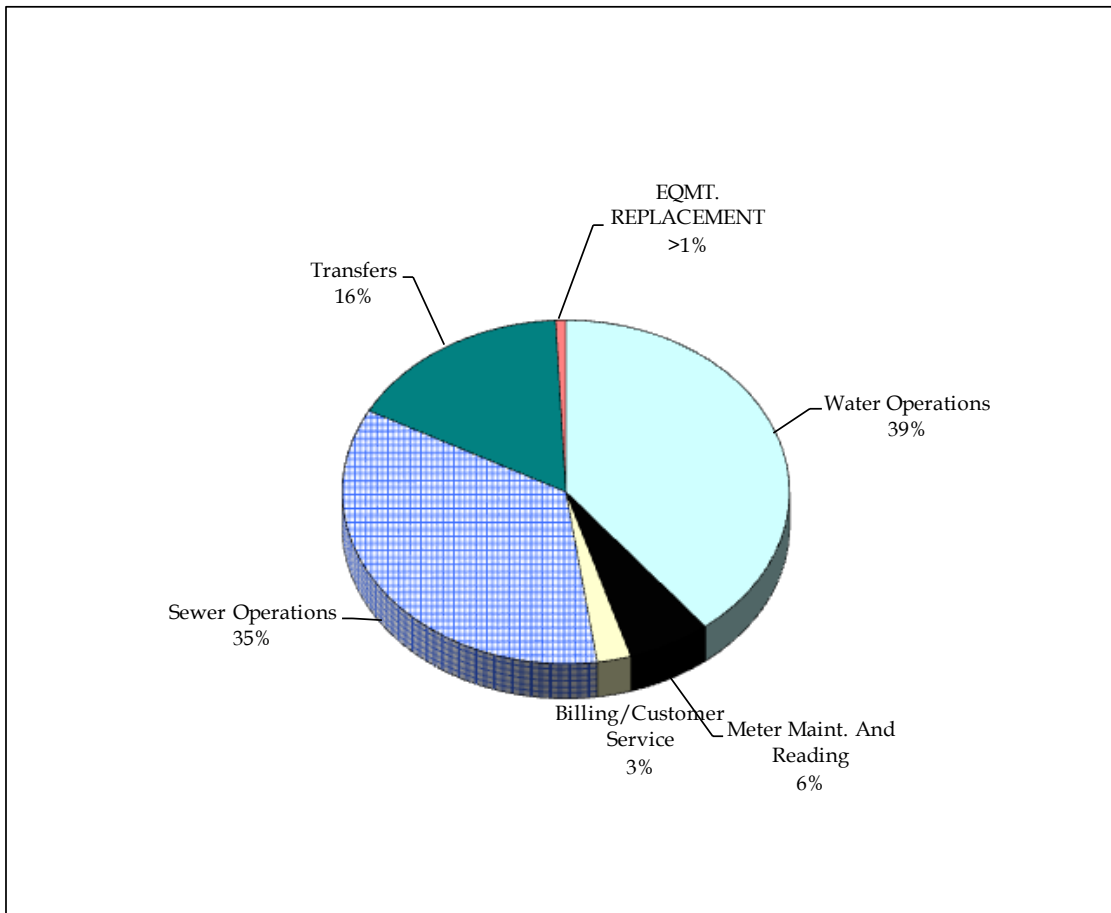


**WATER AND SEWER FUND**

	FY 11-12 Adopted	FY 11-12 Adjusted	FY 12-13 Adopted	Net Change
Water Operations	2,426,311	2,426,311	2,945,617	519,306
Meter Maint. And Reading	437,711	437,711	450,956	13,245
Billing/ Customer Service	182,105	182,105	183,955	1,850
Sewer Operations	2,284,281	2,284,281	2,629,735	345,454
Transfers	1,104,696	1,104,696	1,231,471	126,775
Eqmt. Replacement/DS/Reserves	51,843	51,843	55,478	3,635
<b>Water and Sewer</b>	<b>6,486,947</b>	<b>6,486,947</b>	<b>7,497,212</b>	<b>1,010,265</b>



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**WATER DIVISION**  
**50111**

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**PURPOSE**

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The Water Division ensures the safety of the Town's water distribution system by performing on-going maintenance and customer service when needed. The division provides protection of public health and compliance with all federal, state and Town regulations and requirements.

**ACTIVITIES/PRODUCTS/SERVICES**

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- Inspection services including new construction, demolition, repairs and replacement of water facilities by builders
- Fire hydrant replacement, repairs and flushing
- Provide a timely response to requests for water service repairs and maintenance
- Provide asphalt repairs for utility cuts after repairs or replacements have been completed

**FY 11-12 ACCOMPLISHMENTS**

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- Repaired water main breaks when reported
- Maintained the water distribution system including water valves, fire hydrants and water service lines
- Inspected on a daily basis the booster pump system, pump stations and storage tanks
- Town contractor completed a distribution system improvement by installing 346 feet of 6" DIP water main on Courthouse Road SW
- Town contractor replaced 717 feet of 6" DIP water main on Ware Street SW and replaced 143 feet of 4" DIP water main on Lochness Court
- Town contractor cleaned and relined 3,161 feet of water main in the water distribution system

**FY 12-13 INITIATIVES**

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- Repair water main breaks when reported and keep resident outages to a minimum.
- Continue maintenance and improvements of the water distribution system.
- Complete FY 12-13 CIP approved by Town Council

**WATER DIVISION  
50111**

**PERFORMANCE MEASURES**

*Based on calendar year data*

<b>Description</b>	<b>2010 Actual</b>	<b>2011 Actual</b>	<b>2012 Projected</b>
Total Number of Water Main Breaks Repaired	53	31	50
Total Number of Work Orders Received and Completed	279	283	300
CIP - Water Main Cleaning and Relining	N/A	3,161	3,000

**PERSONNEL**

*Based on a fiscal year*

<b>Authorized Positions</b>	<b>Adopted FY 10-11</b>	<b>Adopted FY 11-12</b>	<b>Adopted FY 12-13</b>
Superintendent	1	.5	.5
Waterworks Operation Supervisor	1	.5	.5
Equipment Operator	2	1	1
Maintenance Worker	10	5	5
Administrative Assistant I	.5	.3125	.3125
<b>Total</b>	<b>14.5</b>	<b>7.3125</b>	<b>7.3125</b>

**FY 12-13 BUDGET CHANGES**

- There are no significant changes to this budget.

TOWN OF VIENNA  
APPROVED EXPENSE BUDGET BY DIVISION

DEPT : WATER AND SEWER  
ACTIVITY : OPERATIONS & MAINTENANCE

FUND : WATER AND SEWER  
NUMBER : 50111

ACCOUNT NUMBER	TITLE	FY 10-11		-----FY 11-12-----			FY 12-13 APPROVED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	ADJUSTED	ESTIMATED		
41001	SALARIES AND WAGES	463,456	288,211	356,080	356,080	356,080	321,779	(34,301)
41002	OVERTIME	67,612	100,635	67,612	67,612	67,612	85,000	17,388
INCREASE BY \$17,388 BASED ON PREVIOUS HISTORY AND INCREASE IN WATER BREAKS								
41003	REG. P.T. WITH BENEFITS	32,010	17,054	32,010	32,010	32,010		(32,010)
PART TIME POSITION SPLIT BETWEEN 50111 & 50114 UNFUNDED FOR FY 12-13, CONSIDERATION FOR UTILITY MARKET POSITION IN FY 13-14								
41004	PART TIME W/O BENEFITS	10,000	8,712	10,000	10,000	10,000	10,000	
41006	ANNUAL LEAVE LIQUIDATION		11,418					
41008	ANNUAL LEAVE CASH-IN		2,727			1,681		
41011	NON-EXEMPT COMPTIME LIQ.		9					
TOTAL	PERSONAL SERVICES	573,078	428,767	465,702	465,702	467,383	416,779	(48,923)
42001	F.I.C.A.	43,841	33,354	34,900	34,900	34,900	31,884	(3,016)
42002	V.R.S.	68,591	54,809	52,700	52,700	10,656	40,126	(12,574)
42003	V.R.S. LIFE INS	6,173	1,037	1,196	1,196	1,196	1,705	509
42004	LOCAL PENSION PLAN	4,785	13,938	4,440	4,440	4,440	5,146	706
42007	HEALTH INSURANCE	70,471	20,728	36,800	36,800	36,800	22,291	(14,509)
42012	CAFETERIA PLAN FEES	320	68	300	300	300	63	(237)
42015	MISC ALLOWANCES	125	80	125	125	125	125	
42018	ER CONTRIBUTIONS:DC401A	13,126	10,728	9,376	9,376	9,376	12,704	3,328
TOTAL	EMPLOYEE BENEFITS	207,432	134,743	139,837	139,837	97,793	114,044	(25,793)
43101	CONSULTING SERVICES	51,000	63,888	19,000	19,000	19,000	19,000	
VDH-STAGE 2 DEPR COMPLIANCE MONITORING PLAN 4/12								
43104	ARCHIT/ENGINEER SVCS	27,000		12,500	12,500	12,500	15,000	2,500
ANY CHANGES &/OR EMERGENCIES NEEDED TO UPDATE THE WATER DISTRIBUTION SYSTEM.								
43301	EQUIPMT MICE CONTRACTS	4,891	2,318	6,999	6,999	6,999	4,000	(2,999)
CELL PHONES 7@\$1,508/YR ANDROID PHONES 2@\$1,260/YR REMAINING AMOUNT FOR EQUIPMENT MAINTENANCE CONTRACTS								
43307	REPAIR/MICE SVCS	37,500	1,487	35,500	25,837	35,500	10,250	(25,250)
VDOT PERMITS & CATCH BASIN BLOCKS CHARGEBACKS - OUTSIDE VEHICLE REPAIRS								
43308	CONTRACTS/SERVICES	59,400	77,634	59,400	69,063	59,400	59,400	
UTILITY LOCATING SERVICE = \$47,400 MISS UTILITY-VUPS = \$12,000								
43701	UNIFORM RENTAL/CLEANING	3,512	1,895	3,617	3,617	3,617	2,500	(1,117)
43801	SRVCS FROM OTHER GOV'TS	24,963	39,764	35,721	35,721	35,721	40,000	4,279

TOWN OF VIENNA  
APPROVED EXPENSE BUDGET BY DIVISION

DEPT : WATER AND SEWER  
ACTIVITY : OPERATIONS & MAINTENANCE

FUND : WATER AND SEWER  
NUMBER : 50111

ACCOUNT NUMBER	TITLE	FY 10-11		-----FY 11-12-----			FY 12-13 APPROVED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	ADJUSTED	ESTIMATED		
CROSS CONNECTION PROGRAM 2@8,087/QTR=\$16,176/YR VIRGINIA DEPARTMENT OF HEALTH WATERWORKS FEE @ \$ 19,545 COST SPLIT BETWEEN WATER & SEWER DIVISIONS								
43802	LANDFILL FEES	35,000	39,673	35,000	35,000	35,000	35,000	
DISPOSAL OF SPOILS FROM WATER MAIN BREAKS &/OR RELATED EXCAVATIONS.								
43803	WHOLESALE WATER PURCHASE	1,414,956	1,831,412	1,414,956	1,414,956	1,414,956	2,044,419	629,463
ASSUMES RATE AT \$2.44								
43805	SWG TREATMENT/ACCOTINK		-104,511					
43807	TWN SHARE:LPPCP UPGRADE		58,286					
TOTAL	PURCHASED SERVICES	1,658,222	2,011,846	1,622,693	1,622,693	1,622,693	2,229,569	606,876
45101	ELECTRICITY	22,500	19,268	22,500	22,500	22,500	22,500	
45202	LONG DIST SERVICE	50	23	50	50	50	50	
45402	EQUIPMENT RENTAL	7,000	-6,484	4,000	4,000	4,000	4,000	
RENTAL OF HEAVY EQUIPMENT ON AN AS NEEDED BASIS								
45504	CONVENTIONS/EDUCATION	3,000	4,478	5,500	5,500	5,500	5,500	
LICENSES RENEWAL CLASSES & TRAINING								
45801	MEMBERSHIPS/DUES	150	165	165	165	165	175	10
TOTAL	OTHER CHARGES	32,700	17,450	32,215	32,215	32,215	32,225	10
46001	OFFICE SUPPLIES	2,100	1,256	2,100	2,100	2,100	1,500	(600)
46007	REPAIR/MICE SUPPLIES	50,000	28,649	46,500	46,500	46,500	35,000	(11,500)
TO PURCHASE SUPPLIES NEEDED FOR REPAIR AND MAINTENANCE ON WATER MAINS, VALVES, ETC.								
46008	VEHICLE/EQUIPMT FUELS						20,000	20,000
CHARGEBACKS - FUEL								
46011	UNIFORMS/SAFETY APPAREL	9,451	4,297	6,000	6,000	6,000	4,500	(1,500)
COST OF UNIFORMS THAT MEET VDOT STANDARDS (RAINSUITS, INSULATED COVERALLS, VESTS, ETC.)								
46015	OPERATIONAL SUPPLIES	19,824	47,924	15,000	15,000	15,000	25,500	10,500
FY 10-11 ACTUAL EXPENSES INCLUDE CHARGEBACKS THAT WERE FOR THE SEWER DIVISION, ACTUAL EXPENSES SHOULD HAVE BEEN \$16,930. CHARGEBACKS - REGULAR PARTS, TIRES, TUBES, ETC								
						10,500		

TOWN OF VIENNA  
APPROVED EXPENSE BUDGET BY DIVISION

DEPT : WATER AND SEWER  
ACTIVITY : OPERATIONS & MAINTENANCE

FUND : WATER AND SEWER  
NUMBER : 50111

ACCOUNT NUMBER	TITLE	FY 10-11		-----FY 11-12-----			FY 12-13 APPROVED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	ADJUSTED	ESTIMATED		
46017	SMALL TOOLS	1,500	1,030	1,500	1,500	1,500	1,500	
46032	SURFACE REPAIR MATERIALS			18,000	18,000	18,000	18,000	
	FOR THE PURCHASE OF STONE & TEMPORARY PAVING (COLD MIX) FOR BACKFILLING EXCAVATIONS.							
TOTAL	MATERIALS AND SUPPLIES	82,875	83,156	89,100		89,100	106,000	16,900
47404	STORM WATER MGMT PROGRAM					27,000		
47407	CONTRACTED ASPHALT REP'RS	9,000		10,000	10,000	37,000	12,000	2,000
	CONTRACTUAL ASPHALT FOR AREAS THAT ARE TO LARGE FOR IN-HOUSE REPAIRS.							
47408	INTERNAL ASPHALT REPAIRS	46,764	20,195	46,764	46,764	46,764	30,000	(16,764)
	INTERNAL ASPHALT REPAIRS FOR EMERGENCY REPAIRS & WATER BREAKS, ETC. ALL ASPHALT WORK DONE BY THE WATER DIVISION.							
TOTAL	PROGRAMS AND SERVICES	55,764	20,195	56,764	56,764	110,764	42,000	(14,764)
48101	MACH/EQUIPMT REPLACEMENT	7,500	4,639	14,000	14,000	14,000	5,000	(9,000)
	NEW REQUEST - PORTABLE SHORING BOX (SPLIT COST WITH SEWER DIVISION)							
48201	ADDITIONAL MACH/EQUIPMT	6,000	4,385	6,000	6,000	454		(6,000)
TOTAL	CAPITAL OUTLAY	13,500	9,024	20,000	20,000	14,454	5,000	(15,000)
49512	SUPPORT ACTIVITY COSTS	964,217	1,032,750	914,957	914,957	918,129	1,015,373	100,416
	WATER DEPARTMENT'S 52.83 PERCENT SHARE OF THE THE FOLLOWING BUDGETS: METER READING, BILLING AND CUSTOMER SERVICE, INTERFUND TRANSFERS, AND VEHICLE REPLACEMENT PROGRAM DEBT SERVICE. THE OFFSETS ARE SHOWN IN THOSE BUDGETS.							
TOTAL	CONTINGENCY RESERVES	964,217	1,032,750	914,957	914,957	918,129	1,015,373	100,416
TOTAL	OPERATIONS & MAINTENANCE	3,587,788	3,737,930	3,341,268	3,341,268	3,352,531	3,960,990	619,722

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**WATER METER READING AND MAINTENANCE**  
**50112**

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**PURPOSE**

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Ensures the accuracy of all residential and commercial water meters within the Town's service area and reports the readings to Customer Service for billing purposes. Collects water quality samples and complies with all state and federal regulations. Maintains staff certifications.

**ACTIVITIES/PRODUCTS/SERVICES**

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- Provide a prompt response to customer concerns and requests
- Provide a prompt response to work orders requests
- Read all water meters, replace 5/8" with 1" water meters
- Collect water quality samples and submitted them to the Fairfax Water lab for processing

**FY 11-12 ACCOMPLISHMENTS**

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- Responded to customer requests in a timely manner
- Investigated customer complaints and concerns when necessary
- Read water meters in inclement weather
- Replace existing water meters with the touch read meters
- Maintain certifications for waterworks operator licenses

**FY 12-13 INITIATIVES**

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- Respond to customer concerns and complaints in a timely manner
- Continue to replace older water meters with the new touch read water meters to improve the water meter reading process
- Collect required water samples and deliver to the lab for processing
- Install new meter settings and meters at existing unmetered locations

**WATER METER READING AND MAINTENANCE**  
**50112**

**PERFORMANCE MEASURES**

*Based on calendar year data*

<b>Description</b>	<b>2010 Actual</b>	<b>2011 Actual</b>	<b>2012 Projected</b>
Work orders completed - including Misc. Customer Service Requests	3,444	2,747	3,000
Water Quality samples collected and delivered to the Fairfax Water Lab for processing	440	529	500

**PERSONNEL**

*Based on a fiscal year*

<b>Authorized Positions</b>	<b>Adopted FY 10-11</b>	<b>Adopted FY 11-12</b>	<b>Adopted FY 12-13</b>
Supervisor	1	1	1
Meter Service Worker	3	3	3
<b>Total</b>	<b>4</b>	<b>4</b>	<b>4</b>

**FY 12-13 BUDGET CHANGES**

- There are no significant changes to this budget.



TOWN OF VIENNA  
APPROVED EXPENSE BUDGET BY DIVISION

DEPT : WATER AND SEWER  
ACTIVITY : METER MICE AND READING

FUND : WATER AND SEWER  
NUMBER : 50112

ACCOUNT NUMBER	TITLE	FY 10-11		-----FY 11-12-----			FY 12-13 APPROVED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	ADJUSTED	ESTIMATED		
41001	SALARIES AND WAGES	209,002	209,007	212,451	212,451	212,451	231,812	19,361
41002	OVERTIME	26,000	22,586	26,000	26,000	26,000	26,000	
41008	ANNUAL LEAVE CASH-IN		2,848			2,912		
TOTAL	PERSONAL SERVICES	235,002	234,440	238,451	238,451	241,363	257,812	19,361
42001	F.I.C.A.	17,978	17,643	18,242	18,242	18,242	19,723	1,481
42002	V.R.S.	30,881	30,882	31,443	31,443	31,443	28,907	(2,536)
42003	V.R.S. LIFE INS	2,779	584	714	714	714	1,229	515
42004	LOCAL PENSION PLAN	3,548	2,980	3,287	3,287	3,287	3,941	654
42007	HEALTH INSURANCE	18,593	17,470	20,600	20,600	20,600	19,520	(1,080)
42012	CAFETERIA PLAN FEES	48	63	48	48	48	63	15
42015	MISC ALLOWANCES	300		300	300	300	300	
42018	ER CONTRIBUTIONS:DC401A	6,518	6,547	6,659	6,659	6,659	7,241	582
TOTAL	EMPLOYEE BENEFITS	80,645	76,170	81,293	81,293	81,293	80,924	(369)
43301	EQUIPMT MICE CONTRACTS	4,952	1,325	6,417	6,417	6,417	3,500	(2,917)
<p>CELL PHONES 3@\$646            ANDROID PHONE 1@\$1,260/YR            REMAINING AMOUNT FOR MAINTENANCE ON HANDHELD            DEVICES, GAS DETECTORS AND UNEXPECTED            PROBLEMS THAT MIGHT OCCUR FROM DAY TO DAY USE            AND EMERGENCIES.</p>								
43307	REPAIR/MICE SVCS	2,000	1,836	2,000	2,000	2,000	2,000	
43308	CONTRACTS/SERVICES	30,000	15,126	30,000	30,000	30,000	60,000	30,000
<p>TRANSFER OF \$30,000 FROM 50112-48101 FOR            UNMETERED LOCATIONS AND WATER SAMPLES LAB TESTING &amp; FEES</p>								
43701	UNIFORM RENTAL/CLEANING	1,694	802	1,745	1,745	1,745	1,200	(545)
TOTAL	PURCHASED SERVICES	38,646	19,089	40,162	40,162	40,162	66,700	26,538
45202	LONG DIST SERVICE	20	10	20	20	20	20	
45504	CONVENTIONS/EDUCATION	700	468	1,000	1,000	1,000	1,000	
<p>FOR TRAINING, CLASSES &amp; CONTINUING EDUCATION.</p>								
TOTAL	OTHER CHARGES	720	478	1,020	1,020	1,020	1,020	
46001	OFFICE SUPPLIES	1,000	155	1,000	1,000	1,000	500	(500)
46007	REPAIR/MICE SUPPLIES	15,000	8,947	15,000	15,000	15,000	15,000	
<p>PURCHASE OF PRESSURE GAUGES, SMALL EQUIPMENT            WATER SERVICE REPAIR PARTS.</p>								
46011	UNIFORMS/SAFETY APPAREL	3,678	1,936	2,785	2,785	2,785	1,500	(1,285)
<p>COST OF UNIFORMS THAT MEET VDOT STANDARDS            (RAINSUIT, INSULATED COVERALL, VEST, ETC.)</p>								
46016	SUPPLIES FOR RESALE	15,000	3,498	5,000	5,000	5,000	5,000	
46017	SMALL TOOLS	1,000	79	1,000	1,000	1,000	500	(500)
<p>PURCHASE OF MISC ITEMS SUCH AS BROOMS, RAKES &amp;            SHOVELS.</p>								

TOWN OF VIENNA  
APPROVED EXPENSE BUDGET BY DIVISION

DEPT : WATER AND SEWER  
ACTIVITY : METER MICE AND READING

FUND : WATER AND SEWER  
NUMBER : 50112

ACCOUNT NUMBER	TITLE	FY 10-11		-----FY 11-12-----			FY 12-13 APPROVED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	ADJUSTED	ESTIMATED		
TOTAL	MATERIALS AND SUPPLIES	35,678	14,615	24,785	24,785	24,785	22,500	(2,285)
48101	MACH/EQUIPMT REPLACEMENT	64,106	24,882	52,000	52,000	52,000	22,000	(30,000)
	TRANSFERRED \$30,000 TO 50112-43308 FOR INSTALLING WATER METERS IN TOWN OWNED BUILDINGS AND PARKS. SURPLUS STOCK OF EXISTING WATER METERS ON HAND. PURCHASE ODD SIZE WATER METERS NOT KEPT IN STOCK.							
TOTAL	CAPITAL OUTLAY	64,106	24,882	52,000	52,000	52,000	22,000	(30,000)
49511	CHARGES TO WATER DEPT	-253,262	-201,818	-225,454	-225,454	-226,965	-238,253	(12,799)
	THIS IS AN OFFSET TO THE SUPPORT ACTIVITY COSTS BUDGETED IN THE WATER DEPARTMENT.							
49514	CHARGES TO SEWER DEPT	-201,535	-160,577	-212,257	-212,257	-213,658	-212,703	(446)
	THIS IS AN OFFSET TO THE SUPPORT ACTIVITY COSTS BUDGETED IN THE SEWER DEPARTMENT.							
TOTAL	INTERDEPARTMENTAL CHARGES	-454,797	-362,395	-437,711	-437,711	-440,623	-450,956	(13,245)
TOTAL	METER MICE AND READING		7,279					

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**WATER AND SEWER BILLING AND CUSTOMER SERVICE**  
**50113**

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**PURPOSE**

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To produce accurate and timely bills for Water and Sewer services, to work with Public Works to schedule work and efficiently and effectively solve problems and to efficiently respond to customer questions and issues with the highest level of customer service.

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**ACTIVITIES/PRODUCTS/SERVICES**

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- Provide meter reading files to meter readers on a timely basis.
- Calculate and send out water and sewer bills by the business day of each month.
- Manage the collection process by sending out reminder bills and cutoff notices according to a pre-determined schedule.
- Send uncollected accounts to the State Set-Off Debt program and manage the accounts to maximize payments to the Town.
- Post all payments and adjustments to the billing system.
- Manage and create work orders based on customer issues.
- Address all customer questions efficiently and effectively by means of written and verbal communication.

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**FY 11-12 ACCOMPLISHMENTS**

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- Sent over 100 accounts to the State Set-Off Debt system. Collected over \$10,000 that would otherwise not have been collected.
- Prepared and processed over 3,200 work orders and 6,000 phone calls requiring follow up either verbally or in writing.
- Revamped web site pages in conjunction with new web site project, driving a 14% increase to payments on the internet.
- Implemented Direct Payment system for Water & Sewer bills, improving cash flow and meeting customer desires for automated payments.
- Continued to provide data for water and sewer system valuation and capital projects needs projects.

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**WATER AND SEWER BILLING AND CUSTOMER SERVICE**  
**50113**

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**FY 12-13 INITIATIVES**

- Consider implementing new payment streams to allow for better payment and collection of funds, such as lockbox and direct debit of bank accounts.
- Develop address/account number database to post on the website to allow customers to find their account number to facilitate off-hour, online payments.
- Look into implementing new collection methods such as garnishments.

**PERFORMANCE MEASURES**

*Based on calendar year data*

<b>Description</b>	<b>2010 Actual</b>	<b>2011 Actual</b>	<b>2012 Projected</b>
Percent of regular bills mailed on time	100%	100%	100%
Percent of delinquent mailings sent on time	98%	100%	100%
Percent of customer calls returned by the next business day	n/a	95%	95%
Percent of follow-up letters mailed within 3-5 days of issue	n/a	95%	95%

**PERSONNEL**

*Based on a fiscal year*

<b>Authorized Positions</b>	<b>Adopted FY 10-11</b>	<b>Adopted FY 11-12</b>	<b>Adopted FY 12-13</b>
Finance Clerk II	2	2	2
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>

**FY 12-13 BUDGET CHANGES**

- There are no significant changes to this budget.

TOWN OF VIENNA  
APPROVED EXPENSE BUDGET BY DIVISION

DEPT : WATER AND SEWER  
ACTIVITY : BILLING/CUSTOMER SERVICE

FUND : WATER AND SEWER  
NUMBER : 50113

ACCOUNT NUMBER	TITLE	FY 10-11		-----FY 11-12-----			FY 12-13 APPROVED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	ADJUSTED	ESTIMATED		
41001	SALARIES AND WAGES	102,870	107,026	104,568	104,568	104,568	111,940	7,372
41002	OVERTIME		523	600	600	600	2,000	1,400
41003	REG. P.T. WITH BENEFITS		2,581					
41004	PART TIME W/O BENEFITS			2,000	2,000	2,000		(2,000)
41008	ANNUAL LEAVE CASH-IN		1,974					
TOTAL	PERSONAL SERVICES	102,870	112,103	107,168	107,168	107,168	113,940	6,772
42001	F.I.C.A.	7,870	8,428	8,199	8,199	8,199	8,563	364
42002	V.R.S.	15,190	15,672	15,476	15,476	15,476	13,959	(1,517)
42003	V.R.S. LIFE INS	1,367	297	351	351	351	593	242
42007	HEALTH INSURANCE	9,234	10,793	10,200	10,200	10,200	10,554	354
42012	CAFETERIA PLAN FEES	24		24	24			(24)
42018	ER CONTRIBUTIONS:DC401A	3,086	3,248	3,137	3,137	3,137	3,846	709
TOTAL	EMPLOYEE BENEFITS	36,771	38,438	37,387	37,387	37,363	37,515	128
43101	CONSULTING SERVICES					7,612		
43303	SOFTWARE MICE CONTRACT	4,000		4,000	4,000			(4,000)
43308	CONTRACTS/SERVICES	4,600	5,927	6,000	6,000	6,000	6,000	
TOTAL	PURCHASED SERVICES	8,600	5,927	10,000	10,000	13,612	6,000	(4,000)
45202	LONG DIST SERVICE	200	74	100	100	100	100	
45203	POSTAL SERVICES	11,000	14,225	15,300	15,300	15,300	15,000	(300)
45404	CENTRAL COPIER CHARGES	200	389	450	450	450	400	(50)
TOTAL	OTHER CHARGES	11,400	14,688	15,850	15,850	15,850	15,500	(350)
46015	OPERATIONAL SUPPLIES	6,700	6,594	6,700	6,700	6,000	6,000	(700)
TOTAL	MATERIALS AND SUPPLIES	6,700	6,594	6,700	6,700	6,000	6,000	(700)
49120	INTEREST ON DEPOSITS	5,700	4,646	5,000	5,000	5,000	5,000	
TOTAL	DEBT SERVICE	5,700	4,646	5,000	5,000	5,000	5,000	
49511	CHARGES TO WATER DEPT	-95,804	-101,576	-93,798	-93,798	-95,290	-97,189	(3,391)
	THIS IS THE OFFSET TO THE SUPPORT ACTIVITY COSTS BUDGETED IN THE WATER DEPARTMENT.							
49514	CHARGES TO SEWER DEPT	-76,237	-80,819	-88,307	-88,307	-89,703	-86,766	1,541
	THIS IS THE OFFSET TO THE SUPPORT ACTIVITY COSTS BUDGETED IN THE SEWER DEPARTMENT.							
TOTAL	INTERDEPARTMENTAL CHARGES	-172,041	-182,396	-182,105	-182,105	-184,993	-183,955	(1,850)
TOTAL	BILLING/CUSTOMER SERVICE							

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**SANITARY SEWER DIVISION**  
**50114**

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**PURPOSE**

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Provides design review, operations, maintenance and customer service for the Town's public sanitary sewer collection system in order to provide protection of public health and safety in compliance with federal, state and Town regulations and requirements.

**ACTIVITIES/PRODUCTS/SERVICES**

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- Provide inspection service for construction
- Maintain sanitary sewer mains by cleaning them using Sewer Jet truck and Rodder truck
- Provide video inspections of sanitary sewer mains using the Closed Circuit TV (CCTV) unit
- Provide a prompt response to work order requests
- Repair and clean out manholes
- Check sanitary sewer trouble spots as needed

**FY 11-12 ACCOMPLISHMENTS**

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- Repaired sanitary sewer mains and Town-owned laterals
- Maintained the sanitary sewer collection system
- Provided inspection services to builders
- Repaired and adjusted manhole elevations for road paving/repairs
- The division has increased the amount of sanitary sewer cleaned from 65,000 feet per year to over 340,000 feet per year over the last two years

**FY 12-13 INITIATIVES**

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- Continue cleaning sanitary sewer mains to maintain the collection system and check trouble spots on a continuous basis
- Continue to inspect repairs, replacements and new construction in a timely manner
- Complete FY 12-13 CIP approved by Town Council

**SANITARY SEWER DIVISION  
50114**

**PERFORMANCE MEASURES**

*Based on calendar year data*

<b>Description</b>	<b>2010 Actual</b>	<b>2011 Actual</b>	<b>2012 Projected</b>
Total Footage of Sanitary Sewer Mains Cleaned or Rodded	279,556	343,543	350,000 ft
Total Footage of Sanitary Sewer Mains inspected using the TV Unit	44,740	69,111	70,000 ft

**PERSONNEL**

*Based on a fiscal year*

<b>Authorized Positions</b>	<b>Adopted FY 10-11</b>	<b>Adopted FY 11-12</b>	<b>Adopted FY 12-13</b>
Superintendent	0	.5	.5
Sanitary Sewer Operation Supervisor	0	.5	.5
Equipment Operator	0	1	1
Maintenance Worker	0	5	5
Administrative Assistant I	0	.3125	.3125
<b>Total</b>	<b>0</b>	<b>7.3125</b>	<b>7.3125</b>

**FY 12-13 BUDGET CHANGES**

- There are no significant changes to this budget.

TOWN OF VIENNA  
APPROVED EXPENSE BUDGET BY DIVISION

DEPT : WATER AND SEWER  
ACTIVITY : SEWER DIVISION

FUND : WATER AND SEWER  
NUMBER : 50114

ACCOUNT NUMBER	TITLE	FY 10-11		-----FY 11-12-----			FY 12-13 APPROVED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	ADJUSTED	ESTIMATED		
41001	SALARIES AND WAGES	285,507	329,766	363,545	363,545	363,545	392,770	29,225
41002	OVERTIME	67,612	27,227	67,612	67,612	67,612	37,612	(30,000)
REDUCED TO REFLECT ACTUAL EXPENDITURES								
41003	REG. P.T. WITH BENEFITS							
PART TIME POSITION SPLIT BETWEEN 50111 & 50114 UNFUNDED FOR FY 12-13, CONSIDERATION FOR UTILITY MARKER POSITION IN FY 13-14								
41004	PART TIME W/O BENEFITS			15,000	15,000	15,000	15,500	500
41008	ANNUAL LEAVE CASH-IN		3,076			1,330		
TOTAL	PERSONAL SERVICES	353,119	360,069	446,157	446,157	447,487	445,882	(275)
42001	F.I.C.A.	27,014	26,359	32,449	32,449	32,449	34,734	2,285
42002	V.R.S.	42,255	44,634	53,805	53,805	53,805	48,978	(4,827)
42003	V.R.S. LIFE INS	3,803	844	1,222	1,222	1,222	2,082	860
42004	LOCAL PENSION PLAN	8,475	264	12,979	12,979	12,979	9,204	(3,775)
42007	HEALTH INSURANCE		43,542	30,100	30,100	30,100	43,823	13,723
42012	CAFETERIA PLAN FEES		189	200	200	200	126	(74)
42015	MISC ALLOWANCES	125		125	125	125	125	
42018	ER CONTRIBUTIONS:DC401A	6,037	7,044	6,666	6,666	6,666	10,388	3,722
TOTAL	EMPLOYEE BENEFITS	87,709	122,877	137,546	137,546	137,546	149,460	11,914
43101	CONSULTING SERVICES	51,700	59,555	17,500	17,500	17,500	17,500	
FOR GIS MAPPING SERVICES TO PLOT NEW SEWER WORK								
43104	ARCHIT/ENGINEER SVCS	3,000		3,000	3,000	3,000	5,000	2,000
ENGINEERING DESIGN SERVICES FOR SEWER RELINING								
43301	EQUIPMT MICE CONTRACTS	2,096	554	2,096	2,096	2,096	1,300	(796)
CELL PHONES 6 @ \$1,293/YR								
43307	REPAIR/MICE SVCS	37,500	689	35,727	9,522	35,727	2,000	(33,727)
REDUCED TO AMOUNT OF ACTUAL SPEND CHARGEBACKS - OUTSIDE VEHICLE REPAIRS								
43308	CONTRACTS/SERVICES	39,600	71,504	39,600	65,805	39,600	39,600	
UTILITY LOCATING SERVICES \$31,600 MISS UTILITY SERVICES \$8,000								
43701	UNIFORM RENTAL/CLEANING	3,511	1,623	3,616	3,616	3,616	2,500	(1,116)
43801	SRVCS FROM OTHER GOV'TS	15,425	12,132	16,176	16,176	16,176	16,176	
CROSS CONNECTION FEE 2@ \$8,087/QTR=\$16,176/YR SPLIT COST BETWEEN WATER & SEWER DIVISIONS.								
43802	LANDFILL FEES		1,158	5,000	5,000	5,000	2,500	(2,500)
FOR DISPOSAL OF SPOILS FROM SANITARY SEWER REPAIRS OR OTHER EXCAVATIONS.								



TOWN OF VIENNA  
APPROVED EXPENSE BUDGET BY DIVISION

DEPT : WATER AND SEWER  
ACTIVITY : SEWER DIVISION

FUND : WATER AND SEWER  
NUMBER : 50114

ACCOUNT NUMBER	TITLE	FY 10-11		-----FY 11-12-----			FY 12-13 APPROVED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	ADJUSTED	ESTIMATED		
43804	SWG TREATMENT/POTOMAC	775,095	877,420	775,095	775,095	1,120,100	1,120,100	345,005
	SEWAGE TREATMENT COSTS AT THE BLUE PLAINS FACILITY.							
43805	SWG TREATMENT/ACCOTINK	499,355	515,930	499,355	499,355	528,400	528,400	29,045
	SEWAGE TREATMENT L.P.P.C.P.							
43807	TWN SHARE:LPPCP UPGRADE	136,511		202,051	202,051	202,051	202,051	
	TOWN OF VIENNA'S SHARE OF LPPCP UPGRADE FOR NITROGEN REMOVAL. 2012 IS 14TH OF 25 YEARS. TOWN SHARE NCSTP (NORMAN COLE SEWAGE TREATMENT PLANT) UPGRADE. ESTIMATED COST OF \$32,770 X 2 = \$65,540 RATE SUBJECT TO CHANGE ONCE IT IS SET.							
TOTAL	PURCHASED SERVICES	1,563,793	1,540,563	1,599,216	1,599,216	1,973,266	1,937,127	337,911
45101	ELECTRICITY	2,500		2,500	2,500	2,500	1,000	(1,500)
	BASED ON ACTUAL SEWER ACCOUNTS							
45202	LONG DIST SERVICE	50		50	50	50	50	
45402	EQUIPMENT RENTAL	3,000	-6,565	2,500	2,500	2,500	3,000	500
	RENTAL OF HEAVY EQUIPMENT ON AN AS NEEDED BASIS FOR SANITARY SEWER BREAK & MISC REPAIRS.							
45504	CONVENTIONS/EDUCATION			6,000	6,000	6,000	3,500	(2,500)
	TRAINING AND CONTINUING EDUCATION.							
TOTAL	OTHER CHARGES	5,550	-6,565	11,050	11,050	11,050	7,550	(3,500)
46001	OFFICE SUPPLIES	900	186	900	900	900	500	(400)
46007	REPAIR/MICE SUPPLIES	47,500	29,932	47,500	47,500	47,500	47,500	
	PURCHASE OF PIPES, FITTINGS & MAINTENANCE SUPPLIES							
46008	VEHICLE/EQUIPMT FUELS						10,000	10,000
	CHARGEBACKS - FUEL							
46009	VEH/EQUIPMT MICE SUPPLIES			5,000	5,000	5,000		(5,000)
	FUNDS DISTRIBUTED TO PROPER CHARGEBACK ACCOUNTS 43307, 46008, 46015							
46011	UNIFORMS/SAFETY APPAREL	5,451	3,367	7,000	7,000	7,000	4,500	(2,500)
	COST OF UNIFORMS THAT MEET VDOT STANDARDS (RAINSUITS, INSULATED COVERALLS, VESTS, ETC.)							

TOWN OF VIENNA  
APPROVED EXPENSE BUDGET BY DIVISION

DEPT : WATER AND SEWER  
ACTIVITY : SEWER DIVISION

FUND : WATER AND SEWER  
NUMBER : 50114

ACCOUNT NUMBER	TITLE	FY 10-11		-----FY 11-12-----			FY 12-13 APPROVED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	ADJUSTED	ESTIMATED		
46015	OPERATIONAL SUPPLIES	13,216	12,512	9,216	9,216	9,216	14,216	5,000
	PURCHASE DAILY OPERATING SUPPLIES, PARTS & FITTINGS TO MAINTAIN THE SANITARY SEWER COLLECTION SYSTEM.					9,216		
	CHARGEBACKS - REGULAR PARTS, TIRES, TUBES, ETC					5,000		
46017	SMALL TOOLS	1,500	967	1,500	1,500	1,500	1,500	
46032	SURFACE REPAIR MATERIALS					2,000		
TOTAL	MATERIALS AND SUPPLIES	68,567	46,963	71,116	71,116	73,116	78,216	7,100
47201	TRAINING PROGRAMS		8,972					
47407	CONTRACTED ASPHALT REP'RS	1,000		1,000	1,000	1,000	1,000	
	CONTRACTUAL ASPHALT FOR AREAS TOO LARGE TO BE DONE IN-HOUSE.							
47408	INTERNAL ASPHALT REPAIRS	5,196	26	5,196	5,196	5,196	2,500	(2,696)
	INTERNAL ASPHALT REPAIRS FOR EMERGENCY REPAIRS AND SEWER BREAKS DONE IN-HOUSE.							
TOTAL	PROGRAMS AND SERVICES	6,196	8,999	6,196	6,196	6,196	3,500	(2,696)
48101	MACH/EQUIPMT REPLACEMENT	9,000	689	10,000	10,000	10,000	5,000	(5,000)
	NEW REQUEST - PORTABLE SHORING BOX (SPLIT COST WITH WATER DIVISION)					5,000		
48201	ADDITIONAL MACH/EQUIPMT	4,000		3,000	3,000	3,000	3,000	
	REPAIRS TO THE SEWER CAMERAS							
TOTAL	CAPITAL OUTLAY	13,000	689	13,000	13,000	13,000	8,000	(5,000)
49512	SUPPORT ACTIVITY COSTS	767,048	821,712	861,398	861,398	864,299	906,487	45,089
	THIS IS THE SEWER DEPARTMENT'S 47.17 PERCENT SHARE OF THE FOLLOWING BUDGETS: METER READING, BILLING AND CUSTOMER SERVICE, INTERFUND TRANSFERS, AND VEHICLE REPLACEMENT PROGRAM DEBT SERVICE. THE OFFSETS ARE SHOWN IN THOSE BUDGETS.							
TOTAL	CONTINGENCY RESERVES	767,048	821,712	861,398	861,398	864,299	906,487	45,089
TOTAL	SEWER DIVISION	2,864,982	2,895,307	3,145,679	3,145,679	3,525,960	3,536,222	390,543

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**INTERFUND TRANSFERS**  
**50141**

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**PURPOSE**

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This division accounts for interfund transfers to the General Fund and the Debt Service Fund. The former serves to reimburse the General Fund for the costs of its support of Water and Sewer operations. The latter reimburses the Debt Service Fund for the Water and Sewer Fund's share of annual debt service based on the use of general obligation debt proceeds for water and sewer capital projects.

**FY 12-13 BUDGET CHANGES**

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- \$850,000 transfer to the General Fund and \$381,471 is transfer to the Debt Service Fund. The latter has been increased by \$126,775 to accommodate the water and sewer fund's share of the annual debt service for the proposed 2012 capital improvement plan bonds.

TOWN OF VIENNA  
APPROVED EXPENSE BUDGET BY DIVISION

DEPT : WATER AND SEWER  
ACTIVITY : INTERFUND TRANSFERS

FUND : WATER AND SEWER  
NUMBER : 50141

ACCOUNT NUMBER	TITLE	FY 10-11		-----FY 11-12-----			FY 12-13 APPROVED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	ADJUSTED	ESTIMATED		
42020	OTHER POST EMPLOY BENEFITS		6,011				5,687	5,687
TOTAL	EMPLOYEE BENEFITS		6,011				5,687	5,687
48311	DEPRECIATION		228,350					
TOTAL	CAPITAL OUTLAY		228,350					
49201	WS TRANSFER TO GF	812,000	812,000	850,000	850,000	850,000	850,000	
49202	WS TRANSFER TO DS	241,728	253,459	254,696	254,696	254,696	381,471	126,775
THE TRANSFER TO THE DEBT SERVICE FUND CONSISTS OF:								
ISSUE								
	WSF SHARE OF 98 BONDS DEBT SERVICE					48,683		
	WSF SHARE OF 99 BONDS DEBT SERVICE					68,831		
	WSF SHARE OF 06 DEBT ISSUE DEBT SERVICE					44,524		
	WSF SHARE OF 10 BONDS DEBT SERVICE					85,746		
	TOTAL		\$47,784					
TOTAL	INTERFUND TRANSFERS	1,053,728	1,065,459	1,104,696	1,104,696	1,104,696	1,231,471	126,775
49511	CHARGES TO WATER DEPT	-586,919	-723,870	-569,002	-569,002	-569,170	-653,626	(84,624)
THIS IS THE OFFSET TO THE SUPPORT ACTIVITY COSTS BUDGETED IN THE WATER DEPARTMENT.								
49514	CHARGES TO SEWER DEPT	-466,809	-575,950	-535,694	-535,694	-535,799	-583,532	(47,838)
THIS IS THE OFSET TO THE SUPPORT ACTIVITY COSTS BUDGETED IN THE SEWER DEPARTMENT.								
TOTAL	INTERDEPARTMENTAL CHARGES	-1,053,728	-1,299,820	-1,104,696	-1,104,696	-1,104,969	-1,237,158	(132,462)
TOTAL	INTERFUND TRANSFERS					-273		
TOTAL	WATER AND SEWER	6,452,770	6,640,515	6,486,947	6,486,947	6,878,218	7,497,212	1,010,265
TOTAL	UTILITY SERVICES	6,452,770	6,640,515	6,486,947	6,486,947	6,878,218	7,497,212	1,010,265

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**VEHICLE AND EQUIPMENT REPLACEMENT PROGRAM**  
**59500**

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**PURPOSE**

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Accounts for the cost of annual debt service on the capital leases that finance the replacement of vehicles and equipment used in water and sewer operations. The use of such financing levels large budget variances from year to year that would otherwise occur.

**FY 12-13 BUDGET CHANGES**

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- There are no significant changes to this budget.

TOWN OF VIENNA  
APPROVED EXPENSE BUDGET BY DIVISION

DEPT : EQUIP REPLACEMENT PROG  
ACTIVITY : WIR&SWR VEH.REPLACE.PROG

FUND : WATER AND SEWER  
NUMBER : 59500

ACCOUNT NUMBER	TITLE	FY 10-11		-----FY 11-12-----			FY 12-13 APPROVED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	ADJUSTED	ESTIMATED		
49101	PRINCIPAL	46,382	6,284	46,935	46,935	46,935	47,673	738
49102	INTEREST	4,317	3,567	4,908	4,908	4,908	2,118	(2,790)
TOTAL	DEBT SERVICE	50,699	9,852	51,843	51,843	51,843	49,791	(2,052)
49511	CHARGES TO WATER DEPT	-28,233	-5,486	-26,703	-26,703	-26,704	-26,306	397
THIS IS THE OFFSET TO THE SUPPORT ACTIVITY COSTS BUDGETED IN THE WATER DEPARTMENT.								
49514	CHARGES TO SEWER DEPT	-22,466	-4,365	-25,140	-25,140	-25,139	-23,485	1,655
THIS IS THE OFFSET TO THE SUPPORT ACTIVITY COSTS BUDGETED IN THE SEWER DEPARTMENT.								
TOTAL	INTERDEPARTMENTAL CHARGES	-50,699	-9,852	-51,843	-51,843	-51,843	-49,791	2,052
TOTAL	WIR&SWR VEH.REPLACE.PROG							