

**River Bend Town Council
Work Session Minutes
June 13, 2024
Town Hall
7:00 p.m.**

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

Town Manager: Delane Jackson
Deputy Town Clerk: Jennifer Barrow
Town Attorney: David Baxter
Police Chief: Sean Joll

Members of the Public Present: 6

CALL TO ORDER

Mayor Kirkland called the meeting to order at 7:00 p.m. on Thursday, June 13, 2024, at the River Bend Town Hall with a quorum present.

VOTE – Approval of Agenda

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

PUBLIC HEARING – Proposed FY2024-2025 Budget

Councilman Leonard moved to open the Public Hearing to discuss the proposed FY2024-2025 Budget. The motion carried unanimously.

He then invited anyone who wished to address the proposed FY2024-2025 budget to step to the podium to be heard.

With no one stepping forward, Councilman Leonard moved to close the Public Hearing. The motion carried unanimously.

VOTE—Budget Amendment 23-B-08

Councilman Leonard moved to approve Budget Amendment 23-B-08 as presented. (see attached)

Discussion –Advisory Board Appointments

The Manager stated that a list of all advisory board members was included in the agenda package and the terms that expire on June 30 are highlighted. He asked the liaisons to state who wished to be reappointed.

Councilman Sheffield stated that the Planning Board has three positions available for reappointment. He stated that Egon Lippert, Robert Kohn, and Linda Cummings agreed to be reappointed.

Councilman Weaver stated that the Parks and Recreation Advisory Board has three positions available for reappointment. He stated that Annie Craddock, Victoria Stuppy, and Amy Hendee agreed to be reappointed.

Councilwoman Maurer stated that the Community Appearance Commission has four positions available for reappointment. She stated that Brenda Hall and Pat Lineback agreed to be reappointed and Meg Williams and Christine Soler chose not to be reappointed.

Councilman Leonard stated that the Environmental Waterways Advisory Board has three positions available for reappointment. He stated that Patty Leonard, James Stevens and Raymond Jaklitsch all agree to be reappointed.

Councilman Sheffield stated that the Board of Adjustment has three positions available for reappointment. He stated that he had not spoken to any of them, but none have told him they did not want to be reappointed. Therefore, he recommends reappointing Paige Ackiss, Cinda Hill and Jon Hall.

Discussion—Off-Site Town Sponsored Functions

Councilman Weaver stated that there had been some confusion on whether the advisory boards were permitted to participate in off-site events and partner with local businesses. Councilwoman Benton asked if there was anything that would stop the advisory boards from participating in events off-site and the Town Manager stated that there was not. Councilwoman Benton asked what the benefits would be to allow advisory boards to participate, and Councilman Weaver stated that there are a couple of benefits including, supporting local businesses and more parking. Councilwoman Benton expressed concerned for liabilities and showing favoritism to businesses. After a brief discussion the Council asked the Town Manager to draft a policy that would address advisory boards and off-site events.

Discussion—Brunch Law Resolution

Councilwoman Benton stated that the Brunch Law was signed by the Governor in 2017 and Craven County has not adopted the law, which allows businesses to serve alcohol starting at 10 am on Sundays. She stated that the Council would have to take action to allow this in River Bend.

VOTE—Brunch Law Resolution

Councilman Sheffield motioned to approve the ordinance allowing the sale of malt beverages, unfortified wine, fortified wine and mixed beverages on Sunday mornings in the Town of River Bend. The motion carried unanimously.

Discussion—Financial and Budgetary Policy Update

The Town Manager stated that the proposed Financial and Budgetary Policy was included in the agenda package with a few minor revisions. He reviewed a few proposed revisions and stated that the Council would vote on this policy at the next meeting. The Council offered no objections.

Discussion—Stormwater Grant Documents

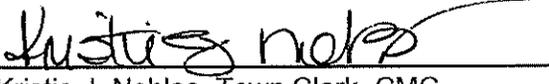
The Town Manager stated that the Town would need to approve the Stormwater Grant resolution for the Town to receive the grant. He stated that the documents included are the normal template that is required.

REVIEW – Agenda for the June 20, 2024, Council Meeting

The Council reviewed the agenda for the June 20, 2024, Council Meeting.

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield moved to adjourn the work session at 7:36 p.m. The motion carried unanimously.



Kristie J. Nobles, Town Clerk, CMC



**TOWN OF RIVER BEND
BUDGET ORDINANCE AMENDMENT 23-B-08
FISCAL YEAR 2023 - 2024**

BE IT ORDAINED by the Council of the Town of River Bend, North Carolina that the 2023-2024 Budget Ordinance as last amended on May 9, 2024, be amended as follows:

Summary

General Fund	2,288,423
General Capital Reserve Fund	56,900
Law Enforcement Separation Allowance Fund	12,685
Water Fund	665,804
Water Capital Reserve Fund	10
Sewer Fund	679,504
Sewer Capital Reserve Fund	1
Total	3,703,327

Section 1. General Fund

Anticipated Revenues

AD VALOREM Taxes 2023-2024	935,566
AD VALOREM Tax-Motor Vehicle	90,000
Animal Licenses	1,500
Sales Tax 1% Article 39	195,868
Sales Tax 1/2% Article 40	114,635
Sales Tax 1/2% Article 42	97,901
Sales Tax Article 44	13,090
Sales Tax Hold Harmless Distribution	108,195
Solid Waste Disposal Tax	2,200
Powell Bill Allocation	100,486
Beer and Wine Tax	13,225
Video Programming Sales Tax	49,621
Utilities Franchise Tax	112,169
Telecommunications Sales Tax	6,725
Court Refunds	500
Zoning Permits	7,000
Federal Grant	23,364
Miscellaneous	16,200
Interest- Powell Bill Investments	50
Interest-General Fund Investments	38,500
Contributions	901
Wildwood Storage Rents	18,144
Rents & Concessions	18,000
Sale of Fixed Assets	4,600
Transfer From Capital Reserve Fund	43,504
Transfer From PW Capital Projects Fund	57,720
Appropriated Fund Balance	218,759
Total	2,288,423

Section 1. General Fund (continued)

Authorized Expenditures

Governing Body	47,350
Administration	332,000
Finance	134,806
Tax Listing	13,700
Legal Services	40,090
Elections	0
Police	792,699
Public Buildings	109,000
Emergency Services	2,870
Animal Control	16,225
Street Maintenance	267,550
Public Works	186,050
Leaf & Limb and Solid Waste	87,606
Stormwater Management	46,340
Wetlands and Waterways	2,900
Planning & Zoning	55,000
Recreation & Special Events	11,100
Parks & Community Appearance	55,130
Contingency	20,807
Transfer To General Capital Reserve Fund	55,000
Transfer To L.E.S.A. Fund	12,200
Total	2,288,423

Section 2. General Capital Reserve Fund

Anticipated Revenues

Contributions from General Fund	55,000
Interest Revenue	1,900
Total	56,900

Authorized Expenditures

Transfer to General Fund	43,504
Future Procurement	13,396
Total	56,900

Section 3. Law Enforcement Separation Allowance Fund

Anticipated Revenues:

Contributions from General Fund	12,200
Interest Revenue	485
Total	12,685

Authorized Expenditures:

Separation Allowance	0
Future LEOSSA Payments	12,685
Total	12,685

Section 6. Sewer Fund

Anticipated Revenues:

Utility Usage Charges, Classes 1 & 2	267,170
Utility Usage Charges, Classes 3 & 4	36,679
Utility Usage Charges, Class 5	28,142
Utility Usage Charges, Class 8	16,833
Utility Customer Base Charges	296,108
Taps & Connection Fees	1,250
Late payment Fees	8,384
Interest Revenue	5,836
Sale of Capital Asset	0
Transfer from PW Capital Projects Fund	62,551
Appropriated Fund Balance	(43,449)
Total	679,504

Authorized Expenditures:

Administration & Finance [2]	483,204
Operations and Maintenance	192,800
Transfer to Fund Balance for Capital Outlay	3,500
Transfer to Sewer Capital Reserve Fund	0
Total	679,504

[2] Portion of department for bond debt service: 121,893

Section 7. Sewer Capital Reserve

Anticipated Revenues:

Contributions From Sewer Operations Fund	0
Interest Revenue	1
Total	1

Authorized Expenditures:

Future Expansion & Debt Service	1
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Section 8. **Levy of Taxes**

There is hereby levied a tax at the rate of twenty-four cents (\$0.24) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2023, for the purpose of raising the revenue listed as "Ad Valorem Taxes 2023-2024" in the General Fund Section 1 of this ordinance. This rate is based on a valuation of \$393,280,000 for purposes of taxation of real and personal property with an estimated rate of collection of 99.12%. The estimated collection rate is based on the fiscal year 2021-2022 collection rate of 99.12% 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 \$37,500,000 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 2023-2024, 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 4.4% 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.

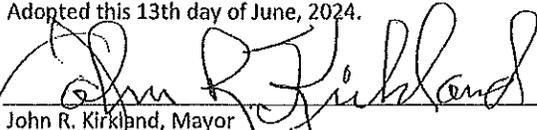
Section 12. **Utilization of the Budget Ordinance**

This ordinance shall be the basis of the financial plan for the Town of River Bend municipal government during the 2023-2024 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 13th day of June, 2024.



John R. Kirkland, Mayor

Attest:


Kristie J. Nobles, Town Clerk, CMC, NCCMC