



TOWN OF KILL DEVIL HILLS
Land Where Flight Began

MEMORANDUM

January 24, 2024

TO: KDH Board of Commissioners
FROM: Debora P. Díaz, Town Manager
REF: New Business

1. Reducing the Town's Carbon Footprint (Attached NB-1)

With updates in technology and service provision, Town Staff has diligently worked to decrease the Town's carbon footprint, which the Board has historically indicated is one of its goals for Kill Devil Hills. Town Clerk James Michael O'Dell's attached memorandum provides just a snapshot of the numerous activities and plans that Staff have been implementing to decrease the Town's consumption of natural resources while also increasing the opportunities for more efficient services to our citizens.

Although mainly offered as an update, the one item which Staff requests Board direction on is approval to decrease the number of paper site plans submitted during the review process. Currently, 15 paper copies are required for submission by §§153.355 and 153.357; Staff is requesting approval to develop an ordinance amendment to decrease the required number to 5, accompanied by an electronic copy.

A motion is requested.



THE TOWN OF KILL DEVIL HILLS
NORTH CAROLINA

ADMINISTRATION

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January 24, 2024

Memorandum

To: Debora P. Díaz, Town Manager

From: James Michael O'Dell, Town Clerk

Subject: Reducing the Town's Carbon Footprint

Members of our Board of Commissioners have relayed that one of their goals for the Kill Devil Hills is a reduction in the Town's carbon footprint. As a result, Town Hall has been taking steps to implement changes to everyday operations and Town events. Staff wanted to update the BOC:

Single-Use items Town Hall has been striving to decrease single-use consumption:

- At Town events, Staff is working to decrease as many single-use items as possible, without sacrificing hygiene and safety. For the past several years, the Trash Attack! event has not used paper plates for the post-event pizza refreshments for participants, saving money and more trash for the landfill.
- To celebrate the christening of the KDH's newest water tower, the Town distributed reusable metal water containers.
- As a part of its employee wellness program, water fountains with bottle filling stations are in process of being installed at Town Hall. Purchased through a wellness grant from the League of Municipalities, these fountains also promote the use of reusable water containers by Staff.
- The Administration Department is also honored to highlight the bottle refilling stations by providing the BOC with their own KDH reusable drink tumblers that can be refilled at the Town's water bottle station in the hallway off the Town Hall Meeting Room, and be used during meetings.

Electrical Usage In combination with a grant program, the Town retrofitted all of its facilities to LED lighting to replace incandescent lighting, increasing the quality of lighting while decreasing electrical use. All future lighting is reviewed and planned for the most efficient and safe lighting. The seasonal Wright Lights Illumination display at Aviation Park, which consists of 8,000-10,000 bulbs installed by our Buildings & Grounds Division, are all LED.

Online Services Over the past few years, Staff have developed and implemented online services to better serve our citizens, including the Planning Department's online permitting processes. Along with planning fees, the public can pay for the following through the Town's online portal: First Flight Market fees, water bills, parking tickets, trash cans and parts, dumpsters and parts, beach driving permits, business registrations, water surety deposits, and incident and accident reports. The Finance Department is working with financial institutions to decrease paper usage, including increased electronic funds transfer options rather than paper check issuance.

Town Code of Ordinances With the exception of the Town Clerk's copy, Town Code Books are being discontinued for all Town Boards, Committees, and Staff in 2024. The Town provides instant Town Code access to the public through the Town website and American Legal Services web portal, in which the Code can be word-searched, printed, and downloaded in multiple formats. Upon adoption by the BOC, links and descriptions of ordinance amendments are placed on the website until they are codified.

Board and Committee Meetings Multiple departments have worked to decrease paper usage in preparation of meeting materials for the Town's board and committee meetings. All agendas and supplemental meeting materials are uploaded to the Town's website, www.kdhnc.com, and are transmitted to each board or committee for their utilization. This also provides the public with transparent and efficient methods of access. In the Town Hall Meeting Room, public and press packets have been replaced with QR codes to decrease one-time use of paper.

BOC Meeting Packets In preparation for the 2024 BOC meetings, Staff has decreased the number of paper packet copies from eleven to seven, which will result in savings of paper resources and Staff time over the anticipated 17 meetings this year. For instance, the Town Attorney has indicated a preference for receiving an electronic packet.

Presentations Larger presentations to the BOC will take into account the impact of paper. For instance, the Finance Department developed QR codes and online links for the Annual Comprehensive Financial Report (ACFR) and Popular Annual Financial Report (PAFR), rather than printing multiple bound copies. Additionally, board and committee agendas and meeting materials are transmitted electronically to each group prior to meetings for their utilization.

Site Plan Review Currently, Town Code §§153.355 and 153.357 require 15 copies of site plans to be submitted for the review process. With updates in technology, electronic plans are also provided and are as accurate as paper. Staff requests the BOC direct an ordinance amendment to decrease the required number to five printed copies for the Town's review process, saving paper resources along with the developer's cost.