Governing Body

Department Overview

The Governing Body Department manages all expenditures related to the Nags Head Board of Commissioners. The Board of Commissioners is comprised of four members elected to staggered four-year terms and a mayor elected by a popular vote of the citizens of Nags Head 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 adjourned 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. 14-288.12 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

As elected officials in a council/manager form of government:

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

Objectives

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

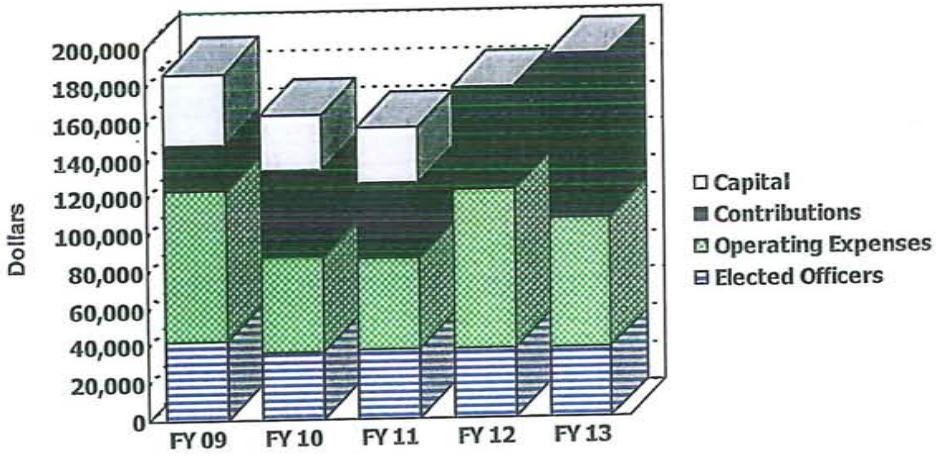
Highlights

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

Expenditures by Function

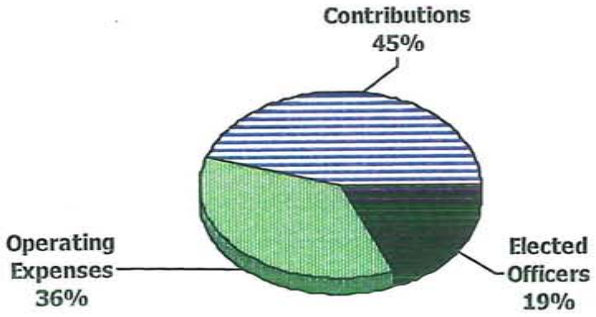
	FY 2011-2012 Adopted	FY 2012-2013 Recommended	Percent Change
Elected Officers	$ 36,720	$ 36,724	0.01%
Operating Expenses	$ 85,521	$ 70,185	-17.93%
Contributions	$ 55,500	$ 87,890	58.36%
Total	**$ 177,741**	**$ 194,79**	**9.60%**

Adopted Expenditure History



Recommended FY 2012-2013

Expenditures by Function



10:10 AM Budget/Revenue Preparation Worksheet

Range of Budget Accounts: 3-10-000-0-0000-00 to 3-10-999-9-9999-99 Incl Revenue Accts: No
Subtotal DEPARTMENT: No Subtotal CLASS: Yes Subtotal OBJECT: No CLASS Page Break: Yes
For Budget: %PY = ((Budgeted / (Appropriated + Transfers)) - 1) * 100

Description Budget Account Number		2010 Approp Actual	2011 Approp Actual	2012 Approp Actual	********** Year 2013 ********** Requested	Admin. Recmnd	Budgeted	%PY
GOVERNING BODY 3-10-410-1-0000-00	C							
FEES PAID - ELECTED OFFICIALS 3-10-410-1-5101-00	S	0.00 0.00	0.00 0.00	34,112.00 31,270.91	34,114.00	34,114.00	_____	0.00
FICA TAX 3-10-410-1-5206-00	S	0.00 0.00	0.00 0.00	2,608.00 2,392.50	2,610.00	2,610.00	_____	0.00
RETIREES GROUP HEALTH INSUR 3-10-410-1-5207-01	S	0.00 0.00	0.00 0.00	0.00 0.00	_____	_____	_____	0.00
RETIREMENT 3-10-410-1-5208-00	S	0.00 0.00	0.00 0.00	0.00 0.00	_____	_____	_____	0.00
401 K 3-10-410-1-5210-00	S	0.00 0.00	0.00 0.00	0.00 0.00	_____	_____	_____	0.00
EMPLOYEE INCENTIVE PROGRAM 3-10-410-1-5215-00	S	0.00 0.00	0.00 0.00	500.00 250.00	_____	_____	_____	0.00
STORM DAMAGES/REPAIRS/COSTS 3-10-410-1-5319-99	S	0.00 0.00	0.00 0.00	0.00 0.00	_____	_____	_____	0.00
TRAINING 3-10-410-1-5320-00	S	0.00 0.00	0.00 0.00	2,100.00 2,055.00	1,650.00	1,650.00	_____	0.00
COMPUTER TRAINING 3-10-410-1-5320-01	S	0.00 0.00	0.00 0.00	0.00 0.00	_____	_____	_____	0.00
BUILDING/EQUIPMENT RENTAL 3-10-410-1-5321-00	S	0.00 0.00	0.00 0.00	246.00 188.20	150.00	150.00	_____	0.00
TELEPHONE 3-10-410-1-5322-00	S	0.00 0.00	0.00 0.00	0.00 0.00	_____	_____	_____	0.00

10:10 AM Budget/Revenue Preparation Worksheet

Description Budget Account Number		2010 Approp Actual	2011 Approp Actual	2012 Approp Actual	********** Year 2013 ********** Requested	Admin. Recmnd	Budgeted	%PY
CLASS: 3-10-410-1-0000-00		GOVERNING BODY						
TRAVEL 3-10-410-1-5324-00	S	0.00 0.00	0.00 0.00	3,900.00 3,861.10	2,500.00	2,500.00	_____	0.00
POSTAGE 3-10-410-1-5325-00	S	0.00 0.00	0.00 0.00	0.00 0.00	25.00	25.00	_____	0.00
ADVERTISING 3-10-410-1-5326-00	S	0.00 0.00	0.00 0.00	0.00 0.00	_____	_____	_____	0.00
PRINTING 3-10-410-1-5327-00	S	0.00 0.00	0.00 0.00	2,410.00 2,300.00	3,000.00	3,000.00	_____	0.00
DEPARTMENT SUPPLIES 3-10-410-1-5433-00	S	0.00 0.00	0.00 0.00	3,850.00 3,926.56	6,060.00	3,560.00	_____	0.00
OTHER SUPPLIES 3-10-410-1-5434-00	S	0.00 0.00	0.00 0.00	0.00 0.00	_____	_____	_____	0.00
OTHER SUPPLIES - COMPUTER 3-10-410-1-5434-05	S	0.00 0.00	0.00 5,948.92	0.08 0.00	_____	_____	_____	0.00
MAINT/REPAIR COMPUTER EQUIP. 3-10-410-1-5436-01	S	0.00 0.00	0.00 0.00	0.00 0.00	200.00	200.00	_____	0.00
PROFESSIONAL FEES 3-10-410-1-5440-00	S	0.00 0.00	0.00 0.00	0.00 0.00	_____	_____	_____	0.00
CONTRACTED SERVICES 3-10-410-1-5445-00	S	0.00 0.00	0.00 0.00	52,150.00 52,784.15	48,700.00	50,200.00	_____	0.00
CONTRACT SERVICES THANKSGIVING 3-10-410-1-5445-01	S	0.00 0.00	0.00 0.00	0.00 0.00	_____	_____	_____	0.00
CONT.SERVICES EROSION ABATEMEN 3-10-410-1-5445-02	S	0.00 0.00	0.00 0.00	15,000.00 10,100.00	_____	_____	_____	0.00
SPECIAL EVENTS 3-10-410-1-5453-00	S	0.00 0.00	0.00 527.00	7,400.00 6,871.54	2,000.00	2,000.00	_____	0.00

10:10 AM Budget/Revenue Preparation Worksheet

Description Budget Account Number CLASS: 3-10-410-1-0000-00		2010 Approp Actual GOVERNING BODY	2011 Approp Actual	2012 Approp Actual	********** Year 2013 ********** Requested	Admin. Recmnd	Budgeted	%PY
DUES AND SUBSCRIPTIONS 3-10-410-1-5553-00	S	0.00 0.00	0.00 0.00	6,775.00 6,271.67	6,900.00	6,900.00	_____	0.00
CONTRIBUTION OB CHAMBER 3-10-410-1-5590-00	S	0.00 0.00	0.00 0.00	0.00 0.00	750.00	750.00	_____	0.00
CONTRIBUTION OB HISTORY CENTER 3-10-410-1-5590-01	S	0.00 0.00	0.00 0.00	0.00 0.00	_____	_____	_____	0.00
CONTRIBUTION JENNETTE 3-10-410-1-5590-02	S	0.00 0.00	0.00 0.00	0.00 0.00	_____	_____	_____	0.00
CONTRIBUTION YMCA 3-10-410-1-5590-03	S	0.00 0.00	0.00 0.00	4,000.00 4,000.00	4,000.00	4,000.00	_____	0.00
CONTRIBUTION ICARUS 3-10-410-1-5590-04	S	0.00 0.00	0.00 0.00	0.00 0.00	_____	_____	_____	0.00
CONTRIBUTION GOVT ACCESS CHANN 3-10-410-1-5590-05	S	0.00 0.00	0.00 0.00	66,022.00 50,761.70	66,040.00	66,040.00	_____	0.00
CONTRIBUTION - NATURE CONSERV 3-10-410-1-5591-00	S	0.00 0.00	0.00 0.00	10,400.00 10,400.00	10,000.00	10,000.00	_____	0.00
CONTRIBUTION - NC AQUARIUM 3-10-410-1-5591-01	S	0.00 0.00	0.00 0.00	0.00 0.00	_____	_____	_____	0.00
CONTRIBUTION - JOCKEY 3-10-410-1-5591-02	S	0.00 0.00	0.00 0.00	0.00 0.00	_____	_____	_____	0.00
CONTRIBUTION FIRST FLIGHT SOC 3-10-410-1-5592-00	S	0.00 0.00	0.00 0.00	0.00 0.00	_____	_____	_____	0.00
CONTRIBUTION OB COM DEV CORP 3-10-410-1-5592-01	S	0.00 0.00	0.00 0.00	0.00 0.00	_____	_____	_____	0.00
CONTRIBUTIONS MISCELLANEOUS 3-10-410-1-5593-00	S	0.00 0.00	0.00 0.00	6,100.00 6,100.00	7,100.00	7,100.00	_____	0.00

Description Budget Account Number CLASS: 3-10-410-1-0000-00		2010 Approp Actual GOVERNING BODY	2011 Approp Actual	2012 Approp Actual	********** Year 2013 ********** Requested	Admin. Recmnd	Budgeted	%PY
COST REIMBURSEMENT 3-10-410-1-5699-00	S	0.00 0.00	0.00 0.00	0.00 0.00				0.00
ART ACQUISITION 3-10-410-1-5770-00	S	0.00 0.00	0.00 0.00	0.00 0.00				0.00
CAPITAL OUTLAY OTHER 3-10-410-1-5773-00	S	0.00 0.00	0.00 0.00	0.00 0.00				0.00
CAPITAL OUTLAY EQUIPMENT 3-10-410-1-5774-00	S	0.00 0.00	0.00 0.00	10,718.00 11,018.35				0.00
CAPITAL OUTLAY BUDGETARY 3-10-410-1-5774-33	S	0.00 0.00	0.00 0.00	0.00 0.00				0.00
L/P PRINCIPAL 3-10-410-1-5781-00	S	0.00 0.00	0.00 0.00	0.00 0.00				0.00
L/P INTEREST 3-10-410-1-5782-00	S	0.00 0.00	0.00 0.00	0.00 0.00				0.00
Control Total		0.00 0.00	0.00 6,475.92	228,291.08 204,551.68	195,799.00	194,799.00	0.00	0.00
CLASS Total		0.00 0.00	0.00 6,475.92	228,291.08 204,551.68	195,799.00	194,799.00	0.00	0.00

TOWN OF NAGS HEAD
HISTORICAL EXPENDITURES

GENERAL FUND	FY 05/06 ACTUAL	FY 06/07 ACTUAL	FY 07/08 ACTUAL	FY 08/09 ACTUAL	FY 09/10 ACTUAL	FY 10/11 ACTUAL
GENERAL GOVERNMENT						
GOVERNING BODY						
SALARIES						
410 510100 FEES PAID - ELECTED OFFICIALS	26,442.60	26,442.60	31,442.60	39,253.41	33,592.60	34,113.72
TOTAL SALARIES	26,442.60	26,442.60	31,442.60	39,253.41	33,592.60	34,113.72
BENEFITS						
410 520600 FICA TAX	2,022.60	2,022.60	2,405.10	3,002.64	2,570.13	2,610.00
410 520800 RETIREMENT	.00	.00	.00	.00	.00	.00
TOTAL BENEFITS	2,022.60	2,022.60	2,405.10	3,002.64	2,570.13	2,610.00
OPERATIONS						
410 521500 EMPLOYEE INCENTIVE PROGRAM	250.00	275.00	500.00	475.00	275.00	580.00
410 532000 TRAINING	1,260.00	964.00	1,005.00	610.00	445.00	285.00
410 532100 BUILDING/EQUIPMENT RENTAL	386.19	380.94	381.06	380.35	175.73	183.51
410 532200 TELEPHONE	358.33	567.56	421.89	301.64	.00	.00
410 532400 TRAVEL	3,980.00	3,443.58	5,528.35	2,066.70	883.17	1,154.88
410 532500 POSTAGE	.00	.00	.00	.00	.00	.00
410 532500 2 POSTAGE	.00	.00	.00	.00	.00	.00
410 532700 PRINTING	3,200.00	3,150.00	3,301.00	2,530.50	2,488.00	2,858.00
410 532700 2 PRINTING	.00	.00	.00	.00	.00	.00
410 543300 DEPARTMENT SUPPLIES	6,395.33	9,459.13	6,475.80	5,314.51	3,495.68	2,832.32
410 543300 1 DEPARTMENT SUPPLIES	.00	.00	.00	.00	.00	.00
410 543300 2 DEPARTMENT SUPPLIES	.00	.00	.00	.00	.00	.00
410 543405 OTHER SUPPLIES - COMPUTER	.00	1,426.96	.00	.00	.00	1,882.00
410 543601 MAINT/REPAIR COMPUTER EQUIP.	.00	.00	.00	.00	.00	.00
410 544500 CONTRACTED SERVICES	68,574.07	49,967.86	34,142.73	42,430.16	26,804.50	20,021.55
410 544500 2 CONTRACTED SERVICES	.00	.00	.00	.00	.00	.00
410 544501 CONTRACT SERVICES THANKSGIVING	2,227.36	.00	.00	.00	.00	.00
410 544502 CONT.SERVICES EROSION ABATEMEN	88,823.92	7,398.53	-400.00	.00	7,875.00	41,338.50
410 545300 SPECIAL EVENTS	.00	2,855.53	1,167.13	1,405.08	389.20	34,566.63
410 555300 DUES AND SUBSCRIPTIONS	3,717.20	3,918.00	4,835.27	5,038.17	5,048.68	5,111.00
410 559000 CONTRIBUTION OB CHAMBER	714.00	.00	.00	.00	.00	.00
410 559001 CONTRIBUTION OB HISTORY CENTER	1,000.00	.00	.00	.00	.00	.00
410 559002 CONTRIBUTION JENNETTE'S PIER	.00	.00	.00	.00	.00	.00
410 559003 CONTRIBUTION YMCA	25,000.00	5,000.00	5,000.00	5,000.00	.00	4,000.00

TOWN OF NAGS HEAD
HISTORICAL EXPENDITURES

GENERAL FUND	FY 05/06 ACTUAL	FY 06/07 ACTUAL	FY 07/08 ACTUAL	FY 08/09 ACTUAL	FY 09/10 ACTUAL	FY 10/11 ACTUAL
410 559004 CONTRIBUTION ICARUS	.00	.00	.00	.00	.00	.00
410 559005 CONTRIBUTION GOVT ACCESS CHANN	.00	.00	.00	33,028.43	30,482.62	31,609.92
410 559100 CONTRIBUTION - NATURE CONSERV	14,000.00	14,000.00	14,000.00	14,000.00	14,000.00	10,400.00
410 559101 CONTRIBUTION - NC AQUARIUM	.00	.00	.00	.00	.00	.00
410 559102 CONTRIBUTION - JOCKEY'S RIDGE	.00	.00	.00	.00	.00	.00
410 559201 CONTRIBUTION OB COM DEV CORP	.00	.00	.00	.00	.00	.00
410 559300 CONTRIBUTIONS MISCELLANEOUS	50,100.00	1,600.00	100.00	2,800.00	100.00	7,855.00
410 559300 2 CONTRIBUTIONS MISCELLANEOUS	.00	.00	.00	.00	.00	.00
410 569900 COST REIMBURSEMENT	.00	.00	.00	.00	.00	.00
410 577433 CAPITAL OUTLAY BUDGETARY	.00	.00	.00	.00	.00	.00
TOTAL OPERATIONS	269,986.40	104,407.09	76,458.23	115,380.54	92,462.58	164,678.31
CAPITAL OUTLAY						
410 577000 ART ACQUISITION	6,634.49	109.22	700.00	.00	.00	.00
410 577300 CAPITAL OUTLAY OTHER	.00	.00	.00	.00	12,000.00	.00
410 577400 CAPITAL OUTLAY EQUIPMENT	.00	.00	.00	.00	.00	.00
TOTAL CAPITAL OUTLAY	6,634.49	109.22	700.00	.00	12,000.00	.00
DEBT SERVICE						
410 578100 L/P PRINCIPAL	.00	.00	.00	.00	.00	.00
410 578200 L/P INTEREST	.00	.00	.00	.00	.00	.00
TOTAL DEBT SERVICE	.00	.00	.00	.00	.00	.00
TOTAL GOVERNING BODY	305,086.09	132,981.51	111,005.93	157,636.59	140,625.31	201,402.03

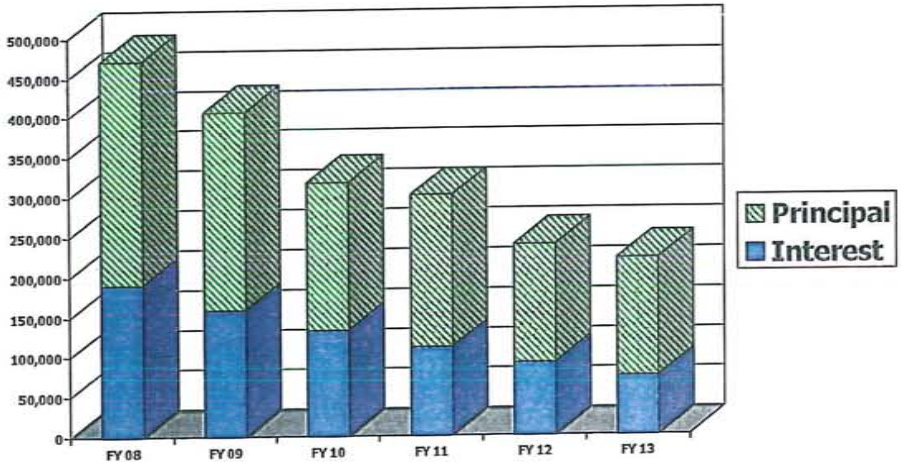
Highlights

- Special Projects consists of debt service for the pass through of payments towards the YMCA financing agreement. This amount is fully funded by revenues received from the YMCA.

Special Projects

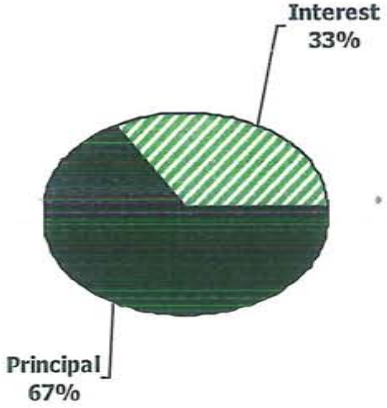
	FY 2011-2012 Adopted	FY 2012-2013 Recommended	Percent Change
Principal	$ 148,000	$ 148,000	0.00%
Interest	$ 91,020	$ 73,260	-19.51%
Total Debt Service	**$ 239,020**	**$ 221,260**	**-7.43%**

Adopted Special Projects History



Recommended FY 2012-2013

Expenditures by Function



scription Budget Account Number CLASS: 3-10-415-1-0000-00		2010 Approp Actual	2011 Approp Actual	2012 Approp Actual	********** Year 2013 ********** Requested	Admin. Recmnd	Budgeted	%PY
3-10-415-1-0000-00	C							
L/P PRINCIPAL 3-10-415-1-5781-00	L	0.00 0.00	0.00 0.00	148,000.00 111,000.00	148,000.00	148,000.00	_____	0.00
L/P INTEREST 3-10-415-1-5782-00	L	0.00 0.00	0.00 0.00	91,020.00 8,159.23	73,260.00	73,260.00	_____	0.00
CLASS Total		0.00 0.00	0.00 0.00	239,020.00 119,159.23	221,260.00	221,260.00	0.00	0.00

TOWN OF NAGS HEAD
HISTORICAL EXPENDITURES

GENERAL FUND	FY 05/06 ACTUAL	FY 06/07 ACTUAL	FY 07/08 ACTUAL	FY 08/09 ACTUAL	FY 09/10 ACTUAL	FY 10/11 ACTUAL
SPECIAL PROJECTS						
DEBT SERVICE						
415 578100 L/P PRINCIPAL	385,000.00	328,000.00	281,000.00	248,000.00	185,000.00	191,000.00
415 578200 L/P INTEREST	86,744.69	87,838.25	65,354.31	35,574.99	15,217.47	12,616.50
TOTAL DEBT SERVICE	471,744.69	415,838.25	346,354.31	283,574.99	200,217.47	203,616.50
TOTAL SPECIAL PROJECTS	471,744.69	415,838.25	346,354.31	283,574.99	200,217.47	203,616.50

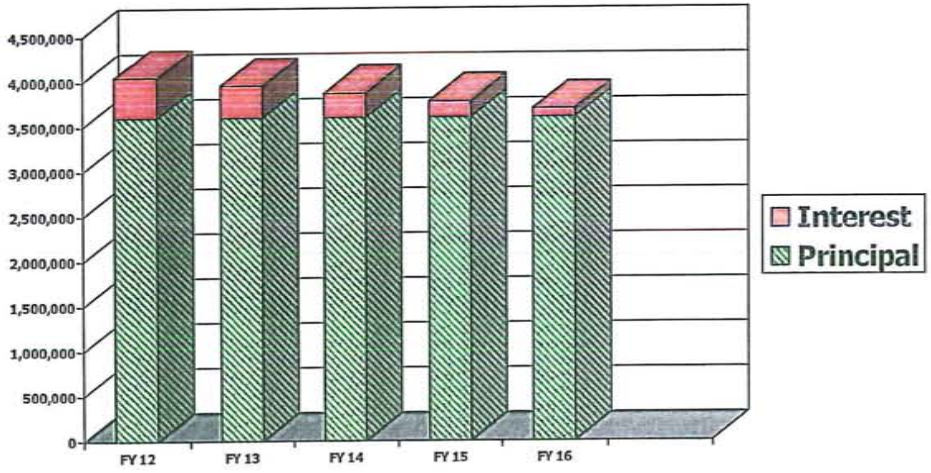
Highlights

- Eighteen million dollars in special obligations bonds were issued in Fiscal Year 2011-2012 for the Town's initial beach nourishment project. Approximately $10 million of the bonds is being repaid through a 1% increase to the Dare County occupancy tax, with the remaining funds to be reimbursed through a town-wide tax increase of $.02 and a $.16 tax increase in two municipal service districts, which were created by the Nags Head Board of Commissioners through a February 16, 2011 resolution. The bonds are being repaid over five years (this budget is year 2 of the repayment) with principal payments due annually in April of each year and interest due semiannually in October and April.

Special Obligation Bond

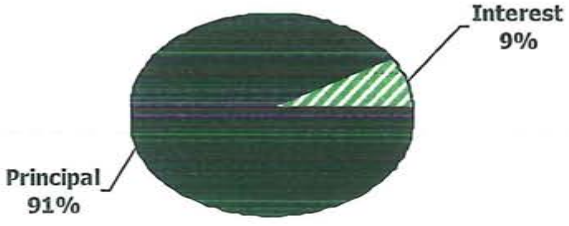
	FY 2011-2012 Adopted	FY 2012-2013 Recommended	Percent Change
Principal	$ 3,600,000	$ 3,600,000	0.00%
Interest	$ 446,400	$ 357,120	-20.00%
Total Debt Service	**$ 4,046,400**	**$ 3,957,120**	**-2.21%**

Special Obligation Bond Principal/Interest Schedule



Recommended FY 2012-2013

Expenditures by Function



Description Budget Account Number		2010 Approp Actual	2011 Approp Actual	2012 Approp Actual	********** Year 2013 ********** Requested	Admin. Recmnd	Budgeted	%PY
CLASS: 3-10-416-1-0000-00		SPECIAL OBLIGATION BOND DEBT						
SPECIAL OBLIGATION BOND DEBT 3-10-416-1-0000-00	C							
L/P PRINCIPAL 3-10-416-1-5781-00	L	0.00 0.00	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 3-10-416-1-5782-00	L	0.00 0.00	0.00 0.00	446,400.00 446,399.48	357,120.00	357,120.00	_____	0.00
CLASS Total		0.00 0.00	0.00 0.00	4,046,400.00 4,046,399.48	3,957,120.00	3,957,120.00	0.00	0.00

TOWN OF NAGS HEAD
HISTORICAL EXPENDITURES

GENERAL FUND	FY 05/06 ACTUAL	FY 06/07 ACTUAL	FY 07/08 ACTUAL	FY 08/09 ACTUAL	FY 09/10 ACTUAL	FY 10/11 ACTUAL
SPECIAL OBLIGATION BOND						
DEBT SERVICE						
416 578100 L/P PRINCIPAL	.00	.00	.00	.00	.00	.00
416 578200 L/P INTEREST	.00	.00	.00	.00	.00	.00
TOTAL DEBT SERVICE	.00	.00	.00	.00	.00	.00
TOTAL SPECIAL OBLIGATION BOND	.00	.00	.00	.00	.00	.00