

# ***Governing Body – overview, Goals, and Objectives***

## **Overview**

The Governing Body Department manages all expenditures related to the Nags Head Board of Commissioners. The Board is comprised of four commissioners elected to staggered four-year terms and a mayor elected by popular vote for a four-year term.

The Board of Commissioners is responsible for establishing Town policy, initiating legislation, and providing for the general welfare of Nags Head's residents and visitors. The Board meets the first Wednesday of each month and holds an additional mid-month recessed session on the third Wednesday of the month as necessary.

During an existing or potential state of emergency, the mayor is empowered under G.S.166A-19.31 to issue state of emergency proclamations to more effectively protect the lives and property of people within the town.

In addition, the mayor is also a member of the Dare County Control Group, which consists of the Dare County Chairman of the Board of Commissioners, the six municipal mayors, the superintendent of the Cape Hatteras National Seashore, and the Dare County sheriff. The Control Group provides direction and control during multi-jurisdictional emergencies and disasters such as hurricanes.

## **Goals**

- Provide for a transparent government (BOC Value 6)
- Assume fiscal responsibility for the Town's government (BOC Value 2)
- Provide opportunity for business community and general public to express viewpoints and to be involved in the decision-making process (BOC Value 6)
- Provide for quick dissemination of information during an emergency/crisis, emphasize importance of and set precedent for high standard of customer service (BOC Value 4)
- Verify paperless whenever possible for a cleaner, greener environment (BOC Value 1)

## **Objectives and Related Performance Indicators**

- **Objective** - Yearly review of contributions to community organizations to ensure fiscal responsibility  
**Performance Indicator** - Funds are available to provide as contributions to community organizations
- **Objective** - Meet with town manager on a consistent basis to verify staff is moving toward meeting departments' goals and objectives  
**Performance Indicator** - Departments are within budget calculations
- **Objective** - Increase online accessibility of Town data; minimize creation of new Board policies and review existing policies  
**Performance Indicator** - Town Policy Book is updated and reduced in size and available online.
- **Objective** - Creation of ad-hoc committees on Town projects, whenever possible, for citizen participation  
**Performance Indicator** - Ample number of volunteer resumes are on file to fill Town Boards/Committees

# Governing Body – Budget Highlights

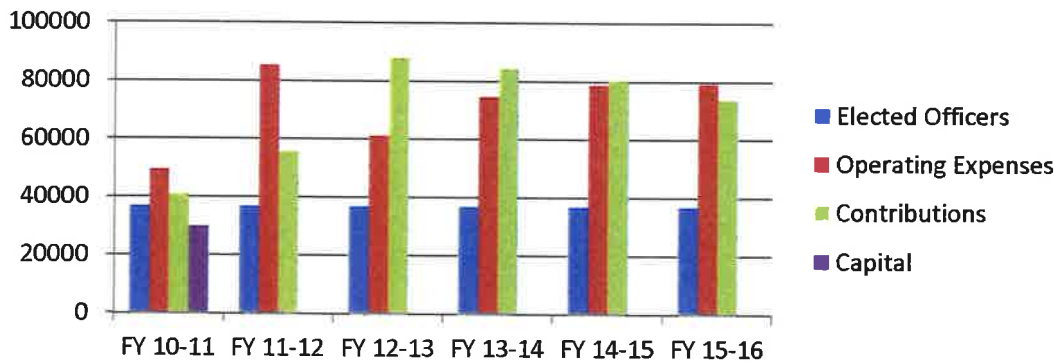
## Highlights

- Funds are included for the Government Access cable TV channel and for broadcasting Board of Commissioners meetings.
- Contributions reflect \$10,000 for environmental education/ programming in Nags Head Woods and various smaller donations.
- Funds in the amount of \$20,000 are included for a 4th of July fireworks display. Grant funds of \$10,000 from the Outer Banks Visitors Bureau are included to assist with the costs associated with the display.

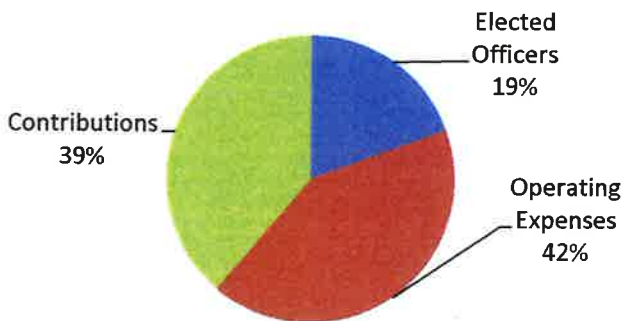
## Expenditures by Function

	FY 2014-2015 <u>Adopted</u>	FY 2015-2016 <u>Adopted</u>	Percent <u>Change</u>
Elected Officers	\$ 36,722	\$ 36,722	0.00%
Operating Expenses	\$ 78,815	\$ 79,230	0.53%
Contributions	\$ 80,440	\$ 73,650	-8.44%
Total	\$ 195,977	\$ 189,602	-3.25%

## Fiscal Year 2015-2016 Adopted Expenditures and Adopted Expenditure History



## Adopted Fiscal Year 2015-2016 Expenditures by Function



Range of Expend Accounts: First to Last  
 Range of Revenue Accounts: First to Last  
 For Budget: %PY = ((Budgeted / (Appropriated + Transfers)) - 1) \* 100  
 For Revenue: %PY = ((2016 Anticipated / 2013 Anticipated) - 1) \* 100

Description	2011	2012	2013	2014	***** 2015 *****	***** 2016 *****	***** 2016 *****	***** 2016 *****	***** 2016 *****	***** 2016 *****	%PY
Budget Account Number	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Estimated Full Year Actual	Requested	Admin. Recmnd	Budgeted		
<b>GOVERNING BODY</b>											
10-410-1-0000-00											
<b>FEES PAID - ELECTED OFFICIALS</b>											
10-410-1-5101-00	0.00	34,112.00	34,114.00	34,114.00	34,112.00		34,112.00	34,112.00	34,112.00		0.00
	0.00	34,113.72	34,113.72	34,113.72	34,113.72	0.00					
<b>FICA TAX</b>											
10-410-1-5206-00	0.00	2,608.00	2,610.00	2,610.00	2,610.00		2,610.00	2,610.00	2,610.00		0.00
	0.00	2,610.00	2,610.00	2,631.54	2,610.00	0.00					
<b>RETIRES GROUP HEALTH INSUR</b>											
10-410-1-5207-01	0.00	0.00	0.00	0.00	0.00						0.00
	0.00	0.00	0.00	0.00	0.00	0.00					
<b>RETIREMENT</b>											
10-410-1-5208-00	0.00	0.00	0.00	0.00	0.00						0.00
	0.00	0.00	0.00	0.00	0.00	0.00					
<b>401 K</b>											
10-410-1-5210-00	0.00	0.00	0.00	0.00	0.00						0.00
	0.00	0.00	0.00	0.00	0.00	0.00					
<b>EMPLOYEE INCENTIVE PROGRAM</b>											
10-410-1-5215-00	0.00	500.00	0.00	200.00	250.00		250.00	250.00	250.00		0.00
	0.00	250.00	250.00	281.54	250.00	0.00					
<b>STORM DAMAGES/REPAIRS/COSTS</b>											
10-410-1-5319-99	0.00	0.00	0.00	0.00	0.00						0.00
	0.00	0.00	0.00	0.00	0.00	0.00					
<b>TRAINING</b>											
10-410-1-5320-00	0.00	2,100.00	800.00	3,200.00	4,500.00		3,400.00	3,400.00	3,400.00		24.44-
	0.00	1,430.00	370.00	2,995.00	2,983.50	0.00					
<b>COMPUTER TRAINING</b>											
10-410-1-5320-01	0.00	0.00	0.00	0.00	0.00						0.00
	0.00	0.00	0.00	0.00	0.00	0.00					

Description	2011	2012	2013	2014	***** 2015 *****	***** 2016 *****	***** 2016 *****	***** 2016 *****	***** 2016 *****	%PY
Budget Account Number	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted	
CLASS: 10-410-1-0000-00	GOVERNING BODY									
<b>BUILDING/EQUIPMENT RENTAL</b>										
10-410-1-5321-00	0.00	246.00	350.00	200.00	200.00					0.00
	0.00	184.42	179.38	178.61	182.12	0.00				
<b>TELEPHONE</b>										
10-410-1-5322-00	0.00	0.00	0.00	0.00	0.00					0.00
	0.00	0.00	0.00	0.00	0.00	0.00				
<b>TRAVEL</b>										
10-410-1-5324-00	0.00	3,900.00	2,400.00	5,750.00	8,550.00		5,800.00	5,800.00	5,800.00	32.16-
	0.00	3,585.84	1,504.92	5,767.47	5,769.88	0.00				
<b>POSTAGE</b>										
10-410-1-5325-00	0.00	0.00	25.00	25.00	25.00		25.00	25.00	25.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00				
<b>ADVERTISING</b>										
10-410-1-5326-00	0.00	0.00	0.00	0.00	0.00					0.00
	0.00	0.00	0.00	0.00	0.00	0.00				
<b>PRINTING</b>										
10-410-1-5327-00	0.00	2,410.00	3,000.00	2,265.00	3,000.00		3,265.00	3,265.00	3,265.00	8.83
	0.00	2,208.70	2,176.47	1,080.46	2,500.00	0.00				
<b>DEPARTMENT SUPPLIES</b>										
10-410-1-5433-00	0.00	4,100.00	8,760.00	4,750.00	3,150.83		3,650.00	3,650.00	3,650.00	15.84
	0.00	3,896.68	9,359.96	4,696.85	3,320.38	0.00				
<b>OTHER SUPPLIES</b>										
10-410-1-5434-00	0.00	0.00	0.00	0.00	0.00					0.00
	0.00	0.00	3.96	0.00	0.00	0.00				
<b>OTHER SUPPLIES - COMPUTER</b>										
10-410-1-5434-05	0.00	0.08	0.00	0.00	1,426.00					0.00
	5,948.92	0.00	0.00	0.00	1,425.94	0.00				
<b>MAINT/REPAIR COMPUTER EQUIP.</b>										
10-410-1-5436-01	0.00	0.00	0.00	200.00	200.00		200.00	200.00	200.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00				
<b>PROFESSIONAL FEES</b>										
10-410-1-5440-00	0.00	0.00	0.00	0.00	0.00					0.00
	0.00	0.00	0.00	0.00	0.00	0.00				

Description	2011	2012	2013	2014	***** 2015 *****	***** 2016 *****	***** 2016 *****	***** 2016 *****	***** 2016 *****	***** 2016 *****
Budget Account Number	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted	%PY
CLASS: 10-410-1-0000-00	GOVERNING BODY									
<b>CONTRACTED SERVICES</b>										
10-410-1-5445-00	0.00	47,150.00	39,000.00	49,900.00	54,700.00		54,600.00	54,600.00	54,600.00	0.18-
	0.00	46,642.30	39,138.80	46,756.58	42,404.26	0.00				
<b>CONTRACT SERVICES THANKSGIVING</b>										
10-410-1-5445-01	0.00	0.00	0.00	0.00	0.00					0.00
	0.00	0.00	0.00	0.00	0.00	0.00				
<b>CONT. SERVICES EROSION ABATEMEN</b>										
10-410-1-5445-02	0.00	15,000.00	0.00	0.00	0.00					0.00
	0.00	10,100.00	0.00	0.00	0.00	0.00				
<b>SPECIAL EVENTS</b>										
10-410-1-5453-00	0.00	7,400.00	850.00	900.00	1,000.00		600.00	600.00	600.00	40.00-
	527.00	6,943.54	788.54	587.27	1,122.05	0.00				
<b>DUES AND SUBSCRIPTIONS</b>										
10-410-1-5553-00	0.00	6,775.00	5,750.00	8,940.00	7,440.00		7,440.00	7,440.00	7,440.00	0.00
	0.00	6,271.67	5,739.93	8,234.42	6,958.75	0.00				
<b>CONTRIBUTION OB CHAMBER</b>										
10-410-1-5590-00	0.00	0.00	750.00	800.00	800.00		800.00	800.00	800.00	0.00
	0.00	0.00	714.00	699.72	699.72	0.00				
<b>CONTRIBUTION OB HISTORY CENTER</b>										
10-410-1-5590-01	0.00	0.00	0.00	0.00	0.00					0.00
	0.00	0.00	0.00	0.00	0.00	0.00				
<b>CONTRIBUTION JENNETTE</b>										
10-410-1-5590-02	0.00	0.00	0.00	0.00	0.00					0.00
	0.00	0.00	0.00	0.00	0.00	0.00				
<b>CONTRIBUTION YMCA</b>										
10-410-1-5590-03	0.00	4,000.00	4,000.00	4,000.00	0.00					0.00
	0.00	4,000.00	4,000.00	4,000.00	0.00	0.00				
<b>CONTRIBUTION ICARUS</b>										
10-410-1-5590-04	0.00	0.00	0.00	0.00	0.00					0.00
	0.00	0.00	0.00	0.00	0.00	0.00				
<b>CONTRIBUTION GOVT ACCESS CHANN</b>										
10-410-1-5590-05	0.00	66,022.00	66,040.00	66,040.00	66,040.00		59,000.00	59,000.00	59,000.00	10.66-
	0.00	67,155.14	64,672.35	64,568.45	59,451.51	0.00				

Description	2011	2012	2013	2014	***** 2015 *****	***** 2016 *****	***** 2016 *****	***** 2016 *****	***** 2016 *****	***** 2016 *****	%PY
Budget Account Number	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted		
CLASS: 10-410-1-0000-00	GOVERNING BODY										
CONTRIBUTION - NATURE CONSERV											
10-410-1-5591-00	0.00	10,400.00	35,000.00	10,000.00	10,000.00		10,000.00	10,000.00	10,000.00		0.00
	0.00	10,400.00	21,000.00	10,000.00	10,000.00	0.00					
CONTRIBUTION - NC AQUARIUM											
10-410-1-5591-01	0.00	0.00	0.00	0.00	0.00						0.00
	0.00	0.00	0.00	0.00	0.00	0.00					
CONTRIBUTION - JOCKEY											
10-410-1-5591-02	0.00	0.00	0.00	0.00	0.00						0.00
	0.00	0.00	0.00	0.00	0.00	0.00					
CONTRIBUTION FIRST FLIGHT SOC											
10-410-1-5592-00	0.00	0.00	0.00	0.00	0.00						0.00
	0.00	0.00	0.00	0.00	0.00	0.00					
CONTRIBUTION OB COM DEV CORP											
10-410-1-5592-01	0.00	0.00	0.00	0.00	0.00						0.00
	0.00	0.00	0.00	0.00	0.00	0.00					
CONTRIBUTIONS MISCELLANEOUS											
10-410-1-5593-00	0.00	6,100.00	7,100.00	4,100.00	3,600.00		3,850.00	3,850.00	3,850.00		6.94
	0.00	6,100.00	6,850.00	3,700.00	3,600.00	0.00					
CONTRIBUTION UNC/CSI											
10-410-1-5594-00	0.00	5,861.00	0.00	0.00	0.00						0.00
	0.00	0.00	5,860.80	0.00	0.00	0.00					
COST REIMBURSEMENT											
10-410-1-5699-00	0.00	0.00	0.00	0.00	13,607.00-						0.00
	0.00	0.00	0.00	0.00	13,607.00-	0.00					
ART ACQUISITION											
10-410-1-5770-00	0.00	0.00	0.00	0.00	0.00						0.00
	0.00	0.00	0.00	0.00	0.00	0.00					
CAPITAL OUTLAY OTHER											
10-410-1-5773-00	0.00	0.00	0.00	28,559.00	0.00						0.00
	0.00	0.00	0.00	25,325.42	2,766.82	0.00					
CAPITAL OUTLAY EQUIPMENT											
10-410-1-5774-00	0.00	11,018.00	20,500.00	0.00	6,016.00						0.00
	0.00	10,865.20	20,156.73	0.00	6,015.83	0.00					

Description	2011	2012	2013	2014	***** 2015 *****	***** 2016 *****				
Budget Account Number	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted	%PY
CLASS: 10-410-1-0000-00	GOVERNING BODY									
<b>CAPITAL OUTLAY BUDGETARY</b>										
10-410-1-5774-33	0.00	0.00	0.00	0.00	0.00					0.00
	0.00	0.00	0.00	0.00	0.00	0.00				
<b>L/P PRINCIPAL</b>										
10-410-1-5781-00	0.00	0.00	0.00	0.00	0.00					0.00
	0.00	0.00	0.00	0.00	0.00	0.00				
<b>L/P INTEREST</b>										
10-410-1-5782-00	0.00	0.00	0.00	0.00	0.00					0.00
	0.00	0.00	0.00	0.00	0.00	0.00				
Control Total	0.00	229,702.08	231,049.00	226,553.00	194,012.83		189,602.00	189,602.00	189,602.00	2.27-
	6,475.92	216,757.21	219,489.56	215,617.05	172,567.48	0.00				

# Special Obligation Bond – Budget Highlights

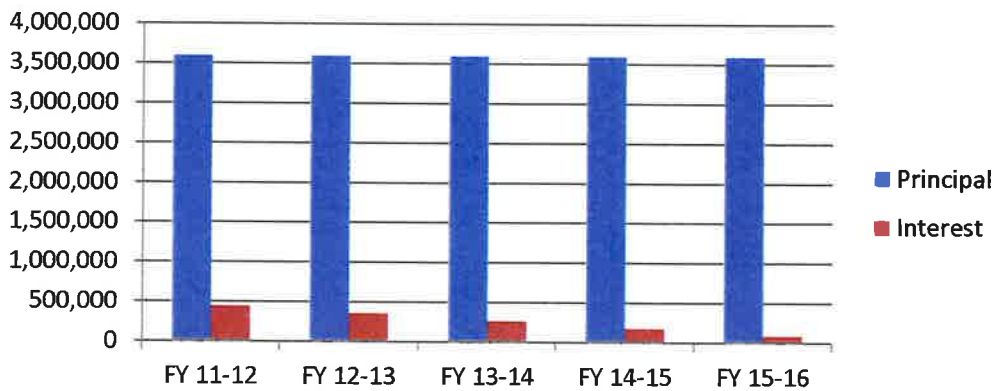
## Highlights

- Eighteen million dollars in special obligations bonds were issued in Fiscal Year 2011-2012 for the Town’s initial beach nourishment project, which took place from May – October 2011. The bonds are being repaid over five years (this budget is year five of the repayment) with principal payments due annually in April of each year and interest due semiannually in October and April.

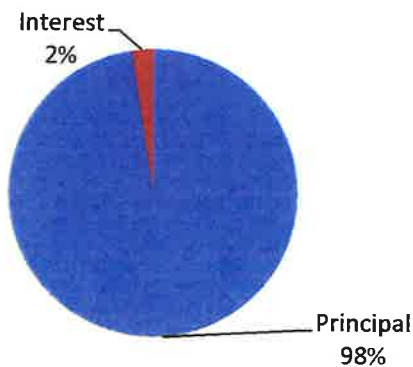
## Expenditures by Function

		FY 2014-2015 <u>Adopted</u>	FY 2015-2016 <u>Adopted</u>	Percent <u>Change</u>
Principal	\$	3,600,000	\$ 3,600,000	0.00%
Interest	\$	178,560	\$ 89,280	-50.00%
Total	\$	3,778,560	\$ 3,689,280	-2.36%

## Fiscal Year 2015-2016 Adopted Principal and Interest and Principal and Interest History



## Adopted Fiscal Year 2015-2016 Principal and Interest History





Description	2011	2012	2013	2014	***** 2015 *****	***** 2016 *****	***** 2016 *****	***** 2016 *****	***** 2016 *****	***** 2016 *****
Budget Account Number	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted	%PY
CLASS: 10-416-1-0000-00	SPECIAL OBLIGATION BOND DEBT									
SPECIAL OBLIGATION BOND DEBT										
10-416-1-0000-00										
L/P PRINCIPAL										
10-416-1-5781-00	0.00	3,600,000.00	3,600,000.00	3,600,000.00	3,600,000.00		3,600,000.00	3,600,000.00	3,600,000.00	0.00
	0.00	3,600,000.00	3,600,000.00	3,600,000.00	3,600,000.00	0.00				
L/P INTEREST										
10-416-1-5782-00	0.00	446,400.00	357,120.00	267,840.00	178,560.00		89,280.00	89,280.00	89,280.00	50.00-
	0.00	446,399.48	356,624.00	267,096.00	176,948.00	0.00				
Control Total	0.00	4,046,400.00	3,957,120.00	3,867,840.00	3,778,560.00		3,689,280.00	3,689,280.00	3,689,280.00	2.36-
	0.00	4,046,399.48	3,956,624.00	3,867,096.00	3,776,948.00	0.00				