



**TOWN OF RIVER BEND**

**45 Shoreline Drive  
River Bend, NC 28562**

T 252.638.3870  
F 252.638.2580

[www.riverbendnc.org](http://www.riverbendnc.org)

## **RIVER BEND TOWN COUNCIL PROPOSED AGENDA**

Work Session Meeting  
December 5, 2024  
River Bend Town Hall – 45 Shoreline Drive  
7:00 p.m.

1. **VOTE** – Agenda: Additions / Deletions / Adoption
2. SPECIAL PRESENTATION – Audit Presentation for Fiscal Year 2023-2024 by Austin Eubanks of Thompson, Price, Scott, Adams & Co., P.A. via Zoom - Gilbert
3. **VOTE** – Award Engineering Services Agreement for Water Treatment Plant Project - Jackson
4. DISCUSSION – Appointment of Mayor Pro Tempore - Jackson
5. DISCUSSION – Adoption of 2025 Town Council Meeting Schedule - Jackson
6. DISCUSSION – Adoption of 2025 Employee Holiday Schedule - Jackson
7. DISCUSSION – Mayor and Town Council Responsibility Chart – Jackson
8. DISCUSSION – Council Code of Ethics – Jackson
9. DISCUSSION – Appointment of ECC Representative – Jackson
10. DISCUSSION – Pickle Ball Court - Maurer
11. **VOTE** – Policy on Pornography as required by NCGS § 143-805 – Jackson
  - a. Resolution
  - b. Human Resources Policy Amendment
12. **VOTE** – Accept Land Donation - Jackson
13. REVIEW AGENDA – Nobles
14. ADJOURNMENT

Pledge: Maurer

# TOWN OF RIVER BEND

## AUDIT PRESENTATION

### FOR THE YEAR ENDED JUNE 30, 2024



THOMPSON, PRICE, SCOTT, ADAMS & CO., P.A.  
4024 OLEANDER DRIVE SUITE 103  
WILMINGTON, NORTH CAROLINA 28403  
TELEPHONE (910) 791-4872  
FAX (910) 239-8294

# TOWN OF RIVER BEND

## BOARD MEETING

### Presentation of Audit Results

- I. General Comments
- II. Required Communications
- III. Audit Results
- IV. Questions and Comment
- V. Close

# TOWN OF RIVER BEND REQUIRED COMMUNICATIONS

## Requirement

## Results

### 1 **Responsibilities Under Generally Accepted Auditing Standards, Government Auditing Standards, OMB Uniform Guidance, and the State Single Audit Implementation Act.**

Design the audit to provide reasonable assurance that the financial statements are free of material error and in compliance with government regulations.

- Accomplished. No material error noted.

Perform all planned procedures and have complete access to both management and required information.

- Completed. Our work was not limited in any way.

Communicate significant deficiencies in the internal control.

- None



# TOWN OF RIVER BEND REQUIRED COMMUNICATIONS (CONTINUED)

## Requirement

## Results

### 2 **Adoption or Change in Accounting Policies**

Communicate the initial adoption of or a change in an accounting principle which had or is expected to have a significant effect on the financial statements.

- None.

### 3 **Management Judgment and Accounting Estimates**

Assess methodologies used and basis of evidence for matters requiring judgments and estimates.

- Methods used and evidence considered appear to have led to reasonable amounts being included in the financial statements.

### 4 **Significant Audit Adjustments or Unrecorded Differences**

Communicate significant recorded and unrecorded differences.

- None out of the normal course.

# TOWN OF RIVER BEND

## REQUIRED COMMUNICATIONS (CONTINUED)

### Requirement

### Results

#### 5 **Disagreements with Management**

Communicate any disagreements on financial or reporting matters that, if not satisfactorily resolved, would cause a modification of our report.

- None.

#### 6 **Consultation with Other Accountants**

Communicate any consultation that took place with other accountants.

- None noted.

#### 7 **Prior to Retention Issues**

Communicate any major issues that management discussed with the auditor in connection with the retention of the auditor, including the application of accounting principles and auditing standards.

- None.

# TOWN OF RIVER BEND REQUIRED COMMUNICATIONS (CONTINUED)

## Requirement

## Results

### 8 **Significant Difficulties**

Any serious difficulties the auditor encountered in dealing with management such as unreasonable delays in providing needed information, unreasonable timetable set by management, or unavailability of client personnel.

- None noted.

### 9 **Irregularities and Illegal Acts**

Communicate the existence of any material irregularities and/or illegal acts determined during the audit.

- None noted.

# TOWN OF RIVER BEND

## GENERAL FUND

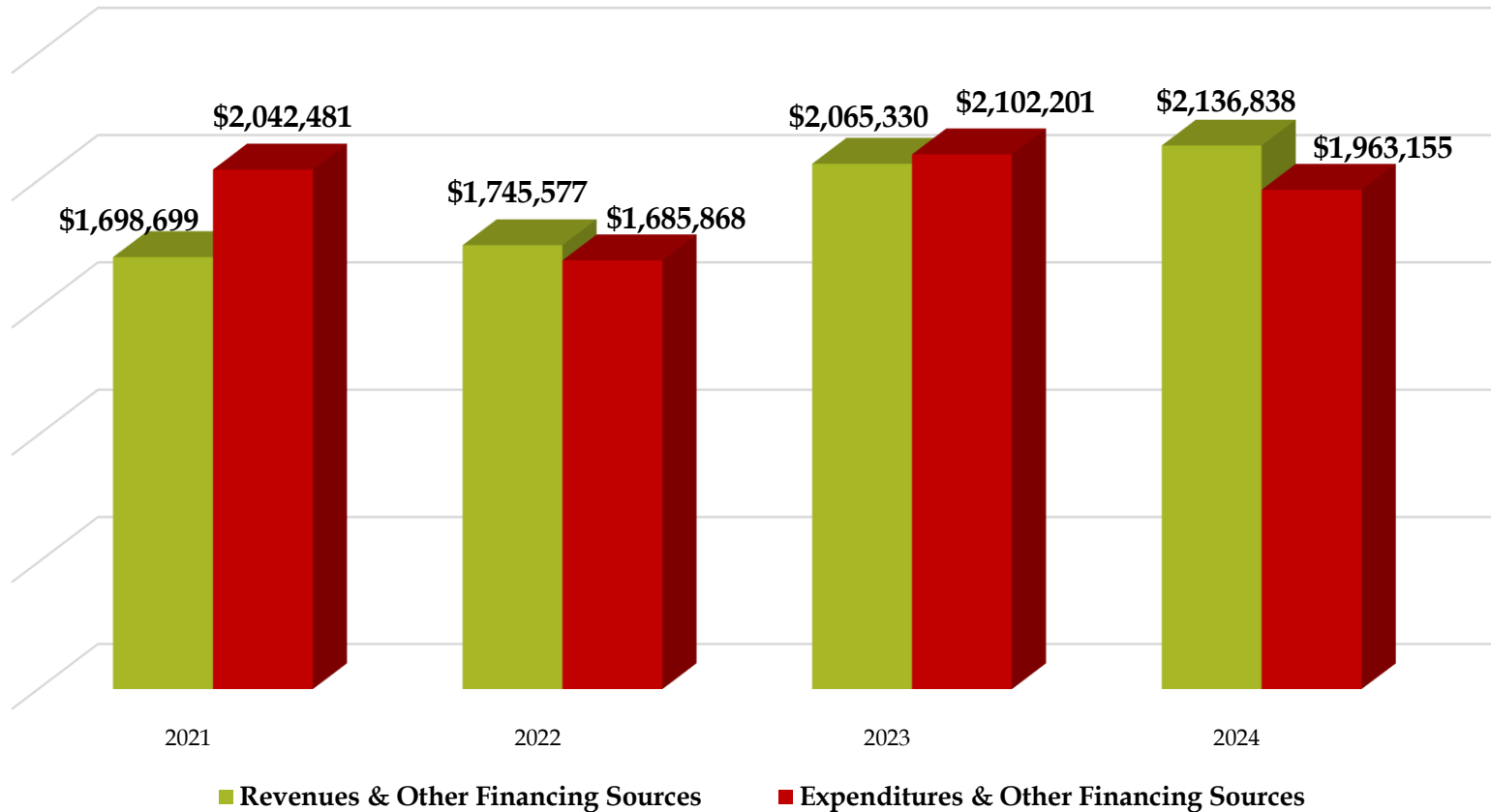
Dear Board Members:

Below is a summarization of some of the key items in the audit report.

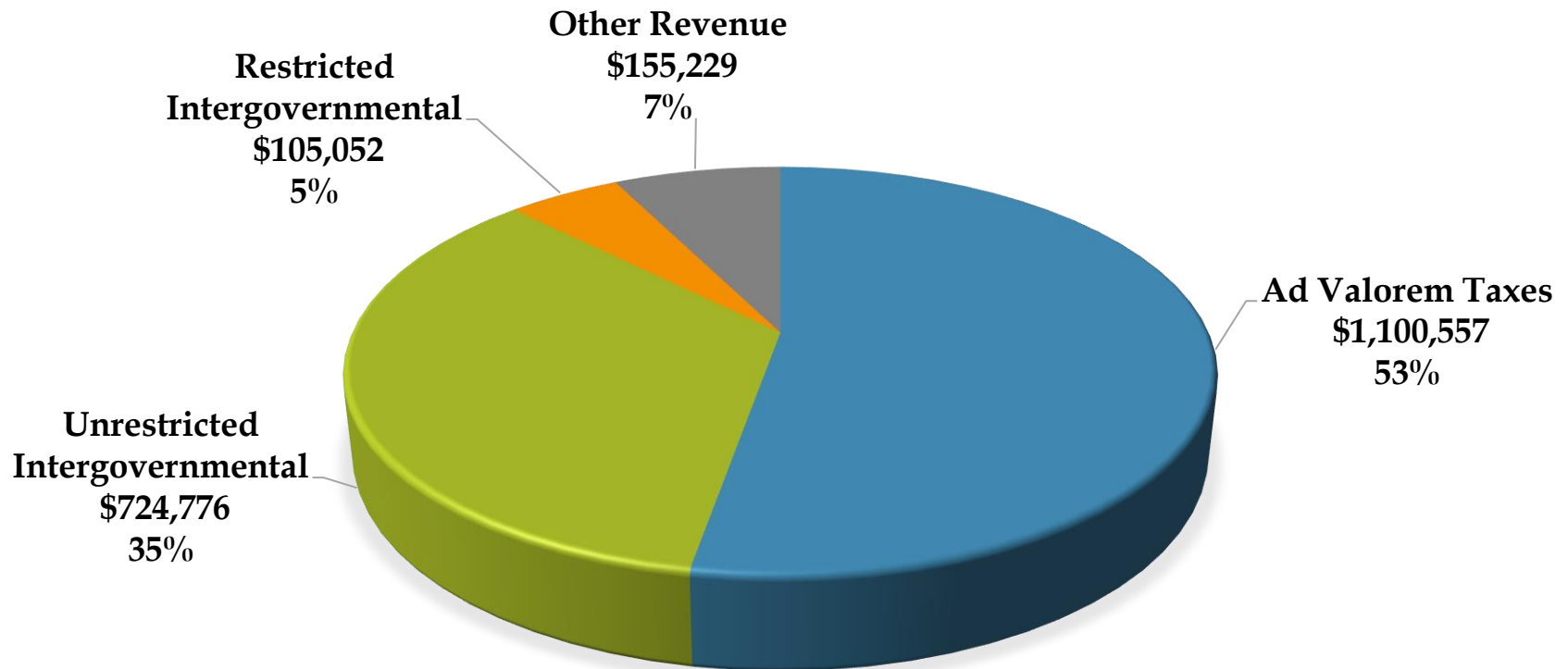
2024

Total Revenues and Other Financing Sources (Uses)	\$	2,136,838
Total Expenditures and Other Financing Sources (Uses)	\$	1,963,155
<b>Net Change</b>	\$	173,683
Minimum Undesignated Fund Balance as Recommended by the Local Government Commission (34% Of Expenditures)	\$	<b>667,473</b>
Unassigned Fund Balance	\$	961,156
Fund Balance Available as a Percentage of General Fund Expenditures		74.38%
Tax Collection Rate (Overall)		99.75%

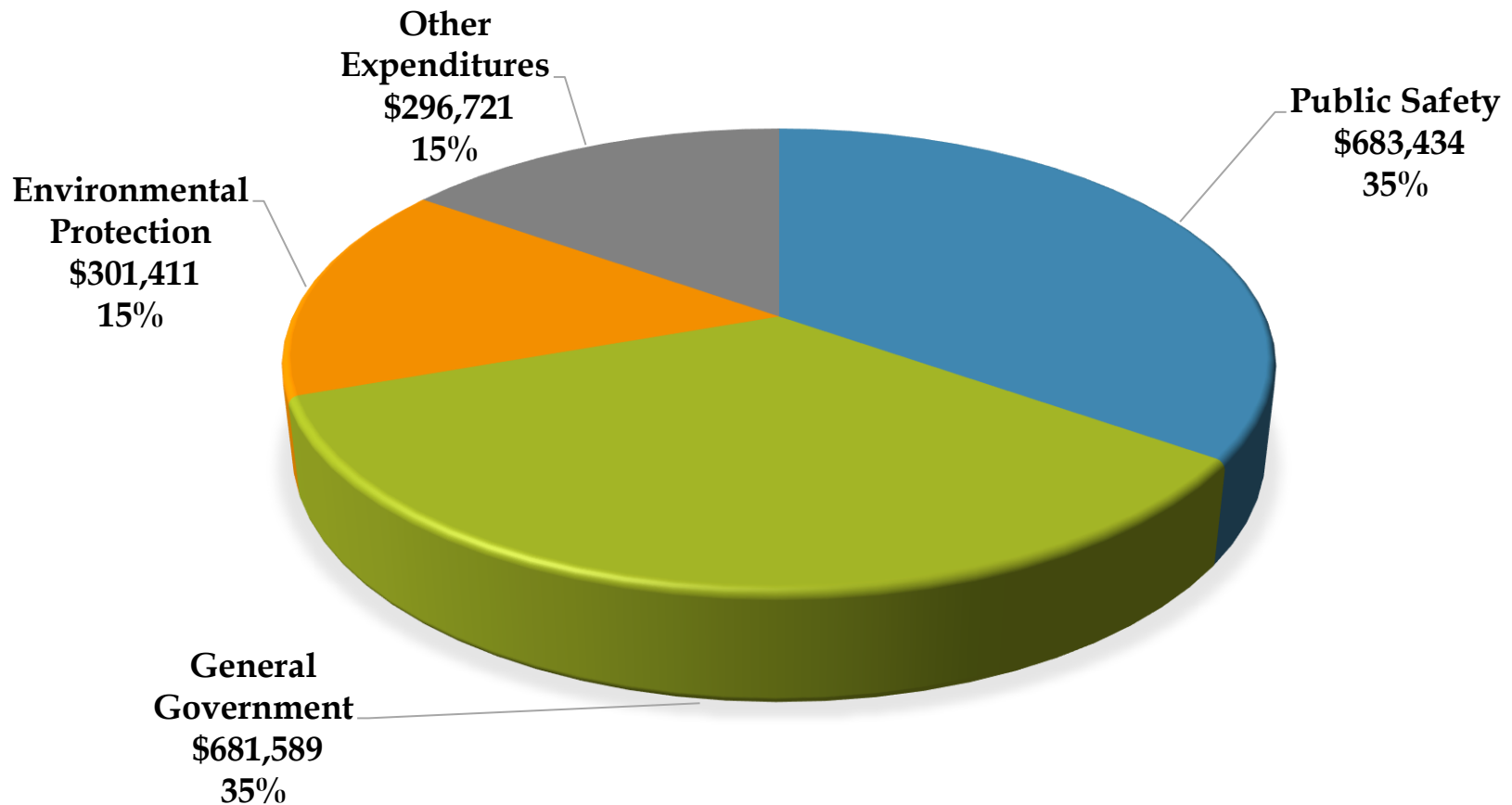
# TOWN OF RIVER BEND GENERAL FUND OPERATING SUMMARY



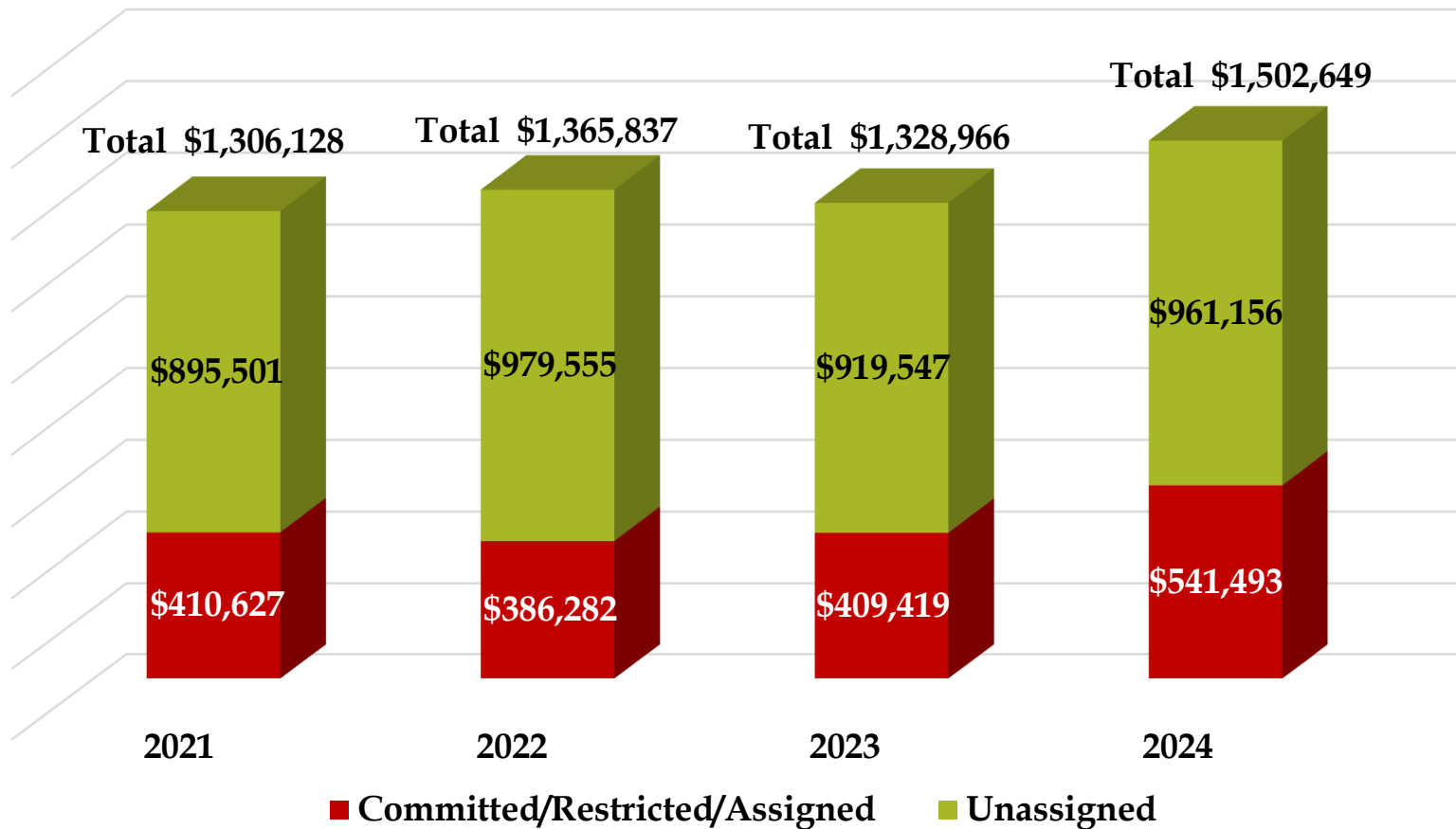
# TOP 3 REVENUES : GENERAL FUND - OPERATING



# TOP 3 EXPENDITURES: GENERAL FUND - OPERATING



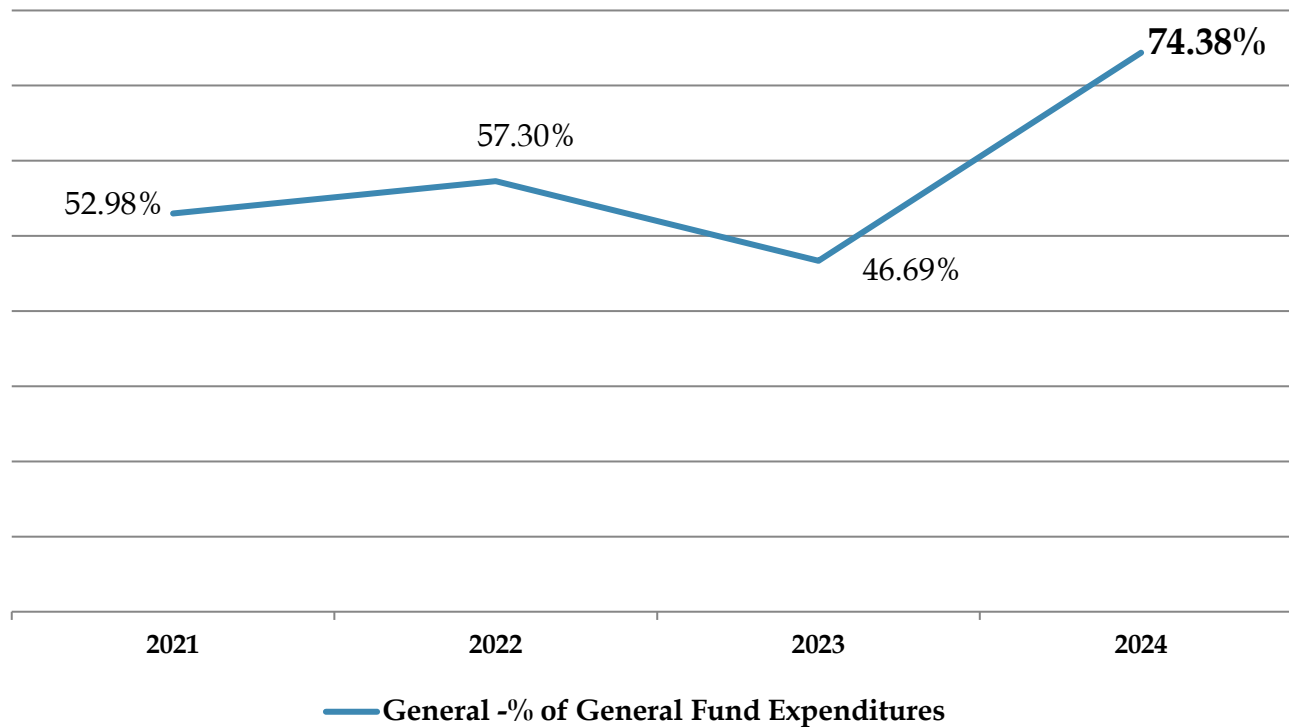
# TOWN OF RIVER BEND ANALYSIS OF FUND BALANCE





# TOWN OF RIVER BEND

**Analysis of Fund Balance Available as a percentage of  
General Fund Expenditures**



# TOWN OF RIVER BEND

## PUBLIC WORK CAPITAL PROJECT FUND

Dear Board Members:

Below is a summarization of some of the key items in the audit report.

2024

Total Revenues and Other Financing Sources (Uses)	\$	20,850
Total Expenditures and Other Financing Sources (Uses)	\$	1,202,999
<b>Net Change</b>	<b>\$</b>	<b>(1,182,149)</b>
Fund Balance at the Beginning of the Year	\$	1,182,149
Fund Balance at the End of the Year	\$	-

# TOWN OF RIVER BEND

## NON-MAJOR FUND - CAPITAL RESERVE

Dear Board Members:

Below is a summarization of some of the key items in the audit report.

2024

Total Revenues and Other Financing Sources (Uses)	\$	16,636
Total Expenditures and Other Financing Sources (Uses)	\$	-
<b>Net Change</b>	<b>\$</b>	<b>16,636</b>
Fund Balance at the Beginning of the Year	\$	84,569
Fund Balance at the End of the Year	\$	101,205

# TOWN OF RIVER BEND

## WATER FUND

Dear Board Members:

Below is a summarization of some of the key items in the audit report.

2024

Total Revenues and Other Financing Sources (Uses)	\$	607,093
Total Expenditures and Other Financing Sources (Uses)	\$	547,822
Capital contributions	\$	178,248
Transfers to other funds	\$	62,551
<b>Net Change</b>	<b>\$</b>	<b>300,070</b>
Fund Balance at the Beginning of the Year	\$	1,141,151
Fund Balance at the End of the Year	\$	1,441,221

# TOWN OF RIVER BEND

## SEWER FUND

Dear Board Members:

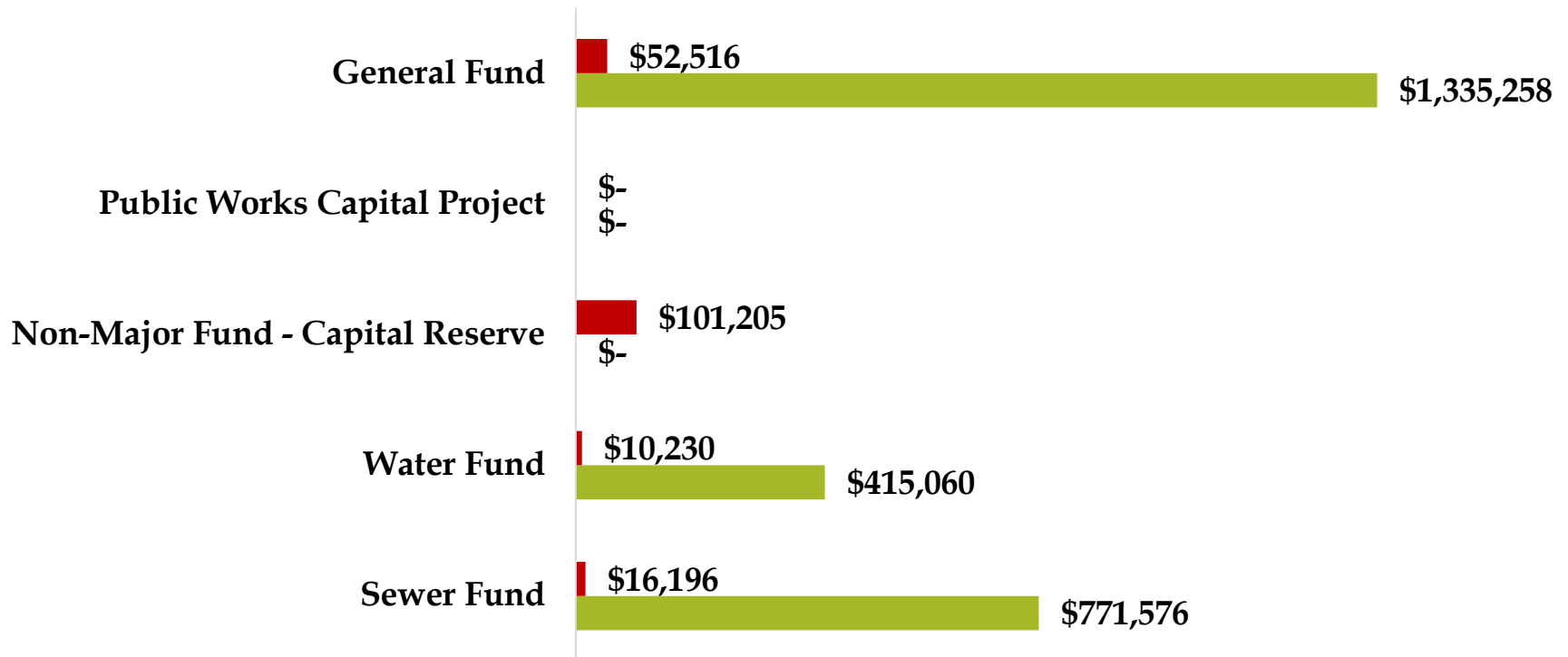
Below is a summarization of some of the key items in the audit report.

2024

Total Revenues and Other Financing Sources (Uses)	\$	686,077
Total Expenditures and Other Financing Sources (Uses)	\$	590,434
Capital contributions	\$	291,952
Transfers to other funds	\$	62,551
<b>Net Change</b>	<b>\$</b>	<b>450,146</b>
Fund Balance at the Beginning of the Year	\$	1,057,617
Fund Balance at the End of the Year	\$	1,507,763

# TOWN OF RIVER BEND

## Analysis of Cash



■ Restricted Cash and Cash Equivalents     
 ■ Cash and Cash Equivalents

# ADDITIONAL REQUIRED COMMUNICATIONS

## Changes to the Audit Process

The Local Government Commission (LGC) will no longer initiate communications about concerns or findings (formerly considered unit letters). They have created a spreadsheet that has to be completed and submitted with the audit report. If that worksheet identifies what they consider a "Financial Performance Indicators of Concern" (FPICs), we are required to communicate those items to the Board.

You are required to submit a response within 60 days of the Board meeting in which the financial statements are presented. The detailed audit response should be presented to the entire Board, and signed by the entire Board, Finance Officer, and Manager.

The following FPIC's were identified on the LGC's transmittal document that we are required to notify you about:

# ADDITIONAL REQUIRED COMMUNICATIONS

## PERFORMANCE INDICATORS

The self-reported information from your unit's audit report was used to generate the following trends and performance indicators. We have created this Performance Indicator tab to make these indicators available to auditors and local governments when your audit is conducted. If any unit's results are shaded red, the unit must submit a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters" within 60 days from the auditor's board presentation. The response must address all performance indicators shaded in red.

Unit Name:	River Bend	Fiscal Year 2024	Explanation of Performance Indicator
Unit Number:	50490		

WATER SEWER FUND: As of the publication date of this workbook, prior year self-reported numbers may not been received by the LGC staff, please contact LGC staff at lgcaudit@nctreasurer.com to have the prior year's financial data populated on this worksheet. Please include in email subject "Prior Year Financial Data."				Minimum Threshold	Unit Results	Note: If more than one performance indicator is identified, one proposed solution may solve all water and sewer performance indicators.
Cash Flow Indicators:	2022	2023	2024	Minimum Threshold	Unit Results	
Operating Net Income (Loss) excluding depreciation, including debt service principal and interest	\$87,631	\$58,253	(\$4,714)	Greater than zero	(\$4,714)	This calculation subtracts operating expenses from operating revenues. Depreciation expense is not included the calculation but debt principal and interest payments are included. A negative balance indicates that your rates are not covering your operating expenses and debt service payments.
Water and Sewer Capital Assets Condition Ratio	0.16	0.15	0.12	Remaining useful life of asset greater than or equal to 0.50	0.12	This capital assets condition ratio formula calculates the remaining useful life. A remaining useful asset value less than 0.50 may signal the need to replace the assets in the near future.



THANK YOU FOR THE OPPORTUNITY TO  
WORK WITH YOU!



**TOWN OF RIVER BEND**

**45 Shoreline Drive  
River Bend, NC 28562**

T 252.638.3870  
F 252.638.2580

[www.riverbendnc.org](http://www.riverbendnc.org)

TO: River Bend Town Council

FROM: Delane Jackson

RE: Recommendation on Response to RFQ

DATE: November 22, 2024

The Town of River Bend posted an RFQ for engineering services for construction of the town's water treatment plant. The selection committee met on November 22 to review and evaluate all responses. The selection committee is composed of the Mayor Pro Tem, Town Manger and Public Works Director. In this case, there was only one response.

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

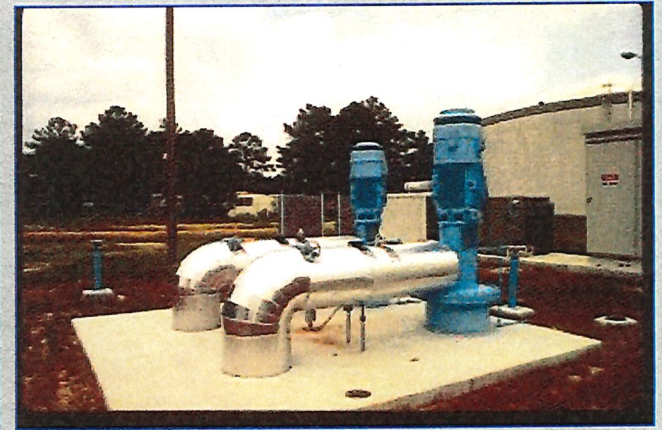
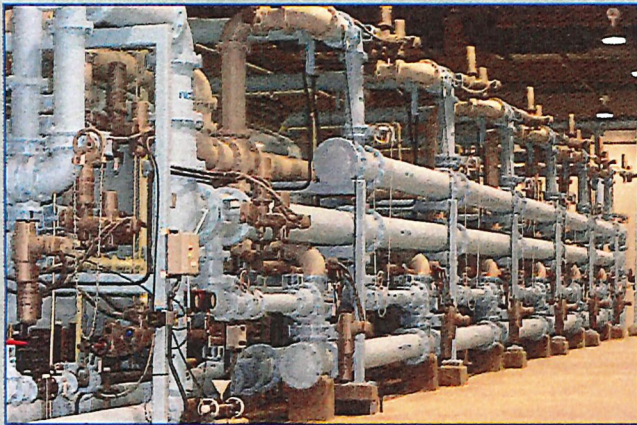
Item 3



Due Date: November 22, 2024  
2:00 PM

## Statement of Qualifications

Engineering Services for



## WATER TREATMENT PLANT IMPROVEMENTS

*Submitted by:*



*For:*



Town of

**River Bend, NC**



# Table of Contents

<i>Section 1 - Introductory Letter</i>	<i>1</i>
<i>Section 2 - Firm Background</i>	<i>2</i>
<i>History of Our Firm</i>	
<i>Rivers' Employment Organizational Profile</i>	
<i>Areas of Service</i>	
<i>Office Where Work Will Be Performed</i>	
<i>Rivers &amp; Associates' Standard Rate Schedule</i>	
<i>Section 3 - Project Team</i>	<i>3</i>
<i>The Rivers' Project Team</i>	
<i>Key Team Members</i>	
<i>Key Team Member Roles</i>	
<i>Key Team Member Resumes</i>	
<i>Section 4 - Qualifications</i>	<i>8</i>
<i>Technical Capabilities</i>	
<i>Previous History Working With the Town of River Bend</i>	
<i>Product Knowledge</i>	
<i>Grant/Loan Funded Utility Project Experience</i>	
<i>Professional References</i>	
<i>Section 5 - Similar Projects</i>	<i>10</i>
<i>Previous Project Examples</i>	
<i>Section 6 - Project Approach</i>	<i>13</i>
<i>Project Background</i>	
<i>Project Understanding</i>	
<i>General Approach</i>	
<i>Detailed Project Approach</i>	
<i>Quality Control &amp; Assurance Through Communication</i>	
<i>Cost Control</i>	
<i>Project Schedule Maintenance</i>	
<i>Protection Against Defects / Deficiencies</i>	
<i>Section 7 - Minority Participation</i>	<i>20</i>
<i>Sub-Consultant Teaming Partners</i>	



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

## Section 1 - Introductory Letter

Dear Mr. Jackson:

Having prepared the recently completed Water Supply Study for the Town's drinking water system, as well as having assisted the Town in securing funding for the proposed project, we understand the necessary implementation steps, and administrative requirements to facilitate successful completion of the WTP improvements. To achieve this goal, the Town requires a consultant team with a proven track record of similar services. **Rivers & Associates, Inc.** (Rivers) offers that team. We are pleased to submit one (1) digital copy of our Statement of Qualifications.

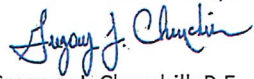
Rivers is a regional leader in planning and engineering of public infrastructure. As such, we have assisted numerous local governments through-out eastern North Carolina with evaluation, planning, funding assistance, design, permitting and construction administration/observation services for water, wastewater, stormwater, natural gas, roadway and recreation infrastructure systems as well as a variety of other planning and engineering needs. We are privileged to have provided engineering services for twenty years to the Town of River Bend for water and wastewater projects as well as various other studies and consultations.

We are confident that selecting the Rivers Team will provide the following key benefits:

- **THE RIGHT TEAM.** We have assembled a highly qualified and experienced Project Team for the WTP Improvements project, have been involved in similar projects for other communities, and have worked on other projects for the Town as well. Our Team includes highly qualified sub-consultant partners with whom we regularly team for hydrogeological, geotechnical, electrical and structural engineering. *With our collective successful experience, you will be assured that your project is in experienced and capable hands.*
- **EXTENSIVE PORTFOLIO.** Our portfolio of study, design and construction phase projects for water treatment facilities demonstrates extensive experience with numerous projects similar to that proposed by the Town. Through our experience we have identified, navigated and overcome obstacles with appropriate solutions to successfully achieve project goals. *The Town's project presents no obstacles or constraints that our team has not successfully navigated.*
- **LOCAL KNOWLEDGE & EXPERTISE.** Having conducted the recently completed Water Supply Study and provided assistance with the funding application for the Town's WTP Improvements project, Rivers is extremely familiar with the site, treatment process, permitting requirements, funding process, Town staff, and review agency personnel. We will use this knowledge to assist the Town in planning, designing, permitting, and implementing the construction and startup of this project. *Combining our familiarity with the project, our wide ranging professional experience and our comprehensive team approach presents a unique and highly qualified team necessary to successfully assist the Town in meeting its goals, objectives and shared expectations.*

We look forward to continuing to work with you and other Town staff, providing quality service for the Town of River Bend.


Sincerely,  
RIVERS & ASSOCIATES, INC.



Gregory J. Churchill, P.E., President


### Rivers & Associates, Inc.

 29+ WTP  
PROJECTS

 8 PROJECTS  
W/ RIVER BEND



 50+  
EMPLOYEES

 105+ YEARS  
OF SERVICE

#### Client Contact & Project Manager

Greg Churchill, P.E.  
Phone: 252-341-0922 (mobile)  
Email: gchurchill  
@riversandassociates.com

#### Corporate Office Address

107 East Second Street  
Greenville, NC 27858  
PO Box 929  
Greenville, NC 27835  
Phone: 252-752-4135

#### Branch Office Address

353 E. Six Forks Road  
Raleigh, NC 27609

#### Firm Licensure

NC BELS Lic. # F-0334  
NC BOLA Lic. # C-312

www.riversandassociates.com



## Section 2 - Firm Background

### History of Our Firm

Rivers & Associates, Inc. (Rivers) is a locally-owned certified Small Professional Service Firm (SPSF) business corporation dedicated to providing responsive, quality professional service. Founded in 1918 in Greenville, NC as Henry L. Rivers, Consulting Engineers, the firm was incorporated in 1959 with the North Carolina Secretary of State as Rivers & Associates, Inc. and structured as a Sub-Chapter S corporation under Federal IRS provisions.

Initially providing municipal engineering and drainage engineering services, areas of expertise have expanded as the firm has grown. While now offering other professional services that complement our core services, our foundation remains engineering for public works and utility infrastructure.

The company's corporate office remains in Greenville, NC with a branch office located in Raleigh, NC since 1985 which primarily serves land development interests.

### Rivers' Employment Organizational Profile

Rivers' employment organizational profile contains professional redundancy throughout its roster of employees. Our staff includes multiple project managers for engineering, surveying and landscape architecture projects, all of whom manage multiple projects at any given time. Our staff of engineers, surveyors, landscape architects, CAD designers/GIS Technicians and construction inspectors work with various project managers dependent upon work loads and project schedule needs.

Civil Engineers	18	Planners	2
Landscape Architects	4	Surveyors	8
CAD Draftsmen	11	Administrative	7
Construction Inspectors	9	TOTAL	59

### Areas of Service

Registered to provide services in North Carolina, South Carolina and Virginia, Rivers

provides engineering, planning, surveying and landscape architecture services on a variety of projects including water/wastewater systems and treatment plants, natural gas storage and distribution, roadway and streetscapes, drainage and storm-water management, parks and recreational facilities, marinas and waterfront development, as well as site developments and buildings. Our clientele includes local, state and federal government, private developers, education, medical, industry and commercial interests.

### Office Where Work Will Be Performed

Rivers' staff to be assigned to the Town of River Bend project are located in our Greenville, NC corporate office.

### Rivers & Associates' Standard Rate Schedule

Hourly Rates Schedule Rivers & Associates, Inc.	
Employee Classification	Hourly Rate
Principal	\$205
Project Manager	\$150 - \$200
Project Engineer	\$120 - \$185
Design Engineer	\$100 - \$110
Planner	\$85 - \$105
CAD Designer	\$90 - 140
CAD Technician	\$75 - \$85
Project Surveyor	\$100 - \$150
Party Chief	\$65 - \$120
Surveyor Technician	\$55 - \$75
1-Man Robotic	\$110 - \$150
Resident Project Rep.	\$70 - \$115
Administrative Assistant	\$70 - \$85
Intern Tech	\$45
Sub-Consultants and Fees	1.15 x Cost
Travel	Current IRS Rate
Miscellaneous Expenses	Cost
These rates are effective through June 30, 2025.	

## Section 6 - Project Approach

the need for an increase in the project funding to achieve the Town’s project goals. Throughout the design development process, maintaining a detailed takeoff of construction items and updating costs as necessary are key steps to providing a reliable cost opinion. The Town will be notified at any time that the cost opinion exceeds project funding along with alternative solutions, as appropriate.

### C. BIDDING OF PROJECTS

Prior to bidding, a final construction cost opinion will be prepared for presentation to the Town as part of the final design phase documents.

In order to obtain competitive bids, we strive to provide our clients with clear, concise, correct and well coordinated Construction Documents. Well prepared project documents are the best tool for obtaining a competitive and fair bid price.

We utilize bid tabulation data maintained for all our projects as a cost estimating tool. Additionally, we maintain good working relationships with material suppliers, contractors and equipment manufacturers’ representatives. These resources are utilized as necessary to prepare construction and project cost estimates.

### D. OWNER PREFERENCE

Rivers makes a concerted effort to include the Owner in the design and decision-making process. Each design element has associated benefits and costs. The Owner’s preference has a direct impact on the ultimate project cost. Occasionally, alternative bid items are included for specific items of preferred equipment. This provides additional choices to the Owner that contribute to the final construction/project cost.

#### *Project Schedule Maintenance*

In addition to a well-defined budget, each project should include a mutually agreeable schedule. Project status should be regularly checked against the schedule to determine whether the progress is acceptable or whether additional resources are required to complete the work on time.

For most projects, periodic design review meetings are scheduled with the Owner at which project status is discussed among other items. This provides an opportunity

for the Owner to stay informed of the progress to date, and offer input into whether adjustments are required.

During weekly internal team meetings (more frequently as required) schedule is reviewed to ensure that sufficient progress is being made and that potential delays are addressed expediently.

Rivers anticipates a project scope of this type will have an overall timeline of 39 months. The following are expected timeframes for the major task items previously discussed in the Project Approach.

<u>Tasks</u>	<u>Estimated Completion</u>
Engineering Services Agreement	December 10, 2024
Preliminary Design	April 30, 2025
Final Design	September 30, 2025
Bid/Design/Permitting to State	October 1, 2025
Bid/Design/Permitting Approval	February 2, 2026
Advertise for Bids	March 1, 2026
Contract Award	June 1, 2026
Notice to Proceed	July 1, 2026
Construction/Startup	August 1, 2026
Project Closeout	February 1, 2028

#### *Protection Against Defects / Deficiencies*

One of the principal roles of the Designer is to ensure that the end product performs as intended. Numerous opportunities exist for circumstances, events, misunderstandings or mistakes to jeopardize the performance of the completed work. The following steps are integrated into our procedures to minimize defects and deficiencies during construction of the project:

- Ensure clear understanding by Owner and Engineer of the project goals and operations requirements/performance of all specified materials and equipment.
- Clearly define and document project and performance requirements during the preparation of plans and specifications to assist Owner, Contractor and Supplier understanding.



## Section 6 - Project Approach

eting considerations. Those individuals' opinions of the final product will either positively or negatively impact River's reputation with the Town of River Bend and throughout all of North Carolina.

As such, we covet the Owner's opinions or preference with regard to certain design decisions. We will advise Town staff of the pros and cons of available options. If we feel strongly that a given solution is superior to others, we will advise the Town accordingly. However, many decisions are simply based on preference. We believe that the final design should reflect the Owner's preferences whenever practical. Also, maintenance personnel will be attuned to O&M requirements and costs that may impact the plan, and can offer valuable insights into potential cost savings and/or benefits for the Owner.

Additional external agency review, as applicable, will be provided by routine communication and meetings with representatives of regulatory and funding agencies that will be requested to issue appropriate environmental/regulatory permits for project development. Such input during the course of project scoping and preliminary design helps to ensure suitability for implementation and expedite the permitting process once formal applications for plan approval and authorization to construct are submitted.

### Cost Control

#### A. GENERAL

Both Rivers and the Town of River Bend are mutually interested in completing projects within budget. The best tools for accomplishing this goal are clear communication, a well-defined scope of work, sound cost estimation, and clearly defined lines of responsibility between the Owner, Engineer and Contractor.

It should be noted, that while we make every effort to provide reliable construction cost opinions, the consultant cannot assure that the project budget will not be exceeded in the final public bidding process as external factors can create uncontrollable influences.

In order to control the scheduling and cost of engineering, we have assembled an experienced and technically qualified team that will perform their responsibilities in

### Rivers & Associates Planning & Design Process



a timely and efficient manner. Our understanding of the technical needs and permitting process will afford the Town the most cost-effective solution to the project.

To avoid escalation of the cost of the work, the Owner and Engineer need to share and understand each other's mutual expectations, establish a clearly defined scope of work, and designate a single point of contact for communications. Each party should encourage open and frequent communication with expedient responses or decisions to inquiries or requests for information.

#### B. DURING PROJECT DESIGN

Rivers has developed proven methodologies and a good track record for estimating the cost of work. The first step in controlling the project budget is to prepare a sound proposed budget in relation to the conceptual design. As implementation of the concept plan evolves into design development, a Design Memorandum will include our comments as to the adequacy of the original project budget and recommendations, if necessary, for means of overcoming obstacles, decreasing the construction cost or





TOWN OF RIVER BEND

45 Shoreline Drive  
River Bend, NC 28562

T 252.638.3870  
F 252.638.2580

[www.riverbendnc.org](http://www.riverbendnc.org)

MEETINGS OF THE TOWN COUNCIL OF  
THE TOWN OF RIVER BEND

2025

Work Sessions ( 2<sup>nd</sup> Thursday)

7:00 p.m.

January 9  
February 13  
March 13  
April 10  
May 8  
June 12  
July 10  
August 14  
September 11  
October 9  
November 13  
\*\*\*December 4

Regular Meetings (3<sup>rd</sup> Thursday)

7:00 p.m.

January 16  
February 20  
March 20  
April 17  
May 15  
June 19  
July 17  
August 21  
September 18  
October 16  
November 20  
\*\*\*December 11

All Council Work & Regular Sessions will be held in the River Bend Town Hall beginning at 7:00 p.m.

\*\*\* Changed due to holiday.

Meeting date, time and location are subject to change due to unforeseen circumstances. In such event, proper public notice will be given prior to the meeting.

The public is invited and encouraged to attend all Council meetings.

The Town's Rules of Procedure, Agenda Policy, Public Comment Policy and Public Hearing Policy will be enforced at all Council Meetings.

Kristie Nobles  
Town Clerk



TOWN OF RIVER BEND

45 Shoreline Drive  
River Bend, NC 28562

T 252.638.3870  
F 252.638.2580

[www.riverbendnc.org](http://www.riverbendnc.org)

TOWN OF RIVER BEND  
EMPLOYEE HOLIDAY SCHEDULE  
**2025**

HOLIDAY

DATE

New Year's Day

Wednesday, January 1

Martin Luther King Day

Monday, January 20

Good Friday

Friday, April 18

Memorial Day

Monday, May 26

Independence Day

Monday, July 7

Labor Day

Monday, September 1

Veterans' Day

Tuesday, November 11

Thanksgiving Holiday

Thursday, November 27  
Friday, November 28

Christmas Holiday

Wednesday, December 24  
Thursday, December 25  
Friday, December 26

Item 6

## Mayor and Town Council Responsibilities

Last Updated **12/12/24**

MAYOR	FINANCE & HUMAN RESOURCES	PUBLIC SAFETY	PARKS & RECREATION	ENVIRONMENT	PLANNING	CAC
Mayor: <b>Mark Bledsoe</b>	Liaison: Brian Leonard	Liaison: Lisa Benton	Liaison: Jeff Weaver	Liaison: Brian Leonard	Liaison: Buddy Sheffield	Liaison <b>Barbara Maurer</b>
Pro Tem: Buddy Sheffield	Backup: <b>Barbara Maurer</b>	Backup: Buddy Sheffield	Backup: Lisa Benton	Backup: Jeff Weaver	Backup: <b>Barbara Maurer</b>	Backup: Brian Leonard
<p>Serves as official head of Town for purpose of serving civil process and receiving all Town correspondence. Signs official documents approved by Council. Liaison with municipal, county, state governments &amp; private sector.</p> <p>Presides over Town meetings.</p> <p>Town spokesman and media representative.</p> <p>Represents Town for ceremonial purposes.</p> <p>Representative to New Bern Metropolitan Planning Organization's Technical Advisory Committee (TAC).</p> <p><b>Representative to Highway 17/64 Association</b></p>	<p>Liaison for financial operations of the Town.</p> <p>Serves as Chair of Town's Audit Committee.</p> <p>Works with staff concerning technology and Human Resource Policy issues.</p>	<p>Liaison with the Community Watch group.</p> <p>Liaison with Coastal Environmental Partnership.</p>	<p>Liaison with Parks &amp; Recreation Advisory Board.</p> <p>Works with volunteers on Fourth of July and other special events.</p>	<p>Liaison with Environment and Waterways Advisory Board (EWAB)</p> <p>Works with staff concerning environmental issues.</p> <p>Liaison with ABC Board</p>	<p>Liaison with Planning Board.</p> <p>Liaison with Board of Adjustment.</p> <p>Alternate to New Bern Metropolitan Planning Organization's TAC.</p>	<p>Liaison with Community Appearance Commission (CAC)</p>





## 2025 Meeting Calendar

The **Technical Coordinating Committee** (TCC) generally meets the second Thursday at 1:30 PM every other month at New Bern’s Development Services Building located at 303 First Street. Meeting dates and agendas will be posted on the MPO’s website: [www.nbampo.org](http://www.nbampo.org) and are subject to change. If there is a change in meeting dates, a public notice will be issued.

1/9/2025	2/13/2025	4/10/2025	6/12/2025	8/14/2025	10/9/2025
----------	-----------	-----------	-----------	-----------	-----------

The **Transportation Advisory Committee** (TAC) generally meets the fourth Thursday at 3:30 PM every other month at New Bern’s Development Services Building located at 303 First Street. Meeting dates and agendas will be posted on the MPO’s website: [www.nbampo.org](http://www.nbampo.org) and are subject to change. If there is a change in meeting dates, a public notice will be issued.

1/23/2025	3/27/2025**	5/22/2025	7/24/2025	9/25/2025	11/13/2025
-----------	-------------	-----------	-----------	-----------	------------

## 2026 Meeting Calendar

The **Technical Coordinating Committee** (TCC) generally meets the second Thursday at 1:30 PM every other month at New Bern’s Development Services Building located at 303 First Street. Meeting dates and agendas will be posted on the MPO’s website: [www.nbampo.org](http://www.nbampo.org) and are subject to change. If there is a change in meeting dates, a public notice will be issued.

1/8/2026	3/12/2026	6/11/2026	8/13/2026	10/8/2026	11/12/2026
----------	-----------	-----------	-----------	-----------	------------

The **Transportation Advisory Committee** (TAC) generally meets the fourth Thursday at 3:30 PM every other month at New Bern’s Development Services Building located at 303 First Street. Meeting dates and agendas will be posted on the MPO’s website: [www.nbampo.org](http://www.nbampo.org) and are subject to change. If there is a change in meeting dates, a public notice will be issued.

1/22/2026	3/26/2026	6/25/2026	8/27/2026	10/22/2026	11/19/2026
-----------	-----------	-----------	-----------	------------	------------

\*Dates correlate to P8 Work Plan actions

\*\*Date correlates to deadline for approved UPWP submittal

## Delane Jackson

---

**From:** Marc Finlayson <finlayson@highway1764.com>  
**Sent:** Monday, December 02, 2024 9:19 AM  
**To:** Delane Jackson  
**Subject:** RE: Mayor Kirkland

Good morning Delane. The Highway 17/64 Association board meets three times a year. Generally, our dates are the last Wednesday of January, May, and September, unless extenuating circumstances cause us to change them. We convene at 10:00 a.m. and adjourn by 12:00 noon. Sometimes our host government will offer a lunch to follow. In 2025 our dates will be:

Wednesday, January 29, 2025  
Wednesday, May 28, 2025  
Wednesday, September 24, 2025

I hope this helps, and that you had a great Thanksgiving. Marc.

---

**From:** Delane Jackson <manager@riverbendnc.org>  
**Sent:** Monday, December 2, 2024 7:38 AM  
**To:** 'Marc Finlayson' <finlayson@highway1764.com>  
**Subject:** RE: Mayor Kirkland

Marc,

How often does your board meet? And is there a schedule? Like 1<sup>st</sup> Wednesday at noon, etc.?

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

252-638-3870 x-213  
[manager@riverbendnc.org](mailto:manager@riverbendnc.org)

*Pursuant to North Carolina General Statutes Chapter 132, Public Records, this electronic mail message and any attachments hereto, as well as any electronic mail message(s) that may be sent in response to it may be considered public record and as such are subject to request and review (with statutory exceptions) by anyone at any time.*

---

**From:** Marc Finlayson <finlayson@highway1764.com>  
**Sent:** Monday, September 30, 2024 3:39 PM

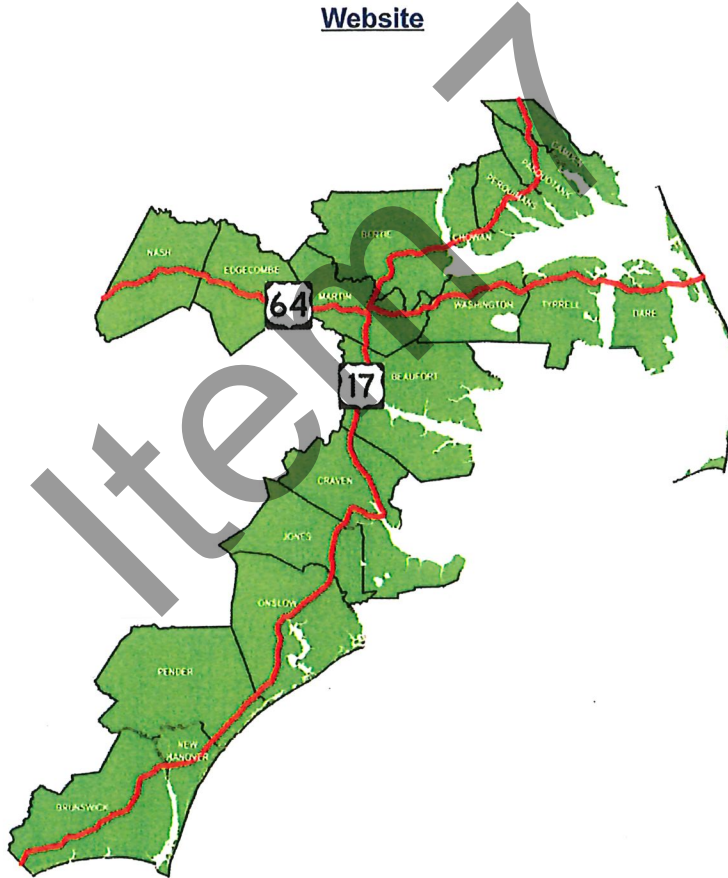
# **HIGHWAY 17/64**

## **ASSOCIATION**



The Highway 17/64 Association is an organization composed of staff from County Governments, Municipal Governments, NCDOT Divisions, RPOs, and MPOs that lie within the US Highway 17 and US Highway 64 (East of Raleigh) corridors. The organization meets quarterly, and advocates for improvements to transportation in Eastern North Carolina.

### Website



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

PREAMBLE

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

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

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

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

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

**GENERAL PRINCIPLES UNDERLYING THE CODE OF ETHICS**

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

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

## **CODE OF ETHICS**

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

Adopted this 12<sup>th</sup> day of December, 2024 by the River Bend Town Council.

\_\_\_\_\_  
Mark Bledsoe, Mayor

ATTEST:

\_\_\_\_\_  
Kristie Nobles, Town Clerk

Originally adopted 8-12-2010  
Re-adopted 12-15-2022  
Re-adopted 9-14-2023  
Re-adopted 12-12-2024



ECC is governed by a General Membership Board and an Executive Committee. The General Membership Board includes one County Commissioner from each member county and one representative from each municipality served by the organization. The General Membership meets quarterly to guide programming and discuss regional challenges. It also has the responsibility to adopt the annual ECC budget and elect officers for the Executive Committee.

The ECC Executive Committee includes the County Commissioner delegate from each of the nine counties, one municipal representative from each county, and elected delegates from municipalities with a population of 16,000 or more. The Executive Committee conducts business for the organization in months that the General Membership Board does not meet.

<b>Name</b>	<b>Board Position</b>	<b>County</b>	<b>Town or County Position</b>
Edward Riggs, Jr.	President	Pamlico	Pamlico County Commissioner
Frank Emory	1st Vice President	Jones	Jones County Commissioner
Lorraine Washington	2nd Vice President	Greene	Town of Snow Hill Commissioner
Bill Taylor	Treasurer	Carteret	Town of Morehead City Commissioner

Please click here for a complete list of all ECC member governments: [ECC Membership Flyer](#)

[Appointed Board Member Profile](#)

[Conflict of Interest](#)



# 2025 Meeting Schedule

Meetings are held on the second Thursday of the month and are held in the third-floor conference room of the O. Marks Building, 233 Middle Street, New Bern.

**General** Membership Board - January 09, 2025

Executive Committee - February 13, 2025

**General** Membership Board - March 13, 2025

Executive Committee - April 10, 2025

Executive Committee - May 8, 2025

**General** Membership Board - June 12, 2025

Executive Committee - July 10, 2025

Executive Committee - August 14, 2025 (date reserved if meeting is needed)

Executive Committee - September 11, 2025

**General** Membership Board - October 9, 2025

Executive Committee - November 13, 2025

No Meeting - December 2025

Annual BBQ / Networking event - TBD

**NOTE** – Committee meetings (Budget and Audit Committee, Nomination Committee, etc.) will be announced as necessary.



# Eastern Carolina Council

## General Membership Board / Executive Committee

### 2023-25 Officers

**Ed Riggs, Jr.,** *President*

**Frank Emory,** *1<sup>st</sup> Vice President*

**Lorraine Washington,** *2<sup>nd</sup> Vice President*

**Bill Taylor,** *Treasurer*

\* denotes members of the Executive Committee

### Carteret County

Robert Cavanaugh – Carteret County\*  
John O’Daniel – Town of Atlantic Beach  
Paula Gillikin – Town of Beaufort  
Shawne Southard – Town of Bogue  
Courtney Barnhill – Town of Cape Carteret  
Gary Bray – Town of Cedar Point

Pending – Town of Emerald Isle  
Ryan Kelley – Town of Indian Beach  
William Taylor – Town of Morehead City\*  
Pending – Town of Newport  
Bea Cunningham – Town of Peletier  
Clark Edwards – Town of Pine Knoll Shores

### Craven County

Chadwick Howard – Craven County\*  
Randy Alexander – Town of Bridgeton  
Barbara Jones – Town of Cove City  
Randy Mitchell – Town of Dover  
Karen Lewis – City of Havelock\*

Johnnie Ray Kinsey – City of New Bern\*  
Patty Leonard – Town of River Bend  
Shane Turney – Town of Trent Woods\*  
Todd McMillen – Town of Vanceboro

### Duplin County

Jesse Dowe – Duplin County\*  
Russ Lanier – Town of Beulaville  
Rubylene Lambert – Town of Calypso  
Billy Ward – Town of Faison\*  
Diane Brown – Town of Greenevers  
Linda Tyson – Town of Kenansville

Pending – Town of Magnolia  
Angela Smith – Town of Rose Hill  
Patrick Williams – Town of Teachey  
Rod Fritz – Town of Wallace  
Scotty Smith – Town of Warsaw

### Greene County

Bennie Heath – Greene County\*  
Pending – Town of Hookerton

Lorraine Washington – Town of Snow Hill\*  
Pending – Town of Walstonburg

### Jones County

Frank Emory – Jones County\*  
Janet Baker – Town of Maysville

James V. Bender, Jr. – Town of Pollocksville\*  
Darlene Spivey – Town of Trenton

### Lenoir County

Roland Best – Lenoir County\*  
Pending – Town of Grifton  
Chris Suggs – City of Kinston\*

Shawn Condon – Town of La Grange  
Pending – Town of Pink Hill

Mark Price – Onslow County\*  
Pam Hall – Town of Holly Ridge  
Cindy Edwards – City of Jacksonville\*  
Pending – Town of North Topsail Beach

**Onslow County**

McKinley Smith – Town of Richlands  
Trudy Solomon – Town of Surf City  
Pending – Town of Swansboro

Edward Riggs, Jr. – Pamlico County\*  
Linda Marshall – Town of Alliance  
Evelyn Paul – Town of Grantsboro  
Lois Credle – Town of Mesic

**Pamlico County**

Carol DeMoranville – Town of Minnesott Beach  
Allen Price – Town of Oriental  
Sandra Snipes – Town of Vandemere

Bevan Foster – Wayne County\*  
Pending – Town of Eureka  
Wayne Jackson – Town of Fremont

**Wayne County**

Danny Keel – Town of Mount Olive  
Pending – Town of Pikeville  
Robert Parchman – Village of Walnut Creek

**County Manager Representative**

Kyle DeHaven – Greene County Manager\*

Item 9



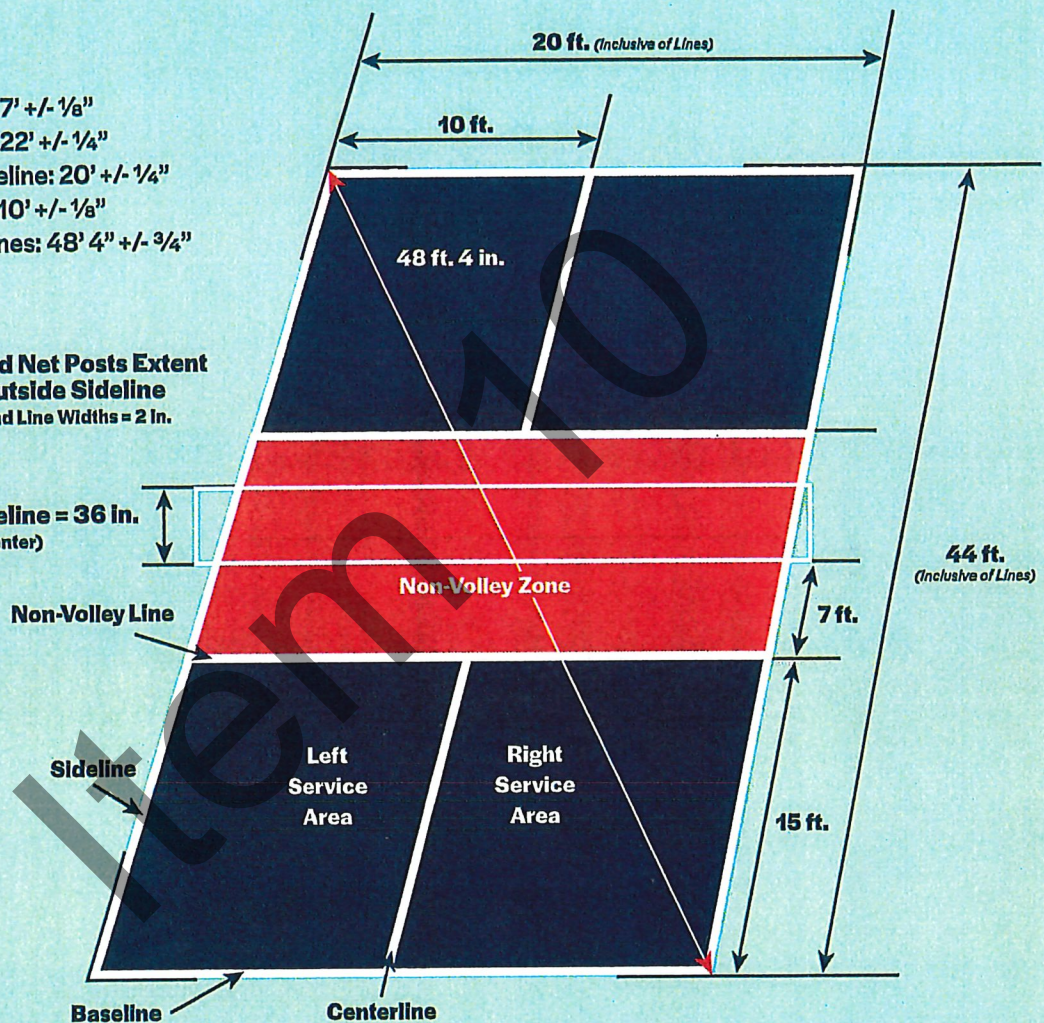
# PICKLEBALL COURT CONSTRUCTION

## Line Tolerances:

- Net line to outside of NVZ line: 7' +/- 1/8"
- Net line to outside of baseline: 22' +/- 1/4"
- Outside sideline to outside sideline: 20' +/- 1/4"
- Outside sideline to centerline: 10' +/- 1/8"
- Diagonal dimension to out of lines: 48' 4" +/- 3/4"

Recommend Net Posts Extend  
12 in. Outside Sideline  
Recommend Line Widths = 2 in.

Net Height at Sideline = 36 in.  
(34 in. at Center)



You play the best sport. Now build the best court.  
Info at [USAPickleball.org/courts](http://USAPickleball.org/courts)

One of the keys to taking your pickleball game to the next level is having a convenient place to play. Whether you're setting up for serious competition, casual games with friends, or a temporary surface for an event, knowing the basics can help you get the most enjoyment out of your court. These guidelines will get you started on building the court that's perfect for your specific needs.



**TOWN OF RIVER BEND**

**RESOLUTION**

**PROHIBITING VIEWING OF PORNOGRAPHY  
ON TOWN NETWORKS AND DEVICES**

*WHEREAS*, NCGS §143-805 requires all public agencies to adopt a policy governing the use of its network and devices owned, leased, maintained, or otherwise controlled by the Town of River Bend; and

*WHEREAS*, the Town of River Bend prohibits the viewing of pornography by its employees on the Town's network or devices owned or maintained by the Town.

*NOW, THEREFORE*, be it resolved that the following policies shall apply in the Town of River Bend:

1. No employees of the Town of River Bend shall view pornography on any computer network owned, leased, maintained, or otherwise controlled by the Town, whether on a Town owned and maintained device, or a privately owned or controlled device.
2. No employee, elected official, or appointee of the Town shall view pornography on a device owned, leased, or maintained or otherwise controlled by the Town.
3. Each year, and no later than August 1, the Town shall report information required in NCGS §143-805 to the State Chief Information Officer.
4. This policy shall not apply to investigation, law enforcement training, or actions related to law enforcement purpose; identifying potential security or cyber security threats, establishing, testing, and maintaining firewalls, protocols, and otherwise implementation of this policy; or other exceptions as specifically set forth in NCGS §143-805(d).
5. The terms used herein shall be defined as set forth in NCGS §143-805(g).
6. Any employee, elected official, or appointee of the Town who has saved pornography to a device owned, leased, maintained or otherwise controlled by the Town shall remove, delete or uninstall the pornography no later than January 1, 2025.
7. Any employee of the Town who violates any provision of this policy shall be subject to disciplinary action under the Town's personnel policy.
8. Any appointee of the Town who violates the provision of this policy shall be subject to removal by the Town Council.
9. Any elected official who violates any provision of this policy shall be subject to censure proceedings.



***BE IT FURTHER RESOLVED*** that this Resolution shall become effective on the date of its adoption. This the 5th day of December, 2024.

\_\_\_\_\_  
Buddy Sheffield  
Mayor Pro Tempore

ATTEST:

\_\_\_\_\_  
Kristie Nobles, Town Clerk

Item 11

**Yellow = Add**

**Gray = Delete**

## **Section 10. Internet Acceptable Use Policy**

Internet and computer network access is available to authorized employees of Town of River Bend. The goal of the Town in providing this access is to promote performance by facilitating research, resource sharing, innovation, and communication as outlined in the policy. Internet service and e-mail are considered Town property and are provided solely to facilitate official Town business. Every employee has a general obligation, particularly with respect to use of Internet and e-mail, to enhance the public image of the Town.

As a condition of providing Internet access to its employees, the Town of River Bend places certain restrictions on workplace use of the Internet. This Section is designed to apprise employees of the permitted uses of Internet access provided by Town, and the restrictions placed on such use. Additional conditions and requirements may exist outside this policy for an employee that is allowed use of the Internet and/or e-mail.

Permitted Uses. Town of River Bend encourages employee use of the Internet to:

- A. Perform research and acquire information related to or designed to facilitate the performance of regular assigned duties;
- B. Communicate with fellow employees regarding matters within an employee's assigned duties;
- C. Transfer files and other information pertaining to matters within an employee's assigned duties; and
- D. Facilitate performance of any task or project in a manner approved by an employee's supervisor.

Prohibited Activities. The following uses of Internet access provided by Town are expressly prohibited (this list is intended to be for purposes of illustration only, and is not an exhaustive list of all prohibited uses):

- A. Copying, disseminating, or printing of copyrighted materials (including articles and software) in violation of copyright laws;
- B. Downloading unauthorized software or any software not registered to the Town;
- C. Sending, receiving, printing, or otherwise disseminating proprietary data or confidential information in violation of federal law, state law, Town policy, or proprietary agreements;
- D. Using offensive or harassing statements or language including disparagement of others based on their race, national origin, sex, age, disability, or religious or political beliefs;
- E. Sending, viewing, or soliciting sexually oriented messages or images;
- F. Operating a business, soliciting money for personal gain, or searching for other employment;
- G. Sending chain letters, gambling, or engaging in any other activity in violation of local, state, or federal law;

- H. Gaining access to the Internet by using any access-control mechanism not assigned to the particular user, or permitting another person to have access to the Internet by using the employee's assigned access-control mechanism;
- I. Gaining or attempting to gain unauthorized access to any computers, computer networks, databases, data, or electronically stored information;
- J. Using, transmitting, changing, or deleting another user's files or software without permission;
- K. Introducing destructive software or programs such as computer viruses, Trojan horses, or worms, into any computer, computer system, or network; or
- L. Using access for personal use unrelated to assigned duties.

Electronic Mail. As part of the Internet Access provided by Town of River Bend, employees may be given e-mail capabilities. Town encourages the use of e-mail for any purpose identified as a permitted use in this policy. However, e-mail accounts are provided by Town solely for official use. E-mail may not be used in connection with or in furtherance of any prohibited activity identified in this policy or for personal use.

The following specific restrictions apply to the use of e-mail provided by Town to its employees:

- A. Employees shall not use e-mail accounts provided by Town to subscribe to, submit messages to, or read messages from Internet Mailing Lists, Discussion Groups, or News Groups that are of purely personal interest and not related to the Town's business; or
- B. All e-mail transmissions using e-mail access provided by Town must contain the first and last name of the sender; or
- C. Unauthorized password protection or encryption is prohibited. Passwords or encryption keys must be made available to the Town so that the Town can have access to any transmissions or stored data at any time.

World Wide Web. As part of the Internet access provided by Town of River Bend, employees may have access to the vast resources of the World Wide Web. In addition to the restrictions and prohibitions generally outlined in this policy, the following restrictions apply to use of the World Wide Web:

- A. Employees using Internet access provided by Town may not access any service for which there is a fee or conduct any purchase without prior authorization from the Town or the employee's supervisor;
- B. Employees may not use Internet access provided by Town to maintain personal Websites, Web pages, or social media pages;
- C. Employees should use any storage access with which they may be provided for Town-related files only; duplicative, outdated, or unnecessary files should be deleted when possible.
- D. No employees of the Town shall view pornography on any computer network owned, leased, maintained, or otherwise controlled by the Town, whether on a Town owned and maintained device, or a privately owned or controlled device. No



employee of the Town shall view pornography on a device owned, leased, or maintained or otherwise controlled by the Town.

Sub-Section (D) shall not apply to investigation, law enforcement training, or actions related to law enforcement purpose; identifying potential security or cyber security threats, establishing, testing, and maintaining firewalls, protocols, and otherwise implementation of this policy; or other exceptions as specifically set forth in NCGS §143-805(d) and the terms used herein shall be defined as set forth in NCGS §143-805(g).

Any employee of the Town who has saved pornography to a device owned, leased, maintained or otherwise controlled by the Town shall remove, delete or uninstall the pornography no later than January 1, 2025.

Social Media. Employees are allowed to have personal social network sites and micro-blog accounts. However, these sites must remain personal in nature and be used to share personal opinions or non-work related information, and employees should be mindful that they represent the Town of River Bend even in their time off of work.

Employees should never use their government e-mail account or work contact information in conjunction with personal social networking sites, nor should they disseminate confidential job or personnel information. Employees shall not use the logo of the Town or any of its departments in conjunction with personal social network or micro-blog accounts.

Employees should refrain from blogging and updating social media sites during on-duty hours even if using a personal electronic device not connected to the Town's internet service. Doing so reveals a lack of attention to the duties that are the subject of the employee's position.

Reports of inappropriate use of social media will be investigated and disciplinary action may be taken.

Audits. Employees of Town of River Bend should be aware that e-mail and Internet activity on access provided by Town and any stored data on systems and equipment provided by Town are subject to auditing and inspection by the Town. Employees should be aware that they have no right or legitimate expectation to privacy with respect to data stored on computer networks, systems, or other electronic devices provided by Town, or any data received or transmitted by means of Internet access or e-mail provided by the Town. Electronic auditing may be implemented within all Town networks that connect to the Internet or other publicly accessible networks to support identification, termination, and prosecution of unauthorized activity. These electronic audit mechanisms may be capable of recording:

- A. Access to the system, including successful and failed log-in attempts, and log-outs.
- B. Inbound and outbound file transfers.
- C. Terminal connections (telnet) to and from external systems.
- D. Sent and received e-mail messages.

- E. Web sites visited, including uniform resource locator (URL) of pages retrieved.
- F. Date, time, and user associated with each event.

Supervisory Responsibility. All Town department heads and other Town employees with supervisory responsibilities shall be responsible for ensuring appropriate Internet use for all employees under their direction.

Virus Protection. All employees of the Town of River Bend with e-mail or Internet access must exercise caution to avoid the introduction of computer viruses or other destructive files or programs into their computers or the network. Precautions which must be taken include the following:

- A. Employees should not download e-mail attachments from unknown senders.
- B. Employees must exercise caution when downloading files from the Internet (either via the World Wide Web or FTP). When downloading files other than those from an official government server look for a statement at the site saying that its files have been checked by an antivirus program. If the files have not been checked, or if an employee is not sure, then he or she should either download the file to a removable drive and have it scanned with anti-virus software, or not download from the site.
- C. Before uploading or sending any file or program which has been transferred by removable drive from a computer outside the Town network, employees must take reasonable precautions to ensure that the disk, file, or program is free of any virus or other destructive file or program.

Violations of Policy. Disciplinary action for violation of this policy will be in accordance with the provisions of Article IX. Remedial action may also include counseling, changes in work assignments, or other measures designed to prevent future misconduct. The measure of discipline will correspond to the gravity of the offense as weighed by its potential effect on the Town and fellow employees.





# Craven County GIS

1 inch = 88 feet

Craven County does NOT warrant the information shown on this map and should be used ONLY for tax assessment purposes. Printed on December 2, 2024 at 7:28:54 AM





**RIVER BEND TOWN COUNCIL  
DRAFT PROPOSED AGENDA  
Regular Meeting  
December 12, 2024  
River Bend Town Hall – 45 Shoreline Drive  
7:00 p.m.**

**Pledge: Maurer**

1. Call to Order (Mayor Pro Tempore Sheffield Presiding)
2. Recognition of New Residents
3. Additions/Deletions to Agenda
4. Addresses to the Council - 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 November 14, 2024 Work Session  
Minutes of the November 21, 2024 Regular Council Meeting  
Minutes of the December 5, 2024 Work Session  
Minutes of the August 15, 2024 Closed Session  
Minutes of the September 12, 2024 Closed Session  
Minutes of the November 14, 2024 Closed Session*

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. Public Safety – Councilwoman Benton
  - A. Community Watch

- 10. Parks & Recreation – Councilman Weaver
  - A. Parks and Rec Report
  - B. Organic Garden Report
- 11. CAC – Councilwoman Maurer
  - A. CAC Report
- 12. Finance – Councilman Leonard
  - A. Financial Report - Finance Director
- 13. Environment And Waterways – Councilman Leonard
  - A. EWAB Report
- 14. Planning Board – Councilman Sheffield
  - A. Planning Board Report

15. Mayor Pro Tempore’s Report

16. Adjournment Sine Die

\*\*\*\*\*

- 17. Call to Order (Mayor Pro Tempore Sheffield Presiding)
- 18. Installation of Mayor and Council Member - Town Clerk
- 19. **VOTE** – Appointment of Mayor Pro Tempore
- 20. **VOTE** – Adoption of 2025 Town Council Meeting Schedule
- 21. **VOTE** – Adoption of 2025 Employee Holiday Schedule
- 22. **VOTE** – Mayor and Town Council Responsibility Chart
- 23. **VOTE** - Council Code of Ethics
- 24. **VOTE** – Appointment of ECC Representative
- 25. Adjournment