

**Lewisville Town Council**  
**Regular Meeting Agenda**  
**March 9, 2023 – 7:00 PM**  
**Lewisville Town Hall 1<sup>st</sup> Floor Council Chambers**  
**6510 Shallowford Road**

**1. Call to Order:**

- A. Roll Call
- B. Invocation – Retired Pastor Tom Lee, Lewisville United Methodist Church
- C. Pledge of Allegiance – Mayor Pro Tem Jeanne Marie Foster
- D. Adoption of Agenda

**2. Consent Agenda**

- A. Resolution 2023-014– Financial statements for the seven months ended January 31, 2023 – [\(Attachment #1\)](#)
- B. Approval of Council Retreat Minutes – January 27-28, 2023 [\(Attachment #2\)](#)
- C. Approval of Agenda Briefing Minutes – February 2, 2023 [\(Attachment #3\)](#)
- D. Approval of Special Called Meeting Minutes – February 21, 2023 [\(Attachment #4\)](#)
- E. Approval of Closed Session Minutes – February 21, 2023
- F. Resolution 2023-015 – Accept Resignation of Genevieve Athens – Lewisville Beautification Committee [\(Attachment #5\)](#)

**3. Introductions, Recognitions, Presentations and/or Proclamations**

- A. Presentations
  - i. I’m One of the Reasons Lewisville is a Great Place to Live
    - a. Merrikay Brown [\(Attachment #6\)](#)
  - ii. Sheriff’s Office

**4. Public Forum**

- A. Residents should register with the Town Clerk and limit their comments to three (3) minutes.
- B. Written comments are also available.

**5. Public Hearing(s)**

- A. Willow Run Municipal Service District proposed charter change – eliminate term limits
  - i. Staff presentation
  - ii. Public hearing
  - iii. Council discussion
  - iv. Consideration of Ordinance 2023-005 [\(Attachment #7\)](#)

**6. Appointment(s)**

- A. Boards
  - i. Parks, Recreation & Cultural Development (Appoint 2)
  - ii. Planning (Appoint 2)
  - iii. Willow Run Municipal Service District
    - a. Area 2 (Appoint 1)
    - b. Area 5 (Appoint 1)
    - c. At-Large (Appoint 1)

- iv. Zoning Board of Adjustment
  - a. Permanent Member (Appoint 3)
  - b. Alternate Member (Appoint 1)
- B. Committees
  - i. Public Art Advisory (Appoint 5)
  - ii. Public Safety Advisory
    - a. Appointment Order 2023-003 – Veronica Thomas ([Attachment #8](#))

## **7. Old Business**

- A. Mediated settlement agreement update

## **8. New Business**

- A. Resolution 2023-016 – Authorizing Town Manager to sign Lewisville-Vienna/Robinhood Road Roundabout Supplemental Agreement - \$1,225,188 ([Attachment #9](#))
- B. Resolution 2023-017 – Authorizing Town Manager to sign Great Wagon Road rights-of-way and related documents ([Attachment #10](#))
- C. Ordinance 2023-012 – Amending Budget Ordinance 2022-001 Fee Schedule – MAWCC fees ([Attachment #11](#))
- D. Ordinance 2023-013 – Amending Budget Ordinance 2022-001 – Staffing ([Attachment #12](#))

## **9. Administrative Reports**

- A. Upcoming events and closings
  - i. April 7 – Town offices closed
- B. Clerk's Report
  - i. CityVision – April 25-27 – Concord
- C. Approvals at the Briefing and Action Meeting on March 2, 2023
  - i. Resolution 2023-013– Forsyth County Sheriff's Office Flock camera authorization
  - ii. Ordinance 2023-010 – Amending Budget Ordinance 2022-001 – To send four Council Members to CityVision 2023 - \$4,924

## **10. For the Good of the Order**

- A. Public Comments
  - i. Residents should limit their comments to three (3) minutes.
  - ii. Written comment forms are also available.
- B. Council Comments

## **11. Adjournment**



**RESOLUTION 2023-014 OF THE LEWISVILLE TOWN COUNCIL  
ACCEPTANCE AND APPROVAL OF MONTHLY DISBURSEMENTS**

**WHEREAS**, the Finance Officer has presented the Town Council with the Revenue Statement Summary and the Encumbrances and Expenditure State Summary of figures for the seven months ended January 31, 2023; and

**WHEREAS**, the Finance Officer did not report any unusual expenditures.

**NOW, THEREFORE BE IT RESOLVED THAT** the Lewisville Town Council accepts the Revenue Statement Summary and the Encumbrances and Expenditure Statement Summary for the seven months ended January 31, 2023 and incorporated herein.

Adopted this the 9<sup>th</sup> day of March 2023 by the Lewisville Town Council.

ATTEST:

\_\_\_\_\_  
Mike Horn, Mayor

\_\_\_\_\_  
Dora K. Moore, Town Clerk

**Town of Lewisville**  
**Financial Budget to Actual Report - General Fund**  
**Seven Months Ended January 31, 2023**

**General Fund**

Revenues	Budget	Revenue Year to Date	Uncollected	Percentage Collected
Property Tax Collections	\$ 2,883,926.00	\$ 2,345,477.29	\$ 538,448.71	81.33%
Sales Tax Revenue	1,057,280.00	527,063.27	530,216.73	49.85%
Other Revenues	1,399,596.00	844,898.65	554,697.35	60.37%
Transfer from ARPA Special Revenue Fund	-	-	-	0.00%
Total	5,340,802.00	\$ 3,717,439.21	\$ 1,623,362.79	69.60%
Appropriation from Fund Balance	6,824,612.98			
	<u>\$ 12,165,414.98</u>			

Departments	Budget	Expenditures Year to Date	Encumbrances Year to Date	Unencumbered and Unspent Balance	Percentage of Budget Spent or Encumbered
Governing Body	\$ 2,286,623.00	\$ 177,933.49	\$ 10,111.00	\$ 2,098,578.51	8.22%
Administration	916,853.18	417,181.68	36,497.07	463,174.43	49.48%
Finance	266,245.00	157,802.50	-	108,442.50	59.27%
Debt Service	232,400.00	232,400.00	-	-	100.00%
Planning & Zoning	465,975.00	126,068.46	8,167.49	331,739.05	28.81%
Beautification	119,302.00	86,265.69	31,169.60	1,866.71	98.44%
Community Policing	786,980.00	381,924.45	-	405,055.55	48.53%
Public Safety	16,450.00	280.00	-	16,170.00	1.70%
Public Works	508,896.00	258,060.92	47,378.35	203,456.73	60.02%
Streets	250,585.00	18,570.40	9,172.06	222,842.54	11.07%
Powell Bill	385,357.00	21,192.60	16,640.00	347,524.40	9.82%
Storm Water	183,176.00	45,660.69	92,623.14	44,892.17	75.49%
Solid Waste	917,000.00	444,950.56	-	472,049.44	48.52%
Recycling	8,595.00	881.80	150.00	7,563.20	12.00%
Parks and Recreation	600,977.80	216,910.01	173,735.03	210,332.76	65.00%
Transfers to Capital Projects Funds	3,300,000.00	676,617.00	-	2,623,383.00	20.50%
Transfers to Capital Reserves	920,000.00	920,000.00	-	-	100.00%
Total	<u>\$ 12,165,414.98</u>	<u>\$ 4,182,700.25</u>	<u>\$ 425,643.74</u>	<u>\$ 7,557,070.99</u>	37.88%

General Fund Balance 7/1/2022	\$ 7,943,133.05
Year-to-Date Increase (Decrease) FY 6/30/2023	(465,261.04)
General Fund Balance 1/31/2023	<u>\$ 7,477,872.01</u>



**Town of Lewisville**  
**Financial Budget to Actual Report - Willow Run Municipal Service District**  
**Seven Months Ended January 31, 2023**

***Willow Run Municipal Service District***

<b>Revenues</b>	<b>Budget</b>	<b>Revenue Year to Date</b>	<b>Uncollected</b>	<b>Percentage Collected</b>
Revenues	\$ 36,610.00	\$ 31,973.60	\$ 4,636.40	87.34%
Total	\$ 36,610.00	\$ 31,973.60	\$ 4,636.40	87.34%
Appropriation from Fund Balance	\$ -			
	<u>\$ 36,610.00</u>			

	<b>Budget</b>	<b>Expenditures Year to Date</b>	<b>Encumbrances Year to Date</b>	<b>Unencumbered and Unspent Balance</b>	<b>Percentage of Budget Spent or Encumbered</b>
Expenditures	\$ 36,610.00	\$ 1,200.00	\$ -	\$ 35,410.00	3.28%
Total	\$ 36,610.00	\$ 1,200.00	\$ -	\$ 35,410.00	3.28%

MSD Fund Balance 7/1/2022	\$ 192,445.34
Year-to-Date Increase (Decrease) FY 6/30/2023	30,773.60
MSD Fund Balance 1/31/2023	<u>\$ 223,218.94</u>

**Town of Lewisville  
Other Funds  
January 31, 2023**

<b>Capital Reserve Funds</b>					
	Balance 7/1/2022	Transfers In	Transfers Out	Investment Earnings	Balance 1/31/2023
GWR ROW/Construction Capital Reserve	\$ 1,051,083.99	\$ -	\$ -	\$ 18,420.53	\$ 1,069,504.52
Sidewalks, Bike Paths, and Greenways Capital Reserve	132,269.89	25,000.00	-	2,749.71	160,019.60
Municipal Buildings/Land Capital Reserve	130,369.89	-	-	2,284.76	132,654.65
Public Works Facility Capital Reserve	330,120.65	495,000.00	-	14,331.89	839,452.54
Parks & Recreation Capital Reserve	-	400,000.00	-	6,844.57	406,844.57
<b>Total</b>	<b>\$ 1,643,844.42</b>	<b>\$ 920,000.00</b>	<b>\$ -</b>	<b>\$ 44,631.46</b>	<b>\$ 2,608,475.88</b>

<b>Capital Projects Funds</b>							
	Balance 7/1/2022	Revenue	Expenditures	Transfers In	Transfers Out	Investment Earnings	Balance 1/31/2023
GWR ROW/Construction Capital Project	\$ 735,968.24	\$ -	\$ -	\$ -	\$ -	\$ 12,898.05	\$ 748,866.29
JWP Maintenance Facility/Playground Expansion Capital Project	20,661.31	-	-	-	-	362.09	21,023.40
Gateway Project Capital Project	191,785.19	-	(23,047.76)	676,617.00	-	1,780.77	847,135.20
Community Center Capital Project	274,674.25	-	-	-	-	2,799.63	277,473.88
Roundabout at Lewisville-Vienna Road and Robinhood Road Capital Project	217,065.93	14,308.96	(17,886.20)	-	-	4,521.74	218,010.43
<b>Total</b>	<b>\$ 1,440,154.92</b>	<b>\$ 14,308.96</b>	<b>\$ (40,933.96)</b>	<b>\$ 676,617.00</b>	<b>\$ -</b>	<b>\$ 22,362.28</b>	<b>\$ 2,112,509.20</b>

<b>American Rescue Plan Act Special Revenue Fund</b>	
American Rescue Plan Act funding received	\$ 4,024,471.50
Transferred to General Fund to reimburse for general government services - revenue replacement - Fiscal Year 2021-2022	(1,208,168.14)
Investment earnings	48,687.63
<b>American Rescue Plan Act Special Revenue Fund - Cash Balance 1/31/2023</b>	<b><u>\$ 2,864,990.99</u></b>

**Lewisville Town Council**  
**Council Retreat Minutes**  
**January 27, 2023 – 6:00 PM**  
**January 28, 2023 – 9:00 AM**  
**Mary Alice Warren Community Center – Magnolia Room**

**1. Call to Order**

- A. Mayor Horn opened the Council retreat at 6:00 PM. In attendance were Mayor Mike Horn, Mayor Pro Tem Jeanne Marie Foster and Council Members Fred Franklin, Melissa Hunt, Ken Sadler, David Smitherman, and Jane Welch. Also attending were Town Manager James Ayers, Finance Director Pam Orrell, and Town Clerk Dora Moore.
- B. Adoption of Agenda – Council Member Welch moved to approve the agenda. The motion was seconded by Council Member Hunt and approved unanimously.

**2. Introduction**

- A. Discussion of retreat activities – Manager Ayers explained the format and flow of the Council retreat. Council Members were encouraged to share their individual items of importance. Some items mentioned were operational and will be followed up on at a future time.
- B. Review of topics – Manager Ayers quickly highlighted the topics of discussion for the retreat.

**3. Policies**

- A. Use of public property – Council and staff discussed developed, undeveloped and future properties owned by the Town. Manager Ayers shared maps showing the location of Town-owned properties. *(Property map is attached to the minutes.)*
- B. Limited-service government – Manager Ayers explained what it means to be a limited-service government. The potential for a future public works facility was discussed. Service delivery framework and contracting was also discussed distinguishing self-performed work, contracting with private firms, contracting with public entities and public safety in the community.

Break 7:03 PM to 7:17 PM.

- i. Future service requests
  - a. Leaf & limb service – Additional research related to this service will be done this year.

Break 8:03 PM to 8:11 PM.

- b. Recreation expansion
  - 1. Dog park – Additional research will be done related to a potential dog park this year.
  - 2. Recreation programs – Discussion related to outdoor recreational programs was postponed to a future date.
- C. Sustainability – Advocacy and operations – Consensus was given for evaluating sustainability options for Town facilities in the future. *(Resolution 2021051 is attached to the minutes.)*
- D. Governance
  - i. Terms for members of boards & committees – Consensus was given to eliminate term limits for boards and committees.
  - ii. Terms for elected officials – Discussion of this topic was held for a future date.

**4. For the Good of the Order** – No items.

**Lewisville Town Council**  
**Council Retreat Minutes**  
**January 27, 2023 – 6:00 PM**  
**January 28, 2023 – 9:00 AM**  
**Mary Alice Warren Community Center – Magnolia Room**

5. **Recess** – Meeting was recessed at 9:08 PM to reconvene at 9:00 AM on January 28, 2023.
6. **Call to Order** - Mayor Horn reconvened the Council retreat at 9:04 AM. In attendance were Mayor Mike Horn, Mayor Pro Tem Jeanne Marie Foster and Council Members Fred Franklin, Melissa Hunt, Ken Sadler, David Smitherman, and Jane Welch. Also attending were Town Manager James Ayers, Finance Director Pam Orrell, and Town Clerk Dora Moore.
7. **Projects** – A great deal of information, discussion and suggestions were given during this portion related to current and proposed facilities and infrastructure projects, current and proposed organizational projects, and planning activities such as the Comprehensive Plan, Strategic Plan, Capital Improvement Plan, etc. Manager Ayers also explained the different phases of projects including planning, design, construction, operation and maintenance. *(A map of town project locations is attached to the minutes.)*

Break 10:08 AM to 10:20 AM.

8. **Programs**
  - A. Parks, Recreation and Cultural Development – The success and vision of special events at Town recreational facilities was discussed. Potential programming and activities as well as rentals for the community centers also discussed. Council and staff shared several suggestions on how to enhance the Town's current outdoor recreational opportunities.
  - B. Municipal services - The current scope of work as well as future service and program requests was discussed.
  - C. Community engagement – A great deal of information, discussion and suggestions were given on how to enhance community engagement, public participation, and outreach to stakeholders.

Break 11:45 AM to 12:21 PM.

9. **People** – Council and staff discussed how the governing body, appointed board and committee members and staffing is an important part of what makes Lewisville unique. A great deal of discussion and suggestions were share given on how to enhance these areas.
10. **For the Good of the Order**
11. **Adjournment** – Having no other business to discuss, Council Member Smitherman moved to adjourn the meeting at 2:01 PM. Council Member Welch seconded the motion and motion passed unanimously.

ATTEST:

\_\_\_\_\_  
Mike Horn, Mayor

\_\_\_\_\_  
Dora K. Moore, Town Clerk

**Lewisville Town Council**  
**Briefing and Action Meeting Minutes**  
**February 2, 2023 – 6:30 PM**  
**Lewisville Town Hall 2<sup>nd</sup> Floor Conference Room**  
**6510 Shallowford Road**

**1. Call to Order:**

- A. Mayor Horn opened the meeting at 6:30 PM. In attendance were Mayor Mike Horn, Mayor Pro Tem Jeanne Marie Foster and Council Members Fred Franklin (remote), Melissa Hunt, Ken Sadler (remote), and Jane Welch. Also attending were Town Manager James Ayers, Assistant Town Manager/Planning Director Stacy Tolbert, Finance Director Pam Orrell, Town Clerk Dora Moore, Public Works Director Jon Hanna, and Attorney Elliot Fus. Council Member David Smitherman was absent.
- B. Adoption of Agenda – Mayor Pro Tem Foster moved to approve the agenda as amended to include removal of item 7(F)(vi) to amend the Willow Run Municipal Service District charter and add Resolution 2023-009 to set a public hearing to amend the Willow Run Municipal Service District charter. The motion was seconded by Council Member Welch and approved unanimously.

**2. Introductions, Recognitions and Presentations for February 2, 2023 – None**

**3. Items Requiring Council Direction**

- A. Nomination – I’m One of the Reasons Lewisville is a Great Place to Live – Mayor Horn shared his nomination request for Tim Lasley to receive the *I’m One of the Reasons Lewisville is a Great Place to Live* award. Council consensus was to give this award to Mr. Lasley at the February 9 meeting. *(Nomination form is herein incorporated into the minutes.)*
- B. Winston-Salem/Forsyth County facility use request – Council consensus was to add this to the February 9 agenda under New Business.
- C. West Forsyth Preschool facility exemption request – Council consensus was to add this to the February 9 agenda under New Business.
- D. Indo US Cultural Association facility exempt request – Council consensus was to add this to the February 9 agenda under New Business and to request the organization to direct their mission to the Mary Alice Warren Community Center’s mission statement.

**4. Items Requiring Action at Briefing – None**

**5. Old Business – None**

**6. Administrative Reports**

- A. Manager
  - i. Public Works Director – Manager Ayers introduced Jon Hanna as the Town’s new Public Works Director.
  - ii. Proposed 2023 budget calendar revision – Proposed revisions to the 2023 budget calendar will be added to the February 9 agenda.
- B. Clerk
  - i. Town & State Dinner - February 22, 5 PM, Raleigh Convention Center – Let Mrs. Moore know by February 1 if you would like to attend.
  - ii. CityVision – April 25-27 – Concord

iii. Blood Drive – May 17, 1:00-5:30 PM, MAWCC

**7. Agenda Items for Regular Meeting on February 9, 2023**

**A. Tentative Agenda**

**i. Consent Agenda**

- a. Resolution 2023-006 – Financial statements for the six months ended December 31, 2022
- b. Approval of Called Meeting Minutes – December 29, 2022
- c. Approval of Closed Session Minutes – December 29, 2022
- d. Approval of Agenda Briefing Minutes – January 5, 2023
- e. Approval of Regular Meeting Minutes – January 12, 2023

**ii. Introductions, Recognitions, Presentations and/or Proclamations**

- a. Presentations
  - 1. Sheriff's office

**iii. Appointment(s)**

- a. Appointment Order 2023-001 – Christi Ritter – Lewisville Beautification Committee
- b. Appointment Order 2023-002 – Matthew O'Connor – Public Safety Advisory Committee

**iv. Public Hearings**

- a. L-103 – Conditional district rezoning request - 7.45 acres off future extension of Great Wagon Road (PIN 5875-87-6070) from RS-20 to RM-8-C by Luke Dickey; Stimmel Associates, PA
  - 1. Staff presentation
  - 2. Public hearing
  - 3. Council discussion
  - 4. Consideration of Ordinance 2023-005
    - A. Mrs. Tolbert shared the proposed site plan for townhomes on this property noting access will be off the future Great Wagon Road. The plan includes a community space and sidewalks. The project is reliant upon construction of the Great Wagon Road and water line. There is a 2-year sunset rule on plans. The developer may be able to start the construction without completing and pulling permits qualifies. Mrs. Tolbert shared comparisons of the comprehensive plans from 1997 to current showing townhomes as a possible use on the property.
- b. L-105 – Conditional district rezoning request - 1138 Lewisville-Clemmons Road from RS-9-C to RM-5-C by Ron Davis with Allegro Investment Properties, LLC
  - 1. Staff presentation
  - 2. Public hearing
  - 3. Council discussion
  - 4. Consideration of Ordinance 2023-006
    - A. Mrs. Tolbert explained the property is located on Lewisville-Clemmons Road behind Kaplan Industries and Fountainbrook. The property was rezoned a couple years ago. This request is for 60 twin homes and 2 residential homes, which are allowed in RM-5. NCDOT is requiring a turn lane on Lewisville-Clemmons Road.

**i. Old Business**

**ii. New Business**

- a. Ordinance 2023-007 – Amending Budget Ordinance 2022-001 - Increase community policing contract for mid-year salary raises and possible inflationary overages in other items - \$60,166

1. Forsyth County Sheriff's Office (FCSO) gave mid-year raises to officers and other overages are expected with the community policing contract. Mrs. Orrell shared the fourth quarter true up is typically in September, too late for a budget amendment and negatively affects the audit.
2. A fixed contract with FCSO was discussed.
- b. Ordinance 2023-008 – Amending Budget Ordinance 2022-001- Increase right-of-way maintenance in Powell Bill - \$20,000
- c. Resolution 2023-007– Awarding contract for asphalt patch on Tullyries Lane - \$10,960
- d. Resolution 2023-008– Awarding contract for sidewalk repairs - \$13,620
- e. Ordinance 2023-009 – Amending Planning Board and Zoning Board of Adjustments charter
- f. Resolution 2023-009 – Scheduling public hearing for Willow Run Municipal Service District charter amendment
  1. In order to eliminate term limits in the Willow Run Municipal Service District charter, a public hearing must first be held. The public hearing will be March 9, 2023.

**v. For the Good of the Order**

- a. It was noted that Ryan Reedy will be moving his photography business online and will be renting out the building on Lewisville-Vienna Road.
- b. Council Member Hunt inquired about the tree removals in the neighborhood on Dole Road. Mrs. Tolbert shared that the second phase of the development has begun.
- c. Council Member Hunt expressed concern about speeding on Dole Road and noted that she has requested the Forsyth County Sheriff's Office to monitor.

**vi. Adjournment** – Council Member Hunt moved to adjourn the meeting at 7:42 PM. The motion was seconded by Mayor Pro Tem Foster and approved unanimously.

ATTEST:

\_\_\_\_\_  
Mike Horn, Mayor

\_\_\_\_\_  
Dora K. Moore, Town Clerk



**Lewisville Town Council**  
**Special Meeting Minutes**  
**February 21, 2023 – 6:30 PM**  
**Lewisville Town Hall 1<sup>st</sup> Floor Conference Room - 6510 Shallowford Road**

Mayor Horn opened the special called meeting on February 21, 2023 at 6:35PM. In attendance were Mayor Mike Horn, Mayor Pro Tem Jeanne Marie Foster, and Council Members Fred Franklin and Melissa Hunt. Also in attendance were Town Manager James Ayers, Assistant Town Manager/Planner Stacy Tolbert, Town Clerk Dora Moore, Finance Director Pam Orrell, Town Attorney Bowen Houff, Attorney Elliot Fus, and Attorney Andy Santaniello. Council Members Jane Welch and David Smitherman were absent.

Mayor Pro Tem Foster moved to enter into closed session related to the attorney-client privilege pursuant to NCGS 143-318.11(a)(3) at 6:36 PM. The motion was seconded by Council Member Hunt and approved unanimously.

Council Member Ken Sadler arrived at 6:47 PM.

Council returned to open session at 8:20 PM.

Having no business to discuss, Council Member Sadler made a motion to adjourn at 8:20 PM. The motion was seconded by Council Member Franklin and approved unanimously.

ATTEST:

\_\_\_\_\_  
Mike Horn, Mayor

\_\_\_\_\_  
Dora K. Moore, Town Clerk



**RESOLUTION 2023-015 OF THE LEWISVILLE TOWN COUNCIL  
ACCEPTING RESIGNATION OF GENEVIEVE ATHENS  
FROM THE LEWISVILLE BEAUTIFICATION COMMITTEE**

**WHEREAS**, the Town of Lewisville has received notification from Genevieve Athens via email of her resignation from the Lewisville Beautification Committee; and,

**WHEREAS**, the Lewisville Beautification Committee appreciates the dedicated work of committee member Genevieve Athens.

**NOW, THEREFORE BE IT RESOLVED THAT THE LEWISVILLE TOWN COUNCIL** accepts the resignation of Genevieve Athens from the Lewisville Beautification Committee.

Resolved and effective upon adoption this the 9th day of March 2023 by the Lewisville Town Council.

ATTEST:

\_\_\_\_\_  
Mike Horn, Mayor

\_\_\_\_\_  
Dora K. Moore, Town Clerk

# I'm One of the Reasons Lewisville is a Great Place to Live

Presented to

*Merrikay Brown*

for outstanding contributions to the Town of Lewisville and residents

Lewisville Town Council

Mayor Mike Horn

March 9, 2023



**ORDINANCE 2023-010 OF THE LEWISVILLE TOWN COUNCIL  
AMENDING CHAPTER 39 OF THE TOWN CODE  
MUNICIPAL SERVICE DISTRICTS  
THE WILLOW RUN MUNICIPAL SERVICE DISTRICT**

**NOW, THEREFORE, THE LEWISVILLE TOWN COUNCIL ORDAINS THAT:**

1. Chapter 39 (Municipal Service Districts) of the Lewisville Town Code is amended to eliminate term limits.

Adopted this the 9<sup>th</sup> day of February 2023.

ATTEST:

\_\_\_\_\_  
Mike Horn, Mayor

\_\_\_\_\_  
Dora K. Moore, Town Clerk

Ordinance 2002009 - June 13, 2002  
Amendment 1 - Ordinance 2006032 - July 13, 2006  
Amendment 2 - Ordinance 2009035 - October 8, 2009  
Amendment 3 - Ordinance 2015020 - March 12, 2015  
Amendment 4 – Ordinance 2023-010 – February 9, 2023



**ORDINANCE ~~2015020~~ 2023-010 OF THE LEWISVILLE TOWN COUNCIL  
AMENDING CHAPTER 39 OF THE TOWN CODE  
MUNICIPAL SERVICE DISTRICTS  
THE WILLOW RUN MUNICIPAL SERVICE DISTRICT  
AMENDMENT 3 CLARIFYING THE SEATING OF NEW BOARD MEMBERS**

**Chapter 39  
Municipal Service Districts**

**Section 39-1 Willow Run Municipal Service District**

- A. Definitions (as pertains to Chapter 39 of the Lewisville Town Code):
1. *Authorization* refers to approving a capital project or acquisition.
  2. *Appropriation* making revenues or financing available for expenditure.
  3. *Public Dam* refers to the dams located in the Runnymede Subdivision.
  4. *Public Funds* are funds collected and expended for public purposes which must first be appropriated by the local government governing body.
- B. Purpose: The purpose of the Willow Run Municipal Service District is to maintain the lakes and dams located within the Runnymede subdivision for the purpose of maintaining the area water resources development project and permitting Municipal Service District resident use of the lakes for recreational and sporting purposes.
- C. Establishment:
1. Pursuant to Resolution 2002046, the Town Council establishes the Willow Run Municipal Service District, as described therein, upon its majority vote in accordance with its established procedures and North Carolina General Statutes.
  2. If the conditions set forth in Chapter 39, Section C.3. are met, then the Town shall acquire from the Runnymede Acres Association, Incorporated properties recorded at the Forsyth County Office of Register of Deeds and the Forsyth County Tax Office as control lot 4407004K and subordinate lot 4407006F, control lot 4471303, control lot 4471302, and control lot 4471304, (the "Lakes and Dam Property") provided, however, if the conditions are not met within one (1) year of the date of passage of this chapter, then the Service District shall be abolished.
  3. Prior to acquiring the Lakes and Dam Property, the Town shall undertake the following due diligence which shall yield results satisfactory to the Town:

Ordinance 2002009 - June 13, 2002  
Amendment 1 - Ordinance 2006032 - July 13, 2006  
Amendment 2 - Ordinance 2009035 - October 8, 2009  
Amendment 3 - Ordinance 2015020 - March 12, 2015  
Amendment 4 – Ordinance 2023-010 – February 9, 2023



**ORDINANCE ~~2015020~~ 2023-010 OF THE LEWISVILLE TOWN COUNCIL  
AMENDING CHAPTER 39 OF THE TOWN CODE  
MUNICIPAL SERVICE DISTRICTS  
THE WILLOW RUN MUNICIPAL SERVICE DISTRICT  
AMENDMENT 3 CLARIFYING THE SEATING OF NEW BOARD MEMBERS**

- a. Obtain a Survey of Lakes and Dam Property;
  - b. Obtain a Phase I Environmental Report;
  - c. Acquire sufficient evidence to demonstrate that the Association has the authority to convey the Lakes and Dam Property and carry out any additional conditions; and
  - d. Obtain any other investigations deemed to be in the best interests of the Town including, without limitation, an investigation of the integrity of the dams.
4. Should the Town Council abolish the Willow Run Municipal Service District and vote to abandon the related Town of Lewisville properties the properties shall revert to the existing or established homeowners' association.
- a. If the Town determines that the conditions of section C.3. have not been met then the Town Council may abolish the Municipal Service District at its discretion.
  - b. Action to abolish the district at any time after the acquisition of the lakes and dams properties by the Town may commence as follows:
    - (1) Town Council may pass a resolution of intent to abolish the district with such resolution being passed at least six months prior to the date of abolishment.
    - (2) Municipal Service District Advisory Board may recommend to the Town Council a resolution of abolishment for Town Council's consideration.
    - (3) The staff may prepare a report which shows that the Willow Run Municipal Service District is no longer needed to meet the needs of the district property owners. The report shall be submitted to the advisory board for their recommendation and forwarded to the Town Council who may request, based on the report and board recommendation, a resolution of intent be prepared and presented at the next regularly scheduled meeting of the Town Council.

Ordinance 2002009 - June 13, 2002  
Amendment 1 - Ordinance 2006032 - July 13, 2006  
Amendment 2 - Ordinance 2009035 - October 8, 2009  
Amendment 3 - Ordinance 2015020 - March 12, 2015  
Amendment 4 – Ordinance 2023-010 – February 9, 2023





**ORDINANCE ~~2015020~~ 2023-010 OF THE LEWISVILLE TOWN COUNCIL  
AMENDING CHAPTER 39 OF THE TOWN CODE  
MUNICIPAL SERVICE DISTRICTS  
THE WILLOW RUN MUNICIPAL SERVICE DISTRICT  
AMENDMENT 3 CLARIFYING THE SEATING OF NEW BOARD MEMBERS**

- (4) Property owners may petition for abolishment of the district. Such petition shall be considered sufficient provided 65% or more of the property owners state their desire for abolishment. Upon submission of a sufficient petition the town staff shall prepare a report to the advisory board who shall review and make a recommendation to the Town Council. Upon receipt of the petition, report, and recommendation the Town Council may request a resolution of intent be prepared and presented at the next regularly scheduled meeting of the Town Council,
- c. The resolution of intent to abolish the district:
- (1) The resolution of intent shall state the intended date of abolishment, which shall not be less than six months prior to the abolishment date.
- (2) The Town Council shall cause a notice of passage of the resolution of intent to be published in a daily newspaper having general circulation in the county no less than 14 days after passage of the resolution.
- d. Final actions to abolish the district:
- (1) Public hearing required in accordance with paragraph J. (Modification) of this chapter.
- e. Should the Willow Run Municipal Service District, at the time of abolishment, be in a deficit (debit) fund balance, abolishment of the district and abandonment of the properties shall be deferred until such time that the fund is no longer in a deficit status.
5. Notwithstanding anything contained herein, the Town may, in its discretion, choose to require transfer of the dam property only.
- D. Advisory Board:
1. Except for this initial interim advisory board named by the Town at the time of passage of
- Ordinance 2002009 - June 13, 2002  
Amendment 1 - Ordinance 2006032 - July 13, 2006  
Amendment 2 - Ordinance 2009035 - October 8, 2009  
Amendment 3 - Ordinance 2015020 - March 12, 2015  
Amendment 4 – Ordinance 2023-010 – February 9, 2023





**ORDINANCE ~~2015020~~ 2023-010 OF THE LEWISVILLE TOWN COUNCIL  
AMENDING CHAPTER 39 OF THE TOWN CODE  
MUNICIPAL SERVICE DISTRICTS  
THE WILLOW RUN MUNICIPAL SERVICE DISTRICT  
AMENDMENT 3 CLARIFYING THE SEATING OF NEW BOARD MEMBERS**

this ordinance, the Town Council shall thereafter appoint an advisory board as follows:

- a. Board membership shall be seven members:
  - (1) Five members shall be one member each representing five representation districts from within the municipal service district.
  - (2) Two members shall be at-large from within the municipal service district.
  - (3) Board members shall be residents and property owners of the representation district represented.
  - (4) The Town Manager shall serve as an ex officio member of the board who shall not be permitted to make or second motions or vote on any matter before the board.
- b. Board vacancies shall be advertised for appointment and applicants may be recommended by the Willow Run Homeowners' Association.
- c. Board members shall serve three-year terms except that the first board shall have members appointed as follows:
  - (1) Three members shall be appointed for three-year terms.
  - (2) Two members shall be appointed for two-year terms.
  - (3) Two members shall be appointed for one-year terms.
- d. Subsequent appointments shall be for three-year terms.
- e. Appointments shall commence on January 1 and expire December 31.
  - (1) In 2006, Council determined that the terms should commence on April 1 and end on March 31 rather than December 31, and extended all terms of then serving members from the date their terms would have expired to the next occurring March 31.
  - (2) Terms in effect as of the date of adoption of this ordinance shall be extended to the next occurring March 31.
- f. Board members shall serve without compensation.
- g. Board members ~~shall be limited to a maximum of five consecutive terms~~ may serve unlimited terms.
- h. The Town Council shall have the authority to remove board members for cause.

Ordinance 2002009 - June 13, 2002  
Amendment 1 - Ordinance 2006032 - July 13, 2006  
Amendment 2 - Ordinance 2009035 - October 8, 2009  
Amendment 3 - Ordinance 2015020 - March 12, 2015  
Amendment 4 - Ordinance 2023-010 - February 9, 2023



**ORDINANCE ~~2015020~~ 2023-010 OF THE LEWISVILLE TOWN COUNCIL**  
**AMENDING CHAPTER 39 OF THE TOWN CODE**  
**MUNICIPAL SERVICE DISTRICTS**  
**THE WILLOW RUN MUNICIPAL SERVICE DISTRICT**  
**AMENDMENT 3 CLARIFYING THE SEATING OF NEW BOARD MEMBERS**

- i. Board members may resign their appointment at any time provided the Town Council is given a 30 day notice of resignation and Town Council shall appoint new members to complete existing terms.
  - j. Board Officers:
    - (1) The board shall elect, from among themselves, a chairperson and a vice chairperson.
    - (2) Board officers shall be elected at the first scheduled meeting after April 1 following the annual appointment of new members.
    - (3) The chairperson shall reside over meetings.
    - (4) The vice chairperson shall reside over meetings in the absence of the chairperson.
    - (5) Should the chairperson be unable to continue to perform the duties of chairperson the vice chairperson shall assume the duties of the chairperson and the board shall elect a new vice chairperson.
2. Representation Districts:
- a. There shall be five representation districts as follows:
    - (1) Willow Run Representation District One.
      - (a) Control lot properties included:
        - (i) Ashfield Court lots (Block 4471) 034, 035, 036, and 037.
        - (ii) Ashfield Drive lots (Block 4471) 029, 030, 031, 032, and 033.
        - (iii) Barnstable Road lots (Block 4471) 087, 088, 089, 090, 091, 092, 093, 094, 095, 096A, and 096B.
        - (iv) Chesterfield Road lots (Block 4405) 017L and 612, (Block 4471) 044, 045, 046, 047, 048, 049, and 050.
        - (v) Falmouth Drive lots (Block 4471) 019 and 038.
        - (vi) Harwick Court lot 4471022.
        - (vii) Marblehead Road lots (Block 4471) 039, 040, 041, 042, and 043.
        - (viii) Pinehurst Drive lot 4471086.

Ordinance 2002009 - June 13, 2002  
Amendment 1 - Ordinance 2006032 - July 13, 2006  
Amendment 2 - Ordinance 2009035 - October 8, 2009  
Amendment 3 - Ordinance 2015020 - March 12, 2015  
Amendment 4 – Ordinance 2023-010 – February 9, 2023



**ORDINANCE ~~2015020~~-2023-010 OF THE LEWISVILLE TOWN COUNCIL  
AMENDING CHAPTER 39 OF THE TOWN CODE  
MUNICIPAL SERVICE DISTRICTS  
THE WILLOW RUN MUNICIPAL SERVICE DISTRICT  
AMENDMENT 3 CLARIFYING THE SEATING OF NEW BOARD MEMBERS**

- (ix) South Marblehead Road lots (Block 4471) 098A, 098B, 100A, 100B, 101A, 103, 104, 105B, 106, 107, 108, 109, and 110.
    - (x) Styers Ferry Road lot 4471018.
  - (b) Initial appointment shall be for three-year term.
- (2) Willow Run Representation District Two:
  - (a) Control lot properties included:
    - (i) Ashfield Drive lots (Block 4471) 021, 025A, and 025B.
    - (ii) Chesterfield Road lots Block 4407004R, (Block 4471) 012, 124, and 125.
    - (iii) Desmond Drive lots (Block 4471) 026, 027, and 028.
    - (iv) Falmouth Drive lots (Block 4471) 017 and 020.
    - (v) Harwick Court lots (Block 4471) 023 and 024.
    - (vi) Marblehead Road lots (Block 4471) 013, 014, 015, and 016.
    - (vii) South Marblehead Road lots Block 4407004M, (Block 4407A) 001 and 024A, (Block 4471) 111, 112, 113, 114, 115, 116A, 116B, 118, 119, 120, 121, 122, and 123.
    - (viii) Woodford Road lots (Block 4407A) 002, 003, 004, 011, 012, 013, 014, 015, 016A, 016B, 019, 020, 021, and 022.
    - (ix) Yarmouth Lane lots (4407A) 005, 006, 007, 008, 009, and 010. Initial appointment shall be for a two-year term.
  - (b) Initial appointment shall be for a three-year term.
- (3) Willow Run Representation District Three:
  - (a) Control lot properties included:

Ordinance 2002009 - June 13, 2002  
Amendment 1 - Ordinance 2006032 - July 13, 2006  
Amendment 2 - Ordinance 2009035 - October 8, 2009  
Amendment 3 - Ordinance 2015020 - March 12, 2015  
Amendment 4 – Ordinance 2023-010 – February 9, 2023



**ORDINANCE ~~2015020~~ 2023-010 OF THE LEWISVILLE TOWN COUNCIL  
AMENDING CHAPTER 39 OF THE TOWN CODE  
MUNICIPAL SERVICE DISTRICTS  
THE WILLOW RUN MUNICIPAL SERVICE DISTRICT  
AMENDMENT 3 CLARIFYING THE SEATING OF NEW BOARD MEMBERS**

- 081, 082, 083, 084, and 085.
  - (ii) Buckey Court lots (Block 4405B) 017P, 065, and 202.
  - (iii) Chesterfield Road lots (Block 4471) 051, 074, 075, and 076.
  - (iv) Ellison Creek Road lots (Block 4405B) 049, 050, 066, and 067.
  - (v) Pinehurst Drive lots (Block 4471) 052, 053, 054, 055, 056, 057, 058, 059, 060, 061, 062, 063, 064, 065, 066, 067, 068, 069, 070, 071, 072, and 073.
  - (vi) Willowmede Drive lots (Block 4405B) 033, 034, 035, 047, 048, 071A, 071B, 075, 076, 201, and 203.
- (b) Initial appointment shall be for a one-year term.
- (4) Willow Run Representation District Four:
- (a) Control lot properties included:
- (i) Belhaven Court lots (Block 4405) 022E and 022M, (Block 4405C) 001, 002, 003, 004, 005, 006, 007, 008, 009, 010, 012A, 012B, 013, 014, 016, 017, 018, 019, and 020.
  - (ii) Chesterfield Road lot 4405C021.
  - (iii) Ellison Creek Road lots (Block 4405B) 099, 100, 110, 111, 112, and 113.
  - (iv) Homewood Drive lots (Block 4405B) 003, 004, 005, 006, 007, 008, 009, 010, 092, 093, 094, 095, 096, 097, and 098.
  - (v) Merry Hill Court lots (Block 4405B) 101, 102, 103, 104, 105, 106, 108A, 108D, and 109.
- (b) Initial appointment shall be for a three-year term.
- (5) Willow Run Representation District Five:
- (a) Control lot properties included:

Ordinance 2002009 - June 13, 2002  
Amendment 1 - Ordinance 2006032 - July 13, 2006  
Amendment 2 - Ordinance 2009035 - October 8, 2009  
Amendment 3 - Ordinance 2015020 - March 12, 2015  
Amendment 4 - Ordinance 2023-010 - February 9, 2023



**ORDINANCE ~~2015020~~ 2023-010 OF THE LEWISVILLE TOWN COUNCIL**  
**AMENDING CHAPTER 39 OF THE TOWN CODE**  
**MUNICIPAL SERVICE DISTRICTS**  
**THE WILLOW RUN MUNICIPAL SERVICE DISTRICT**  
**AMENDMENT 3 CLARIFYING THE SEATING OF NEW BOARD MEMBERS**

- (i) Ellison Creek Road lots (Block 4405B) 013, 014, 015, 016, 017, 018, 019, 020, 022B, 028A, 028B, 030, 031, 032, and 302.
      - (ii) Homewood Drive lot 4405B091.
      - (iii) Kings Tree Road lots (Block 4405B) 001, 002, 077, 078A, 078B, 080, 081, 082, 083, 084, 085, 086, 087, 088, 089, 090, 114, 115A, 120, 121, 122, 123, 124A, and 124B.
      - (iv) West Bend Court lots (Block 4405B) 115B, 118, and 119.
      - (v) Witherbee Court lots (Block 4405B) 023, 025, 026, and 027.
    - (b) Initial appointment shall be for a two-year term.
  - (6) At-Large Representation District:
    - (a) Initial appointments shall be one appointment for two-year term and one appointment for one-year term
3. Duties of the board:
- a. Advise the town council on matters concerning the operation of the municipal service district.
  - b. Advice shall include but not be limited to:
    - (1) Municipal Service District budget.
    - (2) Municipal Service District tax rate.
    - (3) Requirements for maintaining or improving the ecosystem of the lakes, for recreational purposes, not to meet town storm water management requirements.
    - (4) Proper maintenance and repair of dams located in the municipal service district.
    - (5) Lake use policies.
    - (6) Lake shore and dam improvements for lake access by all residents and property owners of the municipal service district.
    - (7) Contract review and recommendations to the Town Manager or Town

Ordinance 2002009 - June 13, 2002  
Amendment 1 - Ordinance 2006032 - July 13, 2006  
Amendment 2 - Ordinance 2009035 - October 8, 2009  
Amendment 3 - Ordinance 2015020 - March 12, 2015  
Amendment 4 – Ordinance 2023-010 – February 9, 2023



**ORDINANCE ~~2015020~~ 2023-010 OF THE LEWISVILLE TOWN COUNCIL  
AMENDING CHAPTER 39 OF THE TOWN CODE  
MUNICIPAL SERVICE DISTRICTS  
THE WILLOW RUN MUNICIPAL SERVICE DISTRICT  
AMENDMENT 3 CLARIFYING THE SEATING OF NEW BOARD MEMBERS**

Council (Town Manager or Town Council based on authority assigned to the Town Manager).

c. Board Meetings:

- (1) Board shall meet a minimum of four times annually.
- (2) Board meetings shall be conducted in accordance with the open meetings laws of North Carolina.
- (3) Conduct of meetings shall be in accordance with the same policies adopted by the Town Council for the conduct of Town Council Meetings which is currently the book, *Suggested Rules of Procedure for a City Council* by A. Fleming Bell, II of the North Carolina Institute of Government, as amended by the Town Council.
- (4) Agendas and minutes of board meetings shall be available to the public in accordance with the public records laws and by the same means as other board and committee meeting minutes and agendas are made available to the public.

E. Funds:

1. Authorized uses of public funds (Municipal Service District Funds):
  - a. Maintenance of the public dams and lakes as a water resource development project.
  - b. Maintenance of public dams as required to meet or maintain state standards of earthen dams.
  - c. Repair of public dams as required to meet or maintain state standards of earthen dams.
  - d. Actions necessary to maintain or improve lake ecosystems.
  - e. Projects to maintain or improve user access to the lakes for recreational and/or sporting purposes.
  - f. Acquisition of real property, easements, and rights-of-way for purposes of accomplishing the uses listed in paragraphs a through d above.
  - g. Public education and notification of lake and dam use and safety.
2. Sources of service district public funds:

Ordinance 2002009 - June 13, 2002  
Amendment 1 - Ordinance 2006032 - July 13, 2006  
Amendment 2 - Ordinance 2009035 - October 8, 2009  
Amendment 3 - Ordinance 2015020 - March 12, 2015  
Amendment 4 – Ordinance 2023-010 – February 9, 2023



**ORDINANCE ~~2015020~~ 2023-010 OF THE LEWISVILLE TOWN COUNCIL  
AMENDING CHAPTER 39 OF THE TOWN CODE  
MUNICIPAL SERVICE DISTRICTS  
THE WILLOW RUN MUNICIPAL SERVICE DISTRICT  
AMENDMENT 3 CLARIFYING THE SEATING OF NEW BOARD MEMBERS**

- a. Ad valorem tax revenues collected based on property values and property tax rates as set by the Town Council.
  - (1) Ad valorem property tax rate shall not exceed five cents per \$100 property value except when necessary to meet projected Municipal Service District budget year cash flow requirements.
- b. Interest earnings as earned from investments using Municipal Service District funds.
- c. Contributions and donations.
- d. Grants.
- e. Debt as authorized by the Town Council or as voted by the registered voters of the town.
- f. User Fees as may be recommended by the Municipal Service District Board and approved by the Town Council, except for the first year of operation the Town Council may set user fees absent a recommendation from the Municipal Service District Advisory Board.
- g. Other funds that may be authorized and appropriated by the Town Council.

**F. Appropriations:**

- 1. No public funds shall be expended from Municipal Service District funds without first an appropriation by the Town Council.

**G. Budgets:**

- 1. The Town Council shall adopt an annual operating budget for the Municipal Service District which shall first be recommended by the Municipal Service District Advisory Board.
  - a. The Board shall submit an annual budget request to the Town Manager by February 28<sup>th</sup> of each year.
  - b. Expenditures must follow the town financial procedures.
- 2. Municipal Service District capital projects may be included in the town's capital improvement plan.

Ordinance 2002009 - June 13, 2002  
Amendment 1 - Ordinance 2006032 - July 13, 2006  
Amendment 2 - Ordinance 2009035 - October 8, 2009  
Amendment 3 - Ordinance 2015020 - March 12, 2015  
Amendment 4 – Ordinance 2023-010 – February 9, 2023





**ORDINANCE ~~2015020~~ 2023-010 OF THE LEWISVILLE TOWN COUNCIL  
AMENDING CHAPTER 39 OF THE TOWN CODE  
MUNICIPAL SERVICE DISTRICTS  
THE WILLOW RUN MUNICIPAL SERVICE DISTRICT  
AMENDMENT 3 CLARIFYING THE SEATING OF NEW BOARD MEMBERS**

H. Lake and Dam Use:

1. Use of the lakes and dams of the Municipal Service District is restricted to Lewisville property owners, residents, and bona fide guests.
2. Anyone using lake facilities does so at their own risk.
3. Operating hours:
  - a. Operating hours are daily from one hour before sunrise until midnight except that boating and fishing are permitted only from dawn to dusk.
  - b. Nuisance noise shall not be permitted at any time.
  - c. Noise that can be heard more than 150 feet from the source of the noise shall not be permitted after 10:00 p.m. or one hour after dark, whichever is later.
4. Private docks permitted:
  - a. Should private docks extend onto Town owned lake property the dock owner shall apply for and receive an encroachment permit.
  - b. Docks shall be constructed in such a manner that a portion of the dock shall be on private property.
  - c. Docks shall be maintained in such a manner as they are safe and shall not present a hazard to any user of the lakes and dams.
  - d. Requestor of encroachment permits shall indemnify the Town of any liability related to the private or public use of the dock.
  - e. Failure to properly maintain a dock may result in the Town ordering the repair or removal of the dock.
    - (1) If the owner fails to comply with the order to repair or remove, the Town may remove the dock.
    - (2) Public costs related to removal of a dock shall be borne by the owner.
      - (a) The Town shall forward an invoice to the owner requesting payment of expenses related to the removal of the dock.
      - (b) Should the Town not receive payment for removal of an unsafe dock, the Town may place a lien against the related property and

Ordinance 2002009 - June 13, 2002  
Amendment 1 - Ordinance 2006032 - July 13, 2006  
Amendment 2 - Ordinance 2009035 - October 8, 2009  
Amendment 3 - Ordinance 2015020 - March 12, 2015  
Amendment 4 – Ordinance 2023-010 – February 9, 2023



**ORDINANCE ~~2015020~~ 2023-010 OF THE LEWISVILLE TOWN COUNCIL  
AMENDING CHAPTER 39 OF THE TOWN CODE  
MUNICIPAL SERVICE DISTRICTS  
THE WILLOW RUN MUNICIPAL SERVICE DISTRICT  
AMENDMENT 3 CLARIFYING THE SEATING OF NEW BOARD MEMBERS**

collect the fee as unpaid taxes.

5. Boats permitted:
  - a. Users may use boats, canoes, and similar craft without internal combustion engines.
  - b. Electric trolling motors are permitted.
  - c. Boaters shall not cause a wake which may interfere with other boaters and users of the lakes.
  - d. Boats are not permitted to drift free and must be moored when docked or not in boating use.
  - e. All occupants of boats must wear approved (United States Coast Guard) life vests appropriate for the occupant's size and weight.
  - f. Boaters shall not be intoxicated or otherwise impaired.
  - g. Boaters and other lake and dam users shall remain aware of weather conditions and shall not place themselves in unsafe situations related to hazardous weather conditions.
6. Fishing permitted:
  - a. Fishing is permitted in accordance with North Carolina fishing laws.
  - b. Fishing is permitted from boats, dams, docks, piers, and shorelines.
  - c. Fish traps and netting are not permitted at any time.
7. Swimming permitted:
  - a. Swimming is at the swimmers own risk.
  - b. Swimmers shall not swim alone, at least one other person must be present and observing in the event the swimmer encounters difficulty.
8. Hunting with firearms, air guns, pellet guns, and archery not permitted on lake and dam properties.
9. Open burning on Town of Lewisville owned public property is not permitted.

Ordinance 2002009 - June 13, 2002  
Amendment 1 - Ordinance 2006032 - July 13, 2006  
Amendment 2 - Ordinance 2009035 - October 8, 2009  
Amendment 3 - Ordinance 2015020 - March 12, 2015  
Amendment 4 – Ordinance 2023-010 – February 9, 2023



**ORDINANCE ~~2015020~~ 2023-010 OF THE LEWISVILLE TOWN COUNCIL  
AMENDING CHAPTER 39 OF THE TOWN CODE  
MUNICIPAL SERVICE DISTRICTS  
THE WILLOW RUN MUNICIPAL SERVICE DISTRICT  
AMENDMENT 3 CLARIFYING THE SEATING OF NEW BOARD MEMBERS**

10. Dumping of materials, waste or otherwise, is not permitted on Town of Lewisville owned public property and town officials shall pursue the harshest civil penalties against those individuals discovered dumping such materials.
11. Diverting lake waters for other uses is not permitted except as approved by the Town Council.
12. Control of pests endangering the lake ecosystem, hampering the public use of the lakes and dams, or endangering the public welfare and safety, may be conducted under the direct supervision of town officials or persons appropriately designated by town officials.
13. Town officials may issue temporary emergency use rules in order to protect safety of life and property.
14. No individual may place any private sign on Town of Lewisville property located within the Willow Run Municipal Service District.

**I. User Permit:**

1. Any resident or property owner of the Town of Lewisville may use the public lakes, dams, and shorelines provided they possess the appropriate user permit.
2. User permits shall be issued upon request and payment of the published user fee.
  - a. Permits may be issued only to town residents/property owners for personal use excluding organizational entities.
  - b. Permits are family permits in that any family member residing at the address of the permit holder may use the permit, otherwise the permit is non-transferable
  - c. Permit holders shall accompany bona fide guests using the lakes and dams.
    - (1) Bona fide guests are non-residents or non-property owners of the town (residents and property owners of the town who desire to use the lakes and dams are expected to purchase a user permit).
    - (2) Permit holders are limited to hosting a maximum of five adult bona fide guests during any one outing.

Ordinance 2002009 - June 13, 2002  
Amendment 1 - Ordinance 2006032 - July 13, 2006  
Amendment 2 - Ordinance 2009035 - October 8, 2009  
Amendment 3 - Ordinance 2015020 - March 12, 2015  
Amendment 4 – Ordinance 2023-010 – February 9, 2023



**ORDINANCE ~~2015020~~ 2023-010 OF THE LEWISVILLE TOWN COUNCIL  
AMENDING CHAPTER 39 OF THE TOWN CODE  
MUNICIPAL SERVICE DISTRICTS  
THE WILLOW RUN MUNICIPAL SERVICE DISTRICT  
AMENDMENT 3 CLARIFYING THE SEATING OF NEW BOARD MEMBERS**

3. Lost permits shall be replaced upon request and payment of the replacement fee:
  - a. Replacement fee shall be the original annual fee prorated for time remaining on the original permit with a maximum fee equal to half the original permit fee.
4. Requests for user permit shall be submitted to the Town Manager or his/her designated representative.
5. User permit fees shall be annually set and published in the annual operating budget of the town.
6. Property owners and residents of the Willow Run Municipal Service District shall be exempted from payment of the annual user fee.
7. Permits shall be valid for one (1) year from the date of issuance.

J. Modifications:

1. This chapter 39 shall not be modified by the Town Council without first conducting a public hearing.
2. Notice of a public hearing to consider changes to chapter 39 shall be published at least once in a local daily newspaper having county wide circulation no less than 10 days and no more than 30 days prior to the public hearing.
3. Notice of a public hearing shall also be posted at the three entrances into the Willow Run Municipal Service District (Desmond Drive, Falmouth Drive, and Chesterfield Road) no less than five days prior to the public hearing.

Ordinance 2002009 - June 13, 2002  
Amendment 1 - Ordinance 2006032 - July 13, 2006  
Amendment 2 - Ordinance 2009035 - October 8, 2009  
Amendment 3 - Ordinance 2015020 - March 12, 2015  
Amendment 4 – Ordinance 2023-010 – February 9, 2023



## APPLICATION FOR LEWISVILLE BOARD/COMMITTEE

*Please submit a separate application for each board/committee appointment request.*

*Please refer to attached Resolution **2021001**: Policy - Application process for boards and committees*

**Full Name:** Veronica R. Thomas  
**Address:** 2221 Spring Wind Rd.  
**City/State/Zip:** Pfafftown, NC, 27040  
**Day Phone:** 336-748-4000 x70121 **Evening Phone:** 336-407-9221 **Cell:** 336-407-9221  
**Email:** thomasveronica.nc@gmail.com

**I am interested in serving on the following Committee:**

- Lewisville Beautification Committee
- Environmental, Conservation and Sustainability Committee
- Public Art Advisory Committee (separate application)
- ✓ Public Safety Advisory Committee

**I am interested in serving on the following Board (3-year term):**

- Parks, Recreation and Cultural Development Advisory Board
- Planning Board
- Willow Run Municipal Service District
- Zoning Board of Adjustment

### EMPLOYMENT AND EDUCATION

<b>Employer:</b> <u>WS/FCS</u>	<b>Graduate?</b> <u>Y/N</u> <b>Major</b> <u>Eng/Spn</u>
<b>Address:</b> <u>475 Corporate Square Dr.</u> <u>Winston-Salem, NC 27105</u>	<b>High School:</b> <u>E.A. Laney HS</u>
<b>Phone:</b> _____	<b>College:</b> <u>UNC-Wilmington</u>
<b>Email:</b> <u>336-748-4000 x70121</u>	<b>Graduate School:</b> <u>N/A</u>
<b>Occupation:</b> <u>Safety &amp; Emergency Mgmt. Coord</u>	<b>Other:</b> _____

**Do you currently serve on a board and/or committee?** Yes • No ✓

**If so, what board and/or committee:** \_\_\_\_\_

**Are you requesting reappointment?** Yes • No ✓

**Signature:** Veronica R. Thomas **Date:** 02/13/2023

**Please attach a brief statement with information detailing why you wish appointment to the board or committee and return to:** Town Clerk, Town of Lewisville, PO Box 547, Lewisville, NC 27023 or email [townclerk@lewisvillenc.net](mailto:townclerk@lewisvillenc.net).

*Verified in Town Minutes*

### FOR OFFICE USE ONLY

**Date Received:** 2-13-2023 **Interview Date (if applicable):** \_\_\_\_\_

**Staff Recommendation:** \_\_\_\_\_

**Appointed by Town Council:** Yes • • No • • **Appointment Date (if applicable):** \_\_\_\_\_

## **APPLICATION FOR LEWISVILLE BOARD/COMMITTEE**

### **Statement of Interest**

My interest in serving in the Safety Advisory Committee is two-fold: as a resident, I want to have a direct impact in my community by providing support to town leaders as they identify safety challenges and devise ways to mitigate risk; and as a professional, I want to offer my time and experience to the Committee and develop a partnership between the school system and the Town.

Veronica R. Thomas



**RESOLUTION 2023-016 OF THE LEWISVILLE TOWN COUNCIL  
EXECUTION OF LEWISVILLE-VIENNA ROAD AND ROBINHOOD ROAD ROUNDABOUT  
SUPPLEMENTAL AGREEMENT AND RELATED DOCUMENTS**

**WHEREAS**, a Capital Project Ordinance for the Lewisville-Vienna Road and Robinhood Road Roundabout project (U-6154) was established and adopted by the Lewisville Town Council on July 13, 2019; and,

**WHEREAS**, a contract for professional services for the Lewisville-Vienna Road and Robinhood Road Roundabout project (U-6154) was awarded to Kimley Horn and Associates of Raleigh on September 9, 2021; and,

**WHEREAS**, the Town Council approved a letter of support requesting supplemental funding for the Lewisville-Vienna Road and Robinhood Road Roundabout project (U-6154) on February 3, 2022.

**BE IT RESOLVED THAT THE LEWISVILLE TOWN COUNCIL** authorizes the Town Manager to sign the agreement and related documents for supplemental funding of the Lewisville-Vienna Road and Robinhood Road Roundabout project (U-6154).

Adopted this the 9th day of March 2023 by the Lewisville Town Council.

ATTEST:

\_\_\_\_\_  
Mike Horn, Mayor

\_\_\_\_\_  
Dora K. Moore, Town Clerk



NORTH CAROLINA  
FORSYTH COUNTY

**1<sup>st</sup> SUPPLEMENTAL AGREEMENT**

DATE: 2/21/2023

NORTH CAROLINA DEPARTMENT OF  
TRANSPORTATION

TIP #: U-6154

AND

WBS ELEMENTS: PE 48436.1.1

ROW 48436.2.1

TOWN OF LEWISVILLE

CON 48436.3.1

FEDERAL-AID #: STBG-1308(017)

CFDA #: 20.205

TOTAL SUPPLEMENTAL FUNDS [NCDOT PARTICIPATION] \$1,225,188

THIS AGREEMENT is made and entered into on the last date executed below, by and between the North Carolina Department of Transportation, an agency of the State of North Carolina, hereinafter referred to as the "Department", and the Town of Lewisville, hereinafter referred to as the "Municipality."

**WITNESSETH:**

WHEREAS, the Department and the Municipality on 6/26/2019, entered into a certain Project Agreement for the original scope: Convert existing signalized intersection to a single lane roundabout at SR 1308 (Lewisville-Vienna Road) and SR 1348 (Robinhood Road) in Lewisville., programmed under Project U-6154; and,

WHEREAS, the Winston-Salem Forsyth UA Metropolitan Planning Organization (MPO) as agreed to award the municipality additional funding for the Project.

NOW THEREFORE, the parties wish to supplement the aforementioned Agreement whereby the following provisions are amended:

## FUNDING

### PROGRAMMING AND AUTHORIZATION OF FEDERAL FUNDS

The funding currently programmed for the project in the State Transportation Improvement Program (STIP) is Surface Transportation Block Grant and Surface Transportation Block Grant – Direct Attributable. The funding source may be modified with the coordination and approval of the respective Metropolitan Planning Organization (MPO) and/or the Department prior to authorization of funds. The Department will authorize and reimburse federal funding based on the type of federal funding that is programmed in the STIP at the time of the authorization request. The Department will notify the Municipality of the type of federal funds authorized by issuing a Technical Amendment – Funds Authorization letter. A modification in the source of funds will have no effect on project responsibilities outlined in this agreement.

The Department's original participation was \$1,016,000. The Department agrees to reimburse the Municipality an additional \$1,225,188 in funds for eligible costs. The Municipality will provide \$306,297 as their local match and all costs that exceed the Total Estimated Cost as detailed in the REVISED FUNDING TABLE below.

**REVISED FUNDING TABLE**

<b>Fund Source</b>	<b>Federal Funds Amount</b>	<b>Reimbursement Rate</b>	<b>Non-Federal Match \$</b>	<b>Non-Federal Match Rate</b>
BGDA <i>Original Agreement</i>	\$1,016,000	80 %	\$254,000	20 %
BGDA <i>Supplemental Agreement</i>	\$1,225,188	80 %	\$306,297	20 %
<b>Subtotal</b>	<b>\$2,241,188</b>		<b>\$560,297</b>	
<b>Total Estimated Cost</b>		<b>\$2,801,485</b>		

### OTHER PROVISIONS

The other party to this Agreement shall comply with Title VI of the Civil Rights Act of 1964 (Title 49 CFR, Subtitle A, Part 21) and related nondiscrimination authorities. Title VI and related authorities prohibit discrimination on the basis of race, color, national origin, disability, gender, and age in all programs or activities of any recipient of Federal assistance.

A copy or facsimile copy of the signature of any party shall be deemed an original with each fully executed copy of the Agreement as binding as an original, and the parties agree that this Agreement can be executed in counterparts, as duplicate originals, with facsimile signatures sufficient to evidence an agreement to be bound by the terms of the Agreement.

Except as hereinabove provided, the Agreement heretofore executed by the Department and the Municipality on 6/26/2019, is ratified and affirmed as therein provided.

DRAFT

IN WITNESS WHEREOF, this Agreement has been executed, in duplicate, the day and year heretofore set out, on the part of the Department and the Municipality by authority duly given.

TOWN OF LEWISVILLE

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

NCGS 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

\_\_\_\_\_  
(FINANCE OFFICER)

Federal Tax Identification Number

Remittance Address:

Town of Lewisville

DEPARTMENT OF TRANSPORTATION

BY: \_\_\_\_\_

(CHIEF ENGINEER)

DATE: \_\_\_\_\_

APPROVED BY BOARD OF TRANSPORTATION ITEM O: \_\_\_\_\_ April 6, 2023 \_\_\_\_\_ (Date)



**RESOLUTION 2023-017 OF THE LEWISVILLE TOWN COUNCIL  
EXECUTION OF GREAT WAGON ROAD RIGHTS-OF-WAY AND RELATED DOCUMENTS**

**WHEREAS**, the Town purchased rights-of-way for the Great Wagon Road project; and,

**WHEREAS**, the Town Council gave consensus at their July 7, 2022 meeting to give the rights-of-way property purchased for the Great Wagon Road project by the Town to the North Carolina Department of Transportation.

**BE IT RESOLVED THAT THE LEWISVILLE TOWN COUNCIL** authorizes the Town Manager to sign all rights-of-way documents related to the Great Wagon Road project that are to be conveyed to the North Carolina Department of Transportation.

Adopted this the 9th day of March 2023 by the Lewisville Town Council.

ATTEST:

\_\_\_\_\_  
Mike Horn, Mayor

\_\_\_\_\_  
Dora K. Moore, Town Clerk



## STAFF REPORT

ITEM:	ORDINANCE 2023-012
SUBJECT:	AMENDMENT TO FY 2022-2023 BUDGET ORDINANCE – FEE SCHEDULE
PREPARED BY:	PAM ORRELL, FINANCE DIRECTOR
DATE SUBMITTED:	3/9/2023

### BACKGROUND/SUMMARY:

Staff has determined that the fee schedule for the Mary Alice Warren Community Center needs to be amended to eliminate the “under 50” and “over 50” categories for the rental rates. Staff believes a fee schedule structured around the capacity of each room would be more desirable.

### STAFF RECOMMENDATION AND REQUESTED ACTION:

Staff is requesting that Council approve Ordinance 2023-012 to amend the FY 2022-2023 fee schedule for the Mary Alice Warren Community Center.

### FISCAL IMPACT:

None.

### ATTACHMENT(S):

Ordinance 2023-012 - Amending Budget Ordinance 2022-001 – To amend the FY 2022-2023 Fee Schedule.



**ORDINANCE 2023-012 OF THE LEWISVILLE TOWN COUNCIL  
AMENDING BUDGET ORDINANCE 2022-001 FEE SCHEUDLE**

**WHEREAS**, rates for renting the Mary Alice Warren Community Center need to be adjusted; and,

**WHEREAS**, the Town of Lewisville's fee schedule needs to be updated to reflect these rate changes.

**NOW, THEREFORE BE IT RESOLVED THAT THE LEWISVILLE TOWN COUNCIL** amends the attached 2022-2023 fee schedule to reflect the updated Mary Alice Warren Community Center rental rates.

Adopted this the 9th day of March 2023 by the Lewisville Town Council.

ATTEST:

\_\_\_\_\_  
Mike Horn, Mayor

\_\_\_\_\_  
Dora K. Moore, Town Clerk



**APPENDIX C  
FEE SCHEDULE**

Resource			Account Number
<b>Town Code Chapter 16</b>			
Facility Rental and Associated Fees			
<b>G. Galloway Reynolds Community Center</b>	<b>Fees for 4 Hours</b>	<b>Surcharge</b>	
Comm Ctr: Flr 1 or 2 - Resident	\$35		10-00-3343-4002
Comm Ctr: Flr 1 or 2 - Non-Resident	\$35	\$100	10-00-3343-4002
Comm Ctr: Flr 1 w/ kitchen - Resident	\$55		10-00-3343-4002
Comm Ctr: Flr 1 w/ kitchen - Non-Resident	\$55	\$100	10-00-3343-4002
Comm Ctr: Entire Bldg w/ Kitchen - Resident	\$85		10-00-3343-4002
Comm Ctr: Entire Bldg w/ Kitchen - Non -Resident	\$85	\$100	10-00-3343-4002
Refundable cleaning deposit	\$200		10-00-2160-1000
(Additional hours are priced at \$15 per hour)			
Damages (fee to be determined by cost of damage and/or repair)			
Officer Fees (minimum 4 hrs each) (Required to serve alcohol [minimum 2] and large events support) (Required for high attendance events) Cancellations with less than 24 hours notice prior to start time, officers will be paid \$55 per hour for a minimum of 4 hours and supervisors \$60 per hour for a minimum of 4 hours. Private events must contract directly with the Forsyth County Sheriff's Office.	\$55 per hour per officer \$60 per hour per supervisor		10-00-3344-4000

<b>Hank Chilton Pavilion at Shallowford Square</b>	<b>Fees for 4 Hours</b>	<b>Surcharge</b>	
Town Square Pavilion - Resident	\$35		10-00-3343-4003
Town Square Pavilion - Non-Resident	\$35	\$100	10-00-3343-4003
Refundable cleaning deposit	\$200		10-00-2160-1000
(Additional hours are priced at \$15 per hour)			
Damages (fee to be determined by cost of damage and/or repair)			
Officer Fees (minimum 4 hrs each) (Required to serve alcohol [minimum 2] and large events support) (Required for high attendance events) Cancellations with less than 24 hours notice prior to start time, officers will be paid \$55 per hour for a minimum of 4 hours and supervisors \$60 per hour for a minimum of 4 hours. Private events must contract directly with the Forsyth County Sheriff's Office.	\$55 per hour per officer \$60 per hour per supervisor		10-00-3344-4000
<b>Jack Warren Park Pavilion</b>	<b>Fees for 4 Hours</b>	<b>Surcharge</b>	
Jack Warren Park Pavilion - Resident	\$35		10-00-3343-4004
Jack Warren Park Pavilion - Non-Resident	\$35	\$100	10-00-3343-4004
Refundable cleaning deposit	\$200		10-00-2160-1000
(Additional hours are priced at \$15 per hour)			

Damages (fee to be determined by cost of damage and/or repair)			
Officer Fees (minimum 4 hrs each) (Required to serve alcohol [minimum 2] and large events support) (Required for high attendance events) Cancellations with less than 24 hours notice prior to start time, officers will be paid \$55 per hour for a minimum of 4 hours and supervisors \$60 per hour for a minimum of 4 hours. Private events must contract directly with the Forsyth County Sheriff's Office.	\$55 per hour per officer \$60 per hour per supervisor		10-00-3344-4000
<del>Mary Alice Warren Community Center</del>	<del>Fees for 4 Hours</del>	<del>Surcharge</del>	
<del>Fifty (50) attendees or less</del>			
<del>Shallow Ford Multi-Purpose Room – Resident</del>	<del>\$160</del>		<del>10-00-3343-4005</del>
<del>Shallow Ford Multi-Purpose Room – Non-Resident</del>	<del>\$160</del>	<del>\$100</del>	<del>10-00-3343-4005</del>
<del>Lewisville Multi-Purpose Room – Resident</del>	<del>\$160</del>		<del>10-00-3343-4005</del>
<del>Lewisville Multi-Purpose Room – Non-Resident</del>	<del>\$160</del>	<del>\$100</del>	<del>10-00-3343-4005</del>
<del>Vienna Multi-Purpose Room – Resident</del>	<del>\$160</del>		<del>10-00-3343-4005</del>
<del>Vienna Multi-Purpose Room – Non-Resident</del>	<del>\$160</del>	<del>\$100</del>	<del>10-00-3343-4005</del>
<del>Shallow Ford Multi-Purpose Room w/ Kitchen – Resident</del>	<del>\$235</del>		<del>10-00-3343-4005</del>
<del>Shallow Ford Multi-Purpose Room with Kitchen – Non-Resident</del>	<del>\$235</del>	<del>\$100</del>	<del>10-00-3343-4005</del>
<del>Multi-Purpose Rooms Shallow Ford and Lewisville with Kitchen – Resident</del>	<del>\$395</del>		<del>10-00-3343-4005</del>
<del>Multi-Purpose Rooms Shallow Ford and Lewisville with Kitchen – Non-Resident</del>	<del>\$395</del>	<del>\$100</del>	<del>10-00-3343-4005</del>

<del>Multi-Purpose Rooms Shallow Ford, Lewisville, and Vienna with Kitchen – Resident</del>	<del>\$555-</del>		<del>10-00-3343-4005</del>
<del>Multi-Purpose Rooms Shallow Ford, Lewisville, and Vienna with Kitchen – Non-Resident</del>	<del>\$555-</del>	<del>\$100-</del>	<del>10-00-3343-4005</del>
<del>(Additional hours are priced at \$40 per hour per room)</del>			
<del>Refundable cleaning deposit (per room)</del>	<del>\$300-</del>		<del>10-00-2160-1000</del>
<del>Magnolia Activity Room – Resident</del>	<del>\$100-</del>		<del>10-00-3343-4005</del>
<del>Magnolia Activity Room – Non-Resident</del>	<del>\$100-</del>	<del>\$100-</del>	<del>10-00-3343-4005</del>
<del>Great Wagon Conference Room – Resident</del>	<del>\$100-</del>		<del>10-00-3343-4005</del>
<del>Great Wagon Conference Room – Non-Resident</del>	<del>\$100-</del>	<del>\$100-</del>	<del>10-00-3343-4005</del>
<del>(Additional hours are priced at \$25 per hour per room)</del>			
<del>Refundable cleaning deposit (per room)</del>	<del>\$300-</del>		<del>10-00-2160-1000</del>
<del>More than fifty (50) attendees</del>			
<del>Shallow Ford Multi-Purpose Room – Resident</del>	<del>\$400-</del>		<del>10-00-3343-4005</del>
<del>Shallow Ford Multi-Purpose Room – Non-Resident</del>	<del>\$400-</del>	<del>\$100-</del>	<del>10-00-3343-4005</del>
<del>Lewisville Multi-Purpose Room – Resident</del>	<del>\$400-</del>		<del>10-00-3343-4005</del>
<del>Lewisville Multi-Purpose Room – Non-Resident</del>	<del>\$400-</del>	<del>\$100-</del>	<del>10-00-3343-4005</del>
<del>Vienna Multi-Purpose Room – Resident</del>	<del>\$400-</del>		<del>10-00-3343-4005</del>
<del>Vienna Multi-Purpose Room – Non-Resident</del>	<del>\$400-</del>	<del>\$100-</del>	<del>10-00-3343-4005</del>
<del>Shallow Ford Multi-Purpose Room w/ Kitchen – Resident</del>	<del>\$475-</del>		<del>10-00-3343-4005</del>
<del>Shallow Ford Multi-Purpose Room with Kitchen – Non-Resident</del>	<del>\$475-</del>	<del>\$100-</del>	<del>10-00-3343-4005</del>



<del>Multi-Purpose Rooms Shallow Ford and Lewisville with Kitchen – Resident</del>	<del>\$875-</del>		<del>10-00-3343-4005</del>
<del>Multi-Purpose Rooms Shallow Ford and Lewisville with Kitchen – Non-Resident</del>	<del>\$875-</del>	<del>\$200-</del>	<del>10-00-3343-4005</del>
<del>Multi-Purpose Rooms Shallow Ford, Lewisville, and Vienna with Kitchen – Resident</del>	<del>\$1,275-</del>		<del>10-00-3343-4005</del>
<del>Multi-Purpose Rooms Shallow Ford, Lewisville, and Vienna with Kitchen – Non-Resident</del>	<del>\$1,275-</del>	<del>\$300-</del>	<del>10-00-3343-4005</del>
<del>(Additional hours are priced at \$100 per hour per room)</del>			
<del>Refundable cleaning deposit (per room)</del>	<del>\$300-</del>		<del>10-00-2160-1000</del>
<del>Magnolia Activity Room – Resident</del>	<del>\$100-</del>		<del>10-00-3343-4005</del>
<del>Magnolia Activity Room – Non-Resident</del>	<del>\$100-</del>	<del>\$100-</del>	<del>10-00-3343-4005</del>
<del>Great Wagon Conference Room – Resident</del>	<del>\$100-</del>		<del>10-00-3343-4005</del>
<del>Great Wagon Conference Room – Non-Resident</del>	<del>\$100-</del>	<del>\$100-</del>	<del>10-00-3343-4005</del>
<del>(Additional hours are priced at \$25 per hour per room)</del>			
<del>Refundable cleaning deposit (per room)</del>	<del>\$300-</del>		<del>10-00-2160-1000</del>
<del>Amenities requested as needed – EXTRA – to be determined per rental</del>			
<del>Kitchen</del>	<del>\$75-</del>		<del>10-00-3343-4005</del>
<b>Mary Alice Warren Community Center</b>	<b>Fees for 4 Hours</b>	<b>Surcharge</b>	
Shallow Ford Multi-Purpose Room - Resident	\$200		10-00-3343-4005
Shallow Ford Multi-Purpose Room - Non-Resident	\$200	\$100	10-00-3343-4005

(Additional hours are priced at \$50 per hour.)			
Lewisville Multi-Purpose Room - Resident	\$300		10-00-3343-4005
Lewisville Multi-Purpose Room - Non-Resident	\$300	\$100	10-00-3343-4005
(Additional hours are priced at \$75 per hour.)			
Vienna Multi-Purpose Room - Resident	\$200		10-00-3343-4005
Vienna Multi-Purpose Room - Non-Resident	\$200	\$100	10-00-3343-4005
(Additional hours are priced at \$50 per hour.)			
Shallow Ford Multi-Purpose Room w/ Kitchen - Resident	\$275		10-00-3343-4005
Shallow Ford Multi-Purpose Room with Kitchen - Non-Resident	\$275	\$100	10-00-3343-4005
(Additional hours are priced at \$50 per hour.)			
Magnolia Activity Room - Resident	\$100		10-00-3343-4005
Magnolia Activity Room - Non-Resident	\$100	\$100	10-00-3343-4005
(Additional hours are priced at \$25 per hour.)			
Great Wagon Conference Room - Resident	\$25 per hour (no minimum hour requirement)		10-00-3343-4005
Great Wagon Conference Room - Non-Resident	\$25 per hour (no minimum hour requirement)	\$100	10-00-3343-4005
Kitchen	\$75		10-00-3343-4005

Refundable cleaning deposit (per room)	\$300		10-00-2160-1000
Amenities requested as needed - EXTRA - to be determined per rental			
Damages (fee to be determined by cost of damage and/or repair)			
Officer Fees (minimum 4 hrs each) (Required to serve alcohol [minimum 2] and large events support) (Required for high attendance events) Cancellations with less than 24 hours notice prior to start time, officers will be paid \$55 per hour for a minimum of 4 hours and supervisors \$60 per hour for a minimum of 4 hours. Private events must contract directly with the Forsyth County Sheriff's Office.	\$55 per hour per officer \$60 per hour per supervisor		10-00-3344-4000
<b>Event Fees</b>			
<b>Parks and Recreation Program Fees</b>			
Fee to be determined by cost of program			10-00-3302-3001
<b>Planning &amp; Zoning Fees</b>			
Re-Zoning Petitions & Development Fees *			
General Use All Districts	\$1,200		10-00-3352-4000
Special Use District Zoning	\$1,500		10-00-3352-4000
Site Plan Approval Major (5 acre or greater)	\$1,500		10-00-3352-4000
Site Plan Approval Minor (less than 5 acres)	\$1,000		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	\$1,100		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
<b>Subdivision Fees</b>			
Subdivision Major (final plat)	\$1,500		10-00-3352-4000
Subdivision Minor (final plat)	\$500		10-00-3352-4000
Recombination Plat - Exception	\$175		10-00-3352-4000
Zoning Certification Letter	\$25		10-00-3352-4000
Planning Staff Sub-Division Denial Appeal	\$50		10-00-3352-4000
<b>Driveway Permit Fees</b>			
Residential	\$50		10-00-3352-4000
Commercial	\$250		10-00-3352-4000
<b>Map Printing &amp; Other Planning &amp; Zoning Fees</b>			
Zoning Board of Adjustment Fees & Inspection Fees (See Winston-Salem Fee Schedule)			
Land Use, Zoning, and Special Map Copies	\$25		10-00-3352-4000

Miscellaneous Planning & Zoning Publications:	<i>Per Page</i>		
Black & White	\$0.02		10-00-3352-4000
Color	\$0.05		10-00-3352-4000
Outside Vendor Copy	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
<b>Storm Water Fees</b>			
<b>Review - No BMP Required</b>			
1st Disturbed Acre	\$250		10-00-3329-0000
Each additional disturbed acre	\$40		10-00-3329-0000
Resubmittal:			
1st Disturbed Acre	\$250		10-00-3329-0000
Each additional disturbed acre	\$40		10-00-3329-0000
<b>Review - BMP Required</b>			
1st Disturbed Acre	\$250		10-00-3329-0000

Each additional disturbed acre	\$100		10-00-3329-0000
Per Quantity BMP	\$500		10-00-3329-0000
Resubmittal:			
1st Disturbed Acre	\$250		10-00-3329-0000
Each additional disturbed acre	\$100		10-00-3329-0000
Per Quantity BMP	\$500		10-00-3329-0000
Non-Review Administration Fee Less Than 1 acre	\$200		10-00-3329-0000
<b>Miscellaneous Fees</b>			
MSD Fishing License for other Lewisville Residents	\$100		10-00-3839-8000
<b>Town Code Chapter 17</b>			
Abandoned, Hazardous, Junked Vehicles (see towing company fees)			
<b>Town Code Chapter 43</b>			
Tall Grass Nuisances (mowing) administrative fee	\$50		10-00-3839-8000
Tall Grass Nuisances (mowing) contractor abatement			
Operator	\$100 per hour		10-00-3839-8000

Equipment	\$100 per hour		10-00-3839-8000
Nuisances - Attorney Fees (per incident)			
<b>Bulky Item Removal</b>			
Long Bed Pick-Up Truck Load	\$100		10-00-3839-8000
6'x12' Trailer	\$275		10-00-3839-8000
Combined Use of Truck and Trailer	\$375		10-00-3839-8000
Photo Copies:	<i>Per Page</i>		
Black & White	\$0.02		10-00-3839-8000
Color	\$0.05		10-00-3839-8000
Outside Vendor Copy	Cost		10-00-3839-8000
Comprehensive Plan Copy (1 copy per household for residents - free)	\$25		10-00-3839-8000
Lewisville Street Map	\$3		10-00-3839-8000
Paver Bricks (Shallowford Square)	\$150		10-00-3841-8000
Tree Honoraries/Memorials (Jack Warren Park)	\$300		10-00-3841-8000
Bench Honoraries/Memorials (Jack Warren Park)	\$600		10-00-3841-8000

Check Returned for Insufficient Funds	\$36		10-00-3839-8000
Thumb Drive Fee	\$10		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
<i>A Gardner's Guide to Landscaping and Plants</i> by the Beautification Committee	\$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
Pedestrian Crossing Treatments (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.



## STAFF REPORT

ITEM:	ORDINANCE 2023-013
SUBJECT:	AMENDMENT TO FY 2022-2023 BUDGET ORDINANCE
PREPARED BY:	PAM ORRELL, FINANCE DIRECTOR
DATE SUBMITTED:	3/9/2023

### BACKGROUND/SUMMARY:

Section 26 of the FY 2022-2023 Budget Ordinance states that “the Town Manager shall not hire or authorize the hiring of employees that will result in more than the equivalent of 12.5 full-time permanent employees.” The ½ employee refers to the Communications Specialist position. At the Council retreat in January, the Town Council concurred with the Town Manager that there is an immediate need for a full-time Communications Specialist.

### STAFF RECOMMENDATION AND REQUESTED ACTION:

Staff is requesting that Council approve Ordinance 2023-013 to increase the number of full-time permanent employees allowed from 12.5 to 13 per the budget ordinance.

### FISCAL IMPACT:

A budget amendment is not necessary. There is adequate funding in the Administration Department to absorb the salary and benefits of a full-time Communications Specialist between now and the end of the current fiscal year.

### ATTACHMENT(S):

Ordinance 2023-013 - Amending Budget Ordinance 2022-001 – To increase the full-time permanent employees allowed from 12.5 to 13.



**ORDINANCE 2023-013 OF THE LEWISVILLE TOWN COUNCIL  
AMENDING BUDGET ORDINANCE 2022-001**

**WHEREAS**, a full-time communications specialist position is needed for the Town of Lewisville; and,

**WHEREAS**, Section 26 of the FY 2022-2023 Budget Ordinance states “the Town Manager shall not hire or authorize the hiring of employees that will result in more than the equivalent of 12.5 full-time permanent employees”; and,

**WHEREAS**, Budget Ordinance 2022-001 needs to be amended to reflect thirteen (13) full-time employees.

**NOW, THEREFORE BE IT RESOLVED THAT THE LEWISVILLE TOWN COUNCIL** amends the attached Budget Ordinance 2022-001 to reflect thirteen (13) full-time employees.

Adopted this the 9th day of March 2023 by the Lewisville Town Council.

ATTEST:

\_\_\_\_\_  
Mike Horn, Mayor

\_\_\_\_\_  
Dora K. Moore, Town Clerk



**TOWN OF LEWISVILLE**  
**BUDGET ORDINANCE NUMBER 2022-001**  
**FISCAL YEAR 2022-2023 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, 2022 and ending June 30, 2023, in accordance with the chart of accounts heretofore established for the Town:

Governing Body	\$ 311,623
Administration	\$ 891,505
Finance	\$ 266,245
Debt Service	\$ 232,400
Planning	\$ 465,975
Beautification	\$ 108,162
Community Policing	\$ 778,515
Public Safety	\$ 12,850
Public Works	\$ 942,395
Streets	\$ 275,585
Powell Bill	\$ 385,357
Storm Water	\$ 178,526
Solid Waste	\$ 890,000
Recycling	\$ 7,595
Parks and Recreation	\$ 799,329
<b>Total Departmental Appropriations</b>	<b>\$ 6,546,062</b>

**TOWN OF LEWISVILLE  
BUDGET ORDINANCE NUMBER 2022-001  
FISCAL YEAR 2022-2023 BUDGET**

**Section 2:** It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2022 and ending June 30, 2023:

Ad Valorem Property Tax	\$ 2,879,926
Tax Penalties & Interest	\$ 4,000
Local Sales and Use Tax	\$ 1,057,280
Beer and Wine Tax	\$ 54,295
Electricity Sales Tax	\$ 440,400
Piped Natural Gas Sales Tax	\$ 19,275
Telecommunications Sales Tax	\$ 23,790
Video Programming Sales Tax	\$ 127,285
Solid Waste Disposal Tax	\$ 10,480
Powell Bill Allocation	\$ 385,357
ABC Board Revenue	\$ 212,084
Occupancy Tax	\$ 47,150
Investment Revenue	\$ 350
Miscellaneous Revenue	\$ 79,130
Fund Balance Appropriated	\$ 1,205,260
<b>Total Revenues</b>	<b>\$ 6,546,062</b>

**TOWN OF LEWISVILLE**  
**BUDGET ORDINANCE NUMBER 2022-001**  
**FISCAL YEAR 2022-2023 BUDGET**

**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, 2022 and ending June 30, 2023, in accordance with the chart of accounts heretofore established for the Municipal Service District:

Legal Expense	\$ 1,000
Supplies	\$ 2,000
Contracted Services	\$ 29,950
Contingency	\$ 3,660
<b>Total</b>	<u>\$ 36,610</u>

**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, 2022 and ending June 30, 2023:

Ad Valorem Property Tax	\$ 36,610
<b>Total</b>	<u>\$ 36,610</u>

**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, 2022 and ending June 30, 2023, in accordance with the chart of accounts heretofore approved for the Town:

Reserve for Expenditures	<u>\$ -</u>
--------------------------	-------------

**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, 2022 and ending June 30, 2023:

Transfer from General Fund	<u>\$ -</u>
----------------------------	-------------

**TOWN OF LEWISVILLE  
BUDGET ORDINANCE NUMBER 2022-001  
FISCAL YEAR 2022-2023 BUDGET**

**Section 7:** The following amount is hereby appropriated in the Sidewalks, Bike Paths, and Greenways Capital Reserve Fund for the fiscal year beginning July 1, 2022 and ending June 30, 2023, in accordance with the chart of accounts heretofore approved for the Town:

Reserve for Expenditures	\$ 25,000
--------------------------	-----------

**Section 8:** The following revenue will be available in the Sidewalks, Bike Paths, and Greenways Capital Reserve Fund for the fiscal year beginning July 1, 2022 and ending June 30, 2023:

Transfer from General Fund	\$ 25,000
----------------------------	-----------

**Section 9:** The following amount is hereby appropriated in the Municipal Buildings/Land Capital Reserve Fund for the fiscal year beginning July 1, 2022 and ending June 30, 2023, in accordance with the chart of accounts heretofore approved for the Town:

Reserve for Expenditures	\$ -
--------------------------	------

**Section 10:** The following revenue will be available in the Municipal Buildings/Land Capital Reserve Fund for the fiscal year beginning July 1, 2022 and ending June 30, 2023:

Transfer from General Fund	\$ -
----------------------------	------

**Section 11:** The following amount is hereby appropriated in the Public Works Facility Capital Reserve Fund for the fiscal year beginning July 1, 2022 and ending June 30, 2023, in accordance with the chart of accounts heretofore approved for the Town:

Reserve for Expenditures	\$ 495,000
--------------------------	------------

**Section 12:** The following revenue will be available in the Public Works Facility Capital Reserve Fund for the fiscal year beginning July 1, 2022 and ending June 30, 2023:

Transfer from General Fund	\$ 495,000
----------------------------	------------

**TOWN OF LEWISVILLE  
BUDGET ORDINANCE NUMBER 2022-001  
FISCAL YEAR 2022-2023 BUDGET**

**Section 13:** The following amount is hereby appropriated in the Parks and Recreation Capital Reserve Fund for the fiscal year beginning July 1, 2022 and ending June 30, 2023, in accordance with the chart of accounts heretofore approved for the Town:

Reserve for Expenditures	\$ 400,000
--------------------------	------------

**Section 14:** The following revenue will be available in the Parks and Recreation Capital Reserve Fund for the fiscal year beginning July 1, 2022 and ending June 30, 2023:

Transfer from General Fund	\$ 400,000
----------------------------	------------

**Section 15:**

- (A) For the Town of Lewisville, there is hereby levied a tax rate of seventeen and seven tenths cents (\$.177) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2022, for the purpose of raising the revenue 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 \$1,677,399,050 and an estimated rate of collection of 97%. The estimated rate of collection is based on the fiscal 2020-2021 collection rate of 99.78%.

- (B) For the Willow Run Municipal Service District, there is hereby levied a tax rate of five cents (\$.05) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2022, for the purpose of raising the revenue as "Ad Valorem Property Tax" in the General Fund in Section 4 of this ordinance.

This rate is based on a total valuation of property for the purpose of taxation of \$75,480,252 and an estimated rate of collection of 97%.

**Section 16:** The Great Wagon Road Right-of-Way/Construction Capital Projects Fund is included as a part of this budget ordinance.

**Section 17:** The Jack Warren Park Maintenance Facility/Playground Expansion Capital Projects Fund is included as a part of this budget ordinance.

**Section 18:** The Gateway Project Capital Projects Fund is included as a part of this budget ordinance.

**Section 19:** The Community Center Capital Projects Fund is included as a part of this budget ordinance.

**TOWN OF LEWISVILLE  
BUDGET ORDINANCE NUMBER 2022-001  
FISCAL YEAR 2022-2023 BUDGET**

**Section 20:** The Roundabout at Lewisville-Vienna Road and Robinhood Road Capital Projects Fund is included as a part of this budget ordinance.

**Section 21:** The Special Revenue Fund - Grant Project Fund for the American Rescue Plan Act of 2021 Coronavirus State and Local Fiscal Recovery Funds is included as a part of this budget ordinance.

**Section 22:** Events expenditures are calculated at \$6.50 per resident using the estimated population count of 13,406. The budget for events is \$87,139.

**Section 23:** Travel Per Diem Rates and Fee Schedules are hereby established in accordance with Appendix A and C attached hereto.

**Section 24:** Salary range minimums and maximums for Town staff are hereby established in accordance with Appendix B attached hereto.

**Section 25:** 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 and benefits. The Town 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 Town Manager has the authority to make a change order to an existing paving contract not to exceed \$40,000.

**Section 26:** The Town Manager shall not hire or authorize the hiring of employees that will result in more than the equivalent of ~~12.5~~ 13 full time permanent employees. However, the Town Manager may at his/her discretion designate one of the Town's existing employees as an Assistant Town Manager.

**Section 27:** Appendix A Lodging Plus Per Diem Rates Fiscal Year 2022-2023 is herein incorporated into this ordinance.

**Section 28:** Appendix B Salary Ranges by Pay Grade is herein incorporated into this ordinance.

**Section 29:** Appendix C Fiscal Year 2022-2023 Fee Schedule is herein incorporated into this ordinance.

**TOWN OF LEWISVILLE  
BUDGET ORDINANCE NUMBER 2022-001  
FISCAL YEAR 2022-2023 BUDGET**

**Section 30:** Copies of this Budget Ordinance shall be furnished to the Finance Officer, the Budget Officer, and the Town Clerk, to be kept on file by them for their direction in the disbursement of funds.

**ADOPTED THIS THE 9<sup>TH</sup> DAY OF JUNE, 2022 BY THE LEWISVILLE TOWN COUNCIL.**

\_\_\_\_\_  
Mike Horn, Mayor

ATTEST: \_\_\_\_\_  
Dora Moore, Town Clerk

DRAFT



**TOWN OF LEWISVILLE  
BUDGET ORDINANCE NUMBER 2022-001  
FISCAL YEAR 2022-2023 BUDGET**

**APPENDIX A**

**LODGING PLUS PER DIEM RATES FISCAL YEAR 2022-2023**

1. Reference the Town of Lewisville Personnel Policy Section 8-3 (Seminars and Training) where the following per diem rates are enacted for FY 2022-2023:

- 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:

Application Time	Meal	Rate
7:00 AM	Breakfast	\$ 10.00
12:00 Noon	Lunch	\$ 10.00
6:00 PM	Dinner	\$ 25.00
	<b>Total</b>	<b>\$ 45.00</b>

- b. Following is an exception to 1.a. above. When the Town 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 meetings 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 a 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. The 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.

**TOWN OF LEWISVILLE  
BUDGET ORDINANCE NUMBER 2022-001  
FISCAL YEAR 2022-2023 BUDGET**

5. During FY 2022-2023 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.

DRAFT

**TOWN OF LEWISVILLE  
BUDGET ORDINANCE NUMBER 2022-001  
FISCAL YEAR 2022-2023 BUDGET**

**APPENDIX B**

**SALARY RANGES BY PAY GRADE**

Pay Grade	Salary Range	
	Minimum	Maximum
6	\$ 78,395	\$ 121,510
5	\$ 64,138	\$ 103,905
4	\$ 57,287	\$ 85,930
3	\$ 42,760	\$ 71,268
2	\$ 35,633	\$ 57,013
1	\$ 28,505	\$ 42,760

Pay Grade	Classifications
<b>6</b>	Finance Officer
	Assistant Town Manager
<b>5</b>	Planner
	Public Works Director
<b>4</b>	Town Clerk
<b>3</b>	Communications Specialist
	Office Manager/Events Coordinator
	Storm Water Administrator
	Community Center Facilities & Programming Manager
	Planner I
<b>2</b>	Maintenance Technician
	Accounting Clerk I
<b>1</b>	Maintenance Worker I

**TOWN OF LEWISVILLE  
BUDGET ORDINANCE NUMBER 2022-001  
FISCAL YEAR 2022-2023 BUDGET**

**FISCAL YEAR 2022-2023 FEE SCHEDULE**

**APPENDIX C – SEE ATTACHED**

**Cancellation of Reservations for Use of Town Facilities:**

Cancellation 30 days prior to event	Full refund of rental fee
Cancellation 15 days to 29 days prior to event: Resident or Non-Resident Non-Resident	50% refund of base rental fee Forfeit surcharge
Cancellation 14 days or less prior to the event	Forfeit all rental fees paid

**Other:**

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