

**River Bend Town Council
Work Session Minutes
September 14, 2023
Town Hall
7:00 p.m.**

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

Town Manager: Delane Jackson
Town Clerk: Kristie Nobles
Town Attorney: Trey Ferguson
Police Chief: Sean Joll

Members of the Public Present: 20

CALL TO ORDER

Mayor Kirkland called the meeting to order at 7:00 p.m. on Thursday, September 14, 2023, at the River Bend Town Hall with a quorum present.

VOTE – Amend the Agenda

Councilwoman Maurer motioned to amend the agenda by removing Closed Session item # 12. The motion carried unanimously.

VOTE – Approval of Agenda

Councilwoman Maurer motioned to accept the agenda as amended. The motion carried unanimously.

At this time Manager Jackson made an announcement that he had applied for a grant for the Town for a brand-new, state-of-the-art water treatment plant with softener. He stated that the grant, in the amount of \$9,393,000, is included in the proposed state budget. He also stated that if the budget is passed this would be the largest grant that the Town has ever received. Councilman Weaver expressed gratitude to the Town Manager and the Council agreed.

Nominations– Select Replacement for Council Vacancy

The Mayor called upon the Town Manager to explain the appointment process. The Council members (in alphabetic order) were called upon to offer their nomination. Councilwoman Maurer nominated Lisa Benton, Councilman Leonard nominated Lisa Benton, Councilman Sheffield nominated Steve Bokor and Councilman Weaver nominated Lisa Benton.

Vote- Replacement for Council Vacancy

Councilman Leonard moved to temporarily appoint Lisa Benton to the River Bend Town Council with a term ending on December 19, 2024. The motion passed with 3 ayes and 1 nay with Councilman Sheffield voting nay.

Administer Oath of Office to New Council Member

The Town Clerk then administered the oath of office to Lisa Benton, and she took her place on the dais.

ADOPTION OF COUNCIL CODE OF ETHICS POLICY

Councilwoman Benton moved to adopt the Council Code of Ethics Policy as presented. The motion carried unanimously. (see attached)

VOTE– Plan Consistency

Councilman Sheffield motioned to approve the resolution on Plan Consistency and Statement of Reasonableness as presented. The motion carried unanimously.

VOTE– Ammon Rezoning Request

Councilman Sheffield motioned to rezone the parcel identified by Craven County PIN 8-206-083 from Institutional to Planned Development Residential – Multifamily. The motion passed with 4 ayes and 1 nay with Councilman Weaver voting nay.

VOTE – CAC Appointment

Councilwoman Maurer motioned to appoint Carina Wordham to the Community Appearance Commission for a term beginning September 14, 2023, and expiring June 30, 2025. The motion carried unanimously.

Councilman Sheffield stated that the Planning Board had previously met and recommended appointing Carolyn Gadwell to the Planning Board.

VOTE – Planning Board Appointment

Councilman Sheffield motioned to appoint Carolyn Gadwell to the Planning Board for a term beginning September 14, 2023, and expiring June 30, 2025. The motion failed with 1 aye and 4 nays with Councilmen Weaver and Leonard, and Councilwomen Maurer and Benton voting nay.

Councilwoman Maurer motioned to appoint Jon Hall to the Planning Board for a term beginning September 14, 2023, and expiring June 30, 2025. The motion carried unanimously.

VOTE – Parks and Recreation Appointment

Councilman Weaver motioned to appoint Elizabeth Stokes to the Parks and Recreation Advisory Board for a term beginning September 14, 2023, and expiring June 30, 2025. The motion carried unanimously.

Discussion – Human Resources Policy Amendment

Manager Jackson stated the Town does not have a policy in place regarding overtime pay for exempt employees during a State of Emergency. He stated that he had spoken with the new Emergency Management Expert at the School of Government, and she recommended the proposed changes to make our policy FEMA compliant. He stated that the Town Attorney had also reviewed and approved her recommendations.

VOTE – Human Resources Policy Amendment

Councilman Weaver motioned to amend Article III, Section II of the Human Resources Policies and Procedures Manual as presented. The motion carried unanimously. (see attached)

Discussion – Water Resources Policy Amendment

Manager Jackson stated that the amended policy would give the Town staff direction on pool fills for water and sewer customers in the town.

VOTE – Water Resources Policy Amendment

Councilwoman Maurer motioned to amend Section 7(G) of the Water Resources Department Policy Manual as presented. The motion carried unanimously. (see attached)

Discussion – Budget Amendment

The Manager stated that during the Budget Workshops the Council had agreed to purchase safety equipment for the Police Department but did not provide funding. He stated that the Police Chief has received quotes, and this Budget Amendment would officially approve funds for the purchase.

VOTE – Budget Amendment

Councilman Leonard motioned to approved Budget Amendment 23-B-02 as presented. The motion carried unanimously. (see attached)

Discussion – Norbury Speed Limit

Councilman Weaver stated that there have been some complaints about speeding on Norbury. He stated that there was a study completed and it showed that there is a very small percentage of speeding. Councilman Leonard stated that speed bumps or signage might help discourage speeding, although there are speed limit signs. Councilman Weaver stated that engineered controlled measures are normally put in place to change human behavior. He stated that he felt permanent speed bumps aren't a good idea but there are temporary speed bumps that would change human behavior, and then these speed bumps can be used on other roads in town. The Council agreed to purchase temporary speed bumps and have those deployed on Norbury.

Discussion – Davis / Dow Rezoning Request

The Manager stated that there is a scheduled Public Hearing for the rezoning request of the Davis / Dow Property located on Old Pollocksville on September 21, 2023. He stated that the property has had the signage displayed and the advertisement has run in the local newspaper to meet the requirements. He stated that once the Public Hearing is held the Council can vote on the rezoning.


REVIEW – Agenda for the September 21, 2023, Council Meeting

The Council reviewed the agenda for the September 21, 2023, Council Meeting.

Councilman Sheffield asked if the liaison responsibilities could be added to the agenda next week and the Council agreed.

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield moved to adjourn. The motion carried unanimously. The meeting adjourned at 7:55 p.m.



Kristie J. Nobles, GMC, NCCMC
Town Clerk

Blue=delete **Yellow**=add

Section 11. Overtime Pay Provisions

Employees of the Town may be required to work overtime hours as necessary to meet the needs of the Town and as determined and pre-approved by the supervisor.

To the extent that local government jurisdictions are so required, the Town will comply with the Fair Labor Standards Act ("FLSA") and the North Carolina Wage and Hour Act ("NCWHA"). The Town Manager shall determine, using federal guidelines, which jobs are "non-exempt" and are therefore subject to the FLSA in areas such as hours of work and work periods, rates of overtime compensation, and other provisions.

Non-exempt employees will be paid at a straight time rate for hours up to the FLSA established limit for their position (usually 40 hours in a 7-day period; 171 hours in a 28-day cycle for sworn police personnel). For non-exempt employees, hours worked beyond the FLSA established limit will be compensated in either compensatory time or pay at the appropriate overtime rate. In determining eligibility for overtime in a work period, only hours actually worked shall be considered; in no event will vacation, sick leave, or holidays be included in the computation of hours worked for FLSA purposes.

Whenever practicable, departments will schedule time off on an hour-for-hour basis within the applicable work period for non-exempt employees, instead of paying overtime. When time off within the work period cannot be granted, overtime worked will either be paid in accordance with the FLSA or as compensatory time at a rate of one and one-half hours for each hour of overtime worked. Compensatory time off must be taken during the next full pay period unless a special exception is granted by the Town Manager. If it is not taken, the time shall be paid as overtime in accordance with FLSA.

In emergency situations, where employees are required to work long and continuous hours, the Town Manager may grant time off with pay for rest and recuperation to ensure safe working conditions.

To protect the health and safety of staff and ensure efficient and effective rapid response efforts in emergency situations, staff required to work extended continuous hours on site will be permitted to rest and recuperate on site while on duty.

Employees in positions determined to be "exempt" from the FLSA will not receive pay or compensatory time off for hours worked in excess of their normal work periods (a normal work period is defined as 40 hours per week) except when an emergency, as defined by N.C.G.S. 166A-19.3, has been declared by the Mayor or Town Council. During such times, exempt employees will be paid overtime in the same manner as non-exempt employees.

Current Language

A. Swimming Pool Filling

Swimming pools may be filled once a year without the customer having to pay a sewer usage charge on the water used to fill the pool. This does not include routine maintenance and season opening fills. The forgiven sewer usage charge (if a subscriber to this service) will appear as a credit on a subsequent billing. How much sewer usage will be forgiven will be calculated in either of two ways: (1) Where calculations showing the pool's normal functional water capacity are available from a pool construction contractor (in 1,000 gallons) the customer shall bring or mail such documentation with the request for abatement of the sewer charge, or (2) Where the customer utilizes a department-owned meter to record the total usage for filling the pool. A limited number of meters, equipped with "garden hose" fittings are available by contacting the Department. Customers who use these meters will be asked to sign a form accepting responsibility for damage to the meter or other appurtenant equipment and relieving the Town of any liability resulting from the customer's use of the meter. No request for abatement will be approved, under this method, until the meter is returned in working order and the Department verifies the usage. Abated sewer charges will be applied to the next bill cycle after the request for abatement is received and approved.

Proposed Changes

Yellow=add

Blue =delete

Upon request, swimming pools may be filled once per fiscal year (July1-June 30) without the customer having to pay a sewer usage charge on the water used to fill the pool. This is known as a "pool adjustment" and is only available for River Bend sewer customers. This Pool adjustments do not include routine maintenance and season-opening fills. Pool adjustments are for the initial filling of new pools or for re-filling a pool after it has been drained for maintenance/repair. The forgiven sewer usage charge (if a subscriber to this service) will appear as a credit on a subsequent billing. How much sewer usage will be forgiven The amount of a pool adjustment will be calculated in either of two three ways: (1) Where calculations showing the pool's normal functional water capacity are available from a pool construction/maintenance contractor (in 1,000 gallons) the customer shall bring or mail provide such documentation with the request for a pool adjustment abatement of the sewer charge, or (2) Where the customer utilizes a department-owned meter to record the total usage gallons used for filling the pool, or (3) When the customer agrees to accept a gallons used amount as determined by Town staff. In the absence of a mutually-agreed upon amount, between the town and the customer, no pool adjustment will be made under this method. For option 2, a limited number of meters, equipped with "garden hose" fittings are available by contacting the Department. Customers who use these meters will be asked to sign a form accepting responsibility for damage to the meter or other appurtenant equipment and relieving the Town of any liability resulting from the customer's use of the meter. No request for a pool adjustment abatement will be approved, under this method until the meter is returned in working order and the Department verifies the usage. Abated sewer charges Pool adjustments will be applied to the next bill cycle after the request for abatement is received and approved. The sewer

use rate in effect at the time of the filling will be used to calculate the pool adjustment. To be considered, a request for a pool adjustments must be submitted to the Department within 15 days of the pool filling. The Town reserves the right to reject any request for a pool adjustment when the amount of gallons claimed to be used is determined to be unreasonable by Town staff.

Recommended New Language

Upon request, swimming pools may be filled once per fiscal year (July 1-June 30) without the customer having to pay a sewer usage charge on the water used to fill the pool. This is known as a “pool adjustment” and is only available for River Bend sewer customers. Pool adjustments do not include routine maintenance and season-opening fills. Pool adjustments are for the initial filling of new pools or for re-filling a pool after it has been drained for maintenance/repair. The amount of a pool adjustment will be calculated in either of three ways: (1) Where calculations showing the pool’s normal functional water capacity are available from a pool construction/maintenance contractor (in 1,000 gallons) the customer shall provide such documentation with the request for a pool adjustment, or (2) Where the customer utilizes a department-owned meter to record the total gallons used for filling the pool, or (3) When the customer agrees to accept a gallons used amount as determined by Town staff. In the absence of a mutually-agreed upon amount, between the town and the customer, no pool adjustment will be made under this method. For option 2, a limited number of meters, equipped with “garden hose” fittings are available by contacting the Department. Customers who use these meters will be asked to sign a form accepting responsibility for damage to the meter or other appurtenant equipment and relieving the Town of any liability resulting from the customer’s use of the meter. No request for a pool adjustment will be approved, under this method until the meter is returned in working order and the Department verifies the usage. Pool adjustments will be applied to the next bill cycle after the request is approved. The sewer use rate in effect at the time of the filling will be used to calculate the pool adjustment. To be considered, a request for a pool adjustments must be submitted to the Department within 15 days of the pool filling. The Town reserves the right to reject any request for a pool adjustment when the amount of gallons claimed to be used is determined to be unreasonable by Town staff.

Code of Ethics for the
Town Council of
The Town of River Bend, North Carolina

PREAMBLE

WHEREAS, the Constitution of North Carolina, Article 1, Section 35, reminds us that a “frequent recurrence to fundamental principles is absolutely necessary to preserve the blessings of liberty,” and

WHEREAS, a spirit of honesty and forthrightness is reflected in North Carolina’s state motto, *Esse quam videri*, “To be rather than to seem,” and

WHEREAS, Section 160A-86 of the North Carolina General Statutes requires local governing boards and councils to adopt a code of ethics, and

WHEREAS, as public officials we are charged with upholding the trust of the citizens of this town, and with obeying the law, and

NOW THEREFORE, in recognition of our blessings and obligations as citizens of the State of North Carolina and as public officials representing the citizens of the Town of River Bend, and acting pursuant to the requirements of Section 160A-86 of the North Carolina General Statutes, we the Town Council do hereby adopt the following General Principles of Code of Ethics to guide the Town Council in its lawful decision-making.

GENERAL PRINCIPLES UNDERLYING THE CODE OF ETHICS

- The stability and proper operation of democratic representative government depend upon public confidence in the integrity of the government and upon responsible exercise of the trust conferred by the people upon their elected officials.
- Governmental decisions and policy must be made and implemented through proper channels and processes of the governmental structure.
- Council members must be able to act in a manner that maintains their integrity and independence, yet is responsive to the interests and needs of those they represent.
- Council members must always remain aware that at various times they play different roles:
 - As advocates, who strive to advance the legitimate needs of their citizens.
 - As legislators, who balance the public interest and private rights in considering and enacting ordinances, orders, and resolutions.

- As decision-makers, who arrive at fair and impartial quasi-judicial and administrative determinations.
- Council members must know how to distinguish among these roles, to determine when each role is appropriate, and to act accordingly.
- Council members must be aware of their obligation to conform their behavior to standards of ethical conduct that warrant the trust of the constituents. Each official must find within his or her own conscience the touchstone by which to determine what conduct is appropriate.

CODE OF ETHICS

The purpose of this Code of Ethics is to establish guidelines for ethical standards of conduct for the Town Council and to help to determine what conduct is appropriate in particular cases. It should not be considered a substitute for the law or for a council member's best judgment.

Section 1. Council members should obey all laws applicable to their official actions as members of the Council. Council members should be guided by the spirit as well as the letter of the law in whatever they do.

At the same time, council members should feel free to assert policy positions and opinions without fear of reprisal from fellow board members or citizens. To declare that a council member is behaving unethically because of disagreeing with that council member on a question of policy (and not because of the council member's behavior) is unfair, irresponsible, and itself unethical.

Council members should endeavor to keep up to date, through the council's attorney and other sources, about new or ongoing legal or ethical issues they may face in their official positions. This educational function is in addition to the day-to-day legal advice the council may receive concerning specific situations that arise.

Section 2. Council members should act with integrity and independence from improper influence as they exercise the duties of their offices. Characteristics and behaviors consistent with this standard include the following:

- Adhering firmly to a code of sound values.
- Behaving consistently and with respect toward everyone with whom they interact.
- Exhibiting trustworthiness.
- Living as if they are on duty as elected officials regardless of where they are or what they are doing.
- Using their best independent judgment to pursue the common good as they see it, presenting their opinion to all in a reasonable, forthright, consistent manner.
- Remaining incorruptible, self-governing, and unaffected by improper influence while at the same time being able to consider the opinions and ideas of others.

- Disclosing contacts and information about issues that they receive outside of public meetings and refraining from seeking or receiving information about quasi-judicial matters outside of the quasi-judicial proceedings themselves.
- Treating other council members and the public with respect and honoring the opinions of others even while the council members disagree with those opinions.
- Not reaching conclusions on issues until all sides have been heard.
- Showing respect for their offices and not behaving in ways that reflect poorly on those offices.
- Recognizing that they are a part of a larger group and acting accordingly.
- Recognizing that individual council members are not generally allowed to act on behalf of the council but may only do so if the council specifically authorizes it, and that the council must take official action as a body.
- Avoiding conflicts of interest.

Section 3.a. Council members should avoid impropriety in the exercise of their official duties. Their official actions should be above reproach. Although opinions may vary about what behavior is inappropriate, this council will consider impropriety in terms of whether a reasonable person who is aware of all of the relevant facts and circumstances surrounding the council member's action would conclude that the action was inappropriate.

Section 3.b. If a council member believes that his or her actions, while legal and ethical, may be misunderstood, the member should seek the advice of the council's attorney and should consider publicly disclosing the facts of the situation and the steps taken to resolve it.

Section 4. Council members should faithfully perform the duties of their offices. They should act as especially responsible citizens whom others can trust and respect. They should set a good example for others in the community, keeping in mind that trust and respect must continually be earned.

Council members should faithfully attend and prepare for meetings. They should carefully analyze all credible information properly submitted to them, mindful of the need not to engage in communications outside the meeting in quasi-judicial matters. They should demand full accountability from those over whom the council has authority.

Council members should be willing to bear their fair share of the council's workload. To the extent appropriate, they should be willing to put the council's interests ahead of their own.

Section 5. Council members should conduct the affairs of the council in an open and public manner. They should comply with all applicable laws governing open meetings and public records, recognizing that doing so is an important way to be worthy of the public's trust. They should also remember that local government records belong to the public and not to council members or their employees.

In order to ensure strict compliance with the laws concerning openness, council members should make clear that an environment of transparency and candor is to be maintained at all times in the government unit. They should prohibit unjustified delay in fulfilling public record requests. They should take deliberate steps to make certain that any closed sessions held by the council are lawfully conducted and that such sessions do not stray from the purpose for which they are called.

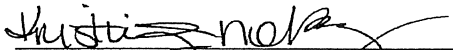
The Mayor and members of this Council do hereby accept and pledge to conduct themselves in accordance with this Code.

This document is to be reviewed by and presented to the Council for adoption following any change in the membership of the Council.

Adopted this 14th day of September, 2023 by the River Bend Town Council.


John R. Kirkland, Mayor

ATTEST:


Kristie J. Nobles, Town Clerk

Originally adopted 8-12-2010
Re-adopted 12-15-2022
Re-adopted 9-14-2023



**TOWN OF RIVER BEND
 BUDGET ORDINANCE AMENDMENT 23-B-02
 FISCAL YEAR 2023 - 2024**

BE IT ORDAINED by the Council of the Town of River Bend, North Carolina that the 2023-2024 Budget Ordinance as last amended on July 20, 2023, be amended as follows:

<u>Summary</u>	
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

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	251,257
Total	2,209,051

Section 1. General Fund (continued)

Authorized Expenditures

Governing Body	50,000
Administration	304,500
Finance	138,625
Tax Listing	13,700
Legal Services	24,000
Elections	0
Police	768,735
Public Buildings	104,500
Emergency Services	5,700
Animal Control	17,100
Street Maintenance	272,950
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	62,450
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>

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	91,504
Total	<hr/> 655,804

Authorized Expenditures

Administration & Finance [1]	491,804
Operations and Maintenance	140,500
Transfer To Fund Balance for Capital Outlay	23,500
Transfer To Water Capital Reserve Fund	0
Total	<hr/> 655,804

[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	<hr/> 10

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	19,102
Total	<u>679,504</u>

Authorized Expenditures:

Administration & Finance [2]	483,204
Operations and Maintenance	192,800
Transfer to Fund Balance for Capital Outlay	3,500
Transfer to Sewer Capital Reserve Fund	0
Total	<u>679,504</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
---------------------------------	---

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.

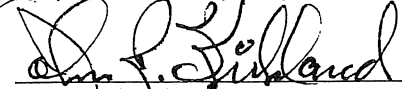
Section 12. **Utilization of the Budget Ordinance**

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.

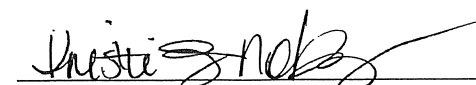
Section 13. **Copies of this Budget Ordinance**

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 14th day of September, 2023.



John R. Kirkland, Mayor

Attest:


Kristie J. Nobles, Town Clerk, CMC, NCCMC