



**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 2013-14**

BE IT ORDAINED by the Board of Commissioners of the Town of Nags Head, North Carolina, meeting in session this the 5th day of June 2013, that the budget ordinance be adopted on June 5, 2013, effective July 1, 2013, to read as follows:

**SECTION I, GENERAL FUND**

Revenues Anticipated

1. Taxes

Current Year Ad Valorem Taxes	\$5,855,554
Municipal Service District Taxes	\$1,792,120
Prior Year Taxes	10,000
Penalties and Interest	7,500
DMV Taxes	80,623
Sales Tax (1/2%) (40)	278,778
Sales Tax (1/2%) (42)	620,645
Hold Harmless	30,000
Local Option Sales Tax (1%)	1,378,509
Occupancy Tax	2,403,017
Land Transfer Tax	543,800

Total Taxes \$13,000,546

2. Licenses and Permits

Privilege Licenses	\$36,000
Beach Driving Permits	18,000
Building Permits	150,000
CAMA Permits	5,000
Review Fees	20,000
Cable Franchise Fees	177,000
Automobile Licenses	0

Total Licenses and Permits \$406,000

3. Intergovernmental

FEMA Fire Grant	\$96,875
Contributions from Other Governments	5,000
Utility Franchise Tax	319,000
Telecommunications Tax	54,000
Beer and Wine Tax	11,000
State Street Aid Allocation	114,000
Court Fees	4,000
Drug Forfeiture	0
Copsmore Grant	46,083
OBVB Grants	150,641
CAMA Grant	64,875
NC Governor's Crime Grants	20,000
Contributions from Other Governments	1,527,500
Contributions from Water Fund	515,000
Contributions from Capital Reserve Fund	86,463
Contribution from Beach Nourishment Fund	1,000,000
Total Intergovernmental	\$4,014,437

4. Miscellaneous Revenues

Investment Earnings	\$85,000
Sale of Fixed Assets	15,000
ABC Distributions	13,000
Mixed Drink Surcharge	34,000
Dumpster Sales	29,240
Automated Cart Sales	21,000
Facilities Fees	50,000
Rents (YMCA pass-through, tower, and OBMC)	109,000
Cart Roll-back and Recycling Pilot Program Fees	30,940
Loan Proceeds	0
All Other Revenues	41,000
Total Miscellaneous	\$428,180

Appropriated Fund Balance \$477,850

TOTAL GENERAL FUND REVENUES \$18,327,013

Expenditures Authorized:

Governing Body	\$195,694
Special Projects	0
Special Obligation Debt Service	3,867,840
Administration	532,441
Legal Services	175,000
Administrative Services	1,140,695
Information Technology	323,409
Planning and Development	776,351
Public Works - Administration	492,465
Facilities Maintenance	1,581,377
Maintenance Garage	323,832

State Street Aid	166,850
Sanitation	1,131,293
Solid Waste Disposal	661,137
Police	2,259,593
Drug Forfeiture	0
Fire	2,289,572
Fire(Volunteers)	33,288
Ocean Rescue	581,241
Transfer to Capital Reserve Fund	1,369,935
Transfer to Water Fund	300,000
Contingency	125,000

TOTAL GENERAL FUND EXPENDITURES \$18,327,013

SECTION II, WATER FUND

Revenues Anticipated	
Charges for Utilities	\$2,401,191
Taps/Connection Fees	10,000
Reconnection Fees	10,000
Interest on Investment	25,000
Penalties and Interest	28,000
Septic Loan Repayments	10,000
Miscellaneous Revenues	3,000
Appropriated Retained Earnings	329,395

TOTAL WATER FUND REVENUES \$2,816,586

Expenditures Authorized

Administration	\$147,374
Septic Health	164,488
Operations	1,434,685
Distribution	505,039
Contribution to General Fund	515,000
Contingency	50,000

TOTAL WATER FUND EXPENDITURES \$2,816,586

SECTION III, STORM WATER FUND

Revenues Anticipated	
Storm Water Fees	\$35,016
Appropriated Retained Earnings	114,384

TOTAL STORM WATER FUND REVENUES \$149,400

Storm Water Expenditures	\$149,400
<b>TOTAL STORM WATER FUND EXPENDITURES</b>	<b>\$149,400</b>
<b>SECTION IV, NAGS HEAD LEASING</b>	
Revenues Anticipated	
<b>TOTAL NAGS HEAD LEASING REVENUES</b>	<b>\$0</b>
Expenditures Authorized	
<b>TOTAL NAGS HEAD LEASING EXPENDITURES</b>	<b>\$0</b>
<b>SECTION V, CAPITAL RESERVE FUND</b>	
Revenues Anticipated:	
Contributions from General Fund	\$1,369,935
Appropriations/Admin Facility Fees	44,106
Appropriations/Fire Facility Fees	0
Appropriations/Police Facility Fees	20,764
Appropriations/Sanitation Facility Fees	0
Appropriations/Recreation Facility Fees	21,593
Appropriations/Erosion Abatement	0
<b>TOTAL REVENUES</b>	<b>\$1,456,398</b>
Expenditures Authorized:	
Contributions to General Fund	\$86,463
Repayment of Interfund Debt to General Fund	0
Contributions to Fund Balance	1,369,935
<b>TOTAL EXPENDITURES</b>	<b>\$1,456,398</b>
<b>TOTAL BUDGET FISCAL YEAR 2012-2013</b>	<b>\$22,749,397</b>

**SECTION VI, TAX RATES ESTABLISHED**

A tax rate of Twenty-five and seven tenths (\$.257) 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, 2013. The estimated valuation of said property is Two Billion, Two Hundred Eighty-nine Million, Eight Hundred Seventy Four Thousand, and Six Hundred Six Dollars (\$2,289,874,606). 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, 2013. A tax rate of Twenty-three (\$.2300) cents per hundred dollar valuation is hereby levied on all real estate and personal property located in the municipal service districts, Seven Hundred Eighty-three Million, Ninety-eight Thousand, Two Hundred Eighty-eight Dollars (\$783,098,288). 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, 2013. A tax rate of Seventeen and three -quarter (\$.1775) cents per hundred dollar valuation is hereby levied on the first four months of motor vehicle property in the Town of Nags Head as of January 1, 2013. The estimated valuation of said property is Thirty Million Dollars (\$30,000,000). The estimated collection rate of Eighty-five Percent (85.00%) is based on

the collection rate for the Fiscal Year ended June 30, 2013. A tax rate of Twenty-five and seven tenths (\$.257) cents per hundred dollar valuation is hereby levied on the remaining twelve months of motor vehicle property in the Town of Nags Head as of January 1, 2013. The estimated valuation of said property is Thirty Million Dollars (\$30,000,000). The estimated collection rate of Eighty-five Percent (85.00%) is based on the collection rate for the Fiscal Year ended June 30, 2013.

#### 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 2013-14 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.

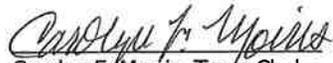
SECTION XI, REPAYMENT OF WATER FUND FOR LAND ACQUISITION

It is the intent of the Nags Head Board of Commissioners to continue the General Fund's repayment of the Water Fund's purchase of real property beginning with last fiscal year (FY 12-13) 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 **5TH** DAY OF **JUNE 2013**.

  
**ROBERT O. OAKES, JR., MAYOR**  
Town of Nags Head

ATTEST:

  
Carolyn F. Morris, Town Clerk



Motion to Adopt by Commissioner  
Motion Seconded by Commissioner  
Vote: 4 Ayes 1 Noes

AYES: Mayor Pro Tem Doug Remaley  
Comr. Anna Sadler  
Comr. Renée Cahoon  
Comr. Susie Walters

NOES: Mayor Bob Oakes