

**River Bend Town Council  
Work Session Minutes  
December 5, 2024  
Town Hall  
7:00 p.m.**

Present Council Members: Mayor Pro Tempore Buddy Sheffield  
Lisa Benton  
Brian Leonard  
Barbara Maurer  
Jeff Weaver

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

Members of the Public Present: 9

**CALL TO ORDER**

Mayor Pro Tempore Sheffield called the meeting to order at 7:00 p.m. on Thursday, December 5, 2024, at the River Bend Town Hall with a quorum present.

**VOTE – Additions / Deletions of Agenda**

*Councilwoman Maurer motioned to amend the agenda by adding Sewer AIA Contract Amendment as item #13. The motion carried unanimously.*

**VOTE – Approval of Agenda**

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

**SPECIAL PRESENTATION – Audit Presentation for Fiscal Year 2023-2024**

Mr. Austin Eubanks, CPA with Thompson, Price, Scott, Adams & Co., P.A. gave an audit presentation via zoom and stated that the River Bend staff was pleasant and cooperative. He said that his firm has issued an unmodified opinion on River Bend's FY 2023-2024 audit, which is the best rating an auditor can give.

**VOTE – ACCEPT AUDIT REPORT**

*Councilman Leonard motioned to accept the Fiscal Year 2023-2024 Audit Report presented. The motion carried unanimously.*

**VOTE – Award Engineering Services Agreement for Water Treatment Plant Project**

The Manager stated that the town advertised an RFQ for engineering services for construction of the town's water treatment plant. He stated that there was only one response, and the selection committee recommends awarding the contract for engineering services to Rivers and Associates.

*Councilman Weaver motioned to award the contract for engineering services to Rivers & Associates, Inc. of Greenville, NC as presented. The motion carried unanimously.*

*Councilman Weaver motioned to approve the Water Treatment Plant Capital Project Fund Ordinance Amendment as presented. The motion carried unanimously.*

**Discussion – Appointment of Mayor Pro Tempore**

The Council agreed that Councilman Buddy Sheffield would continue to serve as Mayor Pro Tempore and a vote would be at the next meeting.

**Discussion – 2025 Town Council Meeting Schedule**

The Manager stated that the 2025 Council Meeting Schedule is included in the agenda, and the Council would adopt it at the next meeting. After a discussion with the Council, it was agreed that the Work Session Meetings time would change to 5:00 p.m.

**Discussion – 2025 Employee Holiday Schedule**

The Manager stated that the 2025 Employee Holiday Schedule is included in the agenda, and the Council would adopt it at the next meeting.

**Discussion – Mayor and Town Council Responsibility Chart**

The Manager reviewed the Mayor and Town Council Responsibility Chart. All interested parties agreed to appointments as liaisons to the Advisory Boards and other assignments.

**Discussion – Council Code of Ethics**

The Manager stated that the Code of Ethics was included in the agenda package with a couple of minor changes. All agreed to the proposed changes.

**DISCUSSION – Eastern Carolina Council Representative Appointment**

The Town Manager stated that Mrs. Patty Leonard currently serves as the Town's representative to the Eastern Carolina Council, and she would continue as the representative if the Council chose to appoint her.

**Discussion – Pickle Ball Court**

Councilwoman Maurer stated that she wanted to have a discussion with Council regarding constructing a pickle ball court in town. Councilman Leonard stated that he did not want to rush into making a decision and allocating funds tonight. Councilman Weaver stated that he would like to get quotes and specifications.

*Councilman Leonard motioned to authorize the Town Manager to get plans and specifications to build at least one pickle ball court and to investigate pricing thereof. The motion carried unanimously.*

**VOTE – Policy on Pornography as required by NCGS § 143-805**

The Manager stated the State of North Carolina has passed NCGS§143-805, which requires local governments to adopt the presented resolution prohibiting pornography.

*Councilwoman Benton motioned to approve the resolution prohibiting pornography as presented. The motion carried unanimously. (see attached)*

*Councilwoman Benton motioned to approve the amendment to Article 5, Section 10 of the human resources policy as presented. The motion carried unanimously. (see attached)*

**VOTE – Donation of Land**

The Manager stated that the owners of a small piece of land in between the Dollar General and the Shell Station would like to donate that piece of property to the Town, with the town paying the closing cost.

*Councilwoman Maurer motioned to accept the land donation of property identified by Craven County PIN as 8-206-00B as presented. The motion carried unanimously.*

**VOTE – Sewer AIA Project**

The Manager stated that the following amendments are needed to hire Municipal Engineering to incorporate an Asset Management Plan into their current contract for the Asset Inventory and Analysis Project.

*Councilman Leonard motioned to approve Amendment #1 to the Sewer AIA as presented. (see attached)*

*Councilman Leonard motioned to approve the Sewer AIA Grant Project Ordinance as presented. (see attached)*

*Councilman Leonard motioned to approve Budget Ordinance Amendment # 24-B-03 as presented. (see attached)*

**REVIEW – Agenda for the December 12, 2024, Council Meeting**

The Council reviewed the agenda for the December 12, 2024, Council Meeting.

**ADJOURNMENT/RECESS**

There being no further business, *Councilwoman Maurer moved to adjourn. The motion carried unanimously.* The meeting was adjourned at 8:07 p.m.

  
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Kristie J. Nobles, MMC, NCCMC  
Town Clerk

## 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

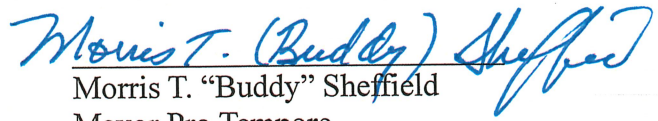
*WHEREAS*, the Town of River Bend prohibits the viewing of pornography by its employees on the Town's network or devices owned or maintained by the Town.

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

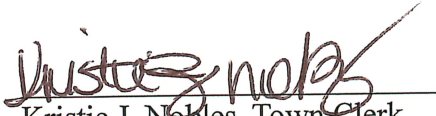
1. No employees of the Town of River Bend shall view pornography on any computer network owned, leased, maintained, or otherwise controlled by the Town, whether on a Town owned and maintained device, or a privately owned or controlled device.
2. No employee, elected official, or appointee of the Town 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.

  
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Morris T. "Buddy" Sheffield  
Mayor Pro Tempore

ATTEST:

  
\_\_\_\_\_  
Kristie J. Nobles, Town Clerk

**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.



**TOWN OF RIVER BEND  
GRANT PROJECT ORDINANCE  
SEWER ASSET INVENTORY AND ASSESSMENT PROGRAM  
AMENDMENT #1**

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 be amended as follows:

**Section 1.** The project authorized is the Asset Inventory and Assessment (AIA) project described in the work statement contained in the Grant Agreement between this unit and the North Carolina Environmental Quality Wastewater Reserve. This project is more familiarly known as the River Bend 2022 Sewer 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 Environmental Quality Wastewater Reserve and the budget contained herein.

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

Division of Water Infrastructure Grant	150,000
Operating Transfer from Sewer Fund	<u>5,000</u>
Total	155,000

**Section 4.** The following amounts are appropriated for the project:

Project Management	10,000
Administration	5,000
Engineering Services	<u>140,000</u>
Total	155,000

**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 Sewer 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 5<sup>th</sup> day of December, 2024.

  
Morris T. "Buddy" Sheffield, Mayor Pro Tempore

Attest:

  
Kristie J. Nobles, Town Clerk, MMC, NCCMC





**TOWN OF RIVER BEND  
WATER TREATMENT PLANT CAPITAL PROJECTS FUND ORDINANCE  
AMENDMENT #2**

BE IT ORDAINED by the Council of the Town of River Bend, North Carolina, that the Water Treatment Plant Capital Projects Fund Ordinance as last amended on July 18, 2024, 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	1,392,000
Construction	<u>7,605,505</u>
	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 5th day of December, 2024.

  
Morris T. "Buddy" Sheffield, Mayor Pro Tempore

Attest:

  
Kristie J. Nobles, Town Clerk, MMC/NCCMC



**TOWN OF RIVER BEND  
 BUDGET ORDINANCE AMENDMENT 24-B-03  
 FISCAL YEAR 2024 - 2025**

BE IT ORDAINED by the Council of the Town of River Bend, North Carolina that the 2024-2025 Budget Ordinance as last amended on November 21, 2024, be amended as follows:

**Summary**

General Fund	2,455,307
General Capital Reserve Fund	89,007
Law Enforcement Separation Allowance Fund	515
Water Fund	716,406
Water Capital Reserve Fund	20,215
Sewer Fund	711,406
Sewer Capital Reserve Fund	25,250
Total	<u>4,018,106</u>

**Section 1. General Fund**

**Anticipated Revenues**

AD VALOREM Taxes 2023-2024	980,165
AD VALOREM Tax-Motor Vehicle	104,400
Animal Licenses	1,500
Sales Tax 1% Article 39	205,910
Sales Tax 1/2% Article 40	121,885
Sales Tax 1/2% Article 42	102,881
Sales Tax Article 44	14,636
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	<u>325,155</u>
Total	<u>2,455,307</u>



**Section 1. General Fund (continued)**

Authorized Expenditures

Governing Body	69,500
Administration	331,200
Finance	148,972
Tax Listing	14,700
Legal Services	49,000
Elections	600
Police	867,795
Public Buildings	84,500
Emergency Services	5,800
Animal Control	22,555
Street Maintenance	246,385
Public Works	218,738
Leaf & Limb and Solid Waste	87,500
Stormwater Management	58,031
Wetlands and Waterways	2,900
Planning & Zoning	60,000
Recreation & Special Events	11,000
Parks & Community Appearance	66,331
Contingency	23,043
Transfer To General Capital Reserve Fund	86,757
Transfer To L.E.S.A. Fund	0
Total	<u>2,455,307</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	155,139
Total	716,406

Authorized Expenditures

Administration & Finance [1]	495,618
Operations and Maintenance	200,788
Transfer To Fund Balance for Capital Outlay	0
Transfer To Water Capital Reserve Fund	20,000
Total	716,406

[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	58,441
Total	<u>711,406</u>

Authorized Expenditures:

Administration & Finance [2]	490,618
Operations and Maintenance	190,788
Transfer to Fund Balance for Capital Outlay	0
Transfer to Sewer Capital Reserve Fund	25,000
Transfer to Sewer AIA Grant Project	5,000
Total	<u>711,406</u>

*[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	<u>25,250</u>

Authorized Expenditures:

Future Expansion & Debt Service	25,250
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**Section 8. Levy of Taxes**

There is hereby levied a tax at the rate of twenty-four cents (\$0.24) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2024, for the purpose of raising the revenue listed as "Ad Valorem Taxes 2024-2025" in the General Fund Section 1 of this ordinance. This rate is based on a valuation of \$410,950,000 for purposes of taxation of real and personal property with an estimated rate of collection of 99.38%. The estimated collection rate is based on the fiscal year 2022-2023 collection rate of 99.38% by Craven County who has been contracted to collect real and personal property taxes for the Town of River Bend. Also included is a valuation of \$43,500,000 for purposes of taxation of motor vehicles with a collection rate of 100% by the North Carolina Vehicle Tax System.

**Section 9. Fees and Charges**

There is hereby established, for Fiscal Year 2024-2025, various fees and charges as contained in Attachment A of this document.

**Section 10. Special Authorization of the Budget Officer**

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

**Section 11. Classification and Pay Plan**

Cost of Living Adjustment (COLA) for all Town employees shall be 3.7% and shall begin the first payroll in the new fiscal year. The Town Manager is hereby authorized to grant merit increases to Town employees, when earned, per the approved Pay Plan.

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

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

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

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

Adopted this 5th day of December, 2024.

  
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Morris T. "Buddy" Sheffield, Mayor Pro Tempore

Attest:

  
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Kristie J. Nobles, Town Clerk, MMC, NCCMC