



TOWN OF KILL DEVIL HILLS

Land Where Flight Began

MEMORANDUM

March 9, 2026

TO: Mayor and Board of Commissioners

FROM: Debora P. Díaz, Town Manager

REF: Consent Agenda

1. Minutes (Attached CA-1A)

A. February 9, 2026

2. Monthly Reports (Attached CA-2A)

A. January 2026

3. Budget amendments and transfers (Attached CA-3A)

A. Budget Amendment #8 – to appropriate fund balance for RingCentral phone System

The Finance Department's meeting memorandum details the recommendation for a new phone system to replace the outdated system, which currently has security and reliability issues. Following extensive review of three phone systems, Staff recommends RingCentral for the best features and most competitive price. Approval of the Consent Agenda will record the Board's approval of Budget Amendment #8, and authorization of Staff to execute any agreements for the RingCentral system.

4. Recommendation for audit services and continued services through 2028 (Attached CA-4)

The firm of DMJPS, PLLC, formerly Potter & Company, 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 meeting memorandum highlights the contract for the FY 2025/2026 audit for \$49,000 (plus \$3,500 per major program audit cost, if required), along with the Finance Department's recommendation to continue this partnership. The proposal includes estimated fees for FY 2026/2027 of \$52,000 (\$3,600 per major program) and FY 2027/2028 of \$55,000 (\$3,700 per major program).

Approval of the Consent Agenda will authorize the Town Manager to execute the contractual agreement for audit services for FY 2025/2026, and approve the firm's continuation of services to the Town through FY 2027/2028.

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