



TOWN OF RIVER BEND

45 Shoreline Drive
River Bend, NC 28562

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www.riverbendnc.org

**RIVER BEND TOWN COUNCIL
PROPOSED AGENDA
Regular Meeting
August 15, 2024
River Bend Town Hall – 45 Shoreline Drive
7:00 p.m.**

Pledge: Sheffield

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

A. NONE

5. Public Comment

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

6. Public Hearings – None

7. Consent Agenda

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

A. Approve:

*Minutes of the July 18, 2024, Special Council Meeting
Minutes of the July 18, 2024, Regular Council Meeting*

8. Town Manager's Report – Delane Jackson

Activity Reports

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

Administrative Reports:

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

10. CAC – Councilwoman Maurer
 - A. CAC Report

11. Finance – Councilwoman Maurer for Councilman Leonard
 - A. Financial Report - Finance Director
 - B. **VOTE** – 2024 Paving Award
 - C. **VOTE** – Engineering Service Agreement for Stormwater AIA
 - D. **VOTE** – Project Ordinance for Stormwater AIA

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

13. Public Safety – Councilwoman Benton
 - A. **VOTE** – Vehicle Take Home for Police Department

14. Mayor's Report – Mayor Kirkland

15. Closed Session – NCGS § 143-318.11(a)(3)

16. Adjournment

ITEM 3

**River Bend Town Council
Special Meeting Minutes
July 18, 2024
Town Hall
5:00 p.m.**

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

Town Manager: Delane Jackson

Members of the Public Present: 21

CALL TO ORDER

Mayor Kirkland called the meeting to order at 5:00 p.m. on Thursday, July 18, 2024, at the River Bend Town Hall with a quorum present.

The Town Manager discussed multiple funding options and considerations for the water treatment plant and the wastewater treatment plant projects with the Council.

The Council agreed to wait until October 18 to re-access the funding situation. The Town Manager stated that the current bid for the wastewater project will expire on September 13. The bid is so high that the Council agreed to just let the bid expire unless more funding becomes available before it expires.

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield moved to adjourn. The meeting adjourned at 6:10 p.m.

Delane Jackson, Town Manager

**River Bend Town Council
Regular Meeting Minutes
July 18, 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: Ross Hardeman

Members of the Public Present: 16

CALL TO ORDER

Mayor Kirkland called the meeting to order at 7:00 p.m. on Thursday, July 18, 2024, at the River Bend Town Hall with a quorum present.

VOTE – APPROVAL OF AGENDA

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

PUBLIC COMMENT

No public comments.

CONSENT AGENDA

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

A. Approve:

*Minutes of the June 11, 2024, Work Session Meeting
Minutes of the June 18, 2024, Regular Council Meeting*

FEMA Project – Flood Mitigation Assistance Program – Sara Deskar

At this time the Town Manager introduced Ms. Sara Deskar, Community Planner and Mr. David Bone, Executive Director, both of ECCOG. Ms. Deskar gave a presentation on Flood Mitigation Assistance and stated that she would be able to assist the Town with applying for assistance, should the town choose to do so. After a brief discussion with the Council, the Council decided to hold a town meeting to measure community interest in participating in the program.

VOTE – Flood Mitigation Assistance Program

Councilwoman Benton motioned to schedule a meeting for the owners of River Bend properties that are defined as Severe Repetitive Loss and Repetitive Loss to measure interests in participating in a Flood Mitigation Assistance Program. The motion carried unanimously.

TOWN MANAGER'S REPORT

The Manager gave the following updates:

- The AIA grants are both near completion.
- There is an advertisement for RFQ for engineering services for the Stormwater Grant with a deadline of August 2.
- There is an advertisement for RFQ for Street Paving with a bid opening date of July 31.
- The town's well grant did not score as expected, so the town will apply again in the future.
- The Davis property development is proceeding slowly.

ADMINISTRATIVE REPORTS

COMMUNITY WATCH – Councilwoman Benton

Councilwoman Benton stated that Community Watch met on June 18 and Egon Lippert was re-appointed as the chair. She stated that there was a discussion of the curfew in town.

PARKS & RECREATION – Councilman Weaver

Councilman Weaver stated that Parks and Recreation met on July 10 and Victoria Stuppy was appointed as chairperson, Annie Craddock as the vice chairperson and Amy Hendee as the secretary. He also stated that the board voted to move the normal meeting time from 6:15 p.m. to 6:30 p.m.

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 June to the Council. She stated the total of the Town's Cash and Investments as of June 30, 2024, were \$2,702,042 and Ad Valorem Tax Collections for FY23-24 were \$988,252 and Vehicle Ad Valorem Tax Collections were \$104,011.

Councilman Leonard then called on the Town Manager to discuss Budget Amendment #24-B-01. The Town Manager stated that the budget amendment presented transfers \$23,364 in funds for a police department grant that was received in the previous fiscal year and not paid. He stated that the Chief would use the funds to purchase VIPER radios and other equipment. He also stated that the other \$5,600 would pay for garage doors at the old public works building.

VOTE – Budget Amendment 24-B-01

Councilman Leonard motioned to approve Budget Amendment 24-B-01 as presented. The motion carried unanimously. (see attached)

The Town Manager stated that the town was originally awarded \$9,393,000 for the Water Treatment Project and \$281,790 was taken. He stated that since then Senator Jim Perry has been able to get \$140,895 of those funds back to the town when the state budget was passed. The total that the town has been awarded after this is \$9,252,105.

VOTE – Revised Letter of Intent to Fund AND Funding Offer Resolution

Councilman Leonard motioned to approve the Funding Offer Resolution as presented. The motion carried unanimously. (see attached)

The Town Manager stated that the attached Capital Fund Ordinance Amendment reflects the funds that were awarded to the town for the Water Treatment Project.

VOTE – Capital Project Fund Ordinance Amendment

Councilman Leonard motioned to approve the Capital Project Fund Ordinance 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 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.

MAYOR'S REPORT

The Mayor presented the following report.

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.

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield moved to adjourn. The meeting adjourned at 8:01 p.m.

Kristie J. Nobles, CMC, NCCMC
Town Clerk

ITEM 1



**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

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	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	325,155
Total	2,440,995

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	867,795
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>2,440,995</u>

Section 2. General Capital Reserve Fund

Anticipated Revenues

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

Authorized Expenditures

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

Section 3. Law Enforcement Separation Allowance Fund

Anticipated Revenues:

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

Authorized Expenditures:

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

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	95,521
Total	656,788

Authorized Expenditures

Administration & Finance [1]	507,000
Operations and Maintenance	129,788
Transfer To Fund Balance for Capital Outlay	0
Transfer To Water Capital Reserve Fund	20,000
Total	656,788

[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

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	69,823
Total	722,788

Authorized Expenditures:

Administration & Finance [2]	502,000
Operations and Maintenance	195,788
Transfer to Fund Balance for Capital Outlay	0
Transfer to Sewer Capital Reserve Fund	25,000
Total	722,788

[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
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Section 8. Levy of Taxes

There is hereby levied a tax at the rate of twenty-four cents (\$.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.

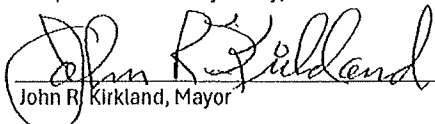
Section 12. Utilization of the Budget Ordinance

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,

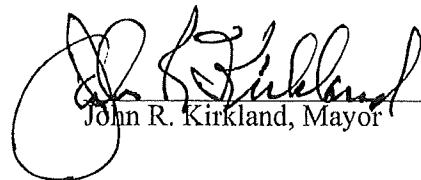
NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE RIVER BEND:

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 R. Kirkland, Mayor

ATTEST:


Kristie J. Nobles, Town Clerk



**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>	
<u>Revenues:</u>	
State of North Carolina Grant	9,252,105
<u>Appropriations:</u>	
Land Acquisition	169,600
Administration	85,000
Engineering	1,386,000
Construction	7,611,505
	<hr/>
	9,252,105

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 B. Kirkland, Mayor

Attest:



Kristie J. Nobles, Town Clerk, CMC, NCCMC



RIVER BEND POLICE DEPARTMENT



MONTHLY ACTIVITY REPORT

2024

	ACTIVITIES	2024	2024	2024	% of Total Calls	% Change Last 2 Mos.
		May	June	July		
1	ALARMS / 911 UNKNOWN / DISTURBANCE / SHOTS FIRED	6	13	5	0.25%	-62.00%
2	ANIMAL COMPLAINTS	11	4	6	0.30%	50.00%
3	ARRESTS	6	4	1	0.05%	-75.00%
4	ASSAULTS / ALL OTHER VIOLENT CRIME	1	2	1	0.05%	-50.00%
5	ASSIST CITIZENS / LOCK OUT / QUALITY OF LIFE ISSUES	25	32	26	1.29%	-19.00%
6	ASSIST EMS / FD / FIRST RESPONDERS / MED ASSIST	35	25	20	0.99%	-20.00%
7	ASSIST MOTORISTS / FOOT PATROLS / ALL OTHER	21	34	10	0.50%	-71.00%
8	ASSIST OTHER AGENCIES	3	1	5	0.25%	400.00%
9	B & E BUSINESS / RESIDENCE / VEHICLE	2*	1	0	0.00%	-100.00%
10	CRIM. SUMM. / SUBPOENAS / WARRANTS / CIVIL COMPLAINT	3	2	2	0.10%	0.00%
11	DOMESTICS	2	2	1	0.05%	-50.00%
12	FIRES / ALARM	0	4	2	0.10%	-50.00%
13	IDENTITY THEFT / FRAUD	2	4	3	0.15%	-25.00%
14	INVOLUNTARY COMMITMENTS	1	1	0	0.00%	-100.00%
15	JUVENILE COMPLAINTS	0	0	0	0.00%	0.00%
16	LARCENIES	8	0	1	0.05%	0.00%
17	LITTERING	0	0	0	0.00%	0.00%
18	LOUD MUSIC / NOISE COMPLAINTS	0	2	1	0.05%	-50.00%
19	DEATH / MISSING PERSON / RUNAWAY / SUICIDE(A)	1	0	0	0.00%	0.00%
20	PROPERTY DAMAGE / VANDALISM	1	3	0	0.00%	-100.00%
21	RESIDENTIAL / BUSINESS CHECKS / COMMUNITY WATCH	1733	1870	1,805	89.58%	-3.00%
22	ROADWAY DEBRIS / OBSTRUCTIONS	0	0	1	0.05%	0.00%
23	ROBBERIES	0	0	0	0.00%	0.00%
24	SOLICITING VIOLATIONS	2	0	1	0.05%	0.00%
25	SUSPICIOUS PERSONS / VEHICLES / FIELD INTERVIEW	11	17	6	0.30%	-65.00%
26	TOWN ORDINANCE CITATIONS	3	4	3	0.15%	-25.00%
27	TOWN ORDINANCE VIOLATIONS	17	14	5	0.25%	-64.00%
28	TRAFFIC ACCIDENTS	2	4	6	0.30%	50.00%
29	TRAFFIC STOPS	49	86	65	3.23%	-24.00%
30	TRAFFIC COMPLAINTS-RADAR	5	3	5	0.25%	67.00%
31	DWI	0	0	0	0.00%	0.00%
32	CHECKPOINTS	2	2	2	0.10%	0.00%
33	DRUG VIOLATIONS	2	1	2	0.10%	100.00%
34	WELFARE CHECKS	3	7	9	0.45%	29.00%
35	CASE ASSIST / PW / VEHICLE MAINTENANCE / MEETING	2	5	3	0.15%	-40.00%
36	CASE FOLLOW UPS / SPECIAL OPERATION / TRAINING	14	12	17	0.84%	42.00%
37	TRESPASSING	6	0	1	0.05%	0.00%
38	OVERDOSE	0	1	0	0.00%	-100.00%
39	TOTAL	1977	2160	2015	100.00%	-7.00%

Traffic Violations

- 13 State Citations
- 15 Total State Charges
- State Warnings
- 3 Town Citations
- Town Warnings

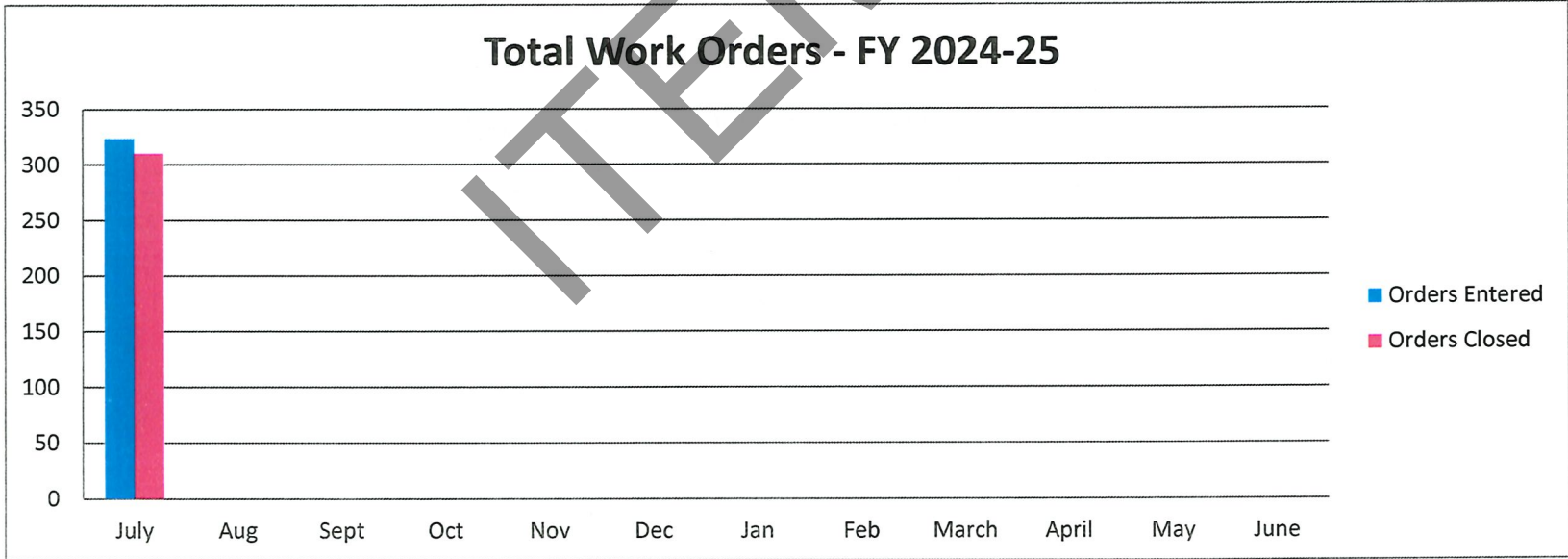
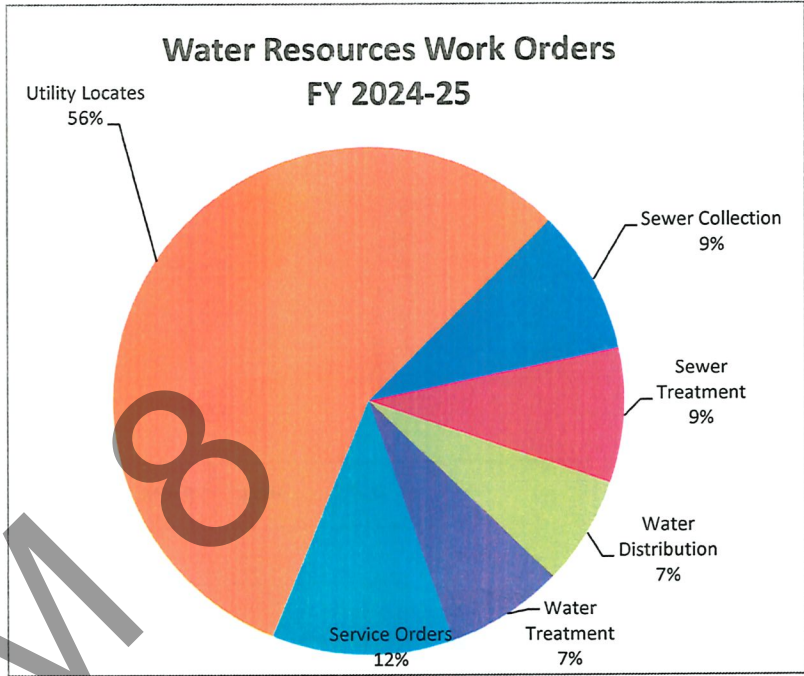
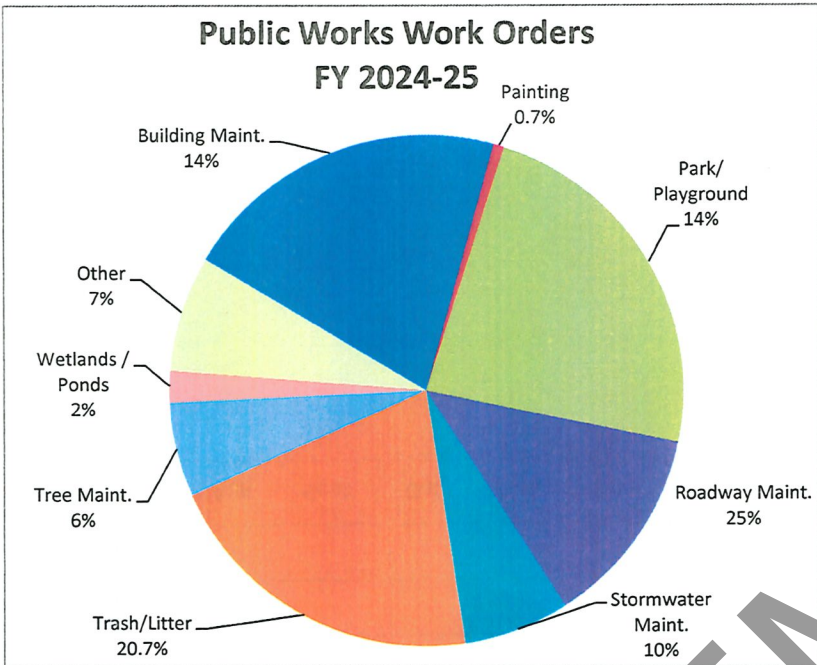
Community Watch Checks

- 91 100 Pirates
- 103 100 Plantation
- 90 200 Lakemere
- 105 200 Rockledge
- 68 Piner Estates

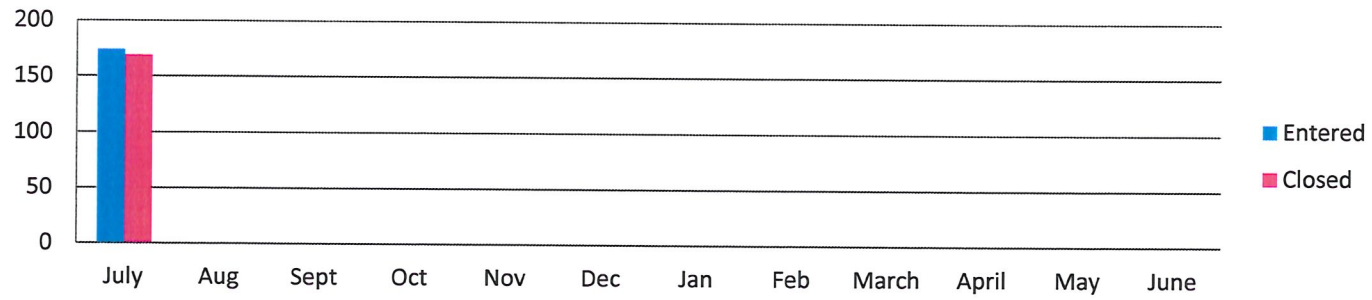
Phone Calls Answered (638-1108)

- 230 Incoming Calls

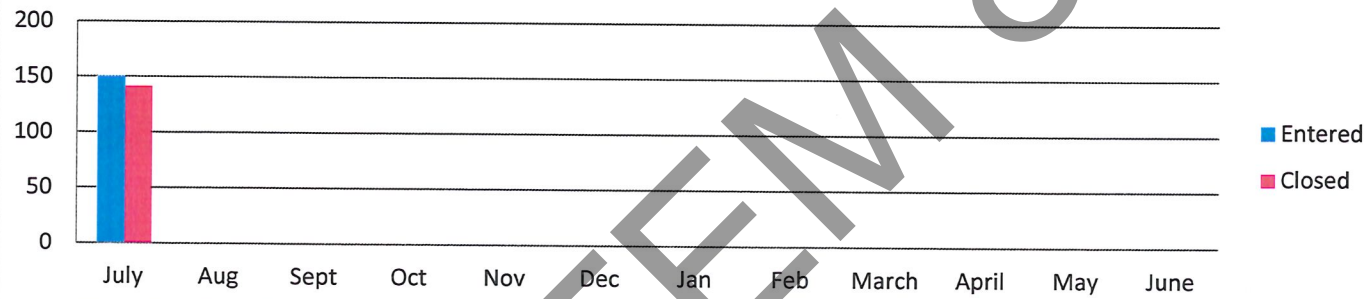
The data being presented in this report is a representation of the original call as it was dispatched.



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

July 2024 Monthly Report Brandon Mills, Director of Public Works

The July 4th parade and festivities were a great success, with an excellent turnout and a wonderful time had by all. Public Works has been busy, with a couple exercise stations along the town walking trail being repaired recently. We continuously monitor these stations for any defects and perform repairs as needed. Additionally, more limb trimming was carried out along our roadways to improve visibility and safety.

In the Water Resource Department, a small water leak was repaired on a service line leading to a customer's meter. This leak was repaired quickly and efficiently by our staff. Our team has also been working diligently to clean out some of our collection system lift stations, focusing on removing grease buildup. As a reminder, we encourage residents to review the FOG (Fats, Oils, and Grease) brochure available on the towns website, which provides important guidelines on what not to flush into our collection system.

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.



MONTHLY ZONING REPORT

MONTH YEAR

Activity	Monthly	YTD Total
Permit Applications Received	4	4
Permits Issued	4	4
Fees Collected	300.80	300.80
Violations Noted During Weekly Patrol	14	14
Complaints Received From Citizens	1	1
Notice Of Violations Initiated *see details below	13	13
Remedial Actions Taken By Town	0	0

Detail Summary		
Address	Violation	Date Cited
212 Rockledge	RV in front yard	17-Jul
109 Boatswain	State of disrepair	17-Jul
302 Carriage House	Grass/state of disrepair	17-Jul
101 Norbury	Grass	17-Jul
307 Barbara	Vehicles in grass	17-Jul
111 Stillwater Court	Trailer in front yard/debris	17-Jul
305 Plantation	Vehicles in grass	17-Jul
104 Channel Run	Grass	17-Jul
273 Shoreline	Grass	22-Jul
604 Plantation	Grass	24-Jul
103 Outrigger	Grass	24-Jul
110 Outrigger	Grass	24-Jul
132 Pirates	Vehicles in grass	24-Jul

River Bend Community Organic Garden (RBCOG)

Monthly Report – August 2024

The garden thrived despite unfavorable weather conditions. Garden volunteers showed up daily to work, sometimes starting as early as 6 am. They worked for 196 hours in July.

This fall, nine different vegetables will be planted in four beds. Planting will begin in September after each bed has been prepped.

Workdays will continue on alternate Saturdays for August. The monthly calendar is full, with at least two gardeners signed up to work each day.

The September meeting was cancelled due to it falling on Labor Day. The next meeting is scheduled for October 7, 2024 at 1:30 pm in the Municipal building. Everyone is welcome to attend and participate in monthly garden volunteer meetings and in the garden. The harvest is shared among volunteers, visitors, neighbors and community members.

ITEM 9

File in P&R and COG

Community Appearance Commission

Liaison Report to Town Council – 8/15/24

The Community Appearance Commission met on August 7. The following officers were elected: Chairwoman, Brenda Hall; Vice-Chairwoman, Donna Perry; Secretary, Pat Lineback.

At the completion of its second year, the yard awards programs were reviewed. The programs are well received and residents are pleased when they are nominated. The April beautification award will be deleted because it is too early in the season. The Halloween and Christmas festive homes have had the most participation. Some minor modifications will be implemented to increase participation in the other months.

The Plantation median project is starting with plans to contact two local experts to assist with design ideas and plant recommendations for the first section. This is a trial to determine whether the project should move forward.

The raised bed and sidewalk gardens are doing well. All locations are using perennials and plants that are suited to this region.

The CAC Independence Day craft workshops were so well received that they will be repeated next year.

The annual Christmas globes workshops are scheduled for November 7 and 9. More information will be posted in the fall. You can always check the CAC Facebook page for information and updates. There's also a gmail address to contact them directly.

Circumstances have created three vacancies on the board. This is a busy, active group. They have several different projects and programs. If you are interested, please attend a meeting and consider submitting an application. Guests and volunteers are always welcome. You don't have to be a board member to participate but you may decide to apply when you see what they are doing. The next meeting is scheduled for Wednesday, November 20 at 4 pm.

Town of River Bend



Monthly Financial Report

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

Notes

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

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

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

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

**Town of River Bend
Financial Dashboard**



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



General Fund

Revenue	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date		PY
	Original	Current													Total	% Budget	
1 Ad Valorem Taxes	980,165	980,165	1,662												1,662	0.2%	0.0%
2 Ad Valorem Taxes - Vehicle	104,400	104,400	-												-	0.0%	0.0%
3 Animal Licenses	1,500	1,500	70												70	4.7%	5.3%
4 Local Gov't Sales Tax	431,000	431,000	36,474												36,474	8.5%	8.6%
5 Hold Harmless Distribution	112,233	112,233	8,770												8,770	7.8%	7.6%
6 Solid Waste Disposal Tax	2,200	2,200	-												-	0.0%	0.0%
7 Powell Bill Fund Appropriation	-	-	-												-	0.0%	0.0%
8 Powell Bill Allocation	101,000	101,000	-												-	0.0%	0.0%
9 Beer & Wine Tax	13,225	13,225	-												-	0.0%	0.0%
10 Video Programming Tax	47,041	47,041	-												-	0.0%	0.0%
11 Utilities Franchise Tax	116,156	116,156	-												-	0.0%	0.0%
12 Telecommunications Tax	6,779	6,779	-												-	0.0%	0.0%
13 Court Cost Fees	500	500	27												27	5.4%	18.2%
14 Zoning Permits	7,000	7,000	222												222	3.2%	23.6%
15 Federal Grants*	-	23,364	-												-	0.0%	0.0%
16 State Grants	-	-	-												-	0.0%	0.0%
17 Federal Disaster Assistance	-	-	-												-	0.0%	0.0%
18 State Disaster Assistance	-	-	-												-	0.0%	0.0%
19 Miscellaneous	15,000	15,000	358												358	2.4%	9.2%
20 Insurance Settlements	-	-	-												-	0.0%	0.0%
21 Interest - Powell Bill	50	50	-												-	0.0%	0.0%
22 Interest - Investments	44,533	44,533	5,087												5,087	11.4%	21.4%
23 Contributions	900	900	660												660	73.3%	71.0%
24 Wildwood Storage Rents	18,144	18,144	1,610												1,610	8.9%	9.0%
25 Rents & Concessions	18,000	18,000	2,020												2,020	11.2%	8.9%
26 Sale of Capital Assets	-	-	-												-	0.0%	0.0%
27 Sales Tax Refund Revenue	-	-	-												-	0.0%	0.0%
28 Trans. from Capital Reserve	72,650	72,650	72,650												72,650	100.0%	100.0%
29 Trans. from L.E.S.A. Fund	-	-	-												-	0.0%	0.0%
31 Appropriated Fund Balance*	321,524	325,155	-												-	0.0%	0.0%
Total	2,414,000	2,440,995	129,610	0	0	0	0	0	0	0	0	0	0	0	129,610	5.3%	4.5%

*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		PY % Exp
	Original	Current													Total	% Exp	
1 Governing Body	69,500	69,500	7,551												7,551	10.9%	11.3%
2 Administration	331,200	331,200	23,203												23,203	7.0%	13.0%
3 Finance	156,500	156,500	15,912												15,912	10.2%	11.1%
4 Tax Listing	14,700	14,700	-												-	0.0%	0.0%
5 Legal Services	49,000	49,000	814												814	1.7%	15.1%
6 Elections	600	600	-												-	0.0%	0.0%
7 Public Buildings	108,000	108,000	9,610												9,610	8.9%	9.1%
8 Police*	840,800	867,795	67,951												67,951	7.8%	7.9%
9 Emergency Management	5,800	5,800	2,100												2,100	36.2%	34.3%
10 Animal Control	18,000	18,000	1,894												1,894	10.5%	11.9%
11 Street Maintenance	235,000	235,000	11,075												11,075	4.7%	1.9%
12 Public Works	203,000	203,000	17,632												17,632	8.7%	9.6%
13 Leaf & Limb, Solid Waste	87,500	87,500	8,766												8,766	10.0%	12.3%
14 Stormwater Management	51,200	51,200	2,856												2,856	5.6%	6.5%
15 Waterways & Wetlands	2,900	2,900	50												50	1.7%	0.0%
16 Planning & Zoning	60,000	60,000	5,520												5,520	9.2%	9.8%
17 Recreation & Special Events	11,000	11,000	856												856	7.8%	0.0%
18 Parks	59,500	59,500	3,912												3,912	6.6%	7.2%
19 Transfers	86,757	86,757	86,757												86,757	100.0%	100.0%
20 Contingency	23,043	23,043	-												-	0.0%	0.0%
Total	2,414,000	2,440,995	266,458	0	0	0	0	0	0	0	0	0	0	0	266,458	10.9%	11.3%

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	264,754	264,754	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
2 Debt Service - Principle	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
3 Debt Service - Interest	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%

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



Water Fund

Revenue	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date		PY
	Original	Current															
Base Charge	280,228	280,228	46,614												46,614	16.6%	16.6%
Consumption	238,040	238,040	47,308												47,308	19.9%	18.2%
Other, incl. transfers	23,784	23,784	1,836												1,836	7.7%	7.8%
Hydrant Fee	19,215	19,215	19,215												19,215	100.0%	100.9%
Appropriated Fund Bal.*	92,733	95,521	-												-	0.0%	0.0%
Total	654,000	656,788	114,973	0	0	0	0	0	0	0	0	0	0	0	114,973	17.5%	17.1%

Expenses	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date		PY
	Original	Current															
Admin & Finance	507,000	507,000	35,799												35,799	7.1%	9.5%
Supply & Treatment*	69,000	71,788	4,641												4,641	6.5%	5.0%
Distribution	58,000	58,000	31,163												31,163	53.7%	57.5%
Transfers / Contingency	20,000	20,000	20,000												20,000	100.0%	0.0%
Total	654,000	656,788	91,603	0	0	0	0	0	0	0	0	0	0	0	91,603	13.9%	12.5%

Capital (included above)	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	
	Original	Current														
Capital Outlay	2,500	2,500	-												-	0.0%

Cash Balances		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Water Fund		537,780											0
Water Capital Reserve Fund (CIF)		21,363											0

Water Produced		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date
Total Gallons	Limit	9,722,000												9,722,000
Average daily gallons	925,000*	313,613	0	0	0	0	0	0	0	0	0	0	0	313,613

* 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		PY
	Original	Current													Total	% Col	% Col
Base Charge	297,179	297,179	49,204												49,204	16.6%	16.6%
Consumption	337,525	337,525	61,256												61,256	18.1%	17.3%
Other, incl. transfers	18,261	18,261	2,806												2,806	15.4%	16.3%
Appropriated Fund Bal.*	67,035	69,823	-												-	0.0%	0.0%
Total	720,000	722,788	113,266	0	0	0	0	0	0	0	0	0	0	0	113,266	15.7%	16.5%

Expenses	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date		PY
	Original	Current													Total	% Exp	% Exp
Admin & Finance	502,000	502,000	36,161												36,161	7.2%	10.4%
Collection*	58,000	60,788	5,025												5,025	8.3%	7.5%
Treatment	135,000	135,000	4,878												4,878	3.6%	10.5%
Transfers / Contingency	25,000	25,000	25,000												25,000	100.0%	0.0%
Total	720,000	722,788	71,064	0	0	0	0	0	0	0	0	0	0	0	71,064	9.8%	10.1%

Capital (included above)	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	
	Original	Current													Total	% Exp
Capital Outlay	2,500	2,500	-												-	0.0%

Cash Balances	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Sewer Fund	755,848											
Sewer Capital Reserve Fund (CIF)	25,108											

Wastewater Treated	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date
	Limit												
Total Gallons	2,885,000												2,885,000
Average daily gallons	330,000*	93,065	0	0	0	0	0	0	0	0	0	0	93,065

* This is the permitted daily limit.



AVOLIS ENGINEERING, PA

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

August 1, 2024

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

RE: 2024 Paving Program – Town of River Bend
AE Project No. 24009

Dear Delane:

On July 31, 2024, a public bid opening was conducted associated with the 2024 Paving Program project for the Town of River Bend. Bids were received for the project as outlined below:

Bidder	Bid Item 001	Bid Item 002	Unit Price	Total
Onslow Paving & Grading, Inc.	\$57,850	\$58,000	\$28,325	\$144,175
Barnhill Contracting Company	\$48,500	\$106,600	\$25,000	\$180,100

The apparent low bidder is Onslow Grading & Paving, Inc.

It is our recommendation that an award be made to Onslow Grading & Paving, Inc. in the amount of \$115,850 for all work associated with **Bid Items 001 and 002**. Any unit price patching or striping will be added by Change Order to the Contract, if the need for additional work arises. An anticipated maximum value of the work including any Change Orders would be \$144,175.

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

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

Sincerely,


Kevin Avolis, PE
Vice-President

**SHORT FORM OF AGREEMENT
BETWEEN OWNER AND ENGINEER
FOR
PROFESSIONAL SERVICES**

THIS IS AN AGREEMENT effective as of August 13, 2024 ("Effective Date") between the Town of River Bend, North Carolina ("Owner") and Municipal Engineering, Inc. (MEI) ("Engineer").

Owner's Project, of which Engineer's services under this Agreement are a part, is generally identified as follows:

Stormwater Asset Inventory Analysis - ("Project").

Project Description

The Town of River Bend was approved for an Emergency Management Disaster Relief and Mitigation Grant from the NC Department of Public Safety in the amount of \$225,000. The Town intends to use these funds to inventory and establish a GIS database and mapping system of the Town's stormwater infrastructure; perform a cross-sectional survey of swales and ditches in designated flood zone areas (1% Annual Chance Flood Hazard); perform a zoom-camera inspection of selected areas of subsurface stormwater infrastructure; prepare a recommendation for construction activities which will improve the stormwater system; and, assist in the preparation of financial reimbursements, project management and grant administration.

The ENGINEER'S **Scope of Services** under this Agreement are generally identified as follows:

1. Project Management

Project Management is estimated to span up to twelve months (12) months to be completed by the ENGINEER as follows:

- a) Project Scoping and Contract Preparation
- b) Maintain a project filing system to document and retain project records
- c) Maintain project costs accounting system
- d) Prepare monthly invoices for engineering services to document project progress
- e) Assist in the preparation of reimbursement requests to the funding agency
- f) Provide coordination and administration of any sub-consultants.

2. GIS Stormwater System Inventory and Mapping

The town intends to use part of the grant funds to inventory and establish a GIS based mapping system and database of the town's existing stormwater infrastructure. The ENGINEER will work with the OWNER to locate existing stormwater assets, identify and resolve connectivity issues/discrepancies and determine attribute data. Once the field work is completed, the town's GIS database and mapping will be established.

- a) The ENGINEER shall provide services to locate and inventory the town's existing stormwater infrastructure assets utilizing GPS/GIS based mapping technology. It is understood that the Town of River Bend has adopted a policy of utilizing natural swales in lieu of curb and gutter for all Town streets to the extent possible. In the areas within the Town limits that are *outside of the 1% Annual Chance Flood Hazard boundary*, the inventory shall include the location/inventory of all visible and accessible drainage structures, drop inlets, culverts and a cross-sectional survey of ditches serving the area, except that it does not include swales parallel to the roadway nor the driveway tiles, etc. For areas within the Town limits located *inside the 1% Annual Chance Flood Hazard boundary*, the inventory will also include the location/inventory of all visible and accessible drainage structures, drop inlets, culverts and a cross-sectional survey of ditches serving the area, plus a cross-sectional survey of the roadside swales with inlet and outlet invert elevations of the driveway tiles. Feature attributes will be assigned to all mapped assets (if known) such as structure type, material, age, condition, depth/inverts, etc. GIS mapping for the located stormwater system assets will be provide in ESRI ArcGIS format.
- b) Prior to initial GPS/GIS fieldwork, ENGINEER shall coordinate with the OWNER to assist in the asset inventory and to assist in obtaining relevant and missing data.
- c) The ENGINEER is responsible for locating only those above or below ground assets that are visible, readily accessed and safe to enter. It is not the responsibility of the ENGINEER to expose any structures, pipes, culverts, or any other stormwater system assets that are covered, paved over or for any reason, inaccessible or unsafe to enter. If such cases arise, the ENGINEER will coordinate with the OWNER to have these assets uncovered or exposed, at the OWNER's expense, so that they may be properly inventoried and mapped.
- d) The OWNER shall provide any existing records of the stormwater system, as-built drawings or field sketches necessary to assist the ENGINEER in mapping the OWNER's stormwater infrastructure system.

3. Stormwater Condition Assessment

- a) The ENGINEER shall provide services to perform a condition assessment of the existing stormwater system. Zoom and pole-mounted cameras will be used to perform a Level II aboveground inspection of curb/drop inlets, junction boxes and storm manholes located in potential problem areas.
- b) Larger pipes and culverts (greater than 60" in diameter or height), ditches, streams and other easily accessed conveyances, not requiring a Confined Space Entry Permit, would be visually inspected by qualified personnel.
- c) Prepare and administer sub-consultant agreement for zoom camera inspections and other condition assessment services.
- d) Upon completion of the condition assessment, the ENGINEER shall provide a comprehensive report to the OWNER summarizing the results of the condition assessment. The report will contain videos, photographs and individual inspection reports for all assets inspected.
- e) Areas identified in the condition assessment phase as needing immediate attention will be flagged for further evaluation. Condition assessment videos and reports for these areas will be utilized to determine the issues needing attention and the best engineering approach to address the issue(s).

- f) Once all data has been gathered, a recommendation for construction activities such as regrading the swales/ditches and/or relaying the driveway tiles on grade, or any other recommended activity which will improve the stormwater system will be included in a final report.

4. Grant Administration

- a) The ENGINEER shall assist the OWNER with reimbursement/disbursement requests and submitting deliverables as required by the funding agency. The ENGINEER has budgeted for the preparation and submittal of three (3) reimbursement requests.
- b) One (1) meeting with the Town Board at the close of the project, to present the findings and recommendations and provide an overview of the tasks and accomplishments of the project for the Town board.
- c) Grant close-out activities.

Owner and Engineer further agree as follows:

1.01 *Basic Agreement and Period of Service*

- A. Engineer shall provide, or cause to be provided, the services set forth in this Agreement. If authorized by Owner, or if required because of changes in the Project, Engineer shall furnish services in addition to those set forth above. Owner shall pay Engineer for its services as set forth in Paragraphs 7.01 and 7.02.
- B. Engineer shall complete its services within twelve (12) months of the date of the notification to proceed from the Owner.

2.01 *Payment Procedures*

- A. *Invoices:* Engineer shall prepare invoices in accordance with its standard invoicing practices and submit the invoices to Owner on a monthly basis. Invoices are due and payable within 30 days of receipt. If Owner fails to make any payment due Engineer for services and expenses within 30 days after receipt of Engineer's invoice, then the amounts due Engineer will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day. In addition, Engineer may, after giving seven days written notice to Owner, suspend services under this Agreement until Engineer has been paid in full all amounts due for services, expenses, and other related charges. Owner waives any and all claims against Engineer for any such suspension. Payments will be credited first to interest and then to principal.

3.01 *Termination*

- A. The obligation to continue performance under this Agreement may be terminated:
 - 1. For cause,
 - a. By either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement's terms through no fault of

the terminating party. Failure to pay Engineer for its services is a substantial failure to perform and a basis for termination.

b. By Engineer:

- 1) upon seven days written notice if Owner demands that Engineer furnish or perform services contrary to Engineer's responsibilities as a licensed professional; or
- 2) upon seven days written notice if the Engineer's services for the Project are delayed for more than 90 days for reasons beyond Engineer's control.

Engineer shall have no liability to Owner on account of a termination by Engineer under Paragraph 3.01.A.1.b.

- c. Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under Paragraph 3.01.A.1.a if the party receiving such notice begins, within seven days of receipt of such notice, to correct its substantial failure to perform and proceeds diligently to cure such failure within no more than 30 days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.

2. For convenience, by Owner effective upon Engineer's receipt of written notice from Owner,

- B. The terminating party under Paragraph 3.01.A may set the effective date of termination at a time up to 30 days later than otherwise provided to allow Engineer to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble Project materials in orderly files.
- C. In the event of any termination under Paragraph 3.01, Engineer will be entitled to invoice Owner and to receive full payment for all services performed or furnished in accordance with this Agreement and all reimbursable expenses incurred through the effective date of termination.

4.01 *Successors, Assigns, and Beneficiaries*

- A. Owner and Engineer are hereby bound and the successors, executors, administrators, and legal representatives of Owner and Engineer (and to the extent permitted by Paragraph 4.01.B the assigns of Owner and Engineer) are hereby bound to the other party to this Agreement and to the successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.
- B. Neither Owner nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, moneys that are due or may become due) in this Agreement without the

written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

- C. Unless expressly provided otherwise, nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Owner or Engineer to any contractor, subcontractor, supplier, other individual or entity, or to any surety for or employee of any of them. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Owner and Engineer and not for the benefit of any other party.

5.01 *General Considerations*

- A. The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with Engineer's services. Subject to the foregoing standard of care, Engineer and its consultants may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards.
- B. This Agreement is to be governed by the law of the state or jurisdiction in which the Project is located.
- C. All documents prepared or furnished by Engineer are instruments of service, and Engineer retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed. Owner shall have a limited license to use the documents on the Project, extensions of the Project, and for related uses of the Owner, subject to receipt by Engineer of full payment for all services relating to preparation of the documents and subject to the following limitations: (1) Owner acknowledges that such documents are not intended or represented to be suitable for use on the Project unless completed by Engineer, or for use or reuse by Owner or others on extensions of the Project, on any other project, or for any other use or purpose, without written verification or adaptation by Engineer; (2) any such use or reuse, or any modification of the documents, without written verification, completion, or adaptation by Engineer, as appropriate for the specific purpose intended, will be at Owner's sole risk and without liability or legal exposure to Engineer or to its officers, directors, members, partners, agents, employees, and consultants; (3) Owner shall indemnify and hold harmless Engineer and its officers, directors, members, partners, agents, employees, and consultants from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use, reuse, or modification of the documents without written verification, completion, or adaptation by Engineer; and (4) such limited license to Owner shall not create any rights in third parties.
- D. To the fullest extent permitted by law, Owner and Engineer (1) waive against each other, and the other's employees, officers, directors, agents, insurers, partners, and consultants, any and all claims

for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project, and (2) agree that Engineer's total liability to Owner under this Agreement shall be limited to \$50,000 or the total amount of compensation received by Engineer, whichever is greater.

- E. The parties acknowledge that Engineer's scope of services does not include any services related to a Hazardous Environmental Condition (the presence of asbestos, PCBs, petroleum, hazardous substances or waste as defined by the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. §§9601 et seq., or radioactive materials). If Engineer or any other party encounters a Hazardous Environmental Condition, Engineer may, at its option and without liability for consequential or any other damages, suspend performance of services on the portion of the Project affected thereby until Owner: (1) retains appropriate specialist consultants or contractors to identify and, as appropriate, abate, remediate, or remove the Hazardous Environmental Condition; and (2) warrants that the Site is in full compliance with applicable Laws and Regulations.

6.01 *Total Agreement*

- A. This Agreement (including any expressly incorporated attachments), constitutes the entire agreement between Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

7.01 *Basis of Payment—Lump Sum*

- A. Using the procedures set forth in Paragraph 2.01, Owner shall pay Engineer as follows:

Task	Phase/Description	Basis	Fee
.1	GIS Stormwater System Inventory/Mapping/Condition Assessment	LS	\$ 120,000.00
.2	Zoom Camera Inspections	LS	80,000.00
.3	Final Report w/recommendations for Improvements	LS	15,000.00
.4	Grant Administration / Project Management	LS	10,000.00
TOTAL ENGINEERING SERVICES FEE		\$	225,000.00

LS: Lump Sum

- B. The portion of the compensation amount billed monthly for Engineer's services will be based upon Engineer's estimate of the percentage of the total services actually completed during the billing period.

7.02 *Additional Services:* For additional services of Engineer's employees engaged directly on the Project, including services resulting from changes in the defined "Scope of Services", extent or character of the Project, Owner shall pay Engineer an amount equal to the cumulative hours charged to the Project by each class of Engineer's employees times standard hourly rates for each

applicable billing class; plus reimbursable expenses and Engineer's consultants' charges, if any. Engineer's standard hourly rates are attached as Appendix 1.

Attachments: Appendix 1, Engineer's Standard Hourly Rates

ITEM 1
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IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

OWNER: Town of River Bend, North Carolina

ENGINEER: Municipal Engineering, Inc

By: _____

By: [Signature]

Print Name: Hon. John Kirkland

Print Name: Travis L. Woodie

Title: Mayor

Title: COO/CFO

Date Signed: _____

Date Signed: August 13, 2024

Engineer License or Firm's Certificate Number: F-0812 and C-586

State of: North Carolina

Address for giving notices:

Address for giving notices:

Town of River Bend

Municipal Engineering, Inc.

45 Shoreline Drive

68 Shipwash Drive

River Bend, NC 28562

Garner, NC 27529

Attn: Delane Jackson, Town Manager

Attn: Bobby Blowe, PE

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

Finance Officer

Date

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This is **Appendix 1, Engineer's Standard Hourly Rates**, referred to in and part of the Short Form of Agreement between Owner and Engineer for Professional Services dated August 13, 2024.

Engineer's Standard Hourly Rates

A. *Standard Hourly Rates:*

1. Standard Hourly Rates are set forth in this Appendix 1 and include salaries and wages paid to personnel in each billing class plus the cost of customary and statutory benefits, general and administrative overhead, non-project operating costs, and operating margin or profit.
2. The Standard Hourly Rates apply only as specified in Paragraphs 7.01 and 7.02, and are subject to annual review and adjustment.

B. *Schedule of Hourly Rates:*

Effective March 1, 2024

Sr. Principal Engineer	\$230.00 per hour
Sr. Project Engineer	\$175.00 per hour
Principal Project Manager	\$175.00 per hour
Professional Geologist	\$170.00 per hour
Senior Project Manager	\$155.00 per hour
Senior Engineer I	\$155.00 per hour
Funding Director	\$165.00 per hour
Funding Administrator	\$165.00 per hour
Expert Witness	\$220.00 per hour
Design Engineer	\$100.00 per hour
Environmental Specialist II	\$110.00 per hour
Environmental Specialist	\$ 90.00 per hour
Lead Senior Designer	\$105.00 per hour
Senior Designer	\$ 95.00 per hour
Design Technician	\$ 90.00 per hour
Professional Land Surveyor	\$165.00 per hour
Survey - Robotics	\$150.00 per hour
Survey - GPS	\$165.00 per hour
Survey Technician	\$ 85.00 per hour
Senior Construction Observer	\$ 90.00 per hour
QA/QC Field Supervisor	\$100.00 per hour
Secretary/Administrative Asst.	\$ 65.00 per hour
Consultants	Cost plus 15%
Direct Costs	Cost plus 15%
No Charge for Mileage or Phone Calls	

Municipal Engineering, Inc. reserves the right to periodically adjust the aforementioned rate schedule



**TOWN OF RIVER BEND
GRANT PROJECT ORDINANCE
STORMWATER ASSET INVENTORY AND ASSESSMENT PROGRAM**

BE IT ORDAINED by the Council of the Town of River Bend, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

Section 1. The project authorized is the Stormwater Asset Inventory and Assessment project described in the work statement contained in the Grant Agreement between this unit and the North Carolina Department of Public Safety Emergency Management. This project is more familiarly known as the River Bend 2024 Stormwater AIA Project.

Section 2. The officers of this unit are hereby directed to proceed with the grant project within the terms of the grant documents, the rules and regulations of the NC Department of Public Safety Emergency Management and the budget contained herein.

Section 3. The following revenues are anticipated to be available to complete this project:

Emergency Management Disaster Relief and Mitigation Grant (DRMG)	225,000
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Section 4. The following amounts are appropriated for the project:

GIS Stormwater System Inventory/Mapping/ Condition Assessment	120,000
Zoom Camera Inspections	80,000
Final Report with recommendations for improvements	15,000
Grant Administration/Project Management	10,000
Total	225,000

Section 5. The Finance Officer is hereby directed to maintain within the Grant Project Fund sufficient specific detailed accounting records to provide the accounting to the grantor agency required by the grant agreement and federal and state regulations.

Section 6. Funds may be advanced from the General Fund for the purpose of making payments as due. Reimbursement requests should be made to the grantor agency in an orderly and timely manner.

Section 7. The Finance Officer is directed to report annually on the financial status of each project element in Section 4 and on the total grant 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 grant project in every budget submission made to this Council.

Section 9. 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.

Adopted this 15th day of August, 2024.

John R. Kirkland, Mayor

Attest:

Kristie J. Nobles, Town Clerk, CMC, NCCMC

EWAB August 5th,2024

Chairman Hall called the meeting to order at 7:02 PM in the small conference room in the municipal building.

There was a quorum of members.

The minutes from the July 1st, 2024, meeting was approved.

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

Old Business: Update on weeds in waterways.

Discussion on stormwater management and the upcoming storm.

Still planning waterways clean up, DTBD.

The fish lines disposal containers are being made by PW and will be installed on town property.

Theres a new fish/turtle feeder on the fishing dock, hopefully it won't be vandalized.

New Business: EWAB will have a table at the PD National Night Out on October 1st, 2024.

Volunteer hours: 9

The September meeting is scheduled for Labor Day, it has been canceled.

The next meeting will be on October 7th, 2024 at 7 PM in the small conference room in the municipal building.

The meeting adjourned at 7:35 PM.

River Bend Police Department
Take-Home Vehicle Program (THVP)
General Order 21
Effective Date 08-15-2024

21.01 **Purpose:** The purpose of this directive is to establish guidelines for the department's take-home vehicle program (THVP).

21.02 **Policy:** It is the policy of the River Bend Police Department (RBPD) to assign take-home vehicles to eligible personnel. This policy applies to all employees who are assigned a take-home vehicle.

RULES AND PROCEDURES

21.03 **Take-Home Vehicle Privileges:**

- A. The use of take-home department vehicles is a privilege, not a right, that may be modified or revoked at any time, by the Police Chief, on an individual basis.
- B. Full-time, non-probationary officers (as defined in Article IV, Section 4 of the Town's Human Resources Policies and Procedures Manuel) that live within 20 miles of the River Bend town limits are eligible to be assigned a take-home vehicle. For supervisory, full-time, non-probationary personnel, the mileage limit will be determined on an individual basis by the Police Chief, subject to approval by the Town Manager.
- C. Officers who reside outside 20 miles of River Bend town limits may be authorized to leave the vehicle secured on government property within the 20 mile limit. Examples of authorized locations include fire departments, EMS stations, police departments, city halls and other government buildings. Location must be approved by the Chief of Police.

21.04 **Vehicle Assignment:**

- A. Assigned vehicles are not to be operated by anyone other than the assigned employee unless authorized by a supervisor.
- B. The Chief of Police approves all assignments of take-home vehicles to eligible personnel.
- C. The assignment of take-home vehicles will be based on the operational needs of the department. Vehicles may be reassigned by the Chief of Police as necessary.

21.05 **Provisions:**

- A. Vehicles must be secured, and the keys removed when parked and unattended. When a department vehicle is not in use off-duty, all firearms will be removed (except when at a State, Federal, or other facility where the storage of firearms is not allowed on-premises).
- B. Any theft of equipment or damage to a take-home vehicle shall be immediately reported to the Chief of Police.
- D. When operating a police vehicle off shift, officers must be armed with a department-

authorized firearm and carry their badge and department identification. Appropriate civilian attire is required if not in uniform per General Order 12.11.

- D. Employees assigned a mobile data terminal (MDT) must be logged onto the system while operating a marked patrol vehicle, including traveling to and from work in a take-home vehicle. If the employee cannot connect from their residence, the employee must safely activate the MDT once they are within connection range.
- E. Employees will check on-duty prior to leaving their residence and off-duty upon arriving at their residence at any time while operating the vehicle. This will be conducted either through Craven Communications or by use of MDT.
- F. Take-home vehicles shall not be used for personal use while in an off-duty status.

21.06

Off-Duty Enforcement:

- A. When driving a take-home vehicle to and from work outside of the jurisdiction of the River Bend Police Department or while off-duty, an officer shall not initiate enforcement actions except in those circumstances where a potential threat to life, serious property damage or serious personal injury exists.
- B. When providing assistance, officers shall ensure the information about the assistance provided is relayed to Craven Communications and entered into CAD.
- C. As soon as reasonably practicable, officers shall notify the local 911 center and request an on-duty officer to respond from the agency with appropriate jurisdiction.

END

INTEGRITY FOR ALL TODAY - THE GOAL

Some time ago I authored a short essay on integrity. In that article I lamented the general lack of integrity in society today. Forward to the present time and the dilemma that our nation and the world endeavor to solve. It is fair to observe that the need for individual integrity is more important now than ever. It is important in corporate offices, and it is important among every member on the factory floor, and in fact in each of us.

Leadership in all organizations must set the example of integrity that is expected in their organization. The leadership must model the standard that they espouse. The old expression "talk the talk and walk the walk" is the true statement of the need for effective senior leadership. If we can achieve integrity across the entire corporate structure and the entire organizational structure of government many of the national and international problems will be more easily resolved.

Let us all take a vow to master our individual integrity and then encourage colleagues to work on the same acquisition in their lives. As with any vow only through daily consideration of the vow will we become more committed to the nature of guidance that integrity can have in our life. I believe that when we look at the character of persons that we have worked with and persons that we consider to be friends we will easily classify those who live comfortably with the commitment to personal integrity. These persons are wonderful to have as a positive influence in our lives.

The Rotary Four Way Test of the things that we think say and do are stated as follows:

ROTARY 4 WAY TEST

1. IS IT THE TRUTH?
2. IS IT FAIR TO ALL CONCERNED?
3. WILL IT BUILD GOODWILL AND BETTER FRIENDSHIPS?
4. WILL IT BENEFIT ALL CONCERNED?

This reminder is generally repeated by all members of each club at their weekly meetings. The test is a good reminder to the Rotary members of their commitment to a trait of integrity.

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

§ 143-318.11. Closed sessions.

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

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

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

- (6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel policy issues may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge or removal shall be taken in an open meeting.
- (7) To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.
- (8) To formulate plans by a local board of education relating to emergency response to incidents of school violence or to formulate and adopt the school safety components of school improvement plans by a local board of education or a school improvement team.
- (9) To discuss and take action regarding plans to protect public safety as it relates to existing or potential terrorist activity and to receive briefings by staff members, legal counsel, or law enforcement or emergency service officials concerning actions taken or to be taken to respond to such activity.
- (10) To view a recording released pursuant to G.S. 132-1.4A.

(b) Repealed by Session Laws 1991, c. 694, s. 4.

(c) Calling a Closed Session. – A public body may hold a closed session only upon a motion duly made and adopted at an open meeting. Every motion to close a meeting shall cite one or more of the permissible purposes listed in subsection (a) of this section. A motion based on subdivision (a)(1) of this section shall also state the name or citation of the law that renders the information to be discussed privileged or confidential. A motion based on subdivision (a)(3) of this section shall identify the parties in each existing lawsuit concerning which the public body expects to receive advice during the closed session.

(d) Repealed by Session Laws 1993 (Reg. Sess., 1994), c. 570, s. 2. (1979, c. 655, s. 1; 1981, c. 831; 1985 (Reg. Sess., 1986), c. 932, s. 5; 1991, c. 694, ss. 3, 4; 1993 (Reg. Sess., 1994), c. 570, s. 2; 1995, c. 509, s. 84; 1997-222, s. 2; 1997-290, s. 2; 2001-500, s. 2; 2003-180, s. 2; 2013-360, s. 8.41(b); 2014-79, s. 9(a); 2016-88, s. 3.)