



TOWN OF KILL DEVIL HILLS
Land Where Flight Began

MEMORANDUM

September 12, 2022

TO: Mayor and Board of Commissioners

FROM: Debora P. Díaz, Town Manager

D. Díaz /CA

REF: Consent Agenda

1. Minutes (Attached CA-1A)

A. August 8, 2022

2. Monthly Report (Attached CA-2A)

A. July 2022

3. Budget Amendments and Transfers (Attached CA-3A and CA-3B)

A. Budget Amendment #1- Encumbrances from FY 2021-2022

B. Amended Beach Nourishment Capital Project Ordinance

Budget amendment #1 records encumbrances from the previous fiscal year (FY 2021-2022) that were carried over to this fiscal year for ongoing projects and ordered but not yet received items. The amended Beach Nourishment Capital Project Ordinance records the most up-to-date project allocations, all of which have received prior Board funding authorization.

4. Occupancy Tax Overpayment Resolution (Attached CA-4)

Dare County has informed all local governments that following a change in the state occupancy tax collection requirements, a small portion of patrons to campgrounds may have been accidentally charged an occupancy tax as part of their camping fees. To remedy this, Dare County will be refunding those identified who have been charged within the statute of limitations term. Since Kill Devil Hills and other localities regularly receive occupancy tax proceeds, this resolution will authorize the Town Manager to refund the Town's share of its portion of any proceeds that identified by the County as improperly collected. Approval of the Consent Agenda will approve the resolution and authorize Staff to address the occupancy tax overpayment.

5. Government Education Access Channels Committee – attendance policy (Attached CA-5)

At its August 24, 2022, meeting, the Government Education Access Channels Committee (GEACC) approved an attendance policy for its members. Approval of the Consent Agenda will record the Board's approval of the GEACC attendance policy.

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