



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

MEMORANDUM

November 13, 2019

TO: Mayor and Board of Commissioners

FROM: Debora P. Díaz, Town Manager

REF: Consent Agenda

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

A. October 16, 2019

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

A. September 2019

**3. Budget amendments (Attached CA-3A and 3B)**

A. #8 – to recognize a contribution for the Animal Control Division

B. #9 – to reappropriate fund balance for contract expenditures to construct the communications monopole

**4. Resolution to Create a System Development Fees Capital Reserve Fund (Attached CA-4)**

To comply with General Assembly legislation for municipalities to implement a system development fee (SDF) schedule, the Town is required to establish a Capital Reserve Fund (CRF) in which SDF revenues are maintained for specific water and wastewater capital projects.

Approval of the Consent Agenda will record approval of these resolutions for water system and wastewater CRFs.

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