

**River Bend Town Council
Work Session Minutes
January 14, 2021
Town Hall
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

Mayor Kirkland Statement

Mayor Kirkland stated that he would like to acknowledge that today, January 14th, is the 40th anniversary of the Town's Charter. He stated that on January 14, 1981 the North Carolina Secretary of State issued the Town's Charter and that many changes have taken place over the years that have strengthened the governance of the Town.

Discussion— Budget Amendment 20-B-04

The Manager stated that a budget amendment was needed to transfer previously allocated funds from fund balance to pay architectural costs associated with BUS. He also stated funds were needed for the costs associated with the recent dredging project. He suggested transferring funds from Parks and Recreation for that project.

Vote – Budget Amendment 20-B-04

Councilman Van Syke motioned to approve Budget Amendment 20-B-04 as presented. The motion carried unanimously. (*see attached*)

INTERVIEW OF APPLICANTS FOR COUNCIL VACANCY

The Mayor thanked those who applied for this vacancy and for their willingness to serve. He said the applicants had drawn numbers prior to the meeting to determine the order in which they would address the Council. Each applicant would be given two minutes to address the Council, after which each Council member would be permitted two questions to the applicant.

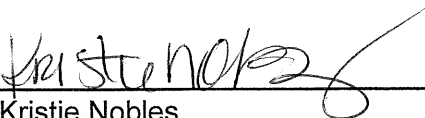
The process then began with each candidate, in turn, addressing the Council about their experience and skills, followed by questions from the Council members. After both applicants had spoken, the Mayor again thanked them and reminded the Council that they will make their final decision at the Regular Meeting on January 21.

REVIEW AGENDA FOR THE JANUARY 21, 2021 COUNCIL MEETING

The Council reviewed the Agenda for the January 21, 2021, Council meeting.

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield **moved to adjourn**. The meeting adjourned at 5:38 p.m.



Kristie Nobles
Town Clerk



**TOWN OF RIVER BEND
BUDGET ORDINANCE AMENDMENT 20-B-04
FISCAL YEAR 2020-2021**

BE IT ORDAINED by the Council of the Town of River Bend, North Carolina that the 2020-2021 Budget Ordinance as last amended on September 17, 2020, be amended as follows:

Summary

General Fund	2,307,211
General Capital Reserve Fund	164,663
Law Enforcement Separation Allowance Fund	7,888
Water Fund	613,634
Water Capital Reserve Fund	2,800
Sewer Fund	709,484
Sewer Capital Reserve Fund	129
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Total	3,805,809

Section 1.

General Fund

Anticipated Revenues

**20-B-04
CHANGES**

AD VALOREM Taxes 2020-2021	713,246	
AD VALOREM Tax-Motor Vehicle	83,200	
Animal Licenses	2,400	
Sales Tax 1% Article 39	136,448	
Sales Tax 1/2% Article 40	81,430	
Sales Tax 1/2% Article 42	68,324	
Sales Tax Article 44 105-524	9,549	
Sales Tax Hold Harmless Distribution	90,202	
Solid Waste Disposal Tax	2,500	
Powell Bill Allocation	84,500	
Beer and Wine Tax	13,500	
Video Programming Sales Tax	53,680	
Utilities Franchise Tax	114,261	
Telecommunications Sales Tax	10,330	
Court Refunds	500	
Zoning Permits	5,000	
State Grant - Police	22,653	
State Grant - CARES Act CRF funding	49,650	
Recovery Grant NCORR-FDLG-004	99,568	
Miscellaneous	8,000	
Interest-NCORR-FDLG-004 Investments	1,212	
Interest- Powell Bill Investments	50	
Interest-Gen Investments	9,755	
Contributions	421	
Wildwood Storage Rents	18,120	
Rents & Concessions	18,000	
Transfer From Capital Reserve Fund	164,663	
Appropriated Fund Balance (Remainder of The Walker Group Architecture contract for the BUS project)	446,048	10,208
Total	<hr/>	<hr/>
	2,307,211	

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

Authorized Expenditures		CHANGES
Governing Body	28,700	
Administration	268,691	
Finance	120,181	
Tax Listing	10,880	
Legal Services	24,000	
Elections	0	
Police	590,548	
Public Buildings <i>(Remainder of The Walker Group Architecture contract for BUS project)</i>	159,208	10,208
Emergency Services	4,000	
Animal Control	14,366	
Street Maintenance	221,686	
Public Works	167,240	
Leaf & Limb and Solid Waste	43,500	
Stormwater Management	221,371	
Wetlands and Waterways <i>(Channel Markers replaced)</i>	72,000	4,000
Planning & Zoning	48,363	
Recovery Grant NCORR-FDLG-004	100,780	
Recreation & Special Events <i>(transfer July 4th funds to Wetlands & Waterways)</i>	3,500	-4,000
Parks & Community Appearance	50,370	
Contingency	17,968	
Transfer To General Capital Reserve Fund	60,000	
Transfer To L.E.S.A. Fund	6,359	
Transfer To BUS Capital Projects Fund	73,500	
Total	2,307,211	10,208

Section 2. **General Capital Reserve Fund**

Anticipated Revenues			
Contributions from General Fund	60,000		
Interest Revenue	1,248		
Appropriated Fund Balance	103,415		
Total	164,663		
Authorized Expenditures			
Transfer to General Fund	164,663		

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

Anticipated Revenues:			
Contributions from General Fund	6,359		
Interest Revenue	100		
Appropriated Fund Balance	1,429		
Total	7,888		
Authorized Expenditures:			
Separation Allowance	7,888		

Section 4. **Water Fund**

Anticipated Revenues

Utility Usage Charges, Classes 1 & 2	188,595
Utility Usage Charges, Classes 3 & 4	8,534
Utility Usage Charges, Class 5	13,226
Utility Usage Charges, Class 8	2,971
Utility Customer Base Charges	234,862
Hydrant Availability Fee	21,411
Taps & Connections Fees	1,250
Nonpayment Fees	10,500
Late payment Fees	6,723
Interest Revenue	6,794
Sale of Capital Asset	1,501
Appropriated Fund Balance	117,267
Total	613,634

Authorized Expenditures

Administration & Finance [1]	447,734
Operations and Maintenance	162,400
Transfer To Fund Balance for Capital Outlay	3,500
Transfer To Water Capital Reserve Fund	0
Total	613,634

[1] Portion of department for bond debt service: 148,830

Section 5. **Water Capital Reserve Fund**

Anticipated Revenues

Contributions From Water Operations Fund	0
Interest Revenue	2,800
Total	2,800

Authorized Expenditures

Future Expansion & Debt Service	2,800
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Section 6. **Sewer Fund**

Anticipated Revenues:

Utility Usage Charges, Classes 1 & 2	249,338
Utility Usage Charges, Classes 3 & 4	17,688
Utility Usage Charges, Class 5	29,873
Utility Usage Charges, Class 8	6,202
Utility Customer Base Charges	292,304
Taps & Connection Fees	1,250
Late payment Fees	7,740
Interest Revenue	9,372
Sale of Capital Asset	1,500
Appropriated Fund Balance	94,217
Total	<u>709,484</u>

Authorized Expenditures:

Administration & Finance [2]	442,884
Operations and Maintenance	203,600
Transfer to Fund Balance for Capital Outlay	63,000
Transfer to Sewer Capital Reserve Fund	0
Total	<u>709,484</u>

[2] Portion of department for bond debt service: 128,520

Section 7. Sewer Capital Reserve

Anticipated Revenues:

Contributions From Sewer Operations Fund	0
Interest Revenue	129
Total	<u>129</u>

Authorized Expenditures:

Future Expansion & Debt Service	129
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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, 2020, for the purpose of raising the revenue listed as "Ad Valorem Taxes 2020-2021" in the General Fund Section 1 of this ordinance. This rate is based on a valuation of \$275,400,000 for purposes of taxation of real and personal property with an estimated rate of collection of 99.61%. The estimated collection rate is based on the fiscal year 2018-2019 collection rate of 99.61% 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 2021, 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 3.1% 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 2020-2021 fiscal year. The Budget Officer shall administer the Annual Operating Budget and shall ensure the operating staff and officials are provided with guidance and sufficient details to implement their appropriate portion of the budget.

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

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

Adopted this 14th day of January, 2021.

John R. Kirkland, Mayor

Attest:

Kristie J. Nobles, Town Clerk