AGENDA

TOWN OF NAGS HEAD BOARD OF COMMISSIONERS
NAGS HEAD MUNICIPAL COMPLEX - BOARD ROOM
WEDNESDAY, MAY 1, 2024, 9:00 A.M.

A. CALL TO ORDER / MOMENT OF SILENCE / PLEDGE OF ALLEGIANCE

B. ADOPTION OF AGENDA

C. RECOGNITION

1. Recognition

   FIVE YEARS - Customer Service Rep Shannon Krzyzanowski - April 1, 2019

   TEN YEARS - Senior Fleet Mechanic Peter "Pete" Woickelman - April 28, 2014

   TWENTY-FIVE YEARS - Facilities Maintenance Crew Leader Janis Farmer - April 30, 1999

   PROCLAMATION - National Police Officer's Week - May 12 - 18, 2024

   Documents:

   5 C RECOGNITION SUMMARY.PDF
   5 C RECOGNITION POLICE OFFICER WEEK PROC.PDF

D. PUBLIC COMMENT

E. CONSENT AGENDA

1. Consideration Of Budget Amendment #11 To FY 23/24 Budget

   Documents:

   5 E1 BUD AMEND TO FY 23-24 SUMMARY.PDF
   5 E1 BUD AMEND TO FY 23-24 WORKSHEETS.PDF
   5 E1 BUD AMEND POLICE MEMO.PDF

2. Consideration Of Tax Adjustment Report

   Documents:

   5 E2 TAX ADJ REPORT SUMMARY.PDF
   5 E2 TAX ADJUST REPORT MSD.PDF
   5 E2 TAX ADJUST REPORT TOWN-WIDE.PDF

3. Approval Of Minutes

Documents:

5 E3 MINUTES SUMMARY.PDF
5 E3 MINUTES APR 3 2024 BOC MINS.PDF
5 E3 MINUTES APR 3 2024 BUD WORK MINS.PDF

4. Consideration Of Modification To Consolidated Fee Schedule

Documents:

5 E4 CFS MODIFICATION SUMMARY.PDF
5 E4 CFS MODIFICATION WRECKER MEMO.PDF
5 E4 CFS MODIFICATION.PDF

5. Request For Public Hearing To Consider Citizen Comment
on the Town Manager's proposed operating budget for July 1, 2024 - June 30, 2025, proposed CIP requests
for FY 24/25 through FY 28/29, and updated Consolidated Fee Schedule

Documents:

5 E5 RPH ON FY 24-25 BUDGET SUMMARY.PDF

6. Request For Public Hearing To Consider Text Amendment To Prohibit
driving or parking on residential septic systems

Documents:

5 E6 RPH PARKING ON SEPTIC SUMMARY.PDF

7. Request For Public Hearing To Consider Text Amendment Submitted By
Jordan Harrell of Jernigan Oil Company, Inc. to allow LED, digital displays for Fueling Stations

Documents:

5 E7 RPH LED DIGITAL SIGNAGE TEXT SUMMARY.PDF

F. REPORTS AND RECOMMENDATIONS FROM THE PLANNING BOARD AND THE PLANNING AND DEVELOPMENT DIRECTOR

1. Update From Planning Director

Documents:

5 F1 PLANNING DIRECTOR SUMMARY.PDF
5 F1 PLANNING DIRECTOR REPORT.PDF

G. NEW BUSINESS

1. Committee Reports

Documents:

5 G1 COMMITTEE REPORTS SUMMARY.PDF

2. Consideration Of Appointment/Reappointment To Boards/Committees
   - Firemen's Relief Fund Board
   - Arts and Culture Committee

   Documents:

   5 G2 BD-COMM APPOINTMENTS SUMMARY.PDF
   5 G2 BD-COMM CURRENT FIREMENS RELIEF.PDF
   5 G2 BD-COMM CURRENT ARTS-CULTURE.PDF
   5 G2 BD-COMM CANDIDATE ARTS-CULTURE.PDF

3. Discussion Of Changes To The Town Code Of Ordinances
   to incorporate a ban on the release of balloons on Town property;
   Discussion of resolution opposing the release of balloons within the Town

   Documents:

   5 G3 BALLOON RELEASE SUMMARY.PDF
   5 G3 BALLOON RELEASE ORD.PDF
   5 G3 BALLOON RELEASE RES.PDF

4. Discussion Of Multi-Use Path Signage

   Documents:

   5 G4 MUP SIGNAGE REQUEST SUMMARY.PDF
   5 G4 MUP SIGNAGE REQUEST POLICE MEMO.PDF

5. Request For Installation Of Security Dash Cameras Inside/Outside Sanitation Vehicles

   Documents:

   5 G5 CAMERAS IN SANITATION VEHICLES SUMMARY.PDF

H. ITEMS REFERRED TO AND PRESENTATIONS FROM TOWN ATTORNEY

I. ITEMS REFERRED TO AND PRESENTATIONS FROM TOWN MANAGER

1. Consideration Of Requests For Public Services Dept Sanitation Equipment Operator
   and Part-time/Seasonal Planning and Development position

   Documents:

   5 I1 TM PUBLIC SVCS - PLNG DEPT POSITIONS SUMMARY.PDF
   5 I1 TM PUBLIC SVCS - PLNG DEPT POSITIONS PAY SCALE.PDF
   5 I1 TM PUBLIC SVCS ORG CHART.PDF
   5 I1 TM PLNG AND DEV ORG CHART.PDF

2. Update On Construction Of The Public Services Facility

   Documents:

   5 I2 TM PUBLIC SVCS FACILITY UPDATE SUMMARY.PDF

3. Presentation Of Town Manager's Recommended Budget

Documents:

5 I3 TM RECOMMENDED BUDGET SUMMARY.PDF
FISCAL YEAR 24 - 25 RECOMMENDED BUDGET.PDF

J. BOARD OF COMMISSIONERS AGENDA

K. MAYOR'S AGENDA

L. CLOSED SESSIONS

1. Request For Closed Session To Discuss Possible Acquisition
   of real property located at 4222 S Croatan Hwy pursuant to GS 143-318.11(a)(5)

   Documents:

   5 L1 CS PROPERTY SUMMARY.PDF

2. Request For Closed Session To Consult With Town Attorney
   regarding matters protected by the attorney/client privilege and to preserve that privilege, to include the Cherry, Inc litigation
   and the pending litigation re: Dare County municipalities vs the State of NC zoning authority pursuant to GS 143-318.11(a)(3)

   Documents:

   5 L2 CS LITIGATION SUMMARY.PDF

M. OTHER BUSINESS

N. ADJOURNMENT

1. Adjournment/ RECESS TO May 15, 2024 Mid-Month Meeting

Agenda Item Summary Sheet

Item No: **C**
Meeting Date: **May 1, 2024**

Item Title: Recognition

Item Summary:

Recognition at the May 1st Board of Commissioners meeting includes the following:

FIVE YEARS – Customer Service Rep Shannon Krzyzanowski – April 1, 2019

TEN YEARS – Senior Fleet Mechanic Peter "Pete" Woickelman – April 28, 2014

TWENTY-FIVE YEARS – Facilities Maintenance Crew Leader Janis Farmer – April 30, 1999

PROCLAMATION – National Police Officer's Week - May 12 – 18, 2024
(Please see attached proclamation.)

Number of Attachments: 1

Specific Action Requested:
Provided for Board recognition.

Submitted By: Administration Date: April 23, 2024

Finance Officer Comment:
N/A

Signature: Amy Miller Date: April 23, 2024

Town Attorney Comment:
N/A

Signature: John Leidy Date: April 23, 2024

Town Manager Comment and/or Recommendation:

Congratulations!

Signature: Andy Garman Date: April 23, 2024

Proclamation
National Police Week

WHEREAS, The Congress and President of the United States have designated May 15th as Peace Officers' Memorial Day, and the week in which May 15th falls as National Police Week; AND

WHEREAS, The members of the Nags Head Police Department play an essential role in safeguarding the rights and freedoms of the residents and visitors of the Town of Nags Head; AND

WHEREAS, It is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement agency, and that members of our law enforcement agency recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; AND

WHEREAS, The men and women of the Nags Head Police Department unceasingly provide a vital public service; AND

WHEREAS, Let each of us take the time to reflect on the ultimate sacrifice Sgt. Earl Murray, Jr. made for the Town of Nags Head on May 15, 2009 and the rest of the officers that have done so nationwide. And let each of us keep their family, friends, and all fellow officers in our thoughts and prayers.

NOW, THEREFORE, the Nags Head Board of Commissioners calls upon all citizens of the Town of Nags Head and upon all patriotic, civic, and educational organizations to observe the week of May 12 - 18, 2024 as Police Week with appropriate ceremonies and observances in which all our people may join in commemorating law enforcement officers, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to their community and, in so doing, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

THEREFORE, we do hereby proclaim the week of May 12 - 18, 2024, as Police Week and call upon all citizens of Nags Head to observe the 15th day of May 2024, as Peace Officers' Memorial Day in honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty, and let us recognize and pay respect to the survivors of our fallen heroes.

This the 1st day of May 2024.

_____
Benjamin Cahoon, Mayor
Town of Nags Head

ATTEST

_____
Carolyn F. Morris, Town Clerk

Agenda Item Summary Sheet

Item No: **E-1**
Meeting Date: **May 1, 2024**

Item Title: Consideration of Budget Amendment #11 to FY 23/24 Budget

Item Summary:

Attached please find Budget Amendment #11 to the FY 23/24 Budget which is provided for Board review and approval at the May 1st Board of Commissioners meeting. Budget Amendment #11 is in accordance with the FY 23/24 Budget Ordinance, adopted at the June 21, 2023 meeting.

Number of Attachments: 2

Specific Action Requested:

Request Board approval of attached Budget Amendment #11.

Submitted By: Administrative Services Date: April 23, 2024

Finance Officer Comment:

Request Board approval of attached Budget Amendment #11.

Signature: Amy Miller Date: April 23, 2024

Town Attorney Comment:

N/A

Signature: John Leidy Date: April 23, 2024

Town Manager Comment and/or Recommendation:

I concur with staff's request.

Signature: Andy Garman Date: April 23, 2024

TOWN OF NAGS HEAD

BUDGET AMENDMENT REQUEST
FY 2023-2024

BUDGET AMENDMENT NO. 11
Amendment 11.1

SOURCE OF FUNDS

CODE	ACCOUNT	AMOUNT
	General Fund	
	Police Expenditures	
610-520700	Group health insurance	20,069.00
TOTAL CHARGES		$ 20,069.00

USE OF FUNDS

CODE	ACCOUNT	AMOUNT
	General Fund	
	Police Expenditures	
610-543300	Department supplies	20,069.00
TOTAL CREDITS		$ 20,069.00

JUSTIFICATIO

Memo attached - grant not received and active shooter kits are out of warranty.
Excess health insurance funds used due to lapse salaries.

ADMINISTRATIVE SERVICES 4/23/2024
RECOMMENDED BY DATE

APPROVED BY BOC: DATE

POSTED TO GENERAL LEDGER:

INITIALS

Nags Head Police Department

5401 S. Croatan Hwy.
Post Office Box 99
Nags Head, North Carolina 27959
Telephone (252) 441-6386
Fax (252) 441-7335
www.nagsheadnc.gov
Service – Professionalism – Integrity – Strength

Perry Hale
Chief of Police

Chris Montgomery
Deputy Chief of Police

MEMORANDUM

TO: Amy Miller, Finance Director

FROM: P. Hale, Chief of Police

DATE: April 23, 2024

RE: Budget Amendment Request

The police department purchased "active shooter" kits back in 2017 through the NCGCC grant to include rifle rated ballistic vests and helmets for each officer. These kits come with a 5-year warranty which has expired. Therefore, the kits are not guaranteed by the manufacturer if the department needed to use these for an active shooter type incident. The department applied for the same grant last year. This was denied due to the increasing popularity of this grant and funds being restricted to smaller agencies to purchase camera systems for officers. I am requesting a budget amendment in the amount of $20,068.85 so we can replace these kits for our staff. Funds for this request will come from savings in group health insurance within the department.

Agenda Item Summary Sheet

Item No: **E-2**
Meeting Date: **May 1, 2024**

Item Title: Consideration of Tax Adjustment Reports

Item Summary:

Attached please find the list of adjustments to the 2023 Tax Levy (per information received from Dare County) for the monthly Property and MSD valuations.

These reports are submitted for your approval at the May 1st Board of Commissioners meeting.

Number of Attachments: 2

Specific Action Requested:

Tax reports provided for Board review and approval.

Submitted By: Linda Bittner, Tax Collector Date: April 23, 2024

Finance Officer Comment:

No unbudgeted fiscal impact.

Signature: Amy Miller Date: April 23, 2024

Town Attorney Comment:

N/A

Signature: John Leidy Date: April 23, 2024

Town Manager Comment and/or Recommendation:

I concur with staff.

Signature: Andy Garman Date: April 23, 2024

Town of Nags Head, North Carolina
Schedule of Ad Valorem 2023-2024 Taxes Receivable
2023 Tax Levy As of April 24, 2024 for the May 1, 2024 BOC Mtg

	BEACH NOURISHMENT DISTRICT					
	MSD Valuation	Rate	Total Levy	MSD Excluding Registered Motor Vehicles	Registered Motor Vehicles	
Original MSD Levy:						
MSD Beach Nourishment at Current 2023 Dist 1 Rate	578,093,598	0.00143	826,674.06	826,674.06		
MSD Beach Nourishment at current 2023 Dist 2 Rate	473,945,007	0.00143	677,741.67	677,741.67		
MSD Beach Nourishment at Current 2023 Dist 3 Rate	1,053,729,707	0.00005	52,687.93	52,687.93		
MSD Beach Nourishment at Current 2023 Dist 4 Rate	665,352,580	0.00010	66,535.07	66,535.07		
MSD Beach Nourishment at Current 2023 Dist 6 Rate	374,308,126	0.00005	18,716.25	18,716.25		
Registered Motor Vehicles at Current 2023 Dist 1 Rate	1,060,981	0.00143	1,517.23		1,517.23	
Registered Motor Vehicles at Current 2023 Dist 2 Rate	1,359,743	0.00143	1,944.45		1,944.45	
Registered Motor Vehicles at Current 2023 Dist 3 Rate	4,140,667	0.00005	207.05		207.05	
Registered Motor Vehicles at Current 2023 Dist 4 Rate	3,323,179	0.00010	332.34		332.34	
Registered Motor Vehicles at Current 2023 Dist 5 Rate	417,625	0.00000	0.00		0.00	
Registered Motor Vehicles at Current 2023 Dist 6 Rate	2,611,861	0.00005	127.49		127.49	
Registered Motor Vehicles at 2022 Dist 1 Rate	272,667	0.00143	389.90		389.90	
Registered Motor Vehicles at 2022 Dist 2 Rate	354,796	0.00143	507.37		507.37	
Registered Motor Vehicles at 2022 Dist 3 Rate	1,312,015	0.00005	65.65		65.65	
Registered Motor Vehicles at 2022 Dist 4 Rate	899,152	0.00010	89.99		89.99	
Registered Motor Vehicles at 2022 Dist 5 Rate	59,870	0.00000	0.00		0.00	
Registered Motor Vehicles at 2022 Dist 6 Rate	1,159,114	0.00005	58.00		58.00	
Registered Motor Vehicles at 2021 rate	22,000	0.00143	5.28		5.28	
Penalties			0.00			
Total	**3,162,422,688**		**1,647,599.73**	**1,642,354.98**	**5,244.75**	
Discoveries & Adjustments:						
Current year discoveries & adjustments	8,221		7.64	7.64		
Total	**8,221**		**7.64**	**7.64**		
Releases & Adjustments:						
DMV Current year valuation adjustments	0		0.00	0.00	0.00	
DMV Current year tax releases	0		(0.12)	0.00	(0.12)	
Real/Personal Current year releases & adjustments and circuit breakers	127,576		(6.73)	(6.73)		Dist.3&6
Total	**127,576**		**(6.85)**	**(6.73)**	**(0.12)**	
Write-offs (under $1.00) or Adjustments:			0.00	0.00		
Total MSD Valuation	**3,162,558,485**					
Net levy		**1,647,600.52**		**1,642,355.89**	**5,244.63**	
TOTAL UNCOLLECTED MSD AS OF 04/24/24:		**(10.00)**		**(10.00)**	**0.00**	
CURRENT YEAR MSD COLLECTED:		**1,647,590.52**		**1,642,345.89**	**5,244.63**	
CURRENT MSD COLLECTION PERCENTAGE:		**99.999%**		**99.999%**	**100.000%**	

Town of Nags Head, North Carolina
Schedule of Ad Valorem 2023-2024 Taxes Receivable
2023 Tax Levy As of April 24, 2024 for the May 1, 2024 BOC Mtg

	Town-Wide Tax			Total Levy	
	Property Valuation	Rate	Total Levy	Property Excluding Registered Motor Vehicles	Registered Motor Vehicles
Original levy:					
Property taxed at current 2023 rate	3,057,530,927	0.003300	10,089,869.38	10,089,869.38	
Registered Motor Vehicles at current 2023 rate	33,977,865	0.003300	112,109.96		112,109.96
Registered Motor Vehicles at 2022 year's rate	12,941,717	0.002875	37,207.44		37,207.44
Registered Motor Vehicles at 2021 year's rate	102,612	0.002875	295.01		295.01
Penalties	0		7,355.82	7,355.82	
Total	**3,104,553,121**		**10,246,837.61**	**10,097,225.20**	**149,612.41**
Discoveries & Adjustments:					
Current year discoveries & adjustments tax	1,837,704		5,032.44	5,032.44	
Town wide beach nourishment tax			463.16	463.16	
Corporate Utilities discoveries & tax	22,654,828		69,097.22	69,097.22	
Corporate Utilities town wide beach nourishment			5,663.71	5,663.71	
Penalty Discoveries			1,746.31	1,746.31	
Total	**24,492,532.00**		**82,002.84**	**82,002.84**	
Releases & Adjustments:					
Current year releases/adjustments/circuit breaker	(1,001,129)		(4,469.84)	(3,876.95)	(592.89)
Town wide beach nourishment/circuit breaker			(205.37)	(205.37)	
Penalty Releases			(241.03)	(241.03)	
Total	**(1,001,129)**		**(4,916.24)**	**(4,323.35)**	**(592.89)**
Write-offs (under $1.00) or Adjustments:			(4.13)	(4.13)	
Total Property Valuation	**3,128,044,524**				
Net levy		**10,323,920.08**		**10,174,900.56**	**149,019.52**
Uncollected Taxes & Penalties		(10,382.90)		(10,382.90)	0.00
Uncollected Town Wide Beach Nourishment		(766.81)		(766.81)	0.00
TOTAL UNCOLLECTED TAXES AS OF 04/24/24:		**(11,149.71)**		**(11,149.71)**	**0.00**
CURRENT YEAR TAXES COLLECTED:		**10,312,770.37**		**10,163,750.85**	**149,019.52**
CURRENT LEVY COLLECTION PERCENTAGE:		**99.892%**		**99.890%**	**100.000%**

Agenda Item Summary Sheet

Item No: **E-3**
Meeting Date: **May 1, 2024**

Item Title: Approval of minutes from Board of Commissioners meetings/workshops

Item Summary:

Attached for Board review and approval are the following DRAFT Board of Commissioners meeting/workshop minutes:

April 3, 2024 Regular Board of Commissioners meeting
April 3, 2024 Budget Workshop

Number of Attachments: 2

Specific Action Requested:

Provided for Board review and approval.

Submitted By: Carolyn F. Morris, Town Clerk Date: April 23, 2024

Finance Officer Comment:

No unbudgeted costs associated with this agenda item.

Signature: Amy Miller Date: April 23, 2024

Town Attorney Comment:

N/A

Signature: John Leidy Date: April 23, 2024

Town Manager Comment and/or Recommendation:

N/A

Signature: Andy Garman Date: April 23, 2024

DRAFT **MINUTES**
TOWN OF NAGS HEAD
BOARD OF COMMISSIONERS
REGULAR MEETING
WEDNESDAY, APRIL 3, 2024

The Nags Head Board of Commissioners met in person at the Board Room located at 5401 S Croatan Highway, Nags Head, North Carolina on Wednesday, April 3, 2024 at 9:00 a.m. for a Regular Meeting.

Board members Present:	Mayor Ben Cahoon; Mayor Pro Tem Michael Siers; Comr. Kevin Brinkley; Comr. Bob Sanders; and Comr. Megan Lambert
Board members Absent:	None
Others present:	Town Manager Andy Garman; Attorney John Leidy; Amy Miller; Kelly Wyatt; Joe Costello; David Ryan; Perry Hale; Chris Montgomery; Randy Wells; Shane Hite; Nancy Carawan; Jan Mielke; Will Jones; Alex Liverman; James Moseman; Brittany Phillips; Roberta Thuman; Jackie Hart; Paulette Matthews; John DeLucia; Courtney Gallop; John Kenny; Bob Muller; Donna Creef; Duke Geraghty; Leor Golasa; and Town Clerk Carolyn F. Morris

CALL TO ORDER
Mayor Cahoon called the meeting to order at 9 a.m. A moment of silence was followed by the Pledge of Allegiance. Mayor Cahoon recognized former Mayor Bob Muller in the audience.

ADOPTION OF AGENDA

MOTION: Comr. Brinkley made a motion to approve the April 3rd agenda as presented. The motion was seconded by Mayor Pro Tem Siers which passed unanimously.

RECOGNITION

Public Services Director Nancy Carawan introduced Facilities Maintenance Custodian William (Will) Jones who was welcomed by the Board to Town employment.

Police Chief Perry Hale introduced Master Police Officer Alex Liverman who was recognized by the Board for five years of service.

Fire Chief Randy Wells introduced Fire Captain James Moseman who was recognized by the Board for 20 years of service.

PROCLAMATION – April 2024 - Child Abuse Prevention Month
Mayor Cahoon read the proclamation designating Child Abuse Prevention Month as follows:

"WHEREAS, children are vital to our state's future success, prosperity and quality of life as well as being our most vulnerable assets; AND

'WHEREAS, all children deserve to have the safe, stable, nurturing homes and communities they need to foster their healthy growth and development; AND

'WHEREAS, child abuse and neglect is a community responsibility affecting both the current and future quality of life of a community; AND

'WHEREAS, communities that provide parents with the social support, knowledge of parenting and child development, and the resources they need to cope with stress and nurture their children will help to ensure that all children grow to their full potential; AND

'WHEREAS, effective child abuse prevention strategies succeed because of partnerships created among citizens, human service agencies, schools, faith communities, health care providers, civic organizations, law enforcement agencies, and the business community.

'THEREFORE, we, the Town of Nags Head Board of Commissioners do hereby proclaim April 2024 as Child Abuse Prevention Month and call upon all citizens, community agencies, faith groups, medical facilities, elected leaders and businesses to increase their participation in our efforts to support families, thereby preventing child abuse and strengthening the communities in which we live."

MOTION: Mayor Pro Tem Siers made a motion to adopt the Proclamation declaring April 2024 as Child Abuse Prevention Month as presented. The motion was seconded by Comr. Brinkley which passed unanimously.

PUBLIC COMMENT

Attorney John Leidy opened Public Comment at 9:10 a.m.

PUBLIC COMMENT – BOB MULLER

Bob Muller, Nags Head resident, spoke concerning three issues:

1) Red light running; he thanked Police Chief Hale for his response; it is still an issue that he witnesses every day; anything that can be done would be appreciated; he suggested speaking to the District Attorney to make sure that people who get tickets for this are not allowed to plead them down.

2) Accessory Dwelling Units (ADU); this issue is being discussed again on today's agenda; he spoke against them due to the increase in density, sanitation, parking, and wastewater they would cause; things are good as it is now; continue working on the multi-family ordinance and make sure a rule is noted in the body of the ordinance, not the definition, so it can be enforced; in addition, impact fees would need to be modified if approved.

3) Jockey's Ridge; he is strongly in support of the rules surrounding Jockey's Ridge designating it as an Area of Environmental Concern (AEC) – rules which the NC Coastal Resources Commission has reinstated; the

rules now go before the NC Rules Commission – there is a meeting of the Commission on April 8th; the Town's email broadcast sent out yesterday addressed the issue and encouraged public comment; he thanked the Town for the broadcast.

PUBLIC COMMENT – COURTNEY GALLOP

Courtney Gallop, Nags Head resident; she spoke on behalf of and as a board member of the Dare County League of Women Voters which is a non-partisan political organization which encourages education and knowledge of the political process; she reminded the Board that the candidates for Nags Head commissioner participated in last year's League of Women Voters Forum; she introduced the 2024 annual Citizens Guide, prepared by the LWV and provides a comprehensive phone listing of all the civic, political and associated phone numbers in Dare County; she presented five copies of the booklet to the Town which is a very popular guidebook. Ms. Gallop also thanked Police Chief Perry Hale for helping with funeral processions whenever necessary for the Gallop Funeral Home.

CONSENT AGENDA

The Consent Agenda consisted of the following items:

Consideration of Budget Amendment #10 to FY 23/24 Budget
Consideration of Tax Adjustment Report
Approval of minutes
Consideration of ordinance changes to Chapter 30 *Solid Waste Management* and Franchise Agreement

Consideration of resolutions supporting conservation easements:
- Nags Head Woods and Soundside Event Site

Consideration of Capital Project Ordinances
- Consideration of Capital Project Ordinance, amendment #3, for Public Services Complex
- Consideration of Water Capital Project Ordinance, amendment #1, for Public Services Complex

Consideration of request to increase Dune Management Cost Share Program
Consideration of change order to Old Nags Head Place Stormwater Project

MOTION: Comr. Brinkley made a motion to approve the Consent Agenda as presented. The motion was seconded by Mayor Pro Tem Siers which passed unanimously.

Budget Amendment #10, as approved, is attached to and made a part of these minutes as shown in Addendum "A".

The Tax Adjustment Report, as approved, is attached to and made a part of these minutes as shown in Addendum "B".

The ordinance modifying Chapter 30 *Solid Waste Management*, as adopted, is attached to and made a part of these minutes as shown in Addendum "C". The associated Franchise Agreement, as approved, is on file in the Town Clerk's Office.

The resolution supporting conservation easements in Nags Head Woods, as adopted, read in part as follows:

"WHEREAS, the Town is the owner of parcels 026404001, 005946000, and 006114000 located in Dare County, North Carolina; and

'WHEREAS, the Town recognizes the need for and the benefits to the public by setting aside and protecting the Nags Head Woods Natural Area; and

'WHEREAS, the Town desires to dedicate this addition to Nags Head Woods for use in perpetuity as a nature preserve; and

'WHEREAS, the Nature Conservancy is dedicated to preserving unique and unusual areas in their natural state and desires to establish such a natural area for educational study and for the enjoyment of the public; and

'WHEREAS, the Town and the Nature Conservancy have entered into a natural area lease agreement plan with the Nature Conservancy managing the property; and

'WHEREAS, the Town and the Nature Conservancy are joint property owners on an adjoining parcel that has a recorded conservation easement.

'NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF NAGS HEAD:

1. That the Town of Nags Head supports a conservation easement on parcels 026404001, 005946000, and 006114000 located in Dare County, North Carolina; and
2. That the Town of Nags Head has applied for an NC Land and Water Fund acquisition grant where upon grant award, The Nature Conservancy would hold and monitor the conservation easement on the aforementioned three parcels. If awarded, the Town will comply with the NC Land and Water Fund grant requirements for The Nature Conservancy to hold and monitor said conservation easement."

The resolution supporting conservation easements at the Soundside Event site, as adopted, read in part as follows:

"WHEREAS, the Town is a joint owner with the Dare County Tourism Board of parcels 008854000, 012422000, 012422001, and the primary owner of parcel 026487000 located in Dare County, North Carolina; and

'WHEREAS, the Town is in favor of grant funding from the NC Land and Water Fund Restoration Program to support the Town's estuarine shoreline project; and

'WHEREAS, the Town is committed to working towards solutions and techniques to address the ongoing shoreline erosion within the estuarine shoreline area; and

'WHEREAS, the Town and the Dare County Tourism Board are working together to ensure the success of a living shoreline project.

'NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF NAGS HEAD:

1. That the Town of Nags Head will work with the NC Land and Water Fund and the Dare County Tourism Bureau to develop a conservation easement for the required property buffer for the purposes of environmental protection and recreational uses of the estuarine shoreline environment on following parcels located in Dare County, North Carolina: 008854000, 012422000, 012422001, jointly owned with the Dare County Tourism Board and 026487000 primarily owned by the Town; and
2. That the Town of Nags Head supports this project as an important example that other North Carolina coastal communities could use as a model for managing and restoring their shorelines."

The summary sheet for the Capital Project Ordinances, as approved, read in part as follows:

"At the April 3rd Board of Commissioners meeting, staff is requesting Board consideration of the following Capital Project Ordinances:

- Consideration of Capital Project Ordinance, amendment #3, for Public Services Complex Project. This ordinance falls within the not-to-exceed amount the Board approved.

- Consideration of Water Capital Project Ordinance, amendment #1, for Public Services Complex Project and Advanced Metering Infrastructure Projects. This ordinance falls within the not-to-exceed amount the Board approved."

The Capital Project Ordinances, as adopted, are attached to and made a part of these minutes as shown in Addendum "D".

The memo requesting an increase in the Dune Management Cost Share Program, as approved, read in part as follows:

"To better assist oceanfront property owners with overall dune management, staff requests an additional $80,000 funding allocation towards the cost share program which includes dune vegetation, sand fence installation, and ocean sand relocation activities in the upcoming season.

'As a point of reference, the Town processed the below number of sand relocation permits the past three years:

- FY 20-21, 155 sand relocation permits.
- FY 21-22, 190 sand relocation permits.
- FY 22-23, 266 sand relocation permits.
- FY 23-24 (year to date), 243 sand relocation permits.

'Dune vegetation stabilization is required for sand relocation reimbursement, with a cap of $3,500. If sand is not being moved, $1,000 is the cap for plants and fencing, which does include labor and materials. Currently the application interval for planting and sand fence installation is every year, and the application interval for the sand relocation is once every three years. FY 23-24 is the second year of the three-year cycle for the sand relocation reimbursement program.

Activity	*FY 20-21*	*FY 21-22*	*FY 22-23*	*FY 23-24*	**Application Interval**	**Application Dates**
Planting	*Yes*	*Yes*	*Yes*	*Yes*	Every Year	Oct. 1 - June 30
Sand Fence Installation	*No*	*Yes (Mid-Way)*	*Yes*	*Yes*	Every Year	Oct. 1 - June 30
Sand Relocation	*No*	*No*	*Yes*	*Yes*	Once Every Three Years	Nov. 15 – April 15
Max. Funding Amount per Parcel	*$500*	*$1,000*	*$3,500*	*$3,500*		
Total Program Funding	*$20,000*	*$20,000*	*$320,000*	*$320,000* *$400,000 Proposed*		

Total Amount Disbursed	*$4,000*	*$9,931*	*$217,152*	*$84,209 (requests still being processed)*	
Total Amount Remaining	*N/A*	*N/A*	*$102,848*	*$235,791* *$315,791 Proposed*	

'If program funding is increased to $400,000, a budget ordinance will not be necessary. Since the funding source is the beach nourishment multi-year capital project fund, unspent funds from the prior year's program are automatically carried over without an amendment. Initial funding request discrepancies may occur when the actual cost is less than the approved allocation. Additionally, if a homeowner is approved but does not submit their required paperwork for reimbursement by the June deadline (this year it is by June 24th), they are not eligible for reimbursement. The $400,000 allocation would allow us to initially approve up to that amount of requests contingent upon reimbursement requirements being met. We are receiving up to seven sand relocation requests a day with three of those also requesting dune management cost share money.

'Homeowners initially do not have to have paperwork in place when their funding is set aside. Currently the full $320,000 has been accounted for and we have homeowners on a waitlist. We are requesting to set aside up to $400,000 as requests come in.

'Staff is available to answer any questions."

The summary sheet for the Old Nags Head Place Stormwater Project Change Order, as approved, read in part as follows:

"Please find attached Change Order #6 to the Old Nags Head Place Stormwater Drainage Project. Staff is seeking Board of Commissioners authorization for the implementation of an underdrain system along Curlew St. and the southern portion of Linda Lane to mitigate elevated groundwater conditions. The additional construction cost associated with this request is $93,492.50."

The Change Order to the Old Nags Head Place Stormwater Project, as approved, is attached to and made a part of these minutes as shown in Addendum "E".

PUBLIC HEARINGS

Mayor Cahoon announced that the Public Hearing advertised for this meeting re: Parking on Septic Systems will not be held today and will be rescheduled after additional Planning Board review.

Public Hearing to consider text amendments submitted by Albemarle & Associates, PE on behalf of Golasa Holdings, LL to allow the long-term rental of units within existing hotels and motels

Attorney John Leidy introduced the Public Hearing to consider text amendments submitted by Albemarle & Associates on behalf of Golasa Holdings, LL to allow the long-term rental of units within existing hotels and motels. The time was 9:18 a.m.

Notice of the Public Hearing was published in the *Coastland Times* on Wednesday, March 20, 2024 and on Wednesday, March 27, 2024, as required by law.

Planning Director Kelly Wyatt summarized her report which read in part as follows:

"Albemarle & Associates, Ltd, on behalf of Golasa Holdings, LLC has a request for a text amendment to the Unified Development Ordinance (UDO), which, if adopted, would permit the long-term rental of existing hotel units within existing older hotels and motels.

'While such conversions are common in urban areas, they have not been previously addressed in the UDO. Over the past four (4) months the applicant has collaborated with the Planning Board and planning staff to fine tune the use and develop a proposed ordinance for the Board of Commissioners review.

'The current definition of hotel is provided below and states that units are intended for transient guests on a rental basis. The UDO goes on to define transient occupancy as occupancy that is no longer than 30 days combined, see below:

'Hotel means a structure containing hotel units, hotel suites, and or efficiency units with 24- hour, on-site management and intended for transient guests on a rental basis.

'Transient occupancy means occupancy by the same individual or owner for a combined period of no greater than 30 days in any single calendar year.

'Other definitions that are relevant to this discussion are provided below for convenience.

'Hotel efficiency unit means a lodging unit having living and cooking facilities and also meeting the following requirements:

- Efficiency units shall be limited to one bedroom.
- The kitchen area shall comprise no more than ten percent of the entire unit.

'Hotel suite means lodging unit having living and cooking facilities within a hotel and also meeting the following requirements:

- Units shall be limited to two bedrooms.
- The kitchen area shall comprise no more than ten percent of the entire unit.

'Hotel unit means a lodging unit which does not contain independent cooking facilities and is designed and intended for transient guests on a rental basis. This definition shall include rental units customarily found in motels, hotels, inns and motor lodges.

'The proposed ordinance has been drafted with the following considerations in mind.

- Creation of a new use category "Long-Term Rental of Hotel Units", permitted via the Special Use Permit process, with proposed supplemental regulations in Section 7.12 of the Unified Development Ordinance.

- The applicant's initial request suggested the term "legacy hotel/motel" be established as a means to define and limit the number of existing hotel and motel structures that this new use category would be available to. The proposed definition stated a legacy hotel or motel would be one built before 1975 that is still functional to support both transient, and long-term occupancy by guests or tenants. Staff recommends setting the cutoff date to November 10, 1972, aligning with the pre-FIRM date for flood insurance regulations. Pre-FIRM structures are likely to be constructed on grade and non-conforming with regard to

current FEMA requirements. Therefore, to enhance their preservation, it may be warranted to provide some additional flexibility with respect to the uses allowed given these additional nonconformities. This language is supported by the applicant.

- Noting that this proposed new use is likely not economically viable in an oceanfront setting, staff would further recommend narrowing this proposed use to existing hotels and motels located within the C-2, General Commercial Zoning District. Except for the majority of South Nags Head which is R-2, and excluding the Village at Nags Head, the remainder of Nags Head oceanfront areas are zoned CR – Commercial Residential. Staff would also recommend that this use be considered via the Special Use permit process.

'By applying these proposed regulations, the following hotels and motels would be eligible to utilize this proposed new use:

- Roadway Inn/Seahorse Inn at 7218 SVDT (zoned C-2, constructed in 1970)
- Owens Motor Court at 7122 SVDT (zoned C-2, constructed in 1960)
- Tarheel at 7010 SVDT (zoned C-2, constructed in 1950)
- First Colony at 6715 SCH (zoned C-2, constructed in 1932)
- Nags Head Beach Inn at 303 Admiral (zoned C-2, constructed in 1960)

'Note: Staff did send an email to these businesses to inquire about their average room size and, should this ordinance be adopted, if they would be interested in taking advantage of this option. Tarheel Motel responded and stated their rooms are approximately 264 square feet in area, including the bathroom and that they would be interested in long-term rentals, specifically for traveling nurses and other professionals for shoulder and winter months. First Colony Inn stated that they would not have any interest in offering their units for long-term rentals. We have not yet heard back from Seahorse Inn and Nags Head Beach Inn.

- Requirement that "all" units within the development must be converted to long-term rental occupancy, that the development could not have both short – and – long term occupancies within the same development. While the applicant concurs and stated that this is their preference, this language would preclude Tarheel Motel from utilizing the ordinance as written as their response indicates that they would prefer combined short- and long-term occupancy options and only for the off-season.

- Requirement that any hotel operating under this new use category lease/rent units on a long-term basis only and define long-term lease/rent as occupancy for a period of ninety (90) consecutive days or more. This would be consistent with the proposed definition of "Long Term Occupancy/Tenancy" in the draft multi-family development amendments and consistent with the NC Vacation Rental Act. The applicant concurs with this proposed requirement.

- Definitions of *"Long Term Tenancy/Occupancy"* and *"Workforce Housing"* have been proposed as staff is recommending a condition that all long-term rental units under this use category be subject to a lease restriction requiring that the unit be used exclusively for workforce housing. As part of the Planning Board's recent effort to craft draft ordinance language for multi-family dwelling developments within the town, and consistent with the Board of Commissioners comments during their August 2, 2023 Joint Workshop, it was the consensus of both boards that any new multi-family dwelling developments within the town should be for the purpose of providing workforce housing, and not for the purpose of adding additional vacation rentals/short term rentals. Based upon this, staff believes the restriction that these units be for workforce housing only is warranted. The applicant was not amenable to having all units restricted to workforce housing, however they did agree to language that would require a minimum of 50% of the units being lease restricted to long-term occupancy.

- As a method of enforcement of the lease/rental restriction staff will request any development operating with Special Use Approval for long term rental of hotel units to provide copies of all active lease agreements ensuring that all contain language requiring long-term occupancy and in addition, that 50% of the lease agreements are restricted to workforce housing.

- Requirement that each unit meets the minimum requirements of the North Carolina Building Code regarding interior space dimensions for efficiency dwellings. This portion of the current NC Building Code is provided as an attachment and incorporated into the proposed ordinance language. The applicant has indicated that the existing units within their development meet this requirement.

- A requirement that any existing hotel development transitioning to long-term rental adhere to the current NC Fire Prevention Code Requirements. Note that while a new hotel or multi- family development would be required to install a sprinkler system the conversion of an existing non-sprinklered hotel/motel to a multi-family development would not necessitate the installation of a sprinkler system.

- Consider requiring this new use be parked using the same parking standard as single-family, two-family, and multi-family dwelling units at the number of bedrooms minus two, with a minimum of two (2) spaces per dwelling unit. While the applicant would prefer a reduced parking standard, they have agreed to this requirement noting that they will document and/or keep parking analysis should a request for a reduction be made in the future.

- Requirement that would prohibit utility meters of any type for individual units and require that this proposed new use operates under a single, unified rental management operation. Similar language is found within the supplemental regulations for cottage courts and is intended to discourage circumventing the subdivision ordinance and creating condominium ownership of the individual dwelling units. The applicant concurs with this requirement.

- While discussing this item, both the Planning Board and staff have expressed concern about the amount of space available for the storage of long-term tenants' belongings. To address this concern, a condition has been proposed that would require all storage to be located indoors or in an approved location that is not visible from public rights-of-way or neighboring properties.

- Language that would allow a hotel operator to transition from the long-term rental of units back to the prior transient hotel use via an administrative review provided that no alternations had been made to the site or to the structure and units themselves that would result in an increase in the degree of nonconformity.

'Through the discussions there were several concerns mentioned that should be noted as part of this request. Planning Board members were generally concerned that, should this amendment be adopted, it would conflict with various aspects of the recently drafted amendments for multi-family development.

'The primary differences are briefly outlined below:

➢ Minimum site requirements and dimensional standards such as lot width, lot area, setbacks, open space requirements, lot coverage and architectural design may not be met.

➢ Density allowances would be affected. For instance, Owens Motor Court at 7122 S. Virginia Dare Trail is 68,000 square feet in area. Under the Large Multi-Family standards, this site would accommodate approximately 12 units. The applicant noted that 29 units exist.

- The proposed minimum unit size in the draft multi-family amendments is 800 square feet, we are discussing a minimum 220 square feet for this proposed new use.

'Concerns were raised about lighting and how this proposed new use, if adopted, may be regulated. Hotels are considered to have a medium level of activity. This means that parking lot lighting associated with a hotel cannot exceed 7.0 footcandles and shall be a minimum of 0.5 footcandles. Acknowledging that in many ways, this proposed new use is most like a multi-family use, it is considered to have a low level of activity. This means that parking lot lighting associated with multi- family use cannot exceed 3.0 footcandles and shall be a minimum a 0.2 footcandles. All parking lot lighting fixtures must be cutoff fixtures and the maximum maintained horizontal footcandle level at any point on a common property line of improved residential property shall not exceed 1.5 footcandles.

'Keeping in mind that this new use category would be applicable to a handful of existing hotel properties, staff has not proposed nor has the Planning Board recommended any changes to the lighting standards applicable to this new use category.

'Concerns were raised about these units operating as Single Resident Occupancies. Single Resident Occupancies (SROs) are a type of housing arrangement where each individual or household occupies a single room within a larger building. These rooms typically serve as both living and sleeping spaces and may include a private or shared bathroom and kitchen facilities. In review of SRO's, they are often utilized in urban areas to provide affordable housing options, especially for individuals with limited incomes. SRO's are a subject of discussion in urban planning and housing policy debates as they play a role in addressing housing needs of vulnerable populations, but they also raise concerns about living conditions and tenant rights. Staff would submit there are aspects of this proposed new use that resemble the characteristics of SRO's such as individual compact rooms or small living spaces, providing basic amenities designed to meet essential housing needs in a more affordable and space-efficient manner. Ensuring that this proposed housing arrangement, or any housing arrangement for that matter, maintains quality living conditions is of upmost importance.

'Potential ways to address this is to provide clear zoning regulations to ensure that it meets the needs of families and individuals by providing adequate living spaces, bedrooms, common areas and amenities to promote family friendly environments and to closely monitor and enforce any established use regulations.

'POLICY CONSIDERATIONS
The 2017 Comprehensive Land Use Plan provides the policies and actions which would guide the Town's zoning and development actions. Due to the nature of this request, there are numerous pertinent policies that have been provided in separate attachment for the Board of Commissioners' consideration.

"STAFF RECOMMENDATION
While there are several unknowns associated with this request as this is a use that we have never contemplated within the town, staff finds that the proposed use is consistent with the 2017 Comprehensive Land Use Plan with the incorporation of the recommended supplemental regulations.

'PLANNING BOARD RECOMMENDATION
At their March 19, 2024 meeting the Planning Board voted 5-1 to recommend adoption of the proposed text amendment as presented. While the majority of Planning Board members are supportive of the proposed text amendment noting that it has potential to provide for workforce housing opportunities, they are also concerned about the inconsistencies with the proposed multi- family dwelling development ordinance currently under consideration.

'If the Board of Commissioners is inclined to adopt this proposed text amendment, please reference Appendix A for the Statement of Consistency with the Towns adopted Comprehensive Land Use Plan requirements."

John DeLucia, Albemarle & Associates, spoke on behalf of the applicant; Mr. Golasa recently purchased and renovated the Owens Court hotel/motel; re: the 50% regulation, Mr. Golasa has a list of 75 people waiting for housing; this allows them some flexibility for retirees, etc; the intention was to provide long-term housing for local folks; if workforce housing ends up being provided elsewhere, then it would be converted back to a hotel full-time.

Bob Muller, Nags Head resident; he doesn't oppose this ordinance but wants to make sure the Town takes note that it has no mechanism in place to enforce the housing requirements; the Town needs to look at finding a mechanism or organization that can make sure these units are being rented as intended; the applicant intends to do that but there are other businesses/buildings that could be converted to this use and others may not be as diligent as Mr. Golasa may be; a rental agreement doesn't mean that the applicant didn't lie; it's difficult to enforce a limited set of uses.

There being no one else present who wished to speak, Attorney Leidy closed the Public Hearing at 9:34 a.m.

Town Manager Garman stated that staff can enforce the regulations with the normal zoning procedures the Town has in place; Attorney Leidy said that this would likely be complaint-driven as to whether tenants and the owner are in compliance – which he feels would be difficult but not impossible. Town Manager Garman also spoke of internal procedures which could be created outside of the ordinance.

Mayor Cahoon understands the concern about 50% of the units being used for workforce housing; he would like to see the Town try it as it does make a move toward providing some workforce housing.

Other Board members agreed but did mention concern about enforcement; Comr. Lambert suggested an annual audit or a semi-annual audit.

Mayor Cahoon suggested a change to the ordinance where an audit can be required once per year and requested at other times if needed.

Applicant Leo Golasa stated that he has a list of applicants that are all interested in workforce housing – more than enough for annual leases.

Mayor Pro Tem Siers expressed his concern that other property owners may not be as diligent and the amendment would apply to more than just Mr. Golasa's property.

MOTION: Mayor Cahoon made a motion to adopt the ordinance with the additional verbiage providing for an audit to take place not less than annually and which can also be requested by the Town at any time for cause. The motion was seconded by Mayor Pro Tem Siers which passed unanimously.

The ordinance, as adopted, is attached to and made a part of these minutes as shown in Addendum "F".

REPORTS AND RECOMMENDATIONS FROM THE PLANNING BOARD AND THE PLANNING AND DEVELOPMENT DIRECTOR

Update from Planning Director

Planning Director Kelly Wyatt summarized her report which read in part as follows:

"This memo provides an overview of selected Planning and Development Department activities, projects, and initiatives. If requested, Staff will be prepared to discuss any of this information in detail at the Board of Commissioners meeting on April 3, 2024.

'Monthly Activity Report
Attached for the Board's review is the *Planning and Development Monthly Report for February 2024. In* addition to permitting, inspections, code enforcement, and Todd D. Krafft Septic Health Initiative activities, Staff was involved in the following meetings or activities of note during the month:

- Tuesday, March 5th - Technical Review Committee Meeting
- Wednesday, March 6th - Board of Commissioners Meeting
- Saturday, March 9th – Winter Market at Dowdy Park from 9am – noon
- March 11th – 15th – Joe Costello at NFIP Training
- Wednesday, March 13th – Committee for Arts and Culture Meeting
- Thursday, March 14th – Board of Adjustment Meeting (no hearings)
- Thursday, March 14th – CAMA Land Use Planning Webinar
- Tuesday, March 19th – Planning Board Meeting
- Wednesday, March 20th – Board of Commissioners mid-month meeting (if needed)
- Thursday, March 27th – Living Shoreline Meeting

'Planning Board - Pending Applications and Discussions

'The Planning Board's most recent meeting was held on Tuesday, March 19, 2024, and included the following:

- Consideration of text amendments that if adopted would allow the long-term rental of units within existing hotels and motels. The Planning Board voted 5-1 to recommend adoption of the proposed amendments as presented.

- Consideration of a text amendment submitted by Jordan Harrell of Jernigan Oil Company, Inc. to allow the use of digital LED price signage at gas stations. The Planning Board voted 5-1 to recommend adoption of the proposed amendment as presented. Staff is working with the Town Attorney to ensure these proposed amendments are consistent with recent content neutral sign regulations.

- Discussion and initiation of text amendment related to the installation of netting as a barrier to prevent golf balls from leaving the boundaries of Nags Head Golf Links golf course and causing damage to private property.

- Discussion of text amendment to prohibit driving over and/or parking on septic systems when adjacent to driveways, drive aisles, and parking areas. Planning Board members concurred that staff should explore drafting language that minimizes the impact on properties that would be unnecessarily affected by the new regulations.

'The Planning Board's next meeting is scheduled for Tuesday, April 16th, 2024. Currently, the agenda is expected to include consideration of revised ordinance language prohibiting driving and/or parking on septic systems adjacent to driveways, drive aisles, and parking areas.

'Board of Adjustment – Recent and Pending Applications
There were no items for the Board of Adjustments consideration in March 2024.

'Additional Updates

- DWMP/Septic Health Advisory Committee – The Septic Health Advisory Committee's next quarterly meeting will be scheduled for late April 2024. Prior to the meeting, staff will collaborate with the committee to develop another version of the draft ordinance aimed at prohibiting driving over and/or parking in septic areas. In response to concerns about the potential impact of the previously proposed amendment on property owners who do not currently face issues with parking on their septic areas, staff is preparing an alternative option for consideration. This alternative ordinance will explicitly prohibit driving over and/or parking in septic areas. If a violation is observed, a Notice of Violation will be issued, and the installation of a physical barrier may be required to prevent future violations. This approach seeks to address parking on septic systems through a formal violation of the Unified Development Ordinance with a clear remedy, rather than the more proactive but potentially overreaching language of the current draft.

- Estuarine Shoreline Management Plan – Town staff continues to focus on applying for the necessary grants to continue the implementation of the Estuarine Shoreline Management Plan. Currently, staff are preparing a pre-proposal for a grant from the National Fish and Wildlife Foundation's National Coastal Resilience Fund. This grant is for the design phase of the Villa Dunes and Soundside Road pilot sites. Should we be invited to submit a full proposal, the deadline for submission will be July 2, 2024.

- Electric Vehicle Action Plan – As we proceed with the purchase and installation of two Level 2 EV Chargers, we have discovered that the underground geothermal system for Town Hall is situated near the intended location for the chargers. We are currently examining the geothermal plans and will provide an update on the next steps at your May 2024 meeting.

- Sand Relocation and Dune Management Cost Share Program – As of March 28, 2024, the entire $320,000 allocated to the Dune Management Cost Share Program has been distributed among 107 applicants. Staff has proposed that additional funding be allocated to this program (see Item E-7). We have also received 235 Sand Relocation Applications, with 230 approved and authorization letters issued. The sand relocation program allows for sand to be moved until April 30th. Staff plans to stop accepting new applications for sand relocation around April 15th to begin doing final inspections and closing them out.

- Public Beach and Coastal Waterfront Access Grant Program – Staff are working on the pre-application for this Public Beach and Waterfront Access Grant through the Division of Coastal Management (DCM) for renovations to the June Street Beach Access. The pre-application is due April 15, 2024.

- Permitting Update 2nd Quarter – See below the total number of permits accepted and the average turnaround time. These numbers do not include trade permits.

2023	Total Permits	Avg Turnaround/days
October	75	4.0
November	63	3.0
December	45	2.2

- Dowdy Park Events/Farmers Market/Holiday Markets/Art & Culture – Vendor applications for the 2024 Dowdy Park Farmers Market were open from March 26th to March 28th. Due to various constraints, we were only able to accept approximately ten new vendors this season, in addition to welcoming back our returning vendors. We received over 50 applications, which the Committee for Art and Culture will review and make selections from at their April 10th meeting. Event Coordinator Paige Griffin has finalized the lineup for the upcoming 2024 Summer Concert Series, with an announcement and poster distribution throughout the town coming soon. Paige is also finalizing the schedule for this season's Family Fun Nights. The final Winter Market of the season will be held on Saturday, April 13, 2024, from 9 am to noon at Dowdy Park.

'Upcoming Meetings and Other Dates

- Tuesday, April 2nd - Technical Review Committee Meeting
- Wednesday, April 3rd - Board of Commissioners Meeting
- Wednesday, April 10th – Committee for Art and Culture Meeting
- Thursday, April 11th – Board of Adjustment Meeting (no hearings)
- Saturday, April 13th – Winter Market at Dowdy Park from 9am – noon
- Monday, April 15th – June Street CAMA Grant Pre-Application Due
- Monday, April 15th – Multi-Family Working Group Meeting
- Tuesday, April 16th – Planning Board Meeting
- Wednesday, April 17th – Board of Commissioners mid-month meeting (if needed)
- Wednesday, April 24th – CRS 2024 Cycle Verification Meeting (in-person)"

Comr. Brinkley questioned the action plan for the Electric Vehicle chargers; Ms. Wyatt explained that they are looking at an additional two parking spaces at Town Hall with no additional funds needed.

Discussion of potential Accessory Dwelling Unit ordinance per Strategic Plan

Planning Director Kelly Wyatt summarized the agenda summary sheet re: the Accessory Dwelling Unit ordinance which read in part as follows:

"In November 2023, during their retreat, the Board of Commissioners directed planning staff to explore the development of an Accessory Dwelling Units (ADU) ordinance, incorporating a range of optional provisions and regulatory standards to determine whether this type of use could be supported by the community under certain circumstances. This is Action Item #2.2 under the Development Goals within the most recently adopted version of the Board's Strategic Plan. This menu of options for consideration would cover various aspects, including permitted zoning districts, geographic areas, minimum lot size requirements, maximum unit size limitations, height restrictions, deed restrictions, and parking considerations.

'The Planning Department previously conducted research, prepared, and presented a draft ADU ordinance to the Board of Commissioners in September 2019, which was not adopted at that time. The previous ordinance is included as an attachment. The recent discussion surrounding ADU's related to whether they could serve to provide workforce or long-term housing, most likely incorporating deed restrictions. Staff will provide a brief presentation on ADUs at the Board's April meeting with the goal of creating discussion and seeking direction from the Board on how to proceed with this initiative."

Mayor Cahoon questioned if the other localities mentioned have a history of complaints and did they have to take any enforcement actions? He also asked Attorney Leidy to review the Greensboro short-term rental ordinance and restrictions.

Comr. Lambert said her biggest concern is that the unit not be used for vacation rentals.

Mayor Pro Tem Siers said that he is interested in discussing the nonconforming illegal ADU's the Town currently has. He also noted that the Dare County Housing Task Force has had no discussion on ADU's yet.

Mayor Cahoon suggested polling current ADU property owners to see if they have had any issues.

Comr. Brinkley stated his interest in incentivizing for long-term rentals; he also agreed with Mayor Pro Tem Siers' comments about obtaining information about the existing ADU's in Town.

Comr. Sanders agreed with the points brought up by other Board members and said that a lot of localities are not going to be able to check the boxes required for lot coverage and septic systems.

It was Board consensus that additional research by staff be done re: the following:

1 – Survey what is out there re: existing nonconforming ADU's
2 – Question existing ADU owners and what, if any, issues they have had
3 – Review available lots in terms of where they are, what size, and how many there are
3 – How to incentivize property owners to go from short-term to long-term rentals
4 – Enforcement history from other towns that have these units in effect now

Consideration of appointment to Hazard Mitigation Plan Update Committee

Planning Director Kelly Wyatt summarized the agenda summary sheet which read in part as follows:

"In 2019, Dare County, Currituck County, and the towns of Manteo, Nags Head, Kitty Hawk, Kill Devil Hills, Southern Shores, and Duck collaborated to update their Hazard Mitigation Plan, an effort known as the Outer Banks Regional Hazard Mitigation Plan. This plan was adopted by the Board of Commissioners on July 1, 2020. Dare County Emergency Management is preparing for the update of this plan and, as was done in the 2019 process, is requesting that in addition to town staff, that the town appoint two citizen representatives to participate in the update effort. For Nags Head, the team will include Deputy Fire Chief Shane Hite, Director of Planning and Development Kelly Wyatt, Deputy Director of Planning and Development Joe Costello, Code Enforcement Officer Ed Snyder, and two citizen representatives. Megan Lambert and Meade Gwinn served as the citizen representatives for the 2019/2020 planning process. Staff is requesting the Board of Commissioners reappoint Megan Lambert and consider appointing Planning Board member David Thompson to the committee for the upcoming Hazard Mitigation Plan Update. While Meade Gwinn has indicated his inability to participate in the update, Mr. Thompson has expressed his availability and interest in joining the effort."

MOTION: Comr. Brinkley made a motion to appoint Comr. Megan Lambert and Planning Board member David Thompson to the Hazard Mitigation Plan Update Committee formed with representatives from Dare and Currituck counties as well as local municipalities. The motion was seconded by Mayor Pro Tem Siers which passed unanimously.

NEW BUSINESS

Committee Reports

Comr. Brinkley – the Septic Health Advisory Committee meeting is coming up in mid-April; Jennette's Pier update concerning wind turbines was forwarded to Board members; and the first Town Multi-Family Ordinance Working Group meeting took place on March 25th with the next meeting scheduled for April 15th.

Mayor Pro Tem Siers – he attended the March 21st Dare County Tourism Board meeting; Manager Garman attended the Dare County Housing Task Force meeting last month and will be reporting on that meeting on today's agenda.

Comr. Lambert – the next Government Education Access Channel Committee meeting will take place at the end of this month.

Mayor Cahoon – It was Board consensus that the Mayor send a letter to the NC Rules Commission on behalf of the Board re: Jockey's Ridge and the regulation concerning the area of environmental concern (AEC). Mayor Cahoon also encouraged comments from the public to be forwarded to the Commission prior to their meeting on Monday, April 8, 2024. He reported that the next meeting of the Coastal Resources Commission (CRC) is in Dare County on April 24-25 if anyone is interested in attending.

Consideration of amendment to Traffic Control Map re: Oneto Lane and Gallery Row

The agenda summary sheet read in part as follows:

"Please find attached a memo from Police Chief Perry Hale requesting to amend the Traffic Control Map to designate Oneto Lane and E Gallery Row as "No Parking Between Signs - Tow Away Zone". Town sanitation trucks have difficulty negotiating Oneto lane to pick up trash carts due to vehicles parking on both sides of the street. In addition, residents would prefer to maintain curbside sanitation collection in that area.

'The "No Parking Between Signs – Tow Away Zone" designation is also requested for Gallery Row to allow sanitation trucks to navigate the route.

'Attached please find a memo from Police Chief Hale, a map depicting the area as well as an ordinance amending the Traffic Control Map for Board review and consideration on April 3rd."

Police Chief Hale summarized his memo which read in part as follows:

"East Gallery Row and Oneto Lane have become congested over the past few years with the number of vehicles arriving at each residence and visitors have been parking along the right of way and street on both Oneto Lane and E. Gallery Row. This in return has caused issues with the town's trash trucks having access to the carts located at each property. A solution for a centralized dumpster was put in place earlier this year but was not popular with property owners. For the town to operate the trash trucks in this area, I am recommending both streets be deemed "No Parking Between Signs" / "Tow Away Zone" on both sides of Oneto Lane and "No Parking Between Signs / Tow Away Zone" on E. Gallery Row from NC12 to Oneto Lane.

'I will be available at the Board meeting to respond to questions or comments."

MOTION: Comr. Brinkley made a motion to adopt the ordinance amending the Traffic Control Map re: *No Parking Between Signs – Tow Away Zone* on Oneto Lane and Gallery Row as presented. The motion was seconded by Mayor Pro Tem Siers which passed unanimously.

The ordinance, as adopted, is attached to and made a part of these minutes as shown in Addendum "G".

ITEMS REFERRED TO AND PRESENTATIONS FROM TOWN ATTORNEY

Mayor Cahoon confirmed with Attorney Leidy that the status of the lawsuit with the State re: local zoning regulations and affordable housing will be discussed in Closed Session.

ITEMS REFERRED TO AND PRESENTATIONS FROM TOWN MANAGER

Town Manager Garman - Update on Public Services Facility

Town Engineer David Ryan provided the following update on the new Public Services Facility construction:

- Final site work is in progress in the Administration Building – Both the Administration and the Water Distribution buildings have been energized.

- Strong progress has been made in the last month on the Sanitation and Vehicle Storage buildings

- Occupation of the Admin Building is being targeted for the last week of April 2024 to be followed by the Water Distribution Building in the first couple of weeks of May 2024.

In response to a question from Mayor Cahoon, Engineer Ryan said that there will probably be a couple of weeks lag time after the Admin Building is occupied before the bulk/brush yard opens up.

Town Manager Garman - Discussion of proposed modifications to brush/bulk yard operations

Town Manager Garman provided the following update concerning the brush/bulk yard operations:

- Office space will be provided for the attendant to the brush/bulk yard; the yard will be easier for the public to utilize; the site will be open five days/week instead of the current three days/week, to close on Wednesdays and be open on Saturdays. In general, services will be increased for the public.

- The recycling container that was on the Public Services site and was not manned – Manager Garman stated that he would like to move it into the brush/bulk yard for more control.

Manager Garman wanted to make sure the Board and the public were aware of these planned modifications to the brush yard operations.

Town Manager Garman - Update on Dare County Housing Task Force

Town Manager Garman provided an update on the most recent meeting of the Dare County Housing Task Force: A mission statement was adopted and there is a dedicated page to this effort. There was discussion about target markets and what is trying to be accomplished; the group talked about the towns and what barriers might be in place and if legislative action is necessary. They also spoke of examples from Colorado which may

not be allowed by NC state law and how to incentivize short term into long term units. The Chair is working to provide more structure for the meetings and may be hiring a consultant to help with this very complex problem. He said that the Task Force meets every third Tuesday of the month.

MAYOR'S AGENDA

Mayor Cahoon - Consideration of NCLM Board of Directors Voting Delegate

The agenda summary sheet read in part as follows:

"Mayor Cahoon has requested appointment as the Town's Voting Delegate for the North Carolina League of Municipalities (NCLM) upcoming election for Board of Directors. Please find attached the information provided by the League for this purpose."

MOTION: Comr. Brinkley made a motion to appoint Mayor Cahoon to represent the Town as NCLM Board of Directors Voting Delegate. The motion was seconded by Mayor Pro Tem Siers which passed unanimously.

BOARD OF COMMISSIONERS AGENDA

Comr. Brinkley – Buxton beach contamination

Comr. Brinkley asked if it was appropriate for the Town to write a letter calling on the federal government to take action in the ongoing Buxton beach and water contamination issue. Contamination has occurred in the area of Buxton's Old Lighthouse Beach at the site of the former Navy and Coast Guard Station. Mayor Cahoon agreed with Comr. Brinkley and it was Board consensus that a letter be prepared on behalf of the Board to this effect. Mayor Cahoon noted that he sent an email on his own after first reading the report.

Comr. Brinkley – Red light running issue

Comr. Brinkley said that he appreciates former Mayor Muller speaking today concerning the red light running issue. He appreciates the Police Department's strong enforcement of the law/violators and he thanked the Police Dept Administrative Assistant for providing information concerning this issue on social media. He also noted that unless things have changed since he was a member of law enforcement, in Administrative Court/Traffic Court proceedings, officers would be unable to obtain a reduction or alter a District Attorney ruling.

Mayor Cahoon - Request for nominations for Lightkeeper/Nags Header Awards

Mayor Cahoon requested and encouraged nominations for both the Town's Lightkeeper (honoring those that are living) and Nags Header (honoring those who have passed) Awards – due to the Town Clerk by May 1st. Application forms can be found on the Town's web site and in the Town's offices.

Mayor Cahoon – No anticipated need for an April mid-month meeting

Mayor Cahoon stated that he does not anticipate a need for an April mid-month meeting.

CLOSED SESSION

MOTION: Comr. Brinkley made a motion to enter Closed Session to discuss an honorarium in accordance with GS 143-318.11(a)(2); to consult with the Town Attorney re: pending State litigation under attorney/client privilege and to preserve that privilege in accordance with GS 143-318.11(a)(3); and to discuss the possible acquisition of property located at 4222 S Croatan Highway in accordance with GS 143-318.11(a)(5). The motion was seconded by Mayor Pro Tem Siers which passed unanimously. The time was 10:40 a.m.

OPEN SESSION

The Board re-entered Open Session at 11:26 a.m. Attorney Leidy noted that the Board did discuss what it went into Closed Session to discuss but no actions were taken.

ADJOURNMENT

MOTION: Mayor Pro Tem Siers made a motion to adjourn to the FY 24/25 Budget Workshop. The motion was seconded by Comr. Sanders which passed unanimously. The time was 11:27 a.m.

_____
Carolyn F. Morris, Town Clerk

Date Approved: _____

Mayor: _____
Benjamin Cahoon

DRAFT MINUTES
TOWN OF NAGS HEAD
BOARD OF COMMISSIONERS
BUDGET WORKSHOP
WEDNESDAY, APRIL 3, 2024

The Nags Head Board of Commissioners met in the Board Room located at 5401 S Croatan Highway, Nags Head, North Carolina on Wednesday, April 3, 2024 for a FY 24/25 Budget Workshop that followed the Regular Meeting.

Board members Present:	Mayor Ben Cahoon; Mayor Pro Tem Michael Siers; Comr. Kevin Brinkley; Comr. Bob Sanders; and Comr. Megan Lambert
Board members Absent:	None
Others present:	Town Manager Andy Garman; Amy Miller; Kelly Wyatt; Joe Costello; David Ryan; Nancy Carawan; Brittany Phillips; Andrew Carter of DEC Associates via Zoom; and Town Clerk Carolyn F. Morris

CALL TO ORDER
The Budget Workshop was called to order at 11:28 a.m.

BEACH NOURISHMENT
Town Manager Garman opened the Budget Workshop with a Beach Nourishment discussion – Andrew Carter with DEC Associates provided the Board with an overview of the Town's financial model for Beach Nourishment projects and discussed considerations for future projects.

Andrew Carter, DEC Associates, summarized his Beach Nourishment project financing slides which are attached to and made a part of these minutes as shown in Addendum "A". Some highlights include:

Agenda
- History of Shoreline Protection in Nags Head
- Dare County involvement
- Projects completed since 2011 and the "Master Plan"
- Current funding of Shoreline Protection Financial Plan
- Looking ahead – 2027 projected project

Origins of Shoreline Protection
- Town identified potential need for a shoreline protection project in 2009
- Dare County involvement
- Two cents from Occupancy Tax collected by Dare County dedicated (by law) to be used for shoreline protection projects – for projects throughout the County

Each town to raise same equivalent revenues to dedicate to projects ($7.82 cents)
Nags Head, Kitty Hawk, Kill Devil Hills, Southern Shores, and Duck all raise this equivalent revenue
2011 Initial Shoreline Protection project
2019 Renourishment project
"Master Plan" being developed to look at more long-term planning

Current Funding Plan

Town continues to raise $7.82 cents equivalent revenue

Looking Ahead – 2027 Projected Project

Current estimates put the project at approximately $38,200,000
Similar hydraulic fill amounts as 2018 project (amt of sand needed)
Engineering continues to study amt of sand needed
Part of "Master Plan" that looks at this project and projects into the future based on current sand movements and projected need
Studies conducted at regular intervals to provide good data
Projects have tended to last longer than originally projects – a positive!
Continuing to look at costs and funding sources
Town funding being leveraged through cash and borrowed sources
May need adjustment in FY28 as project costs get defined
Further discussions with the County on their amount of support of the project

Mr. Carter commended the Town for taking the lead on beach nourishment.

Mayor Cahoon thanked him for his encouragement of "Staying the Course".

RECESS / RECONVENE

The Board recessed for lunch at 11:55 a.m. and reconvened at 1:02 p.m.

CAPITAL IMPROVEMENT PROGRAM (CIP) WORKSHOP

Town Manager Garman conducted the CIP Workshop with Board members and asked for their questions/input.

Ocean Rescue Housing at Outer Banks Medical Center

Would overlap with the Community Care Clinic about four months of the year – beneficial for the public to know this as well. Town Manager Garman said staff continues to research modular housing – more research to be done on this. Mayor asked if the CCC could provide an annual report to the Town.

Town Hall Campus Master Plan (Fitness Center)

Plans to do something next year with the Fitness Center assuming we have until 2025 with the current building.

Software as a Service migration (SAAS) – Tyler Technologies

Dep Town Manager/Finance Office Amy Miller explained that in 2017 we went with Tyler; most now host software in the cloud.
A cyber security grant has been applied for; staff is trying to plant the feed for what is coming down the line which is not hosting on physical servers to look into what exactly our IT infrastructure will look like in the future.

Performance Management Software

The Board spoke positively of this employee evaluation software.

Harvey Sound Access/Soundside Event Site living shoreline project
Assuming the Town receives grants applied for – in the waiting mode right now.

Whalebone Park
Enhancements are to be constructed in a couple of years after completion of a parks and rec plan update.

Public Services Administration
Pedestrian Plan moved up to FY 2025 and Windjammer in Northridge moved back to the first intersection.

Beach Road Multi-use Path maintenance
Asphalt portion of the path which starts at Lakeside - From Lakeside to Epstein
Next year would be Epstein and one mile north – in one-mile increments each year
The northern-most section of Town is the most difficult section
Also there are some concerns once in the Historic District from an ADA standpoint

Beach Accesses Holden and Juncos – FY 2025
Juncos parking lot paving to be combined with the S Nags Head drainage project in the Fall of 2024

Police Dept - Message Board
Another one is needed

Public Services Dept - Replacement Sanitation truck and additional Knuckle Boom truck
Public Services Director Carawan summarized the request to keep truck for brush yard use

Planning - Streets, Stormwater, and Water
David Ryan brought up and reviewed with Board members the annotated project map provided in the CIP package. It describes proposed roadway resurfacing, watermain replacement/install, stormwater projects, dune walkover replacements, and multi-use path repair from FY 24/25 through FY 28/29.

Police Dept - Traffic Light alternative power
Will help when traffic lights go out during a storm event
Police Chief Hale presented – two generators have been acquired – now he can power any traffic light as necessary – pricing includes equipment and wiring; system will have twist lock generator switches; it was consensus that that it is a good price for what is included.

Police Dept – Pedestrian Light at the Event Site
Police Chief Hale presented – in conjunction with the Outer Banks Visitors Bureau and the NC Dept of Transportation; Mayor Cahoon said that getting officers out of the middle of the road in heavy traffic would be great.

Fire Dept – Replacement Fire Pumper
Town Manager Garman reported that it now takes three – four years for the building of a new fire pumper; needs to be ordered earlier in the process. Board members spoke in favor of the request.

Liquid Chlorine Conversion at Gull Street
Public Services Director Carawan presented; this was put in the Master Plan in 2018.
This project replaces the existing gas chlorine feed system with a liquid sodium hypochlorite feed system.

New AMI Water Meters
Some are already in place on a test basis.
Meeting next week to discuss installation in all areas; Dep Town Clerk Phillips provided some additional information on the new water meters – FAQ's will be prepared.

STAFFING REQUESTS
Town Manager Garman reported that two departments are requesting staff in FY 2024/2025. The Public Services Department is requesting an additional Sanitation Equipment Operator. The Fire Department is requesting additional staff as part of the recent Fire Staffing Working Group presentation.

Public Services Dept – Request for one position
Public Services Director Nancy Carawan said that she is requesting one additional Sanitation Equipment Operator. There is increased service for the brush yard, another driver as backup to run the routes through the Town is needed; and from Jun to Sep a driver for picking up extra bags of trash and utilizing the dumpster is needed. She provided the following figures:

In 2009 – we collected 8,500 tons of trash and we had 11 full-time employees
In 2019 – we collected 8,800 tons of trash with 10 drivers
In 2024 – we pick up 9,240 tons of trash with 9 drivers – we are doing a lot more with less people – the sanitation crew are very dedicated and proud of the work they do. Compared to last year's budget, this would be a new position. Board members praised the sanitation staff for the great work they do.

Fire Dept – Request for three positions
Fire staff requested three positions in their Fire Staffing Working Group presentation at a recent Board of Commissioners meeting.

Manager Garman said that the budget he presents at the May 1st meeting will include a recommendation on the staffing requests. Some of the requests will be bound by the Town's financial capacity.

Town Manager Garman - Next Step
Town Manager Garman explained that the next step in the budget process is his presentation of the proposed budget to the Board at the May 1st Board of Commissioners meeting.

ADJOURNMENT
Mayor Cahoon thanked staff for all the work done on the budget; he spoke highly of the budget process which he feels is well done and he appreciates that it starts early in the year.

The Board adjourned at 2:15 p.m.

_____
Carolyn F. Morris, Town Clerk

Date Approved: _____

Mayor: _____
Benjamin Cahoon

Agenda Item Summary Sheet

Item No: **E-4**
Meeting Date: **May 1, 2024**

Item Title: Consideration of modification to Consolidated Fee Schedule

Item Summary:

At the May 1st Board of Commissioners meeting, request Board consideration of the following changes to the Consolidated Fee Schedule:

Police Department
Chief Perry Hale is requesting consideration of modification to the *Towing of Automobiles, vans, pick-ups trucks, motorcycles* portion of the Consolidated Fee Schedule. Due to the increased cost of insurance and operational supplies in the industry, it is realized an increase in the fee is necessary. This increase will bring the Town of Nags Head in line with other agencies in the Troop A-1 area who have already approved the increase. Police Chief Hale's memo with additional details is attached.

Town Manager
Manager Garman is requesting consideration of modification to the *Public Services: Miscellaneous* portion of the Consolidated Fee Schedule. He would like to add "Keep Off the Dunes" signs for purchase; residents/property owners have requested the signage to assist with trespassers.

Attached please find the applicable pages from the Consolidated Fee Schedule.

Number of Attachments: 2

Specific Action Requested:
The police department is requesting to modify the consolidated fee schedule, entitled "Towing of Automobiles, vans, pick-ups trucks, motorcycles". The Town Manager is requesting to add "Keep Off the Dunes" signs for purchase to the consolidated fee schedule.

Submitted By: Police Department – Town Manager Date: April 26, 2024

Finance Officer Comment:
Fiscal impact includes the requested increase of $25 – for a total fee of $300 for a Collison Tow and adding "Keep Off the Dunes" signs for a purchase price of $30 + tax.

Signature: Amy Miller Date: April 26, 2024

Town Attorney Comment:

N/A

Signature: John Leidy Date: April 26, 2024

Town Manager Comment and/or Recommendation:

I concur with staff's request.

Signature: Andy Garman Date: April 26, 2024

Nags Head Police Department
5401 S. Croatan Hwy.
Post Office Box 99
Nags Head, North Carolina 27959
Telephone (252) 441-6386
Fax (252) 441-7335
www.nagsheadnc.gov
Service – Professionalism – Integrity – Strength

Perry Hale
Chief of Police

Chris Montgomery
Deputy Chief of Police

MEMORANDUM

TO: Andy Garman, Town Manager

FROM: P. Hale, Chief of Police

DATE: April 5, 2024

RE: Recommended Consolidated Fee Schedule Modification

The police department is requesting to change the consolidated fee schedule, entitled "Towing of Automobiles, vans, pick-up trucks, motorcycles, etc.". We currently allow four wrecker companies to be listed on the Police Department's rotation list which was adopted under the Town's administrative "Towing Policy". After having an inquiry from one of the allowed companies, I reached out to review the North Carolina Highway Patrol's towing list for Troop A-1 which includes Dare County and spoke with other agencies who also follow the NCHP list for their towing requirements. It was learned these agencies have already agreed to the requested increase.

The department met with area wrecker companies that are listed on the department's rotation list and is requesting an increase to the fee schedule for wrecker services due to operational cost. It was learned that the cost of insurance and operational supplies has increased in this industry and therefore they are requesting a $25.00 increase to the $275.00 fee in place which would bring the new fee total to $300.00. The afterhours fee will increase by no more than 10% from the listed price for a Collison Tow. This fee was last increased by the Board in January 2023 due to fuel and other related costs.

I will be available at the Board meeting to respond to questions or comments.

Police Department (cont.)

Towing of automobiles, vans, pick-up trucks, motorcycles	~~$275~~ $300 (during business hours) + 10% (after-hours)
Responding to tow request where no hook-up is rendered	½ the corresponding rate above
Storage charges until owner/operator takes possession	$50 per day
Excavation application permit	$50
Police Escort to move house/commercial building	$100 first 2 hours
	$50/hour additional hours

Public Services

Sanitation Dept.

Dumpsters		
4 yd side load		$1830 + tax
6 yd front load		$1705 + tax
8 yd front load		$2095 + tax
Trash Carts		
Trash cart		$75 + tax
Trash cart repair parts		
Lid (Toter lids only)		$30 + tax
Thru hole Town wheel system	(2 wheels, 1 rod)	$45 + tax
Wheel	Separate	$15 + tax
Rod	Separate	$15 + tax
300-gallon trash cart		$770 + tax
Rental		
Trash carts		$15 / day
4 yd side load dumpster	Minimum 1-week rental fee	$366 / week
6 yd front load dumpster	Minimum 1-week rental fee	$341 / week
8 yd front load dumpster	Minimum 1-week rental fee	$419 / week
30 yd roll-off dumpster	Minimum 1-week rental fee	$887 / week
40 yd roll-off dumpster	Minimum 1-week rental fee	$1,715 / week
Miscellaneous		
"No Trespassing" signs	two (2) styles	$30 + tax
"Keep Off the Dunes" signs		$30 + tax
Town Parks reservation	Refundable clean-up deposit	$50
Electricity at parks	Upon request	$5
Review of plans for improvements for existing streets		$200 < 250 linear ft
		$200 > 250 linear ft
		+ $50 per linear ft over 250

Agenda Item Summary Sheet

Item No: **E-5**
Meeting Date: **May 1, 2024**

Item Title: Request for Public Hearing to consider citizen comments on the Town Manager's proposed operating budget for July 1, 2024 – June 30, 2025, proposed CIP requests for FY 24/25 through FY 28/29, and updated Consolidated Fee Schedule

Item Summary:
Request that a Public Hearing be scheduled for the June 5, 2024 Board of Commissioner's meeting to consider citizen comment on the following:

- Town Manager's proposed operating budget for fiscal year July 1, 2024 – June 30, 2025,
- Proposed Capital Improvement Program (CIP) requests for FY 24/25 through FY 28/29, and
- Updated Consolidated Fee Schedule

Number of Attachments: 0

Specific Action Requested:
Schedule the Public Hearing for the June 5th Board of Commissioners meeting.

Submitted By: Administration Date: April 23, 2024

Finance Officer Comment:

N/A

Signature: Amy Miller Date: April 23, 2024

Town Attorney Comment:

N/A

Signature: John Leidy Date: April 23, 2024

Town Manager Comment and/or Recommendation:

I am pleased to present the Town Manager's Recommended budget for FY 2024/25. Thanks for all the hard work of those who prepared this budget – Amy Miller, Deputy Town Manager/Finance Officer, Brooke Norris, Deputy Finance Officer, Jan Mielke, Director of Human Resources, Roberta Thuman, Public Information Officer, staff in Administrative Services, all Department Heads, Deputies, Town Engineer, Supervisors, Office Managers, etc. I don't want to leave anyone out although I'm sure I did. This is a team effort. Also, thank you for the continued support and engagement of our Board of Commissioners!

Signature: Andy Garman Date: April 23, 2024

Agenda Item Summary Sheet

Item No: **E-6**
Meeting Date: **May 1, 2024**

Item Title: Request for Public Hearing to consider text amendments to the Unified Development Ordinance to prohibit driving or parking on septic systems

Item Summary:
At their February 20, 2024, meeting, the Planning Board reviewed and recommended adoption of a proposed amendment to the Unified Development Ordinance that would stipulate when a physical barrier must be installed to prohibit driving and parking on residential septic system areas. However, both staff and the Planning Board recognized that the original proposal would likely impose an unnecessary burden on many property owners who would not/do not have issues with parking on their septic areas. In light of this, staff developed a revised amendment that alights with septic protection goals discussed by the Septic Health Advisory Committee (SHAC), while only mandating physical barriers for properties if found to be in violation of the ordinance.

The revised amendment expressly prohibits parking on designated septic system areas. Should staff become aware of any violations, either through complaints or proactive monitoring by town staff, a Notice of Violation will be issued to the property owner, and if applicable, provided to the rental agency managing the property. This notice will require the installation of a physical barrier to prevent future infractions. Additionally, when evaluating and issuing permits for residential development where this is a potential for excessive or overflow parking, staff will recommend installation of a physical barrier at the outset.

Planning Staff and Planning Board Recommendation
At their April 16, 2024, meeting the Planning Board voted unanimously to recommend adoption of the proposed text amendment as presented.

Number of Attachments: 0

Specific Action Requested:
Schedule the Public Hearing for the Board of Commissioners June 5, 2024, Meeting.

Submitted By: Planning and Development Date: April 22, 2024

Finance Officer Comment:

N/A

Signature: Amy Miller Date: April 22, 2024

Town Attorney Comment:

N/A

Signature: John Leidy Date: April 22, 2024

Town Manager Comment and/or Recommendation:

N/A

Signature: Andy Garman Date: April 22, 2024

Agenda Item Summary Sheet

Item No: **E-7**
Meeting Date: **May 1, 2024**

Item Title: Request for Public Hearing to consider text amendments to the Unified Development Ordinance as it pertains to LED, digital displays for Fueling Stations

Item Summary:
At their meeting on March 19, 2024, the Planning Board reviewed and recommended the adoption of proposed text amendments that would permit the use of LED digital signage exclusively for displaying fuel prices, provided certain supplemental regulations are met. Following the meeting, the Town's attorney expressed concerns after reviewing the amendments, particularly in light of the Supreme Court decision in Reed v. Town of Gilbert, 576 U.S. 155 (2015). This ruling has significantly influenced how local governments regulate signage, emphasizing the need for content-neutral sign codes that do not favor one type of speech over another. Attorney Leidy noted that the Town's current prohibition on LED and digital signs is a valid content-neutral regulation of speech, as it does not differentiate based on the content of the speech. However, creating an exemption specifically for fuel price displays would likely introduce content-based discrimination, as it would allow certain messages while continuing to restrict others conveyed through LED and digital signs. Considering these concerns, staff, in consultation with the attorney and the applicant, proposed an alternative approach. The revised ordinance language would incorporate the LED digital display standards into the use regulations for fueling stations within Section 7.20 of the UDO. These standards would govern the maximum dimensions of the display, the number of character panels allowed, and the frequency of rotation.

Planning Staff and Planning Board Recommendation
The town has valid concerns about signs with rotating, flashing, moving, or alternating lights. However, it may be worth revisiting the possibility of allowing digital signs exclusively for fuel price displays. Although we cannot specify that the display area is solely for gas price digits, we have proposed a set of narrow restrictions, expecting that they will primarily be used for fuel pricing. With the recommended supplemental standards, staff believes the proposal is generally consistent with the Town's adopted Comprehensive Plan, however Policy LU-19 does state that the Town will not permit signs that are digital.

At their April 16, 2024, meeting the Planning Board voted 5-1 (1 member absent) to recommend adoption of the text amendment as proposed and requested that staff provide additional restriction on lighting levels for the digital characters. One member cast a Nay vote and stated a concern that if gas stations are allowed to have digital signs other businesses will likely follow.

Number of Attachments: 0

Specific Action Requested:
Schedule the Public Hearing for the Board of Commissioners June 5, 2024, Meeting.

Submitted By: Planning and Development Date: April 23, 2024

Finance Officer Comment:
N/A

Signature: Amy Miller Date: April 23, 2024

Town Attorney Comment:
N/A

Signature: John Leidy Date: April 23, 2024

Town Manager Comment and/or Recommendation:
N/A

Signature: Andy Garman Date: April 23, 2024

Agenda Item Summary Sheet

Item No: **F-1**
Meeting Date: **May 1, 2024**

Item Title: Update from Planning Director

Item Summary:

Please find attached a monthly update, with attachments, from Planning Director Kelly Wyatt.

Number of Attachments: 1

Specific Action Requested:

Provided for Board information and update.

Submitted By: Planning and Development Date: April 23, 2024

Finance Officer Comment:

N/A

Signature: Amy Miller Date: April 23, 2024

Town Attorney Comment:

N/A

Signature: John Leidy Date: April 23, 2024

Town Manager Comment and/or Recommendation:

I will participate in the discussion as necessary.

Signature: Andy Garman Date: April 23, 2024

MEMORANDUM
Town of Nags Head
Planning & Development Department

To: Board of Commissioners
Planning Board

From: Kelly Wyatt, Planning Director
Joe Costello, Deputy Planning Director

Date: April 26, 2024

Subject: Planning and Development Director's Report (F-1)

This memo provides an overview of selected Planning and Development Department activities, projects, and initiatives. If requested, Staff will be prepared to discuss any of this information in detail at the Board of Commissioners meeting on May 1st, 2024.

Monthly Activity Report

Attached for the Board's review is the *Planning and Development Monthly Report for March 2024. In* addition to permitting, inspections, code enforcement, and Todd D. Krafft Septic Health Initiative activities, Staff was involved in the following meetings or activities of note during the month:

- Tuesday, April 2nd - Technical Review Committee Meeting
- Wednesday, April 3rd - Board of Commissioners Meeting
- Wednesday, April 10th – Committee for Art and Culture Meeting
- Thursday, April 11th – Board of Adjustment Meeting (no hearings)
- Saturday, April 13th – Winter Market at Dowdy Park from 9am – noon
- Monday, April 15th – June Street CAMA Grant Pre-Application Due
- Monday, April 15th – Multi-Family Working Group Meeting
- Tuesday, April 16th – Planning Board Meeting
- Wednesday, April 17th – Board of Commissioners mid-month meeting (if needed)
- April 22 – 24 – Planner Chris Trembly attending E&S Local Programs Workshop
- April 22 – 25 – Enviro Planner Conner Twiddy attending Onsite Wastewater Operator Training
- Wednesday, April 24th – CRS 2024 Cycle Verification Meeting (in-person) *Postponed.*
- Monday, April 29th – Multi-Family Working Group Meeting

Planning Board - Pending Applications and Discussions

The Planning Board's most recent meeting was held on Tuesday, April 16, 2024, and included the following:

- Consideration of text amendments submitted by Jordan Harrell of Jernigan Oil Company, Inc. to allow the use of LED, digital displays for Fueling Stations. Staff revised the ordinance in light of concerns raised by the Town Attorney related to content neutrality. The Planning Board voted 5-1 to recommend adoption of the proposed amendments as presented and requested additional feedback on light measurements for LED, digital characters.
- Consideration of text amendments prohibiting driving or parking on residential septic system areas. The Planning Board voted unanimously to recommend adoption of the proposed

amendments as presented.

- Staff provided the Planning Board with an update on previous discussions related to a request to install netting along a residential property boundary as a barrier to prevent golf balls from leaving the boundaries of the golf course and causing damage to private property. Staff spoke with Mr. John Hammond, Fish and Wildlife Biologist with US Fish and Wildlife who generally expressed concern with impacts netting may have on bird flight patterns but noted that a thick netting with a tight weave should make the net visible and conspicuous to birds and would have limited impact with proper precautions. Staff will work with the property to obtain a resolution within our existing code allowances.

The Planning Board's next meeting is scheduled for Tuesday, May 21st, 2024. Currently, the agenda is expected to include a Site Plan Amendment (3rd Submittal) for Inn at Whalebone, 87-unit Hotel on Lakeside Street for major deviations to the site plan as well as a request to consider amending or eliminating a condition imposed on the previous Site Plan Approval as it pertains to the expansion of W. Lakeside Street.

Board of Adjustment – Recent and Pending Applications

There were no items for the Board of Adjustments consideration in April 2024.

Additional Updates

- **DWMP/Septic Health Advisory Committee** – The Septic Health Advisory Committee met on April 17th, 2024 and discussed several items including the revised proposed ordinance amendment prohibiting parking on septic system areas and staff efforts in the coming year to carry out the recommendations of the Updated DWMP such as using GPS to map the location of septic systems within the Town and creating tool to analyze all of the water quality sampling and ground water level information to help aid in outreach and education. Staff also updated committee members on the Septic Health Initiatives' performance so far this fiscal year with 6 loans being issued, 90 septic tank inspections completed and 98 water credits awarded.

- **Estuarine Shoreline Management Plan** – Town staff continues to focus on applying for the necessary grants to continue the implementation of the Estuarine Shoreline Management Plan. Currently, staff are preparing a pre-proposal for a grant from the National Fish and Wildlife Foundation's National Coastal Resilience Fund. This grant is for the design phase of the Villa Dunes and Soundside Road pilot sites. Should we be invited to submit a full proposal, the deadline for submission will be July 2, 2024.

- **Electric Vehicle Action Plan** – Public Services staff were able to locate and mark the outer periphery of the geothermal lines and wells along the southern portion of the parking area at Town Hall. Staff are now exploring other feasible locations for the two Level 2 EV Chargers.

- **Sand Relocation and Dune Management Cost Share Program** – As of April 26, 2024, a total of $361,000 from the Dune Management Cost Share Program has been allocated to 124 applicants. As of April 15, the deadline for submitting Sand Relocation Applications, we had received 280 applications. Although we are no longer accepting new applications, the sand relocation program permits the movement of sand through April 30th. Our staff is currently conducting final inspections and finalizing project closures.

- **Public Beach and Coastal Waterfront Access Grant Program** – Staff have submitted the pre-application for this Public Beach and Waterfront Access Grant through the Division of Coastal Management (DCM) for renovations to the June Street Beach Access.

- **Outer Banks Regional Hazard Mitigation Plan Update** – The Hazard Mitigation Planning Committee, comprised of representatives from Dare County EM, Dare County staff, staff from each town and members of the public from each community, met on Monday, April 22nd to discuss the timeline and process for the HMP Update, the aspects of the update that would be undertaken in order to have the HMP qualify for Community Rating System (CRS) points, and the expectations and deliverables needed from each participating community including various forms of outreach efforts.

- **Dowdy Park Events/Farmers Market/Holiday Markets/Art & Culture** – At their April meeting, the Committee for Art and Culture selected the new vendors to participate in the 2024 Dowdy Park Farmers Market and all applicants have been notified. These markets will be held on Thursday, June 13th – August 15th from 9am to 1pm. Event Coordinator Paige Griffin has finalized the 2024 Summer Concert Series (poster attached) as well as the schedule of fitness events for the season including Yoga on the Lawn every Tuesday May 7th – October 29th from 7:30 – 8:30am and Fitness Friday's every Friday June 21st – August 16th from 7:30 – 8:15am. Paige has also booked two storytelling events on Tuesday July 2nd and August 6th from 5:30-7:00pm. We are also in receipt of two new art panels created by local artists participating in our Art Mast Project. Artist Jackie Koenig has created an art panel with surfers and artist Kate Lawrence has created another with birds. Public Services will be erecting the art masts and installing these new panels soon.






Upcoming Meetings and Other Dates

- Wednesday, May 1st - Board of Commissioners Meeting
- Tuesday, May 7th – Technical Review Committee Meeting
- Wednesday, May 8th – Committee for Art and Culture Meeting
- Thursday, May 9th – Board of Adjustment Meeting (no hearings)
- Saturday, May 11th – Artrageous Kids Art Festival 10am – 2pm @ Dowdy Park
- Wednesday, May 15th – Board of Commissioners mid-month meeting
- Tuesday, 21st – Planning Board Meeting

TOWN OF NAGS HEAD PLANNING AND DEVELOPMENT
MONTHLY REPORT
MARCH 2024

DATE SUBMITTED: April 7, 2024

	Mar-24	Mar-23	Feb-24	2023-2024 FISCAL YTD	2022-2023 FISCAL YTD	FISCAL YEAR INCREASE/ DECREASE
BUILDING PERMITS ISSUED - RESIDENTIAL						
New Single Family	2	1	2	13	12	1
New Single Family, 3000 sf or >	0	1	1	4	7	(3)
Duplex - New	0	0	0	1	0	1
Sub Total - New Residential	2	2	3	18	19	(1)
Miscellaneous (Total)	49	77	47	372	413	(41)
Accessory Structure	*3*	*8*	*3*	30	*34*	(4)
Addition	*3*	*5*	*1*	25	*21*	4
Demolition	*0*	*0*	*1*	5	*1*	4
Move	*0*	*0*	*0*	0	*0*	0
Remodel	*18*	*11*	*10*	92	*105*	(13)
Repair	*25*	*53*	*32*	220	*252*	(32)
Total Residential	**51**	**79**	**50**	**390**	**432**	(42)
BUILDING PERMITS ISSUED - COMMERCIAL						
Multi-Family - New	0	0	0	0	0	0
Motel/Hotel - New	0	0	0	0	0	0
Business/Govt/Other - New	0	1	0	0	2	(2)
Subtotal - New Commercial	0	1	0	0	2	(2)
Miscellaneous (Total)	9	11	7	63	61	2
Accessory Structure	*3*	*6*	*3*	24	*22*	2
Addition	*0*	*0*	*0*	0	*0*	0
Demolition	*0*	*0*	*0*	1	*1*	0
Move	*0*	*0*	*0*	0	*0*	0
Remodel	*5*	*2*	*3*	19	*20*	(1)
Repair	*1*	*3*	*1*	19	*18*	1
Total Commercial	**9**	**12**	**7**	**63**	**63**	0
Grand Total	**60**	**91**	**57**	**453**	**495**	(42)
SUB-CONTRACTOR PERMITS						
Electrical	62	45	50	424	405	19
Gas	2	1	2	29	25	4
Mechanical	40	38	27	264	294	(30)
Plumbing	14	7	8	100	71	29
Fire Sprinkler	0	0	0	3	3	0
VALUE						
New Single Family	$1,915,500	$867,000	$1,349,213	$7,592,995	$6,459,026	$1,133,969
New Single Family, 3000 sf or >	$0	$1,235,000	$1,507,945	$2,642,945	$7,233,733	($4,590,788)
Duplex - New	$0	$0	$0	$711,000	$0	$711,000
Misc (Total Residential)	$1,726,871	$1,899,507	$1,273,570	$14,147,156	$13,873,971	$273,185
Sub Total Residential	**$3,642,371**	**$4,001,507**	**$4,130,728**	**$25,094,096**	**$27,566,730**	($2,472,634)
Multi-Family - New	$0	$0	$0	$0	$0	$0
Motel/Hotel - New	$0	$0	$0	$0	$0	$0
Business/Govt/Other - New	$0	$11,562,356	$0	$0	$17,988,350	($17,988,350)
Misc (Total Commercial)	$829,926	$397,955	$123,645	$4,041,563	$2,252,129	$1,789,434
Sub Total Commercial	**$829,926**	**$11,960,311**	**$123,645**	**$4,041,563**	**$20,240,479**	($16,198,916)
Grand Total	**$4,472,297**	**$15,961,818**	**$4,254,373**	**$29,135,659**	**$47,807,209**	**($18,671,550)**

TOWN OF NAGS HEAD PLANNING AND DEVELOPMENT
MONTHLY REPORT
MARCH 2024

DATE SUBMITTED: April 7, 2024

	Mar-24	Mar-23	Feb-24	2023-2024 FISCAL YTD	2022-2023 FISCAL YTD	FISCAL YEAR INCREASE/ DECREASE
ZONING						
Zoning Permits	64	101	62	494	493	1
Soil & Erosion	1	N/A	2	16	N/A	N/A
Stormwater Plans	6	N/A	3	28	N/A	N/A
CAMA						
CAMA LPO Permits	5	4	1	30	23	7
CAMA LPO Exemptions	13	10	8	50	51	0
Sand Relocations	67	51	42	250	164	N/A
CODE COMPLIANCE						
Cases Investigated	25	96	28	248	543	(295)
Warnings	4	7	3	28	78	(50)
NOVs Issued	20	19	24	216	126	90
Civil Citations (#)	0	0	0	1	10	(9)
Civil Citations ($)	$0	$0	$0	$0	$23,150	($23,150)
SEPTIC HEALTH						
Tanks inspected	10	14	6	86	100	(14)
Tanks pumped	10	11	13	95	68	27
Water quality sites tested	2	46	1	69	166	(97)
Personnel Hours in Training/School	44	52	16	319	200	119

Kelly Wyatt

Kelly Wyatt, Planning Director

Summer
Concert Series

Dowdy Park · 3005 S. Croatan Hwy

June 19 - August 21

Wednesday Evenings 6:30 -8:00 pm

JUNE 19 - Black Pearl

JUNE 26 - Uphill

JULY 3 - SOUL One

JULY 10 - The Bee Keepers

JULY 17 - Troy Breslow Band

JULY 24 - Will Overman Band

JULY 31 - Rob Oliver Trio

AUG 7 - Bar Catz Duo

AUG 14 - Haze & Dacey

AUG 21 - Intangible Catz

Brought to you by TOWN OF NAGS HEAD

Agenda Item Summary Sheet

Item No: **G-1**
Meeting Date: **May 1, 2024**

Item Title: Committee Reports

Item Summary:

At the May 1st Board of Commissioners meeting, Board members will provide reports from meetings they have attended on behalf of the Town.

Number of Attachments: 0

Specific Action Requested:

Provided for Board information and update.

Submitted By: Administration Date: April 23, 2024

Finance Officer Comment:

N/A

Signature: Amy Miller Date: April 23, 2024

Town Attorney Comment:

N/A

Signature: John Leidy Date: April 23, 2024

Town Manager Comment and/or Recommendation:

N/A

Signature: Andy Garman Date: April 23, 2024

Agenda Item Summary Sheet

Item No: **G-2**
Meeting Date: **May 1, 2024**

Item Title: Consideration of appointments/reappointments to Boards/Committees

Item Summary:

At the May 1st Board of Commissioners meeting, request Board consideration of the following appointments/reappointments to Boards/Committees:

Firemen's Relief Fund Board
- Rose Lay's term expires May 2024; she is interested in being reappointed.

Arts and Culture Committee
- The terms of both Ginny Flowers and Samantha Lock expire June 2024; They are both interested in being re-appointed.

Attached please find the current roster of the Firemen's Relief Fund Board of Trustees as well as the current roster/candidate list for the Arts and Culture Committee.

Number of Attachments: 3

Specific Action Requested:
Provided for Board appointment/reappointment.

Submitted By: Administration Date: April 17, 2024

Finance Officer Comment:
No unbudgeted fiscal impact.

Signature: Amy Miller Date: April 17, 2024

Town Attorney Comment:
N/A

Signature: John Leidy Date: April 17, 2024

Town Manager Comment and/or Recommendation:
N/A

Signature: Andy Garman Date: April 17, 2024

Town of Nags Head ***CURRENT***
Firemen's Relief Fund Board of Trustees

Meeting Date: May 1, 2024

Name of Board/Committee	*Current members*	*Contact Info*	*Last appointed date*	*Seat expires*	*Eligible for Re-appointment*	*Notes*
Firemen's Relief Fund Board of Trustees	Dorie Fuller (Chair)	Phone/email on file	2024		Awaiting paperwork from the State	Appointed by State Comr. of Insurance
	Rose Lay	Phone/email on file	05/2022	05/2024	Interested in being reappointed	Appointed by Governing Body
	Anne Farmer	Phone/email on file	01/2024	01/2026	Not expired	Appointed by Governing Body
	Phil Wolfe	Phone/email on file	08/2023	08/2025	N/A	Appointed by Fire Dept
	Scott Hooper	Phone/email on file	08/2023	08/2025	N/A	Appointed by Fire Dept

Nags Head ***CURRENT*** - Arts and Culture Committee

Meeting Date: May 1, 2024

Name of Board/Committee	***Current members***	***Contact Info***	***Last appointed date***	***Seat expires***	***Eligible for Re-appointment***	***Notes***
Arts and Culture Meets 2nd Wednesday of each month 7 members (including one staff) no more than 9 members	Peggy Saporito	Phone/email on file	12/7/22	12/7/25	Term not expired	
	Ginny Flowers	Phone/email on file	6/2/21	6/2/24	Yes- is interested in being reappointed	
	Kerry Oaksmith-Sanders	Phone/email on file	12/7/22	12/7/25	Term not expired	
	Samantha Lock	Phone/email on file	6/2/21	6/2/24	Yes- is interested in being reappointed	
	Shelli Gates	Phone/email on file	9/7/22	9/7/25	Term not expired	
	Jeremy Russell	Phone/email on file	9/7/22	9/7/25	Term not expired	
	Molly Vaughan	Phone/email on file	9/7/22	9/7/25	Term not expired	
	Kelly Wyatt, Staff					

CANDIDATES Characteristic Chart – Arts & Culture Committee Meeting Date: May 1, 2024

Applicant Name	Bd/Comm Interested in Serving	Yrs of Residency	Location of Residency	Role in Community	Attributes to offer Bd/Comm	Special Interest in Bd/Comm	Currently serving on Town Bd/Comm
Barbara Ayars (12/1/22)	Arts & Culture Planning Board BOA	11 yrs.	Gallery Row	Retired attorney	Knowledge of environmental law	Assist w/maintaining a balance between ecosystem protection and use	No
Robert T. Snyder (1/18/24)	Planning Board BOA Arts & Culture PGP	14 yrs	Dune Lantern	Condo Assoc President 23 yrs. Served on Tourism Board, Board of Tourism and Maritime Museum Board of Governors in MD.	Previously served 12 yrs as Commissioner in St. Michaels, MD.	Would like to serve community by participating in town government	Dangerous Animal Appeal Board

Agenda Item Summary Sheet

Item No: **G-3**
Meeting Date: **May 1, 2024**

Item Title: Discussion of changes to the Town Code of Ordinances to incorporate a ban on the release of balloons on Town property

Discussion of resolution opposing the release of balloons within the Town

Item Summary:

At the March 20th Board of Commissioners meeting, Board members mentioned the proposal presented during the March 6th public comment period from the *Ban Balloon Releases in North Carolina* organization. It was Board consensus that an ordinance banning balloon releases from Town property and public trust areas be discussed/considered at the May 1st Board meeting.

Attached please find a proposed ordinance adding Sec. 26-17 to Town Code Chapter 26 *Offenses and Miscellaneous Provisions* banning the release of balloons.

In addition, attached please find a proposed resolution opposing the release of balloons town-wide.

Number of Attachments: 2

Specific Action Requested:

Proposed ordinance and resolution are provided for Board discussion and consideration.

Submitted By: Administration Date: April 23, 2024

Finance Officer Comment:

Insufficient information to determine precise fiscal impact.

Signature: Amy Miller Date: April 23, 2024

Town Attorney Comment:

Attorney Leidy will participate in the discussion as necessary.

Signature: John Leidy Date: April 23, 2024

Town Manager Comment and/or Recommendation:

I will participate in the discussion as necessary.

Signature: Andy Garman Date: April 23, 2024

**AN ORDINANCE ADDING SEC. 26-17 TO CHAPTER 26
OFFENSES AND MISCELLANEOUS PROVISIONS
BANNING THE RELEASE OF BALLOONS**

WHEREAS, pursuant to North Carolina General Statutes §160A-174 a town may by ordinance define, prohibit, regulate, or abate acts, omissions, or conditions, detrimental to the health, safety, or welfare of its citizens and the peace and dignity of the town; AND

WHEREAS, in furtherance of the public's health, safety and welfare it is necessary to regulate certain activities upon the lands, waterways, beaches, and dune areas of the Town which degrade or cause harm to these areas or the waters of the Atlantic Ocean, Roanoke Sound, and tributaries of same; AND

WHEREAS, it is further necessary to regulate certain activities to protect the well-being of the natural environment and the wildlife present in this environment.

NOW THEREFORE BE IT ORDAINED by the Board of Commissioners of the Town of Nags Head, North Carolina:

The Code of Ordinances, Town of Nags Head, North Carolina, is hereby amended by adding a section, to be numbered 26-17, Unlawful to Release Balloons on Town-owned property, which section shall read as follows:

Sec. 26-17. Unlawful to Release Balloons on Town-owned property.

A. It shall be unlawful for any person, firm, nonprofit organization, or corporation to knowingly and intentionally release, participate in the release of, intentionally cause to be released, to litter by abandoning and not properly disposing of all waste material, any type of balloon inflated with a liquid, air, or gas on any Town-owned property, any waters within the zoning jurisdiction of the Town, or the beach and/or dune areas within the Town.

B. The following are not violations of this Section:
   (1) Balloons released by a person on behalf of a governmental agency or pursuant to a governmental contract for scientific or meteorological purposes.
   (2) Hot air balloons that are recovered after launching.
   (3) Balloons released inside a building or structure do not make their way into the open air.

C. The following definitions apply to this Section:
   "Balloon" means a flexible, nonporous bag made from materials such as, but not limited to, rubber, latex, polychloroprene, mylar, or nylon fabric that can be inflated or filled with gas or fluid, such as helium, hydrogen, nitrous oxide, oxygen, air, or water, and then sealed at the neck of the bag. The Town does not recognize any balloon as "biodegradable or photodegradable".

   "Litter" includes all waste materials resulting from the outdoor release or abandonment of a balloon.

D. Penalty for violations of this Section:
   Any person violating the provisions of this section shall be subject to a civil penalty in the amount of $50 to be recovered by the Town in a civil action in the nature of debt if the offender does not pay the penalty within ten days after having been cited for violation of the ordinance.

This ordinance shall be effective upon its adoption.

_____
Benjamin Cahoon, Mayor
Town of Nags Head

ATTEST:

_____
Carolyn F. Morris, Town Clerk

Date adopted: **May 1, 2024**

Motion to adopt by: _____

Motion seconded by: _____

Vote: _____ AYES _____ NAYS

Resolution No. 24-05-XXX
Oppose the release of balloons
Within the Town of Nags Head
BOC Meeting May 1, 2024

**RESOLUTION OF THE TOWN OF NAGS HEAD, NORTH CAROLINA,
OPPOSING THE RELEASE OF BALLOONS WITHIN THE TOWN**

WHEREAS, The Town of Nags Head's Vision Statement emphasizes preservation of our unique coastal community built upon a legacy rooted in shared values. The Town's Vision includes the preservation and protection of the Nags Head character and environment for present and future generations; AND

WHEREAS, one of the principles in the Town's Legacy is to ensure access to a well-protected natural coastal environment consistent with the community's vision; AND

WHEREAS, the release of helium and other lighter-than-air balloons poses a significant environmental threat; AND

WHEREAS, mylar and latex balloons, found littered along the shoreline, contribute to pollution, detract from the Town's aesthetics, and endanger marine and animal life; AND

WHEREAS, balloons frequently land in the Atlantic Ocean and the Roanoke Sound, becoming prevalent sources of floating debris; AND

WHEREAS, research suggests that marine life and animals mistake balloons for edible resources, leading to ingestion and potential harm, risking choking or intestinal blockages; AND

WHEREAS, government intervention is crucial for mitigating environmental harm and safeguarding public health and safety.

NOW, THEREFORE, LET IT BE RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF NAGS HEAD, NORTH CAROLINA, that the Town strongly opposes the release of helium or lighter-than-air balloons within Nags Head to preserve the Town's air, land, and water from contamination, and to protect the well-being of wildlife.

Adopted this 1st day of May 2024.

_____
Benjamin Cahoon, Mayor

ATTEST:

_____
Carolyn F. Morris, Town Clerk

Agenda Item Summary Sheet

Item No: **G-4**
Meeting Date: **May 1, 2024**

Item Title: Discussion of multi-use path signage

Item Summary:

At the May 1st Board of Commissioners meeting, Police Chief Perry Hale will discuss with the Board the installation of signage on the multi-use path. Due to the increased use of the path by pedestrians and cyclists, Chief Hale is requesting the additional visual aid of signage to reduce conflicts.

Please see attached memo from Chief Hale.

Number of Attachments: 1

Specific Action Requested:

Provided for Board discussion and consideration.

Submitted By: Administration Date: April 23, 2024

Finance Officer Comment:

If approved, minimal fiscal impact related to the cost of signage.

Signature: Amy Miller Date: April 23, 2024

Town Attorney Comment:

N/A

Signature: John Leidy Date: April 23, 2024

Town Manager Comment and/or Recommendation:

I concur with staff's request.

Signature: Andy Garman Date: April 23, 2024

Nags Head Police Department

5401 S. Croatan Hwy.
Post Office Box 99
Nags Head, North Carolina 27959
Telephone (252) 441-6386
Fax (252) 441-7335
www.nagsheadnc.gov

Service – Professionalism – Integrity – Strength

Perry Hale
Chief of Police

Chris Montgomery
Deputy Chief of Police

MEMORANDUM

TO: Andy Garman, Town Manager

FROM: P. Hale, Chief of Police

DATE: April 17, 2024

RE: Signage Request for Multi-Use Path

The police department is requesting to add signage to the town's multi-use path in an effort to help with the increasing use of both pedestrians and cyclists. Over the past few years, we have seen an increase in yearly population and vacationers during the summer months which has led to congestion with pedestrians and cyclists. The addition of signage would provide a visual aid in hopes of reducing potential conflicts between pedestrians and cyclists and controlled speeds. Pedestrians will be encouraged to stay to the right to allow for other faster users to pass on the left. We would be requesting signage for speed limits and walk on the right / pass on the left. In future years, we may also consider striping the path to define travel lanes and provide directional information.

At the upcoming meeting, the Police Department will provide visuals of suggested measures and request discussion and feedback from the Board.

Agenda Item Summary Sheet

Item No: **G-5**
Meeting Date: **May 1, 2024**

Item Title: Request for installation of security dash cameras inside/outside sanitation vehicles

Item Summary:

Public Services is requesting the installation of dual cameras on the Sanitation trucks in addition to the GPS system we currently have before July 1, 2024. This would allow us to take advantage of a promo for a month of free service for fifteen trucks ($790.50) and the cameras could be installed in June 2024 at the beginning of our busy season. This will not result in a budget amendment/increase for the current fiscal year. The cameras provide valuable footage that can help protect the town, particularly when documentation is necessary in the event of a crash or incident.

Attachments: 0

Specific Action Requested:

Request Board approval of security dash camera purchase for use in sanitation vehicles.

Submitted By: Public Services Dept Date: April 24, 2024

Finance Officer Comment:

No additional funds are needed in FY 23/24, however $12,648 will be in the Recommended Budget for this initiative in FY 24/25.

Signature: Amy Miller Date: April 24, 2024

Town Attorney Comment:

N/A

Signature: John Leidy Date: April 24, 2024

Town Manager Comment and/or Recommendation:

I concur with staff's request.

Signature: Andy Garman Date: April 24, 2024

Agenda Item Summary Sheet

Item No: **I-1**
Meeting Date: **May 1, 2024**

Item Title: Town Manager Garman - Consideration of requests for additional Sanitation Operator in the Public Services Dept and part-time/seasonal position in the Planning and Development Dept

Item Summary:

Public Services Dept
Public Services is requesting an additional Sanitation Operator in the FY 24/25 budget. This new position will increase the level of service by contributing to weekend work, bulk-yard coverage and day-to-day high-volume operations. We are requesting to fill this position prior to the start of the fiscal year in order to provide support at the beginning of the busy season. This will not result in a budget amendment/increase for the current fiscal year. Attached please find an updated organizational chart reflecting an additional operator.

Planning and Development Dept
The growing popularity and increasing demands of our Town sponsored events, including the Dowdy Park Farmers Market, Summer Concert Series and Movie Nights, has significantly increased the scope of work and responsibilities of our current Event Planner, Paige Griffin. The addition of a seasonal/part-time position would greatly enhance our ability to maintain the high standards that our community expects and deserves while allowing Paige Griffin the ability to focus on providing quality customer service, detailed event organization, and the ability to have the direct interaction with guests and vendors that make our events special.

Paige Griffin, who has been instrumental in managing and growing these events, has experienced a noticeable increase in workload, which affects her ability to maintain the unique atmosphere and ensure safety at our Town events. To alleviate this strain and continue providing exceptional service and event management, we are requesting that the Board of Commissioners consider hiring a part-time, seasonal employee for approximately 10 hours per week during the peak season (approximately 10 weeks).

The financial implication of this request is minimal, with the total cost for the requested seasonal position not exceeding $4,200 for the 2024-2025 Fiscal Year. We are seeking approval to hire this position immediately to provide necessary support to Paige Griffin and our Town events starting before July 1, 2024.

Number of Attachments: 3

Specific Action Requested:
Approval of attached updated organizational chart.

Submitted By: Administration Date: April 18, 2024

Finance Officer Comment:
No fiscal impact for the current fiscal year.

Signature: Amy Miller Date: April 18, 2024

Town Attorney Comment:
N/A

Signature: John Leidy Date: April 18, 2024

Town Manager Comment and/or Recommendation:
These positions are being recommended in the proposed FY 2025 Nags Head budget. We would request that the Board consider approval now to augment staffing for the upcoming season. We will be presenting a balanced budget with no tax increase.

Signature: Andy Garman Date: April 18, 2024

Town of Nags Head
Salary Schedule 2023-2024

Town of Nags Head Salary Schedule July 1, 2023 - June 30, 2024

GRADE	HIRING RATE	MINIMUM	MID POINT	MAXIMUM	GRADE
1	38,236	40,147	49,706	59,264	1
2	40,147	42,156	52,193	62,229	2
3	42,156	44,264	54,803	65,341	3
4	44,264	46,477	57,543	68,608	4
5	46,477	48,800	60,420	72,039	5
6	48,800	51,240	63,440	75,639	6
7	51,240	53,802	66,612	79,422	7
8	53,802	56,492	69,943	83,393	8
9	56,492	59,317	73,440	87,563	9
10	59,317	62,283	77,112	91,941	10
11	62,283	65,397	80,968	96,539	11
12	65,397	68,667	85,017	101,367	12
13	68,667	72,101	89,268	106,434	13
14	72,101	75,706	93,731	111,756	14
15	75,706	79,492	98,418	117,344	15
16	79,492	83,466	103,339	123,212	16
17	83,466	87,639	108,506	129,373	17
18	87,639	92,021	113,931	135,841	18
19	92,021	96,622	119,628	142,633	19
20	96,622	101,454	125,610	149,766	20
21	101,454	106,528	131,892	157,255	21
22	106,527	111,854	138,486	165,118	22

Nags Head Grade List
2023-2024

Town of Nags Head Grade List July 1, 2023 - June 30, 2024				
		HIRING		
GRADE	CLASSIFICATION	RATE	MINIMUM	MAXIMUM
1	Seasonal Events Assistant	38,236	40,147	59,264
2		40,147	42,156	62,229
3	Customer Services Representative	42,156	44,264	65,341
	Office Assistant			
4	Administrative Specialist	44,264	46,477	68,608
	Facilities Maintenance Technician			
	Sanitation Equipment Operator Trainee			
	Water Distribution Technician			
	Water Plant Operator			
5	Accounts Payable Specialist	46,477	48,800	72,039
	Permit Specialist			
	Water Billing Specialist			
6	Deputy Town Clerk	48,800	51,240	75,639
	Payroll Specialist			
	Permitting Coordinator			
	Sanitation Equipment Operator			
	Senior Facilities Maintenance Technician			
	Stormwater Technician			
7	Event Planner	51,240	53,802	79,422
	Facility Maintenance Crew Leader			
	Fire Fighter/EMT			
	Fleet Mechanic			
	Office Manager			
	Sanitation Crew Leader			
	Stormwater Crew Leader			
	Water Distribution Crew Leader			
8	Police Officer	53,802	56,492	83,393
	Fire Engineer			
	Senior Fleet Mechanic			
	Administrative Supervisor			

Nags Head Grade List
2023-2024

Town of Nags Head Grade List July 1, 2023 - June 30, 2024				
		HIRING		
GRADE	CLASSIFICATION	RATE	MINIMUM	MAXIMUM
9	Code Compliance Officer	56,492	59,317	87,563
	Environmental Planner			
	Fire Lieutenant			
	Fleet Crew Leader			
	Police Detective			
	Police Systems Administrator			
	Tax Collector			
10	Building Inspector I	59,317	62,283	91,941
	Planner			
11	Building Inspector II	62,283	65,397	96,539
	Facilities Maintenance Superintendent			
	Fire Captain			
	Fleet Maintenance Superintendent			
	Police Sergeant			
	Sanitation Superintendent			
	Water Distribution Superintendent			
	Water Operations Superintendent			
12	Building Inspector III	65,397	68,667	101,367
	IT Administrator			
	Ocean Rescue Supervisor/Firefighter			
	Public Information Officer			
13	Town Clerk	68,667	72,101	106,434
14	Chief Building Inspector	72,101	75,706	111,756
	Police Lieutenant			
15		75,706	79,492	117,344
16	Deputy Finance Director	79,492	83,466	123,212
	Deputy Fire Chief			
	Deputy Planning Director			
	Deputy Police Chief			
	Deputy Public Services Director			
	Human Resources Officer			
17		83,466	87,639	129,373

Nags Head Grade List
2023-2024

Town of Nags Head Grade List July 1, 2023 - June 30, 2024				
		HIRING		
GRADE	**CLASSIFICATION**	**RATE**	**MINIMUM**	**MAXIMUM**
18		87,639	92,021	135,841
19	Town Engineer	92,021	96,622	142,633
20	Fire Chief	96,622	101,454	149,766
	Planning and Development Director			
	Police Chief			
	Public Services Director			
21		101,454	106,528	157,255
22	Deputy Town Manager/Finance Officer	106,527	111,854	165,118

Nags Head Class List
2023-2024

Town of Nags Head Class List July 1, 2023 - June 30, 2024

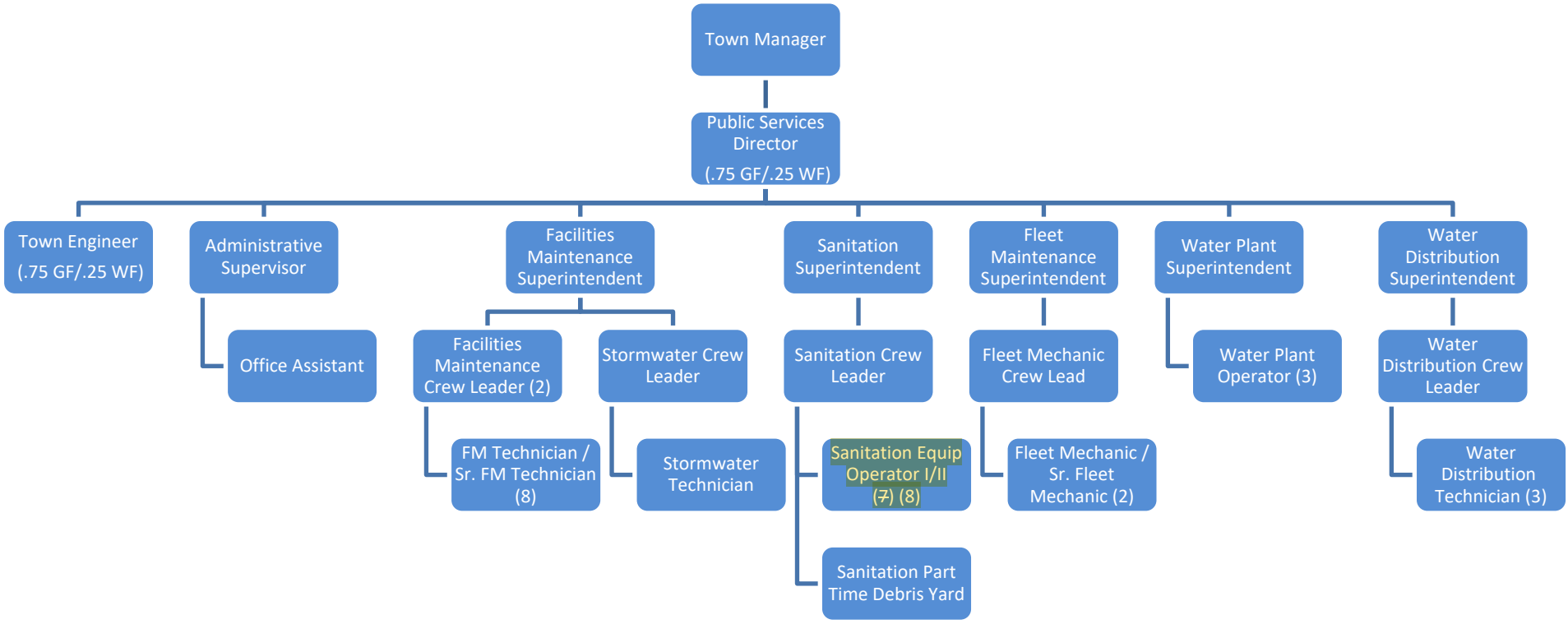
GRADE	CLASSIFICATION	HIRING RATE	MAXIMUM
5	Accounts Payable Specialist	46,477	72,039
4	Administrative Specialist	44,264	68,608
8	Administrative Supervisor	53,802	83,393
10	Building Inspector I	59,317	91,941
11	Building Inspector II	62,283	96,539
12	Building Inspector III	65,397	101,367
14	Chief Building Inspector	72,101	111,756
9	Code Compliance Officer	56,492	87,563
3	Customer Services Representative	42,156	65,341
16	Deputy Finance Director	79,492	123,212
16	Deputy Fire Chief	79,492	123,212
16	Deputy Planning Director	79,492	123,212
16	Deputy Police Chief	79,492	123,212
16	Deputy Public Services Director	79,492	123,212
6	Deputy Town Clerk	48,800	75,639
22	Deputy Town Manager/Finance Officer	106,527	165,118
9	Environmental Planner	56,492	87,563
7	Event Planner	51,240	79,422
7	Facilities Maintenance Crew Leader	51,240	79,422
11	Facilities Maintenance Superintendent	62,283	96,539
4	Facilities Maintenance Technician	44,264	68,608
11	Fire Captain	62,283	96,539
20	Fire Chief	96,622	149,766
8	Fire Engineer	53,802	83,393
9	Fire Lieutenant	56,492	87,563
7	Fire Fighter/EMT	51,240	79,422
9	Fleet Crew Leader	56,492	87,563
11	Fleet Maintenance Superintendent	62,283	96,539
7	Fleet Mechanic	51,240	79,422
16	Human Resources Officer	79,492	123,212
12	IT Administrator	65,397	101,367

Nags Head Class List
2023-2024

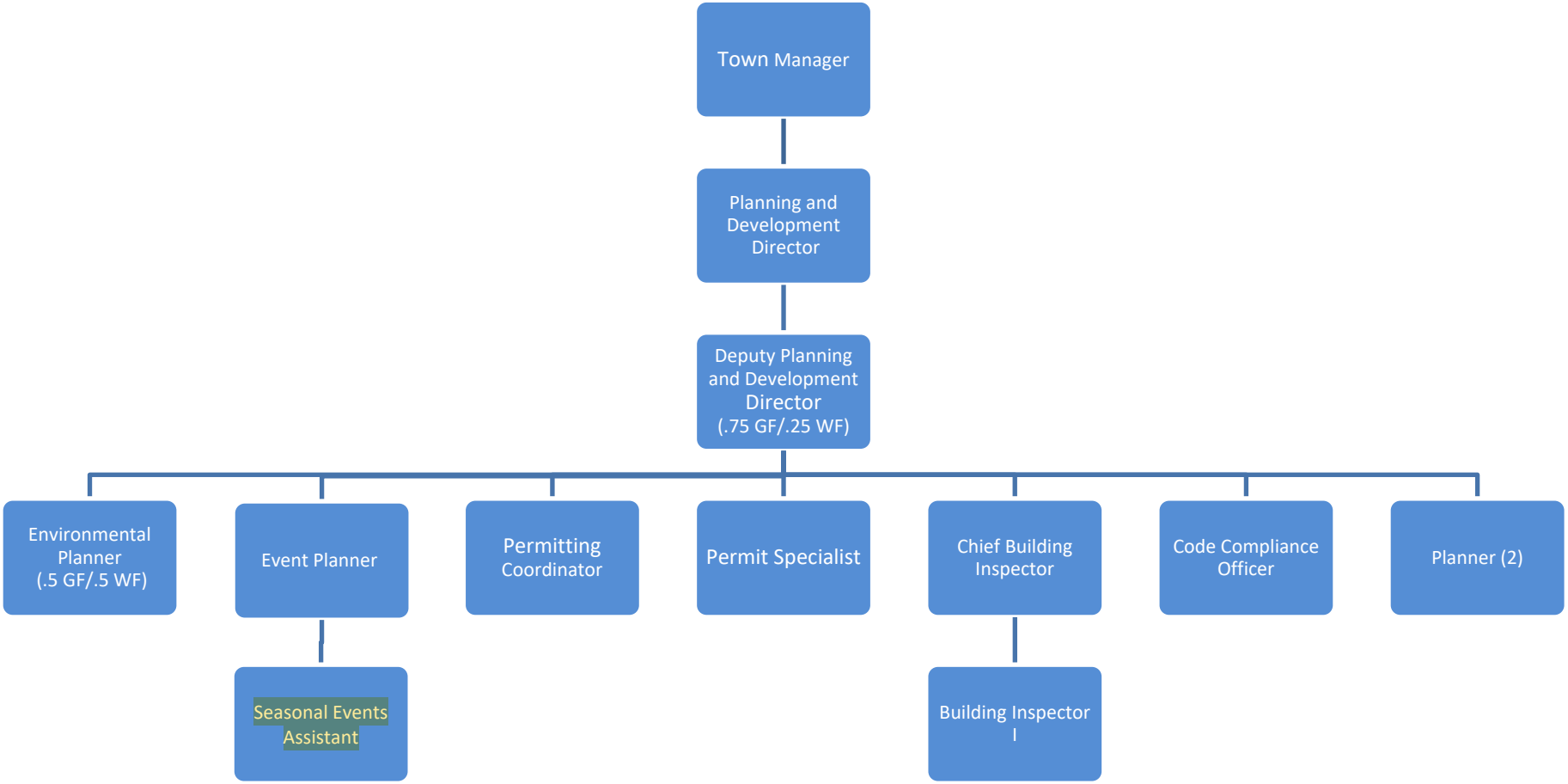
Town of Nags Head Class List July 1, 2023 - June 30, 2024

GRADE	CLASSIFICATION	HIRING RATE	MAXIMUM
12	Ocean Rescue Supervisor/Firefighter	65,397	101,367
3	Office Assistant	42,156	65,341
7	Office Manager	51,240	79,422
6	Payroll Specialist	48,800	75,639
5	Permit Specialist	46,477	72,039
6	Permitting Coordinator	48,800	75,639
10	Planner	59,317	91,941
20	Police Chief	96,622	149,766
9	Police Detective	56,492	87,563
14	Police Lieutenant	72,101	111,756
8	Police Officer	53,802	83,393
20	Planning and Development Director	96,622	149,766
11	Police Sergeant	62,283	96,539
12	Public Information Officer	65,397	101,367
20	Public Services Director	96,622	149,766
7	Sanitation Crew Leader	51,240	79,422
6	Sanitation Equipment Operator	48,800	75,639
4	Sanitation Equipment Operator Trainee	44,264	68,608
11	Sanitation Superintendent	62,283	96,539
1	Seasonal Events Assistant	38,236	59,264
6	Senior Facilities Maintenance Technician	48,800	75,639
8	Senior Fleet Mechanic	53,802	83,393
7	Stormwater Crew Leader	51,240	79,422
6	Stormwater Technician	48,800	75,639
9	Tax Collector	56,492	87,563
13	Town Clerk	68,667	106,434
19	Town Engineer	92,021	142,633
5	Water Billing Specialist	46,477	72,039
7	Water Distribution Crew Leader	51,240	79,422
11	Water Distribution Superintendent	62,283	96,539
4	Water Distribution Technician	44,264	68,608
4	Water Plant Operator	44,264	68,608
11	Water Operations Superintendent	62,283	96,539

PUBLIC SERVICES ORGANIZATION AND STAFFING



PLANNING & DEVELOPMENT ORGANIZATION AND STAFFING



Agenda Item Summary Sheet

Item No: **I-2**
Meeting Date: **May 1, 2024**

Item Title: Town Manager Garman – Update on construction of the Public Services Facility

Item Summary:

Town Manager Andy Garman, along with Town Engineer David Ryan, will present an update on the construction progress of the new Public Services Facility at the May 1st Board of Commissioners meeting.

Number of Attachments: 0

Specific Action Requested:

Provided for Board information and update.

Submitted By: Administration Date: April 23, 2024

Finance Officer Comment:

I will respond to questions as necessary.

Signature: Amy Miller Date: April 23, 2024

Town Attorney Comment:

N/A

Signature: John Leidy Date: April 23, 2024

Town Manager Comment and/or Recommendation:

Update provided for Board information.

Signature: Andy Garman Date: April 23, 2024

Agenda Item Summary Sheet

Item No: **I-3**
Meeting Date: **May 1, 2024**

Item Title: Town Manager Garman - Presentation of Recommended FY 24/25 Budget

Item Summary:

At the May 1st Board of Commissioners meeting, Town Manager Andy Garman will present the FY 24/25 Recommended Budget to the Board.

A hard copy of the FY 24/25 Recommended Budget will be distributed to Board members at the meeting.

Number of Attachments: 0

Specific Action Requested:

Provided for Board information.

Submitted By: Administration Date: April 22, 2024

Finance Officer Comment:

I will participate in the discussion as necessary.

Signature: Amy Miller Date: April 22, 2024

Town Attorney Comment:

N/A

Signature: John Leidy Date: April 22, 2024

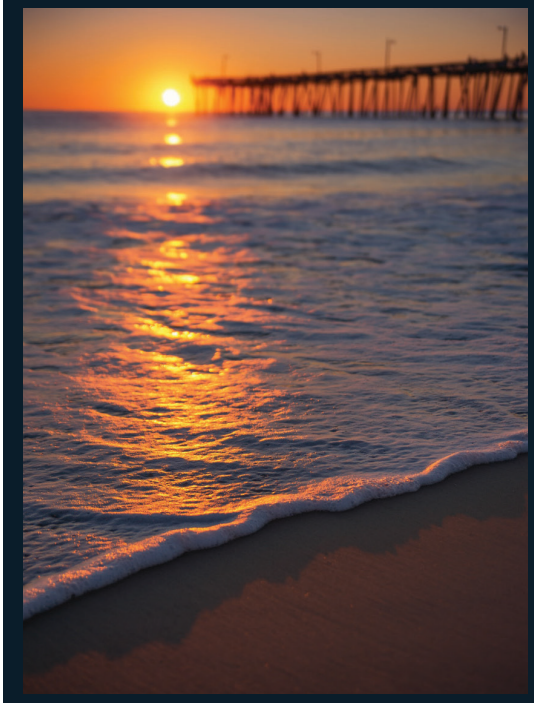
Town Manager Comment and/or Recommendation:

I am pleased to present the Town Manager's Recommended budget for FY 2024/25. Thanks for all the hard work of those who prepared this budget – Amy Miller, Deputy Town Manager/Finance Officer, Brooke Norris, Deputy Finance Officer, Jan Mielke, Director of Human Resources, Roberta Thuman, Public Information Officer, staff in Administrative Services, all Department Heads, Deputies, Town Engineer, Supervisors, Office Managers, etc. I don't want to leave anyone out although I'm sure I did. This is a team effort. Also, thank you for the continued support and engagement of our Board of Commissioners!

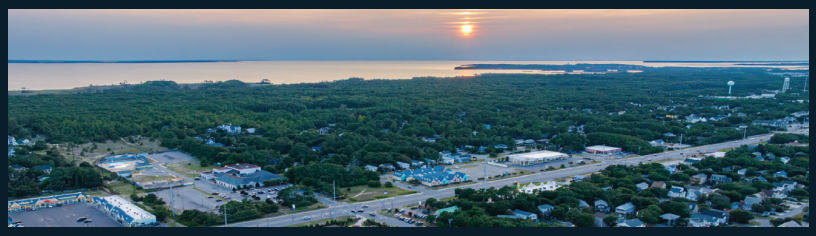
Signature: Andy Garman Date: April 22, 2024

FISCAL YEAR

Recommended Budget 2024/2025 & Financial Plan 2025/2026











TOWN OF NAGS HEAD

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TOWN OF NAGS HEAD, NC

2024-2025 Fiscal Year Recommended Budget

Board of Commissioners



Mayor
Ben Cahoon



Mayor Pro Tem
Mike Siers



Commissioner
Kevin Brinkley



Commissioner
Megan Lambert



Commissioner
Bob Sanders

Budget Staff

Andy Garman, Town Manager
Amy Miller, Deputy Town Manager/Finance Officer
Brooke Norris, Deputy Finance Director
Jan Mielke, Human Resources Officer
Roberta Thuman, Public Information Officer



GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

Town of Nags Head
North Carolina

For the Fiscal Year Beginning

July 01, 2023

Christopher P. Morrill

Executive Director

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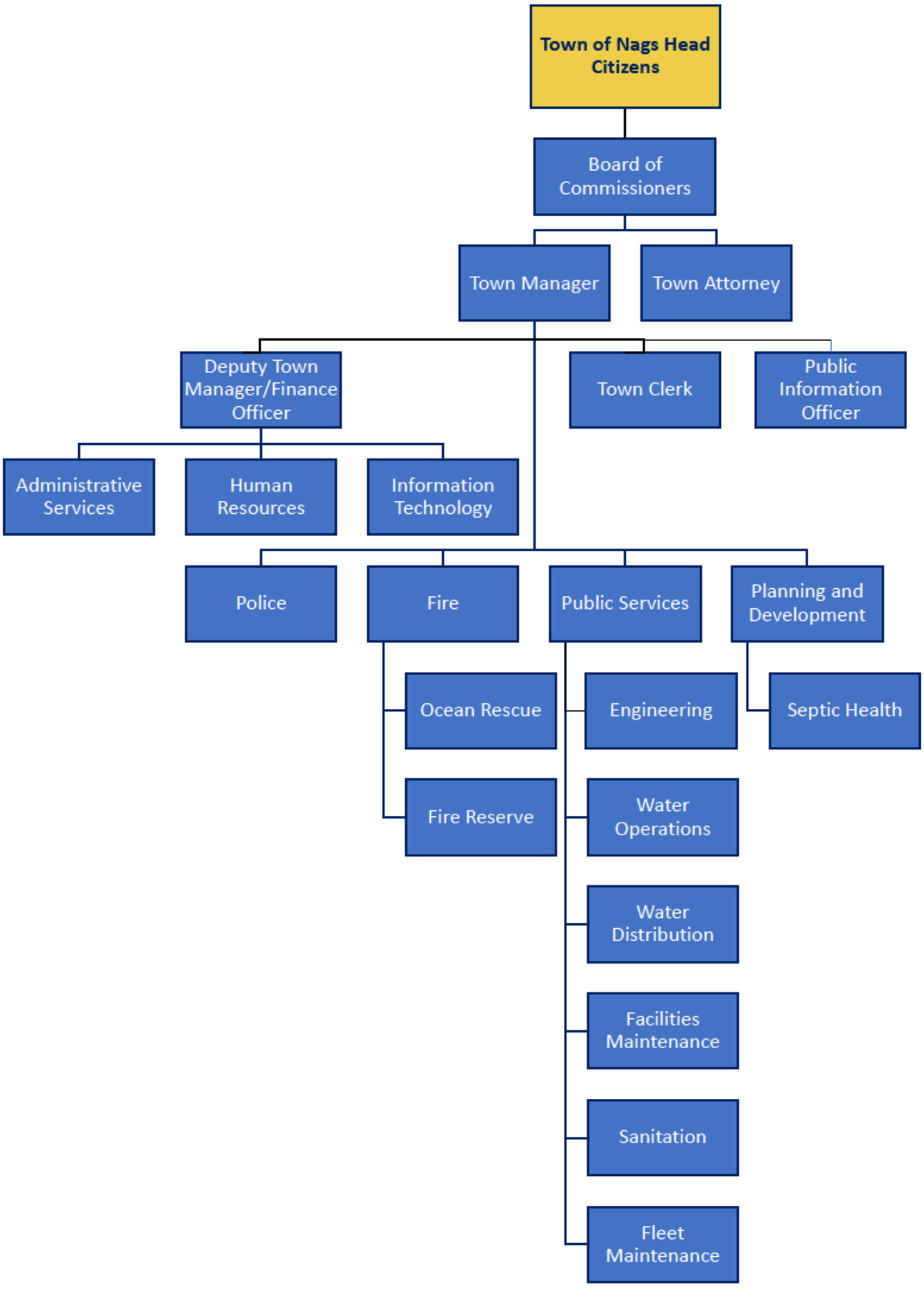
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TOWN OF NAGS HEAD ORGANIZATIONAL CHART



TOWN MANAGER'S BUDGET MESSAGE / FY 2024-2025 BUDGET

May 1, 2024

The Honorable Mayor Benjamin B. Cahoon
Members of Nags Head's Board of Commissioners

Dear Mayor Cahoon, Commissioners, and Members of the Nags Head Community:

Nags Head is a great place to live and visit. This didn't happen by chance: it is the result of decades of thoughtful planning and decision-making by individuals who care deeply about this community. They set the course for us, and we are always working to continue this legacy. We recognize that, as community stewards, we are charged with the tremendous responsibility of protecting and implementing the vision for the town. Our goal is to always listen, be responsive, provide service, and strategically plan for the care of the Town and the resources for which we are responsible.



Last summer, the Town completed a comprehensive community-wide survey to receive feedback on how we are doing and to establish the Town's future priorities. In Fall 2023, the Board of Commissioners used this feedback to craft a strategic plan, which outlines a series of actions to preserve and implement the Town's community vision while focusing on its mission as an organization. This is described in more detail below. The FY 2025 budget maintains funding for the strategic planning initiatives from prior years and recommends additional resources to implement recommendations from this year's plan. To better understand where we are going, perhaps it's best to provide a brief history of where we have been over the last few years.

During FY 2023, the Board established the Town's Capital Investment Fund (CIF), allocating dedicated resources for general fund capital projects and implementing a mechanism to decrease dependence on financing for such items. In the same year, we attained our inaugural issuer and bond ratings, Aa1 and Aa2, respectively. Furthermore, we secured financing and initiated the construction of the new Public Services complex, alongside commencing the procurement of Advanced Metering Infrastructure (AMI), a fixed-network system that enables two-way communications between the Town and its water customers.

In FY 2024, we continued construction of the Public Services project, and, as of this writing, are nearing the completion of the Administration and Water Distribution buildings. We also installed the infrastructure to transmit AMI water meter information and began the installation of the smart water meters.

The FY 2024 budget included a 4.25 cent tax increase as well as a 12.3% water rate increase. This represented a significant cost to our Nags Head taxpayers; we acknowledged at the time that additional revenue was necessary to pay the debt service on the projects.

The coming year, FY 2025, is the third year using our Capital Investment Fund, which has proven to be a successful tool to plan for and manage capital expenditures. The proposed budget continues to implement the direction provided by the Town's previous strategic plans and responds to the feedback the Town received in the community survey conducted in FY 2024.

For FY 2025 we are recommending a balanced budget with no modification to tax or water rates. This budget continues with an aggressive approach to implementing maintenance plans for infrastructure and replacement schedules for equipment. It also includes targeted facility improvements/upgrades to enhance the quality of life here and to respond to community needs. Furthermore, there is a concerted focus on our workforce, including a series of recommended total rewards initiatives that holistically consider how to make the Town a great place to work. Our goal is to effectively recruit, retain, and train employees and to provide an environment in which they can do their best work.

Below is a summary of the recommended FY 2025 budget, highlighting the major initiatives proposed for the coming year.

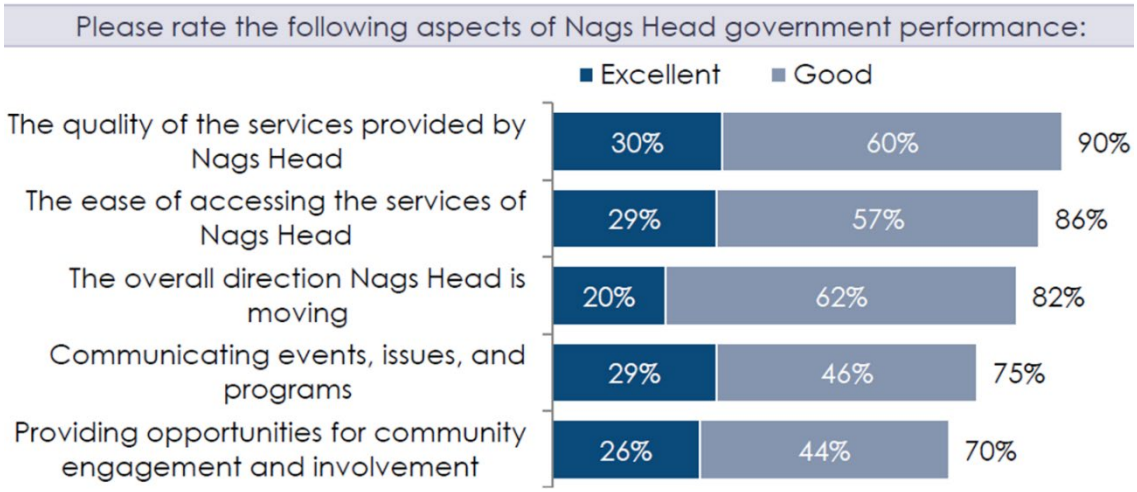
The Budget Document

Beyond the Manager's Message you will find a table that includes the Town's FY 2025 recommended capital projects, a debt schedule, and our financial policies. The remainder of the budget has been organized into departmental budgets, which include a summary of recent accomplishments, budget highlights with goals and upcoming projects, performance metrics, a summary budget table with accompanying graphics, and a line-item budget. At the end of each section there is also a list of items funded through our new Capital Investment Fund. The section titled "How to Read the Budget Document" illustrates an outline of departmental budget tables. We have included our Strategic Plan as a reference in the appendix for readers to understand how our budget proposals align with this. There is also a community profile, as well as more descriptive information on the process we used to prepare the budget. Finally, we have included additional information on how the Town's finances work, including the flow of money in and out of the Town's various funds , revenue assumptions, fund balance information, as well as a glossary of budget terms.

Community Survey and Strategic Plan

During Summer 2023, we conducted a survey of property owners to objectively assess their satisfaction with the Town and its service delivery and priorities. Property owners rated the quality of life, their satisfaction with municipal amenities, and the town's government. Owners also provided feedback on what is working well and what is not and identified priorities for planning and resource allocation purposes. Results of the community survey can be viewed here: https://www.nagsheadnc.gov/1099/2023-Property-Owner-Survey.

Figure 1: Nags Head Government Performance



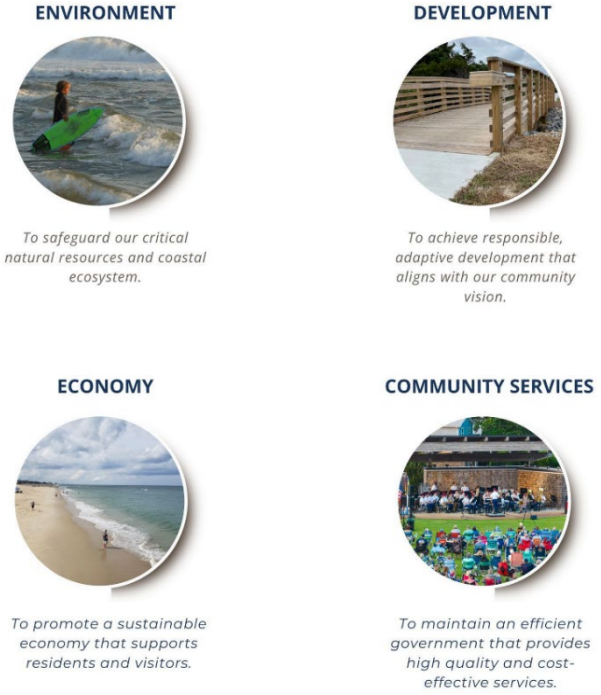
To ensure alignment between community expectations and administrative resources, we held a retreat with the Board of Commissioners and Town staff November 16 – 17, 2023. The retreat allowed the Board and staff to align around the Community Survey results and other data, while sharing ideas and working collaboratively. The result is a strategic plan that reflects a shared vision of, and a commitment to, the town's future. The 2024 Nags Head Strategic Plan can be viewed here: https://nagsheadnc.gov/DocumentCenter/View/6062/Town-of-Nags-Head-Strategic-Plan-Adopted-February-7-2024. This is also included as an appendix to this document.

The strategic plan goes beyond routine operations and defines a set of goals, objectives, and action items that guide the Town's direction. These items are forward-thinking, innovative, and designed to address both current challenges and future opportunities. They represent a commitment to proactive, intentional efforts to enhance the well-being of all residents and visitors.

The 2024 Strategic Plan included the following four goals:

- Environment: To safeguard our critical natural resources and coastal ecosystem.
- Development: To achieve responsible, adaptive development that aligns with our community vision.
- Economy: To promote a sustainable economy that supports residents and visitors.
- Community Services: To maintain an efficient government that provides high quality and cost-effective services.

Many of the initiatives and projects included in the FY 2025/24 budget are in response to the action items outlined in the strategic plan.



FY 2025 Budget Initiatives

Town Hall Campus Master Plan

In December 2023, the Town approved a Memorandum of Understanding (MOU) with Dare County for a joint Fire/EMS facility at 105 West Seachase Drive. Around the same time, the Town's employee fitness facility was closed due to building related environmental issues. Given the age of the building and the cost of the repairs, the Board decided that repairing the structure was not preferred. At that time the Town decided that a holistic approach was necessary to consider how the new Fire/EMS station, the fitness facility, and any other future needs, would be planned for on the existing Town Hall campus properties. These include our town hall at 5401 South Croatan Highway, our Douglas A. Remaley Fire Station 16 at 5314 South Croatan Highway, and the fitness facility at 105 West Seachase Drive. Potential future needs include a new board of commissioners meeting room, as well as facilities to meet the current and future operational needs of town hall functions including administration, planning, and police. Additionally, Public Services maintains several facilities on the site, including a recycling drop-off center and a remote storage/shop facility. The FY 2025 budget includes funds to replace the fitness facility only. This will allow for the building at 105 West Seachase Drive to be used by the County for an EMS station in Fall 2025 should that be the final recommended alternative of the Master Plan. The final Master Plan report will be completed by June 2024 and recommendations will likely be considered in future budgets over a five to ten year horizon.

Ocean Rescue Housing

For several years, the Town has discussed the need to provide housing for its ocean rescue staff. It has become more difficult to recruit ocean rescue staff due to the lack of available housing supply. Recently, several seasoned staff were not able to work because they could not obtain housing. The Town has identified an opportunity to build housing for a portion of the ocean rescue staff on the site of the Community Care Clinic, which is owned by the Town. The eastern portion of the site consists of an out of service helicopter pad previously used by a medical center that was located there. The facility is no longer required. A proposal has been developed to construct two to three units in this area that could house roughly one third of our seasonal staff. This would significantly improve the Town's long-term ability to recruit and retain seasonal staff and would not impact operations at the Community Care Clinic. This project is included in the proposed FY 2025 Capital Improvement Program (CIP).



Fire Staffing Working Group

In FY 2024, our fire chief requested that the Town conduct a staffing analysis of the department. The Fire Staffing Working Group was formed to make recommendations on staffing after reviewing best practices as defined by the National Fire Protection Association. In addition, they were tasked with reviewing the current operational climate, the service area, and the community's expectations of the department, and the needs of the town. The group determined that an ideal scenario would include a minimum of four staff at each of the Town's two stations. However, this would require six new positions, which would add significant operating costs to the Town's budget. Given the call volumes and geographic service area of each station, it was then determined that the most efficient arrangement would be to have a minimum staff of four at Station 16 and three at Station 21. To fully fund this recommendation, three new staff would be required, still at a significant and ongoing cost, which could not be absorbed with existing revenue. This would represent one additional staff person per shift (there are three 24-hour shifts that rotate on a 28-day cycle).



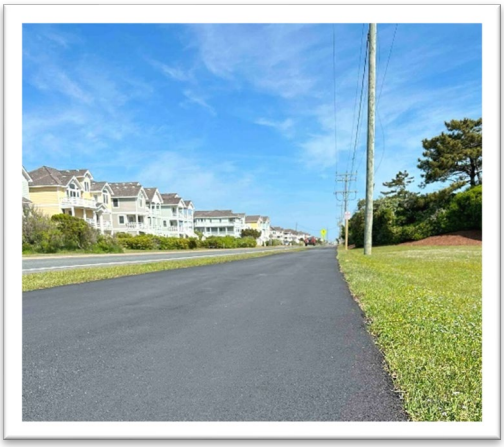
It should be noted that the Town is also planning for the replacement of Fire Station 16 in the next five to ten years and continues to replace fire apparatuses, which have increased in cost significantly in the last five years. It must be acknowledged that the Town will need to be strategic and perhaps creative with its resources to fund the fire staffing recommendation.

Last year the department began a part-time pool of firefighters to fill staffing needs that cannot be met internally. These firefighters are certified professional staff from other local agencies who are willing to work when they are not otherwise scheduled at their primary job. The Town provided approximately $22,000 in funding for the part-time pool. For the coming year, we are proposing to increase the funding for the part-time pool to $52,000. This funding will be used to increase the staffing levels at Station 16 more frequently, particularly in the summer months from Memorial Day to Labor Day when the Town is responding to its highest volume of calls. Our goal would be to revisit the staffing recommendation during future budget cycles and determine how we can best optimize our staffing using a combination of resources and strategies.

Infrastructure

Streets, Sidewalks, Drainage, and Waterline Improvements

The Town received grant funds in FY 2023 towards improving portions of the South Virginia Dare Trail multi-use path from Eighth Street to Whalebone Junction. A one-mile section from Epstein Street to Lakeside Street was paved in FY 2024.

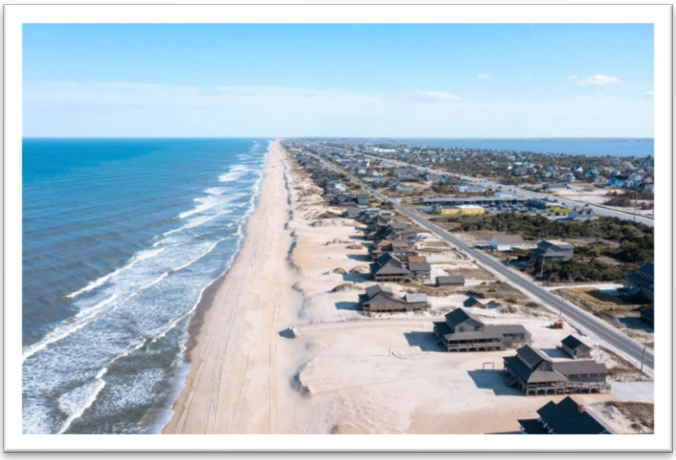


In FY 2025, the Town will use the previously received grant funds to rehabilitate the path between Lakeside and Whalebone Junction and between Epstein and Dune Street, as funds permit. Future years of the CIP provide maintenance and reconstruction of the path to Eighth Street.

The Town is also using Golden LEAF grant funds, appropriated by the State of North Carolina, to provide drainage system upgrades including pipe replacements along South Memorial Avenue in the northern portion of town. The Town will pave South Memorial Avenue from Bittern Street to Eighth Street as well as several side streets: Abalone, Albatross, Atlas, Ario, Driftwood and Gallery Row budgeted at $791,852 (general fund portion). There will also be asbestos cement waterline replacements between Eighth Street and Driftwood Street budgeted at $501,500 (water fund portion). The plan also recommends paving Gannett Lane.

The FY 2025 budget includes a five-year CIP for sidewalk improvements. Next year the Town is proposing to install a sidewalk on West Baymeadow Drive from South Croatan Highway to South Meadow Green and on West Windjammer Drive from US 158 to Lookout Road.

Beach



The Town recently completed a beach nourishment master plan that considers the Town's ocean shoreline management needs over a 50-year planning horizon and provides planning guidance on project scale, frequency, and available sand resources, and also recommends permitting, construction, and financial strategies to maintain one of the Town's most critical assets. The next project is tentatively scheduled for Summer 2027 and is anticipated to cost roughly $38 million. Preparation for this project would begin in 2025 to allow for permitting, bidding, and financing to occur in advance of the project. The plan recommends nourishment of the Town's beach in six-year intervals. Vegetative sprigging, sand fencing, and other stabilization measures will be completed with each project. No changes to the Municipal Service District (MSD) tax rates are being proposed at this time.

Public Beach Accesses



FY 2024 included replacing the Loggerhead public beach walkover and new facilities at Governor Street.

Proposed for FY 2025 will be a replacement of the Holden and Juncos Street walkovers.

Equipment

Equipment continues to represent a significant expense to the Town. For the past several years we have focused on making sure we follow a regular replacement schedule for vehicles and equipment to minimize downtime and disruptions, particularly during the peak season. Inflation has significantly increased the cost of vehicles and equipment. Over the last five years, the cost of sanitation vehicles has increased 20-25%. The FY 2025 budget includes replacement of a front load sanitation truck at a cost of $379,000. Sanitation has also requested an additional knuckle boom truck to operate the new brush/bulk yard facility. This has not been included in the budget; however, we are exploring ways to purchase this vehicle with additional

revenue that may be realized through interest earnings on the Public Services financing. Other vehicles and equipment to be replaced in the coming year:

- One Planning and Development pickup truck
- Four replacement Police vehicles
- One Police four-by-four utility task vehicle
- One Ocean Rescue pickup truck
- Two Ocean Rescue four wheelers
- One pickup truck for Water Operations
- Town Hall HVAC and window replacements

Employee Total Rewards

We cannot emphasize enough how our team members are the Town's greatest asset. The cost of recruiting and retaining great employees has been increasing significantly over the past few years. This is primarily driven by our local cost of living and inflation. We recognize that the cost of losing and retraining new employees has a significant impact on the Town and the services we can provide. We continue to recommend a comprehensive strategy of compensation, benefits, and employee-centric programs to provide a rewarding work environment for our team members. For FY 2025, we are recommending:



- A 4% cost of living adjustment. This considers the January Consumer Price Index, as well as the need to maintain competitiveness with other local agencies.
- Health insurance premiums for employees are covered 100%; premiums for dependents and family members are covered at 80%.
- Continued within grade increases to allow for movement in pay ranges.
- We have budgeted an additional 1% to allow for a new performance-based merit program.
- Continued funding of departmental career progression programs.
- The Town also provides a 5% contribution to an employee's 401(k).

Staffing/Organizational Recommendations

The FY 2025 Budget recommends the following new positions:

- One additional sanitation equipment operator
- A part-time seasonal employee to assist with summer events (100 hours)

- An increase of $27,000 to the Fire Department's part-time pool budget to partially implement the recommendations of the Fire Staffing Working Group

No other departmental organizational changes are being recommended.

Grants



In accordance with our strategic plan, we continue to actively leverage grants. We are aggressive in supplementing our local funds to provide the greatest value to taxpayers by coordinating project timelines with funding opportunities. This past year, we completed several projects through grants, including a new bath house at Epstein Street, beach and estuarine access improvements, sidewalk projects, an Emergency Operations Plan update, installation of groundwater and water quality data loggers, and stormwater infrastructure upgrades.

In addition to the almost $5 million in grant funding in the fiscal year 2025 budget, we have applied for, and anticipate applying for, several other grants as we assess our future infrastructure needs. We believe these projects will help us achieve the initiatives in the strategic plan and provide the amenities, enhancements, and improvements our community desires. These include:

- Estuarine shoreline planning and construction to implement the adopted Estuarine Shoreline Master Plan (ESMP). Locations include the three pilot sites identified in the ESMP, selected through community engagement, which include the Harvey Public Sound Access/Event Site, Soundside Road, and Villa Dunes Drive.
- Juncos Street beach access improvements in conjunction with south Nags Head flood mitigation construction.
- Engineering and design towards our next beach nourishment project, tentatively scheduled for Summer 2027.
- A conservation easement in exchange for development rights at Town-owned property in Nags Head Woods.
- A cybersecurity grant to move our Enterprise Resource Planning financial software from on-premises to cloud hosted.
- Stormwater infrastructure improvements located along Wrightsville Avenue from Bonnett Street to Bainbridge Street.
- June Street beach access improvements.
- Sidewalks projects outlined in our Capital Improvement Program.

Public Safety

Fire



As mentioned previously, we are recommending additional funding in the Fire Department for the part-time staffing pool to increase staffing levels primarily at Station 16.

Fire has also requested resources to replace turnout gear, lockers at Station 16, and to provide stress tests and cancer screenings for team members.

Ocean Rescue



Ocean Rescue is using a new flag warning system to be consistent with the United States Lifesaving Association's standards for best practices and to correspond with NOAA's rip current warning system. Resources have been applied to implement and educate the community on this system.

Police

The Police Department received two new personnel in FY 2023/24 who are assisting with strategic initiatives including increased enforcement of speeding and red light running, which was cited as a major concern in the Community Survey. A new message board has been included to enhance bi-directional messaging of traffic-related initiatives. Police have requested a project in the CIP to provide a mechanism for alternate power for traffic lights during outages which can create a significant burden on staff resources when lights are not functioning. The Town is also requesting a partnership with the Dare County Tourism Board and the North Carolina Department of Transportation to place a pedestrian signal at the Soundside Event Site which can be operated during events. This would minimize the need for a Police-manned crosswalk for the duration of these events.



Comparison of FY 2024-25 to FY 2023-24

No tax increase is recommended for this budget, which includes a $400,000 fund balance appropriation. As ad valorem taxes, by state statute, are calculated based on the January 1, 2024, valuations, this equates to a 1% increase on our tax levy from fiscal year 2024. One cent is approximately $313,000. We can maintain our tax rate because the budget is integrated with the Capital Investment Fund. The CIF is funded through annual appropriations from the general fund and both have fund balance policies. It is designed to plan and pay for general fund long-term

capital expenditures and most infrastructure projects with cash. Current debt service is also paid for from the CIF, with possibly financing larger future projects to stay within our policies. These funds work together to enable this budget to meet the Town's growing operating and capital needs, and both are guided by sound fiscal policies. Our fund balance policies not only monitor our fiscal health and indicate our relative financial condition, but they also provide a framework to guide budgetary decisions and allow for creating multi-year plans. In addition, they allow us to grow our fund balance over time and monetize excess funds for capital planning. If our general fund balance grows above 35% of expenditures, less bond debt, fund balance is reduced and moves into the CIF. This occurred in FY 2024, and $1,378,672 was transferred. These extra funds allow us to maintain a higher fund balance to offset higher years of expenditure. It provides the capacity in the general fund to offer the high level of services our community deserves in an efficient, cost-effective manner, without raising taxes. For example, this year in our operating budget we added a new sanitation position to provide an enhanced level of service for trash collection on the weekends to meet the Town's growing needs. This also allowed to us to absorb and accommodate new capital planning and strategic initiatives, including providing lifeguard housing and implementing the first phase of our Town Campus Master Plan, a fitness facility.

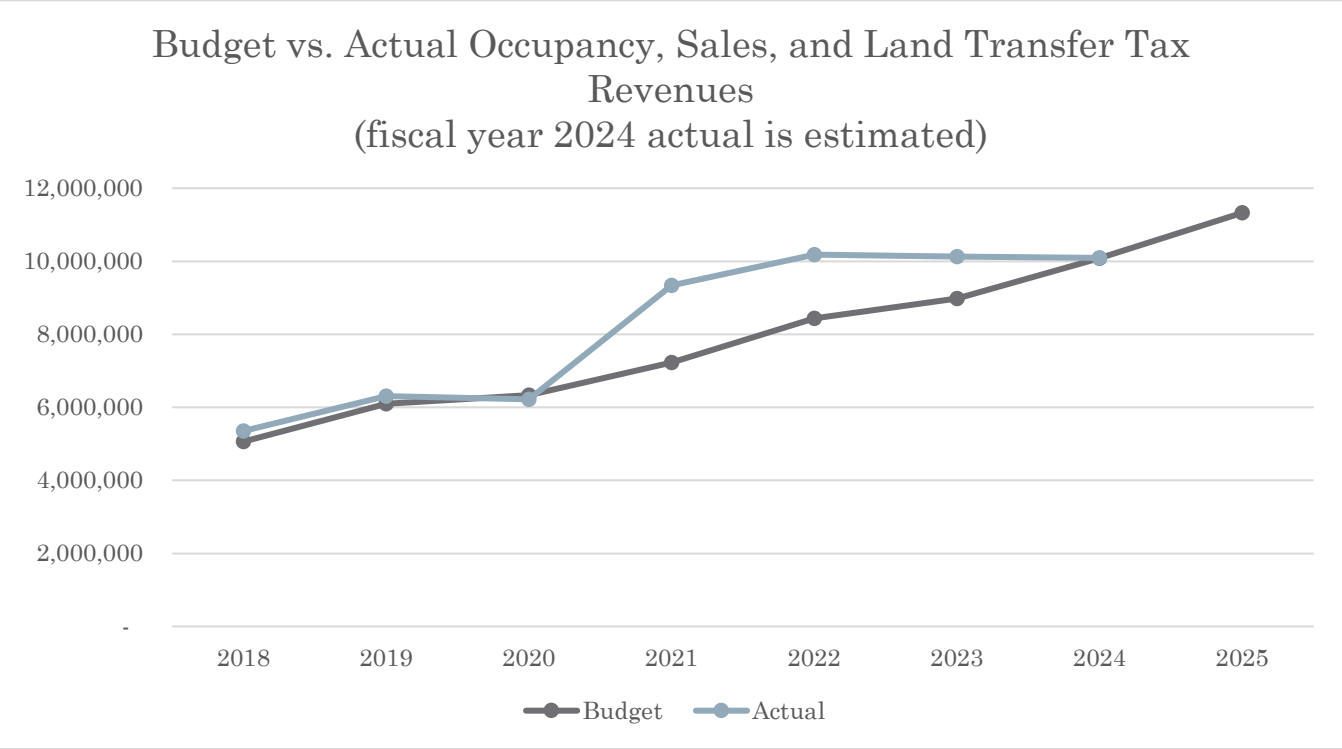
Based on our fund balance policy, projections anticipate approximately $500,000 of funds beyond 35% will be transferred to the CIF after completion of the fiscal year 2024 audit. We have been able to maintain over a 35% fund balance because of an almost 100% tax collection rate, higher interest rates, increased collections for civil penalties and utility sales tax, and vacancies/lapsed salaries. You can find out more about our fund balances, including historical and projected fund balance amounts, in the Fund Balance section of this budget.

At the end of fiscal year 2024, the CIF fund balance is estimated to be 43%. Combined with fiscal year 2025 proposed funding of $4,137,500, this maintains a fund balance between 21% and 20%, respectively in fiscal years 2025 and 2026. Because of inflation, lead times and difficulty in procuring vehicles and equipment, and increased construction costs, this budget recommends a fund balance policy change from 25% to 20% in the CIF, with no recommended change to the general fund's policy. Maintaining this level of fund balance still accommodates offsetting higher years of expenditures; for example, in fiscal year 2025, we will be able to absorb our highest year of debt service ($1,276,200) on the Public Services complex. However, lowering the policy will balance providing value to taxpayers with building in capacity for capital investments, future growth, and strategic planning.



This year's general fund budget totals $41,165,256, an increase of $3,462,000, or 9% from the fiscal year 2023-2024 adopted budget. We were able to offset a tax increase with over a $1.2 million, or 12%, increase in other taxes and licenses. This category, which makes up 28% of our budget, is a good indicator of our economic engine, tourism. As a point of reference in how important these revenues are, ad valorem taxes make up 29% of our budget. With a strong local economy, these revenues allow us to deliver top-tier services while keeping the tax rate low. With a rate of 33 cents, our effective municipal tax rate is 20.85 cents. Prepared by the North Carolina Department of Revenue, this is the adjusted rate to aid in comparison by jurisdictions within the state. Sales, occupancy, and land transfer taxes make up this category. They are distributed to the six towns by Dare County in proportion to the amount of ad valorem tax levied for the preceding fiscal year. Because of this, they are collectively called "shared revenues." Our increase in shared revenues, approximately 75%, is because of our increased levy in fiscal year 2024 due to a 4.25 cent tax increase for the Public Services Complex. We have also factored in a 3% increase for growth in occupancy taxes, which is in line with local estimates, including Dare County and the Dare County Tourism Board. Occupancy tax is used to fund tourism-related purposes, including construction and maintenance of public facilities, solid waste disposal, and public safety services. Growth is calculated for all three articles of sales tax. Articles 39 and 42 are distributed by point of sale, and account for 3% growth. Article 40 is distributed based upon the county's population in relation to the state population total and projects 4% growth. High levels of inflation in recent years are one reason that local sales tax revenues have increased. While inflation rates have declined in recent months, they have not fallen quite as fast or as far as some had predicted. Combined with the fact that North Carolina continues to add population, both factors should positively contribute to sales tax collection. Taking our local economy into consideration, the sales tax budget also aligns with the NC League of Municipalities state-wide revenue projections at 2.9% growth over fiscal year 2023 and 2.2% growth over 2024. A more conservative estimate of 1% has been factored into the land transfer tax budget.





There is also a $2,935,312, or 44% increase, in the transfers from the CIF to the general fund. Debt service and capital outlay are accounted for in the CIF, including the debt service payment for the Public Services complex. Capital projects, which include close to $5 million in grants, outlined in Grant Funded Projects, are also included in this total. Securing grants for long-term growth and sustainability is a component of our funding strategy in conducting multi-year planning. Many of our projects have been shifted to align with funding opportunities, such as stormwater/drainage projects and implementation of the adopted Estuarine Shoreline Master Plan. These grants enable us to move projects forward that we might not be able to otherwise afford without a tax increase. A proposed list of projects funded through the CIF are included in the Transfers from the Capital Reserve and Capital Investment Funds to the General Fund section of this budget and are budgeted in other finance sources as transfers – capital investment fund.

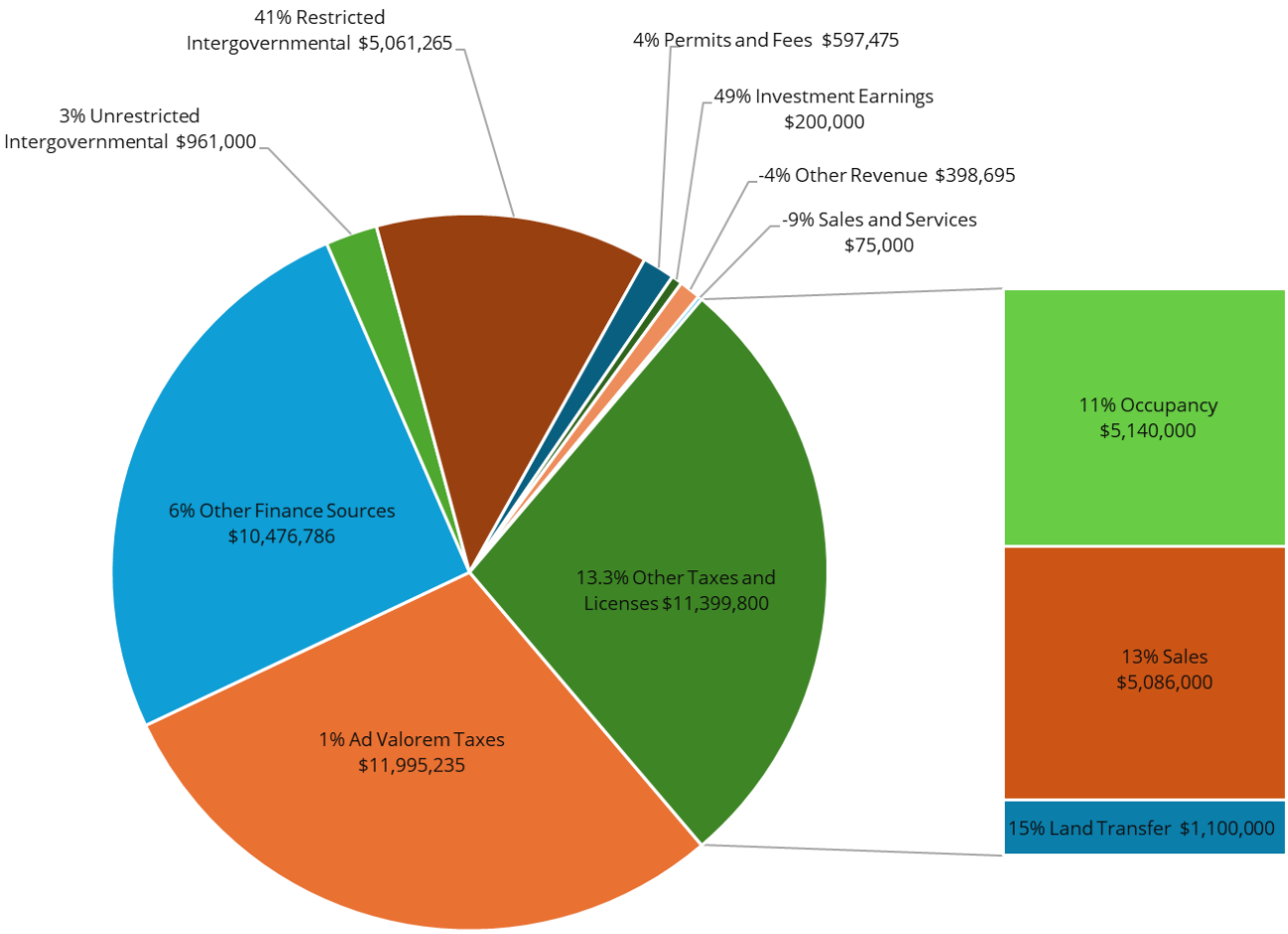
In addition to the fund balance appropriation, the "other finance sources" revenue category includes transfer of revenues from the capital reserve and capital investment funds to the general fund. Statutorily, these reserve funds only act as a holding tank for money as restricted by the Board, therefore activity is recorded in the general fund, which accounts for the interfund transfer. Interfund expenditures also flow through the general fund to these funds as revenues are collected for their restricted purposes, for example, beach nourishment taxes from the town-wide and MSD levies and sales tax collected resulting from the MSD levy (per State Statute).

Total general fund expenditures including personnel and operating costs, debt service, and capital outlay are calculated as a percentage of the recommended budget in the section of the budget titled "Expenditures by Percentage." A brief comparison is included below:

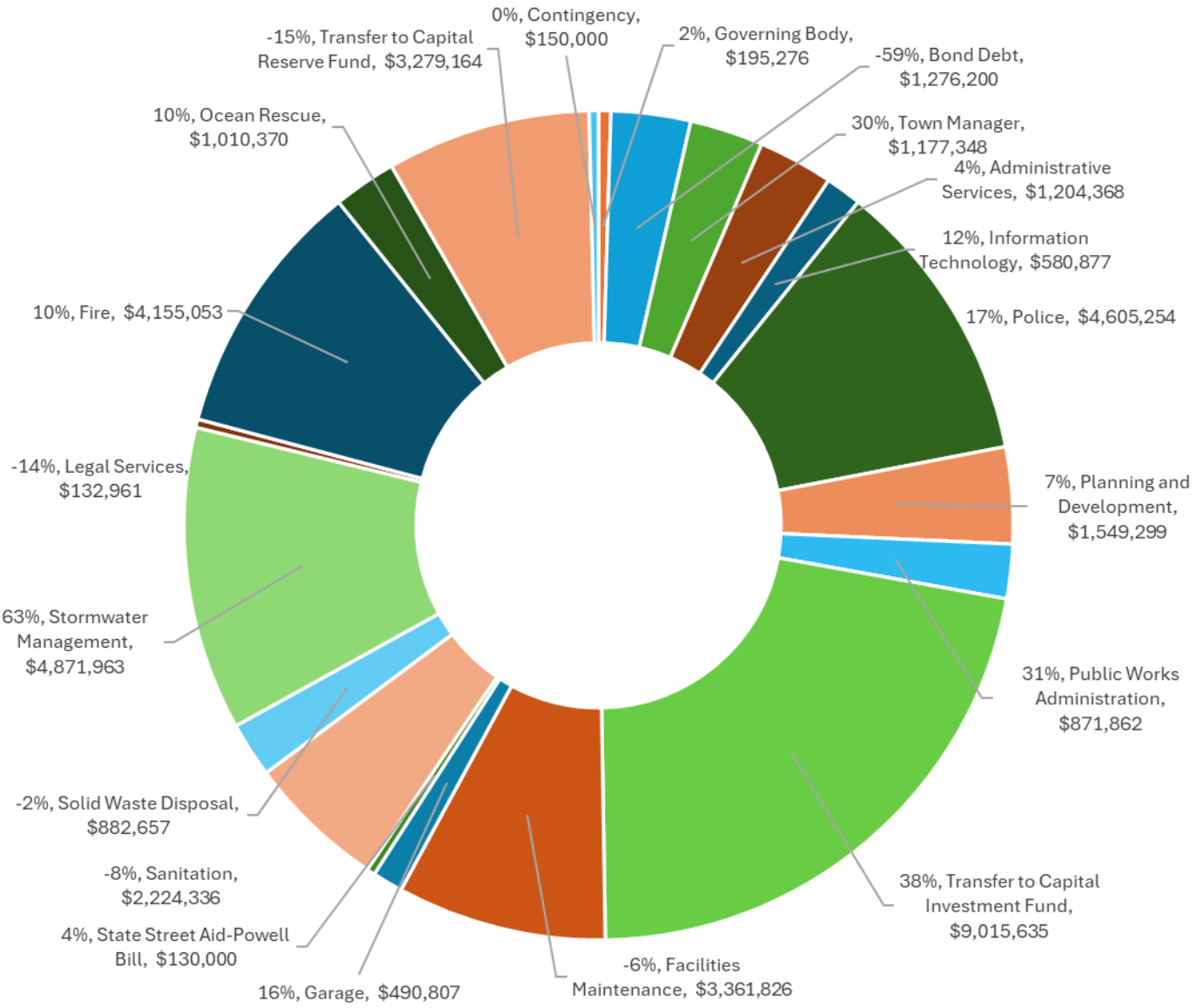
Recommended General Fund Revenues	Fiscal Year 2024-2025	Fiscal Year 2023-2024
Ad Valorem Taxes	$11,995,235	$11,929,890
Other Taxes and Licenses (occupancy, sales, and land transfer taxes)	11,399,800	10,158,589
Unrestricted Intergovernmental	961,000	932,200
Restricted Intergovernmental	5,061,265	3,589,978
Permits and Fees	597,475	574,510
Investment Earnings	200,000	133,840
Other Revenue	398,695	413,842
Sales and Services	75,000	82,600
Other Finance Sources (bond debt and appropriated fund balance)	10,476,786	9,887,807
TOTAL	**$41,165,256**	**$37,703,256**

Recommended General Fund Expenditures	Fiscal Year 2024-2025	Fiscal Year 2023-2024
Governing Body	$ 195,276	$ 190,690
Special Obligation Bond Debt	1,276,200	3,086,300
Town Manager	1,177,348	903,814
Administrative Services	1,204,368	1,162,484
Information Technology	580,877	518,216
Legal Services	132,961	155,086
Planning and Development	1,549,299	1,448,238
Public Works Administration	871,862	667,864
Facilities Maintenance	3,361,826	3,568,414
Garage	490,807	422,693
State Street Aid-Powell Bill	130,000	125,000
Sanitation	2,224,336	2,424,114
Solid Waste Disposal	882,657	902,950
Stormwater Management	4,871,963	2,989,169
Police	4,605,254	3,926,829
Fire	4,155,053	3,770,084
Ocean rescue	1,010,370	921,640
Transfer to Capital Investment Fund	9,015,635	6,513,474
Transfer to Capital Reserve Fund	3,279,164	3,856,197
Contingency	150,000	150,000
TOTAL	**$ 41,165,256**	**$ 37,703,256**

RECOMMENDED 2024-2025 GENERAL FUND REVENUES/ PERCENT CHANGES FROM FISCAL YEAR 2023-2024



RECOMMENDED 2024-2025 GENERAL FUND EXPENDITURES/ PERCENT CHANGES FROM FISCAL YEAR 2023-2024



Water Fund Budget Highlights

No changes in water rates are being recommended, and budgeted revenues from water utility sales remain unchanged as they are currently tracking on target with the budget. The base rate is $44.70 for 0-3,000 gallons on a ¾" meter, bi-monthly. The completion of the Advanced Metering Infrastructure (AMI) project will be one catalyst in reviewing our water rates to fund the Capital Improvement Program recommended in our Water Master Plan, currently being updated. By implementing the latest technology, we can offer customers mobile and web-based applications that monitor water usage to proactively detect leaks and minimize lost revenue for the Town. These meters will significantly improve reading accuracy and provide real-time data. Once we gain a better understanding of how this upgrade impacts revenues, we will work with our financial advisors to review rates as another component of our strategic initiative. Any new recommendations will be made to maintain equity among customers and sustain reliable operations, support growth, regulatory compliance, and capital renewal, which includes both increasing capacities as necessary and maintaining and upgrading current infrastructure.

Comparison of FY 2023-24 to FY 2024-25



The water fund budget is $4,915,408 for fiscal year 2024-2025, an increase of $466,266 or 10% from the prior fiscal year. To balance the budget, net position was appropriated for $518,108, a $426,916 increase. The increase can primarily be attributed to the water line upgrades, budgeted at $501,500, as part of the integrated streets and stormwater project on S. Memorial Avenue. Additional funding of $105,000 has been budgeted for planning and design to replace water main lines in south Nags Head currently scheduled for fiscal year 2026. The fiscal year 2024 planned water line project was deferred to 2025 to leverage grant funding and to achieve an economy of scale with the planned 2025 project, located in the same vicinity. Because of the realized savings from delaying the project, the Town can safely appropriate net position. Other water fund highlights to note include:

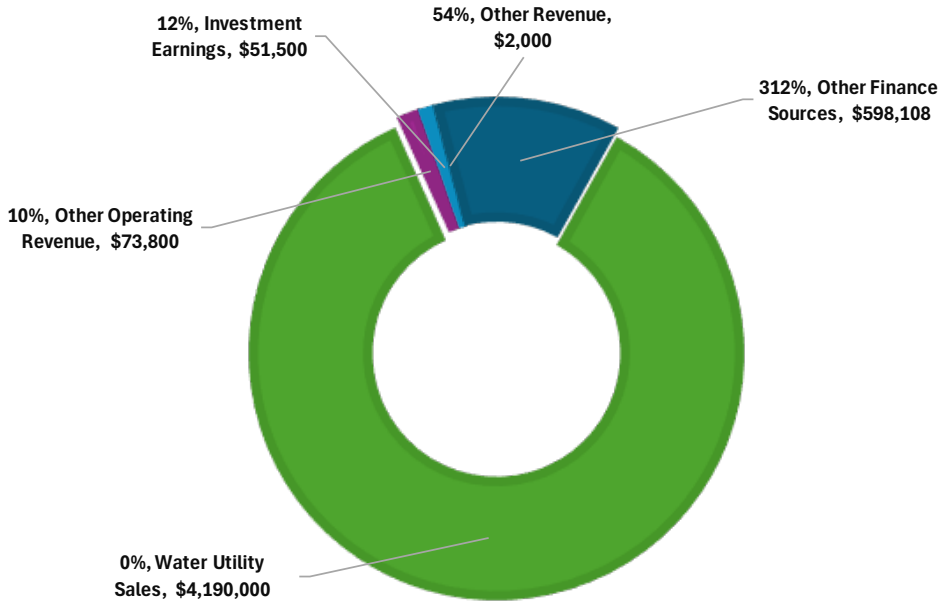
- As the general fund provides resources and staff to support the water fund, $763,173 is budgeted for the water fund to reimburse the general fund for indirect administrative costs. This is a $81,158 decrease from fiscal year 2024's contribution. The allocation is based on certain general fund expenditures from the most recent

audited financial statements, as well as the water fund's percentage of the general and water fund combined budgets.

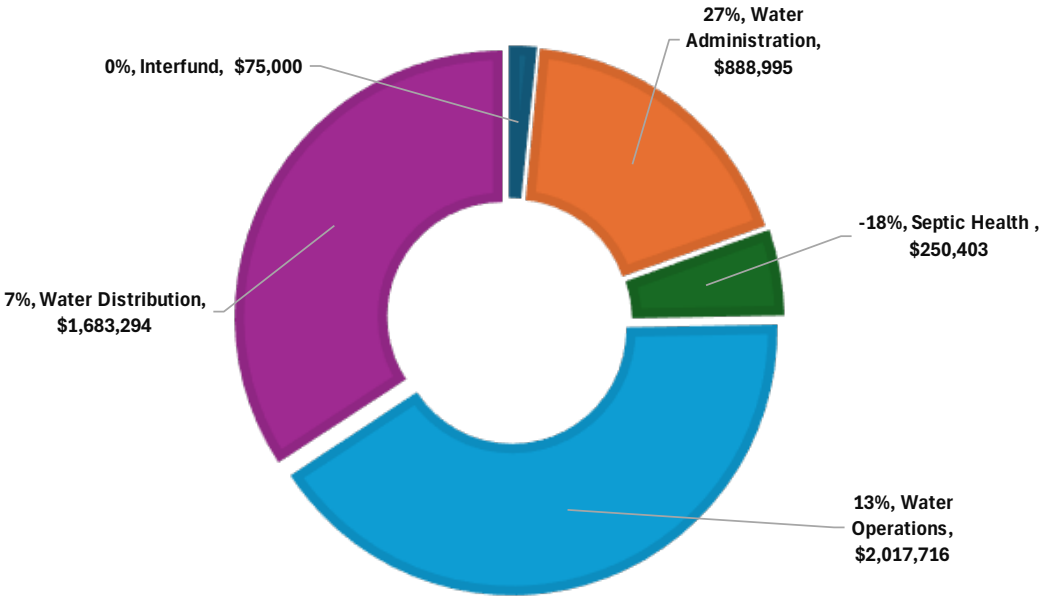
- The first principal and interest-only debt payments totaling $449,300 are included for the design and construction of the Public Services Complex, and Advanced Metering Infrastructure, both currently in progress. This is an increase of $155,175 over the fiscal year 2024 interest-only payment.
- Funding of $962,000, a $112,000 increase, is included for purchasing wholesale water from Dare County. The budget is based on the increase from $1.838 per thousand gallons of the most recent actual annual 415 million gallons purchased at the current wholesale rate of $2.202 per thousand gallons.
- Annual contracted water tower and tank maintenance is included at $95,769.
- With over 85% of the town's wastewater treated by on-site wastewater treatment systems (septic systems), our Todd D. Krafft Septic Health Initiative continues to grow since its inception in 1999. The Initiative provides homeowners with free septic system inspections, a septic pump out water utility bill credit of $150, low-interest loans for septic system repairs or replacement, and water quality testing. We continue to promote initiatives and incentivize proactive maintenance of these systems as part of our adopted Decentralized Wastewater Master Plan, so they remain a sustainable component of Nags Head's infrastructure.



FISCAL YEAR 2024-2025 RECOMMENDED WATER FUND REVENUES/ PERCENT CHANGE FROM FISCAL YEAR 2023-2024



FISCAL YEAR 2024-2025 RECOMMENDED WATER FUND EXPENSES/ PERCENT CHANGE FROM FISCAL YEAR 2023-2024



Conclusion

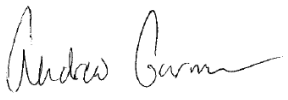
Thank you for the opportunity to present the FY 2025 Recommended Budget.

For the past few years, the Town has implemented an aggressive approach to funding much needed infrastructure and equipment and has developed additional tools to improve our financial capacity. We continue to focus on team member initiatives with the goal of being one of the top employers in eastern North Carolina. We have been successful in receiving significant outside resources in the form of grants to fund many of our capital initiatives. I hope you will find that this recommended budget represents a sound financial strategy that meets and exceeds community expectations and implements the vision and the strategic initiatives to carry forward the Nags Head legacy.

Finally, I would like to close by expressing the utmost gratitude to the staff who developed the budget and assisted throughout the budgeting and strategic planning process. Specifically, I would like to thank Deputy Town Manager/Finance Director Amy Miller, Deputy Finance Director Brooke Norris, Public Information Officer Roberta Thuman, Human Resources Director Jan Mielke, and the department heads and departmental staff. I would also like to thank the Nags Head Board of Commissioners for their time and engagement during the strategic planning and budgeting processes.

We look forward to your comments and suggestions as we work to adopt the FY 2024/25 budget.

Sincerely,



Andy Garman, ICMA-CM, AICP
Town Manager

FY 2025 BUDGET ORDINANCE

Ordinance No. 24-06-xx
FY 24-25 Budget Ordinance
BOC Meeting June 19, 2024

Town of Nags Head
Budget Ordinance
Fiscal Year 2024-2025

BE IT ORDAINED by the Board of Commissioners of the Town of Nags Head, North Carolina, meeting in session this the 19th day of June 2024, that the budget ordinance adopted on June 19th, 2024, effective July 1, 2024, to read as follows:

SECTION I GENERAL FUND

Revenues Anticipated:	
Current year ad valorem taxes	$ 9,368,831
Municipal Service District taxes	1,645,988
Current town wide beach nourishment ad valorem taxes	767,937
Penalties and interest	8,000
DMV Taxes	204,479
Other taxes and licenses	11,399,800
Unrestricted intergovernmental revenues	961,000
Restricted intergovernmental revenues	5,061,265
Permits and fees	597,475
Sales and services	75,000
Investment earnings	200,000
Other revenues	398,695
Transfer from Capital Reserve Fund	384,380
Transfer from Capital Investment Fund	9,662,406
Sale of capital assets	30,000
Unassigned Fund Balance Appropriated	400,000
Total General Fund Revenues	$ 41,165,256

SECTION I GENERAL FUND

Expenditures Authorized:	
Governing Body	$ 195,276
Bond Debt	1,276,200
Town Manager	1,177,348
Administrative Services	1,204,368
Information Technology	580,877
Legal Services	132,961
Planning and Development	1,549,299
Public Services Administration	871,862
Facilities Maintenance	3,361,826
Garage	490,807
State Street Aid - Powell Bill	130,000
Sanitation	2,224,336
Solid Waste Disposal	882,657
Streets and Stormwater	4,871,963
Police	4,605,254
Fire	4,155,053
Ocean Rescue	1,010,370
Transfer to Capital Reserve Fund	3,279,164
Transfer to Capital Investment Fund	9,015,635
Contingency	150,000
Total General Fund Expenditures	$ 41,165,256

Ordinance No. 24-06-xx
FY 24-25 Budget Ordinance
BOC Meeting June 19, 2024

Town of Nags Head
Budget Ordinance
Fiscal Year 2024-2025

	Section II WATER FUND
Revenues Anticipated:	
Charges for utilities	$ 4,190,000
Taps/connection fees	22,000
Non-payment fees	1,800
System development fees	25,000
Interest on investments	51,500
Penalties and interest	25,000
Septic loan repayments	25,000
Miscellaneous revenues	2,000
Transfer from Water Capital Reserve Fund	55,000
Appropriated Net Position	518,108
Total Water Fund Revenues	$ 4,915,408
Expenses Authorized:	
Administration	$ 888,995
Septic Health Initiative	250,403
Water Operations	2,017,716
Water Distribution	1,683,294
Transfer to Water Capital Reserve Fund	25,000
Contingency	50,000
Total Water Fund Expenses	$ 4,915,408

Ordinance No. 24-06-xx
FY 24-25 Budget Ordinance
BOC Meeting June 19, 2024

Town of Nags Head
Budget Ordinance
Fiscal Year 2024-2025

Section III CAPITAL RESERVE FUND

Revenues Anticipated:	
Transfer from General Fund	$ 3,279,164
Appropriations/Restricted sales tax - beach access reconstruction	384,380
Total Revenues	$ 3,663,544
Expenditures Authorized:	
Transfer to General Fund	$ 384,380
Contributions to Fund Balance	3,279,164
Total Expenditures	$ 3,663,544

Section IV CAPITAL INVESTMENT FUND

Revenues Anticipated:	
Transfer from General Fund	$ 9,015,635
Appropriations	9,662,406
Total Revenues	$ 18,678,041
Expenditures Authorized:	
Transfer to General Fund	$ 9,662,406
Contributions to Fund Balance	9,015,635
Total Expenditures	$ 18,678,041

Section V WATER CAPITAL RESERVE FUND

Revenue Anticipated:	
Transfer from Water Fund	$ 25,000
Appropriations/System development fees	55,000
Total Revenues	$ 80,000
Expenses Authorized:	
Transfer to Water Fund	55,000
Contributions to Net Position	$ 25,000
Total Expenses	$ 80,000
TOTAL BUDGET FISCAL YEAR 2023-2024	$ 68,502,249

Ordinance No. 24-06-xx
FY 24-25 Budget Ordinance
BOC Meeting June 19, 2024

Town of Nags Head
Budget Ordinance
Fiscal Year 2024-2025

SECTION VI TAX RATES ESTABLISHED

A Town wide tax rate of thirty three ($.33) cents per hundred dollar valuation is hereby levied on all real estate, corporate utilities, and personal property in the Town of Nags Head as of January 1, 2024. The estimated valuation of said property is three billion, seventy nine million, four hundred forty six thousand, six hundred forty four dollars ($3,079,446,644). The estimated collection rate is ninety-nine and three quarters percent (99.75%).
A tax rate of fourteen and three tenths ($.143) cents per hundred dollar valuation is hereby levied on all real estate, personal property, and motor vehicle property located in municipal service districts 1 and 2 with an estimated value of one billion, fifty six million, six hundred two thousand, eight hundred seventy six dollars ($1,056,602,876). The estimated collection rate is ninety-nine and three quarters percent (99.75%) on all real estate and personal property and one hundred percent (100%) on all motor vehicle property. A tax rate of one ($.01) cent per hundred dollar valuation is hereby levied on all real estate, personal property, and motor vehicle property located in municipal service district 4 with an estimated value of six hundred seventy one million, sixteen thousand, four hundred forty eight dollars ($671,016,448). The estimated collection rate is ninety-nine and three quarters percent (99.75%) on all real estate and personal property and one hundred percent (100%) on all motor vehicle property. A tax rate of one half ($.005) cent per hundred dollar valuation is hereby levied on all real estate, personal property, and motor vehicle property located in municipal service districts 3 and 6 with an estimated value of one billion, four hundred forty one million, four thousand, nine hundred eighty nine dollars ($1,441,004,989). The estimated collection rate is ninety-nine and three quarters (99.75%) on all real estate and personal property and one hundred percent (100%) on all motor vehicle property. A tax rate of thirty three ($.33) cents per hundred dollar valuation is hereby levied on all motor vehicle property in the Town of Nags Head as renewed throughout the State during the year. The estimated valuation of said property is sixty one million, nine hundred sixty three thousand, three hundred eleven dollars ($61,963,311). The estimated collection rate is hundred percent (100%).
All estimated collection rates are based on the collection rates for the fiscal year ended June 30, 2024.

SECTION VII, SPECIAL AUTHORIZATION - BUDGET OFFICER

The Budget Officer shall be authorized to transfer amounts between objects of expenditures not adopted in the Capital Improvements Program (CIP) within a department without limitation and without a report being requested.
The Budget Officer is authorized to reallocate appropriations between departments among the various objects of expenditures as (s)he believes necessary. Such changes shall be reported to the Finance Officer immediately and to the Governing Body at the next regular meeting or on the next succeeding monthly budget transfer report.

SECTION VIII, RESTRICTION-BUDGET OFFICER

The use of any contingency appropriations shall be accomplished only with prior authorization from the Board of Commissioners.

Salary increases, beyond those set forth in the budget document, shall not exceed 5% without Board approval. Promotional or merit increase are excluded and shall be administered in accordance with the Personnel Policy.
The use of appropriations established for Capital Reserve may be accomplished only with the approval of the Board.

Interfund transfers, not established in the budget document, may be accomplished only with prior authorization from the Board.

In case of emergency which threatens the lives, health, and safety of the public, the Town Manager may execute contractual documents and authorize expenditures in an amount necessary to meet the emergency so long as such amount does not exceed the amount in contingency accounts not to exceed $125,000 and the expenditure is reported to the Board of Commissioners as soon as possible, and the appropriate budget amendments are submitted at the next regular meeting.

Ordinance No. 24-06-xx
FY 24-25 Budget Ordinance
BOC Meeting June 19, 2024

Town of Nags Head
Budget Ordinance
Fiscal Year 2024-2025

SECTION IX - AUTHORIZATION TO EXECUTE CONTRACTUAL DOCUMENTS

The Town Manager, or in his absence his designee, is hereby authorized to execute contractual documents under the following conditions:

(a) The Town Manager may execute contracts for: (1) Purchases or apparatus, supplies and materials, or equipment which are within budgeted department appropriations where formal bid is not required; (2) Leases of personal property for durations of one year or less which are within budgeted departmental appropriations; (3) Services and service contracts which are within budgeted departmental appropriations; and (4) formal bids involving purchase contracts, including rejecting bids and re-advertising to receive bids. This delegation can not be applied to construction or repair contracts.
(b) The Town Manager may execute contracts, as the lessor or lessee of real property, which are of a duration of one year or less which are within budgeted departmental appropriations not to exceed an annual amount of $20,000.
(c) The Town Manager may execute contracts for design consultant services, where consultant fees are estimated to be less than $50,000.
(d) The Town Manager may execute contracts for construction or repair projects which do not require formal competitive bid procedures.
(e) The Town Manager may execute change orders or amendments to construction contracts in amounts up to $50,000 when the appropriate annual budget or capital project ordinance contains sufficient appropriated but unencumbered funds.
(f) The Town Manager may execute grant agreements to or from public nonprofit organizations which are within budgeted appropriations unless the grantor organization requires execution by the Board of Commissioners.

SECTION X, UTILIZATION OF BUDGET AND BUDGET ORDINANCE

This ordinance and the budget document shall be the basis of the financial plan for the Town of Nags Head, North Carolina Municipal Government during the 2024-2025 fiscal year. The Budget Officer shall administer the Budget and (s)he shall insure that operating officials are provided guidance and sufficient details to implement their appropriate portion of the Budget. The Accounting Section shall establish records which are in accordance with the Budget and this Ordinance and the appropriate statutes of the State of North Carolina.

ADOPTED THIS 19th DAY OF **JUNE 2024**.

_____
Benjamin Cahoon, Mayor

Attest:

_____
Carolyn F. Morris, Town Clerk

Motion to Adopt by Commissioner
Motion Seconded By Commissioner
Vote _____ Ayes _____ Noes
Recorded in Minute Book _____, Page _____

ORDINANCE ESTABLISHING A CAPITAL INVESTMENT FUND

Ordinance No. 22-06-012
Capital Investment Fund
BOC Meeting June 1, 2022

TOWN OF NAGS HEAD
CAPITAL INVESTMENT FUND

BE IT ORDAINED by the Governing Board of the Town of Nags Head, North Carolina that, in accordance with the provisions of NCGS-159-18, the following capital investment fund ordinance hereby follows:

WHEREAS, There is a need in the Town of Nags Head to set aside funds for future capital expenditures, debt service, and maintenance and repairs, and significant fiscal investments are essential to ensure the Town has necessary equipment and infrastructure; AND

WHEREAS, A fund needs to be established that will account for this specific revenue source, which is restricted for capital outlay, debt service, non-capital outlay repairs and maintenance, and Capital Improvement Program items; AND

WHEREAS, The Town maintains the Capital Investment Fund (CIF) within the general fund to account separately for these items; AND

WHEREAS, The Town emphasizes preventative maintenance as a cost-effective approach to maintain its assets; AND

WHEREAS, The Town maximizes pay-as-you-go (PAYGO) funding for rolling stock, equipment, and capital projects to reduce the need for debt financing.

NOW THEREFORE BE IT RESOLVED that the Town of Nags Head Board of Commissioners hereby establishes the Capital Investment Fund for the purpose of accumulating revenues as listed above by direct appropriation from the General Fund.

Section1. The Finance Officer is authorized to create a fund to house revenues and expenditures for the Capital Investment Fund.

Section 2. Revenues for this fund will be generated through general fund transfers, grants, investment income, and miscellaneous other revenues as transferred from the general fund and will be defined each fiscal year in the adopted annual budget ordinance.

Section 3. Authorized expenditures for this fund will be defined each fiscal year in the adopted annual budget ordinance.

Section 4. Authorized uses of Capital Improvement Fund revenues are defined in the Capital Investment Fund Board of Commissioners Policy.

Section 5. Copies of this ordinance shall be furnished to the Budget Officer, the Finance Officer, and the Clerk to the Board of Commissioners.

Section 6. The Capital Investment Fund is to remain operational for a period not to exceed ten years (beginning July 1, 2022, and ending June 30, 2032), and unless terminated sooner, shall automatically renew for each succeeding year following June 30, 2032, until terminated by the Nags Head Board of Commissioners.

Adopted this 1st day of June 2022.

Benjamin Cahoon, Mayor
Town of Nags Head

ATTEST:

Carolyn F. Morris, Town Clerk

POLICIES

CAPITAL INVESTMENT FUND POLICY

Benjamin Cahoon
Mayor

Michael Siers
Mayor Pro Tem

Andy Garman
Town Manager

Kevin Brinkley
Commissioner

Bob Sanders
Commissioner

Megan Lambert
Commissioner

Town of Nags Head
Post Office Box 99
Nags Head, NC 27959
Telephone 252-441-5508
Fax 252-441-0776
www.nagsheadnc.gov

Board of Commissioners Policy

Capital Investment Fund Policy
Adopted: June 1, 2022
Amended: July 1, 2024

The Town maintains the Capital Investment Fund (CIF) within the general fund to account separately for capital assets, Capital Improvement Program projects, non-capital outlay major repairs and maintenance, and debt service. As a means to manage fund balance during both strong economic conditions and downturns, the Town will maintain a minimum fund balance within the CIF of 20% of CIF expenditures. A replenishment period will commence if CIF fund balance falls below 20%. Funds will be budgeted beginning with the subsequent fiscal year's adopted budget with a replenishment period not to exceed three consecutive fiscal years.

Funding within the CIF will include the Town's five-year capital improvement plan (CIP) which projects capital needs and expenditures and details the estimated cost, description, and anticipated funding sources for capital projects. The first year of the CIP will be the basis of formal appropriations during the annual budget process. If new project needs arise during the year, a budget amendment will identify the funding sources and project appropriations to provide formal budgetary authority for the project.

The Town will emphasize preventive maintenance as a cost-effective approach to infrastructure maintenance. The Town maximizes the use of pay-as-you-go (PAYGO) funding for capital projects to reduce the need for debt financing.

The Capital Investment Fund will contain Capital Improvement Program (CIP) items, as defined by the Town's CIP policy, debt service payments, non-capital outlay major repairs and maintenance, and capital assets as defined by the Town's capital assets policy. Items excluded from this policy are defined in the Capital Reserve Fund, including the use of beach nourishment funds and facility fees.

Responsible for Update: Finance Officer

DEBT POLICY

Benjamin Cahoon
Mayor

Michael Siers
Mayor Pro Tem

Andy Garman
Town Manager

Town of Nags Head
Post Office Box 99
Nags Head, NC 27959
Telephone 252-441-5508
Fax 252-441-0776
www.nagsheadnc.gov

M. Renée Cahoon
Commissioner

Kevin Brinkley
Commissioner

Bob Sanders
Commissioner

Board of Commissioners Policy

Debt Policy
Original Adoption date: June 1, 2022

The Town of Nags Head's Finance Officer is charged with the responsibility for prudently and effectively managing any and all debt incurred by The Town of Nag Head.

The Town utilizes various financing techniques to assist in the funding of capital improvements and equipment purchases. Debt may be incurred for financing capital assets that, because of their long-term nature or because of budgetary restraints, cannot be acquired from current or budgeted resources. Debt will not be used for operational needs.

This may include general obligation bonds, limited obligation bonds, revenue bonds, installment financings, or any other financing instrument allowed under North Carolina law.

The Town will seek to structure debt and to determine the best type of financing for each financing need based on the flexibility needed to meet project needs, the timing of the project, taxpayer or rate-payer equity, and the structure that will provide the lowest interest cost in the circumstances.

Debt service models are maintained which identify resources available for current and future payment of principal and interest on all outstanding debt. Projections must be made prior to the issuance of additional debt which will clearly identify the impact of future debt service and the adequacy of designated resources. Requirements for future increases of designated resources must be included in the decision-making process for authorization of additional debt. Debt financing will be considered in conjunction with the approval by the Local Government Commission.

New debt issued by the Town may be for varying maturity terms depending upon; first the expected life of the asset being financed; and second, the existence of cash and investment balances which may be used to reduce the overall cost of capital improvements.

- Debt will normally have a term of 20 years or less.
- USDA funded debt will normally have a term of 30 years or less.

Debt Affordability

- The net general obligation debt of the Town, as defined in NCGS 159-55, is statutorily limited to eight percent (8%) of the assessed valuation of the taxable property within the Town. *
- Total General Fund debt service will not exceed any limits imposed by the Local Government Commission (LGC).

The Town will monitor for opportunities to obtain interest rate savings on outstanding debt.

The Capital Investment Fund will contain all debt service payments and estimated future payments, consistent with the Capital Investment Fund policy.

Responsible for Update: Finance Officer

*The Town of Nags Head's statutory debt limitation on June 30, 2023, is $250,143,480

FUND BALANCE POLICY

Benjamin Cahoon
Mayor

Michael Siers
Mayor Pro Tem

Andy Garman
Town Manager

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M. Renée Cahoon
Commissioner

Kevin Brinkley
Commissioner

Bob Sanders
Commissioner

Board of Commissioners Policy

Fund Balance Policy

Original Adoption date: July 11, 2012
Adoption date: March 4, 2015
Amended: June 1, 2022

The Board of the Town of Nags Head recognizes the vital importance of sound fiscal management; and the Board of the Town of Nags Head also recognizes that the precarious location of the Town of Nags Head on the coast of North Carolina represents an additional threat to the financial security of the Town that is not otherwise faced by most municipalities in the State.

One of the primary keys to financial security is the maintenance of an adequate fund balance in the General Fund. In accordance with NCGS 159-8(a), appropriated fund balance in any fund shall not exceed the sum of cash and investments minus the sum arising from liabilities, encumbrances, and deferred revenues arising from cash receipts at the close of the prior fiscal year. The Town will maintain an unassigned fund balance that exceeds eight percent (8%) of yearly expenditures in accordance with the North Carolina Local Government Commission's recommendation. However, it is the policy of the Town to maintain unassigned fund balance equal to 25-35% of general fund expenditures, less bond debt. Management is expected to manage the budget so that revenue shortfalls and expenditure increases do not impact the Town's total unassigned fund balance.

A replenishment period commences if unassigned fund balance falls below 25%. Funds will be budgeted beginning with the subsequent fiscal year's adopted budget with a replenishment period not to exceed three consecutive fiscal years.

Following the completion of the annual financial audit, any unassigned fund balance above 35% transfers to the Capital Investment Fund (CIF) to reduce reliance on debt.

Responsible for Update: Finance Officer

CAPITAL ASSETS POLICY

Town of Nags Head
Post Office Box 99
Nags Head, NC 27959
Telephone 252-441-5508
Fax 252-441-0776
www.nagsheadnc.gov

Board of Commissioners Policy

Capital Assets

Adoption Date: March 5, 2003
Updated: June 4, 2003
Updated: March 1, 2017
Updated : March 14, 2018

Capital assets are defined as assets with an initial, individual cost of more than a certain cost and estimated useful life in excess of five years. Purchased or constructed capital assets are reported at cost or estimated historical cost. Donated capital assets are recorded at acquisition value. Minimum capitalization costs are as follows:

- Land, $1, not depreciated
- Artwork, $5,000, not depreciated
- Buildings $20,000, useful life 10 to 40 years
- Improvements,$5,000, useful life 5 to 40 years
- Infrastructure, $100,000, useful life 5 to 40 years
- Equipment, $5,000, useful life 5 to 20 years
- Vehicles, $5,000, useful life 5 to 10 years
- Other capital assets, $5,000, useful life 5 to 20 years

The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized.

Capital assets are depreciated using the yearly straight-line method based on the estimated useful life of each assets class.

It is appropriate to track certain expenditures even when the cost does not meet the requirements for capitalization. Some examples of these assets would include but not be limited to: ATV's, jet skis, boats, trailers, computer equipment, and weapons.

Responsible for Update: Town Manager/ Finance Officer

CAPITAL IMPROVEMENT PROGRAM POLICY

Town of Nags Head
Post Office Box 99
Nags Head, NC 27959
Telephone 252-441-5508
Fax 252-441-0776
www.nagsheadnc.gov

Administrative Policy

Capital Improvement Program

To allow for strategic planning and provide a basis for future fiscal policy decision making, the Town will annually update a Capital Improvements Program (CIP) which will be adopted by the Board of Commissioners. The annual update of the CIP will be conducted in conjunction with the annual operating budget process. The first year of the adopted CIP will be the basis of formal fiscal year appropriations during the annual budget year process and will be incorporated into the plan year budget and consolidated debt schedule. The CIP will be a minimum five (5) year plan along with future debt implications extending beyond.

The CIP will project capital needs and will address the following requests:

- New capital asset acquisition requests. For CIP purposes, a capital asset is defined by the Board of Commissioners Capital Assets Policy.
- Replacement item requests with a value of $100,000 or more.
- A programming, cost estimation, or master plan study for which a future request is being considered in order to generate reliable cost estimates for the CIP.
- New requests should generally appear in the last year of the CIP

Adopted: 1/30/18; Rev. 2/28/18; Rev 1/13/2020 Finance

COMMUNITY PROFILE

Brief Nags Head History

Nags Head is one of the oldest seaside resorts in North Carolina. For over two centuries, people have come to relax in this oasis of sun, sand, and sea. The earliest visitors, wealthy Albemarle planters from inland river towns like Windsor, Edenton, and Elizabeth City, brought their families to Nags Head during the summer months to escape miasmas, foul air from decomposing matter underground, which was thought to spread disease. Initial accommodations were family cottages built on the sound side near Jockey's Ridge, but soon a 200-room hotel was built, along with a small chapel—All Saints. In addition to the seasonal visitors, year-round residents known as "bankers" lived in a small community in Nags Head Woods. They made a living raising livestock, fishing, and salvaging shipwrecks.

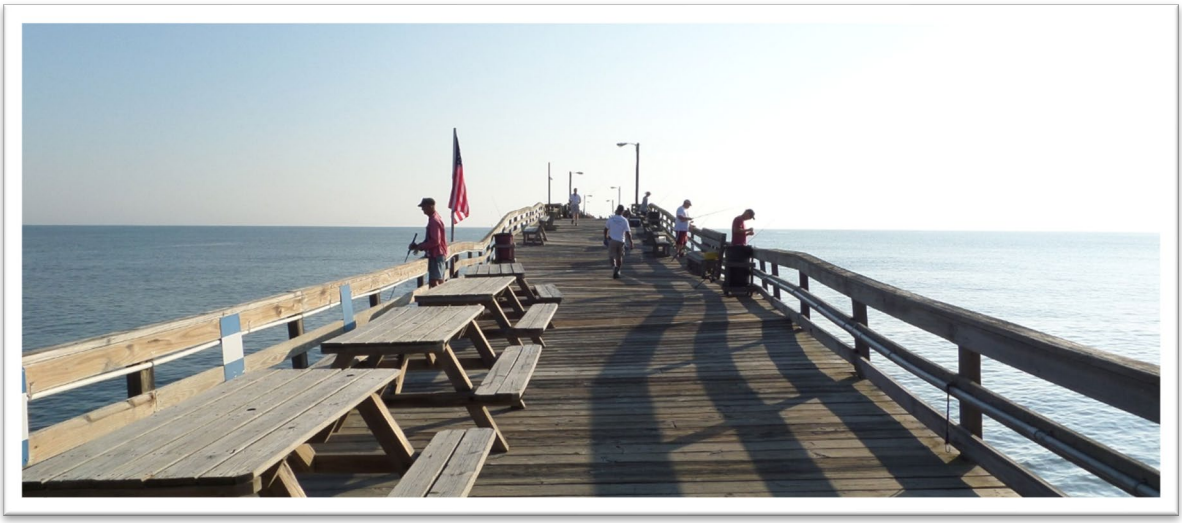


By the dawn of the 20th century, Nags Head was a small, bustling seasonal village. Steamers running from Elizabeth City began making port at Nags Head regularly, sometimes twice a week during the summer months. By 1923 activity had increased to the point that Nags Head incorporated as a town. However, due to inactivity, the charter was repealed in 1949. The 1930s were particularly exciting for Nags Head. With the advent of the Wright Memorial Bridge and Virginia Dare Trail, in addition to the Roanoke Sound Bridge, Nags Head became accessible by automobile. In 1937, President Franklin Roosevelt stayed at the Buchanan Cottage on historic Cottage Row before attending the opening night of the Lost Colony. The first fishing pier along the Outer Banks, Jennette's Fishing Pier, opened in 1939 at Whalebone Junction.

On June 14, 1961, the Town of Nags Head was declared a municipality by a special act of the North Carolina Legislature under a bill passed by Representative Keith Fearing at the request of several freeholders. According to an article in *The Virginian-Pilot*, written for Nags Head's silver anniversary in 1986, the town incorporated to prevent the Town of Kill Devil Hills from annexing the Carolinian Hotel. Less than a year after (re-)incorporating, the infamous Ash Wednesday Storm of March 1962, wrought havoc upon Nags Head and the Mid-Atlantic coast, causing major flooding on both ocean and sound sides. Saltwater infiltrated Nags Head's drinking water supply, spurring the fledgling Board of Commissioners to find ways to ensure safe water for the citizens.



The 1970s and 1980s saw a boom in development and a rise in population. In 1970, 414 people lived year-round in Nags Head. By 1990, that number had exploded to 1,800. In 1975, Jockey's Ridge, the largest sand dune on the East Coast, was made into a state park, thanks to the efforts of concerned citizens like Carolista Baum. Today Jockey's Ridge is one of the most visited parks in the North Carolina system. The town of Nags Head, now with over 3,000 residents and nearly 50 public beach and sound accesses, maintains its crucial oceanfront through a beach nourishment maintenance plan, to continue to have the wide, protective beach that first attracted visitors over two centuries ago.



Geography

Nags Head is located on North Carolina's Outer Banks, a chain of barrier islands along the Atlantic Ocean, 90 miles south of Norfolk, Virginia. Its 11 miles of oceanfront and 6.5 square miles of area are home to a year-round residential population of over 3,000 and a summer population of approximately 40,000. Nags Head's roughly 5,000 property owners enjoy average temperatures moderated by the surrounding waters, providing for year-round enjoyment of the natural environment.

Quick Facts



Year-round Population – 3,241
Seasonal Population - 40,000 people per day
Median Age – 59.7 years old
Median Income - $87,560
Average unemployment rate (seasonally unadjusted) – 4.3%, higher than the State of North Carolina's average of 3.7%. The town's tourism-based economy experiences significant seasonality in rates.



Owner Occupied Houses:
Median property value - $427,300
Average household size - 2.03



Total assessed property valuation - $3,141,409,955
Net taxes levied - $11,987,235
Budgeted tax collection rate - 99.75%

Principal Employers (in ranking order):
Dare County Schools
ECU Health
Food Lion
Village Realty
Town of Nags Head
State of NC Department of Cultural Resources

Top Ten Property Taxpayers (in ranking order):
Dominion NC Power
Ocean Carolina, LLC
Brian K. Newman
SRE Mustang
Nags Head Company, LLC
Mildred Roughton
Stanford M. White
Golasa Holdings, LLC
Surf Side Realty, LLC
ClubCorp Golf of North Carolina

Government

The Town of Nags Head operates under a council-manager form of government whereby the Mayor and the Board of Commissioners address the legislative needs of the town. Citizens elect the mayor and commissioners to staggered four-year terms. The mayor pro tem serves as mayor in the absence or incapacitation of the mayor. The mayor and four board members make policy decisions and adopt ordinances in accordance with procedures and responsibilities set out in North Carolina law. The town manager carries out policies and directives of the Mayor and Board of Commissioners. Working hand in hand with the town manager, the Board of Commissioners plays a key role in the financial well-being of the Town of Nags Head, with a focused mission to serve the community's citizens, property owners, businesses, and visitors through open governance.

Mission

To support the well-being of our citizens, property owners, and visitors by delivering municipal services in an open, respectful, and responsive manner.

Vision

To thoughtfully preserve our unique coastal environment, heritage, and lifestyle now and for the future. *This vision is articulated as follows:*

The Town of Nags Head is a unique coastal community built upon a legacy rooted in shared values, including our most recognized common bond - a love for the Outer Banks. We recognize that the town must be a good place to live before it can be a good place to visit. We strive to preserve and protect the Nags Head character, environment, tourism-based economy, and sense of place to ensure a high quality of life for residents and a memorable family vacation experience for present and future generations.

Legacy

We uphold our legacy by protecting and promoting our small-town character that includes a sustainable local economy based on family vacation tourism, a high-quality beach experience, and small, locally owned businesses. Fundamental to our legacy and quality of life are preserving the historic architecture and culture that distinguishes our town; providing residents and visitors with excellent public services and well-maintained recreational amenities; and ensuring access to a well-protected natural coastal environment. Our legacy will be strengthened and preserved by a focused, transparent decision-making process that is comprehensive and consistent with the community's vision.

FUND BALANCE

Fund balance is the difference between the assets and liabilities in a fund. Fund balance acts as a reserve or "rainy day" fund for unanticipated incidents or opportunities. Revenues and expenditures in the budget are estimates for the current fiscal year. Often, revenues and expenditures do not exactly offset each other at the end of the fiscal year. If revenues exceed expenditures, the result is a surplus of money added to the fund balance. If expenditures exceed revenues, the result is a deficit, and the Town withdraws money from the fund balance to balance the budget.

	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated
General Fund Unassigned Balance			
Beginning	8,185,984	6,294,383	8,562,014
Ending	6,294,383	8,562,014	9,480,995
Increase/(Decrease)	(1,891,601)	2,267,631	918,981
% Change	-23.11%	36.03%	10.73%
Capital Reserve Restricted Fund Balance			
Beginning	5,882,037	5,126,050	6,890,779
Ending	5,126,050	6,890,779	7,054,963
Increase/(Decrease)	(755,987)	1,764,729	164,184
% Change	-12.85%	34.43%	2.38%
Capital Investment Restricted Fund Balance			
Beginning	-	-	1,957,176
Ending	-	1,957,176	2,666,233
Increase/(Decrease)	-	1,957,176	709,057
% Change	0.00%	100.00%	36.23%
Beach Nourishment Maintenance Committed Fund Balance			
Beginning	1,477,671	1,134,543	1,740,292
Ending	1,134,543	1,740,292	1,228,229
Increase/(Decrease)	(343,128)	605,749	(512,063)
% Change	-23.22%	53.39%	-29.42%
Beach Nourishment Master Plan Committed Fund Balance			
Beginning	1,307,396	1,840,133	914,592
Ending	1,840,133	914,592	894,256
Increase/(Decrease)	532,737	(925,541)	(20,336)
% Change	40.75%	-50.30%	-2.22%
Public Services Complex Committed Fund Balance			
Beginning	-	61,956	12,072,329
Ending	61,956	12,072,329	3,896,247
Increase/(Decrease)	61,956	12,010,373	(8,176,082)
% Change	100.00%	19385.33%	-67.73%
Water Fund Net Position			
Beginning	9,093,938	9,730,094	10,502,956
Ending	9,730,094	10,502,956	7,172,303
Increase/(Decrease)	636,156	772,862	(3,330,653)
% Change	7.00%	7.94%	-31.71%

Purpose of Fund Balance

Fund Balance is available to help balance the Town's budget in the event expenditures exceed revenues. A strong fund balance helps the Town maintain a solid bond rating but also helps the Town in other ways, including:

- paying for unexpected expenses or to make up for revenue shortfalls,
- balancing the budget without increasing taxes or rates,
- responding to emergencies,
- taking advantage of unexpected opportunities, and
- paying for capital projects or needs without needing to borrow money.

Issues Concerning Fund Balance

An inadequate fund balance can lead to cash flow problems, disruption of services, or the inability of the Town to respond in an emergency. Building a strong fund balance requires a substantial amount of time and often includes increases in taxes and fees and/or significant expenditure cuts. For these reasons, the fund balance should be managed effectively to ensure it is not regularly used to offset operating deficits. While a strong fund balance provides the Town with flexibility and financial security, an excessive fund balance can be an indicator that taxes or fees are too high or that the Town may not be spending money adequately to respond to the needs of citizens or the organization.

Funds & Line Items

General Fund. The General Fund is the general operating fund of the Town. The General Fund accounts for all financial resources except those that are required to be accounted for in another fund. The primary revenue sources are ad valorem taxes, grants, and various other taxes and licenses. The primary expenditures are for general government services, public safety, public works, streets and drainage, and environmental protection services.

Capital Reserve Fund. This fund is a formalized savings mechanism within the General Fund to restrict fund balance for future capital purposes, including beach nourishment and community facilities and infrastructure.

Capital Investment Fund. This is a separately budgeted fund of the General Fund. It accounts for revenues restricted for capital expenditures and debt service. The CIF allows the Town to strategically plan for long-term capital expenditures by carrying a fund balance to cover years with greater expenditures that exceed the Town's annual contribution.

The Town of Nags Head currently has three capital project funds, or funds used to account for financial resources in the acquisition or construction of capital items including land, improvements, facilities, and infrastructure. These capital project funds are multi-year funds and do not expire with each fiscal year, rather they are open for the life of the project. These multi-year funds, by nature, will see fluctuations year to year based on the acquisition, construction, and improvements of assets from a project's inception to completion. Therefore, capital project funds are typically used for major capital projects that span across more than one fiscal year. Each of these capital project funds has a separate budget ordinance that is currently adopted; consequently, their ordinances are not included in this annual budget document.

Capital Project Fund – 2022 Beach Nourishment Maintenance. This fund is committed for the Town's maintenance on a 2022 beach nourishment restoration project.

Capital Project Fund – Beach Nourishment Master Plan. This fund is committed for long-term beach nourishment planning.

Capital Project Fund. A single capital project fund may be used to account for multiple capital projects as long as the revenues and expenditures can be segregated for each project. Currently there is one project being accounted for in this fund - the Public Services Complex.

The Town reports the following enterprise funds:

Water Fund. The Water Fund is used to account for the Town's water operations. Customers pay fees for water consumption to cover the cost of water treatment and distribution. This fund includes three divisions containing information similar to the department sections in the General Fund. For reporting purposes, the Water Capital Reserve Fund and the Water Capital Projects Fund are consolidated into the Water Fund.

Water Capital Reserve Fund. The Town has legally adopted a fund that is restricted for future capital projects.

Water Capital Project Fund: – As described above, a single capital project fund (multi-year fund) may be used to account for multiple capital projects. Currently there are two projects being accounted for in this fund – the Public Services Complex and the Advanced Metering Infrastructure (AMI) project.

The budget for each fund consists of individual line items that represent specific expenditures and revenues. Examples of line-item expenditures include salaries, insurance, maintenance and repair, supplies, and capital outlay. Examples of line-item revenues include property tax revenues, sales tax revenues, grants, and fees. Line items are the most detailed way to list budgeted expenditure and revenue information.

Budgetary Data

As required by the North Carolina General Statutes, the governing board must adopt, by July 1, an annual balanced budget ordinance for all funds except for those funds that operate under project ordinances. A budget ordinance is balanced when the sum of estimated net revenues and appropriated fund balances is equal to appropriations. All annual appropriations lapse at fiscal year-end. The annual budget is prepared on the modified accrual basis of accounting to be compatible with the annual audited financial statements. Multi-year capital project ordinances have been adopted for the Capital Project Fund and the Beach Nourishment Maintenance and Beach Nourishment Master Plan Capital Project Funds. Capital Reserve ordinances have been adopted for the Capital Reserve, Capital Investment, and Water Capital Reserve Funds, and a revised budget is amended as reserve funds have been used.

Revenues may be amended during the year for unforeseen revenues such as grant monies. These amendments must meet board approval. Revenues from taxes levied may not be amended once the tax rate is set.

Expenditures may not legally exceed appropriations at the departmental level for all annually budgeted funds and at the object level for the multi-year funds. Budgetary control is exercised in all funds, and appropriations are made at the departmental level and amended as necessary by the governing board. The town manager, by law, is the budget officer in the council-manager form of government and is authorized to transfer amounts between objects of expenditures within a department without limitation and without a report being requested; however, any revisions that alter total expenditures of any fund must be approved by the governing board.

Estimated FY 2024 Fund Balance

The FY 2023 unassigned fund balance for the general fund exceeded our maximum policy of 35% of general fund expenditures, excluding bond debt. Per our policy, any fund balance above 35% gets transferred to the CIF following the audit. This meant in fiscal year 2024, $1,378,672 was transferred to the CIF. Based on our fund balance policy, projections anticipate approximately $500,000 of funds beyond 35% will be transferred to the CIF after completion of the 2024 audit. We have been able to maintain over a 35% fund balance because of an almost 100% tax collection rate, higher interest rates, increased collections of civil penalties and utility sales tax, and vacancies/lapse salaries.

The Capital Investment Fund was newly established in FY 2023.

The Public Services Complex's construction contract was executed in the spring of FY 2023. The buildings are being constructed in a phased approach, with final completion in the winter of fiscal year 2025.

REVENUE ASSUMPTIONS

Ad Valorem Tax: A property tax based on the assessed value of the property, which may or may not be equivalent to its market value. In this line item, the Town records both current and previous years property taxes, beach nourishment taxes and personal property taxes collected during the fiscal year.

The recommended budget for fiscal year 2025 does not increase our ad valorem tax rate of $.33 per $100 valuation. The Town had an impressive 99.99% collection rate in 2023, however, for budgeting purposes, a 99.75% collection rate has been applied. With a tax base of $3,079,446,644, this results in a net budgeted amount of $10,136,768. Of the ad valorem rate, $.025 is restricted by the Board for beach nourishment.

The Municipal Service Districts (MSD's) taxes for the purpose of beach nourishment remained unchanged. With a total tax base of $3,145,437,239, this results in a total levy of $1,638,247 for all six districts. The tax rates in the MSD's remained unchanged at $.143 per $100 valuation in Districts 1 and 2, $.005 in Districts 3 and 6, $.01 in District 4, and no tax in District 5.

Other Taxes & Licenses: Taxes that are not based on the assessed value but other criteria such as occupancy tax, land transfer tax, sales tax, business license and registration fees, privilege license penalties, short-term rental registration fees and mixed beverage tax.

Dare County distributes occupancy, sales, and land transfer taxes using a formula based on our percentage of the total county-wide levy, therefore, these are collectively referred to as "shared revenues". These revenues are indicators of our tourism-driven economy. They are distributed based on the prior year's tax levy. Because taxes were raised by $.0425 in fiscal year 2024 to pay debt service on the Public Services Complex, our sales tax share is increasing by almost 1%, and occupancy and land transfer taxes are increasing by over 2.5%. This is in addition to built-in growth, ranging from 1%-4%.

Intergovernmental Revenues: Revenue in this category consists of amounts received from other governments, whether for use in performing specific activities, for general financial assistance, or as a share of tax proceeds.

> **Unrestricted:** These revenues may be used for any legal purpose appropriate to the Town. Included in this category are utilities sales tax, telecommunications sales tax, excise taxes, solid waste disposal tax, cable franchise fees and PEG funds, beer and wine, and ABC

revenue. Utility sales taxes represent the largest amount of unrestricted intergovernmental revenues and have been budgeted for the fiscal year 24/25 at $740,000, a 5.7% increase over the prior year budget.

Restricted: These revenues are received for a particular purpose. They are permanently restricted for that purpose and cannot be used for other expenses. Included in this category are grants. A full list of grants are outlined in the Grant Funded Projects section of this budget. The Town expects to receive a total of $5,061,265 in restricted intergovernmental revenues in FY24-25, with 65% of that revenue from the North Carolina Department of Environmental Quality for stormwater planning and construction.

Permits & Fees: Predominantly consist of building permits, cart roll-back fees and beach driving permits. Items in this category are budgeted based on fee schedule changes as well as historical trends and information. For the fiscal year 24/25 budget, this category has a 4% or $22,965 increase compared to the prior year.

Sales & Services: Based on the fiscal year 2024 estimated revenue, a 9% decrease is budgeted for dumpster and automated cart sales.

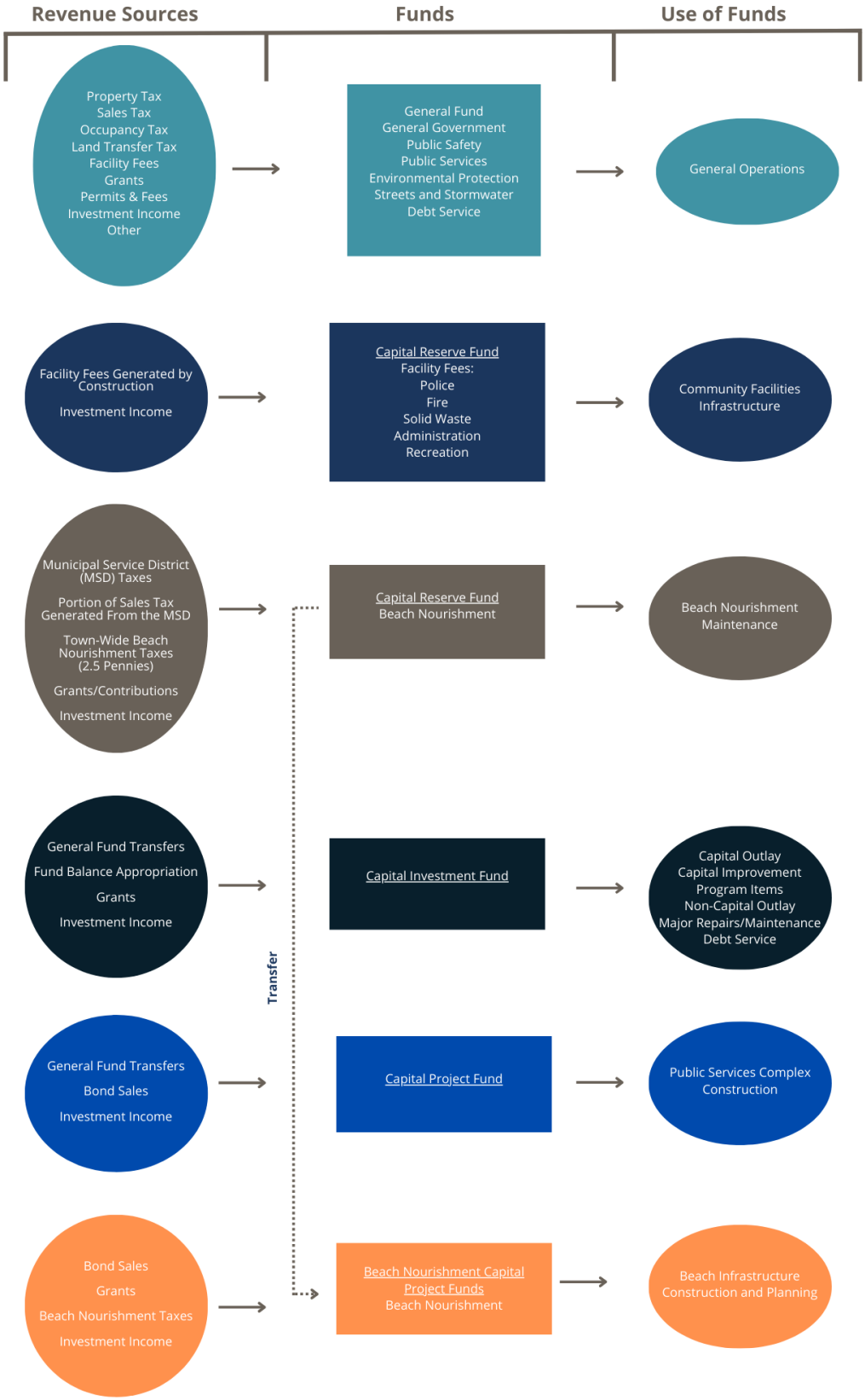
Investment Earnings: Investment earnings include the return earned on cash and investment balances. Interest is earned on the cash balances invested with the North Carolina Capital Management Trust (NCCMT) and other allowable investments. Investments earning for the FY24-25 budget are $200,000.

Other Revenue: Revenues in this category include rents, contributions, special events, and other revenues that do not easily fit into other categories. For the FY24-25 budget, there is approximately a 4% decrease. A previous rent agreement has ended, therefore rent revenue has decreased by $60,747. Through regional partnerships, a contribution of $135,000 is budgeted towards a pedestrian light at the Event Site.

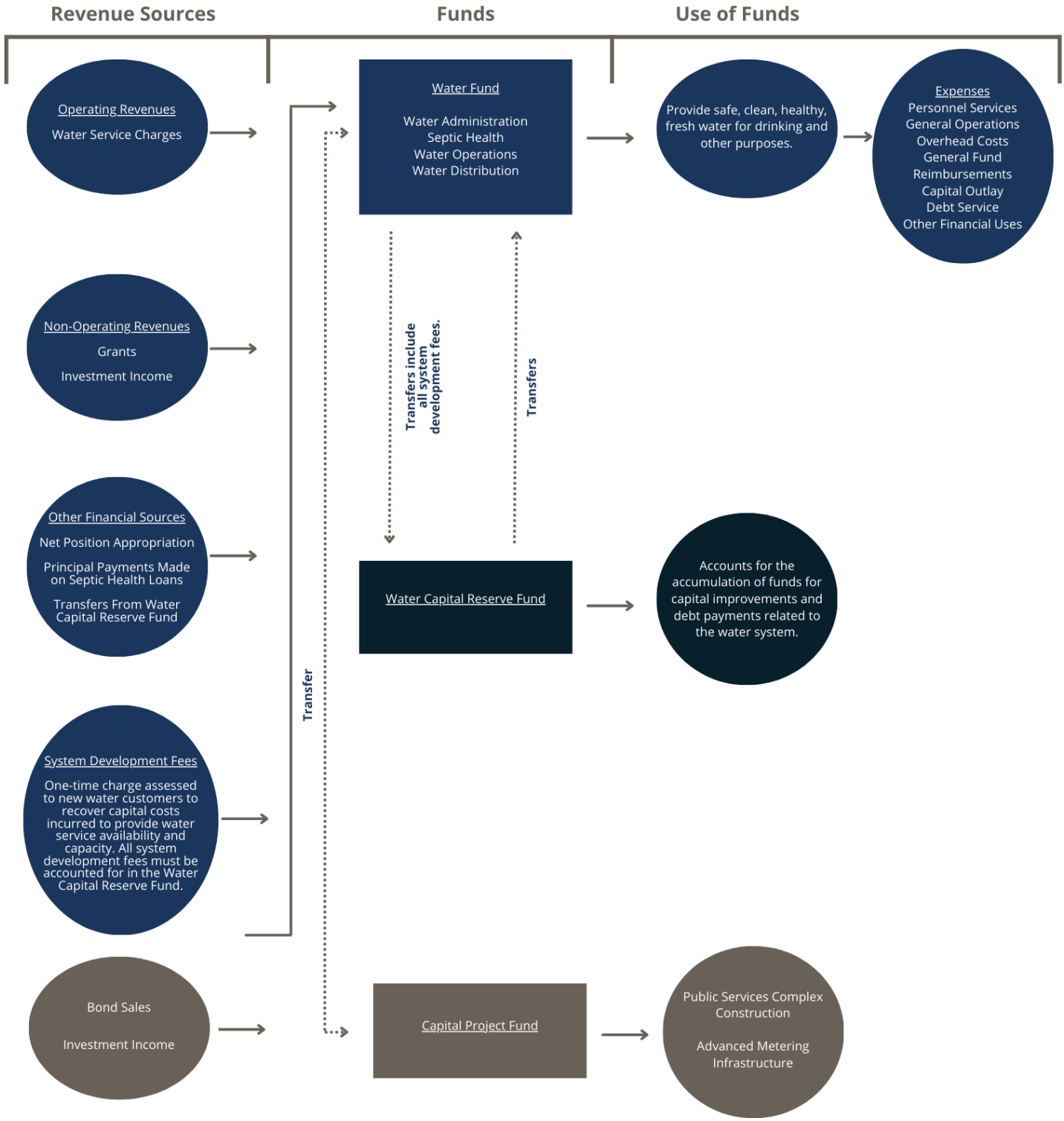
Other Finance Sources: Includes sale of capital assets, interfund transfers, and fund balance appropriations. For interfund transfers, $384,380 will be transferred from the Capital Reserve Fund for beach access and infrastructure improvements. Capital outlay, debt service, and maintenance and repairs to capital assets total $9,662,406 and will be transferred from the capital investment fund.

	Financial Plan 2025-2026	Recommended Budget 2024-2025	Adopted Budget 2023-2024	Actual 2022-2023	Actual 2021-2022	Actual 2020-2021
Ad Valorem Taxes	12,007,322	11,995,235	11,929,890	10,646,369	10,582,398	9,724,927
Other Taxes & Licenses	11,400,855	11,399,800	10,158,589	10,205,374	10,260,892	9,398,513
Unrestricted Intergovernmental	967,700	961,000	932,200	1,007,408	952,365	918,654
Restricted Intergovernmental	763,568	5,061,265	3,589,978	975,222	1,010,044	1,332,338
Permits & Fees	603,375	597,475	574,510	640,052	388,634	348,234
Sales & Services	80,000	75,000	82,600	351,839	313,943	90,281
Investment Earnings	200,000	200,000	133,840	123,996	(866,305)	(52,908)
Other Revenue	312,210	398,695	413,842	72,829	82,619	229,128
Other Finance Sources	5,909,838	10,476,786	9,887,807	7,876,366	6,327,996	4,005,319
TOTAL	**32,244,868**	**41,165,256**	**37,703,256**	**31,899,455**	**29,052,586**	**25,994,486**

FLOW OF GOVERNMENTAL FUNDS



FLOW OF ENTERPRISE FUNDS



HOW TO READ THE BUDGET DOCUMENT

Notes: The fiscal year runs from July 1 – June 30 each year.

Budgets are anticipated over a 2-year period. Changes to the financial plan may occur due to unfunded mandates, changes to Board goals, or other unforeseen circumstances.

Town manager's recommended budget for the new fiscal year.

Estimate of prior year final cost by category.

The departmental requested budget for the new fiscal year.

Budget for each category as originally adopted for the prior fiscal year.

Budget for each category as amended during the prior fiscal year.

Audited data from the last two completed fiscal years.

Expenditures	Financial Plan 2025-2026	Departmental Requested 2024-2025	Manager's Recommended 2024-2025	Adopted Budget 2023-2024	Amended Budget 2023-2024	Estimated Actual Expenditures 2023-2024	Actual Expenditures 2022-2023
Personnel	685,912	609,041	609,041	685,750	668,576	644,592	1,019,632
Operations	492,228	536,210	525,210	492,255	506,786	475,695	859,337
Cost Reimbursement	-	(108,288)	(108,288)	-	(73,094)	(73,094)	(172,969)
Capital Investment Fund Transfers	-	-	-	-	-	-	-
Capital Outlay	1,000	33,000	-	-	12,855	12,855	91,947
Debt Service	11,088	-	-	-	-	-	159,893
Total	1,190,228	1,069,963	1,025,963	1,178,005	1,115,123	1,060,048	1,957,840

Includes principal and interest loan payments.

Includes cost for land, buildings, equipment, and other purchases with an expected usefulness of 5 years or more and a cost of more than $5,000.

Separate fund, maintained within the general fund, to account separately for capital projects and debt.

Includes reimbursement from the water fund to the general fund for indirect administrative costs.

Includes all operating costs except those related to personnel and capital outlay.

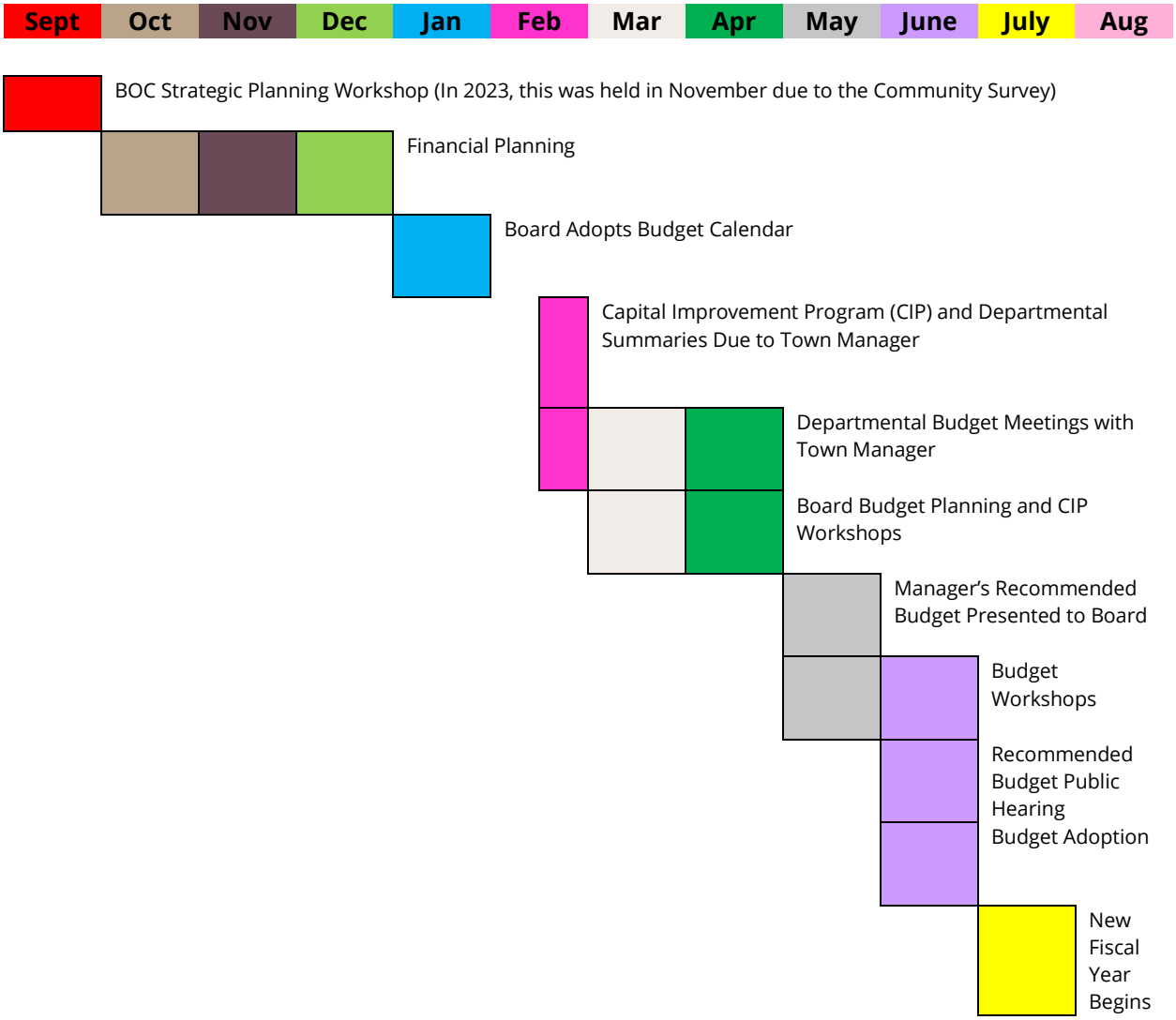
Includes wages, salaries, and employee benefits (FICA, insurances, etc.)

Revenues	Financial Plan 2025-2026	Manager's Recommended 2024-2025	Adopted Budget 2023-2024	Amended Budget 2023-2024	Estimated Actual Revenues 2023-2024	Actual Revenues 2022-2023
General Revenues	10,901,532	9,980,557	9,161,401	9,161,401	9,690,324	9,199,976
Restricted	1,077,019	1,472,709	1,166,475	1,380,317	1,419,196	9,038,449
Permits and Fees	321,175	315,775	315,775	313,175	306,211	308,973
Sales and Services	65,000	57,525	65,000	56,834	106,977	65,191
Other Sources	4,934,945	5,266,876	5,333,588	6,657,680	4,704,678	21,627,126
Total	17,299,671	17,093,442	16,042,239	17,569,407	16,227,386	40,239,715

These revenues are directly related to departmental functions.

Revenues for the general benefit of the town and not related to specific functions. These revenues include property taxes, sales taxes, and other state-shared unrestricted revenues, occupancy tax, land transfer tax, interest earnings, and appropriated fund balance.

BUDGET PROCESS OVERVIEW



Budget preparation allows departments the opportunity to reassess goals and objectives and the means for accomplishing them. Even though the budget may be heard by the Mayor and Board of Commissioners in May and adopted in June, its preparation begins at least six months prior, with projection of Town reserves, revenues, expenditure limit requirements, and financial capacity. It is with this "groundwork" that departmental expenditure requests are made and subsequently reviewed.

Financial Capacity Phase

Forecasting is an integral part of the decision-making process. Both long-range and short-range projections are prepared. The Town's long-range financial projections are updated annually to assess not only the current financial condition given existing Town programs, but also the future financial capacity, given long-range plans and objectives.

Policy/Strategy Phase

The Board of Commissioners' goals and directives set the tone for the budget's development. Shortly after the budget is adopted for the next fiscal year, the Board meets, as early as September, to identify priorities, issues, and projects impacting the next fiscal year budget. This strategic planning workshop identifies key policy issues that will provide the direction and framework of the budget. The manager and finance officer provide an updated short-and long-range financial forecast to assist the Board in providing budget policy and direction for the upcoming budget.

Citizen Engagement

It is important that community members provide input throughout the budget planning process. Soliciting input in Nags Head's choices further strengthens trust and engages stakeholders in the process. The annual budget directly affects providing services to the community, and thus is influenced by their needs and concerns. Once the budget is submitted to the Board of Commissioners, outreach efforts are conducted prior to adoption to ensure all stakeholders and interested parties can provide feedback. Opportunities for public input are provided during budget workshops and at the public hearing. After community input and review, the Board will adopt the budget.

Communicating both the recommended and adopted budget to the public is important so that all stakeholders have access to the same information, in multiple formats, both in print and online. Communicating the budget meaningfully is key for transparency. The final adopted budget shows relevant policy decisions and trade-offs made during the budget process.

PERSONNEL SUMMARY

Full Time Equivalent Personnel Summary - General Fund

	Adopted FY 2022-2023	Adopted FY 2023-2024	Existing FY 2023-2024	Recommended FY 2024-2025	Financial Plan FY 2025-2026
Office of Town Manager	5.00	5.00	5.00	5.00	5.00
Administration					
Full Time	5.50	5.50	5.50	5.50	5.50
Part Time	1.00	1.00	1.00	1.00	1.00
Information Systems	1.00	1.00	1.00	1.00	1.00
Planning and Development					
Full Time	10.25	10.25	10.25	10.25	10.25
Seasonal	0.00	0.00	1.00	1.00	1.00
Public Works					
Public Works Administration	4.25	3.50	3.50	3.50	3.50
Facility Maintenance	13.00	13.00	13.00	13.00	13.00
Garage	4.00	4.00	4.00	4.00	4.00
Sanitation, Full Time	9.00	9.00	10.00	10.00	10.00
Sanitation, Part Time	1.00	1.00	1.00	1.00	1.00
Public Safety					
Police	25.00	27.00	27.00	27.00	27.00
Fire	27.33	27.33	27.33	27.33	27.33
Ocean Rescue, Full Time	0.67	0.67	0.67	0.67	0.67
Ocean Rescue, Seasonal	25.00	25.00	25.00	25.00	25.00
Total, Full Time Equivalent	**105.00**	**106.25**	**107.25**	**107.25**	**107.25**
Total, Part Time	**2.00**	**2.00**	**2.00**	**2.00**	**2.00**
Total, Seasonal	**25.00**	**25.00**	**26.00**	**26.00**	**26.00**

Full Time Equivalent Personnel Summary - Water Fund

	Adopted FY 2022-2023	Adopted FY 2023-2024	Existing FY 2023-2024	Recmmended FY 2024-2025	Financial Plan FY 2025-2026
Water Administration	2.50	2.25	2.25	2.25	2.25
Septic Health	0.50	0.50	0.50	0.50	0.50
Water Operations	4.00	4.00	4.00	4.00	4.00
Water Distribution	5.00	5.00	5.00	5.00	5.00
Total, Full Time Equivalent	**12.00**	**11.75**	**11.75**	**11.75**	**11.75**

GRANT FUNDED PROJECTS – GENERAL FUND

		Project Funding Sources and Cost	
		Recommended FY 2024-2025	Financial Plan FY 2025-2026
Outer Banks Visitors Bureau Grant	Total Project Cost:	$298,800	$477,340
	Funding Sources:		
Pedestrian projects	Grant Revenue	$177,224	$354,150
	Local Funding	$94,076	$95,690
Fourth of July fireworks display	Grant Revenue	$13,750	$13,750
	Local Funding	$13,750	$13,750
N.C. Department of Environmental Quality Grant	Total Project Cost:	$3,488,441	-
	Funding Sources:		
South Old Oregon Inlet Road stormwater infrastructure improvements	Grant Revenue	$2,767,061	-
	Local Funding	$100,000	
Community waste reduction and recycling grant	Grant Revenue	$15,000	-
	Local Funding	$3,000	-
Stormwater Infrastructure Planning grant	Grant Revenue	$400,000	-
Water Resources Development grant - Juncos Street beach access	Grant Revenue	$101,380	-
	Local Funding	$102,000	-
Golden LEAF Foundation	Total Project Cost:	$940,603	-
	Funding Sources:		
Flood Mitigation Program	Grant Revenue	$748,850	-
	Local Funding	$191,753	-
NC Department of Commerce	Total Project Cost:	$650,000	-
	Funding Sources:		
Rural Transformation Grant - Multi-Use Path	Grant Revenue	$650,000	-
NC Coastal Areas Management Grant	Total Project Cost:	-	$268,458
	Funding Sources:		
June Street beach access walkover	Grant Revenue	-	$207,668
	Local Funding	-	$60,790
Total Grant Project Costs		**$5,377,844**	**$745,798**

CAPITAL IMPROVEMENT PROGRAM

Yellow highlights indicate items on the Adopted Fiscal Year 2023-2024 CIP Schedule

Rank	Description	Fiscal Year	Cash Cost	Grant Funding	Capital Reserve Funding	Total Cost to Town (including interest) Capital Investment Fund	Total Cost	Capital Investment Fund Impact FY 25	Capital Investment Fund Impact FY 26	Cash and Financing Payment Schedule FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030 And Beyond
	General Fund														
	Town Manager:														
10	Ocean Rescue housing-Outer Banks Medical Center*	**2025**	$ 1,276,250	$ -	$ -	$ 1,563,407	$ 1,563,407	$ 127,625	$ 185,057	$ 127,625	$ 185,057	$ 178,675	$ 172,294	$ 165,913	$ 733,843
9	Town Hall Campus Master Plan (Fitness Center)*	**2025**	1,100,000	-	-	1,347,500	1,347,500	110,000	159,500	110,000	159,500	154,000	148,500	143,000	632,500
	Soundside boardwalk construction	2028	1,100,000	900,000	-	200,000	1,100,000	-	-	-	-	-	550,000	550,000	-
			$ 3,476,250	**$ 900,000**	**$ -**	**$ 3,110,907**	**$ 4,010,907**	**$ 237,625**	**$ 344,557**	**$ 237,625**	**$ 344,557**	**$ 332,675**	**$ 870,794**	**$ 858,913**	**$ 1,366,343**
	Information Technology:														
7	Software as a Service migration (SaaS) - Tyler	**2025**	$ 661,605	$ 200,000	$ -	$ 461,605	$ 661,605	$ -	$ 49,186	$ 124,593	$ 124,593	$ 130,823	$ 137,364	$ 144,232	$ 151,444
12	Performance management software	**2025**	65,000	-	-	65,000	65,000	15,000	10,000	15,000	10,000	10,000	10,000	10,000	10,000
	Budget cycle management software	2027	192,660	192,660	-	-	192,660	-	-	-	-	56,940	45,240	45,240	45,240
			$ 919,265	**$ 392,660**	**$ -**	**$ 526,605**	**$ 919,265**	**$ 15,000**	**$ 59,186**	**$ 139,593**	**$ 134,593**	**$ 197,763**	**$ 192,604**	**$ 199,472**	**$ 206,684**
	Planning:														
13	Harvey Sound Access/Soundside Event Site shoreline	**2025**	$ 600,000	$ 600,000	$ -	$ 20,000	$ 600,000	$ -	$ -	$ 150,000	$ 450,000	$ -	$ -	$ -	$ -
15	West Soundside Road/Villa Dunes shoreline	**2025**	1,888,000	1,848,000	-	40,000	1,888,000	40,000	-	640,000	1,248,000	-	-	-	-
14	Whalebone Park improvements/Master Plan update	**2025**	420,000	400,000	-	20,000	420,000	20,000	-	20,000	-	400,000	-	-	-
	Causeway shoreline	2026	600,000	600,000	-	-	600,000	-	-	-	133,500	466,500	-	-	-
	Solar implementation at municipal complex	2027	250,000	250,000	-	-	250,000	-	-	-	-	250,000	-	-	-
			$ 3,758,000	**$ 3,698,000**	**$ -**	**$ 80,000**	**$ 3,758,000**	**$ 60,000**	**$ -**	**$ 810,000**	**$ 1,831,500**	**$ 1,116,500**	**$ -**	**$ -**	**$ -**
	Public Services Administration:														
8	W. Baymeadow/W. Windjammer pedestrian project	**2025**	$ 271,300	$ 177,224	$ -	$ 94,076	$ 271,300	$ 94,076	$ -	$ 271,300	$ -	$ -	$ -	$ -	$ -
	Carolista Dr./Dune St.-west side multi-use path*	2026	1,298,548	354,150	-	1,158,138	1,512,288	-	95,690	-	449,840	136,938	132,216	127,494	665,800
	Grouse St./Admiral St. pedestrian project	2027	117,563	88,173	-	29,390	117,563	-	-	-	-	117,563	-	-	-
	E. Barnes St./Blue Jay St. pedestrian project	2028	65,670	16,417	-	49,253	65,670	-	-	-	-	-	65,670	-	-
	Villa Dunes Dr./S. Wrightsville Ave. pedestrian project	2029	631,185	315,592	-	315,593	631,185	-	-	-	-	-	-	631,185	
			$ 2,384,266	**$ 951,556**	**$ -**	**$ 1,646,450**	**$ 2,598,006**	**$ 94,076**	**$ 95,690**	**$ 271,300**	**$ 449,840**	**$ 254,501**	**$ 197,886**	**$ 758,679**	**$ 665,800**
	Public Works Facilities Maintenance :														
6	Beach road multi-use path maintenance	**2025**	$ 1,900,000	$ 650,000	$ -	$ 1,250,000	$ 1,900,000	$ -	$ 250,000	$ 650,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000
4	Holden Street beach access maintenance**	**2025**	181,000	-	181,000	-	181,000	-	-	181,000	-	-	-	-	-
5	Juncos Street beach access maintenance**	**2025**	203,380	101,380	102,000	-	203,380	-	-	203,380	-	-	-	-	
16	Message board	**2025**	18,000	-	-	18,000	18,000	18,000	-	18,000	-	-	-	-	-
	June Street beach access maintenance**	2026	268,458	207,668	60,790	-	268,458	-	-	-	268,458	-	-	-	-
	Hargrove bath house design and construction	2026	867,500	500,000	-	367,500	867,500	-	80,000	-	80,000	787,500	-	-	-
	Gulfstream Street beach access maintenance**	2026	80,000	-	80,000	-	80,000	-	-	-	80,000	-	-	-	-
	Tandem dump truck	2026	220,000	-	-	220,000	220,000	-	220,000	-	220,000	-	-	-	-
	Town Hall elevator replacement	2027	140,000	-	-	140,000	140,000	-	-	-	-	140,000	-	-	-
	Albatross Street beach access maintenance**	2027	86,000	-	86,000	-	86,000	-	-	-	-	86,000	-	-	-
	Glidden Street beach access maintenance**	2027	160,000	-	160,000	-	-	-	-	-	-	160,000	-	-	-
	Excavator	2027	207,000	-	-	207,000	207,000	-	-	-	-	207,000	-	-	-
	4x4 tractor	2027	232,000	-	-	232,000	232,000	-	-	-	-	232,000	-	-	-
	Barnes Street beach access maintenance**	2028	115,000	-	115,000	-	-	-	-	-	-	-	115,000	-	-
	Indigo Street beach access maintenance**	2028	180,000	-	180,000	-	-	-	-	-	-	-	180,000	-	-
	Flail mower	2028	118,600	-	-	118,600	118,600	-	-	-	-	-	118,600	-	-
	Eighth Street beach access maintenance**	2029	132,000	-	132,000	-	-	-	-	-	-	-	-	132,000	-
	Ida Street beach access maintenance**	2029	80,000	-	80,000	-	-	-	-	-	-	-	-	80,000	
	Islington Street beach access maintenance**	2030	85,000	-	85,000	-	-	-	-	-	-	-	-	-	85,000
			$ 5,273,938	**$ 1,459,048**	**$ 1,261,790**	**$ 2,553,100**	**$ 4,521,938**	**$ 18,000**	**$ 550,000**	**$ 1,052,380**	**$ 898,458**	**$ 1,862,500**	**$ 663,600**	**$ 462,000**	**$ 335,000**

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Yellow highlights indicate items on the Adopted Fiscal Year 2023-2024 CIP Schedule

Rank	Description	Fiscal Year	Cash Cost	Grant Funding	Capital Reserve Funding	Total Cost to Town (including interest) Capital Investment Fund	Total Cost	Capital Investment Fund Impact FY 25	Capital Investment Fund Impact FY 26	Cash and Financing Payment Schedule FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030 And Beyond
	General Fund														
	Public Works Sanitation:														
1	Replacement front load truck	**2025**	$ 379,000	$ -	$ -	$ 379,000	$ 379,000	$ 379,000	$ -	$ 379,000	$ -	$ -	$ -	$ -	$ -
	Replacement residential truck	2026	400,000	-	-	400,000	400,000	-	400,000	-	400,000	-	-	-	-
	Replacement front load truck	2026	425,000	-	-	425,000	425,000	-	425,000	-	425,000	-	-	-	-
	Replacement residential truck	2027	400,000	-	-	400,000	400,000	-	-	-	-	400,000	-	-	-
	Replacement residential truck	2027	400,000	-	-	400,000	400,000	-	-	-	-	400,000	-	-	-
	Dump truck (addition to fleet)	2028	139,916	-	-	139,916	139,916	-	-	-	-	-	139,916		
	Replacement residential truck	2028	400,000	-	-	400,000	400,000	-	-	-	-	-	400,000	-	-
	Replacement knuckle boom truck	2028	285,000	-	-	285,000	285,000	-	-	-	-	-	285,000	-	-
	Replacement knuckle boom/roll off truck	2029	275,000	-	-	275,000	275,000	-	-	-	-	-	-	275,000	-
	Front load commercial dumpster truck	2029	415,000	-	-	415,000	415,000	-	-	-	-	-	-	415,000	-
			$ 3,518,916	**$ -**	**$ -**	**$ 3,518,916**	**$ 3,518,916**	**$ 379,000**	**$ 825,000**	**$ 379,000**	**$ 825,000**	**$ 800,000**	**$ 824,916**	**$ 690,000**	**$ -**
	Streets and Stormwater:														
3	Streets-Stormwater S. Memorial Ave. corridor	**2025**	$ 1,630,602	$ 838,750	$ -	$ 791,852	$ 1,630,602	$ 791,852	$ -	$ 1,630,602	$ -	$ -	$ -	$ -	$ -
	Village at Nags Head drainage infrastructure	2026	150,000	-	-	150,000	150,000	-	150,000	-	150,000	-	-	-	-
	Streets-Stormwater Ida St., Tides Dr., Holden St., Sea Gull Sr., Bodie Island Ct., James St., June St., Indigo St., Dune St., Dunn St., Glidden St., Grey Eagle St., Gull St.***	2026	348,148	89,900	-	258,248	348,148	-	258,248	-	348,148	-	-	-	-
	Streets-Stormwater Juncos St. to Village at Nags Head and Lone Cedar Village	2027	432,042	89,900	-	342,142	432,042	-	-	-	-	432,042	-	-	-
	Seven Sisters subdivision drainage improvement plan	2027	300,000	-	-	300,000	300,000	-	-	-	-	300,000	-	-	-
	Streets-Stormwater Vista Colony neighborhood	2028	514,762	89,900	-	424,862	514,762	-	-	-	-	-	514,762	-	-
	Bonnett St. pump station Project Area #4	2028	2,384,910	2,384,910	-	-	2,384,910	-	-	-	-	-	2,384,910	-	
	Streets-Stormwater Villa Dunes Dr.	2029	743,700	89,900	-	653,800	743,700	-	-	-	-	-	-	743,700	-
			$ 6,504,164	**$ 3,583,260**	**$ -**	**$ 2,920,904**	**$ 6,504,164**	**$ 791,852**	**$ 408,248**	**$ 1,630,602**	**$ 498,148**	**$ 732,042**	**$ 2,899,672**	**$ 743,700**	**$ -**
	Police:														
2	Traffic light alternate power	**2025**	$ 40,089	$ -	$ -	$ 40,089	$ 40,089	$ 40,089	$ -	$ 40,089	$ -	$ -	$ -	$ -	$ -
11	Pedestrian light at Event Site	**2025**	170,000	135,000	-	35,000	170,000	35,000	-	170,000	-	-	-	-	-
	Command vehicle	2026	395,000	395,000	-	-	395,000	-	-	-	395,000	-	-	-	-
			$ 605,089	**$ 530,000**	**$ -**	**$ 75,089**	**$ 605,089**	**$ 75,089**	**$ -**	**$ 210,089**	**$ 395,000**	**$ -**	**$ -**	**$ -**	**$ -**
	Fire:														
	Pumper*	2029	**$ 1,000,000**	**$ -**	**$ -**	**$ 1,233,377**	**$ 1,233,377**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 123,338**	**$ 1,110,039**
	Contingency	**2025**	**$ 50,000**	**$ -**	**$ -**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 50,000**
	Total General Fund Debt Payments and Capital Outlay							**$ 1,720,642**	**$ 2,332,681**	**$ 4,780,589**	**$ 5,427,096**	**$ 5,345,981**	**$ 5,699,472**	**$ 3,886,102**	**$ 3,733,866**

Costs are estimates
***ten years at 5%, payment in advance**
****funding source is beach nourishment capital reserve generated from sales tax**

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Rank	Description	Fiscal Year	Cash Cost	Total Cost to Town (including interest) Water Fund	Total Cost	Water Fund Impact FY 25	Water Fund Impact FY 26	Cash and Financing Payment Schedule FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030 And Beyond
	Water Fund												
	Septic Health:												
	Water quality data loggers	2026	**$ 93,100**	**$ 93,100**	**$ 93,100**	**$ -**	**$ 93,100**	**$ -**	**$ 93,100**	**$ -**	**$ -**	**$ -**	**$ -**
	Water Operations:												
	Liquid chlorine conversion at Gull Street	2027	$ 242,190	$ 242,190	$ 242,190	$ -	$ -	$ -	$ -	$ 242,190	$ -	$ -	$ -
	Liquid chlorine conversion at Eighth Street	2028	266,409	266,409	266,409	-	-	-	-	-	266,409	-	-
	One million gallon treatment train^	2029	8,294,400	11,198,690	11,198,690	-	-	-	-	-	-	554,210	10,644,480
			$ 8,802,999	**$ 11,707,289**	**$ 11,707,289**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 242,190**	**$ 266,409**	**$ 554,210**	**$ 10,644,480**
	Water Distribution:												
1	S. Memorial Ave. water main lines	**2025**	$ 501,500	$ 501,500	$ 501,500	$ 501,500	$ -	$ 501,500	$ -	$ -	$ -	$ -	$ -
2	South Nags Head water main planning costs	**2025**	105,000	105,000	105,000	105,000	-	105,000	-	-	-	-	-
	South Nags Head water main replacements	2026	1,155,000	1,155,000	1,155,000	-	1,155,000	-	1,155,000	-	-	-	-
	Vista Colony water main planning costs	2027	200,000	200,000	200,000	-	-	-	-	200,000	-	-	-
	Gull Street pump station improvements*	2027/2029	2,342,512	2,872,078	2,872,078	-	-	-	-	114,506	164,222	158,559	2,434,791
	Back hoe loader	2027	250,000	250,000	250,000	-	-	-	-	250,000	-	-	-
	Vista Colony waterline replacements	2028	1,783,538	2,624,303	2,624,303	-	-	-	-	-	179,604	258,614	2,186,085
	Villa Dunes Dr. 8" diameter water main line	2029	825,000	825,000	825,000	-	-	-	-	-	-	825,000	-
			$ 7,162,550	**$ 8,532,881**	**$ 8,532,881**	**$ 606,500**	**$ 1,155,000**	**$ 606,500**	**$ 1,155,000**	**$ 564,506**	**$ 343,826**	**$ 1,242,173**	**$ 4,620,876**
	Total Water Fund Debt Payments and Capital Outlay					**$ 606,500**	**$ 1,248,100**	**$ 606,500**	**$ 1,248,100**	**$ 806,696**	**$ 610,235**	**$ 1,796,383**	**$ 15,265,356**

Costs are estimates
***ten years at 5%, payment in advance**
^fifteen years at 5%, payment in advance

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GENERAL FUND DEBT SCHEDULE

Description	Replace Year	Estimated Cost	Fiscal Year 2023-2024	Fiscal Year 2024-2025	Fiscal Year 2025-2026	Fiscal Year 2026-2027	Fiscal Year 2027-2028	Fiscal Year 2028-2029	FY 2030 and Beyond
General Fund									
Special Obligation Bonds:									
Special Obligation Bond Series 2019A	19/20	$ 11,380,000	$ 2,311,050	$ -	$ -	$ -	$ -	$ -	$ -
Limited Obligation Bonds Series 2023-Public Services Complex	23/24	12,404,000	775,250	1,276,200	1,243,400	1,210,600	1,177,800	1,141,000	12,551,000
		$ 23,784,000	**$ 3,086,300**	**$ 1,276,200**	**$ 1,243,400**	**$ 1,210,600**	**$ 1,177,800**	**$ 1,141,000**	**$ 12,551,000**
Town Manager:									
Workforce housing*	**24/25**	$ 1,276,250	$ -	$ 127,625	$ 185,057	$ 178,675	$ 172,294	$ 165,913	$ 733,843
Town Hall Campus Master Plan-Fitness Center*	**24/25**	1,100,000	-	110,000	159,500	154,000	148,500	143,000	632,500
		$ 2,376,250	**$ -**	**$ 237,625**	**$ 344,557**	**$ 332,675**	**$ 320,794**	**$ 308,913**	**$ 1,366,343**
Administrative Services:									
Subscription - software	22/23	**$ 25,847**	**$ 9,750**	**$ 10,238**	**$ 10,000**	**$ 10,000**	**$ 10,000**	**$ -**	**$ -**
IT:									
Lease - computer equipment	19/20	**$ 133,540**	**$ 37,800**	**$ 22,050**	**$ -**	**$ -**		**$ -**	
Planning:									
Sidewalk Pedestrian Plan	19/20	$ 1,121,068	$ 195,888	$ 191,367	$ -	$ -	$ -	$ -	$ -
SUV	21/22	28,565	9,732	-	-	-	-	-	-
		$ 1,149,633	**$ 205,620**	**$ 191,367**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Public Works Administration:									
Fuel tank conversion	19/20	$ 164,208	$ 28,693	$ 28,031	$ -	$ -	$ -	$ -	$ -
Carolista Dr./Dune St.-west side multi-use path*	25/26	1,298,548	-	-	94,440	136,938	132,216	127,494	665,800
		$ 1,462,756	**$ 28,693**	**$ 28,031**	**$ 94,440**	**$ 136,938**	**$ 132,216**	**$ 127,494**	**$ 665,800**

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Description	Replace Year	Estimated Cost	Fiscal Year 2023-2024	Fiscal Year 2024-2025	Fiscal Year 2025-2026	Fiscal Year 2026-2027	Fiscal Year 2027-2028	Fiscal Year 2028-2029	FY 2030 and Beyond
Public Works Facilities Maintenance :									
Dowdy Park lighting	19/20	$ 78,375	$ 13,695	$ 13,379	$ -	$ -	-	$ -	$ -
105 W. Seachase Drive	21/22	1,200,000	145,596	142,752	139,908	137,064	134,220	131,376	377,064
Loader	21/22	194,795	40,883	40,883	40,883	-	-	-	-
Street sweeper	21/22	168,351	57,354	-	-	-	-	-	-
Pickup	21/22	31,159	10,616	-	-	-	-	-	-
		$ 1,672,680	**$ 268,144**	**$ 197,014**	**$ 180,791**	**$ 137,064**	**$ 134,220**	**$ 131,376**	**$ 377,064**
Public Works Sanitation:									
Residential Truck	19/20	$ 306,328	$ 58,519	$ -	$ -	$ -	$ -	$ -	$ -
Residential Truck	20/21	274,533	56,719	55,813	-	-	-	-	-
Boom truck	20/21	236,876	48,939	48,157	-	-	-	-	-
Side Load truck	20/21	275,521	56,923	56,013	-	-	-	-	-
		$ 1,093,258	**$ 221,100**	**$ 159,983**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Police:									
Replacement of 800Mhz Radios	20/21	$ 240,085	$ 49,602	$ 48,809	$ -	$ -	$ -	$ -	$ -
Subscription - Record Management System	22/23	49,766	10,424	10,424	10,424	10,424	-	-	-
Subscription - In-Car/Body-Worn cameras	22/23	227,270	47,604	47,604	47,604	47,604	-	-	-
Subscription - License Plate Readers	23/24	70,795	36,000	36,000	36,000	36,000	-	-	-
		$ 587,916	**$ 143,630**	**$ 142,837**	**$ 94,028**	**$ 94,028**	**$ -**	**$ -**	**$ -**
Fire:									
Pumper	18/19	697,620	76,101	76,101	76,101	76,101	76,101	-	-
Pumper/Quint	21/22	1,358,079	157,426	157,426	157,426	157,426	157,426	157,426	472,278
Pumper*	28/29	1,000,000	-	-	-	-	-	123,338	1,110,039
		$ 3,055,699	**$ 233,527**	**$ 233,527**	**$ 233,527**	**$ 233,527**	**$ 233,527**	**$ 280,764**	**$ 1,582,317**
Ocean Rescue:									
Replacement of 800Mhz Radios	20/21	$ 99,765	$ 20,611	$ 20,282	$ -	$ -	$ -	$ -	$ -
4X4 Pickup	21/22	47,364	16,136	-	-	-	-	-	-
		$ 147,129	**$ 36,747**	**$ 20,282**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Total General Fund Debt Payments			**$ 4,271,311**	**$ 2,519,154**	**$ 2,106,303**	**$ 2,017,894**	**$ 1,876,341**	**$ 1,862,053**	**$ 15,876,724**

Replacement costs are estimates
***ten year payment in advance**
Possible cash down payment on some lessening future year lease payments

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TRANSFERS FROM THE CAPITAL RESERVE AND CAPITAL INVESTMENT FUNDS TO THE GENERAL FUND

Description General Fund	Replace Year	Estimated Cost	Fiscal Year 2024-2025	Fiscal Year 2025-2026	Fiscal Year 2026-2027	Fiscal Year 2027-2028	Fiscal Year 2028-2029	FY 2030 and Beyond
Special Obligation Bonds:								
Limited Obligation Bonds Series 2023-Public Services Complex	23/24	**$ 12,404,000**	**$ 1,276,200**	**$ 1,243,400**	**$ 1,210,600**	**$ 1,177,800**	**$ 1,141,000**	**$ 12,551,000**
Town Manager:								
Ocean Rescue housing-Outer Banks Medical Center*	**24/25**	$ 1,276,250	$ 127,625	$ 185,057	$ 178,675	$ 172,294	$ 165,913	$ 733,843
Town Hall Campus Master Plan (Fitness Center)*	**24/25**	1,100,000	110,000	159,500	154,000	148,500	143,000	632,500
Soundside boardwalk construction	26/27	1,100,000	-	-	-	550,000	550,000	-
		$ 3,476,250	**$ 237,625**	**$ 344,557**	**$ 332,675**	**$ 870,794**	**$ 858,913**	**$ 1,366,343**
Administrative Services:								
Subscription - software	22/23	**$ 25,847**	**$ 10,238**	**$ 10,000**	**$ 10,000**	**$ 10,000**	**$ -**	**$ -**
Information Technology (IT):								
Lease - computer equipment	19/20	$ 133,540	$ 22,050	$ -	$ -	$ -	$ -	$ -
Firewall	**24/25**	10,275	10,275	-	-	-	-	-
Budget cycle management software	26/27	192,660	-	-	56,940	45,240	45,240	45,240
		$ 336,475	**$ 32,325**	**$ -**	**$ 56,940**	**$ 45,240**	**$ 45,240**	**$ 45,240**
Planning:								
Sidewalk Pedestrian Plan	19/20	$ 1,121,068	$ 191,367	$ -	$ -	$ -	$ -	$ -
West Soundside Road/Villa Dunes shoreline	**24/25**	40,000	40,000	-	-	-	-	-
Whalebone Park improvements/Master Plan update	**24/25**	20,000	20,000	-	-	-	-	-
Pickup	**24/25**	45,000	45,000	-	-	-	-	-
Pickup	27/28	33,500	-	-	-	33,500	-	-
Pickup	28/29	40,000	-	-	-	-	40,000	-
		$ 1,299,568	**$ 296,367**	**$ -**	**$ -**	**$ 33,500**	**$ 40,000**	**$ -**
Public Services Administration:								
Fuel tank conversion	19/20	$ 164,208	$ 28,031	$ -	$ -	$ -	$ -	$ -
W. Baymeadow/W. Windjammer pedestrian project	**24/25**	271,300	271,300	-	-	-	-	-
Carolista Dr./Dune St.-west side multi-use path*	25/26	1,298,548	-	449,840	136,938	132,216	127,494	665,800
Grouse St./Admiral St. pedestrian project	26/27	117,563	-	-	117,563	-	-	-
Pickup	26/27	45,800	-	-	45,800	-	-	-
Pickup	27/28	45,800	-	-	-	45,800	-	-
E. Barnes St./Blue Jay St. pedestrian project	27/28	65,670	-	-	-	65,670	-	-
Villa Dunes Dr./S. Wrightsville Ave. pedestrian project	28/29	631,185	-	-	-	-	631,185	-
		$ 2,640,074	**$ 299,331**	**$ 449,840**	**$ 300,301**	**$ 243,686**	**$ 758,679**	**$ 665,800**

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Description	Replace Year	Estimated Cost	Fiscal Year 2024-2025	Fiscal Year 2025-2026	Fiscal Year 2026-2027	Fiscal Year 2027-2028	Fiscal Year 2028-2029	FY 2030 and Beyond
General Fund								
Public Works Facilities Maintenance :								
Dowdy Park lighting	19/20	$ 78,375	$ 13,379	$ -	$ -	$ -	$ -	$ -
105 W. Seachase Drive	21/22	1,200,000	142,752	139,908	137,064	134,220	131,376	377,064
Loader	21/22	194,795	40,883	40,883	-	-	-	-
Beach road multi-use path maintenance	**24/25**	1,900,000	650,000	250,000	250,000	250,000	250,000	250,000
HVAC maintenance agreement	**24/25**	32,759	32,759	33,742	-	-	-	-
Town Hall window replacements	**24/25**	20,000	20,000	-	-	-	-	-
Town Hall HVAC replacement	**24/25**	44,000	44,000	-	-	-	-	-
Crosswalk lighting	**24/25**	12,000	12,000	12,000	-	-	-	-
Multi-use path repairs	**24/25**	80,000	80,000	80,000	80,000	80,000	80,000	80,000
Juncos Street beach access maintenance**	**24/25**	203,380	203,380	-	-	-	-	-
Holden Street beach access maintenance**	**24/25**	181,000	181,000	-	-	-	-	-
Dingo	**24/25**	35,000	35,000	-	-	-	-	-
Mower	**24/25**	15,800	15,800	-	-	-	-	-
Trailer	**24/25**	15,000	15,000	-	-	-	-	-
Message board	**24/25**	18,000	18,000	-	-	-	-	-
Town Hall elevator replacement	25/26	140,000	-	-	140,000	-	-	-
Hargrove bath house design and construction	25/26	867,500	-	80,000	787,500	-	-	-
Gulfstream Street beach access maintenance**	25/26	80,000	-	80,000	-	-	-	-
June Street beach access maintenance**	25/26	268,458	-	268,458	-	-	-	-
Mower	25/26	16,800	-	16,800	-	-	-	-
Tandem dump truck	25/26	220,000	-	220,000	-	-	-	-
Albatross Street beach access maintenance**	26/27	86,000	-	-	86,000	-	-	-
Glidden Street beach access maintenance**	26/27	160,000	-	-	160,000	-	-	-
Mower	26/27	16,800	-	-	16,800	-	-	-
Excavator	26/27	207,000	-	-	207,000	-	-	-
4x4 tractor	26/27	232,000	-	-	232,000	-	-	-
Outer Banks Medical Center roof replacement	**27/28**	40,000	-	-	-	40,000	-	-
Barnes beach access maintenance**	27/28	115,000	-	-	-	115,000	-	-
Indigo Street beach access maintenance**	27/28	180,000	-	-	-	180,000	-	-
Flail mower	27/28	118,600	-	-	-	118,600	-	-
Pickup	27/28	47,000	-	-	-	47,000	-	-
Pickup	28/29	49,000	-	-	-	-	49,000	-
Trailer	28/29	5,900	-	-	-	-	5,900	-
Equipment trailer	28/29	23,750	-	-	-	-	23,750	-
Eighth Street beach access maintenance**	28/29	132,000	-	-	-	-	132,000	-
Ida Street beach access maintenance**	28/29	80,000	-	-	-	-	80,000	-
Islington Street beach access maintenance**	29/30	85,000	-	-	-	-	-	85,000
		$ 7,200,917	**$ 1,503,953**	**$ 1,221,791**	**$ 2,096,364**	**$ 964,820**	**$ 752,026**	**$ 792,064**

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Description	Replace Year	Estimated Cost	Fiscal Year 2024-2025	Fiscal Year 2025-2026	Fiscal Year 2026-2027	Fiscal Year 2027-2028	Fiscal Year 2028-2029	FY 2030 and Beyond
General Fund								
Public Works Sanitation:								
Residential Truck	20/21	$ 274,533	$ 55,813	$ -	$ -	$ -	$ -	$ -
Boom truck	20/21	236,876	48,157	-	-	-	-	-
Side Load truck	20/21	275,521	56,013	-	-	-	-	-
Front Load Truck	**24/25**	379,000	379,000	-	-	-	-	-
Front Load Truck	25/26	425,000	-	425,000	-	-	-	-
Residential Truck	25/26	400,000	-	400,000	-	-	-	-
Residential Truck	26/27	400,000	-	-	400,000	-	-	-
Residential Truck	26/27	400,000	-	-	400,000	-	-	-
Dump Truck (new)	27/28	139,916	-	-	-	139,916		
Knuckle Boom Truck	27/28	285,000	-	-	-	285,000	-	-
Residential Truck	27/28	400,000				400,000	-	-
Front Load Truck	28/29	415,000	-	-	-	-	415,000	-
Knuckle Boom Truck	28/29	275,000	-	-	-	-	275,000	-
		$ 4,305,846	**$ 538,983**	**$ 825,000**	**$ 800,000**	**$ 824,916**	**$ 690,000**	**$ -**
Streets and Stormwater:								
Streets-Stormwater S. Memorial Ave. corridor***	**24/25**	$ 1,540,702	$ 1,540,702	$ -	$ -	$ -	$ -	$ -
S. Old Oregon Inlet Road Project Area #13	**24/25**	1,264,237	1,264,237	-	-	-	-	-
Stormwater Master Plan update	**24/25**	400,000	400,000	-	-	-	-	-
S. Old Oregon Inlet Road Project Area #12	**24/25**	1,602,824	1,602,824	-	-	-	-	-
Streets-Stormwater Ida St., Tides Dr., Holden St., Sea Gull Sr., Bodie Island Ct., James St., June St., Indigo St., Dune St., Dunn St., Glidden St., Grey Eagle St., Gull St.***	25/26	258,248	-	258,248	-	-	-	-
Culvert cleaner	25/26	79,500	-	79,500	-	-	-	-
Village at Nags Head drainage infrastructure	25/26	150,000	-	150,000	-	-	-	-
Streets-Stormwater Juncos St. to Village at Nags Head and Lone Cedar Village	26/27	342,142	-	-	342,142	-	-	-
Seven Sisters subdivision drainage improvement plan	26/27	300,000	-	-	300,000	-	-	-
Streets-Stormwater Vista Colony neighborhood	27/28	424,862	-	-	-	424,862	-	-
Bonnett St. pump station Project Area #4	27/28	2,384,910	-	-	-	2,384,910	-	-
Streets-Stormwater Villa Dunes Dr.	28/29	653,800	-	-	-	-	653,800	-
		$ 9,401,225	**$ 4,807,763**	**$ 487,748**	**$ 642,142**	**$ 2,809,772**	**$ 653,800**	**$ -**

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Description General Fund	Replace Year	Estimated Cost	Fiscal Year 2024-2025	Fiscal Year 2025-2026	Fiscal Year 2026-2027	Fiscal Year 2027-2028	Fiscal Year 2028-2029	FY 2030 and Beyond
Police:								
Replacement of 800Mhz Radios	20/21	$ 240,085	$ 48,809	$ -	$ -	$ -	$ -	$ -
Subscription - Record Management System	22/23	49,766	10,424	10,424	10,424	-	-	-
Subscription - In-Car/Body-Worn cameras	22/23	227,270	47,604	47,604	47,604	-	-	-
Subscription - License Plate Readers	23/24	70,795	36,000	36,000	36,000	-	-	-
Police Vehicles (4)	**24/25**	263,811	263,811	-	-	-	-	-
Traffic light alternative power	**24/25**	40,089	40,089	-	-	-	-	-
Pedestrian light at Event Site	**24/25**	170,000	170,000	-	-	-	-	-
4x4 Utility Task Vehicle	**24/25**	27,000	27,000	-	-	-	-	-
Police Vehicles (4)	25/26	269,757	-	269,757	-	-	-	-
Police Vehicles (4)	26/27	269,297	-	-	269,297	-	-	-
Police Vehicles (1)	27/28	51,750	-	-	-	51,750	-	-
Police Vehicles (3)	28/29	202,509	-	-	-	-	202,509	-
		$ 1,882,129	**$ 643,737**	**$ 363,785**	**$ 363,325**	**$ 51,750**	**$ 202,509**	**$ -**
Fire:								
Pumper	18/19	$ 697,620	$ 76,101	$ 76,101	$ 76,101	$ 76,101	$ -	$ -
Pumper/Quint	21/22	1,358,079	157,426	157,426	157,426	157,426	157,426	472,278
Station 21 flooring	**24/25**	40,645	22,455	18,190	-	-	-	-
Pickup	25/26	65,000	-	65,000	-	-	-	-
Pickup	26/27	55,000	-	-	55,000	-	-	-
Pumper*	28/29	1,000,000	-	-	-	-	123,338	1,110,039
		$ 3,216,344	**$ 255,982**	**$ 316,717**	**$ 288,527**	**$ 233,527**	**$ 280,764**	**$ 1,582,317**
Ocean Rescue:								
Replacement of 800Mhz Radios	20/21	$ 99,765	$ 20,282	$ -	$ -	$ -	$ -	$ -
Pickup	**24/25**	60,000	60,000	-	-	-	-	-
Four-wheelers for beach patrol (2 replacements)	**24/25**	14,000	14,000	-	-	-	-	-
Four-wheelers for beach patrol (2 replacements)	25/26	15,000	-	15,000	-	-	-	-
Four-wheelers for beach patrol (3 replacements)	26/27	23,050	-	-	23,050	-	-	-
Pickup	27/28	70,000	-	-	-	70,000	-	-
Wave Runner	27/28	16,676	-	-	-	16,676	-	-
Four-wheelers for beach patrol (2 replacements)	27/28	16,000	-	-	-	16,000	-	-
Pickup	28/29	47,895	-	-	-	-	47,895	-
		$ 362,386	**$ 94,282**	**$ 15,000**	**$ 23,050**	**$ 102,676**	**$ 47,895**	**$ -**
Contingency:	**24/25**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 50,000**
Total Transfers to the General Fund			**$ 10,046,786**	**$ 5,327,838**	**$ 6,173,924**	**$ 7,418,481**	**$ 5,520,826**	**$ 17,052,764**

Replacement costs are estimates
***ten years at 5%, payment in advance**
****full or partial funding source is capital reserve fund**
*****less $89,900 state street aid (Powell Bill) funding each year**

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WATER FUND CAPITAL OUTLAY AND DEBT SERVICE

Description	Replace Year	Estimated Cost	Fiscal Year 2024-2025	Fiscal Year 2025-2026	Fiscal Year 2026-2027	Fiscal Year 2027-2028	Fiscal Year 2028-2029	FY 2030 and Beyond
Water Fund								
Water Administration debt service								
Fuel tank conversion	19/20	$ 37,745	$ 6,444	$ -	$ -	$ -	-	$ -
Limited Obligation Bonds Series 2023-Public Services Complex	23/24	3,101,000	319,050	310,850	302,650	294,450	285,250	3,137,750
Limited Obligation Bonds Series 2023-Advanced Metering Infrastructure	23/24	1,605,000	130,250	132,750	135,000	132,000	134,000	1,994,001
		$ 4,743,745	**$ 455,744**	**$ 443,600**	**$ 437,650**	**$ 426,450**	**$ 419,250**	**$ 5,131,751**
Water Operations:								
Pickup	**24/25**	$ 48,000	$ 48,000	$ -	$ -	$ -	$ -	$ -
Liquid chlorine conversion at Gull Street	26/27	242,190	-	-	242,190	-	-	-
South Nags Head tower mixer	26/27	51,750	-	-	51,750	-	-	-
Liquid chlorine conversion at Eighth Street	27/28	266,409	-	-	-	266,409	-	-
Pickup	27/28	48,000	-	-	-	48,000	-	-
Eighth Street tower mixer	27/28	51,750	-	-	-	51,750	-	-
Gull Street ground tank mixer	28/29	51,750	-	-	-	-	51,750	-
Treatment Train debt service^	28/29	8,294,400	-	-	-	-	554,210	10,644,480
		$ 9,054,249	**$ 48,000**	**$ -**	**$ 293,940**	**$ 366,159**	**$ 605,960**	**$ 10,644,480**
Water Distribution:								
S. Memorial Ave. water main lines	**24/25**	$ 501,500	$ 501,500	$ -	$ -	$ -	$ -	$ -
South Nags Head water main planning costs	**24/25**	105,000	105,000	-	-	-	-	-
South Nags Head water main replacements	25/26	1,155,000	-	1,155,000	-	-	-	-
Pickup	25/26	45,800	-	45,800	-	-	-	-
Vista Colony water main planning costs	26/27	200,000	-	-	200,000	-	-	-
Gull Street pump station improvements debt service*	26/27 and 28/29	2,342,512	-	-	114,506	164,222	158,559	2,434,791
Back hoe loader	26/27	250,000	-	-	250,000	-	-	-
Excavator	26/27	50,000	-	-	50,000	-	-	-
Vista Colony waterline replacements debt service*	27/28	1,783,538	-	-	-	179,604	258,614	2,186,085
Air compressor	27/28	39,000	-	-	-	39,000	-	-
Pickup	27/28	55,000	-	-	-	55,000	-	-
Villa Dunes Dr. 8" diameter water main line	28/29	825,000	-	-	-	-	825,000	-
		$ 7,352,350	**$ 606,500**	**$ 1,200,800**	**$ 614,506**	**$ 437,826**	**$ 1,242,173**	**$ 4,620,876**
Septic Health:								
Water quality data loggers	25/26	$ 93,100	$ -	$ 93,100	$ -	$ -	$ -	$ -
Pickup	25/26	45,000	-	45,000	-	-	-	-
		$ 138,100	**$ -**	**$ 138,100**	**$ -**	**$ -**	**$ -**	-
Total Water Fund Capital Outlay and Debt Service			**$ 1,110,244**	**$ 1,782,500**	**$ 1,346,096**	**$ 1,230,435**	**$ 2,267,383**	**$ 20,397,107**

Replacement costs are estimates
^fifteen years at 5%, payment in advance
***ten years at 5%, payment in advance**

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GENERAL FUND SUMMARY

REVENUES AND EXPENDITURES SUMMARY

Description	Financial Plan 2025-2026	Departmental Requested 2024-2025	Manager's Recommended 2024-2025	Adopted Budget 2023-2024	Amended Budget 2023-2024	Estimated Actual 2023-2024	Actual 2022-2023	Actual 2021-2022
REVENUES								
Ad Valorem Taxes	$ 12,007,322	$ 11,995,235	$ 11,995,235	$ 11,929,890	$ 11,929,890	$ 12,018,775	$ 10,646,369	$ 10,582,398
Other Taxes & Licenses	11,400,855	11,399,800	11,399,800	10,158,589	10,158,589	10,167,734	10,205,374	10,260,892
Unrestricted Intergovernmental	967,700	961,000	961,000	932,200	932,200	984,042	1,007,408	952,365
Restricted Intergovernmental	763,568	5,061,265	5,061,265	3,589,978	3,731,279	2,258,525	975,537	1,011,169
Permits & Fees	603,375	597,475	597,475	574,510	574,510	688,263	619,807	371,317
Sales & Services	80,000	75,000	75,000	82,600	82,600	68,135	85,877	87,140
Investment Earnings	200,000	200,000	200,000	133,840	133,840	300,000	123,996	(866,305)
Other Revenue	312,210	398,695	398,695	413,842	417,442	438,029	358,721	325,614
Other Finance Sources	5,909,838	11,580,788	10,476,786	9,887,807	12,925,692	9,014,699	7,876,366	6,327,996
TOTAL	**$ 32,244,868**	**$ 42,269,258**	**$ 41,165,256**	**$ 37,703,256**	**$ 40,886,042**	**$ 35,938,202**	**$ 31,899,455**	**$ 29,052,586**
EXPENDITURES								
Interfund	$ 7,492,911	$ 12,444,799	$ 12,444,799	$ 10,519,671	$ 11,798,587	$ 9,762,145	$ 9,788,359	$ 4,963,341
Governing Body	201,432	195,276	195,276	190,690	196,740	185,727	155,578	156,690
Bond Debt	1,243,400	1,276,200	1,276,200	3,086,300	3,086,300	3,086,300	2,381,151	2,451,252
Town Manager	1,317,794	1,177,348	1,177,348	903,814	1,022,407	926,084	940,239	1,085,998
Administrative Services	1,278,747	1,204,368	1,204,368	1,162,484	1,170,760	1,125,836	1,028,488	1,098,132
Information Technology	495,686	616,069	580,877	518,216	527,051	609,430	406,698	352,106
Legal	132,961	132,961	132,961	155,086	155,086	92,331	102,012	166,176
Planning	1,314,468	1,555,299	1,549,299	1,448,238	1,504,868	1,406,264	1,294,208	1,233,043
Public Services Administration	1,050,842	880,942	871,862	667,864	741,613	711,783	496,248	396,386
Public Works Facilities	3,101,647	3,786,346	3,361,826	3,568,414	4,085,804	3,946,045	2,279,398	4,309,860
Public Works Garage	514,801	490,807	490,807	422,693	429,993	405,621	372,919	344,203
Street Aid	130,000	130,000	130,000	125,000	125,000	125,000	350,519	25,685
Public Works Sanitation	2,554,451	2,563,946	2,224,336	2,424,114	2,616,932	2,429,905	2,140,351	2,733,982
Public Works Solid Waste	882,657	882,657	882,657	902,950	902,950	851,236	817,785	807,055
Streets and Stormwater	552,361	5,094,663	4,871,963	2,989,169	3,087,820	1,210,763	1,827,870	570,681
Police	4,592,447	4,630,754	4,605,254	3,926,829	4,302,055	4,258,610	3,906,169	3,405,518
Police - Drug Forfeitures	-	-	-	-	9,610	9,609	5,000	-
Fire	4,450,632	4,196,453	4,155,053	3,770,084	4,136,872	4,093,596	3,519,707	4,162,135
Ocean Rescue	937,630	1,010,370	1,010,370	921,640	985,594	979,934	878,296	761,653
TOTAL	**$ 32,244,868**	**$ 42,269,258**	**$ 41,165,256**	**$ 37,703,256**	**$ 40,886,042**	**$ 36,216,219**	**$ 32,690,995**	**$ 29,023,896**

REVENUES – RECOMMENDED

Account Description	Financial Plan 2025-2026	Manager's Recommended 2024-2025	Adopted Budget 2023-2024	Amended Budget 2023-2024	Estimated Actual Revenues 2023-2024	Actual Revenues 2022-2023	Actual Revenues 2021-2022
AD VALOREM TAXES							
AD VALOREM REVENUES CURRENT	$ 9,378,200	$ 9,368,831	$ 9,326,063	$ 9,326,063	$ 9,394,014	$ 8,050,831	$ 8,017,378
AD VALOREM TAXES PRIOR YEARS	-	-	-	-	2	(141)	3,121
AD VALOREM REVENUES SOB/MSD CURRENT	1,639,885	1,638,247	1,632,259	1,632,259	1,642,346	1,636,401	1,629,814
CURRENT TOWNWIDE BEACH NOURISH	768,705	767,937	764,431	764,431	769,418	766,214	762,935
PRIOR YR TOWNWIDE BEACH NOURISH	-	-	-	-	-	(11)	294
TAX PENALTIES/INTEREST	7,000	7,000	6,000	6,000	10,675	7,965	6,903
DMV REVENUES CURRENT	204,683	204,479	194,045	194,045	194,045	175,462	155,067
DMV SOB/MSD CY REVENUES	7,749	7,741	7,092	7,092	7,092	8,319	5,983
DMV INTEREST	1,100	1,000	-	-	1,183	1,329	903
Subtotal Ad Valorem Taxes	***$ 12,007,322***	***$ 11,995,235***	***$ 11,929,890***	***$ 11,929,890***	***$ 12,018,775***	***$ 10,646,369***	***$ 10,582,398***
OTHER TAXES & LICENSES							
OCCUPANCY TAXES	$ 5,140,000	$ 5,140,000	$ 4,636,345	$ 4,636,345	$ 4,614,501	$ 4,624,217	$ 4,457,313
LAND TRANSFER TAXES	1,100,000	1,100,000	960,000	960,000	1,014,444	1,108,709	1,727,795
LOCAL GOVT SALES TAX	3,068,000	3,068,000	2,718,718	2,718,718	2,696,743	2,656,113	2,413,215
ONE HALF SALES TAX (40)	659,000	659,000	565,135	565,135	550,953	569,400	502,535
ONE HALF SALES TAX (42)	1,359,000	1,359,000	1,207,036	1,207,036	1,213,877	1,170,483	1,079,936
ONE HALF SALES TAX (44)	-	-	-	-	(61)	-	3
BUSINESS LICENSE REVENUES	1,855	1,800	1,855	1,855	1,815	1,870	1,908
BUSINESS REGISTRATION FEES	18,000	18,000	18,000	18,000	17,900	18,900	18,000
PRIVILEGE LICENSE PENALTIES	2,000	2,000	1,500	1,500	2,700	2,100	2,550
SHORT TERM RENTAL REGISTRATION FEES	-	-	-	-	-	850	4,000
MIXED BEVERAGE TAX	53,000	52,000	50,000	50,000	54,862	52,732	53,637
Subtotal Other Taxes and Licenses	***$ 11,400,855***	***$ 11,399,800***	***$ 10,158,589***	***$ 10,158,589***	***$ 10,167,734***	***$ 10,205,374***	***$ 10,260,892***
UNRESTRICTED INTERGOVERNMENTAL							
UTILITIES SALES TAX	$ 740,000	$ 740,000	$ 700,000	$ 700,000	$ 765,913	$ 778,209	$ 715,919
TELECOMMUNICATIONS SALES TAX	20,000	19,000	20,000	20,000	19,470	20,528	20,138
FRANCHISE TAX - NATURAL GAS	4,200	4,200	5,000	5,000	4,215	8,937	7,913
SOLID WASTE DISPOSAL TAX	2,500	2,400	2,200	2,200	2,605	2,590	2,394
CABLE FRANCHISE FEES	100,000	96,000	107,000	107,000	96,102	102,574	110,672
CABLE FRANCISE - PEG FUNDS	58,000	58,000	58,000	58,000	51,614	51,200	51,949
BEER AND WINE	13,000	12,600	12,500	12,500	12,500	14,562	12,601
ABC REVENUE	30,000	28,800	27,500	27,500	31,623	28,808	30,779
Subtotal Unrestricted Intergovernmental	***$ 967,700***	***$ 961,000***	***$ 932,200***	***$ 932,200***	***$ 984,042***	***$ 1,007,408***	***$ 952,365***

Account Description	Financial Plan 2025-2026	Manager's Recommended 2024-2025	Adopted Budget 2023-2024	Amended Budget 2023-2024	Estimated Actual Revenues 2023-2024	Actual Revenues 2022-2023	Actual Revenues 2021-2022
RESTRICTED INTERGOVERNMENTAL							
STATE STREET AID/POWELL BILL	$ 130,000	$ 130,000	$ 125,000	$ 125,000	$ 146,696	$ 132,185	$ 132,696
FEMA GRANT	-	-	-	75,000	75,000	9,481	-
DEPARTMENT OF JUSTICE GRANT		-	-	-	-	2,504	423
HOMELAND SECURITY GRANT	-	-	-	-	-	11,109	10,836
NATIONAL FISH AND WILDLIFE GRANT	-	-	-	14,218	14,219	-	60,781
DRUG ENFORCEMENT SHARED REVENUE	-	-	-	-	4,998	9,583	1,076
DRUG ENFORCEMENT FED FUNDS	-	-	-	-	4,111	3,618	48,705
ASSISTANCE TO FIREFIGHTERS GRANT	-	-	-	-	-	67,268	22,458
VISITORS BUREAU GRANT	367,900	190,974	448,987	470,400	470,400	12,500	51,625
GOVERNMENT ACCESS CHANNEL GRANT	5,000	5,000	5,000	5,000	5,000	5,000	5,000
WELLNESS GRANT	-	-	-	2,170	2,170	2,500	4,000
NC GOVERNORS CRIME COMMISSION	-	-	-	-	-	17,895	22,792
NC DEQ GRANTS	-	3,283,441	1,823,237	1,823,237	313,900	10,000	-
DOMINION GRANT	-	-	-	-	-	17,723	-
NC COASTAL AREAS MANAGEMENT GRANT	207,668	-	286,250	290,750	290,750	40,500	-
GOLDEN LEAF GRANT	-	748,850	250,000	250,000	250,000	-	-
NC DEPARTMENT OF COMMERCE	-	650,000	-	-	-	-	-
CONTRIBUTION FROM DARE COUNTY	24,000	24,000	624,000	648,000	648,000	600,000	623,273
NC GRANT- SCHOOL RESOURCE OFFICER	25,000	25,000	23,504	23,504	29,281	27,347	23,504
CONTRIBUTIONS - FIRE RANGE	4,000	4,000	4,000	4,000	4,000	4,000	4,000
NC DEPARTMENT OF AGRICULTURE GRANT	-	-	-	-	-	2,324	-
Subtotal Restricted Intergovernmental	***$ 763,568***	***$ 5,061,265***	***$ 3,589,978***	***$ 3,731,279***	***$ 2,258,525***	***$ 975,537***	***$ 1,011,169***
PERMITS & FEES							
AUTOMOBILE LICENSES	$ 1,000	$ 1,000	$ 600	$ 600	$ 1,685	$ 776	$ 1,008
BEACH DRIVING PERMITS	25,000	24,800	32,000	32,000	24,802	34,052	50,110
BUILDING PERMITS	240,000	240,000	225,000	225,000	244,932	257,124	234,818
CAMA PERMITS	4,000	4,000	3,500	3,500	4,100	4,400	3,400
MINOR PERMIT REIMBURSEMENT NC	3,600	3,250	2,760	2,760	3,650	3,685	2,875
CART ROLL BACK FEE	223,000	223,000	220,000	220,000	226,750	222,925	-
REVIEW FEES	30,000	25,000	16,000	16,000	33,960	41,700	15,558
INITIAL ALARM FEES	-	-	-	-	50	-	200
RENEWAL ALARM FEES	25	25	25	25	75	50	25
POLICE ALARM VIOLATIONS	-	-	-	-	-	25	-
ADMIN FACILITY FEE	10,000	10,000	10,000	10,000	9,574	8,808	9,192
FIRE FACILITY FEE	10,000	10,000	10,000	10,000	3,371	3,218	4,503
POLICE FACILITY FEE	10,000	10,000	10,000	10,000	3,395	3,241	5,938
SANITATION FACILITY FEE	10,000	10,000	10,000	10,000	1,826	1,744	4,352

Account Description	Financial Plan 2025-2026	Manager's Recommended 2024-2025	Adopted Budget 2023-2024	Amended Budget 2023-2024	Estimated Actual Revenues 2023-2024	Actual Revenues 2022-2023	Actual Revenues 2021-2022
RECREATION FACILITY FEE	10,000	10,000	10,000	10,000	6,292	6,006	5,148
FIRE NEW CONSTRUCTION FEES	100	100	75	75	825	700	75
FIRE TENT FEE	1,200	1,100	800	800	1,125	1,575	1,200
FIRE HYDRANT TESTING FEES	500	250	250	250	500	750	-
PIT FIRE FEES	15,000	15,000	15,000	15,000	15,790	14,581	18,190
COURT COST, FEES, CHARGES	2,700	2,700	2,500	2,500	2,411	2,747	4,425
CIVIL PENALTIES	-	-	-	-	95,000	400	-
CIVIL PENALTIES PUBLIC SAFETY	4,250	4,250	3,000	3,000	4,250	6,400	7,850
CROWD GATHERING PERMIT FEE	3,000	3,000	3,000	3,000	3,900	4,900	2,450
Subtotal Permits & Fees	***$ 603,375***	***$ 597,475***	***$ 574,510***	***$ 574,510***	***$ 688,263***	***$ 619,807***	***$ 371,317***
INVESTMENT EARNINGS							
INTEREST ON CASH/INVESTMENTS	***$ 200,000***	***$ 200,000***	***$ 133,840***	***$ 133,840***	***$ 300,000***	***$ 123,996***	***$ (866,305)***
OTHER REVENUE							
RENTS	$ 251,710	$ 205,595	$ 266,342	$ 266,342	$ 269,187	$ 280,665	$ 254,517
PURCHASE DISCOUNTS	3,500	3,500	2,000	2,000	4,246	3,656	3,667
CONTRIBUTIONS	-	135,000	100,000	100,000	100,000	1,900	-
CONTRIBUTIONS POLICE	-	-	-	-	-	200	100
CONTRIBUTIONS FIRE/RESCUE	6,500	6,500	6,500	6,500	9,975	9,336	11,860
DONATIONS - ADOPT A BENCH	-	-	-	3,600	5,150	4,215	1,565
MISCELLANEOUS REVENUES	17,500	16,000	10,000	10,000	16,952	19,210	17,121
MISC REVENUES - RECYCLABLES	10,000	8,000	8,000	8,000	6,439	15,409	16,592
SPONSORSHIPS	-	1,100	-	-	3,000	200	-
SPECIAL EVENTS	23,000	23,000	21,000	21,000	23,080	23,930	20,192
Subtotal Other Revenue	***$ 312,210***	***$ 398,695***	***$ 413,842***	***$ 417,442***	***$ 438,029***	***$ 358,721***	***$ 325,614***
SALES & SERVICES							
SALE OF MATERIALS	$ -	$ -	$ -	$ -	$ -	$ 460	$ -
SALE OF DUMPSTERS	45,000	45,000	52,000	52,000	39,358	55,595	50,880
SALE OF AUTOMATED CARTS	35,000	30,000	30,600	30,600	28,717	29,010	35,740
SALE OF SIGNS	-	-	-	-	60	262	420
SALE OF TOWN FLAGS	-	-	-	-	-	550	100
Subtotal Sales & Services	***$ 80,000***	***$ 75,000***	***$ 82,600***	***$ 82,600***	***$ 68,135***	***$ 85,877***	***$ 87,140***

Account Description	Financial Plan 2025-2026	Manager's Recommended 2024-2025	Adopted Budget 2023-2024	Amended Budget 2023-2024	Actual Revenues 2023-2024	Actual Revenues 2022-2023	Actual Revenues 2021-2022
OTHER FINANCE SOURCES							
PROCEEDS FROM LOAN	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,028,313
TRANSFERS CAP RESERVE FUND	348,458	384,380	2,780,713	2,811,089	2,777,689	3,146,286	3,275,050
TRANSFERS CAPITAL INVESTMENT FUND	4,979,380	9,662,406	6,727,094	7,117,762	6,136,215	4,303,533	-
SALE OF CAPITAL ASSETS	30,000	30,000	30,000	30,000	30,000	119,048	24,633
INSURANCE RECOVERY	-	-	-	-	-	4,618	-
OTHER FINANCE SOURCES	102,000	-	-	70,796	70,795	302,881	-
APPROPRIATED FUND BALANCE	450,000	400,000	350,000	2,896,045	-	-	-
Subtotal Other Finance Sources	***$ 5,909,838***	***$ 10,476,786***	***$ 9,887,807***	***$ 12,925,692***	***$ 9,014,699***	***$ 7,876,366***	***$ 6,327,996***
TOTAL	**$ 32,244,868**	**$ 41,165,256**	**$ 37,703,256**	**$ 40,886,042**	**$ 35,938,202**	**$ 31,899,455**	**$ 29,052,586**

EXPENDITURES BY ACCOUNT

Account Description	Financial Plan 2025-2026	Departmental Requested 2024-2025	Manager's Recommended 2024-2025	Adopted Budget 2023-2024	Amended Budget 2023-2024	Estimated Actual Expenditures 2023-2024	Actual Expenditures 2022-2023	Actual Expenditures 2021-2022
ADMINISTRATIVE								
Subtotal Administrative	***46,417***	***$ 45,065***	***$ 45,065***	***$ 43,350***	***$ 43,350***	***$ 43,332***	***$ 40,704***	***$ 38,028***
PERSONNEL SERVICES								
SALARIES/WAGES - REGULAR	$ 9,316,135	$ 8,739,335	$ 8,739,335	$ 8,037,300	$ 8,014,200	$ 7,799,480	$ 7,469,962	$ 6,808,364
SALARIES - LONGEVITY PAY	238,457	213,330	213,330	199,797	199,797	201,693	4,902	3,943
SALARIES/WAGES - PARTTIME	786,679	782,729	782,729	688,894	704,750	702,110	577,418	545,097
OVERTIME PAY	100,147	91,401	91,401	82,200	82,200	82,200	-	-
HOLIDAY PAY	142,691	139,745	139,745	135,143	135,143	135,143	-	-
FICA TAX	813,178	766,536	766,536	695,959	696,472	641,738	587,986	532,602
GROUP HEALTH INSURANCE	1,710,935	1,662,979	1,662,979	1,498,049	1,488,049	1,478,143	1,307,098	1,303,161
RETIREES GROUP HEALTH	140,404	151,590	151,590	137,297	137,297	144,549	145,235	164,786
RETIREMENT	994,423	931,125	931,125	804,333	804,333	743,465	679,482	575,897
RETIREMENT LAW ENFORCEMENT	371,407	348,908	348,908	297,698	293,698	293,947	236,217	201,943
UNEMPLOYMENT	7,500	7,500	7,500	10,000	6,605	2,580	5,353	3,326
401 K	364,609	341,401	341,401	312,000	312,300	291,107	223,110	153,051
401 K LAW ENFORCEMENT	123,473	115,993	115,993	106,018	105,018	104,687	90,304	83,599
EMPLOYEE WELLNESS	14,600	14,600	14,600	9,900	12,070	12,070	12,870	4,179
POLICE SEPARATION ALLOWANCE	33,695	42,852	42,852	46,111	46,111	42,834	51,837	68,278
Subtotal Personnel Services	***$ 15,158,333***	***$ 14,350,024***	***$ 14,350,024***	***$ 13,060,699***	***$ 13,038,043***	***$ 12,675,747***	***$ 11,391,774***	***$ 10,448,226***
OPERATIONS								
PLANNING BOARD FEES	$ 7,240	$ 7,240	$ 7,240	$ 7,240	$ 7,240	$ 7,080	$ 7,080	$ 9,230
BOARD OF ADJUSTMENT FEES	2,500	2,500	2,500	2,500	2,500	1,050	430	-
TRAINING	132,583	149,523	137,523	126,408	123,508	93,695	84,701	62,387
COMPUTER TRAINING	7,500	11,612	7,500	7,500	7,500	7,500	-	-
SAFETY TRAINING	3,619	3,619	3,619	4,683	4,683	4,348	3,002	4,332
OSHA COMPLIANCE COSTS	4,400	4,400	4,400	4,400	4,400	3,355	3,916	1,729
BUILDING/EQUIPMENT RENTAL	39,841	40,766	39,766	43,178	43,178	38,415	39,866	35,937
TELEPHONE	35,755	35,292	35,292	33,007	33,607	30,660	31,981	30,186
INTERNET COSTS	11,000	21,080	11,000	11,000	11,000	10,950	13,908	8,231
UTILITIES	236,625	259,375	236,375	236,015	234,515	216,093	209,513	209,954
POSTAGE	13,775	14,275	13,775	19,275	19,275	17,842	12,939	7,710
ADVERTISING	13,300	13,275	13,275	13,625	13,625	9,625	9,040	9,720
PRINTING	8,670	10,070	9,170	8,970	9,770	14,386	7,361	5,032
TIPPING FEES	882,657	882,657	882,657	902,950	902,950	851,236	817,785	807,055

Account Description	Financial Plan 2025-2026	Departmental Requested 2024-2025	Manager's Recommended 2024-2025	Adopted Budget 2023-2024	Amended Budget 2023-2024	Estimated Actual Expenditures 2023-2024	Actual Expenditures 2022-2023	Actual Expenditures 2021-2022
FUEL COSTS	340,903	323,050	323,050	388,300	386,695	290,134	313,886	276,101
STREET SUPPLIES	40,100	40,100	40,100	35,600	35,600	35,600	4,388	25,685
DEPARTMENT SUPPLIES	287,029	395,244	312,259	303,477	321,827	308,886	311,125	320,800
OTHER SUPPLIES	67,436	73,598	69,758	59,402	60,511	53,373	48,561	51,159
OTHER SUPPLIES - COMPUTER	17,840	82,203	76,203	27,070	34,070	122,531	24,843	54,000
MAINT/REPAIR BUILDINGS	101,275	148,425	98,425	84,338	106,188	106,188	95,373	246,859
MAINT/REPAIR BUILDING	-	-	-	-	6,786	6,786	7,796	-
MAINT/REPAIR BUILDINGS	26,060	41,560	41,560	26,060	26,060	16,743	19,919	29,032
MAINT/REPAIR EQUIPMENT	113,995	158,376	116,376	120,163	107,998	84,591	101,281	75,489
MAINT/REPAIR FIRING RANGE	4,000	4,000	4,000	4,000	21,451	21,050	5,376	6,618
VEHICLE MAINTENANCE	234,725	323,305	234,380	217,240	220,854	182,898	186,427	215,420
MAINT/REPAIR OTHER	77,000	134,500	94,500	82,000	91,350	91,350	94,700	41,500
UNIFORMS	89,535	91,848	88,848	87,581	92,289	85,399	70,529	47,559
PROFESSIONAL FEES	348,395	355,895	350,695	383,228	509,734	397,576	247,188	278,300
FINES & FORFEITURES BOC	7,500	7,500	7,500	7,500	7,500	6,989	6,388	7,061
PROF FEE/WATER QUALITY TESTING	2,200	2,200	2,200	2,200	2,200	1,740	2,165	1,975
INCENTIVE PAY	5,000	5,000	5,000	5,000	5,000	3,377	4,132	3,973
SIGNS	27,500	57,500	27,500	33,250	33,250	32,358	32,670	13,694
SPECIAL PROJECTS SAND FENCING	24,000	24,000	24,000	24,000	48,000	48,000	-	23,273
CONTRACTED SERVICES	672,398	675,825	665,235	1,123,285	1,072,236	659,220	712,626	561,706
CONTRACTED SERVICES - WEBSITE	16,325	13,220	13,220	10,170	10,170	10,170	12,803	10,920
CONTRACTED SERVICES - GIS	11,115	11,115	11,115	10,445	13,845	13,395	10,692	17,068
CONTRACTED ANNUAL SUPPORT/MAIN	167,439	184,450	171,550	133,073	133,748	133,748	110,827	103,093
SPECIAL CONTRACTED SERVICES	7,000	7,000	7,000	7,000	7,000	6,903	6,903	6,277
PURCHASES FOR RESALE	102,600	107,580	102,600	95,200	113,971	113,559	77,638	84,329
RECYCLING	92,906	110,738	110,738	90,647	90,647	87,016	65,435	75,941
SPECIAL EVENTS	24,100	36,000	36,000	21,500	32,235	32,225	22,807	13,450
SPECIAL EVENTS - ART MASTS	-	-	-	3,000	3,000	3,000	-	-
SUPPLEMENTAL PENSION FUND	3,500	3,500	3,500	3,500	3,500	2,970	2,650	2,410
DUES AND SUBSCRIPTIONS	38,851	40,701	39,701	38,253	36,753	29,644	31,389	29,430
INSURANCE	415,000	415,000	415,000	388,673	388,673	402,616	371,470	358,352
SPECIAL INVESTIGATIONS	6,000	7,000	6,000	6,000	7,175	7,175	8,484	4,000
CONTRIBUTION GOVT ACCESS CHANNEL	59,000	59,000	59,000	59,000	59,000	52,282	52,200	52,949
CONTRIBUTIONS MISCELLANEOUS	10,450	10,750	10,750	10,750	10,750	10,250	10,250	10,200
DOWDY PARK	-	30,000	30,000	15,000	18,600	18,600	21,589	22,894
Subtotal Operations	***$ 4,840,642***	***$ 5,435,867***	***$ 5,001,855***	***$ 5,326,656***	***$ 5,536,417***	***$ 4,784,576***	***$ 4,336,032***	***$ 4,263,020***

Account Description	Financial Plan 2025-2026	Departmental Requested 2024-2025	Manager's Recommended 2024-2025	Adopted Budget 2023-2024	Amended Budget 2023-2024	Estimated Actual Expenditures 2023-2024	Actual Expenditures 2022-2023	Actual Expenditures 2021-2022
COST REIMBURSEMENT FROM THE WATER DEPARTMENT								
COST REIMBURSEMENT	(763,173)	$ (763,173)	$ (763,173)	$ (844,327)	$ (844,327)	$ (844,328)	$ (796,773)	$ (633,241)
Subtotal Cost Reimbursement from the Water Depart	***$ (763,173)***	***$ (763,173)***	***$ (763,173)***	***$ (844,327)***	***$ (844,327)***	***$ (844,328)***	***$ (796,773)***	***$ (633,241)***
NON-CAPITAL OUTLAY								
PROFESSIONAL FEES FROM CIF	-	$ 20,000	$ 20,000	$ -	$ 48,672	$ 13,672	$ 26,328	$ -
CONTRACTED SERVICES FROM CIF	33,742	32,759	32,759	31,804	30,371	30,326	-	-
EQUIPMENT	12,000	12,000	12,000	20,000	20,000	19,305	25,575	14,250
EQUIPMENT	12,000	12,000	12,000	20,000	20,000	19,305	25,575	14,250
IMPROVEMENTS	80,000	80,000	80,000	80,000	80,000	80,000	74,994	37,959
IMPROVEMENTS	80,000	80,000	80,000	80,000	80,000	80,000	74,994	37,959
BUILDINGS	-	64,000	64,000	65,200	94,633	94,633	-	-
BUILDINGS	18,190	63,455	22,455	-	-	-	-	-
BUILDINGS	18,190	127,455	86,455	65,200	94,633	94,633	-	-
Subtotal Non-Capital Outlay	***$ 143,932***	***$ 272,214***	***$ 231,214***	***$ 197,004***	***$ 273,676***	***$ 237,936***	***$ 126,897***	***$ 52,209***
CAPITAL OUTLAY								
LAND	-	$ -	$ -	$ -	$ -	$ -	$ -	$ 872,780
BUILDINGS	80,000	-	-	600,000	946,202	946,202	238,402	992,986
OTHER	-	-	-	-	-	-	-	2,160
IMPROVEMENTS	953,858	1,531,670	1,345,680	851,400	989,442	989,442	199,581	142,898
EQUIPMENT	176,300	345,164	345,164	250,762	249,867	243,095	337,243	315,488
IT SUBSCRIPTIONS	102,000	-	-	-	105,596	105,595	433,672	-
INFRASTRUCTURE	498,148	5,097,663	4,897,663	2,554,174	2,664,550	1,188,071	1,806,465	744,688
VEHICLE	1,314,757	990,811	747,811	964,134	1,801,125	1,800,893	937,242	2,755,236
Subtotal Capital Outlay	***$ 3,125,063***	***$ 7,965,308***	***$ 7,336,318***	***$ 5,220,470***	***$ 6,756,782***	***$ 5,273,298***	***$ 3,952,605***	***$ 5,826,236***
DEBT SERVICE								
PRINCIPAL	1,451,301	$ 1,823,355	$ 1,823,355	$ 3,276,380	$ 3,374,434	$ 3,374,433	$ 3,627,712	$ 3,818,547
INTEREST	749,442	695,799	695,799	903,353	909,080	909,080	223,685	247,530
Subtotal Debt Service	***$ 2,200,743***	***$ 2,519,154***	***$ 2,519,154***	***$ 4,179,733***	***$ 4,283,514***	***$ 4,283,513***	***$ 3,851,397***	***$ 4,066,077***
INTERFUND								
TRANSFER TO CAPITAL RESERVE FUND	$ 3,388,761	$ 3,279,164	$ 3,279,164	$ 3,856,197	$ 3,856,197	$ 2,941,873	$ 3,730,136	$ 4,473,391
TRANSFER TO CAPITAL PROJECT FUND	-	-	-	-	-	-	-	489,950
TRANSFER TO CAPITAL INVESTMENT FUND	3,954,150	9,015,635	9,015,635	6,513,474	7,928,859	6,820,272	6,058,223	-
CONTINGENCY	150,000	150,000	150,000	150,000	13,531	-	-	-
Subtotal Interfund	***$ 7,492,911***	***$ 12,444,799***	***$ 12,444,799***	***$ 10,519,671***	***$ 11,798,587***	***$ 9,762,145***	***$ 9,788,359***	***$ 4,963,341***
Total	***$ 32,244,868***	***$ 42,269,258***	***$ 41,165,256***	***$ 37,703,256***	***$ 40,886,042***	***$ 36,216,219***	***$ 32,690,995***	***$ 29,023,896***

EXPENDITURES BY PERCENTAGE

	Manager's Recommended 2024-2025	Adopted Budget 2023-2024	Recommended Net Change	Financial Plan 2025-2026
ELECTED OFFICIALS	$ 45,065	$ 43,350	-3.81%	$ 46,417
PERSONNEL SERVICES	14,350,024	13,060,699	-8.98%	15,158,333
OPERATIONS	5,001,855	5,326,656	6.49%	4,840,642
COST REIMBURSEMENT FROM THE WATER FUND	(763,173)	(844,327)	10.63%	(763,173)
NON-CAPITAL OUTLAY	231,214	197,004	-14.80%	143,932
CAPITAL OUTLAY	7,336,318	5,220,470	-28.84%	3,125,063
DEBT SERVICE	2,519,154	4,179,733	65.92%	2,200,743
SUB-TOTAL	28,720,457	27,183,585	-5.35%	24,751,957
INTERFUND TRANSFERS	12,294,799	10,369,671	-15.66%	7,342,911
CONTINGENCY	150,000	150,000	0.00%	150,000
TOTAL	**$ 41,165,256**	**$ 37,703,256**	**-8.41%**	**$ 32,244,868**

	Manager's Recommended 2024-2025	Percentage of Total	Adopted Budget 2023-2024	Percentage of Total	Financial Plan 2025-2026	Percentage of Total
ELECTED OFFICIALS	$ 45,065	0.11%	$ 43,350	0.11%	$ 46,417	0.14%
PERSONNEL	14,350,024	34.86%	13,060,699	34.64%	15,158,333	47.01%
OPERATIONS	5,001,855	12.15%	5,326,656	14.13%	4,840,642	15.01%
COST REIMBURSEMENT FROM THE WATER FUND	(763,173)	-1.85%	(844,327)	-2.24%	(763,173)	-2.37%
NON-CAPITAL OUTLAY	231,214	0.56%	197,004	0.52%	143,932	0.45%
CAPITAL OUTLAY	7,336,318	17.82%	5,220,470	13.85%	3,125,063	9.69%
DEBT SERVICE	2,519,154	6.12%	4,179,733	11.09%	2,200,743	6.83%
SUB-TOTAL	28,720,457	69.77%	27,183,585	72.10%	24,751,957	76.76%
INTERFUND TRANSFERS	12,294,799	29.87%	10,369,671	27.50%	7,342,911	22.77%
CONTINGENCY	150,000	0.36%	150,000	0.40%	150,000	0.47%
TOTAL	**$ 41,165,256**	**100.00%**	**$ 37,703,256**	**100.00%**	**$ 32,244,868**	**100.00%**

DEPARTMENTAL BUDGETS

GOVERNING BODY

DESCRIPTION

The Governing Body manages all expenditures related to Nags Head's Board of Commissioners, which is comprised of four commissioners elected to staggered four-year terms, and a mayor elected by popular vote to a four-year term.

The Board, responsible for establishing policy, initiating legislation, and providing for the general welfare of Nags Head's residents and visitors, meets the first Wednesday of each month and holds a mid-month recessed session on the third Wednesday of the month, as necessary.

During an existing or potential state of emergency, the mayor is empowered under G.S. 166A-19.31 to issue state of emergency proclamations to protect the lives and property of people more effectively. In addition, the mayor is also a member of the Senior Leaders in Dare County, which consists of the chairman of the Dare County Board of Commissioners, the six municipal mayors, the superintendent of Cape Hatteras National Seashore, and the Dare County sheriff. The Senior Leaders provide direction and control during multi-jurisdictional emergencies and disasters such as hurricanes.

RECENT ACCOMPLISHMENTS

- Developed collaboratively, the 2024 Strategic Plan was adopted to guide the Town's direction. Part of this planning process included updating the Town's mission and vision. The implementation process includes comprehensive objectives and action items to meet the Town's goals, many of which are highlighted in each department's goals and projects.

GOALS AND UPCOMING PROJECTS

- Continue to provide support for the Coastal Resources Commission's rule that designates Jockey's Ridge State Park as an Area of Environmental Concern.
- Complete and implement the Beach Nourishment Master Plan.
- Address workforce housing needs through the Multi-Family Working Group and the Dare County Housing Task Force.
- Continue to ensure public spaces are preserved and maintained equitably through conservation easements.

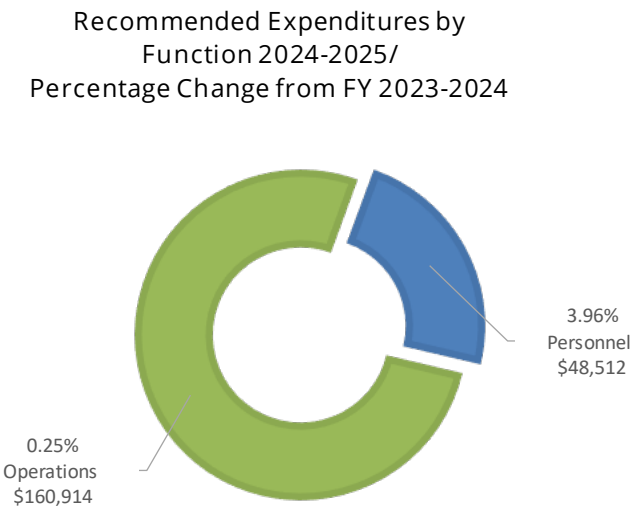
FY 2024-25 BUDGET HIGHLIGHTS

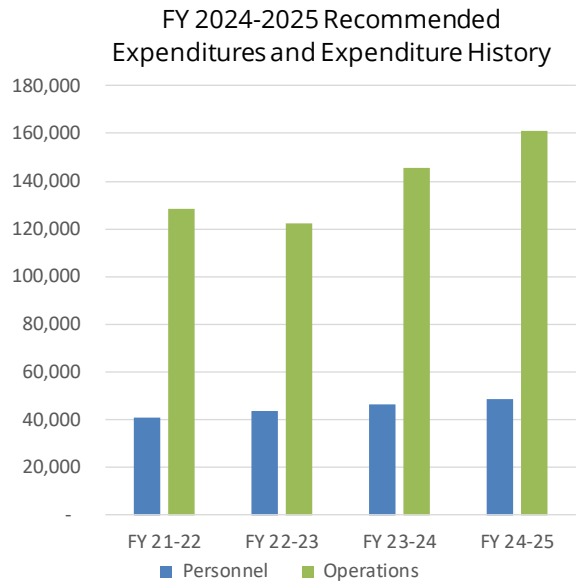
- Funds are included for the Government Access cable TV channel.
- Contributions reflect $10,000 for environmental education/programming in Nags Head Woods in partnership with The Nature Conservancy.

- Funds of $27,500 are included for a 4th of July fireworks display. Grant funds of $13,750 from the Outer Banks Visitors Bureau are included to assist with costs associated with the display.
- Government Access Channel Local Programming Development Initiative grant funds will be used to create a documentary focusing on both Nags Head's ocean rescue history and beach and water safety.
- The cost reimbursement of $763,173 from the water fund to the general fund for indirect administrative costs is budgeted departmentally.

BUDGET SUMMARY GOVERNING BODY

Expenditures By Type				
Type	**FY 23-24 Estimated Actual**	**FY 23-24 Adopted Budget**	**FY 24-25 Recommended Budget**	**Percent Change**
Personnel	$ 46,647	$ 46,666	$ 48,512	3.96%
Operations	145,317	160,511	160,914	0.25%
Capital Outlay	10,250	-	-	0.00%
Subtotal	202,214	207,177	209,426	1.09%
Cost Reimbursement	(16,487)	(16,487)	(14,150)	
Total	$ 185,727	$ 190,690	$ 195,276	2.40%





LINE-ITEM BUDGET GOVERNING BODY

Account Description	Financial Plan 2025-2026	Departmental Requested 2024-2025	Manager's Recommended 2024-2025	Adopted Budget 2023-2024	Amended Budget 2023-2024	Estimated Actual Expenditures 2023-2024	Actual Expenditures 2022-2023	Actual Expenditures 2021-2022
ADMINISTRATIVE								
FEES PAID - ELECTED OFFICIALS	$ 46,417	$ 45,065	$ 45,065	$ 43,350	$ 43,350	$ 43,332	$ 40,704	$ 38,028
FICA TAX	3,551	3,447	3,447	3,316	3,316	3,315	3,114	2,909
Subtotal Administrative	***$ 49,968***	***$ 48,512***	***$ 48,512***	***$ 46,666***	***$ 46,666***	***$ 46,647***	***$ 43,818***	***$ 40,937***
OPERATIONS								
TRAINING	$ 3,600	$ 3,600	$ 3,600	$ 5,370	$ 2,470	$ 1,986	$ 1,225	$ 1,330
BUILDING/EQUIPMENT RENTAL	50	50	50	50	50	3	7	3
POSTAGE	25	25	25	25	25	-	-	-
ADVERTISING	200	200	200	100	100	-	-	-
PRINTING	1,500	1,500	1,500	1,500	2,300	2,300	600	676
DEPARTMENT SUPPLIES	3,850	4,850	4,850	3,750	5,250	5,171	2,493	4,963
CONTRACTED SERVICES	69,750	63,750	63,750	64,932	59,932	59,932	46,128	49,849
SPECIAL EVENTS	4,600	4,600	4,600	2,000	4,900	4,890	1,142	826
DUES AND SUBSCRIPTIONS	12,589	12,589	12,589	13,034	11,534	8,503	8,159	7,602
CONTRIBUTION GOVT ACCESS CHANNEL	59,000	59,000	59,000	59,000	59,000	52,282	52,200	52,949
CONTRIBUTIONS MISCELLANEOUS	10,450	10,750	10,750	10,750	10,750	10,250	10,250	10,200
Subtotal Operations	***$ 165,614***	***$ 160,914***	***$ 160,914***	***$ 160,511***	***$ 156,311***	***$ 145,317***	***$ 122,204***	***$ 128,398***
COST REIMBURSEMENT FROM THE WATER FUND								
COST REIMBURSEMENT	***$ (14,150)***	***$ (14,150)***	***$ (14,150)***	***$ (16,487)***	***$ (16,487)***	***$ (16,487)***	***$ (10,444)***	***$ (12,645)***
CAPITAL OUTLAY								
CAPITAL OUTLAY EQUIPMENT	***$ -***	***$ -***	***$ -***	***$ -***	***$ 10,250***	***$ 10,250***	***$ -***	***$ -***
Totals	**$ 201,432**	**$ 195,276**	**$ 195,276**	**$ 190,690**	**$ 196,740**	**$ 185,727**	**$ 155,578**	**$ 156,690**

BOND DEBT

DESCRIPTION

Debt was incurred to pay for the design and construction of the Public Services Complex, currently under construction. Financing was provided through the Town's first public offering of a limited obligation bond (LOB), achieving Nags Head's first ever bond rating status. The financed cost of the project is $15,505,000, with 80% funding from the general fund and 20% funding from the water fund. The general fund portion being financed is $12,404,000, with an all-in true interest cost of 3.548410% on a 20-year principal repayment schedule, with the first principal repayment being made in fiscal year 2024/2025. The water fund portion being financed is $3,101,000.

Advanced Metering Infrastructure (AMI) was also included in the financing package with the Public Services Complex. The debt payments for the meters are solely funded through the water fund. The total financed for the meters was $1,605,000, with the same rate and structure.

RECENT ACCOMPLISHMENTS

- The final debt service payment for the 2019 beach nourishment project was made in fiscal year 2024.
- Continued to use full-service financial advisors to plan for strategic long-term fiscal health and guidance through all aspects of the capital planning process, including our next beach nourishment project.
- Used the CIF, a capital reserve fund consolidated within the general fund, as a long-term planning tool to account for capital items and debt service payments, including the annual general fund portion of the LOBs financing. The CIF has allowed the Town to strategically plan for long-term capital expenditures and growth, while staying within its fund balance policy, to cover years with greater expenditures that exceed the Town's annual contribution.
- Maintained an Aa1 issuer rating from Moody's Investors Service. The Aa1 issuer rating reflects the Town's strong financial position, with environmental risks mitigated by the Town's robust finances and manageable long-term liabilities.

BUDGET SUMMARY BOND DEBT

Expenditures By Type				
Type	**FY 23-24 Estimated Actual**	**FY 23-24 Adopted Budget**	**FY 24-25 Recommended Budget**	**Percent Change**
Principal	$ 2,276,000	$ 2,276,000	$ 656,000	-71.18%
Interest	810,300	810,300	620,200	-23.46%
Total	3,086,300	3,086,300	1,276,200	-58.65%

Recommended Expenditures
by Function 2024-2025/
Percentage Change from FY 2023-2024



LINE-ITEM BUDGET BOND DEBT

Account Description	Financial Plan 2025-2026	Departmental Requested 2024-2025	Manager's Recommended 2024-2025	Adopted Budget 2023-2024	Amended Budget 2023-2024	Estimated Actual Expenditures 2023-2024	Actual Expenditures 2022-2023	Actual Expenditures 2021-2022
DEBT SERVICE								
PRINCIPAL	$ -	$ -	$ -	$ 2,276,000	$ 2,276,000	$ 2,276,000	$ 2,276,000	$ 2,276,000
INTEREST	-	-	-	35,050	35,050	35,050	105,151	175,252
Subtotal Debt Service	**$ -**	**$ -**	**$ -**	**$ 2,311,050**	**$ 2,311,050**	**$ 2,311,050**	**$ 2,381,151**	**$ 2,451,252**
Capital Investment Fund Transfers								
DEBT SERVICE								
PRINCIPAL	$ 656,000	$ 656,000	$ 656,000	$ -	$ -	$ -	$ -	$ -
INTEREST	587,400	620,200	620,200	775,250	775,250	775,250	-	-
Subtotal Debt Service	**$ 1,243,400**	**$ 1,276,200**	**$ 1,276,200**	**$ 775,250**	**$ 775,250**	**$ 775,250**	**$ -**	**$ -**
TOTAL	**$ 1,243,400**	**$ 1,276,200**	**$ 1,276,200**	**$ 3,086,300**	**$ 3,086,300**	**$ 3,086,300**	**$ 2,381,151**	**$ 2,451,252**

Capital Investment Fund
For the Fiscal Year 2024-2025

Description	Fiscal Year	Estimated Cost	Recommended FY 2024-2025	Financial Plan FY 2025-2026
General Fund				
Bonds:				
Debt Service				
Public Services Complex	23/24	**$ 12,404,000**	**$ 1,276,200**	**$ 1,243,400**

TOWN MANAGER

DESCRIPTION

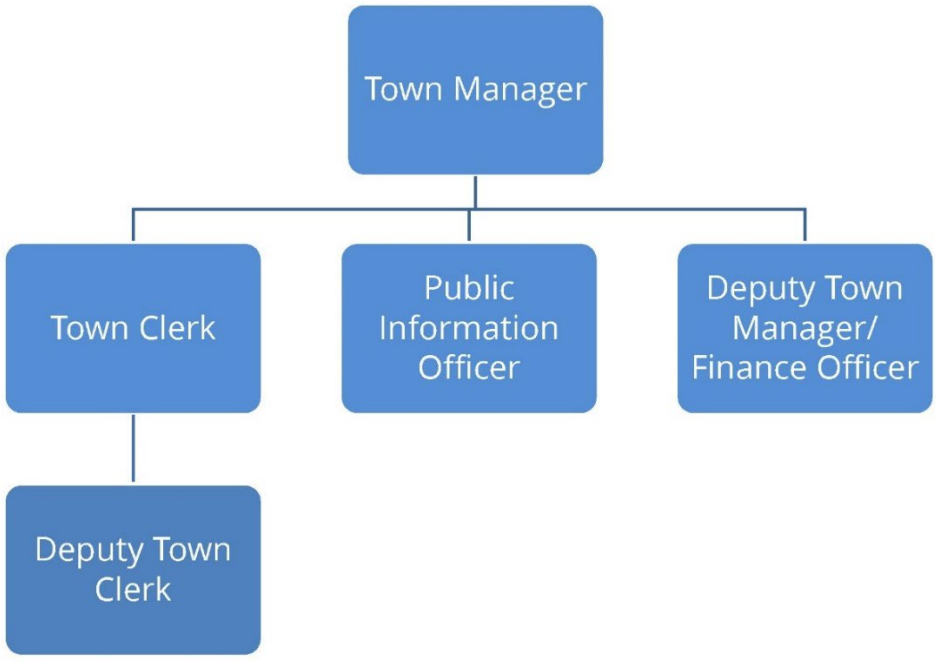
The town manager, appointed by the Board of Commissioners, is responsible for implementing the policies set forth by the governing body, and ensuring compliance with state and federal laws and regulations. This department exercises management control over all operational departments, except for the town attorney.

The town clerk, operating under the town manager, is responsible for the duties established by North Carolina General Statutes, specifically to maintain the official records of the Town and to provide required public notice of all official meetings. Additionally, the town clerk is responsible for coordinating the staffing of all Board-appointed committees, updating the Town Code of Ordinances/Unified Development Ordinance (UDO), and recording the minutes for all board and committee meetings.

The public information officer, also part of this department, is responsible for managing the Town's external communications regarding policy/public information, and any assigned projects by the town manager.

The other employees in this department are the deputy town manager/finance officer, and the deputy town clerk.

ORGANIZATIONAL CHART



RECENT ACCOMPLISHMENTS

- Conducted a town-wide survey that has and will continue to provide a representative picture of our stakeholders' needs and perspectives. Surveys were sent to 3,000 randomly selected residents and, in total, the Town received 1,136 completed surveys. Input from the town-wide survey was used to shape a strategic plan that guides the priorities outlined in this budget.
- Several physical and aesthetic improvements were made to the second floor of our town hall to provide a safer, more secure workplace and municipal governance hub for the public.
- Initiated a Town Campus Master Plan project to improve efficiency, service delivery, cost-effectiveness, and overall community satisfaction. This project also seeks to align the Town with the evolving needs of our residents and visitors and will position the Town for future growth and development.
- Collaborated with personnel and advisors to revise the Emergency Operations Plan.
- Installed a wireless presentation hub in the Board of Commissioners Room that allows participants to connect to the AV equipment in the room. In addition, meetings in the room that take place in front of the dais can be videotaped for airing on YouTube and CurrentTV.
- Upgrades were implemented at the Bladen Street public beach access pavilion, which houses information that provides details about the USS Huron wreck. The informational panels within the pavilion were refreshed with new content and images and the structure was redeveloped.
- Collaborated with Dare County on initial planning for a shared EMS and fire station.

GOALS AND UPCOMING PROJECTS

- Continue to progress through the initiatives outlined in the strategic plan.
- Obtain and implement a meeting agenda management tool, which is included in the recommended budget.
- Develop a video series concerning threats to the town's water quality.
- Develop a non-regulatory approach to residential lighting issues and increase education on the benefits of dark skies.
- Create a documentary-type video with an associated event to increase public education.
- Continue to work with Dare County on the joint EMS/fire station.

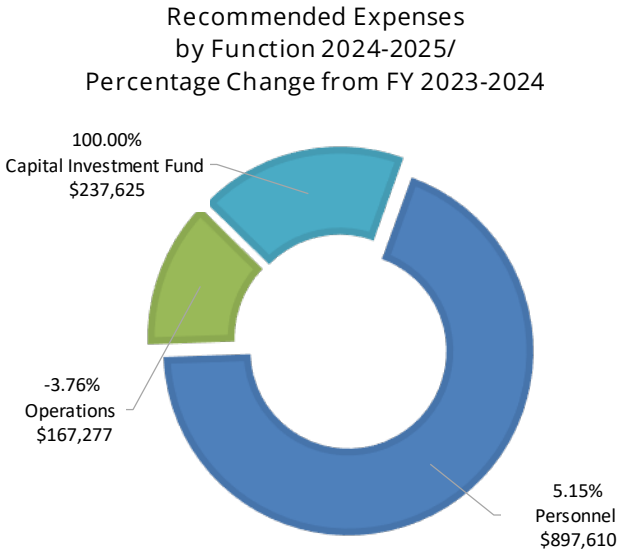
FY 2024-25 BUDGET HIGHLIGHTS

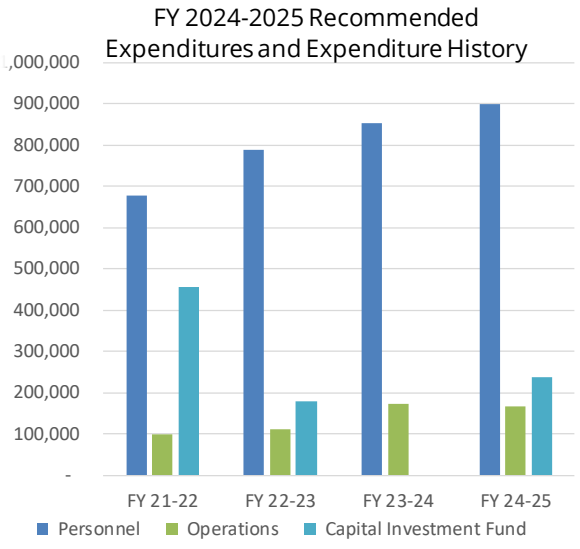
- Departmentally funded salary and benefit costs include:
    - A 4.0% cost of living adjustment (COLA). Salary ranges will be adjusted for the COLA each year.

  - To move team members up the salary range, a performance-based within-grade-increase pay plan continues to be implemented. Employees whose salaries fall below the midpoint of their pay grade will receive a 2.5% increase and employees whose salaries fall above the midpoint of their pay grade will receive a 1.25% increase.
  - Funding is included to implement career progression programs, which have now been developed for all departments.
  - Aligning with our strategic plan, funds are included to implement a performance-based merit structure.
  - Health insurance premiums increased by 3%. The Town offers the option of a high deductible health plan with a health savings account.
  - Dependent health insurance is covered 80% by the Town for all employees, a change effective January 2024.
  - Funds are included to continue the Town's non-law enforcement officer 401(k) contribution to 5% with no required match. By state statute, the sworn law enforcement officer 401(k) contribution from the Town is 5% with no required match.
- Professional fees include consulting assistance for design, grant administration, and financial advisory services.
- The Town Manager's contingency is budgeted at $150,000, with $100,000 for the general fund and $50,000 for the capital investment fund.
- New debt service for building construction and design as strategic plan implementation projects:
  - Housing for Town staff, focusing on Ocean Rescue.
  - The first phase of a Town Campus Master Plan includes a Town fitness facility.

BUDGET SUMMARY TOWN MANAGER

Expenditures By Type				
Type	**FY 23-24 Estimated Actual**	**FY 23-24 Adopted Budget**	**FY 24-25 Recommended Budget**	**Percent Change**
Personnel	$ 837,813	$ 853,671	$ 897,610	5.15%
Operations	199,841	173,812	167,277	-3.76%
Capital Investment Fund	12,100	-	237,625	100.00%
Subtotal	1,049,754	1,027,483	1,302,512	26.77%
Cost Reimbursement	(123,670)	(123,669)	(125,164)	
Total	$ 926,084	$ 903,814	$ 1,177,348	30.26%





LINE-ITEM BUDGET TOWN MANAGER

Account Description	Financial Plan 2025-2026	Departmental Requested 2024-2025	Manager's Recommended 2024-2025	Adopted Budget 2023-2024	Amended Budget 2023-2024	Estimated Actual Expenditures 2023-2024	Actual Expenditures 2022-2023	Actual Expenditures 2021-2022
PERSONNEL SERVICES								
SALARIES/WAGES - REGULAR	$ 637,107	$ 603,907	$ 603,907	$ 578,685	$ 578,685	$ 570,479	$ 554,625	$ 475,575
SALARIES - LONGEVITY PAY	17,720	15,942	15,942	19,358	19,358	19,358	-	-
FICA TAX	49,915	47,239	47,239	45,571	45,571	41,684	40,464	34,625
GROUP HEALTH INSURANCE	102,384	100,260	100,260	88,776	88,776	94,729	89,232	85,749
RETIREES GROUP HEALTH	15,600	15,159	15,159	14,710	14,710	14,759	14,364	14,358
RETIREMENT	88,999	84,228	84,228	76,786	76,786	69,609	66,624	53,627
401 K	32,624	30,875	30,875	29,785	29,785	27,195	21,707	14,258
Subtotal Personnel Services	***$ 944,349***	***$ 897,610***	***$ 897,610***	***$ 853,671***	***$ 853,671***	***$ 837,813***	***$ 787,016***	***$ 678,192***
OPERATIONS								
TRAINING	$ 9,175	$ 8,125	$ 8,125	$ 8,125	$ 8,125	$ 5,046	$ 5,848	$ 4,862
BUILDING/EQUIPMENT RENTAL	1,575	1,500	1,500	5,300	5,300	1,882	2,283	1,492
TELEPHONE	1,500	1,500	1,500	2,200	2,200	557	1,247	1,175
POSTAGE	1,000	1,000	1,000	1,000	1,000	241	50	684
ADVERTISING	7,525	7,500	7,500	8,000	8,000	7,064	6,838	6,217
PRINTING	-	-	-	-	-	-	378	-
FUEL COSTS	1,500	1,000	1,000	1,000	1,000	464	325	846
DEPARTMENT SUPPLIES	10,400	19,100	19,100	25,150	29,652	29,652	22,723	18,541
VEHICLE MAINTENANCE	-	-	-	-	-	-	-	328
PROFESSIONAL FEES	100,000	100,000	100,000	100,000	163,390	128,390	51,041	35,500
CONTRACTED SERVICES	16,800	22,000	22,000	17,900	21,501	20,744	15,303	22,675
DUES AND SUBSCRIPTIONS	4,577	5,552	5,552	5,137	5,137	5,801	6,264	6,159
Subtotal Operations	***$ 154,052***	***$ 167,277***	***$ 167,277***	***$ 173,812***	***$ 245,305***	***$ 199,841***	***$ 112,300***	***$ 98,479***

Account Description	Financial Plan 2025-2026	Departmental Requested 2024-2025	Manager's Recommended 2024-2025	Adopted Budget 2023-2024	Amended Budget 2023-2024	Estimated Actual Expenditures 2023-2024	Actual Expenditures 2022-2023	Actual Expenditures 2021-2022
COST REIMBURSEMENT FROM THE WATER FUND								
COST REIMBURSEMENT	***$ (125,164)***	***$ (125,164)***	***$ (125,164)***	***$ (123,669)***	***$ (123,669)***	***$ (123,670)***	***$ (138,395)***	***$ (145,175)***
Capital Investment Fund Transfers								
NON-CAPITAL OUTLAY								
PROFESSIONAL FEES	***$ -***	***$ -***	***$ -***	***$ -***	***$ 47,100***	***$ 12,100***	***$ 17,900***	***$ -***
CAPITAL OUTLAY								
EQUIPMENT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 7,098
BUILDING	-	-	-	-	-	-	144,697	102,663
INFRASTRUCTURE	-	-	-	-	-	-	14,149	341,201
Subtotal Capital Outlay	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ 158,846***	***$ 450,962***
DEBT SERVICE								
PRINCIPAL	$ 237,625	$ 237,625	$ 237,625	$ -	$ -	$ -	$ 2,944	$ 3,520
INTEREST	106,932	-	-	-	-	-	6	20
Subtotal Debt Service	***$ 344,557***	***$ 237,625***	***$ 237,625***	***$ -***	***$ -***	***$ -***	***$ 2,950***	***$ 3,540***
TOTAL	**$ 1,317,794**	**$ 1,177,348**	**$ 1,177,348**	**$ 903,814**	**$ 1,022,407**	**$ 926,084**	**$ 940,617**	**$ 1,085,998**

Capital Investment Fund
For the Fiscal Year 2024-2025

Description	Fiscal Year	Estimated Cost	Recommended FY 2024-2025	Financial Plan FY 2025-2026
General Fund				
Town Manager:				
Debt Service				
Ocean Rescue housing-Outer Banks Medical Center	**24/25**	$ 1,276,250	$ 127,625	$ 185,057
Town Hall Campus Master Plan (Fitness Center)	**24/25**	1,100,000	110,000	159,500
		$ 2,376,250	**$ 237,625**	**$ 344,557**

LEGAL

DESCRIPTION

The primary goal of the Legal Department is to provide legal services to the Town. These services include a wide range of legal matters such as litigation, real estate transactions, and drafting legal documents and ordinances. The Legal Department consists of the town attorney and the attorney's firm, paid on a monthly retainer.

The town attorney is the primary legal advisor for the Board of Commissioners, Town staff, and Town boards, and is appointed directly by the Board of Commissioners. The Town's Board of Adjustments is represented by a separate attorney.

LINE-ITEM BUDGET LEGAL

Account Description	Financial Plan 2025-2026	Departmental Requested 2024-2025	Manager's Recommended 2024-2025	Adopted Budget 2023-2024	Amended Budget 2023-2024	Estimated Actual Expenditures 2023-2024	Actual Expenditures 2022-2023	Actual Expenditures 2021-2022
OPERATIONS								
PROFESSIONAL FEES	***$ 150,000***	***$ 150,000***	***$ 150,000***	***$ 185,000***	***$ 185,000***	***$ 122,245***	***$ 121,716***	***$ 183,660***
COST REIMBURSEMENT FROM THE WATER FUND								
COST REIMBURSEMENT	***$ (17,039)***	***$ (17,039)***	***$ (17,039)***	***$ (29,914)***	***$ (29,914)***	***$ (29,914)***	***$ (19,704)***	***$ (17,484)***
TOTAL	**$ 132,961**	**$ 132,961**	**$ 132,961**	**$ 155,086**	**$ 155,086**	**$ 92,331**	**$ 102,012**	**$ 166,176**

ADMINISTRATIVE SERVICES

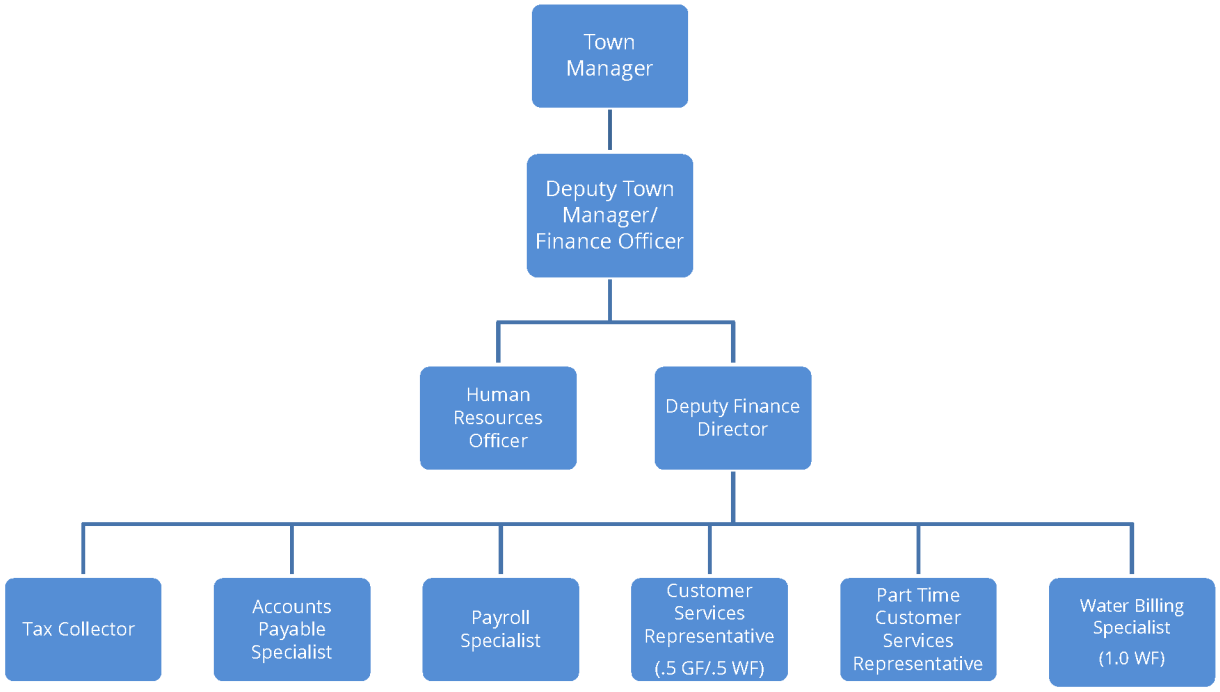
DESCRIPTION

The Administrative Services Department is responsible for accounting, financial reporting, and human resources.

The Accounting, Collections, and General Administration section is responsible for general ledger accounting, budgeting, financial reporting, tax, business license/registration, and utility billing as well as collections, treasury management, beach driving permit administration, fixed asset administration, payroll processing, and purchasing. This section is also responsible for greeting and assisting the public, answering incoming calls, forwarding them to the appropriate people, accepting and processing customer payments, bank deposits, and processing all Town mail.

Human Resources is responsible for developing and implementing human resources programs that directly contribute to achieving Town objectives. Activities may include employee development, benefit program creation and administration, engagement initiatives, employee relations, talent acquisition, recognition initiatives, compensation administration, policy development, and enhanced internal communications.

ORGANIZATIONAL CHART



RECENT ACCOMPLISHMENTS

ADMINISTRATIVE SERVICES

- Recognized by the Government Finance Officers Association (GFOA) for the Administrative Services Department's fiscal year 2022 reporting. A Certificate of Achievement for Excellence in Financial Reporting was awarded for the fiscal year 2022 Annual Comprehensive Financial Report (ACFR) for the seventh consecutive year, as well as an Outstanding Achievement in Popular Annual Financial Reporting (PAFR) for fiscal year 2022 for the sixth consecutive year.
- Recognized by the Government Finance Officers Association with the Distinguished Budget Presentation Award for the fiscal year 2024 budget for the second consecutive year.
- For the first time, received the GFOA Triple Crown, which recognizes governments that have received the GFOA's Certificate of Achievement for Excellence in Financial Reporting, the Popular Annual Financial Reporting Award, and the Distinguished Budget Presentation Award.
- Fiscal Year 2024 unassigned fund balance was above our maximum of 35%, therefore $1,378,672 was transferred to the Capital Investment Fund per our policy.
- Published a welcome packet for new property owners as a vital tool for making a good first impression in cultivating positive feelings and fostering a sense of community.

HUMAN RESOURCES

- Decreased regrettable turnover from 12% to 5%, resulting in more experienced staff who provide higher quality services and are more productive.
- Staff engagement survey results indicate employee satisfaction is at an all-time high with strengths in benefits, training, team, leadership, and processes. Overall experience ratings indicated 96% of staff are proud to work for the Town and 94% recommend the Town as a great place to work.

GOALS AND UPCOMING PROJECTS

ADMINISTRATIVE SERVICES

- Receive GFOA's Triple Crown for the second year in a row.
- Maintain the Town's Aa1 issuer rating from Moody's Investor Service.
- Establish Key Performance Indicators that align goals and priorities with those of the Town to ensure community needs are being met.
- Continue to partner with consultants to evaluate grant strategies and identify funding opportunities that leverage resources.

HUMAN RESOURCES

- Provide a comprehensive total rewards package that includes competitive compensation, development opportunities, staff recognition, and benefits.
- Develop a work environment where individuals feel valued and appreciated.
- Introduce technology to streamline processes, create efficiencies in operations, and enhance the end-user experience.

Metrics Description	FY21-22	FY22-23	FY23-24 Projection	FY24-25 Budget / Goal
Administrative Services:				
General Government Bond rating for Moody's	-	Aa1	Aa1	Aa1
GFOA distinguished budget presentation award	Yes	Yes	Yes	Yes
GFOA Certificate of Achievement for Excellence in Financial Reporting	Yes	Yes	Yes	Yes
GFOA Award for Outstanding Achievement in Popular Annual Financial Reporting	Yes	Yes	Yes	Yes
Human Resources:				
Voluntary Turnover	-	19%	10%	8%
New/enhanced technology (count)	-	1	2	1
Engagement Survey Favorable :				
Proud to work for the town	-	84%	96%	95%
Recommend Town as a great place to work	-	78%	94%	95%
Satisfaction with medical, dental & vision benefits	-	74%	81%	90%

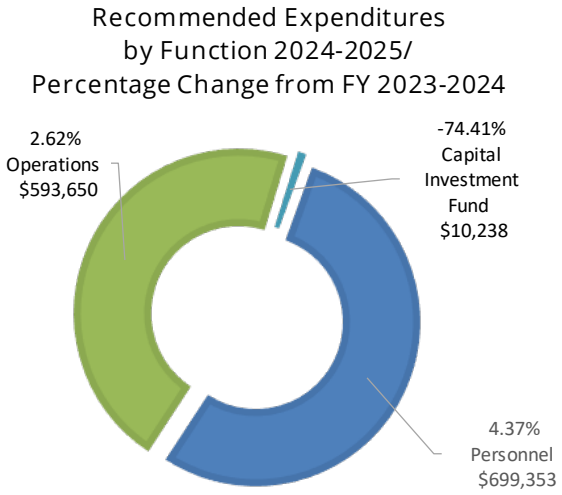
FY 2024-25 BUDGET HIGHLIGHTS

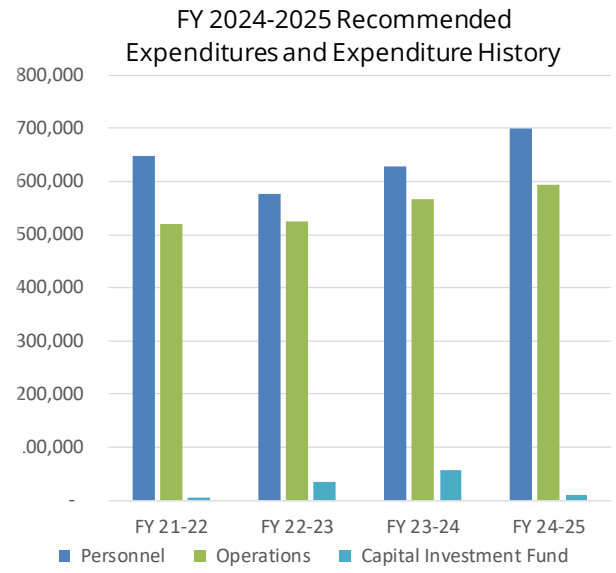
- The General Fund proportionate share of insurance, including workers' compensation, general property and liability, and flood, are centrally budgeted at $415,000 in Administrative Services.
- Professional fees include recurring annual services for the audit, trustee and ratings fees associated with the local obligation bond rating, other post-employment benefits and law enforcement officer special separation allowance actuarial valuations.
- Funds are included for Team Advocacy Group initiatives such as team member activities and events, town-wide staff meetings, and wellness center equipment.
- Contracted services include pre-employment screenings, brokerage services, an Employee Assistance Program, and annual financial administration subscription services.

- Debt service includes the annual payment of a subscription-based information technology arrangement for debt, lease, and subscription management software in compliance with GASB 87 and 96.
- Budgeted as interfund transfers:
  - The General Fund transfer to the Capital Investment Fund is $4,137,500. An additional $4,878,135 in grants will be transferred, totaling $9,015,635.
  - General Fund transfers to the Capital Reserve Fund total $3,279,164 and include townwide and municipal service district (MSD) beach nourishment taxes, sales tax received as a result of the MSD levy, facility fees, and grants towards beach access improvements.

BUDGET SUMMARY ADMINISTRATIVE SERVICES

Expenditures By Type				
Type	**FY 23-24 Estimated Actual**	**FY 23-24 Adopted Budget**	**FY 24-25 Recommened Budget**	**Percent Change**
Personnel	$ 628,621	$ 670,073	$ 699,353	4.37%
Operations	566,113	578,508	593,650	2.62%
Capital Investment Fund	57,199	40,000	10,238	-74.41%
Subtotal	1,251,933	1,288,581	1,303,241	1.14%
Cost Reimbursement	(126,097)	(126,097)	(98,873)	
Total	$ 1,125,836	$ 1,162,484	$ 1,204,368	3.60%





LINE-ITEM BUDGET ADMINISTRATIVE SERVICES

Account Description	Financial Plan 2025-2026	Departmental Requested 2024-2025	Manager's Recommended 2024-2025	Adopted Budget 2023-2024	Amended Budget 2023-2024	Estimated Actual Expenditures 2023-2024	Actual Expenditures 2022-2023	Actual Expenditures 2021-2022
PERSONNEL SERVICES								
SALARIES/WAGES - REGULAR	$ 491,159	$ 459,464	$ 459,464	$ 455,067	$ 455,067	$ 431,447	$ 416,981	$ 481,538
SALARIES - LONGEVITY PAY	6,881	6,495	6,495	4,565	4,565	4,565	-	-
SALARIES/WAGES - PARTTIME	25,165	23,836	23,836	22,431	22,431	19,791	-	-
FICA TAX	39,906	37,350	37,350	35,048	35,048	31,062	30,547	35,615
GROUP HEALTH INSURANCE	80,400	78,144	78,144	64,999	64,999	64,365	59,990	63,634
RETIREMENT	67,720	63,344	63,344	56,173	56,173	53,786	48,227	49,873
UNEMPLOYMENT	7,500	7,500	7,500	10,000	6,605	2,580	5,353	3,326
401 K	24,824	23,220	23,220	21,790	21,790	21,025	15,840	13,230
Subtotal Personnel Services	***$ 743,555***	***$ 699,353***	***$ 699,353***	***$ 670,073***	***$ 666,678***	***$ 628,621***	***$ 576,938***	***$ 647,216***
OPERATIONS								
EMPLOYEE WELLNESS	$ 14,600	$ 14,600	$ 14,600	$ 9,900	$ 12,070	$ 12,070	$ 12,870	$ 4,179
TRAINING	10,515	11,515	11,515	11,515	11,515	7,349	8,532	7,277
BUILDING/EQUIPMENT RENTAL	9,040	9,040	9,040	9,340	9,340	8,157	7,645	7,248
POSTAGE	6,000	6,000	6,000	11,000	11,000	11,428	5,335	5,380
ADVERTISING	1,750	1,750	1,750	1,750	1,750	500	698	2,145
FUEL COSTS	1,365	1,300	1,300	1,300	1,300	1,209	387	1,394
DEPARTMENT SUPPLIES	10,000	10,000	10,000	10,000	10,000	9,959	7,467	14,700
MAINT/REPAIR EQUIPMENT	800	800	800	800	800	658	374	355
VEHICLE MAINTENANCE	1,000	1,000	1,000	1,000	1,000	158	341	4,291
PROFESSIONAL FEES	55,910	54,560	54,560	56,260	56,260	44,279	42,945	44,007
FINES & FORFEITURES BOC	7,500	7,500	7,500	7,500	7,500	6,989	6,388	7,061
CONTRACTED SERVICES	49,000	49,000	49,000	57,885	49,060	49,060	48,182	53,038
SPECIAL CONTRACTED SERVICES	7,000	7,000	7,000	7,000	7,000	6,903	6,903	6,277
PURCHASES FOR RESALE	2,600	2,600	2,600	2,600	3,725	3,313	2,430	1,644
DUES AND SUBSCRIPTIONS	1,985	1,985	1,985	1,985	1,985	1,465	1,735	1,652
INSURANCE	415,000	415,000	415,000	388,673	388,673	402,616	371,470	358,352
Subtotal Operations	***$ 594,065***	***$ 593,650***	***$ 593,650***	***$ 578,508***	***$ 572,978***	***$ 566,113***	***$ 523,702***	***$ 519,000***

Account Description	Financial Plan 2025-2026	Departmental Requested 2024-2025	Manager's Recommended 2024-2025	Adopted Budget 2023-2024	Amended Budget 2023-2024	Estimated Actual Expenditures 2023-2024	Actual Expenditures 2022-2023	Actual Expenditures 2021-2022
COST REIMBURSEMENT FROM THE WATER FUND								
COST REIMBURSEMENT	***$ (98,873)***	***$ (98,873)***	***$ (98,873)***	***$ (126,097)***	***$ (126,097)***	***$ (126,097)***	***$ (108,288)***	***$ (73,094)***
Capital Investment Fund Transfers								
CAPITAL OUTLAY								
EQUIPMENT	$ -	$ -	$ -	$ -	$ 4,055	$ 4,055	$ 3,790	$ 5,010
IT SUBSCRIPTIONS	30,000	-	-	-	-	-	25,846	-
VEHICLE	-	-	-	40,000	43,395	43,394	-	-
Subtotal Capital Outlay	***$ 30,000***	***$ -***	***$ -***	***$ 40,000***	***$ 47,450***	***$ 47,449***	***$ 29,636***	***$ 5,010***
DEBT SERVICE								
PRINCIPAL	$ 10,000	$ 10,019	$ 10,019	$ -	$ 9,328	$ 9,327	$ 6,500	$ -
INTEREST	-	219	219	-	423	423	-	-
Subtotal Debt Service	***$ 10,000***	***$ 10,238***	***$ 10,238***	***$ -***	***$ 9,751***	***$ 9,750***	***$ 6,500***	***$ -***
TOTAL	**$ 1,278,747**	**$ 1,204,368**	**$ 1,204,368**	**$ 1,162,484**	**$ 1,170,760**	**$ 1,125,836**	**$ 1,028,488**	**$ 1,098,132**

Capital Investment Fund
For the Fiscal Year 2024-2025

Description	Fiscal Year	Estimated Cost	Recommended FY 2024-2025	Financial Plan FY 2025-2026
General Fund				
Administrative Services:				
Debt Service				
Subscription - software	23/24	**$ 25,847**	**$ 10,238**	**$ 10,000**
Capital Outlay				
Debt, Lease, and Subscription management software	25/26	**$ 30,000**	**$ -**	**$ 30,000**

INTERFUND TRANSFERS – GENERAL FUND

Account Description	Financial Plan 2024-2025	Departmental Requested 2024-2025	Manager's Recommended 2024-2025	Adopted Budget 2023-2024	Amended Budget 2023-2024	Estimated Actual Expenditures 2023-2024	Actual Expenditures 2022-2023	Actual Expenditures 2021-2022
TRANSFER TO CAPITAL RESERVE FUND	$3,388,761	$3,279,164	$3,279,164	$ 3,856,197	$ 3,856,197	$ 2,941,873	$ 3,730,136	$ 4,473,391
TRANSFER TO CAPITAL PROJECT FUND	-	-	-	-	-	-	-	489,950
TRANSFER TO CAPITAL INVESTMENT FUND	3,954,150	9,015,635	9,015,635	6,513,474	7,928,859	6,820,272	6,058,223	-
CONTINGENCY	150,000	150,000	150,000	150,000	13,531	-	-	-
TOTAL	**$ 7,492,911**	**$ 12,444,799**	**$ 12,444,799**	**$ 10,519,671**	**$ 11,798,587**	**$ 9,762,145**	**$ 9,788,359**	**$ 4,963,341**

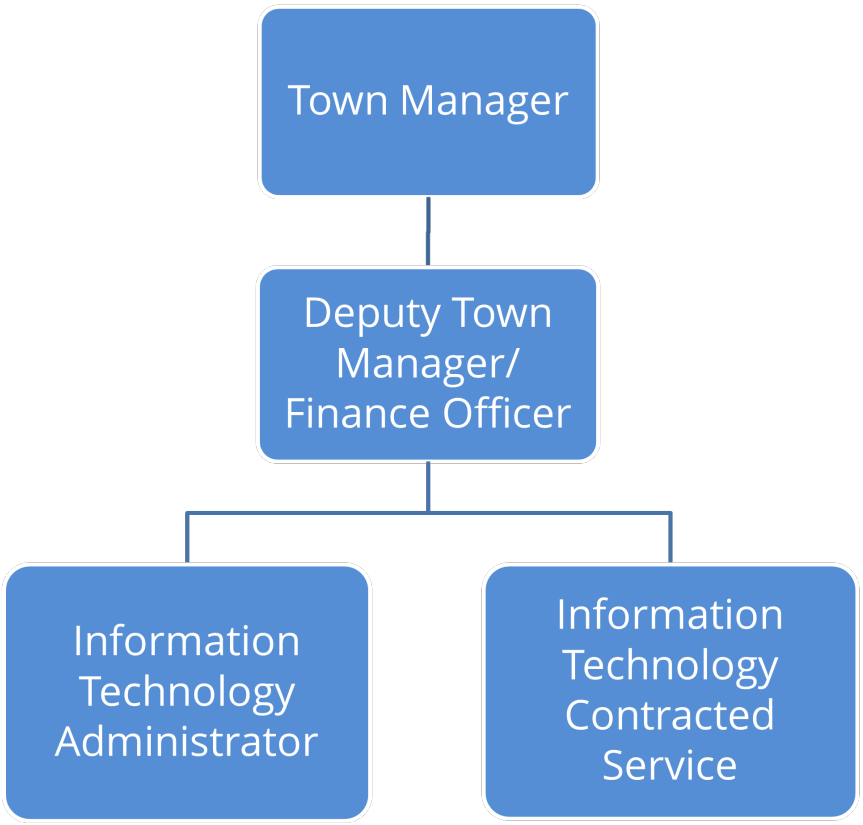
INFORMATION TECHNOLOGY

DESCRIPTION

The Information Technology Department provides administration and support of all areas of information technology for Town management, Town staff, and the Board, to support the delivery of high quality, efficient, and cost-effective services.

Information Technology is responsible for planning, budgeting, installing, maintaining, and supporting Town computer systems, software, phone systems, network operations, and other devices. The Department provides technical assistance and support to Town employees, researches information technology solutions applicable to Town use, ensures the preservation and security of Town data, connects Town systems via a network and Internet connection, and assists in technical training to ensure the smooth operation of government for Town staff, management, the Board of Commissioners, and Nags Head's citizens and visitors.

ORGANIZATIONAL CHART



RECENT ACCOMPLISHMENTS

- Replaced 68 workstations at end-of-warranty lifecycle with a combination of laptops and desktops through State contract pricing.
- Enhanced internet connectivity/WiFi and installed security cameras at the Bonnett and Hargrove public beach accesses, with cameras at the Epstein beach access coming soon.
- Expanded use of SharePoint and the Town's Intranet with the addition of digitized trade permits for the Planning Department, and resource calendars for all departments.
- Installed Wi-Fi and expanded an access control lock system at the new Wellness Center location.
- Implemented multi-factor authentication and provided "preventing phishing" email training for all employees to improve the Town's overall cybersecurity position.
- Improved the Town's GIS system with an updated layer for parcel data, including tax bills, and added layers for public ocean/sound access sites and community facilities.
- Expanded the use of SeeClickFix, a web-based request and work management tool, for public use, empowering both residents and Town employees to report issues and identify repair needs.

GOALS AND UPCOMING PROJECTS

- Proceed with the next set of workstation replacements according to lifecycle management, and upgrade network firewalls and switches.
- Expand the use of DocuSign web forms for efficiency in processing various internal and external applications.
- Improve online citizen service through implementation of Tyler Technologies' Resident Access Portal and Tyler Payments.
- Continue to enhance GIS parcel data mapping using GeoAdapter to leverage data spatially, layering information from databases for both internal and external use.
- Promote increased cybersecurity awareness with the use of various training platforms, such as NeoGov Learn, Udemy, and Proofpoint.
- Investigate training opportunities on the role of Artificial Intelligence in local government services to streamline administrative processes and enhance citizen engagement.
- Create and customize forms and templates that directly integrate with our software and payment platforms.

FY 2024-25 BUDGET HIGHLIGHTS

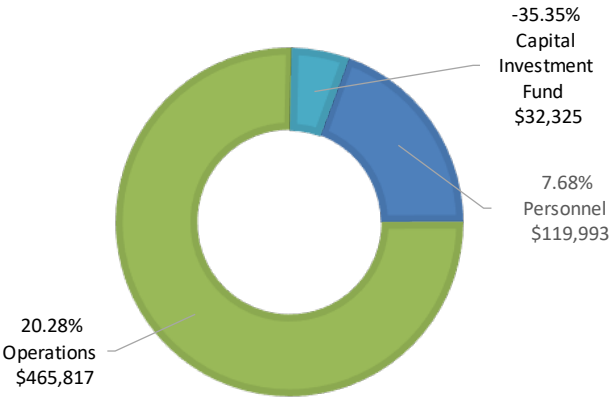
- Continued annual funding is included for the 2nd year of our 3-year professional information technology service contract.
- Lifecycle replacement for computer workstations is included with North Carolina government contract pricing.

- Funding is included for team member educational learning and cybersecurity training opportunities.
- Costs for installing cameras at Town Park to enhance security are included.
- Continued implementation of GIS data layering is budgeted.
- Upgraded firewall and network switches are budgeted to ensure continuity of services.
- Contracted annual support is included for Town-wide Enterprise Resource Planning software and disaster recovery and security services (on-site hosted).
- Annual service maintenance support agreements are included for 3CX Phone System, DocuSign, Zoom, NeoGov, CivicPlus, SeeClickFix, ArcGIS, Adobe, and Microsoft 365.
- An advanced email filtering and archiving service is included for enhanced security and protection.
- Funding is included for performance management software to facilitate implementation of a performance-based recognition program.
- Debt service is included for the final months of a 5-year lease on servers.

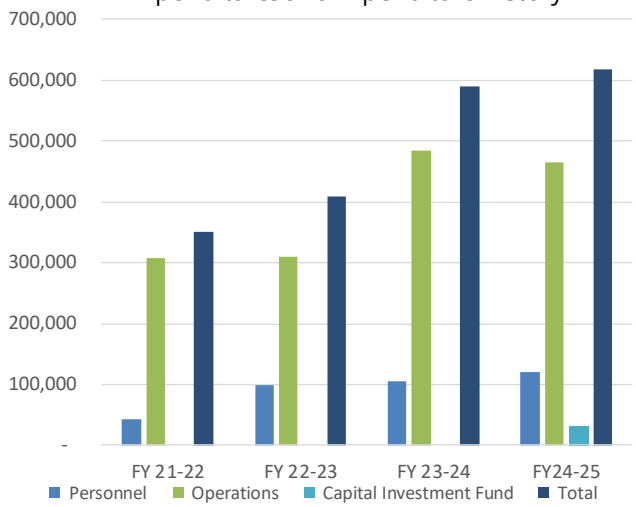
BUDGET SUMMARY INFORMATION TECHNOLOGY

Expenditures By Type				
Type	**FY 23-24 Estimated Actual**	**FY 23-24 Adopted Budget**	**FY 24-25 Recommended Budget**	**Percent Change**
Personnel	$ 106,189	$ 111,431	$ 119,993	7.68%
Operations	483,723	387,267	465,817	20.28%
Capital Investment Fund	50,000	50,000	32,325	-35.35%
Subtotal	639,912	548,698	618,135	12.65%
Cost Reimbursement	(30,482)	(30,482)	(37,258)	
Total	$ 609,430	$ 518,216	$ 580,877	12.09%

Recommended Expenditures by Function 2024-2025/ Percentage Change from FY 2023-2024



FY 2024-2025 Recommended Expenditures and Expenditure History



LINE-ITEM BUDGET INFORMATION TECHNOLOGY

Account Description	Financial Plan 2025-2026	Departmental Requested 2024-2025	Manager's Recommended 2024-2025	Adopted Budget 2023-2024	Amended Budget 2023-2024	Estimated Actual Expenditures 2023-2024	Actual Expenditures 2022-2023	Actual Expenditures 2021-2022
PERSONNEL SERVICES								
SALARIES/WAGES - REGULAR	$ 92,341	$ 87,519	$ 87,519	$ 81,512	$ 81,512	$ 77,267	$ 73,224	$ 26,687
LONGEVITY	500	-	-	-	-	-	-	-
FICA TAX	7,043	6,636	6,636	6,176	6,176	5,860	5,548	2,008
GROUP HEALTH INSURANCE	9,952	9,670	9,670	9,300	9,300	9,349	8,305	2,900
RETIREES GROUP HEALTH INSUR	-	-	-	-	-	-	-	6,533
RETIREMENT	12,557	11,831	11,831	10,406	10,406	9,859	8,817	3,699
401 K	4,603	4,337	4,337	4,037	4,037	3,854	2,910	1,062
Subtotal Personnel Services	***$ 126,996***	***$ 119,993***	***$ 119,993***	***$ 111,431***	***$ 111,431***	***$ 106,189***	***$ 98,804***	***$ 42,889***
OPERATIONS								
TRAINING	$ 4,000	$ 4,000	$ 4,000	$ 4,000	$ 4,000	$ 4,000	$ 3,756	$ -
COMPUTER TRAINING	7,500	11,612	7,500	7,500	7,500	7,500	-	-
BUILDING/EQUIPMENT RENTAL	11,826	11,826	11,826	11,826	11,826	11,826	11,922	10,294
TELEPHONE	9,708	9,708	9,708	9,468	9,468	8,852	8,656	8,701
INTERNET COSTS	11,000	21,080	11,000	11,000	11,000	10,950	13,908	8,231
DEPARTMENT SUPPLIES	5,750	5,750	5,750	6,700	6,700	6,687	9,131	3,457
OTHER SUPPLIES - COMPUTER	15,400	72,763	72,763	22,170	22,170	111,120	-	28,550
MAINT/REPAIR EQUIPMENT	18,020	18,520	18,520	13,300	14,060	14,060	11,783	5,940
PROFESSIONAL FEES	-	200	-	200	200	-	-	-
CONTRACTED SERVICES	127,865	136,765	128,865	147,415	151,415	151,415	117,329	111,092
CONTRACTED SERVICES - WEBSITE	16,325	13,220	13,220	10,170	10,170	10,170	12,803	10,920
CONTRACTED SERVICES - GIS	11,115	11,115	11,115	10,445	13,845	13,395	10,692	17,068
CONTRACTED ANNUAL SUPPORT/MAIN	167,439	184,450	171,550	133,073	133,748	133,748	110,827	103,093
Subtotal Operations	***$ 405,948***	***$ 501,009***	***$ 465,817***	***$ 387,267***	***$ 396,102***	***$ 483,723***	***$ 310,807***	***$ 307,346***
COST REIMBURSEMENT FROM THE WATER FUND								
COST REIMBURSEMENT	**$ (37,258)**	**$ (37,258)**	**$ (37,258)**	**$ (30,482)**	**$ (30,482)**	**$ (30,482)**	**$ (40,713)**	**$ (35,929)**

Account Description	Financial Plan 2025-2026	Departmental Requested 2024-2025	Manager's Recommended 2024-2025	Adopted Budget 2023-2024	Amended Budget 2023-2024	Estimated Actual Expenditures 2023-2024	Actual Expenditures 2022-2023	Actual Expenditures 2021-2022
CAPITAL OUTLAY								
EQUIPMENT	**$ -**	**$ 10,275**	**$ 10,275**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
DEBT SERVICE								
L/P PRINCIPAL	$ -	$ 21,990	$ 21,990	$ 48,000	$ 48,000	$ 48,000	$ 37,152	$ 36,942
L/P INTEREST	-	60	60	2,000	2,000	2,000	648	858
Subtotal Debt Service	***$ -***	***$ 22,050***	***$ 22,050***	***$ 50,000***	***$ 50,000***	***$ 50,000***	***$ 37,800***	***$ 37,800***
TOTALS	**$ 495,686**	**$ 616,069**	**$ 580,877**	**$ 518,216**	**$ 527,051**	**$ 609,430**	**$ 406,698**	**$ 352,106**

Capital Investment Fund
For the Fiscal Year 2024-2025

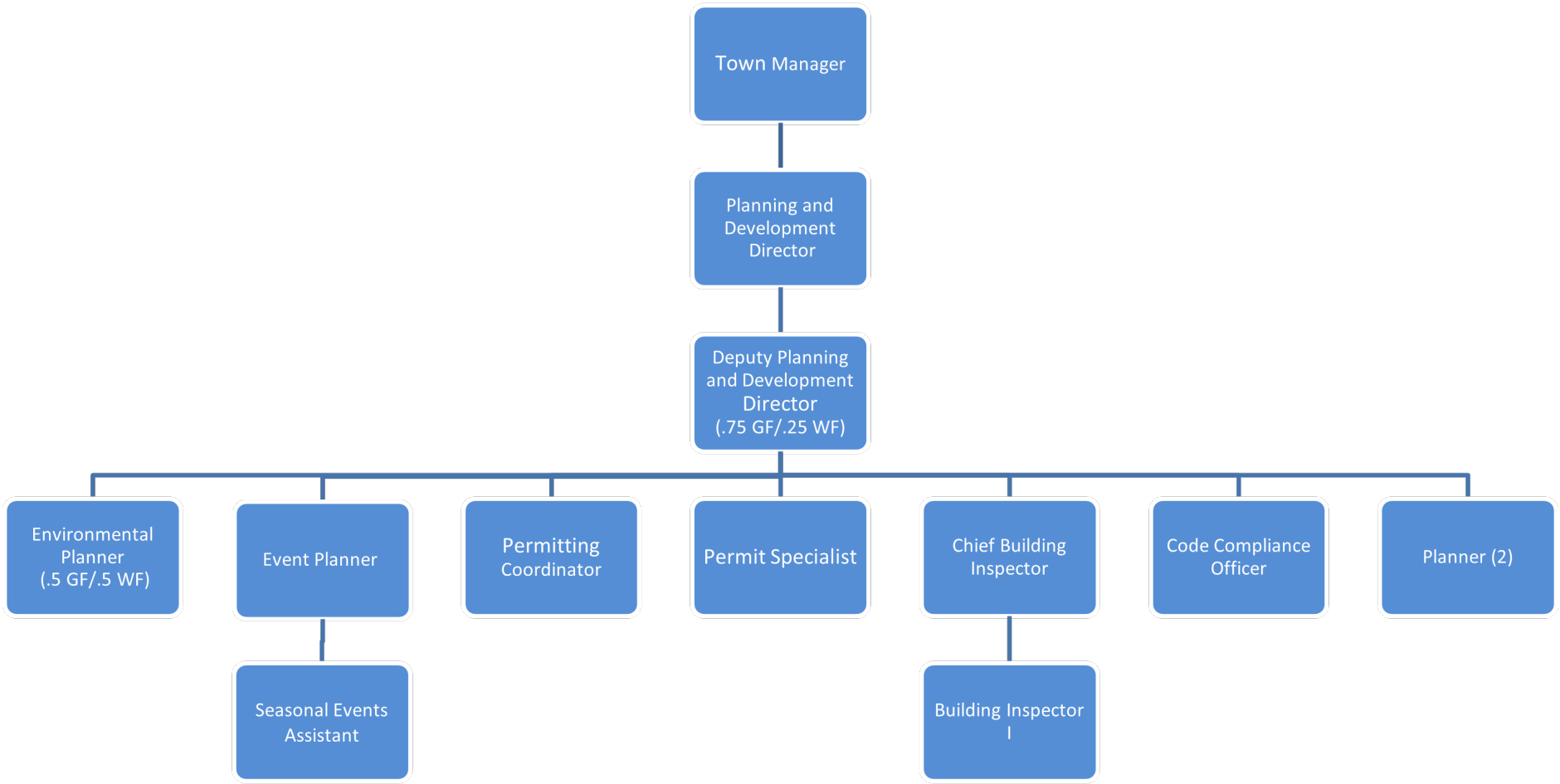
Description	Fiscal Year	Estimated Cost	Recommended FY 2024-2025	Financial Plan FY 2025-2026
General Fund				
Information Technology (IT):				
Debt Service				
Lease - computer equipment	19/20	**$ 133,540**	**$ 22,050**	**$ -**
Capital Outlay				
Firewall	**24/25**	**$ 10,275**	**$ 10,275**	**$ -**

PLANNING AND DEVELOPMENT

DESCRIPTION

The Planning and Development Department implements the Town's goals related to the growth, development, environment, and quality of life in Nags Head. The Department is responsible for zoning and subdivision administration, code compliance, floodplain management, erosion and sedimentation control, long-range planning activities, and Planning Board, Board of Commissioners, Board of Adjustment, and Committee for Arts and Culture staffing. The Department provides building permitting and inspection services to enforce state and local regulations relating to the construction, renovation, or alteration of structures to ensure a safe, sanitary, and healthy community. The Department is also responsible for storm damage assessment and repair permits and provides local permitting services under the Coastal Area Management Act in areas of environmental concern throughout the town.

ORGANIZATIONAL CHART



RECENT ACCOMPLISHMENTS

- Continued digitization efforts with trade permits and large maps digitized offsite.
- Continued implementation efforts of the town-wide Estuarine Shoreline Management Plan.
- Expanded the Dune Vegetation Cost-Share Program to offset costs of sand relocation on oceanfront properties.
- Worked with Public Services to update the dog park at Satterfield Landing with crushed granite at the entrance and added a small shelter and picnic tables.
- Installed a large format planning tabletop computer to aid with digitization efforts.
- Worked with the Committee for Arts and Culture to hold numerous holiday events such as a decorating contest, tree lighting ceremony, flashlight candy cane hunt, and held a new event, winter markets, held once a month January through April.

GOALS AND UPCOMING PROJECTS

- Plan for future growth and development that will support a quality and balanced mix of land uses, while preserving our unique coastal environment and heritage.
- Continue participation in the renovations at Whalebone Park.
- Continue implementation of the Estuarine Shoreline Management Plan recommendations through grant opportunities.
- Complete a reference manual for the Unified Development Ordinance (UDO).
- Continue to develop strategy for digitizing permitting records.
- Develop resources for business retention and succession, including the creation of a Merchants Association or similar endeavor.
- Develop town-wide outreach and educational campaigns for planning related items such as tree preservation, stormwater management, and lighting and sign requirements.
- Continue to explore opportunities for housing for the Town's seasonal workforce.
- Continue to improve the UDO through periodic review and regulation clarification.
- Undertake a comprehensive effort to identify and correct areas of incompatibility between the Comprehensive Land Use Plan guidance and the Unified Development Ordinance.
- Develop and present an accessory dwelling unit ordinance and various non-regulatory approaches to minimize residential lighting impacts.
- Reinitiate regular communication with the building community and the public through online tools and updates on general departmental business.
- Install two Level 2 electric vehicle charging stations for public use at Town Hall, consistent with grant requirements.

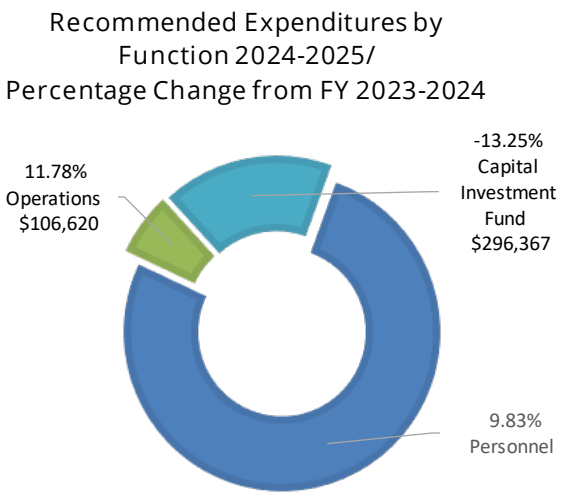
Metrics Description	FY21-22	FY22-23	FY23-24 Projection	FY24-25 Budget / Goal
Residential Building Permits Issued	496	574	584	627
Commercial Building Permits Issued	570	659	673	687
Sub-Contractor Permits Issued	985	1,221	1,264	1,308
Zoning Permits Issued	438	685	723	761
Code Compliance				
Cases Investigated	446	813	643	745
Warnings	94	107	95	100
NOVs Issued	236	289	328	355
Civil Citations	114	10	5	10

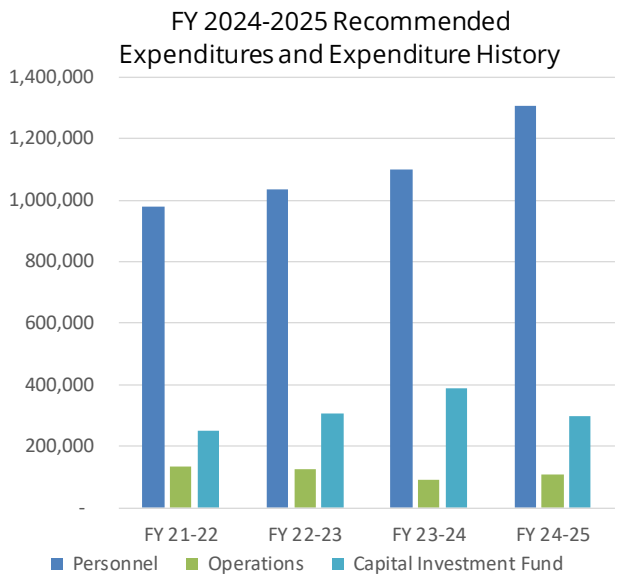
FY 2024-25 BUDGET HIGHLIGHTS

- Arts and Culture Committee funds are budgeted for special events, such as those at Dowdy Park, and the Town's art masts project.
- A new seasonal position (200 hours) is requested for summer events.
- Funds are budgeted for digitizing permits and other digitization efforts - $10,000.
- Expenditures funded through the Capital Investment Fund include:
    - The final debt payment for the west-side multi-use path - $191,367
    - Local funds of $40,000 to supplement living shoreline grant-funded projects
    - Update to the Town's Parks and Recreation Master Plan to leverage grant funding - $20,000
    - A replacement pickup truck - $45,000

BUDGET SUMMARY PLANNING AND DEVELOPMENT

Expenditures By Type				
Type	**FY 23-24 Estimated Actual**	**FY 23-24 Adopted Budget**	**FY 24-25 Recommended Budget**	**Percent Change**
Personnel	$ 1,101,288	$ 1,190,203	$ 1,307,220	9.83%
Operations	93,526	95,380	106,620	11.78%
Capital Investment Fund	390,415	341,620	296,367	-13.25%
Subtotal	1,585,229	1,627,203	1,710,207	5.10%
Cost Reimbursement	(178,965)	(178,965)	(160,908)	
Total	$ 1,406,264	$ 1,448,238	$ 1,549,299	6.98%





LINE-ITEM BUDGET PLANNING AND DEVELOPMENT

Account Description	Financial Plan 2025-2026	Departmental Requested 2024-2025	Manager's Recommended 2024-2025	Adopted Budget 2023-2024	Amended Budget 2023-2024	Estimated Actual Expenditures 2023-2024	Actual Expenditures 2022-2023	Actual Expenditures 2021-2022
PERSONNEL SERVICES								
SALARIES/WAGES - REGULAR	$ 918,741	$ 864,180	$ 864,180	$ 800,422	$ 800,422	$ 742,642	$ 733,932	$ 696,685
SALARIES - LONGEVITY PAY	26,645	23,669	23,669	20,221	20,221	20,221	-	-
SALARIES/WAGES - PARTTIME	4,200	4,200	4,200	-	-	-	-	-
OVERTIME PAY	1,062	1,040	1,040	1,000	1,000	1,000	-	-
HOLIDAY PAY	318	312	312	250	250	250	-	-
FICA TAX	72,500	68,096	68,096	62,626	62,626	53,530	53,241	50,096
GROUP HEALTH INSURANCE	185,919	180,583	180,583	159,229	159,229	153,209	131,685	132,239
RETIREMENT	128,695	120,843	120,843	105,523	105,523	93,811	88,096	77,738
401 K	47,176	44,297	44,297	40,932	40,932	36,625	28,936	20,636
Subtotal Personnel Services	***$ 1,385,256***	***$ 1,307,220***	***$ 1,307,220***	***$ 1,190,203***	***$ 1,190,203***	***$ 1,101,288***	***$ 1,035,890***	***$ 977,394***
OPERATIONS								
PLANNING BOARD FEES	$ 7,240	$ 7,240	$ 7,240	$ 7,240	$ 7,240	$ 7,080	$ 7,080	$ 9,230
BOARD OF ADJUSTMENT FEES	2,500	2,500	2,500	2,500	2,500	1,050	430	-
TRAINING	8,500	8,500	8,500	8,500	8,500	7,075	4,241	2,195
BUILDING/EQUIPMENT RENTAL	2,800	2,800	2,800	2,800	2,800	2,576	3,315	2,559
TELEPHONE	4,800	4,800	4,800	4,800	4,800	4,226	4,389	3,887
POSTAGE	4,000	4,000	4,000	4,000	4,000	4,953	5,592	766
ADVERTISING	1,500	1,500	1,500	1,500	1,500	1,077	959	594
PRINTING	3,500	3,500	3,500	3,500	3,500	3,083	3,334	1,717
FUEL COSTS	4,200	4,000	4,000	4,000	4,000	3,645	3,805	2,740
DEPARTMENT SUPPLIES	7,500	9,000	9,000	6,400	6,400	6,325	5,806	4,374
OTHER SUPPLIES	1,500	1,500	1,500	1,500	1,500	994	27	786
OTHER SUPPLIES - COMPUTER	2,440	8,440	2,440	3,900	3,900	3,858	3,043	2,954
VEHICLE MAINTENANCE	1,440	1,440	1,440	1,440	1,440	1,138	793	1,550
UNIFORMS	1,500	2,500	2,500	1,300	1,300	1,025	515	449
PROFESSIONAL FEES	2,700	5,000	5,000	5,000	5,000	3,000	245	2,010
CONTRACTED SERVICES	10,000	10,000	10,000	10,000	10,000	10,000	56,256	83,244
SPECIAL EVENTS	19,500	31,400	31,400	19,500	27,335	27,335	21,665	12,624
SPECIAL EVENTS - ART MASTS	-	-	-	3,000	3,000	3,000	-	-
DUES AND SUBSCRIPTIONS	4,500	4,500	4,500	4,500	4,500	2,086	2,706	2,856
Subtotal Operations	***$ 90,120***	***$ 112,620***	***$ 106,620***	***$ 95,380***	***$ 103,215***	***$ 93,526***	***$ 124,201***	***$ 134,535***

Account Description	Financial Plan 2025-2026	Departmental Requested 2024-2025	Manager's Recommended 2024-2025	Adopted Budget 2023-2024	Amended Budget 2023-2024	Estimated Actual Expenditures 2023-2024	Actual Expenditures 2022-2023	Actual Expenditures 2021-2022
COST REIMBURSEMENT FROM THE WATER FUND								
COST REIMBURSEMENT	***$ (160,908)***	***$ (160,908)***	***$ (160,908)***	***$ (178,965)***	***$ (178,965)***	***$ (178,965)***	***$ (172,170)***	***$ (131,253)***
Capital Investment Fund Transfers								
NON-CAPITAL OUTLAY								
PROFESSIONAL FEES	***$ -***	***$ 20,000***	***$ 20,000***	***$ -***	***$ 1,572***	***$ 1,572***	***$ 8,428***	***$ -***
CAPITAL OUTLAY								
OTHER	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 270
EQUIPMENT	-	-	-	24,000	32,384	32,384	4,200	-
INFRASTRUCTURE	-	-	-	-	-	-	-	-
IMPROVEMENTS	-	40,000	40,000	112,000	150,839	150,839	82,661	-
VEHICLE	-	45,000	45,000	-	-	-	857	28,566
Subtotal Capital Outlay	***$ -***	***$ 85,000***	***$ 85,000***	***$ 136,000***	***$ 183,223***	***$ 183,223***	***$ 87,718***	***$ 28,836***
DEBT SERVICE								
PRINCIPAL	$ -	$ 186,845	$ 186,845	$ 196,365	$ 196,365	$ 196,365	$ 196,158	$ 205,293
INTEREST	-	4,522	4,522	9,255	9,255	9,255	13,983	18,238
Subtotal Debt Service	***$ -***	***$ 191,367***	***$ 191,367***	***$ 205,620***	***$ 205,620***	***$ 205,620***	***$ 210,141***	***$ 223,531***
TOTAL	**$ 1,314,468**	**$ 1,555,299**	**$ 1,549,299**	**$ 1,448,238**	**$ 1,504,868**	**$ 1,406,264**	**$ 1,294,208**	**$ 1,233,043**

Capital Investment Fund
For the Fiscal Year 2024-2025

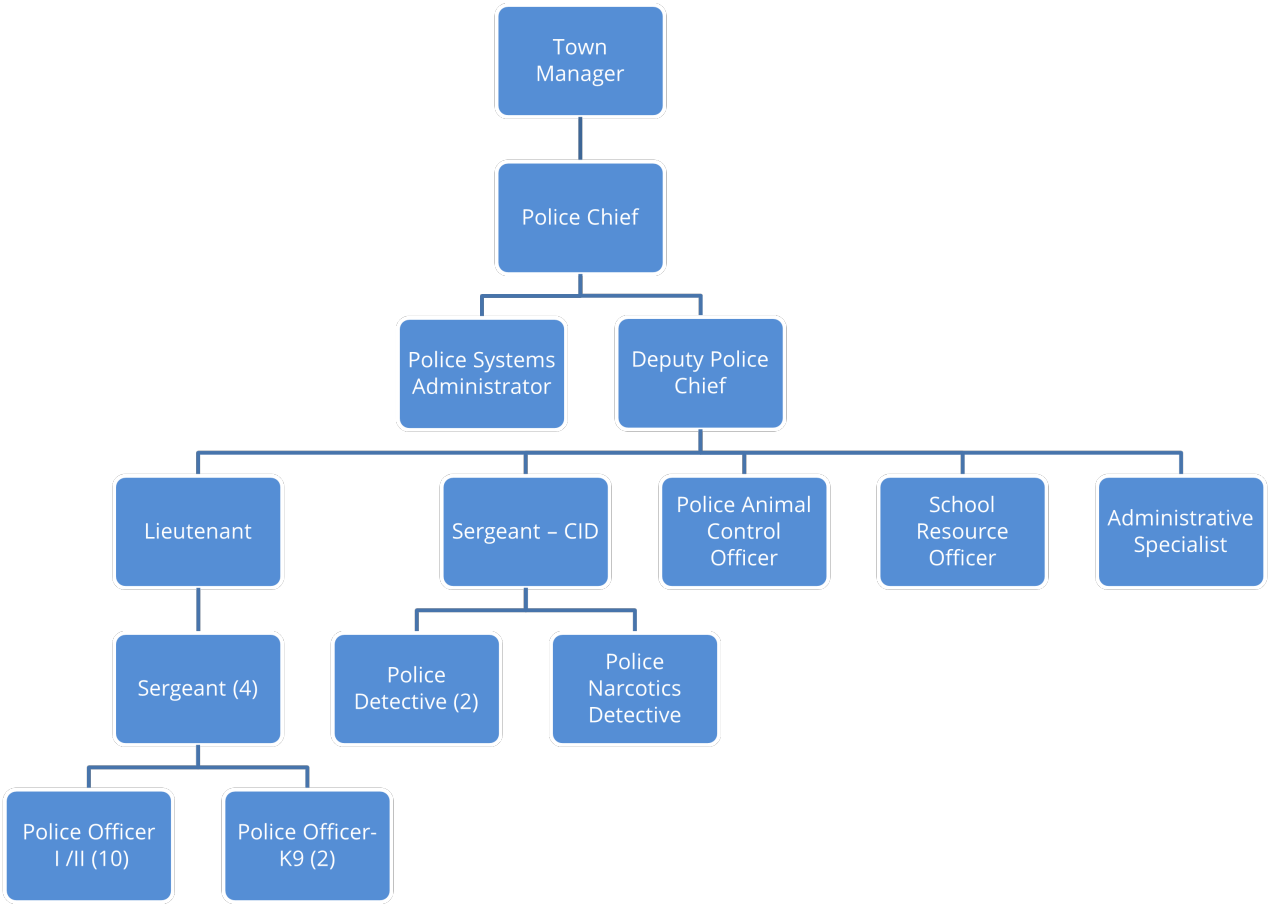
Description	Fiscal Year	Estimated Cost	Recommended FY 2024-2025	Financial Plan FY 2025-2026
General Fund				
Planning:				
Non-Capital Outlay				
Whalebone Park improvements/Master Plan update	**24/25**	**$ 20,000**	**$ 20,000**	**$ -**
Capital Outlay				
West Soundside Road/Villa Dunes shoreline	**24/25**	$ 40,000	$ 40,000	$ -
Pickup	**24/25**	45,000	45,000	-
		$ 85,000	**$ 85,000**	**$ -**
Debt Service				
Sidewalk Pedestrian Plan	19/20	**$ 1,121,068**	**$ 191,367**	**$ -**

POLICE

DESCRIPTION

The Nags Head Police Department, comprised of Administration, Uniform Patrol, Criminal Investigations, and Animal Control, provides law enforcement services for the town. Officers enforce the laws and ordinances of the State and Town in a fair and impartial manner, with emphasis placed on proactive policing and building community relationships.

ORGANIZATIONAL CHART



RECENT ACCOMPLISHMENTS

- Reported a five-year analysis of traffic crash data, which shows a decline in motor vehicle collisions.
- Received three federal convictions for narcotics and firearms cases directly related to our jurisdiction.
- Upgraded the computer aided dispatch and records management systems to allow cross referencing between area law enforcement agencies.
- Updated the in-car and body worn camera systems and included cloud storage for evidence–based video.
- Reviewed and updated the department's Policy and Procedure Manual.
- Used the Town's SharePoint collaboration software for scheduling, departmental forms, and certain data-based systems.
- Onboarded two officers to fill the added positions granted in the FY24 budget, bringing the total sworn officers to 25.

GOALS AND UPCOMING PROJECTS

- Continue to hire and maintain a highly trained, professional team of law enforcement officers to ensure Nags Head remains one of the safest communities in eastern North Carolina.
- Continue partnership with federal agencies to combat narcotics coming to our area on the federal level.
- Partnered with Flock Safety to install automatic license plate recognition systems at 12 locations throughout Nags Head.
- Continue to pursue the installation of equipment to provide power for all traffic lights in the town in response to unexpected outages.
- Research grant options for replacement of the department's mobile command vehicle.
- Continue to monitor and assist with three cases pending in federal court involving a multi-state fraud case, narcotics, and firearm violations.

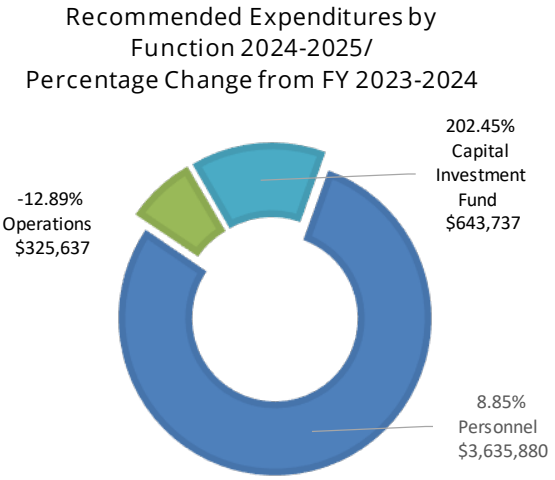
Metrics Description	FY21-22	FY22-23	FY23-24 Projection	FY24-25 Budget / Goal
Motor Vehicle Collisions (Reported in Calendar Years 2021, 2022, 2023 & Budget 2024	231	215	210	205
Total Arrests	1,915	1,938	2,150	2,001
Total Non-Traffic Arrests	377	419	504	433
Total Traffic Arrests	1,538	1,519	1,646	1,568

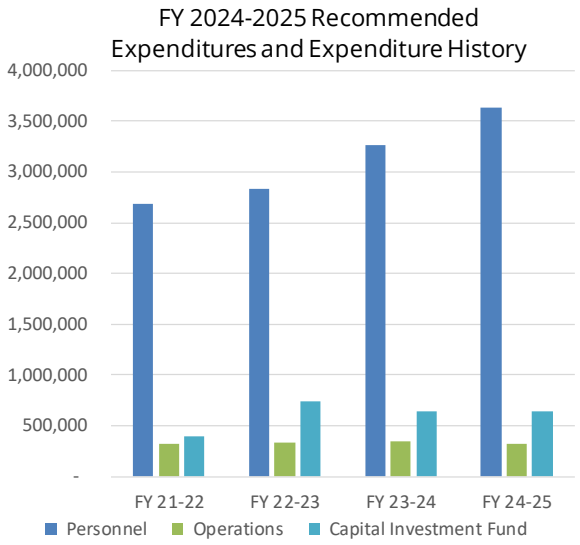
FY 2024-25 BUDGET HIGHLIGHTS

- Capital Investment Fund expenditures include:
  - Four police vehicles, including an automated external defibrillator for each vehicle.
  - Replacement of the department's UTV that is equipped for beach use and community engagement.
  - The final debt service payment of $48,809 for the 800Mhz radios purchased in fiscal year 2020-2021.
  - Subscription debt service for the Records Management System, in-car/body-worn cameras, and license plate readers
  - Funding is included for a pedestrian light at the Event Site, combining local funds with contributions from regional partners.
  - Traffic light alternative power to add transfer switches to the 16 stoplights in town in the event of power loss.
- Funding of $42,852 is included for the state statute-required police separation allowance for three retired officers.

BUDGET SUMMARY POLICE

Expenditures By Type				
Type	**FY 23-24 Estimated Actual**	**FY 23-24 Adopted Budget**	**FY 24-25 Recommended Budget**	**Percent Change**
Personnel	$ 3,269,604	$ 3,340,160	$ 3,635,880	8.85%
Operations	349,205	373,825	325,637	-12.89%
Capital Investment Fund	639,801	212,844	643,737	202.45%
Subtotal	4,258,610	3,926,829	4,605,254	17.28%
Cost Reimbursement	-	-	-	
Total	$ 4,258,610	$ 3,926,829	$ 4,605,254	17.28%





LINE-ITEM BUDGET POLICE

Account Description	Financial Plan 2025-2026	Departmental Requested 2024-2025	Manager's Recommended 2024-2025	Adopted Budget 2023-2024	Amended Budget 2023-2024	Estimated Actual Expenditures 2023-2024	Actual Expenditures 2022-2023	Actual Expenditures 2021-2022
PERSONNEL SERVICES								
SALARIES- REGULAR PAY	$ 2,470,396	$ 2,321,110	$ 2,321,110	$ 2,129,180	$ 2,100,380	$ 2,100,380	$ 1,922,005	$ 1,792,621
SALARIES - LONGEVITY PAY	62,934	55,613	55,613	51,194	51,194	51,194	-	-
OVERTIME PAY	43,539	42,640	42,640	33,500	33,500	33,500	-	-
HOLIDAY PAY	49,529	48,506	48,506	46,640	46,640	46,640	-	-
FICA TAX	202,577	191,151	191,151	171,988	169,988	166,057	145,755	130,476
GROUP HEALTH INSURANCE	394,365	383,120	383,120	376,115	366,115	350,525	316,169	330,990
RETIREES GROUP HEALTH INSUR	46,801	60,636	60,636	58,842	58,842	58,771	57,455	57,434
RETIREMENT	19,769	18,551	18,551	16,481	16,481	14,853	12,846	12,019
RETIREMENT LAW ENFORCEMENT	371,407	348,908	348,908	297,698	293,698	293,947	236,217	201,943
401 K	7,247	6,800	6,800	6,393	6,393	6,216	4,221	3,194
401 K LAW ENFORCEMENT	123,473	115,993	115,993	106,018	105,018	104,687	90,304	83,599
POLICE SEPARATION ALLOWANCE	33,695	42,852	42,852	46,111	46,111	42,834	51,837	68,278
Subtotal Personnel Services	***$ 3,825,733***	***$ 3,635,880***	***$ 3,635,880***	***$ 3,340,160***	***$ 3,294,360***	***$ 3,269,604***	***$ 2,836,809***	***$ 2,680,554***
OPERATIONS								
TRAINING	$ 36,236	$ 39,236	$ 36,236	$ 30,777	$ 30,777	$ 30,750	$ 24,767	$ 26,676
BUILDING/EQUIPMENT RENTAL	8,915	9,915	8,915	8,327	8,327	8,013	8,369	8,217
TELEPHONE	13,902	13,550	13,550	11,258	11,858	12,055	12,574	12,180
POSTAGE	1,450	1,950	1,450	1,950	1,950	357	588	547
ADVERTISING	525	525	525	475	475	46	210	150
PRINTING	1,270	1,770	1,270	1,270	1,270	6,665	1,164	411
FUEL COSTS	84,000	80,000	80,000	95,000	93,395	73,963	77,824	73,767
DEPARTMENT SUPPLIES	38,914	41,389	36,389	34,902	49,116	49,116	52,865	68,346
OTHER SUPPLIES	7,460	11,460	8,460	7,260	8,369	7,873	5,776	3,041
OTHER SUPPLIES, COMPUTER	-	-	-	-	7,000	6,860	21,800	22,496
MAINT/REPAIR BUILDING	-	-	-	-	6,786	6,786	7,796	-
MAINT/REPAIR EQUIPMENT	31,625	35,751	32,751	36,698	28,773	25,606	34,664	33,909
MAINT/REPAIR FIRING RANGE	4,000	4,000	4,000	4,000	21,451	21,050	5,376	6,618
VEHICLE MAINTENANCE	29,325	32,050	29,550	26,550	28,664	28,664	20,172	34,784
UNIFORMS	27,659	29,893	26,893	26,351	29,075	29,075	18,088	12,645
PROFESSIONAL FEES	14,218	15,218	14,218	13,418	13,418	13,805	11,362	7,336

Account Description	Financial Plan 2025-2026	Departmental Requested 2024-2025	Manager's Recommended 2024-2025	Adopted Budget 2023-2024	Amended Budget 2023-2024	Estimated Actual Expenditures 2023-2024	Actual Expenditures 2022-2023	Actual Expenditures 2021-2022
CONTRACTED SERVICES	22,090	23,090	22,090	66,924	18,524	19,806	22,272	11,007
DUES AND SUBSCRIPTIONS	3,340	4,340	3,340	2,665	2,665	2,715	2,386	2,454
SPECIAL INVESTIGATIONS	6,000	7,000	6,000	6,000	6,000	6,000	3,484	4,000
Subtotal Operations	***$ 330,929***	***$ 351,137***	***$ 325,637***	***$ 373,825***	***$ 367,893***	***$ 349,205***	***$ 331,537***	***$ 328,584***
Capital Investment Fund Transfers								
CAPITAL OUTLAY								
EQUIPMENT	$ -	$ 237,089	$ 237,089	$ 49,353	$ 18,334	$ 18,334	$ -	$ 13,770
IT SUBSCRIPTION ASSET	72,000	-	-	-	105,596	105,595	407,826	-
VEHICLE	269,757	263,811	263,811	113,889	372,240	372,240	170,932	233,463
Subtotal Capital Outlay	***$ 341,757***	***$ 500,900***	***$ 500,900***	***$ 163,242***	***$ 496,170***	***$ 496,169***	***$ 578,758***	***$ 247,233***
DEBT SERVICE								
PRINCIPAL	$ 91,377	$ 137,031	$ 137,031	$ 48,017	$ 136,743	$ 136,743	$ 156,063	$ 143,929
INTEREST	2,651	5,806	5,806	1,585	6,889	6,889	3,002	5,218
Subtotal Debt Service	***$ 94,028***	***$ 142,837***	***$ 142,837***	***$ 49,602***	***$ 143,632***	***$ 143,632***	***$ 159,065***	***$ 149,147***
TOTALS	**$ 4,592,447**	**$ 4,630,754**	**$ 4,605,254**	**$ 3,926,829**	**$ 4,302,055**	**$ 4,258,610**	**$ 3,906,169**	**$ 3,405,518**

Capital Investment Fund
For the Fiscal Year 2024-2025

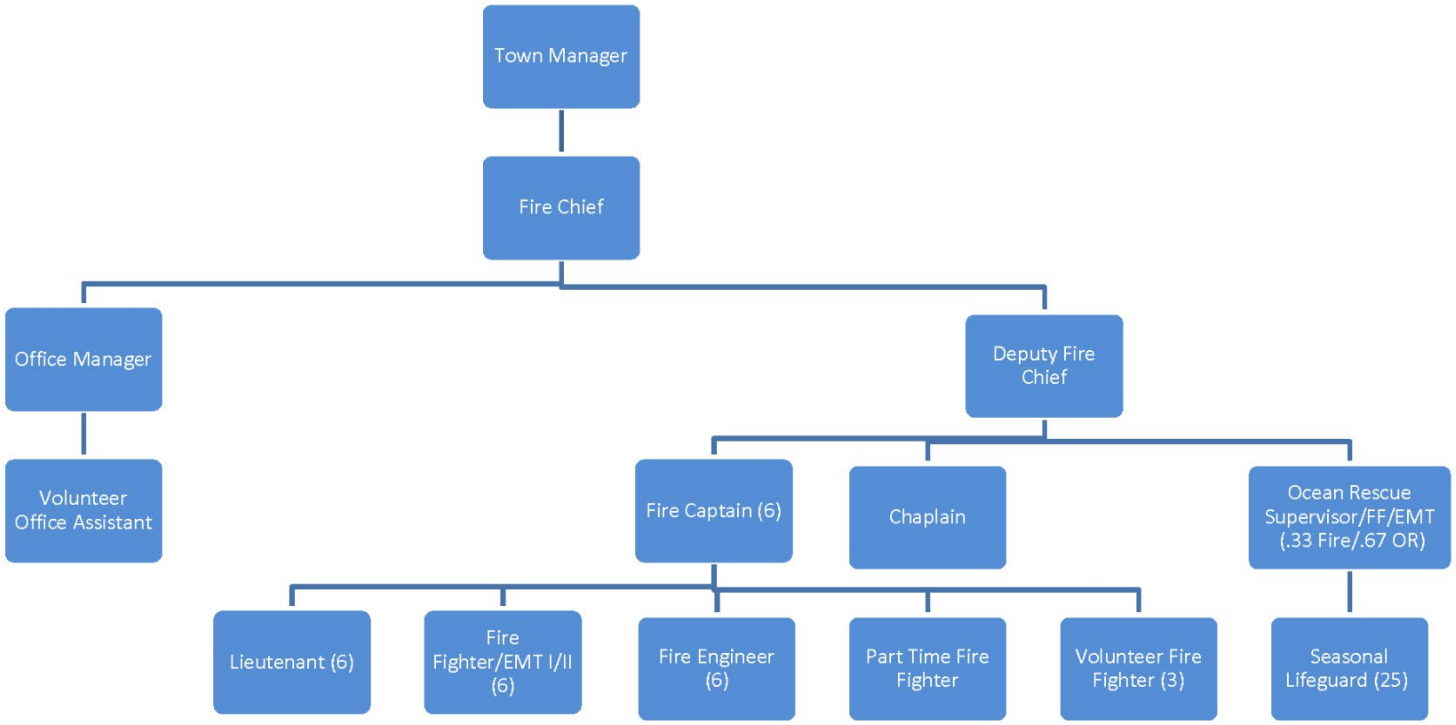
Description	Fiscal Year	Estimated Cost	Recommended FY 2024-2025	Financial Plan FY 2025-2026
General Fund				
Police:				
Debt Service				
Replacement of 800Mhz Radios	20/21	$ 240,085	$ 48,809	$ -
Subscription - Record Management System	22/23	49,766	10,424	10,424
Subscription - In-Car/Body-Worn cameras	22/23	227,270	47,604	47,604
Subscription - License Plate Readers	23/24	70,795	36,000	36,000
		$ 587,916	**$ 142,837**	**$ 94,028**
Capital Outlay				
Traffic light alternative power	**24/25**	$ 40,089	$ 40,089	-
Pedestrian light at Event Site	**24/25**	170,000	170,000	-
Police Vehicles (4)	**24/25**	263,811	263,811	-
4x4 Utility Task Vehicle	**24/25**	27,000	27,000	-
Subscription - License Plate Readers	25/26	72,000	-	72,000
Police Vehicles (4)	25/26	269,757	-	269,757
		$ 842,657	**$ 500,900**	**$ 341,757**

FIRE AND OCEAN RESCUE

DESCRIPTION

Nags Head's Fire and Ocean Rescue Department provides fire, emergency medical service rescue, community risk reduction, public education, fire investigation, and fire inspection services. To accomplish its mission, the Department operates out of two strategically located stations. Ocean Rescue, a part of this department, provides seasonal beach patrol, lifesaving and rescue services, emergency medical services, and public education. They operate out of a separate, centrally located station and use several of the public bathhouses for equipment storage and training. Fire and Ocean Rescue currently has three functional divisions, including fire administration, fire operations, and Ocean Rescue. Dare County Emergency Medical Services also shares facilities with this department.

ORGANIZATIONAL CHART



RECENT ACCOMPLISHMENTS

- Updated and improved the Town's Emergency Operations and Continuity of Operations plans thanks in part to a Hazard Mitigation Program grant.
- Qualified for a Hazard Mitigation Program grant to replace the generator at Fire Station 21.
- Began screening firefighters for specific cancers using state-of-the-art blood testing.
- Completed an upgrade project that included replacing all gasoline-powered tools with battery-operated devices.
- Continued to provide fire and life safety education to citizens and visitors, and Ocean Rescue continued to provide ocean hazards and swimmer awareness programs. A new program was introduced to broaden our community risk reduction efforts. We provided 45 bicycle helmets to community members at our fire prevention open house. Several of our staff became certified to teach Cardiopulmonary Resuscitation, which will allow us to extend our community outreach program and better prepare our citizens for emergencies. We also replaced a beach wheelchair to help provide access to our beaches for those with disabilities.
- Aligned our beach warning flag system with international and national standards to help ensure a universal understanding of their meaning, thus improving their effectiveness.

GOALS AND UPCOMING PROJECTS

- Provide highly trained emergency responders to match the response needs of the community.
- Update and improve the Five-Year Community Based Strategic Plan for Fire and Ocean Rescue.
- Improve communications and access to valuable data. Nags Head Fire and Ocean Rescue is committed to increasing the use of quality data to improve operations, resource management, and planning.
- Begin the process of planning for a new Fire Station 16.
- Educate citizens and visitors about water safety and ocean hazards through informational programs and interactions between Ocean Rescue staff and beachgoers.
- Upgrade our water rescue program.

Metrics Description	FY21-22	FY22-23	FY23-24 Projection	FY24-25 Budget / Goal
Fire Department:				
Training Hours	6,290	7,454	6,872	7,250
Calls for Service	1,091	1,045	1,171	1,200
Average Response Time:				
Overall - First on Scene	5:54	6:00	6:28	6:00
Station 16	5:48	5:59	6:24	6:00
Station 21	6:14	6:02	6:37	6:00
Ocean Rescue:				
Estimated Beach Population	1,422,265	1,042,019	1,085,698	1,100,000
Educational Advisories	294,991	257,162	425,253	450,000
Total Incidents	376	271	344	350
People Rescued	318	226	309	300
Watercraft Assisted	8	9	1	8
Lost Person/Search	19	15	13	15

FY 2024-25 BUDGET HIGHLIGHTS

FIRE

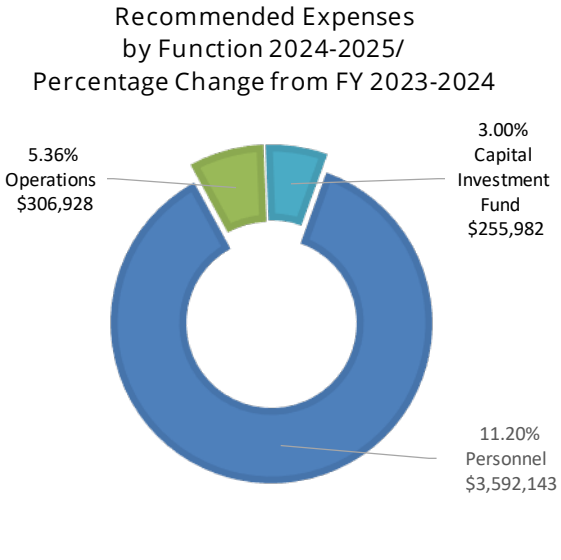
- Funding of $52,749 (salary and FICA) is included in the budget for increased part-time hours.
- Capital Investment Fund expenditures include:
  - Station 21 replacement flooring - $22,455.
  - Debt payments on two fire apparatuses purchased in fiscal years 2019 and 2022.
- Funding of $10,000 is adopted to outsource maintenance on fire apparatuses.
- Stress tests and cancer screening tests for career firefighters are included.
- Funding of $33,200 is included for turnout gear and $12,000 is included for turnout gear lockers at Station 16.

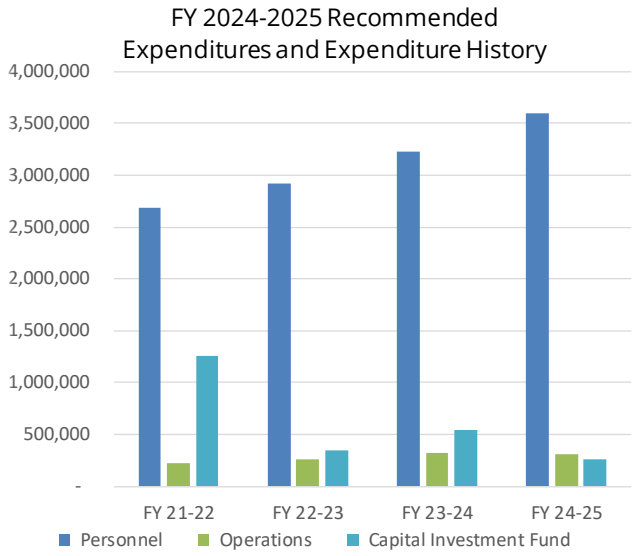
OCEAN RESCUE

- To aid in recruiting summer lifeguards, the pay plan includes a minimum base starting salary at $19 per hour, seasonal bonuses, and Labor Day incentive pay.
- Capital Investment Fund expenditures include:
  - Debt service for 800Mhz radios purchased in fiscal year 2020-2021
  - One replacement 4WD Pick-up Truck - $60,000
  - Two all-terrain vehicle replacements for beach patrol - $14,000

BUDGET SUMMARY FIRE

Expenditures By Type				
Type	**FY 23-24 Estimated Actual**	**FY 23-24 Adopted Budget**	**FY 24-25 Recommended Budget**	**Percent Change**
Personnel	$ 3,223,855	$ 3,230,237	$ 3,592,143	11.20%
Operations	326,450	291,320	306,928	5.36%
Capital Investment Fund	543,291	248,527	255,982	3.00%
Subtotal	4,093,596	3,770,084	4,155,053	10.21%
Cost Reimbursement	-	-	-	
Total	$ 4,093,596	$ 3,770,084	$ 4,155,053	10.21%





LINE-ITEM BUDGET FIRE

Account Description	Financial Plan 2025-2026	Departmental Requested 2024-2025	Manager's Recommended 2024-2025	Adopted Budget 2023-2024	Amended Budget 2023-2024	Estimated Actual Expenditures 2023-2024	Actual Expenditures 2022-2023	Actual Expenditures 2021-2022
PERSONNEL SERVICES								
SALARIES/WAGES - REGULAR	$ 2,408,501	$ 2,237,896	$ 2,237,896	$ 2,048,740	$ 2,048,740	$ 2,044,055	$ 2,027,628	$ 1,853,220
SALARIES - LONGEVITY PAY	74,665	66,867	66,867	59,836	59,836	59,836	-	-
SALARIES/WAGES - PARTTIME	50,470	49,000	49,000	22,000	22,000	22,000	-	-
OVERTIME PAY	37,451	30,000	30,000	31,800	31,800	31,800	-	-
HOLIDAY PAY	73,167	71,656	71,656	68,900	68,900	68,900	-	-
FICA TAX	202,143	187,697	187,697	170,560	170,560	156,125	148,400	135,271
GROUP HEALTH INSURANCE	469,649	456,272	456,272	390,236	390,236	418,315	367,494	370,017
RETIREES GROUP HEALTH INSUR	46,801	45,477	45,477	44,131	44,131	44,079	44,688	57,744
RETIREMENT	352,857	327,300	327,300	283,907	283,907	272,285	245,891	211,301
401 K	129,346	119,978	119,978	110,127	110,127	106,460	80,839	56,099
Subtotal Personnel Services	***$ 3,845,050***	***$ 3,592,143***	***$ 3,592,143***	***$ 3,230,237***	***$ 3,230,237***	***$ 3,223,855***	***$ 2,914,940***	***$ 2,683,652***
OPERATIONS								
TRAINING	$ 21,642	$ 23,442	$ 23,442	$ 21,192	$ 21,192	$ 21,192	$ 22,162	$ 9,951
SAFETY TRAINING	3,619	3,619	3,619	4,683	4,683	4,348	3,002	4,332
OSHA COMPLIANCE COSTS	4,400	4,400	4,400	4,400	4,400	3,355	3,916	1,729
BUILDING/EQUIPMENT RENTAL	3,535	3,535	3,535	3,435	3,435	3,541	3,920	3,960
TELEPHONE	2,881	2,881	2,881	2,881	2,881	2,281	2,282	1,824
POSTAGE	700	700	700	700	700	421	317	238
PRINTING	400	800	400	200	200	178	178	139
FUEL COSTS	26,250	25,000	25,000	30,000	30,000	18,656	23,686	20,197
DEPARTMENT SUPPLIES	72,220	76,765	76,765	76,875	79,309	75,363	69,335	69,962
OTHER SUPPLIES	4,570	5,050	5,050	4,570	4,570	4,248	4,786	4,344
OTHER SUPPLIES - COMPUTER	-	1,000	1,000	1,000	1,000	693	-	-
MAINT/REPAIR BUILDINGS	26,060	41,560	41,560	26,060	26,060	16,743	19,919	29,032
MAINT/REPAIR EQUIPMENT	6,720	7,020	7,020	7,020	7,020	7,327	7,487	5,802
VEHICLE MAINTENANCE	30,000	29,800	29,800	27,400	28,900	30,666	31,350	28,448
UNIFORMS	15,756	15,265	15,265	17,780	19,764	13,294	15,961	7,745
PROFESSIONAL FEES	21,237	22,537	22,537	19,220	82,336	82,337	16,079	3,087
INCENTIVE PAY	5,000	5,000	5,000	5,000	5,000	3,377	4,132	3,973
CONTRACTED SERVICES	37,893	32,972	32,972	32,879	33,379	33,379	26,843	21,909
SUPPLEMENTAL PENSION FUND	3,500	3,500	3,500	3,500	3,500	2,970	2,650	2,410
DUES AND SUBSCRIPTIONS	2,482	2,482	2,482	2,525	2,525	2,081	3,929	2,736
Subtotal Operations	***$ 288,865***	***$ 307,328***	***$ 306,928***	***$ 291,320***	***$ 360,854***	***$ 326,450***	***$ 261,934***	***$ 221,818***

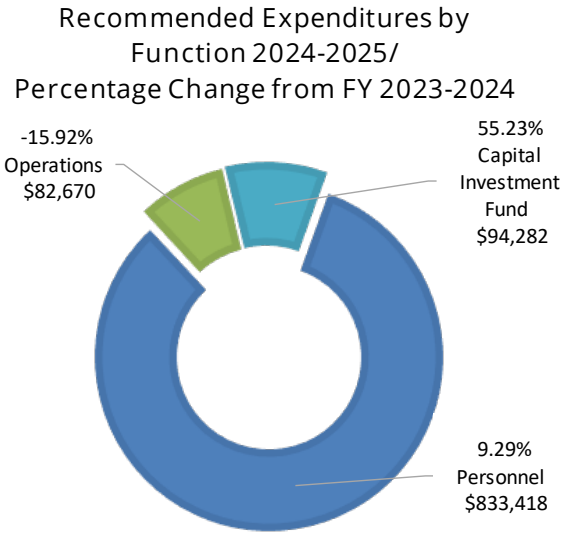
Account Description	Financial Plan 2025-2026	Departmental Requested 2024-2025	Manager's Recommended 2024-2025	Adopted Budget 2023-2024	Amended Budget 2023-2024	Estimated Actual Expenditures 2023-2024	Actual Expenditures 2022-2023	Actual Expenditures 2021-2022
Capital Investment Fund Transfers								
NON-CAPITAL OUTLAY								
BUILDINGS	***$ 18,190***	***$ 63,455***	***$ 22,455***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***
CAPITAL OUTLAY								
EQUIPMENT	$ 65,000	$ -	$ -	$ 15,000	$ 15,000	$ 12,510	$ 86,228	$ 18,843
VEHICLE	-	-	-	-	297,254	297,254	1,116	1,062,005
Subtotal Capital Outlay	***$ 65,000***	***$ -***	***$ -***	***$ 15,000***	***$ 312,254***	***$ 309,764***	***$ 87,344***	***$ 1,080,848***
DEBT SERVICE								
PRINCIPAL	$ 201,961	$ 197,139	$ 197,139	$ 192,434	$ 192,434	$ 192,434	$ 209,537	$ 164,935
INTEREST	31,566	36,388	36,388	41,093	41,093	41,093	45,952	10,882
Subtotal Debt Service	***$ 233,527***	***$ 233,527***	***$ 233,527***	***$ 233,527***	***$ 233,527***	***$ 233,527***	***$ 255,489***	***$ 175,817***
Totals	**$ 4,450,632**	**$ 4,196,453**	**$ 4,155,053**	**$ 3,770,084**	**$ 4,136,872**	**$ 4,093,596**	**$ 3,519,707**	**$ 4,162,135**

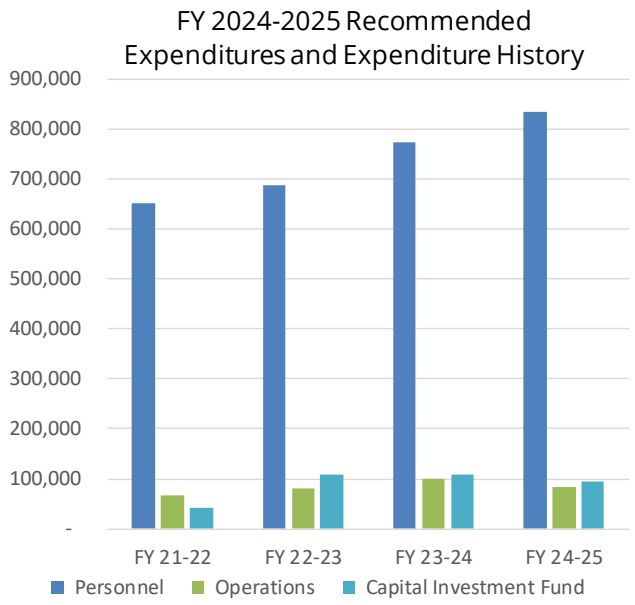
Capital Investment Fund
For the Fiscal Year 2024-2025

Description	Fiscal Year	Estimated Cost	Recommended FY 2024-2025	Financial Plan FY 2025-2026
General Fund				
Fire:				
Non-Capital Outlay				
Station 21 flooring	**24/25**	**$ 40,645**	**$ 22,455**	**$ 18,190**
Debt Service				
Pumper	18/19	$ 697,620	$ 76,101	76,101
Pumper/Quint	21/22	1,358,079	157,426	157,426
		$ 2,055,699	**$ 233,527**	**$ 233,527**
Capital Outlay				
Pickup	25/26	**$ 65,000**	**$ -**	**$ 65,000**

BUDGET SUMMARY OCEAN RESCUE

Expenditures By Type				
Type	**FY 23-24 Estimated Actual**	**FY 23-24 Adopted Budget**	**FY 24-25 Recommended Budget**	**Percent Change**
Personnel	$ 773,316	$ 762,583	$ 833,418	9.29%
Operations	98,968	98,320	82,670	-15.92%
Capital Investment Fund	107,650	60,737	94,282	55.23%
Subtotal	979,934	921,640	1,010,370	9.63%
Cost Reimbursement	-	-	-	0.00%
Total	$ 979,934	$ 921,640	$ 1,010,370	9.63%





LINE-ITEM BUDGET OCEAN RESCUE

Account Description	Financial Plan 2025-2026	Departmental Requested 2024-2025	Manager's Recommended 2024-2025	Adopted Budget 2023-2024	Amended Budget 2023-2024	Estimated Actual Expenditures 2023-2024	Actual Expenditures 2022-2023	Actual Expenditures 2021-2022
PERSONNEL SERVICES								
SALARIES/WAGES - REGULAR	$ 66,164	$ 62,697	$ 62,697	$ 57,382	$ 57,382	$ 54,156	$ 51,047	$ 48,098
SALARIES - LONGEVITY PAY	4,595	4,353	4,353	3,407	3,407	5,303	4,902	3,943
SALARIES/WAGES - PARTTIME	683,582	683,531	683,531	623,678	639,534	639,534	577,418	545,097
FICA TAX	57,594	57,310	57,310	52,340	53,553	53,553	37,080	37,364
GROUP HEALTH INSURANCE	13,251	12,874	12,874	14,951	14,951	10,028	9,191	8,540
RETIREMENT	9,714	9,201	9,201	7,800	7,800	7,694	6,768	5,904
401 K	3,645	3,452	3,452	3,025	3,025	3,048	2,222	1,576
Subtotal Personnel Services	***$ 838,545***	***$ 833,418***	***$ 833,418***	***$ 762,583***	***$ 779,652***	***$ 773,316***	***$ 688,628***	***$ 650,522***
OPERATIONS								
TRAINING	$ 10,220	$ 10,360	$ 10,360	$ 11,560	$ 11,560	$ 9,979	$ 4,285	$ 3,803
TELEPHONE	1,440	1,440	1,440	1,440	1,440	1,400	1,539	1,778
POSTAGE	300	300	300	300	300	90	68	51
ADVERTISING	1,000	1,000	1,000	1,000	1,000	700	97	-
PRINTING	2,000	2,500	2,500	2,500	2,500	2,160	2,085	2,089
FUEL COSTS	17,000	15,000	15,000	17,000	17,000	13,460	13,388	13,534
DEPARTMENT SUPPLIES	20,355	19,150	19,150	32,450	32,450	35,122	23,382	21,109
MAINT/REPAIR EQUIPMENT	5,900	6,400	6,400	6,400	6,400	6,022	6,560	4,056
VEHICLE MAINTENANCE	3,600	4,200	4,200	3,600	3,600	4,014	4,220	3,504
UNIFORMS	15,500	15,500	15,500	15,500	15,500	18,873	18,482	12,960
PROFESSIONAL FEES	3,150	3,200	3,200	2,950	2,950	3,420	3,600	2,400
CONTRACTED SERVICES	1,520	1,520	1,520	1,520	1,520	1,520	1,570	1,492
DUES AND SUBSCRIPTIONS	2,100	2,100	2,100	2,100	2,100	2,208	1,708	1,450
Subtotal Operations	***$ 84,085***	***$ 82,670***	***$ 82,670***	***$ 98,320***	***$ 98,320***	***$ 98,968***	***$ 80,984***	***$ 68,226***

Account Description	Financial Plan 2025-2026	Departmental Requested 2024-2025	Manager's Recommended 2024-2025	Adopted Budget 2023-2024	Amended Budget 2023-2024	Estimated Actual Expenditures 2023-2024	Actual Expenditures 2022-2023	Actual Expenditures 2021-2022
Capital Investment Fund Transfers								
CAPITAL OUTLAY								
EQUIPMENT	$ 15,000	$ 14,000	$ 14,000	$ 23,990	$ 23,990	$ 24,018	$ 24,272	$ 5,499
VEHICLE	-	60,000	60,000	-	46,885	46,885	47,335	-
Subtotal Capital Outlay	***$ 15,000***	***$ 74,000***	***$ 74,000***	***$ 23,990***	***$ 70,875***	***$ 70,903***	***$ 71,607***	***$ 5,499***
DEBT SERVICE								
PRINCIPAL	$ -	$ 19,953	$ 19,953	$ 35,739	$ 35,739	$ 35,739	$ 35,396	$ 36,089
INTEREST	-	329	329	1,008	1,008	1,008	1,681	1,317
Subtotal Debt Service	***$ -***	***$ 20,282***	***$ 20,282***	***$ 36,747***	***$ 36,747***	***$ 36,747***	***$ 37,077***	***$ 37,406***
TOTALS	**$ 937,630**	**$ 1,010,370**	**$ 1,010,370**	**$ 921,640**	**$ 985,594**	**$ 979,934**	**$ 878,296**	**$ 761,653**

Capital Investment Fund
For the Fiscal Year 2024-2025

Description	Fiscal Year	Estimated Cost	Recommended FY 2024-2025	Financial Plan FY 2025-2026
General Fund				
Ocean Rescue:				
Debt Service				
Replacement of 800Mhz Radios	20/21	**$ 99,765**	**$ 20,282**	**$ -**
Capital Outlay				
Pickup	**24/25**	$ 60,000	$ 60,000	-
Four-wheelers for beach patrol (2 replacements)	**24/25**	14,000	14,000	-
Four-wheelers for beach patrol (2 replacements)	25/26	15,000	-	15,000
		$ 89,000	**$ 74,000**	**$ 15,000**

PUBLIC SERVICES

DESCRIPTION

Nags Head Public Services is comprised of six divisions: Administration, Facilities Maintenance, Fleet Maintenance, and Sanitation, discussed below, and Water Operations and Water Distribution, discussed in the Water Fund section of this budget.

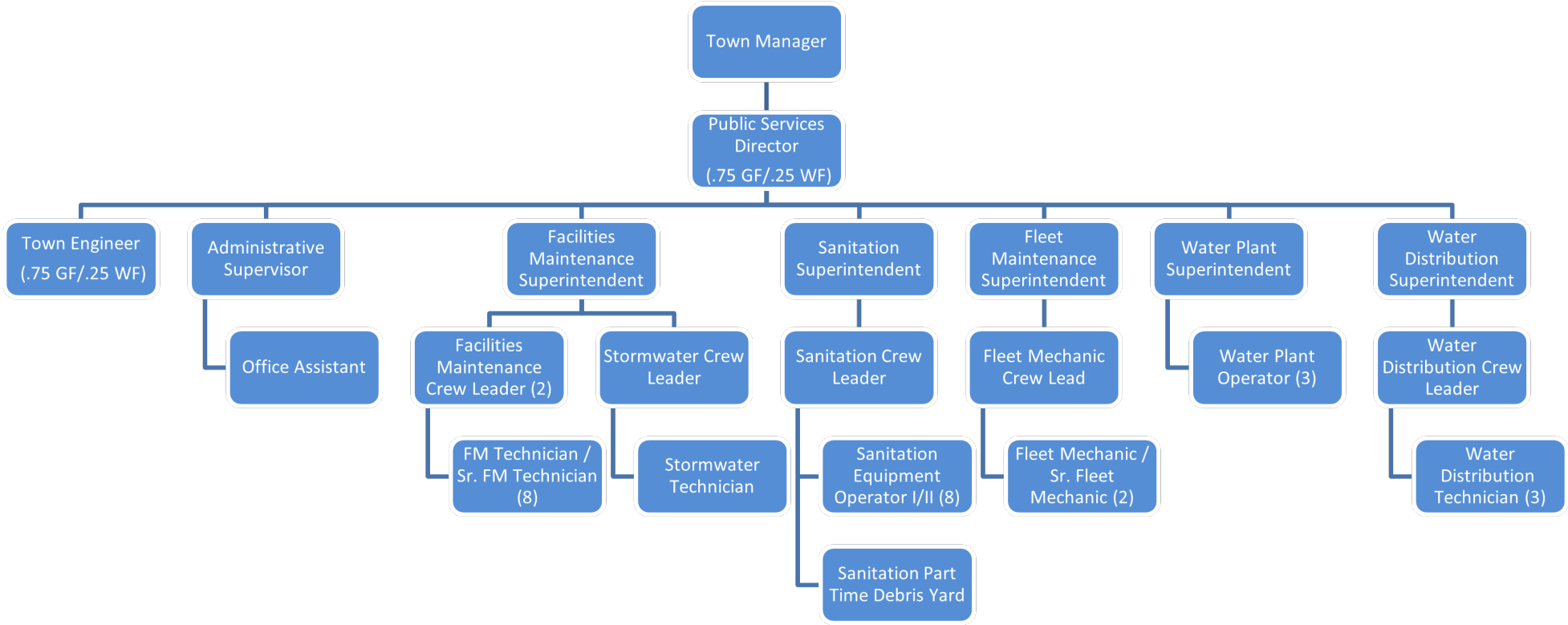
Administration handles public inquiries and provides overall support and technical assistance for the department.

Public Facilities Maintenance maintains the overall appearance and cleanliness of the Town's facilities and provides efficient, cost-effective general maintenance and repair of Town-maintained streets, public beach accesses, buildings, and rights-of-way.

Fleet Maintenance maintains, repairs, and services Town vehicles and heavy equipment. Efficient, cost-effective maintenance of equipment is essential to providing uninterrupted service.

Sanitation collects commercial and residential refuse, including bulk items and brush. This division is also responsible for coordinating the Town’s recycling efforts, which include a subscription-based curbside service contracted through a franchise agreement, and operation and maintenance of the Town’s drop off yard (bulk, brush, etc.).

ORGANIZATIONAL CHART



RECENT ACCOMPLISHMENTS

- Installed electrical conduit as a cost saving project for the new Public Services Facility.
- Remodeled the Bladen Street beach access and the USS Huron gazebo and memorial to improve functionality, safety, and aesthetics.
- Renovated the dog park, including adding a wind barrier, shelter, and benches, to enhance visitor comfort.
- Followed a regular schedule of culvert and ditch maintenance to protect infrastructure, prevent flooding, preserve water quality, and ensure a healthy overall coastal ecosystem.
- Enhanced pedestrian safety and improved the overall appearance of the town through a partnership with rental property managers that addresses sanitation issues through the sanitation cart rollout service for South Virginia Dare Trail and South Old Oregon Inlet Road.
- Diverted 120 tons of cardboard and 50 tons of ABC glass from the landfill, resulting in a cost savings of $14,850.
- Installed 20 solar streetlights at pedestrian crossings to further improve pedestrian safety.
- Secured a second grant for eight cardboard recycling dumpsters and allocated them to local businesses to enhance recycling efforts and sustainability practices within the town.
- Quickly and seamlessly processed 14 new vehicles and 5 new pieces of equipment into the Town's fleet, safeguarding and optimizing employee productivity and performance.
- Began the construction of the new Public Services Complex. Building occupation is expected to be phased in between April 2024 and November 2024. The work is part of a $15 million project to modernize Public Services operations and bring additional on-site enclosed storage for the Town fleet and equipment.
- Initiated a 10-mile-long beachgrass planting project to protect against erosion, preserve habitat, and act as a natural barrier during storms. The project was partially funded by an NCDEQ Coastal Storm Damage Mitigation Grant.
- Redeveloped the bathhouse at the Epstein Street beach access. The project was partially funded by a Division of Coastal Management Beach and Waterfront Access Grant and an Outer Banks Visitors Bureau Tourism Impact Grant.
- Completed the first phase of the South Virginia Dare Trail Muli-Use Path rehabilitation project spanning from East Lakeside Street to East Epstein Street.
- Constructed a pedestrian walkway along West Seachase Drive between South Croatan Highway and Sand Wedge Lane, along East Epstein Street between South Croatan Highway and South Virginia Dare Trail and a sidewalk connection along South Virginia Dare Trail between Bluewater Drive and the Epstein Street bath house satellite parking area.

GOALS AND UPCOMING PROJECTS

- Continue pedestrian and traffic safety improvements throughout the town, including enhancing crosswalk safety through additional lighting and adding traffic calming features on South Virginia Dare Trail and throughout the neighborhoods.
- Continue to inspect and renovate Town-owned infrastructure, including bulkhead replacement and concrete repairs on South Virginia Dare Trail.
- Deliver quality, efficient, and effective solid waste sanitation services that encourage the reduction of solid waste through recycling and remains flexible and readily adaptable to the complexities of growth, change and community needs.
- Begin construction on the Holden and Juncos Street public access dune walkovers, slated to commence in spring 2025, as part of the Town's efforts to maintain its infrastructure.
- Continue to manage the replacement of the pier at the Town's causeway estuarine access. This project is partially funded by a Water Resources Development Grant.
- Distribute the additional, grant-funded cardboard recycling dumpsters to businesses as part of the Town's efforts to enhance recycling and sustainability practices.
- Complete the second phase of the dune grass planting project, comprised of Sea Oats and Bitter Panicum plantings. This would be tentatively scheduled for late spring, early summer plantings.

Metrics Description	FY21-22	FY22-23	FY23-24 Projection	FY24-25 Budget / Goal
Facilities Maintenance:				
Crosswalk Safety Upgrades	2	10	2	4
Bulkhead Replacements	-	3	2	2
Town Hall Exterior Upgrades	-	1	2	2
Sanitation:				
Tons of Residental and Commercial Refuse Collected	9,310	8,447	8,298	8,148
Tons of Recycling Collected	484	531	533	580

FY 2024-25 BUDGET HIGHLIGHTS

PUBLIC SERVICES ADMINISTRATION

- The public services director and town engineer positions are budgeted at a 75% general fund/25% water fund split.
- Trash carts and dumpsters are purchased for resale and are budgeted as purchases for resale.

- Implement the next phase of pedestrian projects on West Baymeadow Drive and West Windjammer Road. Grant funding towards construction would be requested through the Outer Banks Visitors Bureau. Survey costs are provided for the planning of the next phase of the west side multi-use path are budgeted at $35,000.
- The final year of debt service for the above-ground fuel tank conversion is budgeted at $28,031.

PUBLIC SERVICES FACILITIES MAINTENANCE

- South Virginia Dare Trail multi-use path maintenance is funded by a $650,000 Rural Transformation Grant.
- Funds are included for implementing the fourth year of the dune walkover replacement schedule. Replacements will take place at the Holden and Juncos Streets beach accesses. The Juncos Street work will be folded into the proposed Project Area #12 stormwater project and part of a comprehensive beach access improvement project.
- Funds are included for routine building, park, and beach access maintenance.
- Capital Investment Fund expenditures include:
    - Dingo loader- $35,000
    - Multi-use path repairs - $80,000
    - Town Hall window and HVAC replacements - $64,000
    - Trailer - $18,000
    - Lawn mower- $15,800
    - HVAC service contract agreement at all Town buildings - $32,759
    - Additional lighting for crosswalks and beach accesses on South Virginia Dare Trail and South Old Oregon Inlet Road - $12,000
    - Message board for two-way direction messaging - $18,000
    - Debt service totals, primarily for property on Seachase Drive, which was purchased in 2022

PUBLIC SERVICES GARAGE

- Fuel prices are calculated and budgeted on average usage for the prior twelve months and are reflected departmentally. For fiscal year 2024-2025, prices are budgeted at $3.09 per gallon for regular unleaded and $4 per gallon for diesel.

PUBLIC WORKS STATE STREET AID

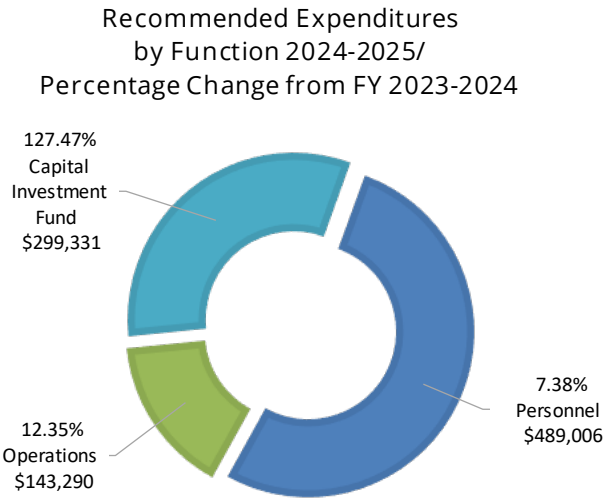
- Powell Bill funds will be combined with streets and stormwater funding from the Capital Investment Fund for infrastructure improvements along the length of the South Memorial Avenue corridor.

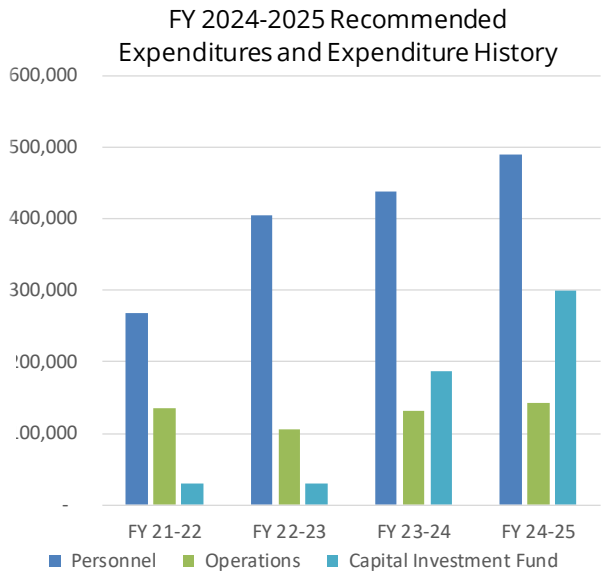
PUBLIC WORKS SANITATION

- An additional full-time sanitation equipment operator position is budgeted.
- Tipping fees are budgeted at $818,730 for an estimated 9,000 residential and commercial tons at $90.97 per ton.
- Construction and demolition fees are budgeted at $63,927 for 900 tons at $71.03 per ton.
- Funding is included for recycling at public Town drop off locations and forty-five recycling contracted cart locations including public beach accesses, parks, and Town buildings, totaling $20,052.
- A recycling supplement of $78 per year is included for an estimated 887 customers using curbside recycling services, totaling $69,186.
- Contracted services are included for six months of enhanced cart rollout services on South Virginia Dare Trail and South Old Oregon Inlet Road, totaling $201,600. This cost is offset by an annual cart rollout fee.
- New dual cameras and GPS systems on sanitation trucks are budgeted for 20 vehicles totaling $12,648.
- Thanks to a third North Carolina Community Waste Reduction and Recycling grant, five dumpsters will be distributed to businesses, and one roll off container will be used exclusively for cardboard recycling by the public.
- Capital Investment fund expenditures include:
    - Replacement commercial front load truck- $379,000
    - The final debt service payment on three sanitation trucks totaling $159,983

BUDGET SUMMARY PUBLIC SERVICES ADMINISTRATION

Expenditures By Type				
Type	**FY 23-24 Estimated Actual**	**FY 23-24 Adopted Budget**	**FY 24-25 Recommended Budget**	**Percent Change**
Personnel	$ 438,771	$ 455,393	$ 489,006	7.38%
Operations	131,975	127,537	143,290	12.35%
Capital Investment Fund	187,696	131,593	299,331	127.47%
Subtotal	758,442	714,523	931,627	30.38%
Cost Reimbursement	(46,659)	(46,659)	(59,765)	
Total	$ 711,783	$ 667,864	$ 871,862	30.54%





LINE-ITEM BUDGET PUBLIC SERVICES ADMINISTRATION

Account Description	Financial Plan 2025-2026	Departmental Requested 2024-2025	Manager's Recommended 2024-2025	Adopted Budget 2023-2024	Amended Budget 2023-2024	Estimated Actual Expenditures 2023-2024	Actual Expenditures 2022-2023	Actual Expenditures 2021-2022
PERSONNEL SERVICES								
SALARIES/WAGES - REGULAR	$ 350,455	$ 328,818	$ 328,818	$ 302,619	$ 302,619	$ 297,308	$ 286,527	$ 178,994
SALARIES - LONGEVITY PAY	11,288	10,642	10,642	10,911	10,911	10,911	-	-
FICA TAX	27,584	25,879	25,879	23,896	23,896	21,392	20,509	12,258
GROUP HEALTH INSURANCE	62,398	60,609	60,609	62,086	62,086	56,075	51,997	51,618
RETIREMENT	49,182	46,143	46,143	40,263	40,263	38,169	34,726	20,413
401 K	18,029	16,915	16,915	15,618	15,618	14,916	11,411	5,518
Subtotal Personnel Services	***$ 518,936***	***$ 489,006***	***$ 489,006***	***$ 455,393***	***$ 455,393***	***$ 438,771***	***$ 405,170***	***$ 268,801***
OPERATIONS								
TRAINING	$ 7,150	$ 9,550	$ 9,550	$ 5,824	$ 5,824	$ 1,022	$ 2,767	$ 515
BUILDING/EQUIPMENT RENTAL	2,100	2,100	2,100	2,100	2,100	2,417	2,405	2,164
TELEPHONE	1,524	1,413	1,413	960	960	1,289	1,294	641
POSTAGE	300	300	300	300	300	352	989	44
ADVERTISING	300	300	300	300	300	-	-	495
FUEL COSTS	2,625	2,500	2,500	2,000	2,000	2,230	2,199	1,237
DEPARTMENT SUPPLIES	8,500	12,600	8,500	8,500	8,500	5,842	5,745	33,425
VEHICLE MAINTENANCE	4,180	3,680	3,680	3,000	3,000	1,104	564	196
UNIFORMS	2,600	2,520	2,520	1,500	1,500	120	120	70
CONTRACTED SERVICES	7,000	7,000	7,000	5,000	5,000	3,000	10,729	9,261
PURCHASES FOR RESALE	100,000	104,980	100,000	92,600	110,246	110,246	75,208	82,685
DUES AND SUBSCRIPTIONS	5,552	5,427	5,427	5,453	5,453	4,353	4,452	4,521
Subtotal Operations	***$ 141,831***	***$ 152,370***	***$ 143,290***	***$ 127,537***	***$ 145,183***	***$ 131,975***	***$ 106,472***	***$ 135,254***
COST REIMBURSEMENT FROM THE WATER FUND								
COST REIMBURSEMENT	***$ (59,765)***	***$ (59,765)***	***$ (59,765)***	***$ (46,659)***	***$ (46,659)***	***$ (46,659)***	***$ (44,749)***	***$ (37,686)***

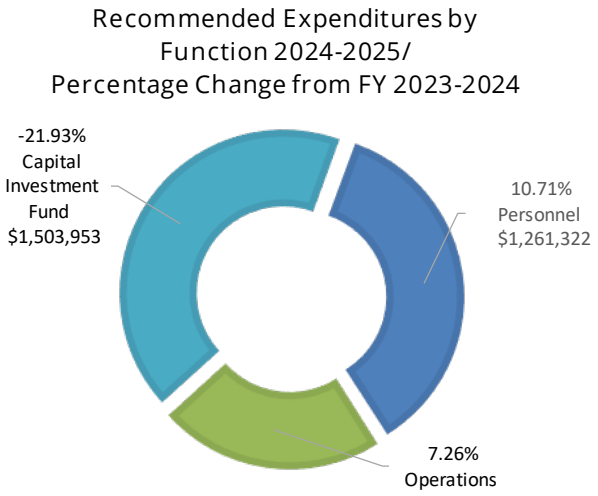
Account Description	Financial Plan 2025-2026	Departmental Requested 2024-2025	Manager's Recommended 2024-2025	Adopted Budget 2023-2024	Amended Budget 2023-2024	Estimated Actual Expenditures 2023-2024	Actual Expenditures 2022-2023	Actual Expenditures 2021-2022
CAPITAL OUTLAY								
CAPITAL OUTLAY IMPROVEMENTS	***$ 355,400***	***$ 271,300***	***$ 271,300***	***$ 102,900***	***$ 159,003***	***$ 159,003***	***$ -***	***$ -***
Capital Investment Fund Transfers								
DEBT SERVICE								
PRINCIPAL	$ 94,440	$ 27,368	$ 27,368	$ 27,368	$ 27,368	$ 27,368	$ 27,368	$ 27,368
INTEREST	-	663	663	1,325	1,325	1,325	1,987	2,649
Subtotal Debt Service	***$ 94,440***	***$ 28,031***	***$ 28,031***	***$ 28,693***	***$ 28,693***	***$ 28,693***	***$ 29,355***	***$ 30,017***
TOTALS	**$ 1,050,842**	**$ 880,942**	**$ 871,862**	**$ 667,864**	**$ 741,613**	**$ 711,783**	**$ 496,248**	**$ 396,386**

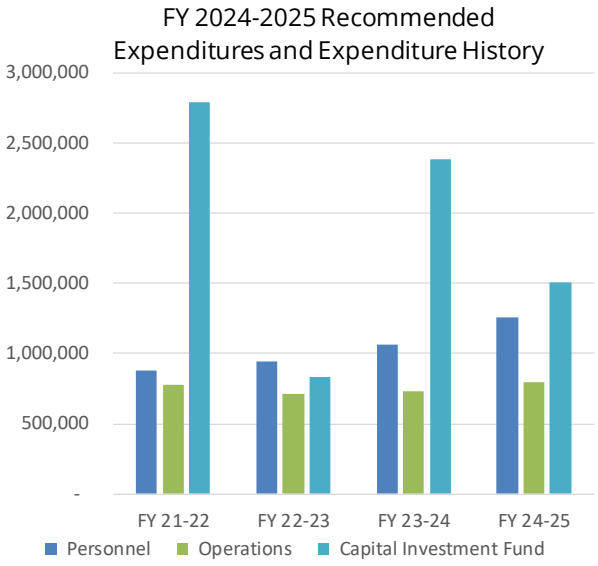
Capital Investment Fund
For the Fiscal Year 2024-2025

Description	Fiscal Year	Estimated Cost	Recommended FY 2024-2025	Financial Plan FY 2025-2026
General Fund				
Public Services Administration:				
Capital Outlay				
W. Baymeadow/W. Windjammer pedestrian project	**24/25**	$ 271,300	$ 271,300	$ -
Carolista Dr./Dune St.-west side multi-use path	25/26	355,400	-	355,400
		$ 626,700	**$ 271,300**	**$ 355,400**
Debt Service				
Fuel tank conversion	19/20	$ 164,208	$ 28,031	$ -
Carolista Dr./Dune St.-west side multi-use path	25/26	1,298,548	-	94,440
		$ 1,462,756	**$ 28,031**	**$ 94,440**

BUDGET SUMMARY PUBLIC WORKS FACILITIES MAINTENANCE

Expenditures By Type				
Type	**FY 23-24 Estimated Actual**	**FY 23-24 Adopted Budget**	**FY 24-25 Recommended Budget**	**Percent Change**
Personnel	$ 1,067,728	$ 1,139,323	$ 1,261,322	10.71%
Operations	733,883	738,812	792,459	7.26%
Capital Investment Fund	2,380,522	1,926,367	1,503,953	-21.93%
Subtotal	4,182,133	3,804,502	3,557,734	-6.49%
Cost Reimbursement	(236,088)	(236,088)	(195,908)	
Total	$ 3,946,045	$ 3,568,414	$ 3,361,826	-5.79%





LINE-ITEM BUDGET PUBLIC WORKS FACILITIES MAINTENANCE

Account Description	Financial Plan 2025-2026	Departmental Requested 2024-2025	Manager's Recommended 2024-2025	Adopted Budget 2023-2024	Amended Budget 2023-2024	Estimated Actual Expenditures 2023-2024	Actual Expenditures 2022-2023	Actual Expenditures 2021-2022
PERSONNEL SERVICES								
SALARIES/WAGES - REGULAR	$ 867,397	$ 819,196	$ 819,196	$ 749,740	$ 749,740	$ 698,051	$ 659,838	$ 618,783
SALARIES - LONGEVITY PAY	17,506	16,018	16,018	18,377	18,377	18,377	-	-
OVERTIME PAY	7,965	7,800	7,800	6,360	6,360	6,360	-	-
HOLIDAY PAY	5,310	5,200	5,200	5,300	5,300	5,300	-	-
FICA TAX	68,297	64,475	64,475	59,240	59,240	51,505	48,859	45,688
GROUP HEALTH INSURANCE	181,531	176,373	176,373	161,770	161,770	156,647	128,937	125,889
RETIREE HEALTH INSURANCE	15,600	15,159	15,159	-	-	7,347	-	-
RETIREMENT	121,775	114,960	114,960	99,817	99,817	89,246	79,638	70,261
401 K	44,639	42,141	42,141	38,719	38,719	34,895	26,155	18,655
Subtotal Personnel Services	***$ 1,330,020***	***$ 1,261,322***	***$ 1,261,322***	***$ 1,139,323***	***$ 1,139,323***	***$ 1,067,728***	***$ 943,427***	***$ 879,276***
OPERATIONS								
TRAINING	$ 15,000	$ 24,000	$ 15,000	$ 13,000	$ 13,000	$ 3,647	$ 3,961	$ 3,661
UTILITIES	233,625	256,625	233,625	233,265	233,265	214,447	208,957	209,290
FUEL COSTS	42,000	40,000	40,000	49,000	49,000	38,270	42,293	34,027
DEPARTMENT SUPPLIES	37,000	92,000	44,000	35,000	35,000	34,170	32,122	36,769
OTHER SUPPLIES	37,638	38,500	37,660	30,000	30,000	25,483	24,735	28,862
MAINT/REPAIR BUILDINGS	96,275	153,425	103,425	84,338	106,188	106,188	95,373	246,859
MAINT/REPAIR EQUIPMENT	26,340	59,295	26,295	35,355	35,355	26,025	28,525	18,368
VEHICLE MAINTENANCE	17,680	20,210	17,210	17,000	17,000	16,194	12,834	9,410
MAINT/REPAIR OTHER	82,000	134,500	89,500	82,000	91,350	91,350	94,700	41,500
UNIFORMS	13,000	13,000	13,000	13,000	13,000	13,000	10,091	7,514
PROFESSIONAL FEES	280	280	280	280	280	100	100	200
SIGNS	27,500	57,500	27,500	33,250	33,250	32,358	32,670	13,694
SPECIAL PROJECTS SAND FENCING	24,000	24,000	24,000	24,000	48,000	48,000	-	23,273
CONTRACTED SERVICES	91,680	90,928	89,238	73,470	73,470	65,619	108,996	84,298
DUES AND SUBSCRIPTIONS	1,726	1,726	1,726	854	854	432	50	-
DOWDY PARK	-	30,000	30,000	15,000	18,600	18,600	21,589	22,894
Subtotal Operations	***$ 745,744***	***$ 1,035,989***	***$ 792,459***	***$ 738,812***	***$ 797,612***	***$ 733,883***	***$ 716,996***	***$ 780,619***

Account Description	Financial Plan 2025-2026	Departmental Requested 2024-2025	Manager's Recommended 2024-2025	Adopted Budget 2023-2024	Amended Budget 2023-2024	Estimated Actual Expenditures 2023-2024	Actual Expenditures 2022-2023	Actual Expenditures 2021-2022
COST REIMBURSEMENT FROM THE WATER FUND								
COST REIMBURSEMENT	***$ (195,908)***	***$ (195,908)***	***$ (195,908)***	***$ (236,088)***	***$ (236,088)***	***$ (236,088)***	***$ (213,004)***	***$ (139,588)***
Capital Investment Fund Transfers								
NON-CAPITAL OUTLAY								
BUILDINGS	$ -	$ 64,000	$ 64,000	$ 65,200	$ 94,633	$ 94,633	$ -	$ -
IMPROVEMENTS	80,000	80,000	80,000	80,000	80,000	80,000	74,994	37,959
EQUIPMENT	12,000	12,000	12,000	20,000	20,000	19,305	25,575	14,250
CONTRACTED SERVICES	33,742	32,759	32,759	31,804	30,371	30,326	-	-
Subtotal Operations	***$ 125,742***	***$ 188,759***	***$ 188,759***	***$ 197,004***	***$ 225,004***	***$ 224,264***	***$ 100,569***	***$ 52,209***
CAPITAL OUTLAY								
LAND	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 872,780
BUILDINGS	80,000	-	-	600,000	946,202	946,202	93,705	890,323
IMPROVEMENTS	598,458	1,220,370	1,034,380	636,500	679,600	679,600	116,920	142,898
OTHER	-	-	-	-	-	-	-	1,890
EQUIPMENT	16,800	83,800	83,800	132,019	131,019	127,415	-	243,478
VEHICLE	220,000	-	-	92,700	134,988	134,897	184,586	203,866
Subtotal Capital Outlay	***$ 915,258***	***$ 1,304,170***	***$ 1,118,180***	***$ 1,461,219***	***$ 1,891,809***	***$ 1,888,114***	***$ 395,211***	***$ 2,355,235***
DEBT SERVICE								
PRINCIPAL	$ 159,898	$ 171,999	$ 171,999	$ 237,553	$ 237,553	$ 237,553	$ 298,925	$ 374,241
INTEREST	20,893	25,015	25,015	30,591	30,591	30,591	37,274	7,868
Subtotal Debt Service	***$ 180,791***	***$ 197,014***	***$ 197,014***	***$ 268,144***	***$ 268,144***	***$ 268,144***	***$ 336,199***	***$ 382,109***
TOTAL	**$ 3,101,647**	**$ 3,791,346**	**$ 3,361,826**	**$ 3,568,414**	**$ 4,085,804**	**$ 3,946,045**	**$ 2,279,398**	**$ 4,309,860**

Capital Investment Fund
For the Fiscal Year 2024-2025

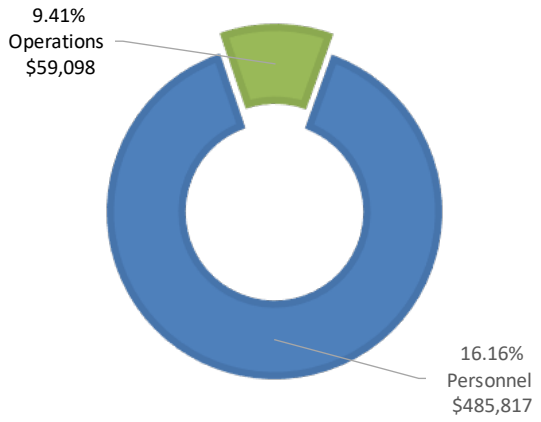
Description	Fiscal Year	Estimated Cost	Recommended FY 2024-2025	Financial Plan FY 2025-2026
General Fund				
Public Works Facilities Maintenance :				
Non-Capital Outlay				
HVAC maintenance agreement	**24/25**	$ 32,759	$ 32,759	$ 33,742
Town Hall window replacements	**24/25**	20,000	20,000	-
Town Hall HVAC replacement	**24/25**	44,000	44,000	-
Crosswalk lighting	**24/25**	12,000	12,000	12,000
Multi-use path repairs	24/25	80,000	80,000	80,000
		$ 188,759	**$ 188,759**	**$ 125,742**
Debt Service				
Dowdy Park lighting	19/20	$ 78,375	$ 13,379	$ -
105 W. Seachase Drive	21/22	1,200,000	142,752	139,908
Loader	21/22	194,795	40,883	40,883
		$ 1,473,170	**$ 197,014**	**$ 180,791**
Capital Outlay				
Beach road multi-use path maintenance	**24/25**	$ 1,900,000	$ 650,000	$ 250,000
Juncos Street beach access maintenance*	**24/25**	203,380	203,380	-
Holden Street beach access maintenance*	**24/25**	181,000	181,000	-
Dingo	**24/25**	35,000	35,000	-
Mower	**24/25**	15,800	15,800	-
Trailer	**24/25**	15,000	15,000	-
Message board	**24/25**	18,000	18,000	-
Hargrove bath house design and construction	25/26	867,500	-	80,000
Gulfstream Street beach access maintenance*	25/26	80,000	-	80,000
June Street beach access maintenance*	25/26	268,458	-	268,458
Mower	25/26	16,800	-	16,800
Tandem dump truck	25/26	220,000	-	220,000
		$ 3,820,938	**$ 1,118,180**	**$ 915,258**

*funding source is capital reserve fund

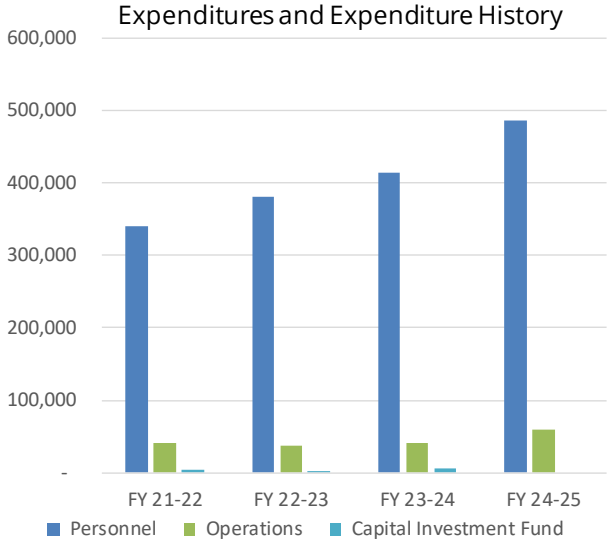
BUDGET SUMMARY PUBLIC WORKS GARAGE

Expenditures By Type				
Type	**FY 23-24 Estimated Actual**	**FY 23-24 Adopted Budget**	**FY 24-25 Recommended Budget**	**Percent Change**
Personnel	$ 414,492	$ 418,242	$ 485,817	16.16%
Operations	41,400	54,017	59,098	9.41%
Capital Investment Fund	5,695	6,400	-	-100.00%
Subtotal	461,587	478,659	544,915	13.84%
Cost Reimbursement	(55,966)	(55,966)	(54,108)	
Total	$ 405,621	$ 422,693	$ 490,807	16.11%

Recommended Expenditures by Function 2024-2025/ Percentage Change from FY 2023-2024



FY 2024-2025 Recommended Expenditures and Expenditure History



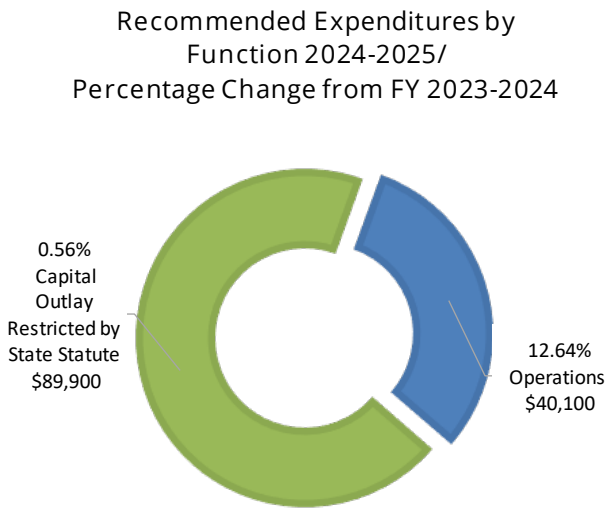


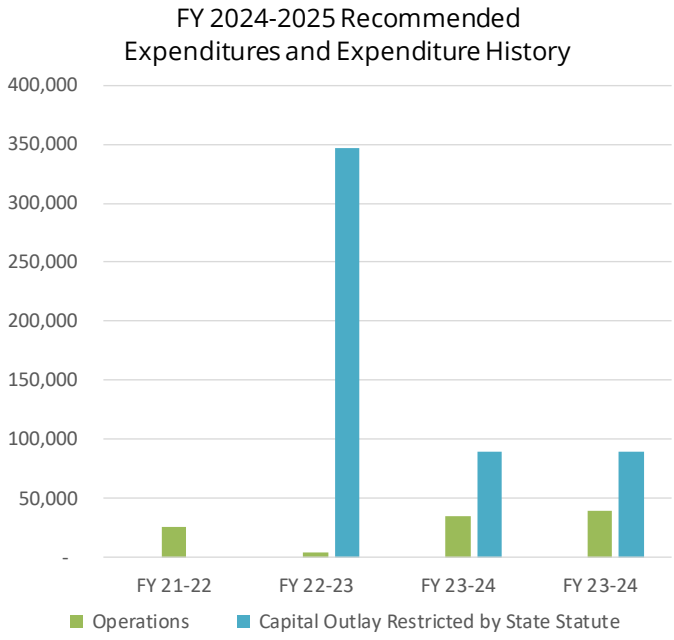
LINE-ITEM BUDGET PUBLIC WORKS GARAGE

Account Description	Financial Plan 2025-2026	Departmental Requested 2024-2025	Manager's Recommended 2024-2025	Adopted Budget 2023-2024	Amended Budget 2023-2024	Estimated Actual Expenditures 2023-2024	Actual Expenditures 2022-2023	Actual Expenditures 2021-2022
PERSONNEL SERVICES								
SALARIES/WAGES - REGULAR	$ 360,064	$ 339,451	$ 339,451	$ 291,107	$ 296,807	$ 289,671	$ 275,341	$ 245,106
SALARIES - LONGEVITY PAY	9,659	8,619	8,619	7,709	7,709	7,709	-	-
OVERTIME PAY	562	551	551	530	530	530	-	-
HOLIDAY PAY	562	551	551	530	530	530	-	-
FICA TAX	28,370	26,712	26,712	22,941	24,241	22,632	20,722	18,391
GROUP HEALTH INSURANCE	46,163	44,847	44,847	41,777	41,777	42,596	40,735	40,647
RETIREMENT	50,584	47,627	47,627	38,654	38,654	36,514	33,509	28,009
401 K	18,542	17,459	17,459	14,994	15,294	14,310	11,011	7,444
Subtotal Personnel Services	***$ 514,506***	***$ 485,817***	***$ 485,817***	***$ 418,242***	***$ 425,542***	***$ 414,492***	***$ 381,318***	***$ 339,597***
OPERATIONS								
TRAINING	$ 3,695	$ 3,695	$ 3,695	$ 3,695	$ 3,695	$ 805	$ 2,254	$ 70
FUEL COSTS	2,100	2,000	2,000	2,000	2,000	1,365	1,135	1,285
DEPARTMENT SUPPLIES	18,250	22,575	22,575	18,250	18,250	17,731	17,620	21,883
OTHER SUPPLIES	16,268	17,088	17,088	16,072	16,072	14,775	13,237	14,126
MAINT/REPAIR EQUIPMENT	5,840	5,840	5,840	5,840	5,840	2,412	108	1,684
VEHICLE MAINTENANCE	2,500	2,500	2,500	2,250	2,250	1,193	705	368
UNIFORMS	3,900	3,550	3,550	3,550	3,550	1,949	1,744	1,593
PROFESSIONAL FEES	900	900	900	900	900	-	-	-
CONTRACTED SERVICES	950	950	950	1,460	1,460	1,170	1,097	662
Subtotal Operations	***$ 54,403***	***$ 59,098***	***$ 59,098***	***$ 54,017***	***$ 54,017***	***$ 41,400***	***$ 37,900***	***$ 41,671***
COST REIMBURSEMENT FROM THE WATER FUND								
COST REIMBURSEMENT	***$ (54,108)***	***$ (54,108)***	***$ (54,108)***	***$ (55,966)***	***$ (55,966)***	***$ (55,966)***	***$ (49,306)***	***$ (40,387)***
Capital Investment Fund Transfers								
CAPITAL OUTLAY								
CAPITAL OUTLAY EQUIPMENT	***$ -***	***$ -***	***$ -***	***$ 6,400***	***$ 6,400***	***$ 5,695***	***$ 3,007***	***$ 3,322***
TOTAL	***$ 514,801***	***$ 490,807***	***$ 490,807***	***$ 422,693***	***$ 429,993***	***$ 405,621***	***$ 372,919***	***$ 344,203***

BUDGET SUMMARY STATE STREET AID (POWELL BILL)

Expenditures By Type				
Type	**FY 23-24 Estimated Actual**	**FY 23-24 Adopted Budget**	**FY 24-25 Recommended Budget**	**Percent Change**
Operations	35,600	35,600	40,100	12.64%
Capital Outlay Restricted by State Statute	89,400	89,400	89,900	0.56%
Total	$ 125,000	$ 125,000	$ 130,000	4.00%





LINE-ITEM BUDGET STATE STREET AID (POWELL BILL)

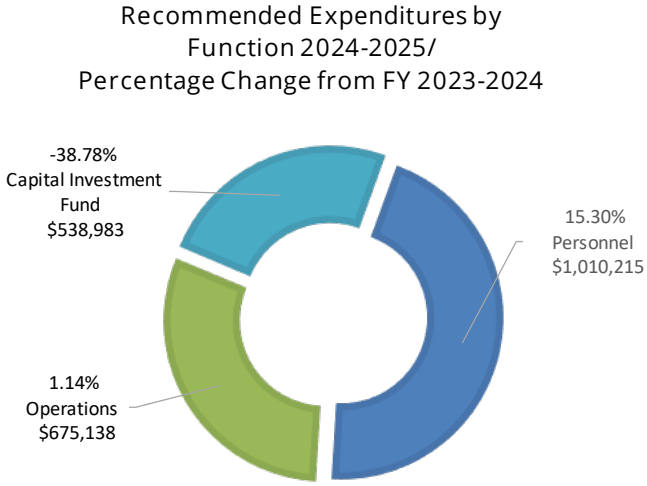
Account Description	Financial Plan 2025-2026	Departmental Requested 2024-2025	Manager's Recommended 2024-2025	Adopted Budget 2023-2024	Amended Budget 2023-2024	Estimated Actual Expenditures 2023-2024	Actual Expenditures 2022-2023	Actual Expenditures 2021-2022
OPERATIONS								
STREET SUPPLIES	***$ 40,100***	***$ 40,100***	***$ 40,100***	***$ 35,600***	***$ 35,600***	***$ 35,600***	***$ 4,388***	***$ 25,685***
CAPITAL OUTLAY								
INFRASTRUCTURE	$ 89,900	$ 89,900	$ 89,900	$ 89,400	$ 89,400	$ 89,400	$ 346,131	$ -
Subtotal Capital Outlay	***$ 89,900***	***$ 89,900***	***$ 89,900***	***$ 89,400***	***$ 89,400***	***$ 89,400***	***$ 346,131***	***$ -***
TOTAL	**$ 130,000**	**$ 130,000**	**$ 130,000**	**$ 125,000**	**$ 125,000**	**$ 125,000**	**$ 350,519**	**$ 25,685**

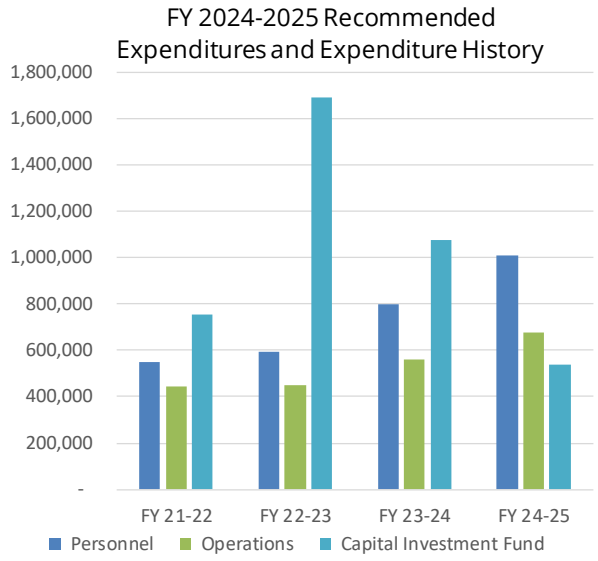
Capital Investment Fund
For the Fiscal Year 2024-2025

Description	Fiscal Year	Estimated Cost	Recommended FY 2024-2025	Financial Plan FY 2025-2026
General Fund				
State Street Aid (Powell Bill):				
Capital Outlay				
Streets-Stormwater-Water (Streets-Stormwater paving)	**24/25**	**$ 89,900**	**$ 89,900**	**$ 89,900**

BUDGET SUMMARY PUBLIC WORKS SANITATION

Expenditures By Type				
Type	**FY 23-24 Estimated Actual**	**FY 23-24 Adopted Budget**	**FY 24-25 Recommended Budget**	**Percent Change**
Personnel	$ 798,685	$ 876,167	$ 1,010,215	15.30%
Operations	557,952	667,497	675,138	1.14%
Capital Investment Fund	1,073,268	880,450	538,983	-38.78%
Total	$ 2,429,905	$ 2,424,114	$ 2,224,336	-8.24%





LINE-ITEM BUDGET PUBLIC WORKS SANITATION

Account Description	Financial Plan 2025-2026	Departmental Requested 2024-2025	Manager's Recommended 2024-2025	Adopted Budget 2023-2024	Amended Budget 2023-2024	Estimated Actual Expenditures 2023-2024	Actual Expenditures 2022-2023	Actual Expenditures 2021-2022
PERSONNEL SERVICES								
SALARIES/WAGES - REGULAR	$ 653,810	$ 615,097	$ 615,097	$ 542,846	$ 542,846	$ 494,024	$ 468,814	$ 391,057
SALARIES - LONGEVITY PAY	6,064	5,112	5,112	4,219	4,219	4,219	-	-
SALARIES/WAGES - PARTTIME	23,262	22,162	22,162	20,785	20,785	20,785	-	-
OVERTIME PAY	9,568	9,370	9,370	9,010	9,010	9,010	-	-
HOLIDAY PAY	13,805	13,520	13,520	13,523	13,523	13,523	-	-
FICA TAX	53,698	50,544	50,544	42,257	42,257	35,023	33,747	27,901
GROUP HEALTH INSURANCE	164,923	160,227	160,227	128,810	128,810	122,306	103,363	90,938
RETIREES GROUP HEALTH INSURANCE	15,600	15,159	15,159	19,614	19,614	19,593	28,728	28,717
RETIREMENT	92,571	87,097	87,097	68,523	68,523	57,639	54,340	43,053
401 K	33,934	31,927	31,927	26,580	26,580	22,563	17,858	11,379
Subtotal Personnel Services	***$ 1,067,235***	***$ 1,010,215***	***$ 1,010,215***	***$ 876,167***	***$ 876,167***	***$ 798,685***	***$ 706,850***	***$ 593,045***
OPERATIONS								
TRAINING	$ 2,850	$ 3,500	$ 3,500	$ 2,850	$ 2,850	$ 844	$ 903	$ 2,047
ADVERTISING	500	500	500	500	500	238	238	119
FUEL COSTS	157,500	150,000	150,000	185,000	185,000	134,886	146,764	125,857
DEPARTMENT SUPPLIES	43,740	58,865	45,680	35,000	35,000	27,639	51,506	21,222
MAINT/REPAIR EQUIPMENT	8,500	8,500	8,500	8,500	8,500	1,500	3,702	1,116
VEHICLE MAINTENANCE	145,000	228,425	145,000	135,000	135,000	99,766	115,448	132,541
UNIFORMS	9,620	9,620	9,620	8,600	8,600	8,063	5,528	4,583
CONTRACTED SERVICES	201,600	201,600	201,600	201,400	201,400	198,000	196,080	87,500
RECYCLING	92,906	110,738	110,738	90,647	90,647	87,016	65,435	75,941
Subtotal Operations	***$ 662,216***	***$ 771,748***	***$ 675,138***	***$ 667,497***	***$ 667,497***	***$ 557,952***	***$ 585,604***	***$ 450,926***

Account Description	Financial Plan 2025-2026	Departmental Requested 2024-2025	Manager's Recommended 2024-2025	Adopted Budget 2023-2024	Amended Budget 2023-2024	Estimated Actual Expenditures 2023-2024	Actual Expenditures 2022-2023	Actual Expenditures 2021-2022
Capital Investment Fund Transfers								
CAPITAL OUTLAY								
VEHICLE	$ 825,000	$ 622,000	$ 379,000	$ 659,350	$ 852,168	$ 852,168	$ 532,416	$ 1,227,336
EQUIPMENT	-	-	-	-	-	-	32,368	18,468
Subtotal Capital Outlay	***$ 825,000***	***$ 622,000***	***$ 379,000***	***$ 659,350***	***$ 852,168***	***$ 852,168***	***$ 564,784***	***$ 1,245,804***
DEBT SERVICE								
PRINCIPAL	$ -	$ 157,386	$ 157,386	$ 214,904	$ 214,904	$ 214,904	$ 272,507	$ 426,230
INTEREST	-	2,597	2,597	6,196	6,196	6,196	10,606	17,977
Subtotal Debt Service	***$ -***	***$ 159,983***	***$ 159,983***	***$ 221,100***	***$ 221,100***	***$ 221,100***	***$ 283,113***	***$ 444,207***
TOTAL	**$ 2,554,451**	**$ 2,563,946**	**$ 2,224,336**	**$ 2,424,114**	**$ 2,616,932**	**$ 2,429,905**	**$ 2,140,351**	**$ 2,733,982**

Capital Investment Fund
For the Fiscal Year 2024-2025

Description	Fiscal Year	Estimated Cost	Recommended FY 2024-2025	Financial Plan FY 2025-2026
General Fund				
Public Works Sanitation:				
Debt Service				
Residential Truck	20/21	$ 274,533	$ 55,813	$ -
Boom truck	20/21	236,876	48,157	-
Side Load truck	20/21	275,521	56,013	-
		$ 786,930	**$ 159,983**	**$ -**
Capital Outlay				
Front Load Truck	**24/25**	$ 379,000	$ 379,000	-
Front Load Truck	25/26	425,000	-	425,000
Residential Truck	25/26	400,000	-	400,000
		$ 1,204,000	**$ 379,000**	**$ 825,000**

LINE-ITEM BUDGET SOLID WASTE DISPOSAL

Account Description	Financial Plan 2025-2026	Departmental Requested 2024-2025	Manager's Recommended 2024-2025	Adopted Budget 2023-2024	Amended Budget 2023-2024	Estimated Actual Expenditures 2023-2024	Actual Expenditures 2022-2023	Actual Expenditures 2021-2022
OPERATIONS								
TIPPING FEES	$ 882,657	$ 882,657	$ 882,657	$ 902,950	$ 902,950	$ 851,236	$ 817,785	$ 807,055
TOTAL	**$ 882,657**	**$ 882,657**	**$ 882,657**	**$ 902,950**	**$ 902,950**	**$ 851,236**	**$ 817,785**	**$ 807,055**

STREETS AND STORMWATER

DESCRIPTION

The Streets and Stormwater Department reflects a more holistic approach to the planning, design, and construction of combined streets, stormwater, and water main project work. This methodology combines the various utility and infrastructure plans and prioritizes them into a single combined project plan. An economy of scale and a more streamlined approach will be achieved in combining multiple paving projects along with associated drainage improvements and waterline upgrades. This integrated method uses a neighborhood-by-neighborhood approach based on a five-year paving plan. The pavement maintenance plan addresses maintenance of all Town-owned streets (37 miles) over a period of 20 years.

RECENT ACCOMPLISHMENTS

- Constructed drainage infrastructure improvements in the Old Nags Head Place neighborhood. The project is funded in part by the Old Nags Head Place Homeowners Association ($100,000) and a Golden LEAF flood mitigation grant ($250,000), with the balance from the remaining funds in the Stormwater Capital Reserve accounting for a total project.
- Completed activities associated with the Resilient Coastal Communities Program grant. Work was comprised of initial investigations and preliminary engineering work for stormwater Project Area #12.
- Completed construction design and bid package plans for submission to the North Carolina Division of Water Infrastructure for the LASII Construction Grant for Project Area #13. The Project Area #12 design and bid package is in progress.
- Received Engineering Report approval for the North Carolina Department of Environmental Quality (NCDEQ) Local Assistance for Stormwater Infrastructure Investments (LASII) Program construction grant for stormwater Project Areas #12 and #13.
- Submitted a NCDEQ Local Assistance for Stormwater Infrastructure Investments (LASII) Program construction grant application for the Project Area #4, (South Wrightsville Avenue/Bonnett Street)
- Applied for a Water Resources Development grant to assist with infrastructure improvements associated with Project Area #12 (Juncos Street).
- Received a Golden LEAF Flood Mitigation Grant to assist with infrastructure replacement/upgrades at the following intersection along South Memorial Avenue: Albatross Street, Atlas Street, Driftwood Street, Gallery Row, Abalone Street, and Bittern Street.
- Replaced the South Wrightsville Avenue cross street culvert pipe.

- Conducted ditch repair work at Fire Station 16, East Bergen Court, and South Memorial Avenue.
- Performed drainage improvement work along East Barnes Street, Deer Run Court, Blue Jay Street, Lakeside Street, Bainbridge Street, Finch Street, Glidden Street, and Dune Street.
- Conducted several rounds of town-wide preventative drainage infrastructure maintenance activities to include sediment, vegetation, and debris removal.
- Completed an aquatic weed spray on the ditch along South Old Oregon Inlet Road.

GOALS AND UPCOMING PROJECTS

- Focus on existing storm drain and asbestos cement (A/C) waterline replacements in advance of the year 4 paving work along the South Memorial Avenue corridor between East Eighth Street and East Bladen Street. Asbestos cement water main replacements are scheduled along South Memorial Avenue between East Eighth Street and Atlas Street, and near East Blackman Street. Additional A/C water main replacements are scheduled along the length of Ario Street, Atlas Street, and Albatross Street. Existing cross-street culvert pipes are scheduled to be replaced along South Memorial Avenue. Once the water main and drainage infrastructure are in place, street resurfacing can be conducted along the length of South Memorial Avenue, from Eighth Street to Bittern Street.
- Submit a Golden LEAF flood mitigation grant application in support of the Gallery Row drainage infrastructure improvements. Drainage infrastructure improvements are scheduled along South Wrightsville Avenue, East Gallery Row, and a segment of South Memorial Avenue. The intent of the proposal is to reroute drainage from an existing private property connection and locate it within the public right-of-way where the Town can operate and maintain the proposed facilities.
- The $2,957,961 NCDEQ LASII grant was awarded for implementation of two separate stormwater projects in south Nags Head. Of the two projects, Project Area #13, located between Hargrove Street and Tides Drive, is more shovel-ready than Project Area #12, situated between James Street and Juncos Street, and is, therefore, being requested for construction in FY 24-25. Project Area #13 intends to install an innovative nature-based solution to reduce the frequency, depth, and duration of flooding along a half mile stretch of South Old Oregon Inlet Road. The project consists of installing +/-2,400 linear feet of perforated pipe under the existing grassed shoulder on the eastern side of the roadway approximately from Hargrove Street to Tides Drive. Collection pipes will connect to a wet well near Harvest Drive. A submersible pump will distribute runoff to an infiltration gallery located north of Fire Station 21 on the west side of South Old Oregon Inlet Road, where the pumped floodwaters will soak into a shallow infiltration basin. Bid and design package approval with be required in addition to the authority to award the project in advance of construction contract execution. A fall/winter 2024 construction schedule is anticipated.
- The schedule for Project Area #12 is currently trailing behind Project Area #13 by four months due to environmental permitting. Once the design and bid package approval is received and permits submitted, the project will be advertised with an end of the calendar

year contract execution. With an estimated construction period of 12 months, the project will likely be bid as either a phased approach or under a single continuous project period.

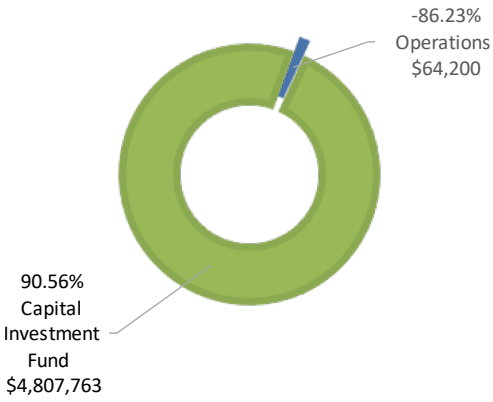
FY 2024-25 BUDGET HIGHLIGHTS

- Powell Bill State Street Aid of $89,900 and grant funding of $748,850 are budgeted in conjunction with streets and stormwater funding of $1,623,602 towards design, drainage, and resurfacing paving projects in the following areas:
    - Street Resurfacing: South Memorial Avenue from East Bittern Street to East Eighth Street, Ario Street, Albatross Street, Atlas Street, Lark Avenue, Pond Avenue, and Gannett Street.
    - Drainage infrastructure replacements near the following intersections: Bittern Street, Abalone Street, Atlas Street, Albatross Street, Gallery Row, and Driftwood Street.
    - Drainage infrastructure Improvements along a portion of South Wrightsville Avenue, East Gallery Row, and a short segment of South Memorial Avenue.
- Construction of the grant-funded Project Areas #12 and #13. An additional $100,000 is budgeted for construction administration.
- Stormwater Master planning will commence and is funded entirely through a NCDEQ LASII Local Assistance for Stormwater Infrastructure Investments (LASII) planning grant in the amount of $400,000. This will include a comprehensive update to the 2006 Stormwater Master Plan, encompassing asset inventory, capital improvement planning, review of policies and procedures, ordinance review, and watershed planning.
- Funding of $36,250 is budgeted for storm drain repair work and existing pump maintenance.

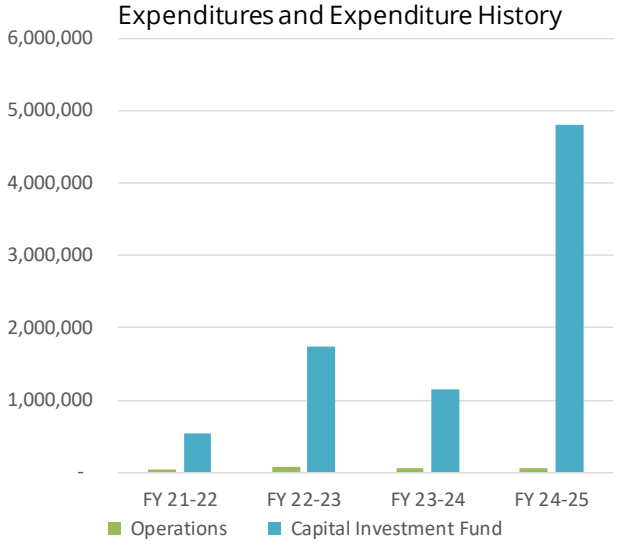
BUDGET SUMMARY STREETS AND STORMWATER

Expenditures By Type				
Type	**FY 23-24 Estimated Actual**	**FY 23-24 Adopted Budget**	**FY 24-25 Recommended Budget**	**Percent Change**
ersonnel	$ -	$ -	$ -	
)perations	57,537	466,200	64,200	-86.23%
apital Investment Fund	1,152,726	2,522,969	4,807,763	90.56%
ubtotal	1,210,263	2,989,169	4,871,963	62.99%
ost Reimbursement	-	-	-	
otal	$ 1,210,263	$ 2,989,169	$ 4,871,963	62.99%

Recommended Expenditures by Function 2024-2025/ ercentage Change from FY 2023-2024



FY 2024-2025 Recommended Expenditures and Expenditure History



LINE-ITEM BUDGET STREETS AND STORMWATER

Account Description	Financial Plan 2025-2026	Departmental Requested 2024-2025	Manager's Recommended 2024-2025	Adopted Budget 2023-2024	Amended Budget 2023-2024	Estimated Actual Expenditures 2023-2024	Actual Expenditures 2022-2023	Actual Expenditures 2021-2022
OPERATIONS								
UTILITIES	$ 3,000	$ 2,750	$ 2,750	$ 2,750	$ 1,250	$ 1,146	$ 556	$ 664
FUEL COSTS	2,363	2,250	2,250	2,000	2,000	1,986	2,080	1,217
DEPARTMENT SUPPLIES	10,550	23,200	10,500	10,500	6,200	6,109	10,930	2,049
MAINT/REPAIR EQUIPMENT	10,250	16,250	10,250	6,250	1,250	981	8,078	4,259
PROFESSIONAL FEES	-	4,000	-	-	-	-	100	100
PROF FEE/WATER QUALITY TESTING	2,200	2,200	2,200	2,200	2,200	1,740	2,165	1,975
CONTRACTED SERVICES	36,250	36,250	36,250	442,500	445,575	45,575	61,841	25,679
Subtotal Operations	***$ 64,613***	***$ 86,900***	***$ 64,200***	***$ 466,200***	***$ 458,475***	***$ 57,537***	***$ 85,750***	***$ 35,943***
Capital Investment Fund Transfers								
CAPITAL OUTLAY								
EQUIPMENT	$ 79,500	$ -	$ -	$ -	$ -	$ -	$ 183,378	$ -
INFRASTRUCTURE	408,248	5,007,763	4,807,763	2,464,774	2,575,150	1,098,671	1,446,185	403,487
VEHICLE	-	-	-	58,195	54,195	54,055	-	-
Subtotal Capital Outlay	***$ 487,748***	***$ 5,007,763***	***$ 4,807,763***	***$ 2,522,969***	***$ 2,629,345***	***$ 1,152,726***	***$ 1,629,563***	***$ 403,487***
DEBT SERVICE								
PRINCIPAL	$ -	$ -	$ -	$ -	$ -	$ -	$ 109,162	$ 124,000
INTEREST	-	-	-	-	-	-	3,395	7,251
Subtotal Debt Service	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ 112,557***	***$ 131,251***
TOTAL	**$ 552,361**	**$ 5,094,663**	**$ 4,871,963**	**$ 2,989,169**	**$ 3,087,820**	**$ 1,210,263**	**$ 1,827,870**	**$ 570,681**

Capital Investment Fund
For the Fiscal Year 2024-2025

Description	Fiscal Year	Estimated Cost	Recommended FY 2024-2025	Financial Plan FY 2025-2026
General Fund				
Streets and Stormwater:				
Capital Outlay				
Streets-Stormwater S. Memorial Ave. corridor***	**24/25**	$ 1,540,702	$ 1,540,702	-
S. Old Oregon Inlet Road Project Area #13	**24/25**	1,264,237	1,264,237	-
Stormwater Master Plan update	**24/25**	400,000	400,000	-
S. Old Oregon Inlet Road Project Area #12	**24/25**	1,602,824	1,602,824	-
Streets-Stormwater Ida St., Tides Dr., Holden St., Sea Gull Sr., Bodie Island Ct., James St., June St., Indigo St., Dune St., Dunn St., Glidden St., Grey Eagle St., Gull St.***	25/26	258,248	-	258,248
Culvert cleaner	25/26	79,500	-	79,500
Village at Nags Head drainage infrastructure	25/26	150,000	-	150,000
		$ 5,295,511	**$ 4,807,763**	**$ 487,748**

***less $89,900 State street aid (Powell Bill) funding each year

WATER FUND SUMMARY

REVENUES AND EXPENSES SUMMARY

Description	Financial Plan 2025-2026	Departmental Requested 2024-2025	Manager's Recommended 2024-2025	Adopted Budget 2023-2024	Amended Budget 2023-2024	Estimated Actual Expenses 2023-2024	Actual Expenses 2022-2023	Actual Expenses 2021-2022
REVENUES								
Water Utility Sales	$ 4,190,000	$ 4,190,000	$ 4,190,000	$ 4,190,000	$ 4,190,000	$ 4,184,000	$ 3,758,134	$ 3,760,396
Other Operating Revenue	74,000	73,800	73,800	66,800	66,800	82,288	85,269	77,414
Restricted Intergovernmental	-	-	-	-	287,397	62,290	474,062	474,062
Investment Earnings	51,500	51,500	51,500	45,850	45,850	62,600	(17,288)	(288,637)
Other Revenue	2,000	2,000	2,000	1,300	1,300	2,000	34,056	18,750
Other Finance Sources	1,400,208	979,913	598,108	145,192	367,228	35,000	29,838	82,237
TOTAL	***$ 5,717,708***	***$ 5,297,213***	***$ 4,915,408***	***$ 4,449,142***	***$ 4,958,575***	***$ 4,428,178***	***$ 4,364,071***	***$ 4,124,222***
EXPENSES								
Interfund	$ 75,000	$ 75,000	$ 75,000	$ 75,000	$ 75,000	$ 25,000	$ 24,775	$ 23,412
Water Administration	889,066	891,495	888,995	698,858	699,558	629,696	318,777	300,729
Septic Health	391,262	250,403	250,403	305,452	419,011	346,020	194,792	262,109
Water Operations	2,041,862	2,060,206	2,017,716	1,790,992	1,797,665	1,795,873	1,678,409	1,896,117
Water Distribution	2,320,518	2,020,109	1,683,294	1,578,840	1,967,341	1,307,545	1,794,805	2,171,257
TOTAL	***$ 5,717,708***	***$ 5,297,213***	***$ 4,915,408***	***$ 4,449,142***	***$ 4,958,575***	***$ 4,104,134***	***$ 4,011,558***	***$ 4,653,624***

REVENUES-RECOMMENDED

Account Description	Financial Plan 2025-2026	Manager's Recommended 2024-2025	Adopted Budget 2023-2024	Amended Budget 2023-2024	Estimated Actual Revenues 2023-2024	Actual Revenues 2022-2023	Actual Revenues 2021-2022
OPERATING REVENUES							
WATER UTILITY SALES	$ 4,190,000	$ 4,190,000	$ 4,190,000	$ 4,190,000	$ 4,184,000	$ 3,758,134	$ 3,760,396
10% LATE PAYMENT PENALTY	25,000	25,000	20,000	20,000	25,833	23,289	25,275
SYSTEM DEVELOPMENT FEES	25,000	25,000	25,000	25,000	25,000	24,775	23,412
AMMONS DARE FEES	-	-	-	-	-	8,000	4,000
TAPS AND CONNECTION FEES	22,000	22,000	20,000	20,000	28,655	27,505	21,277
NON-PAYMENT FEES	2,000	1,800	1,800	1,800	2,800	1,700	3,450
Subtotal Operating Revenues	***$ 4,264,000***	***$ 4,263,800***	***$ 4,256,800***	***$ 4,256,800***	***$ 4,266,288***	***$ 3,843,403***	***$ 3,837,810***
RESTRICTED INTERGOVERNMENTAL							
GRANTS-AMERICAN RESCUE PLAN	$ -	$ -	$ -	$ -	$ -	$ 474,062	$ 474,062
INTERGOVERNMENTAL GRANTS	-	-	-	287,397	62,290	-	-
Subtotal Restricted Intergovernmental	***$ -***	***$ -***	***$ -***	***$ 287,397***	***$ 62,290***	***$ 474,062***	***$ 474,062***
INVESTMENT EARNINGS							
INTEREST ON CASH/INVESTMENTS	$ 50,000	$ 50,000	$ 45,000	$ 45,000	$ 60,000	$ (18,675)	$ (289,593)
SEPTIC LOAN INTEREST PAID	1,500	1,500	850	850	2,600	1,387	956
Subtotal Investment Earnings	***$ 51,500***	***$ 51,500***	***$ 45,850***	***$ 45,850***	***$ 62,600***	***$ (17,288)***	***$ (288,637)***
OTHER REVENUE							
INSURANCE PROCEEDS	$ -	$ -	$ -	$ -	$ -	$ -	$ 16,850
CONTRIBUTIONS	-	-	-	-	-	32,556	-
MISCELLANEOUS REVENUES	2,000	2,000	1,300	1,300	2,000	1,500	1,900
Subtotal Other Revenue	***$ 2,000***	***$ 2,000***	***$ 1,300***	***$ 1,300***	***$ 2,000***	***$ 34,056***	***$ 18,750***
OTHER FINANCE SOURCES							
SEPTIC LOAN PRINCIPAL PAID	$ 25,000	$ 25,000	$ 24,000	$ 24,000	$ 35,000	$ 29,838	$ 24,998
TRANSFER FROM WATER CAPITAL RESERVE	-	55,000	30,000	30,000	-	-	57,130
TRANSFER FROM NAGS HEAD LEASING FUND	-	-	-	-	-	-	109
APPROPRIATED NET POSITION	1,375,208	518,108	91,192	313,228	-	-	-
Subtotal Other Finance Sources	***$ 1,400,208***	***$ 598,108***	***$ 145,192***	***$ 367,228***	***$ 35,000***	***$ 29,838***	***$ 82,237***
TOTAL	***$ 5,717,708***	***$ 4,915,408***	***$ 4,449,142***	***$ 4,958,575***	***$ 4,428,178***	***$ 4,364,071***	***$ 4,124,222***

EXPENSES BY ACCOUNT

Account Description	Financial Plan 2025-2026	Departmental Requested 2024-2025	Manager's Recommended 2024-2025	Adopted Budget 2023-2024	Amended Budget 2023-2024	Estimated Actual Expenses 2023-2024	Actual Expenses 2022-2023	Actual Expenses 2021-2022
PERSONNEL SERVICES								
SALARIES/WAGES - REGULAR	$ 851,780	$ 802,073	$ 802,073	$ 759,206	$ 759,206	$ 733,852	$ 681,721	$ 689,086
SALARIES - LONGEVITY PAY	14,710	13,951	13,951	15,158	15,158	15,158	-	-
OVERTIME PAY	2,447	2,398	2,398	2,279	2,279	2,279	-	-
HOLIDAY PAY	8,461	8,287	8,287	7,950	7,950	7,950	-	-
FICA TAX	66,870	62,994	62,994	59,741	59,741	53,453	48,631	49,479
GROUP HEALTH INSURANCE	165,215	160,476	160,476	217,433	217,433	163,054	155,064	159,934
RETIREES GROUP HEALTH INSUR	15,600	15,159	15,159	14,710	14,710	14,693	14,364	14,358
RETIREMENT	119,231	112,315	112,315	100,661	100,661	94,504	82,461	78,397
401 K	43,706	41,172	41,172	39,045	39,045	36,726	27,098	20,817
Subtotal Personnel Services	**$ 1,288,020**	**$ 1,218,825**	**$ 1,218,825**	**$ 1,216,183**	**$ 1,216,183**	**$ 1,121,669**	**$1,009,339**	**$ 1,012,071**
OPERATIONS								
TRAINING	16,700	18,700	18,700	17,600	17,600	11,356	8,862	4,783
BUILDING/EQUIPMENT RENTAL	790	790	790	940	940	168	258	316
TELEPHONE	6,680	8,463	8,463	8,463	8,463	3,082	2,403	3,055
UTILITIES	75,000	89,300	75,000	54,200	54,200	75,379	40,658	51,289
POSTAGE	18,000	18,000	18,000	20,150	21,802	16,308	12,854	13,966
ADVERTISING	3,500	3,800	3,800	3,800	3,800	1,340	1,808	979
PRINTING	2,300	2,300	2,300	6,135	10,847	9,497	770	3,102
FUEL COSTS	24,675	23,500	23,500	25,500	25,500	19,692	19,571	19,935
STREET SUPPLIES	3,096	3,240	3,240	3,240	3,240	2,681	3,074	1,440
DEPARTMENT SUPPLIES	85,450	93,415	76,725	63,750	63,750	57,538	64,125	58,617
OTHER SUPPLIES	20,000	39,700	20,000	28,700	28,700	26,381	26,717	16,671
MAINT/REPAIR BUILDINGS	3,300	3,000	3,000	3,000	3,000	-	79,496	3,900
MAINT/REPAIR EQUIPMENT	44,950	66,055	48,655	56,505	56,505	13,032	70,607	13,942
VEHICLE MAINTENANCE	7,650	8,790	7,450	4,690	4,690	2,704	3,040	2,647
MAINT/REPAIR OTHER	30,000	39,775	30,000	30,000	30,000	16,047	24,111	9,702
UNIFORMS	8,200	7,200	7,200	7,200	7,200	5,762	5,367	4,746
PROFESSIONAL FEES	58,787	58,250	58,250	50,845	51,906	23,386	22,516	45,070
PROF. FEES H2O QUALITY TESTING	30,000	30,000	30,000	30,000	30,000	30,000	27,150	12,180

Account Description	Financial Plan 2025-2026	Departmental Requested 2024-2025	Manager's Recommended 2024-2025	Adopted Budget 2023-2024	Amended Budget 2023-2024	Estimated Actual Expenses 2023-2024	Actual Expenses 2022-2023	Actual Expenses 2021-2022
CONTRACTED SERVICES	182,071	172,514	172,514	172,444	173,404	137,543	105,362	185,931
PURCHASES FOR RESALE	1,009,263	962,000	962,000	850,000	850,000	922,187	687,441	866,941
INSPECTIONS	10,000	10,000	10,000	10,000	10,000	10,000	7,388	7,800
PUMPING CREDIT FOR WATER USE	30,000	30,000	30,000	30,000	30,000	1,770	13,800	2,340
BAD DEBT EXPENSE	2,500	5,000	2,500	2,500	2,500	-	-	-
DUES AND SUBSCRIPTIONS	6,103	6,078	6,078	5,690	5,690	4,948	3,554	3,887
INSURANCE	70,000	70,000	70,000	70,000	70,000	70,000	80,000	59,192
Subtotal Operations	***$ 1,749,015***	***$ 1,769,870***	***$ 1,688,165***	***$ 1,555,352***	***$ 1,563,737***	***$ 1,460,801***	***$ 1,310,932***	***$ 1,392,431***
COST REIMBURSEMENT								
COST REIMBURSEMENT	763,173	763,173	763,173	844,331	844,331	844,331	796,773	633,241
Subtotal Cost Reimb to the General Fund	***$ 763,173***	***$ 763,173***	***$ 763,173***	***$ 844,331***	***$ 844,331***	***$ 844,331***	***$ 796,773***	***$ 633,241***
CAPITAL OUTLAY								
OTHER	-	-	-	-	324,000	14,893	-	120,169
IMPROVEMENTS	-	-	-	-	-	-	-	-
EQUIPMENT	93,100	-	-	53,200	230,248	201,768	68,307	42,771
INFRASTRUCTURE	1,155,000	906,600	606,500	271,855	271,855	9,300	505,893	619,313
AMERICAN RESCUE PLAN	-	-	-	-	-	-	212,291	735,834
VEHICLE	90,800	48,000	48,000	72,500	72,500	70,151	-	-
Subtotal Capital Outlay	***$ 1,338,900***	***$ 954,600***	***$ 654,500***	***$ 397,555***	***$ 898,603***	***$ 296,112***	***$ 786,491***	***$ 1,518,087***
DEBT SERVICE								
PRINCIPAL	219,000	220,291	220,291	6,291	6,291	6,291	28,217	38,496
INTEREST	224,600	235,453	235,453	294,430	294,430	294,430	731	1,336
SEPTIC LOAN PROGRAM	60,000	60,000	60,000	60,000	60,000	55,500	54,300	34,550
Subtotal Debt Service	***$ 503,600***	***$ 515,744***	***$ 515,744***	***$ 360,721***	***$ 360,721***	***$ 356,221***	***$ 83,248***	***$ 74,382***
INTERFUND								
TRANSFER TO WATER CAP RESERVE FUND	25,000	25,000	25,000	25,000	25,000	25,000	24,775	23,412
CONTINGENCY	50,000	50,000	50,000	50,000	50,000	-	-	-
Subtotal Interfund	***$ 75,000***	***$ 75,000***	***$ 75,000***	***$ 75,000***	***$ 75,000***	***$ 25,000***	***$ 24,775***	***$ 23,412***
Grand Total	***$ 5,717,708***	***$ 5,297,213***	***$ 4,915,408***	***$ 4,449,142***	***$ 4,958,575***	***$ 4,104,134***	***$ 4,011,558***	***$ 4,653,624***

EXPENSES BY PERCENTAGE

	Managers Recommended 2024-2025	Adopted Budget 2023-2024	Adopted Budget Net Change	Financial Plan 2025-2026
PERSONNEL SERVICES	$ 1,218,825	$ 1,216,183	-0.22%	$ 1,288,020
OPERATIONS	1,688,165	1,555,352	-7.87%	1,749,015
COST REIMBURSEMENT TO THE GENERAL FUND	763,173	844,331	10.63%	763,173
CAPITAL OUTLAY	654,500	397,555	-39.26%	1,338,900
DEBT SERVICE	515,744	360,721	-30.06%	503,600
SUB-TOTAL	4,840,408	4,374,142	-9.63%	5,642,708
INTERFUND TRANSFERS	25,000	25,000	0.00%	25,000
CONTINGENCY	50,000	50,000	0.00%	50,000
TOTAL	**$ 4,915,408**	**$ 4,449,142**	**-9.49%**	**$ 5,717,708**

	Managers Recommended 2024-2025	Percentage of Total	Adopted Budget 2023-2024	Percentage of Total	Financial Plan 2025-2026	Percentage of Total
PERSONNEL	$ 1,218,825	24.80%	$ 1,216,183	27.34%	$ 1,288,020	22.53%
OPERATIONS	1,688,165	34.34%	1,555,352	34.96%	1,749,015	30.59%
COST REIMBURSEMENT TO THE GENERAL FUND	763,173	15.53%	844,331	18.98%	763,173	13.35%
CAPITAL OUTLAY	654,500	13.32%	397,555	8.94%	1,338,900	23.42%
DEBT SERVICE	515,744	10.49%	360,721	8.11%	503,600	8.81%
SUB-TOTAL	4,840,408	98.47%	4,374,142	98.31%	5,642,708	98.69%
INTERFUND TRANSFERS	25,000	0.51%	25,000	0.56%	25,000	0.44%
CONTINGENCY	50,000	1.02%	50,000	1.12%	50,000	0.87%
TOTAL	**$ 4,915,408**	**100.00%**	**$ 4,449,142**	**100.00%**	**$ 5,717,708**	**100.00%**

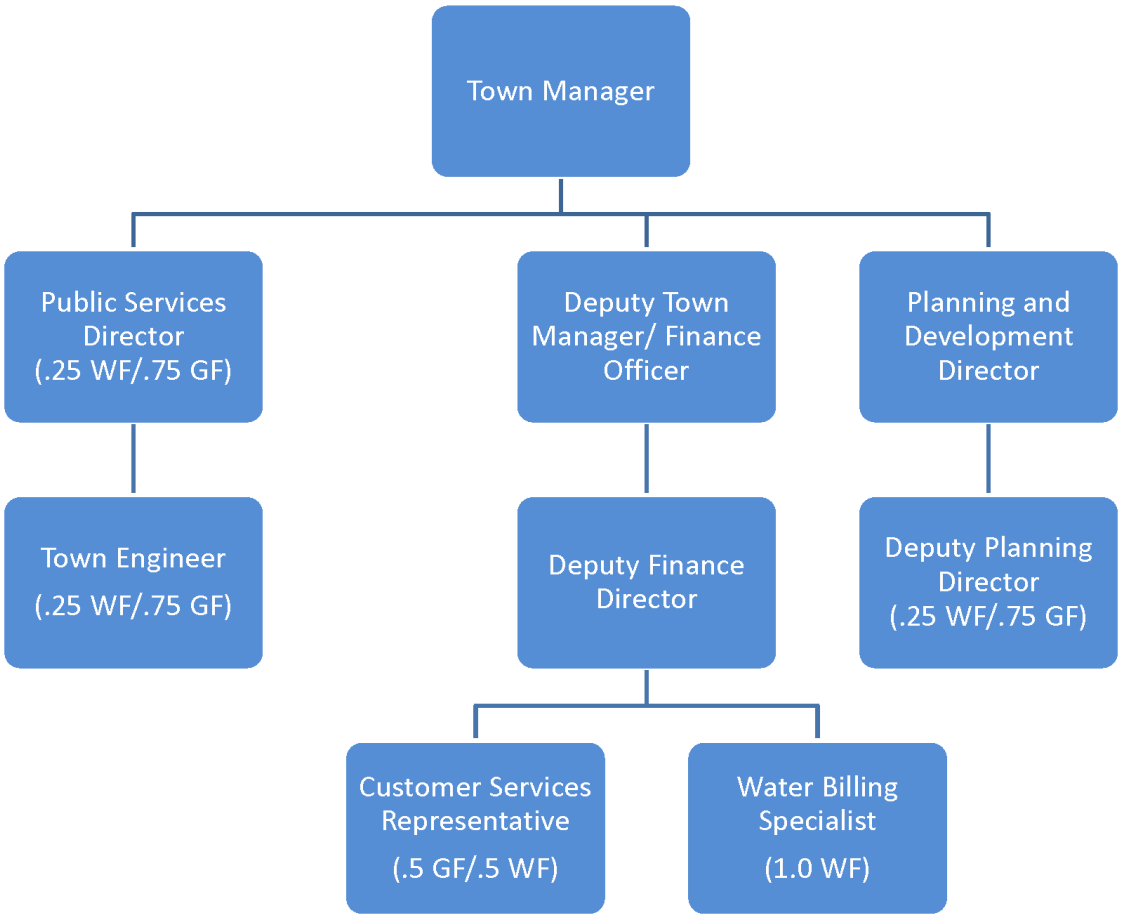
DEPARTMENTAL BUDGETS

WATER ADMINISTRATION

DESCRIPTION

Water Administration is responsible for billing and collecting revenues generated through distribution of water resources. Activities include scheduled utility billing; customer service changes; proactive leak identification, notification, and resolution; and courteous, timely responses to customer inquiries. Water Administration staff are in the Administrative Services Department, but are funded through the Water Fund, rather than the General Fund.

ORGANIZATIONAL CHART



RECENT ACCOMPLISHMENTS

- Migrated to a new payment processor and gateway, providing a direct link to our software. This upgrade provided better access to municipal services and information including viewing bills and applying payments in real time.

GOALS AND UPCOMING PROJECTS

- Provide more payment options that include text-to-pay and enrollment in credit card autopay.
- Use the new digital water meters and accompanying software to offer comprehensive insights into water consumption. Customers will have the opportunity to create a complimentary online account, granting them access to detailed current and past usage statistics, including hourly data. Additionally, the system allows for the setup of notifications to detect leaks or any inadvertent water usage.
- Collaborate with a financial consultant to assess our existing water rate and structure, and suggest any adjustments, as needed, which align with the recommendations of the Capital Improvement Program outlined in the revised Water System Master Plan.

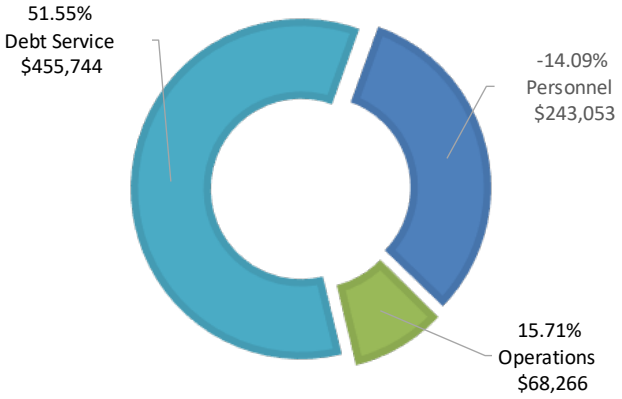
FY 2024-25 BUDGET HIGHLIGHTS

- The cost reimbursement of $763,173 from the water fund to the general fund for indirect administrative costs is budgeted departmentally in both the general and water fund.
- The first principal and debt payment for the new Public Services Complex, still under construction, is budgeted at $319,050. The financed cost of the project is $15,505,000, with 80% funding from the general fund and 20% funding from the water fund. The water fund portion being financed is $3,101,000 with an all-in true interest cost of 3.548410% on a 20-year principal repayment schedule.
- Advanced metering infrastructure was also included in the financing package with the Public Services Complex. This fiscal year's debt payment is $130,250 and is solely funded through the water fund. The total financed for the meters was $1,605,000, with the same rate and structure.
- Professional fees are included for consulting assistance for grant administration, legal retainer fees, and professional services performed for the Town's annual audit.
- The inter-fund expense is the transfer of system development fee revenue to the water capital reserve fund, per state statute.
- A $50,000 water fund contingency is budgeted.

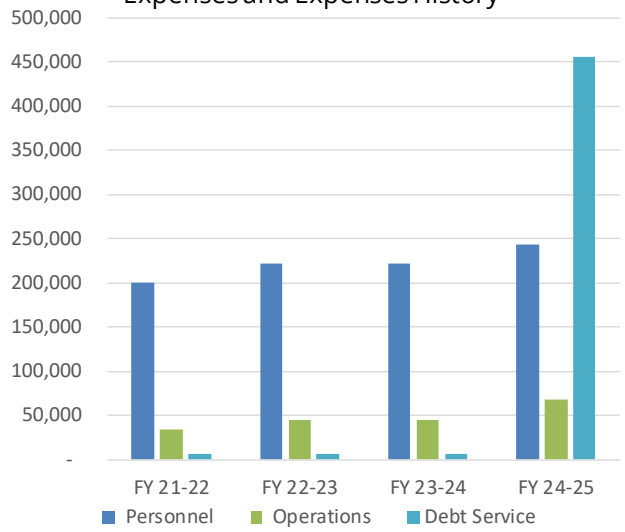
BUDGET SUMMARY WATER ADMINISTRATION

Expenses By Type				
Type	**FY 23-24 Estimated Actual**	**FY 23-24 Adopted Budget**	**FY 24-25 Recommended Budget**	**Percent Change**
Personnel	$ 221,692	$ 282,904	$ 243,053	-14.09%
Operations	44,291	58,995	68,266	15.71%
Debt Service	6,748	300,721	455,744	51.55%
Subtotal	272,731	642,620	767,063	19.36%
Cost Reimbursement	46,046	56,238	121,932	
Total	$ 318,777	$ 698,858	$ 888,995	27.21%

Recommended Expenses by Function 2024-2025/ Percentage Change from FY 2023-2024



FY 2024-2025 Recommended Expenses and Expenses History



LINE-ITEM BUDGET WATER ADMINISTRATION

Account Description	Financial Plan 2025-2026	Departmental Requested 2024-2025	Manager's Recommended 2024-2025	Adopted Budget 2023-2024	Amended Budget 2023-2024	Estimated Actual Expenses 2023-2024	Actual Expenses 2022-2023	Actual Expenses 2021-2022
PERSONNEL SERVICES								
SALARIES/WAGES - REGULAR	$ 178,380	$ 168,360	$ 168,360	$ 164,106	$ 164,106	$ 149,650	$ 152,210	$ 133,421
SALARIES - LONGEVITY PAY	1,046	1,018	1,018	3,442	3,442	3,442	-	-
FICA TAX	13,681	12,913	12,913	12,773	12,773	10,683	10,619	9,053
GROUP HEALTH INSURANCE	30,162	29,299	29,299	72,713	72,713	32,799	34,344	38,076
RETIREMENT	24,394	23,023	23,023	21,522	21,522	19,222	18,454	15,168
401 K	8,942	8,440	8,440	8,348	8,348	7,508	6,065	4,044
Subtotal Personnel Services	***$ 256,605***	***$ 243,053***	***$ 243,053***	***$ 282,904***	***$ 282,904***	***$ 223,304***	***$ 221,692***	***$ 199,762***
OPERATIONS								
TRAINING	$ 2,000	$ 3,500	$ 3,500	$ 3,000	$ 3,000	$ 5,370	$ 3,945	$ 580
POSTAGE	14,000	14,000	14,000	14,000	14,000	14,289	12,530	12,061
DEPARTMENT SUPPLIES	4,950	5,450	5,450	4,950	4,950	3,337	3,558	2,708
MAINT/REPAIR EQUIPMENT	-	-	-	3,000	3,000	3,034	3,024	2,391
PROFESSIONAL FEES	36,637	36,300	36,300	28,895	29,595	20,835	18,834	13,940
CONTRACTED SERVICES	6,842	6,516	6,516	2,650	2,650	2,568	2,400	2,286
BAD DEBT EXPENSE	2,500	5,000	2,500	2,500	2,500	-	-	-
Subtotal Operations	***$ 66,929***	***$ 70,766***	***$ 68,266***	***$ 58,995***	***$ 59,695***	***$ 49,433***	***$ 44,291***	***$ 33,966***
COST REIMBURSEMENT TO THE GENERAL FUND								
COST REIMBURSEMENT	***$ 121,932***	***$ 121,932***	***$ 121,932***	***$ 56,238***	***$ 56,238***	***$ 56,238***	***$ 46,046***	***$ 60,101***
DEBT SERVICE								
PRINCIPAL	$ 219,000	$ 220,291	$ 220,291	$ 6,291	$ 6,291	$ 6,291	$ 6,291	$ 6,291
INTEREST	224,600	235,453	235,453	294,430	294,430	294,430	457	609
Subtotal Debt Service	***$ 443,600***	***$ 455,744***	***$ 455,744***	***$ 300,721***	***$ 300,721***	***$ 300,721***	***$ 6,748***	***$ 6,900***
Total	**$ 889,066**	**$ 891,495**	**$ 888,995**	**$ 698,858**	**$ 699,558**	**$ 629,696**	**$ 318,777**	**$ 300,729**

Water Fund Capital Outlay and Debt Service
For the Fiscal Year 2024-2025

Description	Fiscal Year	Estimated Cost	Recommended FY 2024-2025	Financial Plan FY 2025-2026
Water Fund				
Water Administration:				
Debt Service				
Fuel tank conversion	19/20	$ 37,745	$ 6,444	$ -
Limited Obligation Bonds Series 2023-Public Services Complex	23/24	3,101,000	319,050	310,850
Public Services Complex	23/24	1,605,000	130,250	132,750
		$ 4,743,745	**$ 455,744**	**$ 443,600**

INTERFUND TRANSFERS – WATER FUND

Account Description	Financial Plan 2025-2026	Departmental Requested 2024-2025	Manager's Recommended 2024-2025	Adopted Budget 2023-2024	Amended Budget 2023-2024	Estimated Actual Expenses 2023-2024	Actual Expenses 2022-2023	Actual Expenses 2022-2023
TRANSFER TO WATER CAP RESERVE FUND	$ 25,000	$ 25,000	$ 25,000	$ 25,000	$ 25,000	$ 25,000	$ 24,775	$ 23,412
CONTINGENCY	50,000	50,000	50,000	50,000	50,000	-	-	-
TOTAL	**$ 75,000**	**$ 75,000**	**$ 75,000**	**$ 75,000**	**$ 75,000**	**$ 25,000**	**$ 24,775**	**$ 23,412**

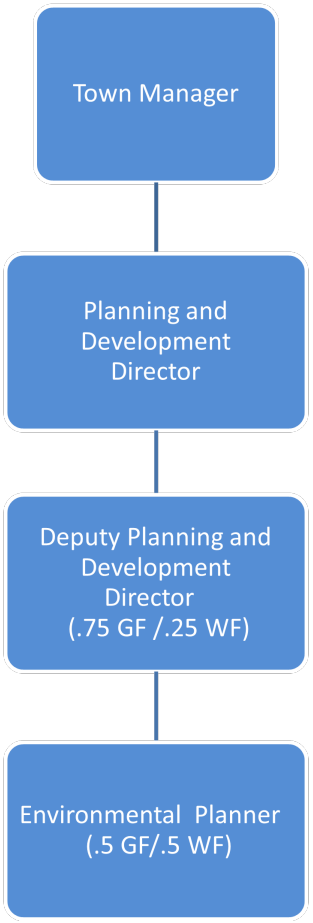
SEPTIC HEALTH

DESCRIPTION

Septic Health is a division of the Planning and Development department, although it operates on a separate budget. This division is structured around the components of the Todd D. Krafft Septic Health Initiative Program. While these components are separate, they are interconnected to promote water quality and education to maintain the town's wastewater infrastructure, improve private septic system performance, and protect our local waterbodies. The four core components of the Todd D. Krafft Septic Health Initiative Program are:

1. **Wastewater System Inspection/Pumping** – This component encourages homeowners, through incentives and educational resources, to have their systems inspected and pumped, if needed, on a regular basis. Additionally, the Program administers a low-interest loan financing program to assist owners in the repair or replacement of malfunctioning wastewater systems. The inspection and pump out data collected has been used to develop the *Decentralized Wastewater Management Plan* and has informed the update of the Plan.
2. **Water Quality Monitoring -** This component monitors 24 surface and groundwater sites for the presence of nutrients and bacteria to identify stormwater runoff and other source impacts. The updated Decentralized Wastewater Plan recommends adding additional water quality monitoring sites as well as the installation of remote water quality and groundwater data loggers.
3. **Education** – This component is aimed at full and part-time homeowners, as well as visitors, to increase water quality awareness and knowledge of on-site wastewater function and maintenance.
4. **Decentralized Wastewater Management Plan** – The Town adopted the updated Decentralized Wastewater Management Plan (DWMP) in 2022. The plan supports the continued viability for the use of on-site systems in the town and serves as the strategic plan for the Program and Division.

ORGANIZATIONAL CHART



RECENT ACCOMPLISHMENTS

- Implemented several recommendations from the Updated 2022 Decentralized Wastewater Management Plan including:
- Partnered with the Septic Health Advisory Committee, which helps to ensure the success of the septic health program by providing advice and support through the following pathways: as a channel for public input; reviewing and commenting on existing and proposed Septic Health Initiative programs and community outreach efforts; and as advocates for the Initiative and its objectives within town government and the community. This committee meets quarterly and is responsible for the recent text amendment to Section 11.10 the Town's Unified Development Ordinance (UDO) as it relates to the discharge of hot tub/pool water as well as de-watering due to excavation for the installation of in-ground pools, etc.
- Received and installed 14 groundwater level loggers and 2 water quality loggers throughout the Town.

GOALS AND UPCOMING PROJECTS

- Continue to encourage homeowners, through incentives and educational resources, to have their systems inspected and pumped on a regular basis.
- Continue to implement the recommendations outlined in the updated Decentralized Wastewater Management Plan. These include:
    - Elevating and calibrating the groundwater level data loggers to ensure they are not inundated and are reporting real time data correctly.
    - Exploring new well caps to ensure adequate Wi-Fi signal for remote water logger data collection.
    - Expanding the frequency of water quality monitoring.
    - Using GPS to locate residential septic systems at the time of inspection.
    - Purchasing four additional water quality loggers as set forth in the DWMP recommendations.
    - Increasing outreach and educational efforts to the community and visitors, including attending various events such as the markets at Dowdy Park, Realtor Fest, and the Outer Banks Association of Realtors meetings to discuss the components of the Septic Health Initiative.
- Adopt a text amendment prohibiting driving over and/or parking on septic areas with the use of various types of physical barriers when septic components are immediately adjacent to driveways, drive aisles, parking spaces and turnaround areas.
- Improve the current system of tracking septic inspection results.
- Develop a process to compile and maintain both water quality and ground water level data in an efficient manner that would provide benefit and potentially create a dashboard for internal and external informational purposes.
- Identify grants for further funding.

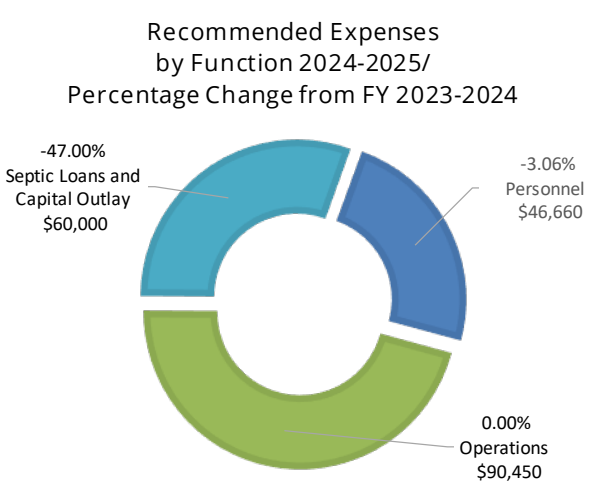
Metrics Description	FY21-22	FY22-23	FY23-24 Projection	FY24-25 Budget / Goal
Tanks Inspected	110	142	137	145
Tanks Pumped	48	118	145	165
Water Quality Sites Tested	181	254	201	230

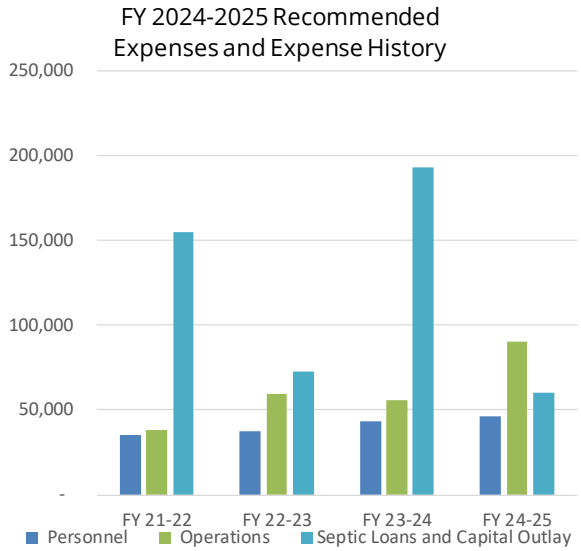
FY 2024-25 BUDGET HIGHLIGHTS

- Funding has been included to continue implementing recommendations outlined in the updated Decentralized Wastewater Management Plan:
  - Allocate $60,000 for septic system repair/replacement loans.
  - Septic system pump-out water bill credits are budgeted at $30,000, estimating 200 participants.
  - Funding of $30,000 is set aside for water quality testing.
  - Funding of $10,000 is included for pumping out the Town's septic systems.
  - Funding of $10,000 is included in contracted work for septic inspections.

BUDGET SUMMARY SEPTIC HEALTH

Expenses By Type				
Type	**FY 23-24 Estimated Actual**	**FY 23-24 Adopted Budget**	**FY 24-25 Recommended Budget**	**Percent Change**
Personnel	$ 43,439	$ 48,134	$ 46,660	-3.06%
Operations	55,646	90,450	90,450	0.00%
Septic Loans and Capital Outlay	193,267	113,200	60,000	-47.00%
Subtotal	292,352	251,784	197,110	-21.71%
Cost Reimbursement	53,668	53,668	53,293	
Total	$ 346,020	$ 305,452	$ 250,403	-18.02%





LINE-ITEM BUDGET SEPTIC HEALTH

Account Description	Financial Plan 2025-2026	Departmental Requested 2024-2025	Manager's Recommended 2024-2025	Adopted Budget 2023-2024	Amended Budget 2023-2024	Estimated Actual Expenses 2023-2024	Actual Expenses 2022-2023	Actual Expenses 2021-2022
PERSONNEL SERVICES								
SALARIES/WAGES - REGULAR	$ 35,607	$ 32,940	$ 32,940	$ 30,810	$ 30,810	$ 30,574	$ 27,030	$ 25,215
LONGEVITY	250	250	250	250	250	250	-	-
FICA TAX	2,727	2,523	2,523	2,360	2,360	2,310	2,041	1,896
GROUP HEALTH INSURANCE	4,941	4,800	4,800	9,195	9,195	4,864	3,862	4,480
RETIREMENT	4,862	4,498	4,498	3,977	3,977	3,912	3,265	2,859
401 K	1,782	1,649	1,649	1,542	1,542	1,529	1,073	760
Subtotal Personnel Services	***$ 50,169***	***$ 46,660***	***$ 46,660***	***$ 48,134***	***$ 48,134***	***$ 43,439***	***$ 37,271***	***$ 35,210***
OPERATIONS								
TRAINING	$ 1,000	$ 1,500	$ 1,500	$ 1,500	$ 1,500	$ -	$ 712	$ 485
POSTAGE	3,200	3,200	3,200	3,200	3,200	300	262	-
ADVERTISING	1,800	1,800	1,800	1,800	1,800	1,020	1,020	-
PRINTING	1,500	1,500	1,500	1,500	2,012	992	770	-
FUEL COSTS	1,050	1,000	1,000	1,000	1,000	825	756	279
DEPARTMENT SUPPLIES	500	800	800	800	800	497	753	464
VEHICLE MAINTENANCE	250	250	250	250	250	242	71	37
PROF. FEES H2O QUALITY TESTING	30,000	30,000	30,000	30,000	30,000	30,000	27,150	12,180
CONTRACTED SERVICES	10,000	10,000	10,000	10,000	10,000	10,000	6,880	14,755
INSPECTIONS	10,000	10,000	10,000	10,000	10,000	10,000	7,388	7,800
PUMPING CREDIT FOR WATER USE	30,000	30,000	30,000	30,000	30,000	1,770	13,800	2,340
DUES AND SUBSCRIPTIONS	400	400	400	400	400	-	-	-
Subtotal Operations	***$ 89,700***	***$ 90,450***	***$ 90,450***	***$ 90,450***	***$ 90,962***	***$ 55,646***	***$ 59,562***	***$ 38,340***
COST REIMBURSEMENT TO THE GENERAL FUND								
COST REIMBURSEMENT	***$ 53,293***	***$ 53,293***	***$ 53,293***	***$ 53,668***	***$ 53,668***	***$ 53,668***	***$ 25,384***	***$ 33,840***

Account Description	Financial Plan 2025-2026	Departmental Requested 2024-2025	Manager's Recommended 2024-2025	Adopted Budget 2023-2024	Amended Budget 2023-2024	Estimated Actual Expenses 2023-2024	Actual Expenses 2022-2023	Actual Expenses 2021-2022
CAPITAL OUTLAY								
OTHER	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 120,169
EQUIPMENT	93,100	-	-	53,200	166,247	137,767	18,275	-
VEHICLE	45,000	-	-	-	-	-	-	-
Subtotal Capital Outlay	***$ 138,100***	***$ -***	***$ -***	***$ 53,200***	***$ 166,247***	***$ 137,767***	***$ 18,275***	***$ 120,169***
DEBT SERVICE								
SEPTIC LOAN PROGRAM	$ 60,000	$ 60,000	$ 60,000	$ 60,000	$ 60,000	$ 55,500	$ 54,300	$ 34,550
Subtotal Debt Service	***$ 60,000***	***$ 60,000***	***$ 60,000***	***$ 60,000***	***$ 60,000***	***$ 55,500***	***$ 54,300***	***$ 34,550***
TOTAL	**$ 391,262**	**$ 250,403**	**$ 250,403**	**$ 305,452**	**$ 419,011**	**$ 346,020**	**$ 194,792**	**$ 262,109**

Water Fund Capital Outlay and Debt Service
For the Fiscal Year 2024-2025

Description	Fiscal Year	Estimated Cost	Recommended FY 2024-2025	Financial Plan FY 2025-2026
Water Fund				
Septic Health:				
Capital Outlay				
Water quality data loggers	25/26	$ 93,100	$ -	$ 93,100
Pickup	25/26	45,000	-	45,000
		$ 138,100	**$ -**	**$ 138,100**

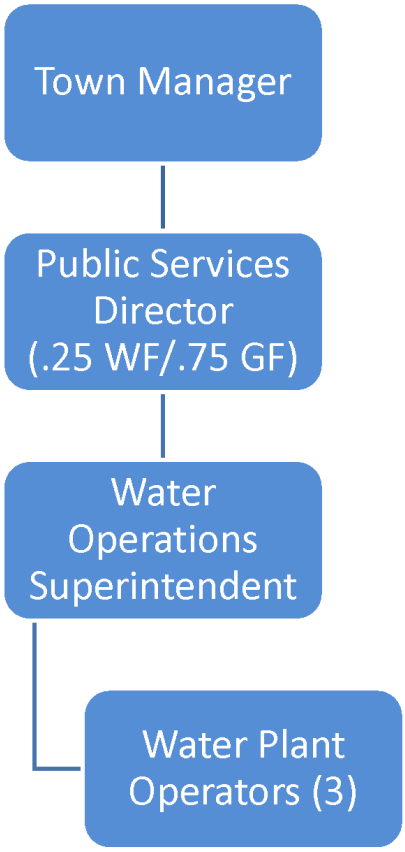
WATER OPERATIONS

DESCRIPTION

Water Operations is responsible for monitoring water quality distributed from Nags Head's water plant into the Town's distribution system.

Water Operations consists of the Eighth Street Water Treatment Plant and storage tank, the Gull Street Pump Station and storage tank, and two 500,000-gallon elevated water storage tanks. In addition, Water Operations maintains a state certified laboratory for bacteriological testing to ensure that water quality complies with state and federal regulations.

ORGANIZATIONAL CHART



RECENT ACCOMPLISHMENTS

- The inside of the Eighth Street water tower was stripped to bare metal and repainted.
- Completed and passed annual Quality Control testing for certified lab.
- Washed out and inspected Gull Street and Eighth Street ground storage tanks.
- Collected compliance THM/Haa5 sample September 2023.
- Collected 10 Lead and Copper compliance samples June 2024.
- Began identifying service lines for lead and copper compliance.

GOALS AND UPCOMING PROJECTS

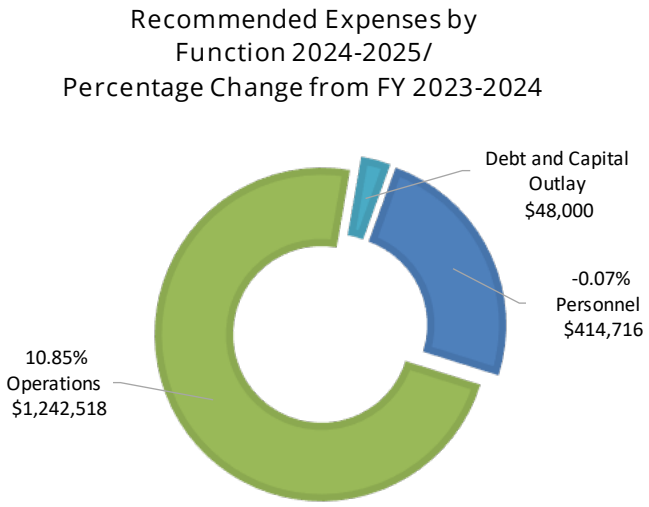
- Update the 2018 Water System Master Plan, along with an inventory assessment and GIS mapping, funded through a $244,000 NCDEQ Asset Inventory and Assessment grant.
- Inspect and washout of South Nags Head water tower.
- Continue to identify lead and copper line survey for compliance due October 2024.

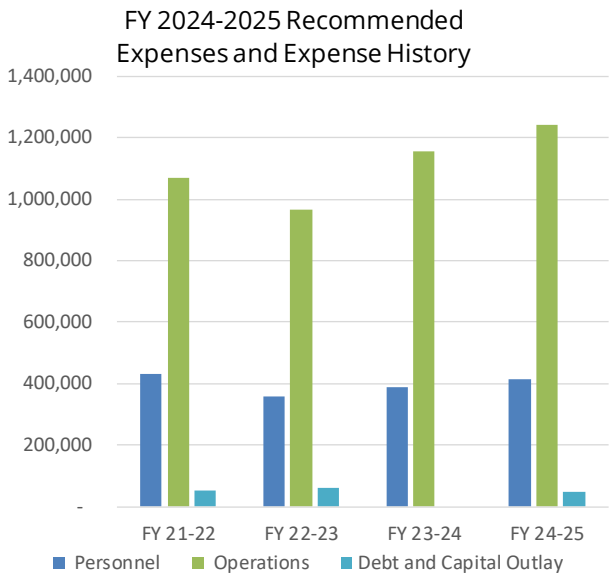
FY 2024-25 BUDGET HIGHLIGHTS

- Funding of $962,000 is included for purchasing wholesale water from Dare County. The budget is based on the increase from $1.838 per thousand gallons of the most recent actual annual 415 million gallons purchased at the current wholesale rate of $2.202 per thousand gallons.
- A replacement of a pickup truck is budgeted at $48,000.
- The Water Fund proportionate share of utilities and insurances are budgeted in Water Operations including:
- Workers' compensation, general property and liability, and flood are centrally budgeted at $70,000.
- Water Fund utilities are centrally budgeted at $75,000.

BUDGET SUMMARY WATER OPERATIONS

Expenses By Type				
Type	**FY 23-24 Estimated Actual**	**FY 23-24 Adopted Budget**	**FY 24-25 Recommended Budget**	**Percent Change**
Personnel	$ 386,770	$ 414,991	$ 414,716	-0.07%
Operations	1,154,025	1,120,923	1,242,518	10.85%
Debt and Capital Outlay	-	-	48,000	
Subtotal	1,540,795	1,535,914	1,705,234	11.02%
Cost Reimbursement	255,078	255,078	312,482	
Total	$ 1,795,873	$ 1,790,992	$ 2,017,716	12.66%





LINE-ITEM BUDGET WATER OPERATIONS

Account Description	Financial Plan 2025-2026	Departmental Requested 2024-2025	Manager's Recommended 2024-2025	Adopted Budget 2023-2024	Amended Budget 2023-2024	Estimated Actual Expenses 2023-2024	Actual Expenses 2022-2023	Actual Expenses 2021-2022
PERSONNEL SERVICES								
SALARIES/WAGES - REGULAR	$ 288,242	$ 270,893	$ 270,893	$ 263,137	$ 263,137	$ 253,858	$ 245,804	$ 302,618
SALARIES - LONGEVITY PAY	11,414	10,683	10,683	9,466	9,466	9,466	-	-
OVERTIME PAY	759	744	744	689	689	689	-	-
HOLIDAY PAY	8,018	7,852	7,852	7,550	7,550	7,550	-	-
FICA TAX	23,535	22,139	22,139	21,393	21,393	18,802	17,885	22,218
GROUP HEALTH INSURANCE	49,889	48,462	48,462	62,728	62,728	51,038	57,125	63,176
RETIREMENT	41,964	39,473	39,473	36,046	36,046	32,617	29,818	34,467
401 K	15,383	14,470	14,470	13,982	13,982	12,750	9,801	9,134
Subtotal Personnel Services	***$ 439,204***	***$ 414,716***	***$ 414,716***	***$ 414,991***	***$ 414,991***	***$ 386,770***	***$ 360,433***	***$ 431,613***
OPERATIONS								
TRAINING	$ 5,220	$ 5,220	$ 5,220	$ 5,220	$ 5,220	$ 1,063	$ 1,249	$ 678
BUILDING/EQUIPMENT RENTAL	790	790	790	940	940	168	258	316
TELEPHONE	5,550	6,290	6,290	6,290	6,290	1,174	497	956
UTILITIES	75,000	89,300	75,000	54,200	54,200	75,379	40,658	51,289
POSTAGE	800	800	800	2,950	4,602	1,719	62	1,905
ADVERTISING	300	300	300	300	300	-	-	-
PRINTING	-	-	-	3,835	7,535	7,505	-	3,102
FUEL COSTS	10,500	10,000	10,000	12,000	12,000	8,190	8,119	11,567
DEPARTMENT SUPPLIES	43,700	52,190	40,000	40,000	40,000	35,361	35,859	37,435
OTHER SUPPLIES	10,000	16,000	10,000	10,000	10,000	7,000	4,972	3,404
MAINT/REPAIR BUILDINGS	3,300	3,000	3,000	3,000	3,000	-	79,496	3,900
MAINT/REPAIR EQUIPMENT	19,300	33,050	23,050	27,900	27,900	7,384	9,798	9,667
VEHICLE MAINTENANCE	2,400	2,200	2,200	2,200	2,200	444	232	1,574
UNIFORMS	3,200	3,200	3,200	3,200	3,200	1,816	2,259	1,852
PROFESSIONAL FEES	6,750	6,550	6,550	6,550	6,911	2,551	3,282	75
CONTRACTED SERVICES	20,700	20,700	20,700	19,265	20,225	9,017	7,800	13,450
PURCHASES FOR RESALE	1,009,263	962,000	962,000	850,000	850,000	922,187	687,441	866,941
DUES AND SUBSCRIPTIONS	3,403	3,418	3,418	3,073	3,073	3,067	2,265	2,473
INSURANCE	70,000	70,000	70,000	70,000	70,000	70,000	80,000	59,192
Subtotal Operations	***$ 1,290,176***	***$ 1,285,008***	***$ 1,242,518***	***$ 1,120,923***	***$ 1,127,596***	***$ 1,154,025***	***$ 964,247***	***$ 1,069,776***

Account Description	Financial Plan 2025-2026	Departmental Requested 2024-2025	Manager's Recommended 2024-2025	Adopted Budget 2023-2024	Amended Budget 2023-2024	Estimated Actual Expenses 2023-2024	Actual Expenses 2022-2023	Actual Expenses 2021-2022
COST REIMBURSEMENT TO THE GENERAL FUND								
COST REIMBURSEMENT	***$ 312,482***	***$ 312,482***	***$ 312,482***	***$ 255,078***	***$ 255,078***	***$ 255,078***	***$ 292,597***	***$ 340,719***
CAPITAL OUTLAY								
IMPROVEMENTS	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
EQUIPMENT	-	-	-	-	-	-	50,032	42,771
VEHICLE	-	48,000	48,000	-	-	-	-	-
Subtotal Capital Outlay	***$ -***	***$ 48,000***	***$ 48,000***	***$ -***	***$ -***	***$ -***	***$ 50,032***	***$ 42,771***
DEBT SERVICE								
PRINCIPAL	$ -	$ -	$ -	$ -	$ -	$ -	$ 10,963	$ 10,964
INTEREST	-	-	-	-	-	-	137	274
Subtotal Debt Service	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ 11,100***	***$ 11,238***
TOTAL	**$ 2,041,862**	**$ 2,060,206**	**$ 2,017,716**	**$ 1,790,992**	**$ 1,797,665**	**$ 1,795,873**	**$ 1,678,409**	**$ 1,896,117**

Water Fund Capital Outlay and Debt Service
For the Fiscal Year 2024-2025

Description	Fiscal Year	Estimated Cost	Recommended FY 2024-2025	Financial Plan FY 2025-2026
Water Fund				
Water Operations:				
Capital Outlay				
Pickup	**24/25**	**$ 48,000**	**$ 48,000**	**$ -**

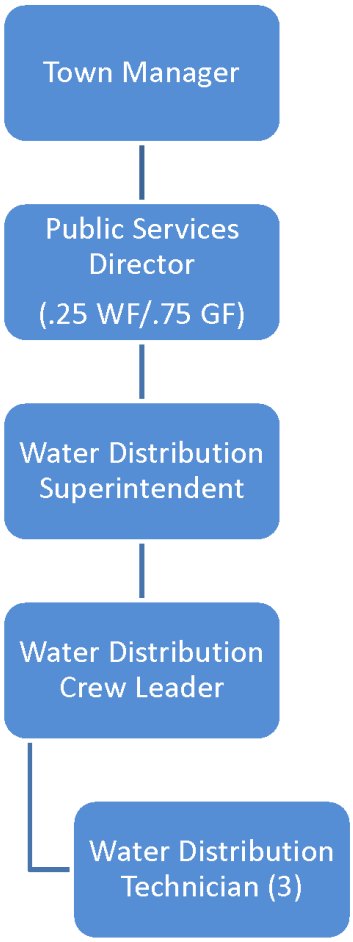
WATER DISTRIBUTION

DESCRIPTION

The Water Distribution division oversees the quality of water within the Town's water system. This is accomplished through annual system flushing, monitoring chlorine residuals, identifying water main tie-ins to remove dead-end lines, and gradually replacing older water meters.

Although Water Distribution is placed under the Public Services Department, for control and administrative support purposes, this division falls in the Water Fund, primarily because funding comes from revenues generated from water customers.

ORGANIZATIONAL CHART



RECENT ACCOMPLISHMENTS

- Installed a new water line on Gallery Row to connect Memorial Avenue and Virginia Dare Trail.
- Installed new 2" water line on the US 64 causeway from the Oasis Suites Hotel to the Fin 'n Feather Waterside Inn.
- Installed antennas for the advanced metering infrastructure project.

GOALS AND UPCOMING PROJECTS

- Complete installation of the advanced metering infrastructure for all water customers for proactive leak detection.
- Install a new 530 linear feet, 2" diameter water main along the US 64 causeway to serve two new residential development projects.
- Continue to improve customer service repairs and requests including communications with the public, businesses, and other Town departments.

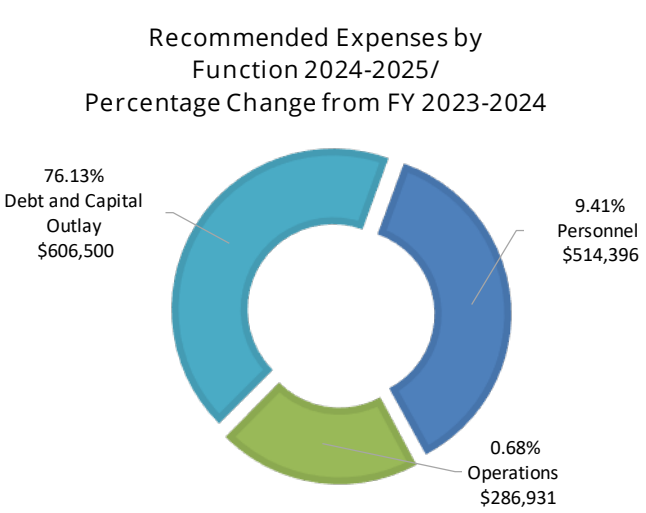
Metrics Description	FY21-22	FY22-23	FY23-24 Projection	FY24-25 Budget / Goal
NC 811 Locate Requests	1,873	2,125	2,265	2,300
Number of Water Repairs	90	70	65	75
Number of After Hour Call Outs	16	21	15	20

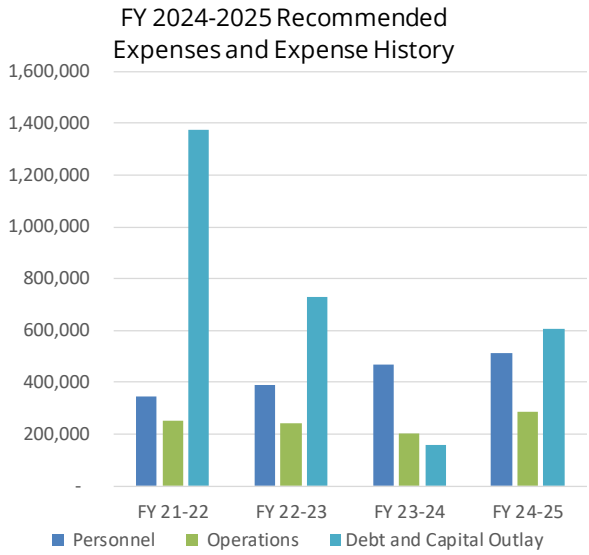
FY 2024-25 BUDGET HIGHLIGHTS

- Annual contracted water tower and tank maintenance is included at $95,769.
- Funding of $15,000 is budgeted to replace fire hydrants.
- Annual fees for advanced metering infrastructure are budgeted at $16,829.
- Capital Improvement Program funding includes:
    - Asbestos-cement watermain replacements are scheduled in conjunction with the streets and drainage infrastructure improvements and are budgeted at $501,500. Segments to be replaced are: the span along South Memorial Avenue between Ario Street and Atlas Street, Atlas Street between South Wrightsville Avenue And South Memorial Avenue, Albatross Street between South Wrightsville Avenue and South Virginia Dare Trail and Atlas Steet between South Wrightsville Avenue and South Memorial Avenue.
    - Surveying and design services are planned for the south Nags Head water main asbestos cement replacement planned for FY 25-26. The total cost is $105,000.

BUDGET SUMMARY WATER DISTRIBUTION

Expenses By Type				
Type	**FY 23-24 Estimated Actual**	**FY 23-24 Adopted Budget**	**FY 24-25 Recommended Budget**	**Percent Change**
Personnel	$ 468,156	$ 470,154	$ 514,396	9.41%
Operations	201,697	284,984	286,931	0.68%
Debt and Capital Outlay	158,345	344,355	606,500	76.13%
Subtotal	828,198	1,099,493	1,407,828	28.04%
Cost Reimbursement	479,347	479,347	275,466	
Total	$ 1,307,545	$ 1,578,840	$ 1,683,294	6.62%





LINE-ITEM BUDGET WATER DISTRIBUTION

Account Description	Financial Plan 2025-2026	Departmental Requested 2024-2025	Manager's Recommended 2024-2025	Adopted Budget 2023-2024	Amended Budget 2023-2024	Estimated Actual Expenses 2023-2024	Actual Expenses 2022-2023	Actual Expenses 2021-2022
PERSONNEL SERVICES								
SALARIES/WAGES - REGULAR	$ 349,551	$ 329,880	$ 329,880	$ 301,153	$ 301,153	$ 299,770	$ 256,677	$ 227,832
SALARIES - LONGEVITY PAY	2,000	2,000	2,000	2,000	2,000	2,000	-	-
OVERTIME PAY	1,688	1,654	1,654	1,590	1,590	1,590	-	-
HOLIDAY PAY	443	435	435	400	400	400	-	-
FICA TAX	26,927	25,419	25,419	23,215	23,215	21,658	18,086	16,312
GROUP HEALTH INSURANCE	80,223	77,915	77,915	72,797	72,797	74,353	59,733	54,202
RETIREES GROUP HEALTH INSUR	15,600	15,159	15,159	14,710	14,710	14,693	14,364	14,358
RETIREMENT	48,011	45,321	45,321	39,116	39,116	38,753	30,924	25,903
401 K	17,599	16,613	16,613	15,173	15,173	14,939	10,159	6,879
Subtotal Personnel Services	***$ 542,042***	***$ 514,396***	***$ 514,396***	***$ 470,154***	***$ 470,154***	***$ 468,156***	***$ 389,943***	***$ 345,486***
OPERATIONS								
TRAINING	$ 8,480	$ 8,480	$ 8,480	$ 7,880	$ 7,880	$ 4,923	$ 2,956	$ 3,040
TELEPHONE	1,130	2,173	2,173	2,173	2,173	1,908	1,906	2,099
ADVERTISING	1,400	1,700	1,700	1,700	1,700	320	788	979
PRINTING	800	800	800	800	1,300	1,000	-	-
FUEL COSTS	13,125	12,500	12,500	12,500	12,500	10,677	10,696	8,089
STREET SUPPLIES	3,096	3,240	3,240	3,240	3,240	2,681	3,074	1,440
DEPARTMENT SUPPLIES	36,300	34,975	30,475	18,000	18,000	18,343	23,955	18,010
OTHER SUPPLIES	10,000	23,700	10,000	18,700	18,700	19,381	21,745	13,267
MAINT/REPAIR EQUIPMENT	25,650	33,005	25,605	25,605	25,605	2,614	57,785	1,884
VEHICLE MAINTENANCE	5,000	6,340	5,000	2,240	2,240	2,018	2,737	1,036
MAINT/REPAIR OTHER	30,000	39,775	30,000	30,000	30,000	16,047	24,111	9,702
UNIFORMS	5,000	4,000	4,000	4,000	4,000	3,946	3,108	2,894
PROFESSIONAL FEES	15,400	15,400	15,400	15,400	15,400	-	400	31,055
CONTRACTED SERVICES	144,529	135,298	135,298	140,529	140,529	115,958	88,282	155,440
DUES AND SUBSCRIPTIONS	2,300	2,260	2,260	2,217	2,217	1,881	1,289	1,414
Subtotal Operations	***$ 302,210***	***$ 323,646***	***$ 286,931***	***$ 284,984***	***$ 285,484***	***$ 201,697***	***$ 242,832***	***$ 250,349***
COST REIMBURSEMENT TO THE GENERAL FUND								
COST REIMBURSEMENT	***$ 275,466***	***$ 275,466***	***$ 275,466***	***$ 479,347***	***$ 479,347***	***$ 479,347***	***$ 432,746***	***$ 198,581***

Account Description	Financial Plan 2025-2026	Departmental Requested 2024-2025	Manager's Recommended 2024-2025	Adopted Budget 2023-2024	Amended Budget 2023-2024	Estimated Actual Expenses 2023-2024	Actual Expenses 2022-2023	Actual Expenses 2021-2022
CAPITAL OUTLAY								
INFRASTRUCTURE	$ 1,155,000	$ 906,600	$ 606,500	$ 271,855	$ 271,855	$ 9,300	$ 505,893	$ 619,313
AMERICAN RESCUE PLAN	-	-	-	-	-	-	212,291	735,834
OTHER	-	-	-	-	324,000	14,893	-	-
EQUIPMENT	-	-	-	-	64,001	64,001	-	-
VEHICLE	45,800	-	-	72,500	72,500	70,151	-	-
Subtotal Capital Outlay	***$ 1,200,800***	***$ 906,600***	***$ 606,500***	***$ 344,355***	***$ 732,356***	***$ 158,345***	***$ 718,184***	***$ 1,355,147***
DEBT SERVICE								
PRINCIPAL	$ -	$ -	$ -	$ -	$ -	$ -	$ 10,963	$ 21,241
INTEREST	-	-	-	-	-	-	137	453
Subtotal Debt Service	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ 11,100***	***$ 21,694***
TOTAL	**$ 2,320,518**	**$ 2,020,109**	**$ 1,683,294**	**$ 1,578,840**	**$ 1,967,341**	**$ 1,307,545**	**$ 1,794,805**	**$ 2,171,257**

Water Fund Capital Outlay and Debt Service
For the Fiscal Year 2024-2025

Description	Fiscal Year	Estimated Cost	Recommended FY 2024-2025	Financial Plan FY 2025-2026
Water Fund				
Water Distribution:				
Capital Outlay				
S. Memorial Ave. water main lines	**24/25**	$ 501,500	$ 501,500	$ -
South Nags Head water main planning costs	**24/25**	105,000	105,000	-
South Nags Head water main replacements	25/26	1,155,000	-	1,155,000
Pickup	25/26	45,800	-	45,800
		$ 1,807,300	**$ 606,500**	**$ 1,200,800**

APPENDIX

PROPERTY TAX HISTORY

Fiscal Year		Tax Rates	Gross Levy	Collected at June 30	Percent Collected
2022-2023	Ad Valorem Tax	$0.2625	$8,050,967	$8,050,345	99.992%
2022-2023	Beach Nourishment	$0.0250	$766,758	$766,700	99.992%
2022-2023	MSD 1 and 2	$0.1430	$1,506,261	$1,506,259	100.00%
2022-2023	MSD 4	$0.0100	$66,767	$66,767	100.00%
2022-2023	MSD 3 and 6	$0.0050	$71,694	$71,694	100.00%
2022-2023	NCDMV	$0.2875	$175,462	$175,462	100.00%
2023-2024	Ad Valorem Tax	$0.305	$9,404,076	$9,393,770 (1)	99.89%
2023-2024	Beach Nourishment	$0.025	$770,825	$769,981 (1)	99.89%
2023-2024	MSD 1 and 2	$0.1430	$1,508,775	$1,508,765 (1)	99.99%
2023-2024	MSD 4	$0.0100	$66,960	$66,960 (1)	100.00%
2023-2024	MSD 3 and 6	$0.0050	$71,866	$71,866 (1)	100.00%
2023-2024	NCDMV	$0.3300	$194,045	$194,045 (5)	100.00%
2024-2025	Ad Valorem Tax	$0.305	$9,392,312	$9,368,831 (2)	99.75%
2024-2025	Beach Nourishment	$0.025	$769,862	$767,937 (3)	99.75%
2024-2025	MSD 1 and 2	$0.1430	$1,510,942	$1,507,181 (4)	99.75%
2024-2025	MSD 4	$0.0100	$67,101	$66,935 (4)	99.75%
2024-2025	MSD 3 and 6	$0.0050	$72,050	$71,872 (4)	100.00%
2024-2025	NCDMV	$0.3300	$204,479	$204,479 (5)	100.00%
2025-2026	Ad Valorem Tax	$0.305	$9,401,704	$9,378,200 (2)	99.75%
2025-2026	Beach Nourishment	$0.025	$770,632	$768,705 (3)	99.75%
2025-2026	MSD 1 and 2	$0.1430	$1,512,453	$1,508,688 (4)	99.75%
2025-2026	MSD 4	$0.0100	$67,169	$67,002 (4)	99.75%
2025-2026	MSD 3 and 6	$0.0050	$72,122	$71,943 (4)	100.00%
2025-2026	NCDMV	$0.3300	$204,683	$204,683 (5)	100.00%

(1) As of April 24, 2024

(2) Town wide ad valorem adjusted budgeted at 99.75% collection

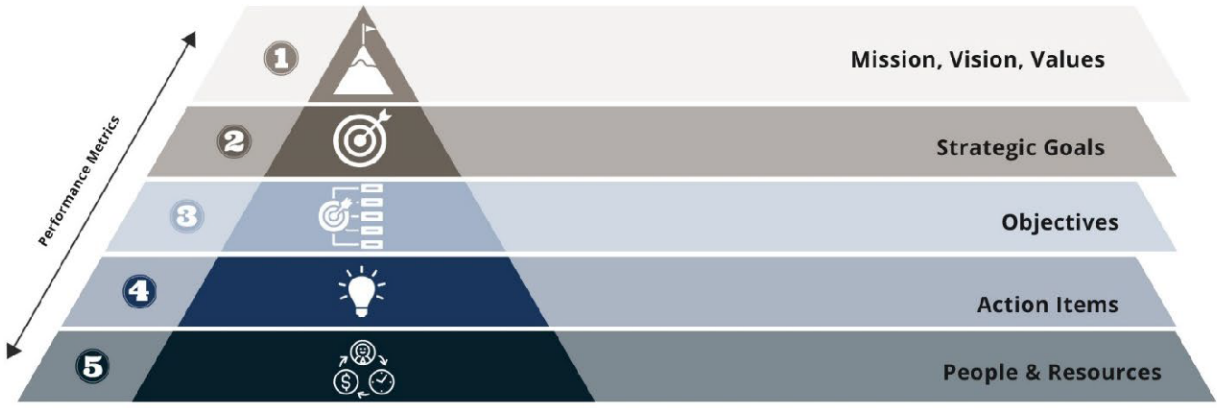
(3) Town wide beach nourishment budgeted at 99.75% collection

(4) Municipal service districts beach nourishment budgeted at 99.75% collection

(5) Levy per the North Carolina Vehicle Tax System budgeted at 100% collection

STRATEGIC PLAN

Included in the Plan



Goals, Objectives, and Strategic Action Items

The strategic plan goes beyond routine operations and defines a set of goals, objectives, and action items that guide the Town's direction. These items are forward-thinking, innovative, and designed to address both current challenges and future opportunities. They represent a commitment to proactive, intentional efforts to enhance the well-being of all residents and visitors.

Beyond Business as Usual

The strategic plan intentionally outlines action items that are outside the scope of "business as usual," so that we can channel resources efficiently and make a lasting impact on Nags Head's future. However, the daily operations of Town staff should be acknowledged as an integral part of our mission and vision.

Conclusion

The Town of Nags Head Strategic Plan is a dynamic roadmap that reflects the shared aspirations of our community, the dedication of our Board and staff, and a commitment to strategic action items that will shape our town's future. As we embark on this journey together, we invite all residents and property owners to actively participate and contribute to the realization of our collective vision.

Mission, Vision, and Goals

As part of the strategic planning process, the Board of Commissioners reviewed the Town's mission and vision statements. The statements below reflect the revisions from this process. The mission statement describes our purpose, or the reason we exist. The vision statement describes the future we would like to create and/or what success looks like for our community. The goals on the following page further articulate what we must accomplish to achieve our vision.

Mission

To support the well-being of our citizens, property owners, and visitors by delivering municipal services in an open, respectful, and responsive manner.

Vision

To thoughtfully preserve our unique coastal environment, heritage, and lifestyle now and for the future.

This vision is articulated as follows:

The Town of Nags Head is a unique coastal community built upon a legacy rooted in shared values, including our most recognized common bond - a love for the Outer Banks. We recognize that the town must be a good place to live before it can be a good place to visit. We strive to preserve and protect the Nags Head character, environment, tourism-based economy, and sense of place to ensure a high quality of life for residents and a memorable family vacation experience for present and future generations.

Legacy

We uphold our legacy by protecting and promoting our small-town character that includes a sustainable local economy based on family vacation tourism, a high-quality beach experience, and small, locally owned businesses. Fundamental to our legacy and quality of life are preserving the historic architecture and culture that distinguishes our town; providing residents and visitors with excellent public services and well-maintained recreational amenities; and ensuring access to a well-protected natural coastal environment. Our legacy will be strengthened and preserved by a focused, transparent decision-making process that is comprehensive and consistent with the community's vision.

Goals

ENVIRONMENT



To safeguard our critical natural resources and coastal ecosystem.

DEVELOPMENT



To achieve responsible, adaptive development that aligns with our community vision.

ECONOMY



To promote a sustainable economy that supports residents and visitors.

COMMUNITY SERVICES



To maintain an efficient government that provides high quality and cost-effective services.

Town of Nags Head Core Values

Attitude is Key • The right attitude is critical to our success • We recognize that positivity is a force multiplier • We treat our community and each other with kindness and respect • We are honest and transparent with each other, even when it is uncomfortable	**Our People are in the Know** • We share relevant and timely information at all levels of the organization • Our community deserves to know what we are doing • We actively seek and value feedback • We communicate and follow-up; this is how we establish credibility
We do What's Right, for the Right • Accountability and integrity are principles we hold dearly • We honor our commitments and do what we say we are going to do • Each team member participates in decision making and takes ownership of the outcomes • We operate with a sense of urgency and get things done	**We are Community Stewards** • Our goal is to provide top- tier community services • Our Town assets, our environment, and our people deserve our greatest effort and undivided attention • Nags Head has a legacy of strong leadership and values, and we carefully consider how this can be strengthened and upheld
Our People Matter • We recognize that the Town's workforce, our team, is the Town's greatest asset • We value different backgrounds, perspectives, and cultures • We create an environment where people can do their best work	**Excellence Requires Innovation &** • Growth is accomplished by challenging the status-quo • We encourage new ideas that positively impact how we do things

Goals, Objectives, and Action Items

Environment



Goal: To safeguard our critical natural resources and coastal ecosystem.

Objective #1:	Objective #2:	Objective #3:	Objective #4:
Maintain the natural resources that we have	Mitigate the risk of natural disasters	Educate the public about their natural environment	Have a comprehensive strategy for clean water

Action Items:

#	Action	Related Objective(s)
1.1	Create water rates that incentivize water stewardship	#1
1.2	Develop implementation priorities/strategies for the Estuarine Shoreline Management Plan	#1, #2, #4
1.3	Complete/implement Beach Nourishment Master Plan to include: a. Engineering plan b. Financial plan to include recommended tax rates/revenues c. Include sprigging in all future plans	#1, #2, #4, Action #3.3
1.4	Complete Stormwater Management Plan/develop implementation plan w/ list of projects (for annual CIP)	#1, #2, #4
1.5	Complete Water System Master Plan/Develop implementation plan w/ list of projects (for annual CIP)	#1, #2, #4
1.6	Implement Decentralized Wastewater Management Plan w/ guidance from the Septic Health Advisory Committee	#1, #2, #4
1.7	Develop creative strategies to increase participation in the Septic Health Initiative	#3, #4
1.8	Create an education program to include a video series on the major threats to water quality in Nags Head (i.e. stormwater/ wastewater)	#3
1.9	Consider the impacts of sea level rise and climate change in policies/ordinances/planning studies	#1, #2, #3

Development



Goal: To achieve responsible, adaptive development that aligns with our community vision.

Objective #1:	Objective #2:	Objective #3:	Objective #4:
Proactively balance appropriate types of land uses	Ensure resilient development and infrastructure	Ensure public spaces are preserved and maintained equitably	Ensure efficient traffic movement and pedestrian safety

Action Items:

#	Action	Related Objective(s)
2.1	Apply for a grant to place conservation easements on Town-owned properties (ensuring equitable access)	#3
2.2	Identify and correct areas of land use incompatibility within the town; correct inconsistencies between the Comprehensive Plan and the Unified Development Ordinance. (i.e. this involves eliminating land uses permitted within a zoning district but may not be compatible with existing development and/or the future development plan as described in the Comprehensive Plan). Items to consider: a. Revisit the appropriateness of the Hotel Overlay District b. Identify areas where the zoning designation and existing development patterns may not be aligned c. Examine Beach Road vs US 158 uses (Corridors Character Area) d. Examine the allowable uses within the Commercial Outdoor Recreation District	#1
2.3	Review the character areas set forth in the Comprehensive Plan and suggest strategies for implementation.	#1, #2,
2.4	Develop and present an accessory dwelling unit (ADU) ordinance with a menu of optional provisions/regulatory standards that may improve community acceptance (i.e. zoning districts allowed, minimum lot size, maximum square footage of unit, height limits, deed restrictions for certain purposes, parking requirements, etc).	#1, #2
2.5	Recommend non-regulatory approaches to minimize residential lighting impacts. Suggestions include increased education on dark	#1

#	Action	Related Objective(s)
	sky benefits, a program to provide residents with free light shields, a "keep it dark/be a good neighbor campaign", turtle friendly lighting, and education on how to provide security lighting without creating nuisance lighting for neighbors.	
2.6	Implement the current model for streets/water/stormwater CIP projects; incorporate projects resulting from infrastructure planning studies (#2)	#2
2.7	Explore and pursue grant opportunities to leverage town resources for infrastructure planning, maintenance, and enhancements, where necessary	#2
2.8	Develop and recommend a process for handling neighborhood requests for traffic calming	#4
2.9	Discuss the existing Pedestrian Plan priorities with the Board	#4
2.10	Advocate to NCDOT for a corridor study of US 158 to improve safety while considering access, function, and efficiency	#4
2.11	Develop an initiative to improve pedestrian safety at crosswalks/reduce user conflicts on multi-use paths	#4

Economy



Goal: To promote a sustainable economy that supports residents and visitors.

Objective #1:	Objective #2:	Objective #3:
Provide workforce housing for the Town	Support and encourage small businesses	Maintain a free, family-friendly, non-commercial, well-maintained beach

Action Items:

#	Action	Related Objective(s)
3.1	Define the Town's goals as a participant in Dare County's Housing Taskforce (and collaborate with the other towns)	#1
3.2	Find a model to provide housing for Town staff, focusing on Ocean Rescue and potentially other employees	#1
3.3	Facilitate the creation of a Merchants Association (or similar) to have more proactive engagement with businesses	#2
3.4	Continue to monitor and facilitate educational opportunities within the community as it pertains over-occupancy issues, including wastewater, traffic, sanitation, noise, etc. Engage local real estate agencies, the Outer Banks Association of Realtors, and local event planners with educational efforts.	#2
3.5	Update portions of the Town Code as needed to clarify that commercialization of the beach is prohibited within the town	#3

Community Services



Goal: To maintain an efficient government that provides high quality and cost-effective services.

Objective #1:	Objective #2:	Objective #3:	Objective #4:	Objective #5:
Maintain a work environment where people feel valued, appreciated, and respected	Provide friendly, accommodating, and responsive customer service	Provide the highest quality services possible and review the needs of the community to ensure that resources are available to meet those needs	Enhance internal and external communication that reflects the town's the goals, values, and heritage	Collaborate with other local and state agencies to align or expand services

Action Items:

#	Action	Related Objective(s)
4.1	Highlight high performing employees and accomplishments to the Board and the public throughout the year	#1
4.2	Design and implement a performance-based merit structure as part of the FY 2024-25 budget process (incorporate values)	#1, #2
4.3	Evaluate the Town's total rewards framework to ensure competitiveness	#1
4.4	Establish KPIs (performance measures) for departments	#2, #3
4.5	Create and present to the Board a "Town Campus" Master Plan	#3
4.6	Create public services announcement (PSA) videos and events (like Ash Wednesday storm video and event)	#3
4.7	Create formal mechanisms to work with other local or state agencies to align initiatives	#5

PROCESS FOR CREATING AND ACCOMPLISHING STRATEGIC GOALS

The strategic plan contemplated several process improvements including a strategic planning framework integration, a process for mid-year evaluation of the strategic plan, and a mid-year budget review. An annual planning cycle integrates the strategic planning process with development of the budget and the capital improvement program.

Strategic planning should occur all year as an annual cycle. The budget and capital improvement program are planning tools that are the primary mechanism for implementing the strategic plan. Departments should have internal processes to prepare a department-based strategic plan and/or a work plan that can be integrated into the Town's overall strategic plan. The format and content will be determined by each department based on function and operational needs. Generally, departmental strategic plan elements should consider the following, as necessary:

- Department goals and objectives
- Current and future operational needs
- Projections for service demands and associated equipment and personnel needs
- Capital needs/projects
- Training
- Career development and succession planning
- Special projects
- Department-related board priorities
- Asset management

Each year the Board of Commissioners holds a strategic planning retreat in the fall to begin the annual planning cycle since it is well in advance of the budget preparation cycle. This gives the board an opportunity to reflect on the year, re-establish goals and priorities, and have the strategic plan feed the budget and capital improvement process.

The strategic planning retreat involves the board working with staff to establish a collective set of values and specific action strategies to implement board goals and priorities. As part of the implementation process, staff will develop timelines and champions who will be responsible for overseeing the action items. Staff will also develop mechanisms to track implementation progress of actions. Specific objectives, performance measures, and performance targets should be incorporated to identify specific strategies for implementation. The Capital Improvement Program, the annual budget, and Capital Project Funds link specific strategies to organization-wide goals and align resources to achieve results. Continuous process improvement requires analyzing

processes to determine current levels of performance, establishing performance targets, and identifying strategies to close the gap between current levels of performance and the target.

The formal budget process begins each December when the budget team meets to review the Town's budget priorities. Following this meeting, Departments are tasked with preparing a baseline operating budget to meet their internal needs and capital improvement packages for significant new requests. Departments should be provided with budget templates and CIP sheets in early January. Draft operating and capital budgets should be submitted to the budget preparation team by mid-February. A capital improvement package is required for all new capital requests. The Town maintains a policy describing what constitutes a capital improvement request that must be considered as part of the Capital Improvement Program. As part of the CIP, departments are tasked with reviewing their future needs and identifying all significant new requests for a five-year period.

As Departments are preparing their operating budgets, the budget team finalizes future year revenue projections. This is accomplished by reviewing revenue monthly to identify short-term and long-term trends. In addition, the Town holds periodic revenue meetings where Departmental staff are asked to provide input on key workload indicators. For example, staff in the Planning and Development Department provides critical information related to trends in the development community which impact revenue growth.

Following the submission of the Departmental budgets, the budget team reviews the Town's baseline requirements, new requests, and projected revenue increases. This information is developed into a current year and a five-year forecast that are shared with the board at a late February workshop/retreat. This allows the board to provide guidance based on both current conditions and long-term priorities. Using the additional guidance from the board, the budget team is tasked with preparing a balanced budget that is ultimately presented to the Board of Commissioners at a regular meeting. Following the release of the recommended budget, the board will hold several work sessions based on priority topics (i.e., new programs, requests for new positions, major expenditure requests, changes to services) and to review the budget and CIP requests. Following the work sessions, staff will prepare a revised budget for which a public hearing will be held to offer the public an opportunity to provide input. Finally, staff prepares a budget ordinance that summarizes the appropriation level of each department. The ordinance is considered and then approved by the board and the budget is formally adopted.

GLOSSARY

Accrual Basis of Accounting (or Full Accrual): Accounting method for proprietary funds that recognizes revenues in the accounting period in which they are earned and become measurable. Expenses are recognized in the period incurred, if measurable.

Ad Valorem Tax: A tax levied in proportion to the value of property.

Amortization: Paying the principal amount of a debt issue through periodic payments. Amortization payments include interest and any payment on principal.

Annual Comprehensive Financial Report (ACFR): A complete set of financial statements presented in conformity with generally accepted accounting principles (GAAP) and audited in accordance with generally accepted auditing standards bya firm of licensed certified public accountants.

Appropriation: Authorization granted by the Board of Commissioners to obligate and expend resources for purposes specified in the budget document.

Appropriated Fund Balance: The amount of fund balance the Board of Commissioners authorizes as a financing source to help fund specific expenditures.

Assessed Valuation: The value of real estate or personal property as determined by tax assessors and used as a basis for levying taxes.

Audit: An independent evaluation of the accuracy of the Town's financial statements, financial practices, and internal controls designed to ensure compliance with generally accepted accounting principles. Audits are conducted annually in accordance with state law.

Balanced Budget: Budget in which planned expenditures equal anticipated revenues. North Carolina state law requires municipalities to adopt a balanced operating budget.

Basis of Accounting: Accounting method that determines when revenues, expenditures, expenses, and transfers (and the related assets and liabilities) are recognized in accounts and reported in financial statements. The two bases of governmentalaccounting include accrual (or full accrual) and modified accrual.

Bond: A written promise to pay a specific amount of money with interest within a specific time, usually long-term. An obligation issued by the Town as a method of borrowing large amounts of resources for capital projects; bonds are issued for fixed terms and have fixed interest rates.

Bonded Debt: The portion of indebtedness represented by outstanding bonds.

Bond Rating: A grade indicating a governmental unit's investment qualities. Generally, the higher the bond rating, the lessrisk investors assume resulting in a more favorable interest rate and lower cost of financing capital projects for the governmental unit.

Budget: A plan for the coordination of resources and expenditures. The budget document outlines the Town's financial plan for a fiscal year indicating how the Town intends to allocate resources to support goals, objectives, and desired service levels.

Budget Amendment: A legal procedure used by Town staff and Board of Commissioners to revise a budget appropriation.

Budget Calendar: The schedule of key dates that Town departments follow in the preparation, adoption, and administrationof the budget.

Budget Message: A written overview of the proposed budget from the town manager to the Mayor and Board of Commissioners and the public that discusses the major budget items, changes from the current and previous fiscal years, and the Town's financial condition.

Budget Ordinance: The official enactment by Board of Commissioners to establish legal authority for Town officials to obligate andexpend resources.

Budgetary Control: The control or management of a governmental unit in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

Capital Assets: Tangible property that is not easily converted into cash and is usually held for a long period, such as property,machinery, vehicles, equipment, etc.

Capital Improvement Program (CIP): A multi-year plan for the construction or acquisition of major capital items. The plan usually outlines spending needs, the financing source or sources expected, and the impact of the CIP on future annual operating budgets.

Capital Investment Fund (CIF): A separate fund maintained within the General Fund to account separately for capital projects and debt.

Capital Outlay: Expenditure expected to have a useful life greater than one year or a total value of $5,000 or more resulting in the acquisition of or addition to a fixed asset.

Capital Project: A capital improvement that usually requires a major initial investment, and a significant and continuing financial commitment in the form of operating costs.

Capital Project Fund: A fund used to account for the acquisition and construction of major capital facilities, infrastructure,or improvements.

Capital Reserve: An account used to indicate that a portion of a fund's balance is restricted for a specific capital purpose and is not available for general appropriation.

Capital Reserve Fund: permits the district to set aside money for future construction projects and major purchases.

Cash Accounting: An accounting method where receipts are recorded during the period they are received, and the expensesin the period in which they are actually paid.

Cash Management: The management of cash necessary to pay for governmental services while investing temporary cash excesses in order to earn interest revenue. Cash management refers to the activities of forecasting the inflows and outflows of cash, mobilizing cash to improve its availability for investment, and establishing and maintaining banking relationships.

Committed Fund Balance: That portion of fund balance that can only be used for specific purposes imposed by majority vote by quorum of the Town of Nags Head's governing body. Any changes or removal of specific purposes requires a majority action of the governing body.

Contingency: A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

Debt Limit: The maximum amount of outstanding gross or net debt permitted by law.

Debt Service: The portion of the budget pertaining to payment of principal and interest requirements on outstanding debts.

Deferred inflows of resources: An acquisition of net assets that are applicable to a future reporting period.

Deferred outflows of resources: A consumption of net assets that are applicable to a future reporting period.

Deficit: The amount by which expenditures exceed revenues during an accounting period.

Department: An organizational unit of the Town responsible for overall management of a major governmental function.

Depreciation: The process of estimating and recording the lost usefulness, expired useful life, or diminution of service from a fixed asset that cannot or will not be restored by repair and must be replaced. The cost of the fixed asset's lost usefulness is the depreciation or the cost to the reserve to replace the item at the end of its useful life.

Disbursement: Payment for goods and services in cash or by check.

Encumbrance: A financial commitment of appropriated funds for services, contracts, or goods that have not yet been delivered by a specified time, usually the end of the fiscal year.

Enterprise Fund: A fund that accounts for a governmental activity supported primarily with user fees or charges and operated using business principles. Nags Head's Water Fund is an Enterprise Fund.

Estimated Revenue: The amount of projected revenue to be collected during the fiscal year.

Expenditures: The measurement focus of governmental fund accounting identifying financial resources expended.

Expenses: The measurement focus of proprietary fund accounting identifying costs expired. Expenses reflect the cost of goods or services used.

FICA: Social Security Tax and Medicare tax paid by the Town for each permanent, seasonal and temporary employee.

Fiscal Policy: The financial plan embracing the general goals and acceptable procedures for managing the Town's financial resources.

Fiscal Year (FY): The time designating the beginning and the ending period for recording financial transactions. In North Carolina, a municipal government fiscal year begins July 1 and ends June 30.

Fringe Benefits: A collection of various benefits provided by an employer, which are exempt from taxation as long as certain conditions are met.

Full-time Equivalent (FTE): An FTE converts the hours worked by a position into a percentage of a full year's number of hours. Generally, one FTE equals 2080 hours per year per permanent position.

Full-time Employee: A Town employee hired to work 40 hours per week on a continuing basis who is eligible to participate in the Town's health, dental and life insurance, and retirement programs.

Function: A group of related programs crossing organizational (departmental) boundaries and aimed at accomplishing a similar broad goal or major service such as public safety, environmental protection, cultural activities, etc.

Fund: A fiscal and accounting entity that has a self-balancing set of accounts recording cash and other financial resources,as well as related liabilities and residual equity. These are segregated to carry on specific activities or objectives in accordancewith special regulations, restrictions, or limitations as established by State and Federal governments.

Fund Balance: The amount of assets in excess of the liabilities or appropriations for expenditures also known as surplus funds. North Carolina General Statutes require general fund balance reserves of at least 8% of General Fund expenditures at the end of the fiscal year. The Board of Commissioners has adopted a policy to set this at 25%.

Fund Balance, Unassigned: That portion of the fund balance that is not legally segregated for a specific future use; available for appropriation at any time by the Board of Commissioners in the event of a natural or financial emergency.

Generally Accepted Accounting Principles (GAAP): Uniform minimum standards and guidelines for financial accounting and reporting. GAAP encompasses the conventions, rules, and procedures necessary to define accepted accounting practices.

General Fund: A governmental fund used to account for financial resources of the Town, except those required to be accounted for in another fund. Revenues to support the General Fund are derived from sources such as property tax, sales tax, franchise fees, and service fees. This fund usually includes most of the basic operation services, such as fire and police protection, finance, public works, general administration, planning, and recreation.

General Ledger: A file that contains a listing of the various accounts necessary to reflect the financial position of the government.

Limited Obligation Bond (LOB): A bond issued by a municipality, state, or public agency authorized to build, acquire, or improve a revenue-producing property such as a mass transit system, an electric generating plant, an airport, or a toll road.

Installment Financings/Limited Obligation Bonds (LOBs): General obligation debt that does not require voter approval. Debt service obligations are subject to the annual appropriation by the Board of Commissioners. Installment financing are secured by a lien on all or a portion of the property being financed.

Interfund: Transactions in which assets (such as cash) move between funds within the Town.

Land Transfer Tax: The Town's proportional share of an authorized excise tax on instruments conveying certain interests in real property. The tax is imposed by Dare County at $1 per each $100 or fraction thereof of the total consideration or value of the interest conveyed.

Local Government Commission: Established by NCGS 159-3, division of the NC Department of the State Treasurer that provides oversight and assistance to local governments in North Carolina. This includes approval of debt issuance and fiscal management assistance.

Modified Accrual Basis of Accounting: Accounting method for governmental funds that recognizes revenues in the accounting period in which they become available and measurable. Expenditures are recognized in the period the fund liability is incurred, if measurable, except for unmatured interest on (and principal of) general long-term debt, which should be recognized when due.

Municipal Service District (MSD): A defined area within the Town in which the Board of Commissioners levies an additional property tax in order to provide projects or extra services that benefit the properties in the district.

Net Position: The difference between total assets plus deferred outflows of resources, and total liabilities plus deferred inflows of resources.

North Carolina General Assembly (NCGA): The legislative body of the State's government.

North Carolina General Statutes (NCGS): Laws governing the State of North Carolina.

Objective: A simply stated, readily measurable statement of aim or expected accomplishment within the fiscal year. An objective should imply a specific standard of performance for a given program.

Occupancy tax: Receipts derived from the rental of room, lodging, or similar accommodation including private residences and cottages.

Occupational Safety and Health Act (OSHA): Regulations passed by the US Department of Occupational Safety and Health Administration to assure safe and healthful working conditions for working men and women by authorizing enforcement ofthe standards developed under the Act.

Operating Budget: A financial plan for the provision of direct services and support functions.

Operating Expenses: The portion of the budget pertaining to the daily operations that provide basic governmental services.The operating budget contains appropriations for such expenditures as supplies, utilities, and materials.

Ordinance: a piece of legislation enacted by a municipal authority.

Part-time Employee: For budget purposes, a Town employee, either regular or temporary, who is regularly scheduled to work less than 30 hours per workweek.

Pay-As-You-Go (or Pay-Go): Financial policy of a government unit that finances capital outlays from current revenues rather than from borrowing.

Peer Group: Other municipalities with similar characteristics, such as population, services provided, and tax base used for comparison of financial condition and performance.

Personal Property: Movable property classified within two categories- tangible and intangible. "Tangible" or touchable property includes items of visible and movable property not permanently affixed to real property. "Intangible" or non- touchable property includes stocks, bonds, notes, cash, bank deposits, accounts receivable, patents, trademarks, copyrights,and similar assets.

Personnel Services: Salaries and wages paid to employees for full-time, part-time, and temporary work including overtime and similar compensation.

Policy: A definite course or method of action considering given conditions to guide and determine present and future decisions.

Powell Bill Funds: Funding from state-shared gasoline taxes that are restricted for use on maintenance of local streets androads.

Program: An organized set of related work activities that are directed toward accomplishing a common goal.

Property Taxes: Taxes levied on both real and personal property according to the property's valuation and tax rate.

Proprietary Funds: Funds used to separate, control, and track financial resources of business-type activities carried out bya government. Nags Head's proprietary fund type include its Enterprise Funds.

Real Property: Land, buildings, and items permanently affixed to land or buildings.

Reclassification: Change in a position title and/or the associated pay range based on changes in the job skills required fora given position.

Reserve: An account designated for a portion of the fund balance that is to be used for a specific purpose.

Resources: Assets that can be used to fund expenditures such as property taxes, user fees, beginning fund balance, or working capital.

Restricted Fund Balance: Monies over the year that remain unspent after all budgeted expenditures have been made, butwhich can be spent only for the specific purposes stipulated by statutes, external resource providers, or through enabling legislation.

Restricted Intergovernmental Revenues: Grants, entitlements, and shared revenues that are recorded in the appropriate fund and classified by both source and function for which the revenues are to be spent.

Revaluation: The process of revaluing a jurisdiction's real property in order to adjust the tax value to the market value. By North Carolina law, a revaluation must be conducted at a minimum of every eight years.

Revenue: Funds the Town receives as income including tax payments, fees from specific services, receipts from other governments, fines, grants, shared revenues, and interest income.

Revenue-Neutral Rate: The tax rate that is estimated to produce revenue for the next fiscal year equal to the revenue that would have been produced for the next fiscal year by the current tax rate if no reappraisal had occurred. The revenue-neutral rate is calculated as follows: 1) Determine a rate that would produce revenues equal to those produced for the current fiscal year, 2) Increase the rate by a growth factor equal to the average annual percentage increase in the tax base due to improvements since the last general reappraisal, and 3) Adjust the rate to account for an annexation, de-annexation, merger,or similar events.

Sales and Use Tax: Taxes based on the consumption of goods and services that the state collects for local governments and distributes based upon set formulas.

Special Assessment: A compulsory levy made against certain properties to defray part of the cost of a specific improvementor service, which are deemed primarily to benefit those properties.

Special Obligation Bond (SOB): Debt secured by a pledge of any revenue source or asset available to the Town of Nags Head, except the Town's taxing power.

Strategic Plan: A specific set of strategies, implementing them, and evaluating the results of executing the plan, regarding the Town's overall long-term goals. It focuses on integrating various departments to accomplish these goals.

Surplus: The amount by which revenues exceed expenditures.

Tax Base: The assessed valuation of all taxable real and personal property within the Town's corporate limits.

Tax Levy: The resultant product when the tax rate per one-hundred dollars valuation is multiplied by the total taxablevaluation, or tax base.

Taxes: Compulsory charges levied by a government for financing services performed for the common benefit of the people.This term does not include specific charges made against particular persons or property for current or permanent benefit, such as special assessments or to user charges for enterprise type services.

Transfer: Movement of cash or other resources between funds.

Unassigned Fund Balance: The portion of a fund's unspent monies, or reserves that are not restricted for a specific purpose and are available for general appropriation.

User Fee/Charge: The payment for direct receipt of a service by the party benefiting from the service. These charges mayor may not be designed to recover the full cost associated with providing the service or facility.

COMMON ACRONYMS

ACFR	Annual Comprehensive Financial Report
ACP	Asbestos Cement Pipe
AMI	Advanced Metering Infrastructure
CIF	Capital Investment Fund
CIP	Capital Improvement Program
CO	Certificate of Occupancy
EEO	Equal Employment Opportunity
FEMA	Federal Emergency Management Administration
FLSA	Fair Labor Standards Act
FT	Full-time
FTE	Full-time Equivalent
FY	Fiscal Year
GAAP	Generally Accepted Accounting Principles
GASB	Government Accounting Standards Board
GF	General Fund
GFOA	Government Finance Officers Association
GIS	Geographic Information Systems
GS / N.C.G.S.	General Statutes / North Carolina General Statutes
HVAC	Heating, Ventilation, and Air Conditioning
IP	Instalment Purchase
IT	Information Technology
LCG	Local Government Commission
LEO	Law Enforcement Officer
LGBFCA	Local Government Budget and Fiscal Control Act
LGC	Local Government Commission
LOB	Limited Obligation Bond
MSD	Municipal Service District
N/A	Not Applicable
NC	North Carolina
NCDEQ	North Carolina Department of Environment Quality
NCDMV	North Carolina Division of Motor Vehicles
NCDMV	North Carolina Division of Motor Vehicles
NCDOT	North Carolina Department of Transportation
NCDOT	North Carolina Department of Transportation
NCDWQ	North Carolina Division of Water Quality
NCLM	North Carolina League of Municipalities
OPEB	Other Post-Employment Benefits
OSHA	Occupational Safety and Health Act
PT	Part-time
SCADA	Supervisory Control and Data Acquisition
SOB	Special Obligation Bond
UDO	Unified Development Ordinance
WF	Water Fund

CONSOLIDATED FEE SCHEDULE

Town of Nags Head ***Consolidated Fee Schedule*** 1

Administration

Town Code Bound		$100
Town Code Unbound		$50
Town Code Supplements	per year	$50
Unified Development Ordinance (UDO)		$30
Unified Development Ordinance (UDO) Supplements	per year	$15
Copies	per page	.15
Copy of digital information	(Purchase of USB flash drives/DVDs, etc., mailing envelopes, mapping service, copy service, etc. – does not include paper copies)	Actual cost (minimum $10)
Sunshine List	per year	$10
Use of public building	Refundable clean-up deposit	$50
Town lapel pin		$2 + tax
50th Anniversary Cookbook		$13 + tax
Multi-Use Path Adopt-a-Bench (No more than two (2) benches per individual/family)	per bench Staff-supplied bench. Made to match existing benches, for placement along the Town's multi-use path on S Va Dare Tr~~ail~~ and Old Oregon Inlet Rd and S. Croatan Hwy	~~$600~~ $620
Dowdy Park Adopt-a-Bench	per bench Vendor-supplied bench. Made with engineered wood to withstand a lot of activity and to match existing benches, for placement within Dowdy Park	$1,800

Administration (cont.)

Permits

Crowd Gathering Event		$100
Special Event	Soundside Event Site ~~(former Windmill Pt site)~~	$100
Vendor Fee	assoc w/Crowd Gathering or Special Events permit	$25 each or $200 for all
Tent inspection (if applicable)	assoc w/Crowd Gathering or Special Events permit A permit shall be issued for tents, membrane structures, and temporary stage canopies based on the requirements of the 2018 NC Fire Prevention code and shall be determined by the Fire Chief or designee.	$75
Electrical inspection (if applicable)	assoc w/Crowd Gathering or Special Events permit	$75
Placement of message boards and/or tower lights for events by Police Dept staff		$150

Precious metal dealer permit, special occasion permit, and employee requirements. In accordance with Town Code Ch. 12, Article ~~V~~ IX, ~~Sec. 12-202~~ Precious Metals Businesses		
Precious metal dealer permit	Annual	$180
Precious metal employee certificate of compliance	Initial	$10
	Annual Renewal	$3
Special Occasion Permit	Annual	$180

Administrative Services

Tax Rate	$0.33 per $100 value
Tax Rate - Municipal Service Districts 1 and 2 - additional tax	$.143 per $100 value
Tax Rate - Municipal Service District 4 - additional tax	$.01 per $100 value
Tax Rate - Municipal Service Districts 3 and 6 - additional tax	$.005 per $100 value
Return Check Fee (Excl. Tax Payment) G.S. 25-3-506.	$35
Return Check Fee (Tax Payment)	$25 /check or 10% of check, whichever is greater

Delinquent Taxes – Per G.S. 105-360 (a):
Interest accrues on taxes paid on or after January 6 as follows:
(1) For the period January 6 to February 1, interest accrues at the rate of two percent (2%).
(2) For the period February 1 until the principal amount of the taxes, the accrued interest, and any penalties are paid, interest accrues at the rate of three-fourths of one percent (3/4%) a month or fraction thereof.

Cart Roll Fees*	No. of bedrooms	Per property cost
*Not required to be in rental program	4 or less*	$100
	5-6	$250
	7 or more	$425

Permits			
Beach driving permit -	Resident/Property Owner	only available for purchase at Town Hall	$50
-	Non-resident		$100
Beach driving permit		Duplicate decal	$2
Bonafide fishing tournament permit		NH Surf Fishing Tournament OB Association of Realtor Fraternal Order of Eagles	N/C
Beach Equipment Vendor		Annual	$75

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Administrative Services (cont.)

Applications		
Massage Therapi~~sty~~ Business ~~(business)~~	Application ~~includes fingerprint fee~~	$150
Zoning Permit Business Establishment	Business Location	$50
Zoning Permit Business Owner/Operator	Business Owner/Operator	$50
~~Operator license~~ Business Registration	w/verification of State license	N/C
Vehicle for Hire (business)		
Taxicab or Limousine	Application	$50
Driver permit	Application includes fingerprint fee	$90
	Driver permit annual renewal	$7.50
Dowdy Park		
Sponsorship	Movie & licensure (includes set up/tear down; equipment; popcorn treat)	$650
Music in the Park	Includes fee for band and professional sound	
	Level I	$1,100
	Level II	$1,500
	Level III	$2,000
T-shirts		$25 + tax
General donations accepted for Dowdy Park events		
Farmers Market Membership Fee	Annual	$240
Farmers Market Drop-In Fee	Per market date	$25
Holiday Market	Per market date	$25
Winter Market	Per market date	$25
Family Fun Night	Per event date	$25
~~**Farmers Market**~~		
~~Membership Fee~~	~~Annual~~	~~$240~~

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~~Drop In Fee~~		~~Per market date~~	~~$25~~

Administrative Services (cont.)

Fees for ~~Business~~ Privilege License/Business Registration			
Per G.S. 105-113.77:	**Privilege License Tax**		
	City Beer On and Off Premises	per location	$15
	City Beer Off Premises only	per location	$5
	City Wine On and Off Premises	per location	$15
	City Wine Off Premises only	per location	$10
Per G.S. 20-97(d):	**Privilege License Tax**		
	Taxicabs	per vehicle annually	$15
	Limousines	per vehicle annually	$15
Business Registration:			
	Business Registration	per location	$25
	Businesses who are licensed by the State of NC are registered at no charge.		N/C
	~~Massage Therapist~~	~~with State license~~	~~-~~
	~~Massage Business~~	~~Application fee only~~	~~-~~

Privilege Licenses/Business Registrations not renewed by September 1st shall be considered delinquent.
- Business Registrations are subject to a civil penalty of $50.
- ~~Business~~ Privilege Licenses are subject to a penalty of 5%.

Penalties will be assessed on September 2nd.

Miscellaneous		
Town License Plate	Current year	$10 + tax
	Prior years	$1 + tax
Town Flag		$125 + tax

Administrative Services (cont.)

Budget or Audit documents		$10
Street (Powell Bill) map		$2
Zoning map		$17
Notary public service		N/C
Catamaran Rack Storage at Harvey Sound Access Season runs from June 1 until November 1	Nags Head resident	$25
	Non-resident	$45
	Monthly	$10
	Weekly	$5

Facility Fees Town Code Sec. 10-337

(1) Police facility fee:	
Single-family/duplex, per unit; private dock	$154.32
Multifamily, including hotel/motel, per unit	$155.00
Commercial/industrial, per 1,000 square feet	$445.66
(2) Fire facility fee:	
Single-family/duplex, per unit; private dock	$153.23
Multifamily, including hotel/motel, per unit	$95.08
Commercial/industrial, per 1,000 square feet	$246.10
(3) Solid waste collection:	
Single-family/duplex, per unit; private dock	$83.04
Commercial/industrial, incl. multifamily and hotel/motel, per cy of dumpster required	$357.20
(4) Administration facility fee:	
All uses, per unit; private dock	$382.99
(5) Recreation facility fee:	
New single-family/multifamily/hotel/motel construction, per dwelling unit; private dock	$286.00

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Administrative Services (cont.)

Credit and debit card convenience fee: (charged by a third-party vendor)		
Tax, utility, and all other payments	VISA, MasterCard, Discover (AMEX not accepted)	~~23~~.95% of total charge $~~1.00~~2.50 minimum
Pit Fire and Beach Driving Permits ~~(charged by a third-party vendor)~~	Use of credit card to pay online	$1.15 (flat fee)
E-check convenience fee		$~~1.05~~1.95 (flat fee)

Fire Department

Pit Fire Permits - Credit card fee to pay online (charged by a third party vendor)		$10 $1.15 (flat fee)
Structure Burn Permit	water use additional cost	$1,500/day burn
Tent inspection	A permit shall be issued for tents, membrane structures, and temporary stage canopies based on the requirements of the 2018 NC Fire Prevention code and shall be determined by the Fire Chief or designee	$75
Electrical inspection	associated w/large tent or event	$75
Vehicle use for events	Pickup truck (1/2 ton) – per day	$12.30
	Mobile command vehicle – per day	$19.00
	Fire truck – per day	$78.90
Copy of Incident Report		$5
Fire Inspection Business		
First inspection		N/C
First re-inspection		N/C
Second re-inspection		$25
Third re-inspection	per day	$50

Fire Department (cont.)	
New Construction	
Standpipe system inspection	$50
Fire Sprinkler system inspection	$75
Fire Alarm system acceptance testing	$75
Kitchen suppression system acceptance testing	$75
2-Hr Hydrostatic test witness	$100
False Alarms	
First False Alarm of calendar month	N/C
Second False Alarm of calendar month	$25
Third False Alarm of calendar month	$50
Fire Hydrant Testing	
Flow testing required for sprinkler system installation or upgrades	$250

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Planning & Development

New Construction		
Residential (per sq. ft.)	heated non-living	0.75 0.40
Commercial (per sq. ft.)	heated & non-living	0.80
Pool		$250
Electric		$75
HVAC	$40/unit +$5 electrical	min $75
Plumbing		$75
Gas		$75
Sprinkler		$75
Refrigeration		$75
Sign		$75
Multi-family (per sq. ft.)	$100/unit + heated & non-living	0.80
Hotel (per sq. ft.)	$50/unit + heated & non-living	0.80
Building permit fees		
Building re-inspection		$50
Proceeding work w/o a building permit		2x permit cost
Proceeding work w/o required inspection		½ permit cost
Demolition		
Single Family		$150/building
Duplex		$150/building
Hotel	$50/unit	min $250
Multi-family	$100/unit	min $250
Commercial (per sq. ft.)	0.75	min $250

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Planning & Development (cont.)

Moving		
Single Family		$500/building
Duplex		$600/building
Hotel	$150/unit	min $1,000
Multi-family	$300/unit	min $1,000
Commercial (per sq. ft.)	$1.00	min $1,000
Clean Up Deposits		
Demolition within AEC		
Single family		$1,000/building
Duplex		$1,250/building
Hotel	$100/unit	min $1,000
Multi-family	$500/unit	min $1,000
Commercial (per sq. ft.)	$1.00	min $1,000
Demolition outside AEC		
Single family		$500/building
Duplex		$600/building
Hotel	$75/unit	min $900
Multi-family	$75/unit	min $900
Commercial		$900/permit
Move Within AEC		
Single family		$500/building
Duplex		$600/building
Hotel	$150/unit	min $1,000

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Planning & Development (cont.)

Move Within AEC (cont.)		
Multi-family	$300/unit	min $1,000
Commercial (per sq. ft.)	$1.00	min $1,000
Move Outside AEC		
Single family		$500/building
Duplex		$600/building
Hotel	$75/unit	min $1,000
Multi-family	$75 unit	min $1,000
Commercial (per sq. ft.)	0.50	min $1,000

Miscellaneous Permit Fees		
Bulkhead, dock, pier		See Alteration, Additions, Remodeling section
Commercial towers/new tower		$1.00 Lin. Ft. + $100 for subs
Electrical inspection	assoc. w/large tent or event	$75
Fuel pumps	$25 per pump	min $50
Fuel storage tank	Per tank	$200
Hood/duct		$100

Planning & Development (cont.)

Alterations, Additions, Remodeling (based on actual cost)

Residential, Commercial, Accessory structures, Storage

From	To	
0	$2,500	minimum $100
$2,501	$5,000	$130
$5,001	$10,000	$160
$10,001	$20,000	$190
$20,001	$30,000	$220
$30,001	$40,000	$250
$40,001	$50,000	$280
$50,001	$60,000	$310
$60,001	$70,000	$340
$70,001	$80,000	$370
$80,001	$90,000	$400
$90,001	$100,000	$430
$100,001	$110,000	$460
$110,001	$120,000	$490
$120,001	$130,000	$520
$130,001	$140,000	$550
$140,001	$150,000	$580
$150,001	$160,000	$610
$160,001	$170,000	$640
$170,001 and over		$640 + $1.50 per $1,000 valuation above $170,001 or fraction thereof

Planning & Development (cont.)

Service Unit Fees

Gallons per Day (GPD)	
To calculate Gallons per Day, refer to the NC Administrative Code – 15A NCAC 02T .0114	$2.79

Small Wireless Facility Review

	per application	$100 per facility – first 5 facilities $50 each – next 20 facilities

Miscellaneous Administrative and Zoning Fees

Site Plan, Major	0.50/sf
Site Plan, Minor (without or less than 250 sq. ft. of new floor area or lot coverage)	$75 Waived for eligible Temporary Use Permits
Site Plan, Minor (with 250 sq. ft. or greater of new floor area or lot coverage)	$400 Waived for eligible Temporary Use Permits
Variance or Appeal	$500 Variance $300 Appeal
Conditional Use	$500
Erosion & Sedimentation Control (commercial projects only)	$50/up to 1 acre + $40/additional acre and revision
Floodplain Review (not associated with building permit)	$50
Zoning Permit for new single family/duplex	$150 single; $275 duplex
Zoning Permit associated with single family/duplex with no building permit (i.e., driveway, land disturbance, etc.)	$25
Zoning Permit for commercial/multifamily in conjunction with building permit	No charge
Zoning Permit for commercial/multifamily in conjunction with no building permit (i.e., change of occupancy or use)	$50
Zoning review fee for signage	$75 (per application, inclusive of all signs)
Zoning permit for home occupation	$50
Zoning map amendment	$750 + $500/acre or fraction thereof

Planning & Development (cont.)

Unified Development Ordinance (UDO) text amendment	$750
Application/Investigation of Sexually Oriented Business (SOB)	$300
Subdivision, Minor or Major	$75 per lot
Exempt subdivision/Recombination	$50 per lot
GIS maps 11x17	$5/parcel data only $10/aerial photography
GIS maps 17x22	$10/parcel data only $25/aerial photography
GIS maps 22x34 through 36x48	$25/parcel data only $50/aerial photography
Zoning or Flood Determination Letter	$50

Police Department

Town Ordinance Violation		$50
Permit 24-hr parking at beach accesses for fishing Sep 1 - Feb 1		$25
Copies of Accident Reports		$5
Copies of Investigative Reports		$5 or 0.15/pg. < 33 pgs.
Off-Duty Security Vehicle Use		$19.75 per day
Fingerprint charges		$5/set
Use of public building	Refundable clean-up deposit	$50

Civil Penalties as listed below:	**$50 each**

Traffic Violations		**$50 each**
Section 42-41	Failure to obey traffic control devices	
Section 42-92	Prohibited riding coasters, roller skates, or similar devices	
Section 42-92	Motorized vehicles prohibited on multi-use/pedestrian path	
Section 42-132	Obstructing passage of other vehicles	
Section 42-138	Prohibited parking in certain places	
Section 42-139	Parking in front of driveway or fire hydrant	
Section 42-140	Parking in Fire Lane	
Section 42-141	Parking on certain streets	

Taxi Cab Violations		**$50 each**
Section 46-8	Exceed maximum number of passengers	
Section 46-9	Failure to properly mark taxi cab	
Section 46-11	Failure to post rates and fares	
Section 46-13	Failure to maintain daily manifest	
Section 46-81	Taxi cab drivers permit required	
Section 46-89	Failure to display taxi cab drivers permit	

Police Department (cont.)

Animal Violations		**$50 each**
Section 6-2	Owner responsibility violation	
Section 6-3	Dog must wear identification and rabies tags	
Section 6-6	Mandatory removal of feces	
Beach Violations		**$50 each**
Section 8-1	Surfing without a leash/within 300 ft. of a pier	
Section 8-2	Swimming prohibited (red flags posted)	
Section 8-4	Personal watercraft	
Section 8-62	Driving on sand dune	
Noise Violation		**$50 each**
Section 16-76	Prohibited noise	
Street Numbering		
Section 36-46	Failure to display proper street nos. front/rear of structure	
Other		**$50 each**
Section 26-1	Disorderly conduct/urinating in public	
Section 12-103	Peddler/itinerant merchant license required	
Section 12-104	Peddler/itinerant merchant-regulations generally	

Alarms	
Alarm Protection System Permit-Initial	$50
Alarm Protection System Permit-Renewal	$25
A - First False Alarm of Calendar Month	N/C
B - Second False Alarm of Calendar Month	$25
C - Third False Alarm of Calendar Month	$50
D - Fourth False Alarm of Calendar Month	$50
E - Fifth False Alarm of Calendar Month	$50

~~7/1/2023; Rev: 12/6/2023~~ 7/1/2024

Police Department (cont.)	
Towing of automobiles, vans, pick-up trucks, motorcycles	$300 (during business hours) + 10% (after-hours)
Responding to tow request where no hook-up is rendered	½ the corresponding rate above
Storage charges until owner/operator takes possession	$50 per day
Excavation application permit	$50
Police Escort to move house/commercial building	$100 first 2 hours
	$50/hour additional hours

Public Services

Sanitation Dept.		
Dumpsters		
4 yd side load		$1830 + tax
6 yd front load		$1705 + tax
8 yd front load		$2095 + tax
Trash Carts		
Trash cart		~~$75~~ $85 + tax
Trash cart repair parts		
Lid (Toter lids only)		~~$30~~ $35 + tax
Thru hole Town wheel system	(2 wheels, 1 rod)	~~$45~~ $50 + tax
Wheel	Separate	$15 + tax
Rod	Separate	$15 + tax
300-gallon trash cart		$770 + tax
Rental		
Trash carts		$15 / day
4 yd side load dumpster	Minimum 1-week rental fee	$366 / week
6 yd front load dumpster	Minimum 1-week rental fee	$341 / week
8 yd front load dumpster	Minimum 1-week rental fee	$419 / week
30 yd roll-off dumpster	Minimum 1-week rental fee	$887 / week
40 yd roll-off dumpster	Minimum 1-week rental fee	$1,715 / week
Miscellaneous		
"No Trespassing" signs	two (2) styles	$30 + tax
"Keep Off the Dunes" signs		$30 + tax
Town Parks reservation	Refundable clean-up deposit	$50
Electricity at parks	Upon request	$5
Review of plans for improvements for existing streets		$200 < 250 linear ft
		$200 > 250 linear ft
		+ $50 per linear ft over 250

~~7/1/2023; Rev: 12/6/2023~~ 7/1/2024

Water Rates

Water Meter Deposit		
Residential	$25 per bedroom	$50 min.
Motel/Hotel/Cottage Court	$25 per bedroom	$100 min. $750 max.
Restaurant	$10 per seat	$100 min. $750 max.
Commercial		$100
Hydrant (for use at Town of Nags Head Public Works/Nags Head Water Distribution)		$500
Hydrant (for use at locations not maintained by Nags Head Water Distribution)		$450
Hydrant Deposit		
Hydrant 2 ½" meter with RPZ		~~$4,200~~ $6175
Hydrant		~~$2,630~~ $3500
Excessive water consumption		
Water leaks - if undetected water loss is due to a broken or damaged water line, valve, or water heater (toilet valve N/A) - bill adjustment can be made in accordance with Town Policy		
Installation of water meter - drop in		
¾" meter		$410
1" meter		$525
1 ½ " meter		$1,150
2" meter		$1,175
Repair Charges		
Charges on repairs by the Town to meters, meter boxes, hydrants, and valves		Cost of materials + 20% per incident $50 min

~~7/1/2023; Rev: 12/6/2023~~ 7/1/2024

Water Rates (cont.)

Water Tap Connection	
¾" tap	$1,050 + meter dep
1" tap	$1,130 + meter dep
1 ½ "tap	$5,210 + meter dep
2" tap	$5,570 + meter dep
Over 2" tap	Cost of materials + 20% + meter dep

Water Rates/Usage – *Billed bi-monthly*	**Year-Round Rate**
Minimum 0 - 3,000 gallons	$44.70 (3/4" meter)
3,001 - 15,000 gallons	$7.80 /thousand gallons
15,001 - 40,000 gallons	$8.76 /thousand gallons
40,001 – 75,000 gallons	$9.32 /thousand gallons
75,001 - 200,000 gallons	$10.28 /thousand gallons
200,001 + gallons	$10.78 /thousand gallons
Penalty	
Late fee applied after due date	10% of balance
Non-Payment Fee	$50

Meter Size – *Billed bi-monthly*	**Minimum**
¾ " meter	$44.70
1" meter	$67.00
1 ½ " meter	$128.70
2" meter	$245.00
2 ½ "meter	$354.15
3" meter	$465.00
4" meter	$758.40
6" meter	$1,890.35

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Water Rates (cont.)

Miscellaneous Water

Meter test	$25
	(N/C if meter fails - bill will be adjusted)

The customer will be responsible for the repair or replacement cost of damage done by tampering with Town of Nags Head water meters. Criminal and/or civil charges can be filed under G.S. 14-151

~~Due to the administrative cost of processing reimbursements, the Town of Nags Head does not automatically reimburse final utility bill overpayments of $5.00 or less. Customers may call and request a refund. After one year, monies will be sent to NC unclaimed funds.~~

Septic Health	
Septic Loan Interest Rate	Prime less 2.5%, minimum of 2.5%

~~7/1/2023; Rev: 12/6/2023~~ 7/1/2024

TOWN OF NAGS HEAD

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company/nagshead

(252) 441-5508

5401 SOUTH CROATAN HIGHWAY, NAGS HEAD, NC 27959

Agenda Item Summary Sheet

Item No: **L-1**
Meeting Date: **May 1, 2024**

Item Title: Request for Closed Session to discuss the possible acquisition of real property located at 4222 S Croatan Highway

Item Summary:

A Closed Session will be requested at the May 1st Board of Commissioners meeting to discuss the possible acquisition of real property located at 4222 S Croatan Highway pursuant to GS 143-318.11(a)(5).

Number of Attachments: 0

Specific Action Requested:

Provided for Board discussion.

Submitted By: Administration Date: April 23, 2024

Finance Officer Comment:

N/A

Signature: Amy Miller Date: April 23, 2024

Town Attorney Comment:

Attorney Leidy will participate in the discussion as necessary.

Signature: John Leidy Date: April 23, 2024

Town Manager Comment and/or Recommendation:

Town Manager Garman will participate in the discussion.

Signature: Andy Garman Date: April 23, 2024

Agenda Item Summary Sheet

Item No: **L-2**
Meeting Date: **May 1, 2024**

Item Title: Request for Closed Session to consult with the Town Attorney regarding matters protected by the attorney/client privilege and to preserve that privilege, to include the Cherry, Inc litigation and the pending litigation re: Dare County municipalities vs the State of NC zoning authority

Item Summary:

A Closed Session will be requested at the May 1st Board of Commissioners meeting to consult with the Town Attorney regarding matters protected by the attorney/client privilege and to preserve that privilege, to include the Cherry, Inc litigation and the pending litigation re: Dare County municipalities vs the State of NC zoning authority - pursuant to GS 143-318.11(a)(3).

Number of Attachments: 0

Specific Action Requested:

Provided for Board update and discussion.

Submitted By: Administration Date: April 23, 2024

Finance Officer Comment:

N/A

Signature: Amy Miller Date: April 23, 2024

Town Attorney Comment:

Attorney Leidy will provide an update.

Signature: John Leidy Date: April 23, 2024

Town Manager Comment and/or Recommendation:

Town Manager Garman will participate in the discussion.

Signature: Andy Garman Date: April 23, 2024