



TOWN OF RIVER BEND

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www.riverbendnc.org

**RIVER BEND TOWN COUNCIL
PROPOSED AGENDA
August 20, 2026
River Bend Town Hall – 45 Shoreline Drive
5:00 p.m.**

Pledge: Benton

1. Call to Order (Mayor Bledsoe Presiding)
2. Invocation / Pledge
3. Recognition of New Residents
4. Additions/Deletions to Agenda
5. Addresses to the Council
Jon Herrin – 110 Outrigger – Incorrect Minutes and First Amendment Retaliation by Council

6. 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 Clerk 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.

7. Public Hearings - NONE

8. 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 July 16, 2026 Regular Council Meeting

9. Town Manager's Report – Delane Jackson

Activity Reports

- A. *Monthly Police Report* by Chief Joll
- B. *Monthly Water Resources Report* from Director of Public Works Mills
- C. *Monthly Work Order Report* from Director of Public Works Mills
- D. *Monthly Zoning Report* from Assistant Zoning Administrator McCollum

Administrative Reports:

10. Environment & Waterways – Councilman Leonard
 - A. EWAB Report
 - B. **VOTE** – Accept Bid Manhole Rehabilitation Project

11. Planning Board – Councilman Sheffield
 - A. Planning Board Report
 - B. **VOTE** – Memorandum of Agreement with NCLM for Grant Project
12. Public Safety – Councilwoman Noonan
 - A. Community Watch
 - B. **VOTE** – Adoption of Flag Policy
13. Parks & Recreation – Councilman Weaver
 - A. Parks and Rec Report
 - B. Organic Garden Report
 - C. **VOTE** – Accept Pickleball Courts Construction Bid
14. Finance – Councilman Leonard
 - A. Financial Report - Finance Director
 - B. **VOTE** – Accept Offer for Sale of Surplus Property
15. CAC – Councilwoman Benton
 - A. CAC Report
16. Adjournment



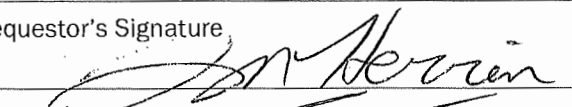
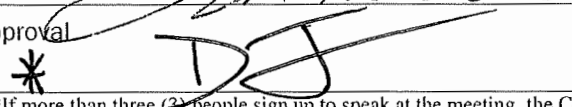
**Town of
River Bend**

RECEIVED

AUG 18 2026
8:22 AM
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 AUGUST 20, 2027		Date of Request AUGUST 17, 2027	
SPEAKER'S INFORMATION			
Name JON HERRIN		Phone Number 252-933-3204	
Address 110 OUTRIGGER RD			
Organization (if any)			
Subject INCORRECT MINUTES AND FIRST AMENDMENT RETALIATION BY COUNCIL			
TIME LIMITED TO FIVE (5) MINUTES UNLESS OTHERWISE APPROVED			
Requestor's Signature 		Time Requested 5 MINUTES	
Approval *		Date 8-18-26	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)

This approval is for up to 5 minutes to
address Council during Item # 5.

**River Bend Town Council
Regular Meeting Minutes
July 16, 2026
Town Hall
5:00 p.m.**

Present Council Members:

Mayor Mark Bledsoe
Buddy Sheffield
Lisa Benton
Brian Leonard
Kathy Noonan
Jeff Weaver

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

Members of the Public Present: 11

CALL TO ORDER

Mayor Bledsoe called the meeting to order at 5:00 p.m. on Thursday, July 16, 2026, at the River Bend Town Hall with a quorum present, followed by invocation and the pledge of allegiance.

RECOGNITION OF NEW RESIDENTS

Donna Hyatt – Quarterdeck – recently moved back to New Bern from Texas. She stated she is originally from the Bridgeton area.

VOTE – Deletion to the Agenda

Councilwoman Noonan motioned to amend the agenda by removing item 13B. The motion carried unanimously.

VOTE – Approval of Agenda

Councilwoman Noonan motioned to approve the agenda as amended. The motion carried unanimously.

ADDRESSES TO THE COUNCIL

None

PUBLIC COMMENTS

None

PUBLIC HEARINGS

None

CONSENT AGENDA

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

A. Approve:

Minutes of June 11, 2026 Work Council Meeting
Minutes of June 18, 2026 Regular Council Meeting
Minutes of June 23, 2026 Special Council Meeting

TOWN MANAGER'S REPORT

The Manager gave the following updates:

- The Finance Department has received the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting for the 15th year in a year.
- The State Water Infrastructure Authority Board met, and the town had the second highest score out of 57 applications in the state. He stated that only 17 applicants were funded. The Town of River Bend was awarded grant funding in the amount of \$1,000,000 and a zero-interest loan in the amount of \$4,777,000.
- Representative Steve Tyson contacted the Town Manager to tell him that there is \$75,000 in the state's budget for the Town of River Bend parks and recreation. He expressed gratitude to Representative Tyson for securing this funding for the town.
- At this time the Town Manager presented a PowerPoint presentation titled "Budget Vote Truth". He stated that he had been made aware of a social media post by Councilwoman Benton about town business and it contained misinformation about him and the Council. He stated that he has asked Councilwoman Benton to correct the misinformation and she has refused to do so. In the PowerPoint the Town Manager addressed several statements that he said are incorrect in the post. He stated that in the Facebook post, Councilwoman Benton stated that "At the June 19 Council meeting, the Town Manager asked me to make a motion to amend the agenda and postpone the budget vote to June 23 due to the absence of Councilman Weaver." The Town Manager stated that the statement is inaccurate. He stated that there was not a Council meeting on June 19 and that was probably just a typo. He also stated that he did not ask Councilwoman Benton to make any motion. He indicated that in his Town Managers report at that meeting he stated that a special meeting would need to be held due to Councilwoman Benton amending the agenda. He did not indicate a date, because the Council would have to decide on that date later and that meeting ended without a date for a Special Meeting being set. He stated that Councilwoman Benton also stated in the Facebook post that "The Town Manager knew that before he asked me. Asking me to make the motion rather asking one of the other councilmembers was itself a calculated decision – it made the postponement appear collegial and bipartisan rather than what is actually was which was a majority faction protecting a predetermined vote outcome." The Town Manager stated that Councilwoman Benton is indicating that this was a strategic calculated decision between him and the rest of the Councilmembers and that is unequivocally false. The Town Manager stated that he has a few questions for the Council, except for Councilwoman Benton because she has made her statement. The Town Manager asked Councilmembers (Leonard, Sheffield, Noonan and Weaver) the following two questions.

"At any time prior to the June 18 Council meeting did you and I have any discussion about a strategy to trick Councilwoman Benton into amending the agenda?"

"Are you aware of any strategy whatsoever by anyone to try and trick Councilwoman Benton into amending the agenda?"

Councilmembers Leonard, Sheffield, Noonan and Weaver all answered “No” to both questions. The Town Manager asked the Mayor the following questions.

“Prior to the June 18 meeting and after you learning that Councilman Weaver would be absent, did you ask me about NC Law, town policy and Council procedures regarding voting, tie votes, special meetings and your duties as Mayor relative to these items?”

The Mayor answered “yes”. The Town Manager then asked the Mayor the same two questions he asked the Council.

“At any time prior to the June 18 Council meeting did you and I have any discussion about a strategy to trick Councilwoman Benton into amending the agenda?”

“Are you aware of any strategy whatsoever by anyone to try and trick Councilwoman Benton into amending the agenda?”

The Mayor answered “no” to these questions. The Town Manager stated that he feels that his comments and the answers by the rest of the Council to the questions he asked clearly brings into question the validity and accuracy of the post made by Councilwoman Benton. He stated that he knows he did not ask her anything and he believes what the other Council members said. He stated, “I said that I was going to clear the record and I have just done so.”

At this time, the Mayor asked for any comments from the Council and Councilwoman Benton said that the Town Manager looked at her and Councilman Leonard and said, “Don’t forget to amend the agenda, Councilman Weaver is not here.” She said that is her recollection and someone else heard that comment. She said that the Town Manager has walked up to the dais many times saying that the Council needs to change this or that and she has done it. She said that he has called her several times prior to a meeting to tell her what questions to ask and he has tried to script her, but she can’t speak for the entire Council. She asked the Mayor if he had a conversation with someone and said that the Town Manager told him that he did not want the Mayor to vote on the budget. The Mayor stated “No, that never happened.” Councilwoman Benton stated that she will have a written notarized statement for the Mayor. She stated that “he, the Town Manager, is bringing up a social media page, when in August 2025 you set a social media policy and disavowed the Facebook page and said it is not an accurate place to get information from, but you want to correct the record. As I told you in my last email, the correct record is on the film, what happened when the cameras rolled. What happened on Facebook or at the local bar that the mayor hangs out at is anyone’s guess.” She stated that she considers this matter closed.

At this time, the Mayor stated that he wanted to clarify that the Town Manager has never asked him directly, or indirectly not to vote on something. He stated that he has asked the Town Manager procedural questions, but he has never been asked not to vote on something.

ADMINISTRATIVE REPORTS

CAC – Councilwoman Benton

Councilwoman Benton stated that the next meeting is August 19.

VOTE – Resolution of Tentative Award for Test Well

The Town Manager stated that the Town is working is on the Water Treatment Plant project and before the Town can construct the new well the Town will need a test well. The test well will provide details and characteristics of the water that the new plant would be treating. Those details will be sent to the engineer to design the Water Treatment Plant. He stated that this resolution is titled “Tentative Award Resolution” because the funds are coming from someone else and it must be approved by the funding agency first, then the Town can issue the award of bid.

Councilwoman Benton motioned to approve the Resolution of Tentative Award for the Test Well as presented. The motion carried unanimously. (see attached)

ENVIRONMENTAL & WATERWAYS – Councilman Leonard

Councilman Leonard stated that the June meeting was canceled but the board is in need of volunteers.

VOTE – Speed Bumps in Quarterdeck

The Town Manager stated that the Council had received a request from the Homeowners Association in Quarterdeck, Cluster IV for the town to install two speedbumps in that area. The Town Manager stated that the police department completed a speed study and the data shows that a majority of the drivers travel about 20 miles per hour or less. After a brief discussion among the Council they agreed to temporarily provide one speedbump in the area.

Councilman Leonard motioned to approve the placement of one (1) speed bump on Quarterdeck Road as presented. The motion carried passed with 4 ayes and 1 nay with Councilman Sheffield voting nay.

PLANNING BOARD – Councilman Sheffield

Councilman Sheffield stated that the June meeting was canceled and the board has one (1) vacancy.

PUBLIC SAFETY – Councilwoman Noonan

No Report.

PARKS & RECREATION – Councilman Weaver

Councilman Weaver gave the following updates:

Parks and Recreation is hosting a weekly Farmer's Market beginning July 31 at 5:00 pm – 7:00 pm. Vendors and Food Trucks are lined up. They are also hosting Free Digital Classes presented by ECU's Outreach Coordinator on August 12 & 19 and will schedule Online Privacy & Security, as well as an AI module following those classes. The next meeting will be scheduled for mid-August, and they will schedule upcoming events including the annual Community Yard Sale and Holiday Tree Lighting. Meetings are always open and the community is invited to attend. There are still four vacancies on the Board.

RIVER BEND COMMUNITY ORGANIC GARDEN

Councilman Weaver gave the following report:

Due to high temperatures, workdays are starting earlier. Volunteers worked 141 hours in June. The six-month total is 783 hours. The total harvest weight for June was 217 pounds, The Swap-a-Plant space is open to everyone. Anyone may take a plant or drop off a plant in the designated area. The next meeting is scheduled for August 3 at 1:30 pm. Guests are always welcome at the meetings and in the garden.

VOTE – Water Resources Policy Manual Amendment

The Town Manager stated that the amendments to the Water Resources Policy Manual included the hydrant fee language being revised to availability fee and there is also language regarding the deposit that was revised.

Councilman Weaver motioned to adopt the amendments to the Water Resources Policy Manual as presented. The motion carried unanimously. (see attached)

FINANCE – Councilman Leonard

Financial Report – Finance Director, Mandy Gilbert, presented the financial statement for the month of June to the Council. She stated the total of the Town's Cash and Investments as of June 30, 2026, were \$2,859,934 and Ad Valorem Tax Collections for FY25-26 were \$1,161,691 and Vehicle Ad Valorem Tax Collections were \$123,454. She stated that this is the final month in fiscal year 2025-2026.

Councilman Leonard congratulated Mandy Gilbert, Finance Director, and the town staff on receiving the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting for the fiscal year ending on June 30, 2025. He stated that this certificate is the highest form of recognition in the area of governmental accounting and financial reporting and this was the 15th year in a row that we received it.

VOTE – Budget Amendment 26-B-01

Councilman Leonard then called on the Town Manager to review Budget Amendment 26-B-01.

Councilman Leonard motioned to approve Budget Amendment 26-B-01 as presented. The motion carried unanimously. (see attached)

VOTE – Establish Fidelity Bond Amount

The Town Manager stated that a Fidelity Bond on the Finance Director is required by the State of North Carolina and the town has always had that bond. He stated that the NCGS states that the bond is fixed by the governing board and to his knowledge the Council has not set a fixed bond.

Councilman Leonard motioned to fix the Fidelity Bond on the Finance Officer at \$500,000. The motion carried unanimously.

MAYOR'S REPORT

No report.

CLOSED SESSION

Councilman Sheffield motioned to go into Closed Session under NCSG §143-318.11(a)(3)(6). The Council entered Closed Session at 6:00 p.m.

OPEN SESSION

Councilman Sheffield motioned to return to Open Session at 6:11 p.m. The motion carried unanimously.

ADJOURNMENT

There being no further business, *Councilman Weaver moved to adjourn. The motion carried unanimously.* The meeting adjourned at 6:11 p.m.

Kristie J. Nobles, MMC
Town Clerk

RESOLUTION OF TENTATIVE AWARD

WHEREAS, the Town of River Bend, North Carolina has received bids, pursuant to a duly advertised notice therefore, for construction of a drinking water test well, and

WHEREAS, the River's and Associates consulting engineers have reviewed the bids, and

WHEREAS, Magette Well and Pump Company, Inc. was the lowest bidder for the test well, in the total bid amount of \$223,950, and

WHEREAS, the consulting engineers recommend **TENTATIVE AWARD** to the lowest bidder;

NOW, THEREFORE, BE IT RESOLVED THAT TENTATIVE AWARD is made to the lowest bidder in the Total Bid Amount of \$223,950.

Name of Contractor	Amount
Magette Well and Pump Company, Inc.	\$223,950

BE IT FURTHER RESOLVED THAT SUCH TENTATIVE AWARD is contingent upon the approval of the North Carolina Department of Environmental Quality.

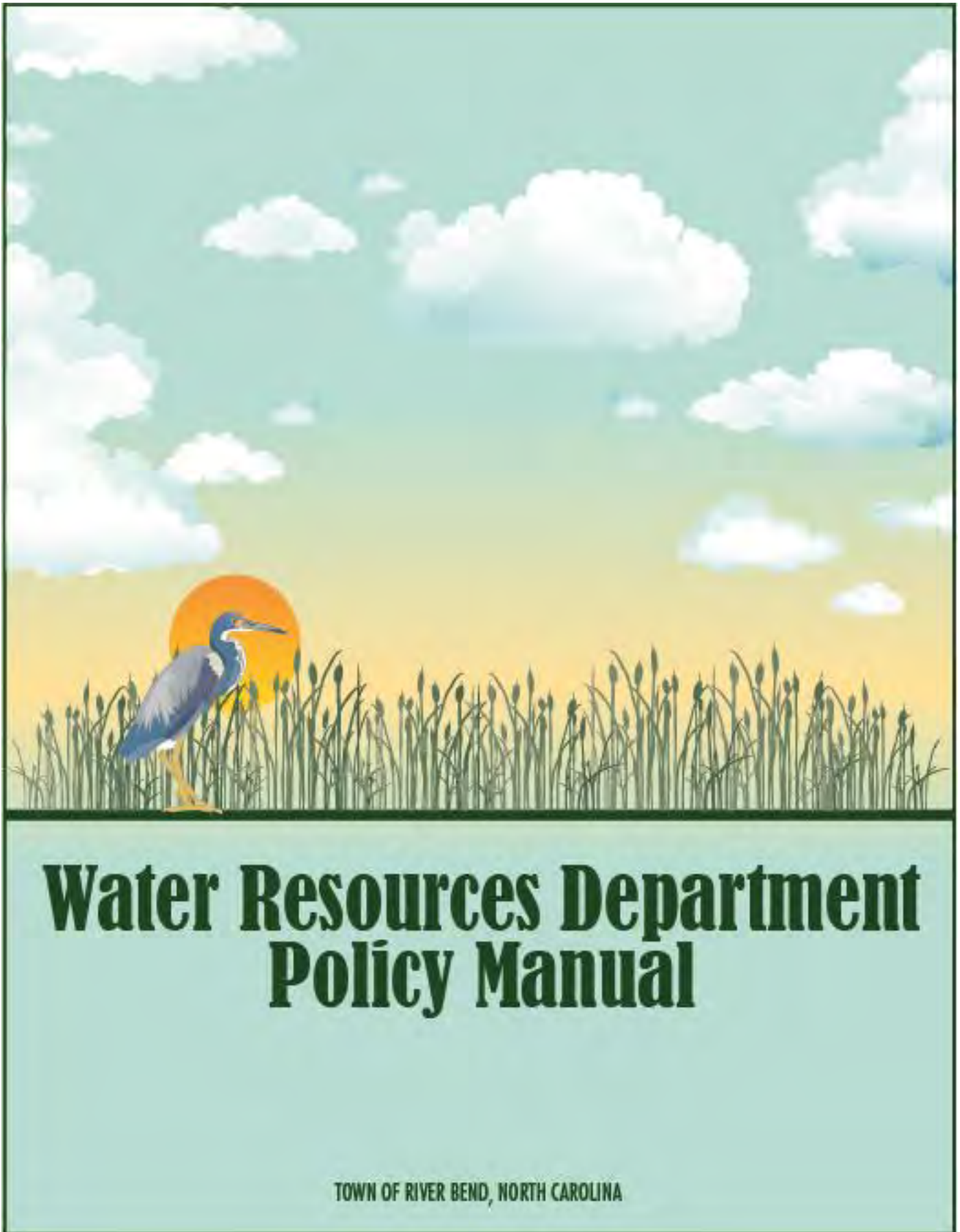
The above **RESOLUTION** was adopted the 16th day of July, 2026.



Mark Bledsoe, Mayor

Attest:

Kristie J. Nobles, Town Clerk



Originally adopted 7/1/12

Last Amended 7/16/26

Last Updated (fee schedule only) 7/1/26

Water Resources Department Policy Manual

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Water Resources Department Policy Manual

The policies and procedures contained in this document are intended to define the relationship between the customer of water and/or wastewater services and the Town of River Bend. These policies are, by delivery to a customer, made part of the contract for service entered into by the customer. By contracting for service, the customer acknowledges the applicability of these policies and procedures and agrees to abide by them.

Section 1 - River Bend Water Resources Department

A. Establishment

The Town of River Bend (Town) owns and operates water and wastewater utilities in accordance with applicable State and Federal regulatory requirements and under permits issued by the State of North Carolina. These rules and regulations, as amended from time to time, are adopted by the Town Council of the Town to govern the relationship between the Town and its water and sewer customers.

The Water Resources Department (hereinafter referred to as Department) is operated as a Town Department as authorized in Title V of the Town Code of the Town of River Bend. Operational authority of the Department rests with the Town Manager while the Council retains governing authority of the utilities. The terms Department and Town may be used interchangeably in this document.

B. Authority

The enactment of standard utility policies requires the approval of the Town Council. As fee schedules, rates and other specific policies are updated; it will be the responsibility of the Town Manager or designee to make sure the policy manual is revised.

The Town Manager is authorized as the hearing or grievance officer for customers. As such, the Manager is authorized to hear concerns and complaints, settle disagreements, and reconnect any customer disconnected for nonpayment or other reason while the concern is investigated, if that official deems necessary. Hearings are addressed in Section 6, Discontinuing Service.

All grievances should be heard and addressed by the Town Manager prior to an item appearing before the Town Council.

C. Office and Service Hours

The Town of River Bend Water Resources Office is located in the Town Hall at 45 Shoreline Drive.

The office is open from 8 a.m. to 4 p.m. Monday through Friday. Routine and regular service work will be performed from 7 a.m. to 4 p.m. Monday through Friday and 7 a.m. to 2 p.m. Saturday and Sunday, except for municipal holidays. Service work for unusual conditions may be arranged at other times upon request at a pre-arranged fee.

A 24-hour drop box is available for customer's convenience in the parking lot of Town Hall. Payments made at the drop box after 4 p.m. are posted the next business day.

Water Resources Department Policy Manual

If you have a water/sewer emergency during normal business hours (M-F, 8-4) call Town Hall at 252-638-3870 then press 0. If no one answers, you may leave a message, and we will call you back. Or you can call again at 252-638-3870 and choose another extension. Anyone who answers the telephone at Town Hall will be able to assist you. Remember, we may be on the phone or with another customer at the time of your call. We will respond as soon as possible. After-hours water and sewer emergencies can be reported by calling the Town Hall number (252-638-3870), press option 9 for water and sewer emergencies to get in touch with our on-call operator. If your call is not answered leave your name, number, address, and a brief message about the nature of the emergency. If you do not receive a call back within 15 minutes, please call the Police Department at 252-638-1108 ext. 1, and they will get in contact with the on-call operator. If the police department does not answer, leave a message.

D. Continuity of Service

All reasonable efforts are made to assure continuity of services to customers. Notice is given by posting signs, by mass calling using the Town's emergency notification system, or by personal contact of predicable interruptions to services resulting from systems maintenance operations or repairs. The Department may suspend water and sewer services as a result of accidents requiring major repairs, loss of the water supply, public health emergencies, at the direction of the courts or public authorities or as a result of strikes, riots, war, fire, flood or other disasters.

E. Scope

This Manual is not meant to be all-inclusive but offers direction and guidance for the Town Manager and employees of the Town.

The intent of these policies is to provide the customer, and the employees of the Town a helpful guide with uniform procedures for providing utility service. The Town desires to treat its citizens in a fair and nondiscriminatory manner while recognizing that each customer has distinct needs and requirements.

Employees of the Town have been empowered and well trained to use these policies to deliver high quality service to customers. Employees are expected to deal with each decision with empathy and understanding, listening carefully to the needs and requirements of individual customers. Ultimately, the Town Manager is the final authority on these policies. However, every customer has the right to appeal any decision before the Town Council.

These policies are not meant as a substitute for personal initiative on the part of employees. It will serve as a guide for reasonable response to customer needs while meeting the requirements of good business practices on the part of the Town.

F. Application of Policies

These policies apply to every customer or applicant for utility service, and they may be revised, amended, supplemented, or otherwise changed from time to time by action of the Town Council. Customers are encouraged to seek answers to any questions by calling the

Water Resources Department Policy Manual

Water Resources Office.

Although the Town uses its good faith effort to see that utilities are delivered safely, the Town is not responsible for any damage caused by turning on or off utility services.

G. Customer Request for Policies

Customers may obtain a copy of the Town's policies at the Department's office or on the Town's website. Customers may also request a verbal explanation of the Department's policies.

H. Privacy

Our application/agreement requests that the potential customer provide their social security number. We request this number to verify identity, perform a credit check and collect delinquent balances once a customer vacates a property. There is no statutory or other authority requiring any customer to provide a social security number.

Customer billing data is not considered public information. The Town will ensure that customer information, including billing data, is adequately safeguarded against unauthorized use as required by Section 18.01 of the River Bend Code of Ordinances.

Section 2 - Rights and Responsibilities

The customer and the Town have unique rights and responsibilities in connection with utility service. These responsibilities and rights are detailed throughout this Manual, some of which are summarized here.

A. Customer Responsibility

1. To establish an account the customer must:
 - a. Provide information for the property to which service will be provided, such as address, usage/flow demands, pipe sizes, etc.
 - b. Prior to account activation, pay a utility deposit in accordance with the policies herein described
 - c. Provide and maintain accurate contact information for the town's billing system.
2. Allow Water Resources Department personnel unobstructed access to property to set up and maintain service.
3. Pay bills by the Due Date shown on each bi-monthly bill. The customer must notify the Town before the normal due date if (a) a bill has not been received or (b) questions concerning the amount of the bill (either too much or too little). **Failure to receive a bill or failure of the delivery of payment does not exempt the customer from payment responsibility or from being charged any late penalties.**
4. Notify the Water Resources Office, through an application form, of the identity of other persons (i.e. relatives or power of attorney) a customer would like to receive

Water Resources Department Policy Manual

duplicate billing, notice of service interruption for nonpayment of bills, or other information.

5. Notify the Water Resources Office if there is someone in the household who is either chronically or seriously ill, disabled, or on a life support system. This may require verification from a doctor that the utility is necessary to sustain life. The customer has the responsibility to carefully handle the customer's account so that service will not be interrupted for failure to pay. With the medical alert designation, the Water Resources Office will make a good faith effort to make personal contact with the customer or member of the customer's household before service is terminated.
6. Notify the Water Resources Office of questions or complaints about service.
7. Be aware of and provide unobstructed access to property owned by the Town at the customer's home/business and safeguard it.
8. Install, maintain, and repair plumbing in the home/business that conforms to all applicable laws, rules, and regulations. If the Town deems the property cannot receive service in a safe manner, service will not be connected until the problems are remedied.
9. The Town provides utility service for the sole use and convenience of the premises under contract. The customer will ensure that utility service is not given or resold to anyone, including a neighbor. Violation of this policy will be cause for immediate disconnection of service. (See Section 5 – Discontinuing Service)
10. The customer is responsible for ensuring that the Town has accurate address, billing and contact information for the customer. If any such information changes after the original application, the customer must notify the Town of the changes.
11. In the event of a payment issue involving a bank or third party, the customer is responsible for addressing/resolving any payment/banking issues with the banking institution or payment vendor that they utilize. An error by the bank or vendor does not exempt the customer from any fees. The Town does not negotiate with banks or vendors on behalf of a customer. A late payment made by a bank or vendor will be recognized as a late payment from the customer. If a fee has been assessed due a banking/vendor error, the customer should seek relief or reimbursement for any fee from the bank/vendor, not the Town.

B. Customer Rights

1. A customer has a right to request that the customer's deposit be refunded, if made, when the customer discontinues service from the Town.
2. The customer has a right to request, free of charge, historic billing and usage information. If a utility department employee cannot find any reason for usage changes, the customer may request one free meter test. The customer has a right to the results of this test.

Water Resources Department Policy Manual

3. The customer has a right to request a review of any complaint according to the Town's grievance procedure.

C. Municipal Responsibility

1. Refund the customer's deposit if conditions are met.
2. Give written notice on a regular bill and a separate second notice at least 7 days before service is interrupted for failure to pay. The notice will explain the reason for disconnection, when service will be eligible for reconnection, and explain how the customer can avoid service interruption. The notice will respect a customer's right to privacy regarding publication of debt.
3. Do not disconnect for nonpayment during extreme weather conditions, as determined by Town Manager or their designee.
4. Do not disconnect for nonpayment on a Friday, on a weekend, or on a municipal holiday.
5. Provide and explain rate schedules, how meters are read, and other additional, reasonable information.
6. Respond to questions or complaints from customers. The Town may not agree with the complaint but pledges prompt, courteous, and honest answers.
7. Provide historic billing and usage information when requested by the customer.
8. Provide water usage and conservation information.

D. Municipality Rights

1. Obtain unobstructed access to the Department's equipment and utility facilities. If unobstructed access is not permitted, then services will not be connected until free access is available.
2. To require proof of residency in the form of rent receipts or lease agreements, etc. prior to the establishment of service. Service will not be established if any member of the household has an outstanding account with the Town.
3. To receive notice of changes in address, status of utility service, or problems with utility service.
4. To receive timely payment for services delivered to customers.
5. The appropriate department of the Town is allowed to take action in court or as otherwise permitted by law regarding equipment tampering or financial delinquencies.

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6. The Town may disconnect services and remove its apparatus from the premise for violation of any Department regulations; i.e., nonpayment of any portion of a bill regardless of the service which the bill or portion thereof represents, or false information on the application of services. (See Section 6 – Discontinuing Service)
7. The Department requires that charges for all services presented on the bill be paid in full prior to the reconnection of services to a location. This will include additional fees such as, but not limited to, nonpayment fees and/or deposits.
8. The Town is not responsible for any damage caused by turning on or turning off utility services.

Section 3. - Establishing Service

A. Connecting to the System

New customers who want to connect or are required by Town Ordinance (15.01.101 and 15.02.066) to connect to the water and sewer systems may apply for the desired services as follows:

1. New customers may apply for service where the necessary water distribution and sewer collection pipes exist beneath or adjacent to streets abutting the property. Such new customers will be required to complete a Service Application acknowledging responsibility for payment of bills, pay the Initial Connection (Tap) Fee, and pay, if applicable, the Capital Investment Fee (CIF) charge set forth in the Rate Schedule, or Class 7 Customers may request water service to property where an Early Bird Special payment was made.
2. If service is requested where the necessary water distribution and sewer collection pipes DO NOT exist beneath or adjacent to streets abutting the property the owner/developer of said property shall be responsible for the cost of extending service to the property.
3. The Town owns and operates a potable water system (WS) and wastewater treatment plant (WWTP). The WS produces, treats and distributes potable water to users. The WWTP receives, processes and treats raw sewer conveyed to it from the town's sewer collection system and then discharges it to the receiving stream. Both of these systems are licensed and regulated by the State of North Carolina. Both the WS and the WWTP have limited capacity. An application for water and/or sewer service must be submitted to the Town and approved by the Town prior to any new water and/or sewer customer being connected to the Town's systems.
4. Once the application is submitted to the town, the Public Works Director will review the application and determine if the Town's system(s) have the capability and capacity to provide the requested service. The Public Works Director will consider what impact approving the service request will have on the operation, performance and/or reserve capacity of the Town's systems. The permit limits, system capabilities, and the state's formula for estimating flow and use, along with any other data relative to the operation

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of the systems, may be used as a guide in making this determination. No service or line extension shall be connected to the Town's system without approval by the Town's Public Works Director. Additionally, when an extension of either system is requested, the customer may be required to submit additional data to indicate the amount of use associated with the proposed application. Extensions that will be connected of the Town's systems may be subject to approval by the State of North Carolina. If extensions are required, the customer shall provide all data necessary to complete the state application process and pay all costs associated with submitting the application. The applicant shall also pay for any engineering review that the Town requires in order to consider the application.

Any application for service that will require a single or multiple service connections (such as a residential subdivision, business development, planned development, industrial or commercial operation, etc.) wherein such services are estimated to utilize more than 20% of the Town's reserve water production capacity or reserve sewer treatment capacity must also be approved by the Town Manager. Any application for service that is estimated to utilize more than 35% of the Town's reserve capacity of either system must be approved by the Town Council. If the system that is being requested to be used is operating at 80% or more of its permitted capacity at the time of application, or if approval of the application would result in the system reaching at least 80% of its permitted capacity, no service shall be connected to the Town's system without approval of the Town Council. The Town reserves the right to limit the total number of water and/or sewer service connections made to the Town's system as a part of any multi-lot development. The number of permitted connections will be determined by the Town Council.

If connections are limited by the town based on estimated current flow data and/or current reserve capacity and either of those variables change in the future, then the applicant may apply for additional services or extensions based on actual flows and/or changes in reserve capacity. However, no application for additional services may be submitted for a previously approved project within 6 months following completion of the approved project. This 6-month waiting period will be used to establish data on actual flows of the completed project.

Any permitted project not started within 180 days of permit issuance may be subject to revocation and required to re-apply. Any project that requires allocation of water or sewer reserve capacity, which is not completed within 3 years of issuance of the permit, shall forfeit any connections and reserves allocated to them for the unfinished portion of the project. The applicant may, within 6 months prior to expiration of the 3-year term, request an extension of no more than 1 year to complete the project. If after the expiration of the 3-year term or any extension thereof, the project is not completed, the applicant may submit a new request for enough allocation to complete the unfinished portion of the project. For example, if a project was originally approved for 200 sewer connections to serve 200 homes and was allocated 72,000 gallons per day of sewer use, and after 3 years, only 100 homes have been constructed, then the applicant, having only completed 50% of the project, would forfeit 50% of the originally approved sewer connections (100 connections) and 50% of the originally approved sewer allocation (36,000 gallons per day).

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For the purpose of determining the Town's reserve capacity, the average daily usage of the applicable system, as published in the Town's monthly financial report, for the immediate 12- month period prior to submission of the application, will be compared to the Town's permitted capacity to determine reserve capacity (example: permitted capacity of system minus previous 12- month average daily use = reserve capacity).

B. Service to Existing Connections

Service may be provided to existing connections upon the completion of a Service Application available at the Department's office or on the Town's website. This application form may be submitted in person, via mail, or via facsimile. However, in order to verify identity, a government issued identification document (driver's license, passport, state identification card, military identification card, etc.) is required to be presented in person.

C. Service to Commercial and Industrial Accounts

Accounts established for non-residential service will require a Federal Tax ID number and a signature by a duly authorized representative of a business entity. For a business not operated by a recognized legal entity the account will be listed in the name of a responsible person (owner, manager, etc.). That person accepts the personal responsibility for payment of the account and must notify the Department of any changes in ownership.

D. Time and Place of Application

Customers may request utility service at the River Bend Town Hall during regular business hours (M-F 8:00 a.m. – 4:00 p.m.).

E. Time of Connection

The Department will strive to meet each customer's needs for connection of service. Normal connection will be made in a timely manner during regular work hours. The Department reserves the right to inspect the premises prior to connection to determine if utility service can be received at the premise in a safe manner.

Water customers who request connection or reconnection of water service shall have a representative present in the residence when service is established to ascertain that damage is not being caused by water in the resident's water system as the connection is re-established. The Town shall not have liability in such instances.

F. Out-of-Town Connection Requests

If a customer wants to obtain service prior to arrival in the Town, the Department may provide the requested service and mail, fax, or email a Service Application and Water Resources Policies Manual to the customer. Mailed information shall include acknowledgment of the establishment of service and an application for services for the customer to sign. However, in order to verify identity, a government issued identification

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document (driver's license, passport, state identification card, military identification card, etc.) is required to be presented in person. The customer shall pay the required deposit prior to account activation.

G. Temporary Turn-on and Turn-off at Permanent Premises

The Department shall assess an additional fee (refer to the fee schedule) to be paid for the expense of turning on and off utilities maintained for less than 30 days at a permanent premises.

H. Estate Account

The Department may request legal documentation from the executor or the person responsible for administering an estate. The account will then be set up in the estate's name. It is the responsibility of the executor or other person administering the estate to notify the Department of any changes in account status. The deposit requirement for the account will have to be reviewed as a new account.

I. Customer Responsibility for Piping

Each customer is responsible for the installation, care, maintenance and repair of water and sewer piping on his property. The Town is not responsible for any piping between the customer's home/building and the service meter. Typically, the line of demarcation for where the customer's responsibilities and property ownership begins is marked by the placement of utility fixtures such as fire hydrants, utility poles, meter boxes, utility pedestals and utility transformers, etc. The customer is responsible for obtaining any permits, approvals and inspections. Installation is governed by the Craven County Building Codes and inspection of such new water and sewer piping is done by the Craven County Inspection Department. All piping shall be maintained in accordance with the applicable building code. Failure to do so may subject the service to disconnection until the piping is in compliance with the applicable building code. Sharing services between buildings on different properties, except for condominiums and group residences, is not permitted.

J. Prior Debts

The Department will refuse to furnish new service to an applicant who is indebted to the Town for service previously furnished at any address in the Town. Also, service will not be established if any member of the household has an outstanding account with the Town. The Town may require proof of residency in the form of rent receipts or lease agreements, etc., prior to the establishment of service.

The Department will also refuse service to an applicant requesting service at an address where the owner of those premises is delinquent in paying the account at that address. If however, the delinquent customer is not the owner of the premises to which the services were delivered; payment of the delinquent account may not be required before providing services at the request of a new and different tenant or occupant of the premises. This restriction will be subject to some interpretation if more than one tenant is occupying

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premises and such tenants attempt to request, receive and not pay for service. In such event the “new and different tenant or occupant” requirement may not be met.

K. Deposits

The Town may not make the provision of a social security number (SSN) mandatory for service. However, election not to provide a valid social security number will subject the customer to an increased deposit amount as described below. Service will be denied to any person who is in debt to the department for current or past service until such debt is paid in full, including any fees and/or penalties.

Deposits must be paid in cash or by credit card (through a third-party provider). Deposit funds will be held by the Town and will be returned, without interest, in accordance with the policies herein described.

Service Level	Utility Deposit Amount with SSN	Utility Deposit Amount without SSN
Water Only	\$200	\$250
Water and Sewer	\$300	\$350

L. Future Deposits

Any customer whose service is involuntarily terminated for nonpayment, meter tampering, or other reasons will be required to pay a deposit and/or bring their current deposit up to the amount, as specified in Section 3 (K), prior to reconnection of service. This includes all customer accounts, including owner occupied addresses. Any customer that submits more than one check which is returned as not paid, for any reason, shall be required to pay a deposit and/or bring their current deposit up to the amount, as specified in Section 3 K, on that account within 5 days of being notified or that service may be disconnected.

M. Refunding of Deposits

A deposit will be refunded promptly and automatically when service is voluntarily discontinued and all bills are paid. All outstanding amounts on the final bill will be deducted from the deposit amount. Refunds for less than \$3.00 will not be issued. The deposit will not be refunded if the customer has another account with a past due balance. The remaining credit on the account will be transferred to another account with a balance.

Section 4 - Rates and Fees

A. Customer Classes

There are ten customer classes for billing purposes as follows:

Class 1 - Connected to a 5/8" (typical domestic service) water meter and to the sewage collection system. Includes condominiums and group residences with a single common meter and a single bill instead of individual customers' bills.

Class 2 - Connected to a 5/8" (typical domestic service) water meter with no sewer connection. Class 3 - Connected to a 2" water meter and to the sewage collection system.

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Class 4 - Connected to a 2" water meter with no sewer connection.

Class 5 - Connected to a 4" water meter and to the sewage collection system.

Class 6 - Has a 5/8" water service installed at property line during system expansion - Converts to Class 2 when used.

Class 7 - (Availability Fee) Charged for any parcel of real property on which there are one or more residential dwellings units or commercial establishments located within the Town limits and whose boundary line is contiguous with any easement, right-of-way, or parcel containing a Town water line, where said waterline provides the availability of Town water to said parcel, provided that said parcel is not currently the location of a water service customer.

Class 8 - Connected to a 1" water meter with or without sewer collection system.

Class 9 – Connected to a water meter greater than 5/8" (typical domestic service), with or without sewer connection, where the use served is vacant or otherwise out of use. In order to qualify for this Class, the property must be vacant or otherwise out of use, the customer must use less than 2,000 gallons per two month billing cycle, and must request, in writing to the Water Resources Department, to be changed to this Class. If more than 2,000 gallons are used in a subsequent two- month billing cycle, the customer shall automatically revert to the Class appropriate for the connection served.

Class 10 – Connected to a 5/8" (typical domestic service) water meter and to the sewage collection system, where the use served will be permanently vacant. This class is intended to accommodate owners that do not anticipate that their property will be occupied again during their ownership and therefore not serviced by an active user account. In the event that an owner requests to return to an active user account, the owner will be required to pay a reactivation fee. See Section 7, Item I (Vacant Residences) for more information.

B. Rate Setting

The Town Council reviews rates each year during the budget process. Using a professionally designed rate model, the Council examines current and future needs (including adequate reserves) of the systems in order to establish rates that are adequate to meet these needs. The rates are included in a Fee Schedule adopted annually with the Budget Ordinance and sets forth the charges to be used for customer billing purposes.

Section 5 - Billing for Service

A. Billing Cycle

1. Bi-monthly bills are mailed out no later than the 10th day of the billing month – January, March, May, July, September and November (odd-numbered months).
2. A bill is past due if not paid by 4:00 p.m. on the 30th day following the bill date. A 10% late payment fee will be assessed on all past due accounts, and a second notice including the late payment fee will be mailed the following day.
3. No third notice will be mailed. The Department may attempt a call using our automated notification system to a phone number provided by the customer alerting the customer as to the planned date of disconnection. Disconnections will only be made Monday

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through Thursday in order to give customers the opportunity to make payment and have service reconnected before a weekend.

4. Service is scheduled to be discontinued if payment is not received by 4:00 p.m. on the 45th day following the bill date. The nonpayment fee will be charged to any customer whose bill is unpaid at 4:00 p.m. on the 45th day following the bill date. The fee and past due balance must be paid in full before service is reconnected.
5. No service will be reconnected between the hours of 4:00 p.m. and 7:00 a.m.
6. A charge, as noted in the Section 7.D. of these policies, will be imposed against any customer who reconnects the customer's own meter.
7. Due to the unavailability of the proper coins to make exact payment or change, the customer or town may elect for an account to carry an outstanding balance of up to \$1 without incurring additional fees.

B. Meter Reading

Customer water meters are read bi-monthly and the water consumption is calculated accordingly. Should meter reading data be unavailable for any reason, an estimated consumption for the billing period based on prior billing data may be used. Any adjustments resulting from subsequent more accurate data will be made part of the next bill.

The Department utilizes state of the art water meter reading (radio read) technology that does not require a meter reader to read each individual meter. However, the technology is dependent upon the customer maintaining the area of the meter box serving the property in a manner that keeps it unobstructed by shrubs, grass, weeds, mulch, dirt, or other similar materials. Similarly, vehicles may not be parked over the water meter. If a "radio read" meter fails to transmit reading data, an operator will visit the location. If the failure to transmit is due to customer (or their agent) obstruction or due to damage caused by a customer (or agent), notice will be given to the customer, and a fee to recover repair costs shall be invoiced and applied to the customer's account.

C. Application of Payments and Payment Options

Partial payment of balances due on a customer's account shall be applied in the following order:

1. Charges and fees – such as, but not limited to, late payment penalties, nonpayment fees, and charges resulting from damage to Department equipment and/or property.
2. Sewer service charges (if applicable)
3. Water service charges

Payment Drop-Box: A drop-box is located in the center island of the Town Hall parking lot for check and money order payments. Cash payments are receipted in Town Hall during regular business hours, Monday – Friday, 8:00 a.m. to 4:00 p.m. Any payments placed in

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the drop-box after 4pm will be posted the next business day.

Direct Bank Draft: Customers can have their bill drafted directly from their bank account each billing cycle. A completed Enrollment Form along with a voided check is required to sign up for this service.

On-line or by Phone: The Town accepts payments by credit cards, debit cards, and electronic checks through **ACI Payments, Inc.**, a third party company. Payments may be made through Official Payments by using their secure web site or interactive voice response phone system. Their web-based service provides a record of payment, and the phone system a confirmation number. ACI Payments, Inc. will charge a separate convenience fee for credit card payments and E-Check payments. Please note, ACI Payments, Inc. will charge a return fee for returned E-Check payments. These fees will show up as a separate charge on your credit card or bank statement. Visit their web site at www.officialpayments.com or call 1-800-272-9829 to use their phone payment option with your credit card or “PIN-less” debit card. To properly process your payment, you will need to provide your River Bend nine digit account number and River Bend’s unique “jurisdiction number” which is **3963**.

D. Billing Adjustments

If the Department has overcharged or undercharged a customer for service, the Department will correct this error subject to the following procedures:

1. If the Department has overcharged a customer for service, the Department will, at the Department’s option, refund to the customer or credit the customer's account, without interest, the excess amount, subject to the following limitations:
 - a. If the time period over which the mistake occurred can be determined, the Department should credit or refund the excess amount charged the account for that entire interval, provided that such time period shall not exceed two (2) years.
 - b. If the time frame of the problem cannot be determined, the Department should refund the excess amount charged during the previous 12 months.
 - c. If the exact amount of excess charge cannot be determined, the Department should estimate the amount due.
 - d. If an overcharged customer owes a past due balance to the Department, the Department may deduct that past due amount from any refund or credit due the customer.
 - e. If an overcharged customer owes the Department on another account, the Department will apply the credit to that past due account.
2. If the Department has undercharged a customer for service, the Department will collect the additional amount due the Department in installments over the same amount of time as the undercharge. However, in no instance shall the time period for which the undercharge is calculated and time period for collection, exceed three (3) years.

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If the period of time over which the undercharge occurred cannot be determined, the Department will calculate the undercharged amount based on the 12 months of activity before the undercharge was discovered or by using historical meter readings. If the exact amount of the undercharge cannot be determined, the Department will estimate the amount due.

3. If an undercharge has occurred because of tampering or bypassing a meter or because of other fraudulent or willfully misleading action of the customer, the Department shall collect the entire undercharged amount in a lump sum and seek such other rights and remedies as are permitted by law.

E. Service Changes

Customer service changes are of three kinds: (1) Service Connection where Department pipes, shutoff valve and water meter and/or sewer connection, if applicable, are initially installed at the customer property, (2) Service Disconnection where the installed water meter is taken out of service by the Department, and (3) Service Reconnection where a water meter is restored to service in previously used Department piping. Provision of sewer service coincides with the status of the associated water meter. Changes in service are authorized by written application of the customer or his agent to the Department. Charges for service changes are as set in the Rate Schedule.

F. Billing Changes

It is the responsibility of the property owner or designee to advise the Department to whom, and to what address, bills are to be sent (i.e. new owner or renter). Billing change forms acknowledging legal responsibility for the payment of bills are available from the Department.

G. Address Changes

Customers must advise the Department of any change in the address to which bills are to be mailed. There is no charge for such changes. **Failure to receive a bill sent by mail will not excuse late payment of bills.**

H. Transfer of Existing Customer to New River Bend Location

If an existing Department customer moves from one River Bend residence to another River Bend residence, base charges will be pro-rated to the date of the service change and consumption charges will be billed based upon actual closing and initial meter reading. Customers may transfer service from one location to another as long as any bills are not past due. The remaining amount owed and any fees from a previous service may be transferred to the new account.

If the customer has an account that is past due, the customer will have to pay that amount before the account can be transferred. The deposit from the previous account will be transferred and an additional deposit may be required depending on the services provided.

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I. 1998 Water System Expansion

In 1998, the water system was extended to the parts of the Town not being served at that time. Class 6 was set up where potential customers paid a reduced Early Bird water service connection fee giving them or subsequent owners of the property the right to connect to the water system at no additional charge. Class 7 was set up for residents who are not Department customers as a way to pay off the debt service incurred in providing water lines to serve their homes.

Class 7 Availability Fee charges are included in the Rate Schedule and are billed bi-monthly and are subject to billing guidelines in Section 5 herein.

J. Class 7 Customers Transferring To Class 1 or 2

Class 7 customers who elect to become Class 1 or 2 water service customers will have any paid up Class 7 Availability Charge monies credited to their new Class 1 or 2 account.

Section 6 – Discontinuing Service

A. Closing a Utility Account

After an account has been closed by either customer request or demand of the Department, all funds (including deposits, refunds, and overcharge credits) will be applied first against amounts owed the Department on the closed account. Remaining funds will then be used against any amounts owed on any other accounts the customer may have or previously had with the Department. This includes any joint accounts the customer may have/had with the Department. When those accounts have been cleared, a check for the remaining money will be issued to the customer for any net credit over \$3.00.

B. Forced Closing of a Utility Account

Within 15 days after termination of utility service, the account will be closed. All fees and credits are then added to the balance and a "final" bill will be issued to the customer. Any balance owed to the Department will remain a receivable until paid.

All legal means of collection for a delinquent account in arrears will be taken, even if the account is not in "closed" status.

C. Termination of Service

1. Requesting Discontinuance of Service: Any customer requesting discontinuance of service will inform the Department's employee of the location, date service is to be disconnected and the forwarding mailing address for the final bill. Due to privacy issues, the account holder must be the one to request the termination of service. In the event that the account holder has become incapacitated or deceased, legal documentation must be provided that the person requesting termination of service is an authorized representative of the customer.

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2. **Disconnection Scheduling:** Under normal conditions, disconnection from the Town's utility system will be performed the same day if the request is received prior to 2:00 p.m. A request received after 2:00 p.m. will be normally fulfilled the next working day.
3. **Final Bill:** A customer's final bill will be mailed in a timely manner to encourage collection and customer understanding. Base charges will be pro-rated to the day of disconnection and billed along with consumption charges and any other amounts due.

D. Customer's Rights Prior to Discontinuance of Service

1. **Reasonable Opportunity:** The Department will discontinue utility service to customers for nonpayment only after giving the customer a reasonable opportunity to question the accuracy of the bill. Reasonable opportunity is defined as the period of time from the issuance of the bill until the date of potential disconnection as described in Section 4.
2. **Disputed Bill:** If a customer disputes the accuracy of the customer's bill, the customer shall:
 - a. First contact the Department's office for clarification.
 - b. If the customer, after this conversation, still disputes the bill, the customer has the right to file a written appeal to the Town Manager. This appeal should include the reason for the dispute and any evidence proving the inaccuracy of the bill.
 - c. Written appeals must be made within 15 days of the mailing date of the bill.
 - d. The Town Manager will review the appeal and send a written reply within a reasonable amount of time to the address shown in the billing system, noting the decision regarding the appeal and any substantiation for the decision.
 - e. If the customer remains unsatisfied with the resolution of their dispute, they may make an appeal to the Town Council for a hearing on the dispute.
 - f. A request for a hearing before the Town Council shall be made in writing at least four business days before the scheduled Town Council Work Session. Hearings will only be conducted at duly advertised Town Council Work Sessions, and NOT at the regular Town Council Meeting.
3. **Exceptions:** Under special circumstances, the Department may choose not to interrupt service during extreme weather or when the meter serves an elderly, handicapped or critically ill person, or a person on life support equipment about whom the Department has prior written notice.
4. **No Disconnection:** Disconnections for nonpayment will only be made Monday through Thursday in order to give customers the opportunity to make payment and have service reconnected before a weekend.
5. **Hearing:** The Department will discontinue utility service for nonpayment only after notice has been given and the customer has had the opportunity to be heard on disputed

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bills or waived their right to dispute by failing to timely make an appeal.

E. Involuntary Discontinuance of Service

1. The Department may discontinue utility service for any one of the following reasons:
 - a. Failure of the customer to pay bills for utility service as required in by these policies.
 - b. Failure of the customer to pay deposits as required in the Section 3, (Establishing Service), of this policy.
 - c. Upon discovery of meter tampering including bypassing the meter or altering its function. The account holder is responsible for the payment of all fees associated with repairs made by the town for any damages that are a result of meter tampering.
 - d. Failure of the customer to permit municipal employees access to their meters at all reasonable hours. Locked gates, loose dogs, parking cars over meters, etc., are considered to be a denial of access.
 - e. Use of service for unlawful reasons.
 - f. Discovery of a condition which is determined to be hazardous or unsafe.
 - g. Reselling water.
 - h. Violation of any of the Department's other utility service policies and procedures, as they may change from time to time.
2. A notice for disconnection must include a clear explanation of the reasons for the termination, a statement that cutoff is imminent and the date it will occur; a statement advising the customer of the availability of a hearing with the right to contest the bill and the disconnection; the address, phone number, and office hours of the customer service employee to contact regarding the payment, the hearing, and the dispute.

F. Disconnection for Prior Debts

The Department can disconnect customers with prior debts only if:

1. The current services are in the name of the customer(s) with the prior debt. The Department will not allow any customer to continue service if there is any outstanding debt due to the Department either by an agreement signed by the customer or by another person who is currently or previously been a member of the household or who resides at the service address.
2. The customer has been delinquent for 10 days and the Department has notified the customer of their intent to disconnect and has given the customer reasonable time to respond.

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G. Reconnections

When it becomes necessary for the Department to discontinue services for any of the reasons listed in this Section, service will be restored only after payment of all of the following which apply to the account: (1) all past due bills due the Department, (2) any deposit as required, (3) any material and labor cost incurred by the Department, according to the Fee Schedule, and (4) all fees and charges required by this policy.

Section 7 - Operational Policies

A. Meter Testing

Customers may request that the Department test their water meters for accuracy once at no cost to them. If they request a meter test more frequently, there will be a charge assessed as set in the Rate Schedule unless the meter reads high by more than five percent (5%). If

a customer believes his meter reading is inaccurate, the current bill shall be paid. Any adjustment will be made in the next billing period.

B. Responsibility for Leakage

The Department is responsible for correcting leaks in the streets and up to the water meter. The customer is responsible for leakage in the piping on his property on his side of the water meter and will be charged for water based on water use as indicated on the meter.

In cases where the Public Works Director determines that excess charges have occurred as a result of a leaking water line on the customer's side of the water meter and the leaking water did not enter the wastewater treatment system, the Town will adjust the customer's bill for sewer service (if a subscriber to this service) by substituting using actual usage if available through the Town's radio read software or an average usage based on previous usage.

1. The adjustment will be the difference between the billed usage and the actual usage if available through the Town's radio read software or the average for the prior twelve (12) months or since inception of the customer's sewer service, whichever is less.
2. The customer may apply for relief from the scheduled charges according to the following rules:
 - a. The customer must apply for relief within fifteen (15) days of the date of the bill in question.
 - b. The Public Works Director must certify that leakage actually occurred. Customers requesting an adjustment are encouraged to document evidence of a leak in a specific location and its repair, such as pictures, receipts from plumbers or other type documentation. This documentation can be used by the town to determine if an adjustment is appropriate.

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Upon certification of the Public Works Director, relief shall be granted in an adjusted bill for the period in question according to the following formula:

$$\text{Sewer Usage relief} = \text{Sewer Rate} \times (X - Y)$$

Where:

X = Gallons billed for the period in question:

Y = Gallons as calculated by 1) actual usage if available through the Town's radio read software, or 2) average usage based on previous usage

Customers who disagree with the Director of Public Works' decision may appeal to the Town Manager in writing within fourteen (14) days of the date of the Director's decision. The Town Manager will issue a final decision within fourteen (14) days of receipt of the appeal.

C. Damage to Plants and Shrubs

The Department is not responsible for damage to plants and shrubs which may be dug up or cut/trimmed in the course of work on the underground piping system or other apparatus located beyond a customer's property line or within a utility easement. A reasonable effort will be made to minimize or repair any resulting damage. The customer is responsible to ensure that the water meter is not obstructed by plantings, mulch, grass, or any other means. If the Town must, in the opinion of the Public Works Director relocate a meter due to obstruction by landscaping, or other obstructions, the owner of the property will be charged for labor and materials to complete the necessary work.

D. Tampering With Water and Sewer System Equipment

In accordance with North Carolina General Statutes 14-151.1, unauthorized persons found tampering with Town water meters or other water and sewer system piping or equipment can be fined up to \$500.00 plus triple the amount of any losses or damages sustained for each tampering incident. The Town may also discontinue service in accordance with these policies.

E. Damage to Department Equipment

Any damage caused by the customer, property owner, or their agent(s) to the Department's equipment or property serving a customer shall be the responsibility of the customer. The Department shall make necessary repairs and charge the customer for materials and labor to effect said repairs. Such damage includes, but is not limited to, damage from mowing, vehicles, landscaping, or excavation.

F. After Hours Service Calls

A charge will be made for service calls made by Department personnel outside their normal working hours of 7:00 a.m. to 4:00 p.m. on weekdays and 7:00 a.m. to 2:00 p.m. on weekends that are initiated by customers or their agents. The hourly rates for such services

Water Resources Department Policy Manual

are included in the Rate Schedule. Each request must be documented on a Department Service Request Invoice by the customer acknowledging responsibility for charges that may accrue.

G. Swimming Pool Filling

Upon request, swimming pools may be filled once per fiscal year (July 1-June 30) without the customer having to pay a sewer usage charge on the water used to fill the pool. This is known as a “pool adjustment” and is only available for River Bend sewer customers. Pool adjustments do not include routine maintenance and season-opening fills. Pool adjustments are for the initial filling of new pools or for re-filling a pool after it has been drained for maintenance/repair. The amount of a pool adjustment will be calculated in either of three ways: (1) Where calculations showing the pool’s normal functional water capacity are available from a pool construction/maintenance contractor (in 1,000 gallons) the customer shall provide such documentation with the request for a pool adjustment, or (2) Where the customer utilizes a department-owned meter to record the total gallons used for filling the pool, or (3) When the customer agrees to accept a gallons used amount as determined by Town staff. In the absence of a mutually-agreed upon amount, between the town and the customer, no pool adjustment will be made under this method. For option 2, a limited number of meters, equipped with “garden hose” fittings are available by contacting the Department. Customers who use these meters will be asked to sign a form accepting responsibility for damage to the meter or other appurtenant equipment and relieving the Town of any liability resulting from the customer’s use of the meter. No request for a pool adjustment will be approved, under this method until the meter is returned in working order and the Department verifies the usage. Pool adjustments will be applied to the next bill cycle after the request is approved. The sewer use rate in effect at the time of the filling will be used to calculate the pool adjustment. To be considered, a request for a pool adjustments must be submitted to the Department within 15 days of the pool filling. The Town reserves the right to reject any request for a pool adjustment when the amount of gallons claimed to be used is determined to be unreasonable by Town staff.

H. Irrigation Water Meters

All new in-ground irrigation systems, served by the Town’s water system are required, by Town Ordinance (15.2.126) to have a separate irrigation water meter. Similarly, any other utility customer of the town in good standing may request the town to install and operate a town-approved irrigation meter at any property owned by such customer, to which the town provides utility services, for currently installed irrigation systems.

Prior to the installation of a new in-ground irrigation system to be connected to the Town’s water system, or connection of an existing system to the Town’s system, the customer shall request the Department to install and operate a town-approved irrigation meter. The customer is responsible for connecting their system to the customer side of the meter and for allowing inspection of all connections by Department staff prior to burial of piping and turn on of the meter.

All irrigation meters, meter boxes, pipes and other equipment furnished or used by the town in installing any such irrigation meter shall be and remain the property of the town. Prior

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to installation of any such irrigation meter, the customer shall pay to the town all charges specified in the schedule of fees established (and as modified from time-to-time) by the Town Council for this service.

Prior to installation of any irrigation meter pursuant to this section, any new water customer shall also pay to the town a Capital Investment Fee (CIF) as described in Section 3.B.

I. Vacant Residences

1. Temporary Interruption - In an effort to reduce the likelihood of water leaks for our customers, the Department will turn off water service at the water meter for any customer at the customer's request when the customer will be out of town for thirty (30) days or more. The Department will restore service within twenty (24) hours of notification when the customer returns, at no charge. The customer must, however, arrange to pay the monthly base charge on the monthly billings during the customer's absence. This section is intended to accommodate residents who plan to be away from their residence for a finite amount of time and plan to continue to use the town's utility service upon their return.
2. Permanent Interruption - Similarly, the Department will turn water off to a vacated property at the request of the customer. However, the owner of the property must arrange to pay the monthly base charge on the monthly billings for the time the property is not served by an active user account. In instances of a vacated property, where the owner has requested the water to be turned off, the owner will be charged the base charge for water only and shall become a Class 10 customer. This section is intended to accommodate owners that do not anticipate that their property will be occupied again during their ownership and therefore not serviced by an active user account. In the event that an owner initiates a Class 10 account for the vacated property then requests to return it to an active user account, the owner will be required to pay a reactivation fee. The reactivation fee shall be equal to the then current base rate for sewer and shall be charged for every month that the property was billed as a Class 10 account. Accounts that are activated by the 15th of the month will not be charged for that month. Accounts activated after the 15th of the month will be charged for a full month.

J. Bad Check Processing

Charges, as set forth in North Carolina General Statutes (23-5-506 and 6-21.3), are made for each check or automatic draft returned by a bank because of insufficient funds in the account, or any other reason the bank refuses the check or draft.

The customer shall have five (5) days after notice is mailed indicating that the check is not good, to present cash, bank certified check, or money order for the full amount of the bill, plus the charge noted above (NC GS 6-21.3).

The existing due dates for avoiding late payment and nonpayment fees on unpaid bills will remain in effect while bad checks are being made good. Therefore, even though the time for making the check good has not expired, the application of late fees and/or termination of service may occur.

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Any customer account with two checks returned will be restricted to cash, money order, debit or credit card when making all future payments. Checks received in payment on such flagged accounts will not be accepted and will be returned to the customer.

K. Debt Collection

The Town is authorized to collect delinquent public enterprise utility fees “by any remedy provided by law for collecting and enforcing private debts...” G.S. 160A-314(b).

The North Carolina Setoff Debt Collection Act (“Act”) provides an administrative procedure for the Town to collect amounts due for utility service from the state tax refunds of its customers. More information can be found at <http://www.ncsetoff.org>. The Town may also contract with a utility collection agency.

Originally Adopted on 7/1/12.

Amended On:

3/22/13	4/17/14	7/17/14	1/15/15	2/19/15	2/25/16
4/25/18	10/20/22	2/16/23	9/14/23	10/16/25	2/19/26
7/16/26					

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Section 8 – Relevant Town Ordinances

The following excerpts from the Town Code of Ordinances are also applicable:

§ 5.01.002 Rates

- (A) *Rate hearing.* Before it establishes or revises a schedule of water and sewer rates, fees, charges, or penalties, the Town Council shall hold a public hearing on the matter. A notice of the hearing shall be given at least once in a newspaper having general circulation in the area, and not less than 7 days before the public hearing. The hearing may, but need not, be held concurrent with the public hearing on the proposed budget ordinance.
- (B) *Objective of rate making.* In order to pay debt service on loans made to the town on behalf of the water and sewer systems, rates will be established to be paid by the systems users in amounts sufficient to pay the principal and interest on the debt and all operating, maintenance and upgrading costs and maintain system reserves.
(Prior Code, Ch. 13, Art. I, § 3)

§ 5.01.003 Use of Water and Sewer Funds

As all water and sewer costs shall be borne by the users of the systems, none of the water and sewer funds or retained earnings of the water and sewer systems will be used by the town for any purpose other than to benefit the users of the respective systems.
(Prior Code, Ch. 13, Art. I, § 4)

§ 5.01.004 Cost Accounting

- (A) *Separation of water and sewer costs and revenues.* The Finance Officer shall maintain ledgers or accounts for the water and sewer systems which shall record in detail the assets, liabilities, equities, revenues and expenditures of the respective systems. Separate balance sheets and other financial statements shall be maintained for the water system and the sewer system. Water and sewer costs which are shared shall be allocated on a fair and equitable basis. Proposed allocations shall be presented with the annual budget and shall include the rationale and documentation in support of the recommendations.
- (B) *Financial operations.* The Finance Officer shall be responsible for the financial operations of the department including accounting, debt service, bill preparation and collection, payment of accounts payable, financial reports, payroll preparation, insurance, balance sheets, financial statements and other related financial data. The Finance Officer shall be responsible for contractual matters.
- (C) *Sharing of general and administrative costs.* General and administrative costs to be shared by the town's corporate body and the water and sewer systems include, but are not limited to, computer systems and related software, office equipment, maintenance equipment, facilities, communications systems and administrative and financial support. These costs shall be allocated on a fair and equitable basis and shall be reviewed annually.
- (D) *Annual audit.* All accounts, ledgers, purchase orders, invoices and all other records of the water and sewer systems including the allocation of general and administrative services and expenses shall be the subject of an annual audit as part of the audit of all of the town's accounts by independent qualified auditors who shall report to the Town Council. Audits shall be in accordance with enterprise fund criteria as

Water Resources Department Policy Manual

specified in state statutes.
(Prior Code, Ch. 13, Art. I, § 5)

§ 5.01.005 Budget Preparation

The Budget Officer, with the assistance of the Water Resources Department Head and Department Superintendent, shall prepare the annual water resources budget for submission to the Town Council for approval.

(Prior Code, Ch. 13, Art. I, § 6)

§ 5.01.007 Connection to Water Supply and/or Sewage Disposal Systems

All new construction, in accordance with Section 15.02.066 of this Code, shall be connected to the water supply and/or sewer disposal system if available. All existing customers of the system(s) shall maintain connection to said system(s) as the sole means of supplying potable water to and/or wastewater removal from all improvements on the property. Private wells will only be permitted for non-potable water use, and no new private waste disposal systems will be permitted in areas where sewer service is available.

§ 15.01.101 Water and Sewerage Systems *(from the subdivision ordinance)*

- (A) The preliminary subdivision plat must be accompanied by satisfactory evidence as to the proposed method and system of water supply and sanitary sewage collection and disposal.
- (B) Water supply systems shall be connected to the town's water system and shall be approved by the town's Water Resources Department as to the size of mains, points of connection to the town's water supply system, turn off valves and loops in the system. At the time of approval, the Water Resources Department shall provide the developer with a list of impact costs to ensure the adequate supply of water to the subdivision. These costs shall be paid for by the developer.
- (C) Water supply systems shall be further approved by the Water Resources Department and the Fire Department as to location of hydrants and size of mains feeding the hydrants.
- (D) Wastewater systems shall be connected to the town's wastewater system and shall be approved by the Town's Water Resources Department as to the proper flow, number of lift stations required, emergency pumping facilities and points of connection to the town's wastewater system. At the time of approval, the Water Resources Department shall provide the developer with a list of impact costs to ensure the adequate flow of wastewater from the subdivision to the treatment facility. These costs shall be paid for by the developer.
- (E) On site wastewater treatment systems may be permitted if there will not be a town wastewater system available within 90 days, as approved by Craven County Health Department. The developer shall install the infrastructure for wastewater collection, including individual property taps, even though they are not connected to the central system.

Penalty, see § 1.01.999

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§ 15.02.066 Water Supply and Sewage Disposal

- (A) *Approval.* Each application for an initial zoning permit or a special exception permit shall be accompanied with plans of the proposed method of water supply and sewage disposal. All new construction having available public and/or community water and/or sewage disposal systems upon payment of applicable tap-on and other user fees and charges shall provide for connection to the water systems and/or sewage disposal systems **and in accordance with Section 5.01.007 of this Code, remain connected to said system(s) as the sole means of supplying potable water to and/or wastewater removal from all improvements on the property.** No excavation for or construction of any building or use of land shall be commenced until approval of the Craven County Health Department is noted on the plans and an initial zoning permit is issued.

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Appendix – Service and Information Forms
Town of River Bend
Schedule of Rates for Water Resources

Department Effective July 1, 2026

Water and Sewer - Rates and Fees

	Water	Sewer
Class 1 and 2 – Residential ⁽¹⁾		
Customer Base Charge per month ⁽²⁾	15.24	24.18
Usage per 1,000 gallons	-	9.30
Usage 0-4,000 gallons	4.22	-
Usage 4,001-20,000 gallons	4.50	-
Usage 20,001+ gallons	4.55	-
Initial Connection (Tap) charge ⁽³⁾	1,250.00	1,250.00
Nonpayment Fee	70.00	-
Class 3 and 4 - Commercial		
Customer Base Charge per month ⁽²⁾	88.32	141.99
Usage per 1,000 gallons	4.22	9.30
Initial Connection (Tap) charge ⁽³⁾	3,500.00	1,250.00
Nonpayment Fee	100.00	-
Class 5 - Industrial		
Customer Base Charge per month ⁽²⁾	276.24	444.93
Usage per 1,000 gallons	4.22	9.30
Initial Connection (Tap) charge ⁽³⁾	5,000.00	1,250.00
Nonpayment Fee	200.00	-
Class 6 - Early Bird (No longer available)		
Class 7 - Availability Charge per month ⁽²⁾	15.24	-
Class 8 - 1" Water Service		
Customer Base Charge per month ⁽²⁾	30.90	49.43
Usage per 1,000 gallons	4.22	9.30
Initial Connection (Tap) charge ⁽³⁾	1,500.00	1,250.00
Nonpayment Fee	100.00	-
Class 9 - Vacant /Out of Use Non-residential Property		
Customer Base Charge per month ⁽²⁾	15.24	24.18
Usage per 1,000 gallons	4.22	9.30
Nonpayment Fee	70.00	-
Class 10 - Vacant Residences		
Customer Base Charge per month ⁽²⁾	15.24	-
Nonpayment Fee	70.00	-

Initial Connection (Tap) charges are based upon the size of the meter and charged as shown in the appropriate Class above.

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Special Charges

Service Call - 2 hour minimum	\$35 per hour - signed by customer to initiate work outside of scheduled work hours of 7:00 a.m. - 4:00 p.m. weekdays and 7:00 a.m. – 2:00 p.m. weekends
Meter Testing Charge	\$25 - no charge if meter defective
Returned Check Processing Charge	\$25, as allowed by G.S. §25-3-506
Late Payment Charge	10% of amount overdue per month or part of month beginning 30 days after billing date.
Irrigation Meter⁵	Actual cost of irrigation meter and fittings
Irrigation Connection Inspection	\$20

⁽¹⁾Residential customer deposit may apply. Please refer to Water Resources Department Policy Manual.

⁽²⁾Base charges do not include any usage.

⁽³⁾The published Initial Connection (Tap) charges are based on the historic River Bend average cost that has been experienced in making connections. There will be cases when, because of the local depth of the service main pipe to which the connection is to be made, or other site specific differences from the norm, the published connection fee will not cover the actual cost of the tap. When the Water Resources Superintendent encounters such conditions, he shall notify the applicant requesting the tap that the cost may exceed the published fee. In those cases a record of cost associated with the specific tap will be accounted for and if the total cost exceeds the published fee, then the applicant shall pay a fee equal to the actual cost.

⁽⁴⁾The necessary equipment will be provided to the resident at cost. The resident is responsible for installing the irrigation meter on the resident's side of the regular water meter. After installation, the work will be inspected by a Water Resources Department employee.

Water Resources Department Policy Manual



TOWN OF RIVER BEND
 45 Shoreline Drive, River Bend, NC 28562-8970
 Phone (252)638-3540 Fax(252)638-2580
 waterresources@riverbendnc.org
 www.riverbendnc.org

SERVICE APPLICATION FOR TENANT

Customer Information: _____ **Service Start Date:** _____

Services Address: _____

Customer Name: _____

Customer SSN: _____ Date of Birth: _____ Verified ☐

Note: Disclosure of your social security number is voluntary. We are authorized to collect this information because we are extending credit for service and it will only be used for collection of debts owed to the Town. Election not to provide a valid social security number will subject the customer to a higher deposit.

Customer Driver's License _____ Verified ☐

Contact Information: Please indicate the contact number(s) and/or email address you would like the Town to use:

Home _____ Work _____ Cell _____

Email Address _____

You agree, in order for us to service your account or to collect any amounts you may owe, we may contact you by telephone at any telephone number associated with your account, including wireless telephone numbers, which could result in charges to you. We may also contact you by sending text messages or e-mails, using any e-mail address you provide to us. Methods of contact may include using pre-recorded/artificial voice messages and/or use of an automatic dialing device, as applicable.

Billing Information:

Address: _____

Manager/Landlord Name: _____

Address: _____

All information above must be complete in order to establish a Water Resources account. The customer is responsible for all charges pertaining to the account.

I hereby certify that the above information is true to the best of my knowledge. I have received a copy of the the Policy Manual pertaining to the Water Resources Department. I have also received a copy of the rates currently in effect.

Signature Date

Service Request # _____ Deposit Amount _____ Attach Receipt ☐
 Customer # _____ Comments _____

Water Resources Department Policy Manual



TOWN OF RIVER BEND
45 Shoreline Drive, River Bend, NC 28562-8970
Phone (252)638-3540 Fax (252)638-2580
waterresources@riverbendnc.org
www.riverbendnc.org

SERVICE APPLICATION FOR OWNER**Customer Information:****Service Start Date:** _____

Services Address: _____

Customer Name: _____

Customer SSN: _____ Date of Birth: _____ Verified ☐

Note: Disclosure of your social security number is voluntary. We are authorized to collect this information because we are extending credit for service and it will only be used for collection of debts owed to the Town. Election not to provide a valid social security number will subject the customer to a higher deposit.

Customer Driver's License _____ Verified ☐

Contact Information: Please indicate the contact number(s) and/or email address you would like the Town to use:

Home _____ Work _____ Cell _____

Email Address _____

You agree, in order for us to service your account or to collect any amounts you may owe, we may contact you by telephone at any telephone number associated with your account, including wireless telephone numbers, which could result in charges to you. We may also contact you by sending text messages or e-mails, using any e-mail address you provide to us. Methods of contact may include using pre-recorded/artificial voice messages and/or use of an automatic dialing device, as applicable.

Billing Information:

Address: _____

Will the property be rented to tenants? _____ If yes, will you be using a property manager to manage the property? If so, please provide the contact information for the property manager.

Property Manager's Name _____ Telephone Number _____

Address: _____

All information above must be complete in order to establish a Water Resources account. I agree to notify the Town of any changes in ownership or tenancy and will be responsible for the minimum monthly fees and consumption charges billed for water and/or sewer usage when service is not in the name of a tenant or until service in my name has been terminated.

I hereby certify that the above information is true to the best of my knowledge. I have received a copy of the Policy Manual pertaining to the Water Resources Department. I have also received a copy of the rates currently in effect. I also understand failure to receive a bill or failure of the delivery of payment does not exempt you from payment responsibility or from being charged any late fees.

Signature_____
DateService Request # _____ Deposit Amount _____ Attach Receipt ☐

Customer # _____ Comments _____



Water Resources Department Policy Manual

TOWN OF RIVER BEND

45 Shoreline Drive, River Bend, NC 28562-8970

Phone (252)638-3540 Fax (252)638-2580

waterresources@riverbendnc.org

www.riverbendnc.org

THIRD PARTY NOTIFICATION APPLICATION

Account # _____

Service Address_____

Third Party Name _____ SSN Last 4 Digits _____

Third Party Mailing Address _____

Third Party Phone _____
(Home) (Cell) (Work)

Third Party Relationship _____ Relative _____ Property Manager _____ Other _____
 _____ (Description)

As the owner of the above-referenced property, I hereby authorize mailing of duplicate bills and delinquency notices to this third party. I also permit disclosure of the following information to the third party (draw a line through and initial any types of disclosure which are denied):

- Amounts due or paid on this account
- Services that are billed on this account
- Consumption

This authorization for utility account disclosure shall be in effect until rescinded by the property owner. I understand that I may revoke this consent at any time by providing written notification to the Water Resources Department. Such revocation will become effective upon receipt of an email or written notice to the Water Resources Department, 45 Shoreline Drive, River Bend, NC 28562.

Signature	Date
-----------	------

Print Name	Title
------------	-------

Water Resources Department Policy Manual

Payment Options Available to Pay Your Utility Bill

Direct Bank Draft

You can have the payment for your water/sewer bill drafted directly from your bank account each billing cycle. If you elect to take advantage of this service, and complete an Enrollment Form, your account will be automatically drafted on the due date shown on your water bill. No stamps, no trips to the Town Hall, no missed payments. **Best of all, it's free.**

Enrollment is simple! Just fill out an Enrollment Form and drop it off or mail it to the Water Resources Office with a voided check or deposit slip for the account you want us to draft.

In-Person Payments

We accept payments via cash, check, or money order. We do not accept credit or debit card payments at Town Hall at this time.

Credit Card/E-check Payments

When using this payment method, you will be charged a separate convenience fee. These fees will show up as a separate charge on your credit card or bank statement.

You may pay your bill through *ACI Payments, Inc.*, (*Official Payments*) which charges a flat fee for processing your payment. You will need your utility account information which can be found on your billing statement. You will need to enter the Town's jurisdiction number, 3963 - Town of River Bend and select water/sewer payment.

Another option to pay your bill is through *WIPP*. This payment feature also assesses a convenience fee- 2.95% for credit cards and \$1.50 for e-check payments. You will need your utility account information and your utility account PIN. You can find that information on your billing statement. This feature also allows you to set up autopay.

Telephone Payments (ACI Payments, Inc.)

Call 1-800-272-9829 and select option 3 for Property Tax and All Other Payments.

Enter the Town's jurisdiction number, 3963.

Press 1 to confirm the **Town of River Bend.**

Press 1 to make a water/sewer payment.

Enter your 5-6 digit River Bend account number followed by the pound key.

You will then be prompted to enter your information as well as your payment information.

Once the payment has been processed, you will be provided with a confirmation number for your payment.



Town of River Bend Water Resources Department
45 Shoreline Drive • River Bend, NC 28562
P: 252.638.3540 • F: 252.638.2580
www.riverbendnc.org

Water Resources Department Policy Manual

Water and/or Sewer Billing**Electronic Funds Transfer – Enrollment Form****Customer Information**

(Please type or print clearly)

Customer Name: _____

Service Address: _____

Mailing Address (if different): _____

City: _____ State: _____ Zip: _____ Phone Number: _____

Utility Bill Account Number: _____

All utility bill payments for the above listed customer will be paid via direct draft from the account listed below. Any changes to or termination of this Authorization must be made in writing and received by the Town not less than thirty (30) days before the desired effective date of such change or termination. If the bank account is closed, notification must be made immediately to the Town.

Bank Information

Bank Name (as shown on your check/deposit slip): _____

Bank Address: _____ City/State/Zip: _____ Bank Phone

Number: _____

Bank Routing Number: _____ Bank Account Number: _____

A voided check must be attached to this form**You may want to verify, with your bank, the correct "electronic transfer routing number" for your account.****Authorization**

I hereby authorize the Town of River Bend to collect any utility bills I owe by drafting payments from my account at the financial institution stated above. Further, I authorize the Bank to accept and to draft entries indicated by the Town from my account. In the event the Town drafts funds erroneously from my account, I authorize the Town to credit my account for an amount not to exceed the original amount of the erroneous draft, and I agree to hold the Town harmless for any other charges to my account that may occur as a result of such error. This authorization is to remain in full force and effect until the Town has received notice, in writing, of its termination.

Any transaction rejected by the bank for any reason other than bank error will be treated as a returned check and charged a \$25.00 fee.

Signature of Customer (as accepted by your bank)_____
Date



**TOWN OF RIVER BEND
BUDGET ORDINANCE AMENDMENT 26-B-01
FISCAL YEAR 2026 - 2027**

BE IT ORDAINED by the Council of the Town of River Bend, North Carolina that the 2026-2027 Budget Ordinance be amended as follows:

Summary

General Fund	3,015,400
General Capital Reserve Fund	229,425
Law Enforcement Separation Allowance Fund	1,100
Water Fund	745,315
Water Capital Reserve Fund	25,850
Sewer Fund	827,700
Sewer Capital Reserve Fund	42,000
Total	4,886,790

Section 1. General Fund

Anticipated Revenues

AD VALOREM Taxes 2026-2027	1,254,048
AD VALOREM Tax-Motor Vehicle	153,000
Vehicle Registration Fee	30,800
Animal Licenses	1,500
Sales Tax 1% Article 39	242,305
Sales Tax 1/2% Article 40	143,922
Sales Tax 1/2% Article 42	120,990
Sales Tax Article 44	17,861
Sales Tax Hold Harmless Distribution	135,612
Solid Waste Disposal Tax	2,200
Powell Bill Allocation	108,000
Beer and Wine Tax	13,625
Video Programming Sales Tax	39,333
Utilities Franchise Tax	134,899
Telecommunications Sales Tax	6,803
Court Refunds	500
Zoning Permits	5,000
Miscellaneous	9,000
Interest- Powell Bill Investments	5
Interest-General Fund Investments	40,784
Contributions	900
Wildwood Storage Rents	17,395
Rents & Concessions	18,000
Sales Tax	11,365
Sale of Capital Assets	12,057
Transfer From Capital Reserve Fund	196,500
Appropriated Fund Balance	298,996
Total	3,015,400

Section 1. General Fund (continued)

Authorized Expenditures

Governing Body	72,500
Administration	411,800
Finance	165,900
Tax Listing	25,600
Legal Services	42,000
Elections	700
Police	885,900
Public Buildings	74,000
Emergency Services	5,400
Street Maintenance	324,700
Public Works	298,500
Leaf & Limb and Solid Waste	98,200
Stormwater Management	114,500
Wetlands and Waterways	3,000
Planning & Zoning	64,700
Recreation & Special Events	15,200
Parks & Community Appearance	160,500
Contingency	27,400
Transfer To General Capital Reserve Fund	224,900
Transfer To L.E.S.A. Fund	0
Total	<u>3,015,400</u>

Section 2. General Capital Reserve Fund

Anticipated Revenues

Contributions from General Fund	224,900
Interest Revenue	4,525
Total	<u>229,425</u>

Authorized Expenditures

Transfer to General Fund	196,500
Future Procurement	32,925
Total	<u>229,425</u>

Section 3. Law Enforcement Separation Allowance Fund

Anticipated Revenues:

Contributions from General Fund	0
Interest Revenue	1,100
Total	<u>1,100</u>

Authorized Expenditures:

Separation Allowance	0
Future LEOSSA Payments	1,100
Total	<u>1,100</u>

Section 4. Water Fund

Anticipated Revenues

Utility Usage Charges, Classes 1 & 2	197,293
Utility Usage Charges, Classes 3 & 4	20,555
Utility Usage Charges, Class 5	11,702
Utility Usage Charges, Class 8	4,963
Utility Customer Base Charges	283,901
Availability Fee	17,751
Taps & Connections Fees	2,500
Nonpayment Fees	10,500
Late payment Fees	7,775
Interest Revenue	14,360
Sales Tax	4,500
Sale of Capital Asset	0
Transfer from Capital Reserve Fund	25,000
Appropriated Fund Balance	144,515
Total	745,315

Authorized Expenditures

Administration & Finance [1]	550,700
Operations and Maintenance	169,115
Transfer To Fund Balance for Capital Outlay	0
Transfer To Water Capital Reserve Fund	25,500
Total	745,315

[1] Portion of department for bond debt service: 129,888

Section 5. Water Capital Reserve Fund

Anticipated Revenues

Contributions From Water Operations Fund	25,500
Interest Revenue	350
Appropriated Fund Balance	0
Total	25,850

Authorized Expenditures

Transfer to Water Operations Fund	25,000
Future Expansion & Debt Service	850
Total	25,850

Section 6. Sewer Fund

Anticipated Revenues:

Utility Usage Charges, Classes 1 & 2	252,284
Utility Usage Charges, Classes 3 & 4	36,577
Utility Usage Charges, Class 5	28,839
Utility Usage Charges, Class 8	9,812
Utility Customer Base Charges	299,115
Taps & Connection Fees	1,250
Late payment Fees	8,146
Interest Revenue	23,985
Sales Tax	3,992
Sale of Capital Asset	0
Transfer from Sewer Capital Reserve	42,000
Appropriated Fund Balance	121,700
Total	827,700

Authorized Expenditures:

Administration & Finance [2]	559,000
Operations and Maintenance	233,200
Transfer to Fund Balance for Capital Outlay	0
Transfer to Sewer Capital Reserve Fund	35,500
Total	<u>827,700</u>

[2] Portion of department for bond debt service: 112,162

Section 7. Sewer Capital Reserve

Anticipated Revenues:

Contributions From Sewer Operations Fund	35,500
Interest Revenue	750
Appropriated Fund Balance	5,750
Total	<u>42,000</u>

Authorized Expenditures:

Transfer to Sewer Operations Fund	42,000
Future Expansion & Debt Service	0
Total	<u>42,000</u>

Section 8. Levy of Taxes

There is hereby levied a tax at the rate of thirty cents (\$0.30) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2026, for the purpose of raising the revenue listed as "Ad Valorem Taxes 2026-2027" in the General Fund Section 1 of this ordinance. This rate is based on a valuation of \$419,400,000 for purposes of taxation of real and personal property with an estimated rate of collection of 99.67%. The estimated collection rate is based on the fiscal year 2024-2025 collection rate of 99.67% 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 \$51,000,000 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 2026-2027, 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 2.2% 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.

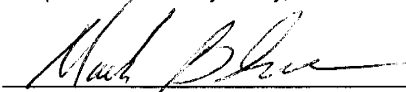
Section 12. Utilization of the Budget Ordinance

This ordinance shall be the basis of the financial plan for the Town of River Bend municipal government during the 2026-2027 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.

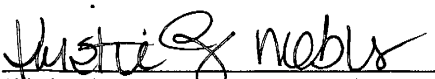
Section 13. Copies of this Budget Ordinance

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 16th day of July, 2026.


Mark Bledsoe, Mayor

Attest:


Kristie J. Nobles, Town Clerk, MMC, NCCMC



RIVER BEND POLICE DEPARTMENT



MONTHLY ACTIVITY REPORT

2026

	ACTIVITIES	2026 May	2026 June	2026 July	% of Total Calls	% Change Last 2 Mos.
1	ALARMS / 911 UNKNOWN / DISTURBANCE / SHOTS FIRED(0)	4	1	2	0.15%	100.00%
2	ANIMAL COMPLAINTS	5	17	10	0.76%	-41.00%
3	ARRESTS	2	0	1	0.08%	0.00%
4	ASSAULTS / ALL OTHER VIOLENT CRIME	1	1	2	0.15%	100.00%
5	ASSIST CITIZENS / LOCK OUT / QUALITY OF LIFE ISSUES	25	31	32	2.44%	3.00%
6	ASSIST EMS / FD / FIRST RESPONDERS / MED ASSIST	40	33	36	2.74%	9.00%
7	ASSIST MOTORISTS / FOOT PATROLS / ALL OTHER	12	23	12	0.91%	-48.00%
8	ASSIST OTHER AGENCIES	6	4	1	0.08%	-75.00%
9	B & E BUSINESS / RESIDENCE / VEHICLE	0	0	2	0.15%	0.00%
10	CRIM. SUMM. / SUBPOENAS / WARRANTS / CIVIL COMPLAINT	5	3	1	0.08%	-67.00%
11	DOMESTICS	1	1	0	0.00%	-100.00%
12	FIRES / ALARM	1	5	4	0.30%	-20.00%
13	IDENTITY THEFT / FRAUD	4	2	1	0.08%	-50.00%
14	INVOLUNTARY COMMITMENTS	1	1	0	0.00%	-100.00%
15	JUVENILE COMPLAINTS	0	2	1	0.08%	-50.00%
16	LARCENIES	1	1	0	0.00%	-100.00%
17	LITTERING	0	0	0	0.00%	0.00%
18	LOUD MUSIC / NOISE COMPLAINTS	1	2	0	0.00%	-100.00%
19	DEATH (1) / MISSING PERSON / RUNAWAY / SUICIDE(A)	3	3	1	0.08%	-67.00%
20	PROPERTY DAMAGE / VANDALISM	5	1	3	0.23%	200.00%
21	RESIDENTIAL / BUSINESS CHECKS / COMMUNITY WATCH	1035	1108	1,116	85.06%	1.00%
22	ROADWAY DEBRIS / OBSTRUCTIONS	0	0	0	0.00%	0.00%
23	ROBBERIES	0	0	0	0.00%	0.00%
24	SOLICITING VIOLATIONS	0	0	1	0.08%	0.00%
25	SUSPICIOUS PERSONS / VEHICLES / FIELD INTERVIEW	2	9	12	0.91%	33.00%
26	TOWN ORDINANCE CITATIONS	0	3	0	0.00%	-100.00%
27	TOWN ORDINANCE VIOLATIONS	5	3	2	0.15%	-33.00%
28	TRAFFIC ACCIDENTS	2	3	8	0.61%	167.00%
29	TRAFFIC STOPS	7	27	17	1.30%	-37.00%
30	TRAFFIC COMPLAINTS-RADAR	5	2	5	0.38%	150.00%
31	DWI	0	0	0	0.00%	0.00%
32	CHECKPOINTS	0	3	0	0.00%	-100.00%
33	DRUG VIOLATIONS	1	1	2	0.15%	100.00%
34	WELFARE CHECKS	5	5	8	0.61%	60.00%
35	CASE ASSIST / PW / VEHICLE MAINTENANCE / MEETING	4	5	16	1.22%	220.00%
36	CASE FOLLOW UPS / SPECIAL OPERATION / TRAINING	4	7	15	1.14%	114.00%
37	TRESPASSING	2	1	1	0.08%	0.00%
38	OVERDOSE	2	1	1	0.08%	0.00%
39	TOTAL	1191	1308	1312	100.00%	0.00%

Traffic Violations

- 4 State Citations
- 5 Total State Charges
- State Warnings
- Town Citations
- 4 Town Warnings

Community Watch Checks

- 62 100 Pirates
- 79 100 Plantation
- 59 200 Lakemere
- 67 200 Rockledge
- 52 Piner Estates

Phone Calls Answered (638-1108)

- 244 Incoming Calls

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

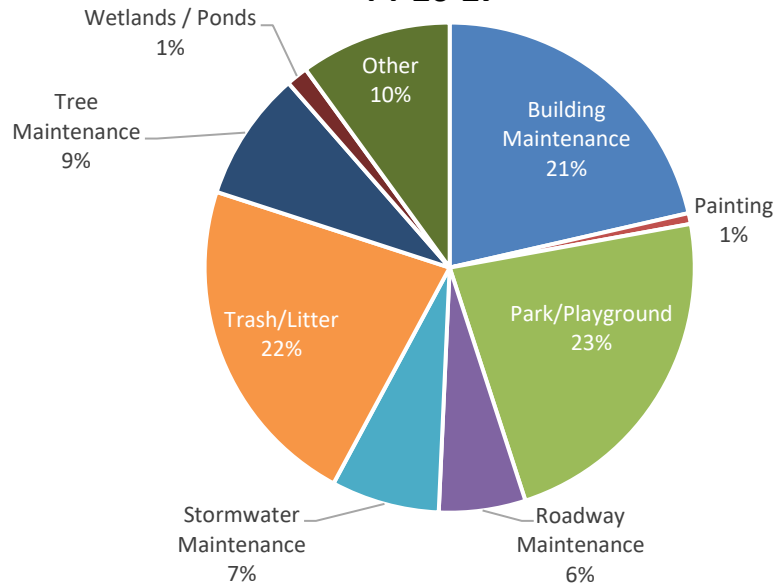
**TOWN OF RIVER BEND****45 Shoreline Drive
River Bend, NC 28562**T 252.638.3870
F 252.638.2580www.riverbendnc.org**July 2026 Monthly Report
Brandon Mills, Director of Public Works**

Public Works staff continued routine maintenance and upkeep throughout the Town. We performed mowing, trimming, and general grounds maintenance throughout the town's parks and properties. Herbicide was applied around the town parks to control unwanted vegetation and to improve the appearance of these areas. We also applied an aquatic herbicide to the front entrance pond to remove unwanted aquatic vegetative growth. Routine maintenance was performed on clogged drainage tiles, roadside ditches, and street signs. Staff also completed various miscellaneous repairs and maintenance on Town facilities and our equipment.

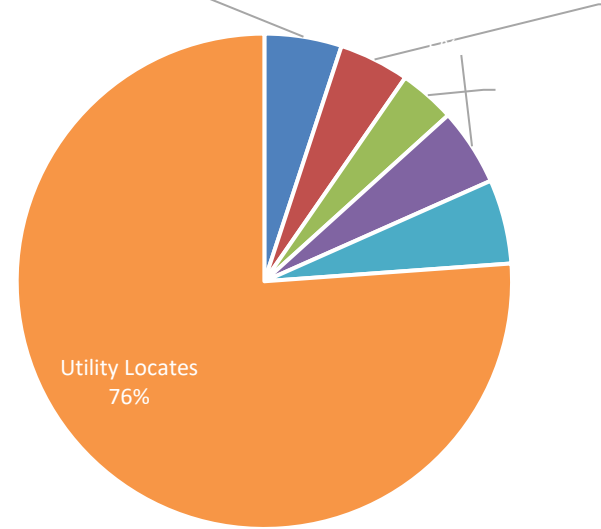
Water Resources continued routine operation of the town's water/sewer system. Daily monitoring of water quality parameters is a big part of this routine operation. We also check all lift station pump amps, floats, electrical connections, and grease buildup weekly at each of our 8 lift stations. Another part of routine maintenance is running our generators every two weeks under load. This ensures that our generators will work during emergencies. Also, one water line service leak was repaired this past month by the team. I would like to thank them for quick response time, and a job well done.

If you have any questions concerning the Water Resources/Public Works Department, please call us at 252-638-3540, Monday-Friday, 8am-4pm. After-hours water and sewer emergencies can be reported by calling the Town Hall number 252-638-3870 use option 9 for water and sewer emergencies to get in touch with our own call operator. If your call is not answered leave your name, number, address, and a brief message about the nature of the emergency. If you do not receive a call back within 15 minutes, please call the Police Department at 252-638-1108 ext. 1, and they will get in contact with the on-call operator. If the police department does not answer, leave a message.

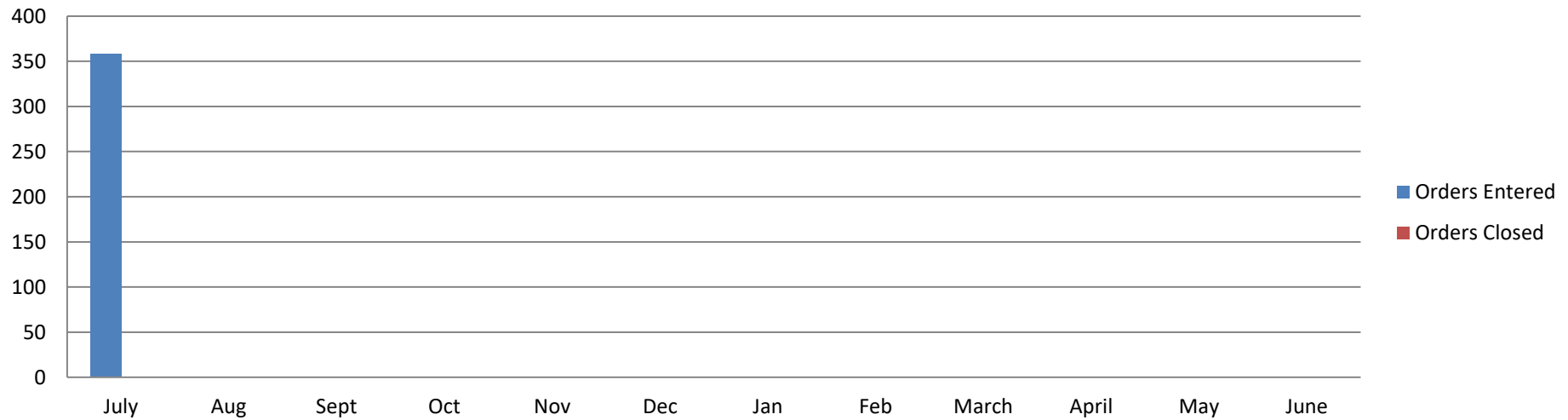
**Public Works Work Orders
FY 26-27**



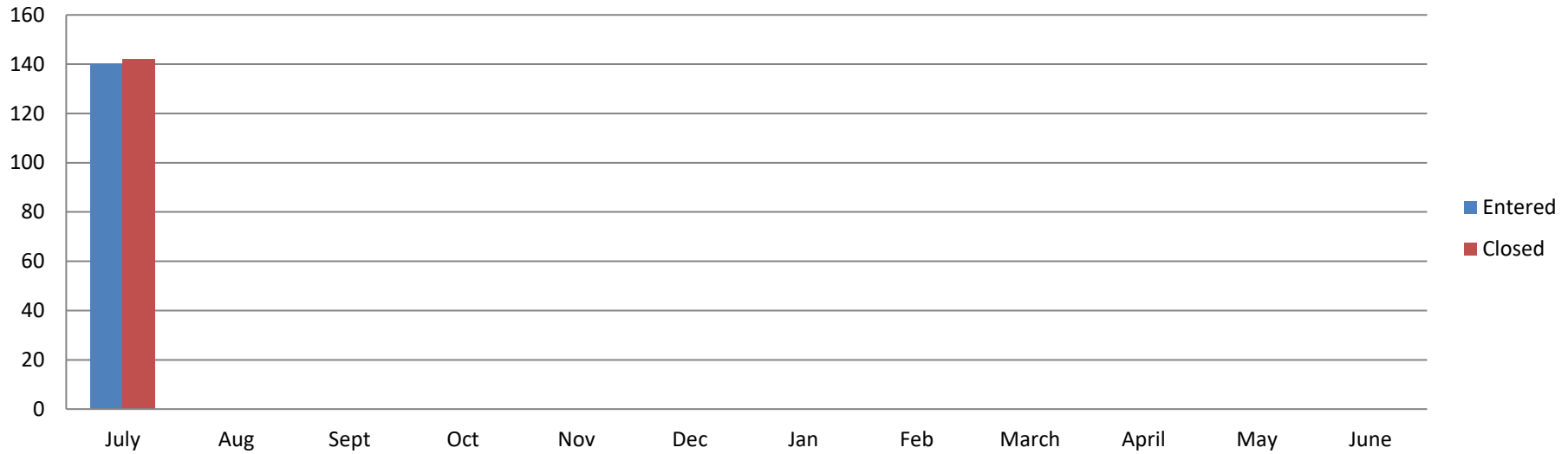
**Water Resources Work Orders
FY 26-27**



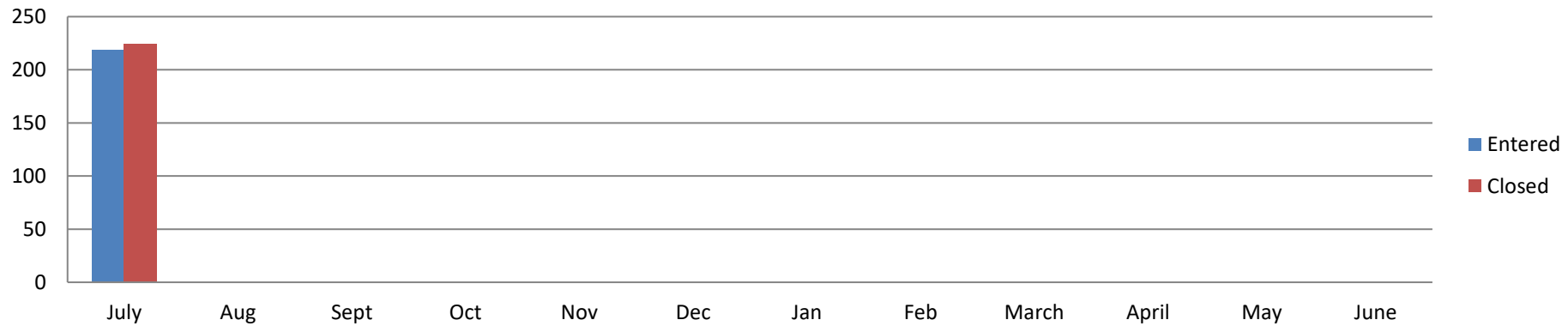
Total Work Orders - FY 2026-27



Public Works - Work Orders



Water Resources - Work Orders



[illegible][illegible][illegible]



MONTHLY ZONING REPORT

MONTH YEAR

Activity	Monthly	YTD Total
Permit Applications Received	8	8
Permits Issued	8	8
Fees Collected	834.11	834.11
Violations Noted During Weekly Patrol	46	46
Complaints Received From Citizens	0	0
Notice Of Violations Initiated *see details below	31	31
Remedial Actions Taken By Town	0	0

Detail Summary		
Address	Violation	Date Cited
111 Stillwater Court	Debris	1-Jul
9B Mulberry Lane	Boat in driveway	1-Jul
11B Mulberry Lane	Vehicle in grass	1-Jul
305 Lochbridge Drive	Vehicle in grass	1-Jul
302 Gatewood Drive	Trailer	1-Jul
299 Gatewood Drive	Grass	1-Jul
275 Shoreline Drive	Grass	1-Jul
265 Shoreline Drive	Trailer	1-Jul
263 Shoreline Drive	Trailer	1-Jul
103 Bowline Road	Vehicle in grass	1-Jul
110 Bowline Road	Trailer	1-Jul
104 Sextant Court	Trailer; vehicle in grass	1-Jul
106 Sextant Court	Trailer	1-Jul
136 Wildwood Drive	Trailer; vehicle in grass	1-Jul
1020 Plantation Drive	Grass	8-Jul
209 Shoreline Drive	Grass	8-Jul
104 Knotline Road	Grass	8-Jul
103 Knotline Road	Grass	8-Jul
803 Plantation Drive	Vehicle in grass	8-Jul
705 Plantation Drive	Vehicle in grass	8-Jul
62 Shoreline Drive	Trailer	8-Jul
302 Channel Run Drive	Fence w/o Permit	8-Jul
5241 US Hwy 17 S	Grass	14-Jul
5215 US Hwy 17 S	Vehicle in grass	30-Jul
5233 US Hwy 17 S	Trailer; grass	30-Jul
294 Shoreline Drive	Boat in driveway	30-Jul
106 Teakwood Drive	Grass	30-Jul
202 Channel Run Drive	Grass	30-Jul
104 Seafarers Court	Grass; vehicle in grass	30-Jul
109 Boatswain Drive	Grass	30-Jul
101 Outrigger Road	Trailer; RV	30-Jul

EWAB August 3rd, 2026

Chairman Hall called the meeting to order at 7:00 PM.

There was a quorum of members present.

There were no visitors.

The minutes for the April 6th, 2026, meeting were approved.

Old Business:

Canal clean up scheduled for August 29th, 2026, at 10 PM.

New Business:

Paige Ackiss resigned as a member.

New officers elected: Jeff Myers Chair, Jon Hall Vice Chair, and Patty Leonard Secretary.

Recommendation to name the kayak launch for long-term member Jim Stevens.

There are three vacancies on EWAB.

Councilman Leonard gave a council update and answered members questions.

Next meeting October 5th, 2026, at 7PM in the municipal building in the small conference room.

Volunteer Hours: 5

The public is welcome to attend.

The meeting adjourned at 7:31 PM

Bid Sheet

Name of Firm B+C Utility Contracting, LLC
 Address 391 Simmons Rd, Robbins, NC 27325
 Telephone 910-690-3114
 Contact Name Justin Lemonds

Prices submitted below shall represent the all inclusive costs to cover all job components listed in the Sanitary Sewer Manhole Interior Rehabilitation Specifications (02754-1).

Bidder to supply labor, material, equipment. Town to provide water for pressure washing. If bypass pumping is required, the town and firm will negotiate a price for it prior to commencement of pumping. Bid winner will be required to begin project within 10 days of receiving notice to proceed from town and to substantially complete project within 60 days after receiving said notice.

Price for Manhole #1 \$ 5,600

Price for Manhole #2 \$ 4,320

Price for Manhole #3 \$ 4,000

TOTAL of all 3 \$ 13,920

Justin Lemonds
 Signature of person authorized to submit bid or behalf of firm

8/16/2026
 Date

The town reserves the right to reject any and all bids.

Bid Sheet may be submitted via email by submitting to manager@riverbendnc.org or via mail to Town of River Bend, Attn: Delane Jackosn, 45 Shoreline Drive, River Bend, NC 28562 or hand delivery.

CMT
Carolina Management Team

- c. Price does not include testing.
- d. Price includes one mobilization – delays requiring extra mobilizations may incur additional charges.
- e. Price excludes environmental controls including but not limited to proper environmental conditions including ambient temperature, moisture control, and curing conditions.
- f. Price excludes bypass pumping and chemical injection grout for water infiltration.
- g. Price excludes removal of existing coatings unless otherwise stated.
- h. Price assumes project area is clean and dry.
- i. Price assumes full access to the project area described in this Proposal when deployed to the jobsite.
- j. All agreements contingent upon weather, delay beyond our control, and no lead present.

3. SCHEDULE, COMMENCEMENT, AND DELAYS

This quotation is valid for 30 days. Should this quotation expire, a new quotation will be required to reflect updated pricing due to market changes.

CMT will be prepared to start work on or before September 14, 2026, and will undertake to furnish sufficient labor, materials, and equipment to complete construction of our scope of work with the durations noted below:

**Three (3)- 4' Diameter Manholes 16.5VF
1-2 Weeks**

4. QUOTATION

We are prepared to carry out this work in accordance with the foregoing for the lump sum price of:

Project Estimate Interior walls of Manholes

Manhole No. 1	\$ 13,624.00
Manhole No. 2	\$ 11,528.00
Manhole No. 3	\$ 9,437.00
Total Estimate	\$ 34,589.00

All materials guaranteed to be as specified and all work to be performed as specified and completed in a professional workmanlike manner. We are qualified as AMPP (formerly NACE and SSPC) certified coating inspectors and concrete coating inspectors. Payment is due NET 30 days. The Warranty is one (1) year on materials and labor.

CMT's proposal is predicated on the site being available to us Monday through Friday between 6:00 am and 6:00 pm, for 10-hour shifts, up to 40 hours; however, the Superintendent may choose when to begin work for the crew, as needed, to maintain the job schedule. If the site restrictions do not allow for this, then our price will be renegotiated.

Planning Board Report

August 2026

The regular meeting of the Planning board was held on Thursday, Aug. 6th at 6pm in the Community Building. Vice Chairman Bob Kohn called the meeting to order and recognized the long service of Chairman Egon Lippert who has chosen to end his time on the board.

Councilman Sheffield then took control of the meeting while the election process for a new chairman was conducted. Bob Kohn was unanimously elected chairman. Richard Taylor was elected Vice Chairman and Allison McCollum was elected secretary.

New Chairman, Bob Kohn then took over the meeting. The usual reports were given. There was no public comment. The applicants for board membership were acknowledged and invited to speak. It was decided that the selection of the new board member would be postponed until the September meeting since all of the applicants were not present.

There was a presentation by Manager Jackson about potential changes to the town ordinance regulating walls, fences and driveway markers. No action was taken. The matter will be discussed at the next meeting, which will be held on September 3rd. The public is invited to attend.



434 Fayetteville Street
Suite 1900
Raleigh, NC 27601
919 715 4000
nclm.org

August 6, 2026

Delane Jackson
Town Manager
Town of River Bend
45 Shoreline Drive
River Bend, NC 28562

Dear Delane,

We are pleased to be able to offer the enclosed Memorandum of Agreement to the Town of River Bend to perform the specified human resource management services as described herein.

This contract will be performed through an agreement between the North Carolina League of Municipalities and the MAPS Group. This private consulting firm consists of former and current practicing personnel professionals in the public sector who specialize in human resources and general management. They are, or have been, employed in human resources departments at the state and municipal level of government and undertake consulting assignments for the North Carolina League of Municipalities.

I will have overall responsibility for this project to determine that all contractual obligations of this study are successfully met.

If you have any questions or need clarification on any item contained within our Memorandum of Agreement, please contact me at the League Office.

Sincerely,

Lou Bunch

Lou Bunch
Senior Municipal Human Resources Consultant

Enclosures

cc: The MAPS Group

MEMORANDUM OF AGREEMENT

PERSONNEL SERVICE

TOWN OF RIVER BEND

THIS AGREEMENT is made and entered into this _____ day of _____, 2026 by and between the North Carolina League of Municipalities, an unincorporated association, hereinafter called "League", and the Town of River Bend, an incorporated municipality hereinafter called "Town."

WITNESSETH

In consideration of the amounts of money hereinafter agreed to be paid, and in consideration of the other conditions hereinafter agreed to by the Town of River Bend, the League offers to perform the following services:

Scope of Services. The League agrees to provide through its subcontractor The MAPS Group the services described and set forth in Attachment "A", Scope of Services, which is incorporated into and made a part of the Memorandum of Agreement by reference.

Time for Performance. The time for performance will be approximately three (3) months. The contract can begin in October 2026 or at a time mutually agreed upon between The MAPS Group and the Town.

Cost. The fee for the proposed work is \$5,000.00.

In consideration of the services performed by the League, the Town agrees to abide by and perform the following:

The MAPS Group will bill the Town for one payment of \$2,500.00 at the beginning of the project, and a final payment of the same amount when the project is completed. The Town agrees to remit payment to The MAPS Group upon receipt of each of the statements referred to above.

Execution. If this Memorandum of Agreement is not executed and returned to the League Office within thirty (30) days from the submission date, the time frame for performance may have to be renegotiated.

E-verify. The MAPS Group certifies that it currently complies with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.

Iran Divestment Act Certification. As of the date of this Agreement, The MAPS Group certifies that it is not listed on the Final Divestment List created by the State Treasurer pursuant to



N.C.G.S. 147-86.58 and that The MAPS Group will not utilize any subcontractor found on the State Treasurer's Final Divestment List.

Governing Law. This Agreement shall be construed and interpreted in accordance with the laws of the State of North Carolina. Venue shall lie in Wake County.

If the terms of this contract are acceptable, please sign two (2) copies and return one to the League office.

SUBMITTED BY:

ACCEPTED BY:

NORTH CAROLINA LEAGUE OF
MUNICIPALITIES

TOWN OF RIVER BEND

Lou Bunch
Lou Bunch
Senior Municipal Human Resources Consultant

Name

8/6/2026
Submission Date

Title

Date

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

(Signature of Finance Officer)



ATTACHMENT "A"

SCOPE OF SERVICES

PERSONNEL POLICY PROJECT

SCOPE OF SERVICES

Objectives of Study

The primary purpose of the study is to conduct a comprehensive review of the Town's current personnel policy. The MAPS Group will review and make recommendations for updating the Town's personnel policy to be consistent with modern and effective human resource management and current laws and regulations.

The personnel policy will be reviewed for policy versus procedural language and is recommended to meet a balance of providing guidance without including unnecessarily restrictive or detailed procedures.

Communication with the Town

During the study, MAPS principals will be available to Town management to clarify any questions or concerns about personnel policy recommendations, or other issues related to the study by phone or email. A draft of the policy will be sent to management for review and MAPS will discuss management reactions to the study prior to finalizing it. After the draft review, the MAPS Group will make a presentation to the Town Council/Board of Commissioners, if requested. Any additional trips will require additional fees.

Results of the Study

The study will result in the publication and delivery to the Town of the required number of personnel policies for management and the Board/Council. The MAPS representative will formally present the study to the Town Council/Board and be available to respond to questions.

Project Staff

The project team will be lead by Erika Phillips and additional team members will be subject to approval by the Town.

Delane Jackson

From: Sara Wilson <swilson@NCLM.ORG>
Sent: Tuesday, August 04, 2026 2:30 PM
To: Delane Jackson
Subject: RE: [EXTERNAL]RE: [EXTERNAL]RE: [EXTERNAL]FW: HR Policy Update

Yes, you are approved. 😊 Just upload the items I wrote about earlier when you get them and I'll bring you that check! It's easy peasy.



SARA WILSON

HR Field Consultant

p 919-715-2917

e swilson@NCLM.ORG

434 Fayetteville Street, Suite 1900, Raleigh, NC 27601

www.nclm.org

From: Delane Jackson <manager@riverbendnc.org>
Sent: Tuesday, August 4, 2026 2:25 PM
To: Sara Wilson <swilson@NCLM.ORG>
Subject: [EXTERNAL]RE: [EXTERNAL]RE: [EXTERNAL]FW: HR Policy Update

CAUTION: This email originated from outside of NCLM's email system. Maintain caution when opening external links/attachments.

So, it's a done deal. We are approved for the grant! I like the sound of all of that. Erika said the NCLM would supply the project contract.
Do you handle that?

Delane Jackson
Town Manager
Town of River Bend
45 Shoreline Drive
River Bend, NC 28562

252-638-3870 x-213
manager@riverbendnc.org

Pursuant to North Carolina General Statutes Chapter 132, Public Records, this electronic mail message and any attachments hereto, as well as any electronic mail message(s) that may be sent in response to it may be considered public record and as such are subject to request and review (with statutory exceptions) by anyone at any time.

From: Sara Wilson <swilson@NCLM.ORG>
Sent: Tuesday, August 04, 2026 2:13 PM
To: Delane Jackson <manager@riverbendnc.org>
Subject: RE: [EXTERNAL]RE: [EXTERNAL]FW: HR Policy Update

Hi Delane,

Once you have the paid invoice from MAPS, you will need to upload that. You will also need to upload the meeting minutes showing where the Board adopts the new policy. Once those items are uploaded, I will show up with a big check! 😊



SARA WILSON
HR Field Consultant
p 919-715-2917
e swilson@NCLM.ORG
434 Fayetteville Street, Suite 1900, Raleigh, NC 27601
www.nclm.org

From: Delane Jackson <manager@riverbendnc.org>
Sent: Tuesday, August 4, 2026 2:08 PM
To: Sara Wilson <swilson@NCLM.ORG>
Subject: [EXTERNAL]RE: [EXTERNAL]FW: HR Policy Update

CAUTION: This email originated from outside of NCLM's email system. Maintain caution when opening external links/attachments.

I've uploaded the email quote that Sara sent. As far as I know, I'm done. Let me know if there is anything else needed from me.

Delane Jackson
Town Manager
Town of River Bend

Town of River Bend

Flag Policy

(A) The Town of River Bend will adhere to the Title 4, Chapter 1 of the United States Code, commonly referred to as the U.S. Flag Code, in consideration of the flying of the United States and other flags at town-owned facilities and on town-owned property.

(B) Flags shall be flown at half-staff at town-owned facilities and on town-owned property in accordance with Proclamation No. 3044 *Display of Flag at Half-Staff Upon Death of Certain Officials and Former Officials*, as is included in the U.S. Flag Code, and any future amendments thereto.

(C) In addition to Proclamation No. 3044 guidelines, the Town of River Bend may also fly flags at half-staff during special circumstances as determined by the Mayor or Town Council.

(D) Each year, flags are to be flown at half-staff from sunrise to sunset, unless otherwise indicated below, for the following observances:

- National Firefighters Memorial Day
- Peace Officers Memorial Day
- Memorial Day (sunrise to 12 noon)
- Patriot Day
- Pearl Harbor Day

(E) The President of the United States and the Governor of North Carolina have the authority to direct the lowering of flags on federal and state property respectively. Flag lowering based on Presidential Proclamations and/or Governor's Orders which are outside of the scope of the United States Flag Code are not applicable to flags flown on town-owned property.

Adopted August 20, 2026

4 USC Ch. 1: THE FLAG**From Title 4—FLAG AND SEAL, SEAT OF GOVERNMENT, AND THE STATES****CHAPTER 1—THE FLAG**

Sec.

1. Flag; stripes and stars on.
2. Same; additional stars.
3. Use of flag for advertising purposes; mutilation of flag.
4. Pledge of allegiance to the flag; manner of delivery.
5. Display and use of flag by civilians; codification of rules and customs; definition.
6. Time and occasions for display.
7. Position and manner of display.
8. Respect for flag.
9. Conduct during hoisting, lowering or passing of flag.
10. Modification of rules and customs by President.

EDITORIAL NOTES**AMENDMENTS**

1998—Pub. L. 105–225, §2(b), Aug. 12, 1998, 112 Stat. 1498, added items 4 to 10.

§1. Flag; stripes and stars on

The flag of the United States shall be thirteen horizontal stripes, alternate red and white; and the union of the flag shall be forty-eight stars, white in a blue field.

(July 30, 1947, ch. 389, 61 Stat. 642.)

STATUTORY NOTES AND RELATED SUBSIDIARIES**SHORT TITLE OF 2018 AMENDMENT**

Pub. L. 115–123, div. A, §10101, Feb. 9, 2018, 132 Stat. 64, provided that: "This division [amending section 7 of this title and enacting provisions set out as a note under section 7 of this title] may be cited as the 'Honoring Hometown Heroes Act'."

SHORT TITLE OF 2017 AMENDMENT

Pub. L. 115–15, §1, Mar. 28, 2017, 131 Stat. 79, provided that: "This Act [amending section 6 of this title] may be cited as the 'Vietnam War Veterans Recognition Act of 2017'."

SHORT TITLE OF 2009 AMENDMENT

Pub. L. 111–41, §1, July 27, 2009, 123 Stat. 1962, provided that: "This Act [amending section 6 of this title] may be cited as the 'Korean War Veterans Recognition Act'."

SHORT TITLE OF 2007 AMENDMENT

Pub. L. 110–41, §1, June 29, 2007, 121 Stat. 233, provided that: "This Act [amending section 7 of this title and provisions set out as a note under section 7 of this title] may be cited as the 'Army Specialist Joseph P. Micks Federal Flag Code Amendment Act of 2007'."

SHORT TITLE OF 2000 AMENDMENT

Pub. L. 106–252, §1, July 28, 2000, 114 Stat. 626, provided that: "This Act [enacting sections 116 to 126 of this title and provisions set out as a note under section 116 of this title] may be cited as the 'Mobile Telecommunications Sourcing Act'."

EXECUTIVE DOCUMENTS

EXECUTIVE ORDER NO. 10798

Ex. Ord. No. 10798, Jan. 3, 1959, 24 F.R. 79, which prescribed proportions and sizes of flags until July 4, 1960, was revoked by section 33 of Ex. Ord. No. 10834, set out as a note under this section.

EX. ORD. NO. 10834. PROPORTIONS AND SIZES OF FLAGS AND POSITION OF STARS

Ex. Ord. No. 10834, Aug. 21, 1959, 24 F.R. 6865, provided:

WHEREAS the State of Hawaii has this day been admitted into the Union; and

WHEREAS section 2 of title 4 of the United States Code provides as follows: "On the admission of a new State into the Union one star shall be added to the union of the flag; and such addition shall take effect on the fourth day of July then next succeeding such admission."; and

WHEREAS the Federal Property and Administrative Services Act of 1949 (63 Stat. 377), as amended [see chapters 1 to 11 of Title 40, Public Buildings, Property, and Works, and division C (except sections 3302, 3307(e), 3501(b), 3509, 3906, 4710, and 4711) of subtitle I of Title 41, Public Contracts] authorizes the President to prescribe policies and directives governing the procurement and utilization of property by executive agencies; and

WHEREAS the interests of the Government require that orderly and reasonable provision be made for various matters pertaining to the flag and that appropriate regulations governing the procurement and utilization of national flags and union jacks by executive agencies be prescribed:

NOW, THEREFORE, by virtue of the authority vested in me as President of the United States and as Commander in Chief of the armed forces of the United States, and the Federal Property and Administrative Services Act of 1949, as amended [see Short Title of 1949 Act note under section 101 of Title 41, Public Contracts], it is hereby ordered as follows:

PART I—DESIGN OF THE FLAG

SECTION 1. The flag of the United States shall have thirteen horizontal stripes, alternate red and white, and a union consisting of white stars on a field of blue.

SEC. 2. The positions of the stars in the union of the flag and in the union jack shall be as indicated on the attachment to this order, which is hereby made a part of this order.

SEC. 3. The dimensions of the constituent parts of the flag shall conform to the proportions set forth in the attachment referred to in section 2 of this order.

PART II—REGULATIONS GOVERNING EXECUTIVE AGENCIES

SEC. 21. The following sizes of flags are authorized for executive agencies:

Size	Dimensions of Flag	
	Hoist (width)	Fly (length)
	Feet	Feet
(1)	20.00	38.00
(2)	10.00	19.00
(3)	8.95	17.00
(4)	7.00	11.00
(5)	5.00	9.50
(6)	4.33	5.50
(7)	3.50	6.65
(8)	3.00	4.00
(9)	3.00	5.70
(10)	2.37	4.50
(11)	1.32	2.50

SEC. 22. Flags manufactured or purchased for the use of executive agencies:

(a) Shall conform to the provisions of Part I of this order, except as may be otherwise authorized pursuant to the provisions of section 24, or except as otherwise authorized by the provisions of section 21, of this order.

(b) Shall conform to the provisions of section 21 of this order, except as may be otherwise authorized pursuant to the provisions of section 24 of this order.

SEC. 23. The exterior dimensions of each union jack manufactured or purchased for executive agencies shall equal the respective exterior dimensions of the union of a flag of a size authorized by or pursuant to this order. The size of the union jack flown with the national flag shall be the same as the size of the union of that national flag.

SEC. 24. (a) The Secretary of Defense in respect of procurement for the Department of Defense (including military colors) and the Administrator of General Services in respect of procurement for executive agencies other than the Department of Defense may, for cause which the Secretary or the Administrator, as the case may be, deems sufficient, make necessary minor adjustments in one or more of the dimensions or proportionate dimensions prescribed by this order, or authorize proportions or sizes other than those prescribed by section 3 or section 21 of this order.

(b) So far as practicable, (1) the actions of the Secretary of Defense under the provisions of section 24(a) of this order, as they relate to the various organizational elements of the Department of Defense, shall be coordinated, and (2) the Secretary and the Administrator shall mutually coordinate their actions under that section.

SEC. 25. Subject to such limited exceptions as the Secretary of Defense in respect of the Department of Defense, and the Administrator of General Services in respect of executive agencies other than the Department of Defense, may approve, all national flags and union jacks now in the possession of executive agencies, or hereafter acquired by executive agencies under contracts awarded prior to the date of this order, including those so possessed or so acquired by the General Services Administration, for distribution to other agencies, shall be utilized until unserviceable.

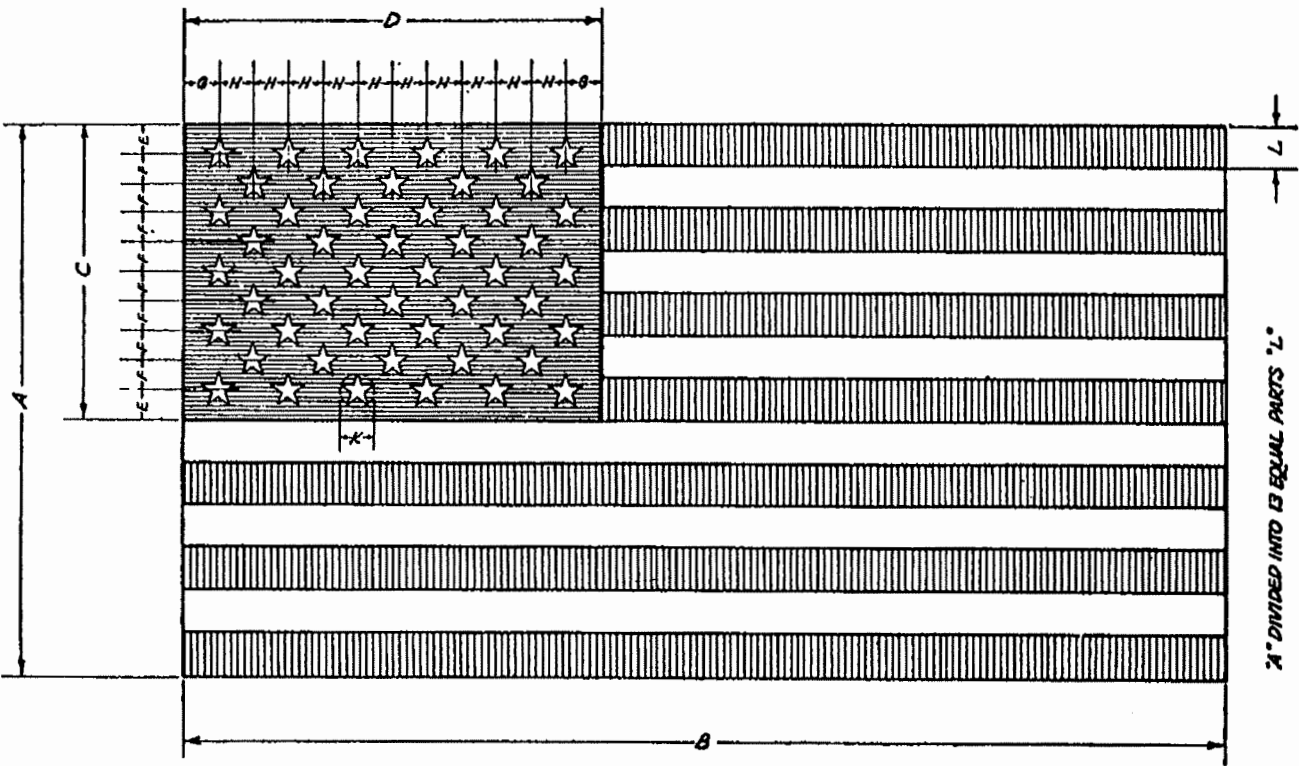
PART III—GENERAL PROVISIONS

SEC. 31. The flag prescribed by Executive Order No. 10798 of January 3, 1959, shall be the official flag of the United States until July 4, 1960, and on that date the flag prescribed by Part I of this order shall become the official flag of the United States; but this section shall neither derogate from section 24 or section 25 of this order nor preclude the procurement, for executive agencies, of flags provided for by or pursuant to this order at any time after the date of this order.

SEC. 32. As used in this order, the term "executive agencies" means the executive departments and independent establishments in the executive branch of the Government, including wholly-owned Government corporations.

SEC. 33. Executive Order No. 10798 of January 3, 1959, is hereby revoked.

DWIGHT D. EISENHOWER.



Standard proportions

Hoist (width) of flag 1.0	Fly (length) of flag 1.9	Hoist (width) of Union 0.5385 (7/13)	Fly (length) of Union 0.76	0.054	0.054	0.063	0.063	Diameter of star 0.0616	Width of stripe 0.0769 (1/13)
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A	B	C	D	E	F	G	H	K	L
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§2. Same; additional stars

On the admission of a new State into the Union one star shall be added to the union of the flag; and such addition shall take effect on the fourth day of July then next succeeding such admission.

(July 30, 1947, ch. 389, 61 Stat. 642.)

§3. Use of flag for advertising purposes; mutilation of flag

Any person who, within the District of Columbia, in any manner, for exhibition or display, shall place or cause to be placed any word, figure, mark, picture, design, drawing, or any advertisement of any nature upon any flag, standard, colors, or ensign of the United States of America; or shall expose or cause to be exposed to public view any such flag, standard, colors, or ensign upon which shall have been printed, painted, or otherwise placed, or to which shall be attached, appended, affixed, or annexed any word, figure, mark, picture, design, or drawing, or any advertisement of any nature; or who, within the District of Columbia, shall manufacture, sell, expose for sale, or to public view, or give away or have in possession for sale, or to be given away or for use for any purpose, any article or substance being an article of merchandise, or a receptacle for merchandise or article or thing for carrying or transporting merchandise, upon which shall have been printed, painted, attached, or otherwise placed a representation of any such flag, standard, colors, or ensign, to advertise, call attention to, decorate, mark, or distinguish the article or substance on which so placed shall be deemed guilty of a misdemeanor and shall be punished by a fine not exceeding \$100 or by imprisonment for not more than thirty days, or both, in the discretion of the court. The words "flag, standard, colors, or ensign", as used herein, shall include any flag, standard, colors, ensign, or any picture or representation of either, or of any part or parts of either, made of any substance or represented on any substance, of any size evidently purporting to be either of said flag, standard, colors, or ensign of the United States of America or a picture or a representation of either, upon which shall be shown the colors, the stars and the stripes, in any number of either thereof, or of any part or parts of either, by which the average person seeing the same without deliberation may believe the same to represent the flag, colors, standard, or ensign of the United States of America.

(July 30, 1947, ch. 389, 61 Stat. 642; Pub. L. 90–381, §3, July 5, 1968, 82 Stat. 291.)

EDITORIAL NOTES

AMENDMENTS

1968—Pub. L. 90–381 struck out "; or who, within the District of Columbia, shall publicly mutilate, deface, defile or defy, trample upon, or cast contempt, either by word or act, upon any such flag, standard, colors, or ensign," after "substance on which so placed".

§4. Pledge of allegiance to the flag; manner of delivery

The Pledge of Allegiance to the Flag: "I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.", should be rendered by standing at attention facing the flag with the right hand over the heart. When not in uniform men should remove any non-religious headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Persons in uniform should remain silent, face the flag, and render the military salute. Members of the Armed Forces not in uniform and veterans may render the military salute in the manner provided for persons in uniform.

(Added Pub. L. 105–225, §2(a), Aug. 12, 1998, 112 Stat. 1494; amended Pub. L. 107–293, §2(a), Nov. 13, 2002, 116 Stat. 2060; Pub. L. 113–66, div. A, title V, §586, Dec. 26, 2013, 127 Stat. 777.)

HISTORICAL AND REVISION NOTES

<i>Revised Section</i>	<i>Source (U.S. Code)</i>	<i>Source (Statutes at Large)</i>
4	36:172.	June 22, 1942, ch. 435, §7, 56 Stat. 380; Dec. 22, 1942, ch. 806, §7, 56 Stat. 1077; Dec. 28, 1945, ch. 607, 59 Stat. 668; June 14, 1954, ch. 297, 68 Stat. 249; July 7, 1976, Pub. L. 94–344, (19), 90 Stat. 813.

EDITORIAL NOTES**CODIFICATION**

Amendment by Pub. L. 107–293 reaffirmed the exact language of the Pledge, see section 2(b) of Pub. L. 107–293, set out as a Reaffirmation of Language note below.

AMENDMENTS

2013—Pub. L. 113–66 inserted at end "Members of the Armed Forces not in uniform and veterans may render the military salute in the manner provided for persons in uniform."

2002—Pub. L. 107–293 reenacted section catchline without change and amended text generally. Prior to amendment, text read as follows: "The Pledge of Allegiance to the Flag, 'I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all,' should be rendered by standing at attention facing the flag with the right hand over the heart. When not in uniform men should remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Persons in uniform should remain silent, face the flag, and render the military salute."

STATUTORY NOTES AND RELATED SUBSIDIARIES**FINDINGS**

Pub. L. 107–293, §1, Nov. 13, 2002, 116 Stat. 2057, provided that: "Congress finds the following:

"(1) On November 11, 1620, prior to embarking for the shores of America, the Pilgrims signed the Mayflower Compact that declared: 'Having undertaken, for the Glory of God and the advancement of the Christian Faith and honor of our King and country, a voyage to plant the first colony in the northern parts of Virginia,'

"(2) On July 4, 1776, America's Founding Fathers, after appealing to the 'Laws of Nature, and of Nature's God' to justify their separation from Great Britain, then declared: 'We hold these Truths to be self-evident, that all Men are created equal, that they are endowed by their Creator with certain unalienable Rights, that among these are Life, Liberty, and the Pursuit of Happiness'.

"(3) In 1781, Thomas Jefferson, the author of the Declaration of Independence and later the Nation's third President, in his work titled 'Notes on the State of Virginia' wrote: 'God who gave us life gave us liberty. And can the liberties of a nation be thought secure when we have removed their only firm basis, a conviction in the minds of the people that these liberties are of the Gift of God. That they are not to be violated but with His wrath? Indeed, I tremble for my country when I reflect that God is just; that his justice cannot sleep forever.'

"(4) On May 14, 1787, George Washington, as President of the Constitutional Convention, rose to admonish and exhort the delegates and declared: 'If to please the people we offer what we ourselves disapprove, how can we afterward defend our work? Let us raise a standard to which the wise and the honest can repair; the event is in the hand of God!'

"(5) On July 21, 1789, on the same day that it approved the Establishment Clause concerning religion, the First Congress of the United States also passed the Northwest Ordinance, providing for a territorial government for lands northwest of the Ohio River, which declared: 'Religion, morality, and knowledge, being necessary to good government and the happiness of mankind, schools and the means of education shall forever be encouraged.'

"(6) On September 25, 1789, the First Congress unanimously approved a resolution calling on President George Washington to proclaim a National Day of Thanksgiving for the people of the United States by declaring, 'a day of public thanksgiving and prayer, to be observed by acknowledging, with grateful hearts, the many signal favors of Almighty God, especially by affording them an opportunity peaceably to establish a constitution of government for their safety and happiness.'

"(7) On November 19, 1863, President Abraham Lincoln delivered his Gettysburg Address on the site of the battle and declared: 'It is rather for us to be here dedicated to the great task remaining before us—that from these honored dead we take increased devotion to that cause for which they gave the last full measure of devotion—that we here highly resolve that these dead shall not have died in vain—that this Nation, under God, shall have a new birth of freedom—and that Government of the people, by the people, for the people, shall not perish from the earth.'

"(8) On April 28, 1952, in the decision of the Supreme Court of the United States in *Zorach v. Clauson*, 343 U.S. 306 (1952), in which school children were allowed to be excused from public schools for religious observances and education, Justice William O. Douglas, in writing for the Court stated: 'The First Amendment, however, does not say that in every and all respects there shall be a separation of Church and State. Rather, it studiously defines the manner, the specific ways, in which there shall be no

concern or union or dependency one on the other. That is the common sense of the matter. Otherwise the State and religion would be aliens to each other—hostile, suspicious, and even unfriendly. Churches could not be required to pay even property taxes. Municipalities would not be permitted to render police or fire protection to religious groups. Policemen who helped parishioners into their places of worship would violate the Constitution. Prayers in our legislative halls; the appeals to the Almighty in the messages of the Chief Executive; the proclamations making Thanksgiving Day a holiday; "so help me God" in our courtroom oaths—these and all other references to the Almighty that run through our laws, our public rituals, our ceremonies would be flouting the First Amendment. A fastidious atheist or agnostic could even object to the supplication with which the Court opens each session: "God save the United States and this Honorable Court." "

"(9) On June 15, 1954, Congress passed and President Eisenhower signed into law a statute that was clearly consistent with the text and intent of the Constitution of the United States, that amended the Pledge of Allegiance to read: 'I pledge allegiance to the Flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.'

"(10) On July 20, 1956, Congress proclaimed that the national motto of the United States is 'In God We Trust', and that motto is inscribed above the main door of the Senate, behind the Chair of the Speaker of the House of Representatives, and on the currency of the United States.

"(11) On June 17, 1963, in the decision of the Supreme Court of the United States in *Abington School District v. Schempp*, 374 U.S. 203 (1963), in which compulsory school prayer was held unconstitutional, Justices Goldberg and Harlan, concurring in the decision, stated: 'But untutored devotion to the concept of neutrality can lead to invocation or approval of results which partake not simply of that noninterference and noninvolvement with the religious which the Constitution commands, but of a brooding and pervasive devotion to the secular and a passive, or even active, hostility to the religious. Such results are not only not compelled by the Constitution, but, it seems to me, are prohibited by it. Neither government nor this Court can or should ignore the significance of the fact that a vast portion of our people believe in and worship God and that many of our legal, political, and personal values derive historically from religious teachings. Government must inevitably take cognizance of the existence of religion and, indeed, under certain circumstances the First Amendment may require that it do so.'

"(12) On March 5, 1984, in the decision of the Supreme Court of the United States in *Lynch v. Donnelly*, 465 U.S. 668 (1984), in which a city government's display of a nativity scene was held to be constitutional, Chief Justice Burger, writing for the Court, stated: 'There is an unbroken history of official acknowledgment by all three branches of government of the role of religion in American life from at least 1789 . . . [E]xamples of reference to our religious heritage are found in the statutorily prescribed national motto "In God We Trust" (36 U.S.C. 186) [now 36 U.S.C. 302], which Congress and the President mandated for our currency, see (31 U.S.C. 5112(d)(1) (1982 ed.)), and in the language "One Nation under God", as part of the Pledge of Allegiance to the American flag. That pledge is recited by many thousands of public school children—and adults—every year . . . Art galleries supported by public revenues display religious paintings of the 15th and 16th centuries, predominantly inspired by one religious faith. The National Gallery in Washington, maintained with Government support, for example, has long exhibited masterpieces with religious messages, notably the Last Supper, and paintings depicting the Birth of Christ, the Crucifixion, and the Resurrection, among many others with explicit Christian themes and messages. The very chamber in which oral arguments on this case were heard is decorated with a notable and permanent—not seasonal—symbol of religion: Moses with the Ten Commandments. Congress has long provided chapels in the Capitol for religious worship and meditation.'

"(13) On June 4, 1985, in the decision of the Supreme Court of the United States in *Wallace v. Jaffree*, 472 U.S. 38 (1985), in which a mandatory moment of silence to be used for meditation or voluntary prayer was held unconstitutional, Justice O'Connor, concurring in the judgment and addressing the contention that the Court's holding would render the Pledge of Allegiance unconstitutional because Congress amended it in 1954 to add the words 'under God,' stated 'In my view, the words "under God" in the Pledge, as codified at (36 U.S.C. 172) [now 4 U.S.C. 4], serve as an acknowledgment of religion with "the legitimate secular purposes of solemnizing public occasions, [and] expressing confidence in the future." "

"(14) On November 20, 1992, the United States Court of Appeals for the 7th Circuit, in *Sherman v. Community Consolidated School District 21*, 980 F.2d 437 (7th Cir. 1992), held that a school district's policy for voluntary recitation of the Pledge of Allegiance including the words 'under God' was constitutional.

"(15) The 9th Circuit Court of Appeals erroneously held, in *Newdow v. U.S. Congress* (9th Cir. June 26, 2002), that the Pledge of Allegiance's use of the express religious reference 'under God' violates the First Amendment to the Constitution, and that, therefore, a school district's policy and practice of teacher-led voluntary recitations of the Pledge of Allegiance is unconstitutional.

"(16) The erroneous rationale of the 9th Circuit Court of Appeals in *Newdow* would lead to the absurd result that the Constitution's use of the express religious reference 'Year of our Lord' in Article VII violates the First Amendment to the Constitution, and that, therefore, a school district's policy and practice of teacher-led voluntary recitations of the Constitution itself would be unconstitutional."

REAFFIRMATION OF LANGUAGE

Pub. L. 107–293, §2(b), Nov. 13, 2002, 116 Stat. 2060, provided that: "In codifying this subsection [probably should be "section", meaning section 2 of Pub. L. 107–293, which amended this section], the Office of the Law Revision Counsel shall show in the historical and statutory notes that the 107th Congress reaffirmed the exact language that has appeared in the Pledge for decades."

§5. Display and use of flag by civilians; codification of rules and customs; definition

The following codification of existing rules and customs pertaining to the display and use of the flag of the United States of America is established for the use of such civilians or civilian groups or organizations as may not be required to conform with regulations promulgated by one or more executive departments of the Government of the United States. The flag of the United States for the purpose of this chapter shall be defined according to sections 1 and 2 of this title and Executive Order 10834 issued pursuant thereto.

(Added Pub. L. 105–225, §2(a), Aug. 12, 1998, 112 Stat. 1494.)

HISTORICAL AND REVISION NOTES

<i>Revised Section</i>	<i>Source (U.S. Code)</i>	<i>Source (Statutes at Large)</i>
5	36:173.	June 22, 1942, ch. 435, §1, 56 Stat. 377; Dec. 22, 1942, ch. 806, §1, 56 Stat. 1074; July 7, 1976, Pub. L. 94–344, (1), 90 Stat. 810.

EDITORIAL NOTES

REFERENCES IN TEXT

Executive Order 10834, referred to in text, is set out as a note under section 1 of this title.

STATUTORY NOTES AND RELATED SUBSIDIARIES

FREEDOM TO DISPLAY THE AMERICAN FLAG

Pub. L. 109–243, July 24, 2006, 120 Stat. 572, provided that:

"SECTION 1. SHORT TITLE.

"This Act may be cited as the 'Freedom to Display the American Flag Act of 2005'.

"SEC. 2. DEFINITIONS.

"For purposes of this Act—

"(1) the term 'flag of the United States' has the meaning given the term 'flag, standard, colors, or ensign' under section 3 of title 4, United States Code;

"(2) the terms 'condominium association' and 'cooperative association' have the meanings given such terms under section 604 of Public Law 96–399 (15 U.S.C. 3603);

"(3) the term 'residential real estate management association' has the meaning given such term under section 528 of the Internal Revenue Code of 1986 (26 U.S.C. 528); and

"(4) the term 'member'—

"(A) as used with respect to a condominium association, means an owner of a condominium unit (as defined under section 604 of Public Law 96–399 (15 U.S.C. 3603)) within such association;

"(B) as used with respect to a cooperative association, means a cooperative unit owner (as defined under section 604 of Public Law 96–399 (15 U.S.C. 3603)) within such association; and

"(C) as used with respect to a residential real estate management association, means an owner of a residential property within a subdivision, development, or similar area subject to any policy or restriction adopted by such association.

"SEC. 3. RIGHT TO DISPLAY THE FLAG OF THE UNITED STATES.

"A condominium association, cooperative association, or residential real estate management association may not adopt or enforce any policy, or enter into any agreement, that would restrict or prevent a member of the association from displaying the flag of the United States on residential property within the association with respect to which such member has a separate ownership interest or a right to exclusive possession or use.

"SEC. 4. LIMITATIONS.

"Nothing in this Act shall be considered to permit any display or use that is inconsistent with—

"(1) any provision of chapter 1 of title 4, United States Code, or any rule or custom pertaining to the proper display or use of the flag of the United States (as established pursuant to such chapter or any otherwise applicable provision of law); or

"(2) any reasonable restriction pertaining to the time, place, or manner of displaying the flag of the United States necessary to protect a substantial interest of the condominium association, cooperative association, or residential real estate management association."

§6. Time and occasions for display

(a) It is the universal custom to display the flag only from sunrise to sunset on buildings and on stationary flagstaffs in the open. However, when a patriotic effect is desired, the flag may be displayed 24 hours a day if properly illuminated during the hours of darkness.

(b) The flag should be hoisted briskly and lowered ceremoniously.

(c) The flag should not be displayed on days when the weather is inclement, except when an all weather flag is displayed.

(d) The flag should be displayed on all days, especially on New Year's Day, January 1; Inauguration Day, January 20; Martin Luther King Jr.'s birthday, third Monday in January; Lincoln's Birthday, February 12; Washington's Birthday, third Monday in February; National Vietnam War Veterans Day, March 29; Easter Sunday (variable); Mother's Day, second Sunday in May; Armed Forces Day, third Saturday in May; Memorial Day (half-staff until noon), the last Monday in May; Flag Day, June 14; Father's Day, third Sunday in June; Independence Day, July 4; National Korean War Veterans Armistice Day, July 27; Labor Day, first Monday in September; Constitution Day, September 17; Columbus Day, second Monday in October; Navy Day, October 27; Veterans Day, November 11; Thanksgiving Day, fourth Thursday in November; Christmas Day, December 25; and such other days as may be proclaimed by the President of the United States; the birthdays of States (date of admission); and on State holidays.

(e) The flag should be displayed daily on or near the main administration building of every public institution.

(f) The flag should be displayed in or near every polling place on election days.

(g) The flag should be displayed during school days in or near every schoolhouse.

(Added Pub. L. 105–225, §2(a), Aug. 12, 1998, 112 Stat. 1494; amended Pub. L. 106–80, §1, Oct. 25, 1999, 113 Stat. 1285; Pub. L. 110–239, §1, June 3, 2008, 122 Stat. 1559; Pub. L. 111–41, §2, July 27, 2009, 123 Stat. 1962; Pub. L. 115–15, §2, Mar. 28, 2017, 131 Stat. 79.)

HISTORICAL AND REVISION NOTES

<i>Revised Section</i>	<i>Source (U.S. Code)</i>	<i>Source (Statutes at Large)</i>
6	36:174.	June 22, 1942, ch. 435, §2, 56 Stat. 378; Dec. 22, 1942, ch. 806, §2, 56 Stat. 1074; July 7, 1976, Pub. L. 94–344, (2)–(5), 90 Stat. 810.

In subsection (d), the words "Veterans Day" are substituted for "Armistice Day" because of the Act of June 1, 1954 (ch. 250, 68 Stat. 168).

EDITORIAL NOTES

AMENDMENTS

2017—Subsec. (d). Pub. L. 115–15 inserted "National Vietnam War Veterans Day, March 29;" after "third Monday in February;".

2009—Subsec. (d). Pub. L. 111–41 inserted "National Korean War Veterans Armistice Day, July 27;" after "July 4;".

2008—Subsec. (d). Pub. L. 110–239 inserted "Father's Day, third Sunday in June;" after "Flag Day, June 14;".

1999—Subsec. (d). Pub. L. 106–80 inserted "Martin Luther King Jr.'s birthday, third Monday in January;" after "January 20;".

§7. Position and manner of display

The flag, when carried in a procession with another flag or flags, should be either on the marching right; that is, the flag's own right, or, if there is a line of other flags, in front of the center of that line.

(a) The flag should not be displayed on a float in a parade except from a staff, or as provided in subsection (i) of this section.

(b) The flag should not be draped over the hood, top, sides, or back of a vehicle or of a railroad train or a boat. When the flag is displayed on a motorcar, the staff shall be fixed firmly to the chassis or clamped to the right fender.

(c) No other flag or pennant should be placed above or, if on the same level, to the right of the flag of the United States of America, except during church services conducted by naval chaplains at sea, when the church pennant may be flown above the flag during church services for the personnel of the Navy. No person shall display the flag of the United Nations or any other national or international flag equal, above, or in a position of superior prominence or honor to, or in place of, the flag of the United States at any place within the United States or any Territory or possession thereof: *Provided*, That nothing in this section shall make unlawful the continuance of the practice heretofore followed of displaying the flag of the United Nations in a position of superior prominence or honor, and other national flags in positions of equal prominence or honor, with that of the flag of the United States at the headquarters of the United Nations.

(d) The flag of the United States of America, when it is displayed with another flag against a wall from crossed staffs, should be on the right, the flag's own right, and its staff should be in front of the staff of the other flag.

(e) The flag of the United States of America should be at the center and at the highest point of the group when a number of flags of States or localities or pennants of societies are grouped and displayed from staffs.

(f) When flags of States, cities, or localities, or pennants of societies are flown on the same halyard with the flag of the United States, the latter should always be at the peak. When the flags are flown from adjacent staffs, the flag of the United States should be hoisted first and lowered last. No such flag or pennant may be placed above the flag of the United States or to the United States flag's right.

(g) When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height. The flags should be of approximately equal size. International usage forbids the display of the flag of one nation above that of another nation in time of peace.

(h) When the flag of the United States is displayed from a staff projecting horizontally or at an angle from the window sill, balcony, or front of a building, the union of the flag should be placed at the peak of the staff unless the flag is at half-staff. When the flag is suspended over a sidewalk from a rope extending from a house to a pole at the edge of the sidewalk, the flag should be hoisted out, union first, from the building.

(i) When displayed either horizontally or vertically against a wall, the union should be uppermost and to the flag's own right, that is, to the observer's left. When displayed in a window, the flag should be displayed in the same way, with the union or blue field to the left of the observer in the street.

(j) When the flag is displayed over the middle of the street, it should be suspended vertically with the union to the north in an east and west street or to the east in a north and south street.

(k) When used on a speaker's platform, the flag, if displayed flat, should be displayed above and behind the speaker. When displayed from a staff in a church or public auditorium, the flag of the United States of America should hold the position of superior prominence, in advance of the audience, and in the position of honor at the clergyman's or speaker's right as he faces the audience. Any other flag so displayed should be placed on the left of the clergyman or speaker or to the right of the audience.

(l) The flag should form a distinctive feature of the ceremony of unveiling a statue or monument, but it should never be used as the covering for the statue or monument.

(m) The flag, when flown at half-staff, should be first hoisted to the peak for an instant and then lowered to the half-staff position. The flag should be again raised to the peak before it is lowered for the day. On Memorial Day the flag should be displayed at half-staff until noon only, then raised to the top of the staff. By order of the President, the flag shall be flown at half-staff upon the death of principal figures of the United States Government and the Governor of a State, territory, or possession, as a mark of respect to their memory. In the event of the death of other officials or foreign dignitaries, the flag is to be displayed at half-staff according to Presidential instructions or orders, or in accordance with recognized customs or practices not inconsistent with law. In the event of the death of a present or former official of the government of any State, territory, or possession of the United States, the death of a member of the Armed Forces from any State, territory, or possession who dies while serving on active duty, or the death of a first responder working in any State, territory, or possession who dies while serving in the line of duty, the Governor of that State, territory, or possession may proclaim that the National flag shall be flown at half-staff, and the same authority is provided to the Mayor of the District of Columbia with respect to present or former officials of the District of Columbia, members of the Armed Forces from the District of Columbia, and first responders working in the District of Columbia. When the Governor of a State, territory, or possession, or the Mayor of the District of Columbia, issues a proclamation under the preceding sentence that the National flag be flown at half-staff in that State, territory, or possession or in the District of Columbia because of the death of a member of the Armed Forces, the National flag flown at any Federal installation or facility in the area covered by that proclamation shall be flown at half-staff consistent with that proclamation. The flag shall be flown at half-staff 30 days from the death of the President or a former President; 10 days from the day of death of the Vice President, the Chief Justice or a retired Chief Justice of the United States, or the Speaker of the House of Representatives; from the day of death until interment of an Associate Justice of the Supreme Court, a Secretary of an

executive or military department, a former Vice President, or the Governor of a State, territory, or possession; and on the day of death and the following day for a Member of Congress. The flag shall be flown at half-staff on Peace Officers Memorial Day, unless that day is also Armed Forces Day. As used in this subsection—

(1) the term "half-staff" means the position of the flag when it is one-half the distance between the top and bottom of the staff;

(2) the term "executive or military department" means any agency listed under sections 101 and 102 of title 5;

(3) the term "Member of Congress" means a Senator, a Representative, a Delegate, or the Resident Commissioner from Puerto Rico; and

(4) the term "first responder" means a "public safety officer" as defined in section 1204 of title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. 10284).

(n) When the flag is used to cover a casket, it should be so placed that the union is at the head and over the left shoulder. The flag should not be lowered into the grave or allowed to touch the ground.

(o) When the flag is suspended across a corridor or lobby in a building with only one main entrance, it should be suspended vertically with the union of the flag to the observer's left upon entering. If the building has more than one main entrance, the flag should be suspended vertically near the center of the corridor or lobby with the union to the north, when entrances are to the east and west or to the east when entrances are to the north and south. If there are entrances in more than two directions, the union should be to the east.

(Added Pub. L. 105–225, §2(a), Aug. 12, 1998, 112 Stat. 1495; amended Pub. L. 110–41, §3, June 29, 2007, 121 Stat. 233; Pub. L. 115–123, div. A, §10102(a), (b), Feb. 9, 2018, 132 Stat. 64.)

HISTORICAL AND REVISION NOTES

<i>Revised Section</i>	<i>Source (U.S. Code)</i>	<i>Source (Statutes at Large)</i>
7	36:175.	June 22, 1942, ch. 435, §3, 56 Stat. 378; Dec. 22, 1942, ch. 806, §3, 56 Stat. 1075; July 9, 1953, ch. 183, 67 Stat. 142; July 7, 1976, Pub. L. 94–344, (6)–(11), 90 Stat. 811; Sept. 13, 1994, Pub. L. 103–322, title XXXII, §320922(b), 108 Stat. 2131.

EDITORIAL NOTES

AMENDMENTS

2018—Subsec. (m). Pub. L. 115–123, §10102(a), in sixth sentence of introductory provisions, substituted "possession of the United States," for "possession of the United States or" and "former officials of the District of Columbia," for "former officials of the District of Columbia and" and inserted "or the death of a first responder working in any State, territory, or possession who dies while serving in the line of duty," after "while serving on active duty," and ", and first responders working in the District of Columbia" before the period.

Subsec. (m)(2). Pub. L. 115–123, §10102(b)(1), substituted a semicolon for ", United States Code; and".

Subsec. (m)(4). Pub. L. 115–123, §10102(b)(2), (3), added par. (4).

2007—Subsec. (m). Pub. L. 110–41, in sixth sentence, inserted "or the death of a member of the Armed Forces from any State, territory, or possession who dies while serving on active duty" after "present or former official of the government of any State, territory, or possession of the United States" and substituted ", and the same authority is provided to the Mayor of the District of Columbia with respect to present or former officials of the District of Columbia and members of the Armed Forces from the District of Columbia. When the Governor of a State, territory, or possession, or the Mayor of the District of Columbia, issues a proclamation under the preceding sentence that the National flag be flown at half-staff in that State, territory, or possession or in the District of Columbia because of the death of a member of the Armed Forces, the National flag flown at any Federal installation or facility in the area covered by that proclamation shall be flown at half-staff consistent with that proclamation." for period at end.

STATUTORY NOTES AND RELATED SUBSIDIARIES

EFFECTIVE DATE OF 2018 AMENDMENT

Pub. L. 115–123, div. A, §10102(c), Feb. 9, 2018, 132 Stat. 64, provided that: "The amendments made by this section [amending this section] shall apply with respect to deaths of first responders occurring on or after the date of the enactment of this Act [Feb. 9, 2018]."

FINDING

Pub. L. 110-41, §2, June 29, 2007, 121 Stat. 233, provided that: "Congress finds that members of the Armed Forces of the United States defend the freedom and security of the United States."

EXECUTIVE DOCUMENTS

PROC. NO. 3044. DISPLAY OF FLAG AT HALF-STAFF UPON DEATH OF CERTAIN OFFICIALS AND FORMER OFFICIALS

Proc. No. 3044, Mar. 1, 1954, 19 F.R. 1235, as amended by Proc. No. 3948, Dec. 12, 1969, 34 F.R. 19699, provided:

WHEREAS it is appropriate that the flag of the United States of America be flown at half-staff on Federal buildings, grounds, and facilities upon the death of principal officials and former officials of the Government of the United States and the Governors of the States, Territories, and possessions of the United States as a mark of respect to their memory; and

WHEREAS it is desirable that rules be prescribed for the uniform observance of this mark of respect by all executive departments and agencies of the Government, and as a guide to the people of the Nation generally on such occasions:

NOW, THEREFORE, I, DWIGHT D. EISENHOWER, President of the United States of America and Commander in Chief of the armed forces of the United States, do hereby prescribe and proclaim the following rules with respect to the display of the flag of the United States of America at half-staff upon the death of the officials hereinafter designated:

1. The flag of the United States shall be flown at half-staff on all buildings, grounds, and naval vessels of the Federal Government in the District of Columbia and throughout the United States and its Territories and possessions for the period indicated upon the death of any of the following-designated officials or former officials of the United States:

(a) The President or a former President: for thirty days from the day of death.

The flag shall also be flown at half-staff for such period at all United States embassies, legations, and other facilities abroad, including all military facilities and naval vessels and stations.

(b) The Vice President, the Chief Justice or a retired Chief Justice of the United States, or the Speaker of the House of Representatives: for ten days from the day of death.

(c) An Associate Justice of the Supreme Court, a member of the Cabinet, a former Vice President, the President pro tempore of the Senate, the Majority Leader of the Senate, the Minority Leader of the Senate, the Majority Leader of the House of Representatives, or the Minority Leader of the House of Representatives: from the day of death until interment.

2. The flag of the United States shall be flown at half-staff on all buildings, grounds, and naval vessels of the Federal Government in the metropolitan area of the District of Columbia on the day of death and on the following day upon the death of a United States Senator, Representative, Territorial Delegate, or the Resident Commissioner from the Commonwealth of Puerto Rico, and it shall also be flown at half-staff on all buildings, grounds, and naval vessels of the Federal Government in the State, Congressional District, Territory, or Commonwealth of such Senator, Representative, Delegate, or Commissioner, respectively, from the day of death until interment.

3. The flag of the United States shall be flown at half-staff on all buildings and grounds of the Federal Government in a State, Territory, or possession of the United States upon the death of the Governor of such State, Territory, or possession from the day of death until interment.

4. In the event of the death of other officials, former officials, or foreign dignitaries, the flag of the United States shall be displayed at half-staff in accordance with such orders or instructions as may be issued by or at the direction of the President, or in accordance with recognized customs or practices not inconsistent with law.

5. The heads of the several departments and agencies of the Government may direct that the flag of the United States be flown at half-staff on buildings, grounds, or naval vessels under their jurisdiction on occasions other than those specified herein which they consider proper, and that suitable military honors be rendered as appropriate.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the United States of America to be affixed.

DONE at the City of Washington this 1st day of March in the year of our Lord nineteen hundred and fifty-four, and of the Independence of the United States of America the one hundred and seventy-eighth.

[SEAL]

DWIGHT D. EISENHOWER.

§8. Respect for flag

No disrespect should be shown to the flag of the United States of America; the flag should not be dipped to any person or thing. Regimental colors, State flags, and organization or institutional flags are to be dipped as a mark of honor.

- (a) The flag should never be displayed with the union down, except as a signal of dire distress in instances of extreme danger to life or property.
- (b) The flag should never touch anything beneath it, such as the ground, the floor, water, or merchandise.
- (c) The flag should never be carried flat or horizontally, but always aloft and free, except as may be necessary in limited circumstances and done in a respectful manner as part of a military or patriotic observance.
- (d) The flag should never be used as wearing apparel, bedding, or drapery. It should never be festooned, drawn back, nor up, in folds, but always allowed to fall free. Bunting of blue, white, and red, always arranged with the blue above, the white in the middle, and the red below, should be used for covering a speaker's desk, draping the front of the platform, and for decoration in general.
- (e) The flag should never be fastened, displayed, used, or stored in such a manner as to permit it to be easily torn, soiled, or damaged in any way.
- (f) The flag should never be used as a covering for a ceiling.
- (g) The flag should never have placed upon it, nor on any part of it, nor attached to it any mark, insignia, letter, word, figure, design, picture, or drawing of any nature.
- (h) The flag should never be used as a receptacle for receiving, holding, carrying, or delivering anything.
- (i) The flag should never be used for advertising purposes in any manner whatsoever. It should not be embroidered on such articles as cushions or handkerchiefs and the like, printed or otherwise impressed on paper napkins or boxes or anything that is designed for temporary use and discard. Advertising signs should not be fastened to a staff or halyard from which the flag is flown.
- (j) No part of the flag should ever be used as a costume or athletic uniform. However, a flag patch may be affixed to the uniform of military personnel, firemen, policemen, and members of patriotic organizations. The flag represents a living country and is itself considered a living thing. Therefore, the lapel flag pin being a replica, should be worn on the left lapel near the heart.
- (k) The flag, when it is in such condition that it is no longer a fitting emblem for display, should be destroyed in a dignified way, preferably by burning.

(Added Pub. L. 105–225, §2(a), Aug. 12, 1998, 112 Stat. 1497; amended Pub. L. 118–159, div. A, title XVII, §1703(a), Dec. 23, 2024, 138 Stat. 2208.)

HISTORICAL AND REVISION NOTES

<i>Revised Section</i>	<i>Source (U.S. Code)</i>	<i>Source (Statutes at Large)</i>
8	36:176.	June 22, 1942, ch. 435, §4, 56 Stat. 379; Dec. 22, 1942, ch. 806, §4, 56 Stat. 1076; July 7, 1976, Pub. L. 94–344, (12)–(16), 90 Stat. 812.

EDITORIAL NOTES

AMENDMENTS

2024—Subsec. (c). Pub. L. 118–159 inserted ", except as may be necessary in limited circumstances and done in a respectful manner as part of a military or patriotic observance" after "aloft and free".

STATUTORY NOTES AND RELATED SUBSIDIARIES

MODIFICATION OF DEPARTMENT OF DEFENSE POLICY

Pub. L. 118–159, div. A, title XVII, §1703(b), Dec. 23, 2024, 138 Stat. 2208, provided that: "The Secretary of Defense shall—

- "(1) rescind the February 10, 2023, Department of Defense memorandum entitled, 'Clarification of Department of Defense Community Engagement Policy on Showing Proper Respect to the United States Flag'; and
- "(2) support military recruitment through public outreach events during patriotic and military observances, including the display of the United States flag regardless of size and position, including horizontally, provided that, in accordance with section 8(b) of title 4, United States Code, the flag never touch anything beneath it, such as the ground, the floor, water, or merchandise."

§9. Conduct during hoisting, lowering or passing of flag

During the ceremony of hoisting or lowering the flag or when the flag is passing in a parade or in review, all persons present in uniform should render the military salute. Members of the Armed Forces and veterans who are present but not in uniform may render the military salute. All other persons present should face the flag and stand at attention with their right hand over the heart, or if applicable, remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Citizens of other countries present should stand at attention. All such conduct toward the flag in a moving column should be rendered at the moment the flag passes.

(Added Pub. L. 105–225, §2(a), Aug. 12, 1998, 112 Stat. 1498; Pub. L. 110–181, div. A, title V, §594, Jan. 28, 2008, 122 Stat. 138.)

HISTORICAL AND REVISION NOTES

<i>Revised Section</i>	<i>Source (U.S. Code)</i>	<i>Source (Statutes at Large)</i>
9	36:177.	June 22, 1942, ch. 435, §5, 56 Stat. 380; Dec. 22, 1942, ch. 806, §5, 56 Stat. 1077; July 7, 1976, Pub. L. 94–344, (17), 90 Stat. 812.

EDITORIAL NOTES

AMENDMENTS

2008—Pub. L. 110–181 substituted "all persons present in uniform should render the military salute. Members of the Armed Forces and veterans who are present but not in uniform may render the military salute. All other persons present should face the flag and stand at attention with their right hand over the heart, or if applicable, remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Citizens of other countries present should stand at attention. All such conduct toward the flag in a moving column should be rendered at the moment the flag passes." for "all persons present except those in uniform should face the flag and stand at attention with the right hand over the heart. Those present in uniform should render the military salute. When not in uniform, men should remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Aliens should stand at attention. The salute to the flag in a moving column should be rendered at the moment the flag passes."

§10. Modification of rules and customs by President

Any rule or custom pertaining to the display of the flag of the United States of America, set forth herein, may be altered, modified, or repealed, or additional rules with respect thereto may be prescribed, by the Commander in Chief of the Armed Forces of the United States, whenever he deems it to be appropriate or desirable; and any such alteration or additional rule shall be set forth in a proclamation.

(Added Pub. L. 105–225, §2(a), Aug. 12, 1998, 112 Stat. 1498.)

HISTORICAL AND REVISION NOTES

<i>Revised Section</i>	<i>Source (U.S. Code)</i>	<i>Source (Statutes at Large)</i>
10	36:178.	June 22, 1942, ch. 435, §8, 56 Stat. 380; Dec. 22, 1942, ch. 806, §8, 56 Stat. 1077; July 7, 1976, Pub. L. 94–344, (20), 90 Stat. 813.

EDITORIAL NOTES

REFERENCES IN TEXT

Herein, referred to in text, means sections 4 to 10 of this title.

EXECUTIVE DOCUMENTS**PROC. NO. 2605. THE FLAG OF THE UNITED STATES**

Proc. No. 2605, Feb. 18, 1944, 9 F.R. 1957, 58 Stat. 1126, provided:

The flag of the United States of America is universally representative of the principles of the justice, liberty, and democracy enjoyed by the people of the United States; and

People all over the world recognize the flag of the United States as symbolic of the United States; and

The effective prosecution of the war requires a proper understanding by the people of other countries of the material assistance being given by the Government of the United States:

NOW, THEREFORE, by virtue of the power vested in me by the Constitution and laws of the United States, particularly by the Joint Resolution approved June 22, 1942, as amended by the Joint Resolution approved December 22, 1942 [now sections 4 to 10 of this title], as President and Commander in Chief, it is hereby proclaimed as follows:

1. The use of the flag of the United States or any representation thereof, if approved by the Foreign Economic Administration, on labels, packages, cartons, cases, or other containers for articles or products of the United States intended for export as lend-lease aid, as relief and rehabilitation aid, or as emergency supplies for the Territories and possessions of the United States, or similar purposes, shall be considered a proper use of the flag of the United States and consistent with the honor and respect due to the flag.

2. If any article or product so labelled, packaged or otherwise bearing the flag of the United States or any representation thereof, as provided for in section 1, should, by force of circumstances, be diverted to the ordinary channels of domestic trade, no person shall be considered as violating the rules and customs pertaining to the display of the flag of the United States, as set forth in the Joint Resolution approved June 22, 1942, as amended by the Joint Resolution approved December 22, 1942 (U.S.C., Supp. II, title 36, secs. 171–178) [now sections 4 to 10 of this title] for possessing, transporting, displaying, selling or otherwise transferring any such article or product solely because the label, package, carton, case, or other container bears the flag of the United States or any representation thereof.

North Carolina State Government Flag Guide



About this Guide

This guide is designed to direct state agencies regarding the flying of the North Carolina and United States flags on state-owned buildings or properties. It also may be used by citizens who wish to make informed decisions about flying flags on private property.¹ The protocols for flying the flags at state facilities are a combination of state and federal statutes and policies.

In this guide you will find:

- Flag Display Guidelines for Internal and External Use
- Processions
- Flying Flags at Half-Staff- Authority, Protocol and Notifications
- Proper Disposal
- Flag Orders

¹ [U.S. Flag Code, Chapter 1, Statute 5: Display and use of flag by civilians; codification of rules and customs; definition](#)

Displaying Flags

The United States and North Carolina flag must be flown each day, and especially on all state and federal holidays.²

For External Display

It is custom to display the United States and North Carolina flags only from sunrise to sunset on state buildings and stationary flagstaves in front of state buildings. However, when a patriotic effect is desired, the flags may be displayed 24-hours a day if properly illuminated during the hours of darkness.³

Neither the United States nor the North Carolina flag should be displayed in inclement weather unless an all-weather flag is used.⁴

The North Carolina flag should never be placed above the United States flag; if on the same level, the North Carolina flag should be placed to the right of the United States flag.⁵

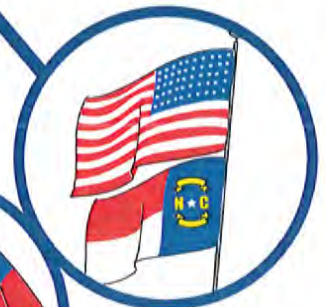
When the North Carolina flag is flown on the same halyard with the United States flag, it should always be under the national flag. When the North Carolina flag is flown from adjacent staffs, the United States flag should always be hoisted first and lowered last.⁶

For Internal Display

When the North Carolina flag is displayed with the United States flag against a wall from crossed staffs, the North Carolina flag should be on the left (the NC flag's own left), and its staff should be behind the staff of the United States flag.⁷

Processions

The North Carolina flag, when carried in a procession with the United States flag, should be on the marching left; that is, to the left of the United States flag.⁸



² [U.S. Flag Code, Chapter 1, Statute 6\(d\): Time and occasions for display](#)

³ [U.S. Flag Code, Chapter 1, Statute 6\(a\): Time and occasions for display](#)

⁴ [U.S. Flag Code, Chapter 1, Statute 6\(c\): Time and occasions for display](#)

⁵ [U.S. Flag Code, Chapter 1, Statute 7\(c\): Position and manner of display](#)

⁶ [U.S. Flag Code, Chapter 1, Statute 7\(f\): Position and manner of display](#)

⁷ [U.S. Flag Code, Chapter 1, Statute 7\(d\): Position and manner of display](#)

⁸ [U.S. Flag Code, Chapter 1, Statute 7: Position and manner of display](#)

Flying Flags at Half-Staff

President and Governor Authority



Flags may be flown at half-staff by Presidential proclamation or by the Governor's order for government properties. Only the President of the United States and Governors of states, territories or possessions have the authority to issue such proclamations and orders. The President has authority to lower flags on all buildings, grounds, and naval vessels of the federal government. The Governor has authority over all flags at North Carolina facilities. In this capacity, the Governor may order the flags at state facilities to be flown at half-staff.⁹

Annual Half-Staff Proclamations

Each year, flags are lowered to half-staff for the following observances.

- National Firefighters Memorial Day, First Sunday in May (sunrise to sunset)
- Peace Officers Memorial Day, May 15 (sunrise to sunset)
- Memorial Day, Last Monday in May (sunrise to 12 noon)
- Patriot Day, September 11 (sunrise to sunset)
- Pearl Harbor Day, December 7 (sunrise to sunset)

Protocol for Flying Flags at Half-Staff

The duration that flags shall be displayed at half-staff shall be determined by the Presidential proclamation or Governor's order, or in the absence of any order or instruction, as defined in the U.S. Flag Code.¹⁰

The flag of the state of North Carolina shall be displayed at half-staff for the same period as the flag of the United States.

At no time shall an order be given that would result in the flag of the state of North Carolina being displayed in a manner inconsistent with the various policies governing the display of both the United States and North Carolina flags. As an example, since no flag may ever be flown above the flag of the United States, it shall never be possible for the flag of North Carolina to be displayed at full staff while the United States flag is at half-staff.¹¹

The above North Carolina State Flag policy will always apply unless otherwise

⁹ [U.S. Flag Code, Chapter 1, Statute 7\(m\): Position and manner of display](#)

¹⁰ [PROC. No. 3044, Display of Flag at Half-Staff Upon Death of Certain Officials and Former Officials](#)

¹¹ [U.S. Flag Code, Chapter 1, Statute 7\(c\): Position and manner of display](#)

¹² [U.S. Flag Code, Chapter 1, Statute 7\(m\): Position and manner of display](#)

ordered by the President of the United States or the Governor of North Carolina. The flag, when flown at half-staff, should be first hoisted to the peak for an instant and then lowered to the half-staff position. The flag should again be raised to the peak before it is lowered for the day.¹²

Half-Staff Notifications/Alerts

Any communications to be sent throughout the state regarding the lowering of flags to half-staff will be managed by the NC Department of Administration in the following manner:

Upon receipt of an order from the Governor, the Secretary of Administration shall notify the members of the Governor's Cabinet and selected state agencies. The list shall be maintained by the Department of Administration. State agencies not contacted by the Secretary of Administration shall be notified by their respective cabinet member.

A decision to fly the flag or flags at half-staff throughout the state shall be made known to the public by website, social media or via email from the North Carolina Flag Alert Listserv. To receive notifications, visit the North Carolina Flag Alert [Registration page](#) to subscribe.

All such orders to fly the flag at half-staff will be issued by the Governor in written form indicating the occasion being observed, the flag(s) to be lowered (North Carolina or North Carolina and United States), and the length of time the flag(s) should be at half-staff. In the absence of the Governor, the Secretary of Administration will issue such orders.

Special Circumstances

State and Federal Holidays

For state government agencies, whenever the public holiday falls on Sunday, the following Monday is the public holiday.

Local Governments and Municipalities

Local government officials may also lower the United States and North Carolina flag on local government buildings upon the death of a current or former locally elected official (i.e., former mayor, city councilmember, etc.).¹³

¹³ [PROC. No. 3044, Display of Flag at Half-Staff Upon Death of Certain Officials and Former Officials](#)

¹⁴ [North Carolina General Statute 143-345.9: Official "Prisoner of War/Missing in Action" flag to be flown over the State Capitol](#)

¹⁵ [U.S. Flag Code, Chapter 1, Statute 8\(k\): Respect for flag](#)

POW/MIA Flag

In honor of their service and in remembrance of their sacrifice, the Department of Administration is authorized by statute to fly the official "Prisoner of War/Missing in Action (POW/MIA)" flag over the State Capitol.¹⁴

Proper Flag Disposal

Dry cleaning a soiled flag is not prohibited, but when it is in such condition that it is no longer a fitting emblem for display it should be destroyed in a dignified manner, preferably by burning. Many veterans' and scouting organizations collect tattered flags for ceremonial disposal.¹⁵

How to Order a Flag

A United States and/ or North Carolina flag may be ordered from the NC Department of Administration's Division of Facility Management. The flag request form can be accessed [here](#).

For inquiries or to request additional information, please visit the Division of Facility Management's [website](#) or call 919-733-3514 for details.

River Bend Community Organic Garden (RBCOG)

Monthly Report for Town Council – 8/3/26

July Activity

Gardeners worked 150 hours in July, for a year-to-date total of 951 hours. Due to the heat, most volunteers start work about 6:30 am and finish before 9.

The month's harvest totaled 311 pounds of vegetables and herbs.

Fall planting plans are underway.

The Swap-a-Plant space is open to everyone. Anyone may take a plant or drop off a plant in the designated area. Mustard greens will be planted as a cover crop on the beds that had root knot nematode this summer.

The next meeting is scheduled for September 8 at 2:30 pm. It is a special meeting due to a date change. Guests are always welcome at the meetings and in the garden.

bjm-7/6/26



TOWN OF RIVER BEND

45 Shoreline Drive
River Bend, NC 28562

T 252.638.3870
F 252.638.2580

www.riverbendnc.org

TO: Prospective Bidders

FROM: Delane Jackson, Town Manager

Re: Pickleball Court Construction

DATE: July 1, 2026

The Town of River Bend (owner) is soliciting proposals for the construction of pickleball courts. Please review the details below. If interested, complete the form below by inserting your price in the designated area, sign and return to me. We are utilizing the informal bid procedure. Proposals are due to me by August 3, 2026 at 3 p.m. You can email your proposal to me or hand deliver it. If you are not interested in submitting a bid, please respond to this email and let me know that you are not interested in submitting a proposal. The Town reserves the right to reject any and all proposals.

SCOPE OF WORK:

The construction of two (2) all-weather pickleball courts with approximate overall dimensions of 64' x 68' per attached layout. Contractor shall perform the following unless otherwise indicated:

SITE PREPARATION:

1. Contractor shall provide all clearing and rough grading, to include all excavating, filling, grading and leveling work; excavation and removal of any and all unsuitable soil and vegetation debris. Ensure that the sub-base will be properly compacted to 95% and will be plus or minus one tenth (.10) foot of the final sub-grade elevation. Ensure that the degree of slope shall be a minimum of 1" in 10' (.83%), and a maximum of 1%, all in one direction and on one plane. Ensure that the graded area shall extend a minimum of three (3) feet beyond the perimeter of the court, and the cleared area shall extend a minimum of 15' beyond the perimeter of the court, although additional clearing may be warranted depending on the growth habits of surrounding trees.
2. Underground utilities shall be located and marked by Contractor or others. Contractor is not responsible for damage to unmarked utilities incurred during its performance of the scope of work.

CONSTRUCTION:

3. Contractor shall survey and stake subgrade. Court to be located approx. 10' off the existing basketball court per the attached layout, near 115 Wildwood Drive in River Bend. Exact location to be determined by consultation with owner prior to project commencement.
4. Contractor shall fine grade subgrade as necessary.
5. Contractor to install and compact a crushed stone base course to a compacted thickness of six (6) inches using a laser-operated motor grader. Stone shall extend approximately 12" beyond edge of asphalt.
6. Contractor to install and compact hot-mix asphalt, Type RS9.5B, to a compacted thickness of 3" in two (2) – 1 ½" lifts.

FENCING:

7. Contractor to provide and install a full perimeter Black vinyl-coated/galvanized chain link fence system. System to include approximately 176 l.f. of six-foot-high fence with 9-gauge vinyl-coated fabric and 88 l.f. of four-foot-high fence with 9-gauge vinyl-coated fabric, 2" mesh, 3" OD terminal posts, 2-1/2" OD line posts, 1-5/8" OD toprail, 7-gauge bottom tension wire, corner braces and truss rods and all associated hardware. Posts to be Black SS40 pipe and toprail to be Black

SS40 pipe. Also included are two (2) single-leaf walk gates (4' x 4').

SURFACING SYSTEM AND ACCESSORIES:

8. Contractor to provide and install net post foundations (18" dia. x 36" deep - bell shaped) and center strap anchors in concrete. Net posts to be sleeved in PVC pipe. Spoil (except asphalt) can be wasted around courts. Removal of spoil from pickleball court area would be extra.
9. After asphalt has cured a minimum of thirty (30) days, patch depressions/birdbaths holding more than 1/16" water, after one hour on a sunny, 70-degree Fahrenheit day, shall be corrected with acrylic patching material.
10. Contractor to apply two (2) coats of acrylic resurfacer (Laykold or equal) according to manufacturer's directions.
11. Contractor to apply one (1) sand-filled coat and one (1) finish coat of Laykold Colorcoat (or equal) according to manufacturer's directions.
Color: Centers - **Dark Blue** Kitchen - **Light Blue** Borders - **Medium Green**
12. Contractor to layout, mask, and hand paint playing lines (2") with Laykold Textured White Acrylic Line Paint to conform to USA Pickleball specifications. Lines to be sealed with Laykold Line Prime prior to the application of line paint.
13. Contractor to provide and install two (2) sets of black Putterman Athletics (PROPB2B) external- wind pickleball net posts (2-7/8" OD) with removable handles and two (2) Putterman Athletics pickleball nets with center straps (#PRO1223).
14. Contractor to clean up area and dispose of all debris related to Contractor scope of work. Leave courts ready for play.

MISCELLANEOUS

15. Owner shall provide potable water, meter if necessary, and electricity.
16. Contractor is not responsible for excessive mud on courts due to higher surrounding terrain, or improper drainage. Contractor will provide clean off work upon the parties' mutually signing a written change order.
17. The Contract Price does not include boring through any rock. Contractor may be asked to perform said work upon the parties' mutually signing a written change order.
18. Owner warrants that the project is located on real property owned by the Owner and that Owner shall provide equipment and vehicle access to the project site at such times and on such dates as Contractor reasonably requires in connection with the execution and completion of the work.
19. Price does not include any backfilling, seeding, or landscaping. Contractor may be asked to perform or subcontract said work upon the parties' mutually signing a written change order.
20. Owner is responsible for any necessary permits, fees, approvals, etc. unless otherwise indicated.
21. Contractor to call 811 as required (3) days prior to mobilization and notify them to mark any utilities in the area of work. However, this does not cover any private utilities that may be present. The owner will locate its utilities.
22. Any organics or unsuitable soils encountered in the existing subgrade will need to be removed and replaced with structural fill material. Any materials that need to be imported or hauled away will be provided by Contractor upon the parties' mutually signing a written change order. The proposed grading plan provides for a balanced site with no anticipated import or export required.
23. Striped organic material to be spoiled on site and removed by Owner unless agreed upon by the parties' mutually signing a written change order.
24. The Owner will be responsible for the removal of any trees and associated root matter. Tree removal to be completed by Owner prior to Contractor mobilizing on the project.
25. **Note:** Owner is aware of depending on the source and location of the aggregate used to make the asphalt (which contractor has no control over), iron contamination may be present in the asphalt mix. In time, this may result in the appearance of rust stains, and, eventually, blemishes in the court surface. There is no way to predetermine the presence or quantity of iron contamination in a particular load of asphalt, nor is there any way to eliminate this chemical reaction once it has begun. Contractor shall not be responsible for the presence of iron contamination in an asphalt mix produced from locally obtained aggregates. Importing of aggregates (at a higher cost) is the only way to ensure this problem will not occur. Recoating will not "hide" the rust spots while the spot of contamination is still reacting. Once it has run its course, patching of the affected area will typically

repair the problem. Owner agree that work may be performed at an extra charge upon completion of written work order.

26. Contractor agrees to maintain the price submitted herein, below for a period of 45 days after due date of proposal.

27. Contractor must be licensed as a General Contractor in North Carolina and maintain adequate general liability insurance and workers compensation coverage as required by law.

28. Owner will hire a project inspector, at no cost to the Contractor, to perform regular inspections and review of pay request.

29. After acceptance of proposal by town, both parties will execute a contract with greater details and specificity in regard to General Conditions and other pertinent details.

Contractor proposes to furnish material and labor, to complete project in accordance with above specifications, for the sum of:

_____ \$ _____
(Spell out amount here, Ex: nine hundred twenty three dollars) (enter numeric value)

Contractor Name: _____

Address _____

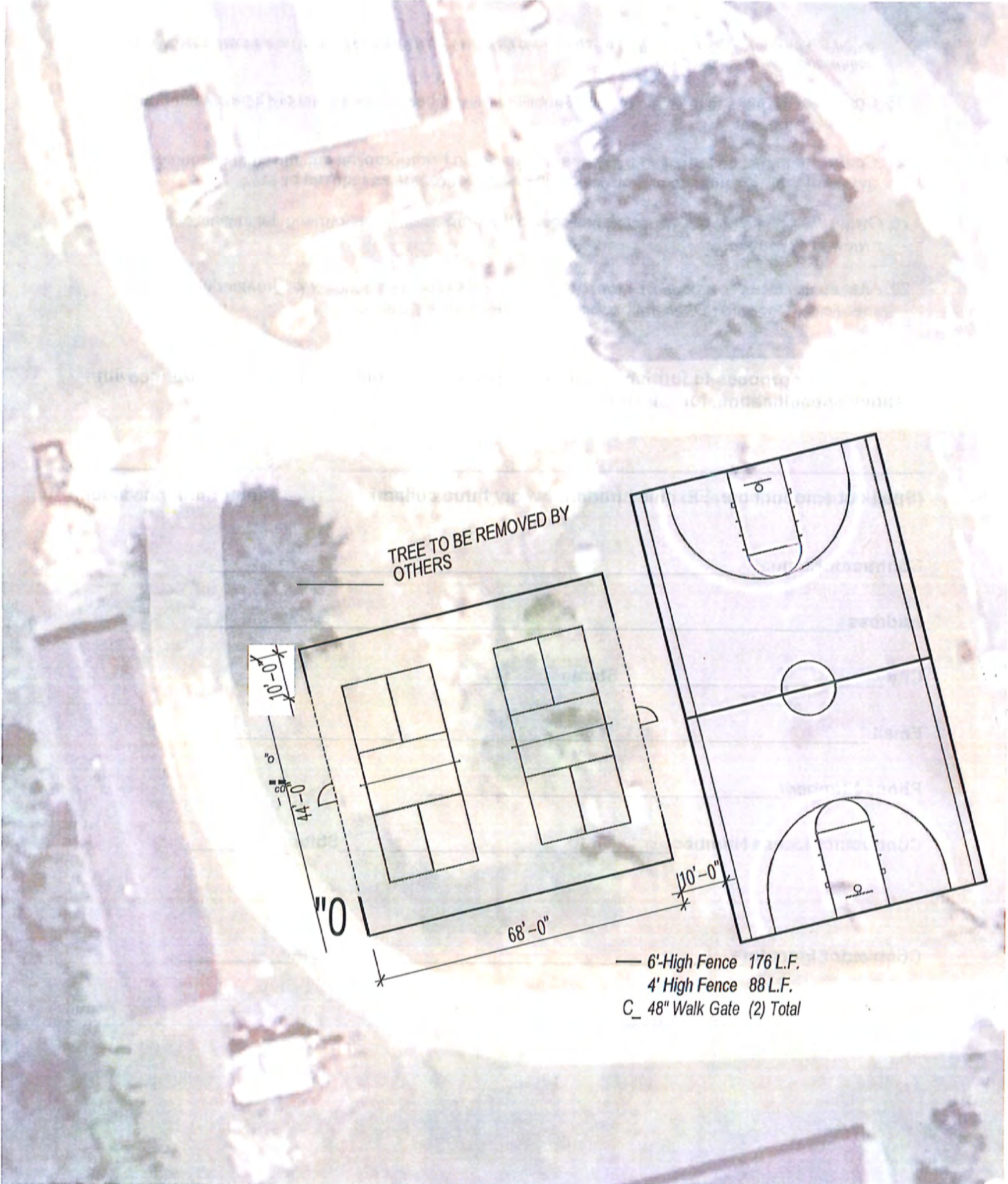
City _____ **State** _____

Email _____

Phone Number _____

Contractor License Number _____ **State** _____

Contactor Signature _____ **Date** _____



Town of River Bend

115 Wildwood Dr.
River Bend, NC

repair the problem. Owner agree that work may be performed at an extra charge upon completion of written work order.

26. Contractor agrees to maintain the price submitted herein, below for a period of 45 days after due date of proposal.

27. Contractor must be licensed as a General Contractor in North Carolina and maintain adequate general liability insurance and workers compensation coverage as required by law.

28. Owner will hire a project inspector, at no cost to the Contractor, to perform regular inspections and review of pay request.

29. After acceptance of proposal by town, both parties will execute a contract with greater details and specificity in regard to General Conditions and other pertinent details.

Contractor proposes to furnish material and labor, to complete project in accordance with above specifications, for the sum of:

One hundred five thousand six hundred and forty nine

Fifty nine

\$105,649.00

(Spell out amount here, Ex: nine hundred twenty three dollars)

(enter numeric value)

Contractor Name: Outer Banks Tennis Contractors LLC

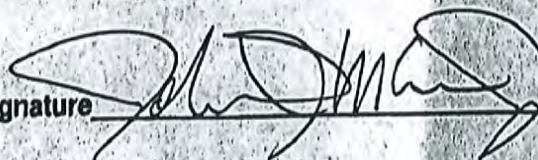
Address P.O. Box 363

City Enfield 1 State NC

Email outerbankstennis@gmail.com

Phone Number 252 725 2979

Contractor License Number 67990 State NC

Contractor Signature  Date 8/3/26

The RB Group, Inc.

3501 Barons Way
Trent Woods, NC 28562

8/3/2026

Ref: RIVER BEND PICKLE BALL COURT

To: Delane Jackson, Town Manager

Contractor proposes to furnish material and labor, to complete project in accordance with above specifications, for the sum of:

One hundred thirty five thousand two hundred fifty dollars **\$135,250.00**
(Spell out amount here, Ex: nine hundred twenty three dollars) (enter numeric value)

Contractor Name: The R B Group, Inc.

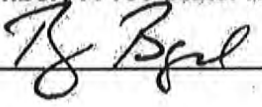
Address: 3501 Barons Way

City: Trent Woods State NC, 28562

Email: rboyd38@embarqmail.com

Phone Number: 252-617-9163

Contractor License Number: 77136 State: North Carolina

Contractor Signature  Date 8/3/26

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.

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.



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.

Cash Balances

[illegible]

*These operating funds have equity in the Truist pooled accounts.

In order to obtain more favorable interest rates, the Town deposits funds in the North Carolina Capital Management Trust. We move funds between our cash accounts and these investment accounts to accommodate cash flow for our payables and as revenues are received in order to maintain an adequate amount of cash for operational needs while attempting to minimize bank fees and maximize interest revenue. Based upon historical cash flow and current encumbrances, our staff anticipates the level of cash needed to meet our obligations without having to make an inordinate number of transfers between accounts.

On the table above, the term cash includes those funds we hold in accounts in our designated banking institution (currently Truist). We have two accounts with Truist, a Money Market account that pays a competitive rate of interest, and an operating (checking) account from and to which we make all regular payments and deposits.

The table below shows the balances of each fund account we have in NCCMT at the end of the month. The chart to the right shows how our funds are apportioned between operating cash and investments.

[illegible]



General Fund

Revenue	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date		PY
	Original	Current													Total	% Budget	% Budget
1 Ad Valorem Taxes	1,254,048	1,254,048	-												-	0.0%	0.0%
2 Ad Valorem Taxes - Vehicle	153,000	153,000	-												-	0.0%	0.0%
3 Vehicle Registration Fee	30,800	30,800	-												-	0.0%	0.0%
4 Animal Licenses	1,500	1,500	100												100	6.7%	6.0%
5 Local Gov't Sales Tax	525,078	525,078	46,460												46,460	8.8%	9.4%
6 Hold Harmless Distribution	135,612	135,612	11,981												11,981	8.8%	9.3%
7 Solid Waste Disposal Tax	2,200	2,200	-												-	0.0%	0.0%
8 Powell Bill Fund Appropriation	-	-	-												-	0.0%	0.0%
9 Powell Bill Allocation	108,000	108,000	-												-	0.0%	0.0%
10 Beer & Wine Tax	13,625	13,625	-												-	0.0%	0.0%
11 Video Programming Tax	39,333	39,333	-												-	0.0%	0.0%
12 Utilities Franchise Tax	134,899	134,899	-												-	0.0%	0.0%
13 Telecommunications Tax	6,803	6,803	-												-	0.0%	0.0%
14 Court Cost Fees	500	500	14												14	2.7%	4.5%
15 Zoning Permits	5,000	5,000	1,266												1,266	25.3%	1.9%
16 Federal Grants	-	-	-												-	0.0%	#DIV/0!
17 Federal Grants - BVP Program	-	-	-												-	0.0%	0.0%
18 State Grants	-	-	-												-	0.0%	0.0%
19 Federal Disaster Assistance	-	-	-												-	0.0%	0.0%
20 State Disaster Assistance	-	-	-												-	0.0%	0.0%
21 Miscellaneous	9,000	9,000	130												130	1.4%	12.1%
22 Insurance Settlements	-	-	-												-	0.0%	0.0%
23 Interest - Powell Bill	5	5	-												-	0.0%	0.0%
24 Interest - Investments	40,784	40,784	3,636												3,636	8.9%	9.2%
25 Contributions	900	900	-												-	0.0%	52.9%
26 Wildwood Storage Rents	17,395	17,395	1,531												1,531	8.8%	9.0%
27 Rents & Concessions	18,000	18,000	2,055												2,055	11.4%	10.4%
28 Sale of Capital Assets	12,057	12,057	-												-	0.0%	0.0%
29 Sales Tax Refund Revenue	11,365	11,365	-												-	0.0%	0.0%
30 Trans. from Capital Reserve*	176,500	196,500	196,500												196,500	100.0%	100.0%
31 Trans. from L.E.S.A. Fund	-	-	-												-	0.0%	0.0%
32 Appropriated Fund Balance	298,996	298,996	-												-	0.0%	0.0%
Total	2,995,400	3,015,400	263,673	0	0	0	0	0	0	0	0	0	0	0	263,673	8.7%	9.1%

*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		PY
	Original	Current													Total	% Exp	% Exp
1 Governing Body	72,500	72,500	7,708												7,708	10.6%	20.8%
2 Administration	411,800	411,800	114,396												114,396	27.8%	15.0%
3 Finance	165,900	165,900	19,996												19,996	12.1%	9.8%
4 Tax Listing	25,600	25,600	-												-	0.0%	0.0%
5 Legal Services	42,000	42,000	1,546												1,546	3.7%	0.0%
6 Elections	700	700	-												-	0.0%	0.0%
7 Public Buildings	74,000	74,000	3,409												3,409	4.6%	4.8%
8 Police	885,900	885,900	68,434												68,434	7.7%	9.2%
9 Emergency Management	5,400	5,400	975												975	18.1%	18.2%
10 Street Maintenance	324,700	324,700	5,959												5,959	1.8%	2.1%
11 Public Works	298,500	298,500	34,425												34,425	11.5%	7.1%
12 Leaf & Limb, Solid Waste	98,200	98,200	4,426												4,426	4.5%	10.1%
13 Stormwater Management*	94,500	114,500	3,497												3,497	3.1%	8.3%
14 Waterways & Wetlands	3,000	3,000	-												-	0.0%	4.1%
15 Planning & Zoning	64,700	64,700	6,258												6,258	9.7%	9.7%
16 Recreation & Special Events	15,200	15,200	5,000												5,000	32.9%	5.0%
17 Parks	160,500	160,500	4,734												4,734	2.9%	3.5%
18 Transfers	224,900	224,900	224,900												224,900	100.0%	100.0%
19 Contingency	27,400	27,400	-												-	0.0%	0.0%
Total	2,995,400	3,015,400	505,663	0	0	0	0	0	0	0	0	0	0	0	505,663	16.8%	13.3%

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	409,300	409,300	7,786												7,786	1.9%
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		PY
	Original	Current													Total	% Col	% Col
Base Charge	283,901	283,901	46,909												46,909	16.5%	16.5%
Consumption	234,513	234,513	42,422												42,422	18.1%	16.8%
Other, incl. transfers	64,635	64,635	25,964												25,964	40.2%	41.4%
Availability Fee	17,751	17,751	-												-	0.0%	101.0%
Appropriated Fund Bal.*	143,700	144,515	-												-	0.0%	0.0%
Total	744,500	745,315	115,295	0	0	0	0	0	0	0	0	0	0	0	115,295	15.5%	18.4%

Expenses	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date		PY
	Original	Current													Total	% Exp	% Exp
Admin & Finance	550,700	550,700	55,122												55,122	10.0%	9.6%
Supply & Treatment*	87,000	87,815	8,100												8,100	9.2%	20.3%
Distribution	81,300	81,300	31,518												31,518	38.8%	36.4%
Transfers / Contingency	25,500	25,500	25,500												25,500	100.0%	100.0%
Total	744,500	745,315	120,240	0	0	0	0	0	0	0	0	0	0	0	120,240	16.1%	16.5%

Capital (included above)	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	
	Original	Current													Total	% Exp
Capital Outlay*	39,000	39,000	-												-	0.0%

Cash Balances			July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Water Fund			367,440											
Water Capital Reserve Fund			19,017											

Water Produced		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	
Limit															
Total Gallons		6,151,000												6,151,000	
Average daily gallons		925,000*	198,419	0	0	0	0	0	0	0	0	0	0	198,419	

* This is the permitted daily limit.



Sewer Fund

Revenue	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date		PY
	Original	Current													Total	% Col	% Col
Base Charge	299,115	299,115	49,387												49,387	16.5%	16.5%
Consumption	327,512	327,512	53,945												53,945	16.5%	15.9%
Other, incl. transfers*	54,373	79,373	43,750												43,750	55.1%	44.6%
Appropriated Fund Bal.	121,700	121,700	-												-	0.0%	0.0%
Total	802,700	827,700	147,082	0	0	0	0	0	0	0	0	0	0	0	147,082	17.8%	16.4%

Expenses	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date		PY
	Original	Current													Total	% Exp	% Exp
Admin & Finance	559,000	559,000	62,877												62,877	11.2%	10.5%
Collection*	67,400	92,400	2,488												2,488	2.7%	2.6%
Treatment	140,800	140,800	10,648												10,648	7.6%	14.5%
Transfers / Contingency	35,500	35,500	35,500												35,500	100.0%	100.0%
Total	802,700	827,700	111,513	0	0	0	0	0	0	0	0	0	0	0	111,513	13.5%	13.2%

Capital (included above)	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	
	Original	Current													Total	% Exp
Capital Outlay*	17,000	42,000	-												-	0.0%

Cash Balances

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Sewer Fund	654,236											
Sewer Capital Reserve Fund	46,353											

Wastewater Treated		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	
	Limit														
Total Gallons		2,941,000												2,941,000	
Average daily gallons	330,000*	94,871	0	0	0	0	0	0	0	0	0	0	0	94,871	

* This is the permitted daily limit.

NORTH CAROLINA

OFFER TO PURCHASE AND CONTRACT

CRAVEN COUNTY

COREY THOMAS, as Buyer, hereby offers to purchase and **TOWN OF RIVER BEND**, as Seller, upon acceptance of said offer, agrees to sell and convey, all of that plot, piece or parcel of land described below (hereafter referred to as the "Property"), upon the following terms and conditions:

1. **REAL PROPERTY:** Located in Township 8, Craven County, North Carolina, being more particularly described as:

Street Address: 111 Starboard Drive, River Bend, North Carolina

Subdivision Name: Channel Run

Tax Parcel ID No.: 8-073-D-162

Plat Reference: Plat Cabinet B, Slide 30, Lot 162

Being all of that property more particularly described in Deed Book 3740, Page 1276 in the Craven County Registry.

2. **PURCHASE PRICE:** The purchase price is \$18,000.00 and shall be paid as follows:

(a) **\$900.00 DEPOSIT** with this offer by ☐ cash ☐ bank check ☐ certified check to be held by Seller until the sale is closed, at which time it will be credited to Buyer, or until this contract is otherwise properly terminated. In the event this offer is not accepted, then all deposit monies shall be refunded to Buyer. In the event of breach of this contract by Seller, all deposit monies shall be refunded to Buyer upon Buyer's request. In the event of breach of this contract by Buyer, then all deposit monies shall be forfeited to Seller upon Seller's request, but such forfeiture shall not affect any other remedies available to Seller for such breach.

(b) **\$17,100.00 BALANCE** of the purchase price in cash or readily available funds at Closing.

3. **CONDITIONS:**

(a) This contract is not subject to Buyer obtaining financing.

(b) The Property must be in substantially the same or better condition at Closing as on the date of this offer, reasonable wear and tear excepted.

(c) The Property is being sold subject to all liens and encumbrances of record, if any.

(d) Other than as provided herein, the Property is being conveyed "as is".

(e) This contract is subject to the provisions of G.S. §160A-269. Buyer acknowledges that this contract is subject to certain notice provisions and the rights in others to submit upset bids in accordance therewith.

(f) Title shall be delivered at Closing by QUITCLAIM DEED

4. **SPECIAL ASSESSMENTS:** Seller makes no warranty or representation as to any pending or confirmed governmental special assessments for sidewalk, paving, water, sewer, or other improvements on or adjoining the Property, or pending or confirmed owners' association special assessments. Buyer shall take title subject to all pending assessments, if any.

5. **PAYMENT OF TAXES:** Any ad valorem taxes to which the Property is subject shall be paid in their entirety by Buyer.

6. **EXPENSES:** Buyer shall be responsible for all costs with respect to any title search, title insurance, recording of the deed, and its legal fees. Seller shall pay for preparation of a deed and all other documents necessary to perform Seller's obligations under this agreement, and for any excise tax (revenue stamps) required by law.

7. **EVIDENCE OF TITLE:** Not Applicable.

8. **CLOSING:** Closing shall be defined as the date and time of recording of the deed. All parties agree to execute any and all documents and papers necessary in connection with Closing and transfer of title within thirty (30) days of the granting of final approval of the sale by the River Bend Town Council pursuant to G.S. §160A-269. The deed is to be made to Corey Mitchell Thomas, or assigns. *CMT*

9. **POSSESSION:** Unless otherwise provided herein, possession shall be delivered at Closing.

10. **PROPERTY INSPECTION, APPRAISAL, INVESTIGATION:**

(a) This contract is not subject to inspection, appraisal or investigation, as the Property is being bought "as is." Seller makes no representation as to water, sewer, conditions, title, access, or fitness for any intended use.

(b) **CLOSING SHALL CONSTITUTE ACCEPTANCE OF THE PROPERTY IN ITS THEN EXISTING CONDITION.**

11. **RIGHT OF ENTRY, RESTORATION AND INDEMNITY:** Buyer and Buyer's agents and contractors shall not have the right to enter upon the Property for any purpose without advance written permission of the Seller. If such permission is given, Buyer will indemnify and hold Seller harmless from all loss, damage, claims, suits or costs, which shall arise out of any contract, agreement, or injury to any person or property as a result of any activities of Buyer and Buyer's agents and contractors relating to the Property. This indemnity shall survive this contract and any termination hereof.

12. **OTHER PROVISIONS AND CONDITIONS:** (ITEMIZE ALL ADDENDA TO THIS CONTRACT AND ATTACH HERETO.): None.

13. **RISK OF LOSS:** The risk of loss or damage by fire or other casualty prior to Closing shall be upon Seller.

14. **ASSIGNMENTS:** This contract may not be assigned without the written consent of all parties, but if assigned by agreement, then this contract shall be binding on the assignee and the assignee's heirs, successors or assigns (as the case may be).

Buyer Initials CMT Seller Initials DT

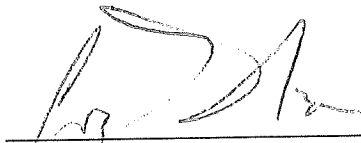
15. PARTIES: This contract shall be binding upon and shall inure to the benefit of the parties, i.e., Buyer and Seller and their heirs, successors and assigns. As used herein, words in the singular include the plural and the masculine includes the feminine and neuter genders, as appropriate.

16. SURVIVAL: If any provision herein contained which by its nature and effect is required to be observed, kept or performed after the Closing, it shall survive the Closing and remain binding upon and for the benefit of the parties hereto until fully observed, kept or performed.

17. ENTIRE AGREEMENT: This contract contains the entire agreement of the parties and there are no representations, inducements or other provisions other than those expressed herein. All changes, additions or deletions hereto must be in writing and signed by all parties.

18. NOTICE AND EXECUTION: Any notice or communication to be given to a party herein may be given to the party or to such party's agent. This offer shall become a binding contract (the "Effective Date") when signed by both Buyer and Seller and such signing is communicated to the offering party. This contract is executed under seal in signed multiple originals, all of which together constitute one and the same instrument, with a signed original being retained by each party, and the parties adopt the word "SEAL" beside their signatures below.

BUYER:



(SEAL)
Name: Corey Thomas

Date: 8/4/20

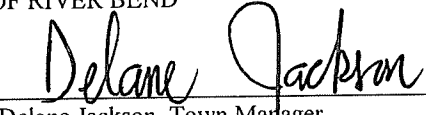
Address: 107 CHLPPER RD
NEW BERN NC 28560

Phone: 252 671 6635

Email: THOMASBROTHERSROOFING@GMAIL.COM

SELLER:

TOWN OF RIVER BEND

By: 

(SEAL)
Delane Jackson, Town Manager

Date: 8-4-20

Buyer Initials CMT Seller Initials DJ