



**RIVER BEND TOWN COUNCIL
PROPOSED AGENDA
Regular Meeting
April 18, 2024
River Bend Town Hall – 45 Shoreline Drive
7:00 p.m.**

Pledge: Weaver

1. Call to Order (Mayor Kirkland Presiding)
2. Recognition of New Residents
3. Additions / Deletions / Adoption to Agenda
4. Addresses to the Council – None
5. Special Presentation – Solid Waste Collection in River Bend
 - A. Cruddy Cans Presentation
 - B. GFL Presentation
6. 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.

7. Public Hearings – None
8. 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 March 14, 2024, Work Session Meeting
Minutes of the March 21, 2024, Regular Council Meeting*

9. 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:

10. Finance – Councilman Leonard
 - A. Financial Report - Finance Director
 - B. **VOTE** – Budget Amendment # 23-B-06

11. Environment And Waterways – Councilman Leonard
 - A. EWAB Report

12. Planning Board – Councilman Sheffield
 - A. Planning Board Report
 - B. Board of Adjustment Report

13. Public Safety – Councilwoman Benton
 - A. Community Watch

14. Parks & Recreation – Councilman Weaver
 - A. Parks and Rec Report
 - B. Organic Garden Report

15. CAC – Councilwoman Maurer
 - A. CAC Report

16. Mayor's Report – Mayor Kirkland

17. **CLOSED SESSION** – NCGS § 143-318.11(a)(3)

18. Adjournment

ITEM 3

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 6

**River Bend Town Council
Work Session Minutes
March 14, 2024
Town Hall
7:00 p.m.**

Present Council Members: Mayor John Kirkland
Lisa Benton
Brian Leonard
Barbara Maurer
Jeff Weaver

Absent Council Member: Buddy Sheffield

Town Manager: Delane Jackson
Finance Director: Mandy Gilbert
Deputy Town Clerk: Jennifer Barrow
Town Attorney: Trey Ferguson
Police Chief: Sean Joll

Members of the Public Present: 17

CALL TO ORDER

Mayor Kirkland called the meeting to order at 7:00 p.m. on Thursday, March 14, 2024, at the River Bend Town Hall with a quorum present.

VOTE – Approval of Agenda

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

Discussion – Cruddy Can Solid Waste Removal

Owners Shawn Stengle and Donny Moore of Cruddy Cans presented information about their company as a possible option for solid waste removal in the future.

Discussion – Town Council Rules of Procedure Amendment

The Town Manager explained that the last amendment to the Rules of Procedure was approved in 2018. Since that time, some of the laws affecting how the council conducts business have changed. A draft amendment was presented to the council. The council agreed to all changes. The proposal will be included in next week’s agenda for the council to consider.

Discussion – Wastewater Treatment Plant Grant Funding

The Town Manager stated that the request for bids on this project was posted earlier today. He also stated that the agenda packet contains a copy of the original estimation of cost from Rivers and Associates, and an updated copy. The updated probable cost shows an increase of \$982,000. The manager emphasized that these are *probable* costs of construction, and the bids could come in under or above the funding level we currently have. The Town Manager stated that one option available to fund any overages would be to utilize some of the funds from the \$9.3 million dollar grant to build the water treatment plant. Since that money is a direct allocation from the state it can be used as needed for water, sewer, or storm drainage improvements. He said that the state has approved this funding option. Therefore, a portion of that money can be spent to supplement the ARPA grant in place for the wastewater treatment plant construction. The Manager stated that he already has an application going for two million dollars to augment the water project—one million to make up for the anticipated shortfall for the wastewater treatment, and an additional million to supplement the water treatment plant project if needed.

VOTE – Utilization of Water Treatment Plant Funds to Supplement Wastewater Treatment Plant Construction

Councilman Leonard motioned to allow the Town Manager and Finance Director to utilize some of the water treatment plant funds from the state to supplement for construction of the wastewater treatment plant, if needed. The motion carried unanimously. (see attached)

Discussion – Town Park Rules

The Town Manager presented proposed changes to Town Park Rules. He stated that the rules have not been updated in 23 years. Councilman Weaver stated that with the addition of lights being installed on the walking path, a change in park hours may be necessary. The hours currently state that the park is open from sunrise to sunset. Councilman Weaver suggested that language be added to allow the use of the walking trail at all hours since it will be illuminated, and leave the other areas restricted to use from sunrise to sunset. An updated proposal will be ready for Council's consideration next week.

REVIEW – Agenda for the March 21, 2024, Council Meeting

The Council reviewed the agenda for the March 21, 2024, Council Meeting.

CLOSED SESSION

Councilman Weaver moved to go into Closed Session under NCGS 143-318.11(a)(3)(5) to discuss the acquisition of real property located at 403 Old Pollocksville Road, owned by Robert Davis and Kimberly Dow for use as water treatment facility. The Council entered Closed Session at 8:17 p.m. The motion carried unanimously.

OPEN SESSION

Councilman Leonard moved to return to Open Session at 8:30 p.m. The motion carried unanimously.

ADJOURNMENT/RECESS

There being no further business, Councilman Leonard moved to adjourn. The motion carried unanimously. The meeting was adjourned at 8:30 p.m.

Jennifer J. Barrow
Deputy Town Clerk



ENGINEERS

PLANNERS

SURVEYORS

LANDSCAPE ARCHITECTS

**Preliminary Opinion of Probable Project Cost
 WWTP Enhancements
 Town of River Bend, North Carolina
 December 14, 2023**

Updated

Item No.	Description	Estimated Cost
Phase I - Initial Grading and Pre-load/Surcharge		
1.	Clearing and Grubbing w/Offsite Disposal	\$14,000
2.	Removal of Aggregate, Debris, Spoil Piles	\$13,000
3.	Muckout Ditches w/ Offsite Disposal	\$14,000
4.	Undercut Excavation w/ Offsite Disposal	\$9,500
5.	Offsite Select Borrow Material	\$22,000
6.	Offsite Borrow & Backfill for WWTP Structures	\$84,000
7.	Unclassified Excavation w/ Onsite Disposal	\$5,000
9.	Erosion Control	\$13,000
10.	Seeding and Mulching	\$5,000
Phase II - WWTP Enhancements		
11.	Mobilization	\$257,000
12.	Demolition	\$30,000
13.	Sitework	\$65,000
14.	Yard Piping	\$430,000
15.	Influent Flow Meter and Vault	\$29,000
16.	Preliminary Treatment Unit	\$458,000
17.	Equalization Basin Renovations	\$150,000
18.	Treatment Unit #1 Rehabilitation	\$1,090,000
19.	Treatment Unit #2 Rehabilitation	\$1,075,000
20.	Positive Displacement Blower Package (TU #1-2, EQ Basin, Reaeration Basin)	\$150,000
21.	Alum Feed System	\$112,000
22.	Filter Feed Pump Station	\$200,000
23.	Methanol Feed System	\$48,000
24.	Tertiary Denitrification Filters	\$1,815,000
25.	Methanol Sample System	\$13,500
26.	Chlorine Feed System Modifications	\$50,000
27.	Chlorine Contact Tank/Reaeration Basin	\$200,000
28.	Dechlorination Feed System Modifications	\$3,000
29.	Non-potable Water System	\$42,000
30.	Aerobic Digester	\$785,000
31.	Positive Displacement Blower Package (Aerobic Digester)	\$100,000
32.	Instrumentation, Controls, Cellular RTUs	\$110,000
33.	Electrical Systems	\$1,128,000
34.	Utility Service Entrance Allowance	\$10,000
35.	Spare Parts Allowance	\$5,000
36.	Testing Allowance	\$8,000

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Updated, cont

Subtotal - Construction	\$8,543,000
Contingencies @ 10% +/-	<u>\$854,400</u>
Total Estimated Construction Construction Cost	\$9,397,400
Technical Services:	
Study and Report Phase	\$20,000
Preliminary and Final Design Phase	\$88,000
Bidding or Negotiating Phase	\$32,000
Construction Administration	\$190,000
Resident Project Representation	\$260,000
Environmental, Wetland and Construction Permitting	\$19,000
Additional Boundary and Topographic Surveys	\$13,000
Record Drawing Preparation	<u>\$17,000</u>
Subtotal - Technical Services	\$639,000
Wetland Mitigation Cost	\$54,600
Total Preliminary Opinion of Probable Project Cost	<u>\$10,091,000</u>
<u>Add Alternate:</u>	
37. Remove & Dispose of Existing Blowers & Air Piping within Blower Building	\$15,000

Updated - December, 2023

Updated cost — \$10,091,000
Original cost — \$9,108,500
Difference — + \$982,500

Updated cost submitted to state, as required, when we submitted our engineering plans and specifications for review as part of our construction. We received final permit on Feb. 29, 2024 2

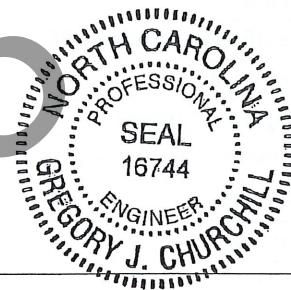
Original

8a. Project Budget (for Construction Projects and Pre-Construction Planning Grants only)			
	Division Funding Requested	Other Secured Funding Source(s)	Total Cost Amount
Indicate construction costs by line item (e.g., linear feet of different-sized lines)			
Construction Costs			
Contract I – Clearing & Intermediate Site Grading:			
1. Mobilization	\$5,000	\$0	\$5,000
2. Clearing & Grubbing w/ Offsite Disposal	\$12,000	\$0	\$12,000
3. Removal of Aggregate, Debris, Spoil Piles	\$11,250	\$0	\$11,250
4. Muck out Ditches w/ Offsite Disposal	\$12,500	\$0	\$12,500
5. Undercut Excavation w/ Offsite Disposal	\$8,000	\$0	\$8,000
6. Offsite Select Borrow Material	\$20,000	\$0	\$20,000
7. Offsite Borrow & Backfill for WWTP Structures	\$80,000	\$0	\$80,000
8. Unclassified Excavation w/ Onsite Disposal	\$4,800	\$0	\$4,800
9. Erosion Control	\$12,000	\$0	\$12,000
10. Seeding and Mulching	\$2,200	\$0	\$2,200
Contract II – WWTP Enhancements (* => 20 yrs old)			
11. Mobilization	\$224,000	\$0	\$224,000
12. Demolition *	\$18,000	\$0	\$18,000
13. Sitework	\$60,000	\$0	\$60,000
14. Yard Piping	\$370,000	\$0	\$370,000
15. Influent Flow Meter & Vault	\$27,000	\$0	\$27,000
16. Preliminary Treatment Unit *	\$390,000	\$0	\$390,000
17. Equalization Basin Renovations *	\$140,000	\$0	\$140,000
18. Treatment Unit #1 Rehabilitation *	\$1,040,000	\$0	\$1,040,000
19. Treatment Unit #2 Rehabilitation *	\$1,025,000	\$0	\$1,025,000
20. Alum Feed System	\$107,000	\$0	\$107,000
21. Filter Feed Pump Station	\$195,000	\$0	\$195,000
22. Methanol Feed System	\$45,000	\$0	\$45,000
23. Tertiary Denitrification Filters	\$1,730,000	\$0	\$1,730,000
24. Methanol Sample System	\$12,000	\$0	\$12,000
25. Chlorine Feed System Modifications *	\$27,000	\$0	\$27,000
26. Chlorine Contact Tank/Reaeration Basin *	\$190,000	\$0	\$190,000
27. De-chlorination Feed System Modifications *	\$2,000	\$0	\$2,000
28. Non-potable Water System	\$40,000	\$0	\$40,000
29. Aerobic Digester *	\$750,000	\$0	\$750,000
30. Dual Positive Displacement Blowers/Piping *	\$103,000	\$0	\$103,000
31. Instrumentation and Controls *	\$75,000	\$0	\$75,000
32. Electrical Systems *	\$822,000	\$0	\$822,000
33. Water/Wastewater Sampling Lab Building/Site*	\$80,000	\$0	\$80,000
<i>Contingency (10% of construction costs):</i>	\$763,750	\$0	\$763,750

Original, cont.

<i>Construction Subtotal:</i>	\$8,403,500	\$0	\$8,403,500
Engineering Costs			
Engineering Design Revisions	\$60,000	\$0	\$60,000
Permitting Revisions	\$15,000	\$0	\$15,000
Bidding or Negotiation (2)	\$40,000	\$0	\$40,000
Construction Administration	\$248,000	\$0	\$248,000
Resident Project Representation	\$241,000	\$0	\$241,000
Record Drawing Preparation	\$17,000	\$0	\$17,000
<i>Engineering Subtotal:</i>	\$621,000	\$0	\$621,000
Administration Costs			
Engineering Report Preparation	\$20,000	\$0	\$20,000
Environmental Documentation Preparation	\$10,000	\$0	\$10,000
Wetland Mitigation	\$54,000	\$0	\$54,000
<i>Administration Subtotal:</i>	\$84,000	\$0	\$84,000
TOTAL PROJECT COST:	\$9,108,500	\$0	\$9,108,500

A Professional Engineer signature and seal for the estimate must be provided in the space to the right for the application to be considered complete.



Old cost estimate was from April, 2022 and included in our application in May, 2022.

6 months after application submission, we received our LOIF in October, 2022.

In December, 2023 we submitted an updated cost estimate.

**River Bend Town Council
Regular Meeting Minutes
March 21, 2024
Town Hall
7:00 p.m.**

Present Council Members: Mayor John Kirkland
Lisa Benton
Brian Leonard
Barbara Maurer
Buddy Sheffield

Absent Council Member: Jeff Weaver

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

Members of the Public Present: 12

CALL TO ORDER

Mayor Kirkland called the meeting to order at 7:00 p.m. on Thursday, March 21, 2024, 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.

ADDRESSES to the COUNCIL

Mr. Edwin Vargas – 119 Randomwood Lane – addressed the Council regarding the Bicycle and Pedestrian Plan from 2018 and asked the Council to consider this plan in the future.

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 February 8, 2024, Work Session Meeting
Minutes of the February 15, 2024, Regular Council Meeting*

TOWN MANAGER'S REPORT

The Manager gave the following updates:

- Wastewater Treatment Plant bidding is open but the bid opening date could change to help increase the prospective number of bidders.
- The town received a preliminary subdivision plat today for the Davis property that will be discussed at the next Planning Board meeting on April 4, 2024.
- The Board of Adjustment Public Hearing is scheduled for March 28, 2024, at 6:15 p.m. at Town Hall regarding the Special Use Permit the Town has submitted for the possible location of the new Water Treatment Plant.

Police Chief Joll encouraged all residents to lock their doors.

ADMINISTRATIVE REPORTS

FINANCE – COUNCILMAN LEONARD

Financial Report – Finance Director, Mandy Gilbert, presented to the Council the financial statement for the month of February. She stated the total of the Town's Cash and Investments as of February 29, 2024, were \$3,215,644 and Ad valorem tax collections for FY23-24 were \$954,386 and Vehicle Ad valorem tax collections were \$63,685.

VOTE – Town Council Rules of Procedure Amendment

Councilman Leonard motioned to approve the Town Council Rules of Procedure Amendment as presented. The motion carried unanimously. (see attached)

PLANNING BOARD – COUNCILMAN SHEFFIELD

Councilman Sheffield gave the following report:

The regular meeting of the Planning Board was held on March 7th at 6:00pm. The only business before the board was the request by The Town of River Bend for a special use permit for 4.5 acres on Plantation adjacent to the Public Works building for the construction of a water treatment facility. Manager Jackson showed a Power Point presentation of the proposed facility including a preliminary site plan. He then answered questions from board members. Member Keith Boulware suggested that the plan include security measures, such as closed-circuit cameras. The board voted to approve the special use permit with the added security as part of the approval. The special use permit now goes to the Board of Adjustment for final approval.

BOARD OF ADJUSTMENT

Councilman Sheffield stated that the Board of Adjustment will hold a Public Hearing on March 28, 2024 at 6:30 p.m. at Town Hall. He stated that the Town of River Bend has requested a special use permit for a new Water Treatment Facility.

PUBLIC SAFETY – COUNCILWOMAN BENTON

Councilwoman Benton stated that Community Watch met last month and meets once a quarter. She stated that they need more volunteers.

PARKS & RECREATION – COUNCILWOMAN BENTON (alternate for Weaver)

Councilwoman Benton stated that Parks and Recreation has an Easter Egg Hunt scheduled on Sunday, March 24 starting at 2:00 p.m. at the Municipal Building area. She stated that they are planning a Mother's Day, Father's Day, and a Game Night.

RIVER BEND COMMUNITY ORGANIC GARDEN

Councilwoman Benton gave the following report:

Garden volunteers held a special meeting on 11. The regular meeting was changed due to the Board of Election's use of the building for the primary. Fourteen gardeners were present, including two new volunteers. Six new volunteers have joined the garden since January.

Seventeen gardeners worked from 9am-noon on the March 16 workday. A double row (90 feet) of potatoes was planted and numerous other tasks were completed. The garden is ready for spring planting. This year there will be sixteen active and seven dormant rows. Two rows will be planted for Interfaith Refugee Ministries. Additional tasks are underway to get ready for the plant sale.

Four hundred seeds comprising eighteen varieties of vegetables that were started on February 22 have germinated. They will be planted in the garden, shared with gardeners and sold at the plant sale. Herbs and flowers will also be planted.

The plant sale will be held at the garden on Saturday, April 27th from 8:30 am to 1 pm. Plants, shrubs, vegetables, herbs and houseplants will be offered for sale. Garden ornaments and tools will also be available. Look on the town website, eNews and social media for updates. Rain date is May 4.

The total number of volunteer hours for February was 110.

The next meeting is scheduled for April 1 at 1:30 pm in the Municipal building. Weekly workdays are scheduled on Saturdays starting at 9 am (earlier if it is warm). Everyone is welcome to attend and participate in monthly garden volunteer meetings and in the garden.

VOTE – Town Park Rules

Councilwoman Benton motioned to approve DRAFT II to the Town Park Rules as presented. The motion carried unanimously. (see attached)

CAC – COUNCILWOMAN MAURER

Councilwoman Maurer presented the following report.

The CAC met on March 21, 2024. One member submitted her resignation due to family concerns.

The Arbor Day Celebration will be held this Saturday, March 23rd from 10 am – noon in the picnic shelter next to the Town Hall. The agenda is filled with activities, including a tree planting, giveaways of trees that are indigenous to Eastern North Carolina, and activities for kids put on by local Girl Scouts. The event will be held rain or shine so don't let a little rain keep you away from an inspirational and fun event.

The Beautification Award Program is starting its second year and will hold award periods in April, May and June. You can nominate yourself, a neighbor, or a house you think is attractive. Nominations for the April award will start on April 1. Check the town website for nomination forms.

Board members are finalizing plans for two Independence Day decoration workshops in June. Participants will create star-shaped lighted wreaths for doors and mailboxes. Participation is limited to twenty people and pre-registration is necessary to secure a place. The cost will be \$10 per wreath with all supplies included.

CAC will hold their second annual Independence Day Festive Award Program that publicly recognizes homes that exemplify the Fourth of July celebration.

Due to their popularity, Christmas globe workshops will again be offered in November. More information will follow later this year.

The board would like to establish a CAC Facebook page to inform residents of upcoming event and report on activities. It will be informational only, not interactive, with a link to contact board members. Updates will follow.

The next meeting is scheduled for May 15, 2024 at 4 pm in the Municipal Building. The meeting is open to everyone. There is a new vacancy. Please attend if you are interested. Guests and volunteers are always welcome. You don't have to be a board member to participate.

MAYOR'S REPORT

The Mayor presented the following report.

The Town Manager of River Bend, and that position in any town in North Carolina, works on projects as directed by the majority of the members of the governing body. In North Carolina, the Town Manager's legal responsibilities and position duties are spelled out in chapter 160A-148 of

General Statutes. He does not work as directed by citizens of the town. Small towns such as ours typically have very limited support staff. Therefore, the Manager is often the person to research and factually respond to requests for information requested by citizens.

Many of the questions that may be raised will be answered by the record contained in the minutes of the monthly meetings of the Town Council. Answers to many questions are also available in the postings obtained from the Town's webpage. In River Bend, the Town Council and staff are transparent about how policy and administrative guidance is developed.

Some years back the North Carolina John Locke Society, reviewed all 500 + municipalities in the state and evaluated their "Transparency." The last of these rankings showed River Bend to be 1 of only 9 municipalities in North Carolina to receive a rating of "A". The Manager, working with the staff, is responsible for the preparation of the Town's budget which is approved by the Council.

In summary there are aspects of budgeting that all residents need to accept as fact, they are:

- 1. The budget preparation is a major effort by the Manager, Staff, and Council.*
- 2. All involved in the budget process need to be concerned about the present needs of the Town but also need to develop a budget that will address future needs and the cost and construction time needed for those long-term needs.*
- 3. The Manager takes direct supervision from the Town Council and not from individual residents of the Town.*

PUBLIC COMMENT

No Public Comments.

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield moved to adjourn. The meeting adjourned at 7:41 p.m.

Kristie J. Nobles, CMC, NCCMC
Town Clerk

RULES OF PROCEDURE FOR THE TOWN OF RIVER BEND COUNCIL

These rules shall govern the conduct of the River Bend Town Council in the conduct of official meetings. This document has used the University of North Carolina School of Government model advanced in the publication *Suggested Rules of Procedure for a City Council, Fourth Edition, 2017* as a guide.

Rule 1. Regular Meetings

The River Bend Town Council typically meets twice per month, on the second and third Thursday of each month. The meeting on the second Thursday is known as the Council Work Session. The meeting on the third Thursday is known as the Regular Council Meeting. In accordance with North Carolina General Statutes (NCGS), both of these meetings are defined as regular meetings. The Council, at its discretion, and in accordance with NCGS, may take action at any official Council meeting. The Council shall adopt at its regular December Council Meeting a schedule of meeting dates for Regular Meetings and Work Sessions for the next calendar year. The schedule shall give the time and location where meetings will be held. This schedule shall reflect any deviation that holiday events would cause from a normal monthly cycle. Following the adoption of the annual schedule by the Council, the schedule shall be published in compliance with publication mandates of the State of North Carolina.

Rule 2. Special, Emergency, and Recessed (or Adjourned) Meetings

(a) Special Meetings.

- (1) The Mayor, the Mayor pro tempore, or any two members of the Council may at any time call a special Council meeting by signing a written notice stating the time and place of the meeting and the subjects to be considered. The notice shall be delivered to the Mayor and each councilman or left at his usual dwelling place at least six hours before the meeting. Only those items of business specified in the notice may be transacted at a special meeting, unless all members are present or have signed a written waiver of notice.
- (2) During any regular meeting, or any duly called special meeting, the Council may call or schedule a special meeting, provided that the motion or resolution calling or scheduling any such special meeting shall specify the time, place and purpose or purposes of such meeting and shall be adopted during an open session.

(b) **Emergency Meetings.** The Mayor, the Mayor pro tempore, or any two members of the Council may at any time call an emergency Council meeting by signing a written notice stating the time and place of the meeting and the subjects to be considered. Emergency meetings may be called only because of generally unexpected circumstances that require immediate consideration by the Council. Only business connected with the emergency may be considered at an emergency meeting.

(c) A person or persons calling a special or emergency meeting of the Council shall comply with the notice requirements of Article 33C of General Statutes Chapter 143.

(d) **Recessed (or Adjourned) Meetings.** A properly called regular, special, or emergency meeting may be recessed (or adjourned) to a time and place certain by a procedural motion made and adopted as provided in Rule 16(b), Motion 2, in open session during the regular, special, or emergency meeting. The motion shall state the time and place when the meeting will reconvene. No further notice need be given of such a recessed (or adjourned) session of a properly called regular, special, or emergency meeting.

Rule 3. Organizational Meeting

On the date and at the time of the first regular meeting in December (third Thursday), the newly elected members shall take and subscribe the oath of office as the first order of new business.

Rule 4. Agenda

(a) **Proposed Agenda.** The Town Clerk shall prepare a proposed agenda for each meeting. A request to have an item of business placed on the agenda must be received at least two working days before the meeting. Any Council member may, by a timely request, have an item placed on the proposed agenda. A copy of all proposed discussion items shall be attached to the proposed agenda. An agenda package shall be prepared that includes, for each item of business placed on the proposed agenda, as much background information on the subject as is available and feasible to reproduce. Each Council member shall receive a copy of the proposed agenda and agenda package and it shall be available for public inspection when it is distributed to the Council members. The Town's agenda policy will be followed.

(b) **Adoption of the Agenda.** As the first order of business at each meeting, the Council shall, as specified in Rule 6, discuss and revise the proposed agenda and adopt an agenda for the meeting. The Council may by majority vote add items to or delete items from the proposed agenda, except that the Council may not add items on the agenda of a special meeting unless all members are present or have signed a written waiver of notice. If items are proposed to be added to the agenda, the Council may, by majority vote, require that written copies of particular documents connected with the items be made available at the meeting to all Council members.

The Council may designate certain agenda items for "discussion" and/or "vote." Such designation means that the Council intends to discuss the general subject area of that agenda item before making any motion concerning that item. However, the Council may vote on any agenda item, as authorized by NCGS, regardless of how it is labeled on the agenda.

(c) **Open Meetings Requirement.** The Council shall not deliberate, vote, or otherwise take action on any matter by reference to a letter, number or other designation, or other secret device or method, with the intention of making it impossible for persons attending a meeting of the Council to understand what is being deliberated, voted, or acted on. However, the Council may deliberate, vote or otherwise take action by reference to an agenda, if copies of the agenda – sufficiently worded to enable the public to understand what is being deliberated, voted, or acted on – are available for public inspection at the meeting.

Rule 5. Public Address to the Council

(a) Any individual or group who wishes to address the Council can make a request, to the Clerk, at least two days in advance of the regular meeting to be on the agenda. Unless determined otherwise by the Council, each speaker will have a maximum of five minutes to address the Council.

(b) The Council shall provide a public comment period during its regular Council meeting, which is the third Thursday of each month. The Town's public comment policy will be followed.

Rule 6. Order of Business

Items shall be placed on the agenda according to the order of business. The order of business for each regular meeting shall be as follows:

- Discussion and revision of the proposed agenda; adoption of an agenda
- Addresses to the Council
- Public comment
- Public hearings
- Approval of the minutes
- Administrative reports
- Committee reports
- Unfinished business
- New business

By general consent of the Council, items may be considered out of the order prescribed above.

Rule 7. Presiding Officer

The Mayor shall preside at Council meetings if he or she is present, unless he or she becomes actively engaged in debate on a particular matter. The Mayor may only vote to break a tie. In order to address the Council, a member must be recognized by the Mayor.

If the Mayor is absent, the Mayor Pro Tem shall preside. If both the Mayor and the Mayor Pro Tem are absent, another member designated by vote of the Council shall preside. The Mayor Pro Tem or other member who is temporarily presiding retains all of his or her rights as a member, including the right to make motions and the right to vote.

If the presiding person becomes actively involved in debate on a particular matter, he or she may designate another Council member to preside over the debate. The presiding individual shall resume presiding as soon as action on the matter is concluded.

The presiding officer shall have the following powers:

- To rule motions in or out of order, including any motion patently offered for obstructive or dilatory purposes;

- To determine whether a speaker has gone beyond reasonable standards of courtesy in his remarks and to entertain and rule on objections from other members on this grounds;
- To entertain and answer questions of parliamentary law or procedure;
- To call a brief recess at any time;
- To adjourn in an emergency
- Direct any person who willfully disturbs a meeting to leave the room
- And any others prescribed by NCGS-160A-67 thru 70.

A decision by the presiding officer under any of the first three powers listed may be appealed to the Council upon motion of any member, pursuant to Rule 16, Motion 1. Such a motion is in order immediately after a decision under those powers is announced and at no other time. The member making the motion need not be recognized by the presiding officer, and the motion, if timely made, may not be ruled out of order.

Rule 8. Action by the Council

The Council shall proceed by motion, except as otherwise provided for in Rules 3, 4 and 25. Any member, excluding the Mayor, may make a motion.

Rule 9. Second Not Required

A motion does not require a second.

Rule 10. One Motion at a Time

A member may make only one motion at a time.

Rule 11. Substantive Motions

A substantive motion is out of order while another substantive motion is pending.

Rule 12. Adoption by Majority Vote

A motion shall be adopted by a majority of the votes cast, a quorum as defined in Rule 22 being present, unless otherwise required by these rules or the laws of North Carolina. A majority is more than half.

Rule 13. Voting by Written Ballot

The Council may choose by majority vote to use written ballots in voting on a motion. Such ballots shall be signed, and the minutes of the Council shall show the vote of each member voting. The ballots shall be available for public inspection in the office of the Town Clerk immediately following the meeting at which the vote took place and until the minutes of that meeting are approved, at which time the ballots may be destroyed.

Rule 14. Debate

The Mayor shall state the motion and then open the floor to debate. The Mayor shall preside over the debate according to the following principles:

- The maker of the motion is entitled to speak first;
- A member who has not spoken on the issue shall be recognized before someone who has already spoken;
- To the extent possible, the debate shall alternate between proponents and opponents of the measure.

Rule 15. Ratification of Actions

To the extent permitted by law, the Council may ratify actions taken on its behalf but without its prior approval. A motion to ratify is a substantive motion.

Rule 16. Procedural Motions

(a) **Certain Motions Allowed.** In addition to substantive proposals, only the following procedural motions, and no others, are in order. Unless otherwise noted, each motion is debatable, may be amended, and requires a majority of the votes cast, a quorum being present, for adoption. Procedural motions are in order while a substantive motion is pending and at other times, except as otherwise noted.

(b) **Order of Priority of Motions.** In order of priority (if applicable), the procedural motions are:

Motion 1. To Appeal a Procedural Ruling of the Presiding Officer. A decision of the presiding officer ruling a motion in or out of order, determining whether a speaker has gone beyond reasonable standards of courtesy in his remarks, or entertaining and answering a question of parliamentary law or procedure may be appealed to the Council, as specified in Rule 7. This appeal is in order immediately after a decision is announced and at no other time. The member making the motion need not be recognized by the presiding officer and the motion, if timely made, may not be ruled out of order.

Motion 2. To Adjourn. This motion may be made only at the conclusion of action on a pending substantive matter; it may not interrupt deliberation of a pending matter. A motion to recess or adjourn to a time and place certain shall also comply with the requirements of Rule 2(d).

Motion 3. To Take a Brief Recess.

Motion 4. Call to Follow the Agenda. The motion must be made at the first reasonable opportunity or it is waived.

Motion 5. To Suspend the Rules. The Council may not suspend provisions of the rules that state requirements imposed by law on the Council. For adoption, the motion requires an affirmative vote equal to two-thirds of the entire membership of the Council.

Motion 6. To Go into Closed Session. The Council may go into closed session only for one or more of the permissible purposes listed in G.S. 143-318.11(a). The motion to go into closed session shall cite one or more of these purposes and shall be adopted at an open meeting.

A motion based on G.S. 143-318.11(a)(1) shall also state the name or citation of the law that renders the information to be discussed privileged or confidential. A motion based on G.S. 143-318(a)(3) shall identify the parties in each existing lawsuit concerning which the Council expects to receive advice during the closed session, if in fact such advice is to be received.

Motion 7. To Leave Closed Session.

Motion 8. To Divide a Complex Motion and Consider It by Paragraph. The motion is in order whenever a member wishes to consider and vote on subparts of a complex motion separately.

Motion 9. To Defer Consideration. The Council may defer a substantive motion for later consideration at an unspecified time. A substantive motion, the consideration of which has been deferred, expires 100 days thereafter unless a motion to revive consideration is adopted. If consideration of a motion has been deferred, a new motion with the same effect cannot be introduced while the deferred motion remains pending. A person who wishes to revisit the matter during that time must take action to revive consideration of the original motion (Rule 16(b), Motion 14), or else move to suspend the rules (Rule 16(b), Motion 5).

Motion 10. Motion for the Previous Question. The motion is not in order until there has been at least 20 minutes of debate and/or every member has had an opportunity to speak once.

Motion 11. To Postpone to a Certain Time or Day. If consideration of a motion has been postponed, a new motion with the same effect cannot be introduced while the postponed motion remains pending. A person who wishes to revisit the matter must either wait until the specified time or move to suspend the rules.

Motion 12. To Refer a Motion to a Committee. The Council may vote to refer a substantive motion to a committee for its study and recommendation. Sixty days or more after a substantive motion has been referred to a committee, the introducer of the substantive motion may compel consideration of the measure by the entire Council, whether or not the committee has reported the matter to the Council.

Motion 13. To Amend.

(a) An amendment to a motion must be pertinent to the subject matter of the motion. An amendment is improper if adoption of the motion with the amendment added would have the same effect as rejection of the original motion. A proposal to substitute completely different wording for a motion or an amendment shall be treated as a motion to amend.

(b) A motion may be amended, and that amendment may be amended, but no further amendments may be made until the last-offered amendment is disposed of by a vote.

(c) Any amendment to a proposed ordinance, policy, regulation or resolution shall be reduced to writing before the vote on the amendment.

Motion 14. To Revive Consideration. The Council may vote to revive consideration of any substantive motion earlier deferred by adoption of Motion 9 of Rule 16(b). The motion is in order at any time within

100 days after the day of a vote to defer consideration. A substantive motion on which consideration has been deferred expires 100 days after the deferral unless a motion to revive consideration is adopted.

Motion 15. To Reconsider. The Council may vote to reconsider its action on a matter. The motion to do so must be made by a member who voted with the prevailing side (the majority, except in the case of a tie; in that case the “no’s” prevail) and only at the meeting during which the original vote was taken, including any continuation of that meeting through recess or adjournment to a time and place certain. The motion cannot interrupt deliberation on a pending matter but is in order at any time before final adjournment of the meeting.

Motion 16. To Rescind or Repeal. The Council may vote to rescind actions it has previously taken or to repeal items that it has previously adopted. The motion is not in order if rescission or repeal of an action is forbidden by law.

Motion 17. To Prevent Reintroduction for Six Months. The motion shall be in order immediately following the defeat of a substantive motion and at no other time. The motion requires for adoption, an affirmative vote equal to two thirds of the entire membership of the Council. If adopted, the restriction imposed by the motion remains in effect for six months or until the next organization meeting of the Council, whichever occurs first.

Rule 17. Renewal of Motion

A motion that is defeated may be renewed at a later meeting unless a motion to prevent reconsideration has been adopted.

Rule 18. Withdrawal of Motion

A motion may be withdrawn by the introducer at any time before it is amended or before the Mayor puts the motion to a vote, whichever occurs first.

Rule 19. Duty to Vote

Every member must vote unless excused by the remaining members of the Council. A member who wishes to be excused from voting shall so inform the Mayor, before the vote is taken. The Mayor shall take a vote of the remaining members. No member shall be excused from voting except in cases involving conflicts of interest, as defined by the Council or by law, or the member’s official conduct, as defined by the Council. In all other cases a failure to vote by a member who is physically present in the Council chamber, or who has withdrawn without being excused by a majority vote of the remaining members present, shall be recorded as an affirmative vote.

Rule 20. Special Rules of Procedure

The Council may adopt special rules of procedure as circumstances warrant.

Rule 21. Closed Sessions

The Council may hold closed sessions as provided by law. The Council shall commence a closed session only after a motion to go into closed session has been made and adopted during an open meeting. The motion shall cite the purpose of the closed session. If the motion is based on G.S. 143-318.11(a)(1), closed session to prevent the disclosure of privileged or confidential information or information that is not considered a public record; it must also state the name or citation of the law that renders the information to be discussed privileged or confidential. If the motion is based on G.S. 143-318.11(a)(3), consultation with attorney; handling or settlement of claims, judicial actions, mediations, arbitrations, or administrative procedures, it must identify the parties in any existing lawsuits concerning which the public body expects to receive advice during the closed session. The motion to go into closed session must be approved by a majority of those present and voting. The Council shall terminate the closed session by a majority vote, using Motion 7 of rule 16(b).

Rule 22. Quorum

A majority of the actual membership of the Council (excluding vacant seats) shall constitute a quorum. A majority is more than half. The Mayor shall be considered a member of the Council in determining the number on which a majority is based and in counting the number of members actually present. A member who has withdrawn from a meeting without being excused by majority vote of the remaining members present shall be counted as present for purposes of determining whether or not a quorum is present. When no seats are vacant, a quorum for the River Bend Council is 4 (5 Council Seats + 1 Mayor= 6 total. More than half of 6 being 4).

Rule 23. Remote Participation in Council Meeting

The Council may choose to conduct remote meetings in accordance with applicable state law, including but not limited to NCGS 166A-19.24.

Rule 24. Public Hearings

Public hearings required by law or deemed advisable by the Council shall be organized by a special order that sets forth the subject, date, place, and time of the hearing. The special order is adopted by a majority vote of the Council. At the time appointed for the hearing, the Council shall vote to open the hearing and the Mayor or his or her designee shall call the hearing to order and preside over it. When the hearing is complete, the presiding officer shall entertain a motion to end the hearing. The Town's public hearing policy shall be followed.

Rule 25. Minutes

Full and accurate minutes of the Council proceedings, including closed sessions, shall be kept. The Council shall also keep a general account of any closed session so that a person not in attendance would have a reasonable understanding of what transpired. These minutes and general accounts shall be open to inspection of the public, except as otherwise provided in the rule. The exact wording of each motion and the results of each vote shall be recorded in the minutes, and on the request of any member of the Council, the entire Council shall be polled by name on any vote. Members' and other persons' comments may be included in the minutes if the Council approves.

Minutes and general accounts of closed sessions may be sealed by action of the Council. Such sealed minutes and general accounts may be withheld from public inspection as allowed by the NCGS or so long as public inspection would frustrate the purpose of the closed session.

Rule 26. Appointments

The Council may consider and make appointments to other bodies, including its own committees, if any, at any regular meeting. The Council shall use one of following procedures to make appointments to various other boards and committees:

A candidate for appointment to one of the Town's advisory boards shall submit an Application for Appointment to either the board chairman or the Town Clerk. Chapter 3.05.070 of the Town Ordinance, Appointment to Board shall be followed. Appointments for candidates to fill unexpired terms will be made to the completion of that term.

For appointments to special Council committees, Council members may choose to either submit names for nomination, or may accept volunteers. The final committee roster shall be voted on by the Council.

Rule 27. Committees and Boards


(a) Establishment and Appointment. The Council may establish and appoint members for such temporary and standing committees and boards as are required by law or needed to help carry out the Council's work. Any specific provisions of law relating to particular committees and boards shall be followed.

(b) Open Meetings Law. The requirements of the open meetings law shall apply to all elected or appointed authorities, boards, commissions, councils, or other bodies of the Town that are composed of two or more members and that exercise or are authorized to exercise legislative, policy-making, quasi-judicial, administrative, or advisory functions.

Rule 28. Amendment of the Rules

These rules may be amended at any regular meeting or at any properly called special meeting that includes amendment of the rules as one of the stated purposes of the meeting, unless a statute or a rule of the body that created the board provides otherwise. Adoption of an amendment shall require an affirmative vote equal to two-thirds of the entire membership of the Council.

Adopted this the 21st day of March, 2024.



John R. Kirkland, Mayor

Attest:



Kristie J. Nobles, Town Clerk, CMC

RIVER BEND PARK RULES AND REGULATIONS

Section 1. Regulating of Use

The park is open from sunrise to sunset only, except that the walking trail will be open for use all day.

Section 2. Swimming, etc.

Swimming, wading or boating in the town park are prohibited.

Section 3. Fishing

Fishing in the town park is permitted subject to the following conditions:

- 3-1. Hours. Fishing in town park shall be permitted only when the park is open.
- 3-2. Children Twelve Years Old or Younger. Children of the age of twelve years or younger shall be accompanied by an adult when fishing.
- 3-3. Fishing from Banks, etc. Fishing shall be allowed only from the dock on the pond and the southern bank of the pond. The northern bank is private property and fishing is prohibited.
- 3-4. State Fishing Laws. All persons fishing in the town pond shall abide by the North Carolina Inland Fishing Regulations.

Section 4. Trash, etc.

Littering in the park is prohibited by § 9.02.015 (E) of the Town Code.

Section 5. Vehicles; Use of Roads Only and Sidewalks

It shall be unlawful for any person to operate any unauthorized motorized vehicle, or other power driven vehicle upon the grass or footways of the town park or elsewhere other than on the public roads and streets. Sidewalks are for the use of pedestrians only.

Section 6. Parking Regulations

Parking is limited to the park parking lot only. Parking on any street, the town park parking area or any play area for the purpose of vending goods, wares or merchandise is prohibited except with an authorized permit.

Section 7. Tree Climbing and Injury to Plants and Shrubs

Tree climbing is not permitted. Injury to or destruction of flowers, fruits, plants and shrubs is unlawful.

Section 8. Making Fires in Parks Regulated

It shall be unlawful for any person to make a fire for any purpose except with the use of cooking facilities at designated locations.

Section 9. Permit Required for Certain Uses of Park

- 9-1. Required; Scope. Any individual, organization, corporation, association, society, fraternity, club, order or group of whatever kind desiring the use of the public park owned or controlled by the town as the location for a rally, demonstration, march, public speech, public meeting or other similar activity shall make written request therefor not less than seventy two (72) hours prior to the date of the intended use. This section shall apply only to assemblages where the expected attendance will be more than twenty five people.

The park must be returned to its original condition after the event.

- 9-2. Application for Use Permit. The application shall be obtained from the Town Clerk's office and will be approved by one of the following: the Town Clerk, the Chief of Police, Zoning Administrator or Town Manager. The application shall state the name of the organization and provide other pertinent information to identify clearly the individuals responsible for the conduct of the affairs of the organization.

The request shall state the purpose and use to which the property shall be put and the date and hour requested as well as expected duration of use.

Permission will be granted if it is concluded that the requested use will not impede any regular use of the park and will not affect the care, protection or maintenance or create a nuisance; otherwise, the request shall be denied.

- 9-3. Weapons Prohibited. No person, except sworn law enforcement officers, shall carry into or have on or about his person at any such meeting or assemblage, any firearms or other weapons or any article, including but not limited to knives, blackjacks or nightsticks, which by their use might constitute a deadly weapon.
- 9-4. Hunting and Taking of Animals Prohibited. It shall be unlawful for anyone to hunt, destroy, trap or otherwise capture or take any animal, within the town park except when specifically authorized by the Town Manager.
- 9-5. Domestic Animal Prohibited. Except for dogs and cats, no domestic animals will be allowed in the park without a permit. Permits may be issued for special usage such as animal shows, exhibitions or acts for special occasions. Application for permit shall be the same procedure as Section 9-2.

Section 10. Alcoholic Beverages; Use of

In accordance with §13.01.008 of the Town Code, no alcoholic beverages of any kind may be consumed on town park property.

ADOPTED: 06-19-85

AMENDED: 12-18-85
08-20-86
07-20-88
08-17-88
04-18-90
08-19-92
04-21-99
10-17-01
03-21-24

ITEM 8



RIVER BEND POLICE DEPARTMENT



MONTHLY ACTIVITY REPORT

	ACTIVITIES	2024	2024	2024	% of Total Calls	% Change Last 2 Mos.
		January	February	March		
1	ALARMS / 911 UNKNOWN / DISTURBANCE / SHOTS FIRED (0)	8	5	10	0.52%	100.00%
2	ANIMAL COMPLAINTS	13	4	2	0.10%	-50.00%
3	ARRESTS	2	0	4	0.21%	0.00%
4	ASSAULTS / ALL OTHER VIOLENT CRIME	1	1	1	0.05%	0.00%
5	ASSIST CITIZENS / LOCK OUT / QUALITY OF LIFE ISSUES	29	27	23	1.20%	-15.00%
6	ASSIST EMS / FD / FIRST RESPONDERS / MED ASSIST	28	43	33	1.72%	-23.00%
7	ASSIST MOTORISTS / FOOT PATROLS / ALL OTHER	36	51	19	0.99%	-63.00%
8	ASSIST OTHER AGENCIES	2	1	8	0.42%	700.00%
9	B & E BUSINESS / RESIDENCE / VEHICLE	0	0	2	0.10%	0.00%
10	CRIM. SUMM. / SUBPOENAS / WARRANTS / CIVIL COMPLAINT	3	4	5	0.26%	25.00%
11	DOMESTICS	1	1	3	0.16%	200.00%
12	FIRES / ALARM	1	3	0	0.00%	-100.00%
13	IDENTITY THEFT / FRAUD	8	1	2	0.10%	100.00%
14	INVOLUNTARY COMMITMENTS	0	1	1	0.05%	0.00%
15	JUVENILE COMPLAINTS	0	2	0	0.00%	-100.00%
16	LARCENIES	2	2	3	0.16%	50.00%
17	LITTERING	0	0	0	0.00%	0.00%
18	LOUD MUSIC / NOISE COMPLAINTS	1	0	0	0.00%	0.00%
19	DEATH / MISSING PERSON / RUNAWAY / SUICIDE(A)	1	1	0	0.00%	-100.00%
20	PROPERTY DAMAGE / VANDALISM	1	0	2	0.10%	0.00%
21	RESIDENTIAL / BUSINESS CHECKS / COMMUNITY WATCH	2272	1674	1,669	87.02%	0.00%
22	ROADWAY DEBRIS / OBSTRUCTIONS	0	0	0	0.00%	0.00%
23	ROBBERIES	0	0	0	0.00%	0.00%
24	SOLICITING VIOLATIONS	0	0	0	0.00%	0.00%
25	SUSPICIOUS PERSONS / VEHICLES / FIELD INTERVIEW	14	15	21	1.09%	40.00%
26	TOWN ORDINANCE CITATIONS	7	5	0	0.00%	-100.00%
27	TOWN ORDINANCE VIOLATIONS	1	0	0	0.00%	0.00%
28	TRAFFIC ACCIDENTS	2	1	3	0.16%	200.00%
29	TRAFFIC STOPS	59	65	51	2.66%	-22.00%
30	TRAFFIC COMPLAINTS-RADAR	6	2	9	0.47%	350.00%
31	DWI	0	0	0	0.00%	0.00%
32	CHECKPOINTS	4	0	3	0.16%	0.00%
33	DRUG VIOLATIONS	2	0	1	0.05%	0.00%
34	WELFARE CHECKS	5	8	12	0.63%	50.00%
35	CASE ASSIST / PW / VEHICLE MAINTENANCE / MEETING	4	8	5	0.26%	-38.00%
36	CASE FOLLOW UPS / SPECIAL OPERATION / TRAINING	7	10	24	1.25%	140.00%
37	TRESPASSING	4	3	2	0.10%	-33.00%
38	OVERDOSE	2	0	0	0.00%	0.00%
39	TOTAL	2526	1938	1918	100.00%	-1.00%

Traffic Violations

- 10 State Citations
- 10 Total State Charges
- State Warnings
- Town Citations
- Town Warnings

Community Watch Checks

- 86 100 Pirates
- 92 100 Plantation
- 90 200 Lakemere
- 86 200 Rockledge
- 56 Piner Estates

Phone Calls Answered (638-1108)

238 Incoming Calls

The data being presented in this report is a representation of the original call as it was dispatched.



TOWN OF RIVER BEND

45 Shoreline Drive
River Bend, NC 28562

T 252.638.3870
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www.riverbendnc.org

March 2024 Monthly Report Brandon Mills, Director of Public Works

The Public Works team, led by Doug Becker and Trey Jones, showcased exceptional skill and dedication in repairing our Ford tractor clutch and some hydraulic leaks, saving costs, and ensuring efficient operations. Their hard work deserves recognition. Additionally, Public Works addressed potholes along roadways and replaced several faded street signs, crucial for maintaining road integrity and citizen safety.

In Water Resources, vital repairs were made to air diffusers at the wastewater treatment plant, essential for optimal microorganism activity. Prompt action was also taken to clear a sewer blockage, showcasing the team's efficiency. Looking ahead, water system flushing is scheduled for late April to early May, demonstrating proactive maintenance to ensure water quality standards.

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 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.

Town of River Bend
 FY 2023-2024
 Work Order Report



Public Works

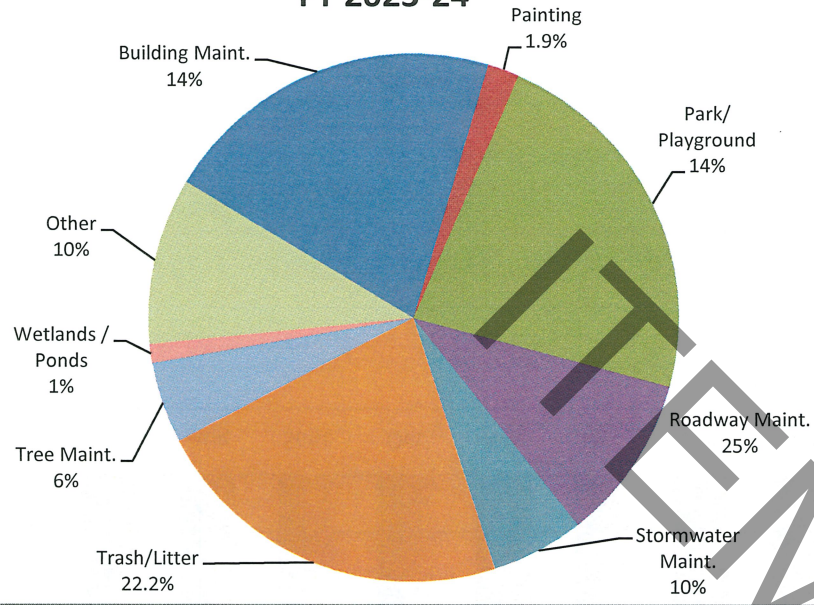
Orders Entered	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	YTD	Pending
Building Maintenance	32	30	29	27	30	29	30	32	31				270	1
Painting	3	5	4	3	2	1	2	3	2				25	0
Park/Playground	33	31	33	35	31	33	34	30	33				293	0
Roadway Maintenance	18	15	12	14	16	14	13	14	15				131	0
Stormwater Maintenance	7	6	9	11	10	9	8	7	6				73	0
Trash/Litter	31	32	31	30	32	33	31	33	34				287	0
Tree Maintenance	7	5	4	5	7	9	10	9	8				64	2
Wetlands / Ponds	1	2	1	1	2	1	2	3	2				15	1
Other	13	17	16	14	18	16	15	12	11				132	2
TOTAL	145	143	139	140	148	145	145	143	142	0	0	0	1290	6
Orders Closed	139	137	134	137	144	140	139	137	136				1243	

Water Resources

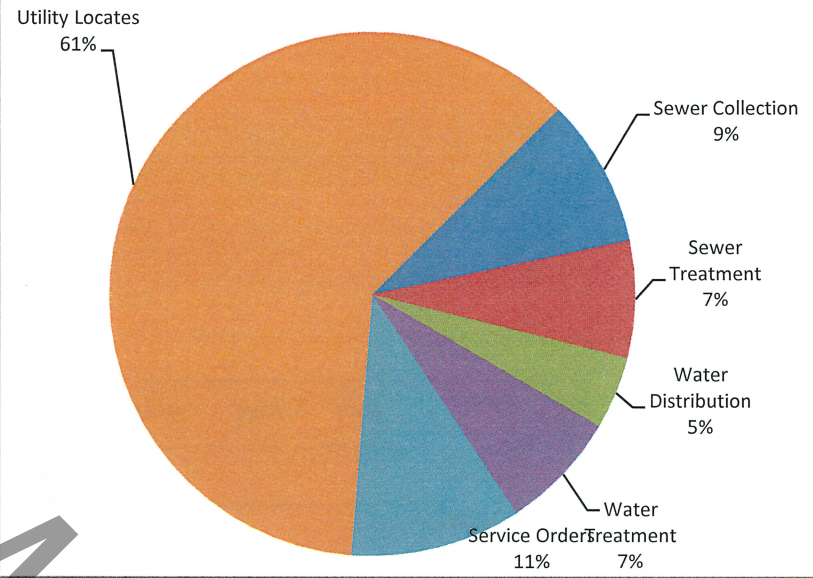
Orders Entered	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	YTD	Pending
Sewer Collection	14	15	22	21	23	22	21	18	17				173	1
Sewer Treatment	17	19	16	15	14	13	14	15	13				136	1
Water Distribution	10	11	10	11	10	9	10	7	6				84	0
Water Treatment	12	13	14	15	16	17	19	17	15				138	1
Service Orders	24	30	25	20	24	20	19	22	14				198	0
Utility Locates	242	269	141	122	70	50	50	68	139				1151	0
TOTAL	319	357	228	204	157	131	133	147	204	0	0	0	1880	3
Orders Closed	314	350	224	199	152	127	129	144	201				1840	

TOTAL	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	YTD
Orders Entered	464	500	367	344	305	276	278	290	346	0	0	0	3170
Orders Closed	453	487	358	336	296	267	268	281	337	0	0	0	3083

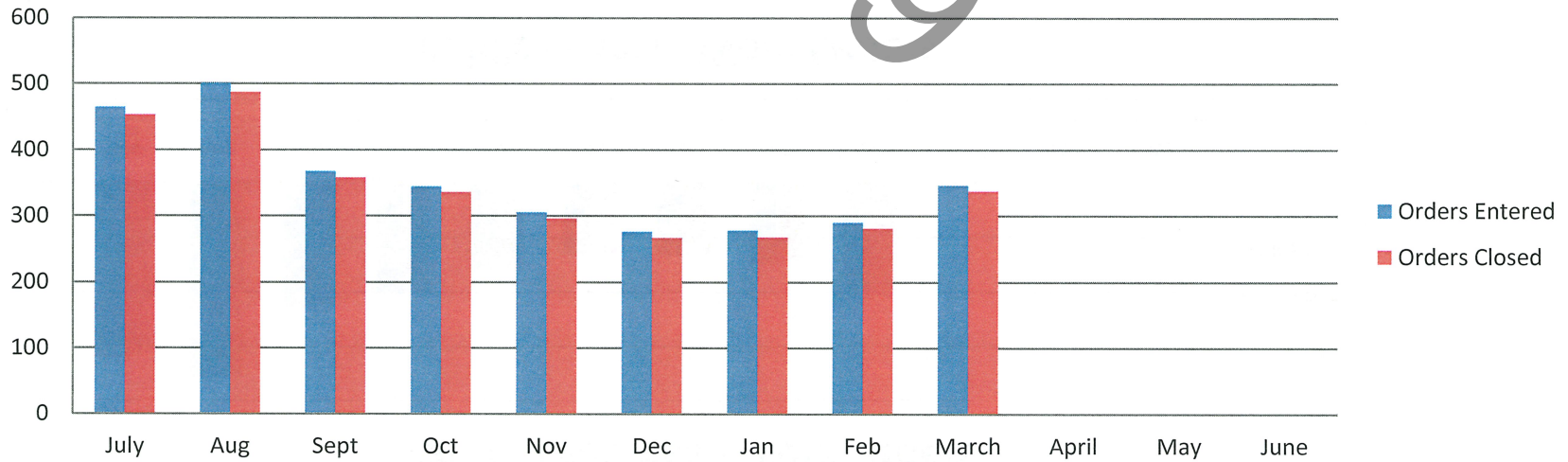
Public Works Work Orders FY 2023-24



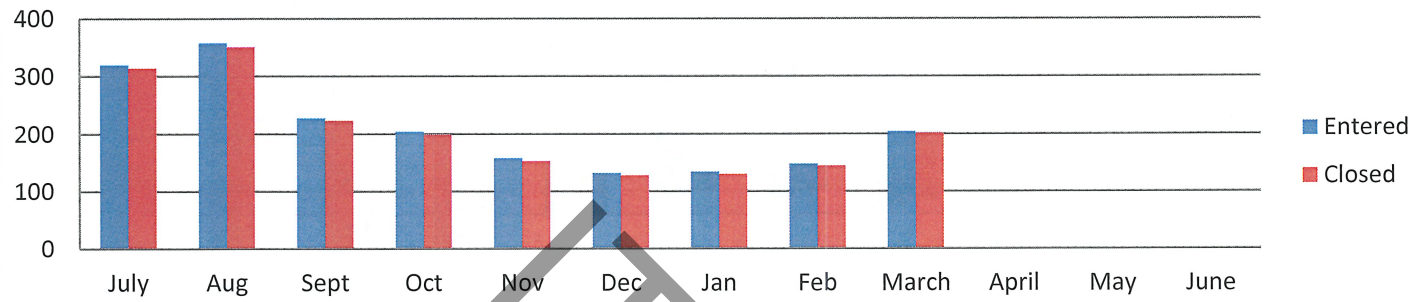
Water Resources Work Orders FY 2023-24



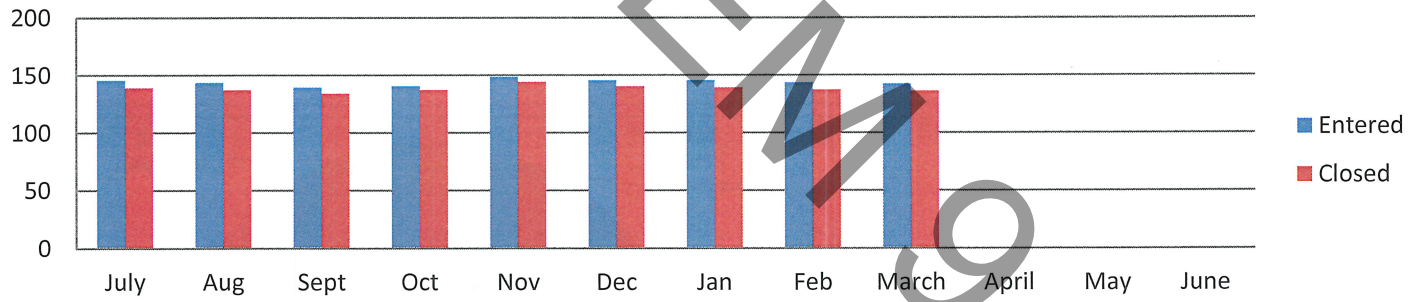
Total Work Orders - FY 2023-24



Water Resources - Work Orders



Public Works - Work Orders





MONTHLY ZONING REPORT

MONTH YEAR

Activity	Monthly	YTD Total
Permit Applications Received	14	67
Permits Issued	14	67
Fees Collected	631.20	7470.20
Violations Noted During Weekly Patrol	12	47
Complaints Received From Citizens	0	7
Notice Of Violations Initiated *see details below	6	39
Remedial Actions Taken By Town	0	0

Detail Summary		
Address	Violation	Date Cited
307 Barbara	Vehicle in grass	20-Mar
109 Randomwood	Vehicle in grass	20-Mar
112 Randomwood	Trailer	20-Mar
114 Outrigger	Boat	27-Mar
104 Sandpiper	Vehicle in grass	27-Mar
324 Barbara	Grass	27-Mar

Town of River Bend



Monthly Financial Report

Printed 4/15/2024

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

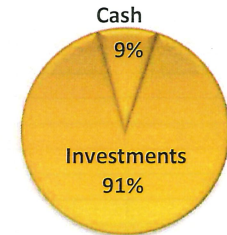
Cash Balances		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1	General Fund*	1,043,260	986,274	1,059,247	918,085	891,631	1,326,598	1,362,812	1,529,305	1,523,891			
2	Powell Bill	-	-	45,050	-	-	-	-	-	-			
3	General Capital Reserve	96,463	96,892	97,310	97,744	98,166	98,605	99,044	99,456	99,898			
4	ASADRA Capital Projects	-	-	(18,000)	(18,000)	(18,000)	(15,520)	(15,520)	-	-			
5	Public Works Capital Projects Fund	1,030,942	1,033,288	674,306	677,315	358,539	216,318	207,339	25,192	-			
6	Law Enforcement Separation Allowance	49,207	49,426	49,639	49,860	50,076	50,299	50,523	50,734	50,959			
7	Water AIA Grant Project	(9,400)	(9,400)	-	-	(9,750)	-	-	-	-			
8	Sewer AIA Grant Project	-	-	-	-	(8,000)	-	-	-	-			
9	Water Fund*	482,132	515,904	515,231	542,452	534,534	562,617	570,074	666,158	664,058			
10	Water Capital Reserve Fund (CIF)	1,258	1,263	1,269	1,275	1,280	1,286	1,292	1,297	1,303			
11	Sewer Fund*	659,453	683,713	690,235	726,676	717,703	748,869	749,339	844,446	831,731			
12	Sewer Capital Reserve Fund (CIF)	59	59	59	59	60	60	60	61	61			
13	WWTP Capital Projects Fund	(105,837)	(112,877)	(125,477)	-	(8,100)	(10,300)	(2,319)	(705)	(351)			
14	Water Treatment Plant Capital Project	-	-	-	-	-	-	-	(300)	(300)			
Total Cash and Investments		3,247,538	3,244,542	2,988,869	2,995,466	2,608,139	2,978,833	3,022,644	3,215,644	3,171,251	0	0	0
Truist Cash Accounts		166,408	225,758	320,107	314,630	260,918	444,291	301,430	332,199	296,510	0	0	0

*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	938,745	840,096	843,718	751,976	773,257	1,042,546	1,222,569	1,375,643	1,423,883			
2	Powell Bill	-	-	-	-	-	-	-	-	-			
3	Capital Reserve (General Fund)	96,463	96,892	97,310	97,744	98,166	98,605	99,044	99,456	99,898			
4	Public Works Capital Projects Fund	1,030,942	1,033,288	674,705	677,714	362,475	216,318	217,281	25,192	-			
5	Law Enforcement Separation Allowance	49,207	49,426	49,639	49,861	50,076	50,300	50,524	50,734	50,960			
6	Water Fund	387,027	414,762	416,550	458,471	438,922	469,638	471,730	573,459	562,474			
7	Water Capital Reserve Fund (CIF)	1,258	1,263	1,269	1,275	1,280	1,286	1,292	1,297	1,303			
8	Sewer Fund	577,429	582,998	585,512	643,737	622,986	655,790	658,713	757,603	736,163			
9	Sewer Capital Reserve Fund (CIF)	59	59	59	59	60	60	60	61	61			
Total Investments		3,081,130	3,018,784	2,668,762	2,680,836	2,347,221	2,534,542	2,721,213	2,883,444	2,874,741	0	0	0

Town of River Bend
Financial Report
Fiscal Year 2023 - 2024



General Fund

	Revenue		Fiscal Year Budget	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	% Budget
	Original	Current															
1 Ad Valorem Taxes	935,566	935,566		-	28,855	71,341	40,089	54,464	475,160	104,277	180,202	20,137				974,524.07	104.2%
2 Ad Valorem Taxes - Vehicle	90,000	90,000		-	9,368	11,743	9,761	6,590	7,220	8,838	10,167	10,273				73,958.82	82.2%
3 Animal Licenses	1,500	1,500		80	60	50	30	30	60	290	310	340				1,250.00	83.3%
4 Local Gov't Sales Tax	421,494	421,494		36,413	36,490	38,496	36,374	37,336	35,109	30,603	34,054	40,350				325,224.30	77.2%
5 Hold Harmless Distribution	108,195	108,195		8,203	9,920	10,574	9,986	9,991	8,969	10,006	10,022	10,725				88,395.84	81.7%
6 Solid Waste Disposal Tax	2,200	2,200		-	580	-	-	581	-	-	582	-				1,742.99	79.2%
7 Powell Bill Fund Appropriation	-	-		-	-	-	-	-	-	-	-	-				-	0.0%
8 Powell Bill Allocation*	91,000	100,486		-	-	45,050	-	-	55,437	-	-	-				100,486.92	100.0%
9 Beer & Wine Tax	13,225	13,225		-	-	-	-	-	-	-	-	-				-	0.0%
10 Video Programming Tax	49,621	49,621		-	-	12,138	-	-	12,110	-	-	11,709				35,957.60	72.5%
11 Utilities Franchise Tax	112,169	112,169		-	-	23,348	-	-	30,149	-	-	28,482				81,979.49	73.1%
12 Telecommunications Tax	6,725	6,725		-	-	1,811	-	-	1,999	-	-	1,925				5,734.01	85.3%
13 Court Cost Fees	500	500		91	41	97	18	14	23	36	28	55				400.50	80.1%
14 Zoning Permits	7,000	7,000		1,655	487	78	358	692	733	1,399	1,218	3,684				10,302.80	147.2%
15 Federal Grants	-	-		-	-	-	-	-	-	-	-	-				-	0.0%
16 State Grants	-	-		-	-	-	-	-	-	-	-	-				-	0.0%
17 Federal Disaster Assistance	-	-		-	525	-	-	-	-	-	-	-				524.97	#DIV/0!
18 State Disaster Assistance	-	-		-	-	-	-	-	-	-	-	-				-	0.0%
19 Miscellaneous*	15,000	16,200		1,386	777	1,798	1,100	430	121	830	649	17,307				24,397.72	150.6%
20 Insurance Settlements	-	-		-	-	-	-	-	-	399	-	-				398.85	#DIV/0!
21 Interest - Powell Bill	50	50		-	-	0	0	-	-	-	-	-				0.35	0.7%
22 Interest - Investments	20,000	20,000		4,275	3,851	3,623	3,559	3,281	3,654	5,024	5,266	6,219				38,752.04	193.8%
23 Contributions	901	901		640	-	-	-	0	-	-	-	-				640.18	71.1%
24 Wildwood Storage Rents	18,144	18,144		1,630	1,682	1,663	1,663	1,711	1,674	1,694	1,662	1,731				15,109.30	83.3%
25 Rents & Concessions	18,000	18,000		1,600	1,640	1,640	1,500	1,560	1,540	2,560	1,860	1,540				15,440.00	85.8%
26 Sale of Capital Assets*	3,000	4,600		-	4,601	-	-	-	-	-	-	-				4,601.00	100.0%
27 Sales Tax Refund Revenue	-	-		-	-	-	-	-	-	-	-	-				-	0.0%
28 Trans. from Capital Reserve	43,504	43,504		43,504	-	-	-	-	-	-	-	0				43,504.00	100.0%
29 Trans. from L.E.S.A. Fund	-	-		-	-	-	-	-	-	-	-	-				-	0.0%
30 Transfer from PW Capital Proj*	-	57,720		-	-	-	-	-	-	-	57,720	-				57,720.00	100.0%
31 Appropriated Fund Balance*	198,597	218,759		-	-	-	-	-	-	-	-	-				-	0.0%
Total	2,156,391	2,246,559		99,477	98,878	223,449	104,438	116,679	633,958	165,954	303,738	154,476	0	0	0	1,901,045.75	84.6%

*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.



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*	65,000	47,350	7,373	(100)	3,510	(616)	1,522	5,412	(136)	(615)	4,901				21,251
2 Administration*	304,500	332,000	40,714	18,438	23,611	26,846	16,827	63,257	18,797	16,830	27,356				252,677	76.1%
3 Finance*	138,000	131,306	15,480	8,359	7,114	20,158	14,103	11,731	9,087	8,595	8,611				103,239	78.6%
4 Tax Listing	13,700	13,700	-	596	1,076	690	766	4,210	2,190	2,143	579				12,250	89.4%
5 Legal Services*	24,000	40,090	3,635	5,189	4,403	1,702	2,211	3,539	2,487	1,260	2,805				27,231	67.9%
6 Elections	-	-	-	-	-	-	-	-	-	-	-				-	0.0%
7 Public Buildings*	103,600	102,000	10,776	9,758	7,078	6,696	9,527	4,792	3,572	4,469	6,219				62,888	61.7%
8 Police*	744,800	769,335	64,100	46,496	41,585	64,881	67,069	54,622	44,839	50,511	46,262				480,365	62.4%
9 Emergency Management*	5,700	2,870	1,954	16	740	34	16	16	16	16	-2				2,806	97.8%
10 Animal Control*	17,100	16,225	2,040	991	1,076	1,763	977	1,032	974	1,064	1,110				11,027	68.0%
11 Street Maintenance*	232,200	271,050	5,100	2,478	2,695	175,604	2,444	2,581	2,435	28,285	2,790				224,412	82.8%
12 Public Works*	189,000	186,050	18,914	14,402	14,230	16,499	13,730	13,733	14,624	15,278	16,154				137,565	73.9%
13 Leaf & Limb, Solid Waste*	52,384	77,606	6,453	199	8,529	448	167	15,217	19,195	12,612	240				63,060	81.3%
14 Stormwater Management*	47,000	44,840	3,060	1,487	1,603	3,830	2,062	1,549	1,461	1,660	1,965				18,677	41.7%
15 Waterways & Wetlands	2,900	2,900	-	25	-	-	-	-	-	-	235				260	9.0%
16 Planning & Zoning*	57,000	55,000	5,573	3,535	3,544	6,614	3,628	3,714	3,572	3,502	3,692				37,374	68.0%
17 Recreation & Special Events*	10,500	11,100	1,242	-	-	1,001	329	152	150	449	107				3,430	30.9%
18 Parks*	61,000	55,130	4,471	2,712	4,896	6,221	3,632	3,694	2,974	4,466	3,715				36,782	66.7%
19 Transfers	67,200	67,200	67,200	-	-	-	-	-	-	-	-				67,200	100.0%
20 Contingency	20,807	20,807	-	-	-	-	-	-	-	-	-				-	0.0%
Total	2,156,391	2,246,559	258,087	114,582	125,689	332,371	139,011	189,252	126,237	150,526	126,738	0	0	0	1,562,494	69.6%

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*	220,500	263,912	-	-	-	171,641	-	-	-	21,752	-				193,393
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

	Revenue	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date		
		Original	Current															
		Total	% Col															
1	Base Charge	278,811	278,811	46,315	395	46,113	279	46,330	175	46,664	391	46,177					232,839	83.5%
2	Consumption	242,665	242,665	44,101	290	43,647	89	42,074	55	33,836	221	43,637					207,950	85.7%
3	Other, incl. transfers	23,060	23,060	1,806	5,373	3,673	5,441	3,201	5,490	2,183	9,446	3,768					40,381	175.1%
4	Hydrant Fee	19,764	19,764	19,947	-	-	-	-	-	-	-	(118)					19,829	100.3%
5	Transfer from PW Cap*	-	62,551	-	-	-	-	-	-	-	62,551	-					62,551	100.0%
6	Appropriated Fund Bal.*	91,035	28,953	-	-	-	-	-	-	-	-	-					-	0.0%
	Total	655,335	655,804	112,170	6,057	93,434	5,809	91,605	5,720	82,683	72,609	93,463	0	0	0	0	563,550	85.9%

	Expenses	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date		
		Original	Current															
		Total	% Exp															
1	Admin & Finance*	491,335	491,804	47,075	23,624	21,934	33,997	34,999	31,120	23,436	23,850	26,004					266,039	54.1%
2	Supply & Treatment	86,800	86,800	6,039	1,341	8,193	1,276	2,489	3,888	3,206	3,472	1,120					31,024	35.7%
3	Distribution	53,700	53,700	31,109	5,813	99	418	361	62	2,321	3,234	2,031					45,446	84.6%
4	Transfers / Contingency	23,500	23,500	-	-	-	-	-	-	-	-	-					-	0.0%
	Total	655,335	655,804	84,223	30,778	30,227	35,690	37,849	35,070	28,962	30,556	29,155	0	0	0	0	342,509	52.2%

	Capital (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*	23,000	23,469	-	-	-	-	-	-	-	-	-					-	0.0%

Cash Balances

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1 Water Fund	482,132	515,904	515,231	542,452	534,534	562,617	570,074	666,158	664,058	0	0	0
2 Water Capital Reserve Fund (CIF)	1,258	1,263	1,269	1,275	1,280	1,286	1,292	1,297	1,303	0	0	0

Water Produced

	Limit	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date
1 Total Gallons		10,451,000	10,845,000	9,577,000	9,626,000	9,318,000	9,569,000	10,533,000	9,976,000	9,762,000				89,657,000
2 Average daily gallons	925,000*	337,129	349,839	319,233	310,516	310,600	308,677	339,774	344,000	314,903	0	0	0	326,075

* This is the permitted daily limit.



Sewer Fund

Revenue		Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	
		Original	Current														
1	Base Charge	296,108	296,108	49,103	477	48,849	320	49,154	215	49,558	516	48,900				247,092	83.4%
2	Consumption	348,824	348,824	60,453	(25)	59,775	74	58,794	102	47,822	195	61,546				288,736	82.8%
3	Other, incl. transfers	15,470	15,470	2,526	3,814	3,764	4,000	3,999	4,369	2,913	4,393	3,309				33,088	213.9%
4	Transfer from PW Cap*	-	62,551	-	-	-	-	-	-	-	62,551	0				62,551	100.0%
5	Appropriated Fund Bal.*	18,633	(43,449)	-	-	-	-	-	-	-	-	-				-	0.0%
Total		679,035	679,504	112,082	4,266	112,388	4,394	111,946	4,687	100,292	67,656	113,756	0	0	0	631,466	92.9%

Expenses		Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	
		Original	Current														
1	Admin & Finance*	482,735	483,204	50,772	24,159	22,693	35,576	35,068	33,674	24,690	25,043	25,390				277,065	57.3%
2	Collection	64,500	64,500	5,009	10,131	4,634	3,065	4,796	1,032	2,469	3,079	1,454				35,669	55.3%
3	Treatment	128,300	128,300	14,751	5,575	7,909	6,108	6,877	5,343	17,332	15,292	10,274				89,462	69.7%
4	Transfers / Contingency	3,500	3,500	-	-	-	-	-	-	-	-	-				-	0.0%
Total		679,035	679,504	70,531	39,865	35,236	44,750	46,741	40,049	44,492	43,415	37,118	0	0	0	402,196	59.2%

Capital (included above)		Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	
		Original	Current														
1	Capital Outlay*	11,000	11,469	-	9,000	-	-	-	-	-	-	-				9,000	78.5%

Cash Balances

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1 Sewer Fund	659,453	683,713	690,235	726,676	717,703	748,869	749,339	844,446	831,731	0	0	0
2 Sewer Capital Reserve Fund (CIF)	59	59	59	59	60	60	60	61	61	0	0	0

Wastewater Treated

	Limit	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date
1 Total Gallons		3,237,000	3,112,000	3,860,000	2,857,000	2,874,000	3,422,000	3,421,000	2,944,000	3,439,000				29,166,000
2 Average daily gallons	330,000*	104,419	100,387	128,667	92,161	95,800	110,387	110,355	101,517	110,935	0	0	0	106,070

* This is the permitted daily limit.



**TOWN OF RIVER BEND
BUDGET ORDINANCE AMENDMENT 23-B-06
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 February 8, 2024, be amended as follows:

Summary

General Fund	2,257,559
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	3,662,463

Section 1.

General Fund

**23-B-06
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	100,486	
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	16,200	
Interest- Powell Bill Investments	50	
<i>Interest-General Fund Investments (recognize income earned)</i>	31,000	11,000
Contributions	901	
Wildwood Storage Rents	18,144	
Rents & Concessions	18,000	
Sale of Fixed Assets	4,600	
Transfer From Capital Reserve Fund	43,504	
Transfer From PW Capital Projects Fund	57,720	
Appropriated Fund Balance	218,759	
Total	2,257,559	11,000

Section 1. General Fund (continued)

**23-B-06
PROPOSED
CHANGES**

		23-B-06 PROPOSED CHANGES
Authorized Expenditures		
Governing Body	47,350	
Administration	332,000	
Finance	131,306	
Tax Listing	13,700	
Legal Services	40,090	
Elections	0	
Police	769,335	
Public Buildings (painting of Town Hall)	109,000	7,000
Emergency Services	2,870	
Animal Control	16,225	
Street Maintenance	271,050	
Public Works	186,050	
Leaf & Limb and Solid Waste (fees for remainder of fiscal year)	81,606	4,000
Stormwater Management	44,840	
Wetlands and Waterways	2,900	
Planning & Zoning	55,000	
Recreation & Special Events	11,100	
Parks & Community Appearance	55,130	
Contingency	20,807	
Transfer To General Capital Reserve Fund	55,000	
Transfer To L.E.S.A. Fund	12,200	
Total	<u>2,257,559</u>	<u>11,000</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	
	<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

**23-B-06
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
Transfer From PW Capital Projects Fund	62,551
Appropriated Fund Balance	28,953
Total	655,804

0

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	655,804

0

[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
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Section 6. Sewer Fund

**23-B-06
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	
Transfer from PW Capital Projects Fund	62,551	
Appropriated Fund Balance	(43,449)	
Total	679,504	0

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	679,504	0

[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	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 18th day of March, 2024.

John R. Kirkland, Mayor

Attest:

Kristie J. Nobles, Town Clerk, CMC, NCCMC

EWAB April 1 2024

Vice chairman Jon Hall called the meeting to order at 7 PM.

There was a quorum.

There were no visitors.

The minutes for the February 2024 meeting were read and approved.

Councilman Leonard gave a council updated and answered questions from the board.

Old Business: Discussion on the stormwater master plan from 1999.

Discussion about the status of the bulkhead letters and status, councilman Leonard will follow up with the town manager.

New Business: Discussion on setting up a date for a river/canal clear up for trash and weeds.

Volunteer hours: 13

There is a vacancy on EWAB please consider joining the board.

The next meeting will be on May 6th 2024 at 7 PM in the municipal building's small conference room.

The public is welcome to attend.

ITEM 1

Planning Board Meeting

The planning board met on Thursday April 4th 2024 at 6 PM in the large conference room in the municipal building.

Chairman Lippert opened the meeting at 6 PM, there was a quorum of members.

There were several visitors.

The minutes from the previous meeting were approved.

Allison McCollum gave a summary of the permits issued since the last meeting.

Councilman Leonard gave a council update.

There were no public comments.

There was no old business.

Under new business the preliminary Plat submission for parcel #8-200-029 was discussed. The town manager gave a power point presentation and Keith from Strong Rock spoke about the plat and answered members questions.

The next regular meeting is scheduled for May 2nd 2024 at 6 PM in the large conference room in the municipal building.

The meeting was adjourned around 6:45

ITEM 12

Board of Adjustment Report

A special meeting of the River Bend Board of Adjustment was held on March 28th at 6:30 pm at Town Hall. A quorum was present. Vice Chairperson Leonard presided. The purpose of the meeting was explained: A special use permit application by the Town of River Bend for the construction of a Water Treatment Plant on property adjacent to the town's Public Works Building.

Witnesses were sworn in. Manager Jackson and Assistant Zoning Administrator McCollum were witnesses for River Bend. No one chose to be a witness against the permit. Ms. McCollum outlined the 12 exhibits that were presented on behalf of the Town. Manager Jackson presented an in-depth PowerPoint exhibit displaying the preliminary plan for the project, including the buffer zone between the plant and existing homes, etc.

The board discussed the application. Board member Barta requested that any approval of the application include 24-hour security camera coverage.

The lengthy process of assuring that the permit satisfies numerous conditions required by the state was undertaken. The board voted to approve the application on the condition that security cameras with 24-hour surveillance would be established at this location. The meeting was adjourned. No future meeting is scheduled at this time.

ITEM 12

River Bend Community Organic Garden (RBCOG)

Monthly Report – April 2024

The big news is, **A plant sale will be held at the garden on Saturday, April 27th from 8:30 am to 1 pm. Plants, shrubs, vegetables, herbs and houseplants will be offered for sale. Garden ornaments and tools will also be available. The rain date is May 4.**

The total number of volunteer hours for March was 199, bringing the year to date total to 448 hours.

The next meeting is scheduled for May 6 at 1:30 pm in the Municipal building. Weekly workdays are scheduled on Saturdays starting at 9 am (earlier if it is warm). Everyone is welcome to attend and participate in monthly garden volunteer meetings and in the garden.

ITEM 14

File in P&R and COG

Community Appearance Commission

Liaison Report to Town Council – 4/18/24

The CAC did not meet in April.

The **Arbor Day Celebration** was a success. Everyone had a great time and the Girl Scouts were a wonderful addition. The tree was planted and the girl scouts planted pollinator gardens. About 40-50 people attended. Plans are already in the works for next year.

The **Beautification Award Program** restarted this month. Nominations were slow for April, but are expected to increase in May and June. You can nominate yourself, a neighbor or a house you think is attractive. Nominations for the April award will start on April 1. Check the town website for nomination forms.

Board members will offer two **Independence Day decoration workshops** in June. Reservations are necessary to hold a place. More information will be posted in the e-news and on the town website.

CAC will hold their second annual **Independence Day Festive Award Program** that publicly recognizes homes that exemplify the Fourth of July spirit.

The board is working to create a CAC Facebook page to inform residents of upcoming events and to report on activities. It will be an informational page with a link to contact board members. A CAC board member has met with her counterpart on the Parks board to share ideas and plans.

The next meeting is scheduled for May 15, 2024 at 4 pm in the Municipal Building. The meeting is open to everyone. There is a new vacancy. Please attend if you are interested. Guests and volunteers are always welcome. You don't have to be a board member to participate.

In 2016 I authored the below article written for the River Bender. At that time the Sun Journal printed it monthly. The personal quality of integrity has always been critical to the local community and to the nation. I believe that the references cited in the article give testimony to the worth of integrity on the part of all citizens. Please consider the working of our council and the need to exchange ideas based on individual positions then listen to other expressed positions. Finally, we need to arrive at a compromised position which the majority will support. In this fashion the needs of the community will be well addressed. Thank you for taking the time to read this material and have a good day and a good week.

SEPTEMBER 2016
RIVER BENDER ARTICLE

INTEGRITY AND THE WORLD WE LIVE IN

As the November National Election approaches, a quality that should be expected of any candidate is that of integrity. Following are a number of quotes from individuals that have gone on record providing insight to the power of ethics in leadership.

Robert S. Palmer of Deloitte, Dean of Wharton School from 1983-1990:

"We need to stress that personal integrity is as important as executive skill in business dealings.... Setting an example from the top has a ripple effect through a business school or a corporation. After nearly three decades in business, 10 years as chief executive of a Big Eight accounting firm, I have learned that the standards set at the top filter throughout a company.... [Quoting Professor Thomas Dunfee of the Wharton School:] 'A company that fails to take steps to produce a climate conducive to positive work-related ethical attitudes may create a vacuum in which employees so predisposed may foster a frontier-style, everyone for themselves mentality.'"

Mahatma Gandhi states,

"There are seven things that will destroy us: Wealth without work; Pleasure without conscience; Knowledge without character; Religion without sacrifice; Politics without principal; Science without humanity; Business without ethics."

Dan Bryan wrote in his May 14, 2012, article entitled, After Yorktown: The Integrity of George Washington as Published in American History USA,

"George Washington, as much as he is lionized, is often not given the full credit due to him for his efforts at holding the United States together as a republic in the aftermath of the victory at Yorktown.

The famous defeat of Cornwallis did not immediately end the war. For a time, it was unclear whether the British would relent, or whether they would send another army to North America and continue to press the conflict. During this interval, most of the Continental Army remained mobilized and camped at Newburgh, New York. Many of them had not been paid in years. They were ill-clothed, poorly fed, and gradually slid into various degrees of distemper.

It took remarkable skill and leadership by George Washington to prevent this situation from escalating into a rebellion against the Congressional government. Had he been of a different mindset, he probably could have exploited the situation to his personal gain, installing himself as leader of the new country. His refusal to do so is a centerpiece of his long legacy.

The Nicola Letter

The first incident of note occurred in 1782, in the form of a long, handwritten letter. A colonel named Lewis Nicola gave his own impression of the political situation to General Washington. He pointed out that many officers and soldiers had agreed not to disperse until their grievances were met. He used several pages to point out the shortcomings of republican government when it came to compensation of the military. He pointed out all of the threats to social order that this entailed.

Then, at the end, Nicola revealed his proposal – the United States as a monarchy. Only a government of this type, he argued, could ensure proper compensation to the Continental Army, and prevent a future rebellion. The obvious implication, of course, would be George Washington as king.

Washington may or may not have had the support to implement such an idea, but he certainly could have tried. Instead his response was brief and severe:

'I am much at a loss to conceive what part of my conduct could have given encouragement to an address which to me seems big with the greatest mischiefs that can befall my Country... Let me conjure you then, if you have any regard for your Country, concern for yourself or posterity, or respect for me, to banish these thoughts from your Mind, and never communicate, as from yourself, or anyone else, a sentiment of the like Nature.'

The ethical leadership of George Washington is widely recognized. Immediately presented above is a written exchange with one of George Washington's officers which is a perfect example of ethical leadership.

The present time cries for strong ethical leadership. We need to insist that leaders in every organization act with a committed personal code of ethics that is free of destructive traits that will ultimately ruin the organization that they are charged to lead. The need for this trait is the case in government, the military and in every facet of business and commerce. And the change needs to start with each of us as individuals.

Excerpts from After Yorktown: The Integrity of George Washington as Published in American History USA, by Dan Bryan are reprinted with his express permission.

North Carolina law allows public bodies, such as the River Bend Town Council, to meet in closed session to discuss certain topics. However, prior to going into closed session, the Council must announce the closed session and the topic for which the closed session is being called and that must be done while the Council is in open session. This requirement allows the public to know in general what the closed session is concerning. The closed session must also be adjourned in open session. For the purpose of this guide, open session simply means in view of the public and closed session simply means it private. The topics that may be discussed in closed session are listed below and are numbered 1 through 10. Most of the time, the Council knows in advance that a closed session is needed and the General Statute citation which identifies the purpose of the closed session is included on the agenda. However, that is not always the case. The need for a closed session may arise without enough warning to publish the citation on the agenda. The law does not require advanced notice of a closed session. In any case, planned or not, the Council will state the appropriate citation. The citation will always begin with 143-318.11(a). The numbers that follow in parenthesis will identify the particular closed session topic. For example: The citation 143-318.11(a)(3)(5) will allow the Council to consult with an attorney (#3) and to discuss the acquisition of real property (#5).

§ 143-318.11. Closed sessions.

(a) Permitted Purposes. – It is the policy of this State that closed sessions shall be held only when required to permit a public body to act in the public interest as permitted in this section. A public body may hold a closed session and exclude the public only when a closed session is required:

- (1) To prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes.
- (2) To prevent the premature disclosure of an honorary degree, scholarship, prize, or similar award.
- (3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded.
- (4) To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations, or to discuss matters relating to military installation closure or realignment. Any action approving the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session.
- (5) To establish, or to instruct the public body's staff or negotiating agents

concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.

- (6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel policy issues may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge or removal shall be taken in an open meeting.
- (7) To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.
- (8) To formulate plans by a local board of education relating to emergency response to incidents of school violence or to formulate and adopt the school safety components of school improvement plans by a local board of education or a school improvement team.
- (9) To discuss and take action regarding plans to protect public safety as it relates to existing or potential terrorist activity and to receive briefings by staff members, legal counsel, or law enforcement or emergency service officials concerning actions taken or to be taken to respond to such activity.
- (10) To view a recording released pursuant to G.S. 132-1.4A.
 - (b) Repealed by Session Laws 1991, c. 694, s. 4.
 - (c) Calling a Closed Session. – A public body may hold a closed session only upon a motion duly made and adopted at an open meeting. Every motion to close a meeting shall cite one or more of the permissible purposes listed in subsection (a) of this section. A motion based on subdivision (a)(1) of this section shall also state the name or citation of the law that renders the information to be discussed privileged or confidential. A motion based on subdivision (a)(3) of this section shall identify the parties in each existing lawsuit concerning which the public body expects to receive advice during the closed session.
 - (d) Repealed by Session Laws 1993 (Reg. Sess., 1994), c. 570, s. 2. (1979, c. 655, s. 1; 1981, c. 831; 1985 (Reg. Sess., 1986), c. 932, s. 5; 1991, c. 694, ss. 3, 4; 1993 (Reg. Sess., 1994), c. 570, s. 2; 1995, c. 509, s. 84; 1997-222, s. 2; 1997-290, s. 2; 2001-500, s. 2; 2003-180, s. 2; 2013-360, s. 8.41(b); 2014-79, s. 9(a); 2016-88, s. 3.)