

Water Distribution Division

Division 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 spends time locating and repairing 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.

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

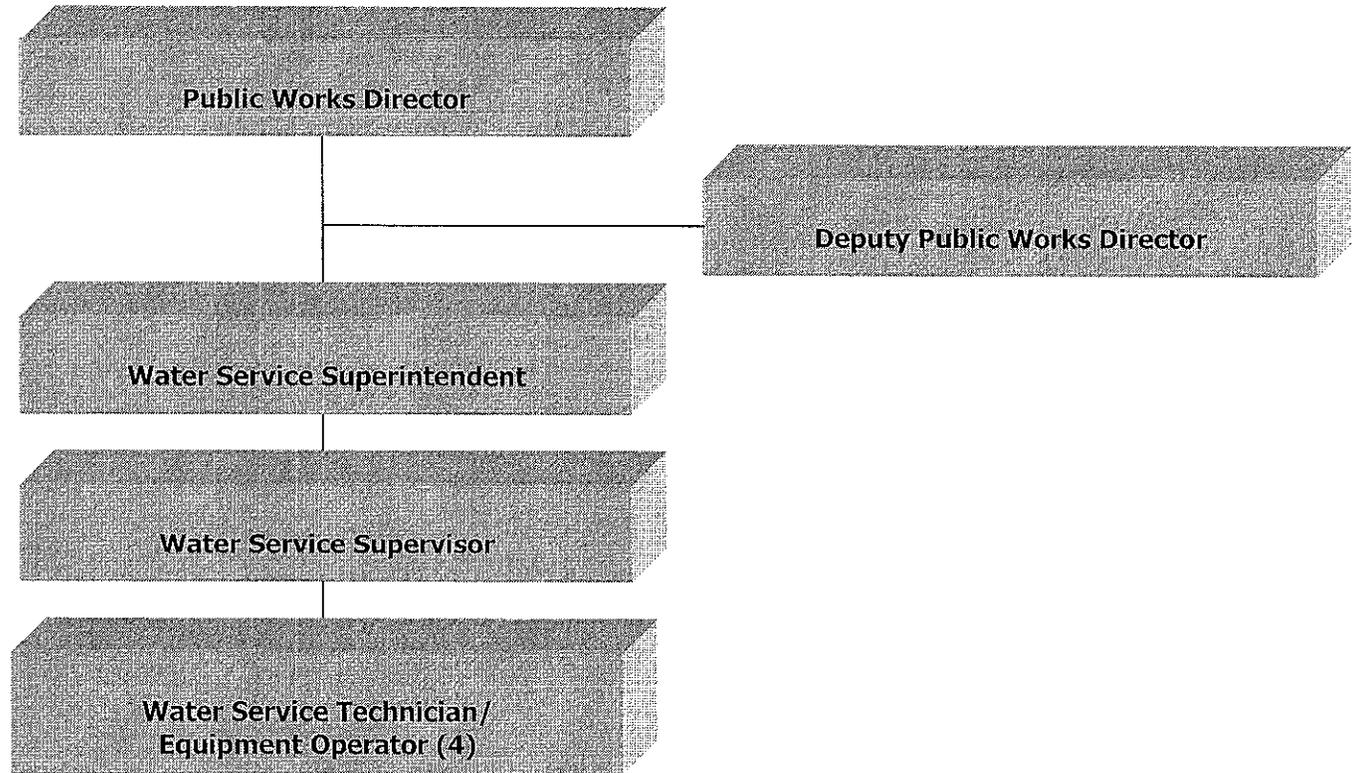
To provide superior customer service by ensuring accurate meter reading and prompt response to customer needs.
 To distribute water of equal quality and pressure and to provide adequate fire flows within the Town's water distribution system that exceeds state and federal guidelines.

Objectives

- Employ thoroughly trained, efficient, and conscientious personnel to maintain the water system to provide a safe and reliable product.
- Continue the meter change-out program in order to remove meters over 20 years old to ensure the accurate measurement of water consumed by our customers and to retrofit the system with approved back flow protection as funds and personnel allow.
- Follow the time schedule for water main improvements as outlined in the water master plan as funding permits.
- Provide a looped system where dead ends exist as well as installing automatic flushing devices in areas directly affected by seasonal flows and demands (or the lack of) to improve water quality and provide adequate fire flows as the budget allows.

Performance Measures and Workload Indicators

	FY 04-05 <u>Actual</u>	FY 05-06 <u>Actual</u>	FY 06-07 <u>Actual</u>
¾" Taps Installed	36	28	24
1" Taps Installed	54	52	20
1.5" & 2" Taps Installed	1	4	2
Water Line Failures Repaired	52	51	35
Water Mains Located For Contractors And Utility Companies	1807	1386	919
New Water Mains Added	0	2	3
After Hours Call-Outs	37	23	36



<u>Position</u>	<u>Grade</u>	<u>Adopted Positions FY 07-08</u>	<u>Currently Existing Positions</u>	<u>Recommended Positions FY 08-09</u>	<u>Adopted Positions FY 08-09</u>
Water Service Superintendent	17	1	1	1	1
Water Service Supervisor	15	1	1	1	1
Water Service Technician	10	4	4	0	0
Water Service Technician	11	0	0	4	4
TOTAL:		6	6	6	6

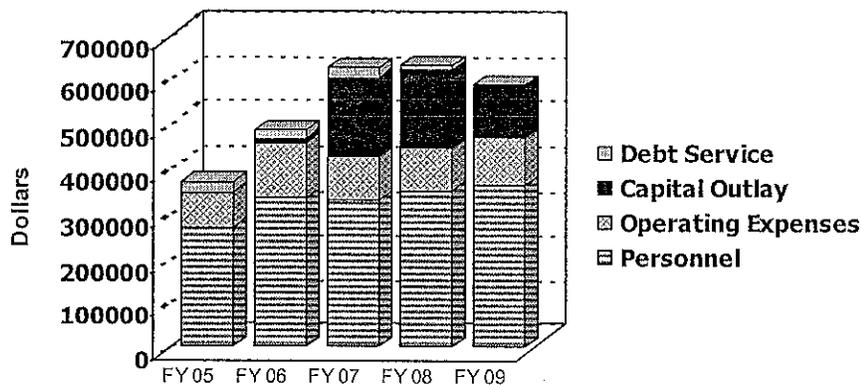
Highlights

- Budgetary capital funds in the amount of \$9,669 are included for three hydro-flow automatic flushers.
- Capital outlay funds in the amount of \$115,000 are included to extend a water main on the east side of US 158/S. Croatan Highway from Baltic Street to Bonnett Street.
- Funds are included for attendance at the annual North Carolina Technical Conference and Exposition (location to be determined).
- Costs are included for the Water Service Supervisor to attend the North Carolina Water Environmental Association Water Distribution/Meter School (location to be determined).

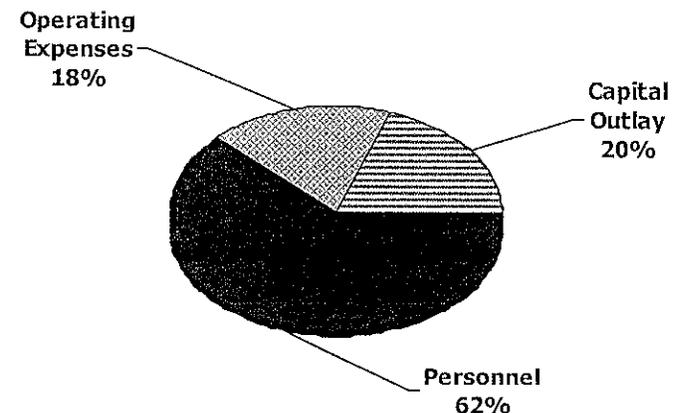
Expenditures by Function

	FY 2007-2008 <u>Adopted</u>	FY 2008-2009 <u>Adopted</u>	Percent <u>Change</u>
Personnel Services	\$ 352,732	\$ 365,666	3.67%
Operating Expenses	\$ 93,226	\$ 106,479	14.22%
Capital Outlay	\$ 176,400	\$ 115,000	-34.81%
Debt Service	\$ 7,550	\$ 0	-100.00%
Total	\$ 629,908	\$ 587,145	-6.79%

Adopted Expenditure History



Adopted FY 2008-2009 Expenditures by Function



TOWN OF NAGS HEAD
RECOMMENDED BUDGET FY 2008-2009

WATER FUND	FY 07/08 ADOPTED BUDGET	FY 07/08 AMENDED BUDGET	UNAUDITED YTD ACTUAL @6/30/08	FY 08/09 REQUESTED BUDGET	FY 08/09 RECOMMENDED BUDGET	FY 08/09 ADOPTED BUDGET

WATER DISTRIBUTION						
SALARIES						
818 510200 SALARIES/WAGES - REGULAR	234,783.00	234,783.00	235,853.55	247,740.00	247,740.00	250,014.00
818 510200 1 SALARIES/WAGES - REGULAR	.00	.00	.00	.00	.00	.00
818 510200 2 SALARIES/WAGES - REGULAR	.00	.00	.00	.00	.00	.00
818 510201 SALARIES - LONGEVITY PAY	8,679.00	8,679.00	8,569.42	9,460.00	9,460.00	9,460.00
818 510400 OVERTIME PAY	615.00	615.00	584.66	519.00	519.00	519.00
818 510400 1 OVERTIME PAY	.00	.00	.00	.00	.00	.00
818 510400 2 OVERTIME PAY	.00	.00	.00	.00	.00	.00
818 510500 HOLIDAY PAY	769.00	769.00	.00	808.00	808.00	808.00
818 510500 1 HOLIDAY PAY	.00	.00	.00	.00	.00	.00
818 510500 2 HOLIDAY PAY	.00	.00	.00	.00	.00	.00
818 521100 CAREER DEVELOPMENT	.00	2,250.00	2,239.02	2,980.00	2,980.00	.00
TOTAL SALARIES	244,846.00	247,096.00	247,246.65	261,507.00	261,507.00	260,801.00
BENEFITS						
818 520600 FICA TAX	18,883.00	19,055.00	17,193.60	20,011.00	20,011.00	19,957.00
818 520600 1 FICA TAX	.00	.00	.00	.00	.00	.00
818 520600 2 FICA TAX	.00	.00	.00	.00	.00	.00
818 520700 GROUP HEALTH INSURANCE	69,545.00	69,545.00	66,730.03	73,431.00	64,382.00	64,382.00
818 520701 RETIREE'S GROUP HEALTH INSUR	.00	.00	.00	.00	.00	.00
818 520800 RETIREMENT	12,051.00	12,051.00	11,970.47	12,735.00	12,735.00	12,713.00
818 520800 1 RETIREMENT	.00	.00	.00	.00	.00	.00
818 520800 2 RETIREMENT	.00	.00	.00	.00	.00	.00
818 521000 401 K	7,407.00	7,407.00	7,373.93	7,846.00	7,846.00	7,813.00
818 521000 1 401 K	.00	.00	.00	.00	.00	.00
818 521000 2 401 K	.00	.00	.00	.00	.00	.00
TOTAL BENEFITS	107,886.00	108,058.00	103,268.03	114,023.00	104,974.00	104,865.00
OPERATIONS						
818 522011 CAREER DEVELOPMENT OTHER COSTS	1,000.00	1,275.00	1,097.00	5,850.00	4,500.00	3,999.00
818 532000 TRAINING	930.00	530.00	434.29	730.00	730.00	730.00
818 532100 BUILDING/EQUIPMENT RENTAL	504.00	504.00	202.72	216.00	216.00	216.00
818 532100 1 BUILDING/EQUIPMENT RENTAL	.00	.00	.00	.00	.00	.00
818 532100 2 BUILDING/EQUIPMENT RENTAL	.00	.00	.00	.00	.00	.00
818 532200 TELEPHONE	1,915.00	1,915.00	1,970.79	1,915.00	1,915.00	1,915.00
818 532400 TRAVEL	1,700.00	900.00	1,300.89	1,600.00	1,600.00	1,600.00

TOWN OF NAGS HEAD
RECOMMENDED BUDGET FY 2008-2009

WATER FUND	FY 07/08 ADOPTED BUDGET	FY 07/08 AMENDED BUDGET	UNAUDITED YTD ACTUAL @6/30/08	FY 08/09 REQUESTED BUDGET	FY 08/09 RECOMMENDED BUDGET	FY 08/09 ADOPTED BUDGET
818 532500 POSTAGE	.00	.00	.00	.00	.00	.00
818 532600 ADVERTISING	2,200.00	600.00	404.43	2,200.00	1,700.00	1,700.00
818 532700 PRINTING	.00	.00	.00	.00	.00	.00
818 543100 FUEL COSTS	9,300.00	8,800.00	8,914.23	9,300.00	10,300.00	10,300.00
818 543100 1 FUEL COSTS	.00	.00	.00	.00	.00	.00
818 543100 2 FUEL COSTS	.00	.00	.00	.00	.00	.00
818 543300 DEPARTMENT SUPPLIES	7,500.00	7,500.00	7,490.51	19,250.00	9,750.00	9,750.00
818 543300 1 DEPARTMENT SUPPLIES	.00	.00	.00	.00	.00	.00
818 543300 2 DEPARTMENT SUPPLIES	.00	.00	.00	.00	.00	.00
818 543400 OTHER SUPPLIES	12,500.00	12,500.00	13,063.86	12,500.00	10,000.00	10,000.00
818 543400 1 OTHER SUPPLIES	.00	.00	.00	.00	.00	.00
818 543400 2 OTHER SUPPLIES	.00	.00	.00	.00	.00	.00
818 543405 OTHER SUPPLIES - COMPUTER	1,770.00	1,080.00	1,079.90	320.00	320.00	320.00
818 543600 MAINT/REPAIR EQUIPMENT	5,000.00	4,000.00	3,454.26	4,000.00	4,000.00	4,000.00
818 543600 1 MAINT/REPAIR EQUIPMENT	.00	.00	.00	.00	.00	.00
818 543600 2 MAINT/REPAIR EQUIPMENT	.00	.00	.00	.00	.00	.00
818 543700 MAINT/REPAIR VEHICLES	2,000.00	2,000.00	1,757.28	2,700.00	2,000.00	2,000.00
818 543700 1 MAINT/REPAIR VEHICLES	.00	.00	.00	.00	.00	.00
818 543700 2 MAINT/REPAIR VEHICLES	.00	.00	.00	.00	.00	.00
818 543701 VEHICLE REPAIRS	.00	.00	.00	.00	.00	.00
818 543800 MAINT/REPAIR OTHER	30,000.00	42,000.00	39,101.75	42,000.00	36,000.00	36,000.00
818 543800 1 MAINT/REPAIR OTHER	.00	.00	.00	.00	.00	.00
818 543800 2 MAINT/REPAIR OTHER	.00	.00	.00	.00	.00	.00
818 543900 UNIFORMS	3,958.00	3,958.00	4,083.68	3,939.00	3,939.00	3,939.00
818 544000 PROFESSIONAL FEES	90.00	340.00	291.00	90.00	90.00	90.00
818 544500 CONTRACTED SERVICES	5,500.00	740.00	779.77	5,500.00	2,500.00	2,500.00
818 544500 1 CONTRACTED SERVICES	.00	.00	.00	.00	.00	.00
818 544500 2 CONTRACTED SERVICES	.00	.00	.00	.00	.00	.00
818 555300 DUES AND SUBSCRIPTIONS	1,300.00	1,300.00	1,086.44	1,300.00	1,300.00	1,300.00
818 555400 INSURANCE	6,059.00	6,059.00	5,727.00	7,200.00	6,451.00	6,451.00
818 555400 1 INSURANCE	.00	.00	.00	.00	.00	.00
818 555400 2 INSURANCE	.00	.00	.00	.00	.00	.00
818 569900 COST REIMBURSEMENT	.00	136,860.00	136,860.00	.00	.00	.00
818 577433 CAPITAL OUTLAY BUDGETARY	.00	.00	.00	.00	9,669.00	9,669.00
TOTAL OPERATIONS	93,226.00	232,861.00	229,099.80	120,610.00	106,980.00	106,479.00
CAPITAL OUTLAY						
818 577300 CAPITAL OUTLAY OTHER	176,400.00	209,375.00	54,722.38	.00	115,000.00	115,000.00
818 577400 CAPITAL OUTLAY EQUIPMENT	.00	.00	.00	.00	.00	.00
TOTAL CAPITAL OUTLAY	176,400.00	209,375.00	54,722.38	.00	115,000.00	115,000.00
DEBT SERVICE						
818 578100 L/P PRINCIPAL	7,287.00	7,287.00	7,286.28	.00	.00	.00

TOWN OF NAGS HEAD
RECOMMENDED BUDGET FY 2008-2009

WATER FUND	FY 07/08 ADOPTED BUDGET	FY 07/08 AMENDED BUDGET	UNAUDITED YTD ACTUAL @6/30/08	FY 08/09 REQUESTED BUDGET	FY 08/09 RECOMMENDED BUDGET	FY 08/09 ADOPTED BUDGET
818 578200 LEASE PURCHASE INTEREST	263.00	263.00	244.03	.00	.00	.00
TOTAL DEBT SERVICE	7,550.00	7,550.00	7,530.31	.00	.00	.00
TOTAL WATER DISTRIBUTION	629,908.00	804,940.00	641,867.17	496,140.00	588,461.00	587,145.00

TOWN OF NAGS HEAD
PRIOR YEAR ACTUAL EXPENDITURES

	FY 01/02 ACTUAL	FY 02/03 ACTUAL	FY 03/04 ACTUAL	FY 04/05 ACTUAL	FY 05/06 ACTUAL	FY 06/07 ACTUAL
WATER FUND						

WATER DISTRIBUTION						
SALARIES						
818 510200 SALARIES/WAGES - REGULAR	160,629.97	170,829.35	181,089.60	175,887.43	201,919.52	223,247.50
818 510200 1 SALARIES/WAGES - REGULAR	.00	.00	.00	.00	.00	.00
818 510200 2 SALARIES/WAGES - REGULAR	.00	.00	.00	.00	.00	.00
818 510201 SALARIES - LONGEVITY PAY	.00	.00	.00	5,666.54	7,827.40	8,262.01
818 510400 OVERTIME PAY	942.63	71.30	73.15	194.70	47.00	105.05
818 510400 1 OVERTIME PAY	.00	.00	229.69	.00	.00	.00
818 510400 2 OVERTIME PAY	.00	.00	308.69	.00	.00	.00
818 510500 HOLIDAY PAY	34.28	160.43	.00	.00	.00	97.20
818 510500 1 HOLIDAY PAY	.00	.00	.00	.00	.00	.00
818 510500 2 HOLIDAY PAY	.00	.00	.00	.00	.00	.00
818 521100 CAREER DEVELOPMENT	878.44	.00	.00	.00	.00	.00
TOTAL SALARIES	162,485.32	171,061.08	181,701.13	181,748.67	209,793.92	231,711.76
BENEFITS						
818 520600 FICA TAX	11,785.74	12,321.20	13,031.80	12,660.64	14,521.30	16,210.45
818 520600 1 FICA TAX	.00	.00	17.57	.00	.00	.00
818 520600 2 FICA TAX	.00	.00	23.61	.00	.00	.00
818 520700 GROUP HEALTH INSURANCE	36,177.62	42,143.58	51,193.42	56,722.64	59,246.72	59,267.40
818 520701 RETIREE'S GROUP HEALTH INSUR	.00	.00	.00	.00	.00	.00
818 520800 RETIREMENT	7,884.85	8,322.93	8,869.34	8,820.32	10,097.43	11,267.22
818 520800 1 RETIREMENT	.00	.00	11.27	.00	.00	.00
818 520800 2 RETIREMENT	.00	.00	15.16	.00	.00	.00
818 521000 401 K	4,807.96	5,085.38	5,419.36	5,390.54	6,195.01	6,926.89
818 521000 1 401 K	.00	.00	6.89	.00	.00	.00
818 521000 2 401 K	.00	.00	9.26	.00	.00	.00
TOTAL BENEFITS	60,656.17	67,873.09	78,597.68	83,594.14	90,060.46	93,671.96
OPERATIONS						
818 522011 CAREER DEVELOPMENT OTHER COSTS	873.00	65.00	.00	160.00	.00	.00
818 532000 TRAINING	1,400.00	614.43	579.35	550.00	480.00	744.00
818 532100 BUILDING/EQUIPMENT RENTAL	175.00	156.80	170.50	240.00	477.37	479.67
818 532100 1 BUILDING/EQUIPMENT RENTAL	.00	.00	.00	.00	.00	.00
818 532100 2 BUILDING/EQUIPMENT RENTAL	.00	.00	.00	.00	.00	.00
818 532200 TELEPHONE	1,138.21	1,131.60	1,149.61	1,282.10	1,533.35	1,728.05
818 532400 TRAVEL	1,318.16	861.85	607.12	1,134.20	1,259.28	1,610.06

TOWN OF NAGS HEAD
PRIOR YEAR ACTUAL EXPENDITURES

	FY 01/02 ACTUAL	FY 02/03 ACTUAL	FY 03/04 ACTUAL	FY 04/05 ACTUAL	FY 05/06 ACTUAL	FY 06/07 ACTUAL
WATER FUND						
818 532500 POSTAGE	59.61	.00	.00	.00	.00	.00
818 532600 ADVERTISING	913.04	1,106.96	965.70	1,392.00	1,118.25	2,532.36
818 532700 PRINTING	.00	.00	.00	.00	.00	.00
818 543100 FUEL COSTS	3,135.71	4,092.05	4,567.56	5,885.59	8,590.11	9,770.25
818 543100 1 FUEL COSTS	.00	.00	.00	.00	.00	.00
818 543100 2 FUEL COSTS	.00	.00	.00	.00	.00	.00
818 543300 DEPARTMENT SUPPLIES	6,937.59	4,452.84	4,236.77	4,776.72	5,086.22	5,636.04
818 543300 1 DEPARTMENT SUPPLIES	.00	.00	38.95	.00	.00	.00
818 543300 2 DEPARTMENT SUPPLIES	.00	.00	.00	.00	.00	.00
818 543400 OTHER SUPPLIES	20,597.56	35,920.66	18,562.56	17,717.15	20,214.15	9,226.90
818 543400 1 OTHER SUPPLIES	.00	.00	.00	.00	.00	.00
818 543400 2 OTHER SUPPLIES	.00	.00	.00	.00	.00	.00
818 543405 OTHER SUPPLIES - COMPUTER	.00	.00	.00	.00	.00	.00
818 543600 MAINT/REPAIR EQUIPMENT	1,642.67	793.73	800.35	2,160.30	4,299.69	4,021.61
818 543600 1 MAINT/REPAIR EQUIPMENT	.00	.00	.00	.00	.00	.00
818 543600 2 MAINT/REPAIR EQUIPMENT	.00	.00	.00	.00	.00	.00
818 543700 MAINT/REPAIR VEHICLES	1,803.77	1,127.05	1,163.77	823.63	1,796.89	1,192.38
818 543700 1 MAINT/REPAIR VEHICLES	.00	.00	662.54	.00	.00	.00
818 543700 2 MAINT/REPAIR VEHICLES	.00	.00	.00	.00	.00	.00
818 543701 VEHICLE REPAIRS	.00	.00	.00	.00	.00	.00
818 543800 MAINT/REPAIR OTHER	15,659.08	10,880.47	15,139.88	22,039.60	42,796.92	36,664.41
818 543800 1 MAINT/REPAIR OTHER	.00	.00	173.54	.00	.00	.00
818 543800 2 MAINT/REPAIR OTHER	.00	.00	.00	.00	.00	.00
818 543900 UNIFORMS	2,945.12	3,236.05	3,252.49	2,777.46	3,579.83	3,441.46
818 544000 PROFESSIONAL FEES	575.00	245.00	.00	.00	275.00	225.00
818 544500 CONTRACTED SERVICES	5,512.69	625.24	4,195.08	4,489.14	877.56	588.23
818 544500 1 CONTRACTED SERVICES	.00	.00	30,793.70	.00	.00	.00
818 544500 2 CONTRACTED SERVICES	.00	.00	.00	.00	.00	.00
818 555300 DUES AND SUBSCRIPTIONS	966.00	969.00	1,078.44	938.44	741.44	950.52
818 555400 INSURANCE	4,910.00	5,868.00	5,620.00	5,356.00	4,885.00	5,031.00
818 555400 1 INSURANCE	.00	.00	.00	.00	.00	.00
818 555400 2 INSURANCE	.00	.00	.00	.00	.00	.00
818 569900 COST REIMBURSEMENT	85,071.00	85,071.00	192,046.00	166,734.00	127,964.00	126,988.00
818 577433 CAPITAL OUTLAY BUDGETARY	.00	.00	.00	3,275.00	.00	.00
TOTAL OPERATIONS	155,633.21	157,217.73	285,803.91	241,731.33	225,975.06	210,829.94
CAPITAL OUTLAY						
818 577300 CAPITAL OUTLAY OTHER	.00	139,509.83	41,770.87	6,500.00	295,543.48	155,799.72
818 577400 CAPITAL OUTLAY EQUIPMENT	70,177.00	24,427.75	26,150.55	1,113.75	22,523.50	15,020.00
TOTAL CAPITAL OUTLAY	70,177.00	163,937.58	67,921.42	7,613.75	318,066.98	170,819.72
DEBT SERVICE						
818 578100 L/P PRINCIPAL	19,311.83	23,570.22	22,099.65	22,288.59	24,382.95	18,841.49

TOWN OF NAGS HEAD
PRIOR YEAR ACTUAL EXPENDITURES

WATER FUND	FY 01/02 ACTUAL	FY 02/03 ACTUAL	FY 03/04 ACTUAL	FY 04/05 ACTUAL	FY 05/06 ACTUAL	FY 06/07 ACTUAL
818 578200 LEASE PURCHASE INTEREST	612.59	2,089.98	1,654.06	1,465.11	877.99	896.68
TOTAL DEBT SERVICE	19,924.42	25,660.20	23,753.71	23,753.70	25,260.94	19,738.17
TOTAL WATER DISTRIBUTION	468,876.12	585,749.68	637,777.85	538,441.59	869,157.36	726,771.55

TOWN OF NAGS HEAD
 Adopted BUDGET REQUESTS

BUDGET PROJECTION 2009 FY 2008-2009 BUDGET PROJECTION

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	Adopted	PERCENT CHANGE
818	577433	CAPITAL OUTLAY BUDGETARY	9,669.00	.00	9,669.00	.00
	630 -6-818-5774-33-	HYDRO-FLOW AUTOMATIC FLUSHERS AND ASSORTED MATERIALS FOR INSTALLATION. (REDUCE FROM 4 TO 3)	3.00	3,223.00	9,669.00	

TOWN OF NAGS HEAD
 Adopted BUDGET REQUESTS

BUDGET PROJECTION 2009 FY 2008-2009 BUDGET PROJECTION

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	Adopted	PERCENT CHANGE
818	577300	CAPITAL OUTLAY OTHER	114,999.85	.00	115,000.00	.00
	630 -6-818-5773-00-	WATERLINE EXTENSION PER CIP REQUEST	1.00	115,000.00	115,000.00	