

**River Bend Town Council
Special Meeting Minutes
September 23, 2021
Town Hall
10:00 a.m.**

Present Council Members: Mayor John Kirkland
Don Fogle
Bud Van Slyke
Barbara Maurer
Buddy Sheffield

Absent Council Member Brian Leonard

Town Manager: Delane Jackson
Finance Director: Margaret Theis
Finance Assistant: Mandy Gilbert

CALL TO ORDER

Mayor Kirkland called the meeting to order at 10:00 a.m. on Thursday, September 23, 2021 at the River Bend Town Hall with a quorum present.

DISCUSSION – Financial Software Update

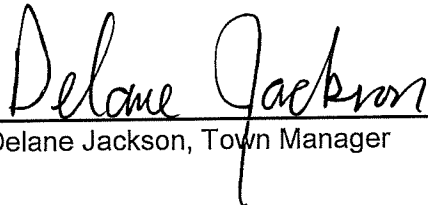
The Manager stated that Councilman Van Slyke, Mayor Kirkland, Finance Director Margaret Theis, Finance Assistant Mandy Gilbert and himself had previously met to discuss a new software provider. He stated that after much discussion their unanimous recommendation is to migrate to Edmunds. He stated that the cost to transition from the town's current software to Edmunds is \$140,089. Councilman Fogle asked if the town had considered other vendors and the Finance Director stated that she had researched other vendors and communicated with other town's and Edmunds would fulfill the needs of the town. Councilman Fogle asked if training would be available and the Finance Director replied yes, training would be provided.

Vote – Budget Amendment 21-B-02 – Councilman Sheffield motioned to approve the Budget Amendment 21-B-02 as presented. The motion carried unanimously. (see attached).

Vote – Sales Proposal – Councilman Fogle motioned to approve the sales proposal with Edmunds GovTech as presented. The motion carried unanimously. (see attached).

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield moved to adjourn, the motion carried unanimously. The meeting adjourned at 10:23 a.m.



Delane Jackson, Town Manager



**TOWN OF RIVER BEND
BUDGET ORDINANCE AMENDMENT 21-B-02
FISCAL YEAR 2021-2022**

BE IT ORDAINED by the Council of the Town of River Bend, North Carolina that the 2021-2022 Budget Ordinance as last amended on August 19, 2021, be amended as follows:

Summary

General Fund	2,009,705
General Capital Reserve Fund	107,187
Law Enforcement Separation Allowance Fund	13,545
Water Fund	668,930
Water Capital Reserve Fund	489
Sewer Fund	729,130
Sewer Capital Reserve Fund	22
Total	3,529,008

Section 1. General Fund

Anticipated Revenues

AD VALOREM Taxes 2021-2022	711,163
AD VALOREM Tax-Motor Vehicle	85,800
Animal Licenses	2,000
Sales Tax 1% Article 39	149,718
Sales Tax 1/2% Article 40	87,158
Sales Tax 1/2% Article 42	74,932
Sales Tax Article 44 105-524	10,235
Sales Tax Hold Harmless Distribution	86,068
Solid Waste Disposal Tax	2,200
Powell Bill Allocation	76,800
Beer and Wine Tax	13,225
Video Programming Sales Tax	53,600
Utilities Franchise Tax	111,000
Telecommunications Sales Tax	9,900
Court Refunds	500
Zoning Permits	5,000
Recovery Grant NCORR-FDLG-004	76,445
Miscellaneous	10,000
Interest-NCORR-FDLG-004 Investments	30
Interest- Powell Bill Investments	50
Interest-Gen Investments	500
Contributions	421
Wildwood Storage Rents	18,144
Rents & Concessions	18,000
Sale of Capital Assets	31,008
Transfer From Capital Reserve Fund	65,342
Appropriated Fund Balance	310,466
Total	2,009,705

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

Authorized Expenditures	
Governing Body	32,000
Administration	262,000
Finance	185,040
Tax Listing	11,200
Legal Services	24,000
Elections	3,500
Police	610,509
Public Buildings	108,700
Emergency Services	4,000
Animal Control	11,000
Street Maintenance	191,000
Public Works	161,000
Leaf & Limb and Solid Waste	44,000
Stormwater Management	42,000
Wetlands and Waterways	3,000
Planning & Zoning	50,000
Recovery Grant NCORR-FDLG-004	76,475
Recreation & Special Events	7,500
Parks & Community Appearance	44,615
Contingency	17,666
Transfer To General Capital Reserve Fund	107,000
Transfer To L.E.S.A. Fund	13,500
Total	<u>2,009,705</u>

Section 2. **General Capital Reserve Fund**

Anticipated Revenues	
Contributions from General Fund	107,000
Interest Revenue	187
Total	<u>107,187</u>
Authorized Expenditures	
Transfer to General Fund	65,342
Future Procurement	41,845
	<u>107,187</u>

Section 3. **Law Enforcement Separation Allowance Fund**

Anticipated Revenues:	
Contributions from General Fund	13,500
Interest Revenue	45
Total	<u>13,545</u>
Authorized Expenditures:	
Separation Allowance	0
Future LEOSSA Payments	13,545
Total	<u>13,545</u>

Section 4. **Water Fund**

Anticipated Revenues

Utility Usage Charges, Classes 1 & 2	199,710
Utility Usage Charges, Classes 3 & 4	8,949
Utility Usage Charges, Class 5	12,209
Utility Usage Charges, Class 8	3,586
Utility Customer Base Charges	231,472
Hydrant Availability Fee	20,496
Taps & Connections Fees	1,250
Nonpayment Fees	10,500
Late payment Fees	6,839
Interest Revenue	1,275
Sale of Capital Asset	0
Appropriated Fund Balance	172,644
Total	<u>668,930</u>

Authorized Expenditures

Administration & Finance [1]	511,030
Operations and Maintenance	154,400
Transfer To Fund Balance for Capital Outlay	3,500
Transfer To Water Capital Reserve Fund	0
Total	<u>668,930</u>

[1] Portion of department for bond debt service: 148,991

Section 5. **Water Capital Reserve Fund**

Anticipated Revenues

Contributions From Water Operations Fund	0
Interest Revenue	489
Total	<u>489</u>

Authorized Expenditures

Future Expansion & Debt Service	<u>489</u>
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Section 6. **Sewer Fund**

Anticipated Revenues:

Utility Usage Charges, Classes 1 & 2	258,181
Utility Usage Charges, Classes 3 & 4	20,212
Utility Usage Charges, Class 5	27,576
Utility Usage Charges, Class 8	7,264
Utility Customer Base Charges	294,652
Taps & Connection Fees	1,250
Late payment Fees	7,902
Interest Revenue	1,919
Sale of Capital Asset	0
Appropriated Fund Balance	110,174
Total	<u>729,130</u>

Authorized Expenditures:

Administration & Finance [2]	505,030
Operations and Maintenance	220,600
Transfer to Fund Balance for Capital Outlay	3,500
Transfer to Sewer Capital Reserve Fund	0
Total	<u>729,130</u>

[2] Portion of department for bond debt service: 128,659

Section 7. **Sewer Capital Reserve**

Anticipated Revenues:

Contributions From Sewer Operations Fund	0
Interest Revenue	22
Total	<u>22</u>

Authorized Expenditures:

Future Expansion & Debt Service	<u>22</u>
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Section 8. **Levy of Taxes**

There is hereby levied a tax at the rate of twenty-six cents (\$0.26) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2021, for the purpose of raising the revenue listed as "Ad Valorem Taxes 2021-2022" in the General Fund Section 1 of this ordinance. This rate is based on a valuation of \$278,000,000 for purposes of taxation of real and personal property with an estimated rate of collection of 98.39%. The estimated collection rate is based on the fiscal year 2019-2020 collection rate of 98.39% 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 \$33,000,000 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 2022, 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 1.4% and shall begin the first payroll in the new fiscal year. The Town Manager is hereby authorized to grant merit increases to Town employees, when earned, per the approved Pay Plan.

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

This ordinance shall be the basis of the financial plan for the Town of River Bend municipal government during the 2021-2022 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 23rd day of September, 2021.



John R. Kirkland, Mayor

Attest:



Kristie J. Nobles, Town Clerk



Customer: River Bend
Customer Address: 45 Shoreline Drive
River Bend, NC 28562
Customer County: Craven
Customer Admin Contact: Irving J Van Slyke Jr.
Customer Admin Phone: (252)638-3870
Customer Admin Email: bvanslyde@riverbendnc.org

Sales Order

Order #: 00002351
Effective Date: Date of customer signature below
New/Add-On: New Logo Core
Sales Rep: Kara Matthews

Investment Summary

Support Services	\$7,788.39
Hosting Services	\$3,000.00
Software Services - License	\$78,300.00
Professional Services - Implementation	\$20,500.00
Professional Services - Conversion	\$30,500.00

Year 1 Investment: \$140,088.39



Summary Notes

Software Services Fees: 100% will be due upon the Effective Date.

Professional Services – Implementation Fees: 50% will be due on the Effective Date, 25% will be invoiced 60 days after the Effective Date and the remaining 25% will be invoiced upon the earlier of project acceptance or first production use.

Hosting Services Fees: 100% will be invoiced on the Effective Date for the first annual term. Thereafter, 100% of each subsequent annual fee will be invoiced annually, 60 days prior to each anniversary of the Effective Date.

Support Services Fees: 100% will be invoiced on the Effective Date for the first annual term. Thereafter, 100% of each subsequent annual fee will be invoiced annually, 60 days prior to each anniversary of the Effective Date.

Professional Services – Data Conversion Fees: 50% will be due on the Effective Date, 25% will be invoiced 60 days after the Effective Date and the remaining 25% will be invoiced upon the earlier of project acceptance or first production use.

All invoices shall be paid within 30 days of the Invoice date. Fees for Services may increase annually during the initial Term or any renewal Term subject to a maximum annual increase equal to the greater of (i) the Consumer Price Index for All Urban Consumers: U.S. City average and (ii) four percent (4%).

Support Services	Annual Fees
Animal Licensing I Maintenance	\$170.61
AR & Business Licensing I Maintenance	\$306
Electronic Requisitions I Maintenance	\$306.35
Employee Self-Service I Maintenance	\$510.58
Finance Super Suite I Maintenance	\$1,071.42
Human Resources I Maintenance	\$714.81
Municipal Dashboard Maintenance	\$292.21
Payroll I Maintenance	\$750.94
Permitting & Code Enforcement I Maintenance	\$714.81
Permitting Self-Service I Maintenance	\$510.58
Utility Billing & Collections I Maintenance	\$750.94
WIPP - AR Maintenance	\$389.61
WIPP - Utility IVR Maintenance	\$194.80
WIPP - Utility Maintenance	\$389.61

Support Services	Annual Fees
Work Orders Maintenance	\$714.81
Annual Fees:	\$7,788.43

Hosting Services	Annual Fees
Hosting (Level I)	\$3,000.00
Annual Fees:	\$3,000.00

Software Services - License	One-Time Fees
Animal Licensing I	\$1,875.00
AR & Business Licensing I	\$3,375.00
Electronic Requisitions I	\$3,375.00
Employee Self-Service I	\$5,625.00
Finance Super Suite I	\$11,250.00
Human Resources I	\$7,875.00
Municipal Dashboard	\$3,375.00
Payroll I	\$7,875.00
Permitting & Code Enforcement I	\$7,875.00
Permitting Self-Service I	\$5,625.00
Utility Billing & Collections I	\$7,875.00
WIPP - AR	\$900.00
WIPP - Utility	\$900.00
WIPP - Utility IVR	\$2,625.00
Work Orders I	\$7,875.00
One-Time Fees:	\$78,300.00

Professional Services - Implementation	One-Time Fees
Standard AR/Business Licensing Implementation I	\$2,000.00
Standard Finance Implementation I	\$5,000.00
Standard Permitting Implementation I	\$4,500.00
Standard Personnel Implementation I	\$4,000.00
Standard Utility Implementation I	\$5,000.00
One-Time Fees:	\$20,500.00

Professional Services - Conversion	One-Time Fees
Finance - Chart of Accounts	\$0.00
Finance - COA Transaction History - Detail	\$6,000.00
Finance - Document Attachments	\$1,250.00
Finance - Vendor Master File	\$1,000.00
Permitting - Contractor Master File	\$1,500.00
Permitting - Parcel Master File	\$1,000.00
Permitting - Permit/Violation Transaction History	\$6,000.00
Utility - Document Attachments	\$1,250.00
Utility - Master File	\$2,500.00
Utility - Transaction History	\$5,000.00
Work Orders - Detail History	\$5,000.00
One-Time Fees:	\$30,500.00

Software Services - License Notes

Customer has the rights to use the Software as long as it maintains Support Services in good standing.



Hosting Services Notes

The initial Hosting Services Term shall be months commencing on the Effective Date. The Hosting Services Terms shall renew automatically for 12-month renewal terms at then-current applicable Fees unless written notice is provided by Customer at least 90 days prior to the expiration of the initial or then-current renewal Term. Fees for Hosting Services may increase annually during the initial Term subject to a maximum annual increase equal to the greater of (i) the Consumer Price Index for All Urban Consumers: U.S. City average and (ii) four percent (4%).

Support Services Notes

The initial Support Services Term shall be months commencing 90 days after the Effective Date. The Support Services Terms shall renew automatically for 12-month renewal terms at then-current applicable Fees unless written notice is provided by Customer at least 90 days prior to the expiration of the initial or then-current renewal Term. Fees for Support Services may increase annually during the initial Term subject to a maximum annual increase equal to the greater of (i) the Consumer Price Index for All Urban Consumers: U.S. City average and (ii) four percent (4%).

Professional Services - Notes

Includes all standard implementations listed under "Professional Services - Implementation".

Sales Order Notes

Optional Conversion Services/One time fees
Convert Meters to Neptune \$1,500
Convert Employee Master File \$1,600
Convert AR Customer Master \$1,400



Please return executed Sales Orders via
DocuSign or Email to:
Edmunds GovTech, Inc.
Email: SalesOrders@EdmundsGovTech.com
P: 888.336.6999 | F: 609.645.3111
www.EdmundsGovTech.com

_____ THE UNDERSIGNED IS AUTHORIZED TO EXECUTE THIS SALES ORDER ON BEHALF OF CUSTOMER AND ACKNOWLEDGES AND AGREES ON BEHALF OF CUSTOMER THAT (A) ALL SERVICES SET FORTH IN THIS SALES ORDER ARE SUBJECT TO AND GOVERNED BY THE EDMUNDS GOVTECH, INC. SERVICE TERMS AND CONDITIONS AVAILABLE AT THE FOLLOWING URL: <https://go.edmundsgovtech.com/terms> (THE "SERVICE TERMS"), WHICH ARE INCORPORATED INTO THIS SALES ORDER, AND (B) THIS SALES ORDER, INCLUDING THE SERVICE TERMS, IS THE COMPLETE AND EXCLUSIVE AGREEMENT BETWEEN EDMUNDS GOVTECH (OR OUR AFFILIATE PROVIDING THE SERVICES DESCRIBED HEREIN) AND CUSTOMER CONCERNING THE SUBJECT MATTER HEREOF AND SUPERSEDES ANY PRIOR OR CONTEMPORANEOUS TERMS AND CONDITIONS, INCLUDING ANY PURCHASE ORDER CUSTOMER MAY PROVIDE OR ANY PRIOR COURSE OF DEALING OR USAGE OF TRADE, AND SUCH ADDITIONAL OR DIFFERENT TERMS OR CONDITIONS SHALL HAVE NO FORCE OR EFFECT.

EDMUNDS GOVTECH, INC.

River Bend

By: _____	Date: _____	By: _____	Date: _____
Kara Matthews		Irving J Van Slyke Jr.	
Regional Sales Director		Councilman & Mayor Pro Tempore	

