



TOWN OF KILL DEVIL HILLS

Land Where Flight Began

MEMORANDUM

June 3, 2019

TO: Mayor and Board of Commissioners

FROM: Debora P. Díaz, Town Manager

REF: Monthly Report – April 2019

Administration Department			
Administration Division			
Metric	Current Month April 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)	1	8	8
Personnel Grievances Filed	0	0	0
Buildings and Grounds Division			
B & G Maintenance Expenditures	\$400	\$20,446	\$50,610
Access/Recreation Facility Expenditures	\$19,372	\$31,464	\$16,073
Tax and Finance Department			
Tax and Finance Division			
Actual Revenues vs. Budget	Separate Report Attached		
Management Information Services Division			
Calls for Service	68	696	675
Fleet Maintenance Division			
Number of Vehicle Work Orders	78	686	635
Outsourced Vehicle Repairs	\$20,339	\$49,594	\$34,499
In-shop Vehicle Repairs	\$10,592	\$112,739	\$112,312

Planning and Inspections Department			
Metric	Current Month April 2019	2018/2019 Fiscal Year to Date	2017/2018 Fiscal Year to Date
Site Inspections	526	4,729	5,642
Plans Reviewed	5	96	89
Grant Applications Completed (Total)	-	-	-
KDH Portion (value applied for, not received)	-	-	-
Building Permits Issued	107	828	822
TOTAL Fees	\$22,407	\$476,494	\$385,570
Public Services Department – Utilities Division - Water			
Metric	Current Month April 2019	2018/2019 Fiscal Year to Date	2017/2018 Fiscal Year to Date
Gallons Consumed	28,363,000	306,263,000	310,100,000
Total # Work Orders Completed	210	2,516	2,578
Number of Water Taps Sold	1	54	56
Public Services Department – Utilities Division – Wastewater			
Residential wastewater allocation sold (gallons)	0	600	2,160
Residential wastewater allocation remaining (in gallons) (Original allocation: 13,500; revised to 19,480 in 11/2012)		2,440	3,520
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 April 2019	2018/2019 Fiscal Year to Date	2017/2018 Fiscal Year to Date
Public Services Department – Public Works Division – Streets			
Asphalt Repair - Hot Mix (tons)	7	36	19
Asphalt Repair - Cold Patch (bags)	0	72	50
Public Services Department – Public Works Division – Solid Waste			
Metric	Current Month March 2019	2017/2018 Fiscal Year to Date	2016/2017 Fiscal Year to Date
SW- COMMERCIAL –Trips to Dare County Transfer Station **	37	452	454
SW- COMMERCIAL – Tonnage**	265.50	3,433.65	3,412.49
RESIDENTIAL – Trips to Dare County Transfer Station **	39	425	428
RESIDENTIAL – Tonnage **	276.57	3,453.74	3,469.73
RECYCLING – Trips to Dare County Recycling Center **	9	90	88
RECYCLING – Tonnage **	18.22	145.70	143.50
WHITE GOODS/METAL RECYCLED – Trips to Dare County Recycling **	4	49	49
WHITE GOODS/METAL RECYCLED – Tonnage **	14.32	144.65	139.97
C & D – Trips to Stumpy Point Landfill **	16	147	138
C & D – Tonnage **	77.69	725.47	622.03
Outer Banks Hauling # of stops **	0	968	934
Outer Banks Hauling – Tonnage **	29.40	216.74	211.40

** 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 April 2019	2019 Calendar Year to Date	2018 Calendar Year to Date
Total Number of Incidents	130	409	471
Total Number of Fires	2	6	8
Rescue & EMS	66	231	257
Hazardous Condition (no fire)	10	29	49
Service Call	31	86	84
Good Intent	10	30	22
False Alarm & False Call	11	27	51
Severe Weather/Natural Disaster	0	0	0
Average Response Time Overall	3.84 minutes	3.98 minutes	4.52 minutes
Average Response Time North of Colington Road	3.50 minutes	3.46 minutes	3.96 minutes
Average Response Time South of Colington Road	4.29 minutes	4.42 minutes	5.13 minutes
% 1 st Due Unit Arrival within 5 minutes Overall	87.30 %	84.64 %	67.03 %
% 1 st Due Unit Arrival within 5 minutes N of Colington Rd	88.89 %	94.36 %	80.82 %
% 1 st Due Unit Arrival within 5 minutes S of Colington Rd	85.19 %	77.14 %	51.13 %
Training Hours	1,426	4,244	3,588
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.

Police Department			
Metric	Current Month April 2019	2018/2019 Fiscal Year to Date	2017/2018 Fiscal Year to Date
Dispatched Calls	1,333	16,341	17,260
Dispatched Calls per Patrol Officer	67	819	864
UCR Part 1 Crimes	37	470	729
Police Department – Animal Control Division			
Animal Impoundments	15	102	72
Civil Citations Issued	2	18	15
Non-dispatched Services	83	569	491

TOWN OF KILL DEVIL HILLS
Actual Revenues Compared To Budget
General Fund
April 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	\$ 2,216	\$ 3,333	\$ (1,117)	\$ 17,046	\$ 33,334	\$ (16,288)	\$ 40,000	\$ 36,923	-53.83%
Current Year Property Taxes:	51,774	60,000	(8,226)	7,915,811	7,833,224	82,587	7,898,224	7,730,538	2.40%
Current Year MSD Tax	7,310	-	7,310	496,118	505,551	(9,433)	505,551	502,824	-1.33%
Motor Vehicle Taxes	27,935	25,000	2,935	240,979	250,000	(9,021)	300,000	226,434	6.42%
Tax Penalties and Interest	3,469	650	2,819	10,773	6,050	4,723	8,000	10,727	0.43%
Business Registration	25	-	25	7,614	9,500	(1,886)	9,500	8,595	-11.42%
Article 40 Sales Tax	23,540	26,841	(3,301)	220,037	214,729	5,308	322,093	260,491	-15.53%
Article 42 Sales Tax	28,644	25,000	3,644	496,474	517,954	(21,480)	675,954	520,270	-4.57%
1% Sales Tax	80,439	65,000	15,439	1,093,280	1,063,413	29,867	1,407,690	1,110,649	-1.56%
MSD Sales Tax	8,962	13,558	(4,596)	122,302	108,459	13,843	162,691	116,456	5.02%
Occupancy Tax	34,396	41,000	(6,604)	1,931,190	2,096,804	(165,614)	2,746,497	2,010,007	-3.92%
Land Transfer Tax	158,643	168,000	(9,357)	497,278	504,000	(6,722)	672,000	492,029	1.07%
Solid Waste Disposal Tax	-	-	-	2,654	3,750	(1,096)	5,000	2,553	0.00%
Utilities/Gas Sales Tax	-	-	-	569,081	533,475	35,606	711,300	530,508	7.27%
Telecommunication Svc Tax	-	-	-	45,258	46,800	(1,542)	62,400	48,377	-6.45%
Video Programng Tax*	-	-	-	116,659	120,750	(4,091)	161,000	122,204	-4.54%
PEG Channel Support	-	0	-	20,137	-	20,137	-	20,411	-1.34%
Wine & Beer Tax	-	-	-	-	-	-	30,000	-	0.00%
ABC Tax	-	3,750	(3,750)	18,902	11,250	7,652	15,000	18,070	0.00%
Mixed Beverage Tax	-	8,750	(8,750)	34,847	26,250	8,597	35,000	34,075	0.00%
Powell Bill	-	-	-	241,844	240,000	1,844	240,000	243,872	-0.83%
Drug Reimb/forfeiture.	230	-	230	1,190	-	1,190	-	3,914	-69.59%
Building Permit Fees	21,382	16,667	4,715	366,919	166,666	200,253	200,000	346,931	5.76%
Occupancy Permit & Fees	150	209	(59)	2,500	2,084	416	2,500	3,200	-21.88%
Site Plan Review Fees	675	1,250	(575)	74,934	12,500	62,434	15,000	24,045	211.64%
Other Planning Fees	-	333	(333)	3,874	3,334	540	4,000	11,271	-65.63%
CAMA Fees	200	125	75	2,405	1,250	1,155	1,500	2,035	18.18%
Homeowner Recovery Fees	2	8	(6)	56	84	(28)	100	67	-16.42%
Taxi Ordinance Fees	20	25	(5)	185	250	(65)	300	180	2.78%
A/C Boarding & Rabies Vac	821	180	641	3,430	1,800	1,630	2,150	2,764	24.10%
Dog Licenses	78	83	(6)	676	834	(158)	1,000	690	-2.03%
Court Cost & Fees	306	267	39	2,432	2,666	(234)	3,200	1,853	31.23%
Finger Print/buy gold Fees	112	83	29	1,162	834	328	1,000	4,182	-72.21%
Purchases For Resale	7,322	5,182	2,140	36,675	51,826	(15,151)	62,190	27,615	32.81%
Interest Income	46,057	11,667	34,390	289,140	116,666	172,474	140,000	184,071	57.08%
Miscellaneous	2,724	1,000	1,724	67,159	10,000	57,159	12,000	25,190	166.61%
Sale of Fixed Assets	114	1,250	(1,136)	9,023	12,500	(3,477)	15,000	75,599	0.00%
Rental Income	9,716	8,400	1,316	89,582	84,000	5,582	100,800	2,601	3344.14%
Contributions	-	125,000	(125,000)	132,700	129,200	3,500	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	29,604	29,604	-	444,054	51,354	392,700	146,354	256,338	73.23%
Powell Bill Appropriation	-	-	-	-	-	-	-	-	0.00%
Fund Balance Appropriated	-	-	-	-	3,446,870	-	3,446,870	-	0.00%
Total Revenues	\$ 546,865	642,215	\$ (95,350)	\$ 16,847,999	\$ 19,541,630	\$ 753,239	\$ 21,616,183	\$ 16,473,328	2.27%
Prior YTD	\$ 542,518	\$ 466,026	\$ 76,492	\$ 16,473,328	\$ 15,941,530	531,798	\$ 20,494,138		



TOWN OF KILL DEVIL HILLS

Monthly Financial Dashboard

FISCAL YEAR ENDING June 30, 2019

Reporting Period: April 1, 2019 to April 30, 2019

OUR CASH IN RESERVES...

CASH & INVESTMENTS BY FUND

Balances on April 30, in whole dollars

GENERAL FUND	Apr 2018	Apr 2019
Operating & Investments	\$ 15,401,062	\$ 17,034,583
Powell Bill	36,888	43,980
Designated Street CRF	587,069	762,693
Petty Cash	1,700	1,600
TOTAL GENERAL FUND	\$ 16,026,719	\$ 17,842,856
CAPITAL RESERVE FUNDS	Apr 2018	Apr 2019
Shoreline Accesses	\$ 139,418	\$ 138,190
Recreation	90,431	91,943
CIP	-	-
Beach Nourishment	2,649,339	2,693,639
Sidewalk	135,655	28,738
TOTAL CAP RES FUNDS	\$ 2,879,188	\$ 2,923,772
OTHER FUNDS	Apr 2018	Apr 2019
Communications SRF	\$ -	\$ -
CPF- Public Works	-	4,560,188
CPF - Beach Nourishment	283,700	357,864
Fireman's Relief Fund	266,012	266,334
Water Enterprise	\$ 8,036,207	\$ 8,913,400
TOTAL OTHER FUNDS	\$ 8,585,919	\$ 14,097,786
GRAND TOTAL-ALL FUNDS	\$ 27,491,826	\$ 34,864,414

OUR CASH FLOWS...

REVENUES & EXPENSES BY FUND

Comparison of FYTD %

GENERAL FUND	Prior FYTD %	Current FYTD %
Fiscal Year Budget	\$ 20,494,138	\$ 22,030,886
Revenues Fiscal Year to Date	\$ 16,847,999 80.38%	\$ 17,034,583 76.47%
Expenses Fiscal Year to Date	\$ 14,772,205 71.68%	\$ 14,097,786 67.05%
COMMUNICATIONS SPECIAL REVENUE FUND	FUND CLOSED	
Fiscal Year Budget	\$ 115,500	\$ -
Revenues Fiscal Year to Date	\$ - 90.26%	\$ - 0.00%
Expenses Fiscal Year to Date	\$ - 7.38%	\$ - 0.00%
WATER ENTERPRISE FUND		
Fiscal Year Budget	\$ 3,952,807	\$ 7,198,774
Revenues Fiscal Year to Date	\$ 3,531,357 83.21%	\$ 3,531,357 49.05%
Expenses Fiscal Year to Date	\$ 2,909,523 58.29%	\$ 2,909,523 40.42%
WASTEWATER ENTERPRISE FUND		
Fiscal Year Budget	\$ 216,070	\$ 224,763
Revenues Fiscal Year to Date	\$ 143,147 79.28%	\$ 143,147 63.69%
Expenses Fiscal Year to Date	\$ 121,089 49.58%	\$ 121,089 53.87%

SPECIFIC REVENUE COLLECTIONS AT A GLANCE...

GENERAL FUND:	Comparison of FY %	
	Prior FY %	Current FY %
AD VALOREM PROPERTY TAX		
Fiscal Year Budget	\$ 8,546,651	\$ 8,703,775
Revenues this Month	\$ 87,019 1.10%	\$ 87,019 1.00%
Revenues FYTD	\$ 8,652,907 98.98%	\$ 8,652,907 99.42%
SALES & USE TAX		
Fiscal Year Budget	\$ 2,551,856	\$ 2,568,428
Revenues this Month	\$ 141,587 5.46%	\$ 141,587 5.51%
Revenues FYTD	\$ 1,932,391 78.68%	\$ 1,932,391 75.24%
OCCUPANCY TAX		
Fiscal Year Budget	\$ 2,694,061	\$ 2,746,497
Revenues this Month	\$ 34,396 1.13%	\$ 34,396 1.25%
Revenues FYTD	\$ 1,931,191 74.61%	\$ 1,931,191 70.31%
LAND TRANSFER TAX		
Fiscal Year Budget	\$ 600,000	\$ 672,000
Revenues this Month	\$ 158,643 23.17%	\$ 158,643 23.61%
Revenues FYTD	\$ 497,278 82.00%	\$ 497,278 74.00%
BUILDING PERMIT FEES		
Fiscal Year Budget	\$ 200,000	\$ 200,000
Revenues this Month	\$ 21,382 13.37%	\$ 21,382 10.69%
Revenues FYTD	\$ 366,918 173.47%	\$ 366,918 183.46%
INVESTMENT INCOME		
Fiscal Year Budget	\$ 130,500	\$ 140,000
Revenues this Month	\$ 46,057 29.60%	\$ 46,057 32.90%
Revenues FYTD	\$ 289,140 141.05%	\$ 289,140 206.53%
WATER ENTERPRISE FUND CUSTOMER-BASED REVENUES		
Fiscal Year Budget	\$ 3,623,000	\$ 3,726,816
Revenues this Month	\$ 187,468 5.79%	\$ 187,468 5.03%
Revenues FYTD	\$ 3,210,209 86.07%	\$ 3,210,209 86.14%
* incl ytd sys dev fees	\$ 524,977	
WASTEWTR ENTERPRISE FUND CUSTOMER-BASED REVENUES		
Fiscal Year Budget	\$ 216,070	\$ 224,763
Revenues this Month	\$ 69 0.58%	\$ 69 0.03%
Revenues FYTD	\$ 143,147 79.28%	\$ 143,147 63.69%

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	Monthly Expenses		
	Fiscal Year 2019 Budget	April	YTD
DEPARTMENTS			
Administration	\$ 1,099,527	\$ 79,066	\$ 790,500
Building & Grounds	3,287,521	305,756	1,338,597
Beach Nourishment	1,295,672	18,652	1,106,263
Tax & Finance	1,746,542	90,015	1,139,692
MIS	423,398	10,372	308,864
Fleet Maintenance	414,264	25,418	325,075
Planning	852,011	56,608	561,302
Police	3,580,796	207,399	2,685,097
Animal Control	155,866	10,169	122,698
Fire	2,384,304	233,889	1,909,787
Ocean Rescue	604,325	6,779	314,891
Streets	2,908,526	556,856	1,886,725
Powell Bill	240,000	680	231,606
Solid Waste	3,038,135	110,711	2,051,098
	\$ 22,030,887	\$ 1,712,370	\$ 14,772,195
% of Annual Budget Expended		8.36%	67.05%
WATER ENTERPRISE FUND			
Water Administration	\$ 1,171,837	\$ 58,999	\$ 964,037
Water Plant	5,430,214	256,018	1,527,475
Water Systems	596,723	34,872	418,011
	\$ 7,198,774	\$ 349,889	\$ 2,909,523
% of Annual Budget Expended		8.85%	40.42%
WASTEWATER ENTERPRISE FUND			
Wastewater Department	\$ 224,763	\$ 7,053	\$ 121,089
% of Annual Budget Expended		3.26%	53.87%