



# 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.

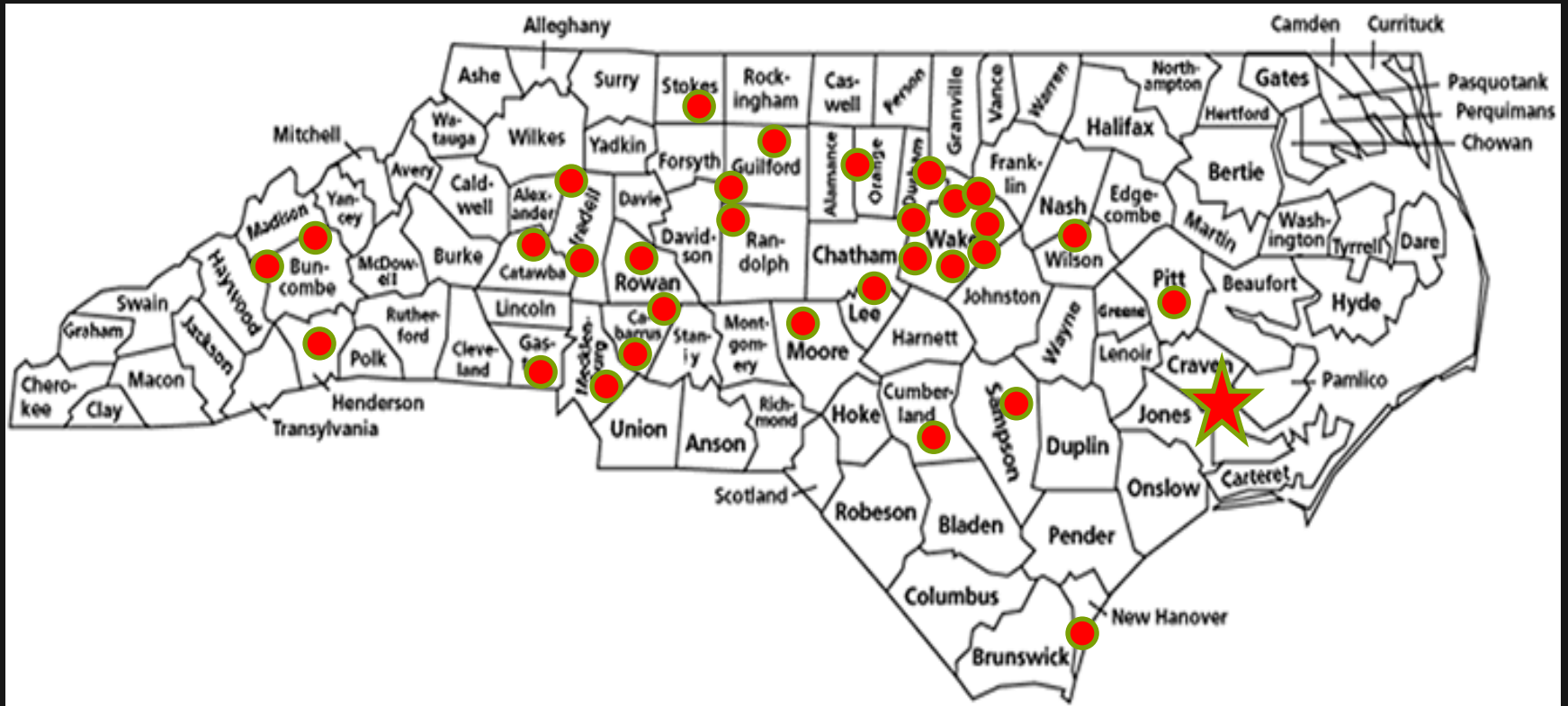
*There are 552 municipalities in North Carolina. For the fiscal year beginning July 1, 2019 GFOA review, only 32 of 552 (5.8%) municipalities in NC received the GFOA Distinguished Budget Presentation Award. Of those 32, only 8 were in our LGC peer group for populations of 2,500-9999. We are the smallest 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.

## 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

## Town of River Bend, NC Financial and Budgetary Policies



Effective May 17, 2018

## 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	<b>X</b> 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 <b>X</b>	11	12
13	14	15	16	17 <b>X</b>	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 4<sup>th</sup> 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](http://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**