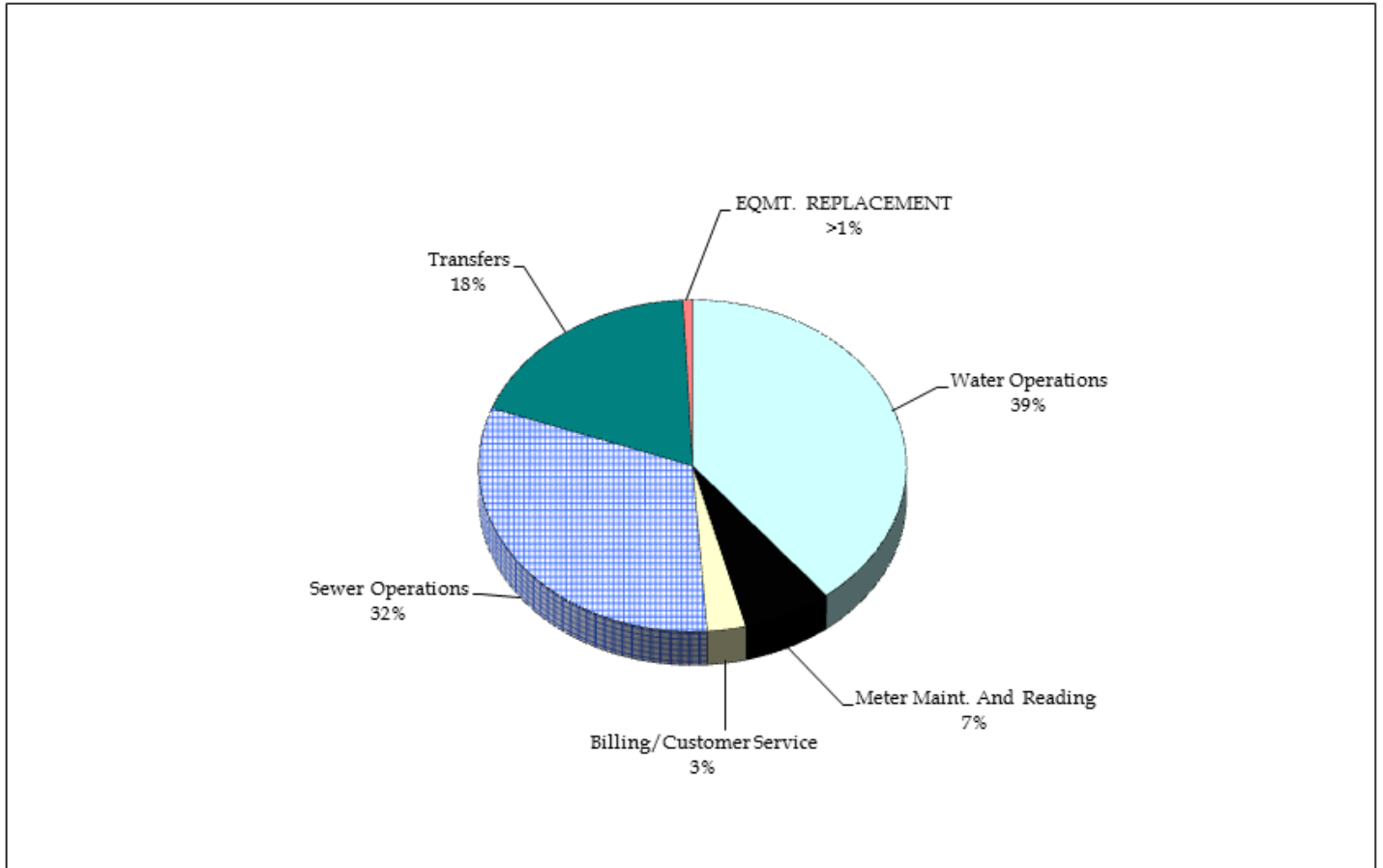


WATER AND SEWER FUND

	FY 12-13 Actuals	FY 13-14 Adopted	FY 13-14 Adjusted	FY 13-14 Estimated	FY 14-15 Adopted	Net Change
Water Operations	3,016,994	2,949,427	2,949,427	2,693,470	2,678,080	-271,347
Meter Maint. And Reading	442,453	413,459	413,459	416,310	458,750	45,291
Billing/ Customer Service	187,157	183,258	183,258	187,850	199,430	16,172
Sewer Operations	2,068,819	2,391,237	2,391,237	2,060,880	2,163,440	-227,797
Transfers	1,543,494	1,250,115	1,250,115	1,256,370	1,271,440	21,325
Eqmt. Replacement/DS/Reserves	8,614	31,351	31,351	31,350	49,860	18,509
Water and Sewer	7,267,531	7,218,847	7,218,847	6,646,230	6,821,000	-397,847



WATER DIVISION
50111

PURPOSE

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

- 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 by Town Water staff

FY 13-14 ACCOMPLISHMENTS

- 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.
- Procure CMMS (Computerized Maintenance Management System).
- Cooperative efforts with Fairfax Water with the installation of new water connections.
- Continued work on water main replacements.
- Began work with engineering firm to investigate the advantages of utilizing new technologies for water main repairs and refurbishing.

FY 14-15 INITIATIVES

- Implementation of CMMS (Computerized Maintenance Management System).
- Perform pilot projects on water main refurbishing with new technologies.

**WATER DIVISION
50111**

PERFORMANCE MEASURES

Based on calendar year data

Description	2012 Actual	2013 Actual	2014 Projected
Total Number of Water Main Breaks Repaired	50	120	75
Total Number of Work Orders Received and Completed	300	300	280
CIP - Linear Feet of Water Main Cleaning and Relining/Replacement	3,161	1,500	4,000

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Superintendent	.5	.5	.5
Water & Sewer Operation Supervisor	.5	.5	.5
Maintenance Worker	5	6	6
Equipment Operator	1	0	0
Administrative Assistant	.3125	0	0
Total	7.3125	7	7

FY 14-15 BUDGET CHANGES

- Budget reduced due to all water being purchased from Fairfax Water.
- Carrying an open position to assist with recapturing negative retained earnings.

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 12-13		-----FY 13-14-----			FY 14-15 APPROVED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	ADJUSTED	ESTIMATED		
41001	SALARIES AND WAGES	321,779	250,855	290,033	290,033	290,040	325,580	35,547
41002	OVERTIME	85,000	152,920	85,000	85,000	85,000	85,000	
41004	PART TIME W/O BENEFITS	10,000						
41006	ANNUAL LEAVE LIQUIDATION		65					
41008	ANNUAL LEAVE CASH-IN		2,013			2,040		
41011	NON-EXEMPT COMPTIME LIQ.		477					
41025	WATER CAP PROJ SUPPORT		-11,612					
TOTAL	PERSONAL SERVICES	416,779	394,717	375,033	375,033	377,080	410,580	35,547
42001	F.I.C.A.	31,884	30,995	22,187	22,187	22,190	31,380	9,193
42002	V.R.S.	40,126	31,103	36,167	36,167	36,170	40,990	4,823
42003	V.R.S. LIFE INS	1,705	2,951	3,452	3,452	3,450	4,390	938
42004	LOCAL PENSION PLAN	5,146	25,740	7,437	7,437	7,440	10,450	3,013
42007	HEALTH INSURANCE	22,291	12,378	39,172	39,172	39,170	54,700	15,528
42012	CAFETERIA PLAN FEES	63	84	63	63	60	60	(3)
42015	MISC ALLOWANCES	125		125	125	130	130	5
42018	ER CONTRIBUTIONS:DC401A	12,704	6,171	9,541	9,541	9,540	11,700	2,159
TOTAL	EMPLOYEE BENEFITS	114,044	109,422	118,144	118,144	118,150	153,800	35,656
43101	CONSULTING SERVICES							
43104	ARCHIT/ENGINEER SVCS	6,419						
43301	EQUIPMT MICE CONTRACTS	4,000	3,379	3,000	3,000	3,000	2,900	(100)
	CELL PHONES 7@ \$1,582/YR SMART PHONES 2@ \$1,324/YR							
43307	REPAIR/MICE SVCS	4,250	612	1,000	1,000	1,000	800	(200)
	VDOT PERMITS CHARGEBACKS - OUTSIDE VEHICLE REPAIRS							
43308	CONTRACTS/SERVICES	84,400	85,160	65,000	65,000	65,000	65,000	
	UTILITY LOCATING SERVICE = \$50,000 MISS UTILITY-VUPS = \$15,000							
43701	UNIFORM RENTAL/CLEANING	2,500	2,560	2,625	2,625	2,600	2,600	(25)
43801	SRVCS FROM OTHER GOV'TS	48,581	47,762	46,000	46,000	46,000	46,000	
	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	35,567	21,000	21,000	21,000	32,000	11,000
	DISPOSAL OF SPOILS FROM WATER MAIN BREAKS &/OR RELATED EXCAVATIONS.							
43803	WHOLESALE WATER PURCHASE	2,044,419	2,162,003	2,200,000	2,200,000	1,947,820	1,800,000	(400,000)
	REDUCTION DUE TO ALL WATER BEING PURCHASED FROM FAIRFAX WATER							
TOTAL	PURCHASED SERVICES	2,229,569	2,337,042	2,338,625	2,338,625	2,086,420	1,949,300	(389,325)

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 12-13		-----FY 13-14-----			FY 14-15 APPROVED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	ADJUSTED	ESTIMATED		
45101	ELECTRICITY	22,500	20,712	21,000	21,000	21,000	22,000	1,000
45202	LONG DIST SERVICE	50	8	50	50	50	30	(20)
45501	MILEAGE REIMBURSEMENT			400	400			(400)
45503	SUBSISTENCE/LODGING			500	500	250	250	(250)
45504	CONVENTIONS/EDUCATION	5,500	4,055	1,500	1,500	500	500	(1,000)
45801	MEMBERSHIPS/DUES	175		175	175	170	170	(5)
TOTAL	OTHER CHARGES	32,225	24,776	23,625	23,625	21,970	22,950	(675)
46001	OFFICE SUPPLIES	1,500	637	500	1,000	1,000	750	250
46007	REPAIR/MICE SUPPLIES	45,400	44,163	24,000	23,500	23,500	30,000	6,000
	TO PURCHASE SUPPLIES NEEDED FOR REPAIR AND MAINTENANCE ON WATER MAINS, VALVES, ETC.							
46008	VEHICLE/EQUIPMT FUELS	20,000	22,231	22,000	22,000	22,000	22,500	500
	CHARGEBACKS - FUEL INCREASED FOR PROJECTED FUEL COST INCREASE							
46009	VEH/EQUIPMT MICE SUPPLIES		156			150	200	200
46011	UNIFORMS/SAFETY APPAREL	4,500	3,640	4,500	4,500	3,200	2,300	(2,200)
	RAINSUITS, VESTS, ETC. REDUCED DUE TO INSULATED COVERALLS NOT BEING PURCHASED							
46015	OPERATIONAL SUPPLIES	7,500	7,362	9,000	9,000	6,000	8,000	(1,000)
	REDUCED TO REFLECT ACTUAL EXPENSES							
46017	SMALL TOOLS	1,500	552	500	500	500	500	
46031	TIRES AND TUBES		1,195	2,500	2,500	2,500	1,200	(1,300)
	REDUCED TO REFLECT ACTUAL EXPENSES							
46032	SURFACE REPAIR MATERIALS	25,600	25,600	10,000	10,000	10,000	15,000	5,000
	FOR THE PURCHASE OF STONE & TEMPORARY PAVING (COLD MIX) FOR BACKFILLING EXCAVATIONS DUE TO WATERMAIN BREAKS.							
TOTAL	MATERIALS AND SUPPLIES	106,000	105,536	73,000	73,000	68,850	80,450	7,450
47407	CONTRACTED ASPHALT REPAIRS	18,017	18,017	10,000	10,000	10,000		(10,000)
	FUNDS MOVED TO INTERNAL ASPHALT REPAIRS							
47408	INTERNAL ASPHALT REPAIRS	27,483	27,483	10,000	10,000	10,000	60,000	50,000
	INTERNAL ASPHALT REPAIRS FOR EMERGENCY REPAIRS & WATER BREAKS, ETC. PURCHASE OF ASPHALT MATERIAL CHARGEBACK OF STREET MAINT. LABOR							
TOTAL	PROGRAMS AND SERVICES	45,500	45,500	20,000	20,000	20,000	60,000	40,000

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 12-13		-----FY 13-14-----			FY 14-15 APPROVED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	ADJUSTED	ESTIMATED		
48101	MACH/EQUIPMT REPLACEMENT	5,000		1,000	1,000	1,000	1,000	
	PURCHASE OF SMALL EQUIPMENT							
48201	ADDITIONAL MACH/EQUIPMT							
TOTAL	CAPITAL OUTLAY	5,000		1,000	1,000	1,000	1,000	
49512	SUPPORT ACTIVITY COSTS	1,015,373	1,152,509	1,037,242	1,037,242	1,071,790	1,094,940	57,698
	WATER DEPARTMENT'S 55.31 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	1,015,373	1,152,509	1,037,242	1,037,242	1,071,790	1,094,940	57,698
TOTAL	OPERATIONS & MAINTENANCE	3,964,490	4,169,503	3,986,669	3,986,669	3,765,260	3,773,020	(213,649)

WATER METER READING AND MAINTENANCE
50112

PURPOSE

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. Collect water quality samples to comply with all state and federal regulations. Maintain staff certifications.

ACTIVITIES/PRODUCTS/SERVICES

- Provide a prompt response to customer concerns and requests
- Provide a prompt response to work orders requests
- Read all water meters
- Collect water quality samples and submitted them to the Fairfax Water Lab for processing
- Continue Meter Replacement Program

FY 13-14 ACCOMPLISHMENTS

- 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 Replacement Program.
- Procure and utilize CMMS (Computerized Maintenance Management System).

FY 14-15 INITIATIVES

- Implementation of CMMS (Computerized Maintenance Management System).
- Streamline routes using GIS.

WATER METER READING AND MAINTENANCE
50112

PERFORMANCE MEASURES

Based on calendar year data

Description	2012 Actual	2013 Actual	2014 Projected
Work orders completed - including Misc. Customer Service Requests	3,000	3,200	3,100
Water Quality samples collected and delivered to the Fairfax Water Lab for processing	529	460	400

- State required water quality samples for 2012 consisted of 380 bacteria and 170 IDSE samples; 2013 consisted of 370 bacteria, 32 DBP and 60 lead and copper samples; 2014 consisted of 370 bacteria and 32 DBP samples

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Supervisor	1	1	1
Meter Service Worker	3	3	3
Total	4	4	4

FY 14-15 BUDGET CHANGES

- Addition of funds for the purchase of water meters for resale.

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 12-13		-----FY 13-14-----			FY 14-15 APPROVED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	ADJUSTED	ESTIMATED		
41001	SALARIES AND WAGES	231,812	236,972	238,296	238,296	238,300	244,860	6,564
41002	OVERTIME	26,000	49,852	26,000	26,000	26,000	26,000	
41008	ANNUAL LEAVE CASH-IN		3,196			3,240		
TOTAL	PERSONAL SERVICES	257,812	290,020	264,296	264,296	267,540	270,860	6,564
42001	F.I.C.A.	19,723	21,507	20,000	20,000	20,000	20,720	720
42002	V.R.S.	28,907	29,396	29,716	29,716	29,720	30,170	454
42003	V.R.S. LIFE INS	1,229	2,805	2,836	2,836	2,840	3,230	394
42004	LOCAL PENSION PLAN	3,941		5,660	5,660	5,660	7,500	1,840
42007	HEALTH INSURANCE	19,520	23,993	26,392	26,392	26,390	29,940	3,548
42012	CAFETERIA PLAN FEES	63	63	63	63	60	60	(3)
42015	MISC ALLOWANCES	300		300	300	300	300	
42018	ER CONTRIBUTIONS:DC401A	7,241	7,337	7,426	7,426	7,430	7,550	124
TOTAL	EMPLOYEE BENEFITS	80,924	85,101	92,393	92,393	92,400	99,470	7,077
43301	EQUIPMT MICE CONTRACTS	3,500	2,290	2,000	2,000	2,000	2,300	300
	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.							
43307	REPAIR/MICE SVCS	2,000	2,094	2,100	2,100	2,100	2,100	
43308	CONTRACTS/SERVICES	60,000	18,784	27,000	27,000	27,000	20,000	(7,000)
	WATER SAMPLES LAB TESTING & FEES REDUCED TO REFLECT REDUCED NUMBER OF SAMPLES							
43701	UNIFORM RENTAL/CLEANING	1,200	1,237	1,000	1,000	1,000	1,300	300
TOTAL	PURCHASED SERVICES	66,700	24,405	32,100	32,100	32,100	25,700	(6,400)
45202	LONG DIST SERVICE	20	3	20	20	20	20	
45501	MILEAGE REIMBURSEMENT			400				(400)
45503	SUBSISTENCE/LODGING			250	250	250	250	
45504	CONVENTIONS/EDUCATION	1,000	534	500	500	500	500	
TOTAL	OTHER CHARGES	1,020	536	1,170	770	770	770	(400)
46001	OFFICE SUPPLIES	500	119	250	250	250	200	(50)
46007	REPAIR/MICE SUPPLIES	15,000	11,700	10,500	21,500	10,500	10,500	
	PURCHASE OF PRESSURE GAUGES, SMALL EQUIPMENT WATER SERVICE REPAIR PARTS. INCREASED TO REFLECT EXPECTED EXPENSES							
46011	UNIFORMS/SAFETY APPAREL	2,500	1,897	1,500	1,900	1,500	1,000	(500)
	RAINSUIT, VEST, ETC. REDUCED DUE TO NOT PURCHASING INSULATED COVERALLS							
46016	SUPPLIES FOR RESALE	4,000					25,000	25,000
	RESTOCK OF METERS, OFFSET IN REVENUE ACCOUNT 31803							

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 12-13		-----FY 13-14-----			FY 14-15 APPROVED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	ADJUSTED	ESTIMATED		
46017	SMALL TOOLS	500		250	250	250	250	
	PURCHASE OF MISC ITEMS SUCH AS BROOMS, RAKES & SHOVELS.							
TOTAL	MATERIALS AND SUPPLIES	22,500	13,716	12,500	23,900	12,500	36,950	24,450
48101	MACH/EQUIPMT REPLACEMENT	22,000	28,676	11,000		11,000	25,000	14,000
	PURCHASE OF WATER METERS FOR REPLACEMENT PROGRAM							
TOTAL	CAPITAL OUTLAY	22,000	28,676	11,000		11,000	25,000	14,000
49511	CHARGES TO WATER DEPT	-238,253	-231,603	-228,336	-228,336	-235,850	-253,760	(25,424)
	THIS IS AN OFFSET TO THE SUPPORT ACTIVITY COSTS BUDGETED IN THE WATER DEPARTMENT.							
49514	CHARGES TO SEWER DEPT	-212,703	-206,790	-185,123	-185,123	-180,460	-204,990	(19,867)
	THIS IS AN OFFSET TO THE SUPPORT ACTIVITY COSTS BUDGETED IN THE SEWER DEPARTMENT.							
TOTAL	INTERDEPARTMENTAL CHARGES	-450,956	-438,393	-413,459	-413,459	-416,310	-458,750	(45,291)
TOTAL	METER MICE AND READING		4,060					

WATER AND SEWER BILLING AND CUSTOMER SERVICE
50113

PURPOSE

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.

ACTIVITIES/PRODUCTS/SERVICES

- Provide meter reading files to meter readers on a timely basis.
- Calculate and send out water and sewer bills by the 6th 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.

FY 13-14 ACCOMPLISHMENTS

- Completed the project to outsource printing and mailing of all water and sewer bills.
- Cross-trained all billing functions with customer service person hired mid-way through FY 2013.
- Provided analysis and research to support change in water and sewer bill charges.
- Gathered data to support analyze and present 2015 water and sewer rate study.
- Continued to promote direct payment of water and sewer bills through ACH payment. Increased penetration to 5% from 3% in 2013.
- Prepared and processed over 3,600 work orders and 7,800 phone calls requiring follow up either verbally or in writing.
- Prepared approximately 38,000 bills, 3,800 late notices, 2,200 cutoff notices and 1,200 bill adjustments.
- Converted all paper files to laser fiche eliminating five 5-drawer cabinets.

WATER AND SEWER BILLING AND CUSTOMER SERVICE
50113

- Created communication on the web and for the newsletter to explain any changes that result from the Water and Sewer rate study as well as coordinate any changes to the billing software to reflect rate changes.

FY 14-15 INITIATIVES

- Assist in project to create automated interface with credit card payments to streamline data entry.
- Work with new cashiering system to optimize data entry from front counter.
- Explore the use of lockbox services for cash receipts.
- Review web site customer interfaces to determine if they are sufficient and develop new communication if necessary.
- Research other strategies to collect delinquent bills, such as paycheck liens.
- Prepare clean data for transition to new software.

PERFORMANCE MEASURES

Based on calendar year data

Description	2012 Actual	2013 Actual	2014 Projected
Percent of regular bills mailed on time	95%	100%	93%
Percent of delinquent mailings sent on time	100%	100%	95%
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%	98%	98%

WATER AND SEWER BILLING AND CUSTOMER SERVICE
50113

PERSONNEL*Based on a fiscal year*

Authorized Positions	Adopted FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Finance Clerk II	2	2	-
Customer Service Specialist	-	-	1
Fiscal Technician	-	-	1
Total	2	2	2

FY 14-15 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 12-13		-----FY 13-14-----			FY 14-15 APPROVED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	ADJUSTED	ESTIMATED		
41001	SALARIES AND WAGES	111,940	91,987	111,157	111,157	111,160	121,200	10,043
41002	OVERTIME	2,000	6,422	2,000	2,000	1,500	1,500	(500)
41004	PART TIME W/O BENEFITS		2,745			130		
41008	ANNUAL LEAVE CASH-IN		1,256			1,260		
TOTAL	PERSONAL SERVICES	113,940	102,409	113,157	113,157	114,050	122,700	9,543
42001	F.I.C.A.	8,563	7,679	8,500	8,500	8,500	9,390	890
42002	V.R.S.	13,959	11,917	13,861	13,861	13,860	14,930	1,069
42003	V.R.S. LIFE INS	593	1,142	1,323	1,323	1,320	1,480	157
42007	HEALTH INSURANCE	10,554	9,112	11,827	11,827	11,830	13,530	1,703
42012	CAFETERIA PLAN FEES							
42018	ER CONTRIBUTIONS:DC401A	3,846	3,145	3,790	3,790	3,790	4,300	510
TOTAL	EMPLOYEE BENEFITS	37,515	32,996	39,301	39,301	39,300	43,630	4,329
43308	CONTRACTS/SERVICES	6,000	15,270	7,000	7,000	11,000	7,650	650
TOTAL	PURCHASED SERVICES	6,000	15,270	7,000	7,000	11,000	7,650	650
45202	LONG DIST SERVICE	100	159	100	100	150	150	50
45203	POSTAL SERVICES	15,000	18,782	16,000	16,000	14,500	16,500	500
45404	CENTRAL COPIER CHARGES	400	324	200	200	1,000		(200)
45501	MILEAGE REIMBURSEMENT			100	100		100	
45504	CONVENTIONS/EDUCATION		264	900	900		900	
TOTAL	OTHER CHARGES	15,500	19,528	17,300	17,300	15,650	17,650	350
46015	OPERATIONAL SUPPLIES	6,000	8,867	6,000	6,000	7,500	7,500	1,500
TOTAL	MATERIALS AND SUPPLIES	6,000	8,867	6,000	6,000	7,500	7,500	1,500
48107	OFFICE/DP EQT-REPLACEMENT		3,339					
TOTAL	CAPITAL OUTLAY		3,339					
49120	INTEREST ON DEPOSITS	5,000	4,749	500	500	350	300	(200)
TOTAL	DEBT SERVICE	5,000	4,749	500	500	350	300	(200)
49511	CHARGES TO WATER DEPT	-97,189	-102,573	-101,206	-101,206	-106,420	-110,310	(9,104)
	THIS IS THE OFFSET TO THE SUPPORT ACTIVITY COSTS BUDGETED IN THE WATER DEPARTMENT.							
49514	CHARGES TO SEWER DEPT	-86,766	-91,584	-82,052	-82,052	-81,430	-89,120	(7,068)
	THIS IS THE OFFSET TO THE SUPPORT ACTIVITY COSTS BUDGETED IN THE SEWER DEPARTMENT.							
TOTAL	INTERDEPARTMENTAL CHARGES	-183,955	-194,157	-183,258	-183,258	-187,850	-199,430	(16,172)
TOTAL	BILLING/CUSTOMER SERVICE		-7,000					

SANITARY SEWER DIVISION
50114

PURPOSE

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

- 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 13-14 ACCOMPLISHMENTS

- 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.
- Procure CMMS (Computerized Maintenance Management System).

FY 14-15 INITIATIVES

- Implementation of CMMS (Computerized Maintenance Management System).
- Continuing efforts with sewer main cleaning and lining.

**SANITARY SEWER DIVISION
50114**

PERFORMANCE MEASURES

Based on calendar year data

Description	2012 Actual	2013 Actual	2014 Projected
Total Footage of Sanitary Sewer Mains Cleaned or Rodded	350,000	350,000	350,000
Total Footage of Sanitary Sewer Mains inspected using the TV Unit	70,000	100,000	200,000

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Superintendent	.5	.5	.5
Water & Sewer Operation Supervisor	.5	.5	.5
Maintenance Worker	5	6	6
Equipment Operator	1	0	0
Administrative Assistant	.3125	0	0
Total	7.3125	7	7

FY 14-15 BUDGET CHANGES

- The debt for the Norman Cole Sewage Treatment Plant upgrade was refinanced in 2014. The refinancing produced an interest payment savings of \$50,000 in the first year.
- Carrying an open position to assist with recapturing negative retained earnings.

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 12-13		-----FY 13-14-----			FY 14-15 APPROVED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	ADJUSTED	ESTIMATED		
41001	SALARIES AND WAGES	392,770	335,437	346,085	337,085	346,090	374,700	28,615
41002	OVERTIME	37,612	33,659	25,000	25,000	25,000	25,000	
41004	PART TIME W/O BENEFITS	15,500						
41008	ANNUAL LEAVE CASH-IN		4,948			5,080		
41011	NON-EXEMPT COMPTIME LIQ.					420		
41026	SEWER CAP PROJ SUPPORT		-11,879	-27,000	-27,000	-27,000		27,000
TOTAL	PERSONAL SERVICES	445,882	362,164	344,085	335,085	349,590	399,700	55,615
42001	F.I.C.A.	34,734	27,913	26,475	26,475	26,480	30,540	4,065
42002	V.R.S.	48,978	40,355	43,157	43,157	43,160	47,040	3,883
42003	V.R.S. LIFE INS	2,082	3,833	4,119	4,119	4,120	5,040	921
42004	LOCAL PENSION PLAN	9,204	-2,814			13,097	17,010	17,010
42007	HEALTH INSURANCE	43,823	27,791	28,540	28,540	28,540	40,070	11,530
42012	CAFETERIA PLAN FEES	126	63	126	126	130	60	(66)
42015	MISC ALLOWANCES	125		125	125	130	130	5
42018	ER CONTRIBUTIONS:DC401A	10,388	6,316	5,510	5,510	5,510	5,330	(180)
TOTAL	EMPLOYEE BENEFITS	149,460	103,457	108,052	108,052	121,167	145,220	37,168
43104	ARCHIT/ENGINEER SVCS	5,000						
43301	EQUIPMT MICE CONTRACTS	1,300	996	1,000	1,000	1,000	1,000	
43307	REPAIR/MICE SVCS	2,000	1,109	600	600	600	800	200
CHARGEBACKS - OUTSIDE VEHICLE REPAIRS								
43308	CONTRACTS/SERVICES	64,600	64,888	55,000	64,000	55,000	64,000	9,000
	UTILITY LOCATING SERVICES		~\$35,000					
	MISS UTILITY SERVICES		~\$10,000					
43701	UNIFORM RENTAL/CLEANING	3,000	2,703	2,500	2,500	2,500	2,800	300
43801	SRVCS FROM OTHER GOV'TS	16,176	14,062	16,850	16,850	16,850	16,850	
CROSS CONNECTION FEE 2@8,425/QTR=\$16,850/YR SPLIT COST BETWEEN WATER & SEWER DIVISIONS.								
43802	LANDFILL FEES	2,500		500	500	500	500	
FOR DISPOSAL OF SPOILS FROM SANITARY SEWER REPAIRS OR OTHER EXCAVATIONS.								
43804	SWG TREATMENT/POTOMAC	1,120,100	899,434	1,300,000	1,300,000	959,518	988,310	(311,690)
SEWAGE TREATMENT COSTS AT THE BLUE PLAINS FACILITY.								
43805	SWG TREATMENT/ACCOTINK	528,400	441,795	439,000	439,000	474,122	465,410	26,410
SEWAGE TREATMENT L.P.P.C.P.								
43807	TWN SHARE:LPPCP UPGRADE	202,051	141,104	90,000	90,000	41,033	40,640	(49,360)
TOWN OF VIENNA'S SHARE OF LPPCP UPGRADE FOR NITROGEN REMOVAL. DEBT REFINANCED IN 2014.								
TOTAL	PURCHASED SERVICES	1,945,127	1,566,090	1,905,450	1,914,450	1,551,123	1,580,310	(325,140)

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 12-13		-----FY 13-14-----			FY 14-15 APPROVED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	ADJUSTED	ESTIMATED		
45101	ELECTRICITY	1,000		1,000	1,000	1,000	1,000	
45202	LONG DIST SERVICE	50		50	50	50	30	(20)
45402	EQUIPMENT RENTAL	3,000						
45501	MILEAGE REIMBURSEMENT			400	400			(400)
45503	SUBSISTENCE/LODGING			500	500	250	250	(250)
45504	CONVENTIONS/EDUCATION	3,500	20	1,500	1,500	500	500	(1,000)
45505	BUSINESS MEALS							
TOTAL	OTHER CHARGES	7,550	20	3,450	3,450	1,800	1,780	(1,670)
46001	OFFICE SUPPLIES	500	397	200	200	200	250	50
46007	REPAIR/MICE SUPPLIES	39,500	2,520	12,000	12,000	8,000	4,000	(8,000)
REDUCED DUE TO INCREASED CLEANING & LINING THROUGH CAPITAL FUNDS								
46008	VEHICLE/EQUIPMT FUELS	10,000	15,903	15,500	15,500	15,500	16,500	1,000
CHARGEBACKS - FUEL								
46009	VEH/EQUIPMT MICE SUPPLIES		525	500	500	500	500	
FUNDS DISTRIBUTED TO PROPER CHARGEBACK ACCOUNTS								
46011	UNIFORMS/SAFETY APPAREL	4,500	2,238	3,000	3,000	3,000	2,300	(700)
RAINSUITS, VESTS, ETC. REDUCED DUE TO INSULATED COVERALLS NOT BEING PURCHASED								
46015	OPERATIONAL SUPPLIES	14,216	6,129	8,000	8,000	8,000	8,000	
PURCHASE DAILY OPERATING SUPPLIES, PARTS & FITTINGS TO MAINTAIN THE SANITARY SEWER COLLECTION SYSTEM. REDUCED TO REFLECT EXPECTED EXPENDITURES								
46017	SMALL TOOLS	1,500		500	500	500	330	(170)
46031	TIRES AND TUBES		1,225	2,500	2,500	1,500	1,250	(1,250)
DECREASED TO REFLECT EXPECTED EXPENDITURES								
TOTAL	MATERIALS AND SUPPLIES	70,216	28,938	42,200	42,200	37,200	33,130	(9,070)
47408	INTERNAL ASPHALT REPAIRS			1,000	1,000			(1,000)
REDUCED DUE TO WORK BEING DONE UNDER CAPITAL BUDGET								
TOTAL	PROGRAMS AND SERVICES			1,000	1,000			(1,000)
48101	MACH/EQUIPMT REPLACEMENT	5,000	4,731	1,000	1,000		1,800	800
PURCHASE OF SMALL EQUIPMENT								
48201	ADDITIONAL MACH/EQUIPMT	3,000	3,419	1,000	1,000		1,500	500
REPAIRS TO THE SEWER CAMERAS								
TOTAL	CAPITAL OUTLAY	8,000	8,150	2,000	2,000		3,300	1,300

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 12-13		-----FY 13-14-----			FY 14-15 APPROVED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	ADJUSTED	ESTIMATED		
49220	TRANSFER TO STORM WATER			-15,000	-15,000			15,000
TOTAL	INTERFUND TRANSFERS			-15,000	-15,000			15,000
49512	SUPPORT ACTIVITY COSTS	906,487	1,029,034	840,941	840,941	820,090	884,540	43,599
<p style="text-align: center;">THIS IS THE SEWER DEPARTMENT'S 44.70 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.</p>								
TOTAL	CONTINGENCY RESERVES	906,487	1,029,034	840,941	840,941	820,090	884,540	43,599
TOTAL	SEWER DIVISION	3,532,722	3,097,853	3,232,178	3,232,178	2,880,970	3,047,980	(184,198)

INTERFUND TRANSFERS
50141

PURPOSE

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 14-15 BUDGET CHANGES

- \$900,000 transfer to the General Fund and \$371,440 transfer to the Debt Service Fund. The latter has increased by \$21,325 due to the addition of the 2014 Debt Issue.

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 12-13		-----FY 13-14-----			FY 14-15 APPROVED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	ADJUSTED	ESTIMATED		
42020	OTHER POST EMPLOY BENEFITS	5,687	4,171					
	RESERVE FOR HEALTHCARE INCREASE							
TOTAL	EMPLOYEE BENEFITS	5,687	4,171					
48311	DEPRECIATION		480,636					
TOTAL	CAPITAL OUTLAY		480,636					
49201	WS TRANSFER TO GF	850,000	850,004	900,000	900,000	900,000	900,000	
49202	WS TRANSFER TO DS	381,471	208,683	350,115	350,115	356,370	371,440	21,325
	THE TRANSFER TO THE DEBT SERVICE FUND CONSISTS OF:							
	ISSUE							
	WSF SHARE OF 99 BONDS DEBT SERVICE					63,440		
	WSF SHARE OF 06 DEBT ISSUE DEBT SERVICE					41,960		
	WSF SHARE OF 10 BONDS DEBT SERVICE					83,370		
	WSF SHARE OF 12 BONDS DEBT SERVICE					137,240		
	WSF SHARE OF 14 DEBT ISSUE DEBT SERVICE					45,420		
TOTAL	INTERFUND TRANSFERS	1,231,471	1,058,687	1,250,115	1,250,115	1,256,370	1,271,440	21,325
49511	CHARGES TO WATER DEPT	-653,626	-813,782	-690,387	-690,387	-711,760	-703,290	(12,903)
	THIS IS THE OFFSET TO THE SUPPORT ACTIVITY COSTS BUDGETED IN THE WATER DEPARTMENT.							
49514	CHARGES TO SEWER DEPT	-583,532	-726,596	-559,728	-559,728	-544,610	-568,150	(8,422)
	THIS IS THE OFSET TO THE SUPPORT ACTIVITY COSTS BUDGETED IN THE SEWER DEPARTMENT.							
TOTAL	INTERDEPARTMENTAL CHARGES	-1,237,158	-1,540,378	-1,250,115	-1,250,115	-1,256,370	-1,271,440	(21,325)
TOTAL	INTERFUND TRANSFERS		3,116					

VEHICLE AND EQUIPMENT REPLACEMENT PROGRAM
59500

PURPOSE

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

- 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 12-13		-----FY 13-14-----			FY 14-15 APPROVED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	ADJUSTED	ESTIMATED		
49101	PRINCIPAL	47,673	6,963	29,249	29,249	29,250	47,760	18,511
49102	INTEREST	2,118	1,651	2,102	2,102	2,100	2,100	(2)
TOTAL	DEBT SERVICE	49,791	8,614	31,351	31,351	31,350	49,860	18,509
49511	CHARGES TO WATER DEPT	-26,306	-4,551	-17,314	-17,314	-17,760	-27,580	(10,266)
	THIS IS THE OFFSET TO THE SUPPORT ACTIVITY COSTS BUDGETED IN THE WATER DEPARTMENT.							
49514	CHARGES TO SEWER DEPT	-23,485	-4,063	-14,037	-14,037	-13,590	-22,280	(8,243)
	THIS IS THE OFFSET TO THE SUPPORT ACTIVITY COSTS BUDGETED IN THE SEWER DEPARTMENT.							
TOTAL	INTERDEPARTMENTAL CHARGES	-49,791	-8,614	-31,351	-31,351	-31,350	-49,860	(18,509)
TOTAL	WIR&SWR VEH.REPLACE.PROG							