



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

Pledge: Maurer

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. Public Comment
 - a. *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.*
6. Public Hearings – *None*
7. Consent Agenda
 - a. *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.*

Approve:

- A. *Minutes of the June 13, 2024, Work Session Meeting*
- B. *Minutes of the June 20, 2024, Regular Council Meeting*

8. FEMA Project – Flood Mitigation Assistance Program – Sara Beskar
9. Town Manager's Report – Delane Jackson
 - a. *Activity Reports*
 - i. *Monthly Police Report* by Chief Joll
 - ii. *Monthly Water Resources Report* by Director of Public Works Mills
 - iii. *Monthly Work Order Report* by Director of Public Works Mills
 - iv. *Monthly Zoning Report* by Assistant Zoning Administrator McCollum

Administrative Reports:

10. Public Safety – Councilwoman Benton
 - a. Community Watch

11. Parks & Recreation – Councilman Weaver
 - a. Parks and Rec Report
 - b. Organic Garden Report

12. CAC – Councilwoman Maurer
 - a. CAC Report

13. Finance – Councilman Leonard
 - a. Financial Report - Finance Director
 - b. **VOTE** – Budget Amendment #24-B-01
 - c. **VOTE** – Revised Letter of Intent to Fund and Funding Offer Resolution
 - d. **VOTE** – Capital Project Fund Ordinance Amendment

14. Environment And Waterways – Councilman Leonard
 - a. EWAB Report

15. Mayor’s Report – Mayor Kirkland

16. Adjournment

ITEM 3

**River Bend Town Council
Work Session Minutes
June 13, 2024
Town Hall
7:00 p.m.**

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

Town Manager: Delane Jackson
Deputy Town Clerk: Jennifer Barrow
Town Attorney: David Baxter
Police Chief: Sean Joll

Members of the Public Present: 6

CALL TO ORDER

Mayor Kirkland called the meeting to order at 7:00 p.m. on Thursday, June 13, 2024, at the River Bend Town Hall with a quorum present.

VOTE – Approval of Agenda

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

PUBLIC HEARING – Proposed FY2024-2025 Budget

Councilman Leonard moved to open the Public Hearing to discuss the proposed FY2024-2025 Budget. The motion carried unanimously.

He then invited anyone who wished to address the proposed FY2024-2025 budget to step to the podium to be heard.

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

VOTE—Budget Amendment 23-B-08

Councilman Leonard moved to approve Budget Amendment 23-B-08 as presented. (see attached)

Discussion –Advisory Board Appointments

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

Councilman Sheffield stated that the Planning Board has three positions available for reappointment. He stated that Egon Lippert, Robert Kohn, and Linda Cummings agreed to be reappointed.

Councilman Weaver stated that the Parks and Recreation Advisory Board has three positions available for reappointment. He stated that Annie Craddock, Victoria Stuppy, and Amy Hendee agreed to be reappointed.

Councilwoman Maurer stated that the Community Appearance Commission has four positions available for reappointment. She stated that Brenda Hall and Pat Lineback agreed to be reappointed and Meg Williams and Christine Soler chose not to be reappointed.

Councilman Leonard stated that the Environmental Waterways Advisory Board has three positions available for reappointment. He stated that Patty Leonard, James Stevens and Raymond Jaklitsch all agree to be reappointed.

Councilman Sheffield stated that the Board of Adjustment has three positions available for reappointment. He stated that he had not spoken to any of them, but none have told him they did not want to be reappointed. Therefore, he recommends reappointing Paige Ackiss, Cinda Hill and Jon Hall.

Discussion—Off-Site Town Sponsored Functions

Councilman Weaver stated that there had been some confusion on whether the advisory boards were permitted to participate in off-site events and partner with local businesses. Councilwoman Benton asked if there was anything that would stop the advisory boards from participating in events off-site and the Town Manager stated that there was not. Councilwoman Benton asked what the benefits would be to allow advisory boards to participate, and Councilman Weaver stated that there are a couple of benefits including, supporting local businesses and more parking. Councilwoman Benton expressed concerned for liabilities and showing favoritism to businesses. After a brief discussion the Council asked the Town Manager to draft a policy that would address advisory boards and off-site events.

Discussion—Brunch Law Resolution

Councilwoman Benton stated that the Brunch Law was signed by the Governor in 2017 and Craven County has not adopted the law, which allows businesses to serve alcohol starting at 10 am on Sundays. She stated that the Council would have to take action to allow this in River Bend.

VOTE—Brunch Law Resolution

Councilman Sheffield motioned to approve the ordinance allowing the sale of malt beverages, unfortified wine, fortified wine and mixed beverages on Sunday mornings in the Town of River Bend. The motion carried unanimously.

Discussion—Financial and Budgetary Policy Update

The Town Manager stated that the proposed Financial and Budgetary Policy was included in the agenda package with a few minor revisions. He reviewed a few proposed revisions and stated that the Council would vote on this policy at the next meeting. The Council offered no objections.

Discussion—Stormwater Grant Documents

The Town Manager stated that the Town would need to approve the Stormwater Grant resolution for the Town to receive the grant. He stated that the documents included are the normal template that is required.

REVIEW – Agenda for the June 20, 2024, Council Meeting

The Council reviewed the agenda for the June 20, 2024, Council Meeting.

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield moved to adjourn the work session at 7:36 p.m. The motion carried unanimously.

Kristie J. Nobles, Town Clerk, CMC

ITEM 7



TOWN OF RIVER BEND
BUDGET ORDINANCE AMENDMENT 23-B-08
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 May 9, 2024, be amended as follows:

Summary

General Fund	2,288,423
General Capital Reserve Fund	56,900
Law Enforcement Separation Allowance Fund	12,685
Water Fund	665,804
Water Capital Reserve Fund	10
Sewer Fund	679,504
Sewer Capital Reserve Fund	1
Total	3,703,327

Section 1. **General Fund**

Anticipated Revenues

AD VALOREM Taxes 2023-2024	935,566
AD VALOREM Tax-Motor Vehicle	90,000
Animal Licenses	1,500
Sales Tax 1% Article 39	195,868
Sales Tax 1/2% Article 40	114,635
Sales Tax 1/2% Article 42	97,901
Sales Tax Article 44	13,090
Sales Tax Hold Harmless Distribution	108,195
Solid Waste Disposal Tax	2,200
Powell Bill Allocation	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
Federal Grant	23,364
Miscellaneous	16,200
Interest- Powell Bill Investments	50
Interest-General Fund Investments	38,500
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	2,288,423

Section 1. General Fund (continued)

Authorized Expenditures

Governing Body	47,350
Administration	332,000
Finance	134,806
Tax Listing	13,700
Legal Services	40,090
Elections	0
Police	792,699
Public Buildings	109,000
Emergency Services	2,870
Animal Control	16,225
Street Maintenance	267,550
Public Works	186,050
Leaf & Limb and Solid Waste	87,606
Stormwater Management	46,340
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>2,288,423</u>

Section 2. General Capital Reserve Fund

Anticipated Revenues

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

Authorized Expenditures

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

Section 3. Law Enforcement Separation Allowance Fund

Anticipated Revenues:

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

Authorized Expenditures:

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

Section 6. **Sewer Fund**

Anticipated Revenues:

Utility Usage Charges, Classes 1 & 2	267,170
Utility Usage Charges, Classes 3 & 4	36,679
Utility Usage Charges, Class 5	28,142
Utility Usage Charges, Class 8	16,833
Utility Customer Base Charges	296,108
Taps & Connection Fees	1,250
Late payment Fees	8,384
Interest Revenue	5,836
Sale of Capital Asset	0
Transfer from PW Capital Projects Fund	62,551
Appropriated Fund Balance	(43,449)
Total	<u>679,504</u>

Authorized Expenditures:

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

Section 7. **Sewer Capital Reserve**

Anticipated Revenues:

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

Authorized Expenditures:

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

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

Section 9. Fees and Charges

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

Section 10. Special Authorization of the Budget Officer

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

Section 11. Classification and Pay Plan

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

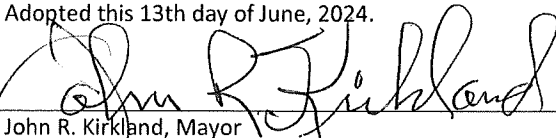
Section 12. Utilization of the Budget Ordinance

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

Section 13. Copies of this Budget Ordinance

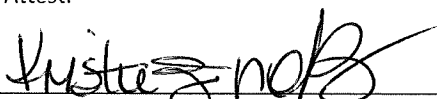
Copies of this Budget Ordinance shall be furnished to the Clerk, Town Council, Budget Officer and Finance Officer to be kept on file by them for their direction in the disbursement of funds.

Adopted this 13th day of June, 2024.



John R. Kirkland, Mayor

Attest:



Kristie J. Nobles, Town Clerk, CMC, NCCMC

**River Bend Town Council
Regular Meeting Minutes
June 20, 2024
Town Hall
7:00 p.m.**

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

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

Members of the Public Present: 9

CALL TO ORDER

Mayor Kirkland called the meeting to order at 7:00 p.m. on Thursday, June 20, 2024, at the River Bend Town Hall with a quorum present.

VOTE – APPROVAL OF AGENDA

Councilwoman Benton motioned to amend the agenda, adding item 13B, Community Watch social media page like the other advisory boards. The motion carried unanimously.

Councilman Sheffield motioned to accept the agenda as amended. The motion carried unanimously.

ADDRESS TO THE COUNCIL

Edwin Vargas – 119 Randomwood Lane – addressed the Council with recommendations for the FY24-25 budget.

CONSENT AGENDA

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

A. Approve:

*Minutes of the May 9, 2024, Work Session Meeting
Minutes of the May 16, 2024, Regular Council Meeting
Minutes of the April 13, 2023 Closed Session Meeting
Minutes of the April 20, 2023 Closed Session Meeting
Minutes of the June 15, 2023 Closed Session Meeting
Minutes of the July 20, 2023 Closed Session Meeting
Minutes of the October 19, 2023 Closed Session Meeting
Minutes of the November 9, 2023 Closed Session Meeting
Minutes of the November 16, 2023 Closed Session Meeting
Minutes of the December 7, 2023 Closed Session Meeting
Minutes of the January 11, 2024 Closed Session Meeting
Minutes of the January 18, 2024 Closed Session Meeting
Minutes of the February 8, 2024 Closed Session Meeting*

Minutes of the February 15, 2024 Closed Session Meeting
Minutes of the March 14, 2024 Closed Session Meeting
Minutes of the April 11, 2024 Closed Session Meeting
Minutes of the April 18, 2024 Closed Session Meeting
Minutes of the May 16, 2024 Closed Session Meeting

Advisory Board Reappointments

PLANNING BOARD: Reappoint Egon Lippert, Robert Kohn and Linda Cummings to terms beginning July 1, 2024, and ending on June 30, 2026;

PARKS AND RECREATION: Reappoint Annie Craddock, Victoria Stuppy and Amy Hendee to terms beginning July 1, 2024, and ending on June 30, 2026;

CAC: Reappoint Brenda Hall and Pat Lineback to a term beginning July 1, 2024, and ending on June 30, 2026;

ENVIRONMENT AND WATERWAYS ADVISORY BOARD: Reappoint Patty Leonard, James Stevens and Raymond Jaklitsch to terms beginning July 1, 2024, and ending on June 30, 2026;

BOARD OF ADJUSTMENT: Reappoint Paige Ackiss, Cinda Hill and Jon Hall to terms beginning July 1, 2024, and ending on June 30, 2026;

TOWN MANAGER'S REPORT

The Manager gave the following updates:

- The Town only received one bid for the Wastewater Treatment Plant and the Town is currently in negotiations with the state to approve negotiating with the low bidder.
- The Council Work Session for July has been canceled.
- The land has been acquired beside of the new public works building for the new water treatment facility.
- The 2.5 million dollar application for new wells has been submitted to the state.

ADMINISTRATIVE REPORTS

PARKS & RECREATION – COUNCILMAN WEAVER

Councilman Weaver stated that Parks and Recreation held their regular meeting on June 5, 2024. He stated that there was a discussion regarding the Independence Day Celebration and that all of the members who are up for reappointment wished to be reappointed.

RIVER BEND COMMUNITY ORGANIC GARDEN

Councilman Weaver gave the following report:

A daily garden coverage calendar is in place. Saturday workdays, when many gardeners tackle large projects, have been decreased to every other week. The total number of volunteer hours for May was 232, bringing this year's total hours to date to 1049. A two-part in-service session addressed "Know Your Garden" and "Intro to the Care of Butterflies" As temperatures increase, starting work times get earlier. Some early birds arrive by 6:30 am. Occasional evening schedules have begun. The current harvest includes potatoes, onions, leeks, cucumbers and herbs. Garden volunteers are looking forward to participating in the Fourth of July parade. The next meeting is scheduled for July 1 at 1:30 pm in the Municipal building. Weekly workdays are scheduled on Saturdays starting, officially at 8 am. Everyone is welcome to attend and participate in monthly garden volunteer meetings and in the garden.

CAC – COUNCILWOMAN MAURER

Councilwoman Maurer presented the following report.

The CAC did not meet in June. The Beautification Award Program finished for the spring with June awards. Congratulations to this month's award winners, 322 Lakemere and 211 Pinewood. You can see all the nominees on the CAC FB page. Nominations are currently open for the CAC's second annual Independence Day Festive Award Program that publicly recognizes homes that exemplify the Fourth of July spirit. Two Independence Day craft workshops were offered to create

a patriotic decoration to celebrate our national holiday. Keep an eye out for the CAC entrant in the Fourth of July parade. Work is in progress for Christmas globe maintenance and the globe workshops. Two members of the board are unable to continue for another term. Many thanks go to Meg Williams and Christine Soler for their service. This CAC group has experienced a transition during their tenure. Their work, and that of the other members, has brought the town the home beautification and festive awards, a family-inclusive Arbor Day event, the initiation of a Facebook page, an in-depth study of Plantation median, decorative plantings behind Town Hall and the dog park, and craft workshops. Meg and Christine, you will be missed. The next meeting is scheduled for July 17, 2024 at 4 pm in the Municipal Building. The meeting is open to everyone. There are three vacancies. Please attend if you are interested. Guests and volunteers are always welcome. You don't have to be a board member to participate.

FINANCE – COUNCILMAN LEONARD

Financial Report – Finance Director, Mandy Gilbert, presented the financial statement for the month of May to the Council. She stated the total of the Town's Cash and Investments as of May 31, 2024, were \$2,665,016 and Ad valorem tax collections for FY23-24 were \$982,979 and Vehicle Ad valorem tax collections were \$93,715.

VOTE – FY24-25 Budget Ordinance

Councilman Leonard motioned to adopt the Fiscal Year 2024-2025 Budget Ordinance and Schedule of Rates and Fees. The motion carried unanimously. (see attached)

VOTE – Financial and Budgetary Policies Amendment

Councilman Leonard motioned to adopt the Financial and Budgetary Policies Amendment as presented. The motion carried unanimously. (see attached)

ENVIRONMENT AND WATERWAYS – COUNCILMAN LEONARD

Councilman Leonard gave the following report:

Chairman Ackiss opened the meeting at 7 PM. There was a quorum. There were four visitors in attendance. The minutes for the May 6th, 2024, meeting were approved. Councilman Leonard gave a council updated and answered questions. Old Business: Discussion on bulkheads in the Quarterdeck area and storm water issues. Information about feeding wildlife in the waterways was discussed and recommended to be posted on the town webpage and email system. The life ring at the fishing pier behind the town hall was stolen. Discussion concerning proper disposal of old fishing lines and looking into providing appropriate disposal containers in several locations in town. Alligator weed along Plantation Canal was discussed, the town owns most of the property that has issues with the weeds. Councilman Leonard has spoken to Manager Jackson about remediation of the weeds. New Business: Discussion about dumping debris, yard waste and other trash in the waterways. There are rules in the town regulations that address this issue. The board voted to recommend Allison Fredrick to fill to current vacancy on EWAB. Volunteer Hours: 9 Next meeting: July 1, 2024, at 7 PM in the municipal building in the small conference room. The public is welcome. The meeting adjourned at 8 PM.

Councilman Leonard stated that at the work session the Council discussed a Stormwater Grant Resolution that needs action.

VOTE – Stormwater Grant Resolution

Councilman Leonard motioned to approve the Stormwater Grant resolution as presented. The motion carried unanimously. (see attached)

Councilman Leonard stated that EWAB had met on June 3, 2024 and the board recommends appointing Allison Frederick to the board to fill the only vacancy.

VOTE – EWAB Advisory Board Appointment

Councilman Leonard motioned to appoint Allison Frederick to the Environmental & Waterways Advisory Board for a term beginning June 20, 2024, and expiring June 30, 2026. The motion carried unanimously.

BRUNCH LAW ORDINANCE AMENDMENT – COUNCILWOMAN BENTON

Councilwoman Benton stated that the Council discussed the Brunch Law Ordinance that will allow the sale of alcohol on Sunday mornings in the Town of River Bend. The Town Manager stated that the Council approved the language for the amendment at the work session and the Council will need to codify the language and assign the amendment to chapter 11 in the town's ordinance. Councilman Weaver asked if this amendment would include the convenience store and the Town Attorney stated he would investigate and if additional language is needed, he would notify the Town Manager.

VOTE – Chapter 11 Code of Ordinance Amendment

Councilwoman Benton motioned to approve the Code of Ordinance Amendment to Chapter 11 as presented. The motion carried unanimously. (see attached)

COMMUNITY WATCH – COUNCILWOMAN BENTON

Councilwoman Benton stated that Community Watch has requested an informational only social media page like the other advisory boards that had been approved recently. Councilman Weaver suggested that the Council approve all advisory boards to have an informational only social media page. The Town Manager stated that Community Watch was not an advisory board.

VOTE – Advisory Board Social Media

Councilman Leonard motioned to authorize all Advisory Boards and Community Watch to have an informational only Facebook page. The motion carried unanimously.

MAYOR'S REPORT

The Mayor presented the following report.

The annual volunteer picnic was held on Saturday 1 June. It was a success. The Town's July Fourth Celebration and Parade are only a month away. These events require a lot of planning and coordination by the Town Staff with several of the Advisory Boards, making arrangements with the several vendors who will provide miscellaneous supplies, and finally preparing the site for the events of the celebration. The Staff will accomplish all of this and still accomplish the routine work associated with the usual conduct of routine Town operations. We are fortunate to have a talented and dedicated Staff and Manager. And we are now at the beginning of the 2024 Hurricane Season. And the new Town Budget will become effective on 1 July. I ask all residents to consider the added work that the Staff will contribute to make the events a success and when you talk with a member of staff, thank them.

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield moved to adjourn. The meeting adjourned at 7:44 p.m.

Kristie J. Nobles, CMC, NCCMC
Town Clerk



**TOWN OF RIVER BEND
 ANNUAL OPERATING BUDGET ORDINANCE
 FISCAL YEAR 2024 - 2025**

BE IT ORDAINED by the Council of the Town of River Bend, North Carolina that the following anticipated fund revenues and departmental expenditures, together with certain fees and schedules, and with certain restrictions and authorizations, are hereby appropriated and approved for the operation of the Town government and its activities for the fiscal year beginning July 1, 2024 and ending June 30, 2025:

Summary

General Fund	2,414,000
General Capital Reserve Fund	89,007
Law Enforcement Separation Allowance Fund	515
Water Fund	654,000
Water Capital Reserve Fund	20,215
Sewer Fund	720,000
Sewer Capital Reserve Fund	25,250
Total	<u>3,922,987</u>

Section 1. General Fund

Anticipated Revenues

AD VALOREM Taxes 2023-2024	980,165
AD VALOREM Tax-Motor Vehicle	104,400
Animal Licenses	1,500
Sales Tax 1% Article 39	199,292
Sales Tax 1/2% Article 40	117,968
Sales Tax 1/2% Article 42	99,574
Sales Tax Article 44	14,166
Sales Tax Hold Harmless Distribution	112,233
Solid Waste Disposal Tax	2,200
Powell Bill Allocation	101,000
Beer and Wine Tax	13,225
Video Programming Sales Tax	47,041
Utilities Franchise Tax	116,156
Telecommunications Sales Tax	6,779
Court Refunds	500
Zoning Permits	7,000
Miscellaneous	15,000
Interest- Powell Bill Investments	50
Interest-General Fund Investments	44,533
Contributions	900
Wildwood Storage Rents	18,144
Rents & Concessions	18,000
Sale of Fixed Assets	0
Transfer From Capital Reserve Fund	72,650
Appropriated Fund Balance	<u>321,524</u>
Total	2,414,000

Section 1. General Fund (continued)

Authorized Expenditures

Governing Body	69,500
Administration	331,200
Finance	156,500
Tax Listing	14,700
Legal Services	49,000
Elections	600
Police	840,800
Public Buildings	108,000
Emergency Services	5,800
Animal Control	18,000
Street Maintenance	235,000
Public Works	203,000
Leaf & Limb and Solid Waste	87,500
Stormwater Management	51,200
Wetlands and Waterways	2,900
Planning & Zoning	60,000
Recreation & Special Events	11,000
Parks & Community Appearance	59,500
Contingency	23,043
Transfer To General Capital Reserve Fund	86,757
Transfer To L.E.S.A. Fund	0
Total	<u>2,414,000</u>

Section 2. General Capital Reserve Fund

Anticipated Revenues

Contributions from General Fund	86,757
Interest Revenue	<u>2,250</u>
Total	89,007

Authorized Expenditures

Transfer to General Fund	72,650
Future Procurement	<u>16,357</u>
Total	89,007

Section 3. Law Enforcement Separation Allowance Fund

Anticipated Revenues:

Contributions from General Fund	0
Interest Revenue	<u>515</u>
Total	515

Authorized Expenditures:

Separation Allowance	0
Future LEOSSA Payments	<u>515</u>
Total	515

Section 4. Water Fund

Anticipated Revenues

Utility Usage Charges, Classes 1 & 2	202,039
Utility Usage Charges, Classes 3 & 4	19,024
Utility Usage Charges, Class 5	11,651
Utility Usage Charges, Class 8	5,326
Utility Customer Base Charges	280,228
Hydrant Availability Fee	19,215
Taps & Connections Fees	1,250
Nonpayment Fees	10,500
Late payment Fees	7,774
Interest Revenue	4,260
Sale of Capital Asset	0
Appropriated Fund Balance	92,733
Total	<u>654,000</u>

Authorized Expenditures

Administration & Finance [1]	507,000
Operations and Maintenance	127,000
Transfer To Fund Balance for Capital Outlay	0
Transfer To Water Capital Reserve Fund	20,000
Total	<u>654,000</u>

[1] Portion of department for bond debt service: 134,691

Section 5. Water Capital Reserve Fund

Anticipated Revenues

Contributions From Water Operations Fund	20,000
Interest Revenue	215
Total	<u>20,215</u>

Authorized Expenditures

Future Expansion & Debt Service	20,215
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Section 6. Sewer Fund

Anticipated Revenues:

Utility Usage Charges, Classes 1 & 2	260,280
Utility Usage Charges, Classes 3 & 4	40,743
Utility Usage Charges, Class 5	25,677
Utility Usage Charges, Class 8	10,825
Utility Customer Base Charges	297,179
Taps & Connection Fees	1,250
Late payment Fees	8,251
Interest Revenue	8,760
Sale of Capital Asset	0
Appropriated Fund Balance	67,035
Total	720,000

Authorized Expenditures:

Administration & Finance [2]	502,000
Operations and Maintenance	193,000
Transfer to Fund Balance for Capital Outlay	0
Transfer to Sewer Capital Reserve Fund	25,000
Total	720,000

[2] Portion of department for bond debt service: 116,309

Section 7. Sewer Capital Reserve

Anticipated Revenues:

Contributions From Sewer Operations Fund	25,000
Interest Revenue	250
Total	25,250

Authorized Expenditures:

Future Expansion & Debt Service	25,250
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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, 2024, for the purpose of raising the revenue listed as "Ad Valorem Taxes 2024-2025" in the General Fund Section 1 of this ordinance. This rate is based on a valuation of \$410,950,000 for purposes of taxation of real and personal property with an estimated rate of collection of 99.38%. The estimated collection rate is based on the fiscal year 2022-2023 collection rate of 99.38% 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 \$43,500,000 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 2024-2025, 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 3.7% 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.

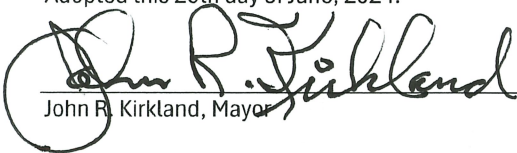
Section 12. Utilization of the Budget Ordinance

This ordinance shall be the basis of the financial plan for the Town of River Bend municipal government during the 2024-2025 fiscal year. The Budget Officer shall administer the Annual Operating Budget and shall ensure the operating staff and officials are provided with guidance and sufficient details to implement their appropriate portion of the budget.

Section 13. Copies of this Budget Ordinance

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

Adopted this 20th day of June, 2024.


John R. Kirkland, Mayor

Attest:


Kristie J. Nobles, Town Clerk, CMC, NCCMC



**Town of River Bend
 Schedule of Rates and Fees
 (Attachment A to Budget Ordinance)
 Effective July 1, 2024**

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

GENERAL FUND

Administrative

Ad Valorem Tax	\$0.24 per \$100 assessed valuation
Copies of Public Information	As specified by State Statute
Town Code, entire copy	\$75.00
Notary Fee	\$10.00 per signature after the first
Meeting Rooms	
Four hours or less	\$40.00
Over four hours	\$80.00
Returned Check Processing Charge	\$25, as allowed by G.S. §25-3-506
Administrative Fee for returned bank drafts	\$25.00

Public Safety

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

Nuisance Abatement Administrative Fee

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

Planning and Zoning

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

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

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

Residential Application Based on amount of project as follows:

Base Fee \$30

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

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

Residential Flood Plain Application with Zoning Permit

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

Commercial Application Based on amount of project as follows:

Base Fee \$50

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

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

Commercial Flood Plain Application with Zoning Permit

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

Residential Flood Plain Application without Zoning Permit

Based on amount of project as follows:

Base Fee \$30

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

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

Commercial Flood Plain Application without Zoning Permit

Based on amount of project as follows:

Base Fee \$50

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

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

Engineering Review

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

Zoning Amendment Request (Map or Text)

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

Sign Permit

\$30

Tree Harvest Permit

\$50

Zoning and Subdivision Ordinances

\$25 per set

Wildwood Storage Rental Rates

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

ENTERPRISE FUNDS

Water and Sewer - Rates and Fees

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

Special Charges

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

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

⁽²⁾ Base charges do not include any usage.

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

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

Town of River Bend, NC Financial and Budgetary Policies



Effective July 1, 2024
(Adopted June 20, 2024)

Financial and Budgetary Policies

I. Introduction

The Town of River Bend maintains comprehensive financial policies covering a broad range of the elements of the Town's financial plans and financial systems that underlay the management of overall financial resources. These policies have major objectives to be achieved that include:

1. To link long-term financial planning with short-term daily operations and decision-making.
2. To maintain and improve the Town's financial position.
3. To maintain and improve the Town's credit ratings by meeting or exceeding the requirements of rating agencies through sound financial policies.
4. To maintain and increase investor confidence in the Town and to provide credibility to the citizens of the Town regarding financial operations.
5. To comply with the North Carolina Budget and Fiscal Control Act and the policies of the North Carolina Local Government Commission (the "LGC").
6. To effectively conduct asset-liability management of the Town's balance sheet.

II. Operating Budget

1. The Town's Annual Budget Ordinance will be balanced in accordance with the Local Government Budget and Fiscal Control Act (G.S. 159-8(a)).
2. The Town's Annual Budget Ordinance will be adopted, by fund and department, by each July 1 (G.S. 159-13(a)).
3. In order to force a higher level of planning throughout all levels of Town government, the annual budget process will focus on future needs through a Capital Improvements Plan, as discussed later in this document.
4. The annual budget process will consist of a series of public meetings where Council and staff discuss needs in relation to the Town's mission statement, and Council's adopted priorities.

III. Revenue Policy

1. Ad Valorem Tax – As provided by the North Carolina Budget and Fiscal Control Act, estimated revenue from the Ad Valorem Tax levy will be budgeted as follows:
 - a. Assessed valuation will be provided by the Craven County Tax Assessor.

- b. The estimated percentage of collection will not exceed the actual collection percentage of the preceding fiscal year, in accordance with State law.
 - c. The property tax rate will be set each year based upon the costs of providing general governmental services, meeting debt service obligations and building or maintaining any reserves or fund balances the Council deems necessary.
2. State revenues fluctuate according to the general economic condition of the state and the county. Accordingly, the Town will budget these revenues in a conservative manner using guidance from the North Carolina League of Municipalities to determine predicted rates of growth in these revenues.
3. User Fees – The Town Council (the “Council”) will set user fees annually by listing such fees within a fee schedule adopted with the Annual Budget Ordinance. In the case of the water and sewer enterprises, the Council will continue to use a professionally designed rate model in order to determine the most appropriate rates based upon current and future expenses. User fees will maximize charges for services that can be individually identified and where costs are directly related to the provision of or to the level of service provided.
 - a. Emphasis of user fees results in the following benefits:
 1. The burden on the Ad Valorem tax is reduced.
 2. User fees are paid by all users, including those exempt from property taxes.
 3. User fees help minimize subsidization in any instance where there are requirements in order to qualify for the use of the service and the service is not provided to the general public.
 4. User fees produce information on the demand level for services and help to make a connection between the amount paid and the services received.
4. Interest Income – Interest income is subject to variability based upon changes in prevailing interest rates, which cannot be predicted with certainty. Such revenue shall therefore be budgeted in a conservative manner within the Annual Budget Ordinance and shall comply with the Asset – Liability Management section of this policy.
5. Grant Funding – Staff will pursue opportunities for grant funding. Application for grant funding will be made after a grant has been evaluated for consistency with the Council’s goals and compatibility with Town programs and objectives. Staff must have Council approval to apply for a grant for any amount over \$50,000 and for any grant that requires a local dollar match. All awarded grants can only be accepted by Council action at which time the related budget shall be established.
 - a. Grants that have been awarded in prior years and are recurring in nature will be included and addressed through the annual budget process.
 - b. Grants that fund operating expenditures but have a funding termination date must fully disclose that fact to the Council prior to acceptance.

- c. The grant manager for each grant shall be the Town Manager. The grant manager is responsible for all grant monitoring, compliance and reporting. The grant manager will provide copies of all documents to the Finance Director. The Finance Director will maintain a grant file by fiscal year for each active grant.
 - d. For grants involving federal funds, the grant manager is responsible for checking the list of federally debarred contractors prior to awarding any contracts.
 6. Appropriation of Fund Balance – Assigned fund balance originally appropriated with adoption of the General Fund annual operating budget shall not exceed 3% of the prior fiscal year’s budgeted expenditures, unless done per Section 2b of the Reserve/Fund Balance section of this policy. Any further commitment of fund balance in the General Fund during the fiscal year shall require four “yes” votes from the five members of Council.
 7. Budgetary Responsibilities – The Town Manager shall develop initial budget estimates of applicable revenues. Those estimates are to be supported by variables (base, rate, etc.) that comprise such revenue. Monitoring of the revenue budget shall be performed by the Finance Director in a timely manner throughout the fiscal year and shall include an analysis of actual versus budgeted variances. Compliance of revenue with all laws and/or regulations is primarily the responsibility of the revenue-initiating department.

Revenue Spending Policy

1. The Town will follow a revenue spending policy that provides guidance for programs with multiple revenue sources. The Finance Department, as directed by the Finance Officer, will use resources in the following hierarchy as appropriate: bond proceeds, federal funds, State funds, local non-Town funds, and Town funds.
2. For purposes of fund balance classification, expenditures are to be spent from restricted fund balance first, followed in order by committed fund balance, assigned fund balance, and lastly, unassigned fund balance. The Finance Officer has the authority to deviate from this policy if it is in the best interest of the Town.

IV. Expenditure Policy

1. Expenditure budgets shall be monitored throughout the fiscal year by department heads, the Finance Director and the Town Manager. Budget compliance, which includes electronic obligations, is the responsibility of the department head and the Town Manager.
2. Budgeted funds will only be spent for categorical purposes for which they are intended. Budget amendments may be made to reflect unexpected expenses and must be approved by vote of the Council. Appropriations of debt proceeds will be made only for the purpose for which such debt instrument was issued or for the payment of debt principal and interest.
3. Budgeted expenditures for debt service for any variable rate debt or synthetic variable rate debt will be set to at least the average of the prior five years.

4. For continuing contracts, funds will be appropriated in the annual budget ordinance to meet current year obligations arising under the contract, in accordance with G.S. 160A-17.
5. Payroll will be processed in accordance with the requirements of the Fair Labor Standards Act. Overtime and benefit payments will be made in accordance with the Town's Personnel Policy.
6. The Town may utilize non-capital operating leases or installment purchase loans for the procurement of copiers, multifunction copiers/printer type machines and for personal computers.
7. The Town will fund current expenditures with current resources and will strive to avoid balancing budgets utilizing one-time revenues.
8. The Town will employ the use of the roll-over method for reappropriation of outstanding purchase orders and contracts as of the end of each fiscal year into the new fiscal year. The process shall be explained in each year's budget process.

V. Reserve/Fund Balance Policy

1. In accordance with State statute, appropriated fund balance in any fund will not exceed the sum of cash and investments less the sum of liabilities, encumbrances, and deferred revenues arising from cash receipts as those figures stand at the close of the fiscal year next preceding the budget year.
2. The Town will strive to maintain a healthy General Fund unassigned fund balance. Unassigned fund balance is defined as the portion of fund balance that remains available for appropriation by the Town Council after all commitments for future expenditures, required reserves defined by State statutes, and Council-established assignments have been calculated. The percentage is to be determined by dividing the unassigned fund balance amount by actual expenditures of the most recently completed fiscal year. The goal is to maintain a fund balance of no less than 50%, with the total amount of **unassigned** fund balance at \$2,000,000.
 - a. Purpose of Reserve: These funds will be utilized to avoid cash flow interruptions, generate interest income, eliminate the need for short-term borrowing, and maintain the Town's credit ratings.
 - b. Reserve Drawdown: The available fund balance may be purposefully drawn down below the target percentage for emergencies, economic influences, nonrecurring expenditures, or major capital projects.
 - c. Reserve Replenishment: If the available fund balance percentage falls below the target percentage for two consecutive fiscal years, the Town Council shall adopt a plan of specific actions to be taken to restore available fund balance to the level set forth in this policy in the following fiscal year, if feasible, but within three fiscal years at most.

- d. Any General Fund unassigned fund balance that exceeds the target goal range may be used to reduce general fund debt.
3. The Town will appropriate within the annual budget a Contingency appropriation each fiscal year. The minimum level of contingency is 1% of budgeted general fund expenditures and the maximum level shall not exceed 5%.
4. The Town's goal will be to maintain a minimum cash balance in both the water and sewer operating funds (separately) of 50% of actual expenditures of the most recently completed fiscal year. These funds will be utilized to avoid cash flow interruptions, generate interest income, fund capital expenditures, eliminate the need for short-term borrowing and maintain the Town's credit ratings.

VI. Asset-Liability Management

1. The Town will seek to incorporate coordinated investment and debt structuring decisions with the goal of such coordination being to use each side of the balance sheet to mitigate, or hedge, cash flow risks posed by the other side of the balance sheet.
2. The Town considers short-term investments to be effective hedges to variable rate debt because movements in interest rates should have offsetting impacts upon both.
 - a. Given the prevalent patterns of business, economic and interest rate cycles, the Town may strive to match temporary increases in interest income to temporary increases in interest expense through the use of variable rate debt or synthetic variable rate debt.
 - b. This recognizes that variable rate debt generally offers lower interest costs and that the use of higher interest income to offset higher interest expense is preferable to creating a budget imbalance due to reliance upon temporarily increased interest income.
3. The Finance Officer is designated to monitor and report on financial market conditions and their impact on performance of debt, investments, and any interest rate hedging products implemented or under consideration.
4. The Finance Officer is designated as the individual responsible for negotiating financial products and coordinating investment decisions for debt structure. The Finance Officer is designated as the individual responsible for recommending debt structure to the Council.
5. The Town may incorporate the use of variable rate debt or synthetic variable rate debt, as allowed by the Debt Management Section of the LGC, into its debt structure. Unhedged variable or synthetic variable rate debt shall not exceed 20% of the Town's total, non-Utility debt outstanding.

VII. Capital Improvements Policy

1. Capital Improvements Plan

- a. The Town will update and readopt annually at least a five-year capital improvements plan (CIP) which projects capital needs and details the estimated costs, description and anticipated funding sources for capital projects. A separate CIP will be developed for the General Fund, Water Fund, and Sewer Fund.
- b. The annual update of the CIP will be conducted in conjunction with the annual operating budget process.
- c. The first year of the five-year CIP will be the basis of formal fiscal year appropriations during the annual budget process.
- d. A programming or cost estimation study is eligible for inclusion in the CIP for a project for which a future request is being considered. Such a study is encouraged in order to generate reliable cost estimates for the CIP.
- e. The Town expects to see new capital items generally first appear in year five of the CIP.
- f. The Town acknowledges pay-as-you-go financing as a significant capital financing source, but will ultimately determine the most appropriate financing structure for each capital project both on an individual basis after examining all relevant factors of the project and in conjunction with the funding of the entire CIP.

2. Capital Formation

- a. General Fund revenue is the source for the General Fund CIP. When assessed, the water CIF fee is a source of revenue for the water Capital Reserve Fund. When assessed, the sewer CIF fee is a revenue source for the sewer Capital Reserve Fund. The water and sewer enterprise fund annual budget will also provide CIP revenue in these areas as the use of CIF fee revenue is limited, per Council resolution.
- b. The General Fund Capital Reserve Fund is the funding source for pay-as-you-go financing and for debt service payments for debt financed projects in the General Fund CIP.
- c. Given the historical volatility of the state and other revenues, the five year projections of revenue used to complete the CIP shall be very conservative.

3. Fixed Assets

- a. The capitalization threshold for fixed assets shall be \$5,000. The threshold will be applied to individual fixed assets and not to groups of fixed assets. Fixed assets will only be capitalized if they have a useful life of at least three years following the date of acquisition. A physical inventory of capitalized fixed assets will be performed,

either simultaneously or on a rotating basis, so that all fixed assets are physically accounted for at least once every four years.

VIII. Debt Policy

1. Debt will only be incurred for financing capital assets that, because of their long-term nature or because of budgetary restraints, cannot be acquired from current or budgeted resources. **Debt will not be used for operational needs.** Debt financing can include general obligation bonds, revenue bonds, certificates of participation, lease/purchase agreements, special obligation bonds, or any other financing instrument allowed under North Carolina law.
2. The Town will seek to structure debt and to determine the best type of financing for each financing need based on the flexibility needed to meet project needs, the timing of the project, taxpayer or rate payer equity, and the structure that will provide the lowest interest cost in the circumstances.
3. Debt financing will be considered in conjunction with the approval by the Council of the Town's CIP.
4. Capital projects financed through the issuance of bonds, installment financings or lease financings will be financed for a period not to exceed the expected useful life of the project.
 - a. General fund debt will normally have a term of 20 years or less. When practical, the term of non-Utility debt will not exceed 30 years.
 - b. Enterprise fund (water and sewer) debt will normally have a term of 30 years or less. When practical, the term of Utility debt will not exceed 40 years.
5. The Town will strive to maintain a high level of pay-as-you-go financing for its capital improvements.
6. Debt Affordability
 - a. The net debt of the Town, as defined in G.S. 159-55, is statutorily limited to 8% of the assessed valuation of the taxable property within the Town. The Town will strive to maintain a net debt level of no greater than 4%.
 - b. Total General Fund debt service will not exceed any limits imposed by the LGC. As a guide, formulas established by the LGC and rating agencies will be monitored and appropriately applied by the Town. Debt service as a percentage of the operating budget will be targeted at less than 15%.
 - c. The Town will strive to achieve amortization of 60% or more of its non-Utility debt principal within ten years.
7. The Town will seek to structure debt in the best and most appropriate manner to be consistent with the Asset – Liability Management section of this policy.
8. If the Town issues Revenue Bonds, and whereas the minimum coverage ratio expected for Town revenue bonds is 1.20 times, upon the calculation of a coverage ratio for any Utilities

System Revenue Bonds which is below 1.5 times (Net Revenues as defined by the General Indenture, but excluding cash receipts from special assessments, over Debt Service as defined by the General Indenture), the Finance Officer will notify the Council of such. Within three months of such notification, the Finance Officer will again report to the Council and will have performed the necessary internal study to advise the Council on the actions necessary to restore the coverage ratio to above 1.5 times. This policy is intended to ensure that all reasonable steps necessary are taken to begin the process of reviewing water revenues and rates well before the coverage ratio for outstanding revenue bonds could reach the minimum level of 1.20 times.

9. The Town will seek to employ the best and most appropriate strategy to respond to a declining interest rate environment. That strategy may include, but does not have to be limited to, delaying the planned issuance of fixed rate debt, examining the potential for refunding of outstanding fixed rate debt, and the issuance of variable rate debt. The Town will seek to employ the best and most appropriate strategy to respond to an increasing interest rate environment. That strategy may include, but does not have to be limited to, the issuance of variable rate debt (a historically lower interest cost), and the use of forward delivery fixed rate debt.
10. The Town will monitor the municipal bond market for opportunities to obtain interest rate savings by refunding by forward delivery, currently refunding or advance refunding outstanding debt. The estimation of net present value savings for a traditional fixed rate refunding should be, at a minimum, 3% of the refunded maturities before a refunding process begins. The estimation of net present value savings for a synthetic fixed rate refunding should be, at a minimum, in the range of 5% to 6% of the refunded maturities before a refunding process begins.
11. The Town will strive for the highest possible bond ratings in order to minimize the Town's interest costs.
12. The Town will normally obtain two debt ratings (Fitch Ratings, Moody's, or Standard & Poor's) for all publicly sold debt issues.
13. While some form of outstanding debt exists, the Town will strive to have a portion of that debt in the form of general obligation debt, when fiscally advantageous.
14. For all years that the Town has any publicly sold debt outstanding, the Town will provide annual information updates to each of the debt rating agencies if desired by those agencies.
15. The Town will use the Annual Comprehensive Financial Report (ACFR) as the disclosure document for meeting its obligation under SEC Rule 15c2-12 to provide certain annual financial information to the secondary debt market via various information repositories.
16. The Town recognizes the significance of the debt portfolio and the need for the ability to properly manage and maintain that portfolio. The Finance Director will maintain a current database of all debt.

IX. Accounting, Auditing and Financial Reporting

1. The Town will maintain accounting systems in compliance with the North Carolina Local Government Budget and Fiscal Control Act. The Town will maintain accounting systems that enable the preparation of financial statements in conformity with generally accepted accounting principals (GAAP).
 - a. The basis of accounting within governmental funds will be modified accrual.
 - b. The basis for accounting within all Enterprise and Internal Service Funds will be modified accrual.
2. Financial systems will be maintained to enable the continuous monitoring of revenues and expenditures or expenses with complete sets of monthly reports provided to the Council, and the Town Manager. Monthly expenditure/expense reports will be provided to each department head for their functional area and online, real time, view only, access to the financial system will be made available to department heads and other staff as much as practical and its use encouraged.
3. The Town will place emphasis on maintenance of an accounting system which provides strong internal budgetary and financial controls designed to provide reasonable, but not absolute, assurance regarding both the safeguarding of assets against loss from unauthorized use or disposition and the reliability of financial records for preparing financial statements and reports, as well as the accountability of assets.
4. An annual audit will be performed by an independent certified accounting firm which will issue an opinion on the annual financial statements as required by the Local Government Budget and Fiscal Control Act.
5. The Town will solicit proposals from qualified independent certified public accounting firms for audit services. The principal factor in the audit procurement process will be the auditor's ability to perform a quality audit. The Town may enter into a multiyear agreement with the selected firm for a period of up to three fiscal years. Firms are not barred from consecutive contract awards. The Council, upon recommendation from the Finance Officer and Audit Committee, shall approve the contractual relationship with the auditor
6. The Town will maintain a standing audit committee. The committee will assist with the independent audit of the Town's financial statements, from the recommendation of the auditor to the resolution of any audit findings.
7. The Finance Officer will conduct some form of internal audit procedures at least one time per year, specifically focusing upon cash receipts procedures.
8. The Town may prepare an ACFR in compliance with established criteria to obtain the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting.

9. Full and complete disclosure will be provided in all regulatory reports, financial statements and debt offering statements.
10. The Town shall use the ACFR as the disclosure document for meeting its obligation to provide certain annual financial information to the secondary debt market via various information repositories. The annual disclosure is a condition of certain debt covenants and contracts that are required by SEC Rule 15c2-12.
11. The Finance Director will develop and maintain a Financial Procedures Manual as a central reference point and handbook for all financial, accounting and recording procedures.
12. The Town Manager will establish, document and maintain a Computer Disaster Recovery Plan and will provide for the daily backup of data and the offsite storage of the same.

X. Cash Management Policy

1. Receipts

- a. All aspects of cash receipts shall be subject to proper internal controls with standard controls documented and followed by revenue generating departments.
- b. The Town Manager shall prescribe internal control procedures for departments which address adequate segregation of duties, physical security, daily processing and reconciliation, use of automated resources, and treatment of overpayments.
- c. Cash receipts will be collected as expediently as reasonably possible to provide secure handling of incoming cash and to move these moneys into interest bearing accounts and investments.
- d. All incoming funds will be deposited as required by State law.
- e. The Finance Officer is responsible for conducting at least two unannounced random or risk based internal audits of cash receipting locations per fiscal year.
- f. Upon any suspicion of fraud, the department head shall timely notify the Town Manager for further investigation.
- g. Upon any suspicion of non-compliance with internal control directives, the department head shall timely notify the Town Manager for further investigation.
- h. The Town reserves the right to refuse acceptance of more than \$5.00 in coins, damaged currency, suspicious currency or any check for the transaction of business.
(added 7-13-2017)

2. Cash Disbursements

- a. The Town's objective is to retain monies for investment for the longest appropriate period of time.
- b. Disbursements will be made timely in advance of or on the agreed-upon contractual date of payment unless earlier payment provides greater economic benefit to the Town.
- c. Inventories and supplies will be maintained at minimally appropriate levels for operations in order to increase cash availability for investments purposes.
- d. Dual signatures are required for Town checks. Electronic signature of checks, drafts and purchase orders, while technically possible, is not deemed appropriate at this time. The Council may provide by appropriate resolution or ordinance for the use of a signature stamp or similar device in signing checks and drafts and in signing the preaudit certificate on contracts or purchase orders. The Council shall charge the Finance Officer with the custody of the stamp or device, and the Finance Officer and sureties on his official bond are liable for any illegal, improper, or unauthorized use.
- e. Electronic payments shall be utilized to the fullest extent possible where it is determined to be cost effective by the Finance Director. Such payments shall be integrated with financial systems and shall follow the proper data and internal controls in accordance with the NC Administrative Code 20 NCAC 03.0410.

XI. Investment Policy

1. Policy - It is the policy of the Town to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow requirements of the Town and conforming to all State statutes governing the investment of idle funds.
2. Scope - This investment policy applies to all financial assets of the Town except authorized petty cash, and debt proceeds, which are accounted for and invested separately from pooled cash. The Town pools the cash resources of its various funds and participating component units into a single pool, as deemed appropriate, in order to maximize investment opportunities and returns. Each fund's and participating component unit's portion of total cash and investments is tracked by the financial accounting system.
3. Prudence
 - a. The standard of prudence to be used by authorized staff shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence would exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.
 - b. Authorized staff, acting in accordance with procedures and this investment policy and exercising due diligence, shall be relieved of personal responsibility for an

individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion to the Council and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

4. Authorized Staff - G.S. 159-25(a) 6 delegates management responsibility for the investment program to the Finance Officer. The Finance Officer will establish and maintain procedures for the operation of the investment program that are consistent with this policy. Such procedures will include delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Finance Officer.

The Finance Officer will be responsible for all transactions undertaken and will establish and maintain a system of controls to regulate the activities of subordinates. In the absence of the Finance Officer and those to which he or she has delegated investment authority, the Town Manager or his or her designee is authorized to execute investment activities.

5. Objectives - The Town's objectives in managing the investment portfolio, in order of priority, are safety, liquidity, and yield.
 - Safety - Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To best mitigate against credit risk (the risk of loss due to the failure of the security issuer) diversification is required. To best mitigate against interest rate risk (the risk that changes in interest rates will adversely affect the market value of a security and that the security will have to be liquidated and the loss realized) the second objective, adequate liquidity, must be met.
 - Liquidity - The investment portfolio shall remain sufficiently liquid to meet all operating and debt service cash requirements that may be reasonably anticipated. The portfolio will be structured so that securities mature concurrent with cash needs (static liquidity), with securities with an active secondary market (dynamic liquidity), and with deposits and investments in highly liquid money market and mutual fund accounts.
 - Yield - The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary, economic and interest rate cycles, taking into account investment risk constraints and liquidity needs.
6. Ethics and Conflicts of Interest - Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose to the Town Manager any interests in financial institutions with which they conduct business material to them. They shall further disclose any personal financial or investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individuals with whom business is conducted on behalf of the Town.

7. Authorized Financial Dealers and Financial Institutions
 - a. The Finance Officer will maintain a list of financial institutions that are authorized to provide investment services. Authorized financial institutions will be selected by credit worthiness and must maintain an office in the State of North Carolina. These may include “primary” dealers or regional dealers that qualify under SEC Rule 15C3-1 (uniform net capital rule).
 - b. Any financial institutions and broker dealers that desire to become qualified to conduct investment transactions with the Town must supply the Finance Officer with the following:
 - Audited financial statements;
 - Proof of National Association of Securities Dealers certification;
 - Proof of State registration; and
 - Certification of having read the Town’s investment policy.
 - c. Any previously qualified financial institution that fails to comply or is unable to comply with the above items upon request will be removed from the list of qualified financial institutions.
 - d. The Finance Officer shall have discretion in determining the number of authorized financial institutions and may limit that number based upon the practicality of efficiently conducting the investment program. The Finance Officer shall also have the discretion to add or remove authorized financial institutions based upon potential or past performance.
8. Internal Control - The Town Manager is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the entity are protected from loss, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits likely to be derived and that the valuation of costs and benefits requires the use of estimates and judgments by management.
9. Collateralization - Collateralization is required for certificates of deposit. North Carolina General Statutes allow the State Treasurer and the Local Government Commission to prescribe rules to regulate the collateralization of public deposits in North Carolina banks. These rules are codified in the North Carolina Administrative Code – Title 20, Chapter 7 (20 NCAC 7). The Pooling Method of collateralization under 20 NCAC 7 allows depositories to use an escrow account established with the State Treasurer to secure the deposits of all units of local government. This method transfers the responsibility for monitoring each bank’s collateralization and financial condition from the Town to the State Treasurer. The Town will only maintain deposits with institutions using the Pooling Method of collateralization.
10. Delivery and Custody - All investment security transactions entered into by the Town shall be conducted on a delivery versus payment basis. Securities will be held by a third party

custodian designated by the Finance Officer and each transaction will be evidenced by safekeeping receipts and tickets.

11. Authorized Investments - The Town is empowered by North Carolina G.S. 159-30(c) to invest in certain types of investments. The Town Council approves the use of the following investment types, the list of which is more restrictive than G.S. 159-30(c):
 - a. Obligations of the United States or obligations fully guaranteed as to both principal and interest by the United States.
 - b. Obligations of the Federal Financing Bank, the Federal Farm Credit Bank, the Federal Home Loan Banks, the Federal Home Loan Mortgage Corporation, the Federal National Mortgage Association, the Government National Mortgage Association, the Federal Housing Administration, and the United States Postal Service.
 - c. Obligations of the State of North Carolina.
 - d. Bonds and notes of any North Carolina local government or public authority that are rated "AA" or better by at least two of the nationally recognized ratings services or that carries any "AAA insured" rating.
 - e. Fully collateralized deposits at interest or certificates of deposit with any bank, savings and loan association or trust company that utilizes the Pooling Method of collateralization (section VIII.I).
 - f. Prime quality commercial paper bearing the highest rating of at least one nationally recognized rating service, which rates the particular obligation.
 - g. Banker's acceptance of a commercial bank or its holding company provided that the bank or its holding company is either (i) incorporated in the State of North Carolina or (ii) has outstanding publicly held obligations bearing the highest rating of at least one nationally recognized rating service and not bearing a rating below the highest by any nationally recognized rating service which rates the particular obligations.
 - h. Participating shares in a mutual fund for local government investment, provided that the investments of the fund are limited to those qualifying for investment under G.S. 150-30(c) and that said fund is certified by the LGC.
 - i. Evidences of ownership of, or fractional undivided interest in, future interest and principal payments on either direct obligations of the United States government or obligations the principal of and the interest on which are guaranteed by the United States, which obligations are held by a bank or trust company organized and existing under the laws of the United States or any state in the capacity of custodian (STRIPS).

- j. Guaranteed investment contracts utilizing repurchase agreements but only for the investment of debt proceeds which are to be collateralized at 105% and marked to market on a daily basis.

12. Prohibited Forms of Authorized Investments

- a. The use of repurchase agreements in the normal investment portfolio (not debt proceeds) is prohibited.
- b. The use of collateralized mortgage obligations is prohibited.
- c. The use of any type of securities lending practices is prohibited.

13. Diversification - Investments will be diversified by security type and by institution.

- a. With the exception of United States treasury securities and the North Carolina Capital Management Trust, no more than 30% of the Town's total investment portfolio will be invested in a single security type or with a single financial institution.
- b. The total investment in certificates of deposit shall not exceed 25% of the Town's total investment portfolio and the investment in certificates of deposit with a single financial institution shall not exceed FDIC insurance limitations.
- c. The Finance Officer is responsible for monitoring compliance with the above restrictions. If a violation occurs, the Finance Officer shall report such to the Town Manager and to the Council along with a plan to address the violation.

14. Maximum Maturities - To the extent possible, the Town will attempt to match its investments with anticipated cash flow requirements. Beyond identified cash flow needs, investments will be purchased so that maturities are staggered. The following maturity limits are set for the Town's investment portfolio:

- a. At least 60% of the investment portfolio will have maturities of no more than 3 years from the date of purchase.
- b. At least 80% of the investment portfolio will have maturities of no more than 5 years from the date of purchase.
- c. At least 95% of the investment portfolio will have maturities of no more than 10 years from the date of purchase.
- d. No investments maturing more than 15 years from the date of purchase may be purchased.
- e. For purposes of this section, for any variable rate demand obligation, the purchase date is considered to be the last reset and remarketing date and the maturity date is considered to be the next reset and remarketing date.

- f. If any change is made to the Town's policy for unassigned fund balance in the General Fund then other sections of this policy must be concurrently revised.
15. Selection of Securities - The Finance Officer or his or her designee will determine which investments shall be purchased and sold and the desired maturity date(s) that are in the best interest of the Town. The selection of an investment will involve the evaluation of, but not limited to, the following factors: cash flow projections and requirements; current market conditions; and overall portfolio balance and makeup.
16. Responses to Changes in Short Term Interest Rates
 - a. The Town will seek to employ the best and most appropriate strategy to respond to a declining short-term interest rate environment. The strategy may include, but does not have to be limited to, purchases of callable "cushion" bonds, lengthening of maturities in the portfolio, and increases in the percentage of ownership of treasury notes relative to that of treasury bills.
 - b. The Town will seek to employ the best and most appropriate strategy to respond to an increasing short-term interest rate environment. That strategy may include, but does not have to be limited to, purchases of "step-up" securities, shortening of maturities in the portfolio, the use of floating rate investments, and increases in the percentage of ownership of treasury bills relative to that of treasury notes.
17. Performance Standards - The investment portfolio will be managed in accordance with the parameters specified within this policy. The investment portfolio will strive to obtain a market average rate of return within the constraints of the Town's investment risk profile and cash flow needs. The performance benchmarks for the performance of the portfolio will be rates of return on 90-day commercial paper and on three-year treasury notes.
18. Active Trading of Securities -It is the Town's intent, at the time of purchase, to hold all investments until maturity to ensure the return of all invested principal. However, if economic or market conditions change making it in the Town's best interest to sell or to trade a security before maturity, that action may be taken.
19. Pooled Cash and Allocation of Interest Income - All moneys earned and collected from investments other than bond proceeds will be allocated monthly to the various participating funds and component units based upon the average cash balance of each fund and component unit as a percentage of the total pooled portfolio. Earnings on bond proceeds will be directly credited to the same proceeds.
20. Marking to Market - A report of the market value of the portfolio will be generated at least semi-annually by the Finance Director. The Finance Officer will use the reports to review the investment portfolio in terms of value and price volatility, as well as for compliance with GASB Statement #31.

21. Software - The Town recognizes the significance of the size of its investment portfolio and of the requirements contained in this policy. The Town will utilize investment software which enables efficient transaction processing and recording, sufficient portfolio monitoring and the ability to maintain reporting compliance with this policy.
22. Reporting – When investments are held, the Finance Director will prepare a quarterly investment report that will be submitted with the Board’s monthly report package.
 - a. The quarterly investment report will include a listing of all investments and will show the investment number, the investment description, the purchase, call and maturity dates, the yields to call and to maturity, the weighted average yields to call and to maturity by investment type and in total, the coupon rate, the par value and the ending amortized value. The report will also include earnings information for the last twelve months with that information compared to the established benchmarks.
 - b. The quarterly investment report will include reporting on the status of diversification compliance.
23. Policy Considerations
 - a. A maturity or diversification violation created by fluctuations in the size of the portfolio does not require corrective action. The violation may be cured through an increase in the portfolio size or the maturity of an investment.

XII. Review and Revision

The Town will formally review this set of financial and budgetary policies at least once every five years.

Glossary

ACFR: Annual Comprehensive Financial Report

This report moves one-step beyond the typical “audit report” and includes all the information from an audit, plus additional statistical and general information about the unit.

CIF: Capital Improvement Fund

When assessed, a fee is paid for all new connections to the water and sewer systems that goes directly into separate capital improvement funds. These funds may be limited by resolution of the Town Council.

CIP: Capital Improvement Plan

The purpose of the capital improvement plan (CIP) is to forecast and match projected revenues and major capital needs over at least a five-year period. Generally defined, CIP capital expenditures are any expenditure of major value that recurs irregularly, results in the acquisition (or significant modification) of a fixed asset, and has a useful life of at least three (3) years.

GAAP: Generally Accepted Accounting Principles

This is a standard related to how financial statements are prepared and included conventions and rules that accountants use in the preparation and interpretation of these statements.

FDIC: Federal Deposit Insurance Corporation

The Federal Deposit Insurance Corporation (FDIC) is an independent agency created by the Congress to maintain stability and public confidence in the nation's financial system by: insuring deposits, examining and supervising financial institutions for safety and soundness and consumer protection, and managing receiverships.

Fund Balance: Fund Balance is, simply explained, the amount of assets in excess of liabilities in a given fund.

Adopted: July 16, 2009

Updated: July 1, 2013

Updated: May 19, 2016

Amended: July 13, 2017 (Section X)

Amended: May 17, 2018 {Various changes to comply with electronic pre-audit changes in purchasing policy: Section V(2), X(2)(e) and IV(1) and to change language from unrestricted to unassigned, reference fund balance }

Amended: May 20, 2021 Section VII 2 (a), Section V 2 and 3 and changes to add AFCR.

Amended June 20, 2024 (Various changes with effective date of July 1, 2024)

Town of River Bend Resolution

Whereas, North Carolina Emergency Management has authorized the making of grants to aid eligible units of government in funding the cost of disaster relief and mitigation projects, and

Whereas, North Carolina Emergency Management has offered an Emergency Management Disaster Relief and Mitigation Grant (DRMG) in the amount of \$225,000 for the development of a Stormwater Asset Inventory and Analysis Assessment, and

Whereas, the Town of River Bend intends to complete said project in accordance with the terms of the Memorandum of Agreement (MOA) provide by the grantor,

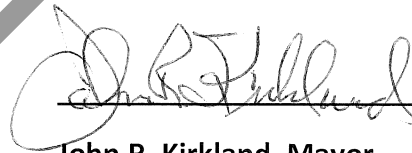
NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF RIVER BEND:

That the Town of River Bend does hereby accept the grant offer of \$225,000.

That the Town of River Bend does accept the Memorandum of Agreement from the North Carolina Department of Emergency Management and authorizes the Mayor to execute the MOA.

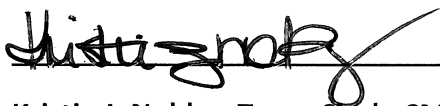
That Delane Jackson, Town Manager, and successors so titled, is hereby appointed as the authorized representative and Project Director and is hereby directed to furnish such information as the appropriate State agency may request in connection with such grant or the project; to make the assurances as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

Adopted this the 20th day of June, 2024 at River Bend, North Carolina.



John R. Kirkland, Mayor

ATTEST:



Kristie J. Nobles, Town Clerk, CMC

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE TOWN OF RIVER BEND

BE IT ORDAINED by the Town Council of the Town of River Bend that the Town Code of Ordinances, Title XI, Business Regulations, Chapter 11.01, Alcohol Sales, be created to read as follows:

§ 11.01 Alcohol Sales

In Accordance with N.C. Gen. Stat. § 18B-1001, pursuant to N.C. Gen. Stat. § 160A-205.3 the sale of malt beverages, unfortified wine, fortified wine, and mixed beverages shall be allowed to be served beginning at 10:00 A.M. on Sunday in accordance and in full compliance with all licensed premises' permits issued under N.C. Gen. Stat. § 18B-1001.

This Ordinance shall be in full force and effect upon its adoption

Adopted this the 20th day of June, 2024



John Kirkland, Mayor

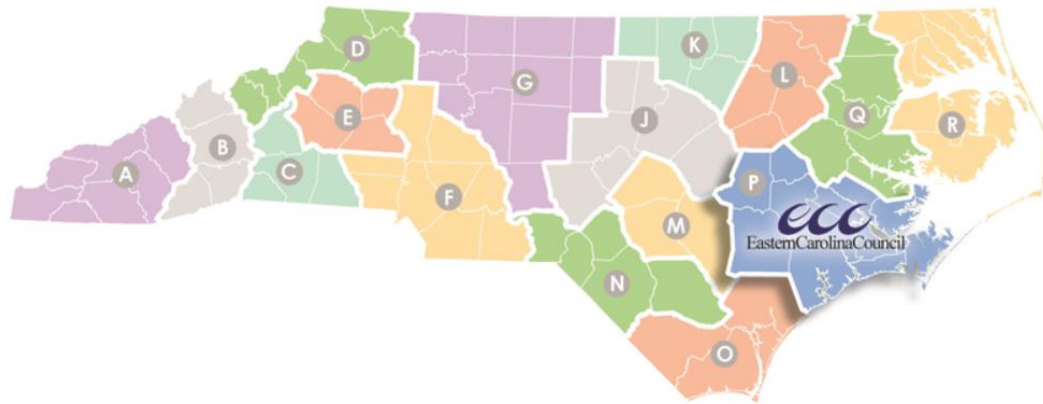
ATTEST:



Kristie J. Nobles, Town Clerk, CMC

Flood Mitigation Assistance (FMA)

Created by: Sara Deskar,
Community Planner



FEMA

Overview



WHAT IS FLOOD
MITIGATION
ASSISTANCE?



ELIGIBILITY CRITERIA



APPLICATION PROCESS



EXPECTED
TIMEFRAMES (FROM
APPLICATION →
PROJECT COMPLETION)



JURISDICTIONAL
RESPONSIBILITIES &
ECC'S ROLE

What is Flood Mitigation Assistance?

- Annual competitive reimbursement grant supported by FEMA to reduce the likelihood of future flood damage to high-risk structures.
- Eligible project types include elevations and acquisitions.
- High risk structures are identified by FEMA's Repetitive Loss List.
- Cost share is based upon a structures status as Severe Repetitive Loss or Repetitive Loss.



Sub-Applicant Eligibility



Eligible sub-applicants include states, Tribes, U.S. territories, and **units of local government**.



Must have adopted a Hazard Mitigation Plan.



Community must be a participant in the NFIP program.

Structure Eligibility



Structure must be feasible to lift and must go through all necessary historic and environmental reviews.



Structure must be cost effective based on pre-calculated benefit formula.



Structure must carry flood insurance at time of Notice of Funding and thereafter

Application Process

Letter of Interest submitted to the State by deadline.

Homeowner documentation:

Application built in FEMA portal and submitted to the state by deadline.

Property Site Inventory

Photos of each side of structure

Tax card

Elevation Certificate (if available)

Flood Insurance Declaration page

Timeframe

- August 2024: Notice of Funding released by FEMA
- October 2024: Letter of Interest due in Salesforce
- Late October 2024: State invites jurisdictions to apply/ applications open
- January 2025: Fully built application due to North Carolina Emergency Management on FEMA portal
- February 2025: NC Emergency Management submits application to FEMA
- August 2025: FEMA begins awarding projects.
- Post-award: Project implementation can begin → 36 month period of performance



Cost Share

- For structures identified as Severe Repetitive Loss → **100% federal cost share**
- For structures identified as Repetitive Loss → **90% federal cost share/ 10% non-federal** (usually default to homeowner)
- Properties not identified as either Severe or Repetitive loss → **75% federal cost/ 25% non-federal** (homeowner)

Jurisdiction Responsibility

- Confirm what properties to prioritize for application submission.
- Decide on amount of properties to include on application.
- Input the information into the FEMA portal (after application is built outside portal).
- Administration of project once awarded (FMA is not State Centric)
- Fund the projects and submit for reimbursement of costs.



ECC's Potential Role

- Sorting through the repetitive loss list.
- Making recommendation on high-risk structures.
- Coordinating with staff to develop a plan on which structures to submit.
- Homeowner outreach/coordination.
- Gathering needed documentation for structures.
- Building application and preparing application for submission in FEMA portal.



TOWN OF RIVER BEND

45 Shoreline Drive
River Bend, NC 28562

T 252.638.3870
F 252.638.2580

www.riverbendnc.org

(MM/DD/YYYY)

(Homeowner Name)

(Street Address)

(City, State & Zip Code)

RE: Flood Mitigation Assistance (FMA) Program

Dear (HOMEOWNER)

The Town of River Bend is partnering with the Eastern Carolina Council of Governments to measure interest in submitting an application for FEMA's 2024 Flood Mitigation Assistance (FMA) program. This is a competitive grant program that is aimed at reducing/eliminating the risk of repetitive flood damage to eligible structures that are insured with National Flood Insurance Program (NFIP)-compliant policies.

Your property is considered to have suffered either Repetitive Loss or Severe Repetitive Loss, which is based on the amount of flood insurance claims/payouts made within a certain timeframe. Based on this assessment, we feel that you may be eligible to apply for this funding. If selected for this program, you could elect to have your house elevated to reduce the risk of damage from future floods.

If you are interested in participating in this grant opportunity, please contact Sara Deskar at 638-3185 ext. 3006 to learn more about the process and/or make plans to attend a meeting on (DATE, TIME) at the River Bend Town Hall to hear more about the program.

Sincerely,

Delane Jackson,
Town Manager

Flood Mitigation Assistance (FMA) Frequently Asked Questions

What is the Flood Mitigation Assistance Program?

FEMA's Flood Mitigation Assistance's Individual Flood Mitigation Assistance helps to reduce or eliminate the risk of repetitive flood damage to buildings and structures insured under the National Flood Insurance Program (NFIP), and within NFIP participating communities.

Who is eligible to apply?

Eligible applications include federally recognized Tribal governments and units of local governments. Individual homeowners may contact their local jurisdiction to inquire about the 2024 FMA funding cycle. Communities applying for FMA funding must be an NFIP participating community. Individual structures must also carry insurance through the NFIP program and must maintain this insurance for the life of the structure, regardless of transfer of ownership.

What projects are funded under the FMA program?

Eligible Individual Flood Mitigation Projects include a variety of project types such as property acquisition and structure elevations.

Will the cost to elevate a structure be covered at 100%?

For structures that are defined by FEMA as Severe Repetitive Loss (SRL) structures, the federal cost share is 100%. For structures defined as Repetitive Loss structures, the federal cost share is 90%. The remaining 10% of cost share may be incurred by the structure owner. For properties that are located in a census tract with a Centers for Disease Control and Prevention's Social Vulnerability Index score of .5001 or greater, when the activity is funded by the Bipartisan Infrastructure Law, the federal cost share is 90%. For all other eligible structures, the federal cost share is 75%. Categorization of severe repetitive loss & repetitive loss are based on amount and number of flood-related insurance claim payouts. To learn more about what defines severe repetitive loss and repetitive loss, please refer to the 'Defining Repetitive Loss' handout.

When are applications due?

Timeframes for application deadlines can be found at this link:

<https://www.ncdps.gov/our-organization/emergency-management/hazard-mitigation/non-disaster->

grants

Where can I learn more about the FMA program?

To learn more about the FMA application process, please reach out to Sara Deskar at Eastern Carolina Council of Government. Or for more general information, please visit the link below.

sdeskar@eccog.org / 252.671.1608

<https://www.fema.gov/grants/mitigation/flood-mitigation-assistance/fma-resources>

ITEM 8

Defining Repetitive Loss (Flood Mitigation Assistance)

What is significance behind a property being deemed Severe Repetitive Loss or Repetitive Loss?

A property's classification as either Repetitive Loss or Severe Repetitive loss may impact how likely a property is to flood again in the future, based on number of prior insurance payouts due to flooding as well as amount of money paid out. This is a factor that determines the federal cost share on Flood Mitigation Assistance (FMA) projects. Up to 100% federal cost share funding is available for projects on properties that are deemed Severe Repetitive Loss. Up to 90% federal cost share funding is available for projects on properties deemed Repetitive Loss.

What are the criteria for a property to be deemed Severe Repetitive Loss?

A property is defined as a structure that:

- Is covered under a contract for flood insurance made available under the National Flood Insurance Program; and
- For which four or more separate claims payments (includes building and contents) have been made under flood insurance coverage with the amount of each such claim exceeding \$5,000, and with the cumulative amount of such claim payments exceeding \$20,000, or
- For which at least two separate claims payments (includes only building) have been made under such coverage, with the cumulative amount of such claims exceeding the market value of the insured structure.

What are the criteria for a property to be deemed Repetitive Loss?

A repetitive loss structure is a structure covered under an NFIP policy that:

- Has incurred flood-related damage on two occasions, in which the cost of repair, on average, equaled or exceeded 25% of the value of the structure at the time of each such flood event; and
- At the time of the second incidence of flood-related damage, the contract for flood insurance contains increased cost of compliance coverage.



MONTHLY ZONING REPORT

MONTH YEAR

Activity	Monthly	YTD Total
Permit Applications Received	6	87
Permits Issued	6	87
Fees Collected	274.40	9291.40
Violations Noted During Weekly Patrol	9	73
Complaints Received From Citizens	1	8
Notice Of Violations Initiated *see details below	9	64
Remedial Actions Taken By Town	0	0

Detail Summary		
Address	Violation	Date Cited
305 Lochbridge	Junk vehicles; cars in grass	4-Jun
302 Carriage House	Cars in grass	4-Jun
708 Plantation	Cars in grass	5-Jun
212 Rockledge	RV in front	19-Jun
210 Wildwood	Boat in front	19-Jun
109 Boatswain	State of disrepair	19-Jun
709 Plantation	Cars in grass	19-Jun
305 Plantation	Cars in grass	26-Jun
101 Norbury	Grass	28-Jun



RIVER BEND POLICE DEPARTMENT



MONTHLY ACTIVITY REPORT

2024

	ACTIVITIES	2024	2024	2024	% of Total Calls	% Change Last 2 Mos.
		April	May	June		
1	ALARMS / 911 UNKNOWN / DISTURBANCE / SHOTS FIRED (2)	8	6	13	0.60%	117.00%
2	ANIMAL COMPLAINTS	3	11	4	0.19%	-64.00%
3	ARRESTS	2	6	4	0.19%	-33.00%
4	ASSAULTS / ALL OTHER VIOLENT CRIME	4	1	2	0.09%	100.00%
5	ASSIST CITIZENS / LOCK OUT / QUALITY OF LIFE ISSUES	26	25	32	1.48%	28.00%
6	ASSIST EMS / FD / FIRST RESPONDERS / MED ASSIST	42	35	25	1.16%	-29.00%
7	ASSIST MOTORISTS / FOOT PATROLS / ALL OTHER	33	21	34	1.57%	62.00%
8	ASSIST OTHER AGENCIES	3	3	1	0.05%	-67.00%
9	B & E BUSINESS / RESIDENCE / VEHICLE	0	2*	1	0.05%	0.00%
10	CRIM. SUMM. / SUBPOENAS / WARRANTS / CIVIL COMPLAINT	9	3	2	0.09%	-33.00%
11	DOMESTICS	2	2	2	0.09%	0.00%
12	FIRES / ALARM	2	0	4	0.19%	0.00%
13	IDENTITY THEFT / FRAUD	1	2	4	0.19%	100.00%
14	INVOLUNTARY COMMITMENTS	1	1	1	0.05%	0.00%
15	JUVENILE COMPLAINTS	0	0	0	0.00%	0.00%
16	LARCENIES	4	8	0	0.00%	-100.00%
17	LITTERING	0	0	0	0.00%	0.00%
18	LOUD MUSIC / NOISE COMPLAINTS	0	0	2	0.09%	0.00%
19	DEATH / MISSING PERSON / RUNAWAY / SUICIDE(A)	0	1	0	0.00%	-100.00%
20	PROPERTY DAMAGE / VANDALISM	1	1	3	0.14%	200.00%
21	RESIDENTIAL / BUSINESS CHECKS / COMMUNITY WATCH	1645	1733	1,870	86.57%	8.00%
22	ROADWAY DEBRIS / OBSTRUCTIONS	0	0	0	0.00%	0.00%
23	ROBBERIES	0	0	0	0.00%	0.00%
24	SOLICITING VIOLATIONS	0	2	0	0.00%	-100.00%
25	SUSPICIOUS PERSONS / VEHICLES / FIELD INTERVIEW	13	11	17	0.79%	55.00%
26	TOWN ORDINANCE CITATIONS	0	3	4	0.19%	33.00%
27	TOWN ORDINANCE VIOLATIONS	2	17	14	0.65%	-18.00%
28	TRAFFIC ACCIDENTS	3	2	4	0.19%	100.00%
29	TRAFFIC STOPS	37	49	86	3.98%	76.00%
30	TRAFFIC COMPLAINTS-RADAR	3	5	3	0.14%	-40.00%
31	DWI	0	0	0	0.00%	0.00%
32	CHECKPOINTS	3	2	2	0.09%	0.00%
33	DRUG VIOLATIONS	1	2	1	0.05%	-50.00%
34	WELFARE CHECKS	3	3	7	0.32%	133.00%
35	CASE ASSIST / PW / VEHICLE MAINTENANCE / MEETING	5	2	5	0.23%	150.00%
36	CASE FOLLOW UPS / SPECIAL OPERATION / TRAINING	17	14	12	0.56%	-14.00%
37	TRESPASSING	3	6	0	0.00%	-100.00%
38	OVERDOSE	1	0	1	0.05%	0.00%
39	TOTAL	1877	1977	2160	100.00%	9.00%

Traffic Violations

- 51 State Citations
- 51 Total State Charges
- State Warnings
- 4 Town Citations
- 8 Town Warnings

Community Watch Checks

- 88 100 Pirates
- 99 100 Plantation
- 95 200 Lakemere
- 102 200 Rockledge
- 80 Piner Estates

Phone Calls Answered (638-1108)

195 Incoming Calls

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

Town of River Bend
 FY 2023-2024
 Work Order Report



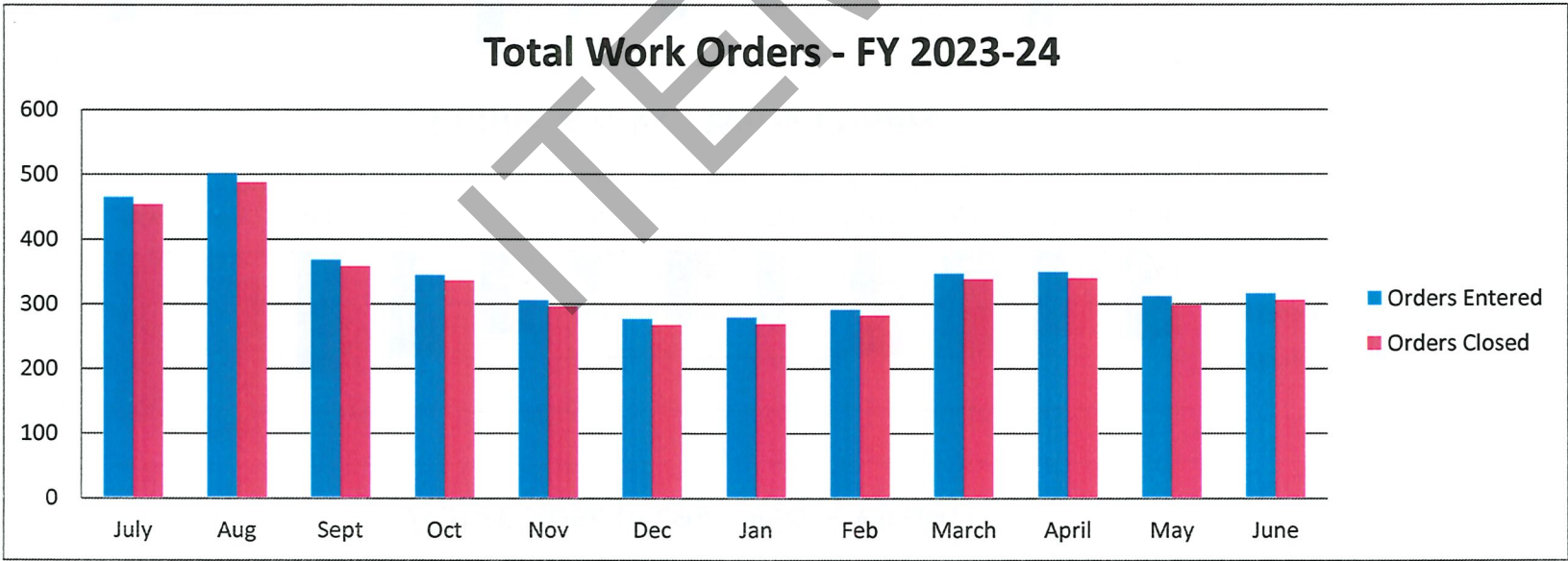
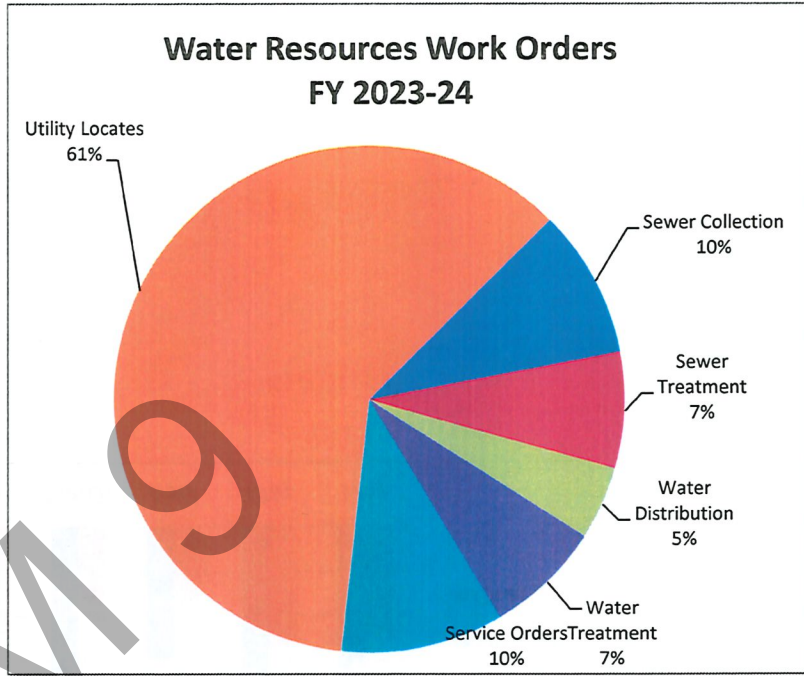
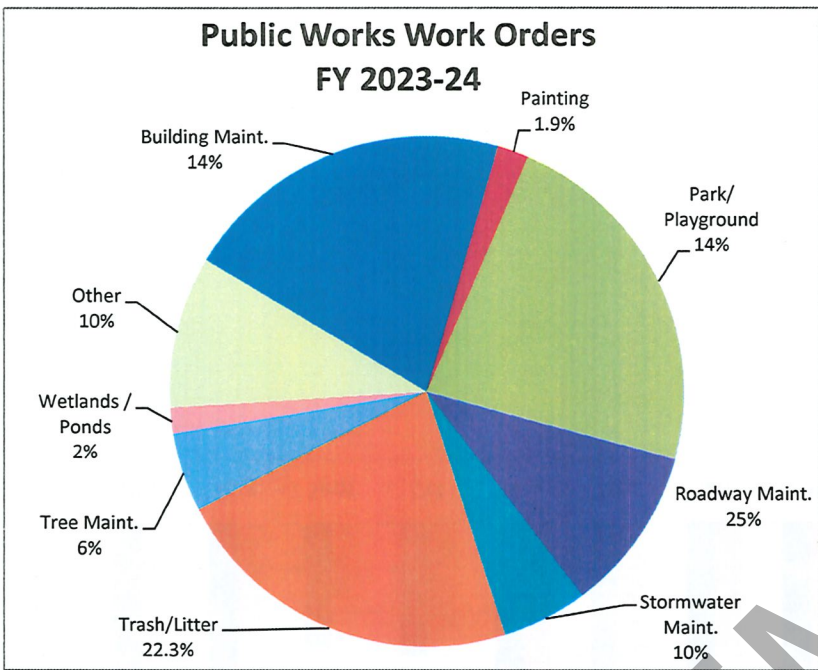
Public Works

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	30	29	30	359	1
Painting	3	5	4	3	2	1	2	3	2	3	2	3	33	0
Park/Playground	33	31	33	35	31	33	34	30	33	34	34	31	392	1
Roadway Maintenance	18	15	12	14	16	14	13	14	15	16	15	17	179	1
Stormwater Maintenance	7	6	9	11	10	9	8	7	6	5	7	8	93	0
Trash/Litter	31	32	31	30	32	33	31	33	34	33	32	31	383	0
Tree Maintenance	7	5	4	5	7	9	10	9	8	6	9	7	86	0
Wetlands / Ponds	1	2	1	1	2	1	2	3	2	3	6	4	28	1
Other	13	17	16	14	18	16	15	12	11	10	12	11	165	1
TOTAL	145	143	139	140	148	145	145	143	142	140	146	142	1718	5
Orders Closed	139	137	134	137	144	140	139	137	136	134	139	137	1653	

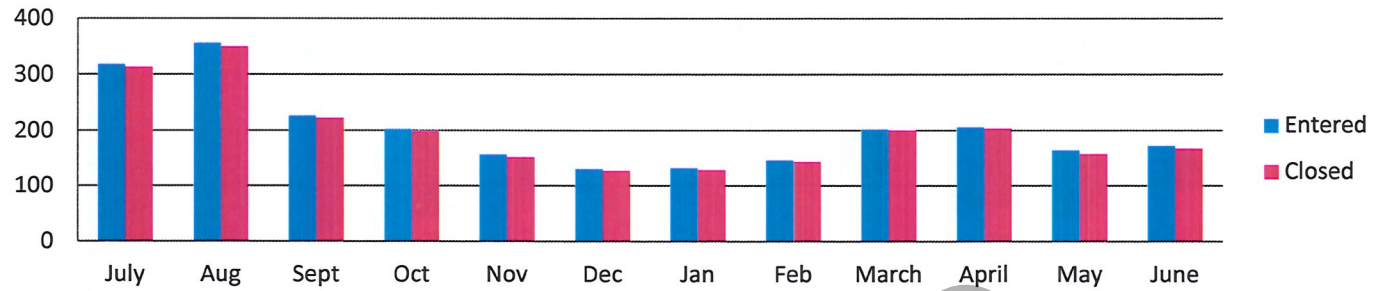
Water Resources

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	18	19	20	230	2
Sewer Treatment	17	19	16	15	14	13	14	15	13	14	16	14	180	0
Water Distribution	10	11	10	11	10	9	10	7	6	8	10	11	113	1
Water Treatment	12	13	14	15	16	17	19	17	15	14	13	14	179	2
Service Orders	24	30	25	20	24	20	19	22	14	18	15	20	251	0
Utility Locates	242	269	141	122	70	50	50	68	139	136	92	94	1473	0
TOTAL	319	357	228	204	157	131	133	147	204	208	165	173	2426	5
Orders Closed	314	350	224	199	152	127	129	144	201	205	158	168	2371	

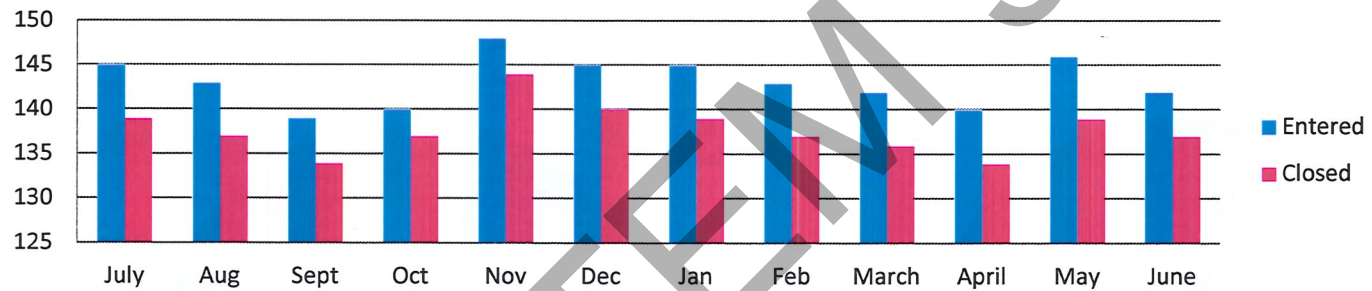
TOTAL	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	YTD
Orders Entered	464	500	367	344	305	276	278	290	346	348	311	315	4144
Orders Closed	453	487	358	336	296	267	268	281	337	339	297	305	4024



Water Resources - Work Orders



Public Works - Work Orders





TOWN OF RIVER BEND

45 Shoreline Drive
River Bend, NC 28562

T 252.638.3870
F 252.638.2580

www.riverbendnc.org

June 2024 Monthly Report Brandon Mills, Director of Public Works

The Public Works Department has consistently done an excellent job maintaining the many areas of town we are responsible for. Recent efforts along our streets were to fill in several low areas around the road edges to prevent them from deteriorating. We also patched several potholes along our roadways with the use of a cold patch. We can use the cold patch on small potholes, and this helps the longevity of our roadways. Additionally, several street signs were replaced, with more signs purchased to replace other faded and deteriorated signs.

The Water Resource Department also continued to excel in operating and maintaining our water/wastewater systems. A notable achievement within the department was Mike Steffa passing his Grade 1 Biological State Certification. Congratulations to Mike on a job well done! It is always beneficial to have as many team members as possible certified, ensuring that we have qualified personnel ready to operate and maintain our utilities.

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.

River Bend Community Organic Garden (RBCOG)

Monthly Report – July 2024

The garden coverage calendar is very successful. Saturday workdays will remain every other Saturday until fall. Gardeners are starting work as early as 6 am in order to complete necessary tasks before the temperatures get too high. The total number of volunteer hours for June was 223, bringing this year's total hours to date to 1272. The hours reported last month were for May, not June.

RBCOG participated in the Fourth of July parade.

As temperatures increase, starting work times get earlier. Some early birds arrive by 6:00 am.

The current harvest includes tomatoes, cucumbers, peppers, cantaloupe, watermelon, beans and vegetables for Interfaith Refugee Ministries.

The next meeting is scheduled for August 5 at 1:30 pm in the Municipal building. Weekly workdays are scheduled on Saturdays starting, officially at 8 am, but practically, any time after 6:30 am. Everyone is welcome to attend and participate in monthly garden volunteer meetings and in the garden.

ITEM #

File in P&R and COG

Community Appearance Commission

Liaison Report to Town Council – 7/18/24

The Community Appearance Commission canceled their July 17 and September 18 meetings. They called a Special Meeting on August 7. Election of officers will be held at the August meeting.

The CAC completed planting two pollinator gardens and one garden that invites observers to touch the plants. All three are located in the sidewalks that encircle the playground. They have also planted a large pollinator garden in the raised bed garden behind the dog park. All the beds are exhibiting beautiful perennial flowers so they should continue to produce in the future.

They participated in the Fourth of July parade for the first time in recent memory.

The CAC hosted two successful Independence Day craft workshops in June. They have already scheduled the dates for the annual Christmas globes workshops in November.

The fall festive home award will start early in October.

As mentioned earlier, the next meeting is scheduled for **August 7, 2024** at 4 pm in the Municipal Building. The meeting is open to everyone. There are three vacancies. Please attend if you are interested. Guests and volunteers are always welcome. You don't have to be a board member to participate.

ITEM 2

Town of River Bend



Monthly Financial Report

Printed 7/15/2024

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.

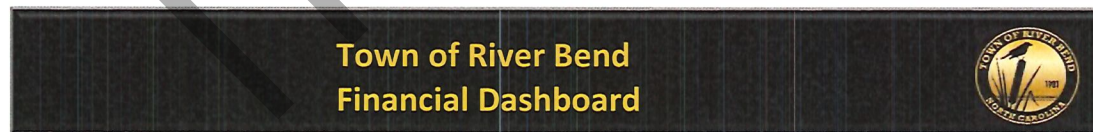
Notes

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.



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

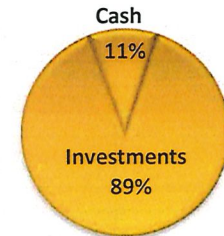
Cash Balances	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1 General Fund*	1,043,260	986,274	1,059,247	918,085	891,631	1,326,598	1,362,812	1,529,305	1,523,891	1,449,954	1,365,958	1,336,099
2 Powell Bill	-	-	45,050	-	-	-	-	-	-	-	-	-
3 General Capital Reserve	96,463	96,892	97,310	97,744	98,166	98,605	99,044	99,456	99,898	100,328	100,773	101,205
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	51,178	51,407	51,626
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	695,918	563,824	594,871
10 Water Capital Reserve Fund	1,258	1,263	1,269	1,275	1,280	1,286	1,292	1,297	1,303	1,308	1,314	1,320
11 Sewer Fund*	659,453	683,713	690,235	726,676	717,703	748,869	749,339	844,446	831,731	878,098	752,896	798,771
12 Sewer Capital Reserve Fund	59	59	59	59	60	60	60	61	61	61	61	62
13 WWTP Capital Projects Fund	(105,837)	(112,877)	(125,477)	-	(8,100)	(10,300)	(2,319)	(705)	(351)	(735)	(735)	(11,061)
14 Water Treatment Plant Capital Project	-	-	-	-	-	-	-	(300)	(300)	(1,975)	(170,483)	(170,850)
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	3,174,135	2,665,016	2,702,042
Truist Cash Accounts	166,408	225,758	320,107	314,630	260,918	444,291	301,430	332,199	296,510	285,856	262,296	288,751

*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	1,349,785	1,221,235	1,147,416
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	100,328	100,773	101,205
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	51,179	51,406	51,626
6 Water Fund	387,027	414,762	416,550	458,471	438,922	469,638	471,730	573,459	562,474	602,171	414,215	453,285
7 Water Capital Reserve Fund (CIF)	1,258	1,263	1,269	1,275	1,280	1,286	1,292	1,297	1,303	1,308	1,314	1,320
8 Sewer Fund	577,429	582,998	585,512	643,737	622,986	655,790	658,713	757,603	736,163	783,447	613,715	658,377
9 Sewer Capital Reserve Fund (CIF)	59	59	59	59	60	60	60	61	61	61	61	62
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	2,888,278	2,402,720	2,413,291



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	4,656	3,800	5,273	988,252.45	105.6%
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	10,325	9,432	10,296	104,011.30	115.6%
3 Animal Licenses	1,500	1,500	80	60	50	30	30	60	290	310	340	280	70	110	1,710.00	114.0%
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	33,686	24,956	38,532	422,398.42	100.2%
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	8,241	9,272	9,853	115,760.86	107.0%
6 Solid Waste Disposal Tax	2,200	2,200	-	580	-	-	581	-	-	582	-	-	549	-	2,291.61	104.2%
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	-	-	-	-	-	-	-	-	-	-	14,068	-	14,067.78	106.4%
10 Video Programming Tax	49,621	49,621	-	-	12,138	-	-	12,110	-	-	11,709	-	-	11,844	47,801.26	96.3%
11 Utilities Franchise Tax	112,169	112,169	-	-	23,348	-	-	30,149	-	-	28,482	-	-	38,225	120,204.34	107.2%
12 Telecommunications Tax	6,725	6,725	-	-	1,811	-	-	1,999	-	-	1,925	-	-	1,787	7,520.90	111.8%
13 Court Cost Fees	500	500	91	41	97	18	14	23	36	28	55	24	36	54	514.50	102.9%
14 Zoning Permits	7,000	7,000	1,655	487	78	358	692	733	1,399	1,218	3,684	920	612	686	12,521.60	178.9%
15 Federal Grants*	-	23,364	-	-	-	-	-	-	-	-	-	-	-	-	-	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	915	1,041	1,386	27,739.94	171.2%
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	38,500	4,275	3,851	3,623	3,559	3,281	3,654	5,024	5,266	6,219	5,902	5,951	5,181	55,786.57	144.9%
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	1,455	1,555	1,530	19,649.66	108.3%
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	1,760	1,680	1,821	20,701.00	115.0%
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	-	-	-	-	-	-	-	-	-	-	-	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	-	-	-	-	-	-	-	-	-	-	-	(156,806)	(156,806.46)	-71.7%
Total	2,156,391	2,288,423	99,477	98,878	223,449	104,438	116,679	633,958	165,954	303,738	154,476	68,165	73,020	-30,229	2,012,002.00	87.9%

*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	(1,319)	600	4,630	25,163
2 Administration*	304,500	332,000	40,714	18,438	23,611	26,846	16,827	63,257	18,797	16,830	27,356	25,977	18,020	24,705	321,379	96.8%
3 Finance*	138,000	134,806	15,480	8,359	7,114	20,158	14,103	11,731	9,087	8,595	8,611	13,110	8,689	9,257	134,296	99.6%
4 Tax Listing	13,700	14,100	-	596	1,076	690	766	4,210	2,190	2,143	579	428	358	434	13,470	95.5%
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	1,958	2,479	1,705	33,373	83.2%
6 Elections	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
7 Public Buildings*	103,600	109,000	10,776	9,758	7,078	6,696	9,527	4,792	3,572	4,469	6,219	12,862	16,572	6,214	98,536	90.4%
8 Police*	744,800	792,699	64,100	46,496	41,585	64,881	67,069	54,622	44,839	50,511	46,262	69,895	46,350	62,832	659,442	83.2%
9 Emergency Management*	5,700	2,870	1,954	16	740	34	16	16	16	16	(2)	16	16	16	2,854	99.4%
10 Animal Control*	17,100	16,225	2,040	991	1,076	1,763	977	1,032	974	1,064	1,110	1,803	1,119	1,123	15,072	92.9%
11 Street Maintenance*	232,200	267,150	5,100	2,478	2,695	175,604	2,444	2,581	2,435	28,285	2,790	4,524	2,818	4,309	236,063	88.4%
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	16,738	14,644	11,524	180,470	97.0%
13 Leaf & Limb, Solid Waste*	52,384	87,606	6,453	199	8,529	448	167	15,217	19,195	12,612	240	10,046	249	2,568	75,923	86.7%
14 Stormwater Management*	47,000	46,340	3,060	1,487	1,603	3,830	2,062	1,549	1,461	1,660	1,965	9,330	9,429	1,685	39,122	84.4%
15 Waterways & Wetlands	2,900	2,900	-	25	-	-	-	-	-	-	235	477	0	0	737	25.4%
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	6,926	4,936	3,547	52,782	96.0%
17 Recreation & Special Events*	10,500	11,100	1,242	-	-	1,001	329	152	150	449	107	-	1,083	1,965	6,478	58.4%
18 Parks*	61,000	55,130	4,471	2,712	4,896	6,221	3,632	3,694	2,974	4,466	4,215	4,217	4,365	3,778	49,641	90.0%
19 Transfers	67,200	67,200	67,200	-	-	-	-	-	-	-	-	-	-	-	67,200	100.0%
20 Contingency	20,807	20,807	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Total	2,156,391	2,288,423	258,087	114,582	125,689	332,371	139,011	189,252	126,237	150,526	127,238	176,988	131,727	140,293	2,012,002	87.9%

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	-	6,625	7,701	625	208,343	78.9%
2 Debt Service - Principle	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
3 Debt Service - Interest	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%

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



Water Fund

	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	
	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	355	46,561	392	280,147	100.5%
2 Consumption	242,665	242,665	44,101	290	43,647	89	42,074	55	33,836	221	43,637	85	37,817	287	246,139	101.4%
3 Other, incl. transfers*	23,060	33,060	1,806	5,373	3,673	5,441	3,201	5,490	2,183	9,446	3,768	8,097	6,929	4,675	60,082	181.7%
4 Hydrant Fee	19,764	19,764	19,947	-	-	-	-	-	-	-	(118)	(37)	(17)	-	19,775	100.1%
5 Transfer from PW Cap*	-	62,551	-	-	-	-	-	-	-	62,551	-	-	-	-	62,551	100.0%
6 Appropriated Fund Bal.*	91,035	28,953	-	-	-	-	-	-	-	-	-	-	-	(81,193)	(81,193)	-280.4%
Total	655,335	665,804	112,170	6,057	93,434	5,809	91,605	5,720	82,683	72,609	93,463	8,500	91,290	-75,839	587,501	88.2%

	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	31,933	161,087	23,182	482,240	98.1%
2 Supply & Treatment	86,800	86,800	6,039	1,341	8,193	1,276	2,489	3,888	3,206	3,472	2,276	5,358	1,720	6,204	45,463	52.4%
3 Distribution*	53,700	63,700	31,109	5,813	99	418	361	62	2,321	3,234	2,031	4,421	6,670	3,261	59,798	93.9%
4 Transfers / Contingency	23,500	23,500	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Total	655,335	665,804	84,223	30,778	30,227	35,690	37,849	35,070	28,962	30,556	30,311	41,712	169,477	32,647	587,501	88.2%

	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	-	-	-	-	-	-	-	-	-	-	-	469	468.75	2.0%

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	695,918	563,824	594,871
2 Water Capital Reserve Fund (CIF)		1,258	1,263	1,269	1,275	1,280	1,286	1,292	1,297	1,303	1,308	1,314	1,320

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	9,415,000	12,427,000
2 Average daily gallons	925,000*	337,129	349,839	319,233	310,516	310,600	308,677	339,774	344,000	314,903	313,833	400,871	381,867	335,937

* 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														Total
1	Base Charge	296,108	296,108	49,103	477	48,849	320	49,154	215	49,558	516	48,900	395	49,221	500	297,208	100.4%
2	Consumption	348,824	348,824	60,453	(25)	59,775	74	58,794	102	47,822	195	61,546	121	52,439	441	341,737	98.0%
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	7,312	3,268	4,137	47,806	309.0%
4	Transfer from PW Cap*	-	62,551	-	-	-	-	-	-	-	62,551	-	-	-	0	62,551	100.0%
5	Appropriated Fund Bal.*	18,633	(43,449)	-	-	-	-	-	-	-	-	-	-	-	-116,727	(116,727)	268.7%
Total		679,035	679,504	112,082	4,266	112,388	4,394	111,946	4,687	100,292	67,656	113,756	7,828	104,928	-111,649	632,574	93.1%

Expenses		Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	
		Original	Current														Total
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	29,253	141,755	24,679	472,752	97.8%
2	Collection	64,500	64,500	5,009	10,131	4,634	3,065	4,796	1,032	2,469	3,079	1,454	1,379	2,038	3,566	42,652	66.1%
3	Treatment	128,300	128,300	14,751	5,575	7,909	6,108	6,877	5,343	17,332	15,292	11,091	5,847	15,084	5,959	117,170	91.3%
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	37,935	36,480	158,877	34,204	632,574	93.1%

Capital (included above)		Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	
		Original	Current														Total
1	Capital Outlay*	11,000	11,469	-	9,000	-	-	-	-	-	-	-	-	-	469	9,469	82.6%

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	878,098	752,896	798,771
2 Sewer Capital Reserve Fund (CIF)	59	59	59	59	60	60	60	61	61	61	61	62

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	2,822,000	2,742,000	2,640,000
2 Average daily gallons		330,000*	104,419	100,387	128,667	92,161	95,800	110,387	110,355	101,517	110,935	94,067	88,452	88,000	102,096

* This is the permitted daily limit.



**TOWN OF RIVER BEND
BUDGET ORDINANCE AMENDMENT 24-B-01
FISCAL YEAR 2024 - 2025**

BE IT ORDAINED by the Council of the Town of River Bend, North Carolina that the 2024-2025 Budget Ordinance be amended as follows:

Summary

General Fund	2,440,995
General Capital Reserve Fund	89,007
Law Enforcement Separation Allowance Fund	515
Water Fund	656,788
Water Capital Reserve Fund	20,215
Sewer Fund	722,788
Sewer Capital Reserve Fund	25,250
Total	3,955,558

Section 1.

General Fund

**24-B-01
PROPOSED
CHANGES**

Anticipated Revenues

AD VALOREM Taxes 2023-2024	980,165	
AD VALOREM Tax-Motor Vehicle	104,400	
Animal Licenses	1,500	
Sales Tax 1% Article 39	199,292	
Sales Tax 1/2% Article 40	117,968	
Sales Tax 1/2% Article 42	99,574	
Sales Tax Article 44	14,166	
Sales Tax Hold Harmless Distribution	112,233	
Solid Waste Disposal Tax	2,200	
Powell Bill Allocation	101,000	
Beer and Wine Tax	13,225	
Video Programming Sales Tax	47,041	
Utilities Franchise Tax	116,156	
Telecommunications Sales Tax	6,779	
Court Refunds	500	
Zoning Permits	7,000	
Federal Grant (2024 Byrne/Jag Grant)	23,364	23,364
Miscellaneous	15,000	
Interest- Powell Bill Investments	50	
Interest-General Fund Investments	44,533	
Contributions	900	
Wildwood Storage Rents	18,144	
Rents & Concessions	18,000	
Sale of Fixed Assets	0	
Transfer From Capital Reserve Fund	72,650	
Appropriated Fund Balance (FY24 PO rollover for ammo)	325,155	3,631
Total	2,440,995	26,995

Section 1. General Fund (continued)

**24-B-01
PROPOSED
CHANGES**

Authorized Expenditures			
Governing Body	69,500		
Administration	331,200		
Finance	156,500		
Tax Listing	14,700		
Legal Services	49,000		
Elections	600		
Police (Expend related to 2024 Byrne/Jag Grant, FY24 PO rollover for ammo)	867,795		26,995
Public Buildings	108,000		
Emergency Services	5,800		
Animal Control	18,000		
Street Maintenance	235,000		
Public Works	203,000		
Leaf & Limb and Solid Waste	87,500		
Stormwater Management	51,200		
Wetlands and Waterways	2,900		
Planning & Zoning	60,000		
Recreation & Special Events	11,000		
Parks & Community Appearance	59,500		
Contingency	23,043		
Transfer To General Capital Reserve Fund	86,757		
Transfer To L.E.S.A. Fund	0		
Total	2,440,995		26,995

Section 2. General Capital Reserve Fund

Anticipated Revenues			
Contributions from General Fund	86,757		
Interest Revenue	2,250		
Total	89,007		
Authorized Expenditures			
Transfer to General Fund	72,650		
Future Procurement	16,357		
Total	89,007		

Section 3. Law Enforcement Separation Allowance Fund

Anticipated Revenues:			
Contributions from General Fund	0		
Interest Revenue	515		
Total	515		
Authorized Expenditures:			
Separation Allowance	0		
Future LEOSSA Payments	515		
Total	515		

Section 4.

Water Fund

**24-B-01
PROPOSED
CHANGES**

Anticipated Revenues

Utility Usage Charges, Classes 1 & 2	202,039	
Utility Usage Charges, Classes 3 & 4	19,024	
Utility Usage Charges, Class 5	11,651	
Utility Usage Charges, Class 8	5,326	
Utility Customer Base Charges	280,228	
Hydrant Availability Fee	19,215	
Taps & Connections Fees	1,250	
Nonpayment Fees	10,500	
Late payment Fees	7,774	
Interest Revenue	4,260	
Sale of Capital Asset	0	
Appropriated Fund Balance (FY24 PO rollover for equip storage door)	95,521	2,788
Total	656,788	2,788

Authorized Expenditures

Administration & Finance [1]	507,000	
Operations and Maintenance (FY24 PO rollover for equip storage door)	129,788	2,788
Transfer To Fund Balance for Capital Outlay	0	
Transfer To Water Capital Reserve Fund	20,000	
Total	656,788	2,788

[1] Portion of department for bond debt service: 134,691

Section 5.

Water Capital Reserve Fund

Anticipated Revenues

Contributions From Water Operations Fund	20,000	
Interest Revenue	215	
Total	20,215	

Authorized Expenditures

Future Expansion & Debt Service	20,215	
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Section 6. Sewer Fund

**24-B-01
PROPOSED
CHANGES**

Anticipated Revenues:			
Utility Usage Charges, Classes 1 & 2	260,280		
Utility Usage Charges, Classes 3 & 4	40,743		
Utility Usage Charges, Class 5	25,677		
Utility Usage Charges, Class 8	10,825		
Utility Customer Base Charges	297,179		
Taps & Connection Fees	1,250		
Late payment Fees	8,251		
Interest Revenue	8,760		
Sale of Capital Asset	0		
Appropriated Fund Balance (FY24 PO rollover for equip storage door)	69,823	2,788	
Total	722,788	2,788	
Authorized Expenditures:			
Administration & Finance [2]	502,000		
Operations and Maintenance (FY24 PO rollover for equip storage door)	193,000	2,788	
Transfer to Fund Balance for Capital Outlay	0		
Transfer to Sewer Capital Reserve Fund	25,000		
Total	720,000	2,788	
[2] Portion of department for bond debt service:	116,309		

Section 7. Sewer Capital Reserve

Anticipated Revenues:			
Contributions From Sewer Operations Fund	25,000		
Interest Revenue	250		
Total	25,250		
Authorized Expenditures:			
Future Expansion & Debt Service	25,250		

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, 2024, for the purpose of raising the revenue listed as "Ad Valorem Taxes 2024-2025" in the General Fund Section 1 of this ordinance. This rate is based on a valuation of \$410,950,000 for purposes of taxation of real and personal property with an estimated rate of collection of 99.38%. The estimated collection rate is based on the fiscal year 2022-2023 collection rate of 99.38% 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 \$43,500,000 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 2024-2025, 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 3.7% 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 2024-2025 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 July, 2024.

John R. Kirkland, Mayor

Attest:

Kristie J. Nobles, Town Clerk, CMC, NCCMC

TOWN OF RIVER BEND

RESOLUTION BY GOVERNING BODY OF RECIPIENT

WHEREAS, the Town of River Bend has received a Directed Projects grant from the 2023 Appropriations Act, Session Law 2023-134, administered through the Drinking Water Reserve and Wastewater Reserve to assist eligible units of government with meeting their water/wastewater infrastructure needs, and

WHEREAS, the North Carolina Department of Environmental Quality has offered 2023 Appropriations Act funding in the amount of \$9,252,105 to perform work detailed in the submitted application, and

WHEREAS, the Town of River Bend intends to perform said project in accordance with the agreed scope of work,

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

That Town of River Bend does hereby accept the 2023 Appropriations Act Directed Projects Grant offer of \$9,252,105

That the Town of River Bend does hereby give assurance to the North Carolina Department of Environmental Quality that any Conditions or Assurances contained in the Award Offer will be adhered to.

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

Adopted this the 18th day of July, 2024

John Kirkland, Mayor

ATTEST:

Kristie Nobles, Town Clerk

ROY COOPER
 Governor
 ELIZABETH S. BISER
 Secretary
 SHADI ESKAF
 Director



July 1, 2024

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

Subject: REVISED Letter of Intent to Fund
 S.L. 2023-134 Appropriations Act Directed Project
 Water Treatment Improvements
 DWI Project No.: SRP-D-134-0033

Dear Mr. Jackson:

The Division of Water Infrastructure (Division) has received your *Request for Funding* for the aforementioned project for up to \$9,252,105 from the Drinking Water/Wastewater State Reserve as established in Session Law (S.L.) 2023-134 and amended in S.L. 2024-1 (hereinafter referred to simply as S.L. 2023-134). Projects funded from the State Reserve must meet applicable State laws and guidance for expenditure of these funds. The following table shows total S.L. 2023-134 appropriations for your local government excluding the Department’s administrative fee as amended in S.L. 2024-1, awarded projects and their funding amounts identified to date, and any remaining unobligated appropriations at the time of this letter.

S.L. 2023-134 Appropriations Act Approved Projects

S.L. 2023-134 Approved Projects for S.L. 2023-134 Section 12.2.(e) Line # 151 Appropriation		
Appropriated Funds Available for Projects (excluding administrative costs)		\$9,252,105
Project Name	Project Number	Maximum Funding Amount
Water Treatment Improvements	SRP-D-134-0033	\$9,252,105
Total Appropriations requested		\$9,252,105
Total Appropriations remaining		\$0



Mr. Delane Jackson, Town Manager
Town of River Bend
July 1, 2024
Page 2 of 3

The first milestone for this project is the submittal of a bid-and-design package by **April 1, 2025**. Please note that this intent to fund is contingent on meeting all the following milestones:

Milestone	Milestone Date*
Apply for all Necessary Permits**	ASAP
Bid-and-Design/Permit Package Submittal	April 1, 2025
Bid-and-Design Package Approval	August 1, 2025
Advertise Project, Receive Bids, Submit Bid Information, <u>and</u> Receive Authority to Award	December 1, 2025
Execute Construction Contract(s)	January 31, 2026

* Milestone dates only apply to the S.L. 2023-134 portion of funding.

**An engineering alternatives analysis (EAA) may be required on certain projects. See: <https://deq.nc.gov/about/divisions/water-resources/water-quality-permitting/npdes-wastewater/permitting-process>

The Division will consider milestone timeline modification including extensions provided that appropriate justification for granting extension is provided.

Environmental Review Requirements

The State Environmental Policy Act exempts projects funded by the State Reserve (such as this project) from state-mandated environmental review. Federal requirements may still apply. [North Carolina General Statute (NC G.S.) 113A-12.(2).(h)]

Drought Bill Requirements

In accordance with NC G.S. 143-355.4, a project “for the purpose of extending waterlines or expanding water treatment capacity” must document numerous requirements during the review process. You can find additional information at the following link:

ncleg.net/enactedlegislation/statutes/html/bysection/chapter_143/gs_143-355.4.html

Permitting

The NC Department of Environmental Quality (DEQ) is committed to providing efficient permit processing for your S.L. 2023-134 project(s). To better serve you, we would appreciate your assistance in telling us the type of DEQ permit(s) you will need and the timeframe of permit application(s) submittal. Please complete the online form at the following link:

<https://app.smartsheet.com/b/form/bb0d7d19b4024a548b8d1c97cdad0cd8>.

When applying for a permit(s), attach a copy of this letter to your permit application(s) and denote your DWI assigned project number on the permit application if asked. If you do not know the type of permit(s) your project may require, we offer a free permit assistance service to address any questions you may have about potential permitting requirements, pitfalls, fees, and timelines. If interested, please complete our online form at <https://deq.nc.gov/permits-rules/permit-assistance-and-guidance/permit-assistance-request-form>.

Mr. Delane Jackson, Town Manager
Town of River Bend
July 1, 2024
Page 3 of 3

Disbursement of Funds:

These funds will be disbursed to the local government unit after relevant costs are incurred by the local government and invoices are submitted to the Division. Up to 15% of the funds available for the project may be disbursed after costs are incurred during the pre-construction stage to cover design and planning costs. The remainder will be disbursed as invoices for incurred pre-construction and construction costs are submitted by the local government during construction, which may be submitted prior to or after paying the contractors for the incurred costs. Only costs eligible under NC G.S. 159G may be covered by these funds. Projects must be administered in accordance with all applicable federal law and guidance, as well as North Carolina statutes.


Electronic Document Submittal:

Recipients should submit all project documents via the supporting documentation submittal form located at <https://edocs.deq.nc.gov/Forms/DW-Document-Upload-Form>. The use of this form provides more seamless document tracking, processing, filing, accessibility, and security via our electronic document repository, Laserfiche. The link and a list of frequently asked questions can also be accessed from the Division's I Have Funding page, <https://www.deq.nc.gov/about/divisions/water-infrastructure/i-have-funding>.

Upon detailed review of the project during the funding process, it may be determined that portions of your project are not eligible for funding. If you have any questions concerning this matter or require general assistance, please contact the Division's project manager assigned to your project: Dustin Rhodes, P.E., either by telephone at 919.707.3888 or by e-mail at dustin.rhodes@deq.nc.gov.

Sincerely,

DocuSigned by:



Shadi Eskal, Director

Division of Water Infrastructure

cc: Delane Jackson, Town Manager, Town of River Bend (manager@riverbendnc.org)
Karen Tybush, Rivers & Associates, Inc. (ktybush@riversandassociates.com)
Gregory J. Churchill, P.E., Rivers & Associates, Inc. (gchurchill@riversandassociates.com)
Dustin Rhodes, P.E. (DWI, via DocuSign)
Mark Hubbard, P.E. (DWI, via DocuSign)
Administrative Unit (DWI, via DocuSign)
LF Project File (COM – LOIF)
DWI Agreement ID: 2000073755

ROY COOPER

Governor

ELIZABETH S. BISER

Secretary

SHADI ESKAF

Director



NORTH CAROLINA
Environmental Quality

July 1, 2024

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

SUBJECT: Funding Offer
Project No. SRP-D-134-0033
Water Treatment Improvements

Dear Mr. Jackson:

The Town of River Bend has been approved for funding assistance according to the subject funding offer. This offer is made subject to the Assurances and Conditions attached to this document.

Upon your acceptance, please submit the following items to the Division, via email at DEQ.DWI.FundingOffer@deq.nc.gov:

1. One (1) copy of the original Offer and Acceptance Document executed by the Authorized Representative for the project, along with the Conditions and Assurances. **Retain the other copy for your files.**
2. A resolution adopted by the governing body accepting the funding offer and making the applicable Conditions and Assurances contained therein. (Sample copy attached)
3. Federal Identification Number and Unique Entity ID Number of the Recipient (UEID required for federally funded projects)
4. Sales-Tax Certification (attached)

The Site Certification, a Capital Project Ordinance (or budget ordinance covering the project) are due before disbursements begin.

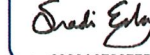
Disbursement requests are to be submitted via Laserfiche at the following link: <https://edocs.deq.nc.gov/Forms/DW-Document-Upload-Form>. A reference copy of the Disbursement Request Form (also found on the DWI website) has been enclosed for your convenience.



On behalf of the Department of Environmental Quality, I am pleased to make this funding offer. Should you have any questions concerning this offer of funding, or any of the stipulations outlined in this offer package, please contact David Smith at david.smith@deq.nc.gov or (919) 707-3885.

Sincerely,

DocuSigned by:



6300A872077BAC5
Shadi Eskat, Director

Division of Water Infrastructure, NCDEQ

Enclosures: Offer and Acceptance Document
Assurances & Conditions
Federal ID and UEID Number Request Memo
Resolution to Accept Funding Offer (suggested format)
Sales-Tax Certification Form
Disbursement Request Form
Guidance Document (North Carolina Wastewater Funding Programs Overview)
Site Certification
Capital Project Ordinance (Sample)

cc: Delane Jackson, Town Manager, Town of River Bend
(manager@riverbendnc.org)
Karen Tybush, Rivers & Associates, Inc. (ktybush@riversandassociates.com)
Gregory J. Churchill, P.E., Rivers & Associates, Inc.
(gchurchill@riversandassociates.com)
Mark Hubbard (Via DocuSign)
David Smith (Via DocuSign)
DWI Administrative Unit (Via DocuSign)
Carrie Short (Via DocuSign)
Teresa Tripp (Via DocuSign)
DEQ.DWI.FundingOffer@deq.nc.gov
FILE: SRP-134 Project File (COM_LOX)
Agreement ID#: 2000073755



**STATE OF NORTH CAROLINA
DEPARTMENT OF ENVIRONMENTAL QUALITY
DIVISION OF WATER INFRASTRUCTURE**

Funding Offer and Acceptance

Legal Name and Address of Award Recipient

Town of River Bend
45 Shoreline Drive
River Bend, NC 28562

Project Number(s): SRP-D-134-0033

Assistance Listing Number: N/A
Unique Entity ID Number: QMRLTKVN7275

Funding Program

	<input type="checkbox"/>	Additional Amount for Funding Increases	Previous Total	Total Offered
Drinking Water	<input checked="" type="checkbox"/>			
Stormwater	<input type="checkbox"/>			
Wastewater	<input type="checkbox"/>			
State Revolving Fund-Repayable Loan	<input type="checkbox"/>			
State Revolving Fund-Principal Forgiveness	<input type="checkbox"/>			
State Reserve Loan	<input type="checkbox"/>			
State Reserve Grant	<input type="checkbox"/>			
State Reserve Earmark (S.L. 2023-134)*	<input checked="" type="checkbox"/>			\$9,252,105
American Rescue Plan Act - Choose an item.	<input type="checkbox"/>			

Project Description:

Water Treatment Improvements

Total Financial Assistance Offer: **\$9,252,105**
Total Project Cost: \$9,393,000
Estimated Closing Fee:** \$ 0
For Loans
Interest Rate: -- Per Annum
Maximum Loan Term: -- Years

* Federal conditions and requirements will also apply to S.L. 2023-134 projects co-funded with federal funds.

** Estimated closing fee calculated based on grant and loan amount.

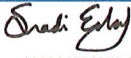
Pursuant to North Carolina General Statute 159G:

- The applicant is eligible under Federal and State law,
- The project is eligible under Federal and State law, and
- The project has been approved by the Department of Environmental Quality as having sufficient priority to receive financial assistance.

The Department of Environmental Quality, acting on behalf of the State of North Carolina, hereby offers the financial assistance described in this document.

For The State of North Carolina:

**Shadi Eskaf, Director, Division of Water Infrastructure
North Carolina Department of Environmental Quality**

DocuSigned by:  ----- Signature	7/5/2024 ----- Date
---	---------------------------

On Behalf of: Town of River Bend
 Name of Representative in Resolution: _____
 Title (Type or Print): _____

I, the undersigned, being duly authorized to take such action, as evidenced by the attached CERTIFIED COPY OF AUTHORIZATION BY THE APPLICANT'S GOVERNING BODY, do hereby accept this Financial Award Offer and will comply with the attached Assurances and the Standard Conditions.

----- Signature	----- Date
--------------------	---------------

STANDARD CONDITIONS & ASSURANCES FOR STATE RESERVE PROJECTS

Project Applicant: Town of River Bend

Project Number: SRP-D-134-0033

1. The Applicant intends to construct the project or cause it to be constructed to final completion in accordance with the Application approved for financial assistance by the Division.
The recipient acknowledges that in the event a milestone contained in the most recent Clean Water State Revolving Fund Intended Use Plan and/or the Letter of Intent to Fund is missed, the Department of Environmental Quality will rescind this Funding Offer.
2. The Applicant is responsible for paying for the costs ineligible for DWI funding.
3. The construction of the project, including the letting of contracts in connection therewith, conforms to the applicable requirements of State and local laws and ordinances.
4. As of the acceptance of this Funding Award Offer, steps A-D in the SRP Guidance will be complete. These Assurances, likewise, incorporate the most recent version of the SRP Guidance, and the Applicant hereby certifies by accepting this Funding Award Offer that it will adhere to the subsequent steps in the SRP Guidance document. The remaining steps generally govern project design, bidding, contracting, inspection, disbursements, closeout and repayment.
5. The Applicant will provide and maintain adequate engineering supervision and inspection.
6. The recipient agrees to establish and maintain a financial management system that adequately accounts for revenues and expenditures. Adequate accounting and fiscal records will be maintained during the construction of the project and these records will be retained and made available for a period of at least three years following completion of the project.
7. All SRP funds must be expended solely for carrying out the approved project, and an audit shall be performed in accordance with G.S. 159-34. Partial disbursements on this loan will be made promptly upon request, subject to adequate documentation of incurred eligible costs, and subject to the recipient's compliance with the Standard Conditions of this Award. The Applicant agrees to make prompt payment to its contractor, and to retain only such amount as allowed by North Carolina General Statute.
8. The applicant will expend all of the requisitioned funds for the purpose of paying the costs of the project within three (3) banking days following the receipt of the funds from the State. Please note that the State is not a party to the construction contract(s) and the Applicant is expected to uphold its contract obligations regarding timely payment.
9. The applicant acknowledges that any loan funds contained in this Funding Offer requires approval from the North Carolina Local Government Commission before they can be disbursed.

FEDERAL ID & Unique Entity ID # REQUEST MEMO

TO: All Loan and Grant Recipients

SUBJECT: Federal Identification Number

Please be advised that all local government units receiving grant or loan funds from the State of North Carolina must supply their Federal Identification Number to this office upon acceptance of your loan/grant offer. Therefore, please provide the information below and return to the Division via email at DEQ.DWI.FundingOffer@deq.nc.gov.

RECIPIENT:
<hr/>
PROJECT NUMBER:
<hr/>
FEDERAL IDENTIFICATION NUMBER:
<hr/>
UNIQUE ENTITY ID:

MEMO 13

(Suggested Format)

RESOLUTION BY GOVERNING BODY OF RECIPIENT

WHEREAS, the (unit of Government) has received a Directed Projects grant from the 2023 Appropriations Act, Session Law 2023-134, administered through the Drinking Water Reserve and Wastewater Reserve to assist eligible units of government with meeting their water/wastewater infrastructure needs, and

WHEREAS, the North Carolina Department of Environmental Quality has offered 2023 Appropriations Act funding in the amount of \$ _____ to perform work detailed in the submitted application, and

WHEREAS, the (unit of government) intends to perform said project in accordance with the agreed scope of work,

NOW, THEREFORE, BE IT RESOLVED BY THE (GOVERNING BODY) OF THE (UNIT OF GOVERNMENT):

That (unit of government) does hereby accept the 2023 Appropriations Act Directed Projects Grant offer of \$ _____.

That the (unit of government) does hereby give assurance to the North Carolina Department of Environmental Quality that any Conditions or Assurances contained in the Award Offer will be adhered to.

That (name and title of authorized representative), and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with this project; to make the assurances as contained above; and to execute such other documents as may be required by the Division of Water Infrastructure.

Adopted this the (date adopted) at (place), North Carolina.

(Signature of Chief Executive Officer)

Date

SALES-TAX REIMBURSEMENT CERTIFICATION FORM
(FOR FUNDING PROGRAMS IN THE DIVISION OF WATER INFRASTRUCTURE)

Applicant: _____

Project Number: _____

Check If Applicant is not a unit of government under North Carolina law

If Applicant noted above is a Unit of Government in North Carolina, check the applicable box below.

Sales Tax **IS** deducted in this scenario. Please show this on the disbursement requests.

The construction contract was bid with sales taxes and the unit of government will request reimbursement from the DOR.

Sales Tax **IS NOT** deducted in either of these scenarios.

The construction contract was bid with sales taxes and the unit of government will not request reimbursement from the DOR.

The construction contract was bid without sales taxes

(Printed Name and Title of Authorized Representative)

(Signature of Authorized Representative)

(Date)

DISBURSEMENT REQUEST FORM

NC Division of Water Infrastructure

Funding Recipient: _____
 DWI Project No. _____

Payment No. _____ Page No. _____
 Period Covered From: _____ To: _____

<i>CONSTRUCTION</i> <small>(Rename as appropriate)</small>	Cumulative Cost to Date	Minus Ineligibles	Minus Overruns Not App'd By Change Order	Subtotal of Payable Cost	Minus Retainage on Payable Cost	Minus Cumulative Sales Tax	Other Adjustments (Other Funds e.g.)	Minus Previously Paid to Date	Requested For This Pay Request
Contract 1	\$1,200,000	(\$100,000)	(\$100,000)	\$1,000,000	(\$50,000)	(\$50,000)	(\$500,000)	(\$300,000)	\$100,000
Contract 2	\$505,000		(\$5,000)	\$500,000	(\$25,000)	(\$10,000)		(\$400,000)	\$65,000
Contract 3									
Contract 4									
Contract 5									
<i>ENGINEERING</i> <small>(Rename as appropriate)</small>	Cumulative Cost to Date						Other Adjustments (Other Funds e.g.)	Minus Previously Paid to Date	Requested For This Pay Request
Item 1	\$250,000							(\$250,000)	\$0
Item 2									
Item 3									
Item 4									
<i>OTHER COSTS</i> <small>(Rename as Appropriate)</small>	Cumulative Cost to Date						Other Adjustments (Other Funds e.g.)	Minus Previously Paid to Date	Requested For This Pay Request
Item 1									
Item 2									
Item 3									
<i>PAY REQUEST TOTALS</i>	Cumulative Cost to Date	Minus Ineligibles	Minus Overruns Not App'd By Change Order		Minus Retainage on Payable Cost	Minus Cumulative Sales Tax	Other Adjustments (Other Funds e.g.)	Minus Previously Paid to Date	Total Requested For This Pay Request
	\$1,955,000	(\$100,000)	(\$105,000)		(\$75,000)	(\$60,000)	(\$500,000)	(\$950,000)	\$165,000

Certification Grant Percentage for SRP Projects: _____ %
 - I certify that to the best of my knowledge and belief the incurred costs being requested for disbursement are in accordance with terms of the project and that this request represents the monies due which have not been previously received and that an inspection has been performed and all work is in accordance with the terms and conditions of the award.
 - For applicable SRF projects, the project remains in compliance with Davis-Bacon and American Iron and Steel conditions or is the process of remediating noncompliance.

You must check ONE of the boxes below or your payment will not be processed:
 The funds requested above have already been paid to the respective vendors, consultants & contractors by the funding recipient
 OR
 The funds requested above have not been paid to the respective vendors, consultants & contractors.
 Funds received from the State will be disbursed to these entities within three (3) banking days.

 Type or Print Name and Title Signature of Authorized Representative Date

DWI comments

- Instructions and notes on how to use this form**
- Complete guidance for preparing disbursement requests can be found in section G.2. of the North Carolina SRF Program Overview and Guidance that was included with your Funding offer (applicable to State grants and loans too) .
 - The form, as downloaded, is filled out with sample numbers. It is suggested that the sample be used as a reference (saved or printed).
 - Please submit ONE COPY of this form and backup documents when requesting funds.
 - Only the Authorized Representative can sign this form, unless declared otherwise in a resolution.
 - Construction contract line item overruns and engineering contract overruns must have approved change orders or engineering amendments before those costs will be paid.



CERTIFICATION REGARDING UNIFORM RELOCATION
ASSISTANCE AND REAL PROPERTY ACQUISITION POLICIES
(URLAP) ACT OF 1970

Applicant: _____
Project No.: _____
Project Name: _____

Please check appropriate boxes:

<p><input type="checkbox"/> I certify that all real property (including easements) has been acquired or condemnation proceedings have been entered into for property thereby providing legal access for this project.</p>
<p>AND</p>
<p><input type="checkbox"/> I certify to the best of my knowledge and belief that the acquisition of property specifically for the above referenced project is in compliance with the URLAP Act of 1970 (the Uniform Act). The acquisition either:</p> <ul style="list-style-type: none"><input type="checkbox"/> Acquisition of real property did not result in the displacement of any person, business or farm operation.<input type="checkbox"/> or relocation was involved in the land acquisition, the Federal Highway Administration (FHA) was contacted for technical assistance.
<p>OR</p>
<p><input type="checkbox"/> Compliance with the Uniform Act does not apply because the land and/or easements associated with the above referenced project were acquired prior to the inception of the project. Date land acquired: _____</p>

I understand that a false statement on this certification may be grounds for rejection or termination of this loan.

Signature of Applicant's Authorized Representative or Attorney Date

Typed Name and Title

Capital Project Ordinance

Be it ORDAINED by the Governing Board of the (Town of Anywhere), North Carolina, that pursuant to section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital Project Ordinance is hereby adopted.

Section 1: The Project authorized is the (construction/rehabilitation of a wastewater treatment/collection System) to be financed by (the sale of general obligation bonds/ARRA loan /federal loan/state loan / state grants and reserves).

Section 2: The officers of this unit are hereby directed to proceed with the capital project within the terms of the board resolution, loan documents and the budget contained herein.

Section 3: The following amounts are appropriated for the project:

Engineering	\$ 120,000
Land	90,000
Construction	<u>1,440,000</u>
	<u>\$ 1,650,000</u>

Section 4: The following revenues are anticipated to be available to complete this project:

Federal/ARRA Loan	\$ 1,100,000
Proceeds from general Obligation Bonds	\$ 500,000
Transfer from Wastewater treatment capital Reserve	\$ <u>20,000</u>
	<u>\$ 1,650,000</u>

Section 5: The finance officer is hereby directed to maintain within the capital project fund sufficient specific detailed accounting records to satisfy the requirements of the grantor agency, the grant agreements, and federal regulations. The terms of the bond resolution also shall be met.

Section 5: Funds may be advanced from the General Fund for the purpose of making payments as due. Disbursement requests should be made to the grantor agency in an orderly and timely manner.

Section 7: The finance officer is directed to report, on a quarterly basis, on the financial status of each project element in section 3 and on the total grant/loan revenues received or claimed.

Section 8: The Budget Officer is directed to include a detailed analysis of past and future costs and revenues on this capital project in every budget submission made to this board.

Section 9: Copies of this capital project ordinance shall be furnished to the clerk to the Governing Board, and to the Budget Officer and the Finance officer for direction in carrying out this project.

Duly adopted this ___ day of _____ 201_.

Signature, (Authorized Rep)

(Seal)

Attest: _____
Signature (Town Clerk)

North Carolina Wastewater Funding Programs Overview

Division of Water Infrastructure Website: <https://www.deq.nc.gov/about/divisions/water-infrastructure>

A) Application Filing

1. Application deadlines are twice a year. The deadlines are typically March and September.
2. If SRF and State Reserve funding are both available, an applicant will simply apply for funding and DWI will slot successful applications into the funding program that best suits the situation (most grant or principal forgiveness, most total dollars etc.)
3. Letter of Intend to Fund (LOIF) letters are mailed after DWI evaluation and State Water Infrastructure Authority approval. Recipients of LOIF letters are placed on a schedule for completing the rest of the steps to start construction.
4. Consult the website for the current application forms.

B) Engineering Report Submission and Approval (See website for guidance and details)

1. From the Date of the LOIF, an Engineering Report (ER) must be submitted within **4 months**.
2. From the Date of the LOIF, the ER must be approved within **9 months**.
3. Consult the website for submittal checklists and instructions.

C) Application Approval by the Local Government Commission

1. For projects with a loan component, the Local Government Commission must approve the ability to take on the requested debt. This is done after the Engineering Report is approved. DWI staff will transmit the required information to the LGC on behalf of the project applicant. **Note that LGC 108A & 108C forms are now not requested by DWI until the ER is approved. The ER approval letter asks the applicant to obtain the forms from the website and return them to DWI. Please do this as soon as possible.**
2. Terms:
 - a) Projects with interest bearing loans will receive the lower of two interest rates. The two rates are the current rate when applications are due and the rate when the LGC approves the loan. The Loan Offer (discussed in D, below) will reflect the lower rate. The rates are $\frac{1}{2}$ the 20-year municipal bond buyers index. Certain, qualifying applications receive 0% interest loans.
 - b) The LGC sets the loan term with a maximum term of 20 years. Applicants may want to contact the LGC earlier than this to ensure they are able to meet LGC approval requirements. Currently the LGC is not allowed to review applications for \$1,000,000 or more unless a letter to the Joint Legislative Committee on Local Government and the Fiscal Research Division has been provided.
 - c) Loan Offers can be written for as much as 110% of the LGC approved amount. The applicant must justify this, and request it in writing from the DWI.
 - d) In some rare cases a 30 year term may be available. Please consult DWI management to discuss if this is potentially available for your situation.

D) Loan Offer

1. After approval of the Engineering Report and debt capacity by the LGC (for loans), a formal Award Offer is prepared which includes the Award's details and applicable assurances and conditions.

- a) Two copies of the Award Offer are sent to recipients. Return the following to DWI:
 - b) One signed copy (keep the other copy) of the Loan Offer.
 - c) Resolution accepting the Award Offer.
 - d) Federal ID and DUNS # form.
 - e) Sales Tax Certification.
 - f) A Fiscal Sustainability Plan (FSP) Certification for certain new SRF projects. This must be returned before a project's final reimbursement will be made.
2. In the event of bids that exceed the project budget, a loan increase for up to 10% can be authorized without additional approval of the LGC. Amounts above 10% require a modified application to be approved by the LGC.
 3. Closing Fees are invoiced with the Authority to Award letter. (paragraph F below). The Award Offer contained an estimated closing fee but actual closing costs are based on the total costs after bids are received. Loan Fees are 2% and Grant Fees 1.5%.

E) Plans and Specifications Approval (see website for guidance and details)

1. Plans & Specifications must be submitted within **15 months** of the LOIF.
2. Plans and Specifications must be approved within **19 months** of the LOIF letter. This includes issuance of all permits.
3. The project's plans and specifications must be approved by the Division prior to advertising for bids. Changes by addendum must be submitted to the Division for approval. Changes by change order must also be submitted for approval.

F) Bidding and Issuance of Authority to Award (ATA) the Construction Contract

1. Issuance of the ATA letter must be within **23 months** of the LOIF letter. Awarding contracts before issuance of the ATA letter is at the risk of the owner.
2. The contracts may be advertised as soon as plans & specifications are approved and permits are issued. NC General Statutes require the project to be advertised for 7 days, however DWI prefers projects to be advertised for 30 days. For the initial advertisement period, three bids must be received in order for an award to be made. The Plans & Specifications approval letter has the Project Bid Information form attached. It, and the other information described in it, must be submitted to and approved by this office **before contracts can be awarded**. This information is:
 - a. Project Bid Information Form, signed by authorized representative
 - b. Bid tabulation, sealed by the consulting engineer
 - c. Proposals of the successful bidders
 - d. Tentative award resolution from loan recipient subject to DWI approval
 - e. Engineer's recommendation
 - f. Proof of Advertisement
 - g. American Iron and Steel Certification (SRF only)
 - h. MBE/WBE requirements. (Detailed guidance on the website).
3. In an environment where program funding is limited, costs not demonstrated to be needed by the applicant, will immediately be made available in future funding rounds (deobligated).

G) Construction Phase of Project

1. Inspections

- a) Site Inspections will be conducted for all funded projects. Coordinate the Preconstruction Conference with the Inspector assigned to project. The number of inspections performed will be determined based on the length of the project, type of project, amount of funding involved and other factors. Any duly authorized representative of the State will have access to the work site and the contractor will provide proper facilities for such access and inspection. Further, any authorized representative of the State shall have access, for the purpose of audit and examination, to any records pertinent to the funds.
- b) A primary duty of the administering State agency is to guard against fraud, waste and abuse of Federal funds. To ensure proper use of Federal funds, State personnel may review submittals, daily logs, testing reports, as-builts and other appropriate construction documentation to verify that project elements meet approved specifications. Generally, any changes to unit quantities or changes in specifications that result in substantial monetary savings for the owner, will need to be documented by change order.
- c) Conformance with SRF standard conditions is a primary program responsibility. These include Davis-Bacon and American Iron and Steel currently.
- d) Additionally, inspections may uncover unsafe construction practices and environmental compliance violations. While not necessarily in SRF staff jurisdiction, deficiencies may be referred to appropriate enforcement agencies. Expedient and timely use of SRF funds is a program goal and avoidance of any delay in construction is a concern, particularly delays associated with public health or worker safety which are of concern in their own right.

2. Disbursements (\$\$\$)

a) First Reimbursement

- i) Approval of Construction Contracts must happen with **24 months** of the LOIF letter. The following items are required for approval:
 - o Contract must be fully executed
 - o Notice to Proceed must be executed by owner and contractor
 - o The project specifications must include 100% performance and payment bonds. Bonds must be dated on or after contract date
 - o Original power of attorney must be dated on or after bonds
 - o The contractor must provide current Insurance
 - o All documents must be bound with the specifications
 - o Davis-Bacon Documents must be present in the specifications
- ii) Capital Project Ordinance submitted as required by G.S. 159-13.2. Alternately a budget ordinance that clearly identifies the project being funded by the SRF can be submitted.
- iii) All items under Item D,1.
- iv) Site Certificate
- v) Engineering Contracts and Engineering Procurement Certification (2 items)
- vi) Closing Fee must have been received

- vii) For Loans, promissory note executed and returned to the Local Government Commission (this is requested from the LGC upon receipt of the executed construction contract and is for the amount noted in the ATA letter)

b) Disbursements - General Information

- i) Forms can be found online. A sample was included with the Loan Offer
- ii) Disbursement requests should be sent to Jackie Moore; 1633 Mail Service Center; Raleigh NC 27699-1633.
- iii) All items must be approved in advance before being reimbursed.
- iv) One copy of the following information is required for reimbursements:
 - o Reimbursement request form with original signature.
 - o Contractor monthly estimates
 - o Engineering invoices
 - o Invoices for any other approved costs
 - o Eligible land costs will be reimbursed when the land has either been acquired or is under condemnation. In both cases and a copy of an offer to purchase the land must be submitted with the appraisal.
- v) Indicate cumulative totals on the reimbursement form
- vi) Check the appropriate box regarding whether or not contractors have already been paid. Note, that if the DWI funds are needed to pay the contracts, the funds must be disbursed within 3 banking days of receipt.
- vii) As noted in the Award Offer Assurances, sales taxes will be deducted from disbursements if an applicant indicates they intend to seek reimbursement for them from the Department of Revenue. A certification form is provided on our website to indicate what the owner intends to do regarding sales tax.
- viii) Note that Davis-Bacon certified payrolls and materials invoices that support the contract summary invoice do not need to be submitted with reimbursement requests.

c) Project Closeout and Final Disbursement

- i) Funds are held at 95% until the final payment is authorized.
- ii) Required items for final payment include:
 - o The inspector must issue final inspection report signifying that project is complete and all concerns have been satisfied and all change orders must have been submitted and approved.
 - o Final invoices must show zero retainage.
 - o Submit to Pam Whitley:
 - ✓ Engineer's certifications.
 - ✓ Owner's Certification of Completion
 - ✓ Signed Closeout Checklist.
 - ✓ Fiscal Sustainability Plan (CWSRF Only).

H) REPAYMENT (Loans Only)

1. Repayments will be reflected in the final promissory note and will be for the actual funds borrowed.
2. Repayments by the recipient begin on the May 1st or the November 1st that is between 6 months and 12 months after original project completion in the notice to proceed.
3. The May 1st payment includes principal and interest and the November 1st payment is only interest.
4. **Interest begins to accrue from the date of completion on the Notice to Proceed.** For multi-prime contracts the General contract will be used to set this date.
5. Construction Manager at Risk and Design Build Contracts, should set a date of completion in that contract.

ITEM 13

I) Eligibility

1. Regulatory Authority - CWSRF

- a) The types of projects that can be funded are loosely defined under Sections 212, 319 and 320 of the Clean Water Act. These can be described as publically owned wastewater treatment and transport systems and stormwater pollution treatment and control projects.

2. Construction - Items Not Eligible

- a) Project elements not related to the scope of the approved project.
- b) The SRF will pay to restore project related items such as road patching, sidewalks Fences, seeding, etc. Complete paving of streets unless warranted by disturbance of construction activities, even if required by NCDOT
- c) Note that items or rework that should be covered by bonds, insurance or liquidated damages will not be covered by the SRF funds.
- d) Any installation of service lines or service laterals outside the right-of-way.
- e) Operation and maintenance type work (e.g. sludge removal not necessary for construction of the project), or items such as spare parts.
- f) Extended warranties or maintenance contracts.
- g) Drinking water facilities are not eligible for CWSRF projects unless changes are necessary to complete the sewer project (e.g. moving a water line, providing potable water to wastewater facility).

3. Engineering and Technical Services - Eligibility Considerations

- a) Planning and Design Contracts
 - i. Must include task descriptions and these tasks must be associated with the project being built
- b) Construction Administration and Inspection
 - i) Task Description must be included and tasks must be associated with eligible construction work
 - ii) Typical tasks include but are not limited to: attending meetings, provide plan copies, review testing, review shop drawings, review payment applications, prepare change orders, coordinate with DWI, as-builts
 - iii) Price should be cost plus fixed fee or per diem with a ceiling. This fee schedule should be in the contract.
 - iv) Invoices must include hours, rate and task
 - v) Contract must be amended to pay beyond the ceiling. Must be accompanied by justification such as a corresponding change order.
- c) Other eligible engineering activities include bidding, O&M manuals, soils reports, hydro-geologic reports, TVing and cleaning of lines etc.

4. Other Eligibility Notes

- a) Legal - Legal fees for contract review and for advertisements etc.
- b) Real Property and easements associated with the approved project scope are eligible expenses. All cost items associated with acquiring the property may be paid for if properly documented.
- c) Preparation of permits required by Federal, or State regulations or procedures.
- d) Permits imposed by the applicant such as building permits are not eligible.



**TOWN OF RIVER BEND
WATER TREATMENT PLANT CAPITAL PROJECTS FUND ORDINANCE
AMENDMENT #1**

BE IT ORDAINED by the Council of the Town of River Bend, North Carolina, that the Water Treatment Plant Capital Projects Fund Ordinance be amended as follows:

Section 1. The following amounts are hereby appropriated for the operation of a Town Capital Projects Fund for the construction of a new Water Treatment Plant:

<u>CAPITAL PROJECTS FUND</u>		<i>Changes</i>
<u>Revenues:</u>		
<i>State of North Carolina Grant</i>	9,252,105	(140,895)
 <u>Appropriations:</u>		
<i>Land Acquisition</i>	169,600	169,600
Administration	85,000	
Engineering	1,386,000	
<i>Construction</i>	<u>7,611,505</u>	<u>(310,495)</u>
	9,252,105	(140,895)

Section 2. It is estimated that revenues in the amounts indicated in the foregoing schedule will be available to support the foregoing appropriations.

Section 3. The Finance Officer is hereby authorized to maintain an appropriate Fund Chart of Accounts.

Section 4. Copies of this 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.

Section 5. The capital projects funds are appropriated pursuant to section 13.2 of Chapter 159 of the General Statutes of North Carolina; therefore, appropriations do not lapse at the end of the fiscal year and are available for the duration of the project, estimated to be eighteen months, unless subsequently amended by Council action.

Adopted this 18th day of July, 2024.

John R. Kirkland, Mayor

Attest:

Kristie J. Nobles, Town Clerk, CMC, NCCMC

EWAB July 1, 2024

Chairman Ackiss opened the meeting at 7 PM in the small conference room in the municipal building.

There was a quorum.

There were no visitors.

The minutes for the June 3rd, 2024, meeting was approved.

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

Old business: Alligator weed in canal on town property.

Fish line disposal containers at town owned fishing locations.

Life ring on fishing dock replaced.

Discussion concerning "clean sweep" in our waterways.

New Business: Election of officers; President Jon Hall, Vice President Paige Ackiss, Secretary Patty Leonard. Thank you to all members of EWAB for their willingness to serve!

Discussion about 4th of July parade.

Discussion about an EWAB Facebook page, not currently planning to have one.

Volunteer Hours: 10.

Next meeting will be at 7 PM on August 5th, 2024, in the small conference room in the municipal building. The public is welcome to attend.

The meeting adjourned at 7:41 PM.

JULY FOURTH AND OUR REMEMBERING CELEBRATION

This celebration certainly provides a summer opportunity to enjoy family gatherings and visits to parks and other areas for the day or extended vacations.

We should also take this opportunity to discuss the sacrifices that the nations founding fathers made to create the United States of America. It is well to have this discussion with our children, so they grow to adulthood with this recall of a special day and also for the appreciation and sacrifice of the founders of the nation.

In 1776, the city of Philadelphia was hot and there was no air-conditioned assembly hall for the persons assembled to draft the Declaration of Independence. There were no jet aircraft to make the trip from Georgia or other distant states. The alternative was to travel by coastwise sailing vessel, horse drawn coach, or by horseback. The modern support conveniences of electric lighting were a hundred plus years in the future. All of those who signed the Declaration were threatened by the British King and most lost significant property.

We citizens today all owe a debt to those signers.