



# 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

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### **Specific Action Requested:**

Approval of attached updated organizational chart.

Submitted By: Administration

Date: April 18, 2024

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### **Finance Officer Comment:**

No fiscal impact for the current fiscal year.

Signature: Amy Miller

Date: April 18, 2024

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### **Town Attorney Comment:**

N/A

Signature: John Leidy

Date: April 18, 2024

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### **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