



RIVER BEND TOWN COUNCIL AGENDA
Regular Meeting
January 20, 2022
River Bend Town Hall
7:00 p.m.

Pledge: Councilman Fogle

1. CALL TO ORDER (Mayor Kirkland Presiding)
2. RECOGNITION OF NEW RESIDENTS
3. ADDITIONS/DELETIONS TO AGENDA
4. ADDRESSES TO THE COUNCIL
5. PUBLIC HEARINGS
6. 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 December 9, 2021 Work Session
Minutes of the December 16, 2021 Regular Council Meeting
Minutes of the January 6, 2022 Special Meeting*

7. TOWN MANAGER'S REPORT – Delane Jackson
Activity Reports
 - A. **Monthly & Annual 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
8. FY 22-23 Budget Kick – Off Presentation – Town Manager

ADMINISTRATIVE REPORTS:

9. Public Safety – Councilman Don Fogle
 - A. Community Watch
 - B. CERT
 - C. **VOTE** – Flood Mitigation Program Grant Application
10. Parks & Recreation/CAC – Councilwoman Barbara Maurer
 - A. Parks and Rec Report
 - B. CAC Report
 - C. Organic Garden Report
 - D. Library Report

11. Finance – Councilman Irving Van Slyke, Jr
 - A. Financial Report - Finance Director
 - B. **VOTE** - Budget Amendment 21-B-04

12. Environment and Waterways – Councilman Brian Leonard
 - A. EWAB Report
 - B. **VOTE** – Award Contract for Water Meter Project

13. Planning Board – Councilman Buddy Sheffield
 - A. Board of Adjustment Report
 - B. **VOTE** – Sign Ordinance

14. MAYOR'S REPORT – Mayor Kirkland

15. 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.

16. CLOSED SESSION - NCGS§143-318.11(a)(3)(5)

17. ADJOURNMENT

**River Bend Town Council
Work Session Minutes
December 9, 2021
Town Hall
5:00 p.m.**

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

Town Manager: Delane Jackson
Town Clerk: Kristie Nobles
Finance Director: Mandy Gilbert
Town Attorney: Dave Baxter

CALL TO ORDER

Mayor Kirkland called the meeting to order at 5:04 p.m. on Thursday, December 9, 2021 at the River Bend Town Hall with a quorum present.

VOTE – Approval of Agenda

Councilman Sheffield motioned to accept the agenda as presented. The motion carried unanimously.

DISCUSSION – Public Hearing for 25 Shoreline Drive

The Manager stated that there is a public hearing scheduled on December 16, 2021 at 7:00 p.m. at Town Hall regarding the proposed building site at 25 Shoreline Drive. He stated that there is an easement issue that needs to be resolved before the Town could move forward on the property. He also stated that he has spoken with Jamie Midgette who is the regional contact with North Carolina Public Water Supply Section and he stated that he did not think it would be an issue building on that property. The Manager said that Mr. Midgette is to confirm that and will let the manager know soon in writing.

DISCUSSION – Records Retention Policy

The Manager stated that at the November 10, 2021 work session meeting the Council adopted the updated Records Retention Policy provided by North Carolina Department of Natural and Cultural Resources (NCDNCR). He stated that when the Town Clerk notified NCDNCR that the Town had adopted this policy, she was informed that the Program Records Schedule which corresponds with the Adopted Records Retention Policy, also needs to be adopted.

VOTE – Records Retention Policy

Councilman Sheffield motioned to approve the Programs Records Schedule as presented. The motion passed unanimously. (see attached)

DISCUSSION – Update on Wolfer Property Foreclosure

The Manager stated that the property located at 111 Starboard Drive in River Bend was in bad shape before Hurricane Florence, and after the hurricane, it was even worse. He stated the Town had communicated with the owners to try to get the property remedied. The Manager stated that after no progress with the owner, the Town demolished the home at a cost of about \$9,000 which the Town paid. The Town put a lien on the property and Craven County has a lien on the property also. The Town Attorney stated that the property is entering foreclosure and would be auctioned. He stated that the Town could buy-out Craven County's interest which would make the Town the

only lien holder. When the property is auctioned and if there were a bid higher than the Town of River Bends interest, the Town would receive the money they have invested in the property. If there was no higher bidder than the Town, the Town would own the property and can sale it at auction. The Manager stated that he would need a motion to pay Craven County's lien.

VOTE – Purchase Craven County Share of Wolfer Property

Councilman Leonard motioned to authorize the purchase of Craven County's interest in the Wolfer property. The motion passed unanimously.

DISCUSSION – Update on NC Senate Bill 300 Requirements

The Manager stated that he has received an update from the NC League of Municipalities concerning the Criminal Justice Reform Policies in SB300. He stated that every Town is required to implement these policies and he and Chief Joll have been working with the Town Attorney and his associates to finalize our policy and implement it soon. Councilman Leonard asked if the Town's ordinances would need to be amended. The Town Attorney stated that the Senate Bill 300 has two parts, decriminalization of certain ordinances and Police Department reforms. He stated that they are currently working on the Police Department Reforms and the ordinances would be need to be amended in the future.

DISCUSSION – Council Retreats as Requested by Councilman Van Slyke

The Mayor stated that Town Retreats were created long ago which allowed the Council member to freely discuss items. He stated that the Council agreed to end these meetings in 2016. He stated that he feels that if the Council agrees to restart the meetings that the meetings should not be called Retreats. Councilman Sheffield stated that he found the retreats useful and would like for the meetings to be less formal with no agenda. Councilwoman Maurer stated that she agrees and thinks that renaming the meetings would be a good idea. Councilman Leonard stated that he likes the idea of being able to communicate in a less formal environment but does not want to have a meeting just to have a meeting. The Mayor stated that the Council should have an agenda. Councilman Sheffield stated that Special Meetings have seemed to work for the Council at this moment and he would like to continue with those as needed. Councilman Van Slyke stated that he would like to withdrawal his request of pursuing retreats at this time. Councilman Fogle stated that he supported this idea of restarting retreats. The Mayor stated that Special Meetings could be scheduled when needed.

DISCUSSION – Bid Opening Results for ASADRA Water Meter

The Manager stated that the first bid opening for the ASADRA Water Meter replacement Project was held on November 30, 2021 with only 1 bid received with a 3 bid requirement to open bids. The only bid was returned to the bidder. He stated that a second bid opening would be held on December 14, 2021.

The Manager stated that there would be a Board of Adjustment Special Meeting – Public Hearing regarding the special use permit the Town has received for property on Highway 17. That meeting will take place on January 4, 2022 at Town Hall at 7:00 p.m.

REVIEW AGENDA FOR THE DECEMBER 16, 2021 COUNCIL MEETING

The Council reviewed the agenda for the December 16, 2021 Council meeting.

CLOSED SESSION

Councilman Sheffield moved to go into a Closed Session under NCSG §143-318.11(a)(3)(6). The motion carried unanimously. The Council entered Closed Session at 5:53 p.m.

OPEN SESSION

Councilman Sheffield moved to return to Open Session at 6:23 p.m. The motion carried unanimously.

VOTE – Town Managers Contract

Councilman Sheffield moved to correct date errors on the Town Managers contract to reflect 2026 and to authorize the Mayor to sign on behalf of the Town. The motion passed unanimously.

VOTE – Hurricane Florence FEMA Funds

Councilman Leonard moved to adopt Option C for the disbursements of FEMA Funds from Hurricane Florence. The motion passed unanimously.

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield moved to adjourn, the motion carried unanimously. The meeting adjourned at 6:26 p.m.

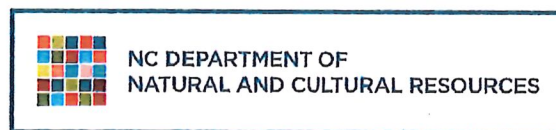
Kristie J. Nobles
Town Clerk

RECORDS RETENTION AND DISPOSITION SCHEDULE

PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



Issued By:



North Carolina Department of Natural and Cultural Resources
Division of Archives and Records
Government Records Section

PUBLIC:

October 1, 2021

This is not the entire document. It is over 100 pages long. Contact Town Clerk if you wish to review it.

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Program Records Schedule: Local Government Agencies

The records retention and disposition schedules and retention periods governing the records series listed herein are hereby approved. This approval extends to and includes the following standards in the **2021 Program Records Schedule: Local Government Agencies:**

10. Airport Authority Records
11. Animal Services Records
12. Code Enforcement and Inspection Records
13. Emergency Medical Services and Fire Department Records
14. Parks and Recreation Records
15. Planning and Regulation of Development Records
16. Public Housing Authorities, Redevelopment Commissions, and Entitlement Communities Records
17. Public Transportation Systems Records
18. Public Utilities and Environmental/Waste Management Records
19. Street Maintenance, Public Works, and Engineering Records
20. Law Enforcement Records (excluding Sheriff's Offices)
21. Tax Records (for municipalities)

In accordance with the provisions of Chapters 121 and 132 of the *General Statutes of North Carolina*, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement.

Destructions

N.C. Gen. Stat. § 121-5 authorizes the Department of Natural and Cultural Resources to regulate the destruction of public records. Furthermore, the local government agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. The North Carolina Administrative Code states:

“(a) Paper records which have met their required retention requirements and are not subject to legal or other audit holds should be destroyed in one of the following ways:

1. burned, unless prohibited by local ordinance;
2. shredded, or torn up so as to destroy the record content of the documents or material concerned;
3. placed in acid vats so as to reduce the paper to pulp and to terminate the existence of the documents or materials concerned; or
4. sold as waste paper, provided that the purchaser agrees in writing that the documents or materials concerned will not be resold without pulverizing or shredding the documents so that the information contained within cannot be practicably read or reconstructed.

(b) When used in an approved records retention and disposition schedule, the provision that electronic records are to be destroyed means that the data and metadata are to be overwritten, deleted, and unlinked so the data and metadata may not be practicably reconstructed.

(c) When used in an approved records retention and disposition schedule, the provision that confidential records of any format are to be destroyed means the data, metadata, and physical media are to be destroyed in such a manner that the information cannot be read or reconstructed under any means.”

All local government agencies should maintain logs of their destructions either in the minutes of their governing board or in their Records Management file. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed.

Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.

Audits and Litigation Actions

Records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule.

Electronic Records

All local government agencies and the Department of Natural and Cultural Resources concur that the long-term and/or permanent preservation of electronic records requires additional commitment and active management by the agency. Agencies agree to comply with all policies, standards, and best practices published by the Department of Natural and Cultural Resources regarding the creation and management of electronic records.

Local government agencies should consider retention requirements and disposition authorities when designing and implementing electronic records management systems. Any type of electronically-created or electronically-stored information falls under the North Carolina General Assembly's definition of public records cited above. For example, e-mail, text messages, blog posts, voicemails, websites, word processing documents, spreadsheets, databases, and PDFs all fall within this definition of public records. In addition, N.C. Gen. Stat. § 132-6.1(a) specifies:

"Databases purchased, leased, created, or otherwise acquired by every public agency containing public records shall be designed and maintained in a manner that does not impair or impede the public agency's ability to permit the public inspection and examination of public records and provides a means of obtaining copies of such records. Nothing in this subsection shall be construed to require the retention by the public agency of obsolete hardware or software."

Local government agencies may scan any paper record and retain it electronically for ease of retrieval. If an agency wishes to destroy the original paper records before their assigned retention periods have been met, the agency must establish an electronic records policy, including putting into place procedures for quality assurance and documentation of authorization for records destructions approved by the Government Records Section. This electronic records policy and releases for destruction of records must be approved by the Government Records Section. Agencies should be aware that for the purpose of any audit, litigation, or public records request, they are considered the records custodian obligated to produce requested records, even if said records are being maintained electronically by an outside vendor. Therefore, contracts regarding electronically stored information should be carefully negotiated to specify how records can be exported in case a vendor goes out of business or the agency decides to award the contract to a different vendor.

Reference Copies

All local government agencies and the Department of Natural and Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods that allow these records to be destroyed when "*reference value ends.*" All local government agencies hereby agree that they will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "*destroy when reference value ends.*" If a local government agency does not establish internal policies and retention periods, the local government agency is not complying with the provisions of this retention schedule and is not authorized by the Department of Natural and Cultural Resources to destroy the records with the disposition instruction "*destroy when reference value ends.*"

Record Copy

A record copy is defined as "The single copy of a document, often the original, that is designated as the official copy for reference and preservation."¹ The record copy is the one whose retention and disposition is mandated by these schedules; all additional copies are considered reference or access copies and can be destroyed when their usefulness expires. In some cases, postings to social media may be unofficial copies of information that is captured elsewhere as a record copy (e.g., a press release about an upcoming agency event that is copied to various social

¹ Society of American Archivists, *Dictionary of Archives Terminology*.

media platforms). Appropriately retaining record copies and disposing of reference copies requires agencies to designate clearly what position or office is required to maintain an official record for the duration of its designated retention period.

Transitory Records

Transitory records are defined as “record[s] that [have] little or no documentary or evidential value and that need not be set aside for future use.”²

North Carolina has a broad definition of public records. However, the Department of Natural and Cultural Resources recognizes that some records may have little or no long-term documentary or evidential value to the creating agency. These records are often called transitory records. They may be disposed of according to the guidance below. However, all public employees should be familiar with their appropriate retention schedule and any other applicable guidelines for their office. If there is a required retention period for these records, that requirement must be followed. When in doubt about whether a record is transitory or whether it has special significance or importance, retain the record in question and seek guidance from a DNCR records analyst.

Routing slips and transmittal sheets adding no information to that contained in the transmitted material have minimal value after the material has been successfully transmitted. These records may be destroyed or otherwise disposed of after receipt of the material has been confirmed. Similarly, “while you were out” slips, memory aids, and other records requesting follow-up actions (including voicemails and calendar invites) have minimal value once the official action these records are supporting has been completed and documented. These records may be destroyed or otherwise disposed of once the action has been resolved.

Drafts and working papers, including notes and calculations, are materials gathered or created to assist in the creation of another record. All drafts and working papers are public records subject to all provisions of Chapter 132 of the General Statutes, but many of them have minimal value after the final version of the record has been approved, and may be destroyed after final approval, if they are no longer necessary to support the analysis or conclusions of the official record. Drafts and working documents that may be destroyed after final approval include:

- Drafts and working papers for internal and external policies
- Drafts and working papers for internal administrative reports, such as daily and monthly activity reports;
- Drafts and working papers for internal, non-policy-level documents, such as informal workflows and manuals; and
- Drafts and working papers for presentations, workshops, and other explanations of agency policy that is already formally documented.

Forms used solely to create, update, or modify records in an electronic medium may be destroyed in office after completion of data entry and after all verification and quality control procedures, so long as these records are not required for audit or legal purposes. However, if the forms contain any analog components that are necessary to validate the information contained on them (e.g., a signature or notary’s seal), they must be retained according to the disposition instructions for the records series encompassing the forms’ function.

It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. These schedules supersede previous versions of these schedules and any localized amendments; they are to remain in effect from the date of approval until they are reviewed and updated.

² Ibid.

APPROVAL RECOMMENDED

Municipal/County Clerk or Manager
Title: _____

Sarah E. Koonts
Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Head of Governing Body
Title: _____

D. Reid Wilson
D. Reid Wilson, Secretary
Department of Natural and Cultural
Resources

County/Municipality: _____

Effective: October 1, 2021

EXECUTIVE SUMMARY

- ✓ Some records are covered by the *General Records Schedule: Local Government Agencies* and, therefore, are not listed separately here.
- ✓ According to N.C. Gen. Stat. § 121-5(b) and N.C. Gen. Stat. § 132-3, you may destroy public records only with the consent of the Department of Natural and Cultural Resources (DNCR). The State Archives of North Carolina is the division of DNCR charged with administering a records management program. This schedule is the primary way the State Archives of North Carolina gives its consent. Without approving this schedule, your agency is obligated to obtain the State Archives of North Carolina's permission to destroy *any* record, no matter how insignificant.
- ✓ Each records series listed on this schedule has specific disposition instructions that will indicate how long the series must be kept in your office. In some cases, the disposition instructions are simply "retain in office permanently," which means that those records must be kept in your office forever. In other cases, the retention period may be "destroy in office when reference value ends." An agency may have reference copies of materials, meaning "a copy of a record distributed to make recipients aware of the content but not directing the recipient to take any action on the matter" (from Society of American Archivists, *Dictionary of Archives Terminology*). Your agency must establish and enforce internal policies by setting minimum retention periods for the records that the State Archives of North Carolina has scheduled with the disposition instructions, "destroy when reference value ends."
- ✓ E-mail is a record as defined by N.C. Gen. Stat. § 121-5 and N.C. Gen. Stat. § 132. It is the content of the e-mail that is critical when determining the retention period of a particular e-mail, including attachments, not the media in which the record was created. It is important for all agency employees and officials to determine the appropriate records series for specific e-mails and retain them according to the disposition instructions listed with the identified record series.
- ✓ The State Archives of North Carolina recommends that all agency employees and officials view the tutorials that are available online through the State Archives website in order to familiarize themselves with records management principles and practices. The State Archives of North Carolina's online tutorials include topics such as records management and scanning guidelines.
- ✓ The State Archives of North Carolina creates security preservation record copies for minutes and selected other records of governing bodies and commissions, adoption records, and maps and plats. Agencies can request copies of the digital images made during this process. Contact the appropriate Records Management Analyst to begin this process.
- ✓ If you have records that are not listed in this schedule, contact a Records Management Analyst. An analyst will discuss the nature of the records with you to determine if the records have historical value. If the records do not have historical value, we will ask you to complete a [Request for Disposal of Unscheduled Records](#) (page A-19) for records that are no longer being created.

LEGEND FOR RECORDS SCHEDULE

This records retention and disposition schedule applies to records in all media, unless otherwise specified.



– symbol designating that one or more records in this series may be confidential or Includes confidential information.

Item # – an identifying number assigned to each records series for ease of reference.

Series – “a group of similar records that are . . . related as the result of being created, received, or used in the same activity.” (From Society of American Archivists, *Dictionary of Archives Terminology*). Series in this schedule are based on common functions in government offices.

Records Series Title – a short identification of the records in a series, based on their common function.

Series Description – a longer description of the records in a series, often including the types of records that can frequently be found in that series. This information is included underneath the Records Series Title.

Disposition Instructions – instructions dictating the length of time a series must be retained and how the office should dispose of those records after that time.

Citation – a listing of references to statutes, laws, and codes related to the records series. Citations can include:

- Authority: governing the creation of records
- Confidentiality: limiting access to public records
- Retention: setting a retention period

Throughout this schedule, items that cross-reference other items within this schedule are indicated with a SEE ALSO reference. If you hover your cursor over one of these items, you will see the hand tool that will enable you to click on the item to follow the link to that location.

AUDITS: PERFORMANCE

Records concerning internal and external audits conducted to assess the function of government programs. Includes reports, working papers, corrective measures, and other related records.

SEE ALSO: Audits: Financial (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS).

Sample records series title and description with cross-reference included

No destruction of records may take place if litigation or audits are pending or reasonably anticipated. See also AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page A-5.

STANDARD 10: PROGRAM OPERATIONAL RECORDS – AIRPORT AUTHORITY RECORDS

Official records and materials created and accumulated incidental to the operation of a county or municipal airport.

ITEM #	STANDARD 10: AIRPORT AUTHORITY RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
10.01	ACCESS CONTROL RECORDS Records concerning employee or contractor access to facilities or resources.	Destroy in office 1 year after expiration.	
10.02	AIR SPACE CONSTRUCTION Applications to construct structures which may obstruct flight space. Includes correspondence and related records.	Destroy in office after 5 years.	
10.03	AIRFIELD INSPECTION Records concerning airfield inspections on runway conditions, fueling agents, fire and rescue facilities, ground vehicle control and other airport condition information.	Destroy in office after 1 year.	Authority/Retention: 14 CFR 139.301
10.04	AIRPORT MASTER RECORD Federal Aviation Administration (FAA) form 5010 documenting basic information concerning airports.	Destroy in office when superseded or obsolete.	

10: Airport Authority

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction “destroy when reference value ends.” Please use the space provided.

2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



ITEM #	STANDARD 10: AIRPORT AUTHORITY RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
10.05	LAND DEVELOPMENT AND PLANNING STUDIES AND REPORTS Records documenting local government and airport authority land use and development planning.	Retain in office permanently.	
10.06	RADIO LOGS Records of radio calls received and placed.	Destroy in office after 1 year.	

10: Airport Authority

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

STANDARD 11: PROGRAM OPERATIONAL RECORDS – ANIMAL SERVICES RECORDS

Records created and received during the conduct of animal services programs.



NOTE: Some records are covered by General Records Schedule: Local Government Agencies and, therefore, are not listed separately here. See Reference (Reading) File and Reports and Studies (Administration and Management Records).

ITEM #	STANDARD 11: ANIMAL SERVICES RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
11.01	ANIMAL ABUSE AND CRUELTY RECORDS Includes complaints, citations and/or compliance orders, and other related records.	Destroy in office after 5 years.*	See G.S. 14-360 for definition of animal cruelty.
11.02	ANIMAL COMPLAINT RECORDS Includes complaints of animal nuisances.	Destroy in office after 3 years.*	
11.03	ANIMAL CONTROL RECORDS Records of animal control calls. Includes information regarding animal bites, animals received from residents, strays caught, animals taken to shelter or returned to owner, use of tranquilizer guns, and other related records. Also includes citations and/or compliance orders issued to animal owners for violations of government ordinances.	a) Destroy in office records concerning dangerous animals when known dead or after 10 years. b) Destroy in office animal control citations and compliance orders after 3 years.* c) Destroy in office remaining records after 1 year.	

11: Animal Services

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

ITEM #	STANDARD 11: ANIMAL SERVICES RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
11.04 	ANIMAL LICENSING RECORDS Records concerning the licensing of dogs, cats, and other animals. Includes owner and animal information and record of fees paid.	Destroy in office after 3 years.*	Confidentiality: G.S. 132-1.2 (2)
11.05 	ANIMAL SHELTER RECORDS Records of animals impounded at the shelter, including date of impoundment, length of impoundment, disposition of animal, and any other information required by rules adopted by the State Board of Agriculture. Also includes certificates of animal release (e.g., adoption, reclaim, transfer, return to field) and owner contact records.	Destroy in office 3 years after date of impoundment.	Authority/Retention: G.S. 19A-32.1(j) Confidentiality (for specific counties): G.S. 132-1.15
11.06	CONTROLLED SUBSTANCE EUTHANASIA LOG Includes amount of controlled substances used.	Destroy in office after 2 years.	Retention: 21 CFR 1304.04
11.07	HISTORIES OF PET OWNERS Records concerning information for each animal owner who violates government ordinances. Includes complaint forms and other related records.	Destroy in office after 3 years.*	
11.08	RABIES VACCINATION RECORDS Includes rabies vaccination certificates submitted to agency by area veterinarians.	Destroy in office after 3 years.	Authority: G.S. 130A-189

11: Animal Services

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

**River Bend Town Council
Regular Meeting Minutes
December 16, 2021
Town Hall
7:00 p.m.**

Present Council Members: Mayor John Kirkland
Buddy Sheffield
Don Fogle
Barbara Maurer
Irving Van Slyke
Brian Leonard

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

CALL TO ORDER

Mayor Kirkland called the meeting to order at 7:00 p.m. on Thursday, December 16, 2021 in the Town Hall Meeting Room with a quorum present.

RECOGNITION OF RESIDENTS

- Francis LaValle - 103 Courtney Lane
- Dave Land – 235 Lakemere
- John Daugherty - 220 Lakemere
- Marie Vecchio – 106 Courtney Lane

ADDITIONS/DELETIONS TO AGENDA

Vote – Addition to Agenda – Councilman Fogle moved to add Update on 25 Shoreline Drive Site to the agenda as item 4(A). The motion carried unanimously.

ADDRESSES TO THE COUNCIL

The Manager stated that he reported at the December 9, 2021 Work Session Council Meeting that he had spoken with Jaime Midgette with the North Carolina Public Water Supply Section regarding building at the 25 Shoreline Drive site and Mr. Midgette did not think that there would be an issue with building at that site. The Manager stated that since that conversation he has been notified by Mr. Midgette that the Town would not be permitted to build at that site.

Vote – Addresses to the Council – Councilman Leonard moved to eliminate 25 Shoreline Drive from consideration as a building site. The motion carried unanimously.

PUBLIC HEARING – 25 Shoreline Drive Building Site

Councilman Sheffield moved to open the Public Hearing to discuss the proposed building site at 25 Shoreline Drive. The motion carried unanimously.

He stated that the building site at 25 Shoreline Drive is no longer permitted but he invited anyone who wished to address the proposed building site at 25 Shoreline Drive to step to the podium to be heard.

River Bend resident Marie Vecchio, stepped to the podium. She stated that her main concern is the intent to continue to beautify the Town and if you had built on the 25 Shoreline Drive site, she feels it would have taken away a lot of the beauty from Shoreline Drive in River Bend. She asked the Council to be mindful of the beauty of River Bend when reviewing proposed building sites in the future. She then thanked to Council for all the efforts they put into the Town.

Councilman Sheffield moved to close the Public Hearing. The motion carried unanimously.

At this time, most of the public audience left the meeting.

CONSENT AGENDA

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

A. Approve

Minutes of the November 10, 2021 Work Session

Minutes of the November 18, 2021 Regular Council Meeting

Minutes of the November 22, 2021 Special Meeting

TOWN MANAGER'S REPORT

The Manager stated that the Board of Adjustment will hold a quasi-judicial Public Hearing on January 4, 2022 at 7:00 p.m. at Town Hall. He stated the purpose of the Public Hearing is to discuss the special use permit the Town has received from Moffat Properties to construct a commercial building located on US Highway 17.

The Manager stated that the second bid opening for the water meter replacement contract was held on December 14, 2021 at Town Hall and that only one bid was received. That bid was opened and the engineer is currently working on the bid tabulation. He stated that the bid could not be awarded by the Council until the state reviews the process.

The Manager stated that the Annual Budget-Kickoff meeting will be at the January 13, 2022 Council Work Session.

Councilman Sheffield asked the Manager what is the new plan for selecting a new site for the Water and Sewer Administration Building. The Manager stated that based on the new information regarding the previous site he will need to contact the engineer to discuss other possible sites. The Mayor stated that he would suggest having a special meeting to discuss possible site locations. Councilman Leonard stated that he would like to schedule the meeting at a time that would accommodate River Bend residents. Councilman Fogle stated that he talked with the Town Manager regarding a new site location. He stated that he suggested using the location of the playground and the area next to Town Hall and building a new updated playground in the future.

ADMINISTRATIVE REPORTS

PLANNING BOARD – COUNCILMAN SHEFFIELD

Councilman Sheffield presented the following report.

The regular meeting of the Planning board was held on Dec. 2nd at 6:00pm at the community building. A quorum was present. The town manager was present as were representatives from Moffat Properties, who wish to build a new Sunbelt Rentals on Highway 17 in River Bend. Chairman Lippert called the meeting to order. The owner of Moffat Properties spoke to the board about his plans and gave a description of the proposed business. The company's engineer then gave an extensive slide presentation, which included architectural drawings, a site map and photos of other Sunbelt Rentals sites in other parts of North Carolina. Board members asked

questions and received answers. There was talk about a 50 foot buffer zone, with trees, which would separate the business from adjoining residences. There was concern about some open spaces in the buffer zone. Chairman Lippert explained that the Planning Board will be making a recommendation to the Board of Adjustment regarding a special use permit requires for the business. The board voted unanimously to recommend approval of the permit with the special consideration that additional trees and greenery be added to the buffer zone. The guests were excused and the board continued with its other business. The usual reports were given. The board voted to adjourn. The next meeting is set for Jan. 6th. The public is invited.

BOARD OF ADJUSTMENT REPORT – COUNCILMAN SHEFFIELD

Councilman Sheffield presented the following report.

The River Bend Board of Adjustment met on Nov. 29th at 7:00 pm in Town Hall. All regular members were present. They are: Helmut Weisser, Chris Barta, Cinda Hill, Kelly Forrest, Paige Akiss and Patty Leonard. The alternate member for the ETJ, Rick Fisher, was also in attendance. Mayor Kirkland administered the oath of office to the members. In lieu of a sitting chairman, Manager Jackson conducted an election of officers. Paige Ackiss was elected chairman, Patty Leonard vice chairman and Allison McCollum secretary. Town attorney, Dave Baxter, gave a thorough lesson on the duties of a board of adjustment under North Carolina law with the aid of a PowerPoint presentation. As a quasi-judicial body the duties are significant and the board members seemed to take them very seriously. Primary among these duties is the need for absolute impartiality and the making of decisions based on clear evidence without regard for opinions. Manager Jackson then informed the board of an upcoming action that will be necessary. A company, Sunbelt Rentals, is applying for a special use permit for a parcel of land adjacent to the Shell station on Highway 17. He explained that the Planning Board would be reviewing the application and making its recommendation to the BOA. A meeting could not be set for the BOA action at that time due to the extensive requirements for notification of interested parties, including nearby property owners. Those notifications are now being made and the meeting of the BOA has been set for Jan. 4th. At Town Hall. The public is welcome to attend.

PUBLIC SAFETY –COUNCILMAN FOGLE

Councilman Fogle presented the following reports on Community Watch and CERT.

CERT

The CERT meeting scheduled for December 22, 2021, has been cancelled. Check the Town web pages for updates. Anyone interested in joining CERT should contact Mary Holihan.

Community Watch

Community Watch volunteers assisted with traffic control at the Christmas tree lighting ceremony. Their next meeting is scheduled for February 16, 2022 at 7:00 pm in the Municipal Building. Anyone interested in joining Community Watch should contact Egon Lippert.

PARKS & RECREATION/CAC – COUNCILWOMAN MAURER

Councilwoman Maurer presented the following reports.

Parks & Recreation

Parks & Rec held two meetings. The first was a special planning meeting for the Christmas tree lighting event and the second was the regular monthly meeting on December 1st which involved the final plans for the tree lighting evening as well as work on the calendar of activities for the next few months. By now everyone knows the Christmas tree lighting was a success. Special thanks to Public Works for the several days' work it took to set up the two Christmas trees and the other decorations, to Town Manager Delane Jackson for the music that had everyone smiling and singing, to the Mayor for lighting the tree, to the Rhems Fire Department for providing transportation to Santa and Mrs. Claus, and to the volunteers of Parks & Recreation, CAC, and the Red Caboose Library for an evening of fun and community for the children and the young at

heart who attended. The Fairfield Harbour Chorus was cancelled when the new pastor informed the chorus that they could not use the church. The first activity of 2022 will be An Evening of Pinochle and Poker on January 21st. More information will be posted soon. The next scheduled meeting is Wed. January 5 at 7pm. As part of regular business, planning will begin for River Bend Fourth of July celebration. Parks and Rec has two vacancies. Anyone who would like to participate in planning and presenting activities is invited to file an application.

Community Appearance Commission (CAC)

The CAC is scheduled to meet on Wednesday, January 19 at 4pm. There are two vacancies on this board. This group functions to organize and implement projects related to the appearance of our town, primarily related to landscaping. They meet bimonthly. If you would like to participate, please file an application.

Red Caboose Library (RCL)

The board met on December 2. Discussion included the ongoing inventory update and planning for a children's reading and activity program. Fundraising is a concern as the library has no regular source of income and has to rely on the generosity of donors to pay the rent and keep its doors open. The next board meeting is scheduled for Thursday, January 6 at 2 pm.

River Bend Community Organic Garden (RBCOG)

The regular meeting was held on December 6. Routine business was discussed. Dee Smith announced our benefactor has gifted the garden with additional funds from the sale of her monarch note cards and a relative of the donor made another donation. Volunteers have worked over 2900 hours from January to November 30 this year. The next meeting is scheduled for January 3 at 1:30 pm. The agenda will include planting plans for 2022, possibility of resuming workshops and consideration of a special project for the greenhouse.

FINANCE – COUNCILMAN VAN SLYKE, JR.

Financial Report – Finance Director, Mandy Gilbert presented to the Council the financial statement for the month of November. She stated the total of the Town's Cash and Investments as of November 30, 2021 are \$3,688,203 and Ad valorem tax collections for FY21-22 were \$122,271 and Vehicle Ad valorem tax collections were \$24,637.

Councilman Van Slyke stated that Town of River Bend has received the GFOA certificate of achievement of excellence in financial reporting for the fiscal year ending June 30, 2020 and this certificate of achievement is the highest form of recognition in governmental accounting and financial reporting. He then thanked the finance department and town staff for coming together to obtain this award.

ENVIRONMENTAL AND WATERWAYS ADVISORY BOARD– COUNCILMAN LEONARD

Councilman Leonard stated that EWAB was scheduled to meet on December 6, 2021 but did not have a quorum, therefore they did not meet. The next meeting is January 3, 2022.

MAYOR'S REPORT

The Mayor presented the following report.

In September this year, I read an article in "Governing News" relating to the recently enacted Texas law that gives poll watchers enforcement authority. That authority has traditionally been vested in law enforcement. The nation has recently watched a long and frequently audited review of election results in several states and cities and those audits found no case of frequent or other than very low number of questionable ballot irregularities. During my thirty year military career I voted in precincts in five states. I felt that they were all well managed and I was confident that the individuals operating the polling places were competent and dedicated to proper performance of

their responsibilities. I have voted in every election in River Bend for the last 26 years and I am of the opinion that the Craven County Elections Board officials have consistently operated a fair and legal administration in the conduct of County and municipal elections. The article that I referenced earlier states; "Nowadays, there's greater willingness to threaten public officials and according to polls, increasing approval among the public for using violence to achieve political ends. Prior to 9/11, the deadliest terrorist attack on U.S. soil since the Civil War was the bombing of the Federal Building in Oklahoma City in 1995," I recognize that there are opinions contrary to my opinion. In North Carolina and in Craven County we have witnessed consistent good management of elections. In our state appropriate discipline resulted when improper conduct of elections was found on the part of another county's elections board. It is apparent that the State Board of Elections will not tolerate improper actions on the part of a local board of elections. The authors of the Constitution gave the nation a system of "checks and balances" among the three branches of government. That "balance" has met the test of time for more than two hundred years and it would seem ill advised to substitute another system. If we look objectively at the performance of government under the United States Constitution we must conclude that the men who worked to draft that document did a great work. They also provided for a system to amend the document that has only been applied 27 times in the 232 years that the nation has been guided by the 1788 Constitution. This proven system should be used if any change in the elections process is deemed necessary.

PUBLIC COMMENT

No public comments at this time.

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield moved to adjourn, the motion carried unanimously. The meeting adjourned at 7:41 p.m.

Kristie J. Nobles
Town Clerk

**River Bend Town Council
Special Meeting Minutes
January 6, 2022
Town Hall
7:00 p.m.**

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

Town Manager: Delane Jackson
Public Works Director: Brandon Mills

CALL TO ORDER

Mayor Kirkland called the meeting to order at 7:00 p.m. on Thursday, January 6, 2022 at the River Bend Town Hall with a quorum present.

The Town Manager requested adding "LGC loan application approval" to the agenda.

VOTE – Addition to Agenda

Councilman Sheffield motioned to approve the agenda as presented with the addition of loan application approval. The motion carried unanimously.

The Manager informed the Council that the low bid for the water meter replacement project was higher than the grant amount. The Manager stated that the funding source has a low interest loan program which the town can apply for to receive the rest of the funding, which is approximately \$131,000.

VOTE – Loan Application

Councilman Sheffield motioned to approve the loan application and authorize the Mayor to sign. The motion carried unanimously.

VOTE – Site Selection Analysis

Councilman Fogle presented the following motion- I move that if there is a vote tonight and it is not unanimous each alternative that receives a vote shall be forwarded to the engineer for a more detailed analysis. The motioned failed by a vote of 2 to 3. Councilmen Fogle and Van Slyke voting aye. Council members Leonard, Sheffield and Maurer voting nay.

The Town Manager presented a PowerPoint presentation containing maps and information for options A-J as identified:

- A- Wildwood Drive site near volleyball court
- B- Plantation Drive site in northwest corner of soccer field
- C- Plantation Drive where water tank is located
- D- Wildwood Drive where existing basketball court is located
- E- Plantation Drive next to Town Hall where existing picnic shelter is located
- F- Plantation Drive where existing dog park is located
- G- Wildwood Drive immediately in front of existing Public Works Building

H- Plantation Drive requiring land from Robert Davis across the street from existing water tank site

I- Highway 17 site requiring additional land from Frank Effird to be combined with town owned land

J- Highway 17 site near Shell station on land owned by Mattocks Family Properties

There was a lengthy discussion among the Council about the pros and cons of each site and how each site was impacted by the flood maps. Following the discussion, each Council member was given 3 minutes to make remarks. The order was based on the number they drew at the beginning of the meeting.

Councilman Van Slyke stated his preference was option D.

Councilman Sheffield stated his preferred options were I then D.

Councilman Fogle stated his preferred options were H then I.

Councilman Leonard stated his preferred options were I, H and D.

Councilwoman Maurer stated her preferred options were I, H, J then D.

Councilman Sheffield motioned to direct the Manager to further investigate options I, H and D.

During discussion, it was agreed upon by all to check with the landowners of sites I and H to see if the land was available for purchase prior to spending any money investigating those site. The Manager reminded the Council that if necessary the Council could exercise their legal power of eminent domain to secure the property regardless of what the owner wanted to do.

The Mayor called for public comments. Steven Taylor stated that he did not want the town to build on the existing basketball court site. Mary Iorio requested that if the Council selects a site that requires the relocation of an existing town facility that the Council states where the existing facility will be located prior to building the new building. Patty Leonard said she preferred site H.

VOTE – Public Hearing

Councilman Fogle motioned to conduct a public hearing prior to the final vote on the 3 identified sites. Councilman Sheffield stated that he was opposed to a public hearing on multiple sites and that the Council was elected to make these type decisions. The motion passed by a 4 to 1 vote with Council Sheffield voting nay.

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield moved to adjourn, the motion carried unanimously. The meeting adjourned at 8:30 p.m.

Delane Jackson
Town Manager



RIVER BEND POLICE DEPARTMENT



MONTHLY ACTIVITY REPORT

2021

	ACTIVITIES	2021	2021	2021	% of Calls	% Change
		October	November	December		
1	ALARMS / 911 UNKNOWN / DISTURBANCE / SHOTS FIRED	12	11	8	0.64%	-27.00%
2	ANIMAL COMPLAINTS	0	7	4	0.32%	-43.00%
3	ARRESTS	4	0	1	0.08%	0.00%
4	ASSAULTS / ALL OTHER VIOLENT CRIME	2	0	3	0.24%	0.00%
5	ASSIST CITIZENS / LOCK OUT / QUALITY OF LIFE ISSUES	11	9	11	0.88%	22.00%
6	ASSIST EMS / FD / FIRST RESPONDERS / MED ASSIST	19	23	35	2.79%	52.00%
7	ASSIST MOTORISTS / FOOT PATROLS / ALL OTHER	13	24	93	7.42%	288.00%
8	ASSIST OTHER AGENCIES	3	0	1	0.08%	0.00%
9	B & E BUSINESS / RESIDENCE / VEHICLE	1	0	0	0.00%	0.00%
10	CRIM. SUMM. / SUBPOENAS / WARRANTS / CIVIL COMPLAINT	3	0	0	0.00%	0.00%
11	DOMESTICS	2	2	1	0.08%	-50.00%
12	FIRES / ALARM	1	1	2	0.16%	100.00%
13	IDENTITY THEFT / FRAUD	2	2	2	0.16%	0.00%
14	INVOLUNTARY COMMITMENTS	2	0	1	0.08%	0.00%
15	JUVENILE COMPLAINTS	0	0	1	0.08%	0.00%
16	LARCENIES	4	1	0	0.00%	-100.00%
17	LITTERING	0	0	0	0.00%	0.00%
18	LOUD MUSIC / NOISE COMPLAINTS	1	0	0	0.00%	0.00%
19	DEATH / MISSING PERSON / RUNAWAY / SUICIDE(A)	1	2	1	0.08%	-50.00%
20	PROPERTY DAMAGE / VANDALISM	1	3	1	0.08%	-67.00%
21	RESIDENTIAL / BUSINESS CHECKS / COMMUNITY WATCH	719	788	1,000	79.81%	27.00%
22	ROADWAY DEBRIS / OBSTRUCTIONS	0	0	0	0.00%	0.00%
23	ROBBERIES	0	0	0	0.00%	0.00%
24	SOLICITING VIOLATIONS	0	0	1	0.08%	0.00%
25	SUSPICIOUS PERSONS / VEHICLES / FIELD INTERVIEW	8	6	13	1.04%	117.00%
26	TOWN ORDINANCE CITATIONS	0	0	0	0.00%	0.00%
27	TOWN ORDINANCE VIOLATIONS	1	1	2	0.16%	100.00%
28	TRAFFIC ACCIDENTS	3	3	2	0.16%	-33.00%
29	TRAFFIC STOPS	6	4	52	4.15%	1200.00%
30	TRAFFIC COMPLAINTS-RADAR	6	4	4	0.32%	0.00%
31	DWI	0	1	1	0.08%	0.00%
32	CHECKPOINTS	0	0	2	0.16%	0.00%
33	DRUG VIOLATIONS	2	0	0	0.00%	0.00%
34	WELFARE CHECKS	7	6	4	0.32%	-33.00%
35	CASE ASSIST / PW / VEHICLE MAINTENANCE / MEETING	7	3	2	0.16%	-33.00%
36	CASE FOLLOW UPS / SPECIAL OPERATION / TRAINING	13	6	5	0.40%	-17.00%
37	TRESPASSING	0	0	0	0.00%	0.00%
38	OVERDOSE	0	2	0	0.00%	-100.00%
39	TOTAL	854	909	1253	100.00%	38.00%

Traffic Violations

- 5 State Citations
- 5 Total State Charges
- State Warnings
- Town Citations
- Town Warnings

Community Watch Checks

- 63 100 Pirates
- 84 100 Plantation
- 67 200 Lakemere
- 74 200 Rockledge

% of Calls = The percentage the call represents out of all total calls
 % Change = The percentage change between the last two months

Phone Calls Answered (6:

194 Incoming Calls Answered



RIVER BEND POLICE DEPARTMENT



YEARLY ACTIVITY REPORT

	ACTIVITIES	2020	2021	% of Calls	% Change
1	ALARMS / 911 UNKNOW / DISTURBANCE / SHOTS FIRED	118	104	0.79%	-12.00%
2	ANIMAL COMPLAINTS	25	51	0.39%	104.00%
3	ARRESTS	72	19	0.14%	-74.00%
4	ASSAULTS / ALL OTHER VIOLENT CRIME	32	18	0.14%	-44.00%
5	ASSIST CITIZENS / LOCK OUT / QUALITY OF LIFE ISSUES	138	99	0.75%	-28.00%
6	ASSIST EMS / FD / FIRST RESPONDERS / MED ASSIST	246	302	2.28%	23.00%
7	ASSIST MOTORISTS / BIKE PATROLS / ALL OTHER	850	799	6.04%	-6.00%
8	ASSIST OTHER AGENCIES	20	25	0.19%	25.00%
9	B & E BUSINESS / RESIDENCE / VEHICLE	12	5	0.04%	-58.00%
10	CRIM. SUMM. / SUBPOENAS / WARRANTS / CIVIL COMPLAINT	35	24	0.18%	-31.00%
11	DOMESTICS	23	18	0.14%	-22.00%
12	FIRES / ALARM	15	17	0.13%	13.00%
13	IDENTITY THEFT / FRAUD	15	26	0.20%	73.00%
14	INVOLUNTARY COMMITMENTS	14	20	0.15%	43.00%
15	JUVENILE COMPLAINTS	14	7	0.05%	-50.00%
16	LARCENIES	21	22	0.17%	5.00%
17	LITTERING	3	1	0.01%	-67.00%
18	LOUD MUSIC / NOISE COMPLAINTS	10	5	0.04%	-50.00%
19	DEATH / MISSING PERSON / RUNAWAY / SUICIDE(A)	13	14	0.11%	8.00%
20	PROPERTY DAMAGE/VANDALISM	15	13	0.10%	-13.00%
21	RESIDENTIAL / BUSINESS CHECKS / COMMUNITY WATCH	16,231	10,742	81.21%	-34.00%
22	ROADWAY DEBRIS / OBSTRUCTIONS	2	0	0.00%	-100.00%
23	ROBBERIES	0	0	0.00%	0.00%
24	SOLICITING VIOLATIONS	4	8	0.06%	100.00%
25	SUSPICIOUS PERSONS / VEHICLES / FIELD INTERVIEW	235	154	1.16%	-34.00%
26	TOWN ORDINANCE CITATIONS	35	1	0.01%	-97.00%
27	TOWN ORDINANCE VIOLATIONS	54	29	0.22%	-46.00%
28	TRAFFIC ACCIDENTS	33	26	0.20%	-21.00%
29	TRAFFIC STOPS	494	301	2.28%	-39.00%
30	TRAFFIC COMPLAINTS-RADAR	151	95	0.72%	-37.00%
31	DWI	6	4	0.03%	-33.00%
32	CHECKPOINTS	24	12	0.09%	-50.00%
33	DRUG VIOLATIONS	18	13	0.10%	-28.00%
34	WELFARE CHECKS	62	66	0.50%	6.00%
35	CASE ASSIST / PW / VEHICLE MAINTENANCE / MEETING	45	73	0.55%	62.00%
36	CASE FOLLOW UPS / SPECIAL OPERATION / TRAINING	129	98	0.74%	-24.00%
37	TRESPASSING	9	7	0.05%	-22.00%
38	OVERDOSE	3	9	0.07%	200.00%
39	TOTAL	19,226	13,227	100.00%	-31.00%

Traffic Violations

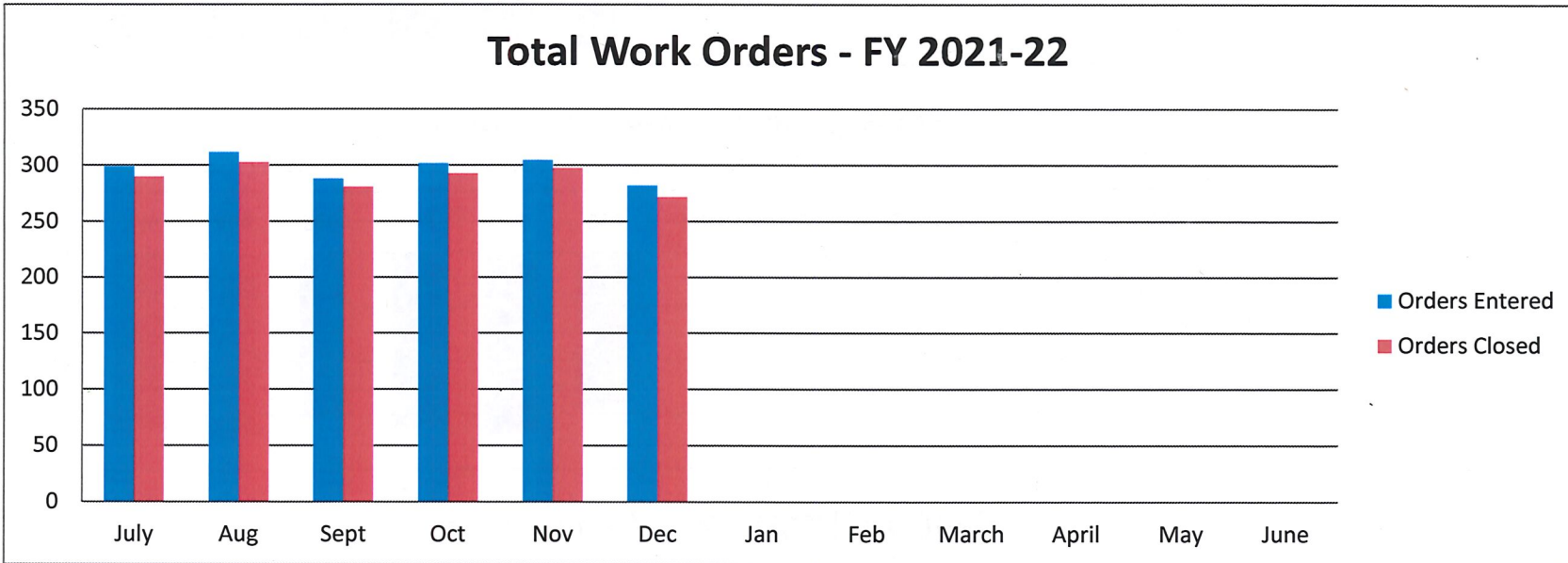
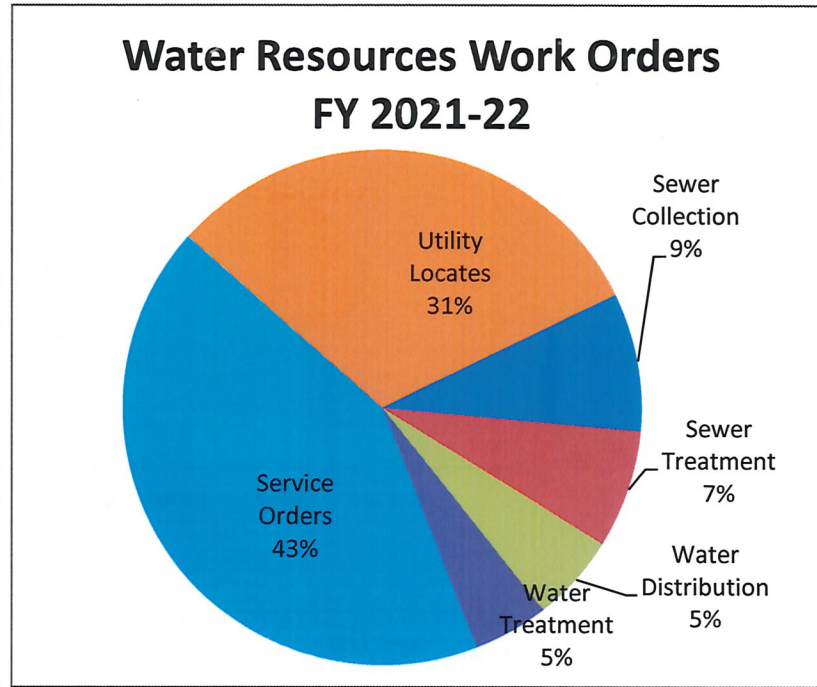
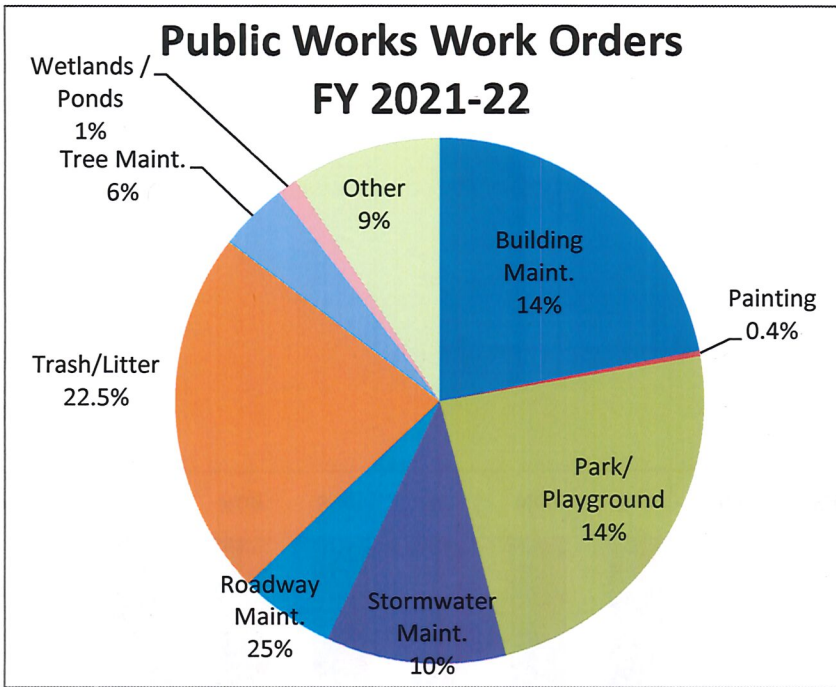
60 State Citations
65 Total State Charges
25 State Warnings
- Town Citations
7 Town Warnings

Community Watch Checks

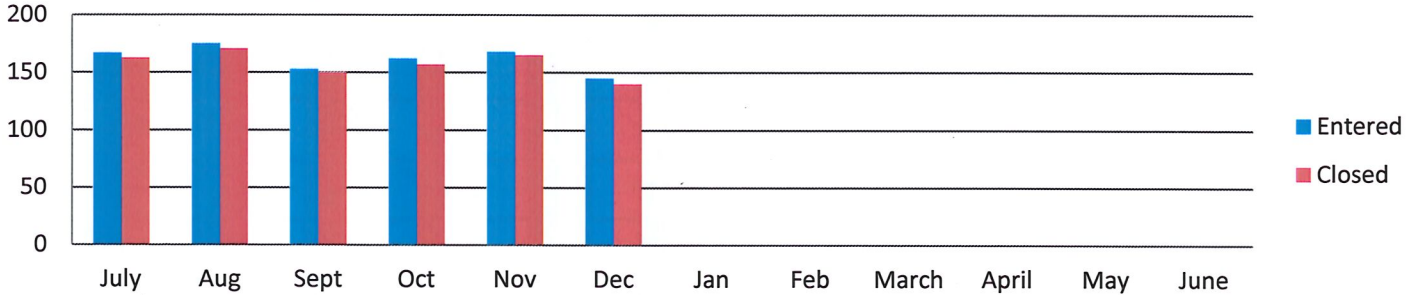
738 100 Pirates
884 100 Plantation
727 200 Lakemere
819 200 Rockledge

Phone Calls Answered (638-1108)

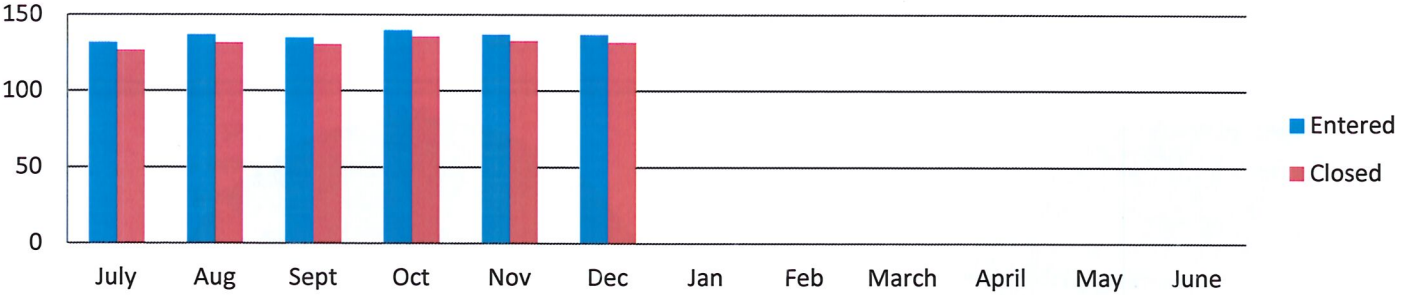
1,031 Calls Answered



Water Resources - Work Orders



Public Works - Work Orders





TOWN OF RIVER BEND

45 Shoreline Drive
River Bend, NC 28562

T 252.638.3870
F 252.638.2580

www.riverbendnc.org

December 2021 Monthly Report Brandon Mills, Director of Public Works

This month, Public Works continued cutting limbs that were overgrowing, and low hanging along our roadways. There are several more streets around town that we are going to trim as time allows. Several street signs around town were also replaced. They had become faded, and hard to read. We also cleaned out several storm water catch basins that had become clogged with debris (leaves, limbs, exc.) During mild to heavy rain events, we find is the best time to find any clogged catch basins, or storm water issues they need to be addressed. It is also a good time to watch out for any missing cleanout caps on our sewer system. Missing cleanout caps are imperative to find to prevent storm water from entering our sanitary sewer system.

Water Resources replaced two diffusers in the main digester at the wastewater treatment facility. The purpose of the diffusers are to mix, and supply oxygen to the microorganisms so they will digest biodegradable materials. This is the last process for the wasted microorganisms. Once adequate treatment has occurred we turn off the oxygen supply to the digester, and then allow the sludge to settle where we can remove as much water as possible. After this process our contractor pumps the sludge out, and land applies it. In addition, one valve that controls the rinse cycle for well #2 filter was replaced. This valve had become worn, and would not completed shutoff. Our staff replaced this valve.

If you have any questions concerning the Water Resources/Public Works Department, please call us at 638-3540, Monday-Friday, 8am-4pm. After hour's water and sewer, emergencies can be reported by dialing the Town Hall at 638-3870. You will be instructed to the dial "9" and follow the directions to contact the on call duty operator. You will then be asked to enter your phone number at the sound of the tone. After entering your phone number, the automated system will inform you that your page has been sent. Please, be patient and our utility systems operator will return your call. If you do not receive a call back within ten minutes, please notify the Police Department at 638-1108, and they will get in contact with the on-call utility systems operator.



MONTHLY ZONING REPORT

MONTH YEAR

Activity	Monthly	YTD Total
Permit Applications Received	10	64
Permits Issued	10	64
Fees Collected	2369.60	6882.00
Violations Noted During Weekly Patrol	10	55
Complaints Received From Citizens	0	11
Notice Of Violations Initiated *see details below	10	49
Remedial Actions Taken By Town	0	0

Detail Summary		
Address	Violation	Date Cited
201 Plantation	Trailer	8-Dec
101 Outrigger	RV	8-Dec
104 Outrigger	Trailer	8-Dec
204 Outrigger	Trailer	8-Dec
214 Shoreline	Boat	8-Dec
76 Shoreline	Trailer	8-Dec
111 Stillwater	Trailer	15-Dec
705 Plantation	Trailer	15-Dec
220 Channel Run	Trailer	15-Dec
216 Shoreline	RV	15-Dec



Town of River Bend Fiscal Year 2022-23




January 20, 2022

Town of River Bend

Fiscal Year 2022-2023 Budget Kick-Off

AGENDA

- 1. Opening Remarks from Mayor**
- 2. Remarks from Manager/Budget Officer**
- 2. Discussion of Vision Statement-Priorities**
- 3. Discussion of Budget Workshop Schedule & Budget Calendar**
- 4. Preview Proposed Workshop Agendas**
- 5. Preview Budget Brochure**
- 6. Comments from Finance Officer & Council**


Please Turn Off Your
Cell Phones

Comments From Mayor- John Kirkland



The Council's work in developing the annual budget is the most important work that the Council performs on an annual basis. The development of the budget under the Council-Manager form of government has specific direction in General Statute. In that direction the Manager is designated as the Budget Officer. In that role he prepares a proposed budget and presents it to the Council for consideration and revision as they may direct.

Our process has been to develop the final budget during several scheduled meetings with designated elements of the budget being presented at each of the meetings. The first work is to evaluate the proposed expenditures. The Council discusses the line items with the Manager and proposes any changes they deem appropriate in each of the Town's operating departments. With the completion of department expenditures the projected revenue is reviewed and a tax rate is established and utility rates set.

The Council holds a public hearing on the agreed to budget. This hearing is scheduled for the June work session and public comments are received. The schedule then is to vote on the adoption of the 2022-2023 budget at the June Council Meeting. This approach meets all the mandates of General Statutes. This process has worked well for a number of years and should be followed again this year.

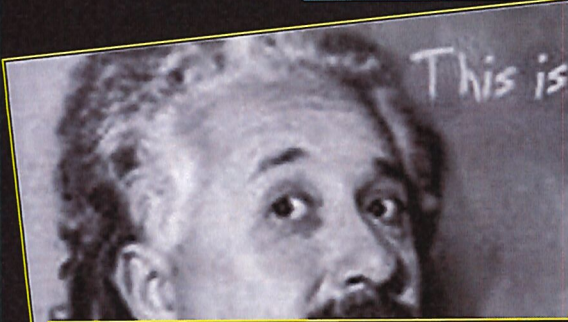
Mayor Kirkland

Comments from Manager/Budget Officer



Budgets are predictions and are subject to change especially as long as the General Assembly is in session.

All of these are components of our budget process



AVERAGE

ESTIMATE

Predictions



Forecast



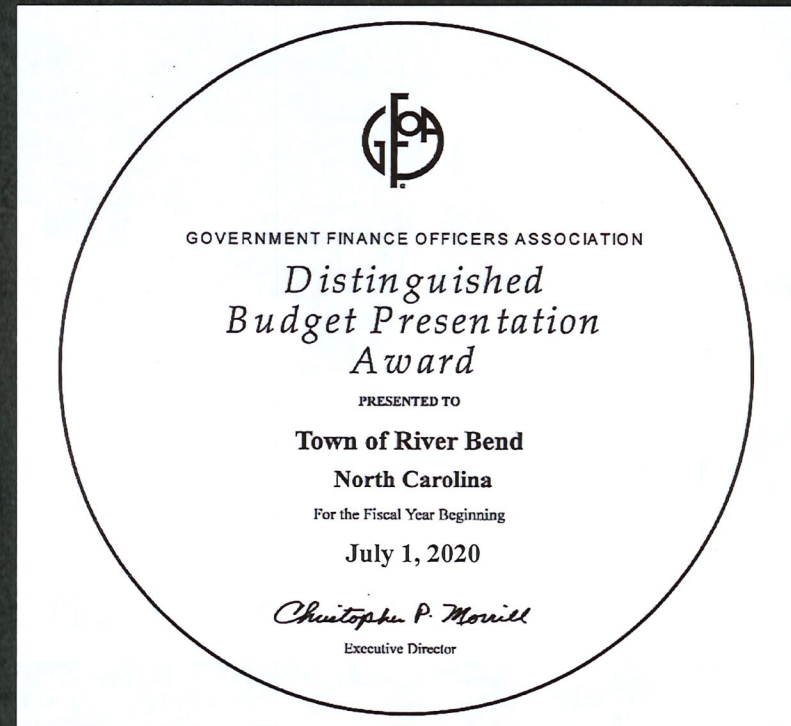
INDUCTIVE REASONING
AND CONJECTURE



Recognition of Our Budget Process

For 11 consecutive years we have been recognized by the Government Finance Officers Association (GFOA) with the Distinguished Budget Presentation Award.

There are 552 municipalities in North Carolina. For the fiscal year beginning July 1, 2020 GFOA review, only 31 of 552 (5.6%) municipalities in NC received the GFOA Distinguished Budget Presentation Award. Of those 31, only 6 were in our LGC peer group for populations of 2,500-9999. We are the smallest town in NC to receive it. Most recipients are much larger than River Bend. For 2020 1,156 municipalities from Canada and USA received it.



Years Received			
2010	2011	2012	2013
2014	2015	2016	2017
2018	2019	2020	

Town of River Bend, NC Financial and Budgetary Policies



Effective May 17, 2018

Financial and Budgetary Policies

I. Introduction

The Town of River Bend maintains comprehensive financial policies covering a broad range of the elements of the Town's financial plans and financial systems that underlay the management of overall financial resources. These policies have major objectives to be achieved that include:

1. To link long-term financial planning with short-term daily operations and decision-making.
2. To maintain and improve the Town's financial position.
3. To maintain and improve the Town's credit ratings by meeting or exceeding the requirements of rating agencies through sound financial policies.
4. To maintain and increase investor confidence in the Town and to provide credibility to the citizens of the Town regarding financial operations.
5. To comply with the North Carolina Budget and Fiscal Control Act and the policies of the North Carolina Local Government Commission (the "LGC").
6. To effectively conduct asset-liability management of the Town's balance sheet.

II. Operating Budget

1. The Town's Annual Budget Ordinance will be balanced in accordance with the Local Government Budget and Fiscal Control Act (G.S. 159-8(a)).
2. The Town's Annual Budget Ordinance will be adopted, by fund and department, by each July 1 (G.S. 159-13(a)).
3. In order to force a higher level of planning throughout all levels of Town government, the annual budget process will focus on future needs through a Capital Improvements Plan, as discussed later in this document.
4. The annual budget process will consist of a series of public meetings where Council and staff discuss needs in relation to the Town's mission statement, and Council's adopted priorities.

III. Revenue Policy

1. Ad Valorem Tax – As provided by the North Carolina Budget and Fiscal Control Act, estimated revenue from the Ad Valorem Tax levy will be budgeted as follows:

Assessed valuation will be provided by the Craven County Tax Assessor

Some North Carolina Law Concerning Budget Preparation

Manager's Role

NCGS 160A-148 Powers and Duties of Manager

(5) He shall prepare and submit the annual budget and capital program to the Council

159.11 Budget and Fiscal Control Act

- (a)..... the budget shall be balanced.
- (b) The budget, together with a budget message, shall be submitted to the governing board no later than June 1.

Council's Role

159-13

- (a) Not earlier than 10 days after the day the budget is presented to the board and not later than July 1, the governing board shall adopt a budget ordinance making appropriations and levying taxes for the budget year in such sums as the board may consider sufficient and proper, whether greater or less than the sums recommended in the budget.

Town of River Bend

Mayor and Town Council Priorities as approved for Fiscal Year 2021-22



Proposed Budget Workshop Calendar

2022 APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26 	27	28	29	30

2022 MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3 	4	5	6	7
8	9	10 	11	12 	13	14
15	16	17 	18	19 	20	21
22	23	24	25	26	27	28
29	30	31				



= scheduled workshop date



= extra workshop date if necessary

Other Important Proposed Budget Dates

2022 MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27 ✗	28
29	30	31				

May 27- Budget Message &
Proposed Budget Released

June 9 - Budget Public Hearing

These dates are subject to
change but the budget
must be adopted by July 1

JUNE 2022						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	✗	9	10
12	13	14	15	✗	16	18
19	20				24	25
26	27	28	29	30		

June 16- Budget Adoption

Proposed Agenda Items

APRIL 26, 2022

EMPLOYEE COMPENSATION AND BENEFITS

- Pay Plan Review
- Retirement / 401K / LESA
- Cost of Living Adjustment (COLA)

LABOR ALLOCATIONS AMONG DEPARTMENTS & FUNDS

- Staffing Projections
- Allocation Table

CAPITAL IMPROVEMENT PLANS

- General Fund
- Vehicle Replacement Plan
- Information Technology Replacement Plan

ELECTRIC UTILITIES AND FUEL PRICES

GENERAL FUND DEPARTMENTS

GOVERNING BODY

- Association Dues, Training, Contributions

ADMINISTRATION

- Property and Liability Insurance, Training, Association Dues

FINANCE

- Information Technology

TAX LISTING

- County Provided Services, Collection Projections, Fees

LEGAL SERVICES

- Attorney

ELECTIONS

STREET MAINTENANCE

- Roadway Improvement Plan

STORM WATER MAINTENANCE

- Prioritized Drainage Concerns
- Scheduled Maintenance

PUBLIC WORKS

- Capital Outlay
 - NCORR (temporary grant funded department)
- continued

PUBLIC BUILDINGS

- Mowing and Landscaping Contract
- Building Maintenance

MAY 3, 2022

GENERAL FUND DEPARTMENTS CONTINUED

POLICE

- Community Watch, Fuel, LESA, Capital Outlay

RECREATION AND SPECIAL EVENTS

- July 4th Plans, Recreation Programs

PARKS AND CAC

- Parks, Community Appearance Commission Projects, Community Organic Garden

EMERGENCY SERVICES

- Contingency Funding
- Community Emergency Response Team (CERT)

ANIMAL CONTROL

WETLANDS & WATERWAYS

- Pond and Canal Maintenance
- Environment and Waterways Advisory Board

LEAF & LIMB AND SOLID WASTE

- Contract Costs

PLANNING AND ZONING

GENERAL FUND—REVENUE/ EXPENSE

GENERAL FUND—FUND BALANCE

MAY 10, 2022

ENTERPRISE FUND DEPARTMENTS

WATER AND SEWER FUND CASH LEVELS

- Debt Service
- Capital Reserve Funds
- Capital Improvement Plan/ Water and Sewer

continued

WATER FUND DEPARTMENTS

- Administration
- Water Supply & Treatment
- Water Distribution

SEWER FUND DEPARTMENTS

- Administration
- Sewer Collection
- Sewer Treatment

UTILITY FINANCIAL MODEL

- Rate History
- Consumption Trends
- Revenue & Expense—Cash Balances
- Rate Scenarios

WATER AND SEWER—REVENUE/EXPENSE

MAY 12, 2022

FIVE-YEAR FORECAST— GENERAL FUND

TAX RATES, UTILITY RATES AND OTHER FEES

- Ad Valorem Tax Rate
- Utility Rates and Fees
- Schedule of Rates and Fees

MAY 17, 2022

MEET IF NECESSARY

MAY 19, 2022

OVERVIEW

DRAFT-BUDGET MESSAGE, ORDINANCE and SCHEDULE OF FEES



Proposed Budget Brochure

Our Budget Preparation Process

The Town of River Bend employs a progressive and transparent budget development process that allows for significant participation from elected officials, advisory boards, staff, and the public. This tentative schedule of budget workshops outlines the dates of these sessions and the proposed topics to be discussed during each session.

While the Town Council and staff do their best to adhere to the printed schedule, there are times when deviation is necessary in order to accommodate adequate discussion of items scheduled for consideration. So, if time or information does not allow for complete discussion of a scheduled item, that item may be taken up at the beginning of the next session.

An Award-Winning Budget Document



Our Fiscal Year beginning 2020 Budget document has been awarded the Distinguished Budget Presentation Award from the Government Finance Officers Association. It was our 11th consecutive award. To learn more about this award program, or to review the document, visit the Finance page on our website.

The Fiscal Year 2022-23 Budget Public Hearing is Tentatively set for Thursday, June 19, 2022 at 7:00 p.m. in the Town Hall Meeting Room

Mayor and Town Council

Priorities for Fiscal Year 2022-23

"It's all about resources"

Provide a safe, dynamic, and attractive community for people of all ages, and continue to address the changing demographic composition of the Town.

Provide safe drinking water and quality treatment of wastewater through maintenance of the current systems and continued prudent fiscal management of the utilities.

Continue to operate wastewater treatment facilities to maintain regulatory compliance and serve the current and future needs of the Town.

Continue to work with advisory boards as a means to encourage citizen participation in Town government.

Continue to be good stewards of the natural environment through planned stormwater and floodplain management efforts.

Continue to cooperate regionally and with other municipalities and, where appropriate, share ideas and resources.

Maintain a commitment to the Council—Manager form of government, and to support an adequate and well-trained staff to serve the current and future needs of the community.

Continue to employ sound fiscal management practices to ensure the long-term financial viability of the Town.

Maintain a visionary posture, acknowledging that change is inevitable.

Continue to conduct the business of the Town with complete transparency and integrity.

Town of River Bend



Fiscal Year 2022-23 Budget Preparation Workshops

All Budget Workshops will begin at 4:00 p.m. in the Town Hall Meeting Room.

Dates & times are tentative and may change if necessary.

Town of River Bend
45 Shoreline Drive
River Bend, NC 28562
252-638-3870

On the Internet at: www.riverbendnc.org

Public Comments



Finance Officer & Council Comments



Bud Van Slyke is the Town's Finance Officer

Town of River Bend

Fiscal Year 2021-2022 Budget Kick Off



All budget work sessions are open to the public and allow opportunity for public input. Come join us!



CERT

Longtime CERT member Dick Mazziotti and his wife are moving to Wilmington so he will be resigning from River Bend CERT. We wish Dick and his family all the best in their new home.

The December CERT meeting was cancelled. The next CERT meeting is scheduled for Wednesday, January 28, 2022. It will be held in the Large Conference Room in the Municipal Building and start at 7:00 pm. Check the Town web pages for updates. Anyone interested in joining CERT should contact Mary Holihan.

COMMUNITY WATCH

The next Community Watch meeting is scheduled for February 16, 2022. It will be held in the Large Conference Room in the Municipal Building. Anyone interested in joining Community Watch should contact Egon Lippert.

January 18, 2022

Flood Mitigation Program

Overview

The State of North Carolina provided funds to the Golden LEAF Foundation to award funds to units of local government for public infrastructure projects for flood mitigation.

Award Amount

Up to \$250,000 may be awarded per project.

Eligible Entities

Funds may only be awarded to units of local government. Local governments from all 100 counties are eligible. For purposes of this program, units of local governments include counties and cities and their boards, agencies, commissions, authorities, and institutions.

Eligible Projects

Construction of new or improvement of existing publicly owned stormwater infrastructure, including natural drainage infrastructure and flood control equipment.

Repair of existing stormwater infrastructure damaged or destroyed by flooding, which must include improvements to mitigate against future flooding.

Engineering expenses related to planning and development of flood mitigation solutions.

[DOWNLOAD COMPLETE APPLICATION GUIDELINES](#)

[REGISTER FOR AN UPCOMING WEBINAR](#)

Ineligible Projects

This program is focused on mitigating the causes of flooding.

Stream Debris Removal

At this time, stream debris removal is **not** an eligible use of funds in this program. Applicants are encouraged to pursue the Streamflow Rehabilitation Assistance Program through the Department of Agriculture and/or stream debris removal funds available through the Department of Environmental Quality.

Buildings, Generators, Etc.

Funds may **not** be used for projects to improve or alter other infrastructure, including elevation of buildings, elevation of controls or other improvements of water or sewer infrastructure, or other related projects to protect the infrastructure from flooding.

Land Acquisition

Funds may **not** be used to acquire property, regardless of intended use.

Priorities

Golden LEAF expects that applications will exceed funds available for this program and the Golden LEAF Board of Directors will have to prioritize projects for awards. Applications will **not** be recommended for funding on a first-come, first-serve basis.

Characteristics of competitive proposals include:

Efforts to mitigate against frequent flooding, including hazards with a frequency beyond a hurricane or other named storm.

Clear benefit for residents, businesses, and other entities within a community with priority on those where flooding poses a risk for life, health, and safety.

A demonstrated likelihood of success and feasibility demonstrated by engineering reports and analysis by professional engineers.

A current (*within the last six months*) estimate of probable cost or other similar document
Linked to a comprehensive stormwater assessment or planning effort with community support.

Sustainable outcomes that can be maintained following use of funds.

For applications to support planning efforts, a reasonable strategy for implementation.

If you have questions about this program, including prioritization of projects, [please submit the inquiry form linked here](#).

Application Review and Notification

Applicants will be notified when their proposal is scheduled for consideration at a meeting of the Golden LEAF Board of Directors. This notification typically occurs no less than ten days prior to a regularly scheduled meeting. Applications will not necessarily be taken up at the next meeting of the Board or in the order they are received.

The Golden LEAF Board of Directors will decide whether or not to fund the proposal, request more information, or take some other action. Communications regarding the application and the Board's action will be sent to the Project Director on the application form.

Application Process and Resources

Available resources will be updated periodically. For more information on the Flood Mitigation Program, sign up for the webinar, by [clicking here](#).

ACCESS THE APPLICATION PORTAL

RETURN TO A PREVIOUSLY STARTED APPLICATION

FREQUENTLY ASKED QUESTIONS

APPLICATION GUIDELINES

CONTACT STAFF

Stay Connected

Stay connected with Golden LEAF by signing up for our e-newsletter. You can also follow us on Twitter, Facebook, and LinkedIn.

Enter Your Email Address

SUBSCRIBE

@NCgoldenLEAF

Follow

In January 2021, the Golden LEAF Foundation launched its Community-Based Grants Initiative (CBGI) in the Western Pr... <https://t.co/PaulJnL8FR>

Date: January 6, 2022

@NCgoldenLEAF
Follow

We thank you for being an important partner in our scholarship program for rural NC students!

<https://t.co/9fh9gGbsot>

Date: January 6, 2022

301 N. Winstead Avenue
Rocky Mount, NC 27804

Phone: 252-442-7474
Toll-free: 888-684-8404
Fax: 252-442-7404
Email: info@goldenleaf.org

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PROJECT AREA 2
PRELIMINARY ENGINEERING ESTIMATE

STORM DAMAGE RESTORATION - ROADSIDE AND OUTLET SWALE AREAS
CHANNEL RUN AREA, TOWN OF RIVER BEND, NORTH CAROLINA

Summary:

Total Linear Footage of Roadway in Project Area	13,147 Linear Feet
Total Shoulder Area within Right-of-Way	43,824 Square Yards
Total Impacted Shoulder Area (30%)	13,147 Square Yards

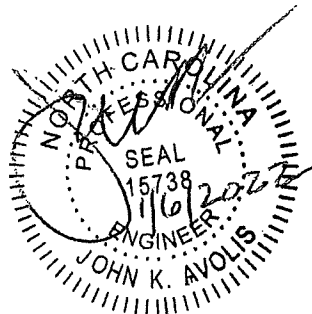
Estimated repair Cost Per Unit:

1. Remove Sediment, Fill Rutting	\$2.50 / Square Yard
2. Rough Grade Flow Line	\$4.00 / Square Yard
3. Fine Grade	\$2.50 / Square Yard
4. Sod Disturbed Area	\$5.00 / Square Yard
Subtotal	\$14.00 / Square Yard
Overhead and Profit (35%)	\$ 4.90 / Square Yard
Total Unit Price	\$18.90 / Square Yard

Total Estimated Project Cost:

1. Shoulder Repair: 13,147 SY @ \$18.90 / SY	\$248,478
2. Project Bidding/Project Oversight (12%)	\$ <u>29,817</u>
Total	\$278,295

Prepared by: J. Kevin Avolis, PE
Avolis Engineering, PA
PO Box 15564
New Bern, NC 28561
252.633.0068
January 6, 2022



Council Meeting – 1/20/22

Parks & Recreation

Parks and recreation met on January 5. The budget proposal was discussed and voted. December activity was reviewed with recommendations for next year. The remainder of the agenda covered proposed activities from now to May.

An evening of Pinochle & Poker is scheduled for Friday, January 21 from 6-8pm.

February activities will be a Kids Valentine Craft on Saturday, February 12 from 1-3 pm and a craft workshop called Repurpose Books on Wednesday, February 23 from 1-4 pm. It's amazing what can be created from an old, no-longer wanted book.

The next scheduled meeting is February 2 at 7pm.

Parks and Rec has two vacancies. Anyone who would like to participate in planning and presenting activities is invited to file an application.

Community Appearance Commission (CAC)

The CAC is scheduled to meet on Wednesday, January 19 at 4pm.

Additional information will be submitted.

There are two vacancies on this board. This is an active board. They are developing some significant updates to town owned locations. If you would like to be a part of the process, come to a meeting and file an application to join.

River Bend Community Organic Garden (RBCOG)

The regular meeting was held on January 3. Seeds have been ordered and Oplans are progressing for the spring and summer garden. The Green Team from NBHS continues to attend regularly. RBCOG bid farewell to beekeeper Dick Mazziotti. A newcomer to River Bend, Denise Kelly, will take over as beekeeper, assisted by Dee Smith/

The next meeting is scheduled for February 7 at 1:30 pm. The agenda will include planting plans for 2022, possibility of resuming workshops and consideration of a special project for the greenhouse.

Red Caboose Library (RCL)

The board met on January 6.

The first Annual Report was reviewed and approved.

The agenda consisted of routine business.

The next board meeting is scheduled for Thursday, February 3 at 2 pm.

Town of River Bend



Monthly Financial Report

Printed 1/14/2022

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

Notes

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

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

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

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

Town of River Bend Financial Dashboard



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

Town of River Bend
Financial Report
Fiscal Year 2021 - 2022



Fund Cash Balances

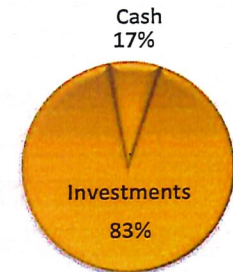
Cash Balances		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1	General Fund*	913,105	855,125	844,477	841,523	784,745	1,126,891						
2	Powell Bill	0	0	39,273	39,273	0	0						
3	NCORR Recovery Grant	98,653	98,654	98,654	98,655	98,656	98,657						
4	CDBG OPR Development*	-1,005	-1,443	-1,443	-1,443	-1,443	-1,443						
5	General Capital Reserve	93,607	93,607	93,608	93,609	93,610	93,610						
6	ARPA Grant Fund*	482,189	481,818	482,197	482,201	482,205	482,209						
7	Law Enforcement Separation Allowance*	22,864	22,258	21,954	21,955	21,955	21,955						
8	Water Fund*	788,994	829,337	832,977	827,379	817,133	823,927						
9	Water Capital Reserve Fund (CIF)	244,698	244,700	244,702	244,704	244,706	244,708						
10	Sewer Fund*	1,089,186	1,134,578	1,142,734	1,142,372	1,135,389	1,151,184						
11	Sewer Capital Reserve Fund (CIF)	11,248	11,248	11,248	11,248	11,248	11,248						
Total Cash and Investments		3,743,539	3,769,882	3,810,382	3,801,476	3,688,203	4,052,947						
Truist Cash Accounts		751,136	295,260	335,732	326,785	313,246	677,961						

*These operating funds have equity in the Truist pooled accounts.

In order to obtain more favorable interest rates, the Town deposits funds in the North Carolina Capital Management Trust. We move funds between our cash accounts and these investment accounts to accommodate cash flow for our payables and as revenues are received in order to maintain an adequate amount of cash for operational needs while attempting to minimize bank fees and maximize interest revenue. Based upon historical cash flow and current encumbrances, our staff anticipates the level of cash needed to meet our obligations without having to make an inordinate number of transfers between accounts.

On the table above, the term cash includes those funds we hold in accounts in our designated banking institution (currently Truist). We have two accounts with Truist, a Money Market account that pays a competitive rate of interest, and an operating (checking) account from and to which we make all regular payments and deposits.

The table below shows the balances of each fund account we have in NCCMT at the end of the month. The chart to the right shows how our funds are apportioned between operating cash and investments.



Investments in NCCMT		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1	General Fund	843,038	763,045	763,051	763,058	663,064	663,069						
2	Powell Bill	0	0	-	-	-	-						
3	NCORR Recovery Grant	98,653	98,654	98,654	98,655	98,656	98,657						
4	Capital Reserve (General Fund)	93,607	93,607	93,608	93,609	93,610	93,610						
5	ARPA Grant Fund	0	482,193	482,197	482,201	482,205	482,209						
6	Law Enforcement Separation Allowance	21,954	21,955	21,955	21,955	21,955	21,955						
7	Water Fund	687,487	727,493	727,499	727,517	727,761	727,767						
8	Water Capital Reserve Fund (CIF)	244,698	244,700	244,702	244,704	244,706	244,708						
9	Sewer Fund	991,719	1,031,727	1,031,736	1,031,745	1,031,753	1,031,762						
10	Sewer Capital Reserve Fund (CIF)	11,248	11,248	11,248	11,248	11,248	11,248						
Total Investments		2,992,403	3,474,621	3,474,650	3,474,692	3,374,957	3,374,986						

Town of River Bend
Financial Report
Fiscal Year 2021 - 2022



General Fund

Revenue	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	Total	% Budget
	Original	Current															
1 Ad Valorem Taxes	711,163	711,163	0	548	4,778	78,517	38,429	364,792								487,063.04	68.5%
2 Ad Valorem Taxes - Vehicle	85,800	85,800	298	290	16,765	7,284	0	13,870								38,507.56	44.9%
3 Animal Licenses	2,000	2,000	290	90	40	60	10	30								520.00	26.0%
4 Local Gov't Sales Tax	322,043	322,043	31,600	33,711	34,881	28,922	30,514	32,695								192,323.31	59.7%
5 Hold Harmless Distribution	86,068	86,068	7,835	7,867	9,369	9,988	8,784	8,336								52,179.20	60.6%
6 Solid Waste Disposal Tax	2,200	2,200	0	550	0	0	558	0								1,108.15	50.4%
7 Powell Bill Fund Appropriation	0	0	0	0	0	0	0	0								-	0.0%
8 Powell Bill Allocation	76,800	76,800	0	0	39,273	0	0	53,266								92,539.17	120.5%
9 Beer & Wine Tax	13,225	13,225	0	0	0	0	0	0								-	0.0%
10 Video Programming Tax	53,600	53,600	0	0	12,996	0	0	12,828								25,823.25	48.2%
11 Utilities Franchise Tax	111,000	111,000	0	0	22,084	0	0	28,888								50,972.37	45.9%
12 Telecommunications Tax	9,900	9,900	0	0	2,051	0	0	2,274								4,324.47	43.7%
13 Court Cost Fees	500	500	18	14	23	27	0	14								94.50	18.9%
14 Zoning Permits	5,000	5,000	752	607	653	710	1,990	424								5,136.00	102.7%
15 State Grants	0	0	0	0	0	0	0	0								-	0.0%
16 Cares Act CRF Assistance	0	0	948	0	0	0	0	0								947.72	#DIV/0!
17 Federal Disaster Assistance	0	0	0	0	0	0	35,434	0								35,433.74	0.0%
18 State Disaster Assistance	0	0	0	0	0	0	0	0								-	0.0%
19 Recovery Grant NCORR-FLDG-004	76,445	76,445	0	0	0	0	0	0								-	0.0%
20 Miscellaneous	10,000	10,000	670	836	781	323	1,293	535								4,437.50	44.4%
21 Insurance Settlements	0	0	0	0	0	0	0	0								-	0.0%
22 Interest - Recovery Grant NCORR-FLD	30	30	1	1	1	1	1	1								4.98	16.6%
23 Interest - Powell Bill	50	50	0	0	0	0	0	0								0.59	1.2%
24 Interest - Investments	500	500	8	7	7	7	6	7								42.04	8.4%
25 Contributions	421	421	0	0	0	0	0	0								-	0.0%
26 Wildwood Storage Rents	18,144	18,144	1,585	1,615	1,601	1,607	1,575	1,611								9,594.60	52.9%
27 Rents & Concessions	18,000	18,000	1,595	1,620	1,540	1,760	1,640	1,560								9,715.00	54.0%
28 Sale of Capital Assets*	0	31,008	31,008	0	0	0	0	0								31,008.00	100.0%
29 Sales Tax Refund Revenue	0	0	0	0	0	0	0	0								-	0.0%
30 Trans. from Capital Reserve*	43,850	65,342	43,850	0	0	0	0	0								43,850.00	67.1%
31 Trans. from L.E.S.A. Fund	0	0	0	0	0	0	0	0								-	0.0%
32 Appropriated Fund Balance*	244,602	310,466	0	0	0	0	0	0								-	0.0%
Total	1,891,341	2,009,705	120,458	47,755	146,841	129,206	120,234	521,131								1,085,625.19	54.0%

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

#DIV/0! indicates revenue was received, but not budgeted for this line item.

Town of River Bend
Financial Report
Fiscal Year 2021 - 2022



General Fund

Expenditures	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	
	Original	Current													Total	% Exp
	1 Governing Body	32,000	32,000	6,666	2,245	4,131	-527	-470	4,958							17,002
2 Administration	262,000	262,000	37,436	15,120	21,229	15,674	23,399	42,896							155,754	59.4%
3 Finance*	129,000	185,040	16,568	8,048	8,457	61,280	13,167	18,189							125,708	67.9%
4 Tax Listing	11,200	11,200	298	296	299	785	384	3,373							5,435	48.5%
5 Legal Services	24,000	24,000	1,947	1,870	963	650	1,513	3,850							10,791	45.0%
6 Elections	3,500	3,500	0	0	0	0	0	0							0	0.0%
7 Public Buildings*	107,000	118,700	17,825	15,578	10,267	4,623	10,058	8,543							66,893	56.4%
8 Police*	551,500	610,509	50,600	39,198	34,067	36,758	56,581	46,220							263,425	43.1%
9 Emergency Management	4,000	4,000	899	15	1,954	15	15	15							2,912	72.8%
10 Animal Control	11,000	11,000	646	220	183	242	356	335							1,983	18.0%
11 Street Maintenance*	191,000	181,000	6,806	470	622	105,108	890	613							114,510	63.3%
12 Public Works	161,000	161,000	11,657	9,468	10,359	9,441	11,643	7,137							59,706	37.1%
13 Leaf & Limb, Solid Waste	44,000	44,000	3,332	800	270	245	9,489	1,789							15,924	36.2%
14 Stormwater Management	42,000	42,000	969	282	297	272	680	357							2,857	6.8%
15 Waterways & Wetlands	3,000	3,000	0	0	0	0	0	0							-	0.0%
16 Planning & Zoning	50,000	50,000	4,934	4,096	3,424	2,069	5,655	3,906							24,085	48.2%
17 Recovery Grant NCCORR-FLDG-004	76,475	76,475	10,250	7,309	7,469	7,254	10,319	8,487							51,088	66.8%
18 Recreation & Special Events	7,500	7,500	0	0	750	222	384	45							1,401	18.7%
19 Parks*	43,000	44,615	2,452	1,128	4,126	992	8,322	1,892							18,913	42.4%
20 Transfers	120,500	120,500	120,500	0	0	0	0	0							120,500	100.0%
21 Contingency	17,666	17,666	0	0	0	0	0	0							0	0.0%
Total	1,891,341	2,009,705	293,784	106,143	108,868	245,102	152,385	152,606							1,058,888	52.7%

Capital / Debt (included above)	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	
	Original	Current													Total	% Exp
	1 Capital Outlay*	168,403	272,628	9,934	0	1,350	146,151	0	5,100							162,535
2 Debt Service - Principle	0	0	0	0	0	0	0	0							-	0.0%
3 Debt Service - Interest	0	0	0	0	0	0	0	0							-	0.0%

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



Water Fund

	Revenue		Fiscal Year Budget												FY to Date	% Col		
	Original	Current	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June				
	Total	Total																
1 Base Charge	231,472	231,472	39,081	379	39,537	316	39,670	425									119,408	51.6%
2 Consumption	224,454	224,454	43,431	378	40,075	-105	35,357	253									119,390	53.2%
3 Other, incl. transfers	19,864	19,864	6	4,856	236	3,517	1,471	3,279									13,365	67.3%
4 Hydrant Fee	20,496	20,496	20,679	0	0	0	-226	0									20,453	99.8%
5 Appropriated Fund Bal.*	89,214	172,644	0	0	0	0	0	0									0	0.0%
Total	585,500	668,930	103,197	5,614	79,848	3,729	76,272	3,957	0	0	0	0	0	0	0	0	272,616	40.8%

	Expenses		Fiscal Year Budget												FY to Date	% Exp		
	Original	Current	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June				
	Total	Total																
1 Admin & Finance*	469,000	511,030	39,286	19,271	21,119	55,896	35,342	37,747									208,662	40.8%
2 Supply & Treatment	65,000	65,000	2,025	1,340	7,888	1,316	4,837	1,002									18,408	28.3%
3 Distribution*	48,000	89,400	28,781	177	501	1,624	48	876									32,007	35.8%
4 Transfers / Contingency	3,500	3,500	0	0	0	0	0	0									0	0.0%
Total	585,500	668,930	70,092	20,788	29,507	58,836	40,228	39,626	0	0	0	0	0	0	0	0	259,077	38.7%

	Capital		Fiscal Year Budget												FY to Date	% Exp		
	Original	Current	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June				
	Total	Total																
1 Capital Outlay*	25,000	63,793	0	0	0	31,140	0	3,825									34,965	54.8%

Cash Balances		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1 Water Fund		788,994	829,337	832,977	827,379	817,133	823,927						
2 Water Capital Reserve Fund (CIF)		244,698	244,700	244,702	244,704	244,706	244,708						

	FY20-21	Water Produced												FY to Date			
		Limit	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May		June		
1 Total Gallons			8,137,000	7,606,000	7,555,000	7,523,000	7,628,000	8,076,000									46,525,000
2 Average daily gallons		925,000*	262,484	245,355	251,833	242,677	254,267	260,516									252,855

* This is the permitted daily limit.



Sewer Fund

	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	
	Original	Current													Total	% Col
	Revenue															
1 Base Charge	294,652	294,652	48,543	585	48,479	495	48,540	655							147,297	50.0%
2 Consumption	313,234	313,234	59,209	50	54,495	309	50,156	193							164,411	52.5%
3 Other, incl. transfers	11,070	11,070	8	1,321	8	1,449	9	1,541							4,336	39.2%
4 Appropriated Fund Bal.*	40,544	110,174	0	0	0	0	0	0							0	0.0%
Total	659,500	729,130	107,760	1,956	102,983	2,253	98,705	2,389	0	0	0	0	0	0	316,045	43.3%

	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	
	Original	Current													Total	% Exp
	Expenses															
1 Admin & Finance*	463,000	505,030	40,549	20,284	21,974	56,685	35,668	40,807							215,967	42.8%
2 Collection*	82,000	109,600	4,755	1,487	1,769	1,291	986	320							10,607	9.7%
3 Treatment	111,000	111,000	5,742	5,155	9,900	6,320	6,199	1,079							0	0.0%
4 Transfers / Contingency	3,500	3,500	0	0	0	0	0	0							0	0.0%
Total	659,500	729,130	51,047	26,926	33,643	64,296	42,852	42,206	0	0	0	0	0	0	260,970	35.8%

	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	
	Original	Current													Total	% Exp
	Capital (included above)															
1 Capital Outlay*	55,000	93,793	0	0	0	31,140	0	3,825							34,965	37.3%

Cash Balances		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1 Sewer Fund		1,089,186	1,134,578	1,142,734	1,142,372	1,135,389	1,151,184						
2 Sewer Capital Reserve Fund (CIF)		11,248	11,248	11,248	11,248	11,248	11,248						

	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	
	Original	Current													Total	% Exp
	Wastewater Treated															
1 Total Gallons			3,212,000	4,152,000	2,770,000	2,957,000	3,387,000	3,232,000							19,710,000	
2 Average daily gallons		330,000*	103,613	133,935	92,333	95,387	112,900	104,258							107,071	

* This is the permitted daily limit.



TOWN OF RIVER BEND
 PROPOSED BUDGET ORDINANCE AMENDMENT 21-B-04
 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 October 14, 2021, be amended as follows:

Summary

General Fund	2,041,684
General Capital Reserve Fund	107,187
Law Enforcement Separation Allowance Fund	13,545
Water Fund	673,545
Water Capital Reserve Fund	489
Sewer Fund	733,583
Sewer Capital Reserve Fund	22
Total	3,570,055

Section 1.

General Fund

21-B-04
 PROPOSED
 CHANGES

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 (recognize annual amount of allocation)	92,539	15,739
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	
Federal Disaster Assistance (Hurricane Florence Category Z)	35,434	35,434
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 (rem. From Hurricane Florence Cat Z, recognize annual amount of Powell Bill allocation & account for payroll for Project Manager)	291,272	-19,194
Total	2,041,684	31,979

<u>Section 1.</u>	<u>General Fund (continued)</u>	<u>21-B-04</u>
		<u>PROPOSED</u>
		<u>CHANGES</u>
Authorized Expenditures		
	Governing Body	32,000
	Administration (Bonus to full-time employees)	271,575
	Finance (Bonus to full-time employees & account for payroll for Project Mgr)	192,018
	Tax Listing	11,200
	Legal Services	24,000
	Elections	3,500
	Police (Bonus to full-time employees)	617,944
	Public Buildings (landscaping \$5,739)	124,439
	Emergency Services	4,000
	Animal Control (Bonus to full-time employees)	11,056
	Street Maintenance (Bonus to full-time employees)	181,141
	Public Works (Bonus to full-time employees)	161,197
	Leaf & Limb and Solid Waste	44,000
	Stormwater Management (Bonus to full-time employees)	42,084
	Wetlands and Waterways	3,000
	Planning & Zoning (Bonus to full-time employees)	50,563
	Recovery Grant NCORR-FDLG-004 (Bonus to full-time employees)	77,602
	Recreation & Special Events	7,500
	Parks & Community Appearance (Bonus to full-time employees)	44,699
	Contingency	17,666
	Transfer To General Capital Reserve Fund	107,000
	Transfer To L.E.S.A. Fund	13,500
	Total	<u>2,041,684</u>
		<u>31,979</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
	Total	<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	1,517
	Future LEOSSA Payments	12,028
	Total	<u>13,545</u>

Section 4.

Water Fund

**21-B-04
PROPOSED
CHANGES**

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 (Bonus to full-time employees & account for payroll for Project Mgr)

177,259 4,615

Total

673,545 4,615

Authorized Expenditures

Administration & Finance [1] (Bonus to full-time employees & account for payroll for Project Mgr)

515,645 4,615

Operations and Maintenance	154,400
Transfer To Fund Balance for Capital Outlay	3,500
Transfer To Water Capital Reserve Fund	0

Total

673,545

[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	489

Authorized Expenditures

Future Expansion & Debt Service	489
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Section 6.

Sewer Fund

21-B-04
PROPOSED
CHANGES

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 (Bonus to full-time employees & account for payroll for Project Mgr)	114,627	4,453
Total	733,583	4,453

Authorized Expenditures:

Administration & Finance [2] (Bonus to full-time employees & account for payroll for Project Mgr)	509,483	4,453
Operations and Maintenance	220,600	
Transfer to Fund Balance for Capital Outlay	3,500	
Transfer to Sewer Capital Reserve Fund	0	
Total	733,583	
 <i>[2] Portion of department for bond debt service:</i>	 128,659	

Section 7.

Sewer Capital Reserve

Anticipated Revenues:

Contributions From Sewer Operations Fund	0	
Interest Revenue	22	
Total	22	

Authorized Expenditures:

Future Expansion & Debt Service	22	
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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.

Proposed this 20th day of January, 2022.

John R. Kirkland, Mayor

Attest:

Kristie J. Nobles, Town Clerk

EWAB met on January 3rd, 2022 at 7 PM in the large meeting room in the municipal building.

There was a quorum.

Chairman Stevens opened the meeting at 7 PM.

The minutes from the November 2021 meeting were approved.

Councilman Leonard gave an update on town business.

Old business: bulkhead inspections, waiting for ordinance rewrite.

New business: Questions about duck hunting and gun shots.

Swalls and drain pipes on Gangplank and Teakwood need cleaning and inspection.

Next meeting will be on February 7th, 2022 at 7 PM in the large meeting room in the municipal building, the public is welcome.

NOTICE OF AWARD

Date of Issuance: **January 20, 2022** **WIF-2008 (ASADRA)**
Owner: **Town of River Bend** Owner's Contract No.:
Engineer: **Municipal Engineering, Inc.** Engineer's Project No.: **G-20087.0**
Project: **Water Meter Replacement Project** Contract Name: **Single Prime**
Bidder: **Core & Main, LP**
Bidder's Address: **2303 Highway 11, North, Kinston, NC 28501**

TO BIDDER:

You are notified that the Owner has accepted your Bid dated December 14, 2021, for the above Contract, and that you are the Successful Bidder and are awarded a Contract for:

Town of River Bend – Water Meter Replacement Project, software, and appurtenances.

[describe Work, alternates, or sections of Work awarded]

The Contract Price of the awarded Contract is \$ **632,200.95**, *subject to lump-sum and unit prices.*

[N/A] unexecuted counterparts of the Agreement accompany this Notice of Award, and one copy of the Contract Documents accompanies this Notice of Award or has been transmitted or made available to Bidder electronically.
[revise if multiple copies accompany the Notice of Award]

a set of the Drawings will be delivered separately from the other Contract Documents.

You must comply with the following conditions precedent within 30 days of the date of receipt of this Notice of Award:

1. Deliver to the Engineer **Five (5)** counterparts of the Agreement, fully executed by Bidder.
2. Deliver with the executed Agreement(s) the Contract security *[e.g., performance and payment bonds]* and insurance documentation specified in the Instructions to Bidders and General Conditions, Articles 2 and 6.
3. Other conditions precedent (if any): Final award is contingent upon approval by the Division of Water Infrastructure and the Local Government Commission.

Failure to comply with these conditions within the time specified will entitle the Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within ten days after you comply with the above conditions, the Owner will return to you one fully executed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

Owner: **Town of River Bend**

Authorized Signature

By: **Delane Jackson**

Title: **Town Manager**

Accepted by Contractor: _____

Title: _____

Copy: **Engineer**

Board of Adjustment Report
January 2022

The River Bend Board of Adjustment met on January 6th at 7:00pm in Town Hall. All regular members and the alternate for the ETJ were present. Chairman Akiss called the meeting to order and outlined the purpose for the meeting, the application for a special use permit by Moffat Properties to construct a Sun Belt Rentals business on lot 4 of the Norbury Business park property on Hwy 17.

All of those who were to provide evidence to the board were sworn in. Manager Jackson testified that all legal obligations for the permit had been met and that the River Bend Planning Board had previously met, reviewed the application in depth, and recommended issuance of the special permit with a special condition, that additional greenery be planted to augment the buffer zone between the proposed business and nearby residences.

Craig Moffat, of Moffat properties and Gary McCabe, of Red Line Engineering, testified as to the specifics of the planned business. Mr. McCabe was aware of the issue about additional greenery for the buffer zone and said that the company would provide it voluntarily. While several members of the general public were in attendance, none chose to testify either for or against the project.

The Board members asked numerous questions of the witnesses. They were particularly concerned about possible leakage of hydraulic fluids from rental equipment and traffic problems that might be created on Highway 17. The board then addressed ten specific criteria that the project must meet to be approved. A board member made a motion for each item in turn and they were voted on. All ten items passed. There was then discussion about the additional greenery for the buffer zone and a motion was made to make it a condition of the permit. The board voted to approve the special use permit with that added condition. The Board adjourned. There are no future meetings for the Board scheduled at this time.

SIGNS

§ 15.02.095 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

ADVERTISING SIGN. A sign which directs attention to a business, commodity, service or entertainment conducted, sold or offered:

- (1) Only elsewhere than upon the premises where the sign is displayed; or
- (2) Is as a minor and incidental activity upon the premises where the sign is displayed.

BUSINESS SIGN. A sign which directs attention to a business or profession located upon the premises where the sign is displayed, to type of products sold, manufactured, or assembled, and/or to service or entertainment offered on the premises, but not a sign pertaining to the preceding if the activity is only minor or incidental to the principal use of the premises.

FREESTANDING SIGN. A sign that:

- (1) Is permanent; and
- (2) Is attached to, erected on, or supported by some structure such as a pole, mast, or frame that is not itself an integral part of a building or other structure having a principal function other than the support of a sign.

NON-CONFORMING SIGN. A sign that, on the effective date of this chapter, does not conform to 1 or more of the regulations set forth in this chapter.

OFF-PREMISES SIGN. A sign that draws attention to or communicates information about a business, service, commodity, accommodation, attraction or other activity that is conducted, sold or offered at a location other than the premises on which the sign is located. The structure on which an advertising sign is displayed of type commonly known as billboard is also an advertising sign.

SHINGLE SIGN. A small signboard hanging or protruding so that both sides are visible, which has no dimension more than 2 feet which is no larger in area than 3 square feet. A SHINGLE SIGN may be mounted as a wall sign so that only 1 side is visible.

SIGN. Any surface, fabric or device bearing lettered, pictorial or sculptured matter designed to convey information visually and exposed to public view; or any structure designed to carry the above visual information.

TEMPORARY SIGN.

- (1) A sign that:
 - (a) Is used in connection with a circumstance, situation or event that is designed, intended or expected to take place or to be completed within a reasonably short or definite period after the erection of the sign;

- (b) Is intended to remain on the location where it is erected or placed for a period of generally not more than 15 days; or
- (c) Is displayed on a premises only during normal operating hours and then removed from that location.

(2) If a sign display area is permanent, but the message displayed is subject to periodic changes, that sign shall not be regarded as temporary.

WALL SIGN. A sign attached or erected against the wall of a building or structure, only 1 side of which is visible.

YARD SALE AND OTHER PRIVATE EVENT SIGNS. Yard sale signs or any other signs advertising an event of any type on private property.

§ 15.02.096 SIGN PERMIT REQUIRED.

A. Except as otherwise provided in §§ 15.02.097 and 15.02.098, no sign may be erected, moved, enlarged or substantially altered except in accordance with the provisions of this subchapter.

B. Signs not exempted under the provisions referenced in division (A) above may be erected, moved, enlarged or substantially altered only in accordance with a sign permit issued by the Zoning Administrator.

1. Sign permit applications and sign permits shall be governed by the same provisions of this chapter applicable to zoning permits.

2.

a) In the case of a lot occupied or intended to be occupied by multiple business enterprises (e.g. a shopping center), sign permits shall be issued in the name of the property owner rather than in the name of the individual business, and it shall be the responsibility of the owner to allocate among the tenants the permissible maximum sign surface area that has been approved by the Zoning Administrator.

b) Upon application by the owner, the Zoning Administrator must approve a master sign plan that allocates permissible sign surface area to the various buildings or businesses within the development according to an agreed-upon formula, and thereafter sign permits may be issued to individual tenants by the Zoning Administrator or his designee only in accordance with the allocation contained in the master sign plan. In the event an owner is unwilling or unable to devise a master sign plan, the plan shall be developed by the Zoning Administrator using building frontage as a calculation for total sign area.

Penalty, see § 1.01.999

§ 15.02.097 SIGNS EXEMPT FROM REGULATION.

Amended 04/18/2013

The following signs are exempt from regulation under this subchapter except for the regulations embodied in § 15.02.107:

- A. Signs not exceeding 2 square feet in area that are customarily associated with residential use and that are not of a commercial nature, such as signs giving property identification names or numbers or names of occupants, signs on mailboxes or paper tubes and signs posted on private property related to private parking or warning the public against trespassing or danger from animals.
- B. Signs erected by or on behalf of or pursuant to the authorization of a governmental body, including legal notices, identification and informational signs and traffic, directional or regulatory signs.
- C. Official signs of an informational nature erected by public utilities.
- D. **Flags, pennants or insignia of any governmental or nonprofit organization when not displayed in connection with a commercial promotion or as an advertising device.**
- E. Signs directing and guiding traffic on private property that do not exceed 2 square feet each and that bear no advertising information.
- F. Signs painted on or otherwise permanently attached to currently licensed motor vehicles that are not primarily used as signs.

§ 15.02.098 CERTAIN TEMPORARY SIGNS; PERMIT EXEMPTIONS AND ADDITIONAL REGULATIONS.

Amended 04/18/2013

- A. **The following temporary signs are permitted without a zoning, special use, conditional zoning or sign permit. However, these signs shall conform to the requirements set forth below as well as all other applicable requirements of this subchapter except those contained in §§ 15.02.101 and 15.02.103.**
 - 1. Signs containing the message that the real estate on which the sign is located (including buildings) is for sale, lease or rent, together with information identifying the owner or agent. Real estate signs advertising residential properties shall not exceed 4 square feet in area and shall not be illuminated. Real estate signs advertising commercial property shall not exceed 32 square feet in area and shall not be illuminated. All real estate signs shall be removed within 10 days of sale, lease or rental. Only 1 real estate sign is permitted for each property with the exception of properties abutting waterways or the golf course, which may have 2 signs.
 - 2. Construction site identification signs. These signs may identify the project, the owner or the developer, architect, engineer, contractor, and subcontractors and funding sources and may contain related information. Not more than 1 sign may be erected per site and may not exceed 32 square feet in area. These signs may be erected no more than 30 days prior to the

issuance of a building permit, and shall be removed within 10 days after the issuance of the final occupancy permit.

3. Displays of a non-commercial nature, including lighting, erected in connection with the observance of holidays. These signs shall be removed within 10 days following the holiday or established holiday season.
4. Signs erected in connection with elections or political campaigns. Election signs are permitted, provided that:
 - a) One (1) sign shall be permitted per individual lot or parcel for each candidate for office or side of a ballot measure or issue; for a lot or parcel with frontage on a second street, one (1) additional sign for each candidate for office or side of a ballot measure or issue shall be permitted to front the second street.
 - b) Such signs shall be located on private property and not within the public-right-of-way or affixed to any improvement within such right-of-way (median, utility pole, traffic control device, bridge, guardrail, or other safety barrier), within a required sight distance triangle, or on Town property or buildings. However, signs may be placed on designated areas of Town Hall property on Election Day under rules established by the Craven County Board of Elections, and the Town Manager not inconsistent therewith.
 - c) Such signs shall be located only on private property with the property occupant's consent (or, if unoccupied, the property owner's consent). It shall be presumed the property occupant, or property owner as the case may be, has given permission or consents to the sign's placement unless the property occupant or owner notifies the Town otherwise.
 - d) Such a sign shall not be erected more than forty-five (45) days prior to the beginning date of "one-stop" early voting in Craven County, and shall be removed within ten (10) days following the date of any election or other event to which it refers.
 - e) Such a sign shall not exceed four (4) square feet in area per sign face or forty-two (42) inches in height.
 - f) The property occupant or, in the case of an unoccupied property, the property owner, shall be responsible for violations contained therein.
5. Yard sale signs: Yard sale signs or any other signs advertising an event of any type on private property shall not exceed 4 square feet in area and may be erected only 1 day prior to the event. The signs shall be removed immediately at the conclusion of the event for which the sign was posted. The signs must be self-supporting and may not be attached in any manner to utility poles, traffic sign posts or any other structure, including specifically but not limited to any sign maintained by the town. Notwithstanding contrary provisions of this subchapter, signs regulated by this section may be placed within street rights of way or public property provided that the signs are removed within the time limits prescribed by this section and are not placed in any area adjacent to any residential property of any type unless permission is received from the occupant.

- B. **Temporary signs cannot be located within street rights-of-way or public property unless approved by the Town Council or its designee. In no case shall a sign be located less than 15 feet from the edge of the pavement.** When it is not possible to locate a sign 15 feet from the edge of the pavement as required, a waiver may be requested and the Town Zoning Administrator shall view the site where the sign is to be displayed and make a determination in writing. One copy shall be given to the applicant, 1 copy to the Police Department and 1 copy retained in the files of the Zoning Administrator.
- C.
1. Temporary signs promoting charitable causes, local or special events of interest to the residents of the town may be erected upon approval from the Zoning Administrator who will review the reason for the sign, proposed location and size.
 2. Signs shall be erected no sooner than 10 calendar days prior to the event and removed within 2 calendar days after the close of the event.
 3. The signs shall not be in place for a period exceeding 30 calendar days.

Penalty, see § 1.01.999

§ 15.02.099 DETERMINING THE NUMBER OF SIGNS.

Without limiting the generality of the definitions of signs outlined in § 15.02.095, a multi-sided sign shall be regarded as 1 sign as long as:

- A. With respect to V-type signs, the 2 sides are at no point separated by a distance that exceeds 5 feet; and
- B. With respect to double-faced (back-to-back) signs, the distance between the backs of each face does not exceed 2 feet.

§ 15.02.100 COMPUTATION OF SIGN AREA.

- A.
1. The surface area of a sign shall be computed by including the entire area that forms the extreme limits of the writing representation, emblem or other display, forming a square, rectangle, triangle or circle as appropriate, together with any material or color forming an integral part of the background of the display used to differentiate the sign from the backdrop or structure against which it is placed.
 2. This does not include any supporting framework or bracing that is clearly incidental to the display itself. This definition also applies to letters, symbols or other types of signage placed on the side of a building.
- B. If the sign consists of more than 1 section or module, all of the area including that between sections or modules, shall be included in the computation of the sign area.

C.

1. Unless otherwise provided for in § 15.02.099 (B), the surface area of 2-sided, multi-sided or 3-dimensional signs shall be computed by including the total of all sides designed either to attract attention or communicate information that can be seen at 1 time by a person from any vantage point.
2. For example, with respect to a typical 2-sided sign where a message is printed on both sides of a flat surface, the sign surface area of only 1 side (rather than the sum total of both sides) shall be regarded as the total sign surface area of that sign, since one can see only 1 side of the sign from any vantage point.

§ 15.02.101 TOTAL SIGN SURFACE AREA.

- A. Unless otherwise provided in this subchapter, the total surface area devoted to all signs on any lot shall not exceed the limitations set forth in this section. Temporary signs shall not be included in this calculation. Freestanding signs, while included in this calculation, are subject to maximum sizes as contained in § 15.02.102.
- B. Unless otherwise provided in this subchapter, the maximum sign surface area permitted on any lot in a residential zoning district is 2 square feet.
- C. Subject to other provisions of this subchapter, the maximum sign surface area permitted on any lot in an area zoned BD, BD-PD or ID as set forth in this Zoning Chapter shall be determined by the following charts:

Where the Speed Limit is Over 50 MPH	
Property Frontage (Linear Feet)	Maximum Sign Surface (Square Feet)
100 or fewer	54
101 – 125	56
126 – 150	67
151 – 175	79
176 – 200	90
201 – 225	101
226 – 250	112
251 – 275	124
276 – 300	135
301 – 325	146
326 – 350	157
351 – 375	169

Where the Speed Limit is Over 50 MPH	
Property Frontage (Linear Feet)	Maximum Sign Surface (Square Feet)
376 or more	180

Where the Speed Limit is Under 50 MPH	
Property Frontage (Linear Feet)	Maximum Sign Surface (Square Feet)
200 or fewer	54
201 – 225	56
226 – 250	63
251 – 275	69
276 – 300	75
301 – 325	81
326 – 350	87
351 – 375	94
376 or more	100

- D. If a lot has frontage on more than 1 street, then the owner shall designate which street frontage constitutes the primary street frontage of the property and shall receive 100% of the allowable sign surface area for the street. For that street frontage that is deemed to be secondary, the owner shall receive up to 50% of the total sign surface area for that street frontage.
- E. In a commercial shopping center consisting of 3 or more units that share common party walls, the developer or owner of the shopping center may determine the sign surface area requirements by following the provisions outlined above in division (C) above concerning lot frontage or by using a building frontage calculation in which 1 square foot of signage is allowed for each square foot of retail frontage.
- F. The sign surface area of any sign located on a wall of a structure shall not exceed 25% of the total surface area of the wall of a building from end to end. Penalty, see § 1.01.999

§ 15.02.102 FREESTANDING SIGN SURFACE AREA.

- A. For purposes of this section, a side of a free-standing sign is any plane or flat surface included in the calculation of the total sign surface area as provided in § 15.02.100. For example, wall signs typically have 1 side. Free standing signs typically have 2 sides (back-to-back), although 4-sided and other multi-sided signs are also common.

- B. With respect to freestanding signs that have no discernible "sides" such as spheres or other shapes not composed of flat planes, no freestanding sign may exceed the surface area delineated in § 15.02.100.

Penalty, see § 1.01.999

§ 15.02.103 NUMBER OF FREESTANDING SIGNS.

- A. Except as authorized in this section, no development (e.g. shopping center, office complex) may have more than 1 freestanding sign.
- B. If a development is located on a corner lot that has at least 200 feet of frontage on each of the 2 intersecting public streets, then the development may have not more than 1 free standing sign on each side of the development bordered by these streets.
- C. If a development is located on a lot that is bordered by 2 public streets that do not intersect at the lot's boundaries (double front lot), then the development may not have more than 1 freestanding sign on each side of the development bordered by these streets.

Penalty, see § 1.01.999

§ 15.02.104 SUBDIVISION DEVELOPMENT ENTRANCE SIGNS.

One sign is permitted at any entrance to a subdivision. A single side of any sign may not exceed 32 square feet. The signs must be located on the subdivision site and may only be illuminated by external lighting in accordance with state and county electrical codes.

Penalty, see § 1.01.999

§ 15.02.105 LOCATION AND HEIGHT REQUIREMENTS.

- A.
 - 1. No sign may extend above any parapet or be placed upon any roof surface, except that for purposes of this section, roof surfaces constructed at an angle of 75 degrees or more from horizontal shall be regarded as wall space.
 - 2. This section shall not apply to displays, including lighting, erected in connection with the observances of holidays on the roofs of residential structures.
- B.
 - 1. No part of a freestanding sign located in an area zoned BD or BD-PD may exceed a height of 28 feet, measured from the grade of the street from which access to the property is provided if the speed limit of the street toward which the sign is primarily oriented is 50 mph or greater, and a height of 20 feet if the speed limit of the street toward which the sign is primarily oriented is less than 50 mph.

2. No part of a freestanding sign located in an area zoned Institutional (ID) may exceed a height of 15 feet measured from the grade of the street from which access to the property is provided.

C.

1. No sign may project from any building over any street right-of-way.
2. No free standing sign may project over any street right-of-way.

- D. No sign may be placed within the right-of-way of any public street maintained by the Town, unless expressly permitted by any other provision of the Town's Code of Ordinances or approval by the Town Manager. Any sign placed in violation of this section shall be deemed a public nuisance and may be seized and disposed of by an enforcement official or other representative of the Town.

Added 07/18/2013

Penalty, see § 1.01.999

§ 15.02.106 SIGN ILLUMINATION AND SIGNS CONTAINING LIGHTS.

- A. Unless otherwise prohibited by this chapter, signs may be illuminated if the illumination is in accordance with this section. All illuminated signs shall comply with the North Carolina Electrical Code and shall be approved by the Zoning Administrator.
- B. Lighting directed toward a sign shall be shielded so that it illuminates only the face of the sign and does not shine directly into a public right-of-way or residential premises. The reflection from these signs shall not exceed 25% of the lumens directed toward the sign measured from the property line of the lot upon which the sign is located.
- C. Festoons of lights that outline property lines, sales areas, roof lines, doors, windows or similar areas are prohibited. This does not apply to temporary signs erected in connection with the observance of holidays.
- D. No illuminated sign shall be of the flashing or intermittent variety.
- E.
 1. Temporary signs may be illuminated only with the special permission of the Zoning Administrator.
 2. This permission shall be in writing with a copy of the permission provided to the Police Department and a second copy kept in the Zoning Administrator's files.

Penalty, see § 1.01.999

§ 15.02.107 NON-CONFORMING SIGNS.

- A. A non-conforming sign may not be altered or relocated except to bring the sign into complete conformity with the Town of River Bend Zoning Chapter, §§ 15.02.095 et seq.
- B. If a non-conforming sign is destroyed by natural causes, it may not thereafter be repaired, reconstructed or replaced except in conformity with all the provisions of the Town of River Bend

Zoning Chapter, §§ 15.02.095 et seq., and the remnants of the former sign structure shall be cleared from the land. For purposes of this section, a non-conforming sign is destroyed if damaged to the extent that the cost of restoring the sign to its former stature, or replacing it with an equivalent sign, equals or exceeds 25% of its value.

- C. The message of a non-conforming sign may be changed so long as this does not create new non-conformities (for example, by creating an off-premises sign under circumstances where a sign would not be allowed.)
- D. Subject to the other provisions of this section, non-conforming signs may be repaired and renovated so long as the cost of the work does not exceed 25% of its fair market value within any 12 month period.
- E.
 - 1. Within 1 year after the effective date of this chapter, the Zoning Administrator shall make every effort to identify all the non-conforming signs within the town's planning jurisdiction. He shall then contact the person responsible for each sign (as well as the owner of the property where the non-conforming sign is located, if different from the former) and inform the person:
 - a) The sign is nonconforming;
 - b) How it is non-conforming;
 - c) What must be done to correct it and by what date; and
 - d) The consequences of failure to make the necessary corrections.
 - 2. The Town Clerk working with the Zoning Administrator shall keep complete records of all correspondence, communications and other actions taken with respect to these non-conforming signs.

Penalty, see § 1.01.999

§ 15.02.108 MISCELLANEOUS.

- A. No off premises signs are permitted.
- B. Window signs shall be placed only inside buildings and shall not exceed the lesser of 12 square feet or 25% of the total glass area upon which the signs are displayed.
- C. No sign shall be mounted on a mobile framework or movable apparatus.
- D. No sign may be located so that it substantially interferes with the view necessary for motorists to proceed safely through intersections or to enter onto or exit from public streets or private roads.
- E. All signs must be constructed and erected in accordance with the Southern Building Code and its related North Carolina building code amendments and shall be able to withstand wind pressures and load distributions as specified in the most current edition of the North Carolina Building Code and any International Building Codes.
- F. All signs not properly maintained and determined to be a nuisance by the Zoning Administrator are subject to repair and/or removal by the town at the expense of the owner of the sign. The sign owner will be provided with written notice by the town 10 working days prior to the sign's

removal. Furthermore, whenever an outdoor advertising structure has outlived any useful purpose for which it was intended, it shall be removed forthwith.

- G. No sign may be erected on town-maintained or private rights-of-way so that by its location, color, size, shape, nature or message it would tend to obstruct the view of or be confused with official traffic signs or other signs erected by governmental agencies.
- H.
 - 1. Signs on the town's water towers are permitted.
 - 2. The water tower sign may only identify the Town of River Bend and should not be more than 10% of the total surface area of the vessel containing the water.
- I.
 - 1. In addition to signs already permitted, churches, schools and other non-commercial institutions may have 1 on-site bulletin board not exceeding 12 square feet in area.
 - 2. The bulletin board may be illuminated, shall be set back a minimum of 15 feet from the right-of-way and shall not exceed 10 feet in height.
- J. For each lot located in an area zoned ID, 1 sign or bulletin board not exceeding 54 square feet in area and 15 feet in height measured from the grade of the street from which access to the property is provided, may be erected.
- K. Violations of any provision of this section shall be subject to all penalties under this chapter, as provided for in § 1.01.999.

Penalty, see § 1.01.999

Cross-reference: General District regulations, see § 15.02.060 et seq.

THE STATE OF RIVER BEND

As we enter the year 2022 it seems quite appropriate to address the state of River Bend. I shall endeavor to describe what I am privileged to see day by day in our Town.

The first and most important element of any organization and very important to municipal government is the quality of the municipal staff. It is a statement of fact that we can all be proud of each staff member and each element of the town's organization. The direction that Town Manager Jackson provides to the staff makes for efficient execution of both the daily routine and the more complicated special projects. The staff is well trained and special training is encouraged by the Manager. A very important aspect of staffing any organization is longevity of employment. We have recently experienced the retirement of Margaret Theis (twenty-three years), Kathleen DeYoung (20+ years) and Ann Katsuyoshi (almost twenty years). They represented staff that was very familiar with Town operations. The Manager has promoted Mandy Gilbert as Margaret's replacement. Mandy had twelve years' experience as the fiscal assistant. Rebekah Pierce has replaced Mandy in the assistant's position. Kristie Nobles has replaced Ann as the Town Clerk and Jennifer Barrow as Kathleen's replacement as Deputy Town Clerk.

The Police Department, led by Chief Joll, is well trained and operates efficiently in providing police protection for the Town. Brandon Mills leads the Public Works and Water Resources Departments. This staff is also well trained and their operation of the Town's utilities with no recent violations of the numerous state and federal regulations is testimony to their training and dedication.

River Bend has operated under the Council-Manager form of governance for the last nineteen years. This change from Mayor-Council form was accomplished when the Town voted in a referendum to request a Town Charter change from the NC General Assembly in 2000.

The present day appearance of the Town is testimony to the well balanced maintenance that the manager achieves using staff and contract personnel to accomplish work necessary to maintaining that appearance. The utilities and the Town's streets and other infrastructure are well maintained.

When Hurricane Florence pounded Eastern North Carolina, Manager Jackson and the staff worked long hours and committed days to the work associated with all aspects of the recovery. Three years later it is hard to find evidence of the devastation that Florence left in River Bend.

We all need to pray that the year 2022 will not bring a major category hurricane to our shore. We all remember Hurricane Florence and the severe flooding damage that storm inflicted on floodplain properties.

The Craven County/New Bern area is a great location for all who have selected to live here. River Bend's Town Council has, over the forty years since incorporation, made significant acquisitions and improved construction projects that make the Town an attractive location for new residents

to purchase homes. The Council has demonstrated a willingness to enact new ordinances and modify existing ordinances to protect the Town features that are important to the River Bend of the future. Much of the current strength of the Town can be attributed to the Council decision to change the system of governance from Mayor-Council to Council-Manager. In the twenty years of this form of governance the Town has had four managers. Each of these gentlemen have made significant contributions to the Town that we enjoy today. Manager Jackson, our current manager has 7+ years with us. During his term we experienced the monster Hurricane Florence. Those who were residents then can appreciate how very effective he was in working with staff and contract personnel in accomplishing recovery. It can be said that his contacts in state and federal agencies resulted in large dollar grants that helped in recovery but also allowed construction that will serve long term.

The "State of River Bend" is well positioned to move forward and prosper.