



RIVER BEND TOWN COUNCIL AGENDA

Regular Meeting
January 21, 2021
River Bend Town Hall
7:00 p.m.

Pledge: Van Syke

1. CALL TO ORDER (Mayor Kirkland Presiding)
2. COUNCIL VACANCY – Mayor
 - A. **VOTE** – Select Replacement for Council Vacancy
 - B. Administer Oath of Office to New Council Member
3. RECOGNITION OF NEW RESIDENTS
4. ADDITIONS/DELETIONS TO AGENDA
5. ADDRESSES TO THE COUNCIL
6. PUBLIC HEARINGS
7. CONSENT AGENDA

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

- A. Approve:
Minutes of the December 10, 2020 Work Session
Minutes of the December 17, 2020 Regular Council Meeting

8. 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:

9. Public Safety – Councilman Don Fogle
 - A. Cert
10. Parks & Recreation/CAC – Councilman Brian Leonard
 - A. Organic Garden Report
 - B. Library Report
11. Public Works and Water Resources – Mayor John Kirkland
 - A. PWAB Report
12. Finance – Councilman Irving Van Slyke, Jr.
 - A. Financial Report - Finance Administrator
 - B. Budget Kickoff
13. MAYOR'S REPORT – Mayor Kirkland
 - A. Council Responsibility Chart
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

*****NOTE – DUE TO COVID-19, SEATING IS LIMITED AND ON A FIRST-COME BASIS. WE ENCOURAGE EVERYONE TO PRACTICE THE 3-W'S.**

Procedure for Voting on Replacement

The River Bend Town Council will vote on applicants for the position of Town Council member on January 21, 2020. The following procedures will be observed.

1. When this item is reached on the agenda, the Mayor will open the floor for nominations, whereupon each Council member may put forward a single nominee. Council members are not required to put forth a nominee. Since each Council member may nominate different applicants, during this process, multiple nominees may be presented and debated. Also, different Council members may nominate the same person. Each Council member may nominate the applicant they consider to be the preferred nominee and explain why they consider any applicant to be the preferred or not preferred nominee.
2. When debate ends the Mayor shall call the roll of each member and each member shall cast a vote of his preferred nominee by stating the name of the nominee. Note- this is not a vote on a motion that has been put forward, therefore this is not an "aye" or "no" vote. This is when the Council states the name of the person they wish to select. This will be known as Ballot #1.
3. Voting shall continue until a nominee receives a majority of the votes cast (by members present) during a single round of balloting. For example: A majority among River Bend's currently 4-member Council equals 3. Therefore, if all 4 members are present the first nominee to receive 3 votes during a single round of balloting shall be determined as the winner. Other combinations of members present may result in fewer than 3 votes constituting a majority.
4. This process shall continue until a nominee receives a majority of votes from Council.
5. After conducting Ballot # 2, if the Council conducts 3 ballots in a row wherein no nominee receives a majority of votes among Council, then the Council will utilize the "motion" process, whereby a Council member will put forth a motion to appoint a particular applicant as the appointment. After debate on that motion has ended, the Council will vote on that motion. If that motion ends in a tie, the Mayor shall be allowed to vote on the motion, otherwise the Mayor shall not vote on an appointment.
6. If for any reason, a nominee is not selected during this process, the Town will re-advertise the vacancy and conduct another set of interviews and another vote.

**River Bend Town Council
Work Session Minutes
December 10, 2020
River Bend Municipal Building
5:00 p.m.**

Present Council Members	Mayor John Kirkland Don Fogle Brian Leonard Bud Van Slyke Buddy Sheffield
Town Manager	Delane Jackson
Town Clerk	Kristie Nobles
Town Attorney	David Baxter

DISCUSSION – Filling of Vacancy

The Manager stated that Councilman Harry McClard recently submitted his letter of resignation from the Town Council. He presented a copy of the letter.

VOTE- Accept Resignation and Declare a Vacancy

Councilman Sheffield **moved to accept the resignation of Harry McClard and to declare a vacancy on the Town Council.** The motion carried unanimously.

DISCUSSION – Procedure for Filling Vacancy

The Manager stated that the Council would need to approve procedures to fill the vacancy. The Manager provided a copy of the procedure that was utilized in previous vacancies. He stated that he had made minor changes to the procedure and had discussed them with the Town's attorney. Councilman Sheffield stated due to COVID-19, he suggests the Council do as much as possible of the interview process on paper. He suggested having every Council member submit a question for the applicant and let them submit their answers on paper for Council review. The Council discussed using a larger facility if there are an abundance of applicants.

VOTE- Procedure for Filling Vacancy

Councilman Leonard **moved to approve the procedure for filling the Council Vacancy as presented.** The motion carried unanimously. (See attached)

DISCUSSION – Schedule for FY19-20 Audit Presentation

The Manager stated that Ms. Phyllis Pearson with Petway, Mills & Pearson will be present at the next meeting to present the Audit Presentation for FY19-20.

DISCUSSION – Human Resources Policy

The Manager stated that on April 16, 2020 the Town's Human Resources Manual was amended to include Sections 26 and 27 in accordance with the Families First Coronavirus Response Act (FFCRA). The Manager stated that the FFCRA is set to expire on December 31, 2020 unless Congress extends the act. The Manager stated unless Council takes action to remove them, these sections would remain in the Human Resources Manual. Councilman Leonard stated that he would like to leave this policy in place until COVID-19 is under control. The Council agreed with Councilman Leonard, not to modify Sections 26 and 27 at this time.

As previously discussed with the Council, the Manager stated that he has met with Mayor Kirkland and Councilman Van Slyke to discuss revising the Town of River Bend employee pay chart. He stated that he is working on multiple options for Council to review. He asked the Council if they would like to review these options at a Council meeting prior to Budget Season. The Mayor stated that he and Councilman Van Slyke believe it should be done prior to the budget sessions. The

Council agreed. Councilman Sheffield asked when the Budget workshops would be held. The Manager stated that the Town's workshops would probably be postponed again this year due to the uncertainty of how COVID-19 would impact the State's budget preparations. He stated that the Town's budget could be impacted by the State's budget and thus there was a need to delay the process again this year.

The Manager stated that he has been developing a Title VI Policy that NCDOT is now requiring. He stated that he plans to have it completed and sent to NCDOT for their review by January 4, 2021. Once the policy is approved by NCDOT he will present it to the Council for adoption.

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield **moved to adjourn.** The meeting adjourned at 5:50 p.m.

Kristie Nobles
Town Clerk

Procedure for Applicant Interview

The River Bend Town Council will interview applicants for the position of Town Council member on January 14, 2021. The following procedures will be observed:

1. Prior to convening the meeting, all applicants will meet with the Mayor to draw numbers. The number drawn will determine the order in which the applicants will present their opening statements. Anyone who fails to participate in this drawing will be placed last on the list. If more than one person does not participate, they will be placed after all who have drawn, in alphabetical order.
2. When this item is reached on the agenda, The Mayor will introduce all applicants by name only, in the order determined by the draw and explain the procedures aloud.
3. All applicants will be seated in a designated holding area. When they are called upon, they will approach the designated seat and use the microphone to address the Council.
4. The Mayor will begin the process by recognizing the applicant who drew #1. That person will be directed to the microphone and will be given 3 minutes to make a statement. This will be the time for the applicant to introduce themselves, state their qualifications and the reasons they wish to serve on the Council. At the conclusion of the applicant's statement or 3 minutes, whichever comes first, the Mayor will continue the process by recognizing each applicant based on the order of the draw.
5. Next, the Mayor will call on Town Council members to pose questions to applicants. The first set of questions will be directed to the applicant who drew #2. The Mayor will begin on his left and call upon Council members in the order that they are seated to pose questions. The questions will continue to each applicant in numeric order. The next set of questions will begin with the next applicant. This process will continue until all applicants have been given an opportunity to be asked questions by the Council.
6. The Mayor will begin each round of questions by beginning with a new Council member, based on the order that they are seated. This rotating process will continue until all applicants are interviewed.
7. Each Council member will be allowed to ask up to 2 questions of each applicant. There is no requirement that each Council member must ask 2 questions of each applicant. Since the questions are not predetermined and not shared with the Council in advance, some Council members may have the same question. If that question has already been asked by another Council member, there is no need to ask the question again.
8. Each applicant will have up to 2 minutes to answer each question.

9. The Town Manager will serve as time keeper. A set of colored lights will be used to alert each applicant of their time. The colors mean:

GREEN- The applicant is within time limits and may talk.

YELLOW- The applicant has 30 seconds left and should begin closing their remarks.

RED- Time has expired and the applicant must stop talking.

Any applicants who continues to talk after the red light has been illuminated, will be stopped by the Mayor. This will be done in order to ensure that all applicants have the same time limits and none are given any additional time. The timer will begin after the question has been asked of the applicant.

10. Time or questions will not be shared among applicants. No applicant may transfer their time or questions to another applicant. If a candidate chooses not to use all of their time or if they do not answer a question, their time or question may not be transferred to another applicant. Any unused time or unanswered questions will simply be forfeited.

11. Council members may not transfer questions to another Council member. Any unused questions will simply be forfeited.

12. Applicants will be asked questions by the Council only. The public will not be allowed to ask questions.

13. Applicants will direct their answers to the Council only. During the interview process, no talking among other applicants or members of the public will be allowed.

14. At the conclusion of questions, the Mayor will end the interview process.

15. The Council will vote for a replacement Council member at their meeting on January 21, 2021. At that time, the selected person will be administered the oath of office and shall immediately assume their responsibilities as a member of the Town Council.

Procedure for Voting on Replacement

The River Bend Town Council will vote on applicants for the position of Town Council member on January 21, 2021. The following procedures will be observed:

1. When this item is reached on the agenda, the Mayor will open the floor for nominations, whereupon each Council member may put forward a single nominee. Council members are not required to put forth a nominee. Since each Council member may nominate different applicants, during this process, multiple nominees may be presented and debated. Also, different Council members may nominate the same person. Each Council member may nominate the applicant they consider to be the preferred nominee and explain why they consider any applicant to be the preferred or not preferred nominee.
2. When debate ends the Mayor shall call the roll of each member and each member shall cast a vote of his preferred nominee by stating the name of the nominee. Note- this is not a vote on a motion that has been put forward, therefore this is not an "aye" or "no" vote. This is when a Council member states the name of the person they wish to select. This will be known as Ballot #1.
3. Voting shall continue until a nominee receives a majority of the votes cast (by members present) during a single round of balloting. For example: A majority among River Bend's currently 4-member Council equals 3. Therefore, if all 4 members are present the first nominee to receive 3 votes during a single round of balloting shall be determined as the winner. Other combinations of members present may result in fewer than 3 votes constituting a majority.
4. If a winner is not determined on Ballot #1, any nominee that did not receive a vote and the nominee that received the lowest number of votes will be removed from consideration. Then Ballot #2, with only the remaining nominees, will be considered in the same process as described in Rule #2 above. If during Ballot #1 multiple nominees receive the same number of votes and that vote total constitutes the lowest number of votes received, other than zero, then all nominees receiving that vote total will be eliminated from the next ballot, unless that would eliminate all nominees. In that case, then only those receiving zero votes will be eliminated. If during Ballot #2 all nominees, receiving votes, receive the same number of votes and that vote total represents the lowest number of votes received, then only those receiving zero votes will be eliminated from Ballot #3. If during Ballot #2, no person receives zero votes, then all nominees receiving the same number of votes will be included in Ballot #3. Any nominee receiving zero votes during any ballot will be eliminated from consideration on future ballots. Step # 4 will only be used if there are 3 or more nominees put forth during Step 2.
5. This process shall continue until a nominee receives a majority of votes from Council.
6. After conducting Ballot # 2, if the Council conducts 3 additional ballots in a row wherein no nominee receives a majority of votes among Council, then the Council will utilize the "motion" process, whereby a Council member will put forth a motion to appoint a particular applicant as the appointee. After debate on that motion has ended, the Council will vote on that motion. If that motion ends in a tie, the Mayor shall be allowed to vote on the motion, otherwise the Mayor shall not vote on an appointment.
7. If for any reason, a nominee is not selected during this process, the Town will re-advertise the vacancy and conduct another set of interviews and another vote.

This procedure was used following the resignation of Gene Bauer because there were several applicants (12-20-18). Step # 4 was eliminated from the procedure following the resignation of Bill Wanamaker because there were only 2 applicants (2-21-19).

**River Bend Town Council
Regular Meeting Minutes
December 17, 2020
River Bend Municipal Building
7:00 p.m.**

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

Town Manager: Delane Jackson
Town Clerk: Kristie Nobles
Town Attorney: Dave Baxter
Finance Administrator: Margaret Theis

CALL TO ORDER

The meeting was called to order by Mayor Kirkland at 7:00 p.m. on Thursday, December 17, 2020 at the River Bend Municipal Building with a quorum present.

ADDRESSES TO THE COUNCIL

Audit Report – Petway, Mills & Pearson, P.A. – Ms. Phyllis M. Pearson, CPA said that the River Bend staff was pleasant and cooperative. She said that her firm has issued an unqualified opinion on River Bend's FY 2019-2020 audit, which is the best rating an auditor can give. There was no management letter and no findings of material weakness. During the presentation, she noted that the Town's General Fund Balance had decreased by \$1,434,544 over the last year due in part to reduced revenues and funding of a Capital Building Project. She noted that the percentage of available fund balance in the General Fund was 96% compared to 126% for last year. She also noted that both Enterprise Funds had achieved increases in cash, net position and operating revenues during the last fiscal year.

CONSENT AGENDA

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

A. Approve

Minutes of the November 12, 2020 Work Session.

Minutes of the November 19, 2020 Regular Meeting

TOWN MANAGER'S REPORT

The Manager had no reports to review as the reports were distributed to Council prior to this meeting. The Manager asked if the Council had any questions. There were no questions at this time.

ADMINISTRATIVE REPORTS

PARKS & RECREATION/CAC – Councilman Leonard

Councilman Leonard stated that the reports were distributed to the Council previously and were in the citizen packet.

PUBLIC WORKS – Mayor Kirkland

PWAB- The Mayor stated that the report was distributed to the Council prior to the meeting and was in the citizen packet.

FINANCE –Councilman Van Syke

Financial Report – Finance Administrator Margaret Theis told the Council that the total of the General Fund Cash Balances as of November 30, 2020 was \$3,518,373. Ad valorem tax collections for FY20-21 were at \$38,438, and Vehicle Ad valorem tax collections were at \$0.

Vote – Accept Audit Report – Mr. Van Slyke **moved to accept the 2019-2020 Audit Report as presented.** The motion carried unanimously.

Vote – Approve Bank Authorized Signer Resolution – Mr. Van Slyke **moved to approve the BB&T Resolution and agreement for deposit account as presented.** The motion carried unanimously. (see attached)

MAYOR'S REPORT – Mayor Kirkland

The Mayor stated that his report for the month was distributed to the Council prior to the meeting and was in the citizen packet.

Councilman Sheffield stated that he would like to congratulate the Finance Department on an outstanding audit review.

PUBLIC COMMENT

No public comments were made.

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield **moved to adjourn.** The meeting adjourned at 7:32 p.m.

Kristle Nobles
Town Clerk

RESOLUTION AND AGREEMENT FOR DEPOSIT ACCOUNT

TOWN OF RIVER BEND

Name of Entity

561291141

EIN

- ☐ Corporation
☐ Unincorporated Association
☐ Limited Liability Company

- ☒ Government Entity
☐ General Partnership
☐ Limited Partnership

- ☐ Sole Proprietorship
☐ Non-Profit Corporation
☐ Other

I, the undersigned, am a duly elected/appointed Authorized Officer, Proprietor, Authorized Partner, Authorized Manager, or other Authorized Employee of the above-named Entity duly organized and existing under the laws of the State of North Carolina; and that I am authorized to certify that the following resolutions duly adopted by the Entity, and that such resolutions are in full force and effect and have not been amended or rescinded.

RESOLVED, that BB&T is hereby designated as a depository institution in which the funds of this Entity may, subject to the rules of BB&T, be deposited by any of its officers, agents or employees; and that any such officer, agent or employee is hereby authorized on behalf of the Entity and in its name to endorse for deposit, whether in demand or time accounts, or for negotiation or collection, any and all checks, drafts, certificates of deposit or any other payment instrument payable to the Entity, which endorsement may be in writing, by stamp or otherwise, with or without signature of the person so endorsing, it being understood that on such items all prior endorsements are guaranteed by the Entity, irrespective of the lack of a guarantee by the Entity; and

FURTHER RESOLVED, that any of the individuals listed below (a "Designated Representative") is hereby authorized to open or close any deposit account with BB&T and to authorize those persons ("Authorized Signers") who may execute a BB&T signature card on behalf of the Entity and transact business on such account:

Designated Representative (Signature)	Printed/Typed Name	Title
<u></u>	<u>Irving J Van Slyke, Jr</u>	<u>Finance Officer</u>
<u></u>	<u>Kristie J Nobles</u>	<u>Town Clerk</u>
<u></u>	<u>John R Kirkland</u>	<u>Mayor</u>
<u></u>	<u>Brian Leonard</u>	<u>Councilman</u>
<u></u>	<u></u>	<u></u>

FURTHER RESOLVED, that BB&T be and is hereby authorized and directed to honor, pay and charge any of the accounts of the Entity, without inquiry to or responsibility for the application of the proceeds thereof, all checks, drafts, or other orders for the payment, withdrawal or transfer of money in the accounts of or to the credit of the Entity, and to honor any authorization for the transfer of funds between different accounts whether oral, by phone or electronic means without inquiry as to the circumstances related thereto and for whatever purpose or to whomever payable, including requests for conversion into cash as well as for deduction from and payment of cash out of any deposit, and whether or not payable to, endorsed or negotiated by or for the credit of any person signing same or any other officer, agent or employee of the Entity, when signed or endorsed by an original or facsimile signature of any ONE Authorized Signer; and

FOR BANK USE ONLY

Prepared By B11478
Center 6068103

Date 12/11/2020
Bank No. 102 State NC

Forward to:
Centralized Document Scanning Operations
M/C 100-99-15-11





RIVER BEND POLICE DEPARTMENT



MONTHLY ACTIVITY REPORT

2020					
	2020	2020	2020		
Activities	October	November	December	% of Calls	% Change
ALARMS / 911 UNKNOWN / DISTURBANCE / SHOTS FIRED	8	11	8	0.58%	-27.00%
ANIMAL COMPLAINTS	3	4	4	0.29%	0.00%
ARRESTS	6	1	5	0.36%	400.00%
ASSAULTS / All OTHER VIOLENT CRIME	2	3	5	0.36%	67.00%
ASSIST CITIZENS / LOCK OUT / QUALITY OF LIFE ISSUES	13	9	10	0.72%	11.00%
ASSIST EMS / FD / FIRST RESPONDERS / MED ASSIST	26	19	15	1.08%	-21.00%
ASSIST MOTORISTS / FOOT PATROLS / ALL OTHER	87	91	85	6.14%	-7.00%
ASSIST OTHER AGENCIES	3	2	2	0.14%	0.00%
B & E BUSINESS / RESIDENCE / VEHICLE	1	1	3	0.22%	200.00%
CRIM.SUMM./SUBPOENAS/WARRANTS/CIVIL COMPLAINT	5	0	3	0.22%	300.00%
DOMESTICS	4	3	1	0.07%	-67.00%
FIRES / ALARM	2	0	4	0.29%	400.00%
IDENTITY THEFT / FRAUD	1	1	1	0.07%	0.00%
INVOLUNTARY COMMITMENTS	0	0	2	0.14%	200.00%
JUVENILE COMPLAINTS	0	0	1	0.07%	100.00%
LARCENIES	0	1	2	0.14%	100.00%
LITTERING	0	0	0	0.00%	0.00%
LOUD MUSIC / NOISE COMPLAINTS	0	1	0	0.00%	-100.00%
DEATH / MISSING PERSON / RUNAWAY / SUICIDE(A)	1	2	0	0.00%	-100.00%
PROPERTY DAMAGE / VANDALISM	0	2	1	0.07%	-50.00%
RESIDENTIAL/BUSINESS CHECKS/COMMUNITY WATCH	1,270	1,165	1,126	81.30%	-3.00%
ROADWAY DEBRIS / OBSTRUCTIONS	0	0	0	0.00%	0.00%
ROBBERIES	0	0	0	0.00%	0.00%
SOLICITING VIOLATIONS	1	0	1	0.07%	100.00%
SUSPICIOUS PERSONS / VEHICLES / FIELD INTERVIEW	21	22	19	1.37%	-14.00%
TOWN ORDINANCE CITATIONS	6	0	1	0.07%	100.00%
TOWN ORDINANCE VIOLATIONS	6	1	1	0.07%	0.00%
TRAFFIC ACCIDENTS	2	5	1	0.07%	-80.00%
TRAFFIC STOPS	84	71	32	2.31%	-55.00%
TRAFFIC COMPLAINTS-Radar	18	7	10	0.72%	43.00%
DWI	3	0	0	0.00%	0.00%
CHECKPOINTS	0	2	5	0.36%	150.00%
DRUG VIOLATIONS	1	1	2	0.14%	100.00%
WELFARE CHECKS	2	4	3	0.22%	-25.00%
CASE ASSIST / PW / VEHICLE MAINTENANCE / MEETING	2	5	3	0.22%	-40.00%
CASE FOLLOW UPS / SPECIAL OPERATION / TRAINING	21	12	28	2.02%	133.00%
TRESPASSING	2	0	0	0.00%	0.00%
OVERDOSE	0	0	1	0.07%	100.00%
Total	1601	1446	1385	100.00%	-4.00%

Traffic Violations

6 State Citations
7 Total State Charges
6 State Warnings
0 Town Citations
0 Town Warnings

Community Watch Checks

100 Pirates - 84
100 Plantation - 103
200 Lakemere - 78
200 Rockledge - 83

Phone Calls Answered (638-1108)

201 Incoming Calls Answered

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



RIVER BEND POLICE DEPARTMENT



YEARLY ACTIVITY REPORT

	2019	2020	% of Calls	% Change
Activities				
ALARMS/911 UNKOWN/DISTURBANCE/SHOTS FIRED	127	118	0.61%	-7.00%
ANIMAL COMPLAINTS	52	25	0.13%	-52.00%
ARRESTS	33	72	0.37%	118.00%
ASSAULTS / ALL OTHER VIOLENT CRIME	31	32	0.17%	3.00%
ASSIST CITIZENS / LOCK OUT / QUALITY OF LIFE ISSUES	186	138	0.72%	-26.00%
ASSIST EMS/FD/FIRST RESPONDERS/MED ASSIST	258	246	1.28%	-5.00%
ASSIST MOTORISTS / BIKE PATROLS/ALL OTHER	400	850	4.42%	113.00%
ASSIST OTHER AGENCIES	23	20	0.10%	-13.00%
B & E BUSINESS/RESIDENCE/VEHICLE	16	12	0.06%	-25.00%
CRIM.SUMM./SUBPOENAS/WARRANTS/CIVIL COMPLAINT	31	35	0.18%	13.00%
DOMESTICS	13	23	0.12%	77.00%
FIRES/ALARM	16	15	0.08%	-6.00%
IDENTITY THEFT/FRAUD	15	15	0.08%	0.00%
INVOLUNTARY COMMITMENTS	12	14	0.07%	17.00%
JUVENILE COMPLAINTS	5	14	0.07%	180.00%
LARCENIES	28	21	0.11%	-25.00%
LITTERING	3	3	0.02%	0.00%
LOUD MUSIC/NOISE COMPLAINTS	5	10	0.05%	100.00%
DEATH/MISSING PERSON/RUNAWAY/SUICIDE(A)	21	13	0.07%	-38.00%
PROPERTY DAMAGE/VANDALISM	7	15	0.08%	114.00%
RESIDENTIAL/BUSINESS CHECKS/COMMUNITY WATCH	16,847	16,231	84.42%	-4.00%
ROADWAY DEBRIS/OBSTRUCTIONS	0	2	0.01%	200.00%
ROBBERIES	0	0	0.00%	0.00%
SOLICITING VIOLATIONS	1	4	0.02%	300.00%
SUSPICIOUS PERSONS/VEHICLES /FIELD INTERVIEW	236	235	1.22%	0.00%
TOWN ORDINANCE CITATIONS	1	35	0.18%	3400.00%
TOWN ORDINANCE VIOLATIONS	89	54	0.28%	-39.00%
TRAFFIC ACCIDENTS	40	33	0.17%	-18.00%
TRAFFIC STOPS	946	494	2.57%	-48.00%
TRAFFIC COMPLAINTS-Radar	127	151	0.79%	19.00%
DWI	4	6	0.03%	50.00%
CHECKPOINTS	16	24	0.12%	50.00%
DRUG VIOLATIONS	17	18	0.09%	6.00%
WELFARE CHECKS	39	62	0.32%	59.00%
CASE ASSIST/PW/VEHICLE MAINTENANCE/MEETING	77	45	0.23%	-42.00%
CASE FOLLOW UPS/SPECIAL OPERATION/TRAINING	119	129	0.67%	8.00%
TRESPASSING	7	9	0.05%	29.00%
OVERDOSE	3	3	0.02%	0.00%
Total	19,851	19,226	100.00%	-3.00%

Traffic Violations

66 State Citations
91 Total State Charges
92 State Warnings
25 Town Citations
0 Town Warnings

Community Watch Checks

100 Pirates - 1,119
100 Plantation - 1,348
200 Lakemere - 1,111
200 Rockledge - 1,257

Phone Calls Answered (638-1108)

2,998 Incoming Calls Answered



TOWN OF RIVER BEND

**45 Shoreline Drive
River Bend, NC 28562**

**T 252.638.3870
F 252.638.2580**

www.riverbendnc.org

Public Works Monthly Report December 2020 Brandon Mills, Director of Public Works

In December, the Public Works Department continued with their normal duties. This month, Public Works has been trimming along roadsides and at intersections to improve roadway visibility. If there are, any areas that need our attention please feel free to call the Water Resources/Public Works office. Public Works also repaired a water leak that was by the outdoor bathrooms near Town Hall. This leak was at the connection where the water piping connects to the plumbing at the building.

We had one Town wide power outage in December. The outage lasted several hours. All of our facilities continued to function via our backup generators. As a reminder, our Water Resources staff run all of our generators once per week underload. Running underload is necessary to make sure the actual power generator is functioning properly. The worst thing for a generator is to run the engine and not the generator. We run them weekly to make sure they will work when power outages do occur. We had two state inspectors come this month to inspect our systems. Our water system was inspected, as well as our collection system. I am happy to report that both inspections went well.

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 calling 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.

Town of River Bend
FY 2020-2021
Work Order Report



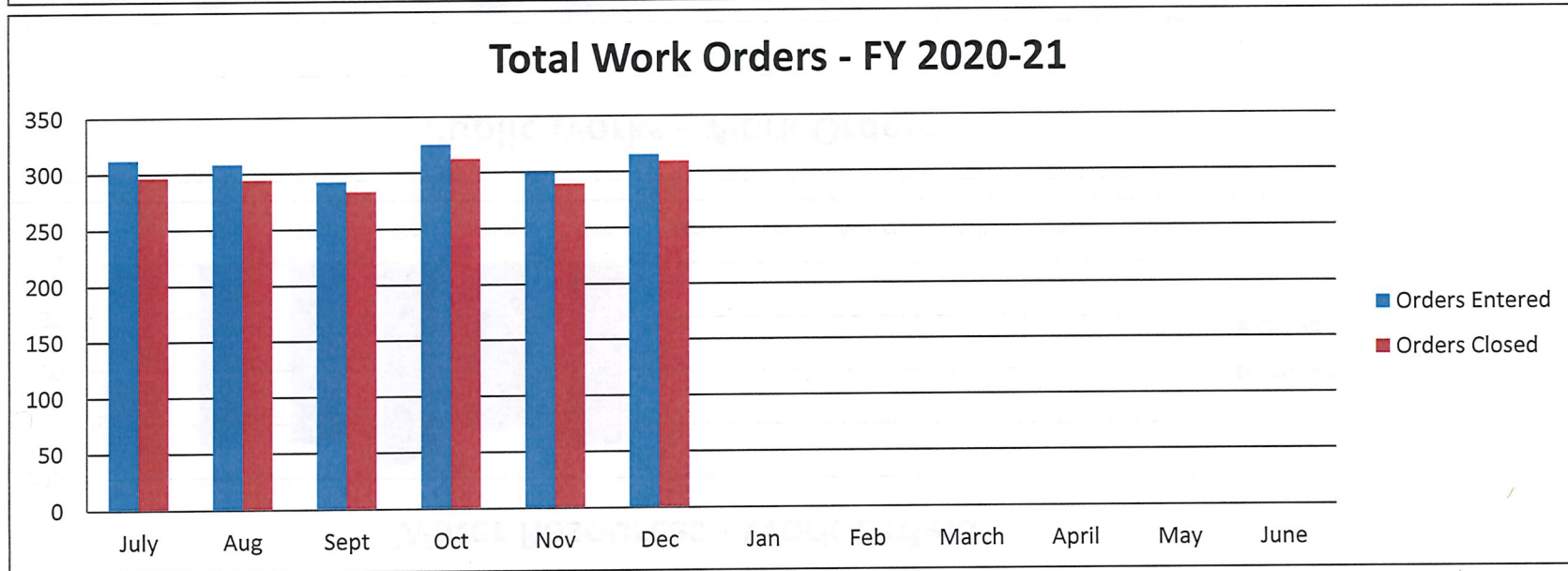
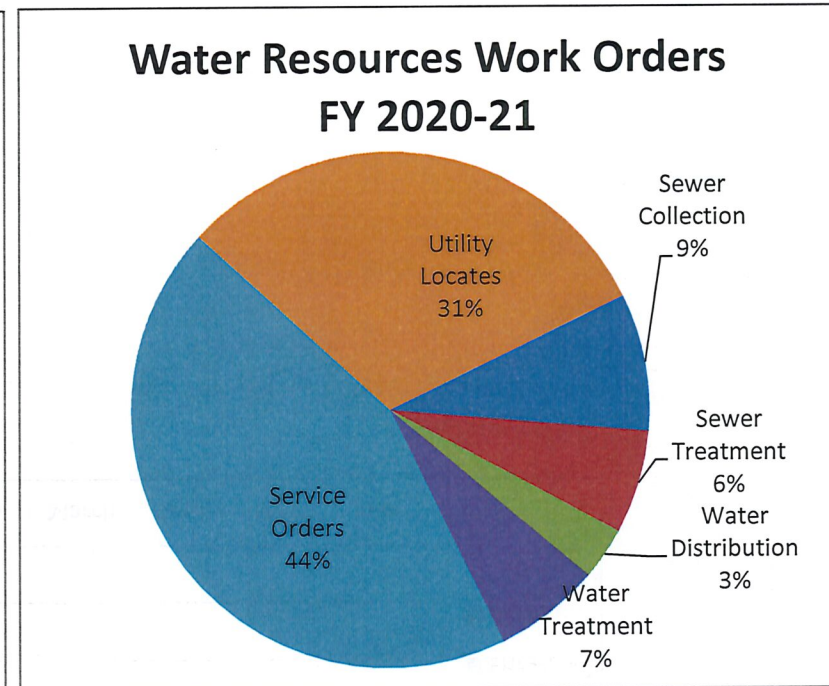
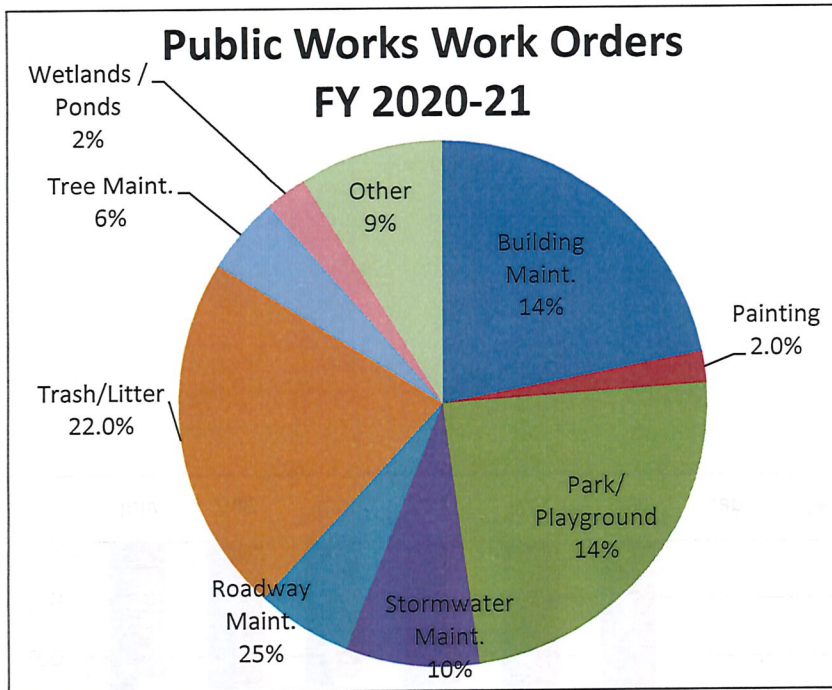
Public Works

Orders Entered	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	YTD	Pending
Building Maintenance	30	29	30	30	28	32							179	0
Painting	3	2	0	2	5	4							16	0
Park/Playground	29	32	33	35	34	33							196	0
Roadway Maintenance	14	12	10	12	11	8							67	1
Stormwater Maintenance	8	10	6	8	9	7							48	1
Trash/Litter	30	30	29	30	31	30							180	0
Tree Maintenance	4	6	5	7	9	8							39	0
Wetlands / Ponds	4	5	3	2	3	4							21	0
Other	9	11	9	11	14	18							72	1
TOTAL	131	137	125	137	144	144	0	0	0	0	0	0	818	3
Orders Closed	118	128	119	130	138	141							774	

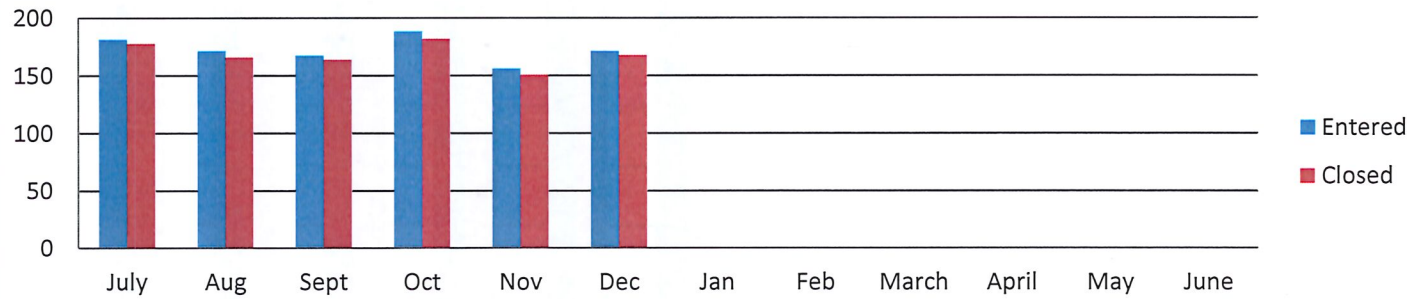
Water Resources

Orders Entered	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	YTD	Pending
Sewer Collection	13	11	16	14	18	17							89	1
Sewer Treatment	14	12	10	12	9	10							67	2
Water Distribution	6	5	3	6	8	6							34	0
Water Treatment	10	11	9	12	14	13							69	0
Service Orders	70	72	84	94	60	75							455	0
Utility Locates	68	60	45	50	47	50							320	0
TOTAL	181	171	167	188	156	171	0	0	0	0	0	0	1034	3
Orders Closed	178	166	164	182	151	168							1009	

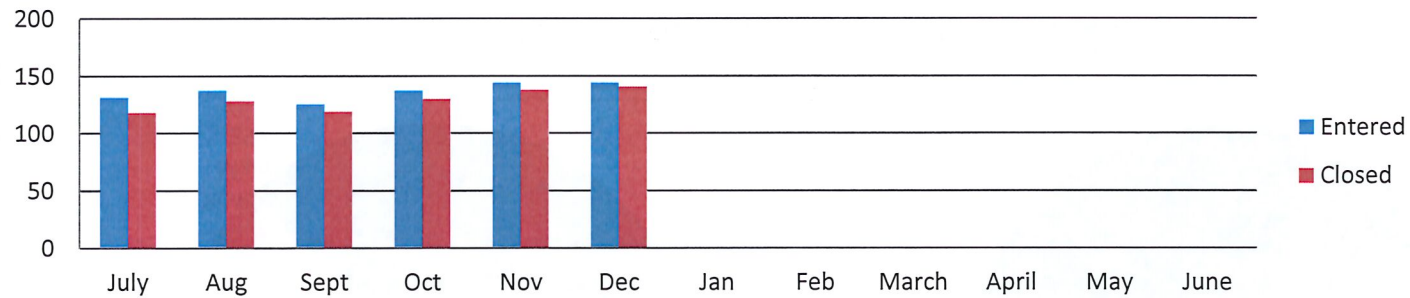
TOTAL	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	YTD
Orders Entered	312	308	292	325	300	315	0	0	0	0	0	0	1852
Orders Closed	296	294	283	312	289	309	0	0	0	0	0	0	1783



Water Resources - Work Orders



Public Works - Work Orders



MONTHLY ZONING REPORT

MONTH YEAR

Activity	Monthly	YTD Total
Permit Applications Received	10	45
Permits Issued	10	45
Fees Collected	535.60	4150.00
Violations Noted During Weekly Patrol	7	47
Complaints Received From Citizens	0	9
Notice Of Violations Initiated *see details below	7	55
Remedial Actions Taken By Town		0

[illegible]

Parks & Recreation / CAC – Councilman Leonard Report

The Library board met on January 8, 2021 at 1:30 PM at 219 Pinewood Drive, the Campesi home.

Linda Klopf opened the meeting, board members Gloria Kelly, Hazel Campesi, Wendy Yaeger and Lorraine Rudd were present.

The first agenda item was a review of the past years fund raising: Due to Covid-19, 2020 was a challenging year. The Library was closed for five months, the vast majority of donations come from in person visits to the Library. COVID in large part reduced donations by over 50%. There was discussion on how to fund raise during COVID and beyond, book sales, bake sales, entertainment books, open houses and more publicity were discussed.

Item two was a discussion on the Library's role in River Bend, within Parks and Rec and also with the Council.

Item three was an update on ongoing projects:

Tweens project is moving forward, hoping to get younger folks using the Library. Part of the children's project is the ongoing categorization of the children's books.

The computer project is on hold.

There are three new volunteers.

Two more hours of operation added to Saturdays scheduled hours.



RBCOG Garden Report – 1/4/21 For Parks & Rec, Council



DECEMBER 2020

Happy, Hopeful New Year.

Monthly meetings are still on hold with no planned date to resume.

December was a slow month. Rain and cold reduced the number of work days so garden activities consisted of research and planning for 2021. Garden time included rototilling and raking beds. Lettuce, kale, rutabagas and turnips were harvested.

Ten members of the Green Team participated as scheduled on December 2 but the session was rained out on December 16. Two students met with Dee on their own time during the last week of the month.

The bee hive is doing well.

All the monarch butterflies have moved south. Asclepias plants have been relocated to the greenhouse for the winter.

The gardeners are working on spring garden plans.

PUBLIC WORKS ADVISORY BOARD REPORT

There was no meeting of the Advisory Board in December.

There remains a critical need for new members to volunteer to serve on this Board. Service on any of the Town's Boards provides an individual the opportunity to develop an understanding of how governing in the State of North Carolina is conducted. The Boards also provide important input to members of Council for planning and budget. Please consider volunteering for service by contacting the Town Clerk's office for an application form.

Town of River Bend



Monthly Financial Report

Printed 1/19/2021

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.

Town of River Bend Financial Dashboard



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

Town of River Bend
Financial Report
Fiscal Year 2020 - 2021



Fund Cash Balances

Cash Balances	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
BUS Capital Projects Fund	361,064	300,242	373,747	221,907	163,919	93,854						
General Fund*	1,142,330	1,040,227	1,065,570	1,177,596	958,224	1,290,516						
Powell Bill	0	0	39,979	479	0	0						
NCORR Recovery Grant	176,103	176,110	154,874	154,875	140,661	140,662						
CDBG OPR Development	-847	-1,207	-1,207	-1,207	-3,694	-4,706						
General Capital Reserve	152,134	152,142	94,145	30,453	30,454	30,454						
Law Enforcement Separation Allowance*	17,249	16,643	16,037	15,430	14,824	13,914						
Water Fund*	789,864	823,510	827,655	862,269	856,581	876,260						
Water Capital Reserve Fund (CIF)	244,663	244,672	244,677	244,679	244,681	244,686						
Sewer Fund*	1,022,560	1,055,928	1,055,812	1,102,445	1,101,477	1,111,914						
Sewer Capital Reserve Fund (CIF)	11,246	11,247	11,247	11,247	11,247	11,247						
Total Cash and Investments	3,916,367	3,819,514	3,882,536	3,820,175	3,518,373	3,808,801						
BB&T Cash Accounts	251,202	214,117	276,789	365,853	229,025	519,425						

*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.

Cash
14%



Investments in NCCMT	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
BUS Capital Projects Fund	360,135	300,148	373,653	221,656	221,658	163,659						
General Fund	995,282	995,325	956,083	1,019,786	869,009	830,016						
Powell Bill	-	-	-	-	-	-						
NCORR Recovery Grant	176,103	176,110	154,874	154,875	140,661	140,662						
Capital Reserve (General Fund)	152,134	152,142	94,145	30,453	30,454	30,454						
Law Enforcement Separation Allowance	13,390	13,391	13,391	13,392	13,392	13,392						
Water Fund	762,639	762,749	763,043	763,592	763,597	802,604						
Water Capital Reserve Fund (CIF)	244,663	244,672	244,677	244,679	244,681	244,683						
Sewer Fund	949,573	949,613	994,632	994,642	994,650	1,052,659						
Sewer Capital Reserve Fund (CIF)	11,246	11,247	11,247	11,247	11,247	11,247						
Total Investments	3,665,165	3,605,397	3,605,746	3,454,322	3,289,348	3,289,376						

Town of River Bend
Financial Report
Fiscal Year 2020 - 2021



General Fund

Revenue	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	
	Original	Current													Total	% Budget
Ad Valorem Taxes	713,246	713,246	30	1,027	10,653	81,528	38,438	353,796							485,471	68.1%
Ad Valorem Taxes - Vehicle	83,200	83,200	6,125	8,612	6,956	8,891	0	7,740							38,325	46.1%
Animal Licenses	2,400	2,400	60	110	10	20	50	50							300	12.5%
Local Gov't Sales Tax	295,751	295,751	24,717	27,360	30,164	28,535	22,049	28,378							161,203	54.5%
Hold Harmless Distribution	90,202	90,202	5,354	6,145	7,975	7,514	7,477	7,017							41,480	46.0%
Solid Waste Disposal Tax	2,500	2,500	0	542	0	0	538	0							1,080	43.2%
Powell Bill Fund Appropriation	0	0	0	0	0	0	0	0							-	0.0%
Powell Bill Allocation	84,500	84,500	0	0	39,979	0	0	39,979							79,957	94.6%
Beer & Wine Tax	13,500	13,500	0	0	0	0	0	0							-	0.0%
Video Programming Tax	53,680	53,680	0	0	13,116	0	0	13,999							27,115	50.5%
Utilities Franchise Tax	114,261	114,261	0	0	21,733	0	0	28,845							50,578	44.3%
Telecommunications Tax	10,330	10,330	0	0	1,586	0	0	4,001							5,588	54.1%
Court Cost Fees	500	500	9	32	18	59	18	23							158	31.5%
Zoning Permits	5,000	5,000	797	1,640	232	483	723	536							4,410	88.2%
State Grants*	0	72,303	0	0	49,650	0	0	11,497							61,147	84.6%
Federal Gov't Grants- BPV	0	0	0	0	0	0	0	0							-	0.0%
Federal Disaster Assistance	0	0	0	0	0	0	0	0							-	0.0%
State Disaster Assistance	0	0	0	0	0	0	0	0							99,568	100.0%
Recovery Grant NCORR-FLDG-004	99,568	99,568	99,568	0	0	0	0	0							4,144	51.8%
Miscellaneous	8,000	8,000	790	503	571	570	1,626	85							-	0.0%
Insurance Settlements	-	-	0	-	0	0	0	0							24	2.0%
Interest - Recovery Grant NCORR-FL	1,212	1,212	11	6	3	1	1	1							0	0.2%
Interest - Powell Bill	50	50	0		0	0	0	0							185	1.9%
Interest - Investments	9,755	9,755	96	44	19	10	7	9							-	0.0%
Contributions	422	422	0		0	0	0	0							9,799	54.1%
Wildwood Storage Rents	18,120	18,120	1,689	1,681	1,726	1,452	1,635	1,615							9,000	50.0%
Rents & Concessions	18,000	18,000	1,500	1,500	1,500	1,500	1,500	1,500							-	0.0%
Sale of Capital Assets	0	0	0	0	0	0	0	0							-	0.0%
Sales Tax Refund Revenue	0	0	0	0	0	0	0	0							164,663	100.0%
Trans. from Capital Reserve*	42,970	164,663	42,970		121,693	0	0	0							-	0.0%
Trans. from L.E.S.A. Fund	0	0	0	0	0	0	0	0							-	0.0%
Appropriated Fund Balance*	222,833	435,840	0	0	0	0	0	0							1,244,194	54.2%
Total	1,890,000	2,297,003	183,716	49,201	307,582	130,562	74,061	499,071	0	0	0	0	0	0	1,244,194	54.2%

*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 2020 - 2021



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
Governing Body	28,700	28,700	2,203	994	4,082	733	-824	4,086							11,274	39.3%
Administration	268,691	268,691	43,727	16,383	21,824	16,049	13,381	38,511							149,875	55.8%
Finance	120,181	120,181	19,023	7,544	9,283	8,255	7,898	11,127							63,129	52.5%
Tax Listing	10,880	10,880	0	322	368	1,064	384	2,922							5059	46.5%
Legal Services	24,000	24,000	1,665	1,649	648	874	990	1,188							7,013	29.2%
Elections	0	0	0	0	0	0	0	0							0	0.0%
Public Buildings*	84,200	149,000	9,639	17,781	5,265	4,800	6,469	8,411							52,365	35.1%
Police*	573,245	590,548	110,187	36,326	38,885	36,016	43,410	55,126							319,951	54.2%
Emergency Management	4,000	4,000	832	1,961	167	526	15	23							3,523	88.1%
Animal Control	14,366	14,366	2,216	925	941	929	1,009	1,404							7,423	51.7%
Street Maintenance	221,686	221,686	5,749	6,512	2,312	145,925	2,312	12,950							175,761	79.3%
Public Works	167,240	167,240	18,436	12,759	12,695	14,830	11,707	13,186							83,614	50.0%
Leaf & Limb, Solid Waste	43,500	43,500	655	17,692	4,118	886	4,562	989							28,902	66.4%
Stormwater Management*	34,971	221,371	3,668	1,891	22,873	1,475	1,518	2,146							33,571	15.2%
Waterways & Wetlands*	3,000	68,000	0	0	0	768	67,188	2,040							69,996	102.9%
Planning & Zoning	48,363	48,363	7,356	3,160	2,960	2,991	2,986	5,300							24,753	51.2%
Recovery Grant NCCORR-FLDG-004	100,780	100,780	14,110	7,129	7,143	7,072	7,122	10,756							53,333	52.9%
Recreation & Special Events	7,500	7,500	23	0	0	0	131	0							154	2.1%
Parks	50,370	50,370	6,687	2,579	2,183	2,302	2,321	4,449							20,521	40.7%
Transfers	66,359	139,859	66,359	73,500	0	0	0	0							139,859	100.0%
Contingency	17,968	17,968	0	0	0	0	0	0							0	0.0%
Total	1,890,000	2,297,003	312,534	209,107	135,748	245,494	172,578	174,615	0	0	0	0	0	0	1,250,075	54.4%

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
Capital Outlay	200,292	451,692	37,590	0	25,229	139,477	65,000	7,340							274,635	60.8%
Debt Service - Principle		0	0	0	0	0	0	0							-	0.0%
Debt Service - Interest		0	0	0	0	0	0	0							-	0.0%

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

BUS Capital Project Fund	Beginning Balance	July	Aug	Sept	Oct	Nov	Dec	Jan	FY to Date	
									Total	% Exp
Cash Balance (modified accrual)	485,749	361,064	300,242	221,904	221,354	163,365	93,300			
Expenditures	829,757	124,711	60,835	151,843	553	57,990	70,067		1,295,755	94%
Interest earned	9,606	26	13	6	3	1	2		9,655	97%

Amended BUS Project Expend. 1,379,400
Interest earned budget 10,000
BUS Capital Project Fund Ord. 1,389,400

Town of River Bend
Financial Report
Fiscal Year 2020 - 2021



Water Fund

Revenue	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	
	Original	Current													Total	% Col
Base Charge	234,862	234,862	39,043	349	39,179	541	38,736	399							118,245	50.3%
Consumption	213,326	213,326	40,429	76	42,636	216	33,744	153							117,254	55.0%
Other, incl. transfers	26,768	26,768	118	5,225	666	3,697	3,585	3,714							17,004	63.5%
Hydrant Fee	21,411	21,411	21,050	0	0	0	-119	0							20,930	97.8%
Appropriated Fund Bal.*	75,867	117,267	0	0	0	0	0	0							0	0.0%
Total	572,234	613,634	100,639	5,650	82,480	4,454	75,945	4,265							273,434	44.6%

Expenses	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	
	Original	Current													Total	% Exp
Admin & Finance	447,734	447,734	58,499	21,780	21,173	19,854	31,974	30,359							183,640	41.0%
Supply & Treatment	75,000	75,000	3,793	1,058	5,607	1,825	1,054	1,416							14,753	19.7%
Distribution*	46,000	87,400	29,434	1,678	1,093	445	226	118							32,994	37.8%
Transfers / Contingency	3,500	3,500	0	0	0	0	0	0							0	0.0%
Total	572,234	613,634	91,726	24,517	27,873	22,123	33,254	31,893							231,386	37.7%

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
Capital Outlay	23,000	23,000	11,430	250	0	0	0	0							11,680	-

Cash Balances

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Water Fund	789,864	823,510	827,655	862,269	856,581	876,260						
Water Capital Reserve Fund (CIF)	244,663	244,672	244,677	244,679	244,681	244,686						

Water Produced

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	
Limit														
Total Gallons	8,171,000	7,586,000	7,321,000	7,156,000	6,961,000	7,325,000							44,520,000	
Average daily gallons	925,000*	263,581	244,710	244,033	230,839	232,033	236,290						241,914	

* This is the permitted daily limit.

Town of River Bend
Financial Report
Fiscal Year 2020 - 2021



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
Base Charge	292,304	292,304	48,632	298	49,241	746	48,108	515							147,539	50.5%
Consumption	303,101	303,101	53,704	127	57,680	418	44,453	218							156,600	51.7%
Other, incl. transfers	19,862	19,862	74	1,538	19	1,599	827	1,499							5,557	28.0%
Appropriated Fund Bal.*	66,617	94,217	0				0	0							0	0.0%
Total	681,884	709,484	102,410	1,963	106,940	2,763	93,388	2,232							309,696	43.7%

Expenses	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	
	Original	Current													Total	% Exp
Admin & Finance	442,884	442,884	59,377	22,665	22,097	21,162	31,254	33,735							190,290	43.0%
Collection*	64,000	91,600	5,299	989	675	892	1,555	664							10,074	11.0%
Treatment	112,000	112,000	4,882	4,121	13,159	4,589	6,050	11,577							44,376	39.6%
Transfers / Contingency	63,000	63,000	0	0	0	0	0	0							0	0.0%
Total	681,884	709,484	69,558	27,775	35,931	26,643	38,859	45,975							244,740	34.5%

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
Capital Outlay	22,000	22,000	11,430	250	0	0	0	0							11,680	53.1%

Cash Balances

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Sewer Fund	1,022,560	1,055,928	1,055,812	1,102,445	1,101,477	1,111,914						
Sewer Capital Reserve Fund (CIF)	11,246	11,247	11,247	11,247	11,247	11,247						

Wastewater Treated		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	
	Limit														
Total Gallons		3,402,000	2,700,000	2,919,000	2,783,000	3,341,000	3,409,000							18,554,000	
Average daily gallons	330,000*	109,742	87,097	97,300	89,774	111,367	109,968							100,875	

* This is the permitted daily limit.



Town of River Bend Fiscal Year 2021-22



January 21, 2021

Town of River Bend

Fiscal Year 2021-2022 Budget Kick-Off

AGENDA

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


**Please Turn Off Your
Cell Phones**

Comments From Mayor- John Kirkland



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

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

The Council holds a public hearing on the agreed to budget. This hearing is scheduled for the June work session and public comments are received. The schedule then is to vote on the adoption of the 2021-2022 budget at the June Council Meeting. This approach meets all the mandates of General Statutes. This process has worked well for a number of years and should be followed again this year.

Mayor Kirkland

Comments from Manager/Budget Officer



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

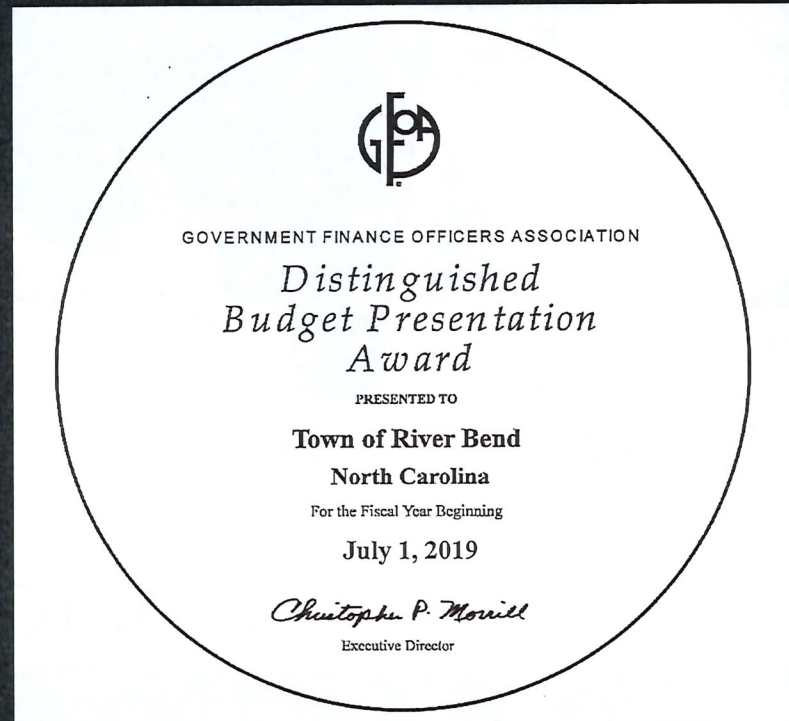
All of these are components of our budget process



Recognition of Our Budget Process

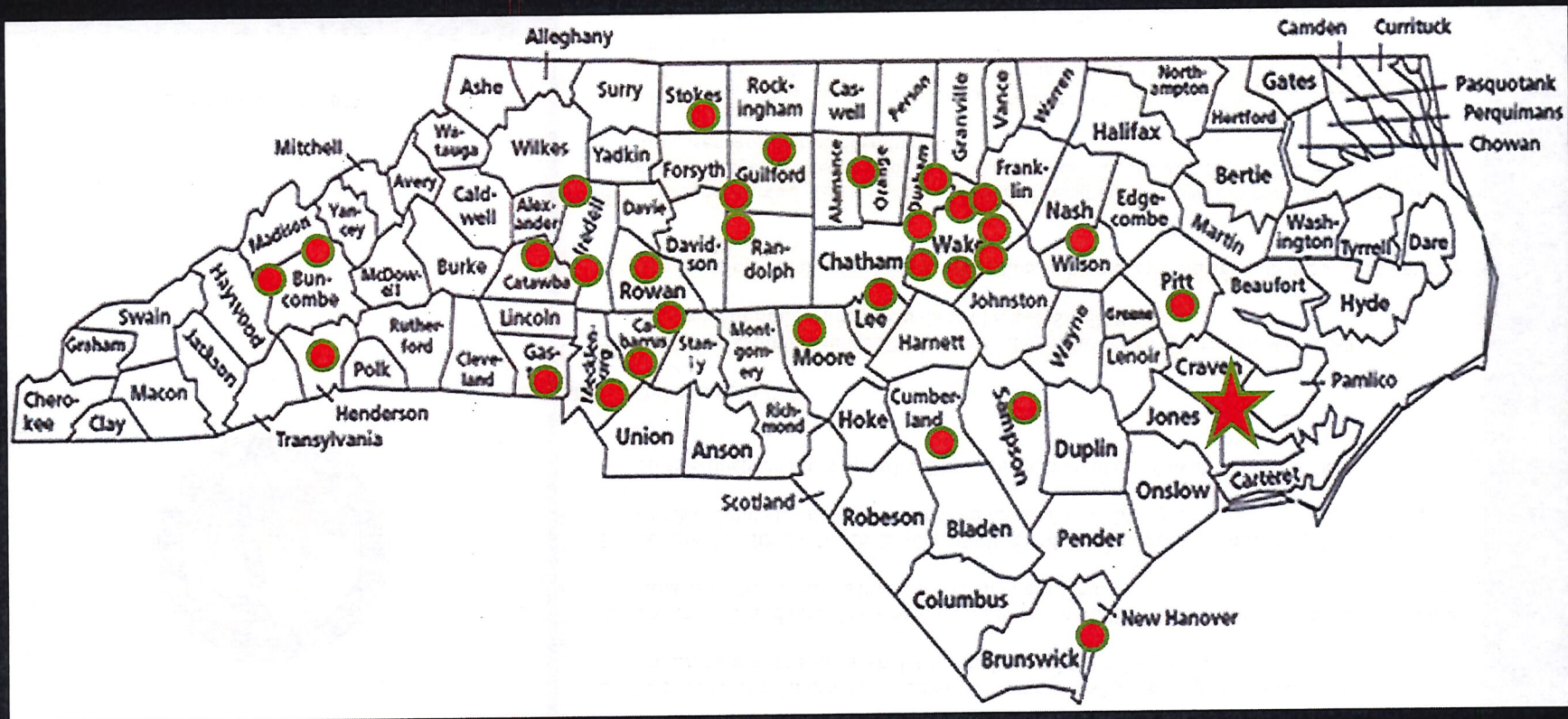
For 10 consecutive years we have been recognized by the Government Finance Officers Association (GFOA) with the Distinguished Budget Presentation Award.

There are 552 municipalities in North Carolina. For the fiscal year beginning July 1, 2019 GFOA review, only 32 of 552 (5.8%) municipalities in NC received the GFOA Distinguished Budget Presentation Award. Of those 32, only 8 were in our LGC peer group for populations of 2,500-9999. We are the smallest town in our peer group and second smallest in NC to receive it. Most recipients are much larger than River Bend.



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

Map of the 32 municipalities in North Carolina to receive the GFOA Budget Presentation Award for Fiscal Year beginning July 1, 2019



Apex, Holly Springs and Wendell are new to the list this year.
Biltmore Forest is the smallest town (pop. 1,372) in NC on the list.
A total of 1,143 municipalities from USA and Canada received the award.
Sanford and Cary are tied for the most awards received in NC at 34.

Town of River Bend, NC Financial and Budgetary Policies



Effective May 17, 2018

Financial and Budgetary Policies

I. Introduction

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

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

II. Operating Budget

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

III. Revenue Policy

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

Assessed valuation will be provided by the Craven County Tax Assessor

North Carolina Law Concerning Budget Preparation

Manager's Role

NCGS 160A-148 Powers and Duties of Manager

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

159.11 Budget and Fiscal Control Act

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

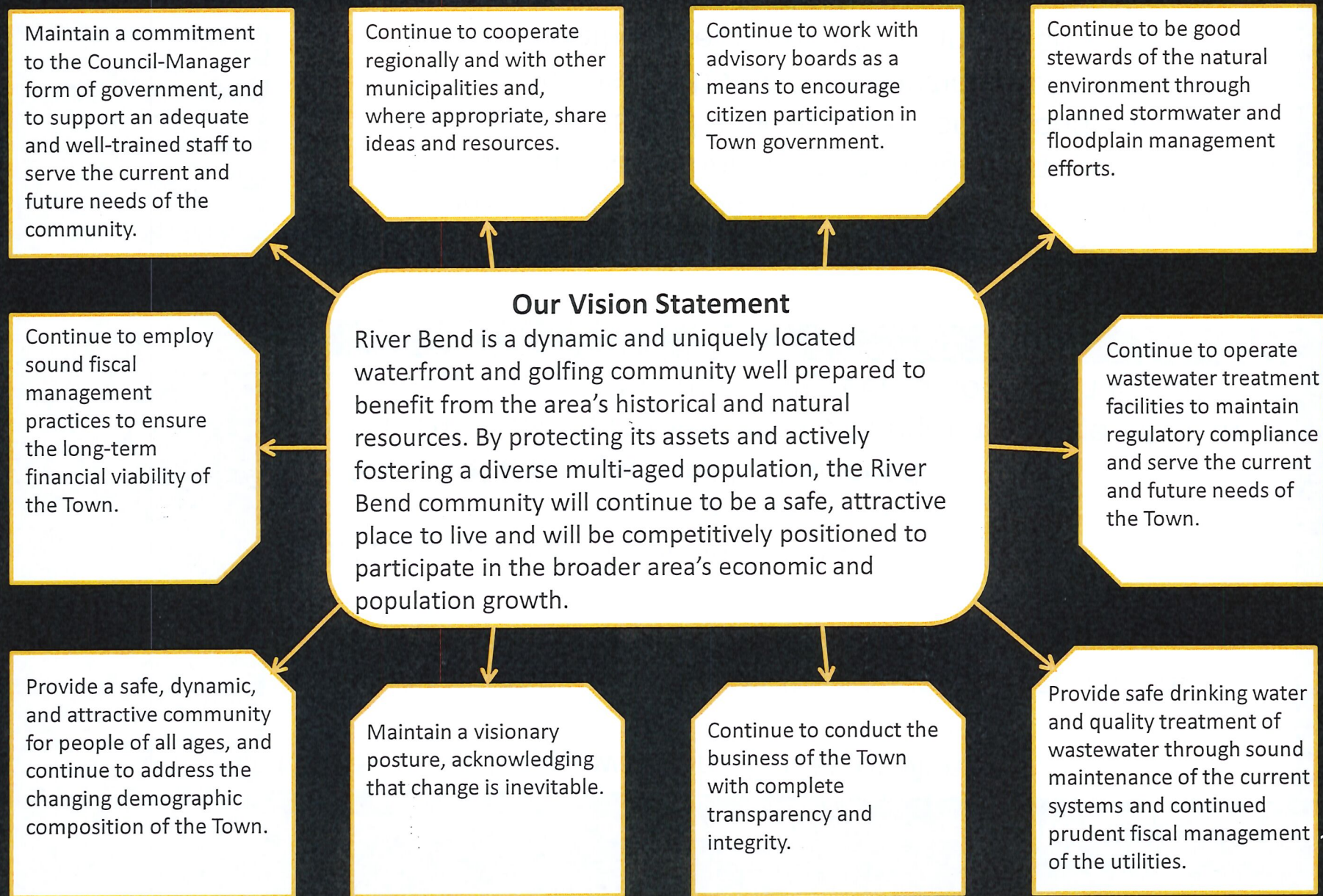
Council's Role

159-13

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


Town of River Bend

Mayor and Town Council Priorities as approved for Fiscal Year 2020-21





Proposed Budget Workshop Calendar

2021 APRIL

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

MAY 2021

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



= scheduled workshop date



= extra workshop date if necessary

Other Important Proposed Budget Dates

MAY 2021						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	X 27	28	29
30	31					

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

May 27- Budget Message &
Proposed Budget Released

June 10- Budget Public Hearing

2021 JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10 X	11	12
13	14	15	16	17 X	18	19
20	21	22	23	24	25	26
27	28	29	30			

June 17- Budget Adoption

Proposed Agenda Items

APRIL 27, 2021

EMPLOYEE COMPENSATION AND BENEFITS

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

LABOR ALLOCATIONS AMONG DEPARTMENTS & FUNDS

- Staffing Projections
- Allocation Table

CAPITAL IMPROVEMENT PLANS

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

ELECTRIC UTILITIES AND FUEL PRICES

GENERAL FUND DEPARTMENTS

GOVERNING BODY

- Association Dues, Training, Contributions

ADMINISTRATION

- Property and Liability Insurance, Training, Association Dues

FINANCE

- Information Technology

TAX LISTING

- County Provided Services, Collection Projections, Fees

LEGAL SERVICES

- Attorney

ELECTIONS

STREET MAINTENANCE

- Roadway Improvement Plan

STORM WATER MAINTENANCE

- Prioritized Drainage Concerns
- Scheduled Maintenance

PUBLIC WORKS

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

PUBLIC BUILDINGS

- Mowing and Landscaping Contract
- Building Maintenance

MAY 4, 2021

GENERAL FUND DEPARTMENTS CONTINUED

POLICE

- Community Watch, Fuel, LESA, Capital Outlay

RECREATION AND SPECIAL EVENTS

- July 4th Plans, Recreation Programs

PARKS AND CAC

- Parks, Community Appearance Commission Projects, Community Organic Garden

EMERGENCY SERVICES

- Contingency Funding
- Community Emergency Response Team (CERT)

ANIMAL CONTROL

WETLANDS & WATERWAYS

- Pond and Canal Maintenance
- Environment and Waterways Advisory Board

LEAF & LIMB AND SOLID WASTE

- Contract Costs

PLANNING AND ZONING

GENERAL FUND—REVENUE/ EXPENSE

GENERAL FUND—FUND BALANCE

MAY 11, 2021

ENTERPRISE FUND DEPARTMENTS

WATER AND SEWER FUND CASH LEVELS

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

continued

WATER FUND DEPARTMENTS

- Administration
- Water Supply & Treatment
- Water Distribution

SEWER FUND DEPARTMENTS

- Administration
- Sewer Collection
- Sewer Treatment

UTILITY FINANCIAL MODEL

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

WATER AND SEWER—REVENUE/EXPENSE

MAY 13, 2021

FIVE-YEAR FORECAST— GENERAL FUND

TAX RATES, UTILITY RATES AND OTHER FEES

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

MAY 18, 2021

MEET IF NECESSARY

MAY 20, 2021

OVERVIEW

DRAFT-BUDGET MESSAGE, ORDINANCE and SCHEDULE OF FEES



Proposed Budget Brochure

Our Budget Preparation Process

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

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

An Award-Winning Budget Document



Our Fiscal Year beginning 2019 Budget document has been awarded the Distinguished Budget Presentation Award from the Government Finance Officers Association. It was our 10th consecutive award. To learn more about this award program, or to review the document, visit the Finance page on our website.

The Fiscal Year 2021-22 Budget Public Hearing is Tentatively set for Thursday, June 10, 2021 at 7:00 p.m. in the Town Hall Meeting Room

Mayor and Town Council

Priorities for Fiscal Year 2021-22

"It's all about resources"

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

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

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

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

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

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

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

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

Maintain a visionary posture, acknowledging that change is inevitable.

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

Town of River Bend



Fiscal Year 2021-22 Budget Preparation Workshops

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

Dates & times are tentative and may change if necessary.

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

On the Internet at: www.riverbendnc.org

Public Comments



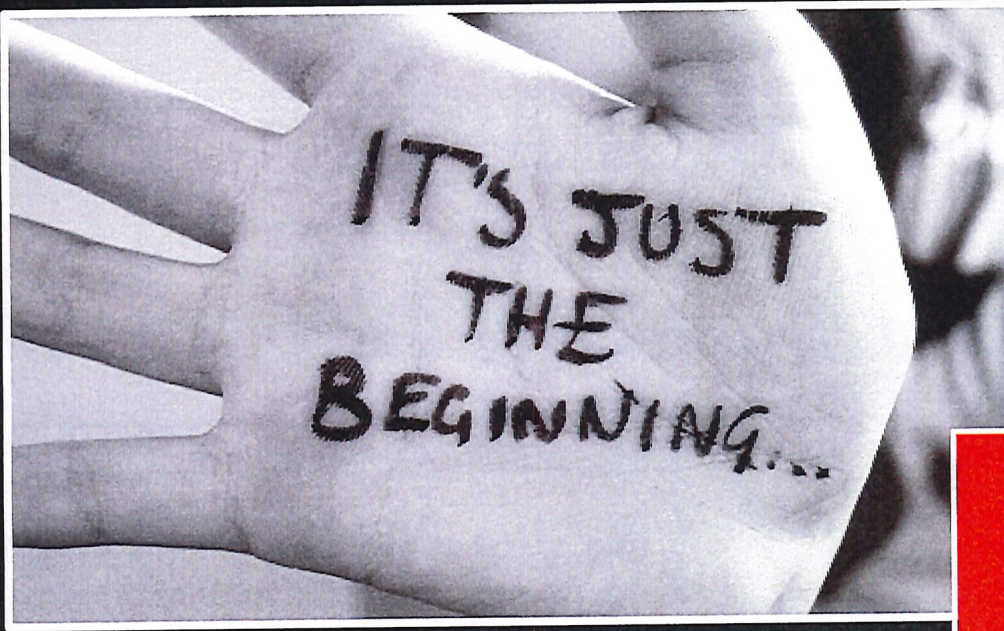
Finance Officer & Council Comments



Bud Van Slyke is the Town's Finance Officer

Town of River Bend

Fiscal Year 2021-2022 Budget Kick Off



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


**KEEP
CALM
AND
COME TO THE
MEETING**

MAYOR'S REPORT

The following information is relative to the first days of the Incorporated Town of River Bend and was also shared with the Town Council at the January Council Work Session. This January 14th Work Session date happened to be the fortieth anniversary of the issuing of the Town's Charter by the North Carolina Secretary of State. The Town exists because the General Assembly issued the Charter. In review of the facts related to this "launch" of the Town as a municipality one can only be impressed by the determination of the committee for incorporation and the early Council members as they launched this endeavor with many unknowns and little resources.

The Town of River Bend in 2021 is very different from the Town in 1981. The difference has been achieved by the work of all the Council Members who have served during the years between 1981 and 2021. The Town can now look confidently to the future with adequate resources and staffing necessary to govern effectively.

"RIVER BEND 1981 AND THE RIVER BEND 2021"

RIVER BEND TODAY AND FORTY YEARS AGO

PRESENTED TO COUNCIL ON 14 JANUARY 2021

The beginning of River Bend was 40 years ago today. It is a fact to make that statement because that January day was the date that the North Carolina Secretary of State issued the Town's Charter.

A group who were brave enough to call a referendum to choose to incorporate had vision but very little in the way of resources to launch into the world of incorporated municipalities. Consider that they had to initiate a series of formal actions that we now accept as routine in the process of governing the Town. That Council needed to hire several Town employees, set a tax rate, draft and approve zoning regulations, divide department responsibilities among the members of Council, formulate a Policing Policy for the Town, recruit and hire a police chief and an additional officer. Today we need to reflect and agree that those individuals deserve our thanks for their bold leap into the unknown. There are

many of us who have come to be residents of River Bend after the year 1981 and we all need to respect what these early members of the governing body put in place as the foundation of the Town that we enjoy today.

Changes have taken place over the years following 1981 that strengthened the governance of the town. These changes are the input of the actions of the members of the elected Town Council and would include, the purchase of the water and sewer enterprise property from a for profit corporation, the conduct of a referendum to hire a Town Manager, a referendum to change the election cycle to “staggered four year terms” thus making for a better continuity in the management of Town business. The police force has increased in number of personnel, the enterprise fund utilities have been well managed and operate in compliance with all federal and state regulations that govern their operations. The Town has had four managers over the 18 years under the Council Manager form of governance. Over those years each manager has moved the Town forward in administration and the overall conduct of utilization of personnel and financial resources. The Managers have asked the members of Council to approach our activity with a sense of “vision while reflecting on the past history of the path followed from 1981 to 2021.”

Mayor and Town Council Responsibilities

Last Updated 12/12/19

MAYOR	PUBLIC WORKS/ WATER RESOURCES	FINANCE/ HUMAN RESOURCES	PUBLIC SAFETY	PARKS & RECREATION/ COMMUNITY APPEARANCE COMMISSION	ENVIRONMENT/ WATERWAYS	PLANNING
Mayor: John R. Kirkland	Liaison: John R. Kirkland	Liaison: Bud Van Slyke	Liaison: Don Fogle	Liaison: Bud McClard	Liaison: Brian Leonard	Liaison: Buddy Sheffield
Pro Tem: Bud Van Slyke	Backup: Don Fogle	Backup: Bud McClard	Backup: Buddy Sheffield	Backup: Brian Leonard	Backup: Buddy Sheffield	Backup: Bud McClard
<p>Serves as official head of Town for purpose of serving civil process and receiving all Town correspondence. Signs official documents approved by Council. Liaison with municipal, county, state governments & private sector.</p> <p>Presides over Town meetings.</p> <p>Town spokesman. Media representative.</p> <p>Represents Town for ceremonial purposes.</p>	<p>Liaison on water resources issues.</p> <p>Representative to New Bern Metropolitan Planning Organization</p> <p>Liaison with Public Works Advisory Board.</p>	<p>Serves as Town Finance Officer.</p> <p>Council liaison for financial operations of the Town.</p> <p>Responsible for oversight of Town accounts including enterprise funds.</p> <p>Oversees audit process. Chairman of Town's Audit Committee.</p> <p>Advisor for technology review and implementation and Human Resources.</p>	<p>Council liaison for emergency services in the community.</p> <p>Liaison with the Community Watch Program.</p> <p>Liaison with CERT.</p> <p>Coastal Environmental Partnership Liaison</p>	<p>Liaison with Parks & Recreation Board.</p> <p>Responsible for Town Commons Development.</p> <p>Liaison with Community Appearance Commission.</p> <p>Plans and implements Fourth of July and other special events.</p>	<p>Liaison with Waterways Advisory Board.</p> <p>Follows environmental issues.</p> <p>ABC Board Liaison</p> <p>Alternate to New Bern Metropolitan Planning Organization</p>	<p>Liaison with Planning Board.</p> <p>Responsible for Comprehensive Plan.</p> <p>Responsible for CAMA Land Use Plan.</p> <p>Liaison with Board of Adjustment</p>