



# TOWN OF KILL DEVIL HILLS

*Land Where Flight Began*

MEMORANDUM

December 9, 2019

TO: Mayor and Board of Commissioners

FROM: Debora P. Díaz, Town Manager

REF: Consent Agenda

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

A. November 13, 2019

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

A. October 2019

**3. Budget transfer and amendments (Attached CA-3, 3A-1, 3B-1, 3B-2 and 3B-3)**

The Town's budget ordinance establishes procedures for budget transfers and amendments, including which may be approved by the budget officer (Town Manager), and which must be approved by the governing board. Transfers within a program, such as in the Administration Department, Printing and Advertising accounts, do not require Board approval, but must be recommended to and approved by the budget officer.

Transfers move budgeted funds between a single department's programs, such as the Streets and Sanitation programs under the single Public Services Department. Because a transfer pertains to already-budgeted funds there is no change to the overall budget's bottom line. Amendments appropriate un-budgeted funds, or authorize expenditure of monies from capital project reserve funds to the appropriate line-item in the existing overall budget – thus changing the actual amount of Town's budget.

Budget transfers between departmental programs and budget amendments all are justified for the record, and remain in the permanent record of Board meetings.

**A. Transfer**

1. #3 – to transfer from other improvements to maintenance and repair for the LED Town-wide lighting project that does not meet the capitalization threshold for individual LED light fixture replacements.

B.     Budget amendments

1.     #11 – to funds for a portion of the Town-wide LED lighting project that is eligible for a rebate from Dominion Energy.
2.     #12 – to appropriate funds for salaries.
3.     #13 – to appropriate funds for paving and drainage improvements to the Administration parking lot associated with Town Hall Drive street project.

Town Hall Drive is included for overlay and drainage improvements in the current streets improvement project. We have the opportunity to take advantage of cost savings to make needed improvements to the west parking lot at 102 Town Hall Drive. The savings is available because project staging is already in place. The parking lot needs resurfacing and drainage improvements, which can be accomplished for approximately \$20,000.

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