

**TOWN OF LEWISVILLE
BUDGET ORDINANCE NUMBER 2021001
FISCAL YEAR 2021-2022 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, 2021 and ending June 30, 2022, in accordance with the chart of accounts heretofore established for the Town:

Governing Body	\$	265,395
Administration	\$	703,530
Student Leadership Committee	\$	700
Finance	\$	246,851
Debt Service	\$	236,000
Beautification	\$	88,800
Public Works	\$	670,370
Storm Water	\$	115,341
Powell Bill	\$	316,750
Solid Waste	\$	862,605
Recycling	\$	7,195
Community Policing	\$	692,745
Public Safety	\$	10,150
Streets	\$	271,939
Planning & Zoning	\$	462,820
Parks and Recreation	\$	361,353
TOTAL DEPARTMENTAL APPROPRIATIONS	\$	5,312,544

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Section 2: It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2021, and ending June 30, 2022:

Ad Valorem Property Tax	\$ 2,761,490
Tax Penalties & Interest	\$ 4,000
Sales Tax	\$ 896,530
Local Occupancy Tax	\$ 21,000
Video Programming Sales Tax	\$ 134,810
Electricity Sales Tax	\$ 438,110
Sales Tax on Piped Natural Gas	\$ 16,020
Telecommunications Sales Tax	\$ 27,950
Recreational Facilities Rental Fees	\$ 0
Recreational Facilities Rental Fees - Non Residents	\$ 0
Investment Revenue	\$ 370
Beer & Wine Tax	\$ 59,470
ABC Board Revenue	\$ 190,000
Powell Bill Street Aid Distribution	\$ 316,750
Miscellaneous Revenue	\$ 4,000
Gas Tax Refund	\$ 200
Solid Waste Disposal Tax	\$ 9,890
Planning and Developer Fees	\$ 5,000
Storm Water Plan Review Fees	\$ 1,000
Fund Balance Appropriated - General Fund	\$ 425,954
TOTAL REVENUES	\$ 5,312,544

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Section 3: The following amounts are hereby appropriated in the Special Revenue Fund for the operation and activities of the Willow Run Municipal Service District for the fiscal year beginning July 1, 2021, and ending June 30, 2022, in accordance with the chart of accounts heretofore established for the Municipal Service District:

Legal Expense	\$	1,000
Supplies	\$	2,000
Contracted Services	\$	29,180
Contingency	\$	3,570
TOTAL	\$	35,750

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, 2021, and ending June 30, 2022:

Ad Valorem Property Tax	\$	35,750
TOTAL	\$	35,750

Section 5: The following amounts are hereby appropriated in the American Rescue Plan Special Revenue Fund for the operation and activities of the federal funding received from the American Rescue Plan for the fiscal year beginning July 1, 2021, and ending June 30, 2022, in accordance with the chart of accounts heretofore established for the special revenue fund:

Contracted Services	\$	0
TOTAL	\$	0

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Section 6: It is estimated that the following revenues will be available in the American Rescue Plan Special Revenue Fund for the fiscal year beginning July 1, 2021, and ending June 30, 2022:

Federal Grant Revenue	\$	0
TOTAL	\$	0

Section 7: 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, 2021, and ending June 30, 2022, in accordance with the chart of accounts heretofore approved for the Town:

Reserve for future expenditures	\$115,000
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Section 8: 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, 2021, and ending June 30, 2022:

Transfer from General Fund	\$115,000
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Section 9: The following amount is hereby appropriated in the Storm Water Capital Reserve Fund for the fiscal year beginning July 1, 2021, and ending June 30, 2022, in accordance with the chart of accounts heretofore approved for the Town:

Reserve for future expenditures	\$	0
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Section 10: The following revenue will be available in the Storm Water Capital Reserve Fund for the fiscal year beginning July 1, 2021, and ending June 30, 2022:

Transfer from General Fund	\$	0
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Section 11: The following amount is hereby appropriated in the Municipal Buildings and Land Capital Reserve Fund for the fiscal year beginning July 1, 2021, and ending June 30, 2022, in accordance with the chart of accounts heretofore approved for the Town:

Reserve for future expenditures	\$	0
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Section 12: The following revenue will be available in the Municipal Buildings and Land Capital Reserve Fund for the fiscal year beginning July 1, 2021, and ending June 30, 2022:

Transfer from General Fund	\$	0
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Section 13: The following amount is hereby appropriated in the Sidewalks/Bike Paths/Greenways Capital Reserve Fund for the fiscal year beginning July 1, 2021, and ending June 30, 2022, in accordance with the chart of accounts heretofore approved for the Town:

Reserve for future expenditures	\$ 25,000
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Section 14: The following revenue will be available in the Sidewalks/Bike Paths/Greenways Capital Reserve Fund for the fiscal year beginning July 1, 2021, and ending June 30, 2022:

Transfer from General Fund	\$ 25,000
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Section 15: The following amount is hereby appropriated in the Public Works Facility Capital Reserve Fund for the fiscal year beginning July 1, 2021, and ending June 30, 2022, in accordance with the chart of accounts heretofore approved for the town:

Reserve for future expenditures	\$ 95,000
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Section 16: The following revenue will be available in the Public Works Facility Capital Reserve Fund for the fiscal year beginning July 1, 2021, and ending June 30, 2022:

Transfer from General Fund	\$ 95,000
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Section 17:

(A) For the Town of Lewisville: There is hereby levied a tax rate of seventeen and seven tenths cents (17.7¢) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2021, for the purpose of raising the revenue listed as "Ad Valorem Property Tax" in the General Fund in Section 2 of this ordinance.

This rate is based on a total valuation of property for the purpose of taxation of \$1,608,414,955 and an estimated rate of collection of 97%. The estimated rate of collection is based on the fiscal 2019-2020 collection rate of 99.64%.

(B) For the Willow Run Municipal Service District: There is hereby levied a tax rate of five cents (5.0¢) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2021, for the purpose of raising the revenue listed as "Ad Valorem Property Tax" in the Special Revenue Fund in Section 4 of this ordinance.

This rate is based on a total valuation of property for the purpose of taxation of \$73,708,656 and an estimated rate of collection of 97%.

Section 18: GWR R-O-W/Construction Capital Projects Fund is included as a part of this budget ordinance.

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Section 19: Jack Warren Park Maintenance Facility/Playground Expansion Capital Projects Fund is included as part of this budget ordinance.

Section 20: Gateway Project Capital Projects Fund is included as part of this budget ordinance.

Section 21: Community Center Capital Projects Fund is included as a part of this budget ordinance.

Section 22: Roundabout at Lewisville-Vienna Road and Robinhood Road Capital Projects Fund is included as part of this budget ordinance.

Section 23: Events expenditures are calculated at \$6.50 per resident using the estimated population count of 13,392. The budget for events is \$87,048.

Section 24: Travel Per Diem Rates and Fee Schedules are hereby established in accordance with Appendix A and C attached hereto.

Section 25: Salary range minimums and maximums for town staff are hereby established in accordance with Appendix B attached hereto.

Section 26. The Town Manager shall have the authority per G.S. 159-15 to transfer appropriations from one line item to another line item within a departmental budget. These changes should not result in increases in recurring obligations such as salaries. The manager is further authorized to transfer funds from one appropriation to another in a different department within the same fund with a maximum of \$10,000 provided that such transfer shall be reported to the Town Council at its next regular meeting and shall be entered in the minutes. No additional transfers shall be made between funds, except as approved by the Town Council in the Budget Ordinance as amended. The Town Manager shall have the authority to approve and execute contracts in amounts not to exceed \$10,000. The manager has the authority to make a change order to an existing paving contract not to exceed \$40,000.

Section 27. The manager shall not hire or authorize the hiring of employees that will result in more than the equivalent of 10.5 full time permanent employees and a seasonal part-time intern to be paid. However, the manager may, at their discretion, hire the town clerk to replace the retiring town clerk up to 3 months prior to the town clerk's retirement date for purposes of training and a smooth transition.

Section 28: Appendix A Lodging Plus Per Diem Rates FY 2021-2022 is herein incorporated into this ordinance.

Section 29: Appendix B Salary Ranges by Pay Grade is herein incorporated into this ordinance.

Section 30: Appendix C Fiscal Year 2021-2022 Fee Schedule is herein incorporated into this ordinance.

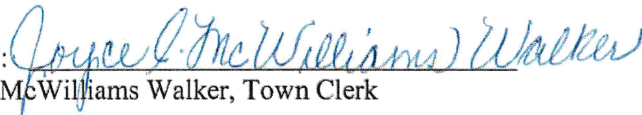
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Section 31: Copies of this Budget Ordinance shall be furnished to the Finance Officer, the Budget Officer and Town Clerk, to be kept on file by them for their direction in the disbursement of funds.

ADOPTED THIS THE 14th DAY OF JUNE, 2021 BY THE LEWISVILLE TOWN COUNCIL.



Mike Horn, Mayor

ATTEST: 
Joyce C. McWilliams Walker, Town Clerk



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APPENDIX A

LODGING PLUS PER DIEM RATES FY 2020-2021

1. Reference Town of Lewisville Personnel Policy Resolution section 8-3 (Seminars and Training) the following per diem rates are enacted for FY 2021-2022:

- a. Authorized travelers will be reimbursed for the full cost of overnight lodging accommodations plus the following meal rates, except as stated in paragraph 1b. below:

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

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

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

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

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

5. During FY 2021-2022 use of privately owned vehicles (POV) while conducting official town business will be reimbursed at the same rate established by the IRS. Employees and other Town Officials receiving an automobile allowance will not be reimbursed mileage when using their POV for official travel within the state.

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APPENDIX B

SALARY RANGES BY PAY GRADE

Pay Grade	Salary Range	
	Minimum	Maximum
6	\$72,187	\$111,888
5	\$59,059	\$95,677
4	\$52,750	\$79,125
3	\$39,374	\$65,624
2	\$32,811	\$52,498
1	\$26,248	\$39,374

Pay Grade

Classifications

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

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Fiscal Year 2021 - 2022 Fee Schedule

Appendix C - See Attached

Cancellations of Reservations for Use of Town Facilities:

Cancellation 30 days prior to event	Full Refund
Cancellation 15 days to 29 days prior to event:	
Resident or non-resident	50% of base rental fee
Non-Resident	Forfeit Surcharge
Cancellation 14 days or less prior to event	Forfeit All Fees Paid

Other

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