



TOWN OF KILL DEVIL HILLS
Land Where Flight Began

MEMORANDUM

June 13, 2022

TO: Mayor and Board of Commissioners

FROM: Debora P. Díaz, Town Manager

REF: Consent Agenda

1. Minutes (Attached CA-1A)

A. May 25, 2022

2. Monthly Report (Attached CA-2A)

A. April 2022

3. Budget Amendments and Transfers (Attached CA-3A, CA-3B, CA-3C, CA-3D, CA-3E, and CA-3F)

- A. Budget amendment # 20 – PEG Channel support funds
- B. Budget amendment # 21 – to appropriate funds for Seminole Street/Indian Drive & US 158 Drainage Project.
- C. Budget amendment # 22 – to appropriate funds for insurance claims filed throughout FY 2021-2022
- D. Budget amendment # 23 – to appropriate funds for Fleet Maintenance inventory
- E. Budget amendment # 24 – to appropriate safety grant funding awarded by NCLM for the purchase of video surveillance equipment to be used in Town parks
- F. Budget transfer # 24 – to transfer funds to cover expenses for the health insurance of an employee who needed family coverage but single coverage was reflected in budget

4. Presentation of retiree's service weapon and badge (Attached CA-4)

Sergeant Derwood "Lee" Twiddy will retire from the Kill Devil Hills Police Department on June 30, 2022. He has made a request to purchase his service sidearm and badge pursuant to N.C.G.S. §20-187.2. This statute requires a governing board authorize the award and determine the price for purchase of the weapon. The statute places no requirement for the badge to be purchased in order for it to be given to a retiring officer.

Approval of the Consent Agenda will record the Board's authorization to allow Sgt. Twiddy to purchase his service sidearm for the amount of \$1.

5. Required policies pertaining to ARP/CSLFRF funds (Attached CA-5A, CA-5B, CA-5C, and CA-5D)

At its April 27, 2022, meeting, the Board of Commissioners approved Ordinance 19-10, which authorized the receipt and expenditure of American Rescue Plan Act (ARP/CSLFRF) funds, from which the Town received \$2,337,008.36. As a part of receiving ARP funds, the Town is required to adopt policies to ensure compliance, and are highlighted in the Finance Department's summary.

- A. Summary of required policies pertaining to ARP/CSLFRF funds
- B. Resolution Establishing Eligible Project Policy and Records Retention Policy for the Expenditure of American Rescue Plan Act of 2021 Coronavirus State and Local Fiscal Recovery Funds
 - i. Eligibility Determination Policy for American Rescue Plan Act of 2021 Coronavirus State and Local Fiscal Recovery Funds
 - ii. American Rescue Plan Act of 2021 Coronavirus State and Local Fiscal Recovery Fund Project Request and Eligibility Determination
 - iii. Records Retention Policy for Documents Created or Maintained Pursuant to the ARP/CSLFRF Award
- C. Resolution Establishing a Policy for Allowable Costs and Cost Principles for Expenditure of American Rescue Plan Act Coronavirus State and Local Fiscal Recovery Funds
 - i. Allowable Costs and Cost Principles Policy
- D. Resolution Establishing Nondiscrimination Policy
 - i. Nondiscrimination Policy

Approval of the Consent Agenda will record the Board's approval of the above resolutions, which will adopt and implement the listed policies, effective immediately.

6. Streamflow Rehabilitation Assistance Program (StRAP) grant (Attached CA-6)

The Town has applied for and has been notified that a grant of \$258,458 from the Streamflow Rehabilitation Assistance Program (StRAP) has been awarded. Proceeds from the grant will be used to clear debris in the N.C. Highway Commission canal between the Landing and First Flight subdivisions. As a part of the grant, the Town is required to allocate \$98,769 in matching funds for the anticipated cost of the project.

Approval of the Consent Agenda will:

- Accept the grant award of \$258,458 from the N.C. Soil and Water Conservation Commission
- Authorize the Town Manager to execute any contracts related to the project, including a contract with the N.C. Department of Agriculture, for the debris removal project.
- Approve any necessary budget amendments to appropriate the Town's matching portion of \$98,769 from fund balance, and to record the grant funds.

7. Schedule Public Hearing – Proposed Zoning Amendment – §153.177 Low Density Residential Zone Special Use(s) – Add Cluster Home(s) – for July 11, 2022 (Attached CA-7)

At its May 16, 2022, meeting, the Board of Commissioners directed Staff to prepare a zoning amendment to add Cluster Home(s) as a special use in the Low Density Residential (RL) Zone for essential long-term housing for Planning Board consideration.

The Planning Board reviewed the amendment at its May 25, 2022, meeting, and unanimously voted to forward it to the Board of Commissioners with a favorable recommendation. Approval of the Consent Agenda will schedule this items for public hearing Monday, July 11, 2022, at 6:00 p.m.

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