TOWN OF KILL DEVIL HILLS

Land Where Flight Began

MEMORANDUM May 13, 2020

TO: Mayor and Board of Commissioners

FROM: Debora P. Diáz, Town Manager

REF: Monthly Report – March 2020

Administration Department Administration Division			
Metric	Current Month March 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)	0	6 (reflects a correction from October 2019)	7
Personnel Grievances Filed	0	0	0
Buildings and Grounds Division			
B & G Maintenance Expenditures	$19,649	$146,656	$20,046
Access/Recreation Facility Expenditures	$10,228	$34,809	$12,092
Tax and Finance Department Tax and Finance Division			
Actual Revenues vs. Budget	Separate Report Attached		
Management Information Services Division			
Calls for Service	76	543	628
Number of Vehicle Work Orders	76	653	608
Outsourced Vehicle Repairs	$11,536	$29,185	$29,254
In-shop Vehicle Repairs	$19,018	$157,817	$131,401

Planning and Inspections Department			
Metric	Current Month March 2020	2019/2020 Fiscal Year to Date	2018/2019 Fiscal Year to Date
Site Inspections	531	3,751	4,203
Plans Reviewed	5	59	91
Grant Applications Completed (Total)	-	-	-
KDH Portion (value applied for, not received)	-	-	-
Building Permits Issued	85	742	721
TOTAL Fees	$23,620	$253,231	$452,088
Public Services Department – Utilities Division - Water			
Metric	Current Month April 2020	2019/2020 Fiscal Year to Date	2018/2019 Fiscal Year to Date
Gallons Consumed	22,586,000	282,893,000	277,900,000
Total # Work Orders Completed	151	2,036	2,306
Number of Water Taps Sold	2	41	53
Public Services Department – Utilities Division – Wastewater			
Residential wastewater allocation sold (gallons)	0	0	600
Residential wastewater allocation remaining (in gallons) (Original allocation: 13,500; revised to 19,480 in 11/2012)		2,440	2,440
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

Blue-shaded areas for Public Services March 2020 report have been changed to correct information inadvertently used from the 2019 report. April's report is correct.

Metric	Current Month April 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	29
Asphalt Repair - Cold Patch (bags)	0	24	72
Public Services Department – Public Works Division – Solid Waste			
Metric	Current Month March 2020	2019/2020 Fiscal Year to Date	2018/2019 Fiscal Year to Date
SW- COMMERCIAL –Trips to Dare County Transfer Station **	42	482	452
SW- COMMERCIAL – Tonnage**	266.34	3,458.62	3,433.65
RESIDENTIAL – Trips to Dare County Transfer Station **	38	440	415
RESIDENTIAL – Tonnage **	264.19	3,192.28	3,168.15
RECYCLING – Trips to Dare County Recycling Center **	8	78	81
RECYCLING – Tonnage **	7.31	131.47	127.48
WHITE GOODS/METAL RECYCLED – Trips to Dare County Recycling **	4	51	45
WHITE GOODS/METAL RECYCLED – Tonnage **	15.01	153.63	130.33
C & D – Trips to Stumpy Point Landfill **	18	131	131
C & D – Tonnage **	101.24	632.57	647.78
Outer Banks Hauling # of stops **	-10	978	968
Outer Banks Hauling – Tonnage **	20.87	226.02	187.34

** 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 *calendar year*.			
Metric	Current Month April 2020	2020 Calendar Year to Date	2019 Calendar Year to Date
Total Number of Incidents	61	380	409
Total Number of Fires	3	10	6
Rescue & EMS	42	223	231
Hazardous Condition (no fire)	0	27	29
Service Call	3	47	86
Good Intent	7	39	30
False Alarm & False Call	5	33	27
Severe Weather/Natural Disaster	1	1	0
Average Response Time Overall	4:01 minutes	4:08 minutes	3.59 minutes
Average Response Time North of Colington Road	3:35 minutes	3:39 minutes	3:28 minutes
Average Response Time South of Colington Road	4:58 minutes	4:48 minutes	4:25 minutes
% 1st Due Unit Arrival within 5 minutes Overall	75.61 %	77.65 %	84.64 %
% 1st Due Unit Arrival within 5 minutes N of Colington Rd	92.86 %	88.85 %	94.36 %
% 1st Due Unit Arrival within 5 minutes S of Colington Rd	46.15 %	62.88 %	77.14 %
Training Hours	482	2,302	4,244
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 April 2020	2019/2020 Fiscal Year to Date	2018/2019 Fiscal Year to Date
Dispatched Calls	1,533	14,038	16,341
Dispatched Calls per Patrol Officer	77	701	819
UCR Part 1 Crimes	14	347	470
Police Department – Animal Control Division			
Animal Impoundments	2	61	102
Civil Citations Issued	1	7	18
Non-dispatched Services	44	346	569

TOWN OF KILL DEVIL HLLS
Actual Revenues Compared To Budget
General Fund
MARCH 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	$ 996	$ 3,333	$ (2,337)	$ 28,110	$ 30,001	$ (1,891)	$ 40,000	*$ 14,831*	*89.53%*
Current Year Property Taxe	143,218	142,000	1,218	8,374,826	8,377,666	(2,840)	8,502,666	*7,864,037*	*6.50%*
Current Year MSD Tax	16,512	-	16,512	508,018	514,214	(6,196)	514,214	*488,808*	*3.93%*
Motor Vehicle Taxes	25,928	27,100	(1,172)	236,161	243,900	(7,739)	325,000	*213,044*	*10.85%*
Tax Penalties and Interest	4,695	650	4,045	3,673	5,400	(1,727)	8,000	*7,304*	*-49.71%*
Business Registration	140	-	140	7,846	9,500	(1,654)	9,500	*7,589*	*3.39%*
					-				
Article 40 Sales Tax	31,671	31,073	598	212,887	217,508	(4,621)	372,873	*196,496*	*8.34%*
Article 42 Sales Tax	36,517	35,000	1,517	495,982	543,515	(47,533)	737,515	*467,830*	*6.02%*
1% Sales Tax	104,912	79,000	25,912	1,081,055	1,080,837	218	1,494,114	*1,012,841*	*6.73%*
MSD Sales Tax	10,736	13,455	(2,719)	111,015	94,189	16,826	161,464	*113,339*	*-2.05%*
Occupancy Tax	46,557	44,000	2,557	1,938,342	1,998,804	(60,462)	2,797,243	*1,896,794*	*2.19%*
Land Transfer Tax	-	-	-	389,927	357,752	32,175	715,502	*338,635*	*0.00%*
Solid Waste Disposal Tax	-		-	2,779	3,750	(971)	5,000	*2,654*	*0.00%*
					-				
Utilities/Gas Sales Tax	174,503	188,650	(14,147)	582,729	565,950	16,779	754,600	*569,081*	*2.40%*
Telecommunication Svc Ta:	12,817	15,450	(2,633)	39,672	46,350	(6,678)	61,800	*45,258*	*-12.34%*
Video Programng Tax*	43,000	40,250	2,750	116,131	120,750	(4,619)	161,000	*116,659*	*-0.45%*
PEG Channel Support	-		-	13,701	-	13,701	-	*20,137*	*-31.96%*
Wine & Beer Tax	-	-	-	-	-	-	30,000	-	*0.00%*
ABC Tax	12,666	-	12,666	19,176	9,500	9,676	19,000	*18,902*	*0.00%*
Mixed Beverage Tax	22,664	-	22,664	37,088	19,500	17,588	39,000	*34,847*	*0.00%*
					-				
Powell Bill	-	-	-	241,387	240,000	1,387	240,000	*241,844*	*-0.19%*
Drug Reimb/forfeiture.	80		80	1,216	-	1,216	-	*960*	*26.64%*
					-				
Building Permit Fees	22,345	27,083	(4,738)	257,351	243,751	13,600	325,000	*345,537*	*-25.52%*
Occupancy Permit & Fees	300	208	92	3,000	1,875	1,125	2,500	*2,350*	*27.66%*
Site Plan Review Fees	975	1,250	(275)	11,877	11,250	627	15,000	*74,259*	*-84.01%*
Other Planning Fees	550	333	217	6,644	3,001	3,643	4,000	*3,874*	*71.51%*
CAMA Fees	290	125	165	1,545	1,125	420	1,500	*2,205*	*-29.93%*
Homeowner Recovery Fees	5	8	(3)	51	76	(25)	100	*54*	*-5.56%*
Taxi Ordinance Fees	-	25	(25)	90	225	(135)	300	*165*	*-45.45%*
					-				
A/C Boarding & Rabies Vac	50	180	(130)	1,563	1,620	(57)	2,150	*2,609*	*-40.09%*
Dog Licenses	40	83	(43)	653	751	(99)	1,000	*599*	*8.93%*
Court Cost & Fees	194	266	(73)	2,230	2,399	(169)	3,200	*2,126*	*4.91%*
Finger Print/buy gold Fees	10	83	(73)	670	751	(81)	1,000	*1,050*	*-36.19%*
Purchases For Resale	5,838	5,182	656	49,417	46,644	2,773	62,190	*29,352*	*68.36%*
					-				
Interest Income	39,242	16,667	22,575	283,891	149,999	133,892	200,000	*243,083*	*16.79%*
					-				
Miscellaneous	1,404	1,833	(429)	21,399	16,501	4,898	22,000	*64,436*	*-66.79%*
Sale of Fixed Assets	2,030	1,666	364	15,224	15,002	222	20,000	*8,909*	*0.00%*
Rental Income	10,759	10,797	(38)	95,704	97,170	(1,466)	129,561	*79,867*	*19.83%*
Contributions	-	-	-	1,200	1,000	200	1,000	*132,700*	*-99.10%*
Lease/ Note Proceeds	-	-	-	-	-	-	-	*828,481*	*0.00%*
Insurance Proceeds	17,840		17,840	105,657	-	105,657	-	-	*0.00%*
					-				
Water Fund Transfer	-		-	-	413,290	(413,290)	413,290	*393,138*	*0.00%*
CRF Transfer	-	-		-	-	-	*55,230*	-	*0.00%*
Grants & Restricted	2,087	-	2,087	72,349	13,125	59,224	118,125	*414,450*	*-82.54%*
Powell Bill Appropriation	-	-		-	-	-	-	-	*0.00%*
Fund Balance Appropriated	-	-	-	-	-	-	1,378,472	-	*0.00%*
Total Revenues	$ 791,571	685,750	$ 105,821	$ 15,372,236	$ 15,498,641	$ (126,405)	$ 19,744,109	*$ 16,301,134*	*-5.70%*
Prior YTD	$ 828,360	$ 640,784	$ 187,576	$ 16,301,134	**$ 15,452,545**	848,589	$ 17,056,345		

TOWN OF KILL DEVIL HILLS

Monthly Financial Dashboard

FISCAL YEAR ENDING June 30, 2020

Reporting Period: March 1, 2020 to March 31, 2020

OUR CASH IN RESERVES...

CASH & INVESTMENTS BY FUND

Balances on March 31, in whole dollars

GENERAL FUND	Mar 2019	Mar 2020
Operating & Investments	$ 17,347,800	$ 16,806,219
Powell Bill	43,980	55,002
Designated Street CRF	763,491	334,763
Petty Cash	1,600	1,600
TOTAL GENERAL FUND	**$ 18,156,871**	**$ 17,197,584**

CAPITAL RESERVE FUNDS	Mar 2019	Mar 2020
Shoreline Accesses	$ 138,191	$ 109,975
Recreation	91,943	124,152
CIP	-	-
Beach Nourishment	2,693,639	2,749,556
Sidewalk	20,405	79,406
TOTAL CAP RES FUNDS	**$ 2,944,178**	**$ 3,063,090**

OTHER FUNDS	Mar 2019	Mar 2020
Equity Index Fund OPEB	$ -	$ 200,000
CPF- Public Works	4,560,151	2,041,293
CPF - Beach Nourisment	356,823	362,539
Fireman's Relief Fund	266,914	266,334
Water Enterprise	$ 8,924,927	$ 8,898,586
TOTAL OTHER FUNDS	**$ 14,108,815**	**$ 11,768,752**
GRAND TOTAL-ALL FUNDS	**$ 35,209,864**	**$ 32,029,425**

OUR CASH FLOWS...

REVENUES & EXPENSES BY FUND

			Comparison of FYTD %	
GENERAL FUND			**Prior FYTD %**	**Current FYTD %**
Fiscal Year Budget			**$ 21,994,829**	**$ 20,802,273**
Revenues Fiscal Year to Date	$	15,372,236	74.11%	73.90%
Expenses Fiscal Year to Date	$	13,994,903	59.38%	67.28%
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				
Fiscal Year Budget			**$ 7,198,774**	**$ 6,987,544**
Revenues Fiscal Year to Date	$	3,144,923	46.15%	45.01%
Expenses Fiscal Year to Date	$	3,073,375	35.56%	43.98%
WASTEWATER ENTERPRISE FUND				
Fiscal Year Budget			**$ 224,763**	**$ 233,760**
Revenues Fiscal Year to Date	$	136,170	63.66%	58.25%
Expenses Fiscal Year to Date	$	135,337	50.74%	57.90%

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

SPECIFIC REVENUE COLLECTIONS AT A GLANCE...

		Comparison of FY %	
GENERAL FUND:			
AD VALOREM PROPERTY TAX		**Prior FY %**	**Current FY %**
Fiscal Year Budget		**$ 8,703,775**	**$ 9,341,880**
Revenues this Month	$ 185,605	2.69%	1.99%
Revenues FYTD	$ 9,116,986	98.40%	97.59%
SALES & USE TAX			
Fiscal Year Budget		**$ 2,568,428**	**$ 2,765,966**
Revenues this Month	$ 183,836	6.80%	6.65%
Revenues FYTD	$ 1,900,940	69.71%	68.73%
OCCUPANCY TAX			
Fiscal Year Budget		**$ 2,746,497**	**$ 2,797,243**
Revenues this Month	$ 46,557	1.27%	1.66%
Revenues FYTD	$ 1,938,342	69.06%	69.29%
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	$ 22,345	11.41%	6.88%
Revenues FYTD	$ 257,351	172.77%	79.18%
INVESTMENT ICOME			
Fiscal Year Budget		**$ 140,000**	**$ 200,000**
Revenues this Month	$ 39,242	15.57%	19.62%
Revenues FYTD	$ 283,891	173.63%	141.95%
WATER ENTERPRISE FUND *CUSTOMER-BASED* REVENUES			
Fiscal Year Budget		**$ 3,726,816**	**$ 3,818,236**
Revenues this Month	$ 321,593	8.02%	8.42%
Revenues FYTD	$ 2,927,524	81.11%	76.67%
* incl sys dev fees	$ 237,700		
WASTEWTR ENTERPRISE FUND *CUSTOMER-BASED* REVENUES			
Fiscal Year Budget		**$ 224,763**	**$ 233,760**
Revenues this Month	$ 32,123	15.82%	13.74%
Revenues FYTD	$ 135,455	63.66%	57.95%

EXPENDITURES AT A GLANCE...

		Monthly Expenses	
GENERAL FUND DEPARTMENTS	**Fiscal Year 2020 Budget**	**This Month's Expenses Mar**	**YTD**
Administration	$ 1,229,170	$ 102,080	$ 787,908
Building & Grounds	2,888,899	260,001	1,507,448
Beach Nourishment	1,296,979	255	1,059,448
Tax & Finance	1,719,370	136,465	1,369,529
MIS	458,274	29,340	280,768
Fleet Maintenance	458,998	55,769	298,932
Planning	778,386	70,828	558,893
Police	3,730,735	351,432	2,619,411
Animal Control	164,898	21,646	121,403
Fire	2,474,587	228,031	1,769,125
Ocean Rescue	674,900	13,555	316,806
Streets	1,911,131	147,512	1,161,117
Powell Bill	240,000	-	225,054
Solid Waste	2,775,947	364,467	1,919,060
	$ 20,802,274	$ 1,781,381	$ 13,994,902
% of Annual Budget Expended		8.10%	67.28%
WATER ENTERPRISE FUND			
Water Administration	$ 1,285,199	$ 66,185	$ 572,761
Water Plant	4,009,063	244,439	2,094,195
Water Systems	1,693,282	51,388	406,419
	$ 6,987,544	$ 362,012	$ 3,073,375
% of Annual Budget Expended		5.03%	43.98%
WASTEWATER ENTERPRISE FUND			
Wastewater Department	$ 233,760	$ 9,338	$ 135,337
% of Annual Budget Expended		4.15%	57.90%

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

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