

River Bend Town Council
Budget Workshop Minutes
April 26, 2022
River Bend Town Hall
4:00 P.M.

Present Council Members: Mayor John Kirkland
Don Fogle
Brian Leonard
Barbara Maurer
Buddy Sheffield
Bud Van Slyke

Town Manager: Delane Jackson
Finance Director: Mandy Gilbert

Members of the Public Present 1

The Mayor called the meeting to order at 4 p.m. The Mayor stated- The budget is the most important thing that the Council does in the whole year. You put this budget in place and once it's approved the Manager executes it. He then recognized the Town Manager.

The Manager asked the Council to set a date for the Volunteer Picnic. All agreed that May 14 was acceptable.

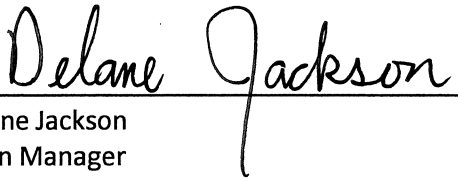
The Manager then began discussions of the Proposed Budget for FY2022-2023, which included a PowerPoint presentation. The Manager presented the Council's priorities and vision statement that were approved at the January 20, 2022 budget kick-off meeting. There was also agreement to eliminate the 5-year forecast component from this year's process due to so much economic uncertainty and not being able to accurately forecast in this unusual economic climate. The Manager noted the new "Fundamentals of Budgeting 101" slides that were added this year. He also noted the slide that outlined his 10 main goals during budget preparation.

The Manager began to follow the advertised agenda and presented details related to employee compensation and staffing levels. At this point resident Margaret Theis asked the Mayor for permission to address the Council. She asked the Council to re-visit the last change to the pay plan and said she thought the pay scale should be the same for all department heads. Brian Leonard said he thought the issue should be revisited. The Manager continued with the presentation and discussed the capital improvement plans, utility and fuel prices, the vehicle replacement plan, IT and various budget related topics. That was followed by a detailed discussion of the following departments: governing board, administration, finance, tax listing, legal services, elections, street maintenance, storm water, public works and public buildings.

During the meeting the Manager stated that the proposal would return the Public Works Department to its pre-Hurricane Florence staffing level due to the expiration of the NCORR grant. There was some discussion about the COLA and inflation and the need to keep our salaries and benefits competitive with other towns so we would not lose employees to them. There was some discussion about the fund balance in the general fund. The Manager reminded the Council that the policy now sets \$2,000,000 as the general fund balance amount. Councilman Leonard stated that he thought that having a target dollar amount of cash was more important than having a percentage. The Manager stated that we have both and they are 50% and \$2,000,000.

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

Councilman Sheffield motioned to recess the meeting until May 3, 2022 at 4 p.m. The motion was unanimously approved. The meeting recessed at 6:00 p.m.

A handwritten signature in black ink that reads "Delane Jackson". The signature is written in a cursive style and is positioned above a horizontal line.

Delane Jackson
Town Manager

**River Bend Town Council
Budget Workshop Minutes
May 3, 2022
River Bend Town Hall
4:00 P.M.**

Present Council Members: Mayor John Kirkland
Don Fogle
Brian Leonard
Barbara Maurer
Buddy Sheffield
Bud Van Slyke

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

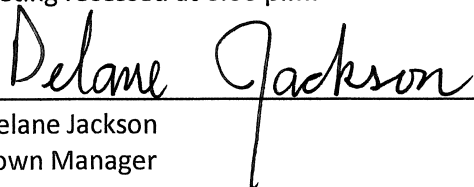
Members of the Public Present 8

The Mayor called the meeting back to order at 4:00 p.m. The meeting began with a presentation by the Police Chief about the police department. That was followed by a detailed discussion of the following departments: recreation and special events, parks and CAC, emergency services, animal control, wetlands and waterways, leaf and limb, planning and zoning and then discussions about general fund revenues and fund balance in the general fund. During the Parks and CAC section, Mayor Kirkland recognized CAC Chair Brenda Hall. She made a presentation on behalf of CAC and requested \$7,500 in funding. A large portion of the funds would be used to assess and make plans for reworking the median on Plantation Drive. The Manager stated that his proposal included \$2,000 for CAC.

During the revenue discussions, the Manager stated that the local sales tax revenues had been much better than anticipated in FY21-22 and that COVID had not impacted those revenues as had been expected statewide. The Manager stated that the next property revaluation was scheduled to become effective as of January 1, 2023. There was a discussion about the declining Powell Bill revenue and how that impacted the Town's ability to fund street paving. Councilman Leonard restated his desire to revisit the department head pay plans. Councilman Fogle said he did not want to revisit the pay plan.

The Manager ended the session with several slides that showed the recent history and projections for fund balance in the general fund. He noted that due to the \$1,000,000 BUS project, the Town's fund balance had dipped below the 50% goal during FY20. He noted the fund balance projection for year-ending 2022 was for it to return to 59% and the proposal for year-ending 2023 was for fund balance of 95.8%. He noted the FY 23 projection was based on receiving 95% of revenues and expending 75% of expenditures for that year. The Manager ended by saying that he was now done with general fund related departments and in the absence of Council action, he intended to move forward as discussed and with the variables as discussed. There was no objection for any Council member.

With no further questions, Councilman Sheffield motioned to recess the meeting until May 10, 2022 at 4:00 p.m. The motion was unanimously approved. The meeting recessed at 6:00 p.m.



Delane Jackson
Town Manager

**River Bend Town Council
Budget Workshop Minutes
May 10, 2022
River Bend Town Hall
4:00 P.M.**

Present Council Members: Mayor John Kirkland
Don Fogle
Brian Leonard-via phone
Barbara Maurer
Buddy Sheffield
Bud Van Slyke

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

Members of the Public Present 1

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

The Manager then began discussions of the Proposed Budget for FY2022-2023 in the enterprise funds, which included a PowerPoint presentation. The Manager also stated that Public Works Director Brandon Mills was here to answer any questions related to water or sewer operations.

The Manager followed the advertised agenda and presented details related to water and sewer funds cash levels, all water and sewer fund departments, water and sewer capital improvement plans, the utility rate model and revenues for the water and sewer funds. During the discussions the Manager explained that the proposal contained \$15,000 for the Town's closing cost fees for the ASADRA grant.

The Manager presented the water and sewer rate model and stated that his proposal contained no changes to the rates which were approved on April 21, 2022 by Council. There was some discussion about the need to build a larger reserve in the sewer fund in expectation of needed repairs at the waste water treatment plant. The Manager stated that the recent estimate for extensive repairs was \$9,000,000 and reminded the Council that we had applied for a \$5,000,000 grant to fund that project. Councilman Sheffield said that he did not want to take on a new debt until after the current debt was paid off in 2027. The Council agreed that we should wait until next year to make any major decisions because at that time we will know if we were approved for the grant.

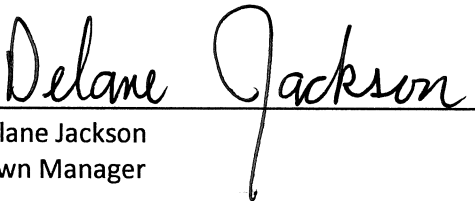
On motion by Councilman Sheffield, the Council voted to forgo the May 12 budget work shop.
Unanimous.

The Manager asked if everyone was satisfied with his proposal as presented. Councilwoman Maurer requested that the budget for CAC be increased from \$2,000 to \$3,500. Councilman Fogle objected and said he was satisfied with the Manager's recommendation for CAC. He also said if the Council is going to consider any changes that he wanted lights installed around the new walking trail. Councilman Sheffield said he was opposed to spending the money the CAC requested on a project that has not been approved by Council. Councilman Fogle stated that he was concerned about the \$25,000 budgeted amount for a new fishing dock and stated that he did not want to build a much smaller dock. The Manager said the

proposal was to build a 20' x 20' dock or as big as could be built for \$25,000. Councilman Sheffield stated that he was satisfied with the \$25,000 allocation.

The Manager stated that he was at a point in the process where he was ready to draft his recommended budget. He said if the Council had any suggestions for changes, he would prefer to have them now rather than later. The Mayor asked if everyone was satisfied with the proposal as presented. The Mayor polled the Council, all members stated they were satisfied. The Manager stated that he could present his draft budget message at the May 19 Council meeting and thus avoid the need for the May 19 budget work shop. The Council agreed to that.

With no further questions, Councilman Sheffield motioned to adjourn. The motion was unanimously approved. The meeting adjourned at 6:15 p.m.



Delane Jackson
Town Manager