

**ORDINANCE 2015024 OF THE LEWISVILLE TOWN COUNCIL  
AMENDING CHAPTER 13-6 OF THE LEWISVILLE TOWN CODE  
PHASE II STORMWATER ADVISORY & EDUCATION COMMITTEE**

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**WHEREAS** there is an need to educate the public on stormwater issues; and

**WHEREAS**, the Town Council wishes to involve as many citizens as possible in the municipal process by allowing non-residents to participate;

**NOW, THEREFORE, BE IT RESOLVED THAT THE LEWISVILLE TOWN COUNCIL** amends *The Lewisville Phase II Stormwater Advisory and Education Committee* Charter as follows and updates Chapter 13-6 of the Town Code:

1. **NAME OF COMMITTEE:** The *Lewisville Phase II Stormwater Advisory and Education Committee* referred herein as the Committee.
2. **TYPE OF COMMITTEE:** The Committee shall be an advisory committee to the Town Council.
3. **MISSION:** Review the Administrative Manual to determine if it is functioning effectively; provide public education and outreach to Lewisville citizens, businesses and area schools; and help in the coordination and participation of clean up events to keep tributaries debris and litter free.
4. **DEPARTMENT FUNDING:**
  - a. The Committee shall coordinate an annual budget for the Stormwater Department with the Town Manager by February 28<sup>th</sup> for approval by Town Council.
  - b. Expenditures must follow the town's financial procedures.
5. **MEMBERSHIP:**
  - a. The Committee shall consist of an appropriate number of members, each serving without compensation.
  - b. Citizens wishing to serve on the Committee shall submit a letter of request and application form to the Town Clerk requesting appointment. The Town Clerk will forward to Council for action.
  - c. Persons desiring membership to the committee who do not reside within the corporate limits of the town may request appointment; however, he/she would be appointed as an ex-officio member and will not have voting privileges.
6. **TERMS OF APPOINTMENT**
  - a. Committee members shall be appointed by the Town Council, each to serve a two year term renewable without limitation to the number of consecutive terms.

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- b. Appointments shall be for two years expiring on March 31, following municipal elections.
  - (1) In 2006, Council determined that all terms should commence on April 1 and end on March 31.
- c. Committee members who wish to resign their position shall submit a resignation to the Town Clerk who shall provide to Council for acceptance.
- d. The Committee shall have a meetings attendance policy such that members failing to attend three consecutive regular Committee meetings, without notification to the Chair or Town Clerk, shall have their membership subject to review by Council.

7. **COMMITTEE STRUCTURE**

- a. Chair: The committee membership shall select from among themselves a chair.
  - i. The Chair shall serve for two years.
  - ii. The Chair shall be selected at the next scheduled committee meeting after April 1 following the March Council meeting that follows municipal elections.
- b. Vice-Chair: The Committee membership shall select from among themselves a vice-chair.
  - i. The Vice Chair shall serve for two years.
  - ii. The Vice Chair shall be selected at the next scheduled committee meeting after April 1 following the March Council meeting that follows municipal elections.

8. **EX-OFFICIO MEMBERSHIP:** Persons occupying the following positions shall, by appointment to the position, serve in an ex-officio capacity on the Committee:

- a. Town Manager or designee
- b. Public Works Director/Stormwater Administrator

9. **PROJECTS:** The Committee shall obtain project approval of the appropriate Department Director, Town Manager, or Town Council depending on the project cost and the current budget and expenditure authority of the appropriate town official.

10. **MEETINGS:**

- a. The Committee shall establish its own regular meeting schedule.

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- b. The Committee shall be required to meet on an as needed basis.
  - c. All Committee meetings are subject to the North Carolina Open Meetings Statutes.
  - d. The Committee meetings schedule shall be provided to the Town Clerk who shall make all the necessary announcements and postings.
  - e. Minutes of all meetings shall be maintained in accordance with the Public Records laws and regulations with approved Committee meeting minutes submitted to the Town Clerk for the appropriate filing, posting and distribution to Council.
  - f. Three members, one of which must be the Chair or Vice-Chair, constitute a quorum.
11. **MEETING NOTICES**: The Chair shall coordinate and request the Town Clerk to announce meetings of the *Lewisville Phase II Stormwater Advisory and Education Committee*.
12. **REPORTS**:
- a. The Committee Chair shall submit a report of its activities and other important matters to the Town Council upon request.
  - b. The Committee Chair shall submit to Council a report of activities related to the NPDES Phase II Permit.
13. **REQUESTS**
- a. All official requests should be in writing from the committee chair and must be presented to the Town Manager.

**Amendment 1 October 9, 2008**

**Amendment 2 October 9, 2014**

**Adopted this the 12<sup>th</sup> Day of February, 2015 by the Lewisville Town Council.**

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Dan R. Pugh, Mayor

ATTEST:

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Joyce C. McWilliams Walker, Town Clerk

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