



TOWN OF KILL DEVIL HILLS
Land Where Flight Began

MEMORANDUM

November 3, 2020

TO: Mayor and Board of Commissioners

FROM: Debora P. Díaz, Town Manager *DPD*

REF: Monthly Report – September 2020

Administration Department			
Administration Division			
Metric	Current Month September 2020	2020/2021 Fiscal Year to Date	2019/2020 Fiscal Year to Date
Personnel Turnover/Positions Vacated (does not include temporary positions; figures based on “effective” date)	1	1	2
Personnel Grievances Filed	0	0	0
Buildings and Grounds Division			
B & G Maintenance Expenditures	\$5,552	\$6,769	\$15,822
Access/Recreation Facility Expenditures	\$2,502	\$5,766	\$7,009
Tax and Finance Department			
Tax and Finance Division			
Actual Revenues vs. Budget	Separate Report Attached		
Management Information Services Division			
Calls for Service	86	300	180
Number of Vehicle Work Orders	58	187	245
Outsourced Vehicle Repairs	\$1,021	\$7,606	\$9,545
In-shop Vehicle Repairs	\$10,829	\$35,085	\$59,033



TOWN OF KILL DEVIL HILLS
Land Where Flight Began

MEMORANDUM

November 3, 2020

TO: Mayor and Board of Commissioners

FROM: Debora P. Díaz, Town Manager *DPD*

REF: Monthly Report – September 2020

Administration Department			
Administration Division			
Metric	Current Month September 2020	2020/2021 Fiscal Year to Date	2019/2020 Fiscal Year to Date
Personnel Turnover/Positions Vacated (does not include temporary positions; figures based on "effective" date)	1	1	2
Personnel Grievances Filed	0	0	0
Buildings and Grounds Division			
B & G Maintenance Expenditures	\$5,552	\$6,769	\$15,822
Access/Recreation Facility Expenditures	\$2,502	\$5,766	\$7,009
Tax and Finance Department			
Tax and Finance Division			
Actual Revenues vs. Budget	Separate Report Attached		
Management Information Services Division			
Calls for Service	86	300	180
Number of Vehicle Work Orders	58	187	245
Outsourced Vehicle Repairs	\$1,021	\$7,606	\$9,545
In-shop Vehicle Repairs	\$10,829	\$35,085	\$59,033

Planning and Inspections Department			
Metric	Current Month September 2020	2020/2021 Fiscal Year to Date	2019/2020 Fiscal Year to Date
Site Inspections	531	1624	1,679
Plans Reviewed	12	31	13
Grant Applications Completed (Total)	\$887,142	\$1,086,834	\$122,150
KDH Portion (value applied for, not received)	\$300,000	\$329,923	\$30,550
Building Permits Issued	122	288	266
TOTAL Fees	\$94,678	\$153,772	\$67,780
Public Services Department – Utilities Division – Water			
Metric	Current Month September 2020	2020/2021 Fiscal Year to Date	2019/2020 Fiscal Year to Date
Gallons Consumed	44,070,000	157,432,000	141,522,000
Total # Work Orders Completed	329	877	829
Number of Water Taps Sold	5	9	12
Public Services Department – Utilities Division – Wastewater			
Residential wastewater allocation sold (gallons)	360	360	0
Residential wastewater allocation remaining (in gallons) (Original allocation: 13,500; revised to 19,480 in 11/2012)		2,080	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

Metric	Current Month September 2020	2020/2021 Fiscal Year to Date	2019/2020 Fiscal Year to Date
Public Services Department – Public Works Division – Streets			
Asphalt Repair - Hot Mix (tons)	0	0	0
Asphalt Repair - Cold Patch (bags)	0	9	6
Public Services Department – Public Works Division – Solid Waste			
Metric	Current Month August 2020	2019/2020 Fiscal Year to Date	2018/2019 Fiscal Year to Date
SW- COMMERCIAL –Trips to Dare County Transfer Station **	79	166	156
SW- COMMERCIAL – Tonnage**	601.28	1239.24	1313.63
RESIDENTIAL – Trips to Dare County Transfer Station **	65	145	136
RESIDENTIAL – Tonnage **	301.21	1280.92	1161.14
RECYCLING – Trips to Dare County Recycling Center **	12	27	22
RECYCLING – Tonnage **	22.63	42.26	37.16
WHITE GOODS/METAL RECYCLED – Trips to Dare County Recycling **	6	13	12
WHITE GOODS/METAL RECYCLED – Tonnage **	18.80	38.92	35.01
C & D – Trips to Stumpy Point Landfill **	16	35	31
C & D – Tonnage **	69.19	154.40	139.85
Outer Banks Hauling # of stops **	7	1003	976
Outer Banks Hauling – Tonnage **	24.79	50.27	77.85

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

Fire Department - all training hours and incidents reporting are calculated on the <i>calendar year</i>.			
Metric	Current Month September 2020	2020 Calendar Year to Date	2019 Calendar Year to Date
Total Number of Incidents	154	1204	1,299
Total Number of Fires	1	32	29
Rescue & EMS	71	639	672
Hazardous Condition (no fire)	15	104	117
Service Call	29	139	192
Good Intent	22	157	161
False Alarm & False Call	16	130	108
Severe Weather/Natural Disaster	0	3	21
Average Response Time Overall	3:55 minutes	4:10 minutes	4:04 minutes
Average Response Time North of Colington Road	3:36 minutes	3:42 minutes	3:35 minutes
Average Response Time South of Colington Road	4:21 minutes	4:49 minutes	4:34 minutes
% 1 st Due Unit Arrival within 5 minutes Overall	81.71%	76.01%	80.65%
% 1 st Due Unit Arrival within 5 minutes N of Colington Rd	87.23%	88.02%	90.78%
% 1 st Due Unit Arrival within 5 minutes S of Colington Rd	71.43%	58.43%	69.74%
Training Hours	801	5,061	6,818
Ocean Rescue – Beach Population			
Ocean Rescue – Beach Population	164,771	1,310,379	954,908
Ocean Rescue – Total Incidents	57	652	660
Ocean Rescue – Swimmer Assist/Rescues	17	144	178

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

Police Department			
Metric	Current Month September 2020	2020/2021 Fiscal Year to Date	2019/2020 Fiscal Year to Date
Dispatched Calls	1,759	5,483	5,372
Dispatched Calls per Patrol Officer	88	274	268
UCR Part 1 Crimes	41	142	141
Police Department – Animal Control Division			
Animal Impoundments	13	28	34
Civil Citations Issued	0	2	3
Non-dispatched Services	63	172	107



TOWN OF KILL DEVIL HILLS

Monthly Financial Dashboard

FISCAL YEAR ENDING June 30, 2021

Reporting Period: July 1, 2020 to September 30, 2020

OUR CASH IN RESERVES...		
CASH & INVESTMENTS BY FUND		
Balances on Sept 30, 2020 in whole dollars		
GENERAL FUND	Sep 2019	Sep 2020
Operating	\$ 14,575,762	\$ 12,829,039
Powell Bill	157,412	159,657
Designated Street CRF	312,895	769,758
Petty Cash	1,600	1,700
TOTAL GENERAL FUND	\$ 15,047,669	\$ 13,760,154
CAPITAL RESERVE FUNDS	Sep 2019	Sep 2020
Shoreline Accesses	\$ 147,264	\$ 110,633
Recreation	100,500	124,896
Beach Nourishment	2,724,023	2,474,246
Sidewalks	70,885	170,690
TOTAL CAP RES FUNDS	\$ 3,042,672	\$ 2,880,465
OTHER FUNDS	Sep 2019	Sep 2020
Equity Index Fund OPEB	\$ -	\$ 218,734
Public Works CPF	4,417,747	785,310
Beach Nourishment CPF	362,539	370,910
Fireman's Relief Fund	279,687	267,929
Water Enterprise	8,702,858	8,450,891
Water Cap Res Fund	-	349,067
WW Cap Reserve Fund	-	4,438
TOTAL OTHER FUNDS	\$ 13,762,831	\$ 10,447,279
GRAND TOTAL-ALL FUNDS	\$ 31,853,172	\$ 27,087,898

OUR CASH FLOWS...			
REVENUES & EXPENSES BY FUND		Comparison of FYTD %	
GENERAL FUND		Prior FYTD %	Current FYTD %
Fiscal Year Budget		\$ 19,734,109	\$ 19,968,270
Revenues Fiscal Year to Date	\$ 2,004,965	16.69%	10.04%
Expenses Fiscal Year to Date	\$ 5,177,930	20.56%	25.93%
WATER ENTERPRISE FUND			
Fiscal Year Budget		\$ 3,951,986	\$ 4,036,741
Revenues Fiscal Year to Date	\$ 1,439,689	23.33%	35.66%
Expenses Fiscal Year to Date	\$ 741,218	22.38%	18.36%
WASTEWATER ENTERPRISE FUND			
Fiscal Year Budget		\$ 225,495	\$ 221,615
Revenues Fiscal Year to Date	\$ 63,057	22.04%	28.45%
Expenses Fiscal Year to Date	\$ 27,347	22.39%	12.34%

OUR PROPERTY VALUES...			
PROPERTY	VALUATION	TAX RATE	TAX LEVY
Municipal Service District	\$ 202,546,600	0.240	\$ 486.112
All Oceanfront Property	\$0	0.320	-
Non-Oceanfront Property	\$ -	0.320	-
Total Town	\$ 2,761,664,900	0.320	\$ 8,837,328

** Does not include PP, Utilities, & MVT

SPECIFIC REVENUE COLLECTIONS AT A GLANCE...			
	Comparison of FY %		
	Prior FY %	Current FY %	
AD VALOREM PROPERTY TAX Incl MSD			
Fiscal Year Budget	\$ 9,341,880	\$ 9,470,709	
Revenues this Qtr	\$ 117,885	18.64%	1.24%
Revenues FYTD	\$ 117,885	18.64%	1.24%
SALES & USE TAX			
Fiscal Year Budget	\$ 2,765,966	\$ 2,714,427	
Revenues this Qtr	\$ 405,942	12.70%	14.95%
Revenues FYTD	\$ 405,942	12.70%	14.95%
OCCUPANCY TAX			
Fiscal Year Budget	\$ 2,797,243	\$ 2,473,914	
Revenues this Qtr	\$ 881,684	22.30%	35.64%
Revenues FYTD	\$ 881,684	22.30%	35.64%
LAND TRANSFER TAX			
Fiscal Year Budget	\$ 715,502	\$ 625,000	
Revenues this Qtr	\$ -	0.00%	0.00%
Revenues FYTD	\$ -	0.00%	0.00%
BUILDING PERMIT FEES			
Fiscal Year Budget	\$ 325,000	\$ 325,000	
Revenues this Qtr	\$ 83,387	18.88%	25.66%
Revenues FYTD	\$ 83,387	18.88%	25.66%
INVESTMENT INCOME			
Fiscal Year Budget	\$ 200,000	\$ 140,000	
Revenues this Qtr	\$ (19,966)	27.29%	-14.26%
Revenues FYTD	\$ (19,966)	27.29%	-14.26%
WATER ENTERPRISE FUND CUSTOMER-BASED REVENUES			
Fiscal Year Budget	\$ 3,818,236	\$ 3,927,491	
Revenues this Qtr	\$ 1,438,308	22.55%	36.62%
Revenues FYTD	\$ 1,438,308	22.55%	36.62%
WF System Dev Fees	\$ 72,000		
WASTEWTR ENTERPRISE FUND CUSTOMER-BASED REVENUES			
Fiscal Year Budget	\$ 225,495	\$ 221,615	
Revenues this Qtr	\$ 63,065	21.95%	28.46%
Revenues FYTD	\$ 63,065	21.95%	28.46%
WWF System Dev Fees	\$ 4,432		

EXPENDITURES AT A GLANCE...			
	Comparison of Monthly Expenses		
GENERAL FUND DEPARTMENTS	Fiscal Year 2021 Budget	This Quarter's Expenses	
		Current Qtr	Current FY
Administration	\$ 1,241,595	\$ 270,437	\$ 270,437
Building & Grounds	1,937,320	402,009	402,009
Beach Nourishment	1,222,434	27,046	27,046
Tax & Finance	1,591,282	422,962	422,962
MIS	346,622	158,125	158,125
Fleet Maintenance	482,671	170,063	170,063
Planning	918,625	187,898	187,898
Police	3,798,627	895,203	895,203
Animal Control	165,565	44,948	44,948
Fire	2,576,342	577,270	577,270
Ocean Rescue	691,556	307,980	307,980
Streets	1,902,519	412,735	412,735
Powell Bill	240,000	5,053	5,053
Solid Waste	2,853,112	1,296,201	1,296,201
	\$ 19,968,270	\$ 5,177,930	\$ 5,177,930
% of Annual Budget Expended		25.93%	25.93%
WATER ENTERPRISE FUND			
Water Administration	\$ 1,281,467	\$ 220,225	\$ 220,225
Water Plant	1,966,943	284,330	284,330
Water Systems	788,331	236,662	236,662
	\$ 4,036,741	\$ 741,217	\$ 741,217
% of Annual Budget Expended		18.36%	18.36%
WASTEWATER ENTERPRISE FUND			
Wastewater Department	\$ 221,615	\$ 27,347	\$ 27,347
% of Annual Budget Expended		12.34%	12.34%

TOWN OF KILL DEVIL HILLS
Actual Revenues Compared To Budget
General Fund
July - September 2020 (FY 2020-21)

	Qtr Actual	Qtr 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	\$ 25,733	\$ 10,002	\$ 15,731	\$ 25,733	\$ 10,002	\$ 15,731	\$ 40,000	\$ 16,231	58.54%
Current Year Property Tax:	49,232	-	49,232	49,232	-	49,232	8,675,374	1,589,613	-96.90%
Current Year MSD Tax	785	-	785	785	-	785	495,335	83,236	-99.06%
Motor Vehicle Taxes	67,868	75,000	(7,132)	67,868	75,000	(7,132)	300,000	68,616	-1.09%
Tax Penalties and Interest	3,774	1,300	2,474	3,774	1,300	2,474	8,000	1,594	136.75%
Business Registration	6,327	7,000	(673)	6,327	7,000	(673)	7,000	7,006	-9.69%
Article 40 Sales Tax	36,820	29,948	6,872	36,820	29,948	6,872	359,379	31,799	15.79%
Article 42 Sales Tax	115,010	100,000	15,010	115,010	100,000	15,010	709,385	99,482	15.61%
1% Sales Tax	230,691	201,953	28,738	230,691	201,953	28,738	1,489,067	199,421	15.68%
MSD Sales Tax	23,422	13,050	10,372	23,422	13,050	10,372	156,596	20,511	14.19%
Occupancy Tax	881,684	579,463	302,221	881,684	579,463	302,221	2,473,914	623,907	41.32%
Land Transfer Tax	-	-	-	-	-	-	625,000	-	0.00%
Solid Waste Disposal Tax	-	1,309	(1,309)	-	1,309	(1,309)	5,239	-	0.00%
Utilities/Gas Sales Tax	153,519	196,841	(43,322)	153,519	196,841	(43,322)	787,361	165,064	-6.99%
Telecommunication Svc Tax	7,268	12,431	(5,163)	7,268	12,431	(5,163)	49,730	13,326	-45.46%
Video Programng Tax*	33,402	38,786	(5,384)	33,402	38,786	(5,384)	155,141	33,769	-1.09%
PEG Channel Support	6,803	-	6,803	6,803	-	6,803	-	6,757	0.68%
Wine & Beer Tax	-	-	-	-	-	-	31,162	-	0.00%
ABC Tax	-	-	-	-	-	-	19,421	-	0.00%
Mixed Beverage Tax	-	-	-	-	-	-	39,000	-	0.00%
Powell Bill	114,185	120,000	(5,815)	114,185	120,000	(5,815)	240,000	120,694	-5.39%
Drug Reimb/forfeiture.	154	-	154	154	-	154	-	715	-78.46%
Building Permit Fees	83,387	81,253	2,134	83,387	81,253	2,134	325,000	61,365	35.89%
Occupancy Permit & Fees	1,300	625	675	1,300	625	675	2,500	1,200	8.33%
Site Plan Review Fees	68,995	3,750	65,245	68,495	3,750	64,745	15,000	3,014	2172.55%
Other Planning Fees	1,200	1,001	199	1,700	1,001	699	4,000	2,050	-17.07%
CAMA Fees	755	375	380	755	375	380	1,500	455	65.93%
Homeowner Recovery Fees	19	26	(7)	19	26	(7)	100	9	111.11%
Taxi Ordinance Fees	15	75	(60)	15	75	(60)	300	50	-70.00%
A/C Boarding & Rabies Vac	1,319	540	779	1,319	540	779	2,150	1,085	21.57%
Dog Licenses	80	253	(173)	80	253	(173)	1,000	148	-45.95%
Court Cost & Fees	630	801	(171)	630	801	(171)	3,200	748	-15.78%
Finger Print/buy gold Fees	20	252	(232)	20	252	(232)	1,000	180	-88.89%
Purchases For Resale	23,313	16,293	7,020	23,313	16,293	7,020	65,190	19,565	19.16%
Interest Income	(19,966)	34,997	(54,963)	(19,966)	34,997	(54,963)	140,000	54,583	-136.58%
Miscellaneous	6,888	5,503	1,385	6,888	5,503	1,385	22,000	19,016	-63.78%
Sale of Fixed Assets	6,319	5,001	1,318	6,319	5,001	1,318	20,000	2,320	0.00%
Rental Income	38,132	32,388	5,744	38,132	32,388	5,744	129,561	25,704	48.35%
Contributions	345	-	345	345	-	345	-	1,000	-65.50%
Lease/ Note Proceeds	-	-	-	-	-	-	-	-	0.00%
Insurance Proceeds	18,916	-	18,916	18,916	-	18,916	-	9,047	0.00%
Water Fund Transfer	-	-	-	-	-	-	437,727	-	0.00%
CRF Transfer	-	-	-	-	-	-	-	-	0.00%
Grants & Restricted	16,623	31,618	(14,995)	16,623	31,618	(14,995)	163,743	10,000	66.23%
Powell Bill Appropriation	-	-	-	-	-	-	-	-	0.00%
Fund Balance Appropriated	-	-	-	-	-	-	1,968,195	-	0.00%
Total Revenues	\$ 2,004,965	1,601,834	\$ 403,131	\$ 2,004,965	\$ 1,601,834	\$ 403,131	\$ 19,968,270	\$ 3,293,280	-39.12%
Prior YTD	\$ 3,293,280	\$ 3,681,452	\$ (388,172)	\$ 3,293,280	\$ 3,681,452	(388,172)	\$ 19,734,109		



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
Members Hired Before Jan 1, 2015	92821-TOWN OF KILL DEVIL HILLS		

* PLEASE FORWARD TO YOUR CHIEF FINANCIAL OFFICER OR BUDGET ADMINISTRATOR