



TOWN OF KILL DEVIL HILLS

Land Where Flight Began

MEMORANDUM

February 9, 2026

TO: Mayor and Board of Commissioners

FROM: Debora P. Díaz, Town Manager 

REF: Consent Agenda

1. Minutes (Attached CA-1A)

A. January 12, 2026

2. Monthly Reports (Attached CA-2A)

A. December 2025

3. Budget amendments and transfers (Attached CA-3A)

A. Budget Amendment #6 – to appropriate 2025 / 2026 Local Programming Development Initiative (LPDI) Grant funds form the Government Education Access Channels Committee (GEACC)

Approval of the Consent Agenda will record the Board’s acceptance of this grant from the GEACC’s Local Programming Development Initiative.

4. Recommendation for 2025 / 2026 Lease Purchase Agreement (Attached CA-4)

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

Buildings and Grounds Bobcat Utility Vehicle	\$	25,740
5 Police Tahoes (with upfitting)		314,874
Animal Control pickup truck (with upfitting)		57,181
Fire pickup truck (with upfitting)		64,141
3 Streets pick up trucks		141,392
Solid Waste pick up truck		46,898
2 commercial garbage trucks		<u>704,000</u>
	\$	1,354,226

At its January 12, 2026, meeting, the Board approved the *Reimbursement Resolution for Fiscal Year 2025 / 2026 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.

Staff has recommended TowneBank, which provided a competitive, fixed interest rate of 3.76% for four years. The Finance Department has also included the following budget amendment:

- Budget Amendment #7 – to appropriate the Fiscal Year 2025 / 2026 lease financing proceeds of \$1,354,226.

Approval of the Consent Agenda will record the Board’s approval of Staff’s recommendation for the lease financing for the purchase of the listed vehicles and equipment, approve Budget Amendment #7, and authorize Staff to enter into any contracts to finalize the financing and purchase of the items.

5. Revised per diem rates for travel (Attached CA-5)

The Finance Department’s accompanying memorandum highlights its recommendation to amend the established Per Diem Rate for Meals in the Town’s Travel Policy, which would reflect current rates in the GSA’s Federal Register.

Meal	Current Allowance*	Recommended Allowance
Breakfast	\$14.00	\$18.00
Lunch	\$16.00	\$20.00
Dinner	\$29.00	\$31.00
<i>Total per day</i>	\$59.00	\$69.00

*current allowance last updated 1/26/2022.

Approval of the Consent Agenda will approve this recommended amendment to the Town’s Travel Policy, Per Diem Rate for Meals, effective March 1, 2026.

6. Government Education Access Channels Committee – Fiscal Year 2026 / 2027 Proposed Budget (Attached CA-6)

The Government Education Access Channels Committee (GEACC) oversees operations of the local government and education access channels, known as Current TV. Created through an interlocal agreement, the group 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, 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.

Each spring, the GEACC submits its annual operating budget, which must be approved by all member entities. Approval of the Consent Agenda will record this Board's approval of the Fiscal Year 2026 / 2027 GEACC Budget.

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