



TOWN OF KILL DEVIL HILLS
Land Where Flight Began

MEMORANDUM

January 24, 2024

TO: Mayor and Board of Commissioners

FROM: Debora P. Díaz, Town Manager 

REF: Consent Agenda

1. Minutes (Attached CA-1A)

A. January 15, 2024

2. Adoption Town Code Supplement 19 (Attached CA-2)

The Town has received the final draft of Supplement 19, which was completed by American Legal Publishing Corporation. Supplement 19 codifies all of the 19-series ordinance amendments into the Town Code, and has been reviewed and found to be accurate with the Board's actions. Adoption of this attached ordinance reinforces the Board's earlier actions in adopting the ordinances that comprise this Supplement.

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

3. Recommendation for audit services for Fiscal Year 2023/2024 (Attached CA-3)

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. The Finance Department's attached memorandum highlights this second year of the ongoing 3-year contract extension for a continuation of services through June 30, 2025, and a contract for the FY 2023/2024 audit for \$42,500 (plus \$1,800 per major program audit cost, if required), 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 2023/2024.

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