



**Robert O. Oakes, Jr.**  
Mayor

**Doug Remaley**  
Mayor Pro Tem

**Cliff Ogburn**  
Town Manager

**Town of Nags Head**

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**Anna D. Sadler**  
Commissioner

**M. Renée Cahoon**  
Commissioner

**Susie Walters**  
Commissioner

**TOWN OF NAGS HEAD  
BUDGET ORDINANCE  
FISCAL YEAR 2012-13**

BE IT ORDAINED by the Board of Commissioners of the Town of Nags Head, North Carolina, meeting in session this the 27th day of June 2012, that the budget ordinance be adopted on June 27, 2012, effective July 1, 2012, to read as follows:

SECTION I, GENERAL FUND

Revenues Anticipated

1. Taxes

Current Year Ad Valorem Taxes	\$4,878,066
Municipal Service District Taxes	\$2,394,702
Less: 1% Discount	(\$46,000)
Prior Year Taxes	7,500
Penalties and Interest	7,500
Sales Tax (1/2%) (40)	272,000
Sales Tax (1/2%) (42)	606,000
Hold Harmless	30,000
Local Option Sales Tax (1%)	1,280,000
Occupancy Tax	2,550,000
Land Transfer Tax	530,000

Total Taxes \$12,509,768

2. Licenses and Permits

Privilege Licenses	\$36,000
Beach Driving Permits	15,000
Building Permits	129,069
CAMA Permits	5,000
Review Fees	20,000
Cable Franchise Fees	215,040
Automobile Licenses	0

Total Licenses and Permits \$420,109

3. Intergovernmental

FEMA Reimbursement	\$0
Contributions from Other Governments	5,000
Utility Franchise Tax	319,000
Telecommunications Tax	60,000
Beer and Wine Tax	14,000
State Street Aid Allocation	114,750
Court Fees	4,000
Drug Forfeiture	0
NCLM Grants	3,250
OBVB Grants	94,162
GAC Grants	0
Contributions from Other Governments	2,025,500
Contributions from Water Fund	515,000
Contributions from Capital Reserve Fund	40,163
Total Intergovernmental	\$3,194,825

4. Miscellaneous Revenues

Investment Earnings	\$70,000
Sale of Fixed Assets	3,000
ABC Distributions	13,000
Mixed Drink Surcharge	35,000
Dumpster Sales	17,100
Automated Cart Sales	8,500
Facilities Fees	50,000
Rents (YMCA pass-through, tower, and OBMC)	109,000
Loan Proceeds	0
All Other Revenues	59,497
Total Miscellaneous	\$365,097

Appropriated Fund Balance \$370,939

TOTAL GENERAL FUND REVENUES \$16,860,738

Expenditures Authorized:

Governing Body	\$185,699
Special Projects	0
Special Obligation Debt Service	3,957,120
Administration	655,199
Legal Services	175,000
Administrative Services	1,000,099
Information Technology	287,994
Planning and Development	750,787
Public Works - Administration	330,644
Facilities Maintenance	1,283,936
Maintenance Garage	302,780

State Street Aid	114,750
Sanitation	1,008,517
Solid Waste Disposal	596,863
Police	2,063,875
Drug Forfeiture	0
Fire	2,139,109
Fire(Volunteers)	26,756
Ocean Rescue	537,465
Transfer to Capital Reserve Fund	1,014,782
Transfer to Water Fund	300,000
Contingency	129,363

TOTAL GENERAL FUND EXPENDITURES \$16,860,738

SECTION II, WATER FUND

Revenues Anticipated	
Charges for Utilities	\$2,457,000
Taps/Connection Fees	10,000
Reconnection Fees	12,000
Interest on Investment	2,000
Penalties and Interest	30,000
Septic Loan Repayments	15,000
Miscellaneous Revenues	1,393
Appropriated Retained Earnings	359,410

TOTAL WATER FUND REVENUES \$2,886,803

Expenditures Authorized

Administration	\$148,342
Septic Health	145,885
Operations	1,606,318
Distribution	421,258
Contribution to General Fund	515,000
Contingency	50,000

TOTAL WATER FUND EXPENDITURES \$2,886,803

SECTION III, STORM WATER FUND

Revenues Anticipated	
Storm Water Fees	\$113,736
Appropriated Retained Earnings	115,000

TOTAL STORM WATER FUND REVENUES \$228,736

Storm Water Expenditures	\$228,736
<b>TOTAL STORM WATER FUND EXPENDITURES</b>	<b>\$228,736</b>

SECTION IV, NAGS HEAD LEASING  
Revenues Anticipated

TOTAL NAGS HEAD LEASING REVENUES	\$0
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<u>Expenditures Authorized</u>	
TOTAL NAGS HEAD LEASING EXPENDITURES	\$0

SECTION V, CAPITAL RESERVE FUND  
Revenues Anticipated:

Contributions from General Fund	\$1,014,782
Appropriations/Admin Facility Fees	4,106
Appropriations/Fire Facility Fees	16,000
Appropriations/Police Facility Fees	20,764
Appropriations/Sanitation Facility Fees	11,000
Appropriations/Recreation Facility Fees	4,293
Appropriations/Erosion Abatement	0

TOTAL REVENUES	\$1,070,945
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<u>Expenditures Authorized:</u>	
Contributions to General Fund	\$40,163
Repayment of Interfund Debt to General Fund	16,000
Contributions to Fund Balance	1,014,782

TOTAL EXPENDITURES	\$1,070,945
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TOTAL BUDGET FISCAL YEAR 2012-2013	\$21,047,222
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SECTION VI, TAX RATES ESTABLISHED

A tax rate of Seventeen and three-fourth (\$.1775) cents per hundred dollar valuation is hereby levied on all real estate and personal property in the Town of Nags Head as of January 1, 2012. The estimated valuation of said property is Three Billion, One Hundred Twelve Million, Seven Hundred Forty Eight Thousand, and Eight Hundred Nine Dollars (\$3,112,748,809). The estimated collection rate of Ninety-Nine and one Half Percent (99.50%) is based on the collection rate for the Fiscal Year ended June 30, 2012. A tax rate of Sixteen (\$.1600) cents per hundred dollar valuation is hereby levied on all real estate and personal property located in the municipal service districts of the Town of Nags Head as established on February 16, 2011. The estimated valuation of said property is One Billion, One Hundred Fifteen Million, One Hundred Sixteen Thousand, Four Hundred Dollars (\$1,115,116,400). The estimated collection rate of Ninety-Nine and one Half Percent (99.50%) is based on the collection rate for the Fiscal Year ended June 30, 2012.

SECTION VII, SPECIAL AUTHORIZATION - BUDGET OFFICER

The Budget Officer shall be authorized to reallocate departmental appropriations among the various objects of expenditures as (s)he believes necessary. Such changes shall be reported to the Finance Officer immediately, and to the Governing Body at the next regular meeting or on the next succeeding monthly budget transfer report.

The Budget Officer shall be authorized to make interdepartmental transfers, in the same fund, not to exceed 10% of the appropriated monies for the department whose allocation is reduced. Notation of all such transfers shall be made to the Board of Commissioners at the next regular meeting or on the next succeeding monthly budget transfer report.

SECTION VIII, RESTRICTION - BUDGET OFFICER

The use of any contingency appropriations shall be accomplished only with prior authorization from the Board of Commissioners.

No salary increases, beyond those set forth in the budget document, excluding promotional increases in accordance with the personnel policy not to exceed 5%, may be made without Board approval.

The use of appropriations established for Capital Reserve may be accomplished only with the approval of the Board.

Interfund Transfers, not established in the budget document, may be accomplished only with prior authorization from the Board.

In case of emergency which threatens the lives, health, and safety of the public, the Town Manager may execute contractual documents and authorize expenditures in an amount necessary to meet the emergency so long as such amount does not exceed the amount in contingency accounts not to exceed \$125,000 and the expenditure is reported to the Board of Commissioners as soon as possible, and the appropriate budget amendments are submitted at the next regular meeting.

SECTION IX, AUTHORIZATION TO EXECUTE CONTRACTUAL DOCUMENTS

The Town Manager, or in his absence his designee, is hereby authorized to execute contractual documents under the following conditions:

- (a) The Town Manager may execute contracts for: (1) Purchases or apparatus, supplies and materials, or equipment which are within budgeted department appropriations where formal bid is not required; (2) Leases of personal property for durations of one year or less which are within budgeted departmental appropriations; and (3) services and service contracts which are within budgeted departmental appropriations.
- (b) The Town Manager may execute contracts, as the lessor or lessee of real property, which are of a duration of one year or less which are within budgeted departmental appropriations not to exceed an annual amount of \$20,000.
- (c) The Town Manager may execute contracts for design consultant services, where consultant fees are estimated to be less than \$20,000.
- (d) The Town Manager may execute contracts for construction or repair projects which do not require formal competitive bid procedures.
- (e) The Town Manager may execute change orders or amendments to construction contracts in amounts up to \$25,000 when the appropriate annual budget or capital project ordinance contains sufficient appropriated but unencumbered funds.

- (f) The Town Manager may execute grant agreements to or from public and nonprofit organizations which are within budgeted appropriations unless the grantor organization requires execution by the board of commissioners.

SECTION X, UTILIZATION OF BUDGET AND BUDGET ORDINANCE

This Ordinance and the Budget Document shall be the basis of the financial plan for the Town of Nags Head, North Carolina Municipal Government during the 2012-2013 Fiscal Year. The Budget Officer shall administer the Budget and (s)he shall insure that operating officials are provided guidance and sufficient details to implement their appropriate portion of the Budget. The Accounting Section shall establish records which are in accordance with the Budget and this Ordinance and the appropriate statutes of the State of North Carolina.

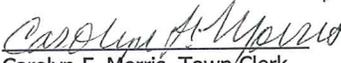
SECTION XI, REPAYMENT OF WATER FUND FOR LAND ACQUISITION

It is the intent of the Nags Head Board of Commissioners to begin the General Fund's repayment of the Water Fund's purchase of real property beginning with this fiscal year in annual payments of approximately \$300,000 until such time as the Water Fund has been repaid in full in the amount of \$1,623,174.

ADOPTED THIS 27TH DAY OF JUNE 2012.

  
ROBERT O. OAKES, JR., MAYOR

ATTEST:

  
Carolyn F. Morris, Town Clerk



Motion to Adopt by Commissioner  
Motion Seconded by Commissioner

Comr. Renée Cahoon  
Mayor Bob Oakes

Vote: 3 Ayes

Mayor Bob Oakes  
Comr. Renée Cahoon  
Comr. Susie Walters

2 Noes

Mayor Pro Tem Doug Remaley  
Comr. Anna Sadler

Recorded in Minute Book \_\_\_\_\_, Page

**Carolyn Morris**

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**From:** Cliff Ogburn  
**Sent:** Wednesday, June 27, 2012 11:20 PM  
**To:** All Nags Head Employees  
**Subject:** 2012-2013 Town Budget  
**Attachments:** 2012-2013 Hoilday Schedule.docx; Ammended Computer Lease Purchase Agreement (2).doc

The Board approved the budget for the 2012-2013 fy tonight without a tax increase.

Included was a 2% cost of living allowance for all employees and there were no changes to employee benefits. The new holiday schedule is attached as well as the computer loan program that was reinstated with new guidelines (you will get clean versions later). You will note the holiday schedule shows that we will observe Martin Luther King Day in lieu of President's Day and that we will coincide or Christmas Holiday's to mirror the State's.

Two new positions were funded:  
Public Works Facilities Maintenance Technician  
Project Engineer (a newly created position)

This was a tough budget year. We saw a significant increase in shared revenues as a result of raising taxes last year to pay for beach nourishment. This increase will be short lived as most of the other towns have raised their taxes next year to offset their loss. All other revenues remain fairly flat. The Board was not comfortable using the increase for reoccurring cost for fear that revenues would not meet expenditures in future budget years. And of course next year we go through re-val.

Approved Capital includes:

Town share of MUP phase V	100,838
Phase I update Town code/ordinances	30,000
Town match for pedestrian plan	6,000
zero turn mower	14,250
replace dump truck	financed 29,033
replace roll off truck	financed 38,663
roll off containers	9,500
replace crown vic	financed 5,702
replace atv	4,800
replace two airpacks	13,000
replace f-150	financed 12,726
fire truck debt	financed 86,694
Abalone and Blackman accesses	50,000

I appreciate all that you do.

Thanks-

Cliff