

# ***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 Water Distribution 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**

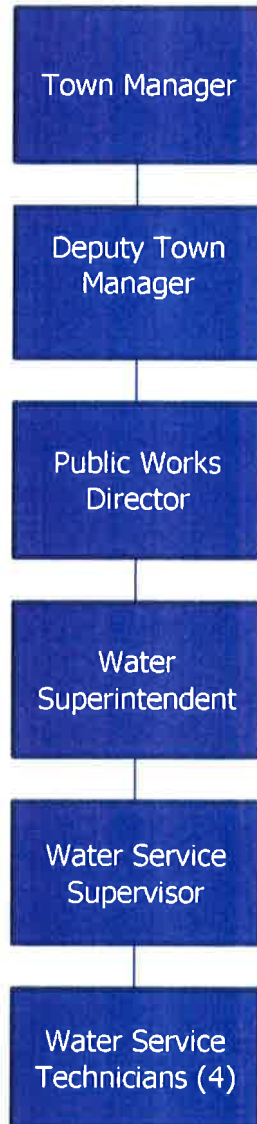
- Provide drinking water, and water needed for fire suppression, that meets or exceeds all federal and state standards in quantity and quality. (BOC Values 2, 4 and 5)
- Maintain the Town's water treatment and storage system in optimum operating condition and add needed system enhancements as required 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 three million gallons registered for water accountability. (AWWA standard is 240 meters per year for our size system).
  2. Perform flow testing on water meters to check for accuracy.
  3. 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 eight inch asbestos cement line on East Barnes Street from South Virginia Dare Trail, under South Croatan Highway to West Barnes Street with C900 PVC.
  2. Tie-in Memorial Avenue and Wrightsville Avenue to C900 PVC line on East Barnes Street.
  3. Install a fire hydrant at Bergen Court and Wrightsville Avenue.
  4. Install a fire hydrant on South Virginia Dare Trail between Albatross Street and Driftwood Street.
  5. Continue to develop an updated Water System Master Plan with project prioritizations and current estimated design/construction costs.

# ***Water Distribution***

## ***Recommended Organization and Staffing***



# Water Distribution – Budget Highlights

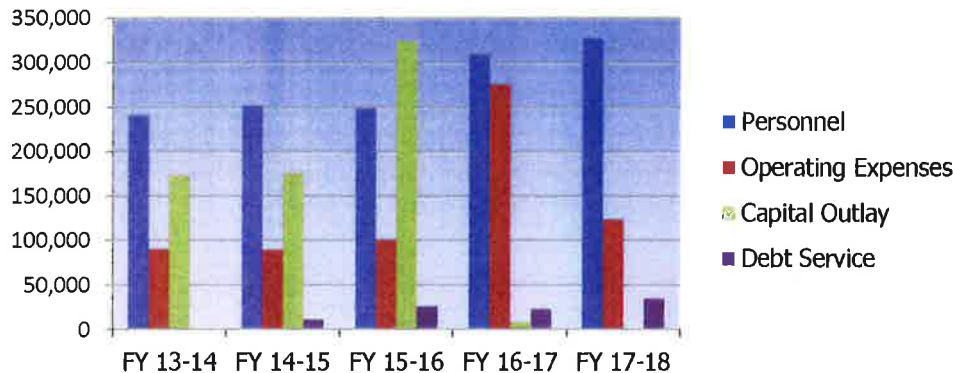
## Highlights

- Capital outlay funding includes the purchase of a vehicle at \$34,000, financed over three years at \$11,781/year.
- This budget includes funding to install a fire hydrant at Bergen Court and Wrightsville Avenue and on South Virginia Dare Trail between Albatross and Driftwood Streets.

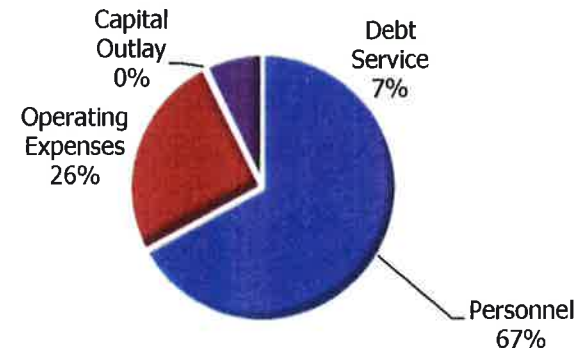
## Expenditures by Function

		<b>FY 2016-2017 Adopted</b>		<b>FY 2017-2018 Recommended</b>	<b>Percent Change</b>
<b>Personnel Services</b>	\$	309,893	\$	327,347	5.63%
<b>Operating Expenses</b>	\$	275,440	\$	124,248	-54.89%
<b>Capital Outlay</b>	\$	8,541	\$	1,000	-88.29%
<b>Debt Service</b>	\$	23,607	\$	34,819	47.49%
<b>Total</b>	\$	617,481	\$	487,414	-21.06%

## Fiscal Year 2017-2018 Recommended Expenditures and Adopted Expenditure History



## Fiscal Year 2017-2018 Recommended Expenditures by Function



**Town of Nags Head  
Recommended Budget  
For the Fiscal Year 2017-2018**

**Department:** *Water Distribution*

<b>Account Description</b>	<b>Departmental Requested 2017-2018</b>	<b>Manager's Recommended 2017-2018</b>	<b>Financial Plan 2018-2019</b>	<b>Adopted Budget 2016-2017</b>	<b>Adjusted Budget 2016-2017</b>	<b>Estimated Actual Expenditures 2016-2017</b>	<b>Actual Expenditures 2015-2016</b>	<b>Actual Expenditures 2014-2015</b>
<b>PERSONNEL SERVICES</b>								
SALARIES/WAGES - REGULAR	\$ 193,001	\$ 193,001	\$ 196,826	\$ 192,124	\$ 192,124	\$ 174,949	\$ 155,895	\$ 147,431
SALARIES - LONGEVITY PAY	3,015	3,015	3,566	-	-	-	-	1,525
OVERTIME PAY	1,500	1,500	1,500	-	-	-	-	1,677
HOLIDAY PAY	400	400	400	-	-	-	-	-
FICA TAX	15,141	15,141	15,475	14,698	14,698	12,539	11,106	10,652
GROUP HEALTH INSURANCE	68,573	68,573	71,755	61,105	61,105	51,484	42,439	40,256
RETIREES GROUP HEALTH INSUR	26,964	26,964	28,184	24,408	24,408	25,271	24,520	24,297
RETIREMENT	14,830	14,830	15,281	13,762	13,762	12,736	10,487	10,392
401 K	3,923	3,923	4,011	3,796	3,796	3,480	3,109	2,892
<b>Subtotal Personnel Services</b>	<b>\$ 327,347</b>	<b>\$ 327,347</b>	<b>\$ 336,998</b>	<b>\$ 309,893</b>	<b>\$ 309,893</b>	<b>\$ 280,459</b>	<b>\$ 247,555</b>	<b>\$ 239,123</b>
<b>OPERATIONS</b>								
TRAINING	\$ 5,785	\$ 5,785	\$ 5,785	\$ 4,560	\$ 4,560	\$ 1,012	\$ 3,035	\$ 1,878
TELEPHONE	4,490	4,490	4,490	1,200	1,200	1,911	1,852	1,680
TELEPHONE - CELL PHONE STIPEND	900	900	900	900	900	638	900	230
TRAVEL	-	-	-	-	-	-	-	1,352
POSTAGE	-	-	-	-	-	-	15	7
ADVERTISING	1,465	1,465	1,535	1,400	1,400	381	1,688	-
PRINTING	500	500	500	-	-	-	-	-
FUEL COSTS	8,500	8,500	8,500	8,500	8,500	6,661	5,551	7,865
STREET SUPPLIES	2,500	2,500	2,500	2,500	2,500	2,500	2,620	1,024
DEPARTMENT SUPPLIES	18,000	18,000	20,000	16,000	16,000	17,586	15,308	13,997
OTHER SUPPLIES	16,000	16,000	17,000	15,000	15,000	17,980	11,522	16,869
MAINT/REPAIR EQUIPMENT	12,000	12,000	12,000	45,000	45,950	30,500	3,882	5,144
VEHICLE MAINTENANCE	4,000	4,000	5,000	2,000	2,000	3,889	2,093	1,732
VEHICLE REPAIRS	500	500	500	-	-	-	-	-
MAINT/REPAIR OTHER	34,740	34,740	36,510	31,200	21,200	23,228	15,913	35,402
UNIFORMS	2,500	2,500	2,500	2,000	2,000	1,864	1,991	2,954
PROFESSIONAL FEES	-	-	-	137,500	137,500	137,500	-	245
CONTRACTED SERVICES	12,603	10,728	11,835	6,000	6,000	7,573	5,355	4,766
DUES AND SUBSCRIPTIONS	1,640	1,640	1,640	1,680	1,680	1,806	1,167	1,489
INSURANCE	-	-	-	-	-	-	7,261	6,111
<b>Subtotal Operations</b>	<b>\$ 126,123</b>	<b>\$ 124,248</b>	<b>\$ 131,195</b>	<b>\$ 275,440</b>	<b>\$ 266,390</b>	<b>\$ 255,029</b>	<b>\$ 80,153</b>	<b>\$ 102,745</b>

**Town of Nags Head  
Recommended Budget  
For the Fiscal Year 2017-2018**

Department: *Water Distribution*

Account Description	Departmental Requested 2017-2018	Manager's Recommended 2017-2018	Financial Plan 2018-2019	Adopted Budget 2016-2017	Adjusted Budget 2016-2017	Estimated Actual Expenditures 2016-2017	Actual Expenditures 2015-2016	Actual Expenditures 2014-2015
<b><i>COST REIMBURSEMENT</i></b>								
COST REIMBURSEMENT	\$ -	\$ -	\$ -	\$ -	\$ 139,062	\$ 139,062	\$ 142,814	\$ 112,243
<b><i>CAPITAL OUTLAY</i></b>								
CAPITAL OUTLAY OTHER	\$ 235,000	\$ -	\$ 235,000	\$ 8,541	\$ 173,500	\$ 173,500	\$ 172,652	\$ 160,276
CAPITAL OUTLAY EQUIPMENT	7,119	-	-	-	33,174	33,174	-	12,595
CAPITAL OUTLAY VEHICLE	1,000	1,000	-	-	-	-	-	-
<b><i>Subtotal Capital Outlay</i></b>	<b>\$ 243,119</b>	<b>\$ 1,000</b>	<b>\$ 235,000</b>	<b>\$ 8,541</b>	<b>\$ 206,674</b>	<b>\$ 206,674</b>	<b>\$ 172,652</b>	<b>\$ 172,871</b>
<b><i>DEBT SERVICE</i></b>								
L/P PRINCIPAL	\$ 34,279	\$ 34,279	\$ 19,123	\$ 23,207	\$ 23,207	\$ 22,807	\$ 25,651	\$ 25,651
L/P INTEREST	540	540	1,138	400	400	400	626	913
<b><i>Subtotal Debt Service</i></b>	<b>\$ 34,819</b>	<b>\$ 34,819</b>	<b>\$ 20,261</b>	<b>\$ 23,607</b>	<b>\$ 23,607</b>	<b>\$ 23,207</b>	<b>\$ 26,277</b>	<b>\$ 26,564</b>
<b>TOTAL</b>	<b>\$ 731,408</b>	<b>\$ 487,414</b>	<b>\$ 723,454</b>	<b>\$ 617,481</b>	<b>\$ 945,626</b>	<b>\$ 904,431</b>	<b>\$ 669,451</b>	<b>\$ 653,546</b>

**Town of Nags Head  
Recommended Budget  
For the Fiscal Year 2017-2018**

**Water Distribution**

Description of Capital Items	Department Requested 2017 - 2018	Manager's Recommended 2017 - 2018	Financial Plan 2018 - 2019
<b>Capital Outlay Other</b>			
1. Replace Barnes St. asbestos cement line	\$ 235,000	\$ -	\$ 235,000
<b>Total Capital Outlay Other</b>	<b>\$ 235,000</b>	<b>\$ -</b>	<b>\$ 235,000</b>
<b>Capital Outlay Equipment</b>			
1. Road bore pipe ram	\$ 7,119	\$ -	\$ -
<b>Total Capital Outlay Equipment</b>	<b>\$ 7,119</b>	<b>\$ -</b>	<b>\$ -</b>
<b>New Lease Payments</b>			
1. Pickup at a cost of \$34,000	\$ 11,781	\$ 11,781	\$ 11,781
<b>Total New Lease Payments</b>	<b>\$ 11,781</b>	<b>\$ 11,781</b>	<b>\$ 11,781</b>
<b>Capital Outlay Vehicle</b>			
1. Excise tax on new vehicle	\$ 1,000	\$ 1,000	\$ -
<b>Total Capital Outlay Vehicle</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ -</b>