



Ben Cahoon
Mayor

Michael Siers
Mayor Pro Tem

Cliff Ogburn
Town Manager

Town of Nags Head
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M. Renée Cahoon
Commissioner

J. Webb Fuller
Commissioner

Kevin Brinkley
Commissioner

MEMORANDUM

To: Mayor, Mayor Pro Tem, and Board of Commissioners

From: Cliff Ogburn, Town Manager

Date: June 17, 2020

Re: Changes from Recommended to Adopted Budget for Fiscal Year 2020-2021

General Fund

- Add a 2.5% cost of living adjustment for employees \$171,039
- Add within grade increases of 2.5% or 1.25% for eligible employees whose salaries fall below or above, respectively, the midpoint of their grade \$128,375
- Add a part-time seasonal Facilities Maintenance employee \$20,992
- Add hours for a part-time office assistant \$11,842
- Add new debt payments for vehicle replacements including a residential sanitation truck \$72,592 (\$5,000 will be defrayed through Sanitation facility fees), three new Police vehicles \$51,123, and a Facilities Maintenance truck \$11,781
- Add a stand on sprayer/spreader for Facilities Maintenance \$13,500
- Add HVAC contract maintenance agreements \$8,100
- Add special events at Dowdy Park \$5,000
- Increase to fund the proposed Sanitation cart roll back contract \$1,710
- Add to fund the increase in the North Carolina League of Municipalities annual membership dues \$130
- Add funding for Police firing range maintenance \$21,750
- Increase the excess sales tax contribution to the Municipal Service District as a result of increased sales tax revenue projections \$42,509
- Decrease postage in Administrative Services and Planning (\$3,395) and (\$1,500), respectively
- Increase sales tax revenue projection to 80% for July, 85% for August, and 90% for September \$272,304
(compared to 50% for July, 60% for August, and 70% for September)
- Increase occupancy tax revenue projection to 80% for July, 85% for August, and 90% for September \$278,244
(compared to 50% for July, 80% for August, and 80% for September)
- Increase transfer from the Capital Reserve Fund (Sanitation facility fees) towards the new Sanitation residential truck debt payment \$5,000

General Fund budget ordinance increased from \$21,341,556 to \$21,897,104

Water Fund

- Add a 2.5% cost of living adjustment for employees \$17,949
- Add within grade increases of 2.5% or 1.25% for eligible employees whose salaries fall below or above, respectively, the midpoint of their grade \$11,001
- Add water tower and tank maintenance contracts \$91,948
- Add a south Nags Head tank mixer motor \$15,000
- Increase charges for utilities revenue projection to reflect higher occupancy than originally recommended \$135,989

Water Fund budget ordinance increased from \$3,323,211 to \$3,459,109