



TOWN OF KILL DEVIL HILLS

Land Where Flight Began

MEMORANDUM

April 9, 2020

TO: Mayor and Board of Commissioners

FROM: Debora P. Díaz, Town Manager

REF: Monthly Report – February 2020

Administration Department			
Administration Division			
Metric	Current Month February 2020	2019/2020 Fiscal Year to Date	2018/2019 Fiscal Year to Date
Personnel Turnover/Positions Vacated (does not include temporary positions; figures based on “effective” date)	2	5	7
Personnel Grievances Filed	0	0	0
Buildings and Grounds Division			
B & G Maintenance Expenditures	\$55,133	\$127,006	\$17,977
Access/Recreation Facility Expenditures	\$445	\$24,582	\$11,576
Tax and Finance Department			
Tax and Finance Division			
Actual Revenues vs. Budget	Separate Report Attached		
Management Information Services Division			
Calls for Service	76	467	557
Number of Vehicle Work Orders	59	577	533
Outsourced Vehicle Repairs	\$3,916	\$17,648	\$29,124
In-shop Vehicle Repairs	\$15,804	\$138,799	\$94,950

Planning and Inspections Department			
Metric	Current Month February2020	2019/2020 Fiscal Year to Date	2018/2019 Fiscal Year to Date
Site Inspections	531	3,220	3,727
Plans Reviewed	11	54	75
Grant Applications Completed (Total)	-	-	-
KDH Portion (value applied for, not received)	-	-	-
Building Permits Issued	90	657	632
TOTAL Fees	\$34,964	\$229,611	\$421,580
Public Services Department – Utilities Division - Water			
Metric	Current Month February2020	2019/2020 Fiscal Year to Date	2018/2019 Fiscal Year to Date
Gallons Consumed	19,872,000	260,307,000	255,685,000
Total # Work Orders Completed	227	1,885	2,057
Number of Water Taps Sold	5	39	48
Public Services Department – Utilities Division – Wastewater			
Residential wastewater allocation sold (gallons)	0	0	360
Residential wastewater allocation remaining (in gallons) (Original allocation: 13,500; revised to 19,480 in 11/2012)		2,440	2,680
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 February 2020	2019/2020 Fiscal Year to Date	2018/2019 Fiscal Year to Date
Public Services Department – Public Works Division – Streets			
Asphalt Repair - Hot Mix (tons)	0	0	22
Asphalt Repair - Cold Patch (bags)	1	24	66
Public Services Department – Public Works Division – Solid Waste			
Metric	Current Month December 2019	2019/2020 Fiscal Year to Date	2018/2019 Fiscal Year to Date
SW- COMMERCIAL –Trips to Dare County Transfer Station **	45	402	379
SW- COMMERCIAL – Tonnage**	256.28	2,944.41	2,918.17
RESIDENTIAL – Trips to Dare County Transfer Station **	42	374	350
RESIDENTIAL – Tonnage **	281.37	2,910.55	2,928.72
RECYCLING – Trips to Dare County Recycling Center **	13	70	76
RECYCLING – Tonnage **	28.80	124.16	121.45
WHITE GOODS/METAL RECYCLED – Trips to Dare County Recycling **	6	47	42
WHITE GOODS/METAL RECYCLED – Tonnage **	20.66	138.62	121.31
C & D – Trips to Stumpy Point Landfill **	15	113	118
C & D – Tonnage **	79.00	531.33	578.36
Outer Banks Hauling # of stops **	-8	988	962
Outer Banks Hauling – Tonnage **	19.24	205.15	159.42

** 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 February 2020	2020 Calendar Year to Date	2019 Calendar Year to Date
Total Number of Incidents	99	319	279
Total Number of Fires	5	7	4
Rescue & EMS	49	181	165
Hazardous Condition (no fire)	12	27	19
Service Call	10	44	55
Good Intent	14	32	20
False Alarm & False Call	9	28	16
Severe Weather/Natural Disaster	0	0	0
Average Response Time Overall	4:03 minutes	4:11 minutes	4:02 minutes
Average Response Time North of Colington Road	3:36 minutes	3:41 minutes	3:27 minutes
Average Response Time South of Colington Road	4:33 minutes	4:45 minutes	4:27 minutes
% 1 st Due Unit Arrival within 5 minutes Overall	81.36 %	78.33 %	83.75 %
% 1 st Due Unit Arrival within 5 minutes N of Colington Rd	87.10 %	87.52 %	96.18 %
% 1 st Due Unit Arrival within 5 minutes S of Colington Rd	75.00 %	68.46 %	74.45 %
Training Hours	541	1,820	2,818
Ocean Rescue – Beach Population	Will Resume in Spring	Will Resume in Spring	Will Resume in Spring
Ocean Rescue – Total Incidents	Will Resume in Spring	Will Resume in Spring	Will Resume in Spring
Ocean Rescue – Swimmer Assist/Rescues	Will Resume in Spring	Will Resume in Spring	Will Resume in Spring

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

Police Department			
Metric	Current Month February2020	2019/2020 Fiscal Year to Date	2018/2019 Fiscal Year to Date
Dispatched Calls	1,169	11,093	13,513
Dispatched Calls per Patrol Officer	58	553	677
UCR Part 1 Crimes	28	308	393
Police Department – Animal Control Division			
Animal Impoundments	4	56	78
Civil Citations Issued	1	5	16
Non-dispatched Services	25	282	400



TOWN OF KILL DEVIL HILLS

Monthly Financial Dashboard

FISCAL YEAR ENDING June 30, 2020

Reporting Period: February 1, 2020 to February 29, 2020

OUR CASH IN RESERVES...		
CASH & INVESTMENTS BY FUND		
Balances on February, 2020, in whole dollars		
GENERAL FUND	Feb 2019	Feb 2020
Operating & Investments	\$ 18,249,407	17,720,895.22
Powell Bill	48,316	56,391
Designated Street CRF	864,120	359,065
Petty Cash	1,900	1,600
TOTAL GENERAL FUND	\$ 19,163,743	\$ 18,137,951
CAPITAL RESERVE FUNDS	Feb 2019	Feb 2020
Shoreline Accesses	\$ 138,046	\$ 109,768
Recreation	91,847	123,919
Beach Nourishment	2,690,822	2,744,376
Sidewalk	12,050	79,274
TOTAL CAP RES FUNDS	\$ 2,920,715	\$ 2,978,063
OTHER FUNDS	Feb 2019	Feb 2020
CPF- Public Works	4,560,112	2,407,717
CPF - Beach Nourishment	358,011	358,011
Fireman's Relief Fund	265,435	265,819
Water Enterprise	\$ 8,919,485	\$ 8,929,023
TOTAL OTHER FUNDS	\$ 14,103,043	\$ 11,960,570
GRAND TOTAL-ALL FUNDS	\$ 36,187,501	\$ 33,076,584

OUR CASH FLOWS...			
REVENUES & EXPENSES BY FUND		Comparison of FYTD %	
GENERAL FUND		Prior FYTD %	Current FYTD %
Fiscal Year Budget		\$ 21,993,329	\$ 20,801,137
Revenues Fiscal Year to Date	\$ 14,580,666	70.35%	70.10%
Expenses Fiscal Year to Date	\$ 12,213,521	52.66%	58.72%
COMMUNICATIONS SPECIAL REVENUE FUND		Fund Closed to Gen Fund	
Fiscal Year Budget		\$ -	\$ -
Revenues Fiscal Year to Date	\$ -	0.00%	0.00%
Expenses Fiscal Year to Date	\$ -	0.00%	0.00%
WATER ENTERPRISE FUND		\$ 7,198,774	\$ 6,987,544
Revenues Fiscal Year to Date	\$ 2,806,132	41.81%	40.16%
Expenses Fiscal Year to Date	\$ 2,711,363	31.30%	38.80%
WASTEWATER ENTERPRISE FUND		\$ 224,763	\$ 233,760
Revenues Fiscal Year to Date	\$ 103,954	47.84%	44.47%
Expenses Fiscal Year to Date	\$ 125,999	46.35%	53.90%

SPECIFIC REVENUE COLLECTIONS AT A GLANCE...			
GENERAL FUND:	Comparison of FY %		
	Prior FY %	Current FY %	
AD VALOREM PROPERTY TAX			
Fiscal Year Budget	\$ 8,703,775	\$ 9,341,880	
Revenues this Month	\$ 93,352	1.06%	1.00%
Revenues FYTD	\$ 8,933,348	95.71%	95.63%
SALES & USE TAX			
Fiscal Year Budget	\$ 2,568,428	\$ 2,765,966	
Revenues this Month	\$ 176,417	6.80%	6.38%
Revenues FYTD	\$ 1,717,104	62.91%	62.08%
OCCUPANCY TAX			
Fiscal Year Budget	\$ 2,746,497	\$ 2,797,243	
Revenues this Month	\$ 36,269	0.97%	1.30%
Revenues FYTD	\$ 1,891,785	67.79%	67.63%
LAND TRANSFER TAX			
Fiscal Year Budget	\$ 672,000	\$ 715,502	
Revenues this Month	\$ -	0.00%	0.00%
Revenues FYTD	\$ 389,927	50.39%	54.50%
BUILDING PERMIT FEES			
Fiscal Year Budget	\$ 200,000	\$ 325,000	
Revenues this Month	\$ 31,267	6.41%	9.62%
Revenues FYTD	\$ 235,006	161.35%	72.31%
INVESTMENT ICOME			
Fiscal Year Budget	\$ 140,000	\$ 200,000	
Revenues this Month	\$ 7,195	41.93%	3.60%
Revenues FYTD	\$ 244,649	158.06%	122.32%
WATER ENTERPRISE FUND CUSTOMER-BASED REVENUES			
Fiscal Year Budget	\$ 3,726,816	\$ 3,818,236	
Revenues this Month	\$ 348,287	7.82%	9.12%
Revenues FYTD *	\$ 2,605,931	73.09%	68.25%
* incl sys dev fees	\$ 217,700		
WASTEWTR ENTERPRISE FUND CUSTOMER-BASED REVENUES			
Fiscal Year Budget	\$ 224,763	\$ 233,760	
Revenues this Month	\$ 5,929	2.51%	2.54%
Revenues FYTD	\$ 103,954	47.54%	44.47%

OUR PROPERTY VALUES...			
PROPERTY	VALUATION	TAX RATE	TAX LEVY
Municipal Service District	\$ 153,768,900	0.330	\$ 507,437
All Oceanfront Property	\$0	0.400	\$ -
Non-Oceanfront Property	\$ -	0.400	\$ -
Total Town	\$ 2,051,389,150	0.400	\$ 8,205,557
** Does not include PP, Utilities, & MVT			
EXPENDITURES AT A GLANCE...			
GENERAL FUND DEPARTMENTS	Comparison of Monthly Expenses		
	Fiscal Year 2020 Budget	This Month's Expenses	
		Feb	YTD
Administration	\$ 1,228,034	\$ 75,714	\$ 685,828
Building & Grounds	2,888,899	110,976	1,247,447
Beach Nourishment	1,296,979	2,414	1,059,193
Tax & Finance	1,719,370	94,779	1,233,064
MIS	458,274	27,937	251,428
Fleet Maintenance	458,998	22,600	243,163
Planning	778,386	54,288	488,065
Police	3,730,735	269,082	2,267,980
Animal Control	164,898	11,763	99,758
Fire	1,541,093	221,648	1,541,093
Ocean Rescue	674,900	7,340	303,251
Streets	1,911,131	277,447	1,013,605
Powell Bill	240,000	1,925	225,054
Solid Waste	2,775,947	128,749	1,554,593
	\$ 19,867,644	\$ 1,306,661	\$ 12,213,521
% of Annual Budget Expended		5.94%	61.47%
WATER ENTERPRISE FUND			
Water Administration	\$ 1,285,199	\$ 56,499	\$ 506,576
Water Plant	4,009,063	260,432	1,849,756
Water Systems	1,693,282	69,133	355,031
	\$ 6,987,544	\$ 386,063	\$ 2,711,363
% of Annual Budget Expended		5.36%	38.80%
WASTEWATER ENTERPRISE FUND			
Wastewater Department	\$ 233,760	\$ 28,770	\$ 125,999
% of Annual Budget Expended		12.80%	53.90%

TOWN OF KILL DEVIL HILLS
Actual Revenues Compared To Budget
General Fund
FEBRUARY 2020 (FY 2019-20)

	Month Actual	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	\$ 723	\$ 3,333	\$ (2,610)	\$ 27,114	\$ 26,668	\$ 446	\$ 40,000	\$ 9,138	196.72%
Current Year Property Tax	59,843	44,442	15,401	8,231,609	8,235,666	(4,057)	8,502,666	7,694,291	6.98%
Current Year MSD Tax	3,521	15,800	(12,279)	491,506	514,214	(22,708)	514,214	449,589	9.32%
Motor Vehicle Taxes	29,988	27,100	2,888	210,233	216,800	(6,567)	325,000	187,848	11.92%
Tax Penalties and Interest	1,244	650	594	(1,022)	4,750	(5,772)	8,000	529	-293.20%
Business Registration	175	-	175	7,706	9,500	(1,794)	9,500	7,489	2.90%
Article 40 Sales Tax	29,863	31,073	(1,210)	181,216	186,435	(5,219)	372,873	165,619	9.42%
Article 42 Sales Tax	35,567	35,000	567	459,466	508,515	(49,049)	737,515	434,263	5.80%
1% Sales Tax	100,684	90,413	10,271	976,143	1,001,837	(25,694)	1,494,114	913,715	6.83%
MSD Sales Tax	10,303	13,455	(3,152)	100,279	80,734	19,545	161,464	102,285	-1.96%
Occupancy Tax	36,269	53,000	(16,731)	1,891,785	1,954,804	(63,019)	2,797,243	1,861,830	1.61%
Land Transfer Tax	-	-	-	389,927	357,752	32,175	715,502	338,635	0.00%
Solid Waste Disposal Tax	1,388	1,250	138	2,779	3,750	(971)	5,000	2,654	0.00%
Utilities/Gas Sales Tax	-	-	-	408,225	377,300	30,925	754,600	395,285	3.27%
Telecommunication Svc Tax	-	-	-	26,856	30,900	(4,045)	61,800	30,728	-12.60%
Video Programng Tax*	-	-	-	73,130	80,500	(7,370)	161,000	78,232	-6.52%
PEG Channel Support	-	-	-	13,701	-	13,701	-	13,380	2.40%
Wine & Beer Tax	-	-	-	-	-	-	30,000	-	0.00%
ABC Tax	-	-	-	6,510	9,500	(2,990)	19,000	6,617	0.00%
Mixed Beverage Tax	-	-	-	14,424	19,500	(5,076)	39,000	13,412	0.00%
Powell Bill	-	-	-	241,387	240,000	1,387	240,000	241,844	-0.19%
Drug Reimb/forfeiture.	25	-	25	1,136	-	1,136	-	909	24.96%
Building Permit Fees	31,267	27,083	4,184	235,006	216,668	18,338	325,000	322,709	-27.18%
Occupancy Permit & Fees	450	208	242	2,700	1,667	1,033	2,500	2,200	22.73%
Site Plan Review Fees	1,575	1,250	325	10,902	10,000	902	15,000	70,632	-84.57%
Other Planning Fees	1,672	334	1,338	6,094	2,668	3,426	4,000	3,459	76.18%
CAMA Fees	(50)	125	(175)	1,255	1,000	255	1,500	1,740	-27.87%
Homeowner Recovery Fees	9	8	1	46	68	(22)	100	50	-8.00%
Taxi Ordinance Fees	-	25	(25)	90	200	(110)	300	150	-40.00%
A/C Boarding & Rabies Vac	7	180	(173)	1,513	1,440	73	2,150	1,984	-23.74%
Dog Licenses	98	83	15	613	668	(56)	1,000	521	17.56%
Court Cost & Fees	358	266	92	2,037	2,133	(96)	3,200	1,789	13.86%
Finger Print/buy gold Fees	100	83	17	660	668	(8)	1,000	710	-7.04%
Purchases For Resale	5,791	5,182	609	43,579	41,462	2,117	62,190	25,625	70.06%
Interest Income	7,195	16,667	(9,472)	244,649	133,332	111,317	200,000	221,284	10.56%
Miscellaneous	2,064	1,833	231	19,995	14,668	5,327	22,000	35,675	-43.95%
Sale of Fixed Assets	10,823	1,666	9,157	13,194	13,336	(142)	20,000	3,988	0.00%
Rental Income	10,606	10,797	(191)	84,945	86,373	(1,428)	129,561	71,425	18.93%
Contributions	-	-	-	1,200	1,000	200	1,000	132,700	-99.10%
Lease/ Note Proceeds	-	-	-	-	-	-	-	828,481	0.00%
Insurance Proceeds	30,857	-	30,857	87,817	-	87,817	-	-	0.00%
Water Fund Transfer	-	-	-	-	413,290	(413,290)	413,290	393,138	0.00%
CRF Transfer	-	-	-	-	-	-	55,230	-	0.00%
Grants & Restricted	1,136	-	1,136	70,262	13,125	57,137	118,125	406,222	-82.70%
Powell Bill Appropriation	-	-	-	-	-	-	-	-	0.00%
Fund Balance Appropriated	-	-	-	-	-	-	1,378,472	-	0.00%
Total Revenues	\$ 413,550	381,306	\$ 32,244	\$ 14,580,665	\$ 14,812,891	\$ (232,226)	\$ 19,744,109	\$ 15,472,774	-5.77%
Prior YTD	\$ 1,356,484	\$ 634,773	\$ 721,711	\$ 15,472,774	\$ 14,811,761	661,013	\$ 17,056,345		



North Carolina
Total Retirement Plans

**North Carolina Department of State Treasurer
Retirement Systems Division**

3200 Atlantic Ave, Raleigh, NC 27604
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Dale R. Folwell, CPA

STATE TREASURER OF NORTH CAROLINA
DALE R. FOLWELL, CPA



CONTRIBUTION-BASED BENEFIT CAP REPORT

	Agency	Member ID	Name
Members Hired Before Jan 1, 2015	92821-TOWN OF KILL DEVIL HILLS		

* PLEASE FORWARD TO YOUR CHIEF FINANCIAL OFFICER OR BUDGET ADMINISTRATOR