

Water Distribution – Overview, Goals, and Objectives

Overview

The Water Distribution Division emphasizes maintenance and improvement of the Town's water system, with the continued gradual change out of older water meters. To allow for the proper flushing of lines, staff locates and repairs original "blow-offs" on dead end lines. This Division is also responsible for the disconnection of water meters due to, for example, storm damage, leaks, or non-payment. Staff also installs water taps, repairs or installs water lines, and locates water mains for contractors and utility companies. Another responsibility of this division is reading meters in two of the four billing cycles each month.

Although the Water Distribution function is placed under the Public Works Department, for control and administrative support purposes, this Division falls in the Water Fund, primarily because funding comes from revenues generated from water customers.

Goals

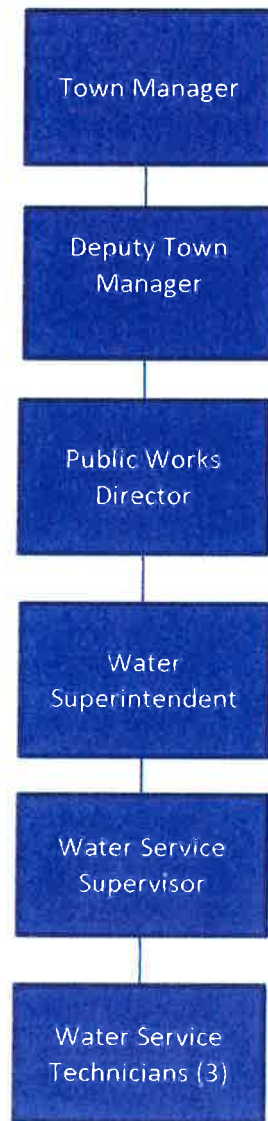
- Provide drinking water and fire flows in quantities and quality that meets, or exceeds, all federal and state standards. (BOC Values 2, 4 and 5)
- Maintain the town's water treatment and storage system in optimum operating condition and add needed system enhancements as required to meet increasing state and federal water quality standards. (BOC Values 1, 2, 4, 5 and 6)
- Continually improve customer service and department communications with the public, businesses and other Town departments. (BOC Values 1, 4 and 6)

Objectives and Related Performance Indicators

- **Objective** - Improve water service through accuracy and water quality enhancements
Performance Indicators –
 1. Replace water meters with over 3 million gallons registered for water accountability. (AWWA standard is 240 meters per year for our size system).
 2. Analyze annual flushing program to maximize effectiveness and minimize system disruptions.
 3. Install meters on automatic flushers
- **Objective** - Continue implementation of Water System improvements for fire protection and system upgrades as recommended in the 2011 update to the Master Water Plan.
Performance Indicators -
 1. Complete system tie-in from Blackman to Baltic Street
 2. Develop a detailed Water System CIP with project prioritizations and current estimated design/construction costs.
 3. Continue with system fire hydrant maintenance
- **Objective** - Adopt a comprehensive Cross-Connection Control Ordinance as required by NC Water Regulations.
Performance Indicators –
 1. Adopt and disseminate the ordinance to all non-residential water customers.
 2. Identify all non-compliant backflow prevention devices currently in service.
 3. Upgrade town owned fire lines with above ground RPZ devices at Colony Ridge and Fire Station 21.
 4. Install valve on 4" fire line at 2300 Croatan Hwy to have the ability to isolate the line from the water main.

Water Distribution

Organization and Staffing



Water Distribution – Budget Highlights

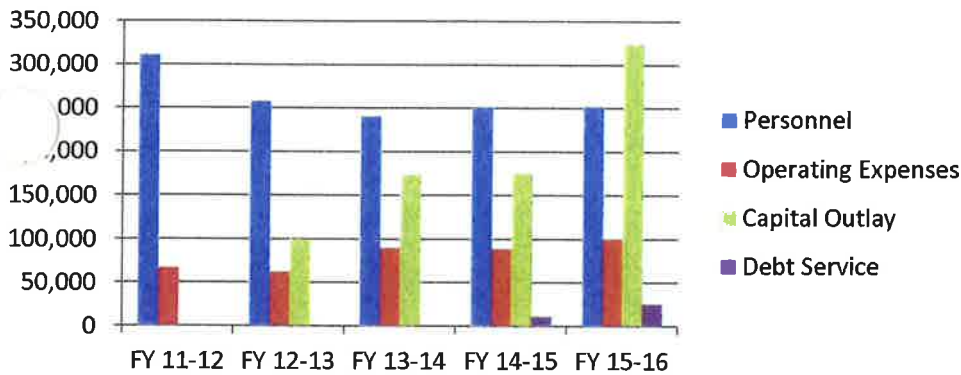
Highlights

- Funds are included for required Water Distribution staff training.
- Capital outlay includes \$310,000 for a waterline extension on the east side of S. Croatan Highway from Baltic Street south to north of Bonnett Street, connecting Baltic, Morning View, Becker, Barnes, and Blackman Streets, creating looped lines that will improve water quality and fire flows.
- Capital outlay equipment funds of \$15,000 are included for a 4 inch valve insert (\$10,000) and a 4 inch leak pump (\$5,000).

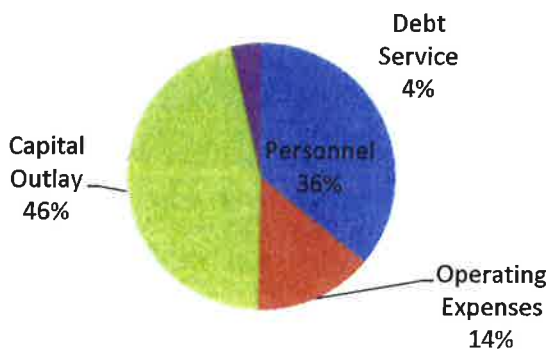
Expenditures by Function

	FY 2014-2015		FY 2015-2016		Percent
	<u>Adopted</u>		<u>Recommended</u>		<u>Change</u>
Personnel Services	\$	252,403	\$	253,522	0.44%
Operating Expenses	\$	89,865	\$	101,277	12.70%
Capital Outlay	\$	176,278	\$	325,000	84.37%
Debt Service	\$	11,497	\$	26,277	128.56%
Total	\$	530,043	\$	706,076	33.21%

Adopted Expenditure History/Recommended Expenditures for FY 15-16



Recommended Fiscal Year 2015-2016 Expenditures by Function



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: 61-818-6-0000-00	WATER DISTRIBUTION									
WATER DISTRIBUTION										
61-818-6-0000-00										
SALARIES/WAGES - REGULAR										
61-818-6-5102-00	0.00	209,943.00	157,762.00	154,095.00	152,817.00		146,702.00	146,702.00		0.00
	0.00	163,922.03	147,837.41	149,393.88	115,294.51	0.00				
SALARIES - LONGEVITY PAY										
61-818-6-5102-01	0.00	11,115.00	9,077.00	5,040.00	1,526.00		1,525.00	1,525.00		0.00
	0.00	8,898.69	9,338.92	5,039.47	1,525.28	0.00				
SALARIES/WAGES - PARTTIME										
61-818-6-5103-00	0.00	0.00	0.00	0.00	0.00					0.00
	0.00	0.00	0.00	0.00	0.00	0.00				
OVERTIME PAY										
61-818-6-5104-00	0.00	306.00	900.00	1,912.00	1,523.00		2,000.00	1,500.00		0.00
	0.00	48.75	629.36	1,525.61	1,507.24	0.00				
HOLIDAY PAY										
61-818-6-5105-00	0.00	255.00	1,200.00	4.00	203.00		200.00	200.00		0.00
	0.00	54.16	1,145.20	0.00	0.00	0.00				
FICA TAX										
61-818-6-5206-00	0.00	16,939.00	14,331.00	12,237.00	11,978.00		11,508.00	11,508.00		0.00
	0.00	12,040.84	11,794.66	11,645.66	8,549.27	0.00				
GROUP HEALTH INSURANCE										
61-818-6-5207-00	0.00	54,437.00	46,286.00	42,412.00	48,574.00		47,974.00	48,888.00		0.00
	0.00	40,460.69	42,413.93	41,354.99	33,085.83	0.00				
RETIRES GROUP HEALTH INSUR										
61-818-6-5207-01	0.00	0.00	8,203.00	10,860.00	24,475.00		30,421.00	30,421.00		0.00
	0.00	0.00	9,078.68	11,635.36	20,061.80	0.00				
EMPLOYEE DENTAL										
61-818-6-5207-10	0.00	0.00	0.00	0.00	0.00					0.00
	0.00	0.00	0.00	0.00	0.00	0.00				
EMPLOYEE LIFE										
61-818-6-5207-20	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 Budget Account Number	2011 Approp Actual	2012 Approp Actual	2013 Approp Actual	2014 Approp Actual	***** 2015 ***** Approp Actual	***** Estimated Full Year	***** Requested	***** 2016 ***** Admin. Recmnd	***** Budgeted	%PY
CLASS: 61-818-6-0000-00 WATER DISTRIBUTION										
RETIREMENT										
61-818-6-5208-00	0.00 0.00	15,727.00 11,831.01	12,626.00 11,164.89	11,309.00 11,412.85	11,069.00 8,324.63		0.00	10,034.00 10,034.00	_____	0.00
401 K										
61-818-6-5210-00	0.00 0.00	2,263.00 1,744.98	1,874.00 1,656.74	3,153.00 3,051.63	3,132.00 2,306.75		0.00	3,009.00 2,744.00	_____	0.00
STORM DAMAGES/REPAIRS/COSTS										
61-818-6-5319-99	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00		0.00	_____	_____	0.00
TRAINING										
61-818-6-5320-00	0.00 0.00	300.00 265.00	1,465.00 1,307.00	3,000.00 2,409.00	1,535.00 1,758.40		0.00	2,560.00 2,560.00	_____	0.00
COMPUTER TRAINING										
61-818-6-5320-01	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00		0.00	_____	_____	0.00
SAFETY TRAINING										
61-818-6-5320-02	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00		0.00	_____	_____	0.00
BUILDING/EQUIPMENT RENTAL										
61-818-6-5321-00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00		0.00	_____	_____	0.00
TELEPHONE										
61-818-6-5322-00	0.00 0.00	2,075.00 1,763.19	1,875.00 1,381.21	1,945.00 1,792.73	1,800.00 1,257.16		0.00	2,145.00 1,200.00	_____	0.00
CELL PHONE STIPEND										
61-818-6-5322-01	0.00 0.00	0.00 0.00	0.00 0.00	480.00 355.00	480.00 190.00		0.00	900.00 900.00	_____	0.00
UTILITIES										
61-818-6-5323-00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00		0.00	_____	_____	0.00
TRAVEL										
61-818-6-5324-00	0.00 0.00	800.00 155.00-	1,150.00 1,130.98	2,500.00 1,632.16	2,500.00 1,352.37		0.00	3,400.00 2,000.00	_____	0.00

Description Budget Account Number	2011 Approp Actual	2012 Approp Actual	2013 Approp Actual	2014 Approp Actual	***** 2015 ***** Approp Actual	***** Estimated Full Year	***** Requested	***** 2016 ***** Admin. Recmnd	***** Budgeted	%PY
CLASS: 61-818-6-0000-00 WATER DISTRIBUTION										
POSTAGE										
61-818-6-5325-00	0.00 0.00	0.00 13.70	0.00 12.15	0.00 0.00	0.00 7.19					0.00
ADVERTISING										
61-818-6-5326-00	0.00 0.00	800.00 674.19	100.00 59.52	1,300.00 1,266.43	900.00 0.00		900.00	900.00		0.00
PRINTING										
61-818-6-5327-00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	500.00 0.00		500.00			0.00
FUEL COSTS										
61-818-6-5431-00	0.00 0.00	9,000.00 8,107.62	9,000.00 9,220.20	12,000.00 11,084.10	10,000.00 6,280.54		6,179.00	5,497.00		0.00
STREET SUPPLIES										
61-818-6-5432-00	0.00 0.00	700.00 0.00	500.00 650.00	900.00 900.00	1,050.00 1,024.00		1,140.00	1,140.00		0.00
DEPARTMENT SUPPLIES										
61-818-6-5433-00	0.00 0.00	6,000.00 4,147.96	10,350.00 7,232.55	12,362.00 11,962.83	14,100.00 12,888.76		23,300.00	21,900.00		0.00
OTHER SUPPLIES										
61-818-6-5434-00	0.00 0.00	10,000.00 7,932.62	10,000.00 11,540.43	12,500.00 11,584.55	10,000.00 9,408.70		15,000.00	12,000.00		0.00
OTHER SUPPLIES - COMPUTER										
61-818-6-5434-05	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00					0.00
MAINT/REPAIR BUILDINGS										
61-818-6-5435-00	0.00 0.00	0.00 0.00	0.00 65.96	0.00 0.00	0.00 0.00					0.00
MAINT/REPAIR EQUIPMENT										
61-818-6-5436-00	0.00 0.00	5,000.00 1,086.90	2,500.00 3,210.60	2,500.00 1,173.57	5,500.00 4,227.96		66,000.00	5,500.00		0.00
MAINT/REPAIR COMPUTER EQUIP.										
61-818-6-5436-01	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00					0.00

Description Budget Account Number	2011 Approp Actual	2012 Approp Actual	2013 Approp Actual	2014 Approp Actual	***** 2015 ***** Approp Actual	***** Estimated Full Year	***** Requested	***** 2016 ***** Admin. Recmnd	***** Budgeted	%PY
CLASS: 61-818-6-0000-00 WATER DISTRIBUTION										
VEHICLE MAINTENANCE										
61-818-6-5437-00	0.00 0.00	2,800.00 1,751.41	2,500.00 1,465.31	3,600.00 3,593.16	3,000.00 1,597.54		0.00	3,000.00	2,000.00	0.00
VEHICLE REPAIRS										
61-818-6-5437-01	0.00 0.00	0.00 0.00	0.00 0.00	500.00 0.00	0.00 0.00		0.00	500.00		0.00
MAINT/REPAIR OTHER										
61-818-6-5438-00	0.00 0.00	17,500.00 11,857.49	24,000.00 23,173.70	35,000.00 37,960.16	25,000.00 27,574.27		0.00	30,000.00	28,000.00	0.00
UNIFORMS										
61-818-6-5439-00	0.00 0.00	2,000.00 1,524.56	1,600.00 1,579.22	1,550.00 1,360.58	2,150.00 2,063.93		0.00	2,000.00	2,000.00	0.00
PROFESSIONAL FEES										
61-818-6-5440-00	0.00 0.00	0.00 0.00	30.00 30.00	300.00 111.25	0.00 0.00		0.00	10,000.00		0.00
CONTRACTED SERVICES										
61-818-6-5445-00	0.00 0.00	2,080.00 1,163.60	1,150.00 1,134.00	5,038.00 4,934.28	5,850.00 5,250.82		0.00	6,230.00	6,000.00	0.00
DRAINAGE										
61-818-6-5446-00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00		0.00			0.00
PURCHASES FOR RESALE										
61-818-6-5448-00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00		0.00			0.00
DEPRECIATION EXPENSE										
61-818-6-5550-00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00		0.00			0.00
DUES AND SUBSCRIPTIONS										
61-818-6-5553-00	0.00 0.00	1,250.00 1,104.30	1,560.00 1,449.30	1,485.00 1,139.30	1,600.00 1,679.30		0.00	1,680.00	1,680.00	0.00
INSURANCE										
61-818-6-5554-00	0.00 0.00	7,021.00 6,114.58	7,585.00 6,443.00	8,535.00 5,862.00	7,000.00 6,111.19		0.00	8,000.00	8,000.00	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: 61-818-6-0000-00	WATER DISTRIBUTION									
COST REIMBURSEMENT										
61-818-6-5699-00	0.00	146,048.00	146,048.00	146,048.00	112,243.00					0.00
	0.00	146,048.00	146,048.00	146,048.00	112,243.00	0.00				
CAPITAL OUTLAY LAND										
61-818-6-5771-00	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 BUILDINGS										
61-818-6-5772-00	0.00	0.00	0.00	9,900.00	0.00					0.00
	0.00	0.00	0.00	9,858.00	0.00	0.00				
CAPITAL OUTLAY OTHER										
61-818-6-5773-00	0.00	31,131.00	100,000.00	145,520.00	182,000.00		300,000.00	310,000.00		0.00
	0.00	24,046.64	2,433.75	24,197.75	160,276.00	0.00				
CAPITAL OUTLAY EQUIPMENT										
61-818-6-5774-00	0.00	0.00	0.00	106,529.00	12,778.00		20,600.00	15,000.00		0.00
	0.00	0.00	0.00	106,529.00	12,595.00	0.00				
CAPITAL OUTLAY BUDGETARY										
61-818-6-5774-33	0.00	0.00	0.00	0.00	0.00					0.00
	0.00	0.00	0.00	0.00	0.00	0.00				
L/P PRINCIPAL										
61-818-6-5781-00	0.00	0.00	0.00	26,017.00	11,263.00		25,651.00	25,651.00		0.00
	0.00	0.00	0.00	25,650.80	25,650.80	0.00				
L/P INTEREST										
61-818-6-5782-00	0.00	0.00	0.00	0.00	234.00		626.00	626.00		0.00
	0.00	0.00	0.00	0.00	913.37	0.00				
Control Total	0.00	555,490.00	573,672.00	780,531.00	666,780.00		783,684.00	706,076.00	0.00	0.00
	0.00	456,447.91	454,626.67	646,464.10	585,005.61	0.00				

Range of Expend Accounts: 61-818-6-5773-00 to 61-818-6-5773-00
For Budget: %PY = ((Budgeted / (Appropriated + Transfers)) - 1) * 100

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 Actual	Requested	Admin. Recmnd	Budgeted	%PY
WARNING: Sub without Control Account!										
CAPITAL OUTLAY OTHER										
61-818-6-5773-00	0.00	31,131.00	100,000.00	145,520.00	182,000.00		300,000.00	310,000.00		0.00
	0.00	24,046.64	2,433.75	24,197.75	160,276.00	0.00	300,000.00	300,000.00	0.00	
Detail: WATER LINE EXTENSION EAST SIDE OF BY-PASS FROM BALTIC TO 8" STUB OUT NORTH OF E. BONNETT ST. CONNECTING BALTIC,MORNING VIEW,BECKER,BARNES AND BLACKMAN STREETS							300,000.00	300,000.00	0.00	
Engineering							0.00	0.00	0.00	
							0.00	10,000.00	0.00	
Note: THIS WOULD CREATE LOOPED LINES THAT WOULD IMPROVE WATER QUALITY AND FIRE FLOWS.ALSO WOULD ELIMINATE 3 STREETS WITH DEAD END LINES AND PROVIDE HYDRANTS FOR FIRE PROTECTION. THIS IS RECOMMENDED IN THE 2004 WATER SYSTEM MASTER PLAN.										
Control Total	0.00	31,131.00	100,000.00	145,520.00	182,000.00		300,000.00	310,000.00	0.00	0.00
	0.00	24,046.64	2,433.75	24,197.75	160,276.00	0.00				
Budgeted Total	0.00	31,131.00	100,000.00	145,520.00	182,000.00		300,000.00	310,000.00	0.00	0.00
	0.00	24,046.64	2,433.75	24,197.75	160,276.00	0.00				
Non-Budget Total	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00				
Budget Fund Total	0.00	31,131.00	100,000.00	145,520.00	182,000.00		300,000.00	310,000.00	0.00	0.00
	0.00	24,046.64	2,433.75	24,197.75	160,276.00	0.00				
Year Total	0.00	31,131.00	100,000.00	145,520.00	182,000.00		300,000.00	310,000.00	0.00	0.00
	0.00	24,046.64	2,433.75	24,197.75	160,276.00	0.00				

Range of Expend Accounts: 61-818-6-5774-00 to 61-818-6-5774-00
For Budget: %PY = ((Budgeted / (Appropriated + Transfers)) - 1) * 100

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 Actual	Requested	Admin. Recmnd	Budgeted	%PY
WARNING: Sub without Control Account!										
CAPITAL OUTLAY EQUIPMENT										
61-818-6-5774-00	0.00	0.00	0.00	106,529.00	12,778.00		20,600.00	15,000.00		0.00
	0.00	0.00	0.00	106,529.00	12,595.00	0.00				
Detail: 4" VALVE INSERT VALVE FOR FIRE LINE AT KELLY'S REST.							10,000.00	10,000.00	0.00	
4" LEAK PUMP							5,000.00	5,000.00	0.00	
FORKLIFT KIT FOR JCB BACKHOE							2,600.00	0.00	0.00	
3' BUCKET WITH OUT TEETH FOR JCB BACKHOE							3,000.00	0.00	0.00	
Note: PRICE QUOTE FROM GARRISON ENTERPRISES INC. THERE IS NO SHUT OFF VALVE AT THE MAIN FOR THIS FIRE LINE AT 2300 CROATAN HWY. IF THERE IS A PROBLEM WITH THIS FIRE LINE AND A REPAIR WAS REQUIRED, KELLY'S PROFESSIONAL BUILDING, ALL BUILDINGS IN THE DUNKIN DONUT MALL AND THE TROPICAL SMOOTHIE STRIP MALL WOULD BE OUT OF WATER. KELLY'S REST. DOMESTIC WATER SERVICE WOULD NOT BE AFFECTED AS IT IS TAPPED OFF OF WOODHILL DRIVE										
Control Total	0.00	0.00	0.00	106,529.00	12,778.00		20,600.00	15,000.00	0.00	0.00
	0.00	0.00	0.00	106,529.00	12,595.00	0.00				
Budgeted Total	0.00	0.00	0.00	106,529.00	12,778.00		20,600.00	15,000.00	0.00	0.00
	0.00	0.00	0.00	106,529.00	12,595.00	0.00				
Non-Budget Total	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00				
Budget Fund Total	0.00	0.00	0.00	106,529.00	12,778.00		20,600.00	15,000.00	0.00	0.00
	0.00	0.00	0.00	106,529.00	12,595.00	0.00				
Year Total	0.00	0.00	0.00	106,529.00	12,778.00		20,600.00	15,000.00	0.00	0.00
	0.00	0.00	0.00	106,529.00	12,595.00	0.00				