

**River Bend Town Council  
Budget Workshop Minutes  
May 2, 2023  
River Bend Town Hall  
4:00 P.M.**

Present Council Members: Mayor John Kirkland  
Brian Leonard  
Barbara Maurer  
Buddy Sheffield  
Jeff Weaver

Absent Council Members: James Castranova

Town Manager: Delane Jackson  
Finance Director: Mandy Gilbert

Members of the Public Present: 1

The Mayor called the meeting to order at 4:00 p.m. The Mayor stated that the budget is the most important thing that the Council does in the whole year. You put this budget in place and once it's approved the Manager executes it. The Mayor announced that he would pause for public comments/questions after items 5, 10 and 14 on the agenda. He then recognized the Town Manager.

The Manager asked the Council to set a date for the Volunteer Picnic. All agreed that June 10 was acceptable. The Manager thanked Mandy Gilbert for her contribution to the budget development process.

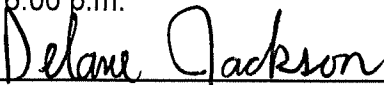
The Manager then began discussions of the Proposed Budget for FY2023-2024, which included a PowerPoint presentation. The Manager presented the Council's priorities and vision statement, which were approved at the January 19, 2023 budget kick-off meeting. The Manager noted the "Fundamentals of Budgeting 101" slides. He also noted the slide that outlined his 10 main goals during budget preparation.

The Manager began to follow the advertised agenda and presented details related to employee compensation and staffing levels, followed by the capital improvement plans, utility and fuel prices, the vehicle replacement plan, IT and various budget related topics. That was followed by a detailed discussion of the following departments: governing board, administration, finance, tax listing, legal services, elections, street maintenance, storm water, public works, and public buildings. The Manager noted that he had made an error in the CAC's budget request and changed that amount from \$1,500 to \$2,500.

There was some discussion about the COLA and inflation. There was some discussion about the fund balance in the general fund. The Manager reminded the Council that the policy now sets \$2,000,000 and 50% as the target for the fund balance in the general fund.

The Manager ended the session with a slide that showed a summary of the departments that had been discussed and asked if there were any questions.

Councilman Sheffield motioned to recess the meeting until May 4, 2023, at 4:00 p.m. The motion was unanimously approved. The meeting recessed at 6:00 p.m.

  
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Delane Jackson, Town Manager

**River Bend Town Council  
Budget Workshop Minutes  
May 4, 2023  
River Bend Town Hall  
4:00 P.M.**

Present Council Members: Mayor John Kirkland  
Brian Leonard  
Barbara Maurer  
Buddy Sheffield  
Jeff Weaver

Absent Council Members: James Castranova

Town Manager: Delane Jackson  
Finance Director: Mandy Gilbert  
Police Chief: Sean Joll

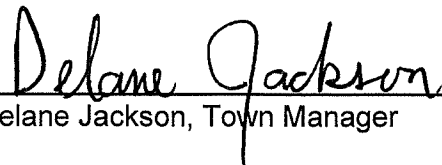
Members of the Public Present: 3

The Mayor called the meeting back to order at 4:00 p.m. The meeting began with a presentation by the Police Chief about the Police Department. The Chief was asked about the possibility of funding a 7th full-time position and the status of the safety equipment. The Chief stated that another position would be helpful with scheduling, particularly when an officer is out. He also stated that some safety equipment had been purchased with a recent grant, but the officers did not have Level 4 ballistic plates for their vests. That was followed by a detailed discussion of the following departments: recreation and special events, parks and CAC, emergency services, animal control, wetlands and waterways, leaf and limb, planning and zoning and then a discussion about general fund revenues and fund balance in the general fund.

During the revenue discussions, the Manager stated that the local sales tax revenues had been much better than anticipated in FY22-23, as was the case in FY21-22. There was a discussion about Powell Bill revenue and how that impacted the town's ability to fund street paving.

The Manager ended the session with several slides that showed the recent history and projections for fund balance in the general fund. He noted that due to the BUS project, the town's fund balance had dipped below the 50% goal during FY20. He noted the fund balance projection for year-ending 2023 was 54% and the projection for year-ending 2024 was for a fund balance of 89%. He stated that this is an in-house projection and not the same as the audited fund balance figures because he does not include depreciation, and these are projections. He noted the FY24 projection was based on receiving 95% of revenues and expending 75% of expenditures for that year. The Manager ended by saying that he was now done with general fund related departments and in the absence of Council action, he intended to move forward as discussed and with the amounts as presented. The Council directed the Manager to determine the costs and the impact on the tax rate to fund a 7th full-time police officer.

With no further questions, Councilman Sheffield motioned to recess the meeting until May 9, 2023, at 4:00 p.m. The motion was unanimously approved. The meeting recessed at 5:45 p.m.

  
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Delane Jackson, Town Manager

**River Bend Town Council  
Budget Workshop Minutes  
May 9, 2023  
River Bend Town Hall  
4:00 P.M.**

Present Council Members: Mayor John Kirkland  
Brian Leonard  
Barbara Maurer  
Buddy Sheffield  
Jeff Weaver  
James Castranova- arrived at 4:19 p.m.

Town Manager: Delane Jackson  
Public Works Director: Brandon Mills  
Finance Director: Mandy Gilbert

Members of the Public Present: 2

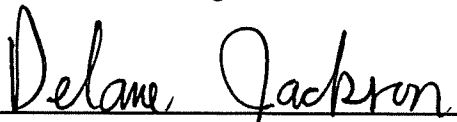
The Mayor called the meeting back to order at 4:00 p.m. and recognized the Town Manager.

The Manager began discussions by presenting the Council with an Excel Spreadsheet that showed that an additional 1.5¢ increase in the tax rate, over the recommended 23¢, would be necessary to fund an additional full-time police officer. The Council discussed various tax rates and their impacts on revenue. After considerable discussion, the Council agreed to fund an additional police officer position by setting the tax rate at 24¢ instead of 23¢ and lowering the Governing Board budget by \$24,000.

The Manager then discussed proposed budgets for the enterprise funds, which included a PowerPoint presentation. The Manager also stated that Public Works Director Brandon Mills was present to answer any questions related to water or sewer operations. The Manager followed the advertised agenda and presented details related to water and sewer funds cash levels, all water and sewer fund departments, water and sewer capital improvement plans, the utility rate model and revenues for the water and sewer funds. The new wastewater treatment plant grant project was also discussed.

The Manager presented the water and sewer rate model and stated that his proposal contained no changes to the rates. During the discussions the Manager reminded the Council that the water and sewer funds had recently transferred \$515,879 each to help fund their portion of a new Public Works building. He showed what impact that had on the water and sewer cash reserves and said those reserves needed to be monitored closely over the next few years for the need for possible rate hikes.

Councilman Sheffield suggested changing the start time for the next budget workshop since most of the major budget items had already been agreed upon. The Manager stated that the May 16th Budget workshop was not needed. The Council agreed to cancel the May 16th budget workshop. With no further questions, Councilman Sheffield motioned to recess the meeting until May 11, 2023, at 6:00 p.m. The motion was unanimously approved. The meeting recessed at 5:30 p.m.

  
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Delane Jackson, Town Manager

**River Bend Town Council  
Budget Workshop Minutes  
May 11, 2023  
River Bend Town Hall  
6:00 P.M.**

Present Council Members: Mayor John Kirkland  
Brian Leonard  
Barbara Maurer  
Buddy Sheffield  
Jeff Weaver  
James Castranova

Town Manager: Delane Jackson

Members of the Public Present: 2

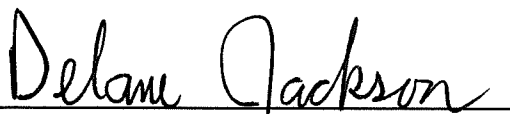
The Mayor called the meeting back to order at 6:00 p.m. and recognized the Town Manager.

The Manager began discussions by presenting the Council with all of the agreed upon changes that had been made in previous budget meetings. There were no objections to any of the changes. The Manager then proceeded with the agenda as scheduled, which included a PowerPoint presentation showing how the 24¢ tax rate would impact revenues for the town and what impact it would have on property owners. The Manager also presented the proposed fee schedule and utility rates and fees. During this segment he recommended eliminating the town ordinance violation penalty chart from the fee schedule. He stated that the town ordinance contained language to address those issues. He also stated that the Town Attorney had advised removing that section from the fee schedule. All agreed to the change.

The Manager stated that he was now finished with his presentation. The Mayor asked if everyone was satisfied with the proposal as presented. All members stated they were satisfied. The Manager stated that he could present his draft budget message at the May 18th Council meeting and thus avoid the need for the May 18th budget workshop. The Council agreed to cancel the May 18th budget workshop.

With the remaining time, the Manager asked to discuss an issue with the Metronet encroachment agreement. All agreed to do so. The Manager informed the Council that Metronet had previously offered to provide free internet service at Town Hall. The Manager stated that Metronet has now stated they could offer service at a reduced price, but not free. Councilman Weaver said he did not want free service to hold up the project. Councilman Weaver motioned to authorize the Manager to negotiate the best deal possible with Metronet and execute the encroachment agreement. The motion was unanimously approved.

With no further business, Councilman Sheffield motioned to adjourn. The motion was unanimously approved. The meeting adjourned at 6:45 p.m.

  
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Delane Jackson, Town Manager