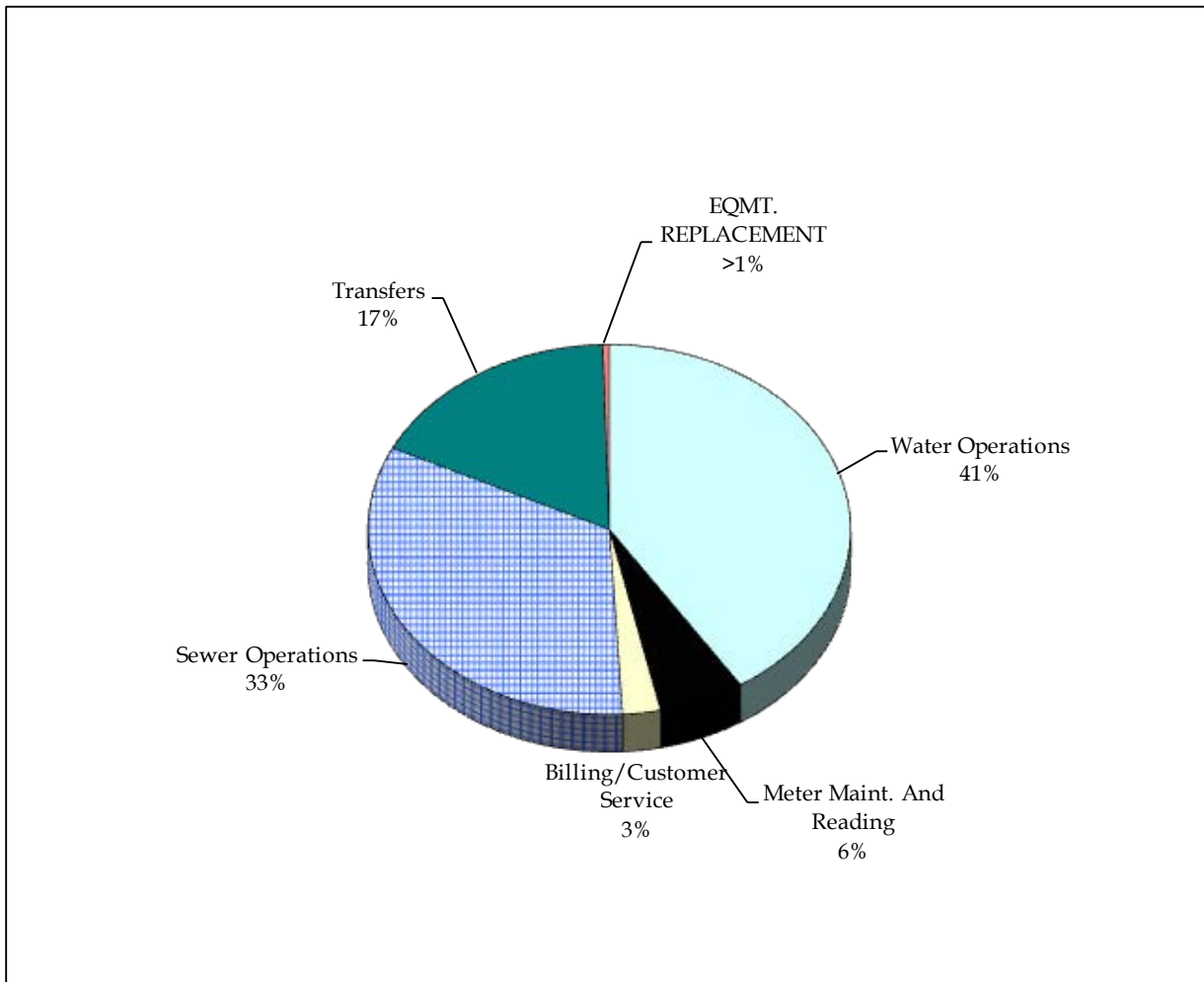


**WATER AND SEWER FUND**

	FY 12-13 Adopted	FY 12-13 Adjusted	FY 13-14 Adopted	Net Change
Water Operations	2,945,617	2,945,617	2,949,427	3,810
Meter Maint. And Reading	450,956	450,956	413,459	-37,497
Billing/ Customer Service	183,955	183,955	183,258	-697
Sewer Operations	2,629,735	2,629,735	2,391,237	-238,498
Transfers	1,237,158	1,237,158	1,250,115	12,957
Eqmt. Replacement/DS/Reserves	49,791	49,791	31,351	-18,440
<b>Water and Sewer</b>	<b>7,497,212</b>	<b>7,497,212</b>	<b>7,218,847</b>	<b>-278,365</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 12-13 ACCOMPLISHMENTS**

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- Performed all inspections to insure proper installation of water cap offs and new service taps.
- Performed all water main break repairs in a timely manner.
- Performed fire hydrant flushing and needed maintenance to fire hydrants.
- Performed needed maintenance repairs to valves in the system.

**FY 13-14 INITIATIVES**

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- Procure and utilize CMMS (Computerized Maintenance Management System)

**WATER DIVISION  
50111**

**PERFORMANCE MEASURES**

*Based on calendar year data*

<b>Description</b>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Projected</b>
Total Number of Water Main Breaks Repaired	31	50	55
Total Number of Work Orders Received and Completed	283	300	280
CIP – Water Main Cleaning and Relining	3,161	3,000	10,000

**PERSONNEL**

*Based on a fiscal year*

<b>Authorized Positions</b>	<b>Adopted FY 11-12</b>	<b>Adopted FY 12-13</b>	<b>Adopted FY 13-14</b>
Superintendent	.5	.5	.5
Waterworks Operation Supervisor	.5	.5	.5
Equipment Operator	1	1	1
Maintenance Worker	5	5	5
Administrative Assistant	.3125	.3125	0
<b>Total</b>	<b>7.3125</b>	<b>7.3125</b>	<b>7</b>

**FY 13-14 BUDGET CHANGES**

- Upgrade existing vacant Administrative Assistant position to a Water Quality Engineer position, which would be 50% funded by Water and Sewer CIP funds and 50% funded by Vienna's share of Fairfax County storm water tax.
- Add and utilize a Computerized Maintenance Management System, which would be 50% funded by Water and Sewer CIP funds and 50% funded by Vienna's share of Fairfax County storm water tax.
- Purchase a new Push Camera under Water and Sewer CIP funds.
- Purchase a new Crawler Camera under Water and Sewer CIP funds.

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 11-12		-----FY 12-13-----			FY 13-14 APPROVED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	ADJUSTED	ESTIMATED		
41001	SALARIES AND WAGES	356,080	268,549	321,779	321,779	321,779	290,033	(31,746)
41002	OVERTIME	67,612	65,446	85,000	85,000	85,000	85,000	
41003	REG. P.T. WITH BENEFITS	32,010						
41004	PART TIME W/O BENEFITS	10,000	14,818	10,000	10,000	1,270		(10,000)
41006	ANNUAL LEAVE LIQUIDATION		5,568					
41008	ANNUAL LEAVE CASH-IN		3,664			2,013		
41011	NON-EXEMPT COMPTIME LIQ.							
41025	CAPITAL PROJ SUPPORT					-11,612		
TOTAL	PERSONNEL SERVICES	465,702	358,046	416,779	416,779	398,450	375,033	(41,746)
42001	F.I.C.A.	34,900	26,242	31,884	31,884	33,301	22,187	(9,697)
42002	V.R.S.	52,700	40,372	40,126	40,126	30,073	36,167	(3,959)
42003	V.R.S. LIFE INS	1,196	764	1,705	1,705	2,846	3,452	1,747
42004	LOCAL PENSION PLAN	4,440	15,513	5,146	5,146	13,368	7,437	2,291
42007	HEALTH INSURANCE	36,800	21,694	22,291	22,291	22,291	39,172	16,881
42012	CAFETERIA PLAN FEES	300	74	63	63	63	63	
42015	MISC ALLOWANCES	125	30	125	125		125	
42018	ER CONTRIBUTIONS:DC401A	9,376	6,009	12,704	12,704	12,704	9,541	(3,163)
TOTAL	EMPLOYEE BENEFITS	139,837	110,698	114,044	114,044	114,646	118,144	4,100
43101	CONSULTING SERVICES	19,000	19,003	19,000				(19,000)
43104	ARCHIT/ENGINEER SVCS	12,500	12,910	6,419	6,419			(6,419)
43301	EQUIPMT MICE CONTRACTS	6,999	2,958	4,000	4,000	2,542	3,000	(1,000)
	CELL PHONES 7@ \$1,582/YR SMART PHONES 2@ \$1,324/YR							
43307	REPAIR/MICE SVCS	25,837	607	10,250	4,250	470	1,000	(9,250)
	VDOT PERMITS & CATCH BASIN BLOCKS CHARGEBACKS - OUTSIDE VEHICLE REPAIRS							
43308	CONTRACTS/SERVICES	69,063	65,554	59,400	84,400	70,000	65,000	5,600
	UTILITY LOCATING SERVICE = \$50,000 MISS UTILITY-VUPS = \$15,000							
43701	UNIFORM RENTAL/CLEANING	3,617	2,036	2,500	2,500	1,262	2,625	125
43801	SRVCS FROM OTHER GOV'TS	35,721	35,720	48,581	48,581	41,828	46,000	(2,581)
	CROSS CONNECTION PROGRAM 2@ \$8,425/QTR= \$16,850/YR COST SPLIT BETWEEN WATER & SEWER DIVISIONS VDH WATERWORKS FEE 4@ \$7,031.33/QTR= \$28,125.32/YR							
43802	LANDFILL FEES	35,000	21,010	35,000	35,000	29,654	21,000	(14,000)
	DISPOSAL OF SPOILS FROM WATER MAIN BREAKS &/OR RELATED EXCAVATIONS.							
43803	WHOLESALE WATER PURCHASE	1,414,956	1,813,058	2,044,419	2,044,419	2,044,419	2,200,000	155,581
	35% FAIRFAX WATER UNTIL JANUARY 2014.							
TOTAL	PURCHASED SERVICES	1,622,693	1,972,855	2,229,569	2,229,569	2,190,175	2,338,625	109,056

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 11-12		-----FY 12-13-----			FY 13-14 APPROVED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	ADJUSTED	ESTIMATED		
45101	ELECTRICITY	22,500	20,634	22,500	22,500	21,000	21,000	(1,500)
45202	LONG DIST SERVICE	50	48	50	50		50	
45402	EQUIPMENT RENTAL	4,000	191	4,000	4,000			(4,000)
45501	MILEAGE REIMBURSEMENT						400	400
45502	FARES							
45503	SUBSISTENCE/LODGING						500	500
45504	CONVENTIONS/EDUCATION	5,500	1,480	5,500	5,500	407	1,500	(4,000)
45505	BUSINESS MEALS							
45801	MEMBERSHIPS/DUES	165	170	175	175		175	
TOTAL	OTHER CHARGES	32,215	22,524	32,225		21,407	23,625	(8,600)
46001	OFFICE SUPPLIES	2,100	361	1,500	1,500	195	500	(1,000)
	INCREASED FOR PROJECTED FUEL COST INCREASE							
46007	REPAIR/MICE SUPPLIES	46,500	26,236	35,000	45,400	44,000	24,000	(11,000)
	TO PURCHASE SUPPLIES NEEDED FOR REPAIR AND MAINTENANCE ON WATER MAINS, VALVES, ETC.							
46008	VEHICLE/EQUIPMT FUELS		21,004	20,000	20,000	12,911	22,000	2,000
	CHARGEBACKS - FUEL							
46009	VEH/EQUIPMT MICE SUPPLIES							
46011	UNIFORMS/SAFETY APPAREL	6,000	4,016	4,500	4,500	2,193	4,500	
	COST OF UNIFORMS THAT MEET VDOT STANDARDS (RAINSUITS, INSULATED COVERALLS, VESTS, ETC.)							
46015	OPERATIONAL SUPPLIES	15,000	8,415	25,500	7,500	6,000	9,000	(16,500)
	REDUCED TO REFLECT ACTUAL EXPENSES							
46017	SMALL TOOLS	1,500	105	1,500	1,500	500	500	(1,000)
46031	TIRES AND TUBES					900	2,500	2,500
	INCREASED TO REFLECT ESTIMATED CHARGE BACKS							
46032	SURFACE REPAIR MATERIALS	18,000	16,930	18,000	25,600	18,000	10,000	(8,000)
	FOR THE PURCHASE OF STONE & TEMPORARY PAVING (COLD MIX) FOR BACKFILLING EXCAVATIONS DUE TO WATERMAIN BREAKS.							
TOTAL	MATERIALS AND SUPPLIES	89,100	77,067	106,000	106,000	84,699	73,000	(33,000)
47404	STORM WATER MGMT PROGRAM							
47407	CONTRACTED ASPHALT REP'RS	10,000		12,000	18,017	35,000	10,000	(2,000)
	CONTRACTUAL ASPHALT FOR AREAS THAT ARE TOO LARGE FOR IN-HOUSE REPAIRS.							
47408	INTERNAL ASPHALT REPAIRS	46,764	48,156	30,000	27,483	23,000	10,000	(20,000)

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 11-12		-----FY 12-13-----			FY 13-14 APPROVED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	ADJUSTED	ESTIMATED		
INTERNAL ASPHALT REPAIRS FOR EMERGENCY REPAIRS & WATER BREAKS, ETC. ALL ASPHALT WORK DONE BY THE WATER DIVISION.								
TOTAL	PROGRAMS AND SERVICES	56,764	48,156	42,000	45,500	58,000	20,000	(22,000)
48101	MACH/EQUIPMT REPLACEMENT	14,000	454	5,000	5,000		1,000	(4,000)
PURCHASE OF SMALL EQUIPMENT								
48201	ADDITIONAL MACH/EQUIPMT	6,000	454					
TOTAL	CAPITAL OUTLAY	20,000	908	5,000	5,000		1,000	(4,000)
49512	SUPPORT ACTIVITY COSTS	914,957	1,150,530	1,015,373	1,015,373	977,154	1,037,242	21,869
WATER DEPARTMENT'S 55.23 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	914,957	1,150,530	1,015,373	1,015,373	977,154	1,037,242	21,869
TOTAL	OPERATIONS & MAINTENANCE	3,341,268	3,740,784	3,960,990	3,964,490	3,844,531	3,986,669	25,679

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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. Maintain 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 12-13 ACCOMPLISHMENTS**

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- Provided prompt response to all customer concerns and requests.
- Collected all water quality samples on time with no permit violations.
- Collected all Initial Distribution System Evaluation (IDSE) water samples for processing and reporting to VDH.
- Continued with 5/8" water meter replacements with 1" meters.

**FY 13-14 INITIATIVES**

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- Procure and utilize CMMS (Computerized Maintenance Management System)

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

**PERFORMANCE MEASURES**

*Based on calendar year data*

<b>Description</b>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Projected</b>
Work orders completed - including Misc. Customer Service Requests	2,747	3,000	3,200
Water Quality samples collected and delivered to the Fairfax Water Lab for processing	529	500	500

**PERSONNEL**

*Based on a fiscal year*

<b>Authorized Positions</b>	<b>Adopted FY 11-12</b>	<b>Adopted FY 12-13</b>	<b>Adopted FY 13-14</b>
Supervisor	1	1	1
Meter Service Worker	3	3	3
<b>Total</b>	<b>4</b>	<b>4</b>	<b>4</b>

**FY 13-14 BUDGET CHANGES**

- Add and utilize a Computerized Maintenance Management System, which would be 50% funded by Water and Sewer CIP funds and 50% funded by Vienna's share of Fairfax County storm water tax.



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 11-12		-----FY 12-13-----			FY 13-14 APPROVED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	ADJUSTED	ESTIMATED		
41001	SALARIES AND WAGES	212,451	222,462	231,812	231,812	235,731	238,296	6,484
41002	OVERTIME	26,000	32,330	26,000	26,000	37,509	26,000	
41008	ANNUAL LEAVE CASH-IN		2,912			3,196		
TOTAL	PERSONNEL SERVICES	238,451	257,705	257,812	257,812	276,436	264,296	6,484
42001	F.I.C.A.	18,242	18,988	19,723	19,723	19,723	20,000	277
42002	V.R.S.	31,443	31,659	28,907	28,907	28,907	29,716	809
42003	V.R.S. LIFE INS	714	599	1,229	1,229	1,229	2,836	1,607
42004	LOCAL PENSION PLAN	3,287		3,941	3,941	3,941	5,660	1,719
42007	HEALTH INSURANCE	20,600	20,477	19,520	19,520	19,520	26,392	6,872
42012	CAFETERIA PLAN FEES	48	63	63	63	63	63	
42015	MISC ALLOWANCES	300	64	300	300	300	300	
42018	ER CONTRIBUTIONS:DC401A	6,659	6,801	7,241	7,241	7,241	7,426	185
TOTAL	EMPLOYEE BENEFITS	81,293	78,650	80,924	80,924	80,924	92,393	11,469
43301	EQUIPMT MICE CONTRACTS	6,417	1,945	3,500	3,500	2,000	2,000	(1,500)
<p>CELL PHONES 3@678 SMART PHONE 1@662/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	2,053	2,000	2,000	2,200	2,100	100
43308	CONTRACTS/SERVICES	30,000	19,485	60,000	60,000	56,000	27,000	(33,000)
<p>WATER SAMPLES LAB TESTING &amp; FEES NEW LEAD AND COPPER TESTING NOW REQUIRED</p>								
43701	UNIFORM RENTAL/CLEANING	1,745	1,017	1,200	1,200	1,200	1,000	(200)
TOTAL	PURCHASED SERVICES	40,162	24,499	66,700	66,700	61,400	32,100	(34,600)
45202	LONG DIST SERVICE	20	22	20	20	1,000	20	
45501	MILEAGE REIMBURSEMENT						400	400
45502	FARES							
45503	SUBSISTENCE/LODGING						250	250
45504	CONVENTIONS/EDUCATION	1,000	320	1,000	1,000	584	500	(500)
45505	BUSINESS MEALS							
TOTAL	OTHER CHARGES	1,020	342	1,020		1,584	1,170	150
46001	OFFICE SUPPLIES	1,000	258	500	500	192	250	(250)
46007	REPAIR/MICE SUPPLIES	15,000	12,087	15,000	15,000	12,000	10,500	(4,500)
<p>PURCHASE OF PRESSURE GAUGES, SMALL EQUIPMENT WATER SERVICE REPAIR PARTS. REDUCED TO REFLECT ACTUAL EXPENDITURES</p>								
46011	UNIFORMS/SAFETY APPAREL	2,785	2,461	1,500	2,500	2,000	1,500	
<p>COST OF UNIFORMS THAT MEET VDOT STANDARDS (RAINSUIT, INSULATED COVERALL, VEST, ETC.)</p>								
46016	SUPPLIES FOR RESALE	5,000	4,216	5,000	4,000			(5,000)
46017	SMALL TOOLS	1,000		500	500	100	250	(250)
<p>PURCHASE OF MISC ITEMS SUCH AS BROOMS, RAKES &amp;</p>								



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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 6<sup>th</sup> 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 12-13 ACCOMPLISHMENTS**

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- Continued to utilize the State Debt Set-Off system to collect almost \$12,000 in water bills that would otherwise go uncollected.
- Implemented direct payment process for Water and Sewer bill payments where customers can have water bill payments deducted directly from their bank accounts. The process was well-received with over 3% participation in the first six months.
- Hired new customer service representative and started cross training with billing function.
- Implemented new requirement for tenant water bills that required a total re-write of the web pages and new forms and correspondence.
- Prepared and processed over 3,300 work orders and 6,500 phone calls requiring follow up either verbally or in writing.

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

**FY 13-14 INITIATIVES**

- Support project to outsource water and sewer bills to provide a better bill for our customers and eliminate the issue of bills lost in the mail.
- Assist with project to create an automatic interface for credit card payments.
- Complete cross training between billing and customer service.
- Work with Deputy Finance Director to streamline billing and customer service procedures. Identify and propose solutions to streamline paper and improve service.
- Participate in laser fiche project with the goal of transforming all customer files to online files.

**PERFORMANCE MEASURES**

*Based on calendar year data*

<b>Description</b>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Projected</b>
Percent of regular bills mailed on time	100%	95%	100%
Percent of delinquent mailings sent on time	100%	100%	100%
Percent of customer calls returned by the next business day	95%	95%	95%
Percent of follow-up letters mailed within 3-5 days of issue	95%	95%	98%

**PERSONNEL**

*Based on a fiscal year*

<b>Authorized Positions</b>	<b>Adopted FY 11-12</b>	<b>Adopted FY 12-13</b>	<b>Adopted FY 13-14</b>
Finance Clerk II	2	2	2
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>

**FY 13-14 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 11-12		-----FY 12-13-----			FY 13-14 APPROVED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	ADJUSTED	ESTIMATED		
41001	SALARIES AND WAGES	104,568	106,950	111,940	111,940	89,018	111,157	(783)
41002	OVERTIME	600	3,538	2,000	2,000	7,600	2,000	
41003	REG. P.T. WITH BENEFITS		4,048					
41004	PART TIME W/O BENEFITS	2,000						
41008	ANNUAL LEAVE CASH-IN		1,130			1,256		
TOTAL	PERSONNEL SERVICES	107,168	115,666	113,940	113,940	97,874	113,157	(783)
42001	F.I.C.A.	8,199	8,659	8,563	8,563	7,340	8,500	(63)
42002	V.R.S.	15,476	16,418	13,959	13,959	11,540	13,861	(98)
42003	V.R.S. LIFE INS	351	311	593	593	1,110	1,323	730
42007	HEALTH INSURANCE	10,200	11,961	10,554	10,554	8,920	11,827	1,273
42012	CAFETERIA PLAN FEES	24						
42018	ER CONTRIBUTIONS:DC401A	3,137	3,693	3,846	3,846	3,080	3,790	(56)
TOTAL	EMPLOYEE BENEFITS	37,387	41,042	37,515	37,515	31,990	39,301	1,786
43101	CONSULTING SERVICES		7,612					
43303	SOFTWARE MICE CONTRACT	4,000						
43308	CONTRACTS/SERVICES	6,000	6,768	6,000	6,000	9,087	7,000	1,000
TOTAL	PURCHASED SERVICES	10,000	14,380	6,000	6,000	9,087	7,000	1,000
45202	LONG DIST SERVICE	100	113	100	100	114	100	
45203	POSTAL SERVICES	15,300	14,378	15,000	15,000	17,226	16,000	1,000
45404	CENTRAL COPIER CHARGES	450	334	400	400	200	200	(200)
45501	MILEAGE REIMBURSEMENT						100	100
45504	CONVENTIONS/EDUCATION						900	900
TOTAL	OTHER CHARGES	15,850	14,825	15,500		17,540	17,300	1,800
46015	OPERATIONAL SUPPLIES	6,700	6,025	6,000	6,000	6,263	6,000	
TOTAL	MATERIALS AND SUPPLIES	6,700	6,025	6,000	6,000	6,263	6,000	
49120	INTEREST ON DEPOSITS	5,000	5,214	5,000	5,000	5,236	500	(4,500)
TOTAL	DEBT SERVICE	5,000	5,214	5,000	5,000	5,236	500	(4,500)
49511	CHARGES TO WATER DEPT	-93,798	-111,301	-97,189	-97,189	-87,135	-101,206	(4,017)
	THIS IS THE OFFSET TO THE SUPPORT ACTIVITY COSTS BUDGETED IN THE WATER DEPARTMENT.							
49514	CHARGES TO SEWER DEPT	-88,307	-104,775	-86,766	-86,766	-80,855	-82,052	4,714
	THIS IS THE OFFSET TO THE SUPPORT ACTIVITY COSTS BUDGETED IN THE SEWER DEPARTMENT.							
TOTAL	INTERDEPARTMENTAL CHARGES	-182,105	-216,076	-183,955	-183,955	-167,990	-183,258	697
TOTAL	BILLING/CUSTOMER SERVICE		-18,924					

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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 12-13 ACCOMPLISHMENTS**

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- Performed all inspections to insure proper installation of sewer cap offs and new service connections.
- Continued sewer inspections with video unit.
- Continued sewer cleaning and maintenance using sewer jet truck and rodder truck.
- Continued repair and maintenance of sewer manholes.
- Performed contractor oversight during Lewis Street storm system installation.

**FY 13-14 INITIATIVES**

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- Procure and utilize CMMS (Computerized Maintenance Management System)

**SANITARY SEWER DIVISION  
50114**

**PERFORMANCE MEASURES**

*Based on calendar year data*

<b>Description</b>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Projected</b>
Total Footage of Sanitary Sewer Mains Cleaned or Rodded	343,543 ft.	350,000 ft.	355,000 ft.
Total Footage of Sanitary Sewer Mains inspected using the TV Unit	69,111 ft.	70,000 ft.	100,000 ft.

**PERSONNEL**

*Based on a fiscal year*

<b>Authorized Positions</b>	<b>Adopted FY 11-12</b>	<b>Adopted FY 12-13</b>	<b>Adopted FY 13-14</b>
Superintendent	.5	.5	.5
Sanitary Sewer Operation Supervisor	.5	.5	.5
Equipment Operator	1	1	1
Maintenance Worker	5	5	5
Administrative Assistant	.3125	.3125	0
<b>Total</b>	<b>7.3125</b>	<b>7.3125</b>	<b>7</b>

**FY 13-14 BUDGET CHANGES**

- Upgrade existing vacant Administrative Assistant position to a Water Quality Engineer position, which would be 50% funded by Water and Sewer CIP funds and 50% funded by Vienna's share of Fairfax County storm water tax.
- Add and utilize a Computerized Maintenance Management System, which would be 50% funded by Water and Sewer CIP funds and 50% funded by Vienna's share of Fairfax County storm water tax.

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 11-12		FY 12-13			FY 13-14 APPROVED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	ADJUSTED	ESTIMATED		
41001	SALARIES AND WAGES	363,545	332,256	392,770	392,770	392,770	346,085	(46,685)
41002	OVERTIME	67,612	22,167	37,612	37,612	37,612	25,000	(12,612)
41003	REG. P.T. WITH BENEFITS							
41004	PART TIME W/O BENEFITS	15,000		15,500	15,500	15,500		(15,500)
41006	ANNUAL LEAVE LIQUIDATION		5,697					
41008	ANNUAL LEAVE CASH-IN		3,592			928		
41011	NON-EXEMPT COMPTIME LIQ.		35					
41026	SEWER CAP PROJ SUPPORT					-8,272	-27,000	(27,000)
TOTAL	PERSONNEL SERVICES	446,157	363,746	445,882	445,882	438,538	344,085	(101,797)
42001	F.I.C.A.	32,449	26,882	34,734	34,734	34,734	26,475	(8,259)
42002	V.R.S.	53,805	47,334	48,978	48,978	48,978	43,157	(5,821)
42003	V.R.S. LIFE INS	1,222	895	2,082	2,082	2,082	4,119	2,037
42004	LOCAL PENSION PLAN	12,979	1,584	9,204	9,204	9,204		(9,204)
42007	HEALTH INSURANCE	30,100	39,874	43,823	43,823	43,823	28,540	(15,283)
42012	CAFETERIA PLAN FEES	200	137	126	126	126	126	
42015	MISC ALLOWANCES	125	226	125	125	125	125	
42018	ER CONTRIBUTIONS:DC401A	6,666	7,910	10,388	10,388	10,388	5,510	(4,878)
TOTAL	EMPLOYEE BENEFITS	137,546	124,842	149,460	149,460	149,460	108,052	(41,408)
43101	CONSULTING SERVICES	17,500	3,454	17,500		10,000		(17,500)
REDUCED FROM PREVIOUS FY DUE TO AVAILABLE CAPITAL FUNDS								
43104	ARCHIT/ENGINEER SVCS	3,000	1,800	5,000	5,000	5,000		(5,000)
43301	EQUIPMT MICE CONTRACTS	2,096	2,108	1,300	1,300	1,300	1,000	(300)
43307	REPAIR/MICE SVCS	9,522	556	2,000	2,000	2,000	600	(1,400)
CHARGEBACKS - OUTSIDE VEHICLE REPAIRS								
43308	CONTRACTS/SERVICES	65,805	55,694	39,600	64,600	70,000	55,000	15,400
UTILITY LOCATING SERVICES ~\$35,000 MISS UTILITY SERVICES ~\$10,000								
43701	UNIFORM RENTAL/CLEANING	3,616	1,725	2,500	3,000	2,539	2,500	
43801	SRVCS FROM OTHER GOV'TS	16,176	16,175	16,176	16,176	16,850	16,850	674
CROSS CONNECTION FEE 2@8,425/QTR=\$16,850/YR SPLIT COST BETWEEN WATER & SEWER DIVISIONS.								
43802	LANDFILL FEES	5,000	464	2,500	2,500	2,500	500	(2,000)
FOR DISPOSAL OF SPOILS FROM SANITARY SEWER REPAIRS OR OTHER EXCAVATIONS.								
43804	SWG TREATMENT/POTOMAC	775,095	1,412,180	1,120,100	1,120,100	1,300,000	1,300,000	179,900
SEWAGE TREATMENT COSTS AT THE BLUE PLAINS FACILITY.								
43805	SWG TREATMENT/ACCOTINK	499,355	450,702	528,400	528,400	465,000	439,000	(89,400)
SEWAGE TREATMENT L.P.P.C.P.								
43807	TWN SHARE:LPPCP UPGRADE	202,051	101,274	202,051	202,051	140,000	90,000	(112,051)



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 11-12		-----FY 12-13-----			FY 13-14 APPROVED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	ADJUSTED	ESTIMATED		
TOWN OF VIENNA'S SHARE OF LPPCP UPGRADE FOR NITROGEN REMOVAL. 2013 IS 16TH OF 25 YEARS. TOWN SHARE NCSTP (NORMAN COLE SEWAGE TREATMENT PLANT) UPGRADE.								
TOTAL	PURCHASED SERVICES	1,599,216	2,046,132	1,937,127	1,945,127	2,015,189	1,905,450	(31,677)
45101	ELECTRICITY	2,500		1,000	1,000	1,000	1,000	
45202	LONG DIST SERVICE	50		50	50	50	50	
45402	EQUIPMENT RENTAL	2,500		3,000	3,000	3,000		(3,000)
45501	MILEAGE REIMBURSEMENT						400	400
45502	FARES							
45503	SUBSISTENCE/LODGING						500	500
45504	CONVENTIONS/EDUCATION	6,000	2,103	3,500	3,500	3,500	1,500	(2,000)
45505	BUSINESS MEALS							
TOTAL	OTHER CHARGES	11,050	2,103	7,550		7,550	3,450	(4,100)
46001	OFFICE SUPPLIES	900	179	500	500	500	200	(300)
46007	REPAIR/MICE SUPPLIES	47,500	23,194	47,500	39,500	12,000	12,000	(35,500)
REDUCED DUE TO INCREASED CLEANING & LINING THROUGH CAPITAL FUNDS								
46008	VEHICLE/EQUIPMT FUELS		14,795	10,000	10,000	10,000	15,500	5,500
CHARGEBACKS - FUEL INCREASED TO REFLECT ACTUAL EXPENDITURES AND ADDITIONAL FUEL COSTS								
46009	VEH/EQUIPMT MICE SUPPLIES	5,000				500	500	500
FUNDS DISTRIBUTED TO PROPER CHARGEBACK ACCOUNTS								
46011	UNIFORMS/SAFETY APPAREL	7,000	3,833	4,500	4,500	4,500	3,000	(1,500)
COST OF UNIFORMS THAT MEET VDOT STANDARDS (RAINSUITS, INSULATED COVERALLS, VESTS, ETC.)								
46015	OPERATIONAL SUPPLIES	9,216	7,781	14,216	14,216	9,000	8,000	(6,216)
PURCHASE DAILY OPERATING SUPPLIES, PARTS & FITTINGS TO MAINTAIN THE SANITARY SEWER COLLECTION SYSTEM. REDUCED TO REFLECT ACTUAL EXPENDITURES								
46017	SMALL TOOLS	1,500		1,500	1,500	1,500	500	(1,000)
46031	TIRES AND TUBES					500	2,500	2,500
INCREASED TO ACCOUNT FOR EXPECTED CHARGE BACKS								
46032	SURFACE REPAIR MATERIALS		2,000					
TOTAL	MATERIALS AND SUPPLIES	71,116	51,783	78,216	70,216	38,500	42,200	(36,016)
47201	TRAINING PROGRAMS							
47307	VMGSA GRANTS							
47407	CONTRACTED ASPHALT REPAIRS	1,000		1,000		1,000		(1,000)

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 11-12		-----FY 12-13-----			FY 13-14 APPROVED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	ADJUSTED	ESTIMATED		
47408	INTERNAL ASPHALT REPAIRS	5,196	4,500	2,500		2,500	1,000	(1,500)
	INTERNAL ASPHALT REPAIRS FOR EMERGENCY REPAIRS AND SEWER BREAKS DONE IN-HOUSE.							
TOTAL	PROGRAMS AND SERVICES	6,196	4,500	3,500		3,500	1,000	(2,500)
48101	MACH/EQUIPMT REPLACEMENT	10,000		5,000	5,000	5,000	1,000	(4,000)
	PURCHASE OF SMALL EQUIPMENT							
48201	ADDITIONAL MACH/EQUIPMT	3,000	1,401	3,000	3,000	3,000	1,000	(2,000)
	REPAIRS TO THE SEWER CAMERAS							
TOTAL	CAPITAL OUTLAY	13,000	1,401	8,000	8,000	8,000	2,000	(6,000)
49220	TRANSFER TO STORM WATER						-15,000	(15,000)
TOTAL	INTERFUND TRANSFERS						-15,000	(15,000)
49512	SUPPORT ACTIVITY COSTS	861,398	1,083,075	906,487	906,487	906,734	840,941	(65,546)
	THIS IS THE SEWER DEPARTMENT'S 44.77 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	861,398	1,083,075	906,487	906,487	906,734	840,941	(65,546)
TOTAL	SEWER DIVISION	3,145,679	3,677,581	3,536,222	3,532,722	3,567,471	3,232,178	(304,044)

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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 13-14 BUDGET CHANGES**

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- \$900,000 transfer to the General Fund and \$350,115 transfer to the Debt Service Fund. The latter has been decreased by \$31,356 due to the retirement of the 1998 Bond Funds and no contingency for future bond funds.

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 11-12		-----FY 12-13-----			FY 13-14 APPROVED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	ADJUSTED	ESTIMATED		
42020	OTHR POST EMPLOY BENEFITS		5,135	5,687	5,687			(5,687)
TOTAL	EMPLOYEE BENEFITS		5,135	5,687	5,687			(5,687)
48311	DEPRECIATION		431,372					
TOTAL	CAPITAL OUTLAY		431,372					
49201	WS TRANSFER TO GF	850,000	850,000	850,000	850,000	850,000	900,000	50,000
49202	WS TRANSFER TO DS	254,696	260,475	381,471	381,471	381,471	350,115	(31,356)
THE TRANSFER TO THE DEBT SERVICE FUND CONSISTS OF:								
ISSUE								
	WSF SHARE OF 99 BONDS DEBT SERVICE					66,146		
	WSF SHARE OF 06 DEBT ISSUE DEBT SERVICE					43,243		
	WSF SHARE OF 10 BONDS DEBT SERVICE					84,560		
	WSF SHARE OF 12 BONDS DEBT SERVICE					156,165		
TOTAL	INTERFUND TRANSFERS	1,104,696	1,110,475	1,231,471	1,231,471	1,231,471	1,250,115	18,644
49511	CHARGES TO WATER DEPT	-569,002	-796,851	-653,626	-653,626	-638,752	-690,387	(36,761)
THIS IS THE OFFSET TO THE SUPPORT ACTIVITY COSTS BUDGETED IN THE WATER DEPARTMENT.								
49514	CHARGES TO SEWER DEPT	-535,694	-750,132	-583,532	-583,532	-592,719	-559,728	23,804
THIS IS THE OFFSET TO THE SUPPORT ACTIVITY COSTS BUDGETED IN THE SEWER DEPARTMENT.								
TOTAL	INTERDEPARTMENTAL CHARGES	-1,104,696	-1,546,983	-1,237,158	-1,237,158	-1,231,471	-1,250,115	(12,957)
TOTAL	INTERFUND TRANSFERS		-					

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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 11-12		-----FY 12-13-----			FY 13-14 APPROVED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	ADJUSTED	ESTIMATED		
49101	PRINCIPAL	46,935	7,249	47,673	47,673	47,673	29,249	(18,424)
49102	INTEREST	4,908	3,423	2,118	2,118	2,118	2,102	(16)
TOTAL	DEBT SERVICE	51,843	10,672	49,791	49,791	49,791	31,351	(18,440)
49511	CHARGES TO WATER DEPT	-26,703	-5,497	-26,306	-26,306	-25,826	-17,314	8,992
THIS IS THE OFFSET TO THE SUPPORT ACTIVITY COSTS BUDGETED IN THE WATER DEPARTMENT.								
49514	CHARGES TO SEWER DEPT	-25,140	-5,175	-23,485	-23,485	-23,965	-14,037	9,448
THIS IS THE OFFSET TO THE SUPPORT ACTIVITY COSTS BUDGETED IN THE SEWER DEPARTMENT.								
TOTAL	INTERDEPARTMENTAL CHARGES	-51,843	-10,672	-49,791	-49,791	-49,791	-31,351	18,440
TOTAL	WIR&SWR VEH.REPLACE.PROG							
TOTAL	EQUIP REPLACEMENT PROG							