

# ***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**

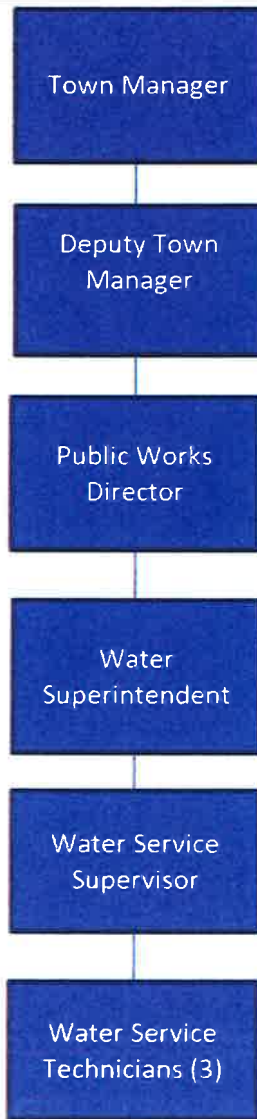
- Provide drinking water and fire flows in quantities and quality that meets, or exceeds, all federal and state standards. (BOC Values 2, 4 and 5)
- Maintain the town's water treatment and storage system in optimum operating condition and add needed system enhancements as required to meet increasing 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

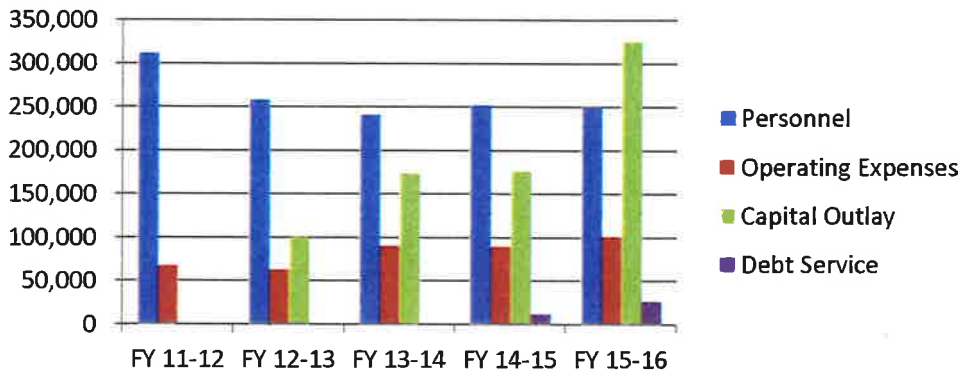
## Highlights

- 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).

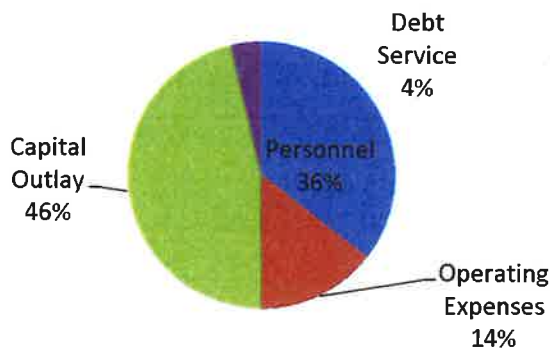
## Expenditures by Function

	FY 2014-2015		FY 2015-2016		Percent
	<u>Adopted</u>		<u>Adopted</u>		<u>Change</u>
Personnel Services	\$	252,403	\$	249,344	-1.21%
Operating Expenses	\$	89,865	\$	101,277	12.70%
Capital Outlay	\$	176,278	\$	325,000	84.37%
Debt Service	\$	11,497	\$	26,277	128.56%
<b>Total</b>	<b>\$</b>	<b>530,043</b>	<b>\$</b>	<b>701,898</b>	<b>32.42%</b>

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



## Adopted Fiscal Year 2015-2016 Expenditures by Function



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: 61-818-6-0000-00	WATER DISTRIBUTION										
<b>WATER DISTRIBUTION</b>											
61-818-6-0000-00											
<b>SALARIES/WAGES - REGULAR</b>											
61-818-6-5102-00	0.00	209,943.00	157,762.00	154,095.00	147,817.00		146,702.00	146,702.00	146,702.00		0.75-
	0.00	163,922.03	147,837.41	149,393.88	137,683.21	0.00					
<b>SALARIES - LONGEVITY PAY</b>											
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	1,525.00		0.07-
	0.00	8,898.69	9,338.92	5,039.47	1,525.28	0.00					
<b>SALARIES/WAGES - PARTTIME</b>											
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					
<b>OVERTIME PAY</b>											
61-818-6-5104-00	0.00	306.00	900.00	1,912.00	1,523.00		2,000.00	1,500.00	1,500.00		1.51-
	0.00	48.75	629.36	1,525.61	1,677.26	0.00					
<b>HOLIDAY PAY</b>											
61-818-6-5105-00	0.00	255.00	1,200.00	4.00	203.00		200.00	200.00	200.00		1.48-
	0.00	54.16	1,145.20	0.00	0.00	0.00					
<b>FICA TAX</b>											
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	11,508.00		3.92-
	0.00	12,040.84	11,794.66	11,645.66	10,163.83	0.00					
<b>GROUP HEALTH INSURANCE</b>											
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	47,752.00		1.69-
	0.00	40,460.69	42,413.93	41,354.99	40,192.69	0.00					
<b>RETIREEES GROUP HEALTH INSUR</b>											
61-818-6-5207-01	0.00	0.00	8,203.00	10,860.00	24,475.00		30,421.00	30,421.00	27,274.00		11.44
	0.00	0.00	9,078.68	11,635.36	24,285.94	0.00					
<b>EMPLOYEE DENTAL</b>											
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					
<b>EMPLOYEE LIFE</b>											
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	2012	2013	2014	***** 2015 *****		***** 2016 *****			%PY
	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted	
CLASS: 61-818-6-0000-00	WATER DISTRIBUTION									
<b>RETIREMENT</b>										
61-818-6-5208-00	0.00	15,727.00	12,626.00	11,309.00	11,069.00		10,034.00	10,034.00	10,139.00	8.40-
	0.00	11,831.01	11,164.89	11,412.85	9,916.70	0.00				
<b>401 K</b>										
61-818-6-5210-00	0.00	2,263.00	1,874.00	3,153.00	3,132.00		3,009.00	2,744.00	2,744.00	12.39-
	0.00	1,744.98	1,656.74	3,051.63	2,757.11	0.00				
<b>STORM DAMAGES/REPAIRS/COSTS</b>										
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				
<b>TRAINING</b>										
61-818-6-5320-00	0.00	300.00	1,465.00	3,000.00	1,935.00		2,560.00	2,560.00	2,560.00	32.30
	0.00	265.00	1,307.00	2,409.00	1,878.40	0.00				
<b>COMPUTER TRAINING</b>										
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				
<b>SAFETY TRAINING</b>										
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				
<b>BUILDING/EQUIPMENT RENTAL</b>										
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				
<b>TELEPHONE</b>										
61-818-6-5322-00	0.00	2,075.00	1,875.00	1,945.00	1,500.00		2,145.00	1,200.00	1,200.00	20.00-
	0.00	1,763.19	1,381.21	1,792.73	1,399.29	0.00				
<b>CELL PHONE STIPEND</b>										
61-818-6-5322-01	0.00	0.00	0.00	480.00	480.00		900.00	900.00	900.00	87.50
	0.00	0.00	0.00	355.00	230.00	0.00				
<b>UTILITIES</b>										
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				
<b>TRAVEL</b>										
61-818-6-5324-00	0.00	800.00	1,150.00	2,500.00	2,000.00		3,400.00	2,000.00	2,000.00	0.00
	0.00	155.00-	1,130.98	1,632.16	1,352.37	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									
<b>POSTAGE</b>										
61-818-6-5325-00	0.00	0.00	0.00	0.00	0.00					0.00
	0.00	13.70	12.15	0.00	7.19	0.00				
<b>ADVERTISING</b>										
61-818-6-5326-00	0.00	800.00	100.00	1,300.00	0.00		900.00	900.00	900.00	0.00
	0.00	674.19	59.52	1,266.43	0.00	0.00				
<b>PRINTING</b>										
61-818-6-5327-00	0.00	0.00	0.00	0.00	0.00		500.00			0.00
	0.00	0.00	0.00	0.00	0.00	0.00				
<b>FUEL COSTS</b>										
61-818-6-5431-00	0.00	9,000.00	9,000.00	12,000.00	8,500.00		6,179.00	5,497.00	5,497.00	35.33-
	0.00	8,107.62	9,220.20	11,084.10	7,329.35	0.00				
<b>STREET SUPPLIES</b>										
61-818-6-5432-00	0.00	700.00	500.00	900.00	1,050.00		1,140.00	1,140.00	1,140.00	8.57
	0.00	0.00	650.00	900.00	1,024.00	0.00				
<b>DEPARTMENT SUPPLIES</b>										
61-818-6-5433-00	0.00	6,000.00	10,350.00	12,362.00	13,600.00		23,300.00	21,900.00	21,900.00	61.03
	0.00	4,147.96	7,232.55	11,962.83	13,757.88	0.00				
<b>OTHER SUPPLIES</b>										
61-818-6-5434-00	0.00	10,000.00	10,000.00	12,500.00	19,500.00		15,000.00	12,000.00	12,000.00	38.46-
	0.00	7,932.62	11,540.43	11,584.55	15,926.03	0.00				
<b>OTHER SUPPLIES - COMPUTER</b>										
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	0.00				
<b>MAINT/REPAIR BUILDINGS</b>										
61-818-6-5435-00	0.00	0.00	0.00	0.00	0.00					0.00
	0.00	0.00	65.96	0.00	0.00	0.00				
<b>MAINT/REPAIR EQUIPMENT</b>										
61-818-6-5436-00	0.00	5,000.00	2,500.00	2,500.00	5,500.00		66,000.00	5,500.00	5,500.00	0.00
	0.00	1,086.90	3,210.60	1,173.57	5,534.03	0.00				
<b>MAINT/REPAIR COMPUTER EQUIP.</b>										
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	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									
<b>VEHICLE MAINTENANCE</b>										
61-818-6-5437-00	0.00	2,800.00	2,500.00	3,600.00	2,600.00		3,000.00	2,000.00	2,000.00	23.08-
	0.00	1,751.41	1,465.31	3,593.16	1,636.73	0.00				
<b>VEHICLE REPAIRS</b>										
61-818-6-5437-01	0.00	0.00	0.00	500.00	0.00		500.00			0.00
	0.00	0.00	0.00	0.00	0.00	0.00				
<b>MAINT/REPAIR OTHER</b>										
61-818-6-5438-00	0.00	17,500.00	24,000.00	35,000.00	32,400.00		30,000.00	28,000.00	28,000.00	13.58-
	0.00	11,857.49	23,173.70	37,960.16	30,109.51	0.00				
<b>UNIFORMS</b>										
61-818-6-5439-00	0.00	2,000.00	1,600.00	1,550.00	2,935.00		2,000.00	2,000.00	2,000.00	31.86-
	0.00	1,524.56	1,579.22	1,360.58	2,913.73	0.00				
<b>PROFESSIONAL FEES</b>										
61-818-6-5440-00	0.00	0.00	30.00	300.00	0.00		10,000.00			0.00
	0.00	0.00	30.00	111.25	0.00	0.00				
<b>CONTRACTED SERVICES</b>										
61-818-6-5445-00	0.00	2,080.00	1,150.00	5,038.00	5,550.00		6,230.00	6,000.00	6,000.00	8.11
	0.00	1,163.60	1,134.00	4,934.28	4,765.50	0.00				
<b>DRAINAGE</b>										
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				
<b>PURCHASES FOR RESALE</b>										
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				
<b>DEPRECIATION EXPENSE</b>										
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				
<b>DUES AND SUBSCRIPTIONS</b>										
61-818-6-5553-00	0.00	1,250.00	1,560.00	1,485.00	1,600.00		1,680.00	1,680.00	1,680.00	5.00
	0.00	1,104.30	1,449.30	1,139.30	1,489.30	0.00				
<b>INSURANCE</b>										
61-818-6-5554-00	0.00	7,021.00	7,585.00	8,535.00	7,000.00		8,000.00	8,000.00	8,000.00	14.29
	0.00	6,114.58	6,443.00	5,862.00	6,111.19	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: 61-818-6-0000-00	WATER DISTRIBUTION									
<b>COST REIMBURSEMENT</b>										
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				
<b>CAPITAL OUTLAY LAND</b>										
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				
<b>CAPITAL OUTLAY BUILDINGS</b>										
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				
<b>CAPITAL OUTLAY OTHER</b>										
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	310,000.00	70.33
	0.00	24,046.64	2,433.75	24,197.75	160,276.00	0.00				
<b>CAPITAL OUTLAY EQUIPMENT</b>										
61-818-6-5774-00	0.00	0.00	0.00	106,529.00	12,778.00		20,600.00	15,000.00	15,000.00	17.39
	0.00	0.00	0.00	106,529.00	12,595.00	0.00				
<b>CAPITAL OUTLAY BUDGETARY</b>										
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				
<b>L/P PRINCIPAL</b>										
61-818-6-5781-00	0.00	0.00	0.00	26,017.00	25,651.00		25,651.00	25,651.00	25,651.00	0.00
	0.00	0.00	0.00	25,650.80	25,650.80	0.00				
<b>L/P INTEREST</b>										
61-818-6-5782-00	0.00	0.00	0.00	0.00	914.00		626.00	626.00	626.00	31.51-
	0.00	0.00	0.00	0.00	913.37	0.00				
<b>Control Total</b>										
	0.00	555,490.00	573,672.00	780,531.00	690,033.00		783,684.00	706,076.00	701,898.00	1.72
	0.00	456,447.91	454,626.67	646,464.10	635,344.69	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 *****					
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	310,000.00	70.33	
	0.00	24,046.64	2,433.75	24,197.75	160,276.00	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	300,000.00	
Engineering							0.00	0.00	0.00		
							0.00	10,000.00	10,000.00		
Control Total	0.00	31,131.00	100,000.00	145,520.00	182,000.00		300,000.00	310,000.00	310,000.00	70.33	
	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	310,000.00	70.33	
	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	310,000.00	70.33	
	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	310,000.00	70.33	
	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 *****	%PY
Budget Account Number	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Estimated Full Year Actual	Requested	Admin. Recmnd	Budgeted		
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	15,000.00		17.39
	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	10,000.00		
4"LEAK PUMP							5,000.00	5,000.00	5,000.00		
FORKLIFT KIT FOR JCB BACKHOE							2,600.00	2,600.00	0.00		
3' BUCKET WITH OUT TEETH FOR JCB BACKHOE							3,000.00	3,000.00	0.00		
Control Total	0.00	0.00	0.00	106,529.00	12,778.00		20,600.00	15,000.00	15,000.00		17.39
	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	15,000.00		17.39
	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	15,000.00		17.39
	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	15,000.00		17.39
	0.00	0.00	0.00	106,529.00	12,595.00	0.00					