

# ***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. Install a fire hydrant at the corner of Windjammer and Lookout Roads.
  3. Install a fire hydrant on Buccaneer and existing hydrant on Windjammer.
  4. Continue to update the 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

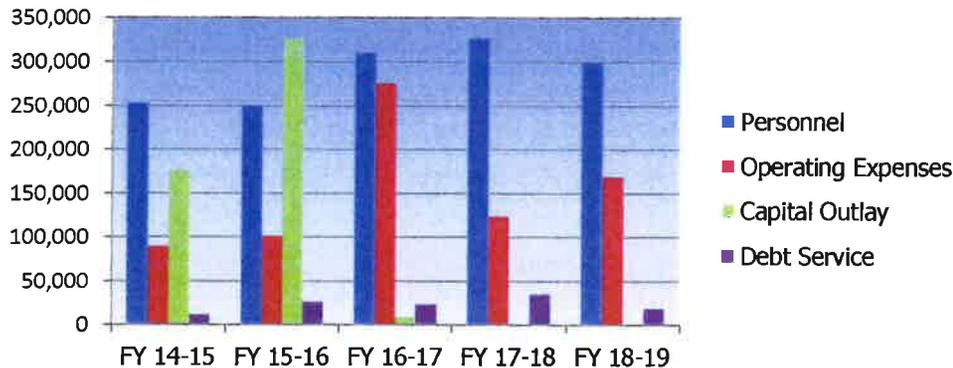
## Highlights

- Capital outlay funding includes the installation of a 1,350 foot water line from Diamond Street to Danube Street on the west side of South Croatan Highway recommended at \$225,000.
- The purchase and installation of two fire hydrants between Buccaneer Drive and the current hydrant on Windjammer Road and on the corner of Windjammer Road and Lookout Road are recommended at \$18,600.
- Repair of a six inch water line at West Forrest Street and Nags Head Golf Links is recommended at \$14,800.

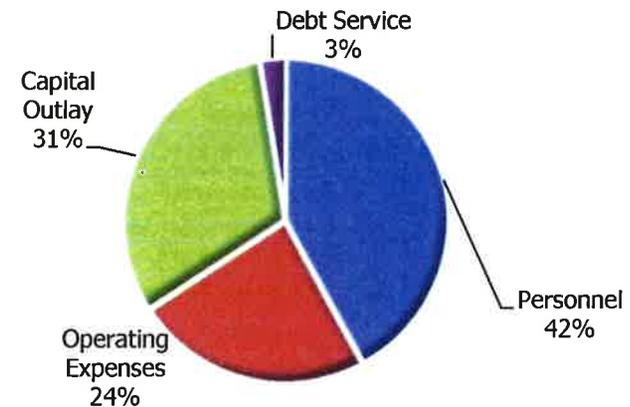
## Expenditures by Function

		<b>FY 2017-2018 Adopted</b>		<b>FY 2018-2019 Recommended</b>	<b>Percent Change</b>
<b>Personnel Services</b>	\$	326,270	\$	299,512	-8.20%
<b>Operating Expenses</b>	\$	124,248	\$	168,985	36.01%
<b>Capital Outlay</b>	\$	1,000	\$	225,000	22,400.00%
<b>Debt Service</b>	\$	34,819	\$	18,676	-46.36%
<b>Total</b>	\$	486,337	\$	712,173	46.44%

**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 Distribution***

<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><i>PERSONNEL SERVICES</i></b>								
SALARIES/WAGES - REGULAR	\$ 187,195	\$ 187,195	\$ 195,826	\$ 192,001	\$ 196,916	\$ 195,290	\$ 186,606	\$ 155,895
SALARIES - LONGEVITY PAY	1,000	1,000	3,566	3,015	-	-	-	-
OVERTIME PAY	1,500	1,500	1,500	1,500	-	-	-	-
HOLIDAY PAY	400	400	400	400	-	-	-	-
FICA TAX	14,542	14,542	15,399	15,064	15,064	13,221	13,257	11,106
GROUP HEALTH INSURANCE	48,266	48,266	71,755	68,573	68,573	70,290	53,028	42,439
RETIREES GROUP HEALTH INSUR	28,148	28,148	28,184	26,964	26,964	26,905	25,254	24,520
RETIREMENT	14,674	14,674	15,281	14,830	14,830	14,665	13,670	10,487
401 K	3,787	3,787	4,011	3,923	3,923	3,880	3,704	3,109
<b><i>Subtotal Personnel Services</i></b>	<b>\$ 299,512</b>	<b>\$ 299,512</b>	<b>\$ 335,922</b>	<b>\$ 326,270</b>	<b>\$ 326,270</b>	<b>\$ 324,251</b>	<b>\$ 295,519</b>	<b>\$ 247,555</b>
<b><i>OPERATIONS</i></b>								
TRAINING	\$ 5,785	\$ 5,785	\$ 5,785	\$ 5,785	\$ 5,785	\$ 3,602	\$ 2,570	\$ 3,035
TELEPHONE	4,490	4,490	4,490	4,490	4,490	1,630	1,872	1,852
TELEPHONE - CELL PHONE STIPEND	900	900	900	900	900	300	573	900
POSTAGE	-	-	-	-	-	-	-	15
ADVERTISING	1,535	1,535	1,535	1,465	1,465	525	976	1,688
PRINTING	500	500	500	500	500	-	-	-
FUEL COSTS	10,000	10,000	8,500	8,500	8,500	6,919	7,253	5,551
STREET SUPPLIES	2,800	2,800	2,500	2,500	2,800	1,779	-	2,620
DEPARTMENT SUPPLIES	20,500	20,500	20,000	18,000	17,700	15,000	14,810	15,308
OTHER SUPPLIES	18,500	18,500	17,000	16,000	16,000	12,251	17,361	11,522
MAINT/REPAIR EQUIPMENT	12,000	12,000	12,000	12,000	44,050	44,000	2,782	3,882
VEHICLE MAINTENANCE	5,000	5,000	5,000	4,000	4,000	1,128	3,131	2,093
VEHICLE REPAIRS	500	500	500	500	500	-	-	-
MAINT/REPAIR OTHER	38,800	38,800	36,510	34,740	34,740	34,000	38,666	15,913
UNIFORMS	2,500	2,500	2,500	2,500	2,500	2,008	1,912	1,991
PROFESSIONAL FEES	10,000	10,000	-	-	146,000	146,000	350	-
CONTRACTED SERVICES	33,535	33,535	11,835	10,728	10,728	10,728	11,079	5,355
DUES AND SUBSCRIPTIONS	1,640	1,640	1,640	1,640	1,640	1,640	1,229	1,167
INSURANCE	-	-	-	-	-	-	-	7,261
<b><i>Subtotal Operations</i></b>	<b>\$ 168,985</b>	<b>\$ 168,985</b>	<b>\$ 131,195</b>	<b>\$ 124,248</b>	<b>\$ 302,298</b>	<b>\$ 281,510</b>	<b>\$ 104,564</b>	<b>\$ 80,153</b>

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

Department:

*Water Distribution*

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>COST REIMBURSEMENT</i></b>								
COST REIMBURSEMENT	\$ -	\$ -	\$ -	\$ -	\$ 127,071	\$ 127,071	\$ 139,062	\$ 142,814
<b><i>CAPITAL OUTLAY</i></b>								
CAPITAL OUTLAY OTHER	\$ -	\$ -	\$ 235,000	\$ -	\$ -	\$ -	\$ 168,647	\$ 172,652
CAPITAL OUTLAY INFRASTRUCTURE	428,000	225,000	-	-	-	-	-	-
CAPITAL OUTLAY EQUIPMENT	-	-	-	-	-	-	39,901	-
CAPITAL OUTLAY VEHICLE	-	-	-	1,000	30,776	30,776	-	-
<b><i>Subtotal Capital Outlay</i></b>	<b>\$ 428,000</b>	<b>\$ 225,000</b>	<b>\$ 235,000</b>	<b>\$ 1,000</b>	<b>\$ 30,776</b>	<b>\$ 30,776</b>	<b>\$ 208,548</b>	<b>\$ 172,652</b>
<b><i>DEBT SERVICE</i></b>								
L/P PRINCIPAL	\$ 17,888	\$ 17,888	\$ 19,123	\$ 34,279	\$ 34,279	\$ 34,279	\$ 22,867	\$ 25,651
L/P INTEREST	788	788	1,138	540	540	540	340	626
<b><i>Subtotal Debt Service</i></b>	<b>\$ 18,676</b>	<b>\$ 18,676</b>	<b>\$ 20,261</b>	<b>\$ 34,819</b>	<b>\$ 34,819</b>	<b>\$ 34,819</b>	<b>\$ 23,207</b>	<b>\$ 26,277</b>
<b>TOTAL</b>	<b>\$ 915,173</b>	<b>\$ 712,173</b>	<b>\$ 722,378</b>	<b>\$ 486,337</b>	<b>\$ 821,234</b>	<b>\$ 798,427</b>	<b>\$ 770,900</b>	<b>\$ 669,451</b>

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

**Water Distribution**

Description of Capital Items	Department Requested 2018-2019	Manager's Recommended 2018-2019	Financial Plan 2018-2019
<b><i>Capital Outlay Infrastructure</i></b>			
1. Replace Barnes St. asbestos cement line	\$ 235,000	\$ -	\$ 235,000
2. Diamond Street to Danube Street tie-in	193,000	225,000	-
<b><i>Total Capital Outlay Other</i></b>	<b>\$ 428,000</b>	<b>\$ 225,000</b>	<b>\$ 235,000</b>