



**TOWN OF KILL DEVIL HILLS**  
*Land Where Flight Began*

MEMORANDUM

April 24, 2024

TO: Mayor and Board of Commissioners

FROM: Debora P. Díaz, Town Manager

REF: Consent Agenda

**1. Minutes (Attached CA-1A)**

A. March 27, 2024

**2. Monthly Report (Attached CA-2A)**

A. February 2024

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

A. Budget Amendment #11 – to appropriate contributions received to the Police and Administration Departments

**4. Recommendation for 2023/2024 Lease Purchase Agreement (Attached CA-4)**

The Finance Department's attached memorandum highlights the process in selection of an institution for financing the following vehicles and equipment:

Buildings and Grounds Toyota Tacoma	\$ 40,434
(2) Planning F150 Pickup Trucks	88,197
(4) Police Pickup Trucks	261,290
Vehicle Extrication Equipment	39,350
Fire Ford Expedition	75,274
Fire Dodge Ram	65,521
Ocean Rescue Dodge Ram 2500	85,522
Streets Bobcat Excavator	73,335
Streets US Jetting Trailer Jetter	99,140
Streets Ford F450 Mini Dump Truck	71,338
(2) Solid Waste Residential Garbage Trucks	801,326
Solid Waste Peterbilt Roll-Off Truck	242,549

Solid Waste Ford F250	48,447
Dump Body Insert	<u>26,750</u>
	\$ 2,018,473

Following the review of multiple financing offers, Staff has recommended TowneBank which provided a competitive interest rate and a slightly higher escrow rate. The Finance Department has also included two budget amendments:

- #9 – to record the Fiscal Year 2023/2024 lease proceeds = \$2,018,473.00
- #10 – to appropriate funds to cover departmental budget variances for recommended financing of Fiscal Year 2023/2024 vehicles and equipment. The \$106,460.74 is for the accelerated replacement of two garbage trucks as approved at the 1/15/2024 meeting.

Approval of the Consent Agenda approve Staff’s recommendation for the lease financing for the purchase of the listed vehicles and equipment, approve Budget Amendments #9 and #10, and authorize Staff to enter into any contracts to finalize the financing and purchase of the items.

**5. Update and Adoption of the Official Traffic Map of Kill Devil Hills (Attached CA-5)**

With the development of properties in the vicinity of the Fourth Street / US 158 intersection, the Planning and Police Departments have recommended converting a portion of Fourth Street from US 158 to just past David Lane, to no on-street parking permitted. This recommendation is to promote public safety, with the anticipated increase in vehicular traffic. However, the area of Fourth Street west of David Lane will continue to permit on-street parking. The Official Traffic Map will be posted in the Town Hall Meeting Room prior to the meeting, and included with the electronic packet on the Town’s website.

Approval of the Consent Agenda will record the Board’s adoption of the updated Official Traffic Map of the Town of Kill Devil Hills.

**6. Town Code Amendment – Chapter 115, Taxicabs – update Code section due to State statute change and delete outdated language (Attached CA-6)**

With recent changes to NCGS160A-304, the Police Department has requested an update to Chapter 115, Taxicabs, which clarifies the requirement for fingerprinting through the Division of Criminal Information (DCI) Network. Outdated language has been updated to reflect changes in the Towns appeals framework and for clarification. Additionally, due to the required cost for DCI fingerprinting, the Police Department requests the consolidated fee schedule be amended to include the \$45 SBI/FBI fee and processing.

Approval of the Consent Agenda will record the Board’s approval of the proposed amendment to Chapter 115, Taxicabs, and the amendment to the Town’s consolidated fee schedule, as recommended.

Staff recommends approval of the Consent Agenda and a motion would be in order.