Wastewater Fund

FY 2023 Adopted Budget - City of Fairfax, Virginia

	City of Fairfax, Virginia FY 2023 Wastewater Fund Budget Summary													
Revenues	FY 2021 <u>Actual</u>		FY 2022 Budget		FY 2022 Estimate		FY 2023 <u>Adopted</u>	Variance to Budget \$	Variance to Budget %					
Operating Revenues	\$ 8,471,634	\$	8,901,508	\$	8,901,508	\$	9,085,598	\$ 184,090	2.07%					
Availability Charges	110,525		2,979,371		5,126,276		2,347,631	(631,740)	-21.20%					
Other Revenues	0.022		15.000		10.000		15 000		0.000/					
Interest Miscellaneous / Financing	9,033 23,035		15,000 20,000		10,000 20,000		15,000 20,000	-	0.00% 0.00%					
Reimbursements	23,033		20,000		20,000		20,000	-	0.00%					
Subtotal Other Revenues	32,068		35,000		30,000		35,000	-	0.00%					
Other Financing Sources	-		-		32,917		6,331,000	6,331,000	100.00%					
Total Revenues	\$ 8,614,227	\$	11,915,879	\$	14,090,701	\$	17,799,229	\$ 5,883,350	49.37%					
Expenses														
Operating Expenses														
Annual Wastewater Treatr	\$ 2,268,621	\$	2,094,156	\$	2,094,156	\$	2,156,981	\$ 62,825	3.00%					
CIP Payments - Fairfax Cou	-		4,624,000		4,624,000		6,331,000	1,707,000	36.92%					
Capital Projects	82,746		2,056,000		2,056,000		2,137,000	81,000	3.94%					
Line Maintenance	1,050,249		1,127,326		1,127,326		1,199,912	72,586	6.44%					
Administrative & Engineer_	934,333		1,156,213		1,189,130		1,193,180	36,967	3.20%					
Subtotal Operating Costs	4,335,949		11,057,695		11,090,612		13,018,072	1,960,377	17.73%					
Other Expenses														
Debt Service	797,004		1,364,469		1,364,469		1,362,950	(1,519)	-0.11%					
Subtotal Other Expenses	797,004		1,364,469		1,364,469		1,362,950	(1,519)	-0.11%					
Total Expenses	\$ 5,132,953	\$	12,422,164	\$	12,455,081	\$	14,381,022	\$ 1,958,858	15.77%					
Cash Balance - June 30	\$ 4,117,293	\$	6,823,183	\$	5,752,913	\$	9,171,120							
Total FTE	8.2		8.2		8.1		9.4							

Wastewater

Fiscal and Operating Policies

ESTABLISHMENT OF RATES

- Wastewater rates and fees shall be established by City Council in a transparent manner consistent with all similar City activities. To that end, customers and residents (the rate payers) shall be given notice of all meetings of the City Council when such discussions and rate settings occur. In the establishment of annual Wastewater rates, the City shall adequately disclose future growth plans and their expected impact on future rates.
- 2. The City shall annually prepare and include in the proposed budget a three-year future estimated rate schedule. In 2021 the City completed a "Multi-Year Financial and Capital Planning Analysis" providing a comprehensive cash-flow planning model used in the development of its operating budget and setting of Wastewater rates, consideration and inclusion in the FY 2023 Adopted Budget.
- 3. All ratepayers shall be charged uniform rates within their rate class. The determination of rates for the enterprise funds shall conform to standard municipal utility practices.
- 4. Rates for the enterprise funds, including the timing of rate adjustments, shall be designed to recover fixed and variable costs in such a manner as to ensure cost recovery and rate stability.
- 5. Rates of the enterprise funds shall be established to 1) ensure efficient and effective operation of the utilities, 2) fully recover actual operating and maintenance expenses incurred during the fiscal year, 3) repay annual debt payments for capital expenses of the enterprise fund, and 4) ensure surplus revenues are reserved to facilitate rate stability for ratepayers.

APPLICATION OF THE MANAGEMENT FEE

- 1. The Wastewater utility shall reimburse services received from other City departments, including but not limited to, personnel, administrative expenses, equipment and facilities. These services shall be prorated to reflect actual costs and designated as the "management fee". The Wastewater enterprise fund shall reimburse the City for materials and services purchased during the fiscal year when consumed.
- 2. The procedures used to allocate each fund's share of the management fee shall be reviewed by the City's auditor not less frequently than every five years. The results of such a review shall be included as part of the documentation for subsequent rate proceedings. Unless otherwise justified by the auditor's review, the total amount included in the Wastewater enterprise fund for payment to the City, or other entities, for management fee expenses may each be increased at a rate no greater than the growth rate of the City's total budget.

RECOVERY OF CAPITAL INVESTMENT

1. Utility physical plant investments more than normal and customary repair and replacement will be capitalized and amortized for rate setting over their useful lives, either through depreciation/amortization or sinking fund amortization of borrowings. Normal and customary repair and replacement will be expensed when incurred during the fiscal year. Depreciation and amortization shall conform to standard municipal utility practices.

UNDESIGNATED FUNDS

- 1. Surplus revenues, also known as Undesignated Funds, will be used in lieu of customer revenues, if possible, when those surplus funds reach a level equal to 100% of the prior year's fund expenses, unless such funds are to be held for pay-as-you-go capital expenses.
- 2. Surplus revenues shall be invested through the City and the interest earned shall be credited to the Wastewater Fund. Surplus revenues shall not be transferred from the Wastewater account to be used for non-utility purposes.



Noman M. Cole Wastewater Treatment Plant (Fairfax County facility where the City's wastewater is treated)

DEPARTMENT: Utilities

DIVISION OR ACTIVITY: County Wastewater Treatment Contract

BUDGET COMMENTS:

Notable changes from the 2022 adopted budget to the FY 2023 adopted budget include:

Annual Wastewater Treatment

The contracted amount for the Wastewater treatment with Fairfax County is projected to increase in FY 2023 based on actual volume.

CIP Payments – Fairfax County

The Capital Improvement is based on the County's projections for the cost of the upgrades to the Noman M. Cole Wastewater Treatment plant. Major plant upgrades are required due to an EPA mandated nitrogen reduction program and plant renovations. The City's share of the total capital cost is 6.27%, which equates to the percentage of total capacity that the City owns at the Noman M. Cole Wastewater Treatment Plant. Renovation and construction costs are contingent upon the final scope of work and construction change

Cost Center 435110: County Wastewater Treatment Contract												
FY 2021 FY 2022 FY 2023 Variance to Title <u>Actual</u> <u>Budget</u> <u>Estimate</u> <u>Adopted</u> <u>Budget</u> \$											Variance to Budget %	
County Charges - Operating	\$	2,268,621	\$	2,094,156	\$	2,094,156	\$	2,156,981	\$	62,825	3.00%	
County Charges - Capital		-		4,624,000		4,624,000		6,331,000		1,707,000	36.92%	
Total	\$	2,268,621	\$	6,718,156	\$	6,718,156	\$	8,487,981	\$	1,769,825	26.34%	

PROGRAM:

Wastewater originating in the City's Wastewater system is treated by Fairfax County in its Noman M. Cole, Jr., Pollution Control Plant by a contractual agreement that provides a guaranteed treatment capacity for the City.

GOAL:

To ensure effective Wastewater services to city customers and to make sure treatment capacity is available for future use by administering the wastewater treatment contract with Fairfax County.

OBJECTIVES:

- To determine how much capacity is available for future use by measuring and monitoring city wastewater flows to Fairfax County's Noman M. Cole, Jr. Pollution Control Plant and make recommendations to purchase additional capacity if necessary.
- To monitor the city's payments to the County for treatment, capital improvement, operations and maintenance costs to ensure costs to City customers are accurate and properly prorated.

SERVICES AND PRODUCTS:

• Wastewater metering stations, treatment and disposal of wastewater for City residents and businesses and to protect the Chesapeake Bay.

DEPARTMENT: Public Works

DIVISION OR ACTIVITY: Wastewater Line Maintenance

BUDGET COMMENTS:

Notable changes from the 2022 adopted budget to the FY 2023 adopted budget include:

Salaries

- 3.5% merit increase, effective 1/1/2023.
- 2.6% market rate adjustment to pay scales.

Fringe Benefits

The effect from salary increases and inflationary cost of benefits.

Capital Outlay

• The detail for Wastewater capital projects is provided in the Capital Budget tab of this book.

	Cost Ce	nte	r 435120: Was	stev	vater Line M	ain	tenance		
Title	FY 2021 Actual	FY 2022 <u>Budget</u>		FY 2022 Estimate			FY 2023 Adopted	 riance to Budget \$	Variance to Budget %
Salaries	\$ 593,431	\$	617,481	\$	617,481	\$	663,937	\$ 46,456	7.52%
Fringe Benefits	256,190		234,633		234,633		265,484	30,851	13.15%
Purchased Services	62,008		72,500		72,500		72,500	-	0.00%
Internal Services	65,844		60,073		60,073		53,352	(6,721)	-11.19%
Other Charges	16,293		31,750		31,750		33,750	2,000	6.30%
Supplies & Materials	56,483		110,889		110,889		110,889	-	0.00%
Capital Outlay	82,746		2,056,000		2,056,000		2,137,000	81,000	3.94%
Total	\$ 1,132,995	\$	3,183,326	\$	3,183,326	\$	3,336,912	\$ 153,586	4.82%

PROGRAM:

Wastewater conveyance pipelines and facilities are maintained and rehabilitated by the Wastewater Division of the Public Works Department.

GOAL:

To provide reliable wastewater service by inspecting, cleaning, repairing and rehabilitating the city's wastewater pumping and gravity conveyance network.

OBJECTIVES:

- To minimize the number of wastewater service line backups to less than two per fiscal year
- To minimize the number of wastewater overflows to the environment to less than two per fiscal year
- To reduce excessive inflow and infiltration (I/I) by ten percent from FY 2013, the base year.
- To perform preventive maintenance flushing of 50% of the wastewater system per year.
- To perform preventive maintenance video recording of 15% of the wastewater system per year.

DEPARTMENT: Public Works

DIVISION OR ACTIVITY: Wastewater Line Maintenance

SERVICES AND PRODUCTS:

- Provide well-maintained and unobstructed wastewater conveyance pipelines
- Minimize backups and overflows
- Inspect and resolve wastewater pipelines exhibiting grease and blockage
- Respond to and resolve odor control issues

Wastewater Line Maintenance

Personnel Classification	Grade	FY 2021 <u>Actual</u>	FY 2022 Budget	FY 2022 Estimate	FY 2023 Adopted
Streets Superintendent	S02	0.25	0.25	0.25	0.25
Crew Supervisor	117	1.00	1.00	1.00	1.00
Assistant Crew Supervisor	114	-	-	-	1.00
Utility Worker III	112	1.00	1.00	1.00	-
Equipment Operator	111	1.00	1.00	1.00	1.00
Utility Line Locator	112	1.00	1.00	1.00	1.00
Utility Technician	110	1.00	1.00	1.00	1.00
Utility Worker II	109	1.00	1.00	1.00	1.00
Utility Technician II	109	1.00	1.00	1.00	1.00
Total FTE		7.25	7.25	7.25	7.25

DEPARTMENT: Utilities

DIVISION OR ACTIVITY: Wastewater Administration

BUDGET COMMENTS:

Notable changes from the 2022 adopted budget to the FY 2023 adopted budget include:

Salaries

- 3.5% merit increase, effective 1/1/2023.
- 2.6% market rate adjustment to pay scales.
- Addition of 0.65 FTE
- Reallocation of Public Works Admin personnel

• Fringe Benefits

· The effect from salary increases and inflationary cost of benefits

Internal Services

• The allocation of motor pool expenses from Fleet Maintenance and management fees from the General Fund are updated based on actual usage statistics.

	Cost Center 435130: Wastewater Administration & Engineering													
Title		FY 2021 Actual		FY 2022 Budget		FY 2022 Estimate		FY 2023 Adopted		riance to Sudget \$	Variance to Budget %			
Salaries	\$	83,127	\$	164,780	\$	164,780	\$	134,911	\$	(29,869)	-18.13%			
Fringe Benefits		27,387		77,207		77,207		65,515		(11,692)	-15.14%			
Purchased Services		30,050		19,820		19,820		34,820		15,000	75.68%			
Internal Services		521,117		557,956		557,956		619,684		61,728	11.06%			
Other Charges		272,652		335,000		367,917		335,000		-	0.00%			
Supplies & Materials		-		1,450		1,450		3,250		1,800	124.14%			
Capital Outlay		-		-		-		-		-	0.00%			
Total	\$	934,333	\$	1,156,213	\$	1,189,130	\$	1,193,180	\$	36,967	3.20%			

DEPARTMENT: Utilities

DIVISION OR ACTIVITY: Wastewater Administration

PROGRAM:

Wastewater service management and administration are provided by the Department of Public Works, but no longer include utility billing. Customer service, customer issue resolution, general administration, and engineering review are to be provided by Public Works as an in-kind service.

GOAL:

To provide effective leadership, managerial, administrative and engineering support to the Wastewater line maintenance division in order to enhance system performance. To strengthen environmental sustainability and meet the City's goal of providing unsurpassed user-friendly, customer-focused business practices.

OBJECTIVES:

- To monitor and ensure efficient utility billing for wastewater customers as outsourced to Fairfax Water.
- To review site plans submitted by developers within 7 business days of submittal
- To manage new connections to the wastewater system
- To provide "Capacity Management" via managing wastewater conveyance to Fairfax County and a life-cycle cost basis for the wastewater Capital Improvement Program
- To have a strong safety program resulting in zero "lost time" accidents for the Department

SERVICES AND PRODUCTS:

- Administrative services for Wastewater Services Section
- Monitoring Utility Billing Quality and cost effectiveness
- Wastewater emergency response assistance
- Wastewater conveyance and service connection Information Management
- Asset Management support via GIS
- Records Management

Wastewater Admin

Personnel Classification	Grade	FY 2021 <u>Actual</u>	FY 2022 Budget	FY 2022 Estimate	FY 2023 Adopted
Director of Public Works	**	0.10	0.10	0.10	0.10
City Engineer	S01	0.10	0.10	-	0.10
Public Works Program Manager	S02	0.10	0.10	0.10	0.10
Utilities Coordinator	121	-	-	-	0.50
Utilities Analyst	121	-	-	-	0.50
Public Works Site Plan Reviewer	118	-	-	-	0.25
Stormwater Program Specialist	117	0.30	0.30	0.30	0.30
Administrative Assistant IV	113	0.30	0.30	0.30	0.30
Total FTE		0.90	0.90	0.80	2.15

FY 2023 Adopted Budget - City of Fairfax, Virginia

FUNCTION: Wastewater Services

DEPARTMENT: Utilities

DIVISION OR ACTIVITY: Wastewater Debt Service

BUDGET COMMENTS:

No notable changes from the 2022 adopted budget to the FY 2023 adopted budget.

Cost Center 435710: Wastewater Debt Service												
Title		FY 2021 <u>Actual</u>		FY 2022 Budget	;	FY 2022 Estimate		FY 2023 Adopted		riance to Sudget \$	Variance to Budget %	
Debt Service	\$	797,004	\$	1,364,469		1,364,469	\$	1,362,950	\$	(1,519)	-0.11%	
Total	\$	797,004	\$	1,364,469	\$	1,364,469	\$	1,362,950	\$	(1,519)	-0.11%	

PROGRAM:

General revenue bonds and resulting debt service are required after City Council approval for projects too large to be funded by current user fee revenues. Such capitalized projects have a long-term public benefit and ensure adequate capacity for current and future customers.

GOAL:

To ensure an adequate, efficient and financially secure system by paying principal and interest (debt service) for bond proceeds issued by the VRA to the City to pay for completed treatment improvements upgrades at Noman Cole, Jr., Pollution Control Plant and the City's pumping and collection service area.

OBJECTIVE:

Retire Debt

SERVICES AND PRODUCTS:

Payment of principal and interest on debt to bond holders.

2019A VRA Refund of 2010C Bonds Lease Financing for Utility Improvements Principal and Interest, 10-1; Interest, 4-1

Payments During Year

YEAR ENDING		NET	TOTAL
<u>JUNE 30</u>	PRINCIPAL	INTEREST	REQUIREMENT
2023	630,000	732,950	1,362,950
2024	665,000	699,766	1,364,766
2025	695,000	664,916	1,359,916
2026	735,000	628,272	1,363,272
2027	775,000	589,578	1,364,578
2028	815,000	548,834	1,363,834
2029	850,000	506,169	1,356,169
2030	900,000	461,325	1,361,325
2031	945,000	414,047	1,359,047
2032	990,000	364,463	1,354,463
2033	1,040,000	315,594	1,355,594
2034	1,080,000	276,634	1,356,634
2035	1,110,000	244,806	1,354,806
2036	1,140,000	211,125	1,351,125
2037	1,175,000	175,969	1,350,969
2038	1,210,000	139,219	1,349,219
2039	1,245,000	100,859	1,345,859
2040	1,280,000	61,406	1,341,406
2041	 1,325,000	20,703	1,345,703
Total	\$ 18,605,000	\$ 7,156,635	\$ 25,761,635

Purpose: Financing capital improvements to the Wastewater System

Principal Amount: Original: \$24,080,000; Refunding \$19,205,000

Date of Issue: November 2010; Refunding April 2019

Collateral: Wastewater Fund reserves

FY 2023 Adopted Budget - City of Fairfax, Virginia

Account	Account Title	FY 2021 Actual	FY 2022 Budget	FY 2022 Estimate	FY 2023 Adopted	Variance to Budget \$	Variance to Budget %
CtWtt							
County Wastewater Treatment Contract (435110) 530835	City-County Contracts - O&M	¢ 2.260.621	\$ 2,094,156	\$ 2,094,156	\$ 2,156,981	\$ 62,825	3.00%
580448	City-County Contracts - O&M	116,039	\$ 2,094,130	\$ 2,094,130	\$ 2,130,961	\$ 02,825	0.00%
530835	City-County Contracts - CIP	110,039	4,624,000	4,624,000	6,331,000	1,707,000	36.92%
330633	Subtotal	2,384,660	6,718,156	6,718,156	8,487,981	1,769,825	26.34%
Maskawaka Lina Maintanana (435120)							
Wastewater Line Maintenance (435120) 511105	Salaries - Full Time	432,210	472,481	472,481	518,937	46,456	9.83%
511115	Salaries - Overtime	112,829	112,000	112,000	112,000	-	0.00%
511125	Temporary Help	15,853	6,000	6,000	6,000	_	0.00%
511130	On Call Pay	24,278	27,000	27,000	27,000	_	0.00%
511161	Hazard Pay	4,688		- ,,,,,,	- ,,,,,,	_	0.00%
511165	Annual Accrual	3,573	-	-	-	_	0.00%
512110	Fringe Benefits	256,190	234,633	234,633	265,484	30,851	13.15%
530113	Contract Services	41,583	29,000	29,000	29,000	-	0.00%
530350	Building Maintenance	. 1,500	5,000	5,000	5,000	_	0.00%
530351	Equipment Maintenance	20,425	38,500	38,500	38,500	_	0.00%
540102	Motor Pool Charges	65,844	60,073	60,073	53,352	(6,721)	
550110	Utilities Expense	16,161	17,533	17,533	17,533	(0,721)	0.00%
550430	Equipment Rental	10,101	11,500	11,500	11,500		0.00%
550501	Travel & Training	_	11,500	11,500	2,000	2,000	0.00%
550601	General Subsisdies/Contributions	(202)			2,000	2,000	0.00%
550801	•	(292) 424			2 717	-	0.00%
	Emergency Events		2,717	2,717	2,717 1,000	-	
560110	Office Supplies	361	1,000	1,000		-	0.00%
560416	Uniforms	4,433	4,389	4,389	4,389	-	0.00%
560420	Operating Supplies	14,434	11,500	11,500	11,500	-	0.00%
560430	Operating Materials	5,560	29,000	29,000	29,000	-	0.00%
560501	Chemicals - Other	31,695	65,000	65,000	65,000	-	0.00%
580428	Sewage Pump Station Rehab	13,073	52,000	52,000	53,000	1,000	1.92%
580440	Sewer Trunk Lining-pipes over 10 in	64,802	650,000	650,000	700,000	50,000	7.69%
580441	Sewer Lining	-	480,000	480,000	480,000	-	0.00%
580442	Manhole Rehab	-	127,000	127,000	130,000	3,000	2.36%
580443	Sewer Trunk Line Evaluation	-	260,000	260,000	290,000	30,000	11.54%
580448	Geographical Information System	(116,039)		-	-	-	0.00%
580449	Collection System Repair & Replacement	5,899	116,000	116,000	119,000	3,000	2.59%
580450	Pump Station Containment	14,153	-	-	-	-	0.00%
580451	Stream Easement Encasement Project	41,962	156,000	156,000	60,000	(96,000)	
580453	Rep SS/Line Main & West	52,294	-	-	-	-	0.00%
580454	Wastewater Vehicle Replacement	6,602	165,000	165,000	35,000	(130,000)	-78.79%
580456	Sanitary Sewer Stream Enbankment Amoring Program	-	50,000	50,000	50,000	-	0.00%
580457	Pump Station Force Main Lining & Replacement	- 4 422 005	2 402 226	2 402 226	220,000	220,000	0.00%
	Subtotal	1,132,995	3,183,326	3,183,326	3,336,912	153,586	4.82%
Administration & Engineering (435130)							
511105	Salaries - Full Time	66,440	162,880	162,880	133,411	(29,469)	
511115	Salaries - Over Time	37	400	400	-	(400)	-100.00%
511125	Temporary Help	16,325	1,500	1,500	1,500	-	0.00%
511161	Hazard Pay	325	-	-	-	-	0.00%
512110	Fringe Benefits	27,387	77,207	77,207	65,515	(11,692)	-15.14%
530113	Contract Services	30,050	19,820	19,820	34,820	15,000	75.68%
540060	Management Fee	521,117	557,956	557,956	619,684	61,728	11.06%
550806	Other Services	272,652	335,000	367,917	335,000	-	0.00%
560110	Office Supplies	-	1,250	1,250	3,050	1,800	144.00%
560416	Uniforms		200	200	200	-	0.00%
	Subtotal	934,333	1,156,213	1,189,130	1,193,180	36,967	3.20%
Debt Service (435710)							
	Principal	-	600,000	600,000	630,000	30,000	5.00%
590105							
590105 590110	Interest	797,004	764,469	764,469	732,950	(31,519)	
	•	797,004 797,004	764,469 1,364,469	764,469 1,364,469	732,950 1,362,950	(31,519) (1,519)	

FY 2023 Adopted Budget - City of Fairfax, Virginia

Function: Wastewater Services
Department: Public Works

Division or Activity: Wastewater Lateral Repair and Replacement Program

Program:

The Code of the City of Fairfax, Virginia requires wastewater customers to be responsible for wastewater laterals all the way to the main. In all cases, repair or replacement of the lateral within the Right-of-Way is expensive and urgent. As a first step toward establishing assistance within the Right-of-Way the Wastewater Utility established, effective March 2017, a reimbursement program for corrective repairs and replacements, as well as preventive replacements using open trench or trenchless technologies. The program provides a new charge entitled Wastewater lateral repair and replacement charge.

A dedicated self-sustaining account has been established under this Utility Fund for the wastewater lateral repair and

replacement program.

City of Fairfax, Virginia FY 2023 Lateral Repair and Replacement Program Budget Summary													
FY 2021 FY 2022 FY 2023 Variance to Variance to Actual Budget Estimate Adopted Budget \$ Budget %													
Cash Balance - Beginning		293,006	1	.09,603		293,006		293,006					
Revenues Lateral R & R Charge	\$	-	\$ 1	.60,000	\$	160,000	\$	160,000	\$	-	0.00%		
Total Revenues	\$	-	\$ 1	60,000	\$	160,000	\$	160,000	\$	-	0.00%		
Expenses Lateral R & R Expense	\$	-		60,000	·	160,000		160,000		-	0.00%		
Total Expenses	\$	-	\$ 1	.60,000	\$	160,000	\$	160,000	\$	-	0.00%		
Cash Balance - 6/30	\$	293,006	\$ 1	.09,603	\$	293,006	\$	293,006					

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