



TOWN OF KILL DEVIL HILLS
Land Where Flight Began

MEMORANDUM

January 8, 2019

TO: Mayor and Board of Commissioners

FROM: Debora P. Díaz, Town Manager 

REF: Monthly Report – November 2018

Administration Department			
Administration Division			
Metric	Current Month November 2018	2018/2019 Fiscal Year to Date	2017/2018 Fiscal Year to Date
Personnel Turnover/Positions Vacated (does not include temporary positions; figures based on “effective” date)	0	5	4
Personnel Grievances Filed	0	0	0
Buildings and Grounds Division			
B & G Maintenance Expenditures	\$818	\$8,400	\$44,623
Access/Recreation Facility Expenditures	\$2,872	\$8,511	\$12,949
Tax and Finance Department			
Tax and Finance Division			
Actual Revenues vs. Budget	Separate Report Attached		
Management Information Services Division			
Calls for Service	52	332	327
Fleet Maintenance Division			
Number of Vehicle Work Orders	56	349	354
Outsourced Vehicle Repairs	\$2,006	\$24,501	\$16,657
In-shop Vehicle Repairs	\$9,349	\$60,889	\$61,109

Planning and Inspections Department

Metric	Current Month November 2018	2018/2019 Fiscal Year to Date	2017/2018 Fiscal Year to Date
Site Inspections	367	2,363	3,083
Plans Reviewed	16	55	49
Grant Applications Completed (Total)	-	-	-
KDH Portion (value applied for, not received)	-	-	-
Building Permits Issued	61	385	404
TOTAL Fees	\$51,430	\$275,052	\$240,595

Public Services Department – Utilities Division - Water

Metric	Current Month November 2018	2018/2019 Fiscal Year to Date	2017/2018 Fiscal Year to Date
Gallons Consumed	24,321,000	193,480,000	190,023,000
Total # Work Orders Completed	288	1,411	1,303
Number of Water Taps Sold	2	32	29

Public Services Department – Utilities Division – Wastewater

Residential wastewater allocation sold (gallons)	360	360	1,680
Residential wastewater allocation remaining (in gallons) (Original allocation: 13,500; revised to 19,480 in 11/2012)		2,680	4,480
Comm. wastewater allocation sold	0	0	0
Commercial wastewater allocation remaining (in gallons) (Original allocation: 4,500; revised to 12,570 on 11/18/2008)		12,570	12,570

Metric	Current Month November 2018	2018/2019 Fiscal Year to Date	2017/2018 Fiscal Year to Date
Public Services Department – Public Works Division – Streets			
Asphalt Repair - Hot Mix (tons)	0	22	19
Asphalt Repair - Cold Patch (bags)	0	46	8
Public Services Department – Public Works Division – Solid Waste			
Metric	Current Month October 2018	2017/2018 Fiscal Year to Date	2016/2017 Fiscal Year to Date
SW- COMMERCIAL –Trips to Dare County Transfer Station **	56	265	269
SW- COMMERCIAL – Tonnage**	378.70	2,097.81	2,122.89
RESIDENTIAL – Trips to Dare County Transfer Station **	54	230	240
RESIDENTIAL – Tonnage **	390.20	1,992.65	2,038.79
RECYCLING – Trips to Dare County Recycling Center **	12	46	41
RECYCLING – Tonnage **	18.49	77.50	71.91
WHITE GOODS/METAL RECYCLED – Trips to Dare County Recycling **	6	27	33
WHITE GOODS/METAL RECYCLED – Tonnage **	17.02	75.46	90.99
C & D – Trips to Stumpy Point Landfill **	21	67	66
C & D – Tonnage **	89.08	302.51	295.94
<i>Outer Banks Hauling # of stops</i>	+1	967	931
<i>Outer Banks Hauling – Tonnage</i>	21.97	96.42	140.53

** Due to delivery of monthly solid waste disposal figures by Albemarle Solid Waste Authority these measures are provided one month late. Outer Banks Hauling figures are for the current month.

Fire Department - all training hours and incidents reporting are calculated on the <i>calendar year</i> .			
Metric	Current Month November 2018	2018 Calendar Year to Date	2017 Calendar Year to Date
Total Number of Incidents	116	1,566	1,417
Total Number of Fires	0	19	17
Rescue & EMS	73	858	802
Hazardous Condition (no fire)	8	169	164
Service Call	10	237	176
Good Intent	10	116	147
False Alarm & False Call	15	164	108
Severe Weather/Natural Disaster	0	3	3
Average Response Time Overall	3.94 minutes	4.20 minutes	4.56 minutes
Average Response Time North of Colington Road	3.45 minutes	3.67 minutes	4.10 minutes
Average Response Time South of Colington Road	4.67 minutes	4.86 minutes	5.07 minutes
% 1 st Due Unit Arrival within 5 minutes Overall	84.72 %	75.64 %	66.06 %
% 1 st Due Unit Arrival within 5 minutes N of Colington Rd	95.35 %	86.92 %	77.87 %
% 1 st Due Unit Arrival within 5 minutes S of Colington Rd	68.97 %	58.60 %	53.56 %
Training Hours	1,203	9,027	8,157
Ocean Rescue – Beach Population	Will resume in spring	1,160,151	692,009
Ocean Rescue – Total Incidents	10	453	869
Ocean Rescue – Swimmer Assist/Rescues	3	111	244

*All training hours and incidents reporting are calculated on the calendar year.

Police Department			
Metric	Current Month November 2018	2018/2019 Fiscal Year to Date	2017/2018 Fiscal Year to Date
Dispatched Calls	1,421	8,648	9,156
Dispatched Calls per Patrol Officer	71	433	458
UCR Part 1 Crimes	50	281	524
Police Department – Animal Control Division			
Animal Impoundments	4	45	48
Civil Citations Issued	3	10	5
Non-dispatched Services	63	272	247

TOWN OF KILL DEVIL HILLS
Actual Revenues Compared To Budget
General Fund
November 2018 (FY 2018-19)

	Actual Month	Month Budget	Variance Mo Over (Under)	Actual YTD	Budget YTD	Variance YTD Over (Under)	Annual Budget w/Amendment	Prior YTD Actual	% incr (decr) cur/prior YTD
Prior Year Property Taxes	\$ (15,667)	\$ 3,333	\$ (19,000)	\$ (3,505)	\$ 16,669	\$ (20,174)	\$ 40,000	\$ 20,717	-116.92%
Current Year Property Taxes:	1,106,827	1,200,000	(93,173)	3,400,686	3,453,526	(52,840)	7,898,224	2,653,809	28.14%
Current Year MSD Tax	59,460	88,450	(28,990)	250,148	294,321	(44,173)	505,551	247,203	1.19%
Motor Vehicle Taxes	26,675	25,000	1,675	113,230	125,000	(11,770)	300,000	109,383	3.52%
Tax Penalties and Interest	66	650	(584)	(1,200)	2,600	(3,800)	8,000	1,088	-210.30%
Business Registration	376	-	376	7,139	9,500	(2,361)	9,500	8,164	-12.56%
Article 40 Sales Tax	27,135	26,841	294	83,107	80,524	2,583	322,093	85,362	-2.64%
Article 42 Sales Tax	95,082	99,000	(3,918)	301,016	317,954	(16,938)	675,954	311,912	-3.49%
1% Sales Tax	185,612	200,000	(14,388)	583,030	606,000	(22,970)	1,407,690	603,569	-3.40%
MSD Sales Tax	20,802	13,558	7,244	65,358	40,669	24,689	162,691	61,623	6.06%
Occupancy Tax	264,996	162,436	102,560	1,640,935	1,852,804	(211,869)	2,746,497	1,723,062	-4.77%
Land Transfer Tax	-	-	-	166,725	168,000	(1,275)	672,000	166,972	-0.15%
Solid Waste Disposal Tax	1,322	1,250	72	1,322	2,500	(1,178)	5,000	1,288	0.00%
Utilities/Gas Sales Tax	-	-	-	157,549	177,825	(20,276)	711,300	153,471	2.66%
Telecommunication Svc Tax	-	-	-	15,256	15,600	(344)	62,400	16,253	-6.13%
Video Programng Tax*	-	-	-	39,629	40,250	(621)	161,000	41,846	-5.30%
PEG Channel Support	-	-	-	6,623	-	6,623	-	6,897	-3.98%
Wine & Beer Tax	-	-	-	-	-	-	30,000	-	0.00%
ABC Tax	-	-	-	-	3,750	(3,750)	15,000	-	0.00%
Mixed Beverage Tax	-	-	-	-	8,750	(8,750)	35,000	-	0.00%
Powell Bill	-	-	-	120,922	120,000	922	240,000	121,936	-0.83%
Drug Reimb/forfeiture.	103	-	103	679	-	679	-	3,169	-78.56%
Building Permit Fees	16,321	16,667	(346)	183,215	83,332	99,883	200,000	216,862	-15.52%
Occupancy Permit & Fees	150	208	(58)	1,450	1,042	408	2,500	1,650	-12.12%
Site Plan Review Fees	34,559	1,250	33,309	67,592	6,250	61,342	15,000	12,590	436.87%
Other Planning Fees	200	334	(134)	1,230	1,668	(438)	4,000	9,946	-87.63%
CAMA Fees	200	125	75	1,275	625	650	1,500	780	63.46%
Homeowner Recovery Fees	4	8	(4)	33	44	(11)	100	41	-19.51%
Taxi Ordinance Fees	25	25	-	120	125	(5)	300	110	9.09%
A/C Boarding & Rabies Vac	150	180	(30)	785	900	(115)	2,150	1,981	-60.37%
Dog Licenses	15	83	(68)	140	419	(279)	1,000	215	-34.88%
Court Cost & Fees	203	267	(65)	1,122	1,335	(213)	3,200	1,011	10.95%
Finger Print/buy gold Fees	150	83	67	460	419	41	1,000	560	-17.86%
Purchases For Resale	2,070	5,183	(3,113)	18,770	25,915	(7,145)	62,190	16,653	12.71%
Interest Income	40,791	11,667	29,124	148,928	58,331	90,597	140,000	91,485	62.79%
Miscellaneous	4,726	1,000	3,726	15,572	5,000	10,572	12,000	16,482	-5.52%
Sale of Fixed Assets	-	1,250	(1,250)	-	6,250	(6,250)	15,000	-	0.00%
Rental Income	8,293	8,400	(107)	46,545	42,000	4,545	100,800	1,351	3345.24%
Contributions	-	-	-	4,200	700	3,500	700	2,334	79.95%
Lease/ Note Proceeds	-	-	-	-	-	-	-	-	0.00%
Water Fund Transfer	-	-	-	393,138	393,138	-	393,138	-	0.00%
CRF Transfer	-	-	-	-	-	-	-	-	0.00%
Grants & Restricted	-	-	-	361,875	21,750	340,125	116,750	12,055	2901.87%
Powell Bill Appropriation	-	-	-	-	-	-	-	-	0.00%
Fund Balance Appropriated	-	-	-	-	3,246,170	-	3,246,170	-	0.00%
Total Revenues	\$ 1,880,647	1,867,248	\$ 13,399	\$ 8,195,099	\$ 11,231,655	\$ 209,614	\$ 20,325,398	\$ 6,723,830	21.88%
Prior YTD	\$ 1,235,423	\$ 1,805,477	\$ (570,054)	\$ 6,723,830	\$ 7,276,041	(552,211)	\$ 17,056,345		



TOWN OF KILL DEVIL HILLS

Monthly Financial Dashboard

FISCAL YEAR ENDING June 30, 2019

Reporting Period: November 1, 2018 to November 30, 2018

OUR CASH IN RESERVES...

CASH & INVESTMENTS BY FUND

Balances on November 30, 2018, in whole dollars

GENERAL FUND	Nov 2017	Nov 2018
Operating	\$ 13,564,114	\$ 15,877,563
Powell Bill	42,782	51,151
Designated Street CRF	130,899	776,743
Petty Cash	1,700	1,700
TOTAL GENERAL FUND	\$ 13,739,495	\$ 16,707,157
CAPITAL RESERVE FUNDS	Nov 2017	Nov 2018
Shoreline Accesses	\$ 195,701	\$ 137,245
Recreation	89,427	91,314
CIP	-	-
Beach Nourishment	2,618,523	2,675,210
Sidewalks	126,299	86,808
TOTAL BEACH FUNDS	\$ 3,029,950	\$ 2,990,577
OTHER FUNDS	Nov 2017	Nov 2018
Communications SRF	\$ 865,670	\$ -
Police Separation	-	-
CPF- Public Works	13,958	367
CPF - Beach Nourishment	118	447,708
Fireman's Relief Fund	264,682	264,576
Water Enterprise	\$ 7,724,166	\$ 8,565,661
TOTAL OTHER FUNDS	\$ 8,868,594	\$ 9,278,312
GRAND TOTAL-ALL FUNDS	\$ 25,638,039	\$ 28,976,046

OUR CASH FLOWS...

REVENUES & EXPENSES BY FUND

Comparison of FYTD %

GENERAL FUND		Prior FYTD %	Current FYTD %
Fiscal Year Budget		\$ 18,613,314	\$ 18,613,314
Revenues Fiscal Year to Date	\$ 8,477,027	36.12%	45.54%
Expenses Fiscal Year to Date	\$ 6,716,780	32.39%	36.09%
COMMUNICATIONS SPECIAL REVENUE FUND		FUND CLOSED TO GEN FUND	
Fiscal Year Budget			
Revenues Fiscal Year to Date			
Expenses Fiscal Year to Date			
WATER ENTERPRISE FUND			
Fiscal Year Budget		\$ 3,756,750	\$ 3,756,750
Revenues Fiscal Year to Date	\$ 1,948,451	63.32%	51.87%
Expenses Fiscal Year to Date	\$ 1,383,743	22.81%	36.83%
WASTEWATER ENTERPRISE FUND			
Fiscal Year Budget		\$ 216,070	\$ 216,070
Revenues Fiscal Year to Date	\$ 66,337	46.53%	30.70%
Expenses Fiscal Year to Date	\$ 72,872	27.12%	33.73%

SPECIFIC REVENUE COLLECTIONS AT A GLANCE...

Comparison of FY %

	Prior FY %	Current FY %
AD VALOREM PROPERTY TAX		
Fiscal Year Budget	\$ 8,546,651	\$ 8,703,775
Revenues this Month	\$ 1,192,962 5.15%	13.71%
Revenues FYTD	\$ 3,763,146 34.57%	43.24%
SALES & USE TAX		
Fiscal Year Budget	\$ 2,551,856	\$ 2,568,428
Revenues this Month	\$ 328,631 13.05%	12.80%
Revenues FYTD	\$ 1,032,498 41.37%	40.20%
OCCUPANCY TAX		
Fiscal Year Budget	\$ 2,694,061	\$ 2,746,497
Revenues this Month	\$ 264,996 10.42%	9.65%
Revenues FYTD	\$ 1,640,935 62.74%	59.75%
LAND TRANSFER TAX		
Fiscal Year Budget	\$ 600,000	\$ 672,000
Revenues this Month	\$ - 0.00%	0.00%
Revenues FYTD	\$ 166,725 24.85%	24.81%
BUILDING PERMIT FEES		
Fiscal Year Budget	\$ 200,000	\$ 200,000
Revenues this Month	\$ 16,321 45.49%	8.16%
Revenues FYTD	\$ 183,216 108.43%	91.61%
INVESTMENT ICOME		
Fiscal Year Budget	\$ 130,500	\$ 140,000
Revenues this Month	\$ 40,791 38.82%	29.14%
Revenues FYTD	\$ 148,928 65.35%	106.38%
WATER ENTERPRISE FUND CUSTOMER-BASED REVENUES		
Fiscal Year Budget	\$ 3,623,000	\$ 3,726,816
Revenues this Month	\$ 453,586 18.72%	12.17%
Revenues FYTD	\$ 1,714,354 60.67%	46.00%
WASTEWTR ENTERPRISE FUND CUSTOMER-BASED REVENUES		
Fiscal Year Budget	\$ 216,070	\$ 224,763
Revenues this Month	\$ 13,425 8.57%	5.97%
Revenues FYTD	\$ 66,337 47.18%	29.51%

OUR PROPERTY VALUES...

PROPERTY	VALUATION	TAX RATE	TAX LEVY
Municipal Service District	\$ 153,442,739	0.3300	\$ 506,361
All Oceanfront Property	\$0	0.3809	\$ -
Non-Oceanfront Property	\$ -	0.3809	\$ -
Total Town	\$ 2,166,847,596	0.3809	\$ 8,253,522

** Does not include PP, Utilities, & MVT

EXPENDITURES AT A GLANCE...

GENERAL FUND DEPARTMENTS	Comparison of Monthly Expenses		
	Fiscal Year 2019 Budget	This Month's Expenses Nov	YTD
Administration	\$ 1,098,527	\$ 91,829	\$ 426,638
Building & Grounds	3,236,653	114,129	559,270
Beach Nourishment	1,295,672	12,091	23,368
Tax & Finance	1,746,542	122,583	635,154
MIS	423,398	16,598	190,475
Fleet Maintenance	414,264	28,674	174,916
Planning	852,011	66,605	303,885
Police	3,394,216	334,712	1,311,967
Animal Control	155,866	15,210	62,527
Fire	2,335,460	214,438	946,818
Ocean Rescue	604,325	13,732	270,411
Streets	2,343,685	126,502	553,782
Powell Bill	240,000	219,100	223,563
Solid Waste	2,563,426	244,549	1,034,007
	\$ 20,704,045	\$ 1,620,752	\$ 6,716,781
% of Annual Budget Expended		7.83%	32.44%
WATER ENTERPRISE FUND			
Water Administration	\$ 1,171,837	\$ 75,286	\$ 715,402
Water Plant	4,743,815	131,023	471,124
Water Systems	596,723	57,064	197,217
	\$ 6,512,375	\$ 263,373	\$ 1,383,743
% of Annual Budget Expended		7.01%	36.83%
WASTEWATER ENTERPRISE FUND			
Wastewater Department	\$ 224,763	\$ 11,206	\$ 72,872
% of Annual Budget Expended		5.19%	33.73%