

River Bend Town Council
Work Session Minutes
April 9, 2020
River Bend Town Hall
5:00 P.M.

Present Council Members:	Mayor John Kirkland Don Fogle Brian Leonard Bud McClard Buddy Sheffield Bud Van Slyke
Town Manager:	Delane Jackson
Police Chief:	Sean Joll
Finance Administrator:	Margaret Theis

BUDGET AMENDMENT B-19-08

The Manager presented budget amendment B-19-08 to the Council. He explained that it transfers existing funds in the General Fund, which are anticipated to be unspent this fiscal year, to the BUS Capital Project Fund to pay for the installation of IT services by VC3. Councilman Van Slyke **moved to approve Budget Amendment B-19-08 as presented.** The motion carried unanimously.

ASADRA GRANT APPLICATION POINT SYSTEM

The Manager reminded the Council that the town was preparing an application for the State's Clean Water Revolving Fund. The application process assigned points to applicants that have certain programs or policies in place upon submission of the application. The manager submitted a resolution relative to the town's 10-year capital improvement plan for its water system. Councilman McClard **moved to approve the Water System Capital Improvement plan, dated April 9, 2020, as presented.** The motion carried unanimously.

The Manager also discussed a possible revision to the town's residential water rate structure. He informed the Council that during the application process it was discovered that the operating ratio for the water system had fallen below 1.0. He explained that in order to have an operating ratio of at least 1.0, the system had to generate enough revenue to cover all of the expenses. He pointed out that for fiscal year ending, 2018-19, the ration was only 0.82. This was directly attributable to the Council action that year to cut the customer base fee by \$5.00. After much discussion, the Council decided to increase the current base fee by \$3.00 from \$10.24 to \$13.24. This would be achieved by increasing the demand component of the base rate from \$5.44 to \$8.44. The demand component is what had been cut by \$5.00 in the FY18-19 budget. The manger stated that the average bill was for around 3,000 per month. The new rate structure will generate a bill of \$25.30 per month for 3,000 gallons of water, as compared to \$22.30 per month with the current rates. The new rate will generate a bill of \$33.34 for 5,000 gallons of water. Councilman McClard asked the Manager if the new rates would generate enough revenue to produce an operating ratio of 1.0. The Manager said he believed they would. Councilman Fogle said he would only support the increase at this point in the fiscal year if the Council agreed not to increase the

water rates during the upcoming budget workshops. The manger stated that the proposed increase was for residential accounts only. Buddy Sheffield said that he did not want to do anything that would increase costs for our businesses. Councilman Sheffield **moved to increase the customer base rate for residential water accounts by \$3.00 per month from \$5.44 to 8.44.** The motion carried unanimously.

COVID-19 HUMAN RESOURCE POLICY AMENDMENT

The Manager lead a discussion about the recently adopted Families First Coronavirus Response Act and how it may impact the town's personnel. After a lengthy discussion, Councilman Sheffield **motioned to approve the amendment to Article VII, Section 26 and 27 of the Town's Human Resources Policy as presented.** The motion carried unanimously.

GOVERNOR'S EXECUTIVE ORDER 124 REQUIREMENTS

The Manager presented the Council with a copy of the town's language relative to the Governor's Executive Order in regards to utility billing during the Coronavirus pandemic. Councilman McClard **motioned to approve utility billing language as presented.** The motion carried unanimously.

PROPOSED BUDGET WORKSHOP CALENDAR

The Manager presented a proposed budget workshop calendar to the Council for consideration. The calendar proposed conducting workshops on May 5, 7, 12 and 14 and on May 19 if necessary. It also proposes release of the proposed budget message on May 28, with a public hearing on June 11 and final adoption on June 18. The Manager stressed that this was all subject to change based on what happens with the Coronavirus. Councilman Van Slyke **motioned to approve the calendar as presented.** The motion carried unanimously.

RESOLUTION RECOGNIZING STAFF PERFORMANCE

The Mayor presented a resolution to recognize the performance of the staff during the Coronavirus. Councilman Sheffield **motioned to approve the resolution as presented.** The motion carried unanimously.

FINANCIAL REPORT

The Manger presented the finance report for month ending March, 2020 and stated that the total of cash and investments is \$4,640,070 and that the tax collection rate thus far is 101.1% of the budgeted amount.

ADJOURNMENT

There being no further business, Councilman Sheffield **moved to adjourn.** The motion carried unanimously. The meeting adjourned at 6:45 p.m.

I will have some insert for you to add later

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Delane Jackson
Town Manager