



TOWN OF KILL DEVIL HILLS
Land Where Flight Began

MEMORANDUM

January 18, 2023

TO: Mayor and Board of Commissioners

FROM: Debora P. Díaz, Town Manager

REF: Consent Agenda

1. Minutes (Attached CA-1A)

A. December 12, 2022

2. Monthly Report (Attached CA-2A)

A. November 2022

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

A. Budget Amendment #5 – to appropriate funds for a salary increase at the direction of the Board of Commissioners at its October 12, 2022, meeting

4. Annual certification of firefighters (Attached CA-4)

The Board of Trustees for the N.C. Firemen's Pension Fund requires all fire departments to submit a roster of active firefighters annually. Rosters must be certified by each local governing board in order to maintain eligibility for pensions and the line-of-duty death benefit provided for firefighters by the State. Our Fire Department has prepared this list, which includes only those firefighters that have met the State's minimum requirement for training hours.

Approval of the Consent Agenda will record the Board's certification of the Fire Department roster.

5. Recommendation for audit services for fiscal year 2023 and continued services through 2025 (Attached CA-5)

The firm of Potter & Company of Mooresville, N.C. has been providing audit services for the Town since the FY 2020 review. Over the past several years, it has been a beneficial partner as the Town has implemented a number of complicated accounting standards. Finance Director Beverly Kissinger's attached memorandum highlights the firm's three-year proposal for a

continuation of services through June 30, 2025, and a contract for the FY 2023 audit for \$44,000, along with the Finance Department's recommendation to continue this partnership.

Approval of the Consent Agenda will authorize the Town Manager to execute the contractual agreement for audit services for FY 2023, and approve the firm's continuation of services to the Town through June 30, 2025.

6. Recordation of continued approval of Wright Brothers US 158, Phase V, Sidewalk Project

On December 22, 2022, the Board, through consensus, electronically approved its continued commitment to the Wright Brothers US 158 Phase V Sidewalk Project, and authorized Staff to oversee and implement the engineering plans and bidding processes, including all allocations for the project to date, along with any future projected-related expenses, from the Sidewalk Capital Reserve Fund and other necessary Town sources.

Approval of the Consent Agenda records the Board's action in the minutes of the meeting.

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