

# ***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**

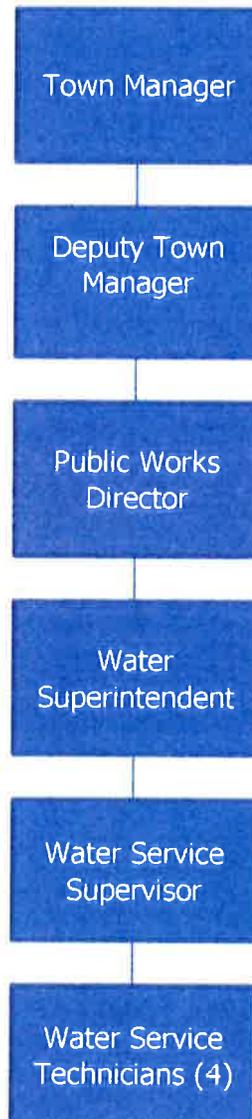
- Provide drinking water, and water needed for fire suppression, that meets or exceeds all federal and state standards in quantity and quality. (BOC Values 2, 4 and 5)
- Maintain the Town's water treatment and storage system in optimum operating condition and add needed system enhancements as required 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 update the Water System Master Plan with project prioritizations and current estimated design/construction costs.
  6. Continue with system fire hydrant maintenance.

# ***Water Distribution***

## ***Adopted Organization and Staffing***



# Water Distribution – Budget Highlights

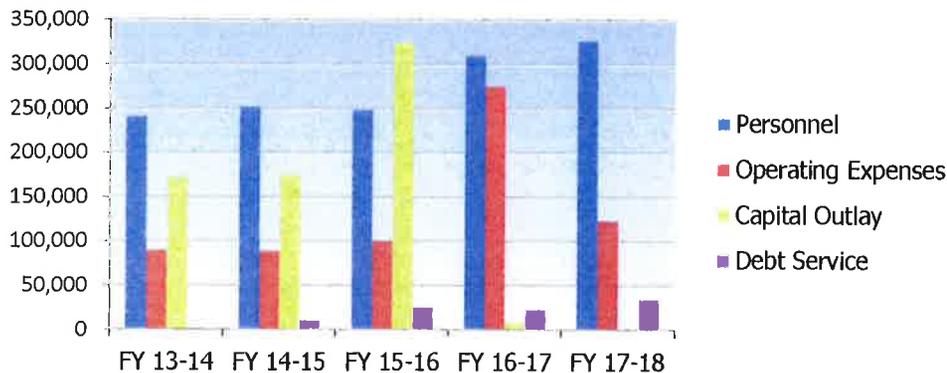
## Highlights

- 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.

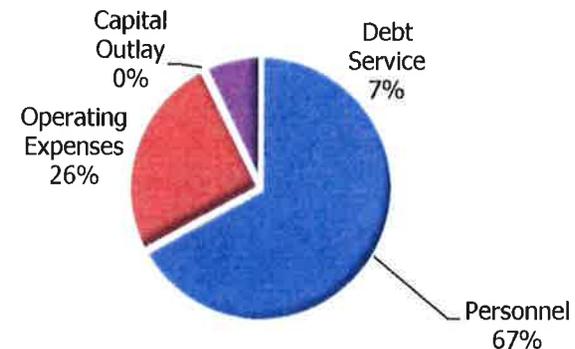
## Expenditures by Function

|                    |           | FY 2016-2017<br><u>Adopted</u> |           | FY 2017-2018<br><u>Adopted</u> | Percent<br><u>Change</u> |
|--------------------|-----------|--------------------------------|-----------|--------------------------------|--------------------------|
| Personnel Services | \$        | 309,893                        | \$        | 326,270                        | 5.28%                    |
| Operating Expenses | \$        | 275,440                        | \$        | 124,248                        | -54.89%                  |
| Capital Outlay     | \$        | 8,541                          | \$        | 1,000                          | -88.29%                  |
| Debt Service       | \$        | 23,607                         | \$        | 34,819                         | 47.49%                   |
| <b>Total</b>       | <b>\$</b> | <b>617,481</b>                 | <b>\$</b> | <b>486,337</b>                 | <b>-21.24%</b>           |

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



## Fiscal Year 2017-2018 Adopted Expenditures by Function



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

**Department:** *Water Distribution*

| <b>Account Description</b>         | <b>Manager's<br/>Recommended<br/>2017-2018</b> | <b>Adopted<br/>Budget<br/>2017-2018</b> | <b>Financial<br/>Plan<br/>2018-2019</b> | <b>Adopted<br/>Budget<br/>2016-2017</b> | <b>Adjusted<br/>Budget<br/>2016-2017</b> | <b>Estimated<br/>Actual<br/>Expenditures<br/>2016-2017</b> | <b>Actual<br/>Expenditures<br/>2015-2016</b> | <b>Actual<br/>Expenditures<br/>2014-2015</b> |
|------------------------------------|--|---|---|---|--|--|--|--|
| <b>PERSONNEL SERVICES</b>          |  |   |   |   |  |  |  |  |
| SALARIES/WAGES - REGULAR           | \$ 193,001                                     | \$ 192,001                              | \$ 195,826                              | \$ 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   | 15,064                                  | 15,399                                  | 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                                       |
| RETIRES 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>\$ 326,270</b>                       | <b>\$ 335,922</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                | 10,728   | 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>\$ 124,248</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  
Adopted Budget  
For the Fiscal Year 2017-2018**

Department: *Water Distribution*

| Account Description                   | Manager's<br>Recommended<br>2017-2018 | Adopted<br>Budget<br>2017-2018 | Financial<br>Plan<br>2018-2019 | Adopted<br>Budget<br>2016-2017 | Adjusted<br>Budget<br>2016-2017 | Estimated<br>Actual<br>Expenditures<br>2016-2017 | Actual<br>Expenditures<br>2015-2016 | Actual<br>Expenditures<br>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                     | \$ 8,541                       | \$ 173,500                      | \$ 173,500                                       | \$ 172,652                          | \$ 160,276                          |
| CAPITAL OUTLAY EQUIPMENT              | -                                     | -                              | -                              | -                              | 33,174                          | 33,174   | -                                   | 12,595                              |
| CAPITAL OUTLAY VEHICLE                | 1,000                                 | 1,000                          | -                              | -                              | -                               | -  | -                                   | -                                   |
| <b><i>Subtotal Capital Outlay</i></b> | <b>\$ 1,000</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>\$ 487,414</b>                     | <b>\$ 486,337</b>              | <b>\$ 722,378</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  
 Adopted Budget  
 For the Fiscal Year 2017-2018**

**Water Distribution**

| Description of Capital Items               | Manager's<br>Recommended<br>2017 - 2018 | Adopted<br>Budget<br>2017-2018 | Financial<br>Plan<br>2018 - 2019 |
|--|---|--------------------------------|----------------------------------|
| <b>Capital Outlay Other</b>                |   |                                |                                  |
| 1. Replace Barnes St. asbestos cement line | \$ -                                    | \$ -                           | \$ 235,000                       |
| <b>Total Capital Outlay Other</b>          | <b>\$ -</b>                             | <b>\$ -</b>                    | <b>\$ 235,000</b>                |
| <b>Capital Outlay Equipment</b>            |   |                                |                                  |
| 1. Road bore pipe ram                      | \$ -                                    | \$ -                           | \$ -                             |
| <b>Total Capital Outlay Equipment</b>      | <b>\$ -</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>                      |