENDIX A

LODGING PLUS PER DIEM RATES FY 2018-2019

1. Reference Town of Lewisville Personnel Policy Resolution section 8-3 (Seminars and Training) the following per diem rates are enacted for FY 2018-2019:

- a. Authorized travelers will be reimbursed for the full cost of overnight lodging accommodations plus the following meal rates, except as stated in paragraph 1b. 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	<u>\$ 25.00</u>
	Total	<u>\$ 45.00</u>

- 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 have the 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 2018-2019 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
6	\$68,359	\$105,956
5	\$55,928	\$90,604
4	\$49,953	\$74,930
3	\$37,286	\$62,144
2	\$31,071	\$49,715
1	\$24,857	\$37,286

Pay Grade

Classifications

6	Finance Officer, Assistant Manager
5	Planner, Public Works Director
4	Town Clerk
3	Communications Specialist, Office Manager/ Events Coordinator, Stormwater Administrator
2	Maintenance Technician, Accounting Clerk I
1	Laborer

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Fiscal Year 2018 - 2019 Fee Schedule

Appendix C - See Attached

Cancellations of Reservations for Use of Town Facilities:

Cancellation 30 days prior to event	Full Refund
Cancellation 15 days to 29 days prior to event:	
Resident or non-resident	50% of base rental fee
Non-Resident	Forfeit Surcharge
Cancellation 14 days or less prior to event	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)	\$30 per hour per officer \$35 per hour for supervisors		10-00-3344-4000
Cleaning Deposit	\$200		10-00-2160-1000
Event Fees			
Parks and Recreation Program Fees			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

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Site Plan Minor (less than 5 acres)	\$1000		10-00-3352-4000
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 & Inspection 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 Black & White Color Outside vendor copy	Per page 2¢ 5¢ Cost		10-00-3352-4000
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 Black & White Color Outside vendor copy	Per page 2¢ 5¢ Cost		10-00-3839-8000

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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
Board of Election filing fee for the offices of Mayor and Council Member payable to the Forsyth County Board of Elections	\$5		
Traffic Control Measures (See Policy)			10-00-3303-3000

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