



TOWN OF KILL DEVIL HILLS

Land Where Flight Began

MEMORANDUM

February 13, 2023

TO: Mayor and Board of Commissioners

FROM: Debora P. Díaz, Town Manager

REF: Consent Agenda

1. Minutes (Attached CA-1A)

A. January 25, 2023

2. Monthly Report (Attached CA-2A)

A. December 2022

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

A. Budget Amendment #7 – to appropriate North Carolina League of Municipalities (NCLM) Wellness grant funds.

4. Proclamations and resolutions (Attached CA-4A and CA-4B)

A. Reimbursement Resolution for Fiscal Year 2022/2023 Declaring the Intention to Reimburse the Cost of Certain Expenditures

United States Treasury Regulations require a declaration of intent as a part of the process of financing some expenditures. This resolution declares the Town’s official intent to reimburse expenditures for vehicles, equipment, and software as identified as follows:

5 police vehicles	242,814.10
1 police utility vehicle	19,339.41
Motorola Flex IT software	153,318.00
1 Fire apparatus – KME Pumper	791,837.82
1 pick-up truck	46,748.62
1 John Deere utility tractor	20,001.52
1 grapple attachment	101,542.17
2 commercial garbage trucks	672,410.00
Total Financing	\$2,048,011.64

Approval of the Consent Agenda will approve the Reimbursement Resolution for Fiscal Year 2022/2023 Declaring the Intention to Reimburse the Cost of Certain Expenditures and allow the Town to reimburse itself for costs incurred for the purchase of the above items with loan proceeds.

B. Corrective Resolution Relating to Kill Devil Hills Town Code of Ordinances, Chapter 31, Boards and Commissions §31.20

On April 12, 2021, the Board adopted Town Code amendment 18-2, which clarified the membership of the Community Appearance Commission, removing some membership requirements and increasing the Commission to eight members. On June 14, 2021, the Board adopted amendment 18-7, part of a number of ordinance changes to the Town Code required N.C.G.S. Chapter 160D. In that process, changes to Chapter 31, Boards and Committee, referenced language prior to the 18-2 language. This corrective resolution addresses the inadvertency and returns the Code language to the Board’s original intent for §31.20, adopted on April 12, 2021.

Approval of the Consent Agenda will approve the Corrective Resolution Relating to Kill Devil Hills Town Code of Ordinances, Chapter 31, Boards and Commissions §31.20.

5. Government Education Access Channels Committee – 2023-2024 Proposed Budget (Attached CA-5)

The Government Education Access Channels Committee (GEACC) oversees operations of the local government and education access channels, known as Current TV. It is a collaboration of the Towns of Duck, Southern Shores, Kitty Hawk, Kill Devil Hills, Nags Head, and Manteo, along with Dare County, and educational entities Dare County Schools, UNC Coastal Studies Institute, and College of The Albemarle. The Committee is composed of a representative from each participating entity; government representatives to the committee must

be members of their respective governing board. Commissioner Gray is the Kill Devil Hills Representative.

The GEACC annually submits its annual operating budget, which must be approved by all member entities. Approval of the Consent Agenda will record the BOC's approval of the 2023-2024 GEACC Budget.

6. Adoption of updated NC Division of Archives and Records Retention Schedules (Attached CA-6)

The Division of Archives and Records for the North Carolina Department of Natural and Cultural Resources has updated its records retention and disposition schedules. The General and Program Records Schedules were developed and updated in accordance with the provisions of North Carolina General Statutes (NCGS) Chapters 121 and 132.

The schedules set out the retention and disposition periods for the series of records as they pertain to North Carolina's municipal governments. By adoption of these schedules, Kill Devil Hills is authorized to dispose of records in a manner that does not exceed their provisions.

Procedures for disposition include participation by records managers from each Town department. Those records identified for disposition according to the schedules are examined and confirmed for destruction. A listing is compiled of all eligible records, citing the records, dates of origination, and destruction date, which is sent to the Town Attorney for review and approval. Once approved, a finalized form listing is prepared and executed by the records manager, department head, Town Clerk, and Town Attorney. In 2022, the Town disposed of 320 eligible boxes of records under the Town's current records and retention schedule.

The Town has historically taken a cautious view of records disposition: records are examined for historical value and future reference by each department, Town Clerk, and Town Attorney to determine any anticipated need based on current events and trends.

The proposed records retention and disposition schedules were previously provided to the BOC electronically and a link has been placed on this meeting's page on the Town website for public inspection.

Approval of the Consent Agenda will record the Board's approval of the General and Program Records Schedules.

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