



**RIVER BEND TOWN COUNCIL  
PROPOSED AGENDA  
Regular Meeting  
January 18, 2024  
River Bend Town Hall – 45 Shoreline Drive  
7:00 p.m.**

Pledge: Leonard

1. Call to Order (Mayor Kirkland Presiding)
2. Recognition of New Residents
3. Additions / Deletions / Adoption to Agenda
4. Addresses to the Council

A. Edwin Vargas – Budget

5. Public Hearings – None
6. Consent Agenda

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

A. Approve:

*Minutes of the December 7, 2023, Work Session Meeting  
Minutes of the December 14, 2023, Regular Council Meeting*

7. FY 24-25 Budget Kick – Off Presentation – Delane Jackson
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. Planning Board – Councilman Sheffield
  - A. Planning Board Report
10. Public Safety – Councilwoman Benton
  - A. Community Watch
11. Parks & Recreation – Councilman Weaver
  - A. Parks and Recreation Report
    - i. **VOTE** - Parks and Recreation Appointment
  - B. Organic Garden Report

12. CAC – Councilwoman Maurer
  - A. CAC Report
  - B. **VOTE** - CAC Median Revision
  
13. Finance – Councilman Leonard
  - A. Financial Report - Finance Director
  - B. **VOTE** – Grant Application Resolution
  - C. **VOTE** – Budget Priorities and Budget Calendar
  
14. Mayor’s Report – Mayor Kirkland
  
15. Public Comment

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

16. CLOSED SESSION – 143-318.11(a)(3)(5)

17. Adjournment

ITEM 3



Town of River Bend

RECEIVED

JAN 11 2024

11B<sup>15</sup>

TOWN OF RIVER BEND

Request Type - Select One

Request to Address the Town Council at Regular Meeting

Request to Appear on Town Council Meeting Agenda

Meeting Date 18 JAN 2024		Date of Request 11 JAN 2024	
<b>SPEAKER'S INFORMATION</b>			
Name EDWIN VARGAS		Phone Number 252 259 1445	
		Email edwinvargasnavy@yahoo.com	
Address 119 RANDOM WOOD LN			
Organization (if any)			
Subject 3 AREAS SUGGESTION, HAVE 8 COPIES			
<b>TIME LIMITED TO FIVE (5) MINUTES UNLESS OTHERWISE APPROVED</b>			
Requestor's Signature Edwin Vargas		Time Requested	
Approval Delane Jackson		Date 1-12-24	Time (Minutes)* 5

\*If more than three (3) people sign up to speak at the meeting, the Council reserves the right to reduce time allowed. Form must be returned to the Clerk by 9:00 am on the Tuesday prior to the meeting. TRB Form # 54 (Rev. 3/22)

ITEM A

**River Bend Town Council  
Work Session Minutes  
December 7, 2023  
Town Hall  
7:00 p.m.**

Present Council Members: Mayor John Kirkland  
Lisa Benton  
Brian Leonard  
Barbara Maurer  
Jeff Weaver

Absent Council Member: Buddy Sheffield

Town Manager: Delane Jackson  
Town Clerk: Kristie Nobles  
Town Attorney: Ross Hardeman  
Police Chief: Sean Joll

Members of the Public Present: 11

**CALL TO ORDER**

Mayor Kirkland called the meeting to order at 7:00 p.m. on Thursday, December 7, 2023, at the River Bend Town Hall with a quorum present.

**VOTE – Approval of Agenda**

Councilwoman Maurer motioned to accept the agenda as presented. The motion carried unanimously.

**ADOPTION OF 2024 EMPLOYEE HOLIDAY AND TOWN MEETING SCHEDULE**

Councilwoman Benton moved to adopt the 2024 Employee Holiday and Council Meeting Schedule as presented. The motion carried unanimously. (see attached)

**VOTE – ARP Policies**

Councilman Leonard motioned to approve the Eligible Use Policy, Conflicts of Interest Policy, Allowable Cost and Cost Principles Policy and Procurement Policy as presented. The motion carried unanimously. (see attached)

**DISCUSSION – Eastern Carolina Council Representative Appointment**

The Town Manager stated that Mrs. Patty Leonard currently serves as the Town's representative to Eastern Carolina Council, and she would continue as the representative if the Council chose to appoint her.

**VOTE - Appointment of ECC Representative**

Councilwoman Maurer motioned to approve Patty Leonard as the Town's ECC representative. The motion passed unanimously.

**DISCUSSION – FY 22-23 Audit Presentation**

Finance Director, Mandy Gilbert, stated that Austin Eubanks of Thompson, Price, Scott, Adams & Company would give a presentation on the fiscal year 2022-2023 audit at next week's Council meeting.

### **Discussion – Plantation / Anchor Way Median Assessment**

Councilwoman Maurer stated that she requested that the Plantation / Anchor Way Median Assessment Project be added to the agenda for discussion to determine if the Council wants to pursue any of the project any further. She suggested reworking a small section of the median in a planned professional way. She stated this would give the Council an opportunity to see what can be completed and what the costs would be. She also stated that there was no money allocated to this project in the current budget. Councilman Leonard stated that his major concern is safety and there are a few areas that need to be addressed. He stated that he agreed with Councilwoman Maurer with completing a small area first to determine costs and to receive feedback from the surrounding residents. All of the Council agreed with that concept. Councilman Weaver stated that he would like for the “dangerous” areas to be completed immediately and Councilman Leonard asked the Town Manager if he had the opportunity to address the immediate needs that were identified. The Town Manager stated that the areas that were identified as dangerous were completed the previous day. Councilman Weaver stated that with the budget season coming up, that it seems this project would be fitting for that. All of Council agreed.

### **Discussion – Future Use of Soon-to-be Vacated Public Works Building**

Councilwoman Maurer stated that she wanted to discuss further if the Council would like to commit to allowing the Red Caboose Community Library to utilize part of the former Public Works building for their library space. She asked the Town Manager if the contract could make it legal to do. The Town Manager stated he has relayed what the Town Attorney has told him and that the building is a public building, and the Town has to get fair market value for the building’s use. The Town Attorney stated that the contract with the Red Caboose Community Library could be amended. Councilwoman Maurer asked the Council if that was acceptable, and Councilman Leonard agreed. Councilman Weaver stated that his only reservation is that the Parks and Recreation Advisory Board is completing a survey for what amenities the community feels the Town needs and the building may be included in that recommendation. Councilwoman Benton stated that the Parks and Recreation situation is not terribly pertinent, and the library could utilize the space immediately, and she agreed with allowing the library to use the space. The Town Manager stated that Public Works is still using the building and will not be out for some time. The Town Attorney recommended that, when the Council is ready they can amend the contract with the Red Caboose Community Library. Councilman Leonard stated that he would like to wait until the entire Council is present before the Council makes a decision. All agreed to wait until Council Sheffield returned.

### **REVIEW – Agenda for the December 14, 2023, Council Meeting**

The Council reviewed the agenda for the December 14, 2023, Council Meeting.

### **CLOSED SESSION**

Councilman Leonard moved to go into Closed Session under NCGS 143-318.11(a)(3)(5)(6) and to discuss the possible acquisition of land owned by Weldon Brown, Jr. and Naqueldon Brown for the location of a new water treatment facility. The motion carried unanimously. The Council entered Closed Session at 7:37 p.m.

### **OPEN SESSION**

Councilman Leonard moved to return to Open Session at 7:49 p.m. The motion carried unanimously.

### **VOTE – Contract with Weldon Brown**

Councilman Leonard motioned to approve the terms of the option to purchase contract for the land own by Weldon and Naqueldon Brown, et al and to authorize the mayor to sign on behalf of the Town. The motion carried unanimously.

**VOTE – Town Managers Contract Revision**

Councilman Leonard motioned to approve the amended employee contract, dated December 7, 2023, with the Town Manager as presented. The motion carried unanimously.

**VOTE – Town Managers Bonus Pay**

Councilman Leonard motioned to approve a bonus in the amount of \$15,000 for the Town Manager in recognition of his recent work securing grants. The motion carried unanimously.

**VOTE – Town Employees Bonus Pay**

Councilman Leonard motioned to approve \$5,000 of funding for the Town Manager to use at his discretion to provide bonuses for town employees. The motion carried unanimously.

**ADJOURNMENT/RECESS**

There being no further business, Councilman Leonard moved to adjourn. The motion carried unanimously. The meeting was adjourned at 7:55 p.m.

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Kristie J. Nobles, CMC, NCCMC  
Town Clerk

ITEM 6



**TOWN OF RIVER BEND**

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

T 252.638.3870  
F 252.638.2580

[www.riverbendnc.org](http://www.riverbendnc.org)

**TOWN OF RIVER BEND  
EMPLOYEE HOLIDAY SCHEDULE  
2024**

<u>HOLIDAY</u>	<u>DATE</u>
New Year's Day	Monday, January 1
Martin Luther King Day	Monday, January 15
Good Friday	Friday, March 29
Memorial Day	Monday, May 27
Independence Day	Friday, July 5
Labor Day	Monday, September 2
Veterans' Day	Monday, November 11
Thanksgiving Holiday	Thursday, November 28 Friday, November 29
Christmas Holiday	Tuesday, December 24 Wednesday, December 25 Thursday, December 26

ITEM 6



**TOWN OF RIVER BEND**

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

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**MEETINGS OF THE TOWN COUNCIL OF  
THE TOWN OF RIVER BEND  
2024**

**Work Sessions ( 2<sup>nd</sup> Thursday)**

7:00 p.m.

January 11  
February 8  
March 14  
April 11  
May 9  
June 13  
July 11  
August 8  
September 12  
October 10  
November 14  
\*\*\*December 5

**Regular Meetings (3<sup>rd</sup> Thursday)**

7:00 p.m.

January 18  
February 15  
March 21  
April 18  
May 16  
June 20  
July 18  
August 15  
September 19  
October 17  
November 21  
\*\*\*December 12

All Council Work & Regular Sessions will be held in the River Bend Town Hall beginning at 7:00 p.m.

\*\*\* Changed due to holiday.

Meeting date, time and location are subject to change due to unforeseen circumstances. In such event, proper public notice will be given prior to the meeting.

The public is invited and encouraged to attend all Council meetings.

The Town's Rules of Procedure, Agenda Policy, Public Comment Policy and Public Hearing Policy will be enforced at all Council Meetings.

Kristie Nobles  
Town Clerk

**River Bend Town Council  
Regular Meeting Minutes  
December 14, 2023  
Town Hall  
7:00 p.m.**

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

Town Manager: Delane Jackson  
Police Chief: Sean Joll  
Finance Director: Mandy Gilbert  
Town Clerk: Kristie Nobles  
Town Attorney: Trey Ferguson

Members of the Public Present: 19

**CALL TO ORDER**

Mayor Kirkland called the meeting to order at 7:00 p.m. on Thursday, December 14, 2023, at the River Bend Town Hall with a quorum present.

**VOTE – APPROVAL OF AGENDA**

Councilwoman Maurer motioned to adopt the agenda as presented. The motion carried unanimously.

**ADDRESSES to the COUNCIL**

Mr. Homer Ray addressed the Council and stated that he felt the Town of River Bend was not bicycle or pedestrian friendly. He asked the Council to considering adding auxiliary lighting to the walking path near Town Hall.

**SPECIAL PRESENTATION – Audit Presentation for Fiscal Year 2022-2023**

Mr. Austin Eubanks, CPA with Thompson, Price, Scott, Adams & Co., P.A. stated that the River Bend staff was pleasant and cooperative. He said that his firm has issued an unqualified opinion on River Bend's FY 2022-2023 audit, which is the best rating an auditor can give.

**CONSENT AGENDA**

The Mayor presented the Council with the Consent Agenda. Councilman Sheffield 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 9, 2023 Work Session Meeting*  
*Minutes of the November 16, 2023 Regular Council Meeting*

**TOWN MANAGER'S REPORT**

The Manager stated that the new Public Works Building dedication is tomorrow, December 15, 2023 at noon.

Chief Joll presented Corporal Borner with his Advanced Certificate from the North Carolina Training Standards Division and Officer Johnson with the Chief Award of Excellence for his dedication and hard work over the past year.

### **ADMINISTRATIVE REPORTS**

#### **PARKS & RECREATION – COUNCILMAN WEAVER**

Councilman Weaver stated that Parks and Recreation met on December 6, 2023 and have officially changed their meeting time to 6:15 p.m. Their next meeting is January 3, 2024, at 6:15 p.m.

#### **CAC – COUNCILWOMAN MAURER**

Councilwoman Maurer presented the following report.

The CAC did not meet in December. If you are enjoying the festive lights at town entrance and around Town Hall, thank the CAC and the workshop participants, who, over the last few years, including this one, have created over 125 light globes. Remember to say thanks to the Public Works staff who installed the lights. The Christmas festive home nomination dates will run from December 5-15. Two winners will be announced on December 20. Nominations can be made by the homeowner, a neighbor or someone who likes the decorations. Board members await the Council's decision on how to proceed following receipt of the arborist's detailed report and recommendations. Planning continues for an Arbor Day celebration and an Independence Day craft décor program. The next meeting is scheduled for January 17, 2024, at 4 pm in the Municipal Building. The meeting is open to everyone. Please attend if you are interested. The members of CAC send holiday greetings to everyone.

#### **DISCUSSION – Future Use of Vacated Public Works Building**

Councilwoman Maurer stated that she would like to continue the discussion on the future use of the Public Works Building from last week since the entire Council is now present. She stated that the Town currently has a contract with the Red Caboose Community Library for their services and she would like to see the Town allow the library to utilize the Public Works Building for fair market value. Councilman Leonard said that the Town is a government agency providing space and the library would be a contractor providing services. Councilman Weaver stated that he did not want to rush into making a decision. Councilman Sheffield asked if the Parks and Recreation Advisory Board has offered any recommendation for use of the building. Councilman Weaver stated the Parks and Recreation Advisory Board has not completed the amenity survey of the Town due to a high turnover of members, so he does not know if that building is included in their recommendation. Councilman Sheffield stated that the hours of library are limited and if there would be a way for Parks and Recreation to use the building in addition to the library, then he felt it should be considered. Councilwoman Maurer stated that the library is planning on extending their services and hours when they have more room for events. She also stated that that building is going to need some serious renovations and the library would be responsible for that not the Town, but if Parks and Recreation uses the building the renovations would fall on the Town. Councilman Leonard stated that the Council has been discussing finding the library a permanent home for a few years now. Councilman Sheffield stated that since the library has limited hours, maybe Parks and Recreation can use the building when the library is not. Councilwoman Benton stated that was very reasonable. Councilman Leonard stated he was thinking of maybe a Community Center that has more activities than just the library services. Councilman Sheffield stated he would rather allow the library to use the building instead of paying them money for services. The Town Attorney stated that the Council could amend the contract to include services for a space.

#### **VOTE – Vacated Public Works Building**

Councilman Leonard motioned to direct the Town Manager or Town Attorney to draw up a contract / service agreement to provide space in exchange for services that the Red Caboose Community

Library provides the Town, based on discussion from tonight and previously. The motion carried unanimously.

**FINANCE – COUNCILMAN LEONARD**

Financial Report – Finance Director, Mandy Gilbert, presented to the Council the financial statement for the month of November. She stated the total of the Town's Cash and Investments as of November 30, 2023, were \$2,608,139 and Ad valorem tax collections for FY23-24 were \$54,464 and Vehicle Ad valorem tax collections were \$6,590.

**VOTE – ACCEPT AUDIT REPORT**

Councilman Leonard motioned to accept the Fiscal Year 2022-2023 Audit Report presented. The motion carried unanimously.

**MAYOR'S REPORT**

The Mayor presented the following report.

**THE VALUE TO ALL OF THE THANKSGIVING AND CHRISTMAS HOLIDAYS**

There is an understanding that we each can take away from these two important holiday celebrations in America. I realize that not everyone will agree with me in my view, however, I have tried to live by these standards and have found that these holidays point us all to important elements of our human interface. Both Thanksgiving and Christmas follow early American Christian tradition, but most other religions of the world have accepted the celebrations into their cultures. As we celebrated Thanksgiving, many families assembled for the occasion to share a daylong reunion and a very specially prepared meal. Many also then reminisced on family events of past celebrations. These discussions are particularly important to the young of the clan who were not participants in the events of family history. This holiday also is a time when Americans of every nationality are most generous in helping persons in need. Christmas has become a world-wide time to share presents with family members and with close friends. It seems that the commercial side of the holiday is launched in early October with ads on television commercials and in newsprint. While the day is the heart of the Christian Faith, still all the world is knowledgeable of the origin. May we all reflect on the positive values that we can and should take from this season of celebration.

**PUBLIC COMMENT**

Linda Klopff – Randomwood Lane - Thanked the Council for moving forward with allowing the library to utilize space in the old Public Works Building. She stated this has been discussed for a long time and this is a very positive thing for our community. She stated that the library has funds set aside and volunteers to do renovations to the building.

Jon Hall – Knotline Road - Thanked the community, the volunteers, the Council, and the town employees. He stated that it seemed to be a rocky year, but the community seems to be calming down and headed down the right path. He stated he is proud to be a River Bender.

Don Fogle – Anchor Way - He stated that he agreed with Mr. Homer Ray regarding lighting on the walkway. He asked that if the Council rewrites the Red Caboose Community Library contract, that certain performance items are included in the contract. Such as the minimum hours a day the library is open, annual reports on usage and updates on the library inventory. He also stated that the building is currently in the flood plain, should there be another flood.

**ADJOURNMENT/RECESS**

There being no further business, Councilman Sheffield moved to adjourn. The meeting adjourned at 7:55 p.m.

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Kristie J. Nobles, CMC, NCCMC  
Town Clerk



# Town of River Bend Fiscal Year 2024-25



**January 18, 2024**

# Town of River Bend

Fiscal Year 2024-2025

Budget Kick-Off

## AGENDA

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



## Comments From Mayor- John Kirkland



## NORMAL YEAR

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 the North Carolina General Statutes. Following 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, in accordance with the North Carolina Budget and Fiscal Control Act.

The Council must hold a public hearing on the proposed budget. That hearing is tentatively scheduled for the June work session and public comments are received. The tentative schedule then is to vote on the adoption of the FY 2024-2025 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.

## SPECIAL YEAR

### THE BUDGET PROCESS AND THE MANAGER'S WORKLOAD

The budget drafting places a number of requirements that take time from the Manager's normal workload. I will mention several of those project demands:

1. During the budget year 2023-2024 Manager Jackson was able to obtain several multimillion-dollar grants. The agencies that awarded those grants have specific demands as to what the grant money will fund. Also, the funding agencies have timelines that must be met. There is no manner in which the funding can be shifted to fund other projects. Also, those major projects will involve his time for project specification preparation, project bidding and award, agency correspondence, near-daily contact with project superintendent during the construction period, and more.
2. Funds available for newly-approved, major town-funded projects must be funded from the annual, normal funding sources, which are limited.
3. The Manager will need to spend time working up estimates for any projects that the Council would like to accomplish in the coming budget year. This work is in addition to his supervising the Town staff as they perform the tasks associated with daily operations, his other normal duties, and the substantive, aforementioned grant-related work.

4. During the course of a fiscal year the Manager has authority to make a limited shift in funding within the several departments in order to meet arising, unanticipated needs. He does not have authority to take on new (surprise) major projects unless the Council provides a new source of funding for such an added project. We should avoid “surprise” projects, especially during these very busy and demanding times.

It is very important that Council and citizens understand that the Manager does not print money and that the 1 July approved budget is not very flexible for repositioning from the approved projects.

We have been very fortunate to be able to make significant infrastructure improvements with grant funding. While a blessing, its administration exacts a toll on the Manager and his staff. Let us not unnecessarily add to these demands.

John Kirkland, Mayor

## 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

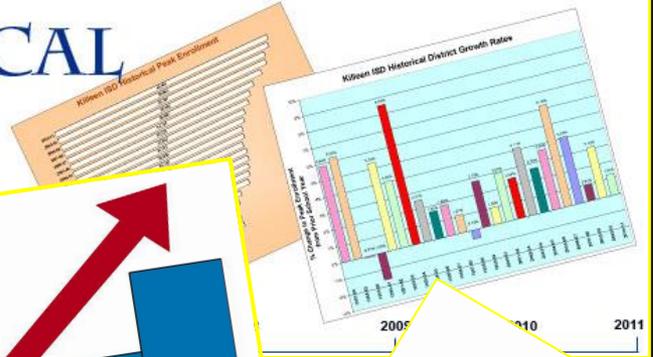


**AVERAGE**

**ESTIMATE**

Predictions

**HISTORICAL DATA**



**Forecast**



INDUCTIVE REASONING  
AND CONJECTURE

## 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

## Some North Carolina Law Concerning Budget Preparation

### NCGS 160A-148 Powers and Duties of Manager

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

Manager's  
Role

### 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 2023-24



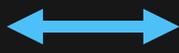
# Proposed Budget Workshop Calendar

## APRIL 2024

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 2024

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	

 = NCLM Conference in Winston-Salem

 = scheduled workshop date

 = extra workshop date if necessary

# Other Important Proposed Budget Dates

MAY 2024						
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	<b>X</b> 30	31	

May 30- Budget Message & Proposed Budget Released

June 13 - Budget Public Hearing

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

JUNE 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	<b>X</b> 13	14	15
16	17	18	19	<b>X</b> 20	21	22
23	24	25	26	27		29
30						

June 20- Budget Adoption

# Proposed Agenda Items

## APRIL 30, 2024

### **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

### **PUBLIC BUILDINGS**

- Mowing and Landscaping Contract
- Building Maintenance

## MAY 2, 2024

## 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 7, 2024

## 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 9 2024

### **TAX RATES, UTILITY RATES AND OTHER FEES**

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

## MAY 13, 2024

### **MEET IF NECESSARY**

## MAY 16, 2024

### **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.

The Fiscal Year 2024-25 Budget Public Hearing is Tentatively set for Thursday, June 13, 2024 at 7:00 p.m. in the Town Hall Meeting Room.

Documents pertaining to the Fiscal Year 2024-25 budget preparation will be posted on the Town’s webpage prior to each budget workshop. All budget related documents shall remain as draft and subject to change until the Budget Ordinance is officially adopted by the Town Council.

## Mayor and Town Council Priorities for Fiscal Year 2024-25

*“It’s all about resources”*

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

Continue to 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.

## Town of River Bend



## Fiscal Year 2024-25 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



# Mayor & Council Comments



# Town of River Bend

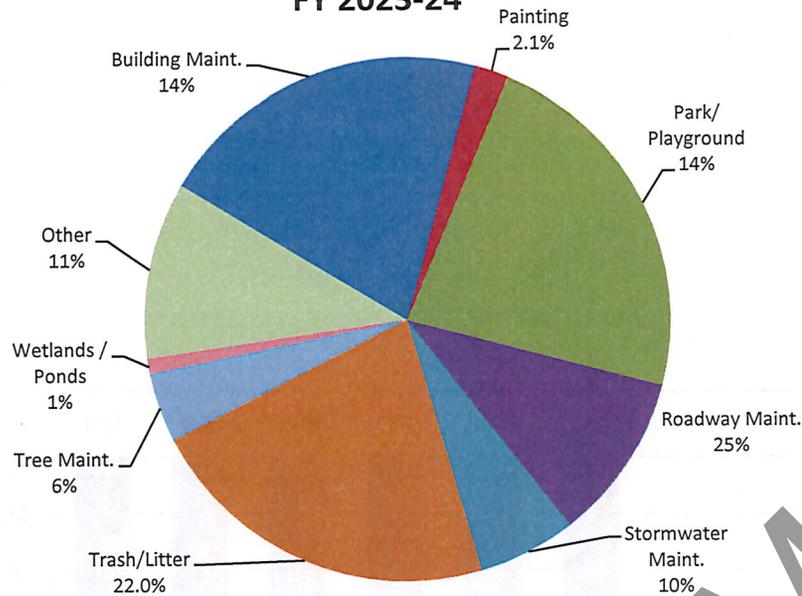
Fiscal Year 2024-2025 Budget Kick Off



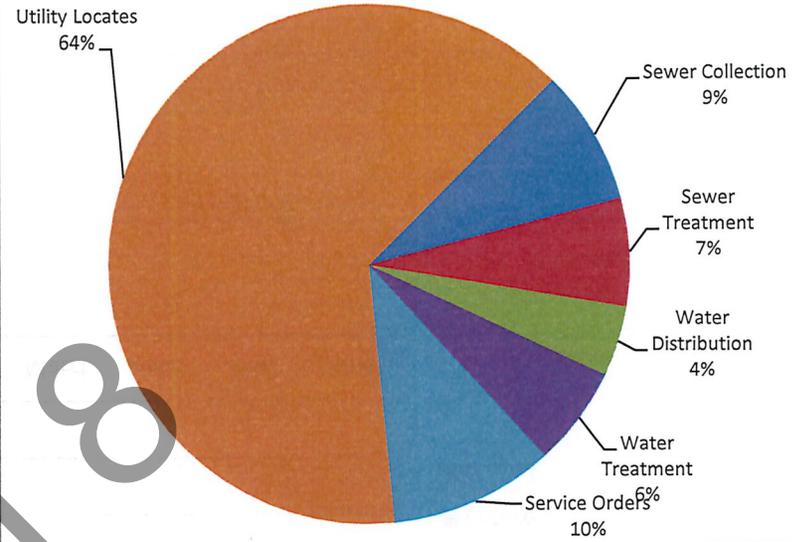
All budget work sessions are open to the public and allow opportunity for public input. Come join us!

  
**KEEP  
CALM  
AND  
COME TO THE  
MEETING**

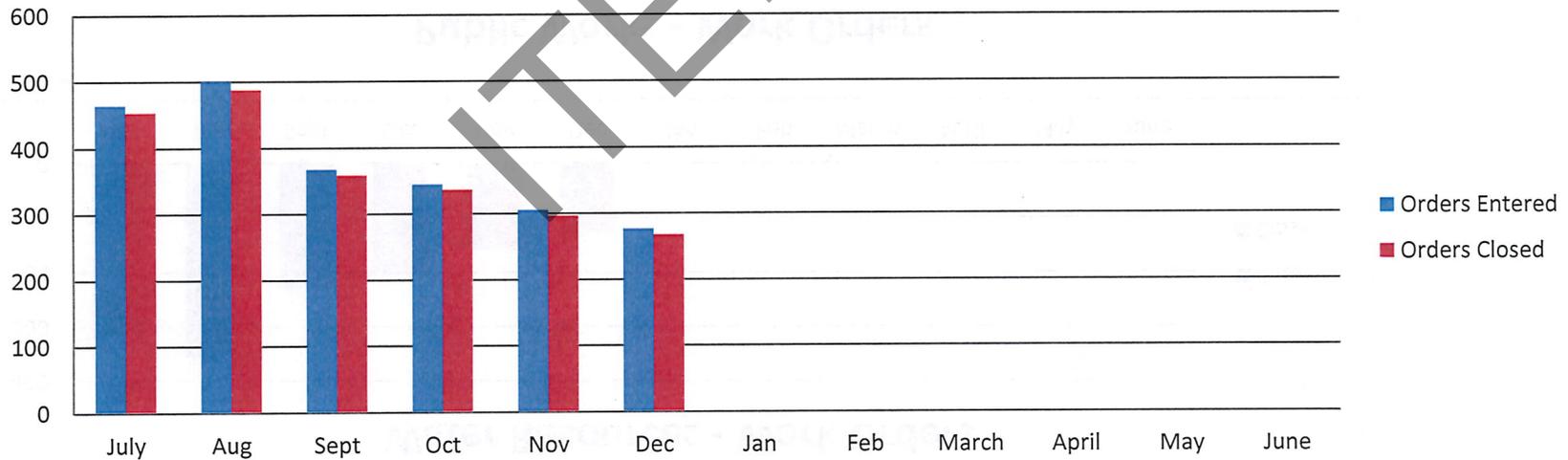
**Public Works Work Orders  
FY 2023-24**



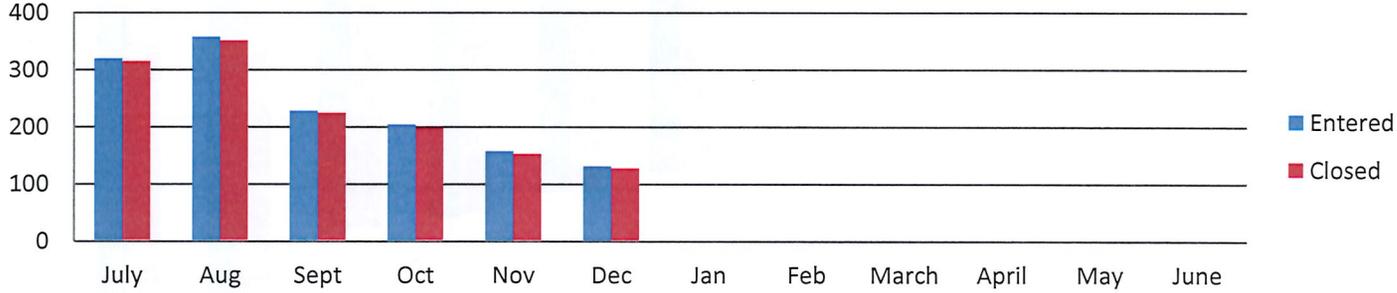
**Water Resources Work Orders  
FY 2023-24**



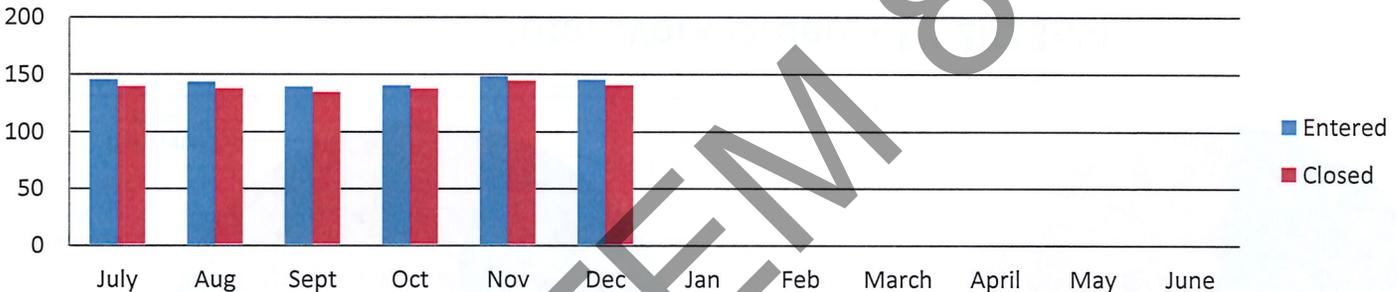
**Total Work Orders - FY 2023-24**



### Water Resources - Work Orders



### Public Works - Work Orders





## TOWN OF RIVER BEND

45 Shoreline Drive  
River Bend, NC 28562

T 252.638.3870  
F 252.638.2580

[www.riverbendnc.org](http://www.riverbendnc.org)

### **December 2023 Monthly Report Brandon Mills, Director of Public Works**

Hopefully the holiday season brought joy to all, eagerly embracing the new year. The grand opening of our new Public Works building unfolded seamlessly. My gratitude extends to the numerous volunteers whose invaluable assistance made it possible. Currently we are in the process of relocating our equipment and tools to the new building, with office computers and desks slated for permanent move sometime in January. This new building will be a valuable asset to the Public Works Department for years to come.

In the realm of Water Resources, a proactive approach continues to guide our efforts in maintaining our water and sewer systems. Routine pump maintenance throughout our collection system has been diligently executed. During this maintenance we check pump oil and seals to insure we get the full expected life out of our pumps. Additionally, repairs to several collection system lateral cleanouts were repaired by our staff. The repair of broken piping in our system is crucial in preventing inflow and infiltration into our collection system.

If you have any questions concerning the Water Resources/Public Works Department, please call us at 252-638-3540, Monday-Friday, 8am-4pm. After hour's water and sewer, emergencies can be reported by dialing the Town Hall at 252-638-3870. You will be instructed to 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 252-638-1108, and they will get in contact with the on-call utility systems operator.





# MONTHLY ZONING REPORT

MONTH  YEAR

Activity	Monthly	YTD Total
Permit Applications Received	4	37
Permits Issued	4	37
Fees Collected	156.00	3298.40
Violations Noted During Weekly Patrol	2	33
Complaints Received From Citizens	0	7
Notice Of Violations Initiated *see details below	2	25
Remedial Actions Taken By Town	0	0

Detail Summary		
Address	Violation	Date Cited
111 Stillwater	Trailer	6-Dec
305 Lochbridge	Parked in grass	6-Dec



# RIVER BEND POLICE DEPARTMENT



## YEARLY ACTIVITY REPORT

	ACTIVITIES	2022	2023	% of Calls	% Change
1	ALARMS / 911 UNKNOW / DISTURBANCE / SHOTS FIRED	110	122	0.40%	11.00%
2	ANIMAL COMPLAINTS	65	83	0.27%	28.00%
3	ARRESTS	25	22	0.07%	-12.00%
4	ASSAULTS / ALL OTHER VIOLENT CRIME	27	28	0.09%	4.00%
5	ASSIST CITIZENS / LOCK OUT / QUALITY OF LIFE ISSUES	178	163	0.53%	-8.00%
6	ASSIST EMS / FD / FIRST RESPONDERS / MED ASSIST	297	490	1.59%	65.00%
7	ASSIST MOTORISTS / BIKE PATROLS / ALL OTHER	1441	1177	3.82%	-18.00%
8	ASSIST OTHER AGENCIES	18	33	0.11%	83.00%
9	B & E BUSINESS / RESIDENCE / VEHICLE	22	19	0.06%	-14.00%
10	CRIM. SUMM. / SUBPOENAS / WARRANTS / CIVIL COMPLAINT	31	45	0.15%	45.00%
11	DOMESTICS	29	19	0.06%	-34.00%
12	FIRES / ALARM	23	21	0.07%	-9.00%
13	IDENTITY THEFT / FRAUD	20	15	0.05%	-25.00%
14	INVOLUNTARY COMMITMENTS	13	10	0.03%	-23.00%
15	JUVENILE COMPLAINTS	7	5	0.02%	-29.00%
16	LARCENIES	15	19	0.06%	27.00%
17	LITTERING	4	1	0.00%	-75.00%
18	LOUD MUSIC / NOISE COMPLAINTS	6	4	0.01%	-33.00%
19	DEATH / MISSING PERSON / RUNAWAY / SUICIDE(A)	16	30	0.10%	88.00%
20	PROPERTY DAMAGE/VANDALISM	21	17	0.06%	-19.00%
21	RESIDENTIAL / BUSINESS CHECKS / COMMUNITY WATCH	16869	27295	88.55%	62.00%
22	ROADWAY DEBRIS / OBSTRUCTIONS	1	1	0.00%	0.00%
23	ROBBERIES	0	0	0.00%	0.00%
24	SOLICITING VIOLATIONS	3	2	0.01%	-33.00%
25	SUSPICIOUS PERSONS / VEHICLES / FIELD INTERVIEW	148	146	0.47%	-1.00%
26	TOWN ORDINANCE CITATIONS	14	9	0.03%	-36.00%
27	TOWN ORDINANCE VIOLATIONS	31	33	0.11%	6.00%
28	TRAFFIC ACCIDENTS	30	25	0.08%	-17.00%
29	TRAFFIC STOPS	1029	667	2.16%	-35.00%
30	TRAFFIC COMPLAINTS-RADAR	79	61	0.20%	-23.00%
31	DWI	4	3	0.01%	-25.00%
32	CHECKPOINTS	10	16	0.05%	60.00%
33	DRUG VIOLATIONS	14	8	0.03%	-43.00%
34	WELFARE CHECKS	52	66	0.21%	27.00%
35	CASE ASSIST / PW / VEHICLE MAINTENANCE / MEETING	49	35	0.11%	-29.00%
36	CASE FOLLOW UPS / SPECIAL OPERATION / TRAINING	85	105	0.34%	24.00%
37	TRESPASSING	10	23	0.07%	130.00%
38	OVERDOSE	10	5	0.02%	-50.00%
39	TOTAL	20806	30,823	100.00%	48.00%

### Traffic Violations

- 233 State Citations
- 244 Total State Charges
- 1 State Warnings
- 21 Town Citations
- 2 Town Warnings

### Community Watch Checks

- 1,403 100 Pirates
- 1,513 100 Plantation
- 1,387 200 Lakemere
- 1,571 200 Rockledge
- 1,045 Piner Estates

### Phone Calls Answered (638-1108)

2,964 Calls Answered

The data being presented in this report is a representation of the original call as it was dispatched.



# RIVER BEND POLICE DEPARTMENT



## MONTHLY ACTIVITY REPORT

2023

	ACTIVITIES	2023	2023	2023	% of Total Calls	% Change Last 2 Mos.
		October	November	December		
1	ALARMS / 911 UNKNOWN / DISTURBANCE / SHOTS FIRED (1)	13	7	17	0.61%	143.00%
2	ANIMAL COMPLAINTS	10	5	5	0.18%	0.00%
3	ARRESTS	2	4	4	0.14%	0.00%
4	ASSAULTS / ALL OTHER VIOLENT CRIME	2	5	3	0.11%	-40.00%
5	ASSIST CITIZENS / LOCK OUT / QUALITY OF LIFE ISSUES	16	21	29	1.04%	38.00%
6	ASSIST EMS / FD / FIRST RESPONDERS / MED ASSIST	29	25	39	1.40%	56.00%
7	ASSIST MOTORISTS / FOOT PATROLS / ALL OTHER	15	25	24	0.86%	-4.00%
8	ASSIST OTHER AGENCIES	6	1	7	0.25%	600.00%
9	B & E BUSINESS / RESIDENCE / VEHICLE	0	1	1	0.04%	0.00%
10	CRIM. SUMM. / SUBPOENAS / WARRANTS / CIVIL COMPLAINT	3	9	6	0.22%	-33.00%
11	DOMESTICS	3	3	0	0.00%	-100.00%
12	FIRES / ALARM	1	3	1	0.04%	-67.00%
13	IDENTITY THEFT / FRAUD	1	0	4	0.14%	0.00%
14	INVOLUNTARY COMMITMENTS	0	2	1	0.04%	-50.00%
15	JUVENILE COMPLAINTS	1	1	0	0.00%	-100.00%
16	LARCENIES	3	0	3	0.11%	0.00%
17	LITTERING	0	0	0	0.00%	0.00%
18	LOUD MUSIC / NOISE COMPLAINTS	0	0	0	0.00%	0.00%
19	DEATH / MISSING PERSON / RUNAWAY / SUICIDE(A)	3	1	6	0.22%	500.00%
20	PROPERTY DAMAGE / VANDALISM	0	1	2	0.07%	100.00%
21	RESIDENTIAL / BUSINESS CHECKS / COMMUNITY WATCH	2287	2419	2,543	91.57%	5.00%
22	ROADWAY DEBRIS / OBSTRUCTIONS	0	0	0	0.00%	0.00%
23	ROBBERIES	0	0	0	0.00%	0.00%
24	SOLICITING VIOLATIONS	0	1	0	0.00%	-100.00%
25	SUSPICIOUS PERSONS / VEHICLES / FIELD INTERVIEW	22	19	14	0.50%	-26.00%
26	TOWN ORDINANCE CITATIONS	0	0	0	0.00%	0.00%
27	TOWN ORDINANCE VIOLATIONS	2	4	1	0.04%	-75.00%
28	TRAFFIC ACCIDENTS	1	3	3	0.11%	0.00%
29	TRAFFIC STOPS	34	65	42	1.51%	-35.00%
30	TRAFFIC COMPLAINTS-RADAR	4	4	5	0.18%	25.00%
31	DWI	0	0	0	0.00%	0.00%
32	CHECKPOINTS	1	1	4	0.14%	300.00%
33	DRUG VIOLATIONS	1	1	1	0.04%	0.00%
34	WELFARE CHECKS	7	5	6	0.22%	20.00%
35	CASE ASSIST / PW / VEHICLE MAINTENANCE / MEETING	5	3	3	0.11%	0.00%
36	CASE FOLLOW UPS / SPECIAL OPERATION / TRAINING	7	7	3	0.11%	-57.00%
37	TRESPASSING	7	3	0	0.00%	-100.00%
38	OVERDOSE	0	0	0	0.00%	0.00%
39	TOTAL	2486	2649	2777	100.00%	5.00%

Traffic Violations  
 7 State Citations  
 7 Total State Charges  
 State Warnings  
 Town Citations  
 Town Warnings

Community Watch Checks  
 121 100 Pirates  
 126 100 Plantation  
 120 200 Lakemere  
 132 200 Rockledge  
 84 Piner Estates

Phone Calls Answered (638-1108)  
 226 Incoming Calls

The data being presented in this report is a representation of the original call as it was dispatched.

## Planning Board Report

January 2024

The regular meeting of the Planning Board was held on Jan. 4<sup>th</sup> at 6:00pm in the Community Building. A quorum was present. The meeting was led by Vice Chairman, Bob Kohn, in the absence of Egon Lippert. The first order of business was the swearing in of the board members by the Town Clerk. The usual reports were given.

After a period of public comment the board took up a preliminary subdivision sketch plan submitted by the owners of the Old Pollocksville Road property which is now being referred to as the Aare Creekside Community. Manager Jackson gave a power point presentation and made it very clear that the plan is very early and that many hoops have to be jumped through by the developers before anything can be submitted for board action. Mr. Keith Spalding-Robbins of Strongrock Engineering was on hand to answer questions from the board, of which there were many. No vote was taken as there is nothing to be approved or disapproved at this time.

The meeting was adjourned at around 7:00pm. The next meeting is scheduled for February 1<sup>st</sup>. As always, the public is invited to attend.



**RECEIVED**  
**TOWN OF RIVER BEND**  
 DEC 15 2023  
**TOWN OF RIVER BEND**

48 Shoreline Drive  
 River Bend, NC 28562  
 T 252.838.3870  
 F 252.838.2580  
 www.riverbendnc.org

**REQUEST FOR APPOINTMENT TO BOARDS OR COMMISSIONS**

Parks & Recreation Board  
 BOARD/COMMISSION FOR WHICH YOU ARE APPLYING

Victoria Stuppy imataylor200@aol.com  
 NAME E-MAIL ADDRESS

111 Shoreline Drive 703.371.9245  
 STREET ADDRESS PHONE #

If you listed a post office box, do you live in the Town of River Bend?  Yes  No

PLEASE LIST ANY EDUCATION, SPECIAL SKILLS, OR EXPERIENCE YOU HAVE THAT WOULD BE OF USE TO THE TOWN COUNCIL IN CONSIDERING YOUR APPLICATION (Please include any committees you have belonged to and offices held that would be helpful in considering your application):

I'm a marketing professional with a Bachelor of Science in Communications and 30+ years of experience in management, public relations, promotions and special events planning across industries as varied as liquor, floral, travel and home furnishings. I've served on the Boards of two collective giving organizations—Giving Circle of Hope and Social4Good—as both Programs and Communications Chair and helmed numerous educational and charitable events for each. For 10 years, I led a book club whose membership often swelled to more than 40 engaged members, hosting multiple themed meetings a year. Event planning is my super power.

IF YOU NOW SERVE OR HAVE SERVED ON ANY TOWN COMMITTEES, PLEASE LIST DATES:  
N/A

This information will be used by the Town Council in making appointments to Boards and Commissions, and in the event you are appointed, it may be used as a news release to identify you to the community. This form will be retained by the Town for two years after its submission. If after two years, you have not been appointed and wish to be considered for future appointments, you must resubmit your application.

Victoria Stuppy 12.15.23  
 SIGNATURE DATE

Please submit application to  
 townclerk@riverbendnc.org

## River Bend Community Organic Garden (RBCOG)

### Monthly Report – January 2024

Garden volunteers met at a special meeting on January 2<sup>nd</sup>. The meeting was rescheduled due to the New Year's Day holiday. Nine members attended

The garden had a quiet December.

The total number of volunteer hours for 2023 is **1710**. This is the tenth year of operation. Total work hours since the first shovel went into the ground on Earth Day 2013 are **30,970**.

The final harvest of the year took place of December 29. Garden volunteers harvested and shared **2540** pounds of vegetables and herbs in 2023. Ten percent was donated to Interfaith Refugee Ministries. Volunteers, visitors, neighbors and community members received vegetables, herbs and flowers throughout the year.

Volunteers will start plants in seed flats in early February. One volunteer has offered the use of her greenhouse to start the vegetables.

Work hours are irregular during the winter so visitors should call ahead if they want to tour the garden. Everyone is welcome to attend and participate in monthly garden volunteer meetings.

ITEM 1

I plan to offer a motion next week to eliminate the highlighted areas of the CAC's median recommendation below, from Council consideration.

Barbara Maurer

# Plantation Median Project

## CAC Recommendations

### Issue #2: Road Safety

- **Consider alternative median space utilization**
  - 1. Install walk path down the center of longest median stretch (.8 miles)
    - Decreases wind and storm liability by removing diseased and unhealthy trees/shrubs
    - Improves utilization for pedestrians and bikers
    - Improves aesthetics of median by planting appropriate plantings where space is available
    - Creates barrier between cars and pedestrians
    - Reduces risks of injuries to pedestrians and cyclists
  - 2. Remove medians, level ground, and repave roads with designated walk path on at least one side of the road



# Town of River Bend



## Monthly Financial Report

*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 Mandy Gilbert.*

## 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 2023 - 2024



General Fund

Revenue	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	% Budget
	Original	Current														
1 Ad Valorem Taxes	935,566	935,566	-	28,855	71,341	40,089	54,464	475,160							669,908.49	71.6%
2 Ad Valorem Taxes - Vehicle	90,000	90,000	-	9,368	11,743	9,761	6,590	7,220							44,680.96	49.6%
3 Animal Licenses	1,500	1,500	80	60	50	30	30	60							310.00	20.7%
4 Local Gov't Sales Tax	421,494	421,494	36,413	36,490	38,496	36,374	37,336	35,109							220,217.78	52.2%
5 Hold Harmless Distribution	108,195	108,195	8,203	9,920	10,574	9,986	9,991	8,969							57,643.33	53.3%
6 Solid Waste Disposal Tax	2,200	2,200	-	580	-	-	581	-							1,161.28	52.8%
7 Powell Bill Fund Appropriation	-	-	-	-	-	-	-	-							-	0.0%
8 Powell Bill Allocation	91,000	91,000	-	-	45,050	-	-	55,437							100,486.92	110.4%
9 Beer & Wine Tax	13,225	13,225	-	-	-	-	-	-							-	0.0%
10 Video Programming Tax	49,621	49,621	-	-	12,138	-	-	12,110							24,248.11	48.9%
11 Utilities Franchise Tax	112,169	112,169	-	-	23,348	-	-	30,149							53,497.48	47.7%
12 Telecommunications Tax	6,725	6,725	-	-	1,811	-	-	1,999							3,809.24	56.6%
13 Court Cost Fees	500	500	91	41	97	18	14	23							282.50	56.5%
14 Zoning Permits	7,000	7,000	1,655	487	78	358	692	733							4,002.60	57.2%
15 Federal Grants	-	-	-	-	-	-	-	-							-	0.0%
16 State Grants	-	-	-	-	-	-	-	-							-	0.0%
17 Federal Disaster Assistance	-	-	-	525	-	-	-	-							524.97	#DIV/0!
18 State Disaster Assistance	-	-	-	-	-	-	-	-							-	0.0%
19 Miscellaneous*	15,000	16,200	1,386	777	1,798	1,100	430	121							5,611.72	34.6%
20 Insurance Settlements	-	-	-	-	-	-	-	-							-	0.0%
21 Interest - Powell Bill	50	50	-	-	0	0	-	-							0.35	0.7%
22 Interest - Investments	20,000	20,000	4,275	3,851	3,623	3,559	3,281	3,654							22,243.26	111.2%
23 Contributions	901	901	640	-	-	-	0	-							640.18	71.1%
24 Wildwood Storage Rents	18,144	18,144	1,630	1,682	1,663	1,663	1,711	1,674							10,023.23	55.2%
25 Rents & Concessions	18,000	18,000	1,600	1,640	1,640	1,500	1,560	1,540							9,480.00	52.7%
26 Sale of Capital Assets	3,000	3,000	-	4,601	-	-	-	-							4,601.00	153.4%
27 Sales Tax Refund Revenue	-	-	-	-	-	-	-	-							-	0.0%
28 Trans. from Capital Reserve	43,504	43,504	43,504	-	-	-	-	-							43,504.00	100.0%
29 Trans. from L.E.S.A. Fund	-	-	-	-	-	-	-	-							-	0.0%
30 Appropriated Fund Balance*	198,597	251,257	-	-	-	-	-	-							-	0.0%
<b>Total</b>	<b>2,156,391</b>	<b>2,210,251</b>	<b>99,477</b>	<b>98,878</b>	<b>223,449</b>	<b>104,438</b>	<b>116,679</b>	<b>633,958</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,276,877.40</b>	<b>57.8%</b>

\*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.



**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
	1 Governing Body*	65,000													50,000	7,373
2 Administration	304,500	304,500	40,714	18,438	23,611	26,846	16,827	63,470							189,906	62.4%
3 Finance*	138,000	138,625	15,480	8,359	7,114	20,158	14,403	11,731							77,245	55.7%
4 Tax Listing	13,700	13,700	-	596	1,076	690	766	4,210							7,338	53.6%
5 Legal Services	24,000	24,000	3,635	5,189	4,403	1,702	2,211	3,539							20,679	86.2%
6 Elections	-	-	-	-	-	-	-	-							-	0.0%
7 Public Buildings*	103,600	104,500	10,776	9,758	7,078	6,696	9,527	3,530							47,366	45.3%
8 Police*	744,800	769,335	64,100	46,496	41,585	64,881	67,069	54,622							338,753	44.0%
9 Emergency Management	5,700	5,700	1,954	16	740	34	16	16							2,776	48.7%
10 Animal Control	17,100	17,100	2,040	991	1,076	1,763	977	1,032							7,880	46.1%
11 Street Maintenance*	232,200	272,950	5,100	2,478	2,695	175,604	2,444	2,581							190,902	69.9%
12 Public Works	189,000	189,000	18,914	14,402	14,230	16,499	13,730	9,621							87,397	46.2%
13 Leaf & Limb, Solid Waste	52,384	52,384	6,453	199	8,529	448	167	15,217							31,014	59.2%
14 Stormwater Management	47,000	47,000	3,060	1,487	1,603	3,830	2,062	1,549							13,591	28.9%
15 Waterways & Wetlands	2,900	2,900	-	25	-	-	-	-							25	0.9%
16 Planning & Zoning	57,000	57,000	5,573	3,535	3,544	6,614	3,628	3,714							26,607	46.7%
17 Recreation & Special Events*	10,500	11,100	1,242	-	-	1,001	329	152							2,724	24.5%
18 Parks*	61,000	62,450	4,471	2,712	4,896	6,221	3,632	3,111							25,044	40.1%
19 Transfers	67,200	67,200	67,200	-	-	-	-	-							67,200	100.0%
20 Contingency	20,807	20,807	-	-	-	-	-	-							-	0.0%
<b>Total</b>	<b>2,156,391</b>	<b>2,210,251</b>	<b>258,087</b>	<b>114,582</b>	<b>125,689</b>	<b>332,371</b>	<b>139,311</b>	<b>183,385</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,153,425</b>	<b>52.2%</b>

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
	1 Capital Outlay*	220,500													263,912	-
2 Debt Service - Principle	-	-	-	-	-	-	-	-							-	0.0%
3 Debt Service - Interest	-	-	-	-	-	-	-	-							-	0.0%

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



**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
1 Base Charge	278,811	278,811	46,315	395	46,113	279	46,330	175								139,606	50.1%
2 Consumption	242,665	242,665	44,101	290	43,647	89	42,074	55								130,256	53.7%
3 Other, incl. transfers	23,060	23,060	1,806	5,373	3,673	5,441	3,201	5,490								24,984	108.3%
4 Hydrant Fee	19,764	19,764	19,947	-	-	-										19,947	100.9%
5 Appropriated Fund Bal.*	91,035	91,504	-	-	-	-										-	0.0%
<b>Total</b>	<b>655,335</b>	<b>655,804</b>	<b>112,170</b>	<b>6,057</b>	<b>93,434</b>	<b>5,809</b>	<b>91,605</b>	<b>5,720</b>	<b>0</b>	<b>314,794</b>	<b>48.0%</b>						

Expenses	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date		
	Original	Current															
																Total	% Exp
1 Admin & Finance*	491,335	491,804	47,075	23,624	21,934	33,997	34,999	31,120								192,749	39.2%
2 Supply & Treatment	86,800	86,800	6,039	1,341	8,193	1,276	2,489	1,796								21,135	24.3%
3 Distribution	53,700	53,700	31,109	5,813	99	418	361	62								37,861	70.5%
4 Transfers / Contingency	23,500	23,500	-	-	-	-	-	-								-	0.0%
<b>Total</b>	<b>655,335</b>	<b>655,804</b>	<b>84,223</b>	<b>30,778</b>	<b>30,227</b>	<b>35,690</b>	<b>37,849</b>	<b>32,978</b>	<b>0</b>	<b>251,745</b>	<b>38.4%</b>						

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
1 Capital Outlay*	23,000	23,469	-	-	-	-	-	-								-	0.0%

Cash Balances		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
		1 Water Fund	482,132	515,904	515,231	542,452	534,534	562,617	0	0	0	0	0
2 Water Capital Reserve Fund (CIF)	1,258	1,263	1,269	1,275	1,280	1,286	0	0	0	0	0	0	

Water Produced	Limit	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date
		1 Total Gallons	10,451,000	10,845,000	9,577,000	9,626,000	9,318,000	9,569,000						
2 Average daily gallons	925,000*	337,129	349,839	319,233	310,516	310,600	308,677	0	0	0	0	0	0	322,666

\* This is the permitted daily limit.



**Sewer Fund**

	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date		
	Original	Current													Total	% Col	
	1 Base Charge	296,108													296,108	49,103	477
2 Consumption	348,824	348,824	60,453	(25)	59,775	74	58,794	102								179,172	51.4%
3 Other, incl. transfers	15,470	15,470	2,526	3,814	3,764	4,000	3,999	4,369								22,472	145.3%
4 Appropriated Fund Bal.*	18,633	19,102	-	-	-	-	-	-								-	0.0%
<b>Total</b>	<b>679,035</b>	<b>679,504</b>	<b>112,082</b>	<b>4,266</b>	<b>112,388</b>	<b>4,394</b>	<b>111,946</b>	<b>4,687</b>	<b>0</b>	<b>349,763</b>	<b>51.5%</b>						

	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date		
	Original	Current													Total	% Exp	
	1 Admin & Finance*	482,735													483,204	50,772	24,159
2 Collection	64,500	64,500	5,009	10,131	4,634	3,065	4,796	380								28,014	43.4%
3 Treatment	128,300	128,300	14,751	5,575	7,909	6,108	6,877	1,679								42,899	33.4%
4 Transfers / Contingency	3,500	3,500	-	-	-	-	-	-								0	0.0%
<b>Total</b>	<b>679,035</b>	<b>679,504</b>	<b>70,531</b>	<b>39,865</b>	<b>35,236</b>	<b>44,750</b>	<b>46,741</b>	<b>35,732</b>	<b>0</b>	<b>272,855</b>	<b>40.2%</b>						

	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date		
	Original	Current													Total	% Exp	
	1 Capital Outlay*	11,000													11,469	-	9,000

**Cash Balances**

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1 Sewer Fund	659,453	683,713	690,235	726,676	717,703	748,869	0	0	0	0	0	0
2 Sewer Capital Reserve Fund (CIF)	59	59	59	59	60	60	0	0	0	0	0	0

**Wastewater Treated**

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date
1 Total Gallons	3,237,000	3,112,000	3,860,000	2,857,000	2,874,000	3,422,000							19,362,000
2 Average daily gallons	330,000*	104,419	100,387	128,667	92,161	95,800	110,387	0	0	0	0	0	105,304

\* This is the permitted daily limit.

**RESOLUTION BY GOVERNING BODY OF APPLICANT**

WHEREAS, The Town of River Bend has need for and intends to construct, plan for, or conduct a study in a project described as Water Supply Wells, and

WHEREAS, The Town of River Bend intends to request State loan and/or grant assistance for the project,

**NOW THEREFORE BE IT RESOLVED, BY THE TOWN COUNCIL OF THE TOWN OF RIVER BEND:**

That Town of River Bend, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State loan and/or grant award.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the Town of River Bend to make a scheduled repayment of the loan, to withhold from the Town of River Bend any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

That Delane Jackson, Town Manager, the **Authorized Official**, and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a loan and/or grant to aid in the study of or construction of the project described above.

That the **Authorized Official**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 18<sup>th</sup> of January 2024 at River Bend, North Carolina.

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John R. Kirkland

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Mayor

**CERTIFICATION BY RECORDING OFFICER**

The undersigned duly qualified and acting Town Clerk of the Town of River Bend does hereby certify:  
That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of  
an application with the State of North Carolina, as regularly adopted at a legally convened meeting of  
the Town Council duly held on the 8th day of January 2024; and, further, that such resolution has been  
fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have  
hereunto set my hand this 18th day of January 2024.

\_\_\_\_\_  
Kristie J. Nobles

\_\_\_\_\_  
Town Clerk

(SEAL)

ITEM 13

## **Budgeting For River Bend And For Every Municipal Government, Small Or Large.**

As we turn the calendar page to 2024, the Town Council and Town Manager will begin developing the Town budget for fiscal year 2024-25. There are several points that I would ask the members of Council and also Town Residents to consider as this process moves to adoption of the budget by 1 July.

1. The grants that the Manager achieved by working with members of State Agencies demanded a great deal of his time. It needs to be understood that his commitment of time on the approved major projects is not complete. There is still project design work, project bidding and contractor selection, construction supervision and the reporting to the granting agency on each approved project. All of this effort will consume as much or more of the Managers time than he devoted to achieving the grants.
2. The work in the development of the next Town Budget will compete with the work described in point 1 above. The process involves input from the key staff members and the input and approval of the Council. This is accomplished by several "work sessions" which develop the detailed budget that will be approved by Council. These work sessions are open to the public and citizens are welcome to attend.
3. In all the work involved and recognizing that funding is not unlimited, the Manager is constantly defending spending that will maintain Town infrastructure and needing to limit the drive to fund "nice to have" but nonessential items that vie for funds.

I can assure you the truth of the statements made above and would ask persons working with the Manager and Staff on budget input to consider these issues.

Thanks to all who will read this document.