



**TOWN OF KILL DEVIL HILLS**  
*Land Where Flight Began*

MEMORANDUM

May 6, 2019

TO: Mayor and Board of Commissioners

FROM: Debora P. Díaz, Town Manager *[Signature]*

REF: Monthly Report – March 2019

<b>Administration Department</b>			
Administration Division			
Metric	Current Month March 2019	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	7	7
Personnel Grievances Filed	0	0	0
<b>Buildings and Grounds Division</b>			
B & G Maintenance Expenditures	\$2,069	\$20,046	\$50,610
Access/Recreation Facility Expenditures	\$416	\$11,755	\$14,924
<b>Tax and Finance Department</b>			
Tax and Finance Division			
Actual Revenues vs. Budget	Separate Report Attached		
<b>Management Information Services Division</b>			
Calls for Service	71	628	610
<b>Fleet Maintenance Division</b>			
Number of Vehicle Work Orders	51	582	565
Outsourced Vehicle Repairs	\$130	\$29,254	\$32,553
In-shop Vehicle Repairs	\$7,198	\$102,147	\$99,710

<b>Planning and Inspections Department</b>			
Metric	Current Month March 2019	2018/2019 Fiscal Year to Date	2017/2018 Fiscal Year to Date
Site Inspections	476	4,203	5,177
Plans Reviewed	16	91	79
Grant Applications Completed (Total)	-	-	-
KDH Portion (value applied for, not received)	-	-	-
Building Permits Issued	89	721	731
TOTAL Fees	\$30,508	\$452,088	\$354,936
<b>Public Services Department – Utilities Division - Water</b>			
Metric	Current Month March 2019	2018/2019 Fiscal Year to Date	2017/2018 Fiscal Year to Date
Gallons Consumed	22,215,000	277,900,000	282,606,000
Total # Work Orders Completed	249	2,306	2,391
Number of Water Taps Sold	5	53	48
<b>Public Services Department – Utilities Division – Wastewater</b>			
Residential wastewater allocation sold (gallons)	240	600	2,040
Residential wastewater allocation remaining (in gallons) (Original allocation: 13,500; revised to 19,480 in 11/2012)		2,440	3,640
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 March 2019	2018/2019 Fiscal Year to Date	2017/2018 Fiscal Year to Date
<b>Public Services Department – Public Works Division – Streets</b>			
Asphalt Repair - Hot Mix (tons)	7	29	19
Asphalt Repair - Cold Patch (bags)	6	72	48
<b>Public Services Department – Public Works Division – Solid Waste</b>			
Metric	Current Month February 2019	2017/2018 Fiscal Year to Date	2016/2017 Fiscal Year to Date
SW- COMMERCIAL –Trips to Dare County Transfer Station **	36	415	415
SW- COMMERCIAL – Tonnage**	249.98	3,168.15	3,116.97
RESIDENTIAL – Trips to Dare County Transfer Station **	36	386	393
RESIDENTIAL – Tonnage **	248.45	3,177.17	3,196.12
RECYCLING – Trips to Dare County Recycling Center **	5	81	75
RECYCLING – Tonnage **	6.03	127.48	120.64
WHITE GOODS/METAL RECYCLED – Trips to Dare County Recycling **	3	45	44
WHITE GOODS/METAL RECYCLED – Tonnage **	9.02	130.33	124.40
C & D – Trips to Stumpy Point Landfill **	13	131	121
C & D – Tonnage **	69.42	647.78	540.93
Outer Banks Hauling # of stops **	+6	968	931
Outer Banks Hauling – Tonnage **	27.92	187.34	192.19

\*\* 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.

<b>Fire Department</b> - all training hours and incidents reporting are calculated on the <i>calendar year</i> .			
Metric	Current Month March 2019	2019 Calendar Year to Date	2018 Calendar Year to Date
Total Number of Incidents	105	279	336
Total Number of Fires	2	4	8
Rescue & EMS	66	165	166
Hazardous Condition (no fire)	6	19	40
Service Call	18	55	70
Good Intent	8	20	13
False Alarm & False Call	5	16	39
Severe Weather/Natural Disaster	0	0	0
Average Response Time Overall	3.86 minutes	4.03 minutes	4.77 minutes
Average Response Time North of Colington Road	3.40 minutes	3.45 minutes	4.16 minutes
Average Response Time South of Colington Road	4.23 minutes	4.46 minutes	5.42 minutes
% 1 <sup>st</sup> Due Unit Arrival within 5 minutes Overall	84.48 %	83.75 %	58.49 %
% 1 <sup>st</sup> Due Unit Arrival within 5 minutes N of Colington Rd	93.10 %	96.18 %	77.31 %
% 1 <sup>st</sup> Due Unit Arrival within 5 minutes S of Colington Rd	79.31 %	74.45 %	38.13 %
Training Hours	1,177	2,818	2,917
Ocean Rescue – Beach Population	0	0	0
Ocean Rescue – Total Incidents	0	0	0
Ocean Rescue – Swimmer Assist/Rescues	0	0	0

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

<b>Police Department</b>			
Metric	Current Month March 2019	2018/2019 Fiscal Year to Date	2017/2018 Fiscal Year to Date
Dispatched Calls	1,495	15,008	15,850
Dispatched Calls per Patrol Officer	75	752	793
UCR Part 1 Crimes	40	433	688
<b>Police Department – Animal Control Division</b>			
Animal Impoundments	9	87	62
Civil Citations Issued	0	16	14
Non-dispatched Services	86	486	455



## TOWN OF KILL DEVIL HILLS

*Land Where Flight Began*

Date: May 3, 2019

To: Mary E. Quidley  
Town Clerk

From: Harriet Banner  
Administrative Assistant

Re: B & G Metrics for the month of March 2019

Line Item	Current Month March 2019	Fiscal YTD 2018/2019	Fiscal YTD 2017/2018
Maintenance Expenditures 5000-515000	\$2,069	\$20,046	\$50,610
Shoreline Access 5000-515010	\$415.84	\$7,701.83	\$6,487.91
Recreation Facilities 5000-515020	0	\$4,053.64	\$8,436.57
Total of Shoreline Access/Recreation Facilities	\$416	\$11,755	\$14,924

If you have any questions, please do not hesitate to contact me.



# TOWN OF KILL DEVIL HILLS

Monthly Financial Dashboard

FISCAL YEAR ENDING June 30, 2019

Reporting Period: March 1, 2019 to March 31, 2019

## OUR CASH IN RESERVES...

### CASH & INVESTMENTS BY FUND

Balances on March 31, in whole dollars

GENERAL FUND	Mar 2018	Mar 2018
Operating & Investments	\$ 15,324,185	\$ 17,347,800
Powell Bill	36,803	43,980
Designated Street CRF	590,226	763,491
Petty Cash	1,700	1,600
<b>TOTAL GENERAL FUND</b>	<b>\$ 15,952,914</b>	<b>\$ 18,156,871</b>
CAPITAL RESERVE FUNDS	Mar 2018	Mar 2018
Shoreline Accesses	\$ 147,097	\$ 138,191
Recreation	90,223	91,943
CIP	-	-
Beach Nourishment	2,643,245	2,693,639
Sidewalk	127,010	20,405
<b>TOTAL CAP RES FUNDS</b>	<b>\$ 3,007,575</b>	<b>\$ 2,944,178</b>
OTHER FUNDS	Mar 2018	Mar 2018
Communications SRP	\$ 911,320	\$ -
CPF- Public Works	-	4,560,151
CPF - Beach Nourishment	283,700	356,823
Fireman's Relief Fund	265,400	266,914
Water Enterprise	\$ 7,936,251	\$ 8,924,927
<b>TOTAL OTHER FUNDS</b>	<b>\$ 9,396,671</b>	<b>\$ 14,108,815</b>
<b>GRAND TOTAL-ALL FUNDS</b>	<b>\$ 28,357,160</b>	<b>\$ 35,209,864</b>

## SPECIFIC REVENUE COLLECTIONS AT A GLANCE...

GENERAL FUND:	Comparison of FY %	
	Prior FY %	Current FY %
<b>AD VALOREM PROPERTY TAX</b>		
Fiscal Year Budget	\$ 8,546,651	\$ 8,703,775
Revenues this Month	2.21%	2.69%
Revenues FYTD	97.89%	98.40%
<b>SALES &amp; USE TAX</b>		
Fiscal Year Budget	\$ 2,551,859	\$ 2,568,428
Revenues this Month	7.23%	6.80%
Revenues FYTD	73.22%	69.71%
<b>OCCUPANCY TAX</b>		
Fiscal Year Budget	\$ 2,694,061	\$ 2,746,497
Revenues this Month	1.57%	1.27%
Revenues FYTD	73.48%	69.06%
<b>LAND TRANSFER TAX</b>		
Fiscal Year Budget	\$ 600,000	\$ 672,000
Revenues this Month	0.00%	0.00%
Revenues FYTD	58.84%	50.39%
<b>BUILDING PERMIT FEES</b>		
Fiscal Year Budget	\$ 200,000	\$ 200,000
Revenues this Month	19.63%	11.41%
Revenues FYTD	160.09%	172.77%
<b>INVESTMENT INCOME</b>		
Fiscal Year Budget	\$ 130,500	\$ 140,000
Revenues this Month	109.68%	15.57%
Revenues FYTD	111.46%	173.63%
<b>WATER ENTERPRISE FUND CUSTOMER-BASED REVENUES</b>		
Fiscal Year Budget	\$ 3,623,000	\$ 3,726,816
Revenues this Month	8.84%	8.02%
Revenues FYTD	80.28%	81.11%
* incl sys dev fees	\$ 516,977	
<b>WASTEWTR ENTERPRISE FUND CUSTOMER-BASED REVENUES</b>		
Fiscal Year Budget	\$ 216,070	\$ 224,763
Revenues this Month	14.11%	15.82%
Revenues FYTD	78.70%	63.66%

## OUR CASH FLOWS...

### REVENUES & EXPENSES BY FUND

GENERAL FUND		Comparison of FYTD %	
		Prior FYTD %	Current FYTD %
<b>Fiscal Year Budget</b>		\$ 20,468,843	\$ 21,994,829
Revenues Fiscal Year to Date	\$ 16,301,134	78.32%	74.11%
Expenses Fiscal Year to Date	\$ 13,059,835	64.13%	59.38%
<b>COMMUNICATIONS SPECIAL REVENUE FUND</b>		Fund Closed to Gen Fund	
<b>Fiscal Year Budget</b>		\$ 115,500	\$ -
Revenues Fiscal Year to Date	\$ -	90.26%	0.00%
Expenses Fiscal Year to Date	\$ -	7.38%	0.00%
<b>WATER ENTERPRISE FUND</b>		\$ 3,813,750	\$ 7,198,774
Revenues Fiscal Year to Date	\$ 3,322,092	80.22%	46.15%
Expenses Fiscal Year to Date	\$ 2,559,634	55.06%	35.56%
<b>WASTEWATER ENTERPRISE FUND</b>		\$ 216,070	\$ 224,763
Revenues Fiscal Year to Date	\$ 143,077	78.70%	63.66%
Expenses Fiscal Year to Date	\$ 114,036	46.31%	50.74%

## 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	Monthly Expenses		
	Fiscal Year 2019 Budget	Mar	YTD
Administration	\$ 1,099,527	\$ 73,755	\$ 711,989
Building & Grounds	3,285,160	76,275	1,032,841
Beach Nourishment	1,295,672	4,252	1,087,611
Tax & Finance	1,746,542	108,304	1,049,121
MIS	423,398	28,266	298,491
Fleet Maintenance	414,264	21,449	299,657
Planning	852,011	52,493	504,694
Police	3,578,107	295,843	2,477,699
Animal Control	155,866	18,822	112,529
Fire	2,365,064	191,296	1,675,899
Ocean Rescue	604,325	6,908	308,112
Streets	2,896,759	259,917	1,329,869
Powell Bill	240,000	4,382	230,936
Solid Waste	3,038,135	336,468	1,940,387
	\$ 21,994,830	\$ 1,478,430	\$ 13,059,835
% of Annual Budget Expended		7.22%	59.38%
<b>WATER ENTERPRISE FUND</b>			
Water Administration	\$ 1,171,837	\$ 46,684	\$ 905,038
Water Plant	5,430,214	203,199	1,271,456
Water Systems	596,723	56,869	383,140
	\$ 7,198,774	\$ 306,752	\$ 2,559,634
% of Annual Budget Expended		8.04%	35.56%
<b>WASTEWATER ENTERPRISE FUND</b>			
Wastewater Department	\$ 224,763	\$ 9,867	\$ 114,036
% of Annual Budget Expended		4.57%	50.74%

TOWN OF KILL DEVIL HILLS  
Actual Revenues Compared To Budget  
General Fund  
March 2019 (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	\$ 5,693	\$ 3,333	\$ 2,360	\$ 14,831	\$ 30,001	\$ (15,170)	\$ 40,000	\$ 34,589	-57.12%
Current Year Property Taxes:	169,746	142,000	27,746	7,864,037	7,773,224	90,813	7,898,224	7,666,241	2.58%
Current Year MSD Tax	39,219	-	39,219	488,808	505,551	(16,743)	505,551	500,702	-2.38%
Motor Vehicle Taxes	25,196	25,000	196	213,044	225,000	(11,956)	300,000	199,157	6.97%
Tax Penalties and Interest	6,776	650	6,126	7,304	5,400	1,904	8,000	8,087	-9.68%
Business Registration	100	-	100	7,589	9,500	(1,911)	9,500	8,595	-11.71%
Article 40 Sales Tax	30,877	26,841	4,036	196,496	187,888	8,608	322,093	201,171	-2.32%
Article 42 Sales Tax	33,567	30,000	3,567	467,830	492,954	(25,124)	675,954	495,937	-5.67%
1% Sales Tax	99,126	77,000	22,126	1,012,841	998,413	14,428	1,407,690	1,063,035	-4.72%
MSD Sales Tax	11,054	13,558	(2,504)	113,339	94,901	18,438	162,691	108,374	4.58%
Occupancy Tax	34,964	42,000	(7,036)	1,896,794	2,055,804	(159,010)	2,746,497	1,979,531	-4.18%
Land Transfer Tax	-	-	-	338,635	336,000	2,635	672,000	353,014	-4.07%
Solid Waste Disposal Tax	-	-	-	2,654	3,750	(1,096)	5,000	2,553	0.00%
Utilities/Gas Sales Tax	173,796	177,825	(4,029)	569,081	533,475	35,606	711,300	530,508	7.27%
Telecommunication Svc Tax	14,530	15,600	(1,070)	45,258	46,800	(1,542)	62,400	48,377	-6.45%
Video Programng Tax*	38,427	40,250	(1,823)	116,659	120,750	(4,091)	161,000	122,204	-4.54%
PEG Channel Support	6,757	-	6,757	20,137	-	20,137	-	20,411	-1.34%
Wine & Beer Tax	-	-	-	-	-	-	30,000	-	0.00%
ABC Tax	12,285	-	12,285	18,902	7,500	11,402	15,000	18,070	0.00%
Mixed Beverage Tax	21,435	-	21,435	34,847	17,500	17,347	35,000	34,075	0.00%
Powell Bill	-	-	-	241,844	240,000	1,844	240,000	243,872	-0.83%
Drug Reimb/forfeiture.	51	-	51	960	-	960	-	3,667	-73.81%
Building Permit Fees	22,828	16,667	6,161	345,537	149,999	195,538	200,000	320,187	7.92%
Occupancy Permit & Fees	150	208	(58)	2,350	1,875	475	2,500	2,650	-11.32%
Site Plan Review Fees	3,627	1,250	2,377	74,259	11,250	63,009	15,000	20,705	258.65%
Other Planning Fees	415	333	82	3,874	3,001	873	4,000	11,146	-65.24%
CAMA Fees	465	125	340	2,205	1,125	1,080	1,500	1,324	66.54%
Homeowner Recovery Fees	4	8	(4)	54	76	(22)	100	63	-14.29%
Taxi Ordinance Fees	15	25	(10)	165	225	(60)	300	165	0.00%
A/C Boarding & Rabies Vac	625	180	445	2,609	1,620	989	2,150	2,507	4.07%
Dog Licenses	78	83	(5)	599	751	(153)	1,000	633	-5.45%
Court Cost & Fees	337	266	71	2,126	2,399	(273)	3,200	1,607	32.28%
Finger Print/buy gold Fees	340	83	257	1,050	751	299	1,000	4,150	-74.70%
Purchases For Resale	3,727	5,182	(1,455)	29,352	46,644	(17,292)	62,190	23,594	24.41%
Interest Income	21,799	11,667	10,132	243,083	104,999	138,084	140,000	145,449	67.13%
Miscellaneous	28,761	1,000	27,761	64,436	9,000	55,436	12,000	22,744	183.31%
Sale of Fixed Assets	4,921	1,250	3,671	8,909	11,250	(2,341)	15,000	18,261	0.00%
Rental Income	8,442	8,400	42	79,867	75,600	4,267	100,800	2,351	3297.13%
Contributions	-	-	-	132,700	4,200	128,500	132,700	2,334	5585.52%
Lease/ Note Proceeds	-	-	-	828,481	828,481	-	828,481	1,083,447	0.00%
Water Fund Transfer	-	-	-	393,138	393,138	-	393,138	368,988	0.00%
CRF Transfer	-	-	-	-	100,000	(100,000)	100,000	-	0.00%
Grants & Restricted	8,228	-	8,228	414,450	21,750	392,700	146,354	256,338	61.68%
Powell Bill Appropriation	-	-	-	-	-	-	-	-	0.00%
Fund Balance Appropriated	-	-	-	-	3,446,870	-	3,446,870	-	0.00%
<b>Total Revenues</b>	<b>\$ 828,360</b>	<b>640,784</b>	<b>\$ 187,576</b>	<b>\$ 16,301,134</b>	<b>\$ 18,899,415</b>	<b>\$ 848,589</b>	<b>\$ 21,616,183</b>	<b>\$ 15,930,813</b>	<b>2.32%</b>
Prior YTD	\$ 2,041,568	\$ 1,966,634	\$ 74,934	\$ 15,930,810	\$ 15,475,504	455,306	\$ 19,984,578		





**North Carolina**  
Total Retirement Plans

North Carolina Department of State Treasurer  
Retirement Systems Division  
3200 Atlantic Ave, Raleigh, NC 27604  
1-877-NCSECURE (1-877-627-3287) toll-free • Fax (919) 855-5800  
www.myncretirement.com

*Dale R. Folwell, CPA*  
STATE TREASURER OF NORTH CAROLINA  
DALE R. FOLWELL, CPA



**CONTRIBUTION-BASED BENEFIT CAP REPORT**

Agency	Member ID	Name
92821-TOWN OF KILL DEVIL HILLS		

\* PLEASE FORWARD TO YOUR CHIEF FINANCIAL OFFICER OR BUDGET ADMINISTRATOR