

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. Continue to analyze annual flushing program to maximize effectiveness and minimize system disruptions.
- **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. Replace 4" asbestos cement water lines on Becker and Morning View Streets with 6" C900 PVC
 2. Tie-in Becker and Morning View Streets to 8" water line on 158 By-Pass
 3. Extend 6" water line on Wrightsville Ave. from Morning View to Baltic Street to eliminate dead end line.
 4. Develop an updated Water System Master Plan with project prioritizations and current estimated design/construction costs.
 5. Continue with system fire hydrant maintenance

Water Distribution

Organization and Staffing



Water Distribution – Budget Highlights

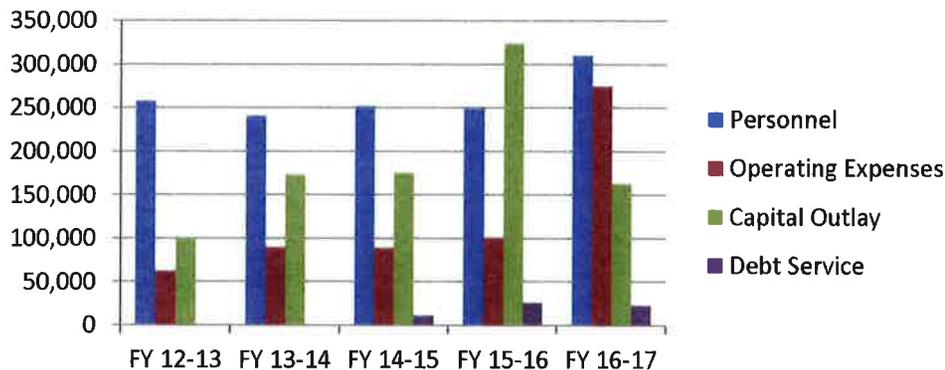
Highlights

- Funding is included for a new water distribution technician position.
- Capital outlay funding includes \$163,500 for a waterline extension on the east side of South Croatan Highway, connecting Baltic, Morning View, Becker, Barnes, and Blackman Streets.
- Capital outlay funds also include \$34,000 for an excavator to be financed over three years at \$11,781 per year.
- Funding in the amount of \$137,500 is included for a water system master plan.

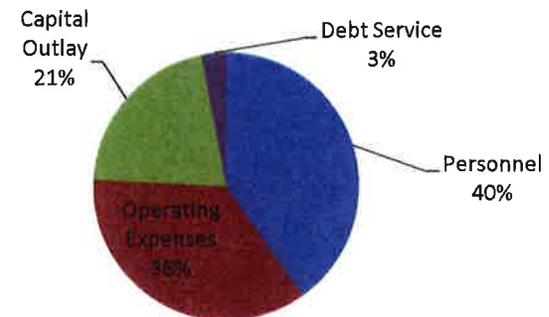
Expenditures by Function

	FY 2015-2016		FY 2016-2017		Percent
	<u>Adopted</u>		<u>Recommended</u>		<u>Change</u>
Personnel Services	\$ 249,344	\$	311,207		24.81%
Operating Expenses	\$ 101,277	\$	275,440		171.97%
Capital Outlay	\$ 325,000	\$	163,500		-49.69%
Debt Service	\$ 26,277	\$	23,607		-10.16%
Total	\$ 701,898	\$	773,754		10.24%

Fiscal Year 2016-2017 Recommended Expenditures and Adopted Expenditure History



Fiscal Year 2016-2017 Recommended Expenditures by Function



**Town of Nags Head
Recommended Budget
For the Fiscal Year 2016-2017**

Department: <i>Water Distribution</i>		Departmental	Manager's	Adopted	Adjusted	Estimated Actual	Actual	Actual
Account Number	Account Description	Requested	Recommended	Budget	Budget	Expenditures	Expenditures	Expenditures
		2016-2017	2016-2017	2015-2016	2015-2016	2015-2016	2014-2015	2013-2014
PERSONNEL SERVICES								
61-818-6-5102-00	SALARIES/WAGES - REGULAR	\$ 188,908	\$ 188,908	\$ 146,702	\$ 148,902	\$ 146,488	\$ 147,431	\$ 149,394
61-818-6-5102-01	SALARIES - LONGEVITY PAY	2,440	2,440	1,525	1,547	1,547	1,525	5,039
61-818-6-5104-00	OVERTIME PAY	1,500	1,500	1,500	1,522	1,522	1,677	1,526
61-818-6-5105-00	HOLIDAY PAY	400	400	200	203	200	-	-
61-818-6-5206-00	FICA TAX	14,783	14,783	11,508	11,680	10,625	10,652	11,646
61-818-6-5207-00	GROUP HEALTH INSURANCE	61,105	61,105	47,752	47,752	33,674	40,256	41,355
61-818-6-5207-01	RETIREEES GROUP HEALTH INSUR	24,408	24,408	27,274	27,274	19,291	24,297	11,635
61-818-6-5208-00	RETIREMENT	13,844	13,844	10,139	10,291	10,029	10,392	11,413
61-818-6-5210-00	401 K	3,819	3,819	2,744	2,785	2,785	2,892	3,052
	Subtotal Personnel Services	\$ 311,207	\$ 311,207	\$ 249,344	\$ 251,956	\$ 226,161	\$ 239,123	\$ 235,059
OPERATIONS								
61-818-6-5320-00	TRAINING	\$ 6,550	\$ 4,560	\$ 2,560	\$ 2,560	\$ 2,349	\$ 1,878	\$ 2,409
61-818-6-5322-00	TELEPHONE	4,290	1,200	1,200	1,200	1,200	1,680	1,793
61-818-6-5322-01	CELL PHONE STIPEND	900	900	900	900	900	230	355
61-818-6-5324-00	TRAVEL	-	-	2,000	2,000	2,000	1,352	1,632
61-818-6-5325-00	POSTAGE	-	-	-	-	15	7	-
61-818-6-5326-00	ADVERTISING	1,400	1,400	900	900	1,753	-	1,266
61-818-6-5431-00	FUEL COSTS	8,500	8,500	5,497	4,997	4,883	7,865	11,084
61-818-6-5432-00	STREET SUPPLIES	2,500	2,500	1,140	1,140	1,140	1,024	900
61-818-6-5433-00	DEPARTMENT SUPPLIES	18,300	16,000	21,900	21,900	14,182	13,997	11,963
61-818-6-5434-00	OTHER SUPPLIES	18,000	15,000	12,000	12,000	4,223	16,869	11,585
61-818-6-5436-00	MAINT/REPAIR EQUIPMENT	76,000	45,000	5,500	32,628	32,628	5,144	1,174
61-818-6-5437-00	VEHICLE MAINTENANCE	3,000	2,000	2,000	2,000	1,198	1,732	3,593
61-818-6-5437-01	VEHICLE REPAIRS	500	-	-	-	-	-	-
61-818-6-5438-00	MAINT/REPAIR OTHER	33,200	31,200	28,000	28,000	28,000	35,402	37,960
61-818-6-5439-00	UNIFORMS	2,000	2,000	2,000	2,000	1,909	2,954	1,361
61-818-6-5440-00	PROFESSIONAL FEES	137,500	137,500	-	-	-	245	111
61-818-6-5445-00	CONTRACTED SERVICES	6,526	6,000	6,000	6,000	6,000	4,766	4,934
61-818-6-5553-00	DUES AND SUBSCRIPTIONS	1,680	1,680	1,680	1,680	1,000	1,489	1,139
61-818-6-5554-00	INSURANCE	-	-	8,000	8,000	8,000	6,111	5,862
	Subtotal Operations	\$ 320,846	\$ 275,440	\$ 101,277	\$ 127,905	\$ 111,380	\$ 102,745	\$ 99,121

Town of Nags Head
 Recommended Budget
 For the Fiscal Year 2016-2017

Department:	<i>Water Distribution</i>								
Account Number	Account Description	Departmental Requested 2016-2017	Manager's Recommended 2016-2017	Adopted Budget 2015-2016	Adjusted Budget 2015-2016	Estimated Actual Expenditures 2015-2016	Actual Expenditures 2014-2015	Actual Expenditures 2013-2014	
	<i>COST REIMBURSEMENT</i>								
61-818-6-5699-00	COST REIMBURSEMENT	\$ -	\$ -	\$ -	\$ 142,814	\$ 142,814	\$ 112,243	\$ 146,048	
	<i>CAPITAL OUTLAY</i>								
61-818-6-5772-00	CAPITAL OUTLAY BUILDINGS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,858	
61-818-6-5773-00	CAPITAL OUTLAY OTHER	168,500	163,500	310,000	310,000	310,000	160,276	24,198	
61-818-6-5774-00	CAPITAL OUTLAY EQUIPMENT	1,000	-	15,000	15,000	15,000	12,595	106,529	
	<i>Subtotal Capital Outlay</i>	\$ 169,500	\$ 163,500	\$ 325,000	\$ 325,000	\$ 325,000	\$ 172,871	\$ 140,585	
	<i>DEBT SERVICE</i>								
61-818-6-5781-00	L/P PRINCIPAL	\$ 34,770	\$ 23,207	\$ 25,651	\$ 25,651	\$ 25,651	\$ 25,651	\$ 25,651	
61-818-6-5782-00	L/P INTEREST	400	400	626	626	626	913	-	
	<i>Subtotal Debt Service</i>	\$ 35,170	\$ 23,607	\$ 26,277	\$ 26,277	\$ 26,277	\$ 26,564	\$ 25,651	
	TOTAL	\$ 836,723	\$ 773,754	\$ 701,898	\$ 873,952	\$ 831,632	\$ 653,546	\$ 646,464	

**Town of Nags Head
Recommended Budget
For the Fiscal Year 2016-2017**

Water Distribution

Description of Capital Items	Department Requested 2016 - 2017	Manager's Recommended 2016 - 2017
<i>Capital Outlay Other</i>		
1. Morningview/Becker Street	\$ 168,500	\$ 163,500
<i>Total Capital Outlay Other</i>	\$ 168,500	\$ 163,500
<i>New Lease Payments</i>		
1. Excavator at a cost of \$34,000	\$ 8,880	\$ 8,880
2. Replace Dodge Pickup at a cost of \$25,000	11,563	-
<i>Total New Lease Payments</i>	\$ 20,443	\$ 8,880
<i>Capital Outlay Equipment</i>		
1. Excise tax on new vehicle	\$ 1,000	\$ -
<i>Total Capital Outlay Equipment</i>	\$ 1,000	\$ -