



**RIVER BEND TOWN COUNCIL
AGENDA - Amended
Regular Meeting
July 20, 2023
River Bend Town Hall – 45 Shoreline Drive
7:00 p.m.**

Pledge: Leonard

1. Call to Order (Mayor Kirkland Presiding)
2. Recognition of New Residents
3. Additions/Deletions to Agenda
4. Addresses to the Council

- A. Art Seaman – Rezoning Property
- B. Jay Ammon – Rezoning Property

5. Public Hearings
6. Consent Agenda

All items listed under this section are considered routine by the Council and will be enacted by one motion in the form listed below. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

A. Approve:

*Minutes of the June 8, 2023 Work Council Meeting
Minutes of the June 15, 2023 Regular Council Meeting*

7. Town Manager's Report – Delane Jackson

Activity Reports

- A. *Monthly Police Report* by Chief Joll
- B. *Monthly Water Resources Report* by Director of Public Works Mills
- C. *Monthly Work Order Report* by Director of Public Works Mills
- D. *Monthly Zoning Report* by Assistant Zoning Administrator McCollum

Administrative Reports:

8. Planning Board – Councilman Sheffield
 - A. Planning Board Report
 - B. VOTE – Jay Ammon Rezoning Request Craven County PIN 8-206-083
9. Public Safety – Councilman Weaver
 - A. Community Watch

10. Parks & Recreation – Councilman Weaver
 - A. Parks and Rec Report
 - B. Organic Garden Report
 - C. Library Report
 - D. Red Caboose Library Contract Update
11. CAC – Councilwoman Maurer
 - A. CAC Report
12. Finance – Councilman Leonard
 - A. Financial Report - Finance Director
 - B. **VOTE** – Budget Amendment
 - C. **VOTE** – Award of Paving Contract
13. Environment And Waterways – Councilman Leonard
 - A. EWAB Report
 - B. **VOTE** – Wastewater Treatment Plant Grant Resolution
 - C. **VOTE** – Water Supply Study Project Award
14. Mayor’s Report – Mayor Kirkland
15. Public Comment

The public comment period is set aside for members of the public to offer comments to the Council. It is the time for the Council to listen to the public. It is not a Question & Answer session between the public and the Council or Staff. All comments will be directed to the Council. Each speaker may speak for up to 3 minutes. A member of staff will serve as timekeeper. A sign-up sheet is posted by the meeting room door and will be collected prior to the start of the Public Comment Period. Speakers will be called on by the Mayor in the order that they signed up. In order to provide for the maintenance of order and decorum, the Council has adopted a policy for this section of the meeting. A copy of the policy is posted by the door for your review. Please follow the policy. If you have a specific question for staff, you are encouraged to contact the Town Manager or the appropriate Department Head at another time.

16. Adjournment



Town of River Bend

RECEIVED
JUL 14 2023
TOWN OF RIVER BEND

Request Type - Select One

- Request to Address the Town Council at Regular Meeting
- Request to Appear on Town Council Meeting Agenda

Meeting Date 7/20/2023		Date of Request 7/14/2023
SPEAKER'S INFORMATION		
Name Art Seaman		Phone Number 731-695-3587
Address 302 Pirates Rd		
Organization (if any)		
Subject Re-zoning of property behind/next to Howell Ctr.		
TIME LIMITED TO FIVE (5) MINUTES UNLESS OTHERWISE APPROVED		
Requestor's Signature 		Time Requested 5 min.
Approval 	Date 7-14-23	Time (Minutes)* 5 minutes

*If more than three (3) people sign up to speak at the meeting, the Council reserves the right to reduce time allowed. Form must be returned to the Clerk by 9:00 am on the Tuesday prior to the meeting. TRB Form # 54 (Rev. 3/22)

ITEM 4



Town of River Bend

RECEIVED

JUL 14 2023

TOWN OF RIVER BEND

Request Type - Select One

Request to Address the Town Council at Regular Meeting

Request to Appear on Town Council Meeting Agenda

Meeting Date <i>7-20-23</i>		Date of Request <i>7-14-23</i>
SPEAKER'S INFORMATION		
Name <i>Jay B Ammon</i>	Phone Number <i>252 723 8558</i>	
Address <i>109 Gateweed</i>		<i>Jammon3@gmail.com</i>
Organization (if any) <i>SPECTRUM</i>		
Subject <i>Re zoning as I have requested</i>		
TIME LIMITED TO FIVE (5) MINUTES UNLESS OTHERWISE APPROVED		
Requestor's Signature <i>[Signature]</i>	Time Requested <i>5</i>	
Approval <i>Dellane Jackson</i>	Date <i>7-14-23</i>	Time (Minutes)* <i>5 minutes</i>

*If more than three (3) people sign up to speak at the meeting, the Council reserves the right to reduce time allowed. Form must be returned to the Clerk by 9:00 am on the Tuesday prior to the meeting. TRB Form # 54 (Rev. 3/22)

ITEM

**River Bend Town Council
Work Session Minutes
June 8, 2023
Town Hall
7:00 p.m.**

Present Council Members: Mayor John Kirkland
James Castranova
Brian Leonard
Barbara Maurer
Buddy Sheffield
Jeff Weaver

Town Manager: Delane Jackson
Town Clerk: Kristie Nobles
Town Attorney: Dave Baxter

Members of the Public Present: 33

CALL TO ORDER

Mayor Kirkland called the meeting to order at 7:00 p.m. on Thursday, June 8, 2023, at the River Bend Town Hall with a quorum present.

ADDITIONS/DELETIONS TO AGENDA

Councilman Castranova stated that he would like to add to the agenda a discussion and a possible motion on the issue of tree harvesting on the 100 acres. He stated he would specifically like to ask the Town Attorney to provide a written opinion regarding whether the 100 acres is grandfathered in from complying with the Tree Preservation Ordinance and what provisions are enforceable. The Mayor asked if Councilman Castranova had any documents for the Council and he stated that he had provided a handout that was on the table (near the door). The Mayor stated that the agenda is provided two days in advance so the Council can review the documents. Councilman Castranova stated that he did not have time and is following the rules for adding to the agenda as posted.

VOTE – Addition to Agenda

The Mayor recognized Councilman Castranova's request as a motion and called for a vote. The motion failed with 2 ayes and 3 nays with Leonard, Maurer, and Sheffield voting nay.

VOTE – Approval of Agenda

Councilman Weaver motioned to accept the agenda as presented. The motion passed with 4 ayes and 1 nay with Castranova voting nay.

PUBLIC HEARING – Proposed FY2023-2024 Budget

Councilman Leonard moved to open the Public Hearing to discuss the proposed FY2023-2024 Budget. The motion carried unanimously.

He then invited anyone who wished to address the proposed FY2023-2024 budget to step to the podium to be heard.

With no one stepping forward, Councilman Leonard moved to close the Public Hearing. The motion carried unanimously.

VOTE – Efird Monument

Councilman Castranova motioned to approve the purchase of the Efird monument as presented. The motion carried unanimously.

VOTE – Budget Amendment 22-B-06

Councilman Leonard motioned to approve Budget Amendment 22-B-06 as presented. The motion carried unanimously.

Discussion – Ammon Rezoning Request

The Manager stated that Mr. Jay Ammon with Spectrum Homes has submitted a rezoning request and the Planning Board has approved the request. He then presented the PowerPoint that was presented to the Planning Board but included some additional information. The Manager stated that Mr. Ammon is in attendance to answer any questions the Council may have. The Council had a brief discussion with Mr. Ammon regarding the rezoning request and his future plans for the property. Councilman Leonard then thanked Mr. Ammon for attending the meeting and answering the questions.

VOTE – FY23-24 Leaf and Limb Schedule

Councilwoman Maurer motioned to approve the FY23-24 Leaf and Limb Schedule as presented. The motion carried unanimously.

Discussion – Advisory Board Appointments

The Manager stated that a list of all advisory board members were included in the agenda package and the terms that expire on June 30 are highlighted. He asked the liaisons to state who wished to be reappointed.

Councilman Leonard stated that the Environmental Waterways Advisory Board has three positions available for reappointment. Karl Lichty, Jon Hall, and Paige Ackiss all agree to be reappointed with Paige Ackiss serving as chair.

Councilwoman Maurer stated that the Community Appearance Commission has three positions available but those are vacant. She stated that there is one application on file for Donna Perry. She stated that the CAC members have agreed to appoint her since she served previously. The Council agreed.

Councilman Weaver stated that the Parks and Recreation Advisory Board has three positions available for reappointment with two of those vacant. He stated that Rebekah Royston agreed to be reappointed. He also stated that there are three vacancies in total on the board and three applications on file that the Parks and Recreation Advisory Board has approved. The Council agreed to appoint those as a part of the consent agenda at the next meeting. Those applicants are Richard and Laurie LaMotte and Amy Hendee.

Councilman Sheffield stated that the Planning Board has three positions available for reappointment. Keith Boulware and Kathleen Fleming agree to be reappointed and Kelly Latimer did not wish to be reappointed. He also stated that Kelly Forrest is a Craven County ETJ appointed member and she has resigned.

Councilman Sheffield stated that the Board of Adjustment has three positions available for reappointment. Chris Barta, Patty Leonard, and alternate member David Zinni agree to be reappointed.

Discussion – Conditional Zoning

Councilman Weaver stated that with the recent rezoning request he felt that Conditional Zoning should be discussed even though the Council voted to table the ordinance in January. He stated that without conditional zoning the Council does not have any authority or any power to say we

want these things or we won't rezone the property. He stated that if the Council did that now under the traditional zoning, which the town will keep, they would be violating North Carolina laws. He also stated that the Town Attorney has provided his opinion and he wanted to get the other Council members' opinion on whether they would like to discuss Conditional Zoning at the next Council meeting. Councilman Leonard stated that he agreed with Councilman Weaver and felt it is a valuable tool for the Town to have. Councilman Castranova stated that an item was included in the Attorney's Opinion that he thought was being removed. Councilman Weaver stated that the provided ordinance is the same from when the Council voted to table the topic. Councilman Leonard stated that when the Council discusses the ordinance, changes can be requested then. Councilman Weaver stated that he would have it added to the next meetings agenda for discussion. Councilman Sheffield asked the Town Attorney

Discussion – New Zoning District

Councilman Sheffield stated that he would like for the Council to discuss finding an alternative zoning for multi-family other than PDR-MF. He stated that the only multi family zoning that the Town of River Bend has is PDR-MF and he feels that zone requirements are very lenient on what the town would allow.

VOTE – New Zoning District

Councilman Sheffield motioned to direct the staff to look into additional zoning districts. The motion carried unanimously.

REVIEW – Agenda for the June 15, 2023 Council Meeting

The Council reviewed the agenda for the June 15, 2023, Council Meeting.

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield moved to adjourn. The motion carried unanimously. The meeting adjourned at 8:42 p.m.

Kristie J. Nobles, CMC, NCCMC
Town Clerk



TOWN OF RIVER BEND
BUDGET ORDINANCE AMENDMENT 22-B-06
FISCAL YEAR 2022 - 2023

BE IT ORDAINED by the Council of the Town of River Bend, North Carolina that the 2022-2023 Budget Ordinance as last amended on January 12, 2023, be amended as follows:

Summary

General Fund	2,278,561
General Capital Reserve Fund	99,847
Law Enforcement Separation Allowance Fund	13,525
Water Fund	884,032
Water Capital Reserve Fund	245,260
Sewer Fund	1,187,139
Sewer Capital Reserve Fund	11,273
Total	<u>4,719,637</u>

Section 1.

General Fund

Anticipated Revenues

AD VALOREM Taxes 2022-2023	721,710
AD VALOREM Tax-Motor Vehicle	92,300
Animal Licenses	2,000
Sales Tax 1% Article 39	177,124
Sales Tax 1/2% Article 40	102,899
Sales Tax 1/2% Article 42	88,586
Sales Tax Article 44	11,613
Sales Tax Hold Harmless Distribution	99,000
Solid Waste Disposal Tax	2,200
Powell Bill Allocation	91,000
Beer and Wine Tax	13,225
Video Programming Sales Tax	50,743
Utilities Franchise Tax	108,963
Telecommunications Sales Tax	8,140
Court Refunds	500
Zoning Permits	5,000
Federal Grant (Byrne Justice Assistance Grant)	22,170
Federal Disaster Assistance	5,092
State Grant (Golden LEAF Foundation Grant)	250,000
Miscellaneous	10,000
Interest- Powell Bill Investments	50
Interest-General Fund Investments	500
Contributions	421
Wildwood Storage Rents	18,144
Rents & Concessions	18,000
Sale of Fixed Assets	15,000
Transfer From Capital Reserve Fund	72,787
Appropriated Fund Balance	<u>291,394</u>
Total	<u>2,278,561</u>

Section 1. General Fund (continued)

Authorized Expenditures	
Governing Body	27,000
Administration	296,800
Finance	133,800
Tax Listing	11,600
Legal Services	32,350
Elections	550
Police	664,443
Public Buildings	97,800
Emergency Services	3,700
Animal Control	14,600
Street Maintenance	193,000
Public Works	177,500
Leaf & Limb and Solid Waste	56,092
Stormwater Management	311,395
Wetlands and Waterways	2,900
Planning & Zoning	54,800
Recreation & Special Events	7,600
Parks & Community Appearance	101,200
Contingency	17,931
Transfer To General Capital Reserve Fund	60,000
Transfer To L.E.S.A. Fund	13,500
Total	<u>2,278,561</u>

Section 2. General Capital Reserve Fund

Anticipated Revenues	
Contributions from General Fund	60,000
Interest Revenue	60
Appropriated Fund Balance	<u>39,787</u>
Total	99,847
Authorized Expenditures	
Transfer to General Fund	72,787
Future Procurement	<u>27,060</u>
	99,847

Section 3. Law Enforcement Separation Allowance Fund

Anticipated Revenues:	
Contributions from General Fund	13,500
Interest Revenue	<u>25</u>
Total	13,525
Authorized Expenditures:	
Separation Allowance	0
Future LEOSSA Payments	<u>13,525</u>
Total	13,525

Section 4. **Water Fund**

Anticipated Revenues

Utility Usage Charges, Classes 1 & 2	209,332
Utility Usage Charges, Classes 3 & 4	10,525
Utility Usage Charges, Class 5	13,183
Utility Usage Charges, Class 8	3,519
Utility Customer Base Charges	277,253
Hydrant Availability Fee	20,130
Taps & Connections Fees	1,250
Nonpayment Fees	10,500
Late payment Fees	7,707
Interest Revenue	435
Sale of Capital Asset	0
Appropriated Fund Balance	330,197
Total	<hr/> 884,032

Authorized Expenditures

Administration & Finance [1]	485,741
Operations and Maintenance	124,000
Transfer To Fund Balance for Capital Outlay	3,500
Transfer To Water Capital Reserve Fund	0
Transfer to PW Capital Projects Fund	270,791
Total	<hr/> 884,032

[1] Portion of department for bond debt service: 152,932

Section 5. **Water Capital Reserve Fund**

Anticipated Revenues

Contributions From Water Operations Fund	0
Interest Revenue	172
Appropriated Fund Balance	245,088
Total	<hr/> 245,260

Authorized Expenditures

Future Expansion & Debt Service	172
Transfer to PW Capital Projects Fund	245,088
Total	<hr/> 245,260

Section 6. **Sewer Fund**

Anticipated Revenues:

Utility Usage Charges, Classes 1 & 2	257,727
Utility Usage Charges, Classes 3 & 4	23,194
Utility Usage Charges, Class 5	29,053
Utility Usage Charges, Class 8	6,836
Utility Customer Base Charges	294,601
Taps & Connection Fees	1,250
Late payment Fees	7,948
Interest Revenue	703
Sale of Capital Asset	0
Appropriated Fund Balance	565,827
Total	<u>1,187,139</u>

Authorized Expenditures:

Administration & Finance [2]	468,025
Operations and Maintenance	211,000
Transfer to Fund Balance for Capital Outlay	3,500
Transfer to Sewer Capital Reserve Fund	0
Transfer to PW Capital Projects Fund	504,614
Total	<u>1,187,139</u>

[2] Portion of department for bond debt service: 126,434

Section 7. **Sewer Capital Reserve**

Anticipated Revenues:

Contributions From Sewer Operations Fund	0
Interest Revenue	8
Appropriated Fund Balance	11,265
Total	<u>11,273</u>

Authorized Expenditures:

Future Expansion & Debt Service	8
Transfer to PW Capital Projects Fund	11,265
Total	<u>11,273</u>

Section 8. **Levy of Taxes**

There is hereby levied a tax at the rate of twenty-six cents (\$0.26) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2022, for the purpose of raising the revenue listed as "Ad Valorem Taxes 2022-2023" in the General Fund Section 1 of this ordinance. This rate is based on a valuation of \$278,500,000 for purposes of taxation of real and personal property with an estimated rate of collection of 99.67%. The estimated collection rate is based on the fiscal year 2020-2021 collection rate of 99.67% by Craven County who has been contracted to collect real and personal property taxes for the Town of River Bend. Also included is a valuation of \$35,500,000 for purposes of taxation of motor vehicles with a collection rate of 100% by the North Carolina Vehicle Tax System.

Section 9. **Fees and Charges**

There is hereby established, for Fiscal Year 2022-2023, various fees and charges as contained in Attachment A of this document.

Section 10. **Special Authorization of the Budget Officer**

- A. The Budget Officer shall be authorized to reallocate any appropriations within departments.
- B. The Budget Officer shall be authorized to execute interfund and interdepartmental transfers in emergency situations. Notification of all such transfers shall be made to the Town Council at its next meeting following the transfer.
- C. The Budget Officer shall be authorized to execute interdepartmental transfers in the same fund, including contingency appropriations, not to exceed \$5,000. Notification of all such transfers shall be made to the Town Council at its next meeting following the transfer.

Section 11. **Classification and Pay Plan**

Cost of Living Adjustment (COLA) for all Town employees shall be 5.0% and shall begin the first payroll in the new fiscal year. The Town Manager is hereby authorized to grant merit increases to Town employees, when earned, per the approved Pay Plan.

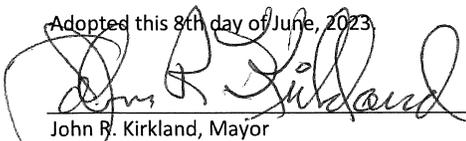
Section 12. **Utilization of the Budget Ordinance**

This ordinance shall be the basis of the financial plan for the Town of River Bend municipal government during the 2022-2023 fiscal year. The Budget Officer shall administer the Annual Operating Budget and shall ensure the operating staff and officials are provided with guidance and sufficient details to implement their appropriate portion of the budget.

Section 13. **Copies of this Budget Ordinance**

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

Adopted this 8th day of June, 2023.



John R. Kirkland, Mayor

Attest:


Kristie J. Nobles, Town Clerk, CMC

**River Bend Town Council
Regular Meeting Minutes
June 15, 2023
Town Hall
7:00 p.m.**

Present Council Members: Mayor John Kirkland
James Castranova
Brian Leonard
Barbara Maurer
Buddy Sheffield
Jeff Weaver

Town Manager: Delane Jackson
Police Chief: Sean Joll
Finance Director: Mandy Gilbert
Town Clerk: Kristie Nobles
Town Attorney: Dave Baxter

Members of the Public Present: 24

CALL TO ORDER

Mayor Kirkland called the meeting to order at 7:00 p.m. on Thursday, June 15, 2023, at the River Bend Town Hall with a quorum present.

VOTE – Approval of Agenda

Councilwoman Maurer motioned to adopt the agenda as presented. The motion carried unanimously.

CONSENT AGENDA

The Mayor presented the Council with the Consent Agenda. Councilman Sheffield **moved to approve the Consent Agenda as presented.** The motion carried unanimously. Within this motion, the following items were approved:

A. Approve:

*Minutes of the May 11, 2023 Work Council Meeting
Minutes of the May 18, 2023 Regular Council Meeting*

B. Advisory Board Appointments and Reappointments:

PLANNING BOARD: Reappoint Keith Boulware and Kathleen Flemming to terms beginning July 1, 2023, and ending on June 30, 2025;

PARKS AND RECREATION: Reappoint Rebekah Royston to terms beginning July 1, 2023, and ending on June 30, 2025; and Appoint Amy Hendee to a term beginning June 15, 2023 and ending on June 30, 2024, and appoint Laurie LaMotte and Richard LaMotte to terms beginning June 15, 2023 and ending on June 30, 2025;

CAC: Appoint Donna Perry to a term beginning June 15, 2023 and ending on June 30, 2025,;

ENVIRONMENT AND WATERWAYS ADVISORY BOARD: Reappoint R. Karl Lichty, Jon Hall and Paige Ackiss to terms beginning July 1, 2023, and ending on June 30, 2025;

BOARD OF ADJUSTMENT: Reappoint Chris Barta, Patty Leonard and David Zinni to terms beginning July 1, 2023, and ending on June 30, 2026;

AUDIT COMMITTEE: Reappoint Brian Leonard, Mandy Gilbert, Delane Jackson and Janice Westgate to terms beginning July 1, 2023, and ending on June 30, 2025;

TOWN MANAGER'S REPORT

The Manager gave the following updates:

- Metronet has been working diligently around the town installing fiber optic cable to bring internet services to the town.
- The July Council Work Session meeting has been canceled.
- At this time the Manager presented a PowerPoint on the proposed Fiscal Year 2023-2024 Budget.

ADMINISTRATIVE REPORTS

PUBLIC SAFETY – COUNCILMAN WEAVER

Community Watch – Councilman Weaver stated that Community Watch will meet on June 21 and they are looking for volunteers to help with traffic control for the July 4 Celebration.

VOTE – Restart Discussions on Draft Conditional Zoning Ordinance

Councilman Weaver motioned to restart discussion on the Draft Conditional Zoning Ordinance at the August 10 Work Session. The motion passed with four ayes and one nay with Castranova voting nay.

PARKS & RECREATION – COUNCILMAN WEAVER

Parks & Recreation

Councilman Weaver stated that the Parks and Recreation Advisory Board has canceled the June 17, Father's Day BBQ Event and they are currently needing volunteers for the July 4 Celebration. He also stated that the Parks and Recreation Advisory Board had a special meeting and recommended Richard LaMotte, Laurie LaMotte and Amy Hendee for appointment to the advisory board.

Organic Garden

Councilman Weaver stated that the Organic Garden had a workday on June 9 and there was a lot of volunteers and the summer vegetables were planted.

Red Caboose Library (RCL)

Councilman Weaver stated that the Book / Tech Mobile would be at the Municipal Building on Friday June 16, at 2:00 p.m. through 5:00 p.m.

CAC – COUNCILWOMAN MAURER

Councilwoman Maurer presented the following report.

The CAC did not meet in June. The closing date for the Beautification awards for June is today. The awards will be announced in the next few days. The Fourth of July Festive Award announcement will include information about how to decorate for the Award Competition. The competition will include residence doorways, mailboxes and front yards. She stated that the winners for this award are 105 Plantation and 307 North Carolina. The Plantation Drive median project is on hold until the CAC receives direction from the Council. There currently are three vacancies on the Community Appearance Commission. This is an active group with diverse interests. Members may work on one or all of the projects. If you are interested, contact Chairwoman Brenda Hall to find out more about joining the board or volunteering for a project. The next meeting is scheduled for July 19, 2023 at 4 pm in the Municipal Building.

FINANCE – COUNCILMAN LEONARD

Financial Report – Finance Director, Mandy Gilbert, presented to the Council the financial statement for the month of May. She stated the total of the Town's Cash and Investments as of May 31, 2023, were \$3,652,028 and Ad valorem tax collections for FY22-23 were \$725,905 and Vehicle Ad valorem tax collections were \$85,580.

VOTE – FY2023-2024 Budget Ordinance

Councilman Leonard motioned to adopt the Fiscal Year 2023-2024 Budget Ordinance and Schedule of Rates and Fees as presented. The motion carried unanimously. (see attached)

ENVIRONMENTAL AND WATERWAYS – COUNCILMAN LEONARD

Councilman Leonard presented the following report:

EWAB met on Monday May 1st, 2023, at 7 PM in the small conference room in the Municipal building. Chairman Ackiss call the meeting to order at 7 PM, there was a quorum. The minutes from the April 3rd, 2023, meeting was read and approved. Councilman Leonard gave a council report. Old business: updates on stormwater management, mosquitoes, and the bulkhead inspections. New Business: Chairman Ackiss noted that some of the channel markers are missing or damaged, he will report to the town manager for action. Volunteer Hours: 16 The next meeting will be on Monday 5 June 2023 at 7 PM in the small conference room in the municipal building. Visitors are always welcome. The meeting adjourned at 7:35 PM.

PLANNING BOARD – COUNCILMAN SHEFFIELD

Councilman Sheffield stated that the Planning Board met on June 1, 2023, for the main purpose to adopt a Public Comment Policy. He stated the July meeting is canceled and the next meeting is scheduled for August 3, 2023.

DISCUSSION – Matters Related to Tree Preservation Ordinance

Councilman Castranova stated that he had questions regarding the Town's Tree Preservation Ordinance but most of his questions had been answered. He stated that in the ordinance it states that there should not be any clear cutting if it is solely to make the land marketable or available for development. He asked the Town Attorney to explain who determines this and is it the Town's Managers sole discretion and what factors should go into that. The Town Attorney stated that this ordinance is in the Zoning Ordinance and the Town Manager is the Zoning Administrator, so he makes those decisions. He also stated that if there are any pending applications or site plan documentation submitted it should be considered. Councilman Castranova asked if a rezoning application had been requested but not submitted, should that be taken into consideration and the Town Attorney stated that it could be taken into consideration but would not be a definitive decision relating to the ordinance. Councilman Castranova asked the attorney if there was a way to challenge the Zoning Administrators decision and the attorney stated yes, it could be appealed to the Town's Board of Adjustment. Councilman Castranova then asked who could sue and the Town Attorney stated that the adjacent property owners and community organizations may have a standing to sue. Councilman Leonard asked for clarity, that the property being discussed is not clear cutting but tree harvesting where trees were specifically planted on a tree farm for that use. The Town Attorney stated that if you are referring to the Davis property on Old Pollocksville Road, it is forestry use in a present use value program and has a timber management plan. Councilman Sheffield asked the Town Attorney if the Town Manager asked for his opinion on this issue and the Town Attorney stated yes. Councilman Sheffield then asked if the Town Attorney gave the Town Manager an opinion and the Town Attorney responded "yes". Councilman Sheffield then asked if the Town Manager went by the advice of the Town Attorney and the Town Attorney responded "yes".

MAYOR'S REPORT

The Mayor presented the following report.

June comes every year and every year in North Carolina municipalities must prepare and adopt a budget for the following fiscal year. This process begins with a Budget Workshop meeting of the Council in January. At that Workshop the Council members and Town Manager develop an outline of issues that need to be addressed in the annual budget for the next fiscal year. Thus begins the development of supporting material for the new budget by the Manager and the Town Department Heads and Staff. The Manager begins to assemble material that he will need to

present a draft budget document to members of the Town Council when Budget Work Session Meetings begin in May. At dedicated meetings the Manager and appropriate Department Heads work with the Council in the development of a specific and detailed budget that will be presented for public information. The Council will vote to adopt the budget at its scheduled June meeting. The Manager and Staff spend many hours in the budget preparation and the members of Town Council also spend considerable time in meetings dedicated to completing this document which will guide the fiscal direction of the Town July 2023 thru June 2024. For many years the Government Finance Officers organization recognized River Bend for superior development and execution of the Town's budget. We can all be proud of the work that the Council, Manager and Town Staff put developing this mandated annual fiscal budget and then review its performance month-by-month.

PUBLIC COMMENT

No Public Comments.

CLOSED SESSION

Councilman Sheffield moved to go into a Closed Session under NCSG §143-318.11(a)(3). The motion carried unanimously. The Council entered Closed Session at 8:03 p.m.

OPEN SESSION

Councilman Sheffield moved to return to Open Session at 8:19 p.m. The motion carried unanimously.

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield **moved to adjourn**. The meeting adjourned at 8:19 p.m.

Kristie J. Nobles, CMC, NCCMC
Town Clerk



**TOWN OF RIVER BEND
 ANNUAL OPERATING BUDGET ORDINANCE
 FISCAL YEAR 2023 - 2024**

BE IT ORDAINED by the Council of the Town of River Bend, North Carolina that the following anticipated fund revenues and departmental expenditures, together with certain fees and schedules, and with certain restrictions and authorizations, are hereby appropriated and approved for the operation of the Town government and its activities for the fiscal year beginning July 1, 2023 and ending June 30, 2024:

Summary

General Fund	2,156,391
General Capital Reserve Fund	56,900
Law Enforcement Separation Allowance Fund	12,685
Water Fund	655,335
Water Capital Reserve Fund	10
Sewer Fund	679,035
Sewer Capital Reserve Fund	1
Total	<u>3,560,357</u>

Section 1. General Fund

Anticipated Revenues

AD VALOREM Taxes 2023-2024	935,566
AD VALOREM Tax-Motor Vehicle	90,000
Animal Licenses	1,500
Sales Tax 1% Article 39	195,868
Sales Tax 1/2% Article 40	114,635
Sales Tax 1/2% Article 42	97,901
Sales Tax Article 44	13,090
Sales Tax Hold Harmless Distribution	108,195
Solid Waste Disposal Tax	2,200
Powell Bill Allocation	91,000
Beer and Wine Tax	13,225
Video Programming Sales Tax	49,621
Utilities Franchise Tax	112,169
Telecommunications Sales Tax	6,725
Court Refunds	500
Zoning Permits	7,000
Miscellaneous	15,000
Interest- Powell Bill Investments	50
Interest-General Fund Investments	20,000
Contributions	901
Wildwood Storage Rents	18,144
Rents & Concessions	18,000
Sale of Fixed Assets	3,000
Transfer From Capital Reserve Fund	43,504
Appropriated Fund Balance	<u>198,597</u>
Total	<u>2,156,391</u>

Section 1. General Fund (continued)

Authorized Expenditures

Governing Body	65,000
Administration	304,500
Finance	138,000
Tax Listing	13,700
Legal Services	24,000
Elections	0
Police	744,800
Public Buildings	103,600
Emergency Services	5,700
Animal Control	17,100
Street Maintenance	232,200
Public Works	189,000
Leaf & Limb and Solid Waste	52,384
Stormwater Management	47,000
Wetlands and Waterways	2,900
Planning & Zoning	57,000
Recreation & Special Events	10,500
Parks & Community Appearance	61,000
Contingency	20,807
Transfer To General Capital Reserve Fund	55,000
Transfer To L.E.S.A. Fund	12,200
Total	<u>2,156,391</u>

Section 2. General Capital Reserve Fund

Anticipated Revenues

Contributions from General Fund	55,000
Interest Revenue	1,900
Total	<u>56,900</u>

Authorized Expenditures

Transfer to General Fund	43,504
Future Procurement	13,396
Total	<u>56,900</u>

Section 3. Law Enforcement Separation Allowance Fund

Anticipated Revenues:

Contributions from General Fund	12,200
Interest Revenue	485
Total	<u>12,685</u>

Authorized Expenditures:

Separation Allowance	0
Future LEOSSA Payments	12,685
Total	<u>12,685</u>

Section 4. Water Fund

Anticipated Revenues

Utility Usage Charges, Classes 1 & 2	210,591
Utility Usage Charges, Classes 3 & 4	12,428
Utility Usage Charges, Class 5	15,002
Utility Usage Charges, Class 8	4,644
Utility Customer Base Charges	278,811
Hydrant Availability Fee	19,764
Taps & Connections Fees	1,250
Nonpayment Fees	10,500
Late payment Fees	7,822
Interest Revenue	3,488
Sale of Capital Asset	0
Appropriated Fund Balance	91,035
Total	<u>655,335</u>

Authorized Expenditures

Administration & Finance [1]	491,335
Operations and Maintenance	140,500
Transfer To Fund Balance for Capital Outlay	23,500
Transfer To Water Capital Reserve Fund	0
Total	<u>655,335</u>

[1] Portion of department for bond debt service: 141,157

Section 5. Water Capital Reserve Fund

Anticipated Revenues

Contributions From Water Operations Fund	0
Interest Revenue	10
Total	<u>10</u>

Authorized Expenditures

Future Expansion & Debt Service	10
---------------------------------	----

Section 6. Sewer Fund

Anticipated Revenues:

Utility Usage Charges, Classes 1 & 2	267,170
Utility Usage Charges, Classes 3 & 4	36,679
Utility Usage Charges, Class 5	28,142
Utility Usage Charges, Class 8	16,833
Utility Customer Base Charges	296,108
Taps & Connection Fees	1,250
Late payment Fees	8,384
Interest Revenue	5,836
Sale of Capital Asset	0
Appropriated Fund Balance	18,633
Total	<u>679,035</u>

Authorized Expenditures:

Administration & Finance [2]	482,735
Operations and Maintenance	192,800
Transfer to Fund Balance for Capital Outlay	3,500
Transfer to Sewer Capital Reserve Fund	0
Total	<u>679,035</u>

[2] Portion of department for bond debt service: 121,893

Section 7. Sewer Capital Reserve

Anticipated Revenues:

Contributions From Sewer Operations Fund	0
Interest Revenue	1
Total	<u>1</u>

Authorized Expenditures:

Future Expansion & Debt Service	1
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Section 8. **Levy of Taxes**

There is hereby levied a tax at the rate of twenty-four cents (\$0.24) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2023, for the purpose of raising the revenue listed as "Ad Valorem Taxes 2023-2024" in the General Fund Section 1 of this ordinance. This rate is based on a valuation of \$393,280,000 for purposes of taxation of real and personal property with an estimated rate of collection of 99.12%. The estimated collection rate is based on the fiscal year 2021-2022 collection rate of 99.12% by Craven County who has been contracted to collect real and personal property taxes for the Town of River Bend. Also included is a valuation of \$37,500,000 for purposes of taxation of motor vehicles with a collection rate of 100% by the North Carolina Vehicle Tax System.

Section 9. **Fees and Charges**

There is hereby established, for Fiscal Year 2023-2024, various fees and charges as contained in Attachment A of this document.

Section 10. **Special Authorization of the Budget Officer**

- A. The Budget Officer shall be authorized to reallocate any appropriations within departments.
- B. The Budget Officer shall be authorized to execute interfund and interdepartmental transfers in emergency situations. Notification of all such transfers shall be made to the Town Council at its next meeting following the transfer.
- C. The Budget Officer shall be authorized to execute interdepartmental transfers in the same fund, including contingency appropriations, not to exceed \$5,000. Notification of all such transfers shall be made to the Town Council at its next meeting following the transfer.

Section 11. **Classification and Pay Plan**

Cost of Living Adjustment (COLA) for all Town employees shall be 4.4% and shall begin the first payroll in the new fiscal year. The Town Manager is hereby authorized to grant merit increases to Town employees, when earned, per the approved Pay Plan.

Section 12. **Utilization of the Budget Ordinance**

This ordinance shall be the basis of the financial plan for the Town of River Bend municipal government during the 2023-2024 fiscal year. The Budget Officer shall administer the Annual Operating Budget and shall ensure the operating staff and officials are provided with guidance and sufficient details to implement their appropriate portion of the budget.

Section 13. **Copies of this Budget Ordinance**

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

Adopted this 15th day of June, 2023.



John R. Kirkland, Mayor

Attest:


Kristie J. Nobles, Town Clerk, CMC



**Town of River Bend
Schedule of Rates and Fees
(Attachment A to Budget Ordinance)
Effective July 1, 2023**

Amounts due are based upon the Fees and Charges Schedule in effect at the time of payment. It is the Town Council's intention that the Fees and Charges Schedule be revised as needed by July 1st of each year. Some fees and charges may be adjusted during the year as circumstances change.

GENERAL FUND

Administrative

Ad Valorem Tax	\$.24 per \$100 assessed valuation
Copies of Public Information	As specified by State Statute
Town Code, entire copy	\$75.00
Notary Fee	\$10.00 per signature after the first
Meeting Rooms	
Four hours or less	\$40.00
Over four hours	\$80.00
Returned Check Processing Charge	\$25, as allowed by G.S. §25-3-506
Administrative Fee for returned bank drafts	\$25.00

Public Safety

Pet License Fee	\$10.00
Golf Cart Registration Fee	\$10.00

Nuisance Abatement Administrative Fee

<u>Cost of Abatement</u>	<u>Fee</u>
\$1 - 1,000	\$50.00
\$1,001 - and up	5% of total abatement cost (maximum fee \$2,000)

Parks

Town Hall Pavilion Use

Up to 25 attendants	No charge
26 - 100 attendants	\$25
Over 100 attendants	\$50

Planning and Zoning

Special Exception Use Permit

\$200 plus cost of required legal advertisement and postage to notify abutting land owners

Variance

\$200 plus cost of required legal advertisement and postage to notify abutting land owners

Appeal to Board of Adjustment

\$200 plus cost of required legal advertisement and postage to notify abutting land owners

Residential Application

Based on amount of project as follows:

Base Fee \$30

\$2 for every \$1,000 of project value after first \$1,000 and up to \$100,000; plus,
\$1 for every \$1,000 above \$100,000 (All values rounded up to nearest \$1,000)

Zoning Administrator can use any appropriate means to verify project valuation.

Residential Flood Plain Application with Zoning Permit

40% of the fee for the Town's residential zoning permit and shall be additional to the zoning permit fee for enclosed structures (fences, decks, and other similar exempt from additional fee).

Commercial Application

Based on amount of project as follows:

Base Fee \$50

\$4 for every \$1,000 of project value after first \$1,000 and up to \$100,000; plus,

\$2 for every \$1,000 above \$100,000 (All values rounded up to nearest \$1,000)

Zoning Administrator can use any appropriate means to verify project valuation.

Commercial Flood Plain Application with Zoning Permit

40% of the fee for the Town's commercial zoning permit and shall be additional to the zoning permit fee for enclosed structures (fences, decks, and other similar exempt from additional fee).

Residential Flood Plain Application without Zoning Permit

Based on amount of project as follows:

Base Fee \$30

\$2 for every \$1,000 of project value after first \$1,000 and up to \$100,000; plus, \$1 for every \$1,000 above \$100,000 (All values rounded up to nearest \$1,000)

Zoning Administrator can use any appropriate means to verify project valuation.

Commercial Flood Plain Application without Zoning Permit

Based on amount of project as follows:

Base Fee \$50

\$4 for every \$1,000 of project value after first \$1,000 and up to \$100,000; plus, \$2 for every \$1,000 above \$100,000 (All values rounded up to nearest \$1,000)

Zoning Administrator can use any appropriate means to verify project valuation.

Engineering Review

Charged to applicant at the actual cost of the service as billed by the contracted engineer.

Zoning Amendment Request (Map or Text)

\$200 plus cost of required legal advertisement and postage to notify abutting land owners

Sign Permit

\$30

Tree Harvest Permit

\$50

Zoning and Subdivision Ordinances

\$25 per set

Wildwood Storage Rental Rates

Unit Number	Unit Size	Monthly Rent
BB 01	5x20	\$35
BB 02	5x20	\$35
BB 03	5x20	\$35
BB 04	5x20	\$35
BB 05	10x20	\$75
BB 06	10x20	\$75
BB 07	10x20	\$75
BB 08	10x20	Town Occupied (TO)
BB 09	10x20	TO
BB 10	10x20	TO
BB 11	10x20	TO
BB 12	10x20	TO
GB 15	10x16	\$65
GB 16	10x16	\$65
GB 17	10x16	\$65
GB 18	10x16	\$65
GB 19	10x16	\$65
GB 20	10x16	TO
GB 21	10x16	TO
GB 22	10x16	TO
OP	Open Spaces (40)	\$25
Late Payment Charge		\$10, assessed after the 10 th of the month
Interest Charge		1.5% monthly on outstanding balances

ENTERPRISE FUNDS

Water and Sewer - Rates and Fees

	Water	Sewer
Class 1 and 2 - Residential ⁽¹⁾		
Customer Base Charge per month ⁽²⁾	15.24	24.18
Usage per 1,000 gallons	-	9.30
Usage 0-4,000 gallons	4.22	-
Usage 4,001-20,000 gallons	4.50	-
Usage 20,001+ gallons	4.55	-
Initial Connection (Tap) charge ⁽³⁾	1,250.00	1,250.00
Nonpayment Fee	70.00	-
Class 3 and 4 - Commercial		
Customer Base Charge per month ⁽²⁾	88.32	141.99
Usage per 1,000 gallons	4.22	9.30
Initial Connection (Tap) charge ⁽⁴⁾	3,500.00	1,250.00
Nonpayment Fee	100.00	-
Class 5 - Industrial		
Customer Base Charge per month ⁽²⁾	276.24	444.93
Usage per 1,000 gallons	4.22	9.30
Initial Connection (Tap) charge ⁽⁴⁾	5,000.00	1,250.00
Nonpayment Fee	200.00	-
Class 6 - Early Bird (No longer available)		
Class 7 - Fire Hydrant Charge		
Availability Charge per year	183.00	-
Class 8 - 1" Water Service		
Customer Base Charge per month ⁽²⁾	30.90	49.43
Usage per 1,000 gallons	4.22	9.30
Initial Connection (Tap) charge ⁽⁴⁾	1,500.00	1,250.00
Nonpayment Fee	100.00	-
Class 9 - Vacant /Out of Use Non-residential Property		
Customer Base Charge per month ⁽²⁾	15.24	24.18
Usage per 1,000 gallons	4.22	9.30
Nonpayment Fee	70.00	-
Class 10 - Vacant Residences		
Customer Base Charge per month ⁽²⁾	15.24	-
Nonpayment Fee	70.00	-

Special Charges

Service Call - 2 hour minimum	\$35 per hour - signed by customer to initiate work outside of scheduled work hours of 7:00 a.m. - 4:00 p.m. on weekdays and 7:00 a.m. - 3:00 p.m. on weekends
Meter Testing Charge	\$25 - no charge if meter defective
Returned Check Processing Charge	\$25, as allowed by G.S. §25-3-506
Late Payment Charge	10% of amount overdue per month or part of month beginning 30 days after billing date
Irrigation Connection Inspection	\$20

(1) Residential customer deposit may apply. Please refer to Water Resources Department Policy Manual.

(2) Base charges do not include any usage.

(3) The published Initial Connection (Tap) charges are based on the historic River Bend average cost that has been experienced in making connections. There will be cases when, because of the local depth of the service main pipe to which the connection is to be made, or other site specific differences from the norm, the published connection fee will not cover the actual cost of the tap. When the Water Resources Superintendent encounters such conditions, he shall notify the applicant requesting the tap that the cost may exceed the published fee. In those cases, a record of cost associated with the specific tap will be accounted for and if the total cost exceeds the published fee, then the applicant shall pay a fee equal to the actual cost. Initial connection charges are based upon the size of the meter and charged as shown in the appropriate Class above.

(4) The necessary equipment will be provided to the resident at cost. The resident is responsible for installing the irrigation meter on the resident's side of the regular water meter. After installation, the work will be inspected by a Water Resources Department employee.



RIVER BEND POLICE DEPARTMENT



MONTHLY ACTIVITY REPORT

2023

	ACTIVITIES	2023	2023	2023	% of Total Calls	% Change Last 2 Mos.
		April	May	June		
1	ALARMS / 911 UNKNOWN / DISTURBANCE / SHOTS FIRED	6	7	12	0.51%	71.00%
2	ANIMAL COMPLAINTS	7	5	3	0.13%	-40.00%
3	ARRESTS	1	2	1	0.04%	-50.00%
4	ASSAULTS / ALL OTHER VIOLENT CRIME	1	0	1	0.04%	0.00%
5	ASSIST CITIZENS / LOCK OUT / QUALITY OF LIFE ISSUES	9	9	6	0.25%	-33.00%
6	ASSIST EMS / FD / FIRST RESPONDERS / MED ASSIST	21	24	22	0.93%	-8.00%
7	ASSIST MOTORISTS / FOOT PATROLS / ALL OTHER	125	138	121	5.12%	-12.00%
8	ASSIST OTHER AGENCIES	1	3	1	0.04%	-67.00%
9	B & E BUSINESS / RESIDENCE / VEHICLE	0	2	2	0.08%	0.00%
10	CRIM. SUMM. / SUBPOENAS / WARRANTS / CIVIL COMPLAINT	3	2	4	0.17%	100.00%
11	DOMESTICS	1	0	2	0.08%	0.00%
12	FIRES / ALARM	1	0	1	0.04%	0.00%
13	IDENTITY THEFT / FRAUD	1	0	0	0.00%	0.00%
14	INVOLUNTARY COMMITMENTS	0	1	1	0.04%	0.00%
15	JUVENILE COMPLAINTS	0	1	0	0.00%	-100.00%
16	LARCENIES	0	0	1	0.04%	0.00%
17	LITTERING	0	0	1	0.04%	0.00%
18	LOUD MUSIC / NOISE COMPLAINTS	1	0	0	0.00%	0.00%
19	DEATH / MISSING PERSON / RUNAWAY / SUICIDE(A)	3	5	1	0.04%	-80.00%
20	PROPERTY DAMAGE / VANDALISM	1	1	1	0.04%	0.00%
21	RESIDENTIAL / BUSINESS CHECKS / COMMUNITY WATCH	2012	2028	2,123	89.84%	5.00%
22	ROADWAY DEBRIS / OBSTRUCTIONS	0	0	0	0.00%	0.00%
23	ROBBERIES	0	0	0	0.00%	0.00%
24	SOLICITING VIOLATIONS	1	0	0	0.00%	0.00%
25	SUSPICIOUS PERSONS / VEHICLES / FIELD INTERVIEW	6	10	8	0.34%	-20.00%
26	TOWN ORDINANCE CITATIONS	1	2	4	0.17%	100.00%
27	TOWN ORDINANCE VIOLATIONS	2	3	2	0.08%	-33.00%
28	TRAFFIC ACCIDENTS	1	1	0	0.00%	-100.00%
29	TRAFFIC STOPS	59	72	28	1.18%	-61.00%
30	TRAFFIC COMPLAINTS-RADAR	3	2	2	0.08%	0.00%
31	DWI	2	0	0	0.00%	0.00%
32	CHECKPOINTS	2	0	1	0.04%	0.00%
33	DRUG VIOLATIONS	1	0	0	0.00%	0.00%
34	WELFARE CHECKS	6	11	5	0.21%	-55.00%
35	CASE ASSIST / PW / VEHICLE MAINTENANCE / MEETING	1	2	3	0.13%	50.00%
36	CASE FOLLOW UPS / SPECIAL OPERATION / TRAINING	20	17	2	0.08%	-88.00%
37	TRESPASSING	3	1	4	0.17%	300.00%
38	OVERDOSE	1	0	0	0.00%	0.00%
39	TOTAL	2303	2349	2363	100.00%	1.00%

Traffic Violations

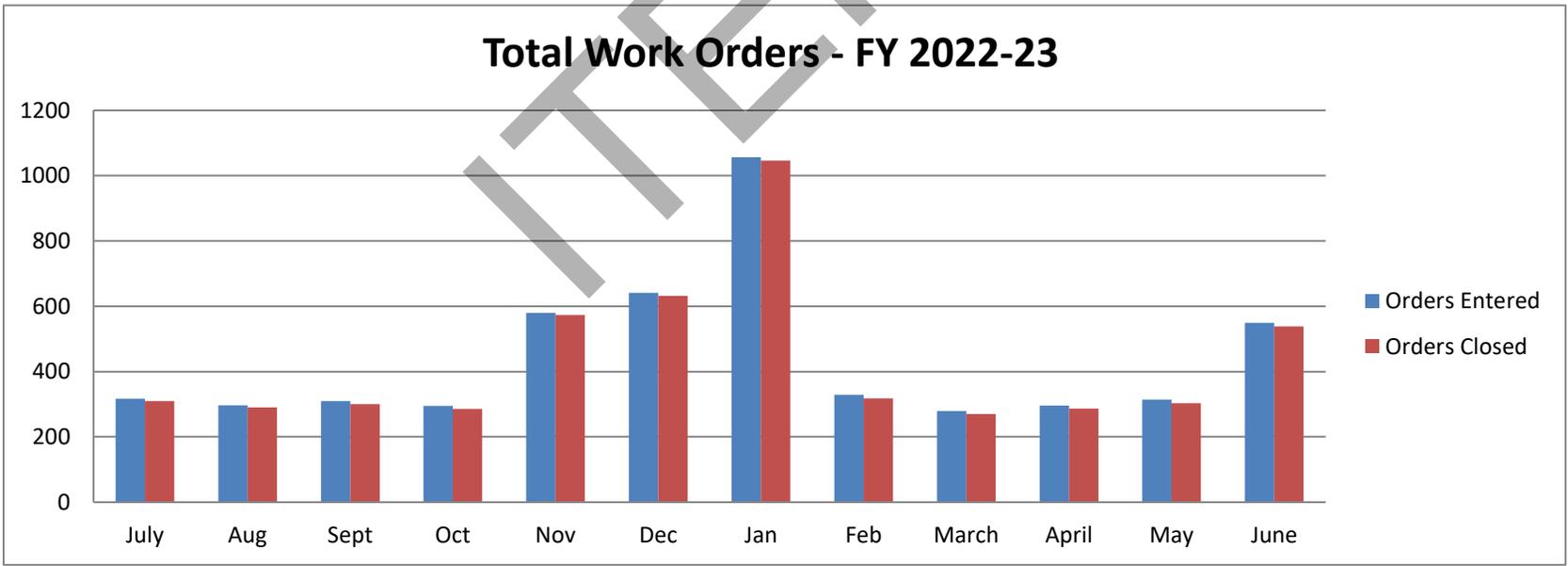
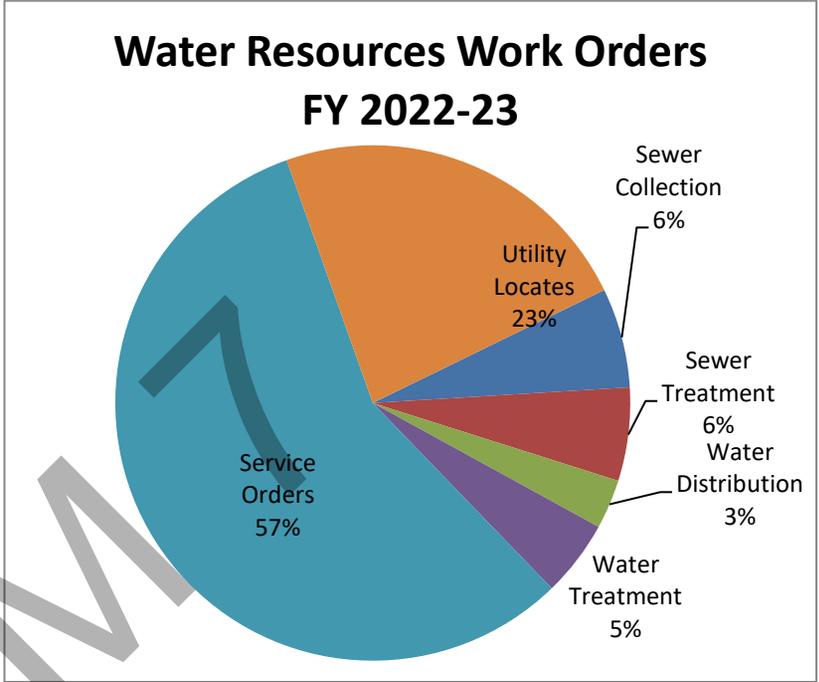
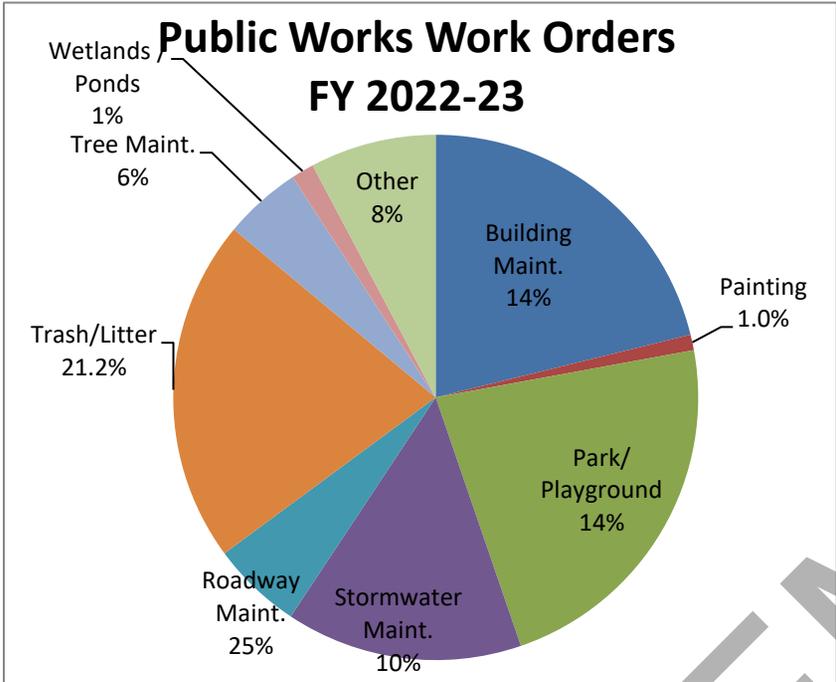
- 14 State Citations
- 14 Total State Charges
- State Warnings
- 4 Town Citations
- 1 Town Warnings

Community Watch Checks

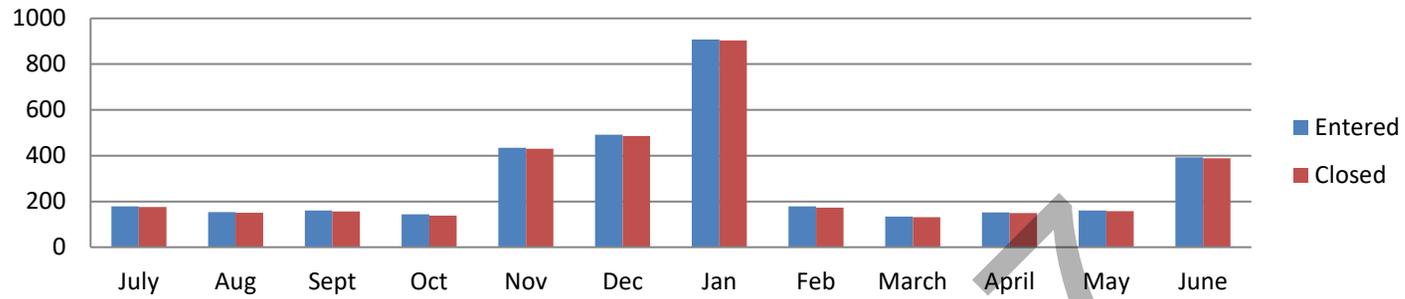
- 111 100 Pirates
- 119 100 Plantation
- 110 200 Lakemere
- 119 200 Rockledge
- 74 Piner Estates

Phone Calls Answered (638-1108)

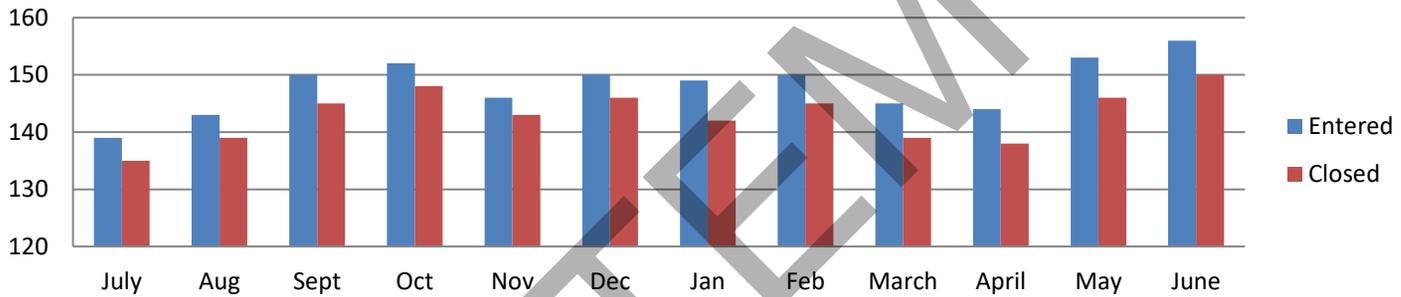
- 258 Incoming Calls



Water Resources - Work Orders



Public Works - Work Orders



Town of River Bend
 FY 2022-2023
 Work Order Report



Public Works

Orders Entered													YTD	Pending
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June		
Building Maintenance	31	30	29	30	31	34	33	31	31	31	32	33	376	0
Painting	2	1	0	1	2	3	2	0	1	2	1	2	17	1
Park/Playground	32	34	36	34	32	31	33	35	33	32	34	36	402	2
Roadway Maintenance	17	19	22	24	22	25	21	24	20	23	20	22	259	0
Stormwater Maintenance	8	7	9	12	10	8	7	6	8	7	9	8	99	1
Trash/Litter	30	33	31	30	31	31	32	31	32	31	33	31	376	0
Tree Maintenance	8	6	8	7	5	7	9	8	7	6	8	6	85	0
Wetlands / Ponds	2	2	1	2	3	2	1	2	1	2	4	3	25	1
Other	9	11	14	12	10	9	11	13	12	10	12	15	138	1
TOTAL	139	143	150	152	146	150	149	150	145	144	153	156	1777	6
Orders Closed	135	139	145	148	143	146	142	145	139	138	146	150	1716	

Water Resources

Orders Entered													YTD	Pending
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June		
Sewer Collection	13	15	16	18	17	19	18	17	20	22	23	20	218	1
Sewer Treatment	16	17	15	14	15	17	16	15	20	21	20	18	204	0
Water Distribution	9	8	7	6	8	9	7	8	9	11	14	12	108	2
Water Treatment	10	12	13	14	13	15	13	14	15	16	17	15	167	2
Service Orders	84	62	67	47	341	387	811	81	20	30	22	28	1980	0
Utility Locates	46	40	42	44	40	44	42	44	50	52	65	300	809	0
TOTAL	178	154	160	143	434	491	907	179	134	152	161	393	3486	5
Orders Closed	175	151	156	138	430	486	904	173	131	149	157	388	3438	

TOTAL	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	YTD
Orders Entered	317	297	310	295	580	641	1056	329	279	296	314	549	5263
Orders Closed	310	290	301	286	573	632	1046	318	270	287	303	538	5154



TOWN OF RIVER BEND

45 Shoreline Drive
River Bend, NC 28562

T 252.638.3870

F 252.638.2580

www.riverbendnc.org

June 2023 Monthly Report Brandon Mills, Director of Public Works

Public Works has completed installing mulch in all the town's playgrounds. As a reminder, this mulch not only makes the parks look tidier, but it also acts as a buffer in the event someone falls. We add mulch as needed and monitor it weekly. Public Works has continued to do a good job around town trimming limbs from the edge of roadways, and at intersections. This is also done as needed, and many more areas are on our work order list to complete. Our staff cleaned out several storm drains catch basins. During rainstorms we routinely ride around looking for any issues in the drainage system that needs cleaning/repair.

Water Resources had a major water leak on the Plantation Drive/Gangplank Rd area of town. Our six-inch water main was hit while Metronet was doing a under road bore. We quickly shut off the water service in this general area so that we could begin repairing this water main. It took roughly five hours to repair the broken section of the water main. I would like to thank all for Public Works employees for a job well done. Water Resources also cleaned around 1000 feet of collection system piping this month. Per our permit, we must clean around 10 percent of our system annually. We routinely clean over 15 percent of our collection system piping.

If you have any questions concerning the Water Resources/Public Works Department, please call us at 252-638-3540, Monday-Friday, 8am-4pm. After hour's water and sewer, emergencies can be reported by dialing the Town Hall at 252-638-3870. You will be instructed to then dial "9" and follow the directions to contact the on-call duty operator. You will then be asked to enter your phone number at the sound of the tone. After entering your phone number, the automated system will inform you that your page has been sent. Please, be patient and our utility systems operator will return your call. If you do not receive a call back within ten minutes, please notify the Police Department at 252-638-1108, and they will get in contact with the on-call utility systems operator.



MONTHLY ZONING REPORT

MONTH YEAR

Activity	Monthly	YTD Total
Permit Applications Received	10	84
Permits Issued	10	84
Fees Collected	1117.00	8894.20
Violations Noted During Weekly Patrol	4	78
Complaints Received From Citizens	0	10
Notice Of Violations Initiated *see details below	4	81
Remedial Actions Taken By Town	0	0

Detail Summary		
Address	Violation	Date Cited
202 Teakwood	Grass	7-Jun
130 Pirates	Grass	15-Jun
104 Stillwater	Trailer	15-Jun
111 Stillwater	Trailer	15-Jun

River Bend Community Organic Garden (RBCOG)

Monthly Report –July 2023

Cooperative weather conditions and increased participation by volunteers made it possible to complete some major tasks. The garden is in excellent condition.

Harvesting is now a daily task.

A second new bee hive has been established.

As of June 30, volunteers recorded 965 hours of work. Some volunteers have not reported all their hours so the number should be higher. The garden's neighbor continues to mow the garden yard regularly.

File in P&R and COG

ITEM 10

NORTH CAROLINA
CRAVEN COUNTY

LIBRARY SERVICES AGREEMENT

THIS **LIBRARY SERVICES AGREEMENT**, is made and entered into this 1st day of July, 2023 by and between **TOWN OF RIVER BEND** (“Town”); and the **RED CABOOSE LIBRARY** (“Library”) (hereinafter collectively “Parties”).

WITNESSETH:

WHEREAS, the Library provides certain library services and scholastic to the general community; and,

WHEREAS, Town desires to contract with the Library for the Library to provide general library services to all citizens of the Town, without charge or cost.

NOW, THEREFORE, BE IT RESOLVED that for valuable consideration, the adequacy of which is expressed acknowledged by the Parties, the Parties agree to the following terms:

ARTICLE 1

Responsibilities of Library

During the term of this Agreement, and subject to the conditions and terms contained herein, the Library agrees:

1.1 To provide all of those general library services it is currently engaged in, to the citizens and residents of the Town, at no cost, charge or expense to individual citizens and residents of the Town.

1.2 It may solicit donations from its patrons, but shall at all times make clear that such donations are completely voluntary, and that they shall not inure to the benefit of the Town itself.

1.3 Indemnify and hold the Town harmless against all expenses, liabilities and claims of every kind, including reasonable attorney’s fees, incurred by the Town arising out of the Library’s negligence or intentional acts in performing under this Agreement, as well as the negligence or intentional acts of the Library’s employees, volunteers, agents, representatives and independent contractors.

ARTICLE 2

Responsibilities of Town

During the term of this Agreement, and subject to the conditions and terms contained herein, the Town agrees:

2.1 To advertise the Library’s activities on the Town’s webpage, in a reasonable manner. Such reasonable manner shall be determined in the sole discretion of the Town Manager or his/her designee.

2.2 To pay the Library a total of five-thousand dollars per year (\$5,000), to be paid in twelve (12) equal monthly installments upon receipt of an invoice from the Library.

ARTICLE 3

Term

The initial term of this Agreement shall terminate on the 30th day of June, 2024. The term of this Agreement can be renewed for subsequent one-year terms upon written consent of both Parties on the same terms provided in this Agreement. During the initial term or any subsequently renewed term of this Agreement, either party, with or without cause, may cancel this Agreement upon thirty (30) days' written notice to the other party. If either party gives notice of cancellation, said notice will not be considered a breach of this Agreement, and said notice will relieve the other party from any future performance under this Agreement.

ARTICLE 4

Independent Contractor

In the performance of services hereunder, the Library and its agents shall at all times act as an independent contractor, and not as an official Town department or as employees or agents of the Town. The Library and its agents shall not have any claim under this Agreement or otherwise against the Town for vacation pay, sick leave, retirement benefits, social security, worker's compensation, disability benefits, unemployment insurance benefits, or employee benefits of any other kind.

ARTICLE 5

Miscellaneous

5.1 Entire Agreement; Modification: This Agreement supersedes all prior agreements and constitutes the entire agreement between the Parties and may not be amended or modified except by a subsequent written agreement executed by both Parties.

5.2 Severability: If any of the provisions of this Agreement shall be held by a court of competent jurisdiction to be unconstitutional or unenforceable, the decision of such court shall not affect or impair any of the remaining provisions of this Agreement, and the Parties shall, to the extent they deem to be appropriate, take such actions as are necessary to correct any such unconstitutional or unenforceable provision. It is hereby declared to be the intent of the Parties to this Agreement that this Agreement would have been approved and executed had such an unconstitutional or unenforceable provision been excluded therefrom.

5.3 Binding Effect: This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective legal representatives, successors, and assigns.

5.4 Assignment: Except as may otherwise be expressly provided herein, no party may assign any right, obligation, or liability arising hereunder without the other party's prior written consent. Any such assignment or attempted assignment shall be null and void.

5.5 Headings & Duplicate Originals: Headings in this Agreement are for convenience and reference only and shall not be used to interpret or construe its provisions.

5.6 Duplicate Originals: This Agreement shall be executed in duplicate originals, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.

5.7 Governing Law; Exclusive Venue: This Agreement shall be governed by the laws of the State of North Carolina. Exclusive venue for any action, whether at law or in equity, shall be in a court of competent jurisdiction in Craven County, North Carolina.

IN TESTIMONY WHEREOF, the Parties hereto have duly executed this Agreement in duplicate originals, a copy of which is retained by each of the Parties, the day and year first above written.

TOWN OF RIVER BEND

(Town Seal)

By: _____(SEAL)
John R. Kirkland, Mayor

ATTEST:

Kristin Nobles, Town Clerk

RED CABOOSE LIBRARY

By: _____(SEAL)

By: _____(SEAL)

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

FINANCE OFFICER
Town of River Bend

Date: _____

TOWN OF RIVER BEND

**RESOLUTION TO DISASSOCIATE THE RED CABOOSE LIBRARY FROM
RIVER BEND'S PARKS AND RECREATION PROGRAM**

WHEREAS, the Town of River Bend (hereinafter "Town") previously voted to bring the Red Caboose Library (hereinafter "Library") under the Town's Parks and Recreation Program for administrative reasons; and,

WHEREAS, the Town now seeks to disassociate the Library from the Town's Parks and Recreation Program so that the Library can maintain independent autonomy and organization as a non-profit corporation and has the ability to fundraise at the Library's discretion.

NOW THEREFORE, BE IT HEREBY RESOLVED, that the Town of River Bend does hereby disassociate the Red Caboose Library from the Town's Parks and Recreation Program; and,

RESOLVED FURTHER, upon the passage of this Resolution, the Red Caboose Library shall no longer be considered a Town function, and shall maintain independent autonomy and organization from the Town.

This resolution is effective upon its adoption this ____ day of _____, 2023.

TOWN OF RIVER BEND

By: _____

John R. Kirkland, Mayor

ATTEST:

Kristie Nobles, Town Clerk

-SEAL-

LSS 146871

Town of River Bend



Monthly Financial Report

This monthly report is provided as an oversight/management tool for the Town Council of the Town of River Bend. For ease of reporting, and in order to be consistent with the categories used in the annual budget process, this report summarizes the revenue and expenses in each of the three operational areas of the Town. Anyone interested in more detail, or further explanation of the contents of this report, is encouraged to contact Finance Officer Mandy Gilbert.

Notes

The cash balances shown on page one are the amount of cash in each specific accounting fund. These funds are deposited in separate investment accounts. Pooled cash accounts used for operating funds but accounted for, in our internal systems, as individual accounts. Interest attributable to each account is allocated based upon the total rate of return of the account(s).

The FY Budget columns represents the original and current budget. As the fiscal year goes on and unforeseen expenses or revenues occur, we need to adjust the budget. The Council does this by formal amendment during a Council meeting. *Asterisked lines represent those budget items that have been amended since adoption.

The acronym CIF used in this report is our Capital Improvement Fund(s) for water and wastewater. These funds are, by resolution of the Town Council, reserved for expenses related to expansion of these systems, or retirement of debt. The Water CIF receives revenue in the form of annual Hydrant Fee payments.

Because this is an annual budget, it is important to note that many lines shown in this report will vary, some significantly, from month to month, and in different times of the year. In many instances, capital payments for current fiscal year projects are made early in the fiscal year and the majority of our ad valorem tax receipts occur in the middle of the fiscal year. This is another reason to maintain an adequate fund balance.

**Town of River Bend
Financial Dashboard**



Visit our web site <http://www.riverbendnc.org/finance.html> to view the Financial Dashboard. These dashboards are designed to give the user a quick overview of the status of revenues and expenditures in each of the Town's three major funds as reported in the Monthly Financial Report.



Fund Cash Balances

Cash Balances		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1	General Fund*	1,106,249	975,227	982,837	1,011,384	959,557	1,200,673	1,260,006	1,283,217	1,136,944	1,107,485	1,238,985	1,169,063
2	Powell Bill	-	-	45,742	45,742	45,743	91,485	91,486	91,486	-	-	-	-
3	General Capital Reserve	120,893	121,112	121,354	100,154	100,444	100,778	101,139	101,486	83,545	83,870	84,223	84,569
4	ARPA Grant Fund*	482,297	108	108	108	109	109	109	110	110	111	-	-
5	ASADRA Capital Projects*	-	-	-	-	3,600	-	-	-	-	-	-	-
6	Public Works Capital Projects Fund*	407,086	851,709	1,885,324	1,890,030	1,889,464	1,709,194	1,713,090	1,718,964	1,519,679	1,174,045	1,177,315	1,182,149
7	Law Enforcement Separation Allowance*	35,526	35,590	35,661	35,750	35,854	35,973	36,102	36,225	36,366	36,507	36,661	36,812
8	Water Fund*	711,452	757,072	491,466	531,521	521,614	551,190	554,050	584,761	587,718	622,276	489,818	514,002
9	Water Capital Reserve Fund (CIF)	245,404	245,849	1,213	1,216	1,220	1,224	1,228	1,233	1,237	1,242	1,247	1,253
10	Sewer Fund*	1,092,813	1,125,729	631,562	655,272	646,276	685,864	695,895	726,471	724,806	776,001	662,340	685,547
11	Sewer Capital Reserve Fund (CIF)	11,280	11,301	57	57	57	57	57	58	58	58	58	58
12	WWTP Capital Projects Fund*	-	-	-	-	-	-	(2,200)	(15,000)	(15,950)	(30,738)	(38,619)	(48,419)
Total Cash and Investments		4,212,999	4,123,697	4,195,324	4,271,235	4,203,937	4,376,546	4,450,963	4,529,010	4,074,513	3,770,857	3,652,028	3,625,035
Truist Cash Accounts		798,787	259,065	322,564	410,311	387,874	487,135	449,841	382,892	255,616	287,108	302,171	160,834

*These operating funds have equity in the Truist pooled accounts.

In order to obtain more favorable interest rates, the Town deposits funds in the North Carolina Capital Management Trust. We move funds between our cash accounts and these investment accounts to accommodate cash flow for our payables and as revenues are received in order to maintain an adequate amount of cash for operational needs while attempting to minimize bank fees and maximize interest revenue. Based upon historical cash flow and current encumbrances, our staff anticipates the level of cash needed to meet our obligations without having to make an inordinate number of transfers between accounts.

On the table above, the term cash includes those funds we hold in accounts in our designated banking institution (currently Truist). We have two accounts with Truist, a Money Market account that pays a competitive rate of interest, and an operating (checking) account from and to which we make all regular payments and deposits.

The table below shows the balances of each fund account we have in NCCMT at the end of the month. The chart to the right shows how our funds are apportioned between operating cash and investments.



Investments in NCCMT		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1	General Fund	964,712	884,840	886,603	888,816	841,260	1,000,148	1,103,734	1,174,659	1,072,208	960,559	1,078,309	1,102,666
2	Powell Bill	-	-	-	-	-	-	-	-	-	-	-	-
3	Capital Reserve (General Fund)	120,893	121,112	121,354	100,154	100,444	100,778	101,139	101,486	83,545	83,870	84,223	84,569
4	ARPA Grant Fund	108	108	108	108	109	109	109	110	110	111	-	-
5	Public Works Capital Projects Fund	407,213	851,709	1,885,324	1,890,030	1,889,464	1,709,194	1,713,090	1,718,964	1,519,679	1,174,045	1,177,315	1,182,149
6	Law Enforcement Separation Allowance	35,526	35,590	35,661	35,750	35,854	35,973	36,102	36,226	36,366	36,508	36,662	36,812
7	Water Fund	623,857	672,517	403,449	404,456	405,754	447,156	448,759	476,861	479,732	538,971	400,598	439,790
8	Water Capital Reserve Fund (CIF)	245,404	245,849	1,213	1,216	1,220	1,224	1,228	1,233	1,237	1,242	1,247	1,253
9	Sewer Fund	1,005,219	1,041,606	538,990	540,335	541,901	594,771	596,903	636,523	625,961	688,386	571,444	616,903
10	Sewer Capital Reserve Fund (CIF)	11,280	11,301	57	57	57	57	57	58	58	58	58	58
Total Investments		3,414,212	3,864,632	3,872,760	3,860,924	3,816,063	3,889,411	4,001,122	4,146,118	3,818,896	3,483,750	3,349,856	3,464,201

Town of River Bend
Financial Report
Fiscal Year 2022 - 2023



General Fund

Revenue	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	Total	% Budget
	Original	Current															
1 Ad Valorem Taxes	721,710	721,710	-	97	34,611	54,058	29,509	376,763	120,792	87,518	15,384	4,904	2,271	2,099	728,004.36	100.9%	
2 Ad Valorem Taxes - Vehicle	92,300	92,300	-	8,812	18	10,076	15,560	-	14,454	-	16,749	11,551	8,361	10,812	96,392.40	104.4%	
3 Animal Licenses	2,000	2,000	100	70	100	177	20	30	420	360	710	180	400	370	2,937.00	146.9%	
4 Local Gov't Sales Tax	380,222	380,222	37,988	35,382	37,856	36,018	35,997	36,353	33,133	30,807	38,029	34,038	24,567	38,637	418,803.20	110.1%	
5 Hold Harmless Distribution	99,000	99,000	9,266	9,205	10,114	9,809	10,006	9,559	9,605	9,592	10,941	8,900	7,832	9,904	114,734.11	115.9%	
6 Solid Waste Disposal Tax	2,200	2,200	-	505	-	-	545	-	-	654	-	-	554	-	2,258.52	102.7%	
7 Powell Bill Fund Appropriation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%	
8 Powell Bill Allocation	91,000	91,000	-	-	45,742	-	-	45,742	-	-	-	-	-	-	91,483.61	100.5%	
9 Beer & Wine Tax	13,225	13,225	-	-	-	-	-	-	-	-	-	-	13,121	-	13,121.11	99.2%	
10 Video Programming Tax	50,743	50,743	-	-	12,883	-	-	12,369	-	-	12,297	-	-	12,359	49,908.61	98.4%	
11 Utilities Franchise Tax	108,963	108,963	-	-	23,003	-	-	30,320	-	-	26,416	-	-	35,635	115,374.62	105.9%	
12 Telecommunications Tax	8,140	8,140	-	-	1,844	-	-	2,113	-	-	2,048	-	-	1,858	7,863.06	96.6%	
13 Court Cost Fees	500	500	23	45	14	23	77	36	32	27	86	46	81	14	500.85	100.2%	
14 Zoning Permits	5,000	5,000	343	1,420	1,840	460	1,017	232	272	348	1,094	452	323	1,326	9,125.60	182.5%	
15 Federal Grants*	-	22,170	-	-	-	6,885	13,244	-	-	-	-	-	-	-	20,129.42	90.8%	
16 State Grants*	-	250,000	-	-	-	-	-	-	-	75,000	-	-	175,000	-	250,000.00	100.0%	
17 Federal Disaster Assistance*	-	5,092	-	-	-	-	-	-	-	-	-	-	5,092	-	5,091.88	100.0%	
18 State Disaster Assistance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%	
19 Miscellaneous	10,000	10,000	1,010	1,866	1,500	1,027	1,534	6,075	1,477	380	1,861	437	4,315	858	22,339.34	223.4%	
20 Insurance Settlements	-	-	-	1,693	-	664	-	-	-	-	-	-	-	-	2,356.81	#DIV/0!	
21 Interest - Powell Bill	50	50	-	-	0	0	0	0	1	1	-	-	-	-	2.72	5.4%	
22 Interest - Investments	500	500	1,336	1,628	1,764	2,213	2,444	2,889	3,587	3,926	4,254	3,901	4,140	4,357	36,437.89	7287.6%	
23 Contributions	421	421	1,035	0	-	-	4	4	0	-	-	-	-	-	1,043.32	247.8%	
24 Wildwood Storage Rents	18,144	18,144	1,577	1,680	1,684	1,699	1,651	1,525	1,645	1,583	1,624	1,696	1,671	1,639	19,675.72	108.4%	
25 Rents & Concessions	18,000	18,000	1,860	1,840	2,020	1,240	1,500	1,800	1,500	1,720	1,600	1,860	1,440	1,600	19,980.00	111.0%	
26 Sale of Capital Assets	15,000	15,000	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%	
27 Sales Tax Refund Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%	
28 Trans. from Capital Reserve*	33,000	72,787	33,000	-	-	21,492	-	-	-	-	18,295	-	-	-	72,787.00	100.0%	
29 Trans. from ARPA Fund	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%	
30 Trans. from L.E.S.A. Fund	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%	
31 Appropriated Fund Balance*	200,813	291,394	-	-	-	-	-	-	-	-	-	-	-	67,866	67,865.85	23.3%	
Total	1,870,931	2,278,561	87,537	64,243	174,993	145,840	113,107	525,811	186,918	211,915	151,388	67,966	249,166	189,333	2,168,217.00	95.2%	

*Astericked lines represent those budget items that have been amended since Original Budget adoption.
#DIV/0! indicates revenue was received, but not budgeted for this line item.

Town of River Bend
Financial Report
Fiscal Year 2022 - 2023



General Fund

Expenditures	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	
	Original	Current													Total	% Exp
	1 Governing Body*	30,400	27,000	7,666	-783	4,505	-768	404	5,349	935	839	4,266	-783	-219	4,101	25,512
2 Administration*	279,600	296,800	35,532	25,566	23,908	19,282	38,435	25,366	16,991	16,576	21,321	16,414	25,657	23,177	288,227	97.1%
3 Finance*	119,000	133,800	10,647	8,468	8,340	8,497	15,654	12,791	8,000	12,362	8,097	8,199	12,133	14,521	127,708	95.4%
4 Tax Listing	11,600	11,600	-	306	346	844	856	3,032	2,502	875	726	428	311	298	10,526	90.7%
5 Legal Services*	24,000	32,350	1,624	3,293	3,198	1,359	1,794	655	836	2,129	2,876	4,522	4,099	3,902	30,286	93.6%
6 Elections*	1,000	550	-	-	-	-	-	-	-	477	-	-	-	-	477	86.8%
7 Public Buildings*	102,300	97,800	7,882	10,383	6,711	5,694	4,128	2,236	3,009	2,367	2,680	2,664	13,265	16,911	77,930	79.7%
8 Police*	587,200	664,443	66,342	48,694	43,074	84,023	72,791	43,428	46,956	55,499	39,163	40,915	52,478	56,926	650,289	97.9%
9 Emergency Management	3,700	3,700	365	1,954	15	72	15	15	254	15	16	16	16	-	2,753	74.4%
10 Animal Control	14,600	14,600	1,662	921	929	940	1,313	1,071	956	1,132	763	953	1,452	926	13,017	89.2%
11 Street Maintenance	193,000	193,000	4,202	7,023	2,342	2,464	3,631	2,429	2,522	149,154	2,040	2,388	5,879	2,369	186,443	96.6%
12 Public Works	177,500	177,500	17,299	8,631	11,553	15,703	13,593	12,464	12,644	13,089	15,203	10,061	17,845	17,677	165,763	93.4%
13 Leaf & Limb, Solid Waste*	51,000	56,092	4,034	332	4,066	619	8,602	3,721	7,562	8,888	197	195	989	15,243	54,449	97.1%
14 Stormwater Management*	43,100	311,395	2,444	3,576	3,778	1,450	76,997	2,136	1,366	91,425	114,414	1,392	2,177	9,632	310,789	99.8%
15 Waterways & Wetlands	2,900	2,900	-	-	33	-	-	-	-	-	-	-	891	1,845	2,769	95.5%
16 Planning & Zoning*	51,300	54,800	5,812	3,882	3,537	3,703	6,896	3,562	4,582	4,022	2,972	3,489	6,177	3,481	52,117	95.1%
17 Recreation & Special Events	7,600	7,600	1,121	179	262	-	304	-	-	-	641	100	346	2,290	5,243	69.0%
18 Parks*	79,700	101,200	2,930	25,332	2,943	3,151	29,637	3,551	3,032	2,860	2,982	3,016	5,732	5,255	90,421	89.3%
19 Transfers	73,500	73,500	73,500	-	-	-	-	-	-	-	-	-	-	-	73,500	100.0%
20 Contingency	17,931	17,931	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Total	1,870,931	2,278,561	243,064	147,756	119,540	147,031	275,050	121,807	112,147	361,708	218,358	93,971	149,228	178,557	2,168,217	95.2%

Capital / Debt (included above)	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	
	Original	Current													Total	% Exp
	1 Capital Outlay*	172,500	249,535	-	22,975	-	38,760	26,371	789	2,207	151,501	-	125	-	26,028	268,755
2 Debt Service - Principle	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
3 Debt Service - Interest	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%

*Astericked lines represent those budget departments that have been amended since Original Budget adoption.



Water Fund

	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	Total	% Col
	Original	Current															
1 Base Charge	277,253	277,253	45,982	334	46,082	338	46,068	266	46,135	256	46,737	-36	45,979	327	278,468	100.4%	
2 Consumption	236,560	236,560	47,061	232	46,810	136	47,070	230	37,816	59	43,312	236	34,757	327	258,044	109.1%	
3 Other, incl. transfers	19,892	19,892	849	4,437	1,316	3,248	765	4,023	1,642	4,824	1,850	6,928	2,169	5,609	37,660	189.3%	
4 Hydrant Fee	20,130	20,130	20,130	-	-	-	-	-	(98)	-	-	-	-	-	20,032	99.5%	
5 Appropriated Fund Bal.*	40,665	330,197	-	-	-	-	-	-	-	-	-	-	-	235,655	235,655	71.4%	
Total	594,500	884,032	114,022	5,003	94,208	3,722	93,902	4,519	85,495	5,139	91,899	7,128	82,905	241,918	829,860	93.9%	

	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	Total	% Exp
	Original	Current															
1 Admin & Finance*	467,000	485,741	46,918	22,831	21,859	21,592	45,242	29,729	22,323	21,503	20,361	27,302	158,052	29,518	467,230	96.2%	
2 Supply & Treatment	75,000	75,000	868	2,691	4,662	2,950	5,301	2,172	5,614	2,211	1,086	3,396	2,073	12,497	45,522	60.7%	
3 Distribution	49,000	49,000	30,702	671	784	221	381	31	1,135	2,458	674	4,698	4,264	299	46,318	94.5%	
4 Transfers / Contingency*	3,500	274,291	-	-	270,791	-	-	-	-	-	-	-	-	0	270,791	98.7%	
Total	594,500	884,032	78,488	26,193	298,095	24,763	50,924	31,933	29,073	26,172	22,121	35,396	164,389	42,314	829,860	93.9%	

	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	Total	% Exp
	Original	Current															
1 Capital Outlay*	13,000	16,825	-	-	-	-	2,325	-	-	-	-	94	-	938	3,356.25	19.9%	

Cash Balances

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1 Water Fund	711,452	757,072	491,466	531,521	521,614	551,190	554,050	584,761	587,718	622,276	489,818	514,002
2 Water Capital Reserve Fund (CIF)	245,404	245,849	1,213	1,216	1,220	1,224	1,228	1,233	1,237	1,242	1,247	1,253

Water Produced

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date
1 Total Gallons	8,488,000	8,573,000	8,445,000	9,070,000	7,554,000	8,705,000	9,010,000	8,348,000	9,036,000	10,132,000	9,536,000	10,284,000	107,181,000
2 Average daily gallons	925,000*	273,806	276,548	281,500	292,581	251,800	280,806	290,645	298,143	291,484	337,733	342,800	293,788

* This is the permitted daily limit.



Sewer Fund

	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	Total	% Col
	Original	Current															
1 Base Charge	294,601	294,601	48,732	397	48,853	467	48,826	365	48,938	365	49,756	-96	48,895	413	295,911	100.4%	
2 Consumption	316,810	316,810	61,798	634	64,039	298	63,280	49	52,203	130	59,070	264	48,965	391	351,121	110.8%	
3 Other, incl. transfers	9,901	9,901	1,314	3,079	1,998	2,932	1,532	3,200	2,124	3,623	2,438	5,220	2,759	3,886	34,104	344.5%	
4 Appropriated Fund Bal.*	48,188	565,827	-	-	-	-	-	-	-	-	-	-	-	-	421,764	421,764	74.5%
Total	669,500	1,187,139	111,844	4,109	114,890	3,697	113,638	3,614	103,265	4,118	111,264	5,388	100,618	426,453	1,102,900	92.9%	

	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	Total	% Exp
	Original	Current															
1 Admin & Finance*	455,000	468,025	44,707	23,332	23,225	23,050	47,995	28,371	22,243	23,367	21,383	22,042	147,488	30,454	457,656	97.8%	
2 Collection	75,000	75,000	5,399	1,055	15,499	811	2,246	696	3,154	942	634	127	2,299	3,640	36,501	48.7%	
3 Treatment	136,000	136,000	10,840	7,305	4,251	15,545	4,005	6,081	16,237	5,711	14,859	2,825	10,635	5,835	104,129	76.6%	
4 Transfers / Contingency*	3,500	508,114	-	-	504,614	-	-	-	-	-	-	-	-	-	504,614	99.3%	
Total	669,500	1,187,139	60,946	31,693	547,589	39,405	54,246	35,148	41,635	30,019	36,876	24,994	160,421	39,928	1,102,900	92.9%	

	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	Total	% Exp
	Original	Current															
1 Capital Outlay*	42,000	45,825	-	-	13,870	-	2,325	-	-	-	-	94	-	1,504	17,792	38.8%	

Cash Balances

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1 Sewer Fund	1,092,813	1,125,729	631,562	655,272	646,276	685,864	695,895	726,471	724,806	776,001	662,340	685,547
2 Sewer Capital Reserve Fund (CIF)	11,280	11,301	57	57	57	57	57	58	58	58	58	58

Wastewater Treated

	Limit	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date
1 Total Gallons		3,694,000	3,156,000	3,180,000	3,418,000	3,667,000	3,101,000	3,265,000	3,107,000	3,000,000	3,134,000	3,159,000	2,757,000	38,638,000
2 Average daily gallons	330,000*	119,161	101,806	106,000	110,258	122,233	100,032	105,323	110,964	96,774	104,467	101,903	91,900	105,902

* This is the permitted daily limit.



**TOWN OF RIVER BEND
BUDGET ORDINANCE AMENDMENT 23-B-01
FISCAL YEAR 2023 - 2024**

BE IT ORDAINED by the Council of the Town of River Bend, North Carolina that the 2023-2024 Budget Ordinance be amended as follows:

Summary

General Fund	2,209,051
General Capital Reserve Fund	56,900
Law Enforcement Separation Allowance Fund	12,685
Water Fund	655,804
Water Capital Reserve Fund	10
Sewer Fund	679,504
Sewer Capital Reserve Fund	1
Total	3,613,955

Section 1.

General Fund

**23-B-01
PROPOSED
CHANGES**

Anticipated Revenues

AD VALOREM Taxes 2023-2024	935,566	
AD VALOREM Tax-Motor Vehicle	90,000	
Animal Licenses	1,500	
Sales Tax 1% Article 39	195,868	
Sales Tax 1/2% Article 40	114,635	
Sales Tax 1/2% Article 42	97,901	
Sales Tax Article 44	13,090	
Sales Tax Hold Harmless Distribution	108,195	
Solid Waste Disposal Tax	2,200	
Powell Bill Allocation	91,000	
Beer and Wine Tax	13,225	
Video Programming Sales Tax	49,621	
Utilities Franchise Tax	112,169	
Telecommunications Sales Tax	6,725	
Court Refunds	500	
Zoning Permits	7,000	
Miscellaneous	15,000	
Interest- Powell Bill Investments	50	
Interest-General Fund Investments	20,000	
Contributions	901	
Wildwood Storage Rents	18,144	
Rents & Concessions	18,000	
Sale of Fixed Assets	3,000	
Transfer From Capital Reserve Fund	43,504	
Appropriated Fund Balance (FY23 PO rollovers for Edmunds GovTech, ammo, complete outfit of 2022 Interceptor, gas masks, vehicle storage & vaults, Efir Memorial, siding repairs & reflect bids for paving)	251,257	52,660
Total	2,209,051	52,660

<u>Section 1.</u>	<u>General Fund (continued)</u>		<u>23-B-01 PROPOSED CHANGES</u>
Authorized Expenditures			
	Governing Body	65,000	
	Administration	304,500	
	Finance (FY23 PO rollover for Edmunds GovTech)	138,625	625
	Tax Listing	13,700	
	Legal Services	24,000	
	Elections	0	
	Police (FY23 PO rollovers for ammo, complete outfit of 2022 Interceptor, gas masks, vehicle storage & vaults)	753,735	8,935
	Public Buildings (FY23 PO rollover for Town Hall siding repairs)	104,500	900
	Emergency Services	5,700	
	Animal Control	17,100	
	Street Maintenance (to reflect bid prices for paving)	272,950	40,750
	Public Works	189,000	
	Leaf & Limb and Solid Waste	52,384	
	Stormwater Management	47,000	
	Wetlands and Waterways	2,900	
	Planning & Zoning	57,000	
	Recreation & Special Events	10,500	
	Parks & Community Appearance (FY23 PO rollover for Efird Memorial)	62,450	1,450
	Contingency	20,807	
	Transfer To General Capital Reserve Fund	55,000	
	Transfer To L.E.S.A. Fund	12,200	
	Total	<u>2,209,051</u>	<u>52,660</u>

<u>Section 2.</u>	<u>General Capital Reserve Fund</u>		
Anticipated Revenues			
	Contributions from General Fund	55,000	
	Interest Revenue	1,900	
	Total	<u>56,900</u>	
Authorized Expenditures			
	Transfer to General Fund	43,504	
	Future Procurement	13,396	
	Total	<u>56,900</u>	

<u>Section 3.</u>	<u>Law Enforcement Separation Allowance Fund</u>		
Anticipated Revenues:			
	Contributions from General Fund	12,200	
	Interest Revenue	485	
	Total	<u>12,685</u>	
Authorized Expenditures:			
	Separation Allowance	0	
	Future LEOSA Payments	12,685	
	Total	<u>12,685</u>	

Section 4.

Water Fund

**23-B-01
PROPOSED
CHANGES**

Anticipated Revenues

Utility Usage Charges, Classes 1 & 2	210,591	
Utility Usage Charges, Classes 3 & 4	12,428	
Utility Usage Charges, Class 5	15,002	
Utility Usage Charges, Class 8	4,644	
Utility Customer Base Charges	278,811	
Hydrant Availability Fee	19,764	
Taps & Connections Fees	1,250	
Nonpayment Fees	10,500	
Late payment Fees	7,822	
Interest Revenue	3,488	
Sale of Capital Asset	0	

Appropriated Fund Balance (FY23 PO rollover for Edmunds GovTech) 91,504 **469**

Total 655,804 **469**

Authorized Expenditures

Administration & Finance [1] (FY23 PO rollover for Edmunds GovTech) **491,804** **469**

Operations and Maintenance 140,500

Transfer To Fund Balance for Capital Outlay 23,500

Transfer To Water Capital Reserve Fund 0

Total 655,804 **469**

[1] Portion of department for bond debt service: 141,157

Section 5.

Water Capital Reserve Fund

Anticipated Revenues

Contributions From Water Operations Fund 0

Interest Revenue 10

Total 10

Authorized Expenditures

Future Expansion & Debt Service 10

Section 6. Sewer Fund

**23-B-01
PROPOSED
CHANGES**

Anticipated Revenues:

Utility Usage Charges, Classes 1 & 2	267,170	
Utility Usage Charges, Classes 3 & 4	36,679	
Utility Usage Charges, Class 5	28,142	
Utility Usage Charges, Class 8	16,833	
Utility Customer Base Charges	296,108	
Taps & Connection Fees	1,250	
Late payment Fees	8,384	
Interest Revenue	5,836	
Sale of Capital Asset	0	
Appropriated Fund Balance (FY23 PO rollover for Edmonds GovTech)	19,102	469
Total	679,504	469

Authorized Expenditures:

Administration & Finance [2] (FY23 PO rollover for Edmonds GovTech)	483,204	469
Operations and Maintenance	192,800	
Transfer to Fund Balance for Capital Outlay	3,500	
Transfer to Sewer Capital Reserve Fund	0	
Total	679,504	469
<i>[2] Portion of department for bond debt service:</i>	121,893	

Section 7. Sewer Capital Reserve

Anticipated Revenues:

Contributions From Sewer Operations Fund	0
Interest Revenue	1
Total	1

Authorized Expenditures:

Future Expansion & Debt Service	1
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Section 8. **Levy of Taxes**

There is hereby levied a tax at the rate of twenty-four cents (\$0.24) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2023, for the purpose of raising the revenue listed as "Ad Valorem Taxes 2023-2024" in the General Fund Section 1 of this ordinance. This rate is based on a valuation of \$393,280,000 for purposes of taxation of real and personal property with an estimated rate of collection of 99.12%. The estimated collection rate is based on the fiscal year 2021-2022 collection rate of 99.12% by Craven County who has been contracted to collect real and personal property taxes for the Town of River Bend. Also included is a valuation of \$37,500,000 for purposes of taxation of motor vehicles with a collection rate of 100% by the North Carolina Vehicle Tax System.

Section 9. **Fees and Charges**

There is hereby established, for Fiscal Year 2023-2024, various fees and charges as contained in Attachment A of this document.

Section 10. **Special Authorization of the Budget Officer**

- A. The Budget Officer shall be authorized to reallocate any appropriations within departments.
- B. The Budget Officer shall be authorized to execute interfund and interdepartmental transfers in emergency situations. Notification of all such transfers shall be made to the Town Council at its next meeting following the transfer.
- C. The Budget Officer shall be authorized to execute interdepartmental transfers in the same fund, including contingency appropriations, not to exceed \$5,000. Notification of all such transfers shall be made to the Town Council at its next meeting following the transfer.

Section 11. **Classification and Pay Plan**

Cost of Living Adjustment (COLA) for all Town employees shall be 4.4% and shall begin the first payroll in the new fiscal year. The Town Manager is hereby authorized to grant merit increases to Town employees, when earned, per the approved Pay Plan.

Section 12. **Utilization of the Budget Ordinance**

This ordinance shall be the basis of the financial plan for the Town of River Bend municipal government during the 2023-2024 fiscal year. The Budget Officer shall administer the Annual Operating Budget and shall ensure the operating staff and officials are provided with guidance and sufficient details to implement their appropriate portion of the budget.

Section 13. **Copies of this Budget Ordinance**

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

Adopted this 20th day of July, 2023.

John R. Kirkland, Mayor

Attest:

Kristie J. Nobles, Town Clerk, CMC, NCCMC



AVOLIS ENGINEERING, PA

P.O. Box 15564 · New Bern, North Carolina 28561 · 252.633.0068 · License No. C-0706

June 22, 2023

Mr. Delane Jackson
Town Manager
Town of River Bend
45 Shoreline Drive
River Bend, NC 28562

RE: 2023 Paving Program – Town of River Bend
AE Project No. 23012

Dear Delane:

On June 22, 2023, a public bid opening was conducted associated with the 2023 Paving Program project for the Town of River Bend. Bids were received for the project as outlined below:

Bidder	Bid Item 001	Bid Item 002	Unit Price	Total
Thomas Simpson Construction	\$153,300	\$49,400	\$29,850	\$232,550
Onslow Paving & Grading, Inc.	\$148,605	\$51,700	\$25,625	\$225,930
Tripp Brothers Inc.	\$156,452	\$46,273	\$34,075	\$236,800
Barnhill Contracting Company	\$149,000	\$38,000	\$26,750	\$213,750

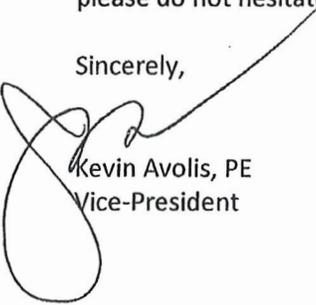
The apparent low bidder is Barnhill Contracting Company.

It is our recommendation that an award be made to Barnhill Contracting Company in the amount of \$187,000.00 for all work associated with **Bid Items 001 and 002**. Any unit price patching or striping will be added by Change Order to the Contract, if the need for additional work arises. An anticipated maximum value of the work including any Change Orders would be \$213,750.00.

If acceptable to the Town of River Bend, we can prepare construction contracts for execution.

Should you have any questions relating to this matter or need any additional information or assistance, please do not hesitate to call.

Sincerely,


Kevin Avolis, PE
Vice-President

Town of River Bend Resolution

Whereas, the North Carolina Clean Water Revolving Loan and Grant Act of 1987 has authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of wastewater treatment works, wastewater collection systems, and water supply systems, water conservation projects, and

Whereas, the North Carolina Department of Environmental Quality has offered a State Grant in the amount of \$9,108,500 for the construction of the Wastewater Treatment Plant Enhancements Project, and

Whereas, the Town of River Bend intends to construct said project in accordance with the approved plans and specifications,

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF RIVER BEND:

That the Town of River Bend does hereby accept the State Grant offer of \$9,108,500.

That the Town of River Bend does hereby give assurance to the North Carolina Department of Environmental Quality that all items specified in the grant offer, Section II - Assurances will be adhered to.

That Delane Jackson, Town Manager, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project; to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the Town of River Bend has substantially complied or will substantially comply with all Federal, State and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 20th day of July, 2023 at River Bend, North Carolina.

John R. Kirkland, Mayor

ATTEST:

Kristie J. Nobles, Town Clerk, CMC



TOWN OF RIVER BEND

45 Shoreline Drive
River Bend, NC 28562

T 252.638.3870
F 252.638.2580

www.riverbendnc.org

TO: River Bend Town Council

FROM: Delane Jackson

RE: Recommendation on Response to RFQ

DATE: July 5, 2023

The Town of River Bend posted an RFQ for engineering services for development of a Water Supply Study for the town's water system. The selection committee met on July 5 to review and evaluate all responses. The selection committee is composed of the Mayor, Town Manger and Public Works Director.

The Selection Committee recommends awarding the contract for engineering services to Rivers & Associates of Greenville, NC. NC BELS License # F-0334, NC BOLA License # C-312.

ITEM 3

Less than factual social media posts damage a municipal reputation.

The less than factual discussions placed on the various “social media” pages do damage to our Town. Many “media” posts are not fact based and the originator should be aware of this shortcoming.

I am frequently approached by friends in the New Bern area with comments about the “media” context originating in River Bend. These non-River Bend residents likely do not have the background to determine the validity of the post. It is only fair to say that the less than factual exchange that is taking place is damaging to our Town.

My plea to all is PLEASE seek facts and make certain that what you post is true.

The product of government at the Federal, State, and Local level is certainly not instantaneous. Sometimes slow character of output can be frustrating. Many times the slowness is related to the need to produce a record of decision that will be a legal contract.

In the fashion of Churchill, what I state above is stated without prejudice.

John Kirkland

Town of River Bend

Public Comment Policy

Overview- In 2005, the North Carolina General Assembly, through the passage of NCGS 160A-81.1, required that each municipality in North Carolina provide a period for public comment at least once per month at a regular meeting of the council. The General Assembly gave councils the authority to adopt rules governing the conduct of the public comment period. The Town of River Bend recognizes the importance of receiving comments from the public. The purpose of the public comment period is to give the public an opportunity to express their views, comments or opinions to the council. It is a time for the council to listen to the public. The following rules have been established to maintain order and decorum during the public comment period. Furthermore, these rules are designed to ensure fairness to each speaker by establishing rules in advance that will be applied equally to each speaker.

I. Public Comment Period

The public comment period shall be reserved as an item of business on the agenda for the council's regular session, which is currently held on the 3rd Thursday of each month. All comments to the council during the public comment period shall be subject to the following guidelines:

1. Prior to the start of the public comment period, persons wishing to address the council will register on a sign-up sheet stationed by the meeting room door. Prior to beginning the public comment period, the Mayor will collect the sign-up sheet and recognize speakers in the order that they registered. Speakers will address the council from the lectern and will be asked to provide their name and address for the record.
2. Each speaker shall be limited to a maximum time of three (3) minutes. Each speaker will only be allowed to speak once during the public comment period. A staff member shall serve as time keeper and will promptly announce when the speakers time has expired.
3. No time may be yielded or transferred from one speaker to another. In order to avoid repetition and delay, groups of people supporting the same position are encouraged to designate a spokesperson for the group.
4. The public comment period is not intended to require the council and/or any staff to answer any impromptu questions. The council will not take action on an item presented during the public comment session. Upon completion of the public comment session and when appropriate, the council may refer inquires made during the public comment session to the Town Manager or an appropriate staff member. If necessary, the item may be added to the agenda of a future meeting, thereby providing the staff an opportunity to research the item and provide data to the council for consideration and review.
5. Speakers will address comments to the entire council as a whole and not one individual member. Discussions between speakers and members of the audience will not be permitted during the public comment period.

6. Speakers who have prepared written remarks are encouraged to leave a copy of such remarks with the Town Clerk. Speakers who have materials that they want distributed to the council related to the item they plan to discuss during the public comment period, shall provide eight (8) copies of those documents to the Town Clerk prior to the start of the meeting. The Clerk shall distribute the copies to the Council, Attorney, and Town Manager and retain one copy for the record.

7. Speakers shall be courteous in their language and presentation. Profanity or other inappropriate language or gestures will not be tolerated.

8. In order to provide for the maintenance of order and decorum in the conduct of the meeting, the Mayor may declare "out-of-order" any person who fails to comply with this policy. The Mayor shall caution any such person to abide by the provisions of this policy. Refusal to do so shall be grounds for removal of the speaker from the meeting.

- Adopted June 18, 2015

ITEM 15