



**RIVER BEND TOWN COUNCIL AGENDA**  
**Regular Meeting**  
**March 19, 2020**  
**River Bend Town Hall**  
**7:00 p.m.**

Pledge: Councilman Van Slyke

1. CALL TO ORDER (Mayor Kirkland Presiding)
2. RECOGNITION OF NEW RESIDENTS
3. ADDITIONS/DELETIONS TO AGENDA
4. ADDRESSES TO THE COUNCIL
5. PUBLIC HEARINGS
6. CONSENT AGENDA

*All items listed under this section are considered routine by the Council and will be enacted by one motion in the form listed below. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.*

- A. Approve:  
*Minutes of the February 13, 2020 Work Session*  
*Minutes of the February 13, 2020 Closed Session*  
*Minutes of the February 20, 2020 Regular Meeting*

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
9. Environment and Waterways – Councilman Brian Leonard
  - A. EWAB Report

10. Parks & Recreation/CAC – Councilman Harry “Bud” McClard
  - A. Parks and Rec Report
  - B. CAC Report
  - C. Organic Garden
  - D. Red Caboose Library
  
11. Public Works and Water Resources – Mayor John Kirkland
  - A. PWAB Report
  - B. **Vote** – Designation of Applicant’s Authorized Official Resolution
  
12. Finance – Councilman Irving Van Slyke, Jr.
  - A. Financial Report - Finance Administrator
  - B. **Vote** – Building Use Policy
  
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**  
**February 13, 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
Town Clerk:	Ann Katsuyoshi
Police Chief:	Sean Joll
Town Attorney:	Dave Baxter
Finance Administrator:	Margaret Theis

**BUDGET AMENDMENT B-19-07 FOR POLICE DEPARTMENT GRANT**

Town Manager Delane Jackson told the Council that the Police Department has received a grant to purchase some equipment. This grant will be recognized in the Amendment along with recently recovered FEMA hurricane revenues.

**DISCUSSION OF POLICE DEPARTMENT VEHICLE REPLACEMENT**

Mr. Jackson said that a few years ago we had a police car issue where an old car with high mileage required expensive repairs. The Council determined that it would be more prudent to purchase a new car earlier than scheduled rather than spend money on an old car that would have to be replaced soon. Unfortunately, we find ourselves in the same position. We have an older squad car that requires \$2,500 in repairs.

The Council discussed this item briefly. It was the consensus of the Council that the Town should purchase a new squad car now instead of spending money on an old one.

**CLOSED SESSION UNDER NORTH CAROLINA STATUTE 143-318.11 (A)(1)(3)**

Councilman Sheffield **moved to go into Closed Session under North Carolina Statute 143-318.11 (A)(1)(3), the Attorney-Client Privilege exemption to the Open Meetings Law.** The motion carried unanimously. The Council entered Closed Session at 5:33 p.m.

Councilman Sheffield **moved to return to Open Session.** The motion carried unanimously. The Council returned to Open Session at 6:40 p.m.

**DISCUSSION OF TOWN'S BUILDING USE POLICY**

The Manager gave the Council members a copy of the current Building Use Policy. He said that he will be discussing some possible changes with the Town Attorney and will bring those changes to the Council for consideration.

**ADJOURNMENT**

There being no further business, Councilman Sheffield **moved to adjourn**. The motion carried unanimously. The meeting adjourned at 6:47 p.m.

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Ann Katsuyoshi  
Town Clerk

**River Bend Town Council  
Regular Meeting Minutes  
February 20, 2020  
River Bend Town Hall  
7:00 P.M.**

Present Council Members:	Mayor John Kirkland Don Fogle Brian Leonard Buddy Sheffield Irving Van Slyke
Absent Council Member:	Bud McClard
Town Manager:	Delane Jackson
Town Clerk:	Ann Katsuyoshi
Town Attorney:	Dave Baxter
Police Chief:	Sean Joll
Finance Administrator:	Margaret Theis

**CALL TO ORDER**

The meeting was called to order by Mayor Kirkland at 7:00 p.m. on Thursday, February 20, 2020 in the Town Hall Meeting Room with a quorum present.

**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 January 9, 2020 Work Session*  
*Minutes of the January 16, 2020 Regular Meeting*

**ADMINISTRATIVE REPORTS**

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

**Financial Report** – Finance Administrator Theis told the Council that the total of the General Fund Cash Balances as of January 31, 2020 was \$4,943,558. Ad valorem tax collections were at \$76,138.

**Vote – Approve Budget Amendment 19-B-07** – Councilman Van Slyke reminded the Council that this Budget Amendment was discussed at the Work Session. He **moved to approve Budget Amendment 19-B-07 as presented.** The motion carried unanimously.

**Vote – Approve Resolution to Surplus Police Vehicle** - At the Work Session, the Council agreed to purchase a new squad car early rather than make expensive repairs to an old one. In order to sell the retired vehicle, the Council must approve a Resolution to surplus this asset.

Councilman Van Slyke **moved to Approve the Resolution to Surplus Police Vehicle as presented.** The motion carried unanimously.

#### **PLANNING BOARD – COUNCILMAN BUDDY SHEFFIELD**

Planning Board – Councilman Sheffield said that the regular meeting of the Planning Board was held at 6:00pm, February 6th at Town Hall. A quorum was present. There were no visitors.

Chairman Lippert called the meeting to order. The usual reports were given. The Board continued its work in assuring that Town ordinances and zoning laws are up to date and ready for any future development of the Northwest quadrant. Topics of discussion included the site planning manual, sidewalk requirements, underground utilities, etc. Attention was given to make sure that development guidelines are up to date in light of recent revisions to “yard” definitions and illustrations, accessory building permits, etc.

The Board pointed out that the Schedule of Fees has not been amended since 2009 and suggested that the Council take a look at it. At the end of the discussions, Chairman Lippert said he would compile a list of possible changes and updates for the Board to vote on at the next meeting. That meeting will be held March 5th at 6:00 p.m. The public is invited to attend.

#### **PUBLIC SAFETY – COUNCILMAN DON FOGLE**

CERT – The CERT Team met on January 22, 2020 in the Town Hall Conference Room. The meeting began at 7:00 p.m. with 12 members in attendance. The October 2019 meeting minutes were reviewed and approved. No meetings were held in November or December 2019 due to holiday conflicts.

After a brief discussion about hurricane impacts, Mary Holihan presented the first in a series of FEMA Incident Command System lessons via Powerpoint. The title of the training was “Introduction to Incident Command System” or ICS 100. The meeting adjourned at 8:00 p.m. The next CERT meeting will be on February 26, 2020 and will start at 7:00 p.m.

Community Watch – The River Bend Community Watch met on February 18<sup>th</sup>. The minutes from the October, 2019 meeting were approved.

Chief Joll made a presentation about items for Community Watch submitted for consideration in the Town’s 2020/2021 budget. They include six new radios, new shirts and “Safe Community Information Packet” brochures. He also reviewed and explained the Monthly Police Report, as he does at each Council meeting.

Community Watch is in desperate need of new members. Ideas were shared about how to recruit new members. One idea involved printing up business cards that patrollers could distribute when they see residents while on patrol. The cards could include an explanation about what Community Watch involves and the date and time of future meetings.

Egon Lippert was unanimously selected as the President for the coming year and Jim Kelly was, likewise, selected as the Vice-President. The next meeting is scheduled for June 17, 2020 at 7:00 p.m.

## **ENVIRONMENT AND WATERWAYS – COUNCILMAN BRIAN LEONARD**

EWAB – Councilman Leonard said that Chairmen Jim Stevens called the meeting to order at 7:00 p.m. All current members of EWAB were in attendance.

Old business:

No Wake signs for canal - A recommendation was voted on and approved to have the Manager provide proposals for three signs listing the entire canal system is a no wake zone.

Dredging status was discussed. We still haven't gotten the contractor to submit a bid. Other options were discussed about maintaining the canals.

New Business:

The EWAB 2020 budget has been submitted.

It was brought up that Mulberry Lane has stormwater drainage issues during heavy rains. More information is needed to determine what, if anything, needs to be done to fix it.

There is still one vacancy on EWAB. The public is welcome to attend all EWAB meetings. The next meeting will be on March 2, 2020 at 7:00 p.m. in Town Hall.

## **PARKS & RECREATION/CAC – COUNCILMAN BUDDY SHEFFIELD FOR COUNCILMAN BUD MCCLARD**

CAC - The Community Appearance Commission (CAC) will meet next March 18 at 1:30 p.m.

Parks and Recreation - Bunco was a great success and there seemed to be interest in possibly holding more and possibly regular Bunco gatherings.

Quilling was also popular with all seats being taken within a few days. The participants all had a great time and made great craft projects.

Upcoming Projects:

March 14th – River Bend Showcase. This is a private function but Parks and Recreation will have a table and will provide information about parks and recreation benefits available in River Bend.

March 17th - St. Patrick's Day BINGO – Event will be held on the 3rd Tuesday of March. Flyers are currently being designed.

April 11<sup>th</sup> - Easter Egg Hunt. This is an annual event that is quite popular. Detailed information is coming soon.

May 10th – Mother's Day - Fairfield Harbour Chorus at River Bend Baptist Church.

May - Sunday in the Park. Exact date to be determined.

The next Meeting is March 4 at 7:00 p.m.

Red Caboose Library - Gloria Kelly has replaced Linda Kloph as liaison between Parks & Rec and the Red Caboose Library. Gloria will attend Parks & Rec meetings in that capacity. The Library is working on a new program to showcase authors. The current author will be met with a book signing and discussion about caring for caregivers.

A donation of 200 new books was made to the Library by Phil Bowie, a judge in the prestigious Edgar Awards for Mystery Writers of America. Mr. Bowie, a known local author, has mentioned he may donate some time to RCL.

The Library is receiving comments about the success of the Readers at the Holiday Tree Lighting party. They mentioned that perhaps something similar could happen at the Easter Egg Hunt for the youngest.

Organic Garden - January was busier in the garden. Planting plans were developed and crop rotation schedules were updated. Detailed records of vegetable and herb planting are available from the inception of the garden to the present.

Plans are in place for the Fifth Annual Roundtable for Gardeners. The workshop will be presented on Tuesday, February 18th at 6:30 p.m. in the Council meeting room. Three leaders will field gardening questions from the audience. Following the Workshop, winter-themed refreshments will be served. Contact Dee Smith to reserve your seat. Call 252-634-3192 or email [howwwdeeee@embarqmail.com](mailto:howwwdeeee@embarqmail.com).

The Green Team met twice in January. Members planted three rows of mustard and sowed asclepias seeds in milk jugs that function as mini greenhouses. After a lesson on composting, team members worked on the compost bins at the garden. Garden volunteers attended the January 28th meeting of the Carolina Nature Coalition, where the Green Team offered a presentation on their activities including their work at the River Bend Community Organic Garden. Dick Mazziotti will restart the hives when he picks up two new packages of bees on March 27th.

#### **PUBLIC WORKS – MAYOR JOHN KIRKLAND**

PWAB – Mayor Kirkland said that the PWAB met on February 4. The Public Works Superintendent was absent due to a sewer backup in the Quarterdeck area. Manager Jackson responded to a discussion that followed a review of an article from the February 4 Sun Journal presented by Board Chairman. That article discussed the possible negative aspects of chlorine for disinfecting potable water supplies. Manager Jackson stated that chlorine tests are performed on Town water daily, as required by N.C. regulations and that our operations are within the mandated limits.

The Manager presented a NC School of Government Water and Wastewater Rate Dashboard. This program was projected from the school's website to the conference room's large screen television. The dashboard shows water and sewer cost for most municipalities in the state. Manager Jackson pointed out that there are variables that create different rates for each municipality. In effect, there is truly no apples-to-apples comparison.

Mr. Jackson said that the new building is progressing nicely.

The need for River Bend signage at the appropriate exit from the newly opened express highway Pollocksville Bypass was discussed. Mayor Kirkland reported that Manager Jackson had emailed NCDOT of this need including pictures of the exit location. No answer has been received from the DOT as of this date. The Mayor also brought this to the attention of the DOT representative at the recent New Bern MPO meeting and furnished the representative a copy of the Manager's letter.

The next meeting of the Board will be April 7, 2020.

### **MAYOR'S REPORT**

Mayor Kirkland said his March 2019 report titled "Light at the End of the Tunnel" documented that the Town Council at their March meeting unanimously authorized Manager Jackson to direct the architect working the development of the project called Building Utilization Strategy (BUS) to proceed with completing working drawings. Further that we should proceed to receive bids for construction of the new building that would house the Town Police Station and provide more meeting room space.

Those building plans were developed and bids received. The low bid was submitted by Bruin Builders and a contract awarded.

Construction began with site work started on November 28. From that date to present, work on the building has progressed at a rate that has resulted in the project moving toward completion. As of February 7, 2020 the building is closed in, windows are in place, the roof structure is complete, minus skylights, plumbing and HVAC systems are roughed in; clearly, the builder has managed the project efficiently.

The Council, in approving the project, also approved the relocation of the basketball court. That project element is complete except for the placing of new goals and backboards and, of course, the court painting. This much used recreational facility will be greatly appreciated by the population of young persons that spend many hours honing their basketball skills.

The completed Fiscal Year 2019-2020 budget commitment to these projects will serve the Town well for many years to come.

### **ADJOURNMENT/RECESS**

There being no further business, Councilman Sheffield **moved to adjourn**. The meeting adjourned at 7:35 p.m.

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Ann H. Katsuyoshi  
Town Clerk



# RIVER BEND POLICE DEPARTMENT



## MONTHLY ACTIVITY REPORT

2020

	2019	2020	2020		
	December	January	February	% of Calls	% Change
Activities					
ALARMS/911 UNKNOWN/DISTURBANCE/SHOTS FIRED	12	12	7	0.49%	-42.00%
ANIMAL COMPLAINTS	7	3	3	0.21%	0.00%
ARRESTS	3	5	1	0.07%	-80.00%
ASSAULTS / All OTHER VIOLENT CRIME	1	3	2	0.14%	-33.00%
ASSIST CITIZENS / LOCK OUT / QUALITY OF LIFE ISSUES	6	29	6	0.42%	-79.00%
ASSIST EMS/FD/FIRST RESPONDERS/MED ASSIST	29	27	26	1.82%	-4.00%
ASSIST MOTORISTS / BIKE PATROLS/ALL OTHER	86	31	19	1.33%	-39.00%
ASSIST OTHER AGENCIES	1	1	2	0.14%	100.00%
B & E BUSINESS/RESIDENCE/VEHICLE	2	1	1	0.07%	0.00%
CRIM.SUMM./SUBPOENAS/WARRANTS/CIVIL COMPLAINT	2	6	1	0.07%	-83.00%
DOMESTICS	4	2	0	0.00%	-100.00%
FIRES/ALARM	0	0	1	0.07%	100.00%
IDENTITY THEFT/FRAUD	3	1	0	0.00%	-100.00%
INVOLUNTARY COMMITMENTS	0	4	0	0.00%	-100.00%
JUVENILE COMPLAINTS	0	0	1	0.07%	100.00%
LARCENIES	5	0	5	0.35%	500.00%
LITTERING	2	0	0	0.00%	0.00%
LOUD MUSIC/NOISE COMPLAINTS	0	0	0	0.00%	0.00%
DEATH/MISSING PERSON/RUNAWAY/SUICIDE(A)	3	0	2	0.14%	200.00%
PROPERTY DAMAGE/VANDALISM	1	3	1	0.07%	-67.00%
RESIDENTIAL/BUSINESS CHECKS/COMMUNITY WATCH	1,811	1,449	1,270	88.69%	-12.00%
ROADWAY DEBRIS/OBSTRUCTIONS	0	0	0	0.00%	0.00%
ROBBERIES	0	0	0	0.00%	0.00%
SOLICITING VIOLATIONS	0	0	0	0.00%	0.00%
SUSPICIOUS PERSONS/VEHICLES /FIELD INTERVIEW	18	24	12	0.84%	-50.00%
TOWN ORDINANCE CITATIONS	0	0	0	0.00%	0.00%
TOWN ORDINANCE VIOLATIONS	1	6	4	0.28%	-33.00%
TRAFFIC ACCIDENTS	3	4	5	0.35%	25.00%
TRAFFIC STOPS	116	86	37	2.58%	-57.00%
TRAFFIC COMPLAINTS-Radar	9	6	8	0.56%	33.00%
DWI	1	1	1	0.07%	0.00%
CHECKPOINTS	1	3	2	0.14%	-33.00%
DRUG VIOLATIONS	2	4	1	0.07%	-75.00%
WELFARE CHECKS	7	9	4	0.28%	-56.00%
CASE ASSIST/PW/VEHICLE MAINTENANCE/MEETING	9	10	4	0.28%	-60.00%
CASE FOLLOW UPS/SPECIAL OPERATION/TRAINING	14	10	6	0.42%	-40.00%
TRESPASSING	0	0	0	0.00%	0.00%
OVERDOSE	0	0	0	0.00%	0.00%
<b>Total</b>	<b>2159</b>	<b>1740</b>	<b>1432</b>	<b>100.00%</b>	<b>-18.00%</b>

**Traffic Violations**

- 10 State Citations
- 15 Total State Charges
- 11 State Warnings
- 0 Town Citations
- 0 Town Warnings

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

**Community Watch Checks**

- 100 Pirates - 81
- 100 Plantation - 88
- 200 Lakemere - 79
- 200 Rockledge - 91

**Phone Calls Answered (638-1108)**

188 Incoming Calls Answered



**TOWN OF RIVER BEND**

45 Shoreline Drive  
River Bend, NC 28562

T 252.638.3870  
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[www.riverbendnc.org](http://www.riverbendnc.org)

## **February 2020 Monthly Report Brandon Mills, Director of Public Works**

Public Works repaired a hydraulic leak on our Ford tractor. The leak was coming from the steering box. The steering box was removed and disassembled by our staff. They did a good job in determining which parts needed to be ordered to repair the steering box. Once the parts were obtained, it was quickly repaired. Also, two new warning lights were installed on the Ford tractor. These lights will help make us more visible when we are working along the roadway. I would like to thank my staff for a job well done. Public Works also repaired two stormwater pipes this month. Both had cracks located on the bell end of the pipe joint. These two pipes were quickly and properly repaired.

Water Resources will be flushing the water system the week of March 15<sup>th</sup>. As a reminder, we do this once per year to remove any iron, or manganese deposits that build up in our water distribution lines. Iron and manganese are just minerals that are not harmful, but can cause some discoloration of the water when in high enough concentration. This is why we flush these minerals out of the distribution system. We have also been doing some painting at the wastewater treatment facility. All of our plants are made out of steel, and require periodic touch up painting. Painting helps extend the life of the plants by protecting the metal surfaces from the corrosive environment that they are in.

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



**Public Works**

Orders Entered	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	YTD	Pending
Building Maintenance	32	30	31	30	33	32	30	28					246	0
Painting	2	1	0	0	2	1	3	4					13	1
Park/Playground	28	29	32	30	28	30	29	28					234	2
Roadway Maintenance	17	11	9	15	13	10	12	13					100	1
Stormwater Maintenance	5	7	6	7	9	6	4	6					50	0
Trash/Litter	30	30	31	30	30	28	30	29					238	0
Tree Maintenance	2	3	6	9	5	3	3	5					36	0
Wetlands / Ponds	2	3	2	1	2	2	1	3					16	0
Other	11	14	7	10	13	11	14	12					92	1
<b>TOTAL</b>	129	128	124	132	135	123	126	128	0	0	0	0	1025	5

Orders Closed

127	123	117	128	131	119	121	123						<b>989</b>
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**Water Resources**

Orders Entered	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	YTD	Pending
Sewer Collection	11	13	14	12	16	14	15	14					109	1
Sewer Treatment	12	13	11	16	15	13	12	14					106	1
Water Distribution	7	5	10	9	13	11	9	11					75	2
Water Treatment	11	12	14	13	12	13	11	13					99	0
Service Orders	82	81	69	101	55	74	55	56					573	0
Utility Locates	80	65	60	55	52	40	35	80					467	0
<b>TOTAL</b>	203	189	178	206	163	165	137	188	0	0	0	0	1429	4

Orders Closed

199	185	173	200	159	160	135	184						<b>1395</b>
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**TOTAL**

Orders Entered	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	YTD
Orders Entered	332	317	302	338	298	288	263	316	0	0	0	0	2454
Orders Closed	326	308	290	328	290	279	256	307	0	0	0	0	2384



Councilman Monthly Report – Bud McClard

**Parks and Recreation**

All events have been cancelled until further notice.

**Library**

The library is closed until further notice.

**Organic Garden**

Limited work only for necessary maintenance, individuals.

**CAC**

All meetings and activities cancelled until further notice.

## PUBLIC WORKS ADVISORY BOARD REPORT

The Public Works Advisory Board did not meet in March and their next scheduled meeting will be on 7 April.

There is a vacancy on this Advisory Board. Any River Bend resident interested in serving on the Board should contact the Town Clerk for an application form. When the form is complete the Clerk will forward it to the members of the Town Council for their action.

This Board considers the maintenance and construction involving Town infrastructure. The Town Manager and the Public Works Director normally attend the Board meetings and give construction and maintenance updates.

# Town of River Bend



# Monthly Financial Report

Printed 3/17/2020

*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 Administrator Margaret Theis.*

## 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.



**Fund Cash Balances**

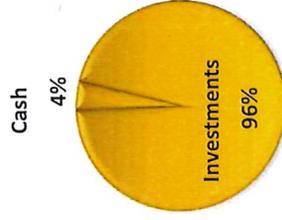
<b>Cash Balances</b>	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
BUS Capital Projects Fund	-	-	1,290,716	1,292,674	1,293,793	1,130,872	1,067,192	1,067,251				
General Fund*	2,281,710	2,301,346	1,109,478	1,103,687	1,112,147	1,418,172	1,423,411	1,382,573				
Powell Bill	0	0	42,446	42,473	42,500	84,973	85,027	0				
NCORR Recovery Grant	259,695	260,145	260,570	238,845	239,148	226,296	226,577	226,837				
General Capital Reserve	427,051	427,805	162,561	162,821	163,055	163,290	163,521	163,728				
Law Enforcement Separation Allowance*	23,849	21,965	20,127	18,165	16,257	15,367	14,780	14,190				
Water Fund*	735,569	752,969	753,700	776,454	759,084	784,094	783,408	803,007				
Water Capital Reserve Fund (CIF)	241,820	242,245	242,642	243,016	243,335	243,654	243,967	244,254				
Sewer Fund*	875,171	871,408	879,987	918,486	904,903	943,491	924,459	972,213				
Sewer Capital Reserve Fund (CIF)	11,121	11,140	11,158	11,175	11,190	11,204	11,218	11,230				
<b>Total Cash and Investments</b>	<b>4,855,986</b>	<b>4,889,024</b>	<b>4,773,385</b>	<b>4,907,797</b>	<b>4,785,411</b>	<b>5,021,411</b>	<b>4,943,558</b>	<b>4,885,283</b>				
<b>BB&amp;T Cash Accounts</b>	<b>228,170</b>	<b>253,082</b>	<b>244,972</b>	<b>372,142</b>	<b>243,798</b>	<b>473,842</b>	<b>390,141</b>	<b>216,365</b>				

\*These operating funds have equity in the BB&T 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 BB&T). We have two accounts with BB&T, 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
BUS Capital Projects Fund	-	-	1,290,716	1,292,674	1,294,315	1,130,872	1,067,192	1,067,192				
General Fund	2,133,534	2,137,274	1,009,583	1,033,278	1,039,672	1,219,309	1,285,988	1,283,827				
Powell Bill	0	0	0	0	0	0	0	0				
NCORR Recovery Grant	259,695	260,145	260,570	238,845	239,148	226,296	226,577	226,837				
Capital Reserve (General Fund)	427,051	427,805	162,561	162,821	163,055	163,290	163,521	163,728				
Law Enforcement Separation Allowance	26,747	26,795	18,134	18,163	13,188	13,208	13,227	13,244				
Water Fund	700,923	702,163	703,408	704,766	705,707	706,648	707,573	745,435				
Water Capital Reserve Fund (CIF)	241,820	242,245	242,642	243,016	243,335	243,654	243,967	244,254				
Sewer Fund	826,924	828,374	829,641	830,917	832,004	833,090	834,156	913,171				
Sewer Capital Reserve Fund (CIF)	11,121	11,140	11,158	11,175	11,190	11,204	11,218	11,230				
<b>Total Investments</b>	<b>4,627,816</b>	<b>4,635,941</b>	<b>4,528,413</b>	<b>4,535,655</b>	<b>4,541,613</b>	<b>4,547,569</b>	<b>4,553,417</b>	<b>4,668,919</b>				

**General Fund**



Revenue	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	% Budget
	Original	Current													Total	
Ad Valorem Taxes	638,087	638,087	0	603	381	58,424	68,132	327,341	76,138	105,596					636,615	99.8%
Ad Valorem Taxes - Vehicle	83,200	83,200	0	6,919	6,814	160	13,111	248	12,923	7,727					47,901	57.6%
Animal Licenses	2,400	2,400	21	140	70	111	50	46	920	420					1,777	74.0%
Local Gov't Sales Tax	346,159	346,159	32,475	27,317	28,402	20,787	26,078	26,411	24,998	26,656					213,123	61.6%
Hold Harmless Distribution	97,136	97,136	8,117	7,078	7,259	8,033	7,027	6,469	7,228	6,772					57,984	59.7%
Solid Waste Disposal Tax	3,000	3,000	0	559	0	0	574	0	0	573					1,706	56.9%
Powell Bill Fund Appropriation	0	0	0	0	0	0	0	0	0	0					0	0.0%
Powell Bill Allocation	86,000	86,000	0	0	42,446	0	0	42,446	0	0					84,892	98.7%
Piped Natural Gas Tax	0	0	0	0	0	0	0	0	0	0					0	0.0%
Beer & Wine Tax	13,500	13,500	0	0	0	0	0	0	0	0					0	0.0%
Video Programming Tax	56,500	56,500	0	0	13,228	0	0	14,384	0	0					27,613	48.9%
Utilities Franchise Tax	119,000	119,000	0	0	23,920	0	0	29,917	0	0					53,838	45.2%
Telecommunications Tax	14,440	14,440	0	0	2,909	0	0	3,138	0	0					6,047	41.9%
Court Cost Fees	500	500	23	50	23	45	50	36	14	54					293	58.5%
Zoning Permits	5,000	5,000	803	573	852	112	360	398	444	188					3,730	74.6%
State Grants*	0	22,653	0	0	0	0	0	0	0	0					0	0.0%
Federal Gov't Grants- BPV	0	0	0	0	0	0	0	0	0	0					0	0.0%
Federal Disaster Assistance*	0	699,063	0	615,266	13,941	0	0	69,857	0	0					699,064	100.0%
State Disaster Assistance*	0	233,021	0	35,120	4,647	0	169,969	23,286	0	0					233,021	100.0%
County Grant Emergency Svcs	0	0	0	0	0	0	0	0	0	0					0	0.0%
Recovery Grant NCORR-FLDG-004	89,022	89,022	89,022	0	0	0	0	0	0	0					89,022	100.0%
Miscellaneous	8,000	8,000	1,174	1,158	630	642	1,411	319	935	1,831					8,099	101.2%
Insurance Settlements	0	0	0	500	0	216	0	0	0	0					716	#DIV/0!
Interest - Recovery Grant NCORR-FL	4,678	4,678	489	450	424	365	303	298	280	260					2,870	61.3%
Interest - Powell Bill	50	50	0	0	0	27	26	27	54	0					135	269.6%
Interest - Investments*	35,000	18,100	4,116	3,826	2,826	1,615	1,402	1,605	1,696	1,581					18,666	103.1%
Contributions	1,200	1,200	769	4	3	29	2	2	9	6					824	68.7%
Wildwood Storage Rents	18,120	18,120	1,470	1,425	1,463	1,541	1,551	1,541	1,542	1,553					12,086	66.7%
Rents & Concessions	18,000	18,000	1500	1525	1,500	1,500	1,500	1,500	1,500	1,500					12,025	66.8%
Sale of Fixed Assets	0	0	0	0	0	0	0	0	0	0					0	0.0%
Sales Tax Refund Revenue	0	0	0	0	0	0	0	0	0	0					0	0.0%
Trans. from Capital Reserve*	5,800	34,800	5800	0	0	0	0	0	0	0					5800	16.7%
Trans. from L.E.S.A. Fund	0	0	0	0	0	0	0	0	0	0					0	0.0%
Appropriated Fund Balance*	96,111	527,400	0	0	0	0	0	0	0	0					0	0.0%
<b>Total</b>	<b>1,740,903</b>	<b>3,139,029</b>	<b>145,778</b>	<b>702,513</b>	<b>151,738</b>	<b>93,606</b>	<b>291,546</b>	<b>549,269</b>	<b>128,679</b>	<b>154,716</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,217,846</b>	<b>70.7%</b>

\*Asterisked 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.



**Water Fund**

Town of River Bend  
Financial Report  
Fiscal Year 2019 - 2020



Revenue	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	% Col
	Original	Current													Total	
Base Charge	181,750	181,750	30,147	257	30,241	311	30,173	286	30,229	180					121,825	67.0%
Consumption	205,901	205,901	35,167	149	38,524	418	35,758	117	31,521	151					141,804	68.9%
Other, incl. transfers	126,873	126,873	1,495	5,216	1,155	4,773	941	4,555	-1,590	3,615					20,160	15.9%
Hydrant Fee	21,960	21,960	21,960	0	-288	0	0	0	0	0					21,672	98.7%
Capital Investment Fee	0	0	0	0	0	0	0	0	0	0					0	0.0%
<b>Total</b>	<b>536,484</b>	<b>536,484</b>	<b>88,769</b>	<b>5,622</b>	<b>69,631</b>	<b>5,502</b>	<b>66,872</b>	<b>4,958</b>	<b>60,159</b>	<b>3,946</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>305,460</b>	<b>56.9%</b>

Expenses	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	% Exp
	Original	Current													Total	
Admin & Finance	424,432	424,432	39,911	23,157	20,178	24,129	31,371	28,219	19,011	18,839					204,815	48.3%
Supply & Treatment	63,142	63,142	3,555	5,077	3,698	2,830	1,602	4,246	937	9,357					31,302	49.6%
Distribution	45,410	45,410	28,855	674	47	92	160	58	123	1,368					31,376	69.1%
Transfers / Contingency	3,500	3,500	0	0	0	0	0	0	0	0					0	0.0%
<b>Total</b>	<b>536,484</b>	<b>536,484</b>	<b>72,320</b>	<b>28,908</b>	<b>23,922</b>	<b>27,052</b>	<b>33,133</b>	<b>32,523</b>	<b>20,071</b>	<b>29,565</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>267,494</b>	<b>49.9%</b>

Capital (included above) Capital Outlay	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	% Exp
	Original	Current													Total	
	0	0	0	0	0	0	0	0	0	0					0	-

**Cash Balances**

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Water Fund	735,569	752,969	753,700	776,454	759,084	784,094	783,408	803,007				
Water Capital Reserve Fund (CIF)	241,820	242,245	242,642	243,016	243,335	243,654	243,967	244,254				

**Water Produced**

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date
Limit													
Total Gallons	8,725,000	7,541,000	6,811,000	6,650,000	6,428,000	6,821,000	6,669,000	5,961,000					55,606,000
Average daily gallons	281,452	243,258	227,033	214,516	214,267	220,032	215,129	205,552					227,655

\* This is the permitted daily limit.



**Sewer Fund**

Revenue	Fiscal Year Budget		Fiscal Year												FY to Date	
	Original	Current	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total	% Col
Base Charge	291,868	291,868	48,341	493	48,349	698	48,004	507	48,198	344					194,935	66.8%
Consumption	293,602	293,602	46,617	-67	51,665	766	49,160	30	45,634	-74					193,730	66.0%
Other, incl. transfers*	87,625	93,389	1,564	2,978	1,357	2,879	1,087	2,393	1,066	2,217				15,541	16.6%	
Capital Investment Fee	0	0	0	0	0	0	0	0	0	0				0	0.0%	
<b>Total</b>	<b>673,095</b>	<b>678,859</b>	<b>96,521</b>	<b>3,404</b>	<b>101,372</b>	<b>4,343</b>	<b>98,250</b>	<b>2,931</b>	<b>94,398</b>	<b>2,487</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>404,205</b>	<b>59.5%</b>

Expenses	Fiscal Year Budget		Fiscal Year												FY to Date	
	Original	Current	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total	% Exp
Admin & Finance	418,575	418,575	41,470	23,809	21,050	24,405	30,621	31,274	19,748	19,736					212,113	50.7%
Collection	75,845	75,845	6,539	25,122	1,443	6,638	1,373	1,513	946	900					44,474	58.6%
Treatment*	115,675	121,439	12,173	5,172	4,135	4,272	5,106	8,060	4,106	15,807					58,931	48.4%
Transfers / Contingency	63,000	63,000	0	0	0	0	0	0	0	0				0	0.0%	
<b>Total</b>	<b>673,095</b>	<b>678,859</b>	<b>60,182</b>	<b>54,104</b>	<b>26,628</b>	<b>35,314</b>	<b>37,101</b>	<b>40,847</b>	<b>24,800</b>	<b>36,443</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>315,419</b>	<b>46.5%</b>

Capital (included above) Capital Outlay	Fiscal Year Budget		Fiscal Year												FY to Date	
	Original	Current	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total	% Exp
	26,000	29,500	0	24,262	0	0	0	0	0	0					24,262	82.2%

**Cash Balances**

Sewer Fund Sewer Capital Reserve Fund (CIF)	Fiscal Year											
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
	875,171	871,408	879,987	918,486	904,903	943,491	924,459	972,213				
	11,121	11,140	11,158	111,175	11,190	11,204	11,218	11,230				

**Wastewater Treated**

Total Gallons Average daily gallons	Fiscal Year												FY to Date	
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total	% Exp
Limit														
	2,540,000	3,118,000	3,621,000	3,370,000	3,835,000	3,760,000	3,486,000	3,812,000					27,542,000	
	81,935	100,581	120,700	108,710	127,833	121,290	112,452	131,448					113,119	

\* This is the permitted daily limit.

## RESOLUTION BY GOVERNING BODY OF APPLICANT

- WHEREAS, The Federal Clean Water Act Amendments of 1987 and the North Carolina the Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost of replacing all OBSOLETE WATER METERS with AUTOMATIC METER READING meters, and
- WHEREAS, The TOWN OF RIVER BEND has need for and intends to replace OBSOLETE WATER METERS with AUTOMATIC METER READING meters, and
- WHEREAS, The TOWN OF RIVER BEND intends to request state grant/loan assistance for the project,

### NOW THEREFORE BE IT RESOLVED, BY THE TOWN COUNCIL OF THE TOWN OF RIVER BEND:

That the TOWN OF RIVER BEND, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State (loan or grant) award.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the Town of River Bend to make scheduled repayment of the loan, to withhold from the Town of River Bend any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That DELANE JACKSON, MANAGER, the **Authorized Official**, and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a grant/loan to aid in the construction of the project described above.

That the **Authorized Official**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 12<sup>th</sup> day of MARCH, 2020 at the River Bend Townhall, 45 Shoreline Drive, River Bend, North Carolina.

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(Signature of Chief Executive Officer)  
Honorable John Kirkland, Mayor

, Mayor

The yellow highlighted areas were added since the work session.

## TOWN OF RIVER BEND POLICY ON USE OF TOWN HALL MEETING ROOM

As a service to the community, the town's meeting rooms may be made available on an equitable basis for the lawful activities of groups or individuals. Approval by the town to use its facilities does not constitute official endorsement of the event nor of the beliefs, viewpoints, policies or affiliation of its sponsors. The meeting rooms shall not be used for any purpose that is not a permitted use in the town's zoning regulations.

**WHO MAY USE THE MEETING ROOM/FACILITY.** The town's meeting rooms may be reserved for activities by the following. These are examples and it is not an all-inclusive list.

- a. Individuals
- b. Groups officially affiliated with the Town of River Bend
- c. Other agencies that are affiliated with local, state or federal governments
- d. Legally established organizations, non-profits and civic groups such as Boy Scouts of America, Girl Scouts of the USA, Lions Club, Rotary Club, Shriners, etc.
- e. Private organizations such as home owners associations, political party organizations and other private groups

The person who signs the meeting room request form will be recognized as the sponsor of the event and shall be the person who is responsible for compliance with this policy.

**HOURS.** The hours the Meeting Room may be used are:

Monday through Friday	8:30 a.m. to 10:00 p.m.
Saturday	10:00 a.m. to 10:00 p.m.
Sunday	12:00 (Noon) to 5:00 p.m.

**RESERVATIONS.** Requests for the use of the room must be submitted to the town during normal town office hours. Reservations are not official until confirmed by the town. Adult supervision and responsibility are required for events involving children. The sponsor is required to notify the town immediately of any cancellations. Official meetings of the town government and its boards and commissions have first priority and take precedence over all other activities. Any conflict in scheduling shall be resolved in the town's favor. Non-town affiliated groups/individuals are prohibited from reserving the room/facility on a long-term basis, which is defined as: *more than once per week or any usage during more than twelve consecutive months*. All long-term reservations must be renewed each calendar year on a first-come basis.

**RESPONSIBILITIES OF THE SPONSOR.** Activities must begin and end in a timely manner to allow for setup, cleanup and restoration of the room within the time allotted. The sponsor is responsible for setting up the room for the use for which it is intended and for cleaning and restoring it to its original configuration upon completion of the meeting. The sponsor assumes all responsibility for any damage caused to town's facilities and equipment during their usage of the facility. Any damage must be reported immediately to the town. If the meeting begins or ends outside of normal town office hours, the sponsor is responsible for arranging opening and closing, including

locking up the building once all participants have vacated the building. This can be done by notifying the police officer on duty by calling 252-638-1108.

## **PROHIBITIONS.**

- a. Smoking of any kind (tobacco or e-cigarettes)
- b. Open flames of any kind, except those specifically designed for and used to warm prepared foods, such as those typically used by caterers
- c. Alcoholic beverages
- d. Cooking (does not include simply warming foods that are cooked elsewhere)
- e. Animals
- f. Any unlawful activity

Events that include the serving of food/drinks are allowed. However, any foods that require cooking shall be cooked elsewhere prior to being used in the town's facilities. Activities that involve more than normal wear and tear on the meeting room facility, generate excessive noise or are disruptive to the conduct of town business may not be permitted.

## **RENTAL FEES. The fees apply to all groups that are not eligible for exemption**

\$ 50.00 fee for up to four hours in a single day  
\$100.00 fee for more than four hours in a single day.

Meetings organized by the Town of River Bend, its advisory boards, town-sponsored organizations or town authorized meetings of other local, state or federal governments are exempt from rental fees. Local chapters, that serve the Craven County area, of legally established organizations, non-profits, and civic groups such as Boys Scouts of America, Girls Scouts of the USA, Lions Club, Rotary Club, Shriners, etc. may also be exempted from rental fees. Groups such as these may be considered for exemption from the rental fees by requesting a waiver from the Town Manager, using the form provided by the Town. All others are subject to the fee.

## **DEPOSIT.**

Any event by non-officially town affiliated groups that includes the serving of food and/or beverages of any kind requires the pre-payment of a \$250 deposit. The deposit may be fully returned to the sponsor following an inspection by the town, provided that the facility was not damaged during the event. Any damages caused during the event, as solely determined by town, shall be assessed to the sponsor and deducted from the deposit. If the damages exceed the amount of the deposit, the sponsor shall be responsible for any additional payment necessary to repair the damages to the town's satisfaction. Failure to pay for any damages shall result in legal action against the sponsor and possible prohibition of future use of the facility by the sponsor/individual/group.

ADOPTED: 12-21-94.

AMENDED: 12-20-00  
12-19-01 (To be effective when Town Manager assumes position)

CURRENT

**TOWN OF RIVER BEND  
POLICY ON USE OF TOWN HALL MEETING ROOM**

As a service to the community, the River Bend Town Hall Meeting Room shall be made available on an equitable basis for the lawful activities of groups or individuals. Permission of the Town to use its Meeting Room does not constitute official endorsement of the event nor of the beliefs, viewpoints, policies or affiliation of its sponsors.

**WHO MAY USE THE MEETING ROOM.** The Town Hall Meeting Room may be reserved for activities by the following:

- a. an individual resident of River Bend;
- b. an employee of River Bend;
- c. a recognized organization composed principally of River Bend residents;
- d. when the purpose or activity is of specific interest to River Bend residents.

The individual sponsor or head of the organization reserving the room shall be held responsible for room use regulations.

**HOURS.** The hours the Meeting Room may be used are:

Monday thru Friday	8:30 a.m. to 10:00 p.m.
Saturday	10:00 a.m. to 10:00 p.m.
Sunday	12:00 Noon to 5:00 p.m.

**RESERVATIONS.** Requests for the use of the Meeting Room must be submitted to the Town Clerk during normal Town office hours.

Reservations are not official until confirmed by the Town Clerk.

Adult supervision and responsibility are required for events involving children.

The sponsor is required to notify the Town Clerk immediately of any cancellations.

Official meetings of the Town government and its boards and commissions have first priority and take precedence over all other activities. Any conflict in scheduling shall be resolved in their favor.

**RESPONSIBILITIES OF THE SPONSOR.** Activities must begin and end in a timely manner to allow for setup, cleanup and restoration of the room within the time allotted. The sponsor is responsible for setting up the room for the use for which it is intended and to see that the room is clean and restored to its original configuration upon completion of the meeting. The sponsor or groups using the Meeting Room assume all responsibility for damage to Town Hall facilities and equipment which must be reported immediately to the Town Clerk. If outside normal Town Hall office hours, the sponsor is responsible for locking up the building once all participants have vacated. This can be done by notifying the police officer on duty or by personally locking the entry door knobs from the inside.

**PROHIBITIONS.** Tobacco, alcoholic beverages and cooking are prohibited. Only light refreshments and prepared finger foods are allowed (such as coffee, tea, soda, cookies, cakes, cupcakes).

Activities that involve more than normal wear and tear on the Meeting Room facility, generate excessive noise or are disruptive to the conduct of Town business shall not be permitted.

No admission fees shall be charged to attend the function.

No goods for sale shall be allowed.

**FEES.** A \$35.00 fee shall be charged for using the Meeting Room for up to four hours, and a \$60.00 fee for more than four hours in a day.

River Bend organizations or groups may be exempted by requesting to the Town Manager using the form below.

ADOPTED: 12-21-94.

AMENDED: 12-20-00

12-19-01 (To be effective when Town Manager assumes position)

MAYOR'S REPORT FOR MARCH 2020

PROJECTS ON THE MOVE

My February report discussed the torturous route that the construction of the new police department offices and meeting room building had traveled to get to the point of construction. The picture projected shows the exterior of the building as of 6 March. Last month the report also discussed the building site necessitated the relocation of the basketball court. The projected picture shows several boys playing on the court in its new location. This picture was taken by Manager Jackson on 10 March.

This project has gone well to date and we expect that the completion will result in a building that will serve River Bend well for many years to come. The building is attractive and its location has allowed the contractor a site where he can operate without significant impact on Town operations.

To all who may read these words I ask that you make certain that you are counted in the 2020 national census.

Before next month's meeting the Council and Staff will be involved in drafting the budget for fiscal year 2020-2021. It is a fact that even at the local government level issues involving budget are of prime importance and occupy a considerable amount of the individual Council Members and Staff involved in the conduct of government business.