



**RIVER BEND TOWN COUNCIL AGENDA**  
**Regular Meeting**  
**June 16, 2022**  
**River Bend Town Hall**  
**7:00 p.m.**

**Pledge: 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  
CDBG-NR – Program Close-Out – Old Pollocksville Road
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 May 12, 2022 Work Session*

*Minutes of the May 19, 2022 Regular Council Meeting*

**B. Advisory Board Appointments and Reappointments**

PLANNING BOARD: Reappoint Robert Kohn, Linda Cummings and Egon Lippert beginning July 1, 2022 and ending on June 30, 2024;

PARKS AND RECREATION: Reappoint Mary Dwyer and Pat Lineback to terms beginning July 1, 2022 and ending on June 30, 2024;

ENVIRONMENT AND WATERWAYS ADVISORY BOARD: Reappoint Patty Leonard, James Stevens, Raymond Jaklitsch and Mary Holihan to terms beginning July 1, 2022 and ending on June 30, 2024;

COMMUNITY APPEARANCE COMMISSION: Reappoint Brenda Hall and Meg Williams to terms beginning July 1, 2022 and ending June 30, 2024;

BOARD OF ADJUSTMENT: Reappoint Cinda Hill and Paige Ackiss to terms beginning July 1, 2022 and ending on June 30, 2024; Appoint Jon Hall as a member for a term beginning July 1, 2022 and ending on June 30, 2024;

7. TOWN MANAGER'S REPORT – Delane Jackson

**Activity Reports**

- A. **Monthly Police Report** by Chief Joll
- B. **Monthly Water Resources Report** by Director of Public Works Mills
- C. **Monthly Work Order Report** by Director of Public Works Mills
- D. **Monthly Zoning Report** by Assistant Zoning Administrator McCollum

ADMINISTRATIVE REPORTS:

- 8. Public Safety – Councilman Don Fogle
  - A. Community Watch
  - B. CERT
- 9. Parks & Recreation/CAC – Councilwoman Barbara Maurer
  - A. Parks and Rec Report
  - B. CAC Report
  - C. Organic Garden Report
  - D. Library Report
- 10. Finance – Councilman Leonard (for Councilman Van Slyke)
  - A. Financial Report - Finance Director
  - B. **VOTE** – FY 2022-2023 Budget Ordinance
  - C. **VOTE** – FY2021-2022 Budget Amendment 21-B-07
  - D. **VOTE** – Grant Project Ordinance Amendment
- 11. Environment and Waterways – Councilman Brian Leonard
  - A. EWAB Report
- 12. Planning Board – Councilman Buddy Sheffield
  - A. Planning Board Report
  - B. Board of Adjustment Report
  - C. VOTE – Advisory Board Ordinance Amendment
- 13. MAYOR'S REPORT – Mayor Kirkland

14. 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.*

15. ADJOURNMENT

**River Bend Town Council  
Work Session Minutes  
May 12, 2022  
Town Hall  
5:00 p.m.**

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

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

Members of the Public Present: 0

**CALL TO ORDER**

Mayor Kirkland called the meeting to order at 5:00 p.m. on Thursday, May 12, 2022 at the River Bend Town Hall with a quorum present.

**VOTE – Approval of Agenda**

Councilman Sheffield motioned to accept the agenda as presented. Upon a roll call vote, the motion carried unanimously.

**Discussion – Proposed Public Works Building**

The Manager presented a PowerPoint presentation of the proposed Public Works Building Plans, describing the layout of the building. He stated that the Public Works Director, Brandon Mills has reviewed and approved these plans. The Manager stated that the building would be constructed of steel and Councilman Sheffield stated that he agrees that steel would be the best choice for the material. He stated he is happy with the plans and Councilwoman Maurer agreed. Councilman Leonard asked if the estimated cost included a shelter and the Manager stated that the estimated cost did not include a shelter. Councilman Leonard stated that he feels the shelter is needed to protect the Town's investments and equipment.

**VOTE – Proposed Public Works Building**

Councilman Fogle motioned to approve the Public Works Building Plans as presented. Upon a roll call vote, the motion carried unanimously.

**DISCUSSION – Short-term Rental Court Case**

The Town Attorney stated that the Planning Board has been recently discussing short-term rentals in the Town and decided to take no action until the recent court case of Schroeder versus the City of Wilmington was completed. He stated that the court case is closed and he recommends that the Town review its ordinances to allow or prohibit short-term rentals. Councilman Sheffield asked if a renter violates the noise ordinance, who is responsible and the Town Attorney stated that the Town has a noise ordinance in place that would hold the property owner responsible. Councilman Leonard stated that he would like to find a way to accommodate residents to continue with short-term rentals. Councilman Fogle stated he agreed with Councilman Leonard. The Town Manager stated that the Planning Board will meet on June 2 and this will be an item on the agenda. He also stated the Planning Board would make a recommendation to the Council and they would make the final decision.

**DISCUSSION – Essentials of Municipal Government Training**

The Mayor stated that the Essentials of Municipal Government training scheduled for June 9 and 10 in New Bern has been cancelled and he would update the Council if it is rescheduled.

**DISCUSSION – Advisory Board Appointments**

The Manager stated that a list of all advisory board members was included in the agenda package and the terms that expire on June 30 are highlighted. He asked the liaisons to discuss with each member whose term is expiring if they wished to be reappointed.

**DISCUSSION – Water and Wastewater Rate Dashboard**

The Manager reviewed an interactive dashboard that the Environmental Finance Center from the School of Government publishes every year. He pointed out how the Town of River Bend compares to other towns of similar population.

**REVIEW AGENDA FOR THE MAY 19, 2022 COUNCIL MEETING**

The Council reviewed the agenda for the May 19, 2022 Council meeting.

**ADJOURNMENT/RECESS**

There being no further business, Councilman Sheffield moved to adjourn. The motion carried unanimously. The meeting adjourned at 6:19 p.m.

---

Kristie J. Nobles  
Town Clerk



**River Bend Town Council  
Regular Meeting Minutes  
May 19, 2022  
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  
Finance Director: Mandy Gilbert  
Police Chief: Sean Joll  
Town Clerk: Kristie Nobles

Members of the Public Present: 6

**CALL TO ORDER**

Mayor Kirkland called the meeting to order at 7:00 p.m. on Thursday, May 19, 2022 in the River Bend Town Hall with a quorum present.

**RECOGNITION OF NEW RESIDENTS**

Dave Zinni – Gangplank Road  
Martin Degraw - Tar Landing

**VOTE – Approval of Agenda**

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

**CONSENT AGENDA**

The Mayor presented the Council with the Consent Agenda. Councilman Sheffield **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 April 14, 2022 Work Session*
  - Minutes of the April 21, 2022 Regular Council Meeting*
  - Minutes of the April 26, 2022 Budget Workshop*
  - Minutes of the May 3, 2022 Budget Workshop*
  - Minutes of the May 10, 2022 Budget Workshop*

**TOWN MANAGER’S REPORT**

The Manager stated that there is a Public Hearing scheduled for the FY22-23 Proposed Budget on June 9, 2022 at 5:00 p.m. He also stated that there is a preconstruction meeting on May 25, 2022 for the ASADRA Grant. The Manager stated that there is a Planning Board meeting on June 2, 2022 at 6: 00 p.m. and they plan to discuss the re-zoning request for the 100 acre Davis Property in the North West Quadrant, short-term rentals and the Special Use Permit from the Town for the construction of a new Public Works Building. He also stated that the new Leaf and Limb contract is effective July 1 with the new regulations, which does not require bagging of leaves and grass clippings.

The Police Chief stated that the Town has been approved for an on-site unused medicine drop off box. He stated that the Police Department would soon have the ability to receive prescription medication for disposal.

## **ADMINISTRATIVE REPORTS**

### **PARKS & RECREATION/CAC – COUNCILWOMAN MAURER**

Councilwoman Maurer presented the following reports.

#### **Parks & Recreation**

Parks and Recreation met on May 4. The next few months will be very active. May 15 - Sunday in the Park – music by Joe Baes, 4-5:30 pm. June 1 & 4 – Christmas globes workshop in conjunction with the CAC. Participants will make two globes, one for the town and the other for themselves. The additional lights will be added to the lights at the front entrance of town during the upcoming Christmas season. On June 11 there will be a *Get to Know Your Neighbors* meet & greet from 9 am to 1 pm. in the River Brew parking lot. There will be live music. More information will be forthcoming in River Bend News, on the town website and in social media. Preparations are progressing for the Fourth of July celebration. To march in the parade, complete the parade entry form that is online on the town website, or download the form and return it to Town Hall. If you want to help with marchers, food and beverage service or activities, contact Gloria Kelly at 252-876-3267 or gloriakelly@gmail.com or me at bmaurer@riverbendnc.org or 252-670-0757. Residents who would like to contribute food or desserts should look for the posters in RB News and social media. On July 9<sup>th</sup> the annual severe weather workshop will be co-presented by CERT and Parks & Rec. It will be a two hour presentation by the Craven County Disaster Recovery Alliance, starting at 10 am. This is an important informational seminar for people who are not familiar with hurricane preparations or for navigating the myriad bureaucracies necessary to get relief after a major storm. The next scheduled meeting is June 1 at 7pm. Parks and Recreation has one vacancy. Anyone who would like to participate in planning and presenting activities is invited to file an application.

#### **Community Appearance Commission (CAC)** The CAC met on May 10.

They are proceeding with projects that were previously approved. Chairperson Brenda Hall made a presentation to the Council at the budget workshop on May 3. The purpose of her power point display was to request an increase in the budget cover the cost of projects they are working on. Projects are Christmas light globes, yard beautification and festive yard awards, and a study and update of Plantation median. The terms of two members expire on June 30. They both agreed to be reappointed. The next meeting is scheduled for July 20 at 4 pm.

#### **River Bend Community Organic Garden (RBCOG)**

The regular meeting was held on May 2. The Green Team participated in two sessions in April. The bee hives are thriving. RBCOG had a display table at Earth Day in Union Point Park. It was staffed by two garden volunteers, two members of the Green Team and their teacher-sponsor. The River Bend Garden Club is scheduled to do a garden tour on May 26 starting at 9:30 am. The next meeting is scheduled for June 6 at 1:30 pm.

#### **Red Caboose Library (RCL)**

The board met on May 4. Councilman Buddy Sheffield attended the meeting to discuss his one man show, *Mark Twain*, on May 20 and May 21. The show is free but all donations will go to support the library. It is a reprisal of the show he presented in the early days of his career. There will be a Q&A following the show. Light refreshments will be offered. A new children's program is scheduled on June 25 featuring a local author who will accompany his story with music. The date is still tbd for a presentation by the first and only River Bend resident to reside in the red caboose.

All meetings are open to the public and anyone is welcome to attend.

**FINANCE – COUNCILMAN VAN SLYKE, JR.**

Financial Report – Finance Director, Mandy Gilbert presented to the Council the financial statement for the month of April. She stated the total of the Town's Cash and Investments as of April 30, 2022 are \$4,186,493 and Ad valorem tax collections for FY21-22 were \$712,613 and Vehicle Ad valorem tax collections were \$70,350.

**ENVIRONMENTAL AND WATERWAYS ADVISORY BOARD– COUNCILMAN LEONARD**

Councilman Leonard presented the following report. Chairman Stevens called the meeting to order at 7 PM in the small conference room in the municipal building. All members were present. There were no visitors. The minutes from the March 2022 meeting were read and approved. Councilman Leonard gave a status report of the activities of the town Council and town. Old business: Bulkhead survey and canal depths. New business: Water levels in the water supply systems and saltwater intrusion. Volunteer picnic on May 14, 2022. Voted to suspend meetings after the June 2022 meeting until October 2022. The next meeting will be on June 6<sup>th</sup>, 2022 in the small conference room in the municipal building.

**PUBLIC SAFETY –COUNCILMAN FOGLE**

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

**CERT**

CERT did not meet in April. The next meeting is scheduled for May 25, 2022 in the Municipal Building, Large Conference Room. CERT is looking for new members. If you are interested, please contact Chief Joll or Mary Holihan.

**COMMUNITY WATCH**

Community Watch meets quarterly and did not meet in May. The next meeting is scheduled for June 15, 2022 in the Municipal Building, Large Conference Room. Community Watch is looking for new members. If you are interested, please contact Chief Joll or Egon Lippert.

**MAYOR'S REPORT**

The Mayor presented the following report.

I have had the opportunity to hear the exchange that some angry citizens have with members of the Town staff when they raise their voices and demand a response to a request that is contrary to policy or billing rates that have been set by the Town Council. This type of exchange is not appropriate and does not help the individual making a complaint understand the employee's response. Very often it is apparent the complaining individual does not listen when the explanation is offered. Town Staff members try very hard to explain the rationale for the misunderstood issue that is the basis of a citizen's complaint. But when anger and raised voice enters the beginning of a discussion, very seldom will the citizen leave feeling better informed about the misunderstood issue that led to the visit with the Town Staff Member. We are all surely aware that the television broadcast of citizens addressing members of Congress, members of the General Assembly and general discussions with representatives of any governing body often demonstrate the hostile "raised voice delivery" that I have mentioned earlier. The "social media" is a favored platform to spread the inappropriate nature of the dialogue already mentioned. Therefore many in the general population have come to accept that shouting is the appropriate way to address any government employee when they have a problem. My request is that we in River Bend don't imitate what we see on television by individuals in Washington or in Raleigh. At times even members of the Congress or the General Assembly use voice or gestures in debate with colleagues in a fashion not appropriate in seeking an agreed to resolution to the proposed legislative issue. What is inappropriate in Washington, Raleigh or in River Bend will not be a helpful element of problem solving in any locale. And think of how demoralizing it is to the government or agency employee who must listen to the disturbed citizen. Let us all do better. Thank you for reading and pass these thoughts along to others who may not have access to this web page.

**PUBLIC COMMENT**

Patty Leonard – Knotline Road – expressed gratitude to the Council and Staff for the volunteer picnic the Town hosted.

Martin Degraw – Tar Landing – expressed the need for a convenience center / trash /debris collection site closer to the Town for residents.

**ADJOURNMENT/RECESS**

There being no further business, Councilman Sheffield moved to adjourn. The motion carried unanimously. The meeting adjourned at 7:33 p.m.

---

Kristie J. Nobles  
Town Clerk



# RIVER BEND POLICE DEPARTMENT



## MONTHLY ACTIVITY REPORT

2022

	ACTIVITIES	2022	2022	2022	% of Total Calls	% Change Last 2 Mos.
		March	April	May		
1	ALARMS / 911 UNKNOWN / DISTURBANCE / SHOTS FIRED	4	12	5	0.40%	-58.00%
2	ANIMAL COMPLAINTS	7	6	1	0.08%	-83.00%
3	ARRESTS	0	5	0	0.00%	-100.00%
4	ASSAULTS / ALL OTHER VIOLENT CRIME	2	5	0	0.00%	-100.00%
5	ASSIST CITIZENS / LOCK OUT / QUALITY OF LIFE ISSUES	27	15	17	1.35%	13.00%
6	ASSIST EMS / FD / FIRST RESPONDERS / MED ASSIST	20	28	30	2.39%	7.00%
7	ASSIST MOTORISTS / FOOT PATROLS / ALL OTHER	153	98	137	10.91%	40.00%
8	ASSIST OTHER AGENCIES	2	3	2	0.16%	-33.00%
9	B & E BUSINESS / RESIDENCE / VEHICLE	0	2	1	0.08%	-50.00%
10	CRIM. SUMM. / SUBPOENAS / WARRANTS / CIVIL COMPLAINT	4	6	1	0.08%	-83.00%
11	DOMESTICS	0	1	1	0.08%	0.00%
12	FIRES / ALARM	1	2	2	0.16%	0.00%
13	IDENTITY THEFT / FRAUD	4	0	1	0.08%	0.00%
14	INVOLUNTARY COMMITMENTS	1	0	1	0.08%	0.00%
15	JUVENILE COMPLAINTS	1	3	1	0.08%	-67.00%
16	LARCENIES	0	2	0	0.00%	-100.00%
17	LITTERING	0	1	1	0.08%	0.00%
18	LOUD MUSIC / NOISE COMPLAINTS	1	1	0	0.00%	-100.00%
19	DEATH / MISSING PERSON / RUNAWAY / SUICIDE(A)	0	1	0	0.00%	-100.00%
20	PROPERTY DAMAGE / VANDALISM	0	3	1	0.08%	-67.00%
21	RESIDENTIAL / BUSINESS CHECKS / COMMUNITY WATCH	1149	1044	983	78.26%	-6.00%
22	ROADWAY DEBRIS / OBSTRUCTIONS	0	0	0	0.00%	0.00%
23	ROBBERIES	0	0	0	0.00%	0.00%
24	SOLICITING VIOLATIONS	0	1	1	0.08%	0.00%
25	SUSPICIOUS PERSONS / VEHICLES / FIELD INTERVIEW	13	14	16	1.27%	14.00%
26	TOWN ORDINANCE CITATIONS	2	1	0	0.00%	-100.00%
27	TOWN ORDINANCE VIOLATIONS	3	2	1	0.08%	-50.00%
28	TRAFFIC ACCIDENTS	3	0	2	0.16%	0.00%
29	TRAFFIC STOPS	33	34	37	2.95%	9.00%
30	TRAFFIC COMPLAINTS-RADAR	5	5	2	0.16%	-60.00%
31	DWI	0	0	0	0.00%	0.00%
32	CHECKPOINTS	2	1	1	0.08%	0.00%
33	DRUG VIOLATIONS	0	1	0	0.00%	-100.00%
34	WELFARE CHECKS	6	3	1	0.08%	-67.00%
35	CASE ASSIST / PW / VEHICLE MAINTENANCE / MEETING	6	8	3	0.24%	-63.00%
36	CASE FOLLOW UPS / SPECIAL OPERATION / TRAINING	3	5	4	0.32%	-20.00%
37	TRESPASSING	0	1	0	0.00%	-100.00%
38	OVERDOSE	0	1	3	0.24%	200.00%
39	TOTAL	1437	1297	1256	100.00%	-3.00%

### Traffic Violations

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

### Community Watch Checks

- 73 100 Pirates
- 85 100 Plantation
- 77 200 Lakemere
- 81 200 Rockledge

### Phone Calls Answered (638-1108)

153 Incoming Calls





## TOWN OF RIVER BEND

45 Shoreline Drive  
River Bend, NC 28562

T 252.638.3870  
F 252.638.2580

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

### **May 2022 Monthly Report Brandon Mills, Director of Public Works**

Public works has continued to do a good job around town. Duck crossing signs were installed on Shoreline where the storm water pipes cross under the road by Mulberry pond to the Lakemere pond. Geese as well as ducks normally cross along this area and it was an ideal spot to install these signs. We have also trimmed more areas where tree limbs were hanging low over the roadway. This is routine for us and we have many more areas around town on our list to trim. Several blue hydrant reflectors were also replaced along our roadways. These reflectors are necessary for the fire department in the event of a fire to easily and quickly locate our hydrants day and night. We also use them to help us locate the hydrants when we do our yearly system flushing.

Water Resources replaced a small section of raw water piping for Well #2-treatment unit where the chemical feed systems connect before treatment. This pipe had become restricted with mineral buildup and had cut the amount of water we could treat for that unit in half. Our water operator James Jones on his daily water testing duties quickly noticed this decrease in flow. I would like to thank James for noticing this problem quickly. We replaced this pipe quickly with our team, and I would like to thank all of them for a job well done.

If you have any questions concerning the Water Resources/Public Works Department, please call us at 252-638-3540, Monday-Friday, 8am-4pm. After hour's water and sewer, emergencies can be reported by dialing the Town Hall at 252-638-3870. You will be instructed to 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.

Town of River Bend  
 FY 2021-2022  
 Work Order Report



**Public Works**

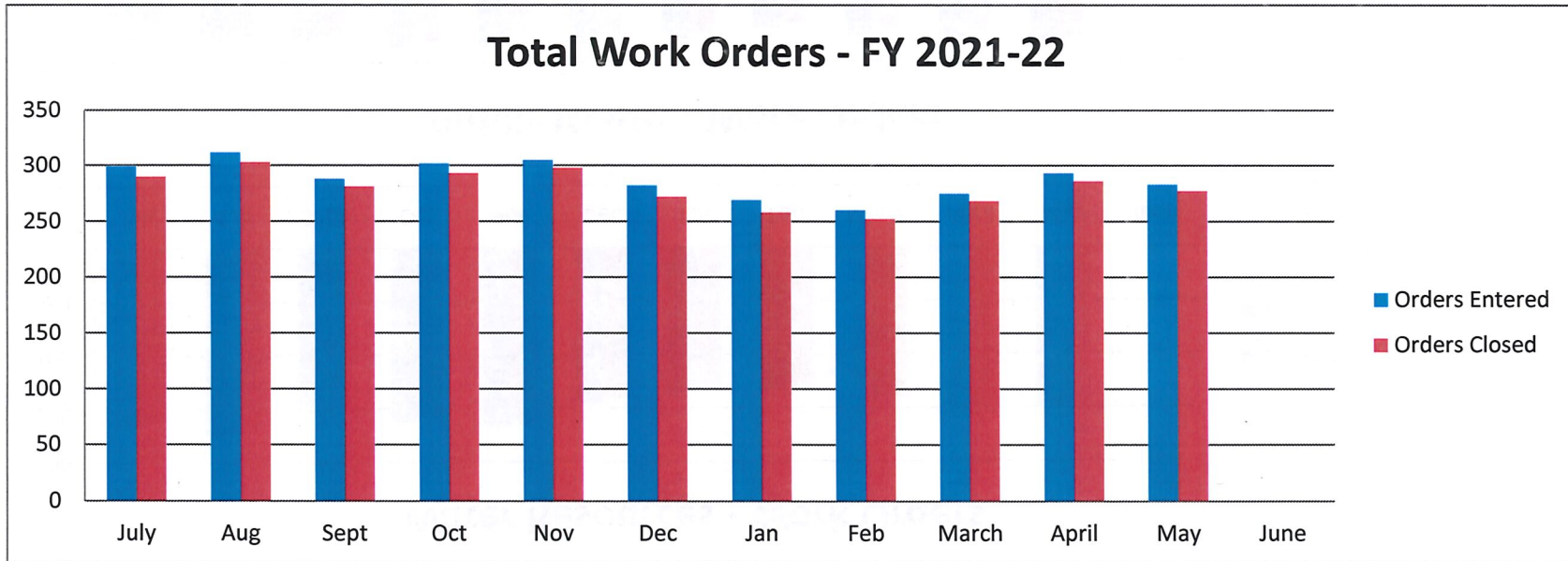
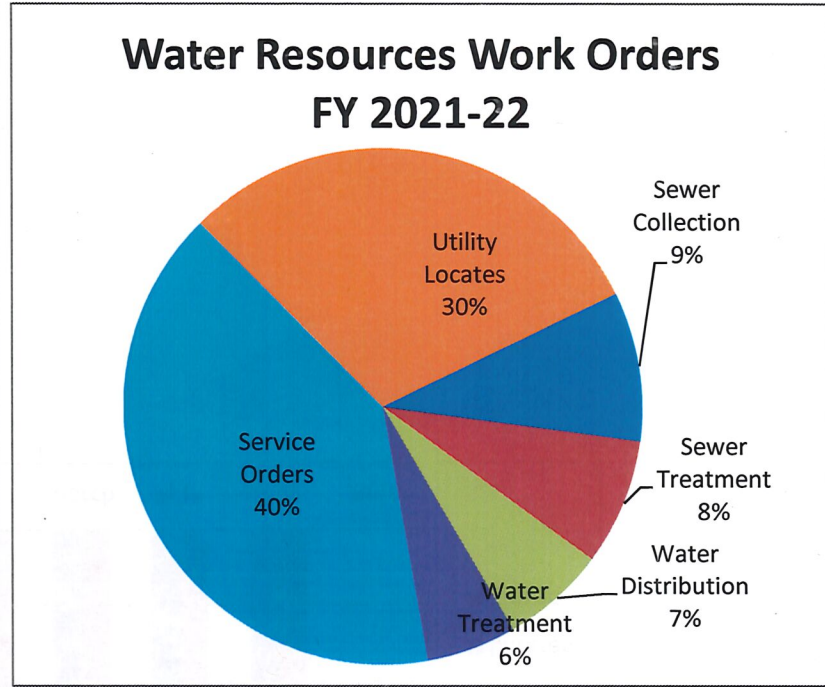
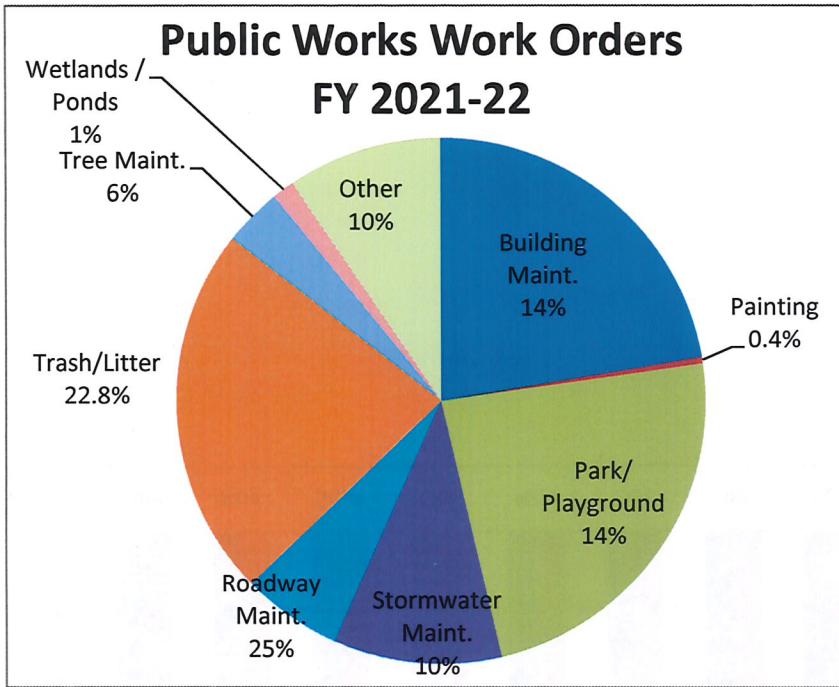
Orders Entered	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	YTD	Pending
Building Maintenance	30	28	29	30	30	32	30	28	30	32	31		330	0
Painting	1	0	1	0	0	1	2	0	1	0	0		6	0
Park/Playground	30	34	33	35	30	32	30	28	33	32	33		350	1
Roadway Maintenance	15	18	15	14	15	13	15	12	10	12	13		152	0
Stormwater Maintenance	9	7	8	9	8	7	9	7	8	9	10		91	0
Trash/Litter	31	30	30	31	30	32	31	29	32	31	31		338	0
Tree Maintenance	6	8	7	6	5	3	2	3	3	4	6		53	0
Wetlands / Ponds	3	2	1	2	1	1	0	3	3	2	2		20	1
Other	7	10	11	13	18	16	15	17	12	11	10		140	0
<b>TOTAL</b>	132	137	135	140	137	137	134	127	132	133	136	0	<b>1480</b>	<b>2</b>
Orders Closed	127	132	131	136	133	132	130	123	128	129	134		<b>1435</b>	

**Water Resources**

Orders Entered	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	YTD	Pending
Sewer Collection	12	13	14	15	16	14	15	14	16	15	14		158	0
Sewer Treatment	15	13	12	11	10	11	10	12	13	14	13		134	2
Water Distribution	8	9	9	10	9	8	9	10	12	13	14		111	2
Water Treatment	9	6	7	8	7	9	10	8	9	10	12		95	0
Service Orders	73	79	63	64	74	59	51	47	55	66	50		681	0
Utility Locates	50	55	48	54	52	44	40	42	38	42	44		509	0
<b>TOTAL</b>	167	175	153	162	168	145	135	133	143	160	147	0	<b>1688</b>	<b>4</b>
Orders Closed	163	171	150	157	165	140	128	129	140	157	143		<b>1643</b>	

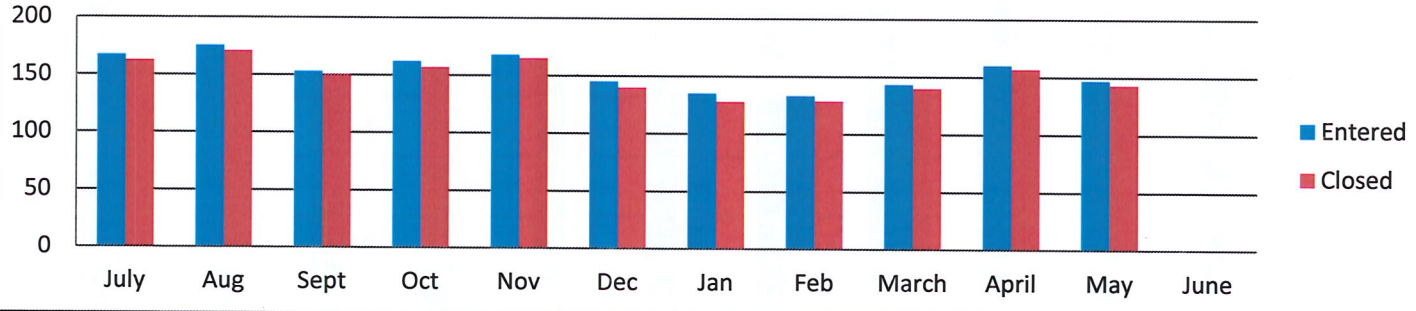
<b>TOTAL</b>	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	YTD
Orders Entered	299	312	288	302	305	282	269	260	275	293	283	0	3168
Orders Closed	290	303	281	293	298	272	258	252	268	286	277	0	3078



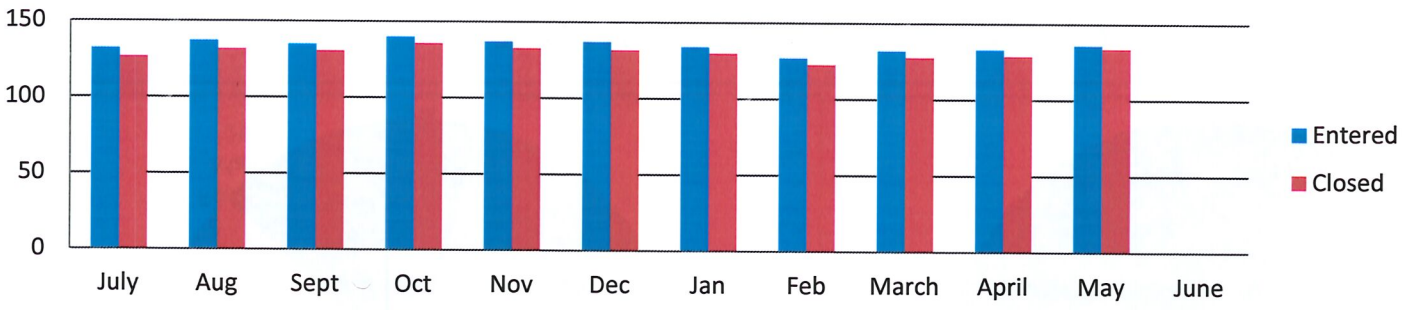




### Water Resources - Work Orders



### Public Works - Work Orders





# MONTHLY ZONING REPORT

MONTH  YEAR

Activity	Monthly	YTD Total
Permit Applications Received	9	117
Permits Issued	9	117
Fees Collected	319.20	15171.00
Violations Noted During Weekly Patrol	7	111
Complaints Received From Citizens	1	15
Notice Of Violations Initiated *see details below	8	92
Remedial Actions Taken By Town	0	0

Detail Summary		
Address	Violation	Date Cited
109 Bowline	AirBNB, boat	4-May
111 Stillwater	Trailer	4-May
111 Shoreline	Parking in grass	4-May
109 Shoreline	Parking in grass	4-May
106 Norbury	Parking in grass	18-May
324 Barbara	Grass	18-May
204 Teakwood	Grass	18-May
103 Knotline	Parking in grass	18-May

## **CERT**

CERT met on May 25, 2022. Seven people were present.

CERT will have an entry in the July 4<sup>th</sup> parade.

On July 9, 2022, CERT is planning to have a “Preparedness & Mitigation for Storms” workshop from 10:00 am to noon. The guest speaker will be a Craven County Emergency Management specialist.

There was some discussion about adding emergency contact forms in the Town water bills in order to update the current list. Mary Holihan will follow up with the Town Manager. The next CERT meeting will be on June 22, 2022 in the Municipal Building. It will start at 7:00 pm.

CERT is always looking for volunteers to serve the community in the event of major emergencies such as hurricanes, severe storms, etc. Interested parties should contact Chief Joll or Mary Holihan directly.

## **COMMUNITY WATCH**

Community Watch last met on February 16, 2022 and will meet on June 15, 2022. Community Watch volunteers will be assisting with the July 4<sup>th</sup> event and will set up an information table at CERT’s July 9 workshop.

Community Watch is always looking for volunteers to assist the River Bend Police Department as an extra set of eyes monitoring unusual activity in our community. Interested parties should contact Chief Joll or Egon Lippert directly.

## Liaison Report for Council Meeting – 6/16/22

### **Parks & Recreation**

Parks and Recreation met on June 1.

Sunday in the Park was well received with requests to have another concert this fall.

Two Christmas globes workshops conducted in conjunction with CAC were filled to capacity. Approximately twenty-eight globes were added to the town's inventory of Christmas lights.

The *Get to Know Your Neighbors* meet & greet was postponed to allow time for River Brew to complete their reopening plans.

Preparations are moving well for the Fourth of July celebration. There is still time to sign up for the parade. To participate, complete the parade entry form that is online on the town website, or download the form and return it to Town Hall. If you want volunteer to help with any part of the festivities, contact Gloria Kelly at 252-876-3267 or [gloriakelly@gmail.com](mailto:gloriakelly@gmail.com) or me at [bmaurer@riverbendnc.org](mailto:bmaurer@riverbendnc.org) or 252-670-0757. Residents who would like to contribute food or desserts should look for the posters in RB News and social media.

Parks and Rec along with CERT will present the annual severe weather workshop on Saturday July 9 from 10 to noon. Craven County Disaster Recovery Alliance will present important information for people who are not familiar with hurricane preparations or for navigating the myriad bureaucracies necessary to get relief after a major storm. There is no fee to attend.

The next scheduled meeting is July 6 at 7 pm. Parks and Recreation has one vacancy. Anyone who would like to participate in planning and presenting activities is invited to file an application.

### **Community Appearance Commission (CAC)**

CAC meets on alternate months. The next meeting is scheduled for July 20 at 4 pm.

### **River Bend Community Organic Garden (RBCOG)**

The regular meeting was held on June 6.

Several crops are being harvested and the summer vegetables are growing well.

The Green Team completed their year this month. Several members are graduating seniors. One senior received a scholarship from Trent Woods Garden Club. She is the fifth member of the Green Team to receive that scholarship.

A junior will take over as group leader in the fall.

The bee hives had some problems. One hive swarmed (left) and another was destroyed by wax moths but a generous beekeeper donated another group of bees and a queen.

Approximately twenty members of the River Bend Garden Club enjoyed a tour.

The July meeting was cancelled. The next meeting is scheduled for August 1 at 1:30 pm.

### **Red Caboose Library (RCL)**

The board cancelled their June 2 meeting due to lack of a quorum. A special meeting is scheduled for June 23.

Councilman Buddy Sheffield presented his one man show, *Mark Twain*, on May 20 and 21. The show was free but Buddy requested donations to support the library. The audience was treated to an entertaining evening that included some of Buddy's recollections of his years in the entertainment field. Thank you, Buddy, for two wonderful evenings and for your continued support of the library.

The second children's reading adventure is scheduled on June 25 from 9:30-11:30 am.

*Once Upon a Time in River Bend* is a presentation that chronicles the history of the red caboose from the perspective of the only River Bend resident who ever actually lived in it. The event is scheduled for Tuesday, June 21, 2022 at 7 pm. Reserve your seat by contacting Hazel Campesi at 252-636-2805 or [hcampesi@suddenlink.net](mailto:hcampesi@suddenlink.net).

All meetings are open to the public and anyone is welcome to attend.

# Town of River Bend



## Monthly Financial Report

Printed 6/11/2022



*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.



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

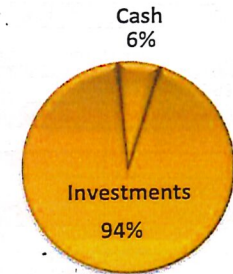
Cash Balances		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1	General Fund*	913,105	855,125	844,477	841,523	784,745	1,126,891	1,173,850	1,310,808	1,279,289	1,280,661	1,251,003	
2	Powell Bill	-	-	39,273	39,273	0.24	0.24	-	-	-	-	-	
3	NCORR Recovery Grant	98,653	98,654	98,654	98,655	98,656	98,657	98,658	20,674	20,676	-	-	
4	CDBG OPR Development*	-1,005	-1,443	-1,443	-1,443	-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	93,611	93,612	93,618	93,634	93,681	
6	ARPA Grant Fund*	482,189	481,818	482,197	482,201	482,205	482,209	482,213	482,217	482,248	107	107	
7	Public Works Capital Projects Fund	-	-	-	-	-	-	-	-	-	466,263	406,362	
8	Law Enforcement Separation Allowance*	22,864	22,258	21,954	21,955	21,955	21,955	21,955	21,955	21,957	21,961	21,971	
9	Water Fund*	788,994	829,337	832,977	827,379	817,133	823,927	829,474	854,025	831,418	864,519	730,507	
10	Water Capital Reserve Fund (CIF)	244,698	244,700	244,702	244,704	244,706	244,708	244,710	244,712	244,728	244,770	244,891	
11	Sewer Fund*	1,089,186	1,134,578	1,142,734	1,142,372	1,135,389	1,151,184	1,162,468	1,188,310	1,166,941	1,203,326	1,085,402	
12	Sewer Capital Reserve Fund (CIF)	11,248	11,248	11,248	11,248	11,248	11,248	11,248	11,249	11,249	11,251	11,257	
<b>Total Cash and Investments</b>		<b>3,743,539</b>	<b>3,769,882</b>	<b>3,810,382</b>	<b>3,801,476</b>	<b>3,688,203</b>	<b>4,052,947</b>	<b>4,116,745</b>	<b>4,226,119</b>	<b>4,150,681</b>	<b>4,186,493</b>	<b>3,845,182</b>	
<b>Truist Cash Accounts</b>		<b>751,136</b>	<b>295,260</b>	<b>335,732</b>	<b>326,785</b>	<b>313,246</b>	<b>677,961</b>	<b>498,729</b>	<b>518,075</b>	<b>481,715</b>	<b>532,360</b>	<b>247,685</b>	

\*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	906,076	991,567	991,632	905,496	1,137,479	
2	Powell Bill	-	-	-	-	-	-	-	-	-	-	-	
3	NCORR Recovery Grant	98,653	98,654	98,654	98,655	98,656	98,657	98,658	20,674	20,676	-	-	
4	Capital Reserve (General Fund)	93,607	93,607	93,608	93,609	93,610	93,610	93,611	93,612	93,618	93,634	93,681	
5	ARPA Grant Fund	-	482,193	482,197	482,201	482,205	482,209	482,213	482,217	482,248	107	107	
6	Public Works Capital Projects Fund	-	-	-	-	-	-	-	-	-	466,263	406,362	
7	Law Enforcement Separation Allowance	21,954	21,955	21,955	21,955	21,955	21,955	21,956	21,956	21,957	21,961	21,972	
8	Water Fund	687,487	727,493	727,499	727,517	727,761	727,767	727,773	765,279	735,508	785,114	664,174	
9	Water Capital Reserve Fund (CIF)	244,698	244,700	244,702	244,704	244,706	244,708	244,710	244,712	244,728	244,770	244,891	
10	Sewer Fund	991,719	1,031,727	1,031,736	1,031,745	1,031,753	1,031,762	1,031,771	1,076,779	1,067,348	1,125,536	1,017,575	
11	Sewer Capital Reserve Fund (CIF)	11,248	11,248	11,248	11,248	11,248	11,248	11,248	11,249	11,249	11,251	11,257	
<b>Total Investments</b>		<b>2,992,403</b>	<b>3,474,621</b>	<b>3,474,650</b>	<b>3,474,692</b>	<b>3,374,957</b>	<b>3,374,986</b>	<b>3,618,016</b>	<b>3,708,044</b>	<b>3,668,965</b>	<b>3,654,133</b>	<b>3,597,498</b>	



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	100,646	91,658	11,136	22,110	3,664		716,277.61	100.7%	
2 Ad Valorem Taxes - Vehicle	85,800	85,800	298	290	16,765	7,284	0	13,870	7,601	7,338	6,616	10,614	8,250		78,926.59	92.0%	
3 Animal Licenses	2,000	2,000	290	90	40	60	10	30	430	330	640	180	200		2,300.00	115.0%	
4 Local Gov't Sales Tax	322,043	322,043	31,600	33,711	34,881	28,922	30,514	32,695	31,171	33,360	37,762	28,157	25,899		348,671.38	108.3%	
5 Hold Harmless Distribution	86,068	86,068	7,835	7,867	9,369	9,988	8,784	8,336	8,481	9,161	10,309	7,738	7,928		95,796.31	111.3%	
6 Solid Waste Disposal Tax	2,200	2,200	0	550	0	0	558	0	0	574	0	0	547		2,228.84	101.3%	
7 Powell Bill Fund Appropriation	0	0	0	0	0	0	0	0	0	0	0	0	0		-	0.0%	
8 Powell Bill Allocation*	76,800	92,539	0	0	39,273	0	0	53,266	0	0	0	0	0		92,539.17	100.0%	
9 Beer & Wine Tax	13,225	13,225	0	0	0	0	0	0	0	0	0	0	11,498		11,497.61	86.9%	
10 Video Programming Tax	53,600	53,600	0	0	12,996	0	0	12,828	0	0	12,757	0	0		38,580.58	72.0%	
11 Utilities Franchise Tax	111,000	111,000	0	0	22,084	0	0	28,888	0	0	26,454	0	0		77,426.07	69.8%	
12 Telecommunications Tax	9,900	9,900	0	0	2,051	0	0	2,274	0	0	2,175	0	0		6,499.80	65.7%	
13 Court Cost Fees	500	500	18	14	23	27	0	14	23	14	9	9	5		153.00	30.6%	
14 Zoning Permits	5,000	5,000	752	607	653	710	1,990	424	352	6,755	830	390	829		14,291.00	285.8%	
15 Federal Grants*	0	22,170	0	0	0	0	0	0	0	0	0	0	0		-	0.0%	
16 State Grants	0	0	0	0	0	0	0	0	0	0	0	0	0		-	0.0%	
17 Cares Act CRF Assistance	0	0	948	0	0	0	0	0	0	0	0	0	0		947.72	#DIV/0!	
18 Federal Disaster Assistance*	0	35,434	0	0	0	0	35,434	0	0	0	0	0	0		35,433.74	100.0%	
19 State Disaster Assistance	0	0	0	0	0	0	0	0	0	0	0	0	0		-	0.0%	
20 Recovery Grant NCORR-FLDG-004	76,445	76,445	76,445	0	0	0	0	0	0	0	0	0	0		76,445.00	100.0%	
21 Miscellaneous	10,000	10,000	670	836	781	323	1,293	535	2,117	1,952	1,898	324	1,743		12,471.50	124.7%	
22 Insurance Settlements	0	0	0	0	0	0	0	0	0	411	0	2,192	0		2,602.93	#DIV/0!	
23 Interest - Recovery Grant NCORR-FLD	30	30	1	1	1	1	1	1	1	0	1	0	0		7.72	25.7%	
24 Interest - Powell Bill	50	50	0	0	0	0	0	0	0	0	0	0	0		0.59	1.2%	
25 Interest - Investments	500	500	8	7	7	7	6	7	9	9	67	190	484		801.80	160.4%	
26 Contributions	421	421	0	0	0	0	0	0	0	0	0	0	0		0.36	0.1%	
27 Wildwood Storage Rents	18,144	18,144	1,585	1,615	1,601	1,607	1,575	1,611	1,605	1,545	1,575	1,575	1,571		17,466.49	96.3%	
28 Rents & Concessions	18,000	18,000	1,595	1,620	1,540	1,760	1,640	1,560	1,580	1,540	1,500	1,540	1,500		17,375.00	96.5%	
29 Sale of Capital Assets*	0	31,008	31,008	0	0	0	0	0	0	0	0	0	0		31,008.00	100.0%	
30 Sales Tax Refund Revenue	0	0	0	0	0	0	0	0	0	0	0	0	0		-	0.0%	
31 Trans. from Capital Reserve*	43,850	65,342	43,850	0	0	0	0	0	0	0	0	0	0		43,850.00	67.1%	
32 Trans. from ARPA Fund*	0	964,378	0	0	0	0	0	0	0	0	0	482,189	0		482,189.00	50.0%	
33 Trans. from L.E.S.A. Fund	0	0	0	0	0	0	0	0	0	0	0	0	0		-	0.0%	
34 Appropriated Fund Balance*	244,602	291,272	0	0	0	0	0	0	0	0	0	0	0		-	0.0%	
<b>Total</b>	<b>1,891,341</b>	<b>3,028,232</b>	<b>196,903</b>	<b>47,755</b>	<b>146,841</b>	<b>129,206</b>	<b>120,234</b>	<b>521,131</b>	<b>154,015</b>	<b>154,646</b>	<b>113,730</b>	<b>557,208</b>	<b>64,118</b>		<b>2,205,787.81</b>	<b>72.8%</b>	

\*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	-689	-289	4,631	-565	-672		19,419
2 Administration*	262,000	271,575	37,436	15,120	21,229	15,674	23,399	43,219	15,565	15,637	23,356	15,211	14,587		240,434	88.5%
3 Finance*	129,000	192,018	16,568	8,048	8,457	61,280	13,167	18,189	7,477	7,046	7,191	7,698	7,256		162,377	84.6%
4 Tax Listing	11,200	11,200	298	296	299	785	384	3,373	2,068	1,185	390	548	333		9,958	88.9%
5 Legal Services	24,000	24,000	1,947	1,870	963	650	1,513	3,850	1,378	1,049	1,341	1,021	3,635		19,214	80.1%
6 Elections	3,500	3,500	0	0	0	0	0	0	0	0	0	0	0		0	0.0%
7 Public Buildings*	107,000	124,439	17,825	15,578	10,267	4,623	10,058	9,264	1,791	3,950	5,253	15,024	6,996		100,628	80.9%
8 Police*	551,500	640,114	50,600	39,198	34,067	36,758	56,581	46,220	39,715	39,372	36,204	36,319	38,068		453,104	70.8%
9 Emergency Management	4,000	4,000	899	15	1,954	15	15	15	15	15	15	15	15		2,987	74.7%
10 Animal Control*	11,000	11,056	646	220	183	242	356	335	141	221	275	764	535		3,918	35.4%
11 Street Maintenance*	191,000	186,141	6,806	470	622	105,108	890	613	436	2,668	31,813	1,909	1,338		152,674	82.0%
12 Public Works*	161,000	161,197	11,657	9,468	10,359	9,441	11,643	11,084	9,725	10,307	9,824	11,512	11,500		116,520	72.3%
13 Leaf & Limb, Solid Waste	44,000	44,000	3,332	800	270	245	9,489	1,789	259	8,179	7,792	259	4,985		37,396	85.0%
14 Stormwater Management*	42,000	37,084	969	282	297	272	680	357	211	335	408	1,145	815		5,772	15.6%
15 Waterways & Wetlands	3,000	3,000	0	0	0	0	0	0	93	0	0	0	0		93	3.1%
16 Planning & Zoning*	50,000	50,563	4,934	4,096	3,424	2,069	5,655	3,906	3,164	3,108	2,962	3,144	3,100		39,564	78.2%
17 Recovery Grant* NCORR-FLDG-004	76,475	77,602	10,250	7,309	7,469	7,254	10,319	7,873	7,172	7,073	7,043	0	0		71,762	92.5%
18 Recreation & Special Events	7,500	7,500	0	0	750	222	384	45	0	0	175	0	2,319		3,895	51.9%
19 Parks*	43,000	44,699	2,452	1,128	4,126	992	8,322	2,391	890	2,459	3,193	2,674	2,923		31,550	70.6%
20 Transfers*	120,500	1,084,878	120,500	0	0	0	0	0	0	0	0	482,189	0		602,689	55.6%
21 Contingency	17,666	17,666	0	0	0	0	0	0	0	0	0	0	0		0	0.0%
<b>Total</b>	<b>1,891,341</b>	<b>3,028,232</b>	<b>293,784</b>	<b>106,143</b>	<b>108,868</b>	<b>245,102</b>	<b>152,385</b>	<b>157,482</b>	<b>89,411</b>	<b>102,314</b>	<b>141,866</b>	<b>578,866</b>	<b>97,733</b>		<b>2,073,954</b>	<b>68.5%</b>

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	262,628	9,934	0	1,350	146,151	0	5,100	0	0	30,000	0	0		192,535
2 Debt Service - Principle	0	0	0	0	0	0	0	0	0	0	0	0	0		-	0.0%
3 Debt Service - Interest	0	0	0	0	0	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		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	
	Original	Current														
1 Base Charge	231,472	231,472	39,081	379	39,537	316	39,670	425	39,627	220	39,936	322	39,870		239,384	103.4%
2 Consumption	224,454	224,454	43,431	378	40,075	-105	35,357	253	33,495	68	40,514	173	36,913		230,553	102.7%
3 Other, incl. transfers	19,864	19,864	6	4,856	236	3,517	1,471	3,279	1,256	3,505	-26	3,404	445		21,949	110.5%
4 Hydrant Fee	20,496	20,496	20,679	0	0	0	-226	0	0	0	0	0	0		20,453	99.8%
5 Appropriated Fund Bal.*	89,214	177,259	0	0	0	0	0	0	0	0	0	0	0		0	0.0%
<b>Total</b>	<b>585,500</b>	<b>673,545</b>	<b>103,197</b>	<b>5,614</b>	<b>79,848</b>	<b>3,729</b>	<b>76,272</b>	<b>3,957</b>	<b>74,378</b>	<b>3,793</b>	<b>80,424</b>	<b>3,899</b>	<b>77,228</b>	<b>0</b>	<b>512,338</b>	<b>76.1%</b>

Expenses	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	
	Original	Current														
1 Admin & Finance*	469,000	520,645	39,286	19,271	21,119	55,896	35,342	38,123	19,370	18,760	49,149	18,979	160,546		475,841	91.4%
2 Supply & Treatment*	65,000	60,000	2,025	1,340	7,888	1,316	4,837	2,964	3,503	2,084	5,176	1,840	962		33,935	56.6%
3 Distribution*	48,000	89,400	28,781	177	501	1,624	48	1,232	-248	515	1,536	602	110		34,878	39.0%
4 Transfers / Contingency	3,500	3,500	0	0	0	0	0	0	0	0	0	0	0		0	0.0%
<b>Total</b>	<b>585,500</b>	<b>673,545</b>	<b>70,092</b>	<b>20,788</b>	<b>29,507</b>	<b>58,836</b>	<b>40,228</b>	<b>42,320</b>	<b>22,626</b>	<b>21,360</b>	<b>55,860</b>	<b>21,420</b>	<b>161,618</b>	<b>0</b>	<b>544,655</b>	<b>80.9%</b>

Capital (included above)	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	
	Original	Current														
1 Capital Outlay*	25,000	68,793	0	0	0	31,140	0	3,825	0	0	30,000	0	0		64,965	94.4%

**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	829,474	854,025	831,418	864,519	730,507	
2 Water Capital Reserve Fund (CIF)	244,698	244,700	244,702	244,704	244,706	244,708	244,710	244,712	244,728	244,770	244,891	

**Water Produced**

FY20-21	Limit	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	
		1 Total Gallons		8,137,000	7,606,000	7,555,000	7,523,000	7,628,000	8,076,000	8,684,000	7,411,000	8,442,000	9,063,000	9,236,000	
2 Average daily gallons	925,000*	262,484	245,355	251,833	242,677	254,267	260,516	280,129	264,679	272,323	302,100	297,935		266,754	

\* This is the permitted daily limit.

Town of River Bend  
Financial Report  
Fiscal Year 2021 - 2022



**Sewer Fund**

Revenue	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	
	Original	Current													Total	% Col
	1 Base Charge	294,652	294,652	48,543	585	48,479	495	48,540	655	48,455	267	48,867	375	48,788		294,049
2 Consumption	313,234	313,234	59,209	50	54,495	309	50,156	193	47,163	-204	55,951	255	54,078		321,654	102.7%
3 Other, incl. transfers	11,070	11,070	8	1,321	8	1,449	9	1,541	1,259	1,432	60	1,746	540		9,373	84.7%
4 Appropriated Fund Bal.*	40,544	114,627	0	0	0	0	0	0	0	0	0	0	0		0	0.0%
<b>Total</b>	<b>659,500</b>	<b>733,583</b>	<b>107,760</b>	<b>1,956</b>	<b>102,983</b>	<b>2,253</b>	<b>98,705</b>	<b>2,389</b>	<b>96,878</b>	<b>1,495</b>	<b>104,878</b>	<b>2,377</b>	<b>103,406</b>	<b>0</b>	<b>625,077</b>	<b>85.2%</b>

Expenses	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	
	Original	Current													Total	% Exp
	1 Admin & Finance*	463,000	509,483	40,549	20,284	21,974	56,685	35,668	41,009	20,395	19,989	50,038	20,058	141,020		467,670
2 Collection*	82,000	109,600	4,755	1,487	1,769	1,291	986	905	1,292	576	2,427	6,641	579		22,709	20.7%
3 Treatment	111,000	111,000	5,742	5,155	9,900	6,320	6,199	4,941	9,955	14,378	4,968	4,714	10,697		82,969	74.7%
4 Transfers / Contingency	3,500	3,500	0	0	0	0	0	0	0	0	0	0	0		0	0.0%
<b>Total</b>	<b>659,500</b>	<b>733,583</b>	<b>51,047</b>	<b>26,926</b>	<b>33,643</b>	<b>64,296</b>	<b>42,852</b>	<b>46,856</b>	<b>31,642</b>	<b>34,943</b>	<b>57,433</b>	<b>31,413</b>	<b>152,296</b>	<b>0</b>	<b>573,347</b>	<b>78.2%</b>

Capital (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*	55,000	98,793	0	0	0	31,140	0	3,825	0	0	30,000	0	0		64,965

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	1,162,468	1,188,310	1,166,941	1,203,326	1,085,402	
2 Sewer Capital Reserve Fund (CIF)		11,248	11,248	11,248	11,248	11,248	11,248	11,248	11,249	11,249	11,251	11,257	

Wastewater Treated	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date
	Original	Current													Total
	1 Total Gallons			3,212,000	4,152,000	2,770,000	2,957,000	3,387,000	3,232,000	3,488,000	2,919,000	3,442,000	3,631,000	3,323,000	
2 Average daily gallons		330,000*	103,613	133,935	92,333	95,387	112,900	104,258	112,516	104,250	111,032	121,033	107,194		108,950

\* This is the permitted daily limit.





**TOWN OF RIVER BEND  
ANNUAL OPERATING BUDGET ORDINANCE  
FISCAL YEAR 2022 - 2023**

BE IT ORDAINED by the Council of the Town of River Bend, North Carolina that the following anticipated fund revenues and departmental expenditures, together with certain fees and schedules, and with certain restrictions and authorizations, are hereby appropriated and approved for the operation of the Town government and its activities for the fiscal year beginning July 1, 2022 and ending June 30, 2023:

**Summary**

General Fund	1,870,931
General Capital Reserve Fund	60,060
Law Enforcement Separation Allowance Fund	13,525
Water Fund	594,500
Water Capital Reserve Fund	172
Sewer Fund	669,500
Sewer Capital Reserve Fund	8
Total	3,208,696

**Section 1. General Fund**

**Anticipated Revenues**

AD VALOREM Taxes 2022-2023	721,710
AD VALOREM Tax-Motor Vehicle	92,300
Animal Licenses	2,000
Sales Tax 1% Article 39	177,124
Sales Tax 1/2% Article 40	102,899
Sales Tax 1/2% Article 42	88,586
Sales Tax Article 44	11,613
Sales Tax Hold Harmless Distribution	99,000
Solid Waste Disposal Tax	2,200
Powell Bill Allocation	91,000
Beer and Wine Tax	13,225
Video Programming Sales Tax	50,743
Utilities Franchise Tax	108,963
Telecommunications Sales Tax	8,140
Court Refunds	500
Zoning Permits	5,000
Miscellaneous	10,000
Interest- Powell Bill Investments	50
Interest-General Fund Investments	500
Contributions	421
Wildwood Storage Rents	18,144
Rents & Concessions	18,000
Sale of Fixed Assets	15,000
Transfer From Capital Reserve Fund	33,000
Appropriated Fund Balance	200,813
Total	1,870,931

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

Authorized Expenditures

Governing Body	30,400
Administration	279,600
Finance	119,000
Tax Listing	11,600
Legal Services	24,000
Elections	1,000
Police	587,200
Public Buildings	102,300
Emergency Services	3,700
Animal Control	14,600
Street Maintenance	193,000
Public Works	177,500
Leaf & Limb and Solid Waste	51,000
Stormwater Management	43,100
Wetlands and Waterways	2,900
Planning & Zoning	51,300
Recreation & Special Events	7,600
Parks & Community Appearance	79,700
Contingency	17,930
Transfer To General Capital Reserve Fund	60,000
Transfer To L.E.S.A. Fund	13,500
Total	<u>1,870,931</u>

**Section 2.**            **General Capital Reserve Fund**

Anticipated Revenues

Contributions from General Fund	60,000
Interest Revenue	60
Total	<u>60,060</u>

Authorized Expenditures

Transfer to General Fund	33,000
Future Procurement	27,060
Total	<u>60,060</u>

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

Anticipated Revenues:

Contributions from General Fund	13,500
Interest Revenue	25
Total	<u>13,525</u>

Authorized Expenditures:

Separation Allowance	0
Future LEOSSA Payments	13,525
Total	<u>13,525</u>

**Section 4.**            **Water Fund**

Anticipated Revenues

Utility Usage Charges, Classes 1 & 2	209,332
Utility Usage Charges, Classes 3 & 4	10,525
Utility Usage Charges, Class 5	13,183
Utility Usage Charges, Class 8	3,519
Utility Customer Base Charges	277,253
Hydrant Availability Fee	20,130
Taps & Connections Fees	1,250
Nonpayment Fees	10,500
Late payment Fees	7,707
Interest Revenue	435
Sale of Capital Asset	0
Appropriated Fund Balance	40,665
Total	<hr/> 594,500

Authorized Expenditures

Administration & Finance [1]	467,000
Operations and Maintenance	124,000
Transfer To Fund Balance for Capital Outlay	3,500
Transfer To Water Capital Reserve Fund	0
Total	<hr/> 594,500

[1] Portion of department for bond debt service: 146,416

**Section 5.**            **Water Capital Reserve Fund**

Anticipated Revenues

Contributions From Water Operations Fund	0
Interest Revenue	172
Total	<hr/> 172

Authorized Expenditures

Future Expansion & Debt Service	172
---------------------------------	-----

**Section 6.**            **Sewer Fund**

Anticipated Revenues:

Utility Usage Charges, Classes 1 & 2	257,727
Utility Usage Charges, Classes 3 & 4	23,194
Utility Usage Charges, Class 5	29,053
Utility Usage Charges, Class 8	6,836
Utility Customer Base Charges	294,601
Taps & Connection Fees	1,250
Late payment Fees	7,948
Interest Revenue	703
Sale of Capital Asset	0
Appropriated Fund Balance	48,188
Total	<hr/> 669,500

Authorized Expenditures:

Administration & Finance [2]	455,000
Operations and Maintenance	211,000
Transfer to Fund Balance for Capital Outlay	3,500
Transfer to Sewer Capital Reserve Fund	0
Total	<hr/> 669,500

*[2] Portion of department for bond debt service: 126,434*

**Section 7.**            **Sewer Capital Reserve**

Anticipated Revenues:

Contributions From Sewer Operations Fund	0
Interest Revenue	8
Total	<hr/> 8

Authorized Expenditures:

Future Expansion & Debt Service	8
---------------------------------	---

**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, 2022, for the purpose of raising the revenue listed as "Ad Valorem Taxes 2022-2023" in the General Fund Section 1 of this ordinance. This rate is based on a valuation of \$278,500,000 for purposes of taxation of real and personal property with an estimated rate of collection of 99.67%. The estimated collection rate is based on the fiscal year 2020-2021 collection rate of 99.67% 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 \$35,500,000 for purposes of taxation of motor vehicles with a collection rate of 100% by the North Carolina Vehicle Tax System.

**Section 9.**            **Fees and Charges**

There is hereby established, for Fiscal Year 2022-2023, 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 5.0% 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 2022-2023 fiscal year. The Budget Officer shall administer the Annual Operating Budget and shall ensure the operating staff and officials are provided with guidance and sufficient details to implement their appropriate portion of the budget.

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

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

Adopted this 16th day of June, 2022.

---

John R. Kirkland, Mayor

Attest:

---

Kristie J. Nobles, Town Clerk



**Yellow**=language changed to match Building Use Policy

**Town of River Bend  
Schedule of Rates and Fees  
(Attachment A to Budget Ordinance)  
Effective July 1, 2022**

Amounts due are based upon the Fees and Charges Schedule in effect at the time of payment. It is the Town Council's intention that the Fees and Charges Schedule be revised as needed by July 1st of each year. Some fees and charges may be adjusted during the year as circumstances change.

**GENERAL FUND**

**Administrative**

<b>Ad Valorem Tax</b>	\$ .26 per \$100 assessed valuation
<b>Copies of Public Information</b>	As specified by State Statute
<b>Town Code, entire copy</b>	\$75.00
<b>Notary Fee</b>	\$5.00 per signature after the first
<b>Meeting Rooms</b>	
Up to four hours in a single day	\$40.00
More than four hours in a single day	\$80.00
<b>Returned Check Processing Charge</b>	\$25, as allowed by G.S. §25-3-506
<b>Administrative Fee for returned bank drafts</b>	\$25.00

**Public Safety**

<b>Pet License Fee</b>	\$10.00
<b>Town Ordinance Violation</b>	
1st Offense	\$25.00
2nd Offense	\$50.00
3rd Offense	\$75.00
4th (and subsequent) offense	\$100.00

*Ordinance permits penalties up to \$500. Penalties of this magnitude are reserved for serious infractions.*

<b>Golf Cart Registration Fee</b>	\$10.00
-----------------------------------	---------

## **Nuisance Abatement Administrative Fee**

<u>Cost of Abatement</u>	<u>Fee</u>
\$1 – 1,000	\$50.00
\$1,001 – and up	5% of total abatement cost (maximum fee \$2,000)

## **Parks**

### **Town Hall Pavilion Use**

Up to 25 attendants	No charge
26 - 100 attendants	\$25
Over 100 attendants	\$50

## **Planning and Zoning**

**Special Exception Use Permit** \$200 plus cost of required legal advertisement and postage to notify abutting land owners

**Variance** \$200 plus cost of required legal advertisement and postage to notify abutting land owners

**Appeal to Board of Adjustment** \$200 plus cost of required legal advertisement and postage to notify abutting land owners

**Residential Application** Based on amount of project as follows:

Base Fee	\$30
	\$2 for every \$1,000 of project value after first \$1,000 and up to \$100,000; plus, \$1 for every \$1,000 above \$100,000 (All values rounded up to nearest \$1,000)

*Zoning Administrator can use any appropriate means to verify project valuation.*

### **Residential Flood Plain Application with Zoning Permit**

40% of the fee for the Town's residential zoning permit and shall be additional to the zoning permit fee for enclosed structures (fences, decks, and other similar exempt from additional fee).

**Commercial Application**

Based on amount of project as follows:

Base Fee      \$50

\$4 for every \$1,000 of project value after first \$1,000 and up to \$100,000; plus, \$2 for every \$1,000 above \$100,000 (All values rounded up to nearest \$1,000)

*Zoning Administrator can use any appropriate means to verify project valuation.*

**Commercial Flood Plain Application with Zoning Permit**

40% of the fee for the Town's commercial zoning permit and shall be additional to the zoning permit fee for enclosed structures (fences, decks, and other similar exempt from additional fee).

**Residential Flood Plain Application without Zoning Permit**

Based on amount of project as follows:

Base Fee      \$30

\$2 for every \$1,000 of project value after first \$1,000 and up to \$100,000; plus, \$1 for every \$1,000 above \$100,000 (All values rounded up to nearest \$1,000)

*Zoning Administrator can use any appropriate means to verify project valuation.*

**Commercial Flood Plain Application without Zoning Permit**

Based on amount of project as follows:

Base Fee      \$50

\$4 for every \$1,000 of project value after first \$1,000 and up to \$100,000; plus, \$2 for every \$1,000 above \$100,000 (All values rounded up to nearest \$1,000)

*Zoning Administrator can use any appropriate means to verify project valuation.*

<b>Engineering Review</b>	Charged to applicant at the actual cost of the service as billed by the contracted engineer.
<b>Zoning Amendment Request (Map or Text)</b>	\$200 plus cost of required legal advertisement and postage to notify abutting land owners
<b>Sign Permit</b>	\$30
<b>Tree Harvest Permit</b>	\$50
<b>Zoning and Subdivision Ordinances</b>	\$25 per set

**Wildwood Storage Rental Rates**

Unit Number	Unit Size	Monthly Rent
BB 01	5x20	\$35
BB 02	5x20	\$35
BB 03	5x20	\$35
BB 04	5x20	\$35
BB 05	10x20	\$75
BB 06	10x20	\$75
BB 07	10x20	\$75
BB 08	10x20	Town Occupied (TO)
BB 09	10x20	TO
BB 10	10x20	TO
BB 11	10x20	TO
BB 12	10x20	TO
GB 15	10x16	\$65
GB 16	10x16	\$65
GB 17	10x16	\$65
GB 18	10x16	\$65
GB 19	10x16	\$65
GB 20	10x16	TO
GB 21	10x16	TO
GB 22	10x16	TO
OP	Open Spaces (40)	\$25
Late Payment Charge		\$10, assessed after the 10 <sup>th</sup> of the month
Interest Charge		1.5% monthly on outstanding balances

## ENTERPRISE FUNDS

### Water and Sewer - Rates and Fees

	Water	Sewer
<b>Class 1 and 2 - Residential<sup>(1)</sup></b>		
Customer Base Charge per month <sup>(2)</sup>	15.24	24.18
Usage per 1,000 gallons	4.22	9.30
Initial Connection (Tap) charge <sup>(3)</sup>	1,250.00	1,250.00
Nonpayment Fee	70.00	-
<b>Class 3 and 4 - Commercial</b>		
Customer Base Charge per month <sup>(2)</sup>	88.32	141.99
Usage per 1,000 gallons	4.22	9.30
Initial Connection (Tap) charge <sup>(4)</sup>	3,500.00	1,250.00
Nonpayment Fee	100.00	-
<b>Class 5 - Industrial</b>		
Customer Base Charge per month <sup>(2)</sup>	276.24	444.93
Usage per 1,000 gallons	4.22	9.30
Initial Connection (Tap) charge <sup>(4)</sup>	5,000.00	1,250.00
Nonpayment Fee	200.00	-
<b>Class 6 - Early Bird (No longer available)</b>		
<b>Class 7 - Fire Hydrant Charge</b>		
Availability Charge per year	183.00	-
<b>Class 8 - 1" Water Service</b>		
Customer Base Charge per month <sup>(2)</sup>	30.90	49.43
Usage per 1,000 gallons	4.22	9.30
Initial Connection (Tap) charge <sup>(4)</sup>	1,500.00	1,250.00
Nonpayment Fee	100.00	-
<b>Class 9 - Vacant /Out of Use Non-residential Property</b>		
Customer Base Charge per month <sup>(2)</sup>	15.24	24.18
Usage per 1,000 gallons	4.22	9.30
Nonpayment Fee	70.00	-
<b>Class 10 - Vacant Residences</b>		
Customer Base Charge per month <sup>(2)</sup>	15.24	-
Nonpayment Fee	70.00	-

### Special Charges

**Service Call - 2 hour minimum**

\$35 per hour - signed by customer to initiate work outside of scheduled work hours of 7:00 a.m. - 4:00 p.m. on weekdays and 7:00 a.m. - 3:00 p.m. on weekends

**Meter Testing Charge** \$25 - no charge if meter defective

**Special Charges (continued)**

**Returned Check Processing Charge** \$25, as allowed by G.S. §25-3-506

**Late Payment Charge** 10% of amount overdue per month or part of month beginning 30 days after billing date

**Irrigation Connection Inspection** \$20

(1) Residential customer deposit may apply. Please refer to Water Resources Department Policy Manual.

(2) Base charges do not include any usage.

(3) The published Initial Connection (Tap) charges are based on the historic River Bend average cost that has been experienced in making connections. There will be cases when, because of the local depth of the service main pipe to which the connection is to be made, or other site specific differences from the norm, the published connection fee will not cover the actual cost of the tap. When the Water Resources Superintendent encounters such conditions, he shall notify the applicant requesting the tap that the cost may exceed the published fee. In those cases, a record of cost associated with the specific tap will be accounted for and if the total cost exceeds the published fee, then the applicant shall pay a fee equal to the actual cost.

(4) The necessary equipment will be provided to the resident at cost. The resident is responsible for installing the irrigation meter on the resident's side of the regular water meter. After installation, the work will be inspected by a Water Resources Department employee.



**TOWN OF RIVER BEND  
BUDGET ORDINANCE AMENDMENT 21-B-07  
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 April 14, 2022, be amended as follows:

**Summary**

General Fund	3,028,232
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	4,556,603

**Section 1.**

**General Fund**

**21-B-07  
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	92,539
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
Federal Grant	22,170
Recovery Grant NCORR-FDLG-004	76,445
Federal Disaster Assistance	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 Captial Assets	31,008
Transfer From Capital Reserve Fund	65,342
Transfer From ARPA Grants Project	964,378
Appropriated Fund Balance	291,272
Total	3,028,232

**0**

<u>Section 1.</u>	<u>General Fund (continued)</u>		<i>21-B-07 PROPOSED CHANGES</i>
Authorized Expenditures			
	Governing Body	32,000	
	Administration ( <i>salaries and benefits</i> )	279,575	8,000
	Finance	192,018	
	Tax Listing	11,200	
	<b>Legal Services (legal fees for June)</b>	<b>25,000</b>	<b>1,000</b>
	<b>Elections (transfer to other depts.)</b>	<b>0</b>	<b>-3,500</b>
	Police	640,114	
	Public Buildings	124,439	
	Emergency Services	4,000	
	Animal Control	11,056	
	Street Maintenance	186,141	
	Public Works	161,197	
	Leaf & Limb and Solid Waste	44,000	
	<b>Stormwater Management (transfer to other depts.)</b>	<b>31,584</b>	<b>-5,500</b>
	Wetlands and Waterways	3,000	
	Planning & Zoning	50,563	
	Recovery Grant NCORR-FDLG-004	77,602	
	Recreation & Special Events	7,500	
	Parks & Community Appearance	44,699	
	Contingency	17,666	
	Transfer To General Capital Reserve Fund	107,000	
	Transfer To L.E.S.A. Fund	13,500	
	Transfer to Public Works Capital Projects Fund	964,378	
	Total	3,028,232	0

Section 2.      General Capital Reserve Fund

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

Section 3.      Law Enforcement Separation Allowance Fund

Anticipated Revenues:			
	Contributions from General Fund	13,500	
	Interest Revenue	45	
	Total	13,545	
Authorized Expenditures:			
	Separation Allowance	1,517	
	Future LEOSSA Payments	12,028	
	Total	13,545	



**Section 4.            Water Fund**

**21-B-07  
PROPOSED  
CHANGES**

<b>Anticipated Revenues</b>		
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	177,259	
Total	673,545	<b>0</b>
<b>Authorized Expenditures</b>		
Administration & Finance [1]	520,645	
Operations and Maintenance	149,400	
Transfer To Fund Balance for Capital Outlay	3,500	
Transfer To Water Capital Reserve Fund	0	
Total	673,545	<b>0</b>
<i>[1] Portion of department for bond debt service:</i>	148,991	

**Section 5.            Water Capital Reserve Fund**

<b>Anticipated Revenues</b>		
Contributions From Water Operations Fund	0	
Interest Revenue	489	
Total	489	
<b>Authorized Expenditures</b>		
Future Expansion & Debt Service	489	
	489	

**Section 6.**

**Sewer Fund**

**21-B-07  
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	114,627	
Total	733,583	0

Authorized Expenditures:

Administration & Finance [2]	514,483	
Operations and Maintenance	215,600	
Transfer to Fund Balance for Capital Outlay	3,500	
Transfer to Sewer Capital Reserve Fund	0	
Total	733,583	0

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

**Section 7.**

**Sewer Capital Reserve**

Anticipated Revenues:

Contributions From Sewer Operations Fund	0	
Interest Revenue	22	
Total	22	

Authorized Expenditures:

Future Expansion & Debt Service	22	
---------------------------------	----	--

**Section 8.**            **Levy of Taxes**

There is hereby levied a tax at the rate of twenty-six cents (\$0.26) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2021, for the purpose of raising the revenue listed as "Ad Valorem Taxes 2021-2022" in the General Fund Section 1 of this ordinance. This rate is based on a valuation of \$278,000,000 for purposes of taxation of real and personal property with an estimated rate of collection of 98.39%. The estimated collection rate is based on the fiscal year 2019-2020 collection rate of 98.39% by Craven County who has been contracted to collect real and personal property taxes for the Town of River Bend. Also included is a valuation of \$33,000,000 for purposes of taxation of motor vehicles with a collection rate of 100% by the North Carolina Vehicle Tax System.

**Section 9.**            **Fees and Charges**

There is hereby established, for Fiscal Year 2022, various fees and charges as contained in Attachment A of this document.

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

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

**Section 11.**         **Classification and Pay Plan**

Cost of Living Adjustment (COLA) for all Town employees shall be 1.4% and shall begin the first payroll in the new fiscal year. The Town Manager is hereby authorized to grant merit increases to Town employees, when earned, per the approved Pay Plan.

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

This ordinance shall be the basis of the financial plan for the Town of River Bend municipal government during the 2021-2022 fiscal year. The Budget Officer shall administer the Annual Operating Budget and shall ensure the operating staff and officials are provided with guidance and sufficient details to implement their appropriate portion of the budget.

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

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

Adopted this 16th day of June, 2022.

---

John R. Kirkland, Mayor

Attest:

---

Kristie J. Nobles, Town Clerk



**TOWN OF RIVER BEND**  
**Grant Project Ordinance for Coronavirus State and Local Fiscal Recovery Fund**  
**American Rescue Plan Act of 2021, Amendment #2**

BE IT ORDAINED by the Council of the Town of River Bend, North Carolina that the Grant Project Ordinance for Coronavirus State and Local Fiscal Recovery Fund American Rescue Plan Act of 2021 be amended as follows:

**Section 1.** This ordinance is to establish a budget for a project to be funded by the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (ARP/CSLFRF). The Town received the first tranche in the amount of \$482,189 of CSLFRF funds. The total allocation is \$964,378, with the remainder to be distributed to the Town within 12 months. These funds may be used for the following categories of expenditures, to the extent authorized by state law.

1. Support public health expenditures, by funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff;
2. Address negative economic impacts caused by the public health emergency, including economic harms to workers, households, small businesses, impacted industries, and the public sector;
3. Replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
4. Provide premium pay for essential workers, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and,
5. Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet.

**Section 2.** The Town has elected to take the standard allowance, as authorized by 31 CFR Part 35.6(d)(1) and expend all its ARP/CSLFRF funds for the provision of government services.

**Section 3.** Transfer \$964,378 in ARP/CSLFRF to FY 2021-2022 Annual Budget Ordinance.

**Section 4.** Decrease total ARP/CSLFRF estimated revenues to \$0.

**Section 5.** The Finance Officer is hereby directed to maintain sufficient specific detailed accounting records to satisfy the requirements of the grantor agency and the grant agreements; including payroll documentation and effort certifications, in accordance with 2 CFR 200.430 & 2 CFR 200.431 and the Town's Uniform Guidance Allowable Costs and Cost Principles Policy.

**Section 6.** The Finance Officer is hereby directed to report the financial status of the project to the governing board on a quarterly basis.

**Section 7.** Copies of this grant project ordinance shall be furnished to the Clerk, Town Council, Budget Officer and Finance Officer to be kept on file by them for their direction in the disbursement of funds.

**Section 8.** This grant project ordinance is effective as of March 3, 2021 and expires on December 31, 2026, or when all the ARP/CSLFRF funds have been obligated and expended by the Town, whichever occurs sooner.

Adopted this 16<sup>th</sup> day of June, 2022.

---

John R. Kirkland, Mayor

Attest:

---

Kristie J. Nobles, Town Clerk

## Planning Board Report – June 2022

The regular Meeting of the river Bend Planning Board was held on June 2<sup>nd</sup> at 6:00 pm in the Community Building. A quorum was present. Chairman Lippert called the meeting to order. Also in attendance were the town manager/zoning manager, assistant zoning manager, the town attorney, Councilwoman Maurer, representatives of Ellis Developments Group and approximately 50 interested citizens.

The first order of business was discussion of a proposed zoning change to a parcel of around 100 acres given the address 403 Old Pollockville Rd. The property is currently zoned R 20-A. The request by Ellis Group is to rezone approximately two thirds of the property PDR SF and the remaining third PDR MF. Ellis Group is not the owner of record, but has a purchase agreement with the current owner that is contingent on the rezoning.

Manager Jackson spoke in considerable detail and explained that the meeting was not a public hearing on the matter, which, at that time, had not been officially set. He also explained that the recommendation by the Planning Board was simply that, a recommendation, which would go to the Town Council for Official action.

A representative from Ellis Group then gave a Powerpoint presentation that outlined the company's plans for the property in very general terms. Even though the meeting was not a public hearing, many citizens were allowed to ask questions of the Town officials and the Ellis Group spokesman. The question and answer session lasted at least a half hour.

At one point the Ellis spokesman was asked if the company would develop the property if the zoning change is not granted. He answered, "no". The reasons he gave for having no desire to develop the property as is were all financial. He stated that the company wants to make the best possible return on their potential investment. There was no mention of a desire for fair or affordable housing.

The board then took the matter under advisement and there was lengthy discussion. Board member also asked questions of the Ellis representative, the town manager and the town attorney.

The board then voted to recommend that the Town Council approve the re-zoning request. Most of the guests left at that point.

The next item for discussion was whether the board should recommend to the Council that short term rentals should or should not be allowed in River Bend. Again there was much discussion. The board voted four to two recommend that short term rentals not be allowed. Mr. Jackson then stated that he and Ms McCollum would develop language for the town's ordinances clarifying the ban on Short term rentals for the board to consider at the July meeting.



The minutes of the last meeting were approved. The usual reports were given.

Under new business was discussion of a recommendation to the Board of Adjustment concerning a request by the town for a special use permit for a two acre property at 1504 Plantation drive for construction of a new Public Works facility. Manager Jackson updated the board on the property, which has been recently legally acquired, and the need for the permit. The board voted unanimously to recommend approval of the permit to the board of Adjustment.

The meeting was finally adjourned. The next scheduled meeting is July 7<sup>th</sup> . The public is welcome to attend.

**Yellow**=new language.

**The amendment changes the amount of days from 5 to 10**

**AN ORDINANCE TO AMEND THE CODE OF ORDINANCES  
OF THE TOWN OF RIVER BEND**

BE IT ORDAINED by the Town Council of the Town of River Bend that the Town Code of Ordinances, Title III, Administration, Chapter 3.05, Board and Commissions, be amended as follows:

**CHAPTER 3.05: BOARDS AND COMMISSIONS**

***Parks and Recreation Advisory Board***

- 3.05.001 Establishment
- 3.05.003 Powers and duties
- 3.05.004 Composition and terms of office
- 3.05.005 Organization and procedures

***Environment and Waterways Advisory Board***

- 3.05.015 Establishment
- 3.05.016 Purpose
- 3.05.017 Powers and duties
- 3.05.018 Composition and terms of office
- 3.05.019 Organization and procedures

***Planning Board***

- 3.05.035 Establishment
- 3.05.036 Purpose
- 3.05.037 Powers and duties
- 3.05.038 Composition and terms of office
- 3.05.039 Organization and procedures

***Community Appearance Commission***

- 3.05.055 Establishment
- 3.05.056 Purpose
- 3.05.057 Powers and duties
- 3.05.058 Composition and terms of office
- 3.05.059 Organization and procedures

***Advisory Board Appointments***

3.05.070

***Advisory Board Liaison***

3.05.080

## **PARKS AND RECREATION ADVISORY BOARD**

### **§ 3.05.001 ESTABLISHMENT.**

A Parks and Recreation Advisory Board (the Board) is hereby created and established.

### **§ 3.05.002 PURPOSE.**

The purpose of the Board is to advise the Town Council (Council) and Manager on parks and recreation issues to include, but not be limited to, town parks and recreation areas, safety matters in town parks and recreation areas, and recreational activities in town parks and recreation areas. The Board shall work on other issues assigned by the Council or Manager

### **§ 3.05.003 POWERS AND DUTIES.**

The Board shall report to the Town Council and shall have the following powers and duties:

- (A) At the direction of the Council and/or Manager, conduct studies and make recommendations on matters relating to parks and recreation issues.
- (B) At their request, assist the Council and/or Manager in the resolution of complaints and concerns registered by the town's citizens, governmental agencies, or other entities.
- (C) All Board reports, recommendations, or requests for actions shall be coordinated, when appropriate, with other town boards working through the Manager and Council.
- (D) Because the Board is advisory in purpose, no Board member shall make, or have the authority to make, any contractual or financial obligations or arrangements on behalf of, or for, the town.
- (E) The Board, at its discretion and operating within its budget, may organize and administer Council and/or Manager approved parks and recreational activities and events to serve the residents of River Bend. The Board may be asked to organize special events or activities by the Council and/or Manager.

### **§ 3.05.004 COMPOSITION AND TERMS OF OFFICE.**

- (A) There shall be seven (7) members of the Board, to be appointed by the Council for 2-year staggered terms. All members shall serve without compensation. The terms of office shall commence on July 1 and end on June 30, 2 years later, unless appointed to fill a vacancy, in which the term would begin immediately and end when the term was scheduled to end.
- (B) All members shall be residents of the town.
- (C) The Council may remove a Board member only by vote in an open meeting. A Board member who misses 3 consecutive meetings without being excused by the Board shall be considered to have resigned membership in the Board. The vacancy shall be filled as soon as practicable by the Council.



### § 3.05.005 ORGANIZATION AND PROCEDURES.

- (A) At the first regular meeting each year following June 30, the Board shall elect a Chair, Vice Chair and a Secretary. The Secretary need not be a member of the Board. The name and contact information for each officer shall be immediately forwarded to the Town Clerk. Any subsequent change in officers shall also be forwarded to the Town Clerk.
- (B) The Board shall set a date (Ex: 2<sup>nd</sup> Thursday of each month), time and place to conduct its regular meeting. The schedule of regular meetings for the Board shall be maintained in the Office of Town Clerk.
- (C) The Board shall hold a minimum of 4 scheduled meetings per year. Special meetings may be called by Chair, the Manager, or 2 members of the Board. All meetings of the Board shall be conducted in a public, accessible place. All meetings shall be open to the public, shall be conducted under the rules of order established by Council, and shall be in accordance with state laws, in particular, the Open Meetings Law. A written agenda shall be prepared and distributed to all Board members and the Liaison at least 48 hours prior to all meetings. Copies of the agenda shall be available to the public at all meetings. A written record of minutes of each meeting shall be kept by the Secretary or, in their absence, a designated person and shall include information on attendance, findings, recommendations, and actions taken by the Board. A draft copy of the minutes shall be provided to the Town Clerk within 10 business days of the meeting. At the next regular meeting of the Board, the draft minutes shall be presented to the Board for official acceptance. Within 10 days of adoption by the Board, a signed copy of the minutes shall be provided to the Town Clerk for retention. In accordance with applicable law, minutes of Board meetings are public record. Board minutes shall be posted on the Town's web page in a manner consistent with the process of posting Town Council minutes.
- (D) A quorum, comprised of more than half the current membership, shall be present at the meeting to take any official action required or authorized by this subchapter. Only appointed Board members are eligible to vote. The Chair is eligible to vote on all matters.
- (E) The Board may adopt by-laws, rules, and other procedures not inconsistent with the town's ordinances and laws of North Carolina, with approval by the Town Manager.
- (F) Pursuant to G.S. § 160D-109, members of appointed boards providing advice to the Town Council shall not vote on recommendations regarding any zoning map or text amendment where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member.
- (G) Any official recommendation, arising out of the Board, shall be submitted in writing to the Town Council through the Board's liaison or the Town Manager.

## **ENVIRONMENT AND WATERWAYS ADVISORY BOARD**

### **§ 3.05.015 ESTABLISHMENT.**

An Environment and Waterways Advisory Board (the Board) is hereby created and established.

### **§ 3.05.016 PURPOSE.**

The purpose of the Board is to advise the Town Council (Council) and Manager on environmental and waterways issues and to provide recommendations on waterways and environmental issues or concerns relating to use, preservation, conservation and protection of such resources within the town. The Board shall work on other issues assigned by the Council or Manager.

### **§ 3.05.017 POWERS AND DUTIES.**

The Board shall report to the Town Council and shall have the following powers and duties:

- (A) At the direction of the Council and/or Manager, conduct studies and make recommendations on matters relating to environmental and waterway issues.
- (B) At their request, assist the Council and/or Manager in the resolution of complaints and concerns registered by the town's citizens, governmental agencies, or other entities.
- (C) All Board reports, recommendations, or requests for actions shall be coordinated, when appropriate, with other town boards working through the Manager and Council.
- (D) Because the Board is advisory in purpose, no Board member shall make, or have the authority to make, any contractual or financial obligations or arrangements on behalf of, or for, the town.
- (E) The Board, at its discretion and operating within its budget, may organize and administer Council and/or Manager approved projects related to environmental and waterway activities and events to serve the residents of River Bend. The Board may be asked to organize special events or activities by the Council and/or Manager.
- (F) To engage in activities to further public education and understanding of the importance of waterways and the environment to the community, and voluntary means by which these resources may be protected.

### **§ 3.05.018 COMPOSITION AND TERMS OF OFFICE.**

- (A) There shall be seven (7) members of the Board, to be appointed by the Council for 2-year staggered terms. All members shall serve without compensation. The terms of office shall commence on July 1 and end on June 30, 2 years later, unless appointed to fill a vacancy, in which the term would begin immediately and end when the term was scheduled to end.
- (B) All members shall be residents of the town.
- (C) The Council may remove a Board member only by vote in an open meeting. A Board member who misses 3 consecutive meetings without being excused by the Board shall be considered to have resigned membership in the Board. The vacancy shall be filled as soon as practicable by the Council.

**§ 3.05.019 ORGANIZATION AND PROCEDURES.**

- (A) At the first regular meeting each year following June 30, the Board shall elect a Chair, Vice Chair and a Secretary. The Secretary need not be a member of the Board. The name and contact information for each officer shall be immediately forwarded to the Town Clerk. Any subsequent change in officers shall also be forwarded to the Town Clerk.
- (B) The Board shall set a date (Ex: 2<sup>nd</sup> Thursday of each month), time and place to conduct its regular meeting. The schedule of regular meetings for the Board shall be maintained in the Office of Town Clerk.
- (C) The Board shall hold a minimum of 4 scheduled meetings per year. Special meetings may be called by Chair, the Manager, or 2 members of the Board. All meetings of the Board shall be conducted in a public, accessible place. All meetings shall be open to the public, shall be conducted under the rules of order established by Council, and shall be in accordance with state laws, in particular, the Open Meetings Law. A written agenda shall be prepared and distributed to all Board members and the Liaison at least 48 hours prior to all meetings. Copies of the agenda shall be available to the public at all meetings. A written record of minutes of each meeting shall be kept by the Secretary or, in their absence, a designated person and shall include information on attendance, findings, recommendations, and actions taken by the Board. A draft copy of the minutes shall be provided to the Town Clerk within 10 business days of the meeting. At the next regular meeting of the Board, the draft minutes shall be presented to the Board for official acceptance. Within 10 days of adoption by the Board, a signed copy of the minutes shall be provided to the Town Clerk for retention. In accordance with applicable law, minutes of Board meetings are public record. Board minutes shall be posted on the Town's web page in a manner consistent with the process of posting Town Council minutes.
- (D) A quorum, comprised of more than half the current membership, shall be present at the meeting to take any official action required or authorized by this subchapter. Only appointed Board members are eligible to vote. The Chair is eligible to vote on all matters.
- (E) The Board may adopt by-laws, rules, and other procedures not inconsistent with the town's ordinances and laws of North Carolina, with approval by the Town Manager.
- (F) Pursuant to G.S. § 160D-109, members of appointed boards providing advice to the Town Council shall not vote on recommendations regarding any zoning map or text amendment where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member.
- (G) Any official recommendation, arising out of the Board, shall be submitted in writing to the Town Council through the Board's liaison or the Town Manager.

## **PLANNING BOARD**

### **§ 3.05.035 ESTABLISHMENT.**

A Planning Board (the Board) is hereby created and established.

### **§ 3.05.036 PURPOSE.**

The purpose of the Board is to advise the Town Council (Council) and Manager on planning and zoning issues to include, but not be limited to, establishment or revision of districts, regulation and restriction of the erection, construction, reconstruction, alteration, repair or use of buildings, structures or land in accordance with G.S. § 160D-109. The Board shall work on other issues assigned by the Council or Manager.

### **§ 3.05.037 POWERS AND DUTIES.**

Pursuant to G.S. § 160D-109, the Board shall report to the Town Council and shall have the following powers and duties:

- (A) At the direction of the Council and/or Manager, conduct studies and make recommendations on matters relating to planning and zoning issues.
- (B) At their request, assist the Council and/or Manager in the resolution of complaints and concerns registered by the town's citizens, governmental agencies, or other entities.
- (C) All Board reports, recommendations, or requests for actions shall be coordinated, when appropriate, with other town boards working through the Manager and Council.
- (D) Because the Board is advisory in purpose, no Board member shall make, or have the authority to make, any contractual or financial obligations or arrangements on behalf of, or for, the town.

### **§ 3.05.038 COMPOSITION AND TERMS OF OFFICE.**

- (A) There shall be seven (7) members of the Board, six (6) being appointed by the Council for 2-year staggered terms. The seventh member shall be a citizen living in the town's extraterritorial jurisdiction (ETJ) and shall be appointed by the Craven County Commissioners in accordance with G.S. § 160D-109. All members shall serve without compensation. The terms of office shall commence on July 1 and end on June 30, 2 years later, unless appointed to fill a vacancy, in which the term would begin immediately and end when the term was scheduled to end.
- (B) All town-appointed members shall be residents of the town.
- (C) The Council may remove a town-appointed Board member only by vote in an open meeting. A Board member who misses 3 consecutive meetings without being excused by the Board shall be considered to have resigned membership in the Board. The vacancy shall be filled by the Council as soon as practicable.



- (D) Only the Craven County Commissioners have the authority to remove the ETJ member from the Board. Any ETJ vacancy shall be filled by the Commissioners.
- (E) All members of the Board shall have equal rights, privileges and duties with regards to all matters within the town's planning and zoning jurisdiction.

**§ 3.05.039 ORGANIZATION AND PROCEDURES.**

- (A) At the first regular meeting each year following June 30, the Board shall elect a Chair, Vice Chair and a Secretary. The Secretary need not be a member of the Board. The name and contact information for each officer shall be immediately forwarded to the Town Clerk. Any subsequent change in officers shall also be forwarded to the Town Clerk.
- (B) The Board shall set a date (Ex: 2<sup>nd</sup> Thursday of each month), time and place to conduct its regular meeting. The schedule of regular meetings for the Board shall be maintained in the Office of Town Clerk.
- (C) The Board shall hold a minimum of 4 scheduled meetings per year. Special meetings may be called by Chair, the Manager, or 2 members of the Board. All meetings of the Board shall be conducted in a public, accessible place. All meetings shall be open to the public, shall be conducted under the rules of order established by Council, and shall be in accordance with state laws, in particular, the Open Meetings Law. A written agenda shall be prepared and distributed to all Board members and the Liaison at least 48 hours prior to all meetings. Copies of the agenda shall be available to the public at all meetings. A written record of minutes of each meeting shall be kept by the Secretary or, in their absence, a designated person and shall include information on attendance, findings, recommendations, and actions taken by the Board. A draft copy of the minutes shall be provided to the Town Clerk within 10 business days of the meeting. At the next regular meeting of the Board, the draft minutes shall be presented to the Board for official acceptance. Within 10 days of adoption by the Board, a signed copy of the minutes shall be provided to the Town Clerk for retention. In accordance with applicable law, minutes of Board meetings are public record. Board minutes shall be posted on the Town's web page in a manner consistent with the process of posting Town Council minutes.
- (D) A quorum, comprised of more than half the current membership, shall be present at the meeting to take any official action required or authorized by this subchapter. Only appointed Board members are eligible to vote. The Chair is eligible to vote on all matters.
- (E) The Board may adopt by-laws, rules, and other procedures not inconsistent with the town's ordinances and laws of North Carolina, with approval by the Town Manager.
- (F) Pursuant to G.S. § 160D-109, members of appointed boards providing advice to the Town Council shall not vote on recommendations regarding any zoning map or text amendment where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member.
- (G) Any official recommendation, arising out of the Board, shall be submitted in writing to the Town Council through the Board's liaison or the Town Manager.

## **COMMUNITY APPEARANCE COMMISSION**

### **§ 3.05.055 ESTABLISHMENT.**

A Community Appearance Commission (herein after, the Board) is hereby created and established.

### **§ 3.05.056 PURPOSE.**

The purpose of the Board is to advise the Town Council (Council) and Manager on community appearance issues to include, but not be limited to, enhancing the appearance of the town, making recommendations for planting of trees, shrubs or other planting materials on town owned property including town right-of-ways, and any other matter that affects the overall appearance of the town. The Board shall work on other issues assigned by the Council or Manager.

### **§ 3.05.057 POWERS AND DUTIES.**

The Board shall report to the Town Council and shall have the following powers and duties:

- (A) At the direction of the Council and/or Manager, conduct studies and make recommendations on matters relating to community appearance issues.
- (B) At the request of the Council and Manager, assist in the resolution of complaints and concerns registered by the town's citizens, governmental agencies, or other entities.
- (C) All Board reports, recommendations, or requests for actions shall be coordinated, when appropriate, with other town boards working through the Manager and Council.
- (D) Because the Board is advisory in purpose, no Board member shall make, or have the authority to make, any contractual or financial obligations or arrangements on behalf of, or for, the town.
- (E) The Board, at its discretion and operating within its budget, may organize and implement Council and/or Manager approved projects related to community appearance. The Board may be asked to conduct special projects or activities by the Council and/or Manager.

### **§ 3.05.038 COMPOSITION AND TERMS OF OFFICE.**

- (A) There shall be seven (7) members of the Board, to be appointed by the Council for 2-year staggered terms. All members shall serve without compensation. The terms of office shall commence on July 1 and end on June 30, 2 years later, unless appointed to fill a vacancy, in which the term would begin immediately and end when the term was scheduled to end.
- (B) All members shall be residents of the town.
- (C) The Council may remove a Board member only by vote in an open meeting. A Board member who misses 3 consecutive meetings without being excused by the Board shall be considered to have resigned membership in the Board. The vacancy shall be filled as soon as practicable by the Council.

**§ 3.05.059 ORGANIZATION AND PROCEDURES.**

- (A) At the first regular meeting each year following June 30, the Board shall elect a Chair, Vice Chair and a Secretary. The Secretary need not be a member of the Board. The name and contact information for each officer shall be immediately forwarded to the Town Clerk. Any subsequent change in officers shall also be forwarded to the Town Clerk.
- (B) The Board shall set a date (Ex: 2<sup>nd</sup> Thursday of each month), time and place to conduct its regular meeting. The schedule of regular meetings for the Board shall be maintained in the Office of Town Clerk.
- (C) The Board shall hold a minimum of 4 scheduled meetings per year. Special meetings may be called by Chair, the Manager, or 2 members of the Board. All meetings of the Board shall be conducted in a public, accessible place. All meetings shall be open to the public, shall be conducted under the rules of order established by Council, and shall be in accordance with state laws, in particular, the Open Meetings Law. A written agenda shall be prepared and distributed to all Board members and the Liaison at least 48 hours prior to all meetings. Copies of the agenda shall be available to the public at the meeting. A written record of minutes of each meeting shall be kept by the Secretary or, in their absence, a designated person and shall include information on attendance, findings, recommendations, and actions taken by the Board. A draft copy of the minutes shall be provided to the Town Clerk within 10 business days of the meeting. At the next regular meeting of the Board, the draft minutes shall be presented to the Board for official acceptance. Within 10 days of adoption by the Board, a signed copy of the minutes shall be provided to the Town Clerk for retention. In accordance with applicable law, minutes of Board meetings are public record. Board minutes shall be posted on the Town's web page in a manner consistent with the process of posting Town Council minutes.
- (D) A quorum, comprised of more than half the current membership, shall be present at the meeting to take any official action required or authorized by this subchapter. Only appointed Board members are eligible to vote. The Chair is eligible to vote on all matters.
- (E) The Board may adopt by-laws, rules, and other procedures not inconsistent with the town's ordinances and laws of North Carolina, with approval by the Town Manager.
- (F) Pursuant to G.S. § 160D-109, members of appointed boards providing advice to the Town Council shall not vote on recommendations regarding any zoning map or text amendment where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member.
- (G) Any official recommendation, arising out of the Board, shall be submitted in writing to the Town Council through the Board's liaison or the Town Manager.

**§ 3.05.070 APPOINTMENT TO BOARD**

- (A) No appointment to fill a vacancy on an Advisory Board shall be made until the vacancy has been advertised for at least 2 weeks. Applicants are encouraged to attend the Council meeting where their consideration of appointment is scheduled, whereby they will be introduced to the Council.
- (B) The Town Council may give preference to minority applicants in order to promote diversity when selecting the membership of the committee
- (C) The following application procedure shall be followed by all applicants:
  - (1) Any person interested in appointment to an Advisory Board shall complete and submit an Advisory Board Application.
  - (2) Before being considered for appointment, an applicant must have attended at least 1 meeting of the Advisory Board they request to be appointed to.
  - (3) All applications for appointment will be reviewed by the Advisory Board. The Advisory Board shall consider all applicants and submit a recommendation for appointment to the Town Council.
  - (4) The Advisory Board Liaison shall submit the appointment recommendation to the Town Council.
- (D) Advisory Board members may resign at any time for any reason. All resignations must be immediately reported in writing or via email to the Town Manager by the Chair, or Liaison. Once a member's resignation becomes effective, that member may only be considered for reappointment following the procedure described herein.

This Ordinance shall be in full force and effect upon its adoption

**Adopted this the 16th day of June, 2022**

\_\_\_\_\_  
John Kirkland, Mayor

ATTEST:

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



## RIVER BEND AS IT APPEARS IN 2022

My wife and I moved to River Bend in 1996 and we found the Town to be inviting and attractive. It has moved forward over the intervening period of time in a number of positive projects. Now we cannot clearly imagine all the positive changes that have been accomplished in the 26 years between 1996 and 2022.

A list of some items of change follows: This list is not complete and is not in a chronological order.

1. The Town acquired the 4+ acres of land that conveyed the caboose, the Public Works building and the old barn to Town ownership.
2. This site was used as the area where dredged material from the canal dredging in 2011 was deposited. This work created the area for the soccer field.
3. The Town has demolished the structurally decaying barn as an essential part of making a site for the new building housing the Community meeting rooms and the Police Station.
4. The Town Hall building has been modified to provide handicapped accessible facilities in accordance with the Americans with Disabilities Act mandates.
5. The entrance to River Bend from Highway 17 has been modified to identify the Town of River Bend. This assists persons traveling Highway 17 to understand that a populated town exists if they exit the highway. The landscaping of the area that surrounds the sign has been enhanced.
6. The walking trail around the soccer field and the dog park has been paved and is now used by a significant number of walkers on a daily basis.
7. A pending replacement of water meters with upgraded "radio read" capability, which is a primarily grant funded project. This upgrade will free staff time to engage in other utility maintenance work.
8. The expanded and improved dog park is well used by pet owners and is popular by both the dogs and the owners who have time to socialize with other dog owners while their dogs enjoy running within the fenced park.
9. The Town sponsored a major Community Development Block Grant (CDBG) which replaced several deteriorated homes and made repairs to others along the Old Pollocksville Road.
10. A new Public Works Building will soon be built again utilizing grant funding.

River Bend is positioned to effectively manage the change that future development will demand. The Town Council working with the Manager and staff have, and will continue, to guide the Town on a visionary path to future successes.