



TOWN OF KILL DEVIL HILLS

Land Where Flight Began

MEMORANDUM

April 5, 2023

TO: Mayor and Board of Commissioners

FROM: Debora P. Díaz, Town Manager

REF: Monthly Report - February 2023

Administration Department			
Administration Division			
Metric	Current Month February 2023	2022/2023 Fiscal Year to Date	2021/2022 Fiscal Year to Date
Personnel Turnover/Positions Vacated (does not include temporary positions; figures based on "effective" date)	1	2	7
Personnel Grievances Filed	0	0	0
Buildings and Grounds Division			
B & G Maintenance Expenditures	\$56,974	\$92,370	\$31,404
Access/Recreation Facility Expenditures	\$7,456	\$26,847	\$23,728

Tax and Finance Department			
Tax and Finance Division			
Actual Revenues vs. Budget	Separate Report Attached		
Management Information Services Division			
Calls for Service	81	513	556
Fleet Division			
Number of Vehicle Work Orders	45	445	422
Outsourced Vehicle Repairs	\$0	\$43,320	\$6,129
In-shop Vehicle Repairs	\$5,133	\$85,097	\$92,133



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Planning and Inspections Department			
Metric	Current Month February 2023	2022/2023 Fiscal Year to Date	2021/2022 Fiscal Year to Date
Site Inspections	570	4,491	4,164
Plans Reviewed	11	73	84
Grant Applications Completed (Total)	-	-	-
KDH PORTION (value applied for, not received)	-	-	-
Building Permits Issued	97	790	751
TOTAL Fees	\$46,357.70	\$341,480.22	\$439,268.87

Police Department			
Metric	Current Month February 2023	2022/2023 Fiscal Year to Date	2021/2022 Fiscal Year to Date
Dispatched Calls	1,020	12,248	11,978
Officer	51	613	599
Self-Initiated Calls	663	8,432	7,962
UCR Part 1 Crimes	14	237	241
Animal Control Division			
Animal Impoundments	11	58	70
Civil Citations Issued	2	13	9
Non-dispatched Services	63	559	766

Public Services Department

Water Division

Metric	Current Month February 2023	2022/2023 Fiscal Year to Date	2021/2022 Fiscal Year to Date
Number of Water Taps Sold	9	56	61
Total # Work Orders Completed	251	1,956	2,107
Gallons Consumed	22,009,000	293,943,000	295,651,000

Streets Division

Asphalt Repair - Hot Mix (tons)	0	10	12
Asphalt Repair - Cold Patch (bags)	5	18	2

Wastewater Division

Total wastewater allocation sold (gallons)	240	240	240
Total wastewater allocation remaining (gallons) <small>(Residential and Commercial combined as of 4/11/2022 BOC mtg. March ending, Residential - 880; Commercial - 12,570)</small>		12,370	13,450

Solid Waste Division

This section reflects figures one month behind due to the delivery of monthly solid waste disposal figures by Albemarle Solid Waste Authority and Outer Banks Hauling.	Prior Month January 2023	2022/2023 Fiscal Year to Date	2021/2022 Fiscal Year to Date
Outer Banks Hauling # of stops	(+) 0	1,064	1,042
Outer Banks Hauling - Tonnage	27.72	174.62	172.32
SW- Commercial -Trips to Dare County Transfer Station	53	433	463
SW - Commercial - Tonnage	341.73	3,125.74	3,209.57
Residential - Trips to Dare County Transfer Station	44	392	365
Residential - Tonnage	370.31	3,091.14	3,148.95
Recycling - Trips to Dare County Recycling Center	12	86	89
Recycling - Tonnage	16.02	138.17	128.27
White Goods / Metal Recycled - Trips to Dare County Recycling	4	36	38
White Goods / Metal Recycled - Tonnage	10.62	111.37	103.5
C & D - Trips to Stumpy Point Landfill	15	105	105
C & D - Tonnage	79.82	497.67	498.25

Fire Department			
Metric	Current Month February 2023	2023 YTD	2022 YTD
Total Number of Incidents	89	199	193
Total Number of Fires	1	1	1
Rescue & EMS	54	115	99
Hazardous Condition (no fire)	4	11	16
Service Call	14	21	26
Good Intent	9	20	21
False Alarm & False Call	7	20	30
Severe Weather/Natural Disaster	0	0	0
Average Response Time Overall	3:47 minutes	3:54 minutes	4:16 minutes
Average Response Time North of Colington Rd	3:15 minutes	3:29 minutes	3:45 minutes
Average Response Time South of Colington Rd	4:24 minutes	4:28 minutes	4:50 minutes
% 1st due Unit Arrival within 5 minutes Overall	85.71%	86.30%	75.53%
% 1st Due Unit Arrival within 5 minutes North of Colington Rd	92.60%	93.67%	91.67%
% 1st Due Unit Arrival within 5 minutes South of Colington Rd	77.27%	75.59%	58.36%
Training Hours	516	1,220	811
Ocean Rescue Division			
Ocean Rescue - Beach Population	Will resume in the spring.		
Ocean Rescue - Total Incidents			
Assist/Rescues			

Information reported above is calculated on the calendar year.



TOWN OF KILL DEVIL HILLS

Monthly Financial Dashboard

FISCAL YEAR ENDING June 30, 2023

Reporting Period: February 1, 2023 to February 28, 2023

OUR CASH IN RESERVES...

CASH & INVESTMENTS BY FUND		
Balances on February 28, 2023 in whole dollars		
GENERAL FUND	Feb 2022	Feb 2023
Operating	\$ 23,887,771	\$ 28,844,711
Powell Bill	94,687	32,594
Designated Street CRF	789,174	985,691
Petty Cash	1,700	1,700
TOTAL GENERAL FUND	\$ 24,773,332	\$ 29,864,696
CAPITAL RESERVE FUNDS	Feb 2022	Feb 2023
Shoreline Accesses	\$ 141,476	\$ 218,326
Recreation	89	75,634
Beach Nourishment	2,670,551	3,816,145
Sidewalks	336,131	303,917
TOTAL CAP RES FUNDS	\$ 3,148,247	\$ 4,414,021
OTHER FUNDS	Feb 2022	Feb 2023
Equity Index Fund OPEB	\$ 305,117	\$ 275,652
ARF SRP	-	2,357,880
Beach Nourishment CPF	5,544,193	671,499
Fireman's Relief Fund	249,178	248,455
Water- WW Enterprise	8,118,393	10,832,537
Water Cap Res Fund	1,368,068	901,464
WW Cap Reserve Fund	23,743	37,482
TOTAL OTHER FUNDS	\$ 15,608,692	\$ 15,324,968
GRAND TOTAL-ALL FUNDS	\$ 43,530,271	\$ 49,603,685

OUR CASH FLOWS...

REVENUES & EXPENSES BY FUND		Comparison of FYTD %	
GENERAL FUND		Prior FYTD %	Current FYTD %
Fiscal Year Budget		\$ 24,476,109	\$ 30,531,064
Revenues Fiscal Year to Date	\$ 19,102,035	74.56%	62.57%
Expenses Fiscal Year to Date	\$ 13,841,310	56.18%	45.34%
Encumb	\$ 4,535,138		
WATER ENTERPRISE FUND		\$ 5,640,710	\$ 5,255,920
Revenues Fiscal Year to Date	\$ 3,580,511	52.18%	68.12%
Expenses Fiscal Year to Date	\$ 1,866,398	53.29%	35.51%
Encumb	\$ 880,196		
WASTEWATER ENTERPRISE FUND		\$ 233,618	\$ 230,470
Revenues Fiscal Year to Date	\$ 111,683	43.99%	48.46%
Expenses Fiscal Year to Date	\$ 83,066	42.27%	36.04%
Encumb	\$ 29,037		

SPECIFIC REVENUE COLLECTIONS AT A GLANCE...

	Comparison of FY %	
	Prior FY %	Current FY %
AD VALOREM PROPERTY TAX Incl MSD		
Fiscal Year Budget	\$ 9,923,049	\$ 10,105,752
Revenues this month	\$ 1,479,629	16.78%
Revenues FYTD	\$ 9,858,225	97.90%
SALES & USE TAX		
Fiscal Year Budget	\$ 3,128,115	\$ 3,936,385
Revenues this month	\$ 244,491	8.51%
Revenues FYTD	\$ 2,484,652	75.53%
OCCUPANCY TAX		
Fiscal Year Budget	\$ 3,271,030	\$ 3,998,251
Revenues this month	\$ 55,869	3.42%
Revenues FYTD	\$ 2,710,503	82.78%
LAND TRANSFER TAX		
Fiscal Year Budget	\$ 755,199	\$ 1,000,000
Revenues this month	\$ -	0.00%
Revenues FYTD	\$ 535,633	114.67%
BUILDING PERMIT FEES		
Fiscal Year Budget	\$ 350,000	\$ 425,000
Revenues this month	\$ 44,558	9.88%
Revenues FYTD	\$ 323,335	110.65%
INVESTMENT INCOME		
Fiscal Year Budget	\$ 100,000	\$ 125,000
Revenues this month	\$ 43,644	5.90%
Revenues FYTD	\$ 186,632	58.82%
WATER ENTERPRISE FUND CUSTOMER-BASED REVENUES		
Fiscal Year Budget	\$ 4,325,994	\$ 4,685,892
Revenues this month	\$ 407,830	8.42%
Revenues FYTD	\$ 2,920,781	65.88%
WF System Dev Fees YTD	\$ 501,900	
WASTEWATER ENTERPRISE FUND CUSTOMER-BASED REVENUES		
Fiscal Year Budget	\$ 233,618	\$ 230,470
Revenues this month	\$ 9,905	2.07%
Revenues FYTD	\$ 108,735	44.59%
WWF Sys Dev Fees YTD	\$ 3,108	

OUR PROPERTY VALUES...

PROPERTY	VALUATION	TAX RATE	TAX LEVY
Municipal Service District	\$ 205,701,889	0.240	\$ 493,685
All Oceanfront Property	\$0	0.320	\$ -
Non-Oceanfront Property	\$ -	0.320	\$ -
Total Town	\$ 2,798,463,827	0.320	\$ 8,955,084

** Does not include PP, Utilities, & MVT

EXPENDITURES AT A GLANCE...

GENERAL FUND DEPARTMENTS	Comparison of Monthly Expenses		
	Fiscal Year 2023 Budget	This Month's Expenses Feb	YTD
Administration	\$ 1,373,561	\$ 90,360	\$ 765,897
Building & Grounds	3,343,494	200,217	1,632,227
Beach Nourishment	4,943,039	1,055	165,164
Tax & Finance	1,821,631	120,443	1,180,512
MIS	517,877	26,484	303,423
Fleet Maintenance	567,441	22,647	326,161
Planning	1,287,007	84,300	635,316
Police	4,480,916	274,390	2,517,417
Animal Control	199,531	13,969	116,915
Fire	3,321,299	201,689	2,024,455
Ocean Rescue	816,854	10,868	383,240
Streets	3,192,900	179,063	1,041,534
Powell Bill	343,337	26,054	328,214
Solid Waste	4,322,177	199,324	2,420,837
	\$ 30,531,064	\$ 1,450,863	\$ 13,841,312
% of Annual Budget Expended		4.75%	45.34%
WATER ENTERPRISE FUND			
Water Administration	\$ 1,532,854	\$ 66,333	\$ 619,468
Water Plant	2,002,472	30,090	690,359
Water Systems	1,720,594	166,969	556,571
	\$ 5,255,920	\$ 263,392	\$ 1,866,398
% of Annual Budget Expended		5.01%	35.51%
WASTEWATER ENTERPRISE FUND			
Wastewater Department	\$ 230,470	\$ 8,757	\$ 83,066
% of Annual Budget Expended		3.80%	36.04%

TOWN OF KILL DEVIL HILLS
Actual Revenues Compared To Budget
General Fund
FEBRUARY 2023 (FY 2022-23)

	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	\$ 528	\$ 2,500	\$ (1,972)	\$ 12,594	\$ 20,000	\$ (7,406)	\$ 30,000	\$ 18,893	-33.34%
Current Year Property Taxe:	1,375,359	1,500,000	(124,641)	9,123,256	8,974,759	148,497	9,237,759	9,014,098	1.21%
Current Year MSD Tax	69,853	13,458	56,395	485,266	492,993	(7,727)	492,993	482,290	0.62%
Motor Vehicle Taxes	34,417	31,250	3,167	237,733	250,000	(12,267)	375,000	218,498	8.80%
Tax Penalties and Interest	2,208	650	1,558	(624)	4,750	(5,374)	8,000	1,204	-151.79%
Business Registration	-	-	-	6,835	8,000	(1,165)	8,000	7,661	-10.78%
Article 40 Sales Tax	41,718	41,119	599	263,475	235,526	27,949	481,113	240,101	9.73%
Article 42 Sales Tax	49,699	58,146	(8,447)	671,864	658,010	13,854	1,055,895	645,690	4.05%
1% Sales Tax	140,703	152,250	(11,547)	1,423,590	1,214,935	208,654	2,200,196	1,346,827	5.70%
MSD Sales Tax	12,371	16,598	(4,227)	125,723	99,591	26,132	199,181	129,940	-3.25%
Occupancy Tax	55,869	60,000	(4,131)	2,710,503	2,630,000	80,503	3,998,251	2,707,776	0.10%
Land Transfer Tax	-	-	-	535,633	500,000	35,633	1,000,000	865,955	-38.15%
Solid Waste Disposal Tax	1,759	1,325	434	3,224	3,975	(751)	5,300	2,998	7.55%
Utilities/Gas Sales Tax	-	-	-	427,972	376,750	51,222	753,500	396,150	8.03%
Telecommunication Svc Tax	-	-	-	17,561	21,250	(3,689)	42,500	19,199	-8.53%
Video Programng Tax*	-	-	-	72,676	72,500	176	145,000	71,763	1.27%
PEG Channel Support	-	-	-	12,779	-	12,779	-	13,030	-
Wine & Beer Tax	-	-	-	-	-	-	30,000	-	0.00%
ABC Tax	4,117	-	4,117	27,500	10,000	17,500	20,000	29,448	-
Mixed Beverage Tax	7,313	-	7,313	45,814	19,500	26,314	39,000	46,945	-
Powell Bill	-	-	-	275,550	272,000	3,550	272,000	275,526	0.01%
Drug Reimb/forfeiture.	-	-	-	17,208	-	17,208	-	3,901	341.12%
Building Permit Fees	44,558	35,417	9,141	323,335	283,333	40,002	425,000	387,286	-16.51%
Occupancy Permit & Fees	200	208	(8)	2,900	1,667	1,233	2,500	2,800	3.57%
Site Plan Review Fees	1,600	4,166	(2,566)	15,095	33,334	(18,239)	50,000	48,473	-68.86%
Other Planning Fees	275	334	(59)	10,236	2,668	7,568	4,000	5,207	96.58%
CAMA Fees	385	125	-	1,520	1,000	520	1,500	3,100	-50.97%
Homeowner Recovery Fees	10	8	2	56	68	(12)	100	50	12.00%
Taxi Ordinance Fees	-	25	(25)	50	200	(150)	300	100	-50.00%
A/C Boarding & Rabies Vac	14	180	(166)	1,912	1,440	472	2,150	1,866	2.47%
Dog Licenses	70	83	(13)	418	668	(251)	1,000	420	-0.60%
Court Cost & Fees	183	266	(83)	1,029	2,133	(1,104)	3,200	1,980	-48.03%
Finger Print/buy gold Fees	50	83	(33)	780	668	112	1,000	110	609.09%
Purchases For Resale	7,036	10,000	(2,964)	64,383	80,000	(15,617)	120,000	53,205	21.01%
Interest Income	43,644	10,416	33,228	186,632	83,332	103,300	125,000	58,814	217.33%
Mkt adj on Investments	-	-	-	-	-	-	-	-	-
Miscellaneous	2,900	1,833	1,067	34,892	14,668	20,224	22,000	33,196	5.11%
Sale of Fixed Assets	-	1,666	(1,666)	51,911	13,336	38,575	20,000	3,250	1497.26%
Rental Income	5,712	11,110	(5,398)	85,024	88,879	(3,855)	133,319	87,989	-3.37%
Contributions	-	950	(950)	453	950	(497)	-	950	0.00%
Lease/ Note Proceeds	-	-	-	-	-	-	-	-	0.00%
Insurance Proceeds	-	-	-	13,782	-	13,782	-	3,680	0.00%
Water Fund Transfer	-	-	-	-	533,020	(533,020)	533,020	467,076	0.00%
CRF Transfer	-	-	-	-	100,000	(100,000)	100,000	533,970	0.00%
Grants & Restricted	618,739	-	618,739	836,383	260,958	575,425	3,936,252	18,750	4360.71%
Powell Bill Appropriation	-	-	-	-	70,000	(70,000)	70,000	-	0.00%
Total Revenues	\$ 2,521,289	\$ 1,954,166	\$ 566,863	\$ 18,126,919	\$ 17,436,861	\$ 690,057	\$ 25,944,029	\$ 18,250,165	-0.68%
Prior YTD	\$ 3,131,221	\$ 617,639	\$ 2,513,582	\$ 18,250,166	\$ 20,003,912	(1,753,746)	\$ 24,476,110		
**Total Month and YTD variances do NOT include Fund Bal Appropriatio									
**Fund Balance Appropriated		187,859	(187,859)	-	1,739,510	(1,739,510)	2,490,946	-	0.00%