TOWN OF RIVER BEND

45 Shoreline Drive
River Bend, NC 28562

T 252.638.3870
F 252.638.2580

www.riverbendnc.org

River Bend Town Council Agenda

Work Session
February 13, 2020
River Bend Town Hall
5:00 P.M.

1. Budget Amendment B-19-07 for Police Department Grant
2. Discussion of Police Department Vehicle Replacement
3. Closed Session Under North Carolina Statute 143-318.11 (a)(1)(3)
4. Discussion of Town's Building Use Policy
5. Review Agenda for February 20, 2020 - Katsuyoshi

Pledge: Councilman Fogle

1

TOWN OF RIVER BEND
PROPOSED BUDGET ORDINANCE AMENDMENT 19-B-07
FISCAL YEAR 2019-2020

BE IT ORDAINED by the Council of the Town of River Bend, North Carolina that the 2019-2020 Budget Ordinance as last amended on December 12, 2019, be amended as follows:

Summary

General Fund	3,037,229
General Capital Reserve Fund	276,708
Law Enforcement Separation Allowance Fund	15,177
Water Fund	536,484
Water Capital Reserve Fund	5,432
Sewer Fund	678,859
Sewer Capital Reserve Fund	250
Total	4,550,138

Section 1. **General Fund**

Anticipated Revenues

		19-B-07 PROPOSED CHANGES
AD VALOREM Taxes 2019-2020	638,087	
AD VALOREM Tax-Motor Vehicle	83,200	
Animal Licenses	2,400	
Sales Tax 1% Article 39	158,760	
Sales Tax 1/2% Article 40	96,614	
Sales Tax 1/2% Article 42	79,485	
Sales Tax Article 44 105-524	11,300	
Sales Tax Hold Harmless Distribution	97,136	
Solid Waste Disposal Tax	3,000	
Powell Bill Allocation	86,000	
Beer and Wine Tax	13,500	
Video Programming Sales Tax	56,500	
Utilities Franchise Tax	119,000	
Telecommunications Sales Tax	14,440	
Court Refunds	500	
Zoning Permits	5,000	
State Grant *(NC Dept. of Public Safety, Governor's Crime Commission)*	***22,653***	***22,653***
Federal Disaster Assistance *(Hurricane Florence Category E, Buildings, & HMP funds)*	***629,206***	***69,857***
State Disaster Assistance *(Hurricane Florence Category E, Buildings, & HMP funds)*	***209,736***	***23,285***
Recovery Grant NCORR-FDLG-004	89,022	
Miscellaneous	8,000	
Interest- Powell Bill Investments	50	
Interest-General Investments	18,100	
Interest-NCORR-FDLG-004 Investments	4,678	
Contributions	1,200	
Wildwood Storage Rents	18,120	
Rents & Concessions	18,000	
Transfer From Capital Reserve Fund	5,800	
Appropriated Fund Balance	***547,742***	***-28,342***
Total	3,037,229	87,453

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

Authorized Expenditures		19-B-07 PROPOSED CHANGES
Governing Body	31,500	
Administration	254,706	
Finance	117,617	
Tax Listing	10,883	
Legal Services	24,000	
Elections	6,500	
Public Buildings *(Hurricane Florence Category E, Buildings, & HMP funds)*	***113,423***	***64,800***
Police *(NC Dept. of Public Safety, Governor's Crime Commission)*	***554,748***	***22,653***
Emergency Services	56,749	
Animal Control	13,991	
Street Maintenance	163,152	
Public Works	164,913	
Leaf & Limb and Solid Waste	43,200	
Stormwater Management	178,373	
Wetlands and Waterways	4,500	
Planning & Zoning	57,005	
Recovery Grant NCORR-FDLG-004	93,700	
Recreation & Special Events	7,700	
Parks & Community Appearance	91,360	
Contingency	11,509	
Transfer To General Capital Reserve Fund	0	
Transfer To L.E.S.A. Fund	13,500	
Transfer To BUS Capital Projects Fund	1,024,200	
Total	3,037,229	87,453

Section 2. **General Capital Reserve Fund**

Anticipated Revenues	
Contributions from General Fund	0
Interest Revenue	10,908
Appropriated Fund Balance (Funding for BUS Capital Project)	265,800
Total	276,708

Authorized Expenditures	
Transfer to General Fund	5,800
Transfer To BUS Capital Projects Fund	265,800
Future Procurement	5,108
	276,708

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

Anticipated Revenues:	
Contributions from General Fund	13,500
Interest Revenue	300
Appropriated Fund Balance	1,377
Total	15,177

Authorized Expenditures:	
Separation Allowance	15,177

Section 4. **Water Fund**

Anticipated Revenues	
Utility Usage Charges, Classes 1 & 2	176,731
Utility Usage Charges, Classes 3 & 4	11,413
Utility Usage Charges, Class 5	14,171
Utility Usage Charges, Class 8	3,586
Utility Customer Base Charges	181,750
Hydrant Availability Fee	21,960
Taps & Connections Fees	1,250
Nonpayment Fees	10,500
Late payment Fees	5,302
Interest Revenue	13,934
Appropriated Fund Balance	95,887
Total	536,484
Authorized Expenditures	
Administration & Finance *[1]*	424,432
Operations and Maintenance	108,551
Transfer To Fund Balance for Capital Outlay	3,500
Transfer To Water Capital Reserve Fund	0
Total	536,483
[1] Portion of department for bond debt service:	*145,879*

Section 5. **Water Capital Reserve Fund**

Anticipated Revenues	
Contributions From Water Operations Fund	0
Interest Revenue	5,432
Total	5,432
Authorized Expenditures	
Future Expansion	5,432

Section 6. **Sewer Fund**

Anticipated Revenues:

Utility Usage Charges, Classes 1 & 2	227,581
Utility Usage Charges, Classes 3 & 4	25,778
Utility Usage Charges, Class 5	32,007
Utility Usage Charges, Class 8	8,236
Utility Customer Base Charges	291,868
Taps & Connection Fees	1,250
Late payment Fees	6,906
Interest Revenue	16,469
Appropriated Fund Balance	68,764
Total	678,859

Authorized Expenditures:

Administration & Finance *[2]*	418,575
Operations and Maintenance	197,284
Transfer to Fund Balance for Capital Outlay	63,000
Transfer to Sewer Capital Reserve Fund	0
Total	678,859
[2] Portion of department for bond debt service:	*125,971*

Section 7. **Sewer Capital Reserve**

Anticipated Revenues:

Contributions From Sewer Operations Fund	0
Interest Revenue	250
Total	250

Authorized Expenditures:

Future Expansion	250

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, 2019, for the purpose of raising the revenue listed as "Ad Valorem Taxes 2019-2020" in the General Fund Section 1 of this ordinance. This rate is based on a valuation of $246,800,000 for purposes of taxation of real and personal property with an estimated rate of collection of 99.44%. The estimated collection rate is based on the fiscal year 2017-2018 collection rate of 99.44% 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 $32,000,000 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 2020, 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 1.5% 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 2019-2020 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.

Section 14. **BUS Capital Project Funding**

Funding in the amount of $1,290,000 is transferred to the BUS Capital Projects Fund. This amount comes from General Fund Balance, $1,024,200, and General Capital Reserve, $265,800.

Proposed this 20th day of February, 2020.

_____

John R. Kirkland, Mayor

Attest:

_____

Ann Katsuyoshi, Town Clerk

Vehicle Replacement Plan General Fund			2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31
Reserved			17,000	18,000	18,000	18,000	19,000	19,000	20,000	20,000	20,000	21,000	22,000	22,000
	Life Cycle	**Current Vehicle**												
Police Vehicles														
Veh #1	8 years	2016 Charger						31,000						
Veh #2	8 years	2015 Charger					30,000							
Veh #3	8 years	2019 Durango								33,000				
Veh #4	8 years	2013 Charger			**29,000**								36,000	
Public Works Vehicles														
Veh #1	12 years	2016 F-150										32,000		
Veh #2	12 years	2014 F-250							36,000					
Total Expended			0	0	29,000	0	30,000	31,000	36,000	33,000	0	32,000	36,000	0
Balance (end of FY)			32,086	50,086	39,086	57,086	46,086	34,086	18,086	5,086	25,086	14,086	86	22,086

Purchase price inflated by 3% per year beginning with FY 2015 and using the current State contract price as the base.
Contributions increased by 2% per year beginning with FY 2019.

Vehicle Replacement Plan Enterprise Funds			2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31
Reserved			7,000	7,000	7,000	7,000	7,000	8,000	8,000	8,000	8,000	8,000	8,000	9,000
	Life Cycle	**Current Vehicle**												
Veh #1	12 years	2008 Chevy Van		**22,000**										
Veh #2	12 years	2004 F-150											33,000	
Veh #3	12 years	2017 F-250										37,000		
Total Expended			0	22,000	0	0	0	0	0	0	0	37,000	33,000	0
Balance (end of FY)			15,000	0	7,000	14,000	21,000	29,000	37,000	45,000	53,000	24,000	-1,000	8,000

Purchase price inflated by 3% per year beginning with FY 2015 and using the current State contract price as the base.
Contributions increased by 2.0% per year beginning with FY 2019.

FILE COPY
(4)

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)

Town of River Bend **Meeting Room Use Request Form**

Application Date		
Organization /Group Name		
Type of Business Conducted		
CONTACT INFORMATION		
Name	Phone Number	
Address		
RESERVATION INFORMATION		
Reservation Date	Reservation Day	Reservation Time
❑ One-Time Event ❑ Recurring (if yes, how often)		
ROOM SELECTION		
Please select one of the rooms listed below ❑ Meeting Room Capacity: 72 people ❑ Council Chambers Capacity: (not yet rated)		
REQUEST FOR WAIVER OF MEETING ROOM USAGE FEE		
Room Usage Fees apply as listed below. If you are requesting a waiver of the meeting room fee, please provide a brief justification below. ◗ $35.00 – Four–Hour Usage in a Day ◗ $60.00 – More than Four Hours in a Day ❑ **Waiver Requested – Please explain**		

Please Note

Official Town business takes precedence over any and all private reservations.
It may become necessary for you to reschedule your meeting.

Room Usage Approval by Town Manager Date Waiver Approval by Town Manager Date

TRB Form # 51 (Rev. 7/13)

TOWN OF RIVER BEND

45 Shoreline Drive
River Bend, NC 28562

T 252.638.3870
F 252.638.2580

www.riverbendnc.org

RIVER BEND TOWN COUNCIL AGENDA
Regular Meeting
February 20, 2020
River Bend Town Hall
7:00 p.m.

Pledge: Councilman Foley

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 January 9, 2020 Work Session
   Minutes of the January 16, 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. Finance – Councilman Irving Van Slyke, Jr.
   A. Financial Report - Finance Administrator
   B. **Vote** – Approve Budget Amendment 19-B-07

9. Planning Board – Councilman Buddy Sheffield
   A. Planning Board Report

10. Public Safety – Councilman Don Fogle
    A. CERT
    B. Community Watch

11. Environment and Waterways – Councilman Brian Leonard
    A. EWAB Report

12. Parks & Recreation/CAC – Councilman Harry "Bud" McClard
    A. Parks and Rec Report
    B. CAC Report
    C. Organic Garden
    D. Red Caboose Library

13. Public Works and Water Resources – Mayor John Kirkland
    A. PWAB Report

14. MAYOR'S REPORT – Mayor Kirkland

15. PUBLIC COMMENT

    The public comment period is set aside for members of the public to offer comments to the Council. It is the time for the Council to listen to the public. It is not a Question & Answer session between the public and the Council or Staff. All comments will be directed to the Council. Each speaker may speak for up to 3 minutes. A member of staff will serve as timekeeper. A sign-up sheet is posted by the meeting room door and will be collected prior to the start of the Public Comment Period. Speakers will be called on by the Mayor in the order that they signed up. In order to provide for the maintenance of order and decorum, the Council has adopted a policy for this section of the meeting. A copy of the policy is posted by the door for your review. Please follow the policy. If you have a specific question for staff, you are encouraged to contact the Town Manager or the appropriate Department Head at another time.

16. ADJOURNMENT