Town of Nags Head Capital Improvement Program Request Fiscal Years 2016-2017 through 2020-2021

1. Project:	Utility Billing Software	2. Department	Water Administration	3. Rank (Completed by TM)	

4. Project Description

Replace current utility billing software at a cost of $39,925, financed over 5 years, assumed interest rate at 5%, total cost plus interest $43,915. Annual maintenance is equal to current software.

5. Type of Project or Acquisition

- [x] Replacement
- [ ] New
- [ ] Renovation
- [ ] Expansion
- [ ] Equipment
- [ ] Land

6. Project Justification

Complex procedures associated with billing, scheduling and reporting utilities can be more streamlined, enabling the focus to be put on the customer. Customer service and transparency can be increased by having the right software to easily maintain customer accounts, track service orders, generate utility bills, and collect fees. Billing clerks, customer service representatives, and utility directors can all have access to detailed information in a seamless, real-time and intuitive solution.

7. Implementation/Acquisition Schedule

Project Category	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Beyond 2021
Planning and Design	☐	☐	☐	☐	☐	☐
Land and Land Acquisition	☐	☐	☐	☐	☐	☐
Construction	☐	☐	☐	☐	☐	☐
Equipment Acquisition	☑	☐	☐	☐	☐	☐
Miscellaneous	☐	☐	☐	☐	☐	☐

8. Operating Budget Impact

	Personnel:	Capital/One Time Costs	Maintenance/ Operating Costs:	Other:	Total:
FY 2017:		$8,783			$8,783
FY 2018:		$8,783			$8,783
FY 2019:		$8,783			$8,783
FY 2020:		$8,783			$8,783
FY 2021:		$8,783			$8,783

9. Additional or Alternate Funding Sources

	FY 2017:	FY 2018:	FY 2019:	FY 2020:	FY 2021:	Beyond 2021:	Total:
Reserve:							$0
Grants:							$0
Other:							$0
Other:							$0
Other:							$0
Total:	$0	$0	$0	$0	$0	$0	$0

Town of Nags Head Capital Improvement Program Request Fiscal Years 2016-2017 through 2020-2021

1. Project:	OPEB Funding	2. Department	Water Administration	3. Rank (Completed by TM)	

4. Project Description

Resolution to set up irrevocable trust would allow the Town to more broadly invest funds set aside to fund liabilities resulting of the payment of OPEB. The fund will be administered by the Department of the State Treasurer and is permitted to invest in both equities and fixed income securities.

5. Type of Project or Acquisition

- ☐ Replacement
- ☑ New
- ☐ Renovation
- ☐ Expansion
- ☐ Equipment
- ☐ Land

6. Project Justification

Investments in the OPEB Fund will be money the Town is planning to invest for long periods of time. By keeping moneys in the fund for longer periods, the Town should be able to experience longer term investment returns, which will lower the Town's OPEB liability. The Town will have the opportunity to withdraw from the OPEB Trust twice a year after the first year invested in the fund. Minimum initial investment is $100,000, funded 93% General Fund and 7% Water Fund. Subsequent annual contributions were calculated at $25 per month per employee (104 General Fund, 9 Water Fund) per year.

7. Implementation/Acquisition Schedule

Project Category	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Beyond 2021
Planning and Design	☐	☐	☐	☐	☐	☐
Land and Land Acquisition	☐	☐	☐	☐	☐	☐
Construction	☐	☐	☐	☐	☐	☐
Equipment Acquisition	☐	☐	☐	☐	☐	☐
Miscellaneous	☑	☐	☐	☐	☐	☐

8. Operating Budget Impact

	Personnel:	Capital/One Time Costs	Maintenance/ Operating Costs:	Other:	Total:
FY 2017:		$7,000	$0		$7,000
FY 2018:			$2,700		$2,700
FY 2019:			$2,700		$2,700
FY 2020:			$2,700		$2,700
FY 2021:			$2,700		$2,700

9. Additional or Alternate Funding Sources

	FY 2017:	FY 2018:	FY 2019:	FY 2020:	FY 2021:	Beyond 2021:	Total:
Reserve:							$0
Grants:							$0
Other:							$0
Other:							$0
Other:							$0
Total:	$0	$0	$0	$0	$0	$0	$0

Town of Nags Head Capital Improvement Program Request Fiscal Years 2016-2017 through 2020-2021

1. Project:	1 Million Gallon Treatment Train at the NRO and Two New Wells	2. Department	Water Operations	3. Rank (Completed by TM)	

4. Project Description

To pay for the construction of an additional 1-million gallon reverse osmosis(R/O) treatment train at the Dare County North R/O (NRO) Regional water Plant and the development cost to install two new production wells. $3,400,000 financed 15 years at 5% totals $4,679,483.

5. Type of Project or Acquisition

- ☐ Replacement
- ☑ New
- ☐ Renovation
- ☐ Expansion
- ☐ Equipment
- ☐ Land

6. Project Justification

This project was originally recommended in the November 2000 Water Master Plan Update. It will be required if Nags Head consumes 90% of its 3.5 million gallon per day allocation of water from Dare County for two consecutive days. To date, the maximum day for Nags Head has been 2.805 million gallons on July 4 2008 (80% of our allocation).

7. Implementation/Acquisition Schedule

Project Category	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Beyond 2021
Planning and Design	☐	☐	☐	☐	☐	☐
Land and Land Acquisition	☐	☐	☐	☐	☐	☐
Construction	☐	☐	☐	☐	☑	☐
Equipment Acquisition	☐	☐	☐	☐	☐	☐
Miscellaneous	☐	☐	☐	☐	☐	☐

8. Operating Budget Impact

	Personnel:	Capital/One Time Costs	Maintenance/ Operating Costs:	Other:	Total:
FY 2017:					$0
FY 2018:					$0
FY 2019:					$0
FY 2020:					$0
FY 2021:		$311,966			$311,966
Beyond 2021:		$4,367,517			$4,367,517

9. Additional or Alternate Funding Sources

	FY 2017:	FY 2018:	FY 2019:	FY 2020:	FY 2021:	Beyond 2021:	Total:
Reserve:							$0
Grants:							$0
Other:							$0
Other:							$0
Other:							$0
Total:	$0	$0	$0	$0	$0	$0	$0

Town of Nags Head Capital Improvement Program Request Fiscal Years 2016-2017 through 2020-2021

1. Project:	Excavator	2. Department	Water Distribution	3. Rank (Completed by TM)	

4. Project Description

To purchase an excavator for water tap installation and the repair of water main/service lines. Total $34,000 financed over (3) years at 4% totaling $35,133 in debt payments.

5. Type of Project or Acquisition

- ☐ Replacement
- ☑ New
- ☐ Renovation
- ☐ Expansion
- ☐ Equipment
- ☐ Land

6. Project Justification

As the town continues to grow, there are more established right-of-ways. This piece of equipment will allow us to install and repair water services and mains with low impact on the surrounding area. There have been times, when using the backhoe, the road way and/or ditch banks have been damaged while we were making repairs or doing installations. This was due to the outriggers used to stabilize the backhoe. The excavator could also be used by Facilities Maint. when cleaning out the town's drainage system and to clean out beside of the beach accesses and not disturb the sand dune. The use of the excavator will save man hours on these duties.

7. Implementation/Acquisition Schedule

Project Category	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Beyond 2021
Planning and Design	☐	☐	☐	☐	☐	☐
Land and Land Acquisition	☐	☐	☐	☐	☐	☐
Construction	☐	☐	☐	☐	☐	☐
Equipment Acquisition	☑	☐	☐	☐	☐	☐
Miscellaneous	☐	☐	☐	☐	☐	☐

8. Operating Budget Impact

	Personnel:	Capital/One Time Costs	Maintenance/ Operating Costs:	Other:	Total:
FY 2017:		$11,781	$500		$12,281
FY 2018:		$11,781	$1,000		$12,781
FY 2019:		$11,781	$1,000		$12,781
FY 2020:			$1,500		$1,500
FY 2021:			$1,500		$1,500

9. Additional or Alternate Funding Sources

	FY 2017:	FY 2018:	FY 2019:	FY 2020:	FY 2021:	Beyond 2021:	Total:
Reserve:							$0
Grants:							$0
Other:							$0
Other:							$0
Other:							$0
Total:	$0	$0	$0	$0	$0	$0	$0

Town of Nags Head Capital Improvement Program Request Fiscal Years 2016-2017 through 2020-2021

1. Project:	Becker/Morning View Waterline Replacement	2. Department	Water Distribution	3. Rank (Completed by TM)	

4. Project Description

To replace 4" asbestos cement lines on Becker Street and Morning View Street with 6" C900 PVC. To extend the 6" water line on Wrightsville Avenue from Morning View to Baltic Street.

5. Type of Project or Acquisition

- [x] Replacement
- [x] New
- [ ] Renovation
- [ ] Expansion
- [ ] Equipment
- [ ] Land

6. Project Justification

The new lines on Becker and Morning View would tie in to the water line on the east side of 158 by-pass to create a looped system and eliminate 2 dead end lines. The extension on Wrightsville Ave from Morning View to Baltic would eliminate the last dead end on Wrightsville.

7. Implementation/Acquisition Schedule

Project Category	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Beyond 2021
Planning and Design	☐	☐	☐	☐	☐	☐
Land and Land Acquisition	☐	☐	☐	☐	☐	☐
Construction	☑	☐	☐	☐	☐	☐
Equipment Acquisition	☐	☐	☐	☐	☐	☐
Miscellaneous	☐	☐	☐	☐	☐	☐

8. Operating Budget Impact

	Personnel:	Capital/One Time Costs	Maintenance/ Operating Costs:	Other:	Total:
FY 2017:		$168,500			$168,500
FY 2018:					$0
FY 2019:					$0
FY 2020:					$0
FY 2021:					$0

9. Additional or Alternate Funding Sources

	FY 2017:	FY 2018:	FY 2019:	FY 2020:	FY 2021:	Beyond 2021:	Total:
Reserve:							$0
Grants:							$0
Other:							$0
Other:							$0
Other:							$0
Total:	$0	$0	$0	$0	$0	$0	$0

Town of Nags Head Capital Improvement Program Request Fiscal Years 2016-2017 through 2020-2021

1. Project:	Water System Master Plan	2. Department	Water Distribution	3. Rank (Completed by TM)	

4. Project Description

Water System Master Plan would evaluate Nags Head's water systems needs and give guidance for future needs.

5. Type of Project or Acquisition

- ☐ Replacement
- ☑ New
- ☐ Renovation
- ☐ Expansion
- ☐ Equipment
- ☐ Land

6. Project Justification

Water System Master Plan Update is recommended to be done every 5 years. Our last update was in 2010. The 2010 plan focused on water quality (THM formation potential) and fire flow. The 2016/17 plan would include but not limited to: developing and recommending rate strategies, study and recommended distribution system improvements, study operational procedures and policies, source water quality from Dare County, and update the CIP.

7. Implementation/Acquisition Schedule

Project Category	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Beyond 2021
Planning and Design	☑	☐	☐	☐	☐	☐
Land and Land Acquisition	☐	☐	☐	☐	☐	☐
Construction	☐	☐	☐	☐	☐	☐
Equipment Acquisition	☐	☐	☐	☐	☐	☐
Miscellaneous	☐	☐	☐	☐	☐	☐

8. Operating Budget Impact

	Personnel:	Capital/One Time Costs	Maintenance/ Operating Costs:	Other:	Total:
FY 2017:		$137,500			$137,500
FY 2018:					$0
FY 2019:					$0
FY 2020:					$0
FY 2021:					$0

9. Additional or Alternate Funding Sources

	FY 2017:	FY 2018:	FY 2019:	FY 2020:	FY 2021:	Beyond 2021:	Total:
Reserve:							$0
Grants:							$0
Other:							$0
Other:							$0
Other:							$0
Total:	$0	$0	$0	$0	$0	$0	$0

Town of Nags Head Capital Improvement Program Request Fiscal Years 2016-2017 through 2020-2021

1. Project:	Water Services Technician	2. Department	Water Distribution	3. Rank (Completed by TM)	

4. Project Description

An additional position with in the Water Distribution Division of Public Works.

5. Type of Project or Acquisition

- ☐ Replacement
- ☑ New
- ☐ Renovation
- ☐ Expansion
- ☐ Equipment
- ☐ Land

6. Project Justification

Work load increased since 2011. In 2010/11, Water Dist had 6 people in the division. They installed 33 meters, had 1008 locates and 8225 man hours worked. In 2014/15, Water Dist had 4 people. They installed 60 meters, had 1414 locates and 7394 man hours worked. Two technicians perform the annual system flushing January thru April.Depending on which cycle is being read, 1 technician reads meters, does re-reads and meter-cut-offs 6 to 9 days each month. There are times when there is 1 technician to perform system maintenance, answer and investigate service calls and do 811 locates.

7. Implementation/Acquisition Schedule

Project Category	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Beyond 2021
Planning and Design	☐	☐	☐	☐	☐	☐
Land and Land Acquisition	☐	☐	☐	☐	☐	☐
Construction	☐	☐	☐	☐	☐	☐
Equipment Acquisition	☐	☐	☐	☐	☐	☐
Miscellaneous	☑	☐	☐	☐	☐	☐

8. Operating Budget Impact

	Personnel:	Capital/One Time Costs	Maintenance/ Operating Costs:	Other:	Total:
FY 2017:	$65,000				$65,000
FY 2018:					$0
FY 2019:					$0
FY 2020:					$0
FY 2021:					$0

9. Additional or Alternate Funding Sources

	FY 2017:	FY 2018:	FY 2019:	FY 2020:	FY 2021:	Beyond 2021:	Total:
Reserve:							$0
Grants:							$0
Other:							$0
Other:							$0
Other:							$0
Total:	$0	$0	$0	$0	$0	$0	$0

Town of Nags Head Capital Improvement Program Request Fiscal Years 2016-2017 through 2020-2021

1. Project:	Update to Decentralized Wastewater Management Plan	2. Department	Septic Health	3. Rank (Completed by TM)	

4. Project Description

This project involves conducting an update to the 2005 Town of Nags Head Decentralized Wastewater Management Plan.

5. Type of Project or Acquisition

- ☐ Replacement
- ☑ New
- ☐ Renovation
- ☐ Expansion
- ☐ Equipment
- ☐ Land

6. Project Justification

The Town has a Septic Health Program which entails a four pronged approach to maintaining the proper function of septic systems within the town. One part of this includes annual water quality testing conducted by Environmental Professionals. It has been 11 years since the original decentralized wastewater management plan was completed. Staff is proposing to hire a consultant to update this study to determine how effective the program has been, what the water quality data is telling us, and explore what additional actions we might need to consider to maintain or enhance the effectiveness of the septic health program.

7. Implementation/Acquisition Schedule

Project Category	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Beyond 2021
Planning and Design	☐	☑	☐	☐	☐	☐
Land and Land Acquisition	☐	☐	☐	☐	☐	☐
Construction	☐	☐	☐	☐	☐	☐
Equipment Acquisition	☐	☐	☐	☐	☐	☐
Miscellaneous	☐	☐	☐	☐	☐	☐

8. Operating Budget Impact

	Personnel:	Capital/One Time Costs	Maintenance/ Operating Costs:	Other:	Total:
FY 2017:					$0
FY 2018:		$150,000			$150,000
FY 2019:					$0
FY 2020:					$0
FY 2021:					$0

9. Additional or Alternate Funding Sources

	FY 2017:	FY 2018:	FY 2019:	FY 2020:	FY 2021:	Beyond 2021:	Total:
Reserve:							$0
Grants:							$0
Other:							$0
Other:							$0
Other:							$0
Total:	$0	$0	$0	$0	$0	$0	$0