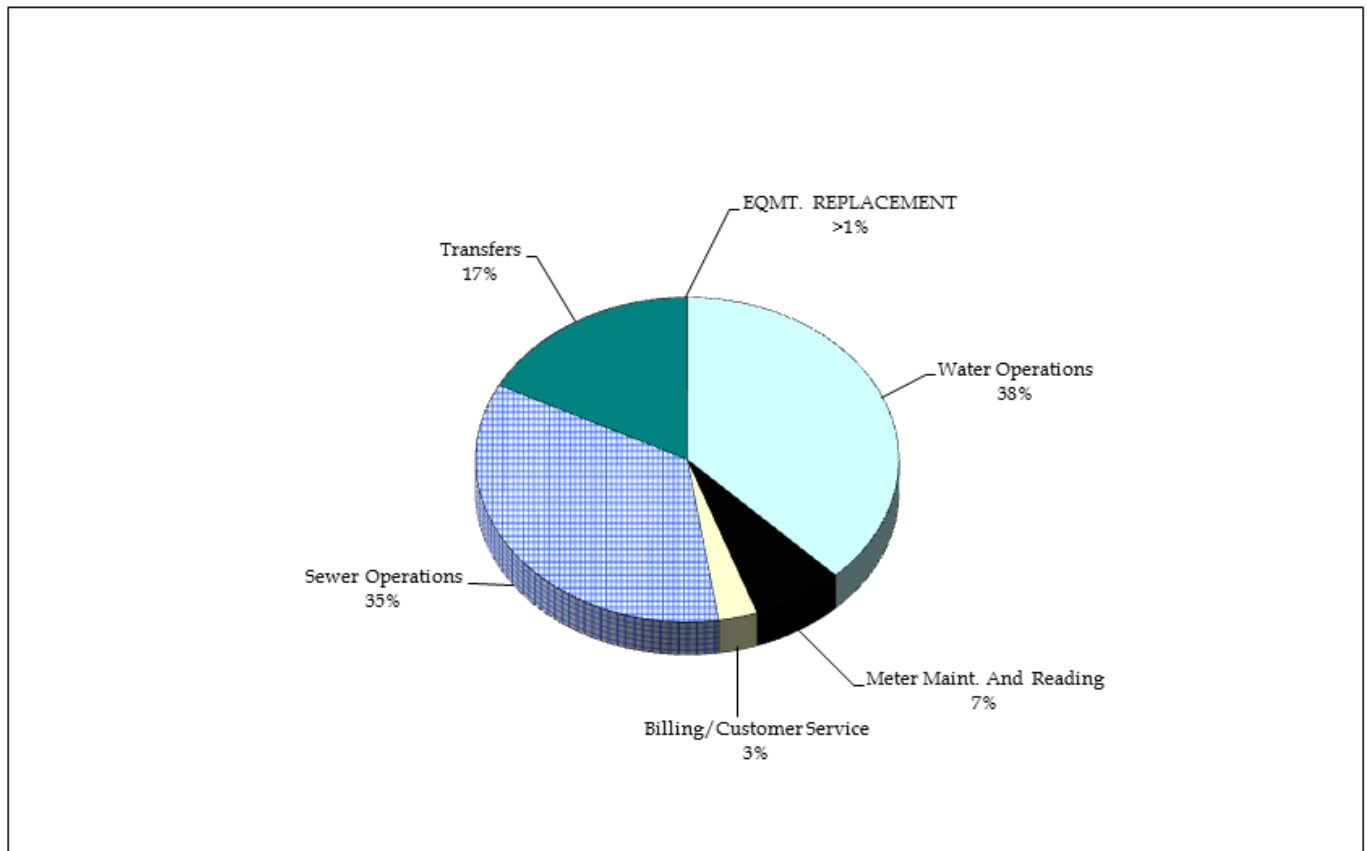


**WATER AND SEWER FUND**

	FY 14-15 Actuals	FY 15-16 Adopted	FY 15-16 Adjusted	FY 15-16 Estimated	FY 16-17 Adopted	Net Change
Water Operations	2,244,691	2,707,720	2,777,260	2,661,990	2,724,500	16,780
Meter Services & Water Quality	518,354	463,880	562,170	617,190	506,430	42,550
Billing/ Customer Service	169,676	183,160	188,160	200,730	215,630	32,470
Sanitary Sewer Operations	2,405,251	2,418,310	2,413,810	2,447,260	2,529,460	111,150
Transfers/ Reserves	137,192	1,214,230	1,206,230	1,201,330	1,257,930	43,700
Eqmt. Replacement/ DS	2,099	3,210	3,210	3,220	3,220	10
<b>Water and Sewer</b>	<b>5,477,263</b>	<b>6,990,510</b>	<b>7,150,840</b>	<b>7,131,720</b>	<b>7,237,170</b>	<b>246,660</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. This Division performs on-going maintenance and customer service as needed to protect public health and safety in compliance with federal, state, and Town regulations and requirements.

The Town of Vienna's water system serves approximately 16,000 residents inside the Vienna corporate boundary and 4,000 customers outside of the corporate boundary. The water distribution system consists of 131 miles of water mains, over 800 hydrants, 9,300 water service connections, two elevated storage tanks and one ground storage tank. The town is a wholesale customer of Fairfax Water and purchases approximately 775 million gallons per year.

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**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.
- Timely response to requests for water service repairs and maintenance.
- Asphalt repairs for utility cuts after water service repairs or replacements.

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**FY 15-16 ACCOMPLISHMENTS**

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- Performed planned shutdowns of existing water mains to accommodate new connections and mains constructed with CIP and development projects.
- Performed inspections to ensure proper installation of water cap-offs and new service taps.
- Began fire hydrant flushing program to coincide with the annual switch to free chlorine disinfection by Fairfax Water.
- Contracted for the scanning of all street plans from Town Hall record files.
- Purchased and installed two Telog pressure monitors for recording and analyzing water system pressure.
- Used GIS to map water main breaks and prioritize water main repairs and replacement projects.
- Began compiling records and field data for water map updates.
- Developed door hangers for public water main break notifications.
- Began preparation for implementation of the Tyler Munis Maintenance Management System.

**WATER DIVISION  
50111**

**FY 16-17 INITIATIVES**

- Complete implementation and begin using Tyler Munis Maintenance Management System.
- Begin pressure and flow data collection with fire hydrant flushing for calibration of and use in Town water model.
- Begin water distribution system audit and leak detection for increased efficiency using AWWA and EPA guidance.
- Maintain and update GIS to track system maintenance and upgrades.
- Begin valve inspection program by utilizing motorized operating equipment.

**PERFORMANCE MEASURES**

*Based on calendar year data*

<b>Description</b>	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Projected</b>
Total Number of Water Main Breaks Repaired	115	73	75
CIP - Linear Feet of Water Main Cleaning and Relining/Replacement	850	5,117	2,500

**PERSONNEL**

*Based on a fiscal year*

<b>Authorized Positions</b>	<b>Adopted FY 14-15</b>	<b>Adopted FY 15-16</b>	<b>Adopted FY 16-17</b>
Superintendent	.5	.5	.5
Water & Sewer Operation Supervisor	.5	.5	.5
Maintenance Worker	6	6	6
<b>Total</b>	<b>7</b>	<b>7</b>	<b>7</b>

**FY 16-17 BUDGET CHANGES**

- Increase contracted asphalt, landfill, operating supplies, and other items to keep up with an aging water system.

**TOWN OF VIENNA  
ADOPTED EXPENSE BUDGET BY FUND**

DIVISION 50111  
NAME WATER OPERATIONS

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	310,080	294,840	347,080	347,080	352,160	362,430	15,350
41002	OVERTIME	85,000	97,150	85,000	85,000	85,000	85,000	-
41003	REG. P.T. WITH BENEFITS	-	-	-	-	-	-	-
41004	PART TIME W/O BENEFITS	-	360	-	2,100	-	-	-
41006	ANNUAL LEAVE LIQUIDATION	-	1,058	-	-	-	-	-
41008	ANNUAL LEAVE CASH-IN	-	2,173	-	-	-	-	-
<b>TOTAL</b>	<b>PERSONAL SERVICES</b>	<b>395,080</b>	<b>395,580</b>	<b>432,080</b>	<b>434,180</b>	<b>437,160</b>	<b>447,430</b>	<b>15,350</b>
42001	F.I.C.A.	31,380	27,858	33,100	33,100	30,150	34,230	1,130
42002	V.R.S.	40,990	34,059	42,760	42,760	40,900	41,050	(1,710)
42003	V.R.S. LIFE INS	4,390	3,432	4,580	4,580	4,220	4,350	(230)
42004	LOCAL PENSION PLAN	10,450	16,672	13,200	13,200	12,420	13,200	-
42007	HEALTH INSURANCE	54,700	59,812	56,000	56,000	47,720	60,150	4,150
42012	CAFETERIA PLAN FEES	60	76	60	60	60	60	-
42015	MISC ALLOWANCES	130	-	130	130	130	-	(130)
42018	ER CONTRIBUTIONS:DC401A	11,700	7,504	12,760	12,760	9,740	9,460	(3,300)
42021	VRS HYBRID 401A MATCH	-	902	-	-	2,170	3,120	3,120
42022	VRS HYBRID 457 VOLUNTARY	-	344	-	-	640	-	-
42025	VRS HYBRID DISABILITY	-	532	-	-	810	1,000	1,000
<b>TOTAL</b>	<b>EMPLOYEE BENEFITS</b>	<b>153,800</b>	<b>151,192</b>	<b>162,590</b>	<b>162,590</b>	<b>148,960</b>	<b>166,620</b>	<b>4,030</b>
43301	EQUIPMT MTCE CONTRACTS	2,900	2,900	-	-	-	-	-
43307	REPAIR/MTCE SVCES	800	446	800	29,800	29,800	800	-
43308	CONTRACTS/SERVICES	68,700	67,482	65,000	105,600	85,000	105,000	40,000
43309	CELL PHONE EXPENSE	-	-	2,500	2,500	2,250	2,500	-
43701	UNIFORM RENTAL/CLEANING	2,600	1,215	2,600	2,600	1,250	2,600	-
43801	SRVCES FROM OTHER GOV'TS	46,000	28,534	46,000	55,360	46,000	46,000	-
43802	LANDFILL FEES	25,800	25,622	32,000	27,000	27,000	35,000	3,000
43803	WHOLESALE WATER PURCHASE	1,800,000	1,420,199	1,800,000	1,665,640	1,600,000	1,700,000	(100,000)
<b>TOTAL</b>	<b>PURCHASED SERVICES</b>	<b>1,946,800</b>	<b>1,546,398</b>	<b>1,948,900</b>	<b>1,888,500</b>	<b>1,791,300</b>	<b>1,891,900</b>	<b>(57,000)</b>
45101	ELECTRICITY	22,000	16,536	22,000	22,000	15,000	22,000	-
45202	LONG DIST SERVICE	30	107	30	30	60	150	120
45402	EQUIPMENT RENTAL	-	-	-	-	-	-	-
45501	MILEAGE REIMBURSEMENT	-	-	-	-	-	100	100
45503	SUBSISTENCE/LODGING	250	342	250	250	100	250	-
45504	CONVENTIONS/EDUCATION	500	405	500	3,500	2,500	1,500	1,000
45801	MEMBERSHIPS/DUES	170	154	170	170	170	300	130
<b>TOTAL</b>	<b>OTHER CHARGES</b>	<b>22,950</b>	<b>17,544</b>	<b>22,950</b>	<b>25,950</b>	<b>17,830</b>	<b>24,300</b>	<b>1,350</b>
46001	OFFICE SUPPLIES	750	712	500	5,500	5,500	2,000	1,500
46007	REPAIR/MTCE SUPPLIES	35,000	29,134	30,000	54,500	54,500	45,000	15,000
46008	VEHICLE/EQUIPMT FUELS	22,500	19,643	22,500	16,050	16,050	22,500	-
46009	VEH/EQUIPMT MTCE SUPPLIES	200	-	200	400	300	200	-
46011	UNIFORMS/SAFETY APPAREL	2,300	1,244	2,300	3,300	4,000	6,000	3,700
46015	OPERATIONAL SUPPLIES	8,000	9,345	8,000	18,000	18,000	13,000	5,000
46017	SMALL TOOLS	500	423	500	1,000	900	1,500	1,000
46031	TIRES AND TUBES	1,200	231	1,200	2,450	2,450	2,000	800
46032	SURFACE REPAIR MATERIALS	15,000	12,101	15,000	14,800	15,000	18,000	3,000
<b>TOTAL</b>	<b>MATERIALS AND SUPPLIES</b>	<b>85,450</b>	<b>72,832</b>	<b>80,200</b>	<b>116,000</b>	<b>116,700</b>	<b>110,200</b>	<b>30,000</b>
47407	CONTRACTED ASPHALT REP'RS	-	-	-	55,200	55,200	23,050	23,050
47408	INTERNAL ASPHALT REPAIRS	60,000	61,144	60,000	31,800	31,800	60,000	-
<b>TOTAL</b>	<b>PROGRAMS AND SERVICES</b>	<b>60,000</b>	<b>61,144</b>	<b>60,000</b>	<b>87,000</b>	<b>87,000</b>	<b>83,050</b>	<b>23,050</b>
48101	MACH/EQUIPMT REPLACEMENT	1,000	-	1,000	63,040	63,040	1,000	-
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	<b>1,000</b>	<b>-</b>	<b>1,000</b>	<b>63,040</b>	<b>63,040</b>	<b>1,000</b>	<b>-</b>

**TOWN OF VIENNA  
ADOPTED EXPENSE BUDGET BY FUND**

DIVISION 50111  
NAME WATER OPERATIONS

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
TOTAL	DIVISION EXPENSES	2,665,080	2,244,690	2,707,720	2,777,260	2,661,990	2,724,500	16,780
49512	SUPPORT ACTIVITY COSTS	1,094,940	490,928	984,880	984,880	988,260	1,028,420	43,540
TOTAL	INTERDEPARTMENTAL CHARGES	1,094,940	490,928	984,880	984,880	988,260	1,028,420	43,540
TOTAL	WATER OPERATIONS	3,760,020	2,735,619	3,692,600	3,762,140	3,650,250	3,752,920	60,320

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**METER SERVICES AND WATER QUALITY DIVISION**  
**50112**

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**PURPOSE**

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The Meter Services and Water Quality Division ensures the accuracy of all residential and commercial water meters within the Town's service area. This Division reports readings to Customer Service for billing purposes and collects water quality samples to comply with all state and federal regulations.

**ACTIVITIES/PRODUCTS/SERVICES**

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- Provide a prompt response to customer concerns and work order requests
- Read all water meters
- Collect and submit water quality samples to the Fairfax Water Lab for processing

**FY 15-16 ACCOMPLISHMENTS**

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- Provided prompt response to all customer concerns and work order requests.
- Collected all Unregulated Contaminant Monitoring samples (UCMR 3) as mandated by the EPA.
- Revised the Town's Bacteriological Sample Siting Plan (BSSP) to refine the number of Total Coliform Rule (TCR) sample sites from 90 to 35. This modification will provide reliable water quality trend data and meet new EPA requirements for the Revised Total Coliform Rule (RTCR).
- In conjunction with the billing software conversion eliminated one of the seven meter reading cycles by reorganizing meter reading routes. This improvement moved approximately 100 addresses to different billing cycles.
- Purchased new meter reading equipment to be compatible with new utility billing system to streamline reading operations.
- Began preparation for implementation of the Tyler Munis Maintenance Management System.

**FY 16-17 INITIATIVES**

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- Complete implementation and begin using the Tyler Munis Maintenance Management System
- Complete implementation of new meter reading equipment which will allow meter readers to adjust meter reading routes and sequences within cycles.

**METER SERVICES AND WATER QUALITY DIVISION**  
**50112**

- Increase water meter replacement program to reduce number of meters that are over 20 years old

**PERFORMANCE MEASURES**

*Based on calendar year data*

<b>Description</b>	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Projected</b>
Work orders completed - including Misc. Customer Service Requests	3,722	4,017	4,100
Water Quality samples collected and delivered to the Fairfax Water Lab for processing	452	460	408

- State required water quality samples for 2014 consisted of 360 total coliform rule (TCR), 32 Trihalomethanes (THM) and 60 lead and copper samples; 2015 consisted of 374 TCR and 32 (THM), 52 UCMR 3, and 2 taste and odor samples
- The EPA published the Revised Total Coliform Rule (RTCR) on February 13, 2013 and minor corrections on February 26, 2014. The RTCR is the revision to the 1989 Total Coliform Rule (TCR) and is intended to improve public health protection. Total coliforms are a group of related bacteria that are (with few exceptions) not harmful to humans. A variety of bacteria, parasites, and viruses, known as pathogens, can potentially cause health problems if humans ingest them. EPA considers total coliforms a useful indicator of other pathogens for drinking water. All TCR sampling must comply with the Revised Total Coliform Rule starting April 1, 2016 as mandated by the EPA and VDH.
- The 1996 Safe Drinking Water Act (SDWA) amendments require that once every five years EPA issue a new list of no more than 30 unregulated contaminants to be monitored by public water systems (PWSs). The first Unregulated Contaminant Monitoring Rule (UCMR1) was published on September 17, 1999, the second (UCMR2) was published on January 4, 2007 and the third (UCMR 3) was published on May 2, 2012. This monitoring provides a basis for future regulatory actions to protect public health. The Town of Vienna started sampling its distribution system in March 2015.

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**METER SERVICES AND WATER QUALITY DIVISION**  
**50112**

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**PERSONNEL***Based on a fiscal year*

<b>Authorized Positions</b>	<b>Adopted FY 14-15</b>	<b>Adopted FY 15-16</b>	<b>Adopted FY 16-17</b>
Supervisor	1	1	1
Meter Service Worker	3	3	3
<b>Total</b>	<b>4</b>	<b>4</b>	<b>4</b>

**FY 16-17 BUDGET CHANGES**

- Increase water meter replacement program to reduce number of meters that are over 20 years old



**TOWN OF VIENNA  
ADOPTED EXPENSE BUDGET BY FUND**

DIVISION 50112

NAME METER SERVICES & WATER QUALITY

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	244,860	253,099	251,630	251,630	251,830	258,970	7,340
41002	OVERTIME	26,000	79,217	26,000	26,000	73,850	50,000	24,000
41008	ANNUAL LEAVE CASH-IN	-	3,310	-	-	4,500	-	-
<b>TOTAL</b>	<b>PERSONAL SERVICES</b>	<b>270,860</b>	<b>335,626</b>	<b>277,630</b>	<b>277,630</b>	<b>330,180</b>	<b>308,970</b>	<b>31,340</b>
42001	F.I.C.A.	20,720	24,651	21,240	21,240	24,450	23,640	2,400
42002	V.R.S.	30,170	30,166	31,000	31,000	30,820	31,900	900
42003	V.R.S. LIFE INS	3,230	2,914	3,320	3,320	2,980	3,080	(240)
42004	LOCAL PENSION PLAN	7,500	-	9,480	9,480	8,890	9,480	-
42007	HEALTH INSURANCE	29,940	31,590	24,670	24,670	23,620	26,700	2,030
42012	CAFETERIA PLAN FEES	60	63	60	60	60	60	-
42015	MISC ALLOWANCES	300	-	300	300	300	-	(300)
42018	ER CONTRIBUTIONS:DC401A	7,550	7,508	7,760	7,760	7,650	7,980	220
<b>TOTAL</b>	<b>EMPLOYEE BENEFITS</b>	<b>99,470</b>	<b>96,892</b>	<b>97,830</b>	<b>97,830</b>	<b>98,770</b>	<b>102,840</b>	<b>5,010</b>
43301	EQUIPMT MTCE CONTRACTS	2,300	1,858	-	-	-	-	-
43307	REPAIR/MTCE SVCES	2,100	940	2,100	2,100	2,100	2,100	-
43308	CONTRACTS/SERVICES	17,500	11,696	20,000	20,000	20,000	20,000	-
43309	CELL PHONE EXPENSE	-	-	2,300	2,300	3,000	2,300	-
43701	UNIFORM RENTAL/CLEANING	1,300	918	1,300	1,300	1,000	1,300	-
<b>TOTAL</b>	<b>PURCHASED SERVICES</b>	<b>23,200</b>	<b>15,412</b>	<b>25,700</b>	<b>25,700</b>	<b>26,100</b>	<b>25,700</b>	<b>-</b>
45202	LONG DIST SERVICE	20	12	20	20	20	20	-
45501	MILEAGE REIMBURSEMENT	-	-	-	-	30	-	-
45503	SUBSISTENCE/LODGING	250	-	250	250	250	250	-
45504	CONVENTIONS/EDUCATION	500	328	500	500	500	500	-
<b>TOTAL</b>	<b>OTHER CHARGES</b>	<b>770</b>	<b>340</b>	<b>770</b>	<b>770</b>	<b>800</b>	<b>770</b>	<b>-</b>
46001	OFFICE SUPPLIES	200	182	200	200	300	300	100
46007	REPAIR/MTCE SUPPLIES	10,500	5,167	10,500	10,500	10,500	10,500	-
46011	UNIFORMS/SAFETY APPAREL	1,000	726	1,000	1,000	2,000	2,000	1,000
46016	SUPPLIES FOR RESALE	40,500	36,625	25,000	25,000	25,000	30,000	5,000
46017	SMALL TOOLS	250	149	250	250	250	350	100
<b>TOTAL</b>	<b>MATERIALS AND SUPPLIES</b>	<b>52,450</b>	<b>42,848</b>	<b>36,950</b>	<b>36,950</b>	<b>38,050</b>	<b>43,150</b>	<b>6,200</b>
48101	MACH/EQUIPMT REPLACEMENT	25,000	27,236	25,000	123,290	123,290	25,000	-
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	<b>25,000</b>	<b>27,236</b>	<b>25,000</b>	<b>123,290</b>	<b>123,290</b>	<b>25,000</b>	<b>-</b>
<b>TOTAL</b>	<b>DIVISION EXPENSES</b>	<b>471,750</b>	<b>518,354</b>	<b>463,880</b>	<b>562,170</b>	<b>617,190</b>	<b>506,430</b>	<b>42,550</b>
49511	CHARGES TO WATER DEPT	(253,760)	(277,603)	(245,040)	(245,040)	(276,600)	(262,610)	(17,570)
49514	CHARGES TO SEWER DEPT	(204,990)	(240,751)	(218,840)	(218,840)	(269,590)	(243,820)	(24,980)
<b>TOTAL</b>	<b>INTERDEPARTMENTAL CHARGES</b>	<b>(458,750)</b>	<b>(518,354)</b>	<b>(463,880)</b>	<b>(463,880)</b>	<b>(546,190)</b>	<b>(506,430)</b>	<b>(42,550)</b>
<b>TOTAL</b>	<b>METER SERVICES &amp; WATER QUALITY</b>	<b>13,000</b>	<b>-</b>	<b>-</b>	<b>98,290</b>	<b>71,000</b>	<b>-</b>	<b>-</b>

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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.

**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.

**FY 15-16 ACCOMPLISHMENTS**

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- Began the process to convert the Water and Sewer billing system implemented in 1990 to the Munis system. Prepared data conversion files, designed crosswalks, created new forms/bill and procedures, and scrubbed data.
- Completed multiple data passes in preparation for the new system.
- Hired a new Customer Service representative in July, 2015.
- Cross-trained Customer Service and Billing as a result of the new hire.
- Continued to promote direct payment of water and sewer bills through ACH payment. Increased penetration by 3% in 2015.
- Prepared and processed over 4,000 work orders and 8,400 phone calls requiring follow up either verbally or in writing.
- Prepared approximately 38,300 bills, 4,000 late notices, 2,000 warning cutoff notices and 1,000 bill adjustments.
- Continued to make progress in converting all paper files to laser fiche eliminating five 5-drawer cabinets (2 are completed). All new paper files are being converted within the month of creation.

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

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- Billed and worked with customers identified as hooked up to our system but not previously billed.
- Re-structuring of water and sewer routes to better assist residents as well as streamline the walking routes for water meter technicians.
- Coordinated with water/sewer superintendent as re-routing and cleanup of routes is accomplished prior to Go-Live of new Munis system.
- Began encouraging the sales of sub meters to residents with irrigation systems fall 2015 to present. The promoting of the sub meter sales will generate potential revenue and will also aide in lowering sewer costs for residents with irrigation systems.
- Updated the Town of Vienna website to include more pertinent information for owners of swimming pools and irrigation systems.

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**FY 16-17 INITIATIVES**

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- Successfully complete conversion to Munis water and sewer billing system. Work with new systems processes to efficiently re-engineer current billing and customer services processes.
- Work with outside printer to create cross-walk from new billing system to the bills.
- 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.
- 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.
- Complete paper file conversion to laser fiche.

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

**PERFORMANCE MEASURES**

*Based on calendar year data*

<b>Description</b>	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Projected</b>
Number of bills generated	37,880	38,300	38,400
Number of delinquent mailings generated	6,002	6,072	6,000
Number of bill adjustments processed	1,031	1,036	900
Number of customer service requests	6,092	8,438	8,000
Percent of customer calls returned by the next business day	90%	95%	99%
Percent of follow-up letters mailed within 3-5 days of issue	90%	92%	92%

**PERSONNEL**

*Based on a fiscal year*

<b>Authorized Positions</b>	<b>Adopted FY 14-15</b>	<b>Adopted FY 15-16</b>	<b>Adopted FY 16-17</b>
Customer Service Specialist	1	1	1
Fiscal Technician	1	1	1
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>

**FY 16-17 BUDGET CHANGES**

- There are no significant changes to this budget.

**TOWN OF VIENNA  
ADOPTED EXPENSE BUDGET BY FUND**

DIVISION 50113  
NAME BILLING/CUSTOMER SERVICE

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	116,000	105,021	113,650	118,650	112,110	121,260	7,610
41002	OVERTIME	1,500	9,023	1,500	1,500	10,000	4,000	2,500
41008	ANNUAL LEAVE CASH-IN	-	1,281	-	-	1,320	-	-
TOTAL	PERSONAL SERVICES	117,500	115,325	115,150	120,150	123,430	125,260	10,110
42001	F.I.C.A.	9,390	8,748	8,810	8,810	9,440	9,580	770
42002	V.R.S.	14,930	12,555	14,000	14,000	13,810	14,430	430
42003	V.R.S. LIFE INS	1,480	1,250	1,500	1,500	1,480	1,440	(60)
42007	HEALTH INSURANCE	13,530	7,110	6,000	6,000	16,490	20,110	14,110
42018	ER CONTRIBUTIONS:DC401A	4,300	2,919	4,550	4,550	3,690	2,790	(1,760)
42021	VRS HYBRID 401A MATCH	-	384	-	-	-	520	520
42025	VRS HYBRID DISABILITY	-	227	-	-	-	300	300
TOTAL	EMPLOYEE BENEFITS	43,630	33,194	34,860	34,860	44,910	49,170	14,310
43308	CONTRACTS/SERVICES	14,150	14,229	12,900	12,900	8,200	15,700	2,800
TOTAL	PURCHASED SERVICES	14,150	14,229	12,900	12,900	8,200	15,700	2,800
45202	LONG DIST SERVICE	150	171	200	200	190	200	-
45203	POSTAL SERVICES	20,300	19,174	16,500	16,500	20,000	21,000	4,500
45404	CENTRAL COPIER CHARGES	-	236	400	400	200	200	(200)
45501	MILEAGE REIMBURSEMENT	100	-	100	100	100	100	-
45504	CONVENTIONS/EDUCATION	900	179	900	900	1,500	2,000	1,100
45803	BAD DEBT WRITE-OFF	-	(15,000)	-	-	-	-	-
TOTAL	OTHER CHARGES	21,450	4,760	18,100	18,100	21,990	23,500	5,400
46015	OPERATIONAL SUPPLIES	2,400	1,986	2,000	2,000	2,000	2,000	-
TOTAL	MATERIALS AND SUPPLIES	2,400	1,986	2,000	2,000	2,000	2,000	-
49119	INTEREST ON DEPOSITS	300	181	150	150	200	-	(150)
TOTAL	DEBT SERVICE	300	181	150	150	200	-	(150)
TOTAL	DIVISION EXPENSES	199,430	169,676	183,160	188,160	200,730	215,630	32,470
49511	CHARGES TO WATER DEPT	(110,310)	(91,478)	(96,750)	(96,750)	(101,650)	(111,820)	(15,070)
49514	CHARGES TO SEWER DEPT	(89,120)	(78,198)	(86,410)	(86,410)	(99,080)	(103,810)	(17,400)
TOTAL	INTERDEPARTMENTAL CHARGES	(199,430)	(169,676)	(183,160)	(183,160)	(200,730)	(215,630)	(32,470)
TOTAL	BILLING/CUSTOMER SERVICE	-	-	-	5,000	-	-	-

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

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**PURPOSE**

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The Sanitary Sewer Division provides design review and operations for the Town's public sanitary sewer collection system. This Division performs on-going maintenance and customer service as needed to protect public health and safety in compliance with federal, state and Town regulations and requirements.

The Town's sanitary sewer system consists of 95 miles of sewer mains and 6,300 connections in the service area. Approximately one half of the system flows to the Noman M. Cole, Jr., Pollution Control Plant operated by Fairfax County. The other half flows to the Blue Plains Advanced Wastewater Treatment Plant operated by the District of Columbia Water and Sewer Authority. The Town pays fees to both facilities based on flow volume which is measured through sewer flow meters. The Town is also responsible for a proportionate share of capital and operating costs of the trunk sewers which convey flow to the sewage treatment plants.

**ACTIVITIES/PRODUCTS/SERVICES**

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

**FY 15-16 ACCOMPLISHMENTS**

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- Performed all inspections to ensure 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
- Began preparation for implementation of the Tyler Munis Maintenance Management System

**SANITARY SEWER DIVISION  
50114**

**FY 16-17 INITIATIVES**

- Complete implementation and begin using the Tyler Munis Maintenance Management System.
- Begin systematic TV inspection of sewer basins draining to Blue Plains Wastewater Treatment Plant (DC Water) to identify potential sources of Infiltration and Inflow.
- Begin assessment of Blue Plains sanitary sewer metering for Town and Fairfax service areas.
- Maintain and update GIS to track system maintenance and upgrades.

**PERFORMANCE MEASURES**

*Based on calendar year data*

<b>Description</b>	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Projected</b>
Total Linear Feet of Sanitary Sewer Mains Cleaned or Rodded	120,000*	120,000	120,000
Total Linear Feet of Sanitary Sewer Mains inspected using the TV Unit	40,000*	40,000	40,000
CIP -Linear Feet of Sewer Main Lining/Replacement	4,816	10,857	4,000

\*2014 measure adjusted to match daily production reports

**PERSONNEL**

*Based on a fiscal year*

<b>Authorized Positions</b>	<b>Adopted FY 14-15</b>	<b>Adopted FY 15-16</b>	<b>Adopted FY 16-17</b>
Superintendent	.5	.5	.5
Water & Sewer Operation Supervisor	.5	.5	.5
Maintenance Worker	6	6	6
<b>Total</b>	<b>7</b>	<b>7</b>	<b>7</b>

**FY 16-17 BUDGET CHANGES**

- Increase operating supplies and other items to keep up with an aging sewer system

**TOWN OF VIENNA  
ADOPTED EXPENSE BUDGET BY FUND**

DIVISION 50114

NAME SANITARY SEWER OPERATIONS

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	374,700	346,702	407,670	407,670	405,190	418,430	10,760
41002	OVERTIME	25,000	25,854	25,000	25,000	25,000	25,000	-
41006	ANNUAL LEAVE LIQUIDATION	-	1,058	-	-	-	-	-
41008	ANNUAL LEAVE CASH-IN	-	5,138	-	-	5,500	-	-
41015	PERFORMANCE BONUS	-	-	-	3,000	3,000	-	-
<b>TOTAL</b>	<b>PERSONAL SERVICES</b>	<b>399,700</b>	<b>378,752</b>	<b>432,670</b>	<b>435,670</b>	<b>438,690</b>	<b>443,430</b>	<b>10,760</b>
42001	F.I.C.A.	30,540	27,596	33,100	33,100	32,250	33,950	850
42002	V.R.S.	47,040	42,064	50,220	50,220	42,560	49,200	(1,020)
42003	V.R.S. LIFE INS	5,040	4,096	5,380	5,380	4,310	4,980	(400)
42004	LOCAL PENSION PLAN	17,010	23,342	21,490	21,490	19,950	21,490	-
42007	HEALTH INSURANCE	40,070	43,467	25,000	25,000	31,980	36,730	11,730
42012	CAFETERIA PLAN FEES	60	76	60	60	60	60	-
42015	MISC ALLOWANCES	130	-	130	130	-	-	(130)
42018	ER CONTRIBUTIONS:DC401A	5,330	6,049	4,140	4,140	7,250	8,220	4,080
42021	VRS HYBRID 401A MATCH	-	229	-	-	1,490	2,400	2,400
42022	VRS HYBRID 457 VOLUNTARY	-	344	-	-	640	-	-
42025	VRS HYBRID DISABILITY	-	135	-	-	460	570	570
<b>TOTAL</b>	<b>EMPLOYEE BENEFITS</b>	<b>145,220</b>	<b>147,398</b>	<b>139,520</b>	<b>139,520</b>	<b>140,950</b>	<b>157,600</b>	<b>18,080</b>
43301	EQUIPMT MTCE CONTRACTS	1,000	1,428	-	-	-	-	-
43307	REPAIR/MTCE SVCES	800	507	800	800	800	800	-
43308	CONTRACTS/SERVICES	64,000	63,121	64,000	64,000	64,000	85,000	21,000
43309	CELL PHONE EXPENSE	-	-	1,900	1,900	1,900	1,900	-
43701	UNIFORM RENTAL/CLEANING	2,800	1,689	2,800	2,800	1,500	2,800	-
43801	SRVCS FROM OTHER GOV'TS	16,850	34,693	16,850	16,850	16,850	16,850	-
43802	LANDFILL FEES	500	-	500	500	500	500	-
43804	SWG TREATMENT/POTOMAC	988,310	1,176,650	1,128,000	1,119,000	1,150,000	1,184,000	56,000
43805	SWG TREATMENT/ACCOTINK	465,410	533,840	555,160	555,160	555,160	550,000	(5,160)
43807	TWN SHARE:LPPCP UPGRADE	40,640	40,641	38,000	38,000	38,000	38,000	-
<b>TOTAL</b>	<b>PURCHASED SERVICES</b>	<b>1,580,310</b>	<b>1,852,569</b>	<b>1,808,010</b>	<b>1,799,010</b>	<b>1,828,710</b>	<b>1,879,850</b>	<b>71,840</b>
45101	ELECTRICITY	1,000	1,140	1,000	1,000	1,000	1,000	-
45202	LONG DIST SERVICE	30	-	30	30	30	30	-
45402	EQUIPMENT RENTAL	-	-	-	-	-	-	-
45501	MILEAGE REIMBURSEMENT	-	-	-	-	-	-	-
45503	SUBSISTENCE/LODGING	250	370	250	250	250	250	-
45504	CONVENTIONS/EDUCATION	500	-	500	500	500	500	-
<b>TOTAL</b>	<b>OTHER CHARGES</b>	<b>1,780</b>	<b>1,510</b>	<b>1,780</b>	<b>1,780</b>	<b>1,780</b>	<b>1,780</b>	<b>-</b>
46001	OFFICE SUPPLIES	250	183	150	150	150	750	600
46007	REPAIR/MTCE SUPPLIES	4,000	3,974	4,000	5,500	5,500	4,000	-
46008	VEHICLE/EQUIPMT FUELS	16,500	11,600	16,500	10,550	12,000	16,500	-
46009	VEH/EQUIPMT MTCE SUPPLIES	500	-	500	500	500	500	-
46011	UNIFORMS/SAFETY APPAREL	2,300	1,182	2,300	2,300	3,100	6,000	3,700
46015	OPERATIONAL SUPPLIES	8,000	7,300	8,000	12,000	10,110	13,000	5,000
46017	SMALL TOOLS	330	90	330	330	330	500	170
46031	TIRES AND TUBES	1,250	694	1,250	2,250	2,250	2,250	1,000
<b>TOTAL</b>	<b>MATERIALS AND SUPPLIES</b>	<b>33,130</b>	<b>25,022</b>	<b>33,030</b>	<b>33,580</b>	<b>33,940</b>	<b>43,500</b>	<b>10,470</b>
47408	INTERNAL ASPHALT REPAIRS	-	-	-	950	950	-	-
<b>TOTAL</b>	<b>PROGRAMS AND SERVICES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>950</b>	<b>950</b>	<b>-</b>	<b>-</b>
48101	MACH/EQUIPMT REPLACEMENT	1,800	-	1,800	1,800	1,800	1,800	-
48201	ADDITIONAL MACH/EQUIPMT	1,500	-	1,500	1,500	1,500	1,500	-
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	<b>3,300</b>	<b>-</b>	<b>3,300</b>	<b>3,300</b>	<b>3,300</b>	<b>3,300</b>	<b>-</b>



**TOWN OF VIENNA  
ADOPTED EXPENSE BUDGET BY FUND**

DIVISION 50114  
NAME SANITARY SEWER OPERATIONS

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
TOTAL	DIVISION EXPENSES	2,163,440	2,405,251	2,418,310	2,413,810	2,448,320	2,529,460	111,150
49512	SUPPORT ACTIVITY COSTS	884,540	336,393	879,600	879,600	963,210	954,790	75,190
TOTAL	INTERDEPARTMENTAL CHARGES	884,540	336,393	879,600	879,600	963,210	954,790	75,190
TOTAL	SANITARY SEWER OPERATIONS	3,047,980	2,741,644	3,297,910	3,293,410	3,411,530	3,484,250	186,340

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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 16-17 BUDGET CHANGES**

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- \$900,000 transfer to the General Fund and \$357,930 transfer to the Debt Service Fund. The latter has increased by \$56,600 mainly due to the inclusion of the 2016 Debt Issue payments.
- This division also holds projected healthcare and salary increases for Water & Sewer Fund employees.
  - \$19,000 projected healthcare increase.
  - \$37,000 projected employee COLA and Merit increases.

**TOWN OF VIENNA  
ADOPTED EXPENSE BUDGET BY FUND**

DIVISION 50141  
NAME W&S INTERFUND TRANSFERS

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
42020	OTHR POST EMPLOY BENFITS	-	999	12,900	4,900	-	-	(12,900)
42030	PENSION EXPENSE	-	(83,476)	-	-	-	-	-
TOTAL	EMPLOYEE BENEFITS	-	(82,477)	12,900	4,900	-	-	(12,900)
48311	DEPRECIATION	-	455,630	-	-	-	-	-
TOTAL	CAPITAL OUTLAY	-	455,630	-	-	-	-	-
49201	WS TRANSFER TO GF	900,000	900,000	900,000	900,000	900,000	900,000	-
49202	WS TRANSFER TO DS	371,440	268,336	301,330	301,330	301,330	357,930	56,600
49204	CPF TRANSFER TO WSF	-	(1,404,297)	-	-	-	-	-
TOTAL	INTERFUND TRANSFERS	1,271,440	(235,961)	1,201,330	1,201,330	1,201,330	1,257,930	56,600
TOTAL	DIVISION EXPENSES	1,271,440	137,192	1,214,230	1,206,230	1,201,330	1,257,930	43,700
49511	CHARGES TO WATER DEPT	(703,290)	(119,979)	(641,390)	(641,390)	(608,380)	(652,320)	(10,930)
49514	CHARGES TO SEWER DEPT	(568,150)	(17,213)	(572,840)	(572,840)	(592,950)	(605,610)	(32,770)
TOTAL	INTERDEPARTMENTAL CHARGES	(1,271,440)	(137,192)	(1,214,230)	(1,214,230)	(1,201,330)	(1,257,930)	(43,700)
TOTAL	W&S INTERFUND TRANSFERS	-	-	-	(8,000)	-	-	-

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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.

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**FY 16-17 BUDGET CHANGES**

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- Only interest on the Capital Lease for Water and Sewer vehicle purchases should be budgeted as an operating expense in this fund.

**TOWN OF VIENNA  
ADOPTED EXPENSE BUDGET BY FUND**

DIVISION 59500  
NAME W&S VEH REPLACE PROG

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
49115	ADMINISTRATION INTEREST	-	-	-	-	2,370	2,370	2,370
49150	WATER & SEWER PRINCIPAL	47,760	(211)	-	-	-	-	-
49155	WATER & SEWER INTEREST	2,100	2,309	3,210	3,210	850	850	(2,360)
TOTAL	DEBT SERVICE	49,860	2,099	3,210	3,210	3,220	3,220	10
TOTAL	DIVISION EXPENSES	49,860	2,099	3,210	3,210	3,220	3,220	10
49511	CHARGES TO WATER DEPT	(27,580)	(1,868)	(1,700)	(1,700)	(1,630)	(1,670)	30
49514	CHARGES TO SEWER DEPT	(22,280)	(231)	(1,510)	(1,510)	(1,590)	(1,550)	(40)
TOTAL	INTERDEPARTMENTAL CHARGES	(49,860)	(2,099)	(3,210)	(3,210)	(3,220)	(3,220)	(10)
TOTAL	W&S VEH REPLACE PROG	-	-	-	-	-	-	-