

# ***Water Operations – Overview, Goals, and Objectives***

## **Overview**

The Water Operations staff is responsible for monitoring water quality distributed from Nags Head's plant into the Town's distribution system. The water plant is staffed two shifts per day, seven days a week and serves as an after-hours contact for Nags Head citizens wishing to report water problems or seeking information concerning other Town departmental activities.

Water Operations consists of the Eighth Street Water Treatment Plant and storage tank, the Gull Street Pump Station and storage tank, and two 500,000-gallon elevated water storage tanks. In addition, Water Operations maintains a state certified laboratory for bacteriological testing to ensure that water quality is in compliance with state and federal regulations.

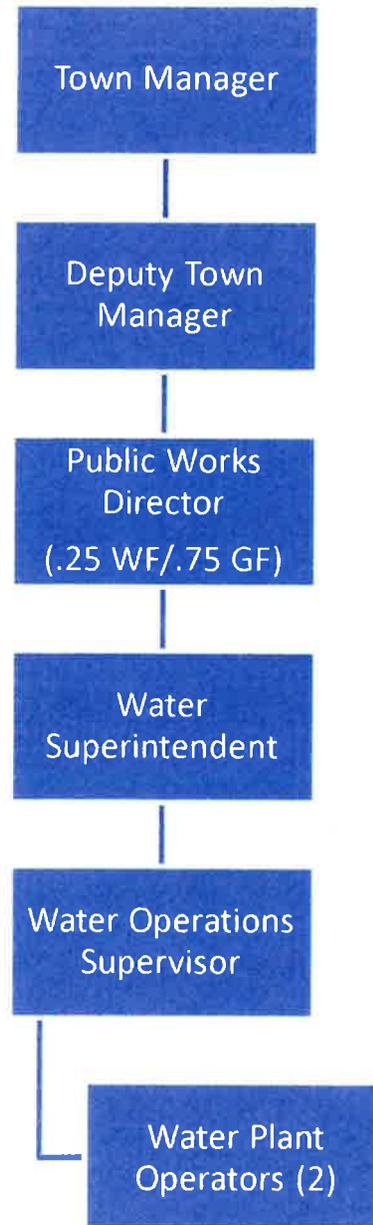
## **Goals**

- 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 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 water quality enhancements.  
**Performance Indicators** –
  1. Monitor water quality from Oregon Inlet north and throughout distribution system.
  2. Continue monitoring and system operational adjustments to reduce TTHM concentration throughout the distribution system in order to meet the Stage 2 Disinfection/Disinfection Byproduce Rule.
- **Objective** - Perform scheduled system maintenance to maximize the life of critical system components.  
**Performance Indicators** -
  1. Inspection, repair and painting of SNH water tower
  2. Installation of an automatic transfer switch on generator at the Eighth Street water plant
- **Objective** - Plan for future Water Operations capital needs.  
**Performance Indicators** –
  1. Monitor proposed and established future water quality standard revisions.
  2. Determine how the Town can meet future revised standards.
  3. Review/identify water treatment methods to meet future water quality standards.
  4. Prepare Water Operations capital improvement plan to include any future treatment needs/modifications.

# ***Water Operations Organization and Staffing***



# Water Operations – Budget Highlights

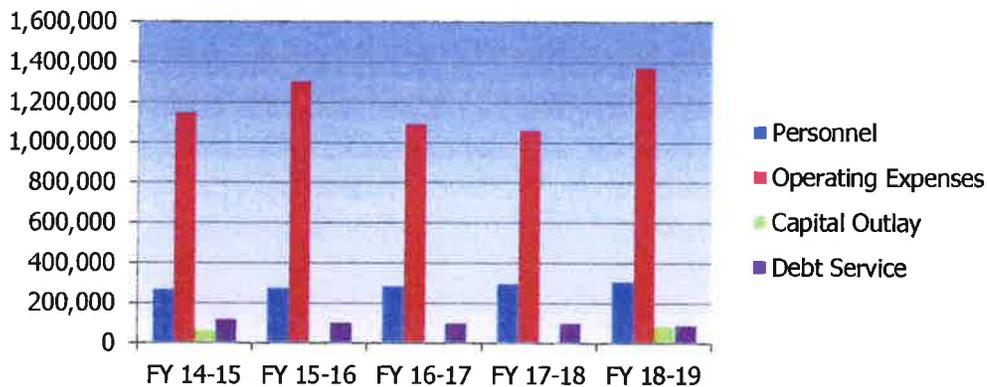
## Highlights

- Debt service includes the final payment of \$90,567 on the Eighth Street water tower loan.
- Funding of \$872,726 is recommended for purchasing wholesale water from Dare County. The budget is based on a 5% increase of 439 million gallons purchased at the current wholesale rate of \$1.891 per million gallons.
- Funding of \$274,450 is included for repairing, cleaning, and painting the south Nags Head water tower.
- Capital outlay of \$25,000 is included for an auto-transfer switch on the Eighth Street generator, \$17,400 for a mixer motor at Gull Street, and \$40,000 (100% grant funded) for a six inch de-watering pump.

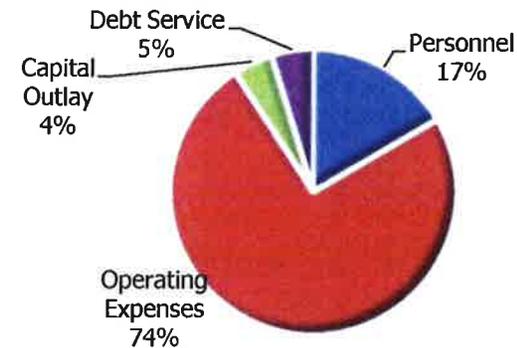
## Expenditures by Function

		<b>FY 2017-2018 Adopted</b>	<b>FY 2018-2019 Recommended</b>	<b>Percent Change</b>
<b>Personnel Services</b>	\$	296,960	\$ 305,157	2.76%
<b>Operating Expenses</b>	\$	1,056,749	\$ 1,369,626	29.61%
<b>Capital Outlay</b>	\$	-	\$ 82,400	100.00%
<b>Debt Service</b>	\$	98,790	\$ 88,617	-10.30%
<b>Total</b>	\$	1,452,499	\$ 1,845,800	27.08%

**Fiscal Year 2018-2019 Recommended Expenditures and Adopted Expenditure History**



**Fiscal Year 2018-2019 Recommended Expenditures by Function**



**Town of Nags Head  
Recommended Budget  
For the Fiscal Year 2018-2019**

**Department:** *Water Operations*

<b>Account Description</b>	<b>Departmental Requested 2018-2019</b>	<b>Manager's Recommended 2018-2019</b>	<b>Financial Plan 2018-2019</b>	<b>Adopted Budget 2017-2018</b>	<b>Adjusted Budget 2017-2018</b>	<b>Estimated Actual Expenditures 2017-2018</b>	<b>Actual Expenditures 2016-2017</b>	<b>Actual Expenditures 2015-2016</b>
<b>PERSONNEL SERVICES</b>								
SALARIES/WAGES - REGULAR	\$ 196,783	\$ 196,783	\$ 196,751	\$ 192,906	\$ 207,861	\$ 202,930	\$ 200,680	\$ 196,628
SALARIES - LONGEVITY PAY	9,801	9,801	9,785	7,755	-	-	-	-
OVERTIME PAY	500	500	500	500	-	-	-	-
HOLIDAY PAY	6,700	6,700	6,700	6,700	-	-	-	-
FICA TAX	16,354	16,354	16,351	15,901	15,901	14,470	14,225	13,958
GROUP HEALTH INSURANCE	54,238	54,238	55,865	53,389	53,389	53,680	50,397	48,677
RETIREMENT	16,518	16,518	16,237	15,665	15,665	15,299	14,607	13,239
401 K	4,263	4,263	4,262	4,144	4,144	2,168	2,106	1,890
<b>Subtotal Personnel Services</b>	<b>\$ 305,157</b>	<b>\$ 305,157</b>	<b>\$ 306,451</b>	<b>\$ 296,960</b>	<b>\$ 296,960</b>	<b>\$ 288,547</b>	<b>\$ 282,015</b>	<b>\$ 274,391</b>
<b>OPERATIONS</b>								
TRAINING	\$ 3,285	\$ 3,285	\$ 3,285	\$ 3,285	\$ 3,285	\$ 1,748	\$ 3,533	\$ 2,485
BUILDING/EQUIPMENT RENTAL	1,024	1,024	1,480	1,480	1,480	1,480	1,032	826
TELEPHONE	5,048	5,048	5,048	5,048	5,048	4,047	3,248	3,232
TELEPHONE - CELL PHONE STIPEND	420	420	420	420	420	420	420	420
UTILITIES	47,000	47,000	58,218	53,906	53,906	48,137	47,630	46,309
POSTAGE	2,700	2,700	2,700	2,650	2,650	1,828	1,542	1,459
ADVERTISING	260	260	260	260	260	250	243	-
PRINTING	3,825	3,825	3,825	3,825	3,825	3,825	2,814	2,687
FUEL COSTS	5,400	5,400	5,400	5,400	5,400	3,969	3,612	4,313
DEPARTMENT SUPPLIES	31,690	31,690	32,690	30,690	20,690	20,690	22,503	30,208
OTHER SUPPLIES	9,350	9,350	7,600	7,225	7,360	7,360	1,811	2,384
OTHER SUPPLIES - COMPUTER	1,000	1,000	-	2,000	2,000	2,482	-	723
MAINT/REPAIR BUILDINGS	2,000	2,000	2,000	1,500	1,500	1,686	610	300
MAINT/REPAIR EQUIPMENT	292,850	292,850	292,850	16,400	26,400	26,000	26,936	21,809
VEHICLE MAINTENANCE	1,900	1,900	1,900	1,900	1,900	983	471	1,134
VEHICLE REPAIRS	500	500	500	500	500	-	-	-
UNIFORMS	2,000	2,000	2,000	2,000	2,000	1,500	1,333	1,563
PROFESSIONAL FEES	6,250	6,250	6,250	6,250	6,250	6,000	3,200	4,814
CONTRACTED SERVICES	17,710	17,710	18,310	18,254	18,254	15,000	6,190	6,597
PURCHASES FOR RESALE	872,726	872,726	872,726	831,168	831,168	825,000	828,857	753,552
OPEB FUNDING	2,700	-	2,700	-	-	-	-	768
DUES AND SUBSCRIPTIONS	2,688	2,688	2,688	2,588	2,588	2,500	2,452	2,460
INSURANCE	60,000	60,000	60,000	60,000	60,000	55,000	48,456	49,010
<b>Subtotal Operations</b>	<b>\$ 1,372,326</b>	<b>\$ 1,369,626</b>	<b>\$ 1,382,850</b>	<b>\$ 1,056,749</b>	<b>\$ 1,056,884</b>	<b>\$ 1,029,905</b>	<b>\$ 1,006,893</b>	<b>\$ 937,054</b>
<b>COST REIMBURSEMENT</b>								
COST REIMBURSEMENT	\$ -	\$ -	\$ -	\$ -	\$ 379,511	\$ 379,511	\$ 331,736	\$ 343,336

**Town of Nags Head  
Recommended Budget  
For the Fiscal Year 2018-2019**

Department: *Water Operations*

Account Description	Departmental Requested 2018-2019	Manager's Recommended 2018-2019	Financial Plan 2018-2019	Adopted Budget 2017-2018	Adjusted Budget 2017-2018	Estimated Actual Expenditures 2017-2018	Actual Expenditures 2016-2017	Actual Expenditures 2015-2016
<b><i>CAPITAL OUTLAY</i></b>								
CAPITAL OUTLAY BUILDINGS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 94,695
CAPITAL OUTLAY OTHER	-	-	-	-	-	-	36,531	-
CAPITAL OUTLAY EQUIPMENT	82,400	82,400	-	-	-	-	-	56,834
<b><i>Subtotal Capital Outlay</i></b>	<b>\$ 82,400</b>	<b>\$ 82,400</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 36,531</b>	<b>\$ 151,529</b>
<b><i>DEBT SERVICE</i></b>								
L/P PRINCIPAL	\$ 86,667	\$ 86,667	\$ 86,667	\$ 94,789	\$ 94,789	\$ 94,789	\$ 94,690	\$ 96,931
L/P INTEREST	1,950	1,950	1,950	4,001	4,001	4,001	6,042	13,150
ACCRUED INTEREST	-	-	-	-	-	-	-	1,053
<b><i>Subtotal Debt Service</i></b>	<b>\$ 88,617</b>	<b>\$ 88,617</b>	<b>\$ 88,617</b>	<b>\$ 98,790</b>	<b>\$ 98,790</b>	<b>\$ 98,790</b>	<b>\$ 100,732</b>	<b>\$ 111,134</b>
<b>TOTAL</b>	<b>\$ 1,848,500</b>	<b>\$ 1,845,800</b>	<b>\$ 1,777,918</b>	<b>\$ 1,452,499</b>	<b>\$ 1,832,145</b>	<b>\$ 1,796,753</b>	<b>\$ 1,757,907</b>	<b>\$ 1,817,444</b>

**Town of Nags Head  
Recommended Budget  
For the Fiscal Year 2018-2019**

**Water Operations**

Description of Capital Items	Department Requested 2018-2019	Manager's Recommended 2018-2019	Financial Plan 2018-2019
<b>Capital Outlay Equipment</b>			
1. Generator switch	\$ 25,000	\$ 25,000	\$ -
2. Mixer motor for Gull Street	17,400	17,400	-
3. Six inch dewatering pump - 100% grant funded	40,000	40,000	-
<b>Total Capital Outlay Equipment</b>	<b>\$ 82,400</b>	<b>\$ 82,400</b>	<b>\$ -</b>