



TOWN OF KILL DEVIL HILLS

Land Where Flight Began

MEMORANDUM

October 16, 2019

TO: Mayor and Board of Commissioners

FROM: Debora P. Díaz, Town Manager

REF: Consent Agenda

1. Minutes (Attached CA-1A)

A. September 11, 2019

2. Monthly report (Attached CA-2A)

A. August 2019

3. Budget amendments (Attached CA-3A)

A. #7 – to appropriate the 2019/2020 Government Education Access Channel Grant

4. Uniform Guidance Conflict of Interest and Gifts Policy (Attached CA-4)

Adoption of this policy will satisfy federal requirements to maintain written policies and procedures of conduct covering conflicts of interest by local governments that receive and expend federal financial assistance, such as FEMA and other programs. Finance Director Beverly Kissinger's memorandum, which is attached along with the policy, provides additional details.

Approval of the Consent Agenda will record Board of Commissioners approval of this policy.

5. Appointment of Tax Collector (Attached CA-5)

The Town has an inter-governmental agreement with Dare County for collection of ad valorem taxes; however, the agreement does not replace the statutory requirement that Kill Devil Hills must also appoint a tax collector. Approval of the Consent Agenda will record appointment of Finance Department Accountant Angell Wescott Doughtie as Kill Devil Hills' tax collector.

6. An Ordinance Enacting and Adopting Supplement #16 to the Code of Ordinances for the Town of Kill Devil Hills (Attached CA-6A)

The Town recently received Supplement #16 to the Town Code and this ordinance is presented at this time for adoption of the supplement as completed by American Legal Publishing Corporation. This action reinforces the Board's earlier actions in adopting the ordinances that comprise this supplement. Supplement #16 has been reviewed and found to be accurate to the Board's actions.

Approval of the Consent Agenda will record approval of this ordinance.

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