

**River Bend Town Council
Budget Workshop Minutes
April 30, 2024
River Bend Town Hall
4:00 P.M.**

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

Town Manager: Delane Jackson
Finance Director: Mandy Gilbert

Members of the Public Present: 2

The Mayor called the meeting to order at 4 p.m. The Council agreed to pause for public comments/questions after items 4, 9 and 14 on the agenda and to limit public comments to 3 minutes. The Mayor then recognized the Town Manager.

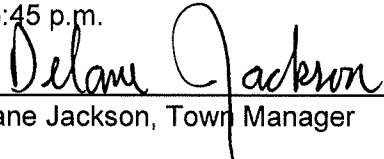
The Manager then began discussions of the Proposed Budget for FY2024-2025, which included a PowerPoint presentation. The Manager presented the Council's priorities and vision statement, which were approved at the January 18, 2024, Budget Kick-off Meeting. The Manager noted the "Fundamentals of Budgeting 101" slides. He also noted the slide that outlined his 10 main goals during budget preparation. He stated that he felt his recommended budget accomplishes 9 of 10 goals.

The Manager began to follow the advertised agenda and presented details related to employee compensation and staffing levels, followed by the capital improvement plans, utility and fuel prices, the vehicle replacement plan, IT and various budget related topics. During the vehicle replacement plan item, the Manager recommended transitioning to a 8-year replacement for police vehicles, which would allow assigning each officer a car. He stated that we would discuss it in further detail at the next budget workshop when the Chief was present. That was followed by a detailed discussion of the following departments: governing board, administration, finance, tax listing, legal services, elections, street maintenance, storm water, public works, and public buildings.

There was some discussion about the COLA and inflation and the rising costs of many items/services in the budget. There was some discussion about the fund balance in the general fund.

The Manager ended the session with a slide that showed a summary of the departments that had been discussed and asked if there were any questions.

Councilman Sheffield motioned to recess the meeting until May 2, 2024, at 4 p.m. The motion was unanimously approved. The meeting recessed at 5:45 p.m.



Delane Jackson, Town Manager

**River Bend Town Council
Budget Workshop Minutes
May 2, 2024
River Bend Town Hall
4:00 P.M.**

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

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

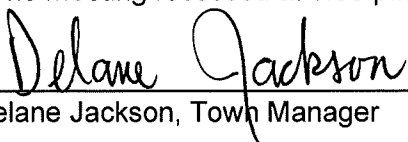
Members of the Public Present 3

The Mayor called the meeting back to order at 4:00 p.m. The Council agreed to pause for public comments/questions after items 18, 22 and 24 on the agenda and limit public comments to 3 minutes. The meeting began with a discussion about the vehicle replacement plan for the Police Department. All Council agreed to transition to an 8-year cycle, which would allow each officer to be assigned a car. Then the Police Chief made a presentation. The Chief was asked about departmental training. Councilman Weaver suggested increasing the police training line by \$2,500. All agreed to move \$2,500 from the Governing Board department to cover it. Then the Chief talked about his desire to hire a Lieutenant in the Department. The Manager read an excerpt from the current Human Resource Policy about the position and stated he did not think the position was needed. After a long discussion, no action was taken about the Lieutenant's position. That was followed by a detailed discussion of the following departments: recreation and special events, parks and CAC, emergency services, animal control, wetlands and waterways, leaf and limb, planning and zoning, general fund revenues and fund balance.

During the revenue discussions, the Manager stated that the local sales tax revenues had been slightly better than anticipated in FY23-24. There was a discussion about Powell Bill revenue and how that impacted the town's ability to fund street paving. He also pointed out a possible revenue source through implementing a vehicle plate fee for all registered vehicles, like several local towns already do.

The Manager ended the session with several slides that showed the recent history and projections for fund balance. He noted the fund balance projection for year-ending 2024 is 65% and the projection for year-ending 2025 is 84%. He stated that these are only an in-house projection and not the same as the audited fund balance figures. He also pointed out how fund balance percentage can change dramatically even though the dollar amount may not change much. He ended his presentation by saying that he was done with general fund related departments and in the absence of Council action, he intended to move forward as discussed with the only changes being related to the \$2,500 increase for police training.

With no further questions, Councilman Sheffield motioned to recess the meeting until May 7, 2024 at 4:00 p.m. The motion was unanimously approved. The meeting recessed at 5:50 p.m.



Delane Jackson, Town Manager

**River Bend Town Council
Budget Workshop Minutes
May 7, 2024
River Bend Town Hall
4:00 P.M.**

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

Town Manager: Delane Jackson
Public Works Director: Brandon Mills
Finance Director: Mandy Gilbert

Members of the Public Present: 0

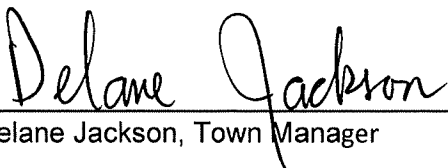
The Mayor called the meeting back to order at 4:00 p.m. and recognized the Town Manager.

The Manager began discussions by presenting the Council with the agreed upon changes for additional funding for police training, as was discussed during the previous workshop.

The Manager also stated that the Public Works Director Brandon Mills was present to answer any questions related to water or sewer operations. The Manager then discussed the proposed budgets for the enterprise funds. The Manager followed the advertised agenda and presented details related to water and sewer funds cash levels, all water and sewer fund departments, water and sewer capital improvement plans, the utility rate model and revenues for the water and sewer funds. The new wastewater treatment plant and water plant projects were also discussed, with Councilman Leonard asking what is Plan B for funding if the grants are not enough. The Manager stated that as of now, the only option he was aware of would be a loan. He stated that he was currently seeking additional grants in expectation of increased costs, but there was no guarantee that more grant funding would be approved.

The Manager presented slides from the water and sewer rate model and stated that his proposal contained no changes to the rates. He showed what impact the future projections had on the water and sewer cash reserves and said those reserves needed to be monitored closely over the next few years for the need for possible rate hikes. He pointed out that only 2 rates increases had occurred since 2016. Councilman Leonard stated that he would prefer to adopt small rate increases over time rather than waiting and adopting a large increase.

Councilman Sheffield suggested changing the start time for the next budget workshop since most of the major budget items had already been agreed upon. With no further questions, Councilman Sheffield motioned to recess the meeting until May 9, 2024, at 7:00 p.m. as part of the Council Work Session. The motion was unanimously approved. The meeting recessed at 5:20 p.m.



Delane Jackson, Town Manager

**River Bend Town Council
Budget Workshop Minutes
May 9, 2024
River Bend Town Hall
7:00 P.M.**

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

Town Manager: Delane Jackson

Members of the Public Present 9

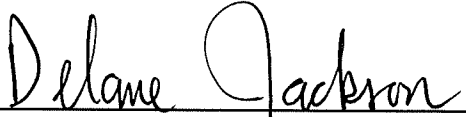
The Mayor called the meeting back to order at 7:00 p.m. This session of the budget workshops was held as part of the May Council Work Session, and it was conducted as the first item of business. The Mayor recognized the Town Manger.

The Manager began by following the budget workshop agenda as scheduled and presented a PowerPoint presentation showing how the 24¢ tax rate would impact revenues for the town and what impact it would have on property owners. The Manager also presented the proposed fee schedule and utility rates and fees and stated that there were no changes recommended. The Manager stated that he was now finished with his budget presentation.

The Mayor asked if everyone was satisfied with the proposal as presented. Barbara Maurer requested that \$5,000 be moved from the Governing Board discretionary line to the Street Department and be earmarked for median improvements along Plantation Drive. Specifically, she explained that the CAC wanted to make improvements in the median from Shoreline Drive, near town hall to the bridge crossing near Quarterdecks. The goal is to make improvements to that section of the median as a demonstration project and if well-received, similar improvements could be made to the rest of median in the future. All Council members agreed to the change. The Manager said that he would incorporate that change into his budget recommendation and everything else would remain as previously agreed.

The Manager asked if any more changes were needed. There were none. He stated that he could present his draft budget message at the May 16 Council meeting, as he has been done in the past, and thus avoid the need for the scheduled May 16 budget workshop. The Council agreed to cancel the May 16 budget workshop.

Councilman Sheffield motioned to adjourn the budget workshops. The motion was unanimously approved.



Delane Jackson, Town Manager