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**Town of Cedar Point**  
**Regular Meeting**  
*Tuesday, May 28, 2024*

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**Board Members**

Scott Hatsell, Mayor | Gary Bray, Mayor Pro Tem | Josh Reilly, Commissioner

Pam Castellano, Commissioner | John Nash, Commissioner | Frankie Winberry, Commissioner

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**I. Call to Order/Invocation/Pledge** Mayor Scott Hatsell

*Moment of Silence followed by the Pledge of Allegiance*

**Mayor's Remarks**

**II. Agenda and Consent Agenda**

The Town Clerk respectfully submits to the Board, the Regular Agenda and the below consent items, which are considered to be of general agreement and of little or no controversy. These items may be voted on as a single group without Board discussion or if so desired, the Board may request to remove any item(s) from the consent agenda and placed for consideration separately.

**Consent Items:**

- a. April 5, 2024, Budget Work Session Minutes
- b. April 23, 2024 Regular Meeting Minutes
- c. Budget Amendment #2

**III. Public Hearing – Proposed Final 2024-2025 Budget**

*This is the final draft of the 2024-2025 Budget for Board consideration and public comment. Action will be taken at the June 25, 2024 Regular meeting.*

**Action Needed:**

1. Open the Public Hearing
2. Public Comment
3. Close the Public Hearing

**IV. Annexation Petition ANN-2024-01 221 Hidden Bay Drive**

*The Town Clerk has investigated the sufficiency of the petition and requests the Board set a date for public hearing.*

**Action Needed:**

1. Set the Public Hearing date for Tuesday, June 25, 2024

**V. Deputy & WCFD Reports**

**VI. Manager's Report/Comments**

**VII. Town Clerk Report**

**VIII. Public Comment**

**IX. Board Comments**

**X. Adjournment**

The next regularly scheduled meeting will be held on Tuesday, June 25, 2024 at 6:30 PM.

## **Tab 2 Consent Agenda**



Town of Cedar Point Board of Commissioners  
Budget Work Session  
April 5, 2024

The Town of Cedar Point Board of Commissioners held a Budget Work Session on Friday, April 5, 2024 at Town Hall. The meeting began at 9:15 AM.

PRESENT: Commissioners Reilly, Castellano, Nash, Town Manager Rief, and Town Clerk Calhoun

ABSENT: Mayor Hatsell, Commissioners Bray and Winberry

This work session was discussion only due to the absence of the Mayor and two commissioners.

Mr. Rief provided a brief overview of the 2024-2025 proposed budget with expected revenues followed by expenses. He pointed out that GFL will not increase solid waste collection costs if the Town agrees to renew our contract with them for another 3 years. Public Works will need weed eaters and edgers replaced. Mr. Rief has also agreed to research the cost of adding street lights on Masonic Avenue.

Mr. Rief proposed pay raises to all staff members, to which Commissioner Nash agreed and stated that raises are necessary and should be competitive. He also proposed a part-time seasonal Public Works employee for Public Works. Commissioner Reilly proposed a 12% increase for Public Works employees, Commissioner Castellano proposed a 15% increase for Manny. Further discussion concluded that a 15% increase for all staff would be appropriate. Mr. Rief also would receive an increase, to be discussed at a later date.

Powell Bill expenditures include Ash Street and Sherwood Avenue to be repaved and repaired. Jones Street will be deferred to the 2025-2026 budget cycle. Fir Street paving completion is moving forward, the DOT requires agreement from all adjoining property owners. Sidewalks can be funded with SBP funds, Powell Bill funds (if street is public), or Parks and Rec funds.

We are eligible per the loan agreement to pay off the park on August 1, 2024. Mr. Rief pointed out to the Board that it may be prudent to hold off the payoff of the park as the NC Capital Management Trust fund where that money is currently held is paying a higher interest rate.

39 Once the interest rates trend downward, the final payment then could be made. A 60 to 90 day  
40 notice of intent to pay off the loan is required by the lender.

41  
42 There being no further business to discuss, the meeting was adjourned.

43  
44 The meeting Adjourned at 11:45 AM

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Scott Hatsell, Mayor

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Jayne Calhoun, Town Clerk

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Town of Cedar Point Board of Commissioners  
Regular Meeting  
April 23, 2024

The Town of Cedar Point Board of Commissioners held their regularly scheduled monthly meeting on Tuesday, April 23, 2024, at 6:30 PM at Town Hall. Mayor Hatsell determined a quorum to be present and opened the meeting.

PRESENT: Mayor Hatsell, Commissioners Bray, Castellano, Nash, Winberry, Town Manager Rief, and Town Clerk Calhoun

ABSENT: Commissioner Reilly

There was a Moment of Silence observed, followed by Mayor Hatsell leading the Pledge of Allegiance.

The Agenda and Consent Agenda, consisting of the March 26, 2024 Regular meeting minutes and a contract extension from GFL, were presented for Board consideration and approval. Commissioner Winberry made a **Motion** to approve the Agenda and the Consent Agenda as presented. The Motion passed 4-0.

Commissioner Castellano arrived at 6:40 PM.

The next agenda item concerned a Commercial Site Plan (CSP-2024-01) submitted by Mr. Charles Coates, Cedar Point Boatworks, and Heather's Boat Detailing, 1095 Cedar Point Boulevard. Mr. Coates is proposing a large building to accommodate the boat detailing and repair. Once the new building is complete, the existing building will be torn down. The existing fence will be removed and replaced with a new one. Currently, there are two curb cuts at the entrance, NCDOT will require one to be removed. The front of the property will still be used for display and storage of boats for sale and repair/detailing. The landscaping plan corresponds with the UDO street yard requirements. At their April 2, 2024 meeting, the Planning Board unanimously recommended approval of this Commercial Site Plan. Mr. Rief noted that this property was within the Central Business Overlay District. Commissioner Bray made a **Motion** to approve the Commercial Site Plan CSP-2024-01 as presented. The Motion carried 4-0.

39 Mr. Rief then presented the proposed 2024-2025 Budget, noting that most of the material had  
40 been covered at the April 5, 2024 Budget Work Session. Mr. Rief stated that the technology line  
41 item was increased to \$30,500 to accommodate ARC GIS software updates, computer upgrades,  
42 website upgrades, and renewal with Computer Warriors for Tech Support. The Town has  
43 applied for a \$16,000 technology grant.

44  
45 The Solid Waste contract with GFL has been extended for another 3 years with no increase in  
46 fees.

47  
48 Mr. Rief then gave the Board an overview of the Powell Bill funds. Proposed road repairs for  
49 the new budget cycle include Ash Street and Sherwood Avenue from Town Hall to Cedar Point  
50 Boulevard. The completion of Fir Street is contingent upon NCDOT involvement.

51  
52 In the Parks and Recreation budget, there is \$225,000, with upfitting the gym building and  
53 restrooms at the park slated for the 2024-2025 budget cycle.

54  
55 Crosswalks at the gym building to Western Park and the intersections to Marsh Harbour are also  
56 proposed. Additional streetlights were also proposed along Masonic Avenue.

57  
58 More requests for use of the gym building have been received. A basketball team and a baseball  
59 team have expressed interest in using the building for practices.

60  
61 Deputy Nakamura was unable to attend the meeting.

62  
63 Mr. Rief presented his Manager's Report, beginning with trespassers at the park. The cameras  
64 have caught vehicles in the park after dark on several evenings. Deputy Nakamura will increase  
65 patrols in the park. Mr. Rief also proposed additional signage prohibiting speeding and reckless  
66 driving, trespassing, and dogs off-leash.

67  
68 Cameron Pittner is pursuing his Eagle Scout designation and is proposing the installation of  
69 walking bridges at the park. Mr. Pittner will be presenting his project proposal to the board next  
70 month.

71  
72 Several trees are diseased at the roots and will need to be cut down. Mr. Rief stated that there are  
73 trees around Town Hall and Public Works Shop as well as at the park. Mr. Rief is also going to  
74 contact the County Extension office to conduct soil sampling around these trees.

75  
76 The Town never received a tax bill for the taxes due on the gym building, which resulted in them  
77 remaining unpaid. The County has sent a new bill and has agreed to waive the penalties and  
78 interest.

79  
80 Mr. Rief updated the Board on updating the gym building to accommodate recreation teams  
81 using it for their practices. The softball team is using the building currently on Wednesdays and  
82 other days if the weather is inclement. The team has a batting net that can be folded up after use,  
83 but the soft-sided insulation on the walls has incurred damage from softballs hitting it. Mr. Rief  
84 proposes installing plywood on the walls to protect the insulation from this type of damage.

85 A basketball team has also expressed interest in using the gym and has indicated that they have  
86 portable goals and can tape court lines on the floor. In addition to wrapping the walls with  
87 plywood, Mr. Rief also recommended fencing around the septic area to prevent cars from  
88 parking over it, and a locked thermostat that can only be controlled by Town staff. The parking  
89 lot also needs restriping. The Board authorized Mr. Rief to work with the basketball team.  
90

91 Onslow Paving and Grading has begun work on repaving Bluff Road, they will be paving all of  
92 Bluff Road.  
93

94 Manny is interested in pursuing his welding certificate, and the classes are seated. The classes  
95 are only offered during business hours, which would result in Manny being out of the office  
96 twice a week. There may be a need to make him part-time and hire an additional Public Works  
97 employee.  
98

99 There was no Public Comment.  
100

101 Mayor Hatsell directed Town Clerk Calhoun to spotlight the park rules via the Trail Talk  
102 Tuesday feature on the Town's Facebook page.  
103

104 There being no further business to discuss, the meeting was adjourned. Commissioner  
105 Castellano made a **Motion** to adjourn the meeting. The Motion carried 4-0.  
106

107 The meeting Adjourned at 7:39 PM  
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Scott Hatsell, Mayor

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Jayne Calhoun, Town Clerk



## FY 2023-2024 OPERATING BUDGET ORDINANCE AMENDMENT #2

**WHEREAS**, the Town of Cedar Point has received more revenue for CedarFest than budgeted; and,

**WHEREAS**, the Town desires to amend the Operating Budget by allocating the additional revenue to the Parks and Recreation department; and,

**WHEREAS**, The Town has received unbudgeted miscellaneous revenue from various sources, including from neighboring towns as part of a planning grant project and desires to amend the Operating Budget by allocating the excess revenue to the Administration Department;

**NOW, THEREFORE, BE IT ORDAINED** by the Cedar Point Board of Commissioners that the following amendments be made to the annual budget ordinance for Fiscal Year ending June 30, 2024.

**Section 1.** To Amend Budgeted Revenues as Follows:

<u>Revenue</u>	<u>Increase</u>	<u>Decrease</u>
Miscellaneous Revenue	\$5,000	
CedarFest	\$6,000	

**Section 2.** To Amend Budgeted Expenses as Follows:

<u>Expense</u>	<u>Increase</u>	<u>Decrease</u>
Special Project – Planning Grant (Administration)	\$5,000	
Park Maintenance (Parks & Recreation)	\$6,000	

**Section 2.** Copies of this Budget Amendment shall be furnished to the Town Manager for his direction.

Adopted this 28th day of May, 2024.

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Scott Hatsell, Mayor

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Jayne Calhoun, Town Clerk

## **Tab 3 Final Proposed Budget**

*TOWN OF CEDAR POINT  
NORTH CAROLINA  
FISCAL YEAR 2024-2025  
OPERATING BUDGET*

*CEDAR POINT BOARD OF COMMISSIONERS PUBLIC HEARING  
MAY 23, 2024*



*Scott Hatsell, Mayor  
Gary Bray, Mayor Pro-Tem  
Frankie Winberry, Commissioner  
Pam Castellano, Commissioner  
John Nash, Commissioner  
Josh Reilly, Commissioner*

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# TOWN OF CEDAR POINT

**Mayor**  
Scott Hatsell

**Mayor Pro-Tem**  
Gary Bray

**Board of Commissioners**  
Frankie Winberry  
Pam Castellano  
John Nash  
Josh Reilly



**Town Manager**  
David M. Rief

**Mailing Address**  
427 Sherwood Avenue  
Swansboro, NC 28584  
Phone: 252-393-7898

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Thursday, May 23, 2024

Dear Honorable Mayor Hatsell; Board of Commissioners; and citizens of Cedar Point:

I am pleased to present the Fiscal Year 2024-2025 Recommended Budget for your review and consideration. The total Recommended Budget is \$1,337,000, showing a \$65,250 decrease from the initial Fiscal Year 2023-2024 Operating Budget of \$1,402,250 and a \$101,250 decrease from the amended Fiscal Year 2023-2024 Operating Budget. This marks the second year in a row that the Town has experienced a decreased annual budget. The Fiscal Year 2024-2025 Recommended Budget seeks to ensure the Town continues its solid financial position while maintaining a high standard of Town services and programs.

The Recommended Budget is balanced with a property tax rate of \$0.1475 per \$100 of assessed value. There is no proposed change in the property tax rate. The only changes to the Town's fee schedule are additional line items for the provision of trash collection services to mobile home parks and the sale of town license plates and CedarFest merchandise. The proposed budget does not require the usage of any unassigned fund balance.

The greatest impact to the Town's budget this year is due to salary increases. Over the last few years, the Town has not kept pace with other Towns in the provision of salaries for Town Staff. The impact of inflation over the last few years has had a huge impact on the cost of basic necessities such as food, shelter, and clothing. Five of the Town's six full-time staff now work a second job of some sort just to make up the shortfall from the inflationary impact. While this situation impacts the general population somewhat universally, the Town is unique in that our competitors for labor, nearby towns, have been paying higher wages for a while. Historically, Town staff have been willing to take a smaller salary in exchange for working for a smaller town with a closeknit working relationship, but as the financial pressures increase, so does the likelihood of losing staff to a similar role in a nearby town. While the proposed increases will still result in the Town paying below average wages, it will go a long way toward bridging the pay gap and reducing the likelihood of employees leaving for marginally higher wages. Fortunately, increased growth of new development in the town means that no tax rate increase is needed to fund these wage increases.

I believe that this Fiscal Year 2024-2025 Recommended Budget represents a responsible revenue and expenditure plan that considers both the present and future of Cedar Point. We have consistently strived to develop and adhere to a structurally sound budget in an effort to stabilize tax rates over the long-term and have also put forth a significant effort to prepare for future needs and identify potential challenges.

# **FISCAL YEAR 2024-2025 RECOMMENDED** **BUDGET REVENUES**

## **PROPERTY TAX**

Property tax revenues are expected to increase slightly from those collected during the 2023-2024 Fiscal Year. Property Tax, historically, is a very stable source of revenue and constitutes \$675,000, 50.49% of the total expected revenues for Fiscal Year 2024-2025.

## **SALES AND USE TAX**

The second largest source of revenue for the Town is Sales and Use Tax revenues. Sales tax is basically a tax on the retail sale or lease of tangible personal property. Use tax is an excise tax on the right to use or consume property in North Carolina or elsewhere. The Town is not expecting to see an increase in this line item. Although sales are still rising, albeit a bit slower than the last few years, increased tax rates by the County and other municipalities last year means the Town of Cedar Point will receive a smaller percentage of the collected funds. We estimate Sales and Use Tax revenue will remain at \$330,000, 24.68% of the total expected revenues for Fiscal Year 2024-2025.

## **FRANCHISE TAXES**

This category includes Electricity Sales Tax, Piped Natural Gas Sales Tax, Telecommunication Sales Tax, and Video Programming Sales Tax. These taxes are collected by the State and are distributed to the Town on either a quarterly or semi-annual basis. The individual amounts vary based on factors such as the weather and consumer preferences for entertainment. Together these taxes are estimated to generate approximately \$106,500 in revenue for the Town in Fiscal Year 2024-2025, equaling 7.97% of the proposed budget.

## **PERMITTING FEES**

Permitting fees include Planning and Zoning Fees as well as Itinerant Merchant Permit Fees. Planning and Zoning Fees are an inconsistent source of revenue for the Town due to its reliance on the economic progress of this area. We have seen some significant increases in the economic progress within Cedar Point and anticipate continued growth through the next fiscal year. However, with much of the anticipated development now in the construction phase, it is anticipated that the number of new permits will decrease this next fiscal year. We estimate receiving \$12,000 in Planning and Zoning Fees.

Itinerant Merchant Fees continue to hold steady. Demand to operate an itinerant type business in Cedar Point remains strong and is expected to generate approximately \$10,000 in revenue in Fiscal Year 2024-2025. Together, permitting fees are approximately 1.65% of the total budget.

## **BEER AND WINE TAXES**

Municipalities share in the beer and wine tax revenues based on their population. This is an inconsistent source of revenue for the Town because it is often used by the State during difficult economic times. We estimate \$7,000 in revenue constituting 0.52% of the total expected revenues for Fiscal Year 2024-2025.

## **GARBAGE COLLECTION FEE**

A garbage collection fee will not be charged for Fiscal Year 2024-2025 for permanent residences paying ad valorem taxes on their homes in the fiscal year. However, the Town will continue to charge for a second or third garbage/recycle can or for newly constructed or annexed homes. Additionally, the Town will allow

mobile home parks access to trash collection services for a per unit annual fee. The estimated revenue is \$3,500, 0.26%.

### **POWELL BILL**

North Carolina levies motor fuel taxes pursuant to a formula that increases taxes when the wholesale price of motor fuels increases. North Carolina General Statute 136-41.1 appropriates from this revenue an amount equal to the proceeds of \$.0175 per gallon taxed, plus an additional 6.5% of the net proceeds of the North Carolina Highway Trust Fund and distributes that amount among the state's municipalities. The legislation that first established this distribution is known as the Powell Bill (after its principal sponsor in the North Carolina Senate), and the monies distributed to the cities are often called Powell Bill funds.

Municipalities may use motor fuel tax revenue only for maintaining, repairing, and constructing streets or thoroughfares, including bridges, drainage, curbs and gutters, sidewalks, and other necessary appurtenances to streets, including sidewalks. Street maintenance includes street cleaning and snow removal. Permitted construction expenditures include all phases of construction: right-of-way acquisitions, legal and engineering expenses, salaries, wages, and fringe benefits, materials for construction, payments to contractors, and so forth. Municipalities may also use motor fuel tax money for traffic control devices and signs, debt service on street bonds, and the municipality's share of special assessments for street improvements.

Based on the latest State Budget Office estimates of highway revenues, the Town is expecting the distributed amount of Powell Bill funds to be comparable to that received in Fiscal Year 2023-2024 and has estimated receiving \$55,000 from this revenue source. Powell Bill funds would constitute 4.11% of the total expected revenues for Fiscal Year 2024-2025.

### **OTHER REVENUES**

Other revenue sources for the Town as part of its budget are the Lease Tax, Solid Waste Disposal Tax, and Interest Income.

The Lease Tax is estimated to be \$2,600, 0.19% of the total expected revenues.

Solid Waste Disposal Tax also has minimal impact on the operating Budget. We estimate receiving \$1,300, 0.10% of the total expected revenues from this source. Please keep in mind that the revenues from this source are used specifically for the operation of the Environmental Protection Department.

The rise in interest rates over the past year has resulted in a significant increase in interest revenue for the Town. Provided rates continue to remain high, the budget anticipates interest income of about \$55,000.

### **FUND BALANCE**

As expressed in previous budget presentations, interest income and unassigned fund balance are essentially savings accounts for the Town. Historically, the Town has strived to maintain enough in its "savings account" to meet necessary State requirements, offset potential tax increases, and provide sufficient funding options for the Town during disastrous situations. The Town has a Fund Balance Policy (approved January 26, 2012) requiring the reservation of 45% of the unassigned fund balance to be held in an account for use in emergency situations. The Town continues to meet its Fund Balance Policy. No usage of the fund balance is anticipated this coming fiscal year.

### **PARK PROJECT BUDGET**

The Park Project Budget was initially funded by a \$140,000 anonymous donation for the reconstruction of a pier at Boathouse Creek Park. Additional grant funds have been added to the fund to support development of the Park. The Town has used some of the funds to construct a kayak launch and an accessible parking lot and walkway. The current balance in the fund is approximately \$27,000. The Town anticipates receipts

from a CAMA Access Grant in the amount of \$60,000 for the kayak and parking lot project which will be added back into the Park Project Budget.

### **APPROPRIATED FUND BALANCE**

The Town has a current appropriated fund balance of approximately \$250,000. The appropriated funds are designated primarily for development of recreational opportunities and were funded through fee-in-lieu contributions through the development of residential subdivisions. A portion of the proceeds were provided for future installation of a multiuse path in front of the Extra Space Storage Parcel once the Old Hwy 58 realignment project occurs.

### **ARPA GRANT PROJECT FUNDS**

This project fund was closed out last year and will not be listed on future budgets. The remaining proceeds had been used to partially reimburse the Town for salary expenses.

## **FISCAL YEAR 2024-2025 RECOMMENDED BUDGET EXPENDITURES**

The Town has separated its expenses into eight (8) categories: Governing Board, Administration Department, Planning and Inspections Department, Environmental Protection Department, Transportation/Public Works Department, Parks and Recreation Department, Public Safety, and Debt Service.

### **GOVERNING BOARD EXPENSES**

The Governing Board Department serves as the nucleus of the Town operations. Staffing for this department are the elected Mayor and Board of Commissioners. This department oversees all the Town operations and some of the annual expenses of the Town including Audit Fees and Contributions. This department also controls the Legal Services and Accounting/Bookkeeping services.

Some of the highlights of the expected expenses for this department are as follows:

- Overall estimated expenses for this Department have increased \$8,500 from what was adopted for Fiscal Year 2023-2024. The bulk of the increase is in the legal fees line item.
- This Budget maintains the Governing Board Compensation at \$11,400. That amount will be distributed as follows:
  - Mayor: \$2,400 Annually (\$200 per month)
  - Mayor Pro-Tem: \$1,800 Annually (\$150/month)
  - Commissioners: \$1,800 Annually (\$150/month)

### **ADMINISTRATION DEPARTMENT EXPENSES**

The Administration Department manages the day-to-day operations of the Town. Staffing for this department includes the Town Manager/Planning Director/Finance Officer, the Town Clerk, and the Finance Technician/Administrative Assistant. Expenses under this department include Town insurances, technology expenses, tax collection, and special projects.

Some of the highlights of the expected expenses for this department are as follows:

- Overall estimated expenses for this Department have increased \$44,000 from what was initially adopted for Fiscal Year 2023-2024.
- Technology expenses nearly tripled this year due to the expiration of a previous 3 year prepaid grant funded arrangement and the need to replace the Town's website to comply with federal regulations. This accounts for nearly half of the departmental increase.
- An increase in salaries based upon comparative rates for similar positions in nearby towns as well as resulting increases in payroll related expenses.
- Provision of a 5% 401K contribution to Town staff.

### **PLANNING & ZONING DEPARTMENT EXPENSES**

The Planning & Zoning Department manages the land development within the Town's jurisdiction. Staffing for this department includes the Planning Director and Code Enforcement/Zoning Officer. The Town Manager currently serves as the Town's Planning Director, so his salary remains in the Administration Department, but the position manages the day-to-day operations of this department.

Some of the highlights of the expected expenses for this department are as follows:

- Overall estimated expenses for this Department have increased \$9,000 from what was adopted for Fiscal Year 2023-2024.
- An increase in salaries based upon comparative rates for similar positions in nearby towns as well as resulting increases in payroll related expenses.

### **ENVIRONMENTAL PROTECTION DEPARTMENT EXPENSES**

The Environmental Protection Department currently manages the refuse and recycle collection and disposal for only residential structures within the Town's corporate limits along with yard debris collection every other month.

There is no staffing allocated for this department because the refuse and recycle collections are contracted out to Green for Life, Inc (GFL). GFL provides the Town residents a weekly curbside refuse collection on Wednesdays along with biweekly curbside recycle pick-up also on Wednesdays.

Some of the highlights of the expected expenses for this department are as follows:

- Overall estimated expenses for this Department are not expected to increase from what was adopted for Fiscal Year 2023-2024.

### **TRANSPORTATION/PUBLIC WORKS DEPARTMENT EXPENSES**

The Transportation/Public Works Department manages the various construction and maintenance duties of the Town. Staffing for this department includes the Public Works Lead Technician and two Town Services Technicians. Expenses under this department include streets and sidewalk maintenance, capital outlay projects, and building repairs and maintenance.

Some of the highlights of the expected expenses for this department are as follows:

- Overall estimated expenses for this Department have decreased \$164,500 from what was initially adopted for Fiscal Year 2023-2024.
- The overwhelming majority of the reduction is the result of not pursuing any major capital purchases this coming fiscal year.

- An increase in salaries based upon comparative rates for similar positions in nearby towns as well as resulting increases in payroll related expenses.

### **PARKS AND RECREATION DEPARTMENT EXPENSES**

The Parks and Recreation Department manages the development and maintenance of recreational facilities and programs in the Town.

Some of the highlights of the expected expenses for this department are as follows:

- Overall estimated expenses for this Department have increased \$7,000 from what was adopted for Fiscal Year 2023-2024.
- CedarFest is the largest budget item within the department (\$25,000). However, sponsorships and other revenue from the event are anticipated to equal or exceed the planned expense.
- Maintaining the utilities and overhead of the gym is budgeted at \$7,000 in Fiscal Year 2024-2025.

### **PUBLIC SAFETY**

The Public Safety Department includes the contract services of providing a full-time deputy to patrol the Town (Carteret County Sheriff's Dept) as well as a pro-rata share of the costs of the School Resource Officer at White Oak Elementary School (WOES).

Some of the highlights of the expected expenses for this department are as follows:

- An increase of \$3,500 due to increased cost of provision of services from the Sheriff's Dept.
- Under the contract with the Sheriff's Department, the Town covers 90% of the deputy's salary and operational expenses.
- Cedar Point, along with Carteret County, Emerald Isle, Cape Carteret, Bogue, and Peletier pay 70% of the cost of the SRO with each share based on the number of students attending from each jurisdiction. Salary increases for the SRO officer as well as a higher percentage of students attending WOES, resulted in an increase of \$1,500 for Fiscal Year 2024-2025

### **DEBT SERVICE**

The debt service category accounts for the principal and interest payments owed by the Town for any outstanding debts.

Some of the highlights of the expected expenses for this department are as follows:

- This category includes debt service for the Boathouse Creek Park and for 135 Sherwood Avenue.
- Estimated debt service is decreased by \$6,250 from Fiscal Year 2023-2024.
- The decrease is primarily due to the declining payment amount on the park.

### **TRANSFERS OUT**

The budget anticipated a transfer out to the Park Project Budget for Fiscal Year 2024-2025.

### **OVERALL SUMMARIES**

As previously stated, this Recommended Budget is \$1,337,000. This Recommended Budget proposes the following overall departmental increases and decreases over Fiscal Year 2023-2024 initial budget:

- **Governing Board Expenses: a \$8,500 increase**
- **Administration Expenses: a \$34,000 increase**
- **Planning & Inspections Expenses: a \$9,000 increase**
- **Environmental Protection Expenses: No Change**
- **Transportation/Public Works Expenses: a \$164,500 decrease**
- **Parks and Recreation Expenses: a \$7,000 increase**
- **Public Safety Expense: a \$5,000 increase**
- **Debt Service Expenses: a \$6,250 decrease**
- **Transfers Out to Other Funds: a \$ 42,000 increase**

### **LOOKING AHEAD**

Looking ahead over the next 5-10 years, the Town should anticipate less new growth and more redevelopment, in both residential and commercial properties. This type of growth while still contributing to the Town's tax base is slower growth than has been seen in recent years and is expected in Fiscal Year 2024-2025. This proposed budget seeks to set the Town up for anticipated years of slower growth by replacing worn vehicles and equipment now rather than deferring to potentially tighter economic times. I look forward to this coming fiscal year and all it brings with it.

### **CLOSING**

I believe the Fiscal Year 2024-2025 Recommended Budget reflects a genuine effort to achieve the Mayor and Commissioners' budget and service goals and I hope that the Town Board and public find these recommendations acceptable. As you know, the Town's Budget should accurately reflect the Town Board's collective priorities for the Town, and I encourage them to adjust the Fiscal Year 2024-2025 Recommended Budget in any way that more clearly reflects their priorities and visions for the Town.

Respectfully Yours,



David M. Rief  
Town Manager

## FY 2024-2025 OPERATING BUDGET - "Quick Summary"

	<u>Rate:</u>	<u>Effective Tax:</u>	<u>Average Real Property Valuation:</u>
General Fund Tax Rate:	\$0.1475		FY 2023 Average \$289,575 FY 2024 Average <u>\$294,610</u> Increase \$ 5,035
Average Tax Value of \$294,610*		\$434.55	
Monthly Cost (Average Annual / 12 months)		\$36.21	
			*Average Valuation based on Real Value Scroll from Carteret County Tax Office divided by 1,417 parcels in Cedar Point
			* Increase in "average" bill is due to development of new residential and commercial structures. Total valuation, and average is expected to increase in future years as the new development occurs.
Fiscal Year 2023-2024 Average Tax Bill	\$427.12		
Fiscal Year 2024-2025 Average Tax Bill	<u>\$434.55</u>		
Average Increase	\$7.43		

ESTIMATED TAX BILL - PROPERTY TAX RATE

		Property Value \$	Property Value	Property Value	AVERAGE Property Value	Property Value	Property Value	Property Value
<u>Rates</u>		<u>100,000</u>	<u>\$ 200,000</u>	<u>\$ 250,000</u>	<u>\$ 289,575</u>	<u>\$ 300,000</u>	<u>\$ 350,000</u>	<u>\$ 400,000</u>
Property Tax - General Fund	\$ 0.1475	\$ 147.50	\$ 295.00	\$ 368.75	\$ 427.12	\$442.50	\$516.25	\$ 590.00
		Property Value \$	Property Value	Property Value	Property Value	Property Value	Property Value	Property Value
<u>Rates</u>		<u>450,000</u>	<u>\$ 500,000</u>	<u>\$ 600,000</u>	<u>\$ 700,000</u>	<u>\$ 800,000</u>	<u>\$ 900,000</u>	<u>\$ 1,000,000</u>
Property Tax - General Fund	\$ 0.1475	\$ 663.75	\$ 737.50	\$ 885.00	\$ 1,032.50	\$ 1,180.00	\$ 1,327.50	\$ 1,475.00

**PROPERTY TAX RATE BREAKDOWN AND “AVERAGE” ITEMIZED BILL**

How much do Town Services Really Cost You?

Average Assessed Property Value:	\$294,610
Proposed Property Tax Rate Per \$100 Assessed:	\$0.1475
 Total Property Tax Due:	 \$434.55

TOWN DEPARTMENT	ANNUAL AVERAGE COST	MONTHLY AVERAGE COST
GOVERNING BOARD	\$17.78	\$1.48
ADMINISTRATION DEPT	\$117.45	\$9.79
PLANNING & ZONING DEPT	\$29.19	\$2.43
ENVIRONMENTAL PROTECTION DEPT	\$59.39	\$4.95
TRANSPORTATION/PUBLIC WORKS DEPT	\$107.04	\$8.92
PARKS AND RECREATION DEPT	\$15.77	\$1.31
PUBLIC SAFETY	\$27.85	\$2.32
DEBT SERVICE	\$60.07	\$5.01
<b>TOTAL</b>	<b>\$434.55</b>	<b>\$35.59</b>

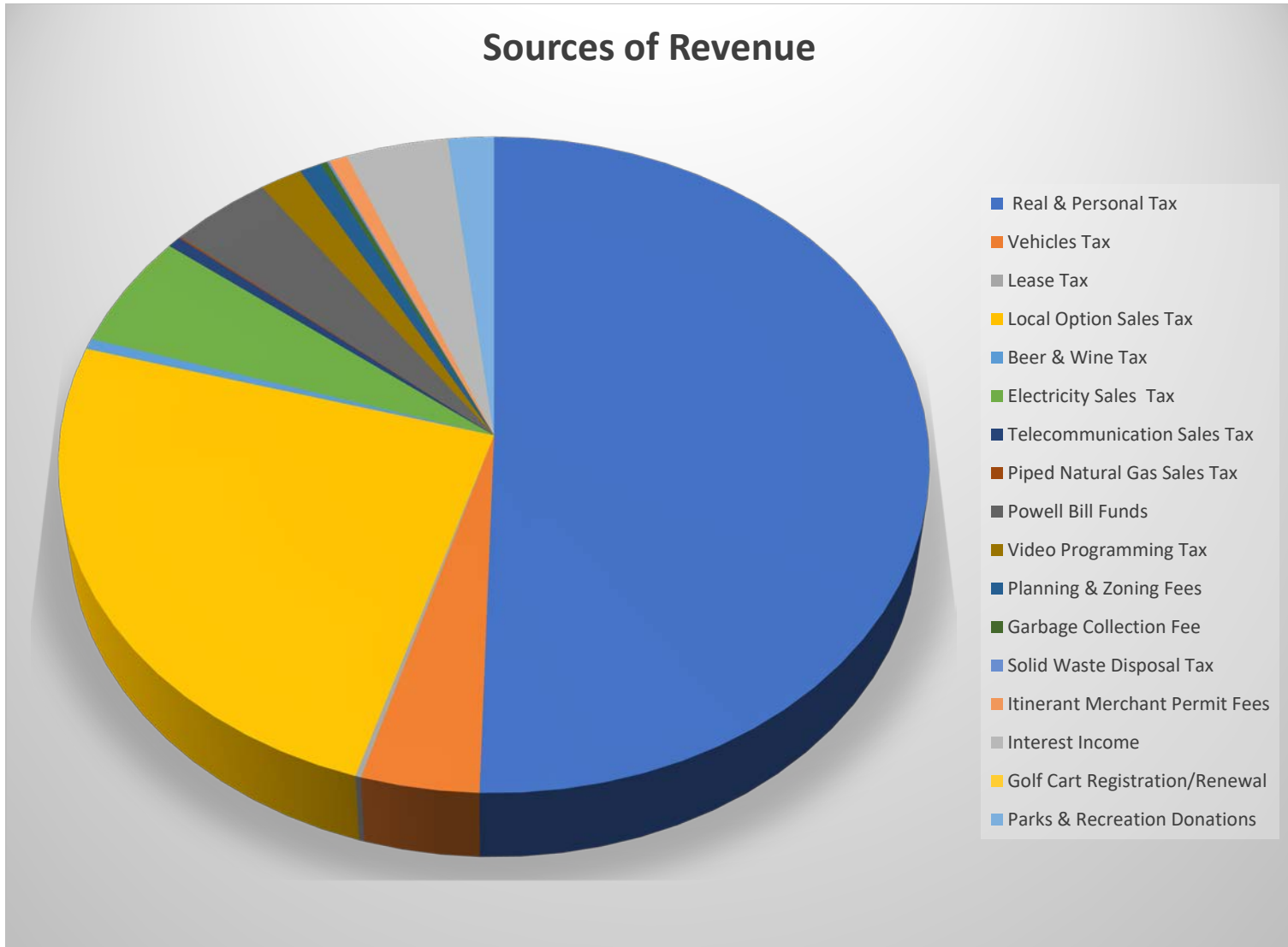
## Revenues

	FY 2023-2024 APPROVED BUDGET	FY 2023-2024 AMENDED BUDGET	FY 2024-2025 APPROVED BUDGET
REAL & PERSONAL TAX	\$620,000	\$645,000	\$675,000
VEHICLES TAX	\$47,500	\$47,500	\$54,000
LEASE TAX	\$2,550	\$2,550	\$2,600
BEER & WINE TAX	\$7,000	\$7,000	\$7,000
PIPED NATURAL GAS SALES TAX	\$1,000	\$1,000	\$1,000
VIDEO PROGRAMMING TAX	\$23,000	\$23,000	\$23,000
REIMBURSEMENTS FROM A DECLARED DISASTER	\$0	\$0	
ELECTRICITY SALES TAX	\$70,000	\$70,000	\$75,000
TELECOMMUNICATION SALES TAX	\$9,000	\$9,000	\$7,500
GARBAGE COLLECTION FEE	\$3,500	\$3,500	\$3,500
SOLID WASTE DISPOSAL TAX	\$1,300	\$1,300	\$1,300
INTEREST INCOME	\$20,000	\$20,000	\$55,000
LOCAL OPTION SALES TAX	\$330,000	\$330,000	\$330,000
MISCELLANEOUS REVENUES	\$138,000	\$143,000	-----
GOLF CART REGISTRATION/INSPECTION	\$100	\$100	\$100
ITINERANT MERCHANT FEES	\$10,000	\$10,000	\$10,000
PLANNING & ZONING FEES	\$15,300	\$15,300	\$12,000
POWELL BILL FUNDS	\$80,000	\$80,000	\$55,000
UNASSIGNED FUND BALANCE	\$0	\$0	-----
PARKS & RECREATION DONATIONS	\$24,000	\$30,000	\$25,000
<b>TOTAL REVENUES</b>	<b>\$1,402,250</b>	<b>\$1,438,250</b>	<b>\$1,337,000</b>

## Revenues

REAL & PERSONAL TAX	\$675,000	50.49%
LOCAL OPTION SALES TAX	\$330,000	24.68%
ELECTRICITY SALES TAX	\$75,000	5.61%
POWELL BILL FUNDS	\$55,000	4.11%
INTEREST INCOME	\$55,000	4.11%
VEHICLES TAX	\$54,000	4.04%
PARKS AND RECREATION DONATIONS	\$25,000	1.87%
VIDEO PROGRAMMING TAX	\$23,000	1.72%
PLANNING & ZONING FEES	\$12,000	0.90%
ITINERANT MERCHANT	\$10,000	0.75%
TELECOMMUNICATION SALES TAX	\$7,500	0.56%
BEER & WINE TAX	\$7,000	0.52%
GARBAGE COLLECTION FEE	\$3,500	0.26%
LEASE TAX	\$2,600	0.19%
SOLID WASTE DISPOSAL TAX	\$1,300	0.10%
PIPED NATURAL GAS SALES TAX	\$1,000	0.07%
GOLF CART REG/INSP	\$100	0.01%
UNASSIGNED FUND BALANCE	\$0	0%
<b>TOTAL REVENUES</b>	<b>\$1,337,000</b>	<b>100%</b>

# Revenues



## Governing Board

**SERVICES PROVIDED**

- \* Mayor and 5-Member Board of Commissioners Serves Staggered 4-year terms
- \* Accountable to the citizens and property owners of Cedar Point
- \* Develop and Implement Vision for the future of the Town
- \* Legislative and Policy-Making Body for the Town
- \* Appoint Town Manager
- \* Provide Direction to the Town Manager for overall management of the Town Operations
- \* Adopt annual operating budget
- \* Establish annual property tax rate and service fees

**DEPARTMENT GOALS**

- \* Maintain quality Town services with a reasonable tax rate
- \* Carefully scrutinize Town operations and expenses
- \* Maintain existing employee benefit levels

EXPENSES	FY 2023-2024 APPROVED BUDGET	FY 2023-2024 AMENDED BUDGET	FY 2024-2025 APPROVED BUDGET
GOVERNING BOARD COMPENSATION	\$11,400	\$11,400	\$11,400
DUES	\$3,750	\$3,750	\$4,250
EMPLOYEE BONUSES & APPRECIATION	\$6,000	\$6,000	\$6,750
AUDIT FEES	\$12,000	\$12,000	\$12,500
ACCOUNTING & BOOKKEEPING EXPENSES	\$250	\$250	\$250
CONTRIBUTIONS & MEMORIALS	\$1,500	\$1,500	\$1,500
LEGAL FEES	\$6,500	\$21,500	\$12,500
SALES TAX PAID ON MOTOR FUEL	\$1,750	\$1,750	\$2,250
BOARD OF COMMISSIONERS TRAVEL & TRAINING	\$1,000	\$1,000	\$1,000
SUBSCRIPTIONS	\$350	\$350	\$600
<b>TOTAL GOVERNING BOARD EXPENSES</b>	<b>\$44,500</b>	<b>\$59,500</b>	<b>\$53,000</b>

## Administration Department

**SERVICES PROVIDED**

- \* Overall management of Town operations
- \* Direct supervision of all Town employees
- \* Research issues for potential action by Board of Commissioners
- \* Coordination of Board of Commissioners activities
- \* Respond to citizen and property owner inquiries and complaints
- \* Project leadership and implementation
- \* Develop the recommended budget and monitor the approved budget
- \* Manage Town Finances
- \* Official custodian of Town records
- \* Management of Town personnel system
- \* Maintenance of Town website

**DEPARTMENT GOALS**

- \* Maintain the quality and efficiency of Town services
- \* Implement measures to better organize Town Regulations and other documents
- \* Consider and analyze potential organizational structure changes
- \* Improve internal controls
- \* Implement the Comprehensive Plan for the Town
- \* Implement the Strategic Budgeting Plan for the Town
- \* Pursue future Grant Opportunities

EXPENSES	FY 2023-2024 APPROVED BUDGET	FY 2023-2024 AMENDED BUDGET	FY 2024-2025 APPROVED BUDGET
SALARIES			
TOWN MANAGER/PLANNER/FINANCE OFFICER	\$100,170	\$100,170	\$118,200
TOWN CLERK	\$51,198	\$51,198	\$58,900
FINANCE TECHNICIAN/ADMINISTRATIVE ASSISTANT	\$15,000	\$15,000	\$15,000
PAYROLL EXPENSES	\$11,941	\$11,941	\$16,150
MEDICAL INSURANCE	\$14,190	\$14,190	\$14,200
RETIREMENT	\$19,451	\$19,451	\$24,100
SUPPLEMENTAL INSURANCE	\$1,200	\$1,200	\$1,200
401 K CONTRIBUTION	\$9,000	\$9,000	\$8,900
SALES TAX PAID	\$2,500	\$2,500	\$3,000
DUES	\$500	\$500	\$500
TRAVEL TRAINING	\$2,500	\$2,500	\$2,500

**Administration Department**

OFFICE EQUIPMENT	\$2,500	\$2,500	\$2,500
OFFICE SUPPLIES & POSTAGE	\$3,000	\$3,000	\$3,000
ADVERTISING	\$1,000	\$1,000	\$1,000
TAX COLLECTING FEES	\$14,500	\$14,500	\$14,600
BANK FEES	\$400	\$400	\$750
TECHNOLOGY EXPENSES	\$10,600	\$10,600	\$30,500
TELEPHONES	\$3,300	\$3,300	\$3,000
ELECTION EXPENSES	\$3,500	\$3,500	-----
INSURANCE - GENERAL	\$23,450	\$23,450	\$24,300
UTILITIES	\$8,600	\$8,600	\$7,700
SPECIAL PROJECTS (DREDGING & COMP PLAN UPDATE)	\$17,500	\$22,500	-----
<b>TOTAL ADMINISTRATION EXPENSES</b>	<b>\$316,000</b>	<b>\$321,000</b>	<b>\$350,000</b>

## Planning & Zoning Department

**SERVICES PROVIDED**

- \* Identification and coordination of long-term planning opportunities and challenges
- \* Administration / enforcement of zoning and subdivision ordinance
- \* Administration / enforcement of other development-related ordinances
- \* Staff support to Planning Board and Board of Adjustment
- \* Citizen and property owner assistance with development issues
- \* Open communication between staff and citizenry

**DEPARTMENT GOALS**

- \* Continue to improve GIS and mapping capabilities, develop new maps depicting Town infrastructure, service data, etc
- \* Develop new applications and instructions for various permits and include on the Town's website
- \* Develop policies and procedures manual for department operations

EXPENSES	FY 2023-2024 APPROVED BUDGET	FY 2023-2024 AMENDED BUDGET	FY 2024-2025 APPROVED BUDGET
SALARIES			
ZONING OFFICER / BUILDING INSPECTOR	\$38,160	\$38,160	\$43,900
PAYROLL EXPENSES	\$3,100	\$3,100	\$3,500
RETIREMENT	\$4,905	\$4,905	\$6,000
HEALTH INSURANCE	\$8,735	\$8,735	\$10,150
SUPPLEMENTAL INSURANCE	\$600	\$600	\$600
TRAVEL/TRAINING	\$2,500	\$2,500	\$2,500
UNIFORM	\$0	\$0	\$350
TOOLS	\$0	\$0	\$0
OFFICE EQUIPMENT	\$0	\$0	\$0
CODE ENFORCEMENT ACTIONS	\$20,000	\$24,000	\$20,000
<b>TOTAL PLANNING &amp; ZONING EXPENSES</b>	<b>\$78,000</b>	<b>\$82,000</b>	<b>\$87,000</b>

## Environmental Protection Department

**SERVICES PROVIDED**

- \* Residential trash and recycling collection and disposal - contract with Green for Life, Inc.
- \* Yard Waste Collection provided every other month

**DEPARTMENT GOALS**

- \* Maintain quality and timeliness of Solid Waste services
- \* Monitor contract with Green for Life, Inc. to ensure excellent service
- \* Improve recycling participation

EXPENSES	FY 2023-2024 APPROVED BUDGET	FY 2023-2024 AMENDED BUDGET	FY 2024-2025 APPROVED BUDGET
GARBAGE COLLECTION			
COLLECTION	\$115,000	\$115,000	\$115,000
RECYCLE FEE	\$15,000	\$15,000	\$15,000
TIPS	\$35,000	\$35,000	\$35,000
FUEL ADJUSTMENT FEE	\$5,000	\$5,000	\$5,000
YARD DEBRIS SERVICE	\$7,000	\$7,000	\$7,000
<b>TOTAL ENVIRONMENTAL PROTECTION</b>	<b>\$177,000</b>	<b>\$177,000</b>	<b>\$177,000</b>

## Transportation/Public Works Department

**SERVICES PROVIDED**

- \* Facilities & Fleet maintenance
- \* Public ROW litter removal
- \* Public ROW mowing
- \* Street maintenance
- \* Street sign maintenance

**DEPARTMENT GOALS**

- \* Maintain quality and efficiency of the Public Works Department
- \* Address facility maintenance issues in a timely manner
- \* Seek to improve fleet maintenance activities and reduce costs
- \* Maintain clean and aesthetically pleasing NC 24 corridor and other town ROW

EXPENSES	FY 2023-2024 APPROVED BUDGET	FY 2023-2024 AMENDED BUDGET	FY 2024-2025 APPROVED BUDGET
SALARIES			
PUBLIC WORKS SUPERVISOR	\$38,955	\$38,955	\$44,800
TOWN SERVICES TECHNICIANS (2.5)	\$71,232	\$71,232	\$112,000
PAYROLL EXPENSES	\$8,971	\$8,971	\$12,500
RETIREMENT	\$14,004	\$14,004	\$21,500
HEALTH INSURANCE	\$15,963	\$15,963	\$18,700
SUPPLEMENTAL HEALTH INSURANCE	\$1,800	\$1,800	\$1,800
UNIFORMS	\$1,400	\$1,400	\$2,000
CAPITAL OUTLAY - EQUIPMENT	\$195,600	\$195,600	-----
REPAIRS & MAINTENANCE (BUILDING & EQUIPMENT)	\$10,000	\$10,000	\$12,000
PEST CONTROL	\$875	\$875	\$575
PROFESSIONAL FEES - ENGINEER/ARCHITECT	\$5,000	\$5,000	\$5,000
SUPPLIES	\$1,200	\$1,200	\$1,375
TOOLS	\$2,000	\$2,000	\$3,000
STREET MAINTENANCE	\$80,000	\$80,000	\$45,000
STREET SWEEP	\$4,000	\$4,000	-----
STREET LIGHTS	\$25,000	\$25,000	\$28,000
CHRISTMAS LIGHTS	\$2,500	\$2,500	\$3,750
VEHICLE EXPENSES – FUEL & MAINTENANCE	\$5,000	\$5,000	\$7,000
<b>TOTAL TRANSPORTATION/PUBLIC WORKS EXPENSES</b>	<b>\$483,500</b>	<b>\$483,500</b>	<b>\$319,000</b>

## Parks and Recreation Department

**SERVICES PROVIDED**

- \* Provide Swimming Lesson vouchers for the children of Cedar Point
- \* Coordinate Town Festivals and Celebrations including the Annual Easter Egg Hunt and CedarFest
- \* Coordinate Recreational Activities provided by the Town
- \*Park Maintenance
- \*Gym Maintenance

**DEPARTMENT GOALS**

- \* Increase Recreational opportunities for the citizens of the Town
- \* Research and pursue other potential recreational services that the Town could provide

EXPENSES	FY 2023-2024 APPROVED BUDGET	FY 2023-2024 AMENDED BUDGET	FY 2024-2025 APPROVED BUDGET
SWIMMING LESSONS	\$1,200	\$1,200	\$1,200
TOWN CELEBRATIONS			
CEDARFEST	\$24,000	\$24,000	\$25,000
EASTER EGG HUNT	\$3,000	\$3,000	\$3,000
LANDSCAPING	\$2,000	\$2,000	\$2,800
PARK MAINTENANCE & UTILITIES	\$7,000	\$18,000	\$7,000
GYM MAINTENANCE UTILITIES			\$8,000
<b>TOTAL PARKS AND RECREATION</b>	<b>\$40,000</b>	<b>\$51,000</b>	<b>\$47,000</b>

## Public Safety Department

**SERVICES PROVIDED**

- \*Provide limited law enforcement coverage
- \*Promote the safety of students at White Oak Elementary

EXPENSES	FY 2023-2024 APPROVED BUDGET	FY 2023-2024 AMENDED BUDGET	FY 2024-2025 APPROVED BUDGET
LAW ENFORCEMENT CONTRACT WITH SHERIFF DEPARTMENT	\$74,500	\$74,500	\$78,000
WHITE OAK STUDENT RESOURCE OFFICER (SRO)	\$3,500	\$4,500	\$5,000
<b>TOTAL ADMINISTRATION EXPENSES</b>	<b>\$78,000</b>	<b>\$79,000</b>	<b>\$83,000</b>

## Debt Service

**SERVICES PROVIDED**

- \*Ensures Town debt obligations are met
- \*Remaining Balance for Gym on 7/1/24 - \$658,547.64
- \*Remaining Balance for Park on 7/1/24 - \$159,375.00

EXPENSES	FY 2023-2024 APPROVED BUDGET	FY 2023-2024 AMENDED BUDGET	FY 2024-2025 APPROVED BUDGET
DEBT SERVICE – PARK LOAN	\$121,400	\$121,400	\$115,000
DEBT SERVICE – 135 SHERWOOD AVE LOAN	\$63,850	\$63,850	\$64,000
<b>TOTAL DEBT SERVICE</b>	<b>\$185,250</b>	<b>\$185,250</b>	<b>\$179,000</b>

**BUDGET ORDINANCE  
TOWN OF CEDAR POINT  
FISCAL YEAR 2024-2025**

**BE IT ORDAINED** by the Town Board of Commissioners of Cedar Point, North Carolina;

**Section 1:** The following amounts are hereby appropriated for the operation of the Town Government and its activities for the Fiscal Year beginning July 1, 2024, and ending June 30, 2025 in the General Fund:

<b>GOVERNING BOARD</b>	<b>\$ 53,000</b>
<b>ADMINISTRATION</b>	<b>\$ 350,000</b>
<b>PLANNING &amp; ZONING</b>	<b>\$ 87,000</b>
<b>ENVIRONMENTAL PROTECTION</b>	<b>\$ 177,000</b>
<b>TRANSPORTATION/PUBLIC WORKS</b>	<b>\$ 319,000</b>
<b>PARKS AND RECREATION</b>	<b>\$ 47,000</b>
<b>PUBLIC SAFETY</b>	<b>\$ 83,000</b>
<b>DEBT SERVICE</b>	<b>\$ 179,000</b>
<b>TRANSFERS TO OTHER FUNDS</b>	<b>\$ 42,000</b>
<b>TOTAL APPROPRIATION</b>	<b>\$ 1,337,000</b>

It is estimated that the following revenues will be available in the General Fund for the Fiscal Year beginning July 1, 2024 and ending June 30, 2025:

<b>AD VALOREM TAXES (REAL &amp; PERSONAL)</b>	<b>\$ 675,000</b>
<b>VEHICLE TAXES</b>	<b>\$ 54,000</b>
<b>LEASE TAX</b>	<b>\$ 2,600</b>
<b>SALES &amp; USE TAX</b>	<b>\$ 330,000</b>
<b>BEER &amp; WINE TAX</b>	<b>\$ 7,000</b>
<b>ELECTRICITY SALES TAX</b>	<b>\$ 75,000</b>
<b>TELECOMMUNICATION SALES TAX</b>	<b>\$ 7,500</b>
<b>PIPED NATURAL GAS SALES TAX</b>	<b>\$ 1,000</b>
<b>POWELL BILL FUND</b>	<b>\$ 55,000</b>
<b>VIDEO PROGRAMMING TAX</b>	<b>\$ 23,000</b>
<b>PLANNING &amp; ZONING FEES</b>	<b>\$ 12,000</b>
<b>GARBAGE COLLECTION FEES</b>	<b>\$ 3,500</b>
<b>SOLID WASTE DISPOSAL TAX</b>	<b>\$ 1,300</b>
<b>GOLF CART REGISTRATION</b>	<b>\$ 100</b>
<b>ITINERANT MERCHANT FEES</b>	<b>\$ 10,000</b>
<b>INTEREST INCOME</b>	<b>\$ 55,000</b>
<b>PARKS AND RECREATION REVENUE</b>	<b>\$ 25,000</b>
<b>TOTAL ESTIMATED REVENUES</b>	<b>\$ 1,337,000</b>

**Section 2:** There is hereby levied a tax rate of fourteen and three-quarter cents (\$0.1475) per one hundred dollars (\$100.00) valuation of property listed for taxes as of January 1, 2024, for the purpose of raising the revenues listed as “Ad Valorem Taxes” in the General Fund in Section 1 of this Ordinance.

The rate of tax is based on an estimated local valuation of property for the purpose of taxation of \$ 466,585,561 and an estimated collection rate of 98.08%.

**Section 3:** The Town Manager, as Budget Officer, is hereby authorized to transfer appropriations within a department. The Town Manager, as Budget Officer, is not authorized to effect transfers between departmental appropriations or between funds.

**Section 4:** Copies of this Budget Ordinance shall be furnished to the Town Manager and Town Clerk for direction in the carrying out of their duties.

**ADOPTED** this the \_\_\_\_\_ day of June, 2024 by the following vote of \_\_\_\_\_yes, \_\_\_\_\_no, \_\_\_\_\_absent.

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**Scott Hatsell, Mayor**  
**Town of Cedar Point**

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**Pam Castellano, Finance Commissioner**  
**Town of Cedar Point**

**ATTEST:**

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**Jayne Calhoun, Town Clerk**



**FEE SCHEDULE FOR THE TOWN OF CEDAR POINT JULY 1, 2024**

REZONING (MAP AMENDMENT)	\$400.00 FLAT FEE
TEXT AMENDMENT	\$300.00
COMMERCIAL/INDUSTRIAL SITE PLAN REVIEW (UNDER 10,000 SQ. FT.)	\$100.00 FLAT FEE PLUS \$100.00 FOR EVERY THOUSAND SQ.FT. OF RETAIL/OFFICE SPACE UNDER 10,000 SQ FT.
COMMERCIAL/INDUSTRIAL SITE PLAN REVIEW (OVER 10,000 SQ. FT.)	\$300.00 FLAT FEE PLUS \$150.00 FOR EVERY TEN THOUSAND SQ. FT. OF PROPOSED BUILDING SPACE OVER 10,000 SQ. FT.
SUBDIVISION REVIEW	\$300.00 FLAT FEE PLUS \$20.00 PER ACRE
MANUFACTURED HOUSING PARK REVIEW	\$300.00 FLAT FEE PLUS \$20.00 PER ACRE
RV PARK REVIEW	\$300.00 FLAT FEE PLUS \$20.00 PER ACRE
HUMAN SERVICE CAMPUS DISTRICT MASTER PLAN REVIEW	\$300.00 FLAT FEE PLUS \$20.00 PER ACRE
ZONING APPEAL	\$300.00
SPECIAL USE PERMIT	\$400.00 FLAT FEE
CONDITIONAL USE PERMIT	\$400.00 FLAT FEE
PLANNED UNIT DEVELOPMENT	\$100.00 FLAT FEE PLUS \$75.00 FOR EVERY 1,000 SQUARE FEET OF PROPOSED RESIDENTIAL DEVELOPMENT WITH COMMERCIAL REVIEW FEES ASSESSED IN ACCORDANCE WITH THE COMMERCIAL/INDUSTRIAL SITE PLAN REVIEWS
VARIANCE	\$300.00 FLAT FEE
ZONING PERMIT	\$50.00
ZONING APPROVAL FOR ABC PERMIT	\$50.00 FLAT FEE
ZONING CERTIFICATION LETTER	\$25.00 FLAT FEE
SIGN PERMIT	\$50.00 FLAT FEE

FLOODPLAIN PERMIT	\$100.00 FLAT FEE
TEMP/SPECIAL EVENTS DISPLAY SIGN PERMIT	\$5.00 FLAT FEE
COPIES:	8.5" X 11" \$.10 PER PAGE (color \$.25) 8.5" X 14" \$.25 PER PAGE
LICENSE PLATES	(1) - \$15.00 or (2) - \$25.00
CEDARFEST MERCHANDISE	AS DETERMINED BY THE CEDARFEST COMMITTEE
NOTARY SERVICES:	\$5.00 PER DOCUMENT
ROAD CLOSURE REQUESTS	\$1,000 FLAT FEE
CEDAR POINT COMPREHENSIVE PLAN	\$50.00 FLAT FEE (DIGITAL \$0.00)
RETURNED CHECK FEE	\$39.00 PER CHECK
DUPLICATE BUSINESS LICENSE	\$10.00 FLAT FEE
STREET SIGNS	\$125.00 PER SIGN (DEVELOPERS)
ADDITIONAL TRASH/RECYCLING CAN(S)	\$100.00 PER YEAR/\$50 SEMI-ANNUAL
MOBILE HOME PARK TRASH COLLECTION	\$200.00 PER YEAR/UNIT
GOLF CART REGISTRATION FEE	\$50.00 PER CART
GOLF CART RENEWAL FEE	\$25.00 PER CART
FOOD TRUCK PERMIT FEES	
ANNUAL	\$100.00
DAILY	\$25.00
PEDDLERS, ITINERANT MERCHANT, MOBILE FOOD CART, AND SOLICITORS PERMIT FEES	
ANNUAL	\$50.00
DAILY	\$10.00
CIVIL CITATION – FIRST	\$100.00 PER VIOLATION
CIVIL CITATION – SECOND	\$200.00 PER VIOLATION
CIVIL CITATION – THIRD	\$400.00 PER VIOLATION
AFTER HOURS/EMERGENCY	\$50.00 PER HOUR
<b><u>CODE VIOLATIONS</u></b>	\$100.00 PER VIOLATION + \$50/DAY/VIOLATION FOR EACH DAY VIOLATION CONTINUES, BEGINNING 10 DAYS FOLLOWING WRITTEN NOTIFICATION FROM THE TOWN
Includes failure to obtain proper permits and any other violation under any of the Town’s Ordinances unless specified elsewhere	

**ALL FEES ARE NON-REFUNDABLE**

**\*\* Unless indicated otherwise herein or by Ordinance, the fees applicable to permits are application fees and are due prior to application review.\*\***

**TOWN OF CEDAR POINT  
PROPOSED PARKS AND RECREATION FUNDS BUDGET  
May 23, 2024 (PROPOSED)**

<b>FISCAL YEAR</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>	<b>2027-2028</b>	<b>2028-2029</b>
STARTING BALANCE (Park)*	\$ 87,000.00				
STARTING BALANCE (AFB - Rec)	\$ 225,000.00	\$ 79,000.00	\$ 4,000.00	\$ 4,000.00	\$ 9,000.00
ACCRUED INTEREST					
TRANSFERS IN	\$42,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
<b>FUNDS AVAILABLE</b>	<b>\$ 354,000.00</b>	<b>\$ 104,000.00</b>	<b>\$ 29,000.00</b>	<b>\$ 29,000.00</b>	<b>\$ 34,000.00</b>
PLANNED USAGE	\$ 275,000.00	\$ 100,000.00	\$ 25,000.00	\$ 20,000.00	\$ 30,000.00
<b>ENDING BALANCE</b>	<b>\$ 79,000.00</b>	<b>\$ 4,000.00</b>	<b>\$ 4,000.00</b>	<b>\$ 9,000.00</b>	<b>\$ 4,000.00</b>

<b>PROJECT</b>	<b>Est Cost</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>	<b>2027-2028</b>	<b>2028-2029</b>	<b>Fully Funded Date</b>	<b>Other Potential Funding Sources</b>
PARK BATHROOM	\$225,000	\$225,000					2024-2025	Donations, Fee-in-Lieu, Grants
GYM RENOVATION (Phase 1)	\$50,000	\$50,000					2024-2025	Donations, Fee-in-Lieu, Grants
GYM RENOVATION (Phase 2)	\$100,000		\$100,000				2025-2026	Donations, Fee-in-Lieu, Grants
BRIDGE VIEW MINI-PARK	\$20,000				\$20,000		2027-2028	Donations, Fee-in-Lieu, Grants
DOG PARK	\$25,000			\$25,000			2026-2027	Donations, Fee-in-Lieu, Grants
OVERLOOKS AT THE PARK	\$15,000					\$15,000	2028-2029	Donations, Fee-in-Lieu, Grants
FLIPPERS COVE MINI-PARK IMPROVEMENTS	\$15,000					\$15,000	2028-2029	Donations, Fee-in-Lieu, Grants
<b>TOTAL PLANNED USAGE</b>	<b>\$ 450,000.00</b>	<b>\$ 275,000.00</b>	<b>\$ 100,000.00</b>	<b>\$ 25,000.00</b>	<b>\$ 20,000.00</b>	<b>\$ 30,000.00</b>		

\*Assumes receipt of CAMA Access Grant funds (\$60,000) and reallocation of Park Improvement Project Funds by Project Ordinance Amendment, as necessary.

**TOWN OF CEDAR POINT  
PROPOSED POWELL BILL FUNDS BUDGET  
May 23, 2024 (PROPOSED)**

<b>FISCAL YEAR</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>	<b>2027-2028</b>
STARTING BALANCE	\$ 75,000.00	\$ 86,500.00	\$ 26,500.00	\$ 81,500.00
ANNUAL DISTRIBUTION	\$ 55,000.00	\$ 55,000.00	\$ 55,000.00	\$ 55,000.00
<b>FUNDS AVAILABLE</b>	<b>\$ 130,000.00</b>	<b>\$ 141,500.00</b>	<b>\$ 81,500.00</b>	<b>\$ 136,500.00</b>
PLANNED USAGE	\$ 43,500.00	\$ 115,000.00	\$ -	\$ -
<b>ENDING BALANCE</b>	<b>\$ 86,500.00</b>	<b>\$ 26,500.00</b>	<b>\$ 81,500.00</b>	<b>\$ 136,500.00</b>

<b>PROJECT</b>	<b>Est Cost</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>	<b>2027-2028</b>	<b>Work Needed</b>	<b>Last Work Done</b>
ASH STREET	\$15,000	\$15,000				Patch	Last paved- late 80s, early 90's
BELL STREET							Resurfaced-2012 (NCDOT)
BLUFF ROAD							Resurfaced-2024
BUD'S LANE							Resurfaced-2017
CEDARDEEN COURT							Resurfaced-2017
DOLPHIN BAY ESTATES							Resurfaced-2006
DORA COURT							Resurfaced-2024
EMMA COURT							Resurfaced-2024
FIR STREET							Leg 1 Constructed- 2018
FRANKLIN COURT							Resurfaced- 2022
HERRING LANE							Unimproved
HILL STREET							Resurfaced-2012 (NCDOT)
JONES STREET	\$115,000		\$115,000			Mill and resurface	Patching-2022
MARY CATHERINE COURT							Resurfaced-2022
PALMETTO DRIVE							Last Paved-1998
SHADY LANE	\$2,500	\$2,500				Patch	Unknown history
SHERWOOD AVE	\$26,000	\$26,000				Mill/Resurface (S)	Patching-2022
SUNSET DRIVE							Leg 1 Reconstructed -2022
TAMMY PAIGE COURT							Resurfaced-2022
<b>TOTAL PLANNED USAGE</b>	<b>\$ 158,500.00</b>	<b>\$ 43,500.00</b>	<b>\$ 115,000.00</b>	<b>\$ -</b>	<b>\$ -</b>		

**TOWN OF CEDAR POINT**  
**FISCAL YEAR 2025-2029 STRATEGIC BUDGET PLAN**  
**May 23, 2024 (PROPOSED)**

<b>FISCAL YEAR</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>	<b>2027-2028</b>	<b>2028-2029</b>
STARTING BALANCE	\$ 141,500.00	\$ 73,700.00	\$ 56,648.00	\$ 68,913.92	\$ 56,670.48
ACCRUED INTEREST	\$ 7,200.00	\$ 2,948.00	\$ 2,265.92	\$ 2,756.56	\$ 2,266.82
TRANSFER FROM GENERAL FUND	\$ -	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
<b>FUNDS AVAILABLE</b>	<b>\$ 148,700.00</b>	<b>\$ 126,648.00</b>	<b>\$ 108,913.92</b>	<b>\$ 121,670.48</b>	<b>\$ 108,937.30</b>
PLANNED USAGE	\$ 75,000.00	\$ 70,000.00	\$ 40,000.00	\$ 65,000.00	\$ -
<b>ENDING BALANCE</b>	<b>\$ 73,700.00</b>	<b>\$ 56,648.00</b>	<b>\$ 68,913.92</b>	<b>\$ 56,670.48</b>	<b>\$ 108,937.30</b>

<b>PROJECT</b>	<b>Est Cost</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>	<b>2027-2028</b>	<b>2028-2029</b>	<b>Fully Funded Date</b>	<b>Other Potential Funding Sources</b>
VFW RD MULTI-USE PATH (TO PARK)	\$ 150,000.00						Unfunded	NCDOT, donations, grants
OLD HWY 58 MULTI-USE PATH (Phase 1)	\$ 15,000.00		\$ 15,000.00				2025-2026	NCDOT, Developers
OLD HWY 58 MULTI-USE PATH (Phase 2)	\$ 100,000.00					\$ 100,000.00	2028-2029	NCDOT, donations, grants
SHERWOOD AVE PEDESTRIAN CROSSINGS	\$ 15,000.00	\$ 15,000.00					2024-2025	
SHERWOOD AVE SIDEWALK (Phase 1)*	\$ 40,000.00		\$ 40,000.00				2025-2026	NCDOT, donations, grants
SHERWOOD AVE SIDEWALK (Phase 2)*	\$ 40,000.00			\$ 40,000.00			2026-2027	NCDOT, donations, grants
SHERWOOD AVE SIDEWALK (Phase 3)*	\$ 65,000.00				\$ 65,000.00		2027-2028	NCDOT, donations, grants
MASONIC AVENUE SIDEWALK & LIGHTING	\$ 60,000.00	\$ 60,000.00					2024-2025	NCDOT, donations, grants
PARK ENTRANCE PAVING	\$ 15,000.00		\$ 15,000.00				2025-2026	NCDOT, donations, grants
BOARDWALK TO CROATAN PARK	\$ 300,000.00						Unfunded	NCDOT, donations, grants
<b>TOTAL PLANNED USAGE</b>	<b>\$ 800,000.00</b>	<b>\$ 75,000.00</b>	<b>\$ 70,000.00</b>	<b>\$ 40,000.00</b>	<b>\$ 65,000.00</b>	<b>\$ 100,000.00</b>		

## **Tab 4 Annexation Petition**



### CERTIFICATE OF SUFFICIENCY

To the Board of Commissioners of the Town of Cedar Point, North Carolina:

I, Jayne Calhoun, Town Clerk, do hereby certify that I have investigated the attached petition and hereby make the following findings:

- a. The petition contains an adequate property description of the area proposed for annexation.
- b. The area described in the petition is contiguous to the Town of Cedar Point primary corporate limits, as defined by G.S. 160A-31.
- c. The petition is signed by and includes addresses of all owners of real property lying in the area described therein.

The address of the property is: 221 Hidden Bay Drive PIN 5375-1682-8989000

In witness whereof, I have hereunto set my hand and affixed the seal of the Town of Cedar Point, this 28<sup>th</sup> day of May, 2024.



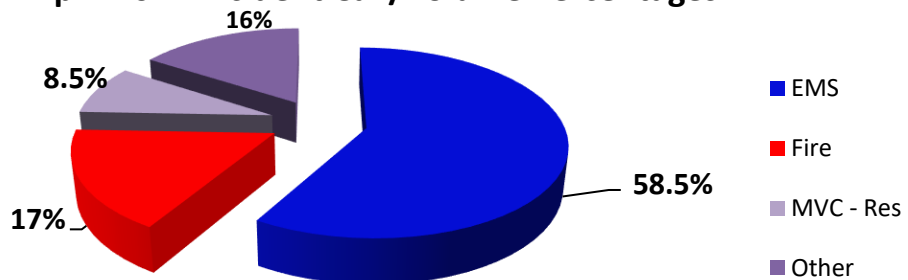
  
Jayne Calhoun, Town Clerk

## **Tab 5 Deputy and WCFD Reports**

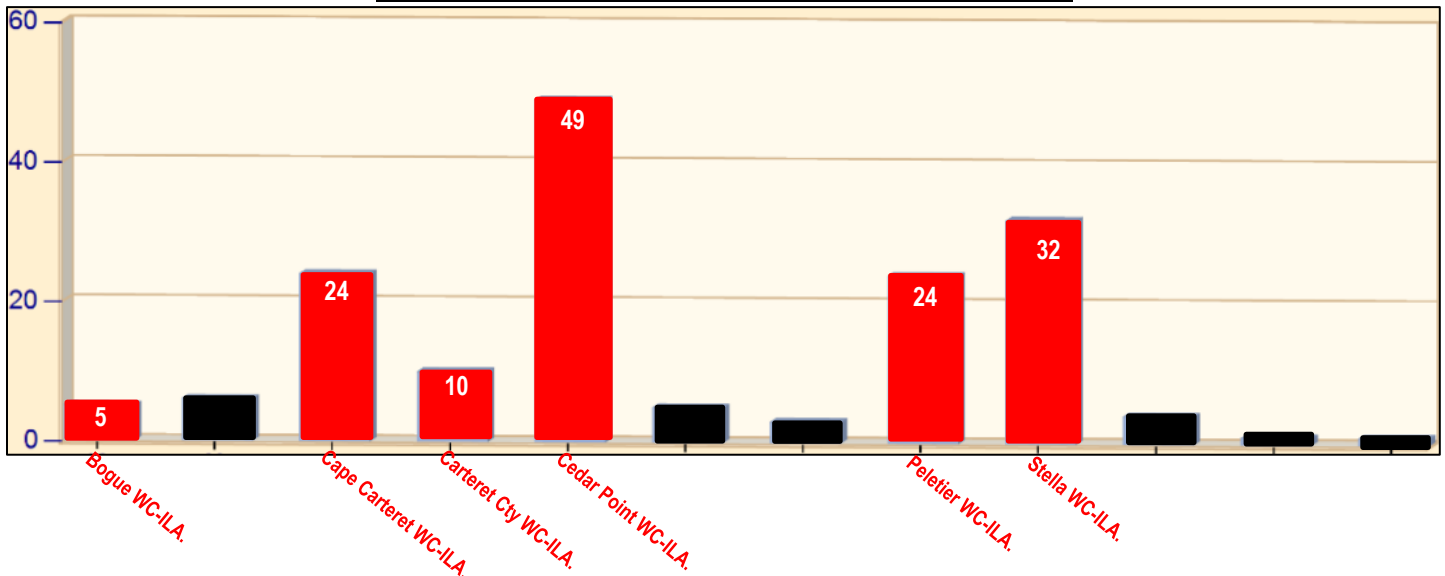
Western Carteret Fire & EMS Department/Interlocal Agency  
 Call Volume Report for **4/1/2024** through **4/30/2024**.

<u>Community</u>	<u>EMS</u>	<u>Fire</u>	<u>MVC-Resc</u>	<u>Other</u>	<u>TOTAL</u>
1 Bear Creek (Onslow)	0	0	0	0	-
<b>2 Bogue</b>	<b>4</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>5</b>
3 Broad & Gales	2	2	-	2	6
<b>4 Cape Carteret</b>	<b>12</b>	<b>5</b>	<b>3</b>	<b>4</b>	<b>24</b>
<b>5 Carteret Co. (uninc)</b>	<b>8</b>	<b>2</b>	<b>-</b>	<b>-</b>	<b>10</b>
<b>6 Cedar Point</b>	<b>27</b>	<b>7</b>	<b>6</b>	<b>9</b>	<b>49</b>
7 Emerald Isle	3	2	-	-	5
8 Hubert (Onslow)	1	2	-	-	3
9 Jones County	-	-	-	-	-
10 Onslow County	-	-	-	-	-
<b>11 Peletier</b>	<b>17</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>24</b>
<b>12 Stella Sta. 2, District #2</b>	<b>20</b>	<b>2</b>	<b>2</b>	<b>8</b>	<b>32</b>
14 Swansboro (Onslow)	2	2	-	-	4
15 Morehead City	-	-	-	-	-
16 Newport	-	1	-	-	1
17 Ons. Cty EMS Stand Bys	-	-	-	-	-
19 Salter Path Indian Bch.	-	-	-	-	-
20 Maysville (Jones)	-	-	1	-	1
<b>TOTAL:</b>	<b>96</b>	<b>28</b>	<b>14</b>	<b>26</b>	<b>164</b>
<i>If we were 2 separate depts. =</i>	<b>136</b>	<b>68</b>			
	<u><b>EMS</b></u>	<u><b>Fire</b></u>	<u><b>MVC - Res</b></u>	<u><b>Other</b></u>	
WCFD	96	28	14	26	
	58.5%	17.1%	8.5%	15.9%	

**WCFD April 2024 Incident Call/Volume Percentages**



Western Carteret Fire & EMS Department/Interlocal Agency  
Call Volume Report for 4/1/2024 through 4/30/2024.



The month of **April 2024** call volume was **164** total. This is close to average over the last five to six years and slightly above **last April 2023 total of 158**. At this point if call volume continues at this pace, we will be close to or above 2100 calls for the year.

**NOTES:** As indicated in the charts; of these total calls:

- **96** were EMS,
- **14** required the services of both fire and EMS units such as Motor Vehicle Crashes or Rescue type calls.
- **28** were fire, possible fire, or potential fire related calls. There were **3** structure or building type fires, all outside our ILA district, automatic or mutual aid to other communities.
- **26** were classified as “other”.

Other may cover:

- False alarm or false calls (*could be fire or EMS or both*)
- Dispatched and cancelled en-route (*could be fire or EMS or both*)
- Public service and public assistance (*could be fire or EMS or both*)
- Service Call, other (*could be fire or EMS or both*)
- No incident found on arrival at dispatch address (*usually fire related*)
- Special type of incident not clarified (*could be fire or EMS or both*)

*In many or most cases all “other” listed calls are “potential” emergencies. Many of the “public service”, “public assistance” and “service” calls are directly related to assisting our citizen/customers who have medical conditions and must be assisted in getting from a car into a residence, or vice-versa when going to or from medical appointments, etc. Also, many are lift assists for the disabled or elderly.*

- In **April** – **20** calls or approximately **12.1 %** of the responses were mutual aid or auto aid calls **to** our neighboring communities, this does **NOT** include EMS Stand-bys to Onslow County.
- EMS Stand-bys to Onslow County were **0**. We were called to Onslow for actual EMS calls **4** times in **April**.
- **See the following chart on page 3 for comparison month by month to the previous year.**


Western Carteret Fire & EMS Department/Interlocal Agency  
Call Volume Report for 4/1/2024 through 4/30/2024.

2024	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
EMS	111	126	131	96									464
Fire	21	19	25	28									93
MVC-Res	8	4	10	14									36
Other	23	18	19	26									86
Total	163	167	185	164									679

*Numbers at the end of each year are often adjusted to reflect adjustments found in actual call types.*

2023	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
EMS	105	100	96	93	101	129	164	120	132	106	110	112	1368
Fire	14	17	8	19	19	20	36	27	25	22	26	8	241
MVC-Res	2	2	7	18	11	8	11	4	9	7	12	8	99
Other	21	8	21	28	16	16	17	16	20	20	26	30	239
Total	142	127	132	158	147	173	228	167	186	155	174	158	1947

Respectfully

  
 Kevin J. Hunter      Chief of Department

**WESTERN CARTERET FIRE EMS  
FIRE MARSHAL MONTHLY REPORT**

<b>2024 FIRE MARSHAL MONTHLY REPORT - Bob Penrod</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>TOTAL</b>
<b>INSPECTIONS</b>													
Inspections in Bogue	5	4	2	2									13
Inspections in Cape Carteret	2	8	16	4									30
Inspections in Cedar Point	30	10	16	16									72
Inspections in Peletier	2	11	5	4									22
<b>TOTAL INSPECTIONS COMPLETED</b>	<b>39</b>	<b>33</b>	<b>39</b>	<b>26</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>137</b>
Notice of Violation issued	2	5	3	6									16
Number of Failed Inspections	2	5	3	4									14
Number of Inspection not complaint after reinspections	1	1	1	2									5
<b>SMOKE DETECTORS</b>													
A total number of smoke detectors were installed.	6	2	9	6									23
A total number of smoke detectors were issued.	4	0	9	6									19
A total number of smoke detectors were checked.	8	2	14	0									24
Total number of smoke detectors found not working.	4	0	6	0									10
Total number of CO Detectors installed	0	1	1	2									4
<b>TOTAL</b>	<b>22</b>	<b>5</b>	<b>39</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>80</b>
<b>PLAN REVIEW</b>													
Total number of plans reviews for new construction	1	1	1	1									4
Total number of plan reviews for renovations	1	1	2	0									4
Total number of plan reviews for new development	0	2	0	1									3
<b>TOTAL</b>	<b>2</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11</b>
<b>KNOX BOX</b>													
Total number of Knox Box installations	1	4	1	0									6
Total number of Knox Box information sheets provided	2	1	3	1									7
The total number of Knox Box contents was updated.	6	3	12	4									25
<b>TOTAL</b>	<b>9</b>	<b>8</b>	<b>16</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>38</b>
<b>FIRE PREVENTION – NUMBER IN ATTENDANCE</b>													
Pre K through 12 <sup>th</sup> Grade	0	0	0	0									0
Adults	0	0	125	6									131
Children under 17	0	6	300	22									328
Static Display	0	0	1	0									1
Safe Kids/FLSE Programs	0	1	1	0									2
Total number of times the Fire Safety House was used	0	1	1	0									2
<b>TOTAL</b>	<b>0</b>	<b>8</b>	<b>428</b>	<b>28</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>464</b>

FIRE MARSHAL BOB PENROD

**WESTERN CARTERET FIRE EMS  
FIRE MARSHAL MONTHLY REPORT**

<b>COMPLAINTS/CONCERNS</b>													
Bogue	0	2	0	1									3
Cape Carteret	1	3	1	2									7
Cedar Point	0	0	0	0									0
Peletier	1	2	1	2									6
Stella/Carteret County	0	0	0	1									1
<b>TOTAL</b>	<b>2</b>	<b>7</b>	<b>2</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17</b>
<b>INVESTIGATIONS</b>													
	0	1	0										
<b>FIRE PROTECTION SYSTEMS CHECKOUT</b>													
Fire Alarm System(s)/Plan Review	2	1	0	1									4
Sprinkler System(s)/Plan Review	0	0	0	1									1
Hood System(s)	1	0	0	0									
<b>TOTAL</b>	<b>3</b>	<b>1</b>	<b>0</b>										<b>4</b>
<b>NON-COMPLIANT SYSTEMS</b>													
Non-Compliant Fire Alarm System	0	4	0	1									5
Non-Compliant Sprinkler System	0	2	0	0									2
Non-Compliant Hood System	0	6	0	2									7
<b>TOTAL</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15</b>
<b>TRAINING HOURS</b>													
Total number of training hours for Code Enforcement	12	6	4	2									24
Total number of Fire Investigator hours	12	11	2	2									27
Total number of general training hours	20	8	8	6									51
<b>TOTAL</b>	<b>44</b>	<b>25</b>	<b>14</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>93</b>
<b>MISC MEETINGS</b>													
Meetings (BOC, Planning Board, Fireworks, Fire Marshal, Etc.)	3	1	3	3									10
<b>CONFERENCE</b>													
NC Fire Chiefs Association	2	0	0	0	0	0	0	0	0	0	0	0	2
Other Fire Service Events	0	0	1	3									4
<b>RESEARCH (HOURS)</b>													
NC Fire Code - NFPA - Ordinances - Etc.	8	6	2	14									30

Jan 9-30 Received my NC Fire Marshal 101 Certification.

Jan 31-Feb 2 Attended the NC Association of Fire Chief Conference (Concord, NC).

**FIRE MARSHAL BOB PENROD**

# Cedar Point Reported Calls

14 MAR -13 APR 2024

Nature of Call	Quantity
Domestic/Disturbance	15
911 Hang up	37
Alarm	8
Trespassing	12
Call By Phone	46
Vehicle Unlocks	4
Theft	6
Medical Calls	78
Fraud	3
Traffic Stop	80
Assist Motorists	2
Suspicious Persons	15
Follow Up/Admin	21
Animal Complaint	3
Harassment/Threats	8
Psychiatric	2
Damage to Property	9
Warrants	4
Drugs	4
Runaway	1
Burglary	5
Death	1
<b>TOTAL:</b>	<b>364</b>

