



**TOWN OF KILL DEVIL HILLS**  
*Land Where Flight Began*

MEMORANDUM

January 26, 2022

TO: Mayor and Board of Commissioners

FROM: Debora P. Díaz, Town Manager 

REF: Consent Agenda

**1. Minutes (Attached CA-1A)**

A. January 10, 2022

**2. Budget Amendment (Attached CA-2A)**

A. #10 – to close and transfer escrow funds from the Public Works Final Phase Capital Project Fund to the General Fund.

**3. Revised per diem rates for travel (Attached CA-3)**

Finance Director Beverly Kissinger's attached memorandum highlights a Finance Department recommendation to amend the established Per Diem Rate for Meals in the Town's Travel Policy.

<b>Meal</b>	<b>Current Allowance*</b>	<b>Recommended Allowance</b>
Breakfast	\$ 9.00	\$14.00
Lunch	\$13.00	\$16.00
Dinner	\$24.00	\$29.00
<b><i>Total per day</i></b>	<b>\$46.00</b>	<b>\$59.00</b>

\*current allowance last updated 8/14/2006.

Approval of the Consent Agenda will approve this recommended amendment to the Town's Travel Policy, Per Diem Rate for Meals, effective March 1, 2022.

Staff recommends approval of the Consent Agenda as presented and a motion will be in order.